



City of Longmont, Colorado



2020 OPERATING BUDGET





2020 Adopted OPERATING BUDGET

City of Longmont, Colorado

Adopted by Longmont City Council

October 22, 2019



Brian J. Bagley
Mayor



2020 ADOPTED OPERATING BUDGET



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Mayor Pro Tem
Council Member At-Large



Polly Christensen
Council Member
At-Large



Joan Peck
Council Member
At-Large



Tim Waters
Council Member
Ward I



Maria Martin
Council Member
Ward II



Susie Hidalgo-Fahring
Council Member
Ward III

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

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**City of Longmont
Colorado**

For the Fiscal Year Beginning

January 1, 2019

Christopher P. Morill

Executive Director

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CITY MANAGER'S OFFICE

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TO: Honorable Mayor and City Council

FROM: Harold Dominguez, City Manager 

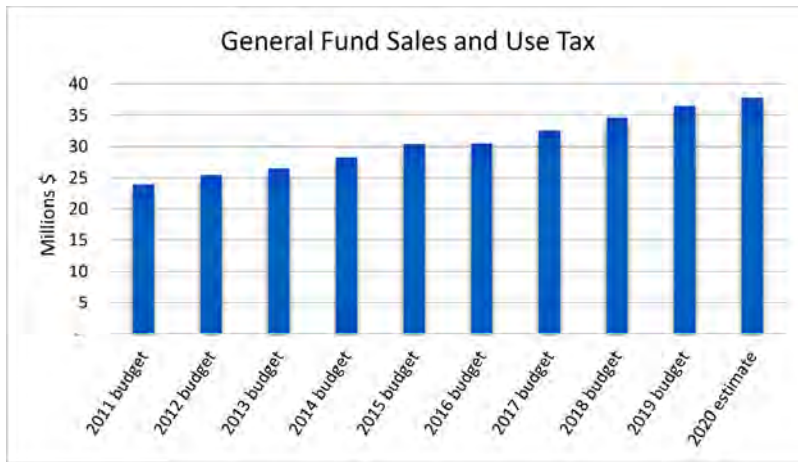
DATE: January 1, 2020

SUBJECT: 2020 Adopted Operating Budget Summary

I hereby present to you the 2020 Adopted Operating Budget for the City of Longmont, as required by the Longmont City Charter. It is a balanced budget with no tax rate increases. The total operating budget for 2020, including all funds, is \$353.91 million, which is \$9.33 million less than the budget adopted for 2019. This is a 2.64% decrease from the 2019 budget of \$363.24 million. The decrease is driven by the Windy Gap Firing Project, which was included in the 2019 budget at a cost of \$41.2 million. All funds are balanced with sources of revenue identified to meet all projected expenses. There are no increases in utility rates included as a part of this adopted budget, but City Council will soon be considering increases in the electric and water rates. A credit card convenience fee is being proposed for implementation in 2020. Approximately \$23.10 million in accumulated fund balances will be drawn down in 2020, primarily to meet capital improvement needs.

While this budget is not able to fund all of our needs for ongoing resources, it continues to make progress in key areas. Growth in both property tax and sales and use tax revenue in this adopted budget allows our operating funds to continue to maintain most service levels, and in some cases, enhance service levels and to provide pay to our employees at or above market levels. Previous debt financing in our major enterprises is funding continued expansion and improvements to our utility infrastructure. Longmont continues to experience strong growth in both the residential and commercial areas, and this budget strives to position the organization to respond to that growth.

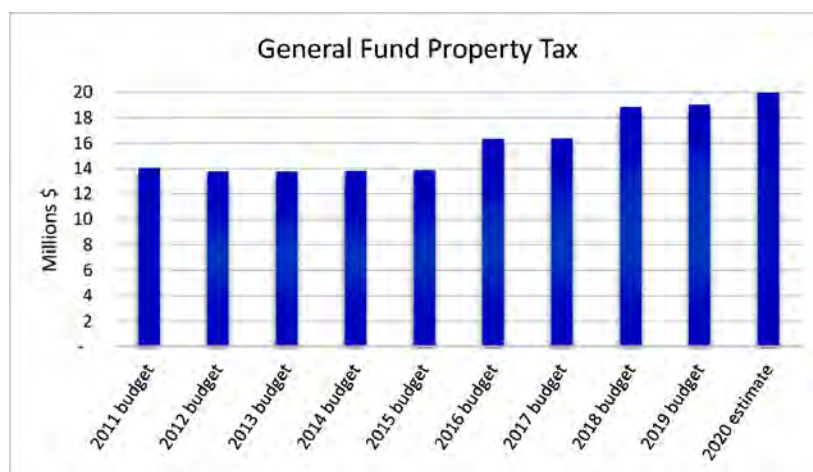
Other than charges for services in the enterprise funds, sales and use tax and property tax are the two key drivers of resources in our adopted budget. The performance of these two tax sources has a significant impact on the annual budget for the City, particularly for the General Fund. It is important to understand what influences the performance of both of these tax sources and how they are being projected and budgeted for 2020.



Sales and use tax has shown continued growth since the 2008-09 economic downturn. The chart above shows the amount of sales and use tax revenue that was budgeted for the General Fund over 10 years. While there has always been an increase during this period of time, the amount of that increase has varied from year to year. Sales and use tax growth has been relatively strong from year to year since we came out of the economic downturn. While 2016 appears to show very little growth, it was actually stronger because we reset the tax rate between the General Fund and the Public Improvement Fund and also had the impact of sales tax increment going to the Urban Renewal Authority. Overall sales and use tax growth in 2016 was over 6.7%. In the past five years the minimum growth from the General Fund sales and use tax was \$1.85 million in 2019 with the maximum growth at \$2.15 million in 2015. Actual sales and use tax revenues in 2017 and 2018 grew by 7.9% each year driven by new retail at Village at the Peaks and from Amazon as well as growth in building permit use tax. In 2019 we are not close to experiencing that type of growth from the sales and use tax.

Sales and use tax activity in 2019 is down 1.5% through six months. While this is much lower growth than we have experienced in recent years, it is very close to meeting budget as our 2019 projections recognized that there would be very few new sources of revenue to drive growth as compared to recent years. We also projected use tax from building permits to slow from the peak levels experienced in 2018.

For this adopted 2020 budget we will have \$1,648,029 of new ongoing sales and use tax revenue for the General Fund. There is an additional \$436,045 of use tax budgeted for the General Fund, but it is being treated as one-time revenue in recognition of a likely decline in building permit use tax.



Unlike the sales and use tax, the trend of property tax has been much less consistent over the same period of time. The chart above shows the amount of property tax revenue that was budgeted for the General Fund over 10 years. In 2010 the budgeted property tax was almost \$14.4 million. It dropped in each of the next three years, and by 2015 it was only \$13.9 million. It was quite a while before property values began to grow, which was a product of the economic downturn as well as the property tax assessment process. Property tax assessment timing captures market adjustments every other year with typically only new construction being captured in

non-reassessment years. The reassessment years where property value growth was finally recognized resulted in significant property tax revenue growth of \$2.45 million in 2016; \$2.47 million in 2018; and now we project \$2.64 million in 2020. The first significant boost in 2016 offset the low budgeted growth in General Fund sales and use tax referenced above. The second boost in 2018, in conjunction with over \$2 million of budget growth in General Fund sales and use tax, resulted in a 2018 budget that addressed numerous needs in the General Fund.

With the property value increases experienced in this assessment year, the constitutional provisions of the Gallagher Amendment resulted in a reduction of the residential assessment ratio from 7.2% to 7.15% in 2019. This is much less of a reduction than was originally predicted, and thus it has a minor impact of about a 0.7% reduction in our property tax base. Since preliminary assessed valuation information is not received from the counties until late August, our projections are based on informal feedback from the Boulder County Assessor's Office. For this adopted 2020 budget we have \$2,635,887 of new property tax revenue in the General Fund. Given that next year is a non-reassessment year staff is proposing that \$885,887 of the new property tax be treated as one-time revenue in 2020 so that it can be available to be used as new ongoing revenue in 2021.

The combined new ongoing revenue in the General Fund for 2020 from sales and use tax and property tax is \$3,378,029. That is much stronger than in 2019 when it was only \$1,076,518, which caused us to make cuts to balance the General Fund budget. The amount from 2019 was the lowest combined new revenue from these sources since 2013. In 2018 it was as high as \$4.56 million. Looking ahead, 2021 may also experience low levels of new tax revenue, which would create challenges in building the proposed 2021 General Fund budget.

When compared to 2018, Longmont is experiencing a decline in construction activity in 2019 with a significant decline through July in valuations (26.8%) even while also experiencing significant growth in overall permits (68.1%). It does not appear that we are on track to meet budget projections for building permit use tax or plan check fees. New residential construction value is 2.3% below 2018 after seven months with single-family dwellings down 17.3%, although total new dwelling units are up 6.2%. The total use tax generated by building permit activity through June is 7.4% less in 2019 than it was for the same period in 2018.

Revenue activity through July 2019 in areas other than sales and use tax, property tax, and building permits has had mixed results. Franchise revenue from Xcel Energy is well on its way to exceeding budget. Conversely, the cable franchise fee continues to decline likely due to the numerous options available for video services. All other franchise revenues seem to be meeting budget. After a number of years of declines we seem to be on track to meet and exceed budget projections for revenue from court activity and fines. Unfortunately some recreation fees have declined and may not meet budget in 2019. Part of this is due to the Centennial Pool closure and also due to the weather in the second quarter.

Sales and use tax is the largest source of revenue for five major operating funds of the City: the General Fund, the Public Improvement Fund, the Streets Fund, the Open Space Fund, and the Public Safety Fund. As indicated above, after six months of activity the combined sales and use tax has increased 1.5% from the 2018 level of collections. Our budgeted projection of sales and use tax growth for 2019 turned out to be 0.8% above the actual level of 2018 collections. We have analyzed the year-to-date results carefully and project to end 2019 with a combined increase in sales and use tax of 1.0%. We expect growth in sales tax to continue at close to current levels in the second half of 2019. Use tax is projected to lose some more ground with building permit use tax and primary employer use tax likely responsible for the decline.

Revenue estimates included in this 2020 budget are based on actual revenue activity through July 2019 as well as other information available regarding specific industries and potential developments. This budget is balanced in all funds as a result of a number of factors, some of which include:

- A projected \$2,635,887 increase in budgeted property tax revenues based on estimated property valuations from the county assessor
- A projected 3.46% increase in sales and use tax revenue in 2020 over the projected collections for 2019
- A projection of 920 building permits for dwelling units for 2020, including 320 single-family units and 600 multifamily units

The overall sales and use tax increase for 2020 is projected to be 3.46%. Sales tax alone is expected to increase 3.41% in 2020. Our general approach to retail was a 2.3% population growth and 1.1% economic or inflationary growth. We also anticipate slight increases from a full year of retail marijuana sales from four

retailers, some new retail from Burlington, and the addition of more hotel rooms in 2020. No gain or loss of primary jobs or the loss of any other key businesses is considered in this sales tax projection. We are projecting a 5.2% increase in use tax for 2020 from construction activity over the projected 2019 activity due mainly to continued construction and higher valuations. We also anticipate an increase in primary employer use tax of 1.1% due to economic or inflationary growth. Auto sales outside the city are projected to increase by 3.4%. These assumptions combine for a projected overall use tax increase of 3.7% in 2020. Together, these projections combine to form the overall increase in sales and use tax of 3.46% that we are using for this 2020 budget.

Sales tax revenue from Village at the Peaks (VATP) should exceed \$4 million in 2019. The payments due on the Certificates of Participation (COP) for 2020 will be \$2,173,410. The property tax from the Twin Peaks Metro District and the Twin Peaks Urban Renewal Authority tax increment in 2019 should be close to \$1.74 million. We are projecting \$1,738,000 from those sources toward the COP payments in 2020. Thus, under the covenants of the COP, it is projected that only \$407,224 of the 2020 VATP sales tax TIF will need to go to the reserve for paying the COP payments. The covenants actually do not technically require any of the sales tax increment to go toward COP payments since reserves from 2019 should be more than sufficient to meet the covenant requirements. Staff is recommending that those reserves not be considered for that purpose but that we instead maintain them and try to continue their growth to assist in making future COP payments if necessary. With the ever-changing nature of retail we may not be able to rely as much on the VATP sales tax TIF years from now. Nevertheless, the reliance on sales tax TIF to make the payment should be extremely limited with 80% of the payment in 2020 expected to come from property tax. The projected reserve should be in excess of \$500,000 at the end of 2019 and 2020, and it could be as high as \$800,000 depending on how much of the VATP sales tax is transferred to the trustee for the COPs in 2019.

The City Council's adopted Financial Policies have always been aimed at assuring the financial stability of the City of Longmont. Staff uses the financial policies as a guideline for preparing the annual budget. A key policy in that regard is the Balanced Budget policy, which states that the City will balance operating expenditures with operating revenues. Effectively, this assures that we will not use one-time revenues to pay for ongoing expenses. Our realistic and conservative approach to estimating revenues has been a key factor to ensure the City's financial integrity during the economic decline we endured in recent years. Revenue estimates for this 2020 budget are derived by using the same process.

The allocation of the 2% sales and use tax between the General Fund and the Public Improvement Fund (PIF) has changed over the years. With the 2016 budget the allocation returned to 85% General Fund and 15% Public Improvement Fund. This allocation helps assure that the PIF is in the long-term position of being able to meet bonded debt requirements of over \$2.04 million annually while having 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.

Another financial policy incorporated as 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%). The unrestricted fund balance at the end of 2018 is 21.6% of 2019 budgeted operating expenditures and 20.5% of the 2020 adopted operating expenditures. Within this overall reserve financial policy the General Fund reserves are separated into three components: first is reserve Restricted for Emergencies to meet TABOR requirements; second is a reserve Committed to Emergencies by the City Council of 8% of General Fund operating expenditures; and third is a City Council-imposed Stabilization Reserve of between 3% and 8% of General Fund operating expenditures. If all three components of the reserve policy were funded it would currently be from \$13.9 million to \$18.1 million. It is a goal to reach this over time. This adopted 2020 budget sets aside \$1.67 million for the reserve, which would raise the reserve balance to \$13.5 million and would fully fund the 8% reserve Committed to Emergencies as well as fund 1.95% of operating expenditures toward the Stabilization Reserve. The funding is from actual 2018 operations with savings exceeding projections and also from 2019 operations with projections of revenue close to budget while expenses are projected at 0.5% below budget, saving almost \$430,000. Another reason for the significant amounts of fund balance being available for reserves or one-time projects is that in the 2019 budget and this 2020 budget we have treated a portion of use tax and property tax as one-time revenue.

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 2020 budget uses General Fund fund balance and any one-time revenue to support one-time expenditures only.

The financial policy regarding the use of Incremental Development Revenues prevents us from treating the volatile revenues from building permits and plan check fees as typical ongoing revenues. The policy established 120 dwelling units as the target above which budgeted revenues generated from development would be considered to be “incremental development revenue” that would be available only for development-related expenses that are either one-time or subject to reduction in the event that this level of revenue is not sustained in the future. Staff updated this policy for 2020 to raise the target from 120 dwelling units to 200 dwelling units. When we created the policy it was at the very lowest point of building activity. The policy is causing Planning & Development Services (PDS) to hire staff as term limited when funded with incremental development revenues. Yet some of these staff could be funded for a very long time before the benchmark of permit activity is ever reached. Employee retention is affected when a position is term limited versus permanent. Additionally, PDS believes many of these staff resources may be needed even if and when the benchmark is ever reached. Finally, dwelling units are only one factor but not the only driver of development revenues. Thus, staff reassessed the permit history and revenue from the number of dwelling unit permits and reset the benchmark at 200 dwelling units for 2020. With 2020 development revenues based on 920 dwelling units there would be \$1,185,991 of incremental development revenue included as a part of the 2020 budget.

With the 2019 budget, staff identified a concern with the level of growth in building permit use tax revenue. In 2010 and 2011 our annual revenue from this source was about \$1 million. In 2012 it was \$1.78 million and by 2015 it had doubled to \$3.56 million. It continued to grow, reaching \$4.65 million in 2016, \$5.32 million in 2017, and \$6.63 million in 2018. We are now projecting it to be \$5.7 million in 2019 and \$6.0 million in 2020. Last year staff expressed concern about continuing to budget the full amount as ongoing revenues. Similar to how we have treated fees from development as incremental development revenue we built the 2019 budget treating any revenue from building permit use tax above \$5,094,566 as one-time revenue instead of ongoing revenue. As building activity slows we will likely see a decline in this source of revenue. The ongoing revenue limit of \$5.09 million was based on an early estimate of permit use tax that had been made for 2019. The limit will likely need to be reevaluated in the future but we are continuing to use it in this adopted 2020 budget.

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

In 20 years, Longmont will be the world’s greatest village, where children are most fortunate to be born and raised, where people will have access to food, shelter and everyone has the opportunity to thrive and feel they belong.

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

In 20 years, Longmont will have a developed Main Street from Pike Road to Highway 66, and a river corridor that stretches from the Sugar Mill to the Fairgrounds as a vibrant economic, residential, cultural and entertainment epicenter that is sustainable and respects the natural environment.

- Goal B1: Have a diverse housing stock with higher densities, access to high quality public transportation, food and jobs
- Goal B2: Protect and respect our natural public amenities as part of the development process
- Goal B3: Become a nationally recognized geographic center of science, technology, engineering, education, arts, and entrepreneurialism
- Goal B4: Bring together private industry, local government, non-profits, institutions of higher education as well as the St. Vrain Valley School district to ensure the highest quality, best prepared workforce in the western United States

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

- \$50,000 of ongoing resources and \$200,000 of one-time resources for investment in early childhood related to the outcomes of the Mayor’s Early Childhood Summit (Goals A1 & A3)

- \$12,500 of ongoing funding for the “Share the NextLight” program (Goals A1 & A3)
- \$25,000 of ongoing funding for 529 Jump college accounts for youth (Goals A1 & A3)
- Increased funding for human service needs by \$385,747 of which a good portion likely will be allocated to close the housing resource gap for persons experiencing homelessness (Goals A2, A3 & B1)
- \$75,345 of one-time funding for the Supporting Action for Mental Health campaign (Goal A3)
- \$175,000 of one-time funding for implementation of the information exchange project of Enabling a Caring Longmont (Goal A3)
- Addition of a Senior Resources Specialist in Senior Services (Goal A3)
- \$5,000 of ongoing funding for client database maintenance in Senior Services (Goal A3)
- \$15,000 of one-time resources to implement the Age Well Strategic Plan (Goal A3)
- \$2.5 million of one-time funding for the 1st & Main Transit Station project (Goal B1)
- Addition of a Environmental/Sustainability Planner (Goal B2)
- \$3,000 of ongoing resources and \$20,000 of one-time resources for prairie dog permitting (Goal B2)
- \$25,000 of one-time funding for ICC code sustainability updates (Goal B2)
- \$30,000 of ongoing resources for a sustainability summit (Goal B2)
- \$50,000 of one-time resources for a sustainability plan update (Goal B2)
- \$150,000 of one-time resources for STEAM river corridor visualizations (Goal B3)
- \$50,000 of one-time resources for the Front Range Community College capital campaign (Goal B4)

Other items directed by City Council are receiving funding within this 2020 budget. There is \$1 million from the Street Fund for the Quiet Zones project. In the General Fund, there is \$25,000 of one-time funding for program evaluation consulting. Consistent with the City’s goal of 100% renewable electric energy by 2030, staff will continue with the analysis needed to align City-operated facilities with this policy goal. An example of this work is the \$100,000 budgeted for a study of the feasibility of installing solar generation facilities at the Nelson-Flanders Water Treatment Plant and Wastewater Treatment Plant. Other efforts in support of this goal include completion of the RNG facility, the launch of the Advanced Metering Infrastructure (AMI) project, and other Sustainability initiatives as described below.

