

OPERATING BUDGET

2016



City of Longmont, Colorado



2016 OPERATING BUDGET

City of Longmont, Colorado

September 1, 2015



City of Longmont, Colorado 2016 OPERATING BUDGET



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Council Member, Ward I



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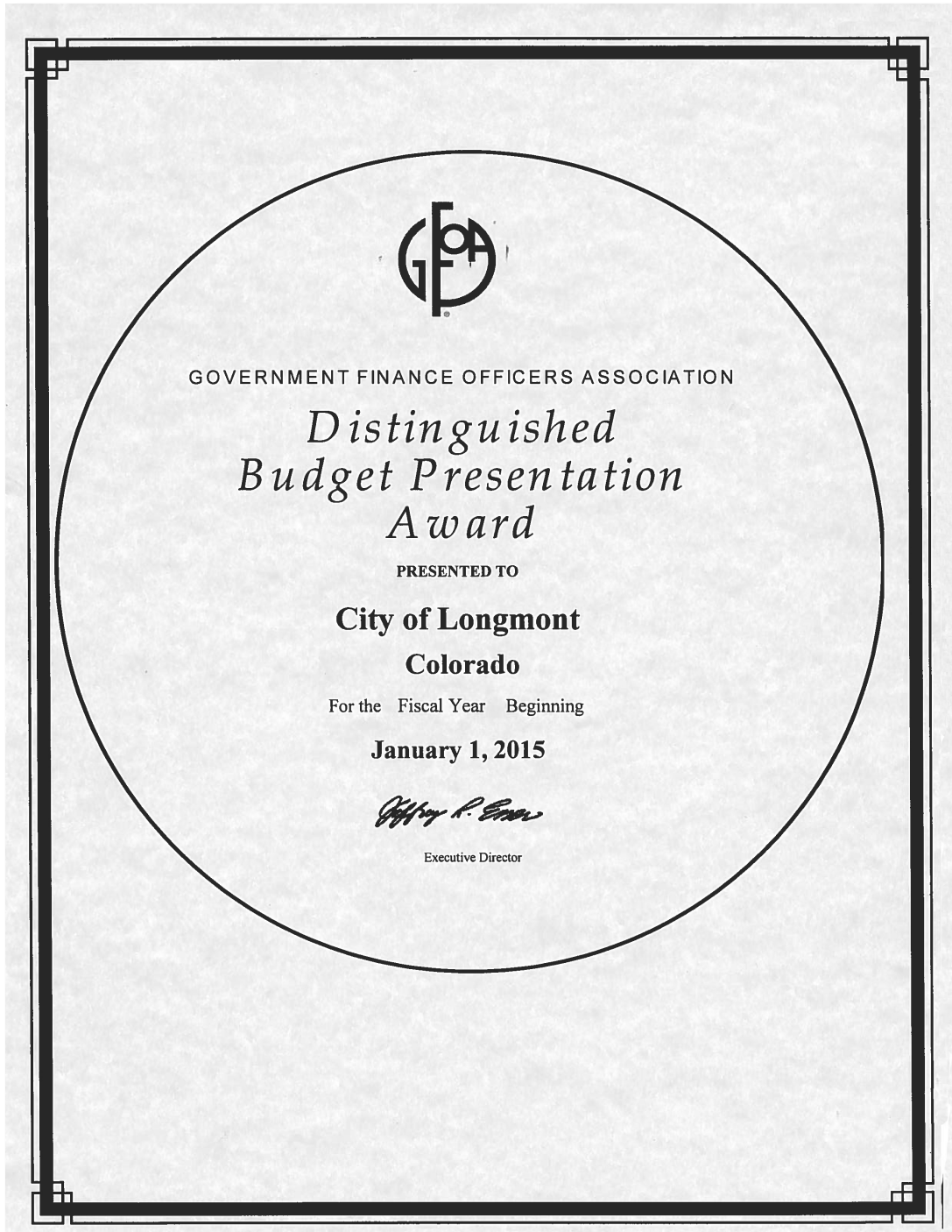


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CITY MANAGER'S OFFICE

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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", is written over the printed name.

DATE: January 1, 2016

SUBJECT: 2016 Operating Budget Summary

I hereby present to you the 2016 Operating Budget for the City of Longmont, as required by the Longmont City Charter. It is a balanced budget with no tax rate increases. The total operating budget for 2016, including all funds, is \$301.49 million, which is \$28.4 million more than the budget adopted for 2015. This is a 10.4% increase from the 2015 budget of \$273.10 million. All funds are balanced with sources of revenue identified to meet all projected expenses. There is an average increase of 3% in the Sewer rates; an average increase of 8% in water rates; and an average increase of 7% in sanitation rates included as a part of this budget. All three increases have already been approved in separate ordinances previously adopted by the City Council including the sewer rate in 2012; the water rate in 2015; and the sanitation rate in 2011. Approximately \$28.16 million in accumulated fund balances will be drawn down in 2016, primarily to meet capital improvement needs.

While this budget is challenged to fund all of our needs for both ongoing resources and infrastructure improvements, it is one which continues to make progress in key areas. Growth in both sales and use tax and property tax in this budget allows our operating funds to continue to maintain service levels and provide market pay to our employees. Debt financing in our major enterprises is funding continued expansion or improvements to our utility infrastructure. Longmont is experiencing very strong growth in both the residential and commercial areas and this budget strives to position the organization to respond to that growth.

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 well since the 2008-09 economic downturn, property tax has not. Property tax revenue peaked in 2009 at \$14.4 million but since then the decline in values in both residential and commercial property has been slow to return. With 2015 being a year of reassessment we are now experiencing somewhat of a reversal of fortune. 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 2016 includes \$16.4 million of property tax which is 17.6% more than was budgeted for 2015.

Sales and use tax growth in 2015 has been very low compared to recent years and after six months of collections it is now only 0.4% greater than it was for the same period in 2014. The sales tax is showing growth of 1.1% in 2015 while the use tax activity is down 2.5% after six months. The redevelopment of the Twin Peaks Mall into the Village at the Peaks is now underway with the potential of some very limited sales activity in the fourth quarter of 2015. Sales tax revenue from the mall redevelopment in 2016 is included within this budget but at what we believe are conservative projections taking into consideration potential opening dates and projected cannibalization of existing sales tax revenues.

Residential construction activity in 2015 has been strong and is on track to meet budget projections. New commercial construction is well above 2014 after six months as it has been boosted by the mall redevelopment in 2015. The total valuation of building permit activity through July is 91.8% greater in 2015 than it was for the same period in 2014. In the first half of 2015 there has been a net loss of 236 primary jobs. Any further

significant staffing reductions by primary employers would likely have some detrimental impact on the local economy.

Revenue activity in 2015 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 franchise revenue from Xcel, cigarette taxes and fines and forfeits. Sales and use tax is the largest source of revenue for five major operating funds of the City: the General Fund; the Public Improvement Fund; the Streets Fund; the Open Space Fund; and the Public Safety Fund. After six months of sales activity the combined sales and use tax has increased 0.4% from the 2014 level of collections. Of this amount, sales tax has increased 1.1% while use tax has decreased 2.5%. Our budgeted projection of sales and use tax growth for 2015 turned out to be 0.71% above the actual level of 2014 collections. We have analyzed the year-to-date results carefully and project to end 2015 with a combined decrease in sales and use tax of 0.25%. We expect both the sales tax and the use tax to be further slowed by the job losses. Sales tax from computer companies has been way down in 2015. Delinquent use taxes were much higher in 2014 and are hard to match again in 2015. These factors have led to our projection of the sales tax growth finishing at 0.41% for the year. We also see a further decline for the use tax in the second half of 2015. Both use tax from building permits and auto sales outside of the City are performing well after six months but we have projected some minor slowing of each. More importantly the use tax from primary employers is down 22.5% in 2015. Given the volatility of this source of use tax it is very hard to predict but we have projected it to end the year down about 21.7%.

Development revenue in the General Fund is on track to exceed the 2015 budget projections. The number of building permits issued for dwelling units is actually 29.6% above the 2014 levels. The 2015 budget was based on a building permit projection of 179 single family units; 56 townhouse/condo units and 88 multi-family units and through July there have been 138 single family units; 41 townhouse/condo units; and 9 multi-family units. The valuation on commercial building permits in 2015 is \$59.8 million as compared to \$18.3 million in 2014.

Revenue estimates included in this 2016 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 17.6% increase in budgeted property tax revenues based on estimated property valuations from the County Assessor.
- A projection of a 7.84% increase in sales and use tax revenue in 2016 over the projected collections for 2015.
- A projection of 487 building permits for dwelling units for 2016 including 153 single family units and 55 townhouse/condo units and 279 multi-family units.

The overall sales and use tax increase for 2016 is projected to be 7.84%. Sales tax alone is expected to increase 3.75% in 2016 before considering the impact of the Village at the Peaks (VATP). Our general approach to retail was a 1.34% population growth and 2.1% economic or inflationary growth. We also anticipate some additional increases from new retail, a rebound in utilities sales tax, and enhanced compliance efforts. To this projection of a 3.75% increase we added a projection of net new sales tax to be generated by VATP. After assumptions about how much of the VATP would be net new versus a transfer the sales tax was projected to increase another 4.58% for a total sales growth of 8.33% in 2016. No loss of primary jobs or the loss of any other key businesses is considered in this sales tax projection. We are projecting growth in use tax for 2016 with the construction activity projected to boost the use tax on lumber. We also anticipated an increase in primary employer use tax due of 2.1% economic or inflationary growth. Auto sales outside the City are projected to continue to increase slightly. These assumptions combine to our projecting overall use tax to increase 5.8% in 2016. Together these projections combine to form the overall increase in sales and use tax of 7.84% that we are using for this 2016 budget.

Sales tax revenue from the Village at the Peaks brings a new dynamic to our budgeting process as we begin to generate tax increment revenue. It is projected that \$1,111,920 of the 2016 VATP sales tax TIF will need to go toward paying the annual COP payment. Projected sales from VATP in 2016 should generate sales tax of \$3,736,078 but our cannibalization estimates adjust that to be only \$2,156,741 of net new sales tax to the City. The 2% non-earmarked portion of this sales tax is \$1,317,094 of potential TIF sales tax so after the COP

payment of approximately \$1,111,920 there is effectively only \$205,174 of net new surplus sales tax that is available to the General Fund and the Public Improvement Fund.

Recent General Fund budgets have included two factors that have had an impact of helping to balance the budget. Both of these can present challenges to the long term fiscal sustainability of the City. Last year when presenting the 2015 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) was a split of 88.3%/11.7% between 2010 and 2014 and is a split of 87.7%/12.3% in 2015. Before 2010 the split was 85%/15%. The current allocation resulted in \$934,342 of additional budgeted sales and use tax revenue to the General Fund for 2015.
- 2) The 2015 General Fund budget utilized \$248,426 of fund balance to fund City Council approved one time expenses that reoccur in our annual budget.

These were two of the major issues that would need to be addressed before the General Fund could be reset so that ongoing expenses can be sustained into the future with ongoing revenues. The 2014 budget was the first year of the reset and staff identified that the total reset was expected to take three to five years. The 2014 budget reduced the reset over \$500,000 through the elimination of the parks and greenway maintenance fee from the General Fund and some adjustments to administrative transfer fees. In the 2015 budget the reset was further reduced over \$800,000 by further refining administrative transfer fees, eliminating ongoing type expenses with a one year commitment, and changing the split of the sales and use tax from 88.3%/11.7% to 87.7%/12.3%. In this 2016 budget we are further reducing the reset by eliminating both of the major issues listed above. The sales & use tax split is being returned to 85%/15% and all of the former City Council one-time expenses that are in this budget are now funded with ongoing revenues.

The allocation of the 2% sales and use tax between the General Fund and the PIF has changed over the years, but the allocation in place from 2010 through 2014 was the highest percentage ever directed to the General Fund. The allocation of a return to 85%/15% will help to assure that the PIF is in the long term position of being able to meet bonded debt requirements of over \$2.7 million annually while having an equal or greater amount available for capital projects and capital maintenance that is a key responsibility that has been met by this fund in the past. Even with this level of funding of capital maintenance we are facing the challenge of deteriorating infrastructure and an escalation in asset replacement costs in future budgets.

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 2016 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 first 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 85% and 15% allocation of budgeted revenues respectively. Actual revenues received will be credited between the two funds in accordance with their respective budgeted shares of the sales tax and the use tax. The utilization of this approach in the past has been integral in the ability of the General Fund to withstand the revenue reductions in the economic downturn. In 2015, the policy has resulted in providing slight excess revenues to the General Fund that will be used for one-time expenses in 2016. In this 2016 Budget the allocation of the 2.0 cents of sales and use tax revenue is 100% of the sales tax and 7.5% of the use tax to the General Fund with the Public Improvement Fund to receive 92.5% 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 \$11.2 million to \$14.7 million. It is a goal to reach this over time but this

2016 budget will raise the reserve balance to \$8.45 million which would be at about 7% of the reserve Committed to Emergencies.

This budget complies with the financial policy of the City that requires operating/ongoing revenues to be used to pay for operating/ongoing expenses. This policy has always been the primary step to maintaining financial stability in times of either increasing or decreasing revenues. This 2016 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 2016 development revenues based on 487 dwelling units there is \$579,440 of incremental development revenue included as a part of the 2016 budget.

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

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

Beginning in 2014, all of the programs of the City have been identified, costed and scored based on how they influence these desired results as well as the key priority based budgeting attributes: mandate to provide the program; reliance on the City to provide the program; cost recovery of the program; and portion of the community served by the program. Each individual program has an overall score based on its influence of these results and attributes that places it in one of four quartiles. In the 2015 and 2016 budget processes staff has used this information in evaluating budget requests. As there are limited resources available the intent is to insure that our new resources are going towards programs in the higher quartiles. With limited exceptions most new resources that go toward fourth quartile programs are for salary and benefit increases for employees that are part of existing programs.

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 2016 budget are allocated to support the desired outcomes that were identified by the City Council:

Safe Community

The City Council has always placed public safety expenditures in a high priority category when allocating scarce resources from the General Fund. It is because of this high priority that in 2006 the City Council chose to propose to the voters an increase of .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 43 FTE through 2015 including 4 FTE in Communications, 1 FTE in Emergency Management, 25 FTE in the Police Department, 11 FTE in the Fire Department and 2 Gang Intervention FTE in Children, Youth and Families. It has also provided the financing for Fire Station #1 which opened in 2009 and the Firing Range which opened in 2012. The public safety tax will provide over \$6 million of funding for public safety in this 2016 budget including new ongoing resources of 1 FTE in Communications; \$19,273 for overtime expense; \$9,500 for cyber crime lab O&M costs; \$4,500 for mobile data management; \$3,200 for SWAT protective eyewear; \$6,000 for O&M for the Investigator bomb truck; and \$5,000 for training and general needs for the peer support group. It is also providing one-time expenses of \$55,368 for the omega truck; \$38,000 for high visibility personal protective equipment for Fire; \$85,000 for support for the Longmont Community Health Network; and \$350,000 for the annual lease payment for Fire Station #1.

The 2016 General Fund budget includes close to \$33 million of funding for public safety services which includes 254.5 FTE. New resources for Public Safety from the General Fund include ongoing resources for Fire of \$48,000 for fire O&M accounts and ongoing resources for Police and Fire of \$47,938 for overtime; \$7,000 for traffic unit investigative expenses; \$4,550 for software licenses; \$17,794 for software maintenance agreements; \$6,500 for safety equipment and glasses; and \$10,000 for crash data retrieval system certification & software updates. There are also ongoing increases to contracts for services from the Longmont Humane Society (\$7,846); Knick O Time (\$3,000); Longmont Emergency Unit (\$2,500); and Greenwood Wildlife (\$3,000). The 2016 budget includes one-time resources from the General Fund for public safety totaling \$235,530. Those one-time expenses include for Police: \$44,400 for bullet proof vests; \$48,630 for Taser replacements; \$17,500 for rifles; \$18,600 for K-9 replacement and training package; and \$9,750 for tactical ballistic vests and helmets. For Fire it includes \$31,500 for thermal imaging camera replacements; \$53,000 for ready reserve tools & equipment; \$5,700 for tools & saw blades; and \$5,250 for fire investigator protective clothing.

There are one-time expenses of \$48,000 included in this budget for parking enforcement to add license plate recognition hardware and a license plate recognition vehicle. This equipment will enable parking enforcement staff to use license plate recognition technology including photos and GPS. The equipment should enhance efficiency, accuracy and allow staff to cover more ground in their shifts. The payback for this equipment in increased fines should be just over two years.

Thriving Economic Climate

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

The one-stop Development Services Center (DSC) at 4th and Kimbark continues to provide a convenient single location for all residents, builders, contractors and developers to be served by City staff in the processing of development applications. By consolidating the City's economic development functions with similar functions at the Longmont Area Economic Council (LAEC) the City has created a one-stop shop at LAEC that serves businesses and site selectors just as the DSC serves developers, contractors, etc. In addition, we have clearly seen the benefits of creating a stand-alone Planning & Development Services Department which has a renewed focus on long-range planning as seen from the initiation of Envision Longmont. In addition, though development activity has increased dramatically this year, development-related complaints have decreased as the department has worked to streamline processes, thanks in large part to the new Acela software implementation. The department continues to provide permitting, building inspections, transportation planning and development review services. Vance Brand Municipal Airport continues to be a focus with the airport division reporting directly to the City Manager's Office, and increased attention toward generating revenue, leveraging development opportunities and enhancing the physical appearance of the airport. In addition to revamping the City's collaboration with LAEC, the City continues to partner with other economic agencies including the Longmont Downtown Development Authority (LDDA), Visit Longmont, the Small Business Development Center (SBDC), Latino Chamber of Commerce, Front Range Community College, St. Vrain Valley School District (Innovation Center), TinkerMill, Launch Longmont and the Longmont Area Chamber of Commerce to advance shared economic development goals. Senior staff from these agencies and the City also conduct regular coordination meetings in order to continually enhance the community's economic development programs.

The City of Longmont's focus on attracting and retaining businesses is demonstrated by ongoing funding and support for various economic development programs and initiatives. Specific funding requests for economic development programs and partner agency funding continue for the 2016 budget. The budget includes \$30,000 for the Business Start-Up Grant program; \$30,000 for the Business Improvement Grant program; \$15,000 for the Small Business Development Center; \$25,000 for community marketing and branding; and \$362,500 to contract with LAEC to provide economic development services including administering the aforementioned programs through grant administration, training, loan program facilitation and individualized business assistance as well as continuing to provide efforts to retain and attract primary employers.

In this 2016 budget the Planning & Development Services department proposes to make improvement in service delivery by adding three new positions, each for a two year term. The three positions are all needed to respond to an increased workload from renewed construction activity. They include a Senior Planner, a Building Permit Technician and a Plans Examiner. This budget for 2016 also includes one-time expenses of \$50,000 for a contract with a landscape architect to review landscape plans; \$125,000 for consulting assistance for land use code changes out of the Longmont Area Comprehensive Plan; and \$50,000 for a corridor study; and \$5,500 for ICC code books and software. The Lodger's Tax will provide \$363,730 to Visit Longmont to fund operations and to support tourism and visitor related programs.

The Longmont Downtown Development Authority primarily derives its funding from two sources of revenue. First is an operating mill levy of 5 mills which generates approximately \$150,000 annually and the second is through tax increment financing (TIF). Under state statute, the LDDA TIF reduced in 2014, its 31st year, from its high in 2013 of \$1,050,000 to \$483,324. Growth in the TIF has resumed with the level of revenue exceeding \$600,000 in 2015. The TIF revenue for 2016 is projected to be about \$688,000.

The LDDA Operating Fund is its General Fund and is used to fund most general operating costs including salary and benefits. Some of the DDA staffing costs are also charged to the DDA Arts & Entertainment Fund, the Downtown Parking Fund, and the Longmont General Improvement District. The LDDA TIF has funded capital projects; incentive programs; the façade improvement program; and arts & entertainment programs in the past. In this 2016 budget it will provide funding for DR-19 streetscape improvements and new funding for the Façade Improvement Program (FIP). The downtown alley improvement program will resume on the west side of Main St in late 2015 and funding for this comes from the LDDA TIF as well as the Electric Fund, the Street Fund and the Storm Drainage Fund. The LDDA is also receiving funding from the City of \$5,000 to support the holiday lighting program.

Vibrant Amenities and Opportunities for All

Another desired outcome broadly focuses on efforts that contribute to having a vibrant community and a high quality of life for all residents of Longmont. The Longmont Museum is to receive \$81,293 in ongoing funds to lease space for temporary collection storage, an increase in \$14,343 over 2015. With the opening of the Stewart Auditorium in mid-2015 this budget includes additional resources to fund the operation at a full year in 2016 including \$40,500 for ongoing operational costs for performer fees, film subscriptions, equipment, and marketing costs. In this 2016 budget the Library is receiving \$14,000 of ongoing funding for internet filtering software and \$9,756 for wage increases for temporary employees. The Library is also receiving one time funding of \$91,440 for integrated library software & hardware and \$11,900 for Creation Station improvements. The Longmont Senior Center is allocated one time funding of \$25,000 for a client data base system and \$680 for a wifi upgrade.

This 2016 budget includes \$77,822 of new ongoing funding for a pay increase for temporary employees throughout the Recreation division. There is also ongoing funding of \$8,000 for field maintenance supplies; \$4,600 for Centennial Pool building maintenance; and \$5,200 for towel service at the recreation center. The Recreation division is also being allocated one time funding from the General Fund of \$3,600 for base replacements for ball fields; \$1,300 for a walking field paint sprayer; \$3,400 for wifi upgrades; \$3,500 for electrical circuits in the Memorial Building weight room; and \$9,000 for concession stand POS equipment. There is also \$137,586 of specialized equipment replacements for recreation and other Community Services' facilities funded from the Public Improvement Fund.

The ongoing transfer to the Callahan House Fund to subsidize operations is being increased by \$12,254 to bring the total to \$81,606 in 2016. The Livewell Longmont initiative is receiving \$30,000 of one-time expense funding in this 2016 budget to implement the eighth year of this community-based effort to improve health outcomes by healthier eating and more active living. The budget also includes \$30,000 of one-time expense for an updated human needs assessment.

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 2016 budget will provide funding of \$1,124,992 for human service agencies, which is \$49,965 more than in 2015. Staff will propose a change to this policy to begin in 2016 to tie the funding exclusively to tax revenue so that program revenues do not effectively get directed toward this funding. The percentage of tax would be set to generate a similar level of funding dollars as is currently provided.

In mid-2016, the City will complete its five-year pilot poverty reduction program (RISE) which it operated in partnership with the Longmont Housing Authority. No additional Human Service Agency funding will be needed for case management or direct services in 2016. The City, Longmont Housing Authority, RISE Advisory Committee, and the Housing/Human Services Advisory Board are focusing their attention on final outcome measurements for the project, which will inform the City's future funding of self-sufficiency programs.

This budget includes \$425,000 from the General Fund (ongoing) to initiate efforts to recapitalize the City's Affordable Housing Fund, as recommended by both the Workforce Housing Task Force and City Council. In addition to this funding, \$75,000 from the Human Service Agency Funding will also be set aside and transferred to the Affordable Housing Fund in 2016. The Housing and Human Service Advisory Board endorsed this action on a time-limited basis for two reasons. First, for nearly fifteen years, this funding has been set aside for the Childcare Certificate program and not available to agencies through the competitive application process. In 2016, the City will no longer need to offer this childcare "gap funding" program because the State has increased its reimbursement rates to childcare providers. Second, many of the human service agencies report that their clients struggle to find housing, which jeopardizes their recovery or progress towards self-sufficiency and stabilization. These capital funds will be made available to for-profit or non-profit developers and will provide approximately 30-50 new affordable homes (primarily rental, affordable at or below 50% of the AMI) in Longmont. Finally, an ongoing support of \$152,315 from the General Fund is provided to supplement staffing and administration costs associated with the City's Affordable Housing Fund, CDBG and HOME programs that support and provide affordable housing and community reinvestment efforts throughout the City.

Due to a variety of reasons including the economic downturn, changing demographics at the local and national level as well as inclement weather, the Golf Fund has seen limited growth in revenues in recent years. Growth in the fund balance of the fund will allow it to address some minor capital needs including cart path improvements (PR-169) for \$90,900 golf buildings rehabilitation (PR-191) for \$92,200 and golf irrigation rehabilitation and replacement (PR-197) at a cost of \$296,900. The Golf Fund does have major unfunded capital needs for irrigation system replacements and maintenance facility improvements or replacements.

The St. Vrain Creek Improvement Project (Resilient St. Vrain) includes the reconstruction of the St. Vrain Greenway. Additionally, the design of Dickens Farm Park, a future park just east of Main St. adjacent to the St. Vrain Creek is scheduled to begin in late 2016. Portions of the St. Vrain Greenway destroyed by the September 2013 flood continue to be rebuilt. Select sections will be built as temporary trails until with the permanent trail is rebuilt in conjunction with the St. Vrain Creek Improvement Project and/or other associated capital projects.

The Kanemoto Park Flood Rehabilitation project is underway in 2015 with the replacement of the wading pool and playground and the renovation of the pagoda. The flood recovery work will continue into 2016 with the regrading of the fields and the re-establishment of the turf. The renewal of Garden Acres Park, which began in 2015, will continue into 2016 and 2017. The Museum parking expansion, which is part of the development of the Quail Master Plan, will be designed in 2016 with construction scheduled for 2017. The Wertman Neighborhood Park will be designed in 2016 with construction currently scheduled in 2017.

Reliable, Innovative and Resilient Infrastructure

Strong infrastructure is another desired outcome identified by the City Council. The CIP is broken into major categories of capital projects. For the year 2016, those categories are to be funded with the following dollar levels of capital projects. A listing of the projects to be funded from the 2016 Public Improvement Fund can be found under the *Other Funds* section of this budget. Some highlights on specific infrastructure projects are included below. For detail on any or all individual projects please refer to the 2016-2020 CIP.

Downtown Redevelopment projects	\$ 10,000
Drainage projects	31,651,043
Electric projects	2,154,600
Parks, Recreation & Open Space projects	5,335,757
Public Buildings & Facilities projects	3,545,463
Sanitation projects	202,000
Broadband projects	17,338,000
Transportation projects	12,837,000
Wastewater projects	2,681,340
Water projects	2,520,630

Phase II of the planned improvements to the Wastewater Treatment Plant, funded through voter approved bonds issued in 2015, are continuing. The design build project is currently in the construction and final design phase for a new dewatering facility and secondary process improvements. The City agreed to a guaranteed maximum price with the contractor and construction will continue through mid-2017. These improvements will maintain the plant's ability to meet water quality standards and protect public health and the aquatic environment of St. Vrain Creek.

Capital work planned for 2016 in the transportation area include the annual street rehabilitation program. Focus on South Main (FOSM) started construction in August 2014 with work continuing into 2016. The Main Street Bridge Replacement at St. Vrain Creek, and Main Street Pavement Reconstruction portions of FOSM will continue into 2016. Replacement of the bridge on South Pratt Parkway will be designed in 2016 and construction will begin after the Main Street Bridge Replacement at St. Vrain Creek is completed. The Sunset Street Bridge at St. Vrain Creek will begin construction in 2015 with completion on 2016. These two bridge replacement projects not only address needed rehabilitation of the bridges but will include construction of a larger structure across the St. Vrain Creek thereby allowing passage of 100 year flood waters. Two new pedestrian underpasses will be constructed in 2016. They are located at Hover Street and Dry Creek and State Highway 119 near Hover Street. The Boston Avenue connection from Main Street to Martin Street will be constructed in 2016.

Replacement of core building infrastructure such as roofs, HVAC equipment, and boilers continues at several locations in 2016. An in-depth evaluation of the Civic Center building has been completed and has identified the need to spend several million dollars over the next several years in order to address issues with this facility. Initial funding for an in-depth structural analysis of the post tensioned slab and underground parking repairs will begin in 2016. In-depth evaluations were also completed in 2015 for the Library and Safety & Justice Center that also calls for expenditures of potentially up to \$3 million in the next five years. Currently, funding for this work is not fully identified due to constraints in the Public Improvement Fund.

The St. Vrain Creek Improvement Project (Resilient St. Vrain) continues with preliminary design of both the City Reach and the Sandstone Reach. Final design will begin with an initial focus on the Sandstone Reach and the first phase of the City Reach (Left Hand Creek to Main Street). Construction of both of these initial phases is scheduled to begin in 2016. The remainder of the project will be constructed in phases and is anticipated to take 5 to 7 years to complete depending on funding availability.

The Public Works and Natural Resources Department has developed a system to apply sustainability concepts to the evaluation of engineering and operations projects. The system allows project alternatives to be rated in 11 sustainability categories and complements other evaluation methods, such as life-cycle cost analysis. The sustainability principles used in the system align with and support the traditional public works areas of environmental stewardship, asset management, cost-benefit analysis and efficient delivery of municipal services. These principals also support PWN'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. PWN is also working on a sustainability plan that was initially completed in 2010 but not implemented. In 2015, City Council directed staff to update and revise the plan to include goals and targets for sustainability in various areas and outline timelines for meeting the goals. Council also approved the use of consultant services and a temporary sustainability coordinator position to complete the plan. Input from advisory boards and the public will be utilized in the update of the plan.

In November 2011 City of Longmont voters approved Ballot Question 2A, overturning Senate Bill 05-152. This approval restored the City's right to provide broadband services to the community. Construction of the City's new fiber to the premises (FTTP) network is funded with voter approved revenue bonds issued in 2014 and utilizes the existing fiber optic backbone installed in 1997. Construction began in August 2014 and due to high customer demand the construction schedule has been accelerated. Network construction is projected to be complete by year end 2016 with customer premise installation continuing into 2017. Once complete, the network will be available to every home and business in Longmont. Internet speeds of 1 gigabit per second are available to residential customers and custom services with speeds up to 10 gigabits per second are available to commercial customers. Digital voice services are also provided. Longmont is the first city in Colorado to deploy a city-wide fiber to the premise community-owned system.

Longmont Power & Communication's continued focus for the Electric Utility is to provide innovative service that keeps electric rates low while providing best in class reliability and service for Longmont businesses and citizens. Several of the Electric CIP projects directly contribute towards this goal. The largest Electric project is Aid to Construction; funded at \$1.4 million in 2016 which is offset by developer payments. LPC staff designs and constructs the electric infrastructure associated with the development. By performing both the design and construction internally LPC confirms that the high standards set are maintained; thus ensuring the reliability and resilience of the new infrastructure. The Electric System Reliability Improvements project has allowed LPC to significantly increase reliability by deploying animal protection devices, installing fault indication equipment, and completing area capacity and switching improvements. The Electric Feeder Underground Conversion project also contributes in improved reliability and overall system backup capabilities by converting main feeder overhead lines to underground.

Responsive Internal Operations & Governance

The final desired result identified by the City Council is responsive internal operations & governance. One major project in this regard during 2016 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. Staff does project that additional funding of approximately \$550,000 will be needed in 2017 to complete the third phase of the HATS project but sufficient funding for 2016 costs is included within prior project appropriations which currently total about \$4.4 million to date. The HATS system, MUNIS from Tyler, is currently being implemented with extensive staff efforts on business practice improvement, training and change management. The implementation efforts are expected to continue throughout 2015 and 2016 and into 2017. The HATS project is expected to provide significant efficiencies throughout the organization by automating processes and providing easy access to needed data, eliminating the need for or use of numerous shadow financial systems.

Ongoing resources added to this 2016 budget in the area of governance include \$19,095 to cover staffing costs for maintenance of the Utility Billing CIS at Platte River Power Authority; \$18,000 for PayPal costs in Utility Billing; \$7,470 for AED replacements in city buildings; \$4,000 for increased costs for Cityline; \$1,600 for increased costs for Agenda Plus maintenance; and \$1,719 for increased costs for Westlaw Online.

This 2016 budget includes funding for support of the organization including \$15,000 for firewall improvements to meet PCI requirements with \$5,000 of this cost coming from one time funding. There are ongoing expenses of \$14,400 for Office 365 licenses. This budget includes one-time funding of \$40,000 for year one of a three year maintenance cost for phone & video systems. Other technology efforts included in this budget being funded with one-time expenses include IT infrastructure of \$103,660 for servers, storage and WiFi access points. There is also \$143,160 of PC replacements budgeted as one-time expenses. A portion of these technology enhancements will be offset by transfers to the General Fund from operating funds.

Other one-time expenses in the governance area include \$28,000 for the customer satisfaction survey in 2016 and \$15,000 for replacement of a scanner in Treasury.

As indicated earlier, the City is working to increase its General Fund reserves in accordance with its financial policy. In that regard there is \$480,163 of fund balance that is recommended to be added to the reserves raising the overall reserve balance of the General Fund to \$8.45 million.

Other Expenses

While the categories of desired results identified above reflect much of the City's budget this budget for 2016 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 243 valid job matches derived from these surveys. The results of these comparisons indicate that on average, our salary ranges are 0.7% below the defined labor market for open range positions, while our actual rates of pay are 0.8% below market salaries for 2015.

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 2016 will increase by 2% and actual salaries will increase by 2.9%. It should be noted that the projection is inclusive of public safety positions that may be subject to pre-existing collective bargaining agreements

In 2015 our pay range spread has been 90% to 110% with 100% representing the actual market midpoint for each individual position. The recommendation for 2016 is to condense the pay ranges from 90%-107% as we have found over time that giving employees the opportunity to earn significantly over the midpoint is likely not fiscally sustainable. Considering the projected market range movement of 2% in the coming year, we are recommending a 2% increase to pay ranges. In doing so, the city's pay ranges would remain competitive at 100% of market. For employees being paid at the market midpoint, a 2% increase in the pay range will result in a 2% increase in their pay.

Within this budget we are adjusting the market midpoints for eighty-two positions that have experienced market fluctuation of plus or minus 2% in the last year to the current market midpoint of those positions. This includes funding to implement seven job audits that reclassify employees to a new job classification based on a change in the duties they are or will be performing.

Given that approximately 66% of our open range employees have a current salary that is either equal to or exceeds the 2016 position midpoint, we are recommending a one-time lump sum payment in lieu of increasing their base pay further above their established market. The one-time payment is \$1,500 for each open range non-collective bargaining full-time benefited employee with a salary that is equal to or exceeds the position midpoint established in the 2016 pay plan. The payment will be pro-rated for part time regular benefited employees.

In order to align actual salaries with the City's compensation philosophy to strive to pay employees meeting or exceeding expectations at market level pay this 2016 budget includes funding for up to a 5% increase to base pay for open range employees that are below the 2016 position pay range midpoint. The increase may not exceed the amount required to take the employee's salary to the 2016 position midpoint. If the amount of the increase bringing the employee's salary to the 2016 position midpoint is less than \$1,500 for the year the employee will receive a one-time lump sum payment in the amount of the difference.

This 2016 budget also includes funding of 1% of pay in each department budget to allow for employees who meet certain criteria in delivering extraordinary performance to be compensated between 100% and 107% of the range midpoint. This is a new component of our compensation program that is designed to both reward exceptional performance and provide an opportunity for employees to be compensated beyond the range midpoint.

New three year contracts for both the Police and the Fire collective bargaining units were recently negotiated and they will be brought to the City Council for approval later this month. This 2016 budget includes the increases that were negotiated in those contracts.

There are twelve positions in LPC that are step positions and they will be adjusted by an average of 0.84% to stay competitive with the existing labor market.

The 2016 pay plan includes \$81,888 to continue the bilingual pay compensation program. This program is designed to recognize regular employees who can provide translation and/or interpretation services in Spanish and American Sign Language, which enhances our capacity to deliver services to our diverse customers.

Health & 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.

When the self-insured health program was terminated at the end of 2006, the fund balance of the Health Benefits Fund was \$6.8 million. Ongoing annual city contributions to the fund to cover the cost of the annual benefits were budgeted at 17% of budgeted salary in 2015 and the Health Benefits Fund is expected to finish 2015 with a balance between \$5.6 and \$6 million. There will be a 7.5% increase in Kaiser premium cost to the City in 2016. Thus this budget for 2016 includes the budgeted contributions at 17.0% of budgeted salary. Besides employee insurance benefits there are two additional ongoing uses for the Health Benefits Fund: up to \$87,000 for a health benefits premium discount as an incentive for participation in the wellness program; and an estimated \$450,000 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 \$4,745,968 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 2016.

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:

Actuary Report Date	% Funded	Contribution Year	Required Contribution	City Contribution	Employee Contribution
Jan. 1, 2004	N/A	2005	7.2%	5.0%	4.5%
Jan. 1, 2005	N/A	2006	8.9%	5.0%	4.5%

Jan. 1, 2006	N/A	2007	9.3%	5.0%	4.5%
Jan. 1 2007	103.8%	2008	9.2%	5.0%	4.5%
Jan. 1, 2008	105.9%	2009	8.3%	5.0%	4.5%
Jan. 1, 2009	86.7%	2010	13.4%	8.36%	5.0%
Jan. 1, 2010	96.9%	2011	11%	6%	5.0%
Jan. 1, 2011	95.9%	2012	11.2%	6.1%	5.1%
Jan. 1, 2012	94.1%	2013	11.6%	6.3%	5.3%
Jan. 1, 2013	90.8%	2014	12.5%	6.7%	5.7%
Jan. 1, 2014	93.1%	2015	11.9%	6.7%	5.7%

The economic downturn in the fall of 2008 had a significant impact on the investment returns of the GERP which in turn impacted the full contribution requirement which rose as high as 13.4% of pay. The funded ratio of the plan dropped from 105.9% to 86.7%. In the 2010 budget the contributions were changed to 13.36% (8.36% city; 5% employee) but there was a transfer of \$490,666 from the Health Benefit Fund to the GERP to help meet the General Fund share of the actuarially required contribution. Very strong investment returns in 2009 moved the plan to 96.9% funded and the contribution requirement dropped to 11% (6% city; 5% employee) for 2011. From 2012 to 2014 there were gradual increases in the contribution requirement that have been split between the city and the employees resulting in the current split of 6.7% city and 5.7% employee.

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

Upon receipt and review of the actuary study in 2011 the GERP Board recommended changes to the plan designed over time to:

- keep contribution costs under control
- 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.

In August the City received the 2015 actuary study and the actuarially required contribution dropped to 11.5% while the funded ratio increased from 93.1% to 93.9%. In order to continue to move the GERP plan toward a fully funded status this budget maintains the total required contributions 6.7% city and 5.7% employee.

The City also sponsors two old hire defined benefit retirement plans for police and fire employees hired before April 8, 1978. There are only ten participants remaining in the police plan and eleven in the fire plan. Both of these plans are more than fully funded with the police plan at 105.8% and the fire plan at 118.3% as of their 2015 actuary study. As long as the plan investments meet the 7.5% annual investment return there should be no need to provide further funding to these plans except to fund benefit enhancements.

2016 Operating Budget Overview

The General Fund for 2016 is balanced with \$73.0 million in sources of revenue and expenses. This is an increase of 3.9% or \$2,745,417 above the adopted 2015 budget. Growth in ongoing expenses is responsible for that increase as there is \$70.9 million of ongoing in the 2016 General Fund budget compared to \$67.2 million in 2015. There is \$2,063,655 for capital and other one-time expenses in the 2016 budget compared to \$3,090,759 of such expenses in 2015.

Net ongoing expenses in the General Fund are increasing \$3,772,521 in this 2016 budget. Major sources of the increase include; level 1 increases of \$484,057; level 2 increases of \$260,815; \$33,412 of ongoing expense added associated with new one-time expenses; \$425,000 to be transferred to the Affordable Housing Fund; workers compensation cost increases of \$194,304; and Human Service Agency increases of \$49,965. There is \$875,326 of increases in pay for the Police & Fire bargaining units along with, \$50,030 of step pay increases. Pay increases for other General Fund employees require \$722,020 of additional budget. For 2015 there is an increase in the fleet leases charges of \$137,052.

In order to increase ongoing expenses in the General Fund by \$3,772,521, there is also an increase in ongoing budgeted revenue by the same amount. The largest source of the increased revenue is \$2,450,000 from property tax. Other sources of increased revenue are \$125,249 from sales and use tax; \$19,807 from net franchise revenues; \$79,453 of intergovernmental revenue; \$203,221 from building permits; \$117,344 from plan check fees; \$95,900 from recreation revenues; \$67,734 of Union Reservoir fees; \$52,124 from museum auditorium revenue; \$37,000 from parking fines; and \$509,144 from administrative transfer fees. Sources of ongoing revenue that decreased include: \$60,973 from natural gas franchise revenue; \$40,000 from disconnect tag fees; and \$36,484 from miscellaneous revenue.

There are a total of 10.15 new FTE being added in this budget, 3.0 from the General Fund; 1.0 from the Public Safety Fund; 6.0 from the Electric & Broadband Fund; and 0.15 from the Callahan House Fund. New positions included in this budget are the following:

- One FTE Senior Planner in Planning & Development Services - This position is needed to assist with development related plan review in response to a rapidly increasing workload. This is a two year term position that is funded with Incremental Development Revenue.
- One FTE Plans Examiner in Building Inspection & Permitting - This position is needed to assist with development related plan review in response to a rapidly increasing workload. This is a two year term position that is funded with Incremental Development Revenue.
- One FTE Permit Technician in Building Inspection & Permitting - This position is needed to assist with processing of permits and to provide customer service in response to a rapidly increasing workload. This is a two year term position that is funded with Incremental Development Revenue.
- 0.15 FTE Callahan House Manager in the Callahan House Fund – This is an increase in an existing position from .85 FTE to a full FTE. This position is needed to market, schedule and coordinate events at the Callahan House and the increase is needed to be able to expand marketing opportunities. The funding for the position is actually from a transfer from the General Fund.
- One FTE Communications Specialist in the Emergency Communications Center – This position is needed to help to handle the increasing volume of calls and is funded from the Public Safety Fund.
- One FTE Senior GIS Mapping Technician in the Electric & Broadband Fund – This position is needed to meet the increase in demand for technical GIS support as the NextLight fiber optic design is brought into LPC's GIS environment.
- Two FTE Customer Service Representative in the Electric & Broadband Fund – These positions are needed to support the ongoing build out of the broadband system by keeping pace with new customer signups.
- Two FTE Technical Service Representative in the Electric & Broadband Fund – These positions are needed to support the ongoing build out of the broadband system by keeping pace with customer service requests.
- One FTE Field Service Supervisor in the Electric & Broadband Fund – This position is needed to provide leadership and supervision to installation/service technicians in the broadband utility.

The overall net impact of all changes to FTE in this budget is an increase of 10.15 FTE which brings the total budgeted positions to 879.34.

Looking beyond 2016, our ability to fund adequate service levels will continue to be a concern. Providing services is a labor intensive effort. In 2015, 74.4% of the General Fund budget is devoted to employee-related expenses. While this 2016 budget includes market pay adjustments, funds our level 1 operating requests and begins to provide funding for affordable housing there are many other identified needs that go unfunded. Between the General Fund and the Public Safety Fund there are requests for 26 FTE and over \$1.2 million of ongoing expenses that we are unable to fund. There is also \$5.75 million of unfunded one time requests from

those two funds. Also of concern is our ability to fund infrastructure needs from the Public Improvement Fund (PIF). This budget restores the sales tax to the PIF back to the historical 0.30% level but even at that level it only generates approximately \$2.7 million annually for cash-funded CIP projects. In July staff presented a summary of infrastructure repair and replacement projects of almost \$25 million unfunded in the five year CIP. Expenses for health benefits and claims cost for workers compensation and continue to rise. Fund balances available for one-time expenses in the annual General Fund budget are dependent on savings from earlier years. As our budgets have been tighter from year to year we find that the availability of such savings is limited.

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. In 2014 and 2015 there was very minimal growth from this source due to the lag in the appraisal process. This 2016 budget is now benefitting from appraisal process finally recognizing growth in market values. 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 completion of the Village at the Peaks should eventually begin to bring a growth in sales tax, particularly for the Streets Fund, the Open Space Fund and the Public Safety Fund as these earmarked taxes are not subject to the tax increment to be generated for the Longmont Urban Renewal Authority. Growth in sales tax from the Village at the Peaks development will be less certain for the General Fund and the Public Improvement Fund since that sales tax is subject to the tax increment and will first go to repay the Certificates of Participation issued to finance public improvements at the development. Cannibalization is a dynamic that will impact the eventual amount of sales tax dollars for these two funds. Any redistribution of sales from elsewhere in Longmont to within the Village at the Peaks development would reduce the base sales tax to the two funds while adding instead to the tax increment revenue. It is a concern that cannot be avoided and will be almost impossible to measure. Cable franchising revenues are often threatened at the federal level and could also be impacted by alternative methods to secure video services. Gas franchise revenues are volatile. Revenues from telephone occupation taxes continue to decrease as land lines are eliminated. The economic environment can also be volatile for primary employers. The impact of Amgen closing has borne out in our sales and use taxes over the last year. It remains to be seen how much impact will be realized from DigitalGlobe moving operations from Longmont. 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.

Three years ago when we presented the 2013 budget to the City Council staff identified that the City's General Fund needed to be "reset" in that there were adjustments that needed 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 needed to return the alignment of the 2% sales tax so that the Public Improvement Fund was receiving sufficient ongoing revenues; we had ongoing type expenses that were funded with fund balance but with only a one year commitment; there was a parks and greenway maintenance fee that was to expire at the end of 2013; administrative transfer fees needed refinement to better allocate internal costs; and other capital expenses currently funded with fund balance that occur annually as a best practice would be better funded with ongoing revenues.

We began our efforts toward addressing these concerns with a renewed commitment to utilize priority based budgeting to make future funding decisions. City Council took the initial step in this process by identifying desired outcomes to use to evaluate the impact of services. Staff completed the next steps in the first half of 2014 as all City services went through identification and costing of services evaluations followed by evaluation and scoring of how each service influences the desired results. Both of those steps were given minor adjustments in 2015. The Resource Alignment Diagnostics tool from the Center for Priority Based Budgeting gives us the ability to view our services in a different perspective to evaluate how each service supports the desired results of the City Council and the attributes of the prioritization process.

The \$3 million gap that was estimated to be reset has been reduced to about \$600,000 through this 2016 budget. The 2014 budget reduced the gap about \$500,000 due to the termination of the parks & greenway maintenance fee and refinements to administrative transfer fees. The 2015 budget further reduced the gap by

funding the ongoing type expenses that were funded with fund balance in previous budgets with ongoing revenues; further refinements to administrative transfer fees of over \$370,000; and a \$216,869 reduction in the imbalance of the sales and use tax between the General Fund and the Public Improvement Fund. This 2016 budget further reduces the gap by resetting the sales tax allocation between the two funds and funding council on- time expenses on an ongoing basis. Revenue growth primarily from property tax has effectively funded the reduction in this budget. Staff expects it will take one or two 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 local economy during 2016 with some limited impact from the opening of the Village at the Peaks. They also assume that there will be some growth in use tax from construction as well as from some of our primary employers. While there has been anywhere from a slowing to a decline in sales tax in 2015 to date it is still possible that our local economy may suffer additional declines in the future with the loss of primary jobs. We have been able to identify the revenue declines and react swiftly with adjustments in our past budgets. We will continue to monitor major revenue sources and economic indicators into the future. If our revenue projections do not come to fruition we will be prepared to make adjustments in 2016.

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 2016. This is one of the most important tasks that is undertaken each year by Longmont's City Council.

Preparation of the 2016 Operating budget and the 2016-2020 Capital Improvement Program was made possible by the dedication and efforts of many staff members throughout the organization. We look forward to working together to implement this budget and provide the best services and programs possible for the citizens of Longmont.

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

COMMUNITY INFORMATION

HISTORY OF LONGMONT, COLORADO

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

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



town grew, large-scale agricultural industries arrived, first flour mills in 1872, then the J. Empson and Daughter vegetable cannery in 1887. Several leading citizens of Longmont worked together to build a beet sugar factory, finally developing enough support in 1903 to build what soon became the Great Western Sugar Company.

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

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

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

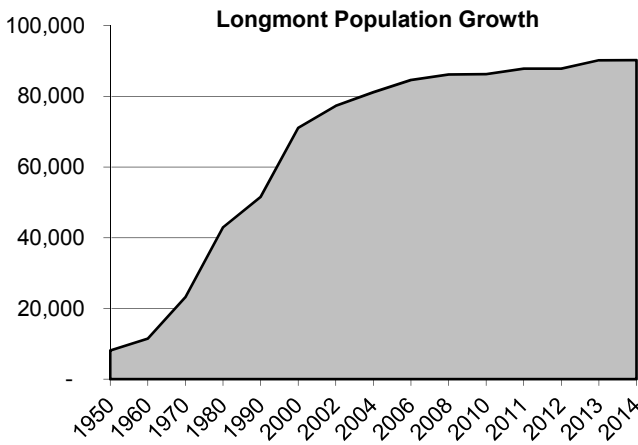
In 1962, the U.S. government built an air route traffic control center in Longmont. Only three years later, IBM built a large facility seven miles from Longmont. Longmont, which had grown only slightly beyond its original square mile boundaries, grew explosively, doubling in size between 1960 and 1970,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

(Text and photo courtesy Longmont Museum).

DEMOGRAPHICS

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

Source: US Census Bureau



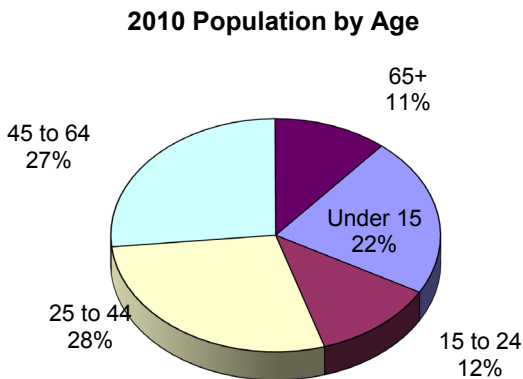
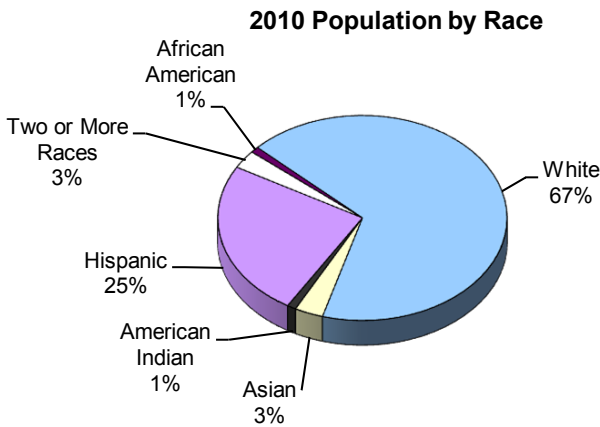
By 1910, the population of Longmont had doubled just about every 10 years since its founding and stood at 4,256 people. Growth slowed after this, with only 5,848 people recorded in the 1920 census. World War I took its toll on Longmont’s young men, and their names are recorded on a flagpole that stands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

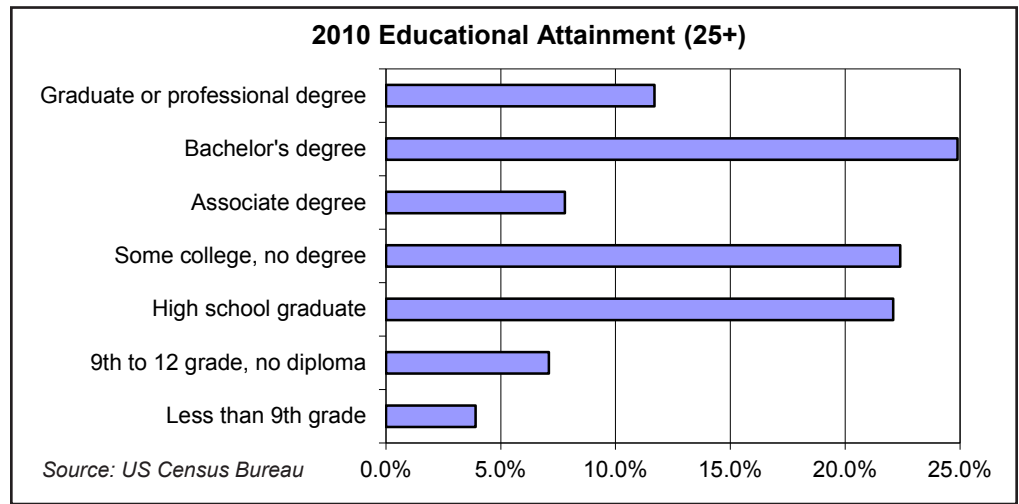
Longmont lies along the Front Range where populations have steadily increased since the 1980s. In 2010, the Bureau of the Census estimated that more than 4.33 million people live along the Front Range. Longmont has seen a large population increase during this time, as have other Front Range cities. (Source: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

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

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

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

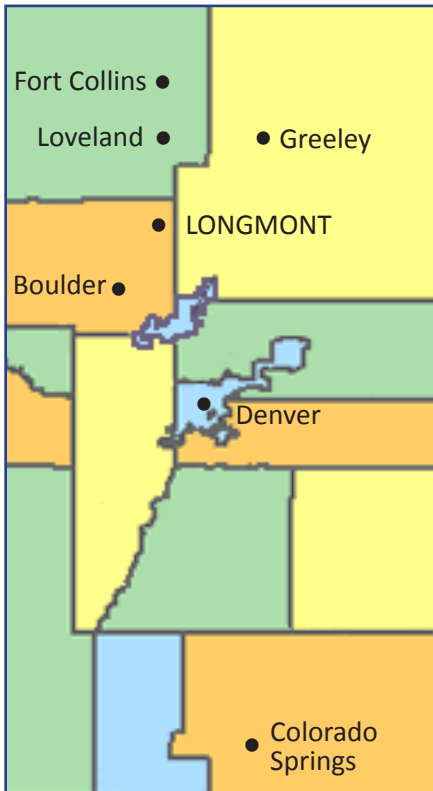




Average Annual Wage

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Boulder County	\$49,140	\$50,946	\$52,745	\$53,455	\$55,588	\$53,976	\$57,928	\$58,968	\$61,048	\$62,140
Broomfield County	\$51,688	\$55,892	\$60,434	\$59,915	\$62,036	\$58,552	\$62,764	\$68,224	\$71,084	\$93,080
Larimer County	\$36,608	\$37,941	\$39,340	\$40,151	\$43,732	\$40,716	\$44,564	\$46,124	\$46,800	\$47,112
Weld County	\$33,644	\$35,144	\$37,066	\$38,696	\$40,196	\$39,260	\$42,068	\$43,212	\$45,292	\$48,464
Colorado	\$41,600	\$43,506	\$45,396	\$46,614	\$50,180	\$46,696	\$50,700	\$53,664	\$53,196	\$55,692

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



LOCATION AND CLIMATE

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

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

FORM OF GOVERNMENT AND CITY SERVICES

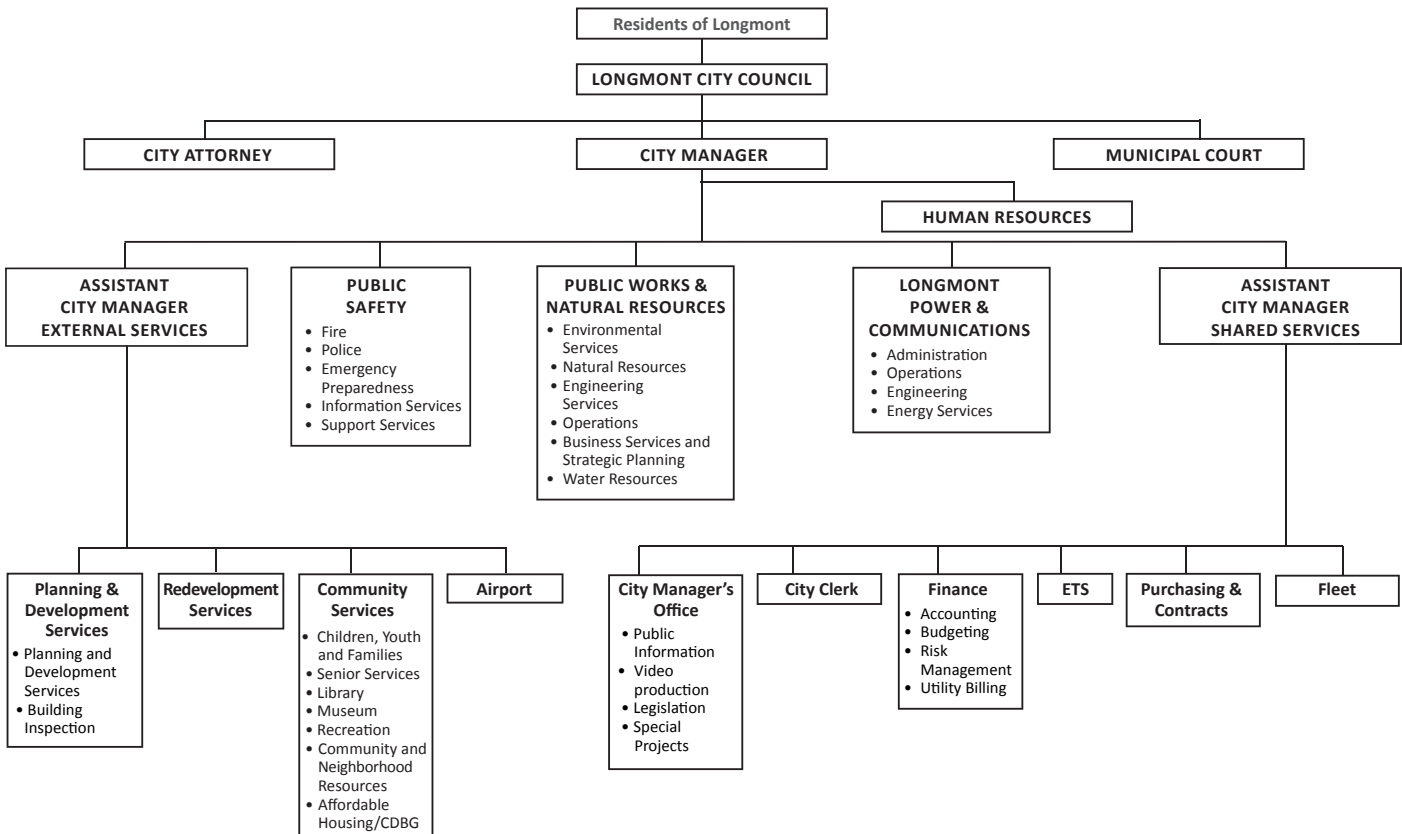
The City of Longmont was established in 1871 and incorporated in 1873. On August 5, 1961, the City was chartered as a home rule city under the provisions of Article XX of the Constitution of the



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

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

CITY OF LONGMONT



ECONOMIC DATA

The City has launched a citywide budget prioritization process to help the Longmont City Council develop policies and make key funding decisions. These policies will shape the future of the City and result in a balance between resources and expenditures that will sustain Longmont's capacity to provide desired municipal services. The following goals have come out of the budget prioritization process:

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

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

Longmont Area Primary Employers by Industry

as of August 2014

<u>Industry</u>	<u># of Companies</u>	<u># of Employees</u>
Computers/Peripherals/Interface Products	18	2,183
Computer Software	16	1,232
Aerospace	6	1,086
Transportation Equipment Manufacturing	6	1,040
Business Services	12	663
Semiconductor and Other Electronic Component Mfg	11	603
Printing and Publishing	4	538
Contract Manufacturing	8	463
Food Processing	11	463
Apparel/Accessories/Finished Products	6	448
Professional, Scientific and Technical Services	21	429
Biotech	6	403
Electrical Equipment, Appliances & Component Mfg	10	378
Energy	5	369
Plastics and Misc Rubber Products	8	300
Construction	4	244
Measurement Instruments/Controlling Devices	9	192
Wood Products and Furniture	3	173
Medical/Electromedical Instruments & Apparatus	5	141
Consumer Products	6	130
Machining, Tool and Die, Prototype Development	6	102
Photonics	7	94
Chemical Manufacturing	2	92
Fabricated Metal Products and Services	6	90
Machinery Manufacturing & Robotics	5	74
Communications Equipment	9	70

Source: Longmont Area Economic Council

Note: This list includes only industries with 75+ employees.

In August of each year, the county assessor certifies the total assessed value of all properties located within the boundaries of each taxing authority. By state statutes, assessed values are calculated by multiplying the actual value by 29% for all property except residential. The residential assessment percentage is subject to change by the Colorado Legislature each odd-numbered year. By Constitutional mandate, the change in percentage maintains the present balance of the tax burden between residential and all other properties. The residential assessment rate for taxes collected in 1992 and 1993 was 14.34%, for 1994 and 1995 it was 12.86%, for 1996 and 1997 it was 10.36%, for 1997 through 2000 it was 9.74%, for 2001 through 2003 it was 9.15%, and for 2004 through 2014 it was 7.96%.

The total assessed valuation for the City of Longmont increased annually from 2003 to 2010, decreased from 2011 - 2013, then increased again in 2014. This table represents the assessed valuation for real and personal property for the City only and does not include the assessments 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
2013	940,906,285	103,245,570	1,044,151,855
2014	937,926,761	111,470,713	1,049,397,474

BUDGET PROCESS AND POLICIES

OVERVIEW

This operating budget is the City of Longmont's comprehensive financial and operational plan for 2016. 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 2016 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 (2014 actual, 2015 and 2016 budget).

The 2016-2020 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 2016 are included in the 2016 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 as well as expenditure data for the City's major funds
- Capital Assets Maintenance Plan, which includes condition ratings of the City's infrastructure and 20-year replacement or upgrading schedules
- Longmont Area Comprehensive Plan, which is the City's long-range planning document
- Quality of life benchmarks
- Long-range plans and rate studies for services that the City provides
- City Council's annual work plan
- Multimodal 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.

CITY'S FUND STRUCTURE

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

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

The City uses fund accounting by establishing separate funds, by fund category, in its accounting system. The three categories of funds are governmental, proprietary and fiduciary. Governmental funds, which include general, government-type services and are financed primarily with taxes, are the general fund, special revenue funds, debt service funds, and capital projects funds. Proprietary funds, which include business-type activities that receive a significant portion of their funding from user charges, include enterprise and internal service funds. Fiduciary funds are used to account for assets held by the City in a trustee capacity. Each source of revenue is recorded in one of those funds and expenses are reported against the revenues in that fund. The City reports on each fund separately in its Comprehensive Annual Financial Report (CAFR). The City of Longmont has been awarded the GFOA Certificate of Achievement for Excellence in Financial reporting every year since 1979.

One way to describe a city's fund structure is that each fund is like a separate business. Each fund has its own set of accounting records detailing its financial condition. Thus, it is possible for one of a city's funds to be financially healthy while another is not. While a private company can move money from a healthy enterprise to one that is not doing well, a city is more restricted in making such transfers. Those restrictions work to assure that the public is paying the true cost of the service that they are receiving and not subsidizing other services.

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

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

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

Fund Type, Name

General Fund

Major Revenues

Property, sales and use taxes, franchise fees, transfers from other funds.

Major Expenses

Police, Fire, Parks and Recreation, Library, Museum, Finance, Legal, Human Resources, et al.

SPECIAL REVENUE FUNDS

Conservation Trust Fund

State lottery proceeds.

Costs associated with improvements to new and existing parks. No park maintenance costs are paid from this fund.

Park Improvement Fund

Park development fees.

Costs associated with developing new parks only. No maintenance costs for existing parks can be paid from this fund.

General Improvement District Fund

Property taxes.

Maintenance of downtown parking lots and pedestrian breezeways.

Downtown Development Authority Funds

Property taxes.

Longmont Downtown Development Authority operations, debt service and capital improvements in the downtown area.

Street Fund

Sales and use taxes, intergovernmental revenue.

All costs associated with maintaining and improving the City's street and transportation system.

Public Safety Fund

Sales and use taxes, intergovernmental revenue.

Increased Public Safety needs.

Probation Services Fund

Fine surcharge revenue.

Defraying the cost of municipal probation services including probation officers

Judicial Wedding Fee Fund

User fees.

Defraying the cost of municipal judicial system for wedding services performed.

Community Development Block Grant Fund

Federal block grants.

All costs associated with the CDBG program.

Public Buildings Community Investment Fee Fund

Fees on new construction.

Construction and improvements for public facilities (growth-related).

Transportation Community Investment Fee Fund

Fees on new construction.

Construction and improvements of transportation infrastructure (growth-related).

Electric Community Investment Fee Fund

Fees on new construction.

Construction and improvements for electric infrastructure (growth-related).

Open Space Fund

Sales and use taxes

Acquisition and maintenance of open space.

Park and Greenway Maintenance Fund

Park and greenway maintenance fee

Maintenance, operations, repair and replacement of parks and greenways.

Longmont Urban Renewal

Sales and property tax TIF transfer to Village at the Peaks

Sales and property tax TIF transfer to Village at the Peaks

Youth Services Fund

User fees, donations and grants.

Youth services programs.

Library Services Fund

User fees, donations and grants.

Library services programs.

Senior Services Fund

User fees, donations and grants.

Senior services programs.

Museum Services Fund

User fees, donations and grants.

Museum services programs.

Lodgers Tax Fund

Lodging Tax

Marketing and promotion of Longmont.

Village at the Peaks

Certificates of participation and collection of special revenue

Certificates of participation for Twin Peaks Mall Urban Renewal Area

CAPITAL PROJECTS FUND

Public Improvement Fund

Use taxes.

New construction and improvements to public buildings and facilities.

ENTERPRISE FUNDS

Electric Fund

Payments of electric bills.

All costs associated with providing electricity (acquisition, delivery and distribution).

Water Fund

Payments of water bills.

All costs associated with providing water (acquisition, treatment and distribution).

Sewer Fund

Payments of sewer bills.

All costs associated with providing sewer services (collection and treatment).

Sanitation Fund

Payments of sanitation bills.

All costs associated with providing solid waste services (pickup, disposal and recycling).

Storm Drainage Fund

Payments of storm drainage bills.

All costs associated with providing storm drainage services (regular maintenance and system improvements).

Golf Fund

Green fees.

All costs associated with maintaining and improving the City's golf courses.

Telecommunications Fund

Charges for services.

All costs associated with developing and maintaining the city's telecommunications network.

Airport Fund

Rental fees.

All costs associated with maintaining and improving the airport operations.

INTERNAL SERVICE FUND

Fleet Fund

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 in the computerized system.

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

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

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

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

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

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

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

The CIP is a planning document that details the City's capital infrastructure needs for the budget year and the following four years. Only the capital projects scheduled in the first year are funded in the operating budget. A more detailed description of the CIP process and each capital project are included in the 2016-2020 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.

2016 BUDGET CALENDAR

DATE	EVENT
Week of March 23.....	2016-2020 CIP preparation begins
Week of April 27.....	2016 Budget preparation begins
May 1	Proposed 2016-2020 CIP projects due to Budget Office
June 5	Budgets turned into Budget Office.
June/July	2016 Budget Evaluation Meetings; 2016 revenue estimates completed by Finance staff.
Mid-July.....	2016 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
September 1.....	2016 Operating Budget and 2016-2020 CIP presented to City Council.
September	2016 Budget presentations to City Council.
October 13 and 27	City Council Regular Meetings: introduction, public hearing and passage of the 2016 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.

2016 FINANCIAL POLICIES

Adopted by Resolution R-2015-80

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 85% to the General Fund and 15% 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 85% and 15% allocation of budgeted revenues respectively. Actual revenues received will be credited between the two funds in accordance with their respective budgeted shares of the sales and use tax as stated in the following implementation policy.

In the 2016 Budget the allocation of the 2.0 cents of sales and use tax revenue will be 100% of the sales tax and 7.5% of the use tax to the General Fund and 92.5% 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 2016 Operating Budget includes fee increases for Sewer, Water and Sanitation.

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 2016 Budget there is a projection of 487 new dwelling units. As this is above the benchmark of 120 dwelling units that was set with the 2008 budget, the 2016 budget includes incremental development revenue of \$597,440 from 367 dwelling permits. This incremental development revenue is used to cover one-time expenses in the 2016 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 ensure compliance with the annual budget.

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

Procurement Card

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

The City currently follows this policy.

Expenditure and Revenue Reporting

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

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

Basis for Fund Establishment

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

The City currently follows this policy.

Annual Financial Audit

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

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

Pension Funding

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

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

Performance Measurement

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

The City currently follows this policy.

Fleet Maintenance, Repair and Replacement

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

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

Capitalization

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

The City currently follows this policy.

Maintenance of Capital Assets

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

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

Human Service Agency Funding

In order to provide a stable funding source to independent human service agencies, which provide needed programs to Longmont residents and/or to fund Council-directed initiatives that address system changes to improve human service outcomes, 2.05% of the General Fund's budgeted ongoing tax revenues (to include property tax, sales and use tax, cigarette tax, and all franchises) revenues will be allocated for this purpose.

The 2016 Operating Budget includes \$1,124,992 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 2016 Operating Budget includes \$220,000 for a contract for service with the Longmont Cable Trust.

Downtown Parking Funding

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

The City currently follows this policy.

General Improvement District Fund

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

The City currently follows this policy.

Employee Pay

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

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

Property and Liability Self Insurance Fund

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

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

Health Benefits Fund

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

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

Workers' Compensation

The City will maintain a Worker's Compensation fund for the payment of Worker's Compensation costs. Benefit payments, excess insurance, safety education training expenses and case management expenses

will be paid from this account. The City will follow a policy of fully funding the expected claims of this fund and establishing a fund balance as required by the State of Colorado Self Insurer's Reserve Trust Agreement.

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

Collection Agency Relationship

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

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

Obsolete Items

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

The City currently follows this policy.

Local Purchasing Preference

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

The City applies the appropriate percentage preferences when applicable.

FEES FOR SERVICE

Recreation Fees

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

The City currently strives to follow this policy.

Senior Citizen Activity Fees

Activity fees will be set to recover 100% of the senior citizen expenditures identified in the program budget for special activities. These expenses may include instructor wages, program supplies, transportation, and

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

The City currently follows this policy.

Short Checks

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

The City currently follows this policy.

Building Codes

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

The City currently follows this policy.

Hazardous Materials Situation Reimbursement

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

The City currently follows this policy.

INVESTMENT AND DEBT POLICIES

Investment Policy

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

The City currently follows this policy.

Banking Relationship

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

The City opened its banking relationship for bid in 2009 and signed a three-year contract for banking services, through June 2012, with the option of up to four additional annual renewals. The contract has been renewed for four of the four additional periods. The current renewal expires on June 30, 2016.

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

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

Debt Payment

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

The City currently follows this policy.

Relationships with Rating Agencies

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

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

Charter Requirements Relating to the Issuance of Bonds

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

As of the end of 2014, the actual value of taxable property within the City totaled \$8.526 billion. The 3% limitation equaled \$255,775,308. The City had no outstanding debt applicable to the debt limitation and meets the 3% limitation stipulation. Further information can be found on page 29 of the City's 2014 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.

- 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.

- 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.

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

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

Lease Purchase and Straight Lease of Capital Items

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

The City currently follows this policy.

Subdivider's Escrow

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

The City currently follows this policy.

RESERVE POLICIES

General Fund Reserves

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

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

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

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

General Fund budgeted operating expenditures for 2015 are \$66,978,356. The unrestricted fund balance in the General Fund at the beginning of 2015 is \$12,770,078 which is 19.1% of General Fund operating expenditures.

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

	<i>Goal</i>	<i>Goal</i>	<i>Status</i>	<i>Funded Amount</i>
TABOR component		\$4,397,047	fully funded	\$4,397,047
Emergency reserve	8%	\$5,358,268	funded at 6.7%	\$4,467,836
Stabilization Reserve	at 3%	\$2,009,351	unfunded	\$0
Stabilization Reserve	at 8%	\$5,358,268	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 2016 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 2016.

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 2016.

Electric Utility Reserve

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

Based on current projections, the Electric Utility will build toward this level and meet the requirement by 2016.

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 2016.

Storm Drainage Fund Reserve

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

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

Street Fund Reserve

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

Based on current projections, the Street Fund will build toward this requirement in 2016.

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 2016.

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 Utility Franchise Fee for 2016 is \$5,217,664.

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 2016 is \$551,772.

Franchise Fee - Water Fund

The City of Longmont Water Utility will pay the General Fund a 2% franchise fee in addition to providing the City water service. 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 2016 is \$309,930. Including the water service results in a net fee of approximately 9%.

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 Broadband Utility Fee for 2016 is \$7,812.

ENTERPRISE FUNDS**Utility Rates**

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

The City currently follows this policy.

Utility Rate Studies

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

The City currently follows this policy. A comprehensive rate study for the Water Fund was completed in 2014. A comprehensive rate study was completed for the Sewer Fund in 2012. A comprehensive rate study was completed for the Electric Utility in 2013. The Electric Community Investment Fee Fund rate study was completed in 2010. The most recent rate study for the Broadband Utility was in 2014. The most recent rate study for the Storm Drainage Fund was completed in 2013. A comprehensive rate study was completed in 2011 for the Sanitation Fund.

Lighting and Traffic Signals

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

The City currently follows this policy.

Water Service to City Facilities

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

The City currently follows this policy. The value of water provided to City facilities in 2014 was \$924,684.

Sewer Service to City Facilities

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

The City currently follows this policy.

Electric Service to City Facilities

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

The City currently follows this policy.

Electric Service Territory Transfer

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

The City currently follows this policy.

Broadband Service to City Facilities

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

The City currently follows this policy.

Sanitation Service to City Facilities

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

The City currently follows this policy.

Storm Drainage Services to City Facilities

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

The City currently follows this policy.

Capital Revenue

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

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

Sanitation Fees

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 2016 in the 2016-2020 Capital Improvement Program are included in the 2016 Operating Budget.

Special Financing Districts

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

The City currently follows this policy.

Conservation Trust Fund

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

The City currently follows this policy.

Park Improvement Fund

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

The City currently follows this policy.

Park and Greenway Maintenance Fund

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

The City currently follows this policy.

Electric Community Investment Fee Fund

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

The City currently follows this policy.

Public Buildings Community Investment Fee Fund

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

The City currently follows this policy.

Transportation Community Investment Fee Fund

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

The City currently follows this policy.

Water System Construction Reserve Fund

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

The City currently follows this policy.

Water Acquisition Fund

The Water Acquisition Fund will be funded from cash payments received in lieu of water rights. These revenues will be used for water supply projects, the acquisition of water rights, and 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.

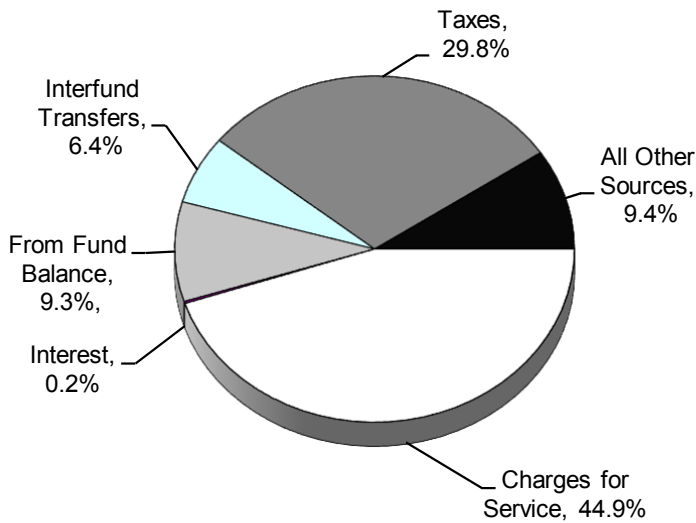
The City currently follows this policy.

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.

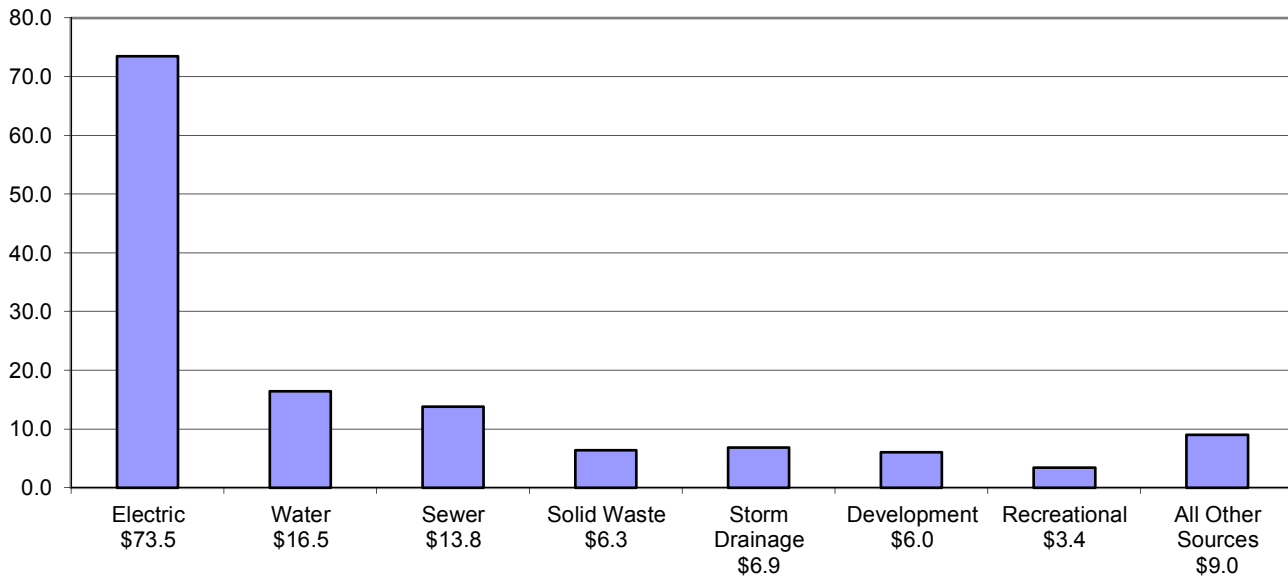
The City currently follows this policy.

2016 OPERATING BUDGET: Sources of Funds



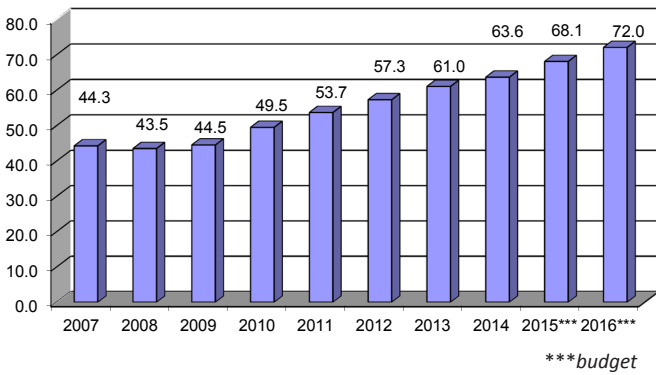
Revenue and other sources used to support the City’s programs and projects in 2016 will come from a variety of sources and total \$301,490,434. This is 10% above the total revenues in the 2015 budget and is due primarily to a large increase in Broadband and contribution to fund balance.

Charges for Services, Licenses and Permits represent 44.9% or \$135.3 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.



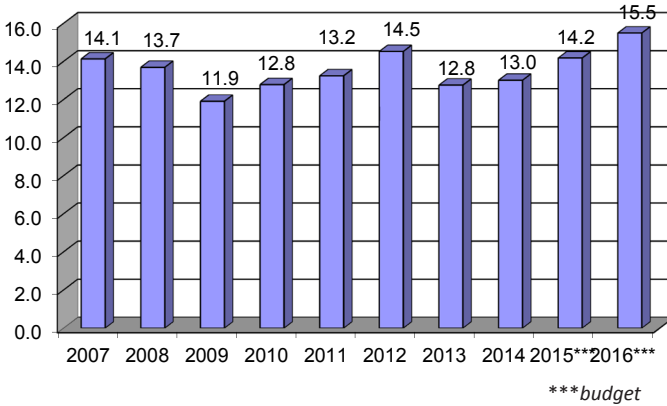
Utility user charges reflect the cost of service and are established so that operating revenues are at least equal to operating expenditures. A portion of user rates is designed to cover replacement of utility facilities. The utilities periodically conduct a comprehensive rate study. In each of the intervening 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 2016 budget is based on 153 single-family permits, 334 multifamily permits, 200,000 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



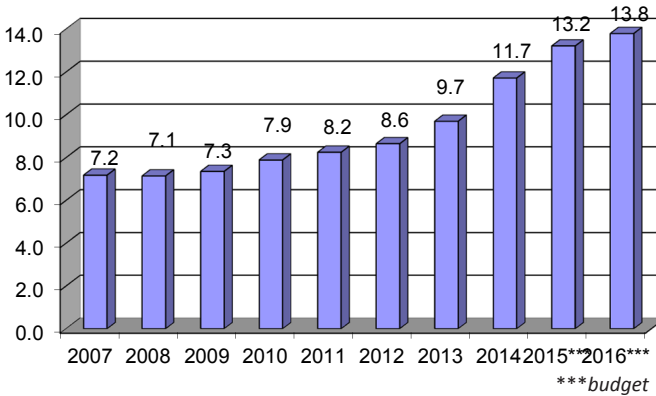
In 2015 the Electric and Telecommunications Utility Enterprise Funds were combined into the Electric and Broadband Utility Enterprise Fund. In 2016, electric and broadband utility revenues equal 99% of all electric and broadband revenues. There will be no rate increases.

Water



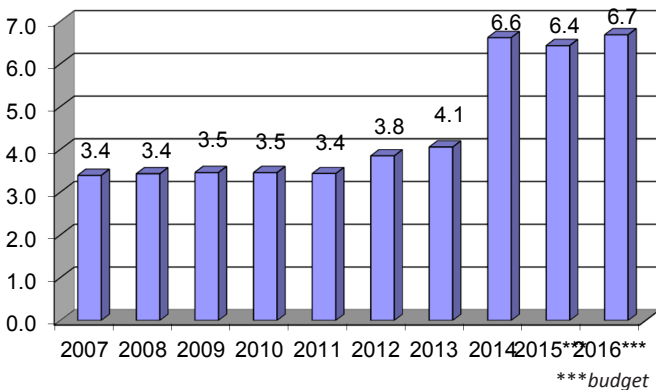
In 2016, charges for water services represent 99% of all water revenues. There is an estimated 8% rate increase included for 2016.

Sewer



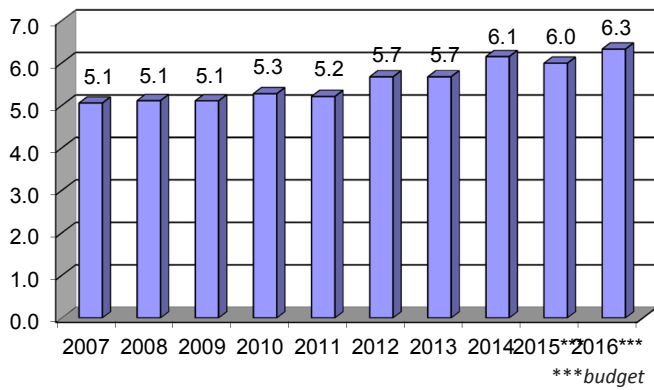
The sewer utility will receive 95% of its revenue from charges for services in 2016. An ordinance approving a fee increase in sewer rates was previously approved by Council. The proposed budget currently includes an average rate increase of 3%.

Storm Drainage



In 2016, Storm Drainage will receive 38% of its revenue from charges for services. There is no rate increase. Bond revenues make up the majority of the revenue in this fund.

Sanitation

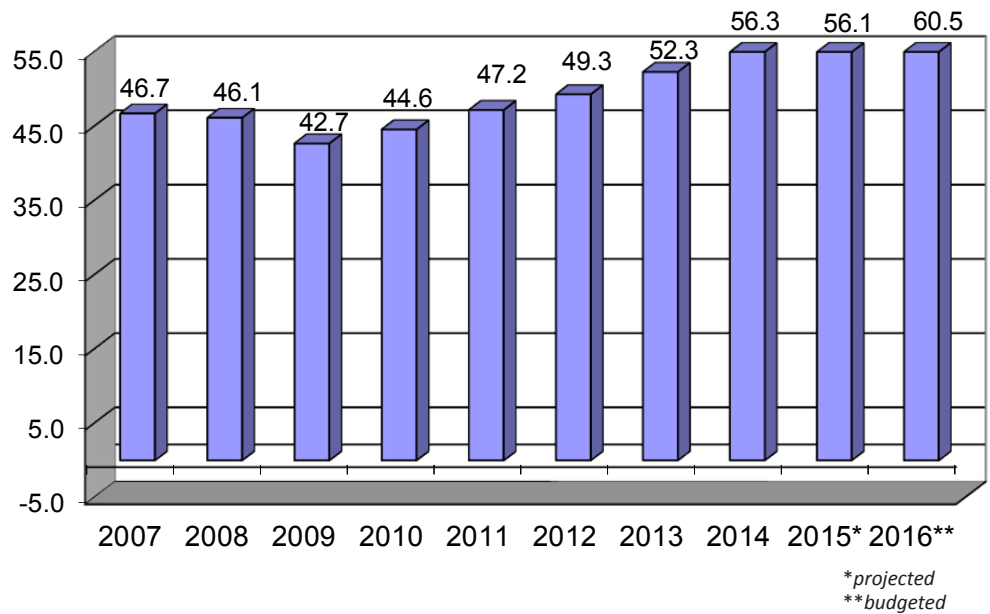


Sanitation will receive 67% of its 2016 revenues from charges for service. There is an estimated rate increase of 7% included for 2016.

Taxes represent 29.8% or \$89.9 million and include citywide sales and use, property, cigarette, and franchise taxes.

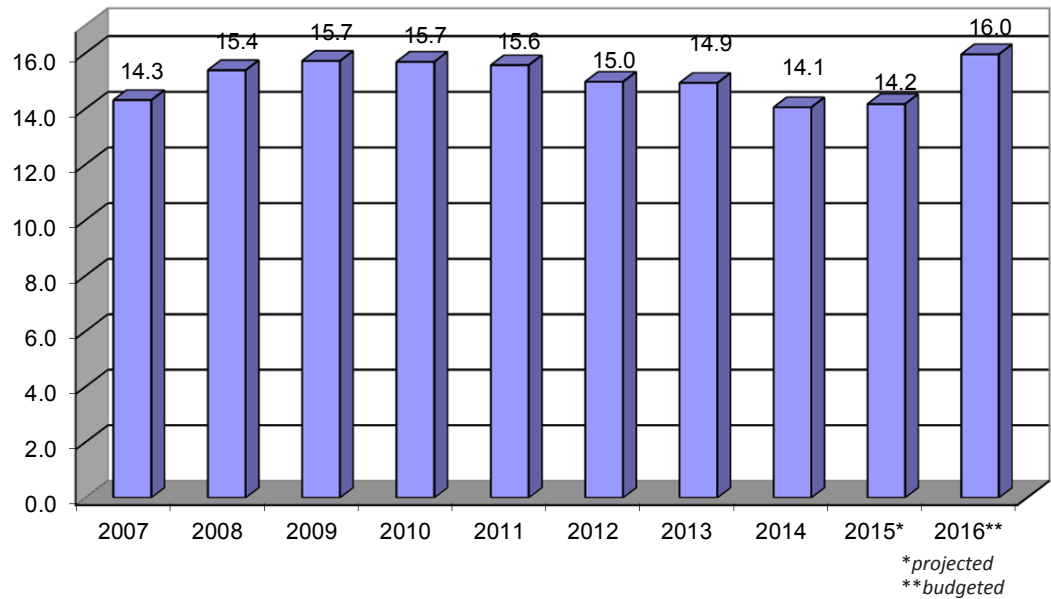
Sales and Use Tax originated on January 1, 1969, at 2%. In June 1985 the sales and use tax was increased by 0.75% for exclusive use on street system expenditures. Further, in November 2000 voters approved an initiative to increase sales and use tax by 0.2% for the acquisition and maintenance of open space. In November 2006, voters approved an increase of 0.325% to fund additional public safety needs. Sales and use tax, the City’s largest single revenue source, accounts for 42.1% of the General Fund’s total sources of funds. Sales and use tax is projected based on historical collection trends and knowledge of economic development-related activities.

Sales and Use Tax History Citywide



Property Tax accounts for 21.7% 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 2016 budget is based on preliminary assessed valuations from the county assessor’s office.

Property Tax History Citywide



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 2016, \$28,162,838, or 9.3%, of the total sources of funds will come from the use of fund balance.

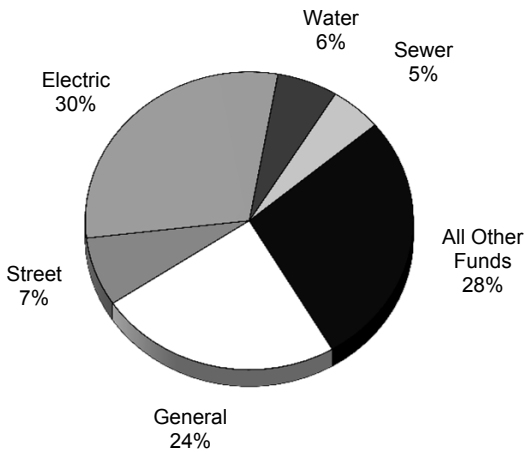
Interfund Transfers are payments from the City's enterprise funds for services provided by the General Fund. These include services such as utility billing, accounting, purchasing, human resources, permitting, city clerk functions and city attorney services. This revenue is based on an estimate of time spent by General Fund services in support of the City's enterprise funds. That estimated time is then converted into a dollar figure and charged to the enterprise funds on the theory that the enterprise funds would have to pay someone to provide those services if they did not have the General Fund departments to assist them. This revenue is 6.4% of the General Fund's total revenues.

Interest and Other Sources are 9.6% of the City's sources of funds. Interest earnings are estimated at \$481,359 for 2016 and all other sources are \$28.0 million and include intergovernmental funds from Boulder County, state and federal governments, fines, and miscellaneous sources.

2016 OPERATING BUDGET: Uses of Funds

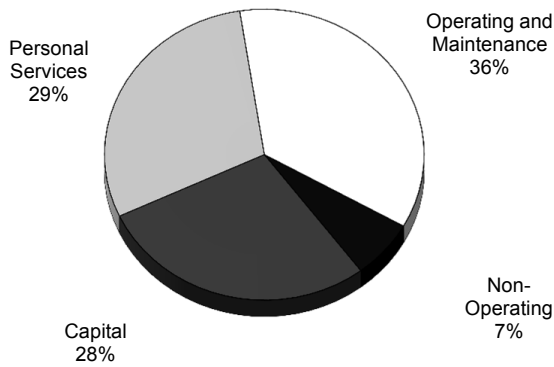
The City of Longmont’s 2016 Operating Budget totals \$301,490,434.

Expenditures by Fund



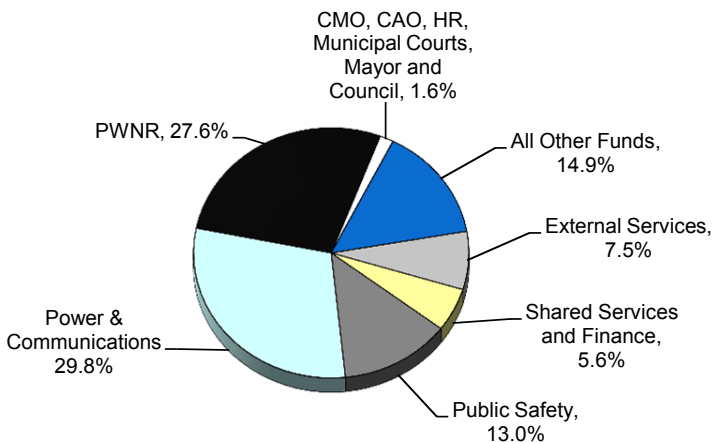
Expenditures in the largest funds include General Fund, \$73.0 million; Electric Fund, \$89.4 million; Water Fund, \$17.9 million; and Street Fund, \$22.4 million. These funds will account for 67.3% of all City expenditures in 2016. Other funds include Sewer, \$15.3 million; Open Space, \$6.9 million; Public Improvement, \$9.5 million; Sanitation, \$10.0 million; Fleet, \$7.6 million; Golf, \$2.9 million; Public Safety, \$6.5 million; and several minor funds.

Expenditures by Category



Budgeted expenditures, by category, are personal services, \$88.9 million, which includes salaries, wages and benefits; operating and maintenance, \$107.5 million, which includes routine operating expenditures; non-operating, \$19.6 million, which includes interfund transfers and interest payments; and capital, \$85.5 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, \$83.3 million (which includes Water, Sewer, Sanitation, Storm Drainage, Streets, Park Improvement, Transportation Community Investment Fee, Open Space, Park & Greenway Maintenance, Conservation Trust, Parks and Facilities); Power & Communications, \$89.9 million; Public Safety Department, \$39.3 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund); Shared Services and Finance Department, \$16.9 million (services include Accounting, Budget, Enterprise Technology Services,

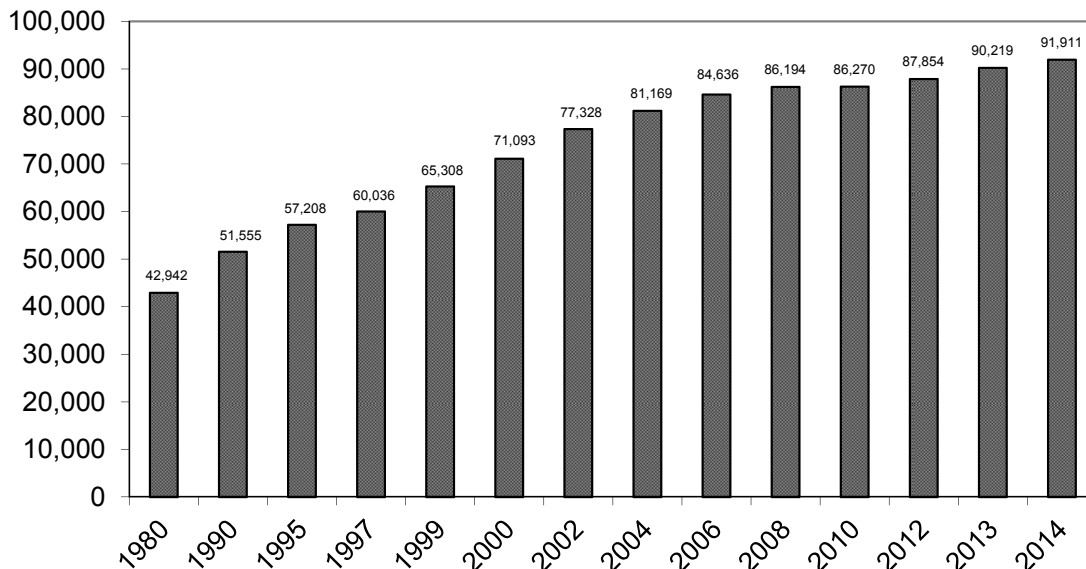
Purchasing and Contracts, Risk Management, Utility Billing, City Clerk’s Office and Fleet); External Services Department, \$22.5 million (services include Community Relations, Library, Museum, Youth Services, Senior Services, Recreation, Neighborhood Resources, CDBG/HOME Grants Administration, Affordable Housing, Human Services Agency Funding, Callahan House, Art In Public Places, and Planning & Development Services); City Manager’s Office, \$1.2 million; City Attorney’s Office, \$1.0 million; Municipal Courts, \$896,352; Mayor and Council, \$500,112; and Human Resources, \$1.0 million. The remaining funds total \$44.7 million and include the Public Improvement Fund, Public Building Community Investment Fee Fund, Longmont Downtown Development Authority, General Improvement District, Downtown Parking, Longmont Urban Renewal, and Village at the Peaks.

2012 - 2016 Budgeted FTE Positions by Department

Department	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2015-2016 Change
Mayor and Council	7.00	7.00	7.00	7.00	7.00	0.00
City Manager	4.00	5.00	5.50	6.50	6.50	0.00
City Attorney	7.50	7.50	7.50	7.50	7.50	0.00
City Clerk	4.00	4.00	4.00	4.00	0.00	-4.00
Human Resources	0.00	8.00	8.00	8.00	8.00	0.00
Municipal Court	8.50	8.50	8.50	8.50	8.50	0.00
Shared Services and Finance	88.20	81.20	81.45	80.20	84.83	4.63
External Services	115.70	116.30	121.03	138.78	145.18	6.40
Power and Communications	72.75	72.75	72.75	91.90	98.90	7.00
Public Safety	293.50	293.50	293.50	297.50	295.50	-2.00
Public Works and Natural Resources	227.50	226.50	223.75	220.44	224.35	3.91
Downtown Development Authority	2.00	2.00	2.75	2.85	3.00	0.15
TOTAL	830.65	832.25	835.73	873.17	889.26	16.09

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

Longmont Population 1980 - 2014



Summary of Financing Sources and Uses

	2014 Actual	2015 Budget	2016 Budget
<u>Revenues and Other Financing Sources</u>			
Taxes	82,858,990	83,430,434	89,923,789
Licenses and Permits	3,067,885	2,566,780	3,275,494
Intergovernmental Revenue	43,130,603	11,828,994	25,193,816
Charges for Service	120,978,040	123,349,327	132,052,301
Fines and Forfeits	1,208,723	1,240,700	1,289,200
Interest Earnings	1,193,685	433,924	481,359
Interfund Transfers	29,267,843	16,201,742	19,238,455
Miscellaneous	1,543,166	1,056,473	1,504,197
Proceeds from Advance	64,484,006	545,707	368,987
Proceeds from Bonds	-	-	-
Proceeds from Lease Purchase	-	-	-
Contribution from/(to) Fund Balance	(79,285,570)	32,445,521	28,162,838
TOTAL SOURCES	\$ 268,447,371	\$ 273,099,602	\$ 301,490,436

Expenditures and Other Financing Uses

Personal Services	78,855,509	82,705,071	88,867,588
Operating and Maintenance	113,735,886	103,712,217	107,477,992
Non-Operating	20,909,376	18,620,422	19,625,543
Capital	54,946,600	68,061,892	85,519,313
TOTAL USES	\$ 268,447,371	\$ 273,099,602	\$ 301,490,436

2016 CONSOLIDATED FUND STATEMENT Sources of Funds and Expenses

The 2016 Consolidated Fund Statement on the following pages includes the sources of funds and expenses by category for each fund included in the 2016 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.

