

City of Longmont, Colorado 2014 Operating Budget





City of Longmont, Colorado

2014 OPERATING BUDGET



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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Award*

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City of Longmont

Colorado

For the Fiscal Year Beginning

January 1, 2013

Executive Director

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CITY MANAGER'S OFFICE

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TO: Honorable Mayor and City Council

FROM: Harold Dominguez, City Manager

A handwritten signature in blue ink, which appears to read "Harold Dominguez".

DATE: December 2013

SUBJECT: 2014 Operating Budget Summary

I hereby present to you the 2014 Operating Budget for the City of Longmont, as required by the Longmont City Charter. It is a balanced budget with sources of revenue identified to meet all projected expenses. There is a 1.69 mill property tax rate increase approved for the Longmont Downtown Development Authority. The total operating budget for 2014, including all funds, is \$282.3 million, which is \$53.7 million more than the budget adopted for 2013. This is a 23.5% increase from the 2013 budget of \$228.6 million. Approximately \$7.6 million in accumulated fund balances will be drawn down in 2014, primarily to meet capital improvement needs. This very large increase is due to flood repair and rehab needs and an anticipated sewer bond issuance that will be used for required upgrades at the Wastewater Treatment Plant.

Within this budget are rate increases for the electric, sewer, solid waste and storm drainage services. These rate increases are based on cost of service and are necessary to ensure the continued financial viability of critical utility services to our businesses and residents thereby resulting in continued delivery of safe, high quality and reliable services. Combined, these increases will raise the average overall utility bill by approximately 12.5%. Longmont residents and business still benefit from having one of the lowest aggregate utility bills along the Front Range.

This budget has been prepared in an environment in which we have continued to deal with the impacts of a recent economic downturn that has only recently and slowly started to turn for the local, national and world economy. It has forced the City to continue to make decisions on the allocation of scarce resources. The flooding event that took place in Longmont in September 2013 necessitated significant changes from the original proposed budget to this adopted budget, mainly in the funding of Capital Improvement Program projects, to repair/replace damaged infrastructure.

As always, the sales and use tax and the property tax are the two key drivers of resources in our budget. While sales and use tax has rebounded 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 year, 2013, is a reassessment year but the projected growth in the assessed valuation is very slight. 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. This budget for 2014 includes \$13.84 million of property tax which is only 0.5% greater than the 2013 budget and is still 3.9% less property tax revenue than was received in 2009.

In 2013 our sales tax has been strong and after six months of collections it is now 6.5% greater than it was for the same period in 2012. Use tax activity is having less success and is down 2.4% after six months. The redevelopment of the Twin Peaks Mall is still expected to begin soon when the situation with Dillard's is resolved. Existing sales tax dollars from the mall continue to decline and the decrease will grow with the imminent closing of Dillard's. Sales tax revenue from the mall in either its current form or from redevelopment is not included within this budget. The decline in mall sales tax revenue has been more than offset by growth in sales from groceries, utilities and at Harvest Junction.



Residential construction activity in 2013 has been strong and is on track to meet or exceed budget projections. While new commercial construction is down, overall non-residential building activity is up in 2013. The total valuation of building permit activity through June is 16.5% greater in 2013 than it was for the same period in 2012. In the first half of 2013 there has been a net loss of 18 primary jobs. There is still concern about the future of two significant primary employers in Longmont, Amgen and DigitalGlobe. Any significant staffing reductions by these employers would likely have a detrimental impact on the local economy.

Revenue activity in 2013 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 fines and forfeits and interest earnings. 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 5.1% from the 2012 level of collections. Of this amount, sales tax has increased 6.5% while use tax has decreased 2.4%. Our budgeted projection of sales and use tax growth for 2013 turned out to be 0.41% below the actual level of 2012 collections. We have analyzed the year-to-date results carefully and project to end 2013 with a combined increase in sales and use tax of 3.43%. While we expect the sales tax growth to remain strong it will be slowed by the closing of Dillard's as well as the eventual closing of other mall tenants with the impending redevelopment. There were also some delinquent sales tax collections made in late 2012 that will impact the growth comparison. These factors have led to our projection of the sales tax growth finishing at 4.7% for the year. The bigger concern is with the use tax. While both use tax from building permits and auto sales outside of the City are up after six months, both have experienced recent slowing. More importantly the use tax from primary employers is down 13% in 2013. Given the volatility of this source of use tax, in order to be conservative with our revenue projections we have to assume it to decrease further in 2013. Those are the primary reasons for our projection of a 3.25% decline in use tax for the full year.

Development revenue in the General Fund is on track to easily exceed the 2013 budget projections. The number of building permits issued for dwelling units is actually 29.1% above the 2012 levels. The 2013 budget was based on a building permit projection of 45 single family units; 16 townhouse/condo units and 114 multi-family units and through July there have been 56 single family units and 46 townhouse/condo units. The valuation on commercial building permits in 2013 is \$20.5 million as compared to \$16.5 million in 2012 with all of that increase coming from remodels.

Revenue estimates included in this 2014 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 0.5% increase in budgeted property tax revenues based on estimated property valuations from the County Assessor.
- A projection of a 2.56% increase in sales and use tax revenue in 2014 over the projected collections for 2013.
- A projection of 282 building permits for dwelling units for 2014 including 124 single family units and 38 townhouse/condo units and 120 multi-family units.

The overall sales and use tax increase for 2014 is projected to be 2.56%. Sales tax alone is expected to increase 2.7% in 2014. Our general approach to retail was a 0.84% population growth and 2.2% economic or inflationary growth. In some categories such as utilities and groceries we estimated a different level of growth due to rate increases or known changes in business activity. We also anticipate the full loss of revenue from the Twin Peaks Mall vendors within the ring road due to the expected redevelopment efforts. No loss of primary jobs or the loss of any other key businesses is considered in this sales tax projection. We are projecting a rebound in use tax for 2014 with the construction activity projected to boost the use tax on lumber. We also anticipate moderate growth in primary employer use tax assuming that due to its cyclical nature there may be more equipment purchases in 2014. Auto sales outside the City are projected to continue as well. These assumptions combine to our projecting overall use tax to increase 1.78% in 2014. Together these projections combine to form the overall increase in sales and use tax of 2.56% that we are using for this 2014 budget.

Recent General Fund budgets have included three factors that have had an impact of helping to balance the budget. Each of these can present challenges to the long term fiscal sustainability of the City. Last year when

presenting the 2013 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 \$989,385 of additional budgeted sales and use tax revenue to the General Fund for 2013.
- 2) The 2013 General Fund budget utilized \$198,812 of fund balance to fund ongoing type expenses that reoccur in our annual budget, but with only a one year commitment.
- 3) The parks and greenway maintenance fee, initiated in 2010, was scheduled to expire at the end of 2012 if not renewed. City Council directed that the fee be continued for one more year through 2013. It generates \$455,000 annually.

These were the three major issues that would need to be addressed before the General Fund can be reset so that ongoing expenses can be sustained into the future with ongoing revenues. In the first year of the reset staff planned to only make partial progress with these issues in 2014 as the total reset is expected to take three to five years and significant progress is not likely until the full prioritization budgeting concepts are implemented. Last month the City Council directed that the parks and greenway maintenance fee be allowed to expire at year end which effectively addresses \$455,000 of the reset.

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 since 2010 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 run the risk of deteriorating infrastructure and an escalation in asset replacement costs in future budgets. For the 2011 and 2012 budgets the City Council directed the staff to maintain the 88.3%/11.7% split while 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 and \$266,300 in 2012. 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 2014 budget maintains the split at 88.3%/11.7% resulting in \$1,053,872 of additional budgeted sales and use tax revenue to the General Fund. For 2014, it is recommended that we transfer \$500,000 of unreserved unrestricted fund balance of the General Fund to the PIF once again. This will combine with \$200,000 of carryover in the PIF to provide additional funding for capital maintenance and projects. This amount should help to compensate for the funding differential of \$1,053,872 due to the sales and use tax split.

In the 2013 budget staff identified that the ongoing type expenses that were funded with one time dollars and a one year commitment totaled \$198,812. That amount did not include one-time expenses for efforts labeled as "pilot initiatives" in code enforcement, winter sheltering and neighborhood revitalization. Given that these efforts are ongoing operating efforts we believe they are also best classified as ongoing type expenses that were funded with one time dollars. Since we were unable to address funding these expenses with ongoing dollars in this 2014 budget there are now \$296,405 of ongoing type expenses with a one year commitment. The \$296,405 of expenses includes the following:

- | | |
|--|----------|
| • Emergency housing for winter sheltering | \$70,000 |
| • Proactive Code Enforcement (PACE) initiative | 99,593 |
| • Neighborhood revitalization program | 25,000 |
| • Bright EYES early childhood education initiative | 39,312 |
| • Multicultural Action Plan | 25,000 |
| • Substandard Housing/Housing First mental health contract | 20,000 |
| • Citywide wildlife management services | 17,500 |

The City has been making budget cuts in the General Fund for a number of years. Since these actions began in the 2003 adopted budget there has been a total net reduction of 35.40 FTE from the General Fund along with over \$1.79 million of line item reductions. Despite an overall increase in General Fund revenues this 2014 budget includes another \$353,862 of line item reductions.

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

insure the City's financial integrity during the economic decline we have endured in recent years. Revenue estimates for this 2014 budget are derived by 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 88.3% and 11.7% 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 utilization of this approach in 2009 was integral in the ability of the General Fund to withstand the revenue reductions in the economic downturn. In 2013, the policy has resulted in providing excess revenues to the General Fund that will be used for one-time expenses in 2014. Part of those one-time expenses is a \$500,000 transfer to the Public Improvement Fund to help offset the sales and use tax allocation as discussed above. In this 2014 Budget the allocation of the 2.0 cents of sales and use tax revenue is 100% of the sales tax and 21.55% of the use tax to the General Fund with the Public Improvement Fund to receive 78.45% of the use tax.

Another financial policy incorporated as a part of this 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 \$10.3 million to \$13.5 million. It is a goal to reach this over time but this 2014 budget will raise the reserve balance to \$7.15 million which would be at about 6.1% 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 2014 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 2014 development revenues based on 282 dwelling units there is \$260,000 of incremental development revenue included as a part of the 2014 budget.

At the City Council retreat this past April the Council began the process of identifying the results that we are in business to achieve. This is a key first piece in the priority based budgeting process. Previously the City was using the Focus on Longmont strategic policy directions to serve this purpose. In order to insure that the desired results reflected those of the current leadership Council went through an exercise and identified the following five results:

- Safe Community
- Vibrant Stable Economy
- Vibrant Happening Community
- Reliable Resilient Infrastructure
- Responsive, Transparent, Fiscally Responsible Government

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 2014 budget are allocated to support the desired outcomes that were identified by the City Council at the council retreat.

Safe Community

The City Council has always placed public safety expenditures in the highest priority category when allocating scarce resources from the General Fund. It is because of this high priority that in 2006 the City Council chose to

propose to the voters an increase of .325 cent in the city sales and use tax rate to fund additional resources to increase the level of public safety in Longmont. The approval of the tax has allowed for the addition of a total of 41 FTE 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 Resources. 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 \$5.73 million of funding for public safety in this 2014 budget including: \$18,800 of one-time costs in Emergency Management; \$5,000 of one-time costs in Fire; \$83,200 of one-time costs in Police including \$37,700 towards a new latent fingerprint workstation and \$25,000 for an online reporting system; and \$350,000 for the annual lease payment for Fire Station #1.

The 2014 General Fund budget includes over \$30 million of funding for public safety services which includes 254.50 FTE. New resources for Public Safety from the General Fund include ongoing resources for Fire of \$6,635 and Police of \$20,000. The 2014 budget includes one time resources from the General Fund for public safety totaling \$313,795. Those one-time expenses include \$25,300 for bullet proof vests; \$51,090 for taser replacements; \$10,000 for overtime for DUI enforcement; \$43,500 for an extrication set; \$15,250 for tactical ballistic vests and helmets; \$33,760 for upgrades to animal control trucks; and \$59,095 towards the mobile command center replacement.

Vibrant Stable Economy

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 business 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 continues to recover, Longmont is positioned to facilitate new residential development and commercial investment within the community. The one-stop Development Services Center at 4th and Kimbark provides a convenient single location for all residents, builders, contractors and developers to be served by City staff in the processing of development applications. The Economic Development Department coordinates all of the development-related activities of the community, including the development services functions at the one stop center, community planning, economic development and the redevelopment program. In addition, the department coordinates the operation of Vance Brand Municipal Airport. In recent budgets and annual work programs the City of Longmont has partnered with or funded several local economic development agencies including the Longmont Area Economic Council (LAEC), 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. The 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 and the economic development partner agencies have also created a Business Outreach Team to conduct regular visits to Longmont service and retail businesses to understand the current business climate and to promote the services and programs of the various agencies. The City of Longmont's focus on attracting new business development is demonstrated by the investment in business support programs which include a start-up grant, business improvement grant, a business loan program (in partnership with the Colorado Enterprise Fund), and the well-established Longmont Economic Gardening Initiative, or LEGI. A community branding effort, "You Belong in Longmont" was initiated in 2011. The community brand is available for use by all and the program was fully implemented in 2012. These programs and activities indicate that Longmont's economic health has become and will remain a priority of the community.

Specific funding requests for economic development programs and partner agency funding continue for the 2014 budget. The budget includes \$50,000 for LEGI. Additional LEGI programs were added in 2013 and will continue in 2014. The budget also includes \$30,000 for the Business Start-Up Grant program; \$30,000 for the Business Improvement Grant program; \$20,000 for the Small Business Development Center (an additional \$12,000 is provided by the LEGI program for a total of \$32,000 for the SBDC), which offers individual and group business development and training services; \$180,000 to support LAEC's efforts to retain and attract primary jobs; \$5,000 for CoStar Services, which provides commercial real estate information to businesses seeking locations in Longmont; \$25,000 for community marketing and branding; \$9,500 for economic vitality program marketing; and \$50,000 to support other economic development programs. This budget for 2014 includes one-time expenses of \$100,000 for Phase II of the St. Vrain River Corridor Redevelopment Study. The Lodger's Tax will provide \$320,374 to Visit Longmont to fund operations and to support tourism and visitor related programs.

2014 marks the thirty-first year of the Longmont Downtown Development Authority tax increment financing (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. No new capital projects are being funded from this source in 2014. The LDDA is increase their operating mill levy from 3.31 mills to 5 mills. This will result in an additional \$63,437 of revenue for DDA operations. It will fund a staffing change from two temporary positions to a .75 FTE and it will help to increase cleaning throughout the downtown district. The LDDA is also requesting the use of \$240,375 of tax increment funding for their Arts & Entertainment and marketing efforts which includes costs for staffing, committees and events. This is an increase of \$116,561 from the 2013 budget. As in previous years, the LDDA has been granted funding from the City of \$22,800 to support downtown events and the holiday lighting program.

Vibrant Happening Community

Another desired outcome broadly focuses on efforts that contribute to having a vibrant community, a healthy economy and a high quality of life for all residents of Longmont. The Longmont Museum is to receive \$56,950 in ongoing funds to lease space for temporary collection storage, which will mostly be offset by revenues from the City's lease agreement for the building at 103 Main Street. One-time funds have been allocated to the Museum in 2014 for temporary wages of \$13,681 for front desk staffing during the Museum Auditorium opening and \$31,100 to accommodate the Times Call archives including shelving, boxes and folders. There is also \$6,505 of one time funding for the Callahan House for meeting room chairs and audiovisual equipment. The LiveWell Longmont initiative is receiving \$30,000 of one-time expense funding in this 2014 budget, which matches grant money received from LiveWell Colorado to implement the sixth year of this community-based effort to improve health outcomes by healthier eating and more active living.

This 2014 budget includes \$28,706 of new ongoing funding for temporary wages for lifeguards and gate attendants for Union Reservoir. This is offset by increased fees at Union.

For the past several years the Golf Enterprise Fund has experienced reduced play primarily due to the economic downturn, changing demographics at the local and national level as well as inclement weather. In 2010, Council approved a restructuring of the debt whereby funds were loaned from the Fleet Services Fund to pay off the note-holder of the Ute Creek course as well as to purchase new golf cars. This action resulted in a lowering of the annual debt payments thereby providing time for revenues to be increased and costs reduced to a more sustainable level. An operational review and financial analysis of the Golf Enterprise Fund was completed in 2011 and recommendations from that analysis were implemented in 2012. The 2014 Budget for the Golf Fund does not include any fee increases, and assumes a conservative estimate of increased play and subsequent revenues.

Annual funding from the Conservation Trust Fund has been used to further the St. Vrain Greenway project. The Greenway trail was complete for eight miles from Golden Ponds to Sandstone Ranch and the Lykins Gulch project extended a greenway trail connection to Airport Road before the flooding events occurred in September 2013. In 2014 these funds will be used to repair and replace the major damage due to the flooding.

Work is underway to complete several missing trail connections including the trail between 19th 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 9th Avenue between Martin and Lashley streets. Construction of these projects is scheduled for 2013. One of the major greenway projects currently under design is the Spring Gulch No. 2 Greenway Extension on the east side of Longmont. The first phase of construction is scheduled to begin in the fall of 2013 with the construction of the box culvert/pedestrian underpass at SH 119. Also included in the first phase is extension of arterial sidewalk on the north side of SH 119 from 3rd Avenue east to the new underpass. Phase two will include the extension of the greenway trail from its current end at Stephen Day Park to the new underpass and is scheduled for construction commencement in 2014.

Another aspect of this desired outcome is to create a place where all feel at home in Longmont. There is another \$15,000 of one-time expenses for consultation services for 2015-2019 Consolidated Plan and Fair Housing. There is also \$16,328 of one time resources for matching funds for homeless outreach.

This budget also includes an ongoing support of \$152,315 from the General Fund to supplement staffing and administration costs associated with the City's CDBG and HOME federal grant programs that support affordable housing and community reinvestment efforts throughout the City.

In 2014, the City will be in its fourth year (of a five-year Council-initiated pilot poverty reduction program) of operating the RISE program, in partnership with the Longmont Housing Authority. For the past three years, 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 that are involved in the RISE program have been funded with General Fund one time revenues. In this 2014 budget these expenses will be funded through the human service agency set aside funding 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. A portion of the City's human service agency funding (\$190,000) has been set aside in 2014 to fund the RISE program.

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 in the budget. This 2014 budget will provide funding of \$1,030,366 for human service agencies which is \$25,540 more than in 2013.

As mentioned earlier, the City has funded several initiatives from one time revenues that need to be funded from ongoing revenues in the future if City Council believes it is important to continue offering these services to the community. Although ongoing revenues are not available to fund these initiatives in 2014, staff was directed by Council to continue to fund these efforts for one more year from one time revenues. These initiatives include: the Bright EYES initiative, which promotes early childhood education and oversees the community's Grade Level Reading Plan (\$39,312); the Proactive Code Enforcement (PACE) initiative (\$99,593); the Neighborhood Revitalization Program (\$25,000); the Multicultural Action Plan (\$25,000); emergency family housing for winter sheltering (\$70,000); and the Substandard Housing/Housing First mental health contract (\$20,000).

Reliable Resilient Infrastructure

Infrastructure is another desired outcome identified by the City Council. Along with this 2014 budget the City also produced the 2014-2018 Capital Improvement Program. The CIP is broken into major categories of capital projects. For the year 2014, those categories are funded with the following dollar levels of capital projects. Some highlights on specific infrastructure projects are included below. For detail on any or all individual projects please refer to the 2014-2018 CIP or the CIP section of this document.

Downtown Redevelopment projects	\$ 10,000
Drainage projects	6,392,650
Electric projects	1,485,000
Parks, Recreation & Open Space projects	11,063,281
Public Buildings & Facilities projects	4,844,031
Telecommunications projects	250,000
Transportation projects	18,961,500
Wastewater projects	33,825,600
Water projects	5,366,650

Planned improvements to the Wastewater Treatment Plant, funded through voter approved bonds issued in 2013 is under construction. Design of the next set of improvements, which will include facilities for ammonia removal, began in 2013 with construction starting in 2014. The wastewater plant improvements are a combination of treatment upgrades and replacement of aging infrastructure that will maintain the plant's ability to meet water quality standards and protect public health and the aquatic environment of St. Vrain Creek. A study of the ecological conditions in the St. Vrain Creek corridor was completed in 2011 as part of the St. Vrain Creek Riparian Protection project and priority areas have been identified for habitat improvement, invasive species removal, erosion control and overall environmental enhancement. The first in-stream project, bank stabilization and enhancement of the creek at Roger's Grove, is planned for construction in late 2013 or early 2014. Completion of projects in the other priority areas will depend on the availability of funds in future years.

Work is underway to complete a Traffic Master Plan that will help guide the mid and long term build out of the City's street system. Capital work planned for 2014 in the transportation area include the annual street rehabilitation program replacement of the existing deteriorating pavement on Main Street from Ken Pratt Boulevard to 3rd Avenue with new concrete pavement, and replacement of the bridge on Main Street at the St. Vrain River. Replacement of the bridge on South Pratt Parkway at St. Vrain River will continue with final design and right-of-way acquisition in 2014. 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 River 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 Library, Izaak Walton Clubhouse, and the Recreation Center.

The Public Works and Natural Resources Department is working 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. This project will be completed in 2014. 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.

Responsive, Transparent, Fiscally Responsible Government

The final desired result identified by the City Council is responsive, transparent, fiscally responsible government. One major project in this regard during 2014 is the HATS project but it is not a part of this 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 2014 and into 2015. 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.

Another technology enhancement already underway is a replacement of the development permitting software system. In addition to the \$253,000 originally budgeted to purchase the system in the 2013 budget, there is another \$200,000 of one time funding for this purpose in the 2014 budget to backfill in Development Services and provide support resources in ETS. This funding is coming from incremental development fee revenue.

This 2014 budget includes \$85,000 of one-time expenses and \$9,300 of ongoing resources for a delivery preference manager software system that will allow the City to utilize a push delivery of utility bills by email with encrypted security which allows for immediate payment by credit card or one time draft once opened. This will be an improvement over our current pull delivery and should result in increased paperless billing adoption and accelerated payment.

Other technology efforts included in this budget being funded with one-time expenses include IT infrastructure of \$102,000 for servers, storage and network switches. There is also \$143,750 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.

As indicated earlier, the City is working to increase its General Fund reserves in accordance with its financial policy. In that regard there is \$500,000 of fund balance that is recommended to be added to the reserves raising the overall reserve balance of the General Fund to \$7.15 million.

The desired results identified by the City Council were the first step in our enhanced efforts at implementing a priority based budgeting process. Much more needs to be accomplished leading up to the 2015 budget process. This budget includes one-time expenses of \$28,000 for a priority costing tool and consulting assistance to be utilized in this effort in 2014.

Other Expenses

While the categories of desired results identified above reflect much of the City's budget this budget for 2014 is an accumulation of a variety of expenses and a significant part 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 steps and employees who are performing satisfactorily are moved up a step each year until they reach the top step. Step employees typically receive annual pay increases when market adjustments are made to the steps.

Each year the Human Resources Department uses various salary surveys conducted by Mountain States Employers Council, the Colorado Municipal League and other market/department specific surveys to assess the City's competitive position with regards 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 & recreation districts, public and private utility associations and rural electric authorities. There were 190 valid job matches derived from these surveys. The results of these comparisons indicate that on average, our salary ranges are 0.6% below the defined labor market for open range positions, while our actual rates of pay are 0.3% below market salaries for 2013.

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 2013 will increase by 1.9% and actual salaries will increase by 2.8%. It should be noted that the projection is inclusive of public safety positions that may be subject to pre-existing collective bargaining agreements

In establishing pay ranges for the coming year it is important to look at both our current market position, 99.4% of 2013 market range levels, as well as the 1.9% projection for how the market may move in 2013. Based on these factors for 2014 we are recommending a 1.5% adjustment to all pay ranges. If our comparison groups adjust their pay ranges by 1.9% as projected, the City wide pay ranges compared to market would be competitive or close to it at 99.0%. Movement of pay ranges has little or no impact on actual salaries for the majority of current employees but serves to better position the City in regard to recruitment by keeping the pay ranges at market level. We did find significant difference in the market for five benchmarked positions within the open range job families and we propose moving those positions to an appropriate range consistent with the overall management of the pay plan.

This 2014 budget does not include funding for merit/performance increases for open range employees. Given the projection by Mountain States that actual salaries will increase by 2.8%, and considering that our benchmarked positions are at approximately 99.7% of market currently, the logical recommendation may have been a 3.1% increase for open range employees. However, due to limited ongoing funding availability we have included in this budget a one-time lump sum bonus of \$1,000 for each open range non-collectively bargained full-time employee. This amount will be pro-rated for three quarter and half time employees. The lump sum payment will not be added to base pay.

Average salary increases of 0% in 2010 and 1% in 2011 resulted in 235 employees with actual salaries below market (100% or midpoint of the open range) which was an increase from 24.1% of open range employees in 2009 to 46.6% in 2011. For 2012 the staff recommended the implementation of a matrix that was designed to move those 235 employees toward market within one to three years based on their existing pay and annual performance. 2013 was the second year of using the matrix. As originally planned, this pay plan again will use the matrix to move employees who are performing satisfactorily closer to market. Of the original 235 employees, 47 still remain below market but would likely move to market in the third year of usage of the matrix. If the amount of the increase required to bring the employee to the midpoint per the matrix is less than \$1,000, the employee will receive a one-time lump sum bonus in the amount of the difference.

For 2014, the positions covered by the Police collective bargaining agreement will receive a 2.0% increase in pay. Positions under the Fire collective bargaining agreement will receive a 1.25% increase in pay.

There are twelve positions in LPC that are step positions and they will be adjusted by an average of 4.47% to stay competitive with the existing labor market.

The 2014 pay plan includes \$87,443 to continue with the bilingual pay compensation program that was implemented in 2005. 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 & Dental Benefits

From the early 1980's through 2006 the City operated a self-insured employee health and dental benefit program. When health care costs began to skyrocket in the early 2000's the City's cost to maintain the program became excessive. Since the beginning of 2007 the 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 utilizes 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 which is used to pay premiums for health, dental, vision, long term disability, and life insurance coverage, and EAP services. In 2010 a separate Dental Benefits Trust was established to comply with state law but with the move to being fully insured the assets remaining in that fund will be transferred back to the Health Benefits Fund in 2013.

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 two funds to cover the cost of the annual benefits were budgeted at a combined 15.7% of budgeted salary in 2012 and the Health Benefits Fund is expected to finish 2013 with a balance of just over \$5.3 million. Kaiser premium costs to the City in 2014 will be increasing 9.5%. Thus this budget for 2014 includes an increase in the total budgeted contributions from 15.7% to 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 \$418,395 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 2014.

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 towards 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 non-uniformed general employees. The defined contribution plan is provided to regular employees in lieu of social security. The defined benefit plan, called the General Employees Retirement Plan (GERP), is funded through contributions by the City and employees. During the 80's and the 90's 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:

<u>Actuary Report Date</u>	<u>% Funded</u>	<u>Contribution Year</u>	<u>Required Contribution</u>	<u>City Contribution</u>	<u>Employee Contribution</u>
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%

The crash of the stock market in the fall of 2008 had a significant impact on the investment returns of the GERP. When the actuary study was performed in 2009 the full contribution requirement rose from 8.3% to 13.4% of pay. Despite the actuarial approach of smoothing investment returns over five years 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. For 2012 the actuarial contribution requirement rose to 11.2%. At that time the approach used was to split the increase with the employees making the total required contributions 6.1% city and 5.1% employee. The contribution requirement for 2013 rose to 11.6% and the increase was again split so that required contributions are now 6.3% city and 5.3% 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 could 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
- raised 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 age 55 to age 60.
- 2) A change in the early retirement reduction factor from 3% to 6% per year for reduced early retirements.
- 3) Those new employees would only be subject to a contribution requirement of always 1% less than pre-2012 employees. That 1% difference is instead directed to those employees defined contribution plan accounts.

Earlier this month the City received the 2013 actuary study and the actuarially required contribution is now 12.5% while the funded ratio dropped from 94.1% to 90.8%. In order to meet the increase this budget includes an additional 0.4% contribution from the city and a 0.4% contribution from employees making the total required contributions 6.7% city and 5.7% employee.

As indicated earlier, the actuarial approach is to smooth investment returns over five years. Thus the 27.9% losses suffered in 2008 have impacted the GERP through 2012. Fortunately that impact is over and since 2009 the GERP has experienced annual returns of 30.3%; 13%; (1.7%); and 13.2%. Assuming that 2013 continues to experience positive growth we should be able to see a reversal in the directions of the contribution requirements and funding ratio of the GERP in our next actuarial report.

The City also sponsors two old hire defined benefit retirement plans for police and fire employees hired before April 8, 1978. There are only twelve participants remaining in each plan. Neither of these plans have has a benefit enhancement added to the plan since the passage of TABOR in 1992. TABOR does not allow a multiple year obligation to be entered into without voter approval unless it is fully funded. Six benefit enhancements have been granted since 1992 but all have been outside of the pension plans. They have been budgeted and paid as a direct expense from the General Fund. Over the years the City Council has authorized excess funding to these two plans in an attempt to bring their overall funding to the level where the benefit enhancements can be added to the plans and still have the plans fully funded. With the recent receipt of the 2013 actuarial reports for these plans we have received indication that the plans are funded enough to add the six benefit enhancements

to the plans. As a result, we are now able to reduce the funding in 2014 by \$100,000 as overfunding is no longer necessary.

2014 Operating Budget Overview

The General Fund for 2014 is balanced with \$67.03 million in sources of revenue and expenses. This is a decrease of 0.35% or \$235,617 below the adopted 2013 budget. One time expenses are responsible for that decline as there was \$4.5 million for capital and other one-time expenses in the 2013 budget compared to \$2.6 million of such expenses in this 2014 General Fund budget. Much of that differential is due to the large amount of technology enhancements that were a part of the 2013 budget. Ongoing expenses in this 2014 General Fund budget are \$64.4 million compared to \$62.8 million in 2013.

Net ongoing expenses in the General Fund are increasing \$1,505,495 in this 2014 budget. Major sources of the increase include; health benefit contribution increases of \$433,830; workers compensation cost increases of \$493,353; liability insurance cost increases of \$167,798 and \$74,450 to meet the actuarial required contribution for the general employees defined benefit retirement plan. There is \$197,250 of increases in pay for the Police bargaining unit and \$67,800 for the Fire bargaining unit along with, \$85,500 of step pay increases. Position increases to Master Police Officer total \$27,258. Pay increases for other General Fund employees require \$90,811 of additional budget. For 2014 there is an increase in the fleet leases charges of \$386,248.

In order to increase ongoing expenses in the General Fund by \$1,505,495, there is also an increase in ongoing budgeted revenue by the same amount. The largest source of the increased revenue is \$1,725,483 from sales and use tax. Other sources of increased revenue are \$71,614 of budgeted property tax; \$392,086 from net franchise revenues; \$27,000 from recreation revenues; and \$30,000 from Union Reservoir fees. Sources of ongoing revenue that decreased include: \$455,000 from parks & greenway maintenance fee; \$41,000 from interest income; \$54,731 from the telephone occupation taxes; \$10,000 from cigarette taxes; and \$36,895 of administrative transfer fees

There are two vacant FTE being eliminated in this budget. The positions being eliminated are a result of strategic efforts such as staff cross training and a focus on core work responsibilities, which allows us the opportunity to reduce our staffing levels while continuing to provide high quality and reliable service to our community. The vacant positions being eliminated are the following:

- One FTE Administrative Assistant in Public Works Natural Resources funded from a number of funds.
- One FTE Principal Planner in Economic Development from the General Fund.

There are a total of 4.475 new FTE being added in this budget, 2.85 from the General Fund; 0.25 from the Golf Fund; 0.75 from the Longmont Downtown Development Authority; and 1 FTE from a number of funds within Public Works Natural Resources. New positions included in this budget are the following:

- 0.75 FTE Administrative Assistant in the Downtown Development Authority - This position is currently filled as a half time temporary position but the LDDA is using those temporary wages plus other temporary wages previously directed to marketing efforts to fund this position as three quarters time with benefits.
- One FTE Civil Engineer in Public Works Natural Resources Regulatory Compliance to be funded from a number of funds. This position is needed to fulfill requirements of the State stormwater regulations in the areas of construction and post-construction development review for stormwater drainage and treatment, technical assessment of stormwater best practices and regulatory review and support for stormwater, water and wastewater operations.
- 0.25 FTE Administrative Assistant in the Golf Fund – This is an increase to an existing half-time position and it was already filled in 2013. It is a conversion of budgeted temporary wages to offset the cost of the increase in time to the position.
- 0.625 FTE Office Assistant in Senior Services – This is a conversion of temporary wages combined with funding from the Senior Services Fund to offset the cost of benefitting this position
- 0.60 FTE Library Technician in the General Fund – This is a conversion of temporary wages to provide benefits to an employee as will eventually be required under the Affordable Care Act. This conversion was already made in 2013.
- One FTE Office Assistant in the Finance Department
- 0.75 FTE Procurement Specialist in the Purchasing Division
- 0.50 FTE Business Analyst in the Budget Division

– These three General Fund positions totaling 2.25 FTE were filled in 2013 and are intended to provide backfill support to positions that are heavily involved in the Human Resources and Accounting Technology Solution project. Funding for these positions is from the project budget. Although the positions are fully benefited they have a fixed term that will not last beyond 2014. Thus funding for the positions is coming from one time resources.

The overall net impact of all changes to FTE in this budget is an increase of 3.48 FTE which brings the total budgeted positions to 835.73.

This budget for 2014 includes \$297,700 of one time money in the General Fund that was allocated by City Council to the following agencies:

• Longmont Council for the Arts	\$ 15,000
• Longmont Community Justice Partnership*	180,000
• Regional Air Quality Council contract	11,000
• Longmont Sister Cities Association contract	29,400
• 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
• Longmont Downtown Development Authority — support of events	17,800
• Firehouse Arts Center	8,000
• St. Vrain Historical Society maintenance agreement	1,500

The Longmont Community Justice Partnership was awarded a total of \$200,000, \$180,000 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. It remains to be seen how far the market actually changes 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 will 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 budget is dependent on savings from earlier years. As our budgets get tighter from year to year we will find that the availability of such savings will 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 this year provided very minimal growth from this source for 2014. 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 potential redevelopment of the Twin Peaks mall may cause further declines in sales tax from this area at least until the redevelopment is completed. Once completed the General Fund and Public Improvement Fund sales tax from the mall will be limited due to the urban renewal TIF. Cable franchising revenues are often threatened at the federal level. Gas franchise revenues are volatile. Revenues from telephone occupation taxes continue to decrease as land lines are eliminated. Unemployment is still a concern. Housing starts are modest. The economic environment has taken a toll on primary employers. The future of Amgen and DigitalGlobe in Longmont is uncertain. The continued globalization of the economy and the ease by 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 is also volatile in recent years.

When we presented the 2013 budget to the City Council last year 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 have ongoing type expenses that are funded with fund balance but with only a one year commitment; the parks and greenway maintenance fee 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 toward addressing these concerns with a renewed commitment to utilize 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 will begin the next steps in the fourth quarter of this year as all City services will go through identification and costing of services evaluations to be followed by evaluation and scoring of how each service influences the desired results. The \$3 million gap that was estimated to be reset has been reduced to about \$2.5 million through this 2014 budget due to the termination of the parks & greenway maintenance fee and refinements to administrative transfer fees. Revenue growth primarily from sales tax, operating efficiencies in parks and reduced funding requirements for old hire defined benefit pension plans have combined to fund the reduction. Ultimately it will likely require decisions about the future funding level for services based on priorities to be able to fully reset the General Fund. Staff expects it could take three to four more years to reach a full reset of the General Fund.

This budget is predicated on a small positive growth in the local retail economy. The revenue projections in this budget are believed to be conservative and assume limited growth from the new retail openings during 2013 and no new retail of substance in 2014. They also assume that there will be some growth in use tax from primary employers as well as an increase in use tax from construction. While there has been an increase in sales tax in 2013 it is still possible that our local economy may suffer additional declines in the future. 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 2014.

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 2014. This is one of the most important tasks that is undertaken each year by Longmont’s City Council.

Preparation of the 2014 Operating budget and the 2014-2018 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 via email at teresa.molloy@ci.longmont.co.us.

HISTORY OF LONGMONT, COLORADO

In 1870, a group of prominent men in Chicago decided to start a new town in Colorado. They sold memberships in this new town, called “The Chicago-Colorado Colony” and used the money to buy 60,000 acres of land. They built a small town by the summer of 1871 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 rivers 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 on the west edge of town, 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. People came from Sweden and settled northwest of Longmont. Germans came, by way of Russia, and farmed the sugar beet fields. People came from Mexico to work in the fields. People came from Japan, and set up vegetable farms. All these groups continue to be an important part of Longmont’s heritage, and their descendants still live in and around Longmont.

In 1925, the Ku Klux Klan gained control of Longmont’s City Council in an election. They began construction of a large pork-barrel project, Chimney Rock Dam, above Lyons, and marched up and down Main Street in their costumes. 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 the St. Vrain river.

In 1950, the economy was based primarily on agriculture. During the 1950s, the economy of the Colorado Front Range began to shift to a more high technology orientation, and those changes would soon impact Longmont. Mayor Ralph Price, foreseeing a need for more water for a thirsty town, spearheaded the construction of Button Rock Dam, built seven miles upstream from Lyons on the North St. Vrain river. 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 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).*

DEMOGRAPHICS

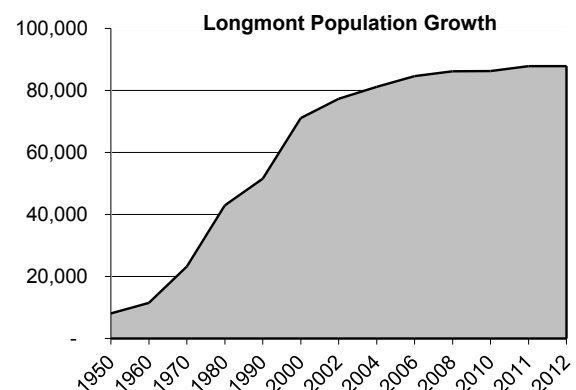
By 1910, the population of Longmont had doubled just about every ten years since its founding, and stood at 4,256 people. Growth slowed after this, with only 5,848 people recorded in the 1920 census. World War I took its toll on Longmont’s young men, and their names are recorded on a flagpole which stands 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 in the 1990s. In 2010, the Bureau of the Census estimated that over 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).*

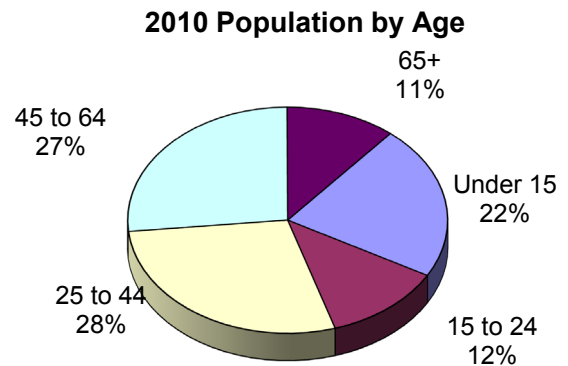
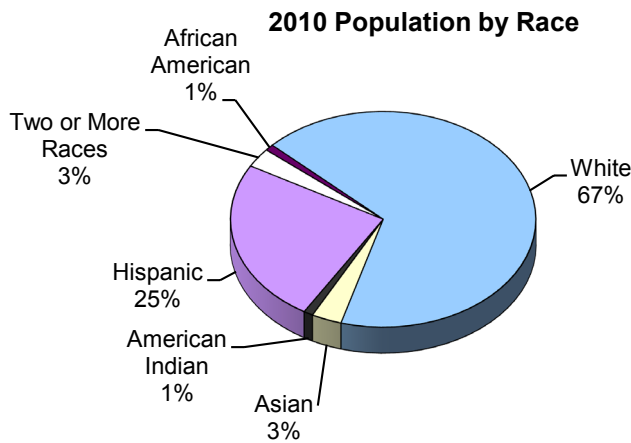
City	2000 Census	2010 Census	% Change 2000-2010
Broomfield	38,272	55,889	46.0%
Fort Collins	118,652	143,986	21.4%
Lafayette	23,197	24,453	5.4%
Longmont	71,093	86,270	21.3%
Louisville	18,937	18,376	-3.0%
Loveland	50,608	66,859	32.1%
Thornton	82,384	118,772	44.2%
Westminster	100,941	106,114	5.1%

Source: US Census Bureau

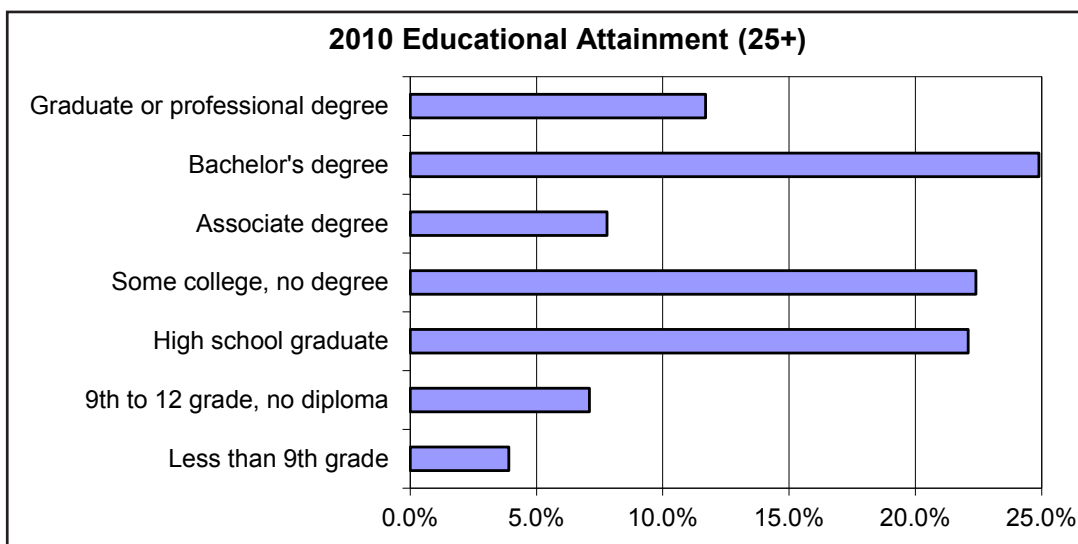


Although commercial and industrial acreage and building square footage have all increased, residential land use has been the dominant factor in Longmont's growth over the past years. This trend has helped to provide more balance between residential growth and jobs located in Longmont. Currently, Longmont has the highest percentage of its work force living in its 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 to 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 over 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.



(Source: Bureau of the Census)

Average Annual Wage

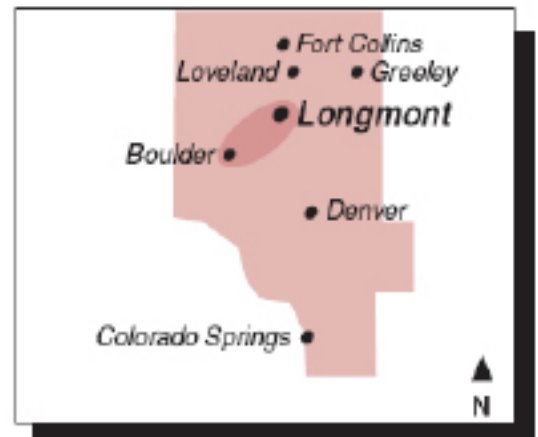
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Boulder County	\$48,012	\$47,264	\$49,140	\$50,946	\$52,745	\$53,455	\$55,588	\$53,976	\$57,928	\$58,968
Broomfield County	\$50,874	\$51,587	\$51,688	\$55,892	\$60,434	\$59,915	\$62,036	\$58,552	\$62,764	\$68,224
Larimer County	\$37,137	\$35,517	\$36,608	\$37,941	\$39,340	\$40,151	\$43,732	\$40,716	\$44,564	\$46,124
Weld County	\$32,695	\$32,592	\$33,644	\$35,144	\$37,066	\$38,696	\$40,196	\$39,260	\$42,068	\$43,212
Colorado	\$40,533	\$40,296	\$41,600	\$43,506	\$45,396	\$46,614	\$50,180	\$46,696	\$50,700	\$53,664

Source: Colorado Department of Labor and Employment LMI Gateway
www.colmigateway.com

LOCATION AND CLIMATE

The City of Longmont is located 35 miles north of Denver and 15 miles northeast of Boulder. The city is part of the Denver metro 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 can be considered mild with low humidity. The area averages 12.09 inches of precipitation and 45.9 inches of snowfall.

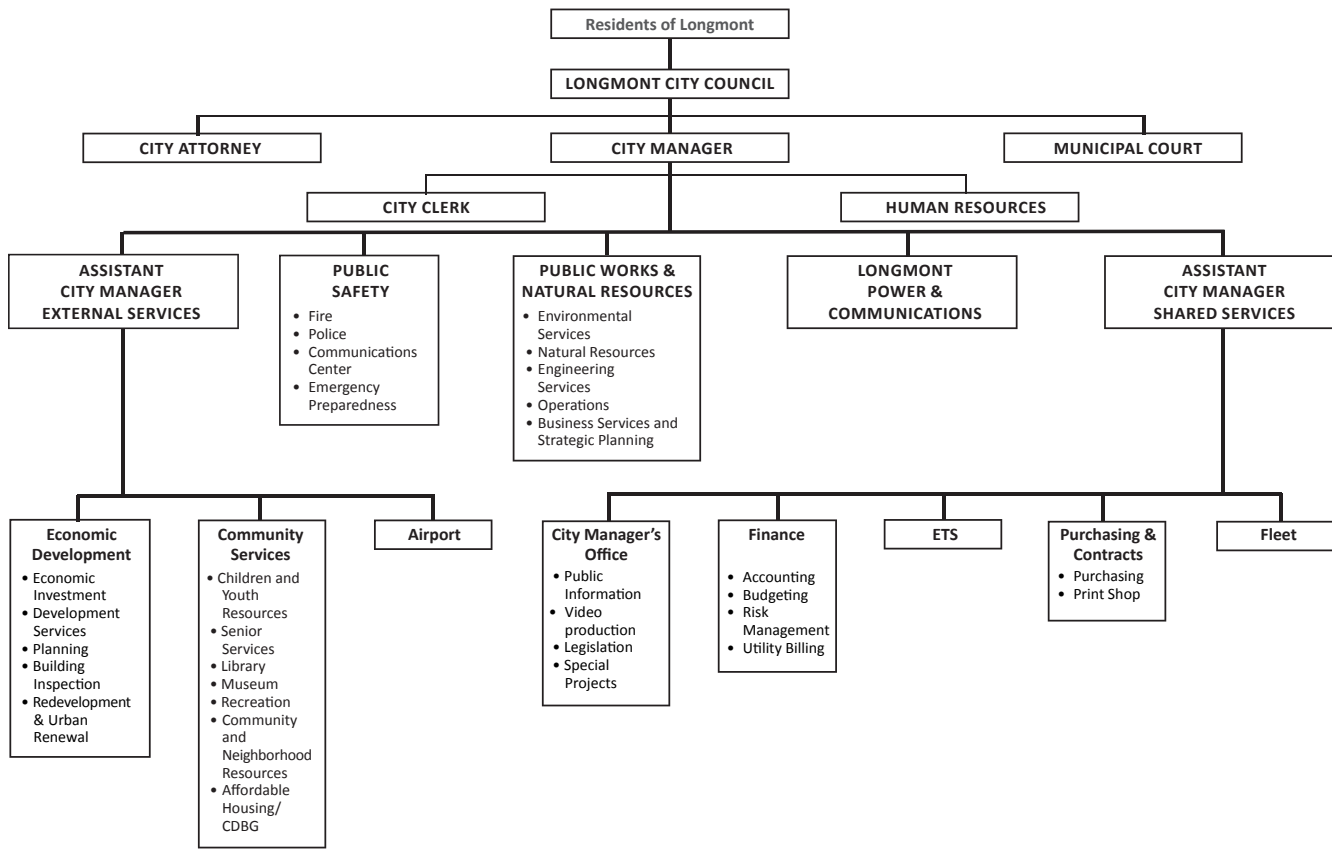


FORM OF GOVERNMENT AND CITY SERVICES

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 full-service municipality operating under a council-manager form of government. The Council consists of a mayor and six council members. The mayor is elected at-large to a two-year term. One council member is elected from each of the three wards, and three council members are elected at-large to four-year terms. The council members’ terms are staggered.

As a full-service community, the City of Longmont provides all aspects of urban government, including police and fire, electric, telecommunications, water and sewer utilities, as well as streets, sanitation, storm drainage, library, museum, parks, recreation, senior services, youth services, building inspection, planning, open space, golf 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 Manufacturing & Robotics	5	85
Communications Equipment	10	79

Note: This list includes only industries with 75+ employees
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. Residential assessment rates for taxes collected in 1992 and 1993 was 14.34%, for 1994 and 1995 was 12.86%, for 1996 and 1997 was 10.36%, for 1997 through 2000 was 9.74%, for 2001 through 2003 was 9.15%, and for 2004 through 2012 was 7.96%.

The total assessed valuation for the City of Longmont increased annually from 2003 to 2010 but has decreased the past two 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 Year	Real Property	Personal Property	Total
2003	754,586,011	113,028,041	867,614,052
2004	829,839,702	110,490,969	940,330,671
2005	849,146,110	114,171,000	963,317,110
2006	873,339,140	109,129,260	982,468,400
2007	893,196,710	108,692,820	1,001,889,530
2008	964,428,140	112,164,150	1,076,592,290
2009	977,820,570	107,780,920	1,085,601,490
2010	981,685,090	113,251,910	1,094,937,000
2011	989,539,009	103,235,812	1,092,774,821
2012	940,806,179	108,516,810	1,049,322,989

BUDGET PROCESS AND POLICIES

OVERVIEW

This operating budget is the City of Longmont's comprehensive financial and operational plan for 2014. 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 2014 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, 2013 and 2014 budget).

The 2014-2018 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 2014 are included in the 2014 Operating Budget.

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

- Financial Policies,
- Financial Assessment Report, which provides detailed five-year revenue projections and trends, 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
- Multi Modal Transportation Plan

The underlying theme is the City's mission statement:

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

THE 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 that they are not subsidizing other services.

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

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

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

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

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 twenty-two 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 doing final budget balancing and reconciliation 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 defined as 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 completes 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 ensuing 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 2014-2018 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.

2014 BUDGET CALENDAR

DATE	EVENT
March 18	2014-2018 CIP preparation begins
April 15	2014 Budget preparation begins
May 3	Proposed 2014-2018 CIP projects due to Budget Office
May 31	Budgets turned into Budget Office.
June/July	2014 Budget Evaluation Meetings; 2014 revenue estimates completed by Finance staff.
Mid-July	2014 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 25	Last day for county assessors to certify the valuation for assessment of taxable real property to local governments
August 27	2014 Operating Budget and 2014-2018 CIP presented to City Council.
September	2014 Budget presentations to City Council.
October 8 & 22	City Council Regular Meetings: introduction, public hearing and passage of the 2014 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.

2014 FINANCIAL POLICIES

Adopted by Resolution R-2013-98

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 88.3% to the General Fund and 11.7% 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 88.3% and 11.7% 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 2014 Budget the allocation of the 2.0 cents of sales and use tax revenue will be 100% of the sales tax and 21.55% of the use tax to the General Fund and 78.45% 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 2014 Operating Budget includes fee increases for electric rates, sewer rates, sanitation rates, park improvement fees, and union reservoir fees.

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 2014 Budget there is a projection of 282 new dwelling units. As this is above the benchmark of 120 dwelling units that was set with the 2008 budget, the 2014 budget includes incremental development revenue

of \$260,000 from 162 dwelling permits. This incremental development revenue is used to cover one-time expenses in the 2014 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 2009 for 2009-2012 and extended for a 5th year for 2013.

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 2014 Operating Budget includes \$1,030,366 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 2014 Operating Budget includes \$205,000 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 will 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 and dental 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 health 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 a cost effective improvement.

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 two years, unless designated for use by departments, will be declared obsolete and discarded.

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 will apply 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 Director of Finance.

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, 2012 and 2013. 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 two of the four additional periods. The current renewal expires on June 30, 2014.

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 2012, the actual value of taxable property within the City totaled \$8.48 billion. The 3% limitation equaled \$254,458,859. 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 2012 Comprehensive Annual Financial Report.

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

The City currently follows this policy.

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

The City currently follows this policy. The City issued Sales and Use Tax Revenue Refunding bonds totaling \$17,375,000 in 2006 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 2013 are \$62,894,016. The unrestricted fund balance in the General Fund at the beginning of 2013 is \$10,938,303 which is 17.4% 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	5.1%	\$3,220,585	fully funded	\$3,220,585
Emergency reserve	8%	\$5,081,521	funded at 5.5%	\$3,428,324
Stabilization Reserve	at 3%	\$1,886,820	unfunded	\$ 0
Stabilization Reserve	at 8%	\$5,031,521	unfunded	\$ 0

General Fund Contingency Account

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

The 2014 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 2014.

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 2014.

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 the 2010 rate study, the Electric Fund will build toward this level and meet the requirement by 2014.

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 2014.

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 2014.

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 2014.

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 2014.

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 2014 is \$5,030,160.

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 2014 is \$463,352.

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 2014 is \$267,640.

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 2014 is \$12,000.

ENTERPRISE FUNDS**Utility Rates**

Utility user charges (water, sewer, 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 and Sewer Funds was completed in 2008. 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 2012. 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 Fund 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 2012 was \$865,142. The value of water provided to City facilities owned by other Enterprise Funds was \$356,822. The total value of water provided to all City facilities in 2012 was \$1,221,964.

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 city-wide 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 2014 in the 2014-2018 Capital Improvement Program are included in the 2014 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.

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.

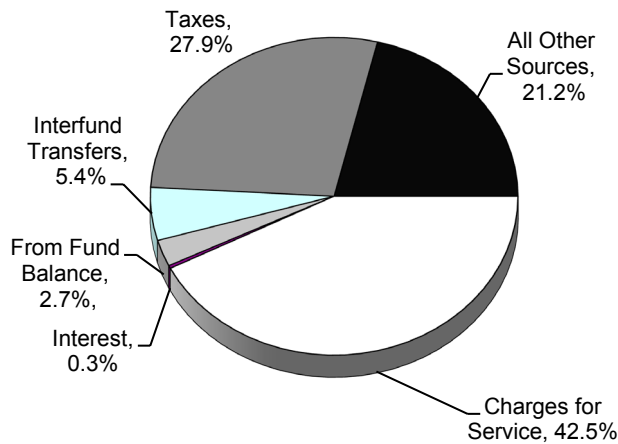
The City currently follows this policy.

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.

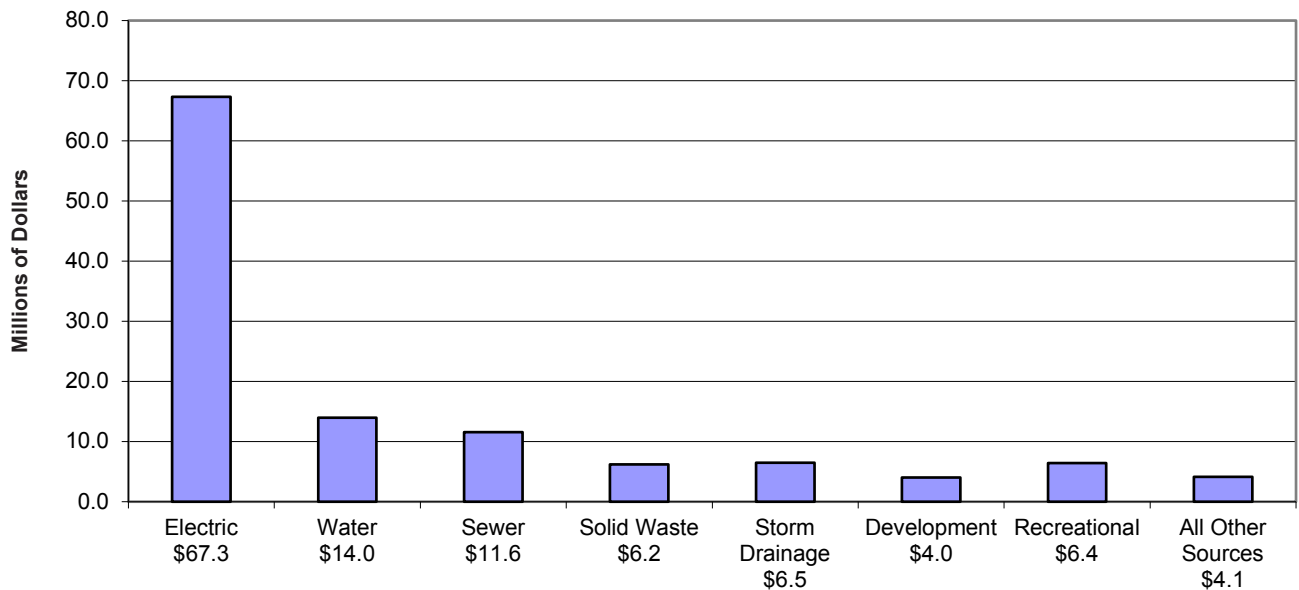
The City currently follows this policy.

2014 Operating Budget: Sources of Funds



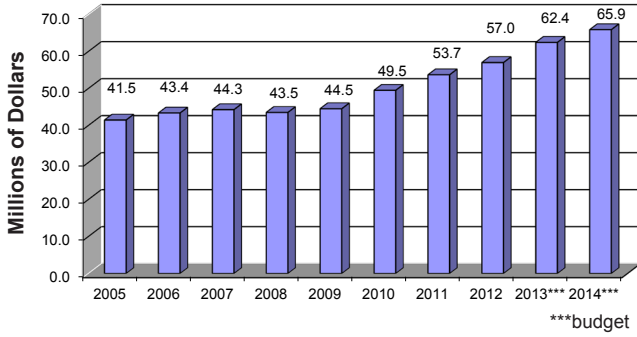
Revenues used to support the City's programs and projects in 2014 will come from a variety of sources and total \$282,266,704. This is 23.5% above the total revenues in the 2013 budget and is due primarily to a large bond issuance in the sewer fund and anticipated intergovernmental revenues due to flood recovery. The pie chart shows the distribution of the City's revenues by major categories.

Charges for Services, Licenses and Permits represent 42.5% or \$117.8 million of the City's budgeted resources. These are charges for electric, water, sewer, solid waste and storm drainage utility fees; development-related services; recreational activities, including swimming, athletic leagues, golf, etc; and various other fees for service.



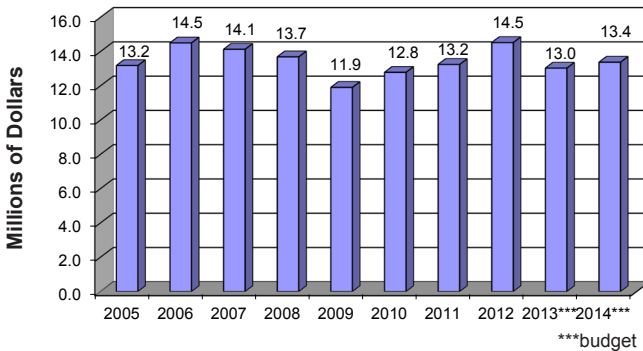
Utility user charges reflect the cost of service and are established so that operating revenues are at least equal to operating expenditures. A portion of user rates is designed to cover replacement of utility facilities. The utilities periodically conduct a comprehensive rate study. In each of the intervening years, staff review historical and projected revenues and expenses to determine if a comprehensive rate study is needed. Development-related fees include building permits, right-of-way permits, plan review fees, and engineering plan check fees. Estimates are based on the anticipated number of single family, multifamily and commercial building permits and the estimated valuation of these units. The 2014 budget is based on 124 single family permits, 158 multifamily permits, 188,000 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



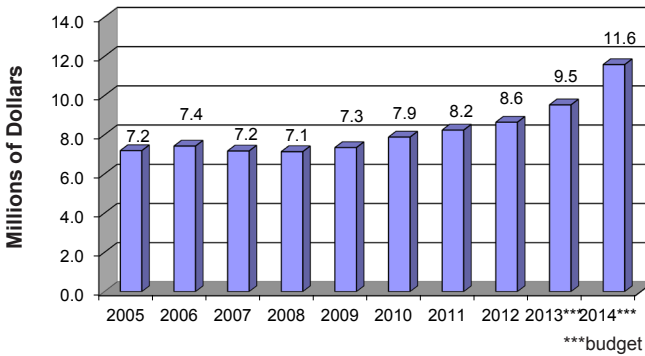
In 2014 the Electric and Telecommunications Utility Enterprise Funds were combined into the Electric and Broadband Utility Enterprise Fund. In 2014, electric and broadband utility revenues equal 98% of all electric and broadband revenues. An ordinance approving a fee increase in electric rates was previously approved by Council. The proposed budget includes an average rate increase of 5.0%.

Water



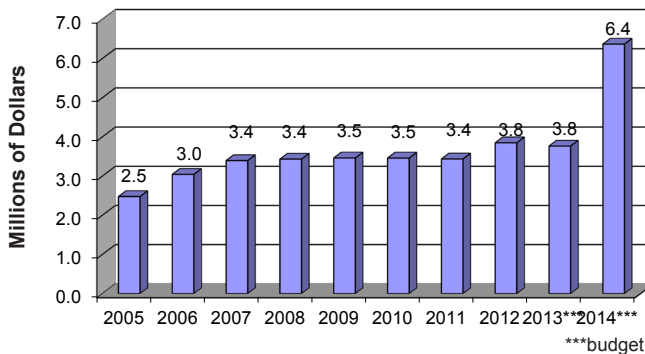
In 2014, charges for water services represent 82% of all water revenues. There is no rate increase scheduled for 2014.

Sewer



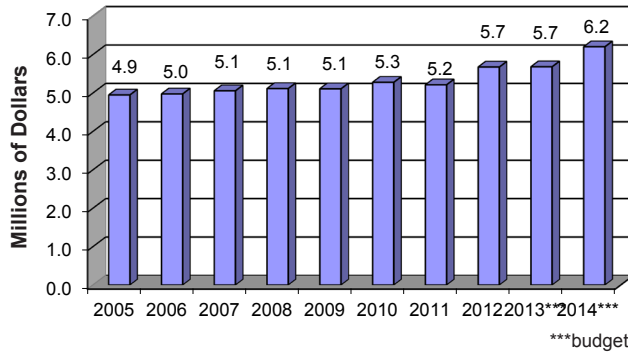
The sewer utility will receive 27% of its revenue from charges for services in 2014. An ordinance approving a fee increase in sewer rates was previously approved by Council. The proposed budget currently includes an average rate increase of 16%. The rate was codified in 2012. Bond revenues make up the majority of the revenue in this fund.

Storm Drainage



In 2014, Storm Drainage will receive 46.7% of its revenue from charges for services. The Storm Drainage Master Plan has been completed. A rate increase of \$5.28 per month was put in place in December 2013 to help offset costs due to flood damage.

Sanitation

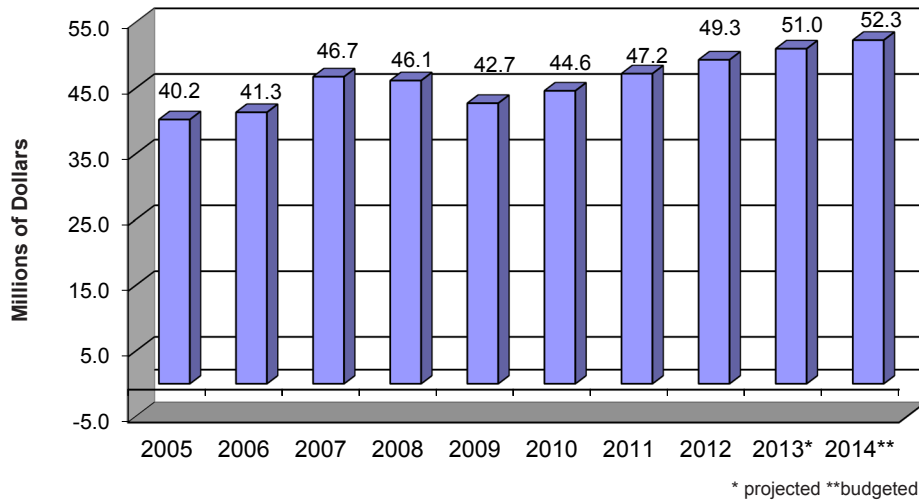


Sanitation will receive 99% of its 2014 revenues from charges for service. An ordinance approving a fee increase in sanitation rates was previously approved by Council. The proposed budget includes a rate increase of 12% for full-volume trash collection and 8% for reduced-volume service.

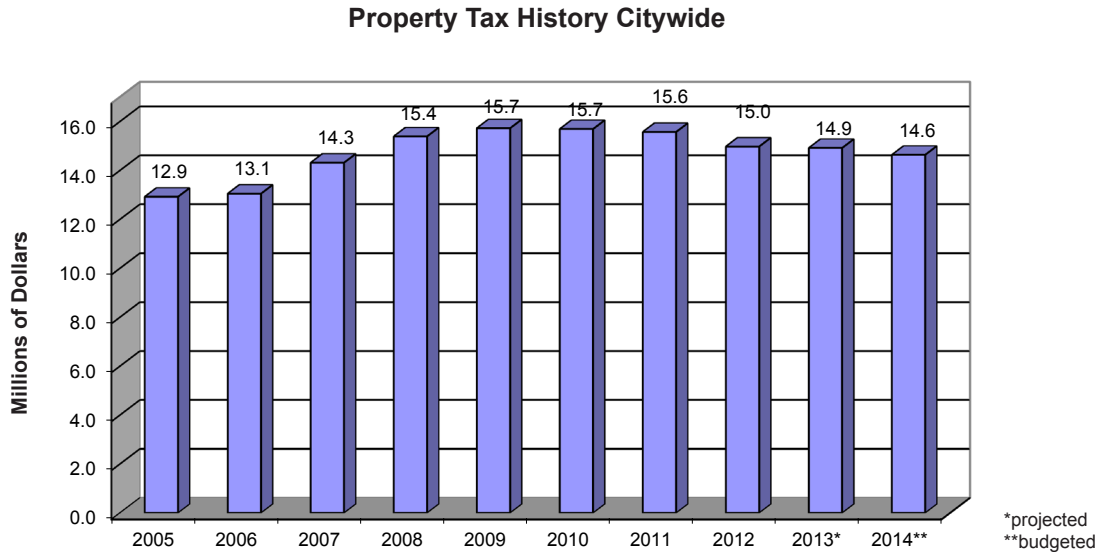
Taxes represent 27.9% or \$78.7 million and include citywide sales and use, property, cigarette, and franchise taxes.

Sales and Use Tax originated 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 .325% to fund additional public safety needs. Sales and Use tax, the largest single revenue source, accounts for 42.1% of the General Fund’s total revenues. Sales and use tax is projected based on historical collection trends and knowledge of economic/development related activities.

**Sales and Use Tax History
Citywide**



Property Tax accounts for 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 2014 budget is based on preliminary assessed valuations from the county assessor’s office.



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

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

Fund Balance is a source of funds that is used primarily for funding capital and one-time purchases. In 2014, \$7,598,241, or 2.7%, of the total sources of funds will come from the use of fund balance.

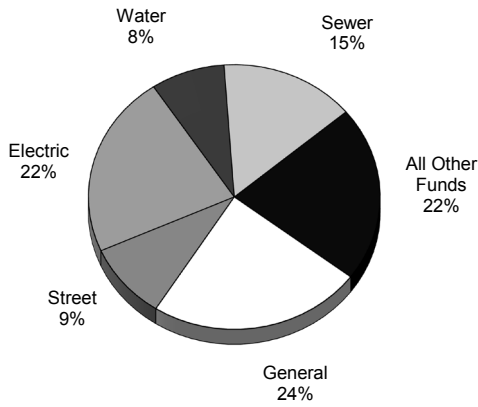
Interfund Transfers are payments from the enterprise funds in the City for services provided by the General Fund. These include services such as utility billing, accounting, purchasing, human resources, permitting activities, city clerk functions and city attorney services. This revenue is based on an 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 10.0% of the General Fund’s total revenues.

Interest and Other Sources are 21.2% of the City’s sources of funds. Interest earnings are estimated at \$870,066 for 2014 and all other sources are \$30.97 million and include intergovernmental funds from Boulder County, the state or the federal government, fines, and miscellaneous sources. Over \$27.2 million of this will come from reimbursements for flood expenses from FEMA and the state.

2014 Operating Budget: Uses of Funds

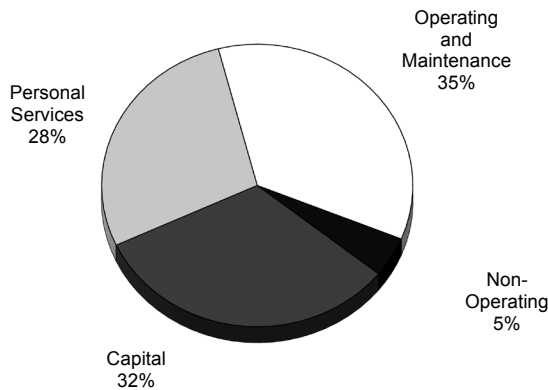
The City of Longmont's 2014 Operating Budget totals \$282,266,704.

Expenditures by Fund



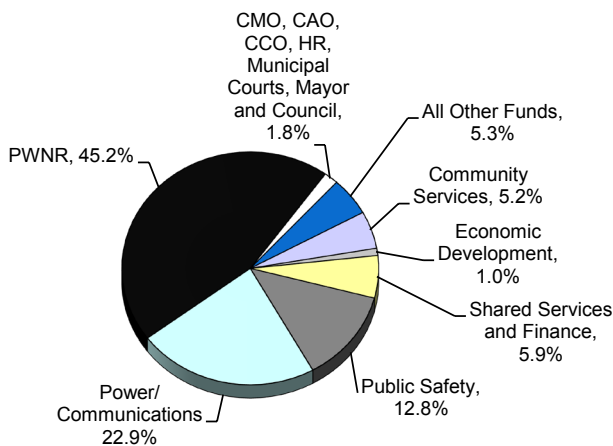
Expenditures in the largest funds include General Fund, \$67.0 million; Electric Fund, \$63.0 million; Water Fund, \$23.2 million; Sewer Fund, \$42.4 million; and Street Fund, \$26.3 million. These funds will account for 78% of all City expenditures in 2014. Other funds include Open Space, \$3.9 million; Public Improvement, \$8.5 million; Sanitation, \$6.3 million; Fleet, \$8.9 million; Golf, \$2.9 million; Storm Drainage, \$13.4 million; Public Safety, \$5.7 million; and several minor funds.

Expenditures by Category



Budgeted expenditures, by category, are personal services, \$78.8 million, which includes salaries, wages and benefits; operating and maintenance, \$99.4 million, which includes routine operating expenditures; non-operating, \$12.9 million, which includes interfund transfers and interest payments; and capital, \$91.1 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, \$127.5 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 Department, \$64.5 million; Public Safety Department, \$36.0 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund); Shared Services and Finance Department \$16.6 million (services include Accounting, Budget, Enterprise Technology Services, Purchasing and Contracts, Risk Management, Utility Billing and Fleet); Community Services Department, \$14.6 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); Economic Development Department, \$3.0 million (services include Development Services, Economic Investment and Planning); City Manager’s Office, \$2.0 million; City Attorney’s Office, \$973,596; Municipal Courts, \$772,700, Mayor and Council, \$677,511; City Clerk’s Office, \$579,050; and Human Resources \$995,851. The remaining funds total \$14.9 million and include the Public Improvement Fund, Public Building Community Investment Fee Fund, Longmont Downtown Development Authority, General Improvement District, and Downtown Parking.

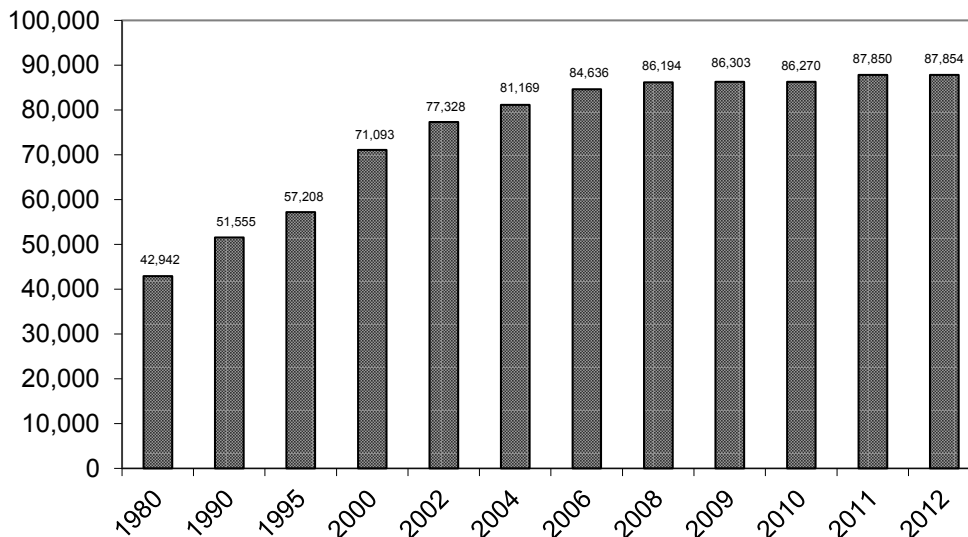
2010 - 2014 Budgeted FTE Positions by Department

Department	2010 Budget	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2013-2014 Change
Mayor and Council	7.00	7.00	7.00	7.00	7.00	0.00
City Manager	4.00	4.00	4.00	5.00	5.50	0.50
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	0.00	8.00	8.00	0.00
Municipal Court	8.50	8.50	8.50	8.50	8.50	0.00
Shared Services and Finance	85.70	87.70	88.20	81.20	81.45	0.25
Economic Development	21.50	21.50	22.50	22.50	22.50	0.00
Community Services	95.55	92.45	93.20	93.80	98.53	4.73
Power and Communications	72.95	72.95	72.75	72.75	72.75	0.00
Public Safety	291.00	291.50	293.50	293.50	293.50	0.00
Public Works and Natural Resources	231.80	229.55	227.50	226.50	223.75	-2.75
Downtown Development Authority	2.00	2.00	2.00	2.00	2.75	0.75
TOTAL	831.50	828.65	830.65	832.25	835.73	3.48

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.

During 2009 (reflected in 2010 budget) the City reorganized. The Administration Department was broken out into its respective services, the former Community Development Department became Economic Development, and Police and Fire were combined into a Public Safety Department.

Longmont Population: 1980 - 2012



Summary of Financing Sources and Uses

	2012 Actual	2013 Budget	2014 Budget
<u>Revenues and Other Financing Sources</u>			
Taxes	72,582,554	75,689,739	78,659,719
Licenses and Permits	5,140,350	1,878,017	2,225,863
Intergovernmental Revenue	9,933,113	5,922,310	27,280,400
Charges for Service	110,360,068	107,076,663	117,801,146
Fines and Forfeits	1,523,237	1,485,300	1,453,800
Interest Earnings	1,129,740	1,482,626	870,066
Interfund Transfers	17,638,176	16,568,685	15,295,806
Miscellaneous	3,054,349	1,604,254	2,235,975
Proceeds from Advance	3,039,596	123,814	504,348
Proceeds from Bonds	-	-	28,341,340
Proceeds from Lease Purchase	3,195,823	-	-
Contribution from/(to) Fund Balance	(5,240,527)	16,727,213	7,598,241
TOTAL SOURCES	\$ 222,356,479	\$ 228,558,621	\$ 282,266,704
<u>Expenditures and Other Financing Uses</u>			
Personal Services	73,552,769	77,102,461	78,785,904
Operating and Maintenance	95,468,184	97,191,820	99,399,443
Non-Operating	13,309,823	13,272,272	12,965,091
Capital	40,025,703	40,992,068	91,116,266
TOTAL USES	\$ 222,356,479	\$ 228,558,621	\$ 282,266,704

2014 Consolidated Fund Statement: Sources of Funds and Expenses

The 2014 Consolidated Fund Statement on the following pages includes the sources of funds and expenses by category for each fund included in the 2014 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.

2014 Consolidated Fund Statement

	General Fund	Electric and Broadband Fund	Water Fund	Sewer Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 10,018,600	\$ 7,700,853	\$ 21,238,574	\$ 3,404,502
 SOURCES OF FUNDS				
Taxes	49,787,556	-	-	-
Licenses and Permits	1,056,545	-	-	-
Intergovernmental Revenue	300,634	-	2,625,000	1,629,346
Charges for Service	5,474,206	67,295,750	13,962,396	11,582,300
Fines and Forfeits	1,355,800	-	-	-
Interest Earnings	89,000	26,000	200,200	36,300
Interfund Transfers	6,648,200	53,738	-	368,071
Miscellaneous	119,969	419,800	333,200	334,700
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	28,341,340
 TOTAL SOURCES OF FUNDS	 64,831,910	 67,795,288	 17,120,796	 42,292,057
 EXPENSES BY CATEGORY				
Personal Services	50,209,595	6,413,311	4,576,495	3,053,939
Operating and Maintenance	15,530,733	54,527,306	6,845,707	4,790,889
Non-Operating	875,909	236,202	1,264,132	2,059,910
Capital	419,807	1,841,761	10,526,499	32,534,482
 TOTAL EXPENSES	 67,036,044	 63,018,580	 23,212,833	 42,439,220
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 7,814,466	\$ 12,477,561	\$ 15,146,537	\$ 3,257,339
Contribution to/(from) Fund Balance	(2,204,134)	4,776,708	(6,092,037)	(147,163)

2014 Consolidated Fund Statement

	Street Improvement Fund	Sanitation Fund	Golf Fund	Storm Drainage Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 4,791,422	\$ 3,081,809	\$ 926,349	\$ 1,345,529
 SOURCES OF FUNDS				
Taxes	15,627,551	-	-	-
Licenses and Permits	15,000	-	-	-
Intergovernmental Revenue	5,942,956	-	175,000	7,132,330
Charges for Service	-	6,201,800	2,407,419	6,461,162
Fines and Forfeits	-	-	-	-
Interest Earnings	56,848	25,941	8,912	20,683
Interfund Transfers	-	-	-	-
Miscellaneous	28,000	2,000	1,000	5,306
Proceeds from Advance	-	-	263,973	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 21,670,355	 6,229,741	 2,856,304	 13,619,481
 EXPENSES BY CATEGORY				
Personal Services	3,400,805	1,911,286	1,047,590	1,192,724
Operating and Maintenance	4,784,350	3,816,809	1,370,550	1,187,289
Non-Operating	241,936	20,909	262,884	2,410,601
Capital	17,855,060	546,687	267,670	8,582,625
 TOTAL EXPENSES	 26,282,151	 6,295,691	 2,948,694	 13,373,239
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 179,626	\$ 3,015,859	\$ 833,959	\$ 1,591,771
Contribution from/(to) Fund Balance	(4,611,796)	(65,950)	(92,390)	246,242

2014 Consolidated Fund Statement

	Fleet Fund	Airport Fund	Public Improvement Fund	CDBG/HOME Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 17,539,739	\$ 21,203	\$ 291,373	\$ 362,753
 SOURCES OF FUNDS				
Taxes	-	-	3,736,454	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	3,937,500	618,844
Charges for Service	-	300,684	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	100,376	-	10,000	-
Interfund Transfers	7,298,088	-	560,000	-
Miscellaneous	-	33,500	-	80,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	7,398,464	334,184	8,243,954	698,844
 EXPENSES BY CATEGORY				
Personal Services	1,290,431	117,757	-	106,307
Operating and Maintenance	2,710,173	220,294	4,550	605,970
Non-Operating	4,448	64	2,742,891	-
Capital	4,956,624	-	5,763,965	-
TOTAL EXPENSES	8,961,676	338,115	8,511,406	712,277
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 15,976,527	\$ 17,272	\$ 23,921	\$ 349,320
Contribution from/(to) Fund Balance	(1,563,212)	(3,931)	(267,452)	(13,433)

2014 Consolidated Fund Statement

	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund	Transportation CIF Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 2,148,848	\$ 4,143,485	\$ 1,930,326	\$ 173,952
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	-	-
Licenses and Permits	907,155	-	-	171,763
Intergovernmental Revenue	-	725,000	-	-
Charges for Service	-	-	372,000	-
Fines and Forfeits	-	-	-	-
Interest Earnings	16,555	10,040	15,000	1,104
Interfund Transfers	-	-	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	923,710	735,040	387,000	172,867
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	-	-	-	-
Operating and Maintenance	-	-	-	-
Non-Operating	-	-	-	-
Capital	40,000	562,500	435,000	300,000
TOTAL EXPENSES	40,000	562,500	435,000	300,000
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 3,032,558	\$ 4,316,025	\$ 1,882,326	\$ 46,819
Contribution from/(to) Fund Balance	883,710	172,540	(48,000)	(127,133)

2014 Consolidated Fund Statement

	Public Buildings CIF Fund	Art in Public Places Fund	Sewer Construction Fund	Water Construction Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 591,919	\$ 296,801	\$ 1,788,036	\$ 15,521,680
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	301,918	-	612,800	714,100
Fines and Forfeits	-	-	-	-
Interest Earnings	3,000	-	20,000	155,600
Interfund Transfers	-	118,700	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 304,918	 118,700	 632,800	 869,700
 EXPENSES BY CATEGORY				
Personal Services	-	38,730	-	-
Operating and Maintenance	-	95,725	2,500	2,500
Non-Operating	800	31	368,071	750
Capital	180,000	-	-	125,000
 TOTAL EXPENSES	 180,800	 134,486	 370,571	 128,250
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 716,037	\$ 281,015	\$ 2,050,265	\$ 16,263,130
Contribution from/(to) Fund Balance	124,118	(15,786)	262,229	741,450

2014 Consolidated Fund Statement

	Raw Water Storage Fund	Water Acquisition Fund	Callahan House Fund	DDA Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 400,455	\$ 3,395,356	\$ 40,693	\$ 3,021,854
 SOURCES OF FUNDS				
Taxes	-	-	-	680,636
Licenses and Permits	-	-	-	20,000
Intergovernmental Revenue	-	-	-	10,000
Charges for Service	-	5,000	37,450	-
Fines and Forfeits	-	-	-	-
Interest Earnings	1,545	32,800	200	930
Interfund Transfers	-	-	60,204	25,300
Miscellaneous	-	-	-	15,000
Proceeds from Advance	-	-	-	240,375
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 1,545	 37,800	 97,854	 992,241
 EXPENSES BY CATEGORY				
Personal Services	-	-	81,574	242,944
Operating and Maintenance	-	100,000	23,725	278,140
Non-Operating	-	-	-	245,375
Capital	-	100,000	-	-
 TOTAL EXPENSES	 -	 200,000	 105,299	 766,459
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 402,000	\$ 3,233,156	\$ 33,248	\$ 3,247,636
Contribution from/(to) Fund Balance	1,545	(162,200)	(7,445)	225,782

2014 Consolidated Fund Statement

	GID #1 Fund	Downtown Parking Fund	Affordable Housing Fund	Open Space Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 66,445	\$ 70,966	\$ 573,077	\$ 1,095,902
 <i>SOURCES OF FUNDS</i>				
Taxes	124,078	-	-	3,193,551
Licenses and Permits	-	55,400	-	-
Intergovernmental Revenue	-	-	-	1,009,207
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	1,300	200	-	21,067
Interfund Transfers	-	11,190	152,315	-
Miscellaneous	-	-	125,000	40,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	125,378	66,790	277,315	4,263,825
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	34,770	22,611	175,589	294,358
Operating and Maintenance	81,865	28,600	132,327	437,918
Non-Operating	-	-	108	2,205,404
Capital	-	10,000	-	956,600
TOTAL EXPENSES	116,635	61,211	308,024	3,894,280
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 75,188	\$ 76,545	\$ 542,368	\$ 1,465,447
Contribution from/(to) Fund Balance	8,743	5,579	(30,709)	369,545

2014 Consolidated Fund Statement

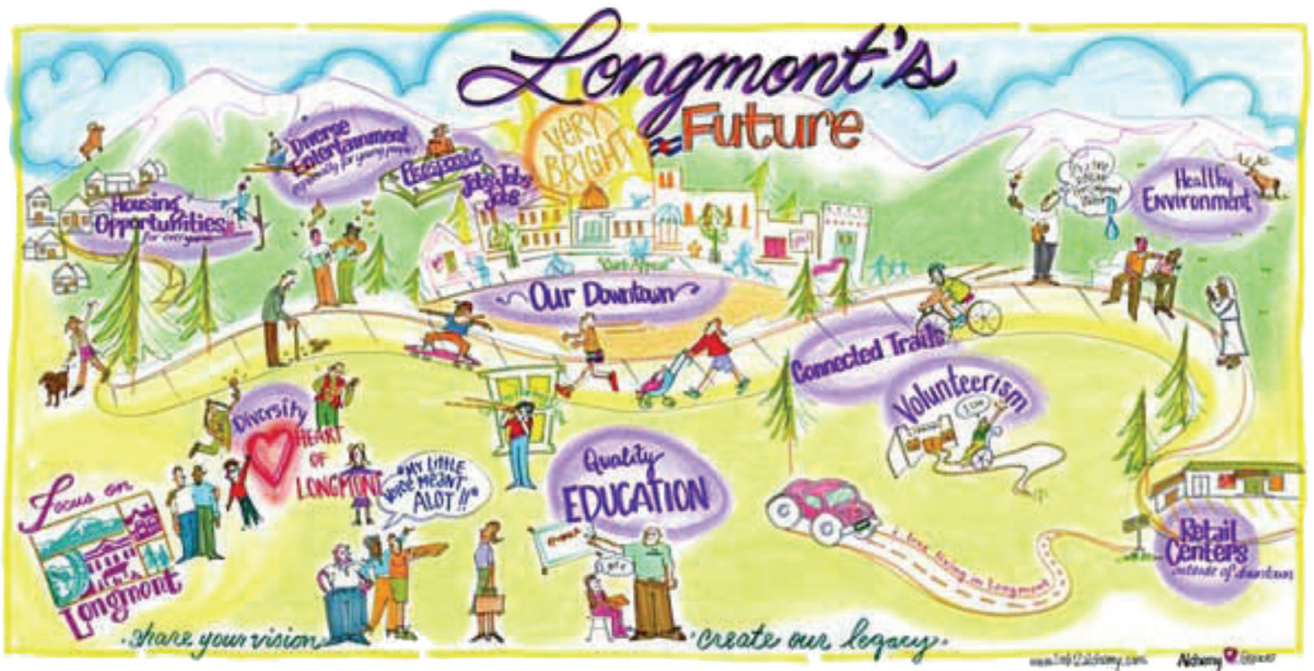
	Youth Services Fund	Senior Services Fund	Public Safety Fund	Library Services Fund	Museum Services Fund
<i>BEGINNING</i>					
<i>FUND BALANCE</i>	\$ 127,400	\$ 131,909	\$ 1,618,469	\$ 131,227	\$ 46,263
 <i>SOURCES OF FUNDS</i>					
Taxes	-	-	5,189,519	-	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	19,429	-	337,154	-	18,000
Charges for Service	-	166,200	94,281	-	37,200
Fines and Forfeits	-	-	-	-	-
Interest Earnings	-	-	9,500	1,000	-
Interfund Transfers	-	-	-	-	-
Miscellaneous	-	11,000	-	76,000	8,500
Proceeds from Advance	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-
 TOTAL SOURCES OF FUNDS	 19,429	 177,200	 5,630,454	 77,000	 63,700
 <i>EXPENSES BY CATEGORY</i>					
Personal Services	-	18,738	4,442,541	2,000	34,631
Operating and Maintenance	6,000	156,056	1,202,930	46,500	61,769
Non-Operating	-	-	2,751	20,500	-
Capital	-	5,656	82,000	-	-
 TOTAL EXPENSES	 6,000	 180,450	 5,730,222	 69,000	 96,400
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 140,829	\$ 128,659	\$ 1,518,701	\$ 139,227	\$ 13,563
Contribution from/(to) Fund Balance	13,429	(3,250)	(99,768)	8,000	(32,700)

2014 Consolidated Fund Statement

	Museum Trust Fund	Probation Services Fund	Judicial Wedding Fee Fund	Park and Greenway Maintenance Fund	Lodgers Tax Fund	GRAND TOTAL, ALL FUNDS
<i>BEGINNING</i>						
<i>FUND BALANCE</i>	\$92,034	\$ 121,808	\$ 26,049		- \$ 72,870	\$ 108,350,530
 <i>SOURCES OF FUNDS</i>						
Taxes	-	-	-	-	320,374	78,659,719
Licenses and Permits	-	-	-	-	-	2,225,863
Intergovernmental Revenue	-	-	-	2,800,000	-	27,280,400
Charges for Service	16,000	-	7,000	1,751,480		117,801,146
Fines and Forfeits	-	98,000	-	-	-	1,453,800
Interest Earnings	2,000	600	-	2,815	550	870,066
Interfund Transfers	-	-	-	-	-	15,295,806
Miscellaneous	3,000	-	-	600,000	-	2,235,975
Proceeds from Advance	-	-	-	-	-	504,348
Proceeds from Bonds	-	-	-	-	-	28,341,340
TOTAL SOURCES OF FUNDS	21,000	98,600	7,000	5,154,295	320,924	274,668,463
 <i>EXPENSES BY CATEGORY</i>						
Personal Services	-	75,678	1,500	-	-	78,785,904
Operating and Maintenance	19,000	8,344	-	-	320,924	99,399,443
Non-Operating	-	64	1,351	-	-	12,965,091
Capital	-	-	-	4,951,460	72,870	91,116,266
TOTAL EXPENSES	19,000	84,086	2,851	4,951,460	393,794	282,266,704
 <i>ENDING</i>						
<i>FUND BALANCE</i>	\$94,034	\$ 136,322	\$ 30,198	\$ 202,835	-	\$ 100,752,289
Contribution to/(from) Fund Balance	2,000	14,514	4,149	202,835	(72,870)	(7,598,241)

FOCUS ON LONGMONT

REPORT CARD TO THE COMMUNITY



August 2012

Updated January 2014





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FOCUS ON LONGMONT

SHARE YOUR VISION, CREATE OUR LEGACY

In January 2005, the City launched the Citywide strategic plan designed to help 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”, involved many of the people who live and work in the community in planning how Longmont can continue to be a great place to live both now and into the future. The purpose of this planning process was to develop community-supported strategic policies that, if followed, 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.

Over the past five years of the plan, the national economic climate has changed dramatically and Longmont has not escaped the impacts of the recession. The original assumptions used during Focus on Longmont included looking at build out of the City, but much sooner than predicted, the housing market halted, building permits declined rapidly and sales and use tax also declined accordingly. Throughout this challenging time, the City of Longmont continued to provide excellent services to the residents and businesses of our community, with a focus on the strategic goals laid out in the community-driven, Focus on Longmont plan.

As with any strategic plan, it is important to report to the community the progress that has been made in the five strategic goals from Focus on Longmont:

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

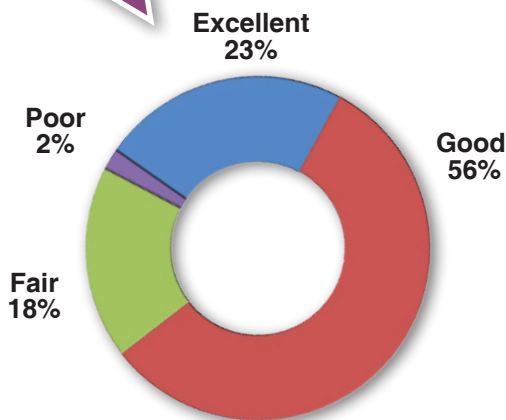
These five areas do not cover every service that the City provides but highlight the strategic directions that have been followed over the last five years. The following report card is respectfully submitted to the residents and businesses of Longmont, a vibrant and free-standing community, and is organized by the original direction and rationale, the original policies and information about what the City has accomplished in each area. For more information on the entire Focus on Longmont process, please see the final report, which can be found at www.ci.longmont.co.us/focus.

FOCUS ON LONGMONT

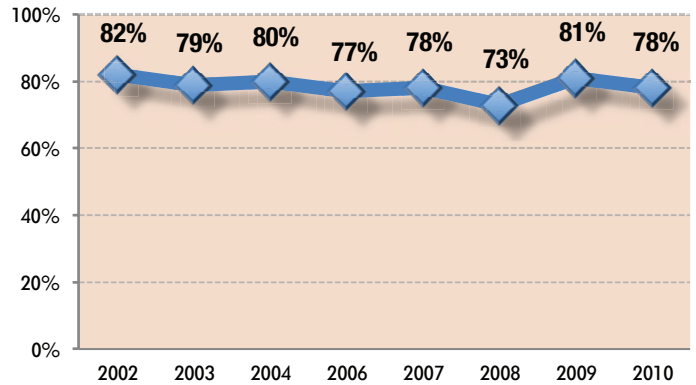
SHARE YOUR VISION, CREATE OUR LEGACY

Overall, a major measure of the success for any company, nonprofit or government entity is customer satisfaction. Before taking a look at the five strategic goals of the Focus on Longmont plan, it is necessary to ensure that overall quality of life and satisfaction of our residents remained strong throughout the five-year period. With a municipality, measuring both overall quality of life of residents but also satisfaction with City services is important. As mentioned previously, the last five years met with a difficult economic time, and yet the City continued to provide excellent services. The charts below not only show customer satisfaction in 2010, but also trends over several years. City of Longmont residents generally find their quality of life excellent or good and are pleased with the City services provided.

