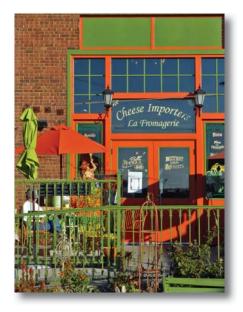






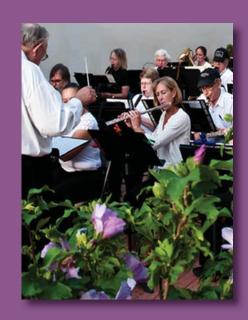


# 2015 Operating BUDGET









City of Longmont, Colorado

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Dennis L. Coombs Mayor



**Brian Bagley** Mayor Pro Tem Council Member, Ward I



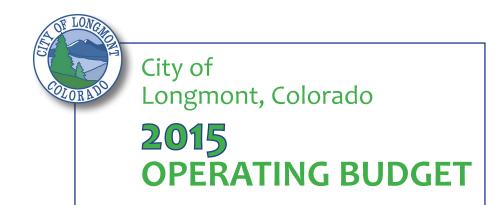
Gabe Santos Council Member At-Large

Harold Dominguez City Manager

Sandra Seader Assistant City Manager

Shawn Lewis Assistant City Manager

Eugene Mei City Attorney





Jeff Moore Council Member, Ward II



Sarah Levison Council Member At-Large

Valeria Skitt City Clerk

Jim Golden Director of Finance

**Dale Rademacher** General Manager Public Works and Natural Resources

Mike Butler Public Safety Chief



Bonnie Finley Council Member, Ward III



**Polly Christensen** Council Member At-Large

Karen Roney Director of Community Services

**Tom Roiniotis** General Manager Power & Communcations

Joni Marsh Director of Planning & Development Services

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Teresa Molloy, Budget Manager Melody Pallaoro, Accounting/Budget Analyst Bryan Bartow, Accounting/Budget Analyst Sally Helms, Business Analyst



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City of Longmont, Colorado

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#### **CITY MANAGER'S OFFICE**

Civic Center Complex Longmont, Colorado 80501 (303) 651-8601 *www.ci.longmont.co.us* 



TO: Honorable Mayor and City Council

FROM: Harold Dominguez, City Manager

DATE: January 1, 2015

**SUBJECT:** 2015 Adopted Operating Budget Summary

I hereby present to you the 2015 Adopted Operating Budget for the City of Longmont, as required by the Longmont City Charter. It is a balanced budget with no tax rate increases. The total operating budget for 2015, including all funds, is \$273.1 million, which is \$9.2 million less than the budget adopted for 2014. This is a 3.26% decrease from the 2014 budget of \$282.3 million. All funds are balanced with sources of revenue identified to meet all projected expenses. There are fee increases in the Golf Enterprise Fund, an average increase of 13% in the Sewer rates, and an estimated 4% average increase in Water rates included as a part of this budget. An ordinance approving the sewer rates was adopted by City Council in 2012. Staff will be bringing the Water Master Plan to Council in September and proposed rates in October. Approximately \$35.21 million in accumulated fund balances will be drawn down in 2015, primarily to meet capital improvement needs.

Hard Amingen

While this most certainly is not a budget that is flush with resources, it is one in which we have had more ability to meet the demand for resources than we have had since before the economic downturn that began in late 2008. Most of that ability has come from growth in sales and use tax revenue. There are still components of this budget that are impacted by little or no growth in certain key sources of revenue.

As always, the sales and use tax and the property tax are the two key drivers of resources in our adopted budget. While sales and use tax has rebounded well since the 2008-09 economic downturn, property tax has not. Property tax revenue peaked in 2009 at \$14.4 million but since then the decline in values in both residential and commercial property has been slow to return. This is not a year of reassessment so we will see relative stability from property tax revenue in 2015 compared to expected 2014 collections. Since preliminary assessed valuation information is not received from the Counties until late August, this budget is based on informal feedback from the Boulder County Assessor office. The timing of receiving final assessed valuation data has resulted in our 2014 budget being over-budgeted for property tax. This adopted budget for 2015 includes \$13.90 million of property tax which is 0.5% more than was budgeted for 2014 and is still 4.9% less property tax revenue than was received in 2009.

Sales and use tax collections in 2014 have been very strong and after six months of collections it is now 10.8% greater than it was for the same period in 2013. The sales tax is showing steady growth of 6.9% in 2014 while the use tax activity is exceptionally strong being up 33.7% after six months. The redevelopment of the Twin Peaks Mall is now underway with the target of a partial opening in the fourth quarter of 2015. With the mall fully closed there will be a drag in sales tax growth over the next twelve months. Sales tax revenue from the mall redevelopment is not included within this adopted budget. If there is activity in the fourth quarter it will add to the overall results, but to avoid any negative impact from unforeseen construction delays staff did not work it into our 2015 projections. Any 2015 revenue from this source will be a plus, and it also can serve as a hedge against likely declines in both sales and use tax revenue from two primary employers in Longmont, Amgen and DigitalGlobe.



Residential construction activity in 2014 has been strong and is on track to meet or exceed budget projections. While new commercial construction is about equal to 2013 after seven months, it will be boosted by the mall redevelopment in 2014. The total valuation of building permit activity through July is 61.4% greater in 2014 than it was for the same period in 2013. In the first half of 2014 there has been a net loss of 141 primary jobs. That number will increase with the recent announcement of Amgen closing its facility in Longmont. Any significant staffing reductions by primary employers would likely have a detrimental impact on the local economy.

Revenue activity in 2014 through July has been on target to meet or exceed budget in the major areas of sales and use tax, building permits, and most charges for services. It is below budget in the areas of cigarette taxes and fines and forfeits. Sales and use tax is the largest source of revenue for five major operating funds of the City: the General Fund, the Public Improvement Fund, the Streets Fund, the Open Space Fund, and the Public Safety Fund. After six months of sales activity the combined sales and use tax has increased 10.8% from the 2012 level of collections. Of this amount, sales tax has increased 6.9% while use tax has increased 33.7%. Our budgeted projection of sales and use tax growth for 2014 turned out to be 0.05% below the actual level of 2013 collections. We have analyzed the year-to-date results carefully and project to end 2014 with a combined increase in sales and use tax of 4.99%. While we expect the sales tax growth to remain strong it will be slowed by the closing of the mall as well as the job losses. Some retailers that were new in 2013 will reach a full year of activity, which also results in slowed growth in sales tax. There also was a boost in sales activity after the flood in 2013 that may not be sustained for long. And, there were some delinguent sales tax collections made in late 2012 that could impact the growth comparison. These factors have led to our projection of the sales tax growth finishing at 3.58% for the year. We also see a decline for the use tax in the second half of 2014. Both use tax from building permits and auto sales outside of the City are performing well after six months but we have projected some slowing of each. More importantly, the use tax from primary employers is up 22.6% in 2014. Given the volatility of this source of use tax we assumed that growth would drop to about 13.6%. That projection was made before the Amgen announcement. While use tax from primary employers may fare worse than we predicted, the building permits and auto sales activity still should keep us close to our overall projection of a 12.4% growth in use tax for the full year.

Development revenue in the General Fund is on track to easily exceed the 2014 budget projections. The number of building permits issued for dwelling units is actually 42.1% above 2013 levels. The 2014 budget was based on a building permit projection of 124 single family units, 38 townhouse/condo units, and 120 multi-family units. Through July there have been 86 single family units, 36 townhouse/condo units, and 13 multi-family units. The valuation on commercial building permits in 2014 is \$18.3 million as compared to \$20.5 million in 2013.

Revenue estimates included in this 2015 budget are based on the actual revenue activity through this past July as well as any other information available regarding specific industries and potential developments. This budget is balanced in all funds as a result of a number of factors, some of which include:

- A projection of a 1.1% decrease in budgeted property tax revenues based on estimated property valuations from the County Assessor.
- A projection of a 3.16% increase in sales and use tax revenue in 2015 over the projected collections for 2014.
- A projection of 323 building permits for dwelling units for 2015, including 179 single-family units, 56 townhouse/condo units, and 88 multi-family units.

The overall sales and use tax increase for 2015 is projected to be 3.16%. Sales tax alone is expected to increase 3.2% in 2015. Our general approach to retail was a 0.90% population growth and 2.4% economic or inflationary growth. We also anticipate the full loss of revenue from Twin Peaks Mall vendors within the ring road due to the redevelopment. No loss of primary jobs or the loss of any other key businesses is considered in this sales tax projection. We are projecting growth in use tax for 2014 with the construction activity projected to boost the use tax on lumber. We also anticipated a moderate drop in primary employer use tax due to its cyclical nature but no further adjustment was made for the loss of Amgen. Auto sales outside the City are projected to continue to increase slightly. These assumptions combine to our projecting overall use tax to increase 2.97% in 2015. Together these projections combine to form the overall increase in sales and use tax of 3.16% that we are using for this 2015 budget.

Recent General Fund budgets have included two factors that have had an impact of helping to balance the budget. Both of these can present challenges to the long-term fiscal sustainability of the City. Last year when presenting the 2014 budget staff identified these issues to the City Council and targeted them for correction in future budgets as part of an overall budget reset of the General Fund.

- 1) The allocation of sales and use tax revenue between the General Fund and the Public Improvement Fund (PIF) has been a split of 88.3%/11.7% since 2010. Before 2010 the split was 85%/15%. The current allocation resulted in \$1,053,872 of additional budgeted sales and use tax revenue to the General Fund for 2014.
- 2) The 2014 General Fund budget utilized \$296,405 of fund balance to fund ongoing type expenses that reoccur in our annual budget, but with only a one year commitment.

These were the major issues that would need to be addressed before the General Fund could be reset so that ongoing expenses can be sustained into the future with ongoing revenues. In the 2014 budget, the first year of the reset, staff planned to only make partial progress as the total reset is expected to take three to five years. The 2014 budget reduced the reset over \$500,000 through the elimination of the parks and greenway maintenance fee from the General Fund and some adjustments to administrative transfer fees. In this adopted 2015 budget there are no ongoing type expenses with a one year commitment. All of these type expenses have either been funded with ongoing resources or else they are no longer funded in this budget.

The allocation of the 2% sales and use tax between the General Fund and the PIF has changed over the years, but the allocation in place from 2010 through 2014 is the highest percentage ever directed to the General Fund. The current tax funding to the PIF puts that fund in the long-term position of being able to meet bonded debt requirements but leaves limited funding for capital projects and capital maintenance that is a key responsibility that has been met by this fund in the past. Without the proper level of capital maintenance we are facing the challenge of deteriorating infrastructure and an escalation in asset replacement costs in future budgets.

While the allocation of the ongoing sales and use tax has been slanted toward the General Fund, recent budgets have helped to offset the shortage of ongoing funding to the PIF by transferring unreserved unrestricted fund balance of the General Fund to the PIF for funding of capital maintenance and projects. Transfers were \$850,000 in 2011, \$266,300 in 2012, and \$500,000 in 2014. In the 2013 budget, due to very strong use tax performance in 2011 and 2012, the PIF had a projected carryover of revenue in excess of budget of \$1,245,850 to use for one-time expenses.

This adopted 2015 budget moves the split to 87.7%/12.3%, which results in \$934,342 of additional budgeted sales and use tax revenue to the General Fund. For 2015, it is recommended that we transfer \$539,539 of unreserved unrestricted fund balance of the General Fund to the PIF once again. This will combine with close to \$700,000 of carryover in the PIF to provide additional funding for capital maintenance and projects. This amount should help compensate for the funding differential of \$934,342 due to the sales and use tax split and provide additional funding for the PIF that soon will be facing significant CIP projects for renewal of municipal buildings.

The City Council's adopted Financial Policies have always been aimed at assuring the financial stability of the City of Longmont. Our realistic and conservative approach to estimating revenues has been a key factor to ensure the City's financial integrity during the economic decline we have endured in recent years. Revenue estimates for this 2015 budget are derived using the same process.

Use tax revenue is historically volatile and given the uncertainty of it, it is preferable to tie it more to one-time expenses in the Public Improvement Fund as opposed to ongoing expenses in the General Fund. Accordingly, this budget incorporates the financial policy approved in concept by the City Council in 2007 that will direct as much of the sales tax as possible to the General Fund and as much of the use tax as possible to the Public Improvement Fund while still maintaining the 87.7% and 12.3% allocation of budgeted revenues respectively. Actual revenues received will be credited between the two funds in accordance with their respective budgeted shares of the sales tax and the use tax. The use of this approach in the past has been integral in the ability of the General Fund to withstand the revenue reductions in the economic downturn. In 2014, the policy has resulted in providing excess revenues to the PIF that will be used for one-time expenses in 2015. In this 2015 Budget the allocation of the 2.0 cents of sales and use tax revenue is proposed as 100% of the sales tax and 27.88% of the use tax to the General Fund with the Public Improvement Fund to receive 72.12% of the use tax.

Another financial policy incorporated as a part of this adopted budget is the requirement of maintaining an unrestricted fund balance in the General Fund of from two to three months of operating expenditures (16.67% to 25%). Within this overall policy the General Fund reserves are separated into three components: first is reserve Restricted for Emergencies to meet the TABOR requirements; next is a reserve Committed to Emergencies by the City Council of 8% of General Fund operating expenditures; third is a City Council imposed Stabilization Reserve of between 3% and 8% of General Fund operating expenditures. If all three components of the reserve policy were funded it would be from \$10.7 million to \$14 million. It is a goal to reach this over time, but this adopted 2015 budget will raise the reserve balance to \$7.15 million, which would be at about 5.7% of the reserve Committed to Emergencies.

This budget complies with the financial policy of the City that requires operating/ongoing revenues to be used to pay for operating/ongoing expenses. This policy has always been the primary step to maintaining financial stability in times of either increasing or decreasing revenues. This 2015 budget uses General Fund fund balance as one-time revenue to support one-time expenditures only.

The financial policy regarding the use of Incremental Development Revenues prevents us from treating the volatile revenues from building permits and plan check fees as typical ongoing revenues. The policy established 120 dwelling units as the target above which budgeted revenues generated from development would be considered to be "incremental development revenue" that would only be available for development related expenses that are either one-time or else subject to reduction in the event that this level of revenue was not sustained in the future. With 2015 development revenues based on 323 dwelling units there is \$517,017 of incremental development revenue included as a part of the 2015 adopted budget.

At the City Council retreat in 2013 there was a commitment toward using priority based budgeting to make future decisions regarding resource allocations. As one of the first key pieces in the priority based budgeting process, during 2013 the City Council began the process of identifying the results that we are in business to achieve. Previously the City was using the Focus on Longmont strategic policy directions to serve this purpose. In order to ensure that the desired results reflected those of the current leadership, Council went through an exercise and identified the following five results, which were vetted and weighted by the community:

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

Maintaining Longmont's outstanding quality of life has been a long-standing Council goal. To keep Longmont a quality place to live as the economy struggles requires that limited resources are allocated proficiently among multiple priorities. The following is how the resources in this 2015 budget are allocated to support the desired outcomes that were identified by the City Council:

#### Safe Community

The City Council has always placed public safety expenditures in a high priority category when allocating scarce resources from the General Fund. It is because of this high priority that in 2006 the City Council chose to propose to the voters an increase of 0.325 cent in the city sales and use tax rate to fund additional resources to increase the level of public safety in Longmont. The approval of the tax has allowed for the addition of a total of 41 FTE through 2014 including 3 FTE in Communications, 1 FTE in Emergency Management, 24 FTE in the Police Department, 11 FTE in the Fire Department and 2 Gang Intervention FTE in Children, Youth and Families. It has also provided the financing for Fire Station #1, which opened in 2009, and the Firing Range, which opened in 2012. The public safety tax will provide over \$5.62 million of funding for public safety in this 2015 budget including new ongoing resources of 1 FTE in Communications, 1 FTE for the Special Operations unit in Police, and \$90,000 for the lead management program for the shooting range. It is also providing one-time expenses of \$28,000 for mounted gas detection devices, \$46,972 for CradlePoint routers, \$12,140 for fire technical rescue tools, \$45,000 toward SharePoint, \$36,000 for a water rescue craft, \$57,275 for a police vehicle, \$100,000 for improvements to the shooting range facility, and \$350,000 for the annual lease payment for Fire Station #1.

The adopted 2015 General Fund budget includes over \$30 million of funding for public safety services, which includes 254.5 FTE. New resources for Public Safety from the General Fund include ongoing resources for Fire

of \$40,000 for bunker equipment, \$24,000 for wellness physicals, and \$147,750 of overtime and ongoing resources for Police of \$25,000 for ammunition and \$232,250 of overtime. The 2015 budget includes one-time resources from the General Fund for public safety totaling \$587,189. Those one-time expenses include for Police: \$27,600 for bullet proof vests, \$35,988 for Taser replacements, \$29,150 for bomb squad vehicle accessories, and \$16,000 for tactical ballistic vests and helmets. For Fire it includes \$45,000 for an airpack communications system, \$39,300 for water rescue kits, \$192,000 for Lifepak 15 defibrillators, and \$100,000 for a tone decoding CAD interface.

#### **Thriving Economic Climate**

One of the identified desired outcomes has long been a strategic policy direction of Longmont City Councils as they have focused on promoting a healthy economic climate as our community recognizes that a balanced, thriving economy is essential to ensuring its long-term quality of life. Over the past several years, our community has been developing strategic plans and operational capabilities to ensure the City has the ability to meet the increasing challenges of the changing local, national and world economies. As the economy has recovered, Longmont has repositioned to better facilitate new commercial development and improve upon planning, processes and procedures for both commercial and residential development.

The one-stop Development Services Center (DSC) at 4<sup>th</sup> Avenue and Kimbark Street continues to provide a convenient single location for residents, builders, contractors and developers to be served by City staff in the processing of development applications. By consolidating the City's economic development functions with similar functions at the Longmont Area Economic Council (LAEC) the City has laid the groundwork for a onestop shop at LAEC that will serve businesses and site selectors just as the DSC serves developers, contractors, etc. In addition, the newly formed Planning & Development Services Department coordinates all of the development-related activities of the community, including permitting, building inspections, transportation planning and development review, with a renewed emphasis on long-range planning. Vance Brand Municipal Airport continues to be a focus with the airport division now reporting directly to the City Manager's Office, and a greater effort toward generating revenue, leveraging development opportunities and enhancing the physical appearance of the airport. In addition to revamping the City's collaboration with LAEC, the City continues to partner with other economic agencies, including the Longmont Downtown Development Authority (LDDA), Visit Longmont, the Small Business Development Center (SBDC), Front Range Community College, and the Chamber of Commerce to advance shared economic development goals. Senior staff from these agencies and the City also conduct regular coordination meetings in order to continually enhance the community's economic development programs.

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 2015 budget. The adopted budget includes \$50,000 for LEGI, \$30,000 for the Business Start-Up Grant program, \$30,000 for the Business Improvement Grant program, \$15,000 for the Small Business Development Center, \$25,000 for community marketing and branding, and \$362,500 to contract with LAEC to provide economic development services including administering the aforementioned programs through grant administration, training, loan program facilitation and individualized business assistance as well as continuing to provide efforts to retain and attract primary employers. While the contract with LAEC has increased from prior years, due to the reorganization earlier this year this adopted budget includes two fewer FTE who were previously involved in delivering economic development services by the City.

In this adopted 2015 budget the Planning & Development Services Department proposes to improve service delivery by converting two existing positions, an Office Assistant and a Plans Examiner, into two new positions, a Planning Tech and an Assistant Chief Building Official. This adopted budget for 2015 also includes one-time expenses of \$500,000 for an update of the Longmont Area Comprehensive Plan, \$75,000 for Accela post-production support, and \$40,000 for a contract planner or landscape architect. The Lodgers' Tax will provide \$393,560 to Visit Longmont to fund operations and to support tourism and visitor-related programs.

This budget includes ongoing support of \$152,315 from the General Fund to supplement staffing and administration costs associated with the City's Affordable Housing Fund that supports affordable housing and community reinvestment efforts throughout the City.

The Longmont Downtown Development Authority derives its funding from two primary sources of revenue. First is an operating mill levy of 5 mills, which generates approximately \$188,000 annually, and the second is through

tax increment financing (TIF). The current year, 2014, is the 31<sup>st</sup> year of the LDDA TIF and under state statute, changes to the base year will reduce projected TIF revenues from \$1,050,000 in 2013 to \$483,324 in 2014. A similar amount is expected for 2015.

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 also are charged to the DDA Arts & Entertainment Fund, the Downtown Parking Fund, and the Longmont General Improvement District. The LDDA TIF has funded capital projects, incentive programs, the façade improvement program, and arts and entertainment programs in the past. In this adopted 2015 budget it will again provide funding for arts and entertainment programs. The downtown alley improvement program will resume on the west side of Main Street in 2015, and funding for this comes from the LDDA TIF as well as the Electric Fund, the Street Fund and the Strom Drainage Fund.

The LDDA is teaming with Downtown Longmont Community Ventures to request \$20,000 of funding to provide a contract employee to help Ventures get established. The LDDA is also requesting funding from the City of \$5,000 to support the holiday lighting program.

#### Vibrant Amenities and Opportunities for All

Another desired outcome focuses broadly on efforts that contribute to having a vibrant community and a high quality of life for all residents of Longmont. The Longmont Museum is to receive \$66,950 in ongoing funds to lease space for temporary collection storage, an increase of \$10,000 over 2014. With the opening of the Stewart Auditorium in 2015 this adopted budget includes \$6,650 for a ticketing module, \$19,480 of one-time funds for operational costs, and one FTE Auditorium & Event Manager. The Museum has also been allocated \$35,000 for an Air-pro dust collection system. The ongoing transfer to the Callahan House Fund to subsidize operations is being increased by \$9,149 to bring the total to \$69,352 in 2015. There is also \$11,750 of one-time funding for the Callahan House for repair of leaded glass window frames. The LiveWell Longmont initiative is receiving \$30,000 of one-time expense funding in this adopted 2015 budget, which matches grant money received from LiveWell Colorado to implement the seventh year of this community-based effort to improve health outcomes through healthier eating and more active living.

This adopted 2015 budget includes \$74,050 of new ongoing funding for temporary wages for lifeguards for recreation aquatic programs and at Union Reservoir. There is also \$8,000 for additional chemical costs at the pools. The Recreation Division is also being allocated one-time funding from the General Fund of \$5,790 for front desk equipment at the recreation facilities. There is also \$231,148 of specialized equipment replacements for recreation and other Community Services' facilities funded from the Public Improvement Fund.

One of the financial policies of the City Council is that 1.6% of General Fund budgeted revenues will be allocated to funding for human service agencies. This adopted 2015 budget will provide funding of \$1,075,027 for human service agencies, which is \$44,661 more than in 2014.

In 2015, the City will be in its fifth year (of a five-year Council-initiated pilot poverty reduction program) of operating the RISE program in partnership with the Longmont Housing Authority. Human Service Agency funding of \$75,000 will be provided toward the expenses for the case management contract with the Longmont Housing Authority and for the Circles Campaign to support the families in Aspen Meadows Neighborhood who are involved in the RISE program. This is in addition to the direct services for RISE participants that are already funded from the human service agency set-aside. The case manager works with and links the RISE participants to resources they need to accomplish their self-sufficiency goals and actions. The Circles Campaign provides RISE participants with additional support from community mentors as they work on their long range plan to move toward economic stability.

This adopted 2015 budget includes ongoing funding for the following initiatives: the Early Childhood Collaboration & Alignment that promotes early childhood education and oversees the community's Grade Level Reading Plan is funded at \$72,000, which is more than a \$32,000 increase in resources for the program; the Proactive Code Enforcement (PACE) initiative is funded at \$110,400, which is an increase of almost \$11,000 in funding for the program; the Neighborhood Revitalization Program is funded at \$33,818 which is an \$8,818 increase in funding; the Multicultural Action Plan is funded at \$35,000, which is a \$10,000 increase in funding; and the Substandard Housing/Housing First mental health contract is funded at \$30,000, which is a \$10,000 increase in funding. These programs were previously funded with one-time revenues with only a year-to-year commitment. Most, but not all, of these programs fall in the first or second quartile in the most recent prioritization results.

The Golf Enterprise Fund is proposing its first fee increase since 2011. Due to a variety of reasons, including the economic downturn, changing demographics at the local and national level as well as inclement weather, the Golf Fund has seen limited growth in revenues in recent years. Growth in the fund balance of the fund will allow it to address some minor capital needs including cart path improvements (PR-169) for \$50,400 and partial replacement of the Sunset irrigation system (PR-90) at a cost of \$216,600. The Golf Fund does have major unfunded capital needs for irrigation system replacements and maintenance facility improvements or replacements.

The St. Vrain Creek Improvement Project includes reconstruction of the St. Vrain Greenway. Additionally, the design of Dickens Farm Park, a future park just east of Main Street adjacent to St. Vrain Creek, is scheduled for completion in 2015 with construction beginning at the end of 2014. Portions of the St. Vrain Greenway destroyed by the September 2013 flood continue to be rebuilt. Select sections will be built as temporary trails, with other sections built as the permanent trail in conjunction with the St. Vrain Creek Improvement Project and other associated capital projects.

Portions of Dry Creek Community Park are open for public use. Staff is anticipating that the fields will be available for use in 2015. The Parks and Trails Master Plan was completed in 2014. In 2015 the Park Maintenance Fund and Public Improvement Fund will be used to design and construct replacement park playgrounds, buildings, path lighting and signage at a variety of parks such as Carr Park and Garden Acres Park. The Quail Campus tennis complex is slated to begin construction in 2015 with funding from the Park Improvement Fund. Construction of the Kanemoto pool, playground, volleyball court and paths will be completed in 2015 following design in 2014. Funding for the pool replacement is primarily from FEMA grants through the Public Assistance Alternative Procedures pilot program, insurance proceeds, and State and City matching funds.

Work is underway to complete several missing trail connections including the trail between 19<sup>th</sup> Avenue and Bragg Place east of Northridge Elementary, the trail between Independence Drive and the Rough & Ready Greenway trail, the segment along the north side of the BNSF railroad from Sunset Street to 1st Avenue, and along the south side of 9<sup>th</sup> Avenue between Martin and Lashley streets. One of the major greenway projects currently under construction is the Spring Gulch No. 2 Greenway Extension on the east side of Longmont. The first phase of construction is scheduled for completion in 2014. Also included in the first phase is extension of arterial sidewalk on the north side of SH 119 from 3<sup>rd</sup> Avenue east to the new underpass. Phase two will include extension of the greenway trail from its current end at Stephen Day Park to the new underpass and is scheduled for construction commencement in 2017.

#### **Reliable, Innovative and Resilient Infrastructure**

Strong infrastructure is another desired outcome identified by the City Council. Along with this 2015 adopted budget you will receive a copy of the adopted 2015-2019 CIP. The CIP is broken into major categories of capital projects. For the year 2015, those categories are adopted to be funded with the following dollar levels of capital projects. A listing of the projects adopted to be funded from the 2015 Public Improvement Fund can be found under the *Other Funds* section of this adopted budget. Some highlights on specific infrastructure projects are included below. For detail on individual projects please refer to the adopted 2015-2019 CIP.

Downtown Redevelopment projects	\$ 788,600
Drainage projects	6,987,100
Electric projects	2,067,600
Parks, Recreation & Open Space projects	15,200,546
Public Buildings & Facilities projects	3,665,793
Sanitation projects	25,000
Broadband projects	15,600,000
Transportation projects	6,192,500
Wastewater projects	2,433,600
Water projects	4,487,050

Planned improvements to the Wastewater Treatment Plant (WWTP) funded through voter-approved bonds issued in 2013 are continuing. In November of 2013, voters approved an additional \$28 million in bonds for mandated treatment upgrades and replacement of aging infrastructure. A design-build contract has been

awarded for this additional work with design and equipment purchases starting in 2014. Improvements at the WWTP will maintain the plant's ability to meet water quality standards and protect public health and the aquatic environment of St. Vrain Creek.

The recently completed Street Master Plan identifies transportation projects and improvements necessary for the mid- and long-term build out of the City's street system. Voters will be asked to approve a 10-year extension of the <sup>3</sup>/<sub>4</sub> cent Street Fund Sales and Use tax in November of this year. Capital work planned for 2015 in the transportation area includes the annual street rehabilitation program. Focus on South Main (FOSM) started construction in August 2014 with work continuing into 2015. Three key projects make up FOSM: Main Street and Ken Pratt Boulevard Intersection Improvements, Main Street Bridge Replacement at St. Vrain Creek, and Main Street Pavement Reconstruction. Replacement of the bridges on South Pratt Parkway and Sunset Street at St. Vrain Creek are under design and will continue with construction in 2015. These two bridge replacement projects not only address needed rehabilitation of the bridges but will include construction of a larger structure across the St. Vrain Creek thereby allowing passage of 100-year flood waters.

Replacement of core building infrastructure such as roofs, HVAC equipment, and boilers continues at several locations including the Museum, Fleet Services, Utility Center, Safety & Justice Center, Civic Center, Recreation Center, Senior Center, Service Center, and the Library. An in-depth evaluation of the Civic Center building has been completed and has identified the need to spend several million dollars over the next several years in order to address issues with this facility. Currently, funding for this work is not identified due to constraints in the Public Improvement Fund.

The voters approved the issuance of \$20 million in storm drainage bonds to provide a portion of the funding for the St. Vrain Creek Improvement Project. This project involves the design, permitting and construction of a larger channel capable of safely conveying 100-year flood flows through Longmont. Master planning of this multiyear project is nearing completion, and design of the first section of channel improvements will begin in late 2014. In addition, overall flood-related permanent improvements will continue into 2015 in various areas including Button Rock Preserve, raw water pipelines, sanitary sewer trunk lines, and the St. Vrain Greenway.

The Public Works and Natural Resources Department is continuing efforts on the development of an approach to evaluate the engineering and operations programs in the context of environmental sustainability goals. This will include a process that identifies relevant objectives and ratings that preserve and promote alignment with the overall City organization. Sustainability principles are expected to align with and support the traditional public works areas of environmental stewardship, asset management, cost-benefit analysis and efficient delivery of municipal services. These additional principals align well with PWNR's ongoing strategic plan implementation, which is focused on key strategies including asset management, deployment of new technologies, continued staff skill development, and strengthening of key partnerships within the City and overall community. The ultimate goal is the delivery of high quality services at reasonable costs thereby providing exceptional customer value.

In November 2011 City of Longmont voters approved Ballot Question 2A, exempting the City from the restrictions imposed by Senate Bill 05-152. This approval granted the City the ability to provide broadband services to the community. Construction of the City's new fiber to the premises (FTTP) network began in August 2014; the new network uses the existing fiber optic backbone installed in 1997. The construction is being funded at a cost of \$37.5 million with voter-approved bonds issued in 2014. The network will be built in six phases over approximately three years. Once complete, the network will be available to every home and business in Longmont. Internet services at speeds of up to 1 gigabit per second will be offered to residential customers, and custom services with speeds up to 10 gigabits per second will be available to commercial customers. Longmont is the first city in Colorado to deploy this type of municipally owned system.

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

The final desired result identified by the City Council is responsive internal operations and governance. One major project in this regard during 2015 is the HATS project, but it is not a part of this adopted budget as funds for the effort were originally budgeted in 2012 and 2013. HATS is the Human Resources and Accounting Technology System project currently projected to cost about \$2.6 million. The HATS system, MUNIS from Tyler, is currently being implemented with extensive staff efforts on business practice improvement, training and change management. The implementation efforts are expected to continue throughout 2015 and into 2016. The HATS project is expected to provide significant efficiencies throughout the organization by automating

processes and providing easy access to needed data, eliminating the need for or use of numerous shadow financial systems.

Ongoing resources added to this 2015 budget in the area of governance include \$38,000 to cover the full cost of elections, one FTE Budget Analyst to expand our centralized efforts in fiscal analysis for the organization, and one FTE Sales Tax Administrator. The sales tax position will enable us to increase our level of audit and enforcement, which in turn will pay for the full cost of the position.

This adopted 2015 budget includes funding of one-time expenses for support of the organization including \$30,000 for conference room technology, \$87,700 to migrate to Office 365, \$30,000 for an Internet explorer patch, and \$10,000 toward a RecTrac upgrade to a web-based version. Other technology efforts included in this budget being funded with one-time expenses include IT infrastructure of \$108,100 for servers, storage and network switches. There also is \$158,700 of PC replacements budgeted as one-time expenses. A portion of these technology enhancements will be offset by transfers to the General Fund from operating funds.

Other one-time expenses for the benefit of the organization include \$50,000 for citywide initiatives including marketing and training and \$13,695 for AED replacements.

As indicated earlier, the City is working to increase its General Fund reserves in accordance with its financial policy. In that regard there is \$664,094 of fund balance that is recommended to be added to the reserves raising the overall reserve balance of the General Fund to \$7.31 million.

#### **Other Expenses**

While the categories of desired results identified above reflect much of the City's budget, this adopted budget for 2015 is an accumulation of a variety of expenses, and a significant number of them are in the areas of salaries and benefits.

#### **Employee Compensation**

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

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

Each year the Human Resources Department uses various salary surveys conducted by Mountain States Employers Council, the Colorado Municipal League and other market/department-specific surveys to assess the City's competitive position with regard to comparable labor markets within defined recruiting areas. Surveys also provide information on salary structure projections as well as overall pay increase projections. Both private and public employers in the Denver/Boulder and Northern Colorado areas are included in these surveys, plus fire districts, parks and recreation districts, public and private utility associations, and rural electric authorities. There were 212 valid job matches derived from these surveys. The results of these comparisons indicate that on average, our salary ranges are 0.7% below the defined labor market for open range positions, while our actual rates of pay are 0.5% below market salaries for 2014.

The City's Financial Policy related to compensation states that "The City will strive to establish prevailing market ranges of pay for City positions." One compensation guideline within that policy is that the City's financial ability to pay is always a primary consideration. Mountain States Employers Council is projecting that pay ranges in 2015 will increase by 1.45% and actual salaries will increase by 2.95%. It should be noted that the projection is inclusive of Public Safety positions that may be subject to pre-existing collective bargaining agreements

In pay plans prior to this adopted for 2015, the midpoints for positions were established by averaging the average market midpoint for each position within the established pay grade. Pay ranges were calculated from the midpoint using a 40% spread. The recommendation for 2015 is to use the actual market midpoint for each individual position. This means each position will have an associated pay range. Rather than calculating the pay range as described above, the recommendation is to condense the pay ranges from 90%-110%, which is more in line with current comparison market ranges. Considering the projected market range movement of 1.45% in the coming year, we are recommending a 1.45% increase to pay ranges. In doing so, the city's pay ranges would remain competitive at 100% of market.

Given that approximately 40% of our open range employees have a current salary that is either equal to or exceeds the 2015 position midpoint, we are recommending a one-time lump sum payment in lieu of increasing their base pay further above their established market. The one-time payment adopted is \$1,500 for each open range non-collective bargaining full-time benefited employee with a salary that is equal to or exceeds the position midpoint established in the 2015 pay plan. The payment will be pro-rated for part time regular benefited employees.

In order to align actual salaries with the City's compensation philosophy to strive to pay employees meeting or exceeding expectations at market level pay this adopted 2015 budget includes funding for up to a 5% increase to base pay for open range employees that are below the 2015 position pay range midpoint. The increase may not exceed the amount required to take the employee's salary to the 2015 position midpoint. If the amount of the increase bringing the employee's salary to the 2015 position midpoint is less than \$1,500 for the year the employee will receive a one-time lump sum payment in the amount of the difference.

For 2015, the positions covered by the Police collective bargaining agreement will receive a 2.5% increase in pay. Positions under the Fire collective bargaining agreement will receive a 1.75% increase in pay.

There are twelve positions in LPC that are step positions, and they will be adjusted by an average of 3.3% to stay competitive with the existing labor market.

The 2015 pay plan includes \$81,708 to continue the bilingual pay compensation program. This program is designed to recognize regular employees who can provide translation and/or 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. The City continued its self-insured employee dental benefit program through 2012 but went to a fully insured approach contracting with Delta Dental beginning in 2013. The City still maintains a Health Benefits Fund that is used to pay premiums for health, dental, vision, long term disability, and life insurance coverage, and EAP services.

When the self-insured health program was terminated at the end of 2006, the fund balance of the Health Benefits Fund was \$6.8 million. Ongoing annual city contributions to the fund to cover the cost of the annual benefits were budgeted at 17% of budgeted salary in 2014, and the Health Benefits Fund is expected to finish 2014 with a balance of just under \$5.6 million. There will be no increase in Kaiser premium cost to the City in 2015. Thus this adopted budget for 2015 includes the budgeted contributions at 17.0% of budgeted salary. Besides employee insurance benefits there are two additional ongoing uses for the Health Benefits Fund: up to \$87,000 for a health benefits premium discount as an incentive for participation in the wellness program and \$421,866 to fund the city's OPEB (other post-employment benefits) liability. The OPEB liability came about from the practice of offering the opportunity for retirees to enroll in the health insurance plan up to age 65 at a blended rate that is essentially a subsidized premium cost. In the past we simply expended that subsidized cost on a pay-as-you-go basis. GASB 43 and 45 required governments to begin to account for these costs on an accrual basis like pensions so that the costs are being recognized as the benefits are being earned. This OPEB liability was only first determined and recorded in 2007 as required by GASB 43 and 45. The OPEB cost is the annual cost to amortize the unfunded actuarial accrued liability of \$3,040,448 over thirty years. Our exposure is limited to the implicit subsidy that retirees receive in the cost they pay for health coverage. Both the OPEB liability amortization and the wellness incentive will come from this fund again in 2015.

Other than these uses we make no specific recommendations at this time for the use of the fund balance of the Health Benefits Fund. While it is preferred that we pay for ongoing medical costs with ongoing revenues it could still be necessary to look toward these funds to help stabilize future increases in the cost of health benefits including possible unanticipated impacts of health care reform.

#### **Pension Benefits**

The city sponsors a defined contribution retirement plan and a defined benefit pension plan for each of its nonuniformed general employees. The defined contribution plan is provided to regular employees in lieu of Social Security. The defined benefit plan, called the General Employees' Retirement Plan (GERP), is funded through contributions by the City and employees. During the 1980s and 1990s the City contributed 6% of compensation to the GERP while employees contributed 4.5% of compensation. In the year 2001 the City created a Retirement Health Savings (RHS) plan for employees, and the City annually contributes \$400 for each regular full-time employee to this defined contribution plan. In 2001 the City reduced its funding to the GERP from 6% to 5% to create funding for the Retirement Health Savings (RHS) plan. The combined contributions of 9.5% (5% city; 4.5% employee) were sufficient to meet the annual actuarially required contribution to the GERP for a number of years as shown below:

Actuary		Contribution	Required	City	Employee
Report Date	% Funded	Year	Contribution	Contribution	Contribution
Jan. 1, 2004	N/A	2005	7.2%	5.0%	4.5%
Jan. 1, 2005	N/A	2006	8.9%	5.0%	4.5%
Jan. 1, 2006	N/A	2007	9.3%	5.0%	4.5%
Jan. 1 2007	103.8%	2008	9.2%	5.0%	4.5%
Jan. 1, 2008	105.9%	2009	8.3%	5.0%	4.5%
Jan. 1, 2009	86.7%	2010	13.4%	8.36%	5.0%
Jan. 1, 2010	96.9%	2011	11%	6%	5.0%
Jan. 1, 2011	95.9%	2012	11.2%	6.1%	5.1%
Jan. 1, 2012	94.1%	2013	11.6%	6.3%	5.3%
Jan. 1, 2013	90.8%	2014	12.5%	6.7%	5.7%

The economic downturn in the fall of 2008 had a significant impact on the investment returns of the GERP, which, in turn, affected the full contribution requirement, which rose as high as 13.4% of pay. The funded ratio of the plan dropped from 105.9% to 86.7%. In the 2010 budget the contributions were changed to 13.36% (8.36% city; 5% employee), but there was a transfer of \$490,666 from the Health Benefit Fund to the GERP to help meet the General Fund share of the actuarially required contribution. Very strong investment returns in 2009 moved the plan to 96.9% funded, and the contribution requirement dropped to 11% (6% city; 5% employee) for 2011. Since then there have been gradual increases in the contribution requirement that have been split between the city and the employees. The contribution requirement for 2014 rose to 12.5% and the increase was again split so that required contributions are currently 6.7% city and 5.7% employee.

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

Earlier this month the City received the 2014 actuary study, and the actuarially required contribution dropped to 11.9% while the funded ratio increased from 90.8% to 93.1%. In order to continue to move the GERP plan toward a fully funded status this adopted budget maintains the total required contributions 6.7% city and 5.7% employee.

The City also sponsors two old hire defined benefit retirement plans for police and fire employees hired before April 8, 1978. There are only eleven participants remaining in each plan. Both of these plans are more than fully funded with the police plan at 108.8% and the fire plan at 118.3% as of their 2014 actuary study. Historically we have overfunded these plans in order to be able to move benefit enhancements into the plans. The move of the benefit enhancements was accomplished as of 2014. As a result, we are now able to reduce the funding in 2015 by \$100,000 as overfunding is no longer necessary.

#### 2015 Operating Budget Overview

The General Fund for 2015 is balanced with \$70.28 million in sources of revenue and expenses. This is an increase of 4.8% or \$3,244,159 above the adopted 2014 budget. Growth in ongoing expenses is responsible for that increase as there is \$67.1 million of ongoing in the 2015 General Fund budget compared to \$64.4 million in 2014. There is \$2,600,000 for capital and other one-time expenses in the 2015 budget compared to \$2,636,533 of such expenses in 2014.

Net ongoing expenses in the General Fund are increasing \$2,789,933 in this adopted 2015 budget. Major sources of the increase include level 1 increases of \$768,963, level 2 increases of \$148,130, \$130,000 for economic development incentives, \$164,094 for LCJP, workers' compensation cost increases of \$96,048, liability insurance cost increases of \$41,815, LAEC contract increase of \$60,833 (General Fund share only), Human Service Agency increases of \$44,661, property tax increase of \$211,088, and \$657,932 for 8.75 new positions. There is \$331,115 of increases in pay for the Police bargaining unit and \$122,641 for the Fire bargaining unit along with \$119,712 of step pay increases. Pay increases for other General Fund employees require \$700,345 of additional budget. For 2015 there is an increase in the fleet lease charges of \$309,059. Ongoing expenses that decreased in the 2015 budget include \$287,527 from position reductions in Economic Development, \$113,053 from reductions in temporary wages to offset the additions on some of the new positions, \$220,842 from the elimination of the print shop service, \$100,000 from contributions to old hire fire and police pensions, \$97,518 from elimination of the prevention intervention program, and \$86,480 from reductions in recreation afterschool programs.

In order to increase ongoing expenses in the General Fund by \$2,789,933, there is also an increase in ongoing budgeted revenue by the same amount. The largest source of increased revenue is \$2,149,775 from sales and use tax. Other sources of increased revenue are \$322,857 from net franchise revenues, \$200,000 from recreation revenues, \$157,912 from building permits, \$57,741 from plan check fees, \$64,762 of intergovernmental revenue, \$116,077 of emergency dispatching revenue, and \$57,075 from Museum auditorium fees. Sources of ongoing revenue that decreased include \$220,482 from print shop revenue, \$126,600 from court fines and costs, \$58,000 from the Cheese Importers lease, \$30,000 from Union Reservoir fees, \$14,000 from interest income, \$10,000 from cigarette taxes, and \$10,792 of administrative transfer fees

There are five FTEs being eliminated in this adopted budget. Two positions were eliminated in the reorganization of Economic Development resulting in the outsourcing of services to LAEC. Two other positions were eliminated as a result of the decision in early 2014 to close the operations of the Print Shop and outsource those services. A fifth position was used to support afterschool programming in the middle schools. The position is vacant due to a resignation, and with the loss of access to Sunset Middle School staff decided to end the afterschool program. The positions being eliminated are:

- One FTE Economic Development Director from the General Fund
- One FTE Economic Development Manager from the General Fund
- One FTE Print Shop Supervisor in Shared Services from the General Fund
- One FTE Printer in Shared Services from the General Fund
- One FTE Children & Youth Program Leader in Recreation Services from the General Fund

There are a total of 25.75 new FTEs being added in this budget – 8.75 from the General Fund, 2.0 from the Public Safety Fund, 12.0 from the Electric & Broadband Fund, 1.0 from the Storm Drainage Fund, 1.0 from the Fleet Fund, and 1 from a number of funds within Public Works and Natural Resources. New positions included in this budget are:

- One FTE Community Programs Coordinator in Children & Youth Resources This position is currently a temporary part-time position funded with one-time revenue. It coordinates, develops and supports community-based early education efforts that positively impact children, youth and their families in the Longmont area.
- 0.75 FTE Senior Resource Specialist in Senior Services This position is needed to serve the growing number and increasing needs of vulnerable older adults who need basic services, such as housing, inhome services, caregiving, and health care resources. It is a conversion of budgeted temporary wages to offset part of the cost of the increase in time to the position.
- Two FTE Code Enforcement Inspectors in Code Enforcement These positions continue Code Enforcement's capacity to increase proactive compliance efforts and enhance response time to complaints. These positions are currently temporary full-time, so part of the cost of these positions is offset through a reduction of budgeted temporary wages.
- One FTE Auditorium & Event Manager at the Museum This position is funded for nine months and is needed to manage rentals and events that will take place at the new Stewart Auditorium. This position will be substantially offset by rental fees and other associated auditorium revenues.
- 0.50 FTE Neighborhood Revitalization Resource Specialist in Community & Neighborhood Resources This position will continue revitalization efforts throughout the community and provide ongoing support of Longmont's neighborhood groups. This position was another temporary part-time position that was previously funded as a one-time expense.
- 0.75 Fitness Coordinator in Recreation Services This position is currently a temporary part-time position and is used to plan and coordinate all fitness classes including recruitment and training of all instructors. The cost of the position is partially offset by a reduction in temporary wages.
- 0.75 Swim Lesson Coordinator in Recreation Services This position also is currently a temporary parttime position. It is used to coordinate swim lessons, and it recruits, trains and evaluates instructors at all aquatic facilities. The position cost is partially offset by a reduction in temporary wages.
- One FTE Sales Tax Administrator in the Finance Department This position will help increase sales and use tax auditing and enforcement and will be offset by a resulting increase in sales and use tax revenue.
- One FTE Budget Analyst in the Budget Division This position is needed to increase our ability to provide fiscal analysis to the organization.
- One FTE Communications Specialist in the Emergency Communications Center This position is needed to help to handle the increasing volume of calls and is funded from the Public Safety Fund.
- One FTE Administrative Assistant in the Police Department This position is needed to support the Special Operations Section and is funded from the Public Safety Fund.
- One FTE Construction Inspector in Storm Drainage This position is needed to meet the requirements of the City's storm water permit and fills functional gaps in the storm water program. This position is funded from the Storm Drainage Enterprise Fund.
- One FTE Water Quality Analyst in Public Works and Natural Resources This position will provide program and project management in the water quality laboratory to meet increasing requirements for project management from the laboratory's internal customers. The position is funded from a combination of the Water Enterprise Fund, the Wastewater Enterprise Fund, and the Storm Drainage Enterprise Fund.
- One FTE Equipment Technician in Fleet Services This position is needed to conduct lube services inhouse. It is funded from the Fleet Internal Services Fund.
- One FTE Warehouse Worker in the Electric & Broadband Fund
- One FTE Customer Service Representative in the Electric & Broadband Fund
- One FTE Technical Service Representative in the Electric & Broadband Fund
- One FTE Fiber Optic Technician in the Electric & Broadband Fund
- One FTE Network Engineer in the Electric & Broadband Fund
- Four FTE Broadband Install Technician in the Electric & Broadband Fund
- Three FTE Broadband Service Technician in the Electric & Broadband Fund
  - These twelve positions from the Electric & Broadband Fund are needed for the implementation of the new Broadband utility service.

An additional 10 FTEs were added in the Broadband Fund in early 2014. The overall net impact of all changes to FTEs in this adopted budget is an increase of 20.75 FTEs, which brings the total budgeted positions to 869.19.

This adopted budget for 2015 includes the following amounts allocated during the process by City Council.

		Ongoing	One Time
•	Longmont Council for the Arts		15,000
•	Longmont Community Justice Partnership*	184,094	15,906
•	Regional Air Quality Council contract		11,000
•	Longmont Sister Cities Association contract		32,520
•	Longmont Symphony Orchestra 4th of July concert		10,000
•	Longmont Symphony Orchestra Vance Brand Civic Auditorium		20,000
•	Longmont Downtown Development Authority - holiday lights		5,000
•	LDDA & Downtown Longmont Community Ventures - support of Ventures		20,000
•	Firehouse Arts Center		12,000
•	TinkerMill		60,000
•	4 <sup>th</sup> of July Fireworks Show		27,000

\*The Longmont Community Justice Partnership ongoing amount includes \$164,094,000 from the General Fund and \$20,000 from the Public Safety Fund.

Looking beyond 2014, our ability to fund adequate service levels will continue to be a concern. Providing services is a labor intensive effort. In 2014, 74.9% of the General Fund budget is devoted to employee-related expenses. While there is a pay adjustment included for collective bargaining unit employees and for other employees paid less than market, all other employees are receiving a one-time lump sum bonus but no adjustment to their base pay. This approach is intended to support the City's compensation philosophy to strive to pay employees meeting or exceeding expectations at market level pay. It remains to be seen how far the market will actually change over the next year and what it will take in the future to provide market pay to our employees. Expenses for health benefits and claims cost for workers' compensation and liability continue to rise. Requirements of the Affordable Care Act could cause us to have to provide health benefits to some workers currently not benefited. Fund balances available for one-time expenses in the annual General Fund adopted budget is dependent on savings from earlier years. As our budgets get tighter from year to year we may find that the availability of such savings could be tight for future budgets.

Most of our General Fund expenses grow with normal inflationary factors, but the General Fund revenues do not always grow at similar rates. Property tax experienced a decline in 2011 through 2013 from a decline in property values reflecting the slowdown in the local real estate market. The reassessment for 2014 provided very minimal growth from this source, and this 2015 budget is actually reducing budgeted property tax revenues to correct amounts budgeted for 2014 before the assessed valuations were known. Sales tax growth is very dependent on growth in retail, and use tax is always volatile and subject to quick declines.

We believe a number of uncertainties at the local, state, national and international levels provide challenges to predicting future revenue sources. Competition for retail sales tax dollars among local jurisdictions is always intense. The ability of state and local governments to collect sales tax on ever-increasing Internet sales remains unresolved. The redevelopment of the Twin Peaks Mall should eventually begin to bring a growth in sales tax, particularly for the Streets Fund, the Open Space Fund and the Public Safety Fund as these earmarked taxes are not subject to the tax increment to be generated for the Longmont Urban Renewal Authority. Growth in sales tax from the Village at the Peaks development will be less certain for the General Fund and the Public Improvement Fund since that sales tax is subject to the tax increment and will first go to repay the Certificates of Participation recently issued to finance public improvements at the development. Cannibalization is a dynamic that will impact the eventual amount of sales tax dollars for these two funds. Any redistribution of sales from elsewhere in Longmont to within the Village at the Peaks development would reduce the base sales tax to the two funds while adding instead to the tax increment revenue. It is a concern that cannot be avoided and will be almost impossible to measure. Cable franchising revenues are often threatened at the federal level and could also be impacted by alternative methods to secure video services. Gas franchise revenues are volatile. Revenues from telephone occupation taxes continue to decrease as land lines are eliminated. The economic environment can also be volatile for primary employers. The impact of Amgen closing and DigitalGlobe moving operations from Longmont will certainly be negative. The continued globalization of the economy and the ease

with which major employers can move jobs offshore provides ample reasons to continue to be concerned about local jobs for our citizens. The federal government is building future economic and budget challenges for all other levels of government with its current policy of extreme budget deficits. Finally, the world economy has been volatile in recent years.

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

We began our efforts to address these concerns with a renewed commitment to use priority based budgeting to make future funding decisions. City Council took the first step in this process by identifying new desired outcomes to use to evaluate the impact of services. Staff completed the next steps in the first half of this year as all City services went through identification and costing of services evaluations followed by evaluation and scoring of how each service influences the desired results. The scoring for all services was recently shared with City Council, and the Resource Alignment Diagnostics tool from the Center for Priority Based Budgeting gives us the ability to view our services in a different perspective to evaluate how each service supports the desired results of the City Council and the attributes of the prioritization process.

The \$3 million gap that was estimated to be reset has been reduced to about \$1.7 million through this 2015 adopted budget. The 2014 budget reduced the gap about \$500,000 due to the termination of the parks & greenway maintenance fee and refinements to administrative transfer fees. This 2015 budget further reduces the gap by funding the ongoing type expenses that were funded with fund balance in previous budgets with ongoing revenues, further refinements to administrative transfer fees of over \$370,000, and a \$216,869 reduction in the imbalance of the sales and use tax between the General Fund and the Public Improvement Fund. Revenue growth primarily from sales tax, savings realized through the reorganization of economic development services, and reduced funding requirements for old hire defined benefit pension plans have combined to fund the reduction. Ultimately it may require decisions about the future funding level for services based on priorities to be able to fully reset the General Fund. Staff expects it will take three more years to reach a full reset of the General Fund.

This adopted budget is predicated on a small positive growth in the local retail economy. The revenue projections in this adopted budget are believed to be conservative and assume limited growth from the new retail openings during 2014 and no new retail of substance in 2015. They also assume that there will be some growth in use tax from construction but a slight decline from primary employers. While there has been an increase in sales tax in 2014 it is still possible that our local economy may suffer additional declines in the future with the loss of primary jobs. We have been able to identify the revenue declines and react swiftly with adjustments in our past budgets. We will continue to monitor major revenue sources and economic indicators into the future. If our revenue projections do not come to fruition we will be prepared to make adjustments in 2015.

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

#### Conclusion

I thank you for your time, attention and guidance in preparing the City's Operating Budget for 2015. This is one of the most important tasks that is undertaken each year by Longmont's City Council.

Preparation of the 2015 Operating budget and the 2015-2019 Capital Improvement Program was made possible by the dedication and efforts of many staff members throughout the organization. We look forward to working together to implement this budget and provide the best services and programs possible for the citizens of Longmont.

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

## COMMUNITY INFORMATION

## HISTORY OF LONGMONT, COLORADO

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

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



town grew, large-scale agricultural industries arrived, first flour mills in 1872, then the J. Empson and Daughter vegetable cannery in 1887. Several leading citizens of Longmont worked together to build a beet

sugar factory, finally developing enough support in 1903 to build what soon became the Great Western Sugar Company.

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

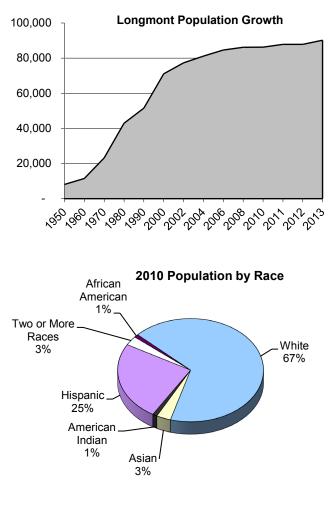
In a 1925 election, the Ku Klux Klan gained control of Longmont's City Council. They began construction of a large pork-barrel project, Chimney Rock Dam, above Lyons, Colorado, and marched up and down Main Street in their robes. In the 1927 election they were voted out of office, and their influence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

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

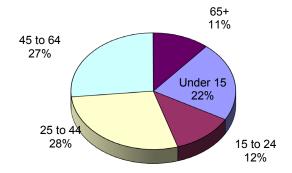
In 1962, the U.S. government built an air route traffic control center in Longmont. Only three years later, IBM built a large facility seven miles from Longmont. Longmont, which had grown only slightly beyond its original square mile boundaries, grew explosively, doubling in size between 1960 and 1970,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

City	2000 Census	2010 Census	% Change 2000-2010
Broomfield	38,272	55,889	46.0%
Fort Collins	118,652	143,986	21.4%
Lafayette	23,197	24,453	5.4%
Longmont	71,093	86,270	21.3%
Louisville	18,937	18,376	-3.0%
Loveland	50,608	66,859	32.1%
Thornton	82,384	118,772	44.2%
Westminster	100,941	106,114	5.1%

Source: US Census Bureau



2010 Population by Age



## DEMOGRAPHICS

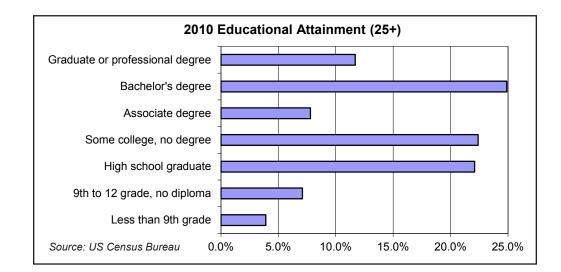
By 1910, the population of Longmont had doubled just about every 10 years since its founding and stood at 4,256 people. Growth slowed after this, with only 5,848 people recorded in the 1920 census. World War I took its toll on Longmont's young men, and their names are recorded on a flagpole that stands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

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

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

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

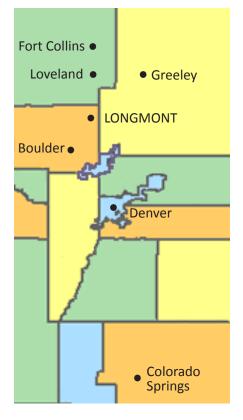
Longmont has an educated population, with more than 66% of those over 25 years of age having some level of college education and over 36% having obtained a bachelor's degree or higher. The average annual wages in Boulder County are typically higher than those in Larimer and Weld counties. Jobs in professional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



Average Annual Wage					
	2004	2005	2006	2007	2008
Boulder County	\$47,264	\$49,140	\$50,946	\$52,745	\$53,455
Broomfield County	\$51 587	\$51 688	\$55 892	\$60 434	\$59 915

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Boulder County	\$47,264	\$49,140	\$50,946	\$52,745	\$53,455	\$55,588	\$53,976	\$57,928	\$58,968	\$61,048
Broomfield County	\$51,587	\$51,688	\$55,892	\$60,434	\$59,915	\$62,036	\$58,552	\$62,764	\$68,224	\$71,084
Larimer County	\$35,517	\$36,608	\$37,941	\$39,340	\$40,151	\$43,732	\$40,716	\$44,564	\$46,124	\$46,800
Weld County	\$32,592	\$33,644	\$35,144	\$37,066	\$38,696	\$40,196	\$39,260	\$42,068	\$43,212	\$45,292
Colorado	\$40,296	\$41,600	\$43,506	\$45,396	\$46,614	\$50,180	\$46,696	\$50,700	\$53,664	\$53,196

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



## LOCATION AND CLIMATE

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

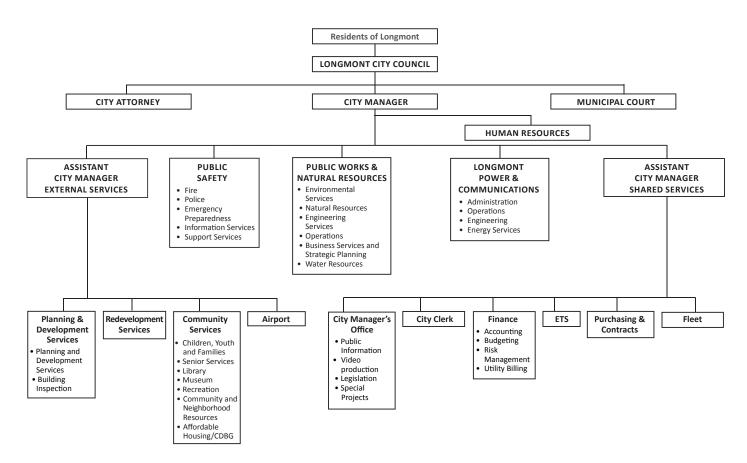
Although Colorado's mountains can receive an abundance of snow in the winter, Longmont does not typically experience harsh winters. The highest elevation within the city is 5,123 feet above sea level, and it is located at the base of the foothills. With more than 300 days of sunshine per year, Longmont's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

## FORM OF GOVERNMENT AND CITY SERVICES

The City of Longmont was established in 1871 and incorporated in 1873. On August 5, 1961, the City was chartered as a home rule city under the provisions of Article XX of the Constitution of the State of Colorado (Home Rule City Act). The City is a fullservice municipality operating under a council-manager form of government. The Council consists of a mayor and six council members. The mayor is elected at-large to a two-year term. One council member is elected from each of the three wards, and three council members are elected at-large to four-year terms. The council members' terms are staggered.

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

# **CITY OF LONGMONT**



## ECONOMIC DATA

The City has launched a citywide strategic plan designed to help the Longmont City Council develop policies and make key decisions. These policies will shape the future of the City and result in a balance between resources and expenditures that will sustain Longmont's capacity to provide desired municipal services as the City approaches build-out of the Longmont Planning Area. The following policies have come out of the planning process:

- Focus on Downtown
- Enhance the Natural Environment
- Promote a Sense of Community and Cultural Inclusion
- Support Education as a Communitywide Value
- Promote a Healthy Business Climate

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

## Longmont Area Primary Employers by Industry

as of August 1, 2013

Industry	No. of firms	No. of employees
Computers/Peripherals/Interface Products	21	2,009
Computer Software	16	1,079
Aerospace	5	865
Biotech	6	841
Semiconductor and other Electronic Component Mfg	11	724
Apparel/Accessories/Finished Products	8	540
Transportation Equipment Manufacturing	3	521
Business Services	10	487
Printing and Publishing	4	372
Warehouse Distribution	2	369
Electrical Equipment, Appliances & Component Mfg	8	369
Contract Manufacturing	7	362
Professional, Scientific and Technical Services	19	349
Food Processing	9	348
Plastics and Misc Rubber Products	9	319
Construction	4	213
Measurement Instruments/Controlling Devices	9	198
Energy	7	198
Wood Products and Furniture	3	159
Consumer Products	3	152
Medical/Electromedical Instruments & Apparatus	5	118
Chemical Manufacturing	2	99
Fabricated Metal Products and Services	7	95
Photonics	6	91
Machinery Manfacturing & Robotics	5	85
Communications Equipment Note: This list includes only industries with 75+ employees	10	79

Source: Longmont Area Economic Council

In August of each year, the county assessor certifies the total assessed value of all properties located within the boundaries of each taxing authority. By state statutes, assessed values are calculated by multiplying the actual value by 29% for all property except residential. The residential assessment percentage is subject to change by the Colorado Legislature each odd-numbered year. By Constitutional mandate, the change in percentage maintains the present balance of the tax burden between residential and all other properties. The residential assessment rate for taxes collected in 1992 and 1993 was 14.34%, for 1994 and 1995 it was 12.86%, for 1996 and 1997 it was 10.36%, for 1997 through 2000 it was 9.74%, for 2001 through 2003 it was 9.15%, and for 2004 through 2013 it was 7.96%.

The total assessed valuation for the City of Longmont increased annually from 2003 to 2010 but has decreased the past three years. This table represents the assessed valuation for real and personal property for the City only and does not include the assessment for the Downtown Development Authority or the General Improvement District.

## **Assessed Valuation of Taxable Property**

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

# **BUDGET PROCESS AND POLICIES**

### **OVERVIEW**

This operating budget is the City of Longmont's comprehensive financial and operational plan for 2015. 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 2015 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 (2012 actual, 2014 and 2015 budget).

The 2015-2019 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 2015 are included in the 2015 Operating Budget.

There are numerous financial and programmatic policies that provide the framework within which the Budget and Capital Improvement Program are developed each year, including the City's:

- Financial Policies
- Financial Assessent Report, which provides detailed five-year revenue projections and trends, and expenditure data for the City's major funds
- Capital Assets Maintenance Plan, which includes condition ratings of the City's infrastructure and twenty-year replacement or upgrading schedules
- Longmont Area Comprehensive Plan, which is the City's long-range planning document,
- Quality of life benchmarks
- Long-range plans and rate studies for the services that the City provides
- City Council's annual work plan
- Focus on Longmont, the community's strategic plan and
- Multimodal Transporation Plan

The underlying theme is the City's mission statement: **To enhance the quality of life for those who live in, work in or visit our community.** 

#### **CITY'S FUND STRUCTURE**

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

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

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

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

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

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

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

## **BUDGET PREPARATION PROCESS**

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

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

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

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

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

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

Also included in the budget process is preparation of the City's annual five-year Capital Improvement Program (CIP). A capital project is new, replacement of, or improvements to infrastructure (buildings, roads, parks, water and sewer lines, etc.), which has a minimum life expectancy of five years and a minimum cost of \$10,000. Staff complete four detailed worksheets on each submitted project. Project information includes project description, location map, benefits of the project, cost, source(s) of funding, current and future operating budget impacts, project timeline, impact on other agencies, and evaluation based on the prioritization criteria. By fund, all projects are prioritized, and then based on each fund's five-year financial forecast, projects are scheduled during the five-year period.

The CIP is a planning document that details the City's capital infrastructure needs for the budget year and the following four years. Only the capital projects scheduled in the first year are funded in the operating budget. A more detailed description of the CIP process and each capital project are included in the 2015-2019 Capital Improvement Program document.

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

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

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

## **2015 BUDGET CALENDAR**

DATE	EVENT
March 24	2015-2019 CIP preparation begins
April 14	2015 Budget preparation begins
May 2	Proposed 2015-2019 CIP projects due to Budget Office
May 30	Budgets turned into Budget Office.
June/July	2015 Budget Evaluation Meetings; 2015 revenue estimates completed by Finance staff.
Mid-July	2015 Proposed Pay Plan completed by Human Resources
July and August	Meetings with city manager and executive directors to review revisions to the proposed budget and make priority allocations
August 26	Last day for county assessors to certify the valuation for assessment of taxable real property to local governments
August 27	2015 Operating Budget and 2015-2019 CIP presented to City Council.
September	2015 Budget presentations to City Council.
October 14 and 28	City Council Regular Meetings: introduction, public hearing and passage of the 2015 Operating Budget adoption and appropriation ordinances and resolutions

## **CITY OF LONGMONT CHARTER REQUIREMENTS**

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

# **2015 FINANCIAL POLICIES**

Adopted by Resolution R-2014-100

## **REVENUE POLICIES**

#### **Types of Revenue Sources**

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

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

## **Revenue Projections**

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

The latest five-year projections of revenues to the General Fund are included in the City's Financial Assessment Report.

## **Sales Tax Collections**

The City will follow an aggressive policy of prompt and efficient collection of sales and use taxes. The Finance Department will employ a sales tax auditing staff whose responsibility will be the collection of sales and use taxes.

The City has a Sales Tax service as part of the Accounting Division. The staff in that service is responsible for maintaining sales and use tax accounts, and for conducting audits and assuring prompt collections.

## **Sales Tax Receipts**

The 3.275 cent sales and use taxes charged and collected by the City shall be split in the following manner: Street System Maintenance and Improvement Fund (0.75 cents); Open Space Sales Tax Fund (0.20 cents); Public Safety Sales Tax Fund (0.325 cent); and 2.0 cents to be allocated between the General Fund and the Public Improvement Fund. The City Council will analyze the split between the General Fund and the Public Improvement Fund annually and set it in response to the operating and capital needs of the City.

## The City currently follows this policy

## Sales and Use Tax Allocation between the General Fund and the Public Improvement Fund

The City Council will analyze the split between the General Fund and the Public Improvement Fund annually and set it in response to the operating and capital needs of the City. The current allocation of the 2.0 cents of sales and use tax revenue will be budgeted as 87.7% to the General Fund and 12.3% to the Public Improvement Fund. Because of the volatility of use tax revenue the allocation of revenues in the budget will be as much of the sales tax as possible to the General Fund and as much of the use tax as possible to the Public Improvement Fund while still maintaining the 87.7% and 12.3% allocation of budgeted revenues respectively. Actual revenues received will be credited between the two funds in accordance with their respective budgeted shares of the sales and use tax as stated in the following implementation policy.

*In the 2015 Budget the allocation of the 2.0 cents of sales and use tax revenue will be 100% of the sales tax and 27.89% of the use tax to the General Fund and 72.11% of the use tax to the Public Improvement Fund.* 

## Fees for Licenses, Permits, Fines and Other Miscellaneous Items

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

The 2015 Operating Budget includes fee increases for Water, Sewer and Golf.

## Grants

The City will explore and pursue all appropriate grant opportunities. Before accepting any grants, the City will consider the current and future impacts of accepting any type of grant. Before accepting the proposed funding or asset(s), all grants requiring Intergovernmental Agreements and all other grants greater than \$5,000 will be presented to City Council for approval.

The City strives to follow this policy when considering and accepting all grants.

## **Gifts and Bequests**

Gifts and bequests given to the City for the use of any of its departments or divisions will be used for the purposes intended by the donor. Unrestricted gifts will be expended on the recommendation of the related advisory board.

This is the City's current practice for all gifts and bequests.

## **Property Tax**

The taxes levied on all real and personal property within the City of Longmont will accrue to the appropriate operating fund.

The tax levied by the City Council on all real and personal property within the City of Longmont is shown in the budget to accrue only to the General Fund. The separate taxes levied on real and personal property within the boundaries of the Downtown Development Authority and the General Improvement District accrue to the DDA and GID funds, respectively.

## **Entitlement Funds**

Community Development Block Grant funds will be actively sought by submitting all required documentation to HUD to allow the City to remain an Entitlement City. The City will use these funds to further the national program objectives and local goals, which include: increasing the supply of and improving existing affordable housing stock, providing a suitable living environment, and expanding economic opportunities, all principally to benefit persons of low and moderate income.

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

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

The City currently follows this policy.

## **Incremental Development Revenue**

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

In the 2015 Budget there is a projection of 323 new dwelling units. As this is above the benchmark of 120 dwelling units that was set with the 2008 budget, the 2015 budget includes incremental development revenue of \$517,016 from 203 dwelling permits. This incremental development revenue is used to cover one-time expenses in the 2015 Operating Budget associated with development related activities.

## **OPERATING POLICIES**

## **Balanced Budget**

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

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

## **Budget Control**

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

The Finance Department reviews a list of the previous day's purchase orders and warehouse requisitions daily to assure that items are being charged properly. The Finance Department also reviews the City's monthly financial statements to monitor budget compliance.

## **Procurement Card**

The City will maintain a procurement card program for travel, supplies, maintenance, repair and operating expenses needed during the course of business. The City will review expenditures on a regular basis to ensure compliance with established policies and procedures.

The City currently follows this policy.

## **Expenditure and Revenue Reporting**

The City will prepare a monthly report comparing actual revenues and expenditures with budgeted revenues and expenditures.

The Finance Department prepares such a report monthly from March through December.

## **Basis for Fund Establishment**

The City will establish and maintain those funds required by law and sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established, since unnecessary funds result in inflexibility, undue complexity and inefficient administration. Criteria used to establish operating requirements will include: responsiveness to specific accountability issues; citizen needs; and balancing the administrative burden between the alternatives of a separate fund and tracking restricted revenues within an existing fund.

The City currently follows this policy.

#### **Annual Financial Audit**

The City of Longmont shall have an annual financial audit conducted by an independent auditor, in accordance with the Colorado local government audit law. The firm awarded the City's contract will be selected every five years by the City Council.

*The City currently follows this policy. The Finance Department most recently put its contract for auditing services out to bid in 2014 for 2014-2018.* 

#### **Pension Funding**

The City will follow a policy of fully funding the City of Longmont defined benefit retirement plans, which include the Regular City Employees Retirement Plan, Police Pension Plan and Fire Pension Plan.

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

#### **Performance Measurement**

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

The City currently follows this policy.

#### Fleet Maintenance, Repair and Replacement

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

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

## Capitalization

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

The City currently follows this policy.

#### **Maintenance of Capital Assets**

The adopted operating budget will provide sufficient funds for the regular repair and maintenance of all City of Longmont capital assets. The budget should not be balanced by deferring these expenditures. The City will strive to establish sinking funds to renew all capital assets.

The City is striving to meet this policy. Staff has developed a capital assets maintenance plan to better address this issue, and it is updated annually.

## Human Service Agency Funding

In order to provide a stable funding source to independent human service agencies, which provide needed programs to Longmont residents and/or to fund Council-directed initiatives that address system changes to improve human service outcomes, 1.6% of the General Fund's budgeted revenues will be allocated for this purpose.

The 2015 Operating Budget includes \$1,075,027 for contracts for service with human service agencies.

## Longmont Cable Trust Funding

In order to provide a stable funding source to the Longmont Cable Trust, which provides local public access cable television services to the Longmont community, 25% of the General Fund's budgeted cable television franchise revenues will be allocated to the Longmont Cable Trust.

The 2015 Operating Budget includes \$215,000 for a contract for service with the Longmont Cable Trust.

## **Downtown Parking Funding**

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

The City currently follows this policy.

## **General Improvement District Fund**

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

The City currently follows this policy.

## **Employee Pay**

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

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

## **Property and Liability Self Insurance Fund**

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

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

## **Health Benefits Fund**

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

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

#### Workers' Compensation

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

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

#### **Collection Agency Relationship**

As staff deems appropriate, the City will prepare for bid its collection business. This bid will be open to all established collection agencies within the City. The City will consider collection agencies from outside the City, if to do so is deemed to be cost effective.

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

#### **Obsolete Items**

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

The City currently follows this policy.

#### **Local Purchasing Preference**

The City prefers to do business with local and small companies, and therefore allows contracts to be awarded to local and small businesses that are within 5% and 7.5%, respectively, of the lowest (where price is the determinant factor) or best (where there are multiple evaluation factors) response from a non-local company. The City will strive to increase the amount of purchasing it does from local and small businesses over the prior fiscal year.

The City applies the appropriate percentage preferences when applicable.

## FEES FOR SERVICE

#### Recreation Fees

Recreation fees will be established to obtain 80% self-support, excluding capital expenditures in excess of \$5,000, community events which are free to the public, sports field maintenance, Sandstone Ranch Visitors Center, and youth enrichment programs that offer recreation activities as part of an overall effort to strengthen and improve life development skills as well as to provide supervised leisure activities during critical high-risk hours and/or within high-risk neighborhoods. These programs may be offered free or at reduced rates. Examples of youth enrichment programs include after school programs, dance clubs, recreational clubs and mobile recreation programs. Non-resident recreation participants will pay the regular program fees plus an additional 25% non-resident fee. Staff responds to requests for financial assistance from residents who cannot afford to pay program fees through the following financial assistance strategies: the Volunteer Investment Program, which provides credit of up to 25% of the cost of a program or activity in exchange for volunteer hours worked on communitywide, special events sponsored by the Recreation Division; partial fee waivers; vouchers to income-qualified families, which are distributed by selected service agencies; and group discounts.

The City currently strives to follow this policy.

#### **Senior Citizen Activity Fees**

Activity fees will be set to recover 100% of the senior citizen expenditures identified in the program budget for special activities. These expenses may include instructor wages, program supplies, transportation, and ticket costs. Non-resident senior citizens will pay an additional 20% for all programs.

The City currently follows this policy.

## **Short Checks**

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

The City currently follows this policy.

## **Building Codes**

The International Building Code, International Existing Building Code, International Mechanical Code, International Plumbing Code, International Residential Code, International Property Maintenance Code, International Energy Conservation Code, National Electrical Code, the International Fire Code, the International Fuel Gas Code, City of Longmont Green Point Program and the ICC-700 National Green Building Code form the basis of many of the City's building inspection policies and fees. Since it is important to keep the City's policies updated, the City will adopt all or part of these codes, with local amendments where appropriate, within one year of promulgation.

The City currently follows this policy.

#### **Hazardous Materials Situation Reimbursement**

When a hazardous materials incident occurs and the Fire Department's assistance is required to deal with the situation, the City will require reimbursement for expenses incurred.

The City currently follows this policy.

## INVESTMENT AND DEBT POLICIES

## **Investment Policy**

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

The City currently follows this policy.

## **Banking Relationship**

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

The City opened its banking relationship for bid in 2009, and signed a three-year contract for banking services, through June 2012, with the option of up to four additional annual renewals. The contract has been renewed for three of the four additional periods. The current renewal expires on June 30, 2015.

#### **Investment Philosophy**

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

The City currently follows this policy.

#### **Investment Vehicles**

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

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

The City currently follows this policy.

## Analysis and Reporting of Cash Position and Yield

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

The City currently follows this policy.

## Use of Long Term Debt

The City of Longmont will only use long term debt for capital projects that cannot be financed out of current revenues. The City will not use long term debt for current operations.

*The City currently follows this policy. All outstanding debt that the City carries is associated with specific capital projects.* 

#### **Debt Payment**

Debt payments shall not extend beyond the estimated useful life of the project being financed. The City Charter establishes a maximum maturity of twenty-five years for all bonds issued except water bonds.

The City currently follows this policy.

## **Relationships with Rating Agencies**

The City of Longmont will maintain good communications with bond rating agencies concerning its financial condition.

The City routinely sends budget and financial information to bond rating agencies to keep them informed of City activities.

## **Charter Requirements Relating to the Issuance of Bonds**

1. Outstanding general obligation indebtedness of the City, other than water bonds, shall not exceed 3% of the actual value of the taxable property within the City.

As of the end of 2013, the actual value of taxable property within the City totaled \$8.48 billion. The 3% limitation equaled \$254,406,723. The City had no outstanding debt applicable to the debt limitation and meets the 3% limitation stipulation. Further information can be found on page 28 of the City's 2013 Comprehensive Annual Financial Report.

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

## The City currently follows this policy.

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

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

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

## The City currently follows this policy.

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

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

## Lease Purchase and Straight Lease of Capital Items

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

The City currently follows this policy.

## Subdivider's Escrow

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

The City currently follows this policy.

## **RESERVE POLICIES**

## **General Fund Reserves**

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

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

 Committed to Emergencies: City Council imposed Emergency Reserve - This portion would be maintained at 8% of General Fund operating expenditures. Use of these reserves is limited to emergency situations such as natural disasters, acts of terrorism or war, widespread riots or similar emergencies impacting the community. It can also be used in the event of the inability to meet a scheduled debt service payment. A super majority (2/3 of the Council present) of the City Council is necessary to pass an ordinance with appropriation of these reserves.

 Committed to Emergencies: City Council imposed Stabilization Reserve - This reserve would be used during times of reduced revenues due to economic conditions to allow General Fund services to continue to be provided throughout an economic downturn. This reserve is targeted as a range with a minimum of 3% and a maximum of 8% of General Fund operating expenditures. Use of these reserves would be an exception to the policy of budgeting ongoing expenditures equal to ongoing revenues.

General Fund budgeted operating expenditures for 2014 are \$64,399,511. The unrestricted fund balance in the General Fund at the beginning of 2014 is \$13,078,418, which is 20.3% of General Fund operating expenditures.

The City will strive to meet the full funding targets of the reserve policy over time. The funding status at this time is as follows:

	Goal	Goal	Status	Funded Amount
TABOR component		\$3,345,167	fully funded	\$3,220,585
Emergency reserve	8%	\$5,151,961	funded at 5.1%	\$3,303,742
Stabilization Reserve	at 3%	\$1,931,985	unfunded	\$0
Stabilization Reserve	at 8%	\$5,151,961	unfunded	<i>\$0</i>

## **General Fund Contingency Account**

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

The 2015 Operating Budget includes \$60,000 in the contingency line item in the City Council budget.

## Water Fund Reserve

The Water Fund will maintain an unappropriated reserve in its operating fund of at least 90 days operating and maintenance costs. To do this, appropriate rate studies will be developed and implemented.

Based on current projections, the Water Fund will meet the reserve requirement through 2015.

## Sewer Fund Reserve

The Sewer Fund will maintain an unappropriated reserve in its operating fund of at least 90 days operating and maintenance costs. To do this, appropriate rate studies will be developed and implemented.

Based on current projections, the Sewer Fund will meet the reserve requirement through 2015.

## **Electric Utility Reserve**

The Electric Utility will maintain an unappropriated reserve of at least 60 days operating and maintenance costs, plus 15% of the 5 year CIP funded projects. To do this, appropriate rate studies will be developed and implemented.

Based on current projections, the Electric Fund will build toward this level and meet the requirement by 2015.

## **Sanitation Fund Reserve**

The Sanitation Fund will maintain an unappropriated reserve in an amount equal to at least 60 days operating and maintenance costs. To do this, appropriate rate studies will be developed and implemented.

Based on current projections, the Sanitation Fund will meet the reserve requirement through 2015.

#### **Storm Drainage Fund Reserve**

The Storm Drainage Fund will maintain an unappropriated reserve in an amount equal to at least 60 days operating and maintenance costs. To do this, appropriate rate studies will be developed and implemented.

Based on current projections, the Storm Drainage Fund will meet the reserve requirement through 2015.

#### **Street Fund Reserve**

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

Based on current projections, the Street Fund will meet the reserve requirement through 2015.

#### **Public Safety Fund Reserve**

The City will maintain an unappropriated reserve in an amount equal to approximately 8% of the Public Safety Fund operating budget.

Based on current projections, the Public Safety Fund will meet the reserve requirement through 2015.

#### **Emergency Reserve**

The City will maintain an emergency reserve, in compliance with Article X, Section 20 of the Colorado State Constitution.

The City currently follows this policy. The reserve is reported in the City's Comprehensive Annual Financial Report and comes from the fund balance in the General Fund.

## ADMINISTRATIVE AND FRANCHISE FEES

## **Administrative Transfer Fee**

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

The City uses a computer model to determine the amount of the administrative transfer fee charged to each operating fund. The charges set in the model are included in the budget under the line item labeled "Administrative/Management Services." 100% of the fee is waived for the Downtown Development Fund and the Public Safety Fund.

#### Street System Maintenance and Improvement Fund

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

## The City currently follows this policy.

#### **Sanitation Enterprise Fund**

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

The City currently follows this policy.

#### Franchise Fee - Electric Utility

The City of Longmont Electric Utility will pay the General Fund an 8% franchise fee. The fee will be 8% of actual annual revenues, excluding: contributions from the Electric Utility fund balance; Electric Community Investment Fee revenues; revenue from Aid to Construction; transfers from other funds; revenue from the General Fund; loans and grants from other governmental agencies; and interest earnings.

The City currently follows this policy. The Electric Franchise Fee for 2015 is \$5,196,643.

#### Franchise Fee - Sewer Fund

The City of Longmont Sewer Utility Fund will pay the General Fund a 4% franchise fee. The fee will be 4% of the budget year's projected gross revenues, excluding: contributions from the Sewer Fund fund balance; loans and grants from other governmental agencies, interest earnings, transfers from other funds, and system development fees.

The City currently follows this policy. The Wastewater Franchise Fee for 2015 is \$528,480.

#### Franchise Fee - Water Fund

The City of Longmont Water Utility will pay the General Fund a 2% franchise fee. The fee will be 2% of the budget year's gross revenues, excluding: contributions from the Water Fund fund balance, loans and grants from other governmental agencies, interest earnings, transfers from other funds, and system development fees.

The City currently follows this policy. The Water Franchise Fee for 2015 is \$283,690.

## Payment in Lieu of Taxes and Franchise Fee - Broadband Utility

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

The City currently follows this policy. The Telecommunications Fee for 2015 is \$8,142.

## ENTERPRISE FUNDS

#### **Utility Rates**

Utility user charges (water, sewer, storm drainage, electric and broadband) will reflect the cost of service and will be established so that operating revenues are at least equal to operating expenditures. Temporary annual operating losses may be permitted by Council direction based on the levels of fund reserves. A portion of user rates are designed to cover replacement of the utility facilities.

The City currently follows this policy.

#### **Utility Rate Studies**

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

The City currently follows this policy. The most recent rate study for the Water Fund was completed in 2008. A comprehensive rate study was completed for the Sewer Fund in 2012. A comprehensive rate study was completed for the Electric Utility in 2013. The Electric Community Investment Fee Fund rate study was completed in 2010. The most recent rate study for the Broadband Utility was in 2014. The most recent rate study for the Storm Drainage Fund was completed in 2005 and included both the user fee and the development fee. A comprehensive rate study was completed in 2011 for the Sanitation Fund by staff.

## Lighting and Traffic Signals

The cost of the electricity provided to City of Longmont pedestal lights, street lights, porch lights (when pedestal or street lighting is unavailable), unmetered park path lighting, and traffic signals shall be considered an expense of the City Electric utility and thus recovered through the rates, unless to do so would cause a differential rate of in-city and out-of-city users.

The City currently follows this policy.

## Water Service to City Facilities

The cost of providing water service to City of Longmont facilities shall be considered an expense of the Water Fund. This expense shall be recovered through the water rates. Water conservation efforts should be used where service is provided by the Water Fund.

The City currently follows this policy. The value of water provided to City facilities owned by the General Fund in 2013 was \$882,451.

## Sewer Service to City Facilities

The cost of providing sewer service to City of Longmont facilities shall be billed to and considered an expense of the facilities receiving sewer service.

The City currently follows this policy.

## **Electric Service to City Facilities**

The cost of providing electric service, on-site electric service extensions, and the Electric Community Investment Fee for off-site improvements to City of Longmont facilities shall be billed to and considered an expense of the facilities receiving electric service. The rates charged are in accordance with the electric rates/tariffs approved by City Council.

The City currently follows this policy.

## **Electric Service Territory Transfer**

Where the City annexes City owned property located in the Poudre Valley REA, United Power, or Xcel Energy service territories, each specific fund that paid the costs of property acquisition and manages the property will, subject to any legal restrictions on fund expenditures, pay all costs associated with the transfer of the service territory to LPC as established by existing transfer contracts or State legislation. Where legal restrictions on fund expenditures prevent payment, the electric enterprise fund will pay service territory transfer costs.

The City currently follows this policy.

## **Broadband Service to City Facilities**

The cost of providing broadband services to City of Longmont facilities shall be billed to and considered an expense of the facilities receiving broadband service. The rates charged are in accordance with the rates/ tariffs approved by City Council.

The City currently follows this policy.

## **Sanitation Service to City Facilities**

The cost of providing solid waste and recycling collection services for city departments, city facilities and property (including, but not limited to, public buildings and parks), and citywide special events, Main Street collection, educational programs and all additional special programs and services shall be considered an expense of the Sanitation Fund. This expense shall be recovered through the landfill and waste management fees.

## The City currently follows this policy.

#### **Storm Drainage Services to City Facilities**

The cost of providing storm drainage services to City of Longmont facilities shall be billed to and considered an expense of the facilities receiving storm drainage service.

The City currently follows this policy.

#### **Capital Revenue**

Capital revenues will not be used to pay for operating expenses. They will be used solely for system improvements and system expansion.

The City currently follows this policy. The Water and Sewer Funds maintain separate funds to track expenditures for capital revenue and charges associated only with system expansion or improvements against those revenues.

#### **Sanitation Fees**

Fees for trash collection, waste management and landfill use shall be set to generate sufficient revenue to cover at least 100% of the expenditures of the Sanitation Enterprise Fund.

The City currently follows this policy.

#### **Golf Fees**

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

The City currently follows this policy.

## Storm Drainage Enterprise Fees

All revenues received by the City for the purpose of storm drainage system operations and improvements shall be allocated to the Storm Drainage Enterprise Fund. Such revenues shall only be used to fund operations, maintenance, rehabilitation and improvements of the storm drainage system, and debt service in support of such functions. Fees shall be established to generate sufficient revenue to cover at least 100% of the expenditures of the Storm Drainage Enterprise Fund.

## The City currently follows this policy.

#### **Airport Fees**

The City of Longmont will establish fees and charges at the municipal airport sufficient to recover all operating expenditures of the Airport Enterprise Fund, with consideration given to the area prevailing rates. Fees and charges will be reviewed annually to determine whether all operating expenditures are recovered.

The City currently follows this policy.

## CAPITAL IMPROVEMENT POLICIES

## **City's Responsibility for Public Improvements**

Where the City, as property owner, is responsible for its share of public improvements contiguous to the property, the City fund which constructs the public improvement shall pay the City's share of the public improvement. Therefore, the Street Fund shall pay for street improvements, the Water Fund shall pay for

water lines, etc., unless the City, through annexation negotiations, is able to designate other parties as responsible for the improvements. Costs of extending public improvements to and within the property shall be paid by the City fund owning the property, with reimbursement for all offsite costs from adjacent property owners, in accordance with the Longmont Municipal Code.

The City currently follows this policy.

## **Capital Improvement Program**

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

The City currently follows this policy. The projects shown as funded in 2015 in the 2015-2019 Capital Improvement Program are included in the 2015 Operating Budget.

#### **Special Financing Districts**

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

The City currently follows this policy.

#### **Conservation Trust Fund**

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

The City currently follows this policy.

#### **Park Improvement Fund**

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

The City currently follows this policy.

#### Park and Greenway Maintenance Fund

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

The City currently follows this policy.

## **Electric Community Investment Fee Fund**

The Electric Community Investment Fee Fund will receive revenue from payments of the Electric Community Investment Fee on new development. Revenues in this fund will be used only for electric system capital improvements that are strictly related to growth, such as main feeder system extensions and additional substation capacity.

The City currently follows this policy.

## Public Buildings Community Investment Fee Fund

The Public Buildings Community Investment Fee Fund will receive revenue from payments of the Public Buildings Community Investment Fee on new construction. Revenues in this fund will be used only for acquiring, constructing and making capital improvements to public buildings and public building sites that are needed to meet increased demands for service due to new development.

The City currently follows this policy.

## **Transportation Community Investment Fee Fund**

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

The City currently follows this policy.

## Water System Construction Reserve Fund

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

The City currently follows this policy.

## Water Acquisition Fund

The Water Acquisition Fund will be funded from cash payments received in lieu of water rights. These revenues will be used for water supply projects, the acquisition of water rights and for conservation programs that offset the need to purchase additional water rights.

The City currently follows this policy.

## **Raw Water Storage Reserve Fund**

The Raw Water Storage Reserve Fund was initially funded from proceeds from the sale of the high mountain dams. These funds will be used to develop the City's winter water supply as part of the City's water system.

The City currently follows this policy.

## **Sewer Construction Fund**

The Sewer Construction Fund will receive revenue from payments of applicable system development fees and other developer participation revenues. These revenues will be used for improvements to the City's sewer system related to growth of the entire system.

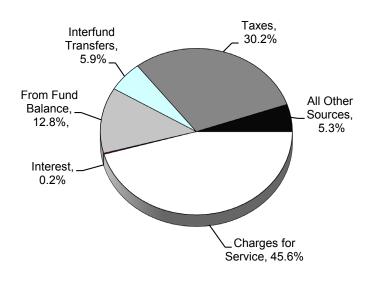
The City currently follows this policy.

## **Relocation of Existing Utility Facilities in ROW**

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

The City currently follows this policy.

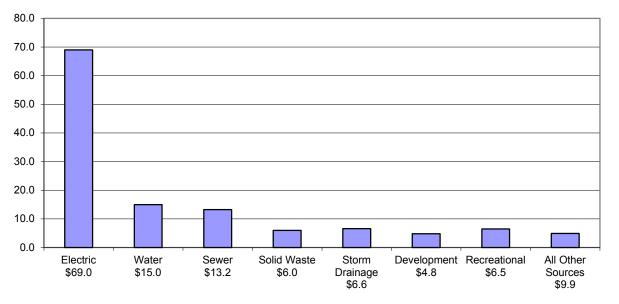
# **2015 OPERATING BUDGET: Sources of Funds**



Revenues and other sources used to support the City's programs and projects in 2015 will come from a variety of sources and total \$273,099,602. This is 2.27% below the total revenues in the 2014 budget and is due primarily to a large increase in capital due to flood recovery. The pie chart shows the distribution of the City's revenues by major categories.

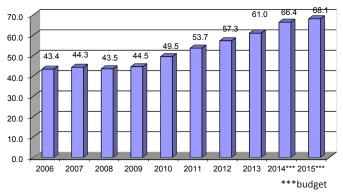
## **Charges for Services, Licenses and Permits**

represent 45.6% or \$125.9 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.



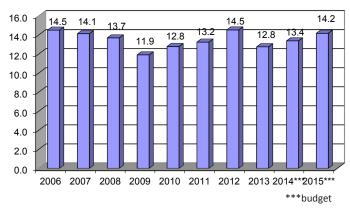
Utility user charges reflect the cost of service and are established so that operating revenues are at least equal to operating expenditures. A portion of user rates is designed to cover replacement of utility facilities. The utilities periodically conduct a comprehensive rate study. In each of the intervening 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 2015 budget is based on 179 single family permits, 144 multifamily permits, 154,363 square feet of commercial 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

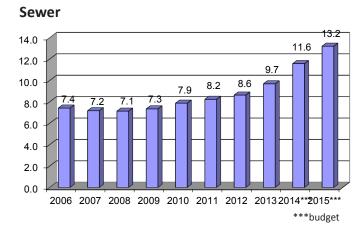


In 2015 the Electric and Telecommunications Utility Enterprise Funds were combined into the Electric and Broadband Utility Enterprise Fund. In 2015, electric and broadband utility revenues equal 95% of all electric and broadband revenues. An ordinance approving a fee increase in electric rates was previously approved by Council.

#### Water

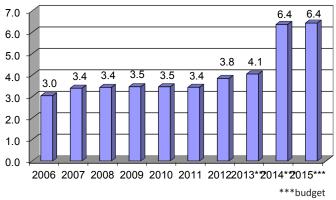


In 2014, charges for water services represent 89% of all water revenues. There is an estimated 4% rate increase included for 2015. Staff will bring the master plan to City Council in September and proposed rates in October.



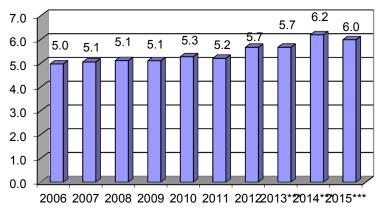
The sewer utility will receive 95% of its revenue from charges for services in 2015. An ordinance approving a fee increase in sewer rates was previously approved by Council. The proposed budget currently includes an average rate increase of 13%. The rate was codified in 2012. Bond revenues make up the majority of the revenue in this fund.

## Storm Drainage



In 2015, Storm Drainage will receive 98% of its revenue from charges for services. The Storm Drainage Master Plan has been completed.

#### Sanitation

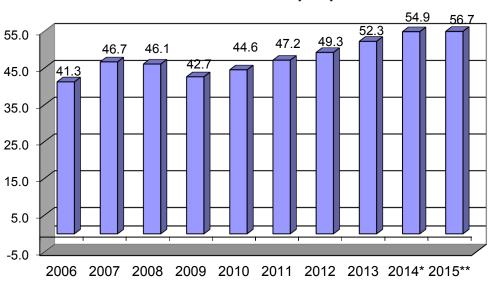


Sanitation will receive 99% of its 2015 revenues from charges for service. An ordinance approving a fee increase in sanitation rates was previously approved by city council.

**Taxes** represent 30.5% or \$83.4 million and include citywide sales and use, property, cigarette, and franchise taxes.

\*\*\*budget

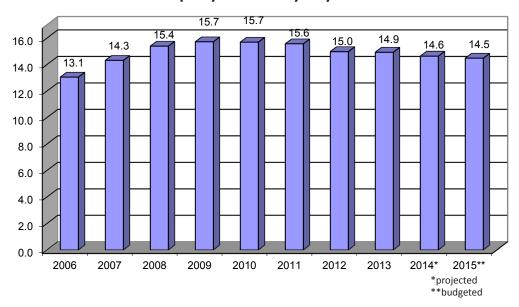
<u>Sales and Use Tax</u> originated on January 1, 1969, at 2%. In June 1985 the sales and use tax was increased by 0.75% for exclusive use on street system expenditures. Further, in November 2000 voters approved an initiative to increase sales and use tax by 0.2% for the acquisition and maintenance of open space. In November 2006, voters approved an increase of 0.325% to fund additional public safety needs. Sales and use tax, the City's largest single revenue source, accounts for 43.5% of the General Fund's total sources of funds. Sales and use tax is projected based on historical collection trends and knowledge of economic development-related activities.



#### Sales and Use Tax History Citywide

<sup>\*</sup>projected \*\*budgeted

<u>Property Tax</u> accounts for 20.7% of the General Fund's revenue. In 1991 the City increased the property tax mill levy to fund additional public safety positions. This mill levy increase temporarily reversed the trend of declining or flat property tax revenue. From 1995 to 2009 there was a real increase in property tax receipts each year. However, since 2010 these receipts have decreased annually. 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 2015 budget is based on preliminary assessed valuations from the county assessor's office.



#### **Property Tax History Citywide**

<u>Cigarette Tax</u> 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.

<u>Franchise Taxes</u> 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 2015, \$32,445,521, or 11.9%, of the total sources of funds will come from the use of fund balance.

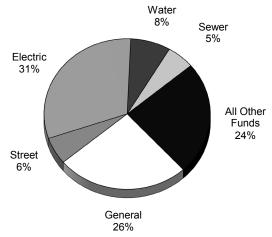
**Interfund Transfers** are payments from the City's enterprise funds for services provided by the General Fund. These include services such as utility billing, accounting, purchasing, human resources, permitting, city clerk functions and city attorney services. This revenue is based on an estimate of 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 5.9% of the General Fund's total revenues.

**Interest and Other Sources** are 5.5% of the City's sources of funds. Interest earnings are estimated at \$433,924 for 2015 and all other sources are \$14.67 million and include intergovernmental funds from Boulder County, state and federal governments, fines, and miscellaneous sources.

# 2015 OPERATING BUDGET: Uses of Funds

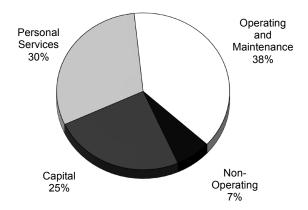
The City of Longmont's 2015 Operating Budget totals \$273,099,602.

## **Expenditures by Fund**



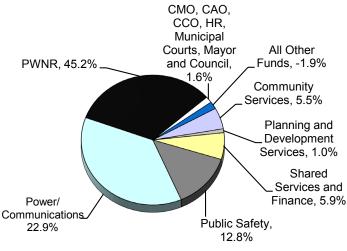
Expenditures in the largest funds include General Fund, \$70.3 million; Electric Fund, \$84.4 million; Water Fund, \$21.3 million; Sewer Fund, \$14.8 million; and Street Fund, \$15.9 million. These funds will account for 75.7% of all City expenditures in 2015. Other funds include Open Space, \$4.9 million; Public Improvement, \$5.2 million; Sanitation, \$6.2 million; Fleet, \$9.9 million; Golf, \$2.6 million; Storm Drainage, \$14.0 million; Public Safety, \$6.7 million; and several minor funds.

## **Expenditures by Category**



Budgeted expenditures, by category, are personal services, \$82.7 million, which includes salaries, wages and benefits; operating and maintenance, \$103.8 million, which includes routine operating expenditures; non-operating, \$18.6 million, which includes interfund transfers and interest payments; and capital, \$68.0 million, which includes machinery, equipment, furniture, vehicles, facility and system improvements, renovations and replacements, engineering and design, water rights, and land.

#### **Expenditures by Department**



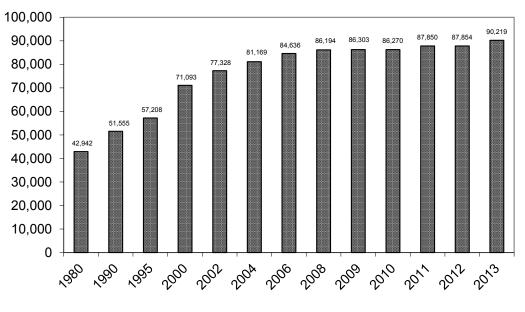
Budgeted expenditures by department include Public Works and Natural Resources, \$93.5 million (which includes Water, Sewer, Sanitation, Golf, Storm Drainage, Airport, Streets, Park Improvement, Transportation Community Investment Fee, Open Space, Conservation Trust, Parks and Facilities); Power & Communications, \$105.0 million; Public Safety Department, \$38.7 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund); Shared Services and Finance Department, \$19.0 million (services include Accounting, Budget, Enterprise Technology Services, Purchasing and Contracts, Risk Management, Utility

Billing, City Clerk's Office and Fleet); Community Services Department, \$15.1 million (services include Community Relations, Library, Museum, Youth Services, Senior Services, Recreation, Neighborhood Resources, CDBG/HOME Grants Administration, Affordable Housing, Human Services Agency Funding, Callahan House and Art In Public Places); Planning & Development Services, \$2.7 million (services include Planning and Development Services, Redevelopment and Building Inspection); City Manager's Office, \$1.8 million; City Attorney's Office, \$1.0 million; Municipal Courts, \$789,960; Mayor and Council, \$736,610; and Human Resources, \$1.0 million. The remaining funds total \$6.77 million and include the Public Improvement Fund, Public Building Community Investment Fee Fund, Longmont Downtown Development Authority, General Improvement District, and Downtown Parking.

	2011	2012	2013	2014	2015	2014-2015
Department	Budget	Budget	Budget	Budget	Budget	Change
Mayor and Council	7.00	7.00	7.00	7.00	7.00	0.00
City Manager	4.00	4.00	5.00	5.50	6.50	1.00
City Attorney	7.50	7.50	7.50	7.50	7.50	0.00
City Clerk	4.00	4.00	4.00	4.00	4.00	0.00
Human Resources	0.00	0.00	8.00	8.00	8.00	0.00
Municipal Court	8.50	8.50	8.50	8.50	8.50	0.00
Shared Services and Finance	87.70	88.20	81.20	81.45	80.20	-1.25
External Services	113.95	115.70	116.30	121.03	138.78	17.75
Power and Communication	72.95	72.75	72.75	72.75	91.90	19.15
Public Safety	291.50	293.50	293.50	293.50	297.50	4.00
Public Works and Natural Resources	229.55	227.50	226.50	223.75	220.44	-3.31
Downtown Development Authority	2.00	2.00	2.00	2.75	2.75	0.00
TOTAL	828.65	830.65	832.25	835.73	873.07	37.34

## 2011 - 2015 Budgeted FTE Positions by Department

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



# Longmont Population 1980 - 2013

## **Summary of Financing Sources and Uses**

	2013 Actual	2014 Budget	2015 Budget
<b>Revenues and Other Financing Sources</b>			
Taxes	78,806,806	78,659,719	83,430,434
Licenses and Permits	2,393,384	2,225,863	2,566,780
Intergovernmental Revenue	5,461,393	27,280,400	11,828,994
Charges for Service	108,571,818	117,801,146	123,349,327
Fines and Forfeits	1,116,599	1,453,800	1,240,700
Interest Earnings	(79,934)	870,066	433,924
Interfund Transfers	19,302,124	15,295,806	16,201,742
Miscellaneous	2,646,736	2,235,975	1,056,473
Proceeds from Advance	505,554	504,348	545,707
Proceeds from Bonds	8,257,903	28,341,340	-
Proceeds from Lease Purchase	-	-	-
Contribution from/(to) Fund Balance	7,572,636	7,598,241	32,445,521
TOTAL SOURCES	\$ 234,555,019	\$ 282,266,704	\$ 273,099,602
Expenditures and Other Financing Uses			
Personal Services	76,697,348	78,785,904	82,705,071
Operating and Maintenance	96,323,310	99,399,443	103,712,217
Non-Operating	23,903,263	12,965,091	18,620,422
Capital	37,631,099	91,116,266	68,061,892
TOTAL USES	\$	\$ 282,266,704	\$ 273,099,602

# 2015 CONSOLIDATED FUND STATEMENT Sources of Funds and Expenses

The 2015 Consolidated Fund Statement on the following pages includes the sources of funds and expenses by category for each fund included in the 2015 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.