2016 CONSOLIDATED FUND STATEMENT

	General Fund	Electric and Broadband Fund	Water Fund	Sewer Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 9,866,100	\$ 28,247,943	\$ 15,765,807	\$ 3,620,206
 SOURCES OF FUNDS				
Taxes	54,907,608	-	-	-
Licenses and Permits	1,745,450	-	-	-
Intergovernmental Revenue	394,848	-	-	168,247
Charges for Service	6,043,952	73,474,533	16,454,596	13,794,300
Fines and Forfeits	1,289,200	-	-	-
Interest Earnings	-	50,000	60,500	28,000
Interfund Transfers	7,095,975	127,246	-	552,119
Miscellaneous	135,400	316,300	45,000	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 71,612,433	 73,968,079	 16,560,096	 14,542,666
 EXPENSES BY CATEGORY				
Personal Services	54,734,023	9,026,071	4,929,998	3,609,135
Operating and Maintenance	16,702,357	59,272,056	7,205,610	4,707,881
Non-Operating	1,316,500	1,813,591	1,231,712	3,884,695
Capital	272,740	19,316,253	4,572,316	3,118,943
 TOTAL EXPENSES	 73,025,620	 89,427,969	 17,939,636	 15,320,654
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 8,452,913	\$ 12,788,053	\$ 14,386,267	\$ 2,842,218
Contribution to/(from) Fund Balance	(1,413,187)	(15,459,892)	(1,379,540)	(777,988)

2016 CONSOLIDATED FUND STATEMENT

	Street Improvement Fund	Sanitation Fund	Golf Fund	Storm Drainage Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 2,860,489	\$ 2,519,942	\$ 1,279,613	\$ 12,766,427
 SOURCES OF FUNDS				
Taxes	17,497,146	-	-	-
Licenses and Permits	15,000	-	-	-
Intergovernmental Revenue	1,985,171	3,062,500	-	11,016,288
Charges for Service	500,000	6,326,600	2,581,045	6,860,595
Fines and Forfeits	-	-	-	-
Interest Earnings	28,787	12,950	12,968	17,139
Interfund Transfers	-	-	-	-
Miscellaneous	10,000	47,000	1,000	5,520
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 20,036,104	 9,449,050	 2,595,013	 17,899,542
 EXPENSES BY CATEGORY				
Personal Services	3,613,691	2,045,667	1,149,764	1,621,687
Operating and Maintenance	5,800,136	3,937,434	1,097,083	1,446,979
Non-Operating	246,971	26,246	201,704	2,561,715
Capital	12,770,462	4,011,095	494,140	21,222,674
 TOTAL EXPENSES	 22,431,260	 10,020,442	 2,942,691	 26,853,055
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 465,333	\$ 1,948,550	\$ 931,935	\$ 3,812,914
Contribution to/(from) Fund Balance	(2,395,156)	(571,392)	(347,678)	(8,953,513)

2016 CONSOLIDATED FUND STATEMENT

	Fleet Fund	Airport Fund	Public Improvement Fund	CDBG/HOME Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 13,788,263	\$ 7,569	\$ 364,730	\$ 458,922
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	5,377,778	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	3,062,500	1,001,857
Charges for Service	-	310,000	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	71,325	-	7,000	-
Interfund Transfers	8,511,248	-	879,489	-
Miscellaneous	450,000	36,000	-	57,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 9,032,573	 346,000	 9,326,767	 1,058,857
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	1,496,380	125,089	-	525,564
Operating and Maintenance	2,258,199	210,333	54,550	877,775
Non-Operating	4,872	41	2,740,425	-
Capital	3,800,571	-	6,747,084	-
 TOTAL EXPENSES	 7,560,022	 335,463	 9,542,059	 1,403,339
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 15,260,814	\$ 18,106	\$ 149,438	\$ 114,440
Contribution to/(from) Fund Balance	1,472,551	10,537	(215,292)	(344,482)

2016 CONSOLIDATED FUND STATEMENT

	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund	Transportation CIF Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 3,698,852	\$ 2,303,830	\$ 2,292,624	\$ 37,087
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	1,405,044	-	-	-
Intergovernmental Revenue	-	800,000	-	-
Charges for Service	-	-	325,500	295,554
Fines and Forfeits	-	-	-	-
Interest Earnings	24,269	11,706	12,000	1,428
Interfund Transfers	-	-	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 1,429,313	 811,706	 337,500	 296,982
 EXPENSES BY CATEGORY				
Personal Services	-	-	-	-
Operating and Maintenance	-	50,000	-	-
Non-Operating	-	-	-	-
Capital	132,000	550,000	450,000	155,000
 TOTAL EXPENSES	 132,000	 600,000	 450,000	 155,000
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 4,996,165	\$ 2,515,536	\$ 2,180,124	\$ 179,069
Contribution to/(from) Fund Balance	1,297,313	211,706	(112,500)	141,982

2016 CONSOLIDATED FUND STATEMENT

	Public Buildings CIF Fund	Art in Public Places Fund	Sewer Construction Fund	Water Construction Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 1,089,566	\$ 552,696	\$ 238,796	\$ 18,506,617
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	346,000	-	1,154,700	1,162,900
Fines and Forfeits	-	-	-	-
Interest Earnings	3,000	-	3,600	94,500
Interfund Transfers	-	237,847	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	349,000	237,847	1,158,300	1,257,400
 EXPENSES BY CATEGORY				
Personal Services	-	38,908	-	-
Operating and Maintenance	-	286,364	2,500	2,500
Non-Operating	-	-	552,119	-
Capital	103,000	-	160,000	570,750
TOTAL EXPENSES	103,000	325,272	714,619	573,250
<i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 1,335,566	\$ 465,271	\$ 682,477	\$ 19,190,767
Contribution to/(from) Fund Balance	246,000	(87,425)	443,681	684,150

2016 CONSOLIDATED FUND STATEMENT

	Raw Water Storage Fund	Water Acquisition Fund	Callahan House Fund	DDA Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 410,350	\$ 4,422,417	\$ 20,989	\$ 3,671,353
 SOURCES OF FUNDS				
Taxes	-	-	-	849,746
Licenses and Permits	-	-	-	30,000
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	5,000	39,250	1,500
Fines and Forfeits	-	-	-	-
Interest Earnings	1,500	21,800	200	900
Interfund Transfers	-	-	81,606	52,500
Miscellaneous	-	-	-	43,000
Proceeds from Advance	-	-	-	368,987
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	1,500	26,800	121,056	1,346,633
 EXPENSES BY CATEGORY				
Personal Services	-	-	87,952	258,775
Operating and Maintenance	-	100,000	28,429	585,328
Non-Operating	-	-	-	373,987
Capital	-	50,000	-	23,987
TOTAL EXPENSES	-	150,000	116,381	1,242,077
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 411,850	\$ 4,299,217	\$ 25,664	\$ 3,775,909
Contribution to/(from) Fund Balance	1,500	(123,200)	4,675	104,556

2016 CONSOLIDATED FUND STATEMENT

	GID #1 Fund	Downtown Parking Fund	Affordable Housing Fund	Open Space Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 98,017	\$ 145,145	\$ 622,528	\$ 2,991,755
 SOURCES OF FUNDS				
Taxes	112,871	-	-	3,696,377
Licenses and Permits	-	80,000	-	-
Intergovernmental Revenue	-	-	-	3,240,457
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	600	500	-	-
Interfund Transfers	-	11,190	577,315	-
Miscellaneous	-	-	125,000	50,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	113,471	91,690	702,315	6,986,834
 EXPENSES BY CATEGORY				
Personal Services	32,852	33,116	51,264	304,015
Operating and Maintenance	82,349	26,682	145,382	457,319
Non-Operating	-	-	84,172	2,168,855
Capital	-	10,000	-	4,730,500
TOTAL EXPENSES	115,201	69,798	280,818	7,660,689
<i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 96,287	\$ 167,037	\$ 1,044,025	\$ 2,317,900
Contribution to/(from) Fund Balance	(1,730)	21,892	421,497	(673,855)

2016 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>	\$ 158,525	\$ 159,633	\$ 1,111,531	\$ 143,898	\$ 275
 SOURCES OF FUNDS					
Taxes	-	-	6,006,613	-	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	-	-	271,413	-	30,000
Charges for Service	-	353,500	50,000	-	80,000
Fines and Forfeits	-	-	-	-	-
Interest Earnings	-	-	12,929	450	-
Interfund Transfers	-	-	-	-	-
Miscellaneous	6,000	5,500	-	108,977	26,500
Proceeds from Advance	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-
 TOTAL SOURCES OF FUNDS	 6,000	 359,000	 6,340,955	 109,427	 136,500
 EXPENSES BY CATEGORY					
Personal Services	-	29,040	5,039,648	2,000	34,700
Operating and Maintenance	6,000	231,609	1,417,489	46,500	47,768
Non-Operating	-	5,769	2,057	20,500	-
Capital	-	-	50,940	-	-
 TOTAL EXPENSES	 6,000	 266,418	 6,510,134	 69,000	 82,468
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 158,525	\$ 252,215	\$ 942,352	\$ 184,325	\$ 54,307
Contribution to/(from) Fund Balance	-	92,582	(169,179)	40,427	54,032

2016 CONSOLIDATED FUND STATEMENT

	Museum Trust Fund	Probation Services Fund	Judicial Wedding Fee Fund	Park and Greenway Maintenance Fund	Lodgers Tax Fund	Village at the Peaks Fund
<i>BEGINNING</i>						
<i>FUND BALANCE</i>	\$ 81,820	\$ 83,230	\$ 24,862	\$ 781,506	\$ 109	\$ 1,123,101
SOURCES OF FUNDS						
Taxes	-	-	-	-	363,730	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	160,535
Charges for Service	-	70,000	2,300	1,820,476	-	-
Fines and Forfeits	-	-	-	-	-	-
Interest Earnings	-	400	-	2,908	-	-
Interfund Transfers	-	-	-	-	-	1,111,920
Miscellaneous	36,000	-	-	-	-	-
Proceeds from Advance	-	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-	-
TOTAL SOURCES OF FUNDS	36,000	70,400	2,300	1,823,384	363,730	1,272,455
EXPENSES BY CATEGORY						
Personal Services	-	76,749	1,500	-	-	-
Operating and Maintenance	19,000	8,650	-	-	363,730	-
Non-Operating	-	-	4,987	-	-	1,272,705
Capital	-	-	-	2,206,858	-	-
TOTAL EXPENSES	19,000	85,399	6,487	2,206,858	363,730	1,272,705
<i>ENDING</i>						
<i>FUND BALANCE</i>	\$ 98,820	\$ 68,231	\$ 20,675	\$ 398,032	\$ 109	\$ 1,122,851
Contribution to/(from) Fund Balance	17,000	(14,999)	(4,187)	(383,474)	-	(250)

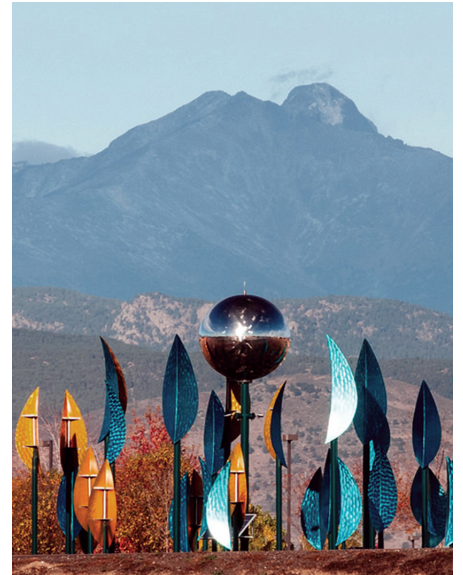
2016 CONSOLIDATED FUND STATEMENT

	Longmont Urban Renewal Fund	GRAND TOTAL, ALL FUNDS
<i>BEGINNING</i>		
<i>FUND BALANCE</i>	\$ -	\$ 136,317,122
 SOURCES OF FUNDS		
Taxes	1,111,920	89,923,789
Licenses and Permits	-	3,275,494
Intergovernmental Revenue	-	25,193,816
Charges for Service	-	132,052,301
Fines and Forfeits	-	1,289,200
Interest Earnings	-	481,359
Interfund Transfers	-	19,238,455
Miscellaneous	-	1,504,197
Proceeds from Advance	-	368,987
Proceeds from Bonds	-	-
 TOTAL SOURCES OF FUNDS	 1,111,920	 273,327,598
 EXPENSES BY CATEGORY		
Personal Services	-	88,867,588
Operating and Maintenance	-	107,477,992
Non-Operating	1,111,920	19,625,543
Capital	-	85,519,313
 TOTAL EXPENSES	 1,111,920	 301,490,434
 <i>ENDING</i>		
<i>FUND BALANCE</i>	\$ -	\$ 108,154,286
Contribution to/(from) Fund Balance	-	(28,162,838)

CITY OF LONGMONT

PERFORMANCE MEASURES

2016



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Responsible Internal Operations and Governance

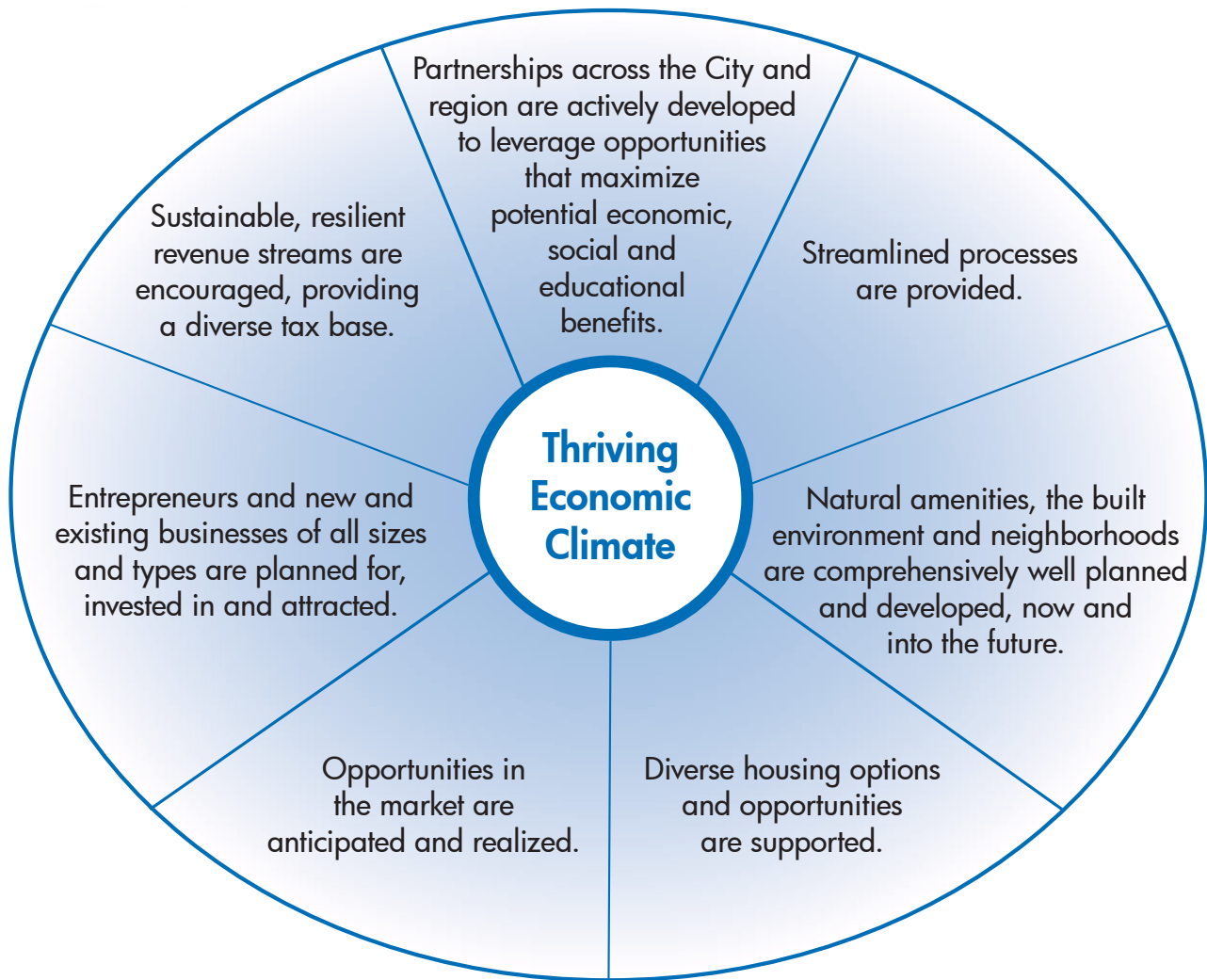
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**DESIRED
RESULTS OF
GOVERNMENT**

**THRIVING
ECONOMIC
CLIMATE**



DESIRED RESULTS OF GOVERNMENT

THRIVING ECONOMIC CLIMATE

INCREASE 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	2014 Actual	2015 Estimated	2016 Projected
Planning & Development	Planning & Development Services	Number of new dwelling units	441	426	487
		Jobs-to-resident measure between 0.5:1 and 1:1	0.37:1	0.37:1	0.37:1
		Jobs-to-housing measure between 1:1 and 2:1	1:1	1:1	1:1
		Annual unemployment rate, compared regionally			
		Longmont	4.7%	3.9%	3.9%
		Boulder County MSA	4.1%	3.4%	3.4%
		Colorado	5.0%	4.2%	4.2%
	U.S.	6.2%	5.0%	5.0%	
		Average annual wage – Boulder County MSA	\$58,006	\$59,000	\$59,000
		Annual net change in the number of jobs with primary employers	615	100	0

ALIGN DEVELOPMENT WITH THE COMMUNITY'S VISION

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

Finance	Accounting	Total sales and use tax revenues	\$56,267,744	\$63,197,773	\$60,528,178
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DESIRED RESULTS OF GOVERNMENT

THRIVING ECONOMIC CLIMATE

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	2014 Actual	2015 Estimated	2016 Projected
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	\$429,330	\$554,250	\$400,000
		Tax collections resulting from field audits	\$875,188	\$111,000	\$500,000
		Audit collections as a % of audit costs	342%	63%	325%
		Sales tax workshops held	4	4	4
		Sales and use tax report issued within 10 days of month end	100%	100%	100%

BALANCE OF BUSINESSES

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

Finance	Administration	Protect the public trust through financial accountability and stewardship			
		2006 Revenue Bonds: Standard & Poors	AA+	AA+	AA+
		2008 Storm Drainage Revenue Bonds: Standard & Poors	AA	AA	AA
		2010 Wastewater Revenue Bonds: Standard & Poors	AA	AA	AA
		2010 Sales Tax Revenue Bonds: Standard & Poors	A	A	A
		2010 Sales Tax Revenue Bonds: Moody’s	A2	A3	A4
		2013 Wastewater Revenue Bonds: Standard & Poors	AA	AA	AA
		2014 Certificates of Participation: Standard & Poors	AA	AA	AA
		2014 Electric and Broadband Revenue Bonds: Standard & Poors	N/A	AA	AA

DESIRED RESULTS OF GOVERNMENT

THRIVING ECONOMIC CLIMATE

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	2014 Actual	2015 Estimated	2016 Projected
Planning & Development	Development Services	Developer Incentive Program permits (LDDA)	56	69	60
Planning & Development	Planning	Façade Improvement Program applications	0	0	1
Longmont Downtown Development Authority	Longmont Downtown Development Authority	Public capital improvements made to the downtown area	\$2,091,136	\$45,696	\$185,000
Community Services	Museum	Art In Public Places permanent and temporary public art to enhance downtown Longmont (number of projects)	3	5	7



DESIRED RESULTS OF GOVERNMENT

THRIVING ECONOMIC CLIMATE

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.

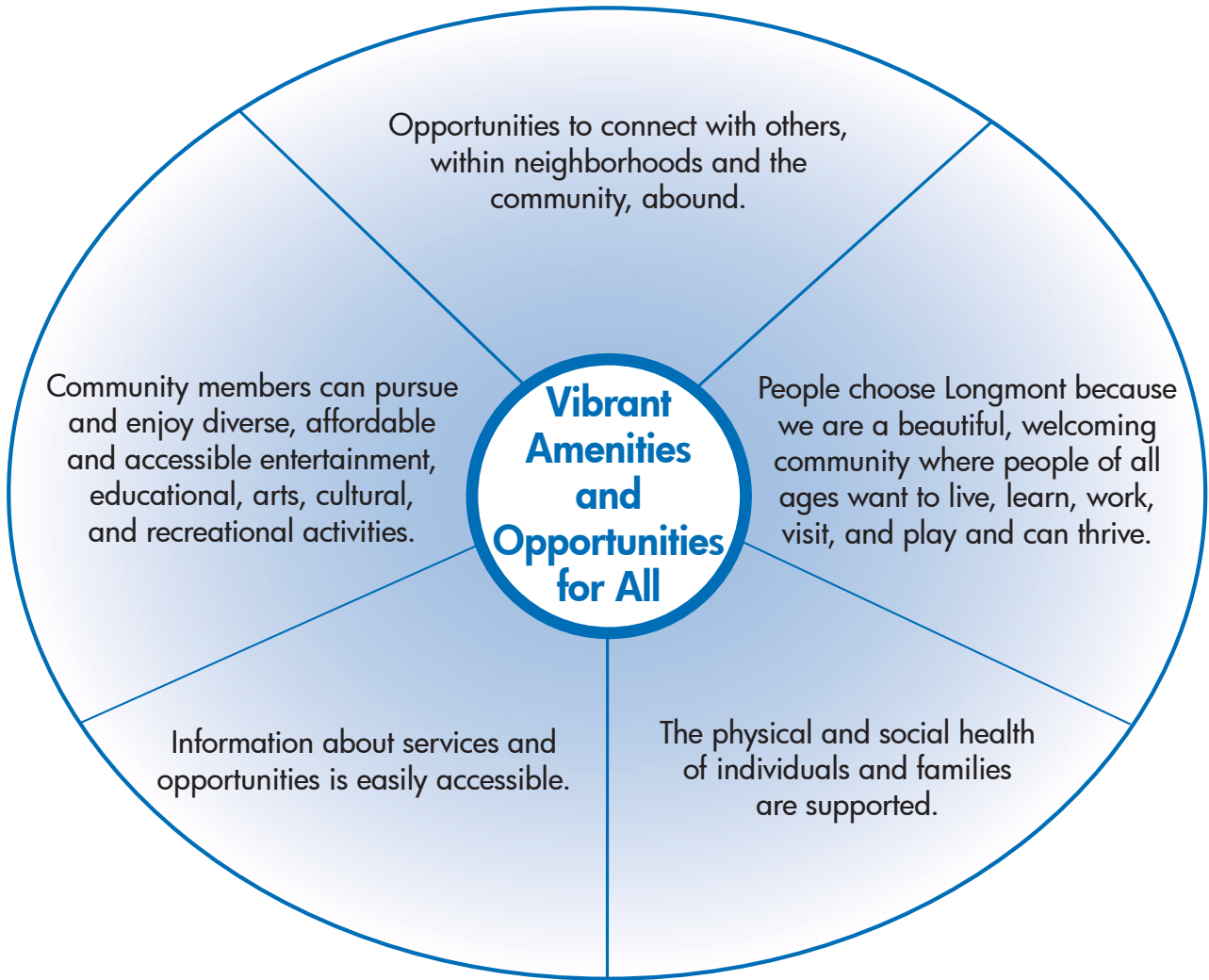
Responsible Department(s)	Responsible Division(s)	Performance Measures	2014 Actual	2015 Estimated	2016 Projected
Planning & Development	Planning	Number of historically designated structures in downtown (cumulative)	29	29	30
Finance	Sales Tax	Percent change in Central Business District sales tax	7.8%	14.6%	3.44%

INCREASED HOUSING OPPORTUNITIES

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

Community Services	CDBG	Percentage of affordable housing units	5.07%	5%	4.70%
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DESIRED RESULTS OF GOVERNMENT

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

COMMUNITY SUPPORT FOR EDUCATION

Promote and support community activities to support education

Responsible Department(s)	Responsible Division(s)	Performance Measures	2014 Actual	2015 Estimated	2016 Projected
Community Services	Children, Youth & Families	Counseling/parent education – % of youth/families served showing improvement	72%	72%	72%
		Number of preschool children enrolled in Mayor’s Book Club	1,169	1,200	1,300
Community Services	Library	Total visitation	621,074	625,000	625,000
		Total visits to library website	286,935	310,000	350,000
		Total circulation	1,249,321	1,200,000	1,200,000
		Circulation rates per capita	13.7	13.5	13.5
		Visitation rates per capita	6.8	6.8	6.8
		Reference transactions per 1,000 population	1,001	1,00	1,00
		Program attendance per 1,000 population	464	450	450
		Children/teen Internet usage in the PC Lab (no. of sessions)	32,430	32,500	32,500
		Patron Internet usage per terminal	2,668	2,600	2,600
		Turnover (circulation divided by volumes)	4.4	4.4	4.4
		Circulation return on investment (dollar value of items circulated annually divided by total annual budget)	10/1	10/1	10/1
Children/Teen Summer Reading Program participants	2,900	2,900	2,900		
Community Services	Senior Services	Number of students in SeniorNet Computer Learning Center for older adults	1,000	1,000	1,000
Community Services	Museum	Participation in Discovery Days, summer camps and school tours	8,381	8,000	9,000

DESIRED RESULTS OF GOVERNMENT

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

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	2014 Actual	2015 Estimated	2016 Projected
Community Services	Children & Youth Resources	Community education level			
		Those age 25+ with high school diploma	87.1%	87.1%	87.1%
		Those age 25+ with a bachelor's degree	37.2%	37.2%	37.2%
		High school drop-out rate			
		Males	2.4%	2.4%	2.4%
		Females	1.2%	1.2%	1.2%
Community Services	CDBG/ Affordable Housing	Digital Divide – number of new accounts given to families each year	52	40	45
		Digital Divide – total number of active accounts	78	100	115

ENGAGED NEIGHBORHOODS

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

Community Services	Community & Neighborhood Resources	Number of neighborhood revitalization plans developed and implemented	1	0	0
		Number of neighborhood groups accessing activity funds	34	34	35
		Number of referral assistance requests fulfilled	7,050	7,000	7,000
		Translation access/services provided	55	60	55
		Mediation/facilitation services provided	750	800	800

DESIRED RESULTS OF GOVERNMENT

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

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	2014 Actual	2015 Estimated	2016 Projected
Community Services	Children & Youth Resources	Attendance at CYR middle school after-school programs/events	9,640	11,000	11,500
Community Services	Museum	Total museum attendance	47,177	55,000	65,000
		Total museum operating expenses	\$1,051,265	\$1,200,000	\$1,215,000
		Percentage of total museum operating expenses funded from non-general fund sources	21%	20%	18%
Community Services	Recreation	Recreation Division facility attendance	847,034	850,000	850,000

PROVIDE A WIDE RANGE OF PROGRAMS AND SERVICES FOR SENIOR CITIZENS

Community Services	Senior Services	Number of Senior Services programs offered with respect to resource education and support	49	40	40
		Number of visits by older persons to Senior Center programs	66,912	66,000	66,000
		Number of senior wellness activities available	68	68	68
		Number of unduplicated clients seen by Senior Services resource staff	385/ 2,580 visits	400/ 2,500 visits	400/ 2,500 visits

DESIRED RESULTS OF GOVERNMENT

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

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	2014 Actual	2015 Estimated	2016 Projected
Community Services and City Manager's Office	Community & Neighborhood Resources and City Manager's Office	Number of substantial community involvement processes annually	13	14	12

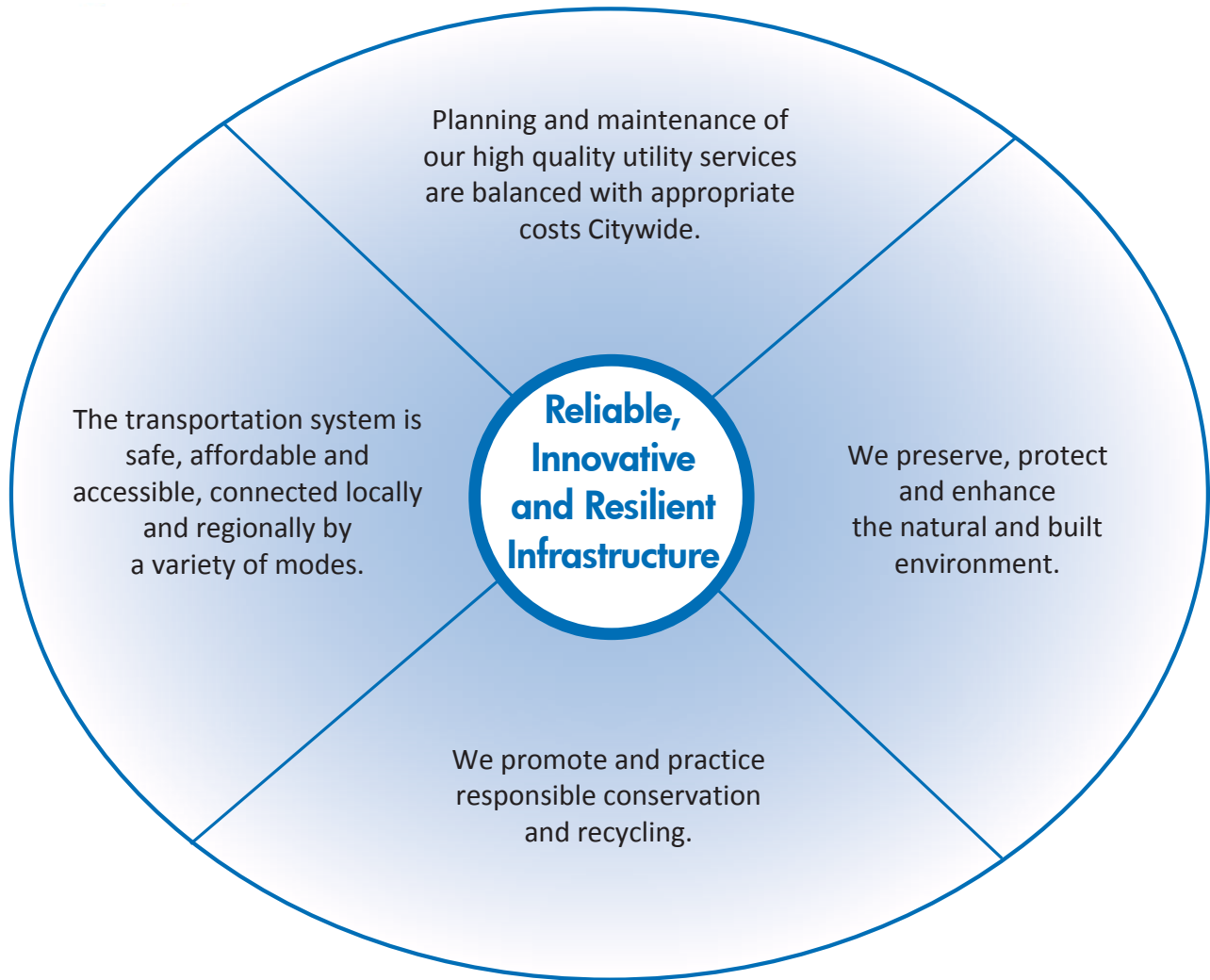
CULTURALLY INCLUSIVE GATHERINGS AND EVENTS

Support and encourage culturally inclusive community gatherings and events.

Community Services	Recreation	Rhythm on the River estimated attendance	28000	25000	25000
		Longmont Lights estimated attendance	10,000	10,000	10,000
Community Services	Community & Neighborhood Resources	Inclusive Communities Celebration estimated attendance	300	300	300
		Number of multicultural events cosponsored by the Multicultural Action Committee	4	5	4
		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	6,952	6,800	7,000

**DESIRED
RESULTS OF
GOVERNMENT**

**RELIABLE, INNOVATIVE
AND RESILIENT
INFRASTRUCTURE**



DESIRED RESULTS OF GOVERNMENT

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

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	2014 Actual	2015 Estimated	2016 Projected
Public Works and Natural Resources	Natural Resources	Miles of greenways and off-street bike paths	33.98	33.98	33.98

EXPANDED OPEN SPACE OPPORTUNITIES

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

Public Works and Natural Resources	Natural Resources	Acres of open space	2,484.78	2,489.78	2,489.78
		Total acres of parks (community, neighborhood and district)	2,353.3	2,353.3	2,353.3
		Total parks maintenance budget	\$1,793,633	\$1,956,681	\$1,900,000
		No. of neighborhood parks/1,000 population	2.06	2.06	2.06
		No. of community parks/1,000 population	2.73	2.83	2.83
		Number of public trees planted	77	300	200
		Supplemental trees given to the community through grants/donations	10	8	5
		Trim cycle in years (standard is 7 years)	13	14	14
Community Services	Recreation	No. of recreation centers/30,000 population	1	1	1

DESIRED RESULTS OF GOVERNMENT

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

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	2014 Actual	2015 Estimated	2016 Projected
Power & Communications	Energy Services	Electric consumption in City facilities (in million kWh)	19.1	20	20
		Natural gas consumption in City facilities (in therms)	816,182	898,000	898,000
		Clothes washer rebates kWh reductions	524 71,753	415 67,138	415 67,138
		CO ₂ reductions in lbs.	172,003	145,257	145,257
		Energy-efficient lighting kWh reductions	12,928 245,270	12,900 245,000	12,900 245,000
		CO ₂ reductions in lbs.	430,846	430,500	430,500
		Commercial Efficiency Works kWh demand reductions	190 461	163 469	163 469
		kWh reductions	2,506,000	2,875,333	2,875,333
		CO ₂ reductions in lbs.	4,402,090	5,049,603	5,049,603
		Amount of electricity from nonfossil fuels	19.2% large hydro; 3.4% wind, other	19.2% large hydro; 3.4% wind, other	19.2% large hydro; 3.4% wind, other
Power & Communications	Energy Services	Clothes washer rebates kWh reductions	524 71,753	415 67,138	415 67,138
		CO ₂ reductions in lbs.	172,003	145,257	145,257
Public Works and Natural Resources	Environmental Services	Clothes washer rebates - water saved in acre feet	11.65	9	9
Public Works and Natural Resources		Toilet rebates	332	300	200
		Water saved in acre feet	7.9	7.2	4.8
Community Services	Museum	Art In Public Places - permanent and temporary public art (number of projects)	10	16	17

DESIRED RESULTS OF GOVERNMENT

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

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	2014 Actual	2015 Estimated	2016 Projected		
Public Works and Natural Resources	Engineering Services	Road rehab expenditures per paved lane mile	\$4,630	\$4,586	\$5,209		
		Road rehab expenditures per capita	\$58	\$57	\$64		
		Resurfacing expenditures	\$3,600,347	\$3,605,000	\$4,165,000		
		Street sweeping expenditures per capita	\$6.29	\$5.60	\$6.24		
		Snow and ice expenditures per capita	\$7.86	\$8.25	\$8.23		
		NFIP community rating	8	8	8		
		Sufficient water supplies to meet a 100-year drought	Met with 31,800 acre feet	Met with 31,800 acre feet	Met with 31,800 acre feet		
		Meet peak sewer demands (flow depth to pipe diameter ratio less than 1 indicates capacity in the sewer line)					
		Trunk 1	0.48	0.50	0.50		
		Trunk 2	0.37	0.97	0.40		
		Trunk 3	0.35	0.35	0.35		
		Trunk 4	0.29	0.29	0.29		
		Trunk 5	0.38	0.38	0.40		
Trunk 6	0.37	0.40	0.40				
Trunk 7	N/A*	0.35	0.40				
Trunk 8	0.36	0.40	0.40				
Trunk 9	N/A*	0.60	0.65				

* Trunk 7 was out of service due to the 2013 flood, and flows were diverted to Trunk 9.

DESIRED RESULTS OF GOVERNMENT

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

EMPHASIS ON THE BUILT ENVIRONMENT *continued*

Responsible Department(s)	Responsible Division(s)	Performance Measures	2014 Actual	2015 Estimated	2016 Projected		
Public Works and Natural Resources	Engineering Services	Meet peak water demands (min. peak hour pressure of 40 psi, min. peak day pressure of 55 psi)					
		Mountain View Ave. & Huntington Ct.	53 psi (peak hour)	50 psi (peak hour)	50 psi (peak hour)		
			55 psi (peak day)	55 psi (peak day)	55 psi (peak day)		
		Pike Rd. & Airport Rd.	61 psi (peak hour)	55 psi (peak hour)	55 psi (peak hour)		
			67 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)		
			58 psi (peak day)	56 psi (peak day)	56 psi (peak day)		
		Price Park playground	52 psi (peak hour)	50 psi (peak hour)	50 psi (peak hour)		
			55 psi (peak day)	54 psi (peak day)	54 psi (peak day)		
		9th Ave. & Pace St.	58 psi (peak hour)	55 psi (peak hour)	55 psi (peak hour)		
			62 psi (peak day)	60 psi (peak day)	60 psi (peak day)		
		Public Works and Natural Resources	Environmental Services	Coliform bacteria present in drinking water	in 0% of samples	in less than 0.5% of samples	in less than 0.5% of samples
				Ammonia in wastewater treatment plant effluent discharged to St. Vrain Creek	13,764 lbs./yr.	14,000 lbs./yr.	<25,000 lbs./yr.
				Total suspended solids in wastewater treatment plant effluent discharged to St. Vrain Creek	237,904 lbs./year	225,000 lbs./year	<225,000 lbs./year
Biological oxygen demand of wastewater treatment plant effluent discharged to St. Vrain Creek	120,983 lbs./year			125,000 lbs./year	<130,000 lbs./year		

DESIRED RESULTS OF GOVERNMENT

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2014 Actual	2015 Estimated	2016 Projected
Public Works and Natural Resources	Engineering Services	Intersections exceeding the congestion benchmark	There were 11 traffic movements that exceeded the congestion standard at 3 intersections: Ken Pratt & Hover, Nelson & Hover, and Ken Pratt & Main. Two intersections exceeded the overall benchmark: Ken Pratt & Hover and Nelson & Hover.	Nelson & Hover added a second WB LT lane in late 2014, which should improve benchmark violations. Ken Pratt & Hover may continue to degrade with additional traffic from the new Village at the Peaks shopping center. Ken Pratt & Main congestion should improve with intersection improvements (Additional thru lane on SB, EB & WB approaches) under construction.	Ken Pratt & Hover likely will continue to exceed overall and individual congestion benchmarks. Nelson & Hover might continue to exceed individual congestion benchmarks. Ken Pratt & Main should improve and may not exceed overall and/or individual movement congestion benchmarks.
Planning & Development	Planning	Total transit trips (as reported by RTD, Via and Transfort)	1,162,051	1,250,000	1,250,000

DESIRED RESULTS OF GOVERNMENT

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

UTILITY SERVICES

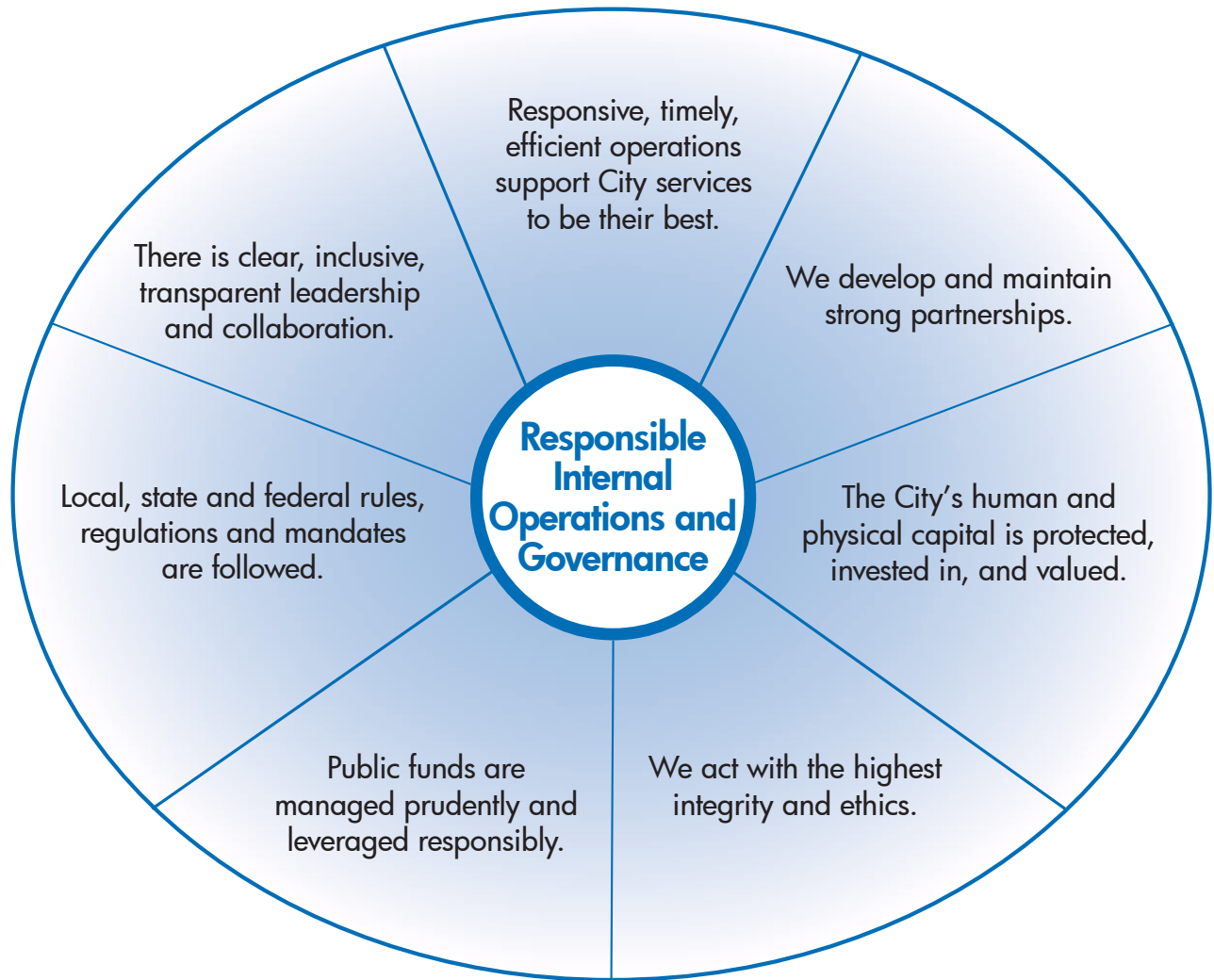
Planning and maintenance of our high quality utility services are balanced with appropriate City costs.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2014 Actual	2015 Estimated	2016 Projected
Power & Communications	Administration	Residential electric rates (state ranking)	7th lowest	4th lowest	5th lowest
		Small commercial electric rates (state ranking)	5th lowest	3rd lowest	5th lowest
		Large commercial electric rates (state ranking)	5th lowest	4th lowest	5th lowest
		Industrial electric rates (state ranking)	4th lowest	lowest	5th lowest
Public Works and Natural Resources	Business Services	Residential water rates	lowest	lowest	lowest
		Sewer rates	13th lowest	12th lowest	12th lowest
		Storm drainage rates	13th lowest	12th lowest	12th lowest
		Sanitation rates	9th lowest	4th lowest	4th lowest
		Water consumption per capita per day	143 gallons	141 gallons	141 gallons



**DESIRED
RESULTS OF
GOVERNMENT**

**RESPONSIBLE
INTERNAL OPERATIONS
AND GOVERNANCE**



DESIRED RESULTS OF GOVERNMENT

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

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	2014 Actual	2015 Estimated	2016 Projected
Public Works and Natural Resources	Business Services and Strategic Planning	Total square footage of all facilities/buildings	732,833	763,383	764,283
		Facilities Maintenance Services operating expenditures per square foot	\$2.27	\$2.02	\$2.19
		Facilities Operations Services operating expenditures per square foot	\$2.27	\$2.02	\$2.19
		Utility expenditures per square foot - electricity	\$2.27	\$2.02	\$2.19
		Utility expenditures per square foot - natural gas	\$2.27	\$2.02	\$2.19
		Percent of maintenance hours spent on PM tasks	27%	28%	29%



DESIRED RESULTS OF GOVERNMENT

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

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	2014 Actual	2015 Estimated	2016 Projected
Shared Services	Fleet Services	Hours billed per vehicle/ piece of equipment	21.97	20.51	20.21
		% of contracted maintenance expenditures	15.30%	16.10%	19.80%
		Percentage fleet availability to users	95.04%	94%	96%
		Downtime percentage	4.96%	6%	4%
		Work orders completed in less than one day	71.41%	71.48%	86%
		Work orders completed in 1-2 days	9.49%	9.56%	9%
		Work orders completed in more than 2 days	19.10%	18.97%	5%
		Total number of work orders per year	2,010	2,000	2,400



DESIRED RESULTS OF GOVERNMENT

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

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	2014 Actual	2015 Estimated	2016 Projected
Human Resources	Human Resources	Number of appeal-eligible disciplinary actions issued	9	9	10
		% of disciplinary actions upheld following appeal	100%	100%	100%
		% of grievances resolved before passing from management control	100%	100%	100%
		Turnover rate	9.81%	8.38%	9.10%

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.

Shared Services	Enterprise Technology Services	Ratio of total workstations to total employees	0.097	0.099	0.099
		Percent availability for systems	99.9%	99.9%	99.9%

DESIRED RESULTS OF GOVERNMENT

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

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	2014 Actual	2015 Estimated	2016 Projected
Shared Services	Purchasing	Amount of purchases made, reviewed or approved by central purchasing officer per central purchasing FTE	\$18,029,413	\$90,000,000	\$90,000,000
		Number of protests filed and sustained	0	0	0
		% of purchases on purchasing cards	5%	4%	5%

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.

Finance	Risk Management	National Council on Compensation Insurance workers' compensation claims modifier	0.87	0.8	0.8
		Workers' compensation claims per FTE	0.1	0.1	0.1
		General liability claims per FTE	0.0358	0.04	0.04
		Auto liability claims per FTE	0.1	0.1	0.1
		Property claims per capita	0.002	0.002	0.002

DESIRED RESULTS OF GOVERNMENT

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

EFFICIENT ACCOUNTING, TREASURY AND BUDGET 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	2014 Actual	2015 Estimated	2016 Projected
Finance	Accounting	Monthly financial reports issued by 15th of the following month	91%	91%	100%
		Audit completed/CAFR to city council by May	July	June	June
		Audit opinion	Unqualified	Unqualified	Unqualified
		GFOA Award for Excellence in Financial Reporting	Received	Receive	Receive
		Investments comply with investment policies	100%	100%	100%
		Monthly investment reports to finance director within three weeks of month end	100%	100%	100%
		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
		Additional appropriations amendments completed annually	12	12	12
		Additional CIP amendments completed annually	11	10	10

DESIRED RESULTS OF GOVERNMENT

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

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	2014 Actual	2015 Estimated	2016 Projected
City Clerk	City Clerk	Number of Use of Public Places Permits issued:			
		Special events	119	120	115
		Business extensions	0	0	0
		Mobile vendor	0	0	0
		Ambulatory vendor	0	0	0
		Block party	29	30	30
		Alcohol on public places	44	40	40



DESIRED RESULTS OF GOVERNMENT

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

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	2014 Actual	2015 Estimated	2016 Projected
Power & Communications	Engineering	Electric system average interruption frequency index – not more than 1 event per year per customer	0.47	0.50	0.50
		Electric system average interruption duration index – not more than 80 minutes per customer per event	23.4	30.0	30.0
	Administration	NextLight network uptime	99.999%	99.971%	99.999%
	Customer Services & Marketing	Electric residential reliability rating (% somewhat/very satisfied)	96%	95%	95%
		Electric key account reliability rating (% good/excellent)	100%	100%	100%
		Electric residential overall satisfaction (10-point scale)	9.1	8.8	8.8
		Electric key account overall satisfaction (10-point scale)	8.9	9.0	9.0
		Electric residential value rating (% good/excellent)	90%	95%	95%
		Electric key account value rating (% good/excellent)	89%	100%	100%
		Electric residential environmental rating (right amount of emphasis on energy efficiency/conservation)	78%	80%	80%
		Electric key account environmental rating (% somewhat/very satisfied with energy services)	89%	90%	90%

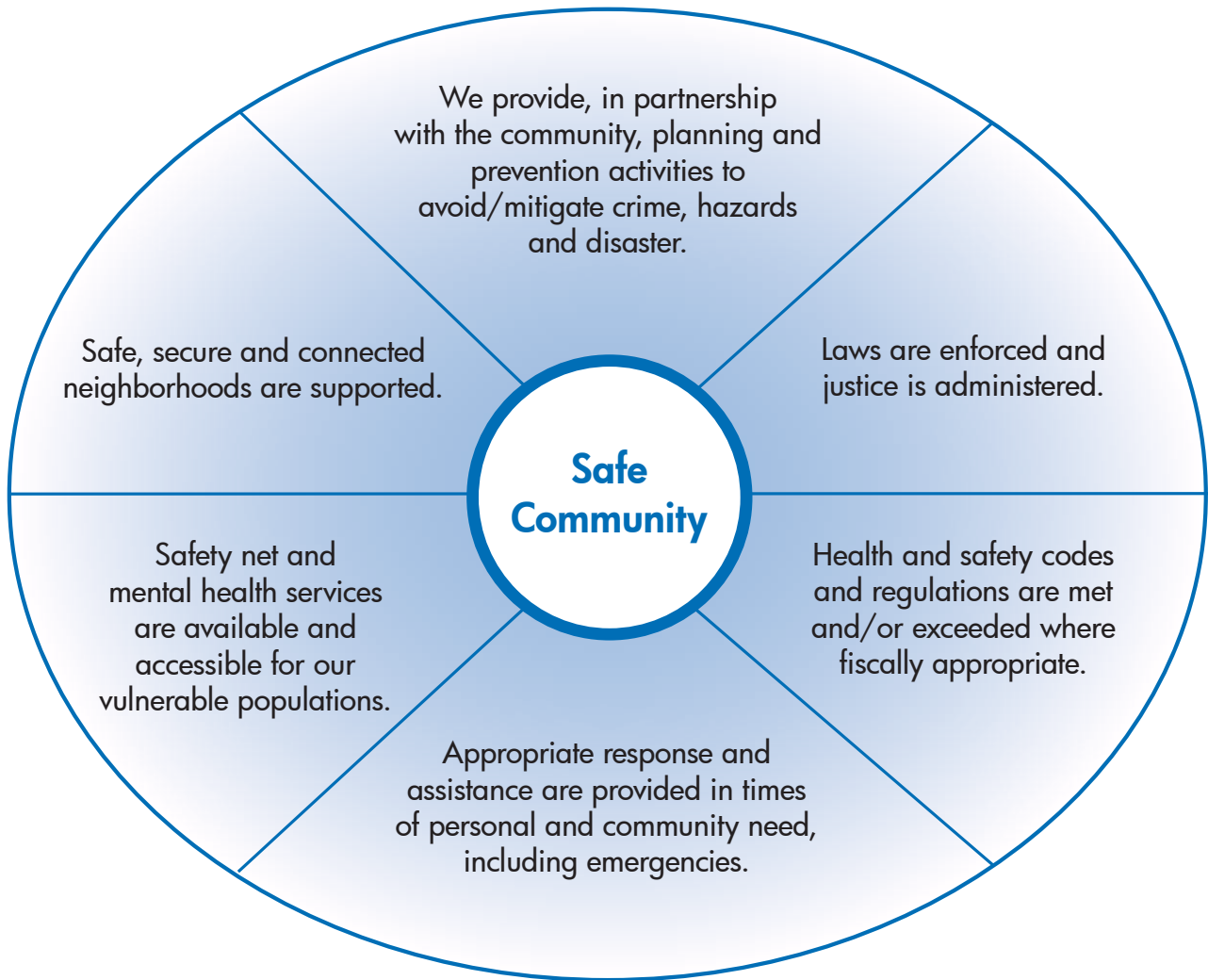
DESIRED RESULTS OF GOVERNMENT

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

EXCELLENT ELECTRIC RELIABILITY AND CUSTOMER SERVICE, *continued*

Responsible Department(s)	Responsible Division(s)	Performance Measures	2014 Actual	2015 Estimated	2015 Projected
Power & Communications	Customer Services and Marketing	Electric customer contact overall satisfaction rating (% satisfied)	94%	97%	97%
		Electric construction project satisfaction rating (% acceptable/very effective)	100%	97%	97%





DESIRED RESULTS OF GOVERNMENT

SAFE COMMUNITY

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	2014 Actual	2015 Estimated	2016 Projected
Public Safety	Fire	Property damage due to structure fires	\$1,147,638	\$1,170,591	\$1,194,003
		Property saved	\$10,269,938	\$10,475,336	\$10,684,843
		Number of structure fires	197	201	205
		Percent of structure fires in urban area confined to building of origin	100%	100%	100%
		Percent of all fire interceded before extending beyond room of origin	88.88%	90.66%	92.05%
		Emergency response time in minutes and seconds - median	4:29	4:29	4:29
		Number of civilian deaths related to fire	1	0	0
		Number of civilian injuries related to fire	7	7.1	7.3
		Number of on-duty firefighter deaths	0	0	0
		Number of on-duty firefighter injuries	1	1	1
		Cardiac arrest survival rate (national average = 9.4%)	17.50%	17.85%	18.21%
		Cardiac arrest survival rate if CPR initiated prior to fire department arrival (national average = 33.3%)	339.40%	40.19%	18.21%
		On-scene time for trauma in minutes and seconds (national average = 10:00)	12:33	12:18	12:03



DESIRED RESULTS OF GOVERNMENT

SAFE COMMUNITY

EFFICIENT FIRE, EMS AND POLICE SERVICES, *continued*

Responsible Department(s)	Responsible Division(s)	Performance Measures	2014 Actual	2015 Estimated	2016 Projected
Public Safety	Fire	Total outreach and education contacts	8,766	8,881	9,059
		Total internal training hours	2,432	2,500	2,500
Public Safety	Police	Violent crimes reported per 1,000 population	3	2	2
		Property crimes reported per 1,000 population	23	22	22
		Moving violation citations per capita	0.77	0.45	0.45
		Injury-producing traffic accidents per 1,000 population	0.19	0.19	0.19
		DUI arrests per 1,000 population	0.25	0.28	0.27
		Total accidents	2,289	2,510	2,700
		Part 1 crimes reported	2,368	2,296	2,262
		No more than 5% of residents believe that their property is unsafe or very unsafe	3%	3%	3%
		No more than 10% of residents believe that their property is unsafe or very unsafe	11%	11%	11%
		85% of residents believe disorder related to crime is not a major or moderate problem	89.9%	89.9%	89.9%



DESIRED RESULTS OF GOVERNMENT

SAFE COMMUNITY

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	2014 Actual	2015 Estimated	2016 Projected
Judicial	Municipal Court	Percent of warrants issued within 7 days	95%	100%	100%
Judicial	Probation	Recidivism rate	5%	10%	20%
		Caseload per probation officer	335	333	350
		Community service compliance	90%	90%	90%

SAFE ENVIRONMENT FOR LPC EMPLOYEES

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	3 incidents	2 incidents	2 incidents
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GENERAL FUND - Fund Summary

Fund Description

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

Revenues

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

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

The second largest source of General Fund revenue is payments from other City funds for the support services provided to them by the various General Fund departments. For example, the Water Fund transfers money into the General Fund to pay for the accounting, utility billing, personnel, budgeting and legal services it receives.

2016 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 2016 budget, that amount is \$7,972,750 (11.38%).

The General Fund budget includes a net increase of 3 FTEs and brings the total FTEs in the General Fund to 536.53. These changes are detailed on the following page.

Department/Division	Position	FTE
<i>FTE Additions</i>		
<i>Planning and Development Services</i>		
<i> Planning and Development Services</i>	Senior Planner	1.00
<i> Building Inspection and Permits</i>	Plans Examiner	1.00
<i> Building Inspection and Permits</i>	Building Permit Technician	1.00
<i>FTE Reductions</i>		
Net FTE Change to the General Fund		3.00

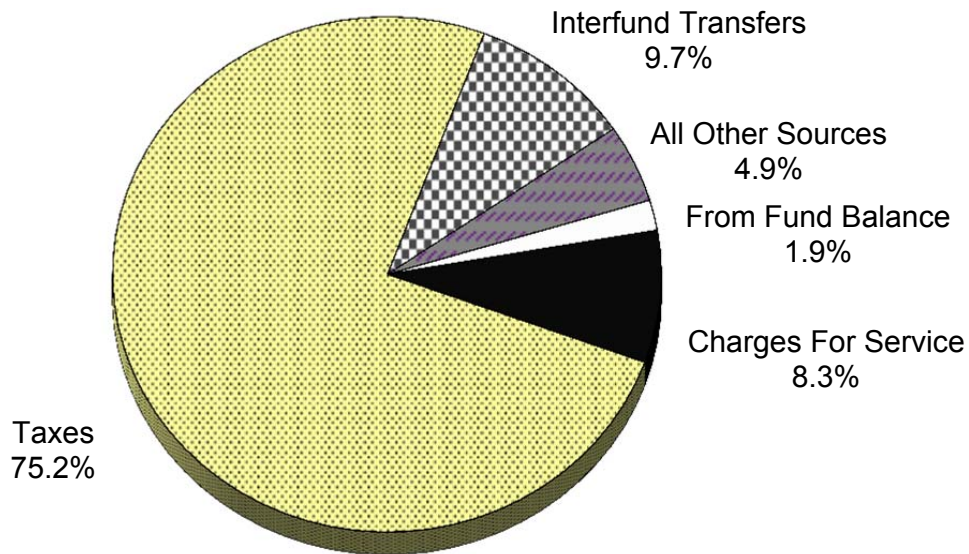
GENERAL FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
SOURCES OF FUNDS			
REVENUES			
Taxes	51,516,546	52,312,552	54,907,608
Licenses and Permits	1,545,247	1,474,505	1,745,450
Intergovernmental	1,565,206	315,395	394,848
Charges for Service	6,222,604	5,675,621	6,043,952
Fines and Forfeits	1,208,723	1,240,700	1,289,200
Interest and Miscellaneous	436,920	224,710	135,400
Interfund Transfers	7,157,833	6,600,814	7,095,975
Lease Purchase Proceeds	-	-	-
TOTAL REVENUES	\$69,653,079	\$67,844,297	\$71,612,433
EXPENDITURES BY BUDGET SERVICE			
Finance Administration	261,397	270,835	273,018
Accounting	1,284,375	757,103	777,283
Sales Tax	238,726	384,028	386,914
Treasury	195,016	220,957	241,250
Information Desk	84,861	71,058	72,099
Utility Billing	1,272,327	1,338,816	1,360,476
Mail Delivery	80,046	64,188	64,497
Enterprise Technology Services Operations	1,909,264	1,963,442	1,833,950
Enterprise Technology Services Applications	1,323,238	1,304,151	1,310,751
Enterprise Technology Services Telephone System	318,417	306,028	352,138
Print Shop	65,745	-	-
Risk Management	267,141	265,064	268,678
Safety	158,920	141,402	130,154
Wellness	86,054	84,751	85,687
Purchasing and Contracts	529,512	563,824	705,547
Budget	184,530	289,413	306,985
Human Resources	1,037,402	1,004,184	1,026,236
Community Services Director	608,047	652,496	1,088,576
Neighborhood Resources	310,776	341,693	370,111
Community Relations	68,700	86,264	85,318
Graffiti Eradication	35,047	40,116	39,336
Parking Enforcement	94,813	108,382	146,345

Youth Services	734,895	731,634	743,460
Library Administration	370,126	367,998	408,717
Adult Services	1,068,769	1,077,843	1,078,048
Children's and Teen Services	450,371	472,724	491,134
Technical Services	601,377	620,941	732,006
Circulation	651,349	662,333	675,496
Museum	784,915	756,004	750,381
Museum Auditorium	-	83,974	118,561
Recreation Administration	306,932	389,131	393,796
Recreation Center	1,473,714	1,445,287	1,535,239
Athletics and Team Sports	461,441	463,315	482,484
Recreation for Special Needs	41,430	51,267	51,777
General Programs and Facilities	743,736	776,013	792,232
Outdoor Recreation	53,303	39,031	39,123
Aquatics	817,122	981,227	993,079
Concessions	217,631	169,218	170,647
Community Events	208,089	138,511	139,703
Seasonal Ice Rink	159,676	147,903	153,895
Youth Recreation Programs	106,774	42,357	53,138
Sports Field Maintenance	209,832	207,866	225,530
Senior Services	655,206	714,565	753,124
Human Service Agencies	1,045,366	1,075,027	1,124,992
Public Safety Director	521,388	518,383	713,747
Communication Center	1,550,493	1,629,007	1,843,940
Public Safety Information and Technology Services	416,746	430,079	461,349
Emergency Management	145,976	117,538	119,990
Support Services	691,157	702,302	636,370
Training and Personnel	1,110,598	1,114,090	1,248,120
Information Services	471,899	457,984	473,026
Outreach	159,616	175,830	172,803
Volunteer Programs	19,108	17,505	37,075
Records Unit	612,431	639,142	638,613
Patrol	9,213,998	9,604,943	9,638,500
Investigations	2,504,386	2,533,092	2,714,511
Animal Control	548,295	641,436	630,064
Special Enforcement Unit	812,878	861,113	892,821
School Resource Officers	577,880	584,421	580,413

	2014 Actual	2015 Budget	2016 Budget
Special Operations	465,522	539,070	475,738
Traffic Unit	1,015,556	1,010,344	1,039,924
SWAT Team	447,305	341,883	360,147
Fire Operations	9,628,050	9,691,428	9,804,495
Fire Prevention	380,862	402,380	388,345
Economic Development Director	291,255	-	-
Redevelopment	635,894	165,207	182,398
Planning	562,954	-	-
Development and Planning Services	469,355	1,494,535	1,537,690
Building Permits and Inspections	1,157,610	999,096	1,104,940
Code Enforcement	401,372	514,059	513,981
Facility Maintenance	1,792,134	1,782,928	1,893,809
Facility Operations	1,425,043	1,395,181	1,530,205
Parks Administration	455,459	170,492	186,962
Parks Maintenance	1,816,793	1,956,681	2,038,628
Parks Development and Improvement	154,787	198,436	214,432
Forestry Maintenance	545,370	656,412	634,137
Municipal Grounds Maintenance	279,770	291,644	278,227
Right of Way Maintenance	515,993	480,387	532,489
Union Reservoir	283,813	265,527	258,281
Parks Resource Management	188,656	191,681	211,793
Engineering/Survey Technical Services	77,808	150,314	146,114
Mayor and City Council	625,716	736,610	500,112
City Manager	1,094,203	1,214,949	1,235,626
Non-Departmental	807,304	1,485,269	1,782,454
City Clerk	434,757	489,622	505,168
Elections and Voter Registration	137,573	129,579	113,777
City Attorney	944,047	1,037,778	1,095,246
Municipal Court	465,782	498,746	516,926
Probation	268,139	290,736	287,540
TOTAL EXPENDITURES	\$68,702,139	\$70,280,203	\$73,025,620
CONTRIBUTION TO/(FROM)	\$950,940	\$(2,435,906)	\$(1,413,187)
FUND BALANCE			

GENERAL FUND - Sources of Funds



The General Fund will receive 75.2% (\$54.9 million) of its total sources of funds from taxes in 2016. Sales and use tax collections will total \$30.47 million, or 56.2% of all taxes collected.

- Interfund transfers will account for 9.7% 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 \$1.41 million for one-time expenses.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, based on actual collections through July 2015, sales and use tax collections are only 0.4% greater than for the same period in 2014. Sales tax is showing growth of 1.1% in 2015 while use tax activity is down 2.5% after six months.

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

Building Permits: The 2016 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 153 single-family dwelling units, 55 townhouse/condo units, 279 multifamily units, and 200,000 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 2016	\$	70,961,965
2016 estimated revenues other than property taxes	\$	54,605,497
Total revenue needed from property taxes	\$	16,356,468
Mill levy to raise revenue needed from property taxes		13.420

Estimated assessed valuation for the tax year 2015, collected in 2016:

Boulder County	\$	1,175,876,946
Weld County	\$	12,323,680

Average collection rate of property taxes:

2016 est	98.5%
2015 est	98.5%
2014	98.5%
2013	98.7%
2012	98.5%
2011	98.3%
2010	98.5%
2009	98.9%
2008	98.6%
2007	98.9%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County assessors. The 2016 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 2015 and the projected General Fund cash surplus for 2016.

	2015 Adopted Budget	2015 Projected Actual
Beginning Available Fund Balance	\$ 11,742,210	\$ 11,742,210
Revenues		
Sales Tax	28,702,789	28,753,174
Use Tax	1,646,036	1,531,985
Property Tax	13,906,468	13,906,468
All Other	23,589,004	23,977,335
TOTAL REVENUES	\$ 67,844,297	\$ 68,168,962
 TOTAL EXPENSES	 \$ 70,280,203	 \$ 70,045,072
 Ending Available Fund Balance	 \$ 9,306,304	 \$ 9,866,100

Projected 2016 Ending Available Fund Balance

2016 General Operating Expenditures	\$ 70,961,965	
TABOR Reserve		\$ 3,504,914
Emergency Reserve		3,803,742
2015 Additional Emergency Reserve Increase		664,094
 Fund Balance used in 2016 budget		 1,413,187
 <i>Projected ending available fund balance to be added to reserves</i>		 <i>\$ 480,163</i>

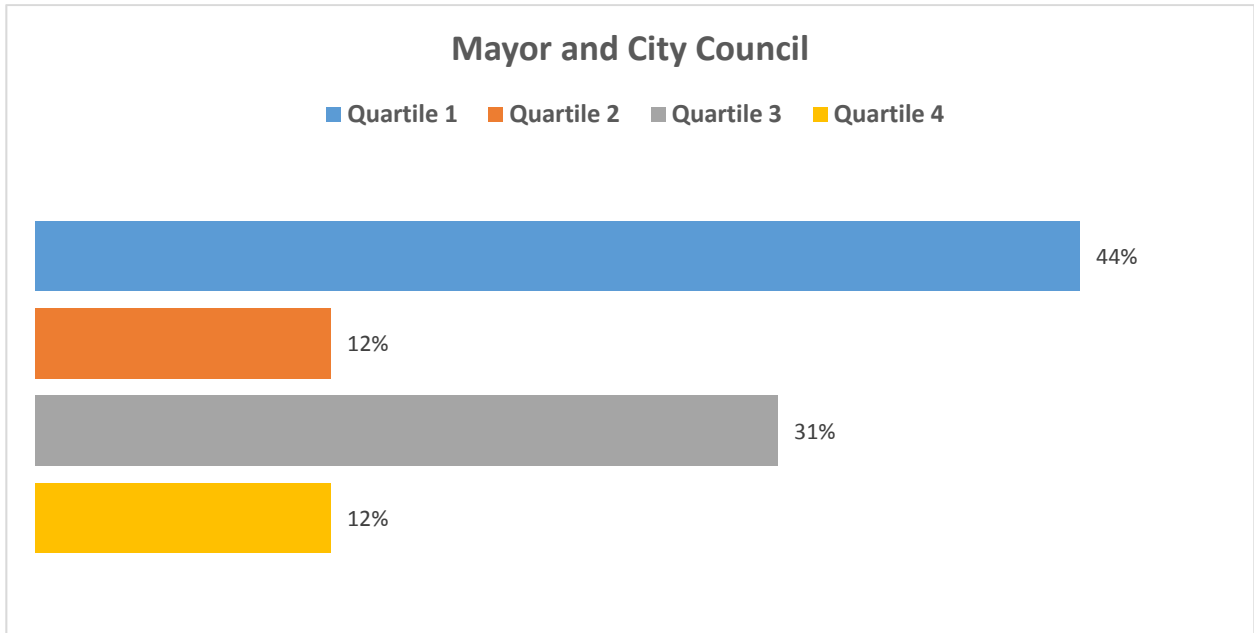
TAXES	2014 Actual	2015 Budget	2016 Budget
Property Taxes-Current	13,800,707	13,906,468	16,356,468
Property Taxes-Delinquent	(11,229)	-	-
Sales Taxes	28,662,723	28,702,789	30,037,798
Use Taxes	1,228,190	1,646,036	436,276
Cigarette Taxes	157,523	160,000	160,000
Natural Gas Franchise	808,841	820,000	759,027
Cable Television Franchise	882,970	860,000	880,000
Telephone Franchise	219,258	200,304	190,861
Electric Franchise	4,987,408	5,196,643	5,217,664
Telecommunications Franchise	49,263	8,142	7,812
Water Franchise	267,640	283,690	309,930
Wastewater Franchise	463,252	528,480	551,772
<i>Taxes Subtotal</i>	<i>51,516,546</i>	<i>52,312,552</i>	<i>54,907,608</i>
LICENSES AND PERMITS			
Liquor Application Fee	37,098	27,000	32,000
Liquor Licenses	8,405	7,000	9,000
Sales Tax Business Permits	24,500	25,600	25,000
Business Licenses	4,700	6,000	4,700
Building Permits	1,351,669	764,649	967,870
Wood Burning Exemption Permits	60	-	-
Contractor Licenses	110,955	119,440	119,440
Parade Licenses	50	-	100
Use of Public Places Permit	6,860	7,000	7,000
Alcohol in Public Places Permits	950	800	900
<i>Licenses and Permits Subtotal</i>	<i>1,545,247</i>	<i>957,489</i>	<i>1,166,010</i>
INTERGOVERNMENTAL			
Federal Grants	444,070	51,352	98,127
Nongrant Federal Revenue	281,552	-	-
Federal Mineral Lease Distribution	106,272	-	-
State Grants	114,845	-	-
Nongrant State Revenue	5,132	5,141	14,099
State Severance Tax	227,288	20,000	40,000
Local Government Grants	-	-	-
Nongrant Local Revenue	62,639	-	-
Boulder County	16,500	-	-
St. Vrain Valley School District	175,939	134,003	137,723

INTERGOVERNMENTAL, cont.	2014 Actual	2015 Budget	2016 Budget
Town of Frederick	6,500	-	-
City of Lafayette	24,453	-	-
Boulder County Fire IGA	29,899	29,899	29,899
Boulder County Shared Fines	69,916	75,000	75,000
Weld County Shared Fines	201	-	-
<i>Intergovernmental Subtotal</i>	<i>1,565,206</i>	<i>315,395</i>	<i>394,848</i>
CHARGES FOR SERVICE			
Zoning and Hearings	141,785	65,000	100,000
Parks Maintenance Fee	28,910	-	-
Maps and Publications	1,209	800	800
Print Shop Revenue	11,821	-	-
Sales Tax Commission	59,881	45,000	60,000
Purchasing Card Rebates	164,745	74,250	85,000
Criminal Justice Records	19,934	20,000	20,000
Extra Duty Police Officer Reimbursement	33,208	-	-
Sex Offender Registration Fees	10,383	10,000	10,000
Vehicle Impound Fees	1,200	2,200	2,200
Fingerprinting	-	-	14,000
Fireworks Stand Fees	-	6,000	6,000
Fire Inspection Fees	61,422	55,000	57,000
Emergency Dispatching	125,788	220,173	220,173
Unbilled Utility Revenue	(10,441)	-	-
Work in R-O-W Permits	5,642	-	-
Plan Check Fees	411,071	236,103	353,447
Variance and Appeals Board	1,345	1,300	1,575
Elevator Inspection Fees	35,910	39,900	54,400
Right of Way Maintenance	238,174	240,138	239,592
GID Maintenance	-	40,000	21,300
Disconnect Tag Fees	365,410	390,000	350,000
Recreation Center - Admission/Passes	1,458,453	1,399,780	1,444,780
Recreation Center - Aquatic Fees	90,167	87,500	89,500
Recreation Center - Activity Fees	101,092	90,000	100,000
Recreation Center - Rentals	37,764	42,000	40,000
Recreation Center - Concessions	40,046	39,500	40,500
Recreation Center - Resale Merchandise	15,127	14,000	15,000
Silver Sneakers Program	72,399	60,000	73,000
Pool Fees/Passes/Lessons	500,705	538,300	520,000
Recreation Non-Resident Fees	40,472	32,000	32,000
Recreation Community Events	78,853	44,426	44,426

CHARGES FOR SERVICE, cont.	2014 Actual	2015 Budget	2016 Budget
Union Reservoir Fees	305,392	240,000	308,734
Ice Rink Program Fees	123,963	130,636	125,636
Mobile Stage Setup	3,700	-	7,000
Athletic Program Fees	343,793	326,272	311,272
Recreation Activity Fees	628,945	571,460	600,460
Senior Services Subscriptions	434	550	500
Outdoor Recreation Activity Fees	92,977	58,000	65,000
Special Recreation Activity Fees	29,348	20,000	23,500
Concessions-Sandstone Ranch #2	12,610	11,000	12,500
Concessions-Sandstone Ranch #1	12,936	14,500	13,000
Concessions-Centennial Pool	2,496	2,500	2,500
Concession-Clark Park	16,468	15,000	15,000
Concessions-Roosevelt Park	476	300	300
Concessions-Sunset Pool	40,903	35,500	38,000
Concessions-Memorial Building	1,583	1,400	1,600
Concessions-Garden Acres	47,238	40,918	43,918
Concessions-Union Reservoir	50	-	-
Concessions-Ice Rink	3,187	2,500	3,000
Ice Rink Rentals	34,946	32,000	34,500
Memorial Building Rentals	46,568	47,000	47,000
Willow Barn Rental	11,416	22,300	15,300
Senior Center Rentals	21,300	19,000	21,000
Swimming Pool Rentals	60,697	56,000	60,000
Other Facility Rentals	147,602	115,340	120,340
Batting Cage Licensing Fee	2,000	2,000	2,000
Park Shelter Rentals	43,428	33,500	40,500
Museum Special Events Fee	45,673	35,000	50,000
Museum Auditorium ticket sales	-	11,450	20,024
Museum Auditorium rental fees	-	22,800	39,874
Museum Auditorium beverage sales	-	15,325	26,801
Museum sponsorships	-	-	-
Friends of the Museum	-	-	-
<i>Charges for Service Subtotal</i>	<i>6,222,604</i>	<i>5,675,621</i>	<i>6,043,952</i>
FINES AND FORFEITS			
Parking Fines	112,659	105,000	142,000
Court Fines	659,336	715,000	700,000
Jury Fees	125	-	-
Bond Forfeitures	27,524	18,000	28,000

FINES AND FORFEITS	2014 Actual	2015 Budget	2016 Budget
Court Education Fees	30,094	26,000	32,000
Probation Monitoring Fees	22,975	25,000	28,000
Substance Abuse Group	585	1,400	1,500
Surcharge on Violations	70,036	76,000	76,000
Court Costs	106,570	117,500	117,500
Outside Judgments/Warrants-City	4,195	4,300	4,700
Library Fines/Penalties	98,295	93,000	100,000
Miscellaneous Penalties	17,447	1,500	1,500
False Alarm Fines	39,975	40,000	40,000
Weed Cutting	18,907	18,000	18,000
<i>Fines and Forfeits Subtotal</i>	<i>1,208,723</i>	<i>1,240,700</i>	<i>1,289,200</i>
INTEREST AND MISCELLANEOUS			
Miscellaneous Revenue	119,327	41,254	25,000
Miscellaneous Revenue-Police	29,474	35,000	20,000
Miscellaneous Revenue-Library	126	-	100
Miscellaneous Revenue-Court	839	700	1,000
Miscellaneous Revenue-City Clerk	1,366	200	500
Miscellaneous Revenue-Fire	750	-	500
Sale of Equipment	3,898	-	2,500
Prior Years Revenue/Expenses	11,714	-	-
Interest Income	108,799	75,000	75,000
Unrealized Gain/Loss	26,175	-	-
Lease of Real Property	62,829	-	-
Oil and Gas Lease Royalties	77	8,500	-
Fire Community Room Rental Fee	3,270	3,730	3,300
Private Grant/Donations	52,872	-	-
Developer Participation	15,404	-	-
Lease Purchase Proceeds	-	-	-
Museum Sponsorships	-	2,500	2,500
Friends of the Museum	-	5,000	5,000
<i>Miscellaneous Revenue Subtotal</i>	<i>436,920</i>	<i>171,884</i>	<i>135,400</i>

INTERFUND TRANSFERS	2014 Actual	2015 Budget	2016 Budget
Transfer from Sanitation Fund	579,694	561,085	601,254
Transfer from Golf Fund	124,608	137,341	160,862
Transfer from Electric Fund	1,580,248	1,499,015	1,545,519
Transfer from Electric-Tree Planting	23,000	23,000	23,000
Transfer from Electric-Rec Sponsorships	5,000	10,500	10,400
Transfer from Broadband Fund	56,954	165,405	184,808
Transfer from Water Fund	1,195,982	1,228,549	1,417,185
Transfer from Sewer Fund	753,950	797,640	740,067
Transfer from Storm Drainage Fund	420,772	403,149	546,335
Transfer from Airport Fund	138,845	112,744	129,001
Transfer from Judicial Wedding Fund	1,351	1,351	4,987
Transfer from Street Fund	887,533	874,464	976,593
Transfer from Library Services Fund	-	20,500	20,500
Transfer from Senior Services Fund	5,656	5,769	5,769
Transfer from Open Space Fund	138,623	159,716	134,978
Transfer from Self Insurance Fund	126,690	112,206	112,206
Transfer from Workers Comp Fund	203,663	129,421	129,421
Transfer from General Imprvmnt District	8,765	9,784	6,764
Transfer from Fleet Fund	251,989	264,164	275,298
<i>Interfund Transfers Subtotal</i>	<i>6,503,323</i>	<i>6,515,803</i>	<i>7,024,947</i>
TOTAL ONGOING REVENUES	68,998,569	67,189,444	70,961,965
ONE TIME REVENUES			
Incremental Development Revenue	-	517,016	579,440
Other One Time Revenue	-	52,826	-
One Time Transfers from Other Funds	654,510	85,011	71,028
Fund Balance Reserved for Council One Time	-	-	-
Lease Purchase Proceeds	-	-	-
Contribution from/(to) Fund Balance	(950,940)	2,435,906	1,413,187
TOTAL ONE TIME REVENUES	(296,430)	3,090,759	2,063,655
TOTAL FUNDS NEEDED TO MEET EXPENSES	68,702,139	70,280,203	73,025,620



Quartile percent represent % of total non – capital budget for this department

Department Programs

- Quartile 1**
- Council Meeting Administration

- Quartile 2**
- Council Administrative Support

- Quartile 3**
- LDDA Support
 - Longmont Council for Arts
 - LSO 4th of July Concert
 - Old Firehouse Arts Studio
 - Public Information Event Sponsorship
 - Restorative Justice (LCJP)

- Quartile 4**
- Longmont Symphony Orchestra
 - Regional Air Quality Council
 - Sister Cities
 - Citywide Projects Support

Mayor and City Council Overview

	2014 Actual		2015 Budget		2016 Budget
Personal Services	149,941		138,331		156,755
Operating and Maintenance	452,975		453,279		278,357
Non-Operating	22,800		85,000		65,000
Capital	-		60,000		-
TOTAL	\$ 625,716		\$ 736,610		\$ 500,112

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:

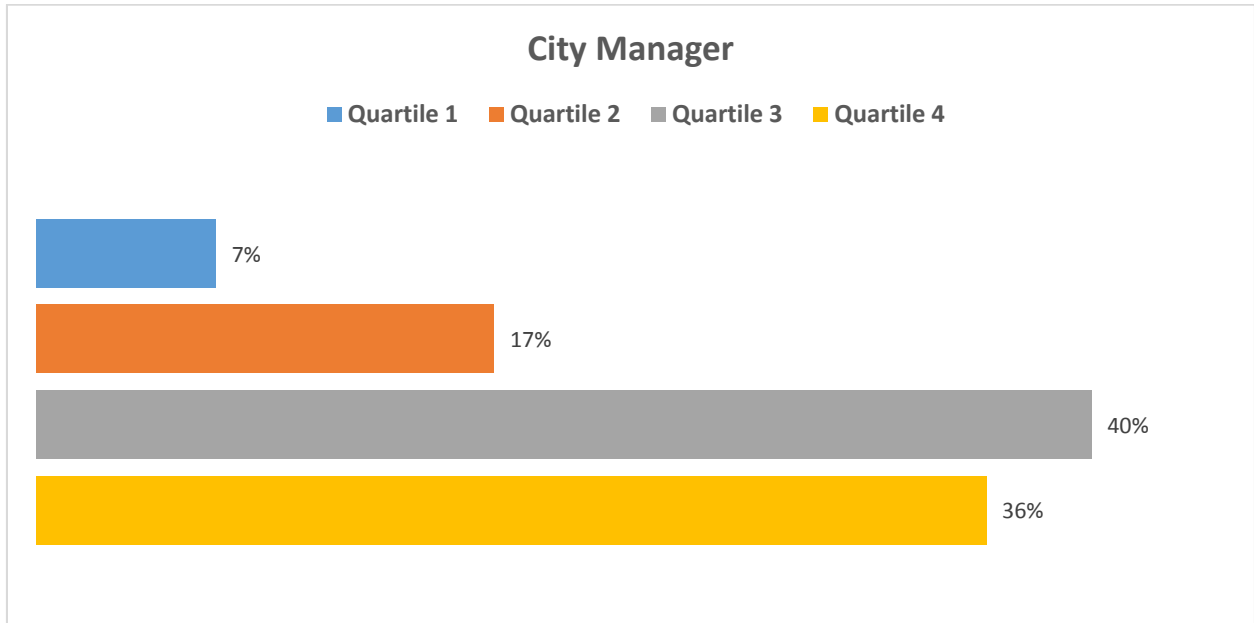
The Mayor, by City Charter, is the presiding officer of the City Council and the recognized head of the City government for all ceremonial and legal purposes. All the powers of the City not otherwise limited or conferred upon others by the City Charter are vested in Longmont's seven-member council.

SERVICE: Mayor and City Council

Budgeted Positions:	2014 Budget	2015 Budget	2016 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**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	90,000	90,000	90,000
128	FICA	4,867	5,580	-
129	Medicare	1,138	1,305	1,305
135	Compensation Insurance	74	66	70
137	Staff Training and Conferences	48,057	33,880	56,880
142	Food Allowance	5,805	7,500	8,500
	<i>Subtotal</i>	<i>149,941</i>	<i>138,331</i>	<i>156,755</i>
Operating and Maintenance				
210	Office Supplies	467	350	350
216	Reference Books and Materials	-	300	300
217	Dues and Subscriptions	80,530	82,693	82,693
218	Non-Capital Equipment and Furniture	4,217	-	-
229	Materials and Supplies	1,367	6,573	5,573
240	Equipment Repair and Maintenance	1,659	4,410	4,410
243	Non-Capital Computer Equipment and Supplies	241	-	-
245	Mileage Allowance	391	600	600
246	Liability Insurance	70,354	56,561	45,733
250	Professional and Contracted Services	259,721	293,520	130,426
261	Telephone Charges	4,558	4,600	4,600
263	Postage	40	500	500
264	Printing and Copying	20	3,172	3,172
269	Other Services and Charges	29,410	-	-
	<i>Subtotal</i>	<i>452,975</i>	<i>453,279</i>	<i>278,357</i>
Non-Operating Expense				
970	Transfers To Other Funds	22,800	25,000	5,000
971	Contingency	-	60,000	60,000
	<i>Subtotal</i>	<i>22,800</i>	<i>85,000</i>	<i>65,000</i>
Capital Outlay				
440	Equipment	-	60,000	-
	<i>Subtotal</i>	<i>-</i>	<i>60,000</i>	<i>-</i>
	SERVICE TOTAL	\$625,716	\$736,610	\$500,112



Quartile percent represent % of total non – capital budget for this department

Department Programs

Quartile 1	Quartile 2	Quartile 3	Quartile 4
<ul style="list-style-type: none"> - Council Meeting Administration 	<ul style="list-style-type: none"> - Oil and Gas Coordination - Proactive Public Information, Education and Marketing 	<ul style="list-style-type: none"> - Reactive Public Information Media Relations - Customer Request Tracking - Council Administration Support - Leadership and Supervision 	<ul style="list-style-type: none"> - Public Information Event Sponsorship and Support - Legislative Affairs - Customer Satisfaction Survey - Citywide Projects Support

City Manager Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	986,192	1,033,262	1,047,942
Operating and Maintenance	108,012	181,687	187,684
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,094,203	\$ 1,214,949	\$ 1,235,626

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

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

Service: **City Manager**

FUND: General Fund

DEPARTMENT: Administration

Service Description:

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

SERVICE: City Manager

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
City Manager	1.00	1.00	1.00
Assistant City Manager	2.00	2.00	2.00
Public Information Officer	1.00	1.00	1.00
Public Information Specialist	0.50	0.50	0.50
Special Projects Manager	0.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	5.50	6.50	6.50

Service: City Manager**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	739,302	762,912	777,125
112	Wages - Temporary	10,288	303	3,303
114	Skill Based Pay	1,205	1,200	1,200
115	One Time Payment	1,268	11,235	7,126
121	Wages - Overtime	690	10,841	7,841
123	Leave Expense	17,327	-	-
124	Skill Based Overtime Pay	17	-	-
126	Retirement Health Savings Plan	3,312	2,600	2,600
128	FICA	187	19	205
129	Medicare	9,716	10,883	11,132
131	MOPC	36,993	37,509	38,221
132	Employee Insurance	100,639	122,088	124,406
133	Employee Retirement	49,570	50,263	51,217
135	Compensation Insurance	492	482	599
136	Unemployment Insurance	1,852	1,497	1,436
137	Staff Training and Conferences	6,360	13,488	13,488
139	Dental Insurance	4,322	5,242	5,343
142	Food Allowance	2,651	2,700	2,700
	<i>Subtotal</i>	<i>986,192</i>	<i>1,033,262</i>	<i>1,047,942</i>
Operating and Maintenance				
210	Office Supplies	1,514	1,500	1,500
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	4,696	4,764	4,764
218	Non-Capital Equipment and Furniture	-	300	300
229	Materials and Supplies	7,206	2,000	2,000
230	Printing/copier Supplies	56	-	-
245	Mileage Allowance	5,266	5,430	5,430
246	Liability Insurance	2,019	2,273	1,270
250	Professional and Contracted Services	43,536	96,200	99,200
252	Advertising and Legal Notices	17,838	22,630	22,630
261	Telephone Charges	2,092	2,080	2,080
263	Postage	917	1,360	1,360
264	Printing and Copying	22,090	35,000	39,000
269	Other Services and Charges	783	8,000	8,000
	<i>Subtotal</i>	<i>108,012</i>	<i>181,687</i>	<i>187,684</i>
	SERVICE TOTAL	\$1,094,203	\$1,214,949	\$1,235,626

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

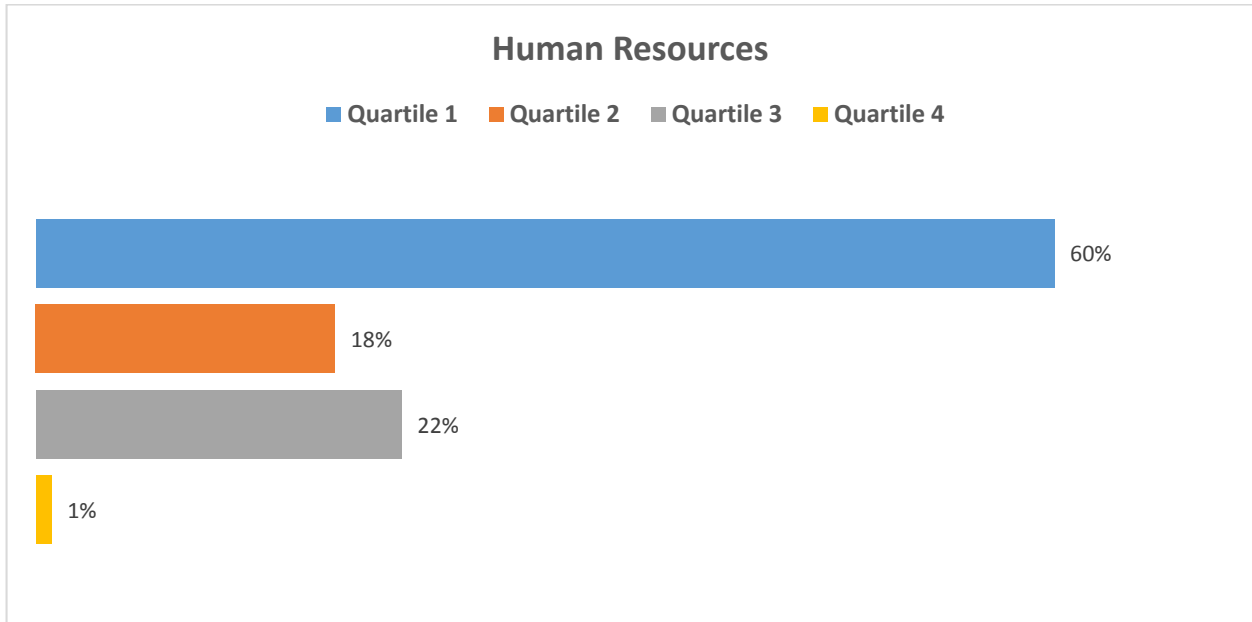
	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	-	100,000	392,530
123 Leave Expense	-	178,000	178,000
142 Food Allowance	9,998	-	-
<i>Subtotal</i>	9,998	278,000	570,530
Operating and Maintenance			
210 Office Supplies	(43)	-	-
217 Dues and Subscriptions	3,750	5,550	5,550
229 Materials and Miscellaneous Supplies	1,351	-	-
250 Professional and Contracted Services	252,696	481,440	272,027
256 Refunds	6,475	10,000	10,000
263 Postage	288	-	-
269 Other Services and Charges	3,415	20,150	163,425
275 Building Permits To LDDA	24,739	-	-
<i>Subtotal</i>	292,671	517,140	451,002
Non-Operating Expense			
927 Principal	-	130,000	130,000
950 Bad Debt	2,099	9,400	9,400
970 Transfers To Other Funds	502,537	550,729	453,179
<i>Subtotal</i>	504,636	690,129	592,579
SERVICE TOTAL	\$807,304	\$1,485,269	\$1,614,111

Line Item Notes:

#111 - Annual allocation for all General Fund employees for termination payout of accrued vacation leave.
 #123 - Annual allocation for all General Fund employees for sick leave conversion expenses. Employees who have over 520 hours of accumulated sick leave are eligible to convert up to 96 hours of sick leave to vacation leave or cash payment at a 2-to-1 ratio (2 hours of sick time for 1 hour of pay or vacation). Employees must choose by a specified date which option they will take. For those who choose to be paid, that amount is transferred from this budget service to the employee's budget service.

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

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



Quartile percent represent % of total non – capital budget for this department

Department Programs

Quartile 1	Quartile 2	Quartile 3	Quartile 4
<ul style="list-style-type: none"> - Benefits Administration - Compensation Administration - Employee / Labor Relations - Records Management - Regulatory Compliance 	<ul style="list-style-type: none"> - Staffing and Recruitment 	<ul style="list-style-type: none"> - Collective Bargaining - Training and Development/Organizational Development - Tuition Reimbursement - Volunteer Management 	<ul style="list-style-type: none"> - Recognition Program

Human Resources Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	825,893	809,660	819,109
Operating and Maintenance	211,509	194,524	207,127
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,037,402	\$ 1,004,184	\$ 1,026,236

The Human Resources Division includes one budget service.