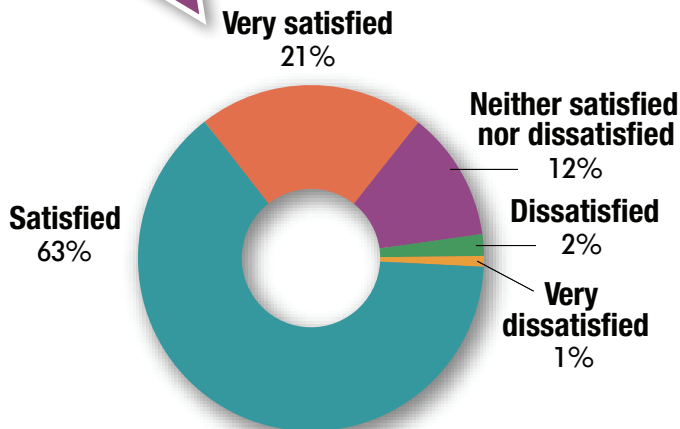
How would you rate your overall quality of life in Longmont?



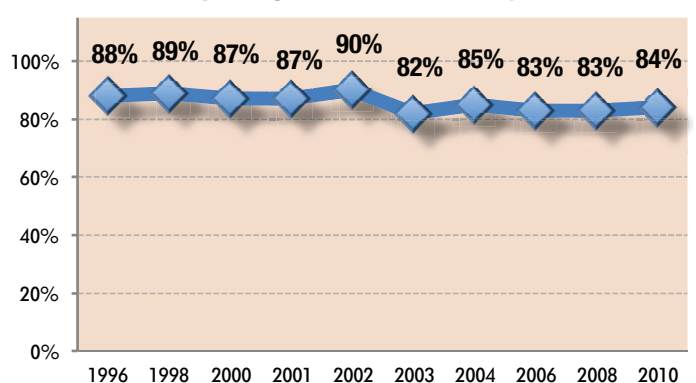
Percent Reporting "Good" or "Excellent"



Please rate your overall satisfaction with the City services you receive.



Percent Reporting "Satisfied" or "Very Satisfied"



Rationale

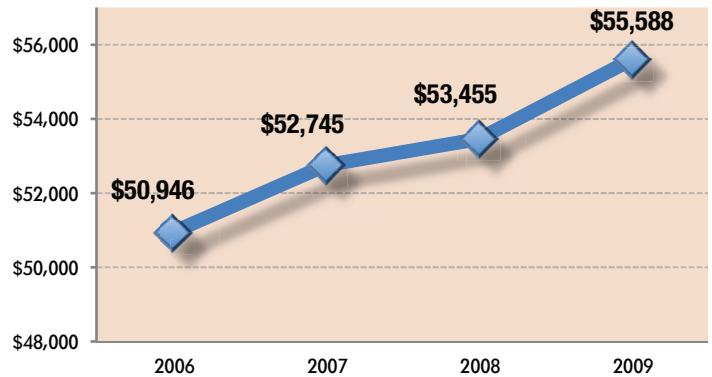
A healthy business climate produces a strong economy across multiple sectors; is flexible and adaptable for the future; and encourages expansion and retention of existing business but also promotes the creation of new, local business and the relocation of business into the area. A well-balanced, diversified, and strong economy is critical to providing high quality jobs to residents, generating wealth within the community, and establishing a dependable tax base to support needed services and infrastructure improvements. A strong economy implies that wages are high enough to keep a stable, skilled workforce intact and that the costs associated with maintaining a household, relative to wages, are affordable to the majority of those working in the community. A diverse economy also is one that has balance between primary and service sector businesses and employment. Locally owned businesses help provide economic stability and a positive business environment by reducing the flow of capital from the area. Local industries tend to have a stake in the community, leading to more involved corporate citizenship. City residents who participated in the Focus on Longmont process identified that a healthy business climate and a strong and diverse economy can serve as the foundation for a successful community. Their sense was that if we “get business right,” everything else will fall into place.

POLICY 1.1 INCREASED JOB OPPORTUNITIES

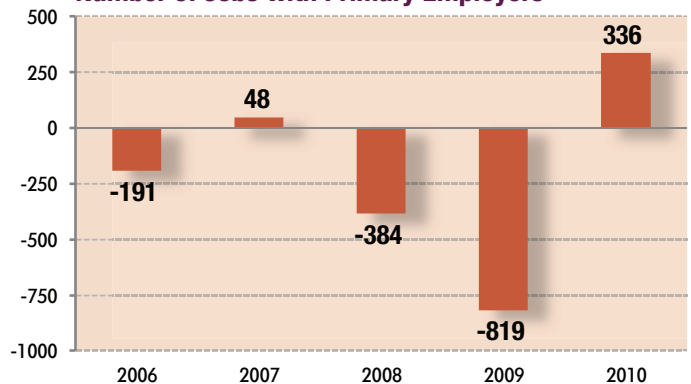
The City shall work proactively with the private sector to create opportunities for a continuum of appropriate jobs for all residents.

Two measures of the community’s job opportunities are the **average annual wage** and the **number of primary employer jobs created** each year. A primary employer is one that derives most of its revenue from outside of the community. The City works closely with the Longmont Area Economic Council to recruit, retain and support primary employers.

Average Annual Wage – Boulder County MSA



Annual Net Change in the Number of Jobs with Primary Employers

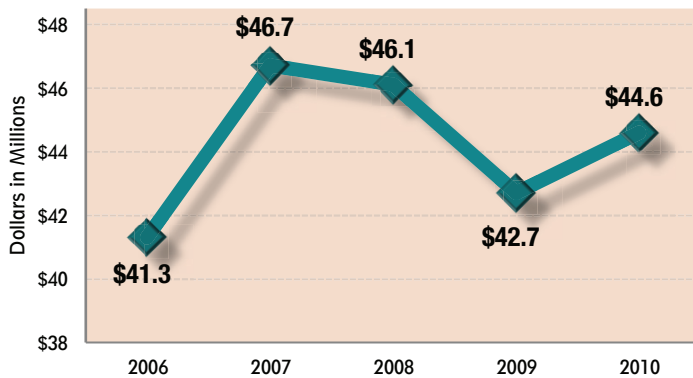


POLICY 1.2 DEVELOPMENT ALIGNED WITH THE COMMUNITY'S VISION

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

Overall sales and use tax is one indirect indicator of the community's alignment with development, i.e., the community's support of local business. However, the national economic climate of the past several years has resulted in diminishing local sales and use tax revenue.

Total Sales and Use Tax Revenues



POLICY 1.3 BUSINESS-FRIENDLY ENVIRONMENT

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

A significant accomplishment since the Focus on Longmont planning process is the restructure of the City organization, including the creation of a new Economic Development Department. This department focuses on creating a business friendly environment through a one-stop permitting function for building projects, and offering business training programs and monetary incentives to businesses that are locating or expanding within the community.

Long-term economic and community development opportunities are identified and facilitated by the department's redevelopment and planning divisions. The programs that focus on business assistance, access to capital and grant funding for local businesses that are offered by the City of Longmont are:

1. The **Longmont Economic Gardening Initiative (LEGI)** offers training, marketing and research data, and strategic planning resources to Longmont companies. Most LEGI services are free; a few have minimal costs.
2. The **Small Business Lending Program** is a collaboration between the City and the Colorado Enterprise Fund that provides access to capital. Applicants can obtain loans of up to \$50,000 for inventory, real estate acquisition, operating costs, and other uses.
3. The **Business Start-up Grant** program is for new storefront businesses that generate sales tax. Up to \$2,000 is available as reimbursement for costs associated with opening a new retail business. Applicants must complete a business training program, submit an acceptable business plan, and be in compliance with City codes and regulations.
4. The **Business Improvement Grant** provides a grant up to 25% of eligible project costs (not to exceed \$7,500), for improvements to qualified existing storefront retail businesses. There are other requirements regarding location and qualifying improvements.

In addition to these programs, in which 111 businesses participated in 2010, staff from Economic Development have sponsored workshops and have started a Business Outreach Team in conjunction with the division of Community and Neighborhood Resources. In 2010, there were 119 participants in the workshops and 14 on-site meetings.

POLICY 1.4 BALANCE OF BUSINESSES

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

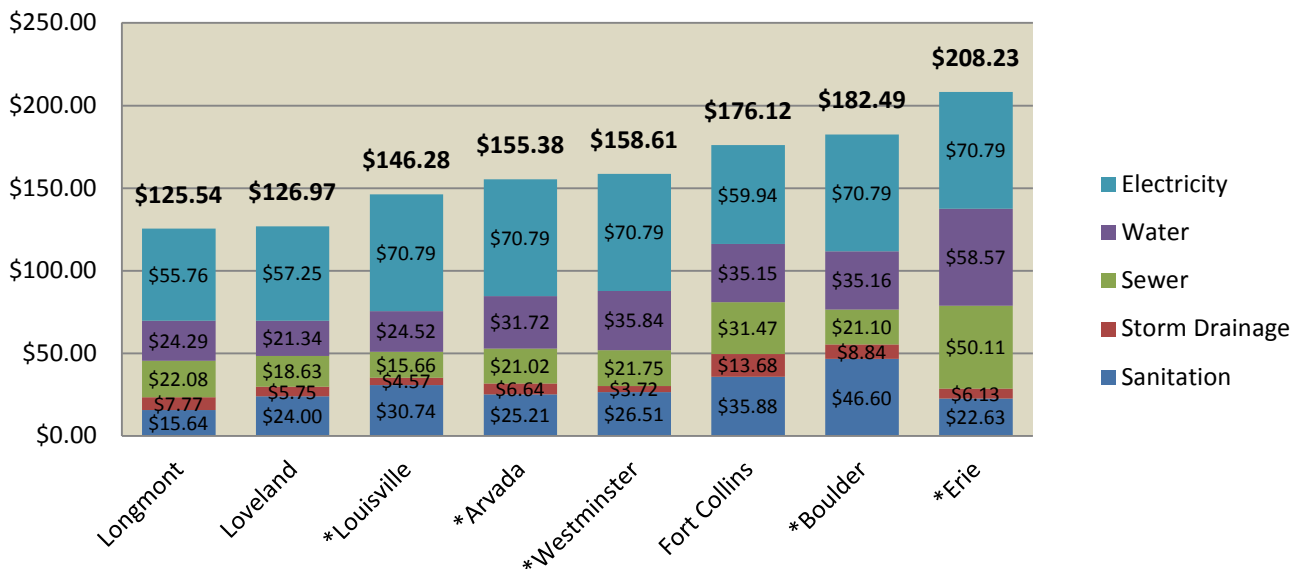
A balance of types, sizes and scales of businesses is crucial to the success of a municipality's economy. Although there are lots of factors for businesses locating in Longmont, one of the most important is the cost of the utilities in the community. Longmont boasts some of the **lowest cost utilities in the region**.

	2006	2007	2008	2009	2010
Residential Electric Rates*	2nd Lowest	Lowest	Lowest	Lowest	Lowest
Small Commercial Electric Rates*	2nd Lowest	Lowest	Lowest	Lowest	Lowest
Large Commercial Electric Rates*	3rd Lowest	2nd Lowest	Lowest	Lowest	Lowest
Industrial Electric Rates*	3rd Lowest	4th Lowest	Lowest	2nd Lowest	Lowest
Residential Water Rates	3rd Lowest	3rd Lowest	3rd Lowest	3rd Lowest	3rd Lowest

*State ranking

2012 Average Residential Utility Bill in Detail by City

(Includes sanitation, storm drainage, sewer, water, and electricity)



Economic Partners

A community thrives economically when there are partners throughout the City working together to provide the best possible environment for businesses to succeed. The City of Longmont partners with the following agencies in this endeavor:

- The **Boulder Small Business Development Center (SBDC)** promotes new small business and helps existing ones grow with training workshops and one-on-one consulting. Contact: www.bouldersbdc.com, 303-442-1475 extension 3
- The **Latino Chamber of Commerce of Boulder County** advocates, promotes and facilitates the success of Latino businesses in Boulder County. Contact: www.latinochamberbc.org, 303-328-5280
- The **Longmont Area Chamber of Commerce** offers a number of services to its members, including networking events, directory listings, and other publicity. Contact: www.longmontchamber.org, 303-776-5295
- The **Longmont Area Economic Council (LAEC)** exists for the sole purpose of keeping the Longmont area economy strong, specifically by actively supporting the creation and preservation of quality primary jobs. Contact: www.longmont.org, 303-651-0128



J.C. Penney opened his first business on Longmont's historic downtown Main Street

- **Visit Longmont** works to build the impact of tourism in Longmont. Contact: www.visitlongmont.org, 303-776-9011
- The **Longmont Downtown Development Authority (LDDA)** is focused on building Downtown Longmont into a destination. Contact: www.downtownlongmont.com, 303-651-8484
- The **Longmont Entrepreneurial Network (LEN)** provides programs and services for entrepreneurs through its center in Longmont. Contact: www.leninc.com, 303-678-8000
- **Workforce Boulder County** provides a variety of free services to assist employers and job seekers. Contact: www.wfbc.org, 303-651-1510

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2012 Actual	2013 Estimated	2014 Projected
Economic Development	Economic Vitality	Number of new dwelling units	378	247	298
Economic Development	Economic Vitality	Jobs-to-resident measure between 0.5:1 and 1:1	0.38:1	0.38:1	0.38:1
Economic Development	Economic Vitality	Jobs-to-housing measure between 1:1 and 2:1	1:1	1:1	1:1
Economic Development	Economic Vitality	Annual unemployment rate, compared regionally			
		Longmont	7.5%	7%	7%
		Boulder County MSA	6.1%	5.3%	5.3%
		Colorado	7.5%	7%	7%
		U.S.	8.1%	7.5%	7.3%
Economic Development	Economic Vitality	Average annual wage – Boulder County MSA	\$54,770	\$55,000	\$55,000
Economic Development	Economic Vitality	Annual net change in number of jobs with primary employers	164	81	0

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 Department(s)	Responsible Division(s)	Performance Measures	2012 Actual	2013 Estimated	2014 Projected
Finance	Accounting	Total sales and use tax revenues	\$49,298,205	\$50,988,178	\$52,294,387

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	2012 Actual	2013 Estimated	2014 Projected
Economic Development	Economic Vitality	Number of Longmont Economic Gardening Initiative (LEGI) members (cumulative)	238	294	344
Economic Development	Economic Vitality	Increase in sales tax over the previous year (cumulative)	\$250,888	\$256,000	\$261,000
Economic Development	Economic Vitality	Number of LEGI participants in business in Longmont (cumulative)	238	265	310
Economic Development	Economic Vitality	Small Business Lending Program (SBLP) applicants	25	22	22
Economic Development	Economic Vitality	Business Start-up Grant (BSUG) applicants	15	9	10
Economic Development	Economic Vitality	Business Improvement Grant (BIG) applicants	6	3	4
Economic Development	Economic Vitality	Workshop participants	552	580	550
Economic Development	Economic Vitality	Business Outreach Team (BOT) onsite meetings	10	10	10
Finance	Accounting	Promote voluntary compliance with the City’s tax codes and timely collection of sales and use tax revenue through education, administrative efforts and field audits.			
		Tax collections resulting from administrative efforts	\$ 603,260	\$ 610,000	\$300,000
		Tax collections resulting from field audits	\$229,503	\$275,000	\$200,00
		Audit collections as a % of audit costs	524%	275%	150%
		Sales tax classes/ workshops held	3	3	3
		Sales/use tax report issued within 10 days of month end	100%	100%	91%

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	2012 Actual	2013 Estimated	2014 Projected
Finance	Administration	Protect the public trust through financial accountability and stewardship			
		2006 Revenue Bonds: Standard and Poor's	AA+	AA+	AA+
		2008 Storm Drainage Revenue Bonds: Standard and Poor's	AA	AA	AA
		2010 Wastewater Revenue Bonds: Standard and Poor's	AA	AA	AA
		2010 Sales Tax Revenue Bonds: Standard and Poor's	A	A	A
		2010 Sales Tax Revenue Bonds: Moody's	A2	A2	A2
		2013 Wastewater Revenue Bonds: Standard and Poor's	AA	AA	AA
Finance	Parking Enforcement	Number of tickets written to people who are not disabled for parking in disabled parking spaces	153	190	200
Power & Communications	Administration	Residential electric rates (state ranking)	4th lowest	6th lowest	5th lowest
Power & Communications	Administration	Small commercial electric rates (state ranking)	5th lowest	9th lowest	7th lowest
Power & Communications	Administration	Large commercial electric rates (state ranking)	4th lowest	6th lowest	5th lowest
Power & Communications	Administration	Industrial electric rates (state ranking)	2nd lowest	4th lowest	3rd lowest
Public Works and Natural Resources	Business Services	Residential water rates	2nd lowest	lowest	lowest
Public Works and Natural Resources	Business Services	Residential sewer rates	5th lowest	3rd lowest	3rd lowest

POLICY 1.4 BALANCE OF BUSINESSES *continued*

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

Responsible Department(s)	Responsible Division(s)	Performance Measures	2012 Actual	2013 Estimated	2014 Projected
Public Works and Natural Resources	Business Services	Residential storm drainage rates	5th lowest	6th lowest	6th lowest
Public Works and Natural Resources	Business Services	Residential sanitation rates	lowest	3rd lowest	3rd lowest
Public Works and Natural Resources	Business Services	Water consumption per capita per day	7th lowest	2nd lowest	3rd lowest

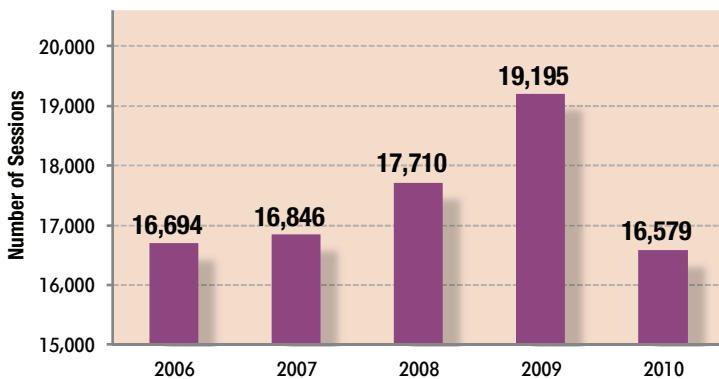
Rationale

While recognizing that education is not a service provided by the City, we should nevertheless make full use of its considerable capacity for responding to the wide range of educational needs of all residents. Education serves a number of important roles in achieving the City’s goals for a sustainable future. First, educational opportunities will help residents achieve their employment and economic goals. In today’s marketplace, this also includes retraining opportunities for workers whose career needs are changing. An educated workforce will help the city attract employers with quality job opportunities. Finally, a range of educational opportunities will continue to make Longmont an attractive and desirable place to live, attracting new residents over time as the city’s population matures.

Residents participating in the forums expressed a higher level of concern about education than about any other topic. They believed that the community must value education, support it, complement it, and reinforce it through a variety of activities. The City—along with business, nonprofit organizations, and individual residents—needs to find an appropriate way to be involved in the education of Longmont’s young people. Forum participants said, in effect, that as a city and community, Longmont is not contributing as much to the education of its young people as it could, or should. For this reason, the policy directions for education emphasize a stronger partnership between the City and educational providers as the beginning of an answer. Equally important is the emphasis on learning opportunities as a lifelong pursuit – the policies place emphasis on education for adults of all ages.

POLICY 2.1 COMMUNITY SUPPORT FOR EDUCATION

Children/Teen Internet Usage in the PC Lab



Education is a critical factor to the success of a community, both economically and socially. The City of Longmont, although not a direct provider of K-12 education as this is the role of the St. Vrain Valley School District, does provide numerous activities and facilities that support education. From core education programs such as the Digital Divide Program, Mayor’s Book Club, SeniorNet and the Museum’s Discovery Days, to safety presentations for school children by Longmont Power & Communications and the Fire Department and Natural Resources programs on forestry, wildlife and environmental preservation, the City is a strong partner in lifelong learning for our residents.

The Library implemented an automated PC reservation system in 2010 that affected how usage is tracked.

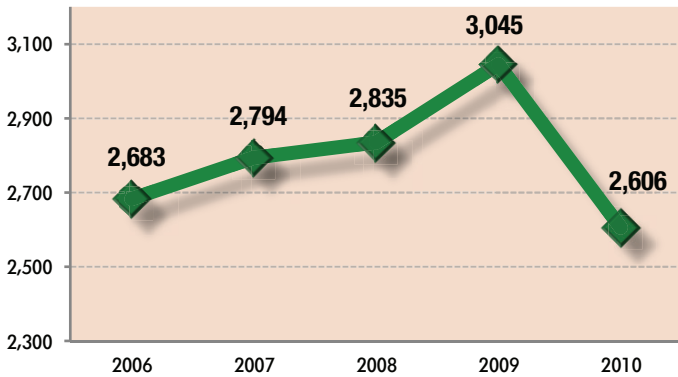
The Longmont Library has been a center for learning in the community for over 100 years. As technology changes, the Library has also changed, offering computers and Internet access, business workshops, books on CD and via e-readers and tablets like the iPad, all while continuing the popular children/teen summer reading program, which gains participants each year. In 2010, there were over half a million visits (531,139) to the Library with over a million items checked out (1,125,345). Over 7,500 children are estimated to participate in the reading program this year and

FOCUS ON LONGMONT

SUPPORT EDUCATION AS A COMMUNITY-WIDE VALUE

the previous page shows a chart of [how many times children and teens used the Internet at the PC lab](#). The Library implemented a new automated PC reservation system in 2010 which affected how the usage was tracked.

Library Patron Internet Usage per Terminal



Since the Library is the main place that residents can access the Internet for free and so much of our information and business is done on the Internet, this resource is a tremendous source of learning. At left is a chart of the [number of times each terminal was used to access the Internet in the adult lab](#).

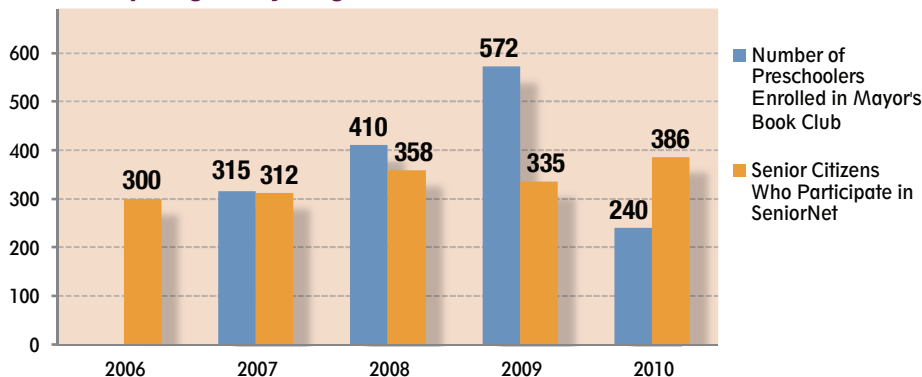
The City's digital divide program provides refurbished City computers and Internet service to free or reduced-lunch qualified students in Longmont. As the Internet and a computer are essential to success in today's education system, this program provides a leg-up for those without funds to purchase this needed technology, as well as support

The Library implemented an automated PC reservation system in 2010 that affected how usage is tracked.

to help them get cyber-active. Starting with 82 participants in 2008, the program now has 225 participants. Some of these children, doing their work on these computers, are even now helping their parents with job searches and computer skills.

Three programs highlight how the City helps learners of all ages. In 2010, the Museum's Discovery Days, school tours and day camp programs provide close to 10,000 children an opportunity to explore, discover and develop skills through various activities. [The Mayor's Book Club](#) provides 3- and 4-year-olds with books in both English and Spanish and an opportunity to read their book as the mayor reads it every month on our local Channel 8. This program is part of the City's early education initiative, or Bright EYES. In 2010, due to staff turnover, the enrollment dropped slightly, but so far in 2011 550 preschoolers are enrolled. [SeniorNet](#) has seniors teaching other seniors computer skills. Partnering with Front Range Community College, Longmont's SeniorNet has received national recognition.

Number of Learners of All Ages Participating in City Programs



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SUPPORT EDUCATION AS A COMMUNITY-WIDE VALUE

2008	2009	2010
3,755 Visits 43 Authors	1,666 Visits 45 Authors	1,773 Visits 99 Authors

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.

In 2007, the City of Longmont held an Education Summit to determine what actions the City could take to help make education a community-wide value. Experts from local educational institutions spoke to the more than 600 participants, who then brainstormed about what role the City could take in making Longmont education-focused. One of the main discoveries was that there were lots of educational opportunities and many people who would use them if they knew about them. From this concept, www.LifeLongmontLearning.com was born. This wiki-style website connects education providers with those looking for new opportunities to learn. People can visit the site or become a registered author for free and post their own classes. The table at top left shows how many visits have been made to the site as well as how many authors are adding content.



POLICY 2.1 COMMUNITY SUPPORT FOR EDUCATION

Promote and support community activities to support education

Responsible Department(s)	Responsible Division(s)	Performance Measures	2012 Actual	2013 Estimated	2014 Projected
Community Services	Children & Youth Resources	Counseling/parent education – % of youth/families served showing improvement	59%	62%	62%
Community Services	Children & Youth Resources	Number of preschool children enrolled in Mayor’s Book Club	684	700	700
Community Services	Library	Total visitation	600,326	618,000	625,000
Community Services	Library	Total circulation	1,195,726	1,250,000	1,300,000
Community Services	Library	Circulation rate per capita	14	14.5	15
Community Services	Library	Visitation rate per capita	7	7.2	7.3
Community Services	Library	Reference transactions per 1,000 population	1,274	1,240	1,240
Community Services	Library	Program attendance per 1,000 population	127	130	130
Community Services	Library	Children/teen Internet usage in the PC Lab (no. of sessions)	21,116	21,100	21,500
Community Services	Library	Patron Internet usage per terminal	2,568	2,400	2,500
Community Services	Library	Turnover (circulation divided by volumes)	4	4.5	4.5
Community Services	Library	Circulation return on investment (dollar value of items circulated annually divided by total annual budget)	9/1	9/1	9/1
Community Services	Library	Children/Teen Summer Reading Program participants	3,506	3,360	3,500
Community Services	Senior Services	Annual membership in SeniorNet Computer Learning Center for older adults	293	250	250

Policy 2.1 Community Support for Education *continued*
Promote and support community activities to support education

Responsible Department(s)	Responsible Division(s)	Performance Measures	2012 Actual	2013 Estimated	2014 Projected
Community Services	Museum	Children participating in Museum Discovery Days, summer camps, and school tours	7,612	8,000	8,250

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	2012 Actual	2013 Estimated	2014 Projected
Community Services	Children & Youth Resources	Community education level Those age 25+ with high school diploma	88%	88.5%	89%
		Those age 25+ with a bachelor's degree	37.6%	38%	38.5%
Community Services	Children & Youth Resources	High school drop-out rate			
		Males	N/A	3%	3%
		Females	N/A	2%	2%
Community Services	CDBG/ Affordable Housing	Digital Divide – no. of new accounts given to families each year	60	81	100
Community Services	CDBG/ Affordable Housing	Digital Divide – total no. of active accounts	219	160	

Rationale

Improving and sustaining our natural environment is one of the key elements of a sustainable community. The opportunity to appreciate and enjoy the natural environment is already a key contributor to Longmont’s quality of life. The city’s trees, parks, mountain views, open space, and trail system constitute a major community asset that residents value in their daily lives. The underlying theme of this policy direction is to consider ways that the City could do more to enhance the usability and accessibility of the natural environment in day-to-day city life. In particular, this might include enhancing the trail system to make it potentially more functional as a transportation option as well as for recreation, seeking opportunities to increase the “usability” of open space, and more strategic purchases of open space to serve specific purposes. Also important is the continuing need to conserve our scarce resources, including water and energy by pursuing a variety of strategies such as utility rate structures, education and incentive programs.

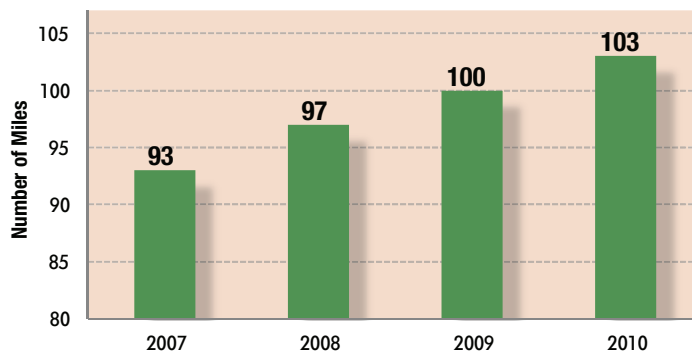


POLICY 3.1 CITYWIDE TRAIL SYSTEM

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

The City of Longmont continues to connect bikeways throughout the city and regionally. Our bike paths are one of the crown jewels of Longmont. Residents and commuters alike use the bike paths. The City promotes the bike paths with “Bike to Work Day” activities. Additionally, there are several avid biking community groups that work with the City to promote use of the bikeways. The bike map produced by the City is not only the most popular item at the Longmont Area Visitors Association Office, but also won an international award for design in 2011. The City continues to add [greenways](#) and [bike paths](#) to the City system as outlined in the chart below. Additionally, the City is working with the county and adjacent communities to make connections to neighboring pathways and greenways.

Miles of Greenways and Bike Paths



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ENHANCE THE NATURAL ENVIRONMENT



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.

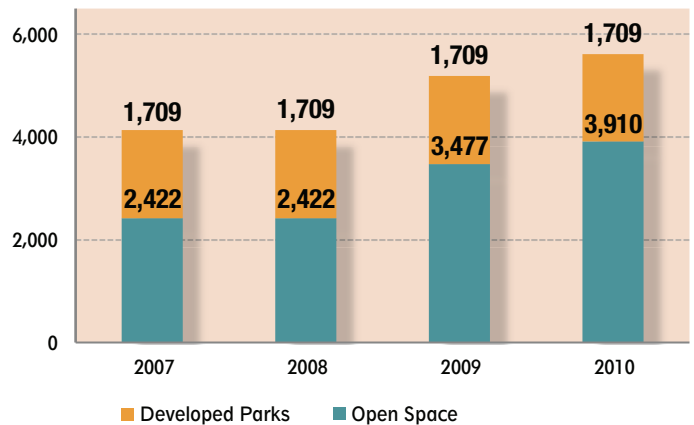
When asked about their favorite things in Longmont, an overwhelming number of residents say that it is the beautiful parks and open space in Longmont that they love. In November of 2000, the residents of Longmont voted to approve an additional 0.2 cent (two-tenths of a cent) sales tax to be used specifically for the acquisition and development of open space in and around our community. In addition to open space, Longmont residents enjoy 2.37 acres of neighborhood parks per 1,000 residents.

POLICY 3.3 EMPHASIS ON THE BUILT ENVIRONMENT

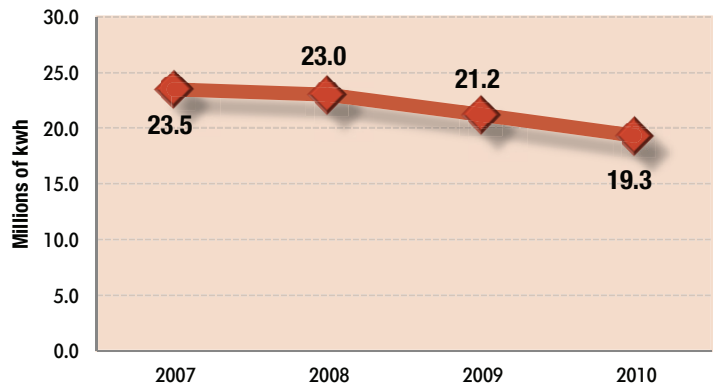
Continue to focus on standards for the built environment with an emphasis on quality, energy-efficient materials, quality architecture, and appropriate landscaping that reinforces the community and the environment.

In addition to requiring new building standards in Longmont, it is important for the City to walk the talk when it comes to energy efficiency, starting in our own public buildings. In 2009, the City signed an energy service performance contract. Improvements to existing equipment and lighting, small changes such as vending machine misers, and large changes such as two new solar arrays at the Recreation Center and outside of Centennial Pool now provide a new level of energy efficiency as well as replacing traditional energy sources with renewable ones.

Acres of Parks and Open Space



Millions of kwh Used by City Facilities

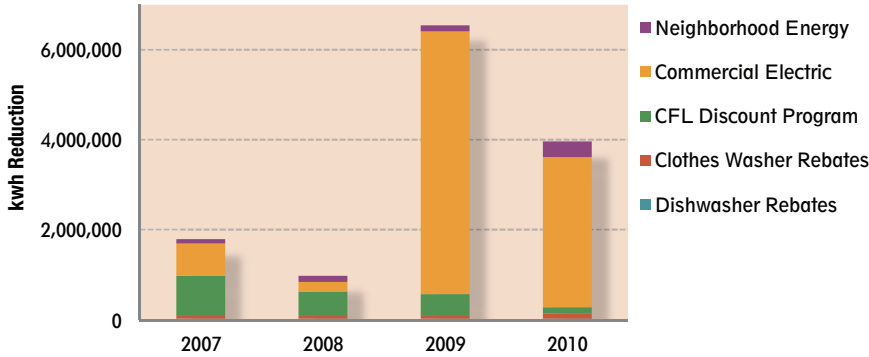


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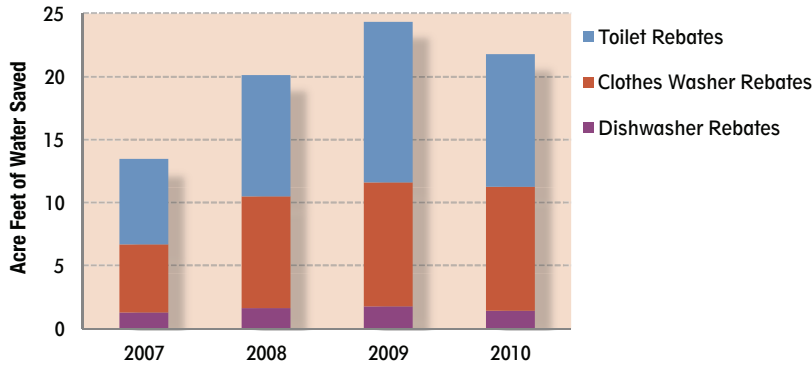
ENHANCE THE NATURAL ENVIRONMENT

Another step the City has taken is to provide various rebates and conservation programs, aimed at saving our residents and commercial customers energy and water and, therefore, money. The charts below show the energy and water savings from these programs.

Electricity Reductions from Rebate and Conservation Programs

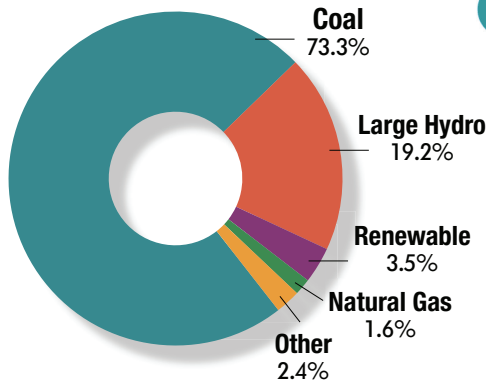


Water Saved from Rebate Programs

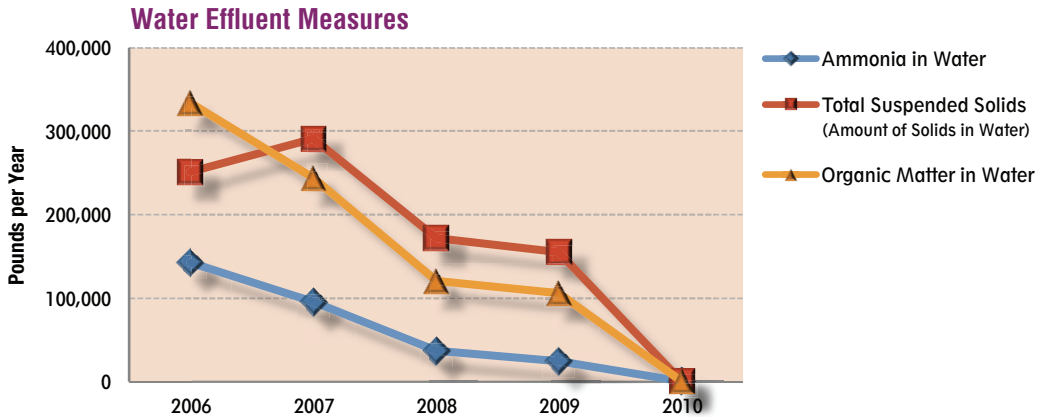


Another piece of enhancing the environment is a healthy mix of power supplies that include renewable energy such as hydropower and wind. To the right is a chart that shows the sources of power provided to Longmont.

2011 Power Sources



Enhancing the natural environment means protecting the City’s water supplies. The City opened the new Nelson-Flanders water treatment plant in 2005 and by using new technologies, the plant is not only operated with minimal staff but produces cleaner and cleaner water every year. And just as important as the [cleanliness of drinking water](#) is the quality of water discharged downstream, as shown in the following chart.



In 2008, the City held an environmental summit called the Sustainable Harvest Fair. This community-wide event focused on what residents and business owners could do to help with environmental sustainability, as well as what role the City could play. Out of this event, and with later help from many boards and commissions as well as an advisory team, the City created an Integrated Sustainability Plan (ISP). At the same time, the federal government awarded the City \$785,000 of Energy Efficiency and Conservation Block Grant (EECBG) stimulus funds. The City was well prepared to take advantage of those funds, as the community was a part of this planning effort from the beginning.

POLICY 3.4 ENHANCED 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 of our community.

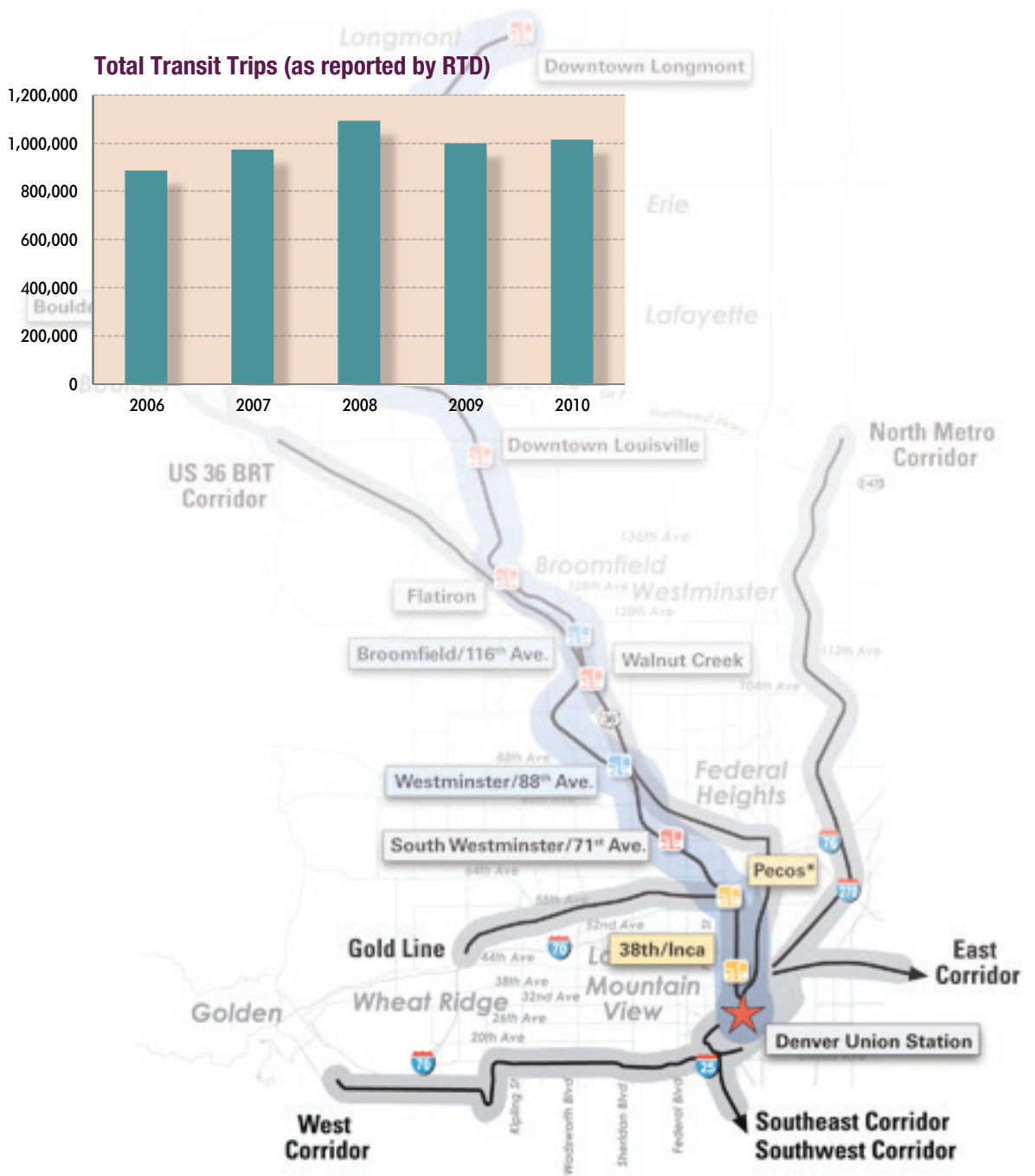
In 2008, the City of Longmont began the process of land use planning for the area around the proposed transit station at 1st Avenue and Terry Street. In the middle of the consultant selection process, the budget for the FasTracks project was in question, and it was not clear to City staff that RTD would be able to construct a commuter rail station at the 1st and Terry site as originally planned. City staff consulted with City Council, and it was determined that the station area planning study should not move forward until there was a clear indication of when a station could be constructed in Longmont.



FOCUS ON LONGMONT

ENHANCE THE NATURAL ENVIRONMENT

Since 2008 the proposed station area has moved to a revised location at 1st Avenue between Main and Coffman streets (now called 1st & Main). Additionally, the RTD Board has approved \$17 million in FasTracks money (savings from the East and Gold Lines public/private partnership) to be directed to construction of the bus component of the 1st & Main station. The 1st & Main Transit and Revitalization Plan is now underway.



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 Department(s)	Responsible Division(s)	Performance Measures	2012 Actual	2013 Estimated	2014 Projected
Public Works and Natural Resources	Natural Resources	Miles of greenways and off-street 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	2012 Actual	2013 Estimated	2014 Projected
Public Works and Natural Resources	Natural Resources	Acres of open space	2,102.91	2,102.91	2,102.91
Public Works and Natural Resources	Natural Resources	Total acres of parks (community, neighborhood and district)	2,353.3	2,353.3	2,353.3
Public Works and Natural Resources	Natural Resources	Total parks maintenance budget	\$2,104,046	\$1,885,741	\$1,800,000
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	2.87
Community Services	Recreation	No. of recreation centers/30,000 population	1.03	1	1
Public Works and Natural Resources	Natural Resources	Number of public trees planted	167	113	115
Public Works and Natural Resources	Natural Resources	Supplemental trees given to the community through grants/donations	4	3	5
Public Works and Natural Resources	Natural Resources	Trim cycle in years (standard is 7 years)	12	12	12

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	2012 Actual	2013 Estimated	2014 Projected
Power & Communications	Energy Services	Electric consumption in City facilities (in million kWh)	21.3	20.2	20.3
Power & Communications	Energy Services	Natural gas consumption in City facilities (in therms)	711,830	695,317	698,794
Power & Communications	Energy Services	Dishwasher rebates provided	242	164	0
		kWh reductions	8,447	5,724	8,377
		CO ₂ reductions in lbs.	14,833	10,052	14,710
Public Works and Natural Resources	Environmental Services	water saved in acre feet	1.0	0.7	0
Power & Communications	Energy Services	Clothes washer rebates	311	340	300
		kWh reductions	73,381	67,010	72,673
		CO ₂ reductions in lbs.	128,857	117,670	127,614
Public Works and Natural Resources	Environmental Services	water saved in acre feet	5.7	6.1	5.4
Public Works and Natural Resources	Environmental Services	Toilet rebates	427	300	300
		water saved in acre feet	10.2	7.2	7.2
Power & Communications	Energy Services	CFL/LED discount program			
		number of bulbs	4,798	5,120	5,120
		kWh reductions	72,665	77,542	77,542
		CO ₂ reductions in lbs.	127,600	136,163	136,163
Power & Communications	Energy Services	Commercial electric efficiency program	155	171	171
		kWh demand reductions	591	650	650
		kWh reductions	3,421,000	4,105,200	4,105,200
		CO ₂ reductions in lbs.	6,007,276	7,208,731	7,208,731
Power & Communications	Energy Services	Amount of electricity from nonfossil fuels	19.4% large hydro; 3.5% wind, other	19.4% large hydro; 3.5% wind, other	19.4% large hydro; 3.5% wind, other

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	2012 Actual	2013 Estimated	2014 Projected
Power & Communications	Energy Services	Residential EnergySmart services	1,725	690	200
		kWh reductions	263,277	100,000	40,000
		CO ₂ reductions in pounds	462,314	175,600	70,240
Power & Communications	Energy Services	Commercial EnergySmart services	233	50	50
		kWh reductions	402,356	90,214	90,214
		CO ₂ reductions in pounds	706,537	158,416	158,416
Community Services	Museum	Art In Public Places permanent and temporary public art (no. of projects)			
Public Works and Natural Resources	Engineering Services	Road rehab expenditures per paved lane mile	\$2,838	\$3,286	\$3,161
Public Works and Natural Resources	Engineering Services	Road rehab expenditures per capita	\$44	\$60	\$47
Public Works and Natural Resources	Engineering Services	Resurfacing expenditures	\$2,645,000	\$3,315,000	\$3,350,000
Public Works and Natural Resources	Engineering Services	Street sweeping expenditures per capita	\$5.39	\$5.55	\$5.55
Public Works and Natural Resources	Engineering Services	Snow and ice expenditures per capita	\$5.44	\$5.60	\$5.60
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	2012 Actual	2013 Estimated	2014 Projected
Public Works and Natural Resources	Engineering Services	Meet peak sewer demands (flow depth to pipe diameter ratio less than 1 indicates capacity in the sewer line)			
		Trunk 1	0.42	0.47	0.5
		Trunk 2	0.29	0.37	0.35
		Trunk 3	0.35	1	0.46
		Trunk 4	0.23	0.35	0.4
		Trunk 5	0.27	0.37	0.31
		Trunk 6	0.25	1	0.3
		Trunk 7	0.3	1	0.35
		Trunk 8	0.26	0.98	0.3
		Trunk 9	0.53	1	0.6
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.	51 psi (peak hour)	50 psi (peak hour)	50 psi (peak hour)
			54 psi (peak day)	55 psi (peak day)	55 psi (peak day)
		Pike Rd. & Airport Rd.	58 psi (peak hour)	55 psi (peak hour)	55 psi (peak hour)
			65 psi (peak day)	65 psi (peak day)	65 psi (peak day)
		3rd Ave. & Pratt St.	55 psi (peak hour)	50 psi (peak hour)	50 psi (peak hour)
			57 psi (peak day)	56 psi (peak day)	56 psi (peak day)
		Price Park playground	51 psi (peak hour)	50 psi (peak hour)	50 psi (peak hour)
			54 psi (peak day)	54 psi (peak day)	54 psi (peak day)
		9th Ave. & Pace St.	56 psi (peak hour)	55 psi (peak hour)	55 psi (peak hour)
			61 psi (peak day)	60 psi (peak day)	60 psi (peak day)

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	2012 Actual	2013 Estimated	2014 Projected
Public Works and Natural Resources	Environmental Services	Coliform bacteria present in drinking water bacteria	Standard met – bacteria present in 0% of samples	Bacteria present in less than 0.5% of samples	Bacteria present in less than 0.5% of samples
Public Works and Natural Resources	Environmental Services	Ammonia in wastewater treatment plant effluent discharged to St. Vrain Creek	21,243 lbs./yr.	25,313 lbs./yr.	<25,000 lbs./yr.
Public Works and Natural Resources	Environmental Services	Total suspended solids in wastewater treatment plant effluent discharged to St. Vrain Creek	164,546 lbs./year	187,526 lbs./year	<175,000 lbs./year
Public Works and Natural Resources	Environmental Services	Biological oxygen demand of wastewater treatment plant effluent discharged to St. Vrain Creek	102,861 lbs./year	125,297 lbs./year	<120,000 lbs./year

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	2012 Actual	2013 Estimated	2014 Projected
Public Works and Natural Resources	Engineering Services	Intersections exceeding the congestion benchmark	There were 9 individual movements that exceeded the congestion standards at Ken Pratt and Hover, Nelson and Hover, Ken Pratt and Main. The intersection of Ken Pratt and Main exceeded the benchmark overall.	It is anticipated that some individual movements will exceed the benchmark at four intersections: Ken Pratt & Hover, Nelson & Hover, Ken Pratt & Main, and 17th & Main. Ken Pratt & Main may again exceed the overall intersection benchmark; construction of improvements at this intersection is expected to begin in 2014 or 2015.	Adding a second westbound left turn lane at Nelson & Hover, which is the movement that currently exceeds the benchmark, should allow for some relief of the eastbound left turn movement by making more green time available. Little or no change is anticipated to the intersection of Ken Pratt & Hover, as there are no planned improvements. Staff will monitor this intersection, as the redevelopment of Twin Peaks Mall is anticipated for the later half of 2014 and may impact this intersection. Significant improvements on Ken Pratt between S. Pratt Parkway and Emery St. will improve operations at Ken Pratt & Main.
Economic Development	Planning	Total transit trips (as reported by RTD, Via and TransFort)	1,243,701	1,200,000	1,200,000

Rationale

A downtown that is attractive, vibrant, and economically healthy will play an important role in the city’s future as a stable, sustainable community. Downtown will serve as an “anchor” for many of the activities that help build community – educational, civic, and celebratory. Downtown can

be the active heart of the community – the basis of its identity and historic roots, a community destination, and its government and cultural center. Forum participants envision downtown as a diverse, multicultural environment that is a welcome place for residents and visitors, particularly pedestrians. More attention is needed to the total environment that is created. Downtown must be, and more importantly must be perceived to be, safe, clean and active. Beyond these physical considerations, downtown must be marketed and public and private spaces programmed with activities that give people more reasons to come downtown and stay downtown. The downtown “experience” is as important as the bricks and mortar; a successful downtown is more than a collection of structures. Also important is the need to seek a balance between the interests of established neighborhoods and businesses, and new businesses and mixed-use development as it relates to historic preservation and the character of the downtown area. As the downtown continues to evolve, care must be given to retaining those elements that help define its character, while recognizing that the sustainability of downtown will bring about change.



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.

Longmont is fortunate to have an authentic downtown, full of opportunities to shop, eat and play. In partnership with the City, the Longmont Downtown Development Authority (LDDA) provides concerts downtown, ArtWalk festivals three times during the summer, a Festival on Main at the end of summer with an estimated attendance of over 18,000 people, and holiday festivities from a downtown tree lighting to the premier event – the holiday parade down Main Street. Other parades throughout the year include the Veterans’ Day Parade, the Boulder County Fair Parade and the Halloween Parade.

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FOCUS ON DOWNTOWN

In 2011, the LDDA completed both an Arts and Entertainment District Plan and a Downtown Strategic Plan. These documents will guide the activities of the downtown, creating additional focus in the community as well as additional “feet on Main Street.”

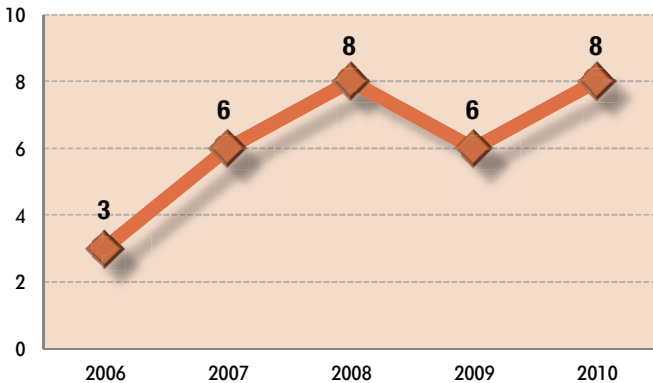
POLICY 4.2 BALANCED ECONOMIC DEVELOPMENT

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.

One indicator of investment in a downtown is the amount of capital funds dedicated to projects in the area. A healthy infrastructure helps foster balanced economic opportunities for commercial customers, residents and visitors. In 2011, \$2,498,200 of public capital improvements are planned to be made to the downtown area.



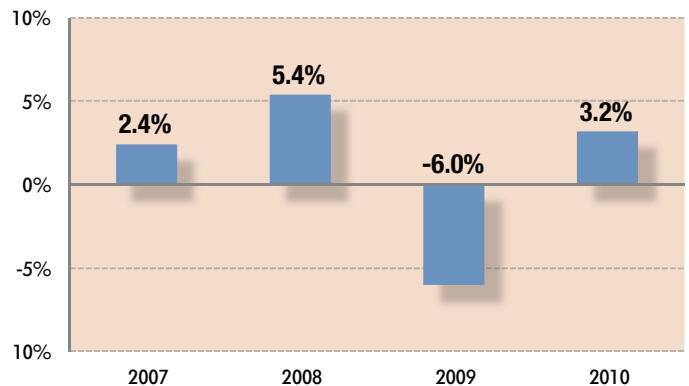
Number of DIP Grants Provided to Business Downtown



The change in sales tax downtown is an indicator of the economic turbulence that has been felt in the community, yet the central business district did fare better than overall sales and use tax in Longmont.

The LDDA offers many incentives to help strengthen downtown businesses. One of these is the developer incentive grant program. At left is a chart of the number of incentives given. These grants are used by downtown business owners to repair awnings and windows, façade improvements, and in some cases, complete remodel projects.

Percent Change in Central Business District Sales Tax



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	2012 Actual	2013 Estimated	2014 Projected
Economic Development	Development Services	Developer Incentive Program permits (LDDA)	60	52	50
Economic Development	Planning	Façade Improvement Program applications	1	0	2
Finance	Administration	Public capital improvements made to the downtown area	\$1,807,054	\$219,775	\$2,621,633
Community Services	Museum	Art In Public Places permanent and temporary public art to enhance downtown Longmont (number of projects)	3	3	3

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	2012 Actual	2013 Estimated	2014 Projected
Economic Development	Planning	Number of historically designated structures in downtown (cumulative)	29	29	30
Economic Development	Planning	Building permits issued in downtown for remodels	12	13	12
LDDA	LDDA	Number of DIP grants provided to businesses downtown	3	12	8
Finance	Parking Enforcement	Number of overtime parking tickets in the downtown area	1,156	1,177	1,250
Finance	Sales Tax	Percent change in Central Business District sales tax	7.9%	7.6%	2.7%

**PROMOTE
A SENSE OF COMMUNITY
IDENTITY AND CULTURAL INCLUSION**

Rationale

This strategic direction builds upon Longmont’s history of volunteerism and community involvement. In a community, people are more than residents. They are neighbors; they show concern for each other and take responsibility for helping each other when help is needed. An actively engaged

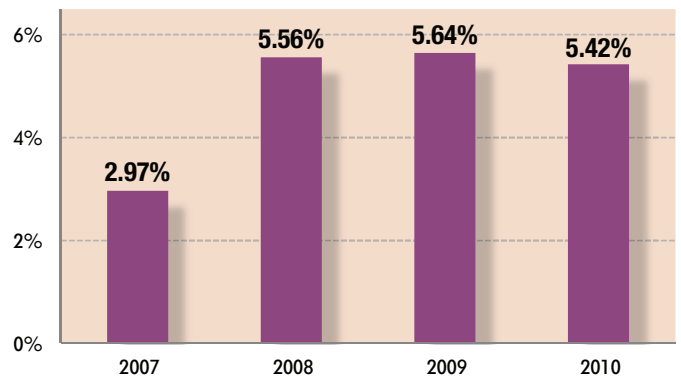


community helps stretch limited City resources by allowing the City government to serve as a facilitator for community action. When an engaged community communicates effectively, City decisions and resources reflect the priorities of the community; the City is accountable to its people. In the Focus on Longmont process, people talked about cultivating a civic norm of *volunteerism*; strengthening and connecting *neighborhoods*; and building *partnerships*. Community members identified an important role for the City as a catalyst for community events that bring the community together. Building a strong community will play an important role in achieving many of the other strategic directions through building support for education, community appearance, environmental stewardship, and public/private partnerships.

A significant factor that contributes to a sense of community identity is feeling safe in the place you live. Part of that safety is having access to safe and affordable housing options, while another is feeling that the neighborhood is safe from crime. Below is a chart showing the total percentage of affordable housing units that are deed restricted in Longmont.

The City’s affordable housing program has numerous components, including a down payment assistance program, making homes accessible so that elderly and disabled people can stay in their homes, and a low-interest loan program for home repairs. Residents mention the affordable nature of housing as one of the top things that attracts people to Longmont. Affordable housing units are considered such if people are not paying more than 30% of their income on housing and utilities.

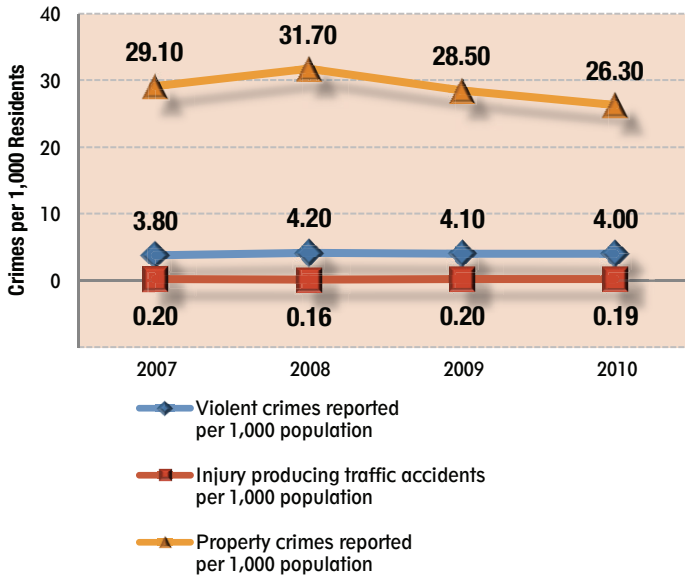
Percentage of Affordable Housing Units



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PROMOTE A SENSE OF COMMUNITY IDENTITY AND CULTURAL INCLUSION

Crime Rates in Longmont



In addition to being affordable, neighborhoods in Longmont must be safe for residents to feel as though they belong. The chart to the left shows different crime rates in Longmont, including violent crimes, injury-producing accidents and property crimes per 1,000 residents. These rates are very low regionally, and it is important to note a 17% decrease in property crimes from 2008 to 2010.

As important as the number of crimes committed is the percentage of people who feel safe in a community. In Longmont, the Police Department conducts an annual survey of the “sense of disorder.” In 2010, only 5.1% of residents believe that their personal level of safety is unsafe or very unsafe. In addition, 11.2% of residents believe their property is unsafe or very unsafe, and 85.6% of residents believe disorder related to crime is not a major or moderate problem to them.

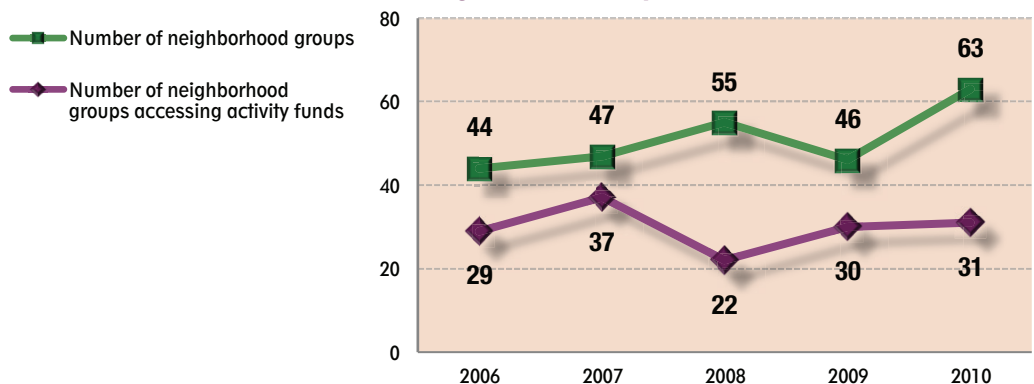


POLICY 5.1 ENGAGED NEIGHBORHOODS

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

The Community and Neighborhood Resources Division provides resources and facilitative leadership for neighborhood organizations. In 2010, over 33% of the City’s households were represented by a [neighborhood group](#), and nearly every year the City focuses on one or two neighborhoods as part of the City’s revitalization planning efforts. In addition to this work, they assist with landlord/tenant issues, provide resources for residents in any neighborhood, and coordinate the [volunteer mediation program](#) to help neighbors work out their issues together, rather than rely on the City.

Neighborhood Groups

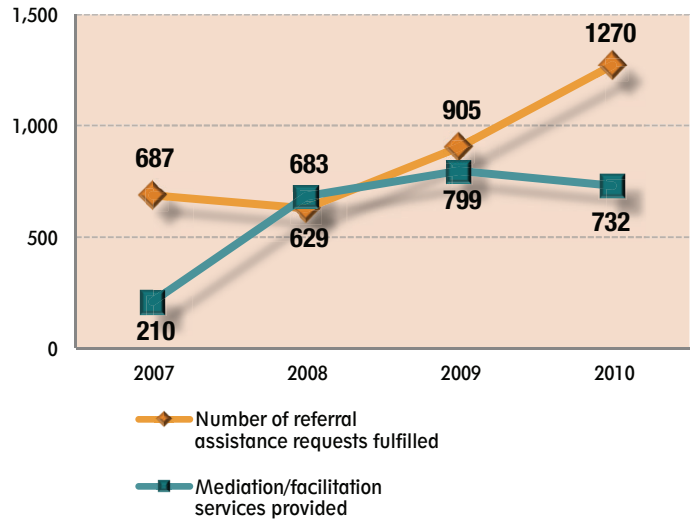


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Neighborhood Support Participants

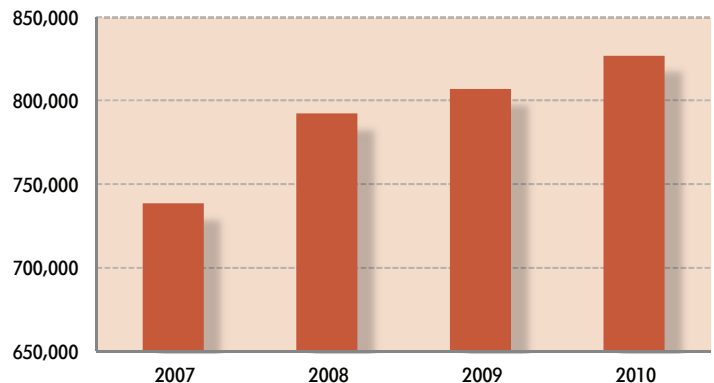


POLICY 5.2 RENEWED EMPHASIS ON YOUTH ACTIVITIES

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

Youth activities are an important part of the quality of life for the entire community. From after-school programs to recreational opportunities, youth need a good mix and variety of things to do in their community. The City of Longmont has several recreational facilities, some open year-around and some for summer fun. The Recreation Division provides hundreds of programs and classes for youth and also provides scholarships to increase access to those with lower incomes. In 2010, over 825,000 visits were made to all of the recreation facilities in the City, and over \$50,000 was given in scholarship money to various programs for youth.

Recreation Division Facility Attendance

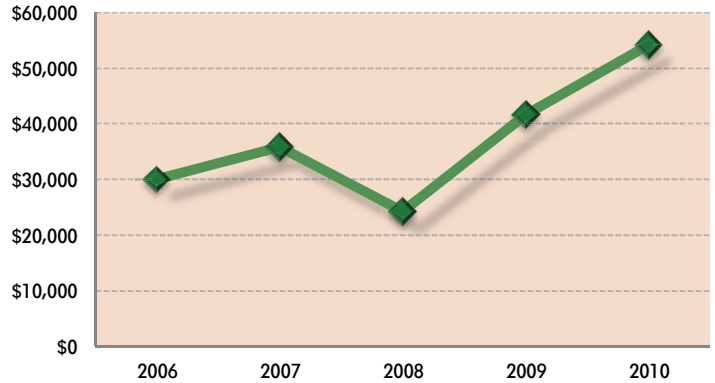


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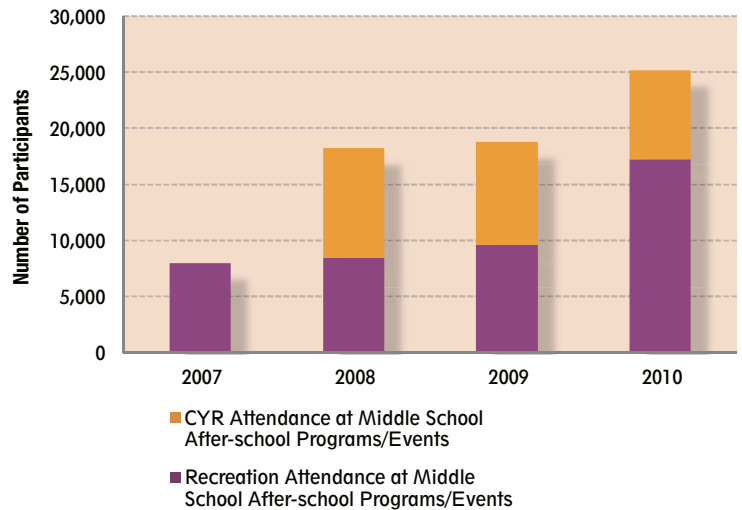
Recreation Division Scholarships



In addition to these recreation programs, the Children and Youth Resources and Recreation divisions are closely connected to provide a full continuum of services from prevention and intervention to recreation. An example of this is that both offer [after-school programs to middle school students](#). Not yet old enough to work or drive, yet too old for elementary-age programming, these middle school students benefit tremendously from having an activity that is age appropriate, supervised and fun!



**Middle School Participations
in After-school Programs**



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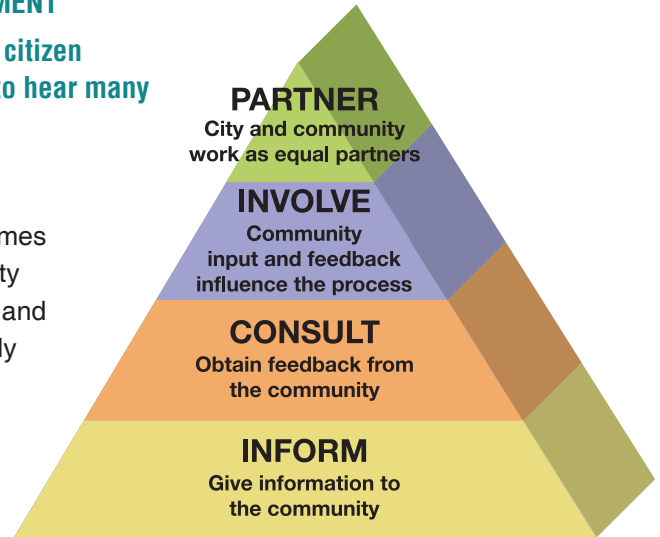
POLICY 5.3 MEANINGFUL CITIZEN INVOLVEMENT

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

You are invited ... to participate!

The City of Longmont encourages and welcomes its residents to be involved in all aspects of city government. There are many ways residents and business owners can get involved, from simply staying informed to expressing opinions to volunteering to help the City deliver many of its excellent services. The City of Longmont has developed a framework of varying levels for involving the community as shown at right. They

range from simply distributing information to listening to residents' ideas for and opinions on specific projects to forming partnerships with individuals and organizations in order to deliver a needed service. The City's community involvement resource manual, "Engaging Citizens," is a guide to how and when the City might use these different community involvement processes.



Over the past five years, the City has conducted hundreds of community involvement processes, from the *City Line* and the new *Longmont Life* newsletters residents receive in the mail, to the all-day summits on environment and education referenced earlier in the report, to community-based strategic planning for the Fire and Police services. These processes focus on involving the right people, at the right time with an efficient process that is also informative for the decision makers (generally City Council). The City has a steering team of 10 members and approximately 50 staff trained in various facilitation techniques.

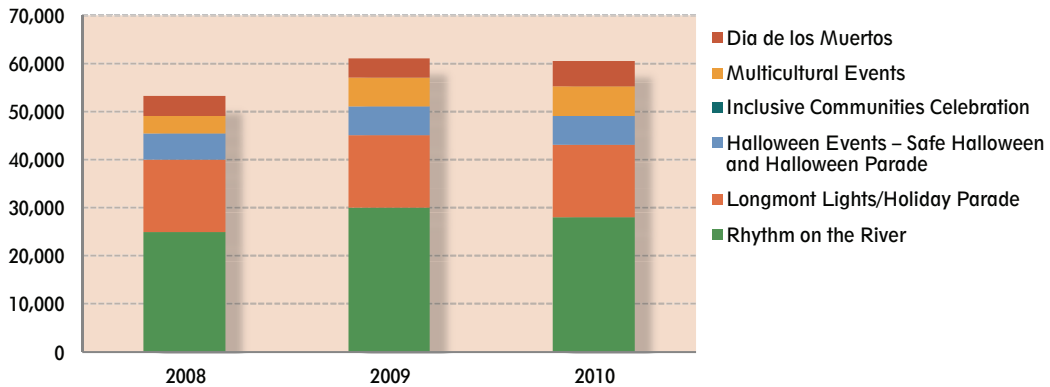


POLICY 5.4 CULTURALLY INCLUSIVE GATHERINGS AND EVENTS

Support and encourage culturally inclusive community gatherings and events.

This policy of the Focus on Longmont strategic plan connects people with each other and with their community. The City hosts a myriad of culturally inclusive community gatherings and events to help people feel that they belong in Longmont and the world community. The chart below shows the attendance at many of the premier events in Longmont, including Día de los Muertos at the Longmont Museum, various multicultural events sponsored by the Multicultural Action Committee (including the Inclusive Communities Celebration), safe Halloween events, Longmont Lights! and the holiday parade events, and Rhythm on the River, a festival of music and environmental stewardship that draws approximately 30,000 attendees every year. Overall in 2010, over 60,000 participated in these City-hosted events.

**Attendance at Various Community Events
Sponsored by the City of Longmont**



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	2012 Actual	2013 Estimated	2014 Projected
Community Services	Community & Neighborhood Resources	Number of neighborhood revitalization plans developed and implemented	2	1	1
Community Services	Community & Neighborhood Resources	Number of neighborhood groups accessing activity funds	33	34	34
Community Services	Community & Neighborhood Resources	Number of referral assistance requests fulfilled	7,200	6,840	7,000
Community Services	Community & Neighborhood Resources	Translation access/ services provided	41	55	45
Community Services	Community & Neighborhood Resources	Mediation/facilitation services provided	743	750	750

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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	2012 Actual	2013 Estimated	2014 Projected
Community Services	Children & Youth Resources	Percentage of youth showing an increase in prosocial positive behavior and/or leadership skills	63%	64%	64%
Community Services	Children & Youth Resources	Attendance at CYR middle school after-school programs/events	9,832	10,000	10,000
Community Services	Museum	Total museum attendance	62,024	71,000	67,000
Community Services	Museum	Total museum operating expenses	\$1,040,382	\$1,100,000	\$1,100,000
Community Services	Museum	Percentage of total museum operating expenses funded from non-general fund sources	82%	85%	85%
Community Services	Recreation	Recreation Division facility attendance	873,618	874,000	874,000
Community Services	Recreation	Attendance at Recreation middle school after school programs/events	31,092	32,000	32,000

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

Responsible Department(s)	Responsible Division(s)	Performance Measures	2012 Actual	2013 Estimated	2014 Projected
Community Services	Senior Services	Number of senior wellness activities available	44	40	40
Community Services	Senior Services	Number of Senior Services programs currently offered with respect to resource education and support	32.5	30	30

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

Responsible Department(s)	Responsible Division(s)	Performance Measures	2012 Actual	2013 Estimated	2014 Projected
Community Services	Senior Services	Number of unduplicated clients seen by Senior Services resource staff	370/ 2,844 visits	335/ 2,027	350/ 2,500 visits
Community Services	Senior Services	Annual number of visits by older persons to Senior Center programs (senior- and staff-led)	63,996	62,000	62,000

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 Department(s)	Responsible Division(s)	Performance Measures	2012 Actual	2013 Estimated	2014 Projected
Community Services and City Manager's Office	Community & Neighborhood Resources and City Manager's Office	Number of substantial community involvement processes annually	6	5	5

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**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	2012 Actual	2013 Estimated	2014 Projected
Community Services	Recreation	Rhythm on the River estimated attendance	28,000	30,000	30,000
Community Services	Recreation	Longmont Lights estimated attendance	10,000	10,000	10,000
Community Services	Community & Neighborhood Resources	Inclusive Communities Celebration estimated attendance	300	350	350
Community Services	Community & Neighborhood Resources	Number of multicultural events cosponsored by the Multicultural Action Committee	8	8	8
Community Services	Community & Neighborhood Resources	Attendance at multicultural events cosponsored by the Multicultural Action Committee	8,000	8,000	8,000
Community Services	Museum	Día de los Muertos month-long exhibition and event attendance	4,991	6,486	6,750

INCREASED HOUSING OPPORTUNITIES

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

Responsible Department(s)	Responsible Division(s)	Performance Measures	2012 Actual	2013 Estimated	2014 Projected
Community Services	CDBG	Percentage of affordable housing units	5.21%	5.32%	5.26%

ADDITIONAL PERFORMANCE MEASURES

HIGH-PERFORMING GOVERNMENT

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	2012 Actual	2013 Estimated	2014 Projected
City Manager	City Manager's Office	Overall quality of life			
		Excellent	23%	23%	23%
		Good	56%	56%	56%
		Fair	18%	18%	18%
		Poor	2%	2%	2%

EFFICIENT FACILITIES MANAGEMENT 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	2012 Actual	2013 Estimated	2014 Projected
Public Works and Natural Resources	Business Services and Strategic Planning	Total square footage of all facilities/buildings	731,946	732,833	732,833
Public Works and Natural Resources	Business Services and Strategic Planning	Facilities Maintenance Services operating expenditures per square foot	\$2.08	\$2.02	\$2.08
Public Works and Natural Resources	Business Services and Strategic Planning	Facilities Operations Services operating expenditures per square foot	\$1.08	\$1.87	\$1.93
Public Works and Natural Resources	Business Services and Strategic Planning	Utility expenditures per square foot - electricity	\$0.61	\$0.71	\$0.73
Public Works and Natural Resources	Business Services and Strategic Planning	Utility expenditures per square foot - natural gas	\$0.20	\$0.24	\$0.24
Public Works and Natural Resources	Business Services and Strategic Planning	Percent of maintenance hours spent on PM tasks	26%	28%	30%

EFFICIENT FLEET 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	2012 Actual	2013 Estimated	2014 Projected
Shared Services	Fleet Services	Hours billed per vehicle/ piece of equipment	20.69	19.82	21.2
Shared Services	Fleet Services	% of contracted maintenance expenditures	20.05%	15.99%	17.5%
Shared Services	Fleet Services	Percentage fleet availability to users	95.94%	95.75%	96%
Shared Services	Fleet Services	Downtime percentage	4.06%	4.25%	4%
Shared Services	Fleet Services	Work orders completed in less than one day	85.08%	80.17%	88%
Shared Services	Fleet Services	Work orders completed in 1-2 days	5.81%	7.39%	6.5%
Shared Services	Fleet Services	Work orders completed in more than 2 days	9.11%	12.44%	5.5%
Shared Services	Fleet Services	Total number of work orders per year	2,052	2,017	2,150

ADDITIONAL PERFORMANCE MEASURES

HIGH-PERFORMING GOVERNMENT

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	2012 Actual	2013 Estimated	2014 Projected
Human Resources	Human Resources	Number of appeal-eligible disciplinary actions issued	7	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	8.66%	8.75%	8.75%

EFFICIENT INFORMATION TECHNOLOGY 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	2012 Actual	2013 Estimated	2014 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%

ADDITIONAL PERFORMANCE MEASURES

HIGH-PERFORMING GOVERNMENT

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	2012 Actual	2013 Estimated	2014 Projected
Shared Services	Purchasing	Amount of purchases made, reviewed or approved by central purchasing officer per central purchasing FTE	\$12,177,139	\$10,000,000	\$10,000,000
Shared Services	Purchasing	Number of protests filed and sustained	0	0	0
Shared Services	Purchasing	% of purchases on purchasing cards	7.1%	7.5%	8%

EFFICIENT RISK MANAGEMENT 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	2012 Actual	2013 Estimated	2014 Projected
Finance	Risk Management	National Council on Compensation Insurance workers' compensation claims modifier	0.87	0.9	0.9
Finance	Risk Management	Workers' compensation claims per FTE	0.13	0.1	0.1
Finance	Risk Management	General liability claims per FTE	0.02	0.02	0.02
Finance	Risk Management	Auto claims per FTE	0.1	0.1	0.1
Finance	Risk Management	Property claims per capita	0.001	0.002	0.002

EFFICIENT ACCOUNTING/TREASURY 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	2012 Actual	2013 Estimated	2014 Projected
Finance	Accounting	Monthly financial reports issued by 15th of the following month	100%	100%	91%
Finance	Accounting	Audit completed/CAFR to city council by May	June	June	May
Finance	Accounting	Audit opinion	Unqualified	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	100%	100%	100%
Finance	Accounting	Quarterly investment reports, including policy compliance data and market valuation, to city council within one month of quarter end	100%	100%	100%
Finance	Budget	GFOA Distinguished Budget Presentation Award	Received	Received	Receive
Finance	Budget	Additional appropriations/CIP amendments completed annually	11	10	10

ADDITIONAL PERFORMANCE MEASURES

HIGH-PERFORMING GOVERNMENT

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	2012 Actual	2013 Estimated	2014 Projected
Finance	Utility Billing	Satisfaction of utility billing customers making payment arrangements (100% = very satisfied)	96.08%	97%	97%
Finance	Utility Billing	Satisfaction of utility billing customers who connect, disconnect or transfer service (100% = very satisfied)	97.2%	98%	98%

EFFICIENT CITY CLERK 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	2012 Actual	2013 Estimated	2014 Projected
City Clerk	City Clerk	Number of Use of Public Places Permits issued:			
		Special events	112	130	121
		Block party	32	20	32
		Alcohol on public places	45	55	47

ADDITIONAL PERFORMANCE MEASURES

HIGH-PERFORMING GOVERNMENT

EXCELLENT ELECTRIC RELIABILITY AND CUSTOMER SERVICE

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	2012 Actual	2013 Estimated	2014 Projected
Power & Communications	Engineering	Electric system average interruption frequency index – not more than 1 event per year per customer	0.62	0.5	0.5
Power & Communications	Engineering	Electric momentary average interruption frequency index – not more than 1.5 events per customer per year	0.01	0.5	0.5\0
Power & Communications	Engineering	Electric system average interruption duration index – not more than 80 minutes per customer per event	35.2	30	30
Power & Communications	Customer Services and Marketing	Electric residential reliability rating (% somewhat/very satisfied)	96%	95%	95%
Power & Communications	Customer Services and Marketing	Electric key account reliability rating (% good/excellent)	96%	100%	100%
Power & Communications	Customer Services and Marketing	Electric residential overall satisfaction (10-point scale)	9	8.8	8.8
Power & Communications	Customer Services and Marketing	Electric key account overall satisfaction (10-point scale)	8.7	9	9
Power & Communications	Customer Services and Marketing	Electric residential value rating (% good/excellent)	93%	95%	95%
Power & Communications	Customer Services and Marketing	Electric key account value rating (% good/excellent)	92%	100%	100%
Power & Communications	Customer Services and Marketing	Electric residential environmental rating (right amount 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)	100%	90%	90%

**ADDITIONAL
PERFORMANCE
MEASURES**

**HIGH-PERFORMING
GOVERNMENT**

EXCELLENT ELECTRIC RELIABILITY AND CUSTOMER SERVICE, *continued*

Responsible Department(s)	Responsible Division(s)	Performance Measures	2012 Actual	2013 Estimated	2014 Projected
Power & Communications	Customer Services and Marketing	Electric customer contact overall satisfaction rating (% satisfied)	98%	97%	97%
Power & Communications	Customer Services and Marketing	Electric construction project satisfaction rating (% acceptable/very effective)	96%	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	2012 Actual	2013 Estimated	2014 Projected
Public Safety	Fire	Property damage due to structure fires	\$348,020	\$1,827,000	\$630,000
Public Safety	Fire	Number of fire plan reviews completed	524	527	530
Public Safety	Fire	EMS response time in minutes	4.4	4.4	4.4
Public Safety	Police	Violent crimes reported per 1,000 population	2	2	2
Public Safety	Police	Property crimes reported per 1,000 population	26	24	23
Public Safety	Police	Moving violation citations per capita	0.1	0.08	0.08
Public Safety	Police	Injury-producing traffic accidents per 1,000 population	0.2	0.18	0.18
Public Safety	Police	DUI arrests per 1,000 population	0.3	0.3	0.3
Public Safety	Police	Total accidents	1,921	2,100	2,100
Public Safety	Police	Part 1 crimes reported	2,437	2,280	2,601
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 personal safety is unsafe or very unsafe	6.5	4	4
Public Safety	Police	No more than 10% of residents believe that their property is unsafe or very unsafe	10.4	8	8
Public Safety	Police	85% of residents believe disorder related to crime is not a major or moderate problem	85.7%	87.9%	87.9%

**ADDITIONAL
PERFORMANCE
MEASURES**

COMMUNITY SAFETY

EFFICIENT COURTS/PROBATION 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	2012 Actual	2013 Estimated	2014 Projected
Judicial	Municipal Court	Percent of warrants issued within 7 days	95%	100%	100%
Judicial	Probation	Recidivism rate	11%	15%	15%
Judicial	Probation	Caseload per probation officer	315	325	335
Judicial	Probation	Community service compliance	90%	90%	90%

SAFE ENVIRONMENT FOR LPC EMPLOYEES

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	2012 Actual	2013 Estimated	2014 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	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 (88.3%) and the Public Improvement Fund (11.7%) 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.

2014 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 2014 budget, that amount is \$6,629,909 (10.3%).

The General Fund budget includes a net increase of 2.13 FTE and brings the total FTEs in the General Fund to 527.91. These changes are detailed on the following page.

Department/Division	Position	FTE
<i>FTE Additions</i>		
<i>Finance</i>		
	Procurement Specialist - HATS backfill	0.75
	Business Analyst - HATS backfill	0.50
	Office Assistant - HATS backfill	1.00
<i>FTE Conversion from Temp Wages</i>		
<i>Community Services</i>		
<i>Library</i>	Library Technician	0.60
<i>Senior Services</i>	Office Assistant	0.63
<i>FTE Moves out of General Fund to Other Funds</i>		
<i>Public Works and Natural Resources</i>		
<i>Parks Maintenance</i>	Grounds Maintenance Technician	(0.15)
<i>Municipal Grounds Maintenance</i>	Natural Resources Technician	(0.20)
<i>FTE Reductions</i>		
<i>Economic Development</i>		
<i>Economic Investment</i>	Principal Planner	(1.00)
Net FTE Change to the General Fund		2.13

GENERAL FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
SOURCES OF FUNDS			
REVENUES			
Taxes	46,858,516	47,663,104	49,787,556
Licenses and Permits	1,189,318	857,356	1,056,545
Intergovernmental	1,049,351	257,644	300,634
Charges for Service	6,341,919	5,847,036	5,474,206
Fines and Forfeits	1,426,776	1,387,300	1,355,800
Interest and Miscellaneous	375,833	288,087	208,969
Interfund Transfers	7,994,099	9,187,314	6,648,200
Lease Purchase Proceeds	3,195,823	-	-
TOTAL REVENUES	\$68,431,635	\$65,487,841	\$64,831,910
EXPENDITURES BY BUDGET SERVICE			
Finance Administration	294,630	319,916	266,103
Accounting	651,705	3,349,983	729,285
Sales Tax	266,747	291,946	262,883
Treasury	165,505	178,078	188,907
Information Desk	48,917	58,738	90,229
Utility Billing	1,188,298	1,250,958	1,354,192
Mail Delivery	65,170	62,802	83,064
Enterprise Technology Services Operations	1,602,660	1,834,054	1,790,304
Enterprise Technology Services Applications	1,194,030	1,199,333	1,237,838
Enterprise Technology Services Telephone System	830,144	397,416	302,035
Print Shop	225,705	216,439	220,842
Risk Management	246,778	278,973	270,405
Safety	165,023	145,258	154,170
Wellness	81,950	87,403	92,316
Purchasing and Contracts	402,070	452,583	466,502
Budget	157,280	189,218	204,778
Human Resources	985,735	977,438	995,851
Community Services Director	815,916	779,294	711,966
Neighborhood Resources	284,303	318,528	322,462
Community Relations	64,900	80,435	82,487
Code Enforcement	417,068	468,924	485,767
Graffiti Eradication	22,966	29,962	37,858
Parking Enforcement	85,728	88,810	111,426
Youth Services	713,432	778,837	781,278
Library Administration	307,407	356,245	368,128

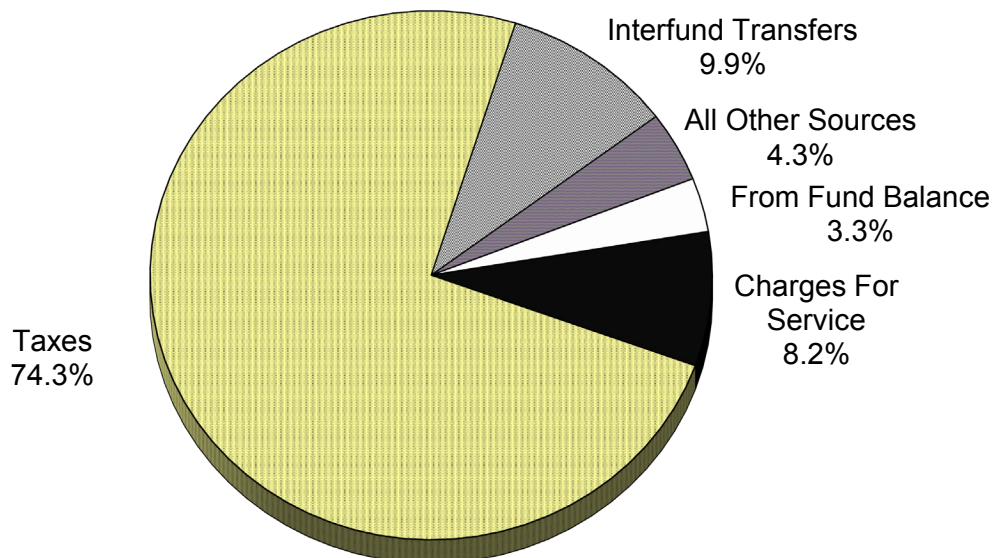
GENERAL FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
Adult Services	1,016,551	1,080,631	1,073,917
Children's and Teen Services	427,064	436,785	465,093
Technical Services	629,644	641,890	645,513
Circulation	619,770	623,002	654,752
Museum	868,011	713,107	750,149
Recreation Administration	393,420	380,806	382,751
Recreation Center	1,285,660	1,308,151	1,354,846
Athletics and Team Sports	444,521	417,555	455,533
Recreation for Special Needs	46,181	43,522	50,116
General Programs and Facilities	657,078	738,862	773,661
Outdoor Recreation	39,432	38,539	38,837
Aquatics	799,151	855,714	884,029
Concessions	243,417	184,367	165,296
Community Events	157,620	137,024	142,308
Seasonal Ice Rink	158,780	124,743	132,504
Youth Recreation Programs	140,129	143,670	156,090
Sports Field Maintenance	1,228	200,497	217,813
Senior Services	623,487	643,629	679,145
Human Service Agencies	1,070,704	1,004,826	1,030,366
Public Safety Director	557,185	515,709	519,297
Communication Center	1,497,907	1,491,115	1,561,707
Public Safety Information & Technology Services	349,189	454,285	421,533
Emergency Management	271,349	145,505	159,986
Support Services	1,219,721	775,107	700,458
Training and Personnel	775,415	1,062,423	1,045,413
Information Services	-	435,507	461,389
Outreach	12,085	164,102	171,434
Volunteer Programs	20,047	14,775	19,148
Records Unit	727,859	571,616	643,132
Patrol	8,433,949	8,775,622	9,068,882
Investigations	2,217,746	2,302,648	2,372,318
Animal Control	519,269	521,583	573,305
Special Enforcement Unit	746,180	770,725	795,694
School Resource Officers	559,589	558,482	576,983
Special Operations	510,978	445,977	478,979
Traffic Unit	938,879	916,237	987,837
SWAT Team	368,596	340,161	369,192
Fire Operations	9,436,360	8,338,902	8,989,114
Fire Prevention	342,589	328,979	358,311
Economic Development Director	257,633	271,092	301,695
Economic Investment	627,777	672,047	561,794

GENERAL FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
Planning	590,404	550,613	662,082
Development Review	361,280	407,352	418,181
Building Permits and Inspections	777,001	1,044,174	1,013,974
Facility Maintenance	4,659,725	1,730,317	1,769,341
Facility Operations	1,334,008	1,368,713	1,387,033
Parks Administration	191,943	163,015	162,943
Parks Maintenance	2,104,045	1,885,741	1,735,857
Parks Development and Improvement	100,741	159,015	169,100
Forestry Maintenance	577,910	525,773	546,495
Municipal Grounds Maintenance	145,745	365,412	330,213
Right of Way Maintenance	818,219	497,358	467,000
Union Reservoir	336,710	224,743	268,992
Parks Resource Management	188,887	175,916	177,760
Engineering/Survey Technical Services	60,830	82,939	81,515
Mayor and City Council	617,685	659,503	677,511
City Manager	872,801	901,387	984,383
Non-Departmental	721,298	497,193	1,055,422
City Clerk	463,799	459,789	477,010
Elections and Voter Registration	126,257	101,447	102,040
City Attorney	906,071	938,916	973,596
Municipal Court	479,853	481,839	494,369
Probation	259,119	269,016	278,331
TOTAL EXPENDITURES	\$67,990,548	\$67,271,661	\$67,036,044
CONTRIBUTION TO/(FROM)	\$441,087	\$(1,783,820)	\$(2,204,134)
FUND BALANCE			

GENERAL FUND - Sources of Funds



The General Fund will receive 74.3% (\$49.79 million) of its total sources of funds from taxes in 2014. Sales and use tax collections will total \$28.20 million, or 56.6% of all taxes collected.

- Interfund transfers will account for 9.9% 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 \$2.204 million for one-time expenses.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, based on actual collections through July 2013, sales and use tax revenues are projected to increase by 3.43% from 2012 actual collections then increase by 2.56% for 2014 over the projected collections for 2013.

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

Building Permits: The 2014 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 124 single-family dwelling units, 38 townhouse/condo units, 120 multifamily units, and 188,000 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 2014	\$	64,399,511
2014 estimated revenues other than property taxes	\$	50,555,407
Total revenue needed from property taxes	\$	13,844,104

Mill levy to raise revenue needed from property taxes		13.420
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Estimated assessed valuation for the tax year 2013, collected in 2014:

Boulder County	\$	1,033,126,050
Weld County	\$	14,186,010

Average collection rate of property taxes:

2013 est	98.5%
2012	98.5%
2011	98.3%
2010	98.5%
2009	98.9%
2008	98.6%
2007	98.9%
2006	98.6%
2005	98.5%
2004	98.7%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County Assessors. The 2014 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 2013 and the projected General Fund cash surplus for 2014.