Since 2013 the City Council has made a commitment to use priority based budgeting to make decisions regarding resource allocations. A key component of the priority based budgeting process is to identify the results that the City is in business to achieve. Initially the City used the Focus on Longmont strategic policy directions to identify the desired results. Starting in 2014, all of the programs of the City were identified, costed and scored based on how they influence the desired results as well as the key priority based budgeting attributes: mandate to provide the program, reliance on the City to provide the program, cost recovery of the program, and portion of the community served by the program. Each individual program has an overall score based on its influence on these results and attributes that places it in one of four quartiles. Since 2014, in our annual budget processes staff has used this information to evaluate budget requests. As there are limited resources available the intent is to ensure that our new resources are going toward programs in the higher quartiles. With limited exceptions most new resources that go toward fourth quartile programs are for salary and benefit increases for employees who are part of existing programs.

In 2016 the City Council adopted Envision Longmont, a multimodal and comprehensive plan that provides strategic direction and guidance for Longmont over a period of 10 to 20 years. Both the priority based budgeting process and the Envision Longmont process include community input toward goals and priorities. Envision Longmont includes six guiding principles that reflect key elements of the community’s desired future. These guiding principles provide focus in terms of where efforts and resources should be directed over 10 to 20 years to ensure that Longmont remains a livable, prosperous and attractive community. During the first half of 2018 the staff worked to incorporate the Envision Longmont guiding principles into the priority based budgeting process. This included the involvement of the City Council and the community along with a diverse representation of City staff. We now are using the guiding principles from Envision Longmont as the desired results in priority based budgeting. The guiding principles and their relative priority weightings as determined by the community are:

- | | |
|--|-------|
| • Livable centers, corridors and neighborhoods | 17.1% |
| • A complete, balanced and connected transportation system | 12.2% |
| • Housing, services, amenities, and opportunities for all | 20.3% |
| • A safe, healthy, and adaptable community | 17.7% |

- Responsible stewardship of our resources 16.0%
- Job growth and economic vitality through innovation and collaboration 16.7%

Maintaining Longmont’s outstanding quality of life has been a 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. Following is how the resources in this 2020 budget are allocated to support the desired outcomes and guiding principles that have been identified by the City Council and the community.

Livable Centers, Corridors and Neighborhoods

The first guiding principle is to create livable centers, corridors and neighborhoods allowing residents to live close to where they work, lead active and healthy lifestyles, conveniently access essential goods and services, and choose from a variety of transportation and housing options. Within the 2020 budget the neighborhood improvement program will receive its annual funding of \$50,000 from the Public Improvement Fund.

The Resilient St. Vrain Project, the primary project for protecting the City’s creek-adjacent infrastructure and amenities from future flooding, includes reconstruction of the St. Vrain Greenway. The project will reconstruct the greenway trail and restore areas damaged by the 2013 flood. Select sections of the greenway have been rebuilt as temporary trails until the permanent trail is rebuilt in conjunction with the Resilient St. Vrain Project, and most sections are now available for use where construction is not occurring. The Sandstone Reach and City Reach 1 sections of the project were completed in late 2018. Also in 2018, construction began on City Reach 2A extending from Main Street to just east of the BNSF railroad bridge. Construction on City Reach 2B, which extends upstream from South Pratt Parkway and includes replacement of the BNSF Railroad Bridge, started in the summer of 2019 and is expected to last 12 months. The next section upstream, known as Izaak Walton Reach 1, extends from the BNSF Railroad Bridge to the Boston Avenue Bridge and is currently in the design and permitting process with construction scheduled to begin in late 2020. The City is also underway with design for replacement of the Boston Avenue Bridge, which is planned for construction in 2021. The City continues coordinating with the Army Corps of Engineers on the Izaak Walton Reach 2 section, which extends from the Boston Avenue Bridge west to South Sunset Street. The remainder of the project from South Sunset Street to Airport Road will be designed and constructed in phases and is anticipated to take five to seven years to complete depending on funding availability.

The Spring Gulch #2 Greenway Trail, an important trail connection on the eastern side of the city, will begin construction in late 2019. Dickens Farm Nature Area was partially constructed as part of the Resilient St. Vrain – City Reach 1 project; the balance of the improvements will be completed as a separate project in 2019. A variety of park renewal projects will be in various stages of design and construction in 2020, including improvements at Loomiller Park, Affolter Park, Carr Park, Sandstone Ranch, Spangler Park, Hover Park, Thompson Park, Sunset/Price Park, and Garden Acres lighting. The Wertman and South Clover Basin Neighborhood Parks are under design in 2019 with construction of both currently scheduled to start in 2019/2020. Design for a planned expansion of the Sandstone Ranch Community Park, including the construction of additional sports facilities, will be initiated in 2019 and completed in 2020. Fox Meadows Neighborhood Park is scheduled for design in 2019 and construction in 2020. The Union Reservoir Loop Trail will be designed and constructed in phases starting with design of the west side of the trail in 2019 and construction in 2020. Dog Park #2 will need to be relocated to the northeast corner of Rogers Road and Airport Road pending a land dedication currently being negotiated and in coordination with expansion of the City’s Airport Road maintenance facility. ADA upgrades will continue to be implemented in parks and nature areas in accordance with the ADA Self-Evaluation and Transition Plan and in coordination with the Park Renewal Program. The final phase of the Kensington Park Master Plan will be implemented, and park ponds will be assessed for maintenance needs in addition to dredging operations planned for the irrigation supply pond at Sandstone Ranch. Revisions to the sports fields at Dry Creek Community Park, where high groundwater has prevented sufficient establishment of the turf, will be designed in 2019 and completed in 2020. Work on the design of the Oligarchy Ditch Greenway trail between Main Street and 17th Avenue is ongoing with construction planned for 2020 as a part of the Missing Greenways program. Another trail that will be designed in 2020 for this program is a trail along Dry Creek between Sam’s Club and Sunset Street. The design of St. Vrain Greenway Phase 12 (west of Golden Ponds) will be completed over the winter, with construction to start in 2020. The St. Vrain Greenway Phase 13 project (east of Sandstone Ranch) will start design in 2020 with construction to start in 2021.

The Longmont Downtown Development Authority derives its funding primarily from two sources of revenue. First is an operating mill levy of 5 mills, which is budgeted to generate \$231,686 in 2020, and the second is through tax increment financing (TIF). Under state statute, the LDDA TIF reduced in 2014, its 31st year, from its high in

2013 of \$1,050,000 to \$483,324. Growth in the TIF has resumed with revenue exceeding \$841,000 in 2018 and projected as \$915,618 in 2019. The TIF revenue for 2020 in the budget is projected at \$961,399 until updated information is received from the Boulder County Assessor.

The LDDA Operating Fund is its General Fund and is used to fund most general operating costs, including salary and benefits. Some DDA staffing costs are also charged to the DDA Arts & Entertainment Fund, the Downtown Parking Fund, and the Longmont General Improvement District. The LDDA TIF has funded capital projects, incentive programs, the façade improvement program, and arts and entertainment programs in the past. In this 2020 budget it will provide funding of \$40,000 for placemaking projects, \$20,000 for Creative District projects, \$22,500 for economic vitality projects, \$100,000 for retail incentives for South Main Station, \$2 million for PBF215-Coffman Street Mixed Use Development Parking Garage, \$250,000 for a gateway project for the downtown, \$43,438 for the downtown infrastructure replacement program, and \$30,100 to the DDA operating fund for project management fees. The LDDA is also receiving funding from the City of \$5,000 to support the holiday lighting program.

Within this 2020 budget there are one-time dollars of \$2.5 million being transferred to the Public Improvement Fund for partial funding of TRP131-1st & Main Transit Station Area Improvements. This will bring total available funding for this project to over \$3.75 million.

A Complete, Balanced and Connected Transportation System

As a growing city the continued development of our transportation system and transportation options is critical. This adopted 2020 budget includes \$163,695 for the FLEX bus program providing bus service between Longmont, Fort Collins, and other cities. This is a \$1,395 increase from the 2019 funding level. Of this amount, \$22,995 is from the General Fund, and the balance is from the Streets Fund. Additionally, VIA is funded at \$150,000; RideFree Longmont funding continues at a cost of \$280,000; and Longmont's local match for enhanced Main Street bus service is \$41,000 bringing total transit program funding to \$634,695.

Capital work planned for 2020 in the transportation area includes the annual street rehabilitation program, Boston Avenue connection design, State Highway 66 improvements design, 3rd Avenue bridge (westbound) replacement design, Ken Pratt Boulevard/SH 119 improvements design, Railroad Quiet Zones construction (3rd Avenue) and design of the Coffman Street busway Improvements. Other work includes the Transportation System Management (TSM) program, which helps improve the safety of the street system. Capital work in the TSM program will include the installation of a traffic signal at Mountain View Avenue and Alpine Drive, neighborhood traffic mitigation on 3rd Avenue, and improvements at several high crash locations throughout the city. In addition, the design for the Boston Avenue bridge replacement, which began in 2019, will continue. As with the Main Street, Sunset Street, and South Pratt Parkway bridge replacements, this project will work in concert with channel capacity improvements being made in the Resilient St. Vrain Project in order to pass 100-year flood flows safely through the city.

Housing, Services, Amenities and Opportunities for All

This guiding principle focuses broadly on efforts that contribute to having a vibrant community and a high quality of life for all residents of Longmont. Within the 2020 budget there is again \$1 million of ongoing funding from the General Fund to continue efforts to capitalize the City's Affordable Housing Fund. These capital funds will be made available to for-profit and nonprofit developers to provide a total of approximately 100 new affordable homes (primarily rental units affordable at or below 60% of the area median income). Beginning in 2019, affordable housing development is boosted by 50% of the 3% special sales tax on the sale of marijuana. This revenue is estimated at \$137,000 for 2020. Ongoing support of \$106,543 from the General Fund is provided to supplement staffing and administration costs associated with the City's Affordable Housing Fund, CDBG and HOME programs that support and provide affordable housing and community reinvestment efforts throughout the city. Due to reductions to this transfer amount in the 2019 budget and a decrease in CDBG and Home administrative funding, staff is estimating that up to an additional \$125,000 in administrative costs in 2020 will need to be covered from the capital funding.

One of the current financial policies of the City Council is that 2.05% of General Fund budgeted ongoing tax revenues will be allocated to fund services that address critical human service needs in the Longmont community. Since 2018, nearly half of this funding has been dedicated to housing stabilization and homeless intervention programs. Earlier this year the City Council reviewed funding recommendations provided by the Longmont Housing and Human Services Advisory Board (HHSAB) that ultimately increased the amount of General Fund revenues set aside for this purpose to 3% in order to: 1) increase housing resources for adults

experiencing homelessness; and 2) restore available funding for agencies addressing other critical human service needs to pre-2018 levels. City Council directed staff to move in this direction over a three-year period. This 2020 budget will provide funding of \$1,691,957 for human service agencies, which is \$385,747 more than in 2019. It brings the level of funding to 2.5% of General Fund budgeted ongoing tax revenues in 2020. The HHSAB will likely allocate a good portion of this increased funding to close the housing resource gap for persons experiencing homelessness and focus more on stabilizing funding for other human services in subsequent years.

In support of the City Council work plan, this budget includes \$50,000 of ongoing resources and \$200,000 of one-time resources for investment in early childhood related to the outcomes of the Mayor's Early Childhood Summit held in spring 2019. Funds will be used to leverage strengths and begin to address challenges related to the early learning delivery system in Longmont. Summit participants helped identify four major areas: transportation, cost of childcare, staff development, and childcare licensing in our community. One-time resources will be used in areas that can make the greatest impact. Proposed uses for one-time funding include childcare provider licensing fees, staff development for licensed providers, and learning opportunities for informal care providers. Proposed uses for ongoing funding include continued training, coaching, and peer mentoring for providers and continued education to support partners, community members and parents.

This 2020 budget increases ongoing resources for the Library with the funding of the Library Campus Supervisor as a regular FTE and \$54,243 to fund two part-time Campus Attendants for the Library and the Roosevelt Campus (Memorial Building and Senior Center). Other ongoing resource increases for the Library in this budget include \$8,961 to cover the increase in the minimum wage and an \$18,653 increase in the amount paid to the Flatirons Library Consortium, which supports the Library's courier costs to move materials among member libraries, support of and access to the catalog and checkout system, discounted database access, notification systems, and staff training. The Library is currently beginning a consultant-assisted Feasibility Study to look into long-term financial sustainability and what 21st century library programs, services, and outreach are needed and desired by the Longmont community.

Ongoing resources in this budget to support the Longmont Museum include \$4,770 for increased minimum wages and \$730 for increased postage. Senior Services is receiving funding for a Senior Resource Specialist FTE, \$10,000 of ongoing resources for maintenance and enhancement of the client database, and \$4,000 for GO printing costs. Other increases in ongoing resources in Community Services include \$1,000 for increased annual licensing fees for grant management software that is shared with the City of Boulder and Boulder County.

In this adopted budget, we have increased wages for various Recreation Services staff by \$96,478 due to increased minimum wage rates. Recreation ongoing resources also are being increased by \$19,000 for utilities at the recreation center and by \$18,500 for utilities at the Roosevelt Park Pavilion.

One-time resources for Community Services in this 2020 budget include \$5,000 for a sound system upgrade to the Library community room, \$4,000 for a 3D printer and \$2,000 for signage for the Library. Senior Services is receiving \$1,570 for a personal computer in the newly created workspace shared by part-time staff and volunteers, \$3,000 for administrative assistance for succession planning, and \$15,000 for implementation of the Age Well Strategic Plan. The museum is receiving \$1,800 for ticket scanning equipment and \$7,500 for the purchase and installation of additional security cameras. Children, Youth and Families is receiving one-time funding of \$5,500 to install keyless entry at the Youth Center.

In the Public Improvement Fund, there is funding of \$238,050 for specialized equipment replacements for Recreation and other Community Services facilities, \$248,372 for maintenance of swimming pools and wading pools, \$40,900 for Memorial Building renovations, \$117,015 for facility improvements and \$8,663 for fitness improvements at the Recreation Center, \$329,369 for park infrastructure rehabilitation and replacement, \$80,000 for rehabilitation of park irrigation pump systems, \$45,050 for dredging and stabilization of ponds in City parks, and \$712,389 for rehabilitation of Kensington Park.

In Public Works and Natural Resources this 2020 budget includes increased ongoing resources of \$54,606 for aerating and fertilizing parks, \$26,389 for parks maintenance contracts, \$3,810 for mosquito control, \$3,475 for parks repair and maintenance costs, \$1,605 for overtime costs, \$660 for tree purchases, \$539 for clothing, \$480 for cell phones, \$369 for safety expenses, and \$300 for licensing certification. One-time expenses in PWNR in

the 2020 General Fund budget include \$27,000 for a forklift; \$85,000 for EAB treatments, tree removals and planting; \$30,000 for EAB tree replacements; and \$2,520 for a semi-rugged computer.

A Safe, Healthy and Adaptable Community

The City Council has always placed public safety expenditures in a high priority category when allocating scarce resources from the General Fund. It is because of this high priority that in 2006 the City Council chose to propose to the voters an increase of .325 cent in the City sales and use tax rate to fund additional resources to increase the level of public safety in Longmont. The approval of that tax has allowed the addition of a total of 47.38 FTE through 2018 including 6 FTE in Communications, 1 FTE in Emergency Management, 27 FTE in the Police Department, 11 FTE in the Fire Department, 2 Gang Intervention FTE in Children, Youth and Families, and .38 FTE for Graffiti Removal. It also has provided financing for Fire Station #1, which opened in 2009, and the Firing Range, which opened in 2012. In November of 2017, voters approved an increase in the public safety sales and use tax rate from .325 cent to a total of .58 cent. The new tax rate went into effect in January of 2018 and in the first two years has allowed for the addition of 27 new FTE including 6 FTE in Communications, 20 FTE in the Police Department, and 1 Legal Advisor in the City Attorney's Office. The new tax also provided funding for over \$2.4 million of one-time resources including replacement of the Fire Records Management System, replacement of the Police Records Management System, replacement of the target system at the Firing Range, and over \$1 million toward addressing space needs to accommodate the additional staff.

The full public safety tax rate of .58 cent will provide over \$13 million of funding for public safety in this 2020 budget, including new ongoing resources of 9 FTE in the Police Department, 6 FTE in the Fire Department, and 3 FTE in Community Health and Resilience. It is also funding \$284,450 of ongoing expenses to support the new positions, \$42,685 for overtime expense, \$52,600 for academy tuition cost, \$15,000 for the K9 program, \$10,840 for the forensic lab, \$8,485 for SWAT equipment and supplies, \$4,995 for investigative expenses, \$1,470 for COVA registration, \$525 for handgun maintenance, and \$105,472 for implementation of the body worn camera program. It also is providing one-time expenses of \$404,000 for expansion of the Emergency Communications Center, \$140,000 for an Alpha car for the Fire Department, \$60,000 for equipment for the Alpha car, \$11,100 for desktop PCs for the Mobile Command Center, \$5,400 for vehicle tracking units, \$4,015 for computer replacements, \$525 for handgun maintenance, and \$350,000 for the final lease payment for Fire Station #1. There is also included one-time expense of \$658,830 associated with the new 18 FTE.

The 2020 General Fund budget includes over \$38 million of funding for public safety services, which includes 258.5 FTE. New resources for Public Safety from the General Fund include ongoing resources of \$108,197 for overtime; \$20,225 for numeric data storage and analysis costs; \$18,258 for increased dues, subscriptions & licensing; \$13,505 for investigative expenses; \$5,000 for training expense; \$5,000 for ammunition; \$3,055 for instructor trainings, certifications and re-certifications; and \$3,130 for various other supplies and cost increases. The 2020 budget includes one-time resources from the General Fund for Public Safety totaling \$285,800. Those one-time expenses include, for Police, \$67,000 for upgrade of the SWAT/bomb squad trailer replacement, \$58,900 for bulletproof vests, \$30,000 for tactical rifle replacement, \$21,000 for state DTRS radio system upgrade, \$20,000 for a K9 replacement, \$16,500 for automated crash diagramming software, \$9,600 for vehicle tracking units, and \$8,200 for radio and server room renovation and reconfiguration. For Fire it includes \$28,000 for extrication ram replacement, \$14,000 for battery replacements for auto pulse devices, and \$12,600 for technical rescue replacement equipment. There is also \$40,000 for fire station improvements budgeted from the Public Improvement Fund.

One-time funding in the 2020 budget to address community health and human service needs includes \$75,345 for Supporting Action for Mental Health and \$175,000 for implementation of the information exchange project of Enabling a Caring Longmont.