Service: Human Resources

FUND: General Fund

DEPARTMENT: Administration

Service Description:

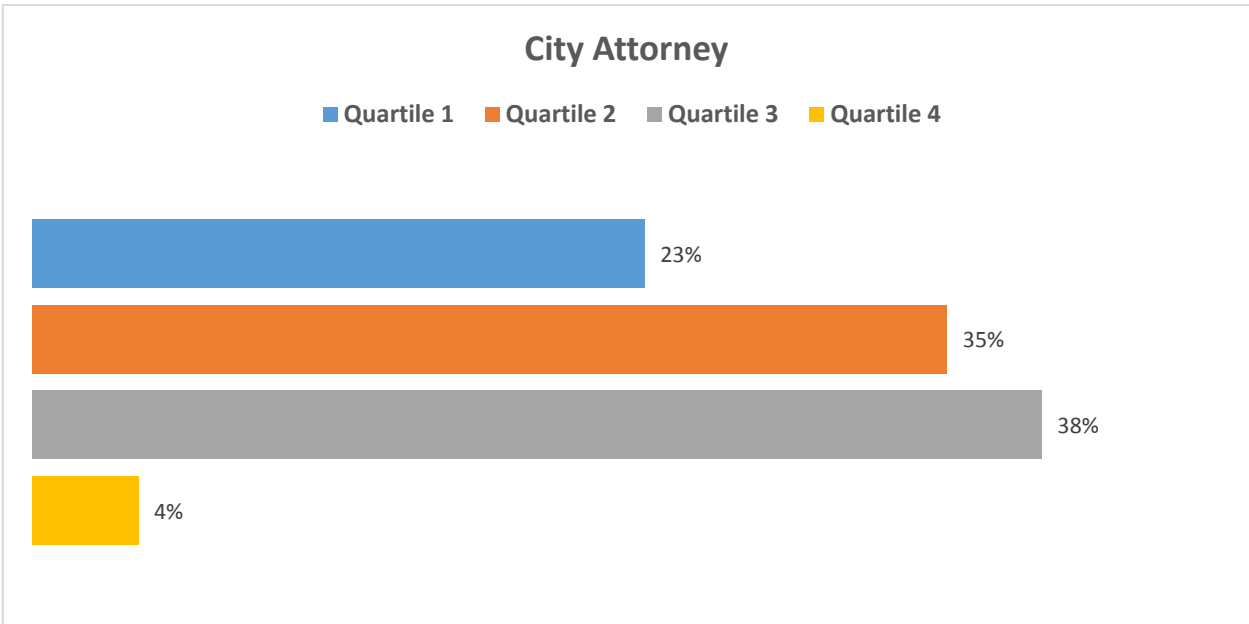
The Human Resources Division performs essential functions required to recruit, select, train, and retain the best employees in order to provide excellent customer service for those who live in, work in and visit the City of Longmont. Human Resources also ensures compliance with state and federal laws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

SERVICE: Human Resources

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Chief 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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	553,333	575,670	564,786
112	Wages - Temporary	23,582	10,000	24,560
115	One Time Payment	3,548	3,684	2,124
121	Wages - Overtime	-	300	300
122	Longevity Compensation	2,100	-	-
123	Leave Expense	15,723	-	-
126	Retirement Health Savings Plan	18,284	3,200	3,200
128	FICA	1,507	620	1,523
129	Medicare	7,307	8,493	8,969
131	MOPC	28,130	28,784	29,705
132	Employee Insurance	91,857	93,835	96,840
133	Employee Retirement	37,694	38,572	39,804
135	Compensation Insurance	1,699	1,923	2,621
136	Unemployment Insurance	1,691	1,149	1,118
137	Staff Training and Conferences	10,854	9,000	9,000
138	Tuition Reimbursement	24,039	30,000	30,000
139	Dental Insurance	3,945	4,030	4,159
142	Food Allowance	600	400	400
	<i>Subtotal</i>	<i>825,893</i>	<i>809,660</i>	<i>819,109</i>
Operating and Maintenance				
210	Office Supplies	1,970	3,000	3,000
215	Audiovisual Materials	-	1,500	1,500
216	Reference Books and Materials	226	1,500	1,500
217	Dues and Subscriptions	8,525	8,140	8,140
218	Non-Capital Equipment and Furniture	5,337	1,600	1,600
229	Materials and Supplies	3,640	200	200
230	Printing and Copier Supplies	1,031	2,500	2,500
240	Equipment Repair and Maintenance	1,113	3,773	3,773
243	Non-Capital Computer Equipment and Supplies	7,394	1,820	1,820
245	Mileage Allowance	26	500	500
246	Liability Insurance	1,937	1,991	960
249	Operating Leases and Rentals	150	-	-
250	Professional and Contracted Services	144,486	129,000	142,634
252	Advertising and Legal Notices	17,987	15,000	15,000
263	Postage	2,595	3,000	3,000
264	Printing and Copying	2,711	5,000	5,000
269	Other Services and Charges	12,382	16,000	16,000
	<i>Subtotal</i>	<i>211,509</i>	<i>194,524</i>	<i>207,127</i>
	SERVICE TOTAL	\$1,037,402	\$1,004,184	\$1,026,236



Quartile percent represent % of total non – capital budget for this department

Department Programs

- Quartile 1**
- Legal Advice and Support

- Quartile 2**
- Contracts
 - Litigation
 - Ordinances

- Quartile 3**
- Liquor License Violations
 - Non-Traffic Violations
 - Traffic Violations
 - Citywide Projects Support
 - Collective Bargaining
 - Council Administrative Support
 - Oil and Gas Coordination

- Quartile 4**
- Bankruptcy
 - Collections

City Attorney Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	858,692	939,155	998,292
Operating and Maintenance	85,355	98,623	96,954
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 944,047	\$ 1,037,778	\$ 1,095,246

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:

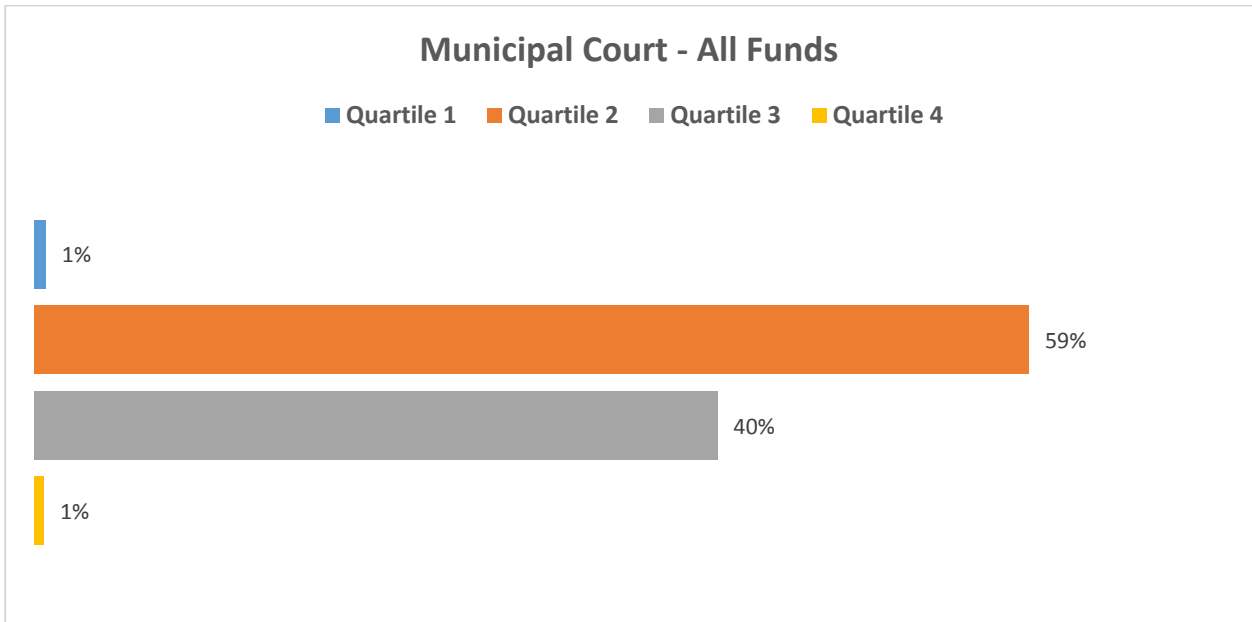
The City Attorney’s Office legally advises and represents the City in all matters of municipal concern. This includes defense of suits against the City and other litigation. The City Attorney attends all council meetings and provides legal advice to the council. The office also advises City departments, 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:	2014 Budget	2015 Budget	2016 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	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	638,117	700,594	749,439
112 Wages - Temporary	2,899	6,190	6,190
114 Skill Based Pay	903	900	900
115 One Time Payment	2,922	9,037	4,625
121 Wages - Overtime	-	150	150
123 Leave Expense	10,637	-	-
126 Retirement Health Savings Plan	4,434	3,100	3,000
128 FICA	180	384	384
129 Medicare	8,075	10,129	10,837
131 MOPC	31,437	34,617	37,061
132 Employee Insurance	103,580	112,712	120,671
133 Employee Retirement	42,125	46,389	49,660
135 Compensation Insurance	572	533	605
136 Unemployment Insurance	1,906	1,384	1,393
137 Staff Training and Conferences	6,058	7,895	7,895
139 Dental Insurance	4,448	4,841	5,182
142 Food Allowance	402	300	300
<i>Subtotal</i>	<i>858,692</i>	<i>939,155</i>	<i>998,292</i>
Operating and Maintenance			
210 Office Supplies	820	2,209	2,209
216 Reference Books and Materials	970	4,428	3,688
217 Dues and Subscriptions	3,506	3,190	3,930
218 Non-Capital Equipment and Furniture	-	600	600
229 Materials and Supplies	574	-	-
230 Printing and Copier Supplies	619	-	-
240 Equipment Repair and Maintenance	3,260	6,775	6,775
243 Non-Capital Computer Equipment and Supplies	707	2,644	2,644
245 Mileage Allowance	3,949	2,800	2,800
246 Liability Insurance	15,715	14,256	10,868
250 Professional and Contracted Services	16,999	22,522	22,522
255 Jury and Witness Fees	375	550	550
261 Telephone Charges	501	617	617
263 Postage	399	1,484	1,484
264 Printing and Copying	1,107	1,180	1,180
269 Other Services and Charges	35,854	35,368	37,087
<i>Subtotal</i>	<i>85,355</i>	<i>98,623</i>	<i>96,954</i>
SERVICE TOTAL	\$944,047	\$1,037,778	\$1,095,246



Quartile percent represent % of total non-capital budget for this department

Department Programs

- Quartile 1**
- Liquor Board

- Quartile 2**
- Judge Trials
 - Jury Trials
 -
 - No Trials
 - Trials - Do Not Pay

- Quartile 3**
- Adult Probation Supervision and Monitoring
 - Juvenile Probation Supervision and Monitoring
 - Pre-sentence investigations
 - Supervised community service work program
 - Court Security
 - Court-Ordered Education

- Quartile 4**
- Weddings

Municipal Court Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	628,512	651,958	674,358
Operating and Maintenance	105,409	137,524	130,108
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 733,921	\$ 789,482	\$ 804,466

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:	2014 Budget	2015 Budget	2016 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**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	248,641	280,995	297,183
112 Wages - Temporary	125	2,408	2,408
114 Skill Based Pay	2,109	2,100	2,100
115 One Time Payment	2,988	3,532	1,224
121 Wages - Overtime	-	1,200	1,200
122 Longevity Compensation	1,680	1,740	1,800
123 Leave Expense	30,005	-	-
126 Retirement Health Savings Plan	1,600	1,600	1,600
128 FICA	12	149	149
129 Medicare	1,865	2,306	2,393
131 MOPC	14,038	14,154	14,964
132 Employee Insurance	45,337	45,803	48,441
133 Employee Retirement	18,810	18,968	20,052
135 Compensation Insurance	230	207	222
136 Unemployment Insurance	834	562	559
137 Staff Training and Conferences	70	-	-
139 Dental Insurance	1,947	1,966	2,080
142 Food Allowance	98	-	-
<i>Subtotal</i>	<i>370,388</i>	<i>377,690</i>	<i>396,375</i>
Operating and Maintenance			
210 Office Supplies	1,412	3,150	3,150
216 Reference Books and Materials	4,920	5,000	5,000
217 Dues and Subscriptions	918	800	800
218 Non-Capital Equipment and Furniture	12,327	9,328	9,328
229 Materials and Supplies	11	2,000	2,000
230 Printing and Copier Supplies	-	150	1
240 Equipment Repair and Maintenance	463	1,404	1,903
243 Non-Capital Computer Equipment and Supplies	-	2,513	2,163
245 Mileage Allowance	36	-	-
246 Liability Insurance	943	975	470
250 Professional and Contracted Services	68,336	85,550	85,550
255 Jury and Witness Fees	159	200	200
263 Postage	1,755	2,500	2,500
264 Printing and Copying	584	1,486	1,486
269 Other Services and Charges	3,530	6,000	6,000
<i>Subtotal</i>	<i>95,394</i>	<i>121,056</i>	<i>120,551</i>
SERVICE TOTAL	\$465,782	\$498,746	\$516,926

Service: Probation Division

FUND: General Fund

DEPARTMENT: Longmont Municipal Court

Service Description:

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

SERVICE: Probation Division

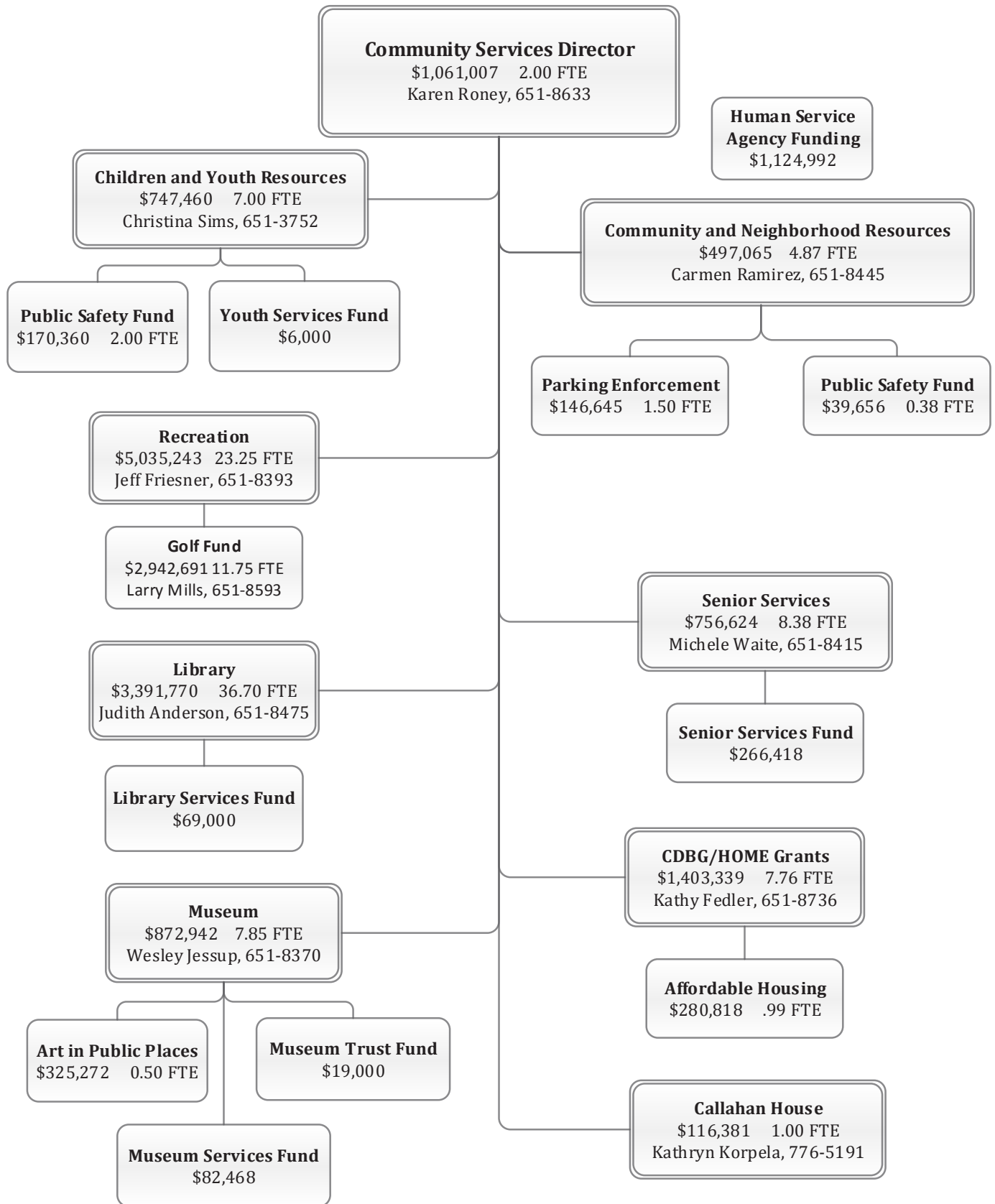
Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Chief Probation Officer	1.00	1.00	1.00
Probation Officer	1.00	1.00	1.00
Community Services Coordinator	0.50	0.50	0.50
Administrative Assistant	1.00	1.00	1.00
Total	3.50	3.50	3.50

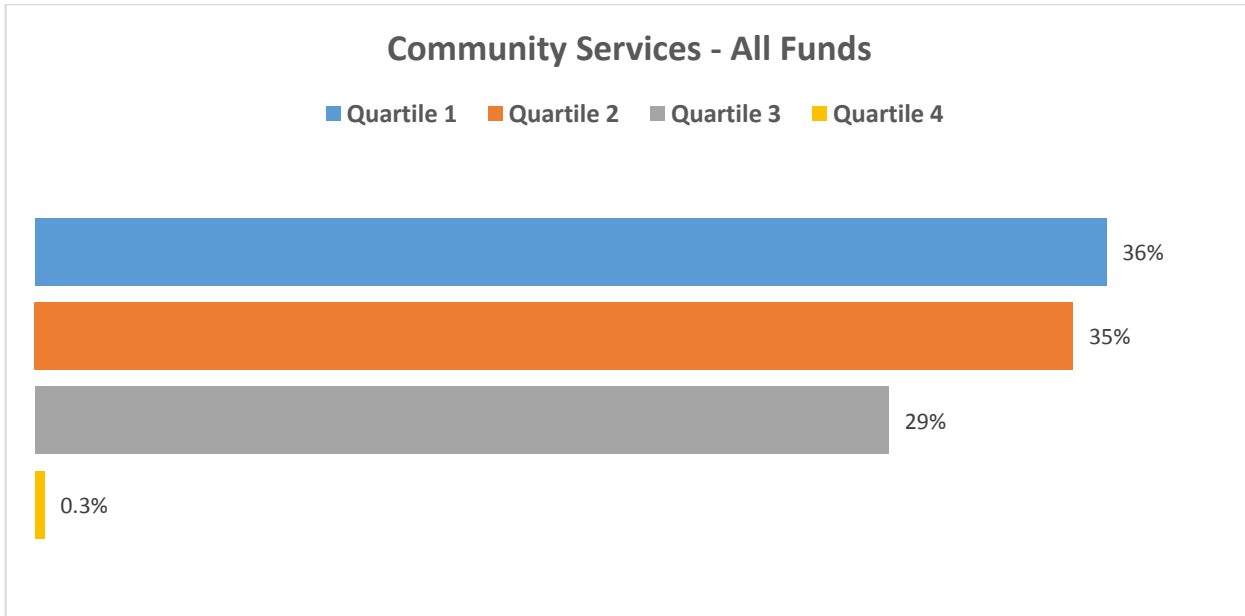
Service: Probation Division**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	177,019	199,467	202,260
112 Wages - Temporary	1,864	2,205	2,205
114 Skill Based Pay	1,806	1,800	1,800
115 One Time Payment	2,040	2,096	2,112
121 Wages - Overtime	405	800	800
122 Longevity Compensation	1,800	1,860	1,920
123 Leave Expense	9,107	-	-
124 Skill Based Overtime Pay	8	-	-
126 Retirement Health Savings Plan	1,993	1,400	1,400
128 FICA	67	137	137
129 Medicare	1,498	1,907	1,926
131 MOPC	9,398	10,063	10,203
132 Employee Insurance	31,409	32,514	32,969
133 Employee Retirement	12,593	13,486	13,672
135 Compensation Insurance	391	439	483
136 Unemployment Insurance	578	399	380
137 Staff Training and Conferences	4,799	4,300	4,300
139 Dental Insurance	1,349	1,395	1,416
<i>Subtotal</i>	<i>258,124</i>	<i>274,268</i>	<i>277,983</i>
Operating and Maintenance			
210 Office Supplies	343	1,100	1,000
216 Reference Books and Materials	106	150	150
217 Dues and Subscriptions	150	150	150
218 Non-Capital Equipment and Furniture	930	1,000	1,000
229 Materials and Supplies	542	480	580
230 Printing and Copier Supplies	255	500	500
240 Equipment Repair and Maintenance	-	80	80
243 Non-Capital Computer Equipment and Supplies	43	100	100
245 Mileage Allowance	33	200	200
246 Liability Insurance	1,889	1,502	1,385
247 Safety Expenses	2	400	400
250 Professional and Contracted Services	1,000	1,000	1,000
261 Telephone Charges	562	550	550
263 Postage	400	500	500
264 Printing and Copying	194	800	800
273 Fleet Lease - Operating and Maintenance	3,565	7,956	1,162
<i>Subtotal</i>	<i>10,015</i>	<i>16,468</i>	<i>9,557</i>
SERVICE TOTAL	\$268,139	\$290,736	\$287,540

Community Services Department

\$19,355,151 115.93 FTE





Quartile percent represent % of total non – capital budget for this department

Department Programs

- Quartile 1**
- Adult Collection
 - Adult Reference Assistance.
 - Aquatics - Roosevelt Pool - Operation//Repair and Maintenance
 - Aquatics - Sunset Pool - Operation/Repair and Maintenance
 - Aquatics - Sunset Pool - Programs, Events and Services
 - Athletics - Rentals
 - Basic Needs Information, Referral, & Assistance
 - Children/Teen Programs
 - Community Problem Solving (Gang Response & Intervention) and Violence Reduction
 - Counseling

- Quartile 2**
- Adult Programs
 - Aquatics - Centennial Pool - Operation/Repair and Maintenance
 - Aquatics - Centennial Pool - Programs and Services
 - Aquatics - Kanemoto Pool - Operation/Repair and Maintenance
 - Aquatics - Kanemoto Pool - Programs, Events and Services
 - Aquatics - Roosevelt Pool - Programs, Events and Services
 - Athletics - Youth
 - Children/Teen Collection
 - Children/Teen Outreach
 - Children/Teen Reference Assistance
 - City Produced Special Events

- Quartile 3**
- Adult Computer Lab
 - Adult Outreach
 - Aquatics - Centennial Pool - Special Events
 - Athletics - Adults
 - Caregiver Information, Education, & Support
 - Children’s and Teen’s Computer Lab
 - Clubs
 - Collaborative Service Coordination-Internal
 - Community Special Events
 - Concessions - Clark Park
 - Concessions - Garden Acres
 - Concessions - Recreation Center
 - Concessions - Sandstone Ranch - Phases I and II
 - Concessions - Sunset Pool

- Quartile 4**
- City Meetings Special events
 - Proactive Public Information, Education and Marketing

Community Services Department Programs Continued

- Quartile 1 Cont.
- CYR Administration / Youth Center / Meeker Center Management
 - Early Childhood Collaboration and Alignment
 - Environmental Codes Enforcement
 - Health and Safety Codes Enforcement
 - Human Service Agency Contracts
 - Leadership & Supervision
 - Memorial Building - General Programs Operation/Repair and Maintenance
 - Museum Auditorium Expansion
 - Neighborhood Group Leaders Association
 - Nuisance Codes Enforcement
 - Recreation Center - Operation/Repair and Maintenance
 - Resource Referral & Education
 - Senior Center Management
 - Temporary Exhibitions
 - Youth Development
 - Zoning Ordinances Codes Enforcement

- Quartile 2 Cont.
- Collaborative Service Coordination-Community
 - Cultural Competency
 - Dia de los Muertos
 - Educational Programs
 - Family Success and Parenting
 - Field Maintenance - Clark Park
 - Field Maintenance - Garden Acres
 - Field Maintenance - - Neighborhood Parks - Athletic Activity Preparations
 - Field Maintenance - Off Seasonal
 - Field Maintenance - Sandstone Ranch
 - Genesis
 - Graffiti Removal and Abatement
 - Health & Physical Wellbeing
 - Homebound Service
 - Interlibrary Loan (ILL)
 - Internal Support for Conflict Resolution Facilitation and Community Involvement
 - Memorial Building - General Programs - Rentals
 - Memorial Building - General Programs - Contracted
 - Memorial Building - General Programs - In-house
 - Neighborhood Activity Grants
 - Neighborhood Improvement Grants

- Quartile 2 Cont.
- Collaborative Service Coordination-Community
 - Proactive Public Information, Education and Marketing
 - Reactive Public Information Media Relations
 - Recreation & Leisure
 - Recreation Center - Programs, Events and Services
 - Seasonal Ice Rink
 - Senior Led Activities
 - Translations/Interpretation
 - Volunteer Management
 - Youth Programs - Intramurals
 - Boards & Commissions Support

- Quartile 3 Cont.
- Conflict Resolution Facilitation Direct services to the Community
 - Cultural Competency Cultural Event Grants
 - Discover Neighbor, Discover Home Grants
 - Discovery Days
 - Facility and Grounds Maintenance
 - Facility Event Rentals
 - Leadership & Homeowners Association Training
 - Meeting Rooms
 - Museum Archives
 - Museum Permanent Collection
 - Outdoor Program
 - Parking Enforcement
 - Permanent Exhibition
 - Portal Gallery Exhibitions
 - Private Special Events
 - Recreation Center - Rentals
 - Recreation Center - Support of Union Reservoir Swim Beach and Events
 - Rental Housing - Acquisition Program
 - Rental Housing - Fee Waiver/Fee Offset Program
 - Special Projects
 - Summer Camps
 - Summer Concert Series
 - Volunteer Parking Patrol
 - Boards & Commissions Support
 - Rental Housing - Private Property Loans

Community Services Department Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	8,184,841	8,512,532	8,816,588
Operating and Maintenance	3,838,240	3,867,271	3,992,299
Non-Operating	212,519	221,667	658,921
Capital	43,835	41,650	165,940
TOTAL	\$ 12,279,435	\$ 12,643,120	\$ 13,633,748

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

The divisions in this department are:

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

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

Community Services Director Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	273,766	280,736	253,332
Operating and Maintenance	1,167,128	1,225,120	1,273,746
Non-Operating	212,519	221,667	658,921
Capital	-	-	-
TOTAL	\$ 1,653,413	\$ 1,727,523	\$ 2,185,999

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

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

Service: **Community Services Director**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

SERVICE: Community Services Director

Budgeted Positions:	2014 Budget	2015 Budget	2016 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**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	188,540	186,976	187,600
115 One Time Payment	2,000	3,000	2,376
121 Wages - Overtime	1,245	2,589	2,589
123 Leave Expense	1,115	-	-
126 Retirement Health Savings Plan	2,585	800	800
129 Medicare	2,440	2,693	2,702
131 MOPC	9,320	9,284	9,315
132 Employee Insurance	30,265	30,266	30,367
133 Employee Retirement	12,488	12,441	12,482
135 Compensation Insurance	156	148	147
136 Unemployment Insurance	557	371	350
137 Staff Training and Conferences	21,321	30,069	2,500
139 Dental Insurance	1,300	1,299	1,304
142 Food Allowance	433	800	800
<i>Subtotal</i>	<i>273,766</i>	<i>280,736</i>	<i>253,332</i>
Operating and Maintenance			
210 Office Supplies	108	650	650
216 Reference Books and Materials	-	184	184
217 Dues and Subscriptions	54	25	25
218 Non-Capital Equipment and Furniture	7,056	-	800
229 Materials and Supplies	4,929	100	100
240 Equipment Repair and Maintenance	3,574	5,140	5,140
243 Non-Capital Computer Equipment and Supplies	-	670	-
245 Mileage Allowance	2,409	2,400	2,400
246 Liability Insurance	642	699	310
249 Operating Leases and Rentals	-	-	670
250 Professional and Contracted Services	50,945	80,750	79,000
263 Postage	311	853	853
264 Printing and Copying	484	872	872
269 Other Services and Charges	51,252	57,750	57,750
<i>Subtotal</i>	<i>121,762</i>	<i>150,093</i>	<i>148,754</i>
Non-Operating Expense			
970 Transfers To Other Funds	212,519	221,667	658,921
<i>Subtotal</i>	<i>212,519</i>	<i>221,667</i>	<i>658,921</i>
SERVICE TOTAL	\$608,047	\$652,496	\$1,061,007

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.

LINE ITEM BUDGET

Operating and Maintenance	2014 Actual	2015 Budget	2016 Budget
250 Professional and Contracted Services	1,045,366	1,075,027	1,124,992
SERVICE TOTAL	\$1,045,366	\$1,075,027	\$1,124,992

Community and Neighborhood Resources Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	466,666	495,129	518,567
Operating and Maintenance	39,971	81,326	89,643
Non-Operating	-	-	-
Capital	2,699	-	35,500
TOTAL	\$ 509,336	\$ 576,455	\$ 643,710

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:	2014 Budget	2015 Budget	2016 Budget
Community & Neighborhood Resources Manager	1.00	1.00	1.00
Community Relations Program Coordinator	1.00	1.00	1.00
Community Relations Specialist	1.00	1.00	1.00
Neighborhood Revitalization/Resource Specialist	0.00	0.50	0.50
Total	3.00	3.50	3.50

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	196,415	236,036	256,813
112 Wages - Temporary	22,223	1,000	1,000
114 Skill Based Pay	2,407	-	2,400
115 One Time Payment	836	-	-
123 Leave Expense	6,732	-	-
126 Retirement Health Savings Plan	1,970	1,400	1,400
128 FICA	1,383	62	62
129 Medicare	2,884	3,438	3,774
131 MOPC	10,288	11,802	12,961
132 Employee Insurance	32,992	38,474	41,861
133 Employee Retirement	13,786	15,815	17,368
135 Compensation Insurance	188	166	183
136 Unemployment Insurance	607	472	483
137 Staff Training and Conferences	-	-	900
139 Dental Insurance	1,417	1,653	1,798
<i>Subtotal</i>	<i>294,129</i>	<i>310,318</i>	<i>341,003</i>
Operating and Maintenance			
210 Office Supplies	8	-	-
217 Dues and Subscriptions	18	-	-
218 Non-Capital Equipment and Furniture	119	350	350
229 Materials and Supplies	9,911	21,600	21,600
243 Non-Capital Computer Equipment and Supplies	-	940	-
245 Mileage Allowance	1,306	1,850	1,850
246 Liability Insurance	1,177	3,135	2,708
250 Professional and Contracted Services	1,170	3,500	3,500
263 <i>Postage</i>	<i>240</i>	<i>-</i>	<i>-</i>
<i>Subtotal</i>	<i>13,948</i>	<i>31,375</i>	<i>30,008</i>
Capital Outlay			
440 Machinery and Equipment	2,699	-	-
<i>Subtotal</i>	<i>2,699</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$310,776	\$341,693	\$371,011

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:	2014 Budget	2015 Budget	2016 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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	40,427	43,924	44,809
112	Wages - Temporary	-	1,930	1,930
114	Skill Based Pay	1,210	3,600	1,200
123	Leave Expense	894	-	-
126	Retirement Health Savings Plan	400	400	400
128	FICA	-	120	120
129	Medicare	481	717	695
131	MOPC	2,116	2,376	2,300
132	Employee Insurance	7,012	7,160	7,304
133	Employee Retirement	2,835	3,184	3,082
135	Compensation Insurance	1,507	1,830	2,022
136	Unemployment Insurance	129	88	84
137	Staff Training and Conferences	-	-	1,400
139	Dental Insurance	301	307	314
142	Food Allowance	1,328	2,191	2,000
	<i>Subtotal</i>	<i>58,642</i>	<i>67,827</i>	<i>67,660</i>
Operating and Maintenance				
210	Office Supplies	949	3,072	2,500
216	Reference Books and Materials	-	1,300	1,300
217	Dues and Subscriptions	533	911	911
218	Non-Capital Equipment and Furniture	110	248	248
229	Materials and Supplies	93	-	-
230	Printing and Copier Supplies	1,532	100	100
240	Equipment Repair and Maintenance	-	150	150
243	Non-Capital Computer Equipment and Supplies	-	600	600
246	Liability Insurance	154	159	589
249	Operating Leases and Rentals	2,663	3,600	4,765
252	Advertising and Legal Notices	-	332	332
261	Telephone Charges	-	100	100
263	Postage	1,545	3,215	3,215
264	Printing and Copying	2,301	4,650	4,248
269	Other Services and Charges	179	-	-
	<i>Subtotal</i>	<i>10,058</i>	<i>18,437</i>	<i>19,058</i>
	SERVICE TOTAL	\$68,700	\$86,264	\$86,718

Service: **Graffiti Removal**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Graffiti Removal

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Graffiti Removal Specialist	0.38	0.37	0.37
Total	0.38	0.37	0.37

Service: Graffiti Removal**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	19,084	13,644	15,784
112	Wages - Temporary	-	1,963	1,963
121	Wages - Overtime	781	250	250
123	Leave Expense	627	-	-
126	Retirement Health Savings Plan	148	148	148
128	FICA	-	122	122
129	Medicare	268	226	257
131	MOPC	985	682	789
132	Employee Insurance	2,226	2,224	2,573
133	Employee Retirement	1,319	914	1,058
135	Compensation Insurance	182	199	282
136	Unemployment Insurance	41	27	30
139	Dental Insurance	96	96	110
141	Uniforms and Protective Clothing	-	425	425
	<i>Subtotal</i>	<i>25,757</i>	<i>20,920</i>	<i>23,791</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	1,692	2,205	4,705
230	Printing and Copier Supplies	-	100	100
240	Equipment Repair and Maintenance	-	2,500	1,000
246	Liability Insurance	783	248	283
247	Safety Expenses	-	2,036	1,036
250	Professional and Contracted Services	-	1,500	1,500
261	Telephone Charges	-	380	600
273	Fleet Lease - Operating and Maintenance	2,580	5,093	5,421
274	Fleet Lease - Replacement	4,235	4,234	-
	<i>Subtotal</i>	<i>9,290</i>	<i>19,196</i>	<i>15,545</i>
	SERVICE TOTAL	\$35,047	\$40,116	\$39,336

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:	2014 Budget	2015 Budget	2016 Budget
Parking Enforcement Officer	1.50	1.50	1.50
Total	1.50	1.50	1.50

Service: Parking Enforcement**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	53,326	60,096	63,594
115	One Time Payment	741	-	-
123	Leave Expense	1,537	-	-
126	Retirement Health Savings Plan	999	600	600
129	Medicare	652	872	922
131	MOPC	2,651	3,004	3,180
132	Employee Insurance	9,408	9,796	10,366
133	Employee Retirement	3,553	4,026	4,260
135	Compensation Insurance	13,256	15,730	926
136	Unemployment Insurance	173	120	120
137	Staff Training and Conferences	-	-	300
139	Dental Insurance	404	420	445
141	Uniforms and Protective Clothing	1,077	1,100	1,100
142	Food Allowance	360	300	300
	<i>Subtotal</i>	<i>88,138</i>	<i>96,064</i>	<i>86,113</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	3,126	3,800	3,800
229	Materials and Supplies	111	2,620	2,620
240	Equipment Repair and Maintenance	-	1,900	1,900
243	Non-Capital Computer Equipment and Supplies	-	-	7,000
245	Mileage Allowance	1,942	1,600	1,600
246	Liability Insurance	178	198	412
250	Professional and Contracted Services	-	-	5,500
261	Telephone Charges	294	-	-
263	Postage	1,024	1,300	1,300
264	Printing and Copying	-	900	900
	<i>Subtotal</i>	<i>6,675</i>	<i>12,318</i>	<i>25,032</i>
Capital Outlay				
432	Vehicles	-	-	25,000
440	Machinery and Equipment	-	-	10,500
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>35,500</i>
	SERVICE TOTAL	\$94,813	\$108,382	\$146,645

Library Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	2,445,884	2,529,802	2,601,468
Operating and Maintenance	696,108	672,037	684,862
Non-Operating	-	-	-
Capital	-	-	105,440
TOTAL	\$ 3,141,992	\$ 3,201,839	\$ 3,391,770

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:	2014 Budget	2015 Budget	2016 Budget
Library Director	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	0.00
Customer Services Assistant	0.50	0.50	0.50
Library Marketing Generalist	0.00	0.00	0.75
Administrative Assistant	0.75	0.75	1.00
Office Assistant	0.50	0.50	0.50
Total	3.75	3.75	3.75

Service: Library Administration**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	199,132	235,440	243,864
112	Wages - Temporary	1,671	1,458	1,458
115	One Time Payment	1,500	-	612
121	Wages - Overtime	1,385	700	700
122	Longevity Compensation	2,160	2,205	2,280
123	Leave Expense	3,232	-	-
126	Retirement Health Savings Plan	1,925	1,500	1,500
128	FICA	68	90	90
129	Medicare	2,220	2,957	2,907
131	MOPC	10,434	11,772	12,193
132	Employee Insurance	36,908	38,377	39,750
133	Employee Retirement	13,982	15,775	16,339
135	Compensation Insurance	187	167	480
136	Unemployment Insurance	679	471	459
137	Staff Training and Conferences	-	-	6,369
139	Dental Insurance	1,585	1,649	1,707
141	Uniforms and Protective Clothing	98	100	100
	<i>Subtotal</i>	<i>277,165</i>	<i>312,661</i>	<i>330,808</i>
Operating and Maintenance				
210	Office Supplies	6,005	5,857	5,857
217	Dues and Subscriptions	1,017	565	700
218	Non-Capital Equipment and Furniture	3,996	500	12,900
229	Materials and Supplies	9,335	5,000	7,000
232	Building Repair and Maintenance	1,189	-	-
240	Equipment Repair and Maintenance	11,182	6,000	6,000
243	Non-Capital Computer Equipment and Supplies	41,799	21,000	21,000
245	Mileage Allowance	-	32	32
246	Liability Insurance	2,790	2,583	389
247	Safety Expenses	4,356	2,500	2,500
250	Professional and Contracted Services	9,087	10,150	11,650
252	Ads and Legal Notices	1,254	-	-
261	Telephone Charges	66	300	900
263	Postage	397	350	350
264	Printing and Copying	-	500	500
269	Other Services and Charges	486	-	500
	<i>Subtotal</i>	<i>92,960</i>	<i>55,337</i>	<i>70,278</i>
Capital Outlay				
440	Machinery and Equipment	-	-	14,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>14,000</i>
	SERVICE TOTAL	\$370,126	\$367,998	\$415,086

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:	2014 Budget	2015 Budget	2016 Budget
Librarian II	1.00	1.00	1.00
Librarian I	4.25	4.25	4.25
Senior Library Technician	0.75	1.25	1.25
Library Technician	2.50	1.75	1.75
Library Assistant	0.55	0.55	0.55
Total	9.05	8.80	8.80

Service: Adult Services**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	452,282	461,513	471,016
112	Wages - Temporary	43,788	56,445	58,689
114	Skill Based Pay	208	300	225
115	One Time Payment	3,362	6,522	3,141
122	Longevity Compensation	3,024	3,117	3,210
123	Leave Expense	18,547	-	-
126	Retirement Health Savings Plan	4,236	3,520	3,520
128	FICA	3,322	3,500	3,570
129	Medicare	5,707	7,517	6,905
131	MOPC	23,056	20,458	23,562
132	Employee Insurance	75,258	75,226	76,778
133	Employee Retirement	30,895	30,942	31,576
135	Compensation Insurance	429	377	723
136	Unemployment Insurance	1,385	922	886
139	Dental Insurance	3,232	3,232	3,297
	<i>Subtotal</i>	<i>668,729</i>	<i>673,591</i>	<i>687,098</i>
Operating and Maintenance				
211	Adult Books	180,036	181,000	181,000
213	Periodicals	21,885	26,805	26,805
214	Pamphlets and Documents	352	250	250
215	Audiovisual Materials	49,719	52,074	52,074
216	Reference Books and Materials	34,138	25,000	22,000
217	Dues and Subscriptions	31,080	8,430	-
245	Mileage Allowance	440	300	450
246	Liability Insurance	3,179	1,778	849
250	Professional and Contracted Services	2,970	6,450	6,450
263	Postage	1	-	-
269	Other Services and Charges	76,240	102,165	101,072
	<i>Subtotal</i>	<i>400,040</i>	<i>404,252</i>	<i>390,950</i>
	SERVICE TOTAL	\$1,068,769	\$1,077,843	\$1,078,048

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:	2014 Budget	2015 Budget	2016 Budget
Librarian II	1.00	1.00	1.00
Librarian I	2.25	3.25	3.25
Assistant Librarian	1.00	0.00	0.00
Library Technician	0.60	0.60	0.60
Total	4.85	4.85	4.85

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	242,968	272,353	279,189
112	Wages - Temporary	32,732	16,149	27,027
114	Skill Based Pay	940	-	900
115	One Time Payment	2,592	2,193	720
121	Overtime Wages	833	-	-
123	Leave Expense	11,505	-	-
126	Retirement Health Savings Plan	2,462	1,940	1,940
128	FICA	771	1,001	1,654
129	Medicare	2,862	4,184	4,448
131	MOPC	12,114	13,617	14,004
132	Employee Insurance	43,361	44,393	45,509
133	Employee Retirement	16,233	18,248	18,766
135	Compensation Insurance	435	469	511
136	Unemployment Insurance	798	545	525
139	Dental Insurance	1,862	1,908	1,954
	<i>Subtotal</i>	<i>372,469</i>	<i>377,000</i>	<i>397,147</i>
Operating and Maintenance				
212	Children's Books	55,061	65,857	62,857
213	Periodicals	1,366	2,000	2,000
215	Audiovisual Materials	9,557	13,165	13,165
218	Non-Capital Equipment and Furniture	-	433	433
229	Materials and Supplies	9,330	5,227	7,000
245	Mileage Allowance	-	230	230
246	Liability Insurance	910	982	472
250	Professional Contracted Services	-	-	-
264	Printing and Copying	1,678	1,700	1,700
269	Other Services and Charges	-	6,130	6,130
	<i>Subtotal</i>	<i>77,902</i>	<i>95,724</i>	<i>93,987</i>
	SERVICE TOTAL	\$450,371	\$472,724	\$491,134

Service: **Circulation**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Circulation

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Circulation Desk Manager	1.00	1.00	1.00
Senior Library Technician	1.00	1.00	1.00
Library Assistant	4.60	4.85	4.85
Library Page	5.00	5.00	5.00
Total	11.60	11.85	11.85

Service: Circulation**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	375,575	396,439	409,966
112	Wages - Temporary	90,913	108,347	108,519
114	Skill Based Pay	1,670	2,100	1,650
115	One Time Payment	8,134	7,650	6,798
121	Wages - Overtime	287	-	-
122	Longevity Compensation	2,676	2,745	2,850
123	Leave Expense	18,525	-	-
126	Retirement Health Savings Plan	5,278	4,740	4,740
128	FICA	6,319	6,718	6,536
129	Medicare	5,536	6,561	6,696
131	MOPC	20,432	19,927	20,580
132	Employee Insurance	63,169	64,621	66,826
133	Employee Retirement	27,379	26,702	27,577
135	Compensation Insurance	8,529	3,478	1,255
136	Unemployment Insurance	1,163	792	771
139	Dental Insurance	2,713	2,778	2,870
	<i>Subtotal</i>	<i>638,298</i>	<i>653,598</i>	<i>667,634</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	6,460	1,000	1,000
229	Materials and Supplies	2,973	2,400	2,400
240	Equipment Repair and Maintenance Contracts	141	-	-
243	Non-Capital Computer Equipment and Supplies	-	800	800
245	Mileage Allowance	-	32	32
246	Liability Insurance	1,644	1,703	830
263	Postage	1,833	2,800	2,800
	<i>Subtotal</i>	<i>13,051</i>	<i>8,735</i>	<i>7,862</i>
	SERVICE TOTAL	\$651,349	\$662,333	\$675,496

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:	2014 Budget	2015 Budget	2016 Budget
Librarian II	1.00	1.00	1.00
PC Specialist	1.00	1.00	1.00
Senior Library Tech	0.00	0.75	0.75
Library Technician	3.85	3.10	3.10
Library Assistant	1.85	1.60	1.60
Library Page	0.50	0.50	0.50
Total	8.20	7.95	7.95

Service: Technical Services**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	325,087	359,858	374,623
112	Wages - Temporary	32,666	32,219	22,348
114	Skill Based Pay	165	900	900
115	One Time Payment	3,763	2,190	2,025
123	Leave Expense	13,739	-	-
126	Retirement Health Savings Plan	5,447	3,180	3,180
128	FICA	1,770	2,025	1,321
129	Medicare	4,646	5,789	5,752
131	MOPC	16,644	18,324	18,776
132	Employee Insurance	58,468	59,599	61,066
133	Employee Retirement	22,302	24,558	25,159
135	Compensation Insurance	938	1,018	304
136	Unemployment Insurance	1,076	732	705
139	Dental Insurance	2,511	2,560	2,622
	<i>Subtotal</i>	<i>489,223</i>	<i>512,952</i>	<i>518,781</i>
Operating and Maintenance				
229	Materials and Supplies	16,691	25,000	20,000
240	Equipment Repair and Maintenance	51,260	54,601	76,101
243	Non-Capital Computer Equipment and Supplies	10,556	4,540	4,540
246	Liability Insurance	1,393	1,348	644
263	Postage	4,583	7,000	5,000
264	Printing and Copying	3,881	4,500	4,500
269	Other Services and Charges	23,790	11,000	11,000
	<i>Subtotal</i>	<i>112,154</i>	<i>107,989</i>	<i>121,785</i>
Capital Outlay				
440	Machinery and Equipment	-	-	91,440
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>91,440</i>
SERVICE TOTAL		\$601,377	\$620,941	\$732,006

Museum Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	613,696	645,167	688,077
Operating and Maintenance	142,764	153,161	184,865
Non-Operating	-	-	-
Capital	28,455	41,650	-
TOTAL	\$ 784,915	\$ 839,978	\$ 872,942

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

Service: **Museum Division**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Museum Division

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Museum Manager	1.00	1.00	1.00
Museum Curator	4.00	4.00	3.00
Assistant Museum Curator	0.60	0.60	0.60
Executive Assistant	1.00	1.00	1.00
Registrar	0.00	0.00	0.50
Fund Dev & Marketing Spec	0.00	0.00	0.75
Total	6.60	6.60	6.85

Service: Museum Division**LINE ITEM BUDGET**

	2014 Actual	2016 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	382,058	391,359	407,000
112 Wages - Temporary	74,956	42,690	43,544
115 One Time Payment	5,000	7,098	5,316
121 Wages - Overtime	1,623	1,185	1,185
123 Leave Expense	7,748	-	-
126 Retirement Health Savings Plan	3,988	2,640	2,740
128 FICA	4,650	2,647	2,700
129 Medicare	6,129	6,294	6,532
131 MOPC	19,437	19,569	20,350
132 Employee Insurance	62,818	63,791	66,340
133 Employee Retirement	26,032	26,222	27,271
135 Compensation Insurance	15,403	21,076	19,973
136 Unemployment Insurance	1,156	782	766
137 Staff Training and Conferences	-	-	4,000
139 Dental Insurance	2,698	2,740	2,849
<i>Subtotal</i>	613,696	588,093	610,566
Operating and Maintenance			
210 Office Supplies	960	2,200	2,200
216 Reference Books and Materials	64	500	500
217 Dues and Subscriptions	2,122	2,324	2,324
218 Non-Capital Equipment and Furniture	4,433	800	800
225 Freight	2,052	7,750	7,750
229 Materials and Supplies	28,929	13,911	13,911
230 Printing and Copier Supplies	338	780	780
240 Equipment Repair and Maintenance	2,451	3,602	2,102
243 Non-Capital Computer Equipment and Supplies	3,711	3,762	2,608
245 Mileage Allowance	264	1,068	1,068
246 Liability Insurance	1,766	1,782	997
249 Operating Leases and Rentals	73,211	80,739	95,082
250 Professional and Contracted Services	8,682	4,010	4,010
252 Advertising and Legal Notices	3,270	-	-
261 Telephone Charges	53	240	240
263 Postage	4,427	3,195	3,195
264 Printing and Copying	5,822	6,098	6,098
269 <i>Other Services and Charges</i>	<i>208</i>	<i>150</i>	<i>150</i>
<i>Subtotal</i>	142,764	132,911	143,815
Capital Outlay			
431 Furniture And Fixtures	28,455	-	-
440 Machinery and Equipment	-	35,000	-
<i>Subtotal</i>	28,455	35,000	-
SERVICE TOTAL	\$784,915	\$756,004	\$754,381

Service: **Museum Auditorium**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The Stewart Auditorium opened in 2015. This 250-seat facility provides space for concerts, lectures, symposia and other gatherings.

SERVICE: Museum Auditorium

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Auditorium and Event Manager	0.00	0.00	1.00
Total	0.00	0.00	1.00

Service: Museum Auditorium**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	-	43,479	59,137
126 Retirement Health Savings Plan	-	400	400
129 Medicare	-	630	857
131 MOPC	-	2,174	2,957
132 Employee Insurance	-	7,087	9,639
133 Employee Retirement	-	2,913	3,962
135 Compensation Insurance	-	-	34
136 Unemployment Insurance	-	87	111
139 Dental Insurance	-	304	414
<i>Subtotal</i>	-	57,074	77,511
Operating and Maintenance			
217 Dues and Subscriptions	-	1,590	3,180
243 Non-Capital Computer Equipment and Supplies	-	770	2,090
250 Professional and Contracted Services	-	11,140	26,780
252 Advertising and Legal Notices	-	2,250	-
264 Printing and Copying	-	4,500	9,000
<i>Subtotal</i>	-	20,250	41,050
Capital Outlay			
440 Machinery and Equipment	-	6,650	-
<i>Subtotal</i>	-	6,650	-
SERVICE TOTAL	\$-	\$83,974	\$118,561

Recreation Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	3,251,435	3,337,825	3,499,909
Operating and Maintenance	1,535,563	1,513,301	1,535,334
Non-Operating	-	-	-
Capital	12,681	-	-
TOTAL	\$ 4,799,679	\$ 4,851,126	\$ 5,035,243

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

Service: **Recreation Administration**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

SERVICE: Recreation Administration

Budgeted Positions:	2014 Budget	2015 Budget	2016 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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	123,966	129,849	133,693
112	Wages - Temporary	14,311	25,355	26,071
115	One Time Payment	1,050	750	-
121	Wages - Overtime	614	200	200
123	Leave Expense	2,723	-	-
126	Retirement Health Savings Plan	1,809	600	600
128	FICA	1,263	1,572	1,603
129	Medicare	1,831	2,250	2,313
131	MOPC	6,339	6,492	6,685
132	Employee Insurance	20,567	21,165	21,792
133	Employee Retirement	8,494	8,700	8,957
135	Compensation Insurance	124	110	120
136	Unemployment Insurance	379	260	251
137	Staff Training and Conferences	-	-	4,600
139	Dental Insurance	883	1,188	936
141	Uniforms and Protective Clothing	-	850	850
142	Food Allowance	145	500	500
	<i>Subtotal</i>	<i>184,497</i>	<i>199,841</i>	<i>209,171</i>
Operating and Maintenance				
210	Office Supplies	1,320	4,950	4,950
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	285	660	660
218	Non-Capital Equipment and Furniture	1,574	300	300
229	Materials and Supplies	1,860	3,264	3,264
230	Printing and Copier Supplies	632	1,000	1,000
240	Equipment Repair and Maintenance	9,498	21,086	21,086
243	Non-Capital Computer Equipment and Supplies	2,678	16,948	17,148
245	Mileage Allowance	843	2,937	2,937
246	Liability Insurance	509	519	254
247	Safety Expenses	-	296	296
249	Operating Leases and Rentals	1,004	1,900	1,900
250	Professional and Contracted Services	6,929	3,000	3,000
252	Advertising and Legal Notices	1,261	2,000	2,000
261	Telephone Charges	2,790	3,540	3,540
263	Postage	0	39,125	39,125
264	Printing and Copying	22,294	28,774	28,774
269	Other Services and Charges	68,956	58,941	58,941
	<i>Subtotal</i>	<i>122,435</i>	<i>189,290</i>	<i>189,225</i>
	SERVICE TOTAL	\$306,932	\$389,131	\$398,396

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:	2014 Budget	2015 Budget	2016 Budget
Recreation Center Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.40	0.40	0.40
Recreation Specialist	0.10	0.10	0.10
Aquatics Specialist	1.00	1.00	1.00
Fitness Coordinator	0.00	0.75	0.75
Swim Lesson Coordinator	0.00	0.75	0.75
Head Lifeguard	0.75	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	2.50	2.50	2.50
Total	6.75	8.50	8.50

Service: Recreation Center**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	296,196	367,044	385,963
112 Wages - Temporary	653,115	560,006	592,756
114 Skill Based Pay	366	300	300
115 One Time Payment	1,856	1,849	4,465
121 Wages - Overtime	987	1,000	1,000
123 Leave Expense	6,787	-	-
126 Retirement Health Savings Plan	3,167	3,300	3,400
128 FICA	37,609	34,720	35,415
129 Medicare	12,547	13,445	13,882
131 MOPC	15,186	18,368	19,313
132 Employee Insurance	47,399	59,829	62,910
133 Employee Retirement	20,348	24,612	25,881
135 Compensation Insurance	21,350	25,524	46,236
136 Unemployment Insurance	872	736	726
139 Dental Insurance	2,036	2,570	2,702
141 Uniforms and Protective Clothing	3,615	3,800	3,800
<i>Subtotal</i>	<i>1,123,436</i>	<i>1,117,103</i>	<i>1,198,749</i>
Operating and Maintenance			
210 Office Supplies	3,303	3,000	3,000
217 Dues and Subscriptions	757	1,315	1,315
218 Non-Capital Equipment and Furniture	7,759	11,000	9,000
222 Chemicals	28,539	29,605	29,605
224 Resale Merchandise	8,014	8,000	8,000
228 Janitorial Supplies	234	500	500
229 Materials and Supplies	20,371	19,237	19,237
230 Printing and Copier Supplies	1,931	3,000	3,000
232 Building Repair and Maintenance	8,741	4,666	4,666
233 Facility Repair and Maintenance	5,576	7,482	7,482
240 Equipment Repair and Maintenance	13,833	17,586	17,586
243 Non-Capital Computer Equipment and Supplies	171	3,590	10,000
245 Mileage Allowance	456	600	600
246 Liability Insurance	6,676	5,356	4,052
247 Safety Expenses	1,161	1,500	1,500
249 Operating Leases and Rentals	2,054	1,700	1,700
250 Professional and Contracted Services	19,142	17,750	22,950
252 Advertising and Legal Notices	695	2,000	2,000
260 Utilities	178,591	173,116	173,116
263 Postage	20,547	6,500	6,500
264 Printing and Copying	9,045	9,481	9,481
269 Other Services and Charges	-	1,200	1,200
<i>Subtotal</i>	<i>337,597</i>	<i>328,184</i>	<i>336,490</i>
440 Machinery and Equipment	12,681	-	-
<i>Subtotal</i>	<i>12,681</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$1,473,714	\$1,445,287	\$1,535,239

Service: **Athletics and Team Sports**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Athletics and Team Sports

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Recreation Program Supervisor	0.80	0.80	0.80
Recreation Specialist	0.70	0.70	0.70
Total	1.50	1.50	1.50

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	80,677	84,423	88,236
112	Wages - Temporary	175,171	162,992	171,752
115	One Time Payment	206	150	344
121	Wages - Overtime	317	-	-
123	Leave Expense	1,329	-	-
126	Retirement Health Savings Plan	980	600	600
128	FICA	11,929	10,106	10,308
129	Medicare	3,793	3,588	3,690
131	MOPC	4,079	4,221	4,412
132	Employee Insurance	14,096	13,761	14,382
133	Employee Retirement	5,465	5,656	5,912
135	Compensation Insurance	23,552	28,871	34,277
136	Unemployment Insurance	259	168	166
139	Dental Insurance	605	591	618
141	Uniforms and Protective Clothing	239	900	900
	<i>Subtotal</i>	<i>322,697</i>	<i>316,027</i>	<i>335,597</i>
Operating and Maintenance				
210	Office Supplies	-	500	500
217	Dues and Subscriptions	2,155	345	345
218	Non-Capital Equipment and Furniture	-	700	700
229	Materials and Supplies	23,320	25,906	25,906
233	Facility Repair and Maintenance	1,018	-	-
240	Equipment Repair and Maintenance	22	500	500
245	Mileage Allowance	603	500	500
246	Liability Insurance	897	1,338	937
247	Safety Expenses	319	500	500
250	Professional and Contracted Services	39,919	30,650	30,650
260	Utilities	70,376	79,599	79,599
263	Postage	0	850	850
264	Printing and Copying	114	900	900
269	Other Services and Charges	-	5,000	5,000
	<i>Subtotal</i>	<i>138,744</i>	<i>147,288</i>	<i>146,887</i>
	SERVICE TOTAL	\$461,441	\$463,315	\$482,484

Service: **Aquatics**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The Aquatics budget service is part of the Recreation Division. This service provides instruction, open swimming, and competitive programs for all ages of Longmont-area residents. Facilities operated and maintained by this service include an indoor, year-round pool (Centennial), a large outdoor pool (Sunset), and activity pool at Roosevelt 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:	2014 Budget	2015 Budget	2016 Budget
Aquatics Supervisor	0.90	1.00	1.00
Recreation Program Supervisor	0.10	0.10	1.10
Recreation Specialist	1.00	1.00	0.00
Aquatics Specialist	1.00	1.00	1.00
Head Lifeguard	0.50	0.00	0.25
Pool Technician	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	5.50	5.10	5.35

Service: Aquatics**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	207,760	289,087	296,110
112 Wages - Temporary	269,495	310,850	327,020
114 Skill-based Pay	683	1,200	1,200
115 One Time Payment	2,518	1,650	3,612
121 Wages - Overtime	843	200	200
122 Longevity Compensation	1,458	1,518	1,740
123 Leave Expense	4,324	-	-
126 Retirement Health Savings Plan	3,138	2,240	2,140
128 FICA	19,172	19,273	19,658
129 Medicare	7,147	8,715	8,907
131 MOPC	10,521	14,515	14,865
132 Employee Insurance	44,448	47,122	48,265
133 Employee Retirement	14,098	19,449	19,919
135 Compensation Insurance	15,770	36,547	22,436
136 Unemployment Insurance	818	579	557
139 Dental Insurance	1,909	2,023	2,073
141 Uniforms and Protective Clothing	781	700	700
142 Food Allowance	81	-	-
<i>Subtotal</i>	<i>604,964</i>	<i>755,668</i>	<i>769,402</i>
Operating and Maintenance			
210 Office Supplies	1,501	1,100	1,100
217 Dues and Subscriptions	2,811	2,990	2,990
218 Non-Capital Equipment and Furniture	2,711	1,900	1,900
222 Chemicals	31,502	36,655	36,655
224 Resale Merchandise	3,045	2,000	2,000
228 Janitorial Supplies	2,416	1,500	1,500
229 Materials and Supplies	15,239	25,050	25,050
230 Printing and Copier Supplies	257	1,311	1,311
232 Building Repair and Maintenance	9,919	7,272	11,872
233 Facility Repair and Maintenance	11,282	10,000	10,000
240 Equipment Repair and Maintenance	3,319	6,920	6,920
243 Non-Capital Computer Equipment and Supplies	706	4,050	4,050
246 Liability Insurance	26,254	26,726	20,977
247 Safety Expenses	1,261	1,180	1,180
249 Operating Leases and Rentals	2,332	-	-
250 Professional and Contracted Services	7,087	5,000	5,000
260 Utilities	89,932	88,017	88,017
263 Postage	136	240	240
264 Printing and Copying	130	1,000	1,000
269 Other Services and Charges	-	750	750
273 Fleet Lease - Operating and Maintenance	320	1,898	1,165
<i>Subtotal</i>	<i>212,158</i>	<i>225,559</i>	<i>223,677</i>
SERVICE TOTAL	\$817,122	\$981,227	\$993,079

Service: **Concessions**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Concessions

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Recreation Specialist	0.20	0.20	0.20
Total	0.20	0.20	0.20

Service: Concessions**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	9,809	10,180	10,381
112	Wages - Temporary	68,716	44,489	47,925
115	One Time Payment	56	-	98
121	Wages - Overtime	223	400	400
126	Retirement Health Savings Plan	172	80	80
128	FICA	5,478	2,758	2,813
129	Medicare	1,402	793	809
131	MOPC	488	509	519
132	Employee Insurance	1,582	1,659	1,692
133	Employee Retirement	653	682	696
135	Compensation Insurance	685	697	793
136	Unemployment Insurance	29	20	20
139	Dental Insurance	68	71	73
141	Uniforms and Protective Clothing	899	600	600
	<i>Subtotal</i>	<i>90,260</i>	<i>62,938</i>	<i>66,899</i>
Operating and Maintenance				
210	Office Supplies	302	225	225
217	Dues and Subscriptions	35	-	-
218	Non-Capital Equipment and Furniture	-	1,425	1,425
224	Resale Merchandise	87,249	66,230	66,230
228	Janitorial Supplies	185	600	600
229	Materials and Supplies	6,077	300	300
232	Building Repair and Maintenance	601	705	705
233	Facility Repair and Maintenance	590	735	735
240	Equipment Repair and Maintenance	2,389	750	750
245	Mileage Allowance	30	500	500
246	Liability Insurance	2,199	2,131	1,545
247	Safety Expenses	-	300	300
260	Utilities	25,744	28,458	28,458
263	Postage	-	100	100
273	Fleet Lease - Operating and Maintenance	1,971	3,821	1,875
	<i>Subtotal</i>	<i>127,371</i>	<i>106,280</i>	<i>103,748</i>
	SERVICE TOTAL	\$217,631	\$169,218	\$170,647

Service: **General Programs and Facilities**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: General Programs and Facilities

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Recreation Center Supervisor	0.60	0.60	0.60
Recreation Program Supervisor	1.10	1.10	0.20
Recreation Specialist	1.00	1.00	1.90
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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	141,153	204,090	199,566
112	Wages - Temporary	180,082	177,176	186,176
115	One Time Payment	1,620	1,200	443
121	Wages - Overtime	1,316	1,000	1,000
122	Longevity Compensation	1,040	-	-
123	Leave Expense	15,739	-	-
126	Retirement Health Savings Plan	8,117	1,480	1,480
128	FICA	10,283	10,985	11,205
129	Medicare	4,354	5,528	5,514
131	MOPC	7,719	10,205	9,978
132	Employee Insurance	33,821	33,268	32,529
133	Employee Retirement	10,344	13,674	13,370
135	Compensation Insurance	28,699	34,439	38,603
136	Unemployment Insurance	622	408	375
139	Dental Insurance	1,452	1,428	1,397
141	Uniforms and Protective Clothing	433	500	500
	<i>Subtotal</i>	<i>446,795</i>	<i>495,381</i>	<i>502,136</i>
Operating and Maintenance				
210	Office Supplies	678	-	-
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	-	100	100
218	Non-Capital Equipment and Furniture	2,223	1,605	1,605
224	Resale Merchandise	-	500	500
229	Materials and Supplies	11,100	9,116	9,116
230	Printing and Copier Supplies	501	3,000	3,000
240	Equipment Repair and Maintenance	772	1,990	1,990
243	Non-Capital Computer Equipment and Sup-	370	-	-
246	Liability Insurance	2,790	2,887	2,098
247	Safety Expenses	562	1,005	1,005
249	Operating Leases and Rentals	1,400	3,150	3,150
250	Professional and Contracted Services	209,406	166,000	169,500
252	Advertising and Legal Notices	77	250	250
259	Licenses and Permits	340	1,775	1,775
260	Utilities	36,334	54,018	54,018
261	Telephone Charges	253	84	84
263	Postage	94	2,595	2,595
264	Printing and Copying	62	1,300	1,300
269	Other Services and Charges	-	1,200	1,200
273	Fleet Lease - Operating and Maintenance	3,549	3,428	10,181
274	Fleet Lease - Replacement	26,430	26,429	26,429
	<i>Subtotal</i>	<i>296,941</i>	<i>280,632</i>	<i>290,096</i>
	SERVICE TOTAL	\$743,736	\$776,013	\$792,232

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		2014 Actual	2015 Budget	2016 Budget
112	Wages - Temporary	3,985	1,386	1,386
121	Wages - Overtime	207	69	69
128	FICA	195	86	88
129	Medicare	46	20	20
135	Compensation Insurance	702	856	949
	<i>Subtotal</i>	<i>5,134</i>	<i>2,417</i>	<i>2,512</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	-	105	105
229	Materials and Supplies	25,231	19,000	19,000
246	Liability Insurance	5	5	2
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	22,219	14,500	14,500
252	Advertising and Legal Notices	513	1,374	1,374
259	Licenses and Permits	-	350	350
263	Postage	84	380	380
264	Printing and Copying	116	500	500
	<i>Subtotal</i>	<i>48,169</i>	<i>36,614</i>	<i>36,611</i>
	SERVICE TOTAL	\$53,303	\$39,031	\$39,123

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:	2014 Budget	2015 Budget	2016 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**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	2,358	6,097	5,191
112 Wages - Temporary	21,234	24,802	24,802
115 One Time Payment	-	-	49
121 Wages - Overtime	56	-	-
123 Leave Expense	29	-	-
126 Retirement Health Savings Plan	-	40	40
128 FICA	1,260	1,538	1,568
129 Medicare	323	448	442
131 MOPC	113	305	260
132 Employee Insurance	1,103	994	846
133 Employee Retirement	151	408	348
135 Compensation Insurance	12,680	15,464	17,124
136 Unemployment Insurance	20	12	10
139 Dental Insurance	47	43	36
<i>Subtotal</i>	<i>39,374</i>	<i>50,151</i>	<i>50,716</i>
Operating and Maintenance			
217 Dues and Subscriptions	-	75	75
218 Non-Capital Equipment and Furniture	-	400	400
229 Materials and Supplies	582	300	300
246 Liability Insurance	1,409	106	51
250 Professional and Contracted Services	65	100	100
263 Postage	-	75	75
264 Printing and Copying	-	60	60
<i>Subtotal</i>	<i>2,056</i>	<i>1,116</i>	<i>1,061</i>
SERVICE TOTAL	\$41,430	\$51,267	\$51,777

Service: **Community Events**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Community Events

Budgeted Positions:	2014 Budget	2015 Budget	2016 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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	31,492	21,082	21,573
112	Wages - Temporary	418	820	820
115	One Time Payment	300	450	-
121	Wages - Overtime	380	500	500
123	Leave Expense	1,009	-	-
126	Retirement Health Savings Plan	120	120	120
128	FICA	398	51	52
129	Medicare	478	318	325
131	MOPC	1,618	1,054	1,079
132	Employee Insurance	3,436	3,436	3,517
133	Employee Retirement	2,168	1,412	1,446
135	Compensation Insurance	309	346	416
136	Unemployment Insurance	63	42	41
139	Dental Insurance	148	148	151
141	Uniforms and Protective Clothing	2,558	911	911
142	Food Allowance	199	100	100
	<i>Subtotal</i>	<i>45,093</i>	<i>30,790</i>	<i>31,051</i>
Operating and Maintenance				
210	Office Supplies	-	40	40
218	Non-Capital Equipment and Furniture	7,434	1,097	1,097
229	Materials and Supplies	14,743	3,925	3,925
246	Liability Insurance	1,571	584	1,515
249	Operating Leases and Rentals	37,900	35,152	35,152
250	Professional and Contracted Services	98,646	59,840	59,840
252	Advertising and Legal Notices	599	4,309	4,309
261	Telephone Charges	127	-	-
263	Postage	17	600	600
264	Printing and Copying	1,961	2,174	2,174
	<i>Subtotal</i>	<i>162,996</i>	<i>107,721</i>	<i>108,652</i>
	SERVICE TOTAL	\$208,089	\$138,511	\$139,703

Service: **Seasonal Ice Rink**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Seasonal Ice Rink

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Recreation Program Supervisor	0.10	0.10	0.10
Total	0.10	0.10	0.10

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	7,005	7,027	7,191
112 Wages - Temporary	96,971	70,329	75,179
115 One Time Payment	100	150	-
121 Wages - Overtime	3,161	1,210	1,210
123 Leave Expense	212	-	-
126 Retirement Health Savings Plan	40	40	40
128 FICA	5,934	4,360	4,448
129 Medicare	1,474	1,122	1,144
131 MOPC	353	351	360
132 Employee Insurance	1,145	1,145	1,172
133 Employee Retirement	473	471	482
135 Compensation Insurance	3,901	4,679	5,610
136 Unemployment Insurance	21	14	14
139 Dental Insurance	49	49	50
<i>Subtotal</i>	<i>120,839</i>	<i>90,947</i>	<i>96,900</i>
Operating and Maintenance			
210 Office Supplies	25	-	-
217 Dues and Subscriptions	1,629	2,200	2,200
218 Non-Capital Equipment and Furniture	2,748	2,800	2,800
229 Materials and Supplies	4,781	5,000	5,000
232 Building Repair and Maintenance	-	1,587	1,587
233 Facility Repair and Maintenance	2,791	4,030	4,030
246 Liability Insurance	7,576	19,709	19,748
247 Safety Expenses	338	150	150
249 Operating Leases and Rentals	890	1,600	1,600
250 Professional and Contracted Services	15,632	17,270	17,270
252 Advertising and Legal Notices	2,204	2,000	2,000
259 Licenses and Permits	-	110	110
261 Telephone Charges	223	200	200
264 Printing and Copying	-	300	300
<i>Subtotal</i>	<i>38,837</i>	<i>56,956</i>	<i>56,995</i>
SERVICE TOTAL	\$159,676	\$147,903	\$153,895

Service: Youth Recreation Programs

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Youth Recreation Programs

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Aquatics Supervisor	0.10	0.00	0.00
Children and Youth Program Leader	1.00	1.00	0.00
Total	1.10	1.00	0.00

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	33,988	-	-
112 Wages - Temporary	14,780	20,096	20,096
114 Skill Based Pay	12	-	-
115 One Time Payment	100	-	-
122 Longevity Compensation	162	-	-
123 Leave Expense	665	-	-
126 Retirement Health Savings Plan	888	-	-
128 FICA	2,856	1,246	1,246
129 Medicare	1,101	291	291
131 MOPC	1,651	-	-
132 Employee Insurance	8,303	-	-
133 Employee Retirement	2,213	-	-
135 Compensation Insurance	13,621	-	15,918
136 Unemployment Insurance	153	-	-
139 Dental Insurance	357	-	-
<i>Subtotal</i>	<i>80,849</i>	<i>21,633</i>	<i>37,551</i>
Operating and Maintenance			
210 Office Supplies	33	-	-
229 Materials and Miscellaneous Supplies	4,452	3,260	3,260
246 Liability Insurance	2,883	-	2,937
250 Professional and Contracted Services	1,135	-	-
264 Printing and Copying	8	-	-
273 Fleet Lease - Operating and Maintenance	6,934	6,985	9,390
274 Fleet Lease - Replacement	10,479	10,479	-
<i>Subtotal</i>	<i>25,925</i>	<i>20,724</i>	<i>15,587</i>
SERVICE TOTAL	\$106,774	\$42,357	\$53,138

Service: **Sports Field Maintenance**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

SERVICE: Sports Field Maintenance

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Senior Grounds Maintenance Technician	2.00	2.00	2.00
Total	2.00	2.00	2.00

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

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	92,050	97,239	98,196
112 Wages - Temporary	42,808	45,684	47,824
115 One Time Payment	1,000	2,661	2,040
121 Wages - Overtime	12,141	12,000	12,000
122 Longevity Compensation	1,980	2,040	2,100
123 Leave Expense	1,728	-	-
126 Retirement Health Savings Plan	1,273	800	800
128 FICA	2,868	2,832	2,889
129 Medicare	1,284	1,359	1,387
131 MOPC	4,864	4,862	4,910
132 Employee Insurance	15,727	15,850	16,006
133 Employee Retirement	6,518	6,515	6,579
135 Compensation Insurance	2,130	1,962	3,372
136 Unemployment Insurance	289	194	185
139 Dental Insurance	675	681	687
141 Uniforms and Protective Clothing	163	250	250
<i>Subtotal</i>	<i>187,497</i>	<i>194,929</i>	<i>199,225</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	1,124	-	4,900
229 Materials and Miscellaneous Supplies	17,188	12,000	20,000
240 Equipment Repair and Maintenance	693	-	-
241 Grounds Maintenance	2,197	-	-
246 Liability Insurance	522	537	1,005
261 Telephone Charges	610	400	400
<i>Subtotal</i>	<i>22,335</i>	<i>12,937</i>	<i>26,305</i>
SERVICE TOTAL	\$209,832	\$207,866	\$225,530

Senior Services Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	580,134	621,175	639,713
Operating and Maintenance	75,071	93,390	91,911
Non-Operating	-	-	-
Capital	-	-	25,000
TOTAL	\$ 655,206	\$ 714,565	\$ 756,624

The Senior Services Division includes one budget service.

Service: **Senior Services Division**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

- Basic Needs, which is primarily information and referral services
- 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:	2014 Budget	2015 Budget	2016 Budget
Seniors Services Manager	1.00	1.00	1.00
Sr Counseling & Resource Education Coordinator	1.00	1.00	1.00
Seniors Recreation Program Supervisor	1.00	1.00	1.00
Seniors Resource Specialist	1.00	1.75	1.75
Seniors Recreation Specialist	0.00	0.00	1.00
Seniors Program Leader	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	1.63	1.63	1.63
Total	7.63	8.38	8.38

Service: Senior Services**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	387,177	441,048	448,950
112	Wages - Temporary	32,635	9,749	12,733
114	Skill Based Pay	2,397	2,400	2,400
115	One Time Payment	5,344	5,527	5,256
121	Wages - Overtime	3,842	6,250	6,250
122	Longevity Compensation	1,920	1,980	2,040
123	Leave Expense	6,245	-	-
124	Skill Based Overtime Pay	43	-	-
126	Retirement Health Savings Plan	5,251	3,352	3,352
128	FICA	1,742	604	789
129	Medicare	4,211	5,457	5,617
131	MOPC	19,655	22,172	22,568
132	Employee Insurance	65,275	71,892	73,179
133	Employee Retirement	26,338	29,711	30,241
135	Compensation Insurance	14,056	17,064	18,850
136	Unemployment Insurance	1,202	882	845
137	Staff Training and Conferences	-	-	3,500
139	Dental Insurance	2,803	3,087	3,143
	<i>Subtotal</i>	<i>580,134</i>	<i>621,175</i>	<i>639,713</i>
Operating and Maintenance				
210	Office Supplies	1,745	2,250	2,250
216	Reference Books and Materials	128	200	200
217	Dues and Subscriptions	-	350	525
218	Non-Capital Equipment and Furniture	424	6,450	950
229	Materials and Supplies	9,257	7,640	9,889
230	Printing and Copier Supplies	2,685	3,300	3,300
232	Building Repair and Maintenance	625	250	250
240	Equipment Repair and Maintenance	1,097	1,070	570
243	Non-Capital Computer Equipment and Supplies	-	4,133	4,306
245	Mileage Allowance	135	250	150
246	Liability Insurance	9,068	7,616	6,565
247	Safety Expenses	-	300	150
249	Operating Leases and Rentals	3,486	3,800	4,500
250	Professional and Contracted Services	12,595	14,921	15,920
252	Advertising and Legal Notices	526	500	500
261	Telephone Charges	-	150	150
263	Postage	2,369	4,000	2,700
264	Printing and Copying	10,609	21,000	16,300
269	Other Services and Charges	-	80	80
273	Fleet Lease - Operating and Maintenance	9,894	4,702	12,228
274	Fleet Lease - Replacement	10,428	10,428	10,428
	<i>Subtotal</i>	<i>75,071</i>	<i>93,390</i>	<i>91,911</i>
Capital Outlay				
440	Machinery and Equipment	-	-	25,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>25,000</i>
	SERVICE TOTAL	\$655,206	\$714,565	\$756,624

Children, Youth and Families Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	553,261	602,698	615,522
Operating and Maintenance	181,634	128,936	131,938
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 734,895	\$ 731,634	\$ 747,460

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

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

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Children, Youth and Families Division

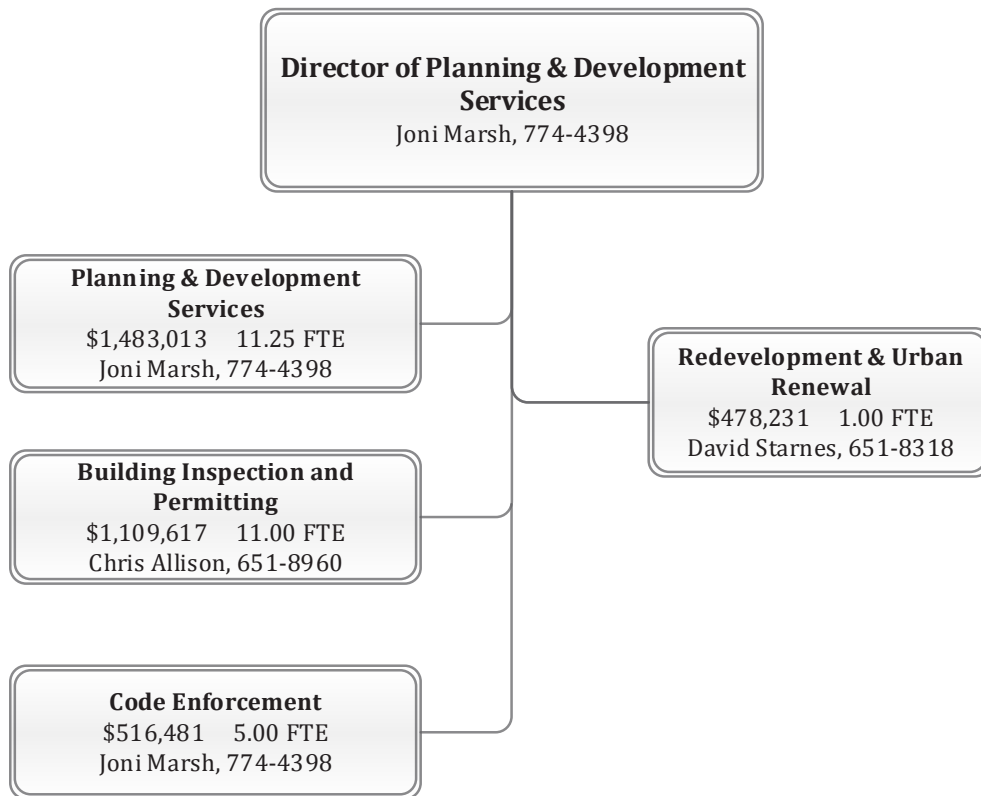
Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Children and Youth Resources Manager	1.00	1.00	1.00
Children and Youth Counselor	2.00	2.00	2.00
Children and Youth Resource Community Coordinator	1.00	2.00	2.00
Children and Youth Program Leader	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	6.00	7.00	7.00

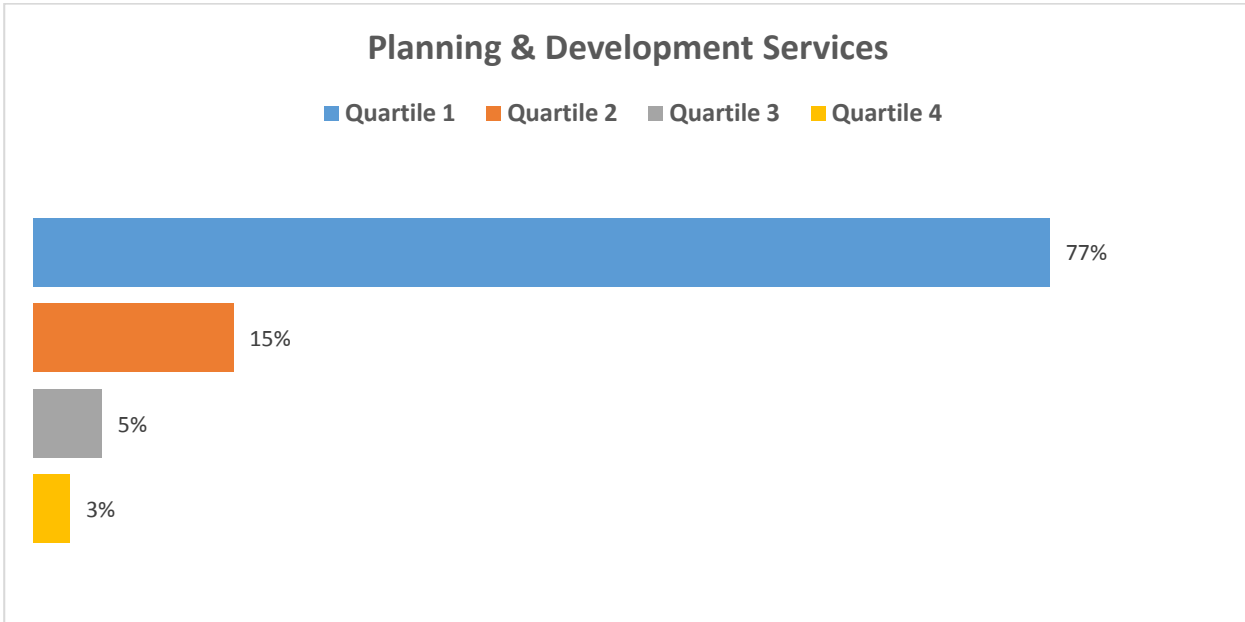
Service: Children, Youth and Families Division**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	326,827	398,642	406,738
112	Wages - Temporary	90,863	55,063	56,164
114	Skill Based Pay	5,714	5,700	5,700
115	One Time Payment	336	5,096	2,112
121	Wages - Overtime	3,005	4,232	4,232
123	Leave Expense	10,577	-	-
124	Skill Based Overtime Pay	76	-	-
126	Retirement Health Savings Plan	2,920	2,800	2,800
128	FICA	5,447	3,414	3,482
129	Medicare	5,578	6,662	6,796
131	MOPC	17,102	20,217	20,622
132	Employee Insurance	54,214	64,979	66,298
133	Employee Retirement	22,916	27,092	27,634
135	Compensation Insurance	4,361	5,215	5,332
136	Unemployment Insurance	998	797	765
137	Staff Training and Conferences	-	-	4,000
139	Dental Insurance	2,328	2,789	2,847
	<i>Subtotal</i>	<i>553,261</i>	<i>602,698</i>	<i>615,522</i>
Operating and Maintenance				
210	Office Supplies	14,862	6,233	6,233
215	Audiovisual Materials	324	344	344
216	Reference Books and Materials	-	700	700
217	Dues and Subscriptions	1,039	866	866
218	Non-Capital Equipment and Furniture	402	1,000	1,000
229	Materials and Supplies	45,588	38,089	38,089
230	Printing and Copier Supplies	1,197	1,638	1,638
240	Equipment Repair and Maintenance	1,054	7,608	7,608
243	Non-Capital Computer Equipment and Supplies	4,424	6,343	6,343
245	Mileage Allowance	486	500	500
246	Liability Insurance	2,582	2,178	1,300
250	Professional and Contracted Services	91,133	42,552	44,552
261	Telephone Charges	475	-	-
263	Postage	3,857	4,047	4,047
264	Printing and Copying	167	1,335	1,335
269	Other Services and Charges	800	3,945	3,945
273	Fleet Lease - Operating and Maintenance	5,262	3,577	5,457
274	Fleet Lease - Replacement	7,981	7,981	7,981
	<i>Subtotal</i>	<i>181,634</i>	<i>128,936</i>	<i>131,938</i>
	SERVICE TOTAL	\$734,895	\$731,634	\$747,460

Planning & Development Services Department

\$3,587,342 28.25 FTE





Quartile percent represent % of total non-capital budget for this department

Department Programs

- Quartile 1**
- Building Inspection
 - Building Permit Issuance
 - Code Amendments
 - Comprehensive Planning
 - Data and report Generation
 - Development Review
 - Development Services
 - Plan Review
 - Transportation Planning
 - Urban Renewal Projects

- Quartile 2**
- Contractor Licensing
 - Development and Redevelopment Projects
 - Elevator Inspections
 - Historic Preservation
 - Housing Inspection
 - Intergovernmental Activities
 - Boards & Commissions Support

- Quartile 3**
- Business Grants and Loan Program
 - LDDA Support
 - Liquor Licensing Inspections
 - Primary Employment Incentives
 - Project Management of Capital Projects

- Quartile 4**
- Floor Duty

Planning & Development Services Department Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	2,373,396	2,288,416	2,697,945
Operating and Maintenance	875,270	884,481	889,397
Non-Operating	-	-	-
Capital	269,773	-	-
TOTAL	\$ 3,518,439	\$ 3,172,897	\$ 3,587,342

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

Planning & Development Services Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	1,148,718	1,729,915	2,118,786
Operating and Maintenance	208,473	763,716	473,844
Non-Operating	-	-	-
Capital	269,773	-	-
TOTAL	\$ 1,626,965	\$ 2,493,631	\$ 2,592,630

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

Service: **Planning & Development Services**

FUND: General Fund

DEPARTMENT: Planning & Development Services

Service Description:

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

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

SERVICE: Planning & Development Services

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Director of Economic Development	1.00	0.00	0.00
Director of Planning and Development	0.00	1.00	1.00
Planning Manager	1.00	0.00	0.00
Economic Development Program Manager	1.00	0.00	0.00
Principal Planner	1.00	1.00	1.00
Transportation Planner	1.00	1.00	1.00
Senior Planner	4.00	3.00	5.00
Planning Technician	0.00	0.75	0.75
Planner	1.00	1.00	1.00
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	0.50	0.00	0.00
Office Assistant	0.50	0.50	0.50
Total	12.00	9.25	11.25

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	315,627	708,352	879,244
112	Temporary Wages	-	-	-
115	One Time Payment	1,886	3,918	3,000
121	Wages - Overtime	157	600	600
123	Leave Expense	11,484	-	-
126	Retirement Health Savings Plan	1,704	3,700	4,500
129	Medicare	4,031	10,271	12,749
131	MOPC	16,211	35,418	43,962
132	Employee Insurance	49,786	115,462	143,315
133	Employee Retirement	21,722	47,461	58,908
135	Compensation Insurance	250	637	3,858
136	Unemployment Insurance	916	1,418	1,654
137	Staff Training and Conferences	-	11,196	6,519
139	Dental Insurance	2,138	4,959	6,154
142	Food Allowance	236	700	700
	<i>Subtotal</i>	<i>426,149</i>	<i>944,092</i>	<i>1,165,163</i>
Operating and Maintenance				
210	Office Supplies	669	1,975	1,975
216	Reference Books and Materials	-	600	600
217	Dues and Subscriptions	2,080	12,025	12,025
218	Non-Capital Equipment and Furniture	-	1,300	1,300
219	Drafting Supplies	-	350	350
229	Materials and Supplies	16	1,462	1,462
230	Printing and Copier Supplies	185	3,280	3,280
240	Equipment Repair and Maintenance	3,178	14,535	14,535
243	Non-Capital Computer Equipment and Supplies	-	4,198	3,428
245	Mileage Allowance	-	550	550
246	Liability Insurance	1,026	17,984	1,161
247	Safety Expenses	-	25	25
250	Professional and Contracted Services	34,491	431,427	266,427
252	Advertising and Legal Notices	781	1,875	1,875
261	Telephone Charges	114	2,125	2,125
263	Postage	500	2,507	2,507
264	Printing and Copying	165	2,950	2,950
269	Other Services and Charges	-	51,275	1,275
	<i>Subtotal</i>	<i>43,206</i>	<i>550,443</i>	<i>317,850</i>
	SERVICE TOTAL	\$469,355	\$1,494,535	\$1,483,013

Service: **Building Inspection and Permitting**

FUND: General Fund

DEPARTMENT: Planning & Development Services

Service Description:

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

SERVICE: Building Inspection and Permitting

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Chief Building Official	1.00	1.00	1.00
Assistant Chief Building Official	0.00	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	2.00
Electrical Inspector	1.00	1.00	1.00
Building Permit Technician	2.00	1.00	2.00
Administrative Assistant	0.50	1.00	1.00
Total	8.50	9.00	11.00

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	498,632	585,760	712,573
112 Wages - Temporary	35,762	3,898	3,898
115 One Time Payment	2,660	5,482	2,160
121 Wages - Overtime	4,947	3,584	3,584
123 Leave Expense	14,285	-	-
126 Retirement Health Savings Plan	5,295	3,600	4,400
128 FICA	2,244	242	242
129 Medicare	6,859	8,551	10,389
131 MOPC	25,602	29,288	35,629
132 Employee Insurance	83,567	95,480	116,151
133 Employee Retirement	34,306	39,247	47,741
135 Compensation Insurance	3,186	3,751	4,182
136 Unemployment Insurance	1,538	1,170	1,341
137 Staff Training and Conferences	-	-	4,677
139 Dental Insurance	3,589	4,101	4,987
141 Uniforms and Protective Clothing	-	1,500	1,500
142 Food Allowance	96	169	169
<i>Subtotal</i>	<i>722,569</i>	<i>785,823</i>	<i>953,623</i>
Operating and Maintenance			
210 Office Supplies	1,993	1,584	1,584
216 Reference Books and Materials	3,131	2,174	7,674
217 Dues and Subscriptions	1,201	1,090	1,090
218 Non-Capital Equipment and Furniture	2,483	1,280	1,280
229 Materials and Supplies	874	524	524
230 Printing and Copier Supplies	1,061	1,000	1,000
240 Equipment Repair and Maintenance	13,315	19,249	19,249
243 Non-Capital Computer Equipment and Supplies	20,318	3,510	2,000
245 Mileage Allowance	28	100	100
246 Liability Insurance	15,506	15,614	1,894
247 Safety Expenses	-	497	497
250 Professional and Contracted Services	65,485	116,750	63,700
252 Advertising and Legal Notices	-	200	200
261 Telephone Charges	1,721	1,900	4,500
263 Postage	2,201	2,276	2,276
264 Printing and Copying	2,116	2,262	2,262
269 Other Services and Charges	11,261	8,200	8,200
273 Fleet Lease - Operating and Maintenance	16,358	17,736	19,195
274 <i>Fleet Lease - Replacement</i>	<i>6,218</i>	<i>17,327</i>	<i>18,769</i>
<i>Subtotal</i>	<i>165,267</i>	<i>213,273</i>	<i>155,994</i>
Capital Outlay			
440 Machinery and Equipment	269,773	-	-
<i>Subtotal</i>	<i>269,773</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$1,157,610	\$999,096	\$1,109,617

Redevelopment Services Overview

	2014 Actual		2015 Budget		2016 Budget
Personal Services	313,071		144,426		147,076
Operating and Maintenance	322,824		20,781		331,155
Non-Operating	-		-		-
Capital	-		-		-
TOTAL	\$ 635,894		\$ 165,207		\$ 478,231

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

Service: **Redevelopment Services**

FUND: General Fund

DEPARTMENT: Planning & Development Services

Service Description:

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

SERVICE: Redevelopment Services

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Redevelopment and Revitalization Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Redevelopment Services**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	210,129	104,964	107,066
112	Wages - Temporary	13,288	-	-
115	One Time Payment	1,250	-	-
123	Leave Expense	8,102	-	-
126	Retirement Health Savings Plan	11,826	400	400
128	FICA	821	-	-
129	Medicare	2,900	1,522	1,552
131	MOPC	9,983	5,248	5,353
132	Employee Insurance	34,675	17,109	17,451
133	Employee Retirement	13,378	7,033	7,173
135	Compensation Insurance	248	155	81
136	Unemployment Insurance	638	210	201
137	Staff Training and Conferences	3,708	6,500	6,500
139	Dental Insurance	1,489	735	749
142	Food Allowance	637	550	550
	<i>Subtotal</i>	<i>313,071</i>	<i>144,426</i>	<i>147,076</i>
Operating and Maintenance				
210	Office Supplies	26	200	200
217	Dues and Subscriptions	1,565	3,500	3,500
229	Materials and Supplies	124	-	-
243	Non-Capital Computer Equipment and Supplies	402	500	500
245	Mileage Allowance	11	200	200
246	Liability Insurance	1,017	731	15,272
250	Professional and Contracted Services	307,707	15,000	260,833
252	Advertising and Legal Notices	587	-	-
261	Telephone Charges	486	150	150
263	Postage	568	-	-
264	Printing and Copying	765	500	500
269	Other Services and Charges	9,566	-	50,000
	<i>Subtotal</i>	<i>322,824</i>	<i>20,781</i>	<i>331,155</i>
	SERVICE TOTAL	\$635,894	\$165,207	\$478,231

Code Enforcement Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	330,089	414,075	432,083
Operating and Maintenance	71,282	99,984	84,398
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 401,372	\$ 514,059	\$ 516,481

Code Enforcement officers issue summonses to municipal court and levy administrative fines for violations of the Longmont Municipal Code.

Service: **Code Enforcement**

FUND: General Fund

DEPARTMENT: Planning & Development Services

Service Description:

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

The four main areas of focus are:

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

SERVICE: Code Enforcement

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Code Enforcement Supervisor	1.00	1.00	1.00
Senior Code Enforcement/Housing Inspector	1.00	1.00	1.00
Code Enforcement Inspector	1.00	3.00	3.00
Total	3.00	5.00	5.00

Service: Code Enforcement**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	168,878	278,288	289,153
112	Wages - Temporary	85,548	35,376	36,084
114	Skill Based Pay	1,205	1,200	1,200
115	One Time Payment	1,944	1,566	1,500
121	Wages - Overtime	88	1,587	1,587
123	Leave Expense	5,967	-	-
126	Retirement Health Savings Plan	1,819	2,000	2,000
128	FICA	5,290	2,193	2,237
129	Medicare	3,409	4,565	4,732
131	MOPC	8,802	13,974	14,518
132	Employee Insurance	28,368	45,362	47,132
133	Employee Retirement	11,795	18,725	19,453
135	Compensation Insurance	4,066	4,194	4,879
136	Unemployment Insurance	522	557	544
137	Staff Training and Conferences	-	-	2,500
139	Dental Insurance	1,218	1,948	2,024
141	Uniforms and Protective Clothing	1,172	2,500	2,500
142	Food Allowance	-	40	40
	<i>Subtotal</i>	330,089	414,075	432,083
Operating and Maintenance				
210	Office Supplies	306	1,466	1,466
216	Reference Books and Materials	80	2,050	200
217	Dues and Subscriptions	515	1,201	1,201
218	Non-Capital Equipment and Furniture	335	280	280
223	Lab and Photo Supplies	-	600	600
229	Materials and Supplies	1,186	636	636
230	Printing and Copier Supplies	464	1,620	1,620
240	Equipment Repair and Maintenance	9,954	13,572	13,572
243	Non-Capital Computer Equipment and Supplies	1,746	598	598
245	Mileage Allowance	4	-	-
246	Liability Insurance	3,817	4,206	3,006
247	Safety Expenses	1,207	2,094	2,094
250	Professional and Contracted Services	19,960	27,069	27,069
261	Telephone Charges	1,830	1,800	3,840
263	Postage	1,386	1,577	1,577
264	Printing and Copying	317	1,822	1,822
273	Fleet Lease - Operating and Maintenance	23,878	30,290	15,714
274	Fleet Lease - Replacement	4,296	9,103	9,103
	<i>Subtotal</i>	71,282	99,984	84,398
	SERVICE TOTAL	\$401,372	\$514,059	\$516,481

Economic Development Director Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	216,267	-	-
Operating and Maintenance	74,988	-	-
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 291,255	\$ -	\$ -

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

LINE ITEM BUDGET

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	139,178	-	-
115 One Time Payment	1,000	-	-
123 Leave Expense	3,547	-	-
126 Retirement Health Savings Plan	14,281	-	-
129 Medicare	1,900	-	-
131 MOPC	5,953	-	-
132 Employee Insurance	29,613	-	-
133 Employee Retirement	7,978	-	-
135 Compensation Insurance	149	-	-
136 Unemployment Insurance	545	-	-
137 Staff Training and Conferences	10,556	-	-
139 Dental Insurance	1,272	-	-
142 Food Allowance	295	-	-
<i>Subtotal</i>	216,267	-	-
Operating and Maintenance			
217 Dues and Subscriptions	25	-	-
229 Materials and Supplies	28	-	-
230 Printing and Copier Supplies	1,225	-	-
240 Equipment Repair and Maintenance	6,978	-	-
243 Non-Capital Computer Equipment and Supplies	394	-	-
245 Mileage Allowance	74	-	-
246 Liability Insurance	610	-	-
250 Professional and Contracted Services	65,365	-	-
261 Telephone Charges	284	-	-
263 Postage	4	-	-
<i>Subtotal</i>	74,988	-	-
SERVICE TOTAL	\$291,255	\$-	\$-

Planning Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	365,251	-	-
Operating and Maintenance	197,703	-	-
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 562,954	\$ -	\$ -

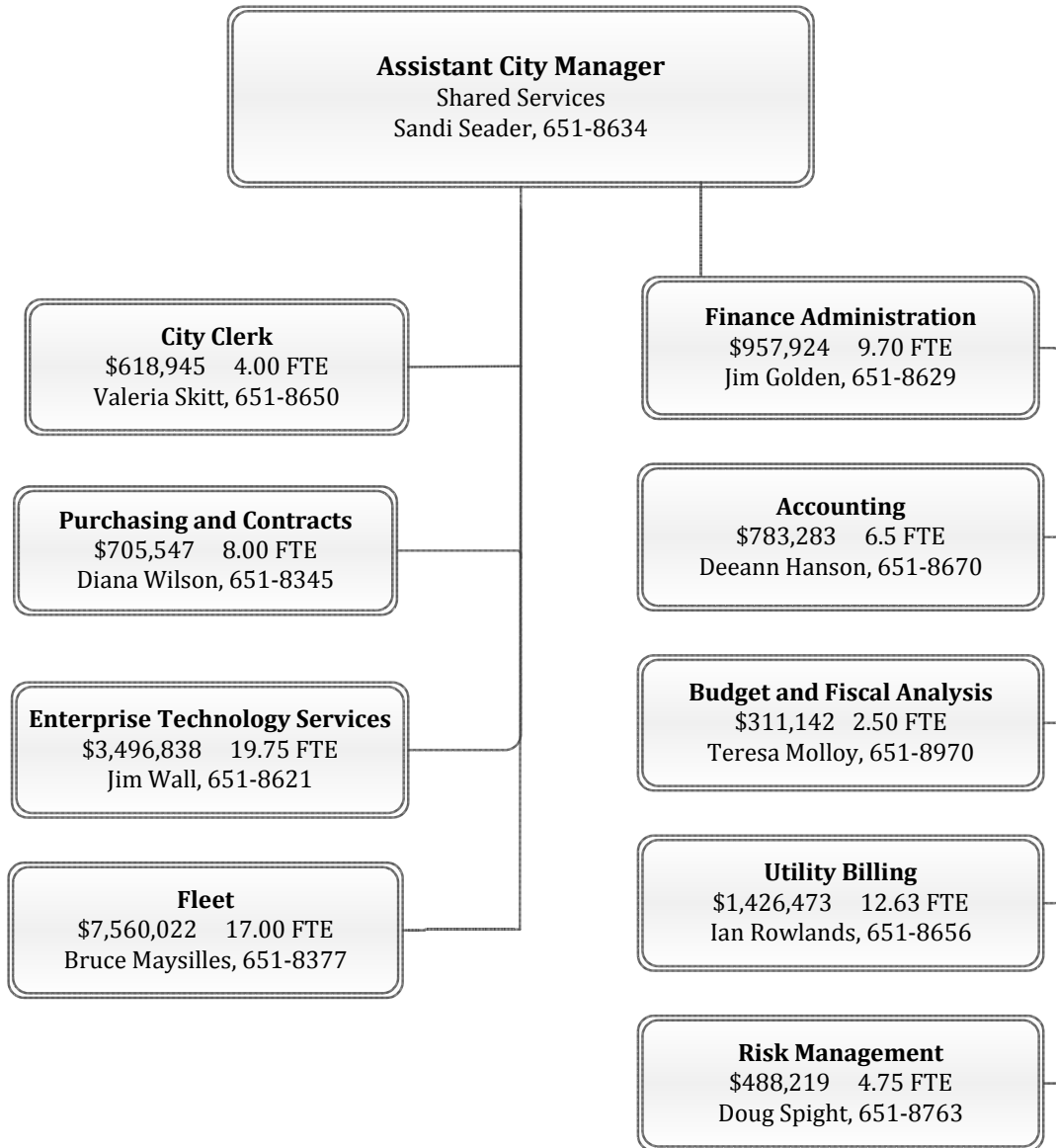
This division has been combined with the Planning and Development Division.

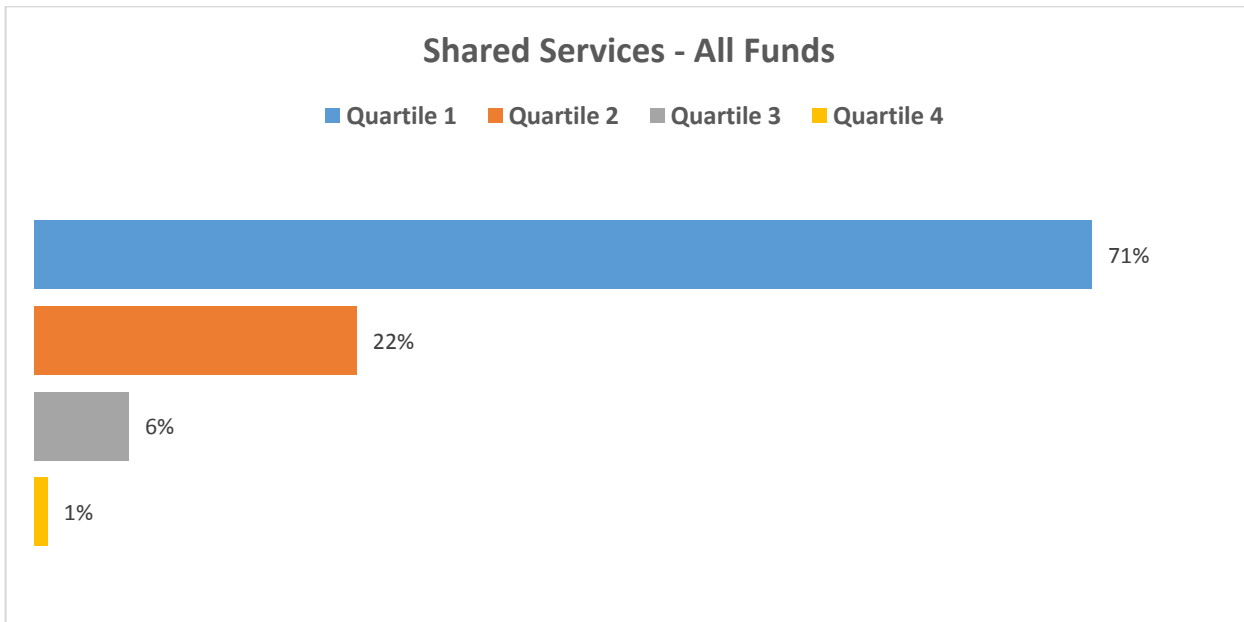
LINE ITEM BUDGET

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	250,256	-	-
115 One Time Payment	2,636	-	-
121 Wages - Overtime	155	-	-
123 Leave Expense	8,261	-	-
126 Retirement Health Savings Plan	3,173	-	-
129 Medicare	3,196	-	-
131 MOPC	12,941	-	-
132 Employee Insurance	62,765	-	-
133 Employee Retirement	17,341	-	-
135 Compensation Insurance	318	-	-
136 Unemployment Insurance	1,155	-	-
139 Dental Insurance	2,695	-	-
142 Food Allowance	357	-	-
<i>Subtotal</i>	365,251	0	-
Operating and Maintenance			
210 Office Supplies	1,283	-	-
217 Dues and Subscriptions	2,797	-	-
219 Drafting Supplies	350	-	-
229 Materials and Supplies	950	-	-
230 Printing and Copier Supplies	325	-	-
240 Equipment Repair and Maintenance	3,304	-	-
243 Non-Capital Computer Equipment and Supplies	251	-	-
245 Mileage Allowance	8	-	-
246 Liability Insurance	1,305	-	-
250 Professional and Contracted Services	184,051	-	-
261 Telephone Charges	1,124	-	-
263 Postage	706	-	-
264 Printing and Copying	50	-	-
269 Other Services and Charges	1,200	-	-
<i>Subtotal</i>	197,703	0	-
SERVICE TOTAL	562,954	\$-	\$-

Shared Services Department

\$16,348,393 84.83 FTE





Quartile percent represent % of total non-capital budget for this department

Department Programs

- Quartile 1**
- Contract Administration
 - Council Agenda Management
 - Enterprise Application support
 - Enterprise Data Backup Administration
 - Enterprise Database Administration
 - Enterprise Mandates
 - Enterprise Network Security management
 - Enterprise Network Server management
 - Enterprise Network Storage management
 - Enterprise Web presence Administration
 - Fuel Infrastructure Management
 - Fuel Management
 - Multi-divisional Application support
 - Purchasing Services
 - Records Management--Central Records and File Management

- Quartile 1 Cont.**
- Vehicle Infrastructure Management
 - Vehicle Purchases/ Vehicle Salvage
 - Vehicle Repairs, Vehicle Sublet, and Vehicle Preventive Maintenance

- Quartile 2**
- City Produced Special Events
 - Elections
 - Accidents
 - Budget and Fleet Lease Rates
 - Building and infrastructure Management
 - Database Management
 - Divisional Application support
 - Divisional Printing services
 - Enterprise Disaster Recovery Server management
 - Enterprise DR Site management

- Quartile 2 cont.**
- Enterprise Disaster Recovery Storage management
 - Enterprise Network Connectivity management
 - Enterprise Network remote access management
 - Enterprise Phone system Administration
 - Multi-divisional Hardware support
 - Parts Management
 - Parts Purchase and Inventory
 - Procurement Card Program
 - Radio and Radio Infrastructure Management
 - Records Management--Citywide Records Program Administration
 - Records Management--Open Records Research Requests
 - User support
 - Private Special Events

- Quartile 3**
- Licensing and Permitting--Liquor Licensing
 - Licensing and Permitting--Specialty Business Licenses
 - Boards & Commissions Support
 - Council Support
 - Federal and State Regulatory Reporting
 - Organizational Empowerment
 - Records Management--Recording

- Quartile 4**
- Elections-LFPCA
 - Cell Phones and Pagers
 - Citywide Projects Support
 - CNG Fueling Management
 - Legislative Affairs
 - Pension Elections
 - Vendor Outreach

Shared Services Department Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	2,868,441	3,030,503	3,267,558
Operating and Maintenance	1,573,915	1,467,443	1,542,972
Non-Operating	-	-	-
Capital	276,150	258,700	10,800
TOTAL	\$ 4,718,505	\$ 4,756,646	\$ 4,821,330

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

City Clerk Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	397,139	404,419	416,889
Operating and Maintenance	175,190	214,782	202,056
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 572,330	\$ 619,201	\$ 618,945

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

Service: **City Clerk**

FUND: General Fund

DEPARTMENT: Administration

Service Description:

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

SERVICE: City Clerk

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
City Clerk	0.70	0.75	0.85
Deputy City Clerk	0.95	0.98	0.98
Records Manager/Assistant City Clerk	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	3.65	3.73	3.83

Service: City Clerk**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	250,907	267,400	287,982
112 Wages - Temporary	-	2,500	2,500
114 Skill Based Pay	1,143	1,200	1,176
115 One Time Payment	750	2,353	2,019
121 Wages - Overtime	423	500	500
123 Leave Expense	7,054	-	-
126 Retirement Health Savings Plan	2,270	1,492	1,532
128 FICA	-	155	155
129 Medicare	3,231	3,912	4,210
131 MOPC	12,833	13,365	14,393
132 Employee Insurance	41,683	43,375	46,730
133 Employee Retirement	17,197	17,909	19,288
135 Compensation Insurance	437	463	2,173
136 Unemployment Insurance	767	532	539
137 Staff Training and Conferences	3,904	4,960	4,960
139 Dental Insurance	1,790	1,862	2,007
142 Food Allowance	92	300	300
<i>Subtotal</i>	<i>344,483</i>	<i>362,278</i>	<i>390,464</i>
Operating and Maintenance			
210 Office Supplies	1,866	1,500	1,500
216 Reference Books and Materials	-	300	200
217 Dues and Subscriptions	1,564	1,505	1,895
218 Non-Capital Equipment and Furniture	3,193	-	-
229 Materials and Supplies	900	1,000	1,000
240 Equipment Repair and Maintenance	19,999	28,700	30,700
243 Non-Capital Computer Equipment and Supplies	1,850	1,645	1,945
245 Mileage Allowance	259	300	300
246 Liability Insurance	17,744	15,885	445
249 Operating Leases and Rentals	2,599	3,600	3,780
250 Professional and Contracted Services	12,276	36,769	36,529
252 Advertising and Legal Notices	21,952	25,000	25,000
261 Telephone Charges	543	840	840
263 Postage	775	1,300	1,000
264 Printing and Copying	434	3,000	2,000
269 Other Services and Charges	4,321	6,000	7,570
<i>Subtotal</i>	<i>90,274</i>	<i>127,344</i>	<i>114,704</i>
SERVICE TOTAL	\$434,757	\$489,622	\$505,168

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:	2014 Budget	2015 Budget	2016 Budget
City Clerk	0.30	0.25	0.15
Deputy City Clerk	0.05	0.02	0.02
Total	0.35	0.27	0.17

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	39,697	31,380	19,471
114	Skill Based Pay	60	-	24
115	One Time Payment	303	400	225
121	Wages - Overtime	91	600	600
123	Leave Expense	54	-	-
126	Retirement Health Savings Plan	487	108	68
129	Medicare	504	455	283
131	MOPC	1,977	1,569	975
132	Employee Insurance	6,409	5,115	3,174
133	Employee Retirement	2,649	2,102	1,307
135	Compensation Insurance	33	29	25
136	Unemployment Insurance	118	63	37
139	Dental Insurance	275	220	136
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>52,656</i>	<i>42,141</i>	<i>26,425</i>
Operating and Maintenance				
245	Mileage Allowance	262	200	200
246	Liability Insurance	137	138	52
250	Professional and Contracted Services	84,365	35,000	35,000
252	Advertising and Legal Notices	153	11,000	11,000
263	Postage	-	18,100	18,100
264	Printing and Copying	-	23,000	23,000
	<i>Subtotal</i>	<i>84,916</i>	<i>87,438</i>	<i>87,352</i>
	SERVICE TOTAL	\$137,573	\$129,579	\$113,777

Enterprise Technology Services Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	1,907,501	2,071,968	2,155,843
Operating and Maintenance	1,367,268	1,242,953	1,330,195
Non-Operating	-	-	-
Capital	276,150	258,700	10,800
TOTAL	\$ 3,550,919	\$ 3,573,621	\$ 3,496,838

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

Service: Enterprise Technology Services Operations

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Enterprise Technology Services Operations

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Chief Information Officer	0.60	0.60	0.60
Manager of Ent Tech Resources	0.20	0.20	0.20
Lead Network Architect	0.00	0.00	1.00
Lead Info Security Analyst	0.00	0.00	1.00
Senior Network Analyst	2.00	2.00	0.00
Network Analyst	1.00	1.00	1.00
Systems Administrator/Analyst	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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	502,025	577,090	597,201
112	Temporary Wages	14,505	-	-
115	One Time Payment	6,301	5,601	4,775
121	Wages - Overtime	-	200	200
122	Longevity Compensation	2,820	2,910	3,000
123	Leave Expense	10,218	-	-
126	Retirement Health Savings Plan	8,181	3,072	3,072
128	FICA	945	-	-
129	Medicare	5,330	6,659	6,895
131	MOPC	25,425	28,854	29,859
132	Employee Insurance	91,921	94,066	97,344
133	Employee Retirement	34,069	38,665	40,013
135	Compensation Insurance	4,053	4,799	5,092
136	Unemployment Insurance	1,692	1,155	1,123
137	Staff Training and Conferences	25,265	10,000	10,000
139	Dental Insurance	3,948	4,039	4,180
	<i>Subtotal</i>	<i>736,697</i>	<i>777,110</i>	<i>802,754</i>
Operating and Maintenance				
210	Office Supplies	2,361	650	650
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	1,429	1,565	1,565
218	Non-Capital Equipment and Furniture	14,523	1,500	67,000
225	Freight	596	120	120
229	Materials and Supplies	2,039	163	163
232	Building Repair and Maintenance	1,439	-	-
240	Equipment Repair and Maintenance	412,634	538,334	556,751
243	Non-Capital Computer Equipment and Supplies	290,235	77,500	202,320
245	Mileage Allowance	-	300	500
246	Liability Insurance	18,922	17,085	16,201
249	Operating Leases and Rentals	21,050	21,700	21,700
250	Professional and Contracted Services	124,991	261,495	123,986
261	Telephone Charges	4,266	3,750	3,750
263	Postage	-	90	90
264	Printing and Copying	-	400	-
269	Other Services and Charges	537	150	550
273	Fleet Lease - Operating and Maintenance	1,396	2,630	1,243
	<i>Subtotal</i>	<i>896,417</i>	<i>927,632</i>	<i>996,789</i>
Capital Outlay				
440	Machinery and Equipment	276,150	258,700	10,800
	<i>Subtotal</i>	<i>276,150</i>	<i>258,700</i>	<i>10,800</i>
	SERVICE TOTAL	\$1,909,264	\$1,963,442	\$1,810,343

Service: Enterprise Technology Services Applications

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

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

SERVICE: Enterprise Technology Services Applications

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Chief Information Officer	0.30	0.30	0.30
Manager of Ent Tech Resources	0.80	0.80	0.80
Lead ERP Systems Analyst	0.00	0.00	1.00
Lead Systems Integ Analyst	0.00	0.00	1.00
Senior Programmer Analyst	2.00	2.00	0.00
Programmer Analyst	5.00	5.00	3.00
Database Administrator	0.00	0.00	1.00
GIS Analyst	1.00	0.00	0.00
GIS Coordinator	0.00	1.00	1.00
Systems Analyst/DBA	0.00	0.00	1.00
Website Coordinator	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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	787,522	876,482	918,494
112	Wages - Temporary	-	9,765	9,765
115	One Time Payment	3,803	12,588	8,548
122	Longevity Compensation	1,080	1,110	1,140
123	Leave Expense	11,469	-	-
126	Retirement Health Savings Plan	7,407	4,388	4,388
128	FICA	-	605	605
129	Medicare	9,821	12,455	13,064
131	MOPC	39,695	43,827	45,925
132	Employee Insurance	142,077	142,869	149,714
133	Employee Retirement	53,190	58,727	61,540
135	Compensation Insurance	713	644	685
136	Unemployment Insurance	2,615	1,754	1,728
137	Staff Training and Conferences	1,377	11,000	11,000
139	Dental Insurance	6,101	6,135	6,430
	<i>Subtotal</i>	<i>1,066,869</i>	<i>1,182,349</i>	<i>1,233,026</i>
Operating and Maintenance				
210	Office Supplies	586	475	475
216	Reference Books and Materials	-	650	650
217	Dues and Subscriptions	-	8,748	8,748
218	Non-Capital Equipment and Furniture	-	400	400
229	Materials and Supplies	213	135	135
240	Equipment Repair and Maintenance	42,970	43,001	43,001
243	Non-Capital Computer Equipment and Supplies	2,475	2,475	2,475
246	Liability Insurance	2,926	3,033	1,451
250	Professional and Contracted Services	206,440	62,500	42,500
261	Telephone Charges	759	300	300
263	Postage	-	35	35
264	Printing and Copying	-	50	50
	<i>Subtotal</i>	<i>256,368</i>	<i>121,802</i>	<i>100,220</i>
	SERVICE TOTAL	\$1,323,238	\$1,304,151	\$1,333,246

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:	2014 Budget	2015 Budget	2016 Budget
Chief Information Officer	0.10	0.10	0.10
Systems Admin/Analyst	1.00	1.00	1.00
Total	1.10	1.10	1.10

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	77,653	84,544	90,342
115	One Time Payment	100	-	-
123	Leave Expense	1,618	-	-
126	Retirement Health Savings Plan	551	440	440
129	Medicare	942	1,226	1,310
131	MOPC	3,970	4,227	4,518
132	Employee Insurance	12,875	13,781	14,726
133	Employee Retirement	5,320	5,665	6,053
135	Compensation Insurance	64	58	65
136	Unemployment Insurance	237	169	170
137	Staff Training and Conferences	50	1,807	1,807
139	Dental Insurance	553	592	632
	<i>Subtotal</i>	<i>103,934</i>	<i>112,509</i>	<i>120,063</i>
Operating and Maintenance				
210	Office Supplies	-	50	50
216	Reference Books and Materials	-	200	-
218	Non-Capital Equipment and Furniture	-	100	100
229	Materials and Supplies	236	100	100
240	Equipment Repair and Maintenance	53,415	26,957	66,957
243	Non-Capital Computer Equipment and Supplies	17,779	6,000	6,000
246	Liability Insurance	264	271	138
250	Professional and Contracted Services	52,833	47,000	47,000
261	Telephone Charges	89,956	112,841	112,841
	<i>Subtotal</i>	<i>214,483</i>	<i>193,519</i>	<i>233,186</i>
SERVICE TOTAL		\$318,417	\$306,028	\$353,249

Purchasing and Contracts Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	563,801	554,116	694,826
Operating and Maintenance	31,456	9,708	10,721
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 595,257	\$ 563,824	\$ 705,547

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

Service: **Purchasing and Contracts**

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Purchasing and Contracts

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Purchasing and Contracts Manager	1.00	1.00	1.00
Procurement Specialist	3.00	3.25	4.75
Purchasing Technician	1.50	1.00	1.00
Purchasing Card Administrator	0.00	0.50	0.50
Buyer I	0.00	0.75	0.00
Administrative Assistant	0.00	0.00	0.75
Total	5.50	6.50	8.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	368,857	416,001	524,111
115	One Time Payment	4,000	1,852	870
122	Longevity Compensation	2,575	-	-
123	Leave Expense	8,644	-	-
126	Retirement Health Savings Plan	13,302	2,600	3,200
128	FICA	104	-	-
129	Medicare	4,588	6,035	7,598
131	MOPC	19,987	20,798	26,205
132	Employee Insurance	54,604	67,809	85,428
133	Employee Retirement	26,783	27,871	35,113
135	Compensation Insurance	279	248	488
136	Unemployment Insurance	1,005	832	986
137	Staff Training and Conferences	8,976	7,030	7,030
139	Dental Insurance	2,672	2,912	3,669
142	Food Allowance	176	128	128
	<i>Subtotal</i>	<i>516,553</i>	<i>554,116</i>	<i>694,826</i>
Operating and Maintenance				
210	Office Supplies	687	700	700
217	Dues and Subscriptions	1,470	1,040	1,305
218	Non-Capital Equipment and Furniture	-	415	415
229	Materials and Supplies	858	250	250
230	Printing and Copier Supplies	440	200	200
232	Building Repair and Maintenance	3,150	-	-
240	Equipment Repair and Maintenance	337	330	325
243	Non-Capital Computer Equipment and Supplies	1,205	2,460	2,200
246	Liability Insurance	1,145	1,168	681
249	Operating Leases and Rentals	1,288	1,000	1,000
250	Professional and Contracted Services	456	450	1,950
252	Advertising and Legal Notices	1,331	975	975
261	Telephone Charges	422	420	420
263	Postage	98	200	200
264	Printing and Copying	72	100	100
	<i>Subtotal</i>	<i>12,958</i>	<i>9,708</i>	<i>10,721</i>
	SERVICE TOTAL	\$529,512	\$563,824	\$705,547

Service: **Print Shop**

FUND: General Fund

DEPARTMENT: Shared Services

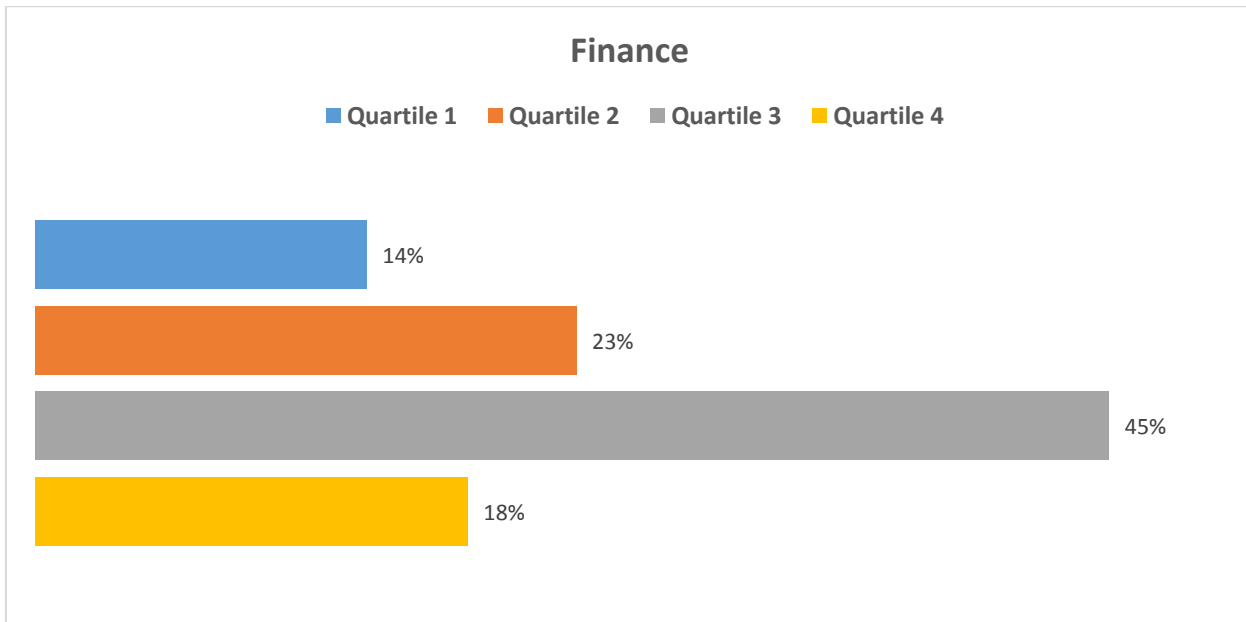
The Print Shop was closed in 2014, and this service is no longer being provided.