	General Fund		Electric and Broadband Fund		Water Fund	Sewer Fund
BEGINNING FUND BALANCE	\$ 9,748,909	\$	44,733,805	\$	16,418,687 \$	3,786,615
SOURCES OF FUNDS						
Taxes Licenses and Permits Intergovernmental Revenue Charges for Service Fines and Forfeits Interest Earnings Interfund Transfers Miscellaneous Proceeds from Advance Proceeds from Bonds	52,312,552 1,474,505 368,221 5,675,621 1,240,700 8,500 6,600,814 163,384 - - -		- - - 68,978,910 - 30,000 40,090 375,700 - - -		- - 1,750,000 14,982,192 - 68,100 - - - - - - 16,800,292	- 168,247 13,210,500 - 17,900 551,289 1,500 - - 1 <b>3,949,436</b>
EXPENSES BY CATEGORY						
Personal Services Operating and Maintenance Non-Operating Capital	52,306,341 16,144,264 996,796 832,802		7,045,423 57,523,940 1,704,297 18,159,827		4,767,426 6,873,490 1,220,613 8,463,041	3,329,991 4,780,859 3,880,695 2,795,924
TOTAL EXPENSES	70,280,203		84,433,487		21,324,570	14,787,469
ENDING FUND BALANCE Contribution to/(from) Fund	\$ 7, <i>313,003</i> (2,435,906)	\$	29,725,018 (15,008,787)		11,894,409 \$ (4,524,278)	2,948,582 (838,033)
Balance						

SOURCES OF FUNDS         Taxes       16,612,709       -       -       -         Licenses and Permits       15,000       -       -       -         Intergovernmental Revenue       2,362,171       -       -       -         Charges for Service       -       5,994,000       2,581,045       6,567,197         Fines and Forfeits       -       -       -       -         Intergovernmental Revenue       2,362,171       -       -       -         Charges for Service       -       5,994,000       2,581,045       6,567,197         Fines and Forfeits       -       -       -       -       -         Intergovernmental Revenue       5,273       11,221       9,519       15,410         Interfund Transfers       -       -       -       -       -         Miscellaneous       10,000       2,000       1,000       5,412         Proceeds from Advance       -       -       -       -       -         Proceeds from Bonds       19,005,153       6,007,221       2,591,564       6,588,019         EXPENSES BY CATEGORY       19,005,153       2,004,860       1,096,570       1,380,133         Operating and Maintenance<		Street Improvemen Fund	t Sanitation Fund	Golf Fund	Storm Drainage Fund
Taxes       16,612,709       -       -       -         Licenses and Permits       15,000       -       -       -         Intergovernmental Revenue       2,362,171       -       -       -         Charges for Service       -       5,994,000       2,581,045       6,567,197         Fines and Forfeits       -       -       -       -       -         Interest Earnings       5,273       11,221       9,519       15,410         Interest Earnings       10,000       2,000       1,000       5,412         Proceeds from Advance       -       -       -       -         Proceeds from Bonds       -       -       -       -       -         EXPENSES BY CATEGORY       19,005,153       6,007,221       2,591,564       6,588,019         EXPENSES BY CATEGORY       19,005,153       6,007,221       2,591,564       6,588,019         Capital       3,444,303       2,004,860       1,096,570       1,380,133         Operating and Maintenance       5,226,283       3,779,202       1,135,235       1,314,078         Non-Operating       248,869       28,525       203,524       4,243,809         Capital       7,010,855       375,081 </td <td></td> <td>\$ 1,289,65</td> <td>4 \$ 1,844,725</td> <td>\$ 896,562</td> <td>\$ 22,147,233</td>		\$ 1,289,65	4 \$ 1,844,725	\$ 896,562	\$ 22,147,233
Licenses and Permits       15,000       -       -       -         Intergovernmental Revenue       2,362,171       -       -       -         Charges for Service       -       5,994,000       2,581,045       6,567,197         Fines and Forfeits       -       -       -       -       -         Intergovernmental Revenue       2,362,171       -       -       -       -         Charges for Service       -       5,994,000       2,581,045       6,567,197         Fines and Forfeits       -       -       -       -       -         Interfund Transfers       -       -       -       -       -         Miscellaneous       10,000       2,000       1,000       5,412         Proceeds from Advance       -       -       -       -         Proceeds from Bonds       -       -       -       -         EXPENSES BY CATEGORY       19,005,153       6,007,221       2,591,564       6,588,019         Expensional Services       3,444,303       2,004,860       1,096,570       1,380,133         Operating and Maintenance       5,226,283       3,779,202       1,135,235       1,314,078         Non-Operating       248,869	SOURCES OF FUNDS				
EXPENSES BY CATEGORY         Personal Services       3,444,303       2,004,860       1,096,570       1,380,133         Operating and Maintenance       5,226,283       3,779,202       1,135,235       1,314,078         Non-Operating       248,869       28,525       203,524       4,243,809         Capital       7,010,855       375,081       156,240       7,060,289         TOTAL EXPENSES       15,930,310       6,187,668       2,591,569       13,998,309         ENDING       \$       4,364,497       \$       1,664,278       \$       896,557       \$       14,736,943	Licenses and Permits Intergovernmental Revenue Charges for Service Fines and Forfeits Interest Earnings Interfund Transfers Miscellaneous Proceeds from Advance Proceeds from Bonds	15,00 2,362,17 - 5,27 - 10,00 - -	0 - 1 - 5,994,000 - 3 11,221 - 0 2,000 - - -	- 9,519 - 1,000 - -	- 15,410 - 5,412 - -
Personal Services       3,444,303       2,004,860       1,096,570       1,380,133         Operating and Maintenance       5,226,283       3,779,202       1,135,235       1,314,078         Non-Operating       248,869       28,525       203,524       4,243,809         Capital       7,010,855       375,081       156,240       7,060,289         TOTAL EXPENSES       15,930,310       6,187,668       2,591,569       13,998,309         ENDING       \$ 4,364,497 \$ 1,664,278 \$ 896,557 \$ 14,736,943       14,736,943	TOTAL SOURCES OF FUNDS	19,005,15	3 6,007,221	2,591,564	6,588,019
Operating and Maintenance       5,226,283       3,779,202       1,135,235       1,314,078         Non-Operating       248,869       28,525       203,524       4,243,809         Capital       7,010,855       375,081       156,240       7,060,289         TOTAL EXPENSES       15,930,310       6,187,668       2,591,569       13,998,309         ENDING       \$ 4,364,497 \$ 1,664,278 \$ 896,557 \$ 14,736,943	EXPENSES BY CATEGORY				
ENDING FUND BALANCE \$ 4,364,497 \$ 1,664,278 \$ 896,557 \$ 14,736,943	Operating and Maintenance Non-Operating	5,226,28 248,86	33,779,202928,525	1,135,235 203,524	1,314,078 4,243,809
FUND BALANCE         \$ 4,364,497         \$ 1,664,278         \$ 896,557         \$ 14,736,943	TOTAL EXPENSES	15,930,31	0 6,187,668	2,591,569	13,998,309
Balance	FUND BALANCE Contribution from/(to) Fund	. , , ,			\$ <i>14,736,943</i> (7,410,290)

	Fleet Fund	Airport Fund	Im	Public provement Fund	G/HOME Fund
BEGINNING FUND BALANCE	\$ 15,738,761	\$ 29,795	\$	1,016,393	\$ 177,708
SOURCES OF FUNDS					
Taxes Licenses and Permits Intergovernmental Revenue Charges for Service Fines and Forfeits Interest Earnings Interfund Transfers Miscellaneous Proceeds from Advance Proceeds from Bonds <b>TOTAL SOURCES OF FUNDS</b>	- - - 55,500 7,949,896 - - - 8,005,396	- - 292,923 - - 32,000 - - 3 <b>24,923</b>		4,256,449 - - - 7,000 539,539 - - - - <b>4,802,988</b>	- 780,000 - - - 95,000 - - 875,000
EXPENSES BY CATEGORY					
Personal Services Operating and Maintenance Non-Operating Capital	1,368,519 2,496,240 4,826 6,056,142	121,668 195,164 76 1,500		- 54,550 2,728,625 2,459,633	137,335 753,241 - -
TOTAL EXPENSES	9,925,727	318,408		5,242,808	890,576
ENDING FUND BALANCE Contribution from/(to) Fund Balance	\$ 13,818,430 (1,920,331)	\$ 36,310 6,515	\$	576,573 (439,820)	\$ 162,132 (15,576)

	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund	Transportation CIF Fund
BEGINNING FUND BALANCE	\$ 3,810,095	3 \$ 5,640,457	\$ 1,972,915	\$ 61,728
SOURCES OF FUNDS				
Taxes Licenses and Permits Intergovernmental Revenue Charges for Service Fines and Forfeits Interest Earnings Interfund Transfers Miscellaneous Proceeds from Advance Proceeds from Bonds <b>TOTAL SOURCES OF FUNDS</b>	- 1,001,87 - - - 18,93 - - - - - - - - - - - -	750,000 - - 3 18,552 - - - - -	- - 435,500 - 12,000 - - - - 447,500	- - 287,227 - 403 - - - - 287,630
EXPENSES BY CATEGORY				
Personal Services Operating and Maintenance Non-Operating Capital	- - - 1,699,729	- 50,000 - 4,187,000	- - - 685,000	- - - 250,000
TOTAL EXPENSES	1,699,729	9 4,237,000	685,000	250,000
ENDING FUND BALANCE Contribution from/(to) Fund	\$			
Balance	(070,32	., (0,+00,++0)	(207,000)	07,000

	Public dings CIF Fund	Art in Public Places Fund		aces Construction		Water Construction Fund	
BEGINNING FUND BALANCE	\$ 467,701	\$	385,524	\$	2,434,350	\$	17,116,041
SOURCES OF FUNDS							
Taxes Licenses and Permits Intergovernmental Revenue Charges for Service Fines and Forfeits Interest Earnings Interfund Transfers Miscellaneous Proceeds from Advance Proceeds from Bonds <b>TOTAL SOURCES OF FUNDS</b>	- - 346,960 - 3,000 - - - - 349,960		- - - 259,757 - - 2 <b>59,757</b>		- - 884,100 - 12,900 - - - - 8 <b>97,000</b>		- - 981,900 - 86,600 - - - - - 1,068,500
EXPENSES BY CATEGORY							
Personal Services Operating and Maintenance Non-Operating Capital	- - - 61,610		38,950 113,202 31 -		- 2,500 551,289 -		- 2,500 750 705,000
TOTAL EXPENSES	61,610		152,183		553,789		708,250
ENDING FUND BALANCE Contribution from/(to) Fund Balance	\$ 756,051 288,350	\$	<i>493,098</i> 107,574	\$	2,777,561 343,211	\$	17,476,291 360,250

	Raw Water Storage A Fund		Water Acquisition Fund		Callahan House Fund	DDA Fund
BEGINNING FUND BALANCE	\$ 408,201	\$	4,008,896	\$	13,975	\$ 2,426,938
SOURCES OF FUNDS						
Taxes Licenses and Permits Intergovernmental Revenue Charges for Service Fines and Forfeits Interest Earnings Interfund Transfers Miscellaneous Proceeds from Advance Proceeds from Bonds <b>TOTAL SOURCES OF FUNDS</b>	- - - 1,545 - - - - <b>1,545</b>		- 5,000 - 19,700 - - - - 2 <b>4,700</b>		- - 37,550 - 200 69,352 - - - 1 <b>07,102</b>	665,049 20,000 10,000 - - 900 27,500 15,000 545,707 - <b>1,284,156</b>
TOTAL SOURCES OF FUNDS	1,545		24,700		107,102	1,204,150
EXPENSES BY CATEGORY						
Personal Services Operating and Maintenance Non-Operating Capital	- - -		- 100,000 - 50,000		78,670 26,650 - -	245,491 248,870 575,707 297,027
TOTAL EXPENSES	-		150,000		105,320	1,367,095
ENDING FUND BALANCE Contribution from/(to) Fund	\$ 409,746 1,545	\$	3,883,596 (125,300)	\$	<i>15,757</i> 1,782	\$ 2,343,999 (82,939)
Balance						

	GID #1 Fund	C	Downtown Parking Fund	Affordable Housing Fund	Open Space Fund
BEGINNING FUND BALANCE	\$ 102,037	\$	89,169	\$ 1,156,477	\$ 2,533,438
SOURCES OF FUNDS					
Taxes Licenses and Permits Intergovernmental Revenue	106,231		- 55,400	-	3,460,527 - 1,930,880
Charges for Service Fines and Forfeits Interest Earnings	- - 600		- - 200	-	-
Interfund Transfers Miscellaneous			200 11,190 -	- 152,315 180,000	10,000 - 40,000
Proceeds from Advance Proceeds from Bonds	-		-	-	-
TOTAL SOURCES OF FUNDS	106,831		66,790	332,315	5,441,407
EXPENSES BY CATEGORY					
Personal Services Operating and Maintenance Non-Operating	27,704 85,734 -		25,640 24,950 -	164,321 189,228 108	293,693 426,733 2,194,389
Capital TOTAL EXPENSES	- 113,438		10,000 <b>60,590</b>	- 353,657	2,000,000 <b>4,914,815</b>
ENDING FUND BALANCE	\$ 95,430	\$	95,369	\$ 1,135,135	\$ 3,060,030
Contribution from/(to) Fund Balance	(6,607)		6,200	(21,342)	526,592

	Youth ervices Fund	Senior Services Fund	Public Safety Fund	Library Services Fund	S	useum ervices Fund
BEGINNING FUND BALANCE	\$ 171,560	\$ 198,924	\$ 1,667,677	\$ 119,225	\$	-
SOURCES OF FUNDS						
Taxes	-	-	5,623,357	-		-
Licenses and Permits Intergovernmental Revenue Charges for Service	- -	- - 166,200	- 276,975 57,750	-		- 20,000 32,400
Fines and Forfeits Interest Earnings Interfund Transfers	- - -	- - -	- 10,603 -	- 500 -		- - -
Miscellaneous Proceeds from Advance Proceeds from Bonds	6,000 - -	11,000 - -	-	79,977 - -		21,500 - -
TOTAL SOURCES OF FUNDS	6,000	177,200	5,968,685	80,477		73,900
EXPENSES BY CATEGORY						
Personal Services Operating and Maintenance Non-Operating Capital	6,000 - -	72,561 156,057 5,769 -	4,641,178 1,486,614 9,809 524,585	2,000 46,500 20,500 -		34,674 39,226 - -
TOTAL EXPENSES	6,000	234,387	6,662,186	69,000		73,900
ENDING FUND BALANCE	\$ 171,560	\$ 141,737	\$ 974,176	\$ 130,702	\$	-
Contribution from/(to) Fund Balance	-	(57,187)	(693,501)	11,477		-

	Museum Trust Fund	Probation Services Fund	Judicial Wedding Fee Fund	Park and Greenway Maintenance Fund	Lodgers Tax Fund	GRAND TOTAL, ALL FUNDS		
BEGINNING FUND BALANCE	\$ 97,600	\$ 116,325	\$ 31,638	\$ 202,835	\$ 942	\$ 163,063,512		
SOURCES OF FUNDS								
Taxes	-	-	-	-	393,560	83,430,434		
Licenses and Permits	-	-	-	-	-	2,566,780		
Intergovernmental Revenue	-	-	-	3,412,500	-	11,828,994		
Charges for Service	-	70,000	3,000	1,759,352	-	123,349,327		
Fines and Forfeits	-	-	-	-	-	1,240,700		
Interest Earnings	500	400	-	7,215	750	433,924		
Interfund Transfers	-	-	-	-	-	16,201,742		
Miscellaneous	17,000	-	-	-	-	1,056,473		
Proceeds from Advance	-	-	-	-	-	545,707		
Proceeds from Bonds	-	-	-	-	-	-		
TOTAL SOURCES OF FUNDS	17,500	70,400	3,000	5,179,067	394,310	240,654,081		
EXPENSES BY CATEGORY								
Personal Services	_	76,120	1,500	_	_	82,705,071		
Operating and Maintenance	19,000	8,347	-	10,000	393,560	103,797,217		
Non-Operating	-	64	1,351	10,000	-	18,595,422		
Capital	-	-	-	4,220,607	-	68,001,892		
TOTAL EXPENSES	19,000	84,531	2,851	4,230,607	393,560	273,099,602		
ENDING FUND BALANCE	\$ 96,100	\$ 102,194	\$ 31,787	\$ 1,151,295	\$ 1,692	\$ 130,617,991		
Contribution to/(from) Fund Balance	(1,500)	(14,131)	149	948,460	750	(32,445,521)		

City of Longmont, Colorado

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# **CITY OF PERFORMANCE MEASURES**

# 2014













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Community Safety

### CITY OF PERFORMANCE MEASURES LONGMONT

In January 2005, the City of Longmont launched a citywide strategic plan to help the Longmont City Council develop policies and make key decisions that shape our future.

The plan, called "Focus on Longmont: Share your vision, create our legacy," developed communitysupported strategic policies that would result in a balance between resources and expenditures that sustain Longmont's capacity to provide desired municipal services as the City approaches build out of the Longmont Planning Area.

However, the economic downturn of 2008 led to a decline in building permits and sales and use taxes, and many of the original assumptions of the plan no longer held true. Throughout this challenging time, the City of Longmont continued to provide excellent services to our residents and businesses, while still focusing on the strategic goals laid out in the Focus on Longmont plan.

The performance measures reported here reflect those original goals with the addition of two regarding government performance and community safety. They are:

- Promote a Healthy Business Climate
- Support Education as a Communitywide Value
- Enhance the Natural Environment
- Focus on Downtown
- Promote a Sense of Community Identity and Cultural Inclusion
- High-performing Government
- Community Safety



In 2014 City staff began work in earnest on development of a budget prioritization model that is helping the city council refine the budget based on the community's view of the appropriate roles of City government. This is leading to allocation of resources based on the priorities of our customers. We look forward to reporting progress toward this new direction that is taking shape with this 2015 budget.

### CITY PROMOTE OF A HEALTHY LONGMONT BUSINESS CLIMATE

### **POLICY 1.1 INCREASED JOB OPPORTUNITIES**

# The City shall work proactively with the private sector to create opportunities for a continuum of appropriate jobs for all residents.

conomic Vitality	Number of new dwelling units			
	Number of new dwelling units	248	298	215
conomic Vitality	Jobs-to-resident measure between 0.5:1 and 1:1	0.38:1	0.38:1	0.38:1
conomic Vitality	Jobs-to-housing measure between 1:1 and 2:1	1:1	1:1	1:1
conomic Vitality	Annual unemployment rate, compared regionally			
	Longmont	7.1%	7.0%	7.0%
	-			4.0%
	Colorado	6.8%	5.1%	5.1%
	U.S.	7.4%	5.9%	5.9%
conomic Vitality	Average annual wage – Boulder County MSA	\$58,006	\$59,000	\$59,000
conomic Vitality	Annual net change in the number of jobs with primary employers	615	100	0
c	onomic Vitality onomic Vitality onomic Vitality	between 0.5:1 and 1:1 onomic Vitality Jobs-to-housing measure between 1:1 and 2:1 onomic Vitality Annual unemployment rate, compared regionally Longmont Boulder County MSA Colorado U.S. onomic Vitality Average annual wage – Boulder County MSA onomic Vitality Annual net change in the	between 0.5:1 and 1:10.38:1onomic VitalityJobs-to-housing measure between 1:1 and 2:11:1onomic VitalityAnnual unemployment rate, compared regionally Longmont7.1% 5.2% Coloradoonomic VitalityAverage annual wage – Boulder County MSA6.8% 5.8% 0.5onomic VitalityAverage annual wage – Boulder County MSA\$58,006onomic VitalityAnnual net change in the number of jobs with\$58,006	between 0.5:1 and 1:10.38:10.38:1onomic VitalityJobs-to-housing measure between 1:1 and 2:11:11:1onomic VitalityAnnual unemployment rate, compared regionally Longmont7.1%7.0%Boulder County MSA5.2%3.8%Colorado6.8%5.1%U.S.7.4%5.9%onomic VitalityAverage annual wage – Boulder County MSA\$58,006\$59,000onomic VitalityAnnual net change in the number of jobs with\$58,006\$59,000

### POLICY 1.2 DEVELOPMENT ALIGNED WITH THE COMMUNITY'S VISION

# Ensure that both private and public development and redevelopment activities are in alignment with the community's vision.

Responsible	Responsible	Performance	2013	2014	2015
Department(s)	Division(s)	Measures	Actual	Estimated	Projected
Finance	Accounting	Total sales and use tax revenues	\$52,320,179	\$54,930,947	\$56,666,136

#### CITY OF LONGMONT PROMOTE A HEALTHY BUSINESS CLIMATE

### **POLICY 1.3 BUSINESS-FRIENDLY ENVIRONMENT**

### Create a "business-friendly" and receptive environment for Longmont in the community, both locally and beyond.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Planning & Development	Economic Vitality	Number of Longmont Economic Gardening Initiative (LEGI) members (cumulative)	215	296	N/A
Planning & Development	Economic Vitality	Increase in sales tax over the previous year (cumulative)	\$254,000	\$262,000	N/A
Planning & Development	Economic Vitality	Number of LEGI participants in business in Longmont (cumulative)	215	285	N/A
Planning & Development	Economic Vitality	Small Business Lending Program (SBLP) applicants	9	3	N/A
Planning & Development	Economic Vitality	Business Start-up Grant (BSUG) applicants	9	15	N/A
Planning & Development	Economic Vitality	Business Improvement Grant (BIG) applicants	3	9	N/A
Planning & Development	Economic Vitality	Workshop participants	619	400	N/A
Planning & Development	Economic Vitality	Business Outreach Team (BOT) onsite meetings	1	1	N/A
Finance	Accounting	Promote voluntary complian with the City's tax codes and timely collection of sales and use tax revenue through education, administrative eff and field audits. Tax collections resulting from administrative efforts Tax collections resulting from field audits	d d forts	\$500,000 \$790,000	\$400,000 \$300,00
		Audit collections as a % of audit costs	707%	932%	300%
		Sales tax classes/ workshops held Sales/use tax report issued within 10 days	3	3	3
		of month end	100%	100%	100%



### **POLICY 1.4 BALANCE OF BUSINESSES**

# Emphasize a balance between locally owned and nonlocal businesses at a range of sizes and scales.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Finance	Administration	Protect the public trust throug financial accountability and stewardship	gh		
		2006 Revenue Bonds: Standard & Poors	AA+	AA+	AA+
		2008 Storm Drainage Reven Bonds: Standard & Poors	ue AA	AA	AA
		2010 Wastewater Revenue Bonds: Standard & Poors	AA	AA	AA
		2010 Sales Tax Revenue Bonds: Standard & Poors	А	A	А
		2010 Sales Tax Revenue Bonds: Moody's	A2	A2	A2
		2013 Wastewater Revenue Bonds: Standard & Poors	AA	AA	AA
		2014 Certificates of Participa Standard & Poors	ation: N/A	AA	AA
		2014 Electric and Broadband Revenue Bonds: Standard & P		AA	AA
Community Services	Parking Enforcement	Number of tickets written to people who are not disabled for parking in disabled parking spaces	185	190	190
Power & Communications	Administration	Residential electric rates (state ranking)	6th lowest	7th lowest	7th lowest
Power & Communications	Administration	Small commercial electric rates (state ranking)	9th lowest	5th lowest	5th lowest
Power & Communications	Administration	Large commercial electric rates (state ranking)	6th lowest	5th lowest	5th lowest
Power & Communications	Administration	Industrial electric rates (state ranking)	4th lowest	4th lowest	4th lowest

#### CITY OF LONGMONT SUPPORT EDUCATION AS A COMMUNITY-WIDE VALUE

### POLICY 2.1 COMMUNITY SUPPORT FOR EDUCATION

### Promote and support community activies to support education

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Community Services	Children & Youth Resources	Counseling/parent educatio % of youth/families served showing improvement	n – 73%	75%	75%
Community Services	Children & Youth Resources	Number of preschool children enrolled in Mayor's Book Club	1,139	1,300	1,500
Community Services	Library	Total visitation	611,000	615,000	615,000
Community Services	Library	Total circulation	1,284,000	1,300,000	1,300,000
Community Services	Library	Circulation rates per capita	14.3	14	14
Community Services	Library	Visitation rates per capita	6.8	6.8	6.8
Community Services	Library	Reference transactions per 1,000 population	1,213	1,200	1,200
Community Services	Library	Program attendance per 1,000 population	410	410	410
Community Services	Library	Children/teen Internet usage in the PC Lab (no. of sessions)	21,584	21,500	21,500
Community Services	Library	Patron Internet usage per terminal	2,705	2,700	2,700
Community Services	Library	Turnover (circulation divided by volumes)	4.6	4.6	4.6
Community Services	Library	Circulation return on investment (dollar value of items circulated annually divided by total annual budg	aet) 10/1	10/1	10/1
Community Services	Library	Children/Teen Summer Reading Program participar		2,700	2,700
Community Services	Senior Services	Number of students in SeniorNet Computer Learni Center for older adults	ng 998	1,000	1,000

### **POLICY 2.2 PUBLIC AND PRIVATE PARTNERSHIPS**

Promote partnerships between public and private sectors that enhance educational opportunities, from preschool through college and lifelong learning.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Community Services	Children & Youth	Community education level			
	Resources	Those age 25+ with high school diploma	87.4%	87.4%	87.4%
		Those age 25+ with a bachelor's degree	37.3%	37.3%	37.3%
Community Services	Children & Youth Resources	High school drop-out rate			
		Males	1.8%	1.6%	1.4%
		Females	1.5	1.3%	1.2%
Community Services	CDBG/ Affordable Housing	Digital Divide – number of new accounts given to families each year	75	70	80
Community Services	CDBG/ Affordable Housing	Digital Divide – total number of active accounts	148	218	250



### POLICY 3.1 CITYWIDE TRAIL SYSTEM

Improve the City's trail system to achieve a citywide grid system that strengthens community connections for nonrecreational as well as recreational purposes.

Responsible	Responsible	Performance	2013	2014	2015
Department(s)	Division(s)	Measures	Actual	Estimated	Projected
Public Works and Natural Resources	Natural Resources	Miles of greenways and bike paths	32.6	32.6	32.6

#### **POLICY 3.2 EXPANDED OPEN SPACE OPPORTUNITIES**

Promote expanded open space opportunities through additional targeted acquisitions, including agricultural preservation areas and enhanced use opportunities for existing open space.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Public Works and Natural Resources	Natural Resources	Acres of open space	2,484.78	2,489.78	2,489.78
Public Works and Natural Resources	Natural Resources	Total acres of parks (community, neighborhood and district)	2,292.1	2,292.1	2,317.8
Public Works and Natural Resources	Natural Resources	Total parks maintenance budget \$1	1,885,741	\$1,737,357	\$1,956,681
Public Works and Natural Resources	Natural Resources	No. of neighborhood parks/1,000 population	2.17	2.17	2.17
Public Works and Natural Resources	Natural Resources	No. of community parks/ 1,000 population	2.87	2.87	3.13
Community Services	Recreation	No. of recreation centers/ 30,000 population	1	1	1
Public Works and Natural Resources	Natural Resources	Number of public trees plante	ed 108	128	150
Public Works and Natural Resources	Natural Resources	Supplemental trees given to the community through grants donations	s/ 8	6	5
Public Works and Natural Resources	Natural Resources	Trim cycle in years (standard is 7 years)	11	13	13

### **POLICY 3.3 EMPHASIS ON THE BUILT ENVIRONMENT**

Continue to focus on standards for the built environment with an emphasis on quality, energy-efficient materials, quality architecture, and appropriate landscaping that reinforces the community and the environment.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Power & Communications	Energy Services	Electric consumption in City facilities (in million kWh)	18.6	20	20
Power & Communications	Energy Services	Natural gas consumption in City facilities (in therms)	792,041	739,230	739,230
Power & Communications	Energy Services	Dishwasher rebates provided kWh reductions CO <sub>2</sub> reductions in lbs.	l 273 6,973 17,453	260 6,649 16,643	260 6,649 16,643
Power & Communications	Energy Services	Clothes washer rebates kWh reductions CO <sub>2</sub> reductions in lbs.	411 56,280 134,911	380 52,035 124,735	380 52,035 124,735
Power & Communications	Energy Services	CFL/LED discount program number of bulbs kWh reductions CO <sub>2</sub> reductions in lbs.	4,407 107,986 189,623	4,600 103,400 181,600	4,600 103,400 181,600
Power & Communications	Energy Services		y 143 356 2,699,000 4,739,444	149 356 3,153,000 5,537,250	149 356 3,153,000 5,537,250
Power & Communications	Energy Services	from nonfossil fuels	19.1% large hydro; 3.6% wind, other	19.1% large hydro; 3.6% wind, other	19.1% large hydro; 3.6% wind, other
Public Works and Natural Resources	Engineering Services	(flow depth to pipe diameter ratio less than 1 indicates capacity in the sewer line) Trunk 1 Trunk 2 Trunk 3 Trunk 4 Trunk 5 Trunk 6	0.47 0.37 1.00 0.35 0.37 1.00	0.46 0.97 0.40 0.29 0.95 0.23	0.46 0.40 N/A 0.30 0.40 0.40
		Trunk 7 Trunk 8 Trunk 9	1.00 1.00 1.00	N/A 0.28 0.73	0.50 0.30 0.60



#### **POLICY 3.3 EMPHASIS ON THE BUILT ENVIRONMENT** continued

Continue to focus on standards for the built environment with an emphasis on quality, energy-efficient materials, quality architecture, and appropriate landscaping that reinforces the community and the environment.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Power & Communications	Energy Services	Residential EnergySmart services	1,195	1,040	1,040
		kWh reductions	355,733	235,000	235,000
		$CO_2$ reductions in pounds	624,667	412,000	412,000
Power & Communications	Energy Services	Commercial EnergySmart services	137	180	180
		kWh reductions	564,668	357,000	357,000
		CO <sub>2</sub> reductions in pounds	991,557	623,000	623,000
Public Works and Natural Resources	Engineering Services	Road rehab expenditures per paved lane mile	\$3,151	\$4,711	\$4,007
Public Works and Natural Resources	Engineering Services	Road rehab expenditures per capita	\$39	\$59	\$50
Public Works and Natural Resources	Engineering Services	Resurfacing expenditures	\$2,328,203	\$3,900,569	\$3,400,000
Public Works and Natural Resources	Engineering Services	Street sweeping expenditures per capita	\$5.21	\$5.37	\$5.53
Public Works and Natural Resources	Engineering Services	Snow and ice expenditures per capita	s \$6.38	\$6.57	\$6.77
Public Works and Natural Resources	Engineering Services	NFIP community rating	8	8	8
Public Works and Natural Resources	Engineering Services	Sufficient water supplies to meet a 100-year drought	Met with 32,814 acre feet	Met with 32,814 acre feet	Met with 32,814 acre feet

### POLICY 3.3 EMPHASIS ON THE BUILT ENVIRONMENT continued

Continue to focus on standards for the built environment with an emphasis on quality, energy-efficient materials, quality architecture, and appropriate landscaping that reinforces the community and the environment.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Public Works and Natural Resources	Engineering Services	Meet peak water demands (min. peak hour pressure of 40 psi, min. peak day pressure of 55 psi)			
		Mountain View Ave. & Huntington Ct.	50 psi (peak hour) 55 psi (peak day)	53 psi (peak hour) 55 psi (peak day)	50 psi (peak hour) 55 psi (peak day)
		Pike Rd. & Airport Rd.	56 psi (peak hour) 65 psi (peak day)	61 psi (peak hour) 67 psi (peak day)	55 psi (peak hour) 65 psi (peak day)
		3rd Ave. & Pratt St.	55 psi (peak hour) 57 psi (peak day)	55 psi (peak hour) 58 psi (peak day)	50 psi (peak hour) 56 psi (peak day)
		Price Park playground	49 psi (peak hour) 54 psi (peak day)	52 psi (peak hour) 55 psi (peak day)	50 psi (peak hour) 54 psi (peak day)
		9th Ave. & Pace St.	53 psi (peak hour) 61 psi (peak day)	58 psi (peak hour) 62 psi (peak day)	55 psi (peak hour) 60 psi (peak day)
Public Works and Natural Resources	Environmental Services	Coliform bacteria present in drinking water	in less than 0.5% of samples	in less than 0.5% of samples	in less than 0.5% of samples
Public Works and Natural Resources	Environmental Services	Ammonia in wastewater treatment plant effluent discharged to St. Vrain Cre	20,783 Ibs./yr. eek	12,048 lbs./yr.	<22,000 lbs./yr.
Public Works and Natural Resources	Environmental Services	Total suspended solids in wastewater treatment plant effluent discharged to St. Vrain Creek	197,517 lbs./year	264,468 lbs./year	<225,000 lbs./year
Public Works and Natural Resources	Environmental Services	Biological oxygen demand of wastewater treatment pl effluent discharged to St. Vrain Creek		124,932 Ibs./year	<125,000 lbs./year



### **POLICY 3.4 ENHANDED PUBLIC TRANSIT OPPORTUNITIES**

Encourage/enhance public transportation opportunities by working proactively to promote an increased level of transit service in Longmont that meets the needs of all members fo our community.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Public Works and Natural Resources	Engineering Services	Intersections exceeding exceeding the congestion benchmark	There were 10 individual movements that exceeded the congestion standard: Ken Pratt and Hover: EBLT, WBT, SBLT;	At Hover and Nelson, installed second westbound left turn lane. It is anticipated that there will be little or no	improve after completion of 2015 project (additional thru
		UU Contract Blvd Contract	Nelson and Hover: EBLT, SBLT; Ken Pratt and Main: EBT, WBLT, WBT, NBT, SBT. One intersection exceeded the benchmark overall: Ken Pratt and Main.	change in 2014 at the other locations where benchmarks are exceeded.	lanes SB, WB, & EB); 3rd NB travel lane will be built along Hover Street with mall redevelopment. CDOT is planning to install adaptive traffic signal in 2015. This should improve traffic flow along corridors but will not change level of service at individual intersections.
Planning & Development	Planning	Total transit trips (as reported by RTD, Via and TransFort)	1,162,051	1,250,000	1,250,000



### **POLICY 4.1 DOWNTOWN AS A DESTINATION AND GATHERING PLACE**

Promote the downtown area as a communitywide destination and gathering place for civic activities, retail, arts and culture, and entertainment in a manner that enhances Longmont's unique identity. Continue to strengthen downtown's role as the civic center of the community so that everyone in Longmont feels welcomed and included in civic activities.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Planning & Development	Development Services	Developer Incentive Program permits (LDDA)	56	55	60
Planning & Development	Planning	Façade Improvement Program applications	0	0	1
Finance	Administration	Public capital improvements made to the downtown area	\$323,894	\$2,657,881	\$1,772,029
Community Services	Museum	Art In Public Places permanent and temporary public art to enhance downtown Longmont (number of projects)	4	3	5



### **POLICY 4.2 BALANCED ECONOMIC DEVELOPMENT**

Foster balanced economic development opportunities that encourage economically viable businesses to locate and prosper in the downtown area and the greater Central Business District (including the north and south Main Street corridors), and encourage a diverse mix of uses to strengthen its economic base.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Planning & Development	Planning	Number of historically designated structures in downtown (cumulative)	29	29	30
Planning & Development	Planning	Building permits issued in downtown for remodels	13	12	15
Community Services	Parking Enforcement	Number of overtime parking tickets in the downtown area	1,186	1,255	1,300
Finance	Sales Tax	Percent change in Central Business District sales tax	9.20%	6.70%	3.16%

### **POLICY 5.1 ENGAGED NEIGHBORHOODS**

# Place a continued and enhanced emphasis on neighborhoods as the primary building block of the city.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Community Services	Community & Neigborhood Resources	Number of neighborhood revitalization plans developed and implemented	1	1	0
Community Services	Community & Neigborhood Resources	Number of neighborhood groups accessing activity funds	34	34	34
CCommunity Services	Community & Neigborhood Resources	Number of referral assistance requests fulfilled	7,154	7,100	7,100
Community Services	Community & Neigborhood Resources	Translation access/services provided (process established to track translations in 2009 - written translations)	581	55	55
Community Services	Community & Neigborhood Resources	Mediation/facilitation services provided	743	750	750



### **POLICY 5.2 RENEWED EMPHASIS ON YOUTH ACTIVITIES**

# Involve youth in planning and conducting new and revitalized programs and activities, and create an environment where youth feel valued in the community.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Community Services	Children & Youth Resources	Percentage of youth showing an increase in prosocial positive behavior and/or leadership skills	77%	78%	78%
Community Services	Children & Youth Resources	Attendance at CYR middle school after-school programs/events	10,952	11,000	11,000
Community Services	Museum	Total museum attendance	66,8904	65,000	65,000
Community Services	Museum	Total museum operating expenses \$1,	105,254	\$1,100,000	\$1,200,000
Community Services	Museum	Percentage of total museum operating expenses funded from non-general fund sources	s 82%	85%	81%
Community Services	Recreation	Recreation Division facility attendance	850,069	870,000	870,000
Community Services	Recreation	Attendance at Recreation middle school after-school programs/events	8,000	8,000	8,000

### POLICY 5.22 PROVIDE A WIDE RANGE OF PROGRAMS AND SERVICES FOR SENIOR CITIZENS

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Community Services	Senior Services	Number of Senior Services programs currently offered with respect to resource education and support	ו 31	30	31
Community Services	Senior Services	Number of visits by older persons to senior center programs annually	63,816	60,000	60,000

### CITY PROMOTE OF A SENSE OF COMMUNITY IDENTITY AND CULTURAL INCLUSION

### POLICY 5.22 PROVIDE A WIDE RANGE OF PROGRAMS AND SERVICES FOR

**SENIOR CITIZENS** continued

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Community Services	Senior Services	Number of unduplicated clients seen by Senior Services resource staff	335/ 2,027 visits	350/ 2,500 visits	400/ 2,500 visits
Community Services	Senior Services	Annnual number of visits older persons to Senior C programs (senior- and staf	Center	62,000	63,000

### **POLICY 5.3 MEANINGFUL CITIZEN INVOLVEMENT**

# Continue to promote meaningful, purposeful citizen involvement and engagement opportunities to hear many voices in City programs and initiatives.

Responsible	Responsible	Performance	2013	2014	2015
Department(s)	Division(s)	Measures	Actual	Estimated	Projected
Community Services and City Manager's Office	Community & Neigborhood Resources and City Manager's Office	Number of substantial community involvement processes annually	5	15	12

### CITY OF LONGMONT PROMOTE A SENSE OF COMMUNITY IDENTITY AND CULTURAL INCLUSION

### **POLICY 5.4 CULTURALLY INCLUSIVE GATHERINGS AND EVENTS**

#### Support and encourage culturally inclusive community gatherings and events.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Community Services	Recreation	Rhythm on the River estimated attendance	28,000	28,000	25,000
Community Services	Recreation	Longmont Lights estimated attendance	10,000	10,000	10,000
Community Services	Community & Neigborhood Resources	Inclusive Communities Celebration estimated attendance	N/A	350	350
Community Services	Community & Neigborhood Resources	Number of multicultural events cosponsored by the Multicultural Action Committee	4	4	5
Community Services	Community & Neigborhood Resources	Attendance at multicultural events cosponsored by the Multicultural Action Committee	8,000	8,000	8,000
Community Services	Museum	El Día de los Muertos month-long exhibition and event attendance	6,852	6,750	6,800

### **INCREASED HOUSING OPPORTUNITIES**

# Provide a wide range of housing options so the City's workforce can live and work in our community.

Responsible	Responsible	Performance	2013	2014	2015
Department(s)	Division(s)	Measures	Actual	Estimated	Projected
Community Services	CDBG	Percentage of affordable housing units	5.28%	5.25%	5.32%

### HIGH-QUALITY CITY SERVICES AND QUALITY OF LIFE

A high performing government should provide foundation services in an efficient and cost effective way while providing excellent customer service to all who visit, work and live in our community.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
City Manager	, .	Overall quality of life			
	(survey is conducted	Excellent	N/A	23%	N/A
	every other year)	Good	N/A	56%	N/A
		Fair	N/A	18%	N/A
		Poor	N/A	2%	N/A

#### **EFFICIENT FACILITIES MANAGEMENT SERVICES**

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Public Works and Natural Resources	Business Services and Strategic Planning	Total square footage of all facilities/buildings	732,833	732,833	732,833
Public Works and Natural Resources	Business Services and Strategic Planning	Facilities Maintenance operat expenditures per square foot	ing \$2.07	\$2.07	\$2.08
Public Works and Natural Resources	Business Services and Strategic Planning	Facilities Operations Services operating expenditures per square foot	s \$1.91	\$1.89	\$1.90
Public Works and Natural Resources	Business Services and Strategic Planning	Utility expenditures per square foot - electricity	\$0.63	\$0.65	\$0.69
Public Works and Natural Resources	Business Services and Strategic Planning	Utility expenditures per square foot - natural gas	\$0.21	\$0.22	\$0.23
Public Works and Natural Resources	Business Services and Strategic Planning	Custodial operating expenditures per square foot	\$1.93	\$1.88	\$1.93
Public Works and Natural Resources	Business Services and Strategic Planning	Percent of maintenance hours spent on PM tasks	26%	27%	28%



### **EFFICIENT FLEET SERVICES**

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Shared Services	Fleet Services	Hours billed per vehicle/ piece of equipment	21.94	20.61	22.67
Shared Services	Fleet Services	% of contracted maintenance expenditures	13.0%	18.7%	16.4%
Shared Services	Fleet Services	Percentage fleet availability to users	96.44%	95.01%	96.0%
Shared Services	Fleet Services	Downtime percentage	3.56%	4.99%	4.0%
Shared Services	Fleet Services	Work orders completed in less than one day	79.13%	71.15%	85.0%
Shared Services	Fleet Services	Work orders completed in 1-2 days	7.78%	9.34%	7.0%
Shared Services	Fleet Services	Work orders completed in more than 2 days	13.10%	19.51%	8.0%
Shared Services	Fleet Services	Total number of work orders per year	2,808	2,093	2,350



### **EFFICIENT HUMAN RESOURCES SERVICES**

A high performing government should provide foundation services in an efficient and cost effective way while providing excellent customer service to all who visit, work and live in our community.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Human Resources	Human Resources	Number of appeal-eligible disciplinary actions issued	16	10	10
Human Resources	Human Resources	% of disciplinary actions upheld following appeal	100%	100%	100%
Human Resources	Human Resources	% of grievances resolved before passing from management control	100%	100%	100%
Human Resources	Human Resources	Turnover rate	8.17%	8.66%	9.65%

#### **EFFICIENT INFORMATION TECHNOLOGY SERVICES**

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Shared Services	Enterprise Technology Services	Ratio of total workstations to total employees	0.097	0.099	0.099
Shared Services	Enterprise Technology Services	Percent availability for systems	99.9%	99.9%	99.9%



### **EFFICIENT PURCHASING SERVICES**

A high performing government should provide foundation services in an efficient and cost-effective way while providing excellent customer service to all who visit, work and live in our community.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Shared Services	Purchasing	Amount of purchases made, reviewed or approved by central purchasing officer per central purchasing FTE	\$12,535,190	\$12,800,000	\$12,800,000
Shared Services	Purchasing	Number of protests filed and sustained	0	0	0
Shared Services	Purchasing	% of purchases on purchasing cards	7.1%	5%	8%

#### **EFFICIENT RISK MANAGEMENT SERVICES**

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Finance	Risk Management	National Council on Compensation Insurance workers' compensation claims modifier	1.02	1	1
Finance	Risk Management	Workers'compensation claims per FTE	0.1	0.1	0.1
Finance	Risk Management	General liability claims per FTI	E 0.02	0.02	0.02
Finance	Risk Management	Auto claims per FTE	0.045	0.04	0.04
Finance	Risk Management	Property claims per capita	0.002	0.002	0.002



### **EFFICIENT ACCOUNTING, TREASURY AND BUDGET SERVICES**

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Finance	Accounting	Monthly financial reports issued by 15th of the following month	100%	91%	91%
Finance	Accounting	Audit completed/CAFR to city council by May	June	June	June
Finance	Accounting	Audit opinion U	nqualified	Unqualified	Unqualified
Finance	Accounting	GFOA Award for Excellence in Financial Reporting	Received	Receive	Receive
Finance	Accounting	Investments comply with investment policies	100%	100%	100%
Finance	Accounting	Monthly investment reports to finance director within three weeks of month end	o 100%	100%	100%
Finance	Accounting	Quarterly investment reports, including policy compliance of and market valuation, to city council within one month of quarter end		100%	100%
Finance	Budget	GFOA Distinguished Budget Presentation Award	Received	Received	Receive
Finance	Budget	Additional appropriations/ CIP amendments completed annually	10	12	10



### **EFFICIENT UTILITY BILLING SERVICES**

A high performing government should provide foundation services in an efficient and cost effective way while providing excellent customer service to all who visit, work and live in our community.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Finance	Utility Billing	Satisfaction of utility billing customers making payment arrangements (100% = very satisfied)	97.57%	98%	98%
Finance	Utility Billing	Satisfaction of utility billing customers who connect, disconnect or transfer service (100% = very satisfied)	97.6%	98%	98%

### **EFFICIENT CITY CLERK SERVICES**

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
City Clerk	City Clerk	Number of Use of Public			
		Places Permits issued:			
		Special events	117	109	112
		Business extensions	0	0	0
		Mobile vendor	0	0	0
		Ambulatory vendor	0	0	0
		Block party	32	30	30
		Alcohol on public places	47	41	40



### **EXCELLENT ELECTRIC RELIABILITY AND CUSTOMER SERVICE**

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Power & Communications	Engineering	Electric system average interruption frequency index – not more than 1 event per year per customer	0.50	0.50	0.50
Power & Communications	Engineering	Electric momentary average interruption frequency index – not more than 1.5 events per customer per year	0.00	0.00	0.00
Power & Communications	Engineering	Electric system average interruption duration index – not more than 80 minutes per customer per event	25.7	30	30
Power & Communications	Customer Services and Marketing	Electric residential reliability rating (% somewhat/ very satisfied)	97%	95%	95%
Power & Communications	Customer Services and Marketing	Electric key account reliability rating (% good/excellent)	93%	100%	100%
Power & Communications	Customer Services and Marketing	Electric residential overall satisfaction (10-point scale)	8.9	8.8	8.8
Power & Communications	Customer Services and Marketing	Electric key account overall satisfaction (10-point scale)	8.4	9	9
Power & Communications	Customer Services and Marketing	Electric residential value rating (% good/excellent)	94%	95%	95%
Power & Communications	Customer Services and Marketing	Electric key account value rating (% good/excellent)	93%	100%	100%
Power & Communications	Customer Services and Marketing	Electric residential environmental rating (right amoung of emphasis on energy efficiency/conservation)	) 78%	80%	80%
Power & Communications	Customer Services and Marketing	Electric key account environmental rating (% somewhat/very satisfied with energy services)	93%	90%	90%



### **EXCELLENT ELECTRIC RELIABILITY AND CUSTOMER SERVICE**, *continued*

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Power & Communications	Customer Services and Marketing	Electric customer contact overa satisfaction rating (% satisfied)		97%	97%
Power & Communications	Customer Services and Marketing	Electric construction project satisfaction rating (% acceptable/very effective)	100%	97%	97%



### **EFFICIENT FIRE, EMS AND POLICE SERVICES**

A public's sense of safety is a vital part of a safe community. Providing community policing services; delivering emergency medical, fire suppression and rescue services; and a safe environment for employees help achieve a safer community for all.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Public Safety	Fire	Property damage due to structure fires	\$2,693,400	\$2,000,000	\$2,000,000
Public Safety	Fire	Number of structure fires	202	200	200
Public Safety	Fire	Percent of structure fires i urban area confined to building of origin	n 100%	100%	100%
Public Safety	Fire	Emergency response time in minutes	e 4:4	4:5	5
Public Safety	Fire	Number of civilian deaths related to fire	0	1	0
Public Safety	Fire	Number of civilian injuries related to fire	7	7	7
Public Safety	Fire	Number of on-duty firefigh deaths	nter 0	0	0
Public Safety	Fire	Number of on-duty firefigh injuries	nter 1	1	1
Public Safety	Fire	Cardiac arrest survival rate (national average = 9.4%)		15.8%	15.8%
Public Safety	Fire	Cardiac arrest survival rat if CPR administered prior fire department arrival (national average = 33.3%	to	39.4%	39.4%
Public Safety	Fire	On-scene time for trauma (national average = 10 min		9.5 min.	9.5 min.
Public Safety	Fire	Number of fire plan review completed	vs 1,940	2,134	2,134
Public Safety	Fire	Total outreach and education contacts	7,900	7,900	7,900
Public Safety	Fire	Total internal training hours instructed	2,234	2,300	2,300

### CITY OF LONGMONT

### EFFICIENT FIRE, EMS AND POLICE SERVICES, continued

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Public Safety	Police	Violent crimes reported per 1,000 population	2	2	2
Public Safety	Police	Property crimes reported per 1,000 population	26	20	20
Public Safety	Police	Moving violation citations per capita	0.05	0.06	0.08
Public Safety	Police	Injury-producing traffic accident	s 0.187	0.19	0.19
Public Safety	Police	DUI arrests per 1,000 population	0.27	0.3	0.3
Public Safety	Police	Total accidents	2,179	2,300	2,400
Public Safety	Police	Part 1 crimes reported	2,437	2,327	2,326
Public Safety	Police	Property crimes reported per 1,000 population	24	25.15	26
Public Safety	Police	No more than 5% of residents believe that their property is unsafe or very unsafe	4	4	4
Public Safety	Police	No more than 10% of residents believe that their property is unsafe or very unsafe	8	8	8
Public Safety	Police	85% of residents believe disorder related to crime is not a major or moderate problem	87.9%	88%	87.9%





### **EFFICIENT COURTS/PROBATION SERVICES**

Responsible Department(s)	Responsible Division(s)	Performance Measures	2013 Actual	2014 Estimated	2015 Projected
Judicial	Municipal Court	Percent of warrants issued within 7 days	95%	100%	100%
Judicial	Probation	Recidivism rate	5%	10%	20%
Judicial	Probation	Caseload per probation officer	290	335	350
Judicial	Probation	Community service compliance	93%	90%	90%

### SAFE ENVIRONMENT FOR LPC EMPLOYEES

Responsible	Responsible	Performance	2013	2014	2015
Department(s)	Division(s)	Measures	Actual	Estimated	Projected
Power & Communications	Operations	Achieve first quartile placement in the American Public Power Association's annual safety survey by having 2 or fewer incidents per year		2 incidents	2 incidents

### **GENERAL FUND - Fund Summary**

#### Fund Description

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

#### Revenues

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

A portion of the City's sales and use tax receipts also goes to the General Fund. The City's sales and use tax rate is 3.275% split as follows: Street Fund, 0.75 cents; Open Space, 0.20 cents; Public Safety Fund, 0.325 cents; and 2.0 cents split between the General Fund (87.7%) and the Public Improvement Fund (12.3%) 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.

#### 2015 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 2015 budget, that amount is \$7,148,909 (10.7%).

The General Fund budget includes a net increase of 3.75 FTE and brings the total FTEs in the General Fund to 534.16. These changes are detailed on the following page.

Department/Division	Position	FTE
FTE Additions		
Community Services		
Community and Neighborhood Resources	Neighborhood Revitalization/Resource Specialist	0.50
Code Enforcement	Code Enforcement Inspector	2.00
Museum	Auditorium and Event Manager	1.00
Recreation	Fitness Coordinator	0.75
Recreation	Swim Lesson Coordinator	0.75
Senior Services	Seniors Resource Specialist	0.75
Children, Youth and Families	Community Programs Coordinator	1.00
Finance		
Sales Tax	Sales Tax Administrator	1.00
Budget	Budget Analyst	1.00
FTE Reductions		
Community Services		
Recreation	Children and Youth Program Leader	(1.00)
Economic Development		(4.00)
Economic Development Director	Economic Development Director	(1.00)
Economic Investment	Economic Development Manager	(1.00)
Shared Services		
Print Shop	Print Shop Supervisor	(1.00)
Print Shop	Printer	(1.00)

Net FTE Change to the General Fund

3.75

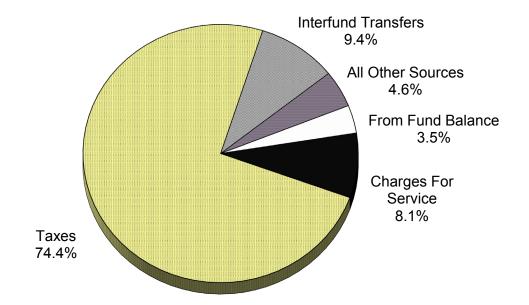
### **GENERAL FUND - Fund Statement**

:	2013 Actual	2014 Budget	2015 Budget
SOURCES OF FUNDS			
REVENUES			
Taxes	49,064,565	49,787,556	52,312,552
Licenses and Permits	1,262,587	1,056,545	1,474,505
Intergovernmental	1,043,373	250,634	368,221
Charges for Service	6,366,309	5,474,206	5,675,621
Fines and Forfeits	1,048,075	1,355,800	1,240,700
Interest and Miscellaneous	307,693	258,969	171,884
Interfund Transfers	9,513,094	6,648,200	6,600,814
Lease Purchase Proceeds	-	-	-
TOTAL REVENUES	\$68,605,696	\$64,831,910	\$67,844,297
EXPENDITURES BY BUDGET SERVICE			
Finance Administration	274,996	266,103	270,835
Accounting	1,354,648	729,285	757,103
Sales Tax	244,456	262,883	384,028
Treasury	167,877	188,907	220,957
Information Desk	65,016	90,229	71,058
Utility Billing	1,241,309	1,354,192	1,338,816
Mail Delivery	66,234	83,064	64,188
Enterprise Technology Services Operations	1,822,826	1,790,304	1,963,442
Enterprise Technology Services Applications	1,116,484	1,237,838	1,304,151
Enterprise Technology Services Telephone System	291,719	302,035	306,028
Print Shop	192,780	220,842	-
Risk Management	237,512	270,405	265,064
Safety	144,285	154,170	141,402
Wellness	83,706	92,316	84,751
Purchasing and Contracts	458,078	466,502	563,824
Budget	172,026	204,778	289,413
Human Resources	982,948	995,851	1,004,184
Community Services Director	757,307	711,966	652,496
Neighborhood Resources	296,537	322,462	341,693
Community Relations	67,144	82,487	86,264
Code Enforcement	430,452	485,767	514,059

	2013 Actual	13 Actual 2014 Budget 2015	
Graffiti Eradication	23,442	37,858	40,116
Parking Enforcement	90,881	111,426	108,382
Youth Services	728,756	781,278	731,634
Library Administration	343,964	368,128	367,998
Adult Services	1,129,838	1,073,917	1,077,843
Children's and Teen Services	446,992	465,093	472,724
Technical Services	616,760	645,513	620,941
Circulation	622,785	654,752	662,333
Museum	738,865	750,149	756,004
Museum Auditorium	-	-	83,974
Recreation Administration	317,188	382,751	389,131
Recreation Center	1,333,090	1,354,846	1,445,287
Athletics and Team Sports	431,949	455,533	463,315
Recreation for Special Needs	44,383	50,116	51,267
General Programs and Facilities	695,584	773,661	776,013
Outdoor Recreation	37,589	38,837	39,031
Aquatics	822,924	884,029	981,227
Concessions	226,775	165,296	169,218
Community Events	148,317	142,308	138,511
Seasonal Ice Rink	150,848	132,504	147,903
Youth Recreation Programs	127,168	156,090	42,357
Sports Field Maintenance	192,406	217,813	207,866
Senior Services	623,543	679,145	714,565
Human Service Agencies	1,008,826	1,030,366	1,075,027
Public Safety Director	524,269	519,297	518,383
Communication Center	1,480,784	1,561,707	1,629,007
Public Safety Information and Technology Services	431,204	421,533	430,079
Emergency Management	672,184	159,986	117,538
Support Services	788,279	700,458	702,302
Training and Personnel	1,173,055	1,045,413	1,114,090
Information Services	423,478	461,389	457,984
Outreach	145,408	171,434	175,830
Volunteer Programs	14,735	19,148	17,505
Records Unit	581,775	643,132	639,142
Patrol	8,714,341	9,068,882	9,604,943
Investigations	2,424,514	2,372,318	2,533,092
Animal Control	528,109	573,305	641,436

	2013 Actual	2014 Budget	2015 Budget
Special Enforcement Unit	930,041	795,694	861,113
School Resource Officers	563,660	576,983	584,421
Special Operations	426,160	478,979	539,070
Traffic Unit	930,543	987,837	1,010,344
SWAT Team	388,215	369,192	341,883
Fire Operations	8,962,935	8,989,114	9,691,428
Fire Prevention	379,362	358,311	402,380
Economic Development Director	267,192	301,695	; –
Redevelopment	578,876	561,794	165,207
Planning	521,214	662,082	
Development and Planning Services	413,621	418,181	1,494,535
Building Permits and Inspections	1,028,655	1,013,974	999,096
Facility Maintenance	1,790,375	1,769,341	1,782,928
Facility Operations	1,354,589	1,387,033	1,395,181
Parks Administration	171,018	162,943	170,492
Parks Maintenance	1,853,083	1,737,357	1,956,681
Parks Development and Improvement	159,097	169,100	198,436
Forestry Maintenance	528,186	546,495	656,412
Municipal Grounds Maintenance	295,945	330,213	291,644
Right of Way Maintenance	492,051	467,000	480,387
Union Reservoir	235,239	268,992	265,527
Parks Resource Management	219,425	177,760	191,681
Engineering/Survey Technical Services	77,510	81,515	150,314
Mayor and City Council	597,672	677,511	736,610
City Manager	937,503	984,383	1,214,949
Non-Departmental	1,012,641	1,055,422	1,485,269
City Clerk	427,281	477,010	489,622
Elections and Voter Registration	49,834	102,040	129,579
City Attorney	870,291	973,596	1,037,778
Municipal Court	459,882	494,369	498,746
Probation	268,074	278,331	290,736

TOTAL EXPENDITURES	\$66,463,518	\$67,036,044	\$70,280,203
CONTRIBUTION TO/(FROM) FUND BALANCE	\$2,142,178	\$(2,204,134)	\$(2,435,906)



# **GENERAL FUND - Sources of Funds**

The General Fund will receive 74.6% (\$52.3 million) of its total sources of funds from taxes in 2015. Sales and use tax collections will total \$30.35 million, or 58% of all taxes collected.

- Interfund transfers will account for 9.4% of the General Fund's sources of funds. The General Fund charges an administrative transfer fee to other City operating funds for administrative services it provides to these funds, such as personnel, legal, accounting, information services, purchasing, risk management and general administrative assistance.
- There is a contribution from the General Fund's fund balance of \$2.207 million for one-time expenses.

## **Estimating Major Sources of Funds**

**Sales and Use Taxes**: From Finance Department projections, based on actual collections through July 2014, sales and use tax revenues are projected to increase by 4.99% from 2013 actual collections then increase by 3.16% for 2015 over the projected collections for 2014.

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

**Building Permits**: The 2015 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 179 single-family dwelling units, 56 townhouse/condo units, 88 multifamily units, and 154,363 square feet of commercial development.

## **Estimate of Revenue Needed from Property Taxes**

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

Total General Fund ongoing budgeted expenses for 2015	\$	67,189,444
2015 estimated revenues other than property taxes	\$	53,282,976
Total revenue needed from property taxes	\$	13,906,468
Mill levy to raise revenue needed from property taxes		13.420
Estimated assessed valuation for the tax year 2014, collected in a Boulder County Weld County	2015: \$ \$	1,039,158,341 12,871,586
Average collection rate of property taxes: 2015 est 2014 est 2013 2012 2011 2010 2009 2008 2007 2006 2005 2004		98.5% 98.5% 98.5% 98.3% 98.3% 98.9% 98.6% 98.9% 98.6% 98.5% 98.7%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County assessors. The 2015 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 the TABOR and emergency reserves, as specified in the City's Financial Policies, to the fund balance using the estimated budget for the following year. The amount above those reserves is available for the following year's budget. The following table includes the budgeted and revised projection for 2014 and the projected General Fund cash surplus for 2015.

	:	2014 Adopted Budget	2014 Projected Actual
Beginning Available Fund Balance	\$	10,521,410	\$ 10,501,410
Revenues Sales Tax Use Tax Property Tax All Other TOTAL REVENUES	\$	27,172,939 1,026,111 13,844,104 22,788,756 64,831,910	\$ 27,813,105 1,159,687 13,722,490 23,386,628 66,081,910
TOTAL EXPENSES	\$	67,036,044	\$ 66,834,411
Ending Available Fund Balance	\$	8,317,276	\$ 9,748,909

#### **Projected 2015 Ending Available Fund Balance**

2015 General Operating Expenditures	\$ 67,189,444	
TABOR Reserve Emergency Reserve Additonal Emergency Reserve		\$ 3,220,585 3,428,324 500,000
Fund Balance used in 2015 budget		2,435,906
Projected ending available fund balance		\$ 164,094

	2013 Actual	2014 Budget	2015 Budget
TAXES			
Property Taxes-Current	13,712,024	13,844,104	13,906,468
Property Taxes-Delinquent	(20,700)	-	-
Sales Taxes	26,851,343	27,172,939	28,702,789
Use Taxes	1,031,712	1,026,111	1,646,036
Cigarette Taxes	147,338	170,000	160,000
Natural Gas Franchise	776,522	773,874	820,000
Cable Television Franchise	857,123	820,000	860,000
Telephone Franchise	219,161	207,376	200,304
Electric Franchise	4,833,188	5,030,160	5,196,643
Telecommunications Franchise	14,858	12,000	8,142
Water Franchise	260,784	267,640	283,690
Wastewater Franchise	381,212	463,352	528,480
Taxes Subtotal	49,064,565	49,787,556	52,312,552
LICENSES AND PERMITS			
Liquor Application Fee	32,655	25,000	27,000
Liquor Licenses	7,493	7,000	7,000
Sales Tax Business Permits	25,600	25,000	25,600
Business Licenses	4,080	6,295	6,000
Building Permits	1,072,613	606,737	764,649
Wood Burning Exemption Permits	55	-	-
Contractor Licenses	111,530	117,720	119,440
Parade Licenses	100	-	-
Use of Public Places Permit	7,461	7,000	7,000
Alcohol in Public Places Permits	1,000	1,000	800
Licenses and Permits Subtotal	1,262,587	795,752	957,489
INTERGOVERNMENTAL			
Federal Grants	67,379	-	51,352
Nongrant Federal Revenue	490,052	-	-
Federal Mineral Lease Distribution	46,873	-	-
State Grants	22,449	-	-
Nongrant State Revenue	-	-	5,141
State Severance Tax	120,021	20,000	20,000
Local Government Grants	4,020	-	-
Nongrant Local Revenue	36,306	-	-
Boulder County	2,917	-	-
St. Vrain Valley School District	119,763	130,735	134,003
Town of Frederick	6,500	-	-
City of Lafayette	24,453	-	-
Boulder County Fire IGA	29,899	29,899	29,899
Boulder County Shared Fines	72,676	70,000	75,000
Weld County Shared Fines	65	-	-
Intergovernmental Subtotal	1,043,373	250,634	315,395

	2013 Actual	2014 Budget	2015 Budget
CHARGES FOR SERVICE			
Zoning and Hearings	96,574	50,000	65,000
Parks Maintenance Fee	418,269	-	-
Maps and Publications	817	600	800
Print Shop Revenue	187,253	220,842	-
Sales Tax Commission	44,858	40,000	45,000
Purchasing Card Rebates	-	67,000	74,250
Criminal Justice Records	20,057	25,000	20,000
Extra Duty Police Officer Reimbursement	43,375	-	-
Sex Offender Registration Fees	10,185	10,000	10,000
Vehicle Impound Fees	2,100	2,500	2,200
Fireworks Stand Fees	6,000	6,000	6,000
Fire Inspection Fees	57,890	55,000	55,000
Emergency Dispatching	102,788	104,096	220,173
Unbille Utility Revenue	271	-	-
Work in R-O-W Permits	9,575	-	-
Plan Check Fees	335,264	178,362	236,103
Variance and Appeals Board	2,630	1,500	1,300
Elevator Inspection Fees	31,290	39,900	39,900
Right of Way Maintenance	236,896	238,174	240,138
GID Maintenance	39,238	47,000	40,000
Disconnect Tag Fees	402,784	380,000	390,000
Recreation Center - Admission/Passes	1,377,680	1,323,780	1,399,780
Recreation Center - Aquatic Fees	90,234	74,000	87,500
Recreation Center - Activity Fees	100,538	65,000	90,000
Recreation Center - Rentals	38,188	42,000	42,000
Recreation Center - Concessions	38,912	41,500	39,500
Recreation Center - Resale Merchandise	13,878	14,000	14,000
Silver Sneakers Program	56,640	55,000	60,000
Pool Fees/Passes/Lessons	540,429	526,300	538,300
Recreation Non-Resident Fees	34,401	30,000	32,000
Recreation Community Events	86,079	44,426	44,426
Union Reservoir Fees	221,661	270,000	240,000
Ice Rink Program Fees	134,792	122,636	130,636
Mobile Stage Setup	1,975	-	-
Athletic Program Fees	348,533	325,272	326,272
Recreation Activity Fees	579,179	545,300	571,460
Senior Services Subscriptions	511	600	550
Outdoor Recreation Activity Fees	61,752	54,000	58,000
Special Recreation Activity Fees	24,237	18,000	20,000
Concessions-Sandstone Ranch #2	10,824	11,000	11,000
Concessions-Sandstone Ranch #1	12,882	17,000	14,500
Concessions-Centennial Pool	4,267	2,100	2,500

	2013 Actual	2014 Budget	2015 Budget
CHARGES FOR SERVICE (Continued)			
Concession-Clark Park	13,377	15,500	15,000
Concessions-Roosevelt Park	359	300	300
Concessions-Sunset Pool	39,303	30,000	35,500
Concessions-Memorial Building	1,496	1,400	1,400
Concessions-Garden Acres	47,013	40,918	40,918
Concessions-Union Reservoir	5,101	5,900	-
Concessions-Ice Rink	2,468	2,500	2,500
Ice Rink Rentals	30,213	32,000	32,000
Memorial Building Rentals	51,106	46,000	47,000
Willow Barn Rental	18,591	20,300	22,300
Senior Center Rentals	18,960	17,000	19,000
Swimming Pool Rentals	60,402	46,000	56,000
Other Facility Rentals	136,138	100,000	115,340
Batting Cage Licensing Fee	1,000	2,000	2,000
Park Shelter Rentals	34,705	31,500	33,500
Museum Special Events Fee	80,371	35,000	35,000
Museum Auditorium ticket sales	-	-	11,450
Museum Auditorium rental fees	-	-	22,800
Museum Auditorium beverage sales	-	-	15,325
Museum sponsorships	-	-	-
Friends of the Museum	-	-	-
Charges for Service Subtotal	6,366,309	5,474,206	5,675,621
FINES AND FORFEITS			
Parking Fines	93,417	100,000	105,000
Court Fines	564,896	800,000	715,000
Jury Fees	(25)	-	-
Bond Forfeitures	13,114	18,000	18,000
Court Education Fees	27,451	30,000	26,000
Probation Monitoring Fees	25,738	25,000	25,000
Substance Abuse Group	1,455	1,200	1,400
Surcharge on Violations	64,451	90,000	76,000
Court Costs	102,639	140,000	117,500
Outside Judgments/Warrants-City	4,985	5,600	4,300
Library Fines/Penalties	89,162	90,000	93,000
Miscellaneous Penalties	1,834	1,000	1,500
False Alarm Fines	40,775	37,000	40,000
Weed Cutting	18,183	18,000	18,000
Fines and Forfeits Subtotal	1,048,075	1,355,800	1,240,700

	2013 Actual	2014 Budget	2015 Budget
INTEREST AND MISCELLANEOUS			
Miscellaneous Revenue	43,455	23,729	41,254
Miscellaneous Revenue-Police	35,993	25,000	35,000
Miscellaneous Revenue-Library	102	-	-
Miscellaneous Revenue-Court	678	700	700
Miscellaneous Revenue-City Clerk	21,999	200	200
Miscellaneous Revenue-Fire	1,100	-	-
Prior Years Revenue/Expenses	28,220	-	-
Interest Income	103,313	89,000	75,000
Unrealized Gain/Loss	(95,100)	-	-
Lease of Real Property	57,864	58,000	-
Oil and Gas Lease Royalties	22,601	8,580	8,500
Fire Community Room Rental Fee	5,115	3,760	3,730
Private Grant/Donations	82,353	-	-
Lease Purchase Proceeds	-	-	-
Museum Sponsorships	-	-	2,500
Friends of the Museum	-	-	5,000
Miscellaneous Revenue Subtotal	307,693	208,969	171,884
INTERFUND TRANSFERS	Actual	Budget	Budget
Transfer from Sanitation Fund	548,262	579,694	561,085
Transfer from Golf Fund	147,053	124,608	137,341
Transfer from Electric Fund	1,590,728	1,577,749	1,499,015
Transfer from Electric-Tree Planting	23,000	23,000	23,000
Transfer from Electric-Rec Sponsorships	6,000	10,500	10,500
Transfer from Telecommunications Fund	73,853	56,954	165,405
Transfer from Water Fund	1,192,228	1,195,982	1,228,549
Transfer from Sewer Fund	768,009	753,720	797,640
Transfer from Storm Drainage Fund	452,283	420,772	403,149
Transfer from Airport Fund	119,864	138,845	112,744
Transfer from Judicial Wedding Fund	1,324	1,351	1,351
Transfer from Street Fund	892,421	887,533	874,464
Transfer from Library Services Fund	31,188	20,500	20,500
Transfer from Senior Services Fund	-	5,656	5,769
Transfer from Open Space Fund	149,690	138,623	159,716
Transfer from Self Insurance Fund	123,809	126,690	112,206
Transfer from Workers Comp Fund	191,812	203,663	129,421
Transfer from General Imprvmnt District	2,731	8,765	9,784
Transfer from Fleet Fund	575,014	251,989	264,164
Interfund Transfers Subtotal	6,889,269	6,526,594	6,515,803
TOTAL ONGOING REVENUES	65,981,871	64,399,511	67,189,444

	2013 Actual	2014 Budget	2015 Budget
ONE TIME REVENUES			
Incremental Development Revenue	-	260,793	517,016
Other One Time Revenue	-	50,000	52,826
One Time Transfers from Other Funds	2,623,825	121,606	85,011
Fund Balance Reserved for Council One Time	-	-	-
Lease Purchase Proceeds	-	-	-
Contribution from/(to) Fund Balance	(2,142,178)	2,204,134	2,435,906
TOTAL ONE TIME REVENUES	481,647	2,636,533	3,090,759
TOTAL FUNDS NEEDED			
TO MEET EXPENSES	66,463,518	67,036,044	70,280,203

City of Longmont, Colorado

# Mayor and City Council Overview

	2	2013 Actual	2014	Budget	2	2015 Budget
Personal Services		134,106	1	27,759		138,331
Operating and Maintenance		413,566	4	166,952		453,279
Non-Operating		50,000		82,800		85,000
Capital		-		-		60,000
TOTAL	\$	597,672	\$ 6	677,511	\$	736,610

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

## Service: Mayor and City Council

## FUND: General Fund DEPARTMENT: Administration

### Service Description:

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

SERVICE:	Mayor and	City	Council
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Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Mayor	1.00	1.00	1.00
Councilmember	6.00	6.00	6.00
Total	7.00	7.00	7.00

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### Service: Mayor and City Council

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	90,000	90,000	90,000
128 FICA	5,624	-	5,580
129 Medicare	1,315	1,305	1,305
135 Compensation Insurance	47	74	66
137 Staff Training and Conferences	30,551	29,880	33,880
142 Food Allowance	6,569	6,500	7,500
Subtotal	134,106	127,759	138,331
Operating and Maintenance			
210 Office Supplies	218	350	350
216 Reference Books and Materials	-	300	300
217 Dues and Subscriptions	76,837	80,693	82,693
218 Non-Capital Equipment and Furniture	105	4,000	-
229 Materials and Supplies	8,454	6,573	6,573
240 Equipment Repair and Maintenance	2,226	4,410	4,410
243 Non-Capital Computer Equipment and Supplies	2,529	-	-
245 Mileage Allowance	645	600	600
246 Liability Insurance	17,493	70,354	56,561
250 Professional and Contracted Services	294,209	286,400	293,520
252 Ads And Legal Notices	40	-	-
261 Telephone Charges	4,141	4,600	4,600
263 Postage	328	500	500
264 Printing and Copying	1,796	8,172	3,172
269 Other Services and Charges	4,545	-	-
Subtotal	413,566	466,952	453,279
Non-Operating Expense			
970 Transfers To Other Funds	50,000	22,800	25,000
971 Contingency	-	60,000	60,000
Subtotal	50,000	82,800	85,000
Capital Outlay			
440 Equipment	-	-	60,000
Subtotal	-	-	60,000
SERVICE TOTAL	\$597,672	\$677,511	\$736,610

City of Longmont, Colorado

# **City Manager Overview**

2015 Budget	2014 Budget	2013 Actual	:	
1,033,262	873,248	815,233		Personal Services
181,687	111,135	122,270		Operating and Maintenance Non-Operating
\$    1,214,949	-	-	¢	Capital
	984,383	937,503	\$	TOTAL

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

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

## Service: City Manager

## FUND: General Fund DEPARTMENT: Administration

### Service Description:

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

#### SERVICE: Manager

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
City Manager	1.00	1.00	1.00
Assistant City Manager	2.00	2.00	2.00
Public Information Officer	1.00	1.00	1.00
Public Information Specialist	0.00	0.50	0.50
Special Projects Manager	0.00	0.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	5.00	5.50	6.50

### Service: City Manager

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	599,252	642,124	762,912
112	Wages - Temporary	20,227	7,303	303
114	Skill Based Pay	1,205	1,200	1,200
115	One Time Payment	-	10,284	11,235
121	Wages - Overtime	2,945	10,841	10,841
123	Leave Expense	7,920	-	-
124	Skill Based Overtime Pay	73	-	-
126	Retirement Health Savings Plan	2,305	2,200	2,600
128	FICA	1,251	453	19
129	Medicare	8,074	9,076	10,883
131	MOPC	29,284	30,931	37,509
132	Employee Insurance	85,862	100,639	122,088
133	Employee Retirement	36,976	41,443	50,263
135	Compensation Insurance	219	492	482
136	Unemployment Insurance	1,718	1,852	1,497
137	Staff Training and Conferences	11,514	7,388	13,488
139	Dental Insurance	4,007	4,322	5,242
142	Food Allowance	2,401	2,700	2,700
	Subtotal	815,233	873,248	1,033,262
Oper	ating and Maintenance			
210	Office Supplies	1,956	1,500	1,500
215	Audiovisual Materials	-	-	-
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	4,407	3,891	4,764
218	Non-Capital Equipment and Furniture	-	300	300
229	Materials and Supplies	2,709	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	5,132	2,400	-
245	Mileage Allowance	5,162	5,430	5,430
246	Liability Insurance	2,863	2,019	2,273
250	Professional and Contracted Services	46,094	22,000	96,200
252	Advertising and Legal Notices	-	22,630	22,630
261	Telephone Charges	1,903	2,080	2,080
263	Postage	2,756	1,360	1,360
264	Printing and Copying	44,205	39,375	35,000
269	Other Services and Charges	5,083	6,000	8,000
	Subtotal	122,270	111,135	181,687
	SERVICE TOTAL	\$937,503	\$984,383	\$1,214,949

## Service: Non-departmental

### **FUND: General Fund**

### Service Description:

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

### LINE ITEM BUDGET

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	-	-	100,000
123	Leave Expense	-	178,000	178,000
	Subtotal	-	178,000	278,000
Oper	ating and Maintenance			
217	Dues and Subscriptions	-	5,550	5,550
250	Professional and Contracted Services	230,358	261,132	481,440
256	Refunds	6,691	10,000	10,000
264	Printing and Copying	86	-	-
269	Other Services and Charges	9,747	20,150	20,150
275	Building Permits To LDDA	37,940	-	-
	Subtotal	284,822	296,832	517,140
Non-	Operating Expense			
950	Bad Debt	41,787	9,400	9,400
970	Transfers To Other Funds	262,970	571,190	550,729
	Subtotal	304,757	580,590	560,129
Capit	tal Outlay			
473	Site Improvements, Landscaping, Street Development	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	\$589,579	\$1,055,422	\$1,355,269

Line Item Notes:

#111 - Annual allocation for all General Fund employees for termination payout of accrued vacation leave. #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.

#250 - Includes contracts with Longmont Cable Trust, LAEC, BSUG, SBDC, BIG, LEGI, oil and gas groundwater monitoring, and Digital Divide for telecom expenses.

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

## **Human Resources Overview**

	2	2013 Actual	2014 Budget	: :	2015 Budget
Personal Services		792,900	801,381		809,660
Operating and Maintenance		190,048	194,470		194,524
Non-Operating		-	-		-
Capital		-	-		-
TOTAL	\$	982,948	\$ 995,851	\$	1,004,184

The Human Resources Division includes one budget service.

## Service: Human Resources

## **FUND: General Fund DEPARTMENT:** Administration

### Service Description:

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

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Human Resources Director	1.00	1.00	1.00
Compensation Specialist	1.00	1.00	1.00
Benefits Administrator	1.00	1.00	1.00
Human Resources Partner	3.00	3.00	3.00
Human Resources Administrator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	8.00	8.00	8.00

#### Service: Human Resources

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	546,386	569,104	575,670
112	Wages - Temporary	24,364	10,000	10,000
115	One Time Payment	-	3,755	3,684
121	Wages - Overtime	-	300	300
122	Longevity Compensation	1,500	1,560	-
123	Leave Expense	13,170	-	-
126	Retirement Health Savings Plan	3,844	3,200	3,200
128	FICA	1,582	620	620
129	Medicare	7,175	8,316	8,493
131	MOPC	27,990	28,177	28,784
132	Employee Insurance	84,696	91,857	93,835
133	Employee Retirement	35,328	37,757	38,572
135	Compensation Insurance	917	1,699	1,923
136	Unemployment Insurance	1,693	1,691	1,149
137	Staff Training and Conferences	10,963	9,000	9,000
138	Tuition Reimbursement	28,678	30,000	30,000
139	Dental Insurance	3,951	3,945	4,030
142	Food Allowance	663	400	400
	Subtotal	792,900	801,381	809,660
Oper	ating and Maintenance			
210	Office Supplies	1,840	3,000	3,000
215	Audiovisual Materials	-	1,500	1,500
216	Reference Books and Materials	1,126	1,500	1,500
217	Dues and Subscriptions	7,710	8,140	8,140
218	Non-Capital Equipment and Furniture	1,377	1,600	1,600
229	Materials and Supplies	1,063	200	200
230	Printing and Copier Supplies	1,059	2,500	2,500
240	Equipment Repair and Maintenance	1,588	3,773	3,773
243	Non-Capital Computer Equipment and Supplies	9,146	1,820	1,820
245	Mileage Allowance	63	500	500
246	Liability Insurance	2,024	1,937	1,991
249	Operating Leases and Rentals	1,292	-	-
250	Professional and Contracted Services	119,210	129,000	129,000
252	Advertising and Legal Notices	20,263	9,000	15,000
263	Postage	2,934	3,000	3,000
264	Printing and Copying	3,763	7,000	5,000
269	Other Services and Charges	15,590	20,000	16,000
	Subtotal	190,048	194,470	194,524
	SERVICE TOTAL	\$982,948	\$995,851	\$1,004,184

City of Longmont, Colorado

## **City Attorney Overview**

Personal Services Operating and Maintenance	2	2013 Actual 809,752 60,539	<b>Budget</b> 376,297 97,299	<b>2015 Budget</b> 939,155 98.623
Non-Operating Capital		-	-	-
TOTAL	\$	870,291	\$ 973,596	\$ 1,037,778

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

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

## Service: City Attorney

## FUND: General Fund DEPARTMENT: Administration

#### Service Description:

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

SERVICE:	Citv	Attorney
OLIVIOL.	Only	/ titorine y

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Assistant City Attorney II	3.00	3.00	3.00
Legal Secretary	1.00	1.00	1.00
Administrative Assistant	1.50	1.50	1.50
Total	7.50	7.50	7.50

#### Service: City Attorney

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	599,936	653,919	700,594
112	Wages - Temporary	2,936	6,190	6,190
114	Skill Based Pay	903	900	900
115	One Time Payment	-	9,280	9,037
121	Wages - Overtime	-	150	150
123	Leave Expense	16,193	-	-
126	Retirement Health Savings Plan	3,519	3,000	3,100
128	FICA	182	384	384
129	Medicare	7,795	9,322	10,129
131	MOPC	30,490	31,818	34,617
132	Employee Insurance	97,055	103,580	112,712
133	Employee Retirement	38,486	42,633	46,389
135	Compensation Insurance	339	572	533
136	Unemployment Insurance	1,942	1,906	1,384
137	Staff Training and Conferences	5,320	7,895	7,895
139	Dental Insurance	4,530	4,448	4,841
142	Food Allowance	126	300	300
	Subtotal	809,752	876,297	939,155
Oper	ating and Maintenance			
210	Office Supplies	1,251	2,209	2,209
216	Reference Books and Materials	957	4,428	4,428
217	Dues and Subscriptions	4,187	3,190	3,190
218	Non-Capital Equipment and Furniture	493	600	600
229	Materials and Supplies	1,015	-	-
230	Printing and Copier Supplies	677	-	-
240	Equipment Repair and Maintenance	3,542	6,775	6,775
243	Non-Capital Computer Equipment and Supplies	1,545	2,644	2,644
245	Mileage Allowance	3,676	2,800	2,800
246	Liability Insurance	2,256	15,715	14,256
250	Professional and Contracted Services	9,819	22,522	22,522
255	Jury and Witness Fees	155	550	550
261	Telephone Charges	490	617	617
263	Postage	590	1,484	1,484
264	Printing and Copying	628	1,180	1,180
269	Other Services and Charges	29,258	32,585	35,368
	Subtotal	60,539	97,299	98,623
	SERVICE TOTAL	\$870,291	\$973,596	\$1,037,778

City of Longmont, Colorado

# **Municipal Court Division Overview**

	2	2013 Actual	2014 Budge	t	2015 Budget
Personal Services		618,598	639,512	2	651,958
Operating and Maintenance		109,358	133,188	3	137,524
Non-Operating		-	-		-
Capital		-	-		-
TOTAL	\$	727,956	\$ 772,700	) \$	789,482

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

## Service: Municipal Court

### FUND: General Fund DEPARTMENT: Longmont Municipal Court

#### Service Description:

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

#### SERVICE: Municipal Court

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Municipal Judge	1.00	1.00	1.00
Municipal Court Administrator	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Total	4.00	4.00	4.00

### Service: Municipal Court

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	257,948	278,139	280,995
112	Wages - Temporary	940	2,408	2,408
114	Skill Based Pay	1,862	1,800	2,100
115	One Time Payment	-	2,988	3,532
121	Wages - Overtime	-	1,200	1,200
122	Longevity Compensation	1,620	1,680	1,740
123	Leave Expense	17,697	-	-
124	Skill Based Overtime Pay	-	-	-
126	Retirement Health Savings Plan	1,600	1,600	1,600
128	FICA	32	149	149
129	Medicare	1,860	2,288	2,306
131	MOPC	13,876	13,997	14,154
132	Employee Insurance	41,177	45,337	45,803
133	Employee Retirement	17,513	18,748	18,968
135	Compensation Insurance	146	230	207
136	Unemployment Insurance	824	834	562
139	Dental Insurance	1,921	1,947	1,966
142	Food Allowance	88	-	-
	Subtotal	359,104	373,345	377,690
Oper	ating and Maintenance			
210	Office Supplies	1,484	3,650	3,150
216	Reference Books and Materials	4,826	4,500	5,000
217	Dues and Subscriptions	783	600	800
218	Non-Capital Equipment and Furniture	367	7,328	9,328
229	Materials and Supplies	4,442	2,000	2,000
230	Printing and Copier Supplies	-	500	150
240	Equipment Repair and Maintenance	407	1,604	1,404
243	Non-Capital Computer Equipment and Supplies	1,999	2,513	2,513
245	Mileage Allowance	-	-	-
246	Liability Insurance	971	943	975
250	Professional and Contracted Services	73,582	85,900	85,550
255	Jury and Witness Fees	141	500	200
263	Postage	2,123	2,500	2,500
264	Printing and Copying	6,208	1,486	1,486
269	Other Services and Charges	3,445	7,000	6,000
	Subtotal	100,778	121,024	121,056
Canif	tal Outlay	, -	, -	,
440	Machinery and Equipment	-	-	-
	Subtotal	_	_	_
		¢ 150 000	¢ 404 260	- \$400 740
	SERVICE TOTAL	\$459,882	\$494,369	\$498,746

## Service: Probation Division

## FUND: General Fund DEPARTMENT: Longmont Municipal Court

### Service Description:

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

#### SERVICE: Probation Division

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Chief Probation Officer	1.00	1.00	1.00
Probation Officer	1.00	1.00	1.00
Community Services Coordinator	0.50	0.50	0.50
Administrative Assistant	1.00	1.00	1.00
Total	3.50	3.50	3.50

#### Service: Probation Division

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	186,194	192,696	199,467
112	Wages - Temporary	1,913	2,205	2,205
114	Skill Based Pay	1,807	1,800	1,800
115	One Time Payment	-	2,379	2,096
121	Wages - Overtime	603	900	800
122	Longevity Compensation	1,740	1,800	1,860
123	Leave Expense	7,124	-	-
124	Skill Based Overtime Pay	13	-	-
126	Retirement Health Savings Plan	1,983	1,400	1,400
128	FICA	38	137	137
129	Medicare	1,610	1,874	1,907
131	MOPC	9,743	9,725	10,063
132	Employee Insurance	28,733	31,409	32,514
133	Employee Retirement	12,298	13,024	13,486
135	Compensation Insurance	453	391	439
136	Unemployment Insurance	575	578	399
137	Staff Training and Conferences	3,326	4,500	4,300
139	Dental Insurance	1,341	1,349	1,395
	Subtotal	259,494	266,167	274,268
Oper	ating and Maintenance			
210	Office Supplies	677	1,100	1,100
216	Reference Books and Materials	-	50	150
217	Dues and Subscriptions	150	150	150
218	Non-Capital Equipment and Furniture	620	1,000	1,000
229	Materials and Supplies	517	480	480
230	Printing and Copier Supplies	538	400	500
240	Equipment Repair and Maintenance	-	80	80
243	Non-Capital Computer Equipment and Supplies	-	100	100
245	Mileage Allowance	59	200	200
246	Liability Insurance	825	1,889	1,502
247	Safety Expenses	378	300	400
250	Professional and Contracted Services	900	1,000	1,000
261	Telephone Charges	288	650	550
263	Postage	398	600	500
264	Printing and Copying	799	600	800
273	Fleet Lease - Operating and Maintenance	2,431	3,565	7,956
	Subtotal	8,580	12,164	16,468
	SERVICE TOTAL	\$268,074	\$278,331	\$290,736

City of Longmont, Colorado

## **Community Services Department Overview**

	2013 Actual	2014 Budget	2015 Budget
Personal Services	8,225,424	8,579,655	8,926,607
Operating and Maintenance	3,954,870	4,098,417	3,967,255
Non-Operating	212,519	212,519	221,667
Capital	61,500	63,500	41,650
TOTAL	\$ 12,454,313	\$ 12,954,091	\$ 13,157,179

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 within this department are

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

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

## **Community Services Director Overview**

	2013 Actual	2014 Budget	2	2015 Budget
Personal Services	267,956	292,016		280,736
Operating and Maintenance	1,286,197	1,237,797		1,221,743
Non-Operating	212,519	212,519		221,667
Capital	-	-		-
TOTAL	\$ 1,766,672	\$ 1,742,332	\$	1,724,146

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

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

## Service: Community Services Director

## FUND: General Fund DEPARTMENT: Community Services

#### Service Description:

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

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

•	Budget	2015 Budget
~~		
.00	1.00	1.00
.00	1.00	1.00
.00	2.00	2.00
	.00	.00 1.00

#### SERVICE: Community Services Director

### Service: Community Services Director

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	187,860	186,976	186,976
112	Wages - Temporary	-	-	-
115	One Time Payment	-	2,000	3,000
121	Wages - Overtime	2,643	16,277	2,589
123	Leave Expense	174	-	-
126	Retirement Health Savings Plan	2,568	800	800
128	FICA	-	-	-
129	Medicare	2,473	2,692	2,693
131	MOPC	9,320	9,284	9,284
132	Employee Insurance	27,851	30,265	30,266
133	Employee Retirement	11,763	12,440	12,441
135	Compensation Insurance	99	156	148
136	Unemployment Insurance	557	557	371
137	Staff Training and Conferences	20,195	28,469	30,069
139	Dental Insurance	1,299	1,300	1,299
142	Food Allowance	1,154	800	800
	Subtotal	267,956	292,016	280,736
Oper	ating and Maintenance			
210	Office Supplies	327	650	650
216	Reference Books and Materials	25	184	184
217	Dues and Subscriptions	25	25	25
218	Non-Capital Equipment and Furniture	24	6,505	-
229	Materials and Supplies	64	100	100
240	Equipment Repair and Maintenance	250	5,140	5,140
243	Non-Capital Computer Equipment and Supplies	-	670	670
245	Mileage Allowance	2,536	2,400	2,400
246	Liability Insurance	5,227	642	699
250	Professional and Contracted Services	205,010	121,640	80,750
263	Postage	268	853	853
264	Printing and Copying	1,710	872	872
269	Other Services and Charges	61,905	67,750	57,750
	Subtotal	277,371	207,431	150,093
Non-	Operating Expense			
970	Transfers To Other Funds	212,519	212,519	221,667
	Subtotal	212,519	212,519	221,667
	SERVICE TOTAL	\$757,846	\$711,966	\$652,496

# Service: Human Service Agencies

# FUND: General Fund DEPARTMENT: Community Services

### Service Description:

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

Oper	ating and Maintenance	2013 Actual	2014 Budget	2015 Budget
250	Professional and Contracted Services	1,008,826	1,030,366	1,075,027
	SERVICE TOTAL	\$1,008,826	\$1,030,366	\$1,075,027

# **Community and Neighborhood Resources Overview**

	2	2013 Actual	<b>20</b> <sup>2</sup>	14 Budget	2	2015 Budget
Personal Services		797,006		870,123		909,204
Operating and Maintenance		111,450		162,377		181,310
Non-Operating		-		-		-
Capital		-		7,500		-
TOTAL	\$	908,456	\$	1,040,000	\$	1,090,514

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

# Service: Community and Neighborhood Response

## FUND: General Fund DEPARTMENT: Community Services

### Service Description:

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

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

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

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

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Community & Neighborhood Resources Super	1.00	1.00	1.00
Community Relations Program Coordinator	1.00	1.00	1.00
Community Relations Specialist	1.00	1.00	1.00
Neighborhood Revitalization/Resource Specialist	0.00	0.00	0.50
Total	3.00	3.00	3.50

#### **SERVICE:** Community and Neighborhood Response

# Service: Community and Neighborhood Response

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	194,333	202,407	236,036
112	Wages - Temporary	19,328	23,223	1,000
114	Skill Based Pay	2,407	2,400	-
115	One Time Payment	-	852	-
121	Wages - Overtime	84	-	-
123	Leave Expense	5,462	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	1,963	1,200	1,400
128	FICA	1,191	1,440	62
129	Medicare	2,807	3,307	3,438
131	MOPC	10,123	10,240	11,802
132	Employee Insurance	30,037	32,992	38,474
133	Employee Retirement	12,777	13,712	15,815
135	Compensation Insurance	116	188	166
136	Unemployment Insurance	600	607	472
139	Dental Insurance	1,402	1,417	1,653
142	Food Allowance	32	-	-
	Subtotal	282,664	293,985	310,318
Oper	ating and Maintenance			
210	Office Supplies	59	-	-
217	Dues and Subscriptions	10	-	-
218	Non-Capital Equipment and Furniture	-	350	350
229	Materials and Supplies	8,945	21,600	21,600
243	Non-Capital Computer Equipment and Supplies	50	-	940
245	Mileage Allowance	1,222	1,850	1,850
246	Liability Insurance	774	1,177	3,135
249	Operating Leases and Rentals	624	-	-
250	Professional and Contracted Services	-	3,500	3,500
263	Postage	1,159	-	-
264	Printing and Copying	1,030	-	-
	Subtotal	13,873	28,477	31,375
	SERVICE TOTAL	\$296,537	\$322,462	\$341,693

# Service: Community and Neighborhood Support Services

# FUND: General Fund DEPARTMENT: Community Services

### Service Description:

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

SERVICE: Community and Neighborhood Support Services					
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget		
Administrative Assistant	1.00	1.00	1.00		
Total	1.00	1.00	1.00		

## Service: Community and Neighborhood Support Services

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	39,406	43,020	43,924
112	Wages - Temporary	-	1,930	1,930
114	Skill Based Pay	1,210	1,200	3,600
115	One Time Payment	-	407	-
121	Wages - Overtime	100	-	-
123	Leave Expense	563	-	-
124	Skill Based Overtime Pay	3	-	-
126	Retirement Health Savings Plan	400	400	400
128	FICA	1	120	120
129	Medicare	472	669	717
131	MOPC	2,046	2,211	2,376
132	Employee Insurance	6,357	7,012	7,160
133	Employee Retirement	2,583	2,958	3,184
135	Compensation Insurance	1,214	1,507	1,830
136	Unemployment Insurance	127	129	88
139	Dental Insurance	297	301	307
142	Food Allowance	983	2,191	2,191
	Subtotal	55,762	64,055	67,827
Oper	ating and Maintenance			
210	Office Supplies	901	3,072	3,072
216	Reference Books and Materials	75	1,300	1,300
217	Dues and Subscriptions	555	911	911
218	Non-Capital Equipment and Furniture	513	248	248
229	Materials and Supplies	821	-	-
230	Printing and Copier Supplies	372	100	100
240	Equipment Repair and Maintenance	-	150	150
243	Non-Capital Computer Equipment and Supplies	645	600	600
246	Liability Insurance	153	154	159
249	Operating Leases and Rentals	1,248	3,600	3,600
252	Advertising and Legal Notices	-	332	332
261	Telephone Charges	-	100	100
263	Postage	1,884	3,215	3,215
264	Printing and Copying	4,215	4,650	4,650
	Subtotal	11,382	18,432	18,437
	SERVICE TOTAL	\$67,144	\$82,487	\$86,264

# Service: Code Enforcement

# FUND: General Fund DEPARTMENT: Community 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, roosfe), clandesting math labs and illegal marijuana grow

re-roofs), clandestine meth labs and illegal marijuana grow operations, and adherence to building code.

- Environmental concerns such as storm water quality protection – EPA mandated National Pollutant Discharge Elimination System, stagnant water to prevent mosquito breeding grounds, and illegal dumping.
- Enforcement of nuisance codes including those involving junked and abandoned vehicles on private and public property; parking violations on public streets; accumulations of junk and debris on private and public property; illegal obstructions of the public streets, alleys and sidewalks; snow and ice on sidewalks; dead or diseased trees and overgrown weeds; graffiti; rat control; slaughterhouse regulations; regulation of amateur radio towers; illegal connections to utility lines; excavations; and beekeeping.
- Enforcement of zoning ordinances for permitted uses of public rights of way, house numbering,; ambulatory vendors, City park regulations, fence permits, wood burning restrictions, sign code regulations, smoking in public places, home occupations, and outdoor lighting – dark sky regulations.