Responsible Stewardship of our Resources

Along with this 2020 budget you will receive a copy of the 2020-2024 CIP. The CIP is broken into major categories of capital projects. For the year 2020, those categories are to be funded with the following dollar levels of capital projects. A list of the projects to be funded from the 2020 Public Improvement Fund can be found under the *Other Funds* section of this budget. Some highlights on specific infrastructure projects are below. For detail on individual projects please refer to the adopted 2020-2024 CIP.

Downtown Redevelopment projects	\$ 295,000
Drainage projects	436,750
Electric projects	5,768,000

Parks, Recreation and Open Space projects	6,884,407
Public Buildings and Facilities projects	7,571,001
Broadband projects	2,464,480
Sanitation projects	202,000
Transportation projects	14,112,000
Wastewater projects	1,825,000
Water projects	12,878,437

Phase II of planned improvements to the Wastewater Treatment Plant, funded through voter-approved bonds issued in 2015, are ongoing. The design-build project that included a new dewatering facility, secondary process improvements, and addition of advanced ammonia removal is complete. Infrastructure renewal projects at the wastewater plant will continue into 2020. These improvements will maintain the plant's ability to meet increasing water quality standards and protect public health and the aquatic environment of St. Vrain Creek. The final phase of plant improvements is construction of facilities to beneficially reuse the methane generated by the wastewater plant. An engineering evaluation of methane reuse alternatives has been completed, and the most sustainable and cost-effective alternative is to use the methane as a renewable fuel for the City's sanitation fleet. Eleven sanitation vehicles are scheduled to be replaced in 2019, which gives the City the opportunity to convert the fleet from diesel to renewable natural gas. This will provide multiple benefits to the City, including reducing air pollution and greenhouse gases associated with diesel emissions and minimizing vulnerability to fluctuations in the cost of diesel fuel. The project will also allow the City to generate revenue through the sale of renewable fuel credits (a provision of the EPA's renewable fuel standard program). This project will be jointly funded by the remaining bond funds from the wastewater plant improvement project and the Sanitation Fund. Construction began in 2019 and is anticipated to be completed in early 2020. This project is partially funded from a \$1 million grant from the Colorado Department of Local Affairs and a \$385,000 grant from the Regional Air Quality Council.

In-depth evaluations completed in 2015 for the Library and Safety and Justice Center call for expenditures of several million dollars. Several other City buildings are in need of in-depth evaluations due to their age and functional requirements. Much of the work to repair and rehabilitate vital public infrastructure is enabled by the voter approval and sale of bonds in the Public Improvement Fund, including the Civic Center rehabilitation at a cost of up to \$8.6 million, the Safety and Justice Center at a cost of up to \$3 million, the Library at a cost of \$2.12 million, and other aging City facilities at a cost of up to \$2.5 million. Additionally, the bond will fund the renovation or replacement of Fire Station #2 for \$4.4 million and Fire Station #6 for up to \$5 million and replacement of the irrigation systems at Sunset and Twin Peaks golf courses for over \$4.2 million.

In the Public Improvement Fund, there is funding 2020 budget for annual rehab and replacement of core building infrastructure at or within City facilities, including \$570,016 for roofs, \$636,203 for HVAC systems, \$143,262 for emergency generators, \$78,543 for boilers, \$224,422 for flooring, \$18,000 for interior maintenance, \$15,000 for exterior maintenance, \$15,000 for keyless entry, \$15,000 for auto door and gate replacements, \$18,150 for UPS repair and replacement, and \$31,421 for parking lots. There is also \$728,650 for ADA improvements at municipal buildings.

Final design has been completed by the Northern Colorado Municipal Subdistrict on the Windy Gap Firing Project. Contractor selection is currently underway. The City of Longmont is participating in this water storage project that will provide Longmont with 8,000 acre-feet of storage, further enhancing the value and resiliency of the City's water supply. Construction of the reservoir is tentatively scheduled to begin in 2020, and this budget includes \$3.2 million of funding for this purpose, which will be added to the \$41.2 million included in the 2019 budget. Longmont voters previously approved the issuance of up to \$36.3 million in water utility bonds to help fund this project. Once the final project costs are known, staff will work to identify funding options to pay for unfunded portions, if any, of the City's share of the project.

Expansion of the Nelson-Flanders Water Treatment Plant (NFWTP) was recommended in the Integrated Treated Water Supply Master Plan as the preferred alternative in lieu of continued maintenance of the Wade Gaddis Water Treatment Plant and to meet water demand forecasted for build-out of the Longmont Planning Area. The scope of the project is being finalized in a 2019 study that includes a conceptual design, construction phasing plan, additional redundancy projects to reduce the risk of consolidating the treatment capacity at one facility, and refined cost estimates. Design for the Phase I expansion is funded in 2020. Construction is

anticipated to begin in 2021 and is partially funded. Full funding will require additional debt financing, including voter approval that Council may consider putting on the ballot in 2020.

An update to the Storm Drainage Master Plan will be completed in 2019, providing the necessary information for the Storm Drainage Rate and Fee Study that will be initiated later in the year and completed in 2020. Staff will complete the Water Rate Study in 2019, which will set rates for a five-year period. Staff plans a Wastewater Rate Study in 2020, as 2020 is the final year of the adopted rates for that utility. Staff also will initiate work in preparation for a stormwater bond election as early as 2021. Repayment of the bond will require Storm Drainage rate increases.

In 2016, Emerald Ash Borer (EAB) was found in Longmont. The arrival of this devastating insect has required action to protect the City's urban forest. Longmont's EAB Management Plan is to remove unhealthy ash trees and treat to preserve high value ash trees 10 inches or more in diameter. In 2016, efforts were accelerated to treat 327 public ash trees. In 2017, 394 public ash trees were treated, and in 2018 an additional 223 trees were treated with a similar number projected to be completed in 2019. This focus on the replacement and treatment of ash trees will be required in the years to come as the Emerald Ash Borer reaches all areas of the city. Funding for this program is coming primarily from the Resilient St. Vrain Project, which involves the removal of many trees to complete the flood control channel improvements. The EAB has recently been found outside of Boulder County in the City and County of Broomfield.

The Longmont Sustainability Plan was approved by City Council in November 2016 and was updated in August 2018 to include recommendations from the recently completed Greenhouse Gas Report. The plan identifies objectives in 10 sustainability areas that will ensure that Longmont continues to be environmentally healthy, prosperous, and a socially equitable community. The plan lists targets for each sustainability area along with immediate, near-term and mid-term strategies for meeting those targets. It supports the guiding principles in the Envision Longmont multimodal and comprehensive plan, but the targets and strategies are specific to the Sustainability Plan and identify actions and time frames to meet the plan's objectives. Work that was initiated in 2019 includes: 1) hiring the Water Conservation and Sustainability Specialist to oversee implementation of the Water Efficiency Master Plan and other projects within the sustainability program, 2) developing and launching the City's Sustainable Business Program, 3) initiating the first phase of the development of the Just Transition Plan, 4) beginning a multiyear Regional Air Quality Monitoring Study, 5) coordinating and facilitating the Equity Foundations Training with directors and staff, 6) continuing work with Community and Neighborhood Resources to develop a framework for the Sustainable Neighborhood Solutions program, and 7) continuing coordination of the Longmont Sustainability Coalition.

In support of the Sustainability Plan this budget includes the following resources: \$26,500 for support of the Sustainable Business Program and other Economic Vitality strategies, \$60,000 for greenhouse gas reduction work, \$30,000 for the Just Transition Plan, \$50,000 for starting the update to the Sustainability Plan, and \$30,000 for a .75 FTE Grant Coordinator to apply for and manage grants supporting sustainability efforts.

Beginning in 2020, the City will receive approximately \$125,000 from Boulder County through the Environmental Sustainability Matching Grant program with funds from the upcoming Sustainability Tax, passed by voters in 2016. This tax is projected to bring in approximately \$7.6M annually, 6% of which will be allocated to municipalities proportional to population. The City will be required to contribute a 25% cash match. The City plans to leverage these funds to achieve local sustainability goals.

NextLight™, Longmont's nationally recognized and community-owned fiber-optic internet service, offers symmetrical gigabit internet and Digital Voice phone service citywide. Longmont received voter approval in 2011 to offer these services and began building and serving customers in 2014. In 2017, the buildout transformed Longmont into Colorado's first Gig City with fiber-fast and fiber-reliable internet. In 2019, NextLight partnered with the Longmont Community Foundation and Longmont Children, Youth and Families to introduce the "Sharing the NextLight" program for low-income families, furthering its commitment to the local community by making broadband access more affordable. NextLight will continue to build out the network and install customers as new development and redevelopments occur. The 2020 amount budgeted for network builds is \$1.87 million.

Longmont Power & Communications' continued emphasis for the Electric Utility is providing innovative service focused on affordable electric rates, best-in-class reliability and service for Longmont businesses and residents,

and achieving the year 2030 goal of a 100 % renewable energy electric supply. Several of the Electric CIP projects contribute directly to these goals. In 2020 the Electric Utility will fund \$2.5 million of the \$16 million multiyear Advanced Metering Infrastructure (AMI) initiative benefiting both the customers and the utility. AMI will provide timely detailed usage data to inform and enable conservation and efficiency efforts, enhance outage response, increase electric resiliency, support development of alternative rate structures to align with evolving customer use, and enable future electrification possibilities. The largest Electric project is Aid to Construction, funded at \$3.6 million in 2020, which is offset by developer payments. LPC staff designs and constructs the electric infrastructure associated with the development. By performing both the design and construction internally LPC maintains high standards, thus ensuring the reliability and resilience of the new infrastructure. The Electric System Reliability 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 to improved reliability and overall system backup capabilities by converting main feeder overhead lines to underground. The Electric Substation Expansion project includes funds for a new substation transformer in 2020 to accommodate increased growth.

Job Growth and Economic Vitality Through Innovation and Collaboration

Promoting a healthy economic climate has been a long-standing desired outcome of Longmont City Councils. They have recognized that a balanced, thriving economy is essential for ensuring long-term quality of life. Over the past several years Longmont has developed a strategic plan for economic development – the Advance Longmont Plan – and revamped operational capabilities to ensure that the City can meet the new challenges of the changing economic landscape locally and beyond. The City of Longmont organizationally focuses on business climate initiatives, including an efficient and effective development review process, high quality infrastructure, affordable and reliable utilities, and access to excellent community amenities citywide. The Longmont Economic Development Partnership leads the City’s business recruitment, retention and expansion efforts.

The one-stop Development Services Center (DSC) at 4th and Kimbark continues to provide a convenient single location for residents, builders, contractors and developers to be served by City staff in processing development applications. Similarly, the Longmont Economic Development Partnership serves as the City’s one-stop shop for business owners and site selectors just as the DSC serves developers, contractors, etc.

A coalition of economic agencies known as the Advance Longmont Partners meets monthly to ensure implementation of the Advance Longmont economic development strategy. These agencies include the City of Longmont, the Longmont Downtown Development Authority, Visit Longmont, Small Business Development Center, Latino Chamber of Commerce, Front Range Community College, St. Vrain Valley School District (Innovation Center), TinkerMill, Longmont Community Foundation, and the Longmont Area Chamber of Commerce.

The Planning & Development Services Department continues to focus on long-range planning as seen from the adoption of Envision Longmont, the City’s comprehensive plan, and a development code update that reflects the City’s growing emphasis on redevelopment. Though development activity has steadily continued, the department has worked to streamline processes, has added staff, and continues to implement new options via its permitting and land management software.

Within this 2020 budget, Planning & Development Services is receiving operating resource increases of an Environmental/Sustainability Planner FTE, \$19,500 for annual software maintenance and licensing increases, \$3,000 for supplies, and \$1,500 for copier expenses. The budget includes new resources for Code Enforcement including \$15,000 for contract services for towing abandoned RVs and removing Emerald Ash Borer trees, \$1,900 for staff training, and \$1,200 for telephone expenses. There is also \$4,000 of new resources for Building Inspection for copier expenses. This budget for 2020 also includes one-time expenses of \$25,000 for ICC code sustainability updates, \$20,000 for contracting funds for prairie dog permitting, \$100,000 funded with incremental development revenue for an Envision Longmont update, and \$1,855 for support of the new FTE in Planning.

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 2020 budget. The budget includes \$60,000 for the Small Business Grant program, \$39,925 for the Small Business Development Center, \$30,000 for the

Latino Chamber contract and scholarships, \$5,000 for the Colorado Enterprise Fund, and \$362,500 to contract with Longmont Economic Development Partnership to provide economic development services including administering the aforementioned programs through grant administration, training, loan program facilitation, and individualized business assistance as well as continuing efforts to retain and attract primary employers. The 2020 budget also includes \$20,000 of ongoing resources for the US 36 lobbying contract. The Lodgers' Tax is projected to provide \$516,889 to Visit Longmont to fund operations and to support tourism and visitor-related programs.

Continued construction of the Resilient St. Vrain Project - a multiyear program to rebuild the flood-damaged St. Vrain Creek - will improve the resiliency of City infrastructure in the area, protect residents from life-threatening floods, and support redevelopment in core business areas of the city through significant reductions in Longmont's designated floodplain areas. When complete, the project will allow for redevelopment projects that implement the City Council's vision of providing affordable housing and becoming a center for science, technology, engineering, mathematics and the arts. These new assets and others throughout the community will be connected by a comprehensive transportation network centered at a new transit hub located at 1st & Main, another area that will be removed from the floodplain with completion of the Resilient St. Vrain Project.

Responsive Internal Operations & Governance

Along with the guiding principles the final desired result identified by the City Council is Responsive Internal Operations & Governance. It aligns somewhat with the Envision Longmont guiding principle Responsible stewardship of our resources. One major project in this regard is the HATS project. HATS is the Human Resources and Accounting Technology Solution. Funds for this effort were originally budgeted in 2012 and 2013. Phase 3 of the project will begin in 2020, and this budget includes \$300,000 of one-time funding for staffing backfill anticipated to be needed to complete the original scope of the project. There is also \$35,000 for a payments application and \$20,000 for contract support. The HATS system, Munis from Tyler, is currently being implemented with extensive staff efforts on business practice improvement, training and change management. The HATS project is providing significant efficiencies throughout the organization by automating processes and providing easy access to needed data, eliminating the need for numerous shadow financial systems. In order to leverage those efficiencies this budget includes an EFP Business Analyst FTE to assist Finance & HR with business process improvements.

Another major technology project involving replacement of existing software is the Customer Information System (CIS) replacement. The City's current CIS software is over 20 years old, and with changes in both services billed and functionality desired from a CIS it is time to seek out a new CIS for the billing of City services. This effort is being funded through all of the enterprise funds that are currently billed through our CIS system. There was \$2.7 million in in the 2019 budget toward the initial stages of this effort, including functionality analysis, selection of the next provider, and the funding of 7 term-limited FTE budgeted as backfill throughout LPC, PWNR and Utility Billing to free existing staff to work on this project. The 2020 budget includes \$5.3 million for completion of this multiyear project. The funding is budgeted from the Utility Billing CIS Internal Service Fund. Resources from that fund will come from transfers from the respective funds funding the project. Thus within this budget there are transfers budgeted of \$2,268,030 from the Electric Fund, \$1,061,133 from the Sewer Fund, \$972,671 from the Water Fund, \$531,303 from the Sanitation Fund, and \$466,863 from the Storm Drainage Fund.

Ongoing resources added to this 2019 budget in the area of governance include \$9,145 to cover costs of maintenance of the Utility Billing CIS at Platte River Power Authority; \$40,000 for the PC replacement program; \$4,500 for a P-card audit tool in Purchasing; \$4,800 for a web search tool for Public Information; \$3,700 for Veeam One maintenance, \$2,000 for Accela licensing and \$1,540 for GIS licensing in ETS; \$1,645 for overtime increases in PWNR Business Services; \$5,595 for the security officer in the Municipal Court; \$2,471 for additional NLC, DRCOG and CML dues; and \$24,000 for job advertising in Human Resources.

This 2020 budget includes one-time funding of technology support in the General Fund, including \$25,000 for replacement of DellSan video storage serve; \$16,000 for the Commvault server hardware warranty extension, \$15,000 for the VMWare server hardware warranty extension, \$30,000 for security equipment refresh, \$5,250 for two-factor authentication for public safety laptop users, \$3,000 for a DHCP server for the traffic signal network, and \$3,157 of computer replacements in PWNR Business Services. A portion of these technology enhancements will be offset by transfers to the General Fund from other operating funds. There also are \$105,453 of computer replacements and \$2,400 of new computers from various enterprise funds.

Other one-time expenses in the governance area include \$22,000 for a fire alarm panel replacement project, \$30,000 for a smart cities project, \$35,000 for OnBase cleanup and consulting, \$30,000 for a customer satisfaction survey, \$25,000 for a program evaluation consultant, \$3,700 for new window coverings in the City Attorney's Office area, and \$3,800 for potential tax rate increase implementation costs. There is also \$295,718 of funding for the City Council chambers remodel from the Public Improvement Fund.

Within this 2020 budget there is \$3,914,364 for the replacement of 66 vehicles and motorized equipment from the Fleet Fund. Other Fleet Fund one-time expenses include \$144,000 for portable lifts, \$27,100 for an upgrade of the replacement of the Fleet service truck, \$9,600 for additional tools for the Fleet service truck, \$7,600 for a scan tool to set up Ford vehicles, \$5,900 for electronic lube meters, \$5,500 for an A/C charging machine, \$3,880 for a software license, \$3,500 for a PicoScope advanced diagnostic kit, \$2,700 for a truck oil filter crusher, \$2,500 for a tire and wheel lift, \$3,200 for shop equipment, and \$1,980 for a laptop. From the Sanitation Fund there is \$1,500 to upgrade a trailer replacement. Resources for new vehicles include \$98,172 to add three new vehicles for Broadband, \$57,000 for two forklifts in PWNR, \$50,000 for a tractor with loader for Open Space, and \$37,775 for a small pickup in PWNR.

As indicated earlier, the City is working to increase its General Fund reserves in accordance with its financial policy. In that regard there is \$1,667,300 of fund balance that is recommended to be added to the reserves raising the overall reserve balance of the General Fund to \$13.52 million.

Other Expenses

While the categories of desired results identified reflect much of the City's budget, this budget for 2020 is an accumulation of a variety of expenses, and a significant portion of them are in salaries and benefits.

Employee Compensation

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

The City's Pay Plan has both open range and step pay elements. Open ranges exist for all employees except sworn Public Safety positions and designated electric line positions in Longmont Power & Communications. Open ranges allow for employees to move through the range based on market position and job performance. Step pay systems are only for Public Safety and the noted LPC positions because the step system is the prevailing method for establishing pay for these jobs throughout the region to which we compare. Step employees typically receive annual pay increases when market adjustments are made to the steps.

Each year the Human Resources Department uses various salary surveys conducted by the Employers Council and the Colorado Municipal League as well as other market- and department-specific surveys to assess the City's competitive position with regard to comparable labor markets within defined recruiting areas. Surveys also provide information on salary structure projections as well as overall pay increase projections. Both private and public employers in the Denver/Boulder and Northern Colorado areas are included in these surveys plus fire districts, parks and recreation districts, public and private utility associations, and rural electric authorities. The City currently has 361 open range positions. There were 274 valid job matches derived from these surveys. Many of the other positions are linked to others of similar scope. The results of these comparisons indicate that, on average, our salary ranges are 1.07% below the defined labor market for open range positions while our actual rates of pay are 0.23% below market salaries for 2019.