	2013 Adopted Budget	2013 Projected Actual
Beginning Available Fund Balance	\$ 10,981,646	\$ 10,723,771
Revenues		
Sales Tax	25,584,241	26,458,341
Use Tax	889,326	946,658
Property Tax	13,772,490	13,662,899
All Other	<u>25,241,784</u>	<u>25,162,234</u>
TOTAL REVENUES	\$ 65,487,841	\$ 66,230,132
 TOTAL EXPENSES	 \$ 67,271,661	 \$ 66,935,303
 Ending Available Fund Balance	 \$ 9,197,826	 \$ 10,018,600

Projected 2014 Ending Available Fund Balance

2014 General Operating Expenditures	\$ 64,399,511	
TABOR Reserve		\$ 3,220,585
Emergency Reserve		3,409,324
Additonal Emergency Reserve		519,000
Fund Balance used in 2014 budget		2,204,134
<i>Projected ending available fund balance</i>		<i>\$ 665,557</i>

	2012	2013	2014
TAXES	Actual	Budget	Budget
Property Taxes-Current	13,709,639	13,772,490	13,844,104
Property Taxes-Delinquent	(3,527)	-	-
Sales Taxes	25,269,227	25,584,241	27,172,939
Use Taxes	837,207	889,326	1,026,111
Cigarette Taxes	171,029	180,000	170,000
Natural Gas Franchise	651,245	727,260	773,874
Cable Television Franchise	821,456	790,000	820,000
Telephone Franchise	233,288	262,107	207,376
Electric Franchise	4,541,543	4,790,629	5,030,160
Telecommunications Franchise	21,975	25,055	12,000
Water Franchise	255,982	260,784	267,640
Wastewater Franchise	349,452	381,212	463,352
<i>Taxes Subtotal</i>	<i>46,858,516</i>	<i>47,663,104</i>	<i>49,787,556</i>
LICENSES AND PERMITS			
Liquor Application Fee	23,905	25,000	25,000
Liquor Licenses	7,050	9,000	7,000
Sales Tax Business Permits	25,675	28,000	25,000
Business Licenses	5,155	4,500	6,295
Building Permits	1,007,958	611,410	606,737
Wood Burning Exemption Permits	60	-	-
Contractor Licenses	110,505	115,295	117,720
Parade Licenses	200	-	-
Use of Public Places Permit	7,910	5,500	7,000
Alcohol in Public Places Permits	900	1,100	1,000
<i>Licenses and Permits Subtotal</i>	<i>1,189,318</i>	<i>799,805</i>	<i>795,752</i>
INTERGOVERNMENTAL			
Federal Grants	101,532	-	-
Nongrant Federal Revenue	454,993	-	-
Federal Mineral Lease Distribution	49,832	-	-
State Grants	40,404	-	-
Nongrant State Revenue	4,965	-	-
State Severance Tax	113,072	20,000	20,000
Nongrant Local Revenue	11,544	-	-
Boulder County	1,130	-	-
St. Vrain Valley School District	124,211	127,745	130,735
Town of Frederick	6,500	-	-
City of Lafayette	24,453	-	-
Boulder County Fire IGA	29,899	29,899	29,899
Boulder County Shared Fines	86,816	80,000	70,000
<i>Intergovernmental Subtotal</i>	<i>1,049,351</i>	<i>257,644</i>	<i>250,634</i>

	2012	2013	2014
CHARGES FOR SERVICE	Actual	Budget	Budget
Zoning and Hearings	49,183	38,000	50,000
Parks Maintenance Fee	453,657	455,000	-
Maps and Publications	858	1,000	600
Print Shop Revenue	202,224	216,439	220,842
Sales Tax Commission	43,345	30,000	40,000
Purchasing Card Rebates	72,370	62,980	67,000
Criminal Justice Records	25,208	25,000	25,000
Extra Duty Police Officer Reimbursement	40,157	-	-
Sex Offender Registration Fees	9,686	10,000	10,000
Vehicle Impound Fees	1,946	2,500	2,500
Fireworks Stand Fees	-	6,000	6,000
Fire Inspection Fees	51,615	48,000	55,000
Emergency Dispatching	124,262	104,096	104,096
Unbilled Utility Revenue	(753)	-	-
Plan Check Fees	286,675	203,943	178,362
Variance and Appeals Board	1,500	1,100	1,500
Elevator Inspection Fees	35,280	39,900	39,900
Right of Way Maintenance	235,915	236,896	238,174
GID Maintenance	70,938	47,000	47,000
Disconnect Tag Fees	391,292	370,000	380,000
Developer Participation	2,317	-	-
Recreation Center - Admission/Passes	1,427,479	1,423,780	1,323,780
Recreation Center - Athletic Fees	320	-	-
Recreation Center - Aquatic Fees	87,775	64,000	74,000
Recreation Center - Activity Fees	71,999	55,000	65,000
Recreation Center - Rentals	41,743	45,000	42,000
Recreation Center - Concessions	43,565	41,500	41,500
Recreation Center - Resale Merchandise	13,090	14,000	14,000
Silver Sneakers Program	40,029	30,000	55,000
Pool Fees/Passes/Lessons	547,611	476,300	526,300
Recreation Non-Resident Fees	34,796	30,000	30,000
Recreation Community Events	78,902	44,426	44,426
Union Reservoir Fees	255,670	240,000	270,000
Ice Rink Program Fees	125,771	122,636	122,636
Mobile Stage Setup	1,650	-	-
Athletic Program Fees	338,040	320,272	325,272
Recreation Activity Fees	544,192	520,300	545,300
Senior Services Subscriptions	600	550	600
Outdoor Recreation Activity Fees	63,046	58,000	54,000
Special Recreation Activity Fees	21,687	18,000	18,000
Concessions-Sandstone Ranch #2	2,151	11,000	11,000
Concessions-Sandstone Ranch #1	28,797	17,000	17,000

CHARGES FOR SERVICE (Continued)	Actual	Budget	Budget
Concessions-Centennial Pool	3,095	2,100	2,100
Concession-Clark Park	18,163	15,500	15,500
Concessions-Roosevelt Park	399	300	300
Concessions-Sunset Pool	43,825	26,000	30,000
Concessions-Memorial Building	1,052	1,400	1,400
Concessions-Garden Acres	50,014	40,918	40,918
Concessions-Union Reservoir	5,977	5,900	5,900
Concessions-Ice Rink	3,317	2,500	2,500
Ice Rink Rentals	29,094	32,000	32,000
Memorial Building Rentals	50,656	46,000	46,000
Willow Barn Rental	19,813	18,300	20,300
Senior Center Rentals	17,783	15,000	17,000
Swimming Pool Rentals	49,718	43,000	46,000
Other Facility Rentals	121,487	100,000	100,000
Batting Cage Licensing Fee	2,000	2,000	2,000
Park Shelter Rentals	34,654	31,500	31,500
Museum Special Events Fee	24,284	35,000	35,000
<i>Charges for Service Subtotal</i>	<i>6,341,919</i>	<i>5,847,036</i>	<i>5,474,206</i>
FINES AND FORFEITS			
Parking Fines	98,698	112,000	100,000
Court Fines	851,841	800,000	800,000
Jury Fees	50	-	-
Bond Forfeitures	21,877	17,000	18,000
Court Education Fees	36,324	35,000	30,000
Probation Monitoring Fees	25,941	25,000	25,000
Substance Abuse Group	1,135	1,200	1,200
Surcharge on Violations	93,816	90,000	90,000
Court Costs	138,755	140,000	140,000
Outside Judgments/Warrants-City	5,490	5,600	5,600
Library Fines/Penalties	87,974	93,000	90,000
Miscellaneous Penalties	1,620	1,500	1,000
False Alarm Fines	44,933	45,000	37,000
Weed Cutting	18,322	22,000	18,000
<i>Fines and Forfeits Subtotal</i>	<i>1,426,776</i>	<i>1,387,300</i>	<i>1,355,800</i>
INTEREST AND MISCELLANEOUS			
Miscellaneous Revenue	97,010	33,718	23,729
Miscellaneous Revenue-Police	43,070	24,000	25,000
Miscellaneous Revenue-Library	120	-	-
Miscellaneous Revenue-Court	939	700	700
Miscellaneous Revenue-City Clerk	88	200	200

	2012	2013	2014
INTEREST AND MISCELLANEOUS (Continued)	Actual	Budget	Budget
Miscellaneous Revenue-Fire	52	-	-
Prior Years Revenue/Expenses	(23,366)	-	-
Interest Income	122,288	130,000	89,000
Unrealized Gain/Loss	(3,557)	-	-
Lease of Real Property	28,800	53,389	58,000
Oil and Gas Lease Royalties	22,482	8,580	8,580
Fire Community Room Rental Fee	-	-	3,760
Private Grant/Donations	87,907	-	-
<i>Miscellaneous Revenue Subtotal</i>	<i>375,833</i>	<i>250,587</i>	<i>208,969</i>
INTERFUND TRANSFERS			
Transfer from Sanitation Fund	529,910	548,262	579,694
Transfer from Golf Fund	111,598	147,053	124,608
Transfer from Electric Fund	1,660,010	1,590,728	1,577,749
Transfer from Electric-Tree Planting	23,000	23,000	23,000
Transfer from Electric-Rec Sponsorships	10,500	10,500	10,500
Transfer from Telecommunications Fund	37,735	79,161	56,954
Transfer from Water Fund	1,291,052	1,192,258	1,195,982
Transfer from Sewer Fund	778,370	768,009	753,720
Transfer from Storm Drainage Fund	421,171	452,283	420,772
Transfer from Airport Fund	109,106	119,864	138,845
Transfer from Judicial Wedding Fund	1,322	1,324	1,351
Transfer from Street Fund	859,808	892,421	887,533
Transfer from Library Services Fund	24,303	20,500	20,500
Transfer from Senior Services Fund	-	-	5,656
Transfer from Open Space Fund	308,343	149,690	138,623
Transfer from Self Insurance Fund	121,388	123,809	126,690
Transfer from Workers Comp Fund	174,778	191,812	203,663
Transfer from General Imprvmnt District	8,969	2,731	8,765
Transfer from Fleet Fund	229,466	250,084	251,989
<i>Interfund Transfers Subtotal</i>	<i>6,700,829</i>	<i>6,563,489</i>	<i>6,526,594</i>
TOTAL ONGOING REVENUES	63,942,542	62,768,965	64,399,511
ONE TIME REVENUES			
Incremental Development Revenue	-	57,551	260,793
Other One Time Revenue	-	37,500	50,000
One Time Transfers from Other Funds	1,293,270	2,623,825	121,606
Fund Balance Reserved for Council One Time	-	50,000	-
Lease Purchase Proceeds	3,195,823	-	-
Contribution from/(to) Fund Balance	(441,087)	1,733,820	2,204,134
TOTAL ONE TIME REVENUES	4,048,006	4,502,696	2,636,533
TOTAL FUNDS NEEDED TO MEET EXPENSES	67,990,548	67,271,661	67,036,044

Mayor and City Council Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	135,359	128,307	127,759
Operating and Maintenance	432,326	421,196	489,752
Non-Operating	50,000	110,000	60,000
Capital	-	-	-
TOTAL	\$ 617,685	\$ 659,503	\$ 677,511

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

SERVICE: Mayor and City Council

FUND: General Fund

DEPARTMENT: Administration

Service Description:

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

SERVICE: Mayor and City Council

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Mayor	1.00	1.00	1.00
Councilmember	6.00	6.00	6.00
Total	7.00	7.00	7.00

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

		2012 Actual	2013 Budget	2014 Budget
Personal Services				
111	Salaries and Wages	90,087	90,000	90,000
128	FICA	5,596	5,580	-
129	Medicare	1,309	1,305	1,305
135	Compensation Insurance	31	47	74
137	Staff Training and Conferences	31,547	26,875	29,880
142	Food Allowance	6,789	4,500	6,500
	<i>Subtotal</i>	<i>135,359</i>	<i>128,307</i>	<i>127,759</i>
Operating and Maintenance				
210	Office Supplies	248	350	350
216	Reference Books and Materials	-	300	300
217	Dues and Subscriptions	75,824	85,898	80,693
218	Non-Capital Equipment and Furniture	4,380	-	4,000
229	Materials and Supplies	11,776	6,573	6,573
240	Equipment Repair and Maintenance	3,578	4,410	4,410
243	Non-Capital Computer Equipment and Supplies	1,301	-	-
245	Mileage Allowance	577	1,000	600
246	Liability Insurance	11,248	17,493	70,354
250	Professional and Contracted Services	304,528	292,500	286,400
261	Telephone Charges	4,517	4,000	4,600
263	Postage	222	500	500
264	Printing and Copying	14,082	8,172	8,172
269	Other Services and Charges	45	-	-
	<i>Subtotal</i>	<i>432,326</i>	<i>421,196</i>	<i>466,952</i>
Non-Operating Expense				
970	Transfers To Other Funds	50,000	50,000	22,800
971	Contingency	-	60,000	60,000
	<i>Subtotal</i>	<i>50,000</i>	<i>110,000</i>	<i>82,800</i>
	SERVICE TOTAL	\$ 617,685	\$ 659,503	\$ 677,511

City Manager Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	630,296	774,607	873,248
Operating and Maintenance	240,333	126,780	111,135
Non-Operating	-	-	-
Capital	2,172	-	-
TOTAL	\$ 872,801	\$ 901,387	\$ 984,383

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

SERVICE: City Manager

FUND: General Fund

DEPARTMENT: Administration

Service Description:

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

SERVICE: City Manager

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
City Manager	1.00	1.00	1.00
Assistant City Manager	0.00	2.00	2.00
Assistant to the City Manager	1.00	0.00	0.00
Public Information Officer	1.00	1.00	1.00
Public Information Specialist	0.00	0.00	0.50
Executive Assistant	1.00	1.00	1.00
Total	4.00	5.00	5.50

SERVICE: City Manager**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	433,317	583,712	642,124
112	Wages - Temporary	29,088	10,000	7,303
114	Skill Based Pay	1,205	1,200	1,200
115	One Time Payment	-	-	10,284
121	Wages - Overtime	556	1,750	10,841
123	Leave Expense	3,982	-	-
124	Skill Based Overtime Pay	14	-	-
126	Retirement Health Savings Plan	42,750	2,000	2,200
128	FICA	788	620	453
129	Medicare	5,891	8,462	9,076
131	MOPC	20,534	28,681	30,931
132	Employee Insurance	51,091	85,862	100,639
133	Employee Retirement	25,071	36,138	41,443
135	Compensation Insurance	141	219	492
136	Unemployment Insurance	1,111	1,718	1,852
137	Staff Training and Conferences	8,663	7,538	7,388
139	Dental Insurance	2,591	4,007	4,322
142	Food Allowance	3,503	2,700	2,700
	<i>Subtotal</i>	<i>630,296</i>	<i>774,607</i>	<i>873,248</i>
Operating and Maintenance				
210	Office Supplies	2,576	1,500	1,500
215	Audiovisual Materials	220	-	-
216	Reference Books and Materials	391	150	150
217	Dues and Subscriptions	20,594	2,771	3,891
218	Non-Capital Equipment and Furniture	949	300	300
229	Materials and Supplies	5,799	3,030	2,000
243	Non-Capital Computer Equipment and Supplies	1,979	891	2,400
245	Mileage Allowance	5,221	5,430	5,430
246	Liability Insurance	2,858	2,863	2,019
250	Professional and Contracted Services	93,618	38,400	22,000
252	Advertising and Legal Notices	120	22,630	22,630
261	Telephone Charges	1,811	2,080	2,080
263	Postage	42,716	1,360	1,360
264	Printing and Copying	61,439	39,375	39,375
269	Other Services and Charges	42	6,000	6,000
	<i>Subtotal</i>	<i>240,333</i>	<i>126,780</i>	<i>111,135</i>
Capital Outlay				
440	Machinery and Equipment	2,172	-	-
	<i>Subtotal</i>	<i>2,172</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$872,801	\$901,387	\$984,383

SERVICE: Non-departmental

FUND: General Fund

Service Description:

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

LINE ITEM BUDGET

Personal Services		2012 Actual	2013 Budget	2014 Budget
112	Wages - Temporary	80	-	-
123	Leave Expense	-	154,200	178,000
	<i>Subtotal</i>	80	154,200	178,000
Operating and Maintenance				
217	Dues and Subscriptions	-	5,550	5,550
250	Professional and Contracted Services	270,107	225,632	261,132
256	Refunds	6,842	10,000	10,000
263	Postage	210	-	-
269	Other Services and Charges	10,071	20,150	20,150
275	Building Permits To LDDA	128,031	-	-
	<i>Subtotal</i>	415,261	261,332	296,832
Non-Operating Expense				
950	Bad Debt	34,466	9,400	9,400
970	Transfers To Other Funds	271,491	22,261	571,190
	<i>Subtotal</i>	305,957	31,661	580,590
Capital Outlay				
473	Site Improvements, Landscaping, Street Development	-	50,000	-
	<i>Subtotal</i>	-	50,000	-
SERVICE TOTAL		\$721,298	\$497,193	\$1,055,422

Line Item Notes:

#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 Longmont Cable Trust contract and one-time for council allocation.

#473 - \$50,000 for General Fund portion of the Roosevelt Apartment Development Agreement.

City Clerk Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	376,733	396,294	403,900
Operating and Maintenance	171,668	164,942	175,150
Non-Operating	-	-	-
Capital	41,655	-	-
TOTAL	\$ 590,056	\$ 561,236	\$ 579,050

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 citizens 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:	2012 Budget	2013 Budget	2014 Budget
City Clerk	0.75	0.75	0.70
Deputy City Clerk	0.90	0.90	0.95
Records Manager/Assistant City Clerk	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	3.65	3.65	3.65

SERVICE: City Clerk**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	247,617	255,331	257,026
112	Wages - Temporary	550	5,000	5,000
114	Skill Based Pay	1,083	1,080	1,080
115	One Time Payment	-	-	1,155
121	Wages - Overtime	304	500	500
123	Leave Expense	5,209	-	-
126	Retirement Health Savings Plan	2,328	1,460	1,460
128	FICA	28	310	310
129	Medicare	3,155	3,773	3,797
131	MOPC	12,585	12,756	12,840
132	Employee Insurance	35,005	38,104	41,683
133	Employee Retirement	15,366	16,072	17,202
135	Compensation Insurance	265	1,102	437
136	Unemployment Insurance	761	761	767
137	Staff Training and Conferences	1,932	5,950	5,950
139	Dental Insurance	1,776	1,779	1,790
142	Food Allowance	235	300	300
	<i>Subtotal</i>	<i>328,199</i>	<i>344,278</i>	<i>351,297</i>
Operating and Maintenance				
210	Office Supplies	1,107	1,500	1,500
216	Reference Books and Materials	347	300	300
217	Dues and Subscriptions	1,223	1,420	1,420
218	Non-Capital Equipment and Furniture	524	-	-
229	Materials and Supplies	393	1,000	1,000
240	Equipment Repair and Maintenance	13,182	24,510	24,510
243	Non-Capital Computer Equipment and Supplies	1,239	820	820
245	Mileage Allowance	214	300	300
246	Liability Insurance	7,487	7,542	17,744
249	Operating Leases and Rentals	-	3,600	3,600
250	Professional and Contracted Services	33,034	38,179	38,179
252	Advertising and Legal Notices	24,475	25,000	25,000
261	Telephone Charges	-	840	840
263	Postage	1,145	1,000	1,000
264	Printing and Copying	2,753	3,000	3,000
269	Other Services and Charges	6,822	6,500	6,500
	<i>Subtotal</i>	<i>93,945</i>	<i>115,511</i>	<i>125,713</i>
Capital Outlay				
440	Machinery and Equipment	41,655	-	-
	<i>Subtotal</i>	<i>41,655</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$463,799	\$459,789	\$477,010

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.

SERVICE: Elections and Voter Registration

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
City Clerk	0.25	0.25	0.30
Deputy City Clerk	0.10	0.10	0.05
Total	0.35	0.35	0.35

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

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	36,831	39,631	39,319
112 Wages - Temporary	844	-	-
114 Skill Based Pay	120	120	120
115 One Time Payment	-	-	303
121 Wages - Overtime	-	600	600
123 Leave Expense	350	-	-
126 Retirement Health Savings Plan	429	140	140
129 Medicare	452	577	572
131 MOPC	1,830	1,987	1,972
132 Employee Insurance	5,049	5,944	6,409
133 Employee Retirement	2,234	2,502	2,642
135 Compensation Insurance	13	20	33
136 Unemployment Insurance	110	118	118
139 Dental Insurance	256	277	275
142 Food Allowance	16	100	100
<i>Subtotal</i>	<i>48,534</i>	<i>52,016</i>	<i>52,603</i>
Operating and Maintenance			
210 Office Supplies	554	-	-
229 Materials and Supplies	165	-	-
245 Mileage Allowance	-	200	200
246 Liability Insurance	133	131	137
250 Professional and Contracted Services	46,972	30,000	30,000
252 Advertising and Legal Notices	97	3,000	3,000
263 Postage	8,591	3,100	3,100
264 Printing and Copying	21,211	13,000	13,000
<i>Subtotal</i>	<i>77,723</i>	<i>49,431</i>	<i>49,437</i>
SERVICE TOTAL	\$126,257	\$101,447	\$102,040

Human Resources Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	751,605	780,369	801,381
Operating and Maintenance	234,130	197,069	194,470
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 985,735	\$ 977,438	\$ 995,851

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 ensures compliance with state and federal laws pertaining to employment. The functions of this division include: classification and compensation administration; regulatory compliance at the federal, state and local levels; recruitment; examination and selection; benefit administration; citywide supervisory, diversity and other in-house training and development; compilation of employment data for various reporting parties; maintenance of all employee personnel files and records; citywide CDL license and testing administration; response to, investigation of and resolution of internal complaints and charges related to work environment, discrimination, harassment, or improper actions; assistance with various employment issues and activities; organizational and employee assessment and development; and the provision of excellent customer service to employees and to the community.

SERVICE: Human Resources

Budgeted Positions:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	527,115	564,658	569,104
112	Wages - Temporary	27,563	7,488	10,000
115	One Time Payment	-	-	3,755
121	Wages - Overtime	350	300	300
122	Longevity Compensation	1,440	1,500	1,560
123	Leave Expense	14,925	-	-
126	Retirement Health Savings Plan	3,200	3,200	3,200
128	FICA	1,725	464	620
129	Medicare	6,938	8,297	8,316
131	MOPC	27,059	28,232	28,177
132	Employee Insurance	74,254	84,696	91,857
133	Employee Retirement	33,037	35,573	37,757
135	Compensation Insurance	186	917	1,699
136	Unemployment Insurance	1,613	1,693	1,691
137	Staff Training and Conferences	691	9,000	9,000
138	Tuition Reimbursement	27,431	30,000	30,000
139	Dental Insurance	3,766	3,951	3,945
142	Food Allowance	312	400	400
	<i>Subtotal</i>	<i>751,605</i>	<i>780,369</i>	<i>801,381</i>
Operating and Maintenance				
210	Office Supplies	3,695	3,000	3,000
215	Audiovisual Materials	-	2,000	1,500
216	Reference Books and Materials	956	1,500	1,500
217	Dues and Subscriptions	8,860	7,985	8,140
218	Non-Capital Equipment and Furniture	3,667	1,600	1,600
229	Materials and Supplies	5,294	200	200
230	Printing and Copier Supplies	1,174	2,200	2,500
240	Equipment Repair and Maintenance	3,452	3,852	3,773
243	Non-Capital Computer Equipment and Supplies	4,612	1,820	1,820
245	Mileage Allowance	274	500	500
246	Liability Insurance	2,609	2,024	1,937
250	Professional and Contracted Services	148,165	129,388	129,000
252	Advertising and Legal Notices	20,284	15,000	9,000
263	Postage	2,360	3,000	3,000
264	Printing and Copying	4,495	3,000	7,000
269	Other Services and Charges	24,233	20,000	20,000
	<i>Subtotal</i>	<i>234,130</i>	<i>197,069</i>	<i>194,470</i>
	SERVICE TOTAL	\$985,735	\$977,438	\$995,851

City Attorney Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	814,226	856,602	876,297
Operating and Maintenance	91,845	82,314	97,299
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 906,071	\$ 938,916	\$ 973,596

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

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

SERVICE: **City Attorney**

FUND: General Fund

DEPARTMENT: Administration

Service Description:

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

SERVICE: City Attorney

Budgeted Positions:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	597,564	651,215	653,919
112	Wages - Temporary	1,935	6,190	6,190
114	Skill Based Pay	903	900	900
115	One Time Payment	-	-	9,280
121	Wages - Overtime	-	150	150
123	Leave Expense	19,947	-	-
126	Retirement Health Savings Plan	17,516	3,000	3,000
128	FICA	120	384	384
129	Medicare	7,727	9,486	9,322
131	MOPC	30,516	32,397	31,818
132	Employee Insurance	88,336	97,055	103,580
133	Employee Retirement	37,258	40,819	42,633
135	Compensation Insurance	225	339	572
136	Unemployment Insurance	1,919	1,942	1,906
137	Staff Training and Conferences	5,452	7,895	7,895
139	Dental Insurance	4,480	4,530	4,448
142	Food Allowance	328	300	300
	<i>Subtotal</i>	<i>814,226</i>	<i>856,602</i>	<i>876,297</i>
Operating and Maintenance				
210	Office Supplies	769	2,209	2,209
216	Reference Books and Materials	880	4,428	4,428
217	Dues and Subscriptions	3,458	3,190	3,190
218	Non-Capital Equipment and Furniture	-	600	600
229	Materials and Supplies	523	-	-
230	Printing and Copier Supplies	819	-	-
240	Equipment Repair and Maintenance	4,923	6,775	6,775
243	Non-Capital Computer Equipment and Supplies	9,167	2,644	2,644
245	Mileage Allowance	2,472	2,800	2,800
246	Liability Insurance	2,224	2,256	15,715
250	Professional and Contracted Services	34,510	22,522	22,522
255	Jury and Witness Fees	400	550	550
261	Telephone Charges	315	617	617
263	Postage	476	1,484	1,484
264	Printing and Copying	901	1,180	1,180
269	Other Services and Charges	30,008	31,059	32,585
	<i>Subtotal</i>	<i>91,845</i>	<i>82,314</i>	<i>97,299</i>
	SERVICE TOTAL	\$906,071	\$938,916	\$973,596

Municipal Court Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	603,385	617,450	639,512
Operating and Maintenance	115,587	133,405	133,188
Non-Operating	-	-	-
Capital	20,000	-	-
TOTAL	\$ 738,972	\$ 750,855	\$ 772,700

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:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	246,993	274,514	278,139
112 Wages - Temporary	358	1,300	2,408
114 Skill Based Pay	1,808	1,800	1,800
115 One Time Payment	-	-	2,988
121 Wages - Overtime	889	1,000	1,200
122 Longevity Compensation	1,560	1,620	1,680
123 Leave Expense	27,078	-	-
124 Skill Based Overtime Pay	20	-	-
126 Retirement Health Savings Plan	1,600	1,600	1,600
128 FICA	-	81	149
129 Medicare	1,867	2,272	2,288
131 MOPC	13,795	13,816	13,997
132 Employee Insurance	37,509	41,177	45,337
133 Employee Retirement	16,842	17,408	18,748
135 Compensation Insurance	97	146	230
136 Unemployment Insurance	815	824	834
137 Staff Training and Conferences	-	1	-
139 Dental Insurance	1,903	1,921	1,947
<i>Subtotal</i>	<i>353,134</i>	<i>359,480</i>	<i>373,345</i>
Operating and Maintenance			
210 Office Supplies	1,825	3,650	3,650
216 Reference Books and Materials	4,147	3,700	4,500
217 Dues and Subscriptions	378	1,000	600
218 Non-Capital Equipment and Furniture	11,056	4,326	7,328
229 Materials and Supplies	129	321	2,000
230 Printing and Copier Supplies	177	500	500
240 Equipment Repair and Maintenance	572	1,604	1,604
243 Non-Capital Computer Equipment and Supplies	1,716	2,513	2,513
245 Mileage Allowance	-	1	-
246 Liability Insurance	1,003	971	943
250 Professional and Contracted Services	78,836	91,015	85,900
255 Jury and Witness Fees	-	500	500
263 Postage	1,860	3,150	2,500
264 Printing and Copying	1,004	2,928	1,486
269 Other Services and Charges	4,016	6,180	7,000
<i>Subtotal</i>	<i>106,719</i>	<i>122,359</i>	<i>121,024</i>
Capital Outlay			
440 Machinery and Equipment	20,000	-	-
<i>Subtotal</i>	<i>20,000</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$479,853	\$481,839	\$494,369

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 supervised juvenile community service work program, and restitution investigation for victims.

SERVICE: Probation

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Chief Probation Officer	1.00	1.00	1.00
Probation Officer	1.00	1.00	1.00
Community Services Coordinator	0.50	0.50	0.50
Administrative Assistant	1.00	1.00	1.00
Total	3.50	3.50	3.50

SERVICE: Probation Division**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	184,216	191,555	192,696
112	Wages - Temporary	1,514	2,205	2,205
114	Skill Based Pay	1,807	1,800	1,800
115	One Time Payment	-	-	2,379
121	Wages - Overtime	320	900	900
122	Longevity Compensation	1,680	1,740	1,800
123	Leave Expense	5,689	-	-
124	Skill Based Overtime Pay	5	-	-
126	Retirement Health Savings Plan	1,200	1,400	1,400
128	FICA	300	137	137
129	Medicare	1,594	1,861	1,874
131	MOPC	9,554	9,668	9,725
132	Employee Insurance	26,086	28,733	31,409
133	Employee Retirement	11,664	12,182	13,024
135	Compensation Insurance	365	453	391
136	Unemployment Insurance	567	575	578
137	Staff Training and Conferences	2,367	3,420	4,500
139	Dental Insurance	1,323	1,341	1,349
	<i>Subtotal</i>	<i>250,251</i>	<i>257,970</i>	<i>266,167</i>
Operating and Maintenance				
210	Office Supplies	260	1,000	1,100
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	50	150	150
218	Non-Capital Equipment and Furniture	205	1,000	1,000
229	Materials and Supplies	433	400	480
230	Printing and Copier Supplies	351	400	400
240	Equipment Repair and Maintenance	907	840	80
243	Non-Capital Computer Equipment and Supplies	-	100	100
245	Mileage Allowance	26	200	200
246	Liability Insurance	747	825	1,889
247	Safety Expenses	169	300	300
250	Professional and Contracted Services	900	1,500	1,000
261	Telephone Charges	374	650	650
263	Postage	379	600	600
264	Printing and Copying	661	600	600
273	Fleet Lease - Operating and Maintenance	3,406	2,431	3,565
	<i>Subtotal</i>	<i>8,868</i>	<i>11,046</i>	<i>12,164</i>
	SERVICE TOTAL	\$259,119	\$269,016	\$278,331

Community Services Department Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	7,880,056	8,267,164	8,579,655
Operating and Maintenance	4,140,304	4,138,672	4,098,417
Non-Operating	195,773	212,519	212,519
Capital	117,435	-	63,500
TOTAL	\$ 12,333,568	\$ 12,618,355	\$ 12,954,091

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
- Community Relations
- Code Enforcement
- Graffiti Removal
- Parking Enforcement
- Library
- Museum
- Recreation
- Youth Services
- Senior Services
- Callahan House
- Community Development Block Grant (CDBG)
- Affordable Housing

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

Community Services Director Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	259,852	272,754	292,016
Operating and Maintenance	1,431,705	1,298,847	1,237,797
Non-Operating	195,063	212,519	212,519
Capital	-	-	-
TOTAL	\$ 1,886,620	\$ 1,784,120	\$ 1,742,332

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 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 is responsible for managing and supervising 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.

SERVICE: Community Services Director

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Director of Community Services	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	2.00	2.00	2.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	187,832	186,977	186,976
112	Wages - Temporary	-	1,150	-
115	One Time Payment	-	-	2,000
121	Wages - Overtime	1,269	1,439	16,277
123	Leave Expense	638	-	-
126	Retirement Health Savings Plan	2,214	800	800
128	FICA	-	71	-
129	Medicare	2,401	2,710	2,692
131	MOPC	9,230	9,284	9,284
132	Employee Insurance	25,341	27,851	30,265
133	Employee Retirement	11,269	11,698	12,440
135	Compensation Insurance	93	99	156
136	Unemployment Insurance	551	557	557
137	Staff Training and Conferences	16,840	28,169	28,469
139	Dental Insurance	1,285	1,299	1,300
142	Food Allowance	889	650	800
	<i>Subtotal</i>	<i>259,852</i>	<i>272,754</i>	<i>292,016</i>
Operating and Maintenance				
210	Office Supplies	184	800	650
216	Reference Books and Materials	-	184	184
217	Dues and Subscriptions	25	25	25
218	Non-Capital Equipment and Furniture	7,703	-	6,505
229	Materials and Supplies	244	100	100
240	Equipment Repair and Maintenance	-	140	5,140
243	Non-Capital Computer Equipment and Supplies	8,823	670	670
245	Mileage Allowance	2,409	2,400	2,400
246	Liability Insurance	5,513	5,227	642
250	Professional and Contracted Services	266,225	205,000	121,640
263	Postage	269	853	853
264	Printing and Copying	1,375	872	872
269	Other Services and Charges	68,231	77,750	67,750
	<i>Subtotal</i>	<i>361,001</i>	<i>294,021</i>	<i>207,431</i>
Non-Operating Expense				
970	Transfers To Other Funds	195,063	212,519	212,519
	<i>Subtotal</i>	<i>195,063</i>	<i>212,519</i>	<i>212,519</i>
	SERVICE TOTAL	\$ 815,916	\$ 779,294	\$ 711,966

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.

	2012 Actual	2013 Budget	2014 Budget
Operating and Maintenance			
250 Professional and Contracted Services	1,070,704	1,004,826	1,030,366
SERVICE TOTAL	\$1,070,704	\$1,004,826	\$1,030,366

Community and Neighborhood Resources Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	757,495	829,907	870,123
Operating and Maintenance	117,470	156,752	162,377
Non-Operating	-	-	-
Capital	-	-	7,500
TOTAL	\$ 874,965	\$ 986,659	\$ 1,040,000

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

SERVICE: **Community and Neighborhood Response**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

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

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

SERVICE: Community and Neighborhood Response

Budgeted Positions:	2012 Budget	2013 Budget	2014 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
Total	3.00	3.00	3.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	187,334	200,247	202,407
112	Wages - Temporary	16,196	25,000	23,223
114	Skill Based Pay	2,412	2,400	2,400
115	One Time Payment	-	-	852
121	Wages - Overtime	91	-	-
123	Leave Expense	5,612	-	-
124	Skill Based Overtime Pay	3	-	-
126	Retirement Health Savings Plan	1,873	1,200	1,200
128	FICA	1,028	1,550	1,440
129	Medicare	2,676	3,302	3,307
131	MOPC	9,726	10,133	10,240
132	Employee Insurance	26,626	30,037	32,992
133	Employee Retirement	11,874	12,767	13,712
135	Compensation Insurance	33	116	188
136	Unemployment Insurance	579	600	607
139	Dental Insurance	1,351	1,402	1,417
142	Food Allowance	746	-	-
	<i>Subtotal</i>	<i>268,160</i>	<i>288,754</i>	<i>293,985</i>
Operating and Maintenance				
210	Office Supplies	579	-	-
217	Dues and Subscriptions	198	-	-
218	Non-Capital Equipment and Furniture	8	350	350
229	Materials and Supplies	11,264	10,100	21,600
243	Non-Capital Computer Equipment and Supplies	554	-	-
245	Mileage Allowance	1,254	2,350	1,850
246	Liability Insurance	338	774	1,177
249	Operating Leases and Rentals	1,092	-	-
250	Professional and Contracted Services	200	16,200	3,500
263	Postage	252	-	-
264	Printing and Copying	404	-	-
	<i>Subtotal</i>	<i>16,143</i>	<i>29,774</i>	<i>28,477</i>
	SERVICE TOTAL	\$ 284,303	\$ 318,528	\$ 322,462

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:	2012 Budget	2013 Budget	2014 Budget
Administrative Assistant	1.00	1.00	1.00
Total	1.00	1.00	1.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	32,417	42,383	43,020
112	Wages - Temporary	3,529	1,930	1,930
114	Skill Based Pay	1,011	1,200	1,200
115	One Time Payment	-	-	407
121	Wages - Overtime	206	-	-
123	Leave Expense	263	-	-
124	Skill Based Overtime Pay	6	-	-
126	Retirement Health Savings Plan	400	400	400
128	FICA	5	120	120
129	Medicare	422	660	669
131	MOPC	1,711	2,179	2,211
132	Employee Insurance	5,732	6,357	7,012
133	Employee Retirement	2,087	2,746	2,958
135	Compensation Insurance	1,827	1,214	1,507
136	Unemployment Insurance	125	127	129
139	Dental Insurance	291	297	301
142	Food Allowance	151	2,191	2,191
	<i>Subtotal</i>	<i>50,183</i>	<i>61,804</i>	<i>64,055</i>
Operating and Maintenance				
210	Office Supplies	1,196	3,072	3,072
216	Reference Books and Materials	-	1,300	1,300
217	Dues and Subscriptions	300	911	911
218	Non-Capital Equipment and Furniture	410	248	248
229	Materials and Supplies	6,991	-	-
230	Printing and Copier Supplies	-	100	100
240	Equipment Repair and Maintenance	943	150	150
243	Non-Capital Computer Equipment and Supplies	176	600	600
246	Liability Insurance	553	153	154
249	Operating Leases and Rentals	624	3,600	3,600
250	Professional and Contracted Services	610	-	-
252	Advertising and Legal Notices	-	332	332
261	Telephone Charges	-	100	100
263	Postage	720	3,215	3,215
264	Printing and Copying	2,191	4,850	4,650
269	Other Services and Charges	3	-	-
	<i>Subtotal</i>	<i>14,717</i>	<i>18,631</i>	<i>18,432</i>
	SERVICE TOTAL	\$64,900	\$80,435	\$82,487

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, 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:	2012 Budget	2013 Budget	2014 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	1.00
Total	3.00	3.00	3.00

SERVICE: Code Enforcement**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	167,108	172,976	174,037
112	Wages - Temporary	115,354	145,853	148,928
114	Skill Based Pay	1,204	1,200	1,200
115	One Time Payment	-	-	1,943
121	Wages - Overtime	-	587	1,087
123	Leave Expense	4,990	-	-
126	Retirement Health Savings Plan	1,920	1,200	1,200
128	FICA	7,304	9,043	9,234
129	Medicare	3,900	3,335	4,700
131	MOPC	8,658	8,709	8,762
132	Employee Insurance	23,411	25,947	28,368
133	Employee Retirement	10,571	10,973	11,736
135	Compensation Insurance	770	1,053	4,066
136	Unemployment Insurance	509	519	522
139	Dental Insurance	1,188	1,210	1,218
141	Uniforms and Protective Clothing	2,543	-	2,500
142	Food Allowance	130	40	40
	<i>Subtotal</i>	349,560	382,645	399,541
Operating and Maintenance				
210	Office Supplies	1,359	1,466	1,466
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	745	901	901
218	Non-Capital Equipment and Furniture	-	280	280
223	Lab and Photo Supplies	768	600	600
229	Materials and Supplies	569	636	636
230	Printing and Copier Supplies	185	1,620	1,620
240	Equipment Repair and Maintenance	11,481	13,572	13,572
243	Non-Capital Computer Equipment and Supplies	66	598	598
246	Liability Insurance	1,871	2,494	3,817
247	Safety Expenses	555	3,094	2,094
250	Professional and Contracted Services	31,030	27,069	27,069
261	Telephone Charges	1,100	1,800	1,800
263	Postage	1,483	2,077	1,577
264	Printing and Copying	1,405	1,822	1,822
273	Fleet Lease - Operating and Maintenance	14,891	23,754	23,878
274	Fleet Lease - Replacement	-	4,296	4,296
	<i>Subtotal</i>	67,508	86,279	86,226
	SERVICE TOTAL	\$ 417,068	\$ 468,924	\$ 485,767

SERVICE: Graffiti Removal

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

This service provides graffiti removal from a variety of exterior surfaces including private and public 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:	2012 Budget	2013 Budget	2014 Budget
Graffiti Removal Specialist	0.38	0.38	0.38
Total	0.38	0.38	0.38

SERVICE: Graffiti Removal**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	10,274	13,639	13,660
112	Wages - Temporary	3,484	1,944	1,963
115	One Time Payment	-	-	177
121	Wages - Overtime	-	250	250
123	Leave Expense	273	-	-
126	Retirement Health Savings Plan	-	152	148
128	FICA	187	121	122
129	Medicare	189	226	226
131	MOPC	537	682	683
132	Employee Insurance	1,845	2,046	2,226
133	Employee Retirement	656	859	915
135	Compensation Insurance	8	170	182
136	Unemployment Insurance	40	41	41
139	Dental Insurance	93	95	96
141	Uniforms and Protective Clothing	253	425	425
	<i>Subtotal</i>	<i>17,839</i>	<i>20,650</i>	<i>21,114</i>
Operating 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	99	1,730	1,730
230	Printing and Copier Supplies	-	100	100
240	Equipment Repair and Maintenance	-	2,500	2,500
241	Equipment Repair and Maintenance	1,238	-	-
246	Liability Insurance	373	366	783
247	Safety Expenses	-	2,036	2,036
250	Professional and Contracted Services	-	1,500	1,500
261	Telephone Charges	-	180	380
264	Printing and Copying	38	-	2,580
273	Fleet Lease - Operating and Maintenance	3,379	-	4,235
	<i>Subtotal</i>	<i>5,127</i>	<i>9,312</i>	<i>16,744</i>
	SERVICE TOTAL	\$22,966	\$29,962	\$37,858

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:	2012 Budget	2013 Budget	2014 Budget
Utility Billing Manager	0.04	0.04	0.00
Parking Enforcement Officer	1.30	1.30	1.50
Total	1.34	1.34	1.50

SERVICE: Parking Enforcement**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	50,299	52,492	57,715
115	One Time Payment	-	-	1,082
123	Leave Expense	1,274	-	-
126	Retirement Health Savings Plan	284	536	600
129	Medicare	560	762	837
131	MOPC	2,281	2,625	2,886
132	Employee Insurance	7,124	7,874	9,408
133	Employee Retirement	2,785	3,306	3,867
135	Compensation Insurance	5,551	6,834	13,256
136	Unemployment Insurance	155	157	173
139	Dental Insurance	363	368	404
141	Uniforms and Protective Clothing	827	900	900
142	Food Allowance	250	200	300
	<i>Subtotal</i>	<i>71,753</i>	<i>76,054</i>	<i>91,428</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	3,668	3,800	3,800
229	Materials and Supplies	3,164	2,720	2,720
240	Equipment Repair and Maintenance			1,800
245	Mileage Allowance	1,020	1,500	1,600
246	Liability Insurance	336	312	178
250	Professional and Contracted Services	1,100	-	-
263	Postage	1,324	1,300	1,300
264	Printing and Copying	1,669	1,100	1,100
273	Fleet Lease - Operating and Maintenance	1,694	2,024	-
	<i>Subtotal</i>	<i>13,975</i>	<i>12,756</i>	<i>12,498</i>
Capital Outlay				
440	Machinery and Equipment	-	-	7,500
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>7,500</i>
	SERVICE TOTAL	\$85,728	\$88,810	\$111,426

Library Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	2,343,467	2,441,469	2,509,447
Operating and Maintenance	656,969	697,084	697,956
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 3,000,436	\$ 3,138,553	\$ 3,207,403

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:	2012 Budget	2013 Budget	2014 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

SERVICE: Library Administration**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	187,278	224,078	226,429
112	Wages - Temporary	1,226	1,458	1,458
114	Skill Based Pay	537	450	-
115	One Time Payment	-	-	1,801
121	Wages - Overtime	448	700	700
122	Longevity Compensation	2,040	2,100	2,160
123	Leave Expense	1,682	-	-
126	Retirement Health Savings Plan	9,150	1,500	1,500
128	FICA	80	90	90
129	Medicare	2,031	2,810	2,836
131	MOPC	9,848	11,227	11,321
132	Employee Insurance	31,391	33,611	36,908
133	Employee Retirement	12,023	14,144	15,171
135	Compensation Insurance	79	121	187
136	Unemployment Insurance	682	673	679
139	Dental Insurance	1,594	1,568	1,585
141	Uniforms and Protective Clothing	72	100	100
142	Food Allowance	10	-	-
	<i>Subtotal</i>	<i>260,171</i>	<i>294,630</i>	<i>302,925</i>
Operating and Maintenance				
210	Office Supplies	5,417	5,857	5,857
217	Dues and Subscriptions	1,043	500	1,650
218	Non-Capital Equipment and Furniture	194	500	500
229	Materials and Supplies	4,696	5,000	5,000
240	Equipment Repair and Maintenance	4,370	10,024	15,024
243	Non-Capital Computer Equipment and Supplies	19,379	24,936	21,200
245	Mileage Allowance	-	32	32
246	Liability Insurance	1,675	1,667	2,790
247	Safety Expenses	904	2,949	2,500
250	Professional and Contracted Services	6,796	8,500	9,000
261	Telephone Charges	112	300	300
263	Postage	378	550	550
264	Printing and Copying	1,689	800	800
269	Other Services and Charges	583	-	-
	<i>Subtotal</i>	<i>47,236</i>	<i>61,615</i>	<i>65,203</i>
	SERVICE TOTAL	\$307,407	\$356,245	\$368,128

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:	2012 Budget	2013 Budget	2014 Budget
Librarian II	1.00	1.00	1.00
Librarian I	4.25	4.25	4.25
Senior Library Technician	0.75	0.75	0.75
Library Technician	2.57	2.50	2.50
Library Assistant	0.75	0.75	0.55
Total	9.32	9.25	9.05

SERVICE: Adult Services**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	444,909	468,795	465,994
112	Wages - Temporary	45,874	50,471	50,976
114	Skill Based Pay	108	150	225
115	One Time Payment	-	-	4,611
121	Wages - Overtime	144	-	-
122	Longevity Compensation	2,838	2,931	3,024
123	Leave Expense	12,906	-	-
126	Retirement Health Savings Plan	6,380	3,700	3,620
128	FICA	2,231	3,129	3,161
129	Medicare	5,206	6,959	6,864
131	MOPC	21,984	23,446	23,096
132	Employee Insurance	64,588	70,320	75,258
133	Employee Retirement	26,840	29,544	30,948
135	Compensation Insurance	308	268	429
136	Unemployment Insurance	1,402	1,407	1,385
139	Dental Insurance	3,277	3,282	3,232
	<i>Subtotal</i>	<i>638,995</i>	<i>664,402</i>	<i>672,823</i>
Operating and Maintenance				
211	Adult Books	185,030	190,145	181,000
213	Periodicals	15,016	15,036	21,805
214	Pamphlets and Documents	98	2,000	250
215	Audiovisual Materials	60,245	38,845	45,000
216	Reference Books and Materials	57,499	58,790	35,000
217	Dues and Subscriptions	9,580	9,580	10,430
240	Equipment Repair and Maintenance	-	-	3,000
245	Mileage Allowance	327	300	300
246	Liability Insurance	2,359	2,317	3,179
250	Professional and Contracted Services	2,600	3,450	3,450
263	Postage	-	-	-
264	Printing and Copying	119	-	-
269	Other Services and Charges	44,683	95,766	97,680
	<i>Subtotal</i>	<i>377,556</i>	<i>416,229</i>	<i>401,094</i>
	SERVICE TOTAL	\$1,016,551	\$1,080,631	\$1,073,917

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:	2012 Budget	2013 Budget	2014 Budget
Librarian II	1.00	1.00	1.00
Librarian I	2.00	2.00	2.25
Assistant Librarian	1.00	1.00	1.00
Library Technician	0.60	0.60	0.60
Total	4.60	4.60	4.85

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	239,005	251,219	266,016
112	Wages - Temporary	16,611	17,628	18,814
114	Skill Based Pay	281	-	900
115	One Time Payment	-	-	2,890
122	Longevity Compensation	1,500	1,560	1,620
123	Leave Expense	7,641	-	-
126	Retirement Health Savings Plan	3,917	1,840	1,940
128	FICA	987	1,093	1,166
129	Medicare	2,439	3,897	4,143
131	MOPC	12,037	12,561	13,346
132	Employee Insurance	34,093	37,683	43,361
133	Employee Retirement	14,696	15,828	17,880
135	Compensation Insurance	89	249	435
136	Unemployment Insurance	741	754	798
139	Dental Insurance	1,730	1,759	1,862
	<i>Subtotal</i>	<i>335,767</i>	<i>346,071</i>	<i>375,171</i>
Operating and Maintenance				
212	Children's Books	67,639	65,857	65,857
213	Periodicals	1,419	2,100	2,100
215	Audiovisual Materials	12,424	13,065	13,065
218	Non-Capital Equipment and Furniture	-	433	433
229	Materials and Supplies	7,172	5,000	5,227
245	Mileage Allowance	44	230	230
246	Liability Insurance	927	929	910
264	Printing and Copying	1,273	2,700	1,700
269	Other Services and Charges	399	400	400
	<i>Subtotal</i>	<i>91,297</i>	<i>90,714</i>	<i>89,922</i>
	SERVICE TOTAL	\$427,064	\$436,785	\$465,093

SERVICE: Circulation

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The Library Circulation service maintains records of the Library’s borrowers, including information as to 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 have been returned, notifying patrons of overdue materials, collecting fines, resolving issues with delinquent patrons, reshelving returned materials, and searching the collection for items identified as missing.

SERVICE: Circulation

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Circulation Desk Manager	1.00	1.00	1.00
Senior Library Technician	1.00	1.00	1.00
Library Assistant	4.40	4.40	4.60
Library Page	5.00	5.00	5.00
Total	11.40	11.40	11.60

SERVICE: Circulation**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	373,721	380,023	388,691
112	Wages - Temporary	101,429	104,352	105,396
114	Skill Based Pay	1,774	1,500	1,500
115	One Time Payment	-	-	9,194
121	Wages - Overtime	313	-	-
122	Longevity Compensation	2,502	2,589	2,658
123	Leave Expense	13,364	-	-
126	Retirement Health Savings Plan	5,308	4,560	4,640
128	FICA	6,504	6,470	6,535
129	Medicare	5,634	6,255	6,377
131	MOPC	20,060	19,076	19,452
132	Employee Insurance	51,628	57,003	63,169
133	Employee Retirement	24,492	24,036	26,059
135	Compensation Insurance	4,984	4,624	8,529
136	Unemployment Insurance	1,121	1,140	1,163
139	Dental Insurance	2,620	2,660	2,713
	<i>Subtotal</i>	<i>615,454</i>	<i>614,288</i>	<i>646,076</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	175	1,800	1,000
229	Materials and Supplies	270	2,400	2,400
243	Non-Capital Computer Equipment and Supplies	-	-	800
245	Mileage Allowance	-	32	32
246	Liability Insurance	1,702	1,682	1,644
263	Postage	2,092	2,800	2,800
264	Printing and Copying	77	-	-
	<i>Subtotal</i>	<i>4,316</i>	<i>8,714</i>	<i>8,676</i>
	SERVICE TOTAL	\$619,770	\$623,002	\$654,752

SERVICE: Technical Services

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Technical Services

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Librarian II	1.00	1.00	1.00
Librarian I	0.25	0.25	0.00
PC Specialist	1.00	1.00	1.00
Library Technician	3.18	3.25	3.85
Library Assistant	1.85	1.85	1.85
Library Page	0.50	0.50	0.50
Total	7.78	7.85	8.20

SERVICE: Technical Services**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	311,770	353,561	367,535
112	Wages - Temporary	60,910	57,228	24,731
114	Skill Based Pay	629	900	-
115	One Time Payment	-	-	4,852
123	Leave Expense	18,403	-	-
126	Retirement Health Savings Plan	3,980	3,140	3,280
128	FICA	3,692	3,548	1,533
129	Medicare	4,842	5,970	5,560
131	MOPC	16,557	17,724	17,935
132	Employee Insurance	47,726	53,034	58,468
133	Employee Retirement	20,215	22,334	24,033
135	Compensation Insurance	897	1,103	938
136	Unemployment Insurance	1,038	1,061	1,076
139	Dental Insurance	2,421	2,475	2,511
	<i>Subtotal</i>	<i>493,080</i>	<i>522,078</i>	<i>512,452</i>
Operating and Maintenance				
229	Materials and Supplies	22,760	26,500	25,000
240	Equipment Repair and Maintenance	70,130	45,400	48,850
243	Non-Capital Computer Equipment and Supplies	1,861	4,000	14,540
246	Liability Insurance	1,443	1,449	1,393
263	Postage	7,118	8,278	8,278
264	Printing and Copying	4,081	6,000	5,000
269	Other Services and Charges	29,171	28,185	30,000
	<i>Subtotal</i>	<i>136,564</i>	<i>119,812</i>	<i>133,061</i>
	SERVICE TOTAL	\$629,644	\$641,890	\$645,513

Museum Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	581,440	576,498	596,154
Operating and Maintenance	286,571	136,609	125,995
Non-Operating	-	-	-
Capital	-	-	28,000
TOTAL	\$ 868,011	\$ 713,107	\$ 750,149

The Museum Division includes one budget service.

SERVICE: **Museum**

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 order to 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

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Museum Manager	1.00	1.00	1.00
Museum Curator	4.00	4.00	4.00
Assistant Museum Curator	0.00	0.60	0.60
Executive Assistant	1.00	1.00	1.00
Total	6.00	6.60	6.60

SERVICE: Museum**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	353,587	392,320	395,633
112	Wages - Temporary	104,831	61,116	55,208
115	One Time Payment	-	-	5,558
121	Wages - Overtime	1,691	1,185	1,185
123	Leave Expense	8,830	-	-
126	Retirement Health Savings Plan	4,573	2,640	2,640
128	FICA	7,521	3,789	2,575
129	Medicare	6,379	6,574	6,190
131	MOPC	17,952	19,616	19,269
132	Employee Insurance	49,322	58,848	62,818
133	Employee Retirement	21,915	24,717	25,821
135	Compensation Insurance	1,266	1,770	15,403
136	Unemployment Insurance	1,072	1,177	1,156
139	Dental Insurance	2,501	2,746	2,698
	<i>Subtotal</i>	<i>581,440</i>	<i>576,498</i>	<i>596,154</i>
Operating and Maintenance				
210	Office Supplies	1,554	2,200	2,200
216	Reference Books and Materials	410	800	800
217	Dues and Subscriptions	1,288	2,324	2,324
218	Non-Capital Equipment and Furniture	18,467	800	800
223	Lab and Photo Supplies	664	-	-
225	Freight	10,636	7,750	7,750
229	Materials and Supplies	51,952	10,050	13,150
230	Printing and Copier Supplies	4,800	780	780
240	Equipment Repair and Maintenance	3,599	3,602	3,602
243	Non-Capital Computer Equipment and Supplies	5,400	3,762	3,762
245	Mileage Allowance	781	1,068	1,068
246	Liability Insurance	1,523	1,541	1,766
249	Operating Leases and Rentals	55,080	70,739	74,300
250	Professional and Contracted Services	105,687	4,010	4,010
252	Advertising and Legal Notices	6,255	-	-
261	Telephone Charges	106	240	240
263	Postage	5,787	3,195	3,195
264	Printing and Copying	12,341	23,598	6,098
269	Other Services and Charges	241	150	150
	<i>Subtotal</i>	<i>286,571</i>	<i>136,609</i>	<i>125,995</i>
Capital Outlay				
431	Furniture And Fixtures	-	-	28,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>28,000</i>
	SERVICE TOTAL	\$868,011	\$713,107	\$750,149

Recreation Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	2,919,581	3,050,277	3,170,959
Operating and Maintenance	1,328,891	1,523,173	1,554,825
Non-Operating	710	-	-
Capital	117,435	-	28,000
TOTAL	\$ 4,366,617	\$ 4,573,450	\$ 4,753,784

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:

As part of the Community Services Department, Recreation Administration administers and supervises the services of the Recreation Division. Activities include employee selection, training, scheduling, supervision and evaluation; purchasing functions; 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:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	131,383	125,720	126,176
112	Wages - Temporary	12,779	24,420	24,664
115	One Time Payment	-	-	1,048
121	Wages - Overtime	-	200	200
123	Leave Expense	657	-	-
126	Retirement Health Savings Plan	1,866	600	600
128	FICA	-	1,514	1,529
129	Medicare	1,586	2,177	2,188
131	MOPC	6,533	6,287	6,309
132	Employee Insurance	17,178	18,859	20,567
133	Employee Retirement	7,976	7,920	8,454
135	Compensation Insurance	43	66	124
136	Unemployment Insurance	373	377	379
139	Dental Insurance	872	880	883
141	Uniforms and Protective Clothing	-	850	850
142	Food Allowance	625	500	500
	<i>Subtotal</i>	<i>181,871</i>	<i>190,370</i>	<i>194,471</i>
Operating and Maintenance				
210	Office Supplies	1,418	4,950	4,950
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	268	360	360
218	Non-Capital Equipment and Furniture	1,154	300	300
223	Lab and Photo Supplies	1,864	-	-
229	Materials and Supplies	361	3,264	3,264
230	Printing and Copier Supplies	1,784	1,000	1,000
240	Equipment Repair and Maintenance	13,515	21,086	21,086
243	Non-Capital Computer Equipment and Supplies	7,113	18,473	16,248
245	Mileage Allowance	1,182	2,937	2,937
246	Liability Insurance	492	440	509
247	Safety Expenses	-	296	296
249	Operating Leases and Rentals	-	1,900	1,900
250	Professional and Contracted Services	6,297	3,000	3,000
252	Advertising and Legal Notices	-	2,000	2,000
261	Telephone Charges	3,188	3,540	3,540
263	Postage	12,578	39,125	39,125
264	Printing and Copying	23,833	28,774	28,774
269	Other Services and Charges	57,602	58,941	58,941
	<i>Subtotal</i>	<i>132,649</i>	<i>190,436</i>	<i>188,280</i>
Capital Outlay				
440	Machinery and Equipment	78,900	-	-
	<i>Subtotal</i>	<i>78,900</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$393,420	\$380,806	\$382,751

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:	2012 Budget	2013 Budget	2014 Budget
Recreation Center Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.40	0.30	0.40
Recreation Specialist	0.10	0.10	0.10
Aquatics Specialist	1.00	1.00	1.00
Head Lifeguard	0.75	0.75	0.75
Administrative Assistant	1.00	1.00	1.00
Office Assistant	2.50	2.60	2.50
Total	6.75	6.75	6.75

SERVICE: Recreation Center**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	267,488	292,130	293,700
112 Wages - Temporary	609,192	522,455	527,680
114 Skill Based Pay	642	-	900
115 One Time Payment	-	-	3,014
121 Wages - Overtime	2,775	1,000	1,000
123 Leave Expense	10,600	-	-
124 Skill Based Overtime Pay	2	-	-
126 Retirement Health Savings Plan	2,414	2,700	2,700
128 FICA	37,529	32,392	32,716
129 Medicare	12,255	11,812	11,880
131 MOPC	13,779	14,607	14,585
132 Employee Insurance	39,692	43,819	47,399
133 Employee Retirement	16,825	18,405	19,540
135 Compensation Insurance	8,256	11,133	21,350
136 Unemployment Insurance	864	876	872
139 Dental Insurance	2,014	2,046	2,036
141 Uniforms and Protective Clothing	717	3,800	3,800
142 Food Allowance	52	-	-
<i>Subtotal</i>	<i>1,025,096</i>	<i>957,175</i>	<i>983,172</i>
Operating and Maintenance			
210 Office Supplies	2,371	3,000	3,000
217 Dues and Subscriptions	3,167	815	815
218 Non-Capital Equipment and Furniture	6,666	10,000	10,000
222 Chemicals	29,039	33,065	33,065
224 Resale Merchandise	7,720	11,000	11,000
228 Janitorial Supplies	588	500	500
229 Materials and Supplies	16,842	19,237	19,237
230 Printing and Copier Supplies	1,012	4,500	4,500
232 Building Repair and Maintenance	56	5,666	5,666
233 Facility Repair and Maintenance	8,807	9,482	9,482
240 Equipment Repair and Maintenance	15,197	19,586	19,586
243 Non-Capital Computer Equipment and Supplies	589	1,000	1,000
245 Mileage Allowance	422	600	600
246 Liability Insurance	3,936	3,978	6,676
247 Safety Expenses	1,791	1,500	1,500
249 Operating Leases and Rentals	952	-	-
250 Professional and Contracted Services	3,367	10,750	10,750
252 Advertising and Legal Notices	100	5,000	5,000
260 Utilities	147,956	193,116	193,116
261 Telephone Charges	181	-	-
263 Postage	99	1,500	1,500
264 Printing and Copying	9,706	9,481	9,481
269 Other Services and Charges	-	7,200	7,200
<i>Subtotal</i>	<i>260,564</i>	<i>350,976</i>	<i>353,674</i>
Capital Outlay			
440 Machinery and Equipment	-	-	18,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>18,000</i>
SERVICE TOTAL	\$1,285,660	\$1,308,151	\$1,354,846

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 in the Community Services Department. 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:	2012 Budget	2013 Budget	2014 Budget
Recreation Program Supervisor	0.80	0.80	0.80
Recreation Specialist	0.50	0.50	0.70
Total	1.30	1.30	1.50

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	77,616	72,106	86,477
112	Wages - Temporary	180,017	147,082	148,553
115	One Time Payment	-	-	908
121	Wages - Overtime	299	-	-
123	Leave Expense	119	-	-
126	Retirement Health Savings Plan	832	520	600
128	FICA	12,489	9,119	9,210
129	Medicare	3,860	3,179	3,408
131	MOPC	3,867	3,605	4,324
132	Employee Insurance	9,762	10,816	14,096
133	Employee Retirement	4,720	4,543	5,794
135	Compensation Insurance	1,478	7,297	23,552
136	Unemployment Insurance	212	217	259
139	Dental Insurance	496	504	605
141	Uniforms and Protective Clothing	778	900	900
	<i>Subtotal</i>	<i>296,545</i>	<i>259,888</i>	<i>298,686</i>
Operating and Maintenance				
210	Office Supplies	11	500	500
217	Dues and Subscriptions	-	645	645
218	Non-Capital Equipment and Furniture	300	700	700
229	Materials and Supplies	25,830	25,906	25,906
240	Equipment Repair and Maintenance	362	500	500
245	Mileage Allowance	392	1,000	1,000
246	Liability Insurance	1,759	1,717	897
247	Safety Expenses	723	100	100
250	Professional and Contracted Services	39,720	27,650	27,650
260	Utilities	76,959	91,599	91,599
263	Postage	9	850	850
264	Printing and Copying	1,911	1,500	1,500
269	Other Services and Charges	-	5,000	5,000
	<i>Subtotal</i>	<i>147,976</i>	<i>157,667</i>	<i>156,847</i>
	SERVICE TOTAL	\$444,521	\$417,555	\$455,533

SERVICE: Aquatics

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The Aquatics budget service is part of the Recreation Division in the Community Services Department. 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:	2012 Budget	2013 Budget	2014 Budget
Aquatics Supervisor	0.90	0.90	0.90
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	0.50
Pool Technician	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	5.50	5.50	5.50

SERVICE: Aquatics**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	237,693	269,609	272,689
112 Wages - Temporary	255,582	266,210	268,872
115 One Time Payment	-	-	2,829
121 Wages - Overtime	196	200	200
122 Longevity Compensation	1,350	1,404	1,458
123 Leave Expense	4,275	-	-
126 Retirement Health Savings Plan	2,596	2,200	2,200
128 FICA	15,033	16,505	16,670
129 Medicare	6,658	7,769	7,853
131 MOPC	12,074	13,479	13,634
132 Employee Insurance	36,680	40,441	44,448
133 Employee Retirement	14,742	16,985	18,270
135 Compensation Insurance	9,511	13,505	15,770
136 Unemployment Insurance	798	808	818
139 Dental Insurance	1,861	1,888	1,909
141 Uniforms and Protective Clothing	634	700	700
<i>Subtotal</i>	<i>599,683</i>	<i>651,703</i>	<i>668,320</i>
Operating and Maintenance			
210 Office Supplies	471	1,100	1,100
217 Dues and Subscriptions	6,113	2,390	2,790
218 Non-Capital Equipment and Furniture	2,831	1,300	1,300
222 Chemicals	27,618	29,055	28,655
224 Resale Merchandise	2,141	2,000	2,000
228 Janitorial Supplies	936	2,500	2,500
229 Materials and Supplies	15,147	25,050	25,050
230 Printing and Copier Supplies	276	2,311	2,311
232 Building Repair and Maintenance	5,631	6,272	6,272
233 Facility Repair and Maintenance	6,214	10,000	10,000
240 Equipment Repair and Maintenance	297	6,920	6,920
243 Non-Capital Computer Equipment and Supplies	-	4,050	4,050
245 Mileage Allowance	237	-	-
246 Liability Insurance	13,166	12,850	26,254
247 Safety Expenses	2,553	980	980
249 Operating Leases and Rentals	1,924	-	-
250 Professional and Contracted Services	1,921	5,000	5,000
260 Utilities	69,321	88,017	88,017
263 Postage	55	440	440
264 Printing and Copying	682	1,000	1,000
269 Other Services and Charges	-	750	750
273 Fleet Lease - Operating and Maintenance	2,689	2,026	320
<i>Subtotal</i>	<i>160,223</i>	<i>204,011</i>	<i>215,709</i>
Non-Operating Expense			
974 Art in Public Places Transfers	710	-	-
<i>Subtotal</i>	<i>710</i>	<i>-</i>	<i>-</i>
Capital Outlay			
475 Building and Facility Improvement	38,535	-	-
<i>Subtotal</i>	<i>38,535</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$799,151	\$855,714	\$884,029

SERVICE: Concessions

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Concessions

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Recreation Specialist	0.40	0.40	0.20
Total	0.40	0.40	0.20

SERVICE: Concessions**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	19,047	19,120	9,703
112	Wages - Temporary	70,274	41,952	42,372
115	One Time Payment	-	-	57
121	Wages - Overtime	220	400	400
126	Retirement Health Savings Plan	335	160	80
128	FICA	5,292	2,601	2,627
129	Medicare	1,472	885	755
131	MOPC	939	956	485
132	Employee Insurance	2,586	2,868	1,582
133	Employee Retirement	1,146	1,205	650
135	Compensation Insurance	1,944	2,351	685
136	Unemployment Insurance	56	57	29
139	Dental Insurance	131	134	68
141	Uniforms and Protective Clothing	265	600	600
	<i>Subtotal</i>	<i>103,707</i>	<i>73,289</i>	<i>60,093</i>
Operating and Maintenance				
210	Office Supplies	223	225	225
218	Non-Capital Equipment and Furniture	1,670	1,425	1,425
224	Resale Merchandise	91,319	66,230	66,230
228	Janitorial Supplies	241	600	600
229	Materials and Supplies	10,930	300	300
232	Building Repair and Maintenance	546	705	705
233	Facility Repair and Maintenance	-	735	735
240	Equipment Repair and Maintenance	3,367	750	750
245	Mileage Allowance	151	500	500
246	Liability Insurance	1,734	1,296	2,199
247	Safety Expenses	4	300	300
250	Professional and Contracted Services	291	-	-
259	Licenses and Permits	-	705	705
260	Utilities	23,339	28,458	28,458
263	Postage	1	100	100
264	Printing and Copying	99	-	-
273	Fleet Lease - Operating and Maintenance	2,888	5,774	1,971
274	Fleet Lease - Replacement	2,907	2,975	-
	<i>Subtotal</i>	<i>139,710</i>	<i>111,078</i>	<i>105,203</i>
	SERVICE TOTAL	\$243,417	\$184,367	\$165,296

SERVICE: General Programs and Facilities

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

This service provides various leisure activities to all 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 is also responsible for scheduling and operation of the St. Vrain Memorial Building, Roosevelt Pavilion and Izaak Walton Clubhouse.

SERVICE: General Programs and Facilities

Budgeted Positions:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

Personal Services	2012 Actual	2013 Budget	2014 Budget
111 Salaries and Wages	192,775	206,591	207,489
112 Wages - Temporary	128,949	171,634	173,350
115 One Time Payment	-	-	2,802
121 Wages - Overtime	2,002	1,000	1,000
122 Longevity Compensation	2,898	3,012	3,126
123 Leave Expense	6,549	-	-
126 Retirement Health Savings Plan	2,480	1,480	1,480
128 FICA	8,647	10,641	10,748
129 Medicare	3,793	4,601	4,639
131 MOPC	9,967	10,330	10,374
132 Employee Insurance	28,227	30,988	33,821
133 Employee Retirement	12,169	13,014	13,902
135 Compensation Insurance	8,425	15,385	28,699
136 Unemployment Insurance	614	619	622
139 Dental Insurance	1,432	1,446	1,452
141 Uniforms and Protective Clothing	263	500	500
<i>Subtotal</i>	<i>409,190</i>	<i>471,241</i>	<i>494,004</i>
Operating and Maintenance			
210 Office Supplies	65	-	-
216 Reference Books and Materials	110	200	200
217 Dues and Subscriptions	65	100	100
218 Non-Capital Equipment and Furniture	1,638	2,605	2,605
224 Resale Merchandise	-	500	500
229 Materials and Supplies	7,875	11,116	11,116
230 Printing and Copier Supplies	58	3,000	3,000
232 Building Repair and Maintenance	100	-	-
240 Equipment Repair and Maintenance	1,161	2,490	2,490
245 Mileage Allowance	73	-	-
246 Liability Insurance	2,407	2,432	2,790
247 Safety Expenses	324	505	505
249 Operating Leases and Rentals	2,179	150	150
250 Professional and Contracted Services	163,235	166,000	166,000
252 Advertising and Legal Notices	-	250	250
259 Licenses and Permits	1,268	775	775
260 Utilities	34,608	54,018	54,018
261 Telephone Charges	479	84	84
263 Postage	251	2,595	2,595
264 Printing and Copying	789	1,300	1,300
269 Other Services and Charges	413	1,200	1,200
273 Fleet Lease - Operating and Maintenance	5,632	3,651	3,549
274 Fleet Lease - Replacement	25,158	14,650	26,430
<i>Subtotal</i>	<i>247,888</i>	<i>267,621</i>	<i>279,657</i>
SERVICE TOTAL	\$657,078	\$738,862	\$773,661

SERVICE: **Outdoor Recreation**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

This service provides adventurous, nature-oriented activities, including canoeing, kayaking, sailing, snowshoeing, day trips, horseback riding, bicycling, flyfishing and sleigh rides. Most programs use the services of licensed, professional outfitters or instructors. The annual Longmont Triathlon and Turkey Trot also are included in this service.

SERVICE: Outdoor Recreation

LINE ITEM BUDGET

Personal Services		2012 Actual	2013 Budget	2014 Budget
112	Wages - Temporary	592	1,335	1,348
121	Wages - Overtime	15	69	69
128	FICA	-	83	84
129	Medicare	-	76	20
135	Compensation Insurance	8	362	702
	<i>Subtotal</i>	<i>615</i>	<i>1,925</i>	<i>2,223</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	14	105	105
229	Materials and Supplies	23,599	19,000	19,000
246	Liability Insurance	5	5	5
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	13,375	14,500	14,500
252	Advertising and Legal Notices	1,330	1,374	1,374
259	Licenses and Permits	-	350	350
263	Postage	26	380	380
264	Printing and Copying	468	500	500
	<i>Subtotal</i>	<i>38,817</i>	<i>36,614</i>	<i>36,614</i>
	SERVICE TOTAL	\$39,432	\$38,539	\$38,837

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:	2012 Budget	2013 Budget	2014 Budget
Recreation Program Supervisor	0.10	0.10	0.10
Total	0.10	0.10	0.10

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	6,659	6,769	6,769
112	Wages - Temporary	28,274	23,887	24,126
115	One Time Payment	-	-	100
122	Longevity Compensation	162	168	174
123	Leave Expense	74	-	-
126	Retirement Health Savings Plan	104	40	40
128	FICA	1,126	1,481	1,496
129	Medicare	263	346	350
131	MOPC	337	338	338
132	Employee Insurance	925	1,015	1,103
133	Employee Retirement	411	426	454
135	Compensation Insurance	5,915	6,963	12,680
136	Unemployment Insurance	20	20	20
139	Dental Insurance	47	47	47
	<i>Subtotal</i>	<i>44,317</i>	<i>41,500</i>	<i>47,697</i>
Operating and Maintenance				
217	Dues and Subscriptions	83	75	75
218	Non-Capital Equipment and Furniture	43	400	400
229	Materials and Supplies	448	300	300
246	Liability Insurance	1,049	1,012	1,409
250	Professional and Contracted Services	111	100	100
261	Telephone Charges	25	-	-
263	Postage	4	75	75
264	Printing and Copying	101	60	60
	<i>Subtotal</i>	<i>1,864</i>	<i>2,022</i>	<i>2,419</i>
	SERVICE TOTAL	\$46,181	\$43,522	\$50,116

SERVICE: **Community Events**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The Community Events budget service is part of the Recreation Division in the Community Services Department. This 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:	2012 Budget	2013 Budget	2014 Budget
Recreation Center Supervisor	0.30	0.30	0.30
Total	0.30	0.30	0.30

SERVICE: Community Events**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	18,899	21,080	21,082
112	Wages - Temporary	792	790	798
115	One Time Payment	-	-	300
121	Wages - Overtime	-	500	500
123	Leave Expense	1,932	-	-
126	Retirement Health Savings Plan	120	120	120
128	FICA	-	49	49
129	Medicare	255	317	318
131	MOPC	1,048	1,054	1,054
132	Employee Insurance	2,880	3,162	3,436
133	Employee Retirement	1,279	1,328	1,412
135	Compensation Insurance	126	187	309
136	Unemployment Insurance	63	63	63
139	Dental Insurance	146	148	148
141	Uniforms and Protective Clothing	862	911	911
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>28,402</i>	<i>29,809</i>	<i>30,600</i>
Operating and Maintenance				
210	Office Supplies	132	40	40
218	Non-Capital Equipment and Furniture	2,198	1,097	4,097
229	Materials and Supplies	10,674	3,925	3,925
246	Liability Insurance	78	78	1,571
249	Operating Leases and Rentals	46,689	35,152	35,152
250	Professional and Contracted Services	63,133	59,840	59,840
252	Advertising and Legal Notices	4,357	4,309	4,309
261	Telephone Charges	127	-	-
263	Postage	247	600	600
264	Printing and Copying	1,583	2,174	2,174
	<i>Subtotal</i>	<i>129,218</i>	<i>107,215</i>	<i>111,708</i>
	SERVICE TOTAL	\$157,620	\$137,024	\$142,308

SERVICE: **Seasonal Ice Rink**

FUND: General Fund

DEPARTMENT: Community Services

Services Description:

This service operates the seasonal outdoor ice skating rink located in the Pavilion at Roosevelt Park. The ice rink is operational 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:	2012 Budget	2013 Budget	2014 Budget
Recreation Program Supervisor	0.10	0.10	0.10
Total	0.10	0.10	0.10

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	6,300	7,026	7,027
112	Wages - Temporary	95,786	62,785	63,413
115	One Time Payment	-	-	100
121	Wages - Overtime	4,727	1,210	1,210
123	Leave Expense	644	-	-
126	Retirement Health Savings Plan	40	40	40
128	FICA	5,912	3,893	3,932
129	Medicare	1,471	1,012	1,021
131	MOPC	349	351	351
132	Employee Insurance	960	1,054	1,145
133	Employee Retirement	427	443	471
135	Compensation Insurance	658	2,092	3,901
136	Unemployment Insurance	21	21	21
139	Dental Insurance	49	49	49
	<i>Subtotal</i>	<i>117,344</i>	<i>79,976</i>	<i>82,681</i>
Operating and Maintenance				
210	Office Supplies	60	-	-
218	Non-Capital Equipment and Furniture	7,360	10,000	10,000
224	Resale Merchandise	308	-	-
229	Materials and Supplies	6,814	10,000	10,000
232	Building Repair and Maintenance	-	1,587	1,587
233	Facility Repair and Maintenance	2,107	8,030	8,030
246	Liability Insurance	2,657	2,520	7,576
247	Safety Expenses	-	150	150
249	Operating Leases and Rentals	3,946	800	800
250	Professional and Contracted Services	11,834	8,270	8,270
252	Advertising and Legal Notices	3,481	3,000	3,000
259	Licenses and Permits	48	110	110
261	Telephone Charges	81	-	-
264	Printing and Copying	589	300	300
269	Other Services and Charges	2,151	-	-
	<i>Subtotal</i>	<i>41,436</i>	<i>44,767</i>	<i>49,823</i>
	SERVICE TOTAL	\$158,780	\$124,743	\$132,504

SERVICE: Youth Recreation Programs

FUND: General Fund

DEPARTMENT: Community Services

Services Description:

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

SERVICE: Youth Recreation Programs

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Aquatics Supervisor	0.10	0.10	0.10
Children and Youth Program Leader	1.00	1.00	1.00
Total	1.10	1.10	1.10

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	47,458	50,287	50,940
112	Wages - Temporary	42,624	30,324	30,627
115	One Time Payment	-	-	476
121	Wages - Overtime	174	-	-
122	Longevity Compensation	150	156	162
123	Leave Expense	645	-	-
126	Retirement Health Savings Plan	2,115	440	440
128	FICA	3,411	1,880	1,899
129	Medicare	1,378	1,170	1,183
131	MOPC	2,356	2,514	2,547
132	Employee Insurance	6,813	7,543	8,303
133	Employee Retirement	2,875	3,168	3,413
135	Compensation Insurance	1,091	7,320	13,621
136	Unemployment Insurance	148	150	153
139	Dental Insurance	345	352	357
	<i>Subtotal</i>	<i>111,583</i>	<i>105,304</i>	<i>114,121</i>
Operating and Maintenance				
210	Office Supplies	180	-	-
218	Non-Capital Equipment and Furniture	289	1,000	1,000
229	Materials and Miscellaneous Supplies	11,013	15,088	15,088
240	Equipment Repair and Maintenance	-	1,000	1,000
246	Liability Insurance	573	998	2,883
250	Professional and Contracted Services	4,059	3,725	3,725
263	Postage	-	110	110
264	Printing and Copying	1,329	750	750
273	Fleet Lease - Operating and Maintenance	3,080	5,216	6,934
274	Fleet Lease - Replacement	8,023	10,479	10,479
	<i>Subtotal</i>	<i>28,546</i>	<i>38,366</i>	<i>41,969</i>
	SERVICE TOTAL	\$140,129	\$143,670	\$156,090

SERVICE: Sports Field Maintenance

FUND: General Fund

DEPARTMENT: Community Services

Services Description:

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

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

SERVICE: Sports Fields Maintenance

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Senior Grounds Maintenance Technician	0.00	2.00	2.00
Total	0.00	2.00	2.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	1,228	98,231	99,896
112	Wages - Temporary	-	44,000	44,440
115	One Time Payment	-	-	1,330
121	Wages - Overtime	-	12,000	12,000
122	Longevity Compensation	-	1,920	1,980
126	Retirement Health Savings Plan	-	800	800
128	FICA	-	2,728	2,755
129	Medicare	-	1,350	1,330
131	MOPC	-	4,912	4,824
132	Employee Insurance	-	14,735	15,727
133	Employee Retirement	-	6,189	6,465
135	Compensation Insurance	-	-	2,130
136	Unemployment Insurance	-	294	289
139	Dental Insurance	-	688	675
141	Uniforms and Protective Clothing	-	250	250
	<i>Subtotal</i>	<i>1,228</i>	<i>188,097</i>	<i>194,891</i>
Operating and Maintenance				
229	Materials and Miscellaneous Supplies	-	12,000	12,000
246	Liability Insurance	-	-	522
261	Telephone Charges	-	400	400
	<i>Subtotal</i>	<i>-</i>	<i>12,400</i>	<i>12,922</i>
Capital Outlay				
432	Vehicles	-	-	10,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>10,000</i>
	SERVICE TOTAL	\$1,228	\$200,497	\$217,813

Senior Services Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	533,300	553,183	584,721
Operating and Maintenance	90,187	90,446	94,424
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 623,487	\$ 643,629	\$ 679,145

The Senior Services Division includes one budget service.

SERVICE: Senior Services

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The Senior Services Division is responsible for identifying the needs of Longmont's older adults and their families; advocating, planning, and implementing programs to meet those needs; and managing the operation of the Longmont Senior Center 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

Budgeted Positions:	2012 Budget	2013 Budget	2014 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	1.00
Seniors Program Leader	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	1.00
Office Assistant	0.00	1.00	1.63
Total	7.00	7.00	7.63

SERVICE: Senior Services**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	367,380	377,570	400,462
112	Wages - Temporary	40,645	52,384	26,123
114	Skill Based Pay	2,364	2,400	2,400
115	One Time Payment	-	-	5,596
121	Wages - Overtime	7,446	2,800	6,250
122	Longevity Compensation	1,800	1,860	1,920
123	Leave Expense	5,241	-	-
124	Skill Based Overtime Pay	50	-	-
126	Retirement Health Savings Plan	3,755	2,800	3,052
128	FICA	2,459	3,248	3,022
129	Medicare	4,362	5,156	5,435
131	MOPC	18,751	19,000	20,509
132	Employee Insurance	51,191	56,635	65,275
133	Employee Retirement	22,739	23,938	26,616
135	Compensation Insurance	1,409	1,615	14,056
136	Unemployment Insurance	1,112	1,134	1,202
139	Dental Insurance	2,596	2,643	2,803
	<i>Subtotal</i>	<i>533,300</i>	<i>553,183</i>	<i>584,721</i>
Operating and Maintenance				
210	Office Supplies	2,011	2,250	2,250
216	Reference Books and Materials	168	250	200
217	Dues and Subscriptions	-	350	350
218	Non-Capital Equipment and Furniture	2,824	1,050	1,050
229	Materials and Supplies	7,908	7,750	8,000
230	Printing and Copier Supplies	1,622	4,050	3,300
232	Building Repair and Maintenance	2,175	200	250
240	Equipment Repair and Maintenance	3,112	2,700	500
243	Non-Capital Computer Equipment and Supplies	25	2,265	4,133
245	Mileage Allowance	69	500	250
246	Liability Insurance	10,125	10,078	9,068
247	Safety Expenses	-	50	300
249	Operating Leases and Rentals	-	3,800	3,800
250	Professional and Contracted Services	8,117	13,920	14,921
252	Advertising and Legal Notices	-	500	500
261	Telephone Charges	89	150	150
263	Postage	16,964	3,500	4,000
264	Printing and Copying	19,498	21,000	21,000
269	Other Services and Charges	-	80	80
273	Fleet Lease - Operating and Maintenance	5,052	5,575	9,894
274	Fleet Lease - Replacement	10,428	10,428	10,428
	<i>Subtotal</i>	<i>90,187</i>	<i>90,446</i>	<i>94,424</i>
	SERVICE TOTAL	\$623,487	\$643,629	\$679,145

Children and Youth Resources Services Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	484,921	543,076	556,235
Operating and Maintenance	228,511	235,761	225,043
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 713,432	\$ 778,837	\$ 781,278

The Children and Youth Resources Services Division includes one budget service.

SERVICE: Children and Youth Resources Services

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

Children and Youth Resources 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 and Youth Resources works closely with youth and families to develop programs and influence community change that will strengthen the lives of Longmont’s youth. Children and Youth Resources 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 and Youth Resources 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 and Youth Resources

Budgeted Positions:	2012 Budget	2013 Budget	2014 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	1.00
Children and Youth Program Leader	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	6.00	6.00	6.00

SERVICE: Children and Youth Resources Services**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	286,672	331,358	339,339
112	Wages - Temporary	77,833	92,345	90,081
114	Skill Based Pay	5,725	5,700	5,700
115	One Time Payment	-	-	1,226
121	Wages - Overtime	5,056	4,232	4,232
123	Leave Expense	10,248	-	-
124	Skill Based Overtime Pay	145	-	-
126	Retirement Health Savings Plan	7,871	2,400	2,400
128	FICA	4,408	5,725	5,585
129	Medicare	4,885	6,228	6,213
131	MOPC	15,053	16,853	16,915
132	Employee Insurance	44,919	49,704	54,214
133	Employee Retirement	18,376	21,234	22,643
135	Compensation Insurance	475	3,983	4,361
136	Unemployment Insurance	977	994	998
139	Dental Insurance	2,278	2,320	2,328
	<i>Subtotal</i>	<i>484,921</i>	<i>543,076</i>	<i>556,235</i>
Operating and Maintenance				
210	Office Supplies	5,796	7,233	6,233
215	Audiovisual Materials	65	344	344
216	Reference Books and Materials	-	2,100	700
217	Dues and Subscriptions	130	866	866
218	Non-Capital Equipment and Furniture	1,000	1,000	1,000
229	Materials and Supplies	68,486	49,489	38,089
230	Printing and Copier Supplies	1,635	2,638	1,638
240	Equipment Repair and Maintenance	1,279	6,858	7,608
243	Non-Capital Computer Equipment and Supplies	1,645	5,343	6,343
245	Mileage Allowance	760	-	500
246	Liability Insurance	2,752	2,181	2,582
250	Professional and Contracted Services	128,053	135,218	138,070
261	Telephone Charges	722	-	-
263	Postage	4,255	4,849	2,547
264	Printing and Copying	3,964	1,335	1,335
269	Other Services and Charges	800	3,945	3,945
273	Fleet Lease - Operating and Maintenance	4,888	4,381	5,262
274	Fleet Lease - Replacement	2,281	7,981	7,981
	<i>Subtotal</i>	<i>228,511</i>	<i>235,761</i>	<i>225,043</i>
	SERVICE TOTAL	\$ 713,432	\$ 778,837	\$ 781,278

Economic Development Department Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	2,138,813	2,209,160	2,140,663
Operating and Maintenance	475,282	483,118	767,063
Non-Operating	-	-	-
Capital	-	253,000	50,000
TOTAL	\$ 2,614,095	\$ 2,945,278	\$ 2,957,726

The Economic Development Department creates partnerships and fosters opportunities to promote Longmont’s economic vitality. It engages the community in building a sustainable economy, creating livable neighborhoods and preserving the built and natural environment to maintain and enhance our quality of life. It is known for our responsiveness, consistency, streamlined processes, and accessibility.

Economic Development Director Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	245,062	251,631	257,210
Operating and Maintenance	12,571	19,461	44,485
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 257,633	\$ 271,092	\$ 301,695

The Economic Development Director budget service supports, oversees and directs the three divisions in the Economic Development Department: Development Services, Planning, and Economic Investment.

SERVICE: **Economic Development Director**

FUND: General Fund

DEPARTMENT: Economic Development

Service Description:

The Economic Development Director is responsible for the general supervision, coordination and administration of three divisions: Development Services, Planning, and Economic Investment. The Department plans for, guides and manages the physical development of the City. The Director serves as the Executive Director of the Longmont Urban Renewal Authority which is focused on redevelopment opportunities, including the Flour Mill and Twin Peaks Mall.

SERVICE: Economic Development Director

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Director of Economic Development	1.00	1.00	1.00
Administrative Supervisor	1.00	1.00	1.00
Total	2.00	2.00	2.00

SERVICE: Economic Development Director**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	177,538	180,212	181,677
115	One Time Payment	-	-	543
123	Leave Expense	1,314	-	-
126	Retirement Health Savings Plan	800	800	800
129	Medicare	2,327	2,613	2,634
131	MOPC	8,942	9,010	9,084
132	Employee Insurance	23,042	27,032	29,613
133	Employee Retirement	10,917	11,353	12,172
135	Compensation Insurance	57	88	149
136	Unemployment Insurance	501	540	545
137	Staff Training and Conferences	18,200	18,421	18,421
139	Dental Insurance	1,169	1,262	1,272
142	Food Allowance	255	300	300
	<i>Subtotal</i>	<i>245,062</i>	<i>251,631</i>	<i>257,210</i>
Operating and Maintenance				
210	Office Supplies	130	125	125
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	1,495	1,500	1,500
218	Non-Capital Equipment and Furniture	123	450	450
229	Materials and Supplies	729	312	312
230	Printing and Copier Supplies	712	2,780	2,780
240	Equipment Repair and Maintenance	8,024	7,000	7,000
243	Non-Capital Computer Equipment and Supplies	199	408	408
245	Mileage Allowance	36	-	-
246	Liability Insurance	596	586	610
247	Safety Expenses	-	25	25
250	Professional and Contracted Services	(34)	5,000	30,000
252	Advertising and Legal Notices	-	275	275
261	Telephone Charges	475	500	500
263	Postage	-	200	200
264	Printing and Copying	38	200	200
269	Other Services and Charges	48	-	-
	<i>Subtotal</i>	<i>12,571</i>	<i>19,461</i>	<i>44,485</i>
	SERVICE TOTAL	\$257,633	\$271,092	\$301,695

Economic Investment Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	401,252	390,622	280,458
Operating and Maintenance	226,525	281,425	281,336
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 627,777	\$ 672,047	\$ 561,794

The Economic Investment Division provides resources and technical support to facilitate economic investment in the City of Longmont through a variety of programs provided by the City or through contractual agreements with strategic partners.

SERVICE: Economic Investment

FUND: General Fund

DEPARTMENT: Economic Development

Service Description:

The Economic Investment Division administers three primary programs: (1) business assistance programs and services to promote business development, (2) the City’s redevelopment program and urban renewal activities, and (3) selected economic programs and technical analysis to facilitate economic development opportunities and investment in the city.

Business Assistance

The division administers the Longmont Economic Gardening Initiative where businesses can obtain data, training, and strategic planning services. Other assistance programs offered include a Business Start-up Grant that provides a financial reimbursement for eligible costs related to opening a business, a Small Business Lending Program in partnership with the Colorado Enterprise Fund, a Business Outreach team that initiates conversations with retail and service businesses, a one-stop-shop for business services (Business Assistance Center), and a full range of small business assistance through an arrangement with the Boulder Small Business Development Center.

Redevelopment/Urban Renewal

The division develops and administers the City’s redevelopment program and urban renewal activities to develop options to leverage private investment through strategic public investment. This includes the Twin Peaks Mall area, Southeast Longmont/1st and Main Revitalization Area, Downtown and other key commercial and residential areas in the city. Activities include coordination and recommendations regarding redevelopment projects; developing public/private partnership opportunities; economic, market and financial analysis; 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.

Economic Incentives and Citywide Economic Development Analysis

The division supports efforts to create and retain primary jobs through a cooperative partnership with the Longmont Area Economic Council. This includes administering the City’s Primary Employer Incentive Program. The division also administers the City’s Private Activity Bonds (PAB) program, a state-level program in which the city is allocated bond money based on population that can be used by private businesses and nonprofits to obtain low-cost financing for eligible activities to encourage private sector investment. Other activities include providing technical financial analysis and reporting on citywide economic development efforts and grant activities and marketing of economic investment opportunities to key stakeholders.

SERVICE: Economic Investment

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Economic Development Manager	1.00	1.00	1.00
Redevelopment Program Manager	1.00	1.00	1.00
Principal Planner	1.00	1.00	0.00
Senior Planner	0.50	0.25	0.25
Total	3.50	3.25	2.25

SERVICE: Economic Investment**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	300,480	300,617	212,733
115	One Time Payment	-	-	1,250
121	Wages - Overtime	634	-	-
122	Longevity Compensation	1,500	1,560	-
123	Leave Expense	9,744	-	-
124	Skill Based Overtime Pay	19	-	-
126	Retirement Health Savings Plan	2,242	1,300	900
129	Medicare	3,872	4,359	3,085
131	MOPC	15,509	15,031	10,637
132	Employee Insurance	43,456	45,093	34,675
133	Employee Retirement	18,935	18,939	14,253
135	Compensation Insurance	138	166	248
136	Unemployment Insurance	943	902	638
139	Dental Insurance	2,205	2,105	1,489
142	Food Allowance	1,575	550	550
	<i>Subtotal</i>	<i>401,252</i>	<i>390,622</i>	<i>280,458</i>
Operating and Maintenance				
210	Office Supplies	246	260	260
217	Dues and Subscriptions	617	2,000	2,000
218	Non-Capital Equipment and Furniture	190	200	200
219	Drafting Supplies	-	-	-
229	Materials and Supplies	113	150	150
230	Printing and Copier Supplies	15	-	-
243	Non-Capital Computer Equipment and Supplies	557	500	500
245	Mileage Allowance	182	250	250
246	Liability Insurance	1,429	1,106	1,017
250	Professional and Contracted Services	182,547	226,452	226,452
252	Advertising and Legal Notices	4,556	-	-
261	Telephone Charges	948	150	150
263	Postage	85	57	57
264	Printing and Copying	96	300	300
269	Other Services and Charges	34,944	50,000	50,000
	<i>Subtotal</i>	<i>226,525</i>	<i>281,425</i>	<i>281,336</i>
	SERVICE TOTAL	\$627,777	\$672,047	\$561,794

Planning Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	479,775	498,278	509,764
Operating and Maintenance	110,629	52,335	152,318
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 590,404	\$ 550,613	\$ 662,082

The Planning Division includes one budget service.

SERVICE: Planning Division

FUND: General Fund

DEPARTMENT: Economic Development

Service Description:

This service performs research and special studies for project-specific task forces and steering committees, the Planning and Zoning Commission, and the City Council. It maintains and updates the Longmont Area Comprehensive Plan (LACP) and related plans (the Multi-Modal Transportation Plan, Longmont Midtown Redevelopment Plan, and Highway 66 Mixed Use Corridor Framework Master Plan And Design Guidelines). These efforts include transportation planning, evaluating land use amendments and other development applications, providing assistance to other City divisions to ensure that their planning is coordinated with the LACP, and handling special projects related to the implementation of the LACP. This service contributes to maintaining and updating the City’s land use inventory and related maps and documents and coordinates efforts to maintain and update a City database. It provides staff support and professional advice in the area of long-range planning and transportation planning. This service administers the City’s intergovernmental agreements with Boulder County and Weld County. It also coordinates with other organizations such as Southwest Weld County jurisdictions, the St. Vrain Valley School District, the Denver Regional Council of Governments, the Regional Transportation District, and the Northern Front Range Metropolitan Planning Organization. The focus of this service reflects City Council’s priorities and the need to participate in projects and schedules administered by other organizations. This service frequently is involved in projects that are part of the City Council’s annual work plans. The Planning Division also supports and staffs the Historical Preservation Committee.