SERVICE: Code Enforcement			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Code Enforcement Supervisor	1.00	1.00	1.00
Senior Code Enforcement Inspector	1.00	1.00	1.00
Code Enforcement Inspector	1.00	1.00	3.00
Total	3.00	3.00	5.00

## Service: Code Enforcement

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	165,378	174,037	278,288
112	Wages - Temporary	115,511	148,928	35,376
114	Skill Based Pay	1,204	1,200	1,200
115	One Time Payment	-	1,943	1,566
121	Wages - Overtime	1,927	1,087	1,587
123	Leave Expense	8,064	-	-
124	Skill Based Overtime Pay	11	-	-
126	Retirement Health Savings Plan	2,056	1,200	2,000
128	FICA	7,242	9,234	2,193
129	Medicare	3,908	4,700	4,565
131	MOPC	8,744	8,762	13,974
132	Employee Insurance	25,947	28,368	45,362
133	Employee Retirement	11,036	11,736	18,725
135	Compensation Insurance	1,053	4,066	4,194
136	Unemployment Insurance	519	522	557
139	Dental Insurance	1,210	1,218	1,948
141	Uniforms and Protective Clothing	1,962	2,500	2,500
142	Food Allowance	-	40	40
	Subtotal	355,772	399,541	414,075
Oper	ating and Maintenance			
210	Office Supplies	857	1,466	1,466
216	Reference Books and Materials	-	200	2,050
217	Dues and Subscriptions	760	901	1,201
218	Non-Capital Equipment and Furniture	80	280	280
223	Lab and Photo Supplies	794	600	600
229	Materials and Supplies	274	636	636
230	Printing and Copier Supplies	465	1,620	1,620
240	Equipment Repair and Maintenance	12,158	13,572	13,572
243	Non-Capital Computer Equipment and Supplies	1,224	598	598
246	Liability Insurance	2,494	3,817	4,206
247	Safety Expenses	2,548	2,094	2,094
250	Professional and Contracted Services	22,149	27,069	27,069
261	Telephone Charges	847	1,800	1,800
263	Postage	1,475	1,577	1,577
264	Printing and Copying	505	1,822	1,822
273	Fleet Lease - Operating and Maintenance	23,754	23,878	30,290
274	Fleet Lease - Replacement	4,296	4,296	9,103
	Subtotal	74,680	86,226	99,984
	SERVICE TOTAL	\$430,452	\$485,767	\$514,059

# Service: Graffiti Removal

FUND: General Fund DEPARTMENT: Community Services

Service Description:

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

SERVICE: Graffiti Removal			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Graffiti Removal Specialist	0.38	0.38	0.37
Total	0.38	0.38	0.37

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## Service: Graffiti Removal

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	15,166	13,660	13,644
112	Wages - Temporary	-	1,963	1,963
115	One Time Payment	-	177	-
121	Wages - Overtime	76	250	250
123	Leave Expense	156	-	-
126	Retirement Health Savings Plan	-	148	148
128	FICA	-	122	122
129	Medicare	201	226	226
131	MOPC	757	683	682
132	Employee Insurance	2,046	2,226	2,224
133	Employee Retirement	955	915	914
135	Compensation Insurance	170	182	199
136	Unemployment Insurance	41	41	27
139	Dental Insurance	95	96	96
141	Uniforms and Protective Clothing	228	425	425
	Subtotal	19,891	21,114	20,920
Oper	ating and Maintenance			
210	Office Supplies	-	100	100
218	Non-Capital Equipment and Furniture	-	500	500
223	Lab and Photo Supplies	-	300	300
229	Materials and Supplies	1,691	1,730	2,205
230	Printing and Copier Supplies	-	100	100
240	Equipment Repair and Maintenance	-	2,500	2,500
241	Grounds Maintenance	77	-	-
246	Liability Insurance	366	783	248
247	Safety Expenses	1,417	2,036	2,036
250	Professional and Contracted Services	-	1,500	1,500
261	Telephone Charges	-	380	380
273	Fleet Lease - Operating and Maintenance	-	2,580	5,093
274	Fleet Lease - Replacement	-	4,235	4,234
	Subtotal	3,551	16,744	19,196
	SERVICE TOTAL	\$23,442	\$37,858	\$40,116

# Service: Parking Enforcement

# FUND: General Fund DEPARTMENT: Community Services

## Service Description:

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

#### SERVICE: Parking Enforcement

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Utility Billing Manager	0.04	0.00	0.00
Parking Enforcement Officer	1.30	1.50	1.50
Total	1.34	1.50	1.50

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# Service: Parking Enforcement

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	57,510	57,715	60,096
115	One Time Payment	-	1,082	-
121	Wages - Overtime	209	-	-
123	Leave Expense	1,680	-	-
126	Retirement Health Savings Plan	538	600	600
129	Medicare	632	837	872
131	MOPC	2,611	2,886	3,004
132	Employee Insurance	7,874	9,408	9,796
133	Employee Retirement	3,296	3,867	4,026
135	Compensation Insurance	6,834	13,256	15,730
136	Unemployment Insurance	157	173	120
139	Dental Insurance	368	404	420
141	Uniforms and Protective Clothing	972	900	1,100
142	Food Allowance	236	300	300
	Subtotal	82,917	91,428	96,064
Oper	ating and Maintenance			
210	Office Supplies	26	-	-
218	Non-Capital Equipment and Furniture	1,750	3,800	3,800
229	Materials and Supplies	656	2,720	2,620
240	Equipment Repair and Maintenance	-	1,800	1,900
245	Mileage Allowance	1,897	1,600	1,600
246	Liability Insurance	312	178	198
261	Telephone Charges	18	-	-
263	Postage	962	1,300	1,300
264	Printing and Copying	319	1,100	900
273	Fleet Lease - Operating and Maintenance	2,024	-	-
	Subtotal	7,964	12,498	12,318
Capi	tal Outlay			
440	Machinery and Equipment	-	7,500	-
	Subtotal	-	7,500	-
	SERVICE TOTAL	\$90,881	\$111,426	\$108,382

City of Longmont, Colorado

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# Library Division Overview

	2013 Actual	20	14 Budget	2	2015 Budget
Personal Services	2,405,690		2,509,447		2,529,802
Operating and Maintenance	693,149		697,956		672,037
Non-Operating	-		-		-
Capital	61,500		-		-
TOTAL	\$ 3,160,339	\$	3,207,403	\$	3,201,839

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

# Service: Library Administration

# FUND: General Fund DEPARTMENT: Community Services

### Service Description:

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

#### SERVICE: Library Administration

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Library Director	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Customer Services Assistant	0.50	0.50	0.50
Administrative Assistant	0.75	0.75	0.75
Office Assistant	0.50	0.50	0.50
Total	3.75	3.75	3.75

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## Service: Library Administration

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	196,252	226,429	235,440
112	Wages - Temporary	5,637	1,458	1,458
114	Skill Based Pay	23	-	-
115	One Time Payment	-	1,801	-
121	Wages - Overtime	723	700	700
122	Longevity Compensation	2,100	2,160	2,205
123	Leave Expense	3,400	-	-
126	Retirement Health Savings Plan	3,313	1,500	1,500
128	FICA	80	90	90
129	Medicare	2,141	2,836	2,957
131	MOPC	10,363	11,321	11,772
132	Employee Insurance	33,611	36,908	38,377
133	Employee Retirement	13,084	15,171	15,775
135	Compensation Insurance	121	187	167
136	Unemployment Insurance	673	679	471
139	Dental Insurance	1,568	1,585	1,649
141	Uniforms and Protective Clothing	114	100	100
	Subtotal	273,203	302,925	312,661
Oper	ating and Maintenance			
210	Office Supplies	5,665	5,857	5,857
217	Dues and Subscriptions	1,250	1,650	565
218	Non-Capital Equipment and Furniture	1,569	500	500
229	Materials and Supplies	6,173	5,000	5,000
230	Copier and Printing Supplies	18	-	-
240	Equipment Repair and Maintenance	4,422	15,024	6,000
243	Non-Capital Computer Equipment and Supplies	41,290	21,200	21,000
245	Mileage Allowance	-	32	32
246	Liability Insurance	1,667	2,790	2,583
247	Safety Expenses	1,984	2,500	2,500
250	Professional and Contracted Services	4,727	9,000	10,150
252	Ads and Legal Notices	1,086	-	-
261	Telephone Charges	87	300	300
263	Postage	317	550	350
264	Printing and Copying	233	800	500
269	Other Services and Charges	273	-	-
	Subtotal	70,761	65,203	55,337
	SERVICE TOTAL	\$343,964	\$368,128	\$367,998

# Service: Adult Services

# FUND: General Fund DEPARTMENT: Community Services

### Service Description:

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

#### SERVICE: Adult Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Librarian II	1.00	1.00	1.00
Librarian I	4.25	4.25	4.25
Senior Library Technician	0.75	0.75	1.25
Library Technician	2.50	2.50	1.75
Library Assistant	0.75	0.55	0.55
Total	9.25	9.05	8.80

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### Service: Adult Services

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	443,695	465,994	461,513
112	Wages - Temporary	42,661	50,976	56,445
114	Skill Based Pay	221	225	300
115	One Time Payment	-	4,611	6,522
121	Wages - Overtime	78	-	-
122	Longevity Compensation	2,931	3,024	3,117
123	Leave Expense	20,363	-	-
126	Retirement Health Savings Plan	4,248	3,620	3,520
128	FICA	2,945	3,161	3,500
129	Medicare	5,514	6,864	7,517
131	MOPC	22,587	23,096	20,458
132	Employee Insurance	70,320	75,258	75,226
133	Employee Retirement	28,506	30,948	30,942
135	Compensation Insurance	268	429	377
136	Unemployment Insurance	1,407	1,385	922
139	Dental Insurance	3,282	3,232	3,232
	Subtotal	649,026	672,823	673,591
Oper	ating and Maintenance			
211	Adult Books	176,542	181,000	181,000
213	Periodicals	18,085	21,805	26,805
214	Pamphlets and Documents	375	250	250
215	Audiovisual Materials	72,067	45,000	52,074
216	Reference Books and Materials	46,980	35,000	25,000
217	Dues and Subscriptions	10,430	10,430	8,430
229	Materials and Supplies	(3)	-	-
240	Equipment Repair and Maintenance	-	3,000	-
245	Mileage Allowance	370	300	300
246	Liability Insurance	2,317	3,179	1,778
250	Professional and Contracted Services	2,816	3,450	6,450
263	Postage	1	-	-
264	Printing and Copying	20	-	-
269	Other Services and Charges	89,312	97,680	102,165
	Subtotal	419,312	401,094	404,252
Capit	tal Outlay			
440	Machinery and Equipment	61,500	-	-
	Subtotal	61,500	-	-
	SERVICE TOTAL	\$1,129,838	\$1,073,917	\$1,077,843

# Service: Children's and Teen Services

# FUND: General Fund DEPARTMENT: Community Services

## Service Description:

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

#### SERVICE: Children's and Teen Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Librarian II	1.00	1.00	1.00
Librarian I	2.00	2.25	3.25
Assistant Librarian	1.00	1.00	0.00
Library Technician	0.60	0.60	0.60
Total	4.60	4.85	4.85

## Service: Children's and Teen Services

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	256,810	266,016	272,353
112	Wages - Temporary	16,739	18,814	16,149
114	Skill Based Pay	917	900	-
115	One Time Payment	-	2,890	2,193
122	Longevity Compensation	1,560	1,620	-
123	Leave Expense	10,117	-	-
126	Retirement Health Savings Plan	2,180	1,940	1,940
128	FICA	270	1,166	1,001
129	Medicare	2,514	4,143	4,184
131	MOPC	13,063	13,346	13,617
132	Employee Insurance	37,683	43,361	44,393
133	Employee Retirement	16,488	17,880	18,248
135	Compensation Insurance	249	435	469
136	Unemployment Insurance	754	798	545
139	Dental Insurance	1,759	1,862	1,908
	Subtotal	361,103	375,171	377,000
Oper	ating and Maintenance			
212	Children's Books	59,638	65,857	65,857
213	Periodicals	1,523	2,100	2,000
215	Audiovisual Materials	13,558	13,065	13,165
218	Non-Capital Equipment and Furniture	-	433	433
229	Materials and Supplies	5,172	5,227	5,227
245	Mileage Allowance	-	230	230
246	Liability Insurance	929	910	982
250	Professional Contracted Services	1,518	-	-
263	Postage	3	-	-
264	Printing and Copying	2,739	1,700	1,700
269	Other Services and Charges	809	400	6,130
	Subtotal	85,889	89,922	95,724
	SERVICE TOTAL	\$446,992	\$465,093	\$472,724

# Service: Circulation

# FUND: General Fund DEPARTMENT: Community Services

## Service Description:

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

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Circulation Desk Manager	1.00	1.00	1.00
Senior Library Technician	1.00	1.00	1.00
Library Assistant	4.40	4.60	4.85
Library Page	5.00	5.00	5.00
Total	11.40	11.60	11.85

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### Service: Circulation

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	373,543	388,691	396,439
112	Wages - Temporary	94,576	105,396	108,347
114	Skill Based Pay	1,626	1,500	2,100
115	One Time Payment	-	9,194	7,650
121	Wages - Overtime	353	-	-
122	Longevity Compensation	2,589	2,658	2,745
123	Leave Expense	11,742	-	-
126	Retirement Health Savings Plan	11,615	4,640	4,740
128	FICA	5,972	6,535	6,718
129	Medicare	5,540	6,377	6,561
131	MOPC	19,740	19,452	19,927
132	Employee Insurance	57,003	63,169	64,621
133	Employee Retirement	24,915	26,059	26,702
135	Compensation Insurance	4,624	8,529	3,478
136	Unemployment Insurance	1,140	1,163	792
139	Dental Insurance	2,660	2,713	2,778
	Subtotal	617,638	646,076	653,598
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	-	1,000	1,000
229	Materials and Supplies	1,387	2,400	2,400
243	Non-Capital Computer Equipment and Supplies	-	800	800
245	Mileage Allowance	-	32	32
246	Liability Insurance	1,682	1,644	1,703
263	Postage	2,078	2,800	2,800
	Subtotal	5,147	8,676	8,735
	SERVICE TOTAL	\$622,785	\$654,752	\$662,333

# Service: Technical Services

# FUND: General Fund DEPARTMENT: Community Services

## Service Description:

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

#### SERVICE: Technical Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Librarian II	1.00	1.00	1.00
Librarian I	0.25	0.00	0.00
PC Specialist	1.00	1.00	1.00
Senior Library Tech	0.00	0.00	0.75
Library Technician	3.25	3.85	3.10
Library Assistant	1.85	1.85	1.60
Library Page	0.50	0.50	0.50
Total	7.85	8.20	7.95

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## Service: Technical Services

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	335,046	367,535	359,858
112	Wages - Temporary	48,169	24,731	32,219
114	Skill Based Pay	13	-	900
115	One Time Payment	-	4,852	2,190
121	Wages - Overtime	486	-	-
123	Leave Expense	11,519	-	-
126	Retirement Health Savings Plan	4,568	3,280	3,180
128	FICA	3,020	1,533	2,025
129	Medicare	4,963	5,560	5,789
131	MOPC	17,356	17,935	18,324
132	Employee Insurance	53,034	58,468	59,599
133	Employee Retirement	21,907	24,033	24,558
135	Compensation Insurance	1,103	938	1,018
136	Unemployment Insurance	1,061	1,076	732
139	Dental Insurance	2,475	2,511	2,560
	Subtotal	504,720	512,452	512,952
Oper	ating and Maintenance			
229	Materials and Supplies	21,980	25,000	25,000
240	Equipment Repair and Maintenance	45,508	48,850	54,601
243	Non-Capital Computer Equipment and Supplies	4,352	14,540	4,540
246	Liability Insurance	1,449	1,393	1,348
263	Postage	5,951	8,278	7,000
264	Printing and Copying	4,205	5,000	4,500
269	Other Services and Charges	28,595	30,000	11,000
	Subtotal	112,040	133,061	107,989
	SERVICE TOTAL	\$616,760	\$645,513	\$620,941

City of Longmont, Colorado

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# **Museum Division Overview**

	2	2013 Actual	2014 Budget	2	015 Budget
Personal Services		565,196	596,154		645,167
Operating and Maintenance		173,669	125,995		153,161
Non-Operating		-	-		-
Capital		-	28,000		41,650
TOTAL	\$	738,865	\$ 750,149	\$	839,978

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

# Service: Museum Division

# FUND: General Fund DEPARTMENT: Community Services

## Service Description:

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

#### SERVICE: Museum Division

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Museum Manager	1.00	1.00	1.00
Museum Curator	4.00	4.00	4.00
Assistant Museum Curator	0.60	0.60	0.60
Executive Assistant	1.00	1.00	1.00
Total	6.60	6.60	6.60

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### Service: Museum Division

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	375,574	395,633	391,359
112	Wages - Temporary	60,047	55,208	42,690
115	One Time Payment	-	5,558	7,098
121	Wages - Overtime	2,441	1,185	1,185
123	Leave Expense	6,766	-	-
126	Retirement Health Savings Plan	3,082	2,640	2,640
128	FICA	3,656	2,575	2,647
129	Medicare	5,791	6,190	6,294
131	MOPC	19,141	19,269	19,569
132	Employee Insurance	58,848	62,818	63,791
133	Employee Retirement	24,157	25,821	26,222
135	Compensation Insurance	1,770	15,403	21,076
136	Unemployment Insurance	1,177	1,156	782
139	Dental Insurance	2,746	2,698	2,740
	Subtotal	565,196	596,154	588,093
Oper	ating and Maintenance			
210	Office Supplies	924	2,200	2,200
216	Reference Books and Materials	237	800	500
217	Dues and Subscriptions	2,126	2,324	2,324
218	Non-Capital Equipment and Furniture	6,333	800	800
225	Freight	5,485	7,750	7,750
229	Materials and Supplies	22,191	13,150	13,911
230	Printing and Copier Supplies	2,878	780	780
232	Building Repair and Maintenance	177	-	-
240	Equipment Repair and Maintenance	2,407	3,602	3,602
243	Non-Capital Computer Equipment and Supplies	2,610	3,762	3,762
245	Mileage Allowance	1,560	1,068	1,068
246	Liability Insurance	1,541	1,766	1,782
249	Operating Leases and Rentals	68,627	74,300	80,739
250	Professional and Contracted Services	17,499	4,010	4,010
252	Advertising and Legal Notices	13,145	-	-
261	Telephone Charges	55	240	240
263	Postage	8,496	3,195	3,195
264	Printing and Copying	16,843	6,098	6,098
269	Other Services and Charges	535	150	150
	Subtotal	173,669	125,995	132,911
Capit	tal Outlay			
431	Furniture And Fixtures	-	28,000	-
440	Machinery and Equipment	-	-	35,000
	Subtotal	-	28,000	35,000
	SERVICE TOTAL	\$738,865	\$750,149	\$756,004

# Service: Museum Auditorium

# FUND: General Fund DEPARTMENT: Community Services

## Service Description:

The Stewart Auditorium is currently under construction with a planned opening in the second quarter of 2015. This 250-seat auditorium will provide space for concerts, lectures, symposia and other gatherings.

SERVICE: Museum Auditorium			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Auditorium and Event Manager	0.00	0.00	1.00
Fotal	0.00	0.00	1.00

## Service: Museum Auditorium

## LINE ITEM BUDGET

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	-	-	43,479
126	Retirement Health Savings Plan	-	-	400
129	Medicare	-	-	630
131	MOPC	-	-	2,174
132	Employee Insurance	-	-	7,087
133	Employee Retirement	-	-	2,913
136	Unemployment Insurance	-	-	87
139	Dental Insurance	-	-	304
	Subtotal	-	-	57,074
Oper	ating and Maintenance			
217	Dues and Subscriptions	-	-	1,590
218	Non-Capital Equipment and Furniture	-	-	770
250	Professional and Contracted Services	-	-	11,140
252	Advertising and Legal Notices	-	-	2,250
264	Printing and Copying	-	-	4,500
	Subtotal	-	-	20,250
Capi	tal Outlay			
440	Machinery and Equipment	-	-	6,650
	Subtotal	-	-	6,650
	SERVICE TOTAL	\$-	\$-	\$83,974

Note: This is a new service to be provided beginning in the second quarter of 2015.

City of Longmont, Colorado

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# **Recreation and Golf Division Overview**

	2013 Actual	2	2014 Budget	2	2015 Budget
Personal Services	3,142,708		3,170,959		3,337,825
Operating and Maintenance	1,385,513		1,554,825		1,513,301
Non-Operating	-		-		-
Capital	-		28,000		-
TOTAL	\$ 4,528,221	\$	4,753,784	\$	4,851,126

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

# Service: Recreation Administration

# FUND: General Fund DEPARTMENT: Community Services

## Service Description:

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

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

#### SERVICE: Recreation Administration

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Recreation Manager	1.00	1.00	1.00
Recreation Program Supervisor	0.50	0.50	0.50
Total	1.50	1.50	1.50

## Service: Recreation Administration

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	129,346	126,176	129,849
112	Wages - Temporary	12,980	24,664	25,355
115	One Time Payment	-	1,048	750
121	Wages - Overtime	-	200	200
123	Leave Expense	2,289	-	-
126	Retirement Health Savings Plan	1,891	600	600
128	FICA	-	1,529	1,572
129	Medicare	1,614	2,188	2,250
131	MOPC	6,605	6,309	6,492
132	Employee Insurance	18,859	20,567	21,165
133	Employee Retirement	8,337	8,454	8,700
135	Compensation Insurance	66	124	110
136	Unemployment Insurance	377	379	260
139	Dental Insurance	880	883	1,188
141	Uniforms and Protective Clothing	151	850	850
142	Food Allowance	701	500	500
	Subtotal	184,096	194,471	199,841
Oper	ating and Maintenance			
210	Office Supplies	2,780	4,950	4,950
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	268	360	660
218	Non-Capital Equipment and Furniture	172	300	300
223	Lab and Photo Supplies	145	-	-
229	Materials and Supplies	1,982	3,264	3,264
230	Printing and Copier Supplies	879	1,000	1,000
240	Equipment Repair and Maintenance	9,648	21,086	21,086
243	Non-Capital Computer Equipment and Supplies	8,397	16,248	16,948
245	Mileage Allowance	753	2,937	2,937
246	Liability Insurance	440	509	519
247	Safety Expenses	73	296	296
249	Operating Leases and Rentals	290	1,900	1,900
250	Professional and Contracted Services	5,551	3,000	3,000
252	Advertising and Legal Notices	1,063	2,000	2,000
261	Telephone Charges	3,066	3,540	3,540
263	Postage	12,634	39,125	39,125
264	Printing and Copying	21,829	28,774	28,774
269	Other Services and Charges	63,122	58,941	58,941
	Subtotal	133,092	188,280	189,290
	SERVICE TOTAL	\$317,188	\$382,751	\$389,131

# Service: Recreation Center

# FUND: General Fund DEPARTMENT: Community Services

### Service Description:

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

#### SERVICE: Recreation Center

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Recreation Center Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.30	0.40	0.40
Recreation Specialist	0.10	0.10	0.10
Aquatics Specialist	1.00	1.00	1.00
Fitness Coordinator	0.00	0.00	0.75
Swim Lesson Coordinator	0.00	0.00	0.75
Head Lifeguard	0.75	0.75	1.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	2.60	2.50	2.50
Total	6.75	6.75	8.50

#### Service: Recreation Center

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	259,520	293,700	367,044
112	Wages - Temporary	621,383	527,680	560,006
114	Skill Based Pay	904	900	300
115	One Time Payment	-	3,014	1,849
121	Wages - Overtime	1,256	1,000	1,000
123	Leave Expense	19,619	-	-
126	Retirement Health Savings Plan	2,776	2,700	3,300
128	FICA	38,137	32,716	34,720
129	Medicare	12,402	11,880	13,445
131	MOPC	14,026	14,585	18,368
132	Employee Insurance	43,819	47,399	59,829
133	Employee Retirement	17,673	19,540	24,612
135	Compensation Insurance	11,133	21,350	25,524
136	Unemployment Insurance	876	872	736
139	Dental Insurance	2,046	2,036	2,570
141	Uniforms and Protective Clothing	3,307	3,800	3,800
171	Subtotal	1,048,877	983,172	1,117,103
•		1,040,077	905,172	1,117,103
-	ating and Maintenance	0.400	0.000	0.000
210	Office Supplies	2,428	3,000	3,000
217	Dues and Subscriptions	1,802	815	1,315
218	Non-Capital Equipment and Furniture	6,588	10,000	11,000
222	Chemicals	26,628	33,065	29,605
224	Resale Merchandise	6,870	11,000	8,000
228	Janitorial Supplies	425	500	500
229	Materials and Supplies	13,084	19,237	19,237
230	Printing and Copier Supplies	1,893	4,500	3,000
232	Building Repair and Maintenance	587	5,666	4,666
233	Facility Repair and Maintenance	4,392	9,482	7,482
240	Equipment Repair and Maintenance	13,673	19,586	17,586
243	Non-Capital Computer Equipment and Supplies	93	1,000	3,590
245	Mileage Allowance	462	600	600
246	Liability Insurance	3,978	6,676	5,356
247	Safety Expenses	1,787	1,500	1,500
249	Operating Leases and Rentals	1,680	-	1,700
250	Professional and Contracted Services	17,279	10,750	17,750
252	Advertising and Legal Notices	623	5,000	2,000
260	Utilities	163,724	193,116	173,116
261	Telephone Charges	44	-	-
263	Postage	6,482	1,500	6,500
264	Printing and Copying	9,691	9,481	9,481
269	Other Services and Charges	-	7,200	1,200
	Subtotal	284,213	353,674	328,184
Canif	tal Outlay			
440	Machinery and Equipment	_	18,000	
-1-10		-		-
		-	18,000	-
	SERVICE TOTAL	\$1,333,090	\$1,354,846	\$1,445,287

# Service: Athletics and Team Sports

# FUND: General Fund DEPARTMENT: Community Services

#### Service Description:

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

#### SERVICE: Athletics and Team Sports

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Recreation Program Supervisor	0.80	0.80	0.80
Recreation Specialist	0.50	0.70	0.70
Total	1.30	1.50	1.50

### Service: Athletics and Team Sports

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	65,714	86,477	84,423
112	Wages - Temporary	172,191	148,553	162,992
115	One Time Payment	-	908	150
121	Wages - Overtime	237	-	-
123	Leave Expense	464	-	-
126	Retirement Health Savings Plan	802	600	600
128	FICA	11,820	9,210	10,106
129	Medicare	3,561	3,408	3,588
131	MOPC	3,265	4,324	4,221
132	Employee Insurance	10,816	14,096	13,761
133	Employee Retirement	4,123	5,794	5,656
135	Compensation Insurance	7,297	23,552	28,871
136	Unemployment Insurance	217	259	168
139	Dental Insurance	504	605	591
141	Uniforms and Protective Clothing	708	900	900
	Subtotal	281,719	298,686	316,027
Opera	ating and Maintenance			
210	Office Supplies	-	500	500
217	Dues and Subscriptions	166	645	345
218	Non-Capital Equipment and Furniture	1,144	700	700
229	Materials and Supplies	25,796	25,906	25,906
240	Equipment Repair and Maintenance	-	500	500
245	Mileage Allowance	349	1,000	500
246	Liability Insurance	1,717	897	1,338
247	Safety Expenses	635	100	500
250	Professional and Contracted Services	43,168	27,650	30,650
260	Utilities	76,684	91,599	79,599
263	Postage	5	850	850
264	Printing and Copying	566	1,500	900
269	Other Services and Charges	-	5,000	5,000
	Subtotal	150,230	156,847	147,288
	SERVICE TOTAL	\$431,949	\$455,533	\$463,315

# Service: Aquatics

# FUND: General Fund DEPARTMENT: Community Services

#### Service Description:

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

#### **SERVICE:** Aquatics

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Aquatics Supervisor	0.90	0.90	1.00
Recreation Program Supervisor	0.10	0.10	0.10
Recreation Specialist	1.00	1.00	1.00
Aquatics Specialist	1.00	1.00	1.00
Head Lifeguard	0.50	0.50	0.00
Pool Technician	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	5.50	5.50	5.10

#### Service: Aquatics

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	267,363	272,689	289,087
112	Wages - Temporary	257,006	268,872	310,850
114	Skill-based Pay	-	-	1,200
115	One Time Payment	-	2,829	1,650
121	Wages - Overtime	308	200	200
122	Longevity Compensation	1,404	1,458	1,518
123	Leave Expense	3,879	-	-
126	Retirement Health Savings Plan	2,924	2,200	2,240
128	FICA	15,854	16,670	19,273
129	Medicare	7,153	7,853	8,715
131	MOPC	13,514	13,634	14,515
132	Employee Insurance	40,441	44,448	47,122
133	Employee Retirement	17,057	18,270	19,449
135	Compensation Insurance	13,505	15,770	36,547
136	Unemployment Insurance	808	818	579
139	Dental Insurance	1,888	1,909	2,023
141	Uniforms and Protective Clothing	788	700	700
142	Food Allowance	95	-	-
	Subtotal	643,987	668,320	755,668
Oper	ating and Maintenance			
210	Office Supplies	1,094	1,100	1,100
217	Dues and Subscriptions	2,789	2,790	2,990
218	Non-Capital Equipment and Furniture	2,522	1,300	1,900
222	Chemicals	32,151	28,655	36,655
224	Resale Merchandise	4,218	2,000	2,000
228	Janitorial Supplies	1,005	2,500	1,500
229	Materials and Supplies	13,599	25,050	25,050
230	Printing and Copier Supplies	216	2,311	1,311
232	Building Repair and Maintenance	5,132	6,272	7,272
233	Facility Repair and Maintenance	8,452	10,000	10,000
240	Equipment Repair and Maintenance	1,852	6,920	6,920
243	Non-Capital Computer Equipment and Supplies	-	4,050	4,050
246	Liability Insurance	12,850	26,254	26,726
247	Safety Expenses	1,843	980	1,180
249	Operating Leases and Rentals	2,395	-	-
250	Professional and Contracted Services	6,632	5,000	5,000
260	Utilities	78,652	88,017	88,017
263	Postage	172	440	240
264	Printing and Copying	1,337	1,000	1,000
269	Other Services and Charges	-	750	750
273	Fleet Lease - Operating and Maintenance	2,026	320	1,898
	Subtotal	178,937	215,709	225,559
	SERVICE TOTAL	\$822,924	\$884,029	\$981,227

# Service: Concessions

# FUND: General Fund DEPARTMENT: Community Services

#### Service Description:

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

SERVICE: Concessions			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Recreation Specialist	0.40	0.20	0.20
Total	0.40	0.20	0.20

#### **Service: Concessions**

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	19,042	9,703	10,180
112	Wages - Temporary	64,575	42,372	44,489
115	One Time Payment	-	57	-
121	Wages - Overtime	341	400	400
126	Retirement Health Savings Plan	340	80	80
128	FICA	4,485	2,627	2,758
129	Medicare	1,284	755	793
131	MOPC	947	485	509
132	Employee Insurance	2,868	1,582	1,659
133	Employee Retirement	1,194	650	682
135	Compensation Insurance	2,351	685	697
136	Unemployment Insurance	57	29	20
139	Dental Insurance	134	68	71
141	Uniforms and Protective Clothing	317	600	600
	Subtotal	97,935	60,093	62,938
Oper	ating and Maintenance			
210	Office Supplies	239	225	225
217	Dues and Subscriptions	50	-	-
218	Non-Capital Equipment and Furniture	1,291	1,425	1,425
224	Resale Merchandise	81,680	66,230	66,230
228	Janitorial Supplies	4	600	600
229	Materials and Supplies	2,227	300	300
232	Building Repair and Maintenance	714	705	705
233	Facility Repair and Maintenance	284	735	735
240	Equipment Repair and Maintenance	2,779	750	750
245	Mileage Allowance	99	500	500
246	Liability Insurance	1,296	2,199	2,131
247	Safety Expenses	333	300	300
250	Professional and Contracted Services	1,740	-	-
259	Licenses and Permits	-	705	-
260	Utilities	27,354	28,458	28,458
263	Postage	1	100	100
273	Fleet Lease - Operating and Maintenance	5,774	1,971	3,821
274	Fleet Lease - Replacement	2,975	-	-
	Subtotal	128,840	105,203	106,280
	SERVICE TOTAL	\$226,775	\$165,296	\$169,218

# Service: General Programs and Facilities

# FUND: General Fund DEPARTMENT: Community Services

#### Service Description:

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

#### SERVICE: General Programs and Facilities

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Recreation Center Supervisor	0.60	0.60	0.60
Recreation Program Supervisor	1.10	1.10	1.10
Recreation Specialist	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	3.70	3.70	3.70

### Service: General Programs and Facilities

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	176,446	207,489	204,090
112	Wages - Temporary	135,511	173,350	177,176
115	One Time Payment	-	2,802	1,200
121	Wages - Overtime	1,923	1,000	1,000
122	Longevity Compensation	2,620	3,126	-
123	Leave Expense	4,730	-	-
126	Retirement Health Savings Plan	11,490	1,480	1,480
128	FICA	8,960	10,748	10,985
129	Medicare	3,775	4,639	5,528
131	MOPC	8,741	10,374	10,205
132	Employee Insurance	30,988	33,821	33,268
133	Employee Retirement	11,024	13,902	13,674
135	Compensation Insurance	15,385	28,699	34,439
136	Unemployment Insurance	619	622	408
139	Dental Insurance	1,446	1,452	1,428
141	Uniforms and Protective Clothing	-	500	500
	Subtotal	413,658	494,004	495,381
Oper	ating and Maintenance			
210	Office Supplies	3	-	-
216	Reference Books and Materials	30	200	200
217	Dues and Subscriptions	119	100	100
218	Non-Capital Equipment and Furniture	931	2,605	1,605
224	Resale Merchandise	407	500	500
229	Materials and Supplies	8,205	11,116	9,116
230	Printing and Copier Supplies	-	3,000	3,000
240	Equipment Repair and Maintenance	664	2,490	1,990
245	Mileage Allowance	90	-	-
246	Liability Insurance	2,432	2,790	2,887
247	Safety Expenses	944	505	1,005
249	Operating Leases and Rentals	3,155	150	3,150
250	Professional and Contracted Services	207,134	166,000	166,000
252	Advertising and Legal Notices	-	250	250
259	Licenses and Permits	1,020	775	1,775
260	Utilities	37,361	54,018	54,018
261	Telephone Charges	520	84	84
263	Postage	116	2,595	2,595
264	Printing and Copying	494	1,300	1,300
269	Other Services and Charges	-	1,200	1,200
273	Fleet Lease - Operating and Maintenance	3,651	3,549	3,428
274	Fleet Lease - Replacement	14,650	26,430	26,429
	Subtotal	281,926	279,657	280,632
	SERVICE TOTAL	\$695,584	\$773,661	\$776,013

# Service: Outdoor Recreation

# FUND: General Fund DEPARTMENT: Community Services

#### Service Description:

This service provides adventurous, nature-oriented activities, including canoeing, kayaking, sailing, snowshoeing, day trips, horseback riding, bicycling, flyfishing and sleigh rides. Most programs use the services of licensed, professional outfitters or instructors.

The annual Longmont Triathlon and Turkey Trot also are included in this service.

#### Service: Outdoor Recreation

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
112	Wages - Temporary	1,232	1,348	1,386
121	Wages - Overtime	-	69	69
128	FICA	-	84	86
129	Medicare	-	20	20
135	Compensation Insurance	362	702	856
	Subtotal	1,594	2,223	2,417
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	-	105	105
229	Materials and Supplies	20,060	19,000	19,000
246	Liability Insurance	5	5	5
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	15,444	14,500	14,500
252	Advertising and Legal Notices	350	1,374	1,374
259	Licenses and Permits	-	350	350
263	Postage	1	380	380
264	Printing and Copying	135	500	500
	Subtotal	35,995	36,614	36,614
	SERVICE TOTAL	\$37,589	\$38,837	\$39,031

# Service: Recreation for Special Needs

# FUND: General Fund DEPARTMENT: Community Services

#### Service Description:

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

SERVICE: Recreation for Special Needs			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Recreation Program Supervisor	0.10	0.10	0.10
Total	0.10	0.10	0.10

# Service: Recreation for Special Needs

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	5,374	6,769	6,097
112	Wages - Temporary	26,072	24,126	24,802
115	One Time Payment	-	100	-
121	Wages - Overtime	34	-	-
122	Longevity Compensation	-	174	-
123	Leave Expense	207	-	-
126	Retirement Health Savings Plan	1,104	40	40
128	FICA	1,204	1,496	1,538
129	Medicare	282	350	448
131	MOPC	240	338	305
132	Employee Insurance	1,015	1,103	994
133	Employee Retirement	302	454	408
135	Compensation Insurance	6,963	12,680	15,464
136	Unemployment Insurance	20	20	12
139	Dental Insurance	47	47	43
	Subtotal	42,864	47,697	50,151
Oper	ating and Maintenance			
217	Dues and Subscriptions	-	75	75
218	Non-Capital Equipment and Furniture	82	400	400
229	Materials and Supplies	342	300	300
246	Liability Insurance	1,012	1,409	106
250	Professional and Contracted Services	50	100	100
261	Telephone Charges	30	-	-
263	Postage	3	75	75
264	Printing and Copying	-	60	60
	Subtotal	1,519	2,419	1,116
	SERVICE TOTAL	\$44,383	\$50,116	\$51,267

# Service: Community Events

# **FUND: General Fund DEPARTMENT: Community Services**

#### Service Description:

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

SERVICE: Community Events			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Recreation Center Supervisor	0.30	0.30	0.30
Total	0.30	0.30	0.30

### Service: Community Events

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	20,661	21,082	21,082
112	Wages - Temporary	1,157	798	820
115	One Time Payment	-	300	450
121	Wages - Overtime	300	500	500
123	Leave Expense	497	-	-
126	Retirement Health Savings Plan	120	120	120
128	FICA	572	49	51
129	Medicare	391	318	318
131	MOPC	1,058	1,054	1,054
132	Employee Insurance	3,162	3,436	3,436
133	Employee Retirement	1,335	1,412	1,412
135	Compensation Insurance	187	309	346
136	Unemployment Insurance	63	63	42
139	Dental Insurance	148	148	148
141	Uniforms and Protective Clothing	-	911	911
142	Food Allowance	58	100	100
	Subtotal	29,709	30,600	30,790
Oper	ating and Maintenance			
210	Office Supplies	-	40	40
218	Non-Capital Equipment and Furniture	3,916	4,097	1,097
229	Materials and Supplies	8,544	3,925	3,925
246	Liability Insurance	78	1,571	584
249	Operating Leases and Rentals	3,676	35,152	35,152
250	Professional and Contracted Services	97,655	59,840	59,840
252	Advertising and Legal Notices	3,501	4,309	4,309
261	Telephone Charges	127	-	-
263	Postage	118	600	600
264	Printing and Copying	993	2,174	2,174
	Subtotal	118,608	111,708	107,721
	SERVICE TOTAL	\$148,317	\$142,308	\$138,511

# Service: Seasonal Ice Rink

## FUND: General Fund DEPARTMENT: Community Services

#### Service Description:

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

SERVICE: Seasonal Ice Rink			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Recreation Program Supervisor	0.10	0.10	0.10
Total	0.10	0.10	0.10

#### Service: Seasonal Ice Rink

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	6,888	7,027	7,027
112	Wages - Temporary	90,665	63,413	70,329
115	One Time Payment	-	100	150
121	Wages - Overtime	3,845	1,210	1,210
123	Leave Expense	166	-	-
126	Retirement Health Savings Plan	40	40	40
128	FICA	6,194	3,932	4,360
129	Medicare	1,535	1,021	1,122
131	MOPC	353	351	351
132	Employee Insurance	1,054	1,145	1,145
133	Employee Retirement	445	471	471
135	Compensation Insurance	2,092	3,901	4,679
136	Unemployment Insurance	21	21	14
139	Dental Insurance	49	49	49
	Subtotal	113,347	82,681	90,947
Oper	ating and Maintenance			
210	Office Supplies	52	-	-
217	Dues and Subscriptions	2,251	-	2,200
218	Non-Capital Equipment and Furniture	2,827	10,000	2,800
229	Materials and Supplies	4,866	10,000	5,000
232	Building Repair and Maintenance	-	1,587	1,587
233	Facility Repair and Maintenance	3,763	8,030	4,030
246	Liability Insurance	2,520	7,576	19,709
247	Safety Expenses	271	150	150
249	Operating Leases and Rentals	1,067	800	1,600
250	Professional and Contracted Services	17,262	8,270	17,270
252	Advertising and Legal Notices	1,963	3,000	2,000
259	Licenses and Permits	-	110	110
261	Telephone Charges	223	-	200
264	Printing and Copying	436	300	300
	Subtotal	37,501	49,823	56,956
	SERVICE TOTAL	\$150,848	\$132,504	\$147,903

# Service: Youth Recreation Programs

## FUND: General Fund DEPARTMENT: Community Services

#### Service Description:

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

Note: The after-school programs portion of this budget service will no longer be provided beginning in 2015.

#### SERVICE: Youth Recreation Programs

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Aquatics Supervisor	0.10	0.10	0.00
Children and Youth Program Leader	1.00	1.00	1.00
Total	1.10	1.10	1.00

### Service: Youth Recreation Programs

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	31,701	50,940	-
112	Wages - Temporary	43,094	30,627	20,096
115	One Time Payment	-	476	-
122	Longevity Compensation	156	162	-
123	Leave Expense	4,279	-	-
126	Retirement Health Savings Plan	108	440	-
128	FICA	3,505	1,899	1,246
129	Medicare	1,283	1,183	291
131	MOPC	1,795	2,547	-
132	Employee Insurance	7,543	8,303	-
133	Employee Retirement	2,232	3,413	-
135	Compensation Insurance	7,320	13,621	-
136	Unemployment Insurance	150	153	-
139	Dental Insurance	352	357	-
	Subtotal	103,518	114,121	21,633
Oper	ating and Maintenance			
210	Office Supplies	44	-	-
217	Dues and Subscriptions	27	-	-
218	Non-Capital Equipment and Furniture	60	1,000	-
229	Materials and Miscellaneous Supplies	4,244	15,088	3,260
240	Equipment Repair and Maintenance	-	1,000	-
245	Mileage Allowance	90	-	-
246	Liability Insurance	998	2,883	-
250	Professional and Contracted Services	2,348	3,725	-
263	Postage	-	110	-
264	Printing and Copying	144	750	-
273	Fleet Lease - Operating and Maintenance	5,216	6,934	6,985
274	Fleet Lease - Replacement	10,479	10,479	10,479
	Subtotal	23,650	41,969	20,724
	SERVICE TOTAL	\$127,168	\$156,090	\$42,357

# Service: Sports Field Maintenance

## FUND: General Fund DEPARTMENT: Community Services

#### Service Description:

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

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

SERVICE:	Sports	Field	Maintenance
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Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Senior Grounds Maintenance Technician	0.00	2.00	2.00
Total	0.00	2.00	2.00

### Service: Sports Field Maintenance

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	92,534	99,896	97,239
112	Wages - Temporary	42,268	44,440	45,684
115	One Time Payment	-	1,330	2,661
121	Wages - Overtime	11,435	12,000	12,000
122	Longevity Compensation	1,920	1,980	2,040
123	Leave Expense	590	-	-
126	Retirement Health Savings Plan	1,268	800	800
128	FICA	2,860	2,755	2,832
129	Medicare	1,267	1,330	1,359
131	MOPC	4,761	4,824	4,862
132	Employee Insurance	14,735	15,727	15,850
133	Employee Retirement	6,009	6,465	6,515
135	Compensation Insurance	-	2,130	1,962
136	Unemployment Insurance	294	289	194
137	Staff Training and Conferences	270	-	-
139	Dental Insurance	688	675	681
141	Uniforms and Protective Clothing	505	250	250
	Subtotal	181,404	194,891	194,929
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	74	-	-
229	Materials and Miscellaneous Supplies	10,634	12,000	12,000
240	Equipment Repair and Maintenance	41	-	-
241	Grounds Maintenance	72	-	-
246	Liability Insurance	-	522	537
261	Telephone Charges	181	400	400
	Subtotal	11,002	12,922	12,937
Capit	tal Outlay			
432	Vehicles	-	10,000	-
	Subtotal	-	10,000	-
	SERVICE TOTAL	\$192,406	\$217,813	\$207,866

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# **Senior Services Division Overview**

	2	2013 Actual	2014 Buc	lget 2	015 Budget
Personal Services		550,850	584,	721	621,175
Operating and Maintenance		72,693	94,	424	93,390
Non-Operating		-		-	-
Capital		-		-	-
TOTAL	\$	623,543	\$ 679,	145 \$	714,565

The Senior Services Division includes one budget service.

# Service: Senior Services Division

# FUND: General Fund DEPARTMENT: Community Services

#### Service Description:

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

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

SERVICE:	Senior	Services
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Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Seniors Services Manager	1.00	1.00	1.00
Seniors Resources Coordinator	1.00	1.00	1.00
Seniors Recreation Program Supervisor	1.00	1.00	1.00
Seniors Resource Specialist	1.00	1.00	1.75
Seniors Program Leader	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	1.00	1.63	1.63
Total	7.00	7.63	8.38

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#### Service: Senior Services

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	364,215	400,462	441,048
112	Wages - Temporary	48,321	26,123	9,749
114	Skill Based Pay	2,371	2,400	2,400
115	One Time Payment	-	5,596	5,527
121	Wages - Overtime	3,890	6,250	6,250
122	Longevity Compensation	1,860	1,920	1,980
123	Leave Expense	14,175	-	-
124	Skill Based Overtime Pay	69	-	-
126	Retirement Health Savings Plan	4,036	3,052	3,352
128	FICA	2,641	3,022	604
129	Medicare	4,389	5,435	5,457
131	MOPC	18,978	20,509	22,172
132	Employee Insurance	56,635	65,275	71,892
133	Employee Retirement	23,878	26,616	29,711
135	Compensation Insurance	1,615	14,056	17,064
136	Unemployment Insurance	1,134	1,202	882
139	Dental Insurance	2,643	2,803	3,087
	Subtotal	550,850	584,721	621,175
Oper	ating and Maintenance			
210	Office Supplies	2,122	2,250	2,250
216	Reference Books and Materials	61	200	200
217	Dues and Subscriptions	155	350	350
218	Non-Capital Equipment and Furniture	310	1,050	6,450
229	Materials and Supplies	7,185	8,000	7,640
230	Printing and Copier Supplies	1,878	3,300	3,300
232	Building Repair and Maintenance	205	250	250
240	Equipment Repair and Maintenance	781	500	1,070
243	Non-Capital Computer Equipment and Supplies	40	4,133	4,133
245	Mileage Allowance	56	250	250
246	Liability Insurance	10,078	9,068	7,616
247	Safety Expenses	-	300	300
249	Operating Leases and Rentals	2,771	3,800	3,800
250	Professional and Contracted Services	8,965	14,921	14,921
252	Advertising and Legal Notices	474	500	500
261	Telephone Charges	-	150	150
263	Postage	3,011	4,000	4,000
264	Printing and Copying	18,598	21,000	21,000
269	Other Services and Charges	-	80	80
273	Fleet Lease - Operating and Maintenance	5,575	9,894	4,702
274	Fleet Lease - Replacement	10,428	10,428	10,428
	Subtotal	72,693	94,424	93,390
	SERVICE TOTAL	\$623,543	\$679,145	\$714,565

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# Children, Youth and Families Division Overview

	2	2013 Actual	2014 Bu	dget	2015 Budget
Personal Services		495,941	556	,235	602,698
Operating and Maintenance		232,815	225	,043	128,936
Non-Operating		-		-	-
Capital		-		-	-
TOTAL	\$	728,756	\$ 781	,278 \$	731,634

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

# Service: Children, Youth and Families Division

# FUND: General Fund DEPARTMENT: Community Services

#### Service Description:

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

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

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Children and Youth Resources Manager	1.00	1.00	1.00
Children and Youth Counselor	2.00	2.00	2.00
Children and Youth Community Program Coord	1.00	1.00	2.00
Children and Youth Program Leader	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	6.00	6.00	7.00

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

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	293,326	339,339	398,642
112	Wages - Temporary	77,492	90,081	55,063
114	Skill Based Pay	5,727	5,700	5,700
115	One Time Payment	-	1,226	5,096
121	Wages - Overtime	5,436	4,232	4,232
123	Leave Expense	10,065	-	-
124	Skill Based Overtime Pay	145	-	-
126	Retirement Health Savings Plan	2,508	2,400	2,800
128	FICA	4,453	5,585	3,414
129	Medicare	4,939	6,213	6,662
131	MOPC	15,404	16,915	20,217
132	Employee Insurance	49,704	54,214	64,979
133	Employee Retirement	19,445	22,643	27,092
135	Compensation Insurance	3,983	4,361	5,215
136	Unemployment Insurance	994	998	797
139	Dental Insurance	2,320	2,328	2,789
	Subtotal	495,941	556,235	602,698
Oper	ating and Maintenance			
210	Office Supplies	8,737	6,233	6,233
215	Audiovisual Materials	172	344	344
216	Reference Books and Materials	-	700	700
217	Dues and Subscriptions	809	866	866
218	Non-Capital Equipment and Furniture	2,144	1,000	1,000
229	Materials and Supplies	60,180	38,089	38,089
230	Printing and Copier Supplies	245	1,638	1,638
240	Equipment Repair and Maintenance	1,144	7,608	7,608
243	Non-Capital Computer Equipment and Supplies	88	6,343	6,343
245	Mileage Allowance	-	500	500
246	Liability Insurance	2,181	2,582	2,178
250	Professional and Contracted Services	139,246	138,070	42,552
261	Telephone Charges	720	-	-
263	Postage	3,678	2,547	4,047
264	Printing and Copying	809	1,335	1,335
269	Other Services and Charges	300	3,945	3,945
273	Fleet Lease - Operating and Maintenance	4,381	5,262	3,577
274	Fleet Lease - Replacement	7,981	7,981	7,981
	Subtotal	232,815	225,043	128,936
	SERVICE TOTAL	\$728,756	\$781,278	\$731,634

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# **Planning & Development Services Department Overview**

Personal Services Operating and Maintenance	<b>2013 Actual</b> 2,181,795 383,656	:	2014 Budget 2,140,663 767,063	:	2015 Budget 1,874,341 784,497
Non-Operating Capital	_ 244,107		50,000		- -
TOTAL	\$ 2,809,558	\$	2,957,726	\$	2,658,838

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

City of Longmont, Colorado

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# **Planning & Development Services Overview**

Personal Services	<b>2013 Actual</b> 1,094,906	2	2014 Budget 1,093,231	2015 Budget 1,729,915
Operating and Maintenance Non-Operating	103,263		288,924	763,716 -
Capital TOTAL	\$ 244,107 <b>1,442,276</b>	\$	50,000 <b>1,432,155</b>	\$ - 2,493,631

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

# Service: Planning & Development Services

# FUND: General Fund DEPARTMENT: Planning & Development Services

#### Service Description:

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

Note: The Economic Development Director, Business Assistance, Planning, and Development Services budget services have been combined to create this new budget service.

#### SERVICE: Planning & Development Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Director of Economic Development	1.00	1.00	0.00
Director of Planning and Development	0.00	0.00	1.00
Planning Manager	1.00	1.00	0.00
Economic Development Program Manager	1.00	1.00	0.00
Principal Planner	2.00	1.00	1.00
Transportation Planner	1.00	1.00	1.00
Senior Planner	4.00	4.00	3.00
Planning Technician	0.00	0.00	0.75
Planner	1.00	1.00	1.00
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	0.00
Office Assistant	0.50	0.50	0.50
Total	13.00	12.00	9.25

### Service: Planning & Development Services

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	307,354	305,436	708,352
115	One Time Payment	-	1,884	3,918
121	Wages - Overtime	326	500	600
123	Leave Expense	7,469	-	-
126	Retirement Health Savings Plan	1,803	1,600	3,700
129	Medicare	3,896	4,429	10,271
131	MOPC	15,743	15,272	35,418
132	Employee Insurance	45,395	49,786	115,462
133	Employee Retirement	19,869	20,464	47,461
135	Compensation Insurance	147	250	637
136	Unemployment Insurance	909	916	1,418
137	Staff Training and Conferences	-	-	11,196
139	Dental Insurance	2,118	2,138	4,959
142	Food Allowance	89	200	700
	Subtotal	405,118	402,875	944,092
Oper	ating and Maintenance			
210	Office Supplies	267	540	1,975
216	Reference Books and Materials	-	250	600
217	Dues and Subscriptions	2,031	2,225	12,025
218	Non-Capital Equipment and Furniture	290	400	1,300
219	Drafting Supplies	-	-	350
229	Materials and Supplies	534	-	1,462
230	Printing and Copier Supplies	141	-	3,280
240	Equipment Repair and Maintenance	2,883	4,960	14,535
243	Non-Capital Computer Equipment and Supplies	32	1,105	4,198
245	Mileage Allowance	-	50	550
246	Liability Insurance	980	1,026	17,984
247	Safety Expenses	-	-	25
250	Professional and Contracted Services	-	1,600	431,427
252	Advertising and Legal Notices	708	1,000	1,875
261	Telephone Charges	21	250	2,125
263	Postage	352	750	2,507
264	Printing and Copying	264	1,150	2,950
269	Other Services and Charges			51,275
	Subtotal	8,503	15,306	550,443
	SERVICE TOTAL	\$413,621	\$418,181	\$1,494,535
		- /	- /	

# Service: Building Inspection and Permitting

# FUND: General Fund DEPARTMENT: Planning & Development Services

#### Service Description:

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

#### **SERVICE:** Building Inspection and Permitting

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Chief Building Official	1.00	1.00	1.00
Assistant Chief Building Official	0.00	0.00	1.00
Senior Building Inspector	2.00	2.00	1.00
Senior Plans Examiner	1.00	1.00	0.00
Plans Examiner	1.00	1.00	2.00
Electrical Inspector	1.00	1.00	1.00
Building Inspector	0.00	0.00	1.00
Building Permit Technician	2.00	2.00	1.00
Administrative Assistant	0.50	0.50	1.00
Total	8.50	8.50	9.00

### Service: Buidling Inspection and Permitting

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	485,344	512,681	585,760
112	Wages - Temporary	20,118	3,898	3,898
114	Skill Based Pay	997	1,200	-
115	One Time Payment	-	4,174	5,482
121	Wages - Overtime	4,950	3,584	3,584
123	Leave Expense	21,326	-	-
124	Skill Based Overtime Pay	29	-	-
126	Retirement Health Savings Plan	5,672	3,400	3,600
128	FICA	1,236	242	242
129	Medicare	6,524	7,508	8,551
131	MOPC	25,339	25,694	29,288
132	Employee Insurance	76,650	83,567	95,480
133	Employee Retirement	31,982	34,426	39,247
135	Compensation Insurance	4,464	3,186	3,751
136	Unemployment Insurance	1,533	1,538	1,170
139	Dental Insurance	3,577	3,589	4,101
141	Uniforms and Protective Clothing	-	1,500	1,500
142	Food Allowance	47	169	169
	Subtotal	689,788	690,356	785,823
Ореі	rating and Maintenance			
210	Office Supplies	895	1,584	1,584
216	Reference Books and Materials	405	2,174	2,174
217	Dues and Subscriptions	738	1,090	1,090
218	Non-Capital Equipment and Furniture	1,169	1,280	1,280
229	Materials and Supplies	694	524	524
230	Printing and Copier Supplies	2,865	1,000	1,000
240	Equipment Repair and Maintenance	21,025	19,249	19,249
243	Non-Capital Computer Equipment and Supplies	530	2,000	3,510
245	Mileage Allowance	-	100	100
246	Liability Insurance	12,136	15,506	15,614
247	Safety Expenses	-	497	497
250	Professional and Contracted Services	25,980	191,200	116,750
252	Advertising and Legal Notices	-	200	200
261	Telephone Charges	1,060	1,900	1,900
263	Postage	1,431	2,276	2,276
264	Printing and Copying	4,884	2,262	2,262
269	Other Services and Charges	3,983	8,200	8,200
273	Fleet Lease - Operating and Maintenance	10,747	16,358	17,736
274	Fleet Lease - Replacement	6,218	6,218	17,327
	Subtotal	94,760	273,618	213,273
Capi	tal Outlay			
440	Machinery and Equipment	244,107	50,000	-
	Subtotal	244,107	50,000	-
	SERVICE TOTAL	\$1,028,655	\$1,013,974	\$999,096

# **Redevelopment Services Overview**

	2013 Actual	2014 Budget	2	2015 Budget
Personal Services	360,122	280,458		144,426
Operating and Maintenance	218,754	281,336		20,781
Non-Operating	-	-		-
Capital	-	-		-
TOTAL	\$ 578,876	\$ 561,794	\$	165,207

Redevelopment Services provides for redevelopment and publicprivate partnership opportunities.

## Service: Redevelopment Services

### FUND: General Fund DEPARTMENT: Planning & Development Services

#### Service Description:

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

SERVICE: Redevelopment Services			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Redevelopment and Revitalization Manager	0.00	0.00	1.00
Total	0.00	0.00	1.00

### Service: Redevelopment Services

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	251,979	212,733	104,964
112	Wages - Temporary	1,721	-	-
115	One Time Payment	-	1,250	-
123	Leave Expense	4,938	-	-
126	Retirement Health Savings Plan	19,883	900	400
128	FICA	105	-	-
129	Medicare	3,220	3,085	1,522
131	MOPC	12,738	10,637	5,248
132	Employee Insurance	45,093	34,675	17,109
133	Employee Retirement	16,072	14,253	7,033
135	Compensation Insurance	166	248	155
136	Unemployment Insurance	902	638	210
137	Staff Training and Conferences	-	-	6,500
139	Dental Insurance	2,105	1,489	735
142	Food Allowance	1,200	550	550
	Subtotal	360,122	280,458	144,426
Oper	ating and Maintenance			
210	Office Supplies	95	260	200
217	Dues and Subscriptions	2,627	2,000	3,500
218	Non-Capital Equipment and Furniture	-	200	-
229	Materials and Supplies	223	150	-
243	Non-Capital Computer Equipment and Supplies	-	500	500
245	Mileage Allowance	42	250	200
246	Liability Insurance	1,106	1,017	731
250	Professional and Contracted Services	195,576	226,452	15,000
252	Advertising and Legal Notices	2,281	-	-
261	Telephone Charges	679	150	150
263	Postage	32	57	-
264	Printing and Copying	1,093	300	500
269	Other Services and Charges	15,000	50,000	-
	Subtotal	218,754	281,336	20,781
	SERVICE TOTAL	\$578,876	\$561,794	\$165,207

# **Economic Development Director Overview**

	2	013 Actual	2014	Budget	2	015 Budget
Personal Services		246,916		257,210		-
Operating and Maintenance		20,276		44,485		-
Non-Operating		-		-		-
Capital		-		-		-
TOTAL	\$	267,192	\$	301,695	\$	-

The Economic Development Department no longer exists. It has been replaced by the Planning and Development Division and the Redevelopment Division.

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	178,260	181,677	-
115	One Time Payment	-	543	-
123	Leave Expense	2,559	-	-
126	Retirement Health Savings Plan	800	800	-
129	Medicare	2,347	2,634	-
131	MOPC	9,034	9,084	-
132	Employee Insurance	27,032	29,613	-
133	Employee Retirement	11,403	12,172	-
135	Compensation Insurance	88	149	-
136	Unemployment Insurance	540	545	-
137	Staff Training and Conferences	13,459	18,421	-
139	Dental Insurance	1,262	1,272	-
142	Food Allowance	132	300	-
	Subtotal	246,916	257,210	-
Oper	ating and Maintenance			
210	Office Supplies	217	125	-
216	Reference Books and Materials	14	100	-
217	Dues and Subscriptions	1,865	1,500	-
218	Non-Capital Equipment and Furniture	250	450	-
229	Materials and Supplies	131	312	-
230	Printing and Copier Supplies	1,355	2,780	-
240	Equipment Repair and Maintenance	7,566	7,000	-
243	Non-Capital Computer Equipment and Supplies	35	408	-
245	Mileage Allowance	77	-	-
246	Liability Insurance	586	610	-
247	Safety Expenses	-	25	-
250	Professional and Contracted Services	7,500	30,000	-
252	Advertising and Legal Notices	-	275	-
261	Telephone Charges	658	500	-
263	Postage	22	200	-
264	Printing and Copying	-	200	-
	Subtotal	20,276	44,485	-
	SERVICE TOTAL	\$267,192	\$301,695	\$-

# **Planning Division Overview**

	2	2013 Actual	20	)14 Budget	2015 Budget
Personal Services		479,851		509,764	-
Operating and Maintenance		41,363		152,318	-
Non-Operating		-		-	-
Capital		-		-	-
TOTAL	\$	521,214	\$	662,082	\$ -

This division has been combined with the Planning and Development Division.

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	361,244	386,362	-
115	One Time Payment	-	3,634	-
121	Wages - Overtime	324	100	-
122	Longevity Compensation	1,170	-	-
123	Leave Expense	5,974	-	-
126	Retirement Health Savings Plan	3,413	1,900	-
129	Medicare	4,478	5,583	-
131	MOPC	18,206	19,253	-
132	Employee Insurance	57,613	62,765	-
133	Employee Retirement	22,967	25,799	-
135	Compensation Insurance	269	318	-
136	Unemployment Insurance	1,153	1,155	-
139	Dental Insurance	2,688	2,695	-
142	Food Allowance	352	200	-
	Subtotal	479,851	509,764	-
Oper	ating and Maintenance			
210	Office Supplies	768	1,250	-
216	Reference Books and Materials	80	250	-
217	Dues and Subscriptions	9,011	10,473	-
218	Non-Capital Equipment and Furniture	500	250	-
219	Drafting Supplies	350	350	-
229	Materials and Supplies	841	1,000	-
230	Printing and Copier Supplies	135	500	-
240	Equipment Repair and Maintenance	3,009	2,575	-
243	Non-Capital Computer Equipment and Supplies	150	1,915	-
245	Mileage Allowance	149	450	-
246	Liability Insurance	1,322	1,305	-
250	Professional and Contracted Services	17,067	125,850	-
252	Advertising and Legal Notices	3,570	600	-
261	Telephone Charges	1,569	1,375	-
263	Postage	2,252	1,500	-
264	Printing and Copying	590	1,400	-
269	Other Services and Charges	-	1,275	-
	Subtotal	41,363	152,318	-
	SERVICE TOTAL	521,214	\$662,082	\$-

# **Shared Services Department Overview**

	2013 Actual	2014	Budget	2	015 Budget
Personal Services	2,449,974	2,	627,671		2,626,084
Operating and Maintenance	1,129,311	1,	287,850		1,252,818
Non-Operating	-		-		-
Capital	297,675		102,000		258,700
TOTAL	\$ 3,876,960	\$4,	017,521	\$	4,137,602

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

# **City Clerk Overview**

	2	2013 Actual	2014 Budget	2015 Budget
Personal Services		383,800	403,900	404,419
Operating and Maintenance		93,315	175,150	214,782
Non-Operating		-	-	-
Capital		-	-	-
TOTAL	\$	477,115	\$ 579,050	\$ 619,201

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

# Service: City Clerk

### FUND: General Fund DEPARTMENT: Administration

#### Service Description:

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

#### SERVICE: City Clerk

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
City Clerk	0.75	0.70	0.75
Deputy City Clerk	0.90	0.95	0.98
Records Manager/Assistant City Clerk	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	3.65	3.65	3.73

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#### Service: City Clerk

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	246,762	257,026	267,400
112	Wages - Temporary	35	5,000	2,500
114	Skill Based Pay	1,085	1,080	1,200
115	One Time Payment	-	1,155	2,353
121	Wages - Overtime	236	500	500
123	Leave Expense	8,582	-	-
126	Retirement Health Savings Plan	2,328	1,460	1,492
128	FICA	-	310	155
129	Medicare	3,205	3,797	3,912
131	MOPC	12,776	12,840	13,365
132	Employee Insurance	38,104	41,683	43,375
133	Employee Retirement	16,124	17,202	17,909
135	Compensation Insurance	1,102	437	463
136	Unemployment Insurance	761	767	532
137	Staff Training and Conferences	2,779	5,950	4,960
139	Dental Insurance	1,779	1,790	1,862
142	Food Allowance	45	300	300
	Subtotal	335,703	351,297	362,278
Oper	ating and Maintenance			
210	Office Supplies	756	1,500	1,500
216	Reference Books and Materials	237	300	300
217	Dues and Subscriptions	1,332	1,420	1,505
	·		,	,
218	Non-Capital Equipment and Furniture	2,000-	-	
229	Materials and Supplies	977	1,000	1,000
230	Copier and Printing Supplies	60	-	-
240	Equipment Repair and Maintenance	26,220	24,510	28,700
243	Non-Capital Computer Equipment and Supplies	4,887	820	1,645
245	Mileage Allowance	182	300	300
246	Liability Insurance	7,542	17,744	15,885
249	Operating Leases and Rentals	334	3,600	3,600
250	Professional and Contracted Services	19,035	38,179	36,769
252	Advertising and Legal Notices	20,892	25,000	25,000
261	Telephone Charges	-	840	840
263	Postage	1,077	1,000	1,300
264	Printing and Copying	1,554	3,000	3,000
269	Other Services and Charges	4,493	6,500	6,000
	Subtotal	91,578	125,713	127,344
Capi	tal Outlay			
440	Machinery and Equipment	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	\$427,281	\$477,010	\$489,622

### Service: Elections and Voter Registration

### FUND: General Fund DEPARTMENT: Administration

#### 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.

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
City Clerk	0.25	0.30	0.25
Deputy City Clerk	0.10	0.05	0.02
Total	0.35	0.35	0.27

#### SERVICE: Elections and Voter Registration

### Service: Elections and Voter Registration

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	35,559	39,319	31,380
112	Wages - Temporary	-	-	-
114	Skill Based Pay	119	120	-
115	One Time Payment	-	303	400
121	Wages - Overtime	-	600	600
123	Leave Expense	1,011	-	-
126	Retirement Health Savings Plan	429	140	108
129	Medicare	462	572	455
131	MOPC	1,838	1,972	1,569
132	Employee Insurance	5,944	6,409	5,115
133	Employee Retirement	2,320	2,642	2,102
135	Compensation Insurance	20	33	29
136	Unemployment Insurance	118	118	63
139	Dental Insurance	277	275	220
142	Food Allowance	-	100	100
	Subtotal	48,097	52,603	42,141
Oper	ating and Maintenance			
210	Office Supplies	-	-	-
229	Materials and Supplies	-	-	-
245	Mileage Allowance	116	200	200
246	Liability Insurance	131	137	138
250	Professional and Contracted Services	200	30,000	35,000
252	Advertising and Legal Notices	1,133	3,000	11,000
263	Postage	1	3,100	18,100
264	Printing and Copying	156	13,000	23,000
	Subtotal	1,737	49,437	87,438
	SERVICE TOTAL	\$49,834	\$102,040	\$129,579

# **Enterprise Technology Services Division Overview**

	2013 Actual	2	014 Budget	2	2015 Budget
Personal Services	1,892,387		2,035,389		2,071,968
Operating and Maintenance	1,040,967		1,192,788		1,242,953
Non-Operating	-		-		-
Capital	297,675		102,000		258,700
TOTAL	\$ 3,231,029	\$	3,330,177	\$	3,573,621

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

# Service: Enterprise Technology Services Operations

### FUND: General Fund DEPARTMENT: Shared Services

#### Service Description:

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

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Chief Information Officer	0.60	0.60	0.60
Enterprise Technology Services Manager	0.20	0.20	0.20
Senior Network Analyst	2.00	2.00	2.00
Network Analyst	1.00	1.00	1.00
Systems Administrator	1.00	1.00	1.00
PC Specialist	2.00	2.00	2.00
Computer Operations Specialist	0.50	0.50	0.50
Administrative Assistant	0.38	0.38	0.38
Total	7.68	7.68	7.68

#### SERVICE: Enterprise Technology Services Operations

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### Service: Enterprise Technology Services Operations

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	543,748	563,931	577,090
115	One Time Payment	-	6,511	5,601
121	Wages - Overtime	-	200	200
122	Longevity Compensation	2,730	2,820	2,910
123	Leave Expense	18,031	-	-
126	Retirement Health Savings Plan	6,311	3,072	3,072
129	Medicare	5,685	6,468	6,659
131	MOPC	28,122	28,197	28,854
132	Employee Insurance	84,404	91,921	94,066
133	Employee Retirement	35,494	37,783	38,665
135	Compensation Insurance	3,344	4,053	4,799
136	Unemployment Insurance	1,688	1,692	1,155
137	Staff Training and Conferences	15,466	10,000	10,000
139	Dental Insurance	3,938	3,948	4,039
	Subtotal	748,961	760,596	777,110
Oper	ating and Maintenance			
210	Office Supplies	410	650	650
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	1,473	1,565	1,565
218	Non-Capital Equipment and Furniture	1,168	1,500	1,500
225	Freight	245	120	120
229	Materials and Supplies	23,261	163	163
240	Equipment Repair and Maintenance	452,660	565,939	538,334
243	Non-Capital Computer Equipment and Supplies	143,593	156,093	77,500
245	Mileage Allowance	247	300	300
246	Liability Insurance	1,946	18,922	17,085
249	Operating Leases and Rentals	20,095	21,700	21,700
250	Professional and Contracted Services	128,897	154,770	261,495
261	Telephone Charges	5,506	3,750	3,750
263	Postage	8	90	90
264	Printing and Copying	644	400	400
269	Other Services and Charges	85	150	150
273	Fleet Lease - Operating and Maintenance	-	1,396	2,630
	Subtotal	780,238	927,708	927,632
Capit	tal Outlay			
440	Machinery and Equipment	293,627	102,000	258,700
	Subtotal	293,627	102,000	258,700
	SERVICE TOTAL	\$1,822,826	\$1,790,304	\$1,963,442

## Service: Enterprise Technology Services Applications

### FUND: General Fund DEPARTMENT: Shared Services

#### Service Description:

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

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

SERVICE:	Enterprise	Technology	Services Applications
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Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Chief Information Officer	0.30	0.30	0.30
Enterprise Technology Services Manager	0.80	0.80	0.80
Senior Programmer Analyst	2.00	2.00	2.00
Programmer Analyst	5.00	5.00	5.00
GIS Analyst	1.00	1.00	0.00
Sr GIS Analyst	0.00	0.00	1.00
Website Administrator	1.00	1.00	1.00
Computer Operations Specialist	0.50	0.50	0.50
Administrative Assistant	0.37	0.37	0.37
Total	10.97	10.97	10.97

### Service: Enterprise Technology Services Applications

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	775,492	872,829	876,482
112	Wages - Temporary	-	9,765	9,765
115	One Time Payment	-	3,801	12,588
122	Longevity Compensation	1,050	1,080	1,110
123	Leave Expense	13,693	-	-
126	Retirement Health Savings Plan	6,951	4,388	4,388
128	FICA	-	605	605
129	Medicare	9,709	12,383	12,455
131	MOPC	39,261	43,582	43,827
132	Employee Insurance	129,662	142,077	142,869
133	Employee Retirement	49,553	58,400	58,727
135	Compensation Insurance	449	713	644
136	Unemployment Insurance	2,593	2,615	1,754
137	Staff Training and Conferences	7,779	11,000	11,000
139	Dental Insurance	6,049	6,101	6,135
	Subtotal	1,042,241	1,169,339	1,182,349
Opera	ating and Maintenance			
210	Office Supplies	281	475	475
216	Reference Books and Materials	-	650	650
217	Dues and Subscriptions	6,134	1,677	8,748
218	Non-Capital Equipment and Furniture	406	400	400
229	Materials and Supplies	-	135	135
240	Equipment Repair and Maintenance	45,783	51,728	43,001
243	Non-Capital Computer Equipment and Supplies	1,591	8,475	2,475
246	Liability Insurance	2,991	2,926	3,033
250	Professional and Contracted Services	16,270	1,648	62,500
261	Telephone Charges	759	300	300
263	Postage	-	35	35
264	Printing and Copying	28	50	50
	Subtotal	74,243	68,499	121,802
	SERVICE TOTAL	\$1,116,484	\$1,237,838	\$1,304,151

## Service: Enterprise Technology Services Telephone System

### FUND: General Fund DEPARTMENT: Shared Services

Service Description:

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

SERVICE:	Enterprise	Technology	Services	Telephone Sys	tem
•=			00000		

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Chief Information Officer	0.10	0.10	0.10
Systems Administrator	1.00	1.00	1.00
Total	1.10	1.10	1.10

### Service: Enterprise Technology Services Telephone System

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	76,490	78,987	84,544
115	One Time Payment	-	105	-
123	Leave Expense	1,847	-	-
126	Retirement Health Savings Plan	550	440	440
129	Medicare	935	1,145	1,226
131	MOPC	3,910	3,949	4,227
132	Employee Insurance	11,698	12,875	13,781
133	Employee Retirement	4,935	5,292	5,665
135	Compensation Insurance	40	64	58
136	Unemployment Insurance	234	237	169
137	Staff Training and Conferences	-	1,807	1,807
139	Dental Insurance	546	553	592
	Subtotal	101,185	105,454	112,509
Oper	ating and Maintenance			
210	Office Supplies	-	50	50
216	Reference Books and Materials	-	200	200
218	Non-Capital Equipment and Furniture	-	100	100
229	Materials and Supplies	1,859	100	100
240	Equipment Repair and Maintenance	38,344	64,450	26,957
243	Non-Capital Computer Equipment and Supplies	5,340	3,000	6,000
246	Liability Insurance	387	264	271
250	Professional and Contracted Services	31,368	-	47,000
261	Telephone Charges	106,462	128,417	112,841
273	Fleet Lease - Operating and Maintenance	2,726	-	-
	Subtotal	186,486	196,581	193,519
Capit	tal Outlay			
440	Machinery and Equipment	4,048	-	-
	Subtotal	4,048	-	-
	SERVICE TOTAL	\$291,719	\$302,035	\$306,028

# Purchasing and Contracts Division Overview

	2	2013 Actual	2014 I	Budget	20	15 Budget
Personal Services		557,587	5	92,282		554,116
Operating and Maintenance		93,271		95,062		9,708
Non-Operating		-		-		_
Capital		-		-		-
TOTAL	\$	650,858	\$6	87,344	\$	563,824

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

## Service: Purchasing and Contracts

### FUND: General Fund DEPARTMENT: Shared Services

#### Service Description:

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

#### SERVICE: Purchasing and Contracts

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Purchasing and Contracts Manager	1.00	1.00	1.00
Procurement Specialist	3.00	3.00	3.25
Purchasing Technician	1.50	1.50	1.00
Purchasing Card Administrator	0.00	0.00	0.50
Buyer I	0.00	0.00	0.75
Total	5.50	5.50	6.50

### Service: Purchasing and Contracts

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	332,608	339,889	416,001
115	One Time Payment	-	3,447	1,852
121	Wages - Overtime	313	-	-
122	Longevity Compensation	1,740	1,800	-
123	Leave Expense	4,895	-	-
126	Retirement Health Savings Plan	5,971	2,200	2,600
129	Medicare	3,369	3,960	6,035
131	MOPC	16,603	16,750	20,798
132	Employee Insurance	50,462	54,604	67,809
133	Employee Retirement	20,959	22,445	27,871
135	Compensation Insurance	173	279	248
136	Unemployment Insurance	1,011	1,005	832
137	Staff Training and Conferences	5,381	6,783	7,030
139	Dental Insurance	2,355	2,345	2,912
142	Food Allowance	87	75	128
	Subtotal	445,927	455,582	554,116
Oper	ating and Maintenance			
210	Office Supplies	630	700	700
216	Reference Books and Materials	27	-	-
217	Dues and Subscriptions	1,412	1,040	1,040
218	Non-Capital Equipment and Furniture	2,951	1,000	415
229	Materials and Supplies	1,136	250	250
230	Printing and Copier Supplies	502	200	200
240	Equipment Repair and Maintenance	291	550	330
243	Non-Capital Computer Equipment and Supplies	753	1,260	2,460
246	Liability Insurance	1,149	1,145	1,168
249	Operating Leases and Rentals	1,288	3,000	1,000
250	Professional and Contracted Services	-	300	450
252	Advertising and Legal Notices	1,116	975	975
261	Telephone Charges	422	-	420
263	Postage	123	200	200
264	Printing and Copying	323	300	100
269	Other Services and Charges	28	-	-
	Subtotal	12,151	10,920	9,708
	SERVICE TOTAL	\$458,078	\$466,502	\$563,824

# Service: Print Shop

### FUND: General Fund DEPARTMENT: Shared Services

The Print Shop was closed, and this service is no longer being provided.

SERVICE: Print Shop						
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget			
Print Shop Supervisor	1.00	1.00	0.00			
Printer	1.00	1.00	0.00			
Total	2.00	2.00	0.00			

### Service: Print Shop

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	53,272	100,606	-
112	Wages - Temporary	27,650	-	-
115	One Time Payment	-	1,000	-
121	Wages - Overtime	-	150	-
122	Longevity Compensation	1,500	1,560	-
123	Leave Expense	3,042	-	-
126	Retirement Health Savings Plan	400	800	-
128	FICA	1,706	-	-
129	Medicare	1,122	1,449	-
131	MOPC	2,816	4,997	-
132	Employee Insurance	15,074	16,292	-
133	Employee Retirement	3,554	6,697	-
135	Compensation Insurance	519	1,249	-
136	Unemployment Insurance	301	300	-
137	Staff Training and Conferences	-	900	-
139	Dental Insurance	704	700	-
	Subtotal	111,660	136,700	-
Oper	ating and Maintenance			
210	Office Supplies	154	125	-
217	Dues and Subscriptions	240	540	-
229	Materials and Supplies	199	-	-
230	Printing and Copier Supplies	41,790	44,500	-
240	Equipment Repair and Maintenance	18,453	16,860	-
243	Non-Capital Computer Equipment and Supply	632	-	-
246	Liability Insurance	448	603	-
248	Lease Purchase Installment	19,204	-	-
249	Operating Leases and Rentals	-	19,205	-
250	Professional and Contracted Services	-	420	-
263	Postage	-	9	-
264	Printing and Copying	-	1,880	-
	Subtotal	81,120	84,142	-
	SERVICE TOTAL	\$192,780	\$220,842	\$-

# **Finance Department Overview**

Personal Services	<b>2013 Actual</b> 2,575,343	2014 Budget 2,550,387	2015 Budget 2,865,043
Operating and Maintenance	979,576	1,044,775	999,472
Non-Operating Capital	- 497,146	- 101,170	- 23,100
TOTAL	\$ 4,052,065	\$ 3,696,332	\$ 3,887,615

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

# **Finance Administration Overview**

Personal Services Operating and Maintenance	2	2013 Actual 251,016 23,980	2014 Budget 237,316 28,787	2	<b>015 Budget</b> 243,725 27,110
Non-Operating Capital TOTAL	•	274,996	\$ 266,103	\$	270,835

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

## Service: Finance Administration

### FUND: General Fund DEPARTMENT: Finance Department

#### Service Description:

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

SERVICE:	Finance Administration

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Director of Finance	1.00	1.00	1.00
Executive Assistant	1.00	0.00	0.00
Public Information Specialist	0.00	0.50	0.50
Total	2.00	1.50	1.50

#### Service: Finance Administration

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	173,016	167,520	168,144
115	One Time Payment	-	1,084	1,882
123	Leave Expense	516	-	-
126	Retirement Health Savings Plan	8,608	600	600
129	Medicare	535	443	453
131	MOPC	8,725	8,311	8,342
132	Employee Insurance	28,388	27,094	27,196
133	Employee Retirement	11,011	11,137	11,179
135	Compensation Insurance	100	157	122
136	Unemployment Insurance	568	499	333
137	Staff Training and Conferences	18,225	19,257	24,257
139	Dental Insurance	1,324	1,164	1,167
142	Food Allowance	-	50	50
	Subtotal	251,016	237,316	243,725
Oper	ating and Maintenance			
210	Office Supplies	63	180	180
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	680	690	690
218	Non-Capital Equipment and Furniture	-	85	85
229	Materials and Supplies	49	-	-
230	Printing and Copier Supplies	1,614	1,890	1,890
240	Equipment Repair and Maintenance	2,642	3,420	3,420
243	Non-Capital Computer Equipment and Supplies	447	200	200
245	Mileage Allowance	2,409	2,400	2,400
246	Liability Insurance	930	1,004	951
250	Professional and Contracted Services	2,268	5,000	5,000
263	Postage	64	100	100
264	Printing and Copying	42	200	200
269	Other Services and Charges	880	1,580	1,580
273	Fleet Lease - Operating and Maintenance	4,070	4,066	2,442
274	Fleet Lease - Replacement	7,822	7,822	7,822
	Subtotal	23,980	28,787	27,110
	SERVICE TOTAL	\$274,996	\$266,103	\$270,835

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# Accounting Division Overview

	2013 Actual	2014 Budget	2	2015 Budget
Personal Services	916,187	988,160		1,152,205
Operating and Maintenance	111,318	283,144		280,941
Non-Operating	-	-		-
Capital	-	-		-
TOTAL	\$ 1,027,505	\$ 1,271,304	\$	1,433,146

The Accounting Division includes Accounting, Sales Tax, Treasury, and the Information Desk.

# Service: Accounting

## FUND: General Fund DEPARTMENT: Finance Department

#### Service Description:

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

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Assistant Director of Finance	0.70	0.70	0.70
Accounting Supervisor	0.00	1.00	1.00
Senior Accountant	2.00	1.00	1.00
Accounting/Budget Analyst	0.50	0.50	0.50
Accounting Technician	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Accounting Assistant	1.00	1.00	1.00
Total	6.20	6.20	6.20

#### Service: Accounting

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	350,250	363,812	386,671
112	Wages - Temporary	105	3,000	5,250
115	One Time Payment	-	4,060	2,209
121	Wages - Overtime	84	475	465
123	Leave Expense	7,924	-	-
126	Retirement Health Savings Plan	3,549	2,480	2,480
128	FICA	-	186	326
129	Medicare	4,428	5,303	5,683
131	MOPC	18,162	18,136	19,334
132	Employee Insurance	55,141	59,123	63,027
133	Employee Retirement	22,919	24,302	25,907
135	Compensation Insurance	190	779	268
136	Unemployment Insurance	1,103	1,088	773
139	Dental Insurance	2,573	2,539	2,707
	Subtotal	466,428	485,283	515,100
Oper	ating and Maintenance			
210	Office Supplies	2,446	1,200	1,600
216	Reference Books and Materials	65	150	150
217	Dues and Subscriptions	160	275	375
218	Non-Capital Equipment and Furniture	250	750	500
229	Materials and Supplies	1,284	900	1,300
240	Equipment Repair and Maintenance	3,822	146,837	146,837
243	Non-Capital Computer Equipment and Supplies	376	1,815	1,265
246	Liability Insurance	1,263	3,196	1,262
250	Professional and Contracted Services	28	50	50
251	Auditing	65,755	79,535	80,000
263	Postage	7,900	8,344	8,304
264	Printing and Copying	379	850	350
269	Other Services and Charges	-	100	10
	Subtotal	83,728	244,002	242,003
	SERVICE TOTAL	\$550,156	\$729,285	\$757,103

# Service: Sales Tax

# FUND: General Fund DEPARTMENT: Finance Department

#### Service Description:

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

#### SERVICE: Sales Tax

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Assistant Director of Finance	0.20	0.20	0.20
Revenue Manager	0.50	0.00	0.00
Sales Tax Administrator	0.00	0.00	1.00
Sales Tax Auditor	1.00	1.00	1.00
Sales Tax Accountant	1.00	1.00	1.00
Sales Tax Assistant	1.00	1.00	1.00
Total	3.70	3.20	4.20

#### Service: Sales Tax

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	161,175	175,068	270,101
112	Wages - Temporary	2,933	6,000	5,250
114	Skill Based Pay	782	900	900
115	One Time Payment	-	928	-
121	Wages - Overtime	-	115	115
123	Leave Expense	8,253	-	-
126	Retirement Health Savings Plan	1,280	1,280	1,680
128	FICA	-	372	326
129	Medicare	2,093	2,638	4,005
131	MOPC	8,514	8,798	13,550
132	Employee Insurance	31,311	28,536	44,025
133	Employee Retirement	10,744	11,787	18,156
135	Compensation Insurance	1,076	601	655
136	Unemployment Insurance	627	525	541
139	Dental Insurance	1,462	1,225	1,890
	Subtotal	230,250	238,773	361,194
Oper	ating and Maintenance			
210	Office Supplies	1,115	450	1,000
217	Dues and Subscriptions	80	80	135
218	Non-Capital Equipment and Furniture	1,036	700	3,098
229	Materials and Supplies	215	900	460
240	Equipment Repair and Maintenance	502	5,080	5,080
243	Non-Capital Computer Equipment and Supplies	333	800	2,685
245	Mileage Allowance	-	100	100
246	Liability Insurance	745	711	626
252	Advertising and Legal Notices	-	100	100
263	Postage	6,428	8,789	6,400
264	Printing and Copying	3,752	6,400	3,150
	Subtotal	14,206	24,110	22,834
	SERVICE TOTAL	\$244,456	\$262,883	\$384,028

# Service: Treasury

# FUND: General Fund DEPARTMENT: Finance Department

#### Service Description:

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

#### SERVICE: Treasury

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Assistant Director of Finance	0.10	0.10	0.10
Revenue Manager	0.40	0.00	0.00
Treasury Supervisor	0.00	0.50	0.80
Head Cashier	1.00	1.00	1.00
Cashier	1.00	1.00	1.00
Total	2.50	2.60	2.90

#### Service: Treasury

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	92,845	117,728	137,178
112	Wages - Temporary	27,163	16,492	19,679
115	One Time Payment	-	1,051	3,660
121	Wages - Overtime	453	300	300
123	Leave Expense	3,666	-	-
126	Retirement Health Savings Plan	840	1,040	1,160
128	FICA	1,428	1,023	1,220
129	Medicare	1,451	1,946	2,274
131	MOPC	4,815	5,886	6,859
132	Employee Insurance	17,279	19,190	22,360
133	Employee Retirement	6,077	7,888	9,191
135	Compensation Insurance	295	1,104	769
136	Unemployment Insurance	345	353	274
139	Dental Insurance	806	824	961
	Subtotal	157,463	174,825	205,885
Oper	ating and Maintenance			
210	Office Supplies	702	1,015	1,015
217	Dues and Subscriptions	-	40	45
218	Non-Capital Equipment and Furniture	104	200	200
229	Materials and Supplies	11	-	-
240	Equipment Repair and Maintenance	8,844	11,643	12,600
243	Non-Capital Computer Equipment and Supplies	326	750	750
246	Liability Insurance	427	434	462
	Subtotal	10,414	14,082	15,072
	SERVICE TOTAL	\$167,877	\$188,907	\$220,957

# Service: Information Desk

# FUND: General Fund DEPARTMENT: Finance Department

#### Service Description:

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

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Revenue Manager	0.10	0.00	0.00
Treasury Supervisor	0.00	0.50	0.20
Public Information Assistant	1.20	1.20	1.20
Total	1.30	1.70	1.40

#### Service: Information Desk

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	46,112	67,445	53,130
112	Wages - Temporary	1,704	-	-
115	One Time Payment	-	664	165
121	Wages - Overtime	(975)	-	-
123	Leave Expense	1,744	-	-
126	Retirement Health Savings Plan	400	680	560
129	Medicare	557	974	770
131	MOPC	2,389	3,358	2,656
132	Employee Insurance	6,632	10,949	8,660
133	Employee Retirement	3,017	4,500	3,560
135	Compensation Insurance	23	37	49
136	Unemployment Insurance	133	202	104
139	Dental Insurance	310	470	372
	Subtotal	62,046	89,279	70,026
Oper	ating and Maintenance			
210	Office Supplies	-	100	100
218	Non-Capital Equipment and Furniture	-	200	200
240	Equipment Repair and Maintenance	2,624	-	-
243	Non-Capital Computer Equipment and Supplies	193	500	500
246	Liability Insurance	153	150	232
	Subtotal	2,970	950	1,032
	SERVICE TOTAL	\$65,016	\$90,229	\$71,058

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# **Budget and Fiscal Analysis Division Overview**

	2	2013 Actual	2014 B	udget	2015 Budg	et
Personal Services		155,510	16	2,130	264,86	60
Operating and Maintenance		16,516	4	2,648	24,55	53
Non-Operating		-		-	-	
Capital		-		-	-	
TOTAL	\$	172,026	\$ 20	4,778 \$	<b>289,4</b> 1	13

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

# Service: Budget and Fiscal Analysis

### FUND: General Fund DEPARTMENT: Finance Department

#### Service Description:

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

#### SERVICE: Budget and Fiscal Analysis

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Budget Manager	1.00	1.00	1.00
Sr Budget Analyst	0.00	0.00	1.00
Accounting/Budget Analyst	0.50	0.50	0.50
Total	1.50	1.50	2.50

### Service: Budget and Fiscal Analysis

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	118,689	122,653	202,356
112 Wages - Temporary	57	-	-
115 One Time Payment	-	1,415	-
123 Leave Expense	619	-	-
126 Retirement Health Savings Plan	1,709	600	1,000
129 Medicare	1,417	1,778	2,934
131 MOPC	5,899	6,133	10,118
132 Employee Insurance	18,384	19,992	32,984
133 Employee Retirement	7,446	8,218	13,558
135 Compensation Insurance	64	114	89
136 Unemployment Insurance	368	368	405
139 Dental Insurance	858	859	1,416
Subtotal	155,510	162,130	264,860
Operating and Maintenance			
210 Office Supplies	-	100	100
217 Dues and Subscriptions	180	5,245	10,425
218 Non-Capital Equipment and Furniture	-	-	3,259
240 Equipment Repair and Maintenance	-	3,000	3,000
243 Non-Capital Computer Equipment and Supplies	8,105	8,600	2,110
246 Liability Insurance	424	466	422
250 Professional and Contracted Services	1,500	20,000	-
252 Advertising and Legal Notices	31	-	-
263 Postage	1	50	50
264 Printing and Copying	5,725	4,587	4,587
269 Other Services and Charges	550	600	600
Subtotal	16,516	42,648	24,553
SERVICE TOTAL	\$172,026	\$204,778	\$289,413

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# **Risk Management Division Overview**

	2	2013 Actual	2014 Budge	t 2	2015 Budget
Personal Services		365,544	385,017	7	395,708
Operating and Maintenance		99,959	131,874	ł	95,509
Non-Operating		-	-		-
Capital		-	-		-
TOTAL	\$	465,503	\$ 516,89 <sup>2</sup>	\$	491,217

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

# Service: Risk Management

# FUND: General Fund DEPARTMENT: Finance Department

#### Service Description:

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

SERVICE: Risk Management			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Risk Manager	0.74	0.78	0.71
Risk Management Claims Adjuster	1.00	1.00	1.00
Safety Officer	0.23	0.17	0.20
Administrative Assistant	1.11	0.79	0.77
Total	3.08	2.74	2.68

#### Service: Risk Management

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	154,151	176,673	175,164
115	One Time Payment	-	2,261	1,530
123	Leave Expense	852	-	-
126	Retirement Health Savings Plan	1,912	1,096	1,072
129	Medicare	1,967	2,562	2,540
131	MOPC	7,739	8,834	8,758
132	Employee Insurance	28,501	28,798	28,551
133	Employee Retirement	9,770	11,837	11,737
135	Compensation Insurance	83	157	129
136	Unemployment Insurance	570	530	350
139	Dental Insurance	1,331	1,237	1,225
	Subtotal	206,876	233,985	231,056
Oper	ating and Maintenance			
210	Office Supplies	501	1,000	600
216	Reference Books and Materials	-	100	50
217	Dues and Subscriptions	400	825	825
218	Non-Capital Equipment and Furniture	2,309	1,000	1,000
230	Printing and Copier Supplies	120	-	-
240	Equipment Repair and Maintenance	20,075	25,000	21,500
243	Non-Capital Computer Equipment and Supplies	1,276	2,752	2,626
245	Mileage Allowance	12	-	-
246	Liability Insurance	618	643	607
250	Professional and Contracted Services	1,300	3,250	5,000
263	Postage	1,318	1,400	1,400
264	Printing and Copying	385	450	400
273	Fleet Lease - Operating and Maintenance	2,322	-	-
	Subtotal	30,636	36,420	34,008
	SERVICE TOTAL	\$237,512	\$270,405	\$265,064

# Service: Safety

# FUND: General Fund DEPARTMENT: Finance Department

### Service Description:

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

SERVICE: Safety			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Risk Manager	0.09	0.05	0.19
Safety Officer	0.77	0.83	0.80
Administrative Assistant	0.00	0.00	0.04
Total	0.86	0.88	1.03

#### Service: Safety

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	66,844	56,800	73,282
115	One Time Payment	-	880	6
123	Leave Expense	677	-	-
126	Retirement Health Savings Plan	1,047	352	412
129	Medicare	789	824	1,063
131	MOPC	3,373	2,840	3,664
132	Employee Insurance	8,478	9,258	11,945
133	Employee Retirement	4,255	3,806	4,909
135	Compensation Insurance	40	47	41
136	Unemployment Insurance	170	170	147
139	Dental Insurance	395	398	512
	Subtotal	86,068	75,375	95,981
Oper	ating and Maintenance			
210	Office Supplies	10	200	50
215	Audiovisual Materials	3,992	3,000	3,000
216	Reference Books and Materials	668	100	100
217	Dues and Subscriptions	599	535	599
218	Non-Capital Equipment and Furniture	3,738	100	14,695
229	Materials and Supplies	11	50	50
240	Equipment Repair and Maintenance	-	1,000	1,000
243	Non-Capital Computer Equipment and Supplies	-	250	250
245	Mileage Allowance	38	-	-
246	Liability Insurance	265	317	531
247	Safety Expenses	204	200	200
250	Professional and Contracted Services	47,956	70,485	18,827
261	Telephone Charges	698	710	710
263	Postage	38	50	50
273	Fleet Lease - Operating and Maintenance	-	1,798	5,359
	Subtotal	58,217	78,795	45,421
	SERVICE TOTAL	\$144,285	\$154,170	\$141,402

# Service: Wellness

# FUND: General Fund DEPARTMENT: Finance Department

#### Service Description:

The Wellness Service provides results-oriented worksite wellness programming and employee health management through partnerships with LiveWell Longmont and Kaiser Permanente, the City's health benefits provider. The staff is committed to developing, coordinating and measuring the City's Wellness Program to promote healthy living and an active lifestyle; increase productivity; and reduce absenteeism, prestenteeism, 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			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Risk Manager	0.17	0.21	0.10
Risk Management Technician	0.50	0.75	0.75
Administrative Assistant	0.14	0.17	0.19
Total	0.81	1.13	1.04

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#### Service: Wellness

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	54,545	56,812	51,862
115	One Time Payment	-	559	113
123	Leave Expense	3,030	-	-
126	Retirement Health Savings Plan	665	452	416
129	Medicare	710	824	752
131	MOPC	2,837	2,841	2,593
132	Employee Insurance	6,370	9,260	8,453
133	Employee Retirement	3,581	3,806	3,475
135	Compensation Insurance	27	35	41
136	Unemployment Insurance	128	170	104
139	Dental Insurance	297	398	362
142	Food Allowance	410	500	500
	Subtotal	72,600	75,657	68,671
Oper	ating and Maintenance			
210	Office Supplies	13	100	50
216	Reference Books and Materials	-	100	50
217	Dues and Subscriptions	260	765	695
218	Non-Capital Equipment and Furniture	19	5,000	-
229	Materials and Supplies	64	300	300
243	Non-Capital Computer Equipment and Supplies	-	250	250
246	Liability Insurance	179	144	195
250	Professional and Contracted Services	9,262	8,000	13,040
264	Printing and Copying	774	1,000	500
269	Other Services and Charges	535	1,000	1,000
	Subtotal	11,106	16,659	16,080
	SERVICE TOTAL	\$83,706	\$92,316	\$84,751

City of Longmont, Colorado

# **Utility Billing Division Overview**

	2013 Actual	2	014 Budget	2	2015 Budget
Personal Services	760,257		777,764		808,545
Operating and Maintenance	543,286		558,322		571,359
Non-Operating	-		-		-
Capital	4,000		101,170		23,100
TOTAL	\$ 1,307,543	\$	1,437,256	\$	1,403,004

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

# Service: Utility Billing

# FUND: General Fund DEPARTMENT: Finance Department

#### Service Description:

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

SERVICE: Utility Billing			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Utility Billing Manager	0.94	0.98	0.98
Information Systems Administrator	1.00	1.00	1.00
Field Customer Service Representative	1.00	1.00	0.00
Senior Customer Service Representative	1.00	1.00	1.00
Customer Service Representative	8.00	8.00	9.00
Parking Enforcement Officer	0.20	0.00	0.00
Office Assistant	0.38	0.38	0.42
Total	12.52	12.36	12.40

#### Service: Utility Billing

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	511,719	540,846	566,621
114	Skill Based Pay	4,709	4,800	4,500
115	One Time Payment	-	8,166	6,587
121	Wages - Overtime	2,334	750	750
122	Longevity Compensation	1,560	1,620	1,680
123	Leave Expense	27,471	-	-
124	Skill Based Overtime Pay	18	-	-
126	Retirement Health Savings Plan	5,039	4,944	4,960
128	FICA	553	-	-
129	Medicare	6,792	7,912	8,278
131	MOPC	27,517	27,282	28,556
132	Employee Insurance	81,102	88,158	92,359
133	Employee Retirement	34,728	36,539	38,269
135	Compensation Insurance	1,085	1,090	563
136	Unemployment Insurance	1,623	1,623	1,134
139	Dental Insurance	3,783	3,786	3,967
141	Uniforms and Protective Clothing	128	300	300
	Subtotal	710,161	727,816	758,524
Oper	ating and Maintenance			
210	Office Supplies	1,451	1,500	1,800
218	Non-Capital Equipment and Furniture	3,772	11,600	1,600
229	Materials and Supplies	33,991	32,000	5,000
240	Equipment Repair and Maintenance	151,963	154,500	155,500
243	Non-Capital Computer Equipment and Supplies	10,140	8,500	6,600
246	Liability Insurance	1,996	3,078	3,074
249	Operating Leases and Rentals	21,537	21,600	-
250	Professional and Contracted Services	85,897	94,006	165,918
261	Telephone Charges	165	500	500
263	Postage	209,614	207,292	210,400
264	Printing and Copying	5,088	5,000	5,000
269	Other Services and Charges	1,534	1,800	1,800
	Subtotal	527,148	541,376	557,192
Capit	tal Outlay			
440	Machinery and Equipment	4,000	85,000	23,100
	Subtotal	4,000	85,000	23,100
	SERVICE TOTAL	\$1,241,309	\$1,354,192	\$1,338,816

# Service: Mail Delivery

### FUND: General Fund DEPARTMENT: Finance Department

#### Service Description:

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

SERVICE: Mail Delivery							
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget				
Utility Billing Manager	0.02	0.02	0.02				
Mail Room Clerk	1.00	1.00	1.00				
Office Assistant	0.12	0.12	0.08				
Total	1.14	1.14	1.10				

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#### Service: Mail Delivery

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	38,082	36,851	37,794
115	One Time Payment	-	1,120	30
121	Wages - Overtime	-	100	100
123	Leave Expense	514	-	-
126	Retirement Health Savings Plan	755	456	440
129	Medicare	502	534	548
131	MOPC	1,915	1,843	1,889
132	Employee Insurance	5,524	6,007	6,161
133	Employee Retirement	2,417	2,469	2,532
135	Compensation Insurance	19	199	187
136	Unemployment Insurance	110	111	76
139	Dental Insurance	258	258	264
	Subtotal	50,096	49,948	50,021
Oper	ating and Maintenance			
210	Office Supplies	97	-	-
229	Materials and Supplies	2,010	2,110	2,500
240	Equipment Repair and Maintenance	6,627	5,600	2,500
246	Liability Insurance	555	664	294
249	Operating Leases and Rentals	-	1,400	1,100
273	Fleet Lease - Operating and Maintenance	3,377	3,700	4,301
274	Fleet Lease - Replacement	3,472	3,472	3,472
	Subtotal	16,138	16,946	14,167
Capi	tal Outlay			
440	Machinery and Equipment	-	16,170	-
	Subtotal	-	16,170	-
	SERVICE TOTAL	\$66,234	\$83,064	\$64,188

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# **Public Safety Department Overview**

2013 Actual		2014 Budget		2015 Budget
26,854,920		26,561,933		27,761,263
3,347,736		3,563,824		3,830,906
50,000		59,095		-
230,395		89,260		419,801
\$ 30,483,051	\$	30,274,112	\$	32,011,970
\$	26,854,920 3,347,736 50,000 230,395	26,854,920 3,347,736 50,000 230,395	26,854,92026,561,9333,347,7363,563,82450,00059,095230,39589,260	26,854,920 26,561,933 3,347,736 3,563,824 50,000 59,095 230,395 89,260

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

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

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

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# **Public Safety Administration Overview**

	2013 Actual	20	014 Budget	2015 Budget
Personal Services	860,987		547,349	543,871
Operating and Maintenance	101,333		72,839	92,050
Non-Operating	50,000		59,095	-
Capital	184,133		-	-
TOTAL	\$ 1,196,453	\$	679,283	\$ 635,921

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

# Service: Public Safety Chief

# FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

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

SERVICE: Public Safety Chief							
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget				
Chief of Public Safety	1.00	1.00	1.00				
Research and Development Manager	1.00	1.00	1.00				
Crime and Data Analyst	1.00	1.00	1.00				
Marketing Analyst	1.00	1.00	1.00				
Total	4.00	4.00	4.00				

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### Service: Public Safety Chief

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	344,122	352,136	354,817
115	One Time Payment	-	3,096	3,315
121	Wages - Overtime	277	-	-
123	Leave Expense	8,363	-	-
126	Retirement Health Savings Plan	4,332	1,600	1,600
129	Medicare	4,438	5,087	5,125
131	MOPC	9,688	9,744	9,878
132	Employee Insurance	52,078	57,186	57,623
133	Employee Retirement	12,227	13,056	13,237
134	Police and Fire Retirement	15,356	15,596	15,596
135	Compensation Insurance	7,535	8,137	3,433
136	Unemployment Insurance	1,041	1,053	707
139	Dental Insurance	2,431	2,456	2,475
141	Uniforms and Protective Clothing	600	600	600
142	Food Allowance	1,199	1,248	1,248
	Subtotal	463,687	470,995	469,654
Oper	ating and Maintenance			
210	Office Supplies	326	900	900
216	Reference Books and Materials	168	634	634
217	Dues and Subscriptions	2,060	3,943	3,943
218	Non-Capital Equipment and Furniture	19	1,317	600
229	Materials and Supplies	2,952	1,288	2,055
243	Non-Capital Computer Equipment and Supplies	975	1,300	1,300
245	Mileage Allowance	-	50	-
246	Liability Insurance	8,305	6,943	5,949
250	Professional and Contracted Services	9,726	5,300	5,300
263	Postage	12,176	12,663	12,663
264	Printing and Copying	4,645	2,549	2,549
269	Other Services and Charges	9,635	8,530	8,530
273	Fleet Lease - Operating and Maintenance	3,497	2,885	4,306
274	Fleet Lease - Replacement	6,098	-	-
	Subtotal	60,582	48,302	48,729
	SERVICE TOTAL	\$524,269	\$519,297	\$518,383

# Service: Office of Emergency Management

## FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

2013 Budget	2014 Budget	2015 Budget
1.00	1.00	0.00
0.00	0.00	1.00
1.00	1.00	1.00
	<b>2013 Budget</b> 1.00 0.00	2013 Budget         2014 Budget           1.00         1.00           0.00         0.00

### Service: Office of Emergency Management

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	51,800	54,456	54,978
112	Wages - Temporary	370	-	-
114	Skill Based Pay	9	-	-
115	One Time Payment	-	1,000	-
121	Wages - Overtime	314,315	-	-
123	Leave Expense	11,680	-	-
124	Skill Based Overtime Pay	821	-	-
126	Retirement Health Savings Plan	424	400	400
129	Medicare	712	790	797
131	MOPC	2,503	2,723	2,749
132	Employee Insurance	8,168	8,876	8,961
133	Employee Retirement	3,154	3,649	3,684
135	Compensation Insurance	1,117	2,166	403
136	Unemployment Insurance	163	163	110
137	Staff Training and Conferences	321	1,250	1,250
139	Dental Insurance	381	381	385
142	Food Allowance	1,362	500	500
	Subtotal	397,300	76,354	74,217
Oper	ating and Maintenance			
210	Office Supplies	741	750	750
216	Reference Books and Materials	76	500	500
217	Dues and Subscriptions	1,901	700	700
218	Non-Capital Equipment and Furniture	12,320	3,000	3,000
229	Materials and Supplies	3,078	-	-
240	Equipment Repair and Maintenance	-	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	3,122	-	-
245	Mileage Allowance	561	400	400
246	Liability Insurance	2,377	4,787	8,719
250	Professional Contracted Services	4,240	-	-
264	Printing and Copying	588	-	-
269	Other Services and Charges	11,747	12,400	12,400
273	Fleet Lease - Operating and Maintenance	-	-	1,126
274	Fleet Lease - Replacement	-	-	13,726
	Subtotal	40,751	24,537	43,321
Capi	tal Outlay			
432	Vehicles	184,133	-	-
	Subtotal	184,133	-	-
Non-	Operating Expense			
970	Transfers to Other Funds	50,000	59,095	-
	Subtotal	50,000	59,095	-
	SERVICE TOTAL	\$672,184	\$159,986	\$117,538

City of Longmont, Colorado

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# **Fire Services Overview**

	2013 Actual	2	014 Budget	2015 Budget
Personal Services	8,587,030		8,203,168	8,480,170
Operating and Maintenance	737,375		1,100,757	1,285,287
Non-Operating	-		-	-
Capital	17,892		43,500	328,351
TOTAL	\$ 9,342,297	\$		\$ 10,093,808

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

# Service: Fire Codes and Planning

# FUND: General Fund DEPARTMENT: Public Safety

### Service Description:

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

Investigations is a collateral service function of the Fire Codes & Planning Unit. Fire investigators are composed of three shift investigators. Each investigator is assigned to each of the three battalions and fills this role in a collateral capacity. One volunteer investigator responds as needed to assist or as requested by one of theshift 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.