SERVICE: Print Shop

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Print Shop Supervisor	1.00	0.00	0.00
Printer	1.00	0.00	0.00
Total	2.00	0.00	0.00

Service: Print Shop**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	12,954	-	-
112 Wages - Temporary	6,568	-	-
115 One Time Payment	1,000	-	-
122 Longevity Compensation	780	-	-
123 Leave Expense	213	-	-
126 Retirement Health Savings Plan	5,400	-	-
128 FICA	407	-	-
129 Medicare	298	-	-
131 MOPC	464	-	-
132 Employee Insurance	16,292	-	-
133 Employee Retirement	622	-	-
135 Compensation Insurance	1,249	-	-
136 Unemployment Insurance	300	-	-
139 Dental Insurance	700	-	-
<i>Subtotal</i>	<i>47,247</i>	<i>-</i>	<i>-</i>
Operating and Maintenance			
229 Materials and Supplies	319	-	-
230 Printing and Copier Supplies	4,276	-	-
240 Equipment Repair and Maintenance	4,462	-	-
246 Liability Insurance	603	-	-
248 Lease Purchase Installment	7,651	-	-
250 Professional and Contracted Services	1,187	-	-
<i>Subtotal</i>	<i>18,498</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$65,745	\$-	\$-



Quartile percent represent % of total non-capital budget for this department

Department Programs

- Quartile 1**
- Development & Redevelopment Projects
 - Urban Renewal Projects
 - Budgeting
 - CIP Development
 - Loss Control (Claims)
 - Payroll Processing
 - Pension Administration

- Quartile 2**
- Additional Appropriations
 - Calculating and Producing Monthly Bills
 - CIP Amendments
 - Daily deposit/Balancing/Banking
 - Debt Management/Capital Funding
 - Financial Reporting
 - LDDA Support
 - Loss Prevention

- Quartile 3**
- Accounts Payable
 - Accounts Receivable/Collections
 - Audit Coordination
 - Cashiering/cash receipts
 - Connecting and Disconnecting Service.(direct contact, phone contact) and all associated billing work.
 - Emergency Management
 - Environmental Response
 - GID Support
 - Internal Controls
 - Investments
 - Leadership & Supervision
 - Licensing
 - Payments, payment arrangements and collections.
 - Risk Management

- Quartile 4**
- Auditing
 - Collections
 - Customer Service
 - Fiscal Analysis
 - Information Desk
 - Pick up and deliver mail to city departments
 - Processing Returns
 - Reporting
 - Wellness

Finance Department Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	2,762,888	2,865,043	2,911,394
Operating and Maintenance	1,187,849	999,472	1,003,647
Non-Operating	-	-	-
Capital	162,656	23,100	52,000
TOTAL	\$ 4,113,394	\$ 3,887,615	\$ 3,967,041

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

Finance Administration Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	239,691	243,725	879,387
Operating and Maintenance	21,706	27,110	63,537
Non-Operating	-	-	-
Capital	-	-	15,000
TOTAL	\$ 261,397	\$ 270,835	\$ 957,924

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

Service: **Finance Administration**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

The function of this service is to facilitate interaction between the City Council, City Manager, other City departments, and the divisions within the Finance Department. The Director of Finance supervises all financial functions of the City, as well as many other support services, including Accounting, Budget, Treasury, Sales Tax, Information Desk, 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:	2014 Budget	2015 Budget	2016 Budget
Director of Finance	1.00	1.00	1.00
Public Information Specialist	0.50	0.50	0.50
Total	1.50	1.50	1.50

Service: Finance Administration**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	170,575	168,144	168,765
112 Temporary Wages	898	-	-
115 One Time Payment	1,000	1,882	1,626
123 Leave Expense	496	-	-
126 Retirement Health Savings Plan	1,904	600	600
129 Medicare	387	453	462
131 MOPC	8,364	8,342	8,373
132 Employee Insurance	27,094	27,196	27,297
133 Employee Retirement	11,208	11,179	11,221
135 Compensation Insurance	157	122	130
136 Unemployment Insurance	499	333	315
137 Staff Training and Conferences	15,834	24,257	7,000
139 Dental Insurance	1,164	1,167	1,172
142 Food Allowance	112	50	125
<i>Subtotal</i>	<i>239,691</i>	<i>243,725</i>	<i>227,086</i>
Operating and Maintenance			
210 Office Supplies	72	180	180
216 Reference Books and Materials	-	150	150
217 Dues and Subscriptions	685	690	690
218 Non-Capital Equipment and Furniture	537	85	150
229 Materials and Supplies	73	-	-
230 Printing and Copier Supplies	1,595	1,890	1,890
240 Equipment Repair and Maintenance	2,200	3,420	3,180
243 Non-Capital Computer Equipment and Supplies	254	200	275
245 Mileage Allowance	2,409	2,400	2,400
246 Liability Insurance	1,004	951	626
250 Professional and Contracted Services	50	5,000	5,000
263 Postage	139	100	125
264 Printing and Copying	-	200	200
269 Other Services and Charges	800	1,580	1,580
273 Fleet Lease - Operating and Maintenance	4,066	2,442	4,407
274 Fleet Lease - Replacement	7,822	7,822	7,822
<i>Subtotal</i>	<i>21,706</i>	<i>27,110</i>	<i>28,675</i>
SERVICE TOTAL	\$261,397	\$270,835	\$255,761

Service: **Sales Tax**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Sales Tax

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Assistant Director of Finance	0.20	0.20	0.00
Sales Tax Administrator	0.00	1.00	1.00
Sales Tax Auditor	1.00	1.00	1.00
Sales Tax Accountant	1.00	1.00	1.00
Sales Tax Assistant	1.00	1.00	1.00
Total	3.20	4.20	4.00

Service: Sales Tax**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	158,491	270,101	275,510
112	Wages - Temporary	4,681	5,250	5,250
114	Skill Based Pay	899	900	900
115	One Time Payment	724	-	288
121	Wages - Overtime	-	115	115
123	Leave Expense	4,339	-	-
126	Retirement Health Savings Plan	3,412	1,680	1,680
128	FICA	-	326	326
129	Medicare	2,020	4,005	4,083
131	MOPC	8,066	13,550	13,820
132	Employee Insurance	28,536	44,025	44,907
133	Employee Retirement	10,809	18,156	18,519
135	Compensation Insurance	601	655	791
136	Unemployment Insurance	525	541	518
137	Staff Training and Conferences	-	-	1,500
139	Dental Insurance	1,225	1,890	1,929
	<i>Subtotal</i>	<i>224,327</i>	<i>361,194</i>	<i>370,136</i>
Operating and Maintenance				
210	Office Supplies	1,321	1,000	1,000
217	Dues and Subscriptions	140	135	135
218	Non-Capital Equipment and Furniture	147	3,098	700
229	Materials and Supplies	59	460	460
240	Equipment Repair and Maintenance	3,413	5,080	5,080
243	Non-Capital Computer Equipment and Supplies	543	2,685	700
245	Mileage Allowance	-	100	100
246	Liability Insurance	711	626	453
252	Advertising and Legal Notices	-	100	100
263	Postage	7,568	6,400	6,400
264	Printing and Copying	497	3,150	3,150
	<i>Subtotal</i>	<i>14,399</i>	<i>22,834</i>	<i>18,278</i>
	SERVICE TOTAL	\$238,726	\$384,028	\$388,414

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:	2014 Budget	2015 Budget	2016 Budget
Assistant Director of Finance	0.10	0.10	0.00
Treasury Supervisor	0.50	0.80	0.80
Head Cashier	1.00	1.00	1.00
Cashier	1.00	1.00	1.00
Total	2.60	2.90	2.80

Service: Treasury**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	113,761	137,178	137,787
112	Wages - Temporary	16,096	19,679	19,679
115	One Time Payment	600	3,660	2,040
121	Wages - Overtime	21	300	300
123	Leave Expense	4,120	-	-
126	Retirement Health Savings Plan	1,080	1,160	1,160
128	FICA	1,136	1,220	1,220
129	Medicare	1,642	2,274	2,283
131	MOPC	5,867	6,859	6,889
132	Employee Insurance	19,190	22,360	22,458
133	Employee Retirement	7,862	9,191	9,232
135	Compensation Insurance	1,104	769	6,282
136	Unemployment Insurance	353	274	259
137	Staff Training and Conferences	-	-	400
139	Dental Insurance	824	961	964
	<i>Subtotal</i>	<i>173,656</i>	<i>205,885</i>	<i>210,953</i>
Operating and Maintenance				
210	Office Supplies	801	1,015	1,015
217	Dues and Subscriptions	-	45	45
218	Non-Capital Equipment and Furniture	2,432	200	200
229	Materials and Supplies	110	-	-
240	Equipment Repair and Maintenance	17,240	12,600	13,430
243	Non-Capital Computer Equipment and Supplies	342	750	750
246	Liability Insurance	434	462	257
263	Postage	0	-	-
	<i>Subtotal</i>	<i>21,360</i>	<i>15,072</i>	<i>15,697</i>
Capital Outlay				
440	Machinery and Equipment	-	-	15,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>15,000</i>
	SERVICE TOTAL	\$195,016	\$220,957	\$241,650

Service: Information Desk

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Information Desk

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Treasury Supervisor	0.50	0.20	0.20
Public Information Assistant	1.20	1.20	1.20
Total	1.70	1.40	1.40

Service: Information Desk**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	61,275	53,130	53,945
115	One Time Payment	1,500	165	300
123	Leave Expense	1,533	-	-
126	Retirement Health Savings Plan	600	560	560
129	Medicare	742	770	783
131	MOPC	3,112	2,656	2,697
132	Employee Insurance	10,949	8,660	8,793
133	Employee Retirement	4,170	3,560	3,614
135	Compensation Insurance	37	49	41
136	Unemployment Insurance	202	104	101
139	Dental Insurance	470	372	378
	<i>Subtotal</i>	<i>84,589</i>	<i>70,026</i>	<i>71,212</i>
Operating and Maintenance				
210	Office Supplies	27	100	100
218	Non-Capital Equipment and Furniture	-	200	200
243	Non-Capital Computer Equipment and Supplies	95	500	500
246	Liability Insurance	150	232	87
	<i>Subtotal</i>	<i>272</i>	<i>1,032</i>	<i>887</i>
	SERVICE TOTAL	\$84,861	\$71,058	\$72,099

Accounting Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	1,191,271	1,152,205	541,899
Operating and Maintenance	465,545	280,941	241,384
Non-Operating	-	-	-
Capital	146,162	-	-
TOTAL	\$ 1,802,978	\$ 1,433,146	\$ 783,283

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

Service: **Accounting**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Accounting

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Assistant Director of Finance	0.70	0.70	0.00
Accounting Manager	0.00	0.00	1.00
Accounting Supervisor	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.50
Accounting/Budget Analyst	0.50	0.50	0.00
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	6.50

Service: Accounting**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	517,377	386,671	403,476
112	Wages - Temporary	46,073	5,250	5,250
115	One Time Payment	3,116	2,209	1,116
121	Wages - Overtime	-	465	465
123	Leave Expense	7,801	-	-
126	Retirement Health Savings Plan	3,624	2,480	2,480
128	FICA	2,621	326	326
129	Medicare	6,804	5,683	5,926
131	MOPC	24,681	19,334	20,174
132	Employee Insurance	59,123	63,027	65,767
133	Employee Retirement	33,072	25,907	27,033
135	Compensation Insurance	779	268	303
136	Unemployment Insurance	1,088	773	759
137	Staff Training and Conferences	-	-	6,000
139	Dental Insurance	2,539	2,707	2,824
	<i>Subtotal</i>	<i>708,699</i>	<i>515,100</i>	<i>541,899</i>
Operating and Maintenance				
210	Office Supplies	3,843	1,600	1,600
216	Reference Books and Materials	30	150	150
217	Dues and Subscriptions	485	375	375
218	Non-Capital Equipment and Furniture	315	500	500
229	Materials and Supplies	995	1,300	1,300
240	Equipment Repair and Maintenance	149,496	146,837	146,837
243	Non-Capital Computer Equipment and Supplies	8,081	1,265	1,265
246	Liability Insurance	3,196	1,262	643
250	Professional and Contracted Services	182,560	50	50
251	Auditing	65,755	80,000	80,000
263	Postage	8,418	8,304	8,304
264	Printing and Copying	366	350	350
269	Other Services and Charges	5,973	10	10
	<i>Subtotal</i>	<i>429,514</i>	<i>242,003</i>	<i>241,384</i>
Capital Outlay				
440	<i>Machinery and Equipment</i>	<i>146,162</i>	<i>-</i>	<i>-</i>
	<i>Subtotal</i>	<i>146,162</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$1,284,375	\$757,103	\$783,283

Budget and Fiscal Analysis Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	160,734	264,860	291,449
Operating and Maintenance	23,796	24,553	19,693
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 184,530	\$ 289,413	\$ 311,142

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:	2014 Budget	2015 Budget	2016 Budget
Budget Manager	1.00	1.00	1.00
Sr Budget Analyst	0.00	1.00	1.00
Budget Analyst	0.50	0.50	0.50
Total	1.50	2.50	2.50

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	120,761	202,356	219,431
112 Wages - Temporary	(57)	-	-
115 One Time Payment	1,416	-	132
123 Leave Expense	123	-	-
126 Retirement Health Savings Plan	1,579	1,000	1,000
129 Medicare	1,476	2,934	3,182
131 MOPC	6,028	10,118	10,972
132 Employee Insurance	19,992	32,984	35,768
133 Employee Retirement	8,077	13,558	14,702
135 Compensation Insurance	114	89	156
136 Unemployment Insurance	368	405	413
137 Staff Training and Conferences	-	-	4,157
139 Dental Insurance	859	1,416	1,536
<i>Subtotal</i>	<i>160,734</i>	<i>264,860</i>	<i>291,449</i>
Operating and Maintenance			
210 Office Supplies	-	100	100
217 Dues and Subscriptions	550	10,425	10,425
218 Non-Capital Equipment and Furniture	-	3,259	-
229 Materials and Miscellaneous Supplies	198	-	-
240 Equipment Repair and Maintenance	-	3,000	3,000
243 Non-Capital Computer Equipment and Supplies	7,220	2,110	600
246 Liability Insurance	466	422	331
250 Professional and Contracted Services	13,700	-	-
263 Postage	-	50	50
264 Printing and Copying	1,662	4,587	4,587
269 Other Services and Charges	-	600	600
<i>Subtotal</i>	<i>23,796</i>	<i>24,553</i>	<i>19,693</i>
SERVICE TOTAL	\$184,530	\$289,413	\$311,142

Risk Management Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	387,750	395,708	403,642
Operating and Maintenance	124,364	95,509	84,577
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 512,115	\$ 491,217	\$ 488,219

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

Service: Risk Management

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Risk Management

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Risk Manager	0.78	0.71	0.71
Risk Management Claims Adjuster	1.00	1.00	1.00
Safety Officer	0.17	0.20	0.20
Administrative Assistant	0.79	0.77	0.77
Total	2.74	2.68	2.68

Service: Risk Management**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	176,305	175,164	179,113
115	One Time Payment	2,247	1,530	31
123	Leave Expense	1,364	-	-
126	Retirement Health Savings Plan	2,468	1,072	1,072
129	Medicare	2,301	2,540	2,596
131	MOPC	8,886	8,758	8,956
132	Employee Insurance	28,798	28,551	29,195
133	Employee Retirement	11,906	11,737	12,001
135	Compensation Insurance	157	129	135
136	Unemployment Insurance	530	350	337
137	Staff Training and Conferences	-	-	3,700
139	<i>Dental Insurance</i>	<i>1,237</i>	<i>1,225</i>	<i>1,254</i>
	<i>Subtotal</i>	<i>236,199</i>	<i>231,056</i>	<i>238,390</i>
Operating and Maintenance				
210	Office Supplies	380	600	600
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	785	825	825
218	Non-Capital Equipment and Furniture	-	1,000	1,000
240	Equipment Repair and Maintenance	25,808	21,500	25,000
243	Non-Capital Computer Equipment and Supplies	1,168	2,626	2,626
245	Mileage Allowance	10	-	-
246	Liability Insurance	643	607	287
250	Professional and Contracted Services	-	5,000	1,500
263	Postage	1,457	1,400	1,400
264	Printing and Copying	690	400	700
	<i>Subtotal</i>	<i>30,943</i>	<i>34,008</i>	<i>33,988</i>
	SERVICE TOTAL	\$267,141	\$265,064	\$272,378

Service: **Safety**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Safety

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Risk Manager	0.05	0.19	0.19
Safety Officer	0.83	0.80	0.80
Administrative Assistant	0.00	0.04	0.04
Total	0.88	1.03	1.03

Service: Safety**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	55,681	73,282	72,704
115	One Time Payment	880	6	6
123	Leave Expense	1,246	-	-
126	Retirement Health Savings Plan	898	412	412
129	Medicare	673	1,063	1,054
131	MOPC	2,847	3,664	3,635
132	Employee Insurance	9,258	11,945	11,850
133	Employee Retirement	3,814	4,909	4,871
135	Compensation Insurance	47	41	57
136	Unemployment Insurance	170	147	137
139	Dental Insurance	398	512	509
	<i>Subtotal</i>	<i>75,912</i>	<i>95,981</i>	<i>95,235</i>
Operating and Maintenance				
210	Office Supplies	84	50	50
215	Audiovisual Materials	990	3,000	3,000
216	Reference Books and Materials	175	100	100
217	Dues and Subscriptions	599	599	599
218	Non-Capital Equipment and Furniture	6,316	14,695	8,470
229	Materials and Supplies	-	50	50
240	Equipment Repair and Maintenance	760	1,000	1,000
243	Non-Capital Computer Equipment and Supplies	-	250	250
246	Liability Insurance	317	531	434
247	Safety Expenses	-	200	200
250	Professional and Contracted Services	71,140	18,827	18,827
261	Telephone Charges	799	710	710
263	Postage	-	50	50
264	Printing and Copying	30	-	-
273	Fleet Lease - Operating and Maintenance	1,798	5,359	1,179
	<i>Subtotal</i>	<i>83,008</i>	<i>45,421</i>	<i>34,919</i>
	SERVICE TOTAL	\$158,920	\$141,402	\$130,154

Service: **Wellness**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Wellness

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Risk Manager	0.21	0.10	0.10
Risk Management Technician	0.75	0.75	0.75
Administrative Assistant	0.17	0.19	0.19
Total	1.13	1.04	1.04

Service: Wellness**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	55,726	51,862	52,896
112	Temporary Wages	203	-	-
115	One Time Payment	558	113	116
123	Leave Expense	820	-	-
126	Retirement Health Savings Plan	596	416	416
129	Medicare	615	752	767
131	MOPC	2,854	2,593	2,645
132	Employee Insurance	9,260	8,453	8,623
133	Employee Retirement	3,824	3,475	3,544
135	Compensation Insurance	35	41	40
136	Unemployment Insurance	170	104	100
139	Dental Insurance	398	362	370
142	Food Allowance	583	500	500
	<i>Subtotal</i>	<i>75,640</i>	<i>68,671</i>	<i>70,017</i>
Operating and Maintenance				
210	Office Supplies	53	50	50
216	Reference Books and Materials	326	50	50
217	Dues and Subscriptions	673	695	695
218	Non-Capital Equipment and Furniture	429	-	-
229	Materials and Supplies	321	300	300
243	Non-Capital Computer Equipment and Supplies	-	250	250
246	Liability Insurance	144	195	85
250	Professional and Contracted Services	7,833	13,040	12,740
264	Printing and Copying	30	500	500
269	Other Services and Charges	605	1,000	1,000
	<i>Subtotal</i>	<i>10,414</i>	<i>16,080</i>	<i>15,670</i>
	SERVICE TOTAL	\$86,054	\$84,751	\$85,687

Utility Billing Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	783,441	808,545	795,017
Operating and Maintenance	552,438	571,359	594,456
Non-Operating	-	-	-
Capital	16,494	23,100	37,000
TOTAL	\$ 1,352,373	\$ 1,403,004	\$ 1,426,473

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

Service: **Utility Billing**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Utility Billing

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Utility Billing Manager	0.98	0.98	0.98
Information Systems Administrator	1.00	1.00	0.00
Field Customer Service Representative	1.00	0.00	0.00
Senior Customer Service Representative	1.00	1.00	1.00
Customer Service Representative	8.00	9.00	7.58
Billing Specialist	0.00	0.00	2.00
Office Assistant	0.38	0.42	0.00
Total	12.36	12.40	11.56

Service: Utility Billing**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	518,561	566,621	559,147
114 Skill Based Pay	4,212	4,500	3,600
115 One Time Payment	7,464	6,587	4,359
121 Wages - Overtime	519	750	750
122 Longevity Compensation	2,880	1,680	-
123 Leave Expense	26,609	-	-
124 Skill Based Overtime Pay	6	-	-
126 Retirement Health Savings Plan	4,702	4,960	4,624
129 Medicare	6,849	8,278	8,161
131 MOPC	27,259	28,556	28,137
132 Employee Insurance	88,158	92,359	91,141
133 Employee Retirement	36,527	38,269	37,704
135 Compensation Insurance	1,090	563	624
136 Unemployment Insurance	1,623	1,134	1,052
137 Staff Training and Conferences	421	-	1,500
139 Dental Insurance	3,786	3,967	3,914
141 Uniforms and Protective Clothing	238	300	-
<i>Subtotal</i>	<i>730,901</i>	<i>758,524</i>	<i>744,713</i>
Operating and Maintenance			
210 Office Supplies	2,170	1,800	2,000
218 Non-Capital Equipment and Furniture	6,349	1,600	1,600
229 Materials and Supplies	34,984	5,000	5,000
240 Equipment Repair and Maintenance	149,294	155,500	138,800
243 Non-Capital Computer Equipment and Supplies	7,391	6,600	6,400
246 Liability Insurance	3,078	3,074	1,860
249 Operating Leases and Rentals	17,948	-	-
250 Professional and Contracted Services	101,303	165,918	179,403
261 Telephone Charges	136	500	-
263 Postage	216,549	210,400	219,900
264 Printing and Copying	-	5,000	5,000
269 Other Services and Charges	2,224	1,800	20,300
<i>Subtotal</i>	<i>541,426</i>	<i>557,192</i>	<i>580,263</i>
Capital Outlay			
440 Machinery and Equipment	-	23,100	37,000
<i>Subtotal</i>	<i>-</i>	<i>23,100</i>	<i>37,000</i>
SERVICE TOTAL	\$1,272,327	\$1,338,816	\$1,361,976

Service: **Mail Delivery**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Mail Delivery

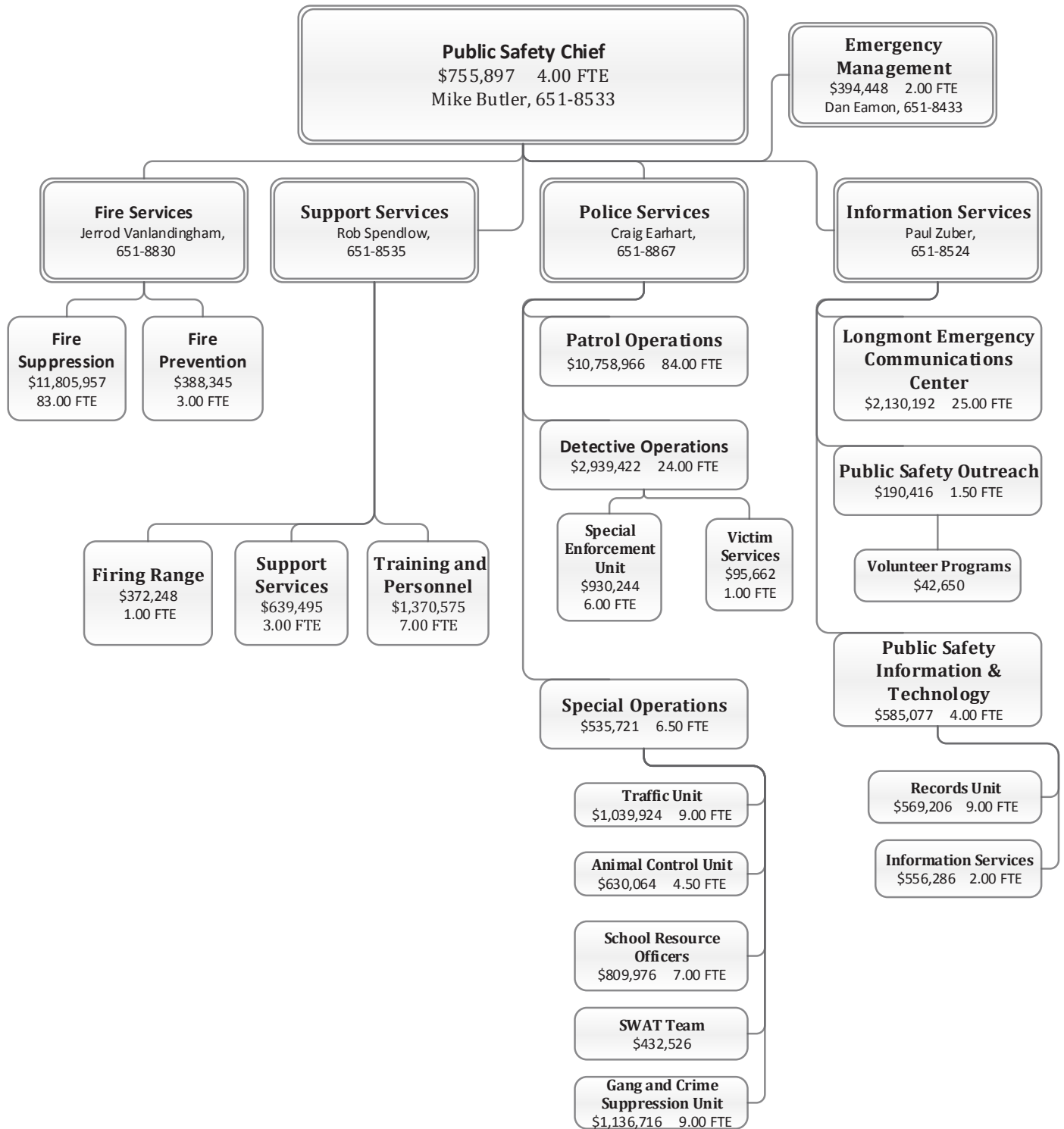
Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Utility Billing Manager	0.02	0.02	0.02
Mail Room Clerk	1.00	1.00	1.00
Customer Service Representative	0.00	0.00	0.05
Office Assistant	0.12	0.08	0.00
Total	1.14	1.10	1.07

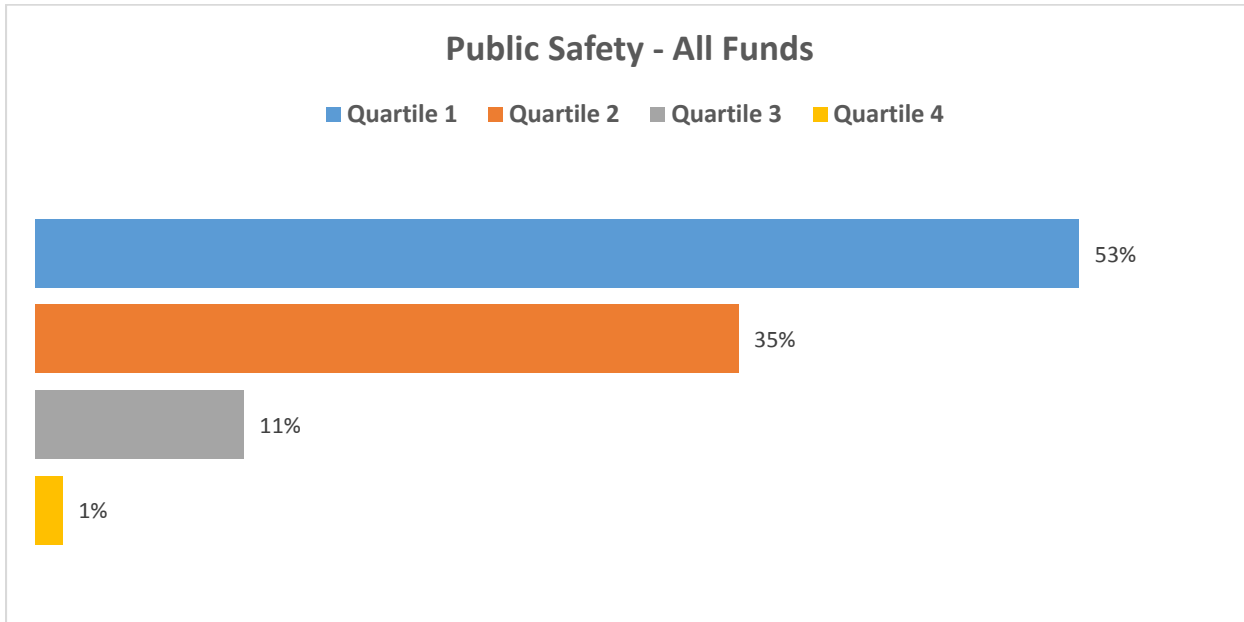
Service: Mail Delivery**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	38,786	37,794	37,073
115	One Time Payment	1,120	30	921
121	Wages - Overtime	57	100	100
123	Leave Expense	203	-	-
126	Retirement Health Savings Plan	758	440	428
129	Medicare	521	548	538
131	MOPC	1,931	1,889	1,854
132	Employee Insurance	6,007	6,161	6,043
133	Employee Retirement	2,589	2,532	2,484
135	Compensation Insurance	199	187	233
136	Unemployment Insurance	111	76	70
139	Dental Insurance	258	264	260
141	Uniform and Protective Clothing	-	-	300
	<i>Subtotal</i>	<i>52,539</i>	<i>50,021</i>	<i>50,304</i>
Operating and Maintenance				
229	Materials and Supplies	2,142	2,500	2,500
240	Equipment Repair and Maintenance	451	2,500	2,500
246	Liability Insurance	664	294	218
249	Operating Leases and Rentals	583	1,100	1,100
273	Fleet Lease - Operating and Maintenance	3,700	4,301	4,403
274	Fleet Lease - Replacement	3,472	3,472	3,472
	<i>Subtotal</i>	<i>11,012</i>	<i>14,167</i>	<i>14,193</i>
Capital Outlay				
440	Machinery and Equipment	16,494	-	-
	<i>Subtotal</i>	<i>16,494</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$80,046	\$64,188	\$64,497

Public Safety Department

\$39,110,013 295.50 FTE





Quartile percent represent % of total non-capital budget for this department

Department Programs

- Quartile 1**
- Animal Control Safety and Enforcement
 - Boulder Regional Emergency Telephone Service Authority (BRETSA)
 - City Produced Special Events
 - Codes and Planning
 - Colorado Bureau of Investigation - Colorado Crime Information Computer System Coordinator
 - Colorado Crime Information and National Crime Information Center Records
 - Community Safety Education
 - Cyber Crimes
 - Development Review
 - Domestic Violence Crimes
 - Emergency Calls for Service
 - Emergency Management

- Quartile 2**
- Bomb Squad
 - City Produced Special Events
 - Community Service Assists
 - Crime Free Multi-Housing
 - Crime Suppression
 - Emergency Alarm Response
 - Emergency Medical Response and Patient Care
 - Extra Duty Employment Program
 - Fire Safety Education
 - Gang Suppression
 - Juvenile Fire Setter Intervention
 - Longmont Ending Violence Initiative
 - Management of Firing Range for Public Use
 - Non-Emergency Calls for Service
 - Private Special Events
 - Professional Standards

- Quartile 3**
- Animal Control Education and Pet Licensing
 - Animal Emergency Contract
 - Car Seat Program
 - Child Sex Assault Prevention Project
 - Citizen Academies
 - Commercial Vehicle Safety
 - Community and Staff Emergency Medical Training
 - Community Health Network
 - Comply with Court Orders for Criminal Justice Records
 - Coordination of Smart Devices
 - Disaster Assessment and Response Team (DART)
 - Existing Moderate/Low Risk Building Inspections
 - False Alarm Services

- Quartile 4**
- Behind the Badge
 - Commander Apprenticeship Program (NOTE: this program has been approved but not yet implemented)
 - Honor Guard
 - Jail/Court Prisoner Transport
 - Training Sponsorship

Public Safety Programs Continued

- Quartile 1 Cont.
- Emergency Medical Services - Medical Director
 - Emergency Notification System
 - Field Training and Evaluation
 - Financial Crimes
 - Fire Response and Suppression
 - Gang Intervention and Prevention
 - Hazardous Material Inspection and Compliance
 - Hazardous Materials Response
 - Leadership & Supervision
 - Management of Public Safety Contracts & IGAs
 - Neighborhood Watch
 - New Construction Codes and Planning
 - Person Crimes
 - Pre Plans
 - Private Special Events
 - Proactive Patrol
 - Proactive Public Information, Education and Marketing
 - Property Crimes
 - Radio Programming and Maintenance
 - Routine Calls for Service
 - School Intervention and Prevention
 - School Safety and Enforcement
 - Sex Offender Registration/Tracking/Compliance
 - Staff Training
 - Technical Rescue Response

- Quartile 1 Cont.
- Traffic Coactive Services
 - Traffic Proactive Services
 - Traffic Reactive Services
 - Volunteer Management
 - Wildland Fire Response

- Quartile 2 Cont.
- Public Safety Applications System Administration
 - Reactive Public Information Media Relations
 - Records Accuracy and Release
 - Restorative Justice
 - Sex Offender Registration/Tracking/Compliance
 - Special Enforcement Unit
 - SWAT Tactical Services
 - Technical Support
 - Uniform Crime Reports, National Incident Based Reports, and National Fire Information System Reports
 - Victim Services

- Quartile 3 Cont.
- Fingerprinting Services
 - Fire Cause Investigations
 - Fire Services Maintenance
 - K-9
 - License Investigation
 - Management and Maintenance of Public Safety Facilities
 - Management of Firing Range Facility of Law Enforcement Use
 - Management of Public Safety Vehicles
 - Parking Enforcement
 - Pawn Broker Cases
 - Property and Evidence
 - Public Information Event Sponsorship and Support
 - Public Safety Records Retention
 - Recruitment
 - Report Taker Unit
 - Research and Development
 - Ride-A-Long
 - Self Inspections
 - Sergeant Apprenticeship
 - Smoke Alarm Campaign
 - SWAT Educational Services
 - SWAT Tactical Medic Services
 - Target Hazards
 - Traffic Safety Class
 - Utilities Calls for Services

Public Safety Department Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	27,311,994	27,761,263	28,630,103
Operating and Maintenance	3,752,279	3,830,906	4,171,182
Non-Operating	59,095	-	-
Capital	170,778	419,801	14,000
TOTAL	\$ 31,294,146	\$ 32,011,970	\$ 32,815,285

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

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

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

Public Safety Administration Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	546,919	543,871	571,459
Operating and Maintenance	61,350	92,050	262,278
Non-Operating	59,095	-	-
Capital	-	-	-
TOTAL	\$ 667,365	\$ 635,921	\$ 833,737

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 biennial community policing survey. The Crime Analysis Unit analyzes crime data and provides strategic, tactical and administrative analysis to internal and external customers.

SERVICE: Public Safety Chief

Budgeted Positions:	2014 Budget	2015 Budget	2016 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	0.00
Marketing Analyst	1.00	1.00	1.00
PS Data/Statistical Analyst	0.00	0.00	1.00
Total	4.00	4.00	4.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	354,761	354,817	363,255
112	Temporary Wages	467	-	-
115	One Time Payment	3,100	3,315	4,500
123	Leave Expense	5,084	-	-
126	Retirement Health Savings Plan	3,890	1,600	1,600
129	Medicare	4,540	5,125	5,249
131	MOPC	9,909	9,878	10,092
132	Employee Insurance	57,186	57,623	58,998
133	Employee Retirement	13,278	13,237	13,524
134	Police and Fire Retirement	15,656	15,596	16,012
135	Compensation Insurance	8,137	3,433	16,087
136	Unemployment Insurance	1,053	707	681
137	Staff Training and Conferences	130	-	-
139	Dental Insurance	2,456	2,475	2,534
141	Uniforms and Protective Clothing	765	600	600
142	Food Allowance	1,575	1,248	1,248
	<i>Subtotal</i>	<i>481,987</i>	<i>469,654</i>	<i>494,380</i>
Operating and Maintenance				
210	Office Supplies	230	900	400
216	Reference Books and Materials	20	634	200
217	Dues and Subscriptions	2,938	3,943	3,943
218	Non-Capital Equipment and Furniture	530	600	600
229	Materials and Supplies	4,641	2,055	2,055
243	Non-Capital Computer Equipment and Supplies	927	1,300	1,300
245	Mileage Allowance	160	-	-
246	Liability Insurance	6,943	5,949	5,256
250	Professional and Contracted Services	1,950	5,300	169,394
263	Postage	10,216	12,663	12,663
264	Printing and Copying	919	2,549	2,549
269	Other Services and Charges	7,044	8,530	8,530
273	Fleet Lease - Operating and Maintenance	2,885	4,306	4,447
274	Fleet Lease - Replacement	-	-	8,030
	<i>Subtotal</i>	<i>39,401</i>	<i>48,729</i>	<i>219,367</i>
	SERVICE TOTAL	\$521,388	\$518,383	\$713,747

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:	2014 Budget	2015 Budget	2016 Budget
Administrative Analyst	1.00	0.00	0.00
OEM Management Analyst	0.00	1.00	1.00
Total	1.00	1.00	1.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	43,208	54,978	57,456
126	Retirement Health Savings Plan	-	400	400
129	Medicare	544	797	833
131	MOPC	2,161	2,749	2,873
132	Employee Insurance	8,876	8,961	9,365
133	Employee Retirement	2,895	3,684	3,850
135	Compensation Insurance	2,166	403	42
136	Unemployment Insurance	163	110	108
137	Staff Training and Conferences	3,612	1,250	1,250
139	Dental Insurance	381	385	402
141	Uniforms and Protective Clothing	881	-	-
142	Food Allowance	46	500	500
	<i>Subtotal</i>	64,932	74,217	77,079
Operating and Maintenance				
210	Office Supplies	382	750	750
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	1,065	700	700
218	Non-Capital Equipment and Furniture	1,810	3,000	3,000
230	Copier and Printing Supplies	107	-	-
240	Equipment Repair and Maintenance	725	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	35	-	-
245	Mileage Allowance	331	400	400
246	Liability Insurance	4,787	8,719	3,715
250	Professional Contracted Services	2,921	-	-
264	Printing and Copying	985	-	-
269	Other Services and Charges	8,802	12,400	14,934
273	Fleet Lease - Operating and Maintenance	-	1,126	3,226
274	Fleet Lease - Replacement	-	13,726	13,686
	<i>Subtotal</i>	21,949	43,321	42,911
Non-Operating Expense				
970	Transfers to Other Funds	59,095	-	-
	<i>Subtotal</i>	59,095	-	-
	SERVICE TOTAL	\$145,976	\$117,538	\$119,990

Fire Services Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	8,661,478	8,480,170	8,930,671
Operating and Maintenance	1,222,318	1,285,287	1,306,607
Non-Operating	-	-	-
Capital	125,116	328,351	-
TOTAL	\$ 10,008,912	\$ 10,093,808	\$ 10,237,278

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

Service: Fire Codes and Planning

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Fire Codes and Planning

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Assistant Fire Chief	1.00	0.00	0.00
Fire Captain	0.00	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 Codes and Planning**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	240,846	240,400	254,880
115	One Time Payment	2,000	3,000	1,500
121	Wages - Overtime	977	-	-
122	Longevity Compensation	2,160	2,220	2,280
123	Leave Expense	1,344	-	-
126	Retirement Health Savings Plan	3,458	1,730	1,796
127	FPPA Death and Disability	1,193	1,203	1,294
129	Medicare	2,150	2,467	2,676
131	MOPC	7,398	7,369	7,765
132	Employee Insurance	38,925	39,185	41,545
133	Employee Retirement	9,914	9,876	10,406
134	Police and Fire Retirement	9,181	9,300	9,958
135	Compensation Insurance	1,281	3,556	4,498
136	Unemployment Insurance	716	481	479
139	Dental Insurance	1,672	1,683	1,784
141	Uniforms and Protective Clothing	1,175	950	1,000
	<i>Subtotal</i>	324,390	323,420	341,861
Operating and Maintenance				
214	Pamphlets and Documents	463	800	500
217	Dues and Subscriptions	2,011	1,250	1,500
218	Non-Capital Equipment and Furniture	-	500	500
229	Materials and Supplies	1,361	500	500
240	Equipment Repair and Maintenance	1,027	1,500	1,500
246	Liability Insurance	1,383	1,706	1,236
250	Professional and Contracted Services	39,896	27,000	27,000
273	Fleet Lease - Operating and Maintenance	6,448	5,470	8,735
274	Fleet Lease - Replacement	3,883	3,883	5,013
	<i>Subtotal</i>	56,472	42,609	46,484
Capital Outlay				
432	Vehicles	-	36,351	-
	<i>Subtotal</i>	-	36,351	-
	SERVICE TOTAL	\$380,862	\$402,380	\$388,345

Service: Fire Suppression

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

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

SERVICE: Fire Suppression

Budgeted Positions:	2014 Budget	2015 Budget	2016 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	5.00	4.00
Firefighter/Engineer	12.00	13.00	14.00
Firefighter/Paramedic	14.00	11.00	12.00
Firefighter	18.00	20.00	19.00
Administrative Assistant	1.00	1.00	1.00
Total	73.00	72.00	72.00

Service: Fire Suppression

LINE ITEM BUDGET			
Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	5,174,090	5,552,209	5,789,183
114 Skill Based Pay	22,320	3,600	3,600
115 One Time Payment	2,488	7,500	2,040
121 Wages - Overtime	854,470	605,994	698,873
122 Longevity Compensation	28,680	26,880	25,620
123 Leave Expense	232,993	-	-
124 Skill Based Overtime Pay	3,958	-	-
126 Retirement Health Savings Plan	73,848	52,343	54,409
127 FPPA Death and Disability	41,724	40,198	42,118
129 Medicare	71,078	78,465	81,704
131 MOPC	2,244	2,289	2,289
132 Employee Insurance	886,787	943,709	981,409
133 Employee Retirement	3,006	3,067	3,067
134 Police and Fire Retirement	586,377	546,795	569,934
135 Compensation Insurance	218,178	186,101	212,328
136 Unemployment Insurance	16,315	11,025	10,794
137 Staff Training and Conferences	10,143	-	-
139 Dental Insurance	38,085	38,575	40,192
141 Uniforms and Protective Clothing	69,257	58,000	69,250
142 Food Allowance	1,045	-	2,000
<i>Subtotal</i>	<i>8,337,088</i>	<i>8,156,750</i>	<i>8,588,810</i>
Operating and Maintenance			
210 Office Supplies	183	-	-
216 Reference Books and Materials	90	1,625	500
217 Membership Dues and Subscriptions	165	-	-
218 Non-Capital Equipment and Furniture	52,031	82,175	133,375
228 Janitorial Supplies	9,903	10,000	34,000
229 Materials and Supplies	57,442	25,450	9,450
230 Printing and Copier Supplies	28	-	-
232 Building Repair and Maintenance	60,296	43,875	49,000
233 Facility Repair and Maintenance	-	2,000	-
240 Equipment Repair and Maintenance	44,959	21,000	39,000
241 Grounds Maintenance	5,378	2,000	4,000
243 Non-Capital Computer Equipment and Supplies	2,965	3,000	-
245 Mileage Allowance	110	200	200
246 Liability Insurance	78,834	88,612	86,138
247 Safety Expenses	14,050	88,300	55,200
250 Professional and Contracted Services	21,448	-	8,000
261 Telephone Charges	174	-	-
262 Radio Repair and Maintenance	1,760	-	2,000
269 Other Services and Charges	7,896	8,700	700
273 Fleet Lease - Operating and Maintenance	264,669	284,623	309,907
274 Fleet Lease - Replacement	543,465	581,118	528,653
<i>Subtotal</i>	<i>1,165,846</i>	<i>1,242,678</i>	<i>1,260,123</i>
Capital Outlay			
432 Vehicles	18,298	-	-
440 Machinery and Equipment	106,818	292,000	-
<i>Subtotal</i>	<i>125,116</i>	<i>292,000</i>	<i>-</i>
SERVICE TOTAL	\$9,628,050	\$9,691,428	\$9,848,933

Police Services Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	13,729,414	14,289,802	14,482,143
Operating and Maintenance	1,810,744	1,745,050	1,835,975
Non-Operating	-	-	-
Capital	45,662	81,450	14,000
TOTAL	\$ 15,585,820	\$ 16,116,302	\$ 16,332,118

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:	2014 Budget	2015 Budget	2016 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	17.00	17.00
Police Officer	44.00	45.00	45.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	76.00	78.00	78.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	5,613,496	5,963,212	6,080,745
112	Temporary Wages	412	-	-
114	Skill Based Pay	9,226	10,500	9,600
115	One Time Payment	5,000	5,906	4,500
121	Wages - Overtime	259,829	356,642	283,564
122	Longevity Compensation	24,320	21,720	15,540
123	Leave Expense	116,943	-	-
124	Skill Based Overtime Pay	703	-	-
126	Retirement Health Savings Plan	107,973	57,074	58,146
127	FPPA Death and Disability	57,187	58,558	-
129	Medicare	66,068	84,411	84,422
131	MOPC	5,252	10,317	4,952
132	Employee Insurance	933,009	1,000,406	1,018,738
133	Employee Retirement	7,038	13,824	6,635
134	Police and Fire Retirement	606,711	574,323	596,226
135	Compensation Insurance	370,878	417,509	472,716
136	Unemployment Insurance	17,176	11,886	11,377
139	Dental Insurance	40,050	41,584	42,362
141	Uniforms and Protective Clothing	93,534	96,075	112,875
142	Food Allowance	683	300	1,000
	<i>Subtotal</i>	8,335,488	8,724,247	8,803,398
Operating and Maintenance				
210	Office Supplies	1,888	3,750	3,050
216	Reference Books and Materials	1,680	3,950	2,600
217	Dues and Subscriptions	622	1,000	1,000
218	Non-Capital Equipment and Furniture	14,507	6,650	6,150
229	Materials and Supplies	5,850	7,700	7,700
240	Equipment Repair and Maintenance	91	600	600
243	Non-Capital Computer Equipment and Supplies	6,473	6,775	6,775
246	Liability Insurance	159,716	146,904	128,226
247	Safety Expenses	-	-	11,235
250	Professional and Contracted Services	126,205	4,100	5,450
258	Investigative Expenses	220	500	500
262	Radio Repair and Maintenance	300	-	-
264	Printing and Copying	4,404	6,700	6,700
273	Fleet Lease - Operating and Maintenance	446,325	422,873	350,214
274	Fleet Lease - Replacement	110,229	216,894	290,902
	<i>Subtotal</i>	878,510	828,396	821,102
Capital Outlay				
432	Vehicles	-	52,300	-
440	Machinery and Equipment	-	-	14,000
	<i>Subtotal</i>	-	52,300	14,000
SERVICE TOTAL		\$9,213,998	\$9,604,943	\$9,638,500

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. Fraud and forgery cases are also investigated out of this unit.

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:	2014 Budget	2015 Budget	2016 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00
Master Police Officer	11.00	14.00	14.00
Police Officer	4.00	1.00	2.00
Evidence/Crime Scene Technician	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00
Total	21.00	21.00	22.00

Service: Detective Operations**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	1,607,984	1,644,754	1,762,466
112	Temporary Wages	414	-	-
114	Skill Based Pay	1,807	1,800	1,800
115	One Time Payment	4,000	6,000	4,248
121	Wages - Overtime	139,726	140,588	144,806
122	Longevity Compensation	11,100	9,660	9,960
123	Leave Expense	39,077	-	-
124	Skill Based Overtime Pay	125	-	-
126	Retirement Health Savings Plan	24,955	15,418	16,571
127	FPPA Death and Disability	16,324	18,968	-
129	Medicare	18,903	23,204	24,911
131	MOPC	7,842	7,854	7,883
132	Employee Insurance	258,549	268,098	287,282
133	Employee Retirement	10,508	10,525	10,563
134	Police and Fire Retirement	143,887	148,939	160,659
135	Compensation Insurance	23,206	32,458	44,428
136	Unemployment Insurance	4,758	3,287	3,313
139	Dental Insurance	11,102	11,519	12,337
141	Uniforms and Protective Clothing	14,041	12,550	12,550
142	Food Allowance	1,126	3,550	3,550
	<i>Subtotal</i>	<i>2,339,435</i>	<i>2,359,172</i>	<i>2,507,327</i>
Operating and Maintenance				
210	Office Supplies	3,494	3,925	3,925
216	Reference Books and Materials	720	975	975
217	Dues and Subscriptions	3,682	1,825	1,825
218	Non-Capital Equipment and Furniture	2,745	7,425	7,425
229	Materials and Supplies	5,933	4,525	4,525
230	Printing and Copier Supplies	2,027	-	-
240	Equipment Repair and Maintenance	129	3,000	3,000
243	Non-Capital Computer Equipment and Supplies	5,769	5,100	5,100
245	Mileage Allowance	4	-	-
246	Liability Insurance	10,198	14,670	24,188
250	Professional and Contracted Services	10,303	3,200	3,200
252	Advertising and Legal Notices	1,209	1,000	1,000
258	Investigative Expenses	27,447	20,450	20,450
264	Printing and Copying	3,289	2,350	2,350
269	Other Services and Charges	205	-	-
273	Fleet Lease - Operating and Maintenance	66,538	66,040	51,928
274	Fleet Lease - Replacement	21,260	39,435	77,293
	<i>Subtotal</i>	<i>164,951</i>	<i>173,920</i>	<i>207,184</i>
	SERVICE TOTAL	\$2,504,386	\$2,533,092	\$2,714,511

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:	2014 Budget	2015 Budget	2016 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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	209,707	289,610	245,512
114	Skill Based Pay	582	1,200	600
121	Wages - Overtime	2,234	2,000	2,096
123	Leave Expense	7,083	-	-
126	Retirement Health Savings Plan	3,115	2,908	2,455
129	Medicare	2,874	4,217	3,560
131	MOPC	8,531	9,685	9,806
132	Employee Insurance	38,365	47,206	40,019
133	Employee Retirement	11,440	12,979	13,140
134	Police and Fire Retirement	4,760	9,710	4,939
135	Compensation Insurance	14,778	17,617	35,400
136	Unemployment Insurance	706	579	462
139	Dental Insurance	1,646	2,027	1,719
141	Uniforms and Protective Clothing	2,682	2,875	2,875
	<i>Subtotal</i>	<i>308,505</i>	<i>402,613</i>	<i>362,583</i>
Operating and Maintenance				
217	Dues and Subscriptions	465	225	225
218	Non-Capital Equipment and Furniture	933	900	900
229	Materials and Supplies	462	800	800
240	Equipment Repair and Maintenance Contracts	60	-	-
246	Liability Insurance	1,295	1,613	1,395
250	Professional and Contracted Services	176,530	180,300	194,146
273	Fleet Lease - Operating and Maintenance	21,511	23,981	36,341
274	Fleet Lease - Replacement	5,072	31,004	33,674
	<i>Subtotal</i>	<i>206,328</i>	<i>238,823</i>	<i>267,481</i>
Capital Outlay				
432	Vehicles	33,462	-	-
	<i>Subtotal</i>	<i>33,462</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$548,295	\$641,436	\$630,064

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:	2014 Budget	2015 Budget	2016 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	4.00	5.00
Police Officer	1.00	1.00	0.00
Total	6.00	6.00	6.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	448,571	486,933	509,004
114	Skill Based Pay	904	-	900
121	Wages - Overtime	74,545	54,757	56,400
122	Longevity Compensation	1,560	1,620	1,680
123	Leave Expense	4,397	-	-
124	Skill Based Overtime Pay	99	-	-
126	Retirement Health Savings Plan	7,014	4,871	5,099
127	FPPA Death and Disability	7,450	7,577	-
129	Medicare	7,437	7,061	7,394
132	Employee Insurance	77,433	79,371	82,968
134	Police and Fire Retirement	47,971	48,691	50,990
135	Compensation Insurance	14,823	15,447	18,209
136	Unemployment Insurance	1,425	973	957
139	Dental Insurance	3,325	3,410	3,563
141	Uniforms and Protective Clothing	4,154	4,200	4,200
142	Food Allowance	502	500	500
	<i>Subtotal</i>	<i>701,610</i>	<i>715,411</i>	<i>741,864</i>
Operating and Maintenance				
210	Office Supplies	118	-	-
217	Dues and Subscriptions	802	500	500
218	Non-Capital Equipment and Furniture	477	4,475	4,475
229	Materials and Supplies	1,838	925	925
240	Equipment Repair and Maintenance	325	200	200
243	Non-Capital Computer Equipment and Supplies	529	-	-
246	Liability Insurance	2,792	4,540	5,256
247	Safety Expenses	2,344	1,500	4,000
250	Professional and Contracted Services	-	100	100
258	Investigative Expenses	14,957	22,475	22,475
273	Fleet Lease - Operating and Maintenance	87,085	100,692	102,761
274	Fleet Lease - Replacement	-	10,295	10,265
	<i>Subtotal</i>	<i>111,268</i>	<i>145,702</i>	<i>150,957</i>
	SERVICE TOTAL	\$812,878	\$861,113	\$892,821

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:	2014 Budget	2015 Budget	2016 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	3.00	2.00
Police Officer	0.00	1.00	2.00
Total	5.00	5.00	5.00

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	401,787	407,278	412,033
121 Wages - Overtime	21,234	22,780	23,463
123 Leave Expense	4,525	-	-
126 Retirement Health Savings Plan	7,615	4,074	4,120
127 FPPA Death and Disability	2,280	1,997	-
129 Medicare	5,589	5,906	5,974
132 Employee Insurance	65,919	66,387	67,161
134 Police and Fire Retirement	39,918	40,726	41,203
135 Compensation Insurance	16,944	22,054	14,017
136 Unemployment Insurance	1,213	814	775
139 Dental Insurance	2,831	2,852	2,884
141 Uniforms and Protective Clothing	3,148	3,150	3,150
142 Food Allowance	-	425	425
<i>Subtotal</i>	<i>573,002</i>	<i>578,443</i>	<i>575,205</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	485	1,150	1,150
229 Materials and Supplies	2,064	2,800	2,800
246 Liability Insurance	1,980	2,028	1,258
250 Professional Contracted Services	12	-	-
261 Telephone Charges	336	-	-
<i>Subtotal</i>	<i>4,877</i>	<i>5,978</i>	<i>5,208</i>
SERVICE TOTAL	\$577,880	\$584,421	\$580,413

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:	2014 Budget	2015 Budget	2016 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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	310,894	367,883	326,654
114	Skill Based Pay	1,530	900	1,500
115	One Time Payment	1,000	1,406	-
121	Wages - Overtime	1,015	2,600	2,678
123	Leave Expense	3,480	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	4,276	3,015	2,575
127	FPPA Death and Disability	1,387	1,428	-
129	Medicare	4,046	5,348	4,753
131	MOPC	7,876	8,279	8,435
132	Employee Insurance	50,068	59,963	53,245
133	Employee Retirement	10,553	11,092	11,243
134	Police and Fire Retirement	15,058	20,320	15,974
135	Compensation Insurance	5,446	6,161	7,829
136	Unemployment Insurance	922	735	614
139	Dental Insurance	2,150	2,575	2,286
141	Uniforms and Protective Clothing	2,445	3,275	3,275
142	Food Allowance	61	-	-
	<i>Subtotal</i>	<i>422,209</i>	<i>494,980</i>	<i>441,061</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	1,501	2,350	2,350
229	Materials and Supplies	729	500	500
246	Liability Insurance	3,229	3,559	2,938
250	Professional and Contracted Services	-	300	300
269	Other Services and Charges	60	-	-
273	Fleet Lease - Operating and Maintenance	22,769	22,356	21,384
274	Fleet Lease - Replacement	15,025	15,025	7,205
	<i>Subtotal</i>	<i>43,313</i>	<i>44,090</i>	<i>34,677</i>
	SERVICE TOTAL	\$465,522	\$539,070	\$475,738

Service: **Traffic Unit**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Traffic Unit

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	5.00	4.00	3.00
Police Officer	0.00	1.00	2.00
Community Service Officer	3.00	3.00	3.00
Total	9.00	9.00	9.00

Service: Traffic Unit**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	595,463	639,986	654,781
114	Skill Based Pay	2,712	2,700	1,800
121	Wages - Overtime	62,634	14,930	15,378
123	Leave Expense	22,366	-	-
124	Skill Based Overtime Pay	233	-	-
126	Retirement Health Savings Plan	8,507	6,429	6,566
127	FPPA Death and Disability	5,896	6,119	-
129	Medicare	8,425	9,319	9,520
131	MOPC	7,259	7,653	8,035
132	Employee Insurance	102,128	104,319	106,729
133	Employee Retirement	9,726	10,254	10,767
134	Police and Fire Retirement	46,851	48,961	49,588
135	Compensation Insurance	26,732	38,018	58,401
136	Unemployment Insurance	1,880	1,279	1,231
139	Dental Insurance	4,386	4,482	4,583
141	Uniforms and Protective Clothing	4,843	6,000	6,000
	<i>Subtotal</i>	<i>910,040</i>	<i>900,449</i>	<i>933,379</i>
Operating and Maintenance				
217	Dues and Subscriptions	50	50	50
218	Non-Capital Equipment and Furniture	1,378	1,700	1,700
229	Materials and Supplies	450	350	350
240	Equipment Repair and Maintenance	698	1,600	1,600
243	Non-Capital Computer Equipment and Supplies	659	3,000	3,000
246	Liability Insurance	5,926	4,889	3,916
250	Professional and Contracted Services	260	1,000	1,000
258	Investigative Expenses	11,746	6,300	13,300
273	Fleet Lease - Operating and Maintenance	51,273	37,018	27,653
274	Fleet Lease - Replacement	33,075	53,988	53,976
	<i>Subtotal</i>	<i>105,515</i>	<i>109,895</i>	<i>106,545</i>
	SERVICE TOTAL	\$1,015,556	\$1,010,344	\$1,039,924

Service: **SWAT Team**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

Service: SWAT Team**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
121	Wages - Overtime	131,528	106,633	109,832
124	Skill Based Overtime Pay	159	-	-
135	Compensation Insurance	1,689	2,004	1,644
141	Uniforms and Protective Clothing	4,893	5,450	5,450
142	Food Allowance	854	400	400
	<i>Subtotal</i>	<i>139,123</i>	<i>114,487</i>	<i>117,326</i>
Operating and Maintenance				
210	Office Supplies	54	-	-
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	500	775	775
218	Non-Capital Equipment and Furniture	53,736	45,788	75,930
229	Materials and Supplies	34,141	27,250	27,250
240	Equipment Repair and Maintenance	383	8,915	18,997
243	Non-Capital Computer Equipment and Supplies	-	200	200
246	Liability Insurance	9,389	3,678	5,022
247	Safety Expenses	30,191	16,000	9,750
250	Professional and Contracted Services	-	225	225
262	Radio Repair and Maintenance	244	500	500
264	Printing and Copying	27	100	100
269	Other Services and Charges	27	-	-
273	Fleet Lease - Operating and Maintenance	45,457	18,763	24,611
274	Fleet Lease - Replacement	121,834	75,902	79,311
	<i>Subtotal</i>	<i>295,982</i>	<i>198,246</i>	<i>242,821</i>
Capital Outlay				
432	Vehicles	-	29,150	-
440	Machinery and Equipment	12,200	-	-
	<i>Subtotal</i>	<i>12,200</i>	<i>29,150</i>	<i>-</i>
	SERVICE TOTAL	\$447,305	\$341,883	\$360,147

Support Services Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	1,571,793	1,529,426	1,598,353
Operating and Maintenance	229,963	276,966	286,137
Non-Operating	-	-	-
Capital	-	10,000	-
TOTAL	\$ 1,801,756	\$ 1,816,392	\$ 1,884,490

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

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

SERVICE: Support Services

Budgeted Positions:	2014 Budget	2015 Budget	2016 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	0.00
Administrative Assistant	1.00	1.00	1.00
Total	4.00	4.00	3.00

Service: Support Services**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	327,886	331,937	286,104
115 One Time Payment	2,000	4,543	2,112
121 Wages - Overtime	17,344	5,500	5,665
122 Longevity Compensation	3,660	3,780	3,900
123 Leave Expense	3,697	-	-
124 Skill Based Overtime Pay	41	-	-
126 Retirement Health Savings Plan	3,850	1,600	1,200
129 Medicare	2,768	3,172	2,507
131 MOPC	4,580	4,676	2,240
132 Employee Insurance	54,430	54,106	46,635
133 Employee Retirement	6,137	6,266	3,002
134 Police and Fire Retirement	24,299	23,842	24,130
135 Compensation Insurance	64,733	63,809	73,102
136 Unemployment Insurance	1,002	663	538
137 Staff Training and Conferences	205	-	-
139 Dental Insurance	2,337	2,322	2,003
141 Uniforms and Protective Clothing	1,615	525	525
142 Food Allowance	140	700	700
<i>Subtotal</i>	<i>520,723</i>	<i>507,441</i>	<i>454,363</i>
Operating and Maintenance			
210 Office Supplies	1,851	2,000	2,000
216 Reference Books and Materials	1,505	1,450	1,450
217 Dues and Subscriptions	4,839	3,185	3,185
218 Non-Capital Equipment and Furniture	3,997	5,772	5,772
229 Materials and Supplies	6,396	4,965	4,965
230 Printing and Copier Supplies	-	1,000	1,000
232 Building Repair and Maintenance	2,656	2,500	2,500
240 Equipment Repair and Maintenance	1,927	12,156	12,156
243 Non-Capital Computer Equipment and Supplies	1,369	5,307	5,307
245 Mileage Allowance	250	500	500
246 Liability Insurance	5,527	5,043	3,943
247 Safety Expenses	4,378	7,295	-
250 Professional and Contracted Services	106,218	104,521	107,021
252 Advertising and Legal Notices	45	300	100
258 Investigative Expenses	4	300	100
264 Printing and Copying	142	4,164	4,164
273 Fleet Lease - Operating and Maintenance	24,099	19,173	27,844
274 Fleet Lease - Replacement	5,230	5,230	-
<i>Subtotal</i>	<i>170,435</i>	<i>184,861</i>	<i>182,007</i>
Capital Outlay			
432 Vehicles	-	-	-
475 Building and Facility Improvements	-	10,000	-
<i>Subtotal</i>	<i>-</i>	<i>10,000</i>	<i>-</i>
SERVICE TOTAL	\$691,157	\$702,302	\$636,370

Service: Training & Personnel

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Training & Personnel

Budgeted Positions:	2014 Budget	2015 Budget	2016 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	2.00	2.00
Police Officer	1.00	0.00	0.00
Administrative Analyst	0.00	0.00	1.00
Total	6.00	6.00	7.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	502,882	513,565	590,065
115	One Time Payment	-	-	504
121	Wages - Overtime	236,147	185,685	196,925
122	Longevity Compensation	1,560	-	1,680
123	Leave Expense	3,415	-	-
124	Skill Based Overtime Pay	1,003	-	-
126	Retirement Health Savings Plan	7,712	5,137	5,795
127	FPPA Death and Disability	6,613	7,941	3,450
129	Medicare	7,147	7,448	8,556
131	MOPC	-	-	2,530
132	Employee Insurance	80,817	83,712	96,180
133	Employee Retirement	-	-	3,390
134	Police and Fire Retirement	52,491	51,354	53,947
135	Compensation Insurance	557	15,483	17,091
136	Unemployment Insurance	1,488	1,026	1,109
137	Staff Training and Conferences	138,409	141,538	153,138
139	Dental Insurance	3,471	3,596	4,130
141	Uniforms and Protective Clothing	4,847	3,300	3,300
142	Food Allowance	2,513	2,200	2,200
	<i>Subtotal</i>	<i>1,051,070</i>	<i>1,021,985</i>	<i>1,143,990</i>
Operating and Maintenance				
210	Office Supplies	47	-	-
215	Audiovisual Materials	24	200	200
216	Reference Books and Materials	142	-	-
217	Dues and Subscriptions	376	850	850
218	Non-Capital Equipment and Furniture	1,504	1,500	1,500
229	Materials and Supplies	32,524	55,275	55,275
243	Non-Capital Computer Equipment and Supplies	155	-	-
246	Liability Insurance	2,900	2,985	1,746
250	Professional and Contracted Services	5,075	5,000	5,000
261	Telephone Charges	28	-	-
269	Other Services and Charges	3,332	9,400	8,000
273	Fleet Lease - Operating and Maintenance	13,420	16,895	19,374
274	Fleet Lease - Replacement	-	-	12,185
	<i>Subtotal</i>	<i>59,528</i>	<i>92,105</i>	<i>104,130</i>
	SERVICE TOTAL	\$1,110,598	\$1,114,090	\$1,248,120

Information Services Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	2,802,390	2,917,994	3,047,477
Operating and Maintenance	427,904	431,553	480,185
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 3,230,294	\$ 3,349,547	\$ 3,527,662

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:	2014 Budget	2015 Budget	2016 Budget
Communications Center Manager	1.00	1.00	1.00
Communications Shift Supervisor	3.00	3.00	3.00
Communications Specialist	15.00	16.00	15.00
Emergency Comm Tech Systems Specialist	1.00	1.00	1.00
Emergency Comm Tech Systems Administrator	0.00	0.00	1.00
Total	20.00	21.00	21.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	1,005,196	1,147,105	1,235,351
112	Wages - Temporary	5,126	-	-
114	Skill Based Pay	2,151	1,800	2,700
115	One Time Payment	2,000	1,500	1,500
121	Wages - Overtime	127,422	76,419	79,094
122	Longevity Compensation	1,920	1,980	2,040
123	Leave Expense	31,183	-	-
124	Skill Based Overtime Pay	386	-	-
126	Retirement Health Savings Plan	14,652	10,591	11,115
128	FICA	235	-	-
129	Medicare	13,707	16,662	17,913
131	MOPC	52,043	57,450	61,768
132	Employee Insurance	175,269	186,983	201,362
133	Employee Retirement	69,779	76,983	82,769
134	Police and Fire Retirement	-	-	-
135	Compensation Insurance	2,170	2,697	1,309
136	Unemployment Insurance	3,225	2,299	2,323
137	Staff Training and Conferences	16,695	15,500	15,500
139	Dental Insurance	7,855	8,034	8,647
142	Food Allowance	292	400	400
	<i>Subtotal</i>	<i>1,531,306</i>	<i>1,606,403</i>	<i>1,723,791</i>
Operating and Maintenance				
217	Dues and Subscriptions	442	1,200	1,200
218	Non-Capital Equipment and Furniture	5,402	5,100	5,100
229	Materials and Supplies	1,340	1,850	1,850
232	Building Repair and Maintenance	213	700	700
240	Equipment Repair and Maintenance	5,886	7,000	7,000
245	Mileage Allowance	89	200	200
246	Liability Insurance	3,841	4,054	2,124
262	Radio Repair and Maintenance	480	500	500
263	Postage	1	-	-
269	Other Services and Charges	1,493	2,000	2,000
273	Fleet Lease - Operating and Maintenance	-	-	330
	<i>Subtotal</i>	<i>19,188</i>	<i>22,604</i>	<i>21,004</i>
	SERVICE TOTAL	\$1,550,493	\$1,629,007	\$1,744,795

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:	2014 Budget	2015 Budget	2016 Budget
Public Safety Info/Technology Manager	1.00	1.00	1.00
Mobile Data Communications Specialist	2.00	2.00	2.00
PS IT Application Support Analyst	0.00	0.00	1.00
Total	3.00	3.00	4.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	196,759	203,670	263,472
115	One Time Payment	1,328	1,500	768
121	Wages - Overtime	12,724	12,000	12,360
123	Leave Expense	5,966	-	-
126	Retirement Health Savings Plan	2,081	1,200	1,600
129	Medicare	2,992	2,953	3,820
131	MOPC	10,075	10,184	13,173
132	Employee Insurance	32,528	33,198	42,947
133	Employee Retirement	13,500	13,646	17,653
135	Compensation Insurance	173	154	167
136	Unemployment Insurance	599	407	496
139	Dental Insurance	1,397	1,426	1,845
142	Food Allowance	62	-	-
	<i>Subtotal</i>	<i>280,184</i>	<i>280,338</i>	<i>358,301</i>
Operating and Maintenance				
217	Dues and Subscriptions	603	600	600
218	Non-Capital Equipment and Furniture	1,274	600	600
229	Materials and Supplies	308	425	425
240	Equipment Repair and Maintenance	115,371	112,500	134,844
243	Non-Capital Computer Equipment and Supplies	13,113	30,500	30,500
246	Liability Insurance	873	897	632
250	Professional and Contracted Services	2,378	3,000	3,000
269	Other Services and Charges	122	-	-
273	Fleet Lease - Operating and Maintenance	2,519	1,219	1,855
	<i>Subtotal</i>	<i>136,562</i>	<i>149,741</i>	<i>172,456</i>
	SERVICE TOTAL	\$416,746	\$430,079	\$530,757

Service: **Public Safety Information Services**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

Through its various sections, units and programs, 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, including community prevention and education efforts and recruiting volunteers needed throughout the department. This division also is responsible for creating and managing personnel orders, liaison and collateral assignment lists, organizational charts and employee status forms; managing the department’s Smart Device program; and the general oversight, administration and tracking of the department’s 50 budget services.

SERVICE: Public Safety Information Services

Budgeted Positions:	2014 Budget	2015 Budget	2016 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	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	182,265	180,972	180,973
115 One Time Payment	2,000	3,000	3,000
121 Wages - Overtime	537	750	773
122 Longevity Compensation	2,220	2,280	2,340
123 Leave Expense	1,294	-	-
126 Retirement Health Savings Plan	2,038	800	800
129 Medicare	678	758	758
131 MOPC	2,623	2,613	2,613
132 Employee Insurance	29,498	29,498	29,498
133 Employee Retirement	3,515	3,501	3,501
134 Police and Fire Retirement	13,143	12,871	12,871
135 Compensation Insurance	415	459	3,441
136 Unemployment Insurance	543	362	340
139 Dental Insurance	1,267	1,267	1,267
141 Uniforms and Protective Clothing	664	1,000	1,000
142 Food Allowance	339	250	250
<i>Subtotal</i>	<i>243,037</i>	<i>240,381</i>	<i>243,425</i>
Operating and Maintenance			
210 Office Supplies	3,866	5,775	5,775
216 Reference Books and Materials	307	1,525	1,525
217 Dues and Subscriptions	158	250	750
218 Non-Capital Equipment and Furniture	1,112	1,000	1,000
229 Materials and Supplies	(370)	1,000	1,000
230 Printing and Copier Supplies	5,780	6,500	6,500
240 Equipment Repair and Maintenance	229	250	250
246 Liability Insurance	1,512	1,086	716
249 Operating Leases and Rentals	22,801	24,850	24,850
250 Professional and Contracted Services	-	1,000	1,000
261 Telephone Charges	183,565	160,871	160,871
264 Printing and Copying	4,104	6,100	6,100
269 Other Services and Charges	-	500	-
273 Fleet Lease - Operating and Maintenance	5,798	6,896	19,264
<i>Subtotal</i>	<i>228,862</i>	<i>217,603</i>	<i>229,601</i>
SERVICE TOTAL	\$471,899	\$457,984	\$473,026

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 safety and educational programs and presentations to the public either directly or working through other divisions, sections and units. Safety and educational materials are disseminated via brochures, flyers, classroom and public presentations, and print/social media. Outreach efforts include, but are not limited to, Neighborhood Watch; fire and life safety presentations and education to schools, businesses, and retirement facilities; a smoke alarm campaign; the Juvenile Firesetter Intervention Program; Citizen Police and Fire Academies; 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:	2014 Budget	2015 Budget	2016 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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	103,414	100,766	100,716
112	Wages - Temporary	-	14,000	14,000
115	One Time Payment	1,000	1,500	1,500
121	Wages - Overtime	2,923	5,620	5,789
123	Leave Expense	3,267	-	-
124	Skill Based Pay	160	-	-
126	Retirement Health Savings Plan	400	600	600
128	FICA	-	868	868
129	Medicare	1,342	1,664	1,664
131	MOPC	5,334	5,038	5,036
132	Employee Insurance	16,258	16,424	16,416
133	Employee Retirement	7,148	6,751	6,748
135	Compensation Insurance	98	87	93
136	Unemployment Insurance	299	201	189
139	Dental Insurance	698	705	705
142	Food Allowance	459	1,125	1,125
	<i>Subtotal</i>	<i>142,799</i>	<i>155,349</i>	<i>155,449</i>
Operating and Maintenance				
214	Pamphlets and Documents	8	500	500
217	Dues and Subscriptions	475	75	75
218	Non-Capital Equipment and Furniture	612	700	6,200
229	Materials and Supplies	9,203	8,600	3,100
240	Equipment Repair and Maintenance	5	400	400
246	Liability Insurance	1,191	1,233	599
269	Other Services and Charges	-	300	300
273	Fleet Lease - Operating and Maintenance	5,323	8,673	6,180
	<i>Subtotal</i>	<i>16,817</i>	<i>20,481</i>	<i>17,354</i>
	SERVICE TOTAL	\$159,616	\$175,830	\$172,803

Service: **Volunteer Programs**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The various Public Safety Volunteer Programs are administered out of the Public Safety Outreach Unit of the Information Services Division and consist of:

- **S&J Volunteers:** Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice Center complex that can include receptionist duties, administrative functions, investigative assistance, crime and data analysis, and equipment and vehicle maintenance. In addition, they often provide assistance and support with a variety of special projects and special events.
- **Citizen Volunteer Patrol (CVP):** CVP members are highly trained, uniformed volunteers who patrol Longmont in specially marked and unmarked cars. They serve as additional “eyes and ears” for the Patrol Operations Section. Duties include neighborhood patrol, park patrol, business patrol, downtown patrol, surveillance details, and traffic control.
- **Student Intern Officers (SIO):** SIOs typically are criminal justice majors from area colleges and universities who wish to participate in an internship in order to experience municipal law enforcement. If accepted into the program, they are provided with over 40 hours of training and then become short-term, uniformed volunteers. SIOs provide direct assistance to their assigned mentors (patrol officers, detectives, school resource officers, etc.) while learning the profession and considering a career in law enforcement. Some of the department’s officers are past graduates of the SIO program.
- **Explorers:** The Explorer program is a law enforcement orientation program sponsored by the Police Services Division under the auspices of Exploring Learning for Life. It prepares young people ages 16 to 21 to become mature, responsible and caring adults and provides them with opportunities to contribute to their community while exploring a prospective career. Explorers are trained, uniformed volunteers who provide assistance and support throughout the department while gaining practical experience in law enforcement. The program has a rank structure that provides opportunities for Explorers to take on leadership roles.
- **Front Range Chaplains:** Chaplains are a dedicated group of clergy who provide assistance and support to the Public Safety departments and to community members who are victims of crime or tragedy, either on site at emergency scenes or through one-to-one counseling.
- **Fire Corps Volunteers:** These volunteers provide support services to the Fire Services Division that can include the Business Self Inspection Program, Hazmat Team support, the smoke alarm community campaign, car seat installation, and administrative support. These volunteer positions often provide assistance and support with a variety of special projects and events.
- **Community Emergency Response Team (CERT):** Team members provide nonemergency public safety assistance through disaster mitigation activities, support for emergency planning (neighborhoods, schools, community), emergency preparedness, fire safety, terrorism awareness, and home/safety prevention assistance to others (winterizing homes, fire safety actions, crime prevention steps, etc.). All team members are trained to take care of themselves and to help others in their communities until first responders arrive. Some team members go out into the community to teach disaster preparedness and how to survive hazards.

Service: Volunteer Programs**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
137 Staff Training and Conferences	1,000	1,000	1,000
142 Food Allowance	2,251	2,700	2,700
<i>Subtotal</i>	<i>3,251</i>	<i>3,700</i>	<i>3,700</i>
Operating and Maintenance			
217 Dues and Subscriptions	70	70	70
229 Materials and Supplies	1,140	1,030	1,030
246 Liability Insurance	-	1,006	1,083
273 Fleet Lease - Operating and Maintenance	14,648	11,699	12,204
274 Fleet Lease - Replacement	-	-	18,988
<i>Subtotal</i>	<i>15,858</i>	<i>13,805</i>	<i>33,375</i>
SERVICE TOTAL	\$19,108	\$17,505	\$37,075

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

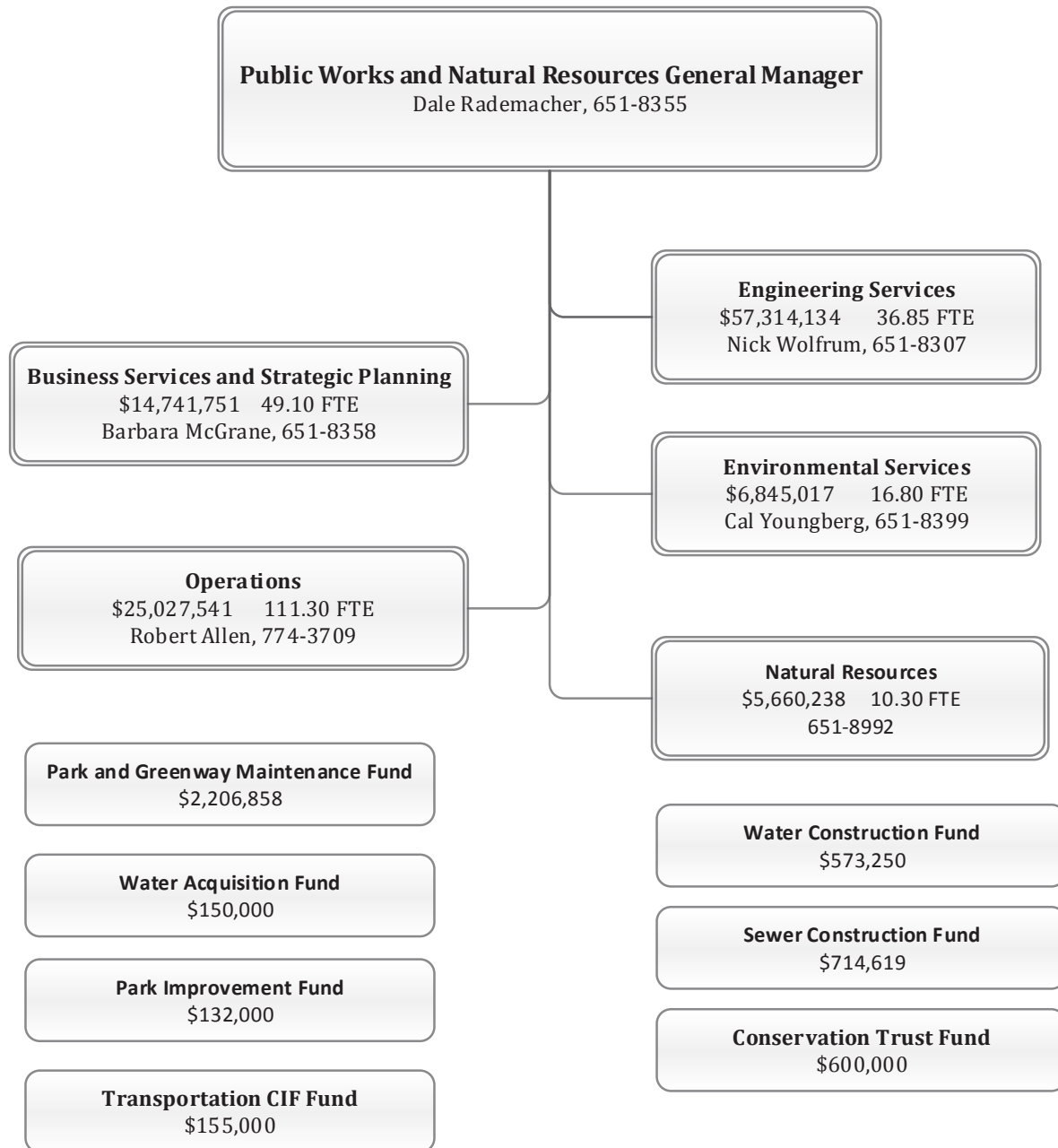
Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Records Supervisor	1.00	1.00	1.00
Senior Police Services Technician	3.00	3.00	3.00
Police Services Technician	6.00	6.00	5.00
Total	10.00	10.00	9.00

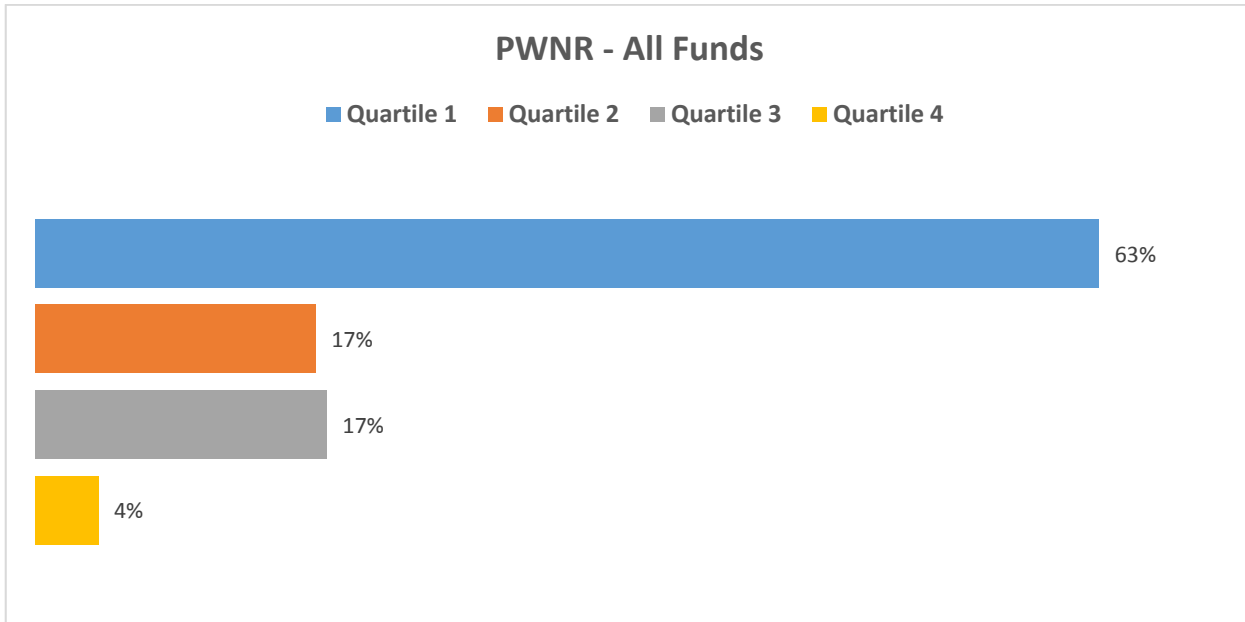
Service: Public Safety Records Unit**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	432,952	457,155	417,431
112	Wages - Temporary	12,868	16,050	1,723
114	Skill Based Pay	1,168	1,200	-
115	One Time Payment	1,000	1,500	-
121	Wages - Overtime	8,709	11,000	11,330
123	Leave Expense	8,615	-	-
124	Skill Based Overtime Pay	6	-	-
126	Retirement Health Savings Plan	5,141	4,314	3,972
128	FICA	804	995	995
129	Medicare	5,639	6,876	6,286
131	MOPC	22,035	22,918	20,871
132	Employee Insurance	68,201	74,516	68,042
133	Employee Retirement	29,526	30,708	27,968
135	Compensation Insurance	364	365	375
136	Unemployment Insurance	1,255	913	785
139	Dental Insurance	2,929	3,202	2,922
141	Uniforms and Protective Clothing	445	-	-
142	Food Allowance	156	111	111
	<i>Subtotal</i>	<i>601,813</i>	<i>631,823</i>	<i>562,811</i>
Operating and Maintenance				
217	Dues and Subscriptions	165	200	200
218	Non-Capital Equipment and Furniture	4,461	1,000	1,000
229	Materials and Supplies	25	300	300
245	Mileage Allowance	-	100	100
246	Liability Insurance	2,118	1,719	795
250	Professional and Contracted Services	3,850	4,000	4,000
	<i>Subtotal</i>	<i>10,618</i>	<i>7,319</i>	<i>6,395</i>
	SERVICE TOTAL	\$612,431	\$639,142	\$569,206

Public Works and Natural Resources Department

\$114,120,408 224.35 FTE





Quartile percent represent % of total non-capital budget for this department

Department Programs

- Quartile 1**
- Asphalt & Concrete Pavement Maintenance & Repair
 - Assets Management Planning
 - Biosolids Management
 - Button Rock Dam and Raw Water Regulating
 - CIP Development
 - Construction Inspection of Public Improvements for CIP Projects
 - Construction Inspection of Public Improvements for Development
 - Develop and manage the City's Annual Water Supply and Drought Management Plan
 - Develop CIP
 - Development Acceptance of Public Improvements
 - Development Review
 - Ditch Maintenance
 - Drainage and Culvert Maintenance

- Quartile 2**
- Boat Inspection
 - Button Rock Preserve recreation management
 - Closed Landfill operations
 - Collection and Disposal of Trash from Parks
 - Cost of Service Studies and Rate and Impact Fee Development
 - Crack Sealing
 - Curbside Recycle Collection
 - Curbside Trash Collection
 - Customer Contact Center
 - Develop, update and manage system Master Planning Efforts
 - Development Acceptance of Public Improvements
 - Forestry - Integrated Pest Management
 - Forestry - Safety, Risk and Code Enforcement

- Quartile 3**
- Asset Management
 - Bridge Project Planning & Management
 - Budgeting - Public Works & Natural Resources
 - Button Rock Coordination (community relations an outside agency relations)
 - Button Rock Forest Stewardship
 - Button Rock Preserve maintenance
 - City Facility Disposal Services
 - City Produced Special Events
 - Computer Modeling & Monitoring
 - Contractor Management
 - Curbside leaf and limb program
 - Customer Billing Assistance for Water, Sewer, Storm Drainage, Trash, Parks

- Quartile 4**
- Airport Lighting
 - Assist members of the public on raw water system and water rights inquiries
 - Christmas Tree Disposal
 - City Produced Special Events
 - Downtown Services
 - Grounds & Buildings
 - Labor Tracking
 - Legislative Tracking
 - Oil and Gas Coordination
 - Private Special Events
 - Records Management
 - RTD EcoPass Program
 - Serve as City's Liaison to outside agencies
 - Surveying/GPS Management
 - Underdrain Permitting
 - Union Reservoir Lease Management
 - Lease of Employee Parking Downtown

Public Works and Natural Resources Programs Continued

Quartile 1 Cont.

- Flood Plain Management and Permitting
- General Land Management
- Guardrail and Handrail Maintenance
- Industrial pretreatment
- Inspections/Condition Assessments of Street infrastructure
- Instrumentation
- Land Development & Infrastructure Permits Review
- Long Line Striping
- Maintenance of Design Standards
- Manage large scale future water supply projects
- Master Planning Utilities
- Park Planning and Development and Improvement
- Potable Water Service
- Project Management of Capital Projects
- Project Management of Public Improvement Construction for Developments
- Raw Water System Administration
- Raw Water System Operations
- Regulatory compliance-drinking water
- Regulatory compliance-stormwater
- Regulatory compliance-wastewater
- Residuals Management
- Right of Way Trimming/Line of Sight

Quartile 1 Cont.

- Sewer Collection and Wastewater Treatment
- Short Line Markings
- Snow Removal
- Stormwater management permits
- Stormwater Operations & Maintenance
- Street Sign Maintenance
- Street Sweeping
- Underground Utility Locates
- Union Reservoir Grounds Maintenance
- Water quality laboratory
- Water Rights Administration
- Watershed sampling
- Winter Storm Operations
- Facility Predictive Maintenance/CIP Identification & Management
- Facility Repair Services/Facility Analysis
- Utilities

Quartile 2 Cont.

- Fully Landscaped Arterials & Secondary Greenway Maintenance
- Household Hazardous Waste Program
- Irrigation
- Land Acquisition
- Maintenance, Repair and Preparation of Sport Fields, Courts, Playgrounds
- Park Facility Maintenance and Repair
- Park Mowing
- Pavement Maint. - Maintain & Repair Alleys
- Primary Greenways, District Parks, Native-Dryland ROW Area Maintenance
- Proactive Public Information, Education and Marketing
- Ranger Patrol
- Regulatory compliance-air quality
- Road Maintenance Intergovernmental Agreements
- Sidewalk, Curb and Gutter Repair/Maintenance
- Sign Installation
- Sign Manufacturing
- Signs and Pavement Markings
- Snow Removal
- Stormwater management permits
- Sustainability
- Traffic Control
- Traffic Signal Timing, Operation and Maintenance
- Tree Maintenance and Tree Planting

Quartile 3 Cont.

- Database, Application and Reporting Management for Hansen, Geoknx and AVL Systems
- Dumpster Rental Program
- Engineering Support for Operations - Streets
- Engineering Support for Operations - Utilities
- Financial Monitoring and Analysis
- General Lease Management
- GIS Development, Mapping, Routing and Field Services
- Graffiti Vandalism
- Hard to Recycle Events (Three Annual)
- Household Hazardous Waste Program
- Illegal Trash Pick Up
- Inspection of Work for Right-of-Way Permits
- Land Use, Utilities, and Floodplain Customer Service
- Landscape Maintenance
- Large Item Pickup Program
- Manage City property acquired as part of the Raw Water System
- Mosquito Control
- Muni Irrigation & Irrigation Maintenance
- Municipal Facility Grounds Maintenance
- Neighborhood Traffic Mitigation Program (NTMP)
- No Charge Collection Events for Community Services

Public Works and Natural Resources Programs Continued

Quartile 2 Cont.

- Union Reservoir Swim Beach
- Waste Diversion Center Operations
- Water Rights Accounting
- Water Rights Administration
- Weed Control
- City Wide Building Safety
- Facility Predictive Maintenance/CIP Identification & Management
- Facility Proactive Maintenance & Analysis/CIP Identification & Management
- Facility Repair Services/Facility Analysis

Quartile 3 Cont.

- Oil and Gas Coordination
- Outreach & Education Programs
- Park Turf Care
- Parking Lot Maintenance & Rehabilitation
- Parks Irrigation & Irrigation Maintenance
- Parks Responses to Customer Inquiries
- Pavement Maint. - Grade Gravel Streets
- Pavement Management Plan
- Permit Review and Approval
- Private Special Events
- Proactive Public Information, Education and Marketing
- PWRN Technology Deployment and Asset Analysis & Training
- Raw Water Rental Programs
- Reactive Public Information Media Relations
- Engineering & Construction - Response to Inquiries
- School Safety
- Serve on the Board of Directors for Ditch and Reservoir Companies
- State Access Permits
- Strategic Planning & Efficiency Studies
- Technical support to operations, engineering, natural resources
- Technical Support to other City divisions/departments
- Traffic Safety

Quartile 3 Cont.

- Traffic Signal Upgrades and Installations
- Traffic Studies and Data
- Tree Care & Landscaping
- Tree Contractor Licensing
- Tree Preservation and Protection Support
- Union Reservoir Admissions, Shelter Rental and Camping
- Union Reservoir Lease Management
- Union Reservoir Water Management
- Vegetation Restoration and Monitoring
- Volunteer Management
- Water Conservation Programs
- Wildlife and Fisheries Management
- Regulatory Compliance-Sanitation
- Boards & Commissions Support
- City Wide Building Security
- Custodial Maintenance Services

Public Works and Natural Resources Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	3,602,294	3,998,218	4,186,686
Operating and Maintenance	3,665,116	3,511,914	3,708,390
Non-Operating	-	-	-
Capital	268,215	29,551	30,000
TOTAL	\$ 7,535,625	\$ 7,539,683	\$ 7,925,076

The Public Works and Natural Resources Department includes:

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

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

Parks and Forestry Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	2,314,262	2,589,950	2,714,610
Operating and Maintenance	1,742,589	1,742,073	1,786,452
Non-Operating	-	-	-
Capital	261,597	29,551	-
TOTAL	\$ 4,318,448	\$ 4,361,574	\$ 4,501,062

Parks and Forestry includes nine budget services:

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

Service: **Natural Resources Administration**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Natural Resources Administration

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
PWNR Natural Resources Manager	0.50	0.50	0.50
Executive Assistant	1.00	1.00	0.90
Project Manager II	0.00	0.15	0.15
Total	1.50	1.65	1.55

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

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	103,082	105,456	111,958
115 One Time Payment	1,500	2,250	972
121 Wages - Overtime	31	800	800
123 Leave Expense	2,840	-	-
124 Skill Based Overtime Pay	1	-	-
126 Retirement Health Savings Plan	1,083	600	620
129 Medicare	1,367	1,530	1,721
131 MOPC	5,316	5,273	5,933
132 Employee Insurance	17,189	17,190	19,343
133 Employee Retirement	7,124	7,065	7,951
135 Compensation Insurance	88	77	82
136 Unemployment Insurance	316	210	223
137 Staff Training and Conferences	3,994	3,762	5,862
139 Dental Insurance	738	738	831
141 Uniforms and Protective Clothing	48	-	-
142 Food Allowance	142	500	500
<i>Subtotal</i>	<i>144,859</i>	<i>145,451</i>	<i>156,796</i>
Operating and Maintenance			
210 Office Supplies	1,717	3,400	3,300
216 Reference Books and Materials	-	250	250
217 Dues and Subscriptions	177	478	478
218 Non-Capital Equipment and Furniture	46,512	179	179
229 Materials and Supplies	974	700	1,600
230 Printing and Copier Supplies	351	780	780
232 Building Repair and Maintenance	10	-	-
240 Equipment Repair and Maintenance	2,891	2,940	2,940
241 Grounds Maintenance	100	-	-
243 Non-Capital Computer Equipment and Supplies	661	825	1,150
245 Mileage Allowance	68	100	100
246 Liability Insurance	2,447	365	392
247 Safety Expenses	149	-	-
249 Operating Leases and Rentals	-	1,491	1,491
250 Professional and Contracted Services	2,131	1,166	1,166
252 Advertising and Legal Notices	-	550	550
261 Telephone Charges	692	2,000	1,200
263 Postage	67	600	600
264 Printing and Copying	-	220	220
269 Other Services and Charges	3,257	-	-
273 Fleet Lease - Operating and Maintenance	-	-	2,189
274 Fleet Lease - Replacement	-	-	4,870
<i>Subtotal</i>	<i>62,203</i>	<i>16,044</i>	<i>23,455</i>
Capital Outlay			
440 Machinery and Equipment	-	8,997	-
475 Building and Facility Improvements	248,397	-	-
<i>Subtotal</i>	<i>248,397</i>	<i>8,997</i>	<i>-</i>
SERVICE TOTAL	\$455,459	\$170,492	\$180,251

Service: **Forestry Maintenance**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Forestry Maintenance budget service is a part of the Natural Resources Division. This service maintains and cares for trees on public property, including the rights-of-way, arterials, parks, greenways and retention sites, and around public buildings. Maintenance functions include planting new trees, trimming existing trees, tree removal and stump grinding, emergency storm damage response, insect and disease inspection and control measures, Tree Safety Inspection Program (TSIP), code inspections, and responding to requested maintenance needs. The Forestry Service also coordinates and monitors contracted tree maintenance services, conducts public education programs, and responds to tree questions and concerns.