SERVICE: Planning Division

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Planning Manager	1.00	1.00	1.00
Senior Planner	2.00	2.00	1.75
Transportation Planner	1.00	1.00	1.00
Planner	0.25	0.25	0.50
Administrative Assistant	0.25	0.25	0.25
Office Assistant	0.25	0.25	0.25
Total	4.75	4.75	4.75

SERVICE: Planning Division**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	360,856	385,382	386,362
115	One Time Payment	-	-	3,634
121	Wages - Overtime	209	100	100
123	Leave Expense	13,456	-	-
126	Retirement Health Savings Plan	3,483	1,900	1,900
129	Medicare	4,534	5,569	5,583
131	MOPC	18,583	19,205	19,253
132	Employee Insurance	51,734	57,613	62,765
133	Employee Retirement	22,688	24,199	25,799
135	Compensation Insurance	164	269	318
136	Unemployment Insurance	1,126	1,153	1,155
139	Dental Insurance	2,623	2,688	2,695
142	Food Allowance	319	200	200
	<i>Subtotal</i>	<i>479,775</i>	<i>498,278</i>	<i>509,764</i>
Operating and Maintenance				
210	Office Supplies	457	1,250	1,250
216	Reference Books and Materials	-	250	250
217	Dues and Subscriptions	9,221	10,473	10,473
218	Non-Capital Equipment and Furniture	193	250	250
219	Drafting Supplies	247	350	350
229	Materials and Supplies	881	1,000	1,000
230	Printing and Copier Supplies	169	500	500
240	Equipment Repair and Maintenance	2,225	2,575	2,575
243	Non-Capital Computer Equipment and Supplies	189	1,915	1,915
245	Mileage Allowance	502	450	450
246	Liability Insurance	1,076	1,322	1,305
250	Professional and Contracted Services	92,589	25,850	125,850
252	Advertising and Legal Notices	-	600	600
261	Telephone Charges	1,524	1,375	1,375
263	Postage	1,210	1,500	1,500
264	Printing and Copying	146	1,400	1,400
269	Other Services and Charges	-	1,275	1,275
	<i>Subtotal</i>	<i>110,629</i>	<i>52,335</i>	<i>152,318</i>
	SERVICE TOTAL	590,404	\$550,613	\$662,082

Development Services Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	1,012,724	1,068,629	1,093,231
Operating and Maintenance	125,557	129,897	288,924
Non-Operating	-	-	-
Capital	-	253,000	50,000
TOTAL	\$ 1,138,281	\$ 1,451,526	\$ 1,432,155

Development Services is responsible for the overall program management and coordination of Development Review and Building Inspection services and coordination of all the one-stop services delivered by the Development Service Center. The Development Services Manager is responsible for providing a visible interface between the City, major developers, community groups, citizens and other government agencies in the area of growth and development. Timely and responsive customer service is an important focus of the Development Services Division.

SERVICE: **Development Review**

FUND: General Fund

DEPARTMENT: Economic Development

The Development Review Division provides project management services to facilitate the equitable, efficient and timely processing of development applications to the City. Planning staff serve as the primary contact for land use entitlements and facilitate communication between applicants, City staff, outside agencies and citizens.

Development review staff provide land use and zoning information to customers and supports the Planning and Zoning Commission, the Board of Adjustment and Appeals, and City Council. Planning staff in development review administer the City’s land development ordinances and update the land development code in response to direction from the City Council and Planning and Zoning Commission, or as a result of new or revised county, state, or federal regulations as well as changing development trends that serve the community interest.

SERVICE: Development Review

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Development Services Manager	1.00	1.00	1.00
Senior Planner	1.50	2.00	2.00
Planner	0.75	0.50	0.50
Administrative Assistant	0.25	0.25	0.25
Office Assistant	0.25	0.25	0.25
Total	3.75	4.00	4.00

SERVICE: Development Review**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	265,937	302,636	305,436
115	One Time Payment	-	-	1,884
121	Wages - Overtime	212	500	500
123	Leave Expense	8,602	-	-
126	Retirement Health Savings Plan	1,600	1,600	1,600
129	Medicare	3,373	4,388	4,429
131	MOPC	13,718	15,132	15,272
132	Employee Insurance	38,423	45,395	49,786
133	Employee Retirement	16,750	19,067	20,464
135	Compensation Insurance	90	147	250
136	Unemployment Insurance	836	909	916
139	Dental Insurance	1,948	2,118	2,138
142	Food Allowance	-	200	200
	<i>Subtotal</i>	<i>351,489</i>	<i>392,092</i>	<i>402,875</i>
Operating and Maintenance				
210	Office Supplies	330	540	540
216	Reference Books and Materials	650	250	250
217	Dues and Subscriptions	1,620	2,225	2,225
218	Non-Capital Equipment and Furniture	227	400	400
219	Drafting Supplies	247	-	-
229	Materials and Supplies	61	-	-
230	Printing and Copier Supplies	190	-	-
240	Equipment Repair and Maintenance	3,530	4,960	4,960
243	Non-Capital Computer Equipment and Supplies	1,024	1,105	1,105
245	Mileage Allowance	49	50	50
246	Liability Insurance	938	980	1,026
250	Professional and Contracted Services	-	1,600	1,600
252	Advertising and Legal Notices	632	1,000	1,000
261	Telephone Charges	-	250	250
263	Postage	189	750	750
264	Printing and Copying	104	1,150	1,150
	<i>Subtotal</i>	<i>9,791</i>	<i>15,260</i>	<i>15,306</i>
	SERVICE TOTAL	\$361,280	\$407,352	\$418,181

SERVICE: Building Inspection and Permitting Division

FUND: General Fund

DEPARTMENT: Economic Development

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:	2012 Budget	2013 Budget	2014 Budget
Chief Building Official	1.00	1.00	1.00
Senior Building Inspector	2.00	2.00	2.00
Senior Plans Examiner	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00
Building Permit Technician	2.00	2.00	2.00
Administrative Assistant	0.50	0.50	0.50
Total	8.50	8.50	8.50

SERVICE: Building Inspection and Permitting Division**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	481,857	510,999	512,681
112 Wages - Temporary	17,261	3,859	3,898
114 Skill Based Pay	1,204	1,200	1,200
115 One Time Payment	-	-	4,174
121 Wages - Overtime	2,357	3,584	3,584
123 Leave Expense	14,157	-	-
124 Skill Based Overtime Pay	49	-	-
126 Retirement Health Savings Plan	4,135	3,400	3,400
128 FICA	1,075	239	242
129 Medicare	6,285	7,483	7,508
131 MOPC	24,759	25,610	25,694
132 Employee Insurance	69,048	76,650	83,567
133 Employee Retirement	30,229	32,270	34,426
135 Compensation Insurance	2,902	4,464	3,186
136 Unemployment Insurance	1,501	1,533	1,538
139 Dental Insurance	3,501	3,577	3,589
141 Uniforms and Protective Clothing	710	1,500	1,500
142 Food Allowance	205	169	169
<i>Subtotal</i>	661,235	676,537	690,356
Operating and Maintenance			
210 Office Supplies	1,193	1,584	1,584
216 Reference Books and Materials	8,258	2,174	2,174
217 Dues and Subscriptions	588	1,090	1,090
218 Non-Capital Equipment and Furniture	4,586	1,280	1,280
229 Materials and Supplies	968	524	524
230 Printing and Copier Supplies	1,029	1,000	1,000
240 Equipment Repair and Maintenance	22,582	19,249	19,249
243 Non-Capital Computer Equipment and Supplies	2,346	2,000	2,000
245 Mileage Allowance	19	100	100
246 Liability Insurance	3,482	12,136	15,506
247 Safety Expenses	-	497	497
250 Professional and Contracted Services	44,739	41,200	191,200
252 Advertising and Legal Notices	-	200	200
261 Telephone Charges	1,005	1,900	1,900
263 Postage	1,694	2,276	2,276
264 Printing and Copying	1,055	2,262	2,262
269 Other Services and Charges	2,748	8,200	8,200
273 Fleet Lease - Operating and Maintenance	10,564	10,747	16,358
274 Fleet Lease - Replacement	8,910	6,218	6,218
<i>Subtotal</i>	115,766	114,637	273,618
Capital Outlay			
440 Machinery and Equipment	-	253,000	50,000
<i>Subtotal</i>	-	253,000	50,000
SERVICE TOTAL	\$777,001	\$1,044,174	\$1,013,974

Shared Services Department Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	2,375,862	2,522,332	2,627,671
Operating and Maintenance	1,300,870	1,292,093	1,287,850
Non-Operating	-	-	-
Capital	577,877	285,400	102,000
TOTAL	\$ 4,254,609	\$ 4,099,825	\$ 4,017,521

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

Enterprise Technology Services Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	1,844,963	1,951,404	2,035,389
Operating and Maintenance	1,213,494	1,193,999	1,192,788
Non-Operating	-	-	-
Capital	568,377	285,400	102,000
TOTAL	\$ 3,626,834	\$ 3,430,803	\$ 3,330,177

The Enterprise Technology Services Division includes three budget services: ETS Operations, ETS Applications and the 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 in excess of 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 excess of 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 also responsible for the planning, project management, and implementation of structured cabling within City facilities.

SERVICE: Enterprise Technology Services Operations

Budgeted Positions:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	537,553	562,688	563,931
115	One Time Payment	-	-	6,511
121	Wages - Overtime	-	200	200
122	Longevity Compensation	2,640	2,730	2,820
123	Leave Expense	9,946	-	-
126	Retirement Health Savings Plan	10,732	3,072	3,072
129	Medicare	5,460	6,451	6,468
131	MOPC	27,220	28,134	28,197
132	Employee Insurance	76,411	84,404	91,921
133	Employee Retirement	33,233	35,451	37,783
135	Compensation Insurance	2,728	3,344	4,053
136	Unemployment Insurance	1,662	1,688	1,692
137	Staff Training and Conferences	-	-	10,000
139	Dental Insurance	3,877	3,938	3,948
	<i>Subtotal</i>	<i>711,462</i>	<i>732,100</i>	<i>760,596</i>
Operating and Maintenance				
210	Office Supplies	567	650	650
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	2,800	1,565	1,565
218	Non-Capital Equipment and Furniture	2,815	1,500	1,500
225	Freight	71	120	120
229	Materials and Supplies	590	163	163
232	Building Repair and Maintenance	1,356	-	565,939
240	Equipment Repair and Maintenance	416,227	539,393	27,343
243	Non-Capital Computer Equipment and Supplies	281,751	164,057	129,050
245	Mileage Allowance	140	300	18,922
246	Liability Insurance	2,216	1,946	21,700
249	Operating Leases and Rentals	19,509	21,700	139,770
250	Professional and Contracted Services	62,279	117,770	18,750
261	Telephone Charges	4,660	3,750	90
263	Postage	1	90	400
264	Printing and Copying	-	400	150
269	Other Services and Charges	125	150	1,396
	<i>Subtotal</i>	<i>795,107</i>	<i>853,754</i>	<i>927,708</i>
Capital Outlay				
440	Machinery and Equipment	96,091	248,200	102,000
	<i>Subtotal</i>	<i>96,091</i>	<i>248,200</i>	<i>102,000</i>
	SERVICE TOTAL	\$1,602,660	\$1,834,054	\$1,790,304

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 over 100 Citywide and departmental applications including City email.

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

SERVICE: Enterprise Technology Services Applications

Budgeted Positions:	2012 Budget	2013 Budget	2014 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	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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	781,739	864,414	872,829
112	Wages - Temporary	500	-	9,765
115	One Time Payment	-	-	3,801
122	Longevity Compensation	1,020	1,050	1,080
123	Leave Expense	14,092	-	-
126	Retirement Health Savings Plan	6,655	4,388	4,388
128	FICA	-	-	605
129	Medicare	9,737	12,137	12,383
131	MOPC	39,565	43,218	43,582
132	Employee Insurance	117,529	129,662	142,077
133	Employee Retirement	48,297	54,457	58,400
135	Compensation Insurance	292	449	713
136	Unemployment Insurance	2,556	2,593	2,615
137	Staff Training and Conferences	-	-	11,000
139	Dental Insurance	5,962	6,049	6,101
	<i>Subtotal</i>	<i>1,027,944</i>	<i>1,118,417</i>	<i>1,169,339</i>
Operating and Maintenance				
210	Office Supplies	255	475	475
216	Reference Books and Materials	45	650	650
217	Dues and Subscriptions	3,900	1,677	1,677
218	Non-Capital Equipment and Furniture	678	400	400
229	Materials and Supplies	-	135	135
240	Equipment Repair and Maintenance	92,553	51,728	51,728
243	Non-Capital Computer Equipment and Supplies	7,908	10,475	8,475
246	Liability Insurance	3,033	2,991	2,926
250	Professional and Contracted Services	50,407	12,000	1,648
261	Telephone Charges	664	300	300
263	Postage	-	35	35
264	Printing and Copying	-	50	50
	<i>Subtotal</i>	<i>159,443</i>	<i>80,916</i>	<i>68,499</i>
Capital Outlay				
440	Machinery and Equipment	6,643	-	-
	<i>Subtotal</i>	<i>6,643</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$1,194,030	\$1,199,333	\$1,237,838

SERVICE: Enterprise Technology Services Telephone System

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Enterprise Technology Services Telephone System

Budgeted Positions:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	64,267	77,987	78,987
112	Wages - Temporary	13,640	-	-
115	One Time Payment	-	-	105
123	Leave Expense	1,431	-	-
126	Retirement Health Savings Plan	6,045	440	440
128	FICA	846	-	-
129	Medicare	1,001	1,130	1,145
131	MOPC	3,140	3,899	3,949
132	Employee Insurance	10,565	11,698	12,875
133	Employee Retirement	3,834	4,913	5,292
135	Compensation Insurance	22	40	64
136	Unemployment Insurance	229	234	237
137	Staff Training and Conferences	-	-	1,807
139	Dental Insurance	537	546	553
	<i>Subtotal</i>	<i>105,557</i>	<i>100,887</i>	<i>105,454</i>
Operating and Maintenance				
210	Office Supplies	-	50	50
216	Reference Books and Materials	-	200	200
218	Non-Capital Equipment and Furniture	368	100	100
229	Materials and Supplies	728	100	100
240	Equipment Repair and Maintenance	4,807	86,408	64,450
243	Non-Capital Computer Equipment and Supplies	9,047	3,000	3,000
246	Liability Insurance	359	387	264
250	Professional and Contracted Services	67,238	-	-
261	Telephone Charges	170,181	166,358	128,417
263	Postage	4,269	-	-
273	Fleet Lease - Operating and Maintenance	1,947	2,726	-
	<i>Subtotal</i>	<i>258,944</i>	<i>259,329</i>	<i>196,581</i>
Capital Outlay				
440	Machinery and Equipment	465,643	37,200	-
	<i>Subtotal</i>	<i>465,643</i>	<i>37,200</i>	<i>-</i>
	SERVICE TOTAL	\$830,144	\$397,416	\$302,035

Purchasing and Contracts Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	530,899	570,928	592,282
Operating and Maintenance	87,376	98,094	95,062
Non-Operating	-	-	-
Capital	9,500	-	-
TOTAL	\$ 627,775	\$ 669,022	\$ 687,344

The Purchasing and Contracts Division includes two budget services: Purchasing and Contracts and Print Shop.

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:	2012 Budget	2013 Budget	2014 Budget
Purchasing and Contracts Manager	1.00	1.00	1.00
Procurement Specialist	3.00	3.00	3.00
Purchasing Technician	1.50	1.50	1.50
Total	5.50	5.50	5.50

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	296,760	336,405	339,889
112	Wages - Temporary	-	2,000	-
115	One Time Payment	-	-	3,447
122	Longevity Compensation	1,680	1,740	1,800
123	Leave Expense	5,709	-	-
126	Retirement Health Savings Plan	7,262	2,200	2,200
128	FICA	-	124	-
129	Medicare	2,666	4,010	3,960
131	MOPC	14,043	16,821	16,750
132	Employee Insurance	45,144	50,462	54,604
133	Employee Retirement	17,143	21,193	22,445
135	Compensation Insurance	112	173	279
136	Unemployment Insurance	981	1,011	1,005
137	Staff Training and Conferences	-	-	6,783
139	Dental Insurance	2,289	2,355	2,345
142	Food Allowance	23	75	75
	<i>Subtotal</i>	393,812	438,569	455,582
Operating and Maintenance				
210	Office Supplies	670	700	700
217	Dues and Subscriptions	1,147	1,320	1,040
218	Non-Capital Equipment and Furniture	789	1,000	1,000
229	Materials and Supplies	104	250	250
230	Printing and Copier Supplies	257	200	200
240	Equipment Repair and Maintenance	309	550	550
243	Non-Capital Computer Equipment and Supplies	477	3,820	1,260
246	Liability Insurance	1,167	1,149	1,145
249	Operating Leases and Rentals	1,288	3,000	3,000
250	Professional and Contracted Services	875	300	300
252	Advertising and Legal Notices	892	975	975
261	Telephone Charges	58	-	-
263	Postage	177	250	200
264	Printing and Copying	48	500	300
	<i>Subtotal</i>	8,258	14,014	10,920
	SERVICE TOTAL	\$402,070	\$452,583	\$466,502

SERVICE: **Print Shop**

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

The Print Shop provides digital full color and black and white copying, offset and variable data printing, poster and banner production, and graphic services for all City departments. It also operates a full bindery department where make books and notepads are produced along with folding, stapling and custom cutting.

SERVICE: Print Shop

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Print Shop Supervisor	1.00	1.00	1.00
Printer	1.00	1.00	1.00
Total	2.00	2.00	2.00

SERVICE: Print Shop**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	96,417	100,498	100,606
112	Wages - Temporary	1,920	-	-
115	One Time Payment	-	-	1,000
121	Wages - Overtime	-	150	150
122	Longevity Compensation	1,440	1,500	1,560
123	Leave Expense	3,544	-	-
126	Retirement Health Savings Plan	6,760	800	800
128	FICA	127	-	-
129	Medicare	1,316	1,457	1,449
131	MOPC	4,817	5,025	4,997
132	Employee Insurance	13,731	15,074	16,292
133	Employee Retirement	5,880	6,331	6,697
135	Compensation Insurance	139	519	1,249
136	Unemployment Insurance	299	301	300
137	Staff Training and Conferences	-	-	900
139	Dental Insurance	697	704	700
	<i>Subtotal</i>	<i>137,087</i>	<i>132,359</i>	<i>136,700</i>
Operating and Maintenance				
210	Office Supplies	182	125	125
217	Dues and Subscriptions	540	540	540
229	Materials and Supplies	376	-	-
230	Printing and Copier Supplies	41,135	47,000	44,500
240	Equipment Repair and Maintenance	14,505	14,131	16,860
246	Liability Insurance	448	448	603
248	Lease Purchase Installment	19,204	-	-
249	Operating Leases and Rentals	-	19,205	19,205
250	Professional and Contracted Services	404	420	420
263	Postage	3	9	9
264	Printing and Copying	2,321	2,202	1,880
	<i>Subtotal</i>	<i>79,118</i>	<i>84,080</i>	<i>84,142</i>
Capital Outlay				
440	Machinery and Equipment	9,500	-	-
	<i>Subtotal</i>	<i>9,500</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$225,705	\$216,439	\$220,842

Finance Department Department Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	2,458,018	3,192,800	2,550,387
Operating and Maintenance	751,632	1,338,803	1,044,775
Non-Operating	-	-	-
Capital	122,353	1,681,670	101,170
TOTAL	\$ 3,332,003	\$ 6,213,273	\$ 3,696,332

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

Finance Administration Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	281,837	291,209	237,316
Operating and Maintenance	12,793	28,707	28,787
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 294,630	\$ 319,916	\$ 266,103

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 Safety, and Utility Billing. The Finance Department serves the public regarding utility bills, accounts payable, sales and use taxes, cable television issues, and municipal bonds. It also is responsible for administering the City's defined benefit and defined contribution pension plans.

SERVICE: Finance Administration

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Director of Finance	1.00	1.00	1.00
Executive Assistant	1.00	1.00	0.00
Public Information Specialist	0.00	0.00	0.50
Total	2.00	2.00	1.50

SERVICE: Finance Administration**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	185,052	190,552	167,520
115	One Time Payment	-	-	1,084
123	Leave Expense	1,705	-	-
126	Retirement Health Savings Plan	2,584	800	600
129	Medicare	611	777	443
131	MOPC	9,184	9,463	8,311
132	Employee Insurance	25,857	28,388	27,094
133	Employee Retirement	11,213	11,923	11,137
135	Compensation Insurance	64	100	157
136	Unemployment Insurance	562	568	499
137	Staff Training and Conferences	43,629	47,264	19,257
139	Dental Insurance	1,313	1,324	1,164
142	Food Allowance	63	50	50
	<i>Subtotal</i>	<i>281,837</i>	<i>291,209</i>	<i>237,316</i>
Operating and Maintenance				
210	Office Supplies	53	180	180
216	Reference Books and Materials	34	150	150
217	Dues and Subscriptions	670	670	690
218	Non-Capital Equipment and Furniture	575	85	85
229	Materials and Supplies	56	-	-
230	Printing and Copier Supplies	2,018	1,890	1,890
240	Equipment Repair and Maintenance	3,415	2,620	3,420
243	Non-Capital Computer Equipment and Supplies	111	200	200
245	Mileage Allowance	2,409	2,400	2,400
246	Liability Insurance	948	930	1,004
250	Professional and Contracted Services	511	5,000	5,000
263	Postage	72	100	100
264	Printing and Copying	105	600	200
269	Other Services and Charges	1,816	1,990	1,580
273	Fleet Lease - Operating and Maintenance	-	4,070	4,066
274	Fleet Lease - Replacement	-	7,822	7,822
	<i>Subtotal</i>	<i>12,793</i>	<i>28,707</i>	<i>28,787</i>
	SERVICE TOTAL	\$294,630	\$319,916	\$266,103

Accounting Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	928,373	1,594,503	988,160
Operating and Maintenance	121,833	602,572	283,144
Non-Operating	-	-	-
Capital	82,668	1,681,670	-
TOTAL	\$ 1,132,874	\$ 3,878,745	\$ 1,271,304

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, financial statement generation, capital assets, annual reports, account reconciliation, grant management and internal auditing.

SERVICE: Accounting

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Assistant Director of Finance	0.70	0.70	0.70
Accounting Supervisor	0.00	0.00	1.00
Senior Accountant	2.00	2.00	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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	370,942	367,599	363,812
112	Wages - Temporary	329	576,128	3,000
115	One Time Payment	-	-	4,060
121	Wages - Overtime	485	518	475
123	Leave Expense	6,246	-	-
126	Retirement Health Savings Plan	2,681	2,480	2,480
128	FICA	-	38,673	186
129	Medicare	4,594	14,375	5,303
131	MOPC	18,847	18,380	18,136
132	Employee Insurance	49,204	55,141	59,123
133	Employee Retirement	23,012	23,158	24,302
135	Compensation Insurance	123	190	779
136	Unemployment Insurance	1,070	1,103	1,088
139	Dental Insurance	2,496	2,573	2,539
	<i>Subtotal</i>	<i>480,029</i>	<i>1,100,318</i>	<i>485,283</i>
Operating and Maintenance				
210	Office Supplies	816	1,550	1,200
216	Reference Books and Materials	159	159	150
217	Dues and Subscriptions	1,040	995	275
218	Non-Capital Equipment and Furniture	512	600	750
229	Materials and Supplies	2,165	850	900
240	Equipment Repair and Maintenance	4,945	156,635	146,837
243	Non-Capital Computer Equipment and Supplies	919	2,115	1,815
246	Liability Insurance	1,282	1,263	3,196
250	Professional and Contracted Services	28	320,980	50
251	Auditing	67,430	72,295	79,535
263	Postage	7,867	9,603	8,344
264	Printing and Copying	1,791	850	850
269	Other Services and Charges	54	100	100
	<i>Subtotal</i>	<i>89,008</i>	<i>567,995</i>	<i>244,002</i>
Capital Outlay				
440	Machinery and Equipment	82,668	1,681,670	-
	<i>Subtotal</i>	<i>82,668</i>	<i>1,681,670</i>	<i>-</i>
	SERVICE TOTAL	\$651,705	\$3,349,983	\$729,285

SERVICE: **Sales Tax**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

This service is responsible for administering and enforcing 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:	2012 Budget	2013 Budget	2014 Budget
Assistant Director of Finance	0.20	0.20	0.20
Revenue Manager	0.50	0.50	0.00
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	3.70	3.20

SERVICE: Sales Tax**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	189,122	208,734	175,068
112	Wages - Temporary	-	672	6,000
114	Skill Based Pay	455	600	900
115	One Time Payment	-	-	928
121	Wages - Overtime	-	110	115
123	Leave Expense	4,147	-	-
126	Retirement Health Savings Plan	2,237	1,480	1,280
128	FICA	-	42	372
129	Medicare	2,392	3,046	2,638
131	MOPC	9,555	10,468	8,798
132	Employee Insurance	28,337	31,311	28,536
133	Employee Retirement	11,664	13,188	11,787
135	Compensation Insurance	977	1,076	601
136	Unemployment Insurance	616	627	525
139	Dental Insurance	1,436	1,462	1,225
142	Food Allowance	24	-	-
	<i>Subtotal</i>	<i>250,962</i>	<i>272,816</i>	<i>238,773</i>
Operating and Maintenance				
210	Office Supplies	178	600	450
217	Dues and Subscriptions	-	75	80
218	Non-Capital Equipment and Furniture	220	460	700
229	Materials and Supplies	699	1,630	900
240	Equipment Repair and Maintenance	502	725	5,080
243	Non-Capital Computer Equipment and Supplies	983	1,100	800
245	Mileage Allowance	10	100	100
246	Liability Insurance	618	745	711
252	Advertising and Legal Notices	-	100	100
263	Postage	5,985	8,595	8,789
264	Printing and Copying	6,590	5,000	6,400
	<i>Subtotal</i>	<i>15,785</i>	<i>19,130</i>	<i>24,110</i>
	SERVICE TOTAL	\$266,747	\$291,946	\$262,883

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:	2012 Budget	2013 Budget	2014 Budget
Assistant Director of Finance	0.10	0.10	0.10
Revenue Manager	0.40	0.40	0.00
Treasury Supervisor	0.00	0.00	0.50
Head Cashier	1.00	1.00	1.00
Cashier	1.00	1.00	1.00
Total	2.50	2.50	2.60

SERVICE: Treasury**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	96,207	115,196	117,728
112	Wages - Temporary	17,681	12,539	16,492
114	Skill Based Pay	437	480	-
115	One Time Payment	-	-	1,051
121	Wages - Overtime	140	116	300
123	Leave Expense	3,141	-	-
126	Retirement Health Savings Plan	1,846	1,000	1,040
128	FICA	843	777	1,023
129	Medicare	1,348	1,860	1,946
131	MOPC	4,870	5,784	5,886
132	Employee Insurance	15,596	17,279	19,190
133	Employee Retirement	5,945	7,287	7,888
135	Compensation Insurance	256	295	1,104
136	Unemployment Insurance	340	345	353
139	Dental Insurance	791	806	824
	<i>Subtotal</i>	<i>149,441</i>	<i>163,764</i>	<i>174,825</i>
Operating and Maintenance				
210	Office Supplies	219	820	1,015
216	Reference Books and Materials	-	145	-
217	Dues and Subscriptions	-	15	40
218	Non-Capital Equipment and Furniture	175	420	200
229	Materials and Supplies	197	-	-
240	Equipment Repair and Maintenance	12,177	11,737	11,643
243	Non-Capital Computer Equipment and Supplies	2,687	750	750
246	Liability Insurance	609	427	434
	<i>Subtotal</i>	<i>16,064</i>	<i>14,314</i>	<i>14,082</i>
	SERVICE TOTAL	\$165,505	\$178,078	\$188,907

SERVICE: Information Desk

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Information Desk

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Revenue Manager	0.10	0.10	0.00
Treasury Supervisor	0.00	0.00	0.50
Public Information Assistant	1.20	1.20	1.20
Total	1.30	1.30	1.70

SERVICE: Information Desk**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	34,733	44,215	67,445
114 Skill Based Pay	91	120	-
115 One Time Payment	-	-	664
123 Leave Expense	1,503	-	-
126 Retirement Health Savings Plan	751	520	680
129 Medicare	407	642	974
131 MOPC	1,808	2,217	3,358
132 Employee Insurance	5,994	6,632	10,949
133 Employee Retirement	2,208	2,793	4,500
135 Compensation Insurance	12	23	37
136 Unemployment Insurance	131	133	202
139 Dental Insurance	303	310	470
<i>Subtotal</i>	<i>47,941</i>	<i>57,605</i>	<i>89,279</i>
Operating and Maintenance			
210 Office Supplies	-	100	100
218 Non-Capital Equipment and Furniture	195	300	200
229 Materials and Supplies	-	80	-
243 Non-Capital Computer Equipment and Supplies	651	500	500
246 Liability Insurance	130	153	150
<i>Subtotal</i>	<i>976</i>	<i>1,133</i>	<i>950</i>
SERVICE TOTAL	\$48,917	\$58,738	\$90,229

Budget and Fiscal Analysis Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	151,834	174,612	162,130
Operating and Maintenance	5,446	14,606	42,648
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 157,280	\$ 189,218	\$ 204,778

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:	2012 Budget	2013 Budget	2014 Budget
Budget Manager	1.00	1.00	1.00
Accounting/Budget Analyst	0.50	0.50	0.50
Total	1.50	1.50	1.50

SERVICE: Budget and Fiscal Analysis

LINE ITEM BUDGET			
Personal Services	2012 Actual	2013 Budget	2014 Budget
111 Salaries and Wages	116,702	122,563	122,653
112 Wages - Temporary	74	15,000	-
115 One Time Payment	-	-	1,415
123 Leave Expense	1,153	-	-
126 Retirement Health Savings Plan	1,600	600	600
128 FICA	-	930	-
129 Medicare	1,425	1,995	1,778
131 MOPC	5,835	6,128	6,133
132 Employee Insurance	16,673	18,384	19,992
133 Employee Retirement	7,125	7,722	8,218
135 Compensation Insurance	39	64	114
136 Unemployment Insurance	362	368	368
139 Dental Insurance	846	858	859
<i>Subtotal</i>	<i>151,834</i>	<i>174,612</i>	<i>162,130</i>
Operating and Maintenance			
210 Office Supplies	114	100	100
217 Dues and Subscriptions	225	5,245	5,245
229 Materials and Supplies	20	-	-
240 Equipment Repair and Maintenance	-	3,000	3,000
243 Non-Capital Computer Equipment and Supplies	-	600	8,600
246 Liability Insurance	406	424	466
250 Professional and Contracted Services	-	-	20,000
252 Advertising and Legal Notices	96	-	-
263 Postage	2	50	50
264 Printing and Copying	4,033	4,587	4,587
269 Other Services and Charges	550	600	600
<i>Subtotal</i>	<i>5,446</i>	<i>14,606</i>	<i>42,648</i>
SERVICE TOTAL	\$157,280	\$189,218	\$204,778

Risk Management Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	355,067	374,640	385,017
Operating and Maintenance	130,999	136,994	131,874
Non-Operating	-	-	-
Capital	7,685	-	-
TOTAL	\$ 493,751	\$ 511,634	\$ 516,891

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 members 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 the organization with 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, presenteeism, and health benefits and workers' compensation costs, 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 citizens; performing facility and task inspections for departments and divisions 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:	2012 Budget	2013 Budget	2014 Budget
Risk Manager	0.60	0.74	0.78
Risk Management Claims Adjuster	1.00	1.00	1.00
Safety Officer	0.09	0.23	0.17
Risk Management Technician	0.05	0.00	0.00
Administrative Assistant	0.88	1.11	0.79
Total	2.62	3.08	2.74

SERVICE: Risk Management**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	145,526	190,015	176,673
115	One Time Payment	-	-	2,261
123	Leave Expense	6,101	-	-
126	Retirement Health Savings Plan	2,208	1,232	1,096
129	Medicare	1,907	2,756	2,562
131	MOPC	7,574	9,500	8,834
132	Employee Insurance	21,722	28,501	28,798
133	Employee Retirement	9,246	11,970	11,837
135	Compensation Insurance	62	83	157
136	Unemployment Insurance	473	570	530
139	Dental Insurance	1,103	1,331	1,237
	<i>Subtotal</i>	<i>195,922</i>	<i>245,958</i>	<i>233,985</i>
Operating and Maintenance				
210	Office Supplies	1,283	1,000	1,000
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	1,195	825	825
218	Non-Capital Equipment and Furniture	1,884	2,000	1,000
240	Equipment Repair and Maintenance	2,030	19,500	25,000
243	Non-Capital Computer Equipment and Supplies	36,242	1,700	2,752
246	Liability Insurance	717	618	643
250	Professional and Contracted Services	2,550	3,250	3,250
263	Postage	1,354	1,250	1,400
264	Printing and Copying	324	450	450
273	Fleet Lease - Operating and Maintenance	3,277	2,322	-
	<i>Subtotal</i>	<i>50,856</i>	<i>33,015</i>	<i>36,420</i>
	SERVICE TOTAL	\$246,778	\$278,973	\$270,405

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; providing the organization with current and reliable loss information and 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. 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 citizens; providing facility and task inspections for departments and divisions 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:	2012 Budget	2013 Budget	2014 Budget
Risk Manager	0.15	0.09	0.05
Safety Officer	0.91	0.77	0.83
Administrative Assistant	0.13	0.00	0.00
Total	1.19	0.86	0.88

SERVICE: Safety**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	70,015	56,524	56,800
112	Wages - Temporary	375	-	-
115	One Time Payment	-	-	880
123	Leave Expense	1,745	-	-
126	Retirement Health Savings Plan	1,092	344	352
129	Medicare	840	820	824
131	MOPC	3,586	2,826	2,840
132	Employee Insurance	10,401	8,478	9,258
133	Employee Retirement	4,377	3,561	3,806
135	Compensation Insurance	34	40	47
136	Unemployment Insurance	227	170	170
139	Dental Insurance	526	395	398
	<i>Subtotal</i>	<i>93,218</i>	<i>73,158</i>	<i>75,375</i>
Operating and Maintenance				
210	Office Supplies	213	200	200
215	Audiovisual Materials	3,227	3,000	3,000
216	Reference Books and Materials	54	200	100
217	Dues and Subscriptions	535	535	535
218	Non-Capital Equipment and Furniture	80	2,100	100
229	Materials and Supplies	-	50	50
240	Equipment Repair and Maintenance	-	1,000	1,000
243	Non-Capital Computer Equipment and Supplies	-	-	250
246	Liability Insurance	356	265	317
247	Safety Expenses	27	500	200
250	Professional and Contracted Services	58,670	63,950	70,485
261	Telephone Charges	501	250	710
263	Postage	-	50	50
264	Printing and Copying	289	-	-
273	Fleet Lease - Operating and Maintenance	168	-	1,798
	<i>Subtotal</i>	<i>64,120</i>	<i>72,100</i>	<i>78,795</i>
Capital Outlay				
440	Machinery and Equipment	7,685	-	-
	<i>Subtotal</i>	<i>7,685</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$165,023	\$145,258	\$154,170

SERVICE: **Wellness**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Wellness

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Risk Manager	0.25	0.17	0.21
Risk Management Technician	0.45	0.50	0.75
Administrative Assistant	0.24	0.14	0.17
Total	0.94	0.81	1.13

SERVICE: Wellness**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	50,601	42,465	56,812
115	One Time Payment	-	-	559
123	Leave Expense	1,216	-	-
126	Retirement Health Savings Plan	403	324	452
129	Medicare	646	615	824
131	MOPC	2,492	2,123	2,841
132	Employee Insurance	7,019	6,370	9,260
133	Employee Retirement	3,043	2,675	3,806
135	Compensation Insurance	-	27	35
136	Unemployment Insurance	152	128	170
139	Dental Insurance	355	297	398
142	Food Allowance	-	500	500
	<i>Subtotal</i>	<i>65,927</i>	<i>55,524</i>	<i>75,657</i>
Operating and Maintenance				
210	Office Supplies	33	150	100
215	Audiovisual Materials	-	1,000	-
216	Reference Books and Materials	26	200	100
217	Dues and Subscriptions	692	750	765
218	Non-Capital Equipment and Furniture	3,828	5,000	5,000
229	Materials and Supplies	379	100	300
243	Non-Capital Computer Equipment and Supplies	-	-	250
246	Liability Insurance	-	179	144
250	Professional and Contracted Services	9,653	22,000	8,000
264	Printing and Copying	842	1,500	1,000
269	Other Services and Charges	570	1,000	1,000
	<i>Subtotal</i>	<i>16,023</i>	<i>31,879</i>	<i>16,659</i>
	SERVICE TOTAL	\$81,950	\$87,403	\$92,316

Utility Billing Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	740,907	757,836	777,764
Operating and Maintenance	480,561	555,924	558,322
Non-Operating	-	-	-
Capital	32,000	-	101,170
TOTAL	\$ 1,253,468	\$ 1,313,760	\$ 1,437,256

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, solving 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:	2012 Budget	2013 Budget	2014 Budget
Utility Billing Manager	0.94	0.94	0.98
Information Systems Administrator	1.00	1.00	1.00
Field Customer Service Representative	1.00	1.00	1.00
Senior Customer Service Representative	1.00	1.00	1.00
Customer Service Representative	8.00	8.00	8.00
Parking Enforcement Officer	0.20	0.20	0.00
Office Assistant	0.38	0.38	0.38
Total	12.52	12.52	12.36

SERVICE: Utility Billing**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	509,296	540,668	540,846
114	Skill Based Pay	4,710	4,724	4,800
115	One Time Payment	-	-	8,166
121	Wages - Overtime	566	500	750
122	Longevity Compensation	1,500	1,560	1,620
123	Leave Expense	23,310	-	-
124	Skill Based Overtime Pay	10	-	-
126	Retirement Health Savings Plan	5,910	5,008	4,944
129	Medicare	6,526	7,912	7,912
131	MOPC	27,129	27,273	27,282
132	Employee Insurance	73,417	81,102	88,158
133	Employee Retirement	33,121	34,360	36,539
135	Compensation Insurance	910	1,085	1,090
136	Unemployment Insurance	1,596	1,623	1,623
139	Dental Insurance	3,724	3,783	3,786
141	Uniforms and Protective Clothing	288	250	300
142	Food Allowance	46	-	-
	<i>Subtotal</i>	<i>692,059</i>	<i>709,848</i>	<i>727,816</i>
Operating and Maintenance				
210	Office Supplies	1,058	1,500	1,500
218	Non-Capital Equipment and Furniture	1,648	1,000	11,600
229	Materials and Supplies	34,025	31,576	32,000
240	Equipment Repair and Maintenance	127,953	164,850	154,500
243	Non-Capital Computer Equipment and Supplies	8,123	8,200	8,500
246	Liability Insurance	2,012	1,996	3,078
249	Operating Leases and Rentals	12,835	21,600	21,600
250	Professional and Contracted Services	83,796	97,146	94,006
261	Telephone Charges	179	250	500
263	Postage	186,521	207,292	207,292
264	Printing and Copying	4,384	4,200	5,000
269	Other Services and Charges	1,705	1,500	1,800
	<i>Subtotal</i>	<i>464,239</i>	<i>541,110</i>	<i>541,376</i>
Capital Outlay				
440	Machinery and Equipment	32,000	-	85,000
	<i>Subtotal</i>	<i>32,000</i>	<i>-</i>	<i>85,000</i>
	SERVICE TOTAL	\$1,188,298	\$1,250,958	\$1,354,192

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 provided 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 assistance to 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:	2012 Budget	2013 Budget	2014 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	0.12
Total	1.14	1.14	1.14

SERVICE: Mail Delivery**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	37,787	36,827	36,851
115	One Time Payment	-	-	1,120
121	Wages - Overtime	56	100	100
123	Leave Expense	267	-	-
126	Retirement Health Savings Plan	746	456	456
129	Medicare	492	533	534
131	MOPC	1,883	1,841	1,843
132	Employee Insurance	4,948	5,524	6,007
133	Employee Retirement	2,299	2,320	2,469
135	Compensation Insurance	12	19	199
136	Unemployment Insurance	107	110	111
139	Dental Insurance	251	258	258
	<i>Subtotal</i>	<i>48,848</i>	<i>47,988</i>	<i>49,948</i>
Operating and Maintenance				
229	Materials and Supplies	2,097	2,010	2,110
240	Equipment Repair and Maintenance	4,628	4,200	5,600
246	Liability Insurance	577	555	664
249	Operating Leases and Rentals	1,214	1,200	1,400
273	Fleet Lease - Operating and Maintenance	4,334	3,377	3,700
274	Fleet Lease - Replacement	3,472	3,472	3,472
	<i>Subtotal</i>	<i>16,322</i>	<i>14,814</i>	<i>16,946</i>
Capital Outlay				
440	Machinery and Equipment	-	-	16,170
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>16,170</i>
	SERVICE TOTAL	\$65,170	\$62,802	\$83,064

Public Safety Department Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	25,686,702	25,694,672	26,561,933
Operating and Maintenance	3,664,497	3,206,788	3,622,919
Non-Operating	-	-	-
Capital	153,693	28,000	89,260
TOTAL	\$ 29,504,892	\$ 28,929,460	\$ 30,274,112

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 the 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.

Public Safety Administration Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	542,333	533,721	547,349
Operating and Maintenance	286,201	127,493	131,934
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 828,534	\$ 661,214	\$ 679,283

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:	2012 Budget	2013 Budget	2014 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

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	356,997	348,488	352,136
115	One Time Payment	-	-	3,096
121	Wages - Overtime	681	1,058	-
123	Leave Expense	5,785	-	-
126	Retirement Health Savings Plan	3,252	1,600	1,600
129	Medicare	4,388	5,033	5,087
131	MOPC	9,778	17,359	9,744
132	Employee Insurance	47,707	52,078	57,186
133	Employee Retirement	11,943	21,872	13,056
134	Police and Fire Retirement	15,505	-	15,596
135	Compensation Insurance	6,447	7,535	8,137
136	Unemployment Insurance	1,038	1,041	1,053
137	Staff Training and Conferences	241	-	-
139	Dental Insurance	2,420	2,431	2,456
141	Uniforms and Protective Clothing	928	600	600
142	Food Allowance	1,790	1,248	1,248
	<i>Subtotal</i>	<i>468,900</i>	<i>460,343</i>	<i>470,995</i>
Operating and Maintenance				
210	Office Supplies	404	900	900
216	Reference Books and Materials	793	634	634
217	Dues and Subscriptions	3,120	3,943	3,943
218	Non-Capital Equipment and Furniture	602	1,317	1,317
229	Materials and Supplies	2,165	230	1,288
230	Printing and Copier Supplies	553	-	-
243	Non-Capital Computer Equipment and Supplies	2,821	1,300	1,300
245	Mileage Allowance	5	50	50
246	Liability Insurance	8,810	8,305	6,943
250	Professional and Contracted Services	42,893	5,300	5,300
262	Radio Repair and Maintenance	-	50	-
263	Postage	6,209	12,663	12,663
264	Printing and Copying	1,187	2,549	2,549
269	Other Services and Charges	10,180	8,530	8,530
273	Fleet Lease - Operating and Maintenance	2,382	3,497	2,885
274	Fleet Lease - Replacement	6,161	6,098	-
	<i>Subtotal</i>	<i>88,285</i>	<i>55,366</i>	<i>48,302</i>
	SERVICE TOTAL	\$557,185	\$515,709	\$519,297

SERVICE: Office of Emergency Management

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Office of Emergency Management

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Administrative Analyst	1.00	1.00	1.00
Total	1.00	1.00	1.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	50,721	54,455	54,456
115	One Time Payment	-	-	1,000
121	Wages - Overtime	1,283	-	-
123	Leave Expense	3,415	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	708	790	790
131	MOPC	2,707	2,723	2,723
132	Employee Insurance	7,441	8,168	8,876
133	Employee Retirement	3,305	3,431	3,649
135	Compensation Insurance	950	1,117	2,166
136	Unemployment Insurance	162	163	163
137	Staff Training and Conferences	1,584	1,250	1,250
139	Dental Insurance	378	381	381
142	Food Allowance	379	500	500
	<i>Subtotal</i>	<i>73,433</i>	<i>73,378</i>	<i>76,354</i>
Operating and Maintenance				
210	Office Supplies	617	750	750
216	Reference Books and Materials	230	500	500
217	Dues and Subscriptions	169	720	700
218	Non-Capital Equipment and Furniture	4,957	3,000	3,000
229	Materials and Supplies	46	-	-
240	Equipment Repair and Maintenance	410	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	193	3,000	-
245	Mileage Allowance	725	400	400
246	Liability Insurance	2,030	2,377	4,787
261	Telephone Charges	1,170	-	-
269	Other Services and Charges	327	9,380	12,400
274	Fleet Lease - Replacement	187,042	50,000	59,095
	<i>Subtotal</i>	<i>197,916</i>	<i>72,127</i>	<i>83,632</i>
	SERVICE TOTAL	\$271,349	\$145,505	\$159,986

Fire Services Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	8,559,467	8,003,579	8,203,168
Operating and Maintenance	1,180,067	664,302	1,100,757
Non-Operating	-	-	-
Capital	39,415	-	43,500
TOTAL	\$ 9,778,949	\$ 8,667,881	\$ 9,347,425

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 citizens 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 Prevention

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

Fire Prevention manages and implements programs in two general areas: public education and fire prevention. Public education programs include fire safety presentations and education in schools, businesses and retirement facilities. Fire prevention is responsible for fire code enforcement in existing buildings and new construction, plan reviews, hazardous materials tracking and handling, special event permits, coordination of all fire investigations, and shift inspections.

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 the shift investigators. This group of investigators is tasked with investigating every fire or ignition in the city, seeking out trends, and identifying causes. Fire investigators work in conjunction with police detectives.

SERVICE: Fire Prevention

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Assistant Fire Chief	1.00	1.00	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 Prevention**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	248,784	237,934	238,800
115	One Time Payment	-	-	2,000
121	Wages - Overtime	233	-	-
122	Longevity Compensation	4,320	4,440	2,160
123	Leave Expense	1,804	-	-
126	Retirement Health Savings Plan	2,598	1,703	1,714
129	Medicare	851	1,118	2,443
131	MOPC	7,339	7,383	7,370
132	Employee Insurance	34,259	35,689	38,925
133	Employee Retirement	8,961	9,302	9,876
134	Police and Fire Retirement	10,406	9,027	9,140
135	Compensation Insurance	1,439	2,567	1,281
136	Unemployment Insurance	745	714	716
139	Dental Insurance	1,737	1,666	1,672
141	Uniforms and Protective Clothing	950	950	950
	<i>Subtotal</i>	<i>324,426</i>	<i>312,493</i>	<i>317,047</i>
Operating and Maintenance				
214	Pamphlets and Documents	-	800	800
216	Reference Books and Materials	505	-	-
217	Dues and Subscriptions	1,249	1,250	1,250
218	Non-Capital Equipment and Furniture	168	500	500
229	Materials and Supplies	26	500	500
240	Equipment Repair and Maintenance	-	-	1,500
246	Liability Insurance	1,428	1,301	1,383
250	Professional and Contracted Services	-	-	25,000
261	Telephone Charges	904	-	-
269	Other Services and Charges	2,910	-	-
273	Fleet Lease - Operating and Maintenance	7,067	8,252	6,448
274	Fleet Lease - Replacement	3,906	3,883	3,883
	<i>Subtotal</i>	<i>18,163</i>	<i>16,486</i>	<i>41,264</i>
	SERVICE TOTAL	\$342,589	\$328,979	\$358,311

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 is tasked with responding to grass and wildland fires in the city, county, state, and federal jurisdictions as needed.

SERVICE: Fire Suppression

Budgeted Positions:	2012 Budget	2013 Budget	2014 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	6.00
Firefighter/Engineer	12.00	12.00	12.00
Firefighter/Paramedic	14.00	14.00	14.00
Firefighter	18.00	18.00	18.00
Administrative Assistant	1.00	1.00	1.00
Total	73.00	73.00	73.00

SERVICE: Fire Suppression**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	5,226,827	5,371,976	5,433,540
114 Skill Based Pay	20,120	3,600	3,600
115 One Time Payment	-	-	2,488
121 Wages - Overtime	897,157	414,085	458,244
122 Longevity Compensation	31,590	27,240	28,140
123 Leave Expense	167,268	-	-
124 Skill Based Overtime Pay	5,325	-	-
126 Retirement Health Savings Plan	98,702	51,006	51,671
127 FPPA Death and Disability	37,863	38,637	46,937
129 Medicare	68,505	67,882	67,330
131 MOPC	4,170	2,161	2,161
132 Employee Insurance	748,622	805,453	886,787
133 Employee Retirement	5,093	2,723	2,896
134 Police and Fire Retirement	682,494	663,987	569,949
135 Compensation Insurance	101,561	130,579	218,178
136 Unemployment Insurance	16,272	16,128	16,315
137 Staff Training and Conferences	6,145	-	-
139 Dental Insurance	37,979	37,597	38,085
141 Uniforms and Protective Clothing	79,097	58,032	59,800
142 Food Allowance	251	-	-
<i>Subtotal</i>	<i>8,235,041</i>	<i>7,691,086</i>	<i>7,886,121</i>
Operating and Maintenance			
210 Office Supplies	4,345	-	-
215 Audiovisual Materials	103	-	-
216 Reference Books and Materials	343	-	1,625
217 Dues and Subscriptions	939	-	-
218 Non-Capital Equipment and Furniture	111,651	64,689	45,675
228 Janitorial Supplies	15,223	-	10,000
229 Materials and Supplies	88,187	4,450	25,450
230 Printing and Copier Supplies	5,224	-	-
232 Building Repair and Maintenance	81,092	-	43,875
233 Facility Repair and Maintenance	-	-	2,000
240 Equipment Repair and Maintenance	48,891	11,500	21,000
241 Grounds Maintenance	6,158	-	2,000
243 Non-Capital Computer Equipment and Supplies	5,305	-	3,000
245 Mileage Allowance	159	-	200
246 Liability Insurance	78,720	73,684	78,834
247 Safety Expenses	1,443	-	9,000
250 Professional and Contracted Services	1,200	-	-
261 Telephone Charges	13,927	-	-
262 Radio Repair and Maintenance	4,509	-	-
263 Postage	1,040	-	-
264 Printing and Copying	7,601	-	-
269 Other Services and Charges	9,412	-	8,700
273 Fleet Lease - Operating and Maintenance	274,834	243,395	264,669
274 Fleet Lease - Replacement	401,598	250,098	543,465
<i>Subtotal</i>	<i>1,161,904</i>	<i>647,816</i>	<i>1,059,493</i>
Capital Outlay			
432 Vehicles	32,562	-	-
440 Machinery and Equipment	6,853	-	43,500
<i>Subtotal</i>	<i>39,415</i>	<i>-</i>	<i>43,500</i>
SERVICE TOTAL	\$9,436,360	\$8,338,902	\$8,989,114

Police Services Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	12,693,046	13,048,842	13,476,012
Operating and Maintenance	1,576,545	1,582,593	1,701,418
Non-Operating	-	-	-
Capital	25,595	-	45,760
TOTAL	\$ 14,295,186	\$ 14,631,435	\$ 15,223,190

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 crime-related incidents. The responsibilities of Patrol Operations are to ensure the safety and protection of persons and property through proactive and directed patrol and to provide the highest quality service through problem solving and community-oriented policing.

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

SERVICE: Police Patrol Operations

Budgeted Positions:	2012 Budget	2013 Budget	2014 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	16.00
Police Officer	44.00	44.00	44.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	76.00	76.00	76.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	5,358,525	5,750,950	5,731,275
114	Skill Based Pay	13,719	13,800	12,000
115	One Time Payment	-	-	3,460
121	Wages - Overtime	296,134	250,342	250,392
122	Longevity Compensation	25,140	25,980	24,660
123	Leave Expense	164,724	-	-
124	Skill Based Overtime Pay	884	-	-
126	Retirement Health Savings Plan	96,011	54,627	54,898
127	FPPA Death and Disability	49,169	50,411	55,412
129	Medicare	62,147	67,880	69,089
131	MOPC	4,923	4,952	4,952
132	Employee Insurance	777,325	853,401	933,009
133	Employee Retirement	6,010	6,240	6,635
134	Police and Fire Retirement	593,445	630,540	633,826
135	Compensation Insurance	153,460	213,510	370,878
136	Unemployment Insurance	16,899	17,085	17,176
139	Dental Insurance	39,427	39,826	40,050
141	Uniforms and Protective Clothing	78,325	97,080	93,775
142	Food Allowance	191	300	300
	<i>Subtotal</i>	<i>7,736,458</i>	<i>8,076,924</i>	<i>8,301,787</i>
Operating and Maintenance				
210	Office Supplies	2,160	3,750	3,750
216	Reference Books and Materials	2,965	3,954	3,950
217	Dues and Subscriptions	818	1,000	1,000
218	Non-Capital Equipment and Furniture	5,672	8,165	17,750
226	Prisoner Expenses	19	515	-
229	Materials and Supplies	7,907	6,191	6,700
240	Equipment Repair and Maintenance	122	600	600
243	Non-Capital Computer Equipment and Supplies	4,036	6,785	6,775
245	Mileage Allowance	4	-	-
246	Liability Insurance	125,348	112,617	159,716
250	Professional and Contracted Services	5,745	3,100	3,100
258	Investigative Expenses	132	500	500
264	Printing and Copying	5,895	6,710	6,700
273	Fleet Lease - Operating and Maintenance	399,542	410,522	446,325
274	Fleet Lease - Replacement	137,126	134,289	110,229
	<i>Subtotal</i>	<i>697,491</i>	<i>698,698</i>	<i>767,095</i>
	SERVICE TOTAL	\$8,433,949	\$8,775,622	\$9,068,882

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.

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 is responsible primarily for investigating vice and narcotic crimes and any other covert investigations as assigned by the department.

SERVICE: Detective Operations

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00
Master Police Officer	11.00	11.00	11.00
Police Officer	4.00	4.00	4.00
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

SERVICE: Detective Operations**LINE ITEM BUDGET**

Personal Services	2012 Actual	2013 Budget	2014 Budget
111 Salaries and Wages	1,458,478	1,563,898	1,586,192
114 Skill Based Pay	904	900	900
115 One Time Payment	-	-	3,460
121 Wages - Overtime	128,680	95,505	95,588
122 Longevity Compensation	7,440	9,240	11,100
123 Leave Expense	17,362	-	-
124 Skill Based Overtime Pay	50	-	-
126 Retirement Health Savings Plan	23,390	14,597	14,810
127 FPPA Death and Disability	16,257	16,410	14,901
129 Medicare	16,716	18,255	18,503
131 MOPC	3,560	7,854	7,855
132 Employee Insurance	198,231	234,583	258,549
133 Employee Retirement	4,350	9,896	10,525
134 Police and Fire Retirement	140,238	140,773	142,998
135 Compensation Insurance	13,260	18,735	23,206
136 Unemployment Insurance	4,310	4,697	4,758
139 Dental Insurance	10,057	10,945	11,102
141 Uniforms and Protective Clothing	12,593	12,550	12,550
142 Food Allowance	2,495	3,572	3,550
<i>Subtotal</i>	<i>2,058,371</i>	<i>2,162,410</i>	<i>2,220,547</i>
Operating and Maintenance			
210 Office Supplies	3,613	3,930	3,925
216 Reference Books and Materials	836	975	975
217 Dues and Subscriptions	908	1,835	1,825
218 Non-Capital Equipment and Furniture	7,964	7,440	7,425
229 Materials and Supplies	2,751	4,530	4,525
232 Building Repair and Maintenance	-	400	-
240 Equipment Repair and Maintenance	-	3,000	3,000
243 Non-Capital Computer Equipment and Supplies	2,879	5,100	5,100
245 Mileage Allowance	283	-	-
246 Liability Insurance	19,159	19,150	10,198
247 Safety Expenses	872	-	-
250 Professional and Contracted Services	8,450	2,800	3,200
252 Advertising and Legal Notices	-	1,000	1,000
258 Investigative Expenses	18,087	20,450	20,450
261 Telephone Charges	545	-	-
263 Postage	50	-	-
264 Printing and Copying	4,021	2,370	2,350
269 Other Services and Charges	78	-	-
273 Fleet Lease - Operating and Maintenance	66,376	60,374	66,538
274 Fleet Lease - Replacement	22,503	6,884	21,260
<i>Subtotal</i>	<i>159,375</i>	<i>140,238</i>	<i>151,771</i>
SERVICE TOTAL	\$2,217,746	\$2,302,648	\$2,372,318

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:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	218,938	230,767	235,375
121	Wages - Overtime	1,886	2,000	2,000
123	Leave Expense	10,133	-	-
126	Retirement Health Savings Plan	3,050	2,308	2,354
127	FPPA Death and Disability	591	596	1,186
129	Medicare	3,133	3,347	3,413
131	MOPC	9,177	9,245	9,430
132	Employee Insurance	31,452	34,616	38,365
133	Employee Retirement	11,204	11,650	12,636
134	Police and Fire Retirement	4,549	4,586	4,678
135	Compensation Insurance	4,521	11,102	14,778
136	Unemployment Insurance	684	692	706
139	Dental Insurance	1,595	1,615	1,646
141	Uniforms and Protective Clothing	2,328	2,880	2,875
	<i>Subtotal</i>	<i>303,241</i>	<i>315,404</i>	<i>329,442</i>
Operating and Maintenance				
217	Dues and Subscriptions	267	215	225
218	Non-Capital Equipment and Furniture	4,208	900	900
229	Materials and Supplies	184	800	800
246	Liability Insurance	1,216	3,436	1,295
250	Professional and Contracted Services	174,910	180,311	180,300
273	Fleet Lease - Operating and Maintenance	21,296	20,517	21,511
274	Fleet Lease - Replacement	13,947	-	5,072
	<i>Subtotal</i>	<i>216,028</i>	<i>206,179</i>	<i>210,103</i>
Capital Outlay				
432	Vehicles	-	-	33,760
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>33,760</i>
SERVICE TOTAL		\$519,269	\$521,583	\$573,305

SERVICE: **Special Enforcement Unit**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Special Enforcement Unit

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Police Sergeant	1.00	1.00	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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	388,553	465,732	475,048
114	Skill Based Pay	904	900	900
121	Wages - Overtime	82,099	29,745	29,757
122	Longevity Compensation	1,440	1,500	1,560
123	Leave Expense	1,348	-	-
124	Skill Based Overtime Pay	174	-	-
126	Retirement Health Savings Plan	6,935	4,667	4,759
127	FPPA Death and Disability	7,514	6,280	7,416
129	Medicare	6,282	6,767	6,902
132	Employee Insurance	53,096	69,859	77,433
134	Police and Fire Retirement	39,061	46,664	47,594
135	Compensation Insurance	6,427	9,702	14,823
136	Unemployment Insurance	1,155	1,399	1,425
139	Dental Insurance	2,695	3,259	3,325
141	Uniforms and Protective Clothing	3,652	4,200	4,200
142	Food Allowance	634	500	500
	<i>Subtotal</i>	<i>601,969</i>	<i>651,174</i>	<i>675,642</i>
Operating and Maintenance				
210	Office Supplies	89	-	-
216	Reference Books and Materials	362	-	-
217	Dues and Subscriptions	442	500	500
218	Non-Capital Equipment and Furniture	4,766	4,476	4,475
229	Materials and Supplies	6,250	925	925
240	Equipment Repair and Maintenance	198	200	200
243	Non-Capital Computer Equipment and Supplies	180	-	-
246	Liability Insurance	6,842	5,301	2,792
247	Safety Expenses	4,498	1,500	1,500
250	Professional and Contracted Services	-	100	100
258	Investigative Expenses	25,104	22,486	22,475
263	Postage	48	-	-
264	Printing and Copying	37	-	-
269	Other Services and Charges	201	-	-
273	Fleet Lease - Operating and Maintenance	89,520	84,009	87,085
274	Fleet Lease - Replacement	5,674	54	-
	<i>Subtotal</i>	<i>144,211</i>	<i>119,551</i>	<i>120,052</i>
	SERVICE TOTAL	\$746,180	\$770,725	\$795,694

SERVICE: School Resource Officers

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: School Resource Officers

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	4.00	4.00
Total	5.00	5.00	5.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	394,371	396,480	404,411
121	Wages - Overtime	21,804	22,780	22,780
123	Leave Expense	1,592	-	-
126	Retirement Health Savings Plan	7,615	3,965	4,044
127	FPPA Death and Disability	2,947	2,971	3,031
129	Medicare	5,393	5,750	5,865
132	Employee Insurance	54,041	59,471	65,919
134	Police and Fire Retirement	39,323	39,649	40,440
135	Compensation Insurance	6,236	9,169	16,944
136	Unemployment Insurance	1,176	1,191	1,213
139	Dental Insurance	2,744	2,774	2,831
141	Uniforms and Protective Clothing	2,434	3,150	3,150
142	Food Allowance	559	425	425
	<i>Subtotal</i>	<i>540,235</i>	<i>547,775</i>	<i>571,053</i>
Operating and Maintenance				
215	Audiovisual Materials	27	-	-
218	Non-Capital Equipment and Furniture	682	1,150	1,150
229	Materials and Supplies	242	2,800	2,800
240	Equipment Repair and Maintenance	396	-	-
243	Non-Capital Computer Equipment and Supplies	2,419	-	-
246	Liability Insurance	7,014	6,757	1,980
247	Safety Expenses	80	-	-
250	Professional and Contracted Services	450	-	-
264	Printing and Copying	930	-	-
273	Fleet Lease - Operating and Maintenance	1,474	-	-
274	Fleet Lease - Replacement	5,640	-	-
	<i>Subtotal</i>	<i>19,354</i>	<i>10,707</i>	<i>5,930</i>
	SERVICE TOTAL	\$559,589	\$558,482	\$576,983

SERVICE: Police Special Operations

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Police Special Operations

Budgeted Positions:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	361,458	302,842	326,579
114	Skill Based Pay	652	1,200	900
121	Wages - Overtime	1,065	2,600	2,600
122	Longevity Compensation	2,100	-	-
123	Leave Expense	4,624	-	-
124	Skill Based Overtime Pay	9	-	-
126	Retirement Health Savings Plan	4,266	2,357	2,389
127	FPPA Death and Disability	591	596	2,607
129	Medicare	3,280	4,408	4,466
131	MOPC	10,028	7,549	7,654
132	Employee Insurance	49,225	45,427	50,068
133	Employee Retirement	12,243	9,512	10,195
134	Police and Fire Retirement	16,431	15,307	15,555
135	Compensation Insurance	1,897	2,601	5,446
136	Unemployment Insurance	1,071	908	922
139	Dental Insurance	2,497	2,121	2,150
141	Uniforms and Protective Clothing	2,744	3,275	3,275
	<i>Subtotal</i>	<i>474,181</i>	<i>400,703</i>	<i>434,806</i>
Operating and Maintenance				
210	Office Supplies	670	-	-
216	Reference Books and Materials	704	-	-
218	Non-Capital Equipment and Furniture	2,667	2,350	2,350
229	Materials and Supplies	562	500	500
243	Non-Capital Computer Equipment and Supplies	1,692	-	-
246	Liability Insurance	2,049	1,955	3,229
250	Professional and Contracted Services	587	300	300
264	Printing and Copying	881	-	-
273	Fleet Lease - Operating and Maintenance	20,426	25,144	22,769
274	Fleet Lease - Replacement	6,559	15,025	15,025
	<i>Subtotal</i>	<i>36,797</i>	<i>45,274</i>	<i>44,173</i>
	SERVICE TOTAL	\$510,978	\$445,977	\$478,979

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, the investigation of traffic complaints, the coordination of the DUI enforcement program, 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 and fatal traffic accidents. The Traffic Unit is also responsible for coordinating requests to the police department for traffic control at City-sponsored special events and parades.

SERVICE: Traffic Unit

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	5.00	5.00	5.00
Community Service Officer	3.00	3.00	3.00
Total	9.00	9.00	9.00

SERVICE: Traffic Unit**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	611,237	614,273	626,555
114	Skill Based Pay	3,654	3,600	3,600
121	Wages - Overtime	54,337	24,915	24,930
123	Leave Expense	13,139	-	-
124	Skill Based Overtime Pay	368	-	-
126	Retirement Health Savings Plan	8,871	6,179	6,302
127	FPPA Death and Disability	6,517	7,135	6,121
129	Medicare	8,985	8,960	9,138
131	MOPC	6,919	7,080	11,107
132	Employee Insurance	81,119	92,140	102,128
133	Employee Retirement	8,447	8,921	14,884
134	Police and Fire Retirement	51,413	47,628	40,800
135	Compensation Insurance	3,358	4,629	26,732
136	Unemployment Insurance	1,764	1,845	1,880
139	Dental Insurance	4,116	4,298	4,386
141	Uniforms and Protective Clothing	4,877	6,000	6,000
	<i>Subtotal</i>	<i>869,121</i>	<i>837,603</i>	<i>884,563</i>
Operating and Maintenance				
217	Dues and Subscriptions	50	70	50
218	Non-Capital Equipment and Furniture	3,250	1,695	1,700
229	Materials and Supplies	211	350	350
240	Equipment Repair and Maintenance	1,065	1,600	1,600
243	Non-Capital Computer Equipment and Supplies	8,361	2,000	2,000
246	Liability Insurance	4,263	4,397	5,926
250	Professional and Contracted Services	1,191	1,000	1,000
258	Investigative Expenses	7,419	6,300	6,300
264	Printing and Copying	236	-	-
273	Fleet Lease - Operating and Maintenance	34,367	37,960	51,273
274	Fleet Lease - Replacement	9,345	23,262	33,075
	<i>Subtotal</i>	<i>69,758</i>	<i>78,634</i>	<i>103,274</i>
	SERVICE TOTAL	\$938,879	\$916,237	\$987,837

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

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

SERVICE: SWAT Team**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
121	Wages - Overtime	104,084	50,633	50,633
124	Skill Based Overtime Pay	134	-	-
135	Compensation Insurance	191	366	1,689
141	Uniforms and Protective Clothing	4,570	5,450	5,450
142	Food Allowance	491	400	400
	<i>Subtotal</i>	<i>109,470</i>	<i>56,849</i>	<i>58,172</i>
Operating and Maintenance				
216	Reference Books and Materials	67	150	150
217	Dues and Subscriptions	493	775	775
218	Non-Capital Equipment and Furniture	31,149	50,660	45,680
229	Materials and Supplies	22,743	33,110	34,930
240	Equipment Repair and Maintenance	5,597	9,400	9,710
243	Non-Capital Computer Equipment and Supplies	1,293	520	520
246	Liability Insurance	9,778	7,795	9,389
247	Safety Expenses	32,013	24,700	29,750
250	Professional and Contracted Services	781	220	225
262	Radio Repair and Maintenance	-	500	500
264	Printing and Copying	150	100	100
269	Other Services and Charges	909	-	-
273	Fleet Lease - Operating and Maintenance	21,033	33,548	45,457
274	Fleet Lease - Replacement	107,525	121,834	121,834
	<i>Subtotal</i>	<i>233,531</i>	<i>283,312</i>	<i>299,020</i>
Capital Outlay				
440	Machinery and Equipment	25,595	-	12,000
	<i>Subtotal</i>	<i>25,595</i>	<i>-</i>	<i>12,000</i>
SERVICE TOTAL		\$368,596	\$340,161	\$369,192

Support Services Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	1,609,734	1,422,623	1,490,055
Operating and Maintenance	378,502	414,907	255,816
Non-Operating	-	-	-
Capital	6,900	-	-
TOTAL	\$ 1,995,136	\$ 1,837,530	\$ 1,745,871

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 facilitation of the employee and supervisory exchange programs with other law enforcement agencies.

SERVICE: Support Services

Budgeted Positions:	2012 Budget	2013 Budget	2014 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

SERVICE: Support Services**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	509,745	331,488	334,205
114 Skill Based Pay	4	-	-
115 One Time Payment	-	-	3,279
121 Wages - Overtime	224,821	3,500	3,500
122 Longevity Compensation	2,940	3,540	3,660
123 Leave Expense	10,613	-	-
124 Skill Based Overtime Pay	361	-	-
126 Retirement Health Savings Plan	7,288	1,600	1,600
127 FPPA Death and Disability	929	-	-
129 Medicare	6,733	3,164	3,200
131 MOPC	8,780	4,753	4,775
132 Employee Insurance	71,600	49,723	54,430
133 Employee Retirement	10,712	5,988	6,399
134 Police and Fire Retirement	33,399	23,643	23,842
135 Compensation Insurance	7,862	7,925	64,733
136 Unemployment Insurance	1,558	993	1,002
139 Dental Insurance	3,632	2,320	2,337
141 Uniforms and Protective Clothing	3,795	525	525
142 Food Allowance	3,353	700	700
<i>Subtotal</i>	<i>908,125</i>	<i>439,862</i>	<i>508,187</i>
Operating and Maintenance			
210 Office Supplies	1,324	6,220	6,220
216 Reference Books and Materials	459	4,090	2,450
217 Dues and Subscriptions	1,294	3,185	3,185
218 Non-Capital Equipment and Furniture	973	43,772	5,772
228 Janitorial Supplies	-	10,000	-
229 Materials and Supplies	44,358	25,965	4,965
230 Printing and Copier Supplies	5,570	-	-
232 Building Repair and Maintenance	6,036	46,500	2,500
233 Facility Repair and Maintenance	-	2,000	-
240 Equipment Repair and Maintenance	11,191	21,656	12,156
241 Grounds Maintenance	-	2,000	-
243 Non-Capital Computer Equipment and Supplies	2,488	8,307	5,307
245 Mileage Allowance	258	700	500
246 Liability Insurance	3,482	4,709	5,527
247 Safety Expenses	6,614	16,295	7,295
249 Operating Leases and Rentals	19,183	-	-
250 Professional and Contracted Services	63,536	100,301	100,301
252 Advertising and Legal Notices	887	300	300
258 Investigative Expenses	-	300	300
261 Telephone Charges	91,238	-	-
263 Postage	42	-	-
264 Printing and Copying	2,662	6,164	6,164
269 Other Services and Charges	11,171	8,700	-
273 Fleet Lease - Operating and Maintenance	23,558	18,851	24,099
274 Fleet Lease - Replacement	8,372	5,230	5,230
<i>Subtotal</i>	<i>304,696</i>	<i>335,245</i>	<i>192,271</i>
Capital Outlay			
440 Machinery and Equipment	6,900	-	-
<i>Subtotal</i>	<i>6,900</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$1,219,721	\$775,107	\$700,458

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; coordination of the orientation program for new employees; facilitation and coordination of internal promotional processes; coordination of training issues and functions; dissemination of training information and opportunities; registration, scheduling, and coordination of logistical issues associated with training programs; administration of the annual department training budget, including tracking, auditing, and reporting training fund expenditures; coordination of the needs-based training program; and maintenance of training records for all department personnel.

SERVICE: Training & Personnel

Budgeted Positions:	2012 Budget	2013 Budget	2014 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	1.00
Police Officer	1.00	1.00	1.00
Total	6.00	6.00	6.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	265,819	489,546	495,810
114	Skill Based Pay	-	-	-
121	Wages - Overtime	205,823	185,685	185,685
122	Longevity Compensation	1,440	1,500	-
123	Leave Expense	90	-	-
124	Skill Based Overtime Pay	959	-	-
126	Retirement Health Savings Plan	1,990	4,899	4,957
127	FPPA Death and Disability	3,053	4,028	5,275
129	Medicare	3,937	7,098	7,189
132	Employee Insurance	35,605	73,432	80,817
134	Police and Fire Retirement	26,260	48,954	49,581
135	Compensation Insurance	1,644	15,686	557
136	Unemployment Insurance	774	1,469	1,488
137	Staff Training and Conferences	149,787	141,538	141,538
139	Dental Insurance	1,806	3,426	3,471
141	Uniforms and Protective Clothing	1,875	3,300	3,300
142	Food Allowance	747	2,200	2,200
	<i>Subtotal</i>	<i>701,609</i>	<i>982,761</i>	<i>981,868</i>
Operating and Maintenance				
210	Office Supplies	459	-	-
215	Audiovisual Materials	-	200	200
216	Reference Books and Materials	2,999	-	-
217	Dues and Subscriptions	75	850	850
218	Non-Capital Equipment and Furniture	3,523	1,500	1,500
229	Materials and Supplies	7,482	30,275	30,275
232	Building Repair and Maintenance	2,250	-	-
243	Non-Capital Computer Equipment and Supplies	7,666	-	-
245	Mileage Allowance	446	-	-
246	Liability Insurance	1,601	1,911	2,900
247	Safety Expenses	188	-	-
250	Professional and Contracted Services	30,529	5,000	5,000
261	Telephone Charges	1,811	-	-
264	Printing and Copying	455	-	-
269	Other Services and Charges	175	9,400	9,400
273	Fleet Lease - Operating and Maintenance	8,836	18,864	13,420
274	Fleet Lease - Replacement	5,311	11,662	-
	<i>Subtotal</i>	<i>73,806</i>	<i>79,662</i>	<i>63,545</i>
	SERVICE TOTAL	\$775,415	\$1,062,423	\$1,045,413

Information Services Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	2,282,122	2,685,907	2,845,349
Operating and Maintenance	243,182	417,493	432,994
Non-Operating	-	-	-
Capital	81,783	28,000	-
TOTAL	\$ 2,607,087	\$ 3,131,400	\$ 3,278,343

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:	2012 Budget	2013 Budget	2014 Budget
Communications Center Manager	1.00	1.00	1.00
Communications Shift Supervisor	3.00	3.00	3.00
Communications Specialist	15.00	15.00	15.00
Emergency Comm Tech Systems Specialist	1.00	1.00	1.00
Total	20.00	20.00	20.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	983,097	1,057,233	1,101,620
114	Skill Based Pay	3,526	3,600	3,600
115	One Time Payment	-	-	2,000
121	Wages - Overtime	113,475	73,987	74,210
122	Longevity Compensation	1,800	1,860	1,920
123	Leave Expense	28,844	-	-
124	Skill Based Overtime Pay	429	-	-
126	Retirement Health Savings Plan	14,777	9,821	10,024
128	FICA	-	143	-
129	Medicare	13,095	14,096	15,640
131	MOPC	50,713	53,040	53,940
132	Employee Insurance	143,425	158,585	175,269
133	Employee Retirement	61,918	66,831	72,270
135	Compensation Insurance	1,624	1,902	2,170
136	Unemployment Insurance	3,117	3,171	3,225
137	Staff Training and Conferences	16,386	15,587	15,500
139	Dental Insurance	7,272	7,398	7,528
142	Food Allowance	338	676	400
	<i>Subtotal</i>	<i>1,443,836</i>	<i>1,467,930</i>	<i>1,539,316</i>
Operating and Maintenance				
210	Office Supplies	2,741	-	-
216	Reference Books and Materials	111	-	-
217	Dues and Subscriptions	586	1,010	1,200
218	Non-Capital Equipment and Furniture	509	6,500	5,100
229	Materials and Supplies	2,061	1,350	1,850
232	Building Repair and Maintenance	-	700	700
240	Equipment Repair and Maintenance	6,000	7,000	7,000
243	Non-Capital Computer Equipment and Supplies	9,088	-	-
245	Mileage Allowance	30	200	200
246	Liability Insurance	3,990	3,925	3,841
250	Professional and Contracted Services	2,472	-	-
262	Radio Repair and Maintenance	135	500	500
264	Printing and Copying	629	-	-
269	Other Services and Charges	1,309	2,000	2,000
	<i>Subtotal</i>	<i>29,661</i>	<i>23,185</i>	<i>22,391</i>
Capital Outlay				
440	Machinery and Equipment	24,410	-	-
	<i>Subtotal</i>	<i>24,410</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$1,497,907	\$1,491,115	\$1,561,707

SERVICE: Public Safety Information & Technology Services

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Public Safety Information & Technology Services

Budgeted Positions:	2012 Budget	2013 Budget	2014 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

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	132,561	199,153	200,631
115	One Time Payment	-	-	1,537
121	Wages - Overtime	8,635	10,006	10,009
123	Leave Expense	2,224	-	-
126	Retirement Health Savings Plan	1,032	1,200	1,200
129	Medicare	1,904	2,887	2,894
131	MOPC	6,677	9,958	9,978
132	Employee Insurance	21,009	29,874	32,528
133	Employee Retirement	8,155	12,548	13,370
135	Compensation Insurance	55	85	173
136	Unemployment Insurance	457	596	599
139	Dental Insurance	1,065	1,395	1,397
142	Food Allowance	54	-	-
	<i>Subtotal</i>	<i>183,828</i>	<i>267,702</i>	<i>274,316</i>
Operating and Maintenance				
210	Office Supplies	128	-	-
217	Dues and Subscriptions	600	100	600
218	Non-Capital Equipment and Furniture	4,033	-	-
229	Materials and Supplies	355	420	425
240	Equipment Repair and Maintenance	97,083	109,000	108,500
243	Non-Capital Computer Equipment and Supplies	46,621	41,595	31,100
245	Mileage Allowance	-	100	100
246	Liability Insurance	566	2,662	873
250	Professional and Contracted Services	15,927	3,118	3,100
264	Printing and Copying	48	-	-
273	Fleet Lease - Operating and Maintenance	-	1,588	2,519
	<i>Subtotal</i>	<i>165,361</i>	<i>158,583</i>	<i>147,217</i>
Capital Outlay				
440	Machinery and Equipment	-	28,000	-
	<i>Subtotal</i>	<i>-</i>	<i>28,000</i>	<i>-</i>
SERVICE TOTAL		\$349,189	\$454,285	\$421,533

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 the recruitment of volunteers needed throughout the department.

SERVICE: Public Safety Information Services

Budgeted Positions:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	-	178,938	180,972
115	One Time Payment	-	-	2,000
121	Wages - Overtime	-	750	750
122	Longevity Compensation	-	2,160	2,220
126	Retirement Health Savings Plan	-	800	800
129	Medicare	-	758	758
131	MOPC	-	2,613	2,613
132	Employee Insurance	-	26,841	29,498
133	Employee Retirement	-	3,292	3,501
134	Police and Fire Retirement	-	12,667	12,871
135	Compensation Insurance	-	-	415
136	Unemployment Insurance	-	537	543
139	Dental Insurance	-	1,253	1,267
141	Uniforms and Protective Clothing	-	1,000	1,000
142	Food Allowance	-	250	250
	<i>Subtotal</i>	-	231,859	239,458
Operating and Maintenance				
210	Office Supplies	-	6,798	6,775
216	Reference Books and Materials	-	1,521	1,525
217	Dues and Subscriptions	-	250	250
218	Non-Capital Equipment and Furniture	-	1,000	1,000
229	Materials and Supplies	-	1,000	1,000
230	Printing and Copier Supplies	-	6,500	6,500
240	Equipment Repair and Maintenance	-	250	250
246	Liability Insurance	-	-	1,512
249	Operating Leases and Rentals	-	27,340	27,350
250	Professional and Contracted Services	-	1,000	1,000
261	Telephone Charges	-	136,422	160,871
264	Printing and Copying	-	7,600	7,600
269	Other Services and Charges	-	500	500
273	Fleet Lease - Operating and Maintenance	-	3,746	5,798
274	Fleet Lease - Replacement	-	9,721	-
	<i>Subtotal</i>	-	203,648	221,931
	SERVICE TOTAL	\$-	\$435,507	\$461,389

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:	2012 Budget	2013 Budget	2014 Budget
Public Safety Outreach Manager	1.00	1.00	1.00
Safety Education Coordinator	0.50	0.50	0.50
Total	1.50	1.50	1.50

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

Personal Services	2012 Actual	2013 Budget	2014 Budget
111 Salaries and Wages	-	99,663	99,740
112 Wages - Temporary	-	14,000	14,000
115 One Time Payment	-	-	1,420
121 Wages - Overtime	-	5,620	5,620
126 Retirement Health Savings Plan	-	600	600
128 FICA	-	-	868
129 Medicare	-	1,444	1,649
131 MOPC	-	4,983	4,987
132 Employee Insurance	-	14,950	16,258
133 Employee Retirement	-	6,279	6,683
135 Compensation Insurance	-	-	98
136 Unemployment Insurance	-	299	299
137 Staff Training and Conferences	135	-	-
139 Dental Insurance	-	698	698
141 Uniforms and Protective Clothing	693	-	-
142 Food Allowance	543	1,125	1,125
<i>Subtotal</i>	<i>1,371</i>	<i>149,661</i>	<i>154,045</i>
Operating and Maintenance			
210 Office Supplies	69	-	-
214 Pamphlets and Documents	-	500	500
217 Dues and Subscriptions	-	75	75
218 Non-Capital Equipment and Furniture	-	700	700
229 Materials and Supplies	9,192	9,800	8,900
240 Equipment Repair and Maintenance	-	400	400
246 Liability Insurance	-	-	1,191
264 Printing and Copying	1,453	-	-
269 Other Services and Charges	-	300	300
273 Fleet Lease - Operating and Maintenance	-	2,666	5,323
<i>Subtotal</i>	<i>10,714</i>	<i>14,441</i>	<i>17,389</i>
SERVICE TOTAL	\$12,085	\$164,102	\$171,434

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 the following:

- **S&J Volunteers:** Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice Center complex that can include, but is not limited to, 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, but aren’t limited to, 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 through one-to-one counseling.
 - **Fire Corps Volunteers:** These volunteers provide support services to the Fire Services Division that can include, but are not limited to, 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.
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SERVICE: Volunteer Programs**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
137	Staff Training and Conferences	1,890	1,000	1,000
141	Uniforms and Protective Clothing	1,783	-	-
142	Food Allowance	2,175	2,800	2,800
	<i>Subtotal</i>	<i>5,848</i>	<i>3,800</i>	<i>3,800</i>
Operating and Maintenance				
216	Reference Books and Materials	14	-	-
217	Dues and Subscriptions	-	-	50
229	Materials and Supplies	686	700	650
243	Non-Capital Computer Equipment and Supplies	403	-	-
246	Liability Insurance	494	466	-
273	Fleet Lease - Operating and Maintenance	12,602	9,809	14,648
	<i>Subtotal</i>	<i>14,199</i>	<i>10,975</i>	<i>15,348</i>
SERVICE TOTAL		\$20,047	\$14,775	\$19,148

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.

SERVICE: Public Safety Records Unit

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Records Supervisor	1.00	1.00	1.00
Senior Police Services Technician	3.00	3.00	3.00
Police Services Technician	6.00	6.00	6.00
Total	10.00	10.00	10.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	470,986	411,617	469,877
112	Wages - Temporary	12,294	16,050	16,050
114	Skill Based Pay	-	-	1,200
115	One Time Payment	-	-	1,000
121	Wages - Overtime	10,256	13,000	13,000
123	Leave Expense	10,526	-	-
124	Skill Based Overtime Pay	3	-	-
126	Retirement Health Savings Plan	6,983	3,847	3,927
128	FICA	755	995	995
129	Medicare	6,117	6,203	6,417
131	MOPC	24,071	20,582	20,979
132	Employee Insurance	70,032	61,745	68,201
133	Employee Retirement	29,384	25,931	28,109
135	Compensation Insurance	644	819	364
136	Unemployment Insurance	1,522	1,233	1,255
139	Dental Insurance	3,554	2,883	2,929
141	Uniforms and Protective Clothing	60	-	-
142	Food Allowance	52	50	111
	<i>Subtotal</i>	647,239	564,955	634,414
Operating and Maintenance				
210	Office Supplies	3,549	-	-
216	Reference Books and Materials	179	-	-
217	Dues and Subscriptions	214	200	200
218	Non-Capital Equipment and Furniture	90	1,000	1,000
229	Materials and Supplies	168	300	300
243	Non-Capital Computer Equipment and Supplies	10,062	-	-
245	Mileage Allowance	23	100	100
246	Liability Insurance	1,956	-	2,118
250	Professional and Contracted Services	4,475	5,061	5,000
261	Telephone Charges	181	-	-
264	Printing and Copying	2,350	-	-
	<i>Subtotal</i>	23,247	6,661	8,718
Capital Outlay				
440	Machinery and Equipment	57,373	-	-
	<i>Subtotal</i>	57,373	-	-
	SERVICE TOTAL	\$727,859	\$571,616	\$643,132

Public Works and Natural Resources Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	3,772,575	3,867,458	3,849,189
Operating and Maintenance	5,890,959	3,310,060	3,234,683
Non-Operating	-	-	-
Capital	855,229	1,424	13,877
TOTAL	\$ 10,518,763	\$ 7,178,942	\$ 7,097,749

The Public Works and Natural Resources Department includes:

- Parks and Forestry
- Open Space and Trails
- Public Facilities
- Golf
- Sanitation
- Water
- Sewer
- Storm Drainage
- Streets

Only Parks and Forestry and Public Facilities are included here because they are funded from the General Fund.

Parks and Forestry Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	2,512,026	2,502,766	2,450,700
Operating and Maintenance	2,007,814	1,575,722	1,476,798
Non-Operating	-	-	-
Capital	5,190	1,424	13,877
TOTAL	\$ 4,525,030	\$ 4,079,912	\$ 3,941,375

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 Department

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, golf, 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 is also responsible for resolving citizen concerns and problems.

SERVICE: Natural Resources Administration

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Natural Resources Manager	0.50	0.50	0.50
Executive Assistant	1.00	1.00	1.00
Total	1.50	1.50	1.50

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	102,999	105,461	105,456
114	Skill Based Pay	3	-	-
115	One Time Payment	-	-	1,500
121	Wages - Overtime	548	800	800
123	Leave Expense	2,318	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	1,074	600	600
129	Medicare	1,347	1,530	1,529
131	MOPC	5,242	5,273	5,273
132	Employee Insurance	14,263	15,819	17,189
133	Employee Retirement	6,400	6,644	7,066
135	Compensation Insurance	54	55	88
136	Unemployment Insurance	310	317	316
137	Staff Training and Conferences	6,957	8,762	3,762
139	Dental Insurance	725	738	738
142	Food Allowance	89	500	500
	<i>Subtotal</i>	<i>142,330</i>	<i>146,499</i>	<i>144,817</i>
Operating and Maintenance				
210	Office Supplies	1,976	3,400	3,400
216	Reference Books and Materials	70	150	250
217	Dues and Subscriptions	133	478	478
218	Non-Capital Equipment and Furniture	12,610	179	179
229	Materials and Supplies	670	700	700
230	Printing and Copier Supplies	-	780	780
240	Equipment Repair and Maintenance	5,202	2,670	2,940
243	Non-Capital Computer Equipment and Supplies	5,798	825	825
245	Mileage Allowance	-	300	100
246	Liability Insurance	1,569	1,207	2,447
249	Operating Leases and Rentals	-	1,491	1,491
250	Professional and Contracted Services	8,000	966	1,166
252	Advertising and Legal Notices	-	550	550
261	Telephone Charges	1,895	2,000	2,000
263	Postage	877	600	600
264	Printing and Copying	138	220	220
269	Other Services and Charges	1,763	-	-
273	Fleet Lease - Operating and Maintenance	1,582	-	-
274	Fleet Lease - Replacement	4,735	-	-
	<i>Subtotal</i>	<i>47,018</i>	<i>16,516</i>	<i>18,126</i>
Capital Outlay				
440	Machinery and Equipment	2,595	-	-
	<i>Subtotal</i>	<i>2,595</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$191,943	\$163,015	\$162,943

SERVICE: Forestry Maintenance

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

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 in town, 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:	2012 Budget	2013 Budget	2014 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
Grounds Maintenance Technician II	0.40	0.00	0.00
Total	2.65	2.25	2.25

SERVICE: Forestry Maintenance**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	142,422	138,813	139,815
112	Wages - Temporary	51,614	52,480	69,650
114	Skill Based Pay	1	-	-
115	One Time Payment	-	-	1,259
121	Wages - Overtime	3,167	1,000	1,000
122	Longevity Compensation	1,740	1,800	-
123	Leave Expense	4,372	-	-
126	Retirement Health Savings Plan	1,743	900	900
128	FICA	4,587	3,254	4,318
129	Medicare	2,019	1,724	1,987
131	MOPC	7,280	6,940	6,991
132	Employee Insurance	20,075	20,822	22,790
133	Employee Retirement	8,887	8,745	9,368
135	Compensation Insurance	2,232	2,827	4,575
136	Unemployment Insurance	436	416	419
139	Dental Insurance	1,019	972	979
141	Uniforms and Protective Clothing	29	480	480
142	Food Allowance	27	100	100
	<i>Subtotal</i>	<i>251,650</i>	<i>241,273</i>	<i>264,631</i>
Operating and Maintenance				
210	Office Supplies	251	-	-
214	Pamphlets and Documents	72	100	-
216	Reference Books and Materials	118	250	150
217	Dues and Subscriptions	1,276	831	846
218	Non-Capital Equipment and Furniture	2,963	4,500	4,000
222	Chemicals	3,221	3,000	3,000
229	Materials and Supplies	4,248	-	-
240	Equipment Repair and Maintenance	1,535	2,000	2,000
241	Grounds Maintenance	19,912	25,000	20,000
243	Non-Capital Computer Equipment and Supplies	276	-	-
246	Liability Insurance	15,723	15,959	27,650
247	Safety Expenses	854	1,000	1,000
250	Professional and Contracted Services	162,623	131,063	122,118
252	Advertising and Legal Notices	772	800	-
261	Telephone Charges	1,075	1,440	1,140
264	Printing and Copying	1,661	1,200	500
269	Other Services and Charges	-	50	-
273	Fleet Lease - Operating and Maintenance	45,126	38,898	45,450
274	Fleet Lease - Replacement	64,554	58,409	54,010
	<i>Subtotal</i>	<i>326,260</i>	<i>284,500</i>	<i>281,864</i>
	SERVICE TOTAL	\$577,910	\$525,773	\$546,495

SERVICE: Municipal Grounds Maintenance

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

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; cleaning up debris; weed control; repair and maintenance of curbs, gutters, sidewalks, and parking lots, including snow removal; and lighting in these areas.

SERVICE: Municipal Grounds Maintenance

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Parks Supervisor	0.25	0.25	0.25
Senior Grounds Maintenance Technician	1.50	3.50	3.30
Project Manager	0.00	0.50	0.50
Total	1.75	4.25	4.05

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	90,204	223,898	215,835
112	Wages - Temporary	-	26,000	-
114	Skill Based Pay	1,227	226	225
115	One Time Payment	-	-	2,567
121	Wages - Overtime	598	5,000	-
122	Longevity Compensation	-	810	840
123	Leave Expense	1,825	-	-
124	Skill Based Overtime Pay	20	-	-
126	Retirement Health Savings Plan	3,105	1,700	1,620
128	FICA	-	1,612	551
129	Medicare	1,159	3,626	3,251
131	MOPC	4,727	11,207	10,767
132	Employee Insurance	12,338	33,584	35,064
133	Employee Retirement	5,777	14,119	14,427
135	Compensation Insurance	539	716	2,936
136	Unemployment Insurance	268	671	645
139	Dental Insurance	625	1,569	1,506
	<i>Subtotal</i>	<i>122,412</i>	<i>324,738</i>	<i>290,234</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	-	250	-
222	Chemicals	-	1,500	1,500
229	Materials and Supplies	80	300	300
232	Building Repair and Maintenance	-	100	100
240	Equipment Repair and Maintenance	-	50	50
241	Grounds Maintenance	2,341	1,500	-
246	Liability Insurance	1,072	989	2,798
247	Safety Expenses	-	225	-
250	Professional and Contracted Services	1,312	20,000	20,000
273	Fleet Lease - Operating and Maintenance	10,968	13,178	4,308
274	Fleet Lease - Replacement	7,560	2,582	10,923
	<i>Subtotal</i>	<i>23,333</i>	<i>40,674</i>	<i>39,979</i>
	SERVICE TOTAL	\$145,745	\$365,412	\$330,213

SERVICE: Parks Development and Improvement

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

Service Description:

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

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

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

SERVICE: Parks Development and Improvement

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Parks and Open Space Project Manager	0.50	1.00	1.00
Project Manager	0.50	0.50	0.50
Total	1.00	1.50	1.50

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	68,810	118,393	119,118
114	Skill Based Pay	7	-	-
115	One Time Payment	-	-	1,500
121	Wages - Overtime	26	-	-
123	Leave Expense	1,326	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	504	600	600
129	Medicare	825	1,717	1,727
131	MOPC	3,468	5,920	5,956
132	Employee Insurance	10,439	17,759	19,416
133	Employee Retirement	4,237	7,458	7,981
135	Compensation Insurance	136	171	98
136	Unemployment Insurance	227	355	357
139	Dental Insurance	530	829	834
142	Food Allowance	111	800	500
	<i>Subtotal</i>	<i>90,647</i>	<i>154,002</i>	<i>158,087</i>
Operating and Maintenance				
210	Office Supplies	120	-	-
217	Dues and Subscriptions	-	550	550
218	Non-Capital Equipment and Furniture	18	200	100
229	Materials and Supplies	690	400	400
243	Non-Capital Computer Equipment and Supplies	-	200	200
246	Liability Insurance	702	710	581
247	Safety Expenses	17	150	150
250	Professional and Contracted Services	6,666	-	-
261	Telephone Charges	574	1,650	1,400
263	Postage	73	25	100
264	Printing and Copying	135	100	200
273	Fleet Lease - Operating and Maintenance	1,099	1,028	7,332
	<i>Subtotal</i>	<i>10,094</i>	<i>5,013</i>	<i>11,013</i>
	SERVICE TOTAL	\$100,741	\$159,015	\$169,100

SERVICE: Parks Maintenance

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

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 as required, 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 within the City parks.