#### SERVICE: Fire Codes and Planning

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Assistant Fire Chief	1.00	1.00	0.00
Fire Captain	0.00	0.00	1.00
Hazardous Materials Inspector	1.00	1.00	1.00
Fire Protection Engineer	1.00	1.00	1.00
Total	3.00	3.00	3.00

# Service: Fire Codes and Planning

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	251,232	238,800	240,400
115	One Time Payment	-	2,000	3,000
121	Wages - Overtime	3,233	-	-
122	Longevity Compensation	4,440	2,160	2,220
123	Leave Expense	2,716	-	-
126	Retirement Health Savings Plan	19,101	1,714	1,730
127	FPPA Death and Disability	529	-	1,203
129	Medicare	1,516	2,443	2,467
131	MOPC	7,398	7,370	7,369
132	Employee Insurance	35,689	38,925	39,185
133	Employee Retirement	9,337	9,876	9,876
134	Police and Fire Retirement	10,324	9,140	9,300
135	Compensation Insurance	2,567	1,281	3,556
136	Unemployment Insurance	714	716	481
139	Dental Insurance	1,666	1,672	1,683
141	Uniforms and Protective Clothing	1,155	950	950
	Subtotal	351,617	317,047	323,420
Oper	ating and Maintenance			
214	Pamphlets and Documents	-	800	800
217	Dues and Subscriptions	-	1,250	1,250
218	Non-Capital Equipment and Furniture	405	500	500
229	Materials and Supplies	11,757	500	500
243	Non-Capital Computer Equipment and Supply	-	1,500	1,500
240	Equipment Repair and Maintenance	1,887	-	-
246	Liability Insurance	1,301	1,383	1,706
247	Safety Expenses	108	-	-
250	Professional and Contracted Services	-	25,000	27,000
263	Postage	16	-	-
264	Printing and Copying	136	-	-
273	Fleet Lease - Operating and Maintenance	8,252	6,448	5,470
274	Fleet Lease - Replacement	3,883	3,883	3,883
	Subtotal	27,745	41,264	42,609
Capit	al Outlay			
432	Vehicles	-	-	36,351
	Subtotal	-	-	36,351
	SERVICE TOTAL	\$379,362	\$358,311	\$402,380

# Service: Fire Suppression

## FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

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

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

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	3.00	3.00	3.00
Fire Captain	2.00	2.00	2.00
Fire Lieutenant	16.00	16.00	16.00
Firefighter/Engineer/Paramedic	6.00	6.00	5.00
Firefighter/Engineer	12.00	12.00	13.00
Firefighter/Paramedic	14.00	14.00	11.00
Firefighter	18.00	18.00	20.00
Administrative Assistant	1.00	1.00	1.00
Total	73.00	73.00	72.00

#### SERVICE: Fire Suppression

#### Service: Fire Suppression

Per	sonal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	5,226,183	5,433,540	5,552,209
112	Wages - Temporary	6,398	-	-
114	Skill Based Pay	28,565	3,600	3,600
115	One Time Payment	-	2,488	7,500
121	Wages - Overtime	782,876	458,244	605,994
122	Longevity Compensation	27,240	28,140	26,880
123	Leave Expense	202,943	-	-
124	Skill Based Overtime Pay	5,239	-	-
126	Retirement Health Savings Plan	85,886	51,671	52,343
127	FPPA Death and Disability	41,796	46,937	40,198
128	FICA	397	-	-
129	Medicare	70,265	67,330	78,465
131	MOPC	1,621	2,161	2,289
132	Employee Insurance	805,453	886,787	943,709
133	Employee Retirement	2,047	2,896	3,067
134	Police and Fire Retirement	674,996	569,949	546,795
135	Compensation Insurance	130,579	218,178	186,101
136	Unemployment Insurance	16,128	16,315	11,025
137	Staff Training and Conferences	10,971	-	-
139	Dental Insurance	37,597	38,085	38,575
141	Uniforms and Protective Clothing	77,847	59,800	58,000
140	Food Allowance	386	-	-
142	Subtotal	8,235,413	7,886,121	8,156,750
0.00		0,230,413	7,000,727	8,750,750
Obe	erating and Maintenance	92	_	
210	Office Supplies	32	-	-
216	Reference Books and Materials	-	1,625	1,625
218	Non-Capital Equipment and Furniture	56,451	45,675	82,175
228	Janitorial Supplies	-	10,000	10,000
229	Materials and Supplies	36,778	25,450	25,450
230	Printing and Copier Supplies	114	-	-
232	Building Repair and Maintenance	7,982	43,875	43,875
233	Facility Repair and Maintenance	-	2,000	2,000
240	Equipment Repair and Maintenance	8,409	21,000	21,000
241	Grounds Maintenance	65	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	1,923	3,000	3,000
245	Mileage Allowance	188	200	200
246	Liability Insurance	73,684	78,834	88,612
247	Safety Expenses	-	9,000	88,300
250	Professional and Contracted Services	100	-	-
261	Telephone Charges	244	-	-
264	Printing and Copying	156	-	-
269	Other Services and Charges	29,953	8,700	8,700
273	Fleet Lease - Operating and Maintenance	243,394	264,669	284,623
274	Fleet Lease - Replacement	250,097	543,465	581,118
	Subtotal	709,630	1,059,493	1,242,678
Cap	ital Outlay			
440	Machinery and Equipment	17,892	43,500	292,000
	Subtotal	17,892	43,500	292,000
	SERVICE TOTAL	\$8,962,935	\$8,989,114	\$9,691,428
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City of Longmont, Colorado

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# **Police Services Overview**

Personal Services Operating and Maintenance	<b>2013 Actual</b> 13,279,101 1,626,482	<b>2014 Budget</b> 13,476,012 1,701,418	<b>2015 Budget</b> 14,289,802 1,745,050
Non-Operating Capital		45,760	81,450
TOTAL	\$ 14,905,583	\$ 15,223,190	\$ 16,116,302

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

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

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

# Service: Police Patrol Operations

# FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

#### **SERVICE:** Police Patrol Operations

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00
Police Sergeant	11.00	11.00	11.00
Master Police Officer	16.00	16.00	17.00
Police Officer	44.00	44.00	45.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	76.00	76.00	78.00

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### Service: Police Patrol Operations

111         Salaries and Wages         5,371,868         5,71,868         5,731,275         5,963,212           114         Skill Based Pay         12,626         12,000         10,500           120         Time Payment         -         3,480         5,906           121         Wages - Overtime         328,122         250,392         356,642           122         Leave Expense         183,074         -         -           124         Skill Based Overtime Pay         805         -         -           125         Reave Expense         183,074         -         -           126         Reave Expense         183,074         -         -           127         FPA Death and Disability         52,486         65,612         55,658           129         Medicare         64,368         69,089         84,411           131         MOPC         4,971         4,962         10,317           132         Employee Insurance         853,401         93,309         1,000,406           133         Employee Retirement         6,138         6,635         13,824           134         Dolice and Fire Retirement         6,138         9,076,78         447,509	Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
115       One Time Payment       3,460       5,906         121       Wages - Overtime       328,122       250,392       356,642         122       Longevity Compensation       23,840       24,660       21,720         124       Leave Expense       183,074       -       -         125       Keite Expense       183,074       -       -         126       Retirement Health Savings Plan       100,054       54,898       57,074         127       FPA Death and Disability       52,486       65,412       58,558         128       Medicare       64,368       69,089       84,411         131       MOPC       4,971       4,952       10,0140         132       Employee Insurance       853,401       933,009       1,000,406         133       Employee Retirement       6,274       6,635       1,3824         134       Police and Fire Retirement       611,860       633,826       674,323         135       Compensation Insurance       17,085       17,176       14,884         141       Uniforms and Protective Clothing       84,948       93,755       96,075         142       Food Allowance       616       300       300 <td>111</td> <td>Salaries and Wages</td> <td>5,371,868</td> <td>5,731,275</td> <td>5,963,212</td>	111	Salaries and Wages	5,371,868	5,731,275	5,963,212
121         Wages - Overtime         328,122         250,392         356,642           122         Leave Expense         23,940         24,660         21,720           123         Leave Expense         183,074         -         -           124         Skill Based Overtime Pay         805         -         -           125         Retirement Health Savings Plan         100,054         54,988         57,074           127         FPPA Death and Disability         52,486         55,412         58,558           124         Medicare         64,358         69,089         84,411           131         MOPC         4,971         4,952         10,317           132         Employee Insurance         853,401         933,009         1,000,406           133         Employee Retirement         611,860         633,826         574,923           135         Compensation Insurance         17,085         17,776         11,886           139         Dental Insurance         17,085         17,776         11,886           139         Dental Insurance         17,085         3,775         96,075           141         Uniforms and Proteetive Clothing         84,948         93,775         96	114	Skill Based Pay	12,626	12,000	10,500
122         Longevity Compensation         23,940         24,660         21,720           123         Leave Expense         183,074         -         -           124         Skill Based Overtime Pay         805         -         -           128         Retirement Health Savings Plan         100,054         54,898         57,074           127         FPPA Death and Disability         52,446         55,412         58,558           129         Medicare         64,368         69,089         84,411           131         MOPC         4,971         4,952         10,317           132         Employee Insurance         853,401         933,009         1,000,406           133         Eoropensation Insurance         213,510         370,878         417,509           134         Police and Fire Retirement         6,274         6,635         13,824           135         Compensation Insurance         213,510         370,878         417,509           135         Dental Insurance         17,085         17,176         11,886           139         Dental Insurance         39,826         40,050         41,584           141         Unforms and Protective Clothing         8,4948         93,77	115	One Time Payment	-	3,460	5,906
123       Leave Expense       183,074       -       -         124       Skill Based Overtime Pay       805       -       -         126       Retirement Health Savings Plan       100,054       54,898       57,074         127       FPPA Death and Disability       52,486       55,412       55,558         129       Medicare       64,368       69,089       84,411         131       MOPC       4,971       4,952       10,317         132       Employee Insurance       853,401       933,009       1,000,406         33       Employee Retirement       6,274       6,635       13,824         134       Police and Fire Retirement       611,860       633,826       574,323         35       Compensation Insurance       213,510       370,878       417,509         36       Unemployment Insurance       11,086       13,824       141,584         39       Dental Insurance       39,826       40,050       41,584         414       Uniforms and Protective Clothing       84,948       93,775       96,075         142       Food Allowance       616       300       300         210       Office Supplies       2,210       3,750	121	Wages - Overtime	328,122	250,392	356,642
124       Skill Based Overtime Pay       805       -       -         126       Retirement Health Savings Plan       100.054       54,898       57,074         127       FPPA Death and Disability       52,486       55,412       58,558         29       Medicare       64,368       69,099       84,411         131       MOPC       4,971       4,952       10,317         132       Employee Retirement       6,274       6,635       13,824         134       Police and Fire Retirement       6,274       6,635       13,824         135       Compensation Insurance       17,085       17,176       11,886         139       Dental Insurance       39,826       40,050       44,584         130       Unemployment Insurance       39,826       40,050       44,584         141       Unforms and Protective Clothing       84,948       93,775       96,075         142       Food Allowance       616       300       300         300       Subtotal       7,969,834       8,301,787       8,724,247         142       Food Allowance       1616       300       3,950         143       Non-Capital Supplies       2,210       3,750 <td< td=""><td>122</td><td>Longevity Compensation</td><td>23,940</td><td>24,660</td><td>21,720</td></td<>	122	Longevity Compensation	23,940	24,660	21,720
126         Retirement Health Savings Plan         100,054         54,898         57,074           127         FPPA Death and Disability         52,486         55,412         58,558           129         Medicare         64,368         69,089         84,411           131         MOPC         4,971         4,952         10,317           132         Employee Insurance         853,401         933,009         1,000,406           133         Employee Retirement         6,274         6,635         13,824           134         Police and Fire Retirement         611,860         633,826         574,323           135         Compensation Insurance         213,510         370,878         417,509           135         Dental Insurance         39,826         40,050         41,884           141         Uniforms and Protective Clothing         84,948         93,775         96,075           142         Food Allowance         616         300         300           3424         Food Allowance         616         300         300           340         Office Supplies         2,210         3,750         3,750           142         Food Allowance         616         300         300 <td>123</td> <td>Leave Expense</td> <td>183,074</td> <td>-</td> <td>-</td>	123	Leave Expense	183,074	-	-
127       FPPA Death and Disability       52,486       55,412       58,558         129       Medicare       64,368       69,089       84,411         131       MOPC       4,971       4,952       10,317         132       Employee Insurance       853,401       933,009       1,000,406         133       Employee Retirement       6,274       6,635       13,824         134       Police and Fire Retirement       611,860       633,826       574,323         135       Compensation Insurance       213,510       370,878       417,509         136       Unemployment Insurance       17,085       17,176       11,886         139       Dental Insurance       39,826       40,050       44,848         131       Uniforms and Protective Clothing       84,948       93,775       96,075         142       Food Allowance       616       300       3000         300       Subtotal       7,969,834       8,301,787       8,724,247         70       Office Supplies       2,210       3,750       3,750         17       Dees and Subscriptions       679       1,000       1,000         17       Dees and Subscriptions       679       1,000	124	Skill Based Overtime Pay	805	-	-
129       Medicare       64,368       69,089       84,411         131       MOPC       4,971       4,952       10,317         132       Employee Insurance       853,401       933,009       1,000,406         133       Employee Retirement       61,860       633,826       574,323         135       Compensation Insurance       213,510       370,878       417,509         136       Unemployment Insurance       17,085       17,176       11,886         139       Dental Insurance       38,826       40,050       41,584         141       Uniforms and Protective Clothing       84,948       93,775       960,75         142       Food Allowance       616       300       300         300       Subtotal       7,969,834       8,301,787       8,724,247         Office Supplies       2,210       3,750       3,750         17       Dues and Subscriptions       679       1,000       1,000         210       Office Supplies       2,210       3,750       3,750         217       Dues and Subscriptions       679       1,000       1,000         218       Non-Capital Equipment and Furniture       5,648       17,750       6	126	Retirement Health Savings Plan	100,054	54,898	57,074
131       MOPC       4,971       4,952       10,317         132       Employee Insurance       853,401       933,009       1,000,406         133       Employee Retirement       6,274       6,635       13,824         134       Police and Fire Retirement       611,860       633,826       574,323         135       Compensation Insurance       213,510       370,878       417,509         136       Unemployment Insurance       17,085       17,176       11,886         139       Dental Insurance       39,826       40,050       41,584         141       Uniforms and Protective Clothing       84,948       93,775       96,075         142       Food Allowance       616       300       3000         200       Office Supplies       2,210       3,750       3,750         317       Dues and Maintenance       679       1,000       1,000         216       Reference Books and Materials       3,900       3,950       3,950         217       Dues and Supplies       7,022       6,700       7,700         218       Non-Capital Equipment and Furniture       5,648       17,750       6,650         226       Prisoner Expenses       162	127	FPPA Death and Disability	52,486	55,412	58,558
132       Employee Insurance       853,401       933,009       1,000,406         133       Employee Retirement       6,274       6,635       13,824         134       Police and Fire Retirement       611,860       633,826       574,323         135       Compensation Insurance       213,510       370,878       417,509         136       Unemployment Insurance       17,085       17,176       11,884         131       Dental Insurance       38,826       40,050       41,584         141       Uniforms and Protective Clothing       84,948       93,775       96,075         142       Food Allowance       616       300       300         Subtotal       7,969,834       8,301,787       8,724,247         Operating and Maintenance         210       Office Supplies       2,210       3,750       3,750         217       Dues and Subscriptions       679       1,000       1,000         218       Non-Capital Equipment and Furniture       5,648       17,750       6,650         226       Prisoner Expenses       162       -       -         218       Non-Capital Equipment and Supplies       7,022       6,700       7,700 <t< td=""><td>129</td><td>Medicare</td><td>64,368</td><td>69,089</td><td>84,411</td></t<>	129	Medicare	64,368	69,089	84,411
133       Employee Retirement       6,274       6,635       13,824         134       Police and Fire Retirement       611,860       633,826       574,323         135       Compensation Insurance       213,510       370,878       417,599         136       Unemployment Insurance       17,085       17,176       11,886         139       Dental Insurance       39,826       40,050       41,584         141       Uniforms and Protective Clothing       84,948       93,775       96,075         142       Food Allowance       616       300       300         Subtotal       7,969,834       8,301,787       8,724,247         Operating and Maintenance       2,210       3,750       3,750         210       Office Supplies       2,210       3,750       3,950         217       Dues and Subscriptions       679       1,000       1,000         218       Non-Capital Equipment and Furniture       5,648       17,750       6,650         219       Materials and Supplies       7,022       6,700       7,700         229       Materials and Supplies       6,265       6,775       6,775         230       Non-Capital Computer Equipment and Supplies       6,265	131	MOPC	4,971	4,952	10,317
134       Police and Fire Retirement       611,860       633,826       574,323         135       Compensation Insurance       213,510       370,878       417,509         136       Unemployment Insurance       17,085       17,176       11,886         139       Dental Insurance       39,826       40,050       41,584         141       Uniforms and Protective Clothing       84,948       93,775       96,075         142       Food Allowance       616       300       300         Subtotal       7,969,834       8,301,787       8,724,247         Operating and Maintenance         210       Office Supplies       2,210       3,750       3,750         177       Dues and Subscriptions       679       1,000       1,000         218       Non-Capital Equipment and Furniture       5,648       17,750       6,650         229       Materials and Supplies       7,022       6,700       7,700         230       Non-Capital Computer Equipment and Supplies       6,265       6,775       6,775         246       Liability Insurance       112,617       159,716       146,904         250       Professional and Contracted Services       54,317       3,100 <t< td=""><td>132</td><td>Employee Insurance</td><td>853,401</td><td>933,009</td><td>1,000,406</td></t<>	132	Employee Insurance	853,401	933,009	1,000,406
135       Compensation Insurance       213,510       370,878       417,509         136       Unemployment Insurance       17,085       17,176       11,886         139       Dental Insurance       39,826       40,050       41,584         141       Uniforms and Protective Clothing       84,948       93,775       96,075         142       Food Allowance       616       300       300         Subtotal       7,969,834       8,301,787       8,724,247         Operating and Maintenance         210       Office Supplies       2,210       3,750       3,750         217       Dues and Maintenance       2       100       1,000         218       Non-Capital Equipment and Furniture       5,648       17,750       6,650         226       Prisoner Expenses       162       -       -         218       Non-Capital Equipment and Furniture       5,648       17,750       6,650         226       Prisoner Expenses       162       -       -       -         229       Materials and Supplies       7,022       6,700       7,700         240       Equipment Repair and Maintenance       162       -       -       -	133	Employee Retirement	6,274	6,635	13,824
136       Unemployment Insurance       17,085       17,176       11,886         139       Dental Insurance       39,826       40,050       41,584         141       Uniforms and Protective Clothing       84,948       93,775       96,075         142       Food Allowance       616       300       300         Subtotal       7,969,834       8,301,787       8,724,247         Operating and Maintenance       2,210       3,750       3,750         210       Office Supplies       2,210       3,750       3,750         216       Reference Books and Materials       3,900       3,950       3,950         217       Dues and Subscriptions       679       1,000       1,000         218       Non-Capital Equipment and Furniture       5,648       17,750       6,650         226       Prisoner Expenses       162       -       -         29       Materials and Supplies       7,022       6,700       7,700         240       Equipment Repair and Maintenance       112,617       159,716       146,904         250       Professional and Contracted Services       54,317       3,100       4,100         258       Investigative Expenses       -       500 </td <td>134</td> <td>Police and Fire Retirement</td> <td>611,860</td> <td>633,826</td> <td>574,323</td>	134	Police and Fire Retirement	611,860	633,826	574,323
139       Dental Insurance       39,826       40,050       41,584         141       Uniforms and Protective Clothing       84,948       93,775       96,075         142       Food Allowance       616       300       300         Subtotal       7,969,834       8,301,787       8,724,247         Operating and Maintenance         210       Office Supplies       2,210       3,750       3,750         216       Reference Books and Materials       3,900       3,950       3,950         217       Dues and Subscriptions       679       1,000       1,000         218       Non-Capital Equipment and Furniture       5,648       17,750       6,650         226       Prisoner Expenses       162       -       -         229       Materials and Supplies       7,022       6,700       7,700         240       Equipment Repair and Maintenance       6,265       6,775       6,775         241       Liability Insurance       112,617       159,716       146,904         250       Professional and Contracted Services       54,317       3,100       4,100         251       Investigative Expenses       -       500       500	135	Compensation Insurance	213,510	370,878	417,509
141       Uniforms and Protective Clothing       84,948       93,775       96,075         142       Food Allowance       616       300       300         Subtotal       7,969,834       8,301,787       8,724,247         Operating and Maintenance         210       Office Supplies       2,210       3,750       3,750         216       Reference Books and Materials       3,900       3,950       3,950         217       Dues and Subscriptions       679       1,000       1,000         218       Non-Capital Equipment and Furniture       5,648       17,750       6,650         226       Prisoner Expenses       162       -       -         229       Materials and Supplies       7,022       6,700       7,700         240       Equipment Repair and Maintenance       6,265       6,775       6,775         243       Non-Capital Computer Equipment and Supplies       6,265       6,775       6,775         244       Liability Insurance       112,617       159,716       146,904         250       Professional and Contracted Services       54,317       3,100       4,100         251       Investigative Expenses       500       500       500 </td <td>136</td> <td>Unemployment Insurance</td> <td>17,085</td> <td>17,176</td> <td>11,886</td>	136	Unemployment Insurance	17,085	17,176	11,886
142         Food Allowance         616         300         300           Subtotal         7,969,834         8,301,787         8,724,247           Operating and Maintenance         7,969,834         8,301,787         8,724,247           210         Office Supplies         2,210         3,750         3,750           216         Reference Books and Materials         3,900         3,950         3,950           217         Dues and Subscriptions         679         1,000         1,000           218         Non-Capital Equipment and Furniture         5,648         17,750         6,650           226         Prisoner Expenses         162         -         -           229         Materials and Supplies         7,022         6,700         7,700           240         Equipment Repair and Maintenance         6,265         6,775         6,775           246         Liability Insurance         112,617         159,716         146,904           250         Professional and Contracted Services         54,317         3,100         4,100           258         Investigative Expenses         500         500         500           264         Printing and Copying         6,876         6,700         6,700	139	Dental Insurance	39,826	40,050	41,584
Subtal         7,969,834         8,301,787         8,724,247           Operating and Maintenance         2         3,750         3,750           210         Office Supplies         2,210         3,750         3,750           216         Reference Books and Materials         3,900         3,950         3,950           217         Dues and Subscriptions         679         1,000         1,000           218         Non-Capital Equipment and Furniture         5,648         17,750         6,650           226         Prisoner Expenses         162         -         -           229         Materials and Supplies         7,022         6,700         7,700           240         Equipment Repair and Maintenance         600         6000           243         Non-Capital Computer Equipment and Supplies         6,265         6,775         6,775           246         Liability Insurance         112,617         159,716         146,904           250         Professional and Contracted Services         54,317         3,100         4,100           258         Investigative Expenses         -         500         500           264         Printing and Copying         6,876         6,700         6,700     <	141	Uniforms and Protective Clothing	84,948	93,775	96,075
Operating and Maintenance         2,210         3,750         3,750           216         Reference Books and Materials         3,900         3,950         3,950           217         Dues and Subscriptions         679         1,000         1,000           218         Non-Capital Equipment and Furniture         5,648         17,750         6,650           226         Prisoner Expenses         162         -         -           229         Materials and Supplies         7,022         6,700         7,700           240         Equipment Repair and Maintenance         -         600         600           243         Non-Capital Computer Equipment and Supplies         6,265         6,775         6,775           246         Liability Insurance         112,617         159,716         146,904           250         Professional and Contracted Services         54,317         3,100         4,100           258         Investigative Expenses         -         500         500           264         Printing and Copying         6,876         6,700         6,700           273         Fleet Lease - Operating and Maintenance         410,522         446,325         422,873           274         Fleet Lease - Replacement	142	Food Allowance	616	300	300
210       Office Supplies       2,210       3,750       3,750         216       Reference Books and Materials       3,900       3,950       3,950         217       Dues and Subscriptions       679       1,000       1,000         218       Non-Capital Equipment and Furniture       5,648       17,750       6,650         226       Prisoner Expenses       162       -       -         229       Materials and Supplies       7,022       6,700       7,700         240       Equipment Repair and Maintenance       -       600       600         243       Non-Capital Computer Equipment and Supplies       6,265       6,775       6,775         246       Liability Insurance       112,617       159,716       146,904         250       Professional and Contracted Services       54,317       3,100       4,100         258       Investigative Expenses       -       500       500         264       Printing and Copying       6,876       6,700       6,700         273       Fleet Lease - Operating and Maintenance       410,522       446,325       422,873         274       Fleet Lease - Replacement       134,289       110,229       216,894 <i>Subtotal</i>		Subtotal	7,969,834	8,301,787	8,724,247
216         Reference Books and Materials         3,900         3,950         3,950           217         Dues and Subscriptions         679         1,000         1,000           218         Non-Capital Equipment and Furniture         5,648         17,750         6,650           226         Prisoner Expenses         162         -         -           229         Materials and Supplies         7,022         6,700         7,700           240         Equipment Repair and Maintenance         -         600         600           243         Non-Capital Computer Equipment and Supplies         6,265         6,775         6,775           246         Liability Insurance         112,617         159,716         146,904           250         Professional and Contracted Services         54,317         3,100         4,100           258         Investigative Expenses         -         500         500           264         Printing and Copying         6,876         6,700         6,700           273         Fleet Lease - Operating and Maintenance         410,522         446,325         422,873           274         Fleet Lease - Replacement         134,289         110,229         216,894 <i>Subtotal</i>	Oper	ating and Maintenance			
217       Dues and Subscriptions       679       1,000         218       Non-Capital Equipment and Furniture       5,648       17,750       6,650         226       Prisoner Expenses       162       -       -         229       Materials and Supplies       7,022       6,700       7,700         240       Equipment Repair and Maintenance       -       6000       6000         243       Non-Capital Computer Equipment and Supplies       6,265       6,775       6,775         246       Liability Insurance       112,617       159,716       146,904         250       Professional and Contracted Services       54,317       3,100       4,100         258       Investigative Expenses       -       500       500         264       Printing and Copying       6,876       6,700       6,700         273       Fleet Lease - Operating and Maintenance       410,522       446,325       422,873         274       Fleet Lease - Replacement       134,289       110,229       216,894         3ubtotal       744,507       767,095       828,396         Subtotal       -       52,300         3ubtotal       -       -       52,300	210	Office Supplies	2,210	3,750	3,750
218       Non-Capital Equipment and Furniture       5,648       17,750       6,650         226       Prisoner Expenses       162       -         229       Materials and Supplies       7,022       6,700       7,700         240       Equipment Repair and Maintenance       -       600       600         243       Non-Capital Computer Equipment and Supplies       6,265       6,775       6,775         246       Liability Insurance       112,617       159,716       146,904         250       Professional and Contracted Services       54,317       3,100       4,100         258       Investigative Expenses       -       500       500         264       Printing and Copying       6,876       6,700       6,700         273       Fleet Lease - Operating and Maintenance       410,522       446,325       422,873         274       Fleet Lease - Replacement       134,289       110,229       216,894         342       Vehicles       -       -       52,300         342       Vehicles       -       -       52,300         342       Vehicles       -       -       52,300	216	Reference Books and Materials	3,900	3,950	3,950
226       Prisoner Expenses       162       -         229       Materials and Supplies       7,022       6,700       7,700         240       Equipment Repair and Maintenance       -       600       600         243       Non-Capital Computer Equipment and Supplies       6,265       6,775       6,775         246       Liability Insurance       112,617       159,716       146,904         250       Professional and Contracted Services       54,317       3,100       4,100         258       Investigative Expenses       -       500       500         264       Printing and Copying       6,876       6,700       6,700         273       Fleet Lease - Operating and Maintenance       410,522       446,325       422,873         274       Fleet Lease - Replacement       134,289       110,229       216,894         Subtotal       744,507       767,095       828,396         Capital Outlay         432       Vehicles       -       -       52,300         Subtotal       -       -       52,300	217	Dues and Subscriptions	679	1,000	1,000
229       Materials and Supplies       7,022       6,700       7,700         240       Equipment Repair and Maintenance       600       600         243       Non-Capital Computer Equipment and Supplies       6,265       6,775       6,775         246       Liability Insurance       112,617       159,716       146,904         250       Professional and Contracted Services       54,317       3,100       4,100         258       Investigative Expenses       -       500       500         264       Printing and Copying       6,876       6,700       6,700         273       Fleet Lease - Operating and Maintenance       410,522       446,325       422,873         274       Fleet Lease - Replacement       134,289       110,229       216,894         274       Fleet Lease - Replacement       134,289       110,229       216,894         274       Fleet Lease - Replacement       134,289       110,229       216,894         284       Vehicles       -       -       52,300         294       Vehicles       -       -       52,300	218	Non-Capital Equipment and Furniture	5,648	17,750	6,650
240       Equipment Repair and Maintenance       -       600       600         243       Non-Capital Computer Equipment and Supplies       6,265       6,775       6,775         246       Liability Insurance       112,617       159,716       146,904         250       Professional and Contracted Services       54,317       3,100       4,100         258       Investigative Expenses       -       500       500         264       Printing and Copying       6,876       6,700       6,700         273       Fleet Lease - Operating and Maintenance       410,522       446,325       422,873         274       Fleet Lease - Replacement       134,289       110,229       216,894         Subtotal       744,507       767,095       828,396         Fapit Coutlay         432       Vehicles       -       -       52,300         Subtotal       -       -       52,300       -	226	Prisoner Expenses	162	-	-
243       Non-Capital Computer Equipment and Supplies       6,265       6,775       6,775         246       Liability Insurance       112,617       159,716       146,904         250       Professional and Contracted Services       54,317       3,100       4,100         258       Investigative Expenses       -       500       500         264       Printing and Copying       6,876       6,700       6,700         273       Fleet Lease - Operating and Maintenance       410,522       446,325       422,873         274       Fleet Lease - Replacement       134,289       110,229       216,894         Subtotal       744,507       767,095       828,396         Capital Outlay         432       Vehicles       -       -       52,300         Subtotal       -       -       52,300	229	Materials and Supplies	7,022	6,700	7,700
246       Liability Insurance       112,617       159,716       146,904         250       Professional and Contracted Services       54,317       3,100       4,100         258       Investigative Expenses       -       500       500         264       Printing and Copying       6,876       6,700       6,700         273       Fleet Lease - Operating and Maintenance       410,522       446,325       422,873         274       Fleet Lease - Replacement       134,289       110,229       216,894         Subtotal       744,507       767,095       828,396         Capital Outlay         432       Vehicles       -       -       52,300         Subtotal       -       -       52,300	240	Equipment Repair and Maintenance	-	600	600
250       Professional and Contracted Services       54,317       3,100       4,100         258       Investigative Expenses       -       500       500         264       Printing and Copying       6,876       6,700       6,700         273       Fleet Lease - Operating and Maintenance       410,522       446,325       422,873         274       Fleet Lease - Replacement       134,289       110,229       216,894         Subtotal       744,507       767,095       828,396         Capital Outlay         432       Vehicles       -       -       52,300         Subtotal       -       -       52,300	243	Non-Capital Computer Equipment and Supplies	6,265	6,775	6,775
258       Investigative Expenses       -       500       500       500         264       Printing and Copying       6,876       6,700       6,700         273       Fleet Lease - Operating and Maintenance       410,522       446,325       422,873         274       Fleet Lease - Replacement       134,289       110,229       216,894         Subtotal       744,507       767,095       828,396         432       Vehicles       -       -       52,300         Subtotal       -       -       52,300	246	Liability Insurance	112,617	159,716	146,904
264       Printing and Copying       6,876       6,700       6,700         273       Fleet Lease - Operating and Maintenance       410,522       446,325       422,873         274       Fleet Lease - Replacement       134,289       110,229       216,894         Subtotal       744,507       767,095       828,396         432       Vehicles       -       -       52,300         Subtotal       -       -       52,300	250	Professional and Contracted Services	54,317	3,100	4,100
273       Fleet Lease - Operating and Maintenance       410,522       446,325       422,873         274       Fleet Lease - Replacement       134,289       110,229       216,894         Subtotal       744,507       767,095       828,396         Capital Outlay         432       Vehicles       -       -       52,300         Subtotal       -       -       52,300	258	Investigative Expenses	-	500	500
274       Fleet Lease - Replacement       134,289       110,229       216,894         Subtotal       744,507       767,095       828,396         Capital Outlay         432       Vehicles       -       -       52,300         Subtotal       -       -       52,300	264	Printing and Copying	6,876	6,700	6,700
Subtotal       744,507       767,095       828,396         Capital Outlay       432       Vehicles       -       -       52,300         Subtotal       -       -       -       52,300	273	Fleet Lease - Operating and Maintenance	410,522	446,325	422,873
Capital Outlay         -         -         52,300           432         Vehicles         -         -         52,300           Subtotal         -         -         52,300	274	Fleet Lease - Replacement	134,289	110,229	216,894
432       Vehicles       -       -       52,300         Subtotal       -       -       52,300		Subtotal	744,507	767,095	828,396
432       Vehicles       -       -       52,300         Subtotal       -       -       52,300	Capit	al Outlay			
	-	-	-	-	52,300
SERVICE TOTAL \$8,714,341 \$9,068,882 \$9,604,943		Subtotal	-	-	52,300
		SERVICE TOTAL	\$8,714,341	\$9,068,882	\$9,604,943

# Service: Detective Operations

# FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

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

three distinct units:

- The Person Crimes Unit is responsible for investigating crimes committed against people, including homicide, sexual assault, robbery, aggravated assault, kidnapping, child abuse, extortion, weapon offenses, and other death investigations. Also investigated out of this unit are all fraud and forgery cases.
- 2. 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.
- 3. The Special Enforcement Unit is responsible primarily for investigating vice and narcotic crimes and any other covert investigations as assigned by the department.

SERVICE:	Detective	Operations
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Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00
Master Police Officer	11.00	11.00	14.00
Police Officer	4.00	4.00	1.00
Evidence/Crime Scene Technician	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00
Total	21.00	21.00	21.00

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### Service: Detective Operations

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	1,576,725	1,586,192	1,644,754
114	Skill Based Pay	1,414	900	1,800
115	One Time Payment	-	3,460	6,000
121	Wages - Overtime	145,045	95,588	140,588
122	Longevity Compensation	12,270	11,100	9,660
123	Leave Expense	24,443	-	-
124	Skill Based Overtime Pay	190	-	-
126	Retirement Health Savings Plan	40,309	14,810	15,418
127	FPPA Death and Disability	14,478	14,901	18,968
129	Medicare	18,768	18,503	23,204
131	MOPC	7,765	7,855	7,854
132	Employee Insurance	234,583	258,549	268,098
133	Employee Retirement	9,801	10,525	10,525
134	Police and Fire Retirement	142,030	142,998	148,939
135	Compensation Insurance	18,735	23,206	32,458
136	Unemployment Insurance	4,697	4,758	3,287
139	Dental Insurance	10,945	11,102	11,519
141	Uniforms and Protective Clothing	12,596	12,550	12,550
142	Food Allowance	2,291	3,550	3,550
	Subtotal	2,277,085	2,220,547	2,359,172
Oper	ating and Maintenance			
210	Office Supplies	4,456	3,925	3,925
216	Reference Books and Materials	1,013	975	975
217	Dues and Subscriptions	872	1,825	1,825
218	Non-Capital Equipment and Furniture	3,529	7,425	7,425
229	Materials and Supplies	5,671	4,525	4,525
230	Printing and Copier Supplies	307	-	-
240	Equipment Repair and Maintenance	258	3,000	3,000
243	Non-Capital Computer Equipment and Supplies	6,650	5,100	5,100
245	Mileage Allowance	181	-	-
246	Liability Insurance	19,150	10,198	14,670
250	Professional and Contracted Services	10,902	3,200	3,200
252	Advertising and Legal Notices	1,236	1,000	1,000
258	Investigative Expenses	22,828	20,450	20,450
261	Telephone Charges	71	-	-
264	Printing and Copying	2,298	2,350	2,350
269	Other Services and Charges	749	-	-
273	Fleet Lease - Operating and Maintenance	60,374	66,538	66,040
274	Fleet Lease - Replacement	6,884	21,260	39,435
	Subtotal	147,429	151,771	173,920
	SERVICE TOTAL	\$2,424,514	\$2,372,318	\$2,533,092

# Service: Animal Control

# FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

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

SERVICE: Animal Control						
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget			
Police Sergeant	0.50	0.50	0.50			
Community Service Officer	4.00	4.00	4.00			
Total	4.50	4.50	4.50			

# Service: Animal Control

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	227,105	235,375	289,610
114	Skill Based Pay	32	-	1,200
121	Wages - Overtime	4,136	2,000	2,000
123	Leave Expense	6,888	-	-
126	Retirement Health Savings Plan	3,283	2,354	2,908
127	FPPA Death and Disability	782	1,186	-
129	Medicare	3,545	3,413	4,217
131	MOPC	9,293	9,430	9,685
132	Employee Insurance	34,616	38,365	47,206
133	Employee Retirement	11,729	12,636	12,979
134	Police and Fire Retirement	6,321	4,678	9,710
135	Compensation Insurance	11,102	14,778	17,617
136	Unemployment Insurance	692	706	579
139	Dental Insurance	1,615	1,646	2,027
141	Uniforms and Protective Clothing	2,732	2,875	2,875
	Subtotal	323,871	329,442	402,613
Oper	ating and Maintenance			
217	Dues and Subscriptions	190	225	225
218	Non-Capital Equipment and Furniture	1,011	900	900
229	Materials and Supplies	342	800	800
246	Liability Insurance	3,436	1,295	1,613
250	Professional and Contracted Services	178,742	180,300	180,300
273	Fleet Lease - Operating and Maintenance	20,517	21,511	23,981
274	Fleet Lease - Replacement	-	5,072	31,004
	Subtotal	204,238	210,103	238,823
Capit	al Outlay			
432	Vehicles	-	33,760	-
	Subtotal	-	33,760	-
	SERVICE TOTAL	\$528,109	\$573,305	\$641,436

# Service: Special Enforcement Unit

# FUND: General Fund DEPARTMENT: Public Safety

### Service Description:

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

SERVICE: Special	Enforcement Unit
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Budgeted Positions: Police Sergeant	<b>2013 Budget</b> 1.00	<b>2014 Budget</b> 1.00	<b>2015 Budget</b> 1.00
Master Police Officer	4.00	4.00	4.00
Police Officer	1.00	1.00	1.00
Total	6.00	6.00	6.00

### Service: Special Enforcement Unit

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	445,187	475,048	486,933
114	Skill Based Pay	904	900	-
121	Wages - Overtime	193,427	29,757	54,757
122	Longevity Compensation	1,500	1,560	1,620
123	Leave Expense	8,411	-	-
124	Skill Based Overtime Pay	245	-	-
126	Retirement Health Savings Plan	8,357	4,759	4,871
127	FPPA Death and Disability	7,120	7,416	7,577
129	Medicare	8,176	6,902	7,061
132	Employee Insurance	69,859	77,433	79,371
134	Police and Fire Retirement	45,616	47,594	48,691
135	Compensation Insurance	9,702	14,823	15,447
136	Unemployment Insurance	1,399	1,425	973
139	Dental Insurance	3,259	3,325	3,410
141	Uniforms and Protective Clothing	3,794	4,200	4,200
142	Food Allowance	946	500	500
	Subtotal	807,902	675,642	715,411
Oper	ating and Maintenance			
210	Office Supplies	33	-	-
217	Dues and Subscriptions	862	500	500
218	Non-Capital Equipment and Furniture	3,237	4,475	4,475
229	Materials and Supplies	7,572	925	925
240	Equipment Repair and Maintenance	-	200	200
243	Non-Capital Computer Equipment and Supplies	108	-	-
246	Liability Insurance	5,301	2,792	4,540
247	Safety Expenses	3,917	1,500	1,500
250	Professional and Contracted Services	830	100	100
258	Investigative Expenses	16,216	22,475	22,475
273	Fleet Lease - Operating and Maintenance	84,009	87,085	100,692
274	Fleet Lease - Replacement	54	-	10,295
	Subtotal	122,139	120,052	145,702
	SERVICE TOTAL	\$930,041	\$795,694	\$861,113

# Service: School Resource Officers

## FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

2013 Budget	2014 Budget	2015 Budget
1.00	1.00	1.00
4.00	4.00	3.00
0.00	0.00	1.00
5.00	5.00	5.00
	1.00 4.00 0.00	1.001.004.004.000.000.00

#### SERVICE: School Resource Officers

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#### Service: School Resource Officers

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	396,832	404,411	407,278
121	Wages - Overtime	22,936	22,780	22,780
123	Leave Expense	3,068	-	-
126	Retirement Health Savings Plan	7,745	4,044	4,074
127	FPPA Death and Disability	2,955	3,031	1,997
129	Medicare	5,680	5,865	5,906
132	Employee Insurance	59,471	65,919	66,387
134	Police and Fire Retirement	39,803	40,440	40,726
135	Compensation Insurance	9,169	16,944	22,054
136	Unemployment Insurance	1,191	1,213	814
139	Dental Insurance	2,774	2,831	2,852
141	Uniforms and Protective Clothing	3,288	3,150	3,150
142	Food Allowance	17	425	425
	Subtotal	554,929	571,053	578,443
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	373	1,150	1,150
229	Materials and Supplies	1,521	2,800	2,800
246	Liability Insurance	6,757	1,980	2,028
269	Other Services and Charges	80	-	-
	Subtotal	8,731	5,930	5,978
	SERVICE TOTAL	\$563,660	\$576,983	\$584,421

# Service: Police Special Operations

# FUND: General Fund DEPARTMENT: Public Safety

### Service Description:

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

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

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	0.50	0.50	0.50
Police Services Technician	4.00	4.00	4.00
Total	5.50	5.50	5.50

#### SERVICE: Police Special Operations

### Service: Police Special Operations

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	271,533	326,579	367,883
114	Skill Based Pay	936	900	900
115	One Time Payment	-	-	1,406
121	Wages - Overtime	2,616	2,600	2,600
123	Leave Expense	4,583	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	3,846	2,389	3,015
127	FPPA Death and Disability	1,677	2,607	1,428
129	Medicare	4,862	4,466	5,348
131	MOPC	6,888	7,654	8,279
132	Employee Insurance	45,427	50,068	59,963
133	Employee Retirement	8,692	10,195	11,092
134	Police and Fire Retirement	21,842	15,555	20,320
135	Compensation Insurance	2,601	5,446	6,161
136	Unemployment Insurance	908	922	735
139	Dental Insurance	2,121	2,150	2,575
141	Uniforms and Protective Clothing	2,814	3,275	3,275
142	Food Allowance	115	-	-
	Subtotal	381,463	434,806	494,980
Oper	ating and Maintenance			
217	Dues and Subscriptions	70	-	-
218	Non-Capital Equipment and Furniture	2,464	2,350	2,350
229	Materials and Supplies	39	500	500
246	Liability Insurance	1,955	3,229	3,559
250	Professional and Contracted Services	-	300	300
273	Fleet Lease - Operating and Maintenance	25,144	22,769	22,356
274	Fleet Lease - Replacement	15,025	15,025	15,025
	Subtotal	44,697	44,173	44,090
	SERVICE TOTAL	\$426,160	\$478,979	\$539,070

# Service: Traffic Unit

# FUND: General Fund DEPARTMENT: Public Safety

### Service Description:

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

#### SERVICE: Traffic Unit

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	5.00	5.00	4.00
Police Officer	0.00	0.00	1.00
Community Service Officer	3.00	3.00	3.00
Total	9.00	9.00	9.00

#### Service: Traffic Unit

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	581,770	626,555	639,986
114	Skill Based Pay	3,319	3,600	2,700
121	Wages - Overtime	48,290	24,930	14,930
122	Longevity Compensation	55	-	-
123	Leave Expense	17,361	-	-
124	Skill Based Overtime Pay	191	-	-
126	Retirement Health Savings Plan	15,114	6,302	6,429
127	FPPA Death and Disability	5,696	6,121	6,119
129	Medicare	8,510	9,138	9,319
131	MOPC	7,111	11,107	7,653
132	Employee Insurance	92,140	102,128	104,319
133	Employee Retirement	8,975	14,884	10,254
134	Police and Fire Retirement	45,289	40,800	48,961
135	Compensation Insurance	4,629	26,732	38,018
136	Unemployment Insurance	1,845	1,880	1,279
139	Dental Insurance	4,298	4,386	4,482
141	Uniforms and Protective Clothing	5,299	6,000	6,000
	Subtotal	849,892	884,563	900,449
Oper	ating and Maintenance			
210	Office Supplies	15	-	-
217	Dues and Subscriptions	50	50	50
218	Non-Capital Equipment and Furniture	1,766	1,700	1,700
229	Materials and Supplies	204	350	350
240	Equipment Repair and Maintenance	744	1,600	1,600
243	Non-Capital Computer Equipment and Supplies	1,198	2,000	3,000
246	Liability Insurance	4,397	5,926	4,889
250	Professional and Contracted Services	585	1,000	1,000
258	Investigative Expenses	10,470	6,300	6,300
273	Fleet Lease - Operating and Maintenance	37,960	51,273	37,018
274	Fleet Lease - Replacement	23,262	33,075	53,988
	Subtotal	80,651	103,274	109,895
	SERVICE TOTAL	\$930,543	\$987,837	\$1,010,344

# Service: SWAT Team

# FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

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

#### Service: SWAT Team

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
121	Wages - Overtime	110,612	50,633	106,633
124	Skill Based Overtime Pay	158	-	-
135	Compensation Insurance	366	1,689	2,004
141	Uniforms and Protective Clothing	2,480	5,450	5,450
142	Food Allowance	509	400	400
	Subtotal	114,125	58,172	114,487
Oper	ating and Maintenance			
210	Office Supplies	16	-	-
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	213	775	775
218	Non-Capital Equipment and Furniture	37,550	45,680	45,788
229	Materials and Supplies	39,665	34,930	27,250
240	Equipment Repair and Maintenance	9,579	9,710	8,915
243	Non-Capital Computer Equipment and Supplies	-	520	200
246	Liability Insurance	7,795	9,389	3,678
247	Safety Expenses	23,195	29,750	16,000
250	Professional and Contracted Services	682	225	225
262	Radio Repair and Maintenance	-	500	500
264	Printing and Copying	-	100	100
269	Other Services and Charges	13	-	-
273	Fleet Lease - Operating and Maintenance	33,548	45,457	18,763
274	Fleet Lease - Replacement	121,834	121,834	75,902
	Subtotal	274,090	299,020	198,246
Capi	tal Outlay			
432	Vehicles	-	-	29,150
440	Machinery and Equipment	-	12,000	-
	Subtotal	-	12,000	29,150
	SERVICE TOTAL	\$388,215	\$369,192	\$341,883

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# **Support Services Division Overview**

Personal Services Operating and Maintenance	<b>2013 Actual</b> 1,466,118 495,216	20	014 Budget 1,490,055 255,816	<b>2015 Budget</b> 1,529,426 276,966
Non-Operating Capital	- -			10,000
TOTAL	\$ 1,961,334	\$	1,745,871	\$ 1,816,392

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

# Service: Support Services

# FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

Support Services provides support to the administrative and operational components of the Public Safety Department. Hiring, promoting and training functions for all divisions are managed and coordinated through its Training & Personnel Unit. The Logistics Unit facilitates and coordinates budget preparation and management; research, equipment specification and purchasing; facility maintenance and construction for the Safety & Justice Building, police substations and fire stations, including liaison with Facility Operations; and liaison with Fleet Services.

Support Services also provides liaison with Front Range Community College, Longmont Campus, and the chaplains group and several community support organizations; and facilitates the employee and supervisory exchange programs with other law enforcement agencies.

#### SERVICE: Support Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	4.00	4.00	4.00

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#### Service: Support Services

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	285,010	334,205	331,937
115	One Time Payment	-	3,279	4,543
121	Wages - Overtime	12,825	3,500	5,500
122	Longevity Compensation	3,540	3,660	3,780
123	Leave Expense	6,778	-	-
124	Skill Based Overtime Pay	104	-	-
126	Retirement Health Savings Plan	2,731	1,600	1,600
129	Medicare	2,743	3,200	3,172
131	MOPC	4,151	4,775	4,676
132	Employee Insurance	49,723	54,430	54,106
133	Employee Retirement	5,239	6,399	6,266
134	Police and Fire Retirement	24,095	23,842	23,842
135	Compensation Insurance	7,925	64,733	63,809
136	Unemployment Insurance	993	1,002	663
137	Staff Training and Conferences	101	-	-
139	Dental Insurance	2,320	2,337	2,322
141	Uniforms and Protective Clothing	7,178	525	525
142	Food Allowance	720	700	700
	Subtotal	416,176	508,187	507,441
Oper	rating and Maintenance			
210	Office Supplies	2,138	6,220	2,000
216	Reference Books and Materials	354	2,450	1,450
217	Dues and Subscriptions	3,864	3,185	3,185
218	Non-Capital Equipment and Furniture	58,678	5,772	5,772
228	Janitorial Supplies	8,354	-	-
229	Materials and Supplies	28,677	4,965	4,965
230	Printing and Copier Supplies	480	-	1,000
232	Building Repair and Maintenance	59,385	2,500	2,500
240	Equipment Repair and Maintenance	25,262	12,156	12,156
241	Grounds Maintenance	2,355	-	
243	Non-Capital Computer Equipment and Supplies	9,407	5,307	5,307
245	Mileage Allowance	460	500	500
246	Liability Insurance	4,709	5,527	5,043
247	Safety Expenses	11,018	7,295	7,295
250	Professional and Contracted Services	124,131	100,301	104,521
252	Advertising and Legal Notices	-	300	300
258	Investigative Expenses	_	300	300
264	Printing and Copying	1,190	6,164	4,164
269	Other Services and Charges	7,560	-	-
273	Fleet Lease - Operating and Maintenance	18,851	24,099	19,173
274	Fleet Lease - Replacement	5,230	5,230	5,230
217	Subtotal	372,103	192,271	184,861
Cani	tal Outlay	572,105	132,211	104,001
475	Building and Facility Improvements	_	_	10,000
-115	Subtotal	-	-	10,000
	SERVICE TOTAL	- \$788,279	- \$700,458	\$702,302
		\$100,21 <i>3</i>	φ/00,430	\$702,302

# Service: Training & Personnel

# FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

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

#### SERVICE: Training & Personnel

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	2.00
Police Sergeant	1.00	1.00	1.00
Master Police Officer	1.00	1.00	2.00
Police Officer	1.00	1.00	0.00
Total	6.00	6.00	6.00

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### Service: Training & Personnel

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	495,275	495,810	513,565
121	Wages - Overtime	240,415	185,685	185,685
122	Longevity Compensation	1,500	-	-
123	Leave Expense	13,124	-	-
124	Skill Based Overtime Pay	1,245	-	-
126	Retirement Health Savings Plan	6,478	4,957	5,137
127	FPPA Death and Disability	5,725	5,275	7,941
129	Medicare	6,976	7,189	7,448
132	Employee Insurance	73,432	80,817	83,712
134	Police and Fire Retirement	49,680	49,581	51,354
135	Compensation Insurance	15,686	557	15,483
136	Unemployment Insurance	1,469	1,488	1,026
137	Staff Training and Conferences	129,344	141,538	141,538
139	Dental Insurance	3,426	3,471	3,596
141	Uniforms and Protective Clothing	3,824	3,300	3,300
142	Food Allowance	2,343	2,200	2,200
	Subtotal	1,049,942	981,868	1,021,985
Oper	ating and Maintenance			
210	Office Supplies	992	-	-
215	Audiovisual Materials	27	200	200
216	Reference Books and Materials	841	-	-
217	Dues and Subscriptions	1,294	850	850
218	Non-Capital Equipment and Furniture	1,127	1,500	1,500
229	Materials and Supplies	42,244	30,275	55,275
240	Equipment Repair and Maintenance	340	-	-
243	Non-Capital Computer Equipment and Supplies	557	-	-
246	Liability Insurance	1,911	2,900	2,985
250	Professional and Contracted Services	35,376	5,000	5,000
261	Telephone Charges	334	-	-
264	Printing and Copying	463	-	-
269	Other Services and Charges	7,081	9,400	9,400
273	Fleet Lease - Operating and Maintenance	18,864	13,420	16,895
274	Fleet Lease - Replacement	11,662	-	-
	Subtotal	123,113	63,545	92,105
	SERVICE TOTAL	\$1,173,055	\$1,045,413	\$1,114,090

City of Longmont, Colorado

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# **Information Services Overview**

	2013 Actual	2014 B	udget	2015	Budget
Personal Services	2,661,684	2,84	5,349	2,9	917,994
Operating and Maintenance	387,330	43	32,994	4	31,553
Non-Operating	-		-		-
Capital	28,370		-		-
TOTAL	\$ 3,077,384	\$ 3,27	78,343	5 3,3	849,547

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

# Service: Longmont Emergency Communications Center

# FUND: General Fund DEPARTMENT: Public Safety

### Service Description:

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

#### SERVICE: Longmont Emergency Communications Center

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Communications Center Manager	1.00	1.00	1.00
Communications Shift Supervisor	3.00	3.00	3.00
Communications Specialist	15.00	15.00	16.00
Emergency Comm Tech Systems Specialist	1.00	1.00	1.00
Total	20.00	20.00	21.00

### Service: Longmont Emergency Communications Center

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	1,000,816	1,101,620	1,147,105
112	Wages - Temporary	3,499	-	-
114	Skill Based Pay	3,266	3,600	1,800
115	One Time Payment	-	2,000	1,500
121	Wages - Overtime	94,267	74,210	76,419
122	Longevity Compensation	1,860	1,920	1,980
123	Leave Expense	34,609	-	-
124	Skill Based Overtime Pay	466	-	-
126	Retirement Health Savings Plan	13,433	10,024	10,591
128	FICA	217	-	-
129	Medicare	13,441	15,640	16,662
131	MOPC	52,062	53,940	57,450
132	Employee Insurance	158,585	175,269	186,983
133	Employee Retirement	65,700	72,270	76,983
135	Compensation Insurance	1,902	2,170	2,697
136	Unemployment Insurance	3,171	3,225	2,299
137	Staff Training and Conferences	13,917	15,500	15,500
139	Dental Insurance	7,398	7,528	8,034
142	Food Allowance	288	400	400
	Subtotal	1,468,897	1,539,316	1,606,403
Oper	ating and Maintenance			
210	Office Supplies	13	-	-
217	Dues and Subscriptions	2,533	1,200	1,200
218	Non-Capital Equipment and Furniture	4,187	5,100	5,100
229	Materials and Supplies	1,223	1,850	1,850
232	Building Repair and Maintenance	-	700	700
240	Equipment Repair and Maintenance	(3,558)	7,000	7,000
243	Non-Capital Computer Equipment and Supplies	108	-	-
245	Mileage Allowance	52	200	200
246	Liability Insurance	3,925	3,841	4,054
262	Radio Repair and Maintenance	1,800	500	500
269	Other Services and Charges	1,603	2,000	2,000
	Subtotal	11,886	22,391	22,604
	SERVICE TOTAL	\$1,480,783	\$1,561,707	\$1,629,007

# Service: Public Safety Information & Tecnhology Services

# FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

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

SERVICE	Public	Safety	Information	ጲ	Technology	Services
SERVICE.	F UDIIC	Jaiety	innonnation	α	recrimology	Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Public Safety Info/Technology Manager	1.00	1.00	1.00
Mobile Data Communications Specialist	2.00	2.00	2.00
Total	3.00	3.00	3.00

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# Service: Public Safety Information & Technology Services

Persor	nal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	195,628	200,631	203,670
115	One Time Payment	-	1,537	1,500
121	Wages - Overtime	11,602	10,009	12,000
123	Leave Expense	4,231	-	-
126	Retirement Health Savings Plan	1,672	1,200	1,200
129	Medicare	2,976	2,894	2,953
131	MOPC	9,932	9,978	10,184
132	Employee Insurance	29,874	32,528	33,198
133	Employee Retirement	12,535	13,370	13,646
135	Compensation Insurance	85	173	154
136	Unemployment Insurance	596	599	407
139	Dental Insurance	1,395	1,397	1,426
142	Food Allowance	155	-	-
	Subtotal	270,681	274,316	280,338
Operat	ting and Maintenance			
217	Dues and Subscriptions	504	600	600
218	Non-Capital Equipment and Furniture	12,753	-	600
229	Materials and Supplies	2,049	425	425
240	Equipment Repair and Maintenance	118,938	108,500	112,500
243	Non-Capital Computer Equipment and Supplies	20,735	31,100	30,500
245	Mileage Allowance	-	100	-
246	Liability Insurance	2,662	873	897
250	Professional and Contracted Services	1,136	3,100	3,000
261	Telephone Charges	158	-	-
273	Fleet Lease - Operating and Maintenance	1,588	2,519	1,219
	Subtotal	160,523	147,217	149,741
	SERVICE TOTAL	\$431,204	\$421,533	\$430,079

# Service: Public Safety Information Services

# FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

Information Services provides a wide range of information sharing and technology-related support to the administrative and operational components of the Public Safety Department. In addition, Information Services is responsible for public outreach efforts, including community prevention and education efforts and recruiting volunteers needed throughout the department.

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Total	2.00	2.00	2.00

SERVICE: Public Safety Information Services

#### Service: Public Safety Information Services

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	181,470	180,972	180,972
115	One Time Payment	-	2,000	3,000
121	Wages - Overtime	302	750	750
122	Longevity Compensation	2,160	2,220	2,280
126	Retirement Health Savings Plan	1,979	800	800
129	Medicare	672	758	758
131	MOPC	2,623	2,613	2,613
132	Employee Insurance	26,841	29,498	29,498
133	Employee Retirement	3,311	3,501	3,501
134	Police and Fire Retirement	12,939	12,871	12,871
135	Compensation Insurance	-	415	459
136	Unemployment Insurance	537	543	362
139	Dental Insurance	1,253	1,267	1,267
141	Uniforms and Protective Clothing	600	1,000	1,000
142	Food Allowance	25	250	250
	Subtotal	234,712	239,458	240,381
Oper	ating and Maintenance			
210	Office Supplies	4,765	6,775	5,775
216	Reference Books and Materials	193	1,525	1,525
217	Dues and Subscriptions	48	250	250
218	Non-Capital Equipment and Furniture	3,263	1,000	1,000
229	Materials and Supplies	604	1,000	1,000
230	Printing and Copier Supplies	6,067	6,500	6,500
240	Equipment Repair and Maintenance	242	250	250
246	Liability Insurance	-	1,512	1,086
249	Operating Leases and Rentals	20,279	27,350	24,850
250	Professional and Contracted Services	970	1,000	1,000
261	Telephone Charges	135,631	160,871	160,871
264	Printing and Copying	3,219	7,600	6,100
269	Other Services and Charges	18	500	500
273	Fleet Lease - Operating and Maintenance	3,746	5,798	6,896
274	Fleet Lease - Replacement	9,721	-	-
	Subtotal	188,766	221,931	217,603
	SERVICE TOTAL	\$423,478	\$461,389	\$457,984

# Service: Public Safety Outreach

# FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

The Public Safety Outreach Unit is a primary service function of the Information Services Division. Public Safety Outreach is the liaison between department programs and citizen audiences. This unit is instrumental in providing a significant amount of information, education and program materials to the public either directly or working through other divisions, sections and units. Safety and educational materials are disseminated via brochures, flyers, and classroom and public presentations. Outreach efforts include, but are not limited to, Neighborhood Watch; fire safety presentations and education to schools, businesses, and retirement facilities; a smoke alarm campaign; a Citizen Police Academy; a Citizen Fire Academy; car seat inspections, career fairs, and Safety & Justice Center tours. The Outreach Unit also is responsible for the City's False Alarm Program and the department's volunteer program.

SERVICE: Public Safety Outreach						
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget			
Public Safety Outreach Manager	1.00	1.00	1.00			
Safety Edcuation Coordinator	0.50	0.50	0.50			
Total	1.50	1.50	1.50			

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# Service: Public Safety Outreach

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	92,089	99,740	100,766
112	Wages - Temporary	-	14,000	14,000
115	One Time Payment	-	1,420	1,500
121	Wages - Overtime	3,926	5,620	5,620
123	Leave Expense	7,153	-	-
124	Skill Based Pay	109	-	-
126	Retirement Health Savings Plan	2,155	600	600
128	FICA	-	868	868
129	Medicare	1,205	1,649	1,664
131	MOPC	4,873	4,987	5,038
132	Employee Insurance	14,950	16,258	16,424
133	Employee Retirement	6,148	6,683	6,751
135	Compensation Insurance	-	98	87
136	Unemployment Insurance	299	299	201
139	Dental Insurance	698	698	705
142	Food Allowance	638	1,125	1,125
	Subtotal	134,243	154,045	155,349
Oper	ating and Maintenance			
214	Pamphlets and Documents	113	500	500
217	Dues and Subscriptions	250	75	75
218	Non-Capital Equipment and Furniture	445	700	700
229	Materials and Supplies	6,968	8,900	8,600
240	Equipment Repair and Maintenance	-	400	400
246	Liability Insurance	-	1,191	1,233
264	Printing and Copying	273	-	-
269	Other Services and Charges	450	300	300
273	Fleet Lease - Operating and Maintenance	2,666	5,323	8,673
	Subtotal	11,165	17,389	20,481
	SERVICE TOTAL	\$145,408	\$171,434	\$175,830

# Service: Volunteer Programs

#### FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

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

- S&J Volunteers: Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice Center complex that can include receptionist duties, administrative functions, investigative assistance, crime and data analysis, and equipment and vehicle maintenance. In addition, they often provide assistance and support with a variety of special projects and special events.
- Citizen Volunteer Patrol (CVP): CVP members are highly trained, uniformed volunteers who patrol Longmont in specially marked and unmarked cars. They serve as additional "eyes and ears" for the Patrol Operations Section. Duties include neighborhood patrol, park patrol, business patrol, downtown patrol, surveillance details, and traffic control.
- Student Intern Officers (SIO): SIOs typically are criminal justice majors from area colleges and universities who wish to participate in an internship in order to experience municipal law enforcement. If accepted into the program, they are provided with over 40 hours of training and then become short-term, uniformed volunteers. SIOs provide direct assistance to their assigned mentors (patrol officers, detectives, school resource officers, etc.) while learning the profession and considering a career in law enforcement. Some of the department's officers are past graduates of the SIO program.
- Explorers: The Explorer program is a law enforcement orientation program sponsored by the Police Services Division under the auspices of Exploring Learning for Life. It prepares young people ages 16 to 21 to become mature, responsible and caring adults and provides them with opportunities to contribute to their community while exploring a prospective career. Explorers are trained, uniformed volunteers who provide assistance and support throughout the department while gaining practical experience in law enforcement. The program has a rank structure that provides opportunities for Explorers to take on leadership roles.
- Front Range Chaplains: Chaplains are a dedicated group of clergy who provide assistance and support to the Public Safety departments and to community members who are victims of crime or tragedy, either on site at emergency scenes or though one-to-one counseling.
- Fire Corps Volunteers: These volunteers provide support services to the Fire Services Division that can include the Business Self Inspection Program, Hazmat Team support, the smoke alarm community campaign, car seat installation, and administrative support. These volunteer positions often provide assistance and support with a variety of special projects and events.

# Service: Volunteer Programs

Personal Services	2013 Actual	2014 Budget	2015 Budget
137 Staff Training and Conferences	1,344	1,000	1,000
142 Food Allowance	2,083	2,800	2,700
Subtotal	3,427	3,800	3,700
Operating and Maintenance			
217 Dues and Subscriptions	45	50	70
229 Materials and Supplies	988	650	1,030
246 Liability Insurance	466	-	1,006
273 Fleet Lease - Operating and Maintenance	9,809	14,648	11,699
Subtotal	11,308	15,348	13,805
SERVICE TOTAL	\$14,735	\$19,148	\$17,505

# Service: Public Safety Records Unit

#### FUND: General Fund DEPARTMENT: Public Safety

#### Service Description:

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

<b>2013 Budget</b> 1.00	2014 Budget 1.00	2015 Budget 1.00
3.00	3.00	3.00
6.00	6.00	6.00
10.00	10.00	10.00
	1.00 3.00 6.00	1.001.003.003.006.006.00

# Service: Public Safety Records Unit

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	394,887	469,877	457,155
112	Wages - Temporary	11,107	16,050	16,050
114	Skill Based Pay	1,186	1,200	1,200
115	One Time Payment	-	1,000	1,500
121	Wages - Overtime	7,636	13,000	11,000
123	Leave Expense	11,291	-	-
124	Skill Based Overtime Pay	35	-	-
126	Retirement Health Savings Plan	5,118	3,927	4,314
128	FICA	688	995	995
129	Medicare	5,229	6,417	6,876
131	MOPC	20,250	20,979	22,918
132	Employee Insurance	61,745	68,201	74,516
133	Employee Retirement	25,563	28,109	30,708
135	Compensation Insurance	819	364	365
136	Unemployment Insurance	1,233	1,255	913
139	Dental Insurance	2,883	2,929	3,202
142	Food Allowance	54	111	111
	Subtotal	549,724	634,414	631,823
Oper	ating and Maintenance			
217	Dues and Subscriptions	251	200	200
218	Non-Capital Equipment and Furniture	186	1,000	1,000
229	Materials and Supplies	(188)	300	300
245	Mileage Allowance	61	100	100
246	Liability Insurance	-	2,118	1,719
250	Professional and Contracted Services	2,628	5,000	4,000
264	Printing and Copying	743	-	-
	Subtotal	3,681	8,718	7,319
Capit	tal Outlay			
440	Machinery and Equipment	28,370	-	-
	Subtotal	28,370	-	-
	SERVICE TOTAL	\$581,775	\$643,132	\$639,142

City of Longmont, Colorado

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# **Public Works and Natural Resources Overview**

	2013 Actual	2	014 Budget	2	2015 Budget
Personal Services	3,633,094		3,849,189		3,998,218
Operating and Maintenance	3,381,603		3,234,683		3,511,914
Non-Operating	-		-		-
Capital	161,821		13.877		29,551
TOTAL	\$ 7,176,518	\$	7,097,749	\$	7,539,683

The Public Works and Natural Resources Department includes:

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

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

City of Longmont, Colorado

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# **Parks and Forestry Overview**

	2013 Actual	2014	Budget	2015 Budget
Personal Services	2,383,356	2,	,450,700	2,589,950
Operating and Maintenance	1,647,043	1.	,476,798	1,742,073
Non-Operating	-		- -	-
Capital	1,155		13,877	29,551
TOTAL	\$ 4,031,554	\$ 3,	,941,375	\$ 4,361,574

Parks and Forestry includes nine budget services:

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

# Service: Natural Resources Administration

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

#### Service Description:

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

SERVICE: Natural Resources Administration			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Natural Resources Manager	0.50	0.50	0.50
Executive Assistant	1.00	1.00	1.00
Project Manager II	0.00	0.00	0.15
Total	1.50	1.50	1.65

#### Service: Natural Resources Administration

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	104,617	105,456	105,456
114	Skill Based Pay	1	-	-
115	One Time Payment	-	1,500	2,250
121	Wages - Overtime	-	800	800
123	Leave Expense	1,122	-	-
126	Retirement Health Savings Plan	1,078	600	600
129	Medicare	1,360	1,529	1,530
131	MOPC	5,293	5,273	5,273
132	Employee Insurance	15,819	17,189	17,190
133	Employee Retirement	6,681	7,066	7,065
135	Compensation Insurance	55	88	77
136	Unemployment Insurance	317	316	210
137	Staff Training and Conferences	2,399	3,762	3,762
139	Dental Insurance	738	738	738
142	Food Allowance	325	500	500
	Subtotal	139,805	144,817	145,451
Oper	ating and Maintenance			
210	Office Supplies	1,933	3,400	3,400
216	Reference Books and Materials	18	250	250
217	Dues and Subscriptions	148	478	478
218	Non-Capital Equipment and Furniture	98	179	179
229	Materials and Supplies	277	700	700
230	Printing and Copier Supplies	172	780	780
240	Equipment Repair and Maintenance	4,190	2,940	2,940
243	Non-Capital Computer Equipment and Supplies	-	825	825
245	Mileage Allowance	-	100	100
246	Liability Insurance	1,207	2,447	365
247	Safety Expenses	88	-	-
249	Operating Leases and Rentals	-	1,491	1,491
250	Professional and Contracted Services	17,328	1,166	1,166
252	Advertising and Legal Notices	-	550	550
261	Telephone Charges	590	2,000	2,000
263	Postage	296	600	600
264	Printing and Copying	274	220	220
269	Other Services and Charges	1,522	-	-
	Subtotal	28,141	18,126	16,044
Capit	tal Outlay			
440	Machinery and Equipment	-	-	8,997
	Subtotal	-	-	8,997
	SERVICE TOTAL	\$167,946	\$162,943	\$170,492

# Service: Forestry Maintenance

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

#### Service Description:

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

SERVICE: Forestry Maintenance						
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget			
City Forester	1.00	1.00	1.00			
Senior Arborist Technician	1.00	1.00	1.00			
Arborist Technician II	0.25	0.25	0.25			
Total	2.25	2.25	2.25			

#### Service: Forestry Maintenance

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	134,500	139,815	139,773
112	Wages - Temporary	69,391	69,650	71,600
115	One Time Payment	-	1,259	3,249
121	Wages - Overtime	1,123	1,000	1,000
122	Longevity Compensation	1,800	-	-
123	Leave Expense	4,411	-	-
126	Retirement Health Savings Plan	1,589	900	900
128	FICA	4,437	4,318	4,439
129	Medicare	1,867	1,987	2,015
131	MOPC	6,952	6,991	6,988
132	Employee Insurance	20,822	22,790	22,784
133	Employee Retirement	8,775	9,368	9,364
135	Compensation Insurance	2,827	4,575	4,209
136	Unemployment Insurance	416	419	279
139	Dental Insurance	972	979	979
141	Uniforms and Protective Clothing	541	480	480
142	Food Allowance	198	100	100
	Subtotal	260,621	264,631	268,159
Oper	ating and Maintenance			
210	Office Supplies	82	-	-
216	Reference Books and Materials	126	150	150
217	Dues and Subscriptions	991	846	846
218	Non-Capital Equipment and Furniture	4,886	4,000	4,000
222	Chemicals	1,416	3,000	3,000
229	Materials and Supplies	265	-	-
240	Equipment Repair and Maintenance	2,021	2,000	2,000
241	Grounds Maintenance	9,573	20,000	38,750
243	Non-Capital Computer Equipment and Supplies	622	-	2,500
246	Liability Insurance	15,959	27,650	25,864
247	Safety Expenses	1,227	1,000	1,000
250	Professional and Contracted Services	131,177	122,118	208,368
261	Telephone Charges	916	1,140	1,140
264	Printing and Copying	717	500	500
269	Other Services and Charges	280	-	-
273	Fleet Lease - Operating and Maintenance	38,898	45,450	46,125
274	Fleet Lease - Replacement	58,409	54,010	54,010
	Subtotal	267,565	281,864	388,253
	SERVICE TOTAL	\$528,186	\$546,495	\$656,412

# Service: Municipal Grounds Maintenance

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

#### Service Description:

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

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Parks Supervisor	0.25	0.25	0.25
Senior Grounds Maintenance Technician	3.50	3.30	3.30
Project Manager	0.50	0.50	0.00
Total	4.25	4.05	3.55

#### SERVICE: Municipal Crounds Maintonanco

#### Service: Municipal Grounds Maintenance

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	160,242	215,835	178,511
112	Wages - Temporary	-	-	225
114	Skill Based Pay	4,914	225	-
115	One Time Payment	-	2,567	3,825
121	Wages - Overtime	5,282	-	-
122	Longevity Compensation	810	840	870
123	Leave Expense	5,340	-	-
124	Skill Based Overtime Pay	192	-	-
126	Retirement Health Savings Plan	1,300	1,620	1,420
128	FICA	-	551	14
129	Medicare	2,349	3,251	2,592
131	MOPC	9,408	10,767	8,926
132	Employee Insurance	33,584	35,064	29,096
133	Employee Retirement	11,873	14,427	11,960
135	Compensation Insurance	716	2,936	2,711
136	Unemployment Insurance	671	645	357
139	Dental Insurance	1,569	1,506	1,250
	Subtotal	238,250	290,234	241,757
Oper	ating and Maintenance			
222	Chemicals	391	1,500	1,500
229	Materials and Supplies	438	300	300
232	Building Repair and Maintenance	1,095	100	100
240	Equipment Repair and Maintenance	-	50	50
241	Grounds Maintenance	2,563	-	-
246	Liability Insurance	989	2,798	2,048
247	Safety Expenses	259	-	-
250	Professional and Contracted Services	36,200	20,000	20,427
273	Fleet Lease - Operating and Maintenance	13,178	4,308	9,494
274	Fleet Lease - Replacement	2,582	10,923	15,968
	Subtotal	57,695	39,979	49,887
	SERVICE TOTAL	\$295,945	\$330,213	\$291,644

# Service: Parks Development and Improvement

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

#### Service Description:

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

Coordination with other City divisions in review and inspection for park and greenway improvement projects as part of the Development Review process is also provided. Completion of longrange 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.

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Parks and Open Space Project Manager	1.00	1.00	0.00
Sr Project Manager	0.00	0.00	1.00
Project Manager	0.50	0.50	0.50
Total	1.50	1.50	1.50

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#### Service: Parks Development and Improvement

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	115,497	119,118	119,118
112 Wages - Temporary	-	-	32,000
115 One Time Payment	-	1,500	2,250
123 Leave Expense	3,814	-	-
126 Retirement Health Savings Plan	1,385	600	600
128 FICA	-	-	1,984
129 Medicare	1,461	1,727	2,192
131 MOPC	5,979	5,956	5,956
132 Employee Insurance	17,759	19,416	19,417
133 Employee Retirement	7,546	7,981	7,981
135 Compensation Insurance	171	98	87
136 Unemployment Insurance	355	357	238
139 Dental Insurance	829	834	834
142 Food Allowance	123	500	430
Subtotal	154,919	158,087	193,087
Operating and Maintenance			
217 Dues and Subscriptions	779	550	770
218 Non-Capital Equipment and Furniture	-	100	100
229 Materials and Supplies	178	400	400
243 Non-Capital Computer Equipment and S	upplies 113	200	200
246 Liability Insurance	710	581	1,295
247 Safety Expenses	100	150	150
261 Telephone Charges	1,075	1,400	1,400
263 Postage	117	100	100
264 Printing and Copying	78	200	50
273 Fleet Lease - Operating and Maintenance	e 1,028	7,332	884
Subtotal	4,178	11,013	5,349
SERVICE TOTAL	\$159,097	\$169,100	\$198,436

# Service: Parks Maintenance

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

#### Service Description:

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

#### SERVICE: Parks Maintenance

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Project Manager	0.00	0.00	0.50
Parks Mtce and Solid Waste Ops Manager	0.50	0.50	0.50
Parks Supervisor	1.25	1.25	1.25
Senior Grounds Maintenance Technician	9.50	9.50	9.50
Grounds Maintenance Technician II	3.00	1.75	1.75
Natural Resources Technician	0.00	0.85	0.85
Graffiti Removal Specialist	0.00	0.25	0.25
Administrative Assistant	0.90	0.90	0.68
Total	15.15	15.00	15.28

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#### Service: Parks Maintenance

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	636,078	751,401	790,257
112	Wages - Temporary	112,189	20,700	56,280
114	Skill Based Pay	14,348	2,685	1,200
115	One Time Payment	-	10,493	15,653
121	Wages - Overtime	26,457	-	-
122	Longevity Compensation	810	840	870
123	Leave Expense	15,929	-	-
124	Skill Based Overtime Pay	720	-	-
126	Retirement Health Savings Plan	6,187	6,000	6,200
128	FICA	7,183	4,383	3,489
129	Medicare	10,072	11,915	12,291
131	MOPC	32,591	37,551	39,573
132	Employee Insurance	113,925	121,979	128,812
133	Employee Retirement	41,139	50,307	53,028
135	Compensation Insurance	15,982	23,795	21,885
136	Unemployment Insurance	2,279	2,245	1,579
137	Staff Training and Conferences	1,105	3,500	3,500
139	Dental Insurance	5,318	5,238	5,532
141	Uniforms and Protective Clothing	3,071	4,000	4,000
142	Food Allowance	213	249	249
	Subtotal	1,045,596	1,057,281	1,144,398
Ope	rating and Maintenance			
210	Office Supplies	1,206	1,000	1,000
216	Reference Books and Materials	72	50	50
217	Dues and Subscriptions	75	530	530
218	Non-Capital Equipment and Furniture	10,371	750	750
220	Gas and Oil	79	106	-
222	Chemicals	1,205	18,000	18,000
228	Janitorial Supplies	2,560	3,000	3,000
229	Materials and Supplies	25,441	-	-
232	Building Repair and Maintenance	18,322	-	-
240	Equipment Repair and Maintenance	12,056	6,210	6,210
241	Grounds Maintenance	119,133	45,000	45,000
243	Non-Capital Computer Equipment and Supplies	2,047	2,000	4,500
246	Liability Insurance	47,773	58,237	68,396
247	Safety Expenses	22,420	5,000	5,000
249	Operating Leases and Rentals	-	2,500	2,500
250	Professional and Contracted Services	220,753	219,109	314,824
260	Utilities	139	-	-
261	Telephone Charges	4,598	4,400	4,400
263	Postage	9	200	200
264	Printing and Copying	418	500	500
269	Other Services and Charges	-	10,500	10,500
273	Fleet Lease - Operating and Maintenance	166,181	144,073	135,909
274	Fleet Lease - Replacement	152,629	145,711	174,584
	Subtotal	807,487	666,876	795,853
Capi	ital Outlay			
440	Machinery and Equipment	-	13,200	16,430
	Subtotal	-	13,200	16,430
	SERVICE TOTAL	\$1,853,083	\$1,737,357	\$1,956,681
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# Service: Right-of-way Maintenance

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

#### Service Description:

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

SERVICE: Right-of-way Maintenance					
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget		
Parks Supervisor	0.50	0.50	0.50		
Senior Grounds Maintenance Technician	2.00	2.00	2.00		
Administrative Assistant	0.10	0.10	0.07		
Total	2.60	2.60	2.57		

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#### Service: Right-of-way Maintenance

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	158,444	139,491	139,332
112	Wages - Temporary	266	300	-
114	Skill Based Pay	170	90	900
115	One Time Payment	-	1,157	3,750
121	Wages - Overtime	7,939	-	-
123	Leave Expense	5,634	-	-
124	Skill Based Overtime Pay	-	-	-
126	Retirement Health Savings Plan	1,120	1,040	1,040
128	FICA	-	1,879	-
129	Medicare	1,971	2,463	2,034
131	MOPC	7,678	6,980	7,013
132	Employee Insurance	20,794	22,737	22,711
133	Employee Retirement	9,689	9,352	9,395
135	Compensation Insurance	12,725	6,418	6,320
136	Unemployment Insurance	416	418	278
139	Dental Insurance	970	976	975
141	Uniforms and Protective Clothing	1,125	-	-
142	Food Allowance	120	-	-
	Subtotal	229,061	193,301	193,748
Oper	ating and Maintenance			
210	Office Supplies	392	250	250
218	Non-Capital Equipment and Furniture	35	-	-
222	Chemicals	2,423	3,000	3,000
229	Materials and Supplies	10,961	2,950	2,950
232	Building Repair and Maintenance	16	900	900
240	Equipment Repair and Maintenance	1,677	2,920	2,920
241	Grounds Maintenance	13,512	-	-
246	Liability Insurance	11,565	17,255	14,857
247	Safety Expenses	972	-	-
249	Operating Leases and Rentals	-	260	260
250	Professional and Contracted Services	128,293	130,000	135,263
264	Printing and Copying	-	100	100
273	Fleet Lease - Operating and Maintenance	62,599	73,139	76,379
274	Fleet Lease - Replacement	30,545	42,925	49,760
	Subtotal	262,990	273,699	286,639
	SERVICE TOTAL	\$492,051	\$467,000	\$480,387

# Service: Union Reservoir

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

#### Service Description:

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

SERVICE: Union Reservoir			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Senior Parks Ranger Technician	1.00	1.00	1.00
Parks/Open Space Ranger	0.70	0.70	0.70
Total	1.70	1.70	1.70

#### Service: Union Reservoir

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	88,897	92,538	92,538
112	Wages - Temporary	44,805	59,929	64,107
115	One Time Payment	-	1,568	2,550
121	Wages - Overtime	186	700	700
123	Leave Expense	3,868	-	-
126	Retirement Health Savings Plan	680	680	680
128	FICA	2,666	1,936	3,975
129	Medicare	1,821	1,795	2,272
131	MOPC	4,638	4,627	4,627
132	Employee Insurance	13,860	15,084	15,083
133	Employee Retirement	5,854	6,200	6,200
135	Compensation Insurance	1,415	1,802	2,115
136	Unemployment Insurance	277	278	185
139	Dental Insurance	647	648	648
141	Uniforms and Protective Clothing	717	1,275	1,275
142	Food Allowance	29	140	140
	Subtotal	170,360	189,200	197,095
Oper	ating and Maintenance			
210	Office Supplies	580	-	-
214	Pamphlets and Documents	-	1	1
218	Non-Capital Equipment and Furniture	14	1,000	1,250
220	Gas and Oil	-	100	100
222	Chemicals	-	400	400
223	Lab and Photo Supplies	-	50	50
224	Resale Merchandise	-	1,500	1,500
228	Janitorial Supplies	702	800	800
229	Materials and Supplies	4,200	1,801	1,801
232	Building Repair and Maintenance	3,566	4,500	4,500
240	Equipment Repair and Maintenance	558	900	900
241	Grounds Maintenance	3,062	7,389	7,389
243	Non-Capital Computer Equipment and Supplies	-	1,142	3,992
246	Liability Insurance	6,934	16,111	3,436
247	Safety Expenses	2,192	2,000	2,000
249	Operating Leases and Rentals	-	1,185	1,185
250	Professional and Contracted Services	4,804	-	-
252	Advertising and Legal Notices	-	50	50
260	Utilities	2,571	-	-
261	Telephone Charges	990	900	900
263	Postage	-	20	20
264	Printing and Copying	771	1,900	1,900
269	Other Services and Charges	-	135	135
273	Fleet Lease - Operating and Maintenance	21,520	29,894	23,563
274	Fleet Lease - Replacement	12,415	8,014	12,560
	Subtotal	64,879	79,792	68,432
	SERVICE TOTAL	\$235,239	\$268,992	\$265,527

# Service: Parks Resources Management

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

#### Service Description:

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

SERVICE: Parks Resources Management			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Senior Parks Ranger Technician	1.00	1.00	1.00
Parks/Open Space Ranger	0.30	0.30	0.30
Total	1.30	1.30	1.30

#### Service: Parks Resources Management

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	58,291	67,506	67,506
112	Wages - Temporary	(267)	-	-
115	One Time Payment	-	940	1,950
121	Wages - Overtime	67	-	-
123	Leave Expense	7,203	-	-
126	Retirement Health Savings Plan	520	520	520
129	Medicare	827	979	979
131	MOPC	3,282	3,375	3,376
132	Employee Insurance	10,072	11,004	11,003
133	Employee Retirement	4,110	4,523	4,523
135	Compensation Insurance	293	55	49
136	Unemployment Insurance	201	203	135
139	Dental Insurance	470	473	472
141	Uniforms and Protective Clothing	210	600	600
	Subtotal	85,279	90,178	91,113
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	-	200	200
229	Materials and Miscellaneous Supplies	325	600	600
241	Grounds Maintenance	2,318	5,300	5,300
246	Liability Insurance	712	286	232
247	Safety Expenses	273	-	-
250	Professional and Contracted Services	130,121	80,396	92,167
252	Advertising and Legal Notices	343	-	-
261	Telephone Charges	54	800	800
269	Other Services and Charges	-	-	1,269
	Subtotal	134,146	87,582	100,568
	SERVICE TOTAL	\$219,425	\$177,760	\$191,681

# Service: Engineering/Survey Technical Services

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

Service Description:

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

#### SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
PWNR Technology/GIS Coordinator	0.10	0.15	0.15
Engineering and Survey Tech Supervisor	0.20	0.15	0.15
Application Support Analyst	0.00	0.00	0.15
Lead GIS Analyst	0.20	0.15	0.15
Senior GIS/Mapping Technician	0.00	0.00	0.15
GIS/Mapping Technician	0.10	0.30	0.15
Senior Engineering Technician	0.00	0.00	0.15
Engineering Technician	0.00	0.45	0.30
Total	0.60	1.20	1.35

# Service: Engineering/Survey Technical Services

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	42,538	46,188	85,532
112	Wages - Temporary	29	-	-
114	Skill Based Pay	25	25	44
115	One Time Payment	-	174	317
121	Wages - Overtime	382	137	239
122	Longevity Compensation	134	-	-
123	Leave Expense	1,063	-	-
124	Skill Based Overtime Pay	0		
126	Retirement Health Savings Plan	565	305	530
129	Medicare	511	670	1,241
131	MOPC	2,165	2,311	4,279
132	Employee Insurance	7,012	7,529	13,942
133	Employee Retirement	3,351	3,096	5,733
135	Compensation Insurance	148	663	59
136	Unemployment Insurance	140	139	171
137	Staff Training and Conferences	1,074	1,386	2,412
139	Dental Insurance	326	323	599
141	Uniforms and Protective Clothing	-	25	44
	Subtotal	59,465	62,971	115,142
Oper	ating and Maintenance			
210	Office Supplies	2	-	-
216	Reference Books and Materials	-	8	15
217	Dues and Subscriptions	90	1,438	3,354
218	Non-Capital Equipment and Furniture	138	254	726
219	Drafting Supplies	163	338	442
229	Materials and Supplies	64	135	147
240	Equipment Repair and Maintenance	10,529	13,037	22,383
243	Non-Capital Computer Equipment and Supplies	1,137	215	1,107
246	Liability Insurance	171	179	312
247	Safety Expenses	2	85	147
249	Operating Leases and Rentals	-	288	-
250	Professional and Contracted Services	4,292	1,581	1,591
261	Telephone Charges	8	66	257
263	Postage	5	-	-
264	Printing and Copying	20	59	103
273	Fleet Lease - Operating and Maintenance	270	184	464
	Subtotal	16,890	17,867	31,048
Capit	al Outlay			
440	Machinery and Equipment	1,155	677	4,124
	Subtotal	1,155	677	4,124
	SERVICE TOTAL	\$77,510	\$81,515	\$150,314

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# **Public Facilities Overview**

	2013 Actual	2014	Budget	1	2015 Budget
Personal Services	1,249,738	1,5	398,489		1,408,268
Operating and Maintenance	1,734,560	1,	757,885		1,769,841
Non-Operating	-		-		-
Capital	160,666		-		-
TOTAL	\$ 3,144,964	\$ 3,	156,374	\$	3,178,109

Public Facilities includes two budget services: Facility Maintenance and Facility Operations.

# Service: Facilities Maintenance Services

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

#### Service Description:

Facilities Maintenance Services provides core building system maintenance and core building system repair services for general City facilities with limited support for specifically funded facilities and outlying locations. Primary duties are within each facility's envelope and include:

- General core building occupancy
- HVAC and BAS repair and maintenance
- Electrical repair and maintenance
- Plumbing repair and maintenance
- Roof system repair
- Preventive maintenance for core building equipment
- Construction-related repairs
- Access hardware repair
- Contract and project management for core building system maintenance and repairs.

Facilities Maintenance Services also serves as a construction expert liaison for other divisions when remodel projects affect the core building systems of facilities that FMS supports. Additionally, the Facilities Maintenance Services budget includes utilities for general fund sites and a staff parking lot lease.

SERVICE: Facilities Maintenance Services						
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget			
Facilities Maintenance Supervisor	1.00	1.00	1.00			
Facilities Maintenance Worker	5.00	5.00	5.00			
Total	6.00	6.00	6.00			

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#### **Service: Facilities Maintenance Services**

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	275,550	295,449	293,780
115	One Time Payment	-	3,223	6,524
121	Wages - Overtime	19,260	19,479	19,797
123	Leave Expense	5,553	-	-
126	Retirement Health Savings Plan	3,084	2,400	2,400
129	Medicare	3,833	4,182	4,260
131	MOPC	14,064	14,421	14,691
132	Employee Insurance	43,453	47,013	47,888
133	Employee Retirement	17,752	19,324	19,681
135	Compensation Insurance	2,988	4,291	4,871
136	Unemployment Insurance	870	865	590
137	Staff Training and Conferences	2,305	2,400	2,400
139	Dental Insurance	2,028	2,019	2,055
141	Uniforms and Protective Clothing	1,737	1,200	1,200
	Subtotal	392,477	416,266	420,137
Oper	ating and Maintenance			
210	Office Supplies	561	588	546
217	Dues and Subscriptions	544	326	368
218	Non-Capital Equipment and Furniture	10,160	5,800	5,800
229	Materials and Supplies	3,692	5,396	5,417
232	Building Repair and Maintenance	63,586	56,884	58,284
233	Facility Repair and Maintenance	75,081	30,000	30,000
240	Equipment Repair and Maintenance	13,233	22,338	27,336
243	Non-Capital Computer Equipment and Supplies	4,472	-	-
246	Liability Insurance	9,692	17,756	19,834
247	Safety Expenses	1,612	1,175	1,175
248	Lease Purchase Installment	233,675	255,000	255,000
249	Operating Leases and Rentals	15,464	21,590	21,190
250	Professional and Contracted Services	164,156	203,918	203,979
260	Utilities	620,382	711,359	711,359
261	Telephone Charges	4,946	3,224	4,824
263	Postage	77	-	-
264	Printing and Copying	271	-	-
273	Fleet Lease - Operating and Maintenance	19,427	17,721	17,679
274	Fleet Lease - Replacement	3,439	-	-
	Subtotal	1,244,470	1,353,075	1,362,791
Capit	tal Outlay			
475	Building and Facility Improvement	153,428	-	-
	Subtotal	153,428	-	-
	SERVICE TOTAL	\$1,790,375	\$1,769,341	\$1,782,928

# Service: Facilities Operations Services

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

#### Service Description:

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

SERVICE: Facilities Operations Services			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Facilities Operations Supervisor	1.00	1.00	1.00
Custodian	18.75	18.75	18.75
Total	19.75	19.75	19.75

#### Service: Facilities Operations Services

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	584,980	706,842	691,050
114	Skill Based Pay	3,013	3,000	3,000
115	One Time Payment	-	10,928	23,591
121	Wages - Overtime	36,733	24,000	24,000
122	Longevity Compensation	1,620	1,680	1,740
123	Leave Expense	17,017	-	-
124	Skill Based Overtime Pay	354	-	-
126	Retirement Health Savings Plan	7,158	7,900	7,900
129	Medicare	7,530	10,115	10,066
131	MOPC	30,042	34,881	34,706
132	Employee Insurance	105,594	113,223	112,644
133	Employee Retirement	37,922	46,728	46,501
135	Compensation Insurance	15,945	13,480	24,214
136	Unemployment Insurance	2,109	2,084	1,384
137	Staff Training and Conferences	-	500	500
139	Dental Insurance	4,930	4,862	4,835
141	Uniforms and Protective Clothing	2,314	2,000	2,000
	Subtotal	857,261	982,223	988,131
Oper	ating and Maintenance			
210	Office Supplies	223	500	500
217	Dues and Subscriptions	368	370	370
218	Non-Capital Equipment and Furniture	6,707	16,000	16,000
228	Janitorial Supplies	89,176	105,000	100,000
229	Materials and Supplies	10,419	11,000	11,000
232	Building Repair and Maintenance	19,181	14,773	14,773
240	Equipment Repair and Maintenance	9,501	7,600	10,000
246	Liability Insurance	3,798	5,294	5,053
247	Safety Expenses	-	500	500
249	Operating Leases and Rentals	70	-	-
250	Professional and Contracted Services	342,520	239,550	244,096
261	Telephone Charges	2,723	2,600	3,200
263	Postage	20	-	-
264	Printing and Copying	66	-	-
273	Fleet Lease - Operating and Maintenance	2,264	1,623	1,558
274	Fleet Lease - Replacement	3,054	-	-
	Subtotal	490,090	404,810	407,050
Capit	tal Outlay			
440	Machinery and Equipment	7,238	-	-
	Subtotal	7,238	-	-
	SERVICE TOTAL	\$1,354,589	\$1,387,033	\$1,395,181

City of Longmont, Colorado

# **PUBLIC SAFETY FUND - Fund Summary**

	2013 Actual	20	14 Budget	2015 Budget
Personal Services	4,276,063		4,442,541	4,641,178
Operating and Maintenance	1,188,866		1,202,930	1,485,159
Non-Operating	10,082		2,751	9,809
Capital	401,046		82,000	526,040
TOTAL	\$ 5,876,057	\$	5,730,222	\$ 6,662,186

This fund tracks resources from the Public Safety Tax, which was approved by voters in November 2006. It adds additional resources to the Department of Public Safety; Children, Youth and Families; and Community and Neighborhood Resources.

# **PUBLIC SAFETY FUND - Fund Statement**

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$ 2,125,448 \$	2,012,874	\$ 1,667,677
Committed Working Capital	-	245,429	-
REVENUES Taxes	5,192,082	5,189,519	5,623,357
Intergovernmental revenue	361,985	337,154	276,975
Charges for Service	82,919	94,281	57,750
Interest	(620)	9,500	10,603
Miscellaneous	21,700	-	-
Transfers from other funds	10,201	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	14,269	-	-
TOTAL FUNDS	5,682,536	5,630,454	5,968,685
EXPENDITURES			
Personal Services	4,276,063	4,442,541	4,641,178
Operating and Maintenance	1,188,866	1,202,930	1,485,159
Non- Operating	10,082	2,751	9,809
Capital	401,046	82,000	526,040
Estimated Expenditure Adjustment	-	-	
Adjustment for GAAP Expenses	(80,947)	-	-
TOTAL EXPENDITURES	5,795,110	5,730,222	6,662,186
ENDING WORKING CAPITAL	2,012,874	1,667,677	974,176
CONTRIBUTION TO/(FROM) RESERVES	\$ (112,574) \$	(99,768)	\$ (693,501)

# **Public Safety Administration Overview**

	2	2013 Actual	2014	Budget	2	015 Budget
Personal Services		142,117		149,258		151,649
Operating and Maintenance		49,019		55,312		61,645
Non-Operating		10,082		2,751		9,809
Capital		-		-		333,200
TOTAL	\$	201,218	\$ 2	207,321	\$	556,303

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

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

- Public Safety Chief Office of Emergency Management
- Fire Services Division Suppression, HazMat Team, Wildland Team
- Police Services Division Patrol Operations Section, Special Operations Section, Gang & Crime Suppression Unit, School Resource Officer Unit, Traffic Unit, SWAT Team, Detective Operations Section, Special Enforcement Unit, Victim Services Unit
- Support Services Division Training & Personnel Unit, Firing Range
- Information Services Division Emergency Communications Center, Information & Technology, Public Safety Outreach, and Public Safety Volunteer Programs.

# Service: Public Safety Chief

# FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

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

### Service: Public Safety Chief

Personal Services	2013 Actual	2014 Budget	2015 Budget
115 One Time Payment	-	-	-
123 Leave Expense	-	11,000	13,000
142 Food Allowance	68	-	-
Subtotal	68	11,000	13,000
<b>Operating and Maintenance</b>			
217 Dues and Subscriptions	169	-	-
218 Non-Capital Equipment and Fi	urniture 182	-	-
250 Professional and Contracted S	Services 20,000	-	20,000
263 Postage	104	-	-
Subtotal	20,455	-	20,000
Non-Operating Expense			
970 Transfers to Other Funds	10,082	2,751	9,809
Subtotal	10,082	2,751	9,809
Capital Outlay			
471 Land	-	-	333,200
Subtotal	-	-	333,200
SERVICE TOTAL	\$30,605	\$13,751	\$376,009

# Service: Office of Emergency Management

### FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

SERVICE: Office of Emergency Management					
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget		
Assistant to Public Safety Chief	1.00	1.00	1.00		
Total	1.00	1.00	1.00		

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### Service: Office of Emergency Management

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	98,537	98,172	98,172
112	Wages - Temporary	960	-	-
115	One Time Payment	-	1,000	1,500
121	Wages - Overtime	10,922	6,706	6,706
126	Retirement Health Savings Plan	400	400	400
128	FICA	60	-	-
129	Medicare	1,222	1,423	1,423
131	MOPC	4,927	4,909	4,909
132	Employee Insurance	14,726	16,002	16,002
133	Employee Retirement	6,219	6,578	6,578
135	Compensation Insurance	47	86	76
136	Unemployment Insurance	295	295	196
137	Staff Training and Conferences	2,684	2,000	2,000
139	Dental Insurance	687	687	687
142	Food Allowance	363	-	-
	Subtotal	142,049	138,258	138,649
Oper	ating and Maintenance			
217	Dues and Subscriptions	-	-	4,000
218	Non-Capital Equipment and Furniture	2,697	3,000	-
229	Materials and Supplies	5,573	2,500	2,500
240	Equipment Repair and Maintenance	1,430	21,800	26,400
243	Non-Capital Computer Equipment and Supplies	3,037	5,880	3,000
246	Liability Insurance	452	536	552
264	Printing and Copying	-	-	2,000
269	Other Services and Charges	7,187	13,000	-
273	Fleet Lease - Operating and Maintenance	4,209	4,617	3,193
274	Fleet Lease - Replacement	3,979	3,979	-
	Subtotal	28,564	55,312	41,645
Non-	Operating Expense			
974	Art in Public Places Transfers	-	-	
	Subtotal	-	-	-
Capi	tal Outlay			
440	Machinery and Equipment	-	-	-
470	Planning and Design	-	-	-
480	System Improvements	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	\$170,613	\$193,570	\$180,294

City of Longmont, Colorado

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# **Fire Services Division Overview**

	2013 Actual	20	14 Budget	2	2015 Budget
Personal Services	1,139,043		1,163,807		1,206,773
Operating and Maintenance	496,762		538,174		611,218
Non-Operating	-		-		-
Capital	137,458		5,000		36,000
TOTAL	\$ 1,773,263	\$	1,706,981	\$	1,853,991

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

# Service: Fire Suppression

# FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

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

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	2.00
Firefighter/Engineer/Paramedic	2.00	2.00	2.00
Firefighter/Paramedic	2.00	2.00	2.00
Firefighter/Engineer	1.00	1.00	1.00
Firefighter	3.00	3.00	3.00
Total	11.00	11.00	11.00

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**SERVICE:** Fire Suppression

#### Service: Fire Suppression

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	721,401	808,606	823,320
114	Skill Based Pay	3,525	1,200	1,200
121	Wages - Overtime	64,688	14,562	35,062
123	Leave Expense	23,504	-	-
124	Skill Based Overtime Pay	170	-	-
126	Retirement Health Savings Plan	9,568	8,098	8,233
127	FPPA Death and Disability	8,453	8,515	9,626
129	Medicare	11,046	11,741	11,956
131	MOPC	-	-	60
132	Employee Insurance	122,982	131,803	134,202
133	Employee Retirement	-	120	80
134	Police and Fire Retirement	76,836	80,860	82,331
135	Compensation Insurance	18,190	31,116	34,192
136	Unemployment Insurance	2,463	2,426	1,647
137	Staff Training and Conferences	536	-	-
139	Dental Insurance	5,739	5,660	5,764
141	Uniforms and Protective Clothing	69,242	57,400	57,400
142	Food Allowance	700	1,700	1,700
	Subtotal	1,139,043	1,163,807	1,206,773
Ope	rating and Maintenance			
210	Office Supplies	38	2,000	2,000
217	Dues and Subscriptions	-	-	2,500
218	Non-Capital Equipment and Furniture	1,117	20,000	32,140
228	Janitorial Supplies	-	4,250	4,250
229	Materials and Supplies	8,235	5,000	5,000
232	Building Repair and Maintenance	-	8,000	8,000
240	Equipment Repair and Maintenance	446	12,000	13,200
243	Non-Capital Computer Equipment and Supplies	670	-	-
246	Liability Insurance	7,773	13,035	14,578
247	Safety Expenses	697	-	28,000
248	Lease Purchase Installment	347,471	350,000	350,000
250	Professional and Contracted Services	4,807	-	-
261	Telephone Charges	5,060	-	-
263	Postage	75	-	-
269	Other Services and Charges	500	2,000	2,000
273	Fleet Lease - Operating and Maintenance	17,174	19,193	30,246
274	Fleet Lease - Replacement	102,699	102,696	119,304
	Subtotal	496,762	538,174	611,218
Capi	tal Outlay			
432	Vehicles	137,458	-	-
440	Machinery and Equipment	-	5,000	36,000
	Subtotal	137,458	5,000	36,000
	SERVICE TOTAL	\$1,773,263	\$1,706,981	\$1,853,991

City of Longmont, Colorado

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# **Police Services Division Overview**

	2013 Actual	2	2014 Budget	2015 Budget
Personal Services	2,339,646		2,498,435	2,557,238
Operating and Maintenance	298,300		285,669	319,070
Non-Operating	-		-	-
Capital	49,995		52,000	55,385
TOTAL	\$ 2,687,941	\$	2,836,104	\$ 2,931,693

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

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

- Patrol Operations Section
- Detective Operations
- Special Enforcement Unit
- Victim Advocates
- Special Operations Section
- School Resource Officer Unit
- Traffic Unit
- Gang & Crime Suppression Unit
- SWAT Team

# Service: Police Patrol Operations

### FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

SERVICE: Police Patrol Operations						
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget			
Police Sergeant	1.00	1.00	1.00			
Police Officer	9.00	9.00	8.00			
Total	10.00	10.00	9.00			

#### **Service: Police Patrol Operations**

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	652,143	725,074	676,697
114	Skill Based Pay	645	900	900
121	Wages - Overtime	35,786	25,000	30,000
123	Leave Expense	10,471	-	-
124	Skill Based Overtime Pay	84	-	-
126	Retirement Health Savings Plan	7,912	7,257	6,578
127	FPPA Death and Disability	9,212	9,796	7,698
129	Medicare	8,553	10,525	9,553
131	MOPC	-	36,255	45
132	Employee Insurance	96,863	118,188	107,231
133	Employee Retirement	-	48,673	60
134	Police and Fire Retirement	61,644	-	65,785
135	Compensation Insurance	16,949	34,902	52,262
136	Unemployment Insurance	1,939	-	1,317
139	Dental Insurance	4,522	5,072	4,606
141	Uniforms and Protective Clothing	6,685	4,950	4,950
142	Food Allowance	30	-	-
	Subtotal	913,438	1,026,592	967,682
Oper	ating and Maintenance			
210	Office Supplies	773	750	1,000
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	60	-	-
218	Non-Capital Equipment and Furniture	588	200	1,900
226	Prisoner Expenses	89	-	-
229	Materials and Supplies	1,557	500	500
232	Building Repair and Maintenance	630	-	-
243	Non-Capital Computer Equipment and Supplies	674	550	740
246	Liability Insurance	4,936	9,366	8,174
250	Professional and Contracted Services	1,595	-	-
264	Printing and Copying	359	850	850
273	Fleet Lease - Operating and Maintenance	87,673	103,767	87,320
274	Fleet Lease - Replacement	37,543	31,879	56,099
	Subtotal	136,477	148,362	157,083
Capit	al Outlay			
432	Vehicles	-	6,300	55,385
	Subtotal	-	6,300	55,385
	SERVICE TOTAL	\$1,049,915	\$1,181,254	\$1,180,150

# Service: Detective Operations

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

#### Service Description:

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

The Person Crimes Unit is responsible for investigating crimes committed against people, including homicide, sexual assault, robbery, aggravated assault, kidnapping, child abuse, extortion, weapon offenses, and other death investigations. Also investigated out of this unit are all fraud and forgery cases.

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.