SERVICE: Forestry Maintenance

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
City Forester	1.00	1.00	1.00
Senior Arborist Technician	1.00	1.00	1.00
Arborist Technician II	0.25	0.25	0.25
Total	2.25	2.25	2.25

Service: Forestry Maintenance**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	136,876	139,773	140,915
112 Wages - Temporary	61,882	71,600	113,669
115 One Time Payment	1,184	3,249	2,232
121 Wages - Overtime	320	1,000	1,000
122 Longevity Compensation	1,860	-	-
123 Leave Expense	4,422	-	-
126 Retirement Health Savings Plan	900	900	900
128 FICA	3,878	4,439	7,047
129 Medicare	1,758	2,015	2,642
131 MOPC	7,010	6,988	7,046
132 Employee Insurance	22,790	22,784	22,970
133 Employee Retirement	9,393	9,364	9,441
135 Compensation Insurance	4,575	4,209	3,611
136 Unemployment Insurance	419	279	265
139 Dental Insurance	979	979	986
141 Uniforms and Protective Clothing	901	480	610
142 Food Allowance	137	100	150
<i>Subtotal</i>	<i>259,282</i>	<i>268,159</i>	<i>313,484</i>
Operating and Maintenance			
210 Office Supplies	140	-	-
216 Reference Books and Materials	40	150	150
217 Dues and Subscriptions	643	846	856
218 Non-Capital Equipment and Furniture	5,192	4,000	4,000
222 Chemicals	1,799	3,000	3,000
229 Materials and Supplies	328	-	-
240 Equipment Repair and Maintenance	1,363	2,000	2,000
241 Grounds Maintenance	17,905	38,750	20,000
243 Non-Capital Computer Equipment and Supplies	-	2,500	-
246 Liability Insurance	27,650	25,864	21,221
247 Safety Expenses	863	1,000	1,000
250 Professional and Contracted Services	128,619	208,368	159,381
261 Telephone Charges	1,344	1,140	1,668
263 Postage	8	-	-
264 Printing and Copying	735	500	500
273 Fleet Lease - Operating and Maintenance	45,450	46,125	59,083
274 Fleet Lease - Replacement	54,010	54,010	39,365
<i>Subtotal</i>	<i>286,088</i>	<i>388,253</i>	<i>312,224</i>
SERVICE TOTAL	\$545,370	\$656,412	\$625,708

Service: **Municipal Grounds Maintenance**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Municipal Grounds Maintenance

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Parks Supervisor	0.25	0.25	0.25
Senior Grounds Maintenance Technician	3.30	3.30	3.30
Project Manager	0.50	0.00	0.00
Total	4.05	3.55	3.55

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	153,114	178,511	179,772
112	Wages - Temporary	-	225	225
114	Skill Based Pay	846	-	225
115	One Time Payment	2,567	3,825	3,525
121	Wages - Overtime	2,559	-	-
122	Longevity Compensation	840	870	900
123	Leave Expense	5,835	-	-
124	Skill Based Overtime Pay	33	-	-
126	Retirement Health Savings Plan	1,220	1,420	1,420
128	FICA	-	14	14
129	Medicare	2,072	2,592	2,613
131	MOPC	8,360	8,926	8,999
132	Employee Insurance	35,064	29,096	29,301
133	Employee Retirement	11,203	11,960	12,059
135	Compensation Insurance	2,936	2,711	3,039
136	Unemployment Insurance	645	357	338
139	Dental Insurance	1,506	1,250	1,258
	<i>Subtotal</i>	<i>228,800</i>	<i>241,757</i>	<i>243,688</i>
Operating and Maintenance				
222	Chemicals	392	1,500	1,500
229	Materials and Supplies	-	300	300
232	Building Repair and Maintenance	-	100	100
240	Equipment Repair and Maintenance	-	50	50
246	Liability Insurance	2,798	2,048	1,236
247	Safety Expenses	40	-	-
250	Professional and Contracted Services	32,510	20,427	21,068
273	Fleet Lease - Operating and Maintenance	4,308	9,494	3,461
274	Fleet Lease - Replacement	10,923	15,968	6,824
	<i>Subtotal</i>	<i>50,970</i>	<i>49,887</i>	<i>34,539</i>
	SERVICE TOTAL	\$279,770	\$291,644	\$278,227

Service: Parks Development and Improvement

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

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

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

SERVICE: Parks Development and Improvement

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Parks and Open Space Project Manager	1.00	0.00	0.00
Sr Project Manager	0.00	1.00	1.60
Project Manager	0.50	0.50	0.00
Total	1.50	1.50	1.60

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	87,800	119,118	140,544
112	Wages - Temporary	7,740	32,000	34,000
115	One Time Payment	1,500	2,250	-
123	Leave Expense	1,632	-	-
126	Retirement Health Savings Plan	13,545	600	640
128	FICA	472	1,984	-
129	Medicare	1,207	2,192	2,038
131	MOPC	4,425	5,956	7,027
132	Employee Insurance	19,416	19,417	22,909
133	Employee Retirement	5,929	7,981	9,416
135	Compensation Insurance	98	87	494
136	Unemployment Insurance	357	238	264
139	Dental Insurance	834	834	984
142	Food Allowance	179	430	400
	<i>Subtotal</i>	<i>145,135</i>	<i>193,087</i>	<i>218,716</i>
Operating and Maintenance				
217	Dues and Subscriptions	85	770	770
218	Non-Capital Equipment and Furniture	-	100	230
229	Materials and Supplies	396	400	500
243	Non-Capital Computer Equipment and Supplies	96	200	950
246	Liability Insurance	581	1,295	950
247	Safety Expenses	-	150	150
261	Telephone Charges	1,158	1,400	850
263	Postage	3	100	200
264	Printing and Copying	-	50	200
273	Fleet Lease - Operating and Maintenance	7,332	884	-
	<i>Subtotal</i>	<i>9,652</i>	<i>5,349</i>	<i>4,800</i>
	SERVICE TOTAL	\$154,787	\$198,436	\$223,516

Service: Parks Maintenance

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Parks Maintenance service is part of the Natural Resources Division. This service maintains 30 City parks within the city limits. Maintenance activities include, but are not limited to, horticultural shrub and floral care, including bed preparation, planting, trimming, and irrigation; and disease and insect spraying. Athletic field maintenance includes game preparation, aeration, fertilization, spraying, weed control, mowing and irrigation. Ditchways and bikeways also are related maintenance activities. Crews remove snow from park and median areas and maintain structures such as restrooms, playgrounds, multipurpose courts, tennis courts, shelters, pumphouses, and special feature amenities such as wheelchair accessible paths, spray grounds, etc. This service includes vandalism and graffiti repair in the City parks.

SERVICE: Parks Maintenance

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Project Manager	0.00	0.50	0.00
Parks Mtce and Solid Waste Ops Manager	0.50	0.50	0.50
Parks Supervisor	1.25	1.25	1.25
Sr Project Manager	0.00	0.00	0.40
Senior Grounds Maintenance Technician	9.50	9.50	9.50
Grounds Maintenance Technician II	1.75	1.75	1.75
Natural Resources Technician	0.85	0.85	0.85
Graffiti Removal Specialist	0.25	0.25	0.25
Administrative Assistant	0.90	0.68	0.68
Total	15.00	15.28	15.18

Service: Parks Maintenance**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	627,699	790,257	803,220
112 Wages - Temporary	70,487	56,280	57,406
114 Skill Based Pay	3,526	1,200	1,875
115 One Time Payment	10,759	15,653	13,999
121 Wages - Overtime	14,357	-	7,500
122 Longevity Compensation	840	870	900
123 Leave Expense	13,411	-	-
124 Skill Based Overtime Pay	157	-	-
126 Retirement Health Savings Plan	6,132	6,200	6,072
128 FICA	4,891	3,489	3,559
129 Medicare	9,235	12,291	12,504
131 MOPC	31,323	39,573	40,255
132 Employee Insurance	121,979	128,812	130,923
133 Employee Retirement	41,924	53,028	53,942
135 Compensation Insurance	23,795	21,885	27,776
136 Unemployment Insurance	2,245	1,579	1,511
137 Staff Training and Conferences	1,694	3,500	8,500
139 Dental Insurance	5,238	5,532	5,623
141 Uniforms and Protective Clothing	5,066	4,000	4,000
142 Food Allowance	343	249	249
<i>Subtotal</i>	<i>995,100</i>	<i>1,144,398</i>	<i>1,179,814</i>
Operating and Maintenance			
210 Office Supplies	2,237	1,000	1,000
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	-	530	530
218 Non-Capital Equipment and Furniture	4,969	750	750
220 Gas and Oil	114	-	-
222 Chemicals	2,855	18,000	18,000
228 Janitorial Supplies	757	3,000	3,000
229 Materials and Supplies	36,556	-	-
232 Building Repair and Maintenance	10,888	-	-
240 Equipment Repair and Maintenance	15,096	6,210	6,210
241 Grounds Maintenance	96,510	45,000	45,000
243 Non-Capital Computer Equipment and Supplies	216	4,500	2,000
246 Liability Insurance	58,237	68,396	63,931
247 Safety Expenses	3,037	5,000	5,000
249 Operating Leases and Rentals	2,643	2,500	2,500
250 Professional and Contracted Services	269,953	314,824	338,681
259 Licenses and Permits	306	-	-
260 Utilities	182	-	-
261 Telephone Charges	4,926	4,400	4,400
263 Postage	26	200	200
264 Printing and Copying	120	500	500
269 Other Services and Charges	9,081	10,500	10,500
273 Fleet Lease - Operating and Maintenance	144,073	135,909	174,377
274 Fleet Lease - Replacement	145,711	174,584	188,240
<i>Subtotal</i>	<i>808,493</i>	<i>795,853</i>	<i>864,869</i>
Capital Outlay			
440 Machinery and Equipment	13,200	16,430	-
<i>Subtotal</i>	<i>13,200</i>	<i>16,430</i>	<i>-</i>
SERVICE TOTAL	\$1,816,793	\$1,956,681	\$2,044,683

Service: **Right-of-way Maintenance**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Parks Maintenance service is part of the Natural Resources Division. This service maintains 30 City parks within the city limits. Maintenance activities include, but are not limited to, horticultural shrub and floral care, including bed preparation, planting, trimming, and irrigation; and disease and insect spraying. Athletic field maintenance includes game preparation, aeration, fertilization, spraying, weed control, mowing and irrigation. Ditchways and bikeways also are related maintenance activities. Crews remove snow from park and median areas and maintain structures such as restrooms, playgrounds, multipurpose courts, tennis courts, shelters, pumphouses, and special feature amenities such as wheels parks, spray grounds, etc. This service includes vandalism and graffiti repair in the City parks.

SERVICE: Right-of-way Maintenance

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Parks Supervisor	0.50	0.50	0.50
Senior Grounds Maintenance Technician	2.00	2.00	2.00
Administrative Assistant	0.10	0.07	0.07
Total	2.60	2.57	2.57

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	130,428	139,332	138,677
112	Wages - Temporary	-	-	10,000
114	Skill Based Pay	8	900	-
115	One Time Payment	1,468	3,750	3,150
121	Wages - Overtime	3,112	-	-
123	Leave Expense	5,978	-	-
126	Retirement Health Savings Plan	1,012	1,040	1,028
129	Medicare	1,728	2,034	2,010
131	MOPC	6,794	7,013	6,934
132	Employee Insurance	22,737	22,711	22,604
133	Employee Retirement	9,103	9,395	9,291
135	Compensation Insurance	6,418	6,320	7,281
136	Unemployment Insurance	418	278	261
139	Dental Insurance	976	975	971
141	Uniforms and Protective Clothing	274	-	-
142	Food Allowance	100	-	-
	<i>Subtotal</i>	<i>190,555</i>	<i>193,748</i>	<i>202,207</i>
Operating and Maintenance				
210	Office Supplies	548	250	250
218	Non-Capital Equipment and Furniture	7	-	-
222	Chemicals	2,661	3,000	3,000
229	Materials and Supplies	7,092	2,950	2,950
232	Building Repair and Maintenance	40	900	900
240	Equipment Repair and Maintenance	1,926	2,920	2,920
241	Grounds Maintenance	13,586	-	-
246	Liability Insurance	17,255	14,857	12,834
247	Safety Expenses	470	-	-
249	Operating Leases and Rentals	-	260	260
250	Professional and Contracted Services	165,639	135,263	158,161
264	Printing and Copying	149	100	100
273	Fleet Lease - Operating and Maintenance	73,139	76,379	91,535
274	Fleet Lease - Replacement	42,925	49,760	57,372
	<i>Subtotal</i>	<i>325,438</i>	<i>286,639</i>	<i>330,282</i>
	SERVICE TOTAL	\$515,993	\$480,387	\$532,489

Service: **Union Reservoir**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Union Reservoir

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Senior Parks Ranger Technician	1.00	1.00	1.00
Parks/Open Space Ranger	0.70	0.70	0.60
Total	1.70	1.70	1.60

Service: Union Reservoir**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	90,826	92,538	86,545
112 Wages - Temporary	66,382	64,107	65,389
115 One Time Payment	1,568	2,550	2,136
121 Wages - Overtime	298	700	700
123 Leave Expense	2,265	-	-
126 Retirement Health Savings Plan	680	680	640
128 FICA	4,144	3,975	4,054
129 Medicare	2,181	2,272	2,202
131 MOPC	4,645	4,627	4,327
132 Employee Insurance	15,084	15,083	14,106
133 Employee Retirement	6,224	6,200	5,799
135 Compensation Insurance	1,802	2,115	2,888
136 Unemployment Insurance	278	185	163
139 Dental Insurance	648	648	606
141 Uniforms and Protective Clothing	918	1,275	1,275
142 Food Allowance	-	140	140
<i>Subtotal</i>	<i>197,942</i>	<i>197,095</i>	<i>190,970</i>
Operating and Maintenance			
210 Office Supplies	1,810	-	-
214 Pamphlets and Documents	244	1	1
218 Non-Capital Equipment and Furniture	2,195	1,250	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	6,186	1,801	1,801
232 Building Repair and Maintenance	516	4,500	4,500
240 Equipment Repair and Maintenance	198	900	900
241 Grounds Maintenance	2,834	7,389	6,889
243 Non-Capital Computer Equipment and Supplies	-	3,992	1,492
246 Liability Insurance	16,111	3,436	3,391
247 Safety Expenses	3,095	2,000	2,500
249 Operating Leases and Rentals	-	1,185	1,185
250 Professional and Contracted Services	10,068	-	-
252 Advertising and Legal Notices	-	50	50
260 Utilities	2,437	-	-
261 Telephone Charges	126	900	900
263 Postage	47	20	20
264 Printing and Copying	2,095	1,900	1,900
269 Other Services and Charges	-	135	135
273 Fleet Lease - Operating and Maintenance	29,894	23,563	25,605
274 Fleet Lease - Replacement	8,014	12,560	12,192
<i>Subtotal</i>	<i>85,871</i>	<i>68,432</i>	<i>67,311</i>
SERVICE TOTAL	\$283,813	\$265,527	\$258,281

Service: **Parks Resources Management**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Parks Resources Management

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Senior Parks Ranger Technician	1.00	1.00	1.00
Natural Resources Specialist	0.00	0.00	0.05
Parks/Open Space Ranger	0.30	0.30	0.30
Total	1.30	1.30	1.35

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	66,773	67,506	70,830
115 One Time Payment	940	1,950	1,761
123 Leave Expense	989	-	-
126 Retirement Health Savings Plan	520	520	540
129 Medicare	840	979	1,026
131 MOPC	3,388	3,376	3,542
132 Employee Insurance	11,004	11,003	11,545
133 Employee Retirement	4,540	4,523	4,746
135 Compensation Insurance	55	49	52
136 Unemployment Insurance	203	135	133
139 Dental Insurance	473	472	496
141 Uniforms and Protective Clothing	180	600	600
<i>Subtotal</i>	<i>89,907</i>	<i>91,113</i>	<i>95,271</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	18	200	200
229 Materials and Miscellaneous Supplies	4,854	600	600
241 Grounds Maintenance	887	5,300	5,300
246 Liability Insurance	286	232	111
247 Safety Expenses	144	-	-
250 Professional and Contracted Services	92,217	92,167	108,242
261 Telephone Charges	342	800	800
269 Other Services and Charges	-	1,269	1,269
<i>Subtotal</i>	<i>98,749</i>	<i>100,568</i>	<i>116,522</i>
SERVICE TOTAL	\$188,656	\$191,681	\$211,793

Service: **Engineering/Survey Technical Services**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
PWNR Technology/GIS Coordinator	0.15	0.15	0.15
Engineering and Survey Tech Supervisor	0.15	0.15	0.15
PWNR Applications Support Analyst	0.00	0.15	0.15
Lead GIS Analyst	0.15	0.15	0.15
Senior GIS/Mapping Technician	0.00	0.15	0.15
GIS/Mapping Technician	0.30	0.15	0.15
Senior Engineering Technician	0.00	0.15	0.15
Engineering Technician	0.45	0.30	0.30
Total	1.20	1.35	1.35

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

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	45,335	85,532	83,990
112 Wages - Temporary	10	-	-
114 Skill Based Pay	25	44	43
115 One Time Payment	176	317	459
121 Wages - Overtime	90	239	233
123 Leave Expense	1,528	-	-
124 Skill Based Overtime Pay	-	-	-
126 Retirement Health Savings Plan	335	530	518
129 Medicare	569	1,241	1,224
131 MOPC	2,312	4,279	4,219
132 Employee Insurance	7,529	13,942	13,748
133 Employee Retirement	2,792	5,733	5,654
135 Compensation Insurance	663	59	65
136 Unemployment Insurance	139	171	159
137 Staff Training and Conferences	857	2,412	2,719
139 Dental Insurance	323	599	590
141 Uniforms and Protective Clothing	-	44	43
<i>Subtotal</i>	62,683	115,142	113,664
Operating and Maintenance			
216 Reference Books and Materials	-	15	14
217 Dues and Subscriptions	895	3,354	3,303
218 Non-Capital Equipment and Furniture	166	726	489
219 Drafting Supplies	133	442	431
229 Materials and Supplies	102	147	144
240 Equipment Repair and Maintenance	11,248	22,383	22,923
243 Non-Capital Computer Equipment and Supplies	1,172	1,107	2,176
246 Liability Insurance	179	312	166
247 Safety Expenses	46	147	144
249 Operating Leases and Rentals	283	-	-
250 Professional and Contracted Services	699	1,591	2,156
261 Telephone Charges	12	257	111
263 Postage	2	-	-
264 Printing and Copying	4	103	72
273 Fleet Lease - Operating and Maintenance	184	464	321
<i>Subtotal</i>	15,125	31,048	32,450
Capital Outlay			
440 Machinery and Equipment	-	4,124	-
<i>Subtotal</i>	-	4,124	-
SERVICE TOTAL	\$77,808	\$150,314	\$146,114

Public Facilities Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	1,288,032	1,408,268	1,472,076
Operating and Maintenance	1,922,527	1,769,841	1,921,938
Non-Operating	-	-	-
Capital	6,618	-	30,000
TOTAL	\$ 3,217,177	\$ 3,178,109	\$ 3,424,014

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

Service: **Facilities Maintenance Services**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

Facilities Maintenance Services provides core building system maintenance and core building system repair services for general City facilities with limited support for specifically funded facilities and outlying locations. Primary duties are within each facility’s envelope and include:

- General core building occupancy
- HVAC and BAS repair and maintenance
- Electrical repair and maintenance
- Plumbing repair and maintenance
- Roof system repair
- Preventive maintenance for core building equipment
- Construction-related repairs
- Access hardware repair
- Contract and project management for core building system maintenance and repairs.

Facilities Maintenance Services also serves as a construction expert liaison for other divisions when remodel projects affect the core building systems of facilities that FMS supports. Additionally, the Facilities Maintenance Services budget includes utilities for general fund sites and a staff parking lot lease.

SERVICE: Facilities Maintenance Services

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Facilities Maintenance Supervisor	1.00	1.00	0.00
Facilities Manager	0.00	0.00	1.00
Lead Facilities Maint Tech	0.00	0.00	1.00
Facilities Maintenance Tech II	5.00	5.00	4.00
Total	6.00	6.00	6.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	284,824	293,780	345,052
115	One Time Payment	2,768	6,524	792
121	Wages - Overtime	16,420	19,797	22,463
123	Leave Expense	7,619	-	-
126	Retirement Health Savings Plan	3,495	2,400	2,400
129	Medicare	3,973	4,260	5,002
131	MOPC	14,596	14,691	17,252
132	Employee Insurance	47,013	47,888	56,242
133	Employee Retirement	19,559	19,681	23,117
135	Compensation Insurance	4,291	4,871	5,817
136	Unemployment Insurance	865	590	649
137	Staff Training and Conferences	7,055	2,400	2,400
139	Dental Insurance	2,019	2,055	2,415
141	Uniforms and Protective Clothing	361	1,200	1,800
142	Food Allowance	405	-	-
	<i>Subtotal</i>	<i>415,263</i>	<i>420,137</i>	<i>485,401</i>
Operating and Maintenance				
210	Office Supplies	411	546	568
217	Dues and Subscriptions	368	368	368
218	Non-Capital Equipment and Furniture	3,255	5,800	5,800
223	Photographic and Lab Supplies	(200)	-	-
228	Janitorial Supplies	25	-	-
229	Materials and Supplies	6,110	5,417	4,889
232	Building Repair and Maintenance	56,616	58,284	57,540
233	Facility Repair and Maintenance	61,579	30,000	60,000
240	Equipment Repair and Maintenance	12,483	27,336	30,293
243	Non-Capital Computer Equipment and Supplies	5,314	-	-
246	Liability Insurance	17,756	19,834	8,243
247	Safety Expenses	339	1,175	1,325
248	Lease Purchase Installment	247,034	255,000	255,000
249	Operating Leases and Rentals	23,014	21,190	22,786
250	Professional and Contracted Services	264,562	203,979	205,329
260	Utilities	657,228	711,359	711,359
261	Telephone Charges	3,256	4,824	4,824
273	Fleet Lease - Operating and Maintenance	17,721	17,679	19,462
274	Fleet Lease - Replacement	-	-	20,622
	<i>Subtotal</i>	<i>1,376,871</i>	<i>1,362,791</i>	<i>1,408,408</i>
	SERVICE TOTAL	\$1,792,134	\$1,782,928	\$1,893,809

Service: **Facilities Operations Services**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Facilities Operations Services

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Facilities Operations Supervisor	1.00	1.00	0.00
Project Manager II	0.00	0.00	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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	589,948	691,050	692,401
114	Skill Based Pay	3,034	3,000	3,000
115	One Time Payment	8,213	23,591	21,996
121	Wages - Overtime	32,600	24,000	24,000
122	Longevity Compensation	1,680	1,740	1,800
123	Leave Expense	15,897	-	-
124	Skill Based Overtime Pay	288	-	-
126	Retirement Health Savings Plan	9,319	7,900	7,900
129	Medicare	7,602	10,066	10,085
131	MOPC	30,145	34,706	34,770
132	Employee Insurance	113,223	112,644	112,864
133	Employee Retirement	40,394	46,501	46,590
135	Compensation Insurance	13,480	24,214	22,620
136	Unemployment Insurance	2,084	1,384	1,302
137	Staff Training and Conferences	-	500	500
139	Dental Insurance	4,862	4,835	4,847
141	Uniforms and Protective Clothing	-	2,000	2,000
	<i>Subtotal</i>	<i>872,768</i>	<i>988,131</i>	<i>986,675</i>
Operating and Maintenance				
210	Office Supplies	857	500	500
217	Dues and Subscriptions	326	370	370
218	Non-Capital Equipment and Furniture	14,566	16,000	17,100
228	Janitorial Supplies	95,115	100,000	100,000
229	Materials and Supplies	8,103	11,000	11,000
232	Building Repair and Maintenance	29,572	14,773	14,773
240	Equipment Repair and Maintenance	14,112	10,000	10,000
243	Non-Capital Computer Equipment and Supplies	120	-	-
246	Liability Insurance	5,294	5,053	1,329
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	370,740	244,096	353,096
261	Telephone Charges	3,744	3,200	3,200
263	Postage	44	-	-
264	Printing and Copying	1,439	-	-
273	Fleet Lease - Operating and Maintenance	1,623	1,558	1,662
	<i>Subtotal</i>	<i>545,656</i>	<i>407,050</i>	<i>513,530</i>
Capital Outlay				
440	Machinery and Equipment	6,618	-	30,000
	<i>Subtotal</i>	<i>6,618</i>	<i>-</i>	<i>30,000</i>
	SERVICE TOTAL	\$1,425,043	\$1,395,181	\$1,530,205

PUBLIC SAFETY FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	4,623,343	4,641,178	5,039,648
Operating and Maintenance	1,340,282	1,486,614	1,417,489
Non-Operating	2,751	9,809	2,057
Capital	208,460	524,585	50,940
TOTAL	\$ 6,174,836	\$ 6,662,186	\$ 6,510,134

This fund tracks resources from the Public Safety Tax, which was approved by voters in November 2006. It adds additional resources to the Department of Public Safety; Children, Youth and Families; and Community and Neighborhood Resources.

PUBLIC SAFETY FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 1,748,623	\$ 1,976,582	\$ 1,111,531
Committed Working Capital	-	171,550	-
SOURCES OF FUNDS			
REVENUES			
Taxes	5,583,826	5,623,357	6,006,613
Intergovernmental revenue	619,035	276,975	271,413
Charges for Service	75,708	57,750	50,000
Interest	12,375	10,603	12,929
Miscellaneous	100,473	-	-
Adjustment for GAAP Revenue	11,378	-	-
TOTAL FUNDS	6,402,795	5,968,685	6,340,955
EXPENDITURES			
Personal Services	4,623,343	4,641,178	5,039,648
Operating and Maintenance	1,340,282	1,486,614	1,417,489
Non- Operating	2,751	9,809	2,057
Capital	208,460	524,585	50,940
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENDITURES	6,174,836	6,662,186	6,510,134
ENDING WORKING CAPITAL	1,976,582	1,111,531	942,352
CONTRIBUTION TO/(FROM) RESERVES	\$ 227,959	\$ (693,501)	\$ (169,179)

Public Safety Administration Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	226,740	151,649	259,265
Operating and Maintenance	91,092	61,645	55,286
Non-Operating	2,751	9,809	2,057
Capital	38,679	333,200	-
TOTAL	\$ 359,262	\$ 556,303	\$ 316,608

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

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

- Public Safety Chief – Office of Emergency Management
- Fire Services Division – Suppression, HazMat Team, Wildland Team
- Police Services Division – Patrol Operations Section, Special Operations Section, Gang & Crime Suppression Unit, School Resource Officer Unit, Traffic Unit, SWAT Team, Detective Operations Section, Special Enforcement Unit, Victim Services Unit
- Support Services Division – Training & Personnel Unit, Firing Range
- Information Services Division – Emergency Communications Center, Information & Technology, Public Safety Outreach, and Public Safety Volunteer Programs.

Service: **Public Safety Chief**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

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

		2014 Actual	2015 Budget	2016 Budget
Personal Services				
111	Salaries and Wages	(22)	-	5,093
123	Leave Expense	-	13,000	15,000
137	Staff Training and Conferences	27	-	-
	<i>Subtotal</i>	5	13,000	20,093
Operating and Maintenance				
250	Professional and Contracted Services	33,950	20,000	20,000
263	Postage	20	-	-
	<i>Subtotal</i>	33,970	20,000	20,000
Non-Operating Expense				
970	Transfers to Other Funds	2,751	9,809	2,057
	<i>Subtotal</i>	2,751	9,809	2,057
Capital Outlay				
471	Land	-	333,200	-
	<i>Subtotal</i>	-	333,200	-
	SERVICE TOTAL	\$36,726	\$376,009	\$42,150

Service: **Office of Emergency Management**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Office of Emergency Management

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Assistant to Public Safety Chief	1.00	1.00	1.00
Total	1.00	1.00	1.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	171,690	98,172	98,508
112	Wages - Temporary	1,745	-	85,000
115	One Time Payment	1,000	1,500	1,164
121	Wages - Overtime	7,010	6,706	6,907
123	Leave Expense	1,888	-	-
126	Retirement Health Savings Plan	406	400	400
129	Medicare	2,097	1,423	1,428
131	MOPC	8,525	4,909	4,925
132	Employee Insurance	16,002	16,002	16,057
133	Employee Retirement	11,423	6,578	6,600
135	Compensation Insurance	86	76	15,308
136	Unemployment Insurance	295	196	185
137	Staff Training and Conferences	3,880	2,000	2,000
139	Dental Insurance	687	687	690
	<i>Subtotal</i>	<i>226,735</i>	<i>138,649</i>	<i>239,172</i>
Operating and Maintenance				
210	Office Supplies	535	-	-
217	Dues and Subscriptions	-	4,000	-
218	Non-Capital Equipment and Furniture	2,401	-	-
229	Materials and Supplies	2,277	2,500	2,500
240	Equipment Repair and Maintenance	1,599	26,400	24,400
243	Non-Capital Computer Equipment and Supplies	23,514	3,000	3,000
245	Mileage Allowance	48	-	-
246	Liability Insurance	536	552	570
247	Safety Expenses	388	-	-
249	Operating Leases and Rentals	10,103	-	-
250	Professional Contracted Services	2,091	-	-
252	Legal Notices and Advertising	175	-	-
260	Utilities	1,644	-	-
261	Telephone Charges	907	-	-
262	Radio Repair and Maintenance	60	-	-
263	Postage	83	-	-
264	Printing and Copying	460	2,000	-
269	Other Services and Charges	1,705	-	-
273	Fleet Lease - Operating and Maintenance	4,617	3,193	4,816
274	Fleet Lease - Replacement	3,979	-	-
	<i>Subtotal</i>	<i>57,122</i>	<i>41,645</i>	<i>35,286</i>
Capital Outlay				
432	Vehicles	27,055	-	-
440	Machinery and Equipment	11,624	-	-
	<i>Subtotal</i>	<i>38,679</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$322,536	\$180,294	\$274,458

Fire Services Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	1,257,515	1,206,773	1,299,906
Operating and Maintenance	553,080	611,218	611,568
Non-Operating	-	-	-
Capital	5,918	36,000	45,550
TOTAL	\$ 1,816,514	\$ 1,853,991	\$ 1,957,024

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

Service: Fire Suppression

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

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

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

SERVICE: Fire Suppression

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	2.00
Firefighter/Engineer/Paramedic	2.00	2.00	1.00
Firefighter/Paramedic	2.00	2.00	1.00
Firefighter/Engineer	1.00	1.00	2.00
Firefighter	3.00	3.00	4.00
Total	11.00	11.00	11.00

Service: Fire Suppression**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	784,297	823,320	893,917
114 Skill Based Pay	4,819	1,200	1,200
121 Wages - Overtime	84,893	35,062	36,114
123 Leave Expense	29,913	-	-
124 Skill Based Overtime Pay	1,098	-	-
126 Retirement Health Savings Plan	10,790	8,233	8,951
127 FPPA Death and Disability	9,909	9,626	10,542
129 Medicare	12,073	11,956	12,979
131 MOPC	-	60	-
132 Employee Insurance	131,803	134,202	145,709
133 Employee Retirement	-	80	120
134 Police and Fire Retirement	83,550	82,331	89,392
135 Compensation Insurance	31,116	34,192	34,644
136 Unemployment Insurance	2,426	1,647	1,681
139 Dental Insurance	5,660	5,764	6,257
141 Uniforms and Protective Clothing	64,864	57,400	57,400
142 Food Allowance	306	1,700	1,000
<i>Subtotal</i>	<i>1,257,515</i>	<i>1,206,773</i>	<i>1,299,906</i>
Operating and Maintenance			
210 Office Supplies	10	2,000	-
217 Dues and Subscriptions	-	2,500	-
218 Non-Capital Equipment and Furniture	21,294	32,140	15,000
228 Janitorial Supplies	4,814	4,250	14,450
229 Materials and Supplies	11,912	5,000	5,000
232 Building Repair and Maintenance	7,485	8,000	-
240 Equipment Repair and Maintenance	11,221	13,200	22,262
241 Grounds Maintenance	156	-	-
243 Non-Capital Computer Equipment and Supplies	7,678	-	-
246 Liability Insurance	13,035	14,578	12,981
247 Safety Expenses	2,952	28,000	38,000
248 Lease Purchase Installment	347,834	350,000	350,000
250 Professional and Contracted Services	1,530	-	2,000
269 Other Services and Charges	1,272	2,000	-
273 Fleet Lease - Operating and Maintenance	19,193	30,246	32,786
274 Fleet Lease - Replacement	102,696	119,304	119,089
<i>Subtotal</i>	<i>553,080</i>	<i>611,218</i>	<i>611,568</i>
Capital Outlay			
432 Vehicles	-	-	45,550
440 Machinery and Equipment	5,918	36,000	-
<i>Subtotal</i>	<i>5,918</i>	<i>36,000</i>	<i>45,550</i>
SERVICE TOTAL	\$1,816,514	\$1,853,991	\$1,957,024

Police Services Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	2,452,592	2,557,238	2,642,739
Operating and Maintenance	284,882	319,070	334,364
Non-Operating	-	-	-
Capital	76,466	55,385	-
TOTAL	\$ 2,813,940	\$ 2,931,693	\$ 2,977,103

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:	2014 Budget	2015 Budget	2016 Budget
Police Sergeant	1.00	1.00	1.00
Police Officer	9.00	8.00	8.00
Total	10.00	9.00	9.00

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

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	611,789	676,697	649,293
114 Skill Based Pay	641	900	1,200
121 Wages - Overtime	51,524	30,000	30,900
123 Leave Expense	16,552	-	-
124 Skill Based Overtime Pay	14	-	-
126 Retirement Health Savings Plan	8,271	6,578	6,505
127 FPPA Death and Disability	8,597	7,698	8,201
129 Medicare	8,471	9,553	9,432
131 MOPC	-	45	-
132 Employee Insurance	118,188	107,231	105,835
133 Employee Retirement	-	60	120
134 Police and Fire Retirement	62,282	65,785	64,929
135 Compensation Insurance	34,902	52,262	66,137
136 Unemployment Insurance	-	1,317	1,221
139 Dental Insurance	5,072	4,606	4,545
141 Uniforms and Protective Clothing	4,951	4,950	4,950
<i>Subtotal</i>	<i>931,253</i>	<i>967,682</i>	<i>953,268</i>
Operating and Maintenance			
210 Office Supplies	749	1,000	1,000
216 Reference Books and Materials	300	500	500
218 Non-Capital Equipment and Furniture	433	1,900	200
229 Materials and Supplies	414	500	500
243 Non-Capital Computer Equipment and Supplies	569	740	550
246 Liability Insurance	9,366	8,174	6,227
262 Radio Repair and Maintenance	600	-	-
264 Printing and Copying	849	850	850
273 Fleet Lease - Operating and Maintenance	103,767	87,320	68,344
274 Fleet Lease - Replacement	31,879	56,099	89,027
<i>Subtotal</i>	<i>148,925</i>	<i>157,083</i>	<i>167,198</i>
Capital Outlay			
432 Vehicles	-	55,385	-
<i>Subtotal</i>	<i>-</i>	<i>55,385</i>	<i>-</i>
SERVICE TOTAL	\$1,080,178	\$1,180,150	\$1,120,466

Service: **Detective Operations**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

The Person Crimes Unit is responsible for investigating crimes committed against people, including homicide, sexual assault, robbery, aggravated assault, kidnapping, child abuse, extortion, weapon offenses, and other death investigations. Also investigated out of this unit are all fraud and forgery cases.

The Property Crimes Unit is responsible for investigating crimes committed against property, including burglary, trespass, auto theft, criminal mischief, theft, arson, and computer crime. The unit also provides computer forensic services, crime scene investigation services, and property and evidence management.

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

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

SERVICE: Detective Operations

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Master Police Officer	1.00	0.00	0.00
CSO Detectives	1.00	1.00	1.00
Property & Evidence Custodian	1.00	1.00	1.00
Total	3.00	2.00	2.00

Service: Detective Operations**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	95,253	102,165	103,152
114	Skill Based Pay	-	-	900
115	One Time Payment	-	1,153	528
121	Wages - Overtime	21,154	10,000	11,330
123	Leave Expense	5,361	-	-
126	Retirement Health Savings Plan	925	936	945
127	Police and Fire Death and Disability	-	-	1,939
129	Medicare	1,342	1,482	1,509
131	MOPC	5,048	5,109	5,157
132	Employee Insurance	16,425	16,653	16,814
133	Employee Retirement	6,764	6,845	7,001
135	Compensation Insurance	1,585	1,428	5,157
136	Unemployment Insurance	303	204	194
139	Dental Insurance	706	715	722
141	Uniforms and Protective Clothing	1,800	2,100	2,100
142	Food Allowance	177	-	-
	<i>Subtotal</i>	<i>156,842</i>	<i>148,790</i>	<i>157,448</i>
Operating and Maintenance				
210	Office Supplies	699	500	500
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	2,382	300	300
218	Non-Capital Equipment and Furniture	3,695	5,650	5,650
229	Materials and Supplies	53	425	425
240	Equipment Repair and Maintenance Contracts	480	-	10,000
243	Non-Capital Computer Equipment and Supplies	17,880	12,500	7,500
246	Liability Insurance	1,654	1,894	1,890
250	Professional and Contracted Services	7,548	8,000	8,000
258	Investigative Expenses	130	-	-
269	Other Services and Charges	20	-	-
273	Fleet Lease - Operating and Maintenance	10,774	14,874	16,998
274	Fleet Lease - Replacement	-	8,314	16,100
	<i>Subtotal</i>	<i>45,316</i>	<i>52,557</i>	<i>67,463</i>
Capital Outlay				
440	Machinery and Equipment	37,845	-	-
	<i>Subtotal</i>	<i>37,845</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$240,003	\$201,347	\$224,911

Service: **Special Enforcement Unit**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
121 Wages - Overtime	20,855	19,700	20,291
124 Skill Based Overtime Pay	58	-	-
135 Compensation Insurance	250	254	304
<i>Subtotal</i>	<i>21,162</i>	<i>19,954</i>	<i>20,595</i>
Operating and Maintenance			
240 Equipment Repair and Maintenance Contracts	300	-	-
246 Liability Insurance	1,009	1,053	953
273 Fleet Lease - Operating and Maintenance	716	705	245
274 Fleet Lease - Replacement	15,630	15,937	15,630
<i>Subtotal</i>	<i>17,655</i>	<i>17,695</i>	<i>16,828</i>
SERVICE TOTAL	\$38,817	\$37,649	\$37,423

Service: **School Resource Officers**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: School Resource Officers

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Master Police Officer	1.00	2.00	2.00
Police Officer	1.00	0.00	0.00
Total	2.00	2.00	2.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	151,777	159,310	164,088
121	Wages - Overtime	4,212	6,000	6,180
122	Longevity Compensation	1,740	1,800	1,860
123	Leave Expense	1,793	-	-
126	Retirement Health Savings Plan	2,977	1,594	1,641
127	FPPA Death and Disability	2,030	2,071	2,133
129	Medicare	1,028	1,155	2,379
132	Employee Insurance	24,181	25,968	26,746
134	Police and Fire Retirement	15,788	15,930	16,409
135	Compensation Insurance	1,920	1,990	2,549
136	Unemployment Insurance	445	318	308
139	Dental Insurance	1,038	1,116	1,149
141	Uniforms and Protective Clothing	1,565	1,750	1,750
	<i>Subtotal</i>	<i>210,494</i>	<i>219,002</i>	<i>227,192</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	495	600	600
229	Materials and Supplies	-	1,500	1,500
246	Liability Insurance	513	531	271
262	Radio Repair and Maintenance	60	-	-
	<i>Subtotal</i>	<i>1,068</i>	<i>2,631</i>	<i>2,371</i>
	SERVICE TOTAL	\$211,562	\$221,633	\$229,563

Service: **Special Operations**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Special Operations

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Administrative Assistant	0.00	1.00	1.00
Total	0.00	1.00	1.00

Service: Special Operations**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	-	42,719	44,809
121 Wages - Overtime	-	500	515
126 Retirement Health Savings Plan	-	400	400
129 Medicare	-	619	650
131 MOPC	-	2,136	2,240
132 Employee Insurance	-	6,963	7,304
133 Employee Retirement	-	2,862	3,002
135 Compensation Insurance	-	-	665
136 Unemployment Insurance	-	85	84
139 Dental Insurance	-	299	314
<i>Subtotal</i>	-	56,583	59,983
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	845	-
243 Non-Capital Computer Equipment and Supplies	-	1,615	-
<i>Subtotal</i>	-	2,460	-
SERVICE TOTAL	\$-	\$59,043	\$59,983

Service: **SWAT Team**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

The SWAT Team oversees and manages the department's participation in the Boulder County Bomb Squad. The squad is staffed with hazardous devices technicians (bomb techs) from Police Services, Fire Services and the Boulder County Sheriff's Office. The squad's primary mission is to protect and save lives by rendering safe actual or suspected hazardous devices, including explosive compounds, bombs, military ordnance, booby traps, incendiary devices, and improvised explosive devices. The squad also is used as a training resource for area police and fire departments in areas such as explosives, bombs and post-blast investigations.

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

Service: SWAT Team**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	1,172	-	-
121 Wages - Overtime	47,927	40,000	41,200
124 Skill Based Overtime Pay	144	-	-
135 Compensation Insurance	507	516	617
141 Uniforms and Protective Clothing	1,606	600	600
<i>Subtotal</i>	<i>51,357</i>	<i>41,116</i>	<i>42,417</i>
Operating and Maintenance			
217 Dues and Subscriptions	50	-	-
218 Non-Capital Equipment and Furniture	5,992	5,000	5,000
229 Materials and Supplies	625	5,100	5,100
240 Equipment Repair and Maintenance	-	-	-
246 Liability Insurance	916	953	828
247 Safety Expenses	15	-	3,200
250 Professional Contracted Services	150	-	-
262 Radio Repair and Maintenance	120	-	-
273 Fleet Lease - Operating and Maintenance	2,033	2,322	3,869
274 Fleet Lease - Replacement	11,964	11,967	11,965
<i>Subtotal</i>	<i>21,865</i>	<i>25,342</i>	<i>29,962</i>
SERVICE TOTAL	\$73,222	\$66,458	\$72,379

Service: **Gang and Crime Suppression Unit**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Gang and Crime Suppression Unit

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	3.00	5.00	7.00
Police Officer	3.00	3.00	1.00
Total	7.00	9.00	9.00

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

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	676,418	711,408	747,672
114 Skill Based Pay	904	900	900
121 Wages - Overtime	65,993	41,000	42,230
123 Leave Expense	7,148	-	-
124 Skill Based Overtime Pay	87	-	-
126 Retirement Health Savings Plan	9,555	7,116	7,486
127 FPPA Death and Disability	7,724	8,002	8,435
129 Medicare	9,809	10,329	10,854
131 MOPC	-	45	-
132 Employee Insurance	111,286	115,961	121,871
133 Employee Retirement	-	60	90
134 Police and Fire Retirement	68,332	71,138	74,767
135 Compensation Insurance	31,477	37,649	65,909
136 Unemployment Insurance	2,048	1,422	1,406
139 Dental Insurance	4,778	4,982	5,234
141 Uniforms and Protective Clothing	4,097	6,675	6,675
142 Food Allowance	358	-	-
<i>Subtotal</i>	<i>1,000,014</i>	<i>1,016,687</i>	<i>1,093,529</i>
Operating and Maintenance			
210 Office Supplies	35	-	-
218 Non-Capital Equipment and Furniture	208	1,100	1,100
229 Materials and Supplies	582	2,850	2,850
246 Liability Insurance	5,499	4,386	3,509
250 Professional Contracted Services	100	-	-
258 Investigative Expenses	30	-	-
264 Printing and Copying	409	-	-
269 Other Services and Charges	180	-	-
273 Fleet Lease - Operating and Maintenance	26,735	26,324	14,608
274 Fleet Lease - Replacement	7,603	20,393	21,120
<i>Subtotal</i>	<i>41,381</i>	<i>55,053</i>	<i>43,187</i>
SERVICE TOTAL	\$1,041,395	\$1,071,740	\$1,136,716

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:	2014 Budget	2015 Budget	2016 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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	58,120	64,327	65,619
114	Skill Based Pay	1,205	1,200	1,200
121	Wages - Overtime	-	1,000	-
123	Leave Expense	2,432	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	741	950	968
131	MOPC	3,088	3,276	3,341
132	Employee Insurance	9,970	10,485	10,695
133	Employee Retirement	4,138	4,390	4,476
135	Compensation Insurance	763	817	1,026
136	Unemployment Insurance	184	129	123
139	Dental Insurance	428	450	459
	<i>Subtotal</i>	<i>81,469</i>	<i>87,424</i>	<i>88,307</i>
Operating and Maintenance				
217	Dues and Subscriptions	150	1,000	1,000
218	Non-Capital Equipment and Furniture	149	-	-
246	Liability Insurance	368	390	270
264	Printing and Copying	497	-	-
273	Fleet Lease - Operating and Maintenance	3,686	1,277	2,503
274	Fleet Lease - Replacement	3,582	3,582	3,582
	<i>Subtotal</i>	<i>8,432</i>	<i>6,249</i>	<i>7,355</i>
	SERVICE TOTAL	\$89,901	\$93,673	\$95,662

Support Services Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	289,016	248,986	260,921
Operating and Maintenance	179,181	235,986	236,907
Non-Operating	-	-	-
Capital	62,397	-	-
TOTAL	\$ 530,594	\$ 484,972	\$ 497,828

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

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

Service: Support Services**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
<i>Subtotal</i>	-	-	-
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	1,500	-	-
229 Materials and Supplies	694	-	-
240 Equipment Repair and Maintenance	180	-	-
247 Safety Expenses	-	725	725
250 Professional and Contracted Services	-	2,000	2,000
269 Other Services and Charges			400
<i>Subtotal</i>	<i>2,374</i>	<i>2,725</i>	<i>3,125</i>
SERVICE TOTAL	\$2,374	\$2,725	\$3,125

Service: **Training & Personnel**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

		2014 Actual	2015 Budget	2016 Budget
Personal Services				
121	Wages - Overtime	107,827	63,725	65,637
124	Skill Based Overtime Pay	203	-	-
135	Compensation Insurance	1,004	286	314
137	Staff Training and Conferences	32,161	39,800	48,900
142	Food Allowance	472	-	-
	<i>Subtotal</i>	<i>141,668</i>	<i>103,811</i>	<i>114,851</i>
Operating and Maintenance				
229	Materials and Supplies	24,019	7,500	7,500
246	Liability Insurance	216	219	104
269	Other Services and Charges	60	-	-
	<i>Subtotal</i>	<i>24,295</i>	<i>7,719</i>	<i>7,604</i>
	SERVICE TOTAL	\$165,963	\$111,530	\$122,455

Service: **Firing Range**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Firing Range

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Range Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Firing Range**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	27,602	66,385	66,276
112	Wages - Temporary	40,108	28,000	28,000
121	Wages - Overtime	57,937	24,000	24,720
124	Skill Based Overtime Pay	99	-	-
126	Retirement Health Savings Plan	-	400	400
128	FICA	2,485	1,736	1,736
129	Medicare	929	1,369	1,367
131	MOPC	1,384	3,319	3,314
132	Employee Insurance	10,469	10,821	10,803
133	Employee Retirement	1,855	4,448	4,440
135	Compensation Insurance	1,463	1,499	1,825
136	Unemployment Insurance	193	133	125
139	Dental Insurance	450	465	464
141	Uniforms and Protective Clothing	1,987	1,600	1,600
142	Food Allowance	385	1,000	1,000
	<i>Subtotal</i>	<i>147,348</i>	<i>145,175</i>	<i>146,070</i>
Operating and Maintenance				
210	Office Supplies	687	200	200
217	Dues and Subscriptions	371	500	500
218	Non-Capital Equipment and Furniture	20,532	3,000	3,000
224	Resale Merchandise	10,804	-	-
228	Janitorial Supplies	968	1,000	1,000
229	Materials and Supplies	2,362	1,500	1,500
232	Building Repair and Maintenance	14,357	10,250	10,250
240	Equipment Repair and Maintenance	36,622	73,950	73,950
243	Non-Capital Computer Equipment and Supply	698	500	500
245	Mileage Allowance	678	-	-
246	Liability Insurance	431	442	325
247	Safety Expenses	1,233	2,000	2,000
250	Professional and Contracted Services	26,126	105,825	105,825
260	Utilities	34,580	22,075	22,075
269	Other Services and Charges	900	2,500	2,500
273	Fleet Lease - Operating and Maintenance	282	919	1,672
274	Fleet Lease - Replacement	881	881	881
	<i>Subtotal</i>	<i>152,512</i>	<i>225,542</i>	<i>226,178</i>
Capital Outlay				
475	Building and Facility Improvement	62,397	-	-
	<i>Subtotal</i>	<i>62,397</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$362,257	\$370,717	\$372,248

Information Services Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	240,806	312,057	403,477
Operating and Maintenance	206,238	221,578	142,688
Non-Operating	-	-	-
Capital	25,000	-	-
TOTAL	\$ 472,044	\$ 533,635	\$ 546,165

Within the Public Safety Tax Fund, the Information Services Division includes five budget services:

- Emergency Communications Center
- Information & Technology
- Information Services
- Public Safety Outreach
- Public Safety Volunteer Programs

Service: Longmont Emergency Communications Center

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Longmont Emergency Communications Center (LECC) is a primary service function of the Information Services Division. LECC is the public safety emergency answering point for the City of Longmont. All 9-1-1 phone calls and a myriad other emergency and nonemergency calls are routed to the LECC for processing. Communications specialists prioritize all calls as requests for emergency, urgent and less critical calls for service. They identify the best resource to resolve each incident and route the information appropriately for the best possible service. LECC staff provides 24-hour, 365-day-per-year dispatching services for Police, Fire and private ambulance service. At night and on weekends they also provide dispatching services for the Department of Public Works and Natural Resources. Communications specialists are the first contact for citizens during times of crisis and emergency.

SERVICE: Longmont Emergency Communications Center

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Communications Specialist	3.00	4.00	4.00
Total	3.00	4.00	4.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	144,123	207,177	262,593
121	Wages - Overtime	23,213	12,200	27,866
123	Leave Expense	1,438	-	-
126	Retirement Health Savings Plan	1,457	2,071	2,626
129	Medicare	2,114	3,005	3,808
131	MOPC	7,284	10,360	13,129
132	Employee Insurance	24,023	33,771	42,802
133	Employee Retirement	9,760	13,882	17,593
135	Compensation Insurance	127	114	170
136	Unemployment Insurance	-	415	493
137	Staff Training and Conferences	-	3,650	4,450
139	Dental Insurance	1,032	1,451	1,838
	<i>Subtotal</i>	<i>214,570</i>	<i>288,096</i>	<i>377,368</i>
Operating and Maintenance				
217	Dues and Subscriptions	-	50	150
218	Non-Capital Equipment and Furniture	1,882	2,800	7,420
229	Materials and Miscellaneous Supplies	-	-	50
240	Equipment Repair and Maintenance	476	-	-
246	Liability Insurance	521	539	359
269	Other Services and Charges	-	-	50
	<i>Subtotal</i>	<i>2,879</i>	<i>3,389</i>	<i>8,029</i>
	SERVICE TOTAL	\$217,449	\$291,485	\$385,397

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

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

Information & Technology (IT) is a primary service function of the 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**

		2014 Actual	2015 Budget	2016 Budget
Personal Services				
111	Salaries and Wages	(11)	-	-
121	Overtime Wages	14,286	14,500	14,935
135	Compensation Insurance	12	11	11
	<i>Subtotal</i>	<i>14,287</i>	<i>14,511</i>	<i>14,946</i>
Operating and Maintenance				
240	Equipment Repair and Maintenance	9,832	32,387	32,435
243	Non-Capital Computer Equipment and Supplies	14,837	48,967	6,915
246	Liability Insurance	49	50	24
250	Professional and Contracted Services	-	45,000	-
	<i>Subtotal</i>	<i>24,717</i>	<i>126,404</i>	<i>39,374</i>
Capital Outlay				
440	Machinery and Equipment	25,000	-	-
	<i>Subtotal</i>	<i>25,000</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$64,004	\$140,915	\$54,320

Service: **Public Safety Information Services**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

Through its various sections, units and programs, 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, including community prevention and education efforts and recruiting volunteers needed throughout the department. This division also is responsible for creating and managing personnel orders, liaison and collateral assignment lists, organizational charts and employee status forms; managing the department's Smart Device program; and the general oversight, administration and tracking of the department's 50 budget services.

Service: Information Services**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
<i>Subtotal</i>	-	-	-
Operating and Maintenance			
216 Reference Books and Materials	180	-	-
218 Non-Capital Equipment and Furniture	16,198	421	421
229 Materials and Miscellaneous Supplies	97	-	-
240 Equipment Repair and Maintenance	60	-	4,500
243 Non-Capital Computer Equipment and Supplies	95,102	930	930
249 Operating Leases and Rentals	1,803	1,800	1,800
261 Telephone Charges	57,558	75,109	75,609
<i>Subtotal</i>	170,998	78,260	83,260
SERVICE TOTAL	\$170,998	\$78,260	\$83,260

Service: **Public Safety Outreach**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Public Safety Outreach Unit is a primary service function of the Information Services Division. Public Safety Outreach is the liaison between department programs and citizen audiences. This unit is instrumental in providing a significant number of safety and educational programs and presentations to the public, either directly or working through other divisions, sections and units. Safety and educational materials are disseminated via brochures, flyers, classroom and public presentations, and print/social media. Outreach efforts include Neighborhood Watch; fire and life safety presentations and education to schools, businesses, and retirement facilities; a smoke alarm campaign; the Juvenile Firesetter Intervention Program; Citizen Police and Fire Academies; 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**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
121 Wages - Overtime	9,934	4,700	6,341
124 Skill Base Overtime Pay	15	-	-
135 Compensation Insurance	-	-	72
<i>Subtotal</i>	<i>9,950</i>	<i>4,700</i>	<i>6,413</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	3,485	7,000	5,500
250 Professional and Contracted Services	222	1,700	1,700
252 Advertising and Legal Notices	2,250	4,000	4,000
<i>Subtotal</i>	<i>5,957</i>	<i>12,700</i>	<i>11,200</i>
SERVICE TOTAL	\$15,906	\$17,400	\$17,613

Service: **Volunteer Programs**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The various Public Safety Volunteer Programs are administered out of the Public Safety Outreach Unit of the Information Services Division and consist of the following:

- **S&J Volunteers:** Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice Center complex that can include receptionist duties, administrative functions, investigative assistance, crime and data analysis, and equipment and vehicle maintenance. In addition, they often provide assistance and support with a variety of special projects and special events.
- **Citizen Volunteer Patrol (CVP):** CVP members are highly trained, uniformed volunteers who patrol Longmont in specially marked and unmarked cars. They serve as additional “Eyes and Ears” for the Patrol Operations Section. Duties and responsibilities include neighborhood patrol, park patrol, business patrol, downtown patrol, surveillance details, and traffic control.
- **Student Intern Officers (SIO):** SIOs typically are criminal justice majors from area colleges and universities who wish to participate in an internship in order to experience municipal law enforcement. If accepted into the program, they are provided with over 40 hours of training, then become short-term, uniformed volunteers. SIOs provide direct assistance to their assigned mentors (patrol officers, detectives, school resource officers, etc.) while learning the profession and considering a career in law enforcement. Some of the department’s officers are past graduates of the SIO program.
- **Explorers:** The Explorer program is a law enforcement orientation program sponsored by the Police Services Division under the auspices of Exploring Learning for Life. The program prepares young people 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 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.
- **Community Emergency Response Team (CERT):** Team members provide nonemergency public safety assistance through disaster mitigation activities, support for emergency planning (neighborhoods, schools, community), emergency preparedness, fire safety, terrorism awareness, and home safety/prevention assistance to others (winterizing homes, fire safety actions, crime prevention steps, etc.). All team members are trained to take care of themselves and to help others in their communities until first responders arrive. Some team members go into the community to teach disaster preparedness and how to survive hazards.

Service: Volunteer Programs

LINE ITEM BUDGET

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
137 Staff Training and Conferences	500	500	500
141 Uniforms and Protective Clothing	1,174	3,750	3,750
142 Food Allowance	326	500	500
<i>Subtotal</i>	<i>1,999</i>	<i>4,750</i>	<i>4,750</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	1,191	300	300
229 Materials and Supplies	497	525	525
<i>Subtotal</i>	<i>1,688</i>	<i>825</i>	<i>825</i>
SERVICE TOTAL	\$3,687	\$5,575	\$5,575

Children, Youth and Families Division Overview

	2014 Actual		2015 Budget		2016 Budget
Personal Services	129,811		143,526		149,487
Operating and Maintenance	14,556		21,463		20,873
Non-Operating	-		-		-
Capital	-		-		-
TOTAL	\$ 144,367		\$ 164,989		\$ 170,360

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

Service: **Children, Youth and Families**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Children, Youth and Families

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Children/Youth Res Prog Specialist	2.00	2.00	2.00
Total	2.00	2.00	2.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	95,130	103,162	107,423
114	Skill Based Pay	2,411	2,400	2,400
115	One Time Payment	280	-	-
123	Leave Expense	1,570	-	-
126	Retirement Health Savings Plan	800	800	800
129	Medicare	1,158	1,531	1,593
131	MOPC	4,956	5,278	5,491
132	Employee Insurance	15,815	16,816	17,510
133	Employee Retirement	6,641	7,073	7,358
135	Compensation Insurance	81	1,538	1,958
136	Unemployment Insurance	291	206	202
137	Staff Training and Conferences	-	4,000	4,000
139	Dental Insurance	679	722	752
	<i>Subtotal</i>	<i>129,811</i>	<i>143,526</i>	<i>149,487</i>
Operating and Maintenance				
210	Office Supplies	3,720	1,000	1,000
229	Materials and Supplies	9,123	14,700	14,700
230	Printing and Copier Supplies	402	1,000	1,000
245	Mileage Allowance	826	2,000	2,000
246	Liability Insurance	332	763	173
263	Postage	-	1,000	1,000
264	Printing and Copying	153	1,000	1,000
	<i>Subtotal</i>	<i>14,556</i>	<i>21,463</i>	<i>20,873</i>
	SERVICE TOTAL	\$144,367	\$164,989	\$170,360

Community and Neighborhood Resources Division Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	26,863	20,949	23,853
Operating and Maintenance	11,254	15,654	15,803
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 38,117	\$ 36,603	\$ 39,656

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

Service: **Graffiti Eradication**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Graffiti Eradication

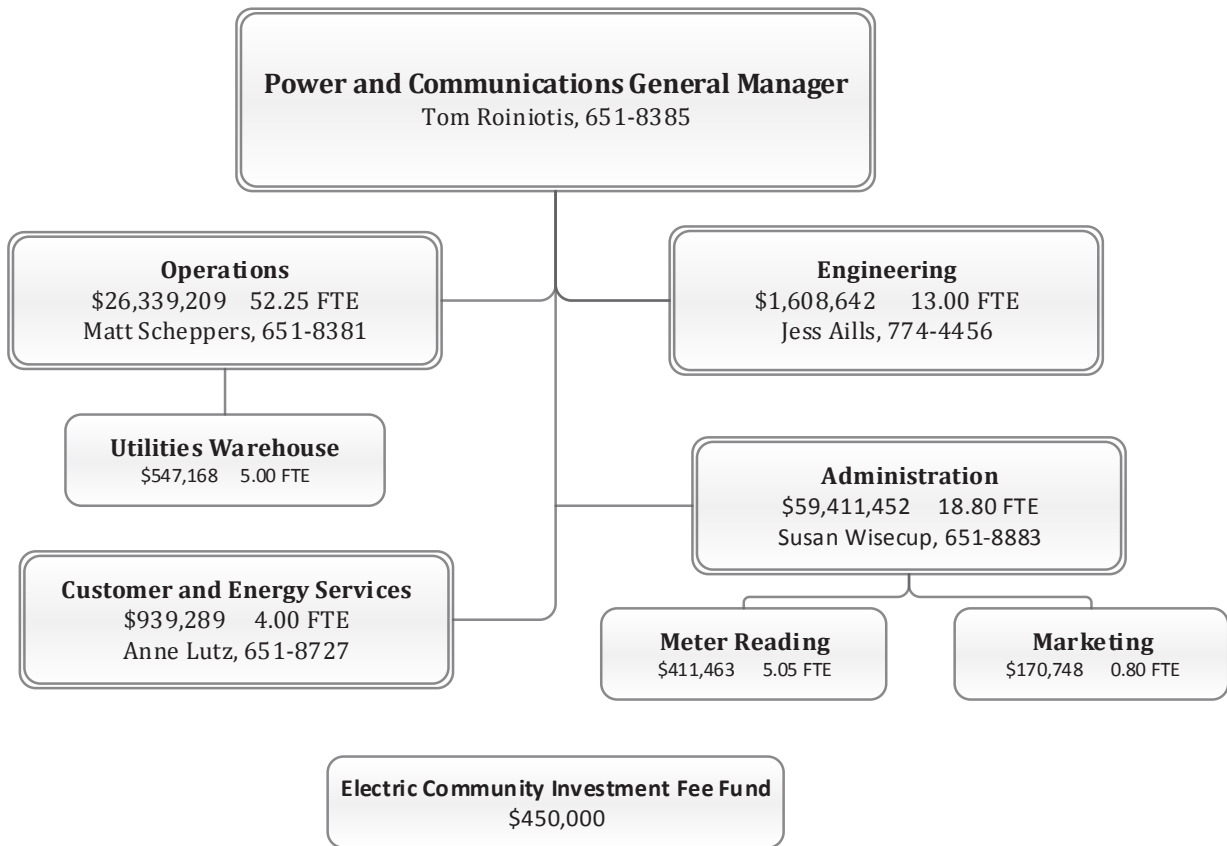
Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Graffiti Removal Specialist	0.38	0.38	0.38
Total	0.38	0.38	0.38

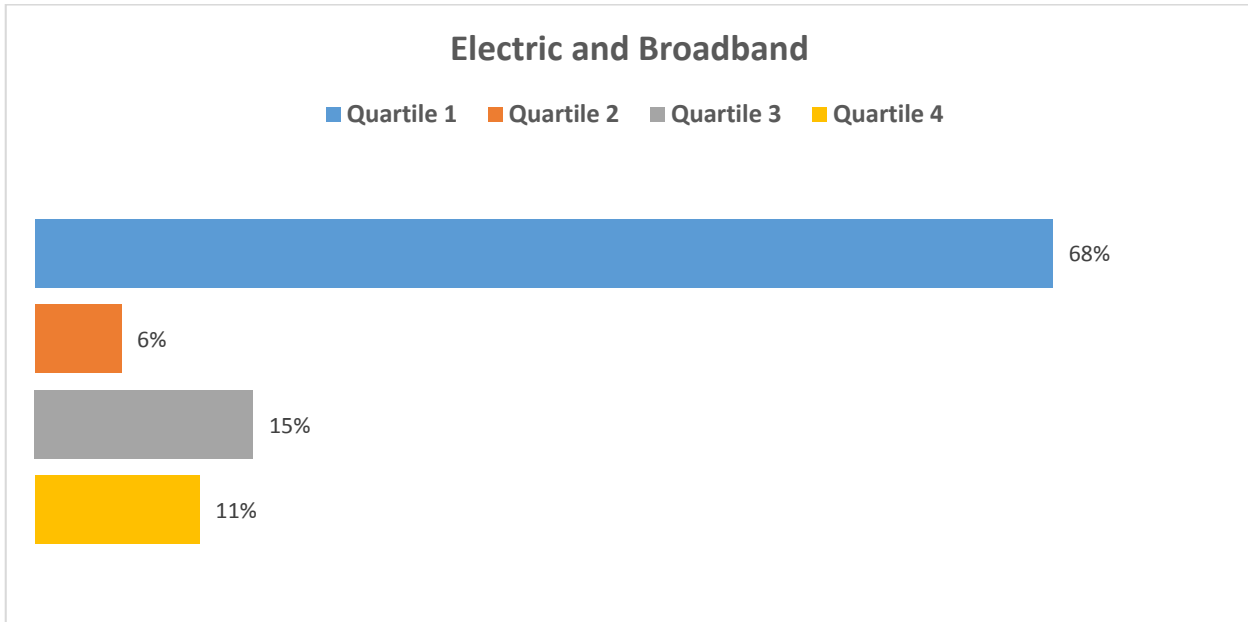
Service: Graffiti Eradication**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	19,541	14,013	16,212
112	Wages - Temporary	-	1,925	1,925
121	Wages - Overtime	800	250	250
123	Leave Expense	643	-	-
126	Retirement Health Savings Plan	152	152	152
128	FICA	-	119	119
129	Medicare	275	231	263
131	MOPC	1,011	701	811
132	Employee Insurance	2,287	2,284	2,642
133	Employee Retirement	1,355	939	1,086
135	Compensation Insurance	201	209	250
136	Unemployment Insurance	42	28	30
139	Dental Insurance	98	98	113
141	Uniforms and Protective Clothing	457	-	-
	<i>Subtotal</i>	26,863	20,949	23,853
Operating and Maintenance				
210	Office Supplies	-	100	100
223	Lab and Photo Supplies	70	300	300
229	Materials and Supplies	3,459	3,161	5,661
230	Printing and Copier Supplies	15	100	100
240	Equipment Repair and Maintenance	435	2,500	1,000
246	Liability Insurance	192	109	52
247	Safety Expenses	267	2,000	1,000
250	Professional and Contracted Services	-	1,500	1,500
261	Telephone Charges	-	180	180
273	Fleet Lease - Operating and Maintenance	2,580	5,093	5,910
274	Fleet Lease - Replacement	4,235	611	-
	<i>Subtotal</i>	11,254	15,654	15,803
	SERVICE TOTAL	\$38,117	\$36,603	\$39,656

Power and Communications Department

\$89,427,971 98.90 FTE





Quartile percent represent % of total non-capital budget for this department

Department Programs

- Quartile 1**
- Broadband Service Provision
 - Development Review
 - Electric Service Provision
 - Street Lighting

- Quartile 2**
- Budgeting - Power and Communications
 - Cost-of-service Studies and Rate and Impact Fee Development

- Quartile 3**
- City Produced Special Events Public Information Sponsorship and Support
 - Financial Monitoring and Analysis
 - Internet Service Provider Provision
 - Longmont Area Economic Council (LAEC) Membership/Economic Development
 - Proactive Public Education and Marketing
 - Reactive Public Information Media Relations
 - Renewable Energy Services
 - Tree Planting
 - Wi-Fi in Parks, at Events and at Select Customer Locations

- Quartile 4**
- Analysis and Coordination with Other Entities
 - Commercial Assessments
 - Commercial Business Efficiency Grants
 - Commercial Rebates
 - Commercial Tune Ups
 - Contract and Legal Coordination
 - Department Performance Goal Tracking and Reporting
 - Electric Rate Discount Programs
 - Electric Vehicle Infrastructure
 - Government Reporting
 - Main Street Banner Program
 - Project Analysis
 - Residential "Efficiency Works" Program
 - Residential Rebates

ELECTRIC and BROADBAND FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	6,125,658	7,045,423	9,026,071
Operating and Maintenance	53,971,470	57,523,940	59,272,054
Non-Operating	2,153,932	1,704,297	1,813,591
Capital	5,811,199	18,159,827	19,316,253
TOTAL	\$ 68,062,259	\$ 84,433,487	\$ 89,427,969

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 2016 Budget is \$47.86 million for the purchase of wholesale power.

The Broadband Utility was created in 1997 to provide a full range of high quality, advanced broadband services for municipal, business, and residential needs and included the installation of a fiber backbone throughout the City. In 2005, legislation was enacted that required a vote of citizens for a municipality to provide its community with broadband services. Longmont citizens voted in 2011 to allow municipally provided broadband services, and in 2013 to fund a citywide fiber-to-the-premise build. The build began in 2014 and is planned to be complete in approximately three years. Both Internet and voice-over-Internet services will be provided in phases as the build takes place. Current broadband services include those for municipal needs, a small number of business and residential customers for pilot testing prior to the citywide build, wireless, and a limited amount of dark fiber, collocation, and conduit leases.

The Electric and Broadband Fund includes ten budget services, all of which are divisions of the Power & Communications Department:

- Administration
- Customer Services and Marketing
- Electric Engineering
- Electric Distribution
- Energy Services
- Meter Reading
- Utilities Warehouse
- Broadband Administration
- Broadband Operations
- Broadband Engineering

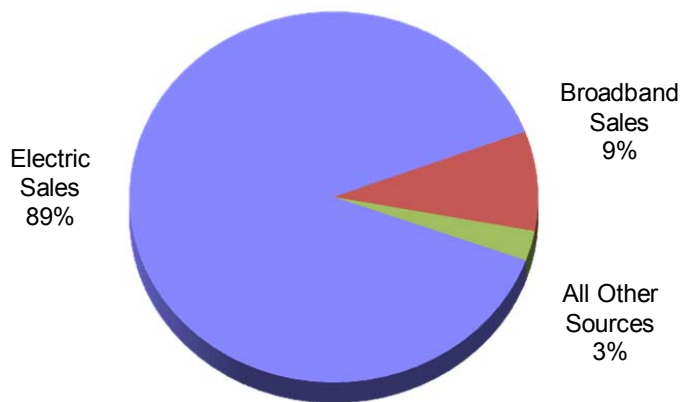
2016-2020 Capital Improvement Program

Capital projects total \$19.1 million and include underground conversion, substation upgrades, system reliability improvements, residential street lighting, aid to construction, Smart Grid advanced metering infrastructure projects, and citywide fiber-to-premise build. Detailed capital project descriptions are included in the 2016-2020 Capital Improvement Program.

ELECTRIC and BROADBAND FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 9,617,395	\$ 47,722,894	\$ 28,247,943
Committed Working Capital	-	4,466,164	-
SOURCES OF FUNDS			
REVENUES			
Electric Charges for Services	62,978,399	66,289,000	65,617,500
Electric Aid to Underground Construction	1,636,214	900,000	1,400,000
Electric Intergovernmental Revenue	165,162	-	-
Electric Interest	48,245	30,000	50,000
Electric Miscellaneous	465,084	375,200	311,300
Electric Operating Transfers	53,738	40,090	127,246
Broadband Charges for Services	656,526	1,789,910	6,422,033
Broadband Aid to Underground Construction	50,471	-	35,000
Broadband Intergovernmental Revenue	160	-	-
Broadband Interest	1,948	-	-
Broadband Miscellaneous	4,564	500	5,000
Bond Proceeds	40,320,186	-	-
Broadband Operating Transfers	-	-	-
Adjustment for GAAP Revenue	(58,227)	-	-
TOTAL FUNDS	106,322,470	69,424,700	73,968,079
EXPENSES BY BUDGET SERVICE			
Electric Distribution	4,681,398	4,554,628	4,925,039
Electric Engineering	1,189,321	1,331,080	1,182,035
Electric Administration	51,307,340	54,300,605	55,991,228
Electric Meter Reading	340,437	406,158	411,463
Electric Warehouse	421,769	515,902	547,168
Electric Customer Services and Marketing	183,411	206,652	170,748
Electric Energy Services	740,397	1,162,000	939,289
Electric CIP Projects	1,735,612	2,050,500	1,769,970
Broadband Administration	3,343,621	2,824,282	3,420,222
Broadband Operations	593,862	1,269,178	2,371,570
Broadband Engineering	127,882	197,502	353,237
Broadband CIP Projects	3,397,210	15,615,000	17,346,000
Total Operating Expenses	68,062,259	84,433,487	89,427,969
Adjustment for GAAP Expenses	154,712	-	-
TOTAL ADJUSTED EXPENSES	68,216,971	84,433,487	89,427,969
ENDING WORKING CAPITAL	47,722,894	28,247,943	12,788,053
CONTRIBUTION TO/(FROM) RESERVES	\$ 38,105,499	\$ (15,008,787)	\$ (15,459,890)

ELECTRIC and BROADBAND FUND - Sources of Funds



- The Electric and Broadband Fund will receive 97% of its operating revenues from the sale of electricity and broadband services in 2016.
- The 2016 Budget requires a contribution from fund balance of \$15,459,890.

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.

	2014 Actual	2015 Budget	2016 Budget
OPERATING REVENUE			
Electricity Sales	\$ 62,978,399	\$ 66,289,000	\$ 65,617,500
Electric Aid to Underground Construction	1,636,214	900,000	1,400,000
Electric Other Revenue	465,084	375,200	311,300
Electric Operating Transfers	53,738	40,090	127,246
Electric Intergovernmental Revenue	165,162	-	-
Electric Interest Income	48,245	30,000	50,000
Broadband Sales	656,526	1,789,910	6,422,033
Broadband Aid to Underground Construction	50,471	-	35,000
Broadband Other Revenue	4,564	500	5,000
Broadband Intergovernmental Revenue	160		
Broadband Interest Income	1,948	-	-
Bond Proceeds	40,320,186		
Broadband Operating Transfers	-	-	-
Contribution from/(to) Fund Balance	(38,105,499)	15,008,787	15,459,890
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 68,216,971	\$ 84,433,487	\$ 89,427,969

Service: **Power & Communications Administration**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Administration manages all divisions and funds of the Power & Communications Department and is responsible for City policy implementation; strategic planning and performance management; budget, financial, and customer usage analysis; rates and regulation development; and federal, state and industry reporting. This service provides internal customer service, administrative support and radio dispatch support and evaluates and implements advanced metering programs.

This service coordinates activities with Platte River Power Authority, the City’s wholesale power provider in which the City is part owner, and provides a representative on its board of directors. Staff work closely with the Colorado Association of Municipal Utilities, the American Public Power Association, and other industry associations to monitor state and federal legislation in order to protect the interests of Longmont Power & Communications and its customers.

SERVICE: Power & Communications Administration

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Gen Manager Longmont Power & Comm	0.90	0.70	0.70
Power & Comm Business Manager	0.90	0.70	0.70
Utilities Rate Analyst	1.80	1.20	1.60
Metering & Application Support Coor	0.60	0.60	0.30
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	3.00	3.00	3.00
Total	8.20	7.20	7.30

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

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	564,762	539,592	635,975
114 Skill Based Pay	890	900	900
115 One Time Payment	1,720	1,956	3,174
121 Wages - Overtime	64	600	500
122 Longevity Compensation	1,800	1,860	1,920
123 Leave Expense	27,133	16,600	16,600
126 Retirement Health Savings Plan	5,298	2,880	3,120
129 Medicare	6,238	6,982	7,963
131 MOPC	26,487	26,274	29,698
132 Employee Insurance	79,639	85,511	96,669
133 Employee Retirement	32,928	35,210	39,795
135 Compensation Insurance	496	442	418
136 Unemployment Insurance	1,466	1,049	1,116
137 Staff Training and Conferences	3,697	26,800	19,733
139 Dental Insurance	3,420	3,673	4,152
142 Food Allowance	240	400	400
<i>Subtotal</i>	<i>756,278</i>	<i>750,729</i>	<i>862,133</i>
Operating and Maintenance			
210 Office Supplies	3,124	3,000	3,200
216 Reference Books and Materials	41	200	100
217 Dues and Subscriptions	41,658	42,025	43,025
218 Non-Capital Equipment and Furniture	-	1,500	900
229 Materials and Miscellaneous Supplies	1,633	2,520	2,680
230 Printing and Copier Supplies	1,577	2,000	2,000
232 Building Repair and Maintenance	478	1,600	1,600
240 Equipment Repair and Maintenance	17,485	16,143	17,593
243 Non-Capital Computer Equipment and Supplies	1,121	4,140	8,305
245 Mileage Allowance	5,524	5,400	5,400
246 Liability Insurance	2,143	3,863	1,193
250 Professional and Contracted Services	66,932	151,133	158,033
261 Telephone Charges	1,705	1,080	2,760
263 Postage	1,564	2,000	2,000
264 Printing and Copying	216	1,250	1,250
266 Interest On Deposits	2,658	3,000	3,000
269 Other Services and Charges	237,101	235,000	250,000
270 Administrative and Management Services	1,413,733	1,345,375	1,415,010
271 Franchise Equivalency	5,019,901	5,275,000	5,217,664
273 Fleet Lease - Operating and Maintenance	1,270	3,831	-
274 Fleet Lease - Replacement	1,785	1,379	-
280 Purchased Power - General	42,799,396	45,533,141	47,094,132
281 Purchased Power - Renewable	727,203	720,000	720,000
282 Power Wheeling	14,690	16,000	15,000
<i>Subtotal</i>	<i>50,362,938</i>	<i>53,370,580</i>	<i>54,964,845</i>
Non-Operating Expense			
950 Bad Debt	149,505	144,000	144,000
970 Transfers to Other Funds	38,619	30,296	20,252
<i>Subtotal</i>	<i>188,124</i>	<i>174,296</i>	<i>164,252</i>
Capital Outlay			
440 Machinery and Equipment	-	5,000	-
<i>Subtotal</i>	<i>-</i>	<i>5,000</i>	<i>-</i>
SERVICE TOTAL	\$51,307,340	\$54,300,605	\$55,991,230

Service: **Marketing**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Marketing is responsible for developing and implementing marketing plans for all customer segments. This service conducts and analyzes customer feedback on department services, creates printed education and marketing tools, coordinates community and public relations, and manages web and social media.

SERVICE: Marketing

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Customer Services and Marketing Manager	0.90	0.00	0.00
Branding & Digital Manager	0.75	0.60	0.40
Public Relations & Marketing Specialist	0.00	0.70	0.40
Total	1.65	1.30	0.80

Service: Marketing**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	69,945	80,754	58,431
115	One Time Payment	-	887	-
123	Leave Expense	3,285	-	-
126	Retirement Health Savings Plan	2,050	520	320
129	Medicare	920	1,171	848
131	MOPC	3,554	4,038	2,921
132	Employee Insurance	17,302	13,163	9,524
133	Employee Retirement	4,418	5,411	3,915
135	Compensation Insurance	107	90	3,373
136	Unemployment Insurance	318	161	110
137	Staff Training and Conferences	3,301	8,500	5,500
139	Dental Insurance	743	566	409
142	Food Allowance	106	300	300
	<i>Subtotal</i>	<i>106,049</i>	<i>115,561</i>	<i>85,651</i>
Operating and Maintenance				
214	Pamphlets and Documents	126	-	-
217	Dues and Subscriptions	501	125	-
218	Non-Capital Equipment and Furniture	-	1,000	501
229	Materials and Miscellaneous Supplies	191	500	-
240	Equipment Repair and Maintenance	-	600	1,200
243	Non-Capital Computer Equipment and Supplies	-	-	2,021
246	Liability Insurance	507	474	191
250	Professional and Contracted Services	9,688	12,800	14,800
252	Advertising and Legal Notices	20,363	20,560	13,523
261	Telephone Charges	365	840	840
263	Postage	6,199	16,650	14,100
264	Printing and Copying	11,107	14,600	16,600
269	Other Services and Charges	19,117	13,400	15,400
273	Fleet Lease - Operating and Maintenance	705	2,899	-
274	Fleet Lease - Replacement	992	643	521
	<i>Subtotal</i>	<i>69,862</i>	<i>85,091</i>	<i>79,697</i>
Non-Operating Expense				
970	Transfers to Other Funds	7,500	6,000	5,400
	<i>Subtotal</i>	<i>7,500</i>	<i>6,000</i>	<i>5,400</i>
	SERVICE TOTAL	\$183,411	\$206,652	\$170,748

Service: Electric Operations

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Electric Operations is responsible for the construction, operation and maintenance of electric service facilities that provide electricity to all residential, commercial and industrial customers. Facilities in the distribution system include underground and overhead distribution feeders, circuits, transformers and meters. This service operates and maintains the Supervisory Control and Data Acquisition System (SCADA) and associated communication systems, and performs equipment testing and maintenance. Personnel are cross-trained to install fiber optic infrastructure and respond to and assist with fiber optic installation and maintenance.

SERVICE: Electric Operations

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Electric Operations Manager	1.00	0.70	0.70
Chief Electrical Engineer	1.00	0.00	0.00
Electric Construction Coordinator	1.00	0.90	0.90
Line Crew Supervisor	5.00	5.00	5.00
Substation Supervisor	0.90	1.00	1.00
Meter Shop Supervisor	1.00	1.00	1.00
Electric Operations Support and Training Specialist	1.00	1.00	1.00
Journey Lineworker	10.00	10.00	10.00
Journey Substation Worker	2.85	3.00	3.00
Electric Meter Technician	3.00	3.00	3.00
Senior Equipment Operator	1.00	0.00	0.00
Groundworker	1.00	3.00	3.00
Construction Inspector	1.00	0.00	0.00
Street Light Technician	1.00	1.00	1.00
Arborist Technician II	0.25	0.25	0.25
Total	31.00	29.85	29.85

Service: Electric Operations**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	1,615,365	1,679,377	1,735,372
112 Wages - Temporary	13,178	6,000	6,000
114 Skill Based Pay	307	300	300
115 One Time Payment	1,000	1,854	1,482
121 Wages - Overtime	182,363	200,000	200,000
122 Longevity Compensation	3,540	3,660	3,780
123 Leave Expense	72,979	-	-
124 Skill Based Overtime Pay	39	-	-
126 Retirement Health Savings Plan	17,767	11,940	11,940
128 FICA	193	372	372
129 Medicare	24,998	34,522	32,386
131 MOPC	97,056	118,735	120,757
132 Employee Insurance	362,555	387,022	393,619
133 Employee Retirement	120,659	159,099	161,814
135 Compensation Insurance	31,743	25,160	26,485
136 Unemployment Insurance	6,673	4,747	4,542
137 Staff Training and Conferences	7,626	26,800	18,800
139 Dental Insurance	15,570	16,623	16,904
141 Uniforms and Protective Clothing	18,400	20,000	20,000
142 Food Allowance	794	1,000	1,000
<i>Subtotal</i>	<i>2,592,805</i>	<i>2,697,211</i>	<i>2,755,553</i>
Operating and Maintenance			
216 Reference Books and Materials	2,039	3,500	3,000
217 Dues and Subscriptions	349	215	175
218 Non-Capital Equipment and Furniture	38,476	22,000	24,750
229 Materials and Miscellaneous Supplies	102,940	100,000	100,000
232 Building Repair and Maintenance	16,738	3,000	3,000
234 System Maintenance	1,722	-	-
235 Station Maintenance	1,694	-	-
239 Meter Repair and Maintenance	10,696	7,000	7,000
240 Equipment Repair and Maintenance	24,574	16,700	15,800
241 Grounds Maintenance	129	-	-
243 Non-Capital Computer Equipment and Supplies	17,329	3,840	4,990
246 Liability Insurance	159,138	154,111	172,896
247 Safety Expenses	36,719	40,000	37,600
249 Operating Leases and Rentals	90,391	20,760	14,760
250 Professional and Contracted Services	586,972	557,225	617,225
252 Legal Notices and Advertising	75	-	-
259 Licenses and Permits	3,514	3,000	2,000
260 Utilities	869	1,400	1,200
261 Telephone Charges	13,349	17,020	16,080
262 Radio Repair and Maintenance	492	-	-
263 Postage	2,400	1,000	1,000
264 Printing and Copying	446	1,000	1,000
269 Other Services and Charges	205	1,000	1,000
273 Fleet Lease - Operating and Maintenance	201,684	190,978	224,675
274 Fleet Lease - Replacement	279,425	300,520	362,687
330 System Maintenance - Substation Equipment	17,527	20,000	20,000
331 System Maintenance - Overhead	36,303	30,000	30,000
332 System Maintenance- Underground	11,485	70,000	70,000
333 System Maintenance - Transformers	2,792	-	3,000
334 System Maintenance - Street Lights	80,490	75,000	300,000
<i>Subtotal</i>	<i>1,740,962</i>	<i>1,639,269</i>	<i>2,033,838</i>
Non-Operating Expense			
970 Transfers to Other Funds	23,000	23,148	23,148
<i>Subtotal</i>	<i>23,000</i>	<i>23,148</i>	<i>23,148</i>
Capital Outlay			
432 Vehicles	841	-	-
440 Machinery and Equipment	43,922	100,000	7,500
475 Building and Facility Improvement	1,334	-	-
480 System Improvements	197,697	25,000	25,000
486 Meters	80,836	70,000	80,000
<i>Subtotal</i>	<i>324,630</i>	<i>195,000</i>	<i>112,500</i>
SERVICE TOTAL	\$4,681,398	\$4,554,628	\$4,925,039

Service: **Electric Engineering**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Electric Engineering is responsible for the overall electric system planning and design, including substation and feeder capacity. This service is responsible for new electric distribution development design and coordination, upgrading existing electric facilities, electric infrastructure protection and maintenance practices, monitoring and addressing general system power quality issues, street lighting design, and support of other City departments and divisions including Design Review Committee, Building Permits, and CIP.

This service develops and maintains specialized electric utility computer applications, including the Supervisory Control and Data Acquisition System (SCADA), GIS and mapping, Outage Management Systems (OMS), and electric system models, and provides technical assistance and drafting services. Staff participate on the Platte River Power Authority’s Joint Technical Advisory Committee.

SERVICE: Electric Engineering

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Chief Electrical Engineer	0.00	0.80	0.60
Senior Electrical Engineer	3.00	3.00	2.80
Elect Distr Field Engineer II	2.00	1.70	3.10
Engineering Project Coordinator	0.90	0.50	0.50
Technology Services Coordinator	1.00	1.00	1.00
Programmer Analyst	1.00	0.80	0.60
Senior GIS/Mapping Technician	0.90	0.90	1.60
Total	8.80	8.70	10.20

Service: Electric Engineering**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	595,262	726,120	733,622
114	Skill Based Pay	61	-	300
115	One Time Payment	5,360	5,047	2,442
121	Wages - Overtime	4,740	5,000	5,000
123	Leave Expense	4,140	-	-
124	Skill Base Overtime Pay	1	-	-
126	Retirement Health Savings Plan	23,498	3,480	3,680
128	FICA	314	-	-
129	Medicare	9,942	10,527	10,642
131	MOPC	38,260	36,307	36,697
132	Employee Insurance	110,833	118,358	119,580
133	Employee Retirement	47,563	48,651	49,173
135	Compensation Insurance	869	538	565
136	Unemployment Insurance	2,040	1,454	1,380
137	Staff Training and Conferences	13,599	30,100	23,400
139	Dental Insurance	4,759	5,082	5,136
141	Uniforms and Protective Cloth	-	760	760
142	Food Allowance	534	500	500
	<i>Subtotal</i>	<i>861,774</i>	<i>991,924</i>	<i>992,877</i>
Operating and Maintenance				
216	Reference Books and Materials	641	500	500
217	Dues and Subscriptions	670	1,123	1,123
218	Non-Capital Equipment and Furniture	2,061	2,000	2,000
219	Drafting Supplies	416	800	1,000
229	Materials and Miscellaneous Supplies	1,325	5,000	5,000
240	Equipment Repair and Maintenance	37,985	104,375	75,625
243	Non-Capital Computer Equipment and Supplies	3,842	10,400	4,175
246	Liability Insurance	5,058	3,555	2,049
247	Safety Expenses	128	800	800
250	Professional and Contracted Services	6,178	190,000	20,000
261	Telephone Charges	2,089	3,780	3,780
264	Printing and Copying	167	-	-
269	Other Services and Charges	567	200	200
273	Fleet Lease - Operating and Maintenance	12,687	6,895	4,268
274	Fleet Lease - Replacement	7,594	9,728	4,170
	<i>Subtotal</i>	<i>81,407</i>	<i>339,156</i>	<i>124,690</i>
Capital Outlay				
432	Vehicles	-	-	64,468
440	Machinery and Equipment	246,140	-	-
	<i>Subtotal</i>	<i>246,140</i>	<i>-</i>	<i>64,468</i>
	SERVICE TOTAL	\$1,189,321	\$1,331,080	\$1,182,035

Service: **Meter Reading**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Meter Reading is responsible for reading approximately 66,000 electric and water meters monthly throughout the City utility service area (49 square miles) for the purpose of billing customer usage. This service collects usage information via visual reading, radio transmission, and other technologies. This is a shared service with the Water and Sewer Funds.

SERVICE: Meter Reading

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Meter Reading Supervisor	0.51	0.51	0.51
Metering & Application Support Coor	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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	167,260	229,249	236,015
112	Wages - Temporary	27,153	-	-
114	Skill Based Pay	308	-	-
115	One Time Payment	1,504	306	306
121	Wages - Overtime	631	-	-
122	Longevity Compensation	581	-	-
123	Leave Expense	527	-	-
126	Retirement Health Savings Plan	6,536	2,020	2,020
128	FICA	2,087	-	-
129	Medicare	2,538	3,325	3,515
131	MOPC	8,660	11,462	12,119
132	Employee Insurance	34,294	37,367	39,507
133	Employee Retirement	10,766	15,360	16,239
135	Compensation Insurance	3,751	5,431	4,842
136	Unemployment Insurance	631	458	456
137	Staff Training and Conferences	1,345	3,901	4,513
139	Dental Insurance	1,473	1,605	1,697
141	Uniforms and Protective Clothing	184	841	918
	<i>Subtotal</i>	<i>270,229</i>	<i>311,325</i>	<i>322,147</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	295	9,307	331
229	Materials and Miscellaneous Supplies	818	331	331
230	Copier and Printing Supplies	-	-	510
240	Equipment Repair and Maintenance	7,658	10,021	10,401
243	Non-Capital Computer Equipment and Supplies	445	1,515	785
246	Liability Insurance	2,185	2,202	1,819
247	Safety Expenses	633	1,403	1,147
250	Professional and Contracted Services	3,293	4,336	4,335
261	Telephone Charges	363	826	1,928
264	Printing and Copying	230	898	255
270	Administrative and Management Services	34,434	41,156	33,589
273	Fleet Lease - Operating and Maintenance	13,422	15,600	24,601
274	Fleet Lease - Replacement	6,432	4,178	5,969
	<i>Subtotal</i>	<i>70,208</i>	<i>91,773</i>	<i>86,001</i>
Capital Outlay				
440	Machinery and Equipment	-	3,060	3,315
	<i>Subtotal</i>	<i>-</i>	<i>3,060</i>	<i>3,315</i>
	SERVICE TOTAL	\$340,437	\$406,158	\$411,463

Service: **Warehouse**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

The Warehouse is responsible for procuring, storing and issuing standard and customer stock items, and critical/noncritical materials and supplies primarily for Longmont Power & Communications. This service supports all City departments as required. Through cost-effective purchasing practices, the Warehouse receives, stocks, stores, stages and issues products and materials as recommended or required by the departments and manufacturer’s specifications.

SERVICE: Warehouse

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Warehouse Supervisor	1.00	1.00	1.00
Inventory Control Technician	1.00	1.00	1.00
Warehouse Worker	2.00	3.00	3.00
Total	4.00	5.00	5.00

Service: Warehouse**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	174,334	224,692	233,736
112 Wages - Temporary	-	50,000	50,000
114 Skill Based Pay	1,438	1,500	1,200
115 One Time Payment	740	4,437	1,716
121 Wages - Overtime	3,039	2,130	8,000
122 Longevity Compensation	1,800	1,860	1,920
123 Leave Expense	1,586	-	-
124 Skill Based Overtime Pay	18	-	-
126 Retirement Health Savings Plan	2,132	2,000	2,000
128 FICA	-	3,100	3,100
129 Medicare	1,541	3,101	3,167
131 MOPC	8,921	11,310	11,747
132 Employee Insurance	29,490	36,624	38,099
133 Employee Retirement	11,090	15,155	15,740
135 Compensation Insurance	2,012	3,655	5,129
136 Unemployment Insurance	543	450	440
137 Staff Training and Conferences	1,673	3,200	3,200
139 Dental Insurance	1,266	1,573	1,636
141 Uniforms and Protective Clothing	80	760	2,125
142 Food Allowance	52	125	125
<i>Subtotal</i>	<i>241,755</i>	<i>365,672</i>	<i>383,080</i>
Operating and Maintenance			
210 Office Supplies	312	200	400
217 Dues and Subscriptions	80	300	100
218 Non-Capital Equipment and Furniture	292	3,996	3,000
225 Freight	3,327	3,500	3,500
228 Janitorial Supplies	11	50	50
229 Materials and Miscellaneous Supplies	1,153	3,000	3,000
230 Printing and Copier Supplies	447	200	200
232 Building Repair and Maintenance	19,557	1,500	5,000
233 Facility Repair and Maintenance	-	100	100
240 Equipment Repair and Maintenance	745	280	2,000
241 Grounds Maintenance	120	600	600
243 Non-Capital Computer Equipment and Supplies	5,874	5,960	9,860
246 Liability Insurance	2,525	2,503	2,266
247 Safety Expenses	415	1,000	600
249 Operating Leases and Rentals	-	130	-
250 Professional and Contracted Services	18,644	18,400	25,492
261 Telephone Charges	580	500	650
263 Postage	19	-	-
265 Loss on Obsolete Items	(2,838)	3,000	3,000
269 Other Services and Charges	25	-	-
270 Administrative and Management Services	96,498	72,942	64,649
273 Fleet Lease - Operating and Maintenance	14,479	7,645	7,697
274 Fleet Lease - Replacement	9,072	11,924	11,924
<i>Subtotal</i>	<i>171,336</i>	<i>137,730</i>	<i>144,088</i>
Capital Outlay			
475 Building and Facility Improvement	8,678	12,500	20,000
<i>Subtotal</i>	<i>8,678</i>	<i>12,500</i>	<i>20,000</i>
SERVICE TOTAL	\$421,769	\$515,902	\$547,168

Service: **Customer and Energy Services**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Customer and Energy Services is responsible for developing, implementing and managing energy services, including customer outreach and education, key account management, energy efficiency programs, grant funded programs, and exploration of renewable energy options.

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

SERVICE: Customer and Energy Services

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Energy Services Manager	1.00	0.50	0.50
Key Account Manager	1.00	1.00	1.00
Energy Services Specialist	2.00	2.00	2.00
Customer Services Energy Specialist	1.00	1.00	0.50
Energy Services Program Coordinator	1.00	0.00	0.00
Total	6.00	4.50	4.00

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	259,385	465,803	311,448
115	One Time Payment	1,000	854	750
123	Leave Expense	16,281	-	-
126	Retirement Health Savings Plan	3,034	2,640	1,600
129	Medicare	4,015	6,753	4,516
131	MOPC	16,139	23,291	15,572
132	Employee Insurance	64,217	75,927	50,766
133	Employee Retirement	20,063	31,207	20,867
135	Compensation Insurance	337	303	360
136	Unemployment Insurance	1,182	933	586
137	Staff Training and Conferences	3,212	6,250	8,000
139	Dental Insurance	2,757	3,260	2,180
142	Food Allowance	-	500	500
	<i>Subtotal</i>	<i>391,622</i>	<i>617,721</i>	<i>417,145</i>
Operating and Maintenance				
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	4,770	10,550	11,750
218	Non-Capital Equipment and Furniture	-	1,000	3,000
229	Materials and Miscellaneous Supplies	775	1,000	2,000
240	Equipment Repair and Maintenance	13,598	39,785	22,935
243	Non-Capital Computer Equipment and Supplies	1,349	3,300	3,050
246	Liability Insurance	1,462	1,484	947
250	Professional and Contracted Services	52,696	61,200	62,000
252	Ads and Legal Notices	-	5,900	3,500
260	Utilities	40	-	-
261	Telephone Charges	2,447	4,260	3,540
263	Postage	-	12,050	210
264	Printing and Copying	785	13,000	13,000
269	Other Services and Charges	3,793	27,000	26,000
273	Fleet Lease - Operating and Maintenance	423	3,015	-
274	Fleet Lease - Replacement	595	735	212
290	Rebates	28,012	40,000	40,000
291	Residential Energy Efficiency Rebates	25,815	100,000	100,000
292	Commercial Energy Efficiency Rebates	212,215	214,500	224,500
	<i>Subtotal</i>	<i>348,775</i>	<i>539,279</i>	<i>517,144</i>
Non-Operating Expense				
970	Transfers to Other Funds	-	5,000	5,000
	<i>Subtotal</i>	<i>-</i>	<i>5,000</i>	<i>5,000</i>
	SERVICE TOTAL	\$740,397	\$1,162,000	\$939,289

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 2016-2020 Capital Improvement Program.

ELECTRIC PROJECTS	2016 Budget
MUE-9 Electric Feeder Underground Conversion	\$ 145,600
MUE-17 Electric Substation Upgrades	81,000
MUE-44 Electric System Reliability Improvements	50,000
MUE-91 Street Lighting Program	20,000
MUE-97 Electric Aid to Construction	1,400,000
PB-109 Municipal Buildings Parking Lot Rehabilitation	16,170
PB-119 Municipal Buildings Flooring Replacement	20,200
T-92 Boston Avenue Connection - Price To Martin	37,000
TOTAL	\$ 1,769,970

BROADBAND PROJECTS	2016 Budget
MUE-9 Electric Feeder Underground Conversion	\$ 8,000
TEL-2 Aid to Construction	\$ 35,000
TEL-3 Citywide Fiber to Premise Build	17,303,000
TOTAL	\$ 17,346,000

Service: **Broadband Administration**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Administration works under the strategic direction of the Power & Communications General Manager. This service assesses residential and business customer needs; implements policy; is responsible for strategic planning, performance management, budgeting, financial and customer usage analysis; develops rates and regulations; works proactively with key accounts for needs assessments; provides customer service and marketing; and is responsible for federal, state and industry reporting.

This service coordinates activities with the City's Enterprise Technology Services (ETS) division. Staff work with the American Public Power Association (APPA) and various broadband organizations to keep abreast of industry standards and developments and to monitor state and federal legislation in order to promote the community's economic development and the interests of Longmont's business and residential broadband customers.

SERVICE: Broadband Administration

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
General Manager Longmont Power & Comm	0.00	0.30	0.30
Power & Comm Business Manager	0.00	0.30	0.30
Energy Services Manager	0.00	0.50	0.50
Key Account Manager	0.00	1.00	0.00
Utility Rate Analyst	0.00	0.80	0.40
MDU & Commercial Sales Eng	0.00	1.00	2.00
Branding & Digital Manager	0.00	0.40	0.60
Metering & Application Support Coor	0.00	0.00	0.30
Public Relations & Marketing Specialist	0.00	0.30	0.60
Customer Service Energy Specialist	0.00	0.00	0.50
Broadband Sr Customer Service Rep	0.00	1.00	1.00
Broadband Customer Service Rep	0.00	3.00	5.00
Total	0.00	8.60	11.50

Service: Broadband Administration**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	448,099	445,618	779,678
112 Temporary Wages	4,271	-	-
114 Skill Based Pay	145	-	900
115 One Time Payment	1,100	1,388	2,820
121 Wages - Overtime	4,628	-	2,500
123 Leave Expense	3,642	500	3,000
124 Skill Based Overtime Pay	3	-	-
126 Retirement Health Savings Plan	5,165	3,400	4,600
129 Medicare	4,024	6,535	11,062
131 MOPC	15,327	22,530	38,147
132 Employee Insurance	77,544	73,447	124,215
133 Employee Retirement	18,922	30,191	51,118
135 Compensation Insurance	125	259	344
136 Unemployment Insurance	1,429	901	1,433
137 Staff Training and Conferences	3,292	6,250	14,350
139 Dental Insurance	3,330	3,152	5,335
142 Food Allowance	701	500	700
<i>Subtotal</i>	<i>591,747</i>	<i>594,671</i>	<i>1,040,202</i>
Operating and Maintenance			
210 Office Supplies	430	200	500
217 Dues and Subscriptions	25	1,000	12,410
218 Non-Capital Equipment and Furniture	6,796	-	2,500
229 Materials and Miscellaneous Supplies	7,703	1,360	435
230 Printing and Copier Supplies	15	500	-
240 Equipment Repair and Maintenance	4,278	43,750	43,400
243 Non-Capital Computer Equipment and Supplies	14,380	1,395	3,310
246 Liability Insurance	642	-	4,987
247 Safety Expenses	-	250	250
250 Professional and Contracted Services	209,701	185,500	186,278
252 Ads and Legal Notices	-	199,000	188,800
260 Utilities	399	450	400
261 Telephone Charges	634	1,320	1,800
263 Postage	252	16,000	14,000
264 Printing and Copying	6,482	61,100	58,000
269 Other Services and Charges	484,860	41,300	54,325
270 Administrative and Management Services	56,954	165,405	184,808
271 Franchise Equivalency	16,769	8,142	7,812
273 Fleet Lease - Operating and Maintenance	1,905	4,881	-
274 Fleet Lease - Replacement	2,678	2,205	214
<i>Subtotal</i>	<i>814,904</i>	<i>733,758</i>	<i>764,229</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	912,184	1,472,013	1,472,013
950 Bad Debt	-	-	30,000
970 Transfers to Other Funds	1,023,124	23,840	113,778
<i>Subtotal</i>	<i>1,935,308</i>	<i>1,495,853</i>	<i>1,615,791</i>
Capital Outlay			
470 Planning and Design	1,662	-	-
<i>Subtotal</i>	<i>1,662</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$3,343,621	\$2,824,282	\$3,420,222

Service: **Broadband Operations**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Operations is responsible for the installation, operation, testing, provisioning and maintenance of the network.