In 2018, benchmarks for each individual position were reviewed throughout the City for the first time since they were initially established. Of the benchmarks that have been established, 73 positions were reviewed to determine if a more specific benchmark could be established. New, more specific benchmarks were identified for 58 positions, while 15 of reviewed positions retained their initial benchmark following this review. This process took place in 2019 as well with 25 positions undergoing an in-depth review. In late 2019 and early 2020 job description reviews will take place with supervisors and departments.

The City's Financial Policy related to compensation states that "The City will strive to establish prevailing market ranges of pay for City positions." One compensation guideline in that policy is that the City's financial ability to

pay is always a primary consideration. Employers Council is projecting that pay ranges in 2020 will increase by 1.65% and actual salaries will increase by 3.1%.

Considering the projected market range movement of 1.65% in the coming year, we are recommending a 1.65% increase to pay ranges. In doing so, the City's pay ranges would remain competitive at 100% of market. Within this budget we are adjusting the market midpoints for 99 positions that have experienced market fluctuation of more than plus 2% in the last year to the current market midpoint of those positions. This budget includes funding to implement 9 job audits that reclassify employees to a new job classification based on a change in the duties they are or will be performing.

In July of 2015, staff discussed employee compensation philosophies with the City Council and proposed a goal to change the practice of budgeting and managing salaries at 100% of market and strive to pay up to 102% of market for employees meeting or exceeding expectations. This recommendation was based on our high expectations and accountability levels for our employees. As an organization we continue to ask our employees to do more with less. As our expectations are higher than normal or average, our employees should be compensated for meeting those expectations at an amount higher than midpoint or average. City Council has been supportive of this concept. This 2020 budget has pay budgeted at 101% of market. For employees being paid at the market midpoint, a 1.65% increase in the pay range combined with budgeting and managing salaries at 101% will result in a 2.65% increase in their pay.

As there are still a small number of open range employees who have a current salary that is either equal to or exceeds the 2019 position midpoint, we are recommending a one-time lump sum payment in lieu of increasing their base pay farther above their established market. The one-time payment is 2.65% of their base salary up to \$1,500 for each open range non-collective bargaining full-time benefited employee with a salary that exceeds 100% of the position midpoint established in the 2020 pay plan due to market decreases or downward position reclassifications. The payment will be prorated for part-time regular benefited employees. Employees who are above 101% of market due to exceptional pay will not be eligible for the lump sum payment.

In order to align actual salaries with the City's compensation philosophy to strive to pay employees meeting or exceeding expectations at 100% of market level pay this 2020 budget allows for up to a 5% increase to base pay for open range employees who are below the 2020 position pay range midpoint. The increase may not exceed the amount required to take the employee's salary to 101% of the 2020 position midpoint.

This 2020 budget also includes funding of 2% of pay in each department budget to allow for employees who meet certain criteria in delivering extraordinary performance to be compensated between 101% and 108% of the range midpoint. This is a component of our compensation program that is designed to both reward exceptional performance and provide an opportunity for employees to be compensated beyond the range midpoint.

In 2018, two-year contracts for both the Police and the Fire collective bargaining units were negotiated and approved for 2019 and 2020. This 2020 budget includes the increases that were negotiated in those contracts.

There are 5 step positions in LPC that will be adjusted by 2.65% to stay competitive with the existing labor market. Additionally, 6 former lineworker step positions will now be classified as open range positions and will be adjusted by the 1.65% increase for range movement and evaluation to move to 101% of market.

The 2020 budget includes \$147,059 to continue the bilingual pay compensation program which includes an increase of \$49,020 for bilingual pay rate increases. This program recognizes regular employees who can provide translation and interpretation services in Spanish and American Sign Language, which enhances our capacity to deliver services to our diverse customers.

Health and Dental Benefits

From the early 1980s through 2006 the City operated a self-insured employee health and dental benefit program. When health care costs began to skyrocket in the early 2000s the City's cost to maintain the program became excessive. Since the beginning of 2007 City health benefit costs have been stabilized through a fully insured approach with two options for employees: an HMO option from Kaiser and a triple-option plan offered by Kaiser that uses a nationwide PPO network along with an out-of-network option. Since our 2008 renewal, our average aggregate blended premium rate increase has been 4.34%. The City continued its self-insured employee dental benefit program through 2012 but went to a fully insured approach, contracting with Delta Dental, beginning in 2013. This change saved costs through Delta's network management. The City still

maintains a Health Benefits Fund that is used to pay premiums for health, dental, vision, long-term disability, and life insurance coverage and 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 16.5% of budgeted salary in 2019, and the Health Benefits Fund is expected to drop in 2019 from \$8.1 million to \$7.8 million. The fund balance had been growing with recent growth in compensation and, thus, contributions to the Health Benefit Fund. For 2019, there will be a 5.0% increase in the Kaiser health premium cost. With this increase we project that the level of contributions to the Health Benefit Fund should be maintained at 16.5%, which would manage the fund balance at close to the \$7.35 million level. Thus, this budget for 2020 includes the budgeted contributions at 16.5% of budgeted salary. Besides employee insurance benefits and related administrative and consulting costs there are three additional ongoing uses for the Health Benefits Fund: Public Safety wellness exams at a cost of up to \$52,000, up to \$87,000 for a health benefits premium discount as an incentive for participation in the wellness program, and an estimated \$368,598 to fund the City's OPEB (other post-employment benefits) liability. The OPEB liability comes 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. GASB 43 and 45 require governments 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 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 \$2,786,742 over 30 years. Our exposure is limited to the implicit subsidy that retirees receive in the cost they pay for health coverage.

The fund balance of the Health Benefits Fund has been maintained at this high level for a few reasons. While it is preferred that we pay for ongoing medical costs with ongoing revenues it could still be necessary to look to these funds to help stabilize future increases in the cost of health benefits. One use of the fund balance that we have used in the past and are recommending once more during 2019 is as a means to reduce the unfunded liability for OPEB or the defined benefit pension plans. That recommendation is addressed in the following section. Another reason for maintaining the fund balance is to use it as a reserve if the City ever decides to go back to self-insuring the health benefits. We will be issuing an RFP in 2020 for our health benefits and the self-insured route is one of the potential solutions that will be considered.

Pension Benefits

The City sponsors a defined contribution retirement plan and a defined benefit pension plan for each of its non-uniformed general employees. The defined contribution plan is provided to regular employees in lieu of Social Security. The defined benefit plan, called the General Employees' Retirement Plan (GERP), is funded through contributions by the City and by employees. The overall contribution requirement is actuarially determined. For a number of years the plan was essentially fully funded, and the contributions were maintained at 6% of compensation from the City and 4.5% from employees. In 2001 the City created a Retirement Health Savings plan for employees, and the City annually contributes \$400 for each regular full-time employee, prorated for part-time employees, to this defined contribution plan. In 2001 the City reduced its funding to the GERP from 6% to 5% to create funding for the Retirement Health Savings plan. The combined contributions of 9.5% (5% City, 4.5% employee) were sufficient to meet the annual actuarially required contribution to the GERP for a number of years.

The economic downturn in the fall of 2008 had a significant impact on the investment returns of the GERP, which, in turn, impacted the full contribution requirement, which rose to as high as 13.4% of pay. The funded ratio of the plan dropped from 105.9% to 86.7%. Since that time contributions have been adjusted annually based on the actuarial study resulting in the current split of 7.7% City and 5.8% employee.

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

The changes to the plan design were for new employees only as of the beginning of 2012. Those changes included:

1. A change in the minimum age for early retirement from 55 to 60
2. A change in the early retirement reduction factor from 3% to 6% per year for reduced early retirements
3. New employees would 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.

Beginning in 2017, the GERP Board changed the funding policy to amortize the unfunded liability over a closed rather than open period, which will assure eventual full funding of the plan and amortization of the unfunded liability. This change will also impact future contribution requirements.

The end of 2018 was a tough period for the markets and it brought an unfortunate close to the investment performance for the year. In August the City received the 2019 actuary study, and the actuarially required contribution increased from 12.1% to 13.9% while the funded ratio decreased from 92.9% to 88.6%. In order to move the GERP toward a fully funded status this budget for 2020 increases the total required contributions to 8.0% City and 6.0% employee. Unfortunately the timing of the actuary study is always in arrears and as a result we effectively implement the actuarially required contributions a year too late. Because of the losses at the end of the 2018 and the resultant rise in the unfunded liability and contribution requirements, staff is recommending that a lump sum contribution of \$400,000 be made from the Health Benefits Fund to the GERP during 2019. This is the amount of the projected contribution deficit for 2019 per the actuary report.

The City also sponsors two old hire defined benefit retirement plans for police and fire employees hired before April 8, 1978. There are only 9 participants remaining in each of these plans. The 2019 actuary studies for these plans find the fire plan at 97.5% funding while the police plan is at 83.9% funding. For 2020 we plan to set the annual contribution for the police plan at \$33,413 and the annual contribution for the fire plan at \$8,655 as actuarially required to amortize the unfunded accrued liability. These contribution amounts are included in this 2020 budget.

2020 Operating Budget Overview

The General Fund for 2020 is balanced with \$91.67 million in sources of revenue and expenses. This is an increase of 6.7% or \$5,800,497 above the adopted 2019 budget. The growth is occurring in ongoing expenses as well as one-time expenses. There are \$87.6 million of ongoing expenses in the 2020 General Fund budget compared to \$82.6 million in 2019. One-time expenses have grown from \$3,269,012 in 2019 to a total of \$4,730,871 for capital and other one-time expenses in the 2020 budget.

Net ongoing expenses in the General Fund are increasing \$4,351,787 in this budget. Major sources of the increase include level 1 increases of \$469,233, level 2 increases of \$604,345, new positions at a cost of \$775,713, and Human Service Agency increases of \$383,747. There are \$523,181 of increases in pay for the Police and Fire bargaining units along with \$83,539 of step pay increases. Net pay increases for other General Fund employees require \$1,196,522 of additional budget, which includes increases to pay at 101% of market and changes to exceptional pay, bilingual pay and temp wages. Funding increases to the defined benefit pension plans in 2020 are \$89,171. Also for 2020 there is an increase in fleet lease charges of \$248,817.

In order to increase ongoing expenses in the General Fund by \$4,338,638, there is also an increase in ongoing budgeted revenue by the same amount. The largest source of the increased revenue is \$1,730,000 from property tax. Other sources of increased revenue are \$1,648,029 from sales and use tax, \$330,000 from oil and gas revenues, \$222,679 from net franchise revenues, \$150,000 from credit card convenience fees, \$145,000 from state marijuana tax, \$135,600 from net fines and forfeits, \$48,000 in cell tower revenue, \$48,500 from Union Reservoir fees, \$30,000 from sales tax commission, \$30,000 from sale of equipment, \$70,000 from interest revenue, \$370,049 from administrative transfer fees, and \$19,390 of ROW maintenance. Sources of ongoing revenue that decreased include \$220,173 from emergency dispatching, \$378,788 from plan check fees, \$137,917 of federal grants, \$62,500 from cell phone rebates, \$40,000 from cable TV franchise revenue, \$14,037

from telephone franchise revenue, \$19,500 of land development revenue, and \$10,000 of fingerprinting revenue.

There are a total of 34.5 new FTE being added in this budget: 8.75 in the General Fund, 18.0 in the Public Safety Fund, 6.0 in the Electric & Broadband Fund, 0.09 in the Water Fund, 0.19 in the Street Fund, 0.09 in the Open Space Fund, 0.38 in the Sustainability Fund; and 1.0 in the Public Improvement Fund. New positions included in this budget are:

- One FTE Attorney in the City Attorney's Office - This position is needed to keep up with a growing demand for legal services from this office.
- One FTE Library Campus Supervisor in Community Services – This position is being moved from one-time funding to regular full-time status. It is used to enforce standards of behavior on the Library campus and the Roosevelt Park campus.
- 0.75 FTE Administrative Analyst in Recreation – This is an existing position funded as temporary, which is being benefitted with this change. The position works with the public on park and shelter rentals, facility rentals, UOPP permitting; and social media releases from Recreation.
- One FTE Senior Resource Specialist in Senior Services – This position is needed to help handle a growing workload of case management in Senior Services.
- One FTE Environmental/Sustainability Planner in Planning & Development Services – This position will work in development review to manage the habitat and conservation plan reviews and the new prairie dog permitting program and will oversee implementation of the sustainability tool.
- One FTE Senior Project Manager in Public Works and Natural Resources Business Services – This position is a term-limited position needed to oversee the bond-funded projects that rehabilitate and construct facilities over the next three to four years. This position is funded through the Public Improvement Fund bond funding as are the projects.
- Two FTE Arborists I in Public Works and Natural Resources – These positions will be converted from temporary and seasonal funding to regular full time. The positions are used for landscape and hardscape maintenance for parks, greenways, rights of way, and City facilities.
- One FTE ERP Business Analyst in Finance – This position is needed to support the organization through MUNIS upgrades as well as assist Finance and HR with business process improvements to use MUNIS to the fullest.
- One FTE Accountant in Finance – This position is needed to deal with a growing workload in recording fixed assets, payroll and grants as well as general ledger maintenance and financial reporting.
- Eight FTE Police Officers in Public Safety - These positions are part of the resources being added in year three of the increased public safety sales and use tax rate. The positions are to supplement staffing in Patrol (4 FTE); Detectives-person crimes (2 FTE) and School Resource Officers (2 FTE).
- One FTE Sergeant in Public Safety - This position is part of the resources being added in year three of the increased public safety sales and use tax rate. The position is to supplement staffing in Patrol.
- Three FTE Firefighters in Public Safety - These positions are also part of the resources being added in year three of the increased public safety sales and use tax rate. The positions are to implement the Alpha Car for low acuity medical calls. They also will allow us to add two more firefighters to each shift to add capacity to the fire ground.
- Three FTE Firefighter/Paramedics in Public Safety - These positions are also part of the resources being added in year three of the increased public safety sales and use tax rate. The positions are to implement the Alpha Car for low acuity medical calls. They also will allow us to add two more firefighters to each shift to add capacity to the fire ground.
- Two FTE Peer Case Managers in Public Safety – Two more positions being added through public safety tax resources to support the LEAD program.
- One FTE Emergency Management Coordinator in Public Safety – Another position being added through public safety tax resources to supplement emergency management staffing.
- Six FTE in Electric & Broadband – With new directors on board for both Electric and Broadband the actual classification of these new positions is on hold until their reorganization plans are finalized later in September.
- 0.75 FTE Grant Coordinator in Public Works and Natural Resources Business Services – This term-limited position FTE is needed to facilitate, administer and manage City requests and applications for external funding grants and pilot project awards and to collect qualitative data about environmental projects within PWNR.

The overall impact of all changes to FTEs in this budget is an increase of 34.5 FTE, which brings the total budgeted positions to 1,007.76

One-time expenses from the General Fund are \$4,730,871 in this 2020 budget. Of this amount, \$2,943,764 is coming from projected available fund balance. The rest is coming from one-time revenues including \$220,000 of projected property tax growth, \$436,045 of projected building permit use tax, \$94,775 of incremental development revenue, \$186,548 from tree mitigation revenue, and \$183,872 from transfers from other operating funds for ETS equipment and HATS support funding.

This 2020 budget for the General Fund is one that is able to address a number of needs for the City. The reason for that is twofold. From an ongoing perspective, it is a property tax reassessment year and it provided a strong boost in ongoing revenue. A projected sales and use tax growth of 3.46% also provides critical ongoing revenue. To a lesser degree, ongoing resources were also boosted by new revenues like state marijuana tax, credit card convenience fees, and cell phone tower revenue. One-time resources for 2020 were quite strong as well. While we had a similar amount of fund balance left over from 2018 as in previous budgets, we also identified other fund balance that were somewhat overlooked in recent budgets. A good deal of that was from an interfund liability from the General Fund to the Fleet Fund. Other amounts came from a thorough review of designated fund balances and carryover amounts in the General Fund. The strong fund balance allowed us to address both the funding of the emergency reserve as well as provide funding for the 1st & Main Transit Station project.

Looking beyond 2020, our ability to fund adequate service levels will likely always be a challenge. Providing services is a labor-intensive effort. In 2020, 72.1% of the General Fund budget is devoted to employee-related expenses. Most of our General Fund expenses grow with normal inflationary factors, but General Fund revenues do not always grow at similar rates as we have seen in recent budgets. When the local economy is strong it generally is able to generate the revenues needed to keep pace with market pay adjustments, the increasing cost of benefits, and the growing cost of services provided to the community. The property tax cycle does not always match up well with those costs. When the economy slows or declines it also can present challenges. Sales tax growth is very dependent on community growth and growth in retail sales. Use tax is always volatile and subject to quick declines. Some of our service levels are supported by incremental development revenue and some other one-time revenues and thus are earmarked to be reduced when that revenue declines. But reductions in other sources of revenue, whether tax or fee-based, can require adjustments to service levels. Our priority budget based models do provide us a tool to address these challenges, but tough decisions are still required.

We believe a number of uncertainties at the local, state, national and international levels provide challenges to predicting future revenue sources. Competition for limited retail sales tax dollars among local jurisdictions is always intense, and with internet sales thriving the prospect of adding new major retailers in the future is limited if it exists at all. The growth of sales tax on internet sales, while likely to be an assist in the future, still needs to play out before it can be relied on as a significant ongoing source of revenue. The development of Village at the Peaks brought growth in sales tax, though somewhat limited, for the General Fund and the Public Improvement Fund since that sales tax is subject to the tax increment and must first go to repay the Certificates of Participation issued to finance public improvements at the development. Continued growth or even retention of brick and mortar retail will likely always be limited due to the amount of commerce that takes place over the internet.

Other threats to our revenue base include the declines we have been experiencing in franchise revenues and the volatility of development-related revenues. Historically cable franchising revenues were often threatened at the federal level and recent actions appear to limit, if not eliminate, the PEG fees that help fund local public access. Cable franchise revenues are also being impacted by alternative methods to secure video services. Gas franchise revenues are volatile and have tended to rise and fall in past years. Revenues from telephone occupation taxes have declined as landlines are eliminated. The economic environment can also be volatile for primary employers. Job losses at major employers in recent years have had an impact on the local economy. The federal government is building future economic and budget challenges for all other levels of government with its budget deficits and trade policies. Finally, the world economy has also been volatile in recent years.

The City has expressed a commitment to use priority based budgeting to make future funding decisions. City Council took the initial step in this process by identifying desired outcomes to evaluate the impact of services.

Staff completed the next steps as all City services went through identification and costing evaluations followed by evaluation and scoring of how each service influences the desired results. The Resource Alignment Diagnostics tool from the Center for Priority Based Budgeting gives us the ability to view our services in a different perspective to evaluate how each service supports the desired results of the City Council and the attributes of the prioritization process.