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

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

SERVICE. Detective Operations			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Master Police Officer	1.00	1.00	0.00
CSO Detectives	1.00	1.00	1.00
Property & Evidence Custodian	0.00	1.00	1.00
Total	2.00	3.00	2.00

SERVICE: Detective Operations

#### **Service: Detective Operations**

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	96,441	100,766	102,165
115	One Time Payment	-	297	1,153
121	Wages - Overtime	17,614	10,000	10,000
123	Leave Expense	2,922	-	-
124	Skill Based Overtime Pay	6	-	-
126	Retirement Health Savings Plan	915	923	936
129	Medicare	1,242	1,461	1,482
131	MOPC	4,842	5,039	5,109
132	Employee Insurance	15,738	16,425	16,653
133	Employee Retirement	6,111	6,751	6,845
135	Compensation Insurance	1,100	1,585	1,428
136	Unemployment Insurance	315	303	204
139	Dental Insurance	735	706	715
141	Uniforms and Protective Clothing	1,800	2,100	2,100
142	Food Allowance	134	-	-
	Subtotal	149,915	146,356	148,790
Oper	ating and Maintenance			
210	Office Supplies	5	500	500
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	1,495	300	300
218	Non-Capital Equipment and Furniture	175	5,650	5,650
229	Materials and Supplies	380	425	425
243	Non-Capital Computer Equipment and Supplies	6,463	12,500	12,500
246	Liability Insurance	3,206	1,654	1,894
250	Professional and Contracted Services	24,236	8,000	8,000
258	Investigative Expenses	98	-	-
264	Printing and Copying	692	-	-
269	Other Services and Charges	16	-	-
273	Fleet Lease - Operating and Maintenance	9,390	10,774	14,874
274	Fleet Lease - Replacement	9,477	-	8,314
	Subtotal	55,633	39,903	52,557
Capit	al Outlay			
440	Machinery and Equipment	-	37,700	-
	Subtotal	-	37,700	-
	SERVICE TOTAL	\$205,548	\$223,959	\$201,347

# Service: Special Enforcement Unit

# FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

### Service: Special Enforcement Unit

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	2,663	-	-
121 Wages - Overtime	17,082	19,700	19,700
124 Skill Based Overtime Pay	20	-	-
135 Compensation Insurance	132	250	254
141 Uniforms and Protective Cloth	700	-	-
Subtotal	20,597	19,950	19,954
Operating and Maintenance			
246 Liability Insurance	764	1,009	1,053
273 Fleet Lease - Operating and Maintenance	1,017	716	705
274 Fleet Lease - Replacement	15,630	15,630	15,937
Subtotal	17,411	17,355	17,695
SERVICE TOTAL	\$38,008	\$37,305	\$37,649

# Service: School Resource Officers

### FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

SERVICE: School Resource Officers				
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget	
Master Police Officer	1.00	1.00	2.00	
Police Officer	1.00	1.00	0.00	
Total	2.00	2.00	2.00	

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#### Service: School Resource Officers

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	149,655	148,349	159,310
121	Wages - Overtime	4,389	6,000	6,000
122	Longevity Compensation	1,680	1,740	1,800
123	Leave Expense	33	-	-
126	Retirement Health Savings Plan	2,861	1,483	1,594
127	FPPA Death and Disability	1,813	1,837	2,071
129	Medicare	966	1,024	1,155
132	Employee Insurance	21,816	24,181	25,968
134	Police and Fire Retirement	14,795	14,835	15,930
135	Compensation Insurance	1,082	1,920	1,990
136	Unemployment Insurance	437	445	318
139	Dental Insurance	1,018	1,038	1,116
141	Uniforms and Protective Clothing	1,145	1,750	1,750
	Subtotal	201,690	204,602	219,002
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	445	600	600
229	Materials and Supplies	1,488	1,500	1,500
246	Liability Insurance	526	513	531
	Subtotal	2,459	2,613	2,631
	SERVICE TOTAL	\$204,149	\$207,215	\$221,633

# Service: Special Operations

### FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

SERVICE: Special Operations			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Administrative Assistant	0.00	0.00	1.00
Total	0.00	0.00	1.00

### Service: Special Operations

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	-	-	42,719
121	Wages - Overtime	-	-	500
126	Retirement Health Savings Plan	-	-	400
129	Medicare	-	-	619
131	MOPC	-	-	2,136
132	Employee Insurance	-	-	6,963
133	Employee Retirement	-	-	2,862
136	Unemployment Insurance	-	-	85
139	Dental Insurance	-	-	299
	Subtotal	-	-	56,583
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	-	-	845
243	Non-Capital Computer Equipment and Supplies	-	-	1,615
	Subtotal	-	-	2,460
	SERVICE TOTAL	\$-	\$-	\$59,043

# Service: Traffic Unit

### FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

The Traffic Unit is a primary service function of the Special Operations Section. The Traffic Unit's primary purposes are to facilitate the safe and expeditious movement of vehicular and pedestrian traffic through enforcement of the traffic laws, investigation of traffic complaints, coordination of the DUI enforcement program, and providing educational programs, and through the use of problem solving and community-oriented policing. Problem solving efforts are often 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 is on call 24 hours a day, seven days a week for the investigation of serious injury or 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

Perso	nal Services	2013 Actual	2014 Budget	2015 Budget
141	Uniforms and Protective Clothing	107	-	-
	Subtotal	107	-	-
Opera	ting and Maintenance			
258	Investigative Expenses	150	-	-
	Subtotal	150	-	-
Capita	al Outlay			
440	Machinery and Equipment	49,995	-	-
	Subtotal	49,995	-	-
	SERVICE TOTAL	\$50,252 \$	- \$	-

# Service: SWAT Team

### FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

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

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

#### Service: SWAT Team

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
121	Wages - Overtime	48,312	40,000	40,000
124	Skill Based Overtime Pay	98	-	-
135	Compensation Insurance	322	507	516
141	Uniforms and Protective Clothing	-	600	600
142	Food Allowance	28	-	-
	Subtotal	48,760	41,107	41,116
Oper	ating and Maintenance			
217	Dues and Subscriptions	70	-	-
218	Non-Capital Equipment and Furniture	18,803	5,000	5,000
229	Materials and Supplies	551	5,100	5,100
240	Equipment Repair and Maintenance	514	-	-
246	Liability Insurance	737	916	953
273	Fleet Lease - Operating and Maintenance	5,477	2,033	2,322
274	Fleet Lease - Replacement	11,965	11,964	11,967
	Subtotal	38,117	25,013	25,342
	SERVICE TOTAL	\$86,877	\$66,120	\$66,458

# Service: Gang and Crime Suppression Unit

# FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

SERVICE: Gang and Crime Suppression	Unit		
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	3.00	3.00	5.00
Police Officer	3.00	3.00	3.00
Total	7.00	7.00	9.00

### Service: Gang and Crime Suppression Unit

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	644,963	682,737	711,408
114	Skill Based Pay	1,541	3,000	900
121	Wages - Overtime	36,423	41,000	41,000
123	Leave Expense	7,462	-	-
124	Skill Based Overtime Pay	85	-	-
126	Retirement Health Savings Plan	18,396	6,856	7,116
127	FPPA Death and Disability	7,130	8,030	8,002
129	Medicare	9,891	9,943	10,329
131	MOPC	-	-	45
132	Employee Insurance	101,023	111,286	115,961
133	Employee Retirement	-	300	60
134	Police and Fire Retirement	64,065	68,273	71,138
135	Compensation Insurance	11,366	31,477	37,649
136	Unemployment Insurance	2,023	2,048	1,422
139	Dental Insurance	4,714	4,778	4,982
141	Uniforms and Protective Clothing	5,969	6,675	6,675
142	Food Allowance	411	-	-
	Subtotal	915,462	976,403	1,016,687
Oper	ating and Maintenance			
217	Dues and Subscriptions	200	-	-
218	Non-Capital Equipment and Furniture	1,055	1,100	1,100
229	Materials and Supplies	1,307	2,850	2,850
246	Liability Insurance	3,352	5,499	4,386
250	Professional Contracted Services	125	-	-
258	Investigative Expenses	225	-	-
264	Printing and Copying	292	-	-
273	Fleet Lease - Operating and Maintenance	27,826	26,735	26,324
274	Fleet Lease - Replacement	7,603	7,603	20,393
	Subtotal	41,985	43,787	55,053
Capit	al Outlay			
432	Vehicles	-	8,000	-
	Subtotal	-	8,000	-
	SERVICE TOTAL	\$957,447	\$1,028,190	\$1,071,740

# Service: Victim Services

### FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

SERVICE: Victim Services			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Victim Services Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

#### Service: Victim Services

Personal Services		2013 Actual	2014 Budget	2015 Budget				
111	Salaries and Wages	57,314	61,168	64,327				
112	Wages - Temporary	10,577	-	-				
114	Skill Based Pay	1,205	1,200	1,200				
115	One Time Payment	-	114	-				
121	Wages - Overtime	-	1,000	1,000				
123	Leave Expense	2,527	-	-				
126	Retirement Health Savings Plan	400	400	400				
128	FICA	656	-	-				
129	Medicare	882	904	950				
131	MOPC	3,026	3,120	3,276				
132	Employee Insurance	8,691	9,970	10,485				
133	Employee Retirement	3,819	4,174	4,390				
135	Compensation Insurance	-	763	817				
136	Unemployment Insurance	174	184	129				
139	Dental Insurance	406	428	450				
	Subtotal	89,677	83,425	87,424				
Operating and Maintenance								
210	Office Supplies	752	-	-				
217	Dues and Subscriptions	86	1,000	1,000				
218	Non-Capital Equipment and Furniture	221	-	-				
246	Liability Insurance	122	368	390				
264	Printing and Copying	1,305	-	-				
273	Fleet Lease - Operating and Maintenance	-	3,686	1,277				
274	Fleet Lease - Replacement	3,582	3,582	3,582				
	Subtotal	6,068	8,636	6,249				
	SERVICE TOTAL	\$95,745	\$92,061	\$93,673				

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# **Support Services Division Overview**

	2	2013 Actual	2014	Budget	2	015 Budget
Personal Services		271,379	2	245,467		248,986
Operating and Maintenance		230,481		146,335		235,986
Non-Operating		-		-		-
Capital		17,809		-		-
TOTAL	\$	519,669	\$	391,802	\$	484,972

Within the Public Safety Tax Fund, the Support Services Division includes three budget services: Support Services, which includes the Logistics Unit; Training and Personnel; and the Firing Range.

# Service: Support Services

### FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

Support Services provides support to the administrative and operational components of the Public Safety Department. Hiring, promoting and training functions for all divisions are managed and coordinated through its Training & Personnel Unit. The Logistics Unit facilitates and coordinates budget preparation and management; research, equipment specification and purchasing; facility maintenance and construction for the Safety and Justice Center, police substations and fire stations, including liaison with Facility Operations; and liaison with Fleet Services. The Firing Range service provides a multiuse training facility, including an indoor firing range, for use by law enforcement and community members.

Support Services also provides liaison with Front Range Community College, Longmont Campus; the chaplains group; and several community support organizations, and facilitates the employee and supervisory exchange programs with other law enforcement agencies.

#### Service: Support Services

Personal Services	2013 Actual	2014 Budget	2015 Budget			
141 Uniforms and Protective Clothing	804	-	-			
Subtotal	804	-	-			
Operating and Maintenance						
210 Office Supplies	94	-	-			
218 Non-Capital Equipment and Furniture	53,817	-	-			
228 Janitorial Supplies	3,750	-	-			
229 Materials and Supplies	1,460	-	-			
232 Building Repair and Maintenance	23,411	-	-			
240 Equipment Repair and Maintenance	10,511	-	-			
243 Non-Capital Computer Equipment and Supplies	9	-	-			
246 Liability Insurance	618	-	-			
247 Safety Expenses	300	725	725			
250 Professional and Contracted Services	28,711	2,000	2,000			
264 Printing and Copying	80	-	-			
269 Other Services and Charges	18	-	-			
Subtotal	122,779	2,725	2,725			
Capital Outlay						
475 Building and Facility Improvement	17,809	-	-			
Subtotal	17,809	-	-			
SERVICE TOTAL	\$141,392	\$2,725	\$2,725			

# Service: Training & Personnel

# FUND: Public Safety Fund DEPARTMENT: Public Safety

### Service Description:

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

## Service: Training & Personnel

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	1,056	-	-
121	Wages - Overtime	89,786	63,725	63,725
124	Skill Based Overtime Pay	266	-	-
135	Compensation Insurance	-	1,004	286
137	Staff Training and Conferences	39,078	39,300	39,800
141	Uniforms and Protective Cloth	24	-	-
	Subtotal	130,210	104,029	103,811
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	50	-	-
229	Materials and Supplies	3,504	7,500	7,500
246	Liability Insurance	-	216	219
250	Professional and Contracted Services	51	-	-
	Subtotal	3,605	7,716	7,719
	SERVICE TOTAL	\$133,815	\$111,745	\$111,530

# Service: Firing Range

## FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

SERVICE: Firing Range					
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget		
Range Coordinator	1.00	1.00	1.00		
Total	1.00	1.00	1.00		

#### Service: Firing Range

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	58,293	64,225	66,385
112	Wages - Temporary	47,056	28,000	28,000
115	One Time Payment	-	51	-
121	Wages - Overtime	10,033	24,000	24,000
123	Leave Expense	304	-	-
124	Skill Based Overtime Pay	25	-	-
126	Retirement Health Savings Plan	1,768	400	400
128	FICA	2,935	1,736	1,736
129	Medicare	1,455	1,337	1,369
131	MOPC	2,765	3,211	3,319
132	Employee Insurance	9,492	10,469	10,821
133	Employee Retirement	3,484	4,303	4,448
135	Compensation Insurance	-	1,463	1,499
136	Unemployment Insurance	190	193	133
139	Dental Insurance	443	450	465
141	Uniforms and Protective Clothing	1,446	1,600	1,600
142	Food Allowance	676	-	1,000
	Subtotal	140,365	141,438	145,175
Oper	ating and Maintenance			
210	Office Supplies	62	200	200
217	Dues and Subscriptions	520	-	500
218	Non-Capital Equipment and Furniture	5,897	500	3,000
228	Janitorial Supplies	838	3,000	1,000
229	Materials and Supplies	3,753	-	1,500
232	Building Repair and Maintenance	5,009	10,250	10,250
240	Equipment Repair and Maintenance	28,899	77,600	73,950
243	Non-Capital Computer Equipment and Supply	-	-	500
245	Mileage Allowance	-	350	-
246	Liability Insurance	30	431	442
247	Safety Expenses	486	2,000	2,000
250	Professional and Contracted Services	25,640	15,825	105,825
260	Utilities	28,783	22,075	22,075
269	Other Services and Charges	3,299	2,500	2,500
273	Fleet Lease - Operating and Maintenance	-	282	919
274	Fleet Lease - Replacement	881	881	881
	Subtotal	104,097	135,894	225,542
Capit	al Outlay			
475	Building and Facility Improvement	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	\$244,462	\$277,332	\$370,717

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# **Information Services Overview**

	2	2013 Actual	2014	Budget	2	015 Budget
Personal Services		234,587		229,677		312,057
Operating and Maintenance		96,133		145,010		221,578
Non-Operating		-		-		-
Capital		-		25,000		-
TOTAL	\$	330,720	\$	399,687	\$	533,635

Within the Public Safety Tax Fund, the Information Services Division includes five budget services:

- Emergency Communications Center
- Information & Technology
- Information Services
- Public Safety Outreach
- Public Safety Volunteer Programs

# Service: Longmont Emergency Communications Center

# FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

SERVICE: Longmont Emergency Communications Center					
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget		
Communications Specialist	3.00	3.00	4.00		
Total	3.00	3.00	4.00		

## Service: Longmont Emergency Communications Center

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	141,226	147,381	207,177
121	Wages - Overtime	13,888	9,500	12,200
123	Leave Expense	3,648	-	-
126	Retirement Health Savings Plan	1,451	1,474	2,071
129	Medicare	1,981	2,136	3,005
131	MOPC	7,256	7,368	10,360
132	Employee Insurance	21,671	24,023	33,771
133	Employee Retirement	9,159	9,874	13,882
135	Compensation Insurance	77	127	114
136	Unemployment Insurance	433	-	415
137	Staff Training and Conferences	1,425	2,850	3,650
139	Dental Insurance	1,010	1,032	1,451
	Subtotal	203,225	205,765	288,096
Oper	ating and Maintenance			
217	Dues and Subscriptions	-	-	50
218	Non-Capital Equipment and Furniture	1,278	2,200	2,800
229	Materials and Miscellaneous Supplies	22	-	-
240	Equipment Repair and Maintenance	476	-	-
243	Non-Capital Computer Equipment and Supplies	1,293	35,000	-
246	Liability Insurance	514	521	539
	Subtotal	3,583	37,721	3,389
	SERVICE TOTAL	\$206,808	\$243,486	\$291,485

# Service: Information & Technology

# FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

## Service: Information & Technology

Personal Services	2013 Actual	2014 Budget	2015 Budget
121 Wages - Overtime	13,755	14,500	14,500
135 Compensation Insurance	3	12	11
Subtotal	13,758	14,512	14,511
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	1,127	-	-
240 Equipment Repair and Maintenance	6,000	26,215	32,387
243 Non-Capital Computer Equipment and Supplies	5,485	5,275	48,967
246 Liability Insurance	18	49	50
250 Professional and Contracted Services	693	-	45,000
261 Telephone Charges	4,545	-	-
Subtotal	17,868	31,539	126,404
Capital Outlay			
440 Machinery and Equipment	-	25,000	-
Subtotal	-	25,000	-
SERVICE TOTAL	\$31,626	\$71,051	\$140,915

# Service: Information Services

# FUND: Public Safety Fund DEPARTMENT: Public Safety

### Service Description:

Information Services provides a wide range of information sharing and technology-related support to the administrative and operational components of the Public Safety Department. In addition, Information Services is responsible for public outreach efforts, including community prevention and education efforts and recruiting volunteers needed throughout the department.

#### Service: Information Services

		2013 Actual	2014 Budget	2015 Budget
Pers	onal Services			
111	Salaries and Wages	10,575	-	-
	Subtotal	10,575	-	-
Oper	ating and Maintenance			
210	Office Supplies	80	50	-
218	Non-Capital Equipment and Furniture	50	2,800	421
240	Equipment Repair and Maintenance	9,111	-	-
243	Non-Capital Computer Equipment and Supplies	2,680	-	930
249	Operating Leases and Rentals	1,800	1,800	1,800
261	Telephone Charges	46,584	57,575	75,109
264	Printing and Copying	(750)	-	-
	Subtotal	59,555	62,225	78,260
	SERVICE TOTAL	\$70,130	\$62,225	\$78,260

# Service: Public Safety Outreach

# FUND: Public Safety Fund DEPARTMENT: Public Safety

### Service Description:

The Public Safety Outreach Unit is a primary service function of the Information Services Division. Public Safety Outreach is the liaison between department programs and citizen audiences. This unit is instrumental in providing a significant amount of information, education and program materials to the public either directly or working through other divisions, sections and units. Safety and educational materials are disseminated via brochures, flyers, and classroom and public presentations. Outreach efforts include Neighborhood Watch; fire safety presentations and education to schools, businesses, and retirement facilities; a Smoke Alarm Campaign; a Citizen Police Academy; a Citizen Fire Academy; car seat inspections; career fairs; and Safety and Justice Center tours. The Outreach Unit also is responsible for the City's False Alarm Program and the department's volunteer program.

# Service: Public Safety Outreach

Personal Services	2013 Actual	2014 Budget	2015 Budget
121 Wages - Overtime	2,867	4,700	4,700
Subtotal	2,867	4,700	4,700
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	9,088	7,000	7,000
240 Equipment Repair and Maintenance	816	-	-
243 Non-Capital Computer Equipment and Supply	296	-	-
250 Professional and Contracted Services	-	1,700	1,700
252 Advertising and Legal Notices	1,996	4,000	4,000
264 Printing and Copying	1,500	-	-
269 Other Services and Charges	459	-	-
Subtotal	14,155	12,700	12,700
SERVICE TOTAL	\$17,022	\$17,400	\$17,400

# Service: Volunteer Programs

## FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

- S&J Volunteers: Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice Center complex that can include receptionist duties, administrative functions, investigative assistance, crime and data analysis, and equipment and vehicle maintenance. In addition, they often provide assistance and support with a variety of special projects and special events.
- Citizen Volunteer Patrol (CVP): CVP members are highly trained, uniformed volunteers who patrol Longmont in specially marked and unmarked cars. They serve as additional "Eyes and Ears" for the Patrol Operations Section. Duties and responsibilities include neighborhood patrol, park patrol, business patrol, downtown patrol, surveillance details, and traffic control.
- Student Intern Officers (SIO): SIOs typically are criminal justice majors from area colleges and universities who wish to participate in an internship in order to experience municipal law enforcement. If accepted into the program, they are provided with over 40 hours of training, then become short-term, uniformed volunteers. SIOs provide direct assistance to their assigned mentors (patrol officers, detectives, school resource officers, etc.) while learning the profession and considering a career in law enforcement. Some of the department's officers are past graduates of the SIO program.
- Explorers: The Explorer program is a law enforcement orientation program sponsored by the Police Services Division under the auspices of Exploring Learning for Life. The program prepares young people ages16 to 21 to become mature, responsible and caring adults and provides them with opportunities to contribute to their community while exploring a prospective career. Explorers are trained, uniformed volunteers who provide assistance and support throughout the department while gaining practical experience in law enforcement. The program has a rank structure that provides opportunities for Explorers to take on leadership roles.
- Front Range Chaplains: Chaplains are a dedicated group of clergy who provide assistance and support to the Public Safety departments and to community members who are victims of crime or tragedy, either on site at emergency scenes or though one-to-one counseling.
- Fire Corps Volunteers: These volunteers provide support services to the Fire Services Division that can include the Business Self Inspection Program, Hazmat Team support, the smoke alarm community campaign, car seat installation, and administrative support. These volunteer positions often provide assistance and support with a variety of special projects and events.

## Service: Volunteer Programs

Personal Services	2013 Actual	2014 Budget	2015 Budget
137 Staff Training and Conferences	(223)	500	500
141 Uniforms and Protective Clothing	3,905	3,700	3,750
142 Food Allowance	480	500	500
Subtotal	4,162	4,700	4,750
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	609	300	300
229 Materials and Supplies	363	525	525
Subtotal	972	825	825
SERVICE TOTAL	\$5,134	\$5,525	\$5,575

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# Children, Youth and Families Division Overview

	2	2013 Actual	2014	Budget	2	015 Budget
Personal Services		129,547		134,740		143,526
Operating and Maintenance		13,238		16,532		21,463
Non-Operating		-		-		-
Capital		-		-		-
TOTAL	\$	142,785	\$	151,272	\$	164,989

The Children, Youth and Families Division is part of the Community Services Department and includes one budget service.

# Service: Children, Youth and Families

# FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

SERVICE: Children, Youth and Families		-	
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Children/Youth Res Prog Specialist	2.00	2.00	2.00
Total	2.00	2.00	2.00

## Service: Children, Youth and Families

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	89,894	97,026	103,162
114	Skill Based Pay	2,406	2,400	2,400
115	One Time Payment	-	584	-
123	Leave Expense	4,748	-	-
126	Retirement Health Savings Plan	800	800	800
129	Medicare	1,143	1,442	1,531
131	MOPC	4,861	4,971	5,278
132	Employee Insurance	14,340	15,815	16,816
133	Employee Retirement	6,136	6,651	7,073
135	Compensation Insurance	679	81	1,538
136	Unemployment Insurance	286	291	206
137	Staff Training and Conferences	3,584	4,000	4,000
139	Dental Insurance	670	679	722
	Subtotal	129,547	134,740	143,526
Oper	ating and Maintenance			
210	Office Supplies	2,961	1,000	1,000
217	Dues and Subscriptions	28	-	-
229	Materials and Supplies	8,203	10,200	14,700
230	Printing and Copier Supplies	73	1,000	1,000
245	Mileage Allowance	1,083	2,000	2,000
246	Liability Insurance	360	332	763
263	Postage	92	1,000	1,000
264	Printing and Copying	438	1,000	1,000
	Subtotal	13,238	16,532	21,463
	SERVICE TOTAL	\$142,785	\$151,272	\$164,989

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# **Community and Neighborhood Resources Division Overview**

	2	013 Actual	2014 B	udget	2015	Budget
Personal Services		19,744	2	21,157		20,949
Operating and Maintenance		4,933		5,898		15,654
Non-Operating		-		-		-
Capital		-		-		-
TOTAL	\$	24,677	\$ 3	87,055	\$	36,603

The Community and Neighborhood Resources Division is part of the Community Services Department and includes one budget service.

# Service: Graffiti Eradication

# FUND: Public Safety Fund DEPARTMENT: Public Safety

#### Service Description:

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

SERVICE: Graffiti Eradication			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Graffiti Removal Specialist	0.38	0.38	0.38
Total	0.38	0.38	0.38

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#### Service: Graffiti Eradication

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	15,125	14,029	14,013
112 Wages - Temporary	-	1,925	1,925
115 One Time Payment	-	182	-
121 Wages - Overtime	77	250	250
123 Leave Expense	156	-	-
126 Retirement Health Savings Plan	-	152	152
128 FICA	-	119	119
129 Medicare	203	231	231
131 MOPC	764	701	701
132 Employee Insurance	2,046	2,287	2,284
133 Employee Retirement	964	940	939
135 Compensation Insurance	173	201	209
136 Unemployment Insurance	41	42	28
139 Dental Insurance	95	98	98
141 Uniforms and Protective Clothing	100	-	-
Subtotal	19,744	21,157	20,949
Operating and Maintenance			
210 Office Supplies	-	100	100
223 Lab and Photo Supplies	-	300	300
229 Materials and Supplies	2,694	2,211	3,161
230 Printing and Copier Supplies	-	100	100
240 Equipment Repair and Maintenance	-	2,500	2,500
246 Liability Insurance	86	192	109
247 Safety Expenses	153	2,000	2,000
250 Professional and Contracted Services	2,000	1,500	1,500
261 Telephone Charges	-	180	180
273 Fleet Lease - Operating and Maintenance	-	2,580	5,093
274 Fleet Lease - Replacement	-	4,235	611
Subtotal	4,933	15,898	15,654
SERVICE TOTAL	\$24,677	\$37,055	\$36,603

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# **ELECTRIC and BROADBAND FUND - Fund Summary**

	2013 Actual	2014 Budget	2	2015 Budget
Personal Services	6,245,504	6,313,321		7,045,423
Operating and Maintenance	53,054,943	54,527,306		57,523,940
Non-Operating	770,448	236,202		1,704,297
Capital	968,097	1,941,751		18,159,827
TOTAL	\$ 61,038,992	\$ 63,018,580	\$	84,433,487

#### Fund Description

The Electric and Broadband Fund pays for all costs associated with delivering electricity and broadband services to Longmont customers. The primary duties of the Power & Communications Department are purchasing wholesale power from the Platte River Power Authority, delivering electricity, maintaining the City's electrical transformers and distribution lines, and providing broadband services. Included in the Electric and Broadband Fund's total 2015 Budget is \$46.25 million for the purchase of wholesale power.

The Broadband Utility was created in 1997 to provide a full range of high quality, advanced broadband services for municipal, business, and residential needs and included the installation of a fiber backbone throughout the City. In 2005, legislation was enacted that required a vote of citizens for a municipality to provide its community with broadband services. Longmont citizens voted in 2011 to allow municipally provided broadband services, and in 2013 to fund a citywide fiber-to-the-premise build. The build began in 2014 and is planned to be complete in approximately three years. Both Internet and voice-over-Internet services will be provided in phases as the build takes place. Current broadband services include those for municipal needs, a small number of business and residential customers for pilot testing prior to the citywide build, wireless, and a limited amount of dark fiber, collocation, and conduit leases.

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

- Administration
- Customer Services and Marketing
- Electric Engineering
- Electric Distribution
- Energy Services
- Meter Reading
- Utilities Warehouse
- Broadband Administration
- Broadband Operations
- Broadband Engineering

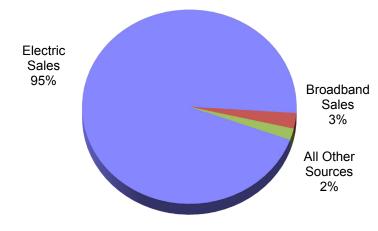
#### 2015-2019 Capital Improvement Prorgram

Capital projects total \$17.7 million and include substation upgrades, system reliability improvements, residential street lighting, aid to construction, Smart Grid advanced metering infrastructure projects, and citywide fiber-to-premise build. Detailed capital project descriptions are included in the 2015-2019 Capital Improvement Program.

# **ELECTRIC and BROADBAND FUND - Fund Statement**

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$ 7,153,881	\$ 9,572,736	\$ 44,733,805
Committed Working Capital	-	(30,384,361)	-
REVENUES Electric Charges for Services	60,697,091	65,867,550	66 200 000
Electric Aid to Underground Construction	1,245,959	700,000	66,289,000 900,000
Electric Intergovernmental Revenue	3,703		-
Electric Interest	(8,729)	20,000	30,000
Electric Miscellaneous	312,579	419,800	375,200
Electric Operating Transfers	113,772	53,738	40,090
Broadband Charges for Services	314,038	528,200	1,789,910
Broadband Aid to Underground Construction	49,019	200,000	-
Broadband Interest	1,500	6,000	-
Broadband Miscellaneous	3,209	-	500
Adjustment for GAAP Revenue	(44,657)	-	-
TOTAL FUNDS	62,687,484	67,795,288	69,424,700
EXPENSES BY BUDGET SERVICE			
Electric Distribution	4,403,740	4,718,417	4,554,628
Electric Engineering	1,423,564	1,248,795	1,331,080
Electric Administration	51,821,797	52,525,945	54,300,605
Electric Meter Reading	351,607	370,321	406,158
Electric Warehouse	455,598	448,576	515,902
Electric Customer Services and Marketing	216,701	290,252	206,652
Electric Energy Services	757,221	1,009,361	1,162,000
Electric CIP Projects	678,804	1,321,986	2,050,500
Broadband Administration	596,465	697,227	2,824,282
Broadband Operations	206,709	137,700	1,269,178
Broadband Engineering	-	-	197,502
Broadband CIP Projects	126,786	250,000	15,615,000
Total Operating Expenses Adjustment for GAAP Expenses	61,038,992 (770,363)	63,018,580 -	84,433,487 -
TOTAL ADJUSTED EXPENSES	60,268,629	63,018,580	84,433,487
ENDING WORKING CAPITAL	9,572,736	44,733,805	29,725,018
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,418,855	\$ 4,776,708	\$ (15,008,787)





- The Electric and Broadband Fund will receive 95% of its operating revenues from the sale of electricity and broadband services in 2015.
- The 2015 Budget requires a contribution from fund balance of \$15,653,586.

## **Estimating Major Sources of Funds**

**Sales Revenue**s: LPC staff estimates total sales for each of the largest individual customers in the system. Smaller customers are grouped into classifications and estimates for each class are based on historical use.

**Connect Fees**: LPC staff estimates the number of new customers and reconnections of service based upon a five year average plus any adjustments for anticipated growth.

	2013 Actual	2014 Budget	2015 Budget
OPERATING REVENUE			
Electricity Sales	\$ 60,697,091	\$ 65,867,550	\$ 66,289,000
Electric Aid to Underground Construction	1,245,959	700,000	900,000
Electric Other Revenue	312,579	419,800	375,200
Electric Operating Transfers	113,772	53,738	40,090
Electric Intergovernmental Revenue	3,703	-	-
Electric Interest Income	(8,729)	20,000	30,000
Broadband Sales	314,038	528,200	1,789,910
Broadband Aid to Underground Construction	49,019	200,000	-
Broadband Other Revenue	3,209	-	500
Broadband Interest Income	1,500	6,000	-
Contribution from/(to) Fund Balance	(2,418,855)	(4,776,708)	15,008,787
TOTAL FUNDS NEEDED TO			
MEET EXPENSES	\$ 60,268,629	\$ 63,018,580	\$ 84,433,487

# Service: Power & Communications Administration

## FUND: Electric and Broadband Fund DEPARTMENT: Power & Communications

#### Service Description:

Administration manages all divisions and funds of the Power & Communications Department and is responsible for City policy implementation; strategic planning and performance management; budget, financial, and customer usage analysis; rates and regulation development; and federal, state and industry reporting. This service provides internal customer service, administrative support and radio dispatch support and evaluates and implements advanced metering programs.

This service coordinates activities with Platte River Power Authority, the City's wholesale power provider in which the City is part owner, and provides a representative on its board of directors. Staff work closely with the Colorado Association of Municipal Utilities, the American Public Power Association, and other industry associations to monitor state and federal legislation in order to protect the interests of Longmont Power & Communications and its customers.

#### SERVICE: Power & Communications Administration

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Gen Manager Longmont Power & Comm	0.90	0.90	0.70
Power & Comm Business Manager	0.90	0.90	0.70
Utilities Rate Analyst	1.80	1.80	1.20
Metering and Load Research Coordinator	0.60	0.60	0.60
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	3.00	3.00	3.00
Total	8.20	8.20	7.20

#### Service: Power & Communications Administration

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	547,591	605,839	539,592
114 Skill Based Pay	299	-	900
115 One Time Payment	-	406	1,956
121 Wages - Overtime	756	600	600
122 Longevity Compensation	1,740	1,800	1,860
123 Leave Expense	16,932	16,600	16,600
126 Retirement Health Savings Plan	9,346	3,280	2,880
129 Medicare	7,093	8,134	6,982
131 MOPC	29,708	30,201	26,274
132 Employee Insurance	90,102	98,455	85,511
133 Employee Retirement	43,557	40,469	35,210
135 Compensation Insurance	295	496	442
136 Unemployment Insurance	1,793	1,812	1,049
137 Staff Training and Conferences	8,213	21,500	26,800
139 Dental Insurance	4,189	4,228	3,673
142 Food Allowance	378	400	400
Subtotal	761,992	836,220	750,729
Operating and Maintenance			
210 Office Supplies	2,735	3,000	3,000
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	40,407	39,475	42,025
218 Non-Capital Equipment and Furniture	4,306	1,500	1,500
229 Materials and Miscellaneous Supplies	3,643	3,000	2,520
230 Printing and Copier Supplies	2,967	2,000	2,000
232 Building Repair and Maintenance	2,680	3,250	1,600
240 Equipment Repair and Maintenance	16,409	17,700	16,143
243 Non-Capital Computer Equipment and Supplies	2,782	500	4,140
245 Mileage Allowance	4,637	2,360	5,400
246 Liability Insurance	2,556	2,143	3,863
250 Professional and Contracted Services	87,190	85,500	151,133
252 Ads and Legal Notices	199	-	-
261 Telephone Charges	815	1,080	1,080
263 Postage	4,204	2,750	2,000
264 Printing and Copying	980	1,250	1,250
266 Interest On Deposits	2,907	4,000	3,000
269 Other Services and Charges	215,726	255,000	235,000
270 Administrative and Management Services	1,347,267	1,413,733	1,345,375
271 Franchise Equivalency	4,833,188	4,992,704	5,275,000
273 Fleet Lease - Operating and Maintenance	634	1,270	3,831
274 Fleet Lease - Replacement	503	1,785	1,379
275 Building Permits to DDA	60	-	-
280 Purchased Power - General	43,012,428	43,879,906	45,533,141
281 Purchased Power - Renewable	720,000	764,000	720,000
282 Power Wheeling	11,980	18,000	16,000
Subtotal	50,321,203	51,496,106	53,370,580
Non-Operating Expense			
950 Bad Debt	120,432	150,000	144,000
970 Transfers to Other Funds	617,070	38,619	30,296
Subtotal	737,502	188,619	174,296
Capital Outlay			
440 Machinery and Equipment	1,100	5,000	5,000
Subtotal	1,100	5,000	5,000
SERVICE TOTAL	\$51,821,797	\$52,525,945	\$54,300,605
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# Service: Marketing

# FUND: Electric and Broadband Fund DEPARTMENT: Power & Communications

#### Service Description:

Marketing is responsible for developing and implementing marketing plans for all customer segments. This service conducts and analyzes customer feedback on department services, creates printed education and marketing tools, coordinates community and public relations, and manages web and social media.

SERVICE: Marketing						
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget			
Customer Services and Marketing Manager	0.95	0.90	0.00			
Web and Digital Media Specialist	1.00	0.75	0.60			
Public Relations & Marketing Speacialist	0.00	0.00	0.70			
Total	1.95	1.65	1.30			

#### Service: Marketing

Perso	nal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	90,415	123,006	80,754
115	One Time Payment	-	75	887
121	Wages - Overtime	160	-	-
123	Leave Expense	(2,265)	-	-
126	Retirement Health Savings Plan	380	660	520
129	Medicare	1,285	1,784	1,171
131	MOPC	5,082	6,150	4,038
132	Employee Insurance	18,279	20,050	13,163
133	Employee Retirement	7,452	8,241	5,411
135	Compensation Insurance	148	107	90
136	Unemployment Insurance	387	369	161
137	Staff Training and Conferences	3,086	11,500	8,500
139	Dental Insurance	903	861	566
142	Food Allowance	273	300	300
	Subtotal	125,585	173,103	115,561
Opera	nting and Maintenance			
214	Pamphlets and Documents	2,747	4,800	-
216	Reference Books and Materials	-	250	-
217	Dues and Subscriptions	343	545	125
218	Non-Capital Equipment and Furniture	426	500	1,000
229	Materials and Miscellaneous Supplies	167	500	500
240	Equipment Repair and Maintenance	-	-	600
243	Non-Capital Computer Equipment and Supplies	270	2,000	-
246	Liability Insurance	1,379	507	474
250	Professional and Contracted Services	13,141	20,400	12,800
252	Advertising and Legal Notices	30,333	40,000	20,560
261	Telephone Charges	400	420	840
263	Postage	5,928	16,630	16,650
264	Printing and Copying	11,347	7,100	14,600
269	Other Services and Charges	15,472	10,800	13,400
273	Fleet Lease - Operating and Maintenance	576	705	2,899
274	Fleet Lease - Replacement	457	992	643
	Subtotal	82,986	106,149	85,091
Non-C	Operating Expense			
970	Transfers to Other Funds	8,130	11,000	6,000
	Subtotal	8,130	11,000	6,000
	SERVICE TOTAL	\$216,701	\$290,252	\$206,652

# Service: Electric Operations

# FUND: Electric and Broadband Fund DEPARTMENT: Power & Communications

#### Service Description:

Electric Operations is responsible for the construction, operation and maintenance of electric service facilities that provide electricity to all residential, commercial and industrial customers. Facilities in the distribution system include underground and overhead distribution feeders, circuits, transformers and meters. This service operates and maintains the Supervisory Control and Data Acquisition System (SCADA) and associated communication systems, and performs equipment testing and maintenance. Personnel are cross-trained to install fiber optic infrastructure and respond to and assist with fiber optic installation and maintenance.

#### SERVICE: Electric Operations

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Operations Manager	1.00	1.00	0.70
Chief Electrical Engineer	0.00	1.00	0.00
Construction Coordinator	1.00	1.00	0.90
Line Crew Supervisor	5.00	5.00	5.00
Substation Supervisor	0.00	0.90	1.00
Meter Shop Supervisor	1.00	1.00	1.00
Operations Support and Training Specialist	1.00	1.00	1.00
Journey Lineworker	10.00	10.00	10.00
Journey Substation Worker	0.00	2.85	3.00
Engineering Project Coordinator	1.00	0.00	0.00
Distribution Field Engineer II	2.00	0.00	0.00
Meter Technician	3.00	3.00	3.00
Senior Equipment Operator	1.00	1.00	0.00
Groundworker	1.00	1.00	3.00
Construction Inspector	1.00	1.00	0.00
Street Light Technician	1.00	1.00	1.00
Arborist Technician II	0.25	0.25	0.25
Total	29.25	31.00	29.85

## Service: Electric Operations

	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	1,846,654	1,711,985	1,679,377
112	Wages - Temporary	5,598	6,000	6,000
114	Skill Based Pay	301	300	300
115	One Time Payment	-	2,075	1,854
121	Wages - Overtime	191,244	200,000	200,000
122	Longevity Compensation	11,490	5,220	3,660
123	Leave Expense	53,365	-	-
124	Skill Based Overtime Pay	45	-	-
126	Retirement Health Savings Plan	44,714	12,100	11,940
128	FICA	269	372	372
129	Medicare	22,960	33,894	34,522
131	MOPC	95,296	116,591	118,735
132	Employee Insurance	326,435	380,039	387,022
133	Employee Retirement	139,112	156,232	159,099
135	Compensation Insurance	22,769	31,743	25,160
136	Unemployment Insurance	6,524	6,995	4,747
137	Staff Training and Conferences	14,428	27,100	26,800
139	Dental Insurance	15,229	16,321	16,623
141	Uniforms and Protective Clothing	16,951	20,000	20,000
142	Food Allowance	1,316	1,000	1,000
	Subtotal	2,814,700	2,727,967	2,697,211
Oper	ating and Maintenance			
215	Audiovisual Materials	495	500	-
216	Reference Books and Materials	-	6,025	3,500
217	Dues and Subscriptions	-	500	215
218	Non-Capital Equipment and Furniture	30,580	30,000	22,000
229	Materials and Miscellaneous Supplies	165,509	80,000	100,000
232	Building Repair and Maintenance	264	10,000	3,000
239	Meter Repair and Maintenance	14,089	8,600	7,000
240	Equipment Repair and Maintenance	11,462	21,396	16,700
243	Non-Capital Computer Equipment and Supplies	8,828	24,000	3,840
246	Liability Insurance	134,494	159,138	154,111
247	Safety Expenses	29,013	44,000	40,000
248	Lease Purchase Installment	-	172	-
249	Operating Leases and Rentals	8,313	3,060	20,760
250	Professional and Contracted Services	447,317	560,225	557,225
259	Licenses and Permits	16	3,000	3,000
260	Utilities	1,183	1,365	1,400
261	Telephone Charges	10,738	16,860	17,020
263	Postage	1,782	1,000	1,000
264	Printing and Copying	1,135	1,000	1,000
269	Other Services and Charges	9	1,500	1,000
273	Fleet Lease - Operating and Maintenance	168,036	201,684	190,978
274	Fleet Lease - Replacement	272,054	279,425	300,520
330	System Maintenance - Substation Equipment	11,520	30,000	20,000
331	System Maintenance - Overhead	10,845	55,000	30,000
332	System Maintenance- Underground	119,604	70,000	70,000
334	System Maintenance - Street Lights	75,106	75,000	75,000
	Subtotal	1,522,392	1,683,450	1,639,269
	ousional	1,022,032	1,000,400	1,000,200
Non-	Operating Expense			
970	Transfers to Other Funds	23,000	23,000	23,148
974	Art in Public Places Transfers	-	-	-
	Subtotal	23,000	23,000	23,148
Capit	al Outlay			
432	Vehicles	11,779	-	-
440	Machinery and Equipment	-	214,000	100,000
475	Building and Facility Improvement	12	-	-
480	System Improvements	-	-	25,000
486	Meters	31,857	70,000	70,000
490	System Improvements-Underground	- -	-	-
		40.040	004.000	105 000
	Subtotal	43,648	284,000	195,000
	SERVICE TOTAL	\$4,403,740	\$4,718,417	\$4,554,628

# Service: Electric Engineering

## FUND: Electric and Broadband Fund DEPARTMENT: Power & Communications

#### Service Description:

Electric Engineering is responsible for the overall electric system planning and design, including substation and feeder capacity. This service is responsible for new electric distribution development design and coordination, upgrading existing electric facilities, electric infrastructure protection and maintenance practices, monitoring and addressing general system power quality issues, street lighting design, and support of other City departments and divisions including Design Review Committee, Building Permits, and CIP.

This service develops and maintains specialized electric utility computer applications, including the Supervisory Control and Data Acquisition System (SCADA), GIS and mapping, Outage Management Systems (OMS), and electric system models, and provides technical assistance and drafting services. Staff participate on the Platte River Power Authority's Joint Technical Advisory Committee.

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Chief Electrical Engineer	1.00	0.00	0.80
Senior Electrical Engineer	3.00	3.00	3.00
Distribution Field Engineer II	0.00	2.00	1.70
Engineering Project Coordinator	0.00	0.90	0.50
Technology Services Coordinator	1.00	1.00	1.00
Programmer Analyst	1.00	1.00	0.80
Senior Network Specialist	1.00	0.00	0.00
Senior GIS/Mapping Technician	1.00	0.90	0.90
Substation Supervisor	0.95	0.00	0.00
Journey Substation Worker	3.00	0.00	0.00
Total	11.95	8.80	8.70

SERVICE: Electric Engineering

## Service: Electric Engineering

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	798,770	732,925	726,120
115	One Time Payment	-	4,093	5,047
121	Wages - Overtime	22,393	5,000	5,000
123	Leave Expense	39,585	-	-
126	Retirement Health Savings Plan	7,917	3,560	3,480
129	Medicare	12,962	10,627	10,527
131	MOPC	50,491	36,646	36,307
132	Employee Insurance	153,267	119,467	118,358
133	Employee Retirement	73,999	49,106	48,651
135	Compensation Insurance	674	869	538
136	Unemployment Insurance	3,100	2,199	1,454
137	Staff Training and Conferences	6,905	23,900	30,100
139	Dental Insurance	7,237	5,130	5,082
141	Uniforms and Protective Cloth	153	-	760
142	Food Allowance	1,032	500	500
	Subtotal	1,178,485	994,022	991,924
Oper	ating and Maintenance			
216	Reference Books and Materials	94	500	500
217	Dues and Subscriptions	405	1,343	1,123
218	Non-Capital Equipment and Furniture	10,713	2,000	2,000
219	Drafting Supplies	268	200	800
229	Materials and Miscellaneous Supplies	6,362	1,000	5,000
235	Station Maintenance	13	-	-
240	Equipment Repair and Maintenance	41,123	48,111	104,375
243	Non-Capital Computer Equipment and Supplies	33,293	8,000	10,400
246	Liability Insurance	5,256	5,058	3,555
247	Safety Expenses	1,143	800	800
249	Operating Leases and Rentals	315	-	-
250	Professional and Contracted Services	24,725	120,000	190,000
261	Telephone Charges	4,094	2,280	3,780
269	Other Services and Charges	9	200	200
273	Fleet Lease - Operating and Maintenance	10,312	12,687	6,895
274	Fleet Lease - Replacement	6,784	7,594	9,728
330	System Maintenance - Substation Equipment	7,110	-	-
	Subtotal	152,019	209,773	339,156
Capit	al Outlay			
432	Vehicles	44	-	-
440	Machinery and Equipment	91,066	45,000	-
475	Building and Facility Improvement	1,950	-	-
	Subtotal	93,060	45,000	-
	SERVICE TOTAL	\$1,423,564	\$1,248,795	\$1,331,080

# Service: Meter Reading

## FUND: Electric and Broadband Fund DEPARTMENT: Power & Communications

### Service Description:

Meter Reading is responsible for reading approximately 66,000 electric and water meters monthly throughout the City utility service area (49 square miles) for the purpose of billing customer usage. This service collects usage information via visual reading, radio transmission, and other technologies. This is a shared service with the Water and Sewer Funds.

#### SERVICE: Meter Reading

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Meter Reading Supervisor	0.51	0.51	0.51
Metering and Load Research Coordinator	0.20	0.20	0.20
Senior Meter Reader	0.51	0.51	0.51
Meter Reader	3.83	3.83	3.83
Total	5.05	5.05	5.05

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### Service: Meter Reading

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	174,187	218,042	229,249
112	Wages - Temporary	16,388	-	-
114	Skill Based Pay	1,867	-	-
115	One Time Payment	-	2,409	306
121	Wages - Overtime	898	1,020	-
122	Longevity Compensation	1,132	1,163	-
123	Leave Expense	4,937	-	-
124	Skill Based Overtime Pay	64	-	-
126	Retirement Health Savings Plan	4,300	2,020	2,020
128	FICA	729	-	-
129	Medicare	2,164	2,740	3,325
131	MOPC	8,952	10,520	11,462
132	Employee Insurance	32,568	34,294	37,367
133	Employee Retirement	13,124	14,096	15,360
135	Compensation Insurance	4,622	3,751	5,431
136	Unemployment Insurance	651	631	458
137	Staff Training and Conferences	1,141	2,983	3,901
139	Dental Insurance	1,519	1,473	1,605
141	Uniforms and Protective Clothing	684	689	841
142	Food Allowance	67	-	-
	Subtotal	269,994	295,831	311,325
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	114	3,570	9,307
229	Materials and Miscellaneous Supplies	234	255	331
240	Equipment Repair and Maintenance	7,848	9,027	10,021
243	Non-Capital Computer Equipment and Supplies	171	1,530	1,515
246	Liability Insurance	1,778	2,185	2,202
247	Safety Expenses	752	1,147	1,403
250	Professional and Contracted Services	-	765	4,336
261	Telephone Charges	416	826	826
264	Printing and Copying	289	898	898
270	Administrative and Management Services	48,642	34,433	41,156
273	Fleet Lease - Operating and Maintenance	14,891	13,422	15,600
274	Fleet Lease - Replacement	6,478	6,432	4,178
	Subtotal	81,613	74,490	91,773
-	tal Outlay			
440	Machinery and Equipment	-	-	3,060
	Subtotal	-	-	3,060
	SERVICE TOTAL	\$351,607	\$370,321	\$406,158

# Service: Warehouse

## FUND: Electric and Broadband Fund DEPARTMENT: Power & Communications

### Service Description:

The Warehouse is responsible for procuring, storing and issuing standard and customer stock items, and critical/noncritical materials and supplies primarily for Longmont Power & Communications. This service supports all City departments as required. Through cost-effective purchasing practices, the Warehouse receives, stocks, stores, stages and issues products and materials as recommended or required by the departments and manufacturer's specifications.

SERVICE: Wareho	ouse
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Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Warehouse Supervisor	1.00	1.00	1.00
Inventory Control Technician	1.00	1.00	1.00
Warehouse Worker	2.00	2.00	3.00
Total	4.00	4.00	5.00

### Service: Warehouse

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	175,399	180,922	224,692
112	Wages - Temporary	-	-	50,000
114	Skill Based Pay	1,506	1,500	1,500
115	One Time Payment	-	1,345	4,437
121	Wages - Overtime	3,233	2,130	2,130
122	Longevity Compensation	1,740	1,800	1,860
123	Leave Expense	6,546	-	-
124	Skill Based Overtime Pay	18	-	-
126	Retirement Health Savings Plan	2,126	1,600	2,000
128	FICA	-	-	3,100
129	Medicare	1,637	1,832	3,101
131	MOPC	8,972	9,121	11,310
132	Employee Insurance	26,759	29,490	36,624
133	Employee Retirement	13,154	12,216	15,155
135	Compensation Insurance	3,327	2,012	3,655
136	Unemployment Insurance	535	543	450
137	Staff Training and Conferences	3,092	3,550	3,200
139	Dental Insurance	1,248	1,266	1,573
141	Uniforms and Protective Clothing	504	600	760
142	Food Allowance	108	125	125
	Subtotal	249,904	250,052	365,672
Oper	ating and Maintenance			
210	Office Supplies	253	400	200
215	Audiovisual Materials	-	150	-
216	Reference Books and Materials	118	150	-
217	Dues and Subscriptions	255	150	300
218	Non-Capital Equipment and Furniture	2,661	1,400	3,996
225	Freight	2,572	3,500	3,500
228	Janitorial Supplies	53	150	50
229	Materials and Miscellaneous Supplies	2,881	3,000	3,000
230	Printing and Copier Supplies	546	100	200
232	Building Repair and Maintenance	1,268	2,000	1,500
233	Facility Repair and Maintenance	-	900	100
240	Equipment Repair and Maintenance	1,283	690	280
241	Grounds Maintenance	137	600	600
243	Non-Capital Computer Equipment and Supplies	1,952	3,900	5,960
246	Liability Insurance	1,597	2,525	2,503
247	Safety Expenses	1,652	1,000	1,000
249	Operating Leases and Rentals	-	130	130
250	Professional and Contracted Services	17,674	18,400	18,400
261	Telephone Charges	419	540	500
263	Postage	-	25	-
264	Printing and Copying	38	200	-
265	Loss on Obsolete Items	1,487	2,800	3,000
270	Administrative and Management Services	142,777	96,498	72,942
273	Fleet Lease - Operating and Maintenance	5,259	14,479	7,645
274	Fleet Lease - Replacement	12,061	9,072	11,924
	Subtotal	196,943	162,759	137,730
Capit	tal Outlay			
475	Building and Facility Improvement	8,751	35,765	12,500
	Subtotal	8,751	35,765	12,500
	SERVICE TOTAL	\$455,598	\$448,576	\$515,902
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# Service: Customer and Energy Services

## FUND: Electric and Broadband Fund DEPARTMENT: Power & Communications

### Service Description:

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

This service also develops and implements energy efficiency programs for all customer segments; responds to customer usage, billing and service inquiries; coordinates and performs energy, power quality, and lighting audits; works proactively with key accounts on needs assessments; develops energy and conservation information for the public; manages, monitors and tracks grant-funded programs; and plans events.

#### SERVICE: Customer and Energy Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Energy Services Manager	1.00	1.00	0.50
Key Account Manager	1.00	1.00	1.00
Energy Services Specialist	2.00	2.00	2.00
Customer Services Energy Specialist	1.00	1.00	1.00
Energy Services Program Coordinator	1.00	1.00	0.00
Total	6.00	6.00	4.50

### Service: Customer and Energy Services

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	318,963	414,924	465,803
115	One Time Payment	-	2,481	854
123	Leave Expense	13,573	-	-
126	Retirement Health Savings Plan	1,600	2,400	2,640
129	Medicare	4,078	6,016	6,753
131	MOPC	16,254	20,746	23,291
132	Employee Insurance	64,356	67,633	75,927
133	Employee Retirement	23,844	27,800	31,207
135	Compensation Insurance	-	337	303
136	Unemployment Insurance	1,225	1,245	933
137	Staff Training and Conferences	10,183	9,000	6,250
139	Dental Insurance	2,859	2,904	3,260
142	Food Allowance	96	375	500
	Subtotal	457,031	555,861	617,721
Oper	ating and Maintenance			
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	4,782	17,385	10,550
218	Non-Capital Equipment and Furniture	1,111	1,000	1,000
229	Materials and Miscellaneous Supplies	86	1,000	1,000
240	Equipment Repair and Maintenance	13,186	15,100	39,785
243	Non-Capital Computer Equipment and Supplies	1,330	1,735	3,300
246	Liability Insurance	124	1,462	1,484
250	Professional and Contracted Services	55,222	48,000	61,200
252	Ads and Legal Notices	218	-	5,900
261	Telephone Charges	1,949	2,250	4,260
263	Postage	-	12,050	12,050
264	Printing and Copying	311	10,000	13,000
269	Other Services and Charges	788	12,000	27,000
273	Fleet Lease - Operating and Maintenance	1,383	423	3,015
274	Fleet Lease - Replacement	1,094	595	735
290	Rebates	17,675	40,000	40,000
291	Residential Energy Efficiency Rebates	6,389	95,000	100,000
292	Commercial Energy Efficiency Rebates	194,542	195,000	214,500
	Subtotal	300,190	453,500	539,279
Non-	Operating Expense			
970	Transfers to Other Funds	-	-	5,000
	Subtotal	-	-	5,000
	SERVICE TOTAL	\$757,221	\$1,009,361	\$1,162,000

# Service: Capital Improvement Projects

# FUND: Electric and Broadband Fund DEPARTMENT: Power & Communications

### Service Description:

Capital projects are listed below. Detailed descriptions of each project are included in the 2015-2019 Capital Improvement Program.

ELECTRIC PROJECTS DR-8 Downtown Alley Improvements MUE-9 Electric Feeder Underground Conversion MUE-44 Electric System Reliability Improvements MUE-91 Street Lighting Program MUE-97 Electric Aid to Construction PB-1 Municipal Buildings Roof Improvements PB-82 Municipal Buildings HVAC Replacement	20 \$	<b>15 Budget</b> 363,600 317,600 100,000 50,000 900,000 248,640 70,660
TOTAL	\$	2,050,500
<b>BROADBAND PROJECTS</b> MUE-9 Electric Feeder Underground Conversion TEL-3 Citywide Fiber to Premise Build	\$	2015 Budget 15,000 15,600,000
TOTAL	\$	15,615,000

# Service: Broadband Administration

## FUND: Electric and Broadband Fund DEPARTMENT: Power & Communications

### Service Description:

Broadband Administration works under the strategic direction of the Power & Communications General Manager. This service assesses residential and business customer needs; implements policy; is responsible for strategic planning, performance management, budgeting, financial and customer usage analysis; develops rates and regulations; works proactively with key accounts for needs assessments; provides customer service and marketing; and is responsible for federal, state and industry reporting.

This service coordinates activities with the City's Enterprise Technology Services (ETS) division. Staff work with the American Public Power Association (APPA) and various broadband organizations to keep abreast of industry standards and developments and to monitor state and federal legislation in order to promote the community's economic development and the interests of Longmont's business and residential broadband customers.

2012 Budgot	2014 Budget	2015 Budget
-	Ũ	2015 Budget
0.00	0.00	0.30
0.00	0.00	0.30
0.00	0.00	0.50
0.00	0.00	1.00
0.00	0.00	0.80
0.00	0.00	1.00
0.00	0.00	0.40
0.00	0.00	0.30
0.00	0.00	1.00
0.00	0.00	3.00
0.00	0.00	8.60
	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00

#### **SERVICE:** Broadband Administration

### Service: Broadband Administration

	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	259,750	354,966	445,618
115	One Time Payment	-	235	1,388
121	Wages - Overtime	715	-	-
123	Leave Expense	2,716	310	500
126	Retirement Health Savings Plan	1,150	1,540	3,400
129	Medicare	1,764	5,147	6,535
131	MOPC	6,960	17,749	22,530
132	Employee Insurance	22,716	57,860	73,447
133	Employee Retirement	8,558	23,783	30,191
135	Compensation Insurance	84	125	259
136	Unemployment Insurance	455	1,065	901
137	Staff Training and Conferences	1,652	6,000	6,250
139	Dental Insurance	1,060	2,485	3,152
142	Food Allowance	454	-	500
	Subtotal	308,034	471,265	594,671
•	ating and Maintenance			
210	Office Supplies	-	100	200
217	Dues and Subscriptions	-	1,000	1,000
218	Non-Capital Equipment and Furniture	270	-	-
229	Materials and Miscellaneous Supplies	4,146	500	1,360
230	Printing and Copier Supplies	842	5,000	500
240	Equipment Repair and Maintenance	1,288	5,000	43,750
243	Non-Capital Computer Equipment and Supplies	6,929	3,000	1,395
245	Mileage Allowance	-	120	-
246	Liability Insurance	557	642	-
247	Safety Expenses	-	500	250
250	Professional and Contracted Services	154,212	109,000	185,500
252	Ads and Legal Notices	-	-	199,000
260	Utilities	418	300	450
261	Telephone Charges	454	1,320	1,320
263	Postage	14,101	7,600	16,000
264	Printing and Copying	8,708	5,000	61,100
269	Other Services and Charges	671	200	41,300
270	Administrative and Management Services	79,161	56,954	165,405
271	Franchise Equivalency	14,858	11,560	8,142
273	Fleet Lease - Operating and Maintenance	-	1,905	4,881
274	Fleet Lease - Replacement	-	2,678	2,205
	Subtotal	286,615	212,379	733,758
Non-	Operating Expense			
922	Interest - Current Bond Issue	-	-	1,472,013
970	Transfers to Other Funds	1,816	13,583	23,840
	Subtotal	1,816	13,583	1,495,853
Q <i>1</i>	SERVICE TOTAL	\$596,465	\$697,227	\$2,824,282

# Service: Broadband Operations

## FUND: Electric and Broadband Fund DEPARTMENT: Power & Communications

#### Service Description:

Broadband Operations is responsible for the installation, operation, testing, provisioning and maintenance of the network.

#### **SERVICE:** Broadband Operations

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
General Manager Longmont Power & Comm	0.10	0.10	0.00
Electric Operations Manager	0.00	0.00	0.30
Electric Construction Coordinator	0.00	0.00	0.10
Broadband Services Manager	0.95	0.90	0.00
Business Manager	0.10	0.10	0.00
Engineering Project Coordinator	0.00	0.10	0.00
Customer Services and Marketing Manager	0.05	0.10	0.00
Network Engineer	0.00	0.00	2.00
Substation Supervisor	0.05	0.10	0.00
Journey Substation Worker	0.00	0.15	0.00
Broadband Network Operations Manager	0.00	1.00	1.00
Fiber Optic Technician	0.00	0.00	3.00
Broadband Service Technician	0.00	0.00	3.00
Broadband Install Tech	0.00	0.00	7.00
Broadband Technical Service Representative	0.00	0.00	4.00
Web and Digital Media Specialist	0.00	0.25	0.00
Senior GIS/Mapping Technician	0.00	0.10	0.00
Utilities Rate Analyst	0.20	0.20	0.00
Total	1.45	3.10	20.40

### Service: Broadband Operations

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	78,159	-	45,342
115	One Time Payment	-	-	2,615
121	Wages - Overtime	1,427	-	5,000
126	Retirement Health Savings Plan	-	-	7,360
129	Medicare	-	-	16,606
131	MOPC	-	-	57,268
132	Employee Insurance	-	-	186,690
133	Employee Retirement	-	-	76,739
135	Compensation Insurance	66	-	-
136	Unemployment Insurance	-	-	2,291
137	Staff Training and Conferences	-	9,000	9,000
139	Dental Insurance	-	-	8,016
141	Uniforms and Protective Cloth	127	-	3,000
142	Food Allowance	-	-	500
	Subtotal	79,779	9,000	420,427
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	1,211	-	20,000
229	Materials and Miscellaneous Supplies	4,346	-	5,000
234	System Maintenance	(3,196)	16,400	20,000
240	Equipment Repair and Maintenance	85,204	100,800	337,584
243	Non-Capital Computer Equipment and Supplies	13,969	-	13,230
246	Liability Insurance	4,784	-	-
247	Safety Expenses	-	1,500	5,000
250	Professional and Contracted Services	4,664	10,000	155,000
261	Telephone Charges	-	-	7,140
273	Fleet Lease - Operating and Maintenance	-	-	1,212
274	Fleet Lease - Replacement	-	-	5,818
	Subtotal	110,982	128,700	569,984
Capi	tal Outlay			
432	Vehicles	963	-	158,767
440	Machinery and Equipment	14,985	-	120,000
480	System Improvements	-	-	-
	Subtotal	15,948	-	278,767
	SERVICE TOTAL	\$206,709	\$137,700	\$1,269,178

# Service: Broadband Engineering

# FUND: Electric and Broadband Fund DEPARTMENT: Power & Communications

Service Description:

Broadband Engineering is responsible for network planning, designing, mapping and estimating.

#### SERVICE: Broadband Engineering

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Chief Electrical Engineer	0.00	0.00	0.20
Elect Engineering Proj Coordinator	0.00	0.00	0.50
Programmer Analyst	0.00	0.00	0.20
Elect Distr Field Engineer II	0.00	0.00	0.30
Sr GIS/Mapping Technician	0.00	0.00	0.10
Total	0.00	0.00	1.30

### Service: Broadband Engineering

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	-	-	110,244
112	Wages - Temporary	-	-	30,000
115	One Time Payment	-	-	1,162
126	Retirement Health Savings Plan	-	-	520
128	FICA	-	-	1,860
129	Medicare	-	-	2,032
131	MOPC	-	-	5,512
132	Employee Insurance	-	-	17,971
133	Employee Retirement	-	-	7,387
136	Unemployment Insurance	-	-	222
137	Staff Training and Conferences	-	-	2,500
139	Dental Insurance	-	-	772
	Subtotal	-	-	180,182
Oper	ating and Maintenance			
210	Office Supplies	-	-	-
240	Equipment Repair and Maintenance	-	-	16,650
247	Safety Expenses	-	-	250
261	Telephone Charges	-	-	420
	Subtotal	-	-	17,320
	SERVICE TOTAL	\$-	\$-	\$197,502

# **ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Summary**

	2	013 Actual	2	014 Budget	2	015 Budget
Personal Services		14,177		-		-
Operating and Maintenance		-		-		-
Non-Operating		-		-		-
Capital		83,825		435,000		685,000
TOTAL	\$	98,002	\$	435,000	\$	685,000

#### Fund Description

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

#### 2015 Budget

Two capital projects are included in the 2015 Budget: main feeder extensions and an electric substation expansion. Detailed capital project descriptions are included in the 2015-2019 Capital Improvement Program.

#### **CAPITAL IMPROVEMENT PROGRAM PROJECTS**

ELECTRIC CIF FUND PROJECTS	2015 Budget
MUE-14 Electric Main Feeder Extensions	\$385,000
MUE-16 Electric Substation Expansion	\$300,000

TOTAL

\$685,000

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

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$ 1,864,771	\$ 2,034,998	\$ 1,972,915
Committed Working Capital	-	14,083	-
SOURCES OF FUNDS			
Fees	261,572	372,000	435,500
Interest	(2,372)	15,000	12,000
Adjustment for GAAP Revenue	9,029	-	-
TOTAL FUNDS	268,229	387,000	447,500
EXPENSES			
Capital Projects	98,002	435,000	685,000
TOTAL EXPENSES	98,002	435,000	685,000
ENDING WORKING CAPITAL	2,034,998	1,972,915	1,735,415
CONTRIBUTION TO/(FROM) RESERVES	\$ 170,227	\$ (48,000)	\$ (237,500)

# WATER FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	4,161,127	4,576,495	4,767,426
Operating and Maintenance	5,714,406	6,845,707	6,873,490
Non-Operating	1,309,351	1,264,132	1,220,613
Capital	4,766,633	10,526,499	8,463,041
TOTAL	\$ 15,951,517	\$ 23,212,832	\$ 21,324,570

#### Fund Description

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

The Water Fund includes eleven budget services:

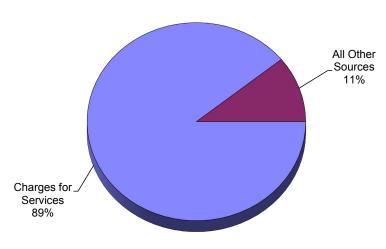
- Public Works and Natural Resources Director
- Water Administration/Engineering
- Water Resources; Water Distribution
- Water Treatment Plants
- Water Quality Laboratory
- Instrumentation and Control
- Engineering/Survey Technical Services
- Construction Inspection
- Regulatory Compliance
- Meter Reading

#### Water System

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

# **WATER FUND - Fund Statement**

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$ 27,104,324	\$ 25,406,620	\$ 16,418,687
Committed Working Capital	-	2,895,897	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	12,759,678	13,381,997	14,184,492
System Development Fees	993,024	580,400	797,700
Interest - Operating	(29,799)	200,200	68,100
Interest - Debt Service			
Interest - Construction	-	-	-
Intergovernmental	329,662	2,625,000	1,750,000
Miscellaneous	166,151	333,200	-
Operating Transfers	-	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	(49,310)	-	-
TOTAL FUNDS	14,169,406	17,120,797	16,800,292
EXPENSES BY BUDGET SERVICE			
Water Utility Director	340,305	478,021	390,758
Water Administration/Engineering	3,413,154	3,500,346	3,495,512
Water Resources	4,022,427	4,489,275	4,577,802
Water Treatment Plants	1,939,983	2,403,523	2,359,299
Water Distribution	2,106,630	2,597,090	2,795,293
Water Quality Laboratory	335,425	339,204	381,314
Water Instrumentation and Control	222,156	236,490	242,634
Water Engineering/Survey Tech Services	298,941	311,346	306,972
Water Construction Inspection	101,997	95,357	106,304
Water Regulatory Compliance	180,276	293,846	291,866
Water Meter Reading	253,364	266,486	293,603
CIP Projects	2,736,859	8,201,850	6,083,213
Total Operating Expenses	15,951,517	23,212,833	21,324,570
Adjustment for GAAP Expenses	(84,407)	-	-
TOTAL ADJUSTED EXPENSES	15,867,110	23,212,833	21,324,570
ENDING WORKING CAPITAL	25,406,620	16,418,687	11,894,409
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,697,704)	\$ (6,092,036)	\$ (4,524,278)



# **WATER FUND - Sources of Funds**

- The Water Fund will receive 89% of its operating revenues from charges for services to the City's water customers in 2015.
- The 2015 Budget requires a contribution of \$4,524,278 from fund balance, primarily for capital projects.

### **Estimating Major Sources of Funds**

**Treated Water Sales**: The Water/Wastewater Department estimates total sales of treated water based on customer classification, the estimated number of customers in each classification, and the estimated average monthly bill in each class.

	2013 Actual	2014 Budget	2015 Budget
OPERATING REVENUE			
Sale of Treated Water	\$ 12,148,369	\$ 12,941,997	\$ 13,344,492
Sale of Raw Water	504,618	400,000	800,000
Construction Inspection Fees	21,179	-	-
Water Meters	77,191	25,000	25,000
Lab Testing Fees	8,321	15,000	15,000
System Development Fees	993,024	580,400	797,700
Intergovernmental Revenue	329,662	2,625,000	1,750,000
Interest Income	(29,799)	200,200	68,100
Other Revenue	166,151	333,200	-
Contribution from/(to) Fund Balance	1,697,704	6,092,036	4,524,278
TOTAL FUNDS NEEDED TO			
MEET EXPENSES	\$ 15,867,110	\$ 23,212,833	\$ 21,324,570

# Service: Public Works and Natural Resources General Manager

# FUND: Water Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

The Public Works and Natural Resources General Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget, and effective supervision of personnel.

SERVICE: Public Works and Natural Resources General Manager

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
General Manager PW&NR	0.30	0.30	0.30
Business & Strategic Planning Manager	0.30	0.30	0.30
Multi Media/Marketing Specialist	0.30	0.30	0.30
Utilities Financial Analyst	0.30	0.30	0.30
Business Analyst	0.30	0.30	0.30
Executive Assistant	0.30	0.30	0.30
Customer Services Representative	0.10	0.10	0.00
Administrative Supervisor	0.00	0.00	0.25
Administrative Assistant	1.05	0.75	0.50
Total	2.95	2.65	2.55

### Service: Public Works and Natural Resources General Manager

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	173,747	204,570	195,055
112	Wages - Temporary	6,203	-	-
115	One Time Payment	-	1,569	2,247
121	Wages - Overtime	403	200	200
122	Longevity Compensation	174	163	-
123	Leave Expense	9,587	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	2,170	1,060	1,020
128	FICA	401	-	-
129	Medicare	1,613	2,091	2,075
131	MOPC	8,556	10,644	9,654
132	Employee Insurance	30,649	33,184	31,468
133	Employee Retirement	13,242	15,088	12,934
135	Compensation Insurance	802	1,560	149
136	Unemployment Insurance	605	573	386
137	Staff Training and Conferences	31,455	29,254	29,254
139	Dental Insurance	1,415	1,336	1,351
142	Food Allowance	120	740	425
	Subtotal	281,143	302,032	286,218
Oper	ating and Maintenance			
216	Reference Books and Materials	5	200	200
217	Dues and Subscriptions	421	704	704
218	Non-Capital Equipment and Furniture	748	2,090	450
229	Materials and Supplies	87	900	900
240	Equipment Repair and Maintenance	10,058	17,650	13,750
243	Non-Capital Computer Equipment and Supplies	1,421	3,816	3,993
245	Mileage Allowance	2,409	2,400	820
246	Liability Insurance	595	1,047	1,395
248	Lease Purchase Installment	-	6,331	-
250	Professional and Contracted Services	41,916	138,851	73,697
252	Advertising and Legal Notices	279	500	500
261	Telephone Charges	725	500	800
264	Printing and Copying	498	1,000	1,000
	Subtotal	59,162	175,989	98,209
Non-	Operating Expense			
970	Transfers to Other Funds	-	-	6,331
	Subtotal	-	-	6,331
	SERVICE TOTAL	\$340,305	\$478,021	\$390,758

# Service: Water Administration/Engineering

# FUND: Water Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

This service provides management, administration, supervision, and engineering assistance to the department's Water Utility. Activities include planning for development and capital improvement programs, as well as staffing, supervision and evaluation of employees. This service pays for debt service costs and the administrative transfer fee to the General Fund.

SERVICE:	Water	Administration	Engineering
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2013 Budget	2014 Budget	2015 Budget
0.20	0.20	0.20
0.60	0.60	0.60
2.40	2.40	1.90
0.00	0.00	0.50
0.00	0.00	0.16
0.00	0.00	0.13
0.25	0.25	0.35
0.10	0.10	0.10
0.60	0.60	0.00
4.15	4.15	3.94
	0.20 0.60 2.40 0.00 0.00 0.00 0.25 0.10 0.60	$\begin{array}{cccc} 0.20 & 0.20 \\ 0.60 & 0.60 \\ 2.40 & 2.40 \\ 0.00 & 0.00 \\ 0.00 & 0.00 \\ 0.00 & 0.00 \\ 0.25 & 0.25 \\ 0.10 & 0.10 \\ 0.60 & 0.60 \end{array}$

# Service: Water Administration/Engineering

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	300,635	335,883	342,379
112	Wages - Temporary	850	5,000	5,000
115	One Time Payment	-	1,524	2,870
121	Wages - Overtime	216	-	-
122	Longevity Compensation	822	721	751
123	Leave Expense	6,599	16,750	16,750
126	Retirement Health Savings Plan	2,741	1,660	1,700
128	FICA	55	310	310
129	Medicare	3,492	4,612	4,703
131	MOPC	14,995	16,794	17,119
132	Employee Insurance	50,299	54,749	55,810
133	Employee Retirement	23,211	22,504	22,940
135	Compensation Insurance	468	623	249
136	Unemployment Insurance	1,000	1,008	686
137	Staff Training and Conferences	240	- -	-
139	Dental Insurance	2,331	2,351	2,397
141	Uniforms and Protective Clothing	- -	100	100
142	Food Allowance	-	300	300
		107.054	404.000	474.004
	Subtotal	407,954	464,889	474,064
•	ating and Maintenance			
210	Office Supplies	402	1,000	1,000
216	Reference Books and Materials	-	600	600
217	Dues and Subscriptions	505	1,129	1,129
218	Non-Capital Equipment and Furniture	10	1,800	1,800
223	Lab and Photo Supplies	-	100	100
229	Materials and Supplies	429	1,300	1,300
230	Printing and Copier Supplies	360	1,500	1,500
232	Building Repair and Maintenance	-	300	300
235	Station Maintenance	19,620	10,000	10,000
240	Equipment Repair and Maintenance	3,050	5,320	6,070
243	Non-Capital Computer Equipment and Supplies	5,922	6,500	4,970
245	Mileage Allowance	84	200	200
246	Liability Insurance	1,281	1,766	1,809
247	Safety Expenses	236	500	500
250	Professional and Contracted Services	18,431	56,800	26,800
252	Advertising and Legal Notices	-	400	400
256	Refunds	2,573	3,000	3,000
259	Licenses and Permits	1,393	1,400	1,400
261	Telephone Charges	633	762	762
263	Postage	8,324	14,000	14,000
264	Printing and Copying	2,176	11,000	11,000
269	Other Services and Charges	170,165	172,004	172,004
270	Administrative and Management Services	1,192,258	1,195,982	1,228,549
271	Franchise Equivalency	260,784	267,640	283,690
273	Fleet Lease - Operating and Maintenance	2,007	4,731	4,401
274	Fleet Lease - Replacement	4,609	11,591	12,882
275	Building Permits To LDDA	597	-	-
	Subtotal	1,695,849	1,771,325	1,790,166
Non-	Operating Expense			
925	Amortization of Bond Issue Expenses	115,561	-	-
927	Principal on Notes and Contracts		1,006,135	1,017,192
928	Interest on Notes and Contracts	409,629	181,833	166,740
950	Bad Debt	1,896	2,500	2,500
960	Depreciation		_,000	_,000
970	Transfers to Other Funds	782,265	73,664	27,850
	Subtotal	1,309,351	1,264,132	1,214,282
-		1,303,331	1,207,132	1,214,202
-	tal Outlay			47.000
43Z	Vehicles	-	-	17,000
	Subtotal	-	-	17,000
	SERVICE TOTAL	\$3,413,154	\$3,500,346	\$3,495,512
				20

# Service: Water Quality Laboratory

## FUND: Water Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

The Water Quality Laboratory is a comprehensive scientific resource for the Water/Wastewater Division. Its goal is to support the utilities in meeting all state and federal requirements for drinking water and wastewater treatment. As such, the laboratory's primary concern is to provide timely and costeffective 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.

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Water Quality Laboratory Supervisor	0.35	0.30	0.25
Water Quality Analyst	0.70	0.60	0.75
Laboratory Technician	1.05	0.90	0.75
Office Assistant	0.00	0.00	0.50
Total	2.10	1.80	2.25

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### Service: Water Quality Laboratory

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	149,105	121,950	106,697
112	Wages - Temporary	587	28,880	28,880
115	One Time Payment	-	1,485	372
121	Wages - Overtime	14,253	1,732	1,732
122	Longevity Compensation	1,116	576	495
123	Leave Expense	5,849	-	-
126	Retirement Health Savings Plan	1,390	720	700
128	FICA	31	1,791	1,791
129	Medicare	1,553	1,668	1,732
131	MOPC	7,464	6,097	5,335
132	Employee Insurance	18,089	19,878	17,390
133	Employee Retirement	11,544	8,171	7,149
135	Compensation Insurance	1,344	2,306	2,107
136	Unemployment Insurance	360	314	212
139	Dental Insurance	843	732	747
141	Uniforms and Protective Clothing	-	54	54
142	Food Allowance	75	-	-
			100.054	175 000
	Subtotal	213,603	196,354	175,393
Oper	ating and Maintenance			
210	Office Supplies	268	490	525
216	Reference Books and Materials	90	245	245
217	Dues and Subscriptions	392	760	760
218	Non-Capital Equipment and Furniture	788	2,500	4,809
223	Lab and Photo Supplies	34,074	35,000	36,750
228	Janitorial Supplies	247	805	805
229	Materials and Supplies	257	1,050	1,050
230	Printing and Copier Supplies	684	1,000	1,000
232	Building Repair and Maintenance	29	16,800	13,100
240	Equipment Repair and Maintenance	5,202	14,800	14,705
243	Non-Capital Computer Equipment and Supplies	1,236	2,768	2,458
246	Liability Insurance	542	506	606
247	Safety Expenses	543	140	140
250	Professional and Contracted Services	39,267	59,600	53,700
259	Licenses and Permits	1,041	2,500	2,500
261	Telephone Charges	191	400	400
263	Postage	-	50	50
264	Printing and Copying	182	800	1,150
269	Other Services and Charges	-	18	18
273	Fleet Lease - Operating and Maintenance	517	933	1,465
274	Fleet Lease - Replacement	1,685	1,685	1,685
	Subtotal	87,235	142,850	137,921
Capit	tal Outlay			
440	Machinery and Equipment	34,587	-	68,000
	Subtotal	34,587	-	68,000
	SERVICE TOTAL	\$335,425	\$339,204	\$381,314
		Ψ <b>000</b> , <b>720</b>	¥VVV;2V7	<b>4001,014</b>

# Service: Water Resources

# FUND: Water Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

The Water Resources service is responsible for acquisition and maintenance of the City's Water Rights inventory, construction and maintenance of the raw water storage system, and construction and maintenance of the raw water transmission system by which water is delivered to the water treatment plants. Activities performed include in-house engineering, construction management, oversight of contracted engineering and legal services, negotiation and management of agreements and contracts pertaining to water rights, management of the City's raw water supplies, land acquisition, capital projects, and all associated management functions. Water rights are acquired primarily through implementation of the Raw Water Requirement Policy supplemented by occasional purchases. Water is rendered available for municipal uses by action through the Colorado Water Court system. The management of and payments for the Windy Gap and Colorado Big Thompson transbasin water diversion projects are also included in this service.

#### SERVICE: Water Resources

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Water Resources Administrator	1.00	1.00	1.00
Water Resources Analyst	1.00	1.00	2.00
Water Resources Technician	1.00	1.00	0.00
Watershed Ranger	1.00	1.00	1.00
Environmental Project Specialist	0.00	0.70	0.90
Sr Park Ranger Technician	0.00	0.00	1.00
Arborist Technician II	0.25	0.25	0.25
Natural Resources Technician	0.00	0.15	0.15
Total	4.25	5.10	6.30

#### Service: Water Resources

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	307,739	355,234	442,466
112	Wages - Temporary	55,421	72,300	72,300
115	One Time Payment	-	4,200	3,606
121	Wages - Overtime	8,916	5,750	5,750
122	Longevity Compensation	5,040	5,220	5,400
123	Leave Expense	6,880	-	-
126	Retirement Health Savings Plan	3,950	2,040	2,520
128	FICA	3,552	4,483	4,483
129	Medicare	2,663	3,734	4,943
131	MOPC	15,405	17,762	22,123
132	Employee Insurance	45,961	57,903	72,122
133	Employee Retirement	23,846	23,801	29,646
135	Compensation Insurance	5,678	4,297	7,092
136	Unemployment Insurance	918	1,066	884
139	Dental Insurance	2,142	2,487	3,097
141	Uniforms and Protective Clothing	421	1,000	1,000
142	Food Allowance	608	1,600	1,600
	Subtotal	489,140	562,877	679,032
Onor	ating and Maintenance			,
214	-		2 700	3 700
	Pamphlets and Documents	-	3,700 200	3,700
216 217	Reference Books and Materials Dues and Subscriptions	4,262	6,720	200 6,720
217	Non-Capital Equipment and Furniture	5,074	2,000	2,000
223	Lab and Photo Supplies	3,074	2,000	50
223	Janitorial Supplies	276	500	500
220	Materials and Supplies	11,269	10,750	10,750
223	Building Repair and Maintenance	2,272	12,000	12,000
232	Facility Repair and Maintenance	3,639	11,000	11,000
240	Equipment Repair and Maintenance	5	-	-
241	Grounds Maintenance	2,036	7,200	7,200
243	Non-Capital Computer Equipment and Supplies	621	1,760	1,440
244	Assessments	1,362,789	1,548,285	1,480,824
245	Mileage Allowance	53	467	467
246	Liability Insurance	2,185	6,258	6,166
247	Safety Expenses	205	600	600
249	Operating Leases and Rentals	139,088	141,638	141,638
250	Professional and Contracted Services	264,697	452,434	452,434
252	Advertising and Legal Notices	176	-	
259	Licenses and Permits	4,837	8,975	8,975
260	Utilities	7,355	29,300	29,300
261	Telephone Charges	997	2,400	2,400
264	Printing and Copying	2,920	2,000	2,000
269	Other Services and Charges	13	200	200
273	Fleet Lease - Operating and Maintenance	15,786	20,367	16,449
274	Fleet Lease - Replacement	12,338	4,343	35,453
	•		2,273,147	
	Subtotal	1,842,893	2,273,147	2,232,466
	tal Outlay			
440	Machinery and Equipment	12,814	-	11,299
455	System Renovations and Replacement	13,875	-	-
470	Planning and Design	9,870	-	-
489	Windy Gap Improvements	1,653,835	1,653,250	1,655,005
	Subtotal	1,690,394	1,653,250	1,666,304
	SERVICE TOTAL	\$4,022,427	\$4,489,274	\$4,577,802
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# Service: Water Treatment Plants

## FUND: Water Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

The Water Treatment Plants process the City's raw water supply to meet all water quality standards (as defined in the Colorado Primary Drinking Water Regulations) before the water enters the City's distribution system. This service produces potable water that is aesthetically pleasing and free of impurities and pathogenic organisms. Plant capacities and reservoirs for treated water storage are used to meet system water demands in an efficient manner.

#### SERVICE: Water Treatment Plants

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Operations Manager	0.30	0.30	0.30
Treatment Operations Manager	0.00	0.50	0.50
Treatment Operations Supervisor	1.50	1.00	1.00
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.30	0.50	0.50
Chief Water Plant Operator	0.00	1.00	1.00
Operations and Maintenance Technician Lead	7.50	7.60	5.60
Operations and Maintenance Technician	0.00	0.00	1.60
Facilities Maintenance Worker	0.30	0.30	0.30
Administrative Assistant	0.30	0.30	0.30
Office Assistant	0.50	0.50	0.00
Total	11.20	12.50	11.60

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### Service: Water Treatment Plants

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	619,684	748,435	768,061
112	Wages - Temporary	41,371	-	-
114	Skill Based Pay	30,273	34,390	300
115	One Time Payment	-	5,569	2,640
121	Wages - Overtime	35,501	42,400	42,400
122	Longevity Compensation	1,740	1,800	-
123	Leave Expense	15,936	-	-
124	Skill Based Overtime Pay	2,343	-	-
126	Retirement Health Savings Plan	7,097	5,000	4,640
128	FICA	2,647	-	-
129	Medicare	8,702	10,595	11,140
131	MOPC	31,403	37,426	38,417
132	Employee Insurance	100,060	121,995	125,197
133	Employee Retirement	48,614	50,151	51,482
135	Compensation Insurance	7,342	15,028	15,738
136	Unemployment Insurance	2,011	2,245	1,538
139	Dental Insurance	4,688	5,239	5,375
141	Uniforms and Protective Clothing	3,524	2,475	2,475
142	Food Allowance	-	500	500
	Subtotal	962,936	1,083,248	1,069,903
Oper	ating and Maintenance	002,000	1,000,210	1,000,000
210	Office Supplies	1,026	2,000	2,000
216	Reference Books and Materials	246	1,200	1,200
217	Dues and Subscriptions	13,230	14,500	14,500
218	Non-Capital Equipment and Furniture	5,533	42,500	42,500
220	Gas and Oil	170	1,000	1,000
222	Chemicals	458,195	683,000	683,000
223	Lab and Photo Supplies	10,327	30,000	30,000
228	Janitorial Supplies	1,203	500	500
229	Materials and Supplies	3,617	6,000	6,000
230	Printing and Copier Supplies	381	750	750
232	Building Repair and Maintenance	23,580	34,000	34,000
233	Facility Repair and Maintenance	61,377	56,000	56,000
240	Equipment Repair and Maintenance	12,882	7,000	14,735
243	Non-Capital Computer Equipment and Supplies	3,402	4,760	15,700
245	Mileage Allowance	-,	500	500
246	Liability Insurance	10,817	18,347	12,945
247	Safety Expenses	6,125	6,000	6,000
249	Operating Leases and Rentals	-,	1,500	1,500
250	Professional and Contracted Services	198,588	108,500	108,500
259	Licenses and Permits	5,030	11,500	11,500
260	Utilities	136,162	170,000	170,000
261	Telephone Charges	2,012	2,000	2,000
263	Postage	586	_,	_,
273	Fleet Lease - Operating and Maintenance	13,232	10,861	27,399
274	Fleet Lease - Replacement	9,326	15,757	14,167
	Subtotal	977,047	1,228,175	1,256,396
Canit	tal Outlay	ודט,יווט	1,220,110	1,200,000
440	Machinery and Equipment	-	92,100	33,000
	Subtotal	-	92,100	33,000
	SERVICE TOTAL	\$1,939,983	\$2,403,523	\$2,359,299

# Service: Water Instrumentation and Control

## FUND: Water Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

Instrumentation and Control provides support services to all areas of the department in the design, installation, programming and maintenance of electrical equipment and electronic control systems. Staff are responsible for installation and maintenance of electrical equipment (motors, motor control centers, etc.) and equipment associated with the SCADA (Supervisory Data Acquisition and Control) system at the water and wastewater treatment facilities and the collection and distribution systems. Engineering staff design, program and troubleshoot the SCADA system and its associated electrical systems and equipment. Staff also work with project engineers and contractors in the design and construction of capital projects to ensure compatibility with existing electrical and control systems.

SERVICE: Wate	r Instrumentation	and Control
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Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Electrician	1.00	0.50	0.50
Control System Ops Supervisor	0.00	0.00	0.50
Instrumentation Technician	0.50	1.00	0.50
Total	1.50	1.50	1.50

#### Service: Water Instrumentation and Control

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	86,881	88,382	98,324
114	Skill Based Pay	7,109	7,000	-
115	One Time Payment	-	622	-
121	Wages - Overtime	7,213	6,000	6,000
123	Leave Expense	2,319	-	-
124	Skill Based Overtime Pay	602	-	-
126	Retirement Health Savings Plan	600	600	600
129	Medicare	1,294	1,282	1,427
131	MOPC	4,744	4,419	4,916
132	Employee Insurance	13,376	14,406	16,026
133	Employee Retirement	7,341	5,922	6,588
135	Compensation Insurance	35	83	969
136	Unemployment Insurance	263	265	197
139	Dental Insurance	613	619	689
141	Uniforms and Protective Clothing	-	1,800	1,800
142	Food Allowance	-	100	100
	Subtotal	132,390	131,500	137,636
Oper	ating and Maintenance			
216	Reference Books and Materials	-	400	400
217	Dues and Subscriptions	83	250	250
218	Non-Capital Equipment and Furniture	167	10,000	10,000
229	Materials and Miscellaneous Supplies	456	-	-
233	Facility Repair and Maintenance	15,848	20,000	20,000
240	Equipment Repair and Maintenance	1,148	-	-
243	Non-Capital Computer Equipment and Supplies	901	2,000	2,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	443	640	648
247	Safety Expenses	299	1,000	1,000
250	Professional and Contracted Services	69,646	70,000	70,000
261	Telephone Charges	775	600	600
	Subtotal	89,766	104,990	104,998
	SERVICE TOTAL	\$222,156	\$236,490	\$242,634

# Service: Water Distribution

## FUND: Water Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

The Water Distribution System provides water to the residences, commercial businesses and industries in the municipal service area. In order to provide this service, Distribution crews maintain the water line system that carries raw water to the treatment plants and to the system of water lines that carries treated water to all of the system's customers. Staff perform routine preventive maintenance to hydrants, valves, and meters and perform emergency repairs whenever leaks occur.

#### SERVICE: Water Distribution

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Utility and Streets Operations & Mtce Manager	0.45	0.45	0.45
System Operations Supervisor	0.80	0.80	0.80
Operations and Maintenance Technician Lead	0.40	0.00	0.40
Utility Maintenance Supervisor	0.30	0.30	0.30
Public Works Technician	0.70	0.20	0.20
Water Utilities Technician Lead	6.00	6.00	6.00
Water Utilities Technician	1.65	2.15	2.70
Service Truck Technician	1.00	1.00	0.00
Water Services Coordinator	1.00	1.00	1.00
Administrative Analyst	0.50	0.50	0.50
Administrative Assistant	0.50	0.50	0.50
Office Assistant	0.00	0.00	0.00
Total	13.30	12.90	12.85

### Service: Water Distribution

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	608,653	695,324	783,138
112	Wages - Temporary	11,344	22,000	33,500
114	Skill Based Pay	26,730	46,488	1,200
115	One Time Payment	-	6,717	4,497
121	Wages - Overtime	61,452	58,000	58,000
122	Longevity Compensation	2,280	1,800	3,720
123	Leave Expense	28,024	-	-
124	Skill Based Overtime Pay	4,381	-	-
126	Retirement Health Savings Plan	13,059	5,160	5,520
128	FICA	602	1,364	2,077
129	Medicare	8,214	8,991	10,778
131		32,348	34,688	39,217
132 133	Employee Insurance	102,251 50,062	110,443 43,800	127,651 52,554
135	Employee Retirement Compensation Insurance	40,615	49,620	54,733
136	Unemployment Insurance	2,051	1,959	1,566
139	Dental Insurance	4,785	4,571	5,481
141	Uniforms and Protective Clothing	4,285	5,075	5,075
142	Food Allowance	228	500	500
	Subtotal	1,001,364	1,096,500	1,189,207
Oper	ating and Maintenance			
210	Office Supplies	795	1,175	1,175
216	Reference Books and Materials	105	500	500
217	Dues and Subscriptions	2,268	2,500	2,500
218	Non-Capital Equipment and Furniture	17,139	20,800	20,800
220	Gas and Oil	-	100	100
222	Chemicals	2,038	10,000	10,000
228 229	Janitorial Supplies	526	300	600
229	Materials and Supplies Printing and Copier Supplies	12,654 128	14,000 650	14,000 650
230	Building Repair and Maintenance	5,213	9,750	9,750
233	Facility Repair and Maintenance	20,412	15,000	15,000
235	Station Maintenance	4,576	33,500	33,500
236	Treated and Untreated Water Storage	5,078	8,500	8,500
237	Line Repair/maintenance	198,996	220,000	220,000
238	Hydrant Repair and Maintenance	1,141	4,000	4,000
239	Meter Repair and Maintenance	1,457	12,000	12,000
240	Equipment Repair and Maintenance	2,504	10,815	10,515
241	Grounds Maintenance	2,349	2,000	2,000
242	Street Repair/maintenance	4,250	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	16,309	13,997	5,830
245	Mileage Allowance	182	500	500
246		34,068	64,431	66,690
247	Safety Expenses	4,385	5,100	5,100
249 250	Operating Leases and Rentals Professional and Contracted Services	265 119,392	2,000 119,597	2,000 119,597
250	Advertising and Legal Notices	1,744	2,000	2,000
254	Cross Connection Reapir and Maintenance	4,427	12,000	12,000
259	Licenses and Permits	399	595	595
260	Utilities	58,036	60,642	60,642
261	Telephone Charges	7,205	10,848	10,988
262	Radio Repair and Maintenance	-	4,000	4,000
264	Printing and Copying	748	1,000	1,000
269	Other Services and Charges	461	2,250	3,000
273	Fleet Lease - Operating and Maintenance	127,338	128,445	147,302
274	Fleet Lease - Replacement	148,338	128,880	212,357
-	Subtotal	804,926	923,875	1,021,191
	tal Outlay			
432	Vehicles	-	39,000	-
440 455	Machinery and Equipment	27,749 13,591	25,820 48,000	80,000 48,000
455 475	System Renovations and Replacement	13,591	48,000 25,000	40,000
475 481	Building and Facility Improvement Taps	- 3,767	25,000	- 20,000
483	Oversizing	(114,654)	2,000	- 20,000
484	Backflow Devices	2,229	3,000	3,000
486	Meters	367,658	433,895	433,895
	Subtotal	300,340	576,715	584,895
	SERVICE TOTAL	\$2,106,630	\$2,597,090	\$2,795,293
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# Service: Engineering/Survey Technical Services

# FUND: Water Fund DEPARTMENT: Public Works and Natural Resources

Service Description:

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

#### SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Technology/GIS Coordinator	0.30	0.30	0.31
Applications Support Analyst	0.00	0.00	0.31
Engineering and Survey Tech Supervisor	0.30	0.30	0.31
Lead GIS Analyst	0.30	0.30	0.31
Senior GIS/Mapping Technician	0.00	0.00	0.31
GIS/Mapping Technician	0.80	0.60	0.31
Technical Systems Specialist	0.00	0.30	0.00
Engineering Technician	0.00	0.90	0.62
Survey Party Chief	0.30	0.00	0.00
Senior Engineering Technician	0.50	0.00	0.31
Survey Technician	0.30	0.00	0.00
Total	2.80	2.70	2.79

### Service: Engineering/Survey Technical Services

Personal Services		2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	164,062	176,413	174,780
112	Wages - Temporary	113	-	-
114	Skill Based Pay	97	97	90
115	One Time Payment	-	663	647
121	Wages - Overtime	1,475	523	488
122	Longevity Compensation	516	-	-
123	Leave Expense	4,101	-	-
124	Skill Based Overtime Pay	0	-	-
126	Retirement Health Savings Plan	2,181	1,163	1,084
129	Medicare	1,972	2,559	2,536
131	MOPC	8,352	8,825	8,744
132	Employee Insurance	27,043	28,755	28,489
133	Employee Retirement	12,924	11,826	11,716
135	Compensation Insurance	572	2,532	120
136	Unemployment Insurance	539	529	350
137	Staff Training and Conferences	4,142	5,292	4,930
139	Dental Insurance	1,259	1,235	1,223
141	Uniforms and Protective Clothing	-	97	90
	Subtotal	229,347	240,510	235,287
Oper	ating and Maintenance			
210	Office Supplies	7	-	-
216	Reference Books and Materials	-	32	30
217	Dues and Subscriptions	345	5,492	6,854
218	Non-Capital Equipment and Furniture	531	969	1,484
219	Drafting Supplies	628	1,292	903
229	Materials and Supplies	246	517	301
240	Equipment Repair and Maintenance	40,609	49,794	45,738
243	Non-Capital Computer Equipment and Supplies	4,384	824	2,262
246	Liability Insurance	659	684	638
247	Safety Expenses	9	323	301
249	Operating Leases and Rentals	-	1,098	-
250	Professional and Contracted Services	16,553	6,042	3,250
261	Telephone Charges	30	255	528
263	Postage	20	-	-
264	Printing and Copying	79	226	211
273	Fleet Lease - Operating and Maintenance	1,041	701	758
	Subtotal	65,141	68,251	63,258
Capital Outlay				
440	Machinery and Equipment	4,453	2,585	8,427
	Subtotal	4,453	2,585	8,427
	SERVICE TOTAL	\$298,941	\$311,346	\$306,972

# Service: Water Construction Inspection

## FUND: Water Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

This service provides inspection of public improvement construction to ensure compliance with City standards. This includes inspecting both development and City-funded projects. Inspectors field check conformance with plans and specifications and assist in review of construction and development plans. This service also provides inspection of all work performed under the street-work-in-the-right-of-way permit program to ensure compliance with City standards and inspects work related to storm water management permits. This is a shared service with the Streets, Storm Drainage, and Sewer funds.

#### SERVICE: Water Construction Inspection

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Construction Inspection Supervisor	0.20	0.15	0.15
Senior Construction Inspector	0.60	0.30	0.30
Construction Inspector	0.60	0.45	0.45
Total	1.40	0.90	0.90

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# Service: Water Construction Inspection

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	56,811	53,637	54,890
112	Wages - Temporary	2,626	6,000	12,000
115	One Time Payment	-	539	344
121	Wages - Overtime	6,677	5,250	6,000
122	Longevity Compensation	294	279	288
123	Leave Expense	2,113	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	750	360	360
128	FICA	174	372	744
129	Medicare	696	727	833
131	MOPC	2,896	2,682	2,744
132	Employee Insurance	8,740	8,743	8,947
133	Employee Retirement	3,656	3,594	3,678
135	Compensation Insurance	251	53	379
136	Unemployment Insurance	175	161	110
137	Staff Training and Conferences	337	525	525
139	Dental Insurance	408	375	384
141	Uniforms and Protective Clothing	21	30	30
142	Food Allowance	6	-	-
	Subtotal	86,632	83,327	92,256
Oper	ating and Maintenance			
210	Office Supplies	65	75	75
216	Reference Books and Materials	-	30	30
217	Dues and Subscriptions	25	105	105
218	Non-Capital Equipment and Furniture	38	210	210
222	Chemicals	-	45	45
229	Materials and Supplies	401	255	375
240	Equipment Repair and Maintenance	2,042	1,830	2,175
243	Non-Capital Computer Equipment and Supplies	2,789	45	186
246	Liability Insurance	1,172	1,137	1,342
247	Safety Expenses	141	173	172
249	Operating Leases and Rentals	-	15	15
250	Professional and Contracted Services	395	50	50
261	Telephone Charges	1,053	1,112	950
263	Postage	2	-	-
264	Printing and Copying	51	45	45
273	Fleet Lease - Operating and Maintenance	3,831	3,816	4,453
274	Fleet Lease - Replacement	3,360	3,087	3,820
	Subtotal	15,365	12,030	14,048
	SERVICE TOTAL	\$101,997	\$95,357	\$106,304

# Service: Water Regulatory Compliance

## FUND: Water Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

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

Services include:

- Providing technical evaluations and direction on environmental requirements for internal and external customers
- Planning for future regulatory requirements
- Coordinating watershed management activities, including monitoring, sampling and data evaluation.
- Managing the the stormwater quality program to meet the requirements of the City's Municipal Separate Stormwater System Permit issued by the Colorado Department of Public Health and Environment (CDPHE)
- Monitoring and tracking regulatory requirements for drinking water, wastewater treatment, stormwater quality, air quality and solid waste.
- Providing assistance and support to Operations in meeting CDPHE permit conditions and federal and state safe drinking water requirements
- Managing the department's water conservation program
- Coordinating compliance activities between divisions and departments
- Providing enforcement response to environmental violations
- Coordinating involvement in regional environmental initiatives and programs
- Providing outreach and education on environmental issues related to City activities
- Directing the City's sustainability program
- Providing primary staff support to the Board of Environmental Affairs

This is a shared service with the Streets, Storm Drainage, Sewer and Sanitation funds.

SERVICE: Water Regulatory Compliance							
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget				
Environmental Services Manager	0.40	0.40	0.40				
Environmental Sustainability Coordinator	0.20	0.05	0.00				
Civil Engineer	0.10	0.10	0.80				
Environmental Project Specialist	1.20	1.20	0.40				
Total	1.90	1.75	1.60				

## Service: Water Regulatory Compliance

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	118,217	152,577	152,991
115	One Time Payment	-	400	1,075
122	Longevity Compensation	1,269	1,392	1,440
123	Leave Expense	2,269	-	-
126	Retirement Health Savings Plan	819	768	768
129	Medicare	650	1,213	1,198
131	MOPC	5,874	7,629	7,650
132	Employee Insurance	21,916	24,870	24,938
133	Employee Retirement	8,205	9,676	10,251
135	Compensation Insurance	76	128	110
136	Unemployment Insurance	437	458	306
137	Staff Training and Conferences	1,310	2,200	2,600
139	Dental Insurance	1,021	1,068	1,071
	Subtotal	162,063	202,378	204,398
Oper	ating and Maintenance			
210	Office Supplies	1	-	-
216	Reference Books and Materials	17	160	160
217	Dues and Subscriptions	1,838	2,902	680
218	Non-Capital Equipment and Furniture	938	868	160
229	Materials and Miscellaneous Supplies	8	-	-
243	Non-Capital Computer Equipment and Supplies	468	1,275	2,464
245	Mileage Allowance	23	-	240
246	Liability Insurance	508	523	524
247	Safety Expenses	35	240	240
250	Professional and Contracted Services	14,117	85,500	82,000
259	Licenses and Permits	-	-	800
264	Printing and Copying	260	-	200
	Subtotal	18,213	91,468	87,468
	SERVICE TOTAL	\$180,276	\$293,846	\$291,866

# Service: Meter Reading

## FUND: Water Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

Meter Reading is responsible for reading approximately 66,000 electric and water meters monthly throughout the City utility service area (49 square miles) for the purpose of billing customer usage. This service collects usage information via visual reading, radio transmission, and other technologies. This is a shared service with the Electric and Sewer Funds.