SERVICE: Broadband Operations

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Director of Power and Communications	0.10	0.00	0.00
Electric Operations Manager	0.00	0.30	0.30
Electric Construction Coordinator	0.00	0.10	0.10
Broadband Services Manager	0.90	0.00	0.00
Business Manager	0.10	0.00	0.00
Engineering Project Coordinator	0.10	0.00	0.00
Customer Services and Marketing Manager	0.10	0.00	0.00
Network Engineer	0.00	2.00	2.00
Substation Supervisor	0.10	0.00	0.00
Journey Substation Worker	0.15	0.00	0.00
Field Service Supervisor	0.00	0.00	1.00
Broadband Network Operations Manager	1.00	1.00	1.00
Fiber Optic Technician	0.00	3.00	2.00
Broadband Service Technician	0.00	3.00	3.00
Broadband Install Tech	0.00	7.00	7.00
Broadband Technical Service Representative	0.00	4.00	6.00
Web and Digital Media Specialist	0.25	0.00	0.00
Senior GIS/Mapping Technician	0.10	0.00	0.00
Utilities Rate Analyst	0.20	0.00	0.00
Total	3.10	20.40	22.40

Service: Broadband Operations**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	79,037	45,342	1,374,130
112	Temporary Wages	7,334	-	-
114	Skill Based Pay	5	-	-
115	One Time Payment	-	2,615	1,986
121	Wages - Overtime	6,296	5,000	6,084
123	Leave Expense	3,719	-	-
124	Skill Based Overtime Pay	95	-	-
126	Retirement Health Savings Plan	560	7,360	9,160
128	FICA	261	-	-
129	Medicare	3,490	16,606	19,838
131	MOPC	12,319	57,268	68,408
132	Employee Insurance	51,567	186,690	223,011
133	Employee Retirement	15,244	76,739	91,668
135	Compensation Insurance	-	-	365
136	Unemployment Insurance	949	2,291	2,574
137	Staff Training and Conferences	1,232	9,000	20,000
139	Dental Insurance	2,215	8,016	9,578
141	Uniforms and Protective Cloth	1,353	3,000	3,900
142	Food Allowance	-	500	200
	<i>Subtotal</i>	<i>185,676</i>	<i>420,427</i>	<i>1,830,902</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	18,249	20,000	25,000
229	Materials and Miscellaneous Supplies	38,748	5,000	2,000
232	Building Repair and Maintenance	606	-	-
234	System Maintenance	18,259	20,000	20,000
240	Equipment Repair and Maintenance	201,652	337,584	337,865
243	Non-Capital Computer Equipment and Supplies	17,341	13,230	18,525
246	Liability Insurance	-	-	2,182
247	Safety Expenses	1,548	5,000	4,000
249	Operating Leases and Rentals	3,150	-	-
250	Professional and Contracted Services	8,435	155,000	54,067
252	Legal Notices and Advertising	395	-	-
260	Utilities	298	-	300
261	Telephone Charges	875	7,140	10,260
263	Postage	27	-	-
264	Printing and Copying	79	-	-
269	Other Services and Charges	1,256	-	-
273	Fleet Lease - Operating and Maintenance	-	1,212	21,596
274	Fleet Lease - Replacement	-	5,818	44,873
	<i>Subtotal</i>	<i>310,918</i>	<i>569,984</i>	<i>540,668</i>
Capital Outlay				
432	Vehicles	-	158,767	-
440	Machinery and Equipment	97,267	120,000	-
	<i>Subtotal</i>	<i>97,267</i>	<i>278,767</i>	<i>-</i>
SERVICE TOTAL		\$593,862	\$1,269,178	\$2,371,570

Service: **Broadband Engineering**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Engineering is responsible for network planning, designing, mapping and estimating.

SERVICE: Broadband Engineering

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Chief Electrical Engineer	0.00	0.20	0.40
Elect Engineering Proj Coordinator	0.00	0.50	0.50
Programmer Analyst	0.00	0.20	0.40
Elect Distr Field Engineer II	0.00	0.30	0.90
Sr GIS/Mapping Technician	0.00	0.10	0.40
Sr Electrical Engineer	0.00	0.00	0.20
Total	0.00	1.30	2.80

Service: Broadband Engineering**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	106,531	110,244	233,326
112 Wages - Temporary	-	30,000	24,000
115 One Time Payment	-	1,162	798
121 Overtime Wages	162	-	-
123 Leave Expense	944	-	-
126 Retirement Health Savings Plan	360	520	1,120
128 FICA	-	1,860	1,488
129 Medicare	945	2,032	3,731
131 MOPC	3,830	5,512	11,666
132 Employee Insurance	9,631	17,971	38,032
133 Employee Retirement	4,728	7,387	15,633
135 Compensation Insurance	-	-	1,015
136 Unemployment Insurance	177	222	439
137 Staff Training and Conferences	-	2,500	3,500
139 Dental Insurance	414	772	1,633
<i>Subtotal</i>	<i>127,723</i>	<i>180,182</i>	<i>336,381</i>
Operating and Maintenance			
210 Office Supplies	23	-	-
240 Equipment Repair and Maintenance	-	16,650	15,750
243 Non-Capital Computer Equipment and Supplies	70	-	-
246 Liability Insurance	-	-	436
247 Safety Expenses	-	250	250
261 Telephone Charges	67	420	420
<i>Subtotal</i>	<i>160</i>	<i>17,320</i>	<i>16,856</i>
SERVICE TOTAL	\$127,882	\$197,502	\$353,237

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	13,592	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	106,051	685,000	450,000
TOTAL	\$ 119,643	\$ 685,000	\$ 450,000

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.

2016 Budget

The following capital project is funded in 2016. Detailed capital project descriptions are included in the 2016-2020 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

ELECTRIC CIF FUND PROJECTS	2016 Budget
MUE-14 Electric Main Feeder Extensions	\$ 450,000
TOTAL	\$ 450,000

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 2,025,969	\$ 2,530,124	\$ 2,292,624
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
Fees	602,749	435,500	325,500
Interest	16,077	12,000	12,000
Adjustment for GAAP Revenue	4,972	-	-
TOTAL FUNDS	623,798	447,500	337,500
EXPENSES			
Personal Services	13,592	-	-
Capital Projects	106,051	685,000	450,000
TOTAL EXPENSES	119,643	685,000	450,000
ENDING WORKING CAPITAL	2,530,124	2,292,624	2,180,124
CONTRIBUTION TO/(FROM) RESERVES	\$ 504,155	\$ (237,500)	\$ (112,500)

WATER FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	4,413,757	4,767,426	4,929,998
Operating and Maintenance	6,912,110	6,873,490	7,205,610
Non-Operating	455,574	1,220,613	1,231,712
Capital	6,368,920	8,463,041	4,572,316
TOTAL	\$ 18,150,360	\$ 21,324,570	\$ 17,939,636

Fund Description

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

The Water Fund includes eleven budget services:

- Public Works and Natural Resources Director
- Water Administration/Engineering
- Water Resources; Water Distribution
- Water Treatment Plants
- Water Quality Laboratory
- Instrumentation and Control
- Engineering/Survey Technical Services
- Construction Inspection
- Regulatory Compliance
- Meter Reading

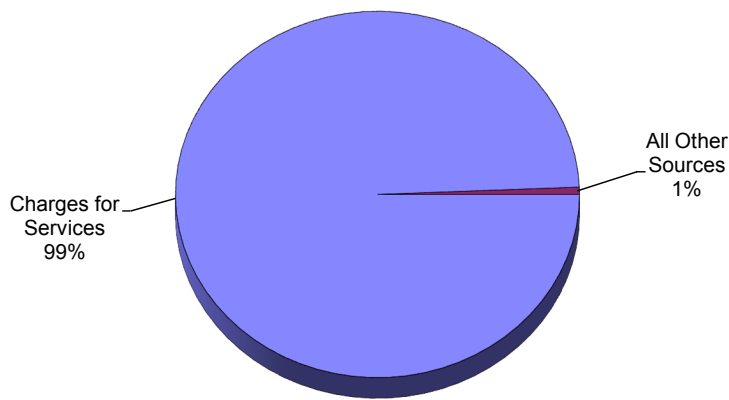
Water System

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

WATER FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 25,466,986	\$ 25,362,340	\$ 15,765,807
Committed Working Capital	-	5,072,255	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	13,018,280	14,184,492	15,496,496
System Development Fees	1,534,544	797,700	958,100
Interest - Operating	153,005	68,100	60,500
Interest - Debt Service			
Interest - Construction	-	-	-
Intergovernmental	2,344,190	1,750,000	-
Miscellaneous	335,718	-	45,000
Operating Transfers	1,026,574	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	(86,919)	-	-
TOTAL FUNDS	18,325,392	16,800,292	16,560,096
EXPENSES BY BUDGET SERVICE			
Water Utility Director	512,661	390,758	432,632
Water Administration/Engineering	2,627,953	3,495,512	3,841,077
Water Resources	4,836,623	4,577,802	4,744,395
Water Treatment Plants	2,154,831	2,359,299	2,346,623
Water Distribution	2,428,524	2,795,293	2,782,073
Water Quality Laboratory	317,016	381,314	404,940
Water Instrumentation and Control	227,350	242,634	232,161
Water Engineering/Survey Tech Services	297,186	306,972	306,529
Water Construction Inspection	103,944	106,304	121,818
Water Regulatory Compliance	226,880	291,866	282,307
Water Meter Reading	244,981	293,603	296,091
CIP Projects	4,172,411	6,083,213	2,148,990
Total Operating Expenses	18,150,360	21,324,570	17,939,636
Adjustment for GAAP Expenses	279,678	-	-
TOTAL ADJUSTED EXPENSES	18,430,038	21,324,570	17,939,636
ENDING WORKING CAPITAL	25,362,340	15,765,807	14,386,267
CONTRIBUTION TO/(FROM) RESERVES	\$ (104,646)	\$ (4,524,278)	\$ (1,379,540)

WATER FUND - Sources of Funds



- The Water Fund will receive 99% of its operating revenues from charges for services to the City’s water customers in 2016.
- The 2016 Budget requires a contribution of \$1,379,540 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.

	2014 Actual	2015 Budget	2016 Budget
OPERATING REVENUE			
Sale of Treated Water	\$ 11,848,088	\$ 13,344,492	\$ 14,656,496
Sale of Raw Water	1,038,116	800,000	800,000
Construction Inspection Fees	31,064	-	-
Water Meters	90,532	25,000	25,000
Lab Testing Fees	10,480	15,000	15,000
System Development Fees	1,534,544	797,700	958,100
Intergovernmental Revenue	2,344,190	1,750,000	-
Interest Income	153,005	68,100	60,500
Other Revenue	335,718	-	45,000
Operating Transfers	1,026,574	-	-
Contribution from/(to) Fund Balance	104,646	4,524,278	1,379,540
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 18,430,038	\$ 21,324,570	\$ 17,939,636

Service: **Public Works and Natural Resources General Manager**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources General Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget, and effective supervision of personnel.

SERVICE: Public Works and Natural Resources General Manager

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
General Manager PW&NR	0.30	0.30	0.30
PWNR Business & Strategic Planning Manager	0.30	0.30	0.30
PWNR Communications & Marketing Coordinator	0.00	0.00	0.30
Multi Media/Marketing Specialist	0.30	0.30	0.00
PWNR Utilites Rate Analyst	0.30	0.30	0.30
Business Analyst	0.30	0.30	0.30
Executive Assistant	0.30	0.30	0.30
Customer Services Representative	0.10	0.00	0.30
Administrative Supervisor	0.00	0.25	0.30
Administrative Assistant	0.75	0.50	0.30
Total	2.65	2.55	2.70

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	190,977	195,055	251,513
112	Wages - Temporary	21,303	-	9,000
115	One Time Payment	1,774	2,247	1,768
121	Wages - Overtime	266	200	350
122	Longevity Compensation	180	-	576
123	Leave Expense	4,655	-	-
126	Retirement Health Savings Plan	1,540	1,020	1,080
128	FICA	1,331	-	558
129	Medicare	2,045	2,075	2,204
131	MOPC	9,733	9,654	10,336
132	Employee Insurance	33,184	31,468	33,694
133	Employee Retirement	11,819	12,934	13,850
135	Compensation Insurance	1,560	149	3,461
136	Unemployment Insurance	573	386	389
137	Staff Training and Conferences	22,765	29,254	1,741
139	Dental Insurance	1,336	1,351	1,447
142	Food Allowance	364	425	425
	<i>Subtotal</i>	<i>305,408</i>	<i>286,218</i>	<i>332,392</i>
Operating and Maintenance				
216	Reference Books and Materials	247	200	200
217	Dues and Subscriptions	1,517	704	748
218	Non-Capital Equipment and Furniture	15,708	450	825
229	Materials and Supplies	1,291	900	900
240	Equipment Repair and Maintenance	6,921	13,750	12,610
243	Non-Capital Computer Equipment and Supplies	3,334	3,993	3,030
245	Mileage Allowance	677	820	820
246	Liability Insurance	1,047	1,395	1,140
250	Professional and Contracted Services	157,749	73,697	68,007
252	Advertising and Legal Notices	685	500	600
261	Telephone Charges	791	800	800
263	Postage	49	-	-
264	Printing and Copying	115	1,000	1,045
269	Other Services and Charges	296	-	-
273	Fleet Lease Operating and Maintenance	-	-	305
274	Fleet Lease Replacement	-	-	2,879
	<i>Subtotal</i>	<i>190,426</i>	<i>98,209</i>	<i>93,909</i>
Non-Operating Expense				
970	Transfers to Other Funds	-	6,331	6,331
	<i>Subtotal</i>	<i>-</i>	<i>6,331</i>	<i>6,331</i>
Capital Outlay				
432	Vehicles	16,828	-	-
	<i>Subtotal</i>	<i>16,828</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$512,661	\$390,758	\$432,632

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Director of Engineering Services	0.20	0.20	0.15
PWNR Engineering Administrator	0.60	0.60	0.70
Senior Civil Engineer	2.40	1.90	1.84
Civil Engineer II	0.00	0.00	1.25
Civil Engineer	0.00	0.50	0.00
Project Manager II	0.00	0.16	0.36
Planning Tech	0.00	0.13	0.13
Natural Resources Specialist	0.25	0.35	0.35
Administrative Assistant	0.10	0.10	0.30
Office Assistant	0.60	0.00	0.00
Total	4.15	3.94	5.08

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	325,508	342,379	456,764
112 Wages - Temporary	7,537	5,000	5,000
115 One Time Payment	2,093	2,870	525
121 Wages - Overtime	834	-	-
122 Longevity Compensation	852	751	459
123 Leave Expense	8,922	16,750	16,750
126 Retirement Health Savings Plan	6,035	1,700	2,032
128 FICA	513	310	310
129 Medicare	4,045	4,703	6,398
131 MOPC	16,518	17,119	22,838
132 Employee Insurance	54,749	55,810	74,452
133 Employee Retirement	20,058	22,940	30,604
135 Compensation Insurance	623	249	268
136 Unemployment Insurance	1,008	686	859
137 Staff Training and Conferences	-	-	2,701
139 Dental Insurance	2,351	2,397	3,197
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	-	300	300
<i>Subtotal</i>	<i>451,647</i>	<i>474,064</i>	<i>623,557</i>
Operating and Maintenance			
210 Office Supplies	322	1,000	800
216 Reference Books and Materials	2,529	600	300
217 Dues and Subscriptions	1,977	1,129	1,129
218 Non-Capital Equipment and Furniture	235	1,800	900
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	286	1,300	800
230 Printing and Copier Supplies	297	1,500	1,000
232 Building Repair and Maintenance	-	300	300
235 Station Maintenance	-	10,000	16,000
240 Equipment Repair and Maintenance	3,117	6,070	9,285
243 Non-Capital Computer Equipment and Supplies	6,473	4,970	7,372
245 Mileage Allowance	-	200	200
246 Liability Insurance	1,766	1,809	1,300
247 Safety Expenses	133	500	500
250 Professional and Contracted Services	39,934	26,800	25,300
252 Advertising and Legal Notices	-	400	400
256 Refunds	2,951	3,000	3,000
259 Licenses and Permits	1,435	1,400	1,400
261 Telephone Charges	1,195	762	762
263 Postage	7,543	14,000	5,000
264 Printing and Copying	2,173	11,000	1,000
269 Other Services and Charges	167,795	172,004	172,004
270 Administrative and Management Services	1,195,982	1,228,549	1,417,185
271 Franchise Equivalency	267,640	283,690	309,930
273 Fleet Lease - Operating and Maintenance	4,731	4,401	6,223
274 Fleet Lease - Replacement	11,591	12,882	6,374
275 Building Permits To LDDA	625	-	-
<i>Subtotal</i>	<i>1,720,731</i>	<i>1,790,166</i>	<i>1,988,564</i>
Non-Operating Expense			
927 Principal on Notes and Contracts	-	1,017,192	1,039,305
928 Interest on Notes and Contracts	380,338	166,740	145,405
950 Bad Debt	1,572	2,500	2,500
970 Transfers to Other Funds	73,664	27,850	38,171
<i>Subtotal</i>	<i>455,574</i>	<i>1,214,282</i>	<i>1,225,381</i>
Capital Outlay			
432 Vehicles	-	17,000	-
440 Machinery and Equipment	-	-	3,575
<i>Subtotal</i>	<i>-</i>	<i>17,000</i>	<i>3,575</i>
SERVICE TOTAL	\$2,627,953	\$3,495,512	\$3,841,077

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:	2014 Budget	2015 Budget	2016 Budget
Water Quality Laboratory Supervisor	0.30	0.25	0.35
Water Quality Analyst	0.60	0.75	1.05
Laboratory Technician	0.90	0.75	1.05
Office Assistant	0.00	0.50	0.20
Total	1.80	2.25	2.65

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	103,701	106,697	161,519
112 Wages - Temporary	38,249	28,880	14,000
115 One Time Payment	582	372	344
121 Wages - Overtime	10,212	1,732	1,732
122 Longevity Compensation	576	495	768
123 Leave Expense	3,955	-	-
126 Retirement Health Savings Plan	974	700	1,060
128 FICA	2,461	1,791	868
129 Medicare	1,763	1,732	2,443
131 MOPC	5,285	5,335	8,076
132 Employee Insurance	19,878	17,390	26,328
133 Employee Retirement	6,418	7,149	10,822
135 Compensation Insurance	2,306	2,107	2,605
136 Unemployment Insurance	314	212	304
139 Dental Insurance	732	747	1,131
141 Uniforms and Protective Clothing	-	54	54
142 Food Allowance	8	-	-
<i>Subtotal</i>	<i>197,414</i>	<i>175,393</i>	<i>232,054</i>
Operating and Maintenance			
210 Office Supplies	468	525	525
216 Reference Books and Materials	172	245	300
217 Dues and Subscriptions	401	760	790
218 Non-Capital Equipment and Furniture	560	4,809	3,375
223 Lab and Photo Supplies	38,677	36,750	38,000
228 Janitorial Supplies	486	805	805
229 Materials and Supplies	195	1,050	1,050
230 Printing and Copier Supplies	561	1,000	1,000
232 Building Repair and Maintenance	7,762	13,100	11,000
240 Equipment Repair and Maintenance	12,580	14,705	16,180
243 Non-Capital Computer Equipment and Supplies	1,845	2,458	3,543
246 Liability Insurance	506	606	301
247 Safety Expenses	704	140	640
250 Professional and Contracted Services	45,201	53,700	65,700
259 Licenses and Permits	1,042	2,500	2,500
261 Telephone Charges	177	400	400
263 Postage	13	50	50
264 Printing and Copying	162	1,150	1,150
269 Other Services and Charges	-	18	18
273 Fleet Lease - Operating and Maintenance	933	1,465	1,559
274 Fleet Lease - Replacement	1,685	1,685	-
<i>Subtotal</i>	<i>114,130</i>	<i>137,921</i>	<i>148,886</i>
Capital Outlay			
440 Machinery and Equipment	5,472	68,000	24,000
<i>Subtotal</i>	<i>5,472</i>	<i>68,000</i>	<i>24,000</i>
SERVICE TOTAL	\$317,016	\$381,314	\$404,940

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Natural Resources Manager	0.00	0.00	0.15
Land Program Administrator	0.00	0.00	0.10
Water Resources Administrator	1.00	1.00	1.00
Water Resources Analyst	1.00	2.00	2.00
Environmental Project Specialist	0.70	0.90	0.90
Water Resources Technician	1.00	0.00	0.00
Watershed Ranger	1.00	1.00	1.00
Sr Park Ranger Technician	0.00	1.00	0.00
Parks/Open Space Ranger	0.00	0.00	0.10
Arborist Technician II	0.25	0.25	0.25
Natural Resources Technician	0.15	0.15	0.15
Total	5.10	6.30	5.65

Service: Water Resources**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	408,407	442,466	429,973
112 Wages - Temporary	22,176	72,300	72,300
115 One Time Payment	4,150	3,606	2,168
121 Wages - Overtime	3,506	5,750	5,750
122 Longevity Compensation	5,220	5,400	3,840
123 Leave Expense	9,262	-	-
126 Retirement Health Savings Plan	4,610	2,520	2,260
128 FICA	1,388	4,483	4,483
129 Medicare	3,386	4,943	4,652
131 MOPC	20,452	22,123	21,499
132 Employee Insurance	57,903	72,122	70,086
133 Employee Retirement	24,826	29,646	28,808
135 Compensation Insurance	4,297	7,092	10,124
136 Unemployment Insurance	1,066	884	809
137 Staff Training and Conferences	-	-	5,851
139 Dental Insurance	2,487	3,097	3,010
141 Uniforms and Protective Clothing	524	1,000	1,000
142 Food Allowance	487	1,600	1,600
<i>Subtotal</i>	<i>574,147</i>	<i>679,032</i>	<i>668,213</i>
Operating and Maintenance			
210 Office Supplies	22	-	-
214 Pamphlets and Documents	-	3,700	3,700
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	4,149	6,720	6,720
218 Non-Capital Equipment and Furniture	4,638	2,000	2,000
223 Lab and Photo Supplies	-	50	50
228 Janitorial Supplies	-	500	500
229 Materials and Supplies	603	10,750	10,750
232 Building Repair and Maintenance	5,423	12,000	37,000
233 Facility Repair and Maintenance	5,312	11,000	36,000
235 Station Maintenance	15,560	-	-
241 Grounds Maintenance	4,786	7,200	7,200
243 Non-Capital Computer Equipment and Supplies	18,637	1,440	2,120
244 Assessments	2,120,327	1,480,824	1,548,953
245 Mileage Allowance	10	467	467
246 Liability Insurance	6,258	6,166	5,486
247 Safety Expenses	507	600	600
249 Operating Leases and Rentals	140,921	141,638	141,638
250 Professional and Contracted Services	234,469	452,434	470,634
259 Licenses and Permits	6,487	8,975	8,975
260 Utilities	7,819	29,300	29,300
261 Telephone Charges	1,983	2,400	2,400
264 Printing and Copying	765	2,000	2,000
269 Other Services and Charges	-	200	200
273 Fleet Lease - Operating and Maintenance	20,367	16,449	28,502
274 Fleet Lease - Replacement	4,343	35,453	32,828
<i>Subtotal</i>	<i>2,603,386</i>	<i>2,232,466</i>	<i>2,378,223</i>
Capital Outlay			
432 Vehicles	5,840	-	-
440 Machinery and Equipment	-	11,299	-
471 Land	-	-	-
489 Windy Gap Improvements	1,653,250	1,655,005	1,697,959
<i>Subtotal</i>	<i>1,659,090</i>	<i>1,666,304</i>	<i>1,697,959</i>
SERVICE TOTAL	\$4,836,623	\$4,577,802	\$4,744,395

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Director of Operations	0.30	0.30	0.30
Treatment Operations Manager	0.50	0.50	0.50
Treatment Operations Supervisor	1.00	1.00	1.00
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.50	0.50	0.50
Chief Water Plant Operator	1.00	1.00	1.00
Operations and Maintenance Technician Lead	7.60	5.60	6.70
Operations and Maintenance Technician	0.00	1.60	0.00
Facilities Maintenance Tech I	0.30	0.30	0.30
Administrative Assistant	0.30	0.30	0.30
Office Assistant	0.50	0.00	0.00
Total	12.50	11.60	11.10

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

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	674,684	768,061	741,707
112 Wages - Temporary	49,668	-	10,000
114 Skill Based Pay	32,034	300	90
115 One Time Payment	7,076	2,640	2,345
121 Wages - Overtime	28,493	42,400	31,400
122 Longevity Compensation	1,800	-	-
123 Leave Expense	23,909	-	-
124 Skill Based Overtime Pay	2,006	-	-
126 Retirement Health Savings Plan	8,095	4,640	4,440
128 FICA	2,769	-	620
129 Medicare	10,243	11,140	10,901
131 MOPC	36,843	38,417	37,089
132 Employee Insurance	121,995	125,197	120,898
133 Employee Retirement	44,739	51,482	49,700
135 Compensation Insurance	15,028	15,738	15,915
136 Unemployment Insurance	2,245	1,538	1,395
139 Dental Insurance	5,239	5,375	5,192
141 Uniforms and Protective Clothing	3,492	2,475	2,475
142 Food Allowance	292	500	500
<i>Subtotal</i>	<i>1,070,652</i>	<i>1,069,903</i>	<i>1,034,667</i>
Operating and Maintenance			
210 Office Supplies	962	2,000	2,000
216 Reference Books and Materials	2,569	1,200	1,200
217 Dues and Subscriptions	12,291	14,500	14,500
218 Non-Capital Equipment and Furniture	49,349	42,500	38,000
220 Gas and Oil	(77)	1,000	1,000
222 Chemicals	467,704	683,000	570,000
223 Lab and Photo Supplies	13,504	30,000	19,000
228 Janitorial Supplies	400	500	500
229 Materials and Supplies	7,575	6,000	6,000
230 Printing and Copier Supplies	-	750	750
232 Building Repair and Maintenance	33,587	34,000	40,000
233 Facility Repair and Maintenance	108,752	56,000	85,000
240 Equipment Repair and Maintenance	9,267	14,735	17,900
243 Non-Capital Computer Equipment and Supplies	11,980	15,700	7,976
245 Mileage Allowance	-	500	500
246 Liability Insurance	18,347	12,945	11,667
247 Safety Expenses	1,263	6,000	6,000
249 Operating Leases and Rentals	-	1,500	1,500
250 Professional and Contracted Services	157,288	108,500	114,900
259 Licenses and Permits	5,065	11,500	11,500
260 Utilities	150,481	170,000	180,000
261 Telephone Charges	2,156	2,000	2,000
263 Postage	20	-	-
273 Fleet Lease - Operating and Maintenance	10,861	27,399	16,997
274 Fleet Lease - Replacement	15,757	14,167	19,066
<i>Subtotal</i>	<i>1,079,101</i>	<i>1,256,396</i>	<i>1,167,956</i>
Capital Outlay			
440 Machinery and Equipment	5,079	33,000	69,000
475 Building and Facility Improvements	-	-	75,000
<i>Subtotal</i>	<i>5,079</i>	<i>33,000</i>	<i>144,000</i>
SERVICE TOTAL	\$2,154,831	\$2,359,299	\$2,346,623

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:	2014 Budget	2015 Budget	2016 Budget
Electrician	0.50	0.50	0.50
Control System Ops Supervisor	0.00	0.50	0.50
Instrumentation Technician	1.00	0.50	0.50
Total	1.50	1.50	1.50

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	89,986	98,324	100,290
114	Skill Based Pay	7,113	-	-
115	One Time Payment	618	-	168
121	Wages - Overtime	3,547	6,000	6,000
123	Leave Expense	6,122	-	-
124	Skill Based Overtime Pay	330	-	-
126	Retirement Health Savings Plan	1,426	600	600
129	Medicare	1,214	1,427	1,454
131	MOPC	4,667	4,916	5,015
132	Employee Insurance	14,406	16,026	16,347
133	Employee Retirement	5,667	6,588	6,719
135	Compensation Insurance	83	969	1,256
136	Unemployment Insurance	265	197	189
139	Dental Insurance	619	689	702
141	Uniforms and Protective Clothing	200	1,800	1,800
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>136,263</i>	<i>137,636</i>	<i>140,640</i>
Operating and Maintenance				
216	Reference Books and Materials	-	400	400
217	Dues and Subscriptions	4,016	250	250
218	Non-Capital Equipment and Furniture	1,442	10,000	7,000
229	Materials and Miscellaneous Supplies	215	-	-
233	Facility Repair and Maintenance	7,384	20,000	10,000
243	Non-Capital Computer Equipment and Supplies	2,757	2,000	2,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	640	648	171
247	Safety Expenses	-	1,000	1,000
250	Professional and Contracted Services	73,844	70,000	70,000
261	Telephone Charges	788	600	600
	<i>Subtotal</i>	<i>91,087</i>	<i>104,998</i>	<i>91,521</i>
	SERVICE TOTAL	\$227,350	\$242,634	\$232,161

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:	2014 Budget	2015 Budget	2016 Budget
Utility and Streets Operations & Mtce Manager	0.45	0.45	0.45
System Operations Supervisor	0.80	0.80	0.80
Operations and Maintenance Technician Lead	0.00	0.40	0.40
Utility Maintenance Supervisor	0.30	0.30	0.30
Public Works Tech II	0.00	0.00	1.20
Public Works Tech I	0.20	0.20	0.30
Water Utilities Technician Lead	6.00	6.00	5.25
Water Utilities Technician	2.15	2.70	2.45
Service Truck Technician	1.00	0.00	0.00
Water Services Coordinator	1.00	1.00	1.00
Administrative Analyst	0.50	0.50	0.50
Administrative Assistant	0.50	0.50	0.50
Office Assistant	0.00	0.00	0.00
Total	12.90	12.85	13.15

Service: Water Distribution**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	595,188	783,138	754,141
112 Wages - Temporary	627	33,500	59,800
114 Skill Based Pay	25,452	1,200	750
115 One Time Payment	5,416	4,497	3,559
121 Wages - Overtime	50,566	58,000	58,000
122 Longevity Compensation	1,800	3,720	1,920
123 Leave Expense	26,988	-	-
124 Skill Based Overtime Pay	3,589	-	-
126 Retirement Health Savings Plan	6,236	5,520	5,260
128 FICA	731	2,077	3,708
129 Medicare	8,672	10,778	10,934
131 MOPC	33,496	39,217	37,744
132 Employee Insurance	110,443	127,651	122,925
133 Employee Retirement	40,674	52,554	50,577
135 Compensation Insurance	49,620	54,733	23,414
136 Unemployment Insurance	1,959	1,566	1,419
137 Staff Training and Conferences	-	-	19,351
139 Dental Insurance	4,571	5,481	5,279
141 Uniforms and Protective Clothing	3,329	5,075	5,075
142 Food Allowance	596	500	500
<i>Subtotal</i>	969,952	1,189,207	1,164,356
Operating and Maintenance			
210 Office Supplies	624	1,175	1,175
216 Reference Books and Materials	193	500	500
217 Dues and Subscriptions	3,114	2,500	3,500
218 Non-Capital Equipment and Furniture	11,287	20,800	21,800
220 Gas and Oil	24	100	100
222 Chemicals	1,751	10,000	10,000
228 Janitorial Supplies	177	600	600
229 Materials and Supplies	12,512	14,000	14,000
230 Printing and Copier Supplies	244	650	650
232 Building Repair and Maintenance	4,975	9,750	9,750
233 Facility Repair and Maintenance	23,184	15,000	15,000
235 Station Maintenance	21,241	33,500	38,500
236 Treated and Untreated Water Storage	6,819	8,500	8,500
237 Line Repair/maintenance	184,248	220,000	220,000
238 Hydrant Repair and Maintenance	4,029	4,000	4,000
239 Meter Repair and Maintenance	793	12,000	12,000
240 Equipment Repair and Maintenance	6,698	10,515	10,515
241 Grounds Maintenance	-	2,000	2,000
242 Street Repair/maintenance	-	2,000	2,000
243 Non-Capital Computer Equipment and Supplies	11,990	5,830	11,359
245 Mileage Allowance	33	500	500
246 Liability Insurance	64,431	66,690	85,863
247 Safety Expenses	8,513	5,100	8,500
249 Operating Leases and Rentals	296	2,000	2,000
250 Professional and Contracted Services	260,997	119,597	139,797
252 Advertising and Legal Notices	897	2,000	2,000
254 Cross Connection Repair and Maintenance	3,642	12,000	7,000
259 Licenses and Permits	438	595	595
260 Utilities	48,349	60,642	63,590
261 Telephone Charges	8,324	10,988	10,988
262 Radio Repair and Maintenance	161	4,000	4,000
264 Printing and Copying	647	1,000	1,000
269 Other Services and Charges	575	3,000	3,000
273 Fleet Lease - Operating and Maintenance	128,445	147,302	152,302
274 <i>Fleet Lease - Replacement</i>	128,880	212,357	203,782
<i>Subtotal</i>	948,531	1,021,191	1,070,866
Capital Outlay			
432 Vehicles	-	-	-
440 Machinery and Equipment	12,824	80,000	32,376
455 System Renovations and Replacement	5,106	48,000	53,000
481 Taps	15,384	20,000	20,000
483 Oversizing	41,875	-	-
484 Backflow Devices	1,822	3,000	3,000
486 <i>Meters</i>	433,029	433,895	438,475
<i>Subtotal</i>	510,041	584,895	546,851
SERVICE TOTAL	\$2,428,524	\$2,795,293	\$2,782,073

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Technology/GIS Coordinator	0.30	0.31	0.30
PWNR Applications Support Analyst	0.00	0.31	0.30
Engineering and Survey Tech Supervisor	0.30	0.31	0.30
Lead GIS Analyst	0.30	0.31	0.30
Senior GIS/Mapping Technician	0.00	0.31	0.30
GIS/Mapping Technician	0.60	0.31	0.30
Technical Systems Specialist	0.30	0.00	0.00
Engineering Technician	0.90	0.62	0.60
Senior Engineering Technician	0.00	0.31	0.30
Total	2.70	2.79	2.70

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

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	173,156	174,780	176,198
112 Wages - Temporary	40	-	-
114 Skill Based Pay	97	90	90
115 One Time Payment	673	647	964
121 Wages - Overtime	345	488	490
123 Leave Expense	5,837	-	-
124 Skill Based Overtime Pay	0	-	-
126 Retirement Health Savings Plan	1,279	1,084	1,086
129 Medicare	2,173	2,536	2,567
131 MOPC	8,831	8,744	8,851
132 Employee Insurance	28,756	28,489	28,842
133 Employee Retirement	10,664	11,716	11,861
135 Compensation Insurance	2,532	120	136
136 Unemployment Insurance	529	350	333
137 Staff Training and Conferences	3,272	4,930	5,704
139 Dental Insurance	1,235	1,223	1,239
141 Uniforms and Protective Clothing	-	90	90
<i>Subtotal</i>	<i>239,419</i>	<i>235,287</i>	<i>238,451</i>
Operating and Maintenance			
216 Reference Books and Materials	-	30	30
217 Dues and Subscriptions	3,419	6,854	6,930
218 Non-Capital Equipment and Furniture	634	1,484	1,025
219 Drafting Supplies	508	903	905
229 Materials and Supplies	388	301	302
240 Equipment Repair and Maintenance	42,960	45,738	48,089
243 Non-Capital Computer Equipment and Supplies	4,476	2,262	4,566
246 Liability Insurance	684	638	349
247 Safety Expenses	174	301	302
249 Operating Leases and Rentals	1,082	-	-
250 Professional and Contracted Services	2,671	3,250	4,524
261 Telephone Charges	45	528	232
263 Postage	8	-	-
264 Printing and Copying	17	211	151
273 Fleet Lease - Operating and Maintenance	701	758	673
<i>Subtotal</i>	<i>57,767</i>	<i>63,258</i>	<i>68,078</i>
Capital Outlay			
440 Machinery and Equipment	-	8,427	-
<i>Subtotal</i>	<i>-</i>	<i>8,427</i>	<i>-</i>
SERVICE TOTAL	\$297,186	\$306,972	\$306,529

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:	2014 Budget	2015 Budget	2016 Budget
Construction Inspection Supervisor	0.15	0.15	0.15
Senior Construction Inspector	0.30	0.30	0.30
Construction Inspector	0.45	0.45	0.60
Total	0.90	0.90	1.05

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	51,649	54,890	64,140
112	Wages - Temporary	9,197	12,000	12,000
115	One Time Payment	509	344	630
121	Wages - Overtime	9,677	6,000	6,000
122	Longevity Compensation	279	288	297
123	Leave Expense	2,187	-	-
126	Retirement Health Savings Plan	448	360	420
128	FICA	712	744	744
129	Medicare	774	833	967
131	MOPC	2,694	2,744	3,207
132	Employee Insurance	8,743	8,947	10,455
133	Employee Retirement	3,610	3,678	4,297
135	Compensation Insurance	53	379	504
136	Unemployment Insurance	161	110	121
137	Staff Training and Conferences	456	525	525
139	Dental Insurance	375	384	449
141	Uniforms and Protective Clothing	42	30	30
	<i>Subtotal</i>	<i>91,566</i>	<i>92,256</i>	<i>104,786</i>
Operating and Maintenance				
210	Office Supplies	62	75	75
216	Reference Books and Materials	-	30	30
217	Dues and Subscriptions	63	105	105
218	Non-Capital Equipment and Furniture	146	210	180
222	Chemicals	18	45	45
229	Materials and Supplies	609	375	375
230	Copier and Printing Supplies	8	-	-
240	Equipment Repair and Maintenance	848	2,175	75
243	Non-Capital Computer Equipment and Supplies	1,022	186	641
246	Liability Insurance	1,137	1,342	1,254
247	Safety Expenses	229	172	173
249	Operating Leases and Rentals	-	15	15
250	Professional and Contracted Services	97	50	50
261	Telephone Charges	1,213	950	1,022
263	Postage	8	-	-
264	Printing and Copying	15	45	45
273	Fleet Lease - Operating and Maintenance	3,816	4,453	5,823
274	Fleet Lease - Replacement	3,087	3,820	2,569
	<i>Subtotal</i>	<i>12,378</i>	<i>14,048</i>	<i>12,477</i>
Capital Outlay				
432	Vehicles	-	-	4,555
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>4,555</i>
	SERVICE TOTAL	\$103,944	\$106,304	\$121,818

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Environmental Services Manager	0.40	0.40	0.40
Environmental Sustainability Coordinator	0.05	0.00	0.00
Civil Engineer	0.10	0.80	0.80
Environmental Project Specialist	1.20	0.40	0.00
Total	1.75	1.60	1.20

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	130,605	152,991	119,583
115	One Time Payment	456	1,075	-
121	Overtime Wages	155		-
122	Longevity Compensation	1,459	1,440	720
123	Leave Expense	3,732	-	-
126	Retirement Health Savings Plan	759	768	480
129	Medicare	957	1,198	1,019
131	MOPC	7,369	7,650	5,980
132	Employee Insurance	26,068	24,938	19,492
133	Employee Retirement	9,501	10,251	8,012
135	Compensation Insurance	134	110	118
136	Unemployment Insurance	480	306	225
137	Staff Training and Conferences	36	2,600	2,600
139	Dental Insurance	1,119	1,071	837
	<i>Subtotal</i>	<i>182,830</i>	<i>204,398</i>	<i>159,066</i>
Operating and Maintenance				
210	Office Supplies	60	-	-
216	Reference Books and Materials	-	160	160
217	Dues and Subscriptions	878	680	780
218	Non-Capital Equipment and Furniture	1,112	160	160
229	Materials and Miscellaneous Supplies	126	-	-
235	Station Maintenance	-		17,500
243	Non-Capital Computer Equipment and Supplies	1,917	2,464	3,111
245	Mileage Allowance	19	240	240
246	Liability Insurance	548	524	250
247	Safety Expenses	28	240	240
250	Professional and Contracted Services	39,113	82,000	89,500
259	Licenses and Permits	-	800	800
261	Telephone Charges	50		-
263	Postage	93		7,000
264	Printing and Copying	106	200	3,500
	<i>Subtotal</i>	<i>44,050</i>	<i>87,468</i>	<i>123,241</i>
	SERVICE TOTAL	\$226,880	\$291,866	\$282,307

Service: **Meter Reading**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

Meter Reading is responsible for reading approximately 66,000 electric and water meters monthly throughout the City utility service area (49 square miles) for the purpose of billing customer usage. This service collects usage information via visual reading, radio transmission, and other technologies. This is a shared service with the Electric and Sewer Funds.

SERVICE: Meter Reading

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Meter Reading Supervisor	0.37	0.37	0.37
Metering & Application Support Coord	0.15	0.15	0.15
Senior Meter Reader	0.37	0.73	0.73
Meter Reader	2.76	2.39	2.39
Total	3.65	3.64	3.64

Service: Meter Reading**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	120,362	164,970	170,903
112	Wages - Temporary	19,540	-	-
114	Skill Based Pay	221	-	-
115	One Time Payment	1,082	220	220
121	Wages - Overtime	454	-	-
122	Longevity Compensation	418	-	-
123	Leave Expense	379	-	-
126	Retirement Health Savings Plan	4,703	1,453	1,453
128	FICA	1,502	-	-
129	Medicare	1,827	2,392	2,478
131	MOPC	6,232	8,248	8,545
132	Employee Insurance	24,678	26,890	27,857
133	Employee Retirement	7,747	11,053	11,450
135	Compensation Insurance	2,699	3,908	3,484
136	Unemployment Insurance	454	329	321
137	Staff Training and Conferences	968	2,808	3,248
139	Dental Insurance	1,060	1,155	1,196
141	Uniforms and Protective Clothing	132	606	661
	<i>Subtotal</i>	<i>194,458</i>	<i>224,032</i>	<i>231,816</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	213	6,698	239
229	Materials and Miscellaneous Supplies	589	239	239
230	Copier and Printing Supplies	-	-	367
240	Equipment Repair and Maintenance	5,511	7,211	7,485
243	Non-Capital Computer Equipment and Supplies	320	1,090	565
246	Liability Insurance	1,573	1,585	1,309
247	Safety Expenses	455	1,009	826
250	Professional and Contracted Services	2,370	3,120	3,120
261	Telephone Charges	261	595	1,387
264	Printing and Copying	165	646	184
270	Administrative and Management Services	24,779	29,616	24,171
273	Fleet Lease - Operating and Maintenance	9,659	12,554	17,702
274	Fleet Lease - Replacement	4,628	3,006	4,295
	<i>Subtotal</i>	<i>50,523</i>	<i>67,369</i>	<i>61,889</i>
Capital Outlay				
440	Machinery and Equipment	-	2,202	2,386
	<i>Subtotal</i>	<i>-</i>	<i>2,202</i>	<i>2,386</i>
	SERVICE TOTAL	\$244,981	\$293,603	\$296,091

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER FUND PROJECTS	2016 Budget
PB-109 Municipal Facilities Parking Lot Rehabilitation	1,470
PB-192 Operations and Maintenance Building and Site Improvement	190,140
MUW-66 Water Distribution Rehabilitation and Improvements	1,094,480
MUW-150 Automatic Meter Reading	112,500
MUW-155 Water Treatment Plant Improvements	100,000
MUW-172 Windy Gap Firming Project	250,000
MUW-173 Raw Water Irrigation Planning and Construction	30,000
MUW-181 Water Resources Rehab and Improvements	45,400
MUW-182 Flow Monitoring Program	225,000
MUW-183 Price Park Tank Replacement	100,000
TOTAL	\$ 2,148,990

WATER CONSTRUCTION FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	2,500
Non-Operating	-	-	-
Capital	195,772	705,750	570,750
TOTAL	\$ 195,772	\$ 708,250	\$ 573,250

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.

2016 Budget

The following capital projects are funded in 2016. Detailed capital project descriptions are included in the 2016-2020 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER CONSTRUCTION FUND PROJECTS	2016 Budget
MUW-109 Clover Basin Water Transmission Line	\$ 120,000
MUW-137 Union Reservoir Land Acquisition Program	50,000
MUW-172 Windy Gap Firming Project	250,000
MUW-179 Water System Oversizing	75,750
T-1 Street Rehabilitation Program	75,000
TOTAL	\$ 570,750

WATER CONSTRUCTION FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 16,805,986	\$ 18,598,133	\$ 18,506,617
Committed Working Capital	-	451,766	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	1,924,625	981,900	1,162,900
Owner Participation Fees	25,066	-	-
Miscellaneous	29	-	-
Interest	122,864	86,600	94,500
Adjustment for GAAP Revenue	(84,665)	-	-
TOTAL FUNDS	1,987,919	1,068,500	1,257,400
EXPENSES			
Soils Testing	-	2,500	2,500
Capital Projects	195,772	705,750	570,750
TOTAL EXPENSES	195,772	708,250	573,250
ENDING WORKING CAPITAL	18,598,133	18,506,617	19,190,767
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,792,147	\$ 360,250	\$ 684,150

RAW WATER STORAGE FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ -	\$ -	\$ -

Fund Description

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

RAW WATER STORAGE FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 406,796	\$ 408,850	\$ 410,350
SOURCES OF FUNDS			
REVENUES			
Interest	2,889	1,500	1,500
Adjustment for GAAP Revenue	(835)	-	-
TOTAL FUNDS	2,054	1,500	1,500
EXPENSES			
Capital Projects	-	-	-
TOTAL EXPENSES	-	-	-
ENDING WORKING CAPITAL	408,850	410,350	411,850
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,054	\$ 1,500	\$ 1,500

WATER CASH ACQUISITION FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	42,919	100,000	100,000
Non-Operating	-	-	-
Capital	206,380	50,000	50,000
TOTAL	\$ 249,299	\$ 150,000	\$ 150,000

Fund Description

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

WATER ACQUISITION FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 4,187,136	\$ 4,547,717	\$ 4,422,417
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Cash in Lieu of Water Rights	602,206	5,000	5,000
Miscellaneous	-	-	-
Interest	30,021	19,700	21,800
Adjustment for GAAP Revenue	(22,347)	-	-
TOTAL FUNDS	609,880	24,700	26,800
EXPENSES			
Conservation Initiatives and Misc Operating	42,919	100,000	100,000
Purchase of Water Rights	206,380	50,000	50,000
TOTAL EXPENSES	249,299	150,000	150,000
ENDING WORKING CAPITAL	4,547,717	4,422,417	4,299,217
CONTRIBUTION TO/(FROM) RESERVES	\$ 360,581	\$ (125,300)	\$ (123,200)

SEWER FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	2,940,004	3,329,991	3,609,135
Operating and Maintenance	4,153,376	4,780,859	4,707,881
Non-Operating	5,483,034	3,880,695	3,884,695
Capital	10,175,441	2,795,924	3,118,943
TOTAL	\$ 22,751,854	\$ 14,787,469	\$ 15,320,654

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

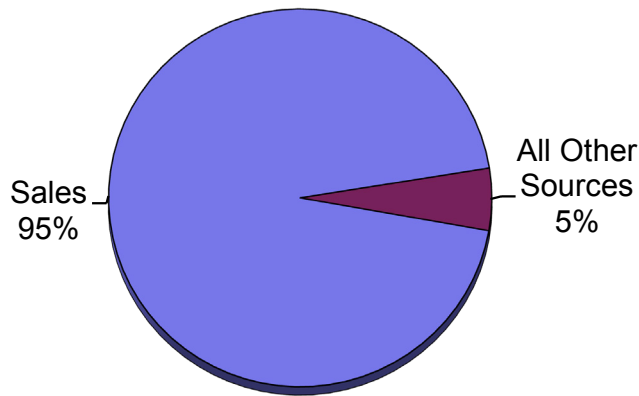
Sewer System

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

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 17,443,944	\$ 13,787,426	\$ 3,620,206
Committed Working Capital	-	9,329,232	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	11,712,007	13,210,500	13,794,300
Intergovernmental	1,111,741	168,247	168,247
Interest - Operating	109,563	17,900	28,000
Miscellaneous	(2,342,647)	1,545	-
Operating Transfers	7,076,617	551,289	552,119
Bond Proceeds	493	-	-
Adjustment for GAAP Revenue	39,830	-	-
TOTAL FUNDS	17,707,604	13,949,481	14,542,666
EXPENSES BY BUDGET SERVICE			
Wastewater Utility Director	5,125,430	4,131,829	4,149,581
Wastewater Administration/Engineering	2,376,927	1,900,840	2,012,524
Industrial Pretreatment	120,326	164,907	149,102
Collection System	1,216,923	1,504,719	1,551,123
Wastewater Treatment Plant	2,853,020	3,061,879	3,249,913
Wastewater Quality Laboratory	504,858	760,304	704,131
Wastewater Instrumentation and Control	190,407	242,556	217,170
Wastewater Construction Inspection	69,296	70,870	97,453
Wastewater Regulatory Compliance	118,686	178,301	187,307
Wastewater Meter Reading	82,105	98,400	99,234
Wastewater Engineering/Survey Tech Services	99,062	102,387	102,176
CIP Projects	9,994,814	2,570,477	2,800,940
Total Operating Expenses	22,751,854	14,787,469	15,320,654
Adjustment for GAAP Expenses	(1,387,732)	-	-
TOTAL ADJUSTED EXPENSES	21,364,122	14,787,469	15,320,654
ENDING WORKING CAPITAL	13,787,426	3,620,206	2,842,218
CONTRIBUTION TO/(FROM) RESERVES	\$ (3,656,518)	\$ (837,988)	\$ (777,988)

SEWER FUND - Sources of Funds



- The Sewer Fund will receive 95% of its operating revenues from sales to the City’s wastewater customers in 2016.
- The Sewer Fund will require a contribution from fund balance of \$777,988 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.

	2014 Actual	2015 Budget	2016 Budget
OPERATING REVENUE			
Sales	\$ 11,686,940	\$ 13,210,500	\$ 13,794,300
Industrial Sewer Surcharge	25,067	-	-
Intergovernmental Revenue	1,111,741	168,247	168,247
Interest Income	109,563	17,900	28,000
Operating Transfers	7,076,617	551,289	552,119
Other Revenue	(2,342,647)	1,545	-
Bond Proceeds	493	-	-
Contribution from/(to) Fund Balance	3,656,518	837,988	777,988
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 21,364,122	\$ 14,787,469	\$ 15,320,654

Service: Public Works and Natural Resources General Manager

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources General Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget and effective supervision of personnel.

SERVICE: Public Works and Natural Resources General Manager

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
General Manager PW&NR	0.20	0.20	0.20
PWNR Business & Strategic Planning Manager	0.20	0.20	0.20
PWNR Communications & Marketing Coordinator	0.00	0.00	0.20
Multi Media/Marketing Spec	0.20	0.20	0.00
PWNR Utilities Rate Analyst	0.20	0.20	0.20
Business Analyst	0.20	0.20	0.20
Executive Assistant	0.20	0.20	0.20
Customer Services Representative	0.10	0.00	0.10
Administrative Supervisor	0.00	0.25	0.10
Administrative Assistant	0.45	0.00	0.10
Total	1.75	1.45	1.50

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	126,624	119,259	150,690
112 Wages - Temporary	132	-	3,000
115 One Time Payment	1,162	1,300	901
121 Wages - Overtime	65	100	150
122 Longevity Compensation	180	-	192
123 Leave Expense	3,130	-	-
126 Retirement Health Savings Plan	1,033	580	600
128 FICA	-	-	186
129 Medicare	1,147	1,248	1,271
131 MOPC	6,487	5,964	6,141
132 Employee Insurance	20,549	19,438	20,018
133 Employee Retirement	8,367	7,992	8,228
135 Compensation Insurance	111	92	92
136 Unemployment Insurance	378	238	231
137 Staff Training and Conferences	19,470	21,104	1,231
139 Dental Insurance	882	835	860
142 Food Allowance	364	425	425
<i>Subtotal</i>	<i>190,080</i>	<i>178,575</i>	<i>194,216</i>
Operating and Maintenance			
210 Office Supplies	8	-	-
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	265	176	220
218 Non-Capital Equipment and Furniture	8,745	450	575
229 Materials and Supplies	502	200	200
240 Equipment Repair and Maintenance	3,392	9,100	8,720
243 Non-Capital Computer Equipment and Supplies	1,670	3,993	2,057
245 Mileage Allowance	495	580	580
246 Liability Insurance	454	434	333
250 Professional and Contracted Services	49,742	68,997	66,007
252 Advertising and Legal Notices	457	500	500
264 Printing and Copying	113	500	515
269 Other Services and Charges	544	-	-
273 Fleet Lease - Operating and Maintenance	-	-	305
274 Fleet Lease - Replacement	-	-	2,879
<i>Subtotal</i>	<i>66,387</i>	<i>85,030</i>	<i>82,991</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	775,707	1,911,683	1,890,833
923 Bond Principal - Current	-	1,955,000	1,980,000
970 Transfers to Other Funds	4,076,429	1,541	1,541
<i>Subtotal</i>	<i>4,852,136</i>	<i>3,868,224</i>	<i>3,872,374</i>
Capital Outlay			
432 Vehicles	16,828	-	-
<i>Subtotal</i>	<i>16,828</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$5,125,430	\$4,131,829	\$4,149,581

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Director of Engineering Services	0.20	0.20	0.15
PWNR Engineering Administrator	0.50	0.50	0.50
Senior Civil Engineer	1.30	1.30	1.73
Civil Engineer II	0.00	0.00	1.25
Civil Engineer	0.20	0.50	0.00
Natural Resources Specialist	0.25	0.15	0.00
Planning Technician	0.00	0.00	0.12
Project Manager II	0.00	0.60	0.80
Project Manager	0.30	0.00	0.00
Administrative Assistant	0.20	0.20	0.30
Office Assistant	0.40	0.00	0.00
Total	3.35	3.45	4.85

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	294,842	300,131	436,334
112 Wages - Temporary	7,682	5,000	5,000
115 One Time Payment	1,525	2,263	-
121 Wages - Overtime	888	-	-
122 Longevity Compensation	852	751	1,719
123 Leave Expense	7,169	9,000	9,000
126 Retirement Health Savings Plan	4,052	1,500	1,940
128 FICA	513	310	310
129 Medicare	3,595	4,088	6,102
131 MOPC	14,964	15,005	21,816
132 Employee Insurance	42,932	48,922	71,122
133 Employee Retirement	19,302	20,108	29,235
135 Compensation Insurance	211	196	236
136 Unemployment Insurance	790	601	820
137 Staff Training and Conferences	-	-	4,201
139 Dental Insurance	1,844	2,101	3,054
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	-	300	300
<i>Subtotal</i>	401,162	410,376	591,289
Operating and Maintenance			
210 Office Supplies	322	1,000	800
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	-	500	300
217 Dues and Subscriptions	20,186	17,579	1,579
218 Non-Capital Equipment and Furniture	213	3,600	900
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	86	1,000	600
230 Printing and Copier Supplies	297	2,000	1,000
232 Building Repair and Maintenance	-	300	300
235 Station Maintenance	-	10,000	16,000
240 Equipment Repair and Maintenance	2,367	5,820	9,035
243 Non-Capital Computer Equipment and Supplies	8,357	5,970	8,982
245 Mileage Allowance	-	334	334
246 Liability Insurance	1,407	1,477	1,228
247 Safety Expenses	39	-	-
250 Professional and Contracted Services	49,280	52,500	39,950
252 Advertising and Legal Notices	-	400	400
259 Licenses and Permits	-	250	250
261 Telephone Charges	169	762	762
263 Postage	924	1,500	1,500
264 Printing and Copying	-	2,000	1,000
269 Other Services and Charges	36,828	15,000	15,000
270 Administrative and Management Services	753,720	797,640	740,067
271 Franchise Equivalency	463,352	528,480	551,772
273 Fleet Lease - Operating and Maintenance	3,942	3,264	5,736
274 Fleet Lease - Replacement	3,319	9,417	7,644
275 Building Permits To LDDA	60	-	-
<i>Subtotal</i>	1,344,867	1,460,993	1,405,339
Non-Operating Expense			
922 Interest - Current Bond Issue	(35,518)	-	-
929 Bond Arbitrage	7,750	-	-
950 Bad Debt	1,885	2,000	2,000
970 Transfers to Other Funds	656,780	10,471	10,321
<i>Subtotal</i>	630,898	12,471	12,321
Capital Outlay			
432 Vehicles	-	17,000	-
440 Machinery and Equipment	-	-	3,575
<i>Subtotal</i>	-	17,000	3,575
SERVICE TOTAL	\$2,376,927	\$1,900,840	\$2,012,524

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:	2014 Budget	2015 Budget	2016 Budget
Utility and Streets Operations & Mtce Manager	0.30	0.30	0.30
System Operations Supervisor	0.50	0.10	0.10
Utility Maintenance Supervisor	0.00	0.60	0.60
Public Works Supervisor	0.20	0.00	0.00
Operations and Maintenance Technician Lead	0.60	0.60	0.60
Water Utility Technician Lead	1.00	2.00	2.00
Water Utility Technician	3.50	3.25	3.25
Public Works Tech I	0.50	0.00	0.30
Service Truck Technician	0.25	0.00	0.00
Administrative Analyst	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	7.30	7.30	7.60

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	290,300	416,488	432,225
112 Wages - Temporary	13,799	48,050	52,050
114 Skill Based Pay	13,368	-	225
115 One Time Payment	1,793	2,399	2,687
121 Wages - Overtime	23,713	19,800	19,800
123 Leave Expense	9,516	-	-
124 Skill Based Overtime Pay	2,004	-	-
126 Retirement Health Savings Plan	2,357	2,920	3,040
128 FICA	720	2,979	3,227
129 Medicare	5,020	6,735	7,025
131 MOPC	17,915	20,823	21,622
132 Employee Insurance	60,586	67,887	70,453
133 Employee Retirement	23,110	27,907	28,974
135 Compensation Insurance	10,804	25,941	28,973
136 Unemployment Insurance	1,115	835	813
139 Dental Insurance	2,602	2,917	3,026
141 Uniforms and Protective Clothing	1,998	3,550	3,550
142 Food Allowance	206	200	200
<i>Subtotal</i>	<i>480,925</i>	<i>649,431</i>	<i>677,890</i>
Operating and Maintenance			
210 Office Supplies	289	705	705
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	193	300	300
217 Dues and Subscriptions	2,425	1,616	1,616
218 Non-Capital Equipment and Furniture	7,278	10,500	10,500
220 Gas and Oil	24	50	50
222 Chemicals	1,901	5,000	5,000
228 Janitorial Supplies	88	300	300
229 Materials and Supplies	5,658	7,100	7,100
230 Printing and Copier Supplies	121	390	390
232 Building Repair and Maintenance	1,986	4,950	4,950
233 Facility Repair and Maintenance	3,426	10,000	10,000
235 Station Maintenance	23,522	23,000	17,000
237 Line Repair/maintenance	58,981	65,000	65,000
239 Meter Repair and Maintenance	622	4,000	4,000
240 Equipment Repair and Maintenance	15,314	16,825	16,825
241 Grounds Maintenance	-	500	500
242 Street Repair/maintenance	-	1,000	1,000
243 Non-Capital Computer Equipment and Supplies	6,323	3,581	7,632
245 Mileage Allowance	33	400	400
246 Liability Insurance	147,789	185,586	196,625
247 Safety Expenses	3,859	5,000	5,000
249 Operating Leases and Rentals	55	500	500
250 Professional and Contracted Services	117,070	96,559	100,709
252 Advertising and Legal Notices	299	300	300
259 Licenses and Permits	1,401	1,850	1,850
260 Utilities	16,581	11,833	13,430
261 Telephone Charges	4,999	5,285	5,285
262 Radio Repair and Maintenance	69	2,000	2,000
264 Printing and Copying	148	1,000	1,000
269 Other Services and Charges	1,688	3,350	1,850
273 Fleet Lease - Operating and Maintenance	96,723	81,787	98,736
274 Fleet Lease - Replacement	70,976	170,021	150,596
<i>Subtotal</i>	<i>589,839</i>	<i>720,388</i>	<i>731,249</i>
Capital Outlay			
432 Vehicles	-	-	-
440 Machinery and Equipment	4,448	-	1,959
481 Taps	2,697	1,200	1,200
486 Meters	139,013	133,700	138,825
<i>Subtotal</i>	<i>146,159</i>	<i>134,900</i>	<i>141,984</i>
SERVICE TOTAL	\$1,216,923	\$1,504,719	\$1,551,123

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:	2014 Budget	2015 Budget	2016 Budget
Industrial Pretreatment Coordinator	1.00	1.00	0.70
Environmental Regulatory Specialist	0.20	0.20	0.10
Environmental Project Specialist	0.00	0.00	0.20
Total	1.20	1.20	1.00

Service: Industrial Pretreatment**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	77,815	90,667	77,365
115	One Time Payment	1,000	-	450
121	Overtime Wages	92	-	-
122	Longevity Compensation	-	-	384
123	Leave Expense	2,108	-	-
126	Retirement Health Savings Plan	1,112	480	400
129	Medicare	1,078	1,314	929
131	MOPC	4,325	4,533	3,868
132	Employee Insurance	13,059	14,779	12,611
133	Employee Retirement	5,579	6,075	5,183
135	Compensation Insurance	824	823	1,099
136	Unemployment Insurance	258	181	146
139	Dental Insurance	603	635	542
141	Uniforms and Protective Clothing	26	-	-
	<i>Subtotal</i>	<i>107,880</i>	<i>119,487</i>	<i>102,977</i>
Operating and Maintenance				
210	Office Supplies	210	300	300
216	Reference Books and Materials	369	600	600
217	Dues and Subscriptions	353	700	700
218	Non-Capital Equipment and Furniture	1,947	700	700
223	Lab and Photo Supplies	297	9,400	1,400
229	Materials and Supplies	2,102	10,300	10,300
240	Equipment Repair and Maintenance	120	7,000	7,000
243	Non-Capital Computer Equipment and Supplies	1,878	500	1,232
245	Mileage Allowance	11	200	200
246	Liability Insurance	444	404	250
247	Safety Expenses	283	550	550
250	Professional and Contracted Services	3,154	10,750	18,750
252	Advertising and Legal Notices	50	200	200
259	Licenses and Permits	105	150	150
261	Telephone Charges	417	750	750
264	Printing and Copying	410	2,300	2,300
273	Fleet Lease - Operating and Maintenance	296	616	743
	<i>Subtotal</i>	<i>12,446</i>	<i>45,420</i>	<i>46,125</i>
	SERVICE TOTAL	\$120,326	\$164,907	\$149,102

Service: **Wastewater Quality Laboratory**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Water Quality Laboratory is a comprehensive scientific resource for the City of Longmont Water/Wastewater Utilities. Its goal is to support the utilities in meeting all state and federal requirements for drinking water and wastewater treatment. As such, the laboratory’s primary concern is to provide timely and cost-effective sampling and testing services that result in legally defensible data of known precision and accuracy. In addition, the laboratory serves as a technical source of information for water quality issues, regulatory issues, and related subjects. In accordance with the City’s customer service goals, the laboratory provides other services as needed or requested to its drinking water customers. The laboratory strives to continuously improve upon its community and interdepartmental communications.

Specifically, the laboratory provides chemical and biological testing services for the utilities and other City departments. The following services are provided for the utilities:

- Testing for the water and wastewater treatment plants to monitor compliance with state health department and U.S. Environmental Protection Agency requirements and to assist with process control
- Testing of samples from industrial dischargers to verify compliance with the requirements of the Industrial Pretreatment Program
- Sampling and testing of St. Vrain Creek to study the effects of wastewater treatment plant effluent on the creek
- Metals and nutrient testing on digested wastewater treatment plant sludge and compost to ensure that all requirements for beneficial use of biosolids are met.

Finally, the laboratory provides, for a fee, testing services to other municipalities and water/sanitation districts in the Boulder County and Larimer County area that do not have laboratory facilities.

SERVICE: Wastewater Quality Laboratory

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Water Quality Laboratory Supervisor	0.65	0.70	0.60
Water Quality Analyst	1.30	2.10	1.80
Laboratory Technician	1.95	2.10	1.80
Office Assistant	0.00	0.00	0.30
Total	3.90	4.90	4.50

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	212,071	298,751	275,382
112	Wages - Temporary	21,572	43,320	24,000
115	One Time Payment	1,164	1,043	590
121	Wages - Overtime	17,858	2,708	2,708
122	Longevity Compensation	1,152	1,386	1,152
123	Leave Expense	6,101	-	-
126	Retirement Health Savings Plan	1,947	1,960	1,800
128	FICA	1,649	2,686	1,488
129	Medicare	2,761	4,306	4,188
131	MOPC	10,504	14,938	13,769
132	Employee Insurance	34,076	48,696	44,887
133	Employee Retirement	13,550	20,018	18,451
135	Compensation Insurance	8,580	9,761	4,179
136	Unemployment Insurance	627	596	518
137	Staff Training and Conferences	-	-	2,501
139	Dental Insurance	1,463	2,092	1,928
141	Uniforms and Protective Clothing	-	101	101
142	Food Allowance	12	-	-
	<i>Subtotal</i>	<i>335,087</i>	<i>452,362</i>	<i>397,642</i>
Operating and Maintenance				
210	Office Supplies	711	975	975
216	Reference Books and Materials	292	450	450
217	Dues and Subscriptions	917	1,060	1,090
218	Non-Capital Equipment and Furniture	1,792	8,371	5,375
223	Lab and Photo Supplies	62,211	68,250	70,500
228	Janitorial Supplies	698	1,495	1,495
229	Materials and Supplies	261	1,950	1,950
230	Printing and Copier Supplies	842	1,500	1,500
232	Building Repair and Maintenance	11,643	24,300	20,000
240	Equipment Repair and Maintenance	18,649	23,245	31,625
243	Non-Capital Computer Equipment and Supplies	2,378	4,377	5,500
246	Liability Insurance	894	1,040	641
247	Safety Expenses	945	910	960
250	Professional and Contracted Services	56,296	94,300	112,300
259	Licenses and Permits	-	10	10
261	Telephone Charges	173	600	600
263	Postage	-	75	75
264	Printing and Copying	243	1,850	1,850
269	Other Services and Charges	-	34	34
273	Fleet Lease - Operating and Maintenance	933	1,465	1,559
274	Fleet Lease - Replacement	1,685	1,685	-
	<i>Subtotal</i>	<i>161,563</i>	<i>237,942</i>	<i>258,489</i>
Capital Outlay				
440	Machinery and Equipment	8,208	70,000	48,000
	<i>Subtotal</i>	<i>8,208</i>	<i>70,000</i>	<i>48,000</i>
SERVICE TOTAL		\$504,858	\$760,304	\$704,131

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Director of Operations	0.25	0.25	0.25
Treatment Operations Manager	0.50	0.50	0.50
Treatment Operations Supervisor	1.00	1.00	1.00
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.50	0.50	0.50
Operations and Maintenance Technician Lead	7.80	7.80	8.30
Facilities Maintenance Tech I	0.70	0.70	0.70
Administrative Assistant	0.70	0.70	0.70
Total	11.95	11.95	12.45

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	657,197	763,873	798,688
112 Temporary Wages	20,130	-	15,000
114 Skill Based Pay	24,679	-	210
115 One Time Payment	8,134	3,485	2,371
121 Wages - Overtime	21,244	30,000	26,000
122 Longevity Compensation	2,150	2,040	2,100
123 Leave Expense	7,384	-	-
124 Skill Based Overtime Pay	1,347	-	-
126 Retirement Health Savings Plan	21,276	4,380	4,980
128 FICA	1,248	-	930
129 Medicare	8,580	8,981	10,876
131 MOPC	34,848	34,096	39,945
132 Employee Insurance	111,942	111,155	130,186
133 Employee Retirement	44,949	45,692	53,526
135 Compensation Insurance	18,088	21,216	50,347
136 Unemployment Insurance	2,060	1,364	1,503
137 Staff Training and Conferences	-	-	13,501
139 Dental Insurance	4,807	4,774	5,591
141 Uniforms and Protective Clothing	5,419	7,800	7,800
142 Food Allowance	366	500	500
<i>Subtotal</i>	<i>995,849</i>	<i>1,039,356</i>	<i>1,164,054</i>
Operating and Maintenance			
210 Office Supplies	4,080	3,100	3,100
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	885	900	900
217 Dues and Subscriptions	5,497	2,620	2,620
218 Non-Capital Equipment and Furniture	24,310	42,000	25,000
220 Gas and Oil	3,751	5,000	5,000
222 Chemicals	43,066	53,000	53,000
223 Lab and Photo Supplies	5,485	14,000	6,000
228 Janitorial Supplies	1,497	1,300	1,300
229 Materials and Supplies	5,490	7,000	7,000
230 Printing and Copier Supplies	-	1,250	1,250
232 Building Repair and Maintenance	190,476	92,500	105,000
233 Facility Repair and Maintenance	148,058	171,000	165,000
235 Station Maintenance	15,560	-	-
240 Equipment Repair and Maintenance	13,021	10,235	17,900
241 Grounds Maintenance	875	500	500
243 Non-Capital Computer Equipment and Supplies	19,163	27,020	16,630
245 Mileage Allowance	-	600	600
246 Liability Insurance	11,349	9,710	8,496
247 Safety Expenses	8,657	20,000	15,000
249 Operating Leases and Rentals	-	1,000	1,000
250 Professional and Contracted Services	768,707	970,950	892,500
252 Advertising and Legal Notices	-	500	500
259 Licenses and Permits	47,164	55,675	55,675
260 Utilities	481,859	488,000	527,000
261 Telephone Charges	3,076	2,815	2,815
263 Postage	48	-	-
264 Printing and Copying	15	200	200
269 Other Services and Charges	-	150	150
273 Fleet Lease - Operating and Maintenance	25,855	23,251	36,819
274 Fleet Lease - Replacement	19,796	18,147	14,804
<i>Subtotal</i>	<i>1,847,740</i>	<i>2,022,523</i>	<i>1,965,859</i>
Capital Outlay			
440 Machinery and Equipment	9,432	-	120,000
<i>Subtotal</i>	<i>9,432</i>	<i>-</i>	<i>120,000</i>
SERVICE TOTAL	\$2,853,020	\$3,061,879	\$3,249,913

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:	2014 Budget	2015 Budget	2016 Budget
Electrician	0.50	0.50	0.50
Control Systems Operations Supervisor	0.00	0.50	0.50
Instrumentation Technician	1.00	0.50	0.50
Total	1.50	1.50	1.50

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	85,272	98,324	100,290
114	Skill Based Pay	7,097	-	-
115	One Time Payment	618	-	168
121	Wages - Overtime	3,542	6,000	6,000
123	Leave Expense	1,600	-	-
124	Skill Based Overtime Pay	329	-	-
126	Retirement Health Savings Plan	1,426	600	600
129	Medicare	1,213	1,427	1,454
131	MOPC	4,667	4,916	5,015
132	Employee Insurance	14,406	16,026	16,347
133	Employee Retirement	6,021	6,588	6,719
135	Compensation Insurance	83	969	1,265
136	Unemployment Insurance	265	197	189
139	Dental Insurance	619	689	702
141	Uniforms and Protective Clothing	200	1,800	1,800
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>127,359</i>	<i>137,636</i>	<i>140,649</i>
Operating and Maintenance				
216	Reference Books and Materials	-	400	400
217	Dues and Subscriptions	237	250	250
218	Non-Capital Equipment and Furniture	1,838	10,000	7,000
229	Materials and Supplies	1,657	-	-
233	Facility Repair and Maintenance	1,878	20,000	10,000
243	Non-Capital Computer Equipment and Supplies	325	2,000	2,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	340	570	171
247	Safety Expenses	-	1,000	1,000
250	Professional and Contracted Services	55,736	70,000	55,000
261	Telephone Charges	1,038	600	600
	<i>Subtotal</i>	<i>63,048</i>	<i>104,920</i>	<i>76,521</i>
	SERVICE TOTAL	\$190,407	\$242,556	\$217,170

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Technology/GIS Coordinator	0.10	0.09	0.10
Engineering and Survey Tech Supervisor	0.10	0.09	0.10
Lead GIS Analyst	0.00	0.09	0.10
PWNR Applications Support Analyst	0.00	0.09	0.10
Senior GIS/Mapping Technician	0.00	0.09	0.10
GIS/Mapping Technician	0.20	0.09	0.10
Engineering Technician	0.00	0.18	0.20
Senior Engineering Technician	0.30	0.09	0.10
Total	0.70	0.81	0.90

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

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	57,720	58,261	58,732
112 Wages - Temporary	13	-	-
114 Skill Based Pay	32	30	31
115 One Time Payment	224	216	321
121 Wages - Overtime	115	163	163
122 Longevity Compensation	-	-	-
123 Leave Expense	1,946	-	-
124 Skill Based Overtime Pay	-	-	-
126 Retirement Health Savings Plan	426	361	362
129 Medicare	724	845	856
131 MOPC	2,944	2,915	2,950
132 Employee Insurance	9,585	9,496	9,614
133 Employee Retirement	3,554	3,905	3,954
135 Compensation Insurance	844	40	45
136 Unemployment Insurance	176	117	111
137 Staff Training and Conferences	1,091	1,643	1,901
139 Dental Insurance	412	408	413
141 Uniforms and Protective Clothing	-	30	30
<i>Subtotal</i>	<i>79,806</i>	<i>78,430</i>	<i>79,483</i>
Operating and Maintenance			
210 Office Supplies	-	-	-
216 Reference Books and Materials	-	10	10
217 Dues and Subscriptions	1,140	2,285	2,310
218 Non-Capital Equipment and Furniture	211	495	342
219 Drafting Supplies	169	301	302
229 Materials and Supplies	129	100	101
240 Equipment Repair and Maintenance	14,320	15,246	16,030
243 Non-Capital Computer Equipment and Supplies	1,491	754	1,522
246 Liability Insurance	228	213	116
247 Safety Expenses	58	100	101
249 Operating Leases and Rentals	361	-	-
250 Professional and Contracted Services	891	1,083	1,508
261 Telephone Charges	15	175	77
263 Postage	3	-	-
264 Printing and Copying	6	70	50
273 Fleet Lease - Operating and Maintenance	234	316	224
<i>Subtotal</i>	<i>19,256</i>	<i>21,148</i>	<i>22,693</i>
Capital Outlay			
440 Machinery and Equipment	-	2,809	-
<i>Subtotal</i>	<i>-</i>	<i>2,809</i>	<i>-</i>
SERVICE TOTAL	\$99,062	\$102,387	\$102,176

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:	2014 Budget	2015 Budget	2016 Budget
Construction Inspection Supervisor	0.10	0.10	0.12
Senior Construction Inspector	0.00	0.20	0.24
Construction Inspector	0.60	0.30	0.48
Total	0.70	0.60	0.84

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	34,433	36,594	51,311
112	Wages - Temporary	6,131	8,000	9,600
115	One Time Payment	339	229	504
121	Wages - Overtime	6,452	4,000	4,800
122	Longevity Compensation	186	192	238
123	Leave Expense	1,458	-	-
126	Retirement Health Savings Plan	299	240	336
128	FICA	474	496	595
129	Medicare	516	555	773
131	MOPC	1,796	1,830	2,566
132	Employee Insurance	5,829	5,965	8,364
133	Employee Retirement	2,407	2,452	3,438
135	Compensation Insurance	35	253	403
136	Unemployment Insurance	107	73	96
137	Staff Training and Conferences	304	350	420
139	Dental Insurance	250	256	359
141	Uniforms and Protective Clothing	28	20	24
	<i>Subtotal</i>	<i>61,044</i>	<i>61,505</i>	<i>83,827</i>
Operating and Maintenance				
210	Office Supplies	42	50	60
216	Reference Books and Materials	-	20	24
217	Dues and Subscriptions	42	70	84
218	Non-Capital Equipment and Furniture	98	140	144
222	Chemicals	12	30	36
229	Materials and Supplies	406	250	300
230	Copier and Printing Supplies	6	-	-
240	Equipment Repair and Maintenance	565	1,450	60
243	Non-Capital Computer Equipment and Supplies	681	124	513
246	Liability Insurance	758	894	1,003
247	Safety Expenses	153	115	138
249	Operating Leases and Rentals	-	10	12
250	Professional and Contracted Services	65	34	40
261	Telephone Charges	808	634	818
263	Postage	6	-	-
264	Printing and Copying	10	30	36
273	Fleet Lease - Operating and Maintenance	2,543	2,968	4,658
274	Fleet Lease - Replacement	2,057	2,546	2,055
	<i>Subtotal</i>	<i>8,252</i>	<i>9,365</i>	<i>9,981</i>
Capital Outlay				
432	Vehicles	-	-	3,645
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>3,645</i>
SERVICE TOTAL		\$69,296	\$70,870	\$97,453

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Environmental Services Manager	0.25	0.25	0.34
Environmental Sustainability Coordinator	0.70	0.00	0.00
Civil Engineer	0.25	0.50	0.68
Environmental Project Specialist	0.30	0.25	0.00
Total	1.50	1.00	1.02

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	68,321	95,619	74,738
115	One Time Payment	239	672	-
121	Overtime Wages	81	-	-
122	Longevity Compensation	763	900	450
123	Leave Expense	1,952	-	-
126	Retirement Health Savings Plan	397	480	300
129	Medicare	500	749	637
131	MOPC	3,855	4,781	3,737
132	Employee Insurance	13,637	15,586	12,183
133	Employee Retirement	4,970	6,407	5,008
135	Compensation Insurance	70	70	74
136	Unemployment Insurance	251	191	140
137	Staff Training and Conferences	19	1,625	1,625
139	Dental Insurance	586	669	523
	<i>Subtotal</i>	<i>95,641</i>	<i>127,749</i>	<i>99,415</i>
Operating and Maintenance				
210	Office Supplies	31	-	-
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	459	7,560	25,290
218	Non-Capital Equipment and Furniture	582	100	100
229	Materials and Miscellaneous Supplies	66	-	-
235	Station Maintenance	-	-	17,500
243	Non-Capital Computer Equipment and Supplies	1,003	1,539	1,945
245	Mileage Allowance	10	150	150
246	Liability Insurance	287	328	157
247	Safety Expenses	15	150	150
250	Professional and Contracted Services	20,461	40,000	42,000
259	Licenses and Permits	-	500	500
261	Telephone Charges	26	-	-
263	Postage	49	-	-
264	Printing and Copying	56	125	-
	<i>Subtotal</i>	<i>23,045</i>	<i>50,552</i>	<i>87,892</i>
	SERVICE TOTAL	\$118,686	\$178,301	\$187,307

Service: **Wastewater Meter Reading**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

Meter Reading is responsible for reading approximately 66,000 electric and water meters monthly throughout the City utility service area (49 square miles) for the purpose of billing customer usage. This service collects usage information via visual reading, radio transmission, and other technologies. This is a shared service with the Electric and Water Funds.

SERVICE: Wastewater Meter Reading

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Meter Reading Supervisor	0.12	0.12	0.12
Metering & Application Support Coord	0.05	0.05	0.05
Senior Meter Reader	0.12	0.25	0.25
Meter Reader	0.91	0.80	0.80
Total	1.20	1.22	1.22

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

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	40,340	55,289	57,277
112 Wages - Temporary	6,549	-	-
114 Skill Based Pay	74	-	-
115 One Time Payment	363	74	74
121 Wages - Overtime	152	-	-
122 Longevity Compensation	140	-	-
123 Leave Expense	127	-	-
126 Retirement Health Savings Plan	1,576	487	487
128 FICA	503	-	-
129 Medicare	612	802	830
131 MOPC	2,089	2,765	2,864
132 Employee Insurance	8,271	9,012	9,336
133 Employee Retirement	2,596	3,704	3,838
135 Compensation Insurance	905	1,310	1,168
136 Unemployment Insurance	152	110	108
137 Staff Training and Conferences	324	941	1,089
139 Dental Insurance	355	387	401
141 Uniforms and Protective Clothing	44	203	221
<i>Subtotal</i>	<i>65,172</i>	<i>75,084</i>	<i>77,693</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	71	2,245	80
229 Materials and Miscellaneous Supplies	197	80	80
230 Copier and Printing Supplies	-	-	123
240 Equipment Repair and Maintenance	1,847	2,417	2,509
243 Non-Capital Computer Equipment and Supplies	107	365	189
246 Liability Insurance	527	531	439
247 Safety Expenses	153	338	277
250 Professional and Contracted Services	794	1,045	1,045
261 Telephone Charges	88	199	465
264 Printing and Copying	55	216	61
270 Administrative and Management Services	8,306	9,926	8,101
273 Fleet Lease - Operating and Maintenance	3,237	4,208	5,933
274 Fleet Lease - Replacement	1,551	1,008	1,440
<i>Subtotal</i>	<i>16,933</i>	<i>22,578</i>	<i>20,742</i>
Capital Outlay			
440 Machinery and Equipment	-	738	799
<i>Subtotal</i>	<i>-</i>	<i>738</i>	<i>799</i>
SERVICE TOTAL	\$82,105	\$98,400	\$99,234

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER FUND PROJECTS	2016 Budget
PB-109 Municipal Facilities Parking Lot Rehabilitation	\$ 980
PB-192 Operations and Maintenance Building and Site Improvement	81,120
MUS-53 Sanitary Sewer Rehabilitation and Improvements	680,740
MUS-147 Infiltration/Inflow Analysis and Monitoring Study	100,000
MUS-149 Wastewater Treatment Master Plan Improvements	1,750,600
MUW-150 Automatic Meter Reading	37,500
MUS-152 Sanitary Sewer Collection System Master Plan Study	150,000
TOTAL	\$ 2,800,940

SEWER CONSTRUCTION FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	2,500
Non-Operating	368,071	551,289	552,119
Capital	-	-	160,000
TOTAL	\$ 368,071	\$ 553,789	\$ 714,619

Fund Description

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

2016 Budget

The following capital project is funded in 2016. Detailed capital project descriptions are included in the 2016-2020 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER CONSTRUCTION FUND PROJECTS	2016 Budget
T-1 Street Rehabilitation Program	\$ 160,000
TOTAL	\$ 160,000

SEWER CONSTRUCTION FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 2,243,769	\$ 2,909,420	\$ 238,796
Committed Working Capital	-	3,013,835	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	969,147	884,100	1,154,700
Developer Participation Fees	-	-	-
Miscellaneous	108,070	-	-
Interest	19,156	12,900	3,600
Adjustment for GAAP Revenue	(62,650)		
TOTAL FUNDS	1,033,723	897,000	1,158,300
EXPENSES			
Soils Testing	-	2,500	2,500
Non-Operating	368,072	551,289	552,119
Capital Projects	-	-	160,000
TOTAL EXPENSES	368,072	553,789	714,619
ENDING WORKING CAPITAL	2,909,420	238,796	682,477
CONTRIBUTION TO/(FROM) RESERVES	665,651	343,211	443,681

STREET IMPROVEMENT FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	3,450,003	3,444,257	3,613,691
Operating and Maintenance	4,572,185	5,226,283	5,800,136
Non-Operating	241,936	248,869	246,971
Capital	11,433,469	7,010,857	12,770,462
TOTAL	\$ 19,697,593	\$ 15,930,266	\$ 22,431,260

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 for 10 years in November 2014), through 2026. Other revenue sources include a portion of the state's highway use tax and a percentage of the county road and bridge property tax.

The Street Improvement Fund includes 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.

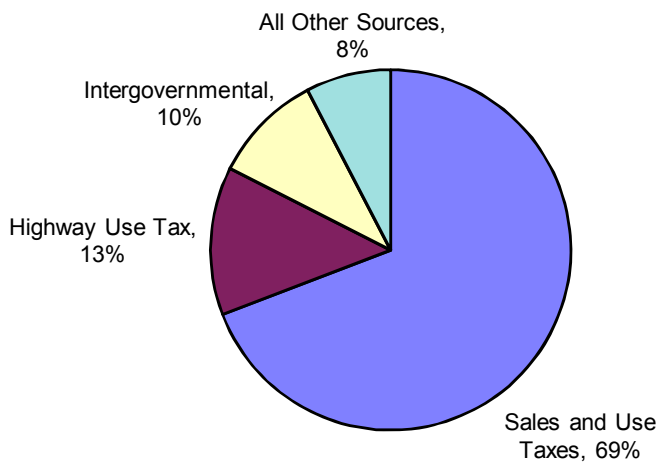
2016-2020 Capital Improvement Program

Expenditures for some of the capital projects include the City's annual Street Rehabilitation Program (CIP project T-1), Transportation System Management (T-11), Primary and Secondary Greenway Connections (PR-83), Boston Avenue Connection (T-92), S. Pratt Parkway Bridge (T-76) and Downtown Alley Improvements (DR-8). Detailed capital descriptions for all projects are included in the 2016-2020 Capital Improvement Program.

STREET IMPROVEMENT FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING FUND BALANCE	\$ 14,467,679	\$ 13,627,972	\$ 2,860,489
Committed Working Capital	-	17,011,887	-
SOURCES OF FUNDS			
REVENUES			
Taxes	16,712,145	16,612,709	17,497,146
Licenses and Permits	57,943	15,000	15,000
Intergovernmental	1,694,646	2,362,171	1,985,171
Developer Participation	110,590	-	500,000
Interest	104,950	5,273	28,787
Miscellaneous	117,922	10,000	10,000
Estimated Revenue Adjustment	-	3,169,517	-
Adjustment for GAAP Revenue	59,690	-	-
TOTAL FUNDS	18,857,886	22,174,670	20,036,104
EXPENSES BY BUDGET SERVICE			
Public Works Utility Director	212,090	185,174	233,121
Concrete Repair	111,735	207,239	191,594
Construction Inspection	415,777	423,488	446,660
Snow and Ice Removal	722,188	773,546	834,830
Street and Alley Maintenance	1,757,174	2,167,980	2,141,642
Street Cleaning	557,860	524,995	684,591
Street Improvement	2,216,367	1,700,232	1,791,844
Street Rehabilitation	114,740	126,691	137,664
Street Signing and Marking	599,468	808,399	776,453
Traffic Signals	646,149	748,565	848,333
Transportation Engineering	614,524	555,913	564,093
Transportation System Management	611,512	778,669	818,736
Regulatory Compliance	4,633	6,072	6,073
Engineering/Survey Tech Services	247,656	255,968	255,441
CIP Projects	10,865,720	6,667,335	12,700,185
Adjustment for GAAP Expenses	1,572	-	-
TOTAL EXPENSES	19,699,165	15,930,266	22,431,260
ENDING WORKING CAPITAL	13,627,972	2,860,489	465,333
CONTRIBUTION TO/(FROM) RESERVES	\$ (839,707)	\$ 6,244,404	\$ (2,395,156)

STREET IMPROVEMENT FUND - Sources of Funds



- Approximately 69% of the revenues of the Street Improvement Fund for 2016 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 10% comes from intergovernmental sources.
- The 2016 Budget requires a contribution of \$2,391,371 to fund balance.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections. Based on actual collections through July 2015, sales and use tax revenues are only 0.4% greater than they were for the same period in 2014. Sales tax is showing growth of 1.1% in 2015 while use tax activity is down 2.5% after six months.

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.

	2014 Actual	2015 Budget	2016 Budget
OPERATING REVENUE			
Sales and Use Tax	\$ 12,885,740	\$ 12,976,978	\$ 13,861,415
Automobile Tax	1,051,888	975,000	975,000
State Highway Use Tax	2,774,517	2,660,731	2,660,731
Federal Grants	641,428	1,890,000	965,000
State Grants	169,995	-	120,000
Local Grants	159,318	-	428,000
Local Non-grant Revenue	301,190	55,000	55,000
County Road/Bridge Maintenance	104,569	105,000	105,000
State Highway Maintenance	38,906	37,131	37,131
State Traffic Control Maintenance	279,240	275,040	275,040
Street Cut Permit/Inspection Fee	57,943	15,000	15,000
Developer Participation	110,590	-	500,000
Other Revenue	117,922	10,000	10,000
Interest Income	104,950	5,273	28,787
Contribution from/(to) Fund Balance	839,707	(6,244,404)	2,395,156
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 19,699,165	\$ 15,930,266	\$ 22,431,260

Service: **Public Works and Natural Resources General Manager**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources General Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget and effective supervision of personnel. This is a shared service with the Water, Storm Drainage and Sewer funds.

SERVICE: Public Works and Natural Resources General Manager

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
General Manager PW&NR	0.20	0.20	0.20
PWNR Business & Strategic Planning Manager	0.20	0.20	0.20
PWNR Communications & Marketing Coordinator	0.00	0.00	0.20
Multi Media/Marketing Specialist	0.20	0.20	0.25
PWNR Utilities Rate 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	0.30	0.00	0.10
Administrative Supervisor	0.00	0.00	0.10
Administrative Assistant	0.30	0.00	0.10
Total	1.80	1.20	1.75

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	127,580	103,667	167,529
112	Wages - Temporary	78	9,880	3,000
115	One Time Payment	1,240	1,300	901
121	Wages - Overtime	95	200	250
122	Longevity Compensation	540	-	192
123	Leave Expense	2,908	-	-
126	Retirement Health Savings Plan	1,126	480	700
128	FICA	-	613	186
129	Medicare	1,068	1,165	1,488
131	MOPC	6,529	5,184	6,889
132	Employee Insurance	20,990	16,897	22,458
133	Employee Retirement	8,747	6,947	9,231
135	Compensation Insurance	118	94	88
136	Unemployment Insurance	386	207	259
137	Staff Training and Conferences	14,481	15,403	1,231
139	Dental Insurance	901	726	964
142	Food Allowance	371	425	425
	<i>Subtotal</i>	<i>187,158</i>	<i>163,188</i>	<i>215,791</i>
Operating and Maintenance				
210	Office Supplies	29	-	-
217	Dues and Subscriptions	121	300	344
218	Non-Capital Equipment and Furniture	3,276	450	575
229	Materials and Supplies	119	-	-
240	Equipment Repair and Maintenance	1,031	3,600	3,600
243	Non-Capital Computer Equipment and Supplies	2,825	3,900	2,057
245	Mileage Allowance	495	580	580
246	Liability Insurance	486	443	186
250	Professional and Contracted Services	7,161	8,580	5,590
252	Ads and Legal Notices	-	-	250
263	Postage	6,034	-	-
264	Printing and Copying	2,117	-	15
269	Other Services and Charges	1,238	-	-
	<i>Subtotal</i>	<i>24,932</i>	<i>17,853</i>	<i>13,197</i>
Non-Operating Expense				
970	Transfers to Other Funds	-	4,133	4,133
	<i>Subtotal</i>	<i>-</i>	<i>4,133</i>	<i>4,133</i>
	SERVICE TOTAL	\$212,090	\$185,174	\$233,121

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:	2014 Budget	2015 Budget	2016 Budget
Public Works Tech I	1.50	1.50	1.00
Total	1.50	1.50	1.00

Service: Concrete Repair**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	8,798	66,762	44,508
112	Temporary Wages	320	-	-
114	Skill Based Pay	131	-	-
115	One Time Payment	510	2,250	1,500
121	Wages - Overtime	1,450	1,000	1,000
123	Leave Expense	1,843	-	-
126	Retirement Health Savings Plan	600	600	400
129	Medicare	866	968	645
131	MOPC	3,351	3,338	2,225
132	Employee Insurance	10,882	10,882	7,255
133	Employee Retirement	4,490	4,473	2,982
135	Compensation Insurance	1,910	2,542	2,102
136	Unemployment Insurance	200	134	84
139	Dental Insurance	467	468	312
	<i>Subtotal</i>	<i>35,818</i>	<i>93,417</i>	<i>63,013</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	358	4,000	4,000
229	Materials and Supplies	2,846	10,000	10,000
240	Equipment Repair and Maintenance	181	1,000	1,000
246	Liability Insurance	8,677	4,874	4,805
247	Safety Expenses	-	500	500
249	Operating Leases and Rentals	-	500	500
250	Professional and Contracted Services	-	30,000	40,000
273	Fleet Lease - Operating and Maintenance	15,117	27,238	26,005
274	Fleet Lease - Replacement	48,737	35,710	33,771
	<i>Subtotal</i>	<i>75,917</i>	<i>113,822</i>	<i>120,581</i>
Capital Outlay				
440	Machinery and Equipment	-	-	8,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>8,000</i>
	SERVICE TOTAL	\$111,735	\$207,239	\$191,594

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:	2014 Budget	2015 Budget	2016 Budget
Construction Inspection Supervisor	0.60	0.60	0.55
Senior Construction Inspector	1.20	1.20	1.10
Construction Inspector	1.80	1.80	2.20
Total	3.60	3.60	3.85

Service: Construction Inspection**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	206,595	219,562	235,178
112	Wages - Temporary	36,787	48,000	44,000
115	One Time Payment	2,035	1,376	2,310
121	Wages - Overtime	38,709	24,000	22,000
122	Longevity Compensation	1,116	1,152	1,089
123	Leave Expense	8,748	-	-
126	Retirement Health Savings Plan	1,793	1,440	1,540
128	FICA	2,846	2,976	2,728
129	Medicare	3,097	3,329	3,544
131	MOPC	10,776	10,978	11,759
132	Employee Insurance	34,972	35,788	38,334
133	Employee Retirement	14,440	14,711	15,757
135	Compensation Insurance	211	1,517	1,846
136	Unemployment Insurance	644	440	442
137	Staff Training and Conferences	1,826	2,100	1,925
139	Dental Insurance	1,502	1,536	1,646
141	Uniforms and Protective Clothing	168	120	110
	<i>Subtotal</i>	366,265	369,025	384,208
Operating and Maintenance				
210	Office Supplies	249	300	275
216	Reference Books and Materials	-	120	110
217	Dues and Subscriptions	251	420	385
218	Non-Capital Equipment and Furniture	586	840	660
222	Chemicals	72	180	165
229	Materials and Supplies	2,437	1,500	1,375
230	Copier and Printing Supplies	33	-	-
240	Equipment Repair and Maintenance	3,392	8,700	-
243	Non-Capital Computer Equipment and Supplies	4,086	744	275
246	Liability Insurance	4,547	5,365	2,351
247	Safety Expenses	915	690	4,597
249	Operating Leases and Rentals	-	60	632
250	Professional and Contracted Services	389	202	55
261	Telephone Charges	4,851	3,802	185
263	Postage	33	-	3,749
264	Printing and Copying	59	180	165
273	Fleet Lease - Operating and Maintenance	15,263	16,081	21,350
274	Fleet Lease - Replacement	12,349	15,279	9,421
	<i>Subtotal</i>	49,512	54,463	45,750
Capital Outlay				
432	Vehicles	-	-	16,702
	<i>Subtotal</i>	-	-	16,702
SERVICE TOTAL		\$415,777	\$423,488	\$446,660

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:	2014 Budget	2015 Budget	2016 Budget
Public Works Supervisor	0.25	0.25	0.25
Public Works Technician I	1.50	1.50	1.70
Total	1.75	1.75	1.95

Service: Snow and Ice Removal**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	116,894	85,726	98,839
112 Wages - Temporary	-	1,000	11,500
114 Skill Based Pay	6,325	-	-
115 One Time Payment	841	2,372	2,583
121 Wages - Overtime	58,210	45,000	46,350
122 Longevity Compensation	780	810	840
123 Leave Expense	3,032	-	-
124 Skill Based Overtime Pay	2,306	-	-
126 Retirement Health Savings Plan	700	700	780
128 FICA	-	62	713
129 Medicare	1,243	1,257	1,600
131 MOPC	4,485	4,286	4,942
132 Employee Insurance	13,932	13,973	16,111
133 Employee Retirement	6,010	5,744	6,622
135 Compensation Insurance	2,573	2,718	1,586
136 Unemployment Insurance	256	171	186
139 Dental Insurance	598	600	692
142 Food Allowance	169	500	500
<i>Subtotal</i>	<i>218,355</i>	<i>164,919</i>	<i>193,844</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	37	-	-
222 Chemicals	279,233	225,000	280,000
229 Materials and Supplies	14,267	30,000	35,000
232 Building Repair and Maintenance	1,941	4,000	4,000
233 Facility Repair and Maintenance	14,558	25,000	25,000
240 Equipment Repair and Maintenance	20,358	25,000	25,000
243 Non-Capital Computer Equipment and Supplies	5,320	-	261
246 Liability Insurance	10,738	12,394	19,496
247 Safety Expenses	741	-	-
249 Operating Leases and Rentals	45	1,000	1,000
250 Professional and Contracted Services	27,337	50,000	70,000
261 Telephone Charges	60	264	264
262 Radio Repair and Maintenance	-	2,000	2,000
273 Fleet Lease - Operating and Maintenance	40,283	46,858	64,208
274 Fleet Lease - Replacement	59,534	83,611	72,757
<i>Subtotal</i>	<i>474,453</i>	<i>505,127</i>	<i>598,986</i>
Capital Outlay			
432 Vehicles	-	8,500	17,000
440 Machinery and Equipment	29,380	70,000	-
475 Building and Facility Improvement	-	25,000	25,000
<i>Subtotal</i>	<i>29,380</i>	<i>103,500</i>	<i>42,000</i>
SERVICE TOTAL	\$722,188	\$773,546	\$834,830

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Director of Operations	0.20	0.20	0.20
Utility & Streets Operations & Maintenance Mgr	0.20	0.20	0.20
Public Works Supervisor	1.05	0.50	0.50
Utility Maint Supervisor	0.00	0.30	0.30
Public Works Technician II	5.80	2.80	3.30
Public Works Technician I	0.00	3.00	2.70
Senior Engineering Technician	1.00	1.00	0.00
Field Engineer	0.00	0.00	1.00
Water Utility Tech	0.00	0.00	0.50
Administrative Analyst	0.10	0.10	0.10
Total	8.35	8.10	8.80

Service: Street and Alley Maintenance**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	425,644	415,459	493,348
112	Wages - Temporary	32,229	26,600	35,600
114	Skill Based Pay	14,758	-	-
115	One Time Payment	4,582	4,894	6,930
121	Wages - Overtime	8,900	15,000	15,000
122	Longevity Compensation	1,560	1,620	1,680
123	Leave Expense	15,322	-	-
124	Skill Based Overtime Pay	574	2,500	2,500
126	Retirement Health Savings Plan	3,570	3,040	3,520
128	FICA	1,931	1,649	2,207
129	Medicare	6,004	6,411	7,670
131	MOPC	20,667	20,771	24,667
132	Employee Insurance	66,008	67,719	80,416
133	Employee Retirement	27,694	27,837	33,054
135	Compensation Insurance	18,108	24,137	18,611
136	Unemployment Insurance	1,215	832	928
137	Staff Training and Conferences	812	-	8,501
139	Dental Insurance	2,835	2,909	3,453
141	Uniforms and Protective Clothing	4,691	7,500	5,675
142	Food Allowance	190	300	300
	<i>Subtotal</i>	<i>657,293</i>	<i>629,178</i>	<i>744,060</i>
Operating and Maintenance				
210	Office Supplies	704	1,500	1,500
216	Reference Books and Materials	-	250	250
217	Dues and Subscriptions	174	250	250
218	Non-Capital Equipment and Furniture	18,489	10,500	13,500
228	Janitorial Supplies	228	750	750
229	Materials and Supplies	29,795	27,000	30,000
230	Printing and Copier Supplies	407	750	750
232	Building Repair and Maintenance	8,416	15,000	15,000
233	Facility Repair and Maintenance	20,693	15,000	15,000
240	Equipment Repair and Maintenance	6,031	13,270	13,270
241	Grounds Maintenance	-	500	500
242	Street Repair and Maintenance	169,297	275,000	275,000
243	Non-Capital Computer Equipment and Supplies	33,669	3,500	4,933
245	Mileage Allowance	83	200	200
246	Liability Insurance	35,710	29,550	30,903
247	Safety Expenses	6,634	8,000	8,000
249	Operating Leases and Rentals	-	20,000	20,000
250	Professional and Contracted Services	269,633	327,259	338,209
252	Advertising and Legal Notices	-	500	500
260	Utilities	36,408	35,000	38,200
261	Telephone Charges	5,521	6,800	7,020
262	Radio Repair and Maintenance	161	2,000	2,000
264	Printing and Copying	-	750	750
269	Other Services and Charges	1,245	3,000	3,000
273	Fleet Lease - Operating and Maintenance	163,227	206,976	203,515
274	Fleet Lease - Replacement	277,588	302,497	374,582
	<i>Subtotal</i>	<i>1,084,113</i>	<i>1,305,802</i>	<i>1,397,582</i>
Capital Outlay				
432	Vehicles	-	220,000	-
440	Machinery and Equipment	15,768	13,000	-
	<i>Subtotal</i>	<i>15,768</i>	<i>233,000</i>	<i>-</i>
SERVICE TOTAL		\$1,757,174	\$2,167,980	\$2,141,642

Service: **Street Cleaning**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintaining clean and debris-free City streets and alleys. Streets are swept periodically on a rotating basis. Traffic islands and medians are flushed/washed with water annually. During drought conditions, the traffic 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:	2014 Budget	2015 Budget	2016 Budget
Utility Maint Supervisor	0.00	0.20	0.20
Distribution & Collection System Mtce Supervisor	0.20	0.00	0.00
Public Works Technician I	1.50	1.50	1.50
Total	1.70	1.70	1.70

Service: Street Cleaning**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	105,388	81,289	85,284
114	Skill Based Pay	5,282	-	-
115	One Time Payment	1,200	2,550	2,425
121	Wages - Overtime	1,435	2,000	2,000
123	Leave Expense	1,939	-	-
124	Skill Based Overtime Pay	93	-	-
126	Retirement Health Savings Plan	1,124	680	680
129	Medicare	1,098	1,179	1,237
131	MOPC	4,274	4,065	4,264
132	Employee Insurance	13,250	13,250	13,901
133	Employee Retirement	5,728	5,446	5,714
135	Compensation Insurance	5,070	3,251	2,348
136	Unemployment Insurance	244	163	160
139	Dental Insurance	569	569	597
141	Uniforms and Protective Clothing	666	850	850
	<i>Subtotal</i>	<i>147,358</i>	<i>115,292</i>	<i>119,460</i>
Operating and Maintenance				
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	-	50	-
218	Non-Capital Equipment and Furniture	155	3,000	3,000
229	Materials and Supplies	97	3,000	3,000
232	Building Repair and Maintenance	495	2,000	2,000
233	Facility Repair and Maintenance	18,439	15,000	15,000
240	Equipment Repair and Maintenance	11,938	15,000	15,000
243	Non-Capital Computer Equipment and Supplies	239	500	3,500
246	Liability Insurance	37,584	38,686	36,286
247	Safety Expenses	21	1,000	1,000
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	30,707	55,150	125,150
252	Legal Notices and Advertising	-	-	1,000
260	Utilities	9,235	8,800	9,500
261	Telephone Charges	1,640	1,800	1,800
269	Other Services and Charges	-	100	100
273	Fleet Lease - Operating and Maintenance	103,728	73,923	134,375
274	Fleet Lease - Replacement	196,221	191,244	213,970
	<i>Subtotal</i>	<i>410,501</i>	<i>409,703</i>	<i>565,131</i>
	SERVICE TOTAL	\$557,860	\$524,995	\$684,591

Service: **Street Improvements**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for the planning, design, construction and contract administration of major street construction projects identified through the Capital Improvement Program. In addition to the activities for capital projects, this service reviews development plans for street planning and construction. This service pays the administrative transfer to the General Fund.