Between 2013 and 2018 the City worked to reset an approximate \$3 million gap in the General Fund budget through a process that was aimed to bring our ongoing expenses in line with our ongoing revenues on a sustainable basis. We completed that reset with the adoption of the 2018 budget, but will continue to refine our budget practices wherever needed to further increase the sustainability of our budgets. Administrative transfer fees are reviewed and adjusted annually. One-time expenses such as technology infrastructure replacements and costs for the urban forestry pruning cycle will be moved into ongoing expenses whenever possible to assure their sustainability into the future.

The revenue projections in this budget are believed to be conservative, but they do assume some growth from the local economy during 2020. It is still possible that our local economy may suffer additional declines in the future with the loss of existing primary jobs, but new jobs were added through the opening of Smucker's and are to be added through the impending development at AveXis. We will continue to monitor major revenue sources and economic indicators into the future. In the event of immediate unforeseen revenue declines, staff will act swiftly to make adjustments in our budgets.

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

Conclusion

I thank you for your time, attention and guidance in preparing the City's operating budget for 2020. This is one of the most important tasks that you undertake each year as members of the Longmont City Council.

Preparation of the 2020 Operating Budget and the 2020-2024 Capital Improvement Program was made possible through the dedication and efforts of many staff members throughout the organization. We look forward to working together to implement this budget and provide the best services and programs possible for the residents of Longmont.

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

2020 Budget Presentations

August 27 - Regular Session

2020 Budget Overview

September 3 - Study Session

Employee Compensation

Proposed CIP for Public Improvement Fund Projects

2020 – 2024 Proposed CIP

September 10 - Regular Meeting

General Fund Budget Summary

Public Safety Fund Budget Summary

September 17 - Study Session

Priority Based Budgeting and the 2020 budget

Enhanced Resources with Metrics and Council Work Plan Alignment

One-time Expenses

Use of the Marijuana Tax

September 24 - Regular Meeting

Financial Policies

Public Hearing

October 1 - Study Session

Second Public Hearing

Final Direction from Council

October 8 and October 22 - Regular Meetings

Budget Ordinances and Resolutions

COMMUNITY INFORMATION

HISTORY OF LONGMONT, COLORADO

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

One of the great achievements of the Chicago-Colorado Colony was building large irrigation ditches to bring water from the creeks to the fields of wheat, fruit trees, and peas that farmers planted. As the town grew, large-scale agricultural industries arrived, first flour mills in 1872, then the J. Empson and Daughter vegetable cannery in 1887. Several leading citizens of Longmont worked together to build a beet sugar factory, finally developing enough support in 1903 to build what became the Great Western Sugar Company.



The Great Western Sugar factory was built in 1903. This 2007 photograph shows that, although no longer in operation, much of it still stands as a Longmont landmark.

Photo: Longmont Museum

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

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

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

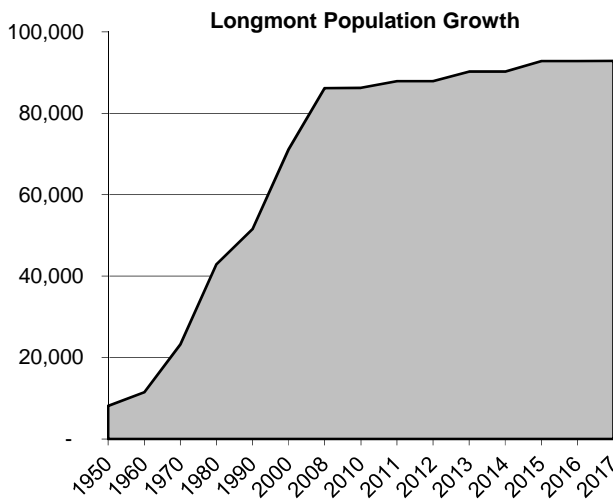
Recessions and cutbacks at IBM and StorageTek, a large computer storage company, slowed growth during the 1980s. Rapid growth resumed in the 1990s, and the 2000 Census measured Longmont’s population at 71,093. Growth in high-technology businesses continued throughout the 2000s.

In September 2013, a major flood struck Colorado’s Front Range, with serious impact to Longmont. Both St. Vrain and Left Hand creeks overflowed into neighborhoods and business districts. Rebuilding began immediately, but full recovery will take years.

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.

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

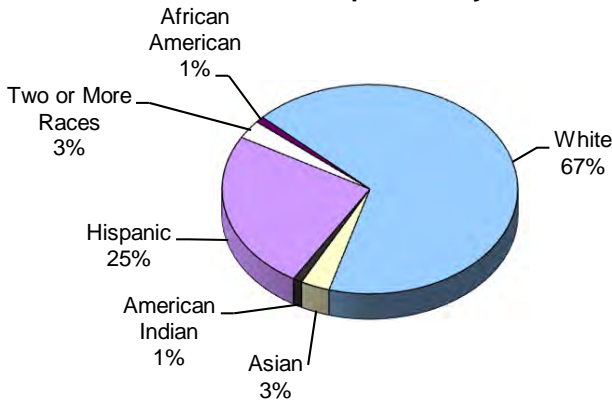
Although commercial and industrial acreage and building square footage all have increased, residential land use has been the dominant factor in Longmont’s growth over the past several years. This trend has helped provide a balance between residential growth and jobs in Longmont. Currently, Longmont has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

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

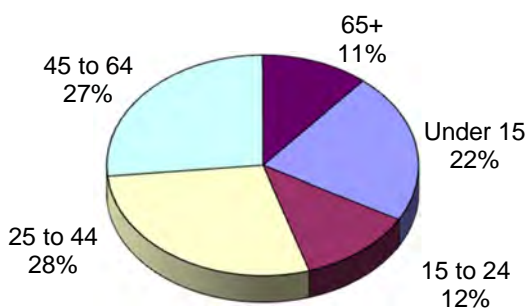
Longmont has an educated population, with more than 66% of those over 25 years of age having some level of college education and over 38% having obtained a bachelor’s degree or higher. The average annual wages in Boulder County are typically higher than those in adjoining Larimer and Weld counties. Jobs in professional and technical services provide the highest paying jobs on average at \$97,760 annually. According to the Software & Information Industry Association, Boulder County boasts the highest per capita concentration of software employment in the U.S.

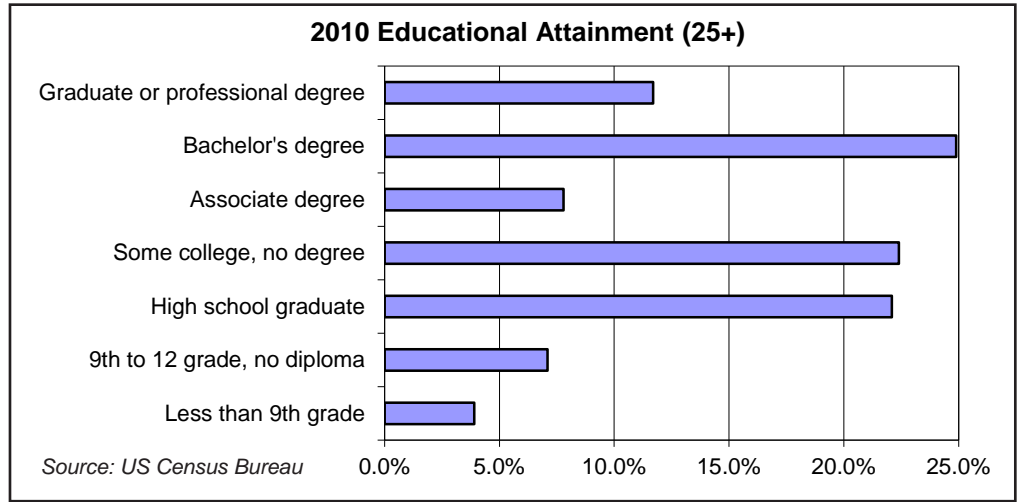
(Sources: Longmont Museum, City of Longmont Planning & Development Services Department, Colorado Department of Local Affairs)

2010 Population by Race



2010 Population by Age

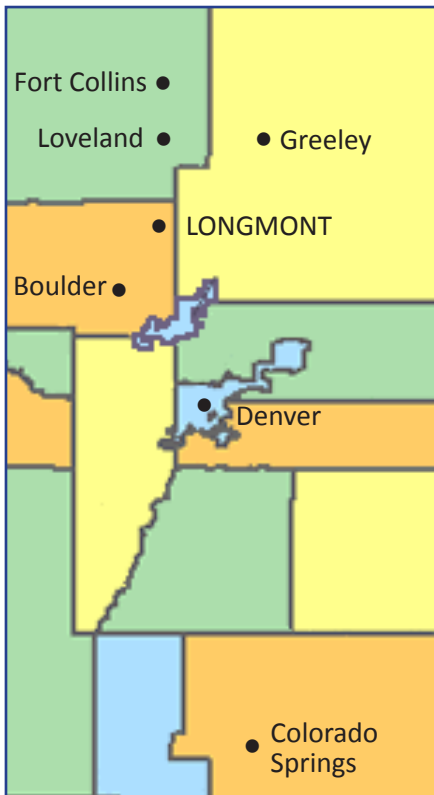




Average Annual Wage

	2008	2009	2010	2011	2012	2013	2014	2017	2018
Boulder County	\$53,455	\$55,588	\$53,976	\$57,928	\$58,968	\$61,048	\$62,140	\$61,984	\$64,220
Broomfield County	\$59,915	\$62,036	\$58,552	\$62,764	\$68,224	\$71,084	\$93,080	\$109,200	\$82,784
Larimer County	\$40,151	\$43,732	\$40,716	\$44,564	\$46,124	\$46,800	\$47,112	\$46,748	\$48,412
Weld County	\$38,696	\$40,196	\$39,260	\$42,068	\$43,212	\$45,292	\$48,464	\$46,488	\$49,660
Colorado	\$46,614	\$50,180	\$46,696	\$50,700	\$53,664	\$53,196	\$55,692	\$54,184	\$55,900

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



LOCATION AND CLIMATE

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

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

FORM OF GOVERNMENT AND CITY SERVICES

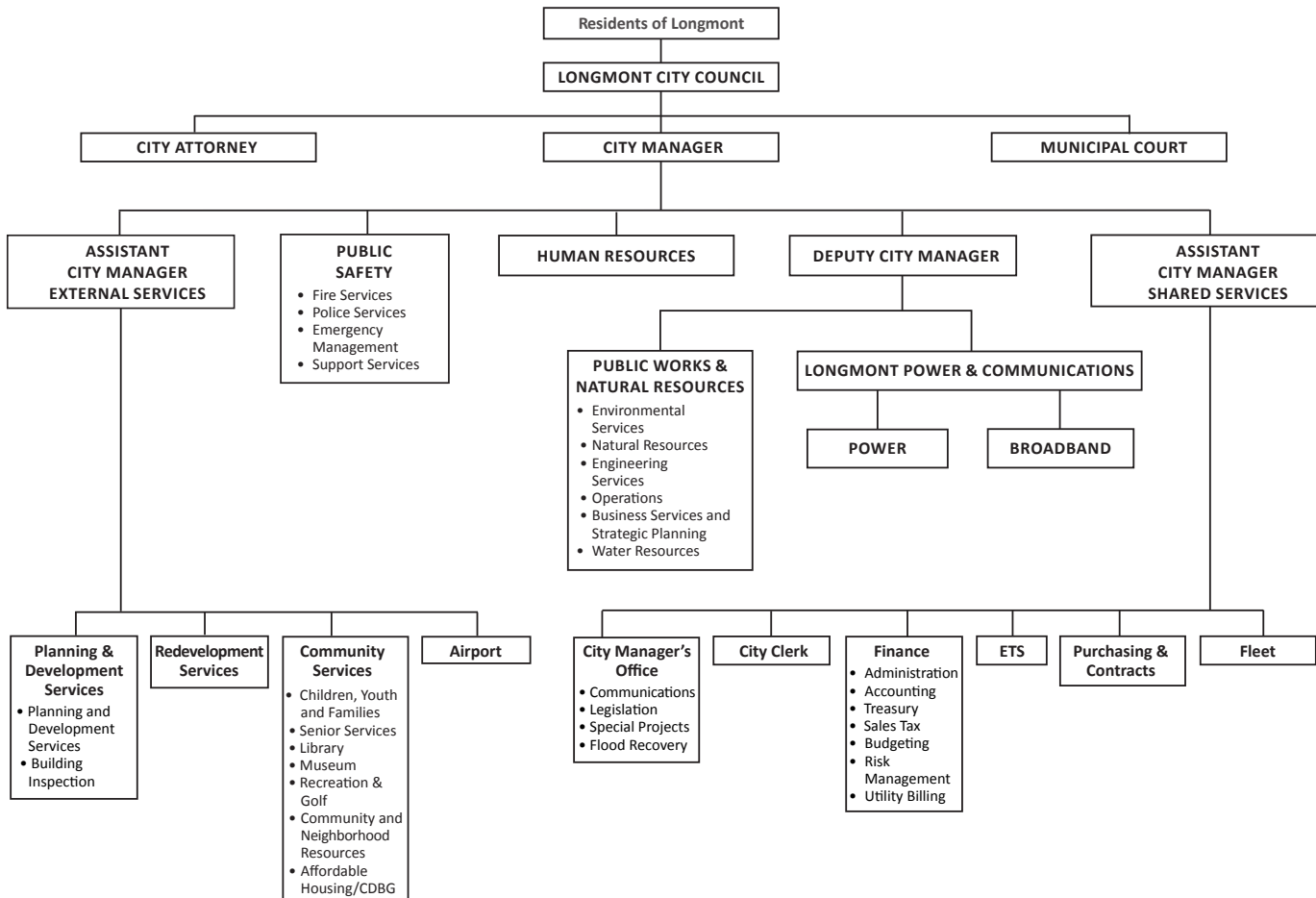
The City of Longmont was established in 1871 and incorporated in 1873. On August 5, 1961, the City was chartered as a home rule city under the provisions of Article XX of the Constitution of the State of Colorado (Home Rule City Act). The City is a full-service municipality operating under a council-manager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



The mayor is elected at-large to a two-year term. One council member is elected from each of the three wards, and three council members are elected at-large to four-year terms. The council members' terms are staggered.

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

CITY OF LONGMONT

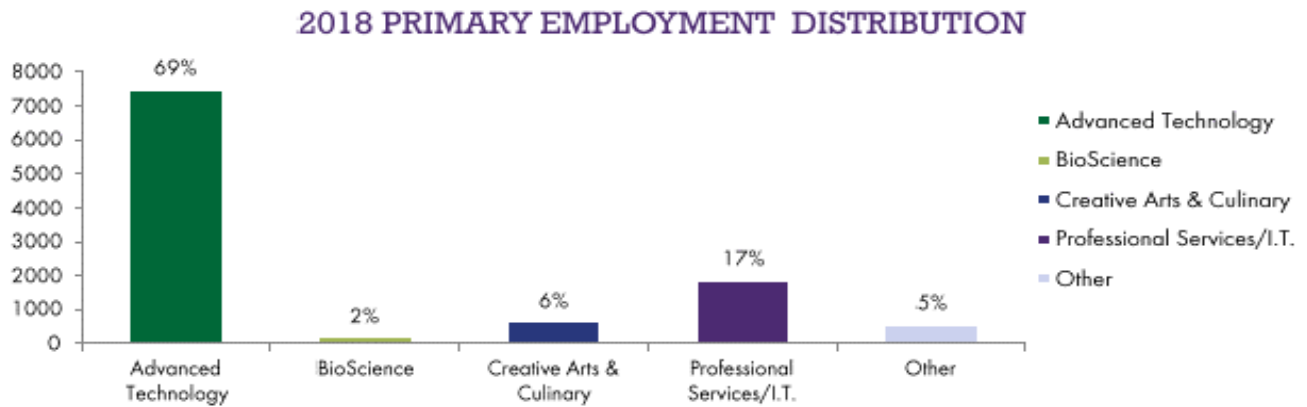


ECONOMIC DATA

The City employs a citywide budget prioritization process to help the Longmont City Council develop policies and make key funding decisions. These policies will shape the future of the City and result in a balance between resources and expenditures that will sustain Longmont’s capacity to provide desired municipal services. The following goals, from the Envision Longmont Comprehensive and Multimodal Plan, were the foundation of the budget prioritization process:

- Livable Centers, Corridors, and Neighborhoods
- A Complete, Balanced, and Connected Transportation System
- Housing, Services, Amenities, and Opportunities for All
- A Safe, Healthy, and Adaptable Community
- Responsible Stewards of Our Resources
- Job Growth and Economic Vitality Through Innovation and Collaboration
- Responsible Internal Operations and Governance

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



Source: Longmont Economic Development Partnership

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

The total assessed valuation for the City of Longmont increased annually from 2003 to 2010, decreased from 2011 to 2013, then increased again from 2014 through 2017. This table represents the assessed valuation for real and personal property for the city only and does not include assessments for the Downtown Development Authority or the General Improvement District.

Assessed Valuation of Taxable Property

Collection Year	Real Property	Personal Property	Total
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
2015	945,981,003	129,677,536	1,075,658,539
2016	1,117,294,789	124,768,199	1,242,062,988
2017	1,132,037,404	124,365,772	1,256,403,176

Source: City of Longmont 2017 CAFR

BUDGET PROCESS AND POLICIES

OVERVIEW

This operating budget is the City of Longmont’s comprehensive financial and operational plan for 2020. 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 2020 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 (2018 actual, 2019 budget and 2020 budget).