#### SERVICE: Meter Reading

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Meter Reading Supervisor	0.37	0.37	0.37
Metering and Load Research Coordinator	0.15	0.15	0.15
Senior Meter Reader	0.37	0.37	0.73
Meter Reader	2.76	2.76	2.39
Total	3.65	3.65	3.64

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### Service: Meter Reading

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	125,517	156,905	164,970
112 Wages - Temporary	11,809	-	-
114 Skill Based Pay	1,345	-	-
115 One Time Payment	-	1,733	220
121 Wages - Overtime	647	734	-
122 Longevity Compensation	816	837	-
123 Leave Expense	3,558	-	-
124 Skill Based Overtime Pay	46	-	-
126 Retirement Health Savings Plan	3,098	1,453	1,453
128 FICA	526	-	-
129 Medicare	1,559	1,972	2,392
131 MOPC	6,451	7,570	8,248
132 Employee Insurance	23,469	24,678	26,890
133 Employee Retirement	9,457	10,144	11,053
135 Compensation Insurance	3,330	2,699	3,908
136 Unemployment Insurance	469	454	329
137 Staff Training and Conferences	822	2,147	2,808
139 Dental Insurance	1,094	1,060	1,155
141 Uniforms and Protective Clothing	493	495	606
142 Food Allowance	49	-	-
Subtotal	194,555	212,881	224,032
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	82	2,569	6,698
229 Materials and Miscellaneous Supplies	169	184	239
240 Equipment Repair and Maintenance	5,655	6,496	7,211
243 Non-Capital Computer Equipment and Supplies	123	1,101	1,090
246 Liability Insurance	1,281	1,573	1,585
247 Safety Expenses	542	826	1,009
250 Professional and Contracted Services	-	551	3,120
261 Telephone Charges	300	595	595
264 Printing and Copying	209	646	646
270 Administrative and Management Services	35,051	24,779	29,616
273 Fleet Lease - Operating and Maintenance	10,730	9,659	12,554
274 Fleet Lease - Replacement	4,668	4,628	3,006
Subtotal	58,810	53,604	67,369
Capital Outlay			
440 Machinery and Equipment	-	-	2,202
Subtotal	-	-	2,202
SERVICE TOTAL	\$253,364	\$266,486	\$293,603

# **CAPITAL IMPROVEMENT PROGRAM PROJECTS**

WATER FUND PROJECTS	2	015 Budget
D-37 Oligarchy Ditch Improvements	\$	18,550
PB-1 Municipal Buildings Roof Imrpovements		12,432
PB-82 Municipal Buildings HVAC Replacement		54,708
PB-119 Municipal Buildings Flooring Replacement		26,513
PB-192 Operations and Maintenance Building and Site Improvement		168,500
PR-121 Park Ponds Dredging and Stabilization		21,210
PR-195 Dickens Farm Park		2,000,000
MUW-66 Water Distribution Rehabilitation and Improvements		1,235,500
MUW-112 North St Vrain Pipeline Replacement		670,000
MUW-155 Water Treatment Plant Improvements		1,403,000
MUW-172 Windy Gap Firming Project		200,000
MUW-173 Raw Water Irrigation Planning and Construction		92,800
MUW-182 Flow Monitoring Program		110,000
MUW-188 Regional Potable Water Interconnections		70,000
TOTAL	\$	6,083,213

# WATER CONSTRUCTION FUND - Fund Summary

	2	2013 Actual	20	)14 Budget	2	015 Budget
Personal Services		-		-		-
Operating and Maintenance		-		2,500		2,500
Non-Operating		2,241		750		750
Capital		234,527		125,000		705,000
TOTAL	\$	236,768	\$	128,250	\$	708,250

#### 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.

#### 2015 Budget

The following capital projects are funded in 2015. Detailed capital project descriptions are included in the 2015-2019 Capital Improvement Program.

# **CAPITAL IMPROVEMENT PROGRAM PROJECTS**

WATER CONSTRUCTION FUND PROJECTS	20	15 Budget
MUW-109 Clover Basin Water Transmission Line	\$	150,000
MUW-137 Union Reservoir Land Acquisition Program		50,000
MUW-172 Windy Gap Firming Project		200,000
MUW-179 Water System Oversizing		75,750
MUW-184 Additional 8 Million Gallon North Tank		200,000
MUW-188 Regional Potable Water Interconnections		30,000
TOTAL	\$	705,750

# WATER CONSTRUCTION FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$ 15,941,877 \$	16,751,944 \$	17,116,041
Committed Working Capital	-	377,353	-
SOURCES OF FUNDS REVENUES			
Charges for Services Owner Participation Fees	1,117,895 -	714,100 -	981,900 -
Interest	(17,018)	155,600	86,600
Adjustment for GAAP Revenue	(54,042)	-	-
TOTAL FUNDS	1,046,835	869,700	1,068,500
EXPENSES			
Soils Testing	-	2,500	2,500
Capital Projects	236,768	125,750	705,750
TOTAL EXPENSES	236,768	128,250	708,250
ENDING WORKING CAPITAL	16,751,944	17,116,041	17,476,291
CONTRIBUTION TO/(FROM) RESERVES	\$ 810,067 \$	741,450 \$	360,250

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

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ -	\$-	\$-

Fund Description

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

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

	2	013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$	407,193 \$	406,656	\$ 408,201
SOURCES OF FUNDS				
REVENUES				
Interest		(397)	1,545	1,545
Adjustment for GAAP Revenue		(140)	-	-
TOTAL FUNDS		(537)	1,545	1,545
EXPENSES				
Capital Projects		-	-	-
TOTAL EXPENSES		-	-	-
ENDING WORKING CAPITAL		406,656	408,201	409,746
CONTRIBUTION TO/(FROM) RESERVES	\$	(537) \$	1,545	\$ 1,545

# WATER CASH ACQUISITION FUND - Fund Summary

	2	013 Actual	2014	Budget	20	)15 Budget
Personal Services		-		-		-
Operating and Maintenance		46,415		100,000		100,000
Non-Operating		-		-		-
Capital		-		100,000		50,000
TOTAL	\$	46,415		200,000	\$	150,000

Fund Description

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

# WATER ACQUISITION FUND - Fund Statement

	2	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$	3,579,802	\$ 4,172,304	\$ 4,008,896
Committed Working Capital		-	1,208	-
SOURCES OF FUNDS REVENUES				
Cash in Lieu of Water Rights Miscellaneous		659,768 -	5,000	5,000
Interest		(6,019)	32,800	19,700
Adjustment for GAAP Revenue		(14,832)	-	-
TOTAL FUNDS		638,917	37,800	24,700
<b>EXPENSES</b> Conservation Initiatives and Misc Operating Purchase of Water Rights		46,415 -	100,000 100,000	100,000 50,000
TOTAL EXPENSES		46,415	200,000	150,000
ENDING WORKING CAPITAL		4,172,304	4,008,896	3,883,596
CONTRIBUTION TO/(FROM) RESERVES	\$	592,502	\$ (162,200)	\$ (125,300)

	2013 Actual	2014 Budget	4	2015 Budget
Personal Services	2,822,831	3,053,941		3,329,991
Operating and Maintenance	4,201,021	4,790,888		4,780,859
Non-Operating	10,983,346	2,059,910		3,880,695
Capital	10,673,874	32,534,482		2,795,924
TOTAL	\$ 28,681,072	\$ 42,439,220	\$	14,787,469

#### Fund Description

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

The Sewer Fund includes eleven budget services:

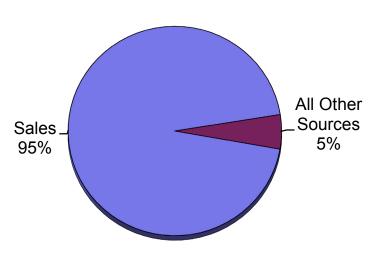
- Public Works and Natural Resources Director
- Wastewater Administration/Engineering
- Industrial Pretreatment
- Collection System
- Wastewater Treatment Plant
- Wastewater Quality Laboratory
- Instrumentation and Control
- Engineering/Survey Technical Services
- Construction Inspection
- Regulatory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

#### Sewer System

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

# **SEWER FUND - Fund Statement**

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$ 25,422,948	\$ 17,500,402	\$ 3,786,615
Committed Working Capital	-	13,566,624	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	9,693,350	11,582,300	13,210,500
Intergovernmental	194,685	1,629,346	168,247
Interest - Operating	(7,727)	36,300	17,900
Miscellaneous	166,842	334,700	1,500
Operating Transfers	2,148,865	368,071	551,289
Bond Proceeds	8,257,903	28,341,340	-
Adjustment for GAAP Revenue	71,458	-	-
TOTAL FUNDS	20,525,376	42,292,057	13,949,436
EXPENSES BY BUDGET SERVICE			
Wastewater Utility Director	1,683,322	2,640,613	4,131,829
Wastewater Administration/Engineering	11,361,565	1,724,132	1,900,840
Industrial Pretreatment	110,761	158,831	164,907
Collection System	1,246,063	1,328,304	1,504,719
Wastewater Treatment Plant	2,703,963	3,069,648	3,061,879
Wastewater Quality Laboratory	516,999	557,281	760,304
Wastewater Instrumentation and Control	270,138	236,190	242,556
Wastewater Construction Inspection	63,751	63,571	70,870
Wastewater Regulatory Compliance	126,598	153,716	178,301
Wastewater Meter Reading	84,455	89,312	98,400
Wastewater Engineering/Survey Tech Services	77,145	103,782	102,387
CIP Projects	10,436,314	32,313,840	2,570,477
Total Operating Expenses	28,681,073	42,439,220	14,787,469
Adjustment for GAAP Expenses	(233,151)	-	-
TOTAL ADJUSTED EXPENSES	28,447,922	42,439,220	14,787,469
ENDING WORKING CAPITAL	17,500,402	3,786,615	2,948,582
CONTRIBUTION TO/(FROM) RESERVES	\$ (7,922,546)	\$ (147,163)	\$ (838,033)



# **SEWER FUND - Sources of Funds**

- The Sewer Fund will receive 95% of its operating revenues from sales to the City's wastewater customers in 2015.
- The Sewer Fund will require a contribution from fund balance of \$838,033 for capital projects.

## **Estimating Major Sources of Funds**

**Sewer Services**: The Public Works and Natural Resources Department estimates charges for sewer services based on customer classification, the estimated number of customers in each classification and the estimated average monthly bill in each class.

OPERATING REVENUE	2013 Actual	2014 Budget	2015 Budget
Sales Industrial Sewer Surcharge	\$ 9,681,686 11,664	\$ 11,582,300 -	\$ 13,210,500 -
Intergovernmental Revenue Interest Income	194,685 (7,727)	1,629,346 36,300	168,247 17,900
Operating Transfers Other Revenue	2,148,865 166,842	368,071 334,700	551,289 1,500
Bond Proceeds Contribution from/(to) Fund Balance	8,257,903 7,922,546	28,341,340 147,163	838,033
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 28,447,922	\$ 42,439,220	\$ 14,787,469

# Service: Public Works and Natural Resources General Manager

# FUND: Sewer Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

The Public Works and Natural Resources General Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget and effective supervision of personnel.

SERVICE: Public Works and Natural Resources General Manager

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
General Manager PW&NR	0.20	0.20	0.20
Business & Strategic Planning Manager	0.20	0.20	0.20
Multi Media/Marketing Spec	0.20	0.20	0.20
Utilities Financial Analyst	0.20	0.20	0.20
Business Analyst	0.20	0.20	0.20
Executive Assistant	0.20	0.20	0.20
Customer Services Representative	0.10	0.10	0.00
Administrative Supervisor	0.00	0.00	0.25
Administrative Assistant	0.65	0.45	0.00
Total	1.95	1.75	1.45

## Service: Public Works and Natural Resources General Manager

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	111,558	126,069	119,259
112	Wages - Temporary	3,549	-	-
115	One Time Payment	-	1,033	1,300
121	Wages - Overtime	179	100	100
122	Longevity Compensation	174	163	-
123	Leave Expense	2,830	-	-
126	Retirement Health Savings Plan	1,452	780	580
128	FICA	218	-	-
129	Medicare	1,051	1,358	1,248
131	MOPC	5,693	6,303	5,964
132	Employee Insurance	20,289	20,549	19,438
133	Employee Retirement	7,702	8,447	7,992
135	Compensation Insurance	58	111	92
136	Unemployment Insurance	402	378	238
137	Staff Training and Conferences	22,425	21,104	21,104
139	Dental Insurance	939	882	835
142	Food Allowance	120	340	425
	Subtotal	178,639	187,617	178,575
Oper	ating and Maintenance			
216	Reference Books and Materials	5	100	100
217	Dues and Subscriptions	166	176	176
218	Non-Capital Equipment and Furniture	499	1,590	450
229	Materials and Supplies	87	200	200
240	Equipment Repair and Maintenance	5,147	9,979	9,100
243	Non-Capital Computer Equipment and Supplies	1,007	1,965	3,993
245	Mileage Allowance	-	1,300	580
246	Liability Insurance	385	454	434
248	Lease Purchase Installment	-	1,541	-
250	Professional and Contracted Services	60,287	61,251	68,997
252	Advertising and Legal Notices	279	500	500
264	Printing and Copying	130	500	500
269	Other Services and Charges	186,884	341,340	-
	Subtotal	254,876	420,896	85,030
Non-	Operating Expense			
922	Interest - Current Bond Issue	681,976	1,162,100	1,911,683
923	Bond Principal - Current	-	870,000	1,955,000
970	Transfers to Other Funds	567,350	-	1,541
974	AIPP Transfers	7	-	-
	Subtotal	1,249,333	2,032,100	3,868,224
Capi	tal Outlay			
473	Site Improvements	474	-	-
	Subtotal	474	-	-
	SERVICE TOTAL	\$1,683,322	\$2,640,613	\$4,131,829

# Service: Wastewater Administration/Engineering

# FUND: Sewer Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

This service provides management, administration, supervision, and engineering assistance to the department's Wastewater Utility. Activities include planning for development and capital improvement programs, as well as staffing and supervision and evaluation of employees. This service pays for debt services costs and the administrative transfer fee to the General Fund.

SERVICE: Wastewater Administration/I	Engineering
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Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Engineering Services Manager	0.20	0.20	0.20
Engineering Administrator	0.50	0.50	0.50
Senior Civil Engineer	1.60	1.30	1.30
Civil Engineer	0.00	0.20	0.50
Natural Resources Specialist	0.25	0.25	0.15
Project Manager II	0.00	0.00	0.60
Project Manager	0.00	0.30	0.00
Administrative Assistant	0.20	0.20	0.20
Office Assistant	0.40	0.40	0.00
Total	3.15	3.35	3.45

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# Service: Wastewater Administration/Engineering

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	256,868	263,388	300,131
112	Wages - Temporary	898	5,000	5,000
115	One Time Payment	-	1,524	2,263
121	Wages - Overtime	302	-	-
122	Longevity Compensation	822	721	751
123	Leave Expense	7,895	9,000	9,000
126	Retirement Health Savings Plan	2,305	1,340	1,500
128	FICA	55	310	310
129	Medicare	3,014	3,561	4,088
131	MOPC	13,106	13,169	15,005
132	Employee Insurance	37,645	42,932	48,922
133	Employee Retirement	17,733	17,647	20,108
135	Compensation Insurance	129	211	196
136	Unemployment Insurance	753	790	601
139	Dental Insurance	1,754	1,844	2,101
141	Uniforms and Protective Clothing	-	100	100
142	Food Allowance	61	300	300
	Subtotal	343,340	361,837	410,376
•				
•	ating and Maintenance	407	1 500	1.000
210	Office Supplies	437	1,500	1,000
215	Audiovisual Materials	-	100	100
216	Reference Books and Materials	150	500	500
217	Dues and Subscriptions	16,966	17,579	17,579
218	Non-Capital Equipment and Furniture	10	3,600	3,600
223	Lab and Photo Supplies	- 257	100	100
229	Materials and Supplies		1,000	1,000
230	Printing and Copier Supplies	330	2,000	2,000 300
232 235	Building Repair and Maintenance Station Maintenance	- 19,620	300	10,000
235 240		1,621	3,820	5,820
240 243	Equipment Repair and Maintenance	4,259	5,500	5,970
243 245	Non-Capital Computer Equipment and Supplies Mileage Allowance	4,259	334	334
245	Liability Insurance	1,070	1,407	1,477
240	Safety Expenses	57	1,407	1,477
250	Professional and Contracted Services	49,440	52,500	52,500
252	Advertising and Legal Notices		400	400
259	Licenses and Permits		250	250
261	Telephone Charges	169	762	762
263	Postage	654	1,500	1,500
264	Printing and Copying	52	2,000	2,000
269	Other Services and Charges	32,177	15,000	15,000
270	Administrative and Management Services	768,009	753,720	797,640
271	Franchise Equivalency	381,212	463,352	528,480
273	Fleet Lease - Operating and Maintenance	2,949	3,942	3,264
274	Fleet Lease - Replacement	4,609	3,319	9,417
275	Building Permits To LDDA	120		-
	-		1 224 495	1 460 002
	Subtotal	1,284,212	1,334,485	1,460,993
	Operating Expense			
922	Interest - Current Bond Issue	(24,404)		-
950	Bad Debt	534	2,000	2,000
960	Depreciation	-	-	-
970	Transfers to Other Funds	9,757,883	25,810	10,471
	Subtotal	9,734,013	27,810	12,471
-	tal Outlay			
432	Vehicles	-	-	17,000
	Subtotal	-	-	17,000
	SERVICE TOTAL	\$11,361,565	\$1,724,132	\$1,900,840
		. ,	. , ,	41,000,010

# Service: Wastewater Collection System

FUND: Sewer Fund DEPARTMENT: Public Works and Natural Resources

Service Description:

The Wastewater Collection System collects wastewater discharged by residences, commercial businesses and industries in the municipal service area. Utility Operations and Maintenance Collection System personnel provide regular maintenance, including manhole repair, jetting/line cleaning operations, televising of the system to determine locations of breaks and joint failures, and root control, as well as maintenance and repair of approximately 326 miles of sewer lines.

#### SERVICE: Wastewater Collection System

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Utility and Streets Operations & Mtce Manager	0.30	0.30	0.30
System Operations Supervisor	0.50	0.50	0.10
Utility Maintenance Supervisor	0.00	0.00	0.60
Public Works Supervisor	0.20	0.20	0.00
Operations and Maintenance Technician Lead	0.60	0.60	0.60
Water Utilities Technician Lead	1.00	1.00	2.00
Water Utilities Technician	3.50	3.50	3.25
Public Works Technician	0.00	0.50	0.00
Service Truck Technician	0.25	0.25	0.00
Administrative Analyst	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	6.80	7.30	7.30

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## Service: Wastewater Collection System

	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	281,767	371,690	416,488
112	Wages - Temporary	14,735	40,000	48,050
114	Skill Based Pay	12,454	20,225	-
115	One Time Payment	-	2,862	2,399
121	Wages - Overtime	31,219	19,800	19,800
122	Longevity Compensation	360	-	-
123		(4,340)	-	-
124	Skill Based Overtime Pay	2,767	-	-
126	Retirement Health Savings Plan	4,753	2,920	2,920
128 129	FICA Medicare	1,807 4,733	2,480 5,973	2,979 6,735
129	MOPC	16,013	18,596	20,823
132	Employee Insurance	51,430	60,586	67,887
133	Employee Retirement	21,664	24,917	27,907
135	Compensation Insurance	14,700	10,804	25,941
136	Unemployment Insurance	1,041	1,115	835
139	Dental Insurance	2,424	2,602	2,917
141	Uniforms and Protective Clothing	2,298	3,550	3,550
142	Food Allowance	81	200	200
	Subtotal	459,906	588,320	649,431
-		400,000	000,020	0+0,+01
-	rating and Maintenance	400	705	705
210	Office Supplies	402	705	705
215	Audiovisual Materials	-	100 300	100
216 217	Reference Books and Materials Dues and Subscriptions	- 974	1,670	300 1,616
217	Non-Capital Equipment and Furniture	11,608	11,200	10,500
220	Gas and Oil	-	50	50
222	Chemicals	2	5,000	5,000
228	Janitorial Supplies	277	200	300
229	Materials and Supplies	6,868	7,100	7,100
230	Printing and Copier Supplies	62	390	390
232	Building Repair and Maintenance	1,704	5,000	4,950
233	Facility Repair and Maintenance	8,055	10,000	10,000
235	Station Maintenance	3,203	23,000	23,000
237	Line Repair/maintenance	62,207	60,000	65,000
239	Meter Repair and Maintenance	459	4,000	4,000
240	Equipment Repair and Maintenance	7,964	16,625	16,825
241	Grounds Maintenance	785	500	500
242	Street Repair/maintenance	-	1,000	1,000
243	Non-Capital Computer Equipment and Supplies	8,759	7,999	3,581
245	Mileage Allowance	154	400	400
246	Liability Insurance	77,970	147,789	185,586
247	Safety Expenses	4,320	5,000	5,000
249	Operating Leases and Rentals	-	500	500
250 252	Professional and Contracted Services Advertising and Legal Notices	206,140	76,559 300	96,559 300
252	Licenses and Permits	1,508	1,750	1,850
260	Utilities	1,505	11,833	1,830
261	Telephone Charges	3,506	5,085	5,285
262	Radio Repair and Maintenance	-	2,000	2,000
264	Printing and Copying	132	1,000	1,000
269	Other Services and Charges	769	2,350	3,350
273	Fleet Lease - Operating and Maintenance	76,041	96,723	81,787
274	Fleet Lease - Replacement	146,914	70,976	170,021
	Subtotal	642,484	577,104	720,388
<b>0</b>		012,101		. 20,000
<b>Capi</b> 432	tal Outlay Vehicles		26,000	
432 440	Machinery and Equipment	- 21,050	26,000	-
440	Taps	149	1,200	- 1,200
486	Meters	122,474	133,700	133,700
	Subtotal	143,673	162,880	134,900
	SERVICE TOTAL	\$1,246,063	\$1,328,304	\$1,504,719
				4.7

# Service: Industrial Pretreatment

# FUND: Sewer Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

This service, in compliance with federal regulation 40 CFR part 35 and part 403, protects the City's wastewater treatment system and the St. Vrain River from adverse effects due to industrial discharges. Permits, which limit the pollutant loads that may be released to the sewage system, are issued to industries with the potential to impact the wastewater system. Testing and reporting requirements for the permits assure compliance with local and federal regulations. The Pretreatment program also conducts compliance monitoring testing and site inspections to further verify that permit conditions are met, as required by the U.S. Environmental Protection Agency and the Colorado Department of Health.

SERVICE: Industrial Pretreatment	

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Industrial Pretreatment Coordinator	1.00	1.00	1.00
Environmental Regulatory Specialist	0.00	0.20	0.20
Total	1.00	1.20	1.20

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#### **Service: Industrial Pretreatment**

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	71,926	86,140	90,667
115 One Time Payment	-	1,000	-
123 Leave Expense	2,458	-	-
126 Retirement Health Savings Plan	681	480	480
129 Medicare	937	1,249	1,314
131 MOPC	3,791	4,307	4,533
132 Employee Insurance	11,106	13,059	14,779
133 Employee Retirement	5,128	5,771	6,075
135 Compensation Insurance	461	824	823
136 Unemployment Insurance	222	258	181
139 Dental Insurance	519	603	635
141 Uniforms and Protective Clothing	90	100	-
Subtotal	97,319	113,791	119,487
Operating and Maintenance			
210 Office Supplies	431	300	300
216 Reference Books and Materials	43	500	600
217 Dues and Subscriptions	536	600	700
218 Non-Capital Equipment and Furniture	432	500	700
223 Lab and Photo Supplies	935	8,100	9,400
229 Materials and Supplies	3,412	12,500	10,300
240 Equipment Repair and Maintenance	70	7,000	7,000
243 Non-Capital Computer Equipment and Supplies	114	450	500
245 Mileage Allowance	-	50	200
246 Liability Insurance	395	444	404
247 Safety Expenses	314	100	550
250 Professional and Contracted Services	2,572	10,000	10,750
252 Advertising and Legal Notices	49	200	200
259 Licenses and Permits	-	150	150
261 Telephone Charges	463	750	750
264 Printing and Copying	1,190	3,100	2,300
273 Fleet Lease - Operating and Maintenance	460	296	616
274 Fleet Lease - Replacement	2,026	-	-
Subtotal	13,442	45,040	45,420
SERVICE TOTAL	\$110,761	\$158,831	\$164,907

# Service: Wastewater Quality Laboratory

# FUND: Sewer Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

The Water Quality Laboratory is a comprehensive scientific resource for the City of Longmont Water/Wastewater Utilities. Its goal is to support the utilities in meeting all state and federal requirements for drinking water and wastewater treatment. As such, the laboratory's primary concern is to provide timely and cost-effective sampling and testing services that result in legally defensible data of known precision and accuracy. In addition, the laboratory serves as a technical source of information for water quality issues, regulatory issues, and related subjects. In accordance with the City's customer service goals, the laboratory provides other services as needed or requested to its drinking water customers. The laboratory strives to continuously improve upon its community and interdepartmental communications.

Specifically, the laboratory provides chemical and biological testing services for the utilities and other City departments. The following services are provided for the utilities:

- Testing for the water and wastewater treatment plants to monitor compliance with state health department and U.S. Environmental Protection Agency requirements and to assist with process control
- Testing of samples from industrial dischargers to verify compliance with the requirements of the Industrial Pretreatment Program
- Sampling and testing of St. Vrain Creek to study the effects of wastewater treatment plant effluent on the creek
- Metals and nutrient testing on digested wastewater treatment plant sludge and compost to ensure that all requirements for beneficial use of biosolids are met.

Finally, the laboratory provides, for a fee, testing services to other municipalities and water/sanitation districts in the Boulder County and Larimer County area that do not have laboratory facilities.

#### SERVICE: Wastewater Quality Laboratory

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Water Quality Laboratory Supervisor	0.65	0.65	0.70
Water Quality Analyst	1.30	1.30	2.10
Laboratory Technician	1.95	1.95	2.10
Total	3.90	3.90	4.90

## Service: Wastewater Quality Laboratory

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	188,610	209,057	298,751
112	Wages - Temporary	14,014	43,320	43,320
115	One Time Payment	-	1,167	1,043
121	Wages - Overtime	16,047	2,708	2,708
122	Longevity Compensation	744	1,152	1,386
123	Leave Expense	8,305	-	-
126	Retirement Health Savings Plan	1,593	1,440	1,960
128	FICA	860	2,686	2,686
129	Medicare	2,535	3,126	4,306
131	MOPC	9,770	10,453	14,938
132	Employee Insurance	33,520	34,076	48,696
133	Employee Retirement	13,217	14,007	20,018
135	Compensation Insurance	4,651	8,580	9,761
136	Unemployment Insurance	671	627	596
139	Dental Insurance	1,565	1,463	2,092
141	Uniforms and Protective Clothing	-	101	101
142	Food Allowance	80	-	-
	Subtotal	296,182	333,963	452,362
	Subiola	290,102	555,905	452,502
Oper	ating and Maintenance			
210	Office Supplies	402	910	975
216	Reference Books and Materials	124	450	450
217	Dues and Subscriptions	663	1,060	1,060
218	Non-Capital Equipment and Furniture	1,543	3,990	8,371
223	Lab and Photo Supplies	61,736	65,000	68,250
228	Janitorial Supplies	371	1,495	1,495
229	Materials and Supplies	408	1,950	1,950
230	Printing and Copier Supplies	1,027	1,500	1,500
232	Building Repair and Maintenance	43	25,200	24,300
240	Equipment Repair and Maintenance	38,464	21,870	23,245
243	Non-Capital Computer Equipment and Supplies	2,298	4,152	4,377
246	Liability Insurance	907	894	1,040
247	Safety Expenses	921	910	910
250	Professional and Contracted Services	57,382	89,400	94,300
259	Licenses and Permits	-	10	10
261	Telephone Charges	173	600	600
263	Postage	-	75	75
264	Printing and Copying	274	1,200	1,850
269	Other Services and Charges	-	34	34
273	Fleet Lease - Operating and Maintenance	517	933	1,465
274	Fleet Lease - Replacement	1,684	1,685	1,685
	Subtotal	168,937	223,318	237,942
Capi	tal Outlay			
440	Machinery and Equipment	51,880	-	70,000
	Subtotal	51,880	-	70,000
	SERVICE TOTAL	\$516,999	\$557,281	\$760,304

# Service: Wastewater Treatment Plant

# FUND: Sewer Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

The Wastewater Treatment Plant treats domestic, industrial and commercial wastewater generated within the city, in order to protect human health and the environment. The facility operates under the Colorado Discharge Permit System, which is administered by the Colorado Department of Public Health and Environment. Plant effluent is discharged to the St. Vrain River after it is treated to meet or exceed all standards set forth by federal and state regulatory agencies. Employees closely monitor the performance of the various treatment processes and make necessary adjustments to ensure that all regulatory requirements are met. Biosolids generated at the plant are treated and beneficially reused through two methods: primary and secondary sludges are anaerobically digested and the biosolids produced are applied to permitted farmland sites at agronomic rates and some of the raw primary sludge is dewatered and trucked to a private composting operation. The composted biosolids are then distributed as a soil amendment.

#### SERVICE: Wastewater Treatment Plant

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Operations Manager	0.25	0.25	0.25
Treatment Operations Manager	0.50	0.50	0.50
Treatment Operations Supervisor	1.00	1.00	1.00
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	2.10	0.50	0.50
Operations and Maintenance Technician Lead	7.10	7.80	7.80
Operations and Maintenance Technician	0.00	0.00	0.00
Facilities Maintenance Worker	0.70	0.70	0.70
Administrative Assistant	0.70	0.70	0.70
Total	12.85	11.95	11.95

#### Service: Wastewater Treatment Plant

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	688,389	686,758	763,873
114 Skill Based Pay	30,439	37,210	-
115 One Time Payment	-	6,692	3,485
121 Wages - Overtime	31,856	30,000	30,000
122 Longevity Compensation	3,900	4,020	2,040
123 Leave Expense	19,787	-	-
124 Skill Based Overtime Pay	2,441	-	-
126 Retirement Health Savings Plan	7,012	4,780	4,380
129 Medicare	8,109	8,327	8,981
131 MOPC	37,110	34,348	34,096
132 Employee Insurance	114,932	111,942	111,155
133 Employee Retirement	50,192	46,026	45,692
135 Compensation Insurance	15,885	18,088	21,216
136 Unemployment Insurance	2,291	2,060	1,364
139 Dental Insurance	5,349	4,807	4,774
141 Uniforms and Protective Clothing	5,027	7,800	7,800
142 Food Allowance	1,077	500	500
Subtotal	1,023,796	1,003,358	1,039,356
Operating and Maintenance			
210 Office Supplies	3,186	3,100	3,100
215 Audiovisual Materials	363	100	100
216 Reference Books and Materials	487	900	900
217 Dues and Subscriptions	5,464	2,620	2,620
218 Non-Capital Equipment and Furniture	33,131	42,000	42,000
220 Gas and Oil	5,168	5,000	5,000
222 Chemicals	36,080	53,000	53,000
223 Lab and Photo Supplies	3,821	14,000	14,000
228 Janitorial Supplies	2,236	1,300	1,300
229 Materials and Supplies	18,593	7,000	7,000
230 Printing and Copier Supplies	338	1,250	1,250
232 Building Repair and Maintenance	68,783	92,500	92,500
233 Facility Repair and Maintenance	178,242	150,000	171,000
240 Equipment Repair and Maintenance	1,236	2,500	10,235
241 Grounds Maintenance	-	500	500
Non-Capital Computer Equipment and		( <b>- - - - -</b>	
243 Supplies	7,200	15,730	27,020
245 Mileage Allowance		600	600
246 Liability Insurance	7,325	11,349	9,710
247 Safety Expenses	14,387	20,000	20,000
249 Operating Leases and Rentals	-	1,000	1,000
250 Professional and Contracted Services	725,052	991,950	970,950
252 Advertising and Legal Notices	-	500	500
259 Licenses and Permits	46,920	55,675	55,675
260 Utilities	428,538	488,000	488,000
261 Telephone Charges	2,827	2,815	2,815
263 Postage	5,631	-	-
264 Printing and Copying	289	200	200
269 Other Services and Charges	-	150	150
Fleet Lease - Operating and Mainte- 273 nance	24,448	25,855	23,251
274 Fleet Lease - Replacement	20,038	19,796	18,147
Subtotal	1,639,783	2,009,390	2,022,523
Capital Outlay	.,,	_, , ~ ~ ~ ~	_, -, -==, -== 0
440 Machinery and Equipment	40,384	56,900	-
Subtotal	40,384	56,900	-
SERVICE TOTAL	\$2,703,963	\$3,069,648	\$3,061,879
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# Service: Wastewater Instrumentation and Control

# FUND: Sewer Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

Instrumentation and Control provides support services to all areas of the department in the design, installation, programming and maintenance of electrical equipment and electronic control systems. Staff are responsible for installation and maintenance of electrical equipment (motors, motor control centers, etc.) and equipment associated with the SCADA (Supervisory Data Acquisition and Control) system at the water and wastewater treatment facilities and the collection and distribution systems. Engineering staff design, program and troubleshoot the SCADA system and its associated electrical systems and equipment. Staff also work with project engineers and contractors in the design and construction of capital projects to ensure compatibility with existing electrical and control systems.

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Electrician	0.50	0.50	0.50
Control Systems Operations Supervisor	0.00	0.00	0.50
Instrumentation Technician	1.00	1.00	0.50
Total	1.50	1.50	1.50

#### Service: Wastewater Instrumentation and Control

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	85,950	88,382	98,324
114	Skill Based Pay	7,009	7,000	-
115	One Time Payment	-	622	-
121	Wages - Overtime	7,211	6,000	6,000
123	Leave Expense	2,319	-	-
124	Skill Based Overtime Pay	602	-	-
126	Retirement Health Savings Plan	600	600	600
129	Medicare	1,294	1,282	1,427
131	MOPC	4,744	4,419	4,916
132	Employee Insurance	13,376	14,406	16,026
133	Employee Retirement	6,417	5,922	6,588
135	Compensation Insurance	35	83	969
136	Unemployment Insurance	263	265	197
139	Dental Insurance	613	619	689
141	Uniforms and Protective Clothing	1,224	1,800	1,800
142	Food Allowance	-	100	100
	Subtotal	131,657	131,500	137,636
Oper	ating and Maintenance			
216	Reference Books and Materials	-	400	400
217	Dues and Subscriptions	519	250	250
218	Non-Capital Equipment and Furniture	2,471	10,000	10,000
229	Materials and Supplies	2,428	-	-
233	Facility Repair and Maintenance	66,042	20,000	20,000
240	Equipment Repair and Maintenance	339	-	-
243	Non-Capital Computer Equipment and Supplies	901	2,000	2,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	235	340	570
247	Safety Expenses	696	1,000	1,000
250	Professional and Contracted Services	63,646	70,000	70,000
261	Telephone Charges	1,067	600	600
263	Postage	137	-	-
	Subtotal	138,481	104,690	104,920
	SERVICE TOTAL	\$270,138	\$236,190	\$242,556

# Service: Wastewater Engineering and Survey Technical Services

FUND: Sewer Fund DEPARTMENT: Public Works and Natural Resources

Service Description:

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

**SERVICE:** Wastewater Engineering and Survey Technical Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Technology/GIS Coordinator	0.10	0.10	0.09
Engineering and Survey Tech Supervisor	0.10	0.10	0.09
Lead GIS Analyst	0.10	0.00	0.09
Applications Support Analyst	0.00	0.00	0.09
Senior GIS/Mapping Technician	0.00	0.00	0.09
GIS/Mapping Technician	0.20	0.20	0.09
Technical Systems Specialist	0.00	0.00	0.00
Engineering Technician	0.00	0.00	0.18
Survey Party Chief	0.10	0.00	0.00
Senior Engineering Technician	0.30	0.30	0.09
Survey Technician	0.10	0.00	0.00
Total	1.00	0.70	0.81

# Service: Wastewater Engineering and Survey Technical Services

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	42,338	58,804	58,261
112	Wages - Temporary	29	-	-
114	Skill Based Pay	25	32	30
115	One Time Payment	-	221	216
121	Wages - Overtime	381	174	163
122	Longevity Compensation	133	-	-
123	Leave Expense	1,058	-	-
124	Skill Based Overtime Pay	0	-	-
126	Retirement Health Savings Plan	563	388	361
129	Medicare	509	853	845
131	MOPC	2,155	2,942	2,915
132	Employee Insurance	6,979	9,585	9,496
133	Employee Retirement	3,335	3,942	3,905
135	Compensation Insurance	148	844	40
136	Unemployment Insurance	139	176	117
137	Staff Training and Conferences	1,069	1,764	1,643
139	Dental Insurance	325	412	408
141	Uniforms and Protective Clothing	-	32	30
	Subtotal	59,186	80,170	78,430
Oper	ating and Maintenance			
210	Office Supplies	2	-	-
216	Reference Books and Materials	-	11	10
217	Dues and Subscriptions	89	1,831	2,285
218	Non-Capital Equipment and Furniture	137	323	495
219	Drafting Supplies	162	431	301
229	Materials and Supplies	64	172	100
240	Equipment Repair and Maintenance	10,480	16,598	15,246
243	Non-Capital Computer Equipment and Supplies	1,131	275	754
246	Liability Insurance	170	228	213
247	Safety Expenses	2	108	100
249	Operating Leases and Rentals	-	366	-
250	Professional and Contracted Services	4,272	2,014	1,083
261	Telephone Charges	8	85	175
263	Postage	5	-	-
264	Printing and Copying	20	75	70
273	Fleet Lease - Operating and Maintenance	269	234	316
	Subtotal	16,810	22,750	21,148
Capit	tal Outlay			
440	Machinery and Equipment	1,149	862	2,809
	Subtotal	1,149	862	2,809
	SERVICE TOTAL	\$77,145	\$103,782	\$102,387
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# Service: Wastewater Construction Inspection

# FUND: Sewer Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

This service provides inspection of public improvement construction to ensure compliance with City Standards. This includes inspection of both development and City-funded projects. Inspectors field-check conformance with plans and specifications and assist in review of construction and development plans. This service also provides inspection of all work performed under the street work in the rightof-way (ROW) permit program to ensure compliance with City standards and inspects work related to storm water management permits. This is a shared service with the Water, Streets, and Storm Drainage Funds.

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Construction Inspection Supervisor	0.10	0.10	0.10
Senior Construction Inspector	0.00	0.00	0.20
Construction Inspector	0.60	0.60	0.30
Total	0.70	0.70	0.60

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## Service: Wastewater Construction Inspection

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	35,509	35,758	36,594
112	Wages - Temporary	1,641	4,000	8,000
115	One Time Payment	-	360	229
121	Wages - Overtime	4,173	3,500	4,000
122	Longevity Compensation	184	186	192
123	Leave Expense	1,321	-	-
124	Skill Based Overtime Pay	0	-	-
126	Retirement Health Savings Plan	469	240	240
128	FICA	109	248	496
129	Medicare	435	485	555
131	MOPC	1,810	1,788	1,830
132	Employee Insurance	5,463	5,829	5,965
133	Employee Retirement	2,285	2,396	2,452
135	Compensation Insurance	157	35	253
136	Unemployment Insurance	109	107	73
137	Staff Training and Conferences	211	350	350
139	Dental Insurance	255	250	256
141	Uniforms and Protective Clothing	13	20	20
142	Food Allowance	4	-	-
	Subtotal	54,147	55,552	61,505
Oper	ating and Maintenance			
210	Office Supplies	41	50	50
216	Reference Books and Materials	-	20	20
217	Dues and Subscriptions	16	70	70
218	Non-Capital Equipment and Furniture	23	140	140
222	Chemicals	-	30	30
229	Materials and Supplies	251	170	250
240	Equipment Repair and Maintenance	1,277	1,220	1,450
243	Non-Capital Computer Equipment and Supplies	1,743	30	124
246	Liability Insurance	733	758	894
247	Safety Expenses	88	115	115
249	Operating Leases and Rentals	-	10	10
250	Professional and Contracted Services	247	34	34
261	Telephone Charges	658	742	634
263	Postage	1	-	-
264	Printing and Copying	32	30	30
273	Fleet Lease - Operating and Maintenance	2,395	2,544	2,968
274	Fleet Lease - Replacement	2,100	2,058	2,546
	Subtotal	9,604	8,020	9,365
	SERVICE TOTAL	\$63,751	\$63,571	\$70,870

# Service: Wastewater Regulatory Compliance

## FUND: Sewer Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

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

Services include:

- Providing technical evaluations and direction on environmental requirements for internal and external customers
- Planning for future regulatory requirements
- Coordinating watershed management activities, including monitoring, sampling and data evaluation
- Managing the stormwater quality program to meet the requirements of the City's Municipal Separate Stormwater System Permit issued by the Colorado Department of Public Health and Environment (CDPHE)
- Monitoring and tracking regulatory requirements for drinking water, wastewater treatment, stormwater quality, air quality and solid waste
- Providing assistance and support to Operations in meeting CDPHE permit conditions and federal and state safe drinking water requirements
- Managing the department's water conservation program
- Coordinating compliance activities between divisions and departments
- Providing enforcement response to environmental violations
- Coordinating involvement in regional environmental initiatives and programs
- Providing outreach and education on environmental issues related to City activities
- Directing the City's sustainability program
- Providing primary staff support to the Board of Environmental Affairs

This is a shared service with the Water, Streets, Storm Drainage and Sanitation funds.

#### SERVICE: Wastewater Regulatory Compliance

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Environmental Services Manager	0.25	0.25	0.25
Environmental Sustainability Coordinator	0.45	0.70	0.00
Civil Engineer	0.25	0.25	0.50
Environmental Project Specialist	0.30	0.30	0.25
Total	1.25	1.50	1.00

## Service: Wastewater Regulatory Compliance

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	83,016	95,361	95,619
115	One Time Payment	-	250	672
122	Longevity Compensation	891	870	900
123	Leave Expense	1,593	-	-
126	Retirement Health Savings Plan	575	480	480
129	Medicare	456	758	749
131	MOPC	4,125	4,768	4,781
132	Employee Insurance	15,390	15,544	15,586
133	Employee Retirement	5,762	6,047	6,407
135	Compensation Insurance	54	80	70
136	Unemployment Insurance	307	286	191
137	Staff Training and Conferences	920	1,375	1,625
139	Dental Insurance	717	668	669
	Subtotal	113,808	126,486	127,749
Opera	ating and Maintenance			
210	Office Supplies	1	-	-
216	Reference Books and Materials	12	100	100
217	Dues and Subscriptions	1,291	1,814	7,560
218	Non-Capital Equipment and Furniture	659	543	100
229	Materials and Miscellaneous Supplies	5	-	-
243	Non-Capital Computer Equipment and Supplies	329	797	1,539
245	Mileage Allowance	16	-	150
246	Liability Insurance	357	327	328
247	Safety Expenses	25	150	150
250	Professional and Contracted Services	9,913	23,500	40,000
259	Licenses and Permits	-	-	500
264	Printing and Copying	183	-	125
	Subtotal	12,790	27,230	50,552
	SERVICE TOTAL	\$126,598	\$153,716	\$178,301

# Service: Wastewater Meter Reading

# FUND: Sewer Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

Meter Reading is responsible for reading approximately 66,000 electric and water meters monthly throughout the City utility service area (49 square miles) for the purpose of billing customer usage. This service collects usage information via visual reading, radio transmission, and other technologies. This is a shared service with the Electric and Water Funds.

#### SERVICE: Wastewater Meter Reading

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Meter Reading Supervisor	0.12	0.12	0.12
Metering and Load Research Coordinator	0.05	0.05	0.05
Senior Meter Reader	0.12	0.12	0.25
Meter Reader	0.91	0.91	0.80
Total	1.20	1.20	1.22

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## Service: Wastewater Meter Reading

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	41,839	52,587	55,289
112	Wages - Temporary	3,936	-	-
114	Skill Based Pay	448	-	-
115	One Time Payment	-	581	74
121	Wages - Overtime	216	246	-
122	Longevity Compensation	272	280	-
123	Leave Expense	1,186	-	-
124	Skill Based Overtime Pay	15	-	-
126	Retirement Health Savings Plan	1,033	487	487
128	FICA	175	-	-
129	Medicare	520	661	802
131	MOPC	2,150	2,537	2,765
132	Employee Insurance	7,823	8,271	9,012
133	Employee Retirement	3,152	3,400	3,704
135	Compensation Insurance	1,110	905	1,310
136	Unemployment Insurance	156	152	110
137	Staff Training and Conferences	274	720	941
139	Dental Insurance	365	355	387
141	Uniforms and Protective Clothing	164	166	203
142	Food Allowance	16	-	
	Subtotal	64,851	71,347	75,084
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	27	861	2,245
229	Materials and Miscellaneous Supplies	56	62	80
240	Equipment Repair and Maintenance	1,885	2,177	2,417
243	Non-Capital Computer Equipment and Supplies	41	369	365
246	Liability Insurance	427	527	531
247	Safety Expenses	181	277	338
250	Professional and Contracted Services	-	184	1,045
261	Telephone Charges	100	199	199
264	Printing and Copying	70	216	216
270	Administrative and Management Services	11,684	8,305	9,926
273	Fleet Lease - Operating and Maintenance	3,577	3,237	4,208
274	Fleet Lease - Replacement	1,556	1,551	1,008
	Subtotal	19,603	17,965	22,578
Capit	tal Outlay			
440	Machinery and Equipment	-	-	738
	Subtotal	-	-	738
	SERVICE TOTAL	\$84,455	\$89,312	\$98,400

# **CAPITAL IMPROVEMENT PROGRAM PROJECTS**

SEWER FUND PROJECTS	20	15 Budget
PB-1 Municipal Buildings Roof Improvements	\$	6,216
PB-82 Municipal Buildings HVAC Replacement		31,261
PB-119 Municipal Buildings Flooring Replacement		15,150
PB-192 Operations and Maintenance Building and Site Improvement		84,250
MUS-53 Sanitary Sewer Rehabilitation and Improvements		683,000
MUS-149 Wastewater Treatment Master Plan Improvements		1,750,600
TOTAL	\$	2,570,477

# **SEWER CONSTRUCTION FUND - Fund Summary**

	2	2013 Actual	2014 Buo	dget 2	2015 Budget
Personal Services		-		-	-
Operating and Maintenance		-	2	,500	2,500
Non-Operating		328,152	368	,	551,289
Capital		443		-	_
TOTAL	\$	328,595	\$ 370.	,571 \$	553,789

Fund Description

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

2015 Budget

No capital improvement projects are funded from this fund in 2015.

# **SEWER CONSTRUCTION FUND - Fund Statement**

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$ 1,810,065	\$ 2,185,956	\$ 2,434,350
Committed Working Capital	-	13,835	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	765,286	612,800	884,100
Developer Participation Fees	60	-	-
Miscellaneous	45	-	-
Interest	(3,092)	20,000	12,900
Adjustment for GAAP Revenue	(57,813)		
TOTAL FUNDS	704,486	632,800	897,000
EXPENSES			
Soils Testing	-	2,500	2,500
Non-Operating	328,152	368,071	551,289
Capital Projects	443	-	-
TOTAL EXPENSES	328,595	370,571	553,789
ENDING WORKING CAPITAL	2,185,956	2,434,350	2,777,561
CONTRIBUTION TO/(FROM) RESERVES	375,891	262,229	343,211

# **STREET IMPROVEMENT FUND - Fund Summary**

	2013 Actual	:	2014 Budget	2015 Budget
Personal Services	3,163,785		3,400,806	3,444,303
Operating and Maintenance	4,303,492		4,784,350	5,226,283
Non-Operating	973,736		241,936	248,869
Capital	6,167,808		17,855,059	7,010,855
TOTAL	\$ 14,608,821	\$	26,282,151	\$ 15,930,310

#### Fund Description

The Street Improvement Fund pays for all maintenance and improvements to the City's street system. The fund's major revenue source is a portion of the City's sales and use tax receipts.

The City's total sales and use tax rate is 3.275% of which 0.75% goes into the Street Improvement Fund. The City sales and use tax revenue designated to the Street Improvement Fund was initially approved by Longmont voters in 1986 for a five-year period and has been renewed six times since then (most recently in November 2009), through 2016. Other revenue sources include a portion of the state's highway use tax and a percentage of the county road and bridge property tax.

The Street Improvement Fund includes fourteen budget services and several CIP projects. The services are:

- Public Works and Natural Resources Director
- Concrete Repair
- Construction Inspection
- Snow and Ice Removal
- Street and Alley Maintenance
- Street Cleaning
- Street Improvements
- Street Rehabilitation
- Street Signing and Marking
- Traffic Signals
- Transportation Engineering
- Transportation System Management
- Regulatory Compliance
- Engineering/Survey Technical Services

All of these services are involved in some aspect of developing, improving or maintaining the City's street system. Administration of this fund is provided by the Public Works and Natural Resources Department.

#### 2015-2019 Capital Improvement Program

Expenditures for some of the capital projects include the City's annual Street Rehabilitation Program (CIP project T-1), Transportation System Management (T-11), Primary and Secondary Greenway Connections (PR-83), Boston Avenue Connection (T-92) and Downtown Alley Improvements (DR-8). Detailed capital descriptions for all projects are included in the 2015-2019 Capital Improvement Program.

# **STREET IMPROVEMENT FUND - Fund Statement**

	2013 Actual	2014 Budget	2015 Budget
BEGINNING FUND BALANCE	\$ 12,218,838	\$ 14,673,679	\$ 1,289,654
Committed Working Capital	-	8,772,229	-
SOURCES OF FUNDS			
REVENUES			
Taxes	15,687,995	15,627,551	16,612,709
Licenses and Permits	51,071	15,000	15,000
Intergovernmental	608,583	5,942,956	2,362,171
Developer Participation	211,400	-	-
Interest	(12,085)	56,848	5,273
Miscellaneous	197,549	28,000	10,000
Adjustment for GAAP Revenue	320,138	-	-
TOTAL FUNDS	17,064,651	21,670,355	19,005,153
EXPENSES BY BUDGET SERVICE			
Public Works Utility Director	188,870	205,059	185,174
Concrete Repair	145,173	203,039	207,239
Construction Inspection	350,614	381,429	423,488
Snow and Ice Removal	567,430	755,789	773,546
Street and Alley Maintenance	1,409,984	1,975,907	2,167,980
Street Cleaning	470,237	562,949	524,995
Street Improvement	2,411,594	1,666,742	1,700,278
Street Rehabilitation	116,650	113,565	126,691
Street Signing and Marking	722,467	744,745	808,399
Traffic Signals	634,507	622,078	748,565
Transportation Engineering	756,231	523,934	555,913
Transportation System Management	547,691	598,155	778,669
	547,091	6,000	6,072
Regulatory Compliance Engineering/Survey Tech Services	- 241,082	259,455	255,968
		•	•
CIP Projects	6,046,290	17,665,285	6,667,333
Adjustment for GAAP Expenses	990	-	-
TOTAL EXPENSES	14,609,810	26,282,151	15,930,310
ENDING WORKING CAPITAL	14,673,679	1,289,654	4,364,497
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,454,841	\$ (4,611,796)	\$ 3,074,843

# All Other Sources, 6% Highway Use Tax, 14% Sales and Use Taxes, 68%

- Approximately 68% of the revenues of the Street Improvement Fund for 2015 will come from collection of the City's 0.75¢ sales and use tax, which is designated to pay for street repairs and operations. Another 12% comes from intergovernmental sources.
- The 2015 Budget requires a contribution of \$3,074,843 to fund balance.

### **Estimating Major Sources of Funds**

**Sales and Use Taxes:** From Finance Department projections. Based on actual collections through July 2014, sales and use tax revenues are projected to increase by 4.99% from 2013 actual collections then increase by 3.16% for 2015 over the projected collections for 2014.

**STREET IMPROVEMENT FUND - Sources of Funds** 

**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.

	2013 Actual	2014 Budget	2015 Budget
OPERATING REVENUE			
Sales and Use Tax	\$ 11,904,589	\$ 11,975,814	\$ 12,976,978
Automobile Tax	1,066,302	975,000	975,000
State Highway Use Tax	2,717,104	2,676,737	2,660,731
Federal Grants	39,136	4,722,000	1,890,000
State Grants	100,194	237,000	-
Local Grants	-	136,575	-
Local Non-grant Revenue	76,957	483,000	55,000
County Road/Bridge Maintenance	104,281	105,000	105,000
State Highway Maintenance	58,359	37,131	37,131
State Traffic Control Maintenance	229,656	222,250	275,040
Street Cut Permit/Inspection Fee	51,071	15,000	15,000
Developer Participation	211,400	-	-
Other Revenue	197,549	28,000	10,000
Interest Income	(12,085)	56,848	5,273
Contribution from/(to) Fund Balance	(2,454,841)	4,611,796	(3,074,843)
TOTAL FUNDS NEEDED TO			
MEET EXPENSES	\$ 14,609,810	\$ 26,282,151	\$ 15,930,310

# Service: Public Works and Natural Resources General Manager

# FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

The Public Works and Natural Resources General Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget and effective supervision of personnel. This is a shared service with the Water, Storm Drainage and Sewer funds.

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
General Manager PW&NR	0.20	0.20	0.20
Business & Strategic Planning Manager	0.20	0.20	0.20
Multi Media/Marketing Specialist	0.20	0.20	0.20
Utilities Financial Analyst	0.20	0.20	0.20
Business Analyst	0.20	0.20	0.20
Executive Assistant	0.20	0.20	0.20
Customer Service Representative	0.40	0.30	0.00
Administrative Assistant	0.60	0.30	0.00
Total	2.20	1.80	1.20

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#### Service: Public Works and Natural Resources General Manager

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	121,103	128,771	103,667
112	Wages - Temporary	3,531	-	9,880
115	One Time Payment	-	1,064	1,300
121	Wages - Overtime	393	200	200
122	Longevity Compensation	696	488	-
123	Leave Expense	2,693	-	-
126	Retirement Health Savings Plan	1,661	720	480
128	FICA	220	-	613
129	Medicare	1,044	1,286	1,165
131	MOPC	6,196	6,439	5,184
132	Employee Insurance	21,513	20,990	16,897
133	Employee Retirement	7,820	8,628	6,947
135	Compensation Insurance	58	118	94
136	Unemployment Insurance	431	386	207
137	Staff Training and Conferences	10,719	15,403	15,403
139	Dental Insurance	1,005	901	726
142	Food Allowance	200	240	425
	Subtotal	179,283	185,634	163,188
Oper	ating and Maintenance			
216	Reference Books and Materials	5	-	-
217	Dues and Subscriptions	44	300	300
218	Non-Capital Equipment and Furniture	499	1,090	450
229	Materials and Supplies	87	-	-
240	Equipment Repair and Maintenance	3,625	3,988	3,600
243	Non-Capital Computer Equipment and Supplies	1,099	2,898	3,900
245	Mileage Allowance	-	480	580
246	Liability Insurance	385	486	443
248	Lease Purchase Installment	-	4,133	-
250	Professional and Contracted Services	3,357	6,050	8,580
252	Ads and Legal Notices	279	-	-
263	Postage	-	-	-
264	Printing and Copying	13	-	-
269	Other Services and Charges	194	-	-
	Subtotal	9,587	19,425	17,853
Non-	Operating Expense			
970	Transfers to Other Funds	-	-	4,133
	Subtotal	-	-	4,133
	SERVICE TOTAL	\$188,870	\$205,059	\$185,174

# Service: Concrete Repair

# FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

This service is responsible for the repair and replacement of damaged and broken concrete curbs, gutters, sidewalks and cross-pans. The concrete repair work is performed in response to citizen requests and in accordance with the City's damage assessment and repair rating program. This service is typically involved in repair and replacement when use of contractors is not feasible due to time constraints, scheduling conflicts, or on smaller projects that are not economical to complete by contract. This service also grinds and repairs sidewalk panels that are out of alignment and present tripping hazards and performs maintenance and repairs of the 38 guard rail installations throughout the City.

SERVICE: Concrete Repair			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Public Works Technician	1.50	1.50	1.50
Total	1.50	1.50	1.50

#### Service: Concrete Repair

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	27,513	66,759	66,762
114	Skill Based Pay	787	1,400	-
115	One Time Payment	-	530	2,250
121	Wages - Overtime	2,895	1,000	1,000
123	Leave Expense	2,753	-	-
124	Skill Based Overtime Pay	21	-	-
126	Retirement Health Savings Plan	600	600	600
129	Medicare	748	968	968
131	MOPC	2,918	3,338	3,338
132	Employee Insurance	10,008	10,882	10,882
133	Employee Retirement	3,684	4,473	4,473
135	Compensation Insurance	4,514	1,910	2,542
136	Unemployment Insurance	200	200	134
139	Dental Insurance	467	467	468
	Subtotal	57,108	92,527	93,417
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	-	4,000	4,000
229	Materials and Supplies	4,845	10,000	10,000
240	Equipment Repair and Maintenance	-	1,000	1,000
246	Liability Insurance	5,069	8,677	4,874
247	Safety Expenses	-	500	500
249	Operating Leases and Rentals	-	500	500
250	Professional and Contracted Services	19	20,000	30,000
273	Fleet Lease - Operating and Maintenance	27,002	15,117	27,238
274	Fleet Lease - Replacement	51,130	48,737	35,710
	Subtotal	88,065	108,531	113,822
	SERVICE TOTAL	\$145,173	\$201,058	\$207,239

# Service: Construction Inspection

### FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

This service provides inspection of public works and water utilities construction to ensure compliance with City standards. This includes inspection of both developer and City-funded projects. Inspectors field-check construction for conformance with plans and assist in review of construction and development plans. This service also provides inspection of all work performed under the street right-of-way permit program to ensure compliance with City standards. This is a shared service with the Water, Storm Drainage and Sewer funds.

SERVICE:	Construction	Inspection
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Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Construction Inspection Supervisor	0.50	0.60	0.60
Senior Construction Inspector	1.00	1.20	1.20
Construction Inspector	1.50	1.80	1.80
Total	3.00	3.60	3.60

### Service: Construction Inspection

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	195,289	214,548	219,562
112	Wages - Temporary	9,026	24,000	48,000
115	One Time Payment	-	2,157	1,376
121	Wages - Overtime	22,951	21,000	24,000
122	Longevity Compensation	1,010	1,116	1,152
123	Leave Expense	7,265	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	2,578	1,440	1,440
128	FICA	597	1,488	2,976
129	Medicare	2,392	2,909	3,329
131	MOPC	9,957	10,727	10,978
132	Employee Insurance	30,044	34,972	35,788
133	Employee Retirement	12,567	14,375	14,711
135	Compensation Insurance	862	211	1,517
136	Unemployment Insurance	601	644	440
137	Staff Training and Conferences	1,158	2,100	2,100
139	Dental Insurance	1,402	1,502	1,536
141	Uniforms and Protective Clothing	73	120	120
142	Food Allowance	22	-	-
	Subtotal	297,796	333,309	369,025
Oper	ating and Maintenance			
210	Office Supplies	224	300	300
216	Reference Books and Materials	-	120	120
217	Dues and Subscriptions	86	420	420
218	Non-Capital Equipment and Furniture	129	840	840
222	Chemicals	-	180	180
229	Materials and Supplies	1,379	1,020	1,500
240	Equipment Repair and Maintenance	7,020	7,321	8,700
243	Non-Capital Computer Equipment and Supplies	9,586	180	744
246	Liability Insurance	4,029	4,547	5,365
247	Safety Expenses	484	690	690
249	Operating Leases and Rentals	-	60	60
250	Professional and Contracted Services	1,359	202	202
261	Telephone Charges	3,621	4,450	3,802
263	Postage	5	-	-
264	Printing and Copying	176	180	180
273	Fleet Lease - Operating and Maintenance	13,170	15,263	16,081
274	Fleet Lease - Replacement	11,551	12,349	15,279
	Subtotal	52,818	48,120	54,463
	SERVICE TOTAL	\$350,614	\$381,429	\$423,488

# Service: Snow and Ice Removal

# FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

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

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Public Works Supervisor	0.25	0.25	0.25
Public Works Technician I	1.50	1.50	1.50
Total	1.75	1.75	1.75

#### Service: Snow and Ice Removal

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	103,955	85,470	85,726
112	Wages - Temporary	-	1,000	1,000
114	Skill Based Pay	5,985	5,000	-
115	One Time Payment	-	844	2,372
121	Wages - Overtime	33,348	45,000	45,000
122	Longevity Compensation	750	780	810
123	Leave Expense	2,772	-	-
124	Skill Based Overtime Pay	1,733	-	-
126	Retirement Health Savings Plan	700	700	700
128	FICA	-	62	62
129	Medicare	1,250	1,254	1,257
131	MOPC	4,440	4,274	4,286
132	Employee Insurance	12,685	13,932	13,973
133	Employee Retirement	5,604	5,727	5,744
135	Compensation Insurance	1,059	2,573	2,718
136	Unemployment Insurance	254	256	171
139	Dental Insurance	592	598	600
142	Food Allowance	-	500	500
	Subtotal	175,127	167,970	164,919
Oper	ating and Maintenance			
210	Office Supplies	360	-	-
218	Non-Capital Equipment and Furniture	50	-	-
222	Chemicals	181,589	225,000	225,000
229	Materials and Supplies	7,580	30,000	30,000
232	Building Repair and Maintenance	748	4,000	4,000
233	Facility Repair and Maintenance	7,745	20,000	25,000
240	Equipment Repair and Maintenance	21,684	25,000	25,000
246	Liability Insurance	9,440	10,738	12,394
247	Safety Expenses	24	-	-
249	Operating Leases and Rentals	123	1,000	1,000
250	Professional and Contracted Services	4,270	50,000	50,000
261	Telephone Charges	36	264	264
262	Radio Repair and Maintenance	-	2,000	2,000
273	Fleet Lease - Operating and Maintenance	41,053	40,283	46,858
274	Fleet Lease - Replacement	74,348	59,534	83,611
	Subtotal	349,050	467,819	505,127
Capi	tal Outlay			
432	Vehicles	-	65,000	8,500
440	Machinery and Equipment	43,253	30,000	70,000
475	Building and Facility Improvement	-	25,000	25,000
	Subtotal	43,253	120,000	103,500
	SERVICE TOTAL	\$567,430	\$755,789	\$773,546

# Service: Street and Alley Maintenance

# FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

The function of the Street and Alley Maintenance service is to repair, grade, patch, clear of debris, and generally service all streets and alleys in the street system. This includes performing weed control along street rights-of-way. The primary functions provided are alley maintenance, alley reconstruction, and minor asphalt overlaying of streets in conjunction with the Street Rehabilitation program. This service also incorporates a recycled asphalt crushing and diversion program.

#### SERVICE: Street and Alley Maintenance

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Operations Manager	0.20	0.20	0.20
Utility & Streets Operations & Maintenance Mgr	0.20	0.20	0.20
Public Works Supervisor	0.80	1.05	0.50
Utility Maint Supervisor	0.00	0.00	0.30
Public Works Technician II	4.80	5.80	2.80
Public Works Technician I	0.00	0.00	3.00
Senior Engineering Technician	1.00	1.00	1.00
Facility Maintenance Worker	0.25	0.00	0.00
Administrative Analyst	0.10	0.10	0.10
Total	7.35	8.35	8.10

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### Service: Street and Alley Maintenance

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	337,666	404,955	415,459
112 Wages - Temporary	17,268	26,120	26,600
114 Skill Based Pay	7,759	55,480	-
115 One Time Payment	-	4,663	4,894
121 Wages - Overtime	12,881	15,000	15,000
122 Longevity Compensation	1,665	1,560	1,620
123 Leave Expense	16,273	-	-
124 Skill Based Overtime Pay	747	2,500	2,500
126 Retirement Health Savings Plan	7,250	3,040	3,040
128 FICA	1,075	1,619	1,649
129 Medicare	4,957	6,251	6,411
131 MOPC	17,666	20,248	20,771
132 Employee Insurance	58,208	66,008	67,719
133 Employee Retirement	22,304	27,132	27,837
135 Compensation Insurance	18,560	18,108	24,137
136 Unemployment Insurance	1,165	1,215	832
137 Staff Training and Conferences	99	-	-
139 Dental Insurance	2,715	2,835	2,909
141 Uniforms and Protective Clothing	4,893	7,500	7,500
142 Food Allowance	55	300	300
Subtotal	533,206	664,534	629,178
Operating and Maintenance	507	1 500	4 500
210 Office Supplies	507	1,500	1,500
216 Reference Books and Materials	-	250	250
217 Dues and Subscriptions	169	250	250
218 Non-Capital Equipment and Furniture	8,183	8,000	10,500
228 Janitorial Supplies	621	500	750
229 Materials and Supplies	18,065	27,000	27,000
230 Printing and Copier Supplies	161	750	750
232 Building Repair and Maintenance	4,593	15,000	15,000
<ul><li>233 Facility Repair and Maintenance</li><li>240 Equipment Repair and Maintenance</li></ul>	13,233 1,502	15,000 11,570	15,000 13,270
240 Equipment Repair and Maintenance	1,665	11,570 500	500
	78,060	275,000	275,000
242 Street Repair and Maintenance 243 Non-Capital Computer Equipment and Supplies	3,520	11,599	3,500
245 Mileage Allowance	5,520 44	200	200
246 Liability Insurance	25,782	35,710	29,550
247 Safety Expenses	3,712	8,000	8,000
249 Operating Leases and Rentals	5,318	20,000	20,000
250 Professional and Contracted Services	226,733	327,259	327,259
252 Advertising and Legal Notices	-	500	500
260 Utilities	33,536	35,000	35,000
261 Telephone Charges	10,484	4,600	6,800
262 Radio Repair and Maintenance	-	2,000	2,000
264 Printing and Copying	1,002	750	750
269 Other Services and Charges	500	2,000	3,000
273 Fleet Lease - Operating and Maintenance	125,348	163,227	206,976
274 Fleet Lease - Replacement	258,916	277,588	302,497
Subtotal	821,654	1,243,753	1,305,802
Capital Outlay		.,	.,
432 Vehicles	25,091	39,000	220,000
440 Machinery and Equipment	30,033	28,620	13,000
Subtotal	55,124	67,620	233,000
SERVICE TOTAL	\$1,409,984	\$1,975,907	\$2,167,980

# Service: Street Cleaning

### FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

This service is responsible for maintaining clean and debrisfree City streets and alleys. Streets are swept periodically on a rotation basis. Traffic islands and medians are flushed/washed with water annually. During drought conditions, the traffic islands and median flushing/washing is suspended. This service also responds to special requests for sweeping due to dirt, glass, spills, and other debris generated by incidents such as traffic accidents and construction. Street sweeping provided by this service has a positive impact on the City's air quality by reducing the amount of dust particulates in the air that are generated from street dust and dirt.

#### SERVICE: Street Cleaning

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Utility Maint Supervisor	0.00	0.00	0.20
Distribution & Collection System Mtce Supervisor	0.20	0.20	0.00
Public Works Technician I	1.50	1.50	1.50
Total	1.70	1.70	1.70

#### Service: Street Cleaning

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	96,241	81,288	81,289
112	Wages - Temporary	221	-	-
114	Skill Based Pay	4,543	5,000	-
115	One Time Payment	-	1,374	2,550
121	Wages - Overtime	3,259	2,000	2,000
123	Leave Expense	2,522	-	-
124	Skill Based Overtime Pay	192	-	-
126	Retirement Health Savings Plan	680	680	680
129	Medicare	1,063	1,179	1,179
131	MOPC	4,116	4,064	4,065
132	Employee Insurance	12,144	13,250	13,250
133	Employee Retirement	5,195	5,446	5,446
135	Compensation Insurance	2,214	5,070	3,251
136	Unemployment Insurance	243	244	163
139	Dental Insurance	566	569	569
141	Uniforms and Protective Clothing	679	850	850
	Subtotal	133,878	121,014	115,292
Oper	ating and Maintenance			
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	-	50	50
218	Non-Capital Equipment and Furniture	377	3,000	3,000
229	Materials and Supplies	135	3,000	3,000
232	Building Repair and Maintenance	559	2,000	2,000
233	Facility Repair and Maintenance	3,349	15,000	15,000
240	Equipment Repair and Maintenance	8,225	16,000	15,000
241	Grounds Maintenance	-	-	-
243	Non-Capital Computer Equipment and Supplies	-	626	500
246	Liability Insurance	8,512	37,584	38,686
247	Safety Expenses	11	1,000	1,000
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	40,541	55,150	55,150
260	Utilities	8,581	6,250	8,800
261	Telephone Charges	-	1,776	1,800
269	Other Services and Charges	-	100	100
273	Fleet Lease - Operating and Maintenance	61,615	103,728	73,923
274	Fleet Lease - Replacement	204,454	196,221	191,244
	Subtotal	336,359	441,935	409,703
Capi	tal Outlay			
480	System Improvements	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	\$470,237	\$562,949	\$524,995

# Service: Street Improvements

### FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

This service is responsible for the planning, design, construction and contract administration of major street construction projects identified through the Capital Improvement Program. In addition to the activities for capital projects, this service reviews development plans for street planning and construction. This service pays the administrative transfer to the General Fund.

#### SERVICE: Street Improvements

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Engineering Services Manager	0.60	0.60	0.60
Engineering Administrator	0.80	0.80	0.80
Senior Civil Engineer	1.00	1.80	1.80
Civil Engineer	1.00	1.00	1.00
Project Manager II	0.00	0.00	0.10
Project Manager	1.00	0.20	0.20
Total	4.40	4.40	4.50

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### Service: Street Improvements

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	369,036	391,503	412,124
112	Wages - Temporary	(85)	-	-
115	One Time Payment	-	2,100	2,407
122	Longevity Compensation	3,156	3,101	3,221
123	Leave Expense	5,555	-	-
126	Retirement Health Savings Plan	3,976	1,760	1,760
129	Medicare	3,741	4,682	4,970
131	MOPC	18,671	19,575	20,604
132	Employee Insurance	58,536	63,815	67,167
133	Employee Retirement	23,569	26,231	27,610
135	Compensation Insurance	2,933	7,406	7,798
136	Unemployment Insurance	1,171	1,175	824
139	Dental Insurance	2,732	2,741	2,885
142	Food Allowance	44	-	-
	Subtotal	493,035	524,089	551,370
Oper	ating and Maintenance			
210	Office Supplies	11	-	-
218	Non-Capital Equipment and Furniture	1,960	-	-
240	Equipment Repair and Maintenance	126	570	570
243	Non-Capital Computer Equipment and Supplies	-	3,500	3,500
246	Liability Insurance	1,198	1,364	1,388
247	Safety Expenses	57	-	-
250	Professional and Contracted Services	30,888	6,500	23,000
252	Advertising and Legal Notices	-	500	500
263	Postage	71	-	-
264	Printing and Copying	30	750	750
270	Administrative and Management Services	892,421	887,533	874,464
	Subtotal	926,762	900,717	904,172
Non-	Operating Expense			
910	Transfer To General Fund	236,896	238,174	240,138
970	Transfers to Other Funds	736,840	3,762	4,598
	Subtotal	973,736	241,936	244,736
Capit	tal Outlay			
473	Site Improvements, Landscaping and Street Development	18,061	-	-
	Subtotal	18,061	-	-
	SERVICE TOTAL	\$2,411,594	\$1,666,742	\$1,700,278

# Service: Street Rehabilitation

# FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

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

t 2014 Dudget	
et 2014 Budget	2015 Budget
0 1.00	1.00
0 1.00	1.00
(	0 1.00

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#### Service: Street Rehabilitation

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	81,436	83,244	91,133
115	One Time Payment	-	1,000	1,500
123	Leave Expense	1,599	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	1,014	1,207	1,207
131	MOPC	4,152	4,162	4,162
132	Employee Insurance	11,893	13,569	13,569
133	Employee Retirement	5,240	5,577	5,577
135	Compensation Insurance	704	1,505	1,658
136	Unemployment Insurance	238	250	166
139	Dental Insurance	555	583	583
	Subtotal	107,231	111,497	119,955
Oper	ating and Maintenance			
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	650	650	650
243	Non-Capital Computer Equipment and Supplies	984	-	-
246	Liability Insurance	610	268	286
250	Professional and Contracted Services	200	-	5,000
259	Licenses and Permits	62	-	-
264	Printing and Copying	226	700	700
273	Fleet Lease - Operating and Maintenance	2,391	350	-
274	Fleet Lease - Replacement	4,296	-	-
	Subtotal	9,419	2,068	6,736
	SERVICE TOTAL	\$116,650	\$113,565	\$126,691

# Service: Street Signing and Marking

# FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

This service maintains the City's transportation signing and markings. Activities include manufacturing many of the City of Longmont's new traffic signs and special signs for other City departments; installing and maintaining all regulatory, warning guide, and informational signs; replacing signs that are vandalized, faded, knocked down or stolen; providing and maintaining yearround pavement markings that are visible and reflective to help ensure safe and user-friendly roadways for motorist, cyclists and pedestrians; and providing a five-year maintenance, repair and service cycle that proactively addresses all crosswalks, stop bars and pavement marking symbols within the street network.

SERVICE: Street Signing and Marking				
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget	
Public Works Supervisor	0.25	0.25	0.25	
Public Works Technician	1.00	0.50	0.50	
Total	1.25	0.75	0.75	

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### Service: Street Signing and Marking

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	70,258	41,216	41,218
112	Wages - Temporary	120	-	-
114	Skill Based Pay	2,610	2,000	-
115	One Time Payment	-	502	872
121	Wages - Overtime	1,083	750	750
122	Longevity Compensation	1,125	780	810
123	Leave Expense	1,479	-	-
124	Skill Based Overtime Pay	69	-	-
126	Retirement Health Savings Plan	505	300	300
129	Medicare	703	598	597
131	MOPC	2,736	2,061	2,061
132	Employee Insurance	9,767	6,718	6,718
133	Employee Retirement	3,452	2,762	2,762
135	Compensation Insurance	955	1,288	876
136	Unemployment Insurance	195	124	82
139	Dental Insurance	456	289	288
	Subtotal	95,513	59,388	57,334
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	345	5,000	5,000
229	Materials and Supplies	32,405	55,000	55,000
232	Building Repair and Maintenance	132	-	-
240	Equipment Repair and Maintenance	-	1,500	1,500
243	Non-Capital Computer Equipment and Supplies	985	-	5,440
246	Liability Insurance	4,398	4,855	4,642
247	Safety Expenses	100	-	-
249	Operating Leases and Rentals	-	250	250
250	Professional and Contracted Services	559,021	600,000	625,000
261	Telephone Charges	64	-	-
264	Printing and Copying	76	250	250
273	Fleet Lease - Operating and Maintenance	12,381	7,814	13,637
274	Fleet Lease - Replacement	17,047	10,688	40,346
	Subtotal	626,954	685,357	751,065
	SERVICE TOTAL	\$722,467	\$744,745	\$808,399

# Service: Traffic Signals

## FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

This service is responsible for maintaining the City's traffic signal system and school flashers, installing overhead signs, and managing and coordinating contracted work for traffic signal installation and upgrade/improvement projects. This includes design, planning and purchase of materials and equipment; repairs to and preventive maintenance of traffic signals, video detection systems, school flashers, and driver feedback speed systems; and installation of overhead signs at signalized intersections.

SERVICE:	Traffic	Signals
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Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Senior Traffic Signal Technician	1.00	1.00	1.00
Traffic Signal Technician II	1.00	1.00	1.00
Total	2.00	2.00	2.00

### Service: Traffic Signals

Perso	nal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	105,256	106,032	112,451
112	Wages - Temporary	15,062	-	-
115	One Time Payment	-	2,000	-
121	Wages - Overtime	27,012	27,000	28,000
122	Longevity Compensation	2,100	2,160	2,220
123	Leave Expense	1,181	-	-
124	Skill Based Overtime Pay	8	-	-
126	Retirement Health Savings Plan	800	800	800
129	Medicare	789	710	764
131	MOPC	5,322	5,302	5,623
132	Employee Insurance	15,906	17,283	18,329
133	Employee Retirement	6,717	7,104	7,534
135	Compensation Insurance	2,836	2,267	5,028
136	Unemployment Insurance	318	318	224
139	Dental Insurance	743	742	787
141	Uniforms and Protective Clothing	-	500	500
142	Food Allowance	90	-	-
	Subtotal	184,140	172,218	182,260
Opera	ting and Maintenance			
210	Office Supplies	324	200	200
217	Dues and Subscriptions	300	250	250
218	Non-Capital Equipment and Furniture	984	1,000	1,000
228	Janitorial Supplies	-	50	50
229	Materials and Supplies	10,899	750	750
234	System Maintenance	154,265	160,000	197,500
240	Equipment Repair and Maintenance	3,164	19,000	19,000
243	Non-Capital Computer Equipment and Supplies	2,225	500	500
245	Mileage Allowance	22	-	-
246	Liability Insurance	18,965	39,019	33,230
247	Safety Expenses	1,076	750	750
250	Professional and Contracted Services	224,971	185,000	272,500
260	Utilities	983	1,000	1,000
261	Telephone Charges	1,372	2,000	2,000
263	Postage	780	1,000	1,000
264	Printing and Copying	41	-	-
273	Fleet Lease - Operating and Maintenance	6,507	15,852	11,630
274	Fleet Lease - Replacement	23,489	23,489	24,945
	Subtotal	450,367	449,860	566,305
	SERVICE TOTAL	\$634,507	\$622,078	\$748,565

# Service: Transportation Engineering

# FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

This service provides management, administration, and supervision of the Transportation Engineering and Construction Inspection Division of the City's Public Works and Natural Resources Department. Activities include planning for development and capital project programs as well as administrative support for the division and staff supervision. In addition, this service provides traffic engineering services and supervision of Traffic Signal services. Traffic engineering services include traffic counts, traffic signal timing, accident and safety studies, determining the need for traffic control devices, coordinating the school safety program, staff support to the Transportation Advisory Board and the Neighborhood Traffic Mitigation Program, and coordination with other agencies, including DRCOG, RTD and CDOT.

#### SERVICE: Transportation Engineering

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Traffic Engineering Administrator	1.00	1.00	1.00
Civil Engineer	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00
Transportation Engineering Assistant	1.00	1.00	1.00
Administrative Assistant	1.00	0.70	0.70
Total	5.00	4.70	4.70

### Service: Transportation Engineering

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	322,957	328,296	335,661
112	Wages - Temporary	1,980	10,000	5,000
115	One Time Payment	-	2,700	5,550
121	Wages - Overtime	833	800	800
123	Leave Expense	5,189	10,800	10,800
126	Retirement Health Savings Plan	2,593	1,880	1,880
128	FICA	-	620	310
129	Medicare	4,100	4,905	4,941
131	MOPC	16,351	16,415	16,783
132	Employee Insurance	48,854	53,512	54,712
133	Employee Retirement	20,637	21,996	22,490
135	Compensation Insurance	1,602	277	247
136	Unemployment Insurance	977	985	671
137	Staff Training and Conferences	288	-	-
139	Dental Insurance	2,280	2,298	2,349
141	Uniforms and Protective Clothing	195	100	100
142	Food Allowance	284	500	500
	Subtotal	429,120	456,084	462,794
Oper	ating and Maintenance			
210	Office Supplies	673	2,400	1,750
216	Reference Books and Materials	127	500	500
217	Dues and Subscriptions	2,326	2,550	2,550
218	Non-Capital Equipment and Furniture	18,575	3,500	3,500
229	Materials and Supplies	2,133	900	900
230	Printing and Copier Supplies	1,617	1,303	1,450
240	Equipment Repair and Maintenance	6,883	7,665	7,665
243	Non-Capital Computer Equipment and Supplies	6,567	12,290	7,210
245	Mileage Allowance	3	300	300
246	Liability Insurance	2,459	2,842	5,482
247	Safety Expenses	-	800	800
250	Professional and Contracted Services	238,945	10,000	10,000
252	Advertising and Legal Notices	-	1,600	1,600
260	Utilities	15,465	12,000	12,000
261	Telephone Charges	2,664	2,788	2,788
263	Postage	1,352	1,500	1,500
264	Printing and Copying	146	2,100	2,100
273	Fleet Lease - Operating and Maintenance	18,908	2,812	8,381
274	Fleet Lease - Replacement	8,269	-	22,643
	Subtotal	327,112	67,850	93,119
	SERVICE TOTAL	\$756,232	\$523,934	\$555,913

# Service: Transportation System Management

## FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

This service develops and manages the transportation system management (TSM) program, which includes traffic safety and capacity projects, pedestrian and bicycle improvements connected with the street network, and management of the City's neighborhood traffic mitigation program. This service is responsible for the planning, design and contract management of TSM projects identified in the Capital Improvement Program. The projects consist primarily of safety and capacity improvements, pedestrian/bicycle/multimodal enhancements, and design and construction of projects identified through the City's neighborhood traffic mitigation program.

SERVICE: Transportation System Managen	nent		
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Project Manager	2.00	2.00	2.00
Total	2.00	2.00	2.00

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#### Service: Transportation System Management

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	141,089	145,916	162,802
112	Wages - Temporary	96,567	108,000	114,770
115	One Time Payment	-	-	3,000
123	Leave Expense	2,970	-	-
126	Retirement Health Savings Plan	687	800	800
128	FICA	7,209	6,696	7,116
129	Medicare	3,431	3,682	3,780
131	MOPC	7,072	7,296	7,296
132	Employee Insurance	22,204	23,784	23,784
133	Employee Retirement	8,927	9,776	9,776
135	Compensation Insurance	1,754	4,707	5,058
136	Unemployment Insurance	444	438	292
139	Dental Insurance	1,036	1,021	1,022
	Subtotal	293,390	312,116	339,496
Oper	ating and Maintenance			
217	Dues and Subscriptions	8,189	8,500	8,500
229	Materials and Supplies	8,374	2,850	2,850
243	Non-Capital Computer Equipment and Supplies	-	1,100	-
246	Liability Insurance	757	839	873
247	Safety Expenses	197	500	500
250	Professional and Contracted Services	196,090	230,000	384,200
252	Advertising and Legal Notices	-	150	150
261	Telephone Charges	421	-	-
263	Postage	16	-	-
264	Printing and Copying	1,031	2,100	2,100
269	Other Services and Charges	37,737	40,000	40,000
	Subtotal	252,812	286,039	439,173
Capit	tal Outlay			
480	System Improvements	1,489	-	-
	Subtotal	1,489	-	-
	SERVICE TOTAL	\$547,691	\$598,155	\$778,669

# Service: Regulatory Compliance

### FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

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

Services include:

- Providing technical evaluations and direction on environmental requirements for internal and external customers
- Planning for future regulatory requirements
- Coordinating watershed management activities, including monitoring, sampling and data evaluation
- Managing the stormwater quality program to meet the requirements of the City's Municipal Separate Stormwater System Permit issued by the Colorado Department of Public Health and Environment (CDPHE)
- Monitoring and tracking regulatory requirements for drinking water, wastewater treatment, stormwater quality, air quality and solid waste
- Providing assistance and support to Operations in meeting CDPHE permit conditions and federal and state safe drinking water requirements
- Managing the department's water conservation program
- Coordinating compliance activities between divisions and departments
- Providing enforcement response to environmental violations
- Coordinating involvement in regional environmental initiatives and programs
- Providing outreach and education on environmental issues related to City activities
- Directing the City's sustainability program
- Providing primary staff support to the Board of Environmental Affairs.

This is a shared service with the Water, Storm Drainage, Sewer and Sanitation funds.

SERVICE: Regulatory Compliance				
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget	
Environmental Sustainability Coordinator	0.05	0.00	0.00	
Total	0.05	0.00	0.00	

### Service: Regulatory Compliance

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	-	-	-
122	Longevity Compensation	-	-	-
123	Leave Expense	-	-	-
126	Retirement Health Savings Plan	-	-	-
129	Medicare	-	-	-
131	MOPC	-	-	-
132	Employee Insurance	-	-	-
133	Employee Retirement	-	-	-
135	Compensation Insurance	-	-	-
136	Unemployment Insurance	-	-	-
137	Staff Training and Conferences	-	-	-
139	Dental Insurance	-	-	-
	Subtotal	-	-	-
Oper	ating and Maintenance			
216	Reference Books and Materials	-	-	-
217	Dues and Subscriptions	-	-	72
218	Non-Capital Equipment and Furniture	-	-	-
243	Non-Capital Computer Equipment and Supplies	-	-	-
246	Liability Insurance	-	-	-
250	Professional and Contracted Services	-	6,000	6,000
259	Licenses and Permits	-	-	-
	Subtotal	-	6,000	6,072
	SERVICE TOTAL	\$-	\$6,000	\$6,072

# Service: Engineering/Survey Technical Services

### FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

Service Description:

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

#### SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Technology/GIS Coordinator	0.30	0.20	0.25
Engineering and Survey Tech Supervisor	0.30	0.20	0.25
Lead GIS Analyst	0.20	0.20	0.25
Applications Support Analyst	0.00	0.00	0.25
Senior GIS/Mapping Technician	0.00	0.00	0.25
GIS/Mapping Technician	0.70	0.70	0.25
Engineering Technician	0.00	0.00	0.50
Sr Engineering Technician	0.20	0.20	0.25
Survey Party Chief	0.40	0.40	0.00
Survey Technician	0.40	0.40	0.00
Total	2.50	2.30	2.25

### Service: Engineering/Survey Technical Services

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	132,308	147,011	145,653
112	Wages - Temporary	91	-	-
114	Skill Based Pay	78	81	76
115	One Time Payment	-	553	539
121	Wages - Overtime	1,189	436	406
122	Longevity Compensation	417	-	-
123	Leave Expense	3,307	-	-
124	Skill Based Overtime Pay	0	-	
126	Retirement Health Savings Plan	1,759	969	903
129	Medicare	1,590	2,133	2,113
131	MOPC	6,735	7,355	7,287
132	Employee Insurance	21,809	23,963	23,741
133	Employee Retirement	10,422	9,855	9,763
135	Compensation Insurance	462	2,110	100
136	Unemployment Insurance	435	441	291
137	Staff Training and Conferences	3,340	4,410	4,108
139	Dental Insurance	1,015	1,029	1,020
141	Uniforms and Protective Clothing	-	81	75
	Subtotal	184,958	200,426	196,075
Oper	ating and Maintenance			
210	Office Supplies	6	-	-
216	Reference Books and Materials	-	27	25
217	Dues and Subscriptions	279	4,577	5,712
218	Non-Capital Equipment and Furniture	428	808	1,236
219	Drafting Supplies	506	1,077	752
229	Materials and Supplies	199	431	251
240	Equipment Repair and Maintenance	32,749	41,495	38,115
243	Non-Capital Computer Equipment and Supplies	3,536	687	1,885
246	Liability Insurance	532	570	531
247	Safety Expenses	7	269	251
249	Operating Leases and Rentals	-	915	-
250	Professional and Contracted Services	13,349	5,035	2,709
261	Telephone Charges	24	212	438
263	Postage	16	-	-
264	Printing and Copying	63	188	176
273	Fleet Lease - Operating and Maintenance	840	584	790
	Subtotal	52,533	56,876	52,871
Capit	tal Outlay			
440	Machinery and Equipment	3,591	2,154	7,022
	Subtotal	3,591	2,154	7,022
	SERVICE TOTAL	\$241,082	\$259,455	\$255,968

# Service: Capital Improvement Projects

# FUND: Street Improvement Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

Capital projects are listed below. Detailed descriptions of each project are included in the 2015-2019 Capital Improvement Program.

STREET FUND PROJECTS	2013 Bu	dget
DR-8 Downtown Alley Improvements	\$96	6,840
PR-83 Primary and Secondary Greenway Connections	340	0,000,
PB-1 Municipal Buildings Roof Improvements	31	,416
PB-82 Municipal Buildings HVAC Replacement	30	),952
PB-119 Municipal Buildings Flooring Replacement	15	5,000
PB-192 Operations and Maintenance Building and Site Improvement	210	),625
T-1 Street Rehabilitation Program	4,500	),000
T-11 Transportation System Management Program	450	),000,
T-92 Boston Avenue Connection - Price to Martin	488	3,500
T-105 Missing Sidewalks	205	5,000
T-126 Adaptive Signal Equipment and Installation	299	9,000
TOTAL	\$ 6,667	',333

# **SANITATION FUND - Fund Summary**

	2013 Actual	2014	4 Budget	2015 Budget
Personal Services	1,715,248	1	,911,286	2,004,860
Operating and Maintenance	3,828,620	3	3,816,809	3,779,202
Non-Operating	222,290		20,909	28,525
Capital	480		546,687	375,081
TOTAL	\$ 5,766,638	\$6	6,295,691	\$ 6,187,668

#### Fund Description

The Sanitation Fund pays for all costs associated with providing solid waste services to Longmont customers. Those services include weekly curbside pickup of refuse and twice-monthly pickup of recyclable materials, contracted services to process marketable recyclable materials, landfill services, household hazardous waste disposal, and special refuse pick-ups. Conversion to a fully automated collection system occurred in 1999. The City closed its own landfill in 1993 when it reached capacity. Refuse is now hauled to a landfill in Erie.

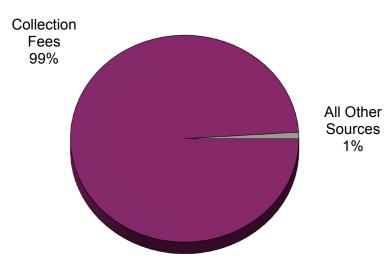
The Sanitation Fund includes six budget services:

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

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

# **SANTATION FUND - Fund Statement**

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$ 3,058,275 \$	2,941,576 \$	1,844,725
Committed Working Capital	-	1,030,901	-
<b>REVENUES</b> Charges for Services Intergovernmental	5,675,357 -	6,201,800 -	5,994,000
Interest Miscellaneous Adjustment for GAAP Revenue	(2,082) (8,369) (30,894)	25,941 2,000 -	11,221 2,000 -
TOTAL FUNDS	5,634,012	6,229,741	6,007,221
<b>EXPENSES BY BUDGET SERVICE</b> Public Works and Water Utility Director Landfill Maintenance Solid Waste Removal/Disposal Special Trash Pickup Curbside Recycling Regulatory Compliance CIP Projects	160,250 7,537 4,241,976 666,529 681,129 8,737 480	185,984 10,000 3,827,121 939,044 812,147 6,708 514,687	261,268 10,000 3,809,839 955,379 794,871 13,230 343,081
Total Operating Expenses Adjustment for GAAP Expenses	5,766,638 (15,927)	6,295,691 -	6,187,668 -
TOTAL ADJUSTED EXPENSES	5,750,711	6,295,691	6,187,668
ENDING WORKING CAPITAL	2,941,576	1,844,725	1,664,278
CONTRIBUTION TO/(FROM) RESERVES	\$ (116,699) \$	(65,950) \$	(180,447)



# **SANITATION FUND - Sources of Funds**

• Approximately 99% of the revenues of the Sanitation Fund for 2015 will come from sales to the City's solid waste customers.

 Sanitation Services: The Public Works and Natural Resources Department estimates charges for solid waste services based on the estimated number of customers and the estimated monthly bill in each customer class.

	2013 Actual	2014 Budget	2015 Budget
OPERATING REVENUE		J	
Solid Waste Collection Fees	3,399,649	3,859,200	3,704,900
Solid Waste Collection Fees (reduced volume)	836,399	831,800	842,800
Special Trash Collection Fees	51,457	68,000	68,000
Waste Management Fees	1,227,885	1,308,900	1,241,400
Single Stream Commodity	68,419	70,000	70,000
Metal Management Revenue	29,743	30,000	30,000
Tree Limb Diversion Fee	38,719	22,000	22,000
Polycart Escrow	23,086	11,900	14,900
Intergovernmental Revenue	-	-	-
Other Revenue	(8,369)	2,000	2,000
Interest Income	(2,082)	25,941	11,221
Contribution from/(to) Fund Balance	116,699	10,159	180,447
TOTAL FUNDS NEEDED TO			
MEET EXPENSES	\$ 5,750,711	\$ 6,295,691	\$ 6,187,668

# Service: Public Works and Natural Resources General Manager

### FUND: Sanitation Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

The Public Works and Natural Resources General Manager is responsible for administering City policies, developing department policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including developing adequate rates, preparing and monitoring the annual budget, and effectively supervising personnel.

**SERVICE:** Public Works and Natural Resources General Manager

0.15 0.15 0.15 0.15 0.15	0.15 0.15 0.15 0.15	0.15 0.15 0.15 0.15
0.15 0.15	0.15 0.15	0.15
0.15	0.15	
		0.15
0.15		
0.15	0.15	0.15
0.15	0.15	0.15
0.40	0.50	1.00
0.00	0.00	0.50
0.55	0.50	0.50
1.85	1.90	2.90
	0.00 0.55	0.00 0.00 0.55 0.50

#### Service: Public Works and Natural Resources General Manager

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	100,437	123,305	172,861
112	Wages - Temporary	2,668	-	9,880
115	One Time Payment	-	1,460	1,273
121	Wages - Overtime	379	100	100
122	Longevity Compensation	696	-	1,686
123	Leave Expense	2,145	-	-
126	Retirement Health Savings Plan	1,362	760	1,160
128	FICA	163	-	613
129	Medicare	848	1,788	1,678
131	MOPC	5,109	6,165	8,643
132	Employee Insurance	17,616	20,099	28,175
133	Employee Retirement	7,932	8,261	11,581
135	Compensation Insurance	44	96	90
136	Unemployment Insurance	346	370	345
137	Staff Training and Conferences	8,899	4,177	4,302
139	Dental Insurance	810	863	1,210
142	Food Allowance	120	240	425
	Subtotal	149,574	167,684	244,022
Oper	ating and Maintenance			
217	Dues and Subscriptions	29	-	-
218	Non-Capital Equipment and Furniture	125	1,090	450
229	Materials and Miscellaneous Supplies	87	-	-
240	Equipment Repair and Maintenance	5,593	8,794	5,880
243	Non-Capital Computer Equipment and Supplies	903	347	885
245	Mileage Allowance	-	360	460
246	Liability Insurance	288	392	424
248	Lease Purchase Installment	-	2,067	-
250	Professional and Contracted Services	3,245	5,250	7,080
252	Ads and Legal Notices	279	-	-
264	Printing and Copying	127	-	-
	Subtotal	10,676	18,300	15,179
Non-	Operating Expense			
970	Transfers to Other Funds	-	-	2,067
	Subtotal	-	-	2,067
	SERVICE TOTAL	\$160,250	\$185,984	\$261,268

### Service: Solid Waste Removal/Disposal

### FUND: Sanitation Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

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

#### SERVICE: Solid Waste/Removal/Disposal

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Operations Manager	0.20	0.20	0.20
Parks Mtce & Solid Waste Operations Manager	0.50	0.50	0.50
Sanitation Supervisor	0.50	0.50	0.50
Public Works Technician	14.50	10.00	10.00
Administrative Assistant	0.00	0.25	0.25
Total	15.70	11.45	11.45

### Service: Solid Waste Removal/Disposal

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	685,613	603,761	562,661
112 Wages - Temporary	4,320	40,000	40,000
114 Skill Based Pay	13,827	15,720	1,200
115 One Time Payment	-	6,279	15,730
121 Wages - Overtime	15,489	30,000	30,000
122 Longevity Compensation	3,000	-	-
123 Leave Expense	17,477	8,000	8,000
124 Skill Based Overtime Pay	771	2,500	2,500
126 Retirement Health Savings Plan	9,711	4,980	4,580
128 FICA	-	2,480	2,480
129 Medicare	8,322	9,334	8,753
131 MOPC	36,574	30,188	28,191
132 Employee Insurance	112,475	98,413	91,714
133 Employee Retirement	56,742	40,452	37,779
135 Compensation Insurance	36,793	58,892	63,739
136 Unemployment Insurance	2,252	1,812	1,125
139 Dental Insurance	5,247	4,227	3,940
141 Uniforms and Protective Clothing	10,663	14,000	14,000
142 Food Allowance	64	500	500
Subtotal	1,019,340	971,538	916,892
Operating and Maintenance	.,	,	
210 Office Supplies	1,269	2,500	2,500
217 Dues and Subscriptions	-	750	750
218 Non-Capital Equipment and Furniture	66,665	55,000	55,000
228 Janitorial Supplies	853	2,000	2,000
229 Materials and Supplies	20,873	16,000	16,000
230 Printing and Copier Supplies	167	-	-
232 Building Repair and Maintenance	26,521	65,000	35,000
240 Equipment Repair and Maintenance	1,497	5,000	5,000
240 Equipment Repair and Maintenance	8,565	500	2,500
243 Non-Capital Computer Equipment and Supplies	3,310	6,500	6,735
246 Liability Insurance	48,700	62,321	60,676
-	5,543	3,500	3,500
	1,081,463		674,015
250 Professional and Contracted Services		642,015	5,000
252 Advertising and Legal Notices	9,716	5,000	
260 Utilities	25,042	25,000	25,000
261 Telephone Charges	8,815	7,500	7,500
263 Postage	12,721	15,000	15,000
264 Printing and Copying	8,399	5,500	5,500
269 Other Services and Charges	19,710	25,000	25,000
270 Administrative and Management Services	548,262	579,694	561,085
273 Fleet Lease - Operating and Maintenance	920,172	721,230	638,678
274 Fleet Lease - Replacement	182,083	557,664	688,050
Subtotal	3,000,346	2,802,674	2,834,489
Non-Operating Expense	10.077	10.000	10.000
950 Bad Debt	18,277	19,000	19,000
960 Depreciation	-	-	-
970 Transfers To Other Funds	204,013	1,909	7,458
Subtotal	222,290	20,909	26,458
Capital Outlay			
432 Vehicles	-	-	-
440 Machinery and Equipment	-	32,000	32,000
Subtotal	-	32,000	32,000
SERVICE TOTAL	\$4,241,976	\$3,827,121	\$3,809,839
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# Service: Curbside Recycling

### FUND: Sanitation Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

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

Budgeted Positions: Sanitation Supervisor	<b>2013 Budget</b> 0.50	<b>2014 Budget</b> 0.50	2015 Budget 0.50
Public Works Technician	2.00	5.50	5.50
Administrative Assistant	0.00	0.50	0.50
Total	2.50	6.50	6.50

### Service: Curbside Recycling

Perso	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	212,492	256,130	301,569
112	Wages - Temporary	34	-	-
114	Skill Based Pay	6,708	5,000	-
115	One Time Payment	-	2,465	8,829
121	Wages - Overtime	7,664	10,000	10,000
122	Longevity Compensation	1,225	-	-
123	Leave Expense	(527)	-	-
124	Skill Based Overtime Pay	750	-	-
126	Retirement Health Savings Plan	1,733	2,200	2,600
128	FICA	2	-	-
129	Medicare	1,313	3,714	4,370
131	MOPC	6,623	12,807	15,076
132	Employee Insurance	16,911	41,749	49,157
133	Employee Retirement	10,304	17,161	20,205
135	Compensation Insurance	5,604	4,224	7,034
136	Unemployment Insurance	363	768	603
139	Dental Insurance	846	1,793	2,114
	Subtotal	272,045	358,011	421,557
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	-	45,000	45,000
229	Materials and Supplies	(121)	5,000	5,000
232	Building Repair and Maintenance	567	-	-
240	Equipment Repair and Maintenance	-	555	555
243	Non-Capital Computer Equipment and Supplies	-	-	470
246	Liability Insurance	14,891	16,862	13,355
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	213,100	190,000	140,000
260	Utilities	2,371	-	-
263	Postage	-	4,000	4,000
264	Printing and Copying	2,432	4,000	4,000
273	Fleet Lease - Operating and Maintenance	175,656	186,071	147,156
274	Fleet Lease - Replacement	188	2,148	13,278
	Subtotal	409,084	454,136	373,314
	SERVICE TOTAL	\$681,129	\$812,147	\$794,871

## Service: Special Trash Pickup

### FUND: Sanitation Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

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

#### SERVICE: Special Trash Pickup

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Public Works Technician	2.50	3.50	3.50
Facility Maintenance Worker	0.75	1.00	1.00
Sr Grounds Maintenance Technician	0.00	0.20	0.20
Customer Service Representative	1.00	1.00	1.00
Administrative Assistant	1.00	0.25	0.25
Total	5.25	5.95	5.95

### Service: Special Trash Pickup

Personal Service	S	2013 Actual	2014 Budget	2015 Budget
111 Salaries and	d Wages	154,470	258,552	262,499
112 Wages - Te	mporary	23	37,120	37,120
114 Skill Based	Рау	8,666	1,200	900
115 One Time F	ayment	-	4,308	7,199
121 Wages - Ov	retime	10,774	15,000	15,000
122 Longevity C	compensation	1,680	-	-
123 Leave Expe	nse	9,295	-	-
124 Skill Based	Overtime Pay	373	-	-
126 Retirement	Health Savings Plan	7,429	2,380	2,380
128 FICA		-	2,301	2,301
129 Medicare		2,577	4,304	4,357
131 MOPC		11,405	12,988	13,170
132 Employee I	nsurance	36,737	42,144	42,788
133 Employee F	Retirement	17,708	17,399	17,648
135 Compensat	ion Insurance	2,924	8,712	9,552
136 Unemploym	ent Insurance	712	776	526
139 Dental Insu	rance	1,662	1,810	1,839
Subtotal		266,435	408,994	417,279
Operating and Ma	aintenance			
229 Materials ar	nd Supplies	-	2,000	2,000
243 Non-Capita	Computer Equipment and Supplies	-	-	235
246 Liability Inst	urance	4,819	7,841	8,734
247 Safety Expe	enses	-	500	500
250 Professiona	l and Contracted Services	340,021	425,000	425,000
273 Fleet Lease	- Operating and Maintenance	44,405	49,116	49,358
274 Fleet Lease	- Replacement	10,849	45,593	52,273
Subtotal		400,094	530,050	538,100
SERVICE T	OTAL	\$666,529	\$939,044	\$955,379

# Service: Regulatory Compliance

### FUND: Sanitation Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

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

Services include:

- Providing technical evaluations and direction on environmental requirements for internal and external customers
- Planning for future regulatory requirements
- Coordinating watershed management activities, including monitoring, sampling and data evaluation
- Managing the stormwater quality program to meet the requirements of the City's Municipal Separate Stormwater System Permit issued by the Colorado Department of Public Health and Environment (CDPHE)
- Monitoring and tracking regulatory requirements for drinking water, wastewater treatment, stormwater quality, air quality, and solid waste
- Providing assistance and support to Operations in meeting CDPHE permit conditions and federal and state safe drinking water requirements
- Managing the department's water conservation program
- Coordinating compliance activities between divisions and departments
- Providing enforcement response to environmental violations
- Coordinating involvement in regional environmental initiatives and programs
- Providing outreach and education on environmental issues related to City activities
- Directing the City's sustainability program
- Providing primary staff support to the Board of Environmental Affairs

This is a shared service with the Water, Streets, Storm Drainage and Sewer funds.