SERVICE: Parks Maintenance

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Parks Mtce and Solid Waste Ops Manager	0.50	0.50	0.50
Parks Supervisor	1.05	1.25	1.25
Senior Grounds Maintenance Technician	12.00	9.50	9.50
Grounds Maintenance Technician II	1.00	3.00	1.75
Natural Resources Technician	0.00	0.00	0.85
Equipment and Supply Technician	0.90	0.00	0.00
Graffiti Technician	0.00	0.00	0.25
Administrative Assistant	0.00	0.90	0.90
Total	15.45	15.15	15.00

Service: Parks Maintenance**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	653,216	759,520	751,401
112 Wages - Temporary	177,961	70,000	20,700
114 Skill Based Pay	13,407	1,786	2,685
115 One Time Payment	-	-	10,493
121 Wages - Overtime	31,602	13,000	-
122 Longevity Compensation	1,860	810	840
123 Leave Expense	9,888	-	-
124 Skill Based Overtime Pay	249	-	-
126 Retirement Health Savings Plan	20,711	6,060	6,000
128 FICA	11,545	4,340	4,383
129 Medicare	10,417	12,055	11,915
131 MOPC	32,515	38,066	37,551
132 Employee Insurance	107,690	113,925	121,979
133 Employee Retirement	39,672	47,962	50,307
135 Compensation Insurance	4,827	15,982	23,795
136 Unemployment Insurance	2,341	2,279	2,245
137 Staff Training and Conferences	4,329	3,500	3,500
139 Dental Insurance	5,466	5,318	5,238
141 Uniforms and Protective Clothing	4,479	2,750	4,000
142 Food Allowance	419	249	249
<i>Subtotal</i>	<i>1,132,594</i>	<i>1,097,602</i>	<i>1,057,281</i>
Operating and Maintenance			
210 Office Supplies	1,622	2,000	1,000
214 Pamphlets and Documents	57	-	-
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	100	530	530
218 Non-Capital Equipment and Furniture	10,276	8,000	750
220 Gas and Oil	5,575	106	106
222 Chemicals	23,681	15,000	18,000
228 Janitorial Supplies	4,975	3,000	3,000
229 Materials and Supplies	33,248	-	-
232 Building Repair and Maintenance	50,901	25,000	-
240 Equipment Repair and Maintenance	7,060	6,210	6,210
241 Grounds Maintenance	184,202	100,000	45,000
243 Non-Capital Computer Equipment and Supplies	11,611	2,000	2,000
246 Liability Insurance	50,726	47,773	58,237
247 Safety Expenses	12,981	6,960	5,000
249 Operating Leases and Rentals	-	2,500	2,500
250 Professional and Contracted Services	179,835	234,000	219,109
260 Utilities	2,358	-	-
261 Telephone Charges	4,033	4,400	4,400
262 Radio Repair and Maintenance	-	600	-
263 Postage	16	200	200
264 Printing and Copying	916	500	500
269 Other Services and Charges	360	10,500	10,500
273 Fleet Lease - Operating and Maintenance	207,045	166,181	144,073
274 Fleet Lease - Replacement	177,278	152,629	145,711
<i>Subtotal</i>	<i>968,856</i>	<i>788,139</i>	<i>665,376</i>
Capital Outlay			
440 Machinery and Equipment	2,595	-	13,200
<i>Subtotal</i>	<i>2,595</i>	<i>-</i>	<i>13,200</i>
SERVICE TOTAL	\$2,104,045	\$1,885,741	\$1,737,357

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

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

Service Description:

Within the Natural Resources Division, the function of this service is to perform all necessary maintenance to landscaped medians, greenways, riverways, underpasses, pedestrian bridges, rights-of-way throughout the city, at certain storm drainage detention sites, District Parks, dog parks, and native and dryland areas.

SERVICE: Right-of-way Maintenance

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Parks Supervisor	0.70	0.50	0.50
Senior Grounds Maintenance Technician	4.00	2.00	2.00
Grounds Maintenance Technician II	2.60	0.00	0.00
Equipment and Supply Technician	0.10	0.00	0.00
Administrative Assistant	0.00	0.10	0.10
Total	7.40	2.60	2.60

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	321,316	138,632	139,491
112	Wages - Temporary	2,814	30,000	300
114	Skill Based Pay	3,424	990	90
115	One Time Payment	-	-	1,157
121	Wages - Overtime	10,008	5,000	-
122	Longevity Compensation	1,560	-	-
123	Leave Expense	11,588	-	-
124	Skill Based Overtime Pay	99	-	-
126	Retirement Health Savings Plan	2,960	1,040	1,040
128	FICA	-	1,860	1,879
129	Medicare	4,416	2,459	2,463
131	MOPC	17,483	6,981	6,980
132	Employee Insurance	48,467	20,794	22,737
133	Employee Retirement	21,336	8,796	9,352
135	Compensation Insurance	10,006	12,725	6,418
136	Unemployment Insurance	1,055	416	418
139	Dental Insurance	2,459	970	976
141	Uniforms and Protective Clothing	1,173	100	-
142	Food Allowance	35	-	-
	<i>Subtotal</i>	<i>460,199</i>	<i>230,763</i>	<i>193,301</i>
Operating and Maintenance				
210	Office Supplies	1,158	250	250
216	Reference Books and Materials	209	-	-
218	Non-Capital Equipment and Furniture	7,407	5,000	-
221	Parks	689	-	-
222	Chemicals	572	3,000	3,000
229	Materials and Supplies	11,544	2,950	2,950
232	Building Repair and Maintenance	422	900	900
240	Equipment Repair and Maintenance	399	2,920	2,920
241	Grounds Maintenance	10,902	13,000	-
246	Liability Insurance	10,778	11,565	17,255
247	Safety Expenses	1,011	3,206	-
249	Operating Leases and Rentals	-	260	260
250	Professional and Contracted Services	162,018	130,000	130,000
261	Telephone Charges	106	-	-
262	Radio Repair and Maintenance	-	300	-
264	Printing and Copying	-	100	100
273	Fleet Lease - Operating and Maintenance	81,863	62,599	73,139
274	Fleet Lease - Replacement	68,942	30,545	42,925
	<i>Subtotal</i>	<i>358,020</i>	<i>266,595</i>	<i>273,699</i>
	SERVICE TOTAL	\$818,219	\$497,358	\$467,000

SERVICE: Union Reservoir

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

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:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	84,464	92,403	92,538
112 Wages - Temporary	56,820	32,441	59,929
115 One Time Payment	-	-	1,568
121 Wages - Overtime	619	700	700
123 Leave Expense	5,445	-	-
126 Retirement Health Savings Plan	680	680	680
128 FICA	4,485	2,011	1,936
129 Medicare	2,211	1,810	1,795
131 MOPC	4,492	4,620	4,627
132 Employee Insurance	12,624	13,860	15,084
133 Employee Retirement	5,485	5,822	6,200
135 Compensation Insurance	1,044	1,415	1,802
136 Unemployment Insurance	274	277	278
139 Dental Insurance	641	647	648
141 Uniforms and Protective Clothing	806	1,275	1,275
142 Food Allowance	124	140	140
<i>Subtotal</i>	<i>180,214</i>	<i>158,101</i>	<i>189,200</i>
Operating and Maintenance			
210 Office Supplies	3,068	-	-
214 Pamphlets and Documents	467	1	1
218 Non-Capital Equipment and Furniture	1,300	1,000	1,000
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	-	800	800
229 Materials and Supplies	10,673	1,801	1,801
232 Building Repair and Maintenance	3,230	4,500	4,500
240 Equipment Repair and Maintenance	44	900	900
241 Grounds Maintenance	5,304	7,389	7,389
243 Non-Capital Computer Equipment and Supplies	-	1,142	1,142
246 Liability Insurance	7,121	6,934	16,111
247 Safety Expenses	1,057	2,000	2,000
249 Operating Leases and Rentals	74,521	1,185	1,185
250 Professional and Contracted Services	2,881	-	-
252 Advertising and Legal Notices	-	50	50
260 Utilities	2,351	-	-
261 Telephone Charges	126	900	900
263 Postage	18	20	20
264 Printing and Copying	1,020	1,900	1,900
269 Other Services and Charges	-	135	135
273 Fleet Lease - Operating and Maintenance	25,995	21,520	29,894
274 Fleet Lease - Replacement	17,320	12,415	8,014
<i>Subtotal</i>	<i>156,496</i>	<i>66,642</i>	<i>79,792</i>
SERVICE TOTAL	\$336,710	\$224,743	\$268,992

SERVICE: Parks Resources Management

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

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:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	63,411	67,141	67,506
112	Wages - Temporary	267	-	-
115	One Time Payment	-	-	940
121	Wages - Temporary	138	-	-
123	Leave Expense	2,825	-	-
126	Retirement Health Savings Plan	520	520	520
129	Medicare	843	973	979
131	MOPC	3,302	3,358	3,375
132	Employee Insurance	9,172	10,072	11,004
133	Employee Retirement	4,026	4,230	4,523
135	Compensation Insurance	239	293	55
136	Unemployment Insurance	200	201	203
139	Dental Insurance	466	470	473
141	Uniforms and Protective Clothing	426	600	600
142	Food Allowance	68	-	-
	<i>Subtotal</i>	85,903	87,858	90,178
Operating and Maintenance				
210	Office Supplies	786	-	-
218	Non-Capital Equipment and Furniture	-	1,000	200
229	Materials and Miscellaneous Supplies	2,042	-	600
241	Grounds Maintenance	632	5,300	5,300
243	Non-Capital Computer Equipment and Supplies	-	2,050	-
246	Liability Insurance	690	712	286
247	Safety Expenses	421	-	-
250	Professional and Contracted Services	97,480	78,396	80,396
252	Advertising and Legal Notices	15	-	-
261	Telephone Charges	918	600	800
	<i>Subtotal</i>	102,984	88,058	87,582
	SERVICE TOTAL	\$ 188,887	\$ 175,916	\$ 177,760

SERVICE: Engineering/Survey Technical Services

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

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:	2012 Budget	2013 Budget	2014 Budget
PWNR Technology/GIS Coordinator	0.10	0.10	0.15
Engineering and Survey Tech Supervisor	0.10	0.20	0.15
Lead GIS Analyst	0.10	0.20	0.15
GIS/Mapping Technician	0.10	0.10	0.30
Survey Party Chief	0.10	0.20	0.00
Survey Technician	0.10	0.20	0.00
PWNR Technical Systems Specialist	0.00	0.00	0.15
Engineering Technician	0.00	0.00	0.45
Total	0.60	1.00	1.35

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	32,127	46,602	46,188
112	Wages - Temporary	825	-	-
114	Skill Based Pay	21	25	25
115	One Time Payment	-	-	174
121	Wages - Overtime	1	132	137
122	Longevity Compensation	563	291	-
123	Leave Expense	1,123	-	-
126	Retirement Health Savings Plan	669	301	305
128	FICA	1	-	-
129	Medicare	343	602	670
131	MOPC	1,670	2,331	2,311
132	Employee Insurance	5,292	6,990	7,529
133	Employee Retirement	2,141	2,937	3,096
135	Compensation Insurance	74	148	663
136	Unemployment Insurance	112	140	139
137	Staff Training and Conferences	852	1,080	1,386
139	Dental Insurance	261	326	323
141	Uniforms and Protective Clothing	-	25	25
142	Food Allowance	2	-	-
	<i>Subtotal</i>	<i>46,077</i>	<i>61,930</i>	<i>62,971</i>
Operating and Maintenance				
210	Office Supplies	1	-	-
216	Reference Books and Materials	6	8	8
217	Dues and Subscriptions	1	1,247	1,438
218	Non-Capital Equipment and Furniture	378	301	254
219	Drafting Supplies	107	335	338
229	Materials and Supplies	57	134	135
240	Equipment Repair and Maintenance	7,498	12,154	13,037
243	Non-Capital Computer Equipment and Supplies	70	722	215
246	Liability Insurance	131	171	179
247	Safety Expenses	6	84	85
249	Operating Leases and Rentals	-	-	288
250	Professional and Contracted Services	5,970	4,034	1,581
261	Telephone Charges	8	66	66
263	Postage	1	-	-
264	Printing and Copying	6	59	59
273	Fleet Lease - Operating and Maintenance	195	270	184
274	Fleet Lease - Replacement	318	-	-
	<i>Subtotal</i>	<i>14,753</i>	<i>19,585</i>	<i>17,867</i>
Capital Outlay				
431	Furniture and Fixtures	-	1,424	-
440	Machinery and Equipment	-	-	677
	<i>Subtotal</i>	<i>-</i>	<i>1,424</i>	<i>677</i>
	SERVICE TOTAL	\$60,830	\$82,939	\$81,515

Public Facilities Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	1,260,549	1,364,692	1,398,489
Operating and Maintenance	3,883,145	1,734,338	1,757,885
Non-Operating	-	-	-
Capital	850,039	-	-
TOTAL	\$ 5,993,733	\$ 3,099,030	\$ 3,156,374

Public Facilities includes two budget services: Facility Maintenance and Facility Operations.

SERVICE: Facilities Maintenance Services

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

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:	2012 Budget	2013 Budget	2014 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

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	280,899	289,678	295,449
115	One Time Payment	-	-	3,223
121	Wages - Overtime	17,715	21,034	19,479
122	Longevity Compensation	2,580	-	-
123	Leave Expense	5,988	-	-
126	Retirement Health Savings Plan	10,465	2,400	2,400
129	Medicare	3,436	4,201	4,182
131	MOPC	14,042	14,485	14,421
132	Employee Insurance	39,476	43,453	47,013
133	Employee Retirement	17,142	18,251	19,324
135	Compensation Insurance	7,483	2,988	4,291
136	Unemployment Insurance	858	870	865
137	Staff Training and Conferences	-	2,400	2,400
139	Dental Insurance	2,001	2,028	2,019
141	Uniforms and Protective Clothing	1,854	1,200	1,200
	<i>Subtotal</i>	<i>403,939</i>	<i>402,988</i>	<i>416,266</i>
Operating and Maintenance				
210	Office Supplies	714	658	588
217	Dues and Subscriptions	368	326	326
218	Non-Capital Equipment and Furniture	10,083	5,245	5,800
229	Materials and Supplies	4,666	4,699	5,396
232	Building Repair and Maintenance	53,376	60,152	56,884
233	Facility Repair and Maintenance	73,659	70,000	30,000
240	Equipment Repair and Maintenance	12,979	20,659	22,338
246	Liability Insurance	8,943	9,692	17,756
247	Safety Expenses	449	1,260	1,175
248	Lease Purchase Installment	2,389,706	255,000	255,000
249	Operating Leases and Rentals	29,140	31,080	21,590
250	Professional and Contracted Services	181,291	151,166	203,918
260	Utilities	591,685	691,302	711,359
261	Telephone Charges	2,966	3,224	3,224
269	Other Services and Charges	30,250	-	-
273	Fleet Lease - Operating and Maintenance	21,535	19,427	17,721
274	Fleet Lease - Replacement	7,083	3,439	-
	<i>Subtotal</i>	<i>3,418,893</i>	<i>1,327,329</i>	<i>1,353,075</i>
Capital Outlay				
475	Building and Facility Improvement	836,893	-	-
	<i>Subtotal</i>	<i>836,893</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$4,659,725	\$1,730,317	\$1,769,341

SERVICE: Facilities Operations Services

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

Service Description:

Facilities Operations Services provides custodial and contracted custodial services and manages building operational systems and contracted services related to non-core building operating systems for general City facilities with additional limited support for specifically funded facilities and outlying locations. Primary duties are:

- 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
- Contracted services, such as divided wall partition preventive maintenance, automated motorized window treatment preventive maintenance and repairs, painting, gym wood floor yearly 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, inspections.

SERVICE: Facilities Operations Services

Budgeted Positions:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	601,036	703,977	706,842
114	Skill Based Pay	2,604	3,000	3,000
115	One Time Payment	-	-	10,928
121	Wages - Overtime	29,931	24,000	24,000
122	Longevity Compensation	1,560	1,620	1,680
123	Leave Expense	20,844	-	-
124	Skill Based Overtime Pay	242	-	-
126	Retirement Health Savings Plan	9,809	7,900	7,900
129	Medicare	7,653	10,246	10,115
131	MOPC	30,831	35,348	34,881
132	Employee Insurance	95,655	105,594	113,223
133	Employee Retirement	37,601	44,535	46,728
135	Compensation Insurance	9,873	15,945	13,480
136	Unemployment Insurance	2,077	2,109	2,084
137	Staff Training and Conferences	79	500	500
139	Dental Insurance	4,845	4,930	4,862
141	Uniforms and Protective Clothing	1,970	2,000	2,000
	<i>Subtotal</i>	<i>856,610</i>	<i>961,704</i>	<i>982,223</i>
Operating and Maintenance				
210	Office Supplies	651	500	500
217	Dues and Subscriptions	326	370	370
218	Non-Capital Equipment and Furniture	20,308	16,000	16,000
228	Janitorial Supplies	91,314	115,500	105,000
229	Materials and Supplies	10,842	8,000	11,000
232	Building Repair and Maintenance	14,133	14,773	14,773
240	Equipment Repair and Maintenance	10,656	6,000	7,600
243	Non-Capital Computer Equipment and Supplies	577	-	-
245	Mileage Allowance	38	-	-
246	Liability Insurance	3,839	3,798	5,294
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	305,280	233,650	239,550
261	Telephone Charges	1,895	2,600	2,600
263	Postage	1	-	-
264	Printing and Copying	225	-	-
273	Fleet Lease - Operating and Maintenance	755	2,264	1,623
274	Fleet Lease - Replacement	3,412	3,054	-
	<i>Subtotal</i>	<i>464,252</i>	<i>407,009</i>	<i>404,810</i>
Capital Outlay				
440	Machinery and Equipment	13,146	-	-
	<i>Subtotal</i>	<i>13,146</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$1,334,008	\$1,368,713	\$1,387,033

PUBLIC SAFETY FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	3,933,461	4,205,669	4,442,541
Operating and Maintenance	1,310,842	1,145,327	1,202,930
Non-Operating	44,562	12,982	2,751
Capital	563,909	420,300	82,000
TOTAL	\$ 5,852,774	\$ 5,784,278	\$ 5,730,222

Fund Description

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 and Youth Resources, and Community & Neighborhood Resources.

PUBLIC SAFETY FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$2,475,929	\$2,151,985	\$1,618,469
Committed Working Capital		\$279,689	
SOURCES OF FUNDS			
REVENUES			
Taxes	4,892,187	4,871,976	5,189,519
Intergovernmental revenue	546,365	553,441	337,154
Charges for Service	47,514	93,534	94,281
Interest	8,931	11,500	9,500
Miscellaneous	7,296	-	-
Estimated Revenue Adjustment		-	-
Adjustment for GAAP Revenue	26,537	-	-
TOTAL FUNDS	5,528,830	5,530,451	5,630,454
EXPENDITURES			
Personal Services	3,933,461	4,205,669	4,442,541
Operating and Maintenance	1,310,842	1,145,327	1,202,930
Non- Operating	44,562	12,982	2,751
Capital	563,909	420,300	82,000
TOTAL EXPENDITURES	5,852,774	5,784,278	5,730,222
ENDING WORKING CAPITAL	2,151,985	1,618,469	1,518,701
CONTRIBUTION TO/(FROM) RESERVES	\$(323,944)	\$(253,827)	\$(99,768)

PUBLIC SAFETY ADMINISTRATION OVERVIEW

	2012 Actual	2013 Budget	2014 Budget
Personal Services	130,984	134,844	149,258
Operating and Maintenance	109,005	65,989	55,312
Non-Operating	44,562	12,982	2,751
Capital	201,761	319,000	-
TOTAL	\$ 486,312	\$ 532,815	\$ 207,321

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 those 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
123	Leave Expense	-	-	11,000
137	Staff Training and Conferences	-	-	-
141	Uniforms and Protective Clothing	-	-	-
	<i>Subtotal</i>	-	-	11,000
Operating and Maintenance				
210	Office Supplies	10	-	-
218	Non-Capital Equipment and Furniture	3,912	-	-
243	Non-Capital Computer Equipment and Supplies	71	-	-
250	Professional and Contracted Services	20,000	20,000	-
264	Printing and Copying	540	-	-
269	Other Services and Charges	320	-	-
	<i>Subtotal</i>	24,853	20,000	-
Non-Operating Expense				
970	Transfers to Other Funds	32,478	10,082	2,751
	<i>Subtotal</i>	32,478	10,082	2,751
Capital Outlay				
475	Building and Facility Improvement	-	-	-
	<i>Subtotal</i>	-	-	-
	SERVICE TOTAL	\$57,331	\$30,082	\$13,751

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 Emergency Operations Plan and Emergency Operations Center for the city; 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:	2012 Budget	2013 Budget	2014 Budget
Strategic Planning and Emergency Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	96,500	98,172	98,172
115	One Time Payment	-	-	1,000
121	Wages - Overtime	1,941	6,000	6,706
126	Retirement Health Savings Plan	400	400	400
129	Medicare	1,209	1,423	1,423
131	MOPC	4,825	4,909	4,909
132	Employee Insurance	12,420	14,726	16,002
133	Employee Retirement	5,890	6,185	6,578
135	Compensation Insurance	31	47	86
136	Unemployment Insurance	270	295	295
137	Staff Training and Conferences	6,868	2,000	2,000
139	Dental Insurance	630	687	687
	<i>Subtotal</i>	<i>130,984</i>	<i>134,844</i>	<i>138,258</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	11,446	10,000	3,000
229	Materials and Supplies	11,536	2,500	2,500
240	Equipment Repair and Maintenance	34,712	21,849	21,800
243	Non-Capital Computer Equipment and Supplies	423	-	5,880
246	Liability Insurance	461	452	536
250	Professional and Contracted Services	325	-	-
261	Telephone Charges	2,098	-	-
264	Printing and Copying	1,066	-	-
269	Other Services and Charges	1,744	3,000	13,000
273	Fleet Lease - Operating and Maintenance	3,124	4,209	4,617
274	Fleet Lease - Replacement	3,987	3,979	3,979
	<i>Subtotal</i>	<i>70,922</i>	<i>45,989</i>	<i>55,312</i>
	SERVICE TOTAL	\$201,906	\$180,833	\$193,570

Fire Services Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	1,142,067	1,155,572	1,163,807
Operating and Maintenance	533,844	492,646	538,174
Non-Operating	-	-	-
Capital	180,849	-	5,000
TOTAL	\$ 1,856,760	\$ 1,648,218	\$ 1,706,981

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: 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.

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

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

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

SERVICE: Fire Suppression

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Fire Captain	0.00	1.00	1.00
Fire Lieutenant	3.00	2.00	2.00
Firefighter/Engineer/Paramedic	1.00	2.00	2.00
Firefighter/Paramedic	3.00	2.00	2.00
Firefighter/Engineer	2.00	1.00	1.00
Firefighter	2.00	3.00	3.00
Total	11.00	11.00	11.00

SERVICE: Fire Suppression**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	763,402	819,885	808,606
112 Wages - Temporary	229	-	-
114 Skill Based Pay	8,454	1,200	1,200
121 Wages - Overtime	66,599	14,018	14,562
123 Leave Expense	34,991	-	-
124 Skill Based Overtime Pay	1,021	-	-
126 Retirement Health Savings Plan	9,749	8,211	8,098
127 FPPA Death and Disability	9,733	9,674	8,515
129 Medicare	11,919	11,907	11,741
132 Employee Insurance	109,916	122,982	131,803
133 Employee Retirement	-	-	120
134 Police and Fire Retirement	82,305	82,109	80,860
135 Compensation Insurance	7,943	18,190	31,116
136 Unemployment Insurance	2,389	2,463	2,426
139 Dental Insurance	5,577	5,739	5,660
141 Uniforms and Protective Clothing	24,644	57,445	57,400
142 Food Allowance	3,196	1,749	1,700
<i>Subtotal</i>	<i>1,142,067</i>	<i>1,155,572</i>	<i>1,163,807</i>
Operating and Maintenance			
210 Office Supplies	172	-	2,000
218 Non-Capital Equipment and Furniture	18,797	-	20,000
228 Janitorial Supplies	-	-	4,250
229 Materials and Supplies	12,873	15,000	5,000
232 Building Repair and Maintenance	1,805	-	8,000
233 Facility Repair and Maintenance	493	-	-
240 Equipment Repair and Maintenance	10,090	-	12,000
243 Non-Capital Computer Equipment and Supplies	29,216	-	-
246 Liability Insurance	6,391	7,773	13,035
248 Lease Purchase Installment	347,834	350,000	350,000
250 Professional and Contracted Services	5,331	-	-
252 Advertising and Legal Notices	5,834	-	-
261 Telephone Charges	18,386	-	-
264 Printing and Copying	780	-	-
269 Other Services and Charges	200	-	2,000
273 Fleet Lease - Operating and Maintenance	11,851	17,174	19,193
274 Fleet Lease - Replacement	63,791	102,699	102,696
<i>Subtotal</i>	<i>533,844</i>	<i>492,646</i>	<i>538,174</i>
Capital Outlay			
432 Vehicles	159,984	-	-
440 Machinery and Equipment	20,865	-	5,000
<i>Subtotal</i>	<i>180,849</i>	<i>-</i>	<i>5,000</i>
SERVICE TOTAL	\$1,856,760	\$1,648,218	\$1,706,981

Police Services Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	2,200,053	2,305,899	2,498,435
Operating and Maintenance	279,831	287,329	285,669
Non-Operating	-	-	-
Capital	173,799	41,300	52,000
TOTAL	\$ 2,653,683	\$ 2,634,528	\$ 2,836,104

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 crime-related incidents. The responsibilities of Patrol Operations are to ensure the safety and protection of persons and property through proactive and directed patrol and to provide the highest quality of service through problem solving and community-oriented policing.

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

SERVICE: Police Patrol Operations

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Police Sergeant	1.00	1.00	1.00
Police Officer	9.00	9.00	9.00
Total	10.00	10.00	10.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	653,273	645,744	725,074
114	Skill Based Pay	645	900	900
121	Wages - Overtime	38,347	25,000	25,000
123	Leave Expense	36,108	-	-
124	Skill Based Overtime Pay	46	-	-
126	Retirement Health Savings Plan	7,610	6,470	7,257
127	FPPA Death and Disability	10,185	10,356	9,796
129	Medicare	9,138	9,375	10,525
131	MOPC			36,255
132	Employee Insurance	95,887	96,863	118,188
133	Employee Retirement			48,673
134	Police and Fire Retirement	67,471	64,663	-
135	Compensation Insurance	10,982	16,949	34,902
136	Unemployment Insurance	2,084	1,939	-
139	Dental Insurance	4,861	4,522	5,072
141	Uniforms and Protective Clothing	5,806	4,950	4,950
142	Food Allowance	235	-	-
	<i>Subtotal</i>	<i>942,678</i>	<i>887,731</i>	<i>1,026,592</i>
Operating and Maintenance				
210	Office Supplies	752	750	750
216	Reference Books and Materials	613	513	500
217	Dues and Subscriptions	300	-	-
218	Non-Capital Equipment and Furniture	8,263	200	200
226	Prisoner Expenses	574	-	-
229	Materials and Supplies	1,656	500	500
243	Non-Capital Computer Equipment and Supplies	1,230	550	550
246	Liability Insurance	5,352	4,936	9,366
250	Professional and Contracted Services	214	-	-
258	Investigative Expenses	64	-	-
264	Printing and Copying	970	855	850
273	Fleet Lease - Operating and Maintenance	92,941	87,673	103,767
274	Fleet Lease - Replacement	-	37,543	31,879
	<i>Subtotal</i>	<i>112,929</i>	<i>133,520</i>	<i>148,362</i>
Capital Outlay				
432	Vehicles	-	-	6,300
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>6,300</i>
	SERVICE TOTAL	\$1,055,607	\$1,021,251	\$1,181,254

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, 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 & evidence management.

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

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

SERVICE: Detective Operations

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Master Police Officer	1.00	1.00	1.00
CSO Detectives	1.00	1.00	1.00
Evidence Technician	0.00	0.00	1.00
Total	2.00	2.00	3.00

SERVICE: Detective Operations**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	120,741	104,916	100,766
115	One Time Payment	-	-	297
121	Wages - Overtime	4,866	20,114	10,000
122	Longevity Compensation	1,440	-	-
123	Leave Expense	1,356	-	-
126	Retirement Health Savings Plan	1,965	912	923
129	Medicare	1,639	1,522	1,461
131	MOPC	2,481	5,246	5,039
132	Employee Insurance	17,366	15,738	16,425
133	Employee Retirement	3,027	6,610	6,751
134	Police and Fire Retirement	7,524	-	-
135	Compensation Insurance	998	1,100	1,585
136	Unemployment Insurance	378	315	303
137	Staff Training and Conferences	3,439	-	-
139	Dental Insurance	882	735	706
141	Uniforms and Protective Clothing	700	2,150	2,100
142	Food Allowance	327	-	-
	<i>Subtotal</i>	<i>169,129</i>	<i>159,358</i>	<i>146,356</i>
Operating and Maintenance				
210	Office Supplies	494	500	500
216	Reference Books and Materials	78	50	100
217	Dues and Subscriptions	4,451	-	300
218	Non-Capital Equipment and Furniture	6,358	5,950	5,650
229	Materials and Supplies	1,120	425	425
240	Equipment Repair and Maintenance	-	4,400	-
243	Non-Capital Computer Equipment and Supplies	6,513	16,650	12,500
245	Mileage Allowance	119	-	-
246	Liability Insurance	3,511	3,206	1,654
250	Professional and Contracted Services	7,647	8,000	8,000
258	Investigative Expenses	130	-	-
263	Postage	26	-	-
264	Printing and Copying	68	-	-
273	Fleet Lease - Operating and Maintenance	8,288	9,390	10,774
274	Fleet Lease - Replacement	9,613	9,477	-
	<i>Subtotal</i>	<i>48,416</i>	<i>58,048</i>	<i>39,903</i>
Capital Outlay				
440	Machinery and Equipment	-	-	37,700
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>37,700</i>
	SERVICE TOTAL	\$217,545	\$217,406	\$223,959

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 also collects and analyzes criminal intelligence information and is responsible for all asset forfeiture cases.

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

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
121 Wages - Overtime	19,536	19,700	19,700
124 Skill Based Overtime Pay	29	-	-
135 Compensation Insurance	96	132	250
<i>Subtotal</i>	<i>19,661</i>	<i>19,832</i>	<i>19,950</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	50	-	-
246 Liability Insurance	808	764	1,009
273 Fleet Lease - Operating and Maintenance	479	1,017	716
274 Fleet Lease - Replacement	15,937	15,630	15,630
<i>Subtotal</i>	<i>17,274</i>	<i>17,411</i>	<i>17,355</i>
SERVICE TOTAL	\$36,935	\$37,243	\$37,305

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 is 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:	2012 Budget	2013 Budget	2014 Budget
Master Police Officer	1.00	1.00	1.00
Police Officer	1.00	1.00	1.00
Total	2.00	2.00	2.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	146,195	145,440	148,349
121	Wages - Overtime	4,779	6,000	6,000
122	Longevity Compensation	1,620	1,680	1,740
126	Retirement Health Savings Plan	2,826	1,455	1,483
127	FPPA Death and Disability	1,786	1,801	1,837
129	Medicare	891	1,004	1,024
132	Employee Insurance	19,824	21,816	24,181
134	Police and Fire Retirement	14,587	14,544	14,835
135	Compensation Insurance	816	1,082	1,920
136	Unemployment Insurance	431	437	445
139	Dental Insurance	1,006	1,018	1,038
141	Uniforms and Protective Clothing	1,187	1,750	1,750
142	Food Allowance	17	-	-
	<i>Subtotal</i>	<i>195,965</i>	<i>198,027</i>	<i>204,602</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	701	600	600
229	Materials and Supplies	1,784	1,500	1,500
240	Equipment Repair and Maintenance	99	-	-
243	Non-Capital Computer Equipment and Supplies	731	-	-
246	Liability Insurance	552	526	513
	<i>Subtotal</i>	<i>3,867</i>	<i>2,626</i>	<i>2,613</i>
	SERVICE TOTAL	\$199,832	\$200,653	\$207,215

SERVICE: Traffic Unit**FUND:** Public Safety Fund**DEPARTMENT:** Public Safety

Service Description:

The Traffic Unit is a primary service function of the Special Operations Section. The Traffic Unit's primary purposes are to facilitate the safe and expeditious movement of vehicular and pedestrian traffic through the enforcement of the traffic laws, the investigation of traffic complaints, the coordination of the DUI enforcement program, 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

LINE ITEM BUDGET

		2012 Actual	2013 Budget	2014 Budget
Personal Services				
141	Uniforms and Protective Clothing	206	-	-
	<i>Subtotal</i>	206	-	-
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	25,000	-	-
	<i>Subtotal</i>	25,000	-	-
Capital Outlay				
440	Machinery and Equipment	-	41,300	-
	<i>Subtotal</i>	-	41,300	-
SERVICE TOTAL		\$25,206	\$41,300	\$-

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 also 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 area police and fire departments in areas such as explosives, bombs and post-blast investigations.

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

SERVICE: SWAT Team**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	57	-	-
114	Skill Based Pay	1	-	-
121	Wages - Overtime	34,982	40,000	40,000
124	Skill Based Overtime Pay	30	-	-
135	Compensation Insurance	39	322	507
141	Uniforms and Protective Clothing	3,075	600	600
	<i>Subtotal</i>	<i>38,184</i>	<i>40,922</i>	<i>41,107</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	11,490	5,000	5,000
229	Materials and Supplies	3,389	5,110	5,100
240	Equipment Repair and Maintenance	386	-	-
243	Non-Capital Computer Equipment and Supplies	2,685	-	-
246	Liability Insurance	642	737	916
273	Fleet Lease - Operating and Maintenance	1,129	5,477	2,033
274	Fleet Lease - Replacement	11,968	11,965	11,964
	<i>Subtotal</i>	<i>31,689</i>	<i>28,289</i>	<i>25,013</i>
Capital Outlay				
440	Machinery and Equipment	154,090	-	-
	<i>Subtotal</i>	<i>154,090</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$223,963	\$69,211	\$66,120

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 is responsible for conducting educational presentations on gangs. The unit also 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:	2012 Budget	2013 Budget	2014 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	2.00	3.00	3.00
Police Officer	4.00	3.00	3.00
Total	7.00	7.00	7.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	523,365	673,488	682,737
114	Skill Based Pay	1,236	1,200	3,000
121	Wages - Overtime	29,403	32,575	41,000
123	Leave Expense	4,117	-	-
124	Skill Based Overtime Pay	47	-	-
126	Retirement Health Savings Plan	6,801	6,749	6,856
127	FPPA Death and Disability	5,592	5,598	8,030
129	Medicare	7,584	9,783	9,943
132	Employee Insurance	71,975	101,023	111,286
133	Employee Retirement	-	-	300
134	Police and Fire Retirement	52,114	67,469	68,273
135	Compensation Insurance	11,517	11,366	31,477
136	Unemployment Insurance	1,565	2,023	2,048
139	Dental Insurance	3,652	4,714	4,778
141	Uniforms and Protective Clothing	5,109	6,690	6,675
	<i>Subtotal</i>	<i>724,077</i>	<i>922,678</i>	<i>976,403</i>
Operating and Maintenance				
216	Reference Books and Materials	181	-	-
218	Non-Capital Equipment and Furniture	9,169	1,100	1,100
229	Materials and Supplies	89	2,850	2,850
246	Liability Insurance	3,429	3,352	5,499
273	Fleet Lease - Operating and Maintenance	22,199	27,826	26,735
274	Fleet Lease - Replacement	-	7,603	7,603
	<i>Subtotal</i>	<i>35,067</i>	<i>42,731</i>	<i>43,787</i>
Capital Outlay				
432	Vehicles	-	-	8,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>8,000</i>
SERVICE TOTAL		\$759,144	\$965,409	\$1,028,190

SERVICE: **Victim Services**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Victim Services

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Victim Services Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

SERVICE: Victim Services**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	55,530	57,942	61,168
112	Wages - Temporary	28,764	-	-
114	Skill Based Pay	1,202	1,200	1,200
115	One Time Payment	-	-	114
121	Wages - Overtime	1,429	1,000	1,000
123	Leave Expense	3,319	-	-
126	Retirement Health Savings Plan	400	400	400
128	FICA	1,891	-	-
129	Medicare	1,153	857	904
131	MOPC	2,987	2,957	3,120
132	Employee Insurance	8,234	8,691	9,970
133	Employee Retirement	3,647	3,724	4,174
135	Compensation Insurance			763
136	Unemployment Insurance	179	174	184
137	Staff Training and Conferences	1,000	-	-
139	Dental Insurance	418	406	428
	<i>Subtotal</i>	<i>110,153</i>	<i>77,351</i>	<i>83,425</i>
Operating and Maintenance				
210	Office Supplies	196	-	-
217	Dues and Subscriptions	150	1,000	1,000
218	Non-Capital Equipment and Furniture	2,910	-	-
245	Mileage Allowance	28	-	-
246	Liability Insurance	-	122	368
261	Telephone Charges	1,615	-	-
264	Printing and Copying	560	-	-
269	Other Services and Charges	130	-	-
273	Fleet Lease - Operating and Maintenance	-	-	3,686
274	Fleet Lease - Replacement	-	3,582	3,582
	<i>Subtotal</i>	<i>5,589</i>	<i>4,704</i>	<i>8,636</i>
Capital Outlay				
432	Vehicles	19,709	-	-
	<i>Subtotal</i>	<i>19,709</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$135,451	\$82,055	\$92,061

Support Services Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	123,660	240,736	245,467
Operating and Maintenance	228,153	196,956	146,335
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 351,813	\$ 437,692	\$ 391,802

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 sub-stations 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	7,722	-	-
114	Skill Based Pay	66	-	-
121	Wages - Overtime	1,746	-	-
123	Leave Expense	405	-	-
124	Skill Based Overtime Pay	5	-	-
126	Retirement Health Savings Plan	12	-	-
129	Medicare	86	-	-
131	MOPC	329	-	-
132	Employee Insurance	6,466	-	-
133	Employee Retirement	406	-	-
135	Compensation Insurance	36	-	-
136	Unemployment Insurance	141	-	-
139	Dental Insurance	328	-	-
141	Uniforms and Protective Clothing	240	-	-
	<i>Subtotal</i>	17,988	-	-
Operating and Maintenance				
210	Office Supplies	492	2,000	-
217	Dues and Subscriptions	600	-	-
218	Non-Capital Equipment and Furniture	38,791	15,000	-
228	Janitorial Supplies	-	4,274	-
229	Materials and Supplies	7,284	5,000	-
232	Building Repair and Maintenance	256	8,000	-
240	Equipment Repair and Maintenance	-	12,000	-
243	Non-Capital Computer Equipment and Supplies	4,226	-	-
245	Mileage Allowance	12	-	-
246	Liability Insurance	680	618	-
247	Safety Expenses	-	735	725
250	Professional and Contracted Services	966	2,000	2,000
261	Telephone Charges	25,969	-	-
269	Other Services and Charges	-	2,095	-
273	Fleet Lease - Operating and Maintenance	1,952	-	-
274	Fleet Lease - Replacement	11,097	-	-
	<i>Subtotal</i>	92,325	51,722	2,725
	SERVICE TOTAL	\$110,313	\$51,722	\$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 or direct support of other department divisions, sections and units during their hiring processes; coordination of the orientation program for new employees; facilitation and coordination of internal promotional processes; coordination of training issues and functions; dissemination of training information and opportunities; registration, scheduling, and coordination of logistical issues associated with training programs; administration of the annual department training budget, including tracking, auditing, and reporting training fund expenditures; coordination of the needs-based training program; and maintenance of training records for all department personnel.

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

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
121 Wages - Overtime	-	63,726	63,725
135 Compensation Insurance	-	-	1,004
137 Staff Training and Conferences	15,447	39,310	39,300
<i>Subtotal</i>	<i>15,447</i>	<i>103,036</i>	<i>104,029</i>
Operating and Maintenance			
229 Materials and Supplies	-	7,500	7,500
246 Liability Insurance	-	-	216
<i>Subtotal</i>	<i>-</i>	<i>7,500</i>	<i>7,716</i>
SERVICE TOTAL	\$15,447	\$110,536	\$111,745

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 will also be 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:	2012 Budget	2013 Budget	2014 Budget
Range Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

SERVICE: Firing Range**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	41,328	63,278	64,225
112	Wages - Temporary	8,896	28,080	28,000
115	One Time Payment	-	-	51
121	Wages - Overtime	19,354	24,000	24,000
123	Leave Expense	2,032	-	-
124	Skill Based Overtime Pay	37	-	-
126	Retirement Health Savings Plan	-	400	400
128	FICA	541	1,741	1,736
129	Medicare	685	1,325	1,337
131	MOPC	2,162	3,164	3,211
132	Employee Insurance	9,440	9,492	10,469
133	Employee Retirement	2,640	3,987	4,303
135	Compensation Insurance	-	-	1,463
136	Unemployment Insurance	205	190	193
139	Dental Insurance	478	443	450
141	Uniforms and Protective Clothing	2,427	1,600	1,600
	<i>Subtotal</i>	<i>90,225</i>	<i>137,700</i>	<i>141,438</i>
Operating and Maintenance				
210	Office Supplies	448	200	200
217	Dues and Subscriptions	271	-	-
218	Non-Capital Equipment and Furniture	30,632	500	500
228	Janitorial Supplies	865	3,000	3,000
229	Materials and Supplies	14,566	-	-
232	Building Repair and Maintenance	8,311	10,249	10,250
240	Equipment Repair and Maintenance	8,257	77,610	77,600
241	Grounds Maintenance	340	-	-
245	Mileage Allowance	271	350	350
246	Liability Insurance	-	30	431
247	Safety Expenses	2,532	2,000	2,000
250	Professional and Contracted Services	45,168	18,340	15,825
252	Advertising and Legal Notices	1,741	-	-
260	Utilities	17,580	22,074	22,075
264	Printing and Copying	1,265	-	-
269	Other Services and Charges	3,581	2,500	2,500
273	Fleet Lease - Operating and Maintenance	-	-	282
274	Fleet Lease - Replacement	-	881	881
	<i>Subtotal</i>	<i>135,828</i>	<i>137,734</i>	<i>135,894</i>
	SERVICE TOTAL	\$226,053	\$275,434	\$277,332

Information Services Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	199,489	217,145	229,677
Operating and Maintenance	128,025	76,870	145,010
Non-Operating	-	-	-
Capital	7,500	60,000	25,000
TOTAL	\$ 335,014	\$ 354,015	\$ 399,687

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

The division provides a wide range of information sharing and technology-related support to the administrative and operational components of the Public Safety Department. In addition, the division is responsible for public outreach efforts, which include prevention and education efforts within the community and recruiting volunteers needed throughout the department.

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:	2012 Budget	2013 Budget	2014 Budget
Communications Specialist	3.00	3.00	3.00
Total	3.00	3.00	3.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	138,547	144,479	147,381
121	Wages - Overtime	11,606	9,500	9,500
123	Leave Expense	3,567	-	-
126	Retirement Health Savings Plan	1,432	1,445	1,474
129	Medicare	1,941	2,095	2,136
131	MOPC	7,158	7,223	7,368
132	Employee Insurance	18,888	21,671	24,023
133	Employee Retirement	8,739	9,102	9,874
135	Compensation Insurance	33	77	127
136	Unemployment Insurance	410	433	-
137	Staff Training and Conferences	130	850	2,850
139	Dental Insurance	957	1,010	1,032
142	Food Allowance	130	-	-
	<i>Subtotal</i>	<i>193,538</i>	<i>197,885</i>	<i>205,765</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	3,364	700	2,200
232	Building Repair and Maintenance	-	2,000	-
240	Equipment Repair and Maintenance	9,959	1,500	-
243	Non-Capital Computer Equipment and Supplies	-	-	35,000
246	Liability Insurance	344	514	521
	<i>Subtotal</i>	<i>13,667</i>	<i>4,714</i>	<i>37,721</i>
	SERVICE TOTAL	\$207,205	\$202,599	\$243,486

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**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
121 Wages - Overtime	4,457	14,541	14,500
135 Compensation Insurance	-	3	12
<i>Subtotal</i>	4,457	14,544	14,512
Operating and Maintenance			
210 Office Supplies	20	-	-
218 Non-Capital Equipment and Furniture	7,350	-	-
240 Equipment Repair and Maintenance	6,161	6,000	26,215
243 Non-Capital Computer Equipment and Supplies	99,962	1,875	5,275
246 Liability Insurance	-	18	49
250 Professional and Contracted Services	465	-	-
<i>Subtotal</i>	113,958	7,893	31,539
Capital Outlay			
440 Machinery and Equipment	7,500	60,000	25,000
<i>Subtotal</i>	7,500	60,000	25,000
SERVICE TOTAL	\$125,915	\$82,437	\$71,051

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 the recruitment of volunteers needed throughout the department.

SERVICE: Information Services

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Operating and Maintenance			
210 Office Supplies	-	50	50
218 Non-Capital Equipment and Furniture	-	-	2,800
249 Operating Leases and Rentals	-	1,800	1,800
261 Telephone Charges	-	43,578	57,575
<i>Subtotal</i>	-	45,428	62,225
SERVICE TOTAL	\$-	\$45,428	\$62,225

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, 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 and Justice Center tours. The Outreach Unit is also responsible for the City's False Alarm Program and the department's volunteer program.

SERVICE: Public Safety Outreach

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
121 Wages - Overtime	-	-	4,700
<i>Subtotal</i>	-	-	4,700
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	10,000	7,000
250 Professional and Contracted Services	-	-	1,700
252 Advertising and Legal Notices	-	8,000	4,000
<i>Subtotal</i>	-	18,000	12,700
SERVICE TOTAL	\$-	\$18,000	\$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, but is not limited to, 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, but aren’t limited to, 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. The program 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 through one-to-one counseling.
 - **Fire Corps Volunteers:** These volunteers provide support services to the Fire Services Division that can include, but are not limited to, 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

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
137 Staff Training and Conferences	374	500	500
141 Uniforms and Protective Clothing	749	3,716	3,700
142 Food Allowance	371	500	500
<i>Subtotal</i>	<i>1,494</i>	<i>4,716</i>	<i>4,700</i>
Operating and Maintenance			
210 Office Supplies	82	-	-
216 Reference Books and Materials	31	-	-
218 Non-Capital Equipment and Furniture	-	295	300
229 Materials and Supplies	287	540	525
<i>Subtotal</i>	<i>400</i>	<i>835</i>	<i>825</i>
SERVICE TOTAL	\$1,894	\$5,551	\$5,525

Children and Youth Resources Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	122,991	131,266	134,740
Operating and Maintenance	25,607	16,560	16,532
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 148,598	\$ 147,826	\$ 151,272

The Children and Youth Resources Division is part of the Community Services Department and includes one budget service.

SERVICE: Children and Youth Resources Services

FUND: Public Safety Fund

DEPARTMENT: Community Services

Service Description:

Children and Youth Resources 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 and Youth Resources works closely with youth and families to develop programs and influence community change that will strengthen the lives of Longmont’s youth. Children and Youth Resources 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 and Youth Resources 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 and Youth Resources

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Gang and Intervention Specialist	2.00	2.00	2.00
Total	2.00	2.00	2.00

SERVICE: Children and Youth Resources**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	89,594	95,602	97,026
114	Skill Based Pay	2,411	2,400	2,400
115	One Time Payment	-	-	584
123	Leave Expense	2,737	-	-
126	Retirement Health Savings Plan	800	800	800
129	Medicare	1,156	1,421	1,442
131	MOPC	4,737	4,900	4,971
132	Employee Insurance	12,932	14,340	15,815
133	Employee Retirement	5,784	6,168	6,651
135	Compensation Insurance	33	679	81
136	Unemployment Insurance	282	286	291
137	Staff Training and Conferences	1,869	4,000	4,000
139	Dental Insurance	656	670	679
	<i>Subtotal</i>	<i>122,991</i>	<i>131,266</i>	<i>134,740</i>
Operating and Maintenance				
210	Office Supplies	5,901	1,000	1,000
229	Materials and Supplies	16,828	10,200	10,200
230	Printing and Copier Supplies	-	1,000	1,000
245	Mileage Allowance	475	2,000	2,000
246	Liability Insurance	368	360	332
261	Telephone Charges	250	-	-
263	Postage	-	1,000	1,000
264	Printing and Copying	1,785	1,000	1,000
	<i>Subtotal</i>	<i>25,607</i>	<i>16,560</i>	<i>16,532</i>
	SERVICE TOTAL	\$148,598	\$147,826	\$151,272

Community and Neighborhood Resources Division Overview

	2012 Actual	2013 Budget	2014 Budget
Personal Services	14,217	20,207	21,157
Operating and Maintenance	6,377	8,977	15,898
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 20,594	\$ 29,184	\$ 37,055

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: Community Services

Service Description:

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

SERVICE: Graffiti Eradication

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Graffiti Removal Specialist	0.38	0.38	0.38
Total	0.38	0.38	0.38

SERVICE: Graffiti Eradication**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	10,274	13,639	14,029
112	Wages - Temporary	-	1,925	1,925
115	One Time Payment	-	-	182
121	Wages - Overtime	-	250	250
123	Leave Expense	273	-	-
126	Retirement Health Savings Plan	-	152	152
128	FICA	-	119	119
129	Medicare	145	226	231
131	MOPC	537	682	701
132	Employee Insurance	1,845	2,046	2,287
133	Employee Retirement	656	859	940
135	Compensation Insurance	129	173	201
136	Unemployment Insurance	40	41	42
139	Dental Insurance	93	95	98
141	Uniforms and Protective Clothing	225	-	-
	<i>Subtotal</i>	<i>14,217</i>	<i>20,207</i>	<i>21,157</i>
Operating and Maintenance				
210	Office Supplies	-	100	100
223	Lab and Photo Supplies	-	300	300
229	Materials and Supplies	2,874	2,211	2,211
230	Printing and Copier Supplies	-	100	100
240	Equipment Repair and Maintenance	-	2,500	2,500
246	Liability Insurance	124	86	192
247	Safety Expenses	-	2,000	2,000
250	Professional and Contracted Services	-	1,500	1,500
261	Telephone Charges	-	180	180
273	Fleet Lease - Operating and Maintenance	3,379	-	2,580
274	Fleet Lease - Replacement	-	-	4,235
	<i>Subtotal</i>	<i>6,377</i>	<i>8,977</i>	<i>15,898</i>
	SERVICE TOTAL	\$20,594	\$29,184	\$37,055

ELECTRIC and BROADBAND FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	6,006,455	6,375,002	6,413,311
Operating and Maintenance	50,232,085	54,705,529	54,527,306
Non-Operating	529,103	806,886	236,202
Capital	1,575,518	1,926,450	1,841,761
TOTAL	\$ 58,343,161	\$ 63,813,867	\$ 63,018,580

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 2014 Budget is \$44.64 million for the purchase of wholesale power.

The Electric and Broadband Fund includes nine 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

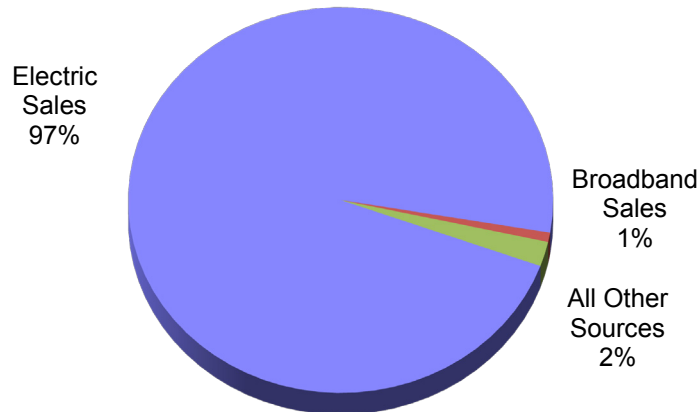
2014 Budget

Capital projects total \$1.35 million and include substation upgrades, system reliability improvements, residential street lighting, aid to construction, Smart Grid advanced metering infrastructure projects, telecom system network, and telecom aid to construction projects. Detailed capital project descriptions are included in the 2014-2018 Capital Improvement Program.

ELECTRIC and BROADBAND FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 7,505,614	\$ 7,908,588	\$ 7,700,853
Committed Working Capital	-	904,692	-
SOURCES OF FUNDS			
REVENUES			
Electric Charges for Services	56,984,277	62,436,000	65,867,550
Electric Aid to Underground Construction	680,804	525,000	700,000
Electric Intergovernmental Revenue	358,905	-	-
Electric Interest	15,381	50,000	20,000
Electric Miscellaneous	397,565	381,000	419,800
Electric Operating Transfers	41,166	19,224	53,738
Broadband Charges for Services	290,774	522,100	528,200
Broadband Aid to Underground Construction	7,578	562,500	200,000
Broadband Interest	8,646	15,000	6,000
Broadband Miscellaneous	25	-	-
Adjustment for GAAP Revenue	(76,180)	-	-
TOTAL FUNDS	58,708,941	64,510,824	67,795,288
EXPENSES BY BUDGET SERVICE			
Electric Distribution	4,353,078	4,260,265	4,938,407
Electric Engineering	2,191,147	1,753,416	1,248,795
Electric Administration	49,066,199	53,239,916	52,525,945
Electric Meter Reading	325,101	377,407	370,321
Electric Warehouse	482,942	448,369	448,576
Electric Customer Services and Marketing	345,478	311,614	290,252
Electric Energy Services	-	946,741	1,009,361
Electric CIP Projects	1,084,288	911,000	1,101,996
Broadband Administration	301,363	421,489	697,227
Broadband Operations	191,255	206,150	137,700
Broadband CIP Projects	2,310	937,500	250,000
Total Operating Expenses	58,343,161	63,813,867	63,018,580
Adjustment for GAAP Expenses	(37,194)	-	-
TOTAL ADJUSTED EXPENSES	58,305,967	63,813,867	63,018,580
ENDING WORKING CAPITAL	7,908,588	7,700,853	12,477,561
CONTRIBUTION TO/(FROM) RESERVES	\$ 402,974	\$ 696,957	\$ 4,776,708

ELECTRIC and BROADBAND FUND - Sources of Funds



- The Electric and Broadband Fund will receive 98% of its operating revenues from the sale of electricity and broadband services in 2014.
- The 2014 Budget has a contribution to fund balance of \$4,776,708.

Estimating Major Sources of Funds

Sales Revenues: LPC staff estimates total sales for each of the largest individual customers in the system. Smaller customers are grouped into classifications and estimates for each class are based on historical use.

Connect Fees: LPC staff estimates the number of new customers and reconnections of service based upon a five year average plus any adjustments for anticipated growth.

	2012 Actual	2013 Budget	2014 Budget
OPERATING REVENUE			
Electricity Sales	\$ 56,984,277	\$ 62,436,000	\$ 65,867,550
Electric Aid to Underground Construction	680,804	525,000	700,000
Electric Other Revenue	397,565	381,000	419,800
Electric Operating Transfers	41,166	19,224	53,738
Electric Intergovernmental Revenue	358,905	-	-
Electric Interest Income	15,381	50,000	20,000
Broadband Sales	290,774	522,100	528,200
Broadband Aid to Underground Construction	7,578	562,500	200,000
Broadband Other Revenue	25	-	-
Broadband Interest Income	8,646	15,000	6,000
Contribution from/(to) Fund Balance	(402,974)	(696,957)	(4,776,708)
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 58,305,967	\$ 63,813,867	\$ 63,018,580

SERVICE: Power & Communications Administration

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Business Administration manages all divisions and funds of the Power & Communications Department. Together, the Electric and Telecommunications utilities are working to provide a full range of high quality and advanced electric and telecommunications services to business and residential customers. This service is responsible for City policy implementation; strategic planning and performance management; budget, financial, and customer usage analysis; rates and regulation development; and federal, state and industry reporting. This service also 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 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. All work performed for telecommunications is charged to the Telecommunications Fund.

SERVICE: Power & Communications Administration

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Director of Power & Communications	0.95	0.90	0.90
Business Manager	0.90	0.90	0.90
Utilities Financial Analyst	1.90	0.00	0.00
Utilities Rate Analyst	0.00	1.80	1.80
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	8.35	8.20	8.20

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

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	550,636	600,093	605,839
112 Wages - Temporary	1,904	-	-
115 One Time Payment	-	-	2,406
121 Wages - Overtime	93	600	600
122 Longevity Compensation	1,680	1,740	1,800
123 Leave Expense	28,610	16,600	16,600
126 Retirement Health Savings Plan	5,379	3,280	3,280
128 FICA	118	-	-
129 Medicare	6,495	8,062	8,134
131 MOPC	27,568	29,914	30,201
132 Employee Insurance	78,358	89,740	98,455
133 Employee Retirement	34,859	37,690	40,469
135 Compensation Insurance	190	295	496
136 Unemployment Insurance	1,664	1,793	1,812
137 Staff Training and Conferences	5,756	21,800	21,500
139 Dental Insurance	3,882	4,189	4,228
142 Food Allowance	165	400	400
<i>Subtotal</i>	<i>747,357</i>	<i>816,196</i>	<i>836,220</i>
Operating and Maintenance			
210 Office Supplies	2,281	4,000	3,000
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	35,600	40,975	39,475
218 Non-Capital Equipment and Furniture	316	1,500	1,500
229 Materials and Miscellaneous Supplies	3,326	2,550	3,000
230 Printing and Copier Supplies	1,434	2,000	2,000
232 Building Repair and Maintenance	-	2,150	3,250
240 Equipment Repair and Maintenance	14,727	17,700	17,700
243 Non-Capital Computer Equipment and Supplies	2,058	1,525	500
245 Mileage Allowance	2,511	2,680	2,360
246 Liability Insurance	2,029	2,556	2,143
250 Professional and Contracted Services	76,326	85,500	85,500
261 Telephone Charges	956	1,080	1,080
263 Postage	1,158	2,000	2,750
264 Printing and Copying	1,221	1,000	1,250
266 Interest On Deposits	2,091	5,000	4,000
269 Other Services and Charges	230,234	215,000	255,000
270 Administrative and Management Services	1,420,122	1,352,575	1,413,733
271 Franchise Equivalency	4,541,536	4,965,360	4,992,704
273 Fleet Lease - Operating and Maintenance	798	634	1,270
274 Fleet Lease - Replacement	936	503	1,785
280 Purchased Power - General	40,868,055	44,202,162	43,879,906
281 Purchased Power - Renewable	566,200	720,000	764,000
282 Power Wheeling	12,566	18,000	18,000
<i>Subtotal</i>	<i>47,786,481</i>	<i>51,646,650</i>	<i>51,496,106</i>
Non-Operating Expense			
950 Bad Debt	168,464	150,000	150,000
970 Transfers to Other Funds	306,831	617,070	38,619
<i>Subtotal</i>	<i>475,295</i>	<i>767,070</i>	<i>188,619</i>
Capital Outlay			
440 Machinery and Equipment	57,066	10,000	5,000
<i>Subtotal</i>	<i>57,066</i>	<i>10,000</i>	<i>5,000</i>
SERVICE TOTAL	\$49,066,199	\$53,239,916	\$52,525,945

SERVICE: Customer Services and Marketing

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Customer Services and Marketing is responsible for the development and implementation of customer information and overall education and marketing plans for electric and telecommunications services for all customer segments. This service conducts and analyzes customer feedback on department services and designs and produces brochures, reports, pamphlets, posters, advertising, and other public information materials for the power and telecommunications utilities. It also coordinates community and public relations, coordinates web-based information for the public, and plans and conducts special events and promotions.

SERVICE: Customer Services and Marketing

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Customer Services and Marketing Manager	1.00	0.95	0.90
Key Account Manager	1.00	0.00	0.00
Environmental Sustainability Coordinator	0.20	0.00	0.00
Web and Digital Media Specialist	1.00	1.00	0.75
Customer Service Energy Specialist	1.00	0.00	0.00
Arborist Technician II	0.25	0.00	0.00
Total	4.45	1.95	1.65

SERVICE: Customer Services and Marketing**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	101,162	129,014	123,006
114	Skill Based Pay	-	300	-
115	One Time Payment	-	-	75
121	Wages - Overtime	83	-	-
123	Leave Expense	4,303	-	-
126	Retirement Health Savings Plan	900	780	660
129	Medicare	2,819	1,871	1,784
131	MOPC	11,366	6,451	6,150
132	Employee Insurance	37,466	19,352	20,050
133	Employee Retirement	14,379	8,128	8,241
135	Compensation Insurance	176	148	107
136	Unemployment Insurance	818	387	369
137	Staff Training and Conferences	7,504	13,000	11,500
139	Dental Insurance	1,908	903	861
142	Food Allowance	144	300	300
	<i>Subtotal</i>	<i>183,028</i>	<i>180,634</i>	<i>173,103</i>
Operating and Maintenance				
214	Pamphlets and Documents	-	-	4,800
216	Reference Books and Materials	-	250	250
217	Dues and Subscriptions	721	825	545
218	Non-Capital Equipment and Furniture	-	500	500
229	Materials and Miscellaneous Supplies	2,332	-	500
240	Equipment Repair and Maintenance	3,409	-	-
243	Non-Capital Computer Equipment and Supplies	6,456	675	2,000
246	Liability Insurance	2,403	1,379	507
250	Professional and Contracted Services	21,000	31,100	20,400
252	Advertising and Legal Notices	33,241	40,696	40,000
261	Telephone Charges	1,266	420	420
263	Postage	5,738	13,302	16,630
264	Printing and Copying	12,020	14,800	7,100
269	Other Services and Charges	38,630	15,000	10,800
273	Fleet Lease - Operating and Maintenance	3,114	576	705
274	Fleet Lease - Replacement	3,652	457	992
290	Rebates	13,475	-	-
	<i>Subtotal</i>	<i>147,457</i>	<i>119,980</i>	<i>106,149</i>
Non-Operating Expense				
970	Transfers to Other Funds	14,993	11,000	11,000
	<i>Subtotal</i>	<i>14,993</i>	<i>11,000</i>	<i>11,000</i>
	SERVICE TOTAL	\$345,478	\$311,614	\$290,252

SERVICE: Electric Operations

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Electric Operations is responsible for field design, cost estimating, construction, and 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. Staff participate in the City's Development Review Committee process. Personnel are cross-trained to design and install telecommunications infrastructure and respond to and assist with telecommunications installation and maintenance needs.

SERVICE: Electric Operations

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Operations Manager	1.00	1.00	1.00
Chief Electrical Engineer	0.00	0.00	1.00
Construction Coordinator	1.00	1.00	1.00
Line Crew Supervisor	5.00	5.00	5.00
Substation Supervisor	0.00	0.00	0.90
Meter Shop Supervisor	1.00	1.00	1.00
Operations Support and Training Specialist	1.00	1.00	1.00
Journey Lineworker	10.50	10.00	10.00
Journey Substation Worker	0.00	0.00	2.85
Engineering Project Coordinator	1.00	1.00	0.00
Distribution Field Engineer II	3.00	2.00	0.00
Meter Technician	2.00	3.00	3.00
Senior Equipment Operator	1.00	1.00	1.00
Groundworker	1.00	1.00	1.00
Construction Inspector	0.50	1.00	1.00
Street Light Technician	1.00	1.00	1.00
Arborist Technician	0.00	0.25	0.25
Total	29.00	29.25	31.00

SERVICE: Electric Operations**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	1,653,759	1,609,305	1,811,975
112	Wages - Temporary	-	-	6,000
114	Skill Based Pay	301	300	300
115	One Time Payment	-	-	2,075
121	Wages - Overtime	159,435	150,000	200,000
122	Longevity Compensation	13,920	12,060	5,220
123	Leave Expense	60,608	-	-
124	Skill Based Overtime Pay	46	-	-
126	Retirement Health Savings Plan	32,344	11,700	12,100
128	FICA	-	-	372
129	Medicare	20,802	24,860	33,894
131	MOPC	98,618	108,774	116,591
132	Employee Insurance	307,259	326,284	380,039
133	Employee Retirement	122,559	137,060	156,232
135	Compensation Insurance	17,506	22,769	31,743
136	Unemployment Insurance	6,512	6,524	6,995
137	Staff Training and Conferences	22,644	25,500	27,100
139	Dental Insurance	15,189	15,229	16,321
141	Uniforms and Protective Clothing	18,835	21,595	20,000
142	Food Allowance	1,086	1,000	1,000
	<i>Subtotal</i>	<i>2,551,423</i>	<i>2,472,960</i>	<i>2,827,957</i>
Operating and Maintenance				
214	Pamphlets and Documents	-	550	-
215	Audiovisual Materials	495	650	500
216	Reference Books and Materials	2,167	4,400	6,025
217	Dues and Subscriptions	272	550	500
218	Non-Capital Equipment and Furniture	17,927	23,600	30,000
229	Materials and Miscellaneous Supplies	103,271	80,000	80,000
232	Building Repair and Maintenance	2,256	5,000	10,000
239	Meter Repair and Maintenance	9,142	15,000	8,600
240	Equipment Repair and Maintenance	15,156	25,996	21,396
241	Grounds Maintenance	6,223	-	-
243	Non-Capital Computer Equipment and Supplies	16,347	9,450	24,000
246	Liability Insurance	134,421	134,494	159,138
247	Safety Expenses	33,870	29,450	44,000
248	Lease Purchase Installment	-	172	172
249	Operating Leases and Rentals	522	4,720	3,060
250	Professional and Contracted Services	468,639	599,035	560,225
259	Licenses and Permits	531	4,500	3,000
260	Utilities	1,304	1,300	1,365
261	Telephone Charges	7,555	5,940	16,860
262	Radio Repair and Maintenance	-	1,500	-
263	Postage	833	1,000	1,000
264	Printing and Copying	877	2,000	1,000
269	Other Services and Charges	1,015	1,700	1,500
273	Fleet Lease - Operating and Maintenance	159,914	173,844	201,684
274	Fleet Lease - Replacement	280,772	272,054	279,425
330	System Maintenance - Substation Equipment	9,251	-	30,000
331	System Maintenance - Overhead	25,585	55,000	55,000
332	System Maintenance- Underground	(2,112)	70,000	70,000
334	System Maintenance - Street Lights	52,830	45,000	75,000
	<i>Subtotal</i>	<i>1,349,063</i>	<i>1,566,905</i>	<i>1,683,450</i>
Non-Operating Expense				
970	Transfers to Other Funds	23,000	23,000	23,000
	<i>Subtotal</i>	<i>23,000</i>	<i>23,000</i>	<i>23,000</i>
Capital Outlay				
432	Vehicles	-	7,000	-
440	Machinery and Equipment	33,507	-	214,000
475	Building and Facility Improvement	692	-	-
480	System Improvements	312,051	120,000	120,000
486	Meters	83,342	70,400	70,000
	<i>Subtotal</i>	<i>429,592</i>	<i>197,400</i>	<i>404,000</i>
	SERVICE TOTAL	\$ 4,353,078	\$ 4,260,265	\$ 4,938,407

SERVICE: Electric Engineering

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Electric Engineering is responsible for overall electric system planning and design for substation capacity, distribution development, and street lighting. This service operates and maintains the Substation Control and Data Acquisition System (SCADA) and associated communication systems, and performs equipment testing and maintenance. This service monitors and addresses general system power quality issues.

This service is responsible for development and maintenance of specialized electric utility computer applications, including 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 Joint Technical Advisory Committee.

SERVICE: Electric Engineering

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Broadband Services Manager	0.00	0.05	0.10
Chief Electrical Engineer	1.00	1.00	0.00
Senior Electrical Engineer	3.80	3.00	3.00
Distribution Field Engineer II	0.00	0.00	2.00
Engineering Project Coordinator	0.00	0.00	0.90
Technology Services Coordinator	0.90	1.00	1.00
Programmer Analyst	1.00	1.00	1.00
Senior Network Specialist	1.00	1.00	0.00
Senior GIS/Mapping Technician	1.00	1.00	0.90
Substation Supervisor	1.00	0.95	0.00
Journey Substation Worker	3.00	3.00	0.00
Energy Services Specialist	2.00	0.00	0.00
Energy Services Program Coordinator	1.00	0.00	0.00
Total	15.70	12.00	8.90

SERVICE: Electric Engineering**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	1,189,958	1,033,510	732,925
112 Wages - Temporary	-	10,000	-
115 One Time Payment	-	-	4,093
121 Wages - Overtime	8,433	10,000	5,000
122 Longevity Compensation	320	-	-
123 Leave Expense	21,358	-	-
126 Retirement Health Savings Plan	29,304	4,800	3,560
128 FICA	-	620	-
129 Medicare	13,533	15,132	10,627
131 MOPC	54,884	51,674	36,646
132 Employee Insurance	181,008	155,026	119,467
133 Employee Retirement	69,390	65,109	49,106
135 Compensation Insurance	342	674	869
136 Unemployment Insurance	3,817	3,100	2,199
137 Staff Training and Conferences	9,615	23,100	23,900
139 Dental Insurance	8,906	7,237	5,130
142 Food Allowance	251	500	500
<i>Subtotal</i>	<i>1,591,119</i>	<i>1,380,482</i>	<i>994,022</i>
Operating and Maintenance			
216 Reference Books and Materials	282	500	500
217 Dues and Subscriptions	1,110	1,244	1,343
218 Non-Capital Equipment and Furniture	3,665	10,000	2,000
219 Drafting Supplies	-	200	200
229 Materials and Miscellaneous Supplies	7,304	5,000	1,000
233 Facility Repair and Maintenance	73	-	-
234 System Maintenance	50	-	-
240 Equipment Repair and Maintenance	71,816	106,950	48,111
241 Grounds Maintenance	-	5,000	-
243 Non-Capital Computer Equipment and Supplies	41,841	13,500	8,000
246 Liability Insurance	4,074	5,256	5,058
247 Safety Expenses	2,015	1,850	800
249 Operating Leases and Rentals	523	1,340	-
250 Professional and Contracted Services	255,262	60,000	120,000
261 Telephone Charges	4,792	5,448	2,280
264 Printing and Copying	3,510	250	-
269 Other Services and Charges	1,456	500	200
273 Fleet Lease - Operating and Maintenance	3,650	10,312	12,687
274 Fleet Lease - Replacement	3,630	6,784	7,594
290 Rebates	75	-	-
291 Residential Energy Efficiency Rebates	6,000	-	-
292 Commercial Energy Efficiency Rebates	99,645	-	-
330 System Maintenance - Substation Equipment	439	25,000	-
<i>Subtotal</i>	<i>511,212</i>	<i>259,134</i>	<i>209,773</i>
Capital Outlay			
440 Machinery and Equipment	77,095	83,800	45,000
470 Planning and Design	-	-	-
475 Building and Facility Improvement	9,741	30,000	-
480 System Improvements	1,980	-	-
<i>Subtotal</i>	<i>88,816</i>	<i>113,800</i>	<i>45,000</i>
SERVICE TOTAL	\$2,191,147	\$1,753,416	\$1,248,795

SERVICE: **Meter Reading**

FUNDS: 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:	2012 Budget	2013 Budget	2014 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

SERVICE: Meter Reading**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	181,454	216,930	218,042
112	Wages - Temporary	1,689	-	-
114	Skill Based Pay	902	-	-
115	One Time Payment	-	-	2,409
121	Wages - Overtime	348	510	1,020
122	Longevity Compensation	1,102	1,132	1,163
123	Leave Expense	6,858	-	-
124	Skill Based Overtime Pay	3	-	-
126	Retirement Health Savings Plan	1,956	2,020	2,020
129	Medicare	1,988	2,821	2,740
131	MOPC	9,160	10,847	10,520
132	Employee Insurance	30,310	32,539	34,294
133	Employee Retirement	11,582	13,668	14,096
135	Compensation Insurance	3,784	4,622	3,751
136	Unemployment Insurance	644	651	631
137	Staff Training and Conferences	2,042	3,672	2,983
139	Dental Insurance	1,503	1,519	1,473
141	Uniforms and Protective Clothing	327	688	689
	<i>Subtotal</i>	<i>255,652</i>	<i>291,619</i>	<i>295,831</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	151	510	3,570
229	Materials and Miscellaneous Supplies	190	255	255
240	Equipment Repair and Maintenance	7,512	8,772	9,027
243	Non-Capital Computer Equipment and Supplies	632	-	1,530
246	Liability Insurance	1,812	1,778	2,185
247	Safety Expenses	590	1,147	1,147
250	Professional and Contracted Services	89	765	765
261	Telephone Charges	551	1,652	826
264	Printing and Copying	62	898	898
270	Administrative and Management Services	33,102	48,642	34,433
273	Fleet Lease - Operating and Maintenance	18,058	14,891	13,422
274	Fleet Lease - Replacement	6,700	6,478	6,432
	<i>Subtotal</i>	<i>69,449</i>	<i>85,788</i>	<i>74,490</i>
	SERVICE TOTAL	\$325,101	\$377,407	\$370,321

SERVICE: Utilities Warehouse

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

The Utilities Warehouse is responsible for procuring standard stock items and critical and noncritical materials and supplies primarily for Longmont Power & Communications and the Public Works and Natural Resources department. This service supports other City departments as required. Through cost-effective purchasing practices, the Warehouse receives, stocks, stores, stages and issues products and materials as recommended by the departments and manufacturer’s specifications.

SERVICE: Utilities Warehouse

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Warehouse Supervisor	1.00	1.00	1.00
Inventory Control Technician	1.00	1.00	1.00
Warehouse Worker	2.00	2.00	2.00
Total	4.00	4.00	4.00

SERVICE: Utilities Warehouse**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	172,038	178,248	180,922
114 Skill Based Pay	1,329	1,500	1,500
115 One Time Payment	-	-	1,345
121 Wages - Overtime	1,160	1,242	2,130
122 Longevity Compensation	1,680	1,740	1,800
123 Leave Expense	5,070	-	-
124 Skill Based Overtime Pay	8	-	-
126 Retirement Health Savings Plan	2,108	1,600	1,600
129 Medicare	1,578	1,818	1,832
131 MOPC	8,787	8,988	9,121
132 Employee Insurance	24,937	26,737	29,490
133 Employee Retirement	11,111	11,322	12,216
135 Compensation Insurance	1,747	3,327	2,012
136 Unemployment Insurance	530	535	543
137 Staff Training and Conferences	2,046	3,550	3,550
139 Dental Insurance	1,236	1,248	1,266
141 Uniforms and Protective Clothing	159	600	600
142 Food Allowance	108	125	125
<i>Subtotal</i>	<i>235,632</i>	<i>242,580</i>	<i>250,052</i>
Operating and Maintenance			
210 Office Supplies	592	700	400
215 Audiovisual Materials	-	150	150
216 Reference Books and Materials	-	150	150
217 Dues and Subscriptions	-	150	150
218 Non-Capital Equipment and Furniture	310	1,000	1,400
225 Freight	1,567	3,500	3,500
228 Janitorial Supplies	120	250	150
229 Materials and Miscellaneous Supplies	3,296	3,000	3,000
230 Printing and Copier Supplies	233	100	100
232 Building Repair and Maintenance	4,868	2,000	2,000
233 Facility Repair and Maintenance	255	900	900
240 Equipment Repair and Maintenance	675	720	690
241 Grounds Maintenance	1,055	600	600
243 Non-Capital Computer Equipment and Supplies	2,685	3,900	3,900
246 Liability Insurance	1,566	1,597	2,525
247 Safety Expenses	1,531	1,000	1,000
249 Operating Leases and Rentals	-	100	130
250 Professional and Contracted Services	13,124	21,950	18,400
261 Telephone Charges	323	900	540
263 Postage	-	25	25
264 Printing and Copying	-	200	200
265 Loss on Obsolete Items	2,701	2,800	2,800
270 Administrative and Management Services	174,983	142,777	96,498
273 Fleet Lease - Operating and Maintenance	5,274	5,259	14,479
274 Fleet Lease - Replacement	4,831	12,061	9,072
<i>Subtotal</i>	<i>219,989</i>	<i>205,789</i>	<i>162,759</i>
Capital Outlay			
475 Building and Facility Improvement	27,321	-	35,765
<i>Subtotal</i>	<i>27,321</i>	<i>-</i>	<i>35,765</i>
SERVICE TOTAL	\$482,942	\$448,369	\$448,576

SERVICE: Energy Services

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Energy Services is responsible for the development, implementation and management of energy services, including customer outreach and education, key account management, energy efficiency services, and management of grant-funded programs.

This service develops and implements energy efficiency services for all customer segments; responds to customer usage, billing and service inquiries; coordinates energy, power quality and lighting audits; works proactively with key accounts on energy and telecommunications services; develops energy and conservation information for the public; and manages, monitors and tracks grant-funded programs.

SERVICE: Energy Services

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Energy Services Manager	0.00	1.00	1.00
Key Account Manager	0.00	1.00	1.00
Energy Services Specialist	0.00	2.00	2.00
Customer Services Energy Specialist	0.00	1.00	1.00
Energy Services Program Coordinator	0.00	1.00	1.00
Total	0.00	6.00	6.00

SERVICE: Energy Services**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	-	408,269	414,924
115	One Time Payment	-	-	2,481
126	Retirement Health Savings Plan	-	2,400	2,400
129	Medicare	-	5,920	6,016
131	MOPC	-	20,413	20,746
132	Employee Insurance	-	61,239	67,633
133	Employee Retirement	-	25,720	27,800
135	Compensation Insurance	-	-	337
136	Unemployment Insurance	-	1,225	1,245
137	Staff Training and Conferences	-	12,200	9,000
139	Dental Insurance	-	2,859	2,904
142	Food Allowance	-	250	375
	<i>Subtotal</i>	-	540,495	555,861
Operating and Maintenance				
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	-	9,235	17,385
218	Non-Capital Equipment and Furniture	-	1,000	1,000
229	Materials and Miscellaneous Supplies	-	-	1,000
240	Equipment Repair and Maintenance	-	14,520	15,100
243	Non-Capital Computer Equipment and Supplies	-	1,700	1,735
246	Liability Insurance	-	124	1,462
250	Professional and Contracted Services	-	65,700	48,000
261	Telephone Charges	-	1,440	2,250
263	Postage	-	12,050	12,050
264	Printing and Copying	-	10,000	10,000
269	Other Services and Charges	-	10,000	12,000
273	Fleet Lease - Operating and Maintenance	-	1,383	423
274	Fleet Lease - Replacement	-	1,094	595
290	Rebates	-	40,000	40,000
291	Residential Energy Efficiency Rebates	-	42,500	95,000
292	Commercial Energy Efficiency Rebates	-	195,000	195,000
	<i>Subtotal</i>	-	406,246	453,500
	SERVICE TOTAL	\$-	\$946,741	\$1,009,361

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 2014-2018 Capital Improvement Program.

ELECTRIC PROJECTS	2014 Budget
MUE-17 Electric Substation Upgrades	\$ 50,000
MUE-44 Electric System Reliability Improvements	200,000
MUE-91 Street Lighting Program	50,000
MUE-97 Electric Aid to Construction	700,000
MUE-100 Electric Vehicle Charging Station	50,000
PB-119 Municipal Buildings Flooring Replacement	5,050
PB-181 Municipal Buildings UPS Repair and Replacement	31,946
PB-189 Municipal Buildings Exterior Maintenance	12,500
PB-190 Municipal Buildings Interior Maintenance	2,500
TOTAL	\$ 1,101,996
BROADBAND PROJECTS	2014 Budget
TEL-1 Telecommunications System Network	\$ 50,000
TEL-2 Aid to Construction	200,000
TOTAL	\$ 250,000

SERVICE: **Broadband Administration**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Administration works under the strategic direction of the Power & Communications Director. This service engages in dark fiber and collocation leases, assesses customer needs, coordinates with service providers as necessary, and provides other services as directed by City Council.

This service also coordinates activities with Platte River Power Authority’s telecommunications staff and the City’s Enterprise Technology Services Division. Staff work with the American Public Power Association and various telecommunications organizations to keep abreast of industry standards and developments and to monitor state and federal legislation in order to

SERVICE: Broadband Administration

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Director of Power & Communications	0.05	0.10	0.10
Broadband Services Manager	1.00	0.95	0.90
Business Manager	0.10	0.10	0.10
Engineering Project Coordinator	0.00	0.00	0.10
Customer Services and Marketing Manager	0.00	0.05	0.10
Technology Services Coordinator	0.10	0.00	0.00
Substation Supervisor	0.00	0.05	0.10
Journey Substation Worker	0.00	0.00	0.15
Senior Electrical Engineer	0.20	0.00	0.00
Senior Network Specialist	0.00	0.00	1.00
Web and Digital Media Specialist	0.00	0.00	0.25
Senior GIS/Mapping Technician	0.00	0.00	0.10
Utilities Rate Analyst	0.00	0.20	0.20
Utilities Financial Analyst	0.10	0.00	0.00
Total	1.55	1.45	3.10

SERVICE: Broadband Administration**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	133,097	151,257	354,966
115	One Time Payment	-	-	235
121	Wages - Overtime	584	-	-
123	Leave Expense	225	310	310
126	Retirement Health Savings Plan	573	580	1,540
129	Medicare	1,898	2,192	5,147
131	MOPC	7,589	7,563	17,749
132	Employee Insurance	22,449	22,689	57,860
133	Employee Retirement	9,495	9,530	23,783
135	Compensation Insurance	69	84	125
136	Unemployment Insurance	477	455	1,065
137	Staff Training and Conferences	3,358	6,000	6,000
139	Dental Insurance	1,111	1,060	2,485
	<i>Subtotal</i>	<i>180,925</i>	<i>201,720</i>	<i>471,265</i>
Operating and Maintenance				
210	Office Supplies	-	100	100
215	Audiovisual Materials	98	-	-
217	Dues and Subscriptions	-	1,000	1,000
218	Non-Capital Equipment and Furniture	1,921	-	-
229	Materials and Miscellaneous Supplies	3,129	500	500
230	Printing and Copier Supplies	-	5,000	5,000
240	Equipment Repair and Maintenance	13,391	5,000	5,000
243	Non-Capital Computer Equipment and Supplies	2,705	2,500	3,000
245	Mileage Allowance	-	120	120
246	Liability Insurance	722	557	642
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	41,299	85,000	109,000
260	Utilities	288	-	300
261	Telephone Charges	31	660	1,320
263	Postage	17	7,600	7,600
264	Printing and Copying	291	5,000	5,000
269	Other Services and Charges	903	200	200
270	Administrative and Management Services	37,735	79,161	56,954
271	Franchise Equivalency	16,237	25,055	11,560
273	Fleet Lease - Operating and Maintenance	-	-	1,905
274	Fleet Lease - Replacement	-	-	2,678
	<i>Subtotal</i>	<i>118,767</i>	<i>217,953</i>	<i>212,379</i>
Non-Operating Expense				
970	Transfers to Other Funds	1,671	1,816	13,583
	<i>Subtotal</i>	<i>1,671</i>	<i>1,816</i>	<i>13,583</i>
	SERVICE TOTAL	\$301,363	\$421,489	\$697,227

SERVICE: Broadband Operations

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Operations is responsible for installation, operations, testing and maintenance of the telecommunications system network. The service also is responsible for planning, cost estimating, designing, and mapping the network and for telecommunications capital improvement projects.

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	40,829	-	-
114 Skill Based Pay	3	-	-
135 Compensation Insurance	-	66	-
137 Staff Training and Conferences	-	9,000	9,000
<i>Subtotal</i>	<i>40,832</i>	<i>9,066</i>	<i>9,000</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	8,394	40,000	-
229 Materials and Miscellaneous Supplies	3,029	-	-
234 System Maintenance	4,611	16,400	16,400
240 Equipment Repair and Maintenance	-	104,400	100,800
243 Non-Capital Computer Equipment and Supplies	55	-	-
246 Liability Insurance	4,694	4,784	-
247 Safety Expenses	-	1,500	1,500
250 Professional and Contracted Services	6,386	30,000	10,000
<i>Subtotal</i>	<i>27,169</i>	<i>197,084</i>	<i>128,700</i>
Capital Outlay			
440 Machinery and Equipment	10,258	-	-
480 System Improvements	112,996	-	-
<i>Subtotal</i>	<i>123,254</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$191,255	\$206,150	\$137,700

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	24,425	326,700	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	56,507	663,300	435,000
TOTAL	\$ 80,932	\$ 990,000	\$ 435,000

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.

2014 Budget

One capital project is included in the 2014 Budget: main feeder extensions from the substation. Detailed capital project descriptions are included in the 2014-2018 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

ELECTRIC CIF FUND PROJECTS	2014 Budget
MUE-14 Electric Main Feeder Extensions	\$ 435,000

ELECTRIC CIF FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 1,333,631	\$ 1,861,326	\$ 1,930,326
SOURCES OF FUNDS			
Fees	601,687	1,037,000	372,000
Interest	10,385	22,000	15,000
Adjustment for GAAP Revenue	(3,445)	-	-
TOTAL FUNDS	608,627	1,059,000	387,000
EXPENSES			
Capital Projects	80,932	990,000	435,000
TOTAL EXPENSES	80,932	990,000	435,000
ENDING WORKING CAPITAL	1,861,326	1,930,326	1,882,326
CONTRIBUTION TO/(FROM) RESERVES	\$ 527,695	\$ 69,000	\$ (48,000)

WATER FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	4,109,975	4,264,513	4,576,495
Operating and Maintenance	5,662,665	6,231,668	6,845,707
Non-Operating	825,465	2,237,972	1,264,132
Capital	3,477,475	6,600,782	10,526,499
TOTAL	\$ 14,075,580	\$ 19,334,935	\$ 23,212,833

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 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

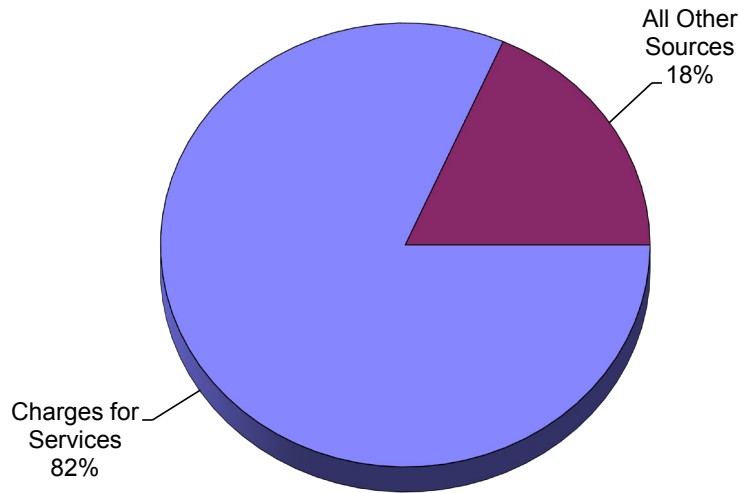
Water System

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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$26,579,840	\$ 27,884,414	\$ 21,238,574
Committed Working Capital	-	1,346,371	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	14,528,085	13,037,696	13,381,996
System Development Fees	719,843	425,000	580,400
Interest - Operating	164,648	392,100	200,200
Intergovernmental	258,023	180,670	2,625,000
Miscellaneous	105,195	-	333,200
Adjustment for GAAP Revenue	(209,460)	-	-
TOTAL FUNDS	15,566,334	14,035,466	17,120,796
EXPENSES BY BUDGET SERVICE			
Water Utility Director	310,062	367,738	478,021
Water Administration/Engineering	3,142,844	4,336,743	3,500,346
Water Resources	3,740,701	3,985,220	4,489,274
Water Treatment Plants	1,996,055	2,264,646	2,403,523
Water Distribution	1,931,366	2,237,369	2,597,090
Water Quality Laboratory	341,462	318,722	339,204
Water Instrumentation and Control	186,242	242,983	236,490
Water Engineering/Survey Tech Services	269,393	319,881	311,346
Water Construction Inspection	132,116	103,976	95,357
Water Regulatory Compliance	173,997	261,463	293,846
Water Meter Reading	234,262	271,956	266,486
CIP Projects	1,617,080	4,624,238	8,201,850
Total Operating Expenses	14,075,580	19,334,935	23,212,833
Adjustment for GAAP Expenses	186,180	-	-
TOTAL ADJUSTED EXPENSES	14,261,760	19,334,935	23,212,833
ENDING WORKING CAPITAL	27,884,414	21,238,574	15,146,537
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,304,574	\$ (5,299,469)	\$ (6,092,037)

WATER FUND - Sources of Funds



- The Water Fund will receive 82% of its operating revenues from charges for services to the City’s water customers in 2014.
- The 2014 Budget requires a contribution of \$6,092,037 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.

	2012 Actual	2013 Budget	2014 Budget
OPERATING REVENUE			
Sale of Treated Water	\$ 13,820,487	\$ 12,747,696	\$ 12,941,996
Sale of Raw Water	647,830	250,000	400,000
Construction Inspection Fees	6,338	-	-
Water Meters	44,823	25,000	25,000
Lab Testing Fees	8,607	15,000	15,000
System Development Fees	719,843	425,000	580,400
Intergovernmental Revenue	258,023	180,670	2,625,000
Interest Income	164,648	392,100	200,200
Other Revenue	105,195	-	333,200
Contribution from/(to) Fund Balance	(1,304,574)	5,299,469	6,092,037
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 14,261,760	\$ 19,334,935	\$ 23,212,833

SERVICE: Public Works and Natural Resources Director

FUNDS: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Director 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 Director

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Director of Public Works & Natural Resources	0.30	0.30	0.30
Business & Strategic Planning Manager	0.30	0.30	0.30
Customer Services & Marketing Manager	0.30	0.30	0.30
Technology & Financial Analyst	0.30	0.00	0.00
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	0.00	0.10	0.10
Administrative Assistant	0.00	1.05	0.75
Total	2.10	2.95	2.65

SERVICE: Public Works and Natural Resources Director**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	157,989	203,443	204,570
114	Skill Based Pay	-	3,735	-
115	One Time Payment	-	-	1,569
121	Wages - Overtime	-	200	200
122	Longevity Compensation	-	174	163
123	Leave Expense	6,066	-	-
126	Retirement Health Savings Plan	2,115	1,180	1,060
129	Medicare	1,435	2,255	2,091
131	MOPC	7,924	10,107	10,644
132	Employee Insurance	23,200	30,320	33,184
133	Employee Retirement	10,159	12,735	15,088
135	Compensation Insurance	671	802	1,560
136	Unemployment Insurance	492	605	573
137	Staff Training and Conferences	33,599	27,754	29,254
139	Dental Insurance	1,150	1,415	1,336
142	Food Allowance	314	740	740
	<i>Subtotal</i>	<i>245,114</i>	<i>295,465</i>	<i>302,032</i>
Operating and Maintenance				
210	Office Supplies	11	-	-
216	Reference Books and Materials	13	200	200
217	Dues and Subscriptions	503	704	704
218	Non-Capital Equipment and Furniture	21	1,000	2,090
223	Lab and Photo Supplies	999	-	-
229	Materials and Supplies	2,093	900	900
232	Building Repair and Maintenance	52	-	-
240	Equipment Repair and Maintenance	14,013	17,650	17,650
243	Non-Capital Computer Equipment and Supplies	3,343	1,692	3,816
245	Mileage Allowance	2,409	1,500	2,400
246	Liability Insurance	629	595	1,047
248	Lease Purchase Installment	-	6,331	6,331
250	Professional and Contracted Services	40,274	38,701	138,851
252	Advertising and Legal Notices	26	1,500	500
261	Telephone Charges	562	-	500
263	Postage	-	-	-
264	Printing and Copying	-	1,500	1,000
	<i>Subtotal</i>	<i>64,948</i>	<i>72,273</i>	<i>175,989</i>
	SERVICE TOTAL	\$310,062	\$367,738	\$478,021

SERVICE: **Water Administration/Engineering**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides management, administration, supervision, and engineering assistance to the department’s Water Utility. Activities include planning for development and capital improvement programs, as well as staffing, supervision and evaluation of employees. This service pays for debt service costs and the administrative transfer fee to the General Fund.