SERVICE: Street Improvements

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
PWNR Director of Engineering Services	0.60	0.60	0.35
PWNR Engineering Administrator	0.80	0.80	0.70
Senior Civil Engineer	1.80	1.80	1.43
Civil Engineer II	0.00	0.00	1.45
Natural Resource Specialist	0.00	0.00	0.05
Project Manager II	0.00	0.10	0.10
Project Manager	0.20	0.20	0.00
Total	3.40	3.50	4.08

Service: Street Improvements**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	405,449	412,078	402,357
112	Wages - Temporary	202	-	-
115	One Time Payment	2,400	2,407	75
122	Longevity Compensation	3,276	3,221	2,511
123	Leave Expense	4,002	-	-
126	Retirement Health Savings Plan	4,239	1,760	1,632
129	Medicare	4,175	4,970	5,139
131	MOPC	20,394	20,604	20,118
132	Employee Insurance	63,815	67,167	65,584
133	Employee Retirement	27,328	27,610	26,958
135	Compensation Insurance	7,406	7,798	4,962
136	Unemployment Insurance	1,175	824	756
137	Staff Training and Conferences	-	-	6,001
139	Dental Insurance	2,741	2,885	2,816
	<i>Subtotal</i>	<i>546,603</i>	<i>551,324</i>	<i>538,909</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	101	-	-
229	Materials and Miscellaneous Supplies	120	-	-
240	Equipment Repair and Maintenance	-	570	570
243	Non-Capital Computer Equipment and Supplies	1,137	3,500	8,617
246	Liability Insurance	1,364	1,388	717
247	Safety Expenses	14	-	-
250	Professional and Contracted Services	14,956	23,000	23,000
252	Advertising and Legal Notices	-	500	500
264	Printing and Copying	-	750	100
270	Administrative and Management Services	887,533	874,464	976,593
	<i>Subtotal</i>	<i>905,226</i>	<i>904,172</i>	<i>1,010,097</i>
Non-Operating Expense				
910	Transfer To General Fund	238,174	240,138	239,592
970	Transfers to Other Funds	3,762	4,598	3,246
	<i>Subtotal</i>	<i>241,936</i>	<i>244,736</i>	<i>242,838</i>
Capital Outlay				
473	Site Improvements, Landscaping and Street Development	522,602	-	-
	<i>Subtotal</i>	<i>522,602</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$2,216,367	\$1,700,232	\$1,791,844

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:	2014 Budget	2015 Budget	2016 Budget
Sr Civil Engineer	0.00	0.00	1.00
Civil Engineer	1.00	1.00	0.00
Total	1.00	1.00	1.00

Service: Street Rehabilitation**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	81,667	91,133	99,792
115	One Time Payment	1,000	1,500	-
123	Leave Expense	1,897	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	972	1,207	1,447
131	MOPC	4,178	4,162	4,990
132	Employee Insurance	13,569	13,569	16,266
133	Employee Retirement	5,599	5,577	6,686
135	Compensation Insurance	1,505	1,658	1,097
136	Unemployment Insurance	250	166	188
137	Staff Training and Conferences	56	-	-
139	Dental Insurance	583	583	699
	<i>Subtotal</i>	<i>111,675</i>	<i>119,955</i>	<i>131,565</i>
Operating and Maintenance				
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	650	650	650
229	Materials and Miscellaneous Supplies	103	-	-
243	Non-Capital Computer Equipment and Supplies	1,643	-	-
246	Liability Insurance	268	286	149
247	Safety Expenses	50	-	-
250	Professional and Contracted Services	-	5,000	5,000
264	Printing and Copying	-	700	200
273	Fleet Lease - Operating and Maintenance	350	-	-
	<i>Subtotal</i>	<i>3,064</i>	<i>6,736</i>	<i>6,099</i>
	SERVICE TOTAL	\$114,740	\$126,691	\$137,664

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:	2014 Budget	2015 Budget	2016 Budget
Public Works Supervisor	0.25	0.25	0.25
Public Works Tech I	0.50	0.50	0.50
Total	0.75	0.75	0.75

Service: Street Signing and Marking**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	42,606	41,218	42,849
112	Wages - Temporary	3,648	-	-
114	Skill Based Pay	1,414	-	-
115	One Time Payment	501	872	783
121	Wages - Overtime	654	750	750
122	Longevity Compensation	780	810	840
123	Leave Expense	1,149	-	-
124	Skill Based Overtime Pay	18	-	-
126	Retirement Health Savings Plan	300	300	300
129	Medicare	536	597	621
131	MOPC	2,121	2,061	2,142
132	Employee Insurance	6,718	6,718	6,984
133	Employee Retirement	2,842	2,762	2,871
135	Compensation Insurance	1,288	876	505
136	Unemployment Insurance	124	82	81
139	Dental Insurance	289	288	300
	<i>Subtotal</i>	<i>64,989</i>	<i>57,334</i>	<i>59,026</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	433	5,000	5,500
229	Materials and Supplies	37,328	55,000	55,000
240	Equipment Repair and Maintenance	-	1,500	1,500
243	Non-Capital Computer Equipment and Supplies	-	5,440	7,266
246	Liability Insurance	4,855	4,642	7,521
249	Operating Leases and Rentals	-	250	250
250	Professional and Contracted Services	473,285	625,000	625,000
261	Telephone Charges	77	-	-
264	Printing and Copying	-	250	250
273	Fleet Lease - Operating and Maintenance	7,814	13,637	10,881
274	Fleet Lease - Replacement	10,688	40,346	4,259
	<i>Subtotal</i>	<i>534,480</i>	<i>751,065</i>	<i>717,427</i>
	SERVICE TOTAL	\$599,468	\$808,399	\$776,453

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:	2014 Budget	2015 Budget	2016 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		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	104,987	112,451	115,608
114	Skill Based Pay	15	-	-
115	One Time Payment	2,000	-	-
121	Wages - Overtime	23,476	28,000	29,000
122	Longevity Compensation	2,160	2,220	2,280
123	Leave Expense	1,739	-	-
126	Retirement Health Savings Plan	800	800	800
129	Medicare	784	764	780
131	MOPC	5,330	5,623	5,780
132	Employee Insurance	17,283	18,329	18,844
133	Employee Retirement	7,142	7,534	7,746
135	Compensation Insurance	2,267	5,028	4,507
136	Unemployment Insurance	318	224	217
139	Dental Insurance	742	787	809
141	Uniforms and Protective Clothing	30	500	500
	<i>Subtotal</i>	<i>169,072</i>	<i>182,260</i>	<i>186,871</i>
Operating and Maintenance				
210	Office Supplies	254	200	300
217	Dues and Subscriptions	170	250	250
218	Non-Capital Equipment and Furniture	322	1,000	1,000
228	Janitorial Supplies	-	50	-
229	Materials and Supplies	325	750	750
234	System Maintenance	144,853	197,500	233,500
240	Equipment Repair and Maintenance	16,827	19,000	55,000
243	Non-Capital Computer Equipment and Supplies	1,643	500	2,025
246	Liability Insurance	39,019	33,230	34,106
247	Safety Expenses	207	750	750
250	Professional and Contracted Services	229,424	272,500	292,500
260	Utilities	1,328	1,000	1,000
261	Telephone Charges	1,958	2,000	2,000
263	Postage	1,406	1,000	1,000
273	Fleet Lease - Operating and Maintenance	15,852	11,630	17,626
274	Fleet Lease - Replacement	23,489	24,945	19,655
	<i>Subtotal</i>	<i>477,077</i>	<i>566,305</i>	<i>661,462</i>
	SERVICE TOTAL	\$646,149	\$748,565	\$848,333

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:	2014 Budget	2015 Budget	2016 Budget
Traffic Engineering Administrator	1.00	1.00	1.00
Civil Engineer II	0.00	0.00	1.00
Civil Engineer I	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	0.00
Transportation Engineering Assistant	1.00	1.00	1.00
Administrative Assistant	0.70	0.70	0.40
Total	4.70	4.70	4.40

Service: Transportation Engineering**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	324,750	335,661	337,807
112	Wages - Temporary	3,441	5,000	5,000
115	One Time Payment	2,700	5,550	156
121	Wages - Overtime	341	800	800
123	Leave Expense	7,540	10,800	10,800
126	Retirement Health Savings Plan	3,012	1,880	1,760
128	FICA	-	310	310
129	Medicare	4,162	4,941	4,971
131	MOPC	16,486	16,783	16,890
132	Employee Insurance	53,512	54,712	55,063
133	Employee Retirement	22,090	22,490	22,633
135	Compensation Insurance	277	247	264
136	Unemployment Insurance	985	671	635
137	Staff Training and Conferences	15	-	-
139	Dental Insurance	2,298	2,349	2,365
141	Uniforms and Protective Clothing	140	100	100
142	Food Allowance	281	500	500
	<i>Subtotal</i>	<i>442,031</i>	<i>462,794</i>	<i>460,054</i>
Operating and Maintenance				
210	Office Supplies	1,198	1,750	1,100
216	Reference Books and Materials	215	500	500
217	Dues and Subscriptions	2,212	2,550	2,550
218	Non-Capital Equipment and Furniture	1,372	3,500	3,500
229	Materials and Supplies	1,114	900	1,200
230	Printing and Copier Supplies	1,502	1,450	1,650
240	Equipment Repair and Maintenance	6,870	7,665	10,880
243	Non-Capital Computer Equipment and Supplies	6,442	7,210	6,148
245	Mileage Allowance	120	300	300
246	Liability Insurance	2,842	5,482	5,207
247	Safety Expenses	299	800	800
250	Professional and Contracted Services	137,174	10,000	15,000
252	Advertising and Legal Notices	-	1,600	1,600
260	Utilities	3,928	12,000	3,000
261	Telephone Charges	2,523	2,788	2,788
263	Postage	1,277	1,500	1,500
264	Printing and Copying	593	2,100	2,100
273	Fleet Lease - Operating and Maintenance	2,812	8,381	17,998
274	Fleet Lease - Replacement	-	22,643	22,643
	<i>Subtotal</i>	<i>172,494</i>	<i>93,119</i>	<i>100,464</i>
Capital Outlay				
440	Machinery and Equipment	-	-	3,575
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>3,575</i>
	SERVICE TOTAL	\$614,525	\$555,913	\$564,093

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:	2014 Budget	2015 Budget	2016 Budget
Sr Project Manager	0.00	0.00	0.60
Civil Engineer II	0.00	0.00	1.00
Project Manager	2.00	2.00	0.00
Total	2.00	2.00	1.60

Service: Transportation System Management**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	146,115	162,802	133,574
112	Wages - Temporary	96,405	114,770	114,770
115	One Time Payment	-	3,000	-
123	Leave Expense	2,654	-	-
126	Retirement Health Savings Plan	800	800	640
128	FICA	7,353	7,116	7,116
129	Medicare	3,455	3,780	3,601
131	MOPC	7,324	7,296	6,679
132	Employee Insurance	23,784	23,784	21,773
133	Employee Retirement	9,814	9,776	8,949
135	Compensation Insurance	4,707	5,058	19,893
136	Unemployment Insurance	438	292	251
139	Dental Insurance	1,021	1,022	935
	<i>Subtotal</i>	303,869	339,496	318,181
Operating and Maintenance				
217	Dues and Subscriptions	8,189	8,500	8,500
218	Non-Capital Furniture Equipment and Tools	168	-	-
229	Materials and Supplies	480	2,850	2,850
243	Non-Capital Computer Equipment and Supplies	1,177	-	-
246	Liability Insurance	839	873	455
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	257,578	384,200	445,500
252	Advertising and Legal Notices	-	150	150
261	Telephone Charges	422	-	-
263	Postage	16	-	-
264	Printing and Copying	1,036	2,100	2,600
269	Other Services and Charges	37,737	40,000	40,000
	<i>Subtotal</i>	307,643	439,173	500,555
	SERVICE TOTAL	\$611,512	\$778,669	\$818,736

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**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	-	-	-
122 Longevity Compensation	-	-	-
123 Leave Expense	-	-	-
126 Retirement Health Savings Plan	-	-	-
129 Medicare	-	-	-
131 MOPC	-	-	-
132 Employee Insurance	-	-	-
133 Employee Retirement	-	-	-
135 Compensation Insurance	-	-	-
136 Unemployment Insurance	-	-	-
137 Staff Training and Conferences	-	-	-
139 Dental Insurance	-	-	-
<i>Subtotal</i>	-	-	-
Operating and Maintenance			
216 Reference Books and Materials	-	-	-
217 Dues and Subscriptions	-	72	73
218 Non-Capital Equipment and Furniture	-	-	-
243 Non-Capital Computer Equipment and Supplies	-	-	-
246 Liability Insurance	-	-	-
250 Professional and Contracted Services	4,633	6,000	6,000
259 Licenses and Permits	-	-	-
<i>Subtotal</i>	4,633	6,072	6,073
SERVICE TOTAL	\$4,633	\$6,072	\$6,073

Service: **Engineering/Survey Technical Services**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
PWNR Technology/GIS Coordinator	0.20	0.25	0.25
Engineering and Survey Tech Supervisor	0.20	0.25	0.25
Lead GIS Analyst	0.20	0.25	0.25
PWNR Applications Support Analyst	0.00	0.25	0.25
Senior GIS/Mapping Technician	0.00	0.25	0.25
GIS/Mapping Technician	0.70	0.25	0.25
Engineering Technician	0.00	0.50	0.50
Sr Engineering Technician	0.20	0.25	0.25
Survey Party Chief	0.40	0.00	0.00
Survey Technician	0.40	0.00	0.00
Total	2.30	2.25	2.25

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	144,298	145,653	146,834
112	Wages - Temporary	33	-	-
114	Skill Based Pay	81	76	75
115	One Time Payment	561	539	803
121	Wages - Overtime	287	406	408
123	Leave Expense	4,864	-	-
124	Skill Based Overtime Pay	-	-	-
126	Retirement Health Savings Plan	1,066	903	905
129	Medicare	1,811	2,113	2,139
131	MOPC	7,359	7,287	7,376
132	Employee Insurance	23,963	23,741	24,035
133	Employee Retirement	8,886	9,763	9,884
135	Compensation Insurance	2,110	100	113
136	Unemployment Insurance	441	291	277
137	Staff Training and Conferences	2,727	4,108	4,753
139	Dental Insurance	1,029	1,020	1,032
141	Uniforms and Protective Clothing	-	75	75
	<i>Subtotal</i>	<i>199,516</i>	<i>196,075</i>	<i>198,709</i>
Operating and Maintenance				
216	Reference Books and Materials	-	25	25
217	Dues and Subscriptions	2,850	5,712	5,775
218	Non-Capital Equipment and Furniture	528	1,236	854
219	Drafting Supplies	423	752	754
229	Materials and Supplies	323	251	252
240	Equipment Repair and Maintenance	35,800	38,115	40,074
243	Non-Capital Computer Equipment and Supplies	3,730	1,885	3,805
246	Liability Insurance	570	531	291
247	Safety Expenses	145	251	252
249	Operating Leases and Rentals	902	-	-
250	Professional and Contracted Services	2,226	2,709	3,770
261	Telephone Charges	37	438	193
263	Postage	7	-	-
264	Printing and Copying	14	176	126
273	Fleet Lease - Operating and Maintenance	585	790	561
	<i>Subtotal</i>	<i>48,140</i>	<i>52,871</i>	<i>56,732</i>
Capital Outlay				
440	Machinery and Equipment	-	7,022	-
	<i>Subtotal</i>	<i>-</i>	<i>7,022</i>	<i>-</i>
	SERVICE TOTAL	\$247,656	\$255,968	\$255,441

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 2016-2020 Capital Improvement Program.

STREET FUND PROJECTS	2016 Budget
D-39 St Vrain Channel Improvements	\$ 20,000
PB-109 Municipal Facilities Parking Lot Rehabilitation	4,410
PB-192 Operations and Maintenance Building and Site Improvement	265,775
T-1 Street Rehabilitation Program	5,400,000
T-11 Transportation System Management Program	400,000
T-76 South Pratt Parkway Bridge over St Vrain River	2,500,000
T-92 Boston Avenue Connection - Price to Martin	2,660,000
T-105 Missing Sidewalks	450,000
T-127 1st Ave and Emery St Intersection Improvements	1,000,000
TOTAL	\$ 12,700,185

SANITATION FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	1,850,708	2,004,860	2,045,667
Operating and Maintenance	3,673,435	3,779,202	3,937,434
Non-Operating	30,230	28,525	26,246
Capital	739,968	375,081	4,011,095
TOTAL	\$ 6,294,340	\$ 6,187,668	\$ 10,020,442

Fund Description

The Sanitation Fund pays for all costs associated with providing solid waste services to Longmont customers. Those services include weekly curbside pickup of refuse and twice-monthly pickup of recyclable materials, contracted services to process marketable recyclable materials, landfill services, household hazardous waste disposal, and special refuse pick-ups. Conversion to a fully automated collection system occurred in 1999. The City closed its own landfill in 1993 when it reached capacity. Refuse is now hauled to a landfill in Erie.

The Sanitation Fund includes six budget services:

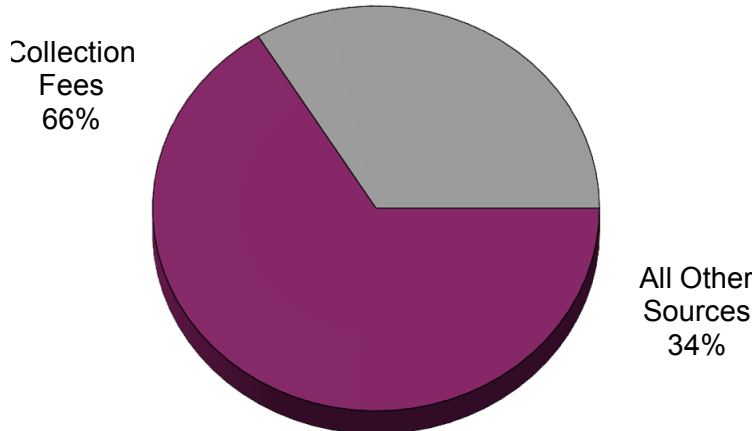
- Public Works and Natural Resources Director
- Solid Waste Removal/Disposal
- Curbside Recycling
- Special Trash Pickup
- Landfill Maintenance
- Regulatory Compliance

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

SANITATION FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 2,972,470	\$ 3,215,583	\$ 2,519,942
Committed Working Capital	-	515,193	-
REVENUES			
Charges for Services	6,149,353	5,994,000	6,326,600
Intergovernmental	140,534	-	3,062,500
Interest	18,491	11,221	12,950
Miscellaneous	208,491	2,000	47,000
Adjustment for GAAP Revenue	(35,267)	-	-
TOTAL FUNDS	6,481,602	6,007,221	9,449,050
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utility Director	187,125	261,268	263,619
Landfill Maintenance	72	10,000	15,450
Solid Waste Removal/Disposal	4,075,625	3,809,840	3,968,208
Special Trash Pickup	936,472	955,379	966,908
Curbside Recycling	821,842	794,871	815,062
Regulatory Compliance	5,179	13,230	12,100
CIP Projects	268,026	343,081	3,979,095
Estimated Expense Adjustment	-	-	-
Total Operating Expenses	6,294,340	6,187,669	10,020,442
Adjustment for GAAP Expenses	(55,851)	-	-
TOTAL ADJUSTED EXPENSES	6,238,489	6,187,669	10,020,442
ENDING WORKING CAPITAL	3,215,583	2,519,942	1,948,550
CONTRIBUTION TO/(FROM) RESERVES	\$ 243,113	\$ (180,448)	\$ (571,392)

SANITATION FUND - Sources of Funds



- Approximately 66% of the revenues of the Sanitation Fund for 2016 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.

	2014 Actual	2015 Budget	2016 Budget
OPERATING REVENUE			
Solid Waste Collection Fees	3,755,781	3,704,900	4,029,700
Solid Waste Collection Fees (reduced volume)	936,861	842,800	916,500
Special Trash Collection Fees	60,010	68,000	60,000
Waste Management Fees	1,240,657	1,241,400	1,252,700
Single Stream Commodity	49,512	70,000	-
Metal Management Revenue	39,744	30,000	30,000
Tree Limb Diversion Fee	43,910	22,000	22,000
Polycart Escrow	22,878	14,900	15,700
Intergovernmental Revenue	140,534	-	3,062,500
Other Revenue	208,491	2,000	47,000
Interest Income	18,491	11,221	12,950
Contribution from/(to) Fund Balance	(243,113)	180,448	571,392
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 6,238,489	\$ 6,187,669	\$ 10,020,442

Service: Public Works and Natural Resources General Manager

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources General Manager is responsible for administering City policies, developing department policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including developing adequate rates, preparing and monitoring the annual budget, and effectively supervising personnel.

SERVICE: Public Works and Natural Resources General Manager

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
General Manager PW&NR	0.15	0.15	0.15
PWNR Business & Strategic Planning Manager	0.15	0.15	0.15
Multi Media/Marketing Spec	0.15	0.15	0.00
PWNR Communications & Marketing Coor	0.00	0.00	0.15
PWNR Utilities Rate 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	0.50	1.00	0.50
Administrative Supervisor	0.00	0.50	0.50
Administrative Assistant	0.50	0.50	0.50
Total	1.90	2.90	2.40

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	124,200	172,861	172,559
112	Wages - Temporary	72	9,880	15,000
115	One Time Payment	1,126	1,273	1,854
121	Wages - Overtime	146	100	500
122	Longevity Compensation	900	1,686	960
123	Leave Expense	2,859	-	-
126	Retirement Health Savings Plan	1,165	1,160	960
128	FICA	-	613	930
129	Medicare	1,021	1,678	1,798
131	MOPC	6,343	8,643	7,792
132	Employee Insurance	20,099	28,175	25,403
133	Employee Retirement	7,700	11,581	10,442
135	Compensation Insurance	96	90	141
136	Unemployment Insurance	370	345	293
137	Staff Training and Conferences	4,646	4,302	751
139	Dental Insurance	863	1,210	1,091
142	Food Allowance	355	425	425
	<i>Subtotal</i>	<i>171,962</i>	<i>244,022</i>	<i>240,899</i>
Operating and Maintenance				
217	Dues and Subscriptions	69	-	44
218	Non-Capital Equipment and Furniture	3,879	450	1,075
229	Materials and Miscellaneous Supplies	230	-	-
240	Equipment Repair and Maintenance	3,830	5,880	6,640
243	Non-Capital Computer Equipment and Supplies	1,108	885	2,219
245	Mileage Allowance	371	460	460
246	Liability Insurance	392	424	299
250	Professional and Contracted Services	5,172	7,080	5,590
252	Ads and Legal Notices	-	-	250
264	Printing and Copying	112	-	75
	<i>Subtotal</i>	<i>15,163</i>	<i>15,179</i>	<i>16,652</i>
Non-Operating Expense				
970	Transfers to Other Funds	-	2,067	2,067
	<i>Subtotal</i>	<i>-</i>	<i>2,067</i>	<i>2,067</i>
	SERVICE TOTAL	\$187,125	\$261,268	\$259,618

Service: **Solid Waste Removal/Disposal**

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Solid Waste/Removal/Disposal

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
PWNR Director of Operations	0.20	0.20	0.20
Parks Mtce & Solid Waste Operations Manager	0.50	0.50	0.50
Sanitation Supervisor	0.50	0.50	0.50
Public Works Tech II	0.00	0.00	2.00
Public Works Tech I	10.00	10.00	8.00
Administrative Assistant	0.25	0.25	0.25
Total	11.45	11.45	11.45

Service: Solid Waste Removal/Disposal**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	558,769	562,661	581,448
112 Wages - Temporary	35,452	40,000	40,000
114 Skill Based Pay	8,918	1,200	300
115 One Time Payment	5,666	15,730	14,739
121 Wages - Overtime	14,855	30,000	30,000
122 Longevity Compensation	3,090	-	3,270
123 Leave Expense	13,146	8,000	8,000
124 Skill Based Overtime Pay	695	2,500	2,500
126 Retirement Health Savings Plan	7,021	4,580	4,580
128 FICA	2,379	2,480	2,480
129 Medicare	6,800	8,753	7,759
131 MOPC	28,498	28,191	29,076
132 Employee Insurance	98,413	91,714	94,776
133 Employee Retirement	34,590	37,779	38,962
135 Compensation Insurance	58,892	63,739	61,134
136 Unemployment Insurance	1,812	1,125	1,094
137 Staff Training and Conferences	-	-	4,001
139 Dental Insurance	4,227	3,940	4,070
141 Uniforms and Protective Clothing	10,937	14,000	14,000
142 Food Allowance	307	500	500
<i>Subtotal</i>	<i>894,467</i>	<i>916,892</i>	<i>942,689</i>
Operating and Maintenance			
210 Office Supplies	971	2,500	2,500
217 Dues and Subscriptions	244	750	750
218 Non-Capital Equipment and Furniture	56,628	55,000	55,000
228 Janitorial Supplies	310	2,000	2,000
229 Materials and Supplies	58,446	16,000	26,000
230 Printing and Copier Supplies	411	-	-
232 Building Repair and Maintenance	11,201	35,000	25,000
240 Equipment Repair and Maintenance	1,085	5,000	5,000
241 Grounds Maintenance	8,648	2,500	2,500
243 Non-Capital Computer Equipment and Supplies	13,204	6,735	7,869
246 Liability Insurance	62,321	60,676	57,525
247 Safety Expenses	5,442	3,500	3,500
250 Professional and Contracted Services	506,109	674,015	674,015
252 Advertising and Legal Notices	13,858	5,000	5,000
260 Utilities	28,167	25,000	28,000
261 Telephone Charges	8,525	7,500	7,500
262 Radio Repair and Maintenance	3,228	-	-
263 Postage	20,715	15,000	15,000
264 Printing and Copying	30	5,500	5,500
269 Other Services and Charges	20,855	25,000	25,000
270 Administrative and Management Services	579,694	561,085	601,254
273 Fleet Lease - Operating and Maintenance	721,230	638,678	742,843
274 Fleet Lease - Replacement	557,664	688,050	681,585
<i>Subtotal</i>	<i>2,678,986</i>	<i>2,834,489</i>	<i>2,973,341</i>
Non-Operating Expense			
950 Bad Debt	23,816	19,000	19,000
970 Transfers To Other Funds	6,414	7,458	5,179
<i>Subtotal</i>	<i>30,230</i>	<i>26,458</i>	<i>24,179</i>
Capital Outlay			
432 Vehicles	471,942	-	-
440 Machinery and Equipment	-	32,000	32,000
<i>Subtotal</i>	<i>471,942</i>	<i>32,000</i>	<i>32,000</i>
SERVICE TOTAL	\$4,075,625	\$3,809,839	\$3,972,209

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:	2014 Budget	2015 Budget	2016 Budget
Sanitation Supervisor	0.50	0.50	0.50
Public Works Tech II	0.00	0.00	1.00
Public Works Tech I	5.50	5.50	4.50
Administrative Assistant	0.50	0.50	0.50
Total	6.50	6.50	6.50

Service: Curbside Recycling**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	305,045	301,569	311,502
114	Skill Based Pay	9,124	-	600
115	One Time Payment	2,157	8,829	8,622
121	Wages - Overtime	8,790	10,000	10,000
122	Longevity Compensation	1,110	-	1,170
123	Leave Expense	10,661	-	-
124	Skill Based Overtime Pay	412	-	-
126	Retirement Health Savings Plan	3,002	2,600	2,600
129	Medicare	3,562	4,370	4,016
131	MOPC	15,490	15,076	15,590
132	Employee Insurance	41,749	49,157	50,775
133	Employee Retirement	18,802	20,205	20,891
135	Compensation Insurance	4,224	7,034	8,872
136	Unemployment Insurance	768	603	586
139	Dental Insurance	1,793	2,114	2,181
	<i>Subtotal</i>	<i>426,689</i>	<i>421,557</i>	<i>437,405</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	30,055	45,000	45,000
229	Materials and Supplies	-	5,000	5,000
232	Building Repair and Maintenance	1,514	-	-
240	Equipment Repair and Maintenance	241	555	555
243	Non-Capital Computer Equipment and Supplies	-	470	-
246	Liability Insurance	16,862	13,355	8,180
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	155,816	140,000	140,000
260	Utilities	2,445	-	-
263	Postage	-	4,000	4,000
264	Printing and Copying	-	4,000	4,000
273	Fleet Lease - Operating and Maintenance	186,071	147,156	169,657
274	Fleet Lease - Replacement	2,148	13,278	765
	<i>Subtotal</i>	<i>395,153</i>	<i>373,314</i>	<i>377,657</i>
	SERVICE TOTAL	\$821,842	\$794,871	\$815,062

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:	2014 Budget	2015 Budget	2016 Budget
Public Works Tech II	0.00	0.00	1.00
Public Works Tech I	3.50	3.50	2.50
Facility Maintenance Worker	1.00	1.00	0.00
Sr Grounds Maintenance Technician	0.20	0.20	1.20
Customer Service Representative	1.00	1.00	1.00
Administrative Assistant	0.25	0.25	0.25
Total	5.95	5.95	5.95

Service: Special Trash Pickup**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	231,661	262,499	276,172
112	Wages - Temporary	-	37,120	20,000
114	Skill Based Pay	9,379	900	1,200
115	One Time Payment	3,335	7,199	6,363
121	Wages - Overtime	5,487	15,000	15,000
123	Leave Expense	9,535	-	-
124	Skill Based Overtime Pay	148	-	-
126	Retirement Health Savings Plan	7,975	2,380	2,380
128	FICA	-	2,301	1,240
129	Medicare	3,359	4,357	4,308
131	MOPC	13,143	13,170	13,858
132	Employee Insurance	42,144	42,788	45,016
133	Employee Retirement	15,953	17,648	18,568
135	Compensation Insurance	8,712	9,552	14,141
136	Unemployment Insurance	776	526	519
139	Dental Insurance	1,810	1,839	1,933
	<i>Subtotal</i>	<i>353,417</i>	<i>417,279</i>	<i>420,698</i>
Operating and Maintenance				
229	Materials and Supplies	-	2,000	2,000
241	Grounds Maintenance	766	-	-
243	Non-Capital Computer Equipment and Supplies	-	235	-
246	Liability Insurance	7,841	8,734	8,791
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	479,739	425,000	425,000
273	Fleet Lease - Operating and Maintenance	49,116	49,358	47,949
274	Fleet Lease - Replacement	45,593	52,273	61,970
	<i>Subtotal</i>	<i>583,055</i>	<i>538,100</i>	<i>546,210</i>
	SERVICE TOTAL	\$936,472	\$955,379	\$966,908

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Environmental Services Manager	0.05	0.01	0.01
Environmental Project Specialist	0.00	0.01	0.00
Civil Engineer II	0.00	0.00	0.02
Civil Engineer	0.00	0.02	0.00
Total	0.05	0.01	0.03

Service: Regulatory Compliance**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	2,981	3,825	2,990
115	One Time Payment	10	27	-
121	Overtime Wages	4		-
122	Longevity Compensation	33	36	18
123	Leave Expense	85	-	-
126	Retirement Health Savings Plan	17	19	12
129	Medicare	22	30	25
131	MOPC	168	191	149
132	Employee Insurance	595	623	487
133	Employee Retirement	217	256	200
135	Compensation Insurance	3	3	3
136	Unemployment Insurance	11	8	6
137	Staff Training and Conferences	1	65	65
139	Dental Insurance	26	27	21
	<i>Subtotal</i>	<i>4,173</i>	<i>5,110</i>	<i>3,976</i>
Operating and Maintenance				
210	Office Supplies	1	-	-
216	Reference Books and Materials	-	4	4
217	Dues and Subscriptions	20	-	-
218	Non-Capital Equipment and Furniture	25	4	4
229	Materials and Miscellaneous Supplies	3	-	-
235	Station Maintenance	-	-	-
243	Non-Capital Computer Equipment and Supplies	44	62	78
245	Mileage Allowance	0	6	6
246	Liability Insurance	13	13	6
247	Safety Expenses	1	6	6
250	Professional and Contracted Services	893	8,000	8,000
259	Licenses and Permits	-	20	20
261	Telephone Charges	1		
263	Postage	2		
264	Printing and Copying	2	5	-
	<i>Subtotal</i>	<i>1,006</i>	<i>8,120</i>	<i>8,124</i>
	SERVICE TOTAL	\$5,179	\$13,230	\$12,100

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

		2014 Actual	2015 Budget	2016 Budget
Operating and Maintenance				
241	Grounds Maintenance	-	3,000	-
250	Professional and Contracted Services	-	7,000	15,450
263	Postage	72	-	-
	<i>Subtotal</i>	72	10,000	15,450
	SERVICE TOTAL	\$72	\$10,000	\$15,450

CAPITAL IMPROVEMENT PROGRAM PROJECTS

	2016 Budget
SANITATION FUND PROJECTS	
D-39 St Vrain Channel Improvements	\$ 3,500,000
PB-192 Operations & Maintenance Building/Site Improvement	277,095
S-4 Waste Diversion Center Upgrades	202,000
TOTAL	\$ 3,979,095

AFFORDABLE HOUSING FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	84,158	164,321	51,264
Operating and Maintenance	329,071	189,228	145,382
Non-Operating	108	108	84,172
Capital	-	-	-
TOTAL	\$ 413,337	\$ 353,657	\$ 280,818

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

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 1,589,317	\$ 1,481,630	\$ 622,528
Committed Working Capital	-	837,760	-
SOURCES OF FUNDS			
REVENUES			
Interest	30,031	-	-
Miscellaneous	127,567	180,000	125,000
Operating Transfers	152,315	152,315	577,315
Adjustment for GAAP Revenue	(4,263)	-	-
TOTAL FUNDS	305,650	332,315	702,315
EXPENDITURES			
Personal Services	84,158	164,321	51,264
Operating and Maintenance	329,071	189,228	145,382
Non- Operating	108	108	84,172
Capital Projects	-	-	-
Adjustment for GAAP Expenses	-	-	-
TOTAL ADJUSTED EXPENDITURES	413,337	353,657	280,818
ENDING WORKING CAPITAL	1,481,630	622,528	1,044,025
CONTRIBUTION TO/(FROM) RESERVES	\$ (107,687)	\$ (21,342)	\$ 421,497

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:	2014 Budget	2015 Budget	2016 Budget
CDBG Disaster Recovery Manager	0.50	0.50	0.20
Housing/Comm Investment Program Specialist	1.50	2.15	0.20
Total	2.00	2.65	0.40

Service: Affordable Housing Administration**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	39,931	113,037	27,371
112	Wages - Temporary	758	-	-
115	One Time Payment	500	750	300
121	Wages - Overtime	237	3,921	675
123	Leave Expense	1,911	400	400
126	Retirement Health Savings Plan	593	760	160
129	Medicare	1,289	1,639	393
131	MOPC	5,162	5,652	1,353
132	Employee Insurance	18,340	18,425	4,413
133	Employee Retirement	6,916	7,573	1,814
135	Compensation Insurance	7,187	8,747	9,645
136	Unemployment Insurance	338	226	51
137	Staff Training and Conferences	125	2,000	4,000
139	Dental Insurance	788	791	189
142	Food Allowance	82	400	500
	<i>Subtotal</i>	<i>84,158</i>	<i>164,321</i>	<i>51,264</i>
Operating and Maintenance				
210	Office Supplies	233	400	2,000
218	Non-Capital Equipment and Furniture	1,648	1,000	8,000
229	Materials and Supplies	1,507	600	1,000
240	Equipment Repair and Maintenance	-	597	1,000
243	Non-Capital Computer Equipment and Supplies	703	1,000	2,000
245	Mileage Allowance	427	480	700
246	Liability Insurance	456	451	192
249	Operating Leases and Rentals	1,171	500	1,290
250	Professional and Contracted Services	319,568	180,000	125,000
252	Advertising and Legal Notices	610	1,200	1,200
263	Postage	807	1,000	1,000
264	Printing and Copying	1,205	2,000	2,000
269	Other Services and Charges	735	-	-
	<i>Subtotal</i>	<i>329,071</i>	<i>189,228</i>	<i>145,382</i>
Non-Operating Expense				
970	Transfers to Other Funds	108	108	-
971	City Council Contingency	-	-	84,172
	<i>Subtotal</i>	<i>108</i>	<i>108</i>	<i>84,172</i>
	SERVICE TOTAL	\$413,337	\$353,657	\$280,818

AIRPORT FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	117,252	121,668	125,089
Operating and Maintenance	204,227	195,164	210,333
Non-Operating	64	76	41
Capital	451,188	1,500	-
TOTAL	\$ 772,731	\$ 318,408	\$ 335,463

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

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 146,303	\$ 24,294	\$ 7,569
COMMITTED WORKING CAPITAL	-	52,591	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	296,823	292,923	310,000
Grants	370,649	-	-
Interest	1,146	-	-
Miscellaneous	50,956	32,000	36,000
Estimated Revenue Adjustment	-	29,351	-
Adjustment for GAAP Revenue	(9,970)	-	-
TOTAL FUNDS	709,604	354,274	346,000
EXPENSES			
Airport Operations	335,463	318,408	335,463
CIP Projects	437,268	-	-
Estimated Expense Adjustment	-	-	-
Total Operating Expenses	772,731	318,408	335,463
Adjustment for GAAP Expenses	58,882	-	-
TOTAL ADJUSTED EXPENSES	831,613	318,408	335,463
ENDING WORKING CAPITAL	24,294	7,569	18,106
CONTRIBUTION TO/(FROM) RESERVES	\$ (122,009)	\$ 35,866	\$ 10,537

Service: **Airport Operations**

FUND: Airport Fund

DEPARTMENT: External Services

Service Description:

This service is responsible for the management, administration and operation of Vance Brand Municipal Airport. Airport Operations Service responsibilities include lease negotiation and enforcement, capital improvement and budget preparation, facility maintenance, project design and management, revenue collections, FAA and state grant applications and administration, enforcement of airport rules and regulations, emergency response and coordination with local and federal agencies, scheduling and coordinating special events, and community relations.

SERVICE: Airport Operations

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Airport Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Airport Operations**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	85,792	91,135	94,008
123 Leave Expense	4,518	810	810
126 Retirement Health Savings Plan	400	400	400
129 Medicare	1,108	1,321	1,348
131 MOPC	4,398	4,557	4,648
132 Employee Insurance	14,354	14,855	15,151
133 Employee Retirement	5,503	6,106	6,228
135 Compensation Insurance	72	64	70
136 Unemployment Insurance	264	182	175
137 Staff Training and Conferences	-	1,500	1,500
139 Dental Insurance	616	638	651
142 Food Allowance	227	100	100
<i>Subtotal</i>	<i>117,252</i>	<i>121,668</i>	<i>125,089</i>
Operating and Maintenance			
210 Office Supplies	3	250	250
217 Dues and Subscriptions	460	1,150	1,150
229 Materials and Supplies	68	250	750
232 Building Repair and Maintenance	-	3,000	2,000
233 Facility Repair and Maintenance	2,038	3,000	3,000
240 Equipment Repair and Maintenance	-	150	150
243 Non-Capital Computer Equipment and Supplies	(778)	-	-
246 Liability Insurance	5,217	5,505	4,513
250 Professional and Contracted Services	50,560	60,000	60,000
252 Advertising and Legal Notices	295	500	750
260 Utilities	6,093	6,000	6,000
261 Telephone Charges	422	500	500
263 Postage	33	300	300
264 Printing and Copying	40	500	750
270 Administrative and Management Services	138,845	112,744	129,001
273 Fleet Lease - Operating and Maintenance	932	1,315	1,219
<i>Subtotal</i>	<i>204,227</i>	<i>195,164</i>	<i>210,333</i>
Non-Operating Expense			
970 Transfers to Other Funds	64	76	41
<i>Subtotal</i>	<i>64</i>	<i>76</i>	<i>41</i>
Capital Outlay			
440 Machinery and Equipment	-	1,500	-
480 System Improvements	13,920	-	-
<i>Subtotal</i>	<i>13,920</i>	<i>1,500</i>	<i>-</i>
SERVICE TOTAL	\$335,463	\$318,408	\$335,463

ART IN PUBLIC PLACES FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	39,178	38,950	38,908
Operating and Maintenance	44,905	113,202	286,364
Non-Operating	31	31	-
Capital	-	-	-
TOTAL	\$ 84,114	\$ 152,183	\$ 325,272

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

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 422,985	\$ 474,660	\$ 552,696
Committed Working Capital	-	29,538	-
SOURCES OF FUNDS			
REVENUES			
Interest	2,877	-	-
Miscellaneous	-	-	-
Transfers from Other Funds	142,930	259,757	237,847
Adjustment for GAAP Revenue	(10,018)	-	-
TOTAL FUNDS	135,789	259,757	237,847
EXPENDITURES			
Personal Services	39,178	38,950	38,908
Operating and Maintenance	44,905	113,202	286,364
Non-Operating	31	31	-
Capital	-	-	-
TOTAL EXPENDITURES	84,114	152,183	325,272
ENDING WORKING CAPITAL	474,660	552,696	465,271

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:	2014 Budget	2015 Budget	2016 Budget
Art in Public Places Admin	0.50	0.50	0.50
Total	0.50	0.50	0.50

Service: Art in Public Places**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	29,392	27,756	28,375
115 One Time Payment	500	750	-
121 Overtime Wages	56	-	-
123 Leave Expense	320	-	-
126 Retirement Health Savings Plan	200	200	200
129 Medicare	361	402	407
131 MOPC	1,481	1,388	1,403
132 Employee Insurance	4,524	4,524	4,573
133 Employee Retirement	1,984	1,860	1,880
135 Compensation Insurance	23	20	21
136 Unemployment Insurance	83	56	53
137 Staff Training and Conferences	60	1,800	1,800
139 Dental Insurance	194	194	196
<i>Subtotal</i>	<i>39,178</i>	<i>38,950</i>	<i>38,908</i>
Operating and Maintenance			
210 Office Supplies	182	200	200
215 Audiovisual Materials	55	-	-
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	423	400	400
223 Lab and Photo Supplies	258	-	-
225 Freight	-	1,000	1,000
229 Materials and Supplies	1,973	3,950	3,950
233 Facility Repair and Maintenance	5,290	12,600	34,600
240 Equipment Repair and Maintenance	362	600	600
241 Grounds Maintenance	-	4,000	4,000
243 Non-Capital Computer Equipment and Supplies	591	500	1,300
245 Mileage Allowance	-	600	600
246 Liability Insurance	4,275	7,152	3,514
250 Professional and Contracted Services	30,070	75,500	229,500
252 Advertising and Legal Notices	19	2,000	2,000
261 Telephone Charges	120	300	300
263 Postage	204	800	800
264 Printing and Copying	579	1,800	1,800
269 Other Services and Charges	504	1,600	1,600
<i>Subtotal</i>	<i>44,905</i>	<i>113,202</i>	<i>286,364</i>
Non-Operating Expense			
970 Transfers to Other Funds	31	31	-
<i>Subtotal</i>	<i>31</i>	<i>31</i>	<i>-</i>
SERVICE TOTAL	\$84,114	\$152,183	\$325,272

CALLAHAN HOUSE FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	80,927	78,670	87,952
Operating and Maintenance	19,152	26,650	28,429
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 100,079	\$ 105,320	\$ 116,381

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

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 21,856	\$ 19,207	\$ 20,989
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	37,341	37,550	39,250
Interest	156	200	200
Miscellaneous	196	-	-
Transfers from Other Funds	60,204	69,352	81,606
Adjustment for GAAP Revenue	(467)	-	-
TOTAL FUNDS	97,430	107,102	121,056
EXPENDITURES			
Personal Services	80,927	78,670	87,952
Operating and Maintenance	19,152	26,650	28,429
TOTAL EXPENDITURES	100,079	105,320	116,381
ENDING WORKING CAPITAL	19,207	20,989	25,664
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,649)	\$ 1,782	\$ 4,675

Service: Callahan House

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Callahan House Manager	0.85	0.85	0.85
Total	0.85	0.85	0.85

LINE ITEM BUDGET

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	49,875	51,235	57,684
112 Wages - Temporary	11,802	8,700	10,850
115 One Time Payment	-	1,275	-
123 Leave Expense	1,623	-	-
126 Retirement Health Savings Plan	300	340	400
128 FICA	742	539	673
129 Medicare	752	869	893
131 MOPC	2,573	2,562	2,852
132 Employee Insurance	8,475	8,351	9,297
133 Employee Retirement	3,448	3,433	3,821
135 Compensation Insurance	817	905	976
136 Unemployment Insurance	156	102	107
139 Dental Insurance	364	359	399
<i>Subtotal</i>	<i>80,927</i>	<i>78,670</i>	<i>87,952</i>
Operating and Maintenance			
210 Office Supplies	546	500	500
217 Dues and Subscriptions	320	350	350
218 Non-Capital Equipment and Furniture	1,908	2,500	2,500
228 Janitorial Supplies	628	450	450
229 Materials and Supplies	2,824	2,500	2,500
230 Printing and Copier Supplies	439	400	400
232 Building Repair and Maintenance	-	750	400
240 Equipment Repair and Maintenance	-	750	750
241 Grounds Maintenance	1,217	2,500	2,800
243 Non-Capital Computer Equipment and Supplies	-	500	500
245 Mileage Allowance	378	500	750
246 Liability Insurance	275	300	179
250 Professional and Contracted Services	1,906	3,500	3,500
252 Advertising and Legal Notices	5,027	7,000	8,700
261 Telephone Charges	422	750	750
263 Postage	240	500	500
264 Printing and Copying	122	2,400	2,400
269 Other Services and Charges	2,900	500	500
<i>Subtotal</i>	<i>19,152</i>	<i>26,650</i>	<i>28,429</i>
SERVICE TOTAL	\$100,079	\$105,320	\$116,381

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	262,920	137,335	525,564
Operating and Maintenance	1,632,943	753,241	877,775
Non-Operating	23,717	-	-
Capital	-	-	-
TOTAL	\$ 1,919,580	\$ 890,576	\$ 1,403,339

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

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 211,030	\$ 474,498	\$ 458,922
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Grants	1,983,808	780,000	1,001,857
Interest	38,695	-	-
Miscellaneous	157,421	95,000	57,000
Adjustment for GAAP Revenue	3,124	-	-
TOTAL FUNDS	2,183,048	875,000	1,058,857
EXPENDITURES			
Personal Services	262,920	137,335	525,564
Operating and Maintenance	1,632,943	753,241	877,775
Capital	-	-	-
TOTAL ADJUSTED EXPENDITURES	1,919,580	890,576	1,403,339
ENDING WORKING CAPITAL	474,498	458,922	114,440
CONTRIBUTION TO/(FROM) RESERVES	\$ 263,468	\$ (15,576)	\$ (344,482)

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:	2014 Budget	2015 Budget	2016 Budget
CDBG Disaster Recovery Manager	0.50	0.50	0.80
Housing/Comm Investment Program Specialist	1.00	1.35	2.80
Rehabilitation Ins Specialist	0.00	1.00	1.00
Accountant	0.00	0.00	0.50
Administrative Assistant	0.00	0.00	1.00
Total	1.50	2.85	6.10

Service: CDBG and HOME Grant Administration**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	196,105	97,563	354,480
112	Wages - Temporary	20,879	-	41,600
114	Skill Based Pay	225	-	-
115	One Time Payment	768	750	1,200
121	Wages - Overtime	6,378	563	8,108
123	Leave Expense	1,921	-	7,705
126	Retirement Health Savings Plan	993	640	2,440
128	FICA	1,340	-	-
129	Medicare	2,105	1,415	5,686
131	MOPC	6,812	4,878	17,526
132	Employee Insurance	14,562	15,903	57,137
133	Employee Retirement	9,128	6,537	23,486
135	Compensation Insurance	60	6,007	2,673
136	Unemployment Insurance	268	196	659
137	Staff Training and Conferences	752	2,000	410
139	Dental Insurance	626	683	2,454
142	Food Allowance	-	200	-
	<i>Subtotal</i>	<i>262,920</i>	<i>137,335</i>	<i>525,564</i>
Operating and Maintenance				
210	Office Supplies	1,756	700	2,000
217	Dues and Subscriptions	1,090	2,100	2,100
218	Non-Capital Equipment and Furniture	3,224	2,000	1,000
229	Materials and Supplies	197	1,400	1,000
240	Equipment Repair and Maintenance	-	1,000	-
243	Non-Capital Computer Equipment and Supplies	4,089	1,800	1,000
245	Mileage Allowance	1,511	520	483
246	Liability Insurance	246	60	161
249	Operating Leases and Rentals	-	1,500	-
250	Professional and Contracted Services	1,264,724	688,958	845,675
252	Advertising and Legal Notices	2,383	1,300	1,000
261	Telephone Charges	82	-	-
263	Postage	1,330	903	1,000
264	Printing and Copying	2,354	3,000	2,500
269	Other Services and Charges	349,957	48,000	19,856
	<i>Subtotal</i>	<i>1,632,943</i>	<i>753,241</i>	<i>877,775</i>
Non-Operating Expense				
970	Transfer to Other Funds	23,717	-	-
	<i>Subtotal</i>	<i>23,717</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$1,919,580	\$890,576	\$1,403,339

CONSERVATION TRUST FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	4,396	50,000	50,000
Non-Operating	-	-	-
Capital	75,576	4,187,000	550,000
TOTAL	\$ 79,972	\$ 4,237,000	\$ 600,000

Fund Description

The Conservation Trust Fund's revenues are the City's share of state lottery proceeds. By state law, these funds can be expended only for the acquisition, development and maintenance of new conservation sites.

CONSERVATION TRUST FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 6,188,841	\$ 7,024,059	\$ 2,303,830
Committed Working Capital	-	1,251,781	-
SOURCES OF FUNDS			
REVENUES			
Lottery Proceeds	859,497	750,000	800,000
Interest	45,579	18,552	11,706
Adjustment for GAAP Revenue	10,114	-	-
TOTAL FUNDS	915,190	768,552	811,706
EXPENDITURES			
Operating and Maintenance	4,396	50,000	50,000
Capital	75,576	4,187,000	550,000
TOTAL EXPENDITURES	79,972	4,237,000	600,000
ENDING WORKING CAPITAL	7,024,059	2,303,830	2,515,536
CONTRIBUTION TO/(FROM) RESERVES	\$ 835,218	\$ (3,468,448)	\$ 211,706

DOWNTOWN DEVELOPMENT AUTHORITY - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	238,057	245,491	258,775
Operating and Maintenance	350,542	246,370	585,328
Non-Operating	243,956	578,207	373,987
Capital	3,308,023	297,027	23,987
TOTAL	\$ 4,140,578	\$ 1,367,095	\$ 1,242,077

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

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 200,968	\$ 219,521	\$ 200,076
Committed Working Capital	-	8,200	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	178,793	174,725	154,254
Automobile Taxes	10,152	7,000	7,000
Intergovernmental Revenue	2,000	-	-
Interest Income	1,889	900	900
Transfer from DIP	2,500	2,500	2,500
Transfer from Construction	-	-	45,000
Miscellaneous	3,460	-	-
Adjustment for GAAP Revenue	1,952	-	-
TOTAL FUNDS	200,746	185,125	209,654
EXPENSES			
Operations	182,193	196,370	205,898
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENSES	182,193	196,370	205,898
ENDING WORKING CAPITAL	219,521	200,076	203,832
CONTRIBUTION TO/(FROM) RESERVES	\$ 18,553	\$ (11,245)	\$ 3,756

DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 3,726,761	\$ 1,668,103	\$ 73,573
COMMITTED WORKING CAPITAL	-	1,594,530	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	11,743	-	-
Intergovernmental Revenue	-	-	-
Proceeds from Advance	-	297,027	68,987
Adjustment for GAAP Revenue	20,735	-	-
TOTAL FUNDS	32,478	297,027	68,987
EXPENSES			
Operations	64,388	-	45,000
Capital	2,026,748	297,027	23,987
TOTAL EXPENSES	2,091,136	297,027	68,987
ENDING WORKING CAPITAL	1,668,103	73,573	73,573
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,058,658)	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 2,407,178	\$ 2,601,271	\$ 2,508,888
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment - 1016	480,107	483,324	688,492
Interest Income	18,791	-	-
Adjustment for GAAP Revenue	(63,349)	-	-
TOTAL FUNDS	435,549	483,324	688,492
EXPENSES			
Principal	240,375	570,707	368,987
Interest and Fiscal Charges	1,081	5,000	5,000
Interfund Transfers	-	-	-
TOTAL EXPENSES	241,456	575,707	373,987
ENDING WORKING CAPITAL	2,601,271	2,508,888	2,823,393
CONTRIBUTION TO/(FROM) RESERVES	\$ 194,093	\$ (92,383)	\$ 314,505

DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 392,393	\$ 119,844	\$ 7,665
Committed Working Capital	-	119,679	-
SOURCES OF FUNDS			
REVENUES			
Building Permits	28,703	20,000	30,000
Interest Income	1,042	-	-
Transfer from DDA	-	-	-
Estimated Revenue Adjustment	-	10,000	-
Adjustment for GAAP Revenue	(1,444)	-	-
TOTAL FUNDS	28,301	30,000	30,000
EXPENSES			
Operations	49,575	22,500	22,500
Capital	251,275	-	-
TOTAL EXPENSES	300,850	22,500	22,500
ENDING WORKING CAPITAL	119,844	7,665	15,165
CONTRIBUTION TO/(FROM) RESERVES	\$ (272,549)	\$ 7,500	\$ 7,500

DOWNTOWN DEVELOPMENT AUTHORITY CDBG

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 29,802	\$ 29,701	\$ 29,701
Adjustment for Loans Receivable	-	-	-
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	9	-	-
Miscellaneous	-	-	-
TOTAL FUNDS	9	-	-
EXPENSES			
Operations	110	-	-
TOTAL EXPENSES	110	-	-
ENDING WORKING CAPITAL	29,701	29,701	29,701
CONTRIBUTION TO/(FROM) RESERVES	\$ (101)	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY FACADE IMPROVEMENT

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 1,497,834	\$ 504,361	\$ 504,361
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	3,507	-	-
Transfer from DDA	-	-	-
Proceeds from Advance	-	-	300,000
Adjustment for GAAP Revenue	33,020	-	-
TOTAL FUNDS	36,527	-	300,000
EXPENSES			
Operations	-	-	300,000
Capital	1,030,000	-	-
TOTAL EXPENSES	1,030,000	-	300,000
ENDING WORKING CAPITAL	504,361	504,361	504,361
CONTRIBUTION TO/(FROM) RESERVES	\$ (993,473)	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY ARTS AND ENTERTAINMENT

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 709,943	\$ 745,907	\$ 347,089
COMMITTED WORKING CAPITAL	-	422,007	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	10,000	10,000	-
Charges for Service	18,744	-	1,500
Interest Income	4,474	-	-
Proceeds from Advance	240,375	248,680	-
Transfer from DDA	-	-	-
Transfer from City General Fund	22,800	25,000	5,000
Miscellaneous	31,362	15,000	43,000
Adjustment for GAAP Revenue	3,041	-	-
TOTAL FUNDS	330,796	298,680	49,500
EXPENSES			
Operations	294,832	275,491	270,705
TOTAL EXPENSES	294,832	275,491	270,705
ENDING WORKING CAPITAL	745,907	347,089	125,884
CONTRIBUTION TO/(FROM) RESERVES	\$ 35,964	\$ 23,189	\$ (221,205)

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:	2014 Budget	2015 Budget	2016 Budget
LDDA Executive Director	0.55	0.57	0.63
Downtown Specialist	0.40	0.52	0.50
Administrative Assistant	0.30	0.30	0.38
Total	1.25	1.39	1.50

Service: LDDA Operations**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	104,391	112,805	125,030
112 Wages - Temporary	6,269	-	-
114 Skill Based Pay	1	-	-
115 One Time Pay	-	704	500
123 Leave Expense	1,552	-	-
126 Retirement Health Savings Plan	237	556	600
128 FICA	13	-	-
129 Medicare	1,290	1,636	1,792
131 MOPC	4,956	5,640	6,183
132 Employee Insurance	17,229	18,387	20,155
133 Employee Retirement	6,642	7,558	8,285
136 Unemployment Insurance	317	225	232
137 Staff Training and Conferences	491	2,000	1,500
139 Dental Insurance	740	789	866
142 Food Allowance	407	250	250
<i>Subtotal</i>	<i>144,535</i>	<i>150,550</i>	<i>165,393</i>
Operating and Maintenance			
210 Office Supplies	249	600	600
217 Dues and Subscriptions	703	1,000	1,000
218 Non-Capital Equipment and Furniture	1,246	500	500
229 Materials and Supplies	2,907	2,500	2,500
232 Building Repair and Maintenance	78	2,000	2,000
243 Non-Capital Computer Equipment and Supplies	60	-	-
245 Mileage Allowance	481	300	500
246 Liability Insurance	7,393	7,700	185
249 Operating Leases and Rentals	10,215	9,500	10,500
250 Professional and Contracted Services	9,512	15,000	15,000
252 Advertising and Legal Notices	330	750	750
260 Utilities	1,613	2,000	2,000
261 Telephone Charges	720	720	720
263 Postage	70	250	250
264 Printing and Copying	1,903	1,500	2,500
269 Other Services and Charges	177	1,500	1,500
<i>Subtotal</i>	<i>37,657</i>	<i>45,820</i>	<i>40,505</i>
SERVICE TOTAL	\$182,193	\$196,370	\$205,898

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:	2014 Budget	2015 Budget	2016 Budget
LDDA Executive Director	0.33	0.30	0.25
Downtown Specialist	0.30	0.25	0.25
Administrative Assistant	0.19	0.20	0.33
Total	0.81	0.75	0.83

LINE ITEM BUDGET

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	55,764	62,918	60,765
112 Wages - Temporary	14,147	12,000	12,000
114 Skill Based Pay	4	-	-
115 One Time Payment	-	372	750
121 Overtime Wages	1,306	-	-
123 Leave Expense	900	-	-
126 Retirement Health Savings Plan	182	300	330
128 FICA	552	744	744
129 Medicare	952	1,042	872
131 MOPC	3,165	2,995	3,007
132 Employee Insurance	10,818	9,766	9,801
133 Employee Retirement	4,240	4,015	4,029
136 Unemployment Insurance	199	120	113
137 Staff Training and Conferences	710	-	300
139 Dental Insurance	464	419	421
142 Food Allowance	119	250	250
<i>Subtotal</i>	93,522	94,941	93,382
Operating and Maintenance			
210 Office Supplies	126	300	300
217 Dues and Subscriptions	2,095	3,250	3,000
218 Non-Capital Equipment and Furniture	3,284	-	-
229 Materials and Supplies	10,844	5,000	6,000
245 Mileage Allowance	121	200	200
246 Liability Insurance	358	-	123
249 Operating Leases and Rentals	7,748	24,000	24,000
250 Professional and Contracted Services	121,398	111,000	105,000
252 Advertising and Legal Notices	36,396	25,000	25,000
260 Utilities	63	-	1,200
261 Telephone Charges	46	-	-
263 Postage	2,620	2,000	3,000
264 Printing and Copying	5,058	6,800	6,500
269 Other Services and Charges	11,155	3,000	3,000
<i>Subtotal</i>	201,311	180,550	177,323
SERVICE TOTAL	\$294,832	\$275,491	\$270,705

DOWNTOWN PARKING FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	22,611	25,640	33,116
Operating and Maintenance	14,611	24,950	26,682
Non-Operating	-	-	-
Capital	-	10,000	10,000
TOTAL	\$ 37,223	\$ 60,590	\$ 69,798

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	16,222	19,415	20,547
112 Wages - Temporary	867	-	-
115 One Time Payment	-	199	6,250
123 Leave Expense	351	-	-
126 Retirement Health Savings Plan	20	132	140
129 Medicare	215	281	295
131 MOPC	834	971	1,016
132 Employee Insurance	2,811	3,165	3,312
133 Employee Retirement	1,118	1,302	1,361
135 Compensation Insurance	-	-	15
136 Unemployment Insurance	52	39	38
139 Dental Insurance	121	136	142
<i>Subtotal</i>	<i>22,611</i>	<i>25,640</i>	<i>33,116</i>
Operating and Maintenance			
210 Office Supplies	91	350	350
218 Non-Capital Furniture Equipment and Tools	300	-	-
229 Materials and Supplies	264	2,000	2,500
232 Building Repair and Maintenance	15	200	200
246 Liability Insurance	3,118	-	32
249 Operating Leases and Rentals	2,279	1,800	2,500
250 Professional and Contracted Services	7,102	18,000	18,000
252 Advertising and Legal Notices	-	500	500
260 Utilities	302	500	500
263 Postage	87	200	200
264 Printing and Copying	1,054	1,000	1,500
269 Other Services and Charges	-	400	400
<i>Subtotal</i>	<i>14,611</i>	<i>24,950</i>	<i>26,682</i>
SERVICE TOTAL	\$37,223	\$50,590	\$59,798

Downtown Parking Fund - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 83,944	\$ 139,445	\$ 145,145
Committed Working Capital	-	500	-
SOURCES OF FUNDS			
REVENUES			
Parking Permits	89,972	55,400	80,000
Interest Income	775	200	500
Interfund Transfers	2,537	11,190	11,190
Adjustment for GAAP Revenue	(560)	-	-
TOTAL FUNDS	92,724	66,790	91,690
EXPENDITURES			
Personal Services	22,611	25,640	33,116
Operating and Maintenance	14,611	24,950	26,682
Non-Operating	-	-	-
Capital	-	10,000	10,000
TOTAL EXPENDITURES	37,223	60,590	69,798
ENDING WORKING CAPITAL	139,445	145,145	167,037
CONTRIBUTION TO/(FROM) RESERVES	\$ 55,501	\$ 6,200	\$ 21,892

SERVICE: Downtown Parking

	2014 Budget	2015 Budget	2016 Budget
Budgeted Positions:			
LDDA Executive Director	0.05	0.05	0.05
Downtown Specialist	0.05	0.08	0.05
Administrative Assistant	0.19	0.20	0.25
Total	0.29	0.33	0.35

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DOWNTOWN PARKING FUND PROJECTS	2016 Budget
DR-23 Downtown Parking Lot Improvements	\$ 10,000
TOTAL	\$ 10,000

FLEET FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	1,263,317	1,368,519	1,496,380
Operating and Maintenance	2,642,719	2,496,240	2,258,199
Non-Operating	1,909	4,826	4,872
Capital	2,842,711	6,056,142	3,800,571
TOTAL	\$ 6,750,656	\$ 9,925,727	\$ 7,560,022

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.

2016 Budget

Approximately \$3.75 million is budgeted for the purchase of replacement vehicles and equipment.

FLEET FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 18,210,178	\$ 19,602,816	\$ 13,788,263
Committed Working Capital	-	3,894,225	-
SOURCES OF FUNDS			
REVENUES			
Transfers from Other Funds	8,330,988	7,949,899	8,511,248
Grants	58,838		
Interest	137,878	55,500	71,325
Miscellaneous	245,338	-	450,000
Adjustment for GAAP Revenue	(83,101)	-	-
TOTAL FUNDS	8,689,941	8,005,399	9,032,573
EXPENSES			
Personal Services	1,263,317	1,368,519	1,496,380
Operating and Maintenance	2,642,719	2,496,240	2,258,199
Non-Operating	1,909	4,826	4,872
Capital	2,842,711	6,056,142	3,800,571
Total Operating Expenses	6,750,656	9,925,727	7,560,022
Adjustment for GAAP Expenses	546,647	-	-
TOTAL ADJUSTED EXPENSES	7,297,303	9,925,727	7,560,022
ENDING WORKING CAPITAL	19,602,816	13,788,263	15,260,814
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,392,638	\$ (1,920,328)	\$ 1,472,551

CAPITAL IMPROVEMENT PROGRAM PROJECTS

FLEET FUND PROJECTS	2016 Budget
PB-80 Municipal Buildings Boiler Replacement	\$ 22,018
PB-109 Municipal Facilities Parking Lot Rehabilitation	10,780
TOTAL	\$ 32,798

Service: **Fleet**

FUND: Fleet Fund

DEPARTMENT: Support Services

Service Description:

Fleet is responsible for the maintenance, management and replacement of City vehicles and support equipment so that all user departments are better able to serve the public. Services provided include preventive maintenance and repairs, emergency repairs, fueling operations, vehicle specifications, and replacement schedules. Provision of these services is based on economic analyses of cost, operational needs, productivity and technology.

SERVICE: Fleet

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Fleet Manager	1.00	1.00	1.00
Fleet Operations Supervisor	1.00	1.00	1.00
EVT Technician	1.00	1.00	1.00
Master ASE Equipment Tech II	6.00	5.00	4.00
Master ASE Equipment Tech I	0.00	1.00	2.00
Senior Equipment Mechanic	1.00	0.00	0.00
Lead Master Equipment Tech	0.00	1.00	1.00
Equipment Technician II	2.00	2.00	2.00
Equipment Technician I	0.00	1.00	1.00
Fleet Analyst	1.00	1.00	1.00
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	17.00	17.00

Service: Fleet**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	858,801	964,638	1,036,929
112 Wages - Temporary	7,025	-	20,800
115 One Time Payment	6,141	5,337	6,732
121 Wages - Overtime	25,815	22,117	22,117
122 Longevity Compensation	2,040	2,100	2,160
123 Leave Expense	23,686	4,000	4,000
126 Retirement Health Savings Plan	13,016	6,800	6,800
128 FICA	436	-	1,290
129 Medicare	10,604	12,970	13,732
131 MOPC	43,804	46,059	49,880
132 Employee Insurance	148,225	157,234	162,614
133 Employee Retirement	54,654	64,632	66,842
135 Compensation Insurance	43,260	53,251	72,924
136 Unemployment Insurance	2,727	1,929	1,873
137 Staff Training and Conferences	9,889	12,300	12,300
139 Dental Insurance	6,364	6,752	6,987
141 Uniforms and Protective Clothing	6,643	8,250	8,250
142 Food Allowance	187	150	150
<i>Subtotal</i>	<i>1,263,317</i>	<i>1,368,519</i>	<i>1,496,380</i>
Operating and Maintenance			
210 Office Supplies	1,109	800	1,200
216 Reference Books and Materials	595	500	600
217 Dues and Subscriptions	719	2,145	2,145
218 Non-Capital Equipment and Furniture	105,541	18,994	24,396
220 Gas and Oil	1,151,200	1,111,486	812,358
221 Parts	592,499	578,537	596,000
225 Freight	27	300	300
228 Janitorial Supplies	2,248	3,500	3,500
229 Materials and Supplies	7,397	7,000	7,500
230 Printing and Copier Supplies	323	275	450
232 Building Repair and Maintenance	32	400	400
233 Facility Repair and Maintenance	6,305	9,000	9,000
240 Equipment Repair and Maintenance	18,618	21,229	26,111
243 Non-Capital Computer Equipment and Supplies	14,724	7,000	17,660
246 Liability Insurance	7,837	8,186	6,460
247 Safety Expenses	4,859	4,750	4,750
249 Operating Leases and Rentals	44,550	48,000	48,000
250 Professional and Contracted Services	308,668	274,000	285,000
259 Licenses and Permits	728	1,000	1,000
260 Utilities	11,944	20,000	20,000
261 Telephone Charges	2,556	2,133	3,275
262 Radio Repair and Maintenance	107,803	110,591	110,591
263 Postage	106	1,200	1,200
264 Printing and Copying	342	450	450
269 Other Services and Charges	-	600	555
270 Administrative and Management Services	251,989	264,164	275,298
<i>Subtotal</i>	<i>2,642,719</i>	<i>2,496,240</i>	<i>2,258,199</i>
Non-Operating Expense			
970 Transfers to Other Funds	1,909	4,826	4,872
<i>Subtotal</i>	<i>1,909</i>	<i>4,826</i>	<i>4,872</i>
Capital Outlay			
432 Vehicles	2,710,850	5,460,555	3,750,773
440 Machinery and Equipment	-	13,100	17,000
471 Land	-	333,200	-
<i>Subtotal</i>	<i>2,710,850</i>	<i>5,806,855</i>	<i>3,767,773</i>
SERVICE TOTAL	\$6,618,795	\$9,676,440	\$7,527,224

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	32,436	27,704	32,852
Operating and Maintenance	61,645	85,734	82,349
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 94,082	\$ 113,438	\$ 115,201

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:	2014 Budget	2015 Budget	2016 Budget
LDDA Executive Director	0.07	0.08	0.08
Downtown Specialist	0.00	0.15	0.20
Administrative Assistant	0.00	0.05	0.05
Total	0.07	0.28	0.33

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 94,629	\$ 104,882	\$ 98,017
Committed Working Capital	-	258	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	88,760	93,713	100,353
Property Tax Increment - 1016	10,585	7,118	7,118
Automobile Taxes	6,046	5,400	5,400
Interest Income	1,089	600	600
Miscellaneous	(1,487)	-	-
Adjustment for GAAP Revenue	(658)	-	-
TOTAL FUNDS	104,335	106,831	113,471
EXPENDITURES			
Personal Services	32,436	27,704	32,852
Operating and Maintenance	61,645	85,734	82,349
Non-Operating	-	-	-
Total Operating Expenses	94,082	113,438	115,201
TOTAL EXPENDITURES	94,082	113,438	115,201
ENDING WORKING CAPITAL	104,882	98,017	96,287
CONTRIBUTION TO/(FROM) RESERVES	\$ 10,253	\$ (6,607)	\$ (1,730)

LINE ITEM BUDGET

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	23,046	21,214	23,249
112 Wages - Temporary	1,102	-	-
115 One Time Payment	-	182	2,500
123 Leave Expense	423	-	-
126 Retirement Health Savings Plan	28	112	130
129 Medicare	325	297	333
131 MOPC	1,248	1,021	1,149
132 Employee Insurance	4,325	3,327	3,747
133 Employee Retirement	1,673	1,368	1,540
136 Unemployment Insurance	80	40	43
139 Dental Insurance	186	143	161
<i>Subtotal</i>	<i>32,436</i>	<i>27,704</i>	<i>32,852</i>
Operating and Maintenance			
210 Office Supplies	84	200	200
229 Materials and Supplies	1,611	2,000	2,000
232 Building Repair and Maintenance	5	150	150
241 Grounds Maintenance	3,200	5,500	5,500
246 Liability Insurance	3,659	3,900	35
249 Operating Leases and Rentals	502	650	650
250 Professional and Contracted Services	39,950	58,500	60,000
260 Utilities	3,450	4,000	5,000
263 Postage	49	50	50
264 Printing and Copying	371	-	1,000
269 Other Services and Charges	-	1,000	1,000
270 Administrative and Management Services	8,765	9,784	6,764
<i>Subtotal</i>	<i>61,645</i>	<i>85,734</i>	<i>82,349</i>
SERVICE TOTAL	\$94,082	\$113,438	\$115,201

GOLF FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	970,583	1,096,570	1,149,764
Operating and Maintenance	1,296,946	1,135,235	1,097,083
Non-Operating	18,598	203,524	201,704
Capital	172,546	156,240	494,140
TOTAL	\$ 2,458,673	\$ 2,591,569	\$ 2,942,691

Fund Description

The Golf Fund includes four budget services: Golf Administration, Sunset Golf Course, Twin Peaks Golf Course, and Ute Creek Golf Course. Administration of this fund is provided by the Community Services Department.

This fund's source of revenues are fees for services paid by those who golf, including greens fees, season passes, golf car rentals, and driving range fees.

GOLF FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 1,024,494	\$ 1,296,788	\$ 1,279,613
Committed Working Capital	-	17,170	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	151,673	-	-
Charges for Services	2,452,550	2,581,045	2,581,045
Developer Participation	12,996		
Interest	8,572	9,519	12,968
Miscellaneous	-	1,000	1,000
Transfer from Other Funds	79,483	-	-
Adjustment for GAAP Revenue	(19,157)	-	-
TOTAL FUNDS	2,686,117	2,591,564	2,595,013
EXPENSES BY BUDGET SERVICE			
Golf Administration	280,131	508,028	548,848
Sunset Golf Course	412,767	371,535	377,588
Twin Peaks Golf Course	780,384	666,626	659,609
Ute Creek Golf Course	812,845	889,140	862,506
CIP Projects	172,546	156,240	494,140
Total Operating Expenses	2,458,673	2,591,569	2,942,691
Adjustment for GAAP Expenses	(44,850)	-	-
TOTAL EXPENDITURES	2,413,823	2,591,569	2,942,691
ENDING WORKING CAPITAL	1,296,788	1,279,613	931,935
CONTRIBUTION TO/(FROM) RESERVES	\$ 272,294	\$ (5)	\$ (347,678)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

GOLF FUND PROJECTS	2016 Budget
PB-119 Municipal Buildings Flooring Replacement	\$ 14,140
PR-169 Golf Course Cart Path Improvements	90,900
PR-191 Golf Buildings Rehabilitation	92,200
PR-197 Golf Irrigation Rehabilitation and Replacement	296,900
TOTAL	\$ 494,140

Service: **Golf Administration**

FUND: Golf Fund

DEPARTMENT: Community Services

Service Description:

Golf Administration provides all administrative and supervisory services for the three City golf courses. Activities include preparing and monitoring the budget; purchasing equipment, supplies and services; preparing usage and revenue reports; revenue forecasting; recommending fees and charges; public relations; marketing; and providing staff support for the Golf Course Advisory Board. This service also includes expenses for the Longmont Junior Golf program.

SERVICE: Golf Administration

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Golf Operations Manager	0.70	0.70	0.70
Administrative Assistant	0.75	0.75	0.75
Total	1.45	1.45	1.45

Service: Golf Administration**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	85,161	97,337	108,159
115 One Time Payment	700	1,050	-
122 Longevity Compensation	1,470	1,530	1,554
123 Leave Expense	3,006	3,900	5,000
126 Retirement Health Savings Plan	875	580	580
129 Medicare	393	478	487
131 MOPC	4,736	4,867	5,039
132 Employee Insurance	15,755	15,866	16,427
133 Employee Retirement	5,940	6,521	6,753
135 Compensation Insurance	89	70	75
136 Unemployment Insurance	290	195	189
137 Staff Training and Conferences	704	2,400	2,400
139 Dental Insurance	677	682	705
142 Food Allowance	279	400	400
<i>Subtotal</i>	<i>120,075</i>	<i>135,876</i>	<i>147,768</i>
Operating and Maintenance			
210 Office Supplies	292	400	400
216 Reference Books and Materials	79	100	100
217 Dues and Subscriptions	3,319	3,735	3,735
218 Non-Capital Equipment and Furniture	100	500	500
229 Materials and Supplies	244	1,000	1,000
230 Printing and Copier Supplies	134	500	500
240 Equipment Repair and Maintenance	123	300	300
243 Non-Capital Computer Equipment and Supplies	434	1,000	8,200
245 Mileage Allowance	-	100	100
246 Liability Insurance	364	332	159
249 Operating Leases and Rentals	117	-	-
250 Professional and Contracted Services	2,550	4,000	8,000
252 Advertising and Legal Notices	6,162	13,000	10,200
261 Telephone Charges	1,244	1,320	1,320
263 Postage	179	1,000	1,000
264 Printing and Copying	1,510	4,000	3,000
270 Administrative and Management Services	124,608	137,341	160,862
<i>Subtotal</i>	<i>141,458</i>	<i>168,628</i>	<i>199,376</i>
Non-Operating Expense			
927 Principal on Notes and Contracts	-	194,658	194,658
928 Interest Expense on Notes and Contracts	16,967	-	-
970 Transfers to Other Funds	1,631	8,866	7,046
<i>Subtotal</i>	<i>18,598</i>	<i>203,524</i>	<i>201,704</i>
SERVICE TOTAL	\$280,131	\$508,028	\$548,848

Service: **Sunset Golf Course**

FUND: Golf Fund

DEPARTMENT: Community Services

Service Description:

This service includes the costs for operations, maintenance and improvements at Sunset Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

SERVICE: Sunset Golf Course

Budgeted Positions:	2014 Budget	2015 Budget	2016 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**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	83,958	129,417	131,912
112 Wages - Temporary	33,195	21,320	28,070
115 One Time Payment	499	2,025	1,512
121 Wages - Overtime	674	1,716	1,768
122 Longevity Compensation	210	270	222
123 Leave Expense	1,499	-	-
126 Retirement Health Savings Plan	1,302	1,040	1,040
128 FICA	2,125	1,322	1,740
129 Medicare	1,513	2,053	2,181
131 MOPC	4,364	6,471	6,596
132 Employee Insurance	20,187	21,094	21,502
133 Employee Retirement	5,474	8,670	8,837
135 Compensation Insurance	4,119	16,710	20,364
136 Unemployment Insurance	372	258	248
139 Dental Insurance	867	905	924
141 Uniforms and Protective Clothing	-	660	660
<i>Subtotal</i>	<i>160,359</i>	<i>213,931</i>	<i>227,576</i>
Operating and Maintenance			
210 Office Supplies	52	100	100
218 Non-Capital Equipment and Furniture	74,614	4,500	4,000
222 Chemicals	10,609	9,000	11,000
228 Janitorial Supplies	1,310	1,300	1,400
229 Materials and Supplies	711	920	920
230 Printing and Copier Supplies	140	300	300
232 Building Repair and Maintenance	8,270	7,020	10,360
240 Equipment Repair and Maintenance	7,602	8,000	8,000
241 Grounds Maintenance	3,129	8,000	7,000
243 Non-Capital Computer Equipment and Supplies	415	3,310	1,000
246 Liability Insurance	6,610	6,641	5,103
247 Safety Expenses	140	600	600
249 Operating Leases and Rentals	3,259	3,700	7,700
250 Professional and Contracted Services	50,400	50,400	50,400
259 Licenses and Permits	-	200	200
260 Utilities	9,301	9,500	9,500
261 Telephone Charges	1,539	1,500	1,620
262 Radio Repair and Maintenance	-	100	100
264 Printing and Copying	1,806	2,200	2,200
269 Other Services and Charges	7,323	6,800	7,500
273 Fleet Lease - Operating and Maintenance	9,375	7,769	9,317
274 Fleet Lease - Replacement	55,804	25,744	11,692
<i>Subtotal</i>	<i>252,408</i>	<i>157,604</i>	<i>150,012</i>
SERVICE TOTAL	\$412,767	\$371,535	\$377,588

Service: **Twin Peaks Golf Course**

FUND: Golf Fund

DEPARTMENT: Community Services

Service Description:

This service includes the costs for operations, maintenance and improvements at Twin Peaks Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

SERVICE: Twin Peaks Golf Course

Budgeted Positions:	2014 Budget	2015 Budget	2016 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**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	186,209	188,753	193,160
112 Wages - Temporary	45,225	48,925	58,320
115 One Time Payment	917	3,053	2,796
121 Wages - Overtime	2,086	2,652	2,704
122 Longevity Compensation	210	270	222
123 Leave Expense	6,465	-	-
126 Retirement Health Savings Plan	2,001	1,440	1,440
128 FICA	2,752	3,033	3,616
129 Medicare	2,823	3,313	3,508
131 MOPC	9,223	9,438	9,659
132 Employee Insurance	29,640	30,765	31,485
133 Employee Retirement	11,567	12,646	12,941
135 Compensation Insurance	2,754	2,944	3,496
136 Unemployment Insurance	546	377	363
139 Dental Insurance	1,273	1,321	1,352
141 Uniforms and Protective Clothing	828	1,140	1,140
<i>Subtotal</i>	<i>304,520</i>	<i>310,070</i>	<i>326,202</i>
Operating and Maintenance			
210 Office Supplies	138	200	200
218 Non-Capital Equipment and Furniture	151,870	7,000	8,000
222 Chemicals	28,775	24,000	27,000
228 Janitorial Supplies	2,653	2,600	2,700
229 Materials and Supplies	2,587	9,820	9,820
230 Printing and Copier Supplies	257	400	400
232 Building Repair and Maintenance	10,295	10,890	13,160
240 Equipment Repair and Maintenance	21,537	22,000	22,000
241 Grounds Maintenance	23,824	24,000	24,000
243 Non-Capital Computer Equipment and Supplies	3,073	1,770	1,000
246 Liability Insurance	7,862	7,713	6,140
247 Safety Expenses	1,118	1,600	1,600
249 Operating Leases and Rentals	17,595	18,900	18,900
250 Professional and Contracted Services	63,600	63,600	63,600
259 Licenses and Permits	200	200	200
260 Utilities	43,617	46,000	45,000
261 Telephone Charges	1,760	2,100	2,100
262 Radio Repair and Maintenance	-	200	200
263 Postage	1	-	-
264 Printing and Copying	574	2,500	2,500
269 Other Services and Charges	11,922	12,500	12,500
273 Fleet Lease - Operating and Maintenance	17,277	20,188	16,785
274 Fleet Lease - Replacement	65,331	78,375	55,602
<i>Subtotal</i>	<i>475,864</i>	<i>356,556</i>	<i>333,407</i>
SERVICE TOTAL	\$780,384	\$666,626	\$659,609

Service: Ute Creek Golf Course

FUND: Golf Fund

DEPARTMENT: Community Services

Service Description:

This service includes the costs for operations, maintenance and improvements at Ute Creek Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

SERVICE: Ute Creek Golf Course

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	1.00	1.00	1.00
Golf Course Equipment Mechanic	1.00	1.00	1.00
Sr Grounds Maintenance Technician	0.00	1.00	1.00
Grounds Maintenance Technician II	2.00	1.00	1.00
Total	4.10	4.10	4.10

Service: Ute Creek Golf Course**LINE ITEM BUDGET**

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	191,764	217,764	223,784
112 Wages - Temporary	98,227	112,840	115,840
115 One Time Payment	1,240	2,621	1,248
121 Wages - Overtime	1,752	2,652	2,704
122 Longevity Compensation	4,350	4,530	4,602
123 Leave Expense	4,482	-	-
126 Retirement Health Savings Plan	3,724	1,640	1,640
128 FICA	6,165	6,996	7,182
129 Medicare	2,261	2,939	3,010
131 MOPC	9,658	10,889	11,190
132 Employee Insurance	34,966	35,494	36,476
133 Employee Retirement	12,112	14,590	14,993
135 Compensation Insurance	11,901	20,278	22,062
136 Unemployment Insurance	644	435	420
139 Dental Insurance	1,502	1,525	1,567
141 Uniforms and Protective Clothing	881	1,500	1,500
<i>Subtotal</i>	385,629	436,693	448,218
Operating and Maintenance			
210 Office Supplies	152	200	200
218 Non-Capital Equipment and Furniture	7,814	8,000	8,000
222 Chemicals	25,531	28,000	28,000
228 Janitorial Supplies	2,381	2,800	2,800
229 Materials and Supplies	10,087	10,220	10,220
230 Printing and Copier Supplies	140	400	400
232 Building Repair and Maintenance	13,401	10,090	13,360
240 Equipment Repair and Maintenance	35,307	71,200	28,000
241 Grounds Maintenance	25,672	28,000	30,000
243 Non-Capital Computer Equipment and Supplies	382	1,000	1,000
246 Liability Insurance	21,662	27,060	25,135
247 Safety Expenses	1,150	1,500	1,500
249 Operating Leases and Rentals	9,328	8,000	9,500
250 Professional and Contracted Services	70,800	70,800	70,800
259 Licenses and Permits	-	200	200
260 Utilities	48,503	48,000	48,500
261 Telephone Charges	1,489	1,860	1,860
262 Radio Repair and Maintenance	-	200	200
264 Printing and Copying	2,541	2,500	2,600
269 Other Services and Charges	18,931	17,500	19,000
273 Fleet Lease - Operating and Maintenance	30,582	30,093	35,187
274 Fleet Lease - Replacement	101,364	84,824	77,826
<i>Subtotal</i>	427,216	452,447	414,288
SERVICE TOTAL	\$812,845	\$889,140	\$862,506

LIBRARY SERVICES FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	7,086	2,000	2,000
Operating and Maintenance	74,486	46,500	46,500
Non-Operating	-	20,500	20,500
Capital	-	-	-
TOTAL	\$ 81,572	\$ 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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
112 Wages - Temporary	7,086	-	-
142 Food Allowance	-	2,000	2,000
<i>Subtotal</i>	<i>7,086</i>	<i>2,000</i>	<i>2,000</i>
Operating and Maintenance			
210 Office Supplies	95	-	-
211 Adult Books	1,007	11,500	11,500
212 Children's Books	20,601	7,000	7,000
215 Audiovisual Materials	25	5,000	5,000
216 Reference Books and Materials	-	11,000	11,000
218 Non-Capital Equipment and Furniture	5,349	-	-
229 Materials and Supplies	28,343	-	-
243 Non-Capital Computer Equipment and Supplies	1,731	-	-
250 Professional and Contracted Services	12,112	12,000	12,000
264 Printing and Copying	780	-	-
269 Other Services and Charges	4,444	-	-
<i>Subtotal</i>	<i>74,486</i>	<i>46,500</i>	<i>46,500</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	20,500	20,500
<i>Subtotal</i>	<i>-</i>	<i>20,500</i>	<i>20,500</i>
SERVICE TOTAL	\$81,572	\$69,000	\$69,000

LIBRARY SERVICES - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 129,547	\$ 181,467	\$ 143,898
COMMITTED WORKING CAPITAL	-	49,046	-
SOURCES OF FUNDS			
REVENUES			
Interest	639	500	450
Grants and Donations	107,832	79,977	88,977
Miscellaneous	25,013	-	20,000
Adjustment for GAAP Revenue	8	-	-
TOTAL FUNDS	133,492	80,477	109,427
EXPENSES BY BUDGET SERVICE			
Personal Services	7,086	2,000	2,000
Operating and Maintenance	74,486	46,500	46,500
Non-Operating	-	20,500	20,500
TOTAL EXPENDITURES	81,572	69,000	69,000
ENDING WORKING CAPITAL	181,467	143,898	184,325
CONTRIBUTION TO/(FROM) RESERVES	\$ 51,920	\$ 11,477	\$ 40,427

LODGERS' TAX FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	378,803	393,560	363,730
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 378,803	\$ 393,560	\$ 363,730

Fund Description

The Lodger's Tax Revenue Fund was created for the purpose of promoting tourism, conventions, and related activities and acquiring related facilities. Ninety percent of the expense is paid to Visit Longmont, and the remaining amount is used to provide tourism grants to the community.

LINE ITEM BUDGET

	2014 Actual	2015 Budget	2016 Budget
Operating and Maintenance			
250 Professional and Contracted Services	378,803	393,560	363,730
<i>Subtotal</i>	<i>378,803</i>	<i>393,560</i>	<i>363,730</i>
Capital Outlay			
440 Machinery and Equipment	-	-	-
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$378,803	\$393,560	\$363,730

LODGERS' TAX FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 174,169	\$ 161,890	\$ 109
Committed Working Capital	-	162,531	-
SOURCES OF FUNDS			
REVENUES			
Taxes	364,767	393,560	363,730
Interest	818	750	-
Adjustment for GAAP Revenue	939	-	-
TOTAL FUNDS	366,524	394,310	363,730
EXPENDITURES			
Operating and Maintenance	378,803	393,560	363,730
Non-Operating	-	-	-
Capital	-	-	-
TOTAL EXPENDITURES	378,803	393,560	363,730
ENDING WORKING CAPITAL	161,890	109	109
CONTRIBUTION TO/(FROM) RESERVES	\$ (12,279)	\$ 750	\$ -

LONGMONT URBAN RENEWAL FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	536,193	-	-
Non-Operating	2,025	-	1,111,920
Capital	-	-	-
TOTAL	\$ 538,218	\$ -	\$ 1,111,920

LONGMONT URBAN RENEWAL FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ (307,976)	\$ 257,885	\$ -
Committed Working Capital	-	257,885	-
SOURCES OF FUNDS			
REVENUES			
Sales Tax Increment	-	-	1,111,920
Interest	449	-	-
Transfers from Other Funds	1,103,630	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	1,104,079	-	1,111,920
EXPENDITURES			
Operating and Maintenance	536,193	-	-
Non-Operating	2,025	-	1,111,920
Capital	-	-	-
TOTAL EXPENDITURES	538,218	-	1,111,920
ENDING WORKING CAPITAL	257,885	-	-
CONTRIBUTION TO/(FROM) RESERVES	\$ 565,861	\$ -	\$ -

MUSEUM SERVICES FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	31,129	34,674	34,700
Operating and Maintenance	64,864	39,226	47,768
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 95,993	\$ 73,900	\$ 82,468

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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
112 Wages - Temporary	28,351	31,170	31,170
121 Wages - Overtime	-	857	857
128 FICA	1,743	1,932	1,932
129 Medicare	408	451	451
135 Compensation Insurance	221	264	290
137 Staff Training and Conferences	406	-	-
<i>Subtotal</i>	<i>31,129</i>	<i>34,674</i>	<i>34,700</i>
Operating and Maintenance			
210 Office Supplies	48	50	50
216 Reference Books and Materials	300	400	400
217 Membership Dues and Subscriptions	145	-	-
218 Non-Capital Equipment and Furniture	2,529	800	800
223 Lab and Photo Supplies	266	300	300
225 Freight	1,165	200	200
229 Materials and Supplies	19,025	13,575	16,775
230 Printing and Copier Supplies	757	-	-
243 Non-Capital Computer Equipment and Supplies	2,641	1,400	1,400
245 Mileage Allowance	1,703	-	-
246 Liability Insurance	100	110	52
249 Operating Leases and Rentals	13,070	9,250	9,250
250 Professional and Contracted Services	13,453	6,780	12,180
252 Ads and Legal Notices	4,145	2,211	2,211
263 Postage	1,997	700	700
264 Printing and Copying	3,122	3,150	3,150
269 Other Services and Charges	397	300	300
<i>Subtotal</i>	<i>64,864</i>	<i>39,226</i>	<i>47,768</i>
SERVICE TOTAL	\$95,993	\$73,900	\$82,468

MUSEUM SERVICES FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 26,269	\$ 18,775	\$ 275
Committed Working Capital	-	18,500	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	26,000	20,000	30,000
Charges for Services	34,088	32,400	80,000
Grants and Donations	25,064	20,000	25,000
Interest	305	-	-
Miscellaneous	2,990	1,500	1,500
Adjustment for GAAP Revenue	52	-	-
	-		
TOTAL FUNDS	88,499	73,900	136,500
EXPENSES BY BUDGET SERVICE			
Personal Services	31,129	34,674	34,700
Operating and Maintenance	64,864	39,226	47,768
Non-Operating	-	-	-
Capital Projects	-	-	-
TOTAL EXPENDITURES	95,993	73,900	82,468
ENDING WORKING CAPITAL	18,775	275	54,307
CONTRIBUTION TO/(FROM) RESERVES	\$ (7,494)	\$ -	\$ 54,032

MUSEUM TRUST FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	2,864	-	-
Operating and Maintenance	42,977	19,000	19,000
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 45,841	\$ 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

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
112 Wages - Temporary	2,341	-	-
121 Wages - Overtime	288	-	-
128 FICA	190	-	-
129 Medicare	45	-	-
<i>Subtotal</i>	<i>2,864</i>	<i>-</i>	<i>-</i>
Operating and Maintenance			
216 Reference Books and Materials	-	750	750
218 Non-Capital Equipment and Furniture	2,570	-	-
223 Lab and Photo Supplies	310	-	-
224 Resale Merchandise	16,218	9,600	9,600
229 Materials and Supplies	683	1,350	1,350
249 Operating Leases and Rentals	6,000	-	-
250 Professional and Contracted Services	6,318	600	600
252 Ads and Legal Notices	7,469	6,400	6,400
269 Other Services and Charges	3,409	300	300
<i>Subtotal</i>	<i>42,977</i>	<i>19,000</i>	<i>19,000</i>
SERVICE TOTAL	\$45,841	\$19,000	\$19,000

MUSEUM TRUST FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 95,939	\$ 96,734	\$ 81,820
Committed Working Capital	-	13,414	-
SOURCES OF FUNDS			
REVENUES			
Sales	24,589	16,000	16,000
Interest	677	500	-
Grants and Donations	3,600	1,000	20,000
Miscellaneous	18,270	-	-
Adjustment for GAAP Revenue	(500)	-	-
TOTAL FUNDS	46,636	17,500	36,000
EXPENSES BY BUDGET SERVICE			
Personal Services	2,864	-	-
Operating and Maintenance	42,977	19,000	19,000
Capital Outlay	-	-	-
TOTAL EXPENDITURES	45,841	19,000	19,000
ENDING WORKING CAPITAL	96,734	81,820	98,820
CONTRIBUTION TO/(FROM) RESERVES	\$ 795	\$ (1,500)	\$ 17,000

OPEN SPACE FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	278,199	293,693	290,107
Operating and Maintenance	332,191	426,733	449,519
Non-Operating	4,141,622	2,187,419	2,168,855
Capital	4,068,174	2,006,970	4,730,500
TOTAL	\$ 8,820,185	\$ 4,914,815	\$ 7,638,981

Fund Description

In November 2000, Longmont voters approved increasing the sales and use tax rate by 0.2 cents for 20 years for the acquisition and maintenance of open space. Administration of this fund is provided by the Public Works and Natural Resources Department.

Service: Open Space Fund

OPEN SPACE FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 7,067,242	\$ 3,980,159	\$ 2,991,755
Committed Working Capital	-	1,482,027	-
SOURCES OF FUNDS			
REVENUES			
Taxes	3,436,195	3,460,527	3,696,377
Intergovernmental Revenue	185,435	1,930,880	3,240,457
Interest	34,417	10,000	-
Miscellaneous	78,500	40,000	50,000
Bond Proceeds	3,809	-	-
Other Funds Transfer	1,985,337	-	-
Estimated Revenue Adjustment	-	(32,969)	-
Adjustment for GAAP Revenue	9,409	-	-
TOTAL FUNDS	5,733,102	5,408,438	6,986,834
EXPENDITURES			
Personal Services	278,199	293,693	304,015
Operating and Maintenance	332,191	426,733	457,319
Non-Operating	4,141,622	2,187,419	2,168,855
Capital Projects	4,068,174	2,006,970	4,730,500
TOTAL EXPENDITURES	8,820,185	4,914,815	7,660,689
ENDING WORKING CAPITAL	3,980,159	2,991,755	2,317,900
CONTRIBUTION TO/(FROM) RESERVES	\$ (3,087,083)	\$ 493,623	\$ (673,855)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

OPEN SPACE FUND PROJECTS	2016 Budget
D-39 St Vrain Channel Improvements	\$ 3,500,000
PR-122 Open Space Acquisition Program	\$ 1,200,000
TOTAL	\$ 4,700,000

OPEN SPACE SANDSTONE RANCH FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	13,908
Operating and Maintenance	-	-	7,800
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ -	\$ -	\$ 21,708

Fund Description

Sandstone Ranch is situated on 313 acres of land abundant in natural, cultural and historic resources. It is both a community park and a district park/nature preserve. The western side of the park features a four-plex ball field complex. The eastern side of the park features sports fields, a skate park, an adventure playground, a group picnic shelter, and the Visitor's Center.

Service: Open Space - Sandstone Ranch**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
112 Wages - Temporary	-	-	12,800
128 FICA	-	-	922
129 Medicare	-	-	186
<i>Subtotal</i>	-	-	13,908
Operating and Maintenance			
229 Materials and Supplies	-	-	5,500
250 Professional and Contracted Services	-	-	2,000
263 Postage	-	-	300
<i>Subtotal</i>	-	-	7,800
SERVICE TOTAL	\$-	\$-	\$21,708

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Natural Resources Manager	0.50	0.50	0.35
Project Manager II	0.00	0.10	0.10
Land Program Administrator	1.00	1.00	0.90
Natural Resources Specialist	0.50	0.50	0.50
Executive Assistant	0.00	0.00	0.10
Total	2.00	2.10	1.95

Service: Open Space and Trails**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	181,380	180,863	173,892
112 Wages - Temporary	31,541	43,570	50,492
114 Skill Based Pay	60	-	-
115 One Time Payment	1,550	2,983	2,208
121 Wages - Overtime	58	500	500
123 Leave Expense	1,689	2,000	2,000
126 Retirement Health Savings Plan	1,714	800	780
128 FICA	1,625	2,701	-
129 Medicare	2,691	3,255	3,127
131 MOPC	9,092	9,044	8,599
132 Employee Insurance	29,478	29,481	28,033
133 Employee Retirement	12,184	12,117	11,523
135 Compensation Insurance	173	1,153	3,825
136 Unemployment Insurance	543	361	324
137 Staff Training and Conferences	1,711	2,100	2,100
139 Dental Insurance	1,266	1,265	1,204
141 Uniforms and Protective Clothing	1,054	900	900
142 Food Allowance	391	600	600
<i>Subtotal</i>	<i>278,199</i>	<i>293,693</i>	<i>290,107</i>
Operating and Maintenance			
210 Office Supplies	742	2,000	2,000
214 Pamphlets and Documents	110	300	300
216 Reference Books and Materials	162	550	550
217 Dues and Subscriptions	630	450	450
218 Non-Capital Equipment and Furniture	1,609	1,750	1,750
221 Parts	-	500	500
222 Chemicals	3,311	3,000	3,000
223 Lab and Photo Supplies	40	500	500
229 Materials and Supplies	6,359	6,500	4,500
232 Building Repair and Maintenance	-	2,000	2,000
240 Equipment Repair and Maintenance	470	2,000	2,000
241 Grounds Maintenance	41,005	66,500	66,500
243 Non-Capital Computer Equipment and Supplies	6,633	1,250	3,641
244 Assessments	1,140	-	-
246 Liability Insurance	6,435	5,334	5,507
247 Safety Expenses	50	300	300
249 Operating Leases and Rentals	-	500	500
250 Professional and Contracted Services	63,515	147,350	163,350
252 Advertising and Legal Notices	-	100	100
261 Telephone Charges	2,163	2,000	3,440
263 Postage	8	800	500
264 Printing and Copying	74	1,500	1,500
269 Other Services and Charges	625	2,150	2,150
270 Administrative and Management Services	138,623	159,716	134,978
273 Fleet Lease - Operating and Maintenance	31,557	11,511	22,687
274 Fleet Lease - Replacement	26,928	8,172	26,816
<i>Subtotal</i>	<i>332,191</i>	<i>426,733</i>	<i>449,519</i>
Non-Operating Expense			
922 Interest - Current Bond Issues	1,045,314	1,022,114	998,814
923 Principal - Current Bond Issues	1,160,000	1,165,000	1,170,000
970 Transfers to Other Funds	1,936,308	305	41
<i>Subtotal</i>	<i>4,141,622</i>	<i>2,187,419</i>	<i>2,168,855</i>
Capital Outlay			
432 Vehicles	-	-	30,500
440 Machinery and Equipment	-	6,970	-
<i>Subtotal</i>	<i>-</i>	<i>6,970</i>	<i>30,500</i>
SERVICE TOTAL	\$4,752,011	\$2,914,815	\$2,938,981

PARK AND GREENWAY MAINTENANCE FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	-	10,000	-
Non-Operating	7,179	-	-
Capital - Non-Flood	5,724	320,607	1,213,599
Capital - Flood	1,444,045	3,900,000	993,259
TOTAL	\$ 1,456,948	\$ 4,230,607	\$ 2,206,858

Fund Description

The Park and Greenway Maintenance Fund's primary revenue source is the Park and Greenway Maintenance fee. The fee is used to support maintenance, operations, and repair and replacement of playgrounds, sport courts, sport fields, pool facilities, and park and greenway buildings and facilities, including restrooms, shelters and pump stations, and landscaping located in City parks and greenways.