SERVICE: Regulatory Compliance			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Environmental Services Manager	0.05	0.05	0.05
Total	0.05	0.05	0.05

### Service: Regulatory Compliance

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	5,729	3,814	3,825
115	One Time Payment	-	10	27
122	Longevity Compensation	61	35	36
123	Leave Expense	110	-	-
126	Retirement Health Savings Plan	40	19	19
129	Medicare	32	30	30
131	MOPC	285	191	191
132	Employee Insurance	1,062	622	623
133	Employee Retirement	398	242	256
135	Compensation Insurance	4	3	3
136	Unemployment Insurance	21	11	8
137	Staff Training and Conferences	63	55	65
139	Dental Insurance	49	27	27
	Subtotal	7,854	5,059	5,110
Oper	ating and Maintenance			
210	Office Supplies	0	-	-
216	Reference Books and Materials	1	4	4
217	Dues and Subscriptions	89	72	-
218	Non-Capital Equipment and Furniture	45	22	4
229	Materials and Miscellaneous Supplies	0	-	-
243	Non-Capital Computer Equipment and Supplies	23	32	62
245	Mileage Allowance	1	-	6
246	Liability Insurance	25	13	13
247	Safety Expenses	2	6	6
250	Professional and Contracted Services	684	1,500	8,000
259	Licenses and Permits	-	-	20
264	Printing and Copying	13	-	5
	Subtotal	883	1,649	8,120
	SERVICE TOTAL	\$8,737	\$6,708	\$13,230

## Service: Landfill Maintenance

### FUND: Sanitation Fund DEPARTMENT: Public Works and Natural Resources

#### Service Description:

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

#### LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Oper	ating and Maintenance			
241	Grounds Maintenance	7,469	3,000	3,000
250	Professional and Contracted Services	68	7,000	7,000
	Subtotal	7,537	10,000	10,000
	SERVICE TOTAL	\$7,537	\$10,000	\$10,000

### **CAPITAL IMPROVEMENT PROGRAM PROJECTS**

SANITATION FUND PROJECTS	20	15 Budget
PB-82 Municipal Buildings HVAC Replacement	\$	15,631
PB-119 Municipal Buildings Flooring Replacement		7,575
PB-192 Operations & Maintenance Building/Site Improvement		294,875
S-4 Waste Diversion Center Upgrades		25,000
TOTAL	\$	343,081

## **AFFORDABLE HOUSING FUND - Fund Summary**

	2	2013 Actual	2014 Bu	udget	2015 Bud	lget
Personal Services		113,373	17	5,589	164,	321
Operating and Maintenance		90,577	13	2,327	189,	228
Non-Operating		580		108		108
Capital		-		-		-
TOTAL	\$	204,530	\$ 30	8,024 \$	<b>5</b> 353,	657

#### Fund Description

The Affordable Housing Fund provides private and nonprofit housing developers with funding to support, construct, provide or reinvest in housing that is affordable to the city's lower income workforce and those living in poverty. Each year that sufficient funds are available, funding proposals are requested. The Affordable Housing Technical Review Group and the Housing and Human Services Advisory Board review the requests for project funding and make funding recommendations. These recommendations are then presented to City Council for formal approval. Some funds are set aside to offset water/sewer system development fees for developers providing a substantial amount of affordable housing in their developments. Administration of this fund is provided by the Community Services Department.

# **AFFORDABLE HOUSING FUND - Fund Statement**

	2013 Actual	2014 Budget	2	015 Budget
BEGINNING WORKING CAPITAL	\$ 733,916	\$ 1,587,650	\$	1,156,477
Committed Working Capital	-	400,464		-
SOURCES OF FUNDS REVENUES				
Interest	46,007	-		-
Miscellaneous	861,609	125,000		180,000
Operating Transfers	152,315	152,315		152,315
Adjustment for GAAP Revenue	(1,667)	-		-
TOTAL FUNDS	1,058,264	277,315		332,315
EXPENDITURES				
Personal Services	113,373	175,589		164,321
Operating and Maintenance	90,577	132,327		189,228
TOTAL ADJUSTED EXPENDITURES	204,530	308,024		353,657
ENDING WORKING CAPITAL	1,587,650	1,156,477		1,135,135
CONTRIBUTION TO/(FROM) RESERVES	\$ 853,734	\$ (30,709)	\$	(21,342)

## Service: Affordable Housing Administration

### FUND: Affordable Housing Fund DEPARTMENT: Community Services

### Service Description:

This service develops and administers affordable housing projects using local funds provided to the Affordable Housing Fund, as well as oversees the Housing Incentive and Fee Reduction Programs. Activities include developing project proposals, administering the monies allocated for these projects, using creative techniques to obtain additional project funding, monitoring progress of all projects, following all required procedures, maintaining accurate records of projects, and providing written documentation as required or otherwise requested by City Council. This service provides funding for housing projects for low- and moderate-income households, approves and monitors the use of development fee waivers, gualifies potential affordable home buyers, and educates the real estate and lending communities about the City's affordable housing programs. This service also supports the City's participation on the Longmont Housing Opportunity Team (LHOT), the administration of all homeless assistance programs, the administration of the City's Pilot Poverty Initiative, and the city's participation in the Boulder County Circles Campaign, and administers the Human Service Agency funding process.

SERVICE: Affordable Housing Administration			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
CDBG Coordinator	0.50	0.50	0.50
Housing Program Specialist	1.50	1.50	2.15
Total	2.00	2.00	2.65

### Service: Affordable Housing Administration

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	70,491	127,218	113,037
112	Wages - Temporary	7,789	-	-
115	One Time Payment	-	500	750
121	Wages - Overtime	2,813	3,921	3,921
123	Leave Expense	647	400	400
126	Retirement Health Savings Plan	589	800	760
128	FICA	1,273	-	-
129	Medicare	986	1,632	1,639
131	MOPC	2,789	5,626	5,652
132	Employee Insurance	16,950	18,340	18,425
133	Employee Retirement	3,469	7,539	7,573
135	Compensation Insurance	3,685	7,187	8,747
136	Unemployment Insurance	339	338	226
137	Staff Training and Conferences	-	1,000	2,000
139	Dental Insurance	791	788	791
142	Food Allowance	762	300	400
	Subtotal	113,373	175,589	164,321
Oper	ating and Maintenance			
210	Office Supplies	67	400	400
218	Non-Capital Equipment and Furniture	3,017	400	1,000
229	Materials and Supplies	444	500	600
240	Equipment Repair and Maintenance	-	750	597
243	Non-Capital Computer Equipment and Supplies	1,200	200	1,000
245	Mileage Allowance	361	500	480
246	Liability Insurance	362	456	451
249	Operating Leases and Rentals	1,561	500	500
250	Professional and Contracted Services	77,481	125,000	180,000
252	Advertising and Legal Notices	1,425	1,221	1,200
263	Postage	862	900	1,000
264	Printing and Copying	3,697	1,500	2,000
269	Other Services and Charges	100	-	-
	Subtotal	90,577	132,327	189,228
Non-	Operating Expense			
970	Transfers to Other Funds	580	108	108
	Subtotal	580	108	108
	SERVICE TOTAL	\$204,530	\$308,024	\$353,657

## **AIRPORT FUND - Fund Summary**

	2	2013 Actual	2014 Bu	dget 2	2015 Budget
Personal Services		106,794	117	,757	121,668
Operating and Maintenance		186,290	220	,294	195,164
Non-Operating		1,157		64	76
Capital		433,240		-	1,500
TOTAL	\$	727,481	\$ 338	,115 \$	318,408

#### Fund Description

The Airport Fund pays for all expenses associated with maintaining and improving Vance Brand Municipal Airport. The major revenue to the Airport Fund is payment of leases for hangar space at the airport. The City's airport manager oversees operations and administers construction projects.

The Airport Fund includes one budget service, Airport Operations. Administration of this fund is provided by the Public Works and Natural Resources Department.

# **AIRPORT FUND - Fund Statement**

	2013 A	ctual	2014 Budg	get	2015 Budget
BEGINNING WORKING CAPITAL	\$ 39	9,790	\$ 78,1	70 \$	29,795
COMMITTED WORKING CAPITAL		-	44,4	44	-
SOURCES OF FUNDS					
REVENUES					
Charges for Services	271	I,187	300,6	684	292,923
Grants	953	3,192	-	-	-
Interest	1	I,158	-	-	-
Miscellaneous	23	3,408	33,5	500	32,000
Estimated Revenue Adjustment		-	-	-	-
Adjustment for GAAP Revenue	10	),267	-	-	-
TOTAL FUNDS	1,259	9,212	334,1	84	324,923
EXPENSES					
Airport Operations	293	3,556	338,1	15	318,408
CIP Projects		3,925		-	-
Estimated Expense Adjustment		-	-	-	-
Total Operating Expenses		7,481	338,1	15	318,408
Adjustment for GAAP Expenses	493	3,351	-	-	-
TOTAL ADJUSTED EXPENSES	1,220	),832	338,1	15	318,408
ENDING WORKING CAPITAL	78	3,170	29,7	'95	36,310
CONTRIBUTION TO/(FROM) RESERVES	\$ 38	8,380	\$ (3,9	931) \$	6,515

### Service: Airport Operations

### FUND: Airport Fund DEPARTMENT: External Services

#### Service Description:

This service is responsible for the management, administration and operation of Vance Brand Municipal Airport. Airport Operations Service responsibilities include lease negotiation and enforcement, capital improvement and budget preparation, facility maintenance, project design and management, revenue collections, FAA and state grant applications and administration, enforcement of airport rules and regulations, emergency response and coordination with local and federal agencies, scheduling and coordinating special events, and community relations.

SERVICE:	Airport	Operations
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Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Airport Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

### Service: Airport Operations

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	73,481	88,061	91,135
121	Wages - Overtime	190	-	-
123	Leave Expense	6,182	810	810
126	Retirement Health Savings Plan	1,201	400	400
129	Medicare	1,091	1,277	1,321
131	MOPC	4,291	4,403	4,557
132	Employee Insurance	13,030	14,354	14,855
133	Employee Retirement	6,241	5,900	6,106
135	Compensation Insurance	46	72	64
136	Unemployment Insurance	260	264	182
137	Staff Training and Conferences	-	1,500	1,500
139	Dental Insurance	607	616	638
142	Food Allowance	174	100	100
	Subtotal	106,794	117,757	121,668
Oper	rating and Maintenance			
210	Office Supplies	38	250	250
217	Dues and Subscriptions	515	1,150	1,150
229	Materials and Supplies	217	250	250
230	Printing and Copier Supplies	123	-	-
232	Building Repair and Maintenance	122	3,000	3,000
233	Facility Repair and Maintenance	4,874	3,000	3,000
240	Equipment Repair and Maintenance	-	150	150
245	Mileage Allowance	13	-	-
246	Liability Insurance	663	5,217	5,505
250	Professional and Contracted Services	48,232	60,000	60,000
252	Advertising and Legal Notices	1,933	500	500
260	Utilities	5,861	5,700	6,000
261	Telephone Charges	422	500	500
263	Postage	139	300	300
264	Printing and Copying	456	500	500
270	Administrative and Management Services	119,864	138,845	112,744
273	Fleet Lease - Operating and Maintenance	2,818	932	1,315
	Subtotal	186,290	220,294	195,164
Non-	Operating Expense			
960	Depreciation	-	-	-
970	Transfers to Other Funds	472	64	76
974	AIPP Transfers	685		
	Subtotal	1,157	64	76
Capi	tal Outlay			
470	Planning and Design	8,947	-	1,500
480	System Improvements	424,293	-	-
	Subtotal	433,240	-	1,500
	SERVICE TOTAL	\$727,481	\$338,115	\$318,408

## **ART IN PUBLIC PLACES FUND - Fund Summary**

	20	013 Actual	2014 E	Budget	20	15 Budget
Personal Services		38,742		38,730		38,950
Operating and Maintenance		47,261		95,725		113,202
Non-Operating		140		<sup></sup> 31		 31
Capital		-		-		-
TOTAL	\$	86,143	\$ 1	34,486	\$	152,183

#### Fund Description

The Art in Public Places Fund was created in 1988 to accumulate monies for the purchase of art to be displayed in public places. Revenues are received through transfers from other City operating funds equal to 1% of the construction costs for capital projects exceeding \$50,000. The Art in Public Places Commission plans and develops various art projects with these funds. Through this program, more than 50 public art projects have been installed at 6th Avenue Plaza, the Library, the Civic Center, the Safety and Justice Center, Garden Acres Park, along the St. Vrain Greenway, at the Senior Center, throughout downtown, at the Youth Center, Kensington Park, Ute Creek Golf Course, Roosevelt Park and the Quail Campus. Administration of this fund is provided by the Community Services Department and the Longmont Museum.

# **ART IN PUBLIC PLACES FUND - Fund Statement**

	2013 Actual	2014 Budget	20	15 Budget
BEGINNING WORKING CAPITAL	\$ 361,016	\$ 413,680	\$	385,524
Committed Working Capital	-	12,370		-
SOURCES OF FUNDS REVENUES				
Interest Miscellaneous	(671)	-		-
Transfers from Other Funds Adjustment for GAAP Revenue	148,783 (9,305)	118,700		259,757
-				
TOTAL FUNDS	138,807	118,700		259,757
EXPENDITURES				
Personal Services	38,742	38,730		38,950
Operating and Maintenance	47,261	95,725		113,202
TOTAL EXPENDITURES	86,143	134,486		152,183
ENDING WORKING CAPITAL	413,680	385,524		493,098
CONTRIBUTION TO/(FROM) RESERVES	\$ 52,664	\$ (15,786)	\$	107,574

## Service: Art in Public Places

### FUND: Art in Public Places Fund DEPARTMENT: Community Services

#### Service Description:

Art in Public Places is dedicated to enhancing the Longmont community by providing a diverse collection of public art. The Art in Public Places Commission, appointed by City Council, with staffing and support provided through the Longmont Museum and the Community Services Department, oversees the use of this fund for the creation and maintenance of a permanent public art collection, a program of temporary public art, and building community awareness of Longmont's public art.

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Art in Public Places Admin	0.50	0.50	0.50
Total	0.50	0.50	0.50

#### Service: Art in Public Places

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	27,564	27,756	27,756
115	One Time Payment	-	500	750
123	Leave Expense	1,501	-	-
126	Retirement Health Savings Plan	200	200	200
129	Medicare	564	402	402
131	MOPC	1,463	1,388	1,388
132	Employee Insurance	4,163	4,524	4,524
133	Employee Retirement	1,847	1,860	1,860
135	Compensation Insurance	14	23	20
136	Unemployment Insurance	83	83	56
137	Staff Training and Conferences	1,149	1,800	1,800
139	Dental Insurance	194	194	194
	Subtotal	38,742	38,730	38,950
Oper	ating and Maintenance			
210	Office Supplies	-	200	200
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	255	400	400
223	Lab and Photo Supplies	165	-	-
225	Freight	-	1,000	1,000
229	Materials and Supplies	3,936	2,950	3,950
233	Facility Repair and Maintenance	20,410	22,600	12,600
240	Equipment Repair and Maintenance	642	600	600
241	Grounds Maintenance	-	4,000	4,000
243	Non-Capital Computer Equipment and Supplies	-	500	500
245	Mileage Allowance	87	600	600
246	Liability Insurance	773	4,275	7,152
250	Professional and Contracted Services	19,894	53,500	75,500
252	Advertising and Legal Notices	-	600	2,000
261	Telephone Charges	209	300	300
263	Postage	247	800	800
264	Printing and Copying	234	1,600	1,800
269	Other Services and Charges	409	1,600	1,600
	Subtotal	47,261	95,725	113,202
Non-	Operating Expense			
970	Transfers to Other Funds	140	31	31
	Subtotal	140	31	31
	SERVICE TOTAL	\$86,143	\$134,486	\$152,183

## **CALLAHAN HOUSE FUND - Fund Summary**

	2	013 Actual	2014 B	udget	2015 Bu	dget
Personal Services		73,709	8	31,574	78	3,670
Operating and Maintenance		14,622	2	23,725	26	6,650
Non-Operating		-		-		-
Capital		-		-		-
TOTAL	\$	88,331	\$ 10	5,299 \$	5 105	5,320

#### Fund Description

The Callahan House, built in 1892, is on the National Register of Historic Places. It was donated to the City in 1938 by the Callahan family to be used for meetings and social events.

The Callahan House Fund was created in 1995 as a result of the City assuming direct responsibility for managing the facility. Previously, the City was responsible for only the maintenance and operational costs of the facility and providing funds for the house manager's salary on a contract basis. Administration of this fund is provided by the Community Services Department.

# **CALLAHAN HOUSE FUND - Fund Statement**

	2013 Actual	2014 Budget	2	2015 Budget
BEGINNING WORKING CAPITAL	\$ 13,659	\$ 21,420	\$	13,975
Committed Working Capital	-	-		-
SOURCES OF FUNDS				
REVENUES				
Charges for Services	36,192	37,450		37,550
Interest	(32)	200		200
Miscellaneous	163	-		-
Transfers from Other Funds	60,204	60,204		69,352
Adjustment for GAAP Revenue	(435)	-		-
TOTAL FUNDS	96,092	97,854		107,102
EXPENDITURES				
Personal Services	73,709	81,574		78,670
Operating and Maintenance	14,622	23,725		26,650
TOTAL EXPENDITURES	88,331	105,299		105,320
ENDING WORKING CAPITAL	21,420	13,975		15,757
CONTRIBUTION TO/(FROM) RESERVES	\$ 7,761	\$ (7,445)	\$	1,782

#### Service: Callahan House

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Callahan House Manager	0.85	0.85	0.85
Total	0.85	0.85	0.85

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	49,249	51,993	51,235
112	Wages - Temporary	8,702	11,600	8,700
115	One Time Payment	-	104	1,275
123	Leave Expense	900	-	-
126	Retirement Health Savings Plan	300	340	340
128	FICA	553	719	539
129	Medicare	685	922	869
131	MOPC	2,507	2,600	2,562
132	Employee Insurance	6,780	8,475	8,351
133	Employee Retirement	3,165	3,484	3,433
135	Compensation Insurance	416	817	905
136	Unemployment Insurance	136	156	102
139	Dental Insurance	316	364	359
	Subtotal	73,709	81,574	78,670
Oper	ating and Maintenance			
210	Office Supplies	222	500	500
217	Dues and Subscriptions	365	350	350
218	Non-Capital Equipment and Furniture	2,518	1,500	2,500
228	Janitorial Supplies	422	450	450
229	Materials and Supplies	1,318	2,500	2,500
230	Printing and Copier Supplies	445	400	400
232	Building Repair and Maintenance	-	750	750
240	Equipment Repair and Maintenance	207	750	750
241	Grounds Maintenance	1,009	2,500	2,500
243	Non-Capital Computer Equipment and Supplies	35	500	500
245	Mileage Allowance	-	500	500
246	Liability Insurance	166	275	300
250	Professional and Contracted Services	3,144	2,000	3,500
252	Advertising and Legal Notices	2,660	3,500	7,000
261	Telephone Charges	422	750	750
263	Postage	43	500	500
264	Printing and Copying	1,511	2,000	2,400
269	Other Services and Charges	135	4,000	500
	Subtotal	14,622	23,725	26,650
	SERVICE TOTAL	\$88,331	\$105,299	\$105,320

## COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Summary

Personal Services Operating and Maintenance	:	2013 Actual 134,890 754,673	<b>2014 Budget</b> 106,307 605,970	015 Budget 137,335 753,241
Non-Operating Capital <b>TOTAL</b>	\$	889,563	\$ 712,277	890,576

#### Fund Description

The Community Development Block Grant and HOME Fund tracks the City's use of federal grants from the U.S. Department of Housing and Urban Development (HUD) and various state grants. City staff assemble a proposed spending program for the annual grants from HUD, and the Housing and Human Services Advisory Board reviews the requests for project funding. These recommendations are then presented to City Council for formal approval. At least two public hearings are held to solicit comments from the public as per HUD requirements. Administration of this fund is provided by the Community Services Department.

# COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Statement

	2	013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$	294,216	\$ 294,045	\$ 177,708
COMMITTED WORKING CAPITAL		-	102,904	-
SOURCES OF FUNDS				
REVENUES				
Grants		648,518	618,844	780,000
Interest		18,335	-	-
Miscellaneous		121,015	80,000	95,000
Adjustment for GAAP Revenue		101,524	-	-
TOTAL FUNDS		889,392	698,844	875,000
EXPENDITURES				
Personal Services		134,890	106,307	137,335
Operating and Maintenance		754,673	605,970	753,241
Capital		-	-	-
TOTAL ADJUSTED EXPENDITURES		889,563	712,277	890,576
ENDING WORKING CAPITAL		294,045	177,708	162,132
CONTRIBUTION TO/(FROM) RESERVES	\$	(171)	\$ (13,433)	\$ (15,576)

### Service: CDBG and HOME Grant Administration

### FUND: Community Develoment Block Grand and HOME Grant Funds DEPARTMENT: Community Services

#### Service Description:

This service develops and administers projects using Community Development Block Grant funds, HOME Investment Partnership funds and any other federal, state and private funds solicited for the City or nonprofit organizations. Activities include developing project proposals, administering the monies allocated for these projects, using creative techniques to obtain additional project funding, monitoring progress of all projects, following all required procedures, maintaining accurate records of projects, and providing written documentation in accordance with the Department of Housing and Urban Development's (HUD) and other regulatory agencies' guidelines. HUD staff review the City's needs, plans and past performance before making its annual allocation of funds. This service provides funding for housing programs for low- and moderate-income households, administers the Down Payment Assistance and other homeownership programs, funds the City's major Neighborhood Revitalization Program and the City's Small Business Revolving Loan fund supporting economic and business development, and performs other duties to further the City's affordable housing and community reinvestment activities.

SERVICE: Community Development Block Grant and HOME Grant Administration	

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
CDBG Coordinator	0.50	0.50	0.50
Housing Program Specialist	1.00	1.00	1.35
Rehabilitation Ins Specialist	0.00	0.00	1.00
Total	1.50	1.50	2.85

#### Service: CDBG and HOME Grant Administration

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	72,003	74,637	97,563
112 Wages - Temporary	33,101	-	-
115 One Time Payment	-	783	750
121 Wages - Overtime	69	563	563
123 Leave Expense	1,180	400	-
126 Retirement Health Savings Plan	989	600	640
128 FICA	1,260	-	-
129 Medicare	1,400	1,295	1,415
131 MOPC	4,449	4,467	4,878
132 Employee Insurance	13,294	14,562	15,903
133 Employee Retirement	5,615	5,986	6,537
135 Compensation Insurance	53	60	6,007
136 Unemployment Insurance	265	268	196
137 Staff Training and Conferences	592	1,860	2,000
139 Dental Insurance	620	626	683
142 Food Allowance	-	200	200
Subtotal	134,890	106,307	137,335
Operating and Maintenance			
210 Office Supplies	335	800	700
217 Dues and Subscriptions	1,859	2,000	2,100
218 Non-Capital Equipment and Furniture	40	400	2,000
229 Materials and Supplies	439	500	1,400
240 Equipment Repair and Maintenance	-	750	1,000
243 Non-Capital Computer Equipment and Supp	lies 5,177	1,200	1,800
245 Mileage Allowance	457	420	520
246 Liability Insurance	348	246	60
249 Operating Leases and Rentals	-	1,375	1,500
250 Professional and Contracted Services	704,486	565,296	688,958
252 Advertising and Legal Notices	656	1,150	1,300
263 Postage	3,857	1,200	903
264 Printing and Copying	4,508	3,173	3,000
269 Other Services and Charges	32,511	27,460	48,000
Subtotal	754,673	605,970	753,241
SERVICE TOTAL	\$889,563	\$712,277	\$890,576

### **CONSERVATION TRUST FUND - Fund Summary**

	2	2013 Actual	2014 Bu	dget	2015 Budge	et
Personal Services		-		-	-	
Operating and Maintenance		15,649		-	50,00	0
Non-Operating		-		-	-	
Capital		283,639	562	2,500	4,187,00	0
TOTAL	\$	299,288		2,500 \$	4,237,00	

#### Fund Description

The Community Development Block Grant and HOME Fund tracks the City's use of federal grants from the U.S. Department of Housing and Urban Development (HUD) and various state grants. City staff assemble a proposed spending program for the annual grants from HUD, and the Housing and Human Services Advisory Board reviews the requests for project funding. These recommendations are then presented to City Council for formal approval. At least two public hearings are held to solicit comments from the public as per HUD requirements. Administration of this fund is provided by the Community Services Department.

# **CONSERVATION TRUST FUND - Fund Statement**

	2013 Actual	2014 Budget	2	2015 Budget
BEGINNING WORKING CAPITAL	\$ 5,550,412	\$ 6,210,398	\$	5,640,457
Committed Working Capital	-	742,481		-
SOURCES OF FUNDS REVENUES				
Lottery Proceeds	945,452	725,000		750,000
Interest	(7,735)	10,040		18,552
Adjustment for GAAP Revenue	21,557	-		-
TOTAL FUNDS	959,274	735,040		768,552
EXPENDITURES				
Operating and Maintenance	15,649	-		50,000
Capital	283,639	562,500		4,187,000
TOTAL EXPENDITURES	299,288	562,500		4,237,000
ENDING WORKING CAPITAL	6,210,398	5,640,457		2,172,009
CONTRIBUTION TO/(FROM) RESERVES	\$ 659,986	\$ 172,540	\$	(3,468,448)

## **DOWNTOWN DEVELOPMENT AUTHORITY - Fund Summary**

	2013 Actual	2014	Budget	2	015 Budget
Personal Services	259,933	:	242,944		245,491
Operating and Maintenance	339,945	:	275,640		248,870
Non-Operating	870,299	:	247,875		575,707
Capital	210,538		-		297,027
TOTAL	\$ 1,680,715	\$	766,459	\$	1,367,095

#### 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 T

ax increment revenues for property within the LDDA boundaries is the source of funds to pay the debt service payments in the Debt Service Fund. Revenues for building permits are used for construction and maintenance projects within the LDDA district out of the Building Permit Fund.

## DOWNTOWN DEVELOPMENT AUTHORITY DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS

	2	2013 Actual	2	014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$	176,298	\$	(454,495) \$	(460,910)
Committed Working Capital		-		-	-
SOURCES OF FUNDS					
REVENUES					
Property Taxes		134,535		190,312	174,725
Automobile Taxes		6,560		7,000	7,000
Interest Income		1,580		930	900
Transfer from GID		1,500		-	-
Transfer from Downtown Parking		_		_	_
Transfer from DIP		2,500		2,500	2,500
Transfer from City General Fund		22,800		-	2,000
Transfer from TIF Interest Revenue		16,819		_	_
Miscellaneous		1,019		_	_
Adjustment for GAAP Revenue		2,287		-	-
TOTAL FUNDS		188,100		200,742	185,125
EXPENSES					
Operations		818,893		207,157	196,370
Adjustment for GAAP Expenses		-		-	_
TOTAL EXPENSES		818,893		207,157	196,370
ENDING WORKING CAPITAL		(454,495)		(460,910)	(472,155)
CONTRIBUTION TO/(FROM) RESERVES	\$	(630,793)	\$	(6,415) \$	(11,245)

# DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$ 3,926,587	\$ 3,750,557	\$ 90,766
COMMITTED WORKING CAPITAL	-	3,659,791	-
SOURCES OF FUNDS REVENUES			
Interest Income	112	-	-
Proceeds from Advance	379,000	-	297,027
Adjustment for GAAP Revenue	23,447	-	-
TOTAL FUNDS	402,559	-	297,027
EXPENSES			
Operations	368,051	-	-
Capital	210,538	-	297,027
TOTAL EXPENSES	578,589	-	297,027
ENDING WORKING CAPITAL	3,750,557	90,766	90,766
CONTRIBUTION TO/(FROM) RESERVES	\$ (176,030)	\$ -	\$ -

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## DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

	2013 Actual	2014 Budget	2	015 Budget
BEGINNING WORKING CAPITAL	\$ 1,913,364	\$ 2,332,750	\$	2,570,699
COMMITTED WORKING CAPITAL	-	-		-
SOURCES OF FUNDS REVENUES				
Property Tax Increment - 1016	1,025,321	483,324		483,324
Interest Income	(3,542)	-		-
Adjustment for GAAP Revenue	(58,742)	-		-
TOTAL FUNDS	963,037	483,324		483,324
EXPENSES				
Principal	502,814	240,375		570,707
Interest and Fiscal Charges	2,237	5,000		5,000
Interfund Transfers	38,600	-		-
TOTAL EXPENSES	543,651	245,375		575,707
ENDING WORKING CAPITAL	2,332,750	2,570,699		2,478,316
CONTRIBUTION TO/(FROM) RESERVES	\$ 419,386	\$ 237,949	\$	(92,383)

# DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND

	2013 Actual	2014 Budget	2	015 Budget
BEGINNING WORKING CAPITAL	\$ 308,827	\$ 390,082	\$	115,035
Committed Working Capital	-	272,547		-
SOURCES OF FUNDS				
REVENUES				
Building Permits	65,628	20,000		20,000
Interest Income	162	-		-
Transfer from DDA	100,000			
Adjustment for GAAP Revenue	(1,229)	-		-
TOTAL FUNDS	164,561	20,000		20,000
EXPENSES				
Operations	83,306	22,500		22,500
Capital	-	-		-
TOTAL EXPENSES	83,306	22,500		22,500
ENDING WORKING CAPITAL	390,082	115,035		112,535
CONTRIBUTION TO/(FROM) RESERVES	\$ 81,255	\$ (2,500)	\$	(2,500)

## DOWNTOWN DEVELOPMENT AUTHORITY CDBG

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$ 29,806	\$ 29,801	\$ 29,801
Adjustment for Loans Receivable	-	-	-
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	10	-	-
Miscellaneous	(15)	-	-
TOTAL FUNDS	(5)	-	-
EXPENSES			
Operations	-	-	-
TOTAL EXPENSES	-	-	-
ENDING WORKING CAPITAL	29,801	29,801	29,801
CONTRIBUTION TO/(FROM) RESERVES	\$ (5)	\$ -	\$ -

### DOWNTOWN DEVELOPMENT AUTHORITY FACADE IMPROVEMENT

	2013 Actual	2	2014 Budget	20	15 Budget
BEGINNING WORKING CAPITAL	\$ 1,299,631	\$	1,531,743	\$	79,736
COMMITTED WORKING CAPITAL	-		1,452,007		-
SOURCES OF FUNDS					
REVENUES					
Interest Income	535		-		-
Transfer from DDA	197,757		-		-
Adjustment for GAAP Revenue	33,820		-		-
TOTAL FUNDS	232,112		-		-
EXPENSES					
Operations	-		-		-
TOTAL EXPENSES	-		-		-
ENDING WORKING CAPITAL	1,531,743		79,736		79,736
CONTRIBUTION TO/(FROM) RESERVES	\$ 232,112	\$	-	\$	-

# DOWNTOWN DEVELOPMENT AUTHORITY ARTS AND ENTERTAINMENT

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$ 802,896	\$ 716,234	\$ 1,811
COMMITTED WORKING CAPITAL	-	688,671	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	500	10,000	10,000
Charges for Service	2,185	-	-
Interest Income	(394)	-	-
Proceeds from Advance	123,814	240,375	248,680
Transfer from DDA	23,416	-	-
Transfer from City General Fund	45,000	22,800	25,000
Miscellaneous	32,776	15,000	15,000
Adjustment for GAAP Revenue	4,212	-	-
TOTAL FUNDS	231,509	288,175	298,680
EXPENSES			
Operations	318,171	313,927	275,491
TOTAL EXPENSES	318,171	313,927	275,491
ENDING WORKING CAPITAL	716,234	1,811	25,000
CONTRIBUTION TO/(FROM) RESERVES	\$ (86,662)	\$ (25,752)	\$ 23,189

# Service: Downtown Development Authority - Operations

### FUND: Downtown Development Authority Special Revenue Fund

### Service Description:

The Longmont Downtown Development Authority (LDDA) is a special district created in 1982 for the purpose of stimulating and guiding redevelopment within its boundaries. The service is supported largely by a special property tax levied on all real and personal property located within LDDA boundaries. This service provides for the general operations of the LDDA.

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
LDDA Executive Director	0.45	0.55	0.57
Downtown Specialist	0.25	0.40	0.52
Administrative Assistant	0.00	0.30	0.30
Total	0.70	1.25	1.39

### Service: LDDA Operations

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	65,214	105,695	112,805
112	Wages - Temporary	20,991	-	-
114	Skill Based Pay	272	300	-
121	Wages - Overtime	-	-	704
123	Leave Expense	1,729	-	-
126	Retirement Health Savings Plan	319	500	556
128	FICA	2,381	-	-
129	Medicare	1,424	1,536	1,636
131	MOPC	3,198	5,300	5,640
132	Employee Insurance	10,343	17,229	18,387
133	Employee Retirement	4,037	7,100	7,558
135	Compensation Insurance	517	800	-
136	Unemployment Insurance	207	317	225
137	Staff Training and Conferences	702	2,000	2,000
139	Dental Insurance	483	740	789
142	Food Allowance	949	250	250
	Subtotal	112,766	141,767	150,550
Oper	ating and Maintenance			
210	Office Supplies	395	700	600
217	Dues and Subscriptions	1,085	1,000	1,000
218	Non-Capital Equipment and Furniture	299	500	500
229	Materials and Supplies	2,162	2,000	2,500
232	Building Repair and Maintenance	1,961	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	808	-	-
245	Mileage Allowance	491	300	300
246	Liability Insurance	7,350	6,800	7,700
249	Operating Leases and Rentals	7,669	9,500	9,500
250	Professional and Contracted Services	15,899	13,300	15,000
252	Advertising and Legal Notices	575	750	750
260	Utilities	290	2,070	2,000
261	Telephone Charges	720	720	720
263	Postage	477	250	250
264	Printing and Copying	3,090	1,500	1,500
269	Other Services and Charges	960	1,500	1,500
	Subtotal	44,231	42,890	45,820
	SERVICE TOTAL	\$156,997	\$184,657	\$196,370

# Service: Downtown Development Authority Arts and Entertainment

### FUND: Downtown Development Authority Arts and Entertainment Fund

### Service Description:

The Longmont Downtown Development Authority (LDDA) is a special district created in 1982 for the purpose of stimulating and guiding redevelopment within its boundaries. The service is supported largely by a special property tax levied on all real and personal property located within LDDA boundaries. This service provides for the marketing and advertising in the LDDA.

Bue	dgeted Positions:	2013 Budget	2014 Budget	2015 Budget	
LDI	DA Executive Director	cutive Director 0.43			
D٥١	wntown Specialist	0.75	0.30	0.25	
Adr	ninistrative Assistant	0.00	0.19	0.20	
Tot	al	1.18	0.81	0.75	
		LINE ITEM BUDGET			
Perse	onal Services	2013 Actual	2014 Budget	2015 Budge	
111	Salaries and Wages	86,362	66,364	62,918	
112	Wages - Temporary	27,165	12,000	12,000	
114	Skill Based Pay	898	900	-	
115	One Time Payment	-	-	372	
123	Leave Expense	4,322	-	-	
126	Retirement Health Savings Plan	588	325	300	
128	FICA	1,451	744	744	
129	Medicare	1,503	1,148	1,042	
131	MOPC	4,329	3,362	2,995	
132	Employee Insurance	13,907	10,818	9,766	
133	Employee Retirement	5,461	4,503	4,015	
135 136	Compensation Insurance Unemployment Insurance	- 279	100 199	- 120	
130	Staff Training and Conferences	91	-	-	
139	Dental Insurance	649	464	- 419	
142	Food Allowance	162	250	250	
	Subtotal	147,167	101,177	94,94	
Oper	ating and Maintenance	,	,		
210	Office Supplies	76	500	300	
217	Dues and Subscriptions	395	1,750	3,250	
218	Non-Capital Equipment and Furniture	6,910	-	-	
229	Materials and Supplies	11,887	6,000	5,000	
245	Mileage Allowance	-	200	200	
246	Liability Insurance	-	1,000	-	
243	Non-Capital Computer Equipment and Supply	630	-		
249	Operating Leases and Rentals	-	24,000	24,000	
250	Professional and Contracted Services	96,503	138,000	111,000	
252	Advertising and Legal Notices	42,185	29,000	25,000	
260	Utilities	98	-		
261	Telephone Charges	303	-	-	
263	Postage	901	2,500	2,000	
264	Printing and Copying	8,961	6,800	6,800	
269	Other Services and Charges	2,155	3,000	3,000	
	Subtotal	171,004	212,750	180,550	

# **DOWNTOWN PARKING FUND - Fund Summary**

	2	013 Actual	2014	Budget	20	15 Budget
Personal Services		16,891		22,611		25,640
Operating and Maintenance		17,191		28,600		24,950
Non-Operating		-		-		-
Capital		-		10,000		10,000
TOTAL	\$	34,082	\$	61,211	\$	60,590

#### Fund Description

The Downtown Parking Fund is a capital improvement fund. Revenue is collected from parking permits sold for the five General Improvement District parking lots in the downtown area.

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	7,209	17,245	19,415
112	Wages - Temporary	7,929	-	-
114	Skill Based Pay	28	-	-
115	One Time Payment	-	-	199
126	Retirement Health Savings Plan	20	115	132
129	Medicare	77	250	281
131	MOPC	283	862	971
132	Employee Insurance	926	2,811	3,165
133	Employee Retirement	357	1,155	1,302
136	Unemployment Insurance	19	52	39
139	Dental Insurance	43	121	136
	Subtotal	16,891	22,611	25,640
Oper	ating and Maintenance			
210	Office Supplies	54	350	350
229	Materials and Supplies	1,447	1,800	2,000
232	Building Repair and Maintenance	368	200	200
246	Liability Insurance	3,000	3,500	-
249	Operating Leases and Rentals	1,417	1,800	1,800
250	Professional and Contracted Services	10,556	18,000	18,000
252	Advertising and Legal Notices	-	500	500
260	Utilities	54	500	500
263	Postage	-	550	200
264	Printing and Copying	295	1,000	1,000
269	Other Services and Charges	-	400	400
	Subtotal	17,191	28,600	24,950
Non-	Operating Expense			
970	Transfers to Other Funds	-	-	-
	Subtotal	-	-	-
Capi	tal Outlay			
473	Site Improvements, Landscaping, Street Development	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	\$34,082	\$51,211	\$50,590

# **Downtown Parking Fund - Fund Statement**

	2	013 Actual	20 <sup>-</sup>	14 Budget	201	5 Budget
BEGINNING WORKING CAPITAL	\$	49,931	\$	83,590	\$	89,169
SOURCES OF FUNDS						
REVENUES						
Parking Permits		55,239		55,400		55,400
Interest Income		(113)		200		200
Interfund Transfers		12,970		11,190		11,190
Adjustment for GAAP Revenue		(355)		-		-
TOTAL FUNDS		67,741		66,790		66,790
EXPENDITURES						
Personal Services		16,891		22,611		25,640
Operating and Maintenance		17,191		28,600		24,950
Non-Operating		-		-		-
Capital		-		10,000		10,000
TOTAL EXPENDITURES		34,082		61,211		60,590
ENDING WORKING CAPITAL		83,590		89,169		95,369
CONTRIBUTION TO/(FROM) RESERVES	\$	33,659	\$	5,579	\$	6,200

SERVICE: Downtown Parking			
Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
LDDA Executive Director	0.05	0.05	0.05
Downtown Specialist	0.00	0.05	0.08
Administrative Assistant	0.00	0.19	0.20
Total	0.05	0.29	0.33

### **CAPITAL IMPROVEMENT PROGRAM PROJECTS**

DOWNTOWN PARKING FUND PROJECTS	2015 Budget
DR-23 Downtown Parking Lot Improvements	\$10,000
TOTAL	\$10,000

# **FLEET FUND - Fund Summary**

	2013 Actual	20	14 Budget	2	015 Budget
Personal Services	1,186,114		1,290,431		1,368,519
Operating and Maintenance	2,411,968		2,710,173		2,496,240
Non-Operating	512,151		4,448		4,826
Capital	3,388,541		3,038,374		6,056,142
TOTAL	\$ 7,498,774	\$	7,043,426	\$	9,925,727

#### Fund Description

The Fleet Fund pays for all expenses associated with maintaining and replacing all vehicles and related equipment in the City fleet. The revenue to the Fleet Fund is actually money transferred from all of the "user funds" in the City. Thus, the Electric Fund, the Sanitation Fund, the General Fund and others all transfer money into the Fleet Fund to pay for vehicle and equipment maintenance and replacement. Using a centralized Fleet Fund and a fleet maintenance staff provides greater efficiencies and lower costs than if each City fund maintained its own vehicles.

The Fleet Fund contains one budget service. Administration of this fund is provided by the Shared Services Department.

#### Fleet Charges for Service

The charges assessed to the City's user funds have two components. Users are charged a maintenance fee based on actual history for the cost of routine maintenance to their vehicles, such as tune-ups, tire replacement and repairs. The Fleet Fund accumulates money for each City vehicle in order to purchase the replacement for that vehicle when it has outlived its usefulness. The total amount accumulated is based on an estimated replacement cost at the time the vehicle is initially purchased. Because of the collection of replacement funds, the Fleet Fund will usually have a very high fund balance. Most of the fund balance in the Fleet Fund represents money already accumulated for vehicles at various stages of their useful life, some very close to replacement (which means there will be a large amount of money accumulated for them) and others that are only a year or two old.

#### 2015 Budget

Approximately \$3.04 million is budgeted for the purchase of replacement vehicles and equipment.

# **FLEET FUND - Fund Statement**

	2013 Actual	2014 Budget	2	2015 Budget
BEGINNING WORKING CAPITAL	\$ 18,982,327 \$	18,252,629	\$	15,738,761
Committed Working Capital	-	950,656		-
SOURCES OF FUNDS				
REVENUES				
Transfers from Other Funds	6,969,832	7,298,088		7,949,896
Interest	18,893	100,376		55,500
Miscellaneous	221,676	-		-
Adjustment for GAAP Revenue	(59,336)	-		-
TOTAL FUNDS	7,151,065	7,398,464		8,005,396
EXPENSES				
Personal Services	1,186,114	1,290,431		1,368,519
Operating and Maintenance	2,411,968	2,710,173		2,496,240
Non-Operating	512,151	4,448		4,826
Capital	3,388,541	4,956,624		6,056,142
Total Operating Expenses	7,498,774	8,961,676		9,925,727
Adjustment for GAAP Expenses	381,989	-		-
TOTAL ADJUSTED EXPENSES	7,880,763	8,961,676		9,925,727
ENDING WORKING CAPITAL	18,252,629	15,738,761		13,818,430
CONTRIBUTION TO/(FROM) RESERVES	\$ (729,698) \$	(1,563,212)	\$	(1,920,331)

#### CAPITAL IMPROVEMENT PROGRAM PROJECTS

FLEET FUND PROJECTS	2015 Budget
PB-1 Municipal Buildings Roof Improvements PB-82 Municipal Buildings HVAC Replacement PB-109 Municipal Facilities Parking Lot Rehabilitation	\$161,616 55,671 32,000
TOTAL	\$249,287

# Service: Fleet

### FUND: Fleet Fund DEPARTMENT: Support Services

### Service Description:

Fleet is responsible for the maintenance, management and replacement of City vehicles and support equipment so that all user departments are better able to serve the public. Services provided include preventive maintenance and repairs, emergency repairs, fueling operations, vehicle specifications, and replacement schedules. Provision of these services is based on economic analyses of cost, operational needs, productivity and technology.

#### SERVICE: Fleet

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Fleet Manager	1.00	1.00	1.00
Fleet Operations Supervisor	1.00	1.00	1.00
EVT Technician	0.00	1.00	1.00
Master ASE Equipment Tech II	7.00	6.00	5.00
Master ASE Equipment Tech I	0.00	0.00	1.00
Senior Equipment Mechanic	1.00	1.00	0.00
Lead Master Equipment Tech	0.00	0.00	1.00
Equipment Technician II	2.00	2.00	2.00
Equipment Technician I	0.00	0.00	1.00
Fleet Analyst	0.00	1.00	1.00
Administrative Analyst	1.00	0.00	0.00
Inventory Control Technician	1.00	1.00	1.00
Fleet Service Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	16.00	16.00	17.00

#### Service: Fleet

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	797,196	913,324	964,638
112 Wages - Temporary	1,261	3,200	-
115 One Time Payment	-	6,218	5,337
121 Wages - Overtime	57,053	17,117	22,117
122 Longevity Compensation	1,980	2,040	2,100
123 Leave Expense	26,503	3,300	4,000
126 Retirement Health Savings Plan	12,173	6,400	6,800
128 FICA	78	-	-
129 Medicare	10,203	12,209	12,970
131 MOPC	40,238	45,469	46,059
132 Employee Insurance	133,145	148,225	157,234
133 Employee Retirement	58,795	60,928	64,632
135 Compensation Insurance	24,880	43,260	53,251
136 Unemployment Insurance	2,659	2,727	1,929
137 Staff Training and Conferences	7,707	12,000	12,300
139 Dental Insurance	6,208	6,364	6,752
141 Uniforms and Protective Clothing	5,937	7,500	8,250
142 Food Allowance	98	150	150
Subtotal	1,186,114	1,290,431	1,368,519
Operating and Maintenance			
210 Office Supplies	877	750	800
216 Reference Books and Materials	810	500	500
217 Dues and Subscriptions	2,114	645	2,145
218 Non-Capital Equipment and Furniture	31,702	78,104	18,994
220 Gas and Oil	1,103,514	1,267,387	1,111,486
221 Parts	581,730	561,686	578,537
225 Freight	808	300	300
228 Janitorial Supplies	1,960	3,500	3,500
229 Materials and Supplies	7,185	7,000	7,000
230 Printing and Copier Supplies	141	275	275
232 Building Repair and Maintenance	26	400	400
233 Facility Repair and Maintenance	4,572	9,000	9,000
240 Equipment Repair and Maintenance	16,448	21,229	21,229
243 Non-Capital Computer Equipment and Supplies	6,452	33,365	7,000
246 Liability Insurance	4,489	7,837	8,186
247 Safety Expenses	4,462	4,000	4,750
248 Lease Purchase Installment	-	4,282	-
249 Operating Leases and Rentals	51,450	48,000	48,000
250 Professional and Contracted Services	219,356	274,000	274,000
259 Licenses and Permits	713	800	1,000
260 Utilities	11,811	20,000	20,000
261 Telephone Charges	1,822	2,133	2,133
262 Radio Repair and Maintenance	107,900	110,591	110,591
263 Postage	1,232	1,200	1,200
264 Printing and Copying	310	450	450
269 Other Services and Charges	-	750	600
270 Administrative and Management Services	250,084	251,989	264,164
Subtotal	2,411,968	2,710,173	2,496,240
Non-Operating Expense			
970 Transfers to Other Funds	512,151	4,448	4,826
Subtotal	512,151	4,448	4,826
Capital Outlay			
432 Vehicles	3,319,719	3,013,874	5,460,555
440 Machinery and Equipment	7,539	24,500	13,100
470 Planning and Design	61,283	-	-
471 Land	-	-	333,200
Subtotal	3,388,541	3,038,374	5,806,855
SERVICE TOTAL	\$7,498,774	\$7,043,426	\$9,676,440
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# **GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary**

	20	013 Actual	2014 B	udget	2015 Budg	aet
Personal Services		18,940		4,770	27,7	-
Operating and Maintenance		66,457		1,865	85,7	
Non-Operating		-		-	-	
Capital		-		-	-	
TOTAL	\$	85,397	\$ 11	6,635 \$	5 113,4	38

#### Fund Description

The Longmont General Improvement District (GID) No. 1 is a special district in the downtown area that was created in the mid 1960s for the primary purposes of financing land acquisition, construction, and maintenance of public parking lots and pedestrian breezeways to provide access to the businesses on Main Street. A property tax of 6.798 mills is levied on all real and personal property within the district and accumulated in the GID No. 1 Fund.

#### SERVICE: GID **Budgeted Positions:** 2013 Budget 2014 Budget 2015 Budget LDDA Executive Director 0.07 0.07 80.0 **Downtown Specialist** 0.00 0.00 0.15 Administrative Assistant 0.00 0.00 0.05 Total 0.07 0.07 0.28

# **GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement**

	2013 Actual	2014 Budg	et 2	2015 Budget
BEGINNING WORKING CAPITAL	\$ 92,399	\$ 94,67	'2 \$	102,037
Committed Working Capital	-	1,37	'8	-
SOURCES OF FUNDS REVENUES				
Property Taxes	80,315	79,11		93,713
Property Tax Increment - 1016	-	39,55		7,118
Automobile Taxes	5,757	5,40		5,400
Interest Income	331	1,30	00	600
Miscellaneous	1,730	-		-
Adjustment for GAAP Revenue	(463)	-		-
TOTAL FUNDS	87,670	125,37	'8	106,831
EXPENDITURES				
Personal Services	18,940	34,77	0	27,704
Operating and Maintenance	66,457	81,86	5	85,734
Non-Operating	-	-		-
Total Operating Expenses	85,397	116,63	85	113,438
TOTAL EXPENDITURES	85,397	116,63	5	113,438
ENDING WORKING CAPITAL	94,672	102,03	37	95,430
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,273	\$ 8,74	3 \$	(6,607)

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	8,208	26,530	21,214
112	Wages - Temporary	8,219	-	-
115	One Time Payment	-	-	182
126	Retirement Health Savings Plan	28	160	112
129	Medicare	108	385	297
131	MOPC	396	1,326	1,021
132	Employee Insurance	1,388	4,325	3,327
133	Employee Retirement	500	1,778	1,368
136	Unemployment Insurance	28	80	40
139	Dental Insurance	65	186	143
	Subtotal	18,940	34,770	27,704
Оре	rating and Maintenance			
210	Office Supplies	24	200	200
218	Non-Capital Equipment and Furniture	28	-	-
229	Materials and Supplies	1,477	2,000	2,000
232	Building Repair and Maintenance	122	150	150
241	Grounds Maintenance	330	5,500	5,500
246	Liability Insurance	4,000	3,500	3,900
249	Operating Leases and Rentals	500	650	650
250	Professional and Contracted Services	53,404	57,000	58,500
260	Utilities	3,342	3,050	4,000
263	Postage	-	50	50
264	Printing and Copying	499	-	-
269	Other Services and Charges	-	1,000	1,000
270	Administrative and Management Services	2,731	8,765	9,784
	Subtotal	66,457	81,865	85,734
	SERVICE TOTAL	\$85,397	\$116,635	\$113,438

# **GOLF FUND - Fund Summary**

	2013 Actual	<b>20</b> <sup>-</sup>	14 Budget	2	2015 Budget
Personal Services	955,891		1,047,590		1,096,570
Operating and Maintenance	1,041,302		1,370,550		1,135,235
Non-Operating	22,090		262,884		203,524
Capital	65,742		267,670		156,240
TOTAL	\$ 2,085,025	\$	2,948,694	\$	2,591,569

#### Fund Description

The Golf Fund includes four budget services: Golf Administration, Sunset Golf Course, Twin Peaks Golf Course, and Ute Creek Golf Course. Administration of this fund is provided by the Community Services Department.

This fund's source of revenues are fees for services paid by those who golf, including greens fees, season passes, golf car rentals, and driving range fees.

# **GOLF FUND - Fund Statement**

	2013 Actual	2	014 Budget	2	015 Budget
BEGINNING WORKING CAPITAL	\$ 739,095	\$	998,050	\$	896,562
Committed Working Capital	-		9,098		-
SOURCES OF FUNDS					
REVENUES					
Intergovernmental Revenue	-		175,000		-
Charges for Services	2,357,757		2,407,419		2,581,045
Interest	(1,977)		8,912		9,519
Miscellaneous	1,502		1,000		1,000
Proceeds from Advance	-		263,973		-
Adjustment for GAAP Revenue	(16,695)		-		-
TOTAL FUNDS	2,340,587		2,856,304		2,591,564
EXPENSES BY BUDGET SERVICE					
Golf Administration	312,163		561,593		508,028
Sunset Golf Course	321,799		472,963		371,535
Twin Peaks Golf Course	641,617		805,355		666,626
Ute Creek Golf Course	759,629		841,113		889,140
CIP Projects	49,817		267,670		156,240
Total Operating Expenses	2,085,025		2,948,694		2,591,569
Adjustment for GAAP Expenses	(3,393)		-		-
TOTAL EXPENDITURES	2,081,632		2,948,694		2,591,569
ENDING WORKING CAPITAL	998,050		896,562		896,557
CONTRIBUTION TO/(FROM) RESERVES	\$ 258,955	\$	(92,390)	\$	(5)

### CAPITAL IMPROVEMENT PROGRAM PROJECTS

GOLF FUND PROJECTS	20	15 Budget
PB-119 Municipal Buildings Flooring Replacement	\$	24,240
PR-169 Golf Course Cart Path Improvements		50,500
PR-191 Golf Buildings Rehabilitation		81,500
TOTAL	\$	156,240

# Service: Golf Administration

FUND: Golf Fund DEPARTMENT: Community Services

#### Service Description:

Golf Administration provides all administrative and supervisory services for the three City golf courses. Activities include preparing and monitoring the budget; purchasing equipment, supplies and services; preparing usage and revenue reports; revenue forecasting; recommending fees and charges; public relations; marketing; and providing staff support for the Golf Course Advisory Board. This service also includes expenses for the Longmont Junior Golf program.

SERVICE: Golf Administration	
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Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Golf Operations Manager	0.70	0.70	0.70
Administrative Assistant	0.50	0.75	0.75
Total	1.20	1.45	1.45

### Service: Golf Administration

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	75,504	96,659	97,337
112	Wages - Temporary	10,798	-	-
115	One Time Payment	-	1,007	1,050
122	Longevity Compensation	1,428	1,470	1,530
123	Leave Expense	384	3,900	3,900
126	Retirement Health Savings Plan	893	580	580
128	FICA	668	-	-
129	Medicare	416	468	478
131	MOPC	4,295	4,833	4,867
132	Employee Insurance	12,853	15,755	15,866
133	Employee Retirement	6,225	6,476	6,521
135	Compensation Insurance	56	89	70
136	Unemployment Insurance	257	290	195
137	Staff Training and Conferences	1,335	2,400	2,400
139	Dental Insurance	599	677	682
141	Uniforms and Protective Cloth	151	-	-
142	Food Allowance	185	400	400
	Subtotal	116,047	135,004	135,876
Oper	ating and Maintenance			
210	Office Supplies	329	400	400
216	Reference Books and Materials	63	100	100
217	Dues and Subscriptions	3,329	3,470	3,735
218	Non-Capital Equipment and Furniture	343	-	500
229	Materials and Supplies	451	1,200	1,000
230	Printing and Copier Supplies	194	500	500
240	Equipment Repair and Maintenance	164	300	300
243	Non-Capital Computer Equipment and Supplies	631	1,130	1,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	374	364	332
248	Lease Purchase Installment	-	5,433	-
249	Operating Leases and Rentals	117	-	-
250	Professional and Contracted Services	12,597	8,200	4,000
252	Advertising and Legal Notices	5,349	13,700	13,000
261	Telephone Charges	1,156	1,200	1,320
263	Postage	194	1,000	1,000
264	Printing and Copying	1,682	2,000	4,000
270	Administrative and Management Services	147,053	124,608	137,341
	Subtotal	174,026	163,705	168,628
Non-	Operating Expense			
927	Principal on Notes and Contracts	-	261,253	194,658
928	Interest Expense on Notes and Contracts	18,039	-	-
960	Depreciation	-	-	-
970	Transfers to Other Funds	4,051	1,631	8,866
	Subtotal	22,090	262,884	203,524
	SERVICE TOTAL	\$312,163	\$561,593	\$508,028

# Service: Sunset Golf Course

FUND: Golf Fund DEPARTMENT: Community Services

### Service Description:

This service includes the costs for operations, maintenance and improvements at Sunset Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

#### SERVICE: Sunset Golf Course

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.25	0.25	0.25
Golf Course Equipment Mechanic	0.25	0.25	0.25
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	2.60	2.60	2.60

### Service: Sunset Golf Course

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	105,080	123,846	129,417
112	Wages - Temporary	18,665	19,370	21,320
115	One Time Payment	-	913	2,025
121	Wages - Overtime	571	1,716	1,716
122	Longevity Compensation	204	210	270
123	Leave Expense	1,157	-	-
126	Retirement Health Savings Plan	4,637	1,040	1,040
128	FICA	1,156	1,201	1,322
129	Medicare	1,533	1,943	2,053
131	MOPC	5,194	6,192	6,471
132	Employee Insurance	18,895	20,187	21,094
133	Employee Retirement	7,523	8,298	8,670
135	Compensation Insurance	2,015	4,119	16,710
136	Unemployment Insurance	378	372	258
139	Dental Insurance	880	867	905
141	Uniforms and Protective Clothing	307	660	660
	Subtotal	168,195	190,934	213,931
Oper	rating and Maintenance			
210	Office Supplies	112	100	100
218	Non-Capital Equipment and Furniture	4,693	97,990	4,500
222	Chemicals	8,660	9,000	9,000
228	Janitorial Supplies	1,199	1,300	1,300
229	Materials and Supplies	555	920	920
230	Printing and Copier Supplies	113	300	300
232	Building Repair and Maintenance	2,950	7,450	7,020
240	Equipment Repair and Maintenance	6,647	8,000	8,000
241	Grounds Maintenance	4,090	8,000	8,000
243	Non-Capital Computer Equipment and Supplies	1,270	1,800	3,310
246	Liability Insurance	3,463	6,610	6,641
247	Safety Expenses	662	600	600
249	Operating Leases and Rentals	2,962	3,900	3,700
250	Professional and Contracted Services	50,495	50,400	50,400
259	Licenses and Permits	-	200	200
260	Utilities	8,854	9,500	9,500
261	Telephone Charges	1,481	1,680	1,500
262	Radio Repair and Maintenance	-	100	100
264	Printing and Copying	628	2,200	2,200
269	Other Services and Charges	6,430	6,800	6,800
273	Fleet Lease - Operating and Maintenance	9,065	9,375	7,769
274	Fleet Lease - Replacement	36,090	55,804	25,744
	Subtotal	150,419	282,029	157,604
Capi	tal Outlay			
440	Machinery and Equipment	3,185	-	-
	Subtotal	3,185	-	-
	SERVICE TOTAL	\$321,799	\$472,963	\$371,535
				50

# Service: Twin Peaks Golf Course

FUND: Golf Fund DEPARTMENT: Community Services

### Service Description:

This service includes the costs for operations, maintenance and improvements at Twin Peaks Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

#### SERVICE: Twin Peaks Golf Course

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.75	0.75	0.75
Golf Course Equipment Mechanic	0.75	0.75	0.75
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	3.60	3.60	3.60

### Service: Twin Peaks Golf Course

Pers	sonal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	183,380	181,842	188,753
112	Wages - Temporary	39,087	48,925	48,925
114	Skill Based Pay	10	-	-
115	One Time Payment	-	1,055	3,053
121	Wages - Overtime	466	2,652	2,652
122	Longevity Compensation	204	210	270
123	Leave Expense	6,373	-	-
126	Retirement Health Savings Plan	2,230	1,440	1,440
128	FICA	2,419	3,033	3,033
129	Medicare	2,724	3,212	3,313
131	MOPC	9,262	9,092	9,438
132	Employee Insurance	27,488	29,640	30,765
133	Employee Retirement	13,421	12,183	12,646
135	Compensation Insurance	1,638	2,754	2,944
136	Unemployment Insurance	549	546	377
139	Dental Insurance	1,281	1,273	1,321
141	Uniforms and Protective Clothing	843	1,140	1,140
	Subtotal	291,375	298,997	310,070
Оре	rating and Maintenance			
210	Office Supplies	193	200	200
218	Non-Capital Equipment and Furniture	5,450	171,983	7,000
222	Chemicals	22,366	24,000	24,000
228	Janitorial Supplies	2,069	2,600	2,600
229	Materials and Supplies	5,967	9,070	9,820
230	Printing and Copier Supplies	76	400	400
232	Building Repair and Maintenance	10,684	11,120	10,890
240	Equipment Repair and Maintenance	21,517	21,000	22,000
241	Grounds Maintenance	25,868	21,000	24,000
243	Non-Capital Computer Equipment and Supplies	2,429	4,515	1,770
246	Liability Insurance	5,481	7,862	7,713
247	Safety Expenses	1,810	1,500	1,600
249	Operating Leases and Rentals	19,355	21,300	18,900
250	Professional and Contracted Services	63,713	63,600	63,600
259	Licenses and Permits	100	200	200
260	Utilities	44,447	46,000	46,000
261	Telephone Charges	1,717	2,100	2,100
262	Radio Repair and Maintenance	-	200	200
264	Printing and Copying	2,320	2,600	2,500
269	Other Services and Charges	11,146	12,500	12,500
273	Fleet Lease - Operating and Maintenance	25,106	17,277	20,188
274	Fleet Lease - Replacement	72,058	65,331	78,375
	Subtotal	343,872	506,358	356,556
Capi	ital Outlay			
440	Machinery and Equipment	6,370	-	-
	Subtotal	6,370	-	-
	SERVICE TOTAL	\$641,617	\$805,355	\$666,626

# Service: Ute Creek Golf Course

### FUND: Golf Fund DEPARTMENT: Community Services

### Service Description:

This service includes the costs for operations, maintenance and improvements at Ute Creek Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

#### SERVICE: Ute Creek Golf Course

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	1.00	1.00	1.00
Golf Course Equipment Mechanic	1.00	1.00	1.00
Sr Grounds Maintenance Technician	0.00	0.00	1.00
Grounds Maintenance Technician II	2.00	2.00	1.00
Total	4.10	4.10	4.10

### Service: Ute Creek Golf Course

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	203,443	214,517	217,764
112	Wages - Temporary	91,276	112,840	112,840
115	One Time Payment	-	1,117	2,621
121	Wages - Overtime	2,188	2,652	2,652
122	Longevity Compensation	4,224	4,350	4,530
123	Leave Expense	7,196	-	-
126	Retirement Health Savings Plan	1,727	1,640	1,640
128	FICA	5,793	6,996	6,996
129	Medicare	2,271	2,931	2,939
131	MOPC	10,421	10,726	10,889
132	Employee Insurance	30,623	34,966	35,494
133	Employee Retirement	15,100	14,373	14,590
135	Compensation Insurance	2,985	11,901	20,278
136	Unemployment Insurance	612	644	435
139	Dental Insurance	1,427	1,502	1,525
141	Uniforms and Protective Clothing	988	1,500	1,500
	Subtotal	380,274	422,655	436,693
Ope	rating and Maintenance			
210	Office Supplies	344	200	200
218	Non-Capital Equipment and Furniture	11,000	7,000	8,000
222	Chemicals	26,864	26,000	28,000
228	Janitorial Supplies	2,787	2,500	2,800
229	Materials and Supplies	10,614	9,070	10,220
230	Printing and Copier Supplies	154	400	400
232	Building Repair and Maintenance	5,883	12,520	10,090
240	Equipment Repair and Maintenance	26,966	28,000	71,200
241	Grounds Maintenance	19,280	22,000	28,000
243	Non-Capital Computer Equipment and Supplies	4,017	2,100	1,000
246	Liability Insurance	8,188	21,662	27,060
247	Safety Expenses	833	1,500	1,500
249	Operating Leases and Rentals	11,735	13,000	8,000
250	Professional and Contracted Services	64,620	70,800	70,800
259	Licenses and Permits	200	200	200
260	Utilities	47,154	47,000	48,000
261	Telephone Charges	1,312	1,860	1,860
262	Radio Repair and Maintenance	-	200	200
263	Postage	179	-	-
264	Printing and Copying	2,321	3,000	2,500
269	Other Services and Charges	17,323	17,500	17,500
273	Fleet Lease - Operating and Maintenance	27,233	30,582	30,093
274	Fleet Lease - Replacement	83,978	101,364	84,824
	Subtotal	372,985	418,458	452,447
	ital Outlay			
440	Machinery and Equipment	6,370	-	-
	Subtotal	6,370	-	-
	SERVICE TOTAL	\$759,629	\$841,113	\$889,140 57

# **LIBRARY SERVICES FUND - Fund Summary**

	2	2013 Actual	2014	Budget	20	15 Budget
Personal Services		1,114		2,000		2,000
Operating and Maintenance		81,407		46,500		46,500
Non-Operating		31,188		20,500		20,500
Capital		10,000		-		-
TOTAL	\$	123,709	\$	69,000	\$	69,000

#### Fund Description

The Library Services Fund was created to receive funds donated or granted to the Longmont Public Library. Additional revenues include funds from the Friends of the Library. These funds are used primarily to supplement book purchases in the General Fund and for special library programming.

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
112	Wages - Temporary	964	-	-
142	Food Allowance	150	2,000	2,000
	Subtotal	1,114	2,000	2,000
Oper	ating and Maintenance			
211	Adult Books	4,991	11,500	11,500
212	Children's Books	4,391	7,000	7,000
215	Audiovisual Materials	-	5,000	5,000
216	Reference Books and Materials	-	11,000	11,000
218	Non-Capital Equipment and Furniture	12,514	-	-
229	Materials and Supplies	24,736	-	-
243	Non-Capital Computer Equipment and Supplies	18,324	-	-
250	Professional and Contracted Services	10,449	12,000	12,000
252	Ads and Legal Notices	1,669	-	-
263	Postage	95	-	-
264	Printing and Copying	4,238	-	-
	Subtotal	81,407	46,500	46,500
Non-	Operating Expense			
970	Transfers to Other Funds	31,188	20,500	20,500
	Subtotal	31,188	20,500	20,500
Capit	al Outlay			
440	Machinery and Equipment	10,000	-	-
	Subtotal	10,000	-	-
	SERVICE TOTAL	\$123,709	\$69,000	\$69,000

# **LIBRARY SERVICES - Fund Statement**

	2013 Actual	2	014 Budget	2	2015 Budget
BEGINNING WORKING CAPITAL	\$ 127,075	\$	129,724	\$	119,225
COMMITTED WORKING CAPITAL	-		18,499		-
SOURCES OF FUNDS					
REVENUES					
Interest	75		1,000		500
Grants and Donations	105,399		56,000		79,977
Miscellaneous	20,706		20,000		-
Adjustment for GAAP Revenue	178		-		-
TOTAL FUNDS	126,358		77,000		80,477
EXPENSES BY BUDGET SERVICE					
Personal Services	1,114		2,000		2,000
Operating and Maintenance	81,407		46,500		46,500
Non-Operating	31,188		20,500		20,500
TOTAL EXPENDITURES	123,709		69,000		69,000
ENDING WORKING CAPITAL	129,724		119,225		130,702
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,649	\$	8,000	\$	11,477

# LODGERS' TAX FUND - Fund Summary

	2	2013 Actual	201	4 Budget	20	015 Budget
Personal Services		-		-		-
Operating and Maintenance		315,902		320,924		393,560
Non-Operating		-		-		-
Capital		-		72,870		-
TOTAL	\$	315,902	\$	393,794	\$	393,560

#### Fund Description

The Lodger's Tax Revenue Fund was created for the purpose of promoting tourism, conventions, and related activities and acquiring related facilities. Ninety percent of the expense is paid to the Longmont Area Visitors Association and the remaining amount is used to provide tourism grants to the community.

		2013 Actual	2014 Budget	2015 Budget
Oper	ating and Maintenance			
250	Professional and Contracted Services	315,902	320,924	393,560
	Subtotal	315,902	320,924	393,560
Capit	al Outlay			
440	Machinery and Equipment	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	\$315,902	\$320,924	\$393,560

# **LODGERS' TAX FUND - Fund Statement**

	2	2013 Actual	2	2014 Budget	201	15 Budget
BEGINNING WORKING CAPITAL	\$	144,085	\$	175,325	\$	942
Committed Working Capital		-		101,513		-
SOURCES OF FUNDS REVENUES						
Taxes		346,352		320,374		393,560
Interest		(366)		550		750
Adjustment for GAAP Revenue		1,156		-		-
TOTAL FUNDS		347,142		320,924		394,310
EXPENDITURES						
Operating and Maintenance		315,902		320,924		393,560
Non-Operating		-		-		-
Capital		-		72,870		-
TOTAL EXPENDITURES		315,902		393,794		393,560
ENDING WORKING CAPITAL		175,325		942		1,692
CONTRIBUTION TO/(FROM) RESERVES	\$	31,240	\$	(72,870)	\$	750

# **MUSEUM SERVICES FUND - Fund Summary**

Personal Services Operating and Maintenance	2	2013 Actual 44,005 61,835	<b>2014 Budge</b> 34,631 61,769	015 Budget 34,674 39,226
Non-Operating Capital		-	-	-
TOTAL	\$	105,840	\$ 96,400	\$ 73,900

#### 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.

	LINE ITE	M BUDGET		
Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
112	Wages - Temporary	40,239	31,170	31,170
121	Wages - Overtime	434	857	857
128	FICA	2,585	1,932	1,932
129	Medicare	605	451	451
135	Compensation Insurance	116	221	264
137	Staff Training and Conferences	26	-	-
	Subtotal	44,005	34,631	34,674
Oper	ating and Maintenance			
210	Office Supplies	218	50	50
216	Reference Books and Materials	25	400	400
218	Non-Capital Equipment and Furniture	464	800	800
223	Lab and Photo Supplies	207	300	300
225	Freight	-	200	200
229	Materials and Supplies	25,423	13,575	13,575
230	Printing and Copier Supplies	885	-	-
240	Equipment Repair and Maintenance	-	-	-
243	Non-Capital Computer Equipment and Supplies	4,925	1,400	1,400
245	Mileage Allowance	647	-	-
246	Liability Insurance	104	100	110
249	Operating Leases and Rentals	4,259	9,250	9,250
250	Professional and Contracted Services	21,258	31,544	31,544
252	Ads and Legal Notices	1,200	-	2,211
263	Postage	64	700	700
264	Printing and Copying	1,570	3,150	3,150
269	Other Services and Charges	586	300	300
	Subtotal	61,835	61,769	63,990
	SERVICE TOTAL	\$105,840	\$96,400	\$98,664

# **MUSEUM SERVICES FUND - Fund Statement**

	2	013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$	61,621	\$ 29,909	\$ -
Committed Working Capital		-	-	-
SOURCES OF FUNDS				
REVENUES				
Intergovernmental Revenue		16,500	18,000	20,000
Charges for Services		48,779	37,200	32,400
Grants and Donations		18,580	9,791	20,000
Interest		(12)	-	-
Miscellaneous		2,161	1,500	1,500
Adjustment for GAAP Revenue		(11,880)	-	-
TOTAL FUNDS		74,128	66,491	73,900
EXPENSES BY BUDGET SERVICE				
Personal Services		44,005	34,631	34,674
Operating and Maintenance		61,835	61,769	39,226
Non-Operating		-	-	-
Capital Projects		-	-	-
TOTAL EXPENDITURES		105,840	96,400	73,900
ENDING WORKING CAPITAL		29,909	-	-
CONTRIBUTION TO/(FROM) RESERVES	\$	(31,712)	\$ (29,909	)\$-

# **MUSEUM TRUST FUND - Fund Summary**

	2	013 Actual	2014 Budget	2015 Budge	t
Personal Services		-	-	-	
Operating and Maintenance		40,225	19,000	19,000	0
Non-Operating		-	-	-	
Capital		-	-	-	
TOTAL	\$	40,225	\$ 19,000	\$ 19,000	0

#### 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.

Oper	ating and Maintenance	2013 Actual	2014 Budget	2015 Budget
216	Reference Books and Materials	-	750	750
218	Non-Capital Equipment and Furniture	79	-	-
224	Resale Merchandise	24,721	9,600	9,600
229	Materials and Supplies	2,135	1,350	1,350
250	Professional and Contracted Services	2,575	600	600
252	Advertising and Legal Notices	9,919	6,400	6,400
264	Printing and Copying	750	-	-
269	Other Services and Charges	46	300	300
	Subtotal	40,225	19,000	19,000
	SERVICE TOTAL	\$40,225	\$19,000	\$19,000

# **MUSEUM TRUST FUND - Fund Statement**

	2	013 Actual	2	014 Budget	2	2015 Budget
BEGINNING WORKING CAPITAL	\$	91,785	\$	95,600	\$	97,600
Committed Working Capital		-		-		-
SOURCES OF FUNDS						
REVENUES						
Sales		42,002		16,000		16,000
Interest		(108)		2,000		500
Miscellaneous		2,485		3,000		1,000
Adjustment for GAAP Revenue		(339)		-		-
TOTAL FUNDS		44,040		21,000		17,500
EXPENSES BY BUDGET SERVICE						
Operating and Maintenance		40,225		19,000		19,000
TOTAL EXPENDITURES		40,225		19,000		19,000
ENDING WORKING CAPITAL		95,600		97,600		96,100
CONTRIBUTION TO/(FROM) RESERVES	\$	3,815	\$	2,000	\$	(1,500)

# **OPEN SPACE FUND - Fund Summary**

	2013 Actual	20	14 Budget	2	2015 Budget
Personal Services	263,485		294,358		293,693
Operating and Maintenance	372,692		437,918		426,733
Non-Operating	4,063,383		2,205,404		2,194,389
Capital	1,236,034		956,600		2,000,000
TOTAL	\$ 5,935,594	\$	3,894,280	\$	4,914,815

Fund Description

In November 2000, Longmont voters approved increasing the sales and use tax rate by 0.2 cents for 20 years for the acquisition and maintenance of open space. Administration of this fund is provided by the Public Works and Natural Resources Department.

### Service: Open Space Fund

# **OPEN SPACE FUND - Fund Statement**

	2	2013 Actual	2014 Budget	2015 Budg	et
BEGINNING WORKING CAPITAL	\$	7,475,565	\$ 7,100,821	\$ 2,533,43	38
Committed Working Capital		-	4,936,928	-	
SOURCES OF FUNDS					
REVENUES					
Taxes		3,195,124	3,193,551	3,460,52	27
Intergovernmental Revenue		286,310	1,009,207	1,930,88	30
Interest		(1,261)	21,067	10,00	00
Miscellaneous		64,532	40,000	40,00	00
Transfer from Street		148,500	-	-	
Transfer from Fleet		13,684			
Transfer from Open Space		1,837,600			
Adjustment for GAAP Revenue		16,361	-	-	
TOTAL FUNDS		5,560,850	4,263,825	5,441,40	)7
EXPENDITURES					
Personal Services		263,485	294,358	293,69	93
Operating and Maintenance		372,692	437,918	426,73	33
Non-Operating		4,063,383	2,205,404	2,194,38	39
Capital Projects		1,236,034	956,600	2,000,00	)0
TOTAL EXPENDITURES		5,935,594	3,894,280	4,914,81	15
ENDING WORKING CAPITAL		7,100,821	2,533,438	3,060,03	30
CONTRIBUTION TO/(FROM) RESERVES	\$	(374,744)	\$ 369,545	\$ 526,59	<del>)</del> 2

### CAPITAL IMPROVEMENT PROGRAM PROJECTS

OPEN SPACE FUND PROJECTS	2	015 Budget
PR-195 Dickens Farm Park	\$	2,000,000
TOTAL	\$	2,000,000

# Service: Open Space and Trails

FUND: Open Space Fund DEPARTMENT: Public Works and Natural Resources

Service Description:

This service includes the costs for administration, acquisition, improvement, maintenance and preservation of the City's open space.

#### **SERVICE:** Open Space and Trails

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Natural Resources Manager	0.50	0.50	0.50
Project Manager II	0.00	0.00	0.10
Land Program Administrator	1.00	1.00	1.00
Natural Resources Specialist	0.50	0.50	0.50
Total	2.00	2.00	2.10

### Service: Open Space and Trails

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	180,226	180,848	180,863
112 Wages - Temporary	21,426	46,280	43,570
115 One Time Payment	-	1,548	2,983
121 Wages - Overtime	154	500	500
123 Leave Expense	1,611	2,000	2,000
126 Retirement Health Savings Plan	1,206	800	800
128 FICA	779	2,869	2,701
129 Medicare	2,487	3,294	3,255
131 MOPC	9,055	9,042	9,044
132 Employee Insurance	27,061	29,478	29,481
133 Employee Retirement	11,429	12,117	12,117
135 Compensation Insurance	1,460	173	1,153
136 Unemployment Insurance	541	543	361
137 Staff Training and Conferences	3,211	2,100	2,100
139 Dental Insurance	1,262	1,266	1,265
141 Uniforms and Protective Clothing	1,437	900	900
142 Food Allowance	140	600	600
Subtotal	263,485	294,358	293,693
Operating and Maintenance			
210 Office Supplies	919	2,000	2,000
214 Pamphlets and Documents	-	300	300
216 Reference Books and Materials	77	550	550
217 Dues and Subscriptions	654	450	450
218 Non-Capital Equipment and Furniture	7,701	1,750	1,750
221 Parts	-	500	500
222 Chemicals	1,274	3,000	3,000
223 Lab and Photo Supplies	40	500	500
229 Materials and Supplies	4,384	6,500	6,500
232 Building Repair and Maintenance	-	2,000	2,000
240 Equipment Repair and Maintenance	370	2,000	2,000
241 Grounds Maintenance	29,979	66,500	66,500
243 Non-Capital Computer Equipment and Supplies	2,371	3,625	1,250
246 Liability Insurance	3,364	6,435	5,334
247 Safety Expenses	444	300	300
249 Operating Leases and Rentals	-	500	500
250 Professional and Contracted Services	136,265	137,350	147,350
252 Advertising and Legal Notices	-	100	100
261 Telephone Charges	1,114	2,000	2,000
263 Postage	2	800	800
264 Printing and Copying	115	1,500	1,500
269 Other Services and Charges	600	2,150	2,150
270 Administrative and Management Services	149,690	138,623	159,716
273 Fleet Lease - Operating and Maintenance	19,406	31,557	11,511
274 Fleet Lease - Replacement	13,923	26,928	8,172
Subtotal	372,692	437,918	426,733
Non-Operating Expense			
922 Interest - Current Bond Issues	1,068,314	1,045,314	1,022,114
923 Principal - Current Bond Issues	1,150,000	1,160,000	1,165,000
970 Transfers to Other Funds	1,837,851	90	305
974 AIPP Transfers	7,218	-	-
Subtotal	4,063,383	2,205,404	2,187,419
Capital Outlay			
440 Machinery and Equipment	-	6,600	6,970
455 System Renovation and Replacement	164,964	118,750	-
470 Planning and Design	263,401	-	-
471 Land	2,133	-	-
473 Site Improvements	805,536	712,500	-
480 System Improvements	-	118,750	-
Subtotal	1,236,034	956,600	6,970
SERVICE TOTAL	\$5,935,594	\$3,894,280	\$2,914,815

# PARK AND GREENWAY MAINTENANCE FUND - Fund Summary

	20	13 Actual	2	014 Budget	2	2015 Budget
Personal Services		-		_		-
Operating and Maintenance		-		-		10,000
Non-Operating		-		-		-
Capital - Non-Flood		-		751,460		320,607
Capital - Flood		-		4,200,000		3,900,000
TOTAL	\$	-	\$	4,951,460	\$	4,230,607

#### 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.

#### 2015 Budget

The following capital projects are funded in 2015. Detailed descriptions for these projects are included in the 2015-2019 Capital Improvement Program.

#### CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK AND GREENWAY MAINTENANCE FUND PROJECTS	2015 Budget
MAINTENANCE FEE PROJECTS PR-56 Park Buildings Rehabilitation and Replacement PR-136 Park Bridge Replacement Program PR-186, Park Infrastructure Rehab and Replacement PR-192 Park and Greenway Misc Asset Renewal	\$ 140,607 5,000 150,000 25,000
MAINTENANCE FLOOD FEE PROJECTS PR-5B, St Vrain Greenway PR-195 Dickens Farm Park	3,200,000 700,000
TOTAL	\$ 4,220,607

# **PARK AND GREENWAY MAINTENANCE FUND - Fund Statement**

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL MAINTENANCE FEE	<b>-</b>	\$-	\$ 125,709
BEGINNING WORKING CAPITAL FLOOD MAINTENANCE	-	-	77,126
SOURCES OF FUNDS			
REVENUES			
Park and Greenway Maintenance Fee	-	875,740	879,676
Park and Greenway Maintenance Flood Fee	-	875,740	879,676
Intergovernmental Revenue	-	2,800,000	3,412,500
Interest - Maintenance	-	1,429	2,027
Interest - Flood	-	1,386	5,188
Miscellaneous	-	600,000	-
TOTAL FUNDS	-	5,154,295	5,179,067
EXPENDITURES			
Operating and Maintenance	-	-	10,000
Capital Projects - Non-Flood	_	751,460	320,607
Capital Projects - Flood	-	4,200,000	3,900,000
TOTAL EXPENDITURES	-	4,951,460	4,230,607
ENDING WORKING CAPITAL MAINTENANCE FEE	-	125,709	686,805
ENDING WORKING CAPITAL FLOOD MAINTENANCE FE	-	77,126	474,490
CONTRIBUTION TO/(FROM) RESERVES	β -	\$ 202,835	\$ 958,460

## **PARK IMPROVEMENT FUND - Fund Summary**

	2	2013 Actual	2	014 Budget	2	2015 Budget
Personal Services		-		-		-
Operating and Maintenance		33,909		-		-
Non-Operating		2,802		-		-
Capital		213,093		40,000		1,699,729
TOTAL	\$	249,804	\$	40,000	\$	1,699,729

#### 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).

#### 2015 Budget

The following capital projects are funded in 2015. Detailed descriptions for these projects are included in the 2015-2019 Capital Improvement Program.

#### CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK IMPROVEMENT FUND PROJECT	2015 Budget			
PR-150 Quail Campus Master Planned Improvements	\$	1,699,729		
TOTAL	\$	1,699,729		

# **PARK IMPROVEMENT FUND - Fund Statement**

	2013 Actual	2014 Budget	:	2015 Budget
BEGINNING WORKING CAPITAL	\$ 3,484,755	\$ 4,132,831	\$	3,810,093
Committed Working Capital	-	1,206,448		-
SOURCES OF FUNDS REVENUES				
Building Permit Fees	958,859	907,155		1,001,875
Interest	(4,980)	16,555		18,933
Miscellaneous	2,750	-		-
Adjustment for GAAP Revenue	(58,749)	-		-
TOTAL FUNDS	897,880	923,710		1,020,808
EXPENDITURES				
Operating and Maintenance	33,909	-		-
Non-Operating	2,802	-		-
Capital Projects	213,093	40,000		1,699,729
TOTAL EXPENDITURES	249,804	40,000		1,699,729
ENDING WORKING CAPITAL	4,132,831	3,810,093		3,131,172
CONTRIBUTION TO/(FROM) RESERVES	\$ 648,076	\$ 883,710	\$	(678,921)

# **PROBATION SERVICES FUND - Fund Summary**

	2	013 Actual	2014 Budget	20	015 Budget
Personal Services		73,741	75,678		76,120
Operating and Maintenance		380	8,344		8,347
Non-Operating		415	64		64
Capital		-	-		-
TOTAL	\$	74,536	\$ 84,086	\$	84,531

# **PROBATION SERVICES FUND - Fund Statement**

	20	13 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$	106,556	\$ 101,811	\$ 116,325
COMMITTED WORKING CAPITAL		-	-	-
SOURCES OF FUNDS REVENUES				
Court Surcharges Interest		68,524 (81)	98,000 600	70,000 400
Adjustment for GAAP Revenue		1,348	-	-
TOTAL FUNDS		69,791	98,600	70,400
EXPENDITURES				
Personal Services		73,741	75,678	76,120
Operating and Maintenance		380	8,344	8,347
Non-Operating		415	64	64
Capital		-	-	-
TOTAL EXPENDITURES		74,536	84,086	84,531
ENDING WORKING CAPITAL		101,811	116,325	102,194
CONTRIBUTION TO/(FROM) RESERVES	\$	(4,745)	\$ 14,514	\$ (14,131)

## Service: Probation Services Fund

## FUND: Probation Services Fund DEPARTMENT: Municipal Court

### Service Description:

The Probation Division provides pre-sentence investigations, supervision and monitoring of probationers, assessment and referral to local and state resources, and restitution investigation for victims.

### LINE ITEM BUDGET

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	55,810	56,904	56,904
115	One Time Payment	-	1,000	1,500
123	Leave Expense	1,231	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	705	825	825
131	MOPC	2,856	2,845	2,845
132	Employee Insurance	8,535	9,275	9,275
133	Employee Retirement	3,605	3,813	3,813
135	Compensation Insurance	30	47	46
136	Unemployment Insurance	171	171	114
139	Dental Insurance	398	398	398
	Subtotal	73,741	75,678	76,120
Oper	ating and Maintenance			
240	Equipment Repair and Maintenance	182	300	300
246	Liability Insurance	198	193	196
250	Professional and Contracted Services	-	7,851	7,851
	Subtotal	380	8,344	8,347
Non-	Operating Expense			
970	Transfers to Other Funds	415	64	64
	Subtotal	415	64	64
	SERVICE TOTAL	\$74,536	\$84,086	\$84,531

#### **SERVICE:** Probation Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Probation Officer	1.00	1.00	1.00
Total	1.00	1.00	1.00

## **PUBLIC BUILDINGS CIF FUND - Fund Summary**

	2	2013 Actual	20	)14 Budget	2	015 Budget
Personal Services		-		-		-
Operating and Maintenance		-		-		-
Non-Operating		761		800		_
Capital		23,835		180,000		61,610
TOTAL	\$	24,596	\$	180,800	\$	61,610

#### Fund Description

The Public Buildings Community Investment Fee Fund was created in 1993 to provide funding for acquiring, constructing and making capital improvements to public buildings and public building sites. The Public Buildings Community Investment Fee (CIF) is levied on all new construction (residential, commercial and industrial) within the city to provide a portion of the capital to meet the demand that new development creates for public facilities in excess of current levels of service (Longmont Municipal Code, Chapter 14.46).

## **PUBLIC BUILDINGS CIF FUND - Fund Statement**

	2	013 Actual	2014 B	udget	2015	Budget
BEGINNING WORKING CAPITAL	\$	509,973	\$ 75	5,495	\$	467,701
Committed Working Capital		-	41	1,912		-
SOURCES OF FUNDS REVENUES						
Developer Participation		267,038		1,918		346,960
Interest Miscellaneous		(1,475) -		3,000 -		3,000 -
Adjustment for GAAP Revenue		4,555		-		-
TOTAL FUNDS		270,118	30	4,918		349,960
EXPENDITURES						
Non-Operating		761		800		-
Capital		23,835	18	80,000		61,610
TOTAL EXPENDITURES		24,596	18	0,800		61,610
ENDING WORKING CAPITAL		755,495	46	57,701		756,051
CONTRIBUTION TO/(FROM) RESERVES	\$	245,522	\$ 12	4,118	\$	288,350

### **CAPITAL IMPROVEMENT PROGRAM PROJECTS**

PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND PROJECT	2015 Budget		
PB-198 North Museum Parking Lot Paving	\$	61,610	
TOTAL	\$	61,610	

# **PUBLIC IMPROVEMENT FUND - Fund Summary**

	2013 Actual	2	2014 Budget	2	2015 Budget
Personal Services	-		-		-
Operating and Maintenance	526,041		4,550		54,550
Non-Operating	2,546,938		2,742,891		2,728,625
Capital	1,818,655		5,763,965		2,459,633
TOTAL	\$ 4,891,634	\$	8,511,406	\$	5,242,808

#### Fund Description

The Public Improvement Fund was established to pay for capital construction projects that build, expand or improve buildings or other public facilities. Most of those facilities are under the direction of City departments in the General Fund, such as the Civic Center, the St. Vrain Memorial Building, the Senior Center, parks and pools. The major source of revenue to the Public Improvement Fund is a portion of the City's sales and use tax receipts. The City's total sales and use tax rate is 3.275%.

# **PUBLIC IMPROVEMENT FUND - Fund Statement**

	2013 Actual	2014 Budget	2	2015 Budget
BEGINNING WORKING CAPITAL	\$ 624,218	\$ 188,275	\$	1,016,393
Committed Working Capital	-	(1,155,570)		-
SOURCES OF FUNDS REVENUES				
Taxes Intergovernmental Revenue	4,068,200	3,736,454 3,937,500		4,256,449
Interest Miscellaneous	(3,385) (26,649)	10,000		7,000
Operating Transfers Adjustment for GAAP Revenue	422,400 (4,875)	500,000 -		539,539 -
TOTAL FUNDS	4,455,691	8,183,954		4,802,988
<b>EXPENDITURES</b> Operating and Maintenance Non-Operating Capital	526,041 2,546,938 1,818,655	4,550 2,742,891 5,763,965		54,550 2,728,625 2,459,633
TOTAL EXPENDITURES	4,891,634	8,511,406		5,242,808
ENDING WORKING CAPITAL	188,275	1,016,393		576,573
CONTRIBUTION TO/(FROM) RESERVES	\$ (435,943)	\$ (327,452)	\$	(439,820)

# Service: Public Improvement Fund

### Service Description:

Capital projects for 2015 are listed below, and detailed descriptions of each project are included in the 2015-2019 Capital Improvement Program.

#### **CAPITAL IMPROVEMENT PROGRAM PROJECTS**

PUBLIC IMPROVEMENT FUND PROJECTS	2014 BUDGET
PUBLIC IMPROVEMENT FUND PROJECTS PB-1 Municipal Buildings Roof Improvements PB-37 Fire Stations Improvements PB-80 Municipal Buildings Boiler Replacement PB-82 Muni Buildings HVAC Replacement PB-109 Municipal Facilities Parking Lot Rehabilitation PB-119 Muni Buildings Flooring Replacement PB-145 Community Services Specialized Equipment PB-160 Municipal Buildings Auto Door and Gate Replacement PB-163 Municipal Buildings Keyless Entry PB-181 Municipal Buildings UPS Repair and Replacement PB-189 Municipal Buildings Interior Maintenance PB-190 Municipal Buildings Interior Maintenance PR-56 Park Buildings Rehabilitation and Replacement PR-102 Swimming and Wading Pools Maintenance PR-113 Park Irrigation Pump Systems Rehabilitation PR-121 Park Ponds Dredging and Stabilization PR-186 Park Infrastructure Rehabilitation and Replacement	2014 BUDGET \$ 114,108 60,600 237,673 1,069,529 64,000 25,000 231,148 10,000 10,000 17,575 10,000 10,000 60,313 255,617 122,000 49,490 99,980
PR-190 Stephen Day Park Lighting	12,600

#### TOTAL

\$ 2,459,633

## **SENIOR SERVICES FUND - Fund Summary**

	2	2013 Actual	2014 Budget	2	2015 Budget
Personal Services		12,614	18,738		72,561
Operating and Maintenance		149,897	156,056		156,057
Non-Operating		-	5,656		5,769
Capital		-	-		, _
TOTAL	\$	162,511	\$ 180,450	\$	234,387

#### 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**

	201	3 Actual	20	14 Budget	2015 E	Budget
BEGINNING WORKING CAPITAL	\$	163,531	\$	202,695	<b>\$</b> 1	98,924
COMMITTED WORKING CAPITAL		-		521		-
SOURCES OF FUNDS REVENUES						
Charge for Services Interest		181,497 (290)		166,200 -	1	66,200 -
Miscellaneous Adjustment for GAAP Revenue		19,392 1,076		11,000		11,000
TOTAL FUNDS		201,675		177,200	1	77,200
EXPENDITURES						
Personal Services		12,614		18,738		72,561
Operating and Maintenance		149,897		156,056	1	56,057
Non-Operating		-		5,656		5,769
Capital		-		-		-
TOTAL EXPENDITURES		162,511		180,450	2	34,387
ENDING WORKING CAPITAL		202,695		198,924	1	41,737
CONTRIBUTION TO/(FROM) RESERVES	\$	39,164	\$	(3,250)	\$ (	57,187)

Personal Services		2013 Actual	2014 Budget	2015 Budget
112 Wages - Temporary		12,054	16,000	66,000
121 Wages - Overtime		-	500	500
128 FICA		447	992	4,092
129 Medicare		104	232	957
135 Compensation Insu	rance	9	14	12
137 Staff Training and C	onferences	-	1,000	1,000
Subtotal		12,614	18,738	72,561
Operating and Maintenar	ice			
210 Office Supplies		67	650	650
217 Dues and Subscript	ions	350	500	500
218 Non-Capital Equipm	ent and Furniture	-	1,000	1,000
223 Lab and Photo Sup	blies	-	100	100
229 Materials and Supp	ies	52,025	30,000	30,000
230 Printing and Copier	Supplies	5	200	200
243 Non-Capital Compu	ter Equipment and Supplies	744	1,000	1,000
245 Mileage Allowance		280	400	400
246 Liability Insurance		58	56	57
247 Safety Expenses		-	50	50
250 Professional and Co	ontracted Services	92,399	115,000	115,000
261 Telephone Charges		115	100	100
263 Postage		55	-	-
264 Printing and Copyin	g	3,779	6,000	6,000
269 Other Services and	Charges	20	1,000	1,000
Subtotal		149,897	156,056	156,057
Non-Operating Expense				
970 Transfers to Other F	unds	-	5,656	5,769
Subtotal		-	5,656	5,769
SERVICE TOTAL		\$162,511	\$180,450	\$234,387

# **STORM DRAINAGE FUND - Fund Summary**

	2013 Actual	2014 Budget	2	2015 Budget
Personal Services	1,125,834	1,192,724		1,380,133
Operating and Maintenance	1,205,464	1,187,289		1,314,078
Non-Operating	632,621	2,440,304		4,243,809
Capital	4,805,132	8,552,922		7,060,289
TOTAL	\$ 7,769,051	\$ 13,373,239	\$	13,998,309

#### Fund Description

The Storm Drainage Fund pays for all costs associated with maintaining and improving the City's storm drainage system. City staff includes crews to clean and repair drainage lines and engineering staff to plan improvements and to project future demands on the drainage system. The major source of revenue is a monthly fee billed to all residential and commercial utility users in the city. Residential utility customers pay a flat rate per month, and the rate for commercial and industrial utility customers is based on square footage of building space.

The Storm Drainage Fund includes six budget services: Public Works and Natural Resources Director, Storm Drainage Engineering, Storm Drainage Maintenance, Construction Inspection, Regulatory Compliance, and Engineering/Survey Technical Services. Administration of this fund is provided by the Public Works and Natural Resources Department.

#### 2015 Budget

The 2015 Budget includes \$660,289 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2015-2019 Capital Improvement Program. The following capital projects are funded in 2015.

## CAPITAL IMPROVEMENT PROGRAM PROJECTS

STORM DRAINAGE FUND PROJECTS	20	15 Budget
D-21 Storm Drainage Rehabilitation and Improvements	\$	550,000
D-37 Oligarchy Ditch Improvements		18,550
DR-8 Downtown Alley Improvements		45,120
PB-1 Municipal Buildings Roof Improvements		11,810
PB-82 Municipal Buildings HVAC Replacement		23,446
PB-119 Municipal Facilities Parking Lot Rehabilitation		11,363
TOTAL	\$	660,289

# **STORM DRAINAGE FUND - Fund Statement**

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	\$ 7,289,297	\$ 3,842,237	\$ 22,147,233
Committed Working Capital	-	(18,058,754)	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	4,056,770	6,366,335	6,429,578
Capital Investment Fee	146,340	94,827	137,619
Developer Participation	8,560	-	-
Intergovernmental Revenue	33,992	7,132,330	-
Interest	(16,623)	20,683	15,410
Miscellaneous	6,255	5,306	5,412
Bond Proceeds	2,740	-	-
Transfer from Storm Drainage	(34,563)	-	-
Adjustment for GAAP Revenue	5,079	-	-
TOTAL FUNDS	4,208,550	13,619,481	6,588,019
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utilities Director	742,427	2,504,670	4,307,242
Storm Drainage Engineering	1,040,633	894,534	1,114,966
Storm Drainage Maintenance	682,959	877,598	951,298
Storm Drainage Construction Inspection	108,369	95,357	106,304
Storm Drainage Regulatory Compliance	161,541	240,594	253,436
Storm Drainage Engineering/Survey Tech Services	227,990	207,564	204,774
CIP Projects	4,805,132	8,552,922	7,060,289
Total Operating Expenses	7,769,051	13,373,239	13,998,309
Adjustment for GAAP Expenses	(113,441)	_	_
TOTAL EXPENDITURES	7,655,610	13,373,239	13,998,309
ENDING WORKING CAPITAL	3,842,237	22,147,233	14,736,943
CONTRIBUTION TO/(FROM) RESERVES	\$ (3,447,060)	\$ 246,242	\$ (7,410,290)

## Service: Public Works and Natural Resources General Manager

## FUND: Storm Drainage Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

The Public Works and Natural Resources General Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget, and effective supervision of personnel.

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
General Manager PW&NR	0.15	0.15	0.15
Business & Strategic Planning Manager	0.15	0.15	0.15
Multi Media/Marketing Specialist	0.15	0.15	0.15
Utilities Financial Analyst	0.15	0.15	0.15
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Administrative Assistant	0.15	0.00	0.00
Total	1.05	0.90	0.90

### Service: Public Works and Natural Resources General Manager

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	65,122	75,653	77,751
112	Wages - Temporary	2,673	-	-
115	One Time Payment	-	640	975
121	Wages - Overtime	45	100	100
123	Leave Expense	1,676	-	-
126	Retirement Health Savings Plan	897	360	360
128	FICA	166	-	-
129	Medicare	598	786	765
131	MOPC	3,336	3,783	3,888
132	Employee Insurance	12,500	12,331	12,672
133	Employee Retirement	4,661	5,069	5,209
135	Compensation Insurance	43	69	55
136	Unemployment Insurance	248	227	155
137	Staff Training and Conferences	3,772	6,128	6,128
139	Dental Insurance	582	530	544
142	Food Allowance	47	240	425
	Subtotal	96,364	105,916	109,027
Oper	ating and Maintenance			
217	Dues and Subscriptions	104	-	-
218	Non-Capital Equipment and Furniture	374	1,090	450
240	Equipment Repair and Maintenance	3,418	6,401	6,401
243	Non-Capital Computer Equipment and Supplies	620	1,175	500
245	Mileage Allowance	-	360	460
246	Liability Insurance	289	282	260
248	Lease Purchase Installment	-	689	-
250	Professional and Contracted Services	21,477	5,000	5,880
263	Postage	1	-	-
264	Printing and Copying	127	-	-
	Subtotal	26,409	14,997	13,951
Non-	Operating Expense			
922	Interest - Current Bond Issue	516,883	498,757	1,665,920
923	Bond Principal - Current	-	585,000	1,204,655
925	Amortization of Bond Issue Expenses	105,899	-	-
927	Principal - Notes and Contracts	-	1,300,000	1,313,000
928	Interest - Notes and Contracts	(3,129)	-	-
970	Transfers to Other Funds	-	-	689
	Subtotal	619,654	2,383,757	4,184,264
	SERVICE TOTAL	\$742,427	\$2,504,670	\$4,307,242

## Service: Storm Drainage Engineering

## FUND: Storm Drainage Fund DEPARTMENT: Public Works and Natural Resources

## Service Description:

This service provides administration and engineering assistance to the Storm Drainage Utility. Activities include planning for development and capital improvement programs. It also pays for debt service costs and the administrative transfer fee to the General Fund.

#### SERVICE: Storm Drainage Engineering

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Engineering Administrator	0.10	0.10	0.10
Senior Civil Engineer	1.00	1.00	2.00
Civil Engineer	1.00	0.80	0.80
Construction Inspector	0.00	0.00	0.50
Environmental Project Specialist	0.00	0.30	0.10
Water Quality Lab Supervisor	0.00	0.10	0.05
Project Manager	0.00	0.00	0.50
Project Manager II	0.00	0.00	0.39
Water Quality Analyst	0.00	0.20	0.15
Laboratory Technician	0.00	0.30	0.15
Total	2.10	2.80	4.74

## Service: Storm Drainage Engineering

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	184,787	219,432	377,623
115 One Time Payment	-	2,124	2,774
121 Wages - Overtime	95	-	-
122 Longevity Compensation	-	192	99
123 Leave Expense	3,622	-	-
126 Retirement Health Savings Plan	2,482	1,120	1,940
129 Medicare	2,528	3,093	5,428
131 MOPC	9,818	10,972	18,881
132 Employee Insurance	27,416	35,767	61,551
133 Employee Retirement	13,721	14,702	25,302
135 Compensation Insurance	95	151	160
136 Unemployment Insurance	547	658	756
<ul><li>139 Dental Insurance</li><li>141 Uniforms and Protective Clothing</li></ul>	1,277	1,536	2,645
141 Fond Allowance	-	100 200	100
Subtotal	- 246,388	200 290,047	200 <i>497,459</i>
Operating and Maintenance	240,300	290,047	497,409
210 Office Supplies	-	100	100
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	320	395	395
218 Non-Capital Equipment and Furniture	947	16,500	18,721
229 Materials and Supplies	-	50	50
237 Line Maintenance	1,181	-	-
240 Equipment Repair and Maintenance	-	570	570
243 Non-Capital Computer Equipment and Supplies	750	2,100	4,487
245 Mileage Allowance	293	50	50
246 Liability Insurance	8,430	830	754
247 Safety Expenses	-	100	100
250 Professional and Contracted Services	320,134	145,000	145,000
252 Advertising and Legal Notices	-	300	300
259 Licenses and Permits	2,020	3,000	3,000
260 Utilities	551	-	-
261 Telephone Charges	63	300	335
263 Postage	823	200	200
264 Printing and Copying	64	375	375
270 Administrative and Management Services	452,283	420,772	403,149
273 Fleet Lease - Operating and Maintenance	1,481	2,233	1,226
274 Fleet Lease - Replacement	4,568	4,568	4,568
Subtotal	793,907	597,643	583,580
Non-Operating Expense			
960 Depreciation	-	-	-
970 Transfers to Other Funds	(574)	6,844	6,421
974 Art in Public Places Transfers	912	, _	-
Subtotal	338	6,844	6,421
	555	0,044	0,421
Capital Outlay			07 500
432 Vehicles	-	-	27,506
470 Planning	48,297	-	-
471 Land	2,632,426	-	-
480 System Improvements	36,599	-	-
Subtotal	2,717,322	-	27,506
SERVICE TOTAL	\$3,757,956	\$894,534	\$1,114,966

## Service: Storm Drainage Maintenance and Repair

## FUND: Storm Drainage Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

This service is responsible for maintaining and repairing all open channel and closed drainage facilities, including ditches, channels, culverts, catch basins, detention basins and storm sewers. This service also maintains certain sections of private ditches that provide storm drain benefits to the city. There are 104.36 miles of storm drain lines, 26.45 miles of open channels and ditches, and 3,015 catch basins in the City's storm drain system.