The 2020-2024 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 2020 are included in the 2020 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
- Capital Assets Maintenance Plan, which includes condition ratings of the City’s infrastructure and 20-year replacement or upgrading schedules
- Envision Longmont Multimodal and Comprehensive Plan, 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

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	MAJOR REVENUES	MAJOR EXPENSES
<i>General Fund</i>	Property, sales and use taxes, franchise fees, transfers from other funds.	Police, Fire, Parks and Recreation, Library, Museum, Finance, Legal, Human Resources, et al.
SPECIAL REVENUE FUNDS		
<i>Conservation Trust Fund</i>	State lottery proceeds.	Costs associated with improvements to new and existing parks. No park maintenance costs are paid from this fund.
<i>Park Improvement Fund</i>	Park development fees.	Costs associated with developing new parks only. No maintenance costs for existing parks can be paid from this fund.
<i>General Improvement District Fund</i>	Property taxes.	Maintenance of downtown parking lots and pedestrian breezeways.
<i>Downtown Development Authority Funds</i>	Property taxes	Longmont Downtown Development Authority operations, debt service and capital improvements in the downtown area.
<i>Street Fund</i>	Sales and use taxes, intergovernmental revenue	All costs associated with maintaining and improving the City's street and transportation system.
<i>Public Safety Fund</i>	Sales and use taxes, intergovernmental revenue	Increased Public Safety needs.
<i>Probation Services Fund</i>	Fine surcharge revenue.	Defraying the cost of municipal probation services including probation officers
<i>Judicial Wedding Fee Fund</i>	User fees.	Defraying the cost of municipal judicial system for wedding services performed.
<i>Community Development Block Grant Fund</i>	Federal block grants.	All costs associated with the CDBG program.
<i>Public Buildings Community Investment Fee Fund</i>	Fees on new construction	Construction and improvements for public facilities (growth-related).
<i>Transportation Community Investment Fee Fund</i>	Fees on new construction	Construction and improvements of transportation infrastructure (growth-related).
<i>Electric Community Investment Fee Fund</i>	Fees on new construction	Construction and improvements for electric infrastructure (growth-related).
<i>Open Space Fund</i>	Sales and use taxes.	Acquisition and maintenance of open space.
<i>Park and Greenway Maintenance Fund</i>	Park and greenway maintenance fee	Maintenance, operations, repair and replacement of parks and greenways.
<i>Parks Grants and Donations Fund</i>	Grants and donations	Receiving funds donated or granted to the city for the development and improvement of parks.
<i>Longmont Urban Renewal</i>	Sales and property tax TIF transfer to Village at the Peaks	Sales and property tax TIF transfer to Village at the Peaks
<i>Youth Services Fund</i>	User fees, donations and grants.	Youth services programs.
<i>Library Services Fund</i>	User fees, donations and grants.	Library services programs.
<i>Senior Services Fund</i>	User fees, donations and grants.	Senior services programs.
<i>Museum Services Fund</i>	User fees, donations and grants.	Museum services programs.
<i>Lodgers' Tax Fund</i>	Lodging Tax	Marketing and promotion of Longmont.
<i>Village at the Peaks</i>	Certificates of participation and collection of special revenue	Certificates of participation for Twin Peaks Mall Urban Renewal Area
<i>Sustainability Fund</i>	Boulder County and transfers from other funds	Implementing the City's Sustainability plan and other sustainability efforts.
<i>Special Retail Marijuana Tax</i>	Retail marijuana taxes.	Operating expenses and capital improvements.
CAPITAL PROJECTS FUND		
<i>Public Improvement Fund</i>	Use taxes.	New construction and improvements to public buildings and facilities.
ENTERPRISE FUNDS		
<i>Electric and Broadband Fund</i>	Payments of electric and broadband bills	All costs associated with providing electricity and broadband services
<i>Water Fund</i>	Payments of water bills.	All costs associated with providing water (acquisition, treatment and distribution).
<i>Sewer Fund</i>	Payments of sewer bills.	All costs associated with providing sewer services (collection and treatment).
<i>Sanitation Fund</i>	Payments of sanitation bills.	All costs associated with providing solid waste services (pickup, disposal and recycling).
<i>Storm Drainage Fund</i>	Payments of storm drainage bills	All costs associated with providing storm drainage services (regular maintenance and system improvements).
<i>Golf Fund</i>	Green fees.	All costs associated with maintaining and improving the City's golf courses.
<i>Airport Fund</i>	Rental fees.	All costs associated with maintaining and improving airport operations.
INTERNAL SERVICE FUND		
<i>Utility Billing Customer Information System</i>	Transfers from other funds.	All costs associated with maintaining and replacing the City's CIS system.
<i>Fleet Fund</i>	Transfers from other funds.	All costs associated with maintaining and replacing the City's fleet.

BUDGET PREPARATION PROCESS

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

In 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 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 2020-2024 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.

2020 BUDGET CALENDAR

DATE	EVENT
August 25	Last day for county assessors to certify the valuation for assessment of taxable real property to local governments
Tuesday, August 27	City Council Meeting: Presentation of the proposed 2020 Operating Budget and 2020-2024 Capital Improvement Program
Tuesday, September 3 Tuesday, September 17	City Council Meetings: Budget presentations
Tuesday, September 24	City Council Meeting: Budget presentation; public hearing on the proposed 2020 Operating Budget and 2020-2024 CIP
Tuesday, October 1	City Council Meeting: Review budget revisions and receive final direction from City Council; second public hearing on the proposed 2020 Operating Budget and 2020-2024 CIP
Tuesday, October 8	City Council Regular Meeting: First reading of the 2020 Operating Budget adoption and appropriation ordinances and ordinances adopting any fee increases
Tuesday, October 22	City Council Regular Meeting: Second reading, public hearing and final passage of the 2020 Operating Budget adoption and appropriation ordinances; ordinances adopting any fee increases; and various resolutions

CHARTER REQUIREMENTS

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

2020 FINANCIAL POLICIES

Adopted October 22, 2019

Effective January 1, 2020

REVENUE POLICIES

Types of Revenue Sources

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

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

Revenue Projections

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

The City currently follows this policy.

Sales Tax Collections

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

The City has a Sales Tax Division. The staff in that division are responsible for maintaining sales and use tax accounts, and assuring prompt collections. The City contracts with a third party to conduct sales and use tax audits.

Sales Tax Receipts

The 3.53-cent sales and use taxes charged and collected by the City shall be split in the following manner: Street System Maintenance and Improvement Fund (0.75 cents); Open Space Sales Tax Fund (0.20 cents); Public Safety Sales Tax Fund (0.58 cent); and 2.0 cents to be allocated between the General Fund and the Public Improvement Fund. The City Council will analyze the split between the General Fund and the Public Improvement Fund annually and set it in response to the operating and capital needs of the City.

The City currently follows this policy.

Sales and Use Tax Allocation Between the General Fund and the Public Improvement Fund

The City Council will analyze the split between the General Fund and the Public Improvement Fund annually and set it in response to the operating and capital needs of the City. The current allocation of the 2.0 cents of sales and use tax revenue will be budgeted as 85% to the General Fund and 15% to the Public Improvement Fund. Because of the volatility of use tax revenue, in periods of economic decline the allocation of revenues in the budget will be as much of the sales tax as possible to the General Fund and as much of the use tax as possible to the Public Improvement Fund while still maintaining the 85% and 15% allocation of budgeted revenues respectively. Actual revenues received will be credited between the two funds in accordance with their respective budgeted shares of the sales and use tax as stated in the following implementation policy.

In the 2020 Budget the allocation of the 2.0 cents of sales and use tax revenue will be 85% of the sales tax and 85% of the use tax to the General Fund and 15% of the sales tax and 15% of the use tax to the Public Improvement Fund.

Fees for Licenses, Permits, Fines and Other Miscellaneous Items

All fees for licenses, permits, fines and other miscellaneous charges shall be reviewed annually and set to recover the City's expense in providing the service. In addition, these fees may be adjusted annually 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 2020 Operating Budget includes fee increases for Sewer that were adopted by City Council in 2017.

Grants

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

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

Gifts and Bequests

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

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

Property Tax

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

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

Entitlement Funds

Community Development Block Grant funds will be actively sought by submitting all required documentation to HUD to allow the City to remain an Entitlement City. The City will use these funds to further 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 existing affordable housing stock. Again, low and moderate income persons will be the primary beneficiaries.

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

The City currently follows this policy.

Incremental Development Revenue

With the prospect of Longmont continuing to mature as a city and as remaining greenfield development opportunities transition to infill and redevelopment, the City should be cautious in treating all revenues from building permits and plan check fees as typical ongoing revenues. Each year the City will designate a benchmark above which the revenue budgeted from this source would be considered incremental development revenue. Incremental development revenue will be available only for development-related expenses that may be either one-time or ongoing but subject to reduction in the event that this level of revenue is not sustained in the future.

In the 2020 Budget there is a projection of 920 new dwelling units. The previous benchmark was set at 120 dwelling units; the 2020 budget increases that benchmark to 200 dwelling units. Incremental development revenue included in the 2020 budget is \$1,374,567 from 720 dwelling permits. This incremental development revenue is used to cover ongoing expenses in the 2020 Operating Budget associated with development-related activities.

Incremental Lumber Use Tax Revenue

With the prospect of Longmont continuing to mature as a city and as the remaining greenfield development opportunities transition to infill and redevelopment, the City should be cautious in treating revenues from lumber use tax as typical ongoing revenues. Each year the City will designate a benchmark, above which the revenue budgeted from this source would be considered incremental lumber use tax revenue. Incremental lumber use tax revenue will be available only for expenses that are one-time in nature in the event that this level of revenue is not sustained in the future.

The 2020 budget includes \$436,045 of incremental lumber use tax revenue that is used to cover one-time expenses in the General Fund.

Oil and Gas Revenue

Royalty proceeds received by the City from City-owned oil and gas mineral rights and leases will be deposited into the fund or funds that own the mineral rights. The revenues will be used first to defray all costs related to air quality, water quality, and soil monitoring or other site investigations necessary to ensure public safety. Non-property specific costs, or City costs related to plugged and abandoned oil and gas facilities located on private property, are properly paid from the General Fund. In the event that oil and gas revenues received in the General Fund are not sufficient to cover these costs, revenue will be transferred from other City funds to the General Fund to cover the required expenditures in proportion to the amount of oil and gas revenue received in any one fund in the prior year. All non-royalty revenues associated with costs of operating or maintaining specific sites will be deposited into the fund or funds that own those sites.

The City currently follows this policy.

OPERATING POLICIES

Balanced Budget

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

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

Budget Control

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

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

Procurement Card

The City will maintain a procurement card program for properly authorized travel, supplies, maintenance, repair and operating expenses needed during the course of business. All expenditures made on a City procurement card must comply with Purchasing Code (LMC 4.12). The City will review expenditures on a regular basis to ensure compliance with established policies and procedures.

The City currently follows this policy.

Expenditure and Revenue Reporting

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

The Finance Department strives to prepare such a report monthly from April through December.

Basis for Fund Establishment

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

The City currently follows this policy.

Annual Financial Audit

The City of Longmont shall have an annual financial audit conducted by an independent auditor in accordance with the Colorado local government audit law. The firm awarded the City's contract will be selected every five years via competitive solicitation. *The City currently follows this policy. The Finance Department most recently issued a competitive solicitation for its contract for auditing services in 2019 for 2019-2023.*

Pension Funding

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

The budget shows the contributions to the Regular City Employees' Retirement Plan as a percentage of base wages and salaries in each budget service. Contributions to the Police and Fire defined benefit retirement plans are budgeted as dollar amounts, which represent each plan's annual cost. The unfunded actuarial liability of the regular City Employees' 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, and where applicable, consider replacement of the City's fleet with electric or renewable natural gas vehicles. Fleet lease charges to user departments will be based on their proportionate share of Fleet Services expenses.

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

Capitalization

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

The City currently follows this policy.

Asset Management

Detailed asset management plans shall be completed by 2024 for all City-owned facilities and infrastructure. The adopted operating budget will provide sufficient funds for the regular repair and maintenance of all City of Longmont capital assets. The budget should not be balanced by deferring these expenditures. The City will strive to invest sufficient funds to renew all capital assets on a regular schedule.

The City is striving to meet this policy. Staff has developed detailed asset management plans for some City-owned facilities and infrastructure.

Resilient St. Vrain Project

The City shall at all times operate the project properly and in a sound and economical manner, and the City shall maintain, preserve and keep the project properly or cause the same to be maintained, preserved, and kept, with the appurtenances and every part and parcel thereof in good repair, working order and condition, and shall from time to time make or cause to be made all necessary and proper repairs, replacements and renewals so that at all times the operation of the project may be properly and advantageously conducted.

The City currently follows this policy.

Human Service Agency Funding

In order to provide a stable funding source to independent human service agencies, which provide needed programs to Longmont residents, and/or to fund Council-directed initiatives that address system changes to improve human service outcomes, 2.37% of the General Fund's budgeted tax revenues (to include property tax, sales and use tax, cigarette tax, and all franchises) revenues will be allocated for this purpose.

The 2020 Operating Budget includes \$1,604,957 for contracts for service with human service agencies. There is another \$87,000 from the Special Marijuana Tax.

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

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

The 2020 Operating Budget includes \$155,000 for a contract for service with the Longmont Observer.

Downtown Parking Funding

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

The City currently follows this policy.

General Improvement District Fund

The City may, at the request of the DDA, provide landscaping and right-of-way maintenance to the General Improvement District (GID) via an annual Intergovernmental Agreement with the Downtown Development Authority.

The City currently follows this policy.

Employee Pay

The City of Longmont will strive to establish prevailing market ranges of pay for City positions. Because the City has high expectations and accountability levels for our employees, the City will strive to budget and manage salaries at 2% above market for all non-collectively bargained employees. All full time benefitted positions will be paid at least a living wage.

In terms of market ranges, this is the City's current practice. The Division of Human Resources uses salary surveys to identify prevailing market ranges for many of the City's positions. These market ranges are used to develop pay rates for each position. The new rates are then incorporated into the annual budget. In the 2020 budget salaries will be budgeted and managed at 1% above market rates for all non-collectively bargained employees.

Property and Liability Self Insurance Fund

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

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

Health Benefits Fund

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

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

Workers' Compensation

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

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

Collection Agency Relationship

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

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

Obsolete and Surplus Items

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

Supplies and equipment that are no longer needed or being used by a department will be offered for use to other departments. If the City no longer has any need or use for these items, they will be declared surplus and either sold at auction, donated, recycled or otherwise appropriately disposed of. At no time will City surplus property be offered to employees exclusive of a public offering.

The City currently follows this policy.

Local Purchasing Preference

The City prefers to do business with local and small local companies and, therefore, allows contracts to be awarded to local and small local businesses that are within 5% and 7.5%, respectively, of the lowest (where price is the determinant factor) or best (where there are multiple evaluation factors) response from a non-local company. For sums exceeding \$100,000, the applicable percent preference will be applied to the first \$100,000 of the bid where the price is the determinant factor. However, when the City is using state or federal grant funds that prohibit the application of local preference, the local and small local preference will not apply.

The City applies the appropriate percentage preferences when applicable.

Living Wage Requirement

The City supports a living wage for employees of suppliers under contract with the City; therefore, beginning in 2020 a clause will be added to every contract that includes a service component that requires the contractor to agree to pay a living wage to full-time employees working under the contract. Nonprofit organizations and social service providers are exempt from this requirement.

The City is currently working to draft the language to add to contracts that are awarded after 2019.

FEES FOR SERVICE POLICIES

Recreation Fees

Recreation fees will be established to obtain at least 80% self-support, excluding capital expenditures in excess of \$5,000, community events that are free to the public, sports field maintenance, Sandstone Ranch Visitors Center, and youth enrichment programs that offer recreation activities as part of an overall effort to strengthen and improve life development skills as well as 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% nonresident fee. Staff responds to requests for financial assistance from residents who cannot afford to pay program fees through the following financial assistance strategies: youth scholarships up to \$100 annually, family pricing, and group discounts.

The City currently strives to follow this policy.

Senior Citizen Activity Fees

Activity fees will be set to recover 100% of the senior citizen expenditures identified in the program budget for special activities. These expenses may include instructor wages, program supplies, transportation, and ticket costs. Nonresident senior citizens and adults under the age of 55 will pay an additional 20% for all programs.

The City currently follows this policy.

Short Checks

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

The City currently follows this policy.

Building Codes

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

The City currently follows this policy.

Boulder County Hazardous Materials Response Authority

In September 2017, an Intergovernmental Agreement to establish the Boulder County Hazardous Materials Response Authority (Authority) was put into place to provide and maintain the members' combined capability for effective response to a Hazardous Materials Incident. It comprises 11 members in Boulder County including the City of Longmont. The City is obligated to give an annual contribution to the Authority, along with the other members, to fund their annual budget. When a hazardous materials incident occurs, the Authority is called upon to deal with the situation. Any overtime or training time incurred by the City having to do with an incident will be reimbursed to the City by the Authority.

The City currently follows this policy.

Waste Diversion Center

The Waste Diversion Center (WDC) is open to Longmont utility customers for no additional charge. The WDC shall be open to the general public for free drop-off of select recycling commodities and fee-based tree limb disposal providing that sufficient capacity exists and revenues and fees pay to fully serve such customers. For recycling commodities, revenue trends will be considered over multiple years to compensate for market fluctuations. If capacity becomes limited or fees and revenues aren't estimated to pay for the full cost of unrestricted public access, the Waste Diversion Center shall restrict either or both service to use by only Longmont utility customers.

The City currently follows this policy.

INVESTMENT AND DEBT POLICIES

Investment Policy

The City of Longmont adopted an investment policy by resolution in 1992, with updates by resolution in 2002, 2006, 2009, 2011, 2012, and 2018. The purpose of this investment policy is to establish the City's investment scope, objectives, delegation of authority and standards of prudence. Reporting requirements, internal controls, eligible investments, diversification, risk, and safekeeping and custody are requirements.

The City currently follows this policy.

Banking Relationship

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

The City opened its banking relationship to RFP in 2016 and signed a three-year contract for banking services, through June 2020, with the option of up to four additional annual renewals.

Investment Philosophy

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

The City currently follows this policy.

Investment Vehicles

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

- FDIC-insured savings accounts
- Certificates of Deposit, FDIC-insured or secured pursuant to CRS as amended
- Repurchase agreements, secured pursuant to CRS as amended
- Securities of the U.S. Government and its agencies or instrumentalities thereof
- Prime Commercial Paper
- Prime Bankers' Acceptances
- Senior corporate debt obligations
- Local government investment pools pursuant to Part 7 of Article 75 of Title 24, CRS
- Money market funds as allowed by state law

The City currently follows this policy.

Analysis and Reporting of Cash Position and Yield

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

The City currently follows this policy.

Use of Long Term Debt

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

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

Debt Payment

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

The City currently follows this policy.

Relationships with Rating Agencies

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

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

Charter Requirements Relating to the Issuance of Bonds

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

As of the end of 2018, the actual value of taxable property within the City totaled \$12.876 billion. The 3% limitation equaled \$386,285,395. The City had no outstanding debt applicable to the debt limitation and meets the 3% limitation stipulation. Further information can be found on page 38 of the City's 2018 Comprehensive Annual Financial Report.

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

The City currently follows this policy.

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

The City currently follows this policy. The City issued Sales and Use Tax Revenue Refunding bonds totaling \$17,375,000 in 2006, Open Space Sales and Use Tax Refunding Bonds totaling \$19,330,000 in 2010, and Storm Drainage Refunding Bonds totaling \$8,530,000 in 2016.

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

The City currently follows this policy.

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

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

Lease Purchase and Straight Lease of Capital Items

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

The City currently follows this policy.

Subdivider’s Escrow

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

The City currently follows this policy.

RESERVE POLICIES

General Fund Reserves

General Fund reserve targets will be as follows: The City will maintain a fund balance restricted for emergencies in compliance with TABOR. The restricted fund balance will be calculated at 3% of “fiscal year spending” and can be used 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 also can 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 2019 are \$82,589,442. The unrestricted fund balance in the General Fund at the beginning of 2019 is \$17,817,341 which is 21.6% 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>Status</i>	<i>Funded Amount</i>
<i>TABOR component</i>	<i>\$4,853,022</i>	<i>fully funded</i>	<i>\$4,853,022</i>
<i>Emergency reserve 8%</i>	<i>\$6,607,155</i>	<i>funded at 8.0%</i>	<i>\$6,607,155</i>
<i>Stabilization reserve at 3%</i>	<i>\$2,477,683</i>	<i>funded at 0.4%</i>	<i>\$369,313</i>
<i>Stabilization reserve at 8%</i>	<i>\$6,607,155</i>	<i>unfunded</i>	<i>\$ 0</i>

General Fund Contingency Account

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

The 2020 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 2020.

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 2020.

Electric Utility Reserve

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

Based on current projections, the Electric Utility will not meet the reserve requirement through 2020. Rate increases are pending council approval.

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 2020.

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 2020.

Street Fund Reserve

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

Based on current projections, the Street Fund will meet the reserve requirement through 2020.

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 2020.