SERVICE: Water Administration/Engineering

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Engineering Services Manager	0.20	0.20	0.20
Engineering Administrator	0.60	0.60	0.60
Senior Civil Engineer	2.10	2.40	2.40
Natural Resources Specialist	0.25	0.25	0.25
Administrative Assistant	0.00	0.10	0.10
Office Assistant	0.60	0.60	0.60
Total	3.75	4.15	4.15

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

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	286,756	333,262	335,883
112 Wages - Temporary	197	5,000	5,000
114 Skill Based Pay	-	120	-
115 One Time Payment	-	-	1,524
122 Longevity Compensation	792	822	721
123 Leave Expense	11,238	16,750	16,750
126 Retirement Health Savings Plan	2,585	1,660	1,660
128 FICA	22	310	310
129 Medicare	3,352	4,573	4,612
131 MOPC	14,468	16,662	16,794
132 Employee Insurance	42,190	49,988	54,749
133 Employee Retirement	18,546	20,995	22,504
135 Compensation Insurance	375	468	623
136 Unemployment Insurance	896	1,000	1,008
137 Staff Training and Conferences	90	-	-
139 Dental Insurance	2,094	2,331	2,351
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	4	300	300
<i>Subtotal</i>	<i>383,605</i>	<i>454,341</i>	<i>464,889</i>
Operating and Maintenance			
210 Office Supplies	414	1,000	1,000
216 Reference Books and Materials	353	600	600
217 Dues and Subscriptions	748	1,129	1,129
218 Non-Capital Equipment and Furniture	564	1,800	1,800
223 Lab and Photo Supplies	194	100	100
229 Materials and Supplies	3,339	1,300	1,300
230 Printing and Copier Supplies	461	1,500	1,500
232 Building Repair and Maintenance	-	300	300
235 Station Maintenance	9,235	10,000	10,000
240 Equipment Repair and Maintenance	5,702	5,320	5,320
243 Non-Capital Computer Equipment and Supplies	4,931	8,589	6,500
245 Mileage Allowance	-	200	200
246 Liability Insurance	1,948	1,281	1,766
247 Safety Expenses	38	500	500
250 Professional and Contracted Services	151,445	6,800	56,800
252 Advertising and Legal Notices	-	400	400
256 Refunds	3,052	3,000	3,000
259 Licenses and Permits	-	1,400	1,400
261 Telephone Charges	1,052	762	762
263 Postage	7,038	14,000	14,000
264 Printing and Copying	6,605	11,000	11,000
269 Other Services and Charges	172,331	149,984	172,004
270 Administrative and Management Services	1,291,054	1,192,258	1,195,982
271 Franchise Equivalency	255,982	260,784	267,640
273 Fleet Lease - Operating and Maintenance	2,864	2,007	4,731
274 Fleet Lease - Replacement	4,652	4,609	11,591
275 Building Permits To LDDA	3,425	-	-
<i>Subtotal</i>	<i>1,927,427</i>	<i>1,680,623</i>	<i>1,771,325</i>
Non-Operating Expense			
925 Amortization of Bond Issue Expenses	10,919	-	-
927 Principal on Notes and Contracts	-	989,551	1,006,135
928 Interest on Notes and Contracts	414,571	427,463	181,833
950 Bad Debt	1,020	2,500	2,500
970 Transfers to Other Funds	388,899	782,265	73,664
<i>Subtotal</i>	<i>815,409</i>	<i>2,201,779</i>	<i>1,264,132</i>
Capital Outlay			
440 Machinery and Equipment	16,403	-	-
<i>Subtotal</i>	<i>16,403</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$3,142,844	\$4,336,743	\$3,500,346

SERVICE: **Water Quality Laboratory**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Water Quality Laboratory is a comprehensive scientific resource for the Water/Wastewater Division. Its goal is to support the utilities in meeting all state and federal requirements for drinking water and wastewater treatment. As such, the laboratory’s primary concern is to provide timely and cost-effective sampling and testing services that result in legally defensible data of known precision and accuracy. In addition, the laboratory serves as a technical source of information for water quality issues, regulatory issues, and related subjects. The laboratory provides testing to monitor compliance with state health department and U.S. Environmental Protection Agency requirements, testing of samples from industrial dischargers to verify compliance with the requirements of the Industrial Pretreatment Program, sampling and testing of St. Vrain Creek to study the effects of the wastewater treatment plant effluent on the creek, and metals and nutrient testing on digested wastewater treatment plant sludge and compost to ensure that all requirements for beneficial use of biosolids are met.

SERVICE: Water Quality Laboratory

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Water Quality Laboratory Supervisor	0.35	0.35	0.30
Water Quality Analyst	0.70	0.70	0.60
Laboratory Technician	1.05	1.05	0.90
Total	2.10	2.10	1.80

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

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	147,621	120,461	121,950
112 Wages - Temporary	4,254	4,400	28,880
115 One Time Payment	-	-	1,485
121 Wages - Overtime	10,411	1,732	1,732
122 Longevity Compensation	1,080	651	576
123 Leave Expense	4,319	-	-
126 Retirement Health Savings Plan	1,386	840	720
128 FICA	266	273	1,791
129 Medicare	1,571	1,501	1,668
131 MOPC	7,434	6,023	6,097
132 Employee Insurance	16,795	18,069	19,878
133 Employee Retirement	9,530	7,589	8,171
135 Compensation Insurance	1,829	1,344	2,306
136 Unemployment Insurance	359	360	314
139 Dental Insurance	833	843	732
141 Uniforms and Protective Clothing	112	54	54
142 Food Allowance	12	-	-
<i>Subtotal</i>	<i>207,812</i>	<i>164,140</i>	<i>196,354</i>
Operating and Maintenance			
210 Office Supplies	195	490	490
216 Reference Books and Materials	656	245	245
217 Dues and Subscriptions	384	688	760
218 Non-Capital Equipment and Furniture	678	2,660	2,500
223 Lab and Photo Supplies	24,430	35,000	35,000
228 Janitorial Supplies	281	805	805
229 Materials and Supplies	308	1,050	1,050
230 Printing and Copier Supplies	684	1,000	1,000
232 Building Repair and Maintenance	7,620	10,000	16,800
240 Equipment Repair and Maintenance	5,312	8,678	14,800
243 Non-Capital Computer Equipment and Supplies	847	3,432	2,768
246 Liability Insurance	611	542	506
247 Safety Expenses	393	490	140
250 Professional and Contracted Services	50,946	43,892	59,600
259 Licenses and Permits	1,780	2,200	2,500
260 Utilities	-	2,940	-
261 Telephone Charges	223	400	400
263 Postage	-	50	50
264 Printing and Copying	-	800	800
269 Other Services and Charges	-	18	18
273 Fleet Lease - Operating and Maintenance	799	517	933
274 Fleet Lease - Replacement	1,698	1,685	1,685
<i>Subtotal</i>	<i>97,845</i>	<i>117,582</i>	<i>142,850</i>
Capital Outlay			
440 Machinery and Equipment	35,805	37,000	-
<i>Subtotal</i>	<i>35,805</i>	<i>37,000</i>	<i>-</i>
SERVICE TOTAL	\$341,462	\$318,722	\$339,204

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:	2012 Budget	2013 Budget	2014 Budget
Water Resources Administrator	1.00	1.00	1.00
Water Resources Analyst	1.00	1.00	1.00
Water Resources Technician	1.00	1.00	1.00
Watershed Ranger	1.00	1.00	1.00
Environmental Project Specialist	0.00	0.00	0.70
Arborist Technician II	0.25	0.25	0.25
Natural Resources Technician	0.00	0.00	0.15
Total	4.25	4.25	5.10

SERVICE: Water Resources

		LINE ITEM BUDGET		
Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	295,470	305,886	355,234
112	Wages - Temporary	78,152	72,300	72,300
115	One Time Payment	-	-	4,200
121	Wages - Overtime	5,151	5,750	5,750
122	Longevity Compensation	4,860	5,040	5,220
123	Leave Expense	(7,624)	-	-
126	Retirement Health Savings Plan	3,008	1,700	2,040
128	FICA	4,881	4,483	4,483
129	Medicare	2,891	3,018	3,734
131	MOPC	15,111	15,293	17,762
132	Employee Insurance	42,411	45,883	57,903
133	Employee Retirement	19,371	19,270	23,801
135	Compensation Insurance	815	5,678	4,297
136	Unemployment Insurance	899	918	1,066
139	Dental Insurance	2,098	2,142	2,487
141	Uniforms and Protective Clothing	227	1,000	1,000
142	Food Allowance	649	1,600	1,600
	<i>Subtotal</i>	<i>468,370</i>	<i>489,961</i>	<i>562,877</i>
Operating and Maintenance				
214	Pamphlets and Documents	-	3,700	3,700
216	Reference Books and Materials	350	200	200
217	Dues and Subscriptions	1,707	6,720	6,720
218	Non-Capital Equipment and Furniture	483	2,000	2,000
223	Lab and Photo Supplies	-	50	50
228	Janitorial Supplies	78	500	500
229	Materials and Supplies	16,216	10,750	10,750
232	Building Repair and Maintenance	2,710	12,000	12,000
233	Facility Repair and Maintenance	6,809	11,000	11,000
241	Grounds Maintenance	3,338	7,200	7,200
243	Non-Capital Computer Equipment and Supplies	-	1,350	1,760
244	Assessments	701,394	1,151,460	1,548,285
245	Mileage Allowance	20	467	467
246	Liability Insurance	2,193	2,185	6,258
247	Safety Expenses	124	600	600
249	Operating Leases and Rentals	57,000	141,638	141,638
250	Professional and Contracted Services	394,590	423,434	452,434
252	Advertising and Legal Notices	1,396	-	-
259	Licenses and Permits	103,654	4,145	8,975
260	Utilities	13,594	29,300	29,300
261	Telephone Charges	755	2,400	2,400
263	Postage	27	-	-
264	Printing and Copying	3,210	2,000	2,000
269	Other Services and Charges	-	200	200
273	Fleet Lease - Operating and Maintenance	12,358	15,786	20,367
274	Fleet Lease - Replacement	9,554	12,338	4,343
	<i>Subtotal</i>	<i>1,331,560</i>	<i>1,841,423</i>	<i>2,273,147</i>
Capital Outlay				
432	Vehicles	88,204	-	-
455	System Renovations and Replacement	191,798	-	-
456	System Renovation and Replacement	6,859	-	-
	Planning and Design			
489	Windy Gap Improvements	1,653,910	1,653,836	1,653,250
	<i>Subtotal</i>	<i>1,940,771</i>	<i>1,653,836</i>	<i>1,653,250</i>
	SERVICE TOTAL	\$ 3,740,701	\$ 3,985,220	\$ 4,489,274

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:	2012 Budget	2013 Budget	2014 Budget
Operations Manager	0.30	0.30	0.30
Treatment Operations Manager	0.00	0.00	0.50
Treatment Operations Supervisor	1.50	1.50	1.00
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.30	0.30	0.50
Chief Water Plant Operator	0.00	0.00	1.00
Operations and Maintenance Technician Lead	8.70	7.50	7.60
Facilities Maintenance Worker	0.30	0.30	0.30
Administrative Assistant	0.30	0.30	0.30
Office Assistant	0.50	0.50	0.50
Total	12.40	11.20	12.50

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

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	655,027	669,797	748,435
112 Wages - Temporary	90	-	-
114 Skill Based Pay	34,755	34,300	34,390
115 One Time Payment	-	-	5,569
121 Wages - Overtime	40,896	42,400	42,400
122 Longevity Compensation	4,458	3,300	1,800
123 Leave Expense	10,421	-	-
124 Skill Based Overtime Pay	3,309	-	-
126 Retirement Health Savings Plan	17,575	4,480	5,000
128 FICA	6	-	-
129 Medicare	9,167	9,456	10,595
131 MOPC	36,074	33,504	37,426
132 Employee Insurance	102,863	100,470	121,995
133 Employee Retirement	46,235	42,218	50,151
135 Compensation Insurance	5,068	7,342	15,028
136 Unemployment Insurance	2,181	2,011	2,245
139 Dental Insurance	5,088	4,688	5,239
141 Uniforms and Protective Clothing	2,030	2,475	2,475
142 Food Allowance	515	500	500
<i>Subtotal</i>	<i>975,758</i>	<i>956,941</i>	<i>1,083,248</i>
Operating and Maintenance			
210 Office Supplies	1,154	2,000	2,000
215 Audiovisual Materials	66	-	-
216 Reference Books and Materials	1,021	1,200	1,200
217 Dues and Subscriptions	13,485	14,500	14,500
218 Non-Capital Equipment and Furniture	8,640	23,500	42,500
220 Gas and Oil	808	2,000	1,000
222 Chemicals	558,627	664,340	683,000
223 Lab and Photo Supplies	25,718	27,000	30,000
228 Janitorial Supplies	423	500	500
229 Materials and Supplies	4,793	6,000	6,000
230 Printing and Copier Supplies	614	1,000	750
232 Building Repair and Maintenance	35,427	30,000	34,000
233 Facility Repair and Maintenance	50,780	60,000	56,000
240 Equipment Repair and Maintenance	19,849	6,600	7,000
243 Non-Capital Computer Equipment and Supplies	6,064	23,676	4,760
245 Mileage Allowance	-	500	500
246 Liability Insurance	8,462	10,817	18,347
247 Safety Expenses	9,162	5,050	6,000
249 Operating Leases and Rentals	396	3,000	1,500
250 Professional and Contracted Services	118,853	192,750	108,500
252 Advertising and Legal Notices	797	-	-
259 Licenses and Permits	5,055	11,500	11,500
260 Utilities	114,959	170,000	170,000
261 Telephone Charges	2,000	2,000	2,000
273 Fleet Lease - Operating and Maintenance	8,818	13,232	10,861
274 Fleet Lease - Replacement	16,378	9,326	15,757
<i>Subtotal</i>	<i>1,012,349</i>	<i>1,280,491</i>	<i>1,228,175</i>
Capital Outlay			
432 Vehicles	-	6,114	-
440 Machinery and Equipment	7,948	21,100	92,100
<i>Subtotal</i>	<i>7,948</i>	<i>27,214</i>	<i>92,100</i>
SERVICE TOTAL	\$1,996,055	\$2,264,646	\$2,403,523

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: Water Instrumentation and Control

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Electrician	0.50	1.00	0.50
Instrumentation Technician	0.50	0.50	1.00
Total	1.00	1.50	1.50

SERVICE: Water Instrumentation and Control**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	55,678	87,498	88,382
114	Skill Based Pay	5,743	7,000	7,000
115	One Time Payment	-	-	622
121	Wages - Overtime	2,394	6,000	6,000
123	Leave Expense	(414)	-	-
124	Skill Based Overtime Pay	260	-	-
126	Retirement Health Savings Plan	400	600	600
129	Medicare	841	1,269	1,282
131	MOPC	3,247	4,374	4,419
132	Employee Insurance	8,201	13,125	14,406
133	Employee Retirement	4,164	5,513	5,922
135	Compensation Insurance	22	35	83
136	Unemployment Insurance	174	263	265
139	Dental Insurance	406	613	619
141	Uniforms and Protective Clothing	234	1,800	1,800
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>81,350</i>	<i>128,190</i>	<i>131,500</i>
Operating and Maintenance				
216	Reference Books and Materials	-	400	400
217	Dues and Subscriptions	50	250	250
218	Non-Capital Equipment and Furniture	1,434	15,000	10,000
232	Building Repair and Maintenance	930	-	-
233	Facility Repair and Maintenance	29,804	20,000	20,000
243	Non-Capital Computer Equipment and Supplies	3,196	2,000	2,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	448	443	640
247	Safety Expenses	-	1,000	1,000
250	Professional and Contracted Services	68,195	70,000	70,000
261	Telephone Charges	835	600	600
	<i>Subtotal</i>	<i>104,892</i>	<i>109,793</i>	<i>104,990</i>
Capital Outlay				
440	Machinery and Equipment	-	5,000	-
	<i>Subtotal</i>	<i>-</i>	<i>5,000</i>	<i>-</i>
	SERVICE TOTAL	\$186,242	\$242,983	\$236,490

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:	2012 Budget	2013 Budget	2014 Budget
Utility and Streets Operations & Mtce Manager	0.45	0.45	0.45
Distribution/Collection System Mtce Supervisor	0.80	0.80	0.80
Operations and Maintenance Technician Lead	0.25	0.40	0.00
Public Works Supervisor	0.30	0.30	0.30
Instrumentation Technician	0.50	0.00	0.00
Public Works Technician	0.70	0.70	0.20
Storm Drainage Utilities Technician	0.25	0.00	0.00
Water Utilities Technician II	5.00	6.00	6.00
Water Utilities Technician I	2.65	1.65	2.15
Service Truck Technician	0.75	1.00	1.00
Water Services Coordinator	1.00	1.00	1.00
Customer Service Representative	0.10	0.00	0.00
Administrative Analyst	0.50	0.50	0.50
Administrative Assistant	1.25	0.50	0.50
Total	14.50	13.30	12.90

SERVICE: Water Distribution

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	690,602	683,746	695,324
112 Wages - Temporary	21,948	20,000	22,000
114 Skill Based Pay	32,551	45,738	46,488
115 One Time Payment	-	-	6,717
121 Wages - Overtime	46,832	60,000	58,000
122 Longevity Compensation	2,370	2,280	1,800
123 Leave Expense	29,567	-	-
124 Skill Based Overtime Pay	3,807	-	-
126 Retirement Health Savings Plan	10,019	5,320	5,160
128 FICA	1,026	1,240	1,364
129 Medicare	9,299	9,744	8,991
131 MOPC	37,985	34,210	34,688
132 Employee Insurance	102,927	102,562	110,443
133 Employee Retirement	48,647	43,101	43,800
135 Compensation Insurance	32,710	40,615	49,620
136 Unemployment Insurance	2,186	2,051	1,959
139 Dental Insurance	5,101	4,785	4,571
141 Uniforms and Protective Clothing	5,227	5,075	5,075
142 Food Allowance	179	500	500
<i>Subtotal</i>	<i>1,082,983</i>	<i>1,060,967</i>	<i>1,096,500</i>
Operating and Maintenance			
210 Office Supplies	602	1,175	1,175
216 Reference Books and Materials	69	500	500
217 Dues and Subscriptions	2,153	2,500	2,500
218 Non-Capital Equipment and Furniture	20,087	18,400	20,800
220 Gas and Oil	-	100	100
222 Chemicals	10,354	10,000	10,000
228 Janitorial Supplies	295	300	300
229 Materials and Supplies	16,322	14,000	14,000
230 Printing and Copier Supplies	174	650	650
232 Building Repair and Maintenance	4,625	9,750	9,750
233 Facility Repair and Maintenance	-	15,000	15,000
235 Station Maintenance	5,697	14,500	33,500
236 Treated and Untreated Water Storage	8,340	8,500	8,500
237 Line Repair/maintenance	221,418	215,000	220,000
238 Hydrant Repair and Maintenance	3,094	4,000	4,000
239 Meter Repair and Maintenance	1,796	12,000	12,000
240 Equipment Repair and Maintenance	6,773	11,075	10,815
241 Grounds Maintenance	678	2,000	2,000
242 Street Repair/maintenance	4,975	2,000	2,000
243 Non-Capital Computer Equipment and Supplies	2,423	45,344	13,997
245 Mileage Allowance	223	500	500
246 Liability Insurance	35,460	34,068	64,431
247 Safety Expenses	5,030	5,000	5,100
249 Operating Leases and Rentals	695	2,000	2,000
250 Professional and Contracted Services	51,252	114,597	119,597
252 Advertising and Legal Notices	1,174	2,000	2,000
254 Cross Connection Repair and Maintenance	30,966	6,000	12,000
259 Licenses and Permits	362	560	595
260 Utilities	44,359	48,409	60,642
261 Telephone Charges	7,571	10,848	10,848
262 Radio Repair and Maintenance	-	4,000	4,000
264 Printing and Copying	793	1,000	1,000
269 Other Services and Charges	2,653	750	2,250
273 Fleet Lease - Operating and Maintenance	136,957	127,338	128,445
274 Fleet Lease - Replacement	150,373	148,338	128,880
<i>Subtotal</i>	<i>777,743</i>	<i>892,202</i>	<i>923,875</i>
Capital Outlay			
432 Vehicles	-	-	39,000
440 Machinery and Equipment	32,400	25,200	25,820
455 System Renovations and Replacement	14,681	48,000	48,000
475 Building and Facility Improvement	15,892	-	25,000
481 Taps	2,317	2,000	2,000
483 Oversizing	(176,518)	-	-
484 Backflow Devices	-	3,000	3,000
486 Meters	181,868	206,000	433,895
<i>Subtotal</i>	<i>70,640</i>	<i>284,200</i>	<i>576,715</i>
SERVICE TOTAL	\$1,931,366	\$2,237,369	\$2,597,090

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:	2012 Budget	2013 Budget	2014 Budget
Technology/GIS Coordinator	0.30	0.30	0.30
Engineering and Survey Tech Supervisor	0.30	0.30	0.30
Lead GIS Analyst	0.30	0.30	0.30
GIS/Mapping Technician	0.80	0.80	0.60
Technical Systems Specialist	0.00	0.00	0.30
Engineering Technician	0.00	0.00	0.90
Survey Party Chief	0.30	0.30	0.00
Senior Engineering Technician	0.50	0.50	0.00
Survey Technician	0.30	0.30	0.00
Total	2.80	2.80	2.70

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

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	142,281	179,737	176,413
112 Wages - Temporary	3,652	-	-
114 Skill Based Pay	93	97	97
115 One Time Payment	-	-	663
121 Wages - Overtime	2	511	524
122 Longevity Compensation	2,492	1,123	-
123 Leave Expense	4,975	-	-
126 Retirement Health Savings Plan	2,962	1,162	1,163
128 FICA	5	-	-
129 Medicare	1,520	2,320	2,559
131 MOPC	7,397	8,993	8,825
132 Employee Insurance	23,434	26,961	28,755
133 Employee Retirement	9,482	11,329	11,826
135 Compensation Insurance	329	572	2,532
136 Unemployment Insurance	494	539	529
137 Staff Training and Conferences	3,773	4,163	5,292
139 Dental Insurance	1,154	1,259	1,235
141 Uniforms and Protective Clothing	-	97	97
142 Food Allowance	10	-	-
<i>Subtotal</i>	<i>204,055</i>	<i>238,863</i>	<i>240,510</i>
Operating and Maintenance			
210 Office Supplies	5	-	-
216 Reference Books and Materials	28	33	32
217 Dues and Subscriptions	5	4,809	5,492
218 Non-Capital Equipment and Furniture	1,672	1,162	969
219 Drafting Supplies	475	1,291	1,292
229 Materials and Supplies	252	516	517
240 Equipment Repair and Maintenance	33,211	46,874	49,794
243 Non-Capital Computer Equipment and Supplies	312	2,785	824
246 Liability Insurance	578	659	685
247 Safety Expenses	28	323	323
249 Operating Leases and Rentals	-	-	1,099
250 Professional and Contracted Services	26,438	15,559	6,042
261 Telephone Charges	34	254	255
263 Postage	5	-	-
264 Printing and Copying	25	226	227
273 Fleet Lease - Operating and Maintenance	864	1,040	701
274 Fleet Lease - Replacement	1,406	-	-
<i>Subtotal</i>	<i>65,338</i>	<i>75,531</i>	<i>68,252</i>
Capital Outlay			
440 Machinery and Equipment	-	5,487	2,584
<i>Subtotal</i>	<i>-</i>	<i>5,487</i>	<i>2,584</i>
SERVICE TOTAL	\$269,393	\$319,881	\$311,346

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:	2012 Budget	2013 Budget	2014 Budget
Construction Inspection Supervisor	0.20	0.20	0.15
Senior Construction Inspector	0.60	0.60	0.30
Construction Inspector	0.60	0.60	0.45
Total	1.40	1.40	0.90

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	74,107	58,265	53,637
112	Wages - Temporary	4,012	6,531	6,000
115	One Time Payment	-	-	539
121	Wages - Overtime	10,943	4,898	5,250
122	Longevity Compensation	348	294	279
123	Leave Expense	2,717	-	-
126	Retirement Health Savings Plan	1,550	392	360
128	FICA	261	405	372
129	Medicare	971	790	728
131	MOPC	3,820	2,913	2,682
132	Employee Insurance	11,151	8,740	8,743
133	Employee Retirement	4,664	3,671	3,594
135	Compensation Insurance	34	251	53
136	Unemployment Insurance	242	175	161
137	Staff Training and Conferences	241	784	525
139	Dental Insurance	566	408	375
141	Uniforms and Protective Clothing	21	33	30
	<i>Subtotal</i>	<i>115,648</i>	<i>88,550</i>	<i>83,328</i>
Operating and Maintenance				
210	Office Supplies	82	82	75
216	Reference Books and Materials	-	33	30
217	Dues and Subscriptions	79	114	105
218	Non-Capital Equipment and Furniture	54	237	210
222	Chemicals	-	49	45
229	Materials and Supplies	335	245	255
240	Equipment Repair and Maintenance	2,401	1,992	1,830
243	Non-Capital Computer Equipment and Supplies	42	2,792	45
245	Mileage Allowance	5	-	-
246	Liability Insurance	1,486	1,172	1,137
247	Safety Expenses	205	188	172
249	Operating Leases and Rentals	-	16	15
250	Professional and Contracted Services	102	55	50
261	Telephone Charges	1,393	1,211	1,112
263	Postage	1	-	-
264	Printing and Copying	73	49	45
269	Other Services and Charges	34	-	-
273	Fleet Lease - Operating and Maintenance	5,818	3,831	3,816
274	Fleet Lease - Replacement	4,358	3,360	3,087
	<i>Subtotal</i>	<i>16,468</i>	<i>15,426</i>	<i>12,029</i>
	SERVICE TOTAL	\$132,116	\$103,976	\$95,357

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:	2012 Budget	2013 Budget	2014 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	1.20
Environmental Project Specialist	1.20	1.20	0.40
Total	1.90	1.75	2.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	114,832	135,122	152,577
115	One Time Payment	-	-	400
122	Longevity Compensation	1,296	1,176	1,392
123	Leave Expense	5,399	-	-
126	Retirement Health Savings Plan	1,031	700	768
129	Medicare	641	1,111	1,213
131	MOPC	5,998	6,756	7,629
132	Employee Insurance	21,681	20,268	24,869
133	Employee Retirement	7,488	8,513	9,676
135	Compensation Insurance	50	71	128
136	Unemployment Insurance	460	405	458
137	Staff Training and Conferences	1,113	1,890	2,200
139	Dental Insurance	1,072	946	1,068
	<i>Subtotal</i>	<i>161,061</i>	<i>176,958</i>	<i>202,378</i>
Operating and Maintenance				
210	Office Supplies	6	-	-
216	Reference Books and Materials	261	70	160
217	Dues and Subscriptions	1,030	2,700	2,902
218	Non-Capital Equipment and Furniture	891	-	868
243	Non-Capital Computer Equipment and Supplies	787	554	1,275
245	Mileage Allowance	9	-	-
246	Liability Insurance	521	471	523
247	Safety Expenses	-	210	240
250	Professional and Contracted Services	8,579	80,500	85,500
259	Licenses and Permits	838	-	-
263	Postage	2	-	-
264	Printing and Copying	2	-	-
269	Other Services and Charges	10	-	-
	<i>Subtotal</i>	<i>12,936</i>	<i>84,505</i>	<i>91,468</i>
	SERVICE TOTAL	\$173,997	\$261,463	\$293,846

SERVICE: Meter Reading

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for reading approximately 63,000 electric and water meters monthly throughout the City utility area (47 square miles) for the purpose of billing customer usage. This service evaluates and implements advanced metering programs such as electronic radio transmission and interval data reads. This service is also responsible for investigating and resolving customer usage and diversion issues. This is a shared service with the Electric and Sewer funds.

SERVICE: Meter Reading

Budgeted Positions:	2012 Budget	2013 Budget	2014 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	0.37
Meter Reader	2.76	2.76	2.76
Total	3.65	3.65	3.65

SERVICE: Meter Reading**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	130,753	156,318	156,905
112	Wages - Temporary	1,218	-	-
114	Skill Based Pay	650	-	-
115	One Time Payment	-	-	1,733
121	Wages - Overtime	251	368	734
122	Longevity Compensation	794	816	837
123	Leave Expense	4,942	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	1,410	1,455	1,453
129	Medicare	1,433	2,033	1,971
131	MOPC	6,600	7,816	7,570
132	Employee Insurance	21,841	23,447	24,678
133	Employee Retirement	8,346	9,849	10,144
135	Compensation Insurance	2,727	3,330	2,698
136	Unemployment Insurance	464	469	454
137	Staff Training and Conferences	1,470	2,646	2,147
139	Dental Insurance	1,083	1,094	1,060
141	Uniforms and Protective Clothing	235	496	495
	<i>Subtotal</i>	<i>184,219</i>	<i>210,137</i>	<i>212,879</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	109	368	2,569
229	Materials and Miscellaneous Supplies	137	184	184
240	Equipment Repair and Maintenance	5,412	6,321	6,496
243	Non-Capital Computer Equipment and Supplies	456	-	1,101
246	Liability Insurance	1,306	1,281	1,573
247	Safety Expenses	425	827	826
250	Professional and Contracted Services	64	551	551
261	Telephone Charges	397	1,191	595
264	Printing and Copying	45	647	646
270	Administrative and Management Services	23,852	35,051	24,779
273	Fleet Lease - Operating and Maintenance	13,012	10,730	9,659
274	Fleet Lease - Replacement	4,828	4,668	4,628
	<i>Subtotal</i>	<i>50,043</i>	<i>61,819</i>	<i>53,607</i>
	SERVICE TOTAL	\$234,262	\$271,956	\$266,486

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER FUND PROJECTS	2014 Budget
D-37 Oligarchy Ditch Improvements	\$ 63,075
PB-82 Municipal Buildings HVAC Replacement	13,108
PB-109 Municipal Facilities Parking Lot Rehabilitation	10,000
PB-181 Municipal Buildings UPS Repair and Replacement	7,987
PB-189 Municipal Buildings Exterior Maintenance	1,400
PB-192 Operations and Maintenance Building and Site Improvement	762,880
MUS-149 WW Treatment Master Plan Improvements	1,890,000
T-113 Main Street Bridge over St Vrain River	252,500
MUW-66 Water Distribution Rehabilitation and Improvements	998,100
MUW-112 North St Vrain Pipeline Replacement	250,000
MUW-153 South St Vrain Pipeline Improvements	1,500,000
MUW-155 Water Treatment Plant Improvements	500,000
MUW-173 Raw Water Irrigation Planning and Construction	92,800
MUW-182 Flow Monitoring Program	110,000
MUW-185 Button Rock Flood Repairs	1,500,000
MUW-187 South Water Treatment Plant Demolition	250,000
 TOTAL	 \$ 8,201,850

WATER CONSTRUCTION FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	1,440	2,500	2,500
Non-Operating	1,474	3,150	750
Capital	645,989	896,000	125,000
TOTAL	\$ 648,903	\$ 901,650	\$ 128,250

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.

2014 Budget

The following capital projects are funded in 2014. Detailed capital project descriptions are included in the 2014-2018 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER CONSTRUCTION FUND PROJECTS	2014 Budget
MUW-137 Union Reservoir Land Acquisition Program	\$ 50,000
MUW-179 Water System Oversizing	75,750
TOTAL	\$ 125,750

WATER CONSTRUCTION FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$15,396,079	\$ 15,784,421	\$ 15,521,680
Committed Working Capital	-	203,791	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	881,485	541,500	714,100
Owner Participation Fees	210,605	-	-
Interest	102,611	301,200	155,600
Adjustment for GAAP Revenue	(157,456)	-	-
TOTAL FUNDS	1,037,245	842,700	869,700
EXPENSES			
Soils Testing	-	2,500	2,500
Capital Projects	648,903	899,150	125,750
TOTAL EXPENSES	648,903	901,650	128,250
ENDING WORKING CAPITAL	15,784,421	15,521,680	16,263,130
CONTRIBUTION TO/(FROM) RESERVES	\$ 388,342	\$ (58,950)	\$ 741,450

RAW WATER STORAGE FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	5,000	-
TOTAL	\$ -	\$ 5,000	\$ -

Fund Description

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

RAW WATER STORAGE FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$404,491	\$404,455	\$400,455
SOURCES OF FUNDS			
REVENUES			
Interest	2,702	1,000	1,545
Adjustment for GAAP Revenue	(2,738)	-	-
TOTAL FUNDS	(36)	1,000	1,545
EXPENSES			
Capital Projects	-	5,000	-
TOTAL EXPENSES	-	5,000	-
ENDING WORKING CAPITAL	404,455	400,455	402,000
CONTRIBUTION TO/(FROM) RESERVES	\$(36)	\$(4,000)	\$1,545

WATER CASH ACQUISITION FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	45,234	100,000	100,000
Non-Operating	-	-	-
Capital	42,600	100,000	100,000
TOTAL	\$ 87,834	\$ 200,000	\$ 200,000

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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$3,532,087	\$3,539,047	\$3,395,356
Committed Working Capital	-	17,291	-
SOURCES OF FUNDS			
REVENUES			
Cash in Lieu of Water Rights	112,249	5,000	5,000
Miscellaneous	256	-	-
Interest	23,044	68,600	32,800
Adjustment for GAAP Revenue	(40,755)	-	-
TOTAL FUNDS	94,794	73,600	37,800
EXPENSES			
Conservation Initiatives and Misc Operating	45,234	100,000	100,000
Purchase of Water Rights	42,600	100,000	100,000
TOTAL EXPENSES	87,834	200,000	200,000
ENDING WORKING CAPITAL	3,539,047	3,395,356	3,233,156
CONTRIBUTION TO/(FROM) RESERVES	\$6,960	\$(126,400)	\$(162,200)

SEWER FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	2,675,541	3,032,352	3,053,939
Operating and Maintenance	3,838,517	4,285,322	4,790,889
Non-Operating	698,974	1,910,329	2,059,910
Capital	2,798,577	6,988,840	32,534,482
TOTAL	\$ 10,011,609	\$ 16,216,843	\$ 42,439,220

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

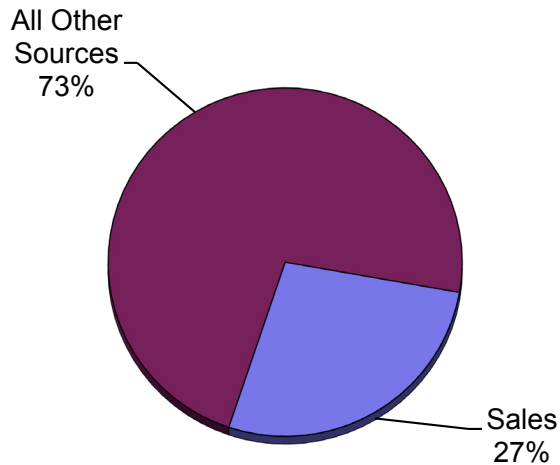
Sewer System

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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$19,188,939	\$ 17,386,455	\$ 3,404,502
Committed Working Capital	-	15,350,870	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	8,643,067	9,528,800	11,582,300
Intergovernmental	200,009	174,530	1,629,346
Interest - Operating	59,309	67,500	36,300
Miscellaneous	155	1,500	334,700
Operating Transfers	361,149	328,152	368,071
Bond Proceeds	-	7,485,278	28,341,340
Adjustment for GAAP Revenue	6,432	-	-
TOTAL FUNDS	9,270,121	17,585,760	42,292,057
EXPENSES BY BUDGET SERVICE			
Wastewater Utility Director	765,150	1,887,568	2,640,613
Wastewater Administration/Engineering	1,794,879	1,850,912	1,724,132
Industrial Pretreatment	111,375	143,531	158,831
Collection System	1,042,840	1,159,230	1,328,304
Wastewater Treatment Plant	2,654,219	3,193,689	3,069,648
Wastewater Quality Laboratory	479,202	554,774	557,281
Wastewater Instrumentation and Control	202,317	237,775	236,190
Wastewater Construction Inspection	66,059	64,987	63,571
Wastewater Regulatory Compliance	103,983	183,611	153,716
Wastewater Meter Reading	78,088	90,652	89,312
Wastewater Engineering/Survey Tech Services	95,593	82,550	103,782
CIP Projects	2,617,904	6,767,564	32,313,840
Total Operating Expenses	10,011,609	16,216,843	42,439,220
Adjustment for GAAP Expenses	1,060,996	-	-
TOTAL ADJUSTED EXPENSES	11,072,605	16,216,843	42,439,220
ENDING WORKING CAPITAL	17,386,455	3,404,502	3,257,339
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,802,484)	\$ 1,368,917	\$ (147,163)

SEWER FUND - Sources of Funds



- The Sewer Fund will receive 27% of its operating revenues from sales to the City’s wastewater customers in 2014.
- The Sewer Fund will require a contribution from fund balance of \$147,163 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.

	2012 Actual	2013 Budget	2014 Budget
OPERATING REVENUE			
Sales	\$ 8,358,135	\$ 9,303,800	\$ 11,582,300
Industrial Sewer Surcharge	284,932	225,000	-
Intergovernmental Revenue	200,009	174,530	1,629,346
Interest Income	59,309	67,500	36,300
Operating Transfers	361,149	328,152	368,071
Other Revenue	155	1,500	334,700
Bond Proceeds	-	-	28,341,340
Contribution from/(to) Fund Balance	1,802,484	(1,368,917)	147,163
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 11,072,605	\$ 16,216,843	\$ 42,439,220

SERVICE: **Public Works and Natural Resources Director**

FUNDS: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Director 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 Director

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Director of Public Works & Natural Resources	0.20	0.20	0.20
Business & Strategic Planning Manager	0.20	0.20	0.20
Customer Services and Marketing Manager	0.20	0.20	0.20
Technology & Financial Analyst	0.20	0.00	0.00
Utilities 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	0.00	0.10	0.10
Administrative Assistant	0.00	0.65	0.45
Total	1.40	1.95	1.75

SERVICE: Public Works and Natural Resources Director**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	102,728	133,984	126,069
115	One Time Payment	-	-	1,033
121	Wages - Overtime	-	100	100
122	Longevity Compensation	-	174	163
123	Leave Expense	3,427	-	-
126	Retirement Health Savings Plan	1,410	780	780
129	Medicare	956	1,473	1,358
131	MOPC	5,281	6,700	6,303
132	Employee Insurance	15,461	20,098	20,549
133	Employee Retirement	6,527	8,440	8,447
135	Compensation Insurance	39	58	111
136	Unemployment Insurance	329	402	378
137	Staff Training and Conferences	19,152	20,004	21,104
139	Dental Insurance	768	939	882
142	Food Allowance	267	340	340
	<i>Subtotal</i>	<i>156,345</i>	<i>193,492</i>	<i>187,617</i>
Operating and Maintenance				
210	Office Supplies	7	-	-
216	Reference Books and Materials	13	100	100
217	Dues and Subscriptions	497	176	176
218	Non-Capital Equipment and Furniture	14	500	1,590
229	Materials and Supplies	8	200	200
240	Equipment Repair and Maintenance	11,313	9,979	9,979
243	Non-Capital Computer Equipment and Supplies	2,152	1,036	1,965
245	Mileage Allowance	-	1,300	1,300
246	Liability Insurance	407	385	454
248	Lease Purchase Installment	-	1,541	1,541
250	Professional and Contracted Services	56,386	36,101	61,251
252	Advertising and Legal Notices	-	1,000	500
264	Printing and Copying	-	1,000	500
269	Other Services and Charges	-	-	341,340
	<i>Subtotal</i>	<i>70,797</i>	<i>53,318</i>	<i>420,896</i>
Non-Operating Expense				
922	Interest - Current Bond Issue	538,008	812,258	1,162,100
923	Bond Principal - Current	-	828,500	870,000
	<i>Subtotal</i>	<i>538,008</i>	<i>1,640,758</i>	<i>2,032,100</i>
	SERVICE TOTAL	\$ 765,150	\$ 1,887,568	\$ 2,640,613

SERVICE: **Wastewater Administration/Engineering**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides management, administration, supervision, and engineering assistance to the department's Wastewater Utility. Activities include planning for development and capital improvement programs, as well as staffing and supervision and evaluation of employees. This service pays for debt service costs and the administrative transfer fee to the General Fund.

SERVICE: Wastewater Administration/Engineering

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Engineering Services Manager	0.20	0.20	0.20
Engineering Administrator	0.50	0.50	0.50
Senior Civil Engineer	1.60	1.60	1.30
Civil Engineer	0.00	0.00	0.20
Natural Resources Specialist	0.25	0.25	0.25
Project Manager	0.00	0.00	0.30
Administrative Assistant	0.00	0.20	0.20
Office Assistant	0.40	0.40	0.40
Total	2.95	3.15	3.35

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

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	241,118	250,706	263,388
112 Wages - Temporary	248	5,000	5,000
114 Skill Based Pay	-	120	-
115 One Time Payment	-	-	1,524
122 Longevity Compensation	792	822	721
123 Leave Expense	6,360	9,000	9,000
126 Retirement Health Savings Plan	2,119	1,260	1,340
128 FICA	22	310	310
129 Medicare	2,803	3,375	3,561
131 MOPC	12,309	12,534	13,169
132 Employee Insurance	33,659	37,604	42,932
133 Employee Retirement	15,208	15,795	17,647
135 Compensation Insurance	91	129	211
136 Unemployment Insurance	716	753	790
139 Dental Insurance	1,673	1,754	1,844
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	4	300	300
<i>Subtotal</i>	<i>317,122</i>	<i>339,562</i>	<i>361,837</i>
Operating and Maintenance			
210 Office Supplies	394	1,500	1,500
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	353	500	500
217 Dues and Subscriptions	16,354	17,579	17,579
218 Non-Capital Equipment and Furniture	564	3,600	3,600
223 Lab and Photo Supplies	1,189	100	100
229 Materials and Supplies	76	1,000	1,000
230 Printing and Copier Supplies	461	2,000	2,000
232 Building Repair and Maintenance	-	300	300
235 Station Maintenance	9,235	-	-
240 Equipment Repair and Maintenance	80	3,820	3,820
243 Non-Capital Computer Equipment and Supplies	4,838	7,039	5,500
245 Mileage Allowance	216	334	334
246 Liability Insurance	1,175	1,070	1,407
247 Safety Expenses	38	-	-
250 Professional and Contracted Services	75,221	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	453	1,500	1,500
264 Printing and Copying	-	2,000	2,000
269 Other Services and Charges	55,782	9,600	15,000
270 Administrative and Management Services	778,370	768,009	753,720
271 Franchise Equivalency	349,452	381,212	463,352
273 Fleet Lease - Operating and Maintenance	6,100	2,949	3,942
274 Fleet Lease - Replacement	4,652	4,609	3,319
275 Building Permits To LDDA	120	-	-
<i>Subtotal</i>	<i>1,305,292</i>	<i>1,262,733</i>	<i>1,334,485</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	(8,845)	-	-
925 Amortization of Bond Issue Expenses	18,882	-	-
928 Interest on Notes and Contracts	23,909	-	-
950 Bad Debt	807	2,000	2,000
970 Transfers to Other Funds	115,434	246,617	25,810
<i>Subtotal</i>	<i>150,187</i>	<i>248,617</i>	<i>27,810</i>
Capital Outlay			
440 Machinery and Equipment	7,143	-	-
471 Land	15,135	-	-
<i>Subtotal</i>	<i>22,278</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$1,794,879	\$1,850,912	\$1,724,132

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:	2012 Budget	2013 Budget	2014 Budget
Utility and Streets Operations & Mtce Manager	0.30	0.30	0.30
Distribution/Collection System Mtce Supervisor	0.50	0.50	0.50
Public Works Supervisor	0.20	0.20	0.20
Instrumentation Technician	0.50	0.00	0.00
Operations and Maintenance Technician Lead	0.60	0.60	0.60
Water Utilities Technician II	0.50	1.00	1.00
Water Utilities Technician I	4.00	3.50	3.50
Public Works Technician	0.00	0.00	0.50
Service Truck Technician	0.25	0.25	0.25
Customer Service Representative	0.10	0.00	0.00
Administrative Analyst	0.20	0.20	0.20
Administrative Assistant	0.70	0.25	0.25
Total	7.85	6.80	7.30

SERVICE: Wastewater Collection System**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	323,192	346,184	371,690
112 Wages - Temporary	26,039	40,000	40,000
114 Skill Based Pay	14,715	20,225	20,225
115 One Time Payment	-	-	2,862
121 Wages - Overtime	17,861	19,800	19,800
122 Longevity Compensation	516	360	-
123 Leave Expense	16,940	-	-
124 Skill Based Overtime Pay	1,813	-	-
126 Retirement Health Savings Plan	2,974	2,720	2,920
128 FICA	2,490	2,480	2,480
129 Medicare	5,708	5,805	5,973
131 MOPC	20,168	17,322	18,596
132 Employee Insurance	55,195	51,930	60,586
133 Employee Retirement	24,902	21,825	24,917
135 Compensation Insurance	12,082	14,700	10,804
136 Unemployment Insurance	1,167	1,041	1,115
139 Dental Insurance	2,728	2,424	2,602
141 Uniforms and Protective Clothing	2,490	3,550	3,550
142 Food Allowance	184	200	200
<i>Subtotal</i>	<i>531,164</i>	<i>550,566</i>	<i>588,320</i>
Operating and Maintenance			
210 Office Supplies	304	705	705
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	30	300	300
217 Dues and Subscriptions	1,218	1,670	1,670
218 Non-Capital Equipment and Furniture	12,539	10,400	11,200
220 Gas and Oil	22	50	50
222 Chemicals	1,766	5,000	5,000
228 Janitorial Supplies	148	200	200
229 Materials and Supplies	5,577	7,100	7,100
230 Printing and Copier Supplies	104	390	390
232 Building Repair and Maintenance	2,604	5,000	5,000
233 Facility Repair and Maintenance	-	10,000	10,000
235 Station Maintenance	1,542	5,000	23,000
237 Line Repair/maintenance	52,285	60,000	60,000
239 Meter Repair and Maintenance	540	4,000	4,000
240 Equipment Repair and Maintenance	13,429	16,710	16,625
241 Grounds Maintenance	168	500	500
242 Street Repair/maintenance	-	1,000	1,000
243 Non-Capital Computer Equipment and Supplies	1,693	17,025	7,999
245 Mileage Allowance	113	400	400
246 Liability Insurance	76,891	77,970	147,789
247 Safety Expenses	4,415	4,000	5,000
249 Operating Leases and Rentals	(204)	500	500
250 Professional and Contracted Services	37,514	71,559	76,559
252 Advertising and Legal Notices	136	300	300
259 Licenses and Permits	1,287	1,695	1,750
260 Utilities	10,334	12,000	11,833
261 Telephone Charges	3,404	5,085	5,085
262 Radio Repair and Maintenance	-	2,000	2,000
264 Printing and Copying	577	1,000	1,000
269 Other Services and Charges	232	850	2,350
273 Fleet Lease - Operating and Maintenance	92,504	76,041	96,723
274 Fleet Lease - Replacement	117,038	146,914	70,976
<i>Subtotal</i>	<i>438,210</i>	<i>545,464</i>	<i>577,104</i>
Capital Outlay			
432 Vehicles	-	-	26,000
440 Machinery and Equipment	15,500	-	1,980
475 Building and Facility Improvement	7,037	-	-
481 Taps	-	1,200	1,200
483 Oversizing	(6,720)	-	-
486 Meters	57,649	62,000	133,700
<i>Subtotal</i>	<i>73,466</i>	<i>63,200</i>	<i>162,880</i>
SERVICE TOTAL	\$1,042,840	\$1,159,230	\$1,328,304

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:	2012 Budget	2013 Budget	2014 Budget
Industrial Pretreatment Coordinator	1.00	1.00	1.00
Environmental Regulatory Specialist	0.00	0.00	0.20
Total	1.00	1.00	1.20

SERVICE: Industrial Pretreatment**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	70,930	74,089	86,140
115	One Time Payment	-	-	1,000
123	Leave Expense	2,800	-	-
126	Retirement Health Savings Plan	691	400	480
129	Medicare	904	1,074	1,249
131	MOPC	3,683	3,704	4,307
132	Employee Insurance	10,300	11,113	13,059
133	Employee Retirement	4,550	4,668	5,771
135	Compensation Insurance	411	461	824
136	Unemployment Insurance	218	222	258
139	Dental Insurance	509	519	603
141	Uniforms and Protective Clothing	-	100	100
	<i>Subtotal</i>	<i>94,996</i>	<i>96,350</i>	<i>113,791</i>
Operating and Maintenance				
210	Office Supplies	152	300	300
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	827	600	600
218	Non-Capital Equipment and Furniture	5,896	500	500
223	Lab and Photo Supplies	2,580	8,100	8,100
229	Materials and Supplies	288	12,500	12,500
240	Equipment Repair and Maintenance	-	7,000	7,000
243	Non-Capital Computer Equipment and Supplies	150	450	450
245	Mileage Allowance	-	50	50
246	Liability Insurance	398	395	444
247	Safety Expenses	-	100	100
250	Professional and Contracted Services	2,260	10,000	10,000
252	Advertising and Legal Notices	17	200	200
259	Licenses and Permits	-	150	150
261	Telephone Charges	408	750	750
264	Printing and Copying	840	3,100	3,100
269	Other Services and Charges	(16)	-	-
273	Fleet Lease - Operating and Maintenance	319	460	296
274	Fleet Lease - Replacement	2,260	2,026	-
	<i>Subtotal</i>	<i>16,379</i>	<i>47,181</i>	<i>45,040</i>
	SERVICE TOTAL	\$111,375	\$143,531	\$158,831

SERVICE: **Wastewater Quality Laboratory**

FUND: Sewer Fund

DEPARTMENT: Public Works and Water Utilities

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:	2012 Budget	2013 Budget	2014 Budget
Water Quality Laboratory Supervisor	0.65	0.65	0.60
Water Quality Analyst	1.30	1.30	1.20
Laboratory Technician	1.95	1.95	1.80
Total	3.90	3.90	3.60

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

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	194,357	223,721	209,057
112 Wages - Temporary	4,250	6,600	43,320
115 One Time Payment	-	-	1,167
121 Wages - Overtime	11,463	2,708	2,708
122 Longevity Compensation	720	1,209	1,152
123 Leave Expense	6,613	-	-
126 Retirement Health Savings Plan	1,591	1,560	1,440
128 FICA	266	409	2,686
129 Medicare	2,325	2,764	3,126
131 MOPC	9,630	11,187	10,453
132 Employee Insurance	31,438	33,560	34,076
133 Employee Retirement	11,897	14,094	14,007
135 Compensation Insurance	3,969	4,651	8,580
136 Unemployment Insurance	663	671	627
139 Dental Insurance	1,552	1,565	1,463
141 Uniforms and Protective Clothing	75	101	101
142 Food Allowance	18	-	-
<i>Subtotal</i>	<i>280,827</i>	<i>304,800</i>	<i>333,963</i>
Operating and Maintenance			
210 Office Supplies	275	910	910
216 Reference Books and Materials	906	450	450
217 Dues and Subscriptions	492	1,279	1,060
218 Non-Capital Equipment and Furniture	1,204	3,990	3,990
223 Lab and Photo Supplies	56,503	65,000	65,000
228 Janitorial Supplies	422	1,495	1,495
229 Materials and Supplies	171	1,950	1,950
230 Printing and Copier Supplies	934	1,500	1,500
232 Building Repair and Maintenance	14,015	15,000	25,200
240 Equipment Repair and Maintenance	13,515	21,473	21,870
243 Non-Capital Computer Equipment and Supplies	1,361	6,168	4,152
246 Liability Insurance	858	907	894
247 Safety Expenses	579	910	910
250 Professional and Contracted Services	50,691	56,362	89,400
259 Licenses and Permits	-	10	10
260 Utilities	-	5,460	-
261 Telephone Charges	186	600	600
263 Postage	59	75	75
264 Printing and Copying	-	1,200	1,200
269 Other Services and Charges	-	34	34
273 Fleet Lease - Operating and Maintenance	799	517	933
274 Fleet Lease - Replacement	1,698	1,684	1,685
<i>Subtotal</i>	<i>144,668</i>	<i>186,974</i>	<i>223,318</i>
Capital Outlay			
440 Machinery and Equipment	53,707	63,000	-
<i>Subtotal</i>	<i>53,707</i>	<i>63,000</i>	<i>-</i>
SERVICE TOTAL	\$479,202	\$554,774	\$557,281

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:	2012 Budget	2013 Budget	2014 Budget
Operations Manager	0.25	0.25	0.25
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	0.70	2.10	0.50
Operations and Maintenance Technician Lead	7.45	7.10	7.80
Facilities Maintenance Worker	0.70	0.70	0.70
Administrative Assistant	0.70	0.70	0.70
Total	11.80	12.85	11.95

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

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	646,647	763,560	686,758
114 Skill Based Pay	21,300	37,000	37,210
115 One Time Payment	-	-	6,692
121 Wages - Overtime	19,137	32,000	30,000
122 Longevity Compensation	3,222	3,900	4,020
123 Leave Expense	18,860	-	-
124 Skill Based Overtime Pay	1,157	-	-
126 Retirement Health Savings Plan	6,552	5,140	4,780
129 Medicare	6,938	9,437	8,327
131 MOPC	32,154	38,177	34,348
132 Employee Insurance	98,812	114,534	111,942
133 Employee Retirement	39,728	48,105	46,026
135 Compensation Insurance	14,050	15,885	18,088
136 Unemployment Insurance	2,095	2,291	2,060
139 Dental Insurance	4,885	5,349	4,807
141 Uniforms and Protective Clothing	6,029	4,800	7,800
142 Food Allowance	340	500	500
<i>Subtotal</i>	<i>921,906</i>	<i>1,080,678</i>	<i>1,003,358</i>
Operating and Maintenance			
210 Office Supplies	1,928	3,100	3,100
215 Audiovisual Materials	325	100	100
216 Reference Books and Materials	1,768	900	900
217 Dues and Subscriptions	3,594	2,620	2,620
218 Non-Capital Equipment and Furniture	37,832	50,000	42,000
220 Gas and Oil	1,061	7,500	5,000
222 Chemicals	31,669	53,000	53,000
223 Lab and Photo Supplies	6,017	14,000	14,000
228 Janitorial Supplies	1,859	1,300	1,300
229 Materials and Supplies	12,449	7,000	7,000
230 Printing and Copier Supplies	745	1,250	1,250
232 Building Repair and Maintenance	97,195	62,000	92,500
233 Facility Repair and Maintenance	139,744	173,000	150,000
240 Equipment Repair and Maintenance	2,990	2,500	2,500
241 Grounds Maintenance	2,192	500	500
243 Non-Capital Computer Equipment and Supplies	13,803	27,226	15,730
245 Mileage Allowance	80	600	600
246 Liability Insurance	7,442	7,325	11,349
247 Safety Expenses	30,914	14,000	20,000
249 Operating Leases and Rentals	1,372	1,000	1,000
250 Professional and Contracted Services	797,312	1,020,750	991,950
252 Advertising and Legal Notices	-	500	500
259 Licenses and Permits	45,641	55,675	55,675
260 Utilities	410,108	450,000	488,000
261 Telephone Charges	2,815	2,715	2,815
263 Postage	392	-	-
264 Printing and Copying	188	200	200
269 Other Services and Charges	58	150	150
273 Fleet Lease - Operating and Maintenance	17,306	24,448	25,855
274 Fleet Lease - Replacement	21,196	20,038	19,796
<i>Subtotal</i>	<i>1,689,995</i>	<i>2,003,397</i>	<i>2,009,390</i>
Capital Outlay			
432 Vehicles	-	6,114	-
440 Machinery and Equipment	42,318	103,500	56,900
<i>Subtotal</i>	<i>42,318</i>	<i>109,614</i>	<i>56,900</i>
SERVICE TOTAL	\$2,654,219	\$3,193,689	\$3,069,648

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.

SERVICE: Wastewater Instrumentation and Control

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Electrician	0.50	0.50	0.50
Instrumentation Technician	0.50	1.00	1.00
Total	1.00	1.50	1.50

SERVICE: Wastewater Instrumentation and Control**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	56,808	87,498	88,382
114	Skill Based Pay	5,731	7,000	7,000
115	One Time Payment	-	-	622
121	Wages - Overtime	2,539	6,000	6,000
123	Leave Expense	1,835	-	-
124	Skill Based Overtime Pay	260	-	-
126	Retirement Health Savings Plan	400	600	600
129	Medicare	841	1,269	1,282
131	MOPC	3,247	4,374	4,419
132	Employee Insurance	8,200	13,125	14,406
133	Employee Retirement	4,013	5,513	5,922
135	Compensation Insurance	378	35	83
136	Unemployment Insurance	174	263	265
139	Dental Insurance	406	613	619
141	Uniforms and Protective Clothing	453	1,800	1,800
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>85,285</i>	<i>128,190</i>	<i>131,500</i>
Operating and Maintenance				
216	Reference Books and Materials	-	400	400
217	Dues and Subscriptions	50	250	250
218	Non-Capital Equipment and Furniture	4,393	10,000	10,000
229	Materials and Supplies	640	-	-
233	Facility Repair and Maintenance	48,213	20,000	20,000
243	Non-Capital Computer Equipment and Supplies	1,936	2,000	2,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	231	235	340
247	Safety Expenses	-	1,000	1,000
250	Professional and Contracted Services	60,973	70,000	70,000
261	Telephone Charges	579	600	600
263	Postage	17	-	-
	<i>Subtotal</i>	<i>117,032</i>	<i>104,585</i>	<i>104,690</i>
Capital Outlay				
440	Machinery and Equipment	-	5,000	-
	<i>Subtotal</i>	<i>-</i>	<i>5,000</i>	<i>-</i>
	SERVICE TOTAL	\$202,317	\$237,775	\$236,190

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:	2012 Budget	2013 Budget	2014 Budget
Technology/GIS Coordinator	0.10	0.10	0.10
Engineering and Survey Tech Supervisor	0.10	0.10	0.10
Leas GIS Analyst	0.10	0.00	0.10
GIS/Mapping Technician	0.20	0.20	0.20
Technical Systems Specialist	0.00	0.00	0.10
Engineering Technician	0.00	0.00	0.30
Survey Party Chief	0.10	0.00	0.00
Senior Engineering Technician	0.30	0.30	0.00
Survey Technician	0.10	0.00	0.00
Total	1.00	0.70	0.90

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

Personal Services	2012 Actual	2013 Budget	2014 Budget
111 Salaries and Wages	50,487	46,384	58,804
112 Wages - Temporary	1,296	-	-
114 Skill Based Pay	33	25	32
115 One Time Payment	-	-	221
121 Wages - Overtime	1	132	174
122 Longevity Compensation	884	290	-
123 Leave Expense	1,765	-	-
126 Retirement Health Savings Plan	1,051	300	388
128 FICA	2	-	-
129 Medicare	539	599	853
131 MOPC	2,625	2,320	2,942
132 Employee Insurance	8,315	6,957	9,585
133 Employee Retirement	3,365	2,924	3,942
135 Compensation Insurance	117	148	844
136 Unemployment Insurance	175	139	176
137 Staff Training and Conferences	1,339	1,075	1,764
139 Dental Insurance	410	325	412
141 Uniforms and Protective Clothing	-	25	32
142 Food Allowance	4	-	-
<i>Subtotal</i>	<i>72,408</i>	<i>61,643</i>	<i>80,169</i>
Operating and Maintenance			
210 Office Supplies	2	-	-
216 Reference Books and Materials	10	8	11
217 Dues and Subscriptions	2	1,241	1,831
218 Non-Capital Equipment and Furniture	593	300	323
219 Drafting Supplies	168	333	431
229 Materials and Supplies	89	133	172
240 Equipment Repair and Maintenance	11,785	12,097	16,598
243 Non-Capital Computer Equipment and Supplies	111	718	275
246 Liability Insurance	205	170	228
247 Safety Expenses	10	83	108
249 Operating Leases and Rentals	-	-	366
250 Professional and Contracted Services	9,381	4,015	2,014
261 Telephone Charges	12	66	85
263 Postage	2	-	-
264 Printing and Copying	9	58	75
273 Fleet Lease - Operating and Maintenance	307	269	234
274 Fleet Lease - Replacement	499	-	-
<i>Subtotal</i>	<i>23,185</i>	<i>19,491</i>	<i>22,751</i>
Capital Outlay			
440 Machinery and Equipment	-	1,416	862
<i>Subtotal</i>	<i>-</i>	<i>1,416</i>	<i>862</i>
SERVICE TOTAL	\$95,593	\$82,550	\$103,782

SERVICE: **Wastewater Construction Inspection**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides inspection of public improvement construction to ensure compliance with City Standards. This includes inspection of both development and City-funded projects. Inspectors field-check conformance with plans and specifications and assist in review of construction and development plans. This service also provides inspection of all work performed under the street work in the right-of-way (ROW) permit program to ensure compliance with City standards and inspects work related to storm water management permits. This is a shared service with the Water, Streets, and Storm Drainage Funds.

SERVICE: Wastewater Construction Inspection

Budgeted Positions:	2012 Budget	2013 Budget	2014 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

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	37,054	36,418	35,758
112	Wages - Temporary	2,006	4,082	4,000
115	One Time Payment	-	-	359
121	Wages - Overtime	5,472	3,061	3,500
122	Longevity Compensation	174	184	186
123	Leave Expense	1,359	-	-
126	Retirement Health Savings Plan	775	245	240
128	FICA	131	253	248
129	Medicare	486	494	485
131	MOPC	1,910	1,821	1,788
132	Employee Insurance	5,575	5,463	5,828
133	Employee Retirement	2,332	2,294	2,396
135	Compensation Insurance	17	157	35
136	Unemployment Insurance	121	109	107
137	Staff Training and Conferences	121	490	350
139	Dental Insurance	283	255	250
141	Uniforms and Protective Clothing	10	20	20
	<i>Subtotal</i>	<i>57,826</i>	<i>55,346</i>	<i>55,550</i>
Operating and Maintenance				
210	Office Supplies	41	51	50
216	Reference Books and Materials	-	20	20
217	Dues and Subscriptions	39	71	70
218	Non-Capital Equipment and Furniture	27	148	140
222	Chemicals	-	31	30
229	Materials and Supplies	168	153	170
240	Equipment Repair and Maintenance	1,200	1,245	1,220
243	Non-Capital Computer Equipment and Supplies	21	1,745	30
245	Mileage Allowance	3	-	-
246	Liability Insurance	743	733	758
247	Safety Expenses	102	117	115
249	Operating Leases and Rentals	-	10	10
250	Professional and Contracted Services	51	34	34
261	Telephone Charges	696	757	742
263	Postage	1	-	-
264	Printing and Copying	36	31	30
269	Other Services and Charges	17	-	-
273	Fleet Lease - Operating and Maintenance	2,909	2,395	2,544
274	Fleet Lease - Replacement	2,179	2,100	2,058
	<i>Subtotal</i>	<i>8,233</i>	<i>9,641</i>	<i>8,021</i>
	SERVICE TOTAL	\$66,059	\$64,987	\$63,571

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:	2012 Budget	2013 Budget	2014 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	0.75
Environmental Project Specialist	0.30	0.30	0.25
Total	1.25	1.50	1.25

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	68,626	115,819	95,361
115	One Time Payment	-	-	250
122	Longevity Compensation	775	1,008	870
123	Leave Expense	3,226	-	-
126	Retirement Health Savings Plan	616	600	480
129	Medicare	383	952	758
131	MOPC	3,585	5,791	4,768
132	Employee Insurance	12,957	17,373	15,544
133	Employee Retirement	4,475	7,297	6,047
135	Compensation Insurance	30	60	80
136	Unemployment Insurance	275	347	286
137	Staff Training and Conferences	666	1,620	1,375
139	Dental Insurance	640	811	667
	<i>Subtotal</i>	<i>96,254</i>	<i>151,678</i>	<i>126,486</i>
Operating and Maintenance				
210	Office Supplies	4	-	-
216	Reference Books and Materials	156	60	100
217	Dues and Subscriptions	615	2,315	1,814
218	Non-Capital Equipment and Furniture	532	-	542
243	Non-Capital Computer Equipment and Supplies	470	475	797
245	Mileage Allowance	5	-	-
246	Liability Insurance	311	403	327
247	Safety Expenses	-	180	150
250	Professional and Contracted Services	5,127	28,500	23,500
259	Licenses and Permits	501	-	-
263	Postage	1	-	-
264	Printing and Copying	1	-	-
269	Other Services and Charges	6	-	-
	<i>Subtotal</i>	<i>7,729</i>	<i>31,933</i>	<i>27,230</i>
	SERVICE TOTAL	\$103,983	\$183,611	\$153,716

SERVICE: **Wastewater Meter Reading**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for reading approximately 63,000 electric and water meters monthly throughout the City utility area (47 square miles) for the purpose of billing customer usage. This service evaluates and implements advanced metering programs such as electronic radio transmission and interval data reads. This service is also responsible for investigating and resolving customer usage and diversion issues. This is a shared service with the Electric and Water funds.

SERVICE: Wastewater Meter Reading

Budgeted Positions:	2012 Budget	2013 Budget	2014 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	0.12
Meter Reader	0.91	0.91	0.91
Total	1.20	1.20	1.20

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	43,584	52,106	52,586
112	Wages - Temporary	406	-	-
114	Skill Based Pay	217	-	-
115	One Time Payment	-	-	581
121	Wages - Overtime	84	122	246
122	Longevity Compensation	265	272	280
123	Leave Expense	1,647	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	470	485	487
129	Medicare	478	678	661
131	MOPC	2,200	2,606	2,537
132	Employee Insurance	7,280	7,816	8,271
133	Employee Retirement	2,782	3,283	3,400
135	Compensation Insurance	909	1,110	905
136	Unemployment Insurance	155	156	153
137	Staff Training and Conferences	490	882	720
139	Dental Insurance	361	365	355
141	Uniforms and Protective Clothing	79	166	166
	<i>Subtotal</i>	<i>61,408</i>	<i>70,047</i>	<i>71,348</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	36	122	861
229	Materials and Miscellaneous Supplies	46	61	61
240	Equipment Repair and Maintenance	1,804	2,107	2,177
243	Non-Capital Computer Equipment and Supplies	152	-	369
246	Liability Insurance	435	427	527
247	Safety Expenses	142	276	277
250	Professional and Contracted Services	21	184	184
261	Telephone Charges	132	397	199
264	Printing and Copying	15	215	216
270	Administrative and Management Services	7,951	11,683	8,305
273	Fleet Lease - Operating and Maintenance	4,337	3,577	3,237
274	Fleet Lease - Replacement	1,609	1,556	1,551
	<i>Subtotal</i>	<i>16,680</i>	<i>20,605</i>	<i>17,964</i>
	SERVICE TOTAL	\$78,088	\$90,652	\$89,312

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER FUND PROJECTS	2014 Budget
PB-82 Municipal Buildings HVAC Replacement	\$ 6,554
PB-181 Municipal Buildings UPS Repair and Replacement	7,986
PB-189 Municipal Buildings Exterior Maintenance	820
PB-192 Operations and Maintenance Building and Site Improvement	362,880
MUS-53 Sanitary Sewer Rehabilitation and Improvements	885,000
MUS-149 Wastewater Treatment Master Plan Improvements	31,050,600
TOTAL	\$ 32,313,840

SEWER CONSTRUCTION FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	2,500
Non-Operating	361,216	328,152	368,071
Capital	25,359	20,000	-
TOTAL	\$ 386,575	\$ 350,652	\$ 370,571

Fund Description

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

2014 Budget

No capital improvement projects are funded from this fund in 2014.

SEWER CONSTRUCTION FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 1,402,083	\$ 1,738,581	\$ 1,788,036
Committed Working Capital	-	47,793	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	783,174	430,900	612,800
Miscellaneous	595	-	-
Interest	10,788	17,000	20,000
Adjustment for GAAP Revenue	(71,484)		
TOTAL FUNDS	723,073	447,900	632,800
EXPENSES			
Soils Testing	-	2,500	2,500
Non-Operating	361,216	328,152	368,071
Capital Projects	25,359	20,000	-
TOTAL EXPENSES	386,575	350,652	370,571
ENDING WORKING CAPITAL	1,738,581	1,788,036	2,050,265
CONTRIBUTION TO/(FROM) RESERVES	336,498	97,248	262,229

STREET IMPROVEMENT FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	3,149,502	3,315,713	3,400,805
Operating and Maintenance	4,019,110	4,841,415	4,784,350
Non-Operating	592,443	973,736	241,936
Capital	10,255,230	10,545,887	17,855,060
TOTAL	\$ 18,016,285	\$ 19,676,751	\$ 26,282,151

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.

2014 Budget

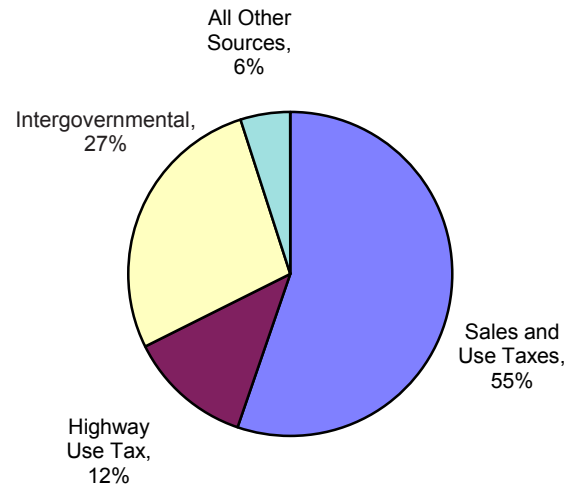
There are no major changes in operations planned in 2014 for the services provided in the Street Improvement Fund. Expenditures for some of the capital projects include the City’s annual Street Rehabilitation Program (CIP project T-1), Transportation System Management (T-11) and arterial oversizing projects. Detailed capital descriptions for all projects are included in the 2014-2018 Capital Improvement Program.

STREET IMPROVEMENT FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING FUND BALANCE	\$ 13,503,187	\$11,689,709	\$ 4,791,422
Committed Working Capital	-	5,714,746	-
SOURCES OF FUNDS			
REVENUES			
Taxes	14,936,625	15,092,337	15,627,551
Licenses and Permits	20,762	15,000	15,000
Intergovernmental	459,842	3,240,499	5,942,956
Developer Participation	609,790	-	-
Interest	90,801	49,624	56,848
Miscellaneous	124,688	95,750	28,000
Adjustment for GAAP Revenue	(1,964)	-	-
TOTAL FUNDS	16,240,544	18,493,210	21,670,355
EXPENSES BY BUDGET SERVICE			
Public Works Utility Director	175,448	265,017	205,059
Concrete Repair	172,815	204,617	201,058
Construction Inspection	335,009	357,415	381,429
Snow and Ice Removal	560,588	724,568	755,789
Street and Alley Maintenance	1,628,890	1,738,686	1,975,907
Street Cleaning	507,812	511,735	562,949
Street Improvement	1,945,555	2,933,178	1,666,742
Street Rehabilitation	110,522	113,310	113,565
Street Signing and Marking	582,969	781,217	744,745
Traffic Signals	540,794	599,910	622,078
Transportation Engineering	478,681	807,679	523,934
Transportation System Management	497,945	522,650	598,155
Regulatory Compliance	3,308	-	6,000
Engineering/Survey Tech Services	243,324	257,970	259,455
CIP Projects	10,232,625	9,858,799	17,665,286
Adjustment for GAAP Expenses	37,737	-	-
TOTAL EXPENSES	18,054,022	19,676,751	26,282,151
ENDING WORKING CAPITAL	11,689,709	4,791,422	179,626
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,813,478)	\$ (1,183,541)	\$ (4,611,796)

STREET IMPROVEMENT FUND - Source of Funds

- Approximately 55% of the revenues of the Street Improvement Fund for 2014 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 27% comes from intergovernmental sources.
- The 2014 Budget requires a contribution of \$4,611,796 from fund balance.



Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections. Based on actual collections through July 2013, sales and use tax revenues are projected to increase by 3.43% from 2012 actual collections then increase by 2.56% for 2014 over the projected collections for 2013.

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.

	2012 Actual	2013 Budget	2014 Budget
OPERATING REVENUE			
Sales and Use Tax	\$ 11,289,666	\$ 11,243,021	\$ 11,975,814
Automobile Tax	967,177	1,114,268	975,000
State Highway Use Tax	2,679,782	2,735,048	2,676,737
Federal Grants	119,197	168,000	4,722,000
State Grants	2,920	2,588,118	237,000
Local Grants	-	120,000	136,575
Local Non-grant Revenue	80,000	-	483,000
County Road/Bridge Maintenance	103,991	105,000	105,000
State Highway Maintenance	38,906	37,131	37,131
State Traffic Control Maintenance	114,828	222,250	222,250
Street Cut Permit/Inspection Fee	20,762	15,000	15,000
Developer Participation	609,790	-	-
Other Revenue	124,688	95,750	28,000
Interest Income	90,801	49,624	56,848
Contribution from/(to) Fund Balance	1,813,478	1,183,541	4,611,796
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 18,054,022	\$ 19,676,751	\$ 26,282,151

SERVICE: Public Works and Natural Resources Director

FUND: Street Improvement Fund

DEVELOPMENT: Public Works and Natural Resources

Service Description:

The Public Works and Water Utilities Director is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget and effective supervision of personnel. This is a shared service with the Water, Storm Drainage and Sewer funds.

SERVICE: Public Works and Natural Resources Director

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Director of Public Works & Natural Resources	0.20	0.20	0.20
Business & Strategic Planning Manager	0.20	0.20	0.20
Customer Services & Marketing Manager	0.20	0.20	0.20
Technology & Financial Analyst	0.20	0.00	0.00
Utilities 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	0.00	0.40	0.30
Administrative Assistant	0.00	0.60	0.30
Total	1.40	2.20	1.80

SERVICE: Public Works and Natural Resources Director**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	103,508	143,416	128,771
112	Wages - Temporary	289	-	-
115	One Time Payment	-	-	1,064
121	Wages - Overtime	-	200	200
122	Longevity Compensation	-	696	488
123	Leave Expense	3,415	-	-
126	Retirement Health Savings Plan	1,410	880	720
128	FICA	21	-	-
129	Medicare	960	1,443	1,286
131	MOPC	5,292	7,171	6,439
132	Employee Insurance	15,111	21,513	20,990
133	Employee Retirement	6,463	9,035	8,628
135	Compensation Insurance	39	58	118
136	Unemployment Insurance	329	431	386
137	Staff Training and Conferences	24,132	13,403	15,403
139	Dental Insurance	768	1,005	901
142	Food Allowance	291	240	240
	<i>Subtotal</i>	<i>162,028</i>	<i>199,491</i>	<i>185,634</i>
Operating and Maintenance				
216	Reference Books and Materials	13	-	-
217	Dues and Subscriptions	68	300	300
218	Non-Capital Equipment and Furniture	24	-	1,090
229	Materials and Supplies	53	-	-
240	Equipment Repair and Maintenance	3,625	3,988	3,988
243	Non-Capital Computer Equipment and Supplies	957	340	2,898
245	Mileage Allowance	-	480	480
246	Liability Insurance	408	385	486
248	Lease Purchase Installment	-	4,133	4,133
250	Professional and Contracted Services	8,272	55,900	6,050
	<i>Subtotal</i>	<i>13,420</i>	<i>65,526</i>	<i>19,425</i>
	SERVICE TOTAL	\$175,448	\$265,017	\$205,059

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:	2012 Budget	2013 Budget	2014 Budget
Public Works Supervisor	0.50	0.00	0.00
Public Works Technician	2.15	1.50	1.50
Total	2.65	1.50	1.50

SERVICE: Concrete Repair**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	28,454	66,720	66,759
114	Skill Based Pay	2,015	1,400	1,400
115	One Time Payment	-	-	530
121	Wages - Overtime	315	1,000	1,000
122	Longevity Compensation	216	-	-
123	Leave Expense	5,599	-	-
124	Skill Based Overtime Pay	19	-	-
126	Retirement Health Savings Plan	1,060	600	600
129	Medicare	1,623	968	968
131	MOPC	6,585	3,336	3,338
132	Employee Insurance	17,626	10,008	10,882
133	Employee Retirement	8,037	4,203	4,473
135	Compensation Insurance	4,013	4,514	1,910
136	Unemployment Insurance	383	200	200
139	Dental Insurance	894	467	467
	<i>Subtotal</i>	76,839	93,416	92,527
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	46	4,000	4,000
229	Materials and Supplies	8,876	10,000	10,000
240	Equipment Repair and Maintenance	-	1,000	1,000
246	Liability Insurance	7,010	5,069	8,677
247	Safety Expenses	140	500	500
249	Operating Leases and Rentals	-	500	500
250	Professional and Contracted Services	1,983	12,000	20,000
273	Fleet Lease - Operating and Maintenance	25,825	27,002	15,117
274	Fleet Lease - Replacement	52,096	51,130	48,737
	<i>Subtotal</i>	95,976	111,201	108,531
	SERVICE TOTAL	\$172,815	\$204,617	\$201,058

SERVICE: **Construction Inspection**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides inspection of public works and water utilities construction to ensure compliance with City standards. This includes inspection of both developer and City-funded projects. Inspectors field-check construction for conformance with plans and assist in review of construction and development plans. This service also provides inspection of all work performed under the street right-of-way permit program to ensure compliance with City standards. This is a shared service with the Water, Storm Drainage and Sewer funds.

SERVICE: Construction Inspection

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Construction Inspection Supervisor	0.50	0.50	0.60
Senior Construction Inspector	1.00	1.00	1.20
Construction Inspector	2.05	1.50	1.80
Total	3.55	3.00	3.60

SERVICE: Construction Inspection**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	187,914	200,292	214,548
112	Wages - Temporary	10,173	22,448	24,000
115	One Time Payment	-	-	2,157
121	Wages - Overtime	27,748	16,837	21,000
122	Longevity Compensation	882	1,010	1,116
123	Leave Expense	6,891	-	-
126	Retirement Health Savings Plan	3,930	1,347	1,440
128	FICA	662	1,392	1,488
129	Medicare	2,463	2,716	2,909
131	MOPC	9,687	10,015	10,727
132	Employee Insurance	28,275	30,044	34,972
133	Employee Retirement	11,827	12,619	14,374
135	Compensation Insurance	87	862	211
136	Unemployment Insurance	614	601	644
137	Staff Training and Conferences	611	2,693	2,100
139	Dental Insurance	1,435	1,402	1,502
141	Uniforms and Protective Clothing	53	112	120
	<i>Subtotal</i>	<i>293,252</i>	<i>304,390</i>	<i>333,308</i>
Operating and Maintenance				
210	Office Supplies	207	280	300
216	Reference Books and Materials	-	112	120
217	Dues and Subscriptions	199	394	420
218	Non-Capital Equipment and Furniture	138	813	840
222	Chemicals	-	168	180
229	Materials and Supplies	850	842	1,020
240	Equipment Repair and Maintenance	6,085	6,847	7,321
243	Non-Capital Computer Equipment and Supplies	108	9,597	180
245	Mileage Allowance	14	-	-
246	Liability Insurance	3,767	4,029	4,546
247	Safety Expenses	520	646	691
249	Operating Leases and Rentals	-	57	60
250	Professional and Contracted Services	259	189	202
261	Telephone Charges	3,531	4,162	4,450
263	Postage	4	-	-
264	Printing and Copying	185	168	180
269	Other Services and Charges	86	-	-
273	Fleet Lease - Operating and Maintenance	14,754	13,170	15,262
274	Fleet Lease - Replacement	11,050	11,551	12,349
	<i>Subtotal</i>	<i>41,757</i>	<i>53,025</i>	<i>48,121</i>
	SERVICE TOTAL	\$335,009	\$357,415	\$381,429

SERVICE: Snow and Ice Removal

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Snow and Ice Removal

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Public Works Supervisor	0.00	0.25	0.25
Public Works Technician	1.60	1.50	1.50
Total	1.60	1.75	1.75

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	54,762	84,564	85,470
112	Wages - Temporary	-	1,000	1,000
114	Skill Based Pay	3,155	5,000	5,000
115	One Time Payment	-	-	844
121	Wages - Overtime	27,520	45,000	45,000
122	Longevity Compensation	864	750	780
123	Leave Expense	2,338	-	-
124	Skill Based Overtime Pay	1,564	-	-
126	Retirement Health Savings Plan	640	700	700
128	FICA	-	62	62
129	Medicare	1,066	1,241	1,254
131	MOPC	3,829	4,228	4,274
132	Employee Insurance	9,950	12,685	13,932
133	Employee Retirement	4,675	5,328	5,727
135	Compensation Insurance	1,193	1,059	2,573
136	Unemployment Insurance	216	254	256
139	Dental Insurance	504	592	598
142	Food Allowance	81	1,000	500
	<i>Subtotal</i>	<i>112,357</i>	<i>163,463</i>	<i>167,970</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	64	-	-
222	Chemicals	191,662	225,000	225,000
229	Materials and Supplies	33,051	30,000	30,000
232	Building Repair and Maintenance	16,447	20,000	4,000
233	Facility Repair and Maintenance	71	9,000	20,000
240	Equipment Repair and Maintenance	9,284	25,000	25,000
246	Liability Insurance	10,256	9,440	10,738
249	Operating Leases and Rentals	-	1,000	1,000
250	Professional and Contracted Services	38,967	40,000	50,000
261	Telephone Charges	160	264	264
262	Radio Repair and Maintenance	-	2,000	2,000
273	Fleet Lease - Operating and Maintenance	53,821	41,053	40,283
274	Fleet Lease - Replacement	77,474	74,348	59,534
	<i>Subtotal</i>	<i>431,257</i>	<i>477,105</i>	<i>467,819</i>
Capital Outlay				
432	Vehicles	-	-	65,000
440	Machinery and Equipment	-	59,000	30,000
475	Building and Facility Improvement	16,974	25,000	25,000
	<i>Subtotal</i>	<i>16,974</i>	<i>84,000</i>	<i>120,000</i>
	SERVICE TOTAL	\$560,588	\$724,568	\$755,789

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:	2012 Budget	2013 Budget	2014 Budget
Operations Manager	0.20	0.20	0.00
Utility Operations & Maintenance Manager	0.20	0.20	0.00
Public Works Supervisor	0.30	0.80	0.25
Public Works Technician	4.25	4.80	1.50
Senior Engineering Technician	1.00	1.00	0.00
Facility Maintenance Worker	0.25	0.25	0.00
Customer Service Representative	0.40	0.00	0.00
Administrative Analyst	0.10	0.10	0.00
Administrative Assistant	0.80	0.00	0.00
Total	7.50	7.35	1.75

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

		2012 Actual	2013 Budget	2014 Budget
Personal Services				
111	Salaries and Wages	435,815	388,049	404,955
112	Wages - Temporary	22,924	22,120	26,120
114	Skill Based Pay	12,277	55,480	55,480
115	One Time Payment	-	-	4,663
121	Wages - Overtime	5,462	19,000	15,000
122	Longevity Compensation	2,274	1,290	1,560
123	Leave Expense	12,152	-	-
124	Skill Based Overtime Pay	253	2,500	2,500
126	Retirement Health Savings Plan	3,865	2,940	3,040
128	FICA	1,019	1,371	1,619
129	Medicare	4,701	5,632	6,251
131	MOPC	18,547	19,402	20,248
132	Employee Insurance	52,066	58,208	66,008
133	Employee Retirement	22,645	24,445	27,132
135	Compensation Insurance	17,018	18,560	18,108
136	Unemployment Insurance	1,132	1,165	1,215
139	Dental Insurance	2,643	2,715	2,835
141	Uniforms and Protective Clothing	7,012	7,500	7,500
142	Food Allowance	242	300	300
	<i>Subtotal</i>	622,047	630,677	664,534
Operating and Maintenance				
210	Office Supplies	947	1,500	1,500
216	Reference Books and Materials	259	250	250
217	Dues and Subscriptions	2,104	250	250
218	Non-Capital Equipment and Furniture	5,697	8,000	8,000
228	Janitorial Supplies	858	500	500
229	Materials and Supplies	27,496	25,000	27,000
230	Printing and Copier Supplies	255	750	750
232	Building Repair and Maintenance	11,854	15,000	15,000
233	Facility Repair and Maintenance	8,015	15,000	15,000
240	Equipment Repair and Maintenance	5,780	11,730	11,570
241	Grounds Maintenance	403	500	500
242	Street Repair and Maintenance	257,677	225,000	275,000
243	Non-Capital Computer Equipment and Supplies	2,907	15,174	11,599
245	Mileage Allowance	148	200	200
246	Liability Insurance	22,184	25,782	35,710
247	Safety Expenses	6,278	8,000	8,000
249	Operating Leases and Rentals	16,580	20,000	20,000
250	Professional and Contracted Services	192,241	277,259	327,259
252	Advertising and Legal Notices	-	1,000	500
260	Utilities	29,606	35,000	35,000
261	Telephone Charges	10,864	4,600	4,600
262	Radio Repair and Maintenance	-	2,000	2,000
264	Printing and Copying	1,421	750	750
269	Other Services and Charges	-	500	2,000
273	Fleet Lease - Operating and Maintenance	139,314	125,348	163,227
274	Fleet Lease - Replacement	251,355	258,916	277,588
	<i>Subtotal</i>	994,243	1,078,009	1,243,753
Capital Outlay				
432	Vehicles	-	30,000	39,000
440	Machinery and Equipment	12,600	-	28,620
	<i>Subtotal</i>	12,600	30,000	67,620
SERVICE TOTAL		\$1,628,890	\$1,738,686	\$1,975,907

SERVICE: **Street Cleaning**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintaining clean and debris-free City streets and alleys. Streets are swept periodically on a 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:	2012 Budget	2013 Budget	2014 Budget
Public Works Supervisor	0.50	0.00	0.00
Distribution & Collection System Mtce Supervisor	0.20	0.20	0.20
Public Works Technician	2.30	1.50	1.50
Total	3.00	1.70	1.70

SERVICE: Street Cleaning**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	119,281	80,956	81,288
112 Wages - Temporary	4,080	2,000	-
114 Skill Based Pay	5,091	5,000	5,000
115 One Time Payment	-	-	1,374
121 Wages - Overtime	750	2,000	2,000
123 Leave Expense	3,335	-	-
124 Skill Based Overtime Pay	52	-	-
126 Retirement Health Savings Plan	1,000	680	680
128 FICA	-	124	-
129 Medicare	1,576	1,203	1,179
131 MOPC	6,373	4,048	4,064
132 Employee Insurance	20,379	12,144	13,250
133 Employee Retirement	7,779	5,100	5,446
135 Compensation Insurance	1,824	2,214	5,070
136 Unemployment Insurance	442	243	244
139 Dental Insurance	1,034	566	569
141 Uniforms and Protective Clothing	824	850	850
<i>Subtotal</i>	<i>173,820</i>	<i>117,128</i>	<i>121,014</i>
Operating and Maintenance			
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	-	50	50
218 Non-Capital Equipment and Furniture	293	3,000	3,000
229 Materials and Supplies	380	3,000	3,000
232 Building Repair and Maintenance	8,945	15,000	2,000
233 Facility Repair and Maintenance	-	2,000	15,000
240 Equipment Repair and Maintenance	6,914	16,000	16,000
243 Non-Capital Computer Equipment and Supplies	195	500	626
246 Liability Insurance	8,820	8,512	37,584
247 Safety Expenses	967	1,000	1,000
249 Operating Leases and Rentals	-	400	400
250 Professional and Contracted Services	39,112	50,150	55,150
260 Utilities	4,612	6,000	6,250
261 Telephone Charges	-	1,776	1,776
269 Other Services and Charges	-	100	100
273 Fleet Lease - Operating and Maintenance	87,431	61,615	103,728
274 Fleet Lease - Replacement	176,323	204,454	196,221
<i>Subtotal</i>	<i>333,992</i>	<i>373,607</i>	<i>441,935</i>
Capital Outlay			
440 Machinery and Equipment	-	21,000	-
<i>Subtotal</i>	<i>-</i>	<i>21,000</i>	<i>-</i>
SERVICE TOTAL	\$507,812	\$511,735	\$562,949

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 is also responsible for reviewing development plans for street planning and construction. This service also pays the administrative transfer to the General Fund.

SERVICE: Street Improvements

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Engineering Services Manager	0.60	0.60	0.60
Engineering Administrator	0.80	0.80	0.80
Senior Civil Engineer	1.30	1.00	1.80
Civil Engineer	1.00	1.00	1.00
Project Manager	0.00	1.00	0.20
Total	3.70	4.40	4.40

SERVICE: Street Improvements**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	336,314	390,243	391,503
112	Wages - Temporary	127	-	-
115	One Time Payment	-	-	2,100
122	Longevity Compensation	3,036	3,156	3,101
123	Leave Expense	7,109	-	-
126	Retirement Health Savings Plan	3,848	1,760	1,760
129	Medicare	3,330	4,663	4,682
131	MOPC	17,091	19,511	19,575
132	Employee Insurance	47,064	58,536	63,815
133	Employee Retirement	20,867	24,585	26,231
135	Compensation Insurance	2,669	2,933	7,406
136	Unemployment Insurance	1,023	1,171	1,175
139	Dental Insurance	2,387	2,732	2,741
	<i>Subtotal</i>	<i>444,865</i>	<i>509,290</i>	<i>524,089</i>
Operating and Maintenance				
240	Equipment Repair and Maintenance	126	570	570
243	Non-Capital Computer Equipment and Supplies	1,321	4,050	3,500
246	Liability Insurance	1,456	1,198	1,364
247	Safety Expenses	16	-	-
250	Professional and Contracted Services	40,014	3,000	6,500
252	Advertising and Legal Notices	10	500	500
264	Printing and Copying	-	750	750
270	Administrative and Management Services	859,808	892,421	887,533
273	Fleet Lease - Operating and Maintenance	5,496	-	-
	<i>Subtotal</i>	<i>908,247</i>	<i>902,489</i>	<i>900,717</i>
Non-Operating Expense				
910	Transfer To General Fund	235,915	236,896	238,174
970	Transfers to Other Funds	356,528	736,840	3,762
	<i>Subtotal</i>	<i>592,443</i>	<i>973,736</i>	<i>241,936</i>
Capital Outlay				
473	Site Improvements, Landscaping and Street Development	-	547,663	-
	<i>Subtotal</i>	<i>-</i>	<i>547,663</i>	<i>-</i>
SERVICE TOTAL		\$1,945,555	\$2,933,178	\$1,666,742

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.

SERVICE: Street Rehabilitation

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Civil Engineer	1.00	1.00	1.00
Total	1.00	1.00	1.00

SERVICE: Street Rehabilitation**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	69,119	79,289	83,244
115	One Time Payment	-	-	1,000
123	Leave Expense	2,195	-	-
126	Retirement Health Savings Plan	4,369	400	400
129	Medicare	866	1,150	1,207
131	MOPC	3,514	3,964	4,162
132	Employee Insurance	11,301	11,893	13,569
133	Employee Retirement	4,290	4,995	5,577
135	Compensation Insurance	639	704	1,505
136	Unemployment Insurance	246	238	250
137	Staff Training and Conferences	315	-	-
139	Dental Insurance	573	555	583
	<i>Subtotal</i>	<i>97,427</i>	<i>103,188</i>	<i>111,497</i>
Operating and Maintenance				
216	Reference Books and Materials	77	100	100
217	Dues and Subscriptions	600	650	650
243	Non-Capital Computer Equipment and Supplies	-	1,375	-
246	Liability Insurance	691	610	268
264	Printing and Copying	-	700	700
273	Fleet Lease - Operating and Maintenance	7,244	2,391	350
274	Fleet Lease - Replacement	4,483	4,296	-
	<i>Subtotal</i>	<i>13,095</i>	<i>10,122</i>	<i>2,068</i>
	SERVICE TOTAL	\$110,522	\$113,310	\$113,565

SERVICE: **Street Signing and Marking**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service maintains the City’s transportation signing and markings. Activities include manufacturing many of the City of Longmont’s new traffic signs and special signs for other City departments; installing and maintaining all regulatory, warning guide, and informational signs; replacing signs that are vandalized, faded, knocked down or stolen; providing and maintaining year-round pavement markings that are visible and reflective to help ensure safe and user-friendly roadways for motorist, cyclists and pedestrians; and providing a five-year maintenance, repair and service cycle that proactively addresses all crosswalks, stop bars and pavement marking symbols within the street network.

SERVICE: Street Signing and Marking

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Project Manager	1.00	0.00	0.00
Public Works Supervisor	0.00	0.25	0.25
Public Works Technician	0.50	1.00	0.50
Total	1.50	1.25	0.75

SERVICE: Street Signing and Marking**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	136,461	65,117	41,216
112	Wages - Temporary	360	-	-
114	Skill Based Pay	5,099	2,000	2,000
115	One Time Payment	-	-	502
121	Wages - Overtime	422	750	750
122	Longevity Compensation	720	1,500	780
123	Leave Expense	2,477	-	-
124	Skill Based Overtime Pay	63	-	-
126	Retirement Health Savings Plan	260	500	300
129	Medicare	997	944	598
131	MOPC	3,964	3,255	2,061
132	Employee Insurance	13,138	9,767	6,718
133	Employee Retirement	4,838	4,102	2,762
135	Compensation Insurance	955	955	1,288
136	Unemployment Insurance	286	195	124
139	Dental Insurance	666	456	289
	<i>Subtotal</i>	<i>170,706</i>	<i>89,541</i>	<i>59,388</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	79	5,000	5,000
229	Materials and Supplies	34,045	50,000	55,000
240	Equipment Repair and Maintenance	-	1,500	1,500
243	Non-Capital Computer Equipment and Supplies	-	850	-
246	Liability Insurance	4,121	4,398	4,855
249	Operating Leases and Rentals	-	250	250
250	Professional and Contracted Services	354,112	600,000	600,000
261	Telephone Charges	107	-	-
264	Printing and Copying	90	250	250
273	Fleet Lease - Operating and Maintenance	9,104	12,381	7,814
274	Fleet Lease - Replacement	10,605	17,047	10,688
	<i>Subtotal</i>	<i>412,263</i>	<i>691,676</i>	<i>685,357</i>
	SERVICE TOTAL	\$582,969	\$781,217	\$744,745

SERVICE: Traffic Signals

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintaining the City’s traffic signal system and school flashers, installing overhead signs, and managing and coordinating contracted work for traffic signal installation and upgrade/improvement projects. This includes design, planning and purchase of materials and equipment; repairs to and preventive maintenance of traffic signals, video detection systems, school flashers, and driver feedback speed systems; and installation of overhead signs at signalized intersections.