#### **SERVICE:** Storm Maintenance and Repair

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Operations Manager	0.05	0.05	0.05
Utility & Streets Operations & Mtce Manager	0.05	0.05	0.05
System Operations Supervisor	0.50	0.50	0.10
Utilities Maintenance Supervisor	0.20	0.20	0.60
Water Utilities Technician Lead	0.50	0.00	0.00
Water Utilities Technician	1.35	1.35	1.55
Public Works Technician II	0.00	0.00	0.20
Public Works Technician	1.00	1.00	1.30
Storm Drainage Utility Technician	0.75	0.00	0.00
Service Truck Technician	0.00	0.75	0.00
Arborist Technician II	0.25	0.25	0.25
Administrative Analyst	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	5.10	4.60	4.55

### Service: Storm Drainage Maintenance and Repair

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	245,649	234,342	213,809
112 Wages - Temporary	10,333	38,760	46,250
114 Skill Based Pay	7,524	10,674	-
115 One Time Payment	-	2,765	2,573
121 Wages - Overtime	11,100	5,000	5,000
122 Longevity Compensation	360	-	-
123 Leave Expense	8,695	4,800	4,800
124 Skill Based Overtime Pay	450	-	-
126 Retirement Health Savings Plan	5,990	1,840	1,560
128 FICA	269	2,403	2,868
129 Medicare	3,411	3,963	3,771
131 MOPC	12,886	11,728	10,691
132 Employee Insurance	38,913	38,198	34,850
133 Employee Retirement	17,994	15,715	14,326
135 Compensation Insurance	716	6,141	5,971
136 Unemployment Insurance	778	703	428
139 Dental Insurance	1,816	1,640	1,498
141 Uniforms and Protective Clothing	1,358	2,200	2,200
142 Food Allowance	18	200	200
Subtotal	368,260	381,072	350,795
Operating and Maintenance			,
210 Office Supplies	364	470	470
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	-	200	200
218 Non-Capital Equipment and Furniture	3,426	3,500	3,500
228 Janitorial Supplies	260	100	300
229 Materials and Supplies	5,000	5,900	5,900
230 Printing and Copier Supplies	62	260	260
232 Building Repair and Maintenance	1,153	10,000	10,700
233 Facility Repair and Maintenance	12,281	15,000	15,000
235 Station Maintenance	24	6,000	3,000
237 Line Repair/maintenance	36,887	85,000	85,000
240 Equipment Repair and Maintenance	2,838	8,400	8,400
241 Grounds Maintenance	7,750	300	300
243 Non-Capital Computer Equipment and Supplies	5,829	6,269	2,165
245 Mileage Allowance	5,025	200	2,103
246 Liability Insurance	- 7,173	28,488	200 21,777
247 Safety Expenses	2,224	4,000	4,000
249 Operating Leases and Rentals	2,224	4,000	7,000
250 Professional and Contracted Services	- 32,366	93,302	133,302
	52,500	250	250
252 Advertising and Legal Notices 259 Licenses and Permits	- 1 017	1,300	
260 Utilities	1,217		1,400
	7,554	12,430	12,430
261 Telephone Charges	1,327	3,504	3,504
262 Radio Repair and Maintenance	- 272	2,000	2,000
263 Postage		-	-
264 Printing and Copying	19	200	200
269 Other Services and Charges	14,572	16,950	19,450
273 Fleet Lease - Operating and Maintenance	65,953	81,088	67,022
274 Fleet Lease - Replacement	93,520	62,735	172,573
Subtotal	302,070	448,546	580,503
Non-Operating Expense	40.000	20,000	20,000
950 Bad Debt	12,622	20,000	20,000
974 Art in Public Places Transfers	7	-	-
Subtotal	12,629	20,000	20,000
Capital Outlay		~~ ~~~	
432 Vehicles	-	26,000	-
440 Machinery and Equipment	-	1,980	-
473 Site Maintenance	474	-	-
Subtotal	474	27,980	-
SERVICE TOTAL	\$683,433	\$877,598	\$951,298
			57

## Service: Construction Inspection

## FUND: Storm Drainage Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

This service provides inspection of public works and water utilities construction to ensure compliance with City standards. This includes inspection of both developer and City-funded projects. Inspectors field check construction for conformance with plans and assist in review of construction and development plans. This service also provides inspection of all work performed under the street right-of-way permit program to ensure compliance with City standards. This is a shared service with the Water, Sewer and Streets funds.

#### SERVICE: Construction Inspection

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Construction Inspection Supervisor	0.20	0.15	0.15
Senior Construction Inspector	0.40	0.30	0.30
Construction Inspector	0.30	0.45	0.45
Total	0.90	0.90	0.90

## Service: Construction Inspection

Pers	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	60,362	53,637	54,890
112	Wages - Temporary	2,790	6,000	12,000
115	One Time Payment	-	539	344
121	Wages - Overtime	7,094	5,250	6,000
122	Longevity Compensation	312	279	288
123	Leave Expense	2,245	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	797	360	360
128	FICA	184	372	744
129	Medicare	739	727	832
131	MOPC	3,077	2,682	2,745
132	Employee Insurance	9,286	8,743	8,946
133	Employee Retirement	3,884	3,594	3,678
135	Compensation Insurance	266	53	380
136	Unemployment Insurance	186	161	110
137	Staff Training and Conferences	358	525	525
139	Dental Insurance	433	375	384
141	Uniforms and Protective Clothing	23	30	30
142	Food Allowance	7	-	-
	Subtotal	92,044	83,327	92,256
Oper	ating and Maintenance			
210	Office Supplies	69	75	75
216	Reference Books and Materials	-	30	30
217	Dues and Subscriptions	26	105	105
218	Non-Capital Equipment and Furniture	40	210	210
222	Chemicals	-	45	45
229	Materials and Supplies	426	255	375
240	Equipment Repair and Maintenance	2,170	1,830	2,175
243	Non-Capital Computer Equipment and Supplies	2,963	45	186
246	Liability Insurance	1,245	1,137	1,341
247	Safety Expenses	150	173	173
249	Operating Leases and Rentals	-	15	15
250	Professional and Contracted Services	420	50	50
261	Telephone Charges	1,119	1,112	950
263	Postage	2	-	-
264	Printing and Copying	54	45	45
273	Fleet Lease - Operating and Maintenance	4,071	3,816	4,453
274	Fleet Lease - Replacement	3,570	3,087	3,820
	Subtotal	16,325	12,030	14,048
	SERVICE TOTAL	\$108,369	\$95,357	\$106,304

# Service: Regulatory Compliance

## FUND: Storm Drainage Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

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

- Providing technical evaluations and direction on environmental requirements for internal and external customers
- Planning for future regulatory requirements
- Coordinating watershed management activities, including monitoring, sampling and data evaluation
- Managing the stormwater quality program to meet the requirements of the City's Municipal Separate Stormwater System Permit issued by the Colorado Department of Public Health and Environment (CDPHE)
- Monitoring and tracking regulatory requirements for drinking water, wastewater treatment, stormwater quality, air quality and solid waste
- Providing assistance and support to Operations in meeting CDPHE permit conditions and federal and state safe drinking water requirements
- Managing the department's water conservation program
- Coordinating compliance activities between divisions and departments
- Providing enforcement response to environmental violations
- Coordinating involvement in regional environmental initiatives and programs
- Providing outreach and education on environmental issues related to City activities
- Directing the City's sustainability program
- Providing primary staff support to the Board of Environmental Affairs.

This is a shared service with the Water, Street, Sewer and Sanitation funds.

#### SERVICE: Regulatory Compliance

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Environmental Services Manager	0.30	0.30	0.34
Environmental Sustainability Coordinator	0.25	0.00	0.00
Civil Engineer	0.65	1.05	0.68
Environmental Project Specialist	0.50	0.35	0.34
Total	1.70	1.70	1.36

## Service: Regulatory Compliance

Person	al Services	2013 Actual	2014 Budget	2015 Budget
111 \$	Salaries and Wages	105,929	129,690	130,042
115 (	One Time Payment	-	340	914
122 L	Longevity Compensation	1,138	1,183	1,224
123 L	Leave Expense	2,033	-	-
126 F	Retirement Health Savings Plan	734	653	653
129 N	Medicare	582	1,031	1,019
131 N	MOPC	5,264	6,484	6,502
132 E	Employee Insurance	19,638	21,140	21,197
133 E	Employee Retirement	7,352	8,224	8,713
135 (	Compensation Insurance	68	108	95
136 l	Unemployment Insurance	392	389	260
137 5	Staff Training and Conferences	1,174	1,870	2,210
139 E	Dental Insurance	915	908	910
S	Subtotal	145,219	172,021	173,739
Operat	ing and Maintenance			
210 (	Office Supplies	1	-	-
216 F	Reference Books and Materials	15	136	136
217 E	Dues and Subscriptions	1,647	2,467	1,628
218 N	Non-Capital Equipment and Furniture	841	738	136
229 N	Materials and Miscellaneous Supplies	7	-	-
243 N	Non-Capital Computer Equipment and Supplies	420	1,084	2,093
245 N	Mileage Allowance	21	-	204
246 L	Liability Insurance	455	444	446
247 8	Safety Expenses	32	204	204
250 F	Professional and Contracted Services	12,650	63,500	74,000
259 L	Licenses and Permits	-	-	680
264 F	Printing and Copying	233	-	170
S	Subtotal	16,322	68,573	79,697
5	SERVICE TOTAL	\$161,541	\$240,594	\$253,436

## Service: Engineering/Survey Technical Services

## FUND: Storm Drainage Fund DEPARTMENT: Public Works and Natural Resources

### Service Description:

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

#### SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Technology/GIS Coordinator	0.20	0.30	0.20
Engineering and Survey Tech Supervisor	0.20	0.20	0.20
Lead GIS Analyst	0.30	0.30	0.20
Applications Support Analyst	0.00	0.00	0.20
Senior GIS/Mapping Technician	0.00	0.00	0.20
GIS/Mapping Technician	1.20	1.20	0.20
Technical Systems Specialist	0.00	0.00	0.00
Senior Engineering Technician	0.00	0.00	0.20
Engineering Technician	0.00	0.00	0.40
Survey Party Chief	0.10	0.10	0.00
Survey Technician	0.10	0.10	0.00
Total	2.10	2.20	1.80

## Service: Engineering/Survey Technical Services

Perse	onal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	127,017	117,609	116,521
112	Wages - Temporary	88	-	-
114	Skill Based Pay	75	65	60
115	One Time Payment	-	442	431
121	Wages - Overtime	1,142	349	325
122	Longevity Compensation	400	-	-
123	Leave Expense	3,175	-	-
124	Skill Based Overtime Pay	0	-	-
126	Retirement Health Savings Plan	1,688	775	722
129	Medicare	1,526	1,706	1,690
131	MOPC	6,466	5,884	5,829
132	Employee Insurance	20,936	19,170	18,993
133	Employee Retirement	10,006	7,884	7,811
135	Compensation Insurance	443	1,688	80
136	Unemployment Insurance	417	353	233
137	Staff Training and Conferences	3,206	3,528	3,286
139	Dental Insurance	975	823	816
141	Uniforms and Protective Clothing	-	65	60
	Subtotal	177,560	160,341	156,857
Oper	ating and Maintenance			
210	Office Supplies	5	-	-
216	Reference Books and Materials	-	22	21
217	Dues and Subscriptions	267	3,662	4,570
218	Non-Capital Equipment and Furniture	411	646	989
219	Drafting Supplies	486	862	602
229	Materials and Supplies	191	345	201
240	Equipment Repair and Maintenance	31,439	33,196	30,492
243	Non-Capital Computer Equipment and Supplies	3,394	549	1,508
246	Liability Insurance	510	456	425
247	Safety Expenses	7	215	201
249	Operating Leases and Rentals	-	732	-
250	Professional and Contracted Services	12,815	4,028	2,167
261	Telephone Charges	23	170	351
263	Postage	15	-	-
264	Printing and Copying	61	151	140
273	Fleet Lease - Operating and Maintenance	806	467	632
	Subtotal	50,430	45,500	42,299
Capit	al Outlay			
440	Machinery and Equipment	3,448	1,723	5,618
	Subtotal	3,448	1,723	5,618
	SERVICE TOTAL	\$231,438	\$207,564	\$204,774

## **TRANSPORTATION CIF FUND - Fund Summary**

	20	13 Actual	<b>20</b> 1	4 Budget	2	015 Budget
Personal Services		-		-		-
Operating and Maintenance		-		-		-
Non-Operating		-		-		-
Capital		-		300,000		250,000
TOTAL	\$	-	\$	300,000	\$	250,000

#### Fund Description

The Transportation Community Investment Fee (CIF) Fund was created in 1993 to provide funding for oversizing of arterial street construction and improvements, landscaping, and arterial intersection improvements. Transportation community investment fees are levied on all new construction (residential, commercial and industrial) within the city to provide a portion of the capital to meet the demand that new development creates for arterial street and intersection improvements.

TCIF technical documentation provides information on the specific oversizing projects that are included in CIP as Arterial Improvements. Prioritization of projects will be determined as development and traffic necessitate. Administration of this fund is provided by the Public Works and Natural Resources Department.

# **TRANSPORTATION CIF FUND - Fund Statement**

	2013 Actual	2	2014 Budget	20	015 Budget
BEGINNING WORKING CAPITAL	\$ 875,026	\$	1,088,861	\$	61,728
Committed Working Capital	-		900,000		-
SOURCES OF FUNDS					
REVENUES					
Street Improvement Fee	225,499		171,763		287,227
Interest	(1,617)		1,104		403
Adjustment for GAAP Revenue	(10,047)		-		-
TOTAL FUNDS	213,835		172,867		287,630
EXPENDITURES					
Capital	-		300,000		250,000
TOTAL EXPENDITURES	-		300,000		250,000
ENDING WORKING CAPITAL	1,088,861		61,728		99,358
CONTRIBUTION TO/(FROM) RESERVES	\$ 213,835	\$	(127,133)	\$	37,630

## CAPITAL IMPROVEMENT PROGRAM PROJECTS

TRANSPORTATION COMMUNITY INVESTMENT FEE FUND PROJECT	201	5 Budget
T-111 Main Street Pavement Reconstruction	\$	250,000
TOTAL	\$	250,000

# **YOUTH SERVICES FUND - Fund Summary**

9,791	-	-
43,298	6,000	6,000
-	-	-
-	-	-
53,089	\$ 6,000	\$ 6,000
	-	

Fund Description

The Youth Services Fund was created to receive funds donated or granted to Longmont Youth Services. This fund administers expenses related to grants and special projects of Children and Youth Resources.

		2013 Actual	2014 Budget	2015 Budget
Perse	onal Services			
111	Salaries and Wages	2,129	-	-
112	Wages - Temporary	6,994	-	-
114	Skill Based Pay	-	-	-
128	FICA	541	-	-
129	Medicare Contribution	127	-	-
	Subtotal	9,791	-	-
Oper	ating and Maintenance			
218	Non-Capital Equipment and Furniture	50	-	-
229	Materials and Supplies	40,597	5,000	5,000
250	Professional and Contracted Services	240	1,000	1,000
263	Postage	-	-	-
264	Printing and Copying	2,411	-	-
	Subtotal	43,298	6,000	6,000
	SERVICE TOTAL	\$53,089	\$6,000	\$6,000

# **YOUTH SERVICES FUND - Fund Statement**

	2013 Actual	2	014 Budget	20	015 Budget
BEGINNING WORKING CAPITAL	\$ 144,107	\$	165,944	\$	171,560
COMMITTED WORKING CAPITAL	-		7,813		-
SOURCES OF FUNDS					
REVENUES					
Charges for Services	32,287		-		-
Grants and Donations	16,358		19,429		6,000
Interest	(103)		-		-
Miscellaneous	25,636		-		-
Adjustment for GAAP Revenue	748		-		-
TOTAL FUNDS	74,926		19,429		6,000
EXPENDITURES					
Personal Services	9,791		-		-
Operating and Maintenance	43,298		6,000		6,000
TOTAL EXPENDITURES	53,089		6,000		6,000
ENDING WORKING CAPITAL	165,944		171,560		171,560
CONTRIBUTION TO/(FROM) RESERVES	\$ 21,837	\$	13,429	\$	-

# JUDICIAL WEDDING FEE FUND - Fund Summary

20	<b>13 Actual</b> 1,304		•	<b>2015 Budget</b> 1,500
	- 1,324	1	- ,351	- 1,351
\$	- 2,628	\$ 2,	_ ,851 \$	2,851
	20 \$	- 1,324 -	1,304 1 - 1,324 1 -	1,304 1,500  1,324 1,351 

Personal Services		2013 Actual	2014 Budget	2015 Budget	
137	Staff Training and Conferences	1,304	1,500	1,500	
	Subtotal	1,304	1,500	1,500	
Non-Operating Expense					
970	Transfers to Other Funds	1,324	1,351	1,351	
	Subtotal	1,324	1,351	1,351	
	SERVICE TOTAL	\$2,628	\$2,851	\$2,851	

# **JUDICIAL WEDDING FEE FUND - Fund Statement**

	2	013 Actual	20	14 Budget	20	15 Budget
BEGINNING WORKING CAPITAL	\$	27,127	\$	27,489	\$	31,638
SOURCES OF FUNDS						
REVENUES						
Charges for Services		3,000		7,000		3,000
Interest		(32)		-		-
Adjustment for GAAP Revenue		22		-		-
TOTAL FUNDS		2,990		7,000		3,000
EXPENDITURES						
Personal Services		1,304		1,500		1,500
Non-Operating		1,324		1,351		1,351
TOTAL EXPENDITURES		2,628		2,851		2,851
ENDING WORKING CAPITAL		27,489		31,638		31,787
CONTRIBUTION TO/(FROM) RESERVES	\$	362	\$	4,149	\$	149

City of Longmont, Colorado

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# **CAPITAL IMPROVEMENT PROGRAM**

Since 1988, The City of Longmont has prepared a five-year Capital Improvement Program (CIP) as the first step in developing the annual Operating budget. A capital project is defined as a new, replacement of, or improvements to infrastructure that has a minimum life expectancy of five years and a minimum cost of \$10,000. Among the financial policies adopted by the City Council, several pertain to the preparation, implementation, monitoring and financing of capital improvement projects. These include *Maintenance of Capital Assets, Use of Long Term Debt, Debt Payment, Lease Purchase and Straight Lease of Capital Items, and Subdivider's Escrow*, as well as the entire CAPITAL IMPROVEMENT POLICIES section. Details on these and all other Financial Policies can be found under the Budget Process and Policies section of this document.

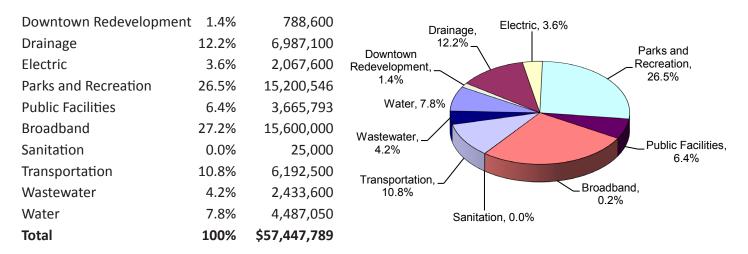
The annual Capital Improvement Program update began in March with a kickoff meeting and the distribution of a workbook containing a calendar of key CIP dates and instructions to be used in preparing the capital projects. The City's CIP contains all capital projects that staff have identified and groups them by category into a funded, partially funded and unfunded status. All projects, regardless of the funding status are required to be updated. Updates include project description, project justification, project costs and operating impacts. It is important that project costs, especially those in the next budget year, be estimated as closely as possible to avoid having to request additional funds due to shortfalls. A draft document is then prepared and distributed to staff for review and funding decisions are made.

After the CIP is finalized, the projects that are designated to be funded in 2015 are included in the City's 2015 Operating Budget, and a 2015-2019 Capital Improvement Program document also is created. CIP projects are grouped into the following categories:

- Downtown Redevelopment
- Drainage
- Electric
- Parks and Recreation
- Public Buildings and Facilities
- Telecommunications
- Transportation
- Water
- Wastewater

The flooding that occurred in Longmont in September 2013 resulted in damage to infrastructure mainly in the Water, Drainage, Parks and Transportation categories. Much of the funding in these areas in 2015 will be used to repair this damage.

## 2015 Projects by Category



### **Operating Budget Impact**

CIP projects can affect the City's Operating Budget by increasing or decreasing expenditures, or by increasing revenues. Projects that replace or rehabilitate existing facilities, such as new water lines, may decrease the cost of maintaining the system. Projects that build completely new infrastructure, such as a new park or fire station, will almost always increase expenditures, since more staff will be needed to operate and maintain the new facility. A new facility like a recreation center will increase City revenues by offering a new service that will generate new fee paying customers, but it will also increase the City's operating expenses. By timing the construction of new facilities to coincide with staff needs and training, operational impacts can be spread over a couple of years rather than impacting the budget all at once.

Projects that are financed using debt will also increase the operating budget by generating a debt service that will need to be paid off. The amount of required debt service relative to the size of the annual budget is an important indicator since debt service expenditures reduce the amount of funds available for other operating or capital uses. The City has used debt financing for major capital projects, but the majority of the projects included in this year's and prior year's CIPs are financed on a pay-as-you go basis using a variety of revenue sources such as sales and use tax, community investment fees, and developer participation as well as some grants. The City's outstanding debt is well under the limit set by City Charter. Detailed debt service information can be found in the Exhibits section of this document.

Specific operating impacts of 2015 capital projects can be found below and in the accompanying table titled 2015-2019 Capital Improvement Funded Projects - Operating Costs.

**Downtown Redevelopment Projects**: This category has three maintenance-type projects, which are not expected to have an operating impact in 2015.

**Drainage Projects**: D-28 Spring Gulch Drainage and Greenway Improvement is expected to require new parks maintenance staff and a small addition to the operations and maintenance budget to maintain the additional greenway trails in 2015. The other funded projects in this category are flood related and are not expected to have an operating impact. In 2008 and 2014 revenue bonds were issued to fund storm drainage projects. The annual principal and interest payment for 2015 is \$2,870,575, which will be paid from the Storm Drainage Fund.

**Electric Projects**: None of the seven funded Electric projects are expected to generate additional operating needs.

**Parks and Recreation Projects**: This category of projects has several that are ongoing maintenance of existing infrastructure that will not impact the operating budget for 2015. Construction of new landscaping, trails and trail connections tend to impact the operating budget in a "lumpy" fashion. Minor dollars were added to the Parks Maintenance budget for operating supplies for 2015. In 2010, revenue bonds were issued for the purchase of additional open space, and the annual principle and interest payment for 2015 of \$2,187,114 will be paid from the Open Space Fund.

**Public Buildings and Facilities Projects**: This category also has several projects that are ongoing maintenance of existing facilities that are not expected to impact the operating budget, but which may, in fact, decrease the operational needs. These projects are replacement of HVAC and boiler systems and upgrades to aging equipment. Budgets have not been reduced since the actual amount of savings is difficult to determine. In 2010, the City spent just under \$2.3 million on energy efficiency upgrades at five City facilities. The City has financed these upgrades over a 15-year period (2015 payment is \$258,373), and over this period it is estimated that the City will save \$3.9 million on utility bills and operating and maintenance costs.

The City used a lease purchase agreement for construction of the Fire Station #6 and is currently paying \$350,000 annually. Prior public building projects have been completed using revenue and GO bonds. The revenue bonds paid for construction of a new recreation center, a new museum and cultural center, and the remodel of the Roosevelt Park campus in 2001/02. Debt service on these bonds for 2015 is \$2,733,175. This debt is paid from the Public Improvement Fund.

**Broadband Projects**: There is one major project planned for 2015, the citywide Fiber-to-Premise-Buildout. This project will allow high-speed Internet access and other broadband services to be available to all residents and businesses that subscribe for service within city limits. It's anticipated the project will take three years to complete. \$1,840,850 in additional operating costs is budgeted in 2015. The annual principle and interest payment for 2015 of \$1,472,013 will be paid from the Electric and Broadband Fund.

**Transportation Projects**: Most of the projects planned in this category will be for flood recovery and multiyear road widening and rehabilitation projects that will not have any impact in 2015.

**Wastewater Projects**: No operating impacts are expected from one project in this category in 2015 since it is maintenance of current infrastructure. The second project, MUS-149 Wastewater Treatment Plant Master Plan Improvements, added over \$25,000 to the Sewer Fund ongoing operation and maintenance budget for 2013 and will add another \$75,000 per year beginning in 2017. In 2010 and 2013, the City issued bonds for improvements at the Wastewater Treatment Plant. Debt payment on these bonds for 2015 is \$3,866,683.

**Water Projects**: 2015 water projects are expected to have no operating impact since they are mostly upgrades or replacement of current infrastructure. Several projects are expected to be revenue neutral and one major project, the Windy Gap Firming Project, has unknown operating costs at this time. A loan for construction of the Nelson-Flanders Water Treatment Plant from the Colorado Resources and Power Authority is currently being paid from the Water Fund. The total 2015 cost for this loan is \$1,305,935.

### Funded Projects by Category

						2015-2019
	2015	2016	2017	2018	2019	Total
Downtown Redevelopment	788,600	10,000	30,000	30,000	-	858,600
Drainage	6,987,100	11,911,860	6,006,000	1,226,700	550,000	26,681,660
Electric	2,067,600	1,486,000	1,410,000	1,250,000	1,200,000	7,413,600
Parks and Recreation	15,200,546	5,919,919	4,856,990	5,146,740	1,528,025	32,652,220
Public Facilities	3,665,793	2,104,303	1,955,946	1,855,786	1,977,920	11,559,748
Broadband	15,600,000	16,100,000	2,200,000	1,900,000	1,100,000	36,900,000
Sanitation	25,000	202,000	-	-	-	227,000
Transportation	6,192,500	10,301,500	-	-	-	16,494,000
Wastewater	2,433,600	2,296,600	2,333,600	2,365,600	2,005,000	11,434,400
Water	4,487,050	2,826,250	23,064,950	3,720,650	1,123,751	35,222,651
Total	57,447,789	53,158,432	41,857,486	17,495,476	9,484,696	179,443,879

### Funded Projects by Fund

						2015-2019
	2015	2016	2017	2018	2019	Total
Airport	-	-	-	-	-	-
Conservation Trust	4,187,000	1,700,000	1,560,000	598,000	399,000	8,444,000
Downtown Parking	10,000	10,000	30,000	30,000	-	80,000
Electric and Broadband Fu	ind 17,665,500	17,286,350	3,431,820	2,858,075	1,950,000	43,191,745
Electric CIF	685,000	375,000	410,000	350,000	350,000	2,170,000
Fleet	249,287	22,018	-	-	-	271,305
Golf	156,240	380,792	77,200	50,500	50,500	715,232
LDDA	273,040	-	-	-	-	273,040
Open Space	2,000,000	2,267,450	1,414,000	606,000	-	6,287,450
Open Space Bonds	-	-	-	-	-	-
Park Improvement	1,699,729	129,535	1,511,770	3,693,270	322,550	7,356,854
Park and Greenway	4,220,607	2,558,784	1,088,020	184,970	30,000	8,082,381
Public Buildings CIF	61,610	-	-	-	-	61,610
Public Improvement	2,459,633	2,672,743	2,057,201	2,395,707	2,163,974	11,749,258
Public Safety	100,000	-	-	-	-	100,000
Sanitation	343,081	202,000	111,190	-	123,974	780,245
Sewer	2,570,477	2,296,600	2,365,369	2,370,827	2,085,252	11,688,525
Sewer Bonds	-	-	-	-	-	-
Sewer Construction	-	-	-	-	-	-
Storm Drainage	660,289	849,605	602,769	595,280	617,176	3,325,119
Storm Drainage Bonds	6,400,000	7,600,000	4,000,000	-	-	18,000,000
Street	6,667,333	11,691,500	78,660	26,393	121,090	18,584,976
Transportation CIF	250,000	-	-	-	-	250,000
Water Acquisition	-	-	3,250,000	-	-	3,250,000
Water	6,083,213	2,660,305	8,402,787	3,610,704	1,145,429	21,902,438
Water Construction	705,750	455,750	11,066,700	125,750	125,751	12,479,701
Water Storage Fund	-	-	400,000	-	-	400,000
Total	57,447,789	53,158,432	41,857,486	17,495,476	9,484,696	179,443,879

Project C	Category	Project Description	2015	2016	2017	2018	2019	5 Year Total
Downtow	n Redevelopment projects							
DR-8	Downtown Alley Improvements	Improve, upgrade and beautify Longmont's alleys.	603,600					603,600
DR-19	Streetscape Improvements	Improvements to street scapes in the downtown area.	175,000					175,000
DR-23	Downtown Parking Lot Improvements	Improvements to parking lots in the downtown area.	10,000	10,000	30,000	30,000		80,000
	Total		788,600	10,000	30,000	30,000	-	858,600
Drainage	projects							
D-21	Storm Drainage Rehabilitation and Improvemets	Minor storm sewer rehabilitation and improvements	550,000	550,000	550,000	550,000	550,000	2,750,000
D-28	Spring Gulch #2 Drainage & Greenway Improvements	Design and construction of missing greenway and drainage connection along Spring Gulch from west of County Line Rd to Sandstone Ranch.		3,364,650	1,414,000	606,000		5,384,650
D-37	Oligarchy Ditch Improvements	Improvements to include access for maintenance, increased capacity, greenway connections and stream degradation.	37,100	397,210	42,000	70,700		547,010
D-39	St Vrain Channel Improvements	This project includes land acquisition and widening of the St. Vrain Creek channel to increase storm flow capactiy to carry the 100 year flood flows.	6,400,000	7,600,000	4,000,000			18,000,000
	Total	· ·	6,987,100	11,911,860	6,006,000	1,226,700	550,000	26,681,660
Electric p	projects							
MUE-9	Electric Feeder Underground Conversion	Convert main feeder overhead lines to underground	332,600	111,000				443,600
MUE-14	Electric Main Feeder Extensions	New main feeder extensions built as development generates a need to expand.	385,000	375,000	410,000	350,000	350,000	1,870,000
MUE-16	Electric Substation Expansion	Expansion and enhancements to substations occur as a result of new business growth and development that require an increase in substation capacity.	300,000					300,000
MUE-17	Electric Substation Upgrades	Perimeter block walls and security gates for Terry Street substation.		50,000	50,000	50,000		150,000
MUE-44	Electric System Reliability Improvements	Enhance existing facilities through improved operating conditions and system reliability.	100,000	100,000	100,000	100,000	100,000	500,000
MUE-91	Street Lighting Program	Conversion of unmetered porch lights to street lighting.	50,000	50,000	50,000	50,000	50,000	250,000
MUE-97	Electric Aid to Construction	Installation or upgrades for residential and commercial customers.	900,000	800,000	800,000	700,000	700,000	3,900,000
	Total		2,067,600	1,486,000	1,410,000	1,250,000	1,200,000	7,413,600

Project C	ategory	Project Description	2015	2016	2017	2018	2019	5 Year Total
Darke and	Recreation projects							
PR-5B	St Vrain Greenway	Multiphase trail corridor along	3,200,000	2,661,952	1,310,000		-	7,171,9
PR-44B	Sandstone Ranch Community	the St Vrain River. This project (Phase IV) will			370,770	3,663,270		4,034,0
	Park	complete the Sandstone Ranch Community park project.						
PR-56	Park Buildings Rehabilitation and Replacement	Rehab / replacement of park shelters, restrooms and pump houses.	200,920	211,920	100,920	311,920	100,000	925,6
PR-83	Primary and Secondary Greenway Connection	Design and construction of sections of unfinished primary greenway.	340,000	515,000			322,550	1,177,5
PR-90	Sunset Irrigation System	Replacement of field controllers and central control system.	-	216,600	-	-	-	216,6
PR-102	Swimming and Wading Pools Maintenance	Renovation, replacement and upkeep of the aquatics facilities.	255,617	308,427	252,700	236,150	375,975	1,428,8
PR-113	Park Irrigation Pump Systems Rehabilitation	Renovation of the park irrigation systems.	122,000	186,000	110,000	60,000	50,000	528,0
PR-121	Park Ponds Dredging and Stabilization	This project consists of dredging sediment out of ponds within the City.	70,700					70,7
PR-136	Park Bridge Replacement Program	Restoration of pedestrian bridges in City parks.	5,000	5,000	100,000	5,000	5,000	120,0
PR-139	Wertman Neighborhood Park	Develop park in the Quail Neighborhood and south central Longmont. Construction may include picnic areas, playground, restrooms, dog exercise area, small skate park area, shelters, pathways, sports courts, multi-use fields and landscaping, etc.		99,535	1,111,000			1,210,5
PR-143	Garden Acres Park Renewal	Master Plan update and/or revitilization plan for the park, and renovation of the primary features of the park.		1,387,500	1,262,500			2,650,0
PR-150	Quail Campus Master Planned Improvements	Phase 1 park improvement will provide a 70 space parking lot and 10 court tennis complex. Design and partial construction were funded in 2013.	1,699,729					1,699,7
PR-169	Golf Course Cart Path Improvements	Improvements to golf course cart path systems.	50,500	50,500	50,500	50,500	50,500	252,5
PR-186	Park Infrastructure Rehabilitation and Replacement	Renew aging park t infrastructure.	249,980	172,985	136,900	196,900	200,000	956,7
PR-190	Stephen Day Park Lighting	This project includes park path lights along the north walk at the park.	12,600					12,6
PR-191	Golf Buildings Rehabilitation	Rehabilitation and repairs to golf course clubhouses and maintenance buildings.	81,500	79,500	26,700			187,7
PR-192	Park and Greenway Miscellaneous Asset Renewal	Complete large miscellaneous preventative maintenance to extend the life cycle of capital assets in parks and greenways or to correct unanticipated safety concerns and issues	25,000	25,000	25,000	25,000	25,000	125,0
PR-194	St Vrain Blueprint	Channel improvements within the new proposed St. Vrain channel between Main St. west to the rail road tracks.				598,000	399,000	997,(
PR-195	Dickens Farm Park	The park will provide an area that combines trail based amenities (restrooms, drinking fountains, etc.) with unique features such as a Water Park, Bike Skills area, Nature Play	8,887,000					8,887,0
		area and other amenities.						

Huppovenents         variautie solution improvements         variautie solution improvements         200,000         200,000         200,000         200,000         400,000	Project Cate	egory	Project Description	2015	2016	2017	2018	2019	5 Year Total
PB-1         Multicipal Buildings Nod         Not replacement and replant         98.2.38         941.214         308.607         113.531         283.285         :           PB-2         Municipal Buildings Nod         Not replacement and replant         98.238         941.214         308.607         113.531         283.285         :           PB-3         Municipal Buildings Nod         Not replacement and replant at the individual individu									
Improvementa         variata i evaluation.           P6-2.         Municipial Buildings ADA         Improvements for City buildings         200.000         200.000         200.000         400.000           P8-37.         Fire Stations improvements         General improvements         60.800         40.000			Roof replacement and repair at	586.238	841.214	306.607	113.531	283.245	2,130,83
Improvements         for accessibility for the handbacked similarity and a relations.         0.600         40.000         40.000         40.000           19-37         Fire Stations improvements         General improvements, maintenance and regists at the City is the stations.         0.600         40.000         40.000         40.000           19-30         Municipal Buildings HOL Replacement         Carly is the stations.         237.673         200.171         102.939         25.300         246.210           19-842         Municipal Buildings HOL Replacement         Overlay and restriping of preptocement at values City buildings and parks to annual evaluation.         13.81.898         370.002         717.370         1.107.000         824.837           19-810         Municipal Buildings HOL Replacement         Overlay and restriping of preptocement for anonual evaluation.         124.841         144.430         198.950         7.000         104.603           19-811         Municipal Buildings HOL Replacement         Carpet and nonise replacement of powered and stations contain and customer evaluation.         123.148         137.566         244.530         219.800         346.025           28-146         Community Services and Gate Replacement         Replacement of powered and stations contain and customer evaluation.         10.000         10.000         10.000         10.000         10.000           <		Improvements	various City facilities based on annual evaluation.	,				, -	
B-8.7         File Stations improvements maintance and repairs at the City fire stations.         60,000         40,000			for accessibility for the		200,000	200,000	200,000		600,00
Replacement       at varius City facilities based on annual evaluation.       351,858       379,902       717.370       1.107.000       824,837         78-82       Municipal Facilities Parine Judi Rehabilisation       Overlay and resping of paring lots at various City buildings and parks.       96.000       112,000       117,000       88,000       88,000         78-10       Municipal Facilities Paring Lot Rehabilisation       Overlay and resping of paring lots at various City buildings and parks.       124,841       144,450       196,350       7,000       104,803         78-118       Municipal Facilities Paring replacement       Carpot and flooring replacement for a variety of receive equipment.       231,148       137,596       204,630       219,850       346,025         78-168       Community Services       Scheduled replacement for a variety of receive equipment.       10,000 </td <td>PB-37</td> <td>Fire Stations Improvements</td> <td>General improvements, maintenance and repairs at the</td> <td>60,600</td> <td>40,000</td> <td>40,000</td> <td>40,000</td> <td>40,000</td> <td>220,60</td>	PB-37	Fire Stations Improvements	General improvements, maintenance and repairs at the	60,600	40,000	40,000	40,000	40,000	220,60
Replacement       at varius City facilities basied on annual varius at various City buildings at various City buildings at various City buildings at various City buildings and parks.       12,000       117,000       88,000       88,000         78-109       Municipal Buildings Filosing replacement at various City buildings and condition evaluations.       124,841       144,430       196,950       7,000       104,603         78-146       Community Services special Equipment.       Community Services replacement for a variety of receasional and customer service equipment.       231,148       137,586       204,630       219,860       346,025         78-146       Municipal Buildings Auto Door automatic doors and gates       10,000       10,000       10,000       10,000       10,000         78-148       Municipal Buildings Kayless entry       Retrofit doors and gates       117,575       24,450       25,105       15,000         78-168       Municipal Buildings Kayless entry       Retrofit doors replacement of replacement of replacement of existing UPS systems throughout the City.       10,000       10,000       10,000       10,000       10,000         78-168       Municipal Buildings Katerion maintain integrity.       10,000       10,000       10,000       10,000       10,000         78-179       Departing total systems throughout the			at various City facilities based	237,673	209,171	102,939	25,300	246,210	821,29
Rehabilitation       parking los at variage City buildings and parks.       124.841       144.430       196.950       7.000       104.603         28-119       Municipal Buildings Flooring Replacement       Carpet and flooring replacement at various City buildings and condition evaluations.       124.841       144.430       196.950       7.000       104.603         28-146       Community Services       Scheduled replacement for a variety of recreational and custome review equipment.       231.148       137.686       204.630       219.850       346.025         28-163       Municipal Buildings Auto Door endicate Replacement of powered and audomatic doors and gates.       10.000			at various City facilities based	1,351,858	379,902	717,370	1,107,000	824,837	4,380,96
Replacement       replacement at various City         PB-145       Specialized Equipment       Schedulder replacement for a         Variational City       Specialized Equipment       Variation of recreational and automatic does and gates         PB-160       Municipal Buildings Keyless       Refront doors and gates       10.000       10.000       10.000       10.000         PB-161       Municipal Buildings Keyless       Refront doors and gates       10.000       10.000       10.000       10.000       10.000         PB-163       Municipal Buildings Keyless       Refront doors and gates       10.000       10.000       10.000       10.000       10.000         PB-161       Municipal Buildings Keyless       Refront doors and gates       10.000       10.000       10.000       10.000       10.000         PB-161       Municipal Buildings Letterior       Repars, updates or       10.000       10.000       10.000       10.000       10.000         PB-162       Municipal Buildings Interior       Repars, updates or       10.000       10.000       10.000       10.000       10.000       10.000       10.000       10.000       10.000       10.000       10.000       10.000       10.000       10.000       10.000       10.000       10.000       10.000       10.000 <td></td> <td></td> <td>parking lots at various City</td> <td>96,000</td> <td>112,000</td> <td>117,000</td> <td>88,000</td> <td>88,000</td> <td>501,00</td>			parking lots at various City	96,000	112,000	117,000	88,000	88,000	501,00
Specialized Equipment       variety of recreational and customer service equipment.         2B-180       Municipal Buildings Auto Door and gates.       Replacement of powered and automatic doors and gates.       10,000       10,			replacement at various City buildings based on industry standards and condition	124,841	144,430	196,950	7,000	104,603	577,82
PB-163 Municipal Buildings Keyless Retrofit doors and gates. PB-163 Entry and pates throughout the City with keyless and pates and pates throughout the City with keyless entry. PB-181 Municipal Buildings UPS Repair Repairs and replacement of existing UPS systems and replacement of existing UPS systems and replacement of existing UPS systems and replacement of buildings to maintain integrity. PB-189 Municipal Buildings Exterior replacements to exterior of buildings to maintain integrity. PB-190 Municipal Buildings Exterior replacements to exterior of buildings to maintain integrity. PB-192 Operations & Maintenance Stee valuation and construction of facility for vehicle washing/storage and maintain integrity. PB-196 Shooting Range Improvements Funded 2015 Replace 100,000 for 0,000		,	variety of recreational and	231,148	137,586	204,630	219,850	346,025	1,139,23
PB-163       Municipal Buildings Keyless       Retrofit doors and gates throughout the City with keyless entry.       10,000				10,000	10,000	16,000			36,00
PB-181       Municipal Buildings UPS Repair Repairs and replacement of existing UPS systems throughout the Cly.       17,575       24,450       25,105       15,000         PB-189       Municipal Buildings Exterior Repairs, updates or buildings to maintain integrity.       10,000       10,	PB-163	Municipal Buildings Keyless	Retrofit doors and gates throughout the City with keyless	10,000	10,000	10,000	10,000	10,000	50,00
PB-189       Municipal Buildings Exterior Maintenance       Repairs, updates or replacements to exterior of buildings to maintain integrity.       10,000       10,000       10,000       10,000       10,000         PB-190       Municipal Buildings Interior Maintenance       Repairs, updates or replacements to interior of buildings to maintain integrity.       10,000			Repairs and replacement of existing UPS systems	17,575		24,450	25,105	15,000	82,13
PB-190 Municipal Buildings Interior Maintenance Repairs, updates or 10,000 10,000 10,000 10,000 10,000 10,000 replacements to interior of buildings to maintain integrity. PB-192 Operations & Maintenance Stite evaluation and construction Buildings to limprovements of facility for vehicle washing/storage and material PB-196 Shooting Range Improvements Funded 2015. Replace multipation buildings to the vehicle washing/storage and material PB-198 North Museum Parking Lot Paving Parking Lot Pave, landscape, and add lighting to the unfinished north side of the Museum parking lot. Total			replacements to exterior of	10,000	10,000	10,000	10,000	10,000	50,00
Building/Site Improvements       of facility for vehicle washing/storage and material washing/storage and material         PB-196       Shooting Range Improvements       Funded 2015: Replace disintegrating fiberglass exterior wall panels to stop water leaks, install a cooling system within the Range.       100,000         PB-198       North Museum Parking Lot Pave, landscape, and add lighting to the unfinished north side of the Museum parking lot.       61,610         Total       7otal       3,665,793       2,104,303       1,955,946       1,855,786       1,977,920       1         Sanitation       projects       This project would redevelop the entry area of the Waste Diversion Center Upgrades       25,000       202,000       -       -       -         Broadband projects       Total       Citywide Fiber to Premise Build       Construct fiber to the premise build-out will allow high-speed internet access who subscribe for service within city limits.       15,600,000       16,100,000       2,200,000       1,900,000       1,100,000       34			Repairs, updates or replacements to interior of	10,000	10,000	10,000	10,000	10,000	50,00
PB-196       Shooting Range Improvements       Funded 2015: Replace       100,000         will paraling fiberglass exterior       will parales to stop water leaks, Install a cooling system within the Range.       100,000         PB-198       North Museum Parking Lot       Pave, landscape, and add       61,610         PB-198       North Museum Parking Lot       Pave, landscape, and add       61,610         Ighting to the unfinished north side of the Museum parking lot.       3,665,793       2,104,303       1,955,946       1,855,786       1,977,920       1         Sanitation       projects       524       Waste Diversion Center       This project would redevelop the entry area of the Waste Diversion Center to enhance security and customer access       25,000       202,000       -       -       -         Broadband projects       TeL-3       Citywide Fiber to Premise Build       Construct fiber to the premise build-out will allow high-speed intermet access and other broadband services to be available to all residents and businesses who subscribe for service within city limits.       16,100,000       2,200,000       1,900,000       1,100,000       3i			of facility for vehicle	758,250					758,25
PB-198       North Museum Parking Lot Paving       Pave, landscape, and add lighting to the unfinished north side of the Museum parking lot.       61,610         Total       3,665,793       2,104,303       1,955,946       1,855,786       1,977,920       1         Sanitation Projects       This project would redevelop Upgrades       This project would redevelop the entry area of the Waste Diversion Center to enhance security and customer access       25,000       202,000       -       -         Broadband projects       Total       25,000       202,000       -       -       -         Broadband projects       Citywide Fiber to Premise Build       Construct fiber to the premise build-out will allow high-speed internet access and other broadband services to be available to all residents and businesses who subscribe for service within city limits.       15,600,000       16,100,000       2,200,000       1,900,000       1,100,000       34	⊃B-196	Shooting Range Improvements	Funded 2015: Replace disintegrating fiberglass exterior wall panels to stop water leaks, Install a cooling system within	100,000					100,00
Sanitation       projects         S-4       Waste Diversion Center Upgrades       This project would redevelop the entry area of the Waste Diversion Center to enhance security and customer access       25,000       202,000         Total       25,000       202,000       -       -         Broadband projects       25,000       15,600,000       16,100,000       2,200,000       1,900,000       1,100,000       30         TEL-3       Citywide Fiber to Premise Build internet access and other broadband services to be available to all residents and businesses who subscribe for service within city limits.       15,600,000       16,100,000       2,200,000       1,900,000       1,100,000       30		0	Pave, landscape, and add lighting to the unfinished north	61,610					61,61
S-4       Waste Diversion Center Upgrades       This project would redevelop the entry area of the Waste Diversion Center to enhance security and customer access       25,000       202,000         Total       25,000       202,000       -       -         Broadband projects       TeL-3       Citywide Fiber to Premise Build       Construct fiber to the premise build-out will allow high-speed internet access and other broadband services to be available to all residents and businesses who subscribe for service within city limits.       15,600,000       16,100,000       2,200,000       1,900,000       1,100,000       34	[	Total		3,665,793	2,104,303	1,955,946	1,855,786	1,977,920	11,559,74
S-4       Waste Diversion Center Upgrades       This project would redevelop the entry area of the Waste Diversion Center to enhance security and customer access       25,000       202,000         Total       25,000       202,000       -       -         Broadband projects       TeL-3       Citywide Fiber to Premise Build       Construct fiber to the premise build-out will allow high-speed internet access and other broadband services to be available to all residents and businesses who subscribe for service within city limits.       15,600,000       16,100,000       2,200,000       1,900,000       1,100,000       34	Sanitation	projects							
Total     25,000     202,000     -     -       Broadband projects       TEL-3     Citywide Fiber to Premise Build     Construct fiber to the premise build-out will allow high-speed internet access and other broadband services to be available to all residents and businesses who subscribe for service within city limits.     15,600,000     16,100,000     2,200,000     1,900,000     1,100,000     36	S-4	Waste Diversion Center	the entry area of the Waste Diversion Center to enhance	25,000	202,000				227,00
TEL-3 Citywide Fiber to Premise Build Construct fiber to the premise 15,600,000 16,100,000 2,200,000 1,900,000 1,100,000 3 build-out will allow high-speed internet access and other broadband services to be available to all residents and businesses who subscribe for service within city limits.	[	Total	,	25,000	202,000	-	-	-	227,00
TEL-3 Citywide Fiber to Premise Build Construct fiber to the premise 15,600,000 16,100,000 2,200,000 1,900,000 1,100,000 3 build-out will allow high-speed internet access and other broadband services to be available to all residents and businesses who subscribe for service within city limits.									
build-out will allow high-speed internet access and other broadband services to be available to all residents and businesses who subscribe for service within city limits.		•							
	TEL-3	Citywide Fiber to Premise Build	build-out will allow high-speed internet access and other broadband services to be available to all residents and businesses who subscribe for	15,600,000	16,100,000	2,200,000	1,900,000	1,100,000	36,900,00
Total 15,600,000 16,100,000 2,200,000 1,900,000 1,100,000 30	I	Total	service within city limits.	15.600.000	16,100.000	2,200.000	1,900.000	1,100.000	36,900,00

Project C	ategory	Project Description	2015	2016	2017	2018	2019	5 Year Total
Transport	ation projects							
T-1	Street Rehabilitation Program	Ongoing component of the pavement management plan involving maintenance and rehabilitation of pavements.	4,500,000	5,000,000				9,500,000
T-11	Transportation System Management Program	Ongoing replacement program to upgrade existing damaged or deteriorating distribution system.	450,000	1,000,000				1,450,000
T-76	South Pratt Parkway Bridge over St Vrain River	Design and construction of bridge widening and replacement.	-	2,100,000				2,100,000
T-92	Boston Avenue Connection - Price to Martin	Construction of a new portion of roadway.	488,500	1,951,500				2,440,000
T-105	Missing Sidewalks	Design and construct various gaps in the City's sidewalk system.	205,000	250,000				455,000
T-111	Main Street Pavement Reconstruction	Replacement of deteriorated pavement and with long lasting concrete pavement on Main Street from Ken Pratt Boulevard to 3rd Avenue.	250,000					250,000
T-126	Adaptive Signal Equipment and Installation	Design and construction of a new bridge structure, reconstruct a section of Main St and provide additional trail connections.	299,000	-	-	-	-	299,000
	Total		6,192,500	10,301,500	-	-	-	16,494,000
Wastewat	er projects							
MUS-53	Sanitary Sewer Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the collection system.	683,000	546,000	583,000	615,000	505,000	2,932,000
MUS-149	Wastewater Treatment Master Plan Improvements	Improvements, additions and rehabilitation of the wastewater treatment plant.	1,750,600	1,750,600	1,750,600	1,750,600	1,500,000	8,502,400
	Total		2,433,600	2,296,600	2,333,600	2,365,600	2,005,000	11,434,400

Project Ca	tegory	Project Description	2015	2016	2017	2018	2019	5 Year Total
Water proje	ects							
MUW-66	Water Distribution Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the distribution system.	1,235,500	917,500	1,053,700	814,900	998,000	5,019,600
MUW-109	Clover Basin Water Transmission Line	Installation of Phase I Water transmission line	150,000	80,000	3,815,000			4,045,000
MUW-112	North St Vrain Pipeline Replacement	Replace/repair sections of the existing pipeline.	670,000		-	-	-	670,000
/IUW-137	Union Reservoir Land Acquisition Program	Acquisition of land adjacent to Union reservoir for existing and future uses of the reservoir.	50,000	50,000	50,000	50,000	50,001	250,001
MUW-155	Water Treatment Plant Improvements	Improvements at Nelson- Flanders and Wade Gaddis treatment plants.	1,403,000			2,672,000		4,075,000
MUW-172	Windy Gap Firming Project	Participation in design & construction of one or more storage reservoirs to firm the Windy Gap water supply	400,000	500,000	17,811,000	-	-	18,711,000
MUW-173	Raw Water Irrigation Planning and Construction	System improvements for the delivery of raw water supplies to parks, open space and golf courses.	92,800	108,000	108,000	108,000		416,800
MUW-179	Water System Oversizing	Developer reimbursements for oversizing water lines ahead of City's schedule.	75,750	75,750	75,750	75,750	75,750	378,750
MUW-182	Flow Monitoring Program	Installation of State Engineers Office approved flow monitoring stations on raw water intake points.	110,000					110,000
MUW-183	Price Park Tank Replacement	Demolition of two old, deteriorating water storage facilities and the construction of a new 5 million gallon tank		1,095,000				1,095,000
MUW-184	Additional 8 Million Gallon North Tank	This project will ultimately construct a new 8 million gallon concrete storage tank and associated steel pipe lines.	200,000					200,000
MUW-188	Regional Potable Water Interconnections	This project will include studies, planning, design, permitting and construction of regional potable water interconnections with adjacent water districts.	100,000		151,500			251,500
	Total	,	4,487,050	2,826,250	23,064,950	3,720,650	1,123,751	35,222,651
	2015-2019 Funded Projects Totals		57,447,789	53,158,432	41,857,486	17,495,476	9,484,696	179,443,879

Project C	ategory	Operating Description	2015	2016	2017	2018	2019	5 Year Total
Downtow	n Redevelopment projects							
DR-8	Downtown Alley Improvements	No impact to operating budget.	-	-	-	-	-	-
DR-19	Streetscape Improvements	No impact to operating budget.	-	-	-	-	-	-
DR-23	Downtown Parking Lot Improvements	No impact to operating budget.	-	-	-	-	-	-
	Total			-	-	-	-	-
Drainage	projects							
D-21	Storm Drainage Rehabilitation and Improvemets	No impact to operating budget.	-	-	-	-	-	-
D-28	Spring Gulch #2 Drainage & Greenway Improvements	Staff and operating supplies to maintain drainage and greenway.	8,000	8,240	8,487	8,742	9,004	42,473
D-37	Oligarchy Ditch Improvements	No impact to operating budget.	-	-	-	-	-	-
D-39	St Vrain Channel Improvements	No impact to operating budget.	-	-	-	-	-	-
Debt		Debt payments for prior year's projects.	2,870,575	2,871,365	2,872,740	2,871,540	2,874,340	14,360,560
	Total		2,878,575	2,879,605	2,881,227	2,880,282	2,883,344	14,403,033
Electric p	roiects							
MUE-9	Electric Feeder Underground Conversion	No impact to operating budget.	-	-	-	-	-	-
MUE-14	Electric Main Feeder Extensions	No impact to operating budget.	-	-	-	-	-	-
MUE-16	Electric Substation Expansion	No impact to operating budget.	-	-	-	-	-	-
MUE-17	Electric Substation Upgrades	No impact to operating budget.	-	-	-	-	-	-
MUE-44	Electric System Reliability Improvements	Potential impact to operating budget if NOT funded	-	-	-	-	-	-
MUE-91	Street Lighting Program	No impact to operating budget.	-	-	-	-	-	-
MUE-97	Electric Aid to Construction	No impact to operating budget.	-	-	-	-	-	-
	Total						-	

Project Ca	ategory	Operating Description	2015	2016	2017	2018	2019	5 Year Total
Parks and	d Recreation projects							
PR-5B	St Vrain Greenway	Staff and operating supplies to maintain greenway.	-	61,000	62,830	64,715	66,656	255,201
PR-44B	Sandstone Ranch Community Park	No impact to operating budget.	-	-	-	-	-	-
PR-56	Park Buildings Rehabilitation and Replacement	No impact to operating budget.	-	-	-	-	-	-
PR-83	Primary and Secondary Greenway Connection	Staff and operating supplies to maintain greenway.	3,000	3,090	3,183	3,278	3,377	15,927
PR-90	Sunset Irrigation System	No impact to operating budget.	-	-	-	-	-	-
PR-102	Swimming and Wading Pools Maintenance	No impact to operating budget.	-	-	-	-	-	-
PR-113	Park Irrigation Pump Systems Rehabilitation	No impact to operating budget.	-	-	-	-	-	-
PR-136	Park Bridge Replacement Program	No impact to operating budget.	-	-	-	-	-	-
PR-139	Wertman Neighborhood Park	No impact to operating budget.	-	-	42,000	43,260	44,558	129,818
PR-143	Garden Acres Park Renewal	No impact to operating budget.	-	-	-	-	-	-
PR-150	Quail Campus Master Planned Improvements	No impact to operating budget.	-	89,000	91,670	94,420	97,253	372,343
PR-169	Golf Course Cart Path Improvements	No impact to operating budget.	-	-	-	-	-	-
PR-186	Park Infrastructure Rehabilitation and Replacemen	No impact to operating budget. t	-	-	-	-	-	-
PR-190	Stephen Day Park Lighting	No impact to operating budget.	-	-	-	-	-	-
PR-191	Golf Buildings Rehabilitation	No impact to operating budget.	-	-	-	-	-	-
PR-192	Park and Greenway Miscellaneous Asset Renewal	No impact to operating budget.	-	-	-	-	-	-
PR-194	St Vrain Blueprint	No impact to operating budget.	-	-	-	-	-	-
PR-195	Dickens Farm Park	No impact to operating budget.	-	-	-	-	-	-
Debt		Debt payments for prior year's projects.	2,187,114	2,168,814	2,145,414	2,125,314	2,109,764	10,736,420
	Total		2,190,114	2,321,904	2,345,097	2,330,987	2,321,607	11,509,709

Project Ca	tegory	Operating Description	2015	2016	2017	2018	2019	5 Year Total
Public Buil	dings and Facilities projects							
B-1	Municipal Buildings Roof Improvements	No impact to operating budget.	-	-	-	-	-	
B-2	Municipal Buildings ADA Improvements	No impact to operating budget.	-	-	-	-	-	
B-37	Fire Stations Improvements	No impact to operating budget.	-	-	-	-	-	
B-80	Municipal Buildings Boiler Replacement	No impact to operating budget.	-	-	-	-	-	
B-82	Municipal Buildings HVAC Replacement	No impact to operating budget.	-	-	-	-	-	
B-109	Municipal Facilities Parking Lot Rehabilitation	No impact to operating budget.	-	-	-	-	-	-
B-119	Municipal Buildings Flooring Replacement	No impact to operating budget.	-	-	-	-	-	-
B-145	Community Services Specialized Equipment	No impact to operating budget.	-	-	-	-	-	-
B-160	Municipal Buildings Auto Door and Gate Replacement	Revenue from programming. No impact to operating budget.	(19,000) -	(19,000) -	(19,285) -	(19,285) -	(19,285) -	(95,855
B-163	Municipal Buildings Keyless Entry	No impact to operating budget.	-	-	-	-	-	-
B-181	Municipal Buildings UPS Repair and Replacement	No impact to operating budget.	-	-	-	-	-	-
B-189	Municipal Buildings Exterior Maintenance	No impact to operating budget.	-	-	-	-	-	-
B-190	Municipal Buildings Interior Maintenance	No impact to operating budget.	-	-	-	-	-	
B-192	Operations & Maintenance Building/Site Improvements	No impact to operating budget.	-	-	-	-	-	-
ebt		Debt payments for prior year's projects.	2,733,175	2,744,975	2,752,563	2,752,563	2,752,563	13,735,839
ease ease		Fire Station lease payment. Energy performance contract lease payment.	347,834 258,373	347,834 264,874	347,834 280,439	347,834 296,915	347,834 309,706	1,739,170 1,410,306
avings		Energy performance contract savings.	(183,975)	(194,817)	(206,303)	(218,471)	(231,362)	(1,034,928
	Total		3,136,407	3,143,866	3,155,248	3,159,556	3,159,456	13,639,984
roadband	projects							
EL-3	Citywide Fiber to Premise Build	No impact to operating budget.	1,840,850	2,723,439	2,055,351	1,963,498	1,792,963	10,376,101
ebt		Debt payments for prior year's projects.	1,472,013	1,472,013	3,717,013	3,714,763	3,717,013	14,092,815
	Total		3,312,863	4,195,452	5,772,364	5,678,261	5,509,976	24,468,916
ransporta	tion projects							
-1	Street Rehabilitation Program	Potential impact to operating budget if NOT funded.	-	-	-	-	-	-
-11	Transportation System Management Program	No impact to operating budget.	-	-	-	-	-	-
-76	South Pratt Parkway Bridge over St Vrain River	No impact to operating budget.	-	-	-	-	-	-
-92	Boston Avenue Connection - Price To Martin	No impact to operating budget.	-	-	-	-	-	-
-105	Missing Sidewalks	Minimal impact to operating budget.	-	-	3,000	3,000	-	6,000
-109	Main St & Ken Pratt Blvd Intersection Improvements	No impact to operating budget.	-	-	-	-	-	-
-111	Main St Bridge over St Vrain River and Pavement	No impact to operating budget.	-	-	-	-	-	-
-126	Adaptive Signal Equipment and Installation	No impact to operating budget.	-	-	-	-	-	-
	Total		-	-	3,000	3,000	-	6,000

Project Ca	tegory	Operating Description	2015	2016	2017	2018	2019	5 Year Total
Neetowete								
Wastewate MUS-53	Sanitary Sewer Rehabilitation	Potential impact to operating	-	-	-	-	-	-
	and Improvements	budget if NOT funded.						
MUS-149	Wastewater Treatment Master Plan Improvements	Maintenance increase			75,000	75,000	75,000	225,000
Debt		Debt payments for prior year's projects.	3,866,683	3,869,500	3,864,800	3,861,800	3,858,600	19,321,383
	Total		3,866,683	3,869,500	3,939,800	3,936,800	3,933,600	19,546,383
Water proj	ects							
MUW-66	Water Distribution Rehabilitation and Improvements	Potential impact to perating budget if NOT funded.	-	-	-	-	-	-
MUW-109	Clover Basin Water Transmission Line	No impact to operating budget.	-	-	-	-	-	-
MUW-112	North St Vrain Pipeline Replacement	No impact to operating budget.	-	-	-	-	-	-
MUW-137	Union Reservoir Land Acquisition Program	No impact to operating budget.	-	-	-	-	-	-
MUW-155	Water Treatment Plant Improvements	No impact to operating budget.	-	-	-	-	-	-
MUW-172	Windy Gap Firming Project	Maintenance increase.	-	-	-	-	-	-
MUW-173	Raw Water Irrigation Planning and Construction	No impact to operating budget.	-	-	-	-	-	-
MUW-179	Water System Oversizing	No impact to operating budget.	-	-	-	-	-	-
MUW-182	Flow Monitoring Program	No impact to operating budget.	-	-	-	-	-	-
MUW-183	Price Park Tank Replacement	No impact to operating budget.	-	-	-	-	-	-
MUW-184	Additional 8 Million Gallon North Tank	No impact to operating budget.	-	-	-	-	-	
MUW-188	Regional Potable Water Interconnections	No impact to operating budget.	-	-	-	-	-	-
Debt		Debt payments for prior year's projects.	1,305,935	1,306,713	1,305,616	1,307,894	1,304,672	6,530,830
	Total		1,305,935	1,306,713	1,305,616	1,307,894	1,304,672	6,530,830
	2015-2019 Funded Projects Totals		16,690,576	17,717,040	19,402,352	19,296,779	19,112,656	90,104,855

City of Longmont, Colorado

	ORDINANCE O-2014- 63
2	A BILL FOR AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF
3	LONGMONT FOR THE YEAR 2015
4	
5	THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:
6	Section 1
7	The annual budget for the City of Longmont for the year 2015 (edition 1), which is now
8	and has been on file for public inspection in the Office of the Longmont City Clerk since first
9	publication of this ordinance, showing estimated revenues and other funding sources in the
10	amount of \$273,099,602 and expenses in the amount of \$273,099,602, is hereby adopted as the
11	official budget for the year 2015.
12	Section 2
13	To the extent only that they conflict with this ordinance, the Council repeals any
14	conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
15	invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.
16	Introduced this 14th day of October, 2014.
17	Passed and adopted this 28th day of October, 2014.
18 19	Dennis 2 Coombo MAYOR
20 21 22 23 24 25 26 27	ATTEST: Value of Skith CITY CLERK

1	NOTICE: THE COUNCIL WILL HOLD A PUB	LIC HEARING ON	THIS OR	DINANCE AT
2	7:00 P.M. ON THE 28th DAY OF Octob	<u>er</u> , 2014, II	N THE	LONGMONT
3	COUNCIL CHAMBERS.			
4				
5				
6	APPROVED AS TO FORM:			
7	_			
8		· · · · · / / /		
9	G 1 Muns	16-8-14		
10	DEPUTY CITY ATTORNEY	DATE		
11				
12	VD AV	. Lalui		
13	K. Brunel	iolBlif		
14	PROOFREAD	DATE		
15				
16				
17	APPROVED AS TO FORM AND SUBSTANCE:			
18	0			
19	A. Marks	alalul		
20	Jeress 91 Wellow	05014		
21	BUDGET MANAGER	DATE		
21 22 23	CA File: 9553			
24	CATILE. 5555			

1	ORDINANCE O-2014-64
2	A BILL FOR AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENSES AND
3	LIABILITIES OF THE CITY OF LONGMONT FOR THE FISCAL YEAR BEGINNING
4	JANUARY 1, 2015
5	
6	THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:
7	Section 1
8	For the purpose of defraying the expenses and liabilities of the City of Longmont for the
9	fiscal year beginning January 1, 2015, the following named sums are hereby appropriated out of
10	the revenues and fund balances of the City for the purposes designated here, to wit:
11	GENERAL FUND: \$70,280,203, for the payment of any expenses and liabilities of the
12	City of Longmont not herein otherwise provided for, including expenses of the following
13	services: Public Safety; Economic Development; Community Services; Parks and Public
14	Facilities; Finance and Support Services; and Administration.
15	SANITATION FUND: \$6,187,668, for the purpose of paying any authorized
16	expenditures for sanitation services as designated by the City Council of the City of Longmont,
17	including compensation.
18	GOLF FUND: \$2,591,569, for the purpose of paying any authorized expenditures for
19	golfing activities as designated by the City Council of the City of Longmont, including
20	compensation.
21	ELECTRIC AND BROADBAND UTILITY ENTERPRISE FUND: \$84,433,487, for the
22	maintenance, improvement, and expansion of the electric and broadband utility enterprise system
23	of the City of Longmont and for all other expenses, including compensation, of the electric and

1	broadband enterprise system.
2	ELECTRIC COMMUNITY INVESTMENT FEE FUND: \$685,000, for the purpose of
3	electric utility capital improvement projects related to growth, as designated by the City Council
4	of the City of Longmont.
5	WATER FUND: \$21,324,570, for the maintenance, improvement and expansion of the
6	water enterprise system of the City of Longmont and for all other expenses, including
7	compensation, of the water enterprise system.
8	WATER CONSTRUCTION FUND: \$708,250, for the purpose of making improvements
9	to the City's water enterprise system.
10	WATER ACQUISITION FUND: \$150,000, for the purpose of acquiring additional water
11	rights for the City as needed to support its water enterprise system.
12	RAW WATER STORAGE FUND: \$0, for the purpose of developing the City's winter
13	water supply as part of the City's water enterprise system.
14	SEWER FUND: \$14,787,469, for the maintenance, improvement and expansion of the
15	sewer enterprise system of the City of Longmont and for the compensation paid to employees of
16	the Sewer Department and for all other expenses of said department.
17	SEWER CONSTRUCTION FUND: \$553,789, for the maintenance, improvement and
18	expansion of the sewer enterprise system of the City of Longmont and for all other expenses,
19	including compensation, of the sewer enterprise system.
20	STORM DRAINAGE FUND: \$13,998,309, for the maintenance, improvement and
21	expansion of the storm drainage enterprise system of the City of Longmont and for all other
22	expenses, including compensation, of the storm drainage enterprise system.
23	AIRPORT FUND: \$318,408, for the purpose of paying any authorized expenditures for

2015 Operating Budget

1 the Vance Brand Municipal Airport as designated by the City Council of the City of Longmont,

2 including compensation.

PUBLIC IMPROVEMENT FUND: \$5,242,808, for the purpose of paying the cost of any
public improvements as designated by the City Council of the City of Longmont.

5 PROBATION SERVICES FUND: \$84,531, for the purposes of paying any authorized 6 expenditures for municipal court probation services as designated by the City Council of the City 7 of Longmont, including compensation.

8 JUDICIAL WEDDING FUND: \$2,851, for the purposes of paying any authorized 9 expenditures for municipal court services as designated by the City Council of the City of 10 Longmont.

11 COMMUNITY DEVELOPMENT BLOCK GRANT/HOME FUND: \$890,576, for the 12 purpose of paying any authorized CDBG and HOME grant expenditures as designated by the 13 City Council of the City of Longmont, including compensation.

AFFORDABLE HOUSING FUND: \$353,657, for the purposes of paying any authorized
 expenditures for affordable housing as designated by the City Council of the City of Longmont,
 including compensation.

DOWNTOWN PARKING FUND: \$60,590, for the purpose of paying any authorized
 expenditures for downtown parking as designated by the City Council of the City of Longmont.

19 STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND: \$15,930,310, for 20 the purpose of paying any authorized expenditures for street system maintenance or 21 improvements as designated by the City Council of the City of Longmont, including 22 compensation.

23

YOUTH SERVICES FUND: \$6,000, for the purposes of paying any authorized

2015 Operating Budget

City of Longmont, Colorado

1 expenditures for youth services as designated by the City Council of the City of Longmont. 2 LIBRARY SERVICES FUND: \$69,000, for the purposes of paying any authorized expenditures for library services as designated by the City Council of the City of Longmont. 3 4 MUSEUM SERVICES FUND: \$73,900, for the purposes of paying any authorized 5 expenditures for museum services as designated by the City Council of the City of Longmont. 6 CALLAHAN HOUSE FUND: \$105,320, for the purpose of paying any authorized 7 expenditures for the Callahan House as designated by the City Council of the City of Longmont. 8 SENIOR SERVICES FUND: \$234,387, for the purposes of paying any authorized 9 expenditures for senior services as designated by the City Council of the City of Longmont. 10 ART IN PUBLIC PLACES FUND: \$152,183, for the purpose of paying any authorized expenditures for art in public places as designated by the City Council of the City of Longmont. 11 12 PARK IMPROVEMENT FUND: \$1,699,729, for the acquisition and development of 13 additional parks in the City of Longmont as designated by the City Council of the City of 14 Longmont. 15 TRANSPORTATION COMMUNITY INVESTMENT FEE FUND: \$250,000, for the 16 purpose of transportation capital improvement projects related to growth, as designated by the 17 City Council of the City of Longmont. 18 PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND: \$61,610, for the 19 purpose of acquiring, constructing and making capital improvements to public buildings and 20 public building sites, as designated by the City Council of the City of Longmont. 21 OPEN SPACE FUND: \$4,914,815, for the purposes of paying any authorized 22 expenditures for open space as designated by the City Council of the City of Longmont, 23 including compensation.

4

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2015 Operating Budget

City of Longmont, Colorado

1	PUBLIC SAFETY FUND: \$6,662,186, for the purposes of paying any authorized
2	expenditures for public safety as designated by the City Council of the City of Longmont,
3	including compensation.
4	LODGERS TAX FUND: \$393,560 for the purposes of paying any authorized
5	expenditures for expanding tourism as designated by the City Council of the City of Longmont.
6	CONSERVATION TRUST FUND: \$4,237,000, for the acquisition, development and
7	maintenance of new conservation sites as designated by the City Council of the City of
8	Longmont.
9	MUSEUM TRUST FUND: \$19,000, for the purposes of paying any authorized
10	expenditures for museum services as designated by the City Council of the City of Longmont.
11	GENERAL IMPROVEMENT DISTRICT #1 FUND: \$113,438, for the purpose of
12	paying any authorized expenditures for the General Improvement District # 1 as designated by
13	the City Council of the City of Longmont.
14	DOWNTOWN DEVELOPMENT AUTHORITY FUND: \$1,367,095, for the purpose of
15	paying any authorized expenditures for the Downtown Development Authority as designated by
16	the City Council of the City of Longmont, including compensation.
17	FLEET SERVICE FUND: \$9,925,727, for the maintenance, operation and replacement
18	of the City of Longmont's fleet and for all other expenses, including compensation, of the fleet.
19	PARK AND GREENWAY MAINTENANCE FUND: 4,230,607, for the maintenance,
20	operations, repair and renewal of city-owned parks, greenways and pools.
21	Section 2
22	The Council finds that every contract funded in this ordinance for charitable, industrial,
23	education, or benevolent purposes or with any denominational or sectarian institution or

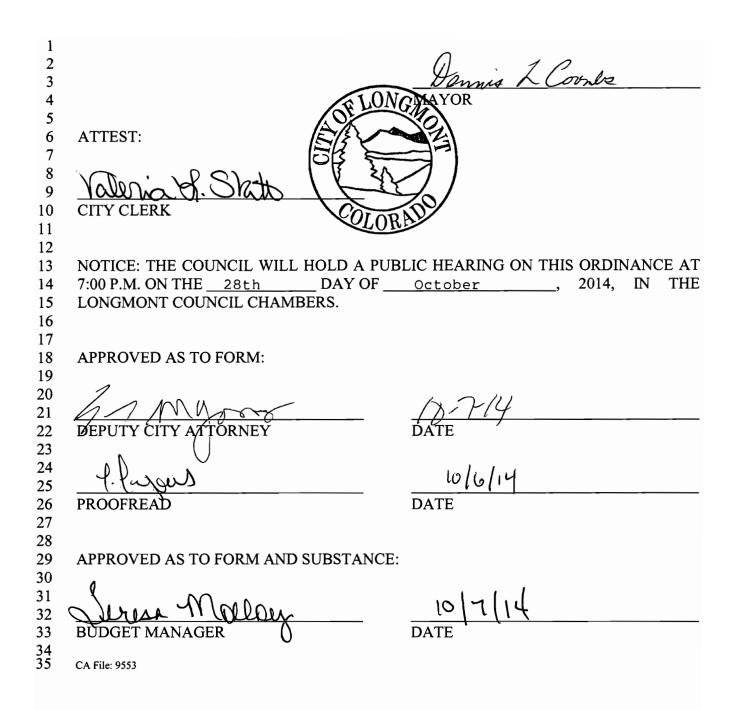
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1	association serves a public purpose.	
2	Section 3	
3	To the extent only that they conflict with this ordinance, the Council repeals an	у
4	conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, an	d
5	invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.	
6	Introduced this <u>14th</u> day of <u>October</u> , 2014.	
7 8	Passed and adopted this <u>28th</u> day of <u>October</u> , 2014.	
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37	ATTEST: UOR Grant L Coordon YOR YOR YOR CITY CLERK NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 28th DAY OF October, 2014, IN THE LONGMONT COUNCIL CHAMBERS. APPROVED AS TO FORM: $UOR GRANT APPROVED AS TO FORM: UOR GRANT UOR GRANT APPROVED AS TO FORM AND SUBSTANCE: UOR GRANT APPROVED AS TO FORM AND SUBSTANCE: UOR GRANT UOR GRANT APPROVED AS TO FORM AND SUBSTANCE: UOR GRANT UOR GRANT APPROVED AS TO FORM AND SUBSTANCE: UOR GRANT UOR GRANTC UOR GRANT UOR GRANTC UOR GRAN$	
38 39 40	CA File: 9553	

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ĺ	ORDINANCE O-2014-61
2	A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
3	PERSONAL PROPERTY WITHIN THE CITY OF LONGMONT FOR THE YEAR 2014 TO
4	PAY BUDGETED CITY EXPENSES FOR THE 2015 FISCAL YEAR
5	
6	THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:
7	Section 1
8	The Council does hereby fix and levy upon the taxable real and personal property within
9	the corporate limits of the City of Longmont, Colorado, according to the assessed valuation
10	thereof for the fiscal year 2014, a tax of 13.420 mills on each dollar of said valuation, for the
11	purposes of paying and providing for the payment of the budgeted expenses of the City of
12	Longmont for the fiscal year beginning January 1, 2015.
13	Section 2
14	All prior actions by the officers and staff of the City relating to the authorization and
15	certification of the City's mill levy in this and each prior year are hereby ratified, approved, and
16	confirmed.
17	Section 3
18	To the extent only that they conflict with this ordinance, the Council repeals any
19	conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
20	invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.
21	Introduced this 14th day of October , 2014.
22	Passed and adopted this <u>28th</u> day of <u>October</u> , 2014.
23	

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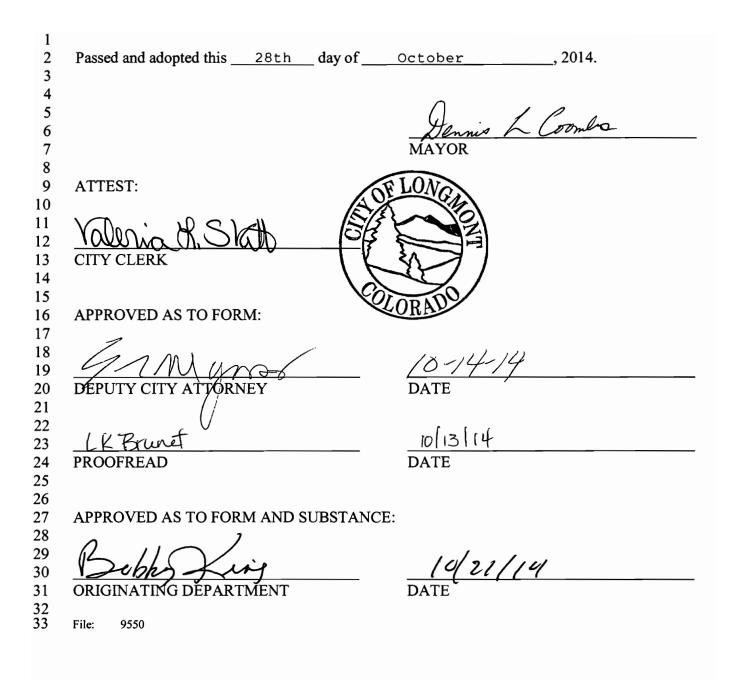
ORDINANCE-O-2014-62
A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
PERSONAL PROPERTY WITHIN THE LONGMONT DOWNTOWN DEVELOPMENT
DISTRICT FOR THE YEAR 2014 TO PAY BUDGETED EXPENSES OF THE LONGMONT
DOWNTOWN DEVELOPMENT AUTHORITY FOR THE 2015 FISCAL YEAR
THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:
Section 1
Pursuant to Section 31-25-817, C.R.S., as amended, the Council does hereby fix and levy
upon the taxable real and personal property within the Longmont Downtown Development
District, according to the assessed valuation thereof for the fiscal year 2014, a tax of 5.000 mills
on each dollar of said valuation for the purposes of paying and providing for the payment of the
budgeted expenses of the Longmont Downtown Development Authority (Authority) for the
fiscal year beginning January 1, 2015.
Section 2
All prior actions by the officers and staff of the City and the Authority relating to the
authorization and certification of the Authority's mill levy in this and each prior year are hereby
ratified, approved, and confirmed.
Section 3
To the extent only that they conflict with this ordinance, the Council repeals any
conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

1	Introduced this <u>14th</u> day ofOctobe	er, 2014.
2	Passed and adopted this 28th day of	October, 2014.
3 4 5 6 7 8 9 10 11 12 13 14	ATTEST: Valina H.Shat CITY CLERK	Dennus Z Coontre MAYOR
15 16 17 18	NOTICE: THE COUNCIL WILL HOLD A PUBL 7:00 P.M. ON THE <u>28th</u> DAY OF <u>Octobe</u> COUNCIL CHAMBERS.	
<ol> <li>19</li> <li>20</li> <li>21</li> <li>22</li> <li>23</li> <li>24</li> <li>25</li> <li>26</li> </ol>	APPROVED AS TO FORM:	<u>18-7-14</u> DATE
27 28 29 30	PROOFREAD	10/6/14 DATE
31 32 33 34 35 36 37	APPROVED AS TO FORM AND SUBSTANCE: June Molloy BUDGET MANAGER CA File: 9553	10/7/11/ DATE

1	<b>RESOLUTION R-2014-100</b>
2	A RESOLUTION AMENDING THE FINANCIAL POLICIES OF THE CITY OF
3	LONGMONT FOR 2015
4	
5	WHEREAS the City Council has adopted the Financial Policies of the City of Longmont
6	and periodically reviews the operational implementation of these policies; and
7	WHEREAS it is now deemed advisable to amend the existing Financial Policies.
8	NOW, THEREFORE, THE COUNCIL OF THE CITY OF LONGMONT, COLORADO,
9	HEREBY RESOLVES:
10	Section 1
11	The Financial Policies of the City of Longmont shall be as set forth in the City of
12	Longmont Financial Policies dated OCTOBER 25, 2014, now before the Council. The Financial
13	Policies adopted by this resolution shall become effective January 1, 2015.
14	Section 2
15	The Financial Policies of the City of Longmont adopted by this resolution shall replace
16	all prior Financial Policies adopted by the Council.
17	Passed and adopted this 28th day of October, 2014.
18 19 20 21 22	Dennis Z Coombs MAYOR
23 24 25 26 27	ATTEST: Valua A. Skats CITY CLERK

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1	RESOLUTION R-2014-101
2	A RESOLUTION OF THE LONGMONT CITY COUNCIL APPROVING THE 2015
3	CLASSIFICATION AND PAY PLAN FOR CITY EMPLOYEES
4	
5	THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, RESOLVES:
6	Section 1
7	The Council finds:
8	§ 3.04.080 of the Longmont Municipal Code requires City Council approval of the City's
9	classification plan; and
10	§ 3.04.090 of the Longmont Municipal Code prohibits employment of any person to fill a
11	position with any classification or pay range not included in the approved classification plan until
12	the Council amends the plan to include such classification or pay range; and
13	Pursuant to §§ 3.04.100 and 3.04.120 of the Longmont Municipal Code, the City
14	Manager recommends the City of Longmont 2015 Classification and Pay Plan.
15	Section 2
16	Pursuant to §§ 3.04.080, 3.04.100 and 3.04.120, Longmont Municipal Code, the Council
17	approves the City Manager's proposed City of Longmont 2015 Classification and Pay Plan now
18	before the Council, effective as to each respective employee, on the beginning of the employee's
19	work week that includes December 22, 2014.
20 21	Section 3
22	To the extent only that they conflict with this resolution, the Council repeals any
23	conflicting resolutions or parts of resolutions. The provisions of this resolution are severable, and
24	invalidity of any part shall not affect the validity or effectiveness of the rest of this resolution.



1	<b>RESOLUTION LGID-2014-03</b>
2	A RESOLUTION OF THE DOADD OF DIRECTORS OF THE LONGMONT CENERAL
2	A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LONGMONT GENERAL
3	IMPROVEMENT DISTRICT NO. 1 ADOPTING THE ANNUAL BUDGET FOR THE
4	DISTRICT FOR THE FISCAL YEAR 2015
5	
6	BE IT RESOLVED, that the Board of Directors of Longmont General Improvement
7	District No. 1 does hereby adopt the annual budget for the District for the fiscal year 2015
8	(edition 1) showing: the estimated beginning fund balance in the amount of \$102,037; estimated
9	revenues in the amount of \$106,831; and estimated expenses in the amount of \$113,438.
10 11	Passed and adopted this 28th day ofOctober, 2014.
12	$\hat{\Omega}$ $\cdot$ $\cdot$ $\cdot$ $\cdot$ $\cdot$
13	Hennis h Coombo
14	GENERAL IMPROVEMENT DISTRICT
15	PRESIDING OFFICER
16	ATTEST:
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19	Yalana & Skith
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36	BUDGET MANAGER DATE
37 38	CA File: 9565

1	RESOLUTION LGID-2014-04				
2	A RESOLUTION FIXING AND LEVYING TAXES ON THE REAL AND PERSONAL				
3	PROPERTY WITHIN THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1				
4	FOR THE YEAR 2014 TO PAY BUDGETED EXPENSES OF THE DISTRICT FOR THE				
5	2015 FISCAL YEAR				
6					
7	BE IT RESOLVED that the Board of Directors of Longmont General Improvement				
8	District No. 1 does hereby fix and levy upon the taxable real and personal property within the				
9	corporate limits of Longmont General Improvement District No. 1 (District), according to the				
10	assessed valuation thereof for the fiscal year 2014, a tax of 6.798 mills on each dollar of said				
11	valuation for the purposes of paying and providing for the payment of the budgeted expenses of				
12	the District for the fiscal year beginning January 1, 2015. All prior actions by the officers and				
13	staff of the City relating to the authorization and certification of the District's mill levy in this				
14	and each prior year are hereby ratified, approved, and confirmed.				
15	Passed and adopted this <u>28th</u> day of <u>October</u> , 2014.				
16					
17	GENERAL IMPROVEMENT DISTRICT				
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19	GENERAL IMPROVEMENT DISTRICT				
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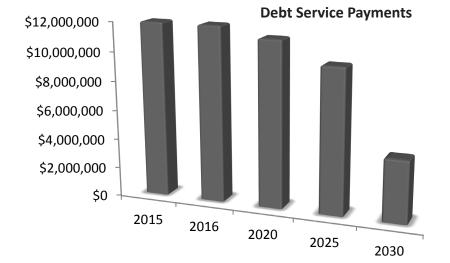
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## **2015 Debt Service**

The City's 2015 debt service payments total \$11.95 million, which is 4.4% of total budgeted expenditures. The City's GO bonds are rated Aa3 by Moody's Investor Service and AAA by Fitch and Standard and Poor's.

The Longmont City Charter limits the amount of debt that the City can have outstanding at any one time to the equivalent of 3% of the community's actual value of all taxable property.

Estimated actual value of taxable property in Longmont for 2014 was approximately \$8.66 billion. The 3% limitation equaled \$259,885,407. The City had no outstanding debt applicable to the debt limitation at the end of 2013. The City's outstanding debt is well under the limit set by the City Charter, and the City is in a good financial position to repay the existing debt.



2015 Debt Service Payments by Fund				
	Principal	Interest	Total Payment	Maturity Date
SEWER FUND Series 2010A & 2010 B Revenue Bonds Series 2013 Revenue Bonds	570,000 315,000	510,058 251,150	1,080,058 566,150	2030 2028
WATER FUND 2003 Series A Loan	1,017,192	368,800	1,385,992	2023
PUBLIC IMPROVEMENT FUND Series 2006 Rev Refunding Bonds	2,155,000	573,625	2,728,625	2019
OPEN SPACE FUND Revenue Bonds	1,165,000	1,022,114	2,187,114	2033
STORM DRAINAGE FUND 2008 Revenue Bonds 2014 Revenue Bonds	605,000 710,000	478,282 741,522	1,083,282 1,451,522	2028 2034
ELECTRIC AND BROADBAND FUND 2014 Revenue Bonds		1,472,013	1,472,013	2029
TOTAL ALL FUNDS	6,537,192	5,417,563	11,954,755	

### 2015 Debt Service Payments by Fund

### 2015 Debt Service Payments by Fund

#### **SEWER FUND**

#### Series 2010A & 2010B Revenue Bonds (Maturity 2030)

Year	Principal	Interest	Total Payment
2015	570,000	510,058	1,080,058
2016	590,000	498,658	1,088,658
2017	605,000	480,368	1,085,368
2018	620,000	459 <i>,</i> 495	1,079,495
2019	640,000	436,245	1,076,245
2020	655 <i>,</i> 000	410,645	1,065,645
2021	680,000	383,135	1,063,135
2022	700,000	353 <i>,</i> 895	1,053,895
2023	725,000	323,095	1,048,095
2024	750,000	290,470	1,040,470
2025	780,000	255,970	1,035,970
2026	805,000	219,310	1,024,310
2027	835,000	180,670	1,015,670
2028	870,000	138,920	1,008,920
2029	900,000	95,420	995,420
2030	935,000	48,620	983,620

The Series 2010A and 2010B Sewer Revenue Bonds for the amount of \$13,390,000 will be used for improvements at the Wastewater Treatment Plant. The debt service will be paid from the Sewer Fund. The Series 2010A are non-callable Tax Exempt Bonds. The Series 2010B are Taxable Building America Bonds callable on 11-01-2020 and as part of the 2009 American Recovery and Reinvestment Act, the City's eligible to receive an annual interest subsidy payment for these bonds.

#### Series 2013 Revenue Bonds (Maturity 2032)

Year	Principal	Interest	Total Payment
2015	315,000	251,150	566,150
2016	320,000	241,700	561,700
2017	330,000	232,100	562,100
2018	340,000	222,200	562,200
2019	350,000	212,000	562,000
2020	360,000	198,000	558,000
2021	375,000	183,600	558,600
2022	385,000	168,600	553,600
2023	395,000	153,200	548,200
2024	405,000	137,400	542,400
2025	420,000	121,200	541,200
2026	435,000	104,400	539,400
2027	450,000	91,350	541,350
2028	470,000	77,850	547,850

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.

#### WATER FUND

2003 Series A Loan (Maturity 2023)

Year	Principal	Interest	Total Payment
2015	1,017,192	368,800	1,385,992
2016	1,039,304	332,000	1,371,304
2017	1,061,418	294,400	1,355,818
2018	1,083,530	256,000	1,339,530
2019	1,105,642	216,800	1,322,442
2020	1,127,756	176,800	1,304,556
2021	1,155,396	133,450	1,288,846
2022	1,210,678	91,650	1,302,328
2023	1,282,546	47,850	1,330,396

The Series A is a \$14,998,044 loan from the Colorado Water Resources and Power Authority for construction of a new water treatment plant. This loan is to be repaid from the revenues of the Water Fund.

#### **OPEN SPACE FUND**

#### Series 2010A & 2010B Revenue Bonds (Maturity 2033)

Year	Principal	Interest	Total Payment
2015	1,165,000	1,022,114	2,187,114
2016	1,170,000	998,814	2,168,814
2017	1,170,000	975,414	2,145,414
2018	1,185,000	940,314	2,125,314
2019	1,205,000	904,764	2,109,764
2020	1,225,000	868,614	2,093,614
2021	1,245,000	830,639	2,075,639
2022	1,265,000	790,176	2,055,176
2023	1,280,000	747,483	2,027,483
2024	1,305,000	702,683	2,007,683
2025	1,330,000	654,398	1,984,398
2026	1,355,000	604,523	1,959,523
2027	1,390,000	552,648	1,942,648
2028	1,420,000	481,758	1,901,758
2029	1,450,000	407,918	1,857,918
2030	1,480,000	331,068	1,811,068
2031	1,505,000	251,518	1,756,518
2032	1,540,000	169,495	1,709,495
2033	1,570,000	85,565	1,655,565

The Series 2010A and 2010B Open Space Revenue Bonds for the amount of \$29,770,000 will be used for land acquisition and improvements for open space purposes. The debt service will be paid from the Open Space Fund. The Series 2010A are tax exempt bonds callable on November 15, 2020. The Series 2010B are taxable Building America bonds callable on November 15, 2020, and as part of the 2009 American Recovery and Reinvestment Act, the City is eligible to receive an annual interest subsidy payment for these bonds.

#### **STORM DRAINAGE FUND**

#### Series 2008 Revenue Bonds (Maturity 2028)

Year	Principal	Interest	Total Payment
2015	605,000	478,282	1,083,282
2016	630,000	454,082	1,084,082
2017	655,000	430,457	1,085,457
2018	680,000	404,257	1,084,257
2019	710,000	377,057	1,087,057
2020	740,000	348,657	1,088,657
2021	770,000	317,207	1,087,207
2022	805,000	284,482	1,089,482
2023	840,000	250,269	1,090,269
2024	880,000	214,569	1,094,569
2025	920,000	176,069	1,096,069
2026	965,000	135,819	1,100,819
2027	1,015,000	93,600	1,108,600
2028	1,065,000	47,925	1,112,925

The Series 2008 Revenue Bonds for the amount of \$14.54 million will be used for storm drainage projects. The debt service will be paid from the Storm Drainage Fund.

#### Series 2014 Revenue Bonds (Maturity 2034)

Year	Principal	Interest	Total Payment
2015	710,000	741,522	1,451,522
2016	730,000	722,288	1,452,288
2017	750,000	700,388	1,450,388
2018	770,000	677,888	1,447,888
2019	795,000	654,788	1,449,788
2020	820,000	630,938	1,450,938
2021	860,000	589,938	1,449,938
2022	905,000	546,938	1,451,938
2023	950,000	501,688	1,451,688
2024	995,000	454,188	1,449,188
2025	1,045,000	404,438	1,449,438
2026	1,085,000	362,638	1,447,638
2027	1,130,000	319,238	1,449,238
2028	1,165,000	285,338	1,450,338
2029	1,200,000	250,388	1,450,388
2030	1,235,000	214,388	1,449,388
2031	1,275,000	175,794	1,450,794
2032	1,315,000	134,356	1,449,356
2033	1,360,000	91,619	1,451,619
2034	1,405,000	47,419	1,452,419

The Series 2014 Revenue onds 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.

#### PUBLIC IMPROVEMENT FUND

#### Series 2006 Revenue Refunding Bonds (Maturity 2019)

<b>Year</b> 2015	<b>Principal</b> 2,155,000	<b>Interest</b> 573,625	<b>Total Payment</b> 2,728,625	The Series 2006 sales and use tax revenue refunding bonds of \$19.2 million were for construction of a
2016	2,255,000	485,425	2,740,425	Recreation Center and new Museum & Cultural
2017	2,370,000	378,113	2,748,113	Center and the remodel of the Roosevelt Campus.
2018	2,560,000	239,100	2,799,100	
2019	2,705,000	81,150	2,786,150	

#### **ELECTRIC AND BROADBAND FUND**

#### Series 2014 Revenue Bonds (Maturity 2029)

Year	Principal	Interest	Total Payment
2015	0	1,472,013	1,472,013
2016	0	1,472,013	1,472,013
2017	2,245,000	1,472,013	3,717,013
2018	2,355,000	1,359,763	3,714,763
2019	2,475,000	1,242,013	3,717,013
2020	2,595,000	1,118,263	3,713,263
2021	2,725,000	988,513	3,713,513
2022	2,860,000	852,263	3,712,263
2023	2,950,000	766,463	3,716,463
2024	3,035,000	677,963	3,712,963
2025	3,125,000	586,913	3,711,913
2026	3,255,000	461,913	3,716,913
2027	3,360,000	356,125	3,716,125
2028	3,465,000	246,925	3,711,925
2029	3,590,000	125,650	3,715,650

The Series 2014 revenue bonds for the amount of \$30.035 million will be used for a citywide fiberto-premise build out. The debt service will be paid from the Electric and Broadband Fund.

### 2015 Lease-Purchase Payments by Fund

### **Multiple Funds**

Energy Conservation Program Equipment 258,373

### Public Safety Fund

TOTAL ALL FUNDS \$ 608,373

# **BUDGET GLOSSARY**

**ACCRUAL BASIS OF ACCOUNTING**: A method of accounting in which transactions are recorded at the time they occur, rather than when cash is received or disbursed. Revenues are recorded when earned and expenses are recorded when goods are received or services performed.

**ADMINISTRATIVE TRANSFER FEE**: A fee paid to the General Fund by all other City funds to pay for administrative services provided from the General Fund, such as personnel, legal, information services, accounting and general management services.

**APPROPRIATION**: Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes. Appropriations are made for fixed amounts by fund and are granted in the operating budget for a one-year period for all funds, except the Public Improvement Fund, where appropriations remain in force until the projects for which they were designated are completed.

AIPP: Art in Public Places

**APPROPRIATION ORDINANCE**: The official, legal authorization by City Council for the expenditure of funds.

**ASSESSED VALUATION**: A valuation set upon real or personal property that serves as the basis for levying property taxes. Assessed values in Longmont are established by the Boulder and Weld county assessor's offices. A percentage is applied to the appropriate market value in order to arrive at the assessed value. The percentage used depends on the type of property and is set periodically by the state legislature.

**AUDIT**: An examination of the City's financial records by an independent certified public accountant to determine the accuracy and validity of records and reports and the conformity of procedures to established policies. The General Accounting Standards Board (GASB) sets standards for financial reporting for units of government, which are referred to as Generally Accepted Accounting Principles (GAAP).

**BALANCED BUDGET**: A budget in which operating revenues are equal to or greater than operating expenditures. Fund balances are used as a revenue source in the General Fund to fund capital and one-time expenditures only.

BONDED DEBT: The portion of an issuer's total indebtedness represented by outstanding bonds.

**BUDGET**: The official written statement of the City's comprehensive financial program that is adopted annually by the City Council and consists of proposed expenditures for specified purposes and the proposed means to finance those expenditures.

**BUDGET CALENDAR**: The schedule followed by the City of Longmont during the preparation and adoption of the annual budget.

**BUDGET MESSAGE**: A general discussion of the budget that is presented as part of the budget document. The budget message explains principal budget issues within the context of the City's financial experience of recent years and presents the City Manager's recommendations.

**BUDGETARY CONTROL**: The standard practices established to monitor departmental compliance with approved budgets. The City's budgetary control practices include regular review of purchase orders and monthly reports of actual to budgeted expenses. Budgetary compliance is also one of the standards included in each director's performance review.

CAFR: Comprehensive Annual Financial Report.

**CAMP**: Capital Assets Maintenance Plan.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**: A planning document that presents the City's capital infrastructure needs for a five-year period. In Longmont, the CIP is revised every year. The first year of the CIP is included in that year's operating budget.

**CAPITAL ITEM**: Any single item that the City purchases with a value of \$5,000 or more and has an expected useful life of two years or more. Capital expenditures are listed in the 400 series of the line item budget.

**CAPITAL OUTLAYS**: Expenditures for the acquisition, construction or improvement of capital projects or for the acquisition of capital items.

**CAPITAL PROJECT**: New infrastructure (buildings, roads, parks, etc.) or replacement of, or improvements to, existing infrastructure that has a minimum life expectancy of five years and a minimum expense of \$10,000.

**CAPITAL PROJECT FUND**: Used to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those funded by proprietary funds). Longmont's capital project fund is the Public Improvement Fund. It is the only fund in which expenditures do not lapse at the end of the fiscal year.

**CASH BASIS OF ACCOUNTING**: A method of accounting in which transactions are recognized only when cash is received or disbursed.

**CDBG**: Community Development Block Grant.

**COMMUNITY INVESTMENT FEE (CIF)**: A fee on new construction that is collected for the purpose of paying for growth-related infrastructure construction and improvements. The City of Longmont has established three community investment fees for transportation, public buildings and electric.

**DEBT SERVICE**: Payment of principal and interest on an obligation resulting from the issuance of bonds and notes according to a predetermined payment schedule.

**DEPARTMENT**: A major administrative section of the City government. Longmont has 10 departments: City Manager, City Attorney, Municipal Court, Shared Services, Finance, Power & Communications, Public Safety, Public Works & Natural Resources, Planning & Development Services, Community Services.

**DEPRECIATION**: The allocation of the cost of a tangible asset over its estimated useful life. The City does not budget for depreciation.

**DIVISION**: An administrative section within a department that performs a particular function. In Longmont, examples of divisions include the Accounting Division in the Finance Department, the Purchasing and Contracts Division in Shared Services Department, and the Library Division in the Community Services Department.

**DUI**: Driving under the influence.

**ENTERPRISE FUND**: A fund in which the services provided are financed and operated similarly to a private business. An enterprise fund is operated so that the costs (i.e., expenses, including depreciation) of providing goods or services to the public are financed or recovered primarily through user fees or charges. In Longmont, the enterprise funds include Airport, Golf, Electric, Water, Sewer, Sanitation, Storm Drainage, and Telecommunications funds.

**EXPENDITURE**: The actual outlay of funds from the City treasury.

**EXPENSE**: The cost of goods and services used in the process of providing City services.

FICA: Federal Insurance Contributions Act, a payroll tax that funds Social Security.

**FISCAL YEAR**: The twelve-month period designated in the City Charter that establishes the beginning and ending period for recording financial transactions. The fiscal year of the City of Longmont is January 1 to December 31.

**FRANCHISE FEE**: A fee charged for the privilege of using public rights-of-way and property within the City for public or private purposes. The City charges franchise fees to natural gas, telephone, cable television, electric, telecommunications and water, wastewater utilities.

**FULL TIME EQUIVALENT (FTE) POSITIONS**: All regular (non-temporary) positions in the City are calculated on the formula of working 52 weeks at 40 hours per week (2,080 hours). Position counts for budgetary purposes are based on the total number of hours worked rather than the number of individuals working those hours.

**FUND**: An accounting concept used to separate or subdivide the financial activity of a city for legal and managerial purposes. All financial activity of a municipality must be classified in relation to a fund. The City's budget consists of a general fund, special revenue funds, debt service fund, capital project funds, enterprise funds, internal service funds and fiduciary funds.

FUND BALANCE: The difference between the assets and liabilities of a particular fund.

**GENERAL FUND**: The general operating fund of the City that accounts for all financial resources whose use is not restricted to any specific purpose(s). Included in the General Fund are services such as Police, Fire, Parks, Recreation, Library, Finance, Human Resources and others.

**GENERAL OBLIGATION BOND**: A type of debt that is based on the full faith and credit pledge of a city to pay and is issued for the purpose of financing city obligations or debt over a long-term period. An unconditional promise (backed by the municipal taxing power) is made to pay the interest and retire the principal.

GFOA: Government Finance Officers Association.

GID: General Improvement District.

**INFRASTRUCTURE**: The physical assets of the City, such as streets, water and sewer lines, public buildings and parks.

**INTERGOVERNMENTAL REVENUES**: Revenue the City receives from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

**INTERNAL SERVICE FUND**: A fund used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the City or to other governments, on a cost-reimbursement basis. In Longmont, the Fleet Fund is an example of an internal service fund.

LAEC: Longmont Area Economic Council.

**LCJP**: Longmont Community Justice Partnership.

LDDA: Longmont Downtown Development Authority.

**LEGI**: Longmont Economic Gardening Initiative, a program whose purpose is to assist small businesses be successful by making available business-related databases, education and counseling.

LINE ITEM BUDGET: A budget in which expenditures are classified by detailed expense categories.

LPC: Longmont Power and Communications.

LSBA: Longmont Small Business Association.

LSO: Longmont Symphony Orchestra.

**MILL LEVY**: A percentage that is applied to the assessed value of real property to calculate the property tax. The general mill levy for the City of Longmont is 13.42 mills or 1.342 percent of assessed value.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING**: A method of accounting in which revenues are recorded when earned, and expenses are recorded when the liability is incurred.

**NON-OPERATING EXPENDITURES**: A category of expenditures that does not include routine operations. Non-operating expenditures include debt service payments, transfers to other funds, and contingencies. They are listed in the 900 series of the line item budget.

NPDES: National Pollutant Discharge Elimination System.

**OPERATING AND MAINTENANCE**: A category of expenditures that includes routine operating expenses for items such as office supplies, safety expenses and utility payments. They are listed in the 200 series of the line item budget.

**OPERATING BUDGET**: The comprehensive financial and service plan of the City which, in its most basic form, consists of a listing of anticipated revenues and proposed expenditures for each function of government for the designated fiscal year. The budget contains appropriations for expenditures such as personnel, supplies, utilities, materials, training and capital. The budget also addresses issues such as service levels, departmental performance, expected costs, and the nature and anticipated amounts of all types of revenue.

ORDINANCE: A formal enactment of law by the City Council.

**PERSONAL SERVICES:** A category of expenditures that includes items such as salaries and wages, employee benefits and uniforms. They are listed in the 100 series of the line item budget.

**PRPA**: Platte River Power Authority.

**RESERVE**: The portion of a fund balance that is legally restricted to a specific future use or is not available for appropriation or expenditure.

**RESOLUTION**: A formal expression of opinion, will or intent passed by the City Council. Unlike an ordinance, a resolution does not have the force of law.

**REVENUE**: Funds that the government receives as income, such as tax payments, fees for providing specific services, receipts from other governments, fines, forfeitures, grants and interest income.

#### ROW: Right-of-way

**SALES AND USE TAX**: A tax imposed on the sale or use of all tangible personal property. The City's current sales and use tax rate is 3.275% and is allocated to the General Fund and the Public Improvement Fund (2.00 cents, allocation between funds set annually by City Council), Street Fund 0.75 cents), Public Improvement Fund (0.37 cents), and Open Space Fund (0.20 cents), Public Safety Fund (0.325 cents).

**SERVICE**: A specific function performed by the City. In reviewing this budget, it is important to distinguish between a service, a division and a department. Departments and divisions are administrative entities, while services represent actual functions performed by those entities. For example, the Planning & Development Services Department, which is organized into four divisions, performs services including issuing building permits (within the Development Services Division) and planning (within the Planning Division).

**SPECIAL REVENUE FUND**: A separate fund used to account for the proceeds of specific revenue sources that are legally restricted for specific expenditures. In Longmont, the Park Improvement Fund, the Street Improvement Fund, and the Art in Public Places Fund are all examples of special revenue funds.

**TAX**: Compulsory charges levied by a governmental unit for the purpose of raising revenue. Tax revenues are used to pay for services or improvements provided for the benefit of the general public. The City's primary sources of taxes are from property and sales.

**USER FEES/CHARGES**: The charges for services provided to users who benefit from using the service. The City's primary source of revenue from fees is user charges for utility services.