2016 Budget

The following capital projects are funded in 2016. Detailed descriptions for these projects are included in the 2016-2020 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK AND GREENWAY MAINTENANCE FUND PROJECTS	2016 Budget
MAINTENANCE FEE PROJECTS	
PR-143 Garden Acres Park Renewal	\$ 1,131,099
PR-186 Park Infrastructure Rehab and Replacement	57,500
PR-192 Park and Greenway Misc Asset Renewal	25,000
MAINTENANCE FLOOD FEE PROJECTS	
PR-5B St Vrain Greenway	993,259
PR-195 Dickens Farm Park	-
TOTAL	\$ 2,206,858

PARK AND GREENWAY MAINTENANCE FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL MAINTENANCE FEE	\$ -	\$ 893,516	\$ 698,876
BEGINNING WORKING CAPITAL FLOOD MAINTENANCE	-	563,212	82,630
Committed Working Capital - Maintenance	-	745,736	-
Committed Working Capital - Flood	-	877,946	-
SOURCES OF FUNDS			
REVENUES			
Park and Greenway Maintenance Fee	850,826	879,676	910,238
Park and Greenway Maintenance Flood Fee	850,739	879,676	910,238
Intergovernmental Revenue - Flood	2,000	3,412,500	-
Interest - Maintenance	1,703	2,027	2,517
Interest - Flood	541	5,188	391
Miscellaneous	49,812	-	-
Miscellaneous - Flood	49,809	-	-
Insurance Proceeds - Flood	1,108,246	-	-
Adjustment for GAAP Revenue	(1,229)	-	-
TOTAL FUNDS	2,912,447	5,179,067	1,823,384
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	-	10,000	-
Non-Operating	3,101	-	-
Non-Operating - Flood	4,078	-	-
Capital Projects - Maintenance	5,724	320,607	1,213,599
Capital Projects - Flood	1,444,045	3,900,000	993,259
TOTAL EXPENDITURES	1,456,948	4,230,607	2,206,858
Estimated Revisions	-	-	-
ENDING WORKING CAPITAL MAINTENANCE FEE	893,516	698,876	398,032
ENDING WORKING CAPITAL FLOOD MAINTENANCE FE	563,212	82,630	-
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,456,728	\$ 70,514	\$ (383,474)

PARK IMPROVEMENT FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	140,305	1,699,729	132,000
TOTAL	\$ 140,305	\$ 1,699,729	\$ 132,000

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).

2016 Budget

The following capital projects are funded in 2016. Detailed descriptions for these projects are included in the 2016-2020 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK IMPROVEMENT FUND PROJECT	2016 Budget
MUW-173 Raw Water Irrigation Planning and Construction	\$ 30,000
PR-139 Wertman Neighborhood Park	102,000
TOTAL	\$ 132,000

PARK IMPROVEMENT FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 4,137,486	\$ 5,367,493	\$ 3,698,852
Committed Working Capital	-	989,720	-
SOURCES OF FUNDS			
REVENUES			
Building Permit Fees	1,346,020	1,001,875	1,405,044
Interest	34,817	18,933	24,269
Grants and Donations	3,025	-	-
Adjustment for GAAP Revenue	(13,550)	-	-
TOTAL FUNDS	1,370,312	1,020,808	1,429,313
EXPENDITURES			
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital Projects	140,305	1,699,729	132,000
TOTAL EXPENDITURES	140,305	1,699,729	132,000
ENDING WORKING CAPITAL	5,367,493	3,698,852	4,996,165
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,230,007	\$ (678,921)	\$ 1,297,313

PROBATION SERVICES FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	75,683	76,120	76,749
Operating and Maintenance	352	8,347	8,650
Non-Operating	64	64	-
Capital	-	-	-
TOTAL	\$ 76,099	\$ 84,531	\$ 85,399

PROBATION SERVICES FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 100,463	\$ 97,361	\$ 83,230
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Court Surcharges	71,118	70,000	70,000
Interest	696	400	400
Adjustment for GAAP Revenue	1,183	-	-
TOTAL FUNDS	72,997	70,400	70,400
EXPENDITURES			
Personal Services	75,683	76,120	76,749
Operating and Maintenance	352	8,347	8,650
Non-Operating	64	64	-
Capital	-	-	-
TOTAL EXPENDITURES	76,099	84,531	85,399
ENDING WORKING CAPITAL	97,361	83,230	68,231
CONTRIBUTION TO/(FROM) RESERVES	\$ (3,102)	\$ (14,131)	\$ (14,999)

Service: Probation Services Fund

FUND: Probation Services Fund DEPARTMENT: Municipal Court

Service Description:

The Probation Division provides pre-sentence investigations, supervision and monitoring of probationers, assessment and referral to local and state resources, and restitution investigation for victims.

LINE ITEM BUDGET

Personal Services	2014 Actual	2015 Budget	2016 Budget
111 Salaries and Wages	54,880	56,904	57,537
115 One Time Payment	1,000	1,500	1,500
123 Leave Expense	2,107	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	722	825	825
131 MOPC	2,856	2,845	2,845
132 Employee Insurance	9,275	9,275	9,275
133 Employee Retirement	3,827	3,813	3,813
135 Compensation Insurance	47	46	49
136 Unemployment Insurance	171	114	107
139 Dental Insurance	398	398	398
<i>Subtotal</i>	75,683	76,120	76,749
Operating and Maintenance			
240 Equipment Repair and Maintenance	159	300	300
246 Liability Insurance	193	196	499
250 Professional and Contracted Services	-	7,851	7,851
<i>Subtotal</i>	352	8,347	8,650
Non-Operating Expense			
970 Transfers to Other Funds	64	64	-
<i>Subtotal</i>	64	64	-
SERVICE TOTAL	\$76,099	\$84,531	\$85,399

SERVICE: Probation Services

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Probation Officer	1.00	1.00	1.00
Total	1.00	1.00	1.00

PUBLIC BUILDINGS CIF FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	61,610	103,000
TOTAL	\$ -	\$ 61,610	\$ 103,000

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

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 750,940	\$ 1,301,216	\$ 1,089,566
Committed Working Capital	-	500,000	-
SOURCES OF FUNDS			
REVENUES			
Developer Participation	540,046	346,960	346,000
Interest	7,798	3,000	3,000
Miscellaneous	-	-	-
Adjustment for GAAP Revenue	2,432	-	-
TOTAL FUNDS	550,276	349,960	349,000
EXPENDITURES			
Non-Operating Capital	-	61,610	103,000
TOTAL EXPENDITURES	-	61,610	103,000
ENDING WORKING CAPITAL	1,301,216	1,089,566	1,335,566
CONTRIBUTION TO/(FROM) RESERVES	\$ 550,276	\$ 288,350	\$ 246,000

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND PROJECT	2016 Budget
PB-198 North Museum Parking Lot Paving	\$ 103,000
TOTAL	\$ 103,000

PUBLIC IMPROVEMENT FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	42,515	54,550	54,550
Non-Operating	2,723,025	2,728,625	2,740,425
Capital	3,173,536	2,459,633	6,747,084
TOTAL	\$ 5,939,076	\$ 5,242,808	\$ 9,542,059

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

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 156,581	\$ 1,028,009	\$ 364,730
Committed Working Capital	-	915,443	-
SOURCES OF FUNDS			
REVENUES			
Taxes	4,471,068	4,256,449	5,377,778
Intergovernmental Revenue	728,889	-	3,062,500
Interest	34,973	7,000	7,000
Miscellaneous	1,059,290	-	-
Operating Transfers	523,717	539,539	879,489
Estimated Revenue Adjustment	-	691,984	-
Adjustment for GAAP Revenue	(7,433)	-	-
TOTAL FUNDS	6,810,504	5,494,972	9,326,767
EXPENDITURES			
Operating and Maintenance	42,515	54,550	54,550
Non-Operating	2,723,025	2,728,625	2,740,425
Capital	3,173,536	2,459,633	6,747,084
TOTAL EXPENDITURES	5,939,076	5,242,808	9,542,059
ENDING WORKING CAPITAL	1,028,009	364,730	149,438
CONTRIBUTION TO/(FROM) RESERVES	\$ 871,428	\$ 252,164	\$ (215,292)

Service: Public Improvement Fund

Service Description:

Capital projects for 2016 are listed below, and detailed descriptions of each project are included in the 2016-2020 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC IMPROVEMENT FUND PROJECTS	2016 Budget
D-39 St Vrain Channel Improvements	\$ 3,500,000
PB-1 Municipal Buildings Roof Improvements	580,825
PB-2 Municipal Facilities ADA Improvements	212,000
PB-37 Fire Stations Improvements	93,850
PB-80 Municipal Buildings Boiler Replacement	235,000
PB-82 Muni Buildings HVAC Replacement	270,000
PB-145 Community Services Specialized Equipment	137,586
PB-160 Municipal Buildings Auto Door and Gate Replacement	10,000
PB-189 Municipal Buildings Exterior Maintenance	11,000
PB-190 Municipal Buildings Interior Maintenance	52,924
PB-200 Civic Center Rehabilitation	950,000
PR-102 Swimming and Wading Pools Maintenance	327,000
PR-113 Park Irrigation Pump Systems Rehabilitation	55,000
PR-186 Park Infrastructure Rehabilitation and Replacement	311,899
TOTAL	\$ 6,747,084

SENIOR SERVICES FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	16,634	72,561	29,040
Operating and Maintenance	177,497	156,057	231,609
Non-Operating	5,656	5,769	5,769
Capital	-	-	-
TOTAL	\$ 199,787	\$ 234,387	\$ 266,418

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

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 201,619	\$ 216,820	\$ 159,633
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Charge for Services	206,546	166,200	353,500
Interest	1,509	-	-
Miscellaneous	6,221	11,000	5,500
Adjustment for GAAP Revenue	712	-	-
TOTAL FUNDS	214,988	177,200	359,000
EXPENDITURES			
Personal Services	16,634	72,561	29,040
Operating and Maintenance	177,497	156,057	231,609
Non-Operating	5,656	5,769	5,769
Capital	-	-	-
TOTAL EXPENDITURES	199,787	234,387	266,418
ENDING WORKING CAPITAL	216,820	159,633	252,215
CONTRIBUTION TO/(FROM) RESERVES	\$ 15,201	\$ (57,187)	\$ 92,582

LINE ITEM BUDGET

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
112 Wages - Temporary	15,872	66,000	26,000
121 Wages - Overtime	-	500	-
128 FICA	606	4,092	1,612
129 Medicare	142	957	377
135 Compensation Insurance	14	12	51
137 Staff Training and Conferences	-	1,000	1,000
<i>Subtotal</i>	16,634	72,561	29,040
Operating and Maintenance			
210 Office Supplies	-	650	650
217 Dues and Subscriptions	606	500	500
218 Non-Capital Equipment and Furniture	-	1,000	5,000
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	45,707	30,000	48,200
230 Printing and Copier Supplies	-	200	2,000
243 Non-Capital Computer Equipment and Supplies	1,301	1,000	5,000
245 Mileage Allowance	158	400	400
246 Liability Insurance	56	57	109
247 Safety Expenses	-	50	50
250 Professional and Contracted Services	128,900	115,000	160,000
261 Telephone Charges	80	100	100
264 Printing and Copying	669	6,000	8,500
269 Other Services and Charges	20	1,000	1,000
<i>Subtotal</i>	177,497	156,057	231,609
Non-Operating Expense			
970 Transfers to Other Funds	5,656	5,769	5,769
<i>Subtotal</i>	5,656	5,769	5,769
SERVICE TOTAL	\$199,787	\$234,387	\$266,418

STORM DRAINAGE FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	1,270,510	1,380,133	1,621,687
Operating and Maintenance	1,208,551	1,314,078	1,446,979
Non-Operating	1,148,283	4,210,685	2,561,715
Capital	4,277,472	7,093,413	21,222,674
TOTAL	\$ 7,904,816	\$ 13,998,309	\$ 26,853,055

Fund Description

The Storm Drainage Fund pays for all costs associated with maintaining and improving the City's storm drainage system. City staff includes crews to clean and repair drainage lines and engineering staff to plan improvements and to project future demands on the drainage system. The major source of revenue is a monthly fee billed to all residential and commercial utility users in the city. Residential utility customers pay a flat rate per month, and the rate for commercial and industrial utility customers is based on square footage of building space.

The Storm Drainage Fund includes six budget services: Public Works and Natural Resources Director, Storm Drainage Engineering, Storm Drainage Maintenance, Construction Inspection, Regulatory Compliance, and Engineering/Survey Technical Services. Administration of this fund is provided by the Public Works and Natural Resources Department.

2016 Budget

The 2016 Budget includes \$720,590 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2016-2020 Capital Improvement Program. The following capital projects are funded in 2016.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

STORM DRAINAGE FUND PROJECTS	2016 Budget
D-21 Storm Drainage Rehabilitation and Improvements	\$ 600,000
D-39 St Vrain Channel Improvements	20,000
PB-109 Municipal Facilities Parking Lot Rehabilitation	1,470
PB-192 Operations & Maintenance Building/Site Improvements	81,120
TOTAL	\$ 702,590

STORM DRAINAGE BOND FUND

CAPITAL IMPROVEMENT PROGRAM PROJECTS

STORM DRAINAGE FUND PROJECTS	2016 Budget
D-39 St Vrain Channel Improvements	\$ 20,511,043
TOTAL	\$ 20,511,043

STORM DRAINAGE FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 3,267,158	\$ 24,739,726	\$ 12,766,427
Committed Working Capital	-	4,563,009	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	6,615,830	6,429,578	6,682,902
Capital Investment Fee	235,532	137,619	177,693
Developer Participation	-	-	-
Intergovernmental Revenue	285,076	-	11,016,288
Interest	23,154	15,410	17,139
Miscellaneous	43,127	5,412	5,520
Bond Proceeds	21,800,933	-	-
Transfer from Storm Drainage	664,543	-	-
Adjustment for GAAP Revenue	(1,248)	-	-
TOTAL FUNDS	29,666,947	6,588,019	17,899,542
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utilities Director	731,796	4,307,242	2,691,741
Storm Drainage Engineering	1,545,467	1,087,460	1,337,360
Storm Drainage Maintenance	862,248	951,298	1,042,340
Storm Drainage Construction Inspection	103,944	106,304	146,180
Storm Drainage Regulatory Compliance	185,764	253,436	217,449
Storm Drainage Engineering/Survey Tech Services	198,125	199,156	204,352
CIP Projects	4,277,472	7,093,413	21,213,633
Total Operating Expenses	7,904,816	13,998,309	26,853,055
Adjustment for GAAP Expenses	289,563	-	-
TOTAL EXPENDITURES	8,194,379	13,998,309	26,853,055
ENDING WORKING CAPITAL	24,739,726	12,766,427	3,812,914
CONTRIBUTION TO/(FROM) RESERVES	\$ 21,472,568	\$ (7,410,290)	\$ (8,953,513)

Service: **Public Works and Natural Resources General Manager**

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources General Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget, and effective supervision of personnel.

SERVICE: Public Works and Natural Resources General Manager

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
General Manager PW&NR	0.15	0.15	0.15
PWNR Business & Strategic Planning Manager	0.15	0.15	0.15
PWNR Communications & Marketing Coordinator	0.00	0.00	0.15
Multi Media/Marketing Specialist	0.15	0.15	0.25
PWNR Utilities Rate Analyst	0.15	0.15	0.15
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Total	0.90	0.90	1.15

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	75,861	77,751	110,455
112	Wages - Temporary	(49)	-	-
115	One Time Payment	750	975	468
121	Wages - Overtime	3	100	100
123	Leave Expense	1,583	-	-
126	Retirement Health Savings Plan	582	360	460
129	Medicare	653	765	1,020
131	MOPC	3,877	3,888	4,791
132	Employee Insurance	12,331	12,672	15,620
133	Employee Retirement	4,999	5,209	6,420
135	Compensation Insurance	69	55	60
136	Unemployment Insurance	227	155	180
137	Staff Training and Conferences	6,169	6,128	976
139	Dental Insurance	530	544	671
142	Food Allowance	300	425	425
	<i>Subtotal</i>	<i>107,883</i>	<i>109,027</i>	<i>141,646</i>
Operating and Maintenance				
210	Office Supplies	104	-	-
217	Dues and Subscriptions	69	-	44
218	Non-Capital Equipment and Furniture	9,476	450	450
229	Materials and Miscellaneous Supplies	429	-	-
240	Equipment Repair and Maintenance	2,162	6,401	3,495
243	Non-Capital Computer Equipment and Supplies	1,896	500	1,571
245	Mileage Allowance	371	460	460
246	Liability Insurance	282	260	127
250	Professional and Contracted Services	32,908	5,880	6,790
252	Legal Notices and Advertising	-	-	100
263	Postage	23,798	-	-
264	Printing and Copying	1,903	-	-
269	Other Services and Charges	296	-	-
	<i>Subtotal</i>	<i>73,694</i>	<i>13,951</i>	<i>13,037</i>
Non-Operating Expense				
922	Interest - Current Bond Issue	558,671	1,665,920	1,176,369
923	Bond Principal - Current	-	1,204,655	1,360,000
927	Principal - Notes and Contracts	-	1,313,000	-
928	Interest - Notes and Contracts	(8,453)	-	-
970	Transfers to Other Funds	-	689	689
	<i>Subtotal</i>	<i>550,218</i>	<i>4,184,264</i>	<i>2,537,058</i>
	SERVICE TOTAL	\$731,796	\$4,307,242	\$2,691,741

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Director of Engineering Services	0.00	0.00	0.35
PWNR Engineering Administrator	0.10	0.10	0.10
Senior Civil Engineer	1.00	2.00	1.00
Civil Engineer II	0.00	0.00	1.05
Civil Engineer	0.80	0.80	1.00
Construction Inspector	0.00	0.50	0.00
Environmental Project Specialist	0.30	0.10	0.90
Environmental Regulatory Specialist	0.00	0.00	0.90
Industrial Pre Treatment Coordinator	0.00	0.00	0.30
Water Quality Lab Supervisor	0.10	0.05	0.05
Project Manager	0.00	0.50	0.00
Project Manager II	0.00	0.39	0.89
Water Quality Analyst	0.20	0.15	0.15
Laboratory Technician	0.30	0.15	0.15
Total	2.80	4.74	6.84

Service: Storm Drainage Engineering**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	291,939	377,623	498,872
112	Temporary Wages	318	-	2,000
115	One Time Payment	2,094	2,774	2,749
121	Wages - Overtime	2,949	-	-
122	Longevity Compensation	192	99	2,187
123	Leave Expense	3,048	-	-
126	Retirement Health Savings Plan	2,881	1,940	2,336
128	FICA	-	-	124
129	Medicare	3,223	5,428	5,517
131	MOPC	12,755	18,881	23,987
132	Employee Insurance	35,767	61,551	78,198
133	Employee Retirement	16,445	25,302	32,143
135	Compensation Insurance	151	160	292
136	Unemployment Insurance	658	756	902
137	Staff Training and Conferences	-	-	2,701
139	Dental Insurance	1,536	2,645	3,358
141	Uniforms and Protective Clothing	-	100	100
142	Food Allowance	-	200	200
	<i>Subtotal</i>	<i>373,956</i>	<i>497,459</i>	<i>655,666</i>
Operating and Maintenance				
210	Office Supplies	-	100	400
216	Reference Books and Materials	-	200	100
217	Dues and Subscriptions	3,640	395	395
218	Non-Capital Equipment and Furniture	557	18,721	1,000
229	Materials and Supplies	142	50	50
240	Equipment Repair and Maintenance	-	570	3,785
243	Non-Capital Computer Equipment and Supplies	6,370	4,487	4,554
245	Mileage Allowance	-	50	50
246	Liability Insurance	830	754	826
247	Safety Expenses	114	100	100
250	Professional and Contracted Services	157,155	145,000	105,000
252	Advertising and Legal Notices	295	300	300
259	Licenses and Permits	2,520	3,000	3,000
260	Utilities	474	-	-
261	Telephone Charges	799	335	335
263	Postage	-	200	200
264	Printing and Copying	184	375	375
270	Administrative and Management Services	420,772	403,149	546,335
273	Fleet Lease - Operating and Maintenance	2,233	1,226	1,953
274	Fleet Lease - Replacement	4,568	4,568	4,704
	<i>Subtotal</i>	<i>600,653</i>	<i>583,580</i>	<i>673,462</i>
Non-Operating Expense				
928	Interest on Notes and Contracts	20,280	-	-
970	Transfers to Other Funds	550,427	6,421	4,657
974	Art in Public Places Transfers	150	-	-
	<i>Subtotal</i>	<i>570,857</i>	<i>6,421</i>	<i>4,657</i>
Capital Outlay				
432	Vehicles	-	27,506	-
440	Machinery and Equipment	-	-	3,575
470	Planning	27,796	-	-
480	System Improvements	15,013	-	-
	<i>Subtotal</i>	<i>42,809</i>	<i>27,506</i>	<i>3,575</i>
	SERVICE TOTAL	\$1,588,276	\$1,114,966	\$1,337,360

Service: Storm Drainage Maintenance and Repair

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintaining and repairing all open channel and closed drainage facilities, including ditches, channels, culverts, catch basins, detention basins and storm sewers. This service also maintains certain sections of private ditches that provide storm drain benefits to the city. There are 104.36 miles of storm drain lines, 26.45 miles of open channels and ditches, and 3,015 catch basins in the City's storm drain system.

SERVICE: Storm Maintenance and Repair

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
PWNR Director of Operations	0.05	0.05	0.05
Utility & Streets Operations & Mtce Manager	0.05	0.05	0.05
System Operations Supervisor	0.50	0.10	0.10
Utilities Maintenance Supervisor	0.20	0.60	0.60
Natural Resources Specialist	0.00	0.00	0.05
Water Utilities Technician Lead	0.00	0.00	0.75
Water Utilities Technician	1.35	1.55	0.80
Public Works Tech II	0.00	0.20	0.50
Public Works Tech I	1.00	1.30	1.00
Service Truck Technician	0.75	0.00	0.00
Arborist Technician II	0.25	0.25	0.25
Administrative Analyst	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	4.60	4.55	4.60

Service: Storm Drainage Maintenance and Repair**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	248,668	213,809	252,640
112	Wages - Temporary	27,167	46,250	46,250
114	Skill Based Pay	9,953	-	225
115	One Time Payment	2,780	2,573	3,920
121	Wages - Overtime	6,083	5,000	5,000
123	Leave Expense	11,252	4,800	4,800
124	Skill Based Overtime Pay	361	-	-
126	Retirement Health Savings Plan	2,077	1,560	1,840
128	FICA	1,470	2,868	2,868
129	Medicare	3,369	3,771	4,337
131	MOPC	11,530	10,691	12,643
132	Employee Insurance	38,198	34,850	41,180
133	Employee Retirement	14,866	14,326	16,942
135	Compensation Insurance	6,141	5,971	4,426
136	Unemployment Insurance	703	428	475
137	Staff Training and Conferences	-	-	2,751
139	Dental Insurance	1,640	1,498	1,768
141	Uniforms and Protective Clothing	1,332	2,200	2,200
142	Food Allowance	208	200	200
	<i>Subtotal</i>	387,796	350,795	404,465
Operating and Maintenance				
210	Office Supplies	252	470	470
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	-	200	200
218	Non-Capital Equipment and Furniture	4,140	3,500	3,700
228	Janitorial Supplies	88	300	300
229	Materials and Supplies	6,709	5,900	6,200
230	Printing and Copier Supplies	101	260	260
232	Building Repair and Maintenance	1,503	10,700	10,700
233	Facility Repair and Maintenance	65	15,000	16,000
235	Station Maintenance	18	3,000	4,000
237	Line Repair/maintenance	113,876	85,000	90,000
240	Equipment Repair and Maintenance	6,063	8,400	10,400
241	Grounds Maintenance	-	300	300
243	Non-Capital Computer Equipment and Supplies	4,675	2,165	4,338
245	Mileage Allowance	-	200	200
246	Liability Insurance	28,488	21,777	18,755
247	Safety Expenses	2,287	4,000	4,000
249	Operating Leases and Rentals	120	7,000	7,000
250	Professional and Contracted Services	107,914	133,302	139,602
252	Advertising and Legal Notices	-	250	250
259	Licenses and Permits	1,291	1,400	1,500
260	Utilities	8,857	12,430	13,960
261	Telephone Charges	2,656	3,504	3,500
262	Radio Repair and Maintenance	69	2,000	2,000
264	Printing and Copying	-	200	200
269	Other Services and Charges	14,251	19,450	19,450
273	Fleet Lease - Operating and Maintenance	81,088	67,022	91,448
274	Fleet Lease - Replacement	62,735	172,573	168,942
	<i>Subtotal</i>	447,244	580,503	617,875
Non-Operating Expense				
950	Bad Debt	27,208	20,000	20,000
	<i>Subtotal</i>	27,208	20,000	20,000
	SERVICE TOTAL	\$862,248	\$951,298	\$1,042,340

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:	2014 Budget	2015 Budget	2016 Budget
Construction Inspection Supervisor	0.15	0.15	0.18
Senior Construction Inspector	0.30	0.30	0.36
Construction Inspector	0.45	0.45	0.72
Total	0.90	0.90	1.26

Service: Construction Inspection**LINE ITEM BUDGET**

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
111 Salaries and Wages	51,649	54,890	76,967
112 Wages - Temporary	9,197	12,000	14,400
115 One Time Payment	509	344	756
121 Wages - Overtime	9,677	6,000	7,200
122 Longevity Compensation	279	288	356
123 Leave Expense	2,187	-	-
126 Retirement Health Savings Plan	448	360	504
128 FICA	712	744	893
129 Medicare	774	832	1,160
131 MOPC	2,694	2,745	3,848
132 Employee Insurance	8,743	8,946	12,546
133 Employee Retirement	3,610	3,678	5,157
135 Compensation Insurance	53	380	604
136 Unemployment Insurance	161	110	145
137 Staff Training and Conferences	456	525	630
139 Dental Insurance	375	384	539
141 Uniforms and Protective Clothing	42	30	36
<i>Subtotal</i>	<i>91,566</i>	<i>92,256</i>	<i>125,741</i>
Operating and Maintenance			
210 Office Supplies	62	75	90
216 Reference Books and Materials	-	30	36
217 Dues and Subscriptions	63	105	126
218 Non-Capital Equipment and Furniture	146	210	216
222 Chemicals	18	45	54
229 Materials and Supplies	609	375	450
230 Copier and Printing Supplies	8	-	-
240 Equipment Repair and Maintenance	848	2,175	90
243 Non-Capital Computer Equipment and Supplies	1,022	186	770
246 Liability Insurance	1,137	1,341	1,505
247 Safety Expenses	229	173	207
249 Operating Leases and Rentals	-	15	18
250 Professional and Contracted Services	97	50	60
261 Telephone Charges	1,213	950	1,227
263 Postage	8	-	-
264 Printing and Copying	15	45	54
273 Fleet Lease - Operating and Maintenance	3,816	4,453	6,987
274 Fleet Lease - Replacement	3,087	3,820	3,083
<i>Subtotal</i>	<i>12,378</i>	<i>14,048</i>	<i>14,973</i>
Capital Outlay			
432 Vehicles	-	-	5,466
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>5,466</i>
SERVICE TOTAL	\$103,944	\$106,304	\$146,180

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Environmental Services Manager	0.30	0.34	0.25
Civil Engineer II	0.00	0.00	0.50
Civil Engineer	1.05	0.68	0.00
Environmental Project Specialist	0.35	0.34	0.00
Total	1.70	1.36	0.75

Service: Regulatory Compliance**LINE ITEM BUDGET**

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	106,935	130,042	101,644
115	One Time Payment	373	914	-
121	Overtime Wages	127	-	-
122	Longevity Compensation	1,195	1,224	612
123	Leave Expense	3,055	-	-
126	Retirement Health Savings Plan	621	653	408
129	Medicare	783	1,019	866
131	MOPC	6,033	6,502	5,082
132	Employee Insurance	21,344	21,197	16,568
133	Employee Retirement	7,779	8,713	6,810
135	Compensation Insurance	110	95	101
136	Unemployment Insurance	393	260	191
137	Staff Training and Conferences	30	2,210	2,210
139	Dental Insurance	917	910	712
	<i>Subtotal</i>	<i>149,695</i>	<i>173,739</i>	<i>135,204</i>
Operating and Maintenance				
210	Office Supplies	49	-	-
216	Reference Books and Materials	-	136	136
217	Dues and Subscriptions	719	1,628	2,028
218	Non-Capital Equipment and Furniture	911	136	136
229	Materials and Miscellaneous Supplies	103	-	-
235	Station Maintenance	-	-	-
243	Non-Capital Computer Equipment and Supplies	1,570	2,093	2,644
245	Mileage Allowance	16	204	204
246	Liability Insurance	449	446	213
247	Safety Expenses	23	204	204
250	Professional and Contracted Services	32,025	74,000	76,000
259	Licenses and Permits	-	680	680
261	Telephone Charges	41	-	-
263	Postage	76	-	-
264	Printing and Copying	87	170	-
	<i>Subtotal</i>	<i>36,069</i>	<i>79,697</i>	<i>82,245</i>
	SERVICE TOTAL	\$185,764	\$253,436	\$217,449

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:	2014 Budget	2015 Budget	2016 Budget
PWNR Technology/GIS Coordinator	0.30	0.20	0.20
Engineering and Survey Tech Supervisor	0.20	0.20	0.20
Lead GIS Analyst	0.30	0.20	0.20
PWNR Applications Support Analyst	0.00	0.20	0.20
Senior GIS/Mapping Technician	0.00	0.20	0.20
GIS/Mapping Technician	1.20	0.20	0.20
Senior Engineering Technician	0.00	0.20	0.20
Engineering Technician	0.00	0.40	0.40
Survey Party Chief	0.10	0.00	0.00
Survey Technician	0.10	0.00	0.00
Total	2.20	1.80	1.80

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

Personal Services		2014 Actual	2015 Budget	2016 Budget
111	Salaries and Wages	115,438	116,521	117,465
112	Wages - Temporary	26	-	-
114	Skill Based Pay	65	60	60
115	One Time Payment	449	431	642
121	Wages - Overtime	230	325	326
123	Leave Expense	3,891	-	-
124	Skill Based Overtime Pay	-	-	-
126	Retirement Health Savings Plan	853	722	724
129	Medicare	1,449	1,690	1,711
131	MOPC	5,887	5,829	5,901
132	Employee Insurance	19,170	18,993	19,228
133	Employee Retirement	7,109	7,811	7,907
135	Compensation Insurance	1,688	80	90
136	Unemployment Insurance	353	233	222
137	Staff Training and Conferences	2,182	3,286	3,803
139	Dental Insurance	823	816	826
141	Uniforms and Protective Clothing	-	60	60
	<i>Subtotal</i>	<i>159,613</i>	<i>156,857</i>	<i>158,965</i>
Operating and Maintenance				
216	Reference Books and Materials	-	21	20
217	Dues and Subscriptions	2,280	4,570	4,620
218	Non-Capital Equipment and Furniture	422	989	684
219	Drafting Supplies	339	602	603
229	Materials and Supplies	258	201	201
240	Equipment Repair and Maintenance	28,640	30,492	32,059
243	Non-Capital Computer Equipment and Supplies	2,984	1,508	3,044
246	Liability Insurance	456	425	233
247	Safety Expenses	116	201	201
249	Operating Leases and Rentals	722	-	-
250	Professional and Contracted Services	1,781	2,167	3,016
261	Telephone Charges	30	351	155
263	Postage	6	-	-
264	Printing and Copying	11	140	101
273	Fleet Lease - Operating and Maintenance	467	632	450
	<i>Subtotal</i>	<i>38,512</i>	<i>42,299</i>	<i>45,387</i>
Capital Outlay				
440	Machinery and Equipment	-	5,618	-
	<i>Subtotal</i>	<i>-</i>	<i>5,618</i>	<i>-</i>
	SERVICE TOTAL	\$198,125	\$204,774	\$204,352

TRANSPORTATION CIF FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	250,000	155,000
TOTAL	\$ -	\$ 250,000	\$ 155,000

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

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 1,098,908	\$ 1,599,457	\$ 37,087
Committed Working Capital	-	1,600,000	-
SOURCES OF FUNDS			
REVENUES			
Street Improvement Fee	503,551	287,227	295,554
Interest	9,685	403	1,428
Adjustment for GAAP Revenue	(12,687)	-	-
TOTAL FUNDS	500,549	287,630	296,982
EXPENDITURES			
Capital	-	250,000	155,000
TOTAL EXPENDITURES	-	250,000	155,000
ENDING WORKING CAPITAL	1,599,457	37,087	179,069
CONTRIBUTION TO/(FROM) RESERVES	\$ 500,549	\$ 37,630	\$ 141,982

CAPITAL IMPROVEMENT PROGRAM PROJECTS

TRANSPORTATION COMMUNITY INVESTMENT FEE FUND PROJECT	2016 Budget
T-120 Ken Pratt Bvd/SH119 Improvement - S Pratt to Nelson	\$ 155,000
TOTAL	\$ 155,000

VILLAGE AT THE PEAKS FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	-	-	-
Operating and Maintenance	13,605,614	-	-
Non-Operating	3,064,389	-	1,272,705
Capital	-	-	-
TOTAL	\$ 16,670,003	\$ -	\$ 1,272,705

Fund Description

The Village at the Peaks Fund was established for the purpose of identifying, accounting for and controlling all revenues and expenses attributable to the Twin Peaks Mall Urban Renewal Area including the certificates of participation issuance, expenditures of certificates of participation funds, collection of special revenue for the payment of base rentals and additional rentals, if any, on certificates of participation.

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ -	\$ 15,703,316	\$ 1,123,101
Committed Working Capital	-	14,580,215	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	30,826,064	-	160,535
Interest	10,648	-	-
Transfer from Other Funds	1,536,607	-	1,111,920
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	32,373,319	-	1,272,455
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	13,605,614	-	-
Non-Operating	3,064,389	-	1,272,705
Capital	-	-	-
TOTAL EXPENDITURES	16,670,003	-	1,272,705
ENDING WORKING CAPITAL	15,703,316	1,123,101	1,122,851
CONTRIBUTION TO/(FROM) RESERVES	\$ 15,703,316	\$ -	\$ (250)

YOUTH SERVICES FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	77,947	-	-
Operating and Maintenance	114,125	6,000	6,000
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 192,072	\$ 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.

LINE ITEM BUDGET

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
112 Wages - Temporary	68,182	-	-
128 FICA	2,446	-	-
129 Medicare Contribution	572	-	-
137 Staff Training and Conferences	6,746	-	-
<i>Subtotal</i>	<i>77,947</i>	-	-
Operating and Maintenance			
229 Materials and Supplies	93,400	5,000	5,000
250 Professional and Contracted Services	5,321	1,000	1,000
263 Postage	138	-	-
269 Other Services and Charges	15,266	-	-
<i>Subtotal</i>	<i>114,125</i>	<i>6,000</i>	<i>6,000</i>
SERVICE TOTAL	\$192,072	\$6,000	\$6,000

YOUTH SERVICES FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 165,196	\$ 162,525	\$ 158,525
COMMITTED WORKING CAPITAL	-	4,000	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	31,640	-	-
Grants and Donations	154,507	6,000	6,000
Interest	1,112	-	-
Miscellaneous	1,643	-	-
Adjustment for GAAP Revenue	499	-	-
TOTAL FUNDS	189,401	6,000	6,000
EXPENDITURES			
Personal Services	77,947	-	-
Operating and Maintenance	114,125	6,000	6,000
TOTAL EXPENDITURES	192,072	6,000	6,000
ENDING WORKING CAPITAL	162,525	158,525	158,525
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,671)	\$ -	\$ -

JUDICIAL WEDDING FEE FUND - Fund Summary

	2014 Actual	2015 Budget	2016 Budget
Personal Services	3,870	1,500	1,500
Operating and Maintenance	-	-	-
Non-Operating	1,351	1,351	4,987
Capital	-	-	-
TOTAL	\$ 5,221	\$ 2,851	\$ 6,487

LINE ITEM BUDGET

	2014 Actual	2015 Budget	2016 Budget
Personal Services			
137 Staff Training and Conferences	1,607	1,500	1,500
243 Non-Capital Computer Equipment and Supplies	2,263	-	-
<i>Subtotal</i>	<i>3,870</i>	<i>1,500</i>	<i>1,500</i>
Non-Operating Expense			
970 Transfers to Other Funds	1,351	1,351	4,987
<i>Subtotal</i>	<i>1,351</i>	<i>1,351</i>	<i>4,987</i>
SERVICE TOTAL	\$5,221	\$2,851	\$6,487

JUDICIAL WEDDING FEE FUND - Fund Statement

	2014 Actual	2015 Budget	2016 Budget
BEGINNING WORKING CAPITAL	\$ 27,467	\$ 24,713	\$ 24,862
SOURCES OF FUNDS			
REVENUES			
Charges for Services	2,300	3,000	2,300
Interest	188	-	-
Adjustment for GAAP Revenue	(22)	-	-
TOTAL FUNDS	2,466	3,000	2,300
EXPENDITURES			
Personal Services	3,870	1,500	1,500
Non-Operating	1,351	1,351	4,987
TOTAL EXPENDITURES	5,221	2,851	6,487
ENDING WORKING CAPITAL	24,713	24,862	20,675
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,755)	\$ 149	\$ (4,187)

CAPITAL IMPROVEMENT PROGRAM

Since 1988, The City of Longmont has prepared a five-year Capital Improvement Program (CIP) as the first step in developing the annual operating budget. A capital project is defined as new, replacement of, or improvements to infrastructure that has a minimum life expectancy of five years and a minimum cost of \$10,000. Among the financial policies adopted by the City Council, several pertain to the preparation, implementation, monitoring and financing of capital improvement projects. These include Maintenance of Capital Assets, Use of Long Term Debt, Debt Payment, Lease Purchase and Straight Lease of Capital Items, and Subdivider’s Escrow, as well as the entire CAPITAL IMPROVEMENT POLICIES section. Details on these and all other Financial Policies can be found under the Budget Process and Policies section of this document.

The annual Capital Improvement Program update began in March with a kickoff meeting and the distribution of a workbook containing a calendar of key CIP dates and instructions to be used in preparing the capital projects. The City’s CIP contains all capital projects that staff have identified and groups them by category into funded, partially funded, and unfunded status. All projects, regardless of funding status, are required to be updated. Updates include project description, project justification, project costs and operating impacts. It is important that project costs, especially those in the next budget year, be estimated as closely as possible to avoid having to request additional funds due to shortfalls. A draft document is then prepared and distributed to staff for review, and funding decisions are made.

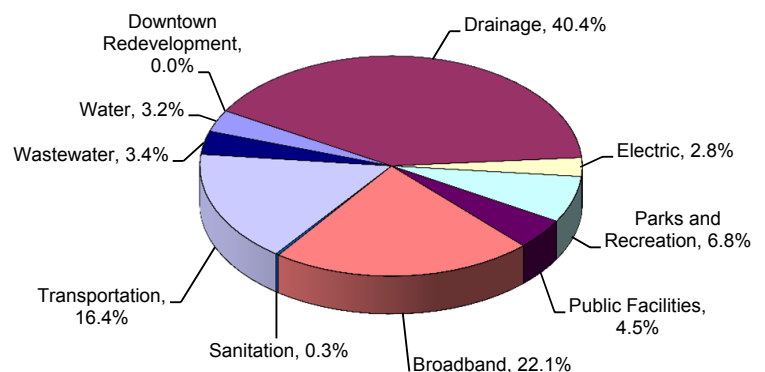
After the CIP is finalized, the projects that are designated to be funded in 2016 are included in the City’s 2016 Operating Budget, and a 2016-2020 Capital Improvement Program document also is created. CIP projects are grouped into these categories:

- 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 primarily in the Water, Drainage, Parks and Transportation categories. Much of the funding in these areas in 2016 will be used to repair this damage.

2016 Projects by Category

Downtown Redevelopment	0.0%	10,000
Drainage	40.4%	31,651,043
Electric	2.8%	2,154,600
Parks and Recreation	6.8%	5,335,757
Public Facilities	4.5%	3,545,463
Broadband	22.1%	17,338,000
Sanitation	0.3%	202,000
Transportation	16.4%	12,837,000
Wastewater	3.4%	2,681,340
Water	3.2%	2,520,630
Total	100%	\$78,275,833



Operating Budget Impact

CIP projects can affect the City's operating budget by increasing or decreasing expenditures, or by increasing revenues. Projects that replace or rehabilitate existing facilities, such as new water lines, may decrease the cost of maintaining the system. Projects that build completely new infrastructure, such as a new park or fire station, will almost always increase expenditures, since more staff will be needed to operate and maintain the new facility. A new facility such as a recreation center will increase City revenues by offering a new service that will generate new fee-paying customers, but it also will increase the City's operating expenses. By timing the construction of new facilities to coincide with staff needs and training, operational impacts can be spread over a couple of years rather than impacting the budget all at once.

Projects that are financed using debt 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 funds available for other operating or capital uses. The City has used debt financing for major capital projects, but the majority of the projects included in this year's and prior years' CIPs are financed on a pay-as-you go basis using a variety of revenue sources such as sales and use tax, community investment fees, and developer participation, as well as some grants. The City's outstanding debt is well under the limit set by City Charter. Detailed debt service information can be found in the Exhibits section of this document.

Specific operating impacts of 2016 capital projects can be found below and in the accompanying table titled 2016-2020 Capital Improvement Funded Projects - Operating Costs.

Downtown Redevelopment Projects: This category has one minor maintenance-type project, which is not expected to have an operating impact in 2016.

Drainage Projects: The funded projects in this category are flood related and are not expected to have an operating impact. In 2008 and 2014 revenue bonds were issued to fund storm drainage projects. The annual principal and interest payment for 2016 is \$2,536,370, which will be paid from the Storm Drainage Fund.

Electric Projects: None of the seven funded Electric projects are expected to generate additional operating needs.

Parks and Recreation Projects: This category of projects has several that are ongoing maintenance of existing infrastructure that will not impact the operating budget for 2016. Construction of new landscaping, trails and trail connections tend to impact the operating budget in a "lumpy" fashion. Dollars were added to the Parks Maintenance budget for operating supplies for 2016. In 2010, revenue bonds were issued for the purchase of additional open space, and the annual principle and interest payment for 2016 of \$2,168,814 will be paid from the Open Space Fund.

Public Buildings and Facilities Projects: This category also has several projects that are ongoing maintenance of existing facilities that are not expected to impact the operating budget but which may, in fact, decrease the operational needs. These projects are replacement of HVAC and boiler systems and upgrades to aging equipment. Budgets have not been reduced since the actual amount of savings is difficult to determine. In 2010, the City spent just under \$2.3 million on energy efficiency upgrades at five City facilities. The City has financed these upgrades over a 15-year period (2016 payment is \$258,373), and over this period it is estimated that the City will save \$3.9 million on utility bills and operating and maintenance costs.

The City used a lease purchase agreement for construction of Fire Station #6 and is currently paying \$350,000 annually. Prior public building projects have been completed using revenue and GO bonds. The revenue bonds paid for construction of a new recreation center, a new museum and cultural center, and the remodel of the Roosevelt Park campus in 2001/02. Debt service on these bonds for 2016 is \$2,740,425. This debt is paid from the Public Improvement Fund.

Broadband Projects: There is one major project planned for 2016, the citywide Fiber-to-Premise-Buildout. This project will allow high-speed Internet access and other broadband services to be available to all residents and businesses that subscribe for service within city limits. It's anticipated the project will take three years to complete. \$2,723,439 in additional operating costs is budgeted in 2016. The annual principle and interest payment for 2016 of \$1,472,013 will be paid from the Electric and Broadband Fund.

Transportation Projects: Most of the projects planned in this category are multiyear road widening and rehabilitation projects that will not have any impact in 2016.

Wastewater Projects: MUS-149 Wastewater Treatment Plant Master Plan Improvements will add another \$75,000 per year beginning in 2016. In 2010, 2013, and 2015, the City issued bonds for improvements at the Wastewater Treatment Plant. Debt payment on these bonds for 2016 is \$3,628,518.

Water Projects: 2016 water projects are expected to have no operating impact since they are mostly upgrades to or replacement of current infrastructure. Several projects are expected to be revenue neutral, and one major project, the Windy Gap Firming Project, has unknown operating costs at this time. A loan for construction of the Nelson-Flanders Water Treatment Plant from the Colorado Resources and Power Authority is currently being paid from the Water Fund. The total 2016 cost for this loan is \$1,371,304.

Funded Projects by Category

	2016	2017	2018	2019	2020	2016-2020 Total
Downtown Redevelopment	10,000	30,000	30,000	30,000	-	100,000
Drainage	31,651,043	9,857,272	840,000	2,252,930	1,140,000	45,741,245
Electric	2,154,600	2,991,500	1,385,000	1,400,000	1,185,000	9,116,100
Parks and Recreation	5,335,757	6,646,220	9,500,603	2,638,625	4,082,551	28,203,756
Public Facilities	3,545,463	3,803,166	1,480,386	2,553,917	2,249,299	13,632,231
Broadband	17,338,000	2,200,000	1,900,000	1,100,000	2,500,000	25,038,000
Sanitation	202,000	-	-	-	-	202,000
Transportation	12,837,000	8,100,000	6,700,000	11,130,000	8,450,000	47,217,000
Wastewater	2,681,340	2,564,670	2,343,470	2,092,870	2,678,569	12,360,919
Water	2,520,630	29,122,750	2,331,440	4,105,380	4,176,900	42,257,100
Total	78,275,833	65,315,578	26,510,899	27,303,722	26,462,319	223,868,351

Funded Projects by Fund

	2016	2017	2018	2019	2020	2016-2020 Total
Conservation Trust	550,000	1,980,000	1,870,000	750,000	654,000	5,804,000
Downtown Parking	10,000	30,000	30,000	30,000	-	100,000
Electric and Broadband Fund	19,115,970	4,083,180	3,058,375	2,100,000	3,362,625	31,720,150
Electric CIF	450,000	1,350,000	315,000	400,000	335,000	2,850,000
Fleet	32,798	-	-	-	-	32,798
Golf	494,140	177,621	141,400	131,300	109,721	1,054,182
Open Space	4,700,000	2,593,680	1,200,000	883,145	491,124	9,867,949
Open Space Bonds	-	295,956	-	-	-	295,956
Park Improvement	132,000	2,088,150	4,675,000	535,500	889,911	8,320,561
Park and Greenway	2,206,858	1,242,120	914,203	857,680	741,616	5,962,477
Public Buildings CIF	103,000	1,111,000	-	-	-	1,214,000
Public Improvement	6,747,084	2,895,580	2,040,007	2,706,695	2,446,741	16,836,107
Public Safety	5,390	-	-	-	-	5,390
Sanitation	3,979,095	111,190	0	124,790	153,282	4,368,357
Sewer	2,800,940	2,746,023	2,367,447	2,193,317	2,745,803	12,853,530
Sewer Construction	160,000	-	-	-	-	160,000
Storm Drainage	11,718,878	2,868,276	829,930	988,266	1,170,126	17,575,476
Storm Drainage Bonds	9,494,755	3,338,563	-	-	-	12,833,318
Street	12,700,185	8,478,660	6,746,393	10,772,504	9,107,883	47,805,625
Transportation CIF	155,000	250,000	-	500,000	-	905,000
Water Acquisition	-	3,780,000	-	-	-	3,780,000
Water	2,148,990	10,552,429	1,531,744	1,610,425	1,322,587	17,166,175
Water Construction	570,750	14,930,150	791,400	2,720,100	2,931,900	21,944,300
Water Storage Fund	-	413,000	-	-	-	413,000
Total	78,275,833	65,315,578	26,510,899	27,303,722	26,462,319	223,868,351

2016-2020 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2016	2017	2018	2019	2020	5 Year Total	
Downtown Redevelopment projects								
DR-23	Downtown Parking Lot Improvements	Improvements to parking lots in the downtown area.	10,000	30,000	30,000	30,000	100,000	
Total			10,000	30,000	30,000	30,000	-	100,000
Drainage projects								
D-21	Storm Drainage Rehabilitation and Improvements	Minor storm sewer rehabilitation and improvements	600,000	600,000	600,000	600,000	600,000	3,000,000
D-28	Spring Gulch #2 Drainage & Greenway Improvements	Design and construction of missing greenway and drainage connection along Spring Gulch from west of County Line Rd to Sandstone Ranch.	-	3,874,656	-	1,312,930	-	5,187,586
D-39	St Vrain Channel Improvements	This project includes land acquisition and widening of the St. Vrain Creek channel to increase storm flow capacity to carry the 100 year flood flows.	31,051,043	5,382,616	240,000	340,000	540,000	37,553,659
Total			31,651,043	9,857,272	840,000	2,252,930	1,140,000	45,741,245
Electric projects								
MUE-9	Electric Feeder Underground Conversion	Convert main feeder overhead lines to underground	153,600	252,500	-	-	-	406,100
MUE-14	Electric Main Feeder Extensions	New main feeder extensions built as development generates a need to expand.	450,000	1,350,000	315,000	400,000	335,000	2,850,000
MUE-17	Electric Substation Upgrades	Perimeter block walls and security gates for Terry Street substation.	81,000	139,000	120,000	50,000	-	390,000
MUE-44	Electric System Reliability Improvements	Enhance existing facilities through improved operating conditions and system reliability.	50,000	100,000	100,000	100,000	100,000	450,000
MUE-91	Street Lighting Program	Conversion of unmetered porch lights to street lighting.	20,000	50,000	50,000	50,000	50,000	220,000
MUE-97	Electric Aid to Construction	Installation or upgrades for residential and commercial customers.	1,400,000	1,100,000	800,000	800,000	700,000	4,800,000
Total			2,154,600	2,991,500	1,385,000	1,400,000	1,185,000	9,116,100

2016-2020 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2016	2017	2018	2019	2020	5 Year Total	
Parks and Recreation projects								
PR-5B	St Vrain Greenway	Multiphase trail corridor along the St Vrain River.	1,143,259	1,330,000	1,620,000	-	-	4,093,259
PR-44B	Sandstone Ranch Community Park	This project (Phase IV) will complete the Sandstone Ranch Community park project.	-	453,000	4,575,000	-	-	5,028,000
PR-83	Primary and Secondary Greenway Connection	Design and construction of sections of unfinished primary greenway.				515,000		515,000
PR-102	Swimming and Wading Pools Maintenance	Renovation, replacement and upkeep of the aquatics facilities.	327,000	272,916	255,042	406,053	349,600	1,610,611
PR-113	Park Irrigation Pump Systems Rehabilitation	Renovation of the park irrigation systems.	55,000	55,000	120,000	61,500	80,000	371,500
PR-122	Open Space Acquisition Program	This project consists of Open Space acquisitions and the associated costs.	1,200,000	-	1,200,000	479,145	491,124	3,370,269
PR-127	South Clover Basin Neighborhood Park	Design for development of South Clover Basin Neighborhood Park			100,000			100,000
PR-139	Wertman Neighborhood Park	Develop park in the Quail Neighborhood and south central Longmont. Construction may include picnic areas, playground, restrooms, dog exercise area, small skate park area, shelters, pathways, sports courts, multi-use fields and landscaping, etc.	102,000	1,407,900				1,509,900
PR-140	Fox Meadows Neighborhood Park	Fox Meadows Neighborhood Park construction costs				120,500	889,911	1,010,411
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.	1,531,099	1,355,950				2,887,049
PR-150	Quail Campus Master Planned Improvements	Phase 1 park improvement will provide a 70 space parking lot and 10 court tennis complex. Design and partial construction were funded in 2013.	103,000	1,111,000				1,214,000
PR-169	Golf Course Cart Path Improvements	Improvements to golf course cart path systems.	90,900	90,900	90,900	90,900	90,900	454,500
PR-186	Park Infrastructure Rehabilitation and Replacement	Renew aging park infrastructure.	369,399	481,254	1,464,161	1,315,127	1,237,016	4,866,957
PR-191	Golf Buildings Rehabilitation	Rehabilitation and repairs to golf course clubhouses and maintenance buildings.	92,200	63,300	50,500	40,400	-	246,400
PR-192	Park and Greenway Miscellaneous Asset Renewal	Complete large miscellaneous preventative maintenance to extend the life cycle of capital assets in parks and greenways or to correct unanticipated safety concerns and issues	25,000	25,000	25,000	25,000	25,000	125,000
PR-194	St Vrain Blueprint	Channel improvements within the new proposed St. Vrain channel between Main St. west to the rail road tracks.				100,000	404,000	504,000
PR-197	Golf Irrigation Rehabilitation and Replacement	Rehab or replacement of critical irrigation system components at the three City golf courses.	296,900					296,900
Total			5,335,757	6,646,220	9,500,603	2,638,625	4,082,551	28,203,756

2016-2020 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2016	2017	2018	2019	2020	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.	580,825	565,101	129,848	384,712	475,009	2,135,495
PB-2	Municipal Buildings ADA Improvements	Improvements to City buildings for accessibility for the handicapped.	212,000	212,000	212,000	212,000	212,000	1,060,000
PB-37	Fire Stations Improvements	General improvements, maintenance and repairs at the City's fire stations.	93,850	40,000	40,000	40,000	40,000	253,850
PB-80	Municipal Buildings Boiler Replacement	Boiler replacement and repair at various City facilities based on annual evaluation.	257,018	102,000	102,939	233,613	47,672	743,242
PB-82	Municipal Buildings HVAC Replacement	HVAC replacement and repair at various City facilities based on annual evaluation.	270,000	616,925	510,524	1,046,259	825,848	3,269,556
PB-109	Municipal Facilities Parking Lot Rehabilitation	Overlay and restriping of parking lots at various City buildings and parks.	40,670	-	93,330	100,000	137,000	371,000
PB-119	Municipal Buildings Flooring Replacement	Carpet and flooring replacement at various City buildings based on industry standards and condition evaluations.	34,340	-	110,090	149,908	123,220	417,558
PB-145	Community Services Specialized Equipment	Scheduled replacement for a variety of recreational and customer service equipment.	137,586	204,630	219,850	346,025	360,550	1,268,641
PB-160	Municipal Buildings Auto Door and Gate Replacement	Replacement of powered and automatic doors and gates.	10,000	16,000				26,000
PB-181	Municipal Buildings UPS Repair and Replacement	Repairs and replacement of existing UPS systems throughout the City.	-	24,450	25,105	22,000	15,000	86,555
PB-189	Municipal Buildings Exterior Maintenance	Repairs, updates or replacements to exterior of buildings to maintain integrity.	11,000	17,000	14,000	10,000	10,000	62,000
PB-190	Municipal Buildings Interior Maintenance	Repairs, updates or replacements to interior of buildings to maintain integrity.	52,924	31,500	22,700	9,400	3,000	119,524
PB-192	Operations & Maintenance Building/Site Improvements	Site evaluation and construction of facility for vehicle washing/storage and material	895,250	1,023,560				1,918,810
PB-200	Civic Center Rehabilitation	Pave, landscape, and add lighting to the unfinished north side of the Museum parking lot.	950,000	950,000				1,900,000
Total			3,545,463	3,803,166	1,480,386	2,553,917	2,249,299	13,632,231
Sanitation projects								
S-4	Waste Diversion Center Upgrades	This project would redevelop the entry area of the Waste Diversion Center to enhance security and customer access	202,000					202,000
Total			202,000	-	-	-	-	202,000
Broadband projects								
TEL-2	Aid to Construction	Aid-to-construction projects include additions to the fiber infrastructure for Longmont commercial customers and are partially or fully funded by the customer.	35,000					35,000
TEL-3	Citywide Fiber to Premise Build	Construct fiber to the premise build-out will allow high-speed internet access and other broadband services to be available to all residents and businesses who subscribe for service within city limits.	17,303,000	2,200,000	1,900,000	1,100,000	2,500,000	25,003,000
Total			17,338,000	2,200,000	1,900,000	1,100,000	2,500,000	25,038,000

2016-2020 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2016	2017	2018	2019	2020	5 Year Total	
Transportation projects								
T-1	Street Rehabilitation Program	Ongoing component of the pavement management plan involving maintenance and rehabilitation of pavements.	5,635,000	5,600,000	5,800,000	5,880,000	5,950,000	28,865,000
T-11	Transportation System Management Program	Ongoing replacement program to upgrade existing damaged or deteriorating distribution system.	400,000	600,000	900,000	1,000,000	1,000,000	3,900,000
T-76	South Pratt Parkway Bridge over St Vrain River	Design and construction of bridge widening and replacement.	2,500,000	1,500,000				4,000,000
T-92	Boston Avenue Connection - Price to Martin	Construction of a new portion of roadway.	2,697,000					2,697,000
T-105	Missing Sidewalks	Design and construct various gaps in the City's sidewalk system.	450,000	150,000				600,000
T-117	Main Street Pavement Reconstruction	Replacement of deteriorated pavement and with long lasting concrete pavement on Main Street from Ken Pratt Boulevard to 3rd Avenue.					1,500,000	1,500,000
T-118	Boston Avenue Bridge over St Vrain River	This project will replace the existing bridge with a longer bridge that has increased hydraulic capacity.	-	-	-	3,750,000	-	3,750,000
T-120	Ken Pratt Blvd/SH119 Imprvmt - S Pratt to Nelson	This project would add capacity to the most important east/west corridor in the City.	155,000	-	-	500,000		655,000
T-122	Hover St Imprvmt - Ken Pratt Blvd to Boston Ave	Replacement of deteriorated pavement and with long lasting concrete pavement on Main Street from Ken Pratt Boulevard to 3rd Avenue.		250,000				250,000
T-127	1st Ave and Emery St Intersection Improvements	Design and construction of a new bridge structure, reconstruct a section of Main St and provide additional trail connections.	1,000,000	-	-	-	-	1,000,000
Total			12,837,000	8,100,000	6,700,000	11,130,000	8,450,000	47,217,000
Wastewater projects								
MUS-53	Sanitary Sewer Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the collection system.	680,740	714,070	592,870	592,870	1,178,569	3,759,119
MUS-147	Infiltration/Inflow Analysis and Monitoring Study	Infiltration/Inflow Analysis and Monitoring Study within the sanitary sewer collection system	100,000	-	-	-	-	100,000
MUS-149	Wastewater Treatment Master Plan Improvements	Wastewater Treatment Master Plan Improvements	1,750,600	1,850,600	1,750,600	1,500,000	1,500,000	8,351,800
MUS-152	Sanitary Sewer Collection System Master Plan Study	Sanitary Sewer Collection System Master Plan Study	150,000					150,000
Total			2,681,340	2,564,670	2,343,470	2,092,870	2,678,569	12,360,919

2016-2020 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2016	2017	2018	2019	2020	5 Year Total	
Water projects								
MUW-66	Water Distribution Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the distribution system.	1,094,480	1,119,700	1,152,940	1,210,280	1,070,000	5,647,400
MUW-109	Clover Basin Water Transmission Line	Installation of Phase I Water transmission line	120,000	4,190,300	-	-	-	4,310,300
MUW-137	Union Reservoir Land Acquisition Program	Acquisition of land adjacent to Union reservoir for existing and	50,000	50,000	50,000	50,000	50,000	250,000
MUW-150	Automatic Meter Reading	The water utility is currently converting meters from analog to digital RF	150,000	100,000	75,000	75,000	75,000	475,000
MUW-155	Water Treatment Plant Improvements	Improvements at Nelson-Flanders and Wade Gaddis treatment plants.	100,000	100,000	100,000	100,000	100,000	500,000
MUW-172	Windy Gap Firming Project	Participation in design & construction of one or more storage reservoirs to firm the Windy Gap water supply	500,000	22,300,000	-	-	-	22,800,000
MUW-173	Raw Water Irrigation Planning and Construction	System improvements for the delivery of raw water supplies to parks, open space and golf courses.	60,000	-	-	-	-	60,000
MUW-179	Water System Oversizing	Developer reimbursements for oversizing water lines ahead of City's schedule.	75,750	75,750	50,500	50,500	50,500	303,000
MUW-181	Water Resources Infrastructure Improvements/Rehab	Addresses rehabilitation and improvements of raw water infrastructure and facilities	45,400	-	-	-	211,800	257,200
MUW-182	Flow Monitoring Program	Installation of State Engineers Office approved flow monitoring stations on raw water intake points.	225,000	225,000	-	-	-	450,000
MUW-183	Price Park Tank Replacement	Demolition of two old, deteriorating water storage facilities and the construction of a new 5 million gallon tank	100,000	760,000	-	-	-	860,000
MUW-188	Regional Potable Water Interconnections	This project will include studies, planning, design, permitting and construction of regional potable water interconnections with adjacent water districts.	-	202,000	303,000	-	-	505,000
MUW-189	Nelson-Flanders WTP Expansion	Nelson-Flanders WTP Expansion	-	-	600,000	2,619,600	2,619,600	5,839,200
Total			2,520,630	29,122,750	2,331,440	4,105,380	4,176,900	42,257,100
2016-2020 Funded Projects Totals			78,275,833	65,315,578	26,510,899	27,303,722	26,462,319	223,868,351

2016-2020 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2016	2017	2018	2019	2020	5 Year Total
Downtown Redevelopment projects							
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.	3,000	3,090	3,183	3,278	3,377
D-39	St Vrain Channel Improvements	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	2,536,370	2,535,845	2,532,145	2,536,845	2,539,595	12,680,800
Total		2,539,370	2,538,935	2,535,328	2,540,123	2,542,972	12,696,727
Electric projects							
MUE-9	Electric Feeder Underground Conversion	No impact to operating budget.	-	-	-	-	-
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.	-	-	-	-	-
Total		-	-	-	-	-	-
Parks and Recreation projects							
PR-5B	St Vrain Greenway	Staff and operating supplies to maintain greenway.	16,000	16,480	16,974	17,484	18,008
PR-44B	Sandstone Ranch Community Park	No impact to operating budget.	-	-	-	-	-
PR-83	Primary and Secondary Greenway Connection	Staff and operating supplies to maintain greenway.	3,000	3,090	3,183	3,278	3,377
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-127	South Clover Basin Neighborhood Park	No impact to operating budget.	-	-	-	-	-
PR-139	Wertman Neighborhood Park	No impact to operating budget.	-	42,000	43,260	44,558	45,895
PR-140	Fox Meadows Neighborhood Park	No impact to operating budget.	-	-	-	-	-
PR-143	Garden Acres Park Renewal	No impact to operating budget.	-	-	-	-	-
PR-150	Quail Campus Master Planned Improvements	No impact to operating budget.	-	32,000	32,960	33,949	34,967
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-191	Golf Buildings Rehabilitation	No impact to operating budget.	-	-	-	-	-
PR-192	Park and Greenway Miscellaneous Asset Renewal	No impact to operating budget.	-	-	-	-	-
PR-194	St Vrain Blueprint	No impact to operating budget.	-	-	-	-	-
PR-197	Golf Irrigation Rehabilitation and Replacement	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	2,168,814	2,145,414	2,125,314	2,109,764	2,093,614	10,642,920
Total		2,187,814	2,238,984	2,221,691	2,209,032	2,195,860	11,053,382

2016-2020 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2016	2017	2018	2019	2020	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-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-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	No impact to operating budget.	-	-	-	-	-	
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.	-	-	-	-	-	
PB-200	Civic Center Rehabilitation	No impact to operating budget.	-	-	-	-	-	
Debt	Debt payments for prior year's projects.	2,740,425	2,748,113	2,799,100	2,786,150	-	11,073,788	
Lease	Fire Station lease payment.	347,834	347,834	347,834	347,834	347,834	1,739,170	
Lease	Energy performance contract lease payment.	264,874	280,439	296,915	309,706	309,706	1,461,639	
Savings	Energy performance contract savings.	(194,817)	(206,303)	(218,471)	(231,362)	(231,362)	(1,082,315)	
Total		3,158,316	3,170,083	3,225,378	3,212,328	426,178	11,073,788	
Broadband projects								
TEL-3	Citywide Fiber to Premise Build	Impact to operating budget.	2,723,439	2,055,351	1,963,498	1,792,963	1,846,752	10,382,003
Debt	Debt payments for prior year's projects.	1,472,013	3,717,013	3,714,763	3,717,013	3,713,263	16,334,065	
Total		4,195,452	5,772,364	5,678,261	5,509,976	5,560,015	26,716,068	
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-92	Boston Avenue Connection - Price To Martin	No impact to operating budget.	-	-	-	-	-	
T-105	Missing Sidewalks	Minimal impact to operating budget.	-	3,000	3,090	3,183	3,278	12,551
T-117	Main Street Pavement Reconstruction	No impact to operating budget.	-	-	-	-	-	
T-118	Boston Avenue Bridge over St Vrain River	No impact to operating budget.	-	-	-	-	-	
T-120	Ken Pratt Blvd/SH119 Imprvmnt - S Pratt to Nelson	No impact to operating budget.	-	-	-	-	-	
T-122	Hover St Imprvmnt - Ken Pratt Blvd to Boston Ave	No impact to operating budget.	-	-	-	-	-	
T-127	1st Ave and Emery St Intersection Improvements	No impact to operating budget.	-	-	-	-	-	
Total		-	3,000	3,090	3,183	3,278	12,551	

2016-2020 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2016	2017	2018	2019	2020	5 Year Total	
Wastewater projects								
MUS-53	Sanitary Sewer Rehabilitation and Improvements	Potential impact to operating budget if NOT funded.	-	-	-	-	-	
MUS-147	Infiltration/Inflow Analysis and Monitoring Study	Maintenance increase	-	-	-	-	-	
MUS-149	Wastewater Treatment Master Plan Improvements	Maintenance increase	75,000	77,250	79,568	81,955	84,413	398,185
MUS-152	Sanitary Sewer Collection System Master Plan Study	Maintenance increase	-	-	-	-	-	
Debt	Debt payments for prior year's projects.	3,628,518	3,625,293	3,607,520	3,593,070	3,575,970	18,030,371	
Total		3,703,518	3,702,543	3,687,088	3,675,025	3,660,383	18,428,556	
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-137	Union Reservoir Land Acquisition Program	No impact to operating budget.	-	-	-	-	-	
MUW-150	Automatic Meter Reading	No impact to operating budget.	-	-	-	-	-	
MUW-155	Water Treatment Plant Improvements	No impact to operating budget.	-	-	-	-	-	
MUW-172	Windy Gap Firming Project	Maintenance increase.	-	-	-	-	-	
MUW-173	Raw Water Irrigation Planning and Construction	No impact to operating budget.	-	-	-	-	-	
MUW-179	Water System Oversizing	No impact to operating budget.	-	-	-	-	-	
MUW-181	Water Resources Infrastructure Improvements/Rehab	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-188	Regional Potable Water Interconnections	No impact to operating budget.	-	-	-	-	-	
MUW-189	Nelson-Flanders WTP Expansion	No impact to operating budget.	-	-	-	-	-	
Debt	Debt payments for prior year's projects.	1,371,304	1,355,818	1,339,530	1,322,442	1,304,556	6,693,650	
Total		1,371,304	1,355,818	1,339,530	1,322,442	1,304,556	6,693,650	
2016-2020 Funded Projects Totals		17,155,774	18,781,727	18,690,365	18,472,109	15,693,242	86,674,723	

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ORDINANCE O-2015- 54

A BILL FOR AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF
LONGMONT FOR THE YEAR 2016

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

The annual budget for the City of Longmont for the year 2016 (edition 1), which is now and has been on file for public inspection in the Office of the Longmont City Clerk since first publication of this ordinance, showing estimated revenues and other funding sources in the amount of \$301,490,434 and expenses in the amount of \$301,490,434, is hereby adopted as the official budget for the year 2016.

Section 2

To the extent only that they conflict with this ordinance, the Council repeals any conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

Introduced this 13th day of October, 2015.

Passed and adopted this 27th day of October, 2015.

Dennis L. Coombe
MAYOR

ATTEST:

Valerie A. Skell
CITY CLERK



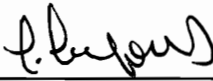
1 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
2 7:00 P.M. ON THE 27th DAY OF October, 2015, IN THE
3 LONGMONT COUNCIL CHAMBERS.
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6 APPROVED AS TO FORM:
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9 _____
10 ASSISTANT CITY ATTORNEY

10/7/15

DATE

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13 _____
14 PROOFREAD

10/7/15

DATE

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17 APPROVED AS TO FORM AND SUBSTANCE:
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20 _____
21 BUDGET MANAGER

10/7/15

DATE

22
23 CA File: 9789

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ORDINANCE O-2015-55

**A BILL FOR AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENSES AND
LIABILITIES OF THE CITY OF LONGMONT FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2016**

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

For the purpose of defraying the expenses and liabilities of the City of Longmont for the fiscal year beginning January 1, 2016, the following named sums are hereby appropriated out of the revenues and fund balances of the City for the purposes designated here, to wit:

GENERAL FUND: \$73,025,620, for the payment of any expenses and liabilities of the City of Longmont not herein otherwise provided for, including expenses of the following services: Public Safety; Economic Development; Community Services; Parks and Public Facilities; Finance and Support Services; and Administration.

SANITATION FUND: \$10,020,442, for the purpose of paying any authorized expenditures for sanitation services as designated by the City Council of the City of Longmont, including compensation.

GOLF FUND: \$2,942,691, for the purpose of paying any authorized expenditures for golfing activities as designated by the City Council of the City of Longmont, including compensation.

ELECTRIC AND BROADBAND UTILITY ENTERPRISE FUND: \$89,427,969, for the maintenance, improvement, and expansion of the electric and broadband utility enterprise system of the City of Longmont and for all other expenses, including compensation, of the

1 electric and broadband enterprise system.

2 ELECTRIC COMMUNITY INVESTMENT FEE FUND: \$450,000, for the purpose of
3 electric utility capital improvement projects related to growth as designated by the City Council
4 of the City of Longmont.

5 WATER FUND: \$17,939,636, for the maintenance, improvement, and expansion of the
6 water enterprise system of the City of Longmont and for all other expenses, including
7 compensation, of the water enterprise system.

8 WATER CONSTRUCTION FUND: \$573,250, for the purpose of making improvements
9 to the City's water enterprise system.

10 WATER ACQUISITION FUND: \$150,000, for the purpose of acquiring additional
11 water rights for the City, as needed to support its water enterprise system.

12 RAW WATER STORAGE FUND: \$0, for the purpose of developing the City's winter
13 water supply, as part of the City's water enterprise system.

14 SEWER FUND: \$15,320,654, for the maintenance, improvement, and expansion of the
15 sewer enterprise system of the City of Longmont, for the compensation paid to employees of the
16 Sewer Department, and for all other expenses of said department.

17 SEWER CONSTRUCTION FUND: \$714,619, for the maintenance, improvement, and
18 expansion of the sewer enterprise system of the City of Longmont and for all other expenses,
19 including compensation, of the sewer enterprise system.

20 STORM DRAINAGE FUND: \$26,853,055, for the maintenance, improvement, and
21 expansion of the storm drainage enterprise system of the City of Longmont and for all other
22 expenses, including compensation, of the storm drainage enterprise system.

23 AIRPORT FUND: \$335,463, for the purpose of paying any authorized expenditures for

1 the Vance Brand Municipal Airport as designated by the City Council of the City of Longmont,
2 including compensation.

3 PUBLIC IMPROVEMENT FUND: \$9,542,059, for the purpose of paying the cost of
4 any public improvements as designated by the City Council of the City of Longmont.

5 PROBATION SERVICES FUND: \$85,399, for the purposes of paying any authorized
6 expenditures for municipal court probation services as designated by the City Council of the City
7 of Longmont, including compensation.

8 JUDICIAL WEDDING FUND: \$6,487, for the purpose of paying any authorized
9 expenditures for municipal court services as designated by the City Council of the City of
10 Longmont.

11 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) / HOME INVESTMENT
12 PARTNERSHIPS (HOME) FUND: \$1,403,339, for the purpose of paying any authorized
13 CDBG and HOME grant expenditures as designated by the City Council of the City of
14 Longmont, including compensation.

15 AFFORDABLE HOUSING FUND: \$280,818, for the purpose of paying any authorized
16 expenditures for affordable housing as designated by the City Council of the City of Longmont,
17 including compensation.

18 DOWNTOWN PARKING FUND: \$69,798, for the purpose of paying any authorized
19 expenditures for downtown parking as designated by the City Council of the City of Longmont.

20 STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND: \$22,431,260, for
21 the purpose of paying any authorized expenditures for street system maintenance or
22 improvements as designated by the City Council of the City of Longmont, including
23 compensation.

1 YOUTH SERVICES FUND: \$6,000, for the purpose 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 purpose of paying any authorized
4 expenditures for library services as designated by the City Council of the City of Longmont.

5 MUSEUM SERVICES FUND: \$82,468, for the purpose of paying any authorized
6 expenditures for museum services as designated by the City Council of the City of Longmont.

7 CALLAHAN HOUSE FUND: \$116,381, 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: \$266,418, for the purpose 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: \$325,272, 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: \$132,000, 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: \$155,000, 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: \$103,000, 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: \$7,660,689, for the purpose of paying any authorized
23 expenditures for open space as designated by the City Council of the City of Longmont,

1 including compensation.

2 PUBLIC SAFETY FUND: \$6,510,134, for the purpose 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: \$363,730 for the purpose of paying any authorized
6 expenditures for expanding tourism as designated by the City Council of the City of Longmont.

7 CONSERVATION TRUST FUND: \$600,000, 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 purpose 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: \$115,201, for the purpose of
13 paying any authorized expenditures for the General Improvement District # 1 as designated by
14 the City Council of the City of Longmont.

15 DOWNTOWN DEVELOPMENT AUTHORITY FUND: \$1,242,077, 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: \$7,560,022, for the maintenance, operation, and replacement
19 of the City of Longmont's fleet and for all other expenses, including compensation, of the fleet.

20 PARK AND GREENWAY MAINTENANCE FUND: \$2,206,858, for the maintenance,
21 operations, repair, and renewal of city-owned parks, greenways and pools.

22 VILLAGE AT THE PEAKS FUND: \$1,272,705, for the purpose of paying any
23 authorized expenditures of tax increment revenues to pay the debt service on certificates of

1 participation issued to finance Village at the Peaks public improvements.

2 LONGMONT URBAN RENEWAL FUND: \$1,111,920, for the purpose of paying any
3 authorized expenditures of tax increment revenues of the Longmont Urban Renewal Authority.

4 Section 2

5 The Council finds that every contract funded in this ordinance for charitable, industrial,
6 education, or benevolent purposes, or with any denominational or sectarian institution or
7 association, serves a public purpose.

8 Section 3

9 To the extent only that they conflict with this ordinance, the Council repeals any
10 conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
11 invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

12 Introduced this 13th day of October, 2015.

13 Passed and adopted this 27th day of October, 2015.

Dennis L Coombs

MAYOR



20 ATTEST:

Valeria D. Stet

CITY CLERK

27 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
28 7:00 P.M. ON THE 27th DAY OF October, 2015, IN THE LONGMONT
29 COUNCIL CHAMBERS.

30 APPROVED AS TO FORM:

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ASSISTANT CITY ATTORNEY

10/7/15
DATE


PROOFREAD

10/7/15
DATE

APPROVED AS TO FORM AND SUBSTANCE:


BUDGET MANAGER

10/7/15
DATE

CA File: 9821

ORDINANCE O-2015-52

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND PERSONAL PROPERTY WITHIN THE CITY OF LONGMONT FOR THE YEAR 2015 TO PAY BUDGETED CITY EXPENSES FOR THE 2016 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 2015, 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, 2016.

Section 2

All prior actions by the officers and staff of the City relating to the authorization and certification of the City's mill levy in this and each prior year are hereby ratified, approved, and confirmed.

Section 3

To the extent only that they conflict with this ordinance, the Council repeals any conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

Introduced this 13th day of October, 2015.

Passed and adopted this 27th day of October, 2015.

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Dennis L Coombs



MAYOR

ATTEST:

Valeria D. Stettin

CITY CLERK

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 27th DAY OF October, 2015, IN THE LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:

Nura Anwar
ASSISTANT CITY ATTORNEY

10/7/15
DATE

Sara Snell
PROOFREAD

10/7/15
DATE

APPROVED AS TO FORM AND SUBSTANCE:

James M. Mooney
BUDGET MANAGER

10/7/15
DATE

CA File: 9789

ORDINANCE O-2015- 53

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND PERSONAL PROPERTY WITHIN THE LONGMONT DOWNTOWN DEVELOPMENT DISTRICT FOR THE YEAR 2015 TO PAY BUDGETED EXPENSES OF THE LONGMONT DOWNTOWN DEVELOPMENT AUTHORITY FOR THE 2016 FISCAL YEAR

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

Pursuant to Section 31-25-817, C.R.S., as amended, the Council does hereby fix and levy upon the taxable real and personal property within the Longmont Downtown Development District, according to the assessed valuation thereof for the fiscal year 2015, a tax of 5.000 mills on each dollar of said valuation, for the purposes of paying and providing for the payment of the budgeted expenses of the Longmont Downtown Development Authority (Authority) for the fiscal year beginning January 1, 2016.

Section 2

All prior actions by the officers and staff of the City and the Authority relating to the authorization and certification of the Authority’s mill levy in this and each prior year are hereby ratified, approved, and confirmed.

Section 3

To the extent only that they conflict with this ordinance, the Council repeals any conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

1 Introduced this 13th day of October, 2015.

2 Passed and adopted this 27th day of October, 2015.

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Dennis L. Coomb
MAYOR



8 ATTEST:

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10 Valeria H. Sklar
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12 CITY CLERK

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15 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
16 7:00 P.M. ON THE 27th DAY OF October, 2015, IN THE LONGMONT
17 COUNCIL CHAMBERS.

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20 APPROVED AS TO FORM:

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22 [Signature]
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24 ASSISTANT CITY ATTORNEY

10/7/15
DATE

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26 [Signature]
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28 PROOFREAD

10/7/15
DATE

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31 APPROVED AS TO FORM AND SUBSTANCE:

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33 [Signature]
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35 BUDGET MANAGER

10/7/15
DATE

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CA File: 9789

RESOLUTION R-2015-80

A RESOLUTION OF THE LONGMONT CITY COUNCIL AMENDING THE FINANCIAL POLICIES OF THE CITY OF LONGMONT FOR 2016

WHEREAS the City Council has adopted the Financial Policies of the City of Longmont and periodically reviews the operational implementation of these policies; and

WHEREAS it is now deemed advisable to amend the existing Financial Policies.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY RESOLVES:

Section 1

The Financial Policies of the City of Longmont shall be as set forth in the City of Longmont Financial Policies dated OCTOBER 27, 2015, now before the Council. The Financial Policies adopted by this resolution shall become effective January 1, 2016.

Section 2

The Financial Policies of the City of Longmont adopted by this resolution shall replace all prior Financial Policies adopted by the Council.

Passed and adopted this 27th day of October, 2015.

Dennis F. Coombs
MAYOR

ATTEST:

Valencia H. Stott
CITY CLERK



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APPROVED AS TO FORM:

[Handwritten Signature]
ASSISTANT CITY ATTORNEY

10/19/15
DATE

Sara Snell
PROOFREAD

10/19/15
DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Handwritten Signature]
ORIGINATING DEPARTMENT

10/19/15
DATE

CA File: 9790

RESOLUTION LGID 2015-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1 ADOPTING THE ANNUAL BUDGET FOR THE DISTRICT FOR THE FISCAL YEAR 2016

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 2016 (edition 1) showing the estimated beginning fund balance in the amount of \$98,017, estimated revenues in the amount of \$113,471, and estimated expenses in the amount of \$115,201.

Passed and adopted this 27th day of October, 2015.

Dennis L Coombs
GENERAL IMPROVEMENT DISTRICT
PRESIDING OFFICER

ATTEST:

Valeria P. Stett
CITY CLERK



APPROVED AS TO FORM:

Murphy
ASSISTANT CITY ATTORNEY

10/19/15
DATE

Sara Small
PROOFREAD

10/19/15
DATE

APPROVED AS TO FORM AND SUBSTANCE:

Jeune M...
ORIGINATING DEPARTMENT

10/19/15
DATE

CA File: 9842

RESOLUTION LGID -2015- 03

A RESOLUTION FIXING AND LEVYING TAXES ON THE REAL AND PERSONAL PROPERTY WITHIN THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1 FOR THE YEAR 2015 TO PAY BUDGETED EXPENSES OF THE DISTRICT FOR THE 2016 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 2015, 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, 2016. All prior actions by the officers and staff of the City relating to the authorization and certification of the District’s mill levy in this and each prior year are hereby ratified, approved, and confirmed.

Passed and adopted this 27th day of October, 2015.

Dennis R Coombs
GENERAL IMPROVEMENT DISTRICT
PRESIDING OFFICER

ATTEST:

Valerie A. Skott
CITY CLERK



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[Signature]
ASSISTANT CITY ATTORNEY

10/19/15
DATE

[Signature]
PROOFREAD

10/19/15
DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Signature]
ORIGINATING DEPARTMENT

10/19/15
DATE

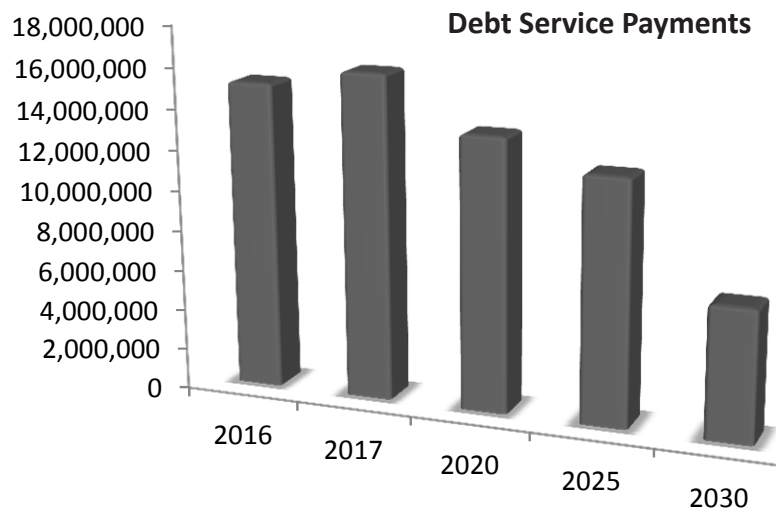
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2016 Debt Service

The City’s 2016 debt service payments total \$15.189 million, which is 5.0% of total budgeted expenditures.

The Longmont City Charter limits the amount of debt that the City can have outstanding at any one time to the equivalent of 3% of the community’s actual value of all taxable property.

Estimated actual value of taxable property in Longmont for 2015 was approximately \$8.53 billion. The 3% limitation equaled \$255,775,308. The City had no outstanding debt applicable to the debt limitation at the end of 2013. The City’s outstanding debt is well under the limit set by the City Charter, and the City is in a good financial position to repay the existing debt.



2016 Debt Service Payments by Fund

	Principal	Interest	Total Payment	Maturity Date
Sewer Fund				
Series 2010A & 2010 B Revenue Bonds	590,000	498,658	1,088,658	2030
Series 2013 Revenue Bonds	320,000	241,700	561,700	2028
Series 2015 Revenue Bonds	635,000	1,343,160	1,978,160	2035
Water Fund				
2003 Series A Loan	1,039,304	332,000	1,371,304	2023
Public Improvement Fund				
Series 2006 Rev Refunding Bonds	2,255,000	485,425	2,740,425	2019
Open Space Fund				
Revenue Bonds	1,170,000	998,814	2,168,814	2033
Storm Drainage Fund				
2008 Revenue Bonds	630,000	454,082	1,084,082	2028
2014 Revenue Bonds	730,000	722,288	1,452,288	2034
Electric and Broadband Fund				
2014 Revenue Bonds	0	1,472,013	1,472,013	2029
Village at the Peaks Fund				
2014A Certificates of Participation	0	1,272,455	1,272,455	2037
TOTAL ALL FUNDS	7,369,304	7,820,594	15,189,898	

2015 Debt Service Payments by Fund

SEWER FUND

Series 2010A & 2010B Revenue Bonds (Maturity 2030)

Year	Principal	Interest	Total Payment
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. These bonds received a rating of AA from Standard and Poor's.

Series 2013 Revenue Bonds (Maturity 2032)

Year	Principal	Interest	Total Payment
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. This bond received a rating of AA from Standard and Poor's.

Series 2015 Revenue Bonds (Maturity 2035)

Year	Principal	Interest	Total Payment
2016	1,343,160	635,000	1,978,160
2017	1,177,825	800,000	1,977,825
2018	1,145,825	820,000	1,965,825
2019	1,104,825	850,000	1,954,825
2020	1,062,325	890,000	1,952,325
2021	1,044,525	925,000	1,969,525
2022	998,275	975,000	1,973,275
2023	949,525	1,030,000	1,979,525
2024	898,025	1,090,000	1,988,025
2025	843,525	1,155,000	1,998,525
2026	785,775	1,225,000	2,010,775
2027	724,525	1,280,000	2,004,525
2028	660,525	1,330,000	1,990,525
2029	594,025	1,390,000	1,984,025
2030	552,325	1,455,000	2,007,325
2031	508,675	2,490,000	2,998,675
2032	427,750	2,585,000	3,012,750
2033	343,738	3,260,000	3,603,738
2034	237,788	3,390,000	3,627,788
2035	123,375	3,525,000	3,648,375

The **Series 2015 Sewer Revenue Bonds** for the amount of \$31,100,000 will be used for improvements at the wastewater treatment plant. The debt service will be paid from the Sewer Fund. This bond received a rating of AA from Standard and Poor's.

WATER FUND**2003 Series A Loan (Maturity 2023)**

Year	Principal	Interest	Total Payment
2016	1,039,304	332,000	1,371,304
2017	1,061,418	294,400	1,355,818
2018	1,083,530	256,000	1,339,530
2019	1,105,642	216,800	1,322,442
2020	1,127,756	176,800	1,304,556
2021	1,155,396	133,450	1,288,846
2022	1,210,678	91,650	1,302,328
2023	1,282,546	47,850	1,330,396

The **Series A** is a \$14,998,044 loan from the Colorado Water Resources and Power Authority for construction of a new water treatment plant. This loan is to be repaid from the revenues of the Water Fund.

OPEN SPACE FUND**Series 2010A & 2010B Revenue Bonds (Maturity 2033)**

Year	Principal	Interest	Total Payment
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. These bonds received a rating of A2 from Moody's and a rating of A from Standard and Poor's.

STORM DRAINAGE FUND

Series 2008 Revenue Bonds (Maturity 2028)

Year	Principal	Interest	Total Payment
2016	630,000	454,082	1,084,082
2017	655,000	430,457	1,085,457
2018	680,000	404,257	1,084,257
2019	710,000	377,057	1,087,057
2020	740,000	348,657	1,088,657
2021	770,000	317,207	1,087,207
2022	805,000	284,482	1,089,482
2023	840,000	250,269	1,090,269
2024	880,000	214,569	1,094,569
2025	920,000	176,069	1,096,069
2026	965,000	135,819	1,100,819
2027	1,015,000	93,600	1,108,600
2028	1,065,000	47,925	1,112,925

The **Series 2008 Revenue Bonds** for the amount of \$14.54 million will be used for storm drainage projects. The debt service will be paid from the Storm Drainage Fund. This bond received a rating of AA by Standard and Poor’s.

Series 2014 Revenue Bonds (Maturity 2034)

Year	Principal	Interest	Total Payment
2016	730,000	722,288	1,452,288
2017	750,000	700,388	1,450,388
2018	770,000	677,888	1,447,888
2019	795,000	654,788	1,449,788
2020	820,000	630,938	1,450,938
2021	860,000	589,938	1,449,938
2022	905,000	546,938	1,451,938
2023	950,000	501,688	1,451,688
2024	995,000	454,188	1,449,188
2025	1,045,000	404,438	1,449,438
2026	1,085,000	362,638	1,447,638
2027	1,130,000	319,238	1,449,238
2028	1,165,000	285,338	1,450,338
2029	1,200,000	250,388	1,450,388
2030	1,235,000	214,388	1,449,388
2031	1,275,000	175,794	1,450,794
2032	1,315,000	134,356	1,449,356
2033	1,360,000	91,619	1,451,619
2034	1,405,000	47,419	1,452,419

The **Series 2014 Revenue Bonds** for the amount of \$20.50 million will be used for storm drainage projects. The debt service will be paid from the Storm Drainage Fund. This bond received a rating of AA from Standard and Poor’s.

The **Series 2006 Sales and Use Tax Revenue Refunding Bonds** of \$19.2 million were for construction of a Recreation Center and new Museum & Cultural Center and the remodel of the Roosevelt Campus. This bond carries the AA+ rating by Standard and Poor’s.

PUBLIC IMPROVEMENT FUND

Series 2006 Revenue Refunding Bonds (Maturity 2019)

Year	Principal	Interest	Total Payment
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

ELECTRIC AND BROADBAND FUND

Series 2014 Revenue Bonds (Maturity 2029)

Year	Principal	Interest	Total Payment
2016	0	1,472,013	1,472,013
2017	2,245,000	1,472,013	3,717,013
2018	2,355,000	1,359,763	3,714,763
2019	2,475,000	1,242,013	3,717,013
2020	2,595,000	1,118,263	3,713,263
2021	2,725,000	988,513	3,713,513
2022	2,860,000	852,263	3,712,263
2023	2,950,000	766,463	3,716,463
2024	3,035,000	677,963	3,712,963
2025	3,125,000	586,913	3,711,913
2026	3,255,000	461,913	3,716,913
2027	3,360,000	356,125	3,716,125
2028	3,465,000	246,925	3,711,925
2029	3,590,000	125,650	3,715,650

The **Series 2014 Revenue Bonds** for the amount of \$38.035 million will be used for a citywide fiber-to-premise buildout. The debt service will be paid from the Electric and Broadband Fund. This bond received a rating of AA from Standard and Poor’s.

The **Series 2014A and Series 2014B Certificates of Participation** for the amount of \$29.5 million will be used to reimburse developer demolition and improvements in the Twin Peaks Urban Renewal Area.

VILLAGE AT THE PEAKS FUND

Series 2014A and Series 2014B Certificates of Participation (Maturity 2037)

Year	Principal	Interest	Total Payment
2016	0	1,272,455	1,272,455
2017	595,000	1,272,455	1,867,455
2018	875,000	1,254,605	2,129,605
2019	900,000	1,230,435	2,130,435
2020	975,000	1,198,410	2,173,410
2021	1,010,000	1,163,033	2,173,033
2022	1,070,000	1,118,708	2,188,708
2023	1,115,000	1,070,808	2,185,808
2024	1,175,000	1,027,828	2,202,828
2025	1,230,000	974,148	2,204,148
2026	1,285,000	931,780	2,216,780
2027	1,345,000	870,358	2,215,358
2028	1,425,000	806,065	2,231,065
2029	1,495,000	738,000	2,233,000
2030	1,570,000	681,340	2,251,340
2031	1,645,000	604,765	2,249,765
2032	1,725,000	537,903	2,262,903
2033	1,810,000	453,805	2,263,805
2034	1,910,000	365,563	2,275,563
2035	2,010,000	272,478	2,282,478
2036	2,110,000	185,915	2,295,915
2037	2,200,000	94,928	2,294,928

2016 Lease-Purchase Payments by Fund

General Fund

Energy Conservation Program Equipment 258,373

Public Safety Fund

Fire Station #6 Lease 350,000

TOTAL ALL FUNDS \$ 608,373

BUDGET GLOSSARY

ACCRUAL BASIS OF ACCOUNTING: A method of accounting in which transactions are recorded at the time they occur, rather than when cash is received or disbursed. Revenues are recorded when earned and expenses are recorded when goods are received or services performed.

ADMINISTRATIVE TRANSFER FEE: A fee paid to the General Fund by all other City funds to pay for administrative services provided from the General Fund, such as personnel, legal, information services, accounting and general management services.

APPROPRIATION: Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes. Appropriations are made for fixed amounts by fund and are granted in the operating budget for a one-year period for all funds, except the Public Improvement Fund, where appropriations remain in force until the projects for which they were designated are completed.

AIPP: Art in Public Places

APPROPRIATION ORDINANCE: The official, legal authorization by City Council for the expenditure of funds.

ASSESSED VALUATION: A valuation set upon real or personal property that serves as the basis for levying property taxes. Assessed values in Longmont are established by the Boulder and Weld county assessor's offices. A percentage is applied to the appropriate market value in order to arrive at the assessed value. The percentage used depends on the type of property and is set periodically by the state legislature.

AUDIT: An examination of the City's financial records by an independent certified public accountant to determine the accuracy and validity of records and reports and the conformity of procedures to established policies. The General Accounting Standards Board (GASB) sets standards for financial reporting for units of government, which are referred to as Generally Accepted Accounting Principles (GAAP).

BALANCED BUDGET: A budget in which operating revenues are equal to or greater than operating expenditures. Fund balances are used as a revenue source in the General Fund to fund capital and one-time expenditures only.

BONDED DEBT: The portion of an issuer's total indebtedness represented by outstanding bonds.

BUDGET: The official written statement of the City's comprehensive financial program that is adopted annually by the City Council and consists of proposed expenditures for specified purposes and the proposed means to finance those expenditures.

BUDGET CALENDAR: The schedule followed by the City of Longmont during the preparation and adoption of the annual budget.

BUDGET MESSAGE: A general discussion of the budget that is presented as part of the budget document. The budget message explains principal budget issues within the context of the City's financial experience of recent years and presents the City Manager's recommendations.

BUDGETARY CONTROL: The standard practices established to monitor departmental compliance with approved budgets. The City's budgetary control practices include regular review of purchase orders and monthly reports of actual to budgeted expenses. Budgetary compliance is also one of the standards included in each director's performance review.

CAFR: Comprehensive Annual Financial Report.

CAMP: Capital Assets Maintenance Plan.

CAPITAL IMPROVEMENT PROGRAM (CIP): A planning document that presents the City's capital infrastructure needs for a five-year period. In Longmont, the CIP is revised every year. The first year of the CIP is included in that year's operating budget.

CAPITAL ITEM: Any single item that the City purchases with a value of \$5,000 or more and has an expected useful life of two years or more. Capital expenditures are listed in the 400 series of the line item budget.

CAPITAL OUTLAYS: Expenditures for the acquisition, construction or improvement of capital projects or for the acquisition of capital items.

CAPITAL PROJECT: New infrastructure (buildings, roads, parks, etc.) or replacement of, or improvements to, existing infrastructure that has a minimum life expectancy of five years and a minimum expense of \$10,000.

CAPITAL PROJECT FUND: Used to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those funded by proprietary funds). Longmont's capital project fund is the Public Improvement Fund. It is the only fund in which expenditures do not lapse at the end of the fiscal year.

CASH BASIS OF ACCOUNTING: A method of accounting in which transactions are recognized only when cash is received or disbursed.

CDBG: Community Development Block Grant.

COMMUNITY INVESTMENT FEE (CIF): A fee on new construction that is collected for the purpose of paying for growth-related infrastructure construction and improvements. The City of Longmont has established three community investment fees for transportation, public buildings and electric.

DEBT SERVICE: Payment of principal and interest on an obligation resulting from the issuance of bonds and notes according to a predetermined payment schedule.

DEPARTMENT: A major administrative section of the City government. Longmont has 10 departments: City Manager, City Attorney, Municipal Court, Shared Services, Finance, Power & Communications, Public Safety, Public Works & Natural Resources, Planning & Development Services, Community Services.

DEPRECIATION: The allocation of the cost of a tangible asset over its estimated useful life. The City does not budget for depreciation.

DIVISION: An administrative section within a department that performs a particular function. In Longmont, examples of divisions include the Accounting Division in the Finance Department, the Purchasing and Contracts Division in Shared Services Department, and the Library Division in the Community Services Department.

DUI: Driving under the influence.

ENTERPRISE FUND: A fund in which the services provided are financed and operated similarly to a private business. An enterprise fund is operated so that the costs (i.e., expenses, including depreciation) of providing goods or services to the public are financed or recovered primarily through user fees or charges. In Longmont, the enterprise funds include Airport, Golf, Electric, Water, Sewer, Sanitation, Storm Drainage, and Telecommunications funds.

EXPENDITURE: The actual outlay of funds from the City treasury.

EXPENSE: The cost of goods and services used in the process of providing City services.

FICA: Federal Insurance Contributions Act, a payroll tax that funds Social Security.

FISCAL YEAR: The twelve-month period designated in the City Charter that establishes the beginning and ending period for recording financial transactions. The fiscal year of the City of Longmont is January 1 to December 31.

FRANCHISE FEE: A fee charged for the privilege of using public rights-of-way and property within the City for public or private purposes. The City charges franchise fees to natural gas, telephone, cable television, electric, telecommunications and water, wastewater utilities.

FULL TIME EQUIVALENT (FTE) POSITIONS: All regular (non-temporary) positions in the City are calculated on the formula of working 52 weeks at 40 hours per week (2,080 hours). Position counts for budgetary purposes are based on the total number of hours worked rather than the number of individuals working those hours.

FUND: An accounting concept used to separate or subdivide the financial activity of a city for legal and managerial purposes. All financial activity of a municipality must be classified in relation to a fund. The City's budget consists of a general fund, special revenue funds, debt service fund, capital project funds, enterprise funds, internal service funds and fiduciary funds.

FUND BALANCE: The difference between the assets and liabilities of a particular fund.

GENERAL FUND: The general operating fund of the City that accounts for all financial resources whose use is not restricted to any specific purpose(s). Included in the General Fund are services such as Police, Fire, Parks, Recreation, Library, Finance, Human Resources and others.

GENERAL OBLIGATION BOND: A type of debt that is based on the full faith and credit pledge of a city to pay and is issued for the purpose of financing city obligations or debt over a long-term period. An unconditional promise (backed by the municipal taxing power) is made to pay the interest and retire the principal.

GFOA: Government Finance Officers Association.

GID: General Improvement District.

INFRASTRUCTURE: The physical assets of the City, such as streets, water and sewer lines, public buildings and parks.

INTERGOVERNMENTAL REVENUES: Revenue the City receives from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

INTERNAL SERVICE FUND: A fund used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the City or to other governments, on a cost-reimbursement basis. In Longmont, the Fleet Fund is an example of an internal service fund.

LAEC: Longmont Area Economic Council.

LCJP: Longmont Community Justice Partnership.

LDDA: Longmont Downtown Development Authority.

LEGI: Longmont Economic Gardening Initiative, a program whose purpose is to assist small businesses be successful by making available business-related databases, education and counseling.

LINE ITEM BUDGET: A budget in which expenditures are classified by detailed expense categories.

LPC: Longmont Power and Communications.

LSBA: Longmont Small Business Association.

LSO: Longmont Symphony Orchestra.

MILL LEVY: A percentage that is applied to the assessed value of real property to calculate the property tax. The general mill levy for the City of Longmont is 13.42 mills or 1.342 percent of assessed value.

MODIFIED ACCRUAL BASIS OF ACCOUNTING: A method of accounting in which revenues are recorded when earned, and expenses are recorded when the liability is incurred.

NON-OPERATING EXPENDITURES: A category of expenditures that does not include routine operations. Non-operating expenditures include debt service payments, transfers to other funds, and contingencies. They are listed in the 900 series of the line item budget.

NPDES: National Pollutant Discharge Elimination System.

OPERATING AND MAINTENANCE: A category of expenditures that includes routine operating expenses for items such as office supplies, safety expenses and utility payments. They are listed in the 200 series of the line item budget.

OPERATING BUDGET: The comprehensive financial and service plan of the City which, in its most basic form, consists of a listing of anticipated revenues and proposed expenditures for each function of government for the designated fiscal year. The budget contains appropriations for expenditures such as personnel, supplies, utilities, materials, training and capital. The budget also addresses issues such as service levels, departmental performance, expected costs, and the nature and anticipated amounts of all types of revenue.

ORDINANCE: A formal enactment of law by the City Council.

PERSONAL SERVICES: A category of expenditures that includes items such as salaries and wages, employee benefits and uniforms. They are listed in the 100 series of the line item budget.

PRPA: Platte River Power Authority.

RESERVE: The portion of a fund balance that is legally restricted to a specific future use or is not available for appropriation or expenditure.

RESOLUTION: A formal expression of opinion, will or intent passed by the City Council. Unlike an ordinance, a resolution does not have the force of law.

REVENUE: Funds that the government receives as income, such as tax payments, fees for providing specific services, receipts from other governments, fines, forfeitures, grants and interest income.

ROW: Right-of-way

SALES AND USE TAX: A tax imposed on the sale or use of all tangible personal property. The City's current sales and use tax rate is 3.275% and is allocated to the General Fund and the Public Improvement Fund (2.00 cents, allocation between funds set annually by City Council), Street Fund 0.75 cents), Public Improvement Fund (0.37 cents), and Open Space Fund (0.20 cents), Public Safety Fund (0.325 cents).

SERVICE: A specific function performed by the City. In reviewing this budget, it is important to distinguish between a service, a division and a department. Departments and divisions are administrative entities, while services represent actual functions performed by those entities. For example, the Planning & Development Services Department, which is organized into four divisions, performs services including issuing building permits (within the Development Services Division) and planning (within the Planning Division).

SPECIAL REVENUE FUND: A separate fund used to account for the proceeds of specific revenue sources that are legally restricted for specific expenditures. In Longmont, the Park Improvement Fund, the Street Improvement Fund, and the Art in Public Places Fund are all examples of special revenue funds.

TAX: Compulsory charges levied by a governmental unit for the purpose of raising revenue. Tax revenues are used to pay for services or improvements provided for the benefit of the general public. The City's primary sources of taxes are from property and sales.

USER FEES/CHARGES: The charges for services provided to users who benefit from using the service. The City's primary source of revenue from fees is user charges for utility services.