SERVICE: Traffic Signals

Budgeted Positions:	2012 Budget	2013 Budget	2014 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	103,159	106,037	106,032
114	Skill Based Pay	30	-	-
115	One Time Payment	-	-	2,000
121	Wages - Overtime	25,561	24,500	27,000
122	Longevity Compensation	2,040	2,100	2,160
123	Leave Expense	2,999	-	-
126	Retirement Health Savings Plan	400	800	800
129	Medicare	764	710	710
131	MOPC	5,242	5,302	5,302
132	Employee Insurance	14,440	15,906	17,283
133	Employee Retirement	6,400	6,681	7,104
135	Compensation Insurance	1,503	2,836	2,267
136	Unemployment Insurance	314	318	318
139	Dental Insurance	733	743	742
141	Uniforms and Protective Clothing	13	500	500
	<i>Subtotal</i>	<i>163,598</i>	<i>166,433</i>	<i>172,218</i>
Operating and Maintenance				
210	Office Supplies	181	200	200
217	Dues and Subscriptions	240	250	250
218	Non-Capital Equipment and Furniture	724	1,000	1,000
228	Janitorial Supplies	-	106	50
229	Materials and Supplies	1,000	500	750
234	System Maintenance	133,992	169,000	160,000
240	Equipment Repair and Maintenance	20,052	19,000	19,000
243	Non-Capital Computer Equipment and Supplies	-	500	500
246	Liability Insurance	9,620	18,965	39,019
247	Safety Expenses	342	1,000	750
250	Professional and Contracted Services	158,546	170,000	185,000
260	Utilities	787	2,000	1,000
261	Telephone Charges	8,110	20,360	2,000
263	Postage	1,203	600	1,000
273	Fleet Lease - Operating and Maintenance	13,361	6,507	15,852
274	Fleet Lease - Replacement	23,488	23,489	23,489
	<i>Subtotal</i>	<i>371,646</i>	<i>433,477</i>	<i>449,860</i>
Capital Outlay				
440	Machinery and Equipment	5,550	-	-
	<i>Subtotal</i>	<i>5,550</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$540,794	\$599,910	\$622,078

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:	2012 Budget	2013 Budget	2014 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
Traffic 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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	331,028	325,689	328,296
112	Wages - Temporary	881	10,000	10,000
115	One Time Payment	-	-	2,700
121	Wages - Overtime	402	150	800
123	Leave Expense	5,652	10,800	10,800
126	Retirement Health Savings Plan	2,706	1,880	1,880
128	FICA	-	620	620
129	Medicare	4,219	4,868	4,905
131	MOPC	16,775	16,284	16,415
132	Employee Insurance	46,511	48,854	53,512
133	Employee Retirement	20,480	20,518	21,996
135	Compensation Insurance	1,308	1,602	277
136	Unemployment Insurance	1,011	977	985
139	Dental Insurance	2,359	2,280	2,298
141	Uniforms and Protective Clothing	-	100	100
142	Food Allowance	102	650	500
	<i>Subtotal</i>	<i>433,434</i>	<i>445,272</i>	<i>456,084</i>
Operating and Maintenance				
210	Office Supplies	1,133	2,700	2,400
216	Reference Books and Materials	1,306	500	500
217	Dues and Subscriptions	1,604	2,550	2,550
218	Non-Capital Equipment and Furniture	2,411	23,500	3,500
229	Materials and Supplies	1,856	900	900
230	Printing and Copier Supplies	811	1,303	1,303
240	Equipment Repair and Maintenance	7,425	7,665	7,665
243	Non-Capital Computer Equipment and Supplies	3,628	12,565	12,290
245	Mileage Allowance	48	300	300
246	Liability Insurance	1,472	2,459	2,842
247	Safety Expenses	104	800	800
250	Professional and Contracted Services	4,542	260,000	10,000
252	Advertising and Legal Notices	135	1,600	1,600
260	Utilities	12,352	12,000	12,000
261	Telephone Charges	2,277	2,788	2,788
263	Postage	1,075	1,500	1,500
264	Printing and Copying	1,095	2,100	2,100
273	Fleet Lease - Operating and Maintenance	1,973	18,908	2,812
274	Fleet Lease - Replacement	-	8,269	-
	<i>Subtotal</i>	<i>45,247</i>	<i>362,407</i>	<i>67,850</i>
	SERVICE TOTAL	\$478,681	\$807,679	\$523,934

SERVICE: Transportation System Management

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service develops and manages the transportation system management (TSM) program, which includes traffic safety and capacity projects, pedestrian and bicycle improvements connected with the street network, and management of the City’s neighborhood traffic mitigation program. This service is responsible for the planning, design and contract management of TSM projects identified in the Capital Improvement Program. The projects consist primarily of safety and capacity improvements, pedestrian/bicycle/multimodal enhancements, and design and construction of projects identified through the City’s neighborhood traffic mitigation program.

SERVICE: Transportation System Management

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Project Manager	0.00	2.00	2.00
Parks & Open Space Project Manager	0.50	0.00	0.00
Asst Parks & Open Space Project Manager	0.50	0.00	0.00
Total	1.00	2.00	2.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	78,086	148,032	145,916
112	Wages - Temporary	100,380	100,000	108,000
123	Leave Expense	2,349	-	-
126	Retirement Health Savings Plan	917	800	800
128	FICA	7,164	6,200	6,696
129	Medicare	2,615	3,596	3,682
131	MOPC	3,887	7,401	7,296
132	Employee Insurance	10,439	22,204	23,784
133	Employee Retirement	4,748	9,326	9,776
135	Compensation Insurance	202	1,754	4,707
136	Unemployment Insurance	227	444	438
139	Dental Insurance	530	1,036	1,021
142	Food Allowance	213	-	-
	<i>Subtotal</i>	<i>211,757</i>	<i>300,793</i>	<i>312,116</i>
Operating and Maintenance				
217	Dues and Subscriptions	8,189	9,000	8,500
229	Materials and Supplies	2,992	350	2,850
243	Non-Capital Computer Equipment and Supplies	-	-	1,100
246	Liability Insurance	1,091	757	839
247	Safety Expenses	114	500	500
250	Professional and Contracted Services	178,996	170,000	230,000
252	Advertising and Legal Notices	-	150	150
261	Telephone Charges	258	-	-
263	Postage	20	-	-
264	Printing and Copying	1,292	2,100	2,100
269	Other Services and Charges	38,493	39,000	40,000
273	Fleet Lease - Operating and Maintenance	5,629	-	-
	<i>Subtotal</i>	<i>237,074</i>	<i>221,857</i>	<i>286,039</i>
Capital Outlay				
480	System Improvements	49,114	-	-
	<i>Subtotal</i>	<i>49,114</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$497,945	\$522,650	\$598,155

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:	2012 Budget	2013 Budget	2014 Budget
Environmental Sustainability Coordinator	0.05	0.00	0.00
Total	0.05	0.00	0.00

SERVICE: Regulatory Compliance

LINE ITEM BUDGET			
Personal Services	2012 Actual	2013 Budget	2014 Budget
111 Salaries and Wages	2,183	-	-
122 Longevity Compensation	25	-	-
123 Leave Expense	103	-	-
126 Retirement Health Savings Plan	20	-	-
129 Medicare	12	-	-
131 MOPC	114	-	-
132 Employee Insurance	412	-	-
133 Employee Retirement	142	-	-
135 Compensation Insurance	1	-	-
136 Unemployment Insurance	9	-	-
137 Staff Training and Conferences	21	-	-
139 Dental Insurance	20	-	-
<i>Subtotal</i>	3,062	-	-
Operating and Maintenance			
216 Reference Books and Materials	5	-	-
217 Dues and Subscriptions	20	-	-
218 Non-Capital Equipment and Furniture	17	-	-
243 Non-Capital Computer Equipment and Supplies	15	-	-
246 Liability Insurance	10	-	-
250 Professional and Contracted Services	163	-	6,000
259 Licenses and Permits	16	-	-
<i>Subtotal</i>	246	-	6,000
SERVICE TOTAL	\$3,308	\$-	\$6,000

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 & 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:	2012 Budget	2013 Budget	2014 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
GIS/Mapping Technician	0.70	0.70	0.50
Technical Systems Specialist	0.00	0.00	0.25
Engineering Technician	0.00	0.00	0.75
Sr Engineering Technician	0.20	0.20	0.00
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**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	128,512	144,949	147,011
112	Wages - Temporary	3,299	-	-
114	Skill Based Pay	84	78	81
115	One Time Payment	-	-	553
121	Wages - Overtime	2	412	436
122	Longevity Compensation	2,251	906	-
123	Leave Expense	4,493	-	-
126	Retirement Health Savings Plan	2,676	937	969
128	FICA	5	-	-
129	Medicare	1,373	1,871	2,133
131	MOPC	6,681	7,251	7,354
132	Employee Insurance	21,167	21,742	23,963
133	Employee Retirement	8,565	9,137	9,855
135	Compensation Insurance	297	462	2,110
136	Unemployment Insurance	446	435	441
137	Staff Training and Conferences	3,408	3,358	4,410
139	Dental Insurance	1,042	1,015	1,029
141	Uniforms and Protective Clothing	-	78	81
142	Food Allowance	9	-	-
	<i>Subtotal</i>	<i>184,310</i>	<i>192,631</i>	<i>200,426</i>
Operating and Maintenance				
210	Office Supplies	4	-	-
216	Reference Books and Materials	25	26	27
217	Dues and Subscriptions	4	3,879	4,577
218	Non-Capital Equipment and Furniture	1,511	937	808
219	Drafting Supplies	429	1,041	1,077
229	Materials and Supplies	228	417	431
240	Equipment Repair and Maintenance	29,997	37,803	41,495
243	Non-Capital Computer Equipment and Supplies	281	2,245	687
246	Liability Insurance	522	532	570
247	Safety Expenses	25	260	269
249	Operating Leases and Rentals	-	-	915
250	Professional and Contracted Services	23,879	12,547	5,035
261	Telephone Charges	31	205	212
263	Postage	5	-	-
264	Printing and Copying	23	182	188
273	Fleet Lease - Operating and Maintenance	780	840	584
274	Fleet Lease - Replacement	1,270	-	-
	<i>Subtotal</i>	<i>59,014</i>	<i>60,914</i>	<i>56,875</i>
Capital Outlay				
440	Machinery and Equipment	-	4,425	2,154
	<i>Subtotal</i>	<i>-</i>	<i>4,425</i>	<i>2,154</i>
	SERVICE TOTAL	\$243,324	\$257,970	\$259,455

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 2014-2018 Capital Improvement Program.

STREET FUND PROJECTS	2013 Budget
PR-83 Primary and Secondary Greenway Connections	\$ 141,000
PB-82 Municipal Buildings HVAC Replacement	33,094
PB-109 Municipal Buildings Parking Lot Rehabilitation	10,000
PB-181 Municipal Buildings UPS Repair and Replacement	7,907
PB-189 Municipal Buildings Exterior Maintenance	2,285
PB-192 Operations and Maintenance Building and Site Improvement	62,000
T-1 Street Rehabilitation Program	4,775,000
T-11 Transportation System Management Program	1,705,000
T-77 Sunset Bridge Over St Vrain River	2,500,000
T-78 Hover Street Bridge Over Dry Creek	1,616,000
T-91 State Highway 119 Pedestrian Underpass	1,383,000
T-105 Missing Sidewalks	155,000
T-109 Main St and Ken Pratt Blvd Intersection Improvements	300,000
T-111 Main Street Pavement Reconstruction	3,575,000
T-113 Main Street Bridge over St Vrain River	1,400,000
TOTAL	\$ 17,665,286

SANITATION FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	1,716,094	1,785,496	1,911,286
Operating and Maintenance	4,168,650	3,408,462	3,816,809
Non-Operating	137,455	223,313	20,909
Capital	27,666	64,900	546,687
TOTAL	\$ 6,049,865	\$ 5,482,171	\$ 6,295,691

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 hauled to a landfill in Erie.

The Sanitation Fund includes six budget services:

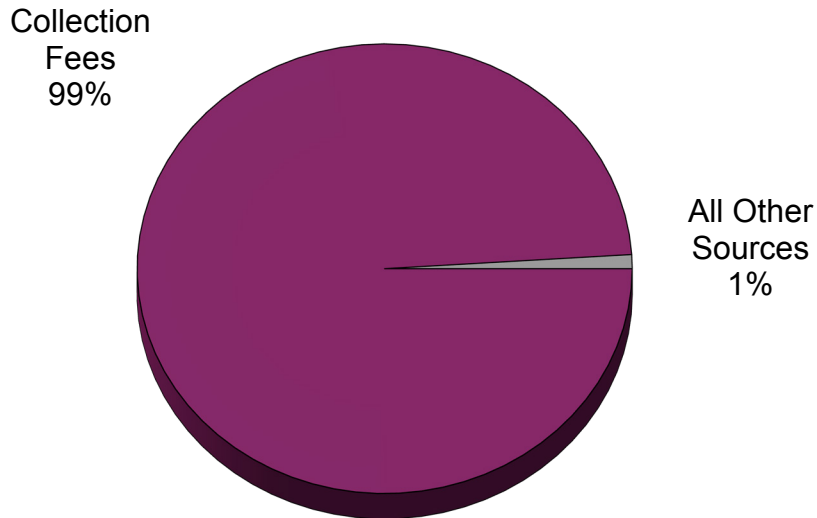
- Public Works and Natural Resources Director
- Solid Waste Removal/Disposal
- Curbside Recycling
- Special Trash Pickup
- Landfill Maintenance
- Regulatory Compliance

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

SANITATION FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 2,790,099	\$ 3,009,932	\$ 3,081,809
Committed Working Capital	-	149,900	-
REVENUES			
Charges for Services	5,674,170	5,681,300	6,201,800
Intergovernmental	8,203	-	-
Interest	15,821	20,648	25,941
Miscellaneous	601,436	2,000	2,000
Adjustment for GAAP Revenue	(48,343)	-	-
TOTAL FUNDS	6,251,287	5,703,948	6,229,741
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utility Director	136,932	170,082	185,984
Landfill Maintenance	5,860	8,000	10,000
Solid Waste Removal/Disposal	4,223,687	3,856,656	3,827,121
Special Trash Pickup	624,236	783,995	939,044
Curbside Recycling	1,023,132	617,567	812,147
Regulatory Compliance	17,352	12,671	6,708
CIP Projects	18,666	33,200	514,687
Total Operating Expenses	6,049,865	5,482,171	6,295,691
Adjustment for GAAP Expenses	(18,411)	-	-
TOTAL ADJUSTED EXPENSES	6,031,454	5,482,171	6,295,691
ENDING WORKING CAPITAL	3,009,932	3,081,809	3,015,859
CONTRIBUTION TO/(FROM) RESERVES	\$ 219,833	\$ 221,777	\$ (65,950)

SANITATION FUND - Source of Funds



- Approximately 99% of the revenues of the Sanitation Fund for 2014 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.

	2012 Actual	2013 Budget	2014 Budget
OPERATING REVENUE			
Solid Waste Collection Fees	3,380,025	3,376,000	3,859,200
Solid Waste Collection Fees (reduced volume)	810,943	713,500	831,800
Special Trash Collection Fees	65,103	68,000	68,000
Waste Management Fees	1,221,360	1,267,900	1,308,900
Single Stream Commodity	106,108	185,000	70,000
Metal Management Revenue	36,332	40,000	30,000
Tree Limb Diversion Fee	34,890	22,000	22,000
Polycart Escrow	19,409	8,900	11,900
Intergovernmental Revenue	8,203	-	-
Other Revenue	601,436	2,000	2,000
Interest Income	15,821	20,648	25,941
Contribution from/(to) Fund Balance	(219,833)	(221,777)	65,950
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 6,031,454	\$ 5,482,171	\$ 6,295,691

SERVICE: Public Works and Natural Resources Director

FUND: Sanitation Fund

DEVELOPMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Director 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 Director

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Director of Public Works & Natural Resources	0.15	0.15	0.15
Business & Strategic Planning Manager	0.15	0.15	0.15
Customer Services & Marketing Manager	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
Customer Service Representative	0.00	0.40	0.50
Administrative Assistant	0.15	0.55	0.50
Total	1.05	1.85	1.90

SERVICE: Public Works and Natural Resources Director**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	77,403	115,690	123,305
115	One Time Payment	-	-	1,460
121	Wages - Overtime	-	100	100
122	Longevity Compensation	-	696	-
123	Leave Expense	2,576	-	-
126	Retirement Health Savings Plan	1,057	740	760
129	Medicare	718	1,146	1,788
131	MOPC	3,979	5,786	6,165
132	Employee Insurance	11,581	17,356	20,099
133	Employee Retirement	5,113	7,289	8,261
135	Compensation Insurance	29	44	96
136	Unemployment Insurance	246	346	370
137	Staff Training and Conferences	7,199	2,976	4,177
139	Dental Insurance	574	810	863
142	Food Allowance	202	240	240
	<i>Subtotal</i>	<i>110,677</i>	<i>153,219</i>	<i>167,684</i>
Operating and Maintenance				
216	Reference Books and Materials	13	-	-
217	Dues and Subscriptions	57	-	-
218	Non-Capital Equipment and Furniture	21	-	1,090
240	Equipment Repair and Maintenance	6,547	8,794	8,794
243	Non-Capital Computer Equipment and Supplies	372	254	347
245	Mileage Allowance	-	360	360
246	Liability Insurance	305	288	392
248	Lease Purchase Installment	-	2,067	2,067
250	Professional and Contracted Services	18,940	5,100	5,250
	<i>Subtotal</i>	<i>26,255</i>	<i>16,863</i>	<i>18,300</i>
	SERVICE TOTAL	\$136,932	\$170,082	\$185,984

SERVICE: Solid Waste Removal/Disposal

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Solid Waste Removal/Disposal

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Operations Manager	0.20	0.20	0.20
Parks Mtce & Solid Waste Operations Manager	0.50	0.50	0.50
Public Works Supervisor	0.50	0.50	0.50
Public Works Technician	13.00	14.50	10.00
Facilities Maintenance Worker	0.75	0.00	0.00
Administrative Assistant	1.00	0.00	0.25
Total	15.95	15.70	11.45

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	757,264	749,651	603,761
112	Wages - Temporary	780	40,000	40,000
114	Skill Based Pay	21,030	15,720	15,720
115	One Time Payment	-	-	6,279
121	Wages - Overtime	16,717	30,000	30,000
122	Longevity Compensation	4,880	4,740	-
123	Leave Expense	16,884	5,500	8,000
124	Skill Based Overtime Pay	561	2,500	2,500
126	Retirement Health Savings Plan	16,134	6,280	4,980
128	FICA	-	2,480	2,480
129	Medicare	7,892	10,108	9,334
131	MOPC	37,368	37,522	30,188
132	Employee Insurance	105,456	112,453	98,413
133	Employee Retirement	48,004	47,275	40,452
135	Compensation Insurance	30,030	36,793	58,892
136	Unemployment Insurance	2,237	2,252	1,812
139	Dental Insurance	5,219	5,247	4,227
141	Uniforms and Protective Clothing	13,118	14,000	14,000
142	Food Allowance	24	500	500
	<i>Subtotal</i>	<i>1,083,598</i>	<i>1,123,021</i>	<i>971,538</i>
Operating and Maintenance				
210	Office Supplies	1,166	2,500	2,500
217	Dues and Subscriptions	238	750	750
218	Non-Capital Equipment and Furniture	42,012	55,000	55,000
228	Janitorial Supplies	1,002	2,000	2,000
229	Materials and Supplies	17,683	15,500	16,000
232	Building Repair and Maintenance	27,965	65,000	65,000
240	Equipment Repair and Maintenance	2,164	6,240	5,000
241	Grounds Maintenance	599	500	500
243	Non-Capital Computer Equipment and Supplies	3,803	1,900	6,500
246	Liability Insurance	53,941	48,700	62,321
247	Safety Expenses	6,575	4,500	3,500
250	Professional and Contracted Services	580,571	545,515	642,015
252	Advertising and Legal Notices	7,676	2,000	5,000
260	Utilities	20,190	25,000	25,000
261	Telephone Charges	8,696	7,500	7,500
263	Postage	9,930	15,000	15,000
264	Printing and Copying	5,869	5,500	5,500
269	Other Services and Charges	20,407	25,000	25,000
270	Administrative and Management Services	529,910	548,262	579,694
273	Fleet Lease - Operating and Maintenance	997,975	920,172	721,230
274	Fleet Lease - Replacement	655,262	182,083	557,664
	<i>Subtotal</i>	<i>2,993,634</i>	<i>2,478,622</i>	<i>2,802,674</i>
Non-Operating Expense				
950	Bad Debt	24,686	19,000	19,000
970	Transfers To Other Funds	112,544	204,013	1,909
	<i>Subtotal</i>	<i>137,230</i>	<i>223,013</i>	<i>20,909</i>
Capital Outlay				
440	Machinery and Equipment	9,225	32,000	32,000
	<i>Subtotal</i>	<i>9,225</i>	<i>32,000</i>	<i>32,000</i>
	SERVICE TOTAL	\$4,223,687	\$3,856,656	\$3,827,121

SERVICE: Curbside Recycling

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Curbside Recycling

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Public Works Supervisor	0.00	0.50	0.50
Public Works Technician	2.00	2.00	5.50
Administrative Assistant	0.00	0.00	0.50
Total	2.00	2.50	6.50

SERVICE: Curbside Recycling**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	348,777	120,830	256,130
112	Wages - Temporary	317	-	-
114	Skill Based Pay	4,348	5,000	5,000
115	One Time Payment	-	-	2,465
121	Wages - Overtime	4,359	10,000	10,000
122	Longevity Compensation	3,342	1,080	-
123	Leave Expense	15,382	-	-
124	Skill Based Overtime Pay	27	-	-
126	Retirement Health Savings Plan	2,814	1,000	2,200
128	FICA	22	-	-
129	Medicare	2,261	1,272	3,714
131	MOPC	13,970	6,043	12,807
132	Employee Insurance	39,441	18,126	41,749
133	Employee Retirement	17,940	7,613	17,161
135	Compensation Insurance	4,109	5,604	4,224
136	Unemployment Insurance	831	363	768
139	Dental Insurance	1,943	846	1,793
	<i>Subtotal</i>	<i>459,883</i>	<i>177,777</i>	<i>358,011</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	-	45,000	45,000
229	Materials and Supplies	-	5,000	5,000
232	Building Repair and Maintenance	567	-	-
240	Equipment Repair and Maintenance	-	555	555
246	Liability Insurance	15,365	14,891	16,862
247	Safety Expenses	148	500	500
250	Professional and Contracted Services	161,395	190,000	190,000
260	Utilities	1,941	-	-
263	Postage	-	4,000	4,000
264	Printing and Copying	3,550	4,000	4,000
273	Fleet Lease - Operating and Maintenance	183,896	175,656	186,071
274	Fleet Lease - Replacement	196,387	188	2,148
	<i>Subtotal</i>	<i>563,249</i>	<i>439,790</i>	<i>454,136</i>
	SERVICE TOTAL	\$1,023,132	\$617,567	\$812,147

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:	2012 Budget	2013 Budget	2014 Budget
Public Works Supervisor	0.50	0.00	0.00
Public Works Technician	4.00	2.50	3.50
Facility Maintenance Worker	0.00	0.75	1.00
Sr Grounds Maintenance Technician	0.00	0.00	0.20
Customer Service Representative	1.40	1.00	1.00
Administrative Assistant	0.00	1.00	0.25
Total	5.90	5.25	5.95

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	3,432	237,246	258,552
112	Wages - Temporary	-	-	37,120
114	Skill Based Pay	7	-	1,200
115	One Time Payment	-	-	4,308
121	Wages - Overtime	10,985	15,000	15,000
122	Longevity Compensation	-	1,680	-
123	Leave Expense	556	-	-
124	Skill Based Overtime Pay	342	-	-
126	Retirement Health Savings Plan	1,229	2,100	2,380
128	FICA	-	-	2,301
129	Medicare	1,230	2,701	4,304
131	MOPC	4,899	11,862	12,988
132	Employee Insurance	12,493	35,587	42,144
133	Employee Retirement	6,301	14,948	17,399
135	Compensation Insurance	3,517	2,924	8,712
136	Unemployment Insurance	265	712	776
139	Dental Insurance	618	1,662	1,810
	<i>Subtotal</i>	<i>45,874</i>	<i>326,422</i>	<i>408,994</i>
Operating and Maintenance				
229	Materials and Supplies	3,000	2,000	2,000
240	Equipment Repair and Maintenance	806	-	-
246	Liability Insurance	5,569	4,819	7,841
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	488,395	395,000	425,000
273	Fleet Lease - Operating and Maintenance	42,803	44,405	49,116
274	Fleet Lease - Replacement	37,789	10,849	45,593
	<i>Subtotal</i>	<i>578,362</i>	<i>457,573</i>	<i>530,050</i>
	SERVICE TOTAL	\$624,236	\$783,995	\$939,044

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:	2012 Budget	2013 Budget	2014 Budget
Environmental Services Manager	0.05	0.05	0.05
Environmental Sustainability Coordinator	0.10	0.00	0.00
Total	0.15	0.05	0.05

SERVICE: Regulatory Compliance**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	11,452	3,861	3,814
115 One Time Payment	-	-	10
122 Longevity Compensation	129	34	35
123 Leave Expense	538	-	-
126 Retirement Health Savings Plan	103	20	19
129 Medicare	64	32	30
131 MOPC	598	193	191
132 Employee Insurance	2,162	579	622
133 Employee Retirement	747	243	242
135 Compensation Insurance	5	2	3
136 Unemployment Insurance	46	12	11
137 Staff Training and Conferences	111	54	55
139 Dental Insurance	107	27	27
<i>Subtotal</i>	<i>16,062</i>	<i>5,057</i>	<i>5,059</i>
Operating and Maintenance			
210 Office Supplies	1	-	-
216 Reference Books and Materials	26	2	4
217 Dues and Subscriptions	103	77	72
218 Non-Capital Equipment and Furniture	89	-	22
243 Non-Capital Computer Equipment and Supplies	79	16	32
245 Mileage Allowance	1	-	-
246 Liability Insurance	52	13	13
247 Safety Expenses	-	6	6
250 Professional and Contracted Services	855	7,500	1,500
259 Licenses and Permits	84	-	-
<i>Subtotal</i>	<i>1,290</i>	<i>7,614</i>	<i>1,649</i>
SERVICE TOTAL	\$17,352	\$12,671	\$6,708

SERVICE: Landfill Maintenance

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Operating and Maintenance			
241 Grounds Maintenance	5,855	3,000	3,000
250 Professional and Contracted Services	-	5,000	7,000
263 Postage	5	-	-
<i>Subtotal</i>	<i>5,860</i>	<i>8,000</i>	<i>10,000</i>
SERVICE TOTAL	\$5,860	\$8,000	\$10,000

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SANITATION FUND PROJECTS	2014 Budget
PB-181 Municipal Buildings UPS Repair and Replacement	\$7,987
PB-189 Municipal Buildings Exterior Maintenance	700
PB-192 Operations & Maintenance Building/Site Improvement	506,000
TOTAL	\$514,687

AFFORDABLE HOUSING FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	144,828	172,139	175,589
Operating and Maintenance	347,145	111,361	132,327
Non-Operating	690	580	108
Capital	-	-	-
TOTAL	\$ 492,663	\$ 284,080	\$ 308,024

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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 915,756	\$ 722,408	\$ 573,077
Committed Working Capital	-	123,676	-
SOURCES OF FUNDS			
REVENUES			
Interest	23,417	-	-
Miscellaneous	135,091	106,110	125,000
Operating Transfers	152,315	152,315	152,315
Adjustment for GAAP Revenue	(11,508)	-	-
TOTAL FUNDS	299,315	258,425	277,315
EXPENDITURES			
Personal Services	144,828	172,139	175,589
Operating and Maintenance	347,145	111,361	132,327
TOTAL ADJUSTED EXPENDITURES	492,663	284,080	308,024
ENDING WORKING CAPITAL	722,408	573,077	542,368
CONTRIBUTION TO/(FROM) RESERVES	\$ (193,348)	\$ (25,655)	\$ (30,709)

SERVICE: Affordable Housing Administration

FUND: Affordable Housing Fund

DEPARTMENT: Community Services

Service Description:

This service develops and administers affordable housing projects using local funds provided to the Affordable Housing Fund, as well as oversees the Housing Incentive and Fee Reduction Programs. Activities include developing project proposals, administering the monies allocated for these projects, using creative techniques to obtain additional project funding, monitoring progress of all projects, following all required procedures, maintaining accurate records of projects, and providing written documentation as required or otherwise requested by City Council. This service provides funding for housing projects for low- and moderate-income households, approves and monitors the use of development fee waivers, qualifies potential affordable home buyers, and educates the real estate and lending communities about the City’s affordable housing programs. This service also supports the City’s participation on the Longmont Housing Opportunity Team (LHOT), the administration of all homeless assistance programs, the administration of the City’s Pilot Poverty Initiative, and the city’s participation in the Boulder County Circles Campaign, and administers the Human Service Agency funding process.

SERVICE: Affordable Housing Administration

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
CDBG Coordinator	0.50	0.50	0.50
Housing Program Specialist	1.00	1.50	1.50
Total	1.50	2.00	2.00

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	107,063	130,745	127,218
115	One Time Payment	-	-	500
121	Wages - Overtime	1,818	3,921	3,921
123	Leave Expense	522	-	400
126	Retirement Health Savings Plan	8,011	800	800
129	Medicare	1,150	1,639	1,632
131	MOPC	4,373	5,650	5,626
132	Employee Insurance	13,687	16,950	18,340
133	Employee Retirement	5,337	7,119	7,539
135	Compensation Insurance	1,108	3,685	7,187
136	Unemployment Insurance	261	339	338
137	Staff Training and Conferences	505	500	1,000
139	Dental Insurance	694	791	788
142	Food Allowance	299	-	300
	<i>Subtotal</i>	<i>144,828</i>	<i>172,139</i>	<i>175,589</i>
Operating and Maintenance				
210	Office Supplies	336	500	400
218	Non-Capital Equipment and Furniture	250	250	400
229	Materials and Supplies	900	389	500
240	Equipment Repair and Maintenance	1,473	-	750
243	Non-Capital Computer Equipment and Supplies	39	-	200
245	Mileage Allowance	356	250	500
246	Liability Insurance	317	362	456
249	Operating Leases and Rentals	468	1,250	500
250	Professional and Contracted Services	200,265	106,110	125,000
252	Advertising and Legal Notices	-	1,000	1,221
263	Postage	900	500	900
264	Printing and Copying	1,577	750	1,500
269	Other Services and Charges	140,264	-	-
	<i>Subtotal</i>	<i>347,145</i>	<i>111,361</i>	<i>132,327</i>
Non-Operating Expense				
970	Transfers to Other Funds	690	580	108
	<i>Subtotal</i>	<i>690</i>	<i>580</i>	<i>108</i>
	SERVICE TOTAL	\$492,663	\$284,080	\$308,024

AIRPORT FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	112,576	115,007	117,757
Operating and Maintenance	174,301	215,495	220,294
Non-Operating	1,167	472	64
Capital	1,168,941	-	-
TOTAL	\$ 1,456,985	\$ 330,974	\$ 338,115

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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 246,242	\$ 50,104	\$ 21,203
COMMITTED WORKING CAPITAL	-	32,494	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	271,187	284,048	300,684
Grants	953,192	-	-
Interest	1,158	495	-
Miscellaneous	23,408	20,000	33,500
Estimated Revenue Adjustment	-	12,000	-
Adjustment for GAAP Revenue	9,314	-	-
TOTAL FUNDS	1,258,259	316,543	334,184
EXPENSES			
Airport Operations	308,848	330,974	338,115
CIP Projects	1,148,137	-	-
Estimated Expense Adjustment	-	(18,024)	-
Total Operating Expenses	1,456,985	312,950	338,115
Adjustment for GAAP Expenses	(2,588)	-	-
TOTAL ADJUSTED EXPENSES	1,454,397	312,950	338,115
ENDING WORKING CAPITAL	50,104	21,203	17,272
CONTRIBUTION TO/(FROM) RESERVES	\$ (196,138)	\$ 3,593	\$ (3,931)

SERVICE: Airport Operations

FUND: Airport Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for the management, administration and operation of Vance Brand Municipal Airport. Airport Operations Service responsibilities include lease negotiation and enforcement, capital improvement and budget preparation, facility maintenance, project design and management, revenue collections, FAA and state grant applications and administration, enforcement of airport rules and regulations, emergency response and coordination with local and federal agencies, scheduling and coordinating special events, and community relations.

SERVICE: Airport Operations

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Airport Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

SERVICE: Airport Operations**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	84,044	86,767	88,061
112	Wages - Temporary	245	-	-
114	Skill Based Pay	3	-	-
121	Wages - Overtime	-	500	-
123	Leave Expense	1,722	750	810
126	Retirement Health Savings Plan	1,146	400	400
129	Medicare	1,081	1,258	1,277
131	MOPC	4,186	4,338	4,403
132	Employee Insurance	12,153	13,015	14,354
133	Employee Retirement	5,293	5,466	5,900
135	Compensation Insurance	27	46	72
136	Unemployment Insurance	258	260	264
137	Staff Training and Conferences	1,800	1,500	1,500
139	Dental Insurance	601	607	616
142	Food Allowance	17	100	100
	<i>Subtotal</i>	<i>112,576</i>	<i>115,007</i>	<i>117,757</i>
Operating and Maintenance				
210	Office Supplies	60	250	250
217	Dues and Subscriptions	685	1,150	1,150
218	Non-Capital Equipment and Furniture	18	-	-
229	Materials and Supplies	345	500	250
230	Printing and Copier Supplies	79	-	-
232	Building Repair and Maintenance	3,318	2,000	3,000
233	Facility Repair and Maintenance	1,821	4,500	3,000
240	Equipment Repair and Maintenance	140	150	150
246	Liability Insurance	647	663	5,217
250	Professional and Contracted Services	46,952	75,000	60,000
252	Advertising and Legal Notices	122	2,500	500
260	Utilities	5,478	5,000	5,700
261	Telephone Charges	422	300	500
263	Postage	2,161	300	300
264	Printing and Copying	650	500	500
270	Administrative and Management Services	109,106	119,864	138,845
273	Fleet Lease - Operating and Maintenance	2,297	2,818	932
	<i>Subtotal</i>	<i>174,301</i>	<i>215,495</i>	<i>220,294</i>
Non-Operating Expense				
970	Transfers to Other Funds	516	472	64
	<i>Subtotal</i>	<i>516</i>	<i>472</i>	<i>64</i>
Capital Outlay				
480	System Improvements	21,455	-	-
	<i>Subtotal</i>	<i>21,455</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$308,848	\$330,974	\$338,115

ART IN PUBLIC PLACES FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	37,454	37,447	38,730
Operating and Maintenance	46,000	88,473	95,725
Non-Operating	371	140	31
Capital	-	-	-
TOTAL	\$ 83,825	\$ 126,060	\$ 134,486

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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 300,890	\$ 349,187	\$ 296,801
Committed Working Capital	-	20,000	-
SOURCES OF FUNDS			
REVENUES			
Interest	1,905	-	-
Miscellaneous	9	-	-
Transfers from Other Funds	142,037	93,674	118,700
Adjustment for GAAP Revenue	(11,829)	-	-
TOTAL FUNDS	132,122	93,674	118,700
EXPENDITURES			
Personal Services	37,454	37,447	38,730
Operating and Maintenance	46,000	88,473	95,725
TOTAL EXPENDITURES	83,825	126,060	134,486
ENDING WORKING CAPITAL	349,187	296,801	281,015
CONTRIBUTION TO/(FROM) RESERVES	\$ 48,297	\$ (32,386)	\$ (15,786)

SERVICE: Art in Public Places

FUND: Art in Public Places Fund

DEPARTMENT: Community Services

Service Description:

Art in Public Places is dedicated to enhancing the Longmont community by providing a diverse collection of public art. The Art in Public Places Commission, appointed by City Council, with staffing and support provided through the Longmont Museum and the Community Services Department, oversees the use of this fund for the creation and maintenance of a permanent public art collection, a program of temporary public art, and building community awareness of Longmont’s public art.

SERVICE: Art in Public Places

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Art in Public Places Coordinator	0.50	0.50	0.50
Total	0.50	0.50	0.50

SERVICE: Art in Public Places**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	28,914	27,754	27,756
115	One Time Payment	-	-	500
123	Leave Expense	595	-	-
126	Retirement Health Savings Plan	200	200	200
129	Medicare	439	402	402
131	MOPC	1,468	1,388	1,388
132	Employee Insurance	3,691	4,163	4,524
133	Employee Retirement	1,792	1,749	1,860
135	Compensation Insurance	9	14	23
136	Unemployment Insurance	80	83	83
137	Staff Training and Conferences	79	1,500	1,800
139	Dental Insurance	187	194	194
	<i>Subtotal</i>	<i>37,454</i>	<i>37,447</i>	<i>38,730</i>
Operating and Maintenance				
210	Office Supplies	15	200	200
216	Reference Books and Materials	27	200	200
217	Dues and Subscriptions	100	400	400
225	Freight	-	1,000	1,000
229	Materials and Supplies	3,905	2,950	2,950
233	Facility Repair and Maintenance	1,400	12,000	22,600
240	Equipment Repair and Maintenance	332	600	600
241	Grounds Maintenance	-	4,000	4,000
243	Non-Capital Computer Equipment and Supplies	-	500	500
245	Mileage Allowance	70	600	600
246	Liability Insurance	770	773	4,275
250	Professional and Contracted Services	38,350	61,000	53,500
252	Advertising and Legal Notices	-	600	600
261	Telephone Charges	224	300	300
263	Postage	549	750	800
264	Printing and Copying	258	1,000	1,600
269	Other Services and Charges	-	1,600	1,600
	<i>Subtotal</i>	<i>46,000</i>	<i>88,473</i>	<i>95,725</i>
Non-Operating Expense				
970	Transfers to Other Funds	371	140	31
	<i>Subtotal</i>	<i>371</i>	<i>140</i>	<i>31</i>
	SERVICE TOTAL	\$83,825	\$126,060	\$134,486

CALLAHAN HOUSE FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	60,571	76,996	81,574
Operating and Maintenance	10,555	11,216	23,725
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 71,126	\$ 88,212	\$ 105,299

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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 6,441	\$ 13,071	\$ 40,693
SOURCES OF FUNDS			
REVENUES			
Charges for Services	35,458	55,430	37,450
Interest	92	200	200
Miscellaneous	46	-	-
Transfers from Other Funds	42,748	60,204	60,204
Adjustment for GAAP Revenue	(588)	-	-
TOTAL FUNDS	77,756	115,834	97,854
EXPENDITURES			
Personal Services	60,571	76,996	81,574
Operating and Maintenance	10,555	11,216	23,725
TOTAL EXPENDITURES	71,126	88,212	105,299
ENDING WORKING CAPITAL	13,071	40,693	33,248
CONTRIBUTION TO/(FROM) RESERVES	\$ 6,630	\$ 27,622	\$ (7,445)

SERVICE: Callahan House

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Callahan House Manager	0.85	0.85	0.85
Total	0.85	0.85	0.85

LINE ITEM BUDGET

Personal Services	2012 Actual	2013 Budget	2014 Budget
111 Salaries and Wages	44,655	45,197	51,993
112 Wages - Temporary	3,625	16,766	11,600
115 One Time Payment	-	-	104
126 Retirement Health Savings Plan	300	340	340
128 FICA	242	1,039	719
129 Medicare	522	899	922
131 MOPC	2,232	2,260	2,600
132 Employee Insurance	5,552	6,780	8,475
133 Employee Retirement	2,725	2,847	3,484
135 Compensation Insurance	316	416	817
136 Unemployment Insurance	121	136	156
139 Dental Insurance	281	316	364
<i>Subtotal</i>	<i>60,571</i>	<i>76,996</i>	<i>81,574</i>
Operating and Maintenance			
210 Office Supplies	240	500	500
217 Dues and Subscriptions	325	350	350
218 Non-Capital Equipment and Furniture	1,728	1,500	1,500
228 Janitorial Supplies	514	450	450
229 Materials and Supplies	1,960	2,000	2,500
230 Printing and Copier Supplies	291	200	400
232 Building Repair and Maintenance	170	500	750
240 Equipment Repair and Maintenance	236	250	750
241 Grounds Maintenance	271	-	2,500
243 Non-Capital Computer Equipment and Supplies	122	500	500
245 Mileage Allowance	305	500	500
246 Liability Insurance	180	166	275
250 Professional and Contracted Services	1,695	1,500	2,000
252 Advertising and Legal Notices	1,010	1,100	3,500
261 Telephone Charges	422	200	750
263 Postage	176	200	500
264 Printing and Copying	640	1,000	2,000
269 Other Services and Charges	270	300	4,000
<i>Subtotal</i>	<i>10,555</i>	<i>11,216</i>	<i>23,725</i>
SERVICE TOTAL	\$71,126	\$88,212	\$105,299

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	95,350	99,388	106,307
Operating and Maintenance	701,464	572,224	605,970
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 796,814	\$ 671,612	\$ 712,277

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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 233,076	\$ 372,304	\$ 362,753
COMMITTED WORKING CAPITAL	-	4,551	-
SOURCES OF FUNDS			
REVENUES			
Grants	662,794	589,612	618,844
Interest	23,116	-	-
Miscellaneous	172,044	77,000	80,000
Adjustment for GAAP Revenue	78,088	-	-
TOTAL FUNDS	936,042	666,612	698,844
EXPENDITURES			
Personal Services	95,350	99,388	106,307
Operating and Maintenance	701,464	572,224	605,970
Capital	-	-	-
TOTAL ADJUSTED EXPENDITURES	796,814	671,612	712,277
ENDING WORKING CAPITAL	372,304	362,753	349,320
CONTRIBUTION TO/(FROM) RESERVES	\$ 139,228	\$ (5,000)	\$ (13,433)

SERVICE: CDBG and HOME Grant Administration

FUND: Community Development Block Grant and HOME Grant Funds

DEPARTMENT: Community Services

Service Description:

This service develops and administers projects using Community Development Block Grant funds, HOME Investment Partnership funds and any other federal, state and private funds solicited for the City or nonprofit organizations. Activities include developing project proposals, administering the monies allocated for these projects, using creative techniques to obtain additional project funding, monitoring progress of all projects, following all required procedures, maintaining accurate records of projects, and providing written documentation in accordance with the Department of Housing and Urban Development’s (HUD) and other regulatory agencies’ guidelines. HUD staff review the City’s needs, plans and past performance before making its annual allocation of funds. This service provides funding for housing programs for low- and moderate-income households, administers the Down Payment Assistance and other homeownership programs, funds the City’s major Neighborhood Revitalization Program and the City’s Small Business Revolving Loan fund supporting economic and business development, and performs other duties to further the City’s affordable housing and community reinvestment activities.

SERVICE: Community Development Block Grant and HOME Grant Administration

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
CDBG Coordinator	0.50	0.50	0.50
Housing Program Specialist	1.50	1.00	1.00
Total	2.00	1.50	1.50

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

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	64,022	70,879	74,637
112	Wages - Temporary	13	-	-
115	One Time Payment	-	-	783
121	Wages - Overtime	275	1,677	563
123	Leave Expense	3,350	-	400
126	Retirement Health Savings Plan	964	600	600
129	Medicare	1,020	1,286	1,295
131	MOPC	4,284	4,431	4,467
132	Employee Insurance	13,579	13,294	14,562
133	Employee Retirement	5,232	5,583	5,986
135	Compensation Insurance	38	53	60
136	Unemployment Insurance	332	265	268
137	Staff Training and Conferences	1,514	500	1,860
139	Dental Insurance	690	620	626
142	Food Allowance	37	200	200
	<i>Subtotal</i>	<i>95,350</i>	<i>99,388</i>	<i>106,307</i>
Operating and Maintenance				
210	Office Supplies	562	500	800
216	Reference Books and Materials	848	-	-
217	Dues and Subscriptions	1,829	1,800	2,000
218	Non-Capital Equipment and Furniture	250	250	400
229	Materials and Supplies	345	611	500
240	Equipment Repair and Maintenance	-	100	750
243	Non-Capital Computer Equipment and Supplies	39	100	1,200
245	Mileage Allowance	342	250	420
246	Liability Insurance	390	348	246
249	Operating Leases and Rentals	-	-	1,375
250	Professional and Contracted Services	664,087	532,255	565,296
252	Advertising and Legal Notices	1,841	1,000	1,150
263	Postage	4,787	3,555	1,200
264	Printing and Copying	8,765	4,000	3,173
269	Other Services and Charges	17,379	27,455	27,460
	<i>Subtotal</i>	<i>701,464</i>	<i>572,224</i>	<i>605,970</i>
	SERVICE TOTAL	\$796,814	\$671,612	\$712,277

CONSERVATION TRUST FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	36,096	-	-
Non-Operating	-	-	-
Capital	191,990	1,656,500	562,500
TOTAL	\$ 228,086	\$ 1,656,500	\$ 562,500

Fund Description

The Conservation Trust Fund's revenues are the City's share of state lottery proceeds. By state law, these funds can be expended only for the acquisition, development and maintenance of new conservation sites. Conservation Trust funds currently are dedicated to St. Vrain Greenway projects.

CONSERVATION TRUST FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 4,880,456	\$ 5,533,125	\$ 4,143,485
Committed Working Capital	-	480,526	-
SOURCES OF FUNDS			
REVENUES			
Lottery Proceeds	864,731	725,000	725,000
Interest	33,311	22,386	10,040
Adjustment for GAAP Revenue	(17,287)	-	-
TOTAL FUNDS	880,755	747,386	735,040
EXPENDITURES			
Operating and Maintenance	36,096	-	-
Capital	191,990	1,656,500	562,500
TOTAL EXPENDITURES	228,086	1,656,500	562,500
ENDING WORKING CAPITAL	5,533,125	4,143,485	4,316,025
CONTRIBUTION TO/(FROM) RESERVES	\$ 652,669	\$ (909,114)	\$ 172,540

SERVICE: Conservation Trust Fund

FUND: Conservation Trust Fund

Service Description:

Capital projects are listed below and detailed in descriptions are included in the 2014-2018 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

CONSERVATION TRUST FUND PROJECT	2014 Budget
PR-5B St. Vrain Greenway	\$ 562,500

DOWNTOWN DEVELOPMENT AUTHORITY - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	247,606	273,096	242,944
Operating and Maintenance	299,842	303,250	278,140
Non-Operating	3,085,533	169,914	245,375
Capital	867,798	387,449	-
TOTAL	\$ 4,500,779	\$ 1,133,709	\$ 766,459

Fund Description

A special election of the qualified electors within the district's boundaries was held in October of 1982 and the majority of voters approved the formation of the district and the levy of a property tax of no more than 5 mills to fund the LDDA.

The property tax that is levied on all real and personal property within the LDDA boundaries is accumulated in two funds: Operations and Debt Service. A property tax of 5.000 mills is levied on all real and personal property within the LDDA boundaries and is used to finance LDDA administration out of the Operations Fund. Property Tax increment revenues for property within the LDDA boundaries is the source of funds to pay the debt service payments in the Debt Service Fund. Revenues for building permits are used for construction and maintenance projects within the LDDA district out of the Building Permit Fund.

DOWNTOWN DEVELOPMENT AUTHORITY DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 152,729	\$ 171,950	\$ 171,670
Committed Working Capital	-	280	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	134,535	125,578	190,312
Automobile Taxes	6,560	6,300	7,000
Interest Income	1,580	1,200	930
Transfer from GID	-	-	-
Transfer from Downtown Parking	-	-	-
Transfer from DIP	2,500	2,500	2,500
Transfer from City General Fund	22,800	5,000	-
Transfer from TIF Interest Revenue	16,819	38,600	-
Miscellaneous	1,019	-	-
Adjustment for GAAP Revenue	942	-	-
TOTAL FUNDS	186,755	179,178	200,742
EXPENSES			
Operations	167,239	179,178	184,657
Adjustment for GAAP Expenses	295	-	-
TOTAL EXPENSES	167,534	179,178	184,657
ENDING WORKING CAPITAL	171,950	171,670	187,755
CONTRIBUTION TO/(FROM) RESERVES	\$ 19,221	\$ -	\$ 16,085

DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 2,181,908	\$ 3,937,669	\$ 78,289
COMMITTED WORKING CAPITAL	-	3,859,380	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	20,850	-	-
Proceeds from Advance	2,661,500	-	-
Adjustment for GAAP Revenue	11,705	-	-
TOTAL FUNDS	2,694,055	-	-
EXPENSES			
Capital Construction	938,294	-	-
TOTAL EXPENSES	938,294	-	-
ENDING WORKING CAPITAL	3,937,669	78,289	78,289
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,755,761	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 3,896,687	\$ 1,837,043	\$ 2,340,629
COMMITTED WORKING CAPITAL	-	379,000	-
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment - 1016	1,052,502	1,050,000	483,324
Interest Income	19,786	-	-
Adjustment for GAAP Revenue	(74,806)	-	-
TOTAL FUNDS	997,482	1,050,000	483,324
EXPENSES			
Principal	3,039,596	123,814	240,375
Interest and Fiscal Charges	711	5,000	5,000
Interfund Transfers	16,819	38,600	-
TOTAL EXPENSES	3,057,126	167,414	245,375
ENDING WORKING CAPITAL	1,837,043	2,340,629	2,578,578
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,059,644)	\$ 882,586	\$ 237,949

DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 32,639	\$ 300,975	\$ 298,475
SOURCES OF FUNDS			
REVENUES			
Building Permits	277,513	407,449	20,000
Interest Income	315	-	-
Adjustment for GAAP Revenue	(1,492)	-	-
TOTAL FUNDS	276,336	407,449	20,000
EXPENSES			
Operations	8,000	22,500	22,500
Capital	-	387,449	-
TOTAL EXPENSES	8,000	409,949	22,500
ENDING WORKING CAPITAL	300,975	298,475	295,975
CONTRIBUTION TO/(FROM) RESERVES	\$ 268,336	\$ (2,500)	\$ (2,500)

**DOWNTOWN DEVELOPMENT AUTHORITY
CDBG**

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 29,809	\$ 29,806	\$ 29,806
SOURCES OF FUNDS			
REVENUES			
Interest Income	15	-	-
TOTAL FUNDS	15	-	-
EXPENSES			
Operations	18	-	-
TOTAL EXPENSES	18	-	-
ENDING WORKING CAPITAL	29,806	29,806	29,806
CONTRIBUTION TO/(FROM) RESERVES	\$ (3)	\$ -	\$ -

**DOWNTOWN DEVELOPMENT AUTHORITY
FACADE IMPROVEMENT**

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 1,293,246	\$ 1,331,483	\$ 77,233
COMMITTED WORKING CAPITAL	-	1,254,250	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	8,641	-	-
Adjustment for GAAP Revenue	32,096	-	-
TOTAL FUNDS	40,737	-	-
EXPENSES			
Operations	2,500	-	-
TOTAL EXPENSES	2,500	-	-
ENDING WORKING CAPITAL	1,331,483	77,233	77,233
CONTRIBUTION TO/(FROM) RESERVES	\$ 38,237	\$ -	\$ -

**DOWNTOWN DEVELOPMENT AUTHORITY
ARTS AND ENTERTAINMENT**

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 629,638	\$ 802,990	\$ 25,752
COMMITTED WORKING CAPITAL	-	583,884	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	28,000	-	10,000
Charges for Service	22,668	-	-
Interest Income	4,874	-	-
Proceeds from Advance	378,096	123,814	240,375
Transfer from Operating	20,000	-	-
Transfer from City General Fund	27,200	45,000	22,800
Miscellaneous	20,195	15,000	15,000
Adjustment for GAAP Revenue	(78)	-	-
TOTAL FUNDS	500,955	183,814	288,175
EXPENSES			
Operations	327,603	377,168	313,927
TOTAL EXPENSES	327,603	377,168	313,927
ENDING WORKING CAPITAL	802,990	25,752	-
CONTRIBUTION TO/(FROM) RESERVES	\$ 173,352	\$ (193,354)	\$ (25,752)

SERVICE: Downtown Development Authority - Operations

FUND: Downtown Development Authority Special Revenue Fund

Service Description:

The Longmont Downtown Development Authority (LDDA) is a special district created in 1982 for the purpose of stimulating and guiding redevelopment within its boundaries. The service is supported largely by a special property tax levied on all real and personal property located within LDDA boundaries. This service provides for the general operations of the LDDA.

SERVICE: Downtown Development Authority - Operations

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
LDDA Executive Director	0.45	0.45	0.55
Program Specialist	0.25	0.25	0.40
Administrative Assistant	0.00	0.00	0.30
Total	0.70	0.70	1.25

SERVICE: LDDA Operations**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	49,161	68,953	105,695
112	Wages - Temporary	33,685	25,424	-
114	Skill Based Pay	5	300	300
121	Wages - Overtime	263	-	-
123	Leave Expense	87	-	-
126	Retirement Health Savings Plan	280	280	500
128	FICA	2,375	1,576	-
129	Medicare	1,329	1,370	1,536
131	MOPC	2,999	3,448	5,300
132	Employee Insurance	8,567	10,343	17,229
133	Employee Retirement	3,661	4,344	7,100
135	Compensation Insurance	479	800	800
136	Unemployment Insurance	192	207	317
137	Staff Training and Conferences	486	3,000	2,000
139	Dental Insurance	94	483	740
142	Food Allowance	738	1,600	250
	<i>Subtotal</i>	<i>104,401</i>	<i>122,128</i>	<i>141,767</i>
Operating and Maintenance				
210	Office Supplies	417	700	700
216	Reference Books and Materials	-	100	-
217	Dues and Subscriptions	791	1,500	1,000
218	Non-Capital Equipment and Furniture	-	500	500
228	Janitorial Supplies	-	100	-
229	Materials and Supplies	3,325	4,500	2,000
232	Building Repair and Maintenance	-	2,000	2,000
240	Equipment Repair and Maintenance	-	100	-
245	Mileage Allowance	110	300	300
246	Liability Insurance	4,948	6,500	6,800
249	Operating Leases and Rentals	8,553	10,000	9,500
250	Professional and Contracted Services	15,750	25,000	13,300
252	Advertising and Legal Notices	75	1,000	750
260	Utilities	1,117	1,900	2,070
261	Telephone Charges	720	-	720
263	Postage	396	250	250
264	Printing and Copying	5,016	1,300	1,500
269	Other Services and Charges	1,620	1,300	1,500
	<i>Subtotal</i>	<i>42,838</i>	<i>57,050</i>	<i>42,890</i>
Non-Operating Expense				
970	Transfers to Other Funds	20,000	-	-
	<i>Subtotal</i>	<i>20,000</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$167,239	\$179,178	\$184,657

SERVICE: Downtown Development Authority Arts and Entertainment

FUND: Downtown Development Authority Arts and Entertainment Fund

Service Description:

The Longmont Downtown Development Authority (LDDA) is a special district created in 1982 for the purpose of stimulating and guiding redevelopment within its boundaries. The service is supported largely by a special property tax levied on all real and personal property located within LDDA boundaries. This service provides for the marketing and advertising in the LDDA.

SERVICE: Downtown Development Authority - Arts and Entertainment

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
LDDA Executive Director	0.43	0.43	0.33
Program Specialist	0.75	0.75	0.30
Administrative Assistant	0.00	0.00	0.19
Total	1.18	1.18	0.81

LINE ITEM BUDGET

Personal Services	2012 Actual	2013 Budget	2014 Budget
111 Salaries and Wages	82,929	92,714	66,364
112 Wages - Temporary	34,421	27,800	12,000
114 Skill Based Pay	878	900	900
123 Leave Expense	336	-	-
126 Retirement Health Savings Plan	472	470	325
128 FICA	1,465	1,724	744
129 Medicare	1,396	1,748	1,148
131 MOPC	4,044	4,636	3,362
132 Employee Insurance	11,789	13,907	10,818
133 Employee Retirement	4,938	5,841	4,503
135 Compensation Insurance	-	-	100
136 Unemployment Insurance	263	279	199
139 Dental Insurance	129	649	464
142 Food Allowance	145	300	250
<i>Subtotal</i>	<i>143,205</i>	<i>150,968</i>	<i>101,177</i>
Operating and Maintenance			
210 Office Supplies	184	500	500
217 Dues and Subscriptions	294	500	1,750
218 Non-Capital Equipment and Furniture	206	-	-
229 Materials and Supplies	14,199	25,000	6,000
232 Building Repair and Maintenance	72	-	-
245 Mileage Allowance	-	200	200
246 Liability Insurance	-	1,000	1,000
249 Operating Leases and Rentals	-	35,000	24,000
250 Professional and Contracted Services	119,448	93,500	138,000
252 Advertising and Legal Notices	38,025	53,000	29,000
261 Telephone Charges	28	-	-
263 Postage	3,318	7,000	2,500
264 Printing and Copying	7,404	7,500	6,800
269 Other Services and Charges	1,220	3,000	3,000
<i>Subtotal</i>	<i>184,398</i>	<i>226,200</i>	<i>212,750</i>
SERVICE TOTAL	\$ 327,603	\$ 377,168	\$ 313,927

DOWNTOWN PARKING FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	11,814	18,592	22,611
Operating and Maintenance	25,945	28,350	28,600
Non-Operating	2,638	-	-
Capital	395,558	10,000	10,000
TOTAL	\$ 435,955	\$ 56,942	\$ 61,211

Fund Description

The Downtown Parking Fund is a capital improvement fund. Revenue is collected from parking permits sold for the five General Improvement District parking lots in the downtown area.

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	6,648	6,170	17,245
112 Wages - Temporary	3,702	9,872	-
126 Retirement Health Savings Plan	20	20	115
128 FICA	-	612	-
129 Medicare	69	232	250
131 MOPC	269	309	862
132 Employee Insurance	752	926	2,811
133 Employee Retirement	329	389	1,155
136 Unemployment Insurance	17	19	52
139 Dental Insurance	8	43	121
<i>Subtotal</i>	<i>11,814</i>	<i>18,592</i>	<i>22,611</i>
Operating and Maintenance			
210 Office Supplies	10	350	350
229 Materials and Supplies	1,597	1,000	1,800
232 Building Repair and Maintenance	-	200	200
241 Grounds Maintenance	2,939	-	-
246 Liability Insurance	2,327	3,500	3,500
249 Operating Leases and Rentals	1,604	1,800	1,800
250 Professional and Contracted Services	16,662	18,000	18,000
252 Advertising and Legal Notices	-	2,000	500
260 Utilities	194	300	500
263 Postage	135	550	550
264 Printing and Copying	477	250	1,000
269 Other Services and Charges	-	400	400
<i>Subtotal</i>	<i>25,945</i>	<i>28,350</i>	<i>28,600</i>
SERVICE TOTAL	\$37,759	\$46,942	\$51,211

Downtown Parking Fund – Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 430,375	\$ 49,118	\$ 70,966
SOURCES OF FUNDS			
REVENUES			
Parking Permits	48,140	55,400	55,400
Interest Income	2,180	200	200
Interfund Transfers	5,191	23,190	11,190
Adjustment for GAAP Revenue	(813)	-	-
TOTAL FUNDS	54,698	78,790	66,790
EXPENDITURES			
Personal Services	11,814	18,592	22,611
Operating and Maintenance	25,945	28,350	28,600
Non-Operating	2,638	-	-
Capital	395,558	10,000	10,000
TOTAL EXPENDITURES	435,955	56,942	61,211
ENDING WORKING CAPITAL	49,118	70,966	76,545
CONTRIBUTION TO/(FROM) RESERVES	\$ (381,257)	\$ 21,848	\$ 5,579

SERVICE: Downtown Parking

	2012 Budget	2013 Budget	2014 Budget
Budgeted Positions:			
LDDA Executive Director	0.05	0.05	0.05
Program Specialist	0.00	0.00	0.05
Administrative Assistant	0.00	0.00	0.19
Total	0.05	0.05	0.29

CAPITAL IMPROVEMENT PROGRAM PROJECTS

	2014 Budget
DOWNTOWN PARKING FUND PROJECTS	
DR-23 Downtown Parking Lot Improvements	\$ 10,000

FLEET FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	1,130,828	1,213,337	1,290,431
Operating and Maintenance	2,488,555	2,474,278	2,710,173
Non-Operating	579,244	4,448	4,448
Capital	5,258,084	1,739,772	4,956,624
TOTAL	\$ 9,456,711	\$ 5,431,835	\$ 8,961,676

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.

2014 Budget

Approximately \$3.04 million is budgeted for the purchase of replacement vehicles and equipment.

FLEET FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 19,863,398	\$ 18,360,525	\$ 17,539,739
Committed Working Capital	-	2,171,998	-
SOURCES OF FUNDS			
REVENUES			
Transfers from Other Funds	8,027,385	6,613,512	7,298,088
Interest	121,530	169,535	100,376
Miscellaneous	416,284	-	-
Adjustment for GAAP Revenue	(621,802)	-	-
TOTAL FUNDS	7,943,397	6,783,047	7,398,464
EXPENSES			
Personal Services	1,130,828	1,213,337	1,290,431
Operating and Maintenance	2,488,555	2,474,278	2,710,173
Non-Operating	579,244	4,448	4,448
Capital	5,258,084	1,739,772	4,956,624
Total Operating Expenses	9,456,711	5,431,835	8,961,676
Adjustment for GAAP Expenses	(10,441)	-	-
TOTAL ADJUSTED EXPENSES	9,446,270	5,431,835	8,961,676
ENDING WORKING CAPITAL	18,360,525	17,539,739	15,976,527
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,502,873)	\$ 1,351,212	\$ (1,563,212)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

FLEET FUND PROJECTS	2014 Budget
PB-7 Fleet Building Expansion	\$ 1,533,200
PB-119 Municipal Buildings Flooring Replacement	5,050
PB-189 Municipal Buildings Exterior Maintenance	5,000
PB-192 Operations & Maintenance Building and Site Improvement	375,000
TOTAL	\$ 1,918,250

SERVICE: Fleet

FUND: Fleet Fund

DEPARTMENT: Internal 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:	2012 Budget	2013 Budget	2014 Budget
Fleet Manager	1.00	1.00	1.00
Fleet Operations Supervisor	1.00	1.00	1.00
EVT Mechanic	0.00	0.00	1.00
Master ASE Equipment Mechanic	7.00	7.00	6.00
Senior Equipment Mechanic	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00
Fleet Analyst	0.00	0.00	1.00
Administrative Analyst	1.00	1.00	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	16.00

SERVICE: Fleet

		LINE ITEM BUDGET		
		2012 Actual	2013 Budget	2014 Budget
Personal Services				
111	Salaries and Wages	795,419	886,595	13,324
112	Wages - Temporary	2,342	-	3,200
114	Skill Based Pay	-	900	-
115	One Time Payment	-	-	6,218
121	Wages - Overtime	13,105	16,000	17,117
122	Longevity Compensation	2,820	1,980	2,040
123	Leave Expense	31,193	3,300	3,300
126	Retirement Health Savings Plan	14,511	6,400	6,400
128	FICA	145	-	-
129	Medicare	9,566	11,894	12,209
131	MOPC	41,776	44,328	45,469
132	Employee Insurance	123,025	132,988	148,225
133	Employee Retirement	52,799	55,855	60,928
135	Compensation Insurance	22,839	24,880	43,260
136	Unemployment Insurance	2,611	2,659	2,727
137	Staff Training and Conferences	5,630	12,000	12,000
139	Dental Insurance	6,088	6,208	6,364
141	Uniforms and Protective Clothing	6,915	7,200	7,500
142	Food Allowance	44	150	150
	<i>Subtotal</i>	<i>1,130,828</i>	<i>1,213,337</i>	<i>1,290,431</i>
Operating and Maintenance				
210	Office Supplies	720	750	750
216	Reference Books and Materials	33	500	500
217	Dues and Subscriptions	609	645	645
218	Non-Capital Equipment and Furniture	21,879	29,500	78,104
220	Gas and Oil	1,204,278	1,152,170	1,267,387
221	Parts	566,465	529,800	561,686
225	Freight	255	300	300
228	Janitorial Supplies	2,727	3,100	3,500
229	Materials and Supplies	5,905	7,000	7,000
230	Printing and Copier Supplies	236	225	275
232	Building Repair and Maintenance	3,590	400	400
233	Facility Repair and Maintenance	6,104	9,000	9,000
240	Equipment Repair and Maintenance	17,428	19,832	21,229
243	Non-Capital Computer Equipment and Supplies	3,223	8,100	33,365
246	Liability Insurance	4,141	4,489	7,837
247	Safety Expenses	4,070	3,500	4,000
248	Lease Purchase Installment	-	4,282	4,282
249	Operating Leases and Rentals	48,000	48,000	48,000
250	Professional and Contracted Services	270,442	276,000	274,000
259	Licenses and Permits	761	600	800
260	Utilities	14,129	14,500	20,000
261	Telephone Charges	732	1,400	2,133
262	Radio Repair and Maintenance	80,968	107,901	110,591
263	Postage	1,299	1,000	1,200
264	Printing and Copying	727	450	450
269	Other Services and Charges	-	750	750
270	Administrative and Management Services	229,466	250,084	251,989
	<i>Subtotal</i>	<i>2,488,187</i>	<i>2,474,278</i>	<i>2,710,173</i>
Non-Operating Expense				
970	Transfers to Other Funds	579,244	4,448	4,448
	<i>Subtotal</i>	<i>579,244</i>	<i>4,448</i>	<i>4,448</i>
Capital Outlay				
432	Vehicles	5,254,409	1,732,272	3,013,874
440	Machinery and Equipment	-	7,500	24,500
	<i>Subtotal</i>	<i>5,254,409</i>	<i>1,739,772</i>	<i>3,038,374</i>
SERVICE TOTAL		\$ 9,452,668	\$ 5,431,835	\$ 7,043,426

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	17,063	22,573	34,770
Operating and Maintenance	106,021	83,431	81,865
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 123,084	\$ 106,004	\$ 116,635

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:	2012 Budget	2013 Budget	2014 Budget
LDDA Executive Director	0.07	0.07	0.08
Program Specialist	0.00	0.00	0.25
Administrative Assistant	0.00	0.00	0.08
Total	0.07	0.07	0.40

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 120,856	\$ 91,085	\$ 66,445
Committed Working Capital	-	5,945	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	81,951	80,609	79,119
Property Tax Increment - 1016	-	-	39,559
Automobile Taxes	5,593	5,400	5,400
Interest Income	1,238	1,300	1,300
Miscellaneous	5,656	-	-
Adjustment for GAAP Revenue	(1,125)	-	-
TOTAL FUNDS	93,313	87,309	125,378
EXPENDITURES			
Personal Services	17,063	22,573	34,770
Operating and Maintenance	106,021	83,431	81,865
Non-Operating	-	-	-
Total Operating Expenses	123,084	106,004	116,635
TOTAL EXPENDITURES	123,084	106,004	116,635
ENDING WORKING CAPITAL	91,085	66,445	75,188
CONTRIBUTION TO/(FROM) RESERVES	\$ (29,771)	\$ (18,695)	\$ 8,743

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	13,834	9,255	26,530
112 Wages - Temporary	1,103	9,872	-
126 Retirement Health Savings Plan	28	30	160
128 FICA	-	612	-
129 Medicare	96	277	385
131 MOPC	377	463	1,326
132 Employee Insurance	1,128	1,388	4,325
133 Employee Retirement	460	583	1,778
136 Unemployment Insurance	25	28	80
139 Dental Insurance	12	65	186
<i>Subtotal</i>	<i>17,063</i>	<i>22,573</i>	<i>34,770</i>
Operating and Maintenance			
210 Office Supplies	41	200	200
229 Materials and Supplies	25,131	2,500	2,000
232 Building Repair and Maintenance	-	150	150
241 Grounds Maintenance	4,520	5,000	5,500
246 Liability Insurance	2,327	3,500	3,500
249 Operating Leases and Rentals	535	650	650
250 Professional and Contracted Services	62,291	65,000	57,000
260 Utilities	1,922	2,500	3,050
263 Postage	-	200	50
264 Printing and Copying	285	-	-
269 Other Services and Charges	-	1,000	1,000
270 Administrative and Management Services	8,969	2,731	8,765
<i>Subtotal</i>	<i>106,021</i>	<i>83,431</i>	<i>81,865</i>
SERVICE TOTAL	\$123,084	\$106,004	\$116,635

GOLF FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	952,958	1,026,333	1,047,590
Operating and Maintenance	1,041,067	1,065,672	1,370,550
Non-Operating	26,573	204,330	262,884
Capital	-	72,000	267,670
TOTAL	\$ 2,020,598	\$ 2,368,335	\$ 2,948,694

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 Public Works and Natural Resources 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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 265,884	\$ 875,938	\$ 926,349
Committed Working Capital	-	838	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	-	-	175,000
Charges for Services	2,640,817	2,407,419	2,407,419
Interest	5,269	5,165	8,912
Miscellaneous	479	7,000	1,000
Proceeds from Advance	-	-	263,973
Adjustment for GAAP Revenue	(25,000)	-	-
TOTAL FUNDS	2,621,565	2,419,584	2,856,304
EXPENSES BY BUDGET SERVICE			
Golf Administration	294,001	531,852	561,593
Sunset Golf Course	330,968	357,075	472,963
Twin Peaks Golf Course	627,257	633,712	805,355
Ute Creek Golf Course	768,372	791,156	841,113
CIP Projects	-	54,540	267,670
Total Operating Expenses	2,020,598	2,368,335	2,948,694
Adjustment for GAAP Expenses	(9,087)	-	-
TOTAL EXPENDITURES	2,011,511	2,368,335	2,948,694
ENDING WORKING CAPITAL	875,938	926,349	833,959
CONTRIBUTION TO/(FROM) RESERVES	\$ 610,054	\$ 51,249	\$ (92,390)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

GOLF FUND PROJECTS	2014 Budget
PB-119 Municipal Buildings Flooring Replacement	\$ 17,170
PR-27 Twin Peaks Irrigation System	\$ 200,000
PR-169 Golf Course Cart Path Improvements	50,500
TOTAL	\$ 267,670

SERVICE: **Golf Administration**

FUND: Golf Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

Within the Natural Resources Division, Golf Administration provides all administrative and supervisory services for the three City golf courses. Activities include preparing and monitoring the budget; purchasing equipment, supplies and services; preparing usage and revenue reports; revenue forecasting; recommending fees and charges; public relations; marketing; and providing staff support for the Golf Course Advisory Board. This service also includes expenses for the Longmont Junior Golf program.

SERVICE: Golf Administration

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Golf Operations Manager	0.70	0.70	0.70
Administrative Assistant	0.50	0.50	0.75
Total	1.20	1.20	1.45

SERVICE: Golf Administration**LINE ITEM BUDGET**

Personal Services	2012 Actual	2013 Budget	2014 Budget
111 Salaries and Wages	77,350	85,584	96,659
112 Wages - Temporary	10,623	21,840	-
115 One Time Payment	-	-	1,007
122 Longevity Compensation	1,386	1,428	1,470
123 Leave Expense	2,349	3,900	3,900
126 Retirement Health Savings Plan	1,287	480	580
128 FICA	660	1,354	-
129 Medicare	663	624	468
131 MOPC	5,284	4,280	4,833
132 Employee Insurance	11,989	12,838	15,755
133 Employee Retirement	6,681	5,392	6,476
135 Compensation Insurance	29	56	89
136 Unemployment Insurance	254	257	290
137 Staff Training and Conferences	1,993	2,400	2,400
139 Dental Insurance	594	599	677
142 Food Allowance	228	400	400
<i>Subtotal</i>	<i>121,370</i>	<i>141,432</i>	<i>135,004</i>
Operating and Maintenance			
210 Office Supplies	246	400	400
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	3,254	3,470	3,470
218 Non-Capital Equipment and Furniture	319	-	-
229 Materials and Supplies	987	2,400	1,200
230 Printing and Copier Supplies	297	500	500
240 Equipment Repair and Maintenance	204	300	300
243 Non-Capital Computer Equipment and Supplies	430	400	1,130
245 Mileage Allowance	-	100	100
246 Liability Insurance	299	374	364
248 Lease Purchase Installment	-	5,433	5,433
250 Professional and Contracted Services	18,758	8,200	8,200
252 Advertising and Legal Notices	7,724	13,700	13,700
261 Telephone Charges	1,080	1,200	1,200
263 Postage	576	1,000	1,000
264 Printing and Copying	286	2,000	2,000
270 Administrative and Management Services	111,598	147,053	124,608
<i>Subtotal</i>	<i>146,058</i>	<i>186,630</i>	<i>163,705</i>
Non-Operating Expense			
927 Principal on Notes and Contracts	-	199,739	261,253
928 Interest Expense on Notes and Contracts	20,100	-	-
970 Transfers to Other Funds	6,473	4,051	1,631
<i>Subtotal</i>	<i>26,573</i>	<i>203,790</i>	<i>262,884</i>
SERVICE TOTAL	\$294,001	\$531,852	\$561,593

SERVICE: **Sunset Golf Course**

FUND: Golf Fund

DEPARTMENT: Public Works and Natural Resources

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:	2012 Budget	2013 Budget	2014 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.25	0.25	0.25
Golf Course Equipment Mechanic	0.25	0.25	0.25
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	2.60	2.60	2.60

SERVICE: Sunset Golf Course**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	112,961	125,816	123,846
112 Wages - Temporary	16,937	20,510	19,370
115 One Time Payment	-	-	913
121 Wages - Overtime	391	1,716	1,716
122 Longevity Compensation	198	204	210
123 Leave Expense	2,248	-	-
126 Retirement Health Savings Plan	1,583	1,040	1,040
128 FICA	1,044	1,272	1,201
129 Medicare	1,593	1,988	1,943
131 MOPC	5,667	6,290	6,192
132 Employee Insurance	17,622	18,872	20,187
133 Employee Retirement	7,165	7,926	8,298
135 Compensation Insurance	943	2,015	4,119
136 Unemployment Insurance	374	378	372
139 Dental Insurance	873	880	867
141 Uniforms and Protective Clothing	312	660	660
<i>Subtotal</i>	<i>169,911</i>	<i>189,567</i>	<i>190,934</i>
Operating and Maintenance			
210 Office Supplies	4	100	100
218 Non-Capital Equipment and Furniture	3,231	2,000	97,990
222 Chemicals	8,352	9,000	9,000
228 Janitorial Supplies	1,220	1,100	1,300
229 Materials and Supplies	861	920	920
230 Printing and Copier Supplies	100	300	300
232 Building Repair and Maintenance	5,024	7,450	7,450
240 Equipment Repair and Maintenance	5,212	9,400	8,000
241 Grounds Maintenance	5,212	9,000	8,000
243 Non-Capital Computer Equipment and Supplies	6,649	1,800	1,800
246 Liability Insurance	3,330	3,463	6,610
247 Safety Expenses	555	600	600
249 Operating Leases and Rentals	5,301	3,900	3,900
250 Professional and Contracted Services	50,400	50,400	50,400
259 Licenses and Permits	100	200	200
260 Utilities	9,478	9,200	9,500
261 Telephone Charges	1,335	1,320	1,680
262 Radio Repair and Maintenance	196	100	100
264 Printing and Copying	2,121	2,000	2,200
269 Other Services and Charges	6,706	6,500	6,800
273 Fleet Lease - Operating and Maintenance	5,038	9,065	9,375
274 Fleet Lease - Replacement	40,632	36,090	55,804
<i>Subtotal</i>	<i>161,057</i>	<i>163,908</i>	<i>282,029</i>
Capital Outlay			
440 Machinery and Equipment	-	3,600	-
<i>Subtotal</i>	<i>-</i>	<i>3,600</i>	<i>-</i>
SERVICE TOTAL	\$330,968	\$357,075	\$472,963

SERVICE: Twin Peaks Golf Course

FUND: Golf Fund

DEPARTMENT: Public Works and Natural Resources

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:	2012 Budget	2013 Budget	2014 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.75	0.75	0.75
Golf Course Equipment Mechanic	0.75	0.75	0.75
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	3.60	3.60	3.60

SERVICE: Twin Peaks Golf Course**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	182,326	183,046	181,842
112 Wages - Temporary	38,790	48,925	48,925
114 Skill Based Pay	25	-	-
115 One Time Payment	-	-	1,055
121 Wages - Overtime	242	2,652	2,652
122 Longevity Compensation	198	204	210
123 Leave Expense	6,235	-	-
124 Skill Based Overtime Pay	3	-	-
126 Retirement Health Savings Plan	2,123	1,440	1,440
128 FICA	2,412	3,033	3,033
129 Medicare	2,708	3,229	3,212
131 MOPC	9,125	9,152	9,092
132 Employee Insurance	25,638	27,456	29,640
133 Employee Retirement	11,537	11,532	12,183
135 Compensation Insurance	2,017	1,638	2,754
136 Unemployment Insurance	544	549	546
139 Dental Insurance	1,269	1,281	1,273
141 Uniforms and Protective Clothing	742	1,140	1,140
<i>Subtotal</i>	<i>285,934</i>	<i>295,277</i>	<i>298,997</i>
Operating and Maintenance			
210 Office Supplies	120	200	200
218 Non-Capital Equipment and Furniture	9,041	4,000	171,983
222 Chemicals	26,792	21,000	24,000
228 Janitorial Supplies	2,588	2,600	2,600
229 Materials and Supplies	4,305	9,070	9,070
230 Printing and Copier Supplies	88	400	400
232 Building Repair and Maintenance	10,827	11,120	11,120
240 Equipment Repair and Maintenance	22,084	21,000	21,000
241 Grounds Maintenance	20,066	21,000	21,000
243 Non-Capital Computer Equipment and Supplies	2,662	2,100	4,515
246 Liability Insurance	5,688	5,481	7,862
247 Safety Expenses	1,738	1,500	1,500
249 Operating Leases and Rentals	10,945	13,600	21,300
250 Professional and Contracted Services	63,702	63,600	63,600
259 Licenses and Permits	100	200	200
260 Utilities	47,775	40,000	46,000
261 Telephone Charges	1,626	1,800	2,100
262 Radio Repair and Maintenance	392	200	200
264 Printing and Copying	1,966	2,600	2,600
269 Other Services and Charges	12,203	12,600	12,500
273 Fleet Lease - Operating and Maintenance	21,662	25,106	17,277
274 Fleet Lease - Replacement	74,953	72,058	65,331
<i>Subtotal</i>	<i>341,323</i>	<i>331,235</i>	<i>506,358</i>
Capital Outlay			
440 Machinery and Equipment	-	7,200	-
<i>Subtotal</i>	<i>-</i>	<i>7,200</i>	<i>-</i>
SERVICE TOTAL	\$627,257	\$633,712	\$805,355

SERVICE: Ute Creek Golf Course

FUND: Golf Fund

DEPARTMENT: Public Works and Natural Resources

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:	2012 Budget	2013 Budget	2014 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
Grounds Maintenance Technician II	2.00	2.00	2.00
Total	4.10	4.10	4.10

SERVICE: Ute Creek Golf Course**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	191,534	203,917	214,517
112	Wages - Temporary	100,091	116,640	112,840
114	Skill Based Pay	-	900	-
115	One Time Payment	-	-	1,117
121	Wages - Overtime	2,163	2,496	2,652
122	Longevity Compensation	4,098	4,224	4,350
123	Leave Expense	11,114	-	-
126	Retirement Health Savings Plan	2,353	1,640	1,640
128	FICA	6,295	7,232	6,996
129	Medicare	2,315	2,855	2,931
131	MOPC	10,080	10,195	10,726
132	Employee Insurance	28,561	30,587	34,966
133	Employee Retirement	12,745	12,847	14,373
135	Compensation Insurance	2,037	2,985	11,901
136	Unemployment Insurance	606	612	644
139	Dental Insurance	1,414	1,427	1,502
141	Uniforms and Protective Clothing	337	1,500	1,500
	<i>Subtotal</i>	<i>375,743</i>	<i>400,057</i>	<i>422,655</i>
Operating and Maintenance				
210	Office Supplies	187	200	200
218	Non-Capital Equipment and Furniture	7,600	7,000	7,000
222	Chemicals	23,003	28,000	26,000
228	Janitorial Supplies	2,323	2,500	2,500
229	Materials and Supplies	9,089	9,070	9,070
230	Printing and Copier Supplies	121	400	400
232	Building Repair and Maintenance	18,658	9,020	12,520
240	Equipment Repair and Maintenance	28,285	28,000	28,000
241	Grounds Maintenance	21,118	23,000	22,000
243	Non-Capital Computer Equipment and Supplies	3,795	4,650	2,100
246	Liability Insurance	8,440	8,188	21,662
247	Safety Expenses	1,280	1,500	1,500
249	Operating Leases and Rentals	9,830	10,900	13,000
250	Professional and Contracted Services	77,664	70,800	70,800
259	Licenses and Permits	100	200	200
260	Utilities	46,628	48,000	47,000
261	Telephone Charges	1,337	1,560	1,860
262	Radio Repair and Maintenance	392	200	200
264	Printing and Copying	1,998	3,000	3,000
269	Other Services and Charges	17,387	16,500	17,500
273	Fleet Lease - Operating and Maintenance	30,408	27,233	30,582
274	Fleet Lease - Replacement	82,986	83,978	101,364
	<i>Subtotal</i>	<i>392,629</i>	<i>383,899</i>	<i>418,458</i>
Capital Outlay				
440	Machinery and Equipment	-	7,200	-
	<i>Subtotal</i>	<i>-</i>	<i>7,200</i>	<i>-</i>
	SERVICE TOTAL	\$768,372	\$791,156	\$841,113

LIBRARY SERVICES FUND – Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	1,048	2,000	2,000
Operating and Maintenance	63,039	46,500	46,500
Non-Operating	24,303	20,500	20,500
Capital	-	-	-
TOTAL	\$ 88,390	\$ 69,000	\$ 69,000

Fund Description

The Library Services Fund was created to receive funds donated or granted to the Longmont Public Library. Additional revenues include funds from the Friends of the Library. These funds are used primarily to supplement book purchases in the General Fund and for special library programming.

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
112 Wages - Temporary	300	-	-
142 Food Allowance	748	2,000	2,000
<i>Subtotal</i>	<i>1,048</i>	<i>2,000</i>	<i>2,000</i>
Operating and Maintenance			
210 Office Supplies	14	-	-
211 Adult Books	4,565	11,500	11,500
212 Children's Books	9,116	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	5,741	-	-
229 Materials and Supplies	19,139	-	-
240 Equipment Repair and Maintenance	174	-	-
243 Non-Capital Computer Equipment and Supplies	519	-	-
250 Professional and Contracted Services	16,486	12,000	12,000
263 Postage	221	-	-
264 Printing and Copying	7,058	-	-
269 Other Services and Charges	6	-	-
<i>Subtotal</i>	<i>63,039</i>	<i>46,500</i>	<i>46,500</i>
Non-Operating Expense			
970 Transfers to Other Funds	24,303	20,500	20,500
<i>Subtotal</i>	<i>24,303</i>	<i>20,500</i>	<i>20,500</i>
SERVICE TOTAL	\$88,390	\$69,000	\$69,000

LIBRARY SERVICES FUND – Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 113,048	\$ 126,927	\$ 131,227
COMMITTED WORKING CAPITAL	-	3,700	-
SOURCES OF FUNDS			
REVENUES			
Interest	480	1,000	1,000
Grants and Donations	75,880	56,000	56,000
Miscellaneous	26,057	20,000	20,000
Adjustment for GAAP Revenue	(148)	-	-
TOTAL FUNDS	102,269	77,000	77,000
EXPENSES BY BUDGET SERVICE			
Personal Services	1,048	2,000	2,000
Operating and Maintenance	63,039	46,500	46,500
Non-Operating	24,303	20,500	20,500
TOTAL EXPENDITURES	88,390	69,000	69,000
ENDING WORKING CAPITAL	126,927	131,227	139,227
CONTRIBUTION TO/(FROM) RESERVES	\$ 13,879	\$ 8,000	\$ 8,000

LODGERS' TAX SERVICES FUND – Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	248,123	288,473	320,924
Non-Operating	-	-	-
Capital	-	-	72,870
TOTAL	\$ 248,123	\$ 288,473	\$ 393,794

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.

LINE ITEM BUDGET

		2012 Actual	2013 Budget	2014 Budget
Operating and Maintenance				
250	Professional and Contracted Services	248,123	288,473	320,924
	<i>Subtotal</i>	<i>248,123</i>	<i>288,473</i>	<i>320,924</i>
	SERVICE TOTAL	\$248,123	\$288,473	\$320,924

LODGERS' TAX SERVICES FUND – Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 107,695	\$ 144,299	\$ 72,870
Committed Working Capital	-	72,429	-
SOURCES OF FUNDS			
REVENUES			
Taxes	283,947	288,473	320,374
Interest	566	1,000	550
Adjustment for GAAP Revenue	214	-	-
TOTAL FUNDS	284,727	289,473	320,924
EXPENDITURES			
Operating and Maintenance	248,123	288,473	320,924
Non-Operating	-	-	-
Capital	-	-	72,870
TOTAL EXPENDITURES	248,123	288,473	393,794
ENDING WORKING CAPITAL	144,299	72,870	-
CONTRIBUTION TO/(FROM) RESERVES	\$ 36,604	\$ 1,000	\$ (72,870)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

LODGERS' TAX SERVICES FUND PROJECTS	2014 Budget
PR-100 Entrway Signage	\$ 72,870

MUSEUM SERVICES FUND – Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	43,625	35,257	34,631
Operating and Maintenance	37,350	57,589	61,769
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 80,975	\$ 92,846	\$ 96,400

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 ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
112 Wages - Temporary	40,207	28,745	31,170
121 Wages - Overtime	269	857	857
128 FICA	2,544	1,782	1,932
129 Medicare	595	3,757	451
135 Compensation Insurance	10	116	221
<i>Subtotal</i>	43,625	35,257	34,631
Operating and Maintenance			
210 Office Supplies	10	50	50
216 Reference Books and Materials	-	400	400
218 Non-Capital Equipment and Furniture	192	800	800
223 Lab and Photo Supplies	1,190	300	300
225 Freight	-	200	200
229 Materials and Supplies	12,515	11,875	13,575
230 Printing and Copier Supplies	269	-	-
240 Equipment Repair and Maintenance	223	-	-
243 Non-Capital Computer Equipment and Supplies	122	1,400	1,400
245 Mileage Allowance	114	-	-
246 Liability Insurance	105	104	100
249 Operating Leases and Rentals	2,457	9,250	9,250
250 Professional and Contracted Services	18,775	29,060	31,544
263 Postage	21	700	700
264 Printing and Copying	1,357	3,150	3,150
269 Other Services and Charges	-	300	300
<i>Subtotal</i>	37,350	57,589	61,769
SERVICE TOTAL	\$80,975	\$92,846	\$96,400

MUSEUM SERVICES FUND – Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 65,293	\$ 49,437	\$ 46,263
Committed Working Capital	-	4,328	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	17,000	17,000	18,000
Charges for Services	38,933	50,400	37,200
Grants and Donations	17,811	24,100	7,000
Interest	443	500	-
Miscellaneous	3,116	2,000	1,500
Adjustment for GAAP Revenue	(12,184)	-	-
TOTAL FUNDS	65,119	94,000	63,700
EXPENSES BY BUDGET SERVICE			
Personal Services	43,625	35,257	34,631
Operating and Maintenance	37,350	57,589	61,769
TOTAL EXPENDITURES	80,975	92,846	96,400
ENDING WORKING CAPITAL	49,437	46,263	13,563
CONTRIBUTION TO/(FROM) RESERVES	\$ (15,856)	\$ 1,154	\$ (32,700)

MUSEUM TRUST FUND – Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	21,980	19,000	19,000
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 21,980	\$ 19,000	\$ 19,000

Fund Description

The Museum Trust Fund is an expendable trust created for the purpose of receiving bequests to the Longmont Museum. Additional revenues include gift shop revenues. This fund administers expenses related to resale merchandise for the Museum's gift shop, Museum advertising, and collections acquisition, and provides additional support for exhibits and special programming of the Longmont Museum.

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Operating and Maintenance			
216 Reference Books and Materials	-	750	750
224 Resale Merchandise	13,778	9,600	9,600
229 Materials and Supplies	429	1,350	1,350
250 Professional and Contracted Services	750	600	600
252 Advertising and Legal Notices	6,273	6,400	6,400
264 Printing and Copying	750	-	-
269 Other Services and Charges	-	300	300
<i>Subtotal</i>	<i>21,980</i>	<i>19,000</i>	<i>19,000</i>
SERVICE TOTAL	\$21,980	\$19,000	\$19,000

MUSEUM TRUST FUND – Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 85,967	\$ 90,852	\$ 92,034
Committed Working Capital	-	823	-
SOURCES OF FUNDS			
REVENUES			
Sales	23,844	16,000	16,000
Interest	578	2,000	2,000
Miscellaneous	3,376	3,005	3,000
Adjustment for GAAP Revenue	(933)	-	-
TOTAL FUNDS	26,865	21,005	21,000
EXPENSES BY BUDGET SERVICE			
Operating and Maintenance	21,980	19,000	19,000
TOTAL EXPENDITURES	21,980	19,000	19,000
ENDING WORKING CAPITAL	90,852	92,034	94,034
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,885	\$ 2,005	\$ 2,000

OPEN SPACE FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	256,633	270,927	294,358
Operating and Maintenance	471,529	410,983	437,918
Non-Operating	2,238,182	2,232,512	2,205,404
Capital	1,820,303	2,244,066	956,600
TOTAL	\$ 4,786,647	\$ 5,158,488	\$ 3,894,280

Fund Description

In November 2000, Longmont voters approved increasing the sales and use tax rate by 0.2 cents for 20 years for the acquisition and maintenance of open space. Administration of this fund is provided by the Public Works and Natural Resources Department.

OPEN SPACE FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 8,868,357	\$ 7,462,397	\$ 1,095,902
Committed Working Capital	-	4,503,739	-
SOURCES OF FUNDS			
REVENUES			
Taxes	3,010,579	2,998,139	3,193,551
Intergovernmental Revenue	194,914	194,914	1,009,207
Interest	39,570	62,679	21,067
Miscellaneous	145,672	40,000	40,000
Adjustment for GAAP Revenue	(10,048)	-	-
TOTAL FUNDS	3,380,687	3,295,732	4,263,825
EXPENDITURES			
Personal Services	256,633	270,927	294,358
Operating and Maintenance	471,529	410,983	437,918
Non-Operating	2,238,182	2,232,512	2,205,404
Capital Projects	1,820,303	2,244,066	956,600
TOTAL EXPENDITURES	4,786,647	5,158,488	3,894,280
ENDING WORKING CAPITAL	7,462,397	1,095,902	1,465,447
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,405,960)	\$ (1,862,756)	\$ 369,545

CAPITAL IMPROVEMENT PROGRAM PROJECTS

	2014 Budget
OPEN SPACE FUND PROJECTS	
D-44 Lefthand Channel Flood Rehabilitation	\$ 800,000
PR-189 Open Space Properties Flood Rehabilitation	150,000
TOTAL	\$ 950,000

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:	2012 Budget	2013 Budget	2014 Budget
Natural Resources Manager	0.50	0.50	0.50
Land Program Administrator	1.00	1.00	1.00
Natural Resources Specialist	0.50	0.50	0.50
Total	2.00	2.00	2.00

SERVICE: Open Space and Trails**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	174,742	180,399	180,848
112 Wages - Temporary	21,196	28,520	46,280
115 One Time Payment	-	-	1,548
121 Wages - Overtime	439	500	500
123 Leave Expense	4,686	2,000	2,000
126 Retirement Health Savings Plan	1,696	800	800
128 FICA	1,335	1,768	2,869
129 Medicare	2,602	3,030	3,294
131 MOPC	8,967	9,021	9,042
132 Employee Insurance	24,501	27,061	29,478
133 Employee Retirement	10,948	11,365	12,117
135 Compensation Insurance	385	1,460	173
136 Unemployment Insurance	532	541	543
137 Staff Training and Conferences	1,699	1,700	2,100
139 Dental Insurance	1,244	1,262	1,266
141 Uniforms and Protective Clothing	1,454	900	900
142 Food Allowance	207	600	600
<i>Subtotal</i>	<i>256,633</i>	<i>270,927</i>	<i>294,358</i>
Operating and Maintenance			
210 Office Supplies	456	2,000	2,000
214 Pamphlets and Documents	-	300	300
216 Reference Books and Materials	257	550	550
217 Dues and Subscriptions	1,025	350	450
218 Non-Capital Equipment and Furniture	2,245	1,750	1,750
221 Parts	-	500	500
222 Chemicals	253	3,000	3,000
223 Lab and Photo Supplies	88	500	500
228 Janitorial Supplies	-	200	-
229 Materials and Supplies	4,537	4,500	6,500
232 Building Repair and Maintenance	-	2,000	2,000
240 Equipment Repair and Maintenance	88	2,000	2,000
241 Grounds Maintenance	50,607	66,500	66,500
243 Non-Capital Computer Equipment and Supplies	421	1,250	3,625
245 Mileage Allowance	-	300	-
246 Liability Insurance	3,124	3,364	6,435
247 Safety Expenses	743	300	300
249 Operating Leases and Rentals	-	500	500
250 Professional and Contracted Services	77,013	131,850	137,350
252 Advertising and Legal Notices	-	100	100
261 Telephone Charges	1,045	2,000	2,000
263 Postage	75	500	800
264 Printing and Copying	290	1,500	1,500
269 Other Services and Charges	1,200	2,150	2,150
270 Administrative and Management Services	308,343	149,690	138,623
273 Fleet Lease - Operating and Maintenance	8,531	19,406	31,557
274 Fleet Lease - Replacement	6,646	13,923	26,928
<i>Subtotal</i>	<i>466,987</i>	<i>410,983</i>	<i>437,918</i>
922 Interest - Current Bond Issues	1,091,214	1,068,314	1,045,314
923 Principal - Current Bond Issues	1,145,000	1,150,000	1,160,000
970 Transfers to Other Funds	694	251	90
<i>Subtotal</i>	<i>2,236,908</i>	<i>2,218,565</i>	<i>2,205,404</i>
Capital Outlay			
440 Machinery and Equipment	-	-	6,600
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>6,600</i>
SERVICE TOTAL	\$2,960,528	\$2,900,475	\$2,944,280

PARK AND GREENWAY MAINTENANCE FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital - Non-Flood	-	-	751,460
Capital - Flood	-	-	4,200,000
TOTAL	\$ -	\$ -	\$ 4,951,460

Fund Description

The Park and Greenway Maintenance Fund’s primary revenue source is the Park and Greenway Maintenance fee. The fee will be 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.