ADMINISTRATIVE AND FRANCHISE FEE POLICIES

Administrative Transfer Fee

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

The City uses a computer model to determine the amount of the administrative transfer fee charged to each operating fund. The charges set in the model are included in the budget under the line item labeled "Administrative/Management Services." 100% of the fee is waived for the Downtown Development Fund and the Public Safety Fund. 50% of the fee is waived for the Airport Fund.

Street System Maintenance and Improvement Fund

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

The City currently follows this policy.

Sanitation Enterprise Fund

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

The City currently follows this policy.

Franchise Fee - Electric Utility

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

The City currently follows this policy. The estimated Electric Utility Franchise Fee for 2020 is \$5,676,300.

Franchise Fee - Sewer Fund

The City of Longmont Sewer Utility Fund will pay the General Fund a 4.16% franchise fee. The fee will be 4.16% of the budget year's projected gross revenues, excluding contributions from the Sewer Fund fund balance, franchise fee revenue, loans and grants from other governmental agencies, interest earnings, transfers from other funds, and system development fees.

The City currently follows this policy. The Wastewater Franchise Fee for 2020 is \$629,056.

Franchise Fee - Water Fund

The City of Longmont Water Utility will pay the General Fund a 2.04% franchise fee in addition to providing the City water service. The fee will be 2.04% of the budget year's gross revenues, excluding contributions from the Water Fund fund balance, franchise fee revenue, loans and grants from other governmental agencies, interest earnings, transfers from other funds, and system development fees.

The City currently follows this policy. The Water Franchise Fee for 2020 is \$458,753.

Franchise Fee - Broadband Utility

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

The City currently follows this policy. The Broadband Utility Fee for 2020 is \$6,840.

ENTERPRISE FUND POLICIES

Utility Rates

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

The City currently follows this policy.

Utility Rate Studies

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

The City currently follows this policy. A comprehensive rate study for the Water Fund was completed in 2019. The most recent rate study for the Sewer fund was completed in 2016. A comprehensive rate study was completed for the Electric Utility in 2019. The Electric Community Investment Fee Fund rate study was completed in 2017. The most recent rate study for the Broadband Utility was in 2014. The most recent rate study for the Storm Drainage Fund was completed in 2013. A comprehensive rate study was completed in 2016 for the Sanitation Fund.

Lighting and Traffic Signals

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

The City currently follows this policy.

Water Service to City Facilities

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

The City currently follows this policy.

Sewer Service to City Facilities

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

The City currently follows this policy.

Electric Service to City Facilities

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

The City currently follows this policy.

Electric Service Territory Transfer

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

The City currently follows this policy.

Broadband Service to City Facilities

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

The City currently follows this policy.

Sanitation Service to City Facilities

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

The City currently follows this policy.

Storm Drainage Services to City Facilities

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

The City currently follows this policy.

Capital Revenue

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

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

Sanitation Fees

Rates and fees for sanitation services shall be set to generate sufficient revenue to cover at least 100% of the expenditures of the Sanitation Enterprise Fund. Voluntary services shall be priced to cover the full cost of each respective service.

The City currently follows this policy.

Golf Fees

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

The City currently follows this policy.

Storm Drainage Enterprise Fees

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

The City currently follows this policy.

Airport Fees

The City of Longmont will establish fees and charges at the municipal airport in accordance with regulations, guidelines and Grant Assurances of the Federal Aviation Administration (FAA) and with consideration given to the area prevailing rates. Fees and charges will be reviewed annually to determine whether all operating expenditures are recovered.

The City currently follows this policy.

CAPITAL IMPROVEMENT POLICIES

City's Responsibility for Public Improvements

Where the City, as property owner, is responsible for its share of public improvements contiguous to the property, the City fund which constructs the public improvement shall pay the City's share of the public improvement. Therefore, the Street Fund shall pay for street improvements, the Water Fund shall pay for water lines, etc., unless the City, through annexation negotiations, is able to designate other parties as responsible for the improvements. Costs of extending public improvements to and within the property shall be paid by the City fund owning the property, with reimbursement for all offsite costs from adjacent property owners, in accordance with the Longmont Municipal Code.

The City currently follows this policy.

Capital Improvement Program

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

The City currently follows this policy. The projects shown as funded in 2020 in the 2020-2024 Capital Improvement Program are included in the 2020 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, redevelopment, or upgrades. Revenues in this fund will be used only for electric system capital improvements that are strictly related to growth, such as main feeder system extensions and additional substation capacity.

The City currently follows this policy.

Recreation Building Impact Fee

The Recreation Building Impact Fee will receive revenue from payments of the Recreation Building Impact Fee on new residential construction. Revenues in this fund will be used only to fund capital improvements needed to address demand for recreation buildings attributable to new residential development.

The City currently follows this policy.

Transportation Community Investment Fee Fund

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

The City currently follows this policy.

Water System Construction Reserve Fund

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

The City currently follows this policy.

Water Acquisition Fund

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

The City currently follows this policy.

Raw Water Storage Reserve Fund

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

The City currently follows this policy.

Sewer Construction Fund

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

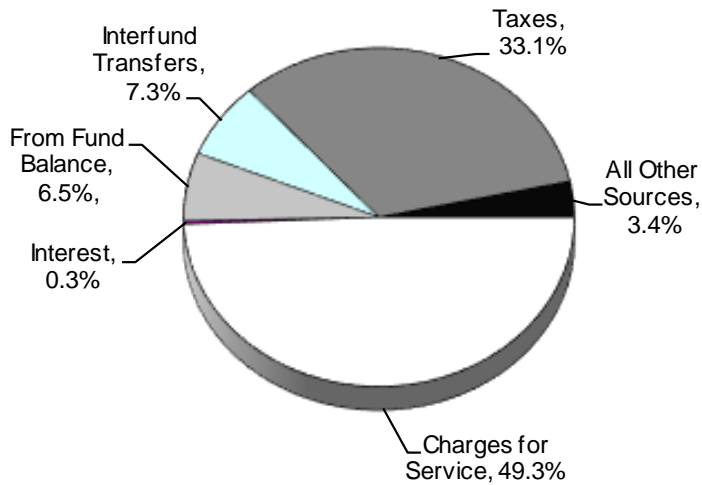
The City currently follows this policy.

Relocation of Existing Utility Facilities in ROW

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

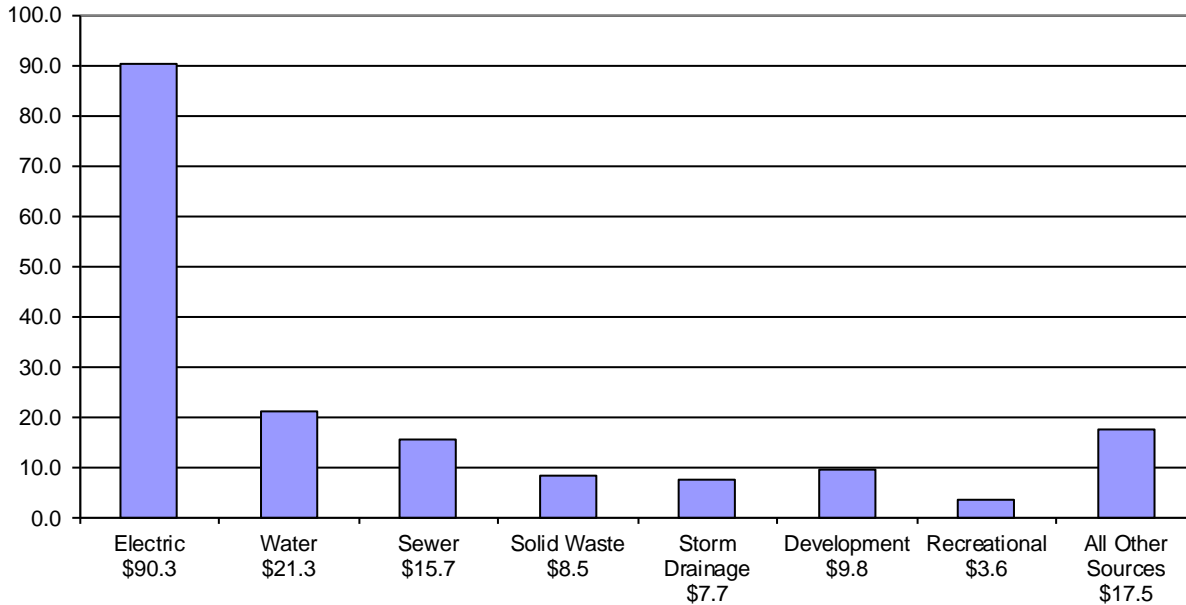
The City currently follows this policy.

2020 OPERATING BUDGET: Sources of Funds



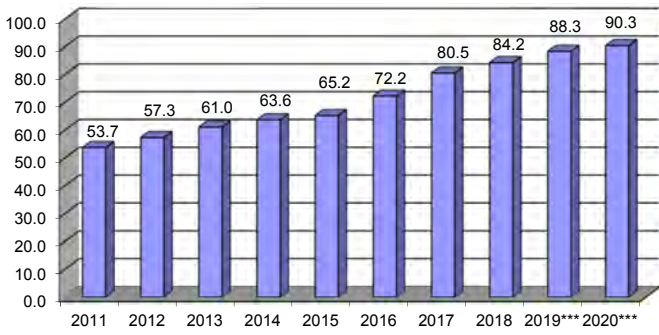
Revenue and other sources used to support the City’s programs and projects in 2020 will come from a variety of sources and total \$330,814,447. This is 5.4% below the total revenues in the 2019 budget of \$348.8 million.

Charges for Services, Licenses and Permits represent 52.7% or \$169.5 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 2020 budget is based on 330 single-family permits, 150 townhouse/condo permits, 736 multifamily permits, and various other remodels and miscellaneous permits. Recreational fees are established by financial policy to be 80% self-supporting with several activity fees set to recover 100% of expenditures.

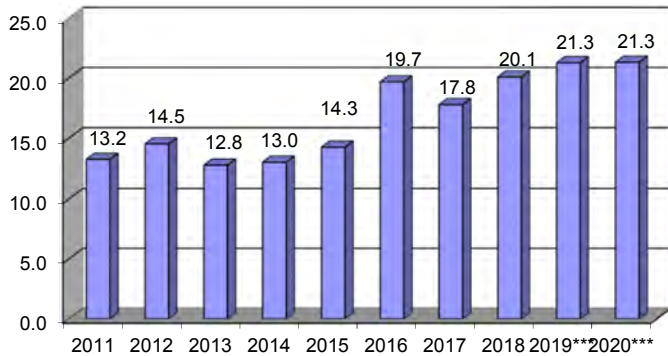
Electric



***budget

In 2015 the Electric and Telecommunications Utility Enterprise Funds were combined into the Electric and Broadband Utility Enterprise Fund. In 2020, Electric and Broadband utility revenues equal 99.4% of all electric and broadband revenues. There is no rate increase at this time.

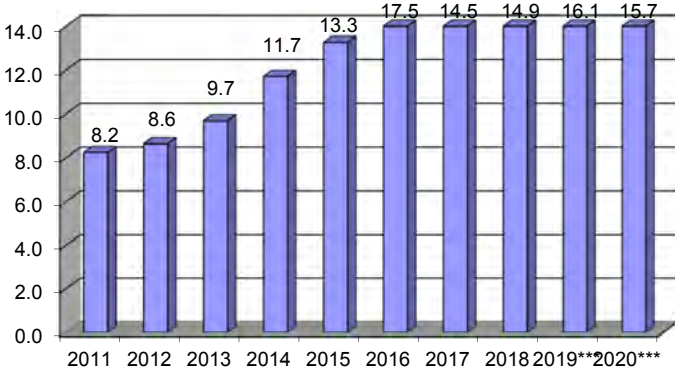
Water



***budget

In 2020, charges for water services represent 88.9% of all water revenues. The proposed budget does not include a rate increase, but a five-year schedule of proposed rate increases will be taken to the city council in September.

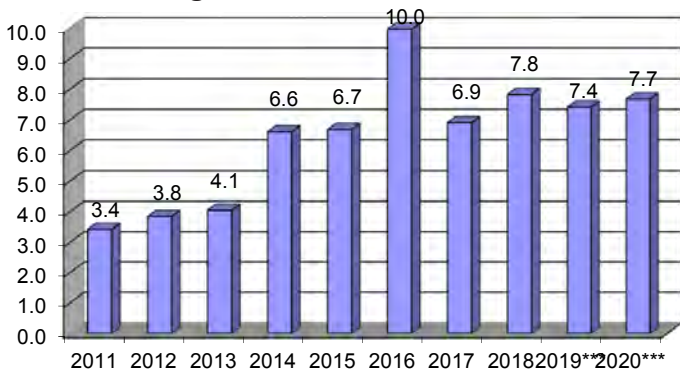
Sewer



***budget

The sewer utility will receive 95.6% of its revenue from charges for services in 2020. A rate increase of 2% was adopted in 2017 for 2020.

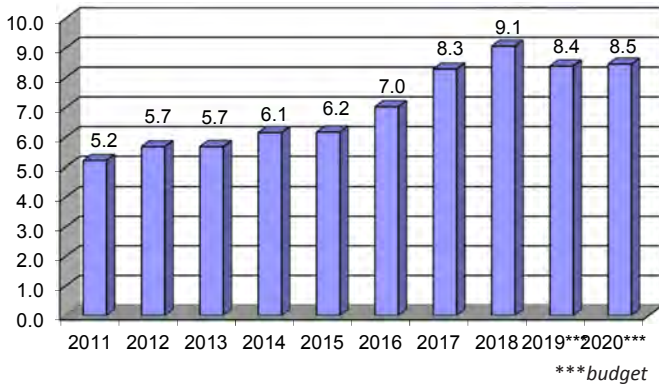
Storm Drainage



***budget

In 2020, Storm Drainage will receive 99.8% of its revenue from charges for services. There is no rate increase; we anticipate a rate study in 2020.

Sanitation

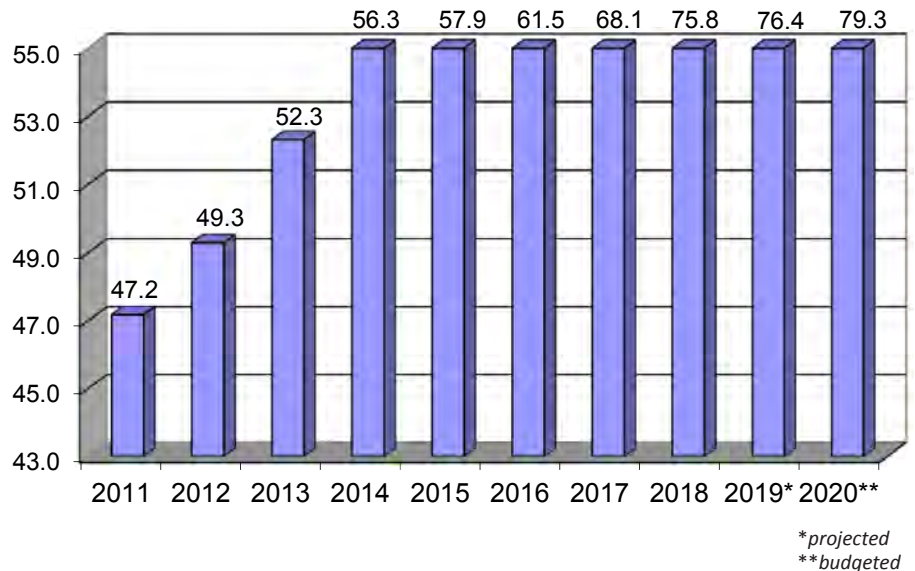


Sanitation will receive 99.3% of its 2020 revenues from charges for service. Sanitation rates changed April 1, 2017, to include a new composting service and rebalancing of sanitation rates.

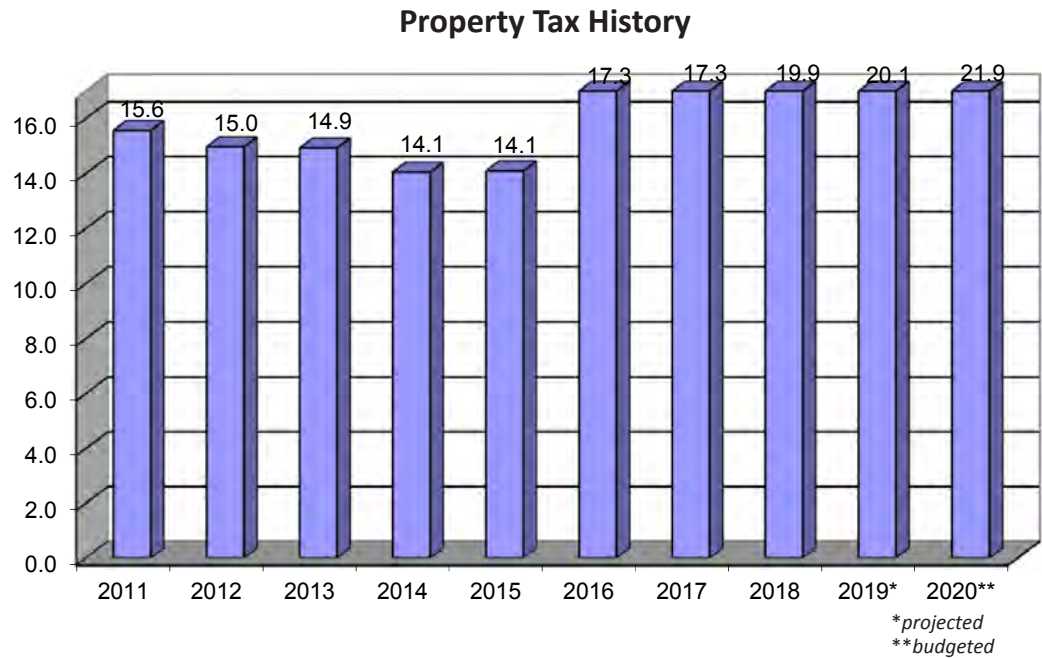
Taxes represent 33%, or \$117.1 million, and include citywide sales and use, property, cigarette, and franchise taxes.

Sales and Use Tax originated on January 1, 1969, at 2%. In June 1985 the sales and use tax was increased by 0.75% for exclusive use on street system expenditures. Further, in November 2000 voters approved an initiative to increase sales and use tax by 0.2% for the acquisition and maintenance of open space. In November 2006, voters approved an increase of 0.325% to fund additional public safety needs, and in November 2017 voters approved another increase of 0.255% for public safety needs. Sales and use tax, the City’s largest single revenue source, accounts for 43.1% 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



Property Tax accounts for 22% of the General Fund’s revenue. In 1991 the City increased the property tax mill levy to fund additional public safety positions. This mill levy increase temporarily reversed the trend of declining or flat property tax revenue. From 1995 to 2009 there was a real increase in property tax receipts each year peaking at \$14.4 million in 2009. However, since 2010 those receipts decreased annually until 2015 and reversed the declining trend. The mill levy has remained at 13.42 mills since 1991. Property tax also goes into the Downtown Development Authority Fund (5.000 mills) and the General Improvement District Fund (6.798 mills). The 2020 budget is based on preliminary assessed valuations from the county assessor’s office.



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

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

Fund Balance is a source of funds that is used primarily for funding capital and one-time purchases. In 2020, \$23,092,261, or 6.5%, of the total sources of funds will come from the use of fund balance.