2014 Budget

The following capital projects are funded in 2014. Detailed descriptions for these projects are included in the 2014-2018 Capital Improvement Program:

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK AND GREENWAY MAINTENANCE FUND PROJECTS	2014 Budget
MAINTENANCE FEE PROJECTS	
PR-102, Swimming and Wading Pools Maintenance	\$ 50,000
PR-113, Park Irrigation Pump Systems Rehabilitation	50,000
PR-143, Garden Acres Park Renewal	202,000
PR-147, Kensington Park Rehabilitation	99,460
PR-186, Park Infrastructure Rehab and Replacement	350,000
MAINTENANCE FLOOD FEE PROJECTS	
PR-5B, St Vrain Greenway	3,400,000
PR-188, Kanemoto Park Rehabilitation	800,000
TOTAL	\$ 4,951,460

PARK AND GREENWAY MAINTENANCE FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL MAINTENANCE FEE	\$ -	\$ -	\$ -
BEGINNING WORKING CAPITAL FLOOD MAINTENANCE FEE	-	-	-
 SOURCES OF FUNDS			
REVENUES			
Park and Greenway Maintenance Fee	-	-	875,740
Park and Greenway Maintenance Flood Fee	-	-	875,740
Intergovernmental Revenue	-	-	2,800,000
Interest - Maintenance	-	-	1,429
Interest - Flood	-	-	1,386
Miscellaneous	-	-	600,000
 TOTAL FUNDS	 -	 -	 5,154,295
 EXPENDITURES			
Capital Projects - Non-Flood	-	-	751,460
Capital Projects - Flood	-	-	4,200,000
 TOTAL EXPENDITURES	 -	 -	 4,951,460
ENDING WORKING CAPITAL MAINTENANCE FEE	-	-	125,709
ENDING WORKING CAPITAL FLOOD MAINTENANCE FEE	-	-	77,126
 CONTRIBUTION TO/(FROM) RESERVES	 \$ -	 \$ -	 \$ 202,835

PARK IMPROVEMENT FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	10,280	-	-
Non-Operating	11,704	3,000	-
Capital	1,120,480	479,200	40,000
TOTAL	\$ 1,142,464	\$ 482,200	\$ 40,000

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).

2014 Budget

The following capital projects are funded in 2014. Detailed descriptions for these projects are included in the 2014-2018 Capital Improvement Program:

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK IMPROVEMENT FUND PROJECT	2014 Budget
MUW-173 Raw Water Irrigation Planning and Construction	\$ 40,000

PARK IMPROVEMENT FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 3,236,306	\$ 3,400,709	\$ 2,148,848
Committed Working Capital	-	1,116,892	-
SOURCES OF FUNDS			
REVENUES			
Building Permit Fees	1,365,782	331,825	907,155
Interest	22,406	15,406	16,555
Miscellaneous	2,725	-	-
Adjustment for GAAP Revenue	(84,046)	-	-
TOTAL FUNDS	1,306,867	347,231	923,710
EXPENDITURES			
Operating and Maintenance	10,280	-	-
Non-Operating	11,704	3,000	-
Capital Projects	1,120,480	479,200	40,000
TOTAL EXPENDITURES	1,142,464	482,200	40,000
ENDING WORKING CAPITAL	3,400,709	2,148,848	3,032,558
CONTRIBUTION TO/(FROM) RESERVES	\$ 164,403	\$ (134,969)	\$ 883,710

PROBATION SERVICES FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	72,245	73,692	75,678
Operating and Maintenance	5,268	9,602	8,344
Non-Operating	417	415	64
Capital	13,330	-	-
TOTAL	\$ 91,260	\$ 83,709	\$ 84,086

PROBATION SERVICES FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 100,652	\$ 107,247	\$ 121,808
COMMITTED WORKING CAPITAL	-	530	-
SOURCES OF FUNDS			
REVENUES			
Court Surcharges	96,461	98,000	98,000
Interest	703	800	600
Adjustment for GAAP Revenue	691	-	-
TOTAL FUNDS	97,855	98,800	98,600
EXPENDITURES			
Personal Services	72,245	73,692	75,678
Operating and Maintenance	5,268	9,602	8,344
Non-Operating	417	415	64
Capital	13,330	-	-
TOTAL EXPENDITURES	91,260	83,709	84,086
ENDING WORKING CAPITAL	107,247	121,808	136,322
CONTRIBUTION TO/(FROM) RESERVES	\$ 6,595	\$ 15,091	\$ 14,514

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

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	53,103	56,903	56,904
115 One Time Payment	-	-	1,000
123 Leave Expense	3,467	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	701	825	825
131 MOPC	2,829	2,845	2,845
132 Employee Insurance	7,776	8,535	9,275
133 Employee Retirement	3,387	3,585	3,813
135 Compensation Insurance	19	30	47
136 Unemployment Insurance	169	171	171
139 Dental Insurance	394	398	398
<i>Subtotal</i>	72,245	73,692	75,678
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	4,999	-	-
240 Equipment Repair and Maintenance	71	300	300
246 Liability Insurance	198	198	193
249 Operating Leases and Rentals	-	1,253	-
250 Professional and Contracted Services	-	7,851	7,851
<i>Subtotal</i>	5,268	9,602	8,344
Non-Operating Expense			
970 Transfers to Other Funds	417	415	64
<i>Subtotal</i>	417	415	64
Capital Outlay			
440 Machinery and Equipment	13,330	-	-
<i>Subtotal</i>	13,330	-	-
SERVICE TOTAL	\$91,260	\$83,709	\$84,086

SERVICE: Probation Services

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Probation Officer	1.00	1.00	1.00
Total	1.00	1.00	1.00

PUBLIC BUILDINGS CIF FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	1,917	-	800
Capital	257,881	-	180,000
TOTAL	\$ 259,798	\$ -	\$ 180,800

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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 484,145	\$ 509,988	\$ 591,919
Committed Working Capital	-	116,547	-
SOURCES OF FUNDS			
REVENUES			
Developer Participation	278,468	194,478	301,918
Interest	3,637	4,000	3,000
Miscellaneous	3,521	-	-
Adjustment for GAAP Revenue	15	-	-
TOTAL FUNDS	285,641	198,478	304,918
EXPENDITURES			
Non-Operating	1,917	-	800
Capital	257,881	-	180,000
TOTAL EXPENDITURES	259,798	-	180,800
ENDING WORKING CAPITAL	509,988	591,919	716,037
CONTRIBUTION TO/(FROM) RESERVES	\$ 25,843	\$ 198,478	\$ 124,118

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND PROJECT	2014 Budget
PB-87 Municipal Training Center	\$ 80,800
PB-93 Civic Center Remodel - Planning and Design	100,000
TOTAL	\$ 180,800

PUBLIC IMPROVEMENT FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	826,926	54,550	4,550
Non-Operating	2,683,758	2,730,750	2,742,891
Capital	2,541,541	1,863,881	5,763,965
TOTAL	\$ 6,052,225	\$ 4,649,181	\$ 8,511,406

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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 2,827,248	\$ 1,342,660	\$ 291,373
Committed Working Capital	-	144,925	-
SOURCES OF FUNDS			
REVENUES			
Taxes	3,999,341	3,507,823	3,736,454
Intergovernmental Revenue	-	-	3,937,500
Interest	37,848	10,000	10,000
Miscellaneous	293,149	-	-
Operating Transfers	266,300	-	560,000
Estimated Revenue Adjustment	-	224,996	-
Adjustment for GAAP Revenue	(29,001)	-	-
TOTAL FUNDS	4,567,637	3,742,819	8,243,954
EXPENDITURES			
Operating and Maintenance	826,926	54,550	4,550
Non-Operating	2,683,758	2,730,750	2,742,891
Capital	2,541,541	1,863,881	5,763,965
TOTAL EXPENDITURES	6,052,225	4,649,181	8,511,406
ENDING WORKING CAPITAL	1,342,660	291,373	23,921
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,484,588)	\$ (906,362)	\$ (267,452)

SERVICE: Public Improvement Fund

FUND: Public Improvement Fund

Service Description:

Capital projects for 2014 are listed below, and detailed descriptions of each project are included in the 2014-2018 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC IMPROVEMENT FUND PROJECTS	2014 BUDGET
Debt Service on Bonds	\$ 2,727,575
PB-1 Municipal Buildings Roof Improvements	88,800
PB-2 Municipal Buildings ADA Improvements	80,000
PB-37 Fire Stations Improvements	60,600
PB-80 Municipal Buildings Boiler Replacement	47,380
PB-82 Municipal Buildings HVAC Replacement	269,438
PB-109 Municipal Facilities Parking Lot Rehabilitation	10,000
PB-119 Municipal Buildings Flooring Replacement	116,150
PB-145 Community Services Specialized Equipment	118,927
PB-160 Municipal Buildings Auto Door and Gate Replacement	10,000
PB-181 Municipal Buildings UPS Repair and Replacement	9,585
PB-189 Municipal Buildings Exterior Maintenance	9,000
PB-190 Municipal Buildings Interior Maintenance	29,000
PR-5B St. Vrain Greenway	3,937,500
PR-56 Park Buildings Rehabilitation and Replacement	349,820
PR-102 Swimming and Wading Pools Maintenance	129,211
PR-113 Park Irrigation Pump Systems Rehabilitation	150,000
PR-136 Park Bridge Replacement Program	103,000
PR-186 Park Infrastructure Rehabilitation and Replacement	265,420
 TOTAL	 \$ 8,511,406

SENIOR SERVICES FUND – Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	13,288	22,512	18,738
Operating and Maintenance	190,904	149,158	156,056
Non-Operating	-	-	-
Capital	-	-	5,656
TOTAL	\$ 204,192	\$ 171,670	\$ 180,450

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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 190,385	\$ 163,320	\$ 131,909
COMMITTED WORKING CAPITAL	-	36,941	-
SOURCES OF FUNDS			
REVENUES			
Charge for Services	166,065	166,200	166,200
Interest	1,273	-	-
Miscellaneous	10,000	11,000	11,000
Adjustment for GAAP Revenue	(211)		
TOTAL FUNDS	177,127	177,200	177,200
EXPENDITURES			
Personal Services	13,288	22,512	18,738
Operating and Maintenance	190,904	149,158	156,056
TOTAL EXPENDITURES	204,192	171,670	180,450
ENDING WORKING CAPITAL	163,320	131,909	128,659
CONTRIBUTION TO/(FROM) RESERVES	\$ (27,065)	\$ 5,530	\$ (3,250)

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
112 Wages - Temporary	12,547	16,000	16,000
121 Wages - Overtime	-	500	500
128 FICA	552	992	992
129 Medicare	129	4,011	232
135 Compensation Insurance	5	9	14
137 Staff Training and Conferences	55	1,000	1,000
<i>Subtotal</i>	<i>13,288</i>	<i>22,512</i>	<i>18,738</i>
Operating and Maintenance			
210 Office Supplies	329	450	650
217 Dues and Subscriptions	438	500	500
218 Non-Capital Equipment and Furniture	1,525	1,000	1,000
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	64,270	25,000	30,000
230 Printing and Copier Supplies	32	200	200
243 Non-Capital Computer Equipment and Supplies	8,396	300	1,000
245 Mileage Allowance	373	400	400
246 Liability Insurance	54	58	56
247 Safety Expenses	-	50	50
250 Professional and Contracted Services	109,682	115,000	115,000
261 Telephone Charges	106	100	100
263 Postage	81	-	-
264 Printing and Copying	5,618	4,000	6,000
269 Other Services and Charges	-	2,000	1,000
Non-Operating Expense			
970 Transfers to Other Funds	-	-	5,656
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>5,656</i>
<i>Subtotal</i>	<i>190,904</i>	<i>149,158</i>	<i>156,056</i>
Capital Outlay			
440 Machinery and Equipment	-	-	5,656
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>5,656</i>
SERVICE TOTAL	\$204,192	\$171,670	\$180,450

STORM DRAINAGE FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	1,114,549	1,203,786	1,192,724
Operating and Maintenance	1,086,229	1,224,689	1,187,289
Non-Operating	909,582	1,138,536	2,410,601
Capital	5,030,553	781,148	8,582,625
TOTAL	\$ 8,140,913	\$ 4,348,159	\$ 13,373,239

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. All residential utility customers pay a flat rate per month. 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.

2014 Budget

The 2014 Budget includes \$8,559,922 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2014-2018 Capital Improvement Program. The following capital projects are funded in 2014.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

STORM DRAINAGE FUND PROJECTS	2014 Budget
D-21 Storm Drainage Rehabilitation and Improvements	\$ 400,000
D-37 Oligarchy Ditch Improvements	79,575
D-43 St. Vrain Channel Flood Rehabilitation	3,200,000
D-44 Left Hand Channel Flood Rehabilitation	1,850,000
PB-82 Municipal Buildings HVAC Replacement	12,452
PB-119 Municipal Facilities Parking Lot Rehabilitation	10,000
PB-189 Municipal Buildings Exterior Maintenance	895
T-77 Sunset Street Bridge Over St. Vrain River	1,000,000
Flood Debris Removal	2,000,000
TOTAL	\$ 8,552,922

STORM DRAINAGE FUND - Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 6,525,545	\$ 5,230,460	\$ 1,345,529
Committed Working Capital	-	3,365,753	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	3,848,990	3,765,252	6,366,335
Capital Investment Fee	163,868	25,070	94,827
Intergovernmental Revenue	2,308,415	-	7,132,330
Interest	16,276	33,457	20,683
Miscellaneous	18,825	5,202	5,306
Adjustment for GAAP Revenue	(23,837)	-	-
TOTAL FUNDS	6,332,537	3,828,981	13,619,481
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utilities Director	649,429	1,211,218	2,504,670
Storm Drainage Engineering	1,420,503	906,134	894,534
Storm Drainage Maintenance	722,162	860,479	877,598
Storm Drainage Construction Inspection	127,398	110,471	95,357
Storm Drainage Regulatory Compliance	136,327	234,291	240,594
Storm Drainage Engineering/Survey Tech Services	199,872	247,651	207,564
CIP Projects	4,885,222	777,915	8,552,922
Total Operating Expenses	8,140,913	4,348,159	13,373,239
Adjustment for GAAP Expenses	(513,291)	-	-
TOTAL EXPENDITURES	7,627,622	4,348,159	13,373,239
ENDING WORKING CAPITAL	5,230,460	1,345,529	1,591,771
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,295,085)	\$ (519,178)	\$ 246,242

SERVICE: Public Works and Natural Resources Director

FUND: Storm Drainage Fund

DEVELOPMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Director 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 Director

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Director of Public Works & Natural Resources	0.15	0.15	0.15
Business & Strategic Planning Manager	0.15	0.15	0.15
Customer Services & Marketing Manager	0.15	0.15	0.15
Technology & Financial Analyst	0.15	0.00	0.00
Utilities 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	0.00	0.15	0.00
Total	1.05	1.05	0.90

SERVICE: Public Works and Natural Resources Director**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	77,168	83,161	75,653
112	Wages - Temporary	275	-	-
115	One Time Payment	-	-	640
121	Wages - Overtime	-	100	100
123	Leave Expense	2,576	-	-
126	Retirement Health Savings Plan	1,057	420	0
128	FICA	22	-	-
129	Medicare	718	896	786
131	MOPC	3,942	4,160	3,783
132	Employee Insurance	11,609	12,476	12,331
133	Employee Retirement	4,920	5,239	,069
135	Compensation Insurance	29	43	69
136	Unemployment Insurance	246	248	227
137	Staff Training and Conferences	1,249	7,128	6,128
139	Dental Insurance	574	582	530
142	Food Allowance	202	240	240
	<i>Subtotal</i>	<i>104,587</i>	<i>114,693</i>	<i>105,916</i>
Operating and Maintenance				
217	Dues and Subscriptions	57	-	-
218	Non-Capital Equipment and Furniture	21	-	1,090
229	Materials and Supplies	5	-	-
240	Equipment Repair and Maintenance	3,398	6,401	6,401
243	Non-Capital Computer Equipment and Supplies	372	254	1,175
245	Mileage Allowance	-	360	360
246	Liability Insurance	306	289	282
248	Lease Purchase Installment	-	689	689
250	Professional and Contracted Services	2,241	5,000	5,000
263	Postage	1	-	-
	<i>Subtotal</i>	<i>6,401</i>	<i>12,993</i>	<i>14,997</i>
Non-Operating Expense				
922	Interest - Current Bond Issue	534,917	518,532	498,757
923	Bond Principal - Current	-	565,000	585,000
925	Amortization of Bond Issue Expenses	6,653	-	-
927	Principal - Notes and Contracts	-	-	1,300,000
928	Interest - Notes and Contracts	(3,129)	-	-
	<i>Subtotal</i>	<i>538,441</i>	<i>1,083,532</i>	<i>2,383,757</i>
	SERVICE TOTAL	\$ 649,429	\$ 1,211,218	\$ 2,504,670

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:	2012 Budget	2013 Budget	2014 Budget
Engineering Administrator	0.10	0.10	0.10
Senior Civil Engineer	1.00	1.00	1.00
Civil Engineer	1.00	1.00	0.80
Environmental Project Specialist	0.00	0.00	0.30
Water Quality Lab Supervisor	0.00	0.00	0.10
Water Quality Analyst	0.00	0.00	0.20
Laboratory Technician	0.00	0.00	0.30
Total	2.10	2.10	2.80

SERVICE: Storm Drainage Engineering**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	177,606	182,453	219,432
115 One Time Payment	-	-	2,124
122 Longevity Compensation	-	-	192
123 Leave Expense	4,071	-	-
126 Retirement Health Savings Plan	1,727	840	1,120
129 Medicare	2,341	2,645	3,093
131 MOPC	9,069	9,123	10,972
132 Employee Insurance	25,569	27,368	35,767
133 Employee Retirement	11,321	11,495	14,702
135 Compensation Insurance	61	95	151
136 Unemployment Insurance	543	547	658
139 Dental Insurance	1,265	1,277	1,536
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	-	200	200
<i>Subtotal</i>	<i>233,573</i>	<i>236,143</i>	<i>290,047</i>
Operating and Maintenance			
210 Office Supplies	-	100	100
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	310	395	395
218 Non-Capital Equipment and Furniture	2,953	16,500	16,500
229 Materials and Supplies	200	50	50
240 Equipment Repair and Maintenance	-	570	570
243 Non-Capital Computer Equipment and Supplies	4,482	2,100	2,100
245 Mileage Allowance	-	50	50
246 Liability Insurance	803	8,430	830
247 Safety Expenses	-	100	100
250 Professional and Contracted Services	254,996	145,000	145,000
252 Advertising and Legal Notices	-	300	300
259 Licenses and Permits	30	3,000	3,000
260 Utilities	678	-	-
261 Telephone Charges	65	300	300
263 Postage	52	200	200
264 Printing and Copying	-	375	375
270 Administrative and Management Services	421,171	452,283	420,772
273 Fleet Lease - Operating and Maintenance	1,521	1,481	2,233
274 Fleet Lease - Replacement	4,623	4,568	4,568
<i>Subtotal</i>	<i>691,884</i>	<i>636,002</i>	<i>597,643</i>
Non-Operating Expense			
970 Transfers to Other Funds	303,931	33,989	6,844
974 Art in Public Places Transfers	1,948	-	-
<i>Subtotal</i>	<i>305,879</i>	<i>33,989</i>	<i>6,844</i>
Capital Outlay			
470 Planning and Design	240	-	-
471 Land	118,005	-	-
480 System Improvements	70,922	-	-
<i>Subtotal</i>	<i>189,167</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$1,420,503	\$906,134	\$894,534

SERVICE: Storm Drainage Maintenance and Repair

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for the maintenance and repair of all open channel and closed drainage facilities, including ditches, channels, culverts, catch basins, detention basins and storm sewers. This service also maintains certain sections of private ditches that provide storm drain benefits to the city. There are 104.36 miles of storm drain lines, 26.45 miles of open channels and ditches, and 3,015 catch basins in the City's storm drain system.

SERVICE: Storm Drainage Maintenance and Repair

Budgeted Positions:	2012 Budget	2013 Budget	2014 Budget
Operations Manager	0.05	0.05	0.05
Utility & Streets Operations & Mtce Manager	0.05	0.05	0.05
Distribution/Collection System Mtce Supervisor	0.50	0.50	0.50
Public Works Supervisor	0.20	0.20	0.20
Water Utilities Technician II	0.50	0.50	0.00
Water Utilities Technician I	1.35	1.35	1.35
Public Works Technician	1.00	1.00	1.00
Storm Drainage Utility Technician	0.75	0.75	0.00
Service Truck Technician	0.00	0.00	0.75
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	5.10	4.60

SERVICE: Storm Drainage Maintenance and Repair

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	255,689	259,468	234,342
112 Wages - Temporary	31,058	39,240	38,760
114 Skill Based Pay	8,372	10,450	10,674
115 One Time Payment	-	-	2,765
121 Wages - Overtime	3,742	5,000	5,000
122 Longevity Compensation	348	360	-
123 Leave Expense	4,937	4,800	4,800
124 Skill Based Overtime Pay	204	-	-
126 Retirement Health Savings Plan	2,800	2,040	1,840
128 FICA	1,772	2,433	2,403
129 Medicare	3,567	4,273	3,963
131 MOPC	12,987	12,984	11,728
132 Employee Insurance	37,827	38,921	38,198
133 Employee Retirement	16,209	16,361	15,715
135 Compensation Insurance	3,401	716	6,141
136 Unemployment Insurance	803	778	703
139 Dental Insurance	1,876	1,816	1,640
141 Uniforms and Protective Clothing	1,648	2,200	2,200
142 Food Allowance	40	200	200
<i>Subtotal</i>	<i>387,280</i>	<i>402,040</i>	<i>381,072</i>
Operating and Maintenance			
210 Office Supplies	258	470	470
216 Reference Books and Materials	20	200	200
217 Dues and Subscriptions	400	200	200
218 Non-Capital Equipment and Furniture	2,523	3,000	3,500
220 Gas and Oil	22	-	-
228 Janitorial Supplies	147	100	100
229 Materials and Supplies	3,525	5,900	5,900
230 Printing and Copier Supplies	69	260	260
232 Building Repair and Maintenance	2,019	12,500	10,000
233 Facility Repair and Maintenance	-	15,000	15,000
235 Station Maintenance	3	1,000	6,000
237 Line Repair/maintenance	57,368	85,000	85,000
240 Equipment Repair and Maintenance	3,252	8,485	8,400
241 Grounds Maintenance	123	300	300
243 Non-Capital Computer Equipment and Supplies	1,023	12,425	6,269
245 Mileage Allowance	-	200	200
246 Liability Insurance	15,063	7,173	28,488
247 Safety Expenses	3,444	4,000	4,000
249 Operating Leases and Rentals	82	500	500
250 Professional and Contracted Services	35,758	90,302	93,302
252 Advertising and Legal Notices	-	250	250
259 Licenses and Permits	1,149	1,180	1,300
260 Utilities	6,417	10,967	12,430
261 Telephone Charges	1,414	3,504	3,504
262 Radio Repair and Maintenance	-	2,000	2,000
263 Postage	1	-	-
264 Printing and Copying	103	200	200
269 Other Services and Charges	14,061	13,850	16,950
273 Fleet Lease - Operating and Maintenance	104,640	65,953	81,088
274 Fleet Lease - Replacement	60,537	93,520	62,735
<i>Subtotal</i>	<i>313,421</i>	<i>438,439</i>	<i>448,546</i>
Non-Operating Expense			
950 Bad Debt	16,436	20,000	20,000
<i>Subtotal</i>	<i>16,436</i>	<i>20,000</i>	<i>20,000</i>
Capital Outlay			
432 Vehicles	-	-	26,000
440 Machinery and Equipment	5,025	-	1,980
<i>Subtotal</i>	<i>5,025</i>	<i>-</i>	<i>27,980</i>
SERVICE TOTAL	\$722,162	\$860,479	\$877,598

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:	2012 Budget	2013 Budget	2014 Budget
Construction Inspection Supervisor	0.20	0.20	0.15
Senior Construction Inspector	0.40	0.40	0.30
Construction Inspector	0.75	0.30	0.45
Total	1.35	0.90	0.90

SERVICE: Construction Inspection**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	71,460	61,908	53,637
112	Wages - Temporary	3,869	6,939	6,000
115	One Time Payment	-	-	539
121	Wages - Overtime	10,552	5,204	5,250
122	Longevity Compensation	336	312	279
123	Leave Expense	2,620	-	-
126	Retirement Health Savings Plan	1,495	416	360
128	FICA	252	430	372
129	Medicare	937	840	727
131	MOPC	3,684	3,096	2,682
132	Employee Insurance	10,753	9,286	8,743
133	Employee Retirement	4,498	3,900	3,594
135	Compensation Insurance	33	266	53
136	Unemployment Insurance	234	186	161
137	Staff Training and Conferences	232	833	525
139	Dental Insurance	546	433	376
141	Uniforms and Protective Clothing	20	35	30
	<i>Subtotal</i>	<i>111,521</i>	<i>94,084</i>	<i>83,328</i>
Operating and Maintenance				
210	Office Supplies	79	87	75
216	Reference Books and Materials	-	35	30
217	Dues and Subscriptions	76	121	105
218	Non-Capital Equipment and Furniture	52	252	210
222	Chemicals	-	52	45
229	Materials and Supplies	323	260	255
240	Equipment Repair and Maintenance	2,311	2,116	1,830
243	Non-Capital Computer Equipment and Supplies	41	2,966	45
245	Mileage Allowance	5	-	
246	Liability Insurance	1,433	1,245	1,137
247	Safety Expenses	198	199	172
249	Operating Leases and Rentals	-	17	15
250	Professional and Contracted Services	99	58	50
261	Telephone Charges	1,343	1,286	1,112
263	Postage	1	-	
264	Printing and Copying	70	52	45
269	Other Services and Charges	33	-	-
273	Fleet Lease - Operating and Maintenance	5,611	4,071	3,816
274	Fleet Lease - Replacement	4,202	3,570	3,087
	<i>Subtotal</i>	<i>15,877</i>	<i>16,387</i>	<i>12,029</i>
	SERVICE TOTAL	\$127,398	\$110,471	\$95,357

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:	2012 Budget	2013 Budget	2014 Budget
Environmental Services Manager	0.30	0.30	0.30
Environmental Sustainability Coordinator	0.20	0.25	0.00
Civil Engineer	0.65	0.65	1.05
Environmental Project Specialist	0.50	0.50	0.35
Total	1.65	1.70	1.70

SERVICE: Regulatory Compliance**LINE ITEM BUDGET**

Personal Services		2012 Actual	2013 Budget	2014 Budget
111	Salaries and Wages	89,970	131,262	129,690
115	One Time Payment	-	-	340
122	Longevity Compensation	1,015	1,142	1,183
123	Leave Expense	4,230	-	-
126	Retirement Health Savings Plan	808	680	653
129	Medicare	502	1,079	1,032
131	MOPC	4,700	6,563	6,484
132	Employee Insurance	16,987	19,689	21,140
133	Employee Retirement	5,867	8,269	8,224
135	Compensation Insurance	39	69	108
136	Unemployment Insurance	360	394	389
137	Staff Training and Conferences	873	1,836	1,870
139	Dental Insurance	840	918	908
	<i>Subtotal</i>	<i>126,191</i>	<i>171,901</i>	<i>172,021</i>
Operating and Maintenance				
210	Office Supplies	5	-	-
216	Reference Books and Materials	204	68	136
217	Dues and Subscriptions	807	2,623	2,467
218	Non-Capital Equipment and Furniture	698	-	738
243	Non-Capital Computer Equipment and Supplies	617	538	1,084
245	Mileage Allowance	7	-	-
246	Liability Insurance	408	457	444
247	Safety Expenses	-	204	204
250	Professional and Contracted Services	6,722	58,500	63,500
259	Licenses and Permits	657	-	-
263	Postage	1	-	-
264	Printing and Copying	2	-	-
269	Other Services and Charges	8	-	-
	<i>Subtotal</i>	<i>10,136</i>	<i>62,390</i>	<i>68,573</i>
	SERVICE TOTAL	\$136,327	\$234,291	\$240,594

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:	2012 Budget	2013 Budget	2014 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
GIS/Mapping Technician	1.20	1.20	0.40
Technical Systems Specialist	0.00	0.00	0.20
Engineering Technician	0.00	0.00	0.60
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**LINE ITEM BUDGET**

	2012 Actual	2013 Budget	2014 Budget
Personal Services			
111 Salaries and Wages	105,563	139,150	117,608
112 Wages - Temporary	2,710	-	-
114 Skill Based Pay	69	75	65
115 One Time Payment	-	-	442
121 Wages - Overtime	2	396	349
122 Longevity Compensation	1,849	870	-
123 Leave Expense	3,691	-	-
126 Retirement Health Savings Plan	2,198	900	775
128 FICA	4	-	-
129 Medicare	1,128	1,796	1,706
131 MOPC	5,488	6,961	5,884
132 Employee Insurance	17,387	20,872	19,170
133 Employee Retirement	7,035	8,771	7,884
135 Compensation Insurance	244	443	1,688
136 Unemployment Insurance	367	417	353
137 Staff Training and Conferences	2,799	3,224	3,528
139 Dental Insurance	856	975	823
141 Uniforms and Protective Clothing	-	75	65
142 Food Allowance	7	-	-
<i>Subtotal</i>	<i>151,397</i>	<i>184,925</i>	<i>160,340</i>
Operating and Maintenance			
210 Office Supplies	3	-	-
216 Reference Books and Materials	21	25	22
217 Dues and Subscriptions	3	3,724	3,662
218 Non-Capital Equipment and Furniture	1,241	900	646
219 Drafting Supplies	352	1,000	862
229 Materials and Supplies	187	400	345
240 Equipment Repair and Maintenance	24,640	36,291	33,196
243 Non-Capital Computer Equipment and Supplies	231	2,155	549
246 Liability Insurance	429	510	456
247 Safety Expenses	20	250	215
249 Operating Leases and Rentals	-	-	732
250 Professional and Contracted Services	19,616	12,045	4,028
261 Telephone Charges	25	197	170
263 Postage	4	-	-
264 Printing and Copying	19	175	151
273 Fleet Lease - Operating and Maintenance	641	806	467
274 Fleet Lease - Replacement	1,043	-	-
<i>Subtotal</i>	<i>48,475</i>	<i>58,478</i>	<i>45,501</i>
Capital Outlay			
440 Machinery and Equipment	-	4,248	1,723
<i>Subtotal</i>	<i>-</i>	<i>4,248</i>	<i>1,723</i>
SERVICE TOTAL	\$199,872	\$247,651	\$207,564

TRANSPORTATION CIF FUND - Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	900,000	300,000
TOTAL	\$ -	\$ 900,000	\$ 300,000

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

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 620,991	\$ 858,234	\$ 173,952
SOURCES OF FUNDS			
REVENUES			
Street Improvement Fee	249,408		
Interest		210,987	171,763
Adjustment for GAAP Revenue	4,627	4,731	1,104
	(16,792)	-	-
TOTAL FUNDS	237,243	215,718	172,867
EXPENDITURES			
Capital	-	900,000	300,000
TOTAL EXPENDITURES	-	900,000	300,000
ENDING WORKING CAPITAL	858,234	173,952	46,819
CONTRIBUTION TO/(FROM) RESERVES	\$ 237,243	\$ (684,282)	\$ (127,133)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

	2014 Budget
TRANSPORTATION COMMUNITY INVESTMENT FEE FUND PROJECT	
T-111 Main Street Pavement Reconstruction	\$ 300,000

YOUTH SERVICES FUND – Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	-	-	-
Operating and Maintenance	26,328	6,000	6,000
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 26,328	\$ 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.

YOUTH SERVICES FUND – Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 110,071	\$ 143,908	\$ 127,400
COMMITTED WORKING CAPITAL	-	16,508	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	20,912	-	-
Grants and Donations	37,851	6,000	19,429
Interest	847	-	-
Miscellaneous	754	-	-
Adjustment for GAAP Revenue	(199)	-	-
TOTAL FUNDS	60,165	6,000	19,429
EXPENDITURES			
Operating and Maintenance	26,328	6,000	6,000
TOTAL EXPENDITURES	26,328	6,000	6,000
ENDING WORKING CAPITAL	143,908	127,400	140,829
CONTRIBUTION TO/(FROM) RESERVES	\$ 33,837	\$ -	\$ 13,429

SERVICE: Youth Services

LINE ITEM BUDGET

	2012 Actual	2013 Budget	2014 Budget
Operating and Maintenance			
229 Materials and Supplies	25,253	5,000	5,000
250 Professional and Contracted Services	-	1,000	1,000
263 Postage	300	-	-
264 Printing and Copying	775	-	-
<i>Subtotal</i>	<i>26,328</i>	<i>6,000</i>	<i>6,000</i>
SERVICE TOTAL	\$26,328	\$6,000	\$6,000

JUDICIAL WEDDING FEE FUND – Fund Summary

	2012 Actual	2013 Budget	2014 Budget
Personal Services	1,170	1,500	1,500
Operating and Maintenance	-	-	-
Non-Operating	1,322	1,324	1,351
Capital	-	-	-
TOTAL	\$ 2,492	\$ 2,824	\$ 2,851

SERVICE: Judicial Wedding Fee

LINE ITEM BUDGET

		2012 Actual	2013 Budget	2014 Budget
Personal Services				
137	Staff Training and Conferences	1,170	1,500	1,500
	<i>Subtotal</i>	<i>1,170</i>	<i>1,500</i>	<i>1,500</i>
970	Transfers to Other Funds	1,322	1,324	1,351
	<i>Subtotal</i>	<i>1,322</i>	<i>1,324</i>	<i>1,351</i>
	SERVICE TOTAL	\$2,492	\$2,824	\$2,851

JUDICIAL WEDDING FEE FUND – Fund Statement

	2012 Actual	2013 Budget	2014 Budget
BEGINNING WORKING CAPITAL	\$ 27,023	\$ 26,973	\$ 26,049
SOURCES OF FUNDS			
REVENUES			
Charges for Services	2,425	1,500	7,000
Interest	171	400	-
Adjustment for GAAP Revenue	(154)	-	-
TOTAL FUNDS	2,442	1,900	7,000
EXPENDITURES			
Personal Services	1,170	1,500	1,500
Non-Operating	1,322	1,324	1,351
TOTAL EXPENDITURES	2,492	2,824	2,851
ENDING WORKING CAPITAL	26,973	26,049	30,198
CONTRIBUTION TO/(FROM) RESERVES	\$ (50)	\$ (924)	\$ 4,149

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 which 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, 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.

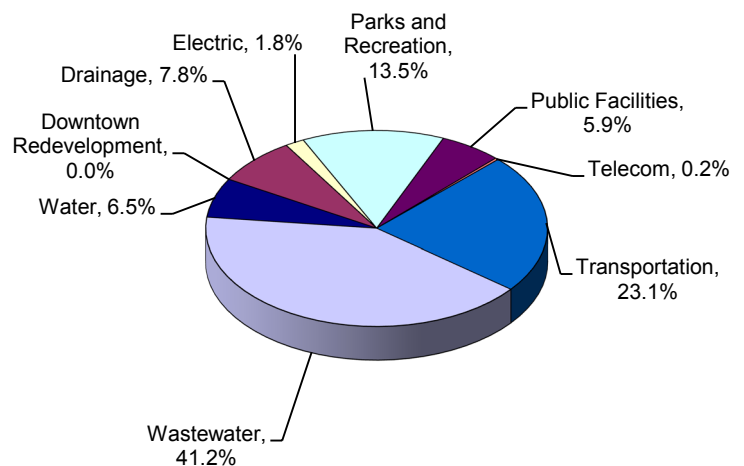
After the CIP is finalized, the projects that are designated to be funded in 2014 are included in the City’s 2014 Operating Budget, and a 2014-2018 Capital Improvement Program document also is created. CIP projects are grouped into the following categories:

- Downtown Redevelopment
- Telecommunications
- Drainage
- Transportation
- Electric
- Water
- Parks and Recreation
- Wastewater
- Public Buildings and Facilities

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 2014 will be used to repair this damage.

2014 Projects by Category

Downtown Redevelopment	0.0%	10,000
Drainage	7.8%	6,392,650
Electric	1.8%	1,485,000
Parks and Recreation	13.5%	11,063,281
Public Facilities	5.9%	4,844,031
Telecom	0.3%	250,000
Transportation	23.1%	18,961,500
Wastewater	41.2%	33,825,600
Water	6.5%	5,366,650
TOTAL	100%	82,198,712



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, like 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 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 utilized debt financing for major capital project but the majority of the projects included in this year and prior year's CIPs are financed on a pay-as-you go basis utilizing a variety of revenue sources such as sales and use tax, community investment fees, 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 under the Exhibits section of this document.

Specific operating impacts of 2014 capital projects can be found below and in the accompanying table titled 2014-2018 Capital Improvement Funded Projects-Operating Costs.

Downtown Redevelopment Projects: This category has two maintenance type projects which are not expected to have an operating impact in 2014.

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, revenue bonds were issued to fund storm drainage projects. The annual principal and interest payment for 2014 is \$1,083,756, which will be paid from the Storm Drainage Fund.

Electric Projects: None of the six 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 2014. Construction of new landscaping, trails and trail connections tend to impact the operating budget in a "lumpy" fashion. Additional temporary wages were added in 2007 that is expected to handle the increased maintenance needs resulting from new construction until at least 2015. Minor dollars were added to the Parks Maintenance budget for operating supplies for 2013. In 2010, revenue bonds were issued for the purchase of additional Open Space, and the annual principle and interest payment for 2014 of \$2,205,314 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 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, (2014 payment is \$247,034), 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 the construction of the Fire Station #6 and is currently paying \$350,000 annually. Prior public building projects have been completed utilizing revenue and GO bonds. The revenue bonds paid for the 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 2014 is \$2,727,575. This debt is paid from the Public Improvement Fund.

Telecommunications Projects: There are two minor projects planned for 2014 in this category that have no ongoing costs associated.

Transportation Projects: Most of the projects planned in this category will be for flood recovery and multiyear road widening or rehabilitation projects that will not have any impact in 2014. One project, T-105, Missing Sidewalks, will add \$1,000 to the operation and maintenance budget for 2014.

Wastewater Projects: No operating impacts are expected from one project in this category in 2014 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 2016. In 2010, the City issued bonds for improvements at the Wastewater Treatment Plant. Debt payment on these bonds for 2014 is \$1,648,600.

Water Projects: 2014 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 2014 cost for this loan is \$2,986,057.

Funded Projects by Category

	2014-2018					
	2014	2015	2016	2017	2018	Total
Downtown Redevelopment	10,000	633,600	30,000	30,000	30,000	733,600
Drainage	6,392,650	2,617,542	1,547,210	592,000	620,700	11,770,102
Electric	1,485,000	1,140,000	1,210,000	1,385,000	1,370,000	6,590,000
Parks and Recreation	11,063,281	7,456,405	4,456,639	3,032,600	560,372	26,569,297
Public Facilities	4,844,031	2,222,944	1,696,353	1,849,560	2,295,889	12,908,777
Telecommunications	250,000	250,000	250,000	250,000	250,000	1,250,000
Transportation	18,961,500	5,893,500	9,801,500	-	-	34,656,500
Wastewater	33,825,600	2,033,600	2,296,600	2,333,600	2,365,600	42,855,000
Water	5,366,650	4,546,470	18,141,450	5,267,650	3,885,850	37,208,070
Total	82,198,712	26,794,061	39,429,752	14,740,410	11,378,411	174,541,346

Funded Projects by Fund

	2014-2018					
	2014	2015	2016	2017	2018	Total
Airport	-	-	-	-	-	-
Conservation Trust	562,500	2,636,811	1,300,000	1,310,000	-	5,809,311
Downtown Parking	10,000	30,000	30,000	30,000	30,000	130,000
Electric	1,101,996	1,603,617	985,350	1,206,820	1,058,075	5,955,858
Electric CIF	435,000	215,000	260,000	410,000	370,000	1,690,000
Fleet	1,918,250	217,287	22,018	-	-	2,157,555
Golf	267,670	273,540	84,692	50,500	50,500	726,902
Lodger's Tax Fund	72,870	-	-	-	-	72,870
LDDA	-	98,040	-	-	-	98,040
Open Space	950,000	1,004,442	600,000	-	56,822	2,611,264
Open Space Bonds	-	-	-	-	-	-
Park Improvement	40,000	-	30,000	30,000	30,000	130,000
Park and Greenway	4,951,460	2,550,000	2,443,012	1,302,500	100,000	11,346,972
Public Buildings CIF	180,800	-	-	-	-	180,800
Public Improvement	5,783,831	2,759,509	1,923,220	1,668,158	2,538,860	14,673,578
Public Safety	-	-	-	-	-	-
Sanitation	514,687	25,882	-	111,982	-	652,551
Sewer	4,313,840	2,125,881	2,337,900	2,406,895	2,412,127	13,596,643
Sewer Bonds	28,000,000	-	-	-	-	28,000,000
Sewer Construction	-	34,300	41,300	41,300	41,300	158,200
Storm Drainage	6,552,922	740,054	748,605	602,995	595,280	9,239,856
Storm Drainage Bonds	-	-	-	-	-	-
Street	17,665,286	7,304,508	10,146,200	79,220	26,393	35,221,607
Telecommunications	250,000	250,000	250,000	250,000	250,000	1,250,000
Transportation CIF	300,000	250,000	-	-	-	550,000
Water Acquisition	-	-	2,250,000	-	-	2,250,000
Water	8,201,850	3,965,140	8,830,405	1,257,990	3,652,004	25,907,389
Water Construction	125,750	710,050	6,747,050	3,982,050	167,050	11,731,950
Water Storage Fund	-	-	400,000	-	-	400,000
Total	82,198,712	26,794,061	39,429,752	14,740,410	11,378,411	174,541,346

2014-2018 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2014	2015	2016	2017	2018	5 Year Total
Downtown Redevelopment projects							
DR-8	Downtown Alley Improvements	-	603,600	-	-	-	603,600
DR-23	Downtown Parking Lot Improvements	10,000	30,000	30,000	30,000	30,000	130,000
Total		10,000	633,600	30,000	30,000	30,000	733,600
Drainage projects							
D-21	Storm Drainage Rehabilitation and Improvements	400,000	550,000	550,000	550,000	550,000	2,600,000
D-28	Spring Gulch #2 Drainage & Greenway Improvements	-	2,030,442	600,000	-	-	2,630,442
D-37	Oligarchy Ditch Improvements	142,650	37,100	397,210	42,000	70,700	689,660
D-43	St. Vrain Channel Flood Rehabilitation	3,200,000					3,200,000
D-44	Lefthand Channel Flood Rehabilitation	2,650,000					2,650,000
Total		6,392,650	2,617,542	1,547,210	592,000	620,700	11,770,102
Electric projects							
MUE-14	Electric Main Feeder Extensions	435,000	215,000	260,000	410,000	370,000	1,690,000
MUE-17	Electric Substation Upgrades	50,000	50,000	50,000	50,000	50,000	250,000
MUE-44	Electric System Reliability Improvements	200,000	100,000	100,000	100,000	100,000	600,000
MUE-91	Street Lighting Program	50,000	50,000	50,000	50,000	50,000	250,000
MUE-97	Electric Aid to Construction	700,000	725,000	750,000	775,000	800,000	3,750,000
MUE-100	Electric Vehicle Charging Stations	50,000	-	-	-	-	50,000
Total		1,485,000	1,140,000	1,210,000	1,385,000	1,370,000	6,590,000

2014-2018 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2014	2015	2016	2017	2018	5 Year Total	
Parks and Recreation projects								
PR-5B	St Vrain Greenway	Multiphase trail corridor along the St Vrain River.	7,900,000	6,094,488	2,305,512	1,310,000	-	17,610,000
PR-10	Union Reservoir Master Planned Improvements	This CIP includes development of a District Park facility in phases	-	-	-	-	56,822	56,822
PR-27	Twin Peaks Irrigation System	Replacement of the Twin Peaks Golf Course irrigation system	200,000	-	-	-	-	200,000
PR-56	Park Buildings Rehabilitation and Replacement	Rehab / replacement of park shelters, restrooms and pump houses.	349,820	-	-	10,000	10,000	369,820
PR-83	Primary and Secondary Greenway Connection	Design and construction of sections of unfinished primary greenway.	141,000	607,000	344,700	-	-	1,092,700
PR-90	Sunset Irrigation System	Replacement of field controllers and central control system.	-	198,800	-	-	-	198,800
PR-100	Entryway Signage	As part of the City's branding campaign, look at new entryway signage, identifying the City of Longmont	72,870	-	-	-	-	72,870
PR-102	Swimming and Wading Pools Maintenance	Renovation, replacement and upkeep of the aquatics facilities.	179,211	255,617	308,427	252,700	236,150	1,232,105
PR-113	Park Irrigation Pump Systems Rehabilitation	Renovation of the park irrigation systems.	200,000	-	-	10,000	10,000	220,000
PR-136	Park Bridge Replacement Program	Restoration of pedestrian bridges in City parks.	103,000	-	-	-	-	103,000
PR-143	Garden Acres Park Renewal	Master Plan update and/or revitalization plan for the park, and renovation of the primary features of the park.	202,000	-	1,387,500	1,262,500	-	2,852,000
PR-147	Kensington Park Rehabilitation	Rehabilitation of Kensington Park.	99,460	-	-	-	-	99,460
PR-169	Golf Course Cart Path Improvements	Improvements to golf course cart path systems.	50,500	50,500	50,500	50,500	50,500	252,500
PR-186	Park Infrastructure Rehabilitation and Replacement	Renew aging park infrastructure.	615,420	250,000	60,000	136,900	196,900	1,259,220
PR-188	Kanemoto Park Rehabilitation	Renew aging park infrastructure.	800,000	-	-	-	-	800,000
PR-189	Open Space Properties Flood Rehabilitation	Rehab of open space damaged during the September 2013 flood event.	150,000	-	-	-	-	150,000
Total			11,063,281	7,456,405	4,456,639	3,032,600	560,372	26,569,297

2014-2018 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2014	2015	2016	2017	2018	5 Year Total	
Public Buildings and Facilities projects								
PB-1	Municipal Buildings Roof Improvements	Roof replacement and repair at various City facilities based on annual evaluation.	88,800	586,238	841,214	271,420	91,331	1,879,003
PB-2	Municipal Buildings ADA Improvements	Improvements to City buildings for accessibility for the handicapped.	80,000	200,000	-	200,000	200,000	680,000
PB-7	Fleet Building Expansion	Expansion of fleet vehicle repair bays.	1,533,200	-	-	-	-	1,533,200
PB-37	Fire Stations Improvements	General improvements, maintenance and repairs at the City's fire stations.	60,600	20,000	20,000	20,000	40,000	160,600
PB-80	Municipal Buildings Boiler Replacement	Boiler replacement and repair at various City facilities based on annual evaluation.	47,380	237,673	209,171	97,283	76,078	667,585
PB-82	Municipal Buildings HVAC Replacement	HVAC replacement and repair at various City facilities based on annual evaluation.	334,646	770,469	379,902	719,627	1,513,525	3,718,169
PB-87	Municipal Training Center	Relocation of the hazmat tankers and extrication training area.	80,800	-	-	-	-	80,800
PB-93	Civic Center Remodel	Planning and design of civic center remodel	100,000	-	-	-	-	100,000
PB-109	Municipal Facilities Parking Lot Rehabilitation	Overlay and restriping of parking lots at various City buildings and parks.	40,000	10,000	10,000	50,000	50,000	160,000
PB-119	Municipal Buildings Flooring Replacement	Carpet and flooring replacement at various City buildings based on industry standards and condition evaluations.	143,420	109,841	58,480	135,350	50,000	497,091
PB-145	Community Services Specialized Equipment	Scheduled replacement for a variety of recreational and customer service equipment.	118,927	231,148	137,586	204,630	219,850	912,141
PB-160	Municipal Buildings Auto Door and Gate Replacement	Replacement of powered and automatic doors and gates.	10,000	10,000	10,000	16,000	-	46,000
PB-163	Municipal Buildings Keyless Entry	Retrofit doors and gates throughout the City with keyless entry.	-	10,000	10,000	10,000	10,000	40,000
PB-165	Municipal Buildings Emergency Generators	Install emergency generators at Senior Center and Memorial Building.	-	-	-	80,800	-	80,800
PB-181	Municipal Buildings UPS Repair and Replacement	Repairs and replacement of existing UPS systems throughout the City.	73,398	17,575	-	24,450	25,105	140,528
PB-189	Municipal Buildings Exterior Maintenance	Repairs, updates or replacements to exterior of buildings to maintain integrity.	32,600	10,000	10,000	10,000	10,000	72,600
PB-190	Municipal Buildings Interior Maintenance	Repairs, updates or replacements to interior of buildings to maintain integrity.	31,500	10,000	10,000	10,000	10,000	71,500
PB-192	Operations & Maintenance Building/Site Improvements	Site evaluation and construction of facility for vehicle washing/storage and material storage.	2,068,760	-	-	-	-	2,068,760
Total			4,844,031	2,222,944	1,696,353	1,849,560	2,295,889	12,908,777

2014-2018 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2014	2015	2016	2017	2018	5 Year Total	
Telecommunications projects								
TEL-1	Fiber Optic Network	Expansion of existing fiber optic network to provide better communication throughout the City.	50,000	50,000	50,000	50,000	50,000	200,000
TEL-2	Aid to Construction	Addition to the telecom infrastructure for customers.	200,000	200,000	200,000	200,000	200,000	800,000
Total			250,000	250,000	250,000	250,000	250,000	1,250,000
Transportation projects								
T-1	Street Rehabilitation Program	Ongoing component of the pavement management plan involving maintenance and rehabilitation of pavements.	4,775,000	4,500,000	4,500,000	-	-	13,775,000
T-11	Transportation System Management Program	Ongoing replacement program to upgrade existing damaged or deteriorating distribution system.	1,705,000	450,000	1,000,000	-	-	3,155,000
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-77	Sunset Street Bridge over St. Vrain River	Replacement of existing bridge structure damaged during the September 2013 flood event.	3,500,000	-	-	-	-	3,500,000
T-78	Hover Street Bridge over Dry Creek	Replacement or retrofit of existing bridge structure.	1,616,000	-	-	-	-	1,616,000
T-91	State Highway 119 Pedestrian Underpass	Design and construction of pedestrian underpass and sidewalk connections.	1,383,000	-	-	-	-	1,383,000
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.	155,000	205,000	250,000	-	-	610,000
T-109	Main St & Ken Pratt Blvd Intersection Improvements	Capacity improvements including auxiliary turn lanes and construction of additional eastbound lane.	300,000	-	-	-	-	300,000
T-111	Main Street Pavement Reconstruction	Replacement of deteriorated pavement with long-lasting concrete pavement on Main Street from Ken Pratt Boulevard to 3rd Avenue	3,875,000	250,000	-	-	-	4,125,000
T-113	Main Street Bridge Over St. Vrain River	Design and construction of a new bridge structure, reconstruct a section of Main St and provide additional trail connections.	1,652,500	-	-	-	-	1,652,500
Total			18,961,500	5,893,500	9,801,500	-	-	34,656,500
Wastewater projects								
MUS-53	Sanitary Sewer Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the collection system.	885,000	283,000	546,000	583,000	615,000	2,912,000
MUS-149	Wastewater Treatment Master Plan Improvements	Improvements, additions and rehabilitation of the wastewater treatment plant.	32,940,600	1,750,600	1,750,600	1,750,600	1,750,600	39,943,000
Total			33,825,600	2,033,600	2,296,600	2,333,600	2,365,600	42,855,000

2014-2018 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2014	2015	2016	2017	2018	5 Year Total
Water projects							
MUW-66	Water Distribution Rehabilitation and Improvements	998,100	1,235,500	917,500	1,053,700	814,900	5,019,700
MUW-109	Clover Basin Water Transmission Line	-	150,000	80,000	3,815,000	-	4,045,000
MUW-112	North St Vrain Pipeline Replacement	250,000	670,000	-	-	-	920,000
MUW-137	Union Reservoir Land Acquisition Program	50,000	50,000	50,000	50,000	50,000	250,000
MUW-151	St Vrain Creek Protection Program	-	137,200	165,200	165,200	165,200	632,800
MUW-153	South St Vrain Pipeline Improvements	1,500,000	-	-	-	-	1,500,000
MUW-155	Water Treatment Plant Improvements	500,000	1,403,000	-	-	2,672,000	4,575,000
MUW-172	Windy Gap Firing Project	-	400,000	15,650,000	-	-	16,050,000
MUW-173	Raw Water Irrigation Planning and Construction	132,800	92,800	108,000	108,000	108,000	549,600
MUW-179	Water System Oversizing	75,750	75,750	75,750	75,750	75,750	378,750
MUW-181	Water Resources Infrastructure Improvements/ Rehabilitation	-	22,220	-	-	-	22,220
MUW-182	Flow Monitoring Program	110,000	110,000	-	-	-	220,000
MUW-183	Price Park Tank Replacement	-	-	1,095,000	-	-	1,095,000
MUW-184	Additional 8 Million Gallon North Tank	-	200,000	-	-	-	200,000
MUW-185	Button Rock Flood Repairs	1,500,000	-	-	-	-	1,500,000
MUW-187	South Water Treatment Plant Demolition	250,000	-	-	-	-	250,000
Total		5,366,650	4,546,470	18,141,450	5,267,650	3,885,850	37,208,070
2014-2018 Funded Projects Totals		82,198,712	26,794,061	39,429,752	14,740,410	11,378,411	174,541,346

2014-2018 Capital Improvement Funded Projects - Operating Costs

Project Category	Operating Description	2014	2015	2016	2017	2018	5 Year Total	
Downtown Redevelopment projects								
DR-8	Downtown Alley 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 Improvements	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	33,469
D-37	Oligarchy Ditch Improvements	No impact to operating budget.	-	-	-	-	-	
D-43	St Vrain Channel Flood Rehabilitation	No impact to operating budget.	-	-	-	-	-	
D-44	Lefthand Channel Flood Rehabilitation	No impact to operating budget.	-	-	-	-	-	
Debt	Debt payments for prior year's projects.	1,083,756	2,704,182	2,704,982	2,706,357	2,705,157	11,904,434	
Total		1,083,756	2,712,182	2,713,222	2,714,844	2,713,899	11,937,903	
Electric projects								
MUE-14	Electric Main Feeder Extensions	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.	-	-	-	-	-	
MUE-99	Smart Grid - Advanced Metering Infrastructure	No impact to operating budget.	-	-	-	-	-	
Total			-	-	-	-	-	
Parks and Recreation projects								
PR-5B	St Vrain Greenway	Staff and operating supplies to maintain greenway.	-	28,428	29,281	30,159	31,064	118,932
PR-10	Union Reservoir Master Planned Improvements	Staff and operating supplies to maintain greenway.	-	-	27,000	27,810	28,644	83,454
PR-27	Twin Peaks Irrigation System	No impact to operating budget.	-	-	-	-	-	
PR-56	Park Buildings Rehabilitation and Replacement	No impact to operating budget.	-	-	-	-	-	
PR-82	Primary and Secondary Greenway Connection	Staff and operating supplies to maintain greenway.	-	54,075	55,697	57,368	59,089	226,230
PR-90	Sunset Irrigation System	No impact to operating budget.	-	-	-	-	-	
PR-100	Entryway Signage	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-143	Garden Acres Park Renewal	No impact to operating budget.	-	-	-	-	-	
PR-147	Kensington Park Rehabilitation	No impact to operating budget.	-	-	-	-	-	
PR-169	Golf Course Cart Path Improvements	No impact to operating budget.	-	-	-	-	-	
PR-186	Park Infrastructure Rehabilitation and Replacement	No impact to operating budget.	-	-	-	-	-	
PR-188	Kanemoto Park Rehabilitation	No impact to operating budget.	-	-	-	-	-	
PR-189	Open Space Properties Flood Rehabilitation	No impact to operating budget.	-	-	-	-	-	
Debt	Debt payments for prior year's projects.	2,205,314	2,187,114	2,168,814	2,145,414	2,125,314	10,831,970	
Total		2,205,314	2,269,617	2,280,792	2,260,751	2,244,112	11,260,586	

2014-2018 Capital Improvement Funded Projects - Operating Costs

Project Category	Operating Description	2014	2015	2016	2017	2018	5 Year Total	
Public Buildings and Facilities projects								
PB-1	Municipal Buildings Roof Improvements	No impact to operating budget.	-	-	-	-	-	
PB-2	Municipal Buildings ADA Improvements	No impact to operating budget.	-	-	-	-	-	
PB-7	Fleet Building Expansion	Staff and operating supplies to maintain fleet.	4,000	123,446	127,149	130,964	134,893	520,452
PB-37	Fire Stations Improvements	No impact to operating budget.	-	-	-	-	-	
PB-80	Municipal Buildings Boiler Replacement	No impact to operating budget.	-	-	-	-	-	
PB-82	Municipal Buildings HVAC Replacement	No impact to operating budget.	-	-	-	-	-	
PB-87	Municipal Training Center	Operating supplies to maintain center.	-	-	25,000	25,750	26,523	
PB-93	Civic Center Remodel	No impact to operating budget.	-	-	-	-	-	
PB-109	Municipal Facilities Parking Lot Rehabilitation	No impact to operating budget.	-	-	-	-	-	
PB-119	Municipal Buildings Flooring Replacement	No impact to operating budget.	-	-	-	-	-	
PB-145	Community Services Specialized Equipment	No impact to operating budget.	-	-	-	-	-	
PB-160	Municipal Buildings Auto Door and Gate Replacement	Revenue from programming. No impact to operating budget.	(9,500)	(19,000)	(19,000)	(19,285)	(19,285)	(86,070)
PB-163	Municipal Buildings Keyless Entry	No impact to operating budget.	-	-	-	-	-	
PB-165	Municipal Buildings Emergency Generators	Annual maintenance.	1,500	1,500	1,500	1,500	1,500	7,500
PB-181	Municipal Buildings UPS Repair and Replacement	No impact to operating budget.	-	-	-	-	-	
PB-189	Municipal Buildings Exterior Maintenance	No impact to operating budget.	-	-	-	-	-	
PB-190	Municipal Buildings Interior Maintenance	No impact to operating budget.	-	-	-	-	-	
PB-192	Operations & Maintenance Building/ Site Improvements	No impact to operating budget.	-	-	-	-	-	
Debt	Debt payments for prior year's projects.	2,727,575	2,733,175	2,744,975	2,752,563	2,752,563	13,710,851	
Lease	Fire Station lease payment.	347,834	347,834	347,834	347,834	347,834	1,739,170	
Lease	Energy performance contract lease payment.	247,034	258,373	264,874	280,439	280,439	1,331,159	
Savings	Energy performance contract savings.	(203,530)	(215,530)	(228,273)	(241,773)	(241,773)	(1,130,879)	
Total		3,114,913	3,229,798	3,264,059	3,277,992	3,282,693	14,152,733	

2014-2018 Capital Improvement Funded Projects - Operating Costs

Project Category	Operating Description	2014	2015	2016	2017	2018	5 Year Total
Telecommunications projects							
TEL-1	Fiber Optic Network	No impact to operating budget.	-	-	-	-	-
TEL-2	Aid to Construction	No impact to operating budget.	-	-	-	-	-
Total		-	-	-	-	-	-
Transportation projects							
T-1	Street Rehabilitation Program	Potential impact to operating budget if NOT funded.	-	-	-	-	-
T-11	Transportation System Management Program	No impact to operating budget.	-	-	-	-	-
T-76	South Pratt Parkway Bridge over St. Vrain River	No impact to operating budget.	-	-	-	-	-
T-77	Sunset Street Bridge over St. Vrain River	No impact to operating budget.	-	-	-	-	-
T-78	Hover Street Bridge over Dry Creek	No impact to operating budget.	-	-	-	-	-
T-91	State Highway 119 Pedestrian Underpass	No impact to operating budget.	-	-	-	-	-
T-92	Boston Avenue Connection - Price To Martin	No impact to operating budget.	-	-	-	-	-
T-105	Missing Sidewalks	Minimal impact to operating budget.	1,000	1,000	1,000	1,000	5,000
T-109	Main St. & Ken Pratt Blvd. Intersection Improvements	No impact to operating budget.	-	-	-	-	-
T-111	Main St. Bridge over St. Vrain River and Pavement	No impact to operating budget.	-	-	-	-	-
T-113	Main Street Bridge Over St. Vrain River	No impact to operating budget.	-	-	-	-	-
Total		1,000	1,000	1,000	1,000	1,000	5,000

2014-2018 Capital Improvement Funded Projects - Operating Costs

Project Category		Operating Description	2014	2015	2016	2017	2018	5 Year Total
Wastewater projects								
MUS-53	Sanitary Sewer Rehabilitation and Improvements	Potential impact to operating 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.	1,648,600	1,646,200	1,650,400	1,647,500	1,641,700	8,234,400
Total			1,648,600	1,646,200	1,725,400	1,722,500	1,716,700	8,459,400
Water projects								
MUW-66	Water Distribution Rehabilitation and Improvements	Potential impact to operating 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-151	St Vrain Creek Protection Program	No impact to operating budget.	-	5,000	5,000	10,000	10,000	30,000
MUW-153	South St Vrain Pipeline Improvements	No impact to operating budget.	-	-	-	-	-	-
MUW-155	Water Treatment Plant Improvements	No impact to operating budget.	-	-	-	-	-	-
MUW-172	Windy Gap Firming Project	Maintenance increase.	-	10,000	10,000	10,000	10,000	40,000
MUW-173	Raw Water Irrigation Planning and Construction	No impact to operating budget.	-	-	-	-	-	-
MUW-179	Water System Oversizing	No impact to operating budget.	-	-	-	-	-	-
MUW-181	Water Resources Infrastructure Improvements/ Rehabilitation	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-186	Button Rock Flood Repairs	No impact to operating budget.	-	-	-	-	-	-
MUW-187	South Water Treatment Plant Demolition	No impact to operating budget.	-	-	-	-	-	-
Debt		Debt payments for prior year's projects.	2,986,057	2,963,222	2,960,939	3,004,671	1,305,616	13,220,505
Total			2,986,057	2,978,222	2,975,939	3,024,671	1,325,616	13,290,505
2014-2018 Funded Projects Totals			11,039,640	12,837,019	12,960,412	13,001,758	11,284,020	59,106,127

ORDINANCE O-2013- 72

A BILL FOR AN ORDINANCE REPEALING ORDINANCE O-2013-57 AND ADOPTING
THE BUDGET FOR THE CITY OF LONGMONT FOR THE YEAR 2014

WHEREAS in order to account for additional anticipated capital improvements for 2014 necessitated by the flooding of September 2013, the issuance of Sewer bonds as authorized in the November 5 election, and the addition of the Parks and Greenway Maintenance Fund, and upon the City Manager's desire to repeal Ordinance O-2013-57, which adopted the City of Longmont budget for 2014, and in consideration of the proposed revised budget, this council desires to revise the 2014 budget for the City of Longmont.

THEREFORE, according to Section 9.5 of the Charter of the City of Longmont;

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

Ordinance O-2013-57, passed by this council October 22, 2013 is hereby repealed in its entirety.

Section 2

Details of the annual budget for the City of Longmont for the year 2014 are now available through the Director of Finance. The 2014 budget has estimated revenues and other funding sources in the amount of \$ 282,266,704 and expenses in the amount of \$ 282,266,704.

Section 3

The council hereby adopts as the official budget for the City of Longmont for the year 2014 as stated above.

Section 4

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 26th day of November, 2013.

2 Passed and adopted this 10th day of December, 2013.

3 Dennis L. Coombs
4 MAYOR

5
6 ATTEST:

7
8 Valeria D. Skala
9
10 CITY CLERK

11
12 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
13 7:00 P.M. ON THE 10th DAY OF December, 2013, IN THE LONGMONT
14 COUNCIL CHAMBERS.

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16
17 APPROVED AS TO FORM:

18
19 [Signature] 11-20-13
20 DEPUTY CITY ATTORNEY DATE

21
22
23 [Signature] 11-20-13
24 PROOFREAD DATE

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26
27
28 APPROVED AS TO FORM AND SUBSTANCE:

29
30 [Signature] 11/20/13
31 BUDGET MANAGER DATE

32
33 CA File: 9309
34

1
2 ORDINANCE O-2013- 733 A BILL FOR AN ORDINANCE REPEALING ORDINANCE O-2013-58 AND MAKING
4 APPROPRIATIONS FOR THE EXPENSES AND LIABILITIES OF THE CITY OF
5 LONGMONT FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2014

6 WHEREAS the City Manager desires to repeal Ordinance O-2013-58 in order to
7 account for additional anticipated capital improvements for 2014 necessitated by the flooding of
8 September 2013, the issuance of Sewer bonds as authorized in the November 5 election, and the
9 addition of the Parks and Greenway Maintenance Fund; and10 WHEREAS it is necessary to appropriate an additional eighty-five million two hundred
11 sixty-one thousand six hundred two dollars (\$85,261,602) in order to pay for such improvements.

12 THEREFORE, according to Section 9.4 and 9.5 of the Charter of the City of Longmont;

13 THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

14 Section 115 Ordinance O-2013-58, passed by this council October 22, 2013 is hereby repealed in its
16 entirety.17 Section 218 For the purpose of defraying the expenses and liabilities of the City of Longmont for the
19 fiscal year beginning January 1, 2014, the following named sums are hereby appropriated out of
20 the respective revenues and fund balances of the City for the purposes designated here, to wit:21 GENERAL FUND: \$67,036,044, for the payment of any expenses and liabilities of the
22 City of Longmont not herein otherwise provided for, including expenses of the following
23 services: Public Safety; Economic Development; Community Services; Parks and Public
24 Facilities; Finance and Support Services; and Administration.25 SANITATION FUND: \$6,295,691, for the purpose of paying any authorized
26 expenditures for sanitation services as designated by the City Council of the City of Longmont,

1 including compensation.

2 GOLF FUND: \$2,948,694, for the purpose of paying any authorized expenditures for
3 golfing activities as designated by the City Council of the City of Longmont, including
4 compensation.

5 ELECTRIC AND BROADBAND UTILITY ENTERPRISE FUND: \$63,018,580, for the
6 maintenance, improvement, and expansion of the electric and broadband utility enterprise system
7 of the City of Longmont and for all other expenses, including compensation, of the electric and
8 broadband enterprise system.

9 ELECTRIC COMMUNITY INVESTMENT FEE FUND: \$435,000, for the purpose of
10 electric utility capital improvement projects related to growth, as designated by the City Council
11 of the City of Longmont.

12 WATER FUND: \$23,212,833, for the maintenance, improvement, and expansion of the
13 water enterprise system of the City of Longmont and for all other expenses, including
14 compensation, of the water enterprise system.

15 WATER CONSTRUCTION FUND: \$128,250, for the purpose of making improvements
16 to the City's water enterprise system.

17 WATER ACQUISITION FUND: \$200,000, for the purpose of acquiring additional water
18 rights for the City as needed to support its water enterprise system.

19 RAW WATER STORAGE FUND: \$0, for the purpose of developing the City's winter
20 water supply as part of the City's water enterprise system.

21 SEWER FUND: \$42,439,220, for the maintenance, improvement, and expansion of the
22 sewer enterprise system of the City of Longmont and for the compensation paid to employees of
23 the Sewer Department and for all other expenses of said department.

24 SEWER CONSTRUCTION FUND: \$370,571, for the maintenance, improvement, and
25 expansion of the sewer enterprise system of the City of Longmont and for all other expenses,
26 including compensation, of the sewer enterprise system.

1 STORM DRAINAGE FUND: \$13,373,239, for the maintenance, improvement and
2 expansion of the storm drainage enterprise system of the City of Longmont and for all other
3 expenses, including compensation, of the storm drainage enterprise system.

4 AIRPORT FUND: \$338,115, for the purpose of paying any authorized expenditures for
5 the Vance Brand Municipal Airport as designated by the City Council of the City of Longmont,
6 including compensation.

7 PUBLIC IMPROVEMENT FUND: \$8,511,406, for the purpose of paying the cost of any
8 public improvements as designated by the City Council of the City of Longmont.

9 PROBATION SERVICES FUND: \$84,086, for the purposes of paying any authorized
10 expenditures for municipal court probation services as designated by the City Council of the City
11 of Longmont, including compensation.

12 JUDICIAL WEDDING FUND: \$2,851, for the purposes of paying any authorized
13 expenditures for municipal court services as designated by the City Council of the City of
14 Longmont.

15 COMMUNITY DEVELOPMENT BLOCK GRANT/HOME FUND: \$712,277, for the
16 purpose of paying any authorized CDBG and HOME grant expenditures as designated by the
17 City Council of the City of Longmont, including compensation.

18 AFFORDABLE HOUSING FUND: \$308,024, for the purposes of paying any authorized
19 expenditures for affordable housing as designated by the City Council of the City of Longmont,
20 including compensation.

21 DOWNTOWN PARKING FUND: \$61,211, for the purpose of paying any authorized
22 expenditures for downtown parking as designated by the City Council of the City of Longmont.

23 STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND: \$26,282,151, for
24 the purpose of paying any authorized expenditures for street system maintenance or
25 improvements as designated by the City Council of the City of Longmont, including
26 compensation.

1 YOUTH SERVICES FUND: \$6,000, for the purposes of paying any authorized
2 expenditures for youth services as designated by the City Council of the City of Longmont.

3 LIBRARY SERVICES FUND: \$69,000, for the purposes of paying any authorized
4 expenditures for library services as designated by the City Council of the City of Longmont.

5 MUSEUM SERVICES FUND: \$96,400, for the purposes of paying any authorized
6 expenditures for museum services as designated by the City Council of the City of Longmont.

7 CALLAHAN HOUSE FUND: \$105,299, for the purpose of paying any authorized
8 expenditures for the Callahan House as designated by the City Council of the City of Longmont.

9 SENIOR SERVICES FUND: \$180,450, for the purposes of paying any authorized
10 expenditures for senior services as designated by the City Council of the City of Longmont.

11 ART IN PUBLIC PLACES FUND: \$134,486, for the purpose of paying any authorized
12 expenditures for art in public places as designated by the City Council of the City of Longmont.

13 PARK IMPROVEMENT FUND: \$40,000, for the acquisition and development of
14 additional parks in the City of Longmont as designated by the City Council of the City of
15 Longmont.

16 TRANSPORTATION COMMUNITY INVESTMENT FEE FUND: \$300,000, for the
17 purpose of transportation capital improvement projects related to growth, as designated by the
18 City Council of the City of Longmont.

19 PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND: \$180,800, for the
20 purpose of acquiring, constructing and making capital improvements to public buildings and
21 public building sites, as designated by the City Council of the City of Longmont.

22 OPEN SPACE FUND: \$3,894,280, for the purposes of paying any authorized
23 expenditures for open space as designated by the City Council of the City of Longmont,
24 including compensation.

25 PARKS AND GREENWAY MAINTENANCE FUND: \$4,951,460, for the purposes of
26 paying any authorized expenditures for parks and greenway maintenance as designated by the

1 City Council of the City of Longmont.

2 PUBLIC SAFETY FUND: \$5,730,222, for the purposes of paying any authorized
3 expenditures for public safety as designated by the City Council of the City of Longmont,
4 including compensation.

5 LODGERS TAX FUND: \$393,794 for the purposes of paying any authorized
6 expenditures for expanding tourism as designated by the City Council of the City of Longmont.

7 CONSERVATION TRUST FUND: \$562,500, for the acquisition, development and
8 maintenance of new conservation sites as designated by the City Council of the City of
9 Longmont.

10 MUSEUM TRUST FUND: \$19,000, for the purposes of paying any authorized
11 expenditures for museum services as designated by the City Council of the City of Longmont.

12 GENERAL IMPROVEMENT DISTRICT #1 FUND: \$116,635, for the purpose of
13 paying any authorized expenditures for the General Improvement District # 1 as designated by
14 the City Council of the City of Longmont.

15 DOWNTOWN DEVELOPMENT AUTHORITY FUND: \$766,459, for the purpose of
16 paying any authorized expenditures for the Downtown Development Authority as designated by
17 the City Council of the City of Longmont, including compensation.

18 FLEET SERVICE FUND: \$8,961,676, for the maintenance, operation, and replacement
19 of the City of Longmont's fleet and for all other expenses, including compensation, of the fleet.

20 Section 3

21 The Council finds that every contract funded in this ordinance for charitable, industrial,
22 education, or benevolent purposes, or with any denominational or sectarian institution or
23 association serves a public purpose.

24 Section 4

25 To the extent only that they conflict with this ordinance, the Council repeals any
26 conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and

1 invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

2 Introduced this 26th day of November , 2013.

3

4 Passed and adopted this 10th day of December , 2013.

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Dennis L. Coombs
MAYOR



10 ATTEST:

11

12 Valeria H. Skab
13 CITY CLERK

15

16 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
17 7:00 P.M. ON THE 10th DAY OF December , 2013, IN THE LONGMONT
18 COUNCIL CHAMBERS.

19

20 APPROVED AS TO FORM:

21

22 [Signature]
23 DEPUTY CITY ATTORNEY

11/20/13
DATE

25

26 [Signature]
27 PROOFREAD

11-20-13
DATE

29

30

31 APPROVED AS TO FORM AND SUBSTANCE:

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33 [Signature]
34 BUDGET MANAGER

11/20/13
DATE

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37 CA File: 9310

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ORDINANCE O-2013-55

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
PERSONAL PROPERTY WITHIN THE CITY OF LONGMONT FOR THE YEAR 2013, TO
PAY BUDGETED CITY EXPENSES FOR THE 2014 FISCAL YEAR

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

The Council does hereby fix and levy upon the taxable real and personal property within the corporate limits of the City of Longmont, Colorado, according to the assessed valuation thereof for the fiscal year 2013, a tax of 13.420 mills on each dollar of said valuation, for the purposes of paying and providing for the payment of the budgeted expenses of the City of Longmont for the fiscal year beginning January 1, 2014.

Section 2

All prior actions by the officers and staff of the City relating to the authorization and certification of the City’s mill levy in this and each prior year are hereby ratified, approved, and confirmed.

Section 3

To the extent only that they conflict with this ordinance, the Council repeals any conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

Introduced this 8th day of October, 2013.

Passed and adopted this 22nd day of October, 2013.

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Dennis L. Coombs

MAYOR



ATTEST:

Valencia D. Skitt

CITY CLERK

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 22nd DAY OF October, 2013, IN THE LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:

S. J. Myron

DEPUTY CITY ATTORNEY

10-3-13

DATE

Hawa Mamone

PROOFREAD

10-3-13

DATE

APPROVED AS TO FORM AND SUBSTANCE:

Serisa Malloy

BUDGET MANAGER

10/7/13

DATE

File: 9260

ORDINANCE-O-2013-56

1
 2 A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
 3 PERSONAL PROPERTY WITHIN THE LONGMONT DOWNTOWN DEVELOPMENT
 4 DISTRICT FOR THE YEAR 2013 TO PAY BUDGETED EXPENSES OF THE LONGMONT
 5 DOWNTOWN DEVELOPMENT AUTHORITY FOR THE 2014 FISCAL YEAR

6
 7 THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

8 Section 1

9 Pursuant to Section 31-25-817, C.R.S., as amended, the Council does hereby fix and levy
 10 upon the taxable real and personal property within the Longmont Downtown Development
 11 District, according to the assessed valuation thereof for the fiscal year 2013, a tax of 5.000 mills
 12 on each dollar of said valuation, for the purposes of paying and providing for the payment of the
 13 budgeted expenses of the Longmont Downtown Development Authority (Authority) for the
 14 fiscal year beginning January 1, 2014.

15 Section 2

16 All prior actions by the officers and staff of the City and the Authority relating to the
 17 authorization and certification of the Authority’s mill levy in this and each prior year are hereby
 18 ratified, approved, and confirmed.

19 Section 3

20 To the extent only that they conflict with this ordinance, the Council repeals any
 21 conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
 22 invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

23
 24 Introduced this 8th day of October, 2013.

25
 26 Passed and adopted this 22nd day of October, 2013.
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Dennis L Coombs

MAYOR



ATTEST:

Valeria D. Skala

CITY CLERK

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 22nd DAY OF October, 2013, IN THE LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:

S. Myers

DEPUTY CITY ATTORNEY

10-3-13

DATE

Kendra Mamore

PROOFREAD

10-3-13

DATE

APPROVED AS TO FORM AND SUBSTANCE:

Jess Malloy

BUDGET MANAGER

10/7/13

DATE

File: 9262

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RESOLUTION R-2013-98

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A RESOLUTION AMENDING THE FINANCIAL POLICIES OF THE CITY OF

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LONGMONT FOR 2014

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WHEREAS the City Council has adopted the Financial Policies of the City of Longmont

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and periodically reviews the operational implementation of these policies; and

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WHEREAS it is now deemed advisable to amend the existing Financial Policies;

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NOW, THEREFORE, THE COUNCIL OF THE CITY OF LONGMONT, COLORADO,

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HEREBY RESOLVES:

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Section 1

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The Financial Policies of the City of Longmont shall be as set forth in the City of

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Longmont 2014 Financial Policies, now before the Council. The Financial Policies adopted by

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this resolution shall become effective January 1, 2014.

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Section 2

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The Financial Policies of the City of Longmont adopted by this resolution shall replace

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all prior Financial Policies adopted by the Council.

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Passed and adopted this 22nd day of October, 2013.

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Dennis L. Coombs
MAYOR

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ATTEST:

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Valeria H. Stett
CITY CLERK

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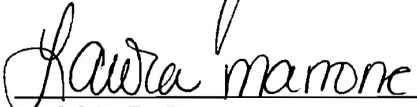
1 APPROVED AS TO FORM

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6 _____
7 DEPUTY CITY ATTORNEY

10-15-13

DATE

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10 _____
11 PROOFREAD

10-15-13

DATE

12 APPROVED AS TO FORM AND SUBSTANCE:

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14 _____
15 BUDGET MANAGER

10/22/13

DATE

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17 C.A. File: 9275

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RESOLUTION R-2013-99

A RESOLUTION OF THE LONGMONT CITY COUNCIL APPROVING THE
2014 CLASSIFICATION AND PAY PLAN FOR CITY EMPLOYEES

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, RESOLVES:

Section 1

The Council finds:

§ 3.04.080 of the Longmont Municipal Code requires City Council approval of the City’s classification plan; and

§ 3.04.090 of the Longmont Municipal Code prohibits employment of any person to fill a position with any classification or pay range not included in the approved classification plan until the City Council amends the plan to include such classification or pay range; and

Pursuant to §§ 3.04.100 and 3.04.120, Longmont Municipal Code, the City Manager recommends the 2014 Classification and Pay Plan.

Section 2

Pursuant to §§ 3.04.080, 3.04.100 and 3.04.120 of the Longmont Municipal Code, the Council approves the City Manager’s proposed City of Longmont 2014 Classification and Pay Plan now before the Council, effective as to each respective employee, on the beginning of the employee’s work week that includes December 23, 2013.

Section 3

To the extent only that they conflict with this resolution, the Council repeals any conflicting resolutions or parts of resolutions. The provisions of this resolution are severable, and invalidity of any part shall not affect the validity or effectiveness of the rest of this resolution.

1 Passed and adopted this 22nd day of October, 2013.

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Dennis L Coorbs
MAYOR

ATTEST:

Valerie B. Stata
CITY CLERK



APPROVED AS TO FORM

[Signature]
DEPUTY CITY ATTORNEY

9/25/13
DATE

M. McQueen
PROOFREAD

9/24/13
DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Signature]
ORIGINATING DEPARTMENT

9/25/13
DATE

CAO File: 9248

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RESOLUTION LGID 2013-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LONGMONT GENERAL
IMPROVEMENT DISTRICT NO. 1 ADOPTING THE ANNUAL BUDGET FOR THE
DISTRICT FOR THE FISCAL YEAR 2014

BE IT RESOLVED, that the Board of Directors of Longmont General Improvement
District No. 1 does hereby adopt the annual budget for the District for the fiscal year 2014
(edition 1) showing the: estimated beginning fund balance in the amount of \$66,445; estimated
revenues in the amount of \$125,378; and estimated expenses in the amount of \$116,635.

Passed and adopted this 22nd day of October, 2013.

Dennis L. Coombs
GENERAL IMPROVEMENT DISTRICT
PRESIDENTIAL OFFICER



ATTEST:

Valerie A. Stett
CITY CLERK

APPROVED AS TO FORM

[Signature]
DEPUTY CITY ATTORNEY

10-15-13
DATE

[Signature]
PROOFREAD

10-15-13
DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Signature]
BUDGET MANAGER

11/4/13
DATE

File: 9272

RESOLUTION LGID -2013- 04

A RESOLUTION FIXING AND LEVYING TAXES ON THE REAL AND PERSONAL PROPERTY WITHIN THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1 FOR THE YEAR 2013 TO PAY BUDGETED EXPENSES OF THE DISTRICT FOR THE 2014 FISCAL YEAR

BE IT RESOLVED, that the Board of Directors of Longmont General Improvement District No. 1 does hereby fix and levy upon the taxable real and personal property within the corporate limits of Longmont General Improvement District No. 1 (District), according to the assessed valuation thereof for the fiscal year 2013, a tax of 6.798 mills on each dollar of said valuation, for the purposes of paying and providing for the payment of the budgeted expenses of the District, for the fiscal year beginning January 1, 2014. All prior actions by the officers and staff of the City relating to the authorization and certification of the District's mill levy in this and each prior year are hereby ratified, approved, and confirmed.

Passed and adopted this 22nd day of October, 2013.

Dennis Z Coombs
GENERAL IMPROVEMENT DISTRICT
PRESIDING OFFICER



ATTEST:

Valeria D. Skitt
CITY CLERK

APPROVED AS TO FORM:

[Signature]
DEPUTY CITY ATTORNEY

10-16-13
DATE

[Signature]
PROOFREAD

10-16-13
DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Signature]
BUDGET MANAGER

11/4/13
DATE

File: 9276

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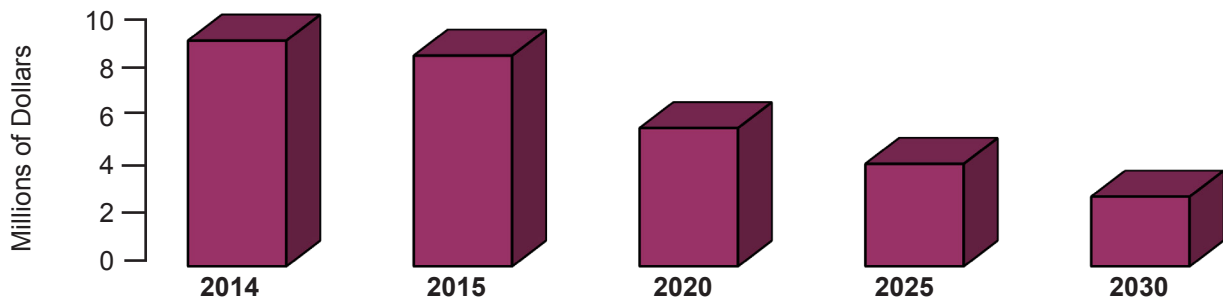
2014 Debt Service

The City’s 2014 debt service payments total \$9.1 million, which is 3.9% 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.

Actual value of taxable property in Longmont for 2012 was approximately \$8.48 billion. The 3% limitation equaled \$254,458,859. The City had no outstanding debt applicable to the debt limitation at the end of 2012. The City’s outstanding debt is well under the limit set by the City Charter. The City is in a good financial position to repay the existing debt.

Debt Service Payments



2014 Debt Service Payments by Fund

	Principal	Interest	Total Payment	Maturity Date
SEWER FUND				
Series 2010A & 2010 B Revenue Bonds	560,000	521,258	1,081,258	2030
Series 2013 Revenue Bonds	310,000	257,350	567,350	2032
WATER FUND				
2003 Series A Loan	1,006,134	398,376	1,404,510	2023
PUBLIC IMPROVEMENT FUND				
Series 2006 Rev Refunding Bonds	2,065,000	658,025	2,723,025	2019
OPEN SPACE FUND				
Revenue Bonds	1,160,000	1,045,314	2,205,314	2033
STORM DRAINAGE FUND				
2008 Revenue Bonds	585,000	498,757	1,083,757	2028
TOTAL ALL FUNDS	5,686,134	3,379,079	9,065,213	

Debt Service Schedules to Maturity

SEWER FUND:

Series 2010A & 2010B Revenue Bonds (Maturity 2030)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2014	560,000	521,258	1,081,258
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	459,495	1,079,495
2019	640,000	436,245	1,076,245
2020	655,000	410,645	1,065,645
2021	680,000	383,135	1,063,135
2022	700,000	353,895	1,053,895
2023	725,000	323,095	1,048,095
2024	750,000	290,470	1,040,470
2025	780,000	255,970	1,035,970
2026	805,000	219,310	1,024,310
2027	835,000	180,670	1,015,670
2028	870,000	138,920	1,008,920
2029	900,000	95,420	995,420
2030	935,000	48,620	983,620

The Series 2010A and 2010B Sewer Revenue Bonds for the amount of \$13,390,000 will be used for improvements at the Wastewater Treatment Plant. The debt service will be paid from the Sewer Fund. The Series 2010A are non-callable Tax Exempt Bonds. The Series 2010B are Taxable Building America Bonds callable on 11-01-2020 and as part of the 2009 American Recovery and Reinvestment Act, the City's eligible to receive an annual interest subsidy payment for these bonds.

Series 2013 Revenue Bonds (Maturity 2032)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2014	310,000	257,350	567,350
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)***

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2014	1,006,134	398,376	1,404,510
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)***

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2014	1,160,000	1,045,314	2,205,314
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

\$14.54 million revenue bonds will be used for storm drainage projects. The debt service will be paid from the Storm Drainage Fund.

Series 2008 Revenue Bonds (Maturity 2028)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2014	585,000	498,757	1,083,757
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

PUBLIC IMPROVEMENT FUND

The Series 2006 sales and use tax revenue refunding bonds of \$19.2 million were from the construction of a Recreation Center and new Museum & Cultural Center and the remodel of the Roosevelt Campus.

Series 2006 Revenue Refunding Bonds (Maturity 2019)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2014	2,065,000	658,025	2,723,025
2015	2,155,000	573,625	2,728,625
2016	2,255,000	485,425	2,740,425
2017	2,370,000	378,113	2,748,113
2018	2,560,000	239,100	2,799,100
2019	2,705,000	81,150	2,786,150

2014 Lease-Purchase Payments by Fund

Multiple Funds

Energy Conservation Program Equipment 279,648

Public Safety Fund

Fire Station #6 Lease 350,000

TOTAL ALL FUNDS \$ 629,648

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 or Weld County Assessor's Office. A percentage is applied to the appropriate market value in order to arrive at the assessed value. The percentage used depends on the type of property and is set periodically by the state legislature.

AUDIT: An examination of the City's financial records by an independent certified public accountant to determine the accuracy and validity of records and reports and the conformity of procedures to established policies. The General Accounting Standards Board (GASB) sets standards for financial reporting for units of government which are referred to as Generally Accepted Accounting Principles (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 greater and has an expected useful life of two years or more. Capital expenditures are listed in the 400 series of the line item budget.

CAPITAL OUTLAYS: Expenditures for the acquisition, construction or improvement of capital projects or for the acquisition of capital items.

CAPITAL PROJECT: New infrastructure (buildings, roads, parks, etc.) or replacement of, or improvements to existing infrastructure which has a minimum life expectancy of five years and a minimum expense of \$10,000.

CAPITAL PROJECT FUND: Used to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those funded by proprietary funds). Longmont's capital project fund is the Public Improvement Fund. It is the only fund in which expenditures do not lapse at the end of the fiscal year.

CASH BASIS OF ACCOUNTING: A method of accounting in which transactions are recognized only when cash is received or disbursed.

CDBG: Community Development Block Grant.

COMMUNITY INVESTMENT FEE (CIF): A fee on new construction which is collected for the purpose of paying for growth-related infrastructure construction and improvements. The City of Longmont has established three community investment fees for transportation, public buildings and electric.

DEBT SERVICE: Payment of principal and interest on an obligation resulting from the issuance of bonds and notes according to a predetermined payment schedule.

DEPARTMENT: A major administrative section of the City government. Longmont has nine departments: City Manager, City Attorney, Community Services, Economic Development, Finance and Support Services Department, Municipal Courts, Power and Communications, Public Safety, and Public Works and Natural Resources.

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 and Support Services Department; the Planning Division in the Economic Development Department; and the Museum 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 the goods and services used up in the process of providing City services.

FICA: Federal Insurance Contributions Act, a payroll tax which funds social security.

FISCAL YEAR: The twelve-month period designated in the City Charter which establishes the beginning

and ending period for recording financial transactions. The fiscal year of the City of Longmont is January 1 to December 31.

FRANCHISE FEE: A fee charged for the privilege of using public rights-of-way and property within the City for public or private purposes. The City charges franchise fees to natural gas, telephone, cable television, electric, telecommunications and 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 which accounts for all financial resources whose use is not restricted to any specific purpose(s). Included in the General Fund are services such as Police, Fire, Parks, Recreation, Library, Finance, Human Resources and others.

GENERAL OBLIGATION BOND: A type of debt which is based on the full faith and credit pledge of a city to pay and is issued for the purpose of financing city obligations or debt over a long term period. An unconditional promise (backed by the municipal taxing power) is made to pay the interest and retire the principal.

GFOA: Government Finance Officers Association.

GID: General Improvement District

INFRASTRUCTURE: The physical assets of the City, such as streets, water and sewer lines, public buildings and parks.

INTERGOVERNMENTAL REVENUES: Revenue the City receives from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

INTERNAL SERVICE FUND: A fund used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the City or to other governments, on a cost-reimbursement basis. In Longmont, the Fleet Fund is an example of an internal service fund.

LAEC: Longmont Area Economic Council.

LAVA: Longmont Area Visitors Association.

LCJP: Longmont Community Justice Partnership.

LDDA: Longmont Downtown Development Authority.

LEGI: Longmont Economic Gardening Initiative, a City run program whose purpose is to assist small businesses to 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 such expenditures as personnel, supplies, utilities, materials, training and capital. The budget also addresses such issues as service levels, departmental performance, expected costs and the nature and anticipated amounts of all types of revenue.

ORDINANCE: A formal enactment of law by the City Council.

PERSONAL SERVICES: A category of expenditures that includes such items as salaries and wages, employee benefits and uniforms. They are listed in the 100 series of the line item budget.

PRPA: Platte River Power Authority.

RESERVE: The portion of a fund balance that is legally restricted to a specific future use or is not available for appropriation or expenditure.

RESOLUTION: A formal expression of opinion, will or intent passed by the City Council. Unlike an ordinance, a resolution does not have the force of law.

REVENUE: Funds that the government receives as income, such as tax payments, fees for providing specific services, receipts from other governments, fines, forfeitures, grants and interest income.

ROW: Right-of-way

SALES AND USE TAX: A tax imposed on the sale or use of all tangible personal property. The City's 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 (.75 cents), Public Improvement Fund (.37 cents), and Open Space Fund (.20 cents), Public Safety Fund (.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 Economic Development Department, which is organized into four divisions, performs services including issuance of 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.