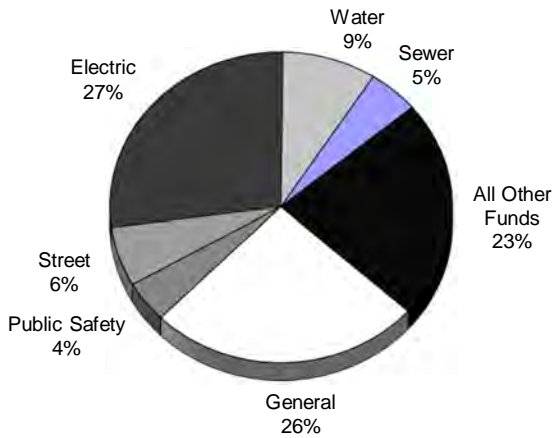
Interfund Transfers are payments from the City's enterprise funds for services provided by the General Fund. These include services such as utility billing, accounting, purchasing, human resources, permitting, city clerk functions, and city attorney services. This revenue is based on an estimate of time 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 7.8% of the General Fund's total revenues.

Interest and Other Sources are 4.1% of the City's sources of funds. Interest earnings are estimated at \$1,224,206 for 2020, and all other sources are \$12.2 million and include intergovernmental funds from Boulder County, state and federal governments; fines; proceeds from bonds and advances; and miscellaneous sources.

2020 OPERATING BUDGET: Uses of Funds

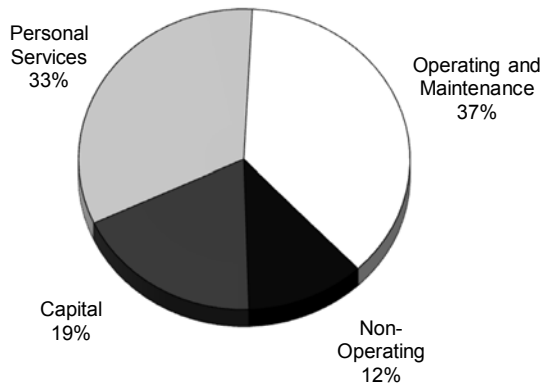
The City of Longmont’s 2020 Operating Budget totals \$353,906,708.

Expenditures by Fund



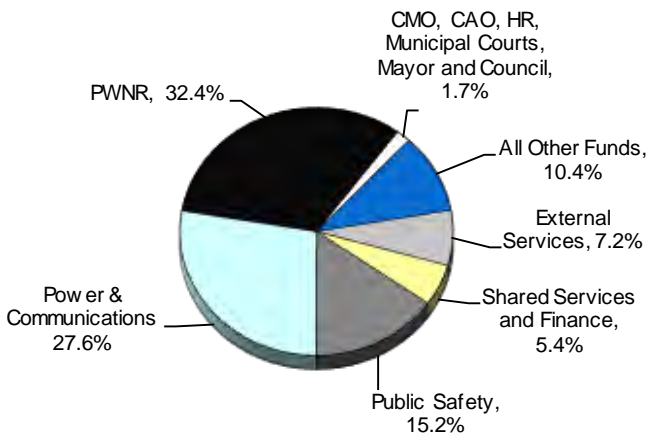
Expenditures in the largest funds include General Fund, \$91.7 million; Electric Fund, \$96.5 million; Water Fund, \$31.3 million; and Street Fund, \$21.9 million. These funds will account for 68.2% of all City expenditures in 2020. Other funds include Sewer, \$16.9 million; Storm Drainage, \$8.1 million; Open Space, \$4.8 million; Public Improvement, \$9.5 million; Sanitation, \$9.0 million; Fleet, \$8.4 million; Public Safety, \$15.2 million; and several minor funds.

Expenditures by Category



Budgeted expenditures, by category, are personal services, \$115.7 million, which includes salaries, wages and benefits; operating and maintenance, \$131.2 million, which includes routine operating expenditures; non-operating, \$41.5 million, which includes interfund transfers and interest payments; and capital, \$65.5 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, \$114.5 million (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, \$97.7 million; Public Safety Department, \$53.9 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund); Shared Services and Finance Department, \$19.3 million (services include Accounting, Budget, Enterprise Technology Services, Purchasing and Contracts, Risk Management, Utility Billing, Recovery Office, City Clerk’s Office and Fleet); External Services Department, \$25.7 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, Airport,

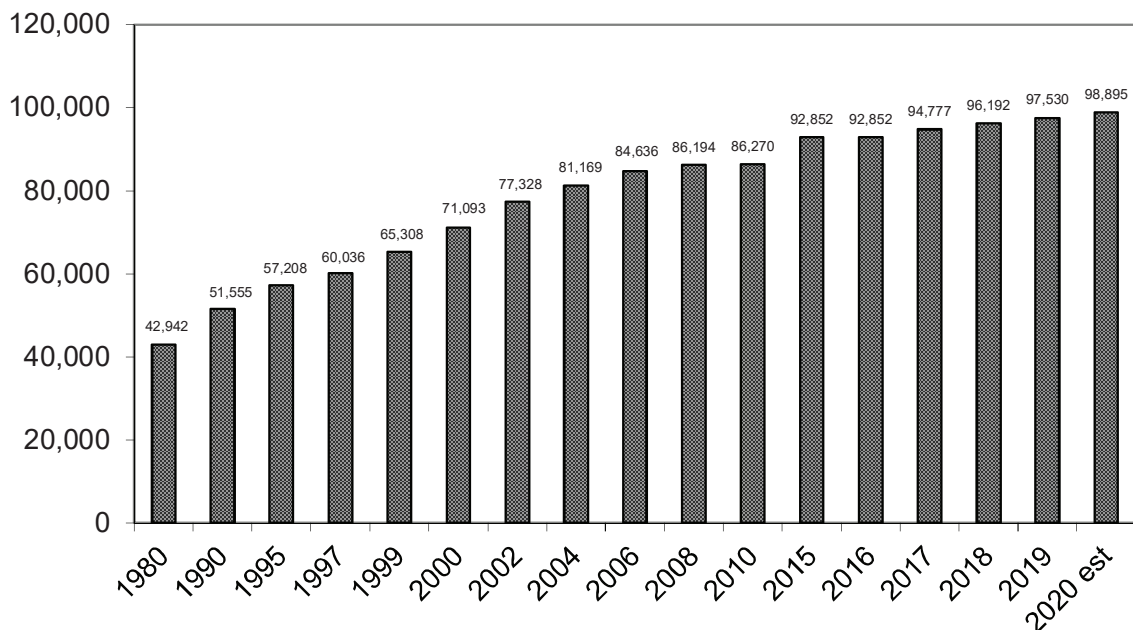
Redevelopment, Economic Development Programs and Planning & Development Services); City Manager’s Office, \$1.9 million; City Attorney’s Office, \$1.4 million; Judicial Department, \$926,768; Mayor and Council, \$511,677; and Human Resources, \$1.2 million. The remaining funds total \$36.9 million and 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.

2016 - 2020 Budgeted FTE Positions by Department

Department	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2019-2020 Change
Mayor and Council	7.00	7.00	7.00	7.00	7.00	0.00
City Manager	6.50	6.50	7.50	7.00	8.75	1.75
City Attorney	7.50	7.50	8.00	8.00	10.00	2.00
City Clerk	0.00	0.00	0.00	0.00	0.00	0.00
Human Resources	8.00	8.00	8.00	8.00	8.00	0.00
Judicial Department	8.50	8.50	8.50	8.50	8.50	0.00
Shared Services and Finance	84.83	90.88	93.98	97.88	93.63	-4.25
External Services	145.18	153.06	156.01	150.61	156.75	6.14
Power and Communications	98.90	100.10	100.84	100.84	108.04	7.20
Public Safety	295.50	301.50	303.50	332.00	354.00	22.00
Public Works and Natural Resources	224.35	232.90	240.06	247.16	249.46	2.30
Downtown Development Authority	3.00	2.80	2.80	3.71	3.63	-0.08
TOTAL	889.26	918.74	936.19	970.70	1007.76	37.06

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 - 2020



Summary of Financing Sources and Uses

	2018 Actual	2019 Budget	2020 Budget
<u>Revenues and Other Financing Sources</u>			
Taxes	96,499,609	111,766,409	117,077,070
Licenses and Permits	4,081,742	2,932,947	4,836,457
Intergovernmental Revenue	3,968,257	4,184,746	5,495,339
Charges for Service	143,199,308	162,618,378	169,515,754
Fines and Forfeits	764,100	755,800	891,400
Interest Earnings	1,924,363	809,982	1,224,206
Interfund Transfers	4,933,128	26,819,817	25,951,298
Miscellaneous	2,739,759	1,978,114	3,084,268
Proceeds from Advance	-	684,752	2,738,655
Proceeds from Bonds	-	36,291,600	-
Proceeds from Lease Purchase	-	-	-
Contribution from/(to) Fund Balance	(7,383,515)	14,395,562	23,092,261
TOTAL SOURCES	\$ 250,726,750	\$ 363,238,107	\$ 353,906,708

Expenditures and Other Financing Uses

Personal Services	91,482,042	107,585,844	115,651,867
Operating and Maintenance	104,684,646	124,824,262	131,173,962
Non-Operating	8,526,484	33,559,962	41,547,926
Capital	35,689,076	97,268,039	65,532,953
TOTAL USES	\$ 240,382,247	\$ 363,238,107	\$ 353,906,708

2020 CONSOLIDATED FUND STATEMENT Sources of Funds and Expenses

The 2020 Consolidated Fund Statement on the following pages includes the sources of funds and expenses by category for each fund included in the 2020 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.

2020 CONSOLIDATED FUND STATEMENT

	General Fund	Electric and Broadband Fund	Water Fund	Sewer Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 17,005,436	\$ 8,902,581	\$ 24,713,551	\$ 10,998,527
 <i>SOURCES OF FUNDS</i>				
Taxes	67,719,711	-	-	-
Licenses and Permits	2,608,457	-	-	-
Intergovernmental Revenue	577,703	-	-	138,552
Charges for Service	15,434,440	90,343,470	21,322,196	15,726,400
Fines and Forfeits	891,400	-	-	-
Interest Earnings	45,000	85,000	95,100	59,600
Interfund Transfers	493,793	249,689	2,346,307	519,962
Miscellaneous	758,135	212,500	195,000	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 88,528,639	 90,890,659	 23,958,603	 16,444,514
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	65,503,208	11,535,986	6,428,648	4,405,468
Operating and Maintenance	21,328,516	68,754,896	8,666,735	5,085,181
Non-Operating	4,464,257	7,230,568	5,066,089	4,750,982
Capital	362,970	8,985,766	11,134,951	2,664,969
 TOTAL EXPENSES	 91,658,951	 96,507,216	 31,296,423	 16,906,600
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 13,875,124	\$ 3,286,024	\$ 17,375,731	\$ 10,536,441
Contribution to/(from) Fund Balance	(3,130,312)	(5,616,557)	(7,337,820)	(462,086)

2020 CONSOLIDATED FUND STATEMENT

	Street Improvement Fund	Sanitation Fund	Golf Fund	Storm Drainage Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 4,463,075	\$ 3,029,785	\$ 1,307,865	\$ 1,543,728
 SOURCES OF FUNDS				
Taxes	20,664,473	-	-	-
Licenses and Permits	15,000	-	-	-
Intergovernmental Revenue	1,150,326	-	-	-
Charges for Service	-	8,455,500	2,708,533	7,684,374
Fines and Forfeits	-	-	-	-
Interest Earnings	24,070	9,956	20,000	9,200
Interfund Transfers	-	-	-	-
Miscellaneous	10,000	47,000	129,626	5,600
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	21,863,869	8,512,456	2,858,159	7,699,174
 EXPENSES BY CATEGORY				
Personal Services	4,323,858	2,746,738	1,304,165	2,205,154
Operating and Maintenance	6,331,993	5,354,842	1,350,958	2,129,932
Non-Operating	392,693	699,433	150,978	3,034,614
Capital	10,914,637	211,683	120,000	698,172
TOTAL EXPENSES	21,963,181	9,012,696	2,926,101	8,067,872
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 4,363,763	\$ 2,529,545	\$ 1,239,923	\$ 1,175,030
Contribution to/(from) Fund Balance	(99,312)	(500,240)	(67,942)	(368,698)

2020 CONSOLIDATED FUND STATEMENT

	Fleet Fund	Airport Fund	Public Improvement Fund	CDBG/HOME Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 17,682,989	\$ 451,426	\$ 621,975	\$ 2,023,584
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	6,674,706	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	956,238
Charges for Service	-	510,059	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	242,803	-	168,464	-
Interfund Transfers	10,549,634	-	2,000,000	-
Miscellaneous	450,000	637,000	-	50,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 11,242,437	 1,147,059	 8,843,170	 1,006,238
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	1,748,964	144,899	125,464	532,711
Operating and Maintenance	2,490,618	256,576	51,000	473,527
Non-Operating	20,088	948	2,639,048	-
Capital	4,098,564	960,000	6,649,193	-
 TOTAL EXPENSES	 8,358,234	 1,362,423	 9,464,705	 1,006,238
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 20,567,192	\$ 236,062	\$ 440	\$ 2,023,584
Contribution to/(from) Fund Balance	2,884,203	(215,364)	(621,535)	-

2020 CONSOLIDATED FUND STATEMENT

	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund	Transportation CIF Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 8,253,000	\$ 1,185,385	\$ 3,987,897	\$ 2,850,176
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	2,113,000	-	-	-
Intergovernmental Revenue	-	850,000	-	-
Charges for Service	-	-	863,000	853,704
Fines and Forfeits	-	-	-	-
Interest Earnings	38,423	6,399	80,000	605
Interfund Transfers	-	-	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	2,151,423	856,399	943,000	854,309
 EXPENSES BY CATEGORY				
Personal Services	-	35,518	-	-
Operating and Maintenance	-	176,879	-	-
Non-Operating	-	-	-	-
Capital	3,276,983	545,000	1,200,000	900,000
TOTAL EXPENSES	3,276,983	757,397	1,200,000	900,000
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 7,127,440	\$ 1,284,387	\$ 3,730,897	\$ 2,804,485
Contribution to/(from) Fund Balance	(1,125,560)	99,002	(257,000)	(45,691)

2020 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>	\$ 13,989	\$ 768,305	\$ 8,694,481	\$ 25,051,850
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	1,686,600	2,323,500
Fines and Forfeits	-	-	-	-
Interest Earnings	-	-	43,500	115,100
Interfund Transfers	-	202,966	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 -	 202,966	 1,730,100	 2,438,600
 EXPENSES BY CATEGORY				
Personal Services	-	99,453	-	-
Operating and Maintenance	-	103,982	-	500,000
Non-Operating	-	-	519,962	2,346,307
Capital	-	100,000	-	3,561,800
 TOTAL EXPENSES	 -	 303,435	 519,962	 6,408,107
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 13,989	\$ 667,836	\$ 9,904,619	\$ 21,082,343
Contribution to/(from) Fund Balance	-	(100,469)	1,210,138	(3,969,507)

2020 CONSOLIDATED FUND STATEMENT

	Raw Water Storage Fund	Water Acquisition Fund	Callahan House Fund	DDA Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 8,358	\$ 807,347	\$ 37,722	\$ 5,370,352
 SOURCES OF FUNDS				
Taxes	-	-	-	1,206,085
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	35,000
Charges for Service	-	5,000	47,900	118,400
Fines and Forfeits	-	-	-	-
Interest Earnings	-	3,900	200	5,700
Interfund Transfers	-	-	85,470	32,600
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	2,738,655
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	-	8,900	133,570	4,136,440
 EXPENSES BY CATEGORY				
Personal Services	-	-	99,473	331,919
Operating and Maintenance	-	100,000	36,572	1,469,975
Non-Operating	-	-	-	2,751,155
Capital	-	-	-	2,293,438
TOTAL EXPENSES	-	100,000	136,045	6,846,487
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 8,358	\$ 716,247	\$ 35,247	\$ 3,326,672
Contribution to/(from) Fund Balance	-	(91,100)	(2,475)	\$ (2,710,047)

2020 CONSOLIDATED FUND STATEMENT

	GID #1 Fund	Downtown Parking Fund	Affordable Housing Fund	Open Space Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 159,221	\$ 245,507	\$ 4,625,000	\$ 3,284,280
 SOURCES OF FUNDS				
Taxes	150,928	-	-	4,490,527
Licenses and Permits	-	100,000	-	-
Intergovernmental Revenue	-	-	-	177,957
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	1,800	4,200	-	80,462
Interfund Transfers	-	-	1,243,543	-
Miscellaneous	-	-	175,000	55,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 152,728	 104,200	 1,418,543	 4,803,946
 EXPENSES BY CATEGORY				
Personal Services	28,141	46,266	178,447	494,713
Operating and Maintenance	91,512	35,585	935,641	1,101,472
Non-Operating	131	-	-	2,710,513
Capital	-	10,000	-	483,026
 TOTAL EXPENSES	 119,784	 91,851	 1,114,088	 4,789,724
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 192,165	\$ 257,856	\$ 4,929,455	\$ 3,298,502
Contribution to/(from) Fund Balance	32,944	12,349	304,455	14,222

2020 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>	\$ 101,825	\$ 177,546	\$ 2,628,410	\$ 157,699	\$ 60,301
 SOURCES OF FUNDS					
Taxes	-	-	13,022,527	-	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	-	-	1,208,927	-	30,636
Charges for Service	-	228,000	40,440	-	119,900
Fines and Forfeits	-	-	-	-	-
Interest Earnings	1,000	-	50,000	1,000	754
Interfund Transfers	-	-	-	-	308,877
Miscellaneous	92,613	50,500	-	88,000	125,694
Proceeds from Advance	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-
TOTAL SOURCES OF FUNDS	93,613	278,500	14,321,894	89,000	585,861
 EXPENSES BY CATEGORY					
Personal Services	88,891	103,948	11,912,297	2,000	106,340
Operating and Maintenance	7,110	220,576	2,313,404	46,500	511,241
Non-Operating	-	-	77,026	20,500	-
Capital	-	-	892,523	-	-
TOTAL EXPENSES	96,001	324,524	15,195,250	69,000	617,581
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 99,437	\$ 131,522	\$ 1,755,054	\$ 177,699	\$ 28,581
Contribution to/(from) Fund Balance	(2,388)	(46,024)	(873,356)	20,000	(31,720)

2020 CONSOLIDATED FUND STATEMENT

	Museum Trust Fund	Probation Services Fund	Judicial Wedding Fee Fund	Park Grants and Donations	Park and Greenway Maintenance Fund	Lodgers Tax Fund	Village at the Peaks Fund
<i>BEGINNING</i>							
<i>FUND BALANCE</i>	\$ 65,701	\$ 55,930	\$ 8,989	\$ 71,796	\$ 544,253	\$ 46,314	\$ 1,377,351
SOURCES OF FUNDS							
Taxes	-	-	-	-	-	516,889	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-	250,000
Charges for Service	28,500	45,000	3,000	-	967,838	-	-
Fines and Forfeits	-	-	-	-	-	-	-
Interest Earnings	-	1,500	-	203	267	-	30,000
Interfund Transfers	-	-	-	-	-	-	1,895,224
Miscellaneous	-	-	-	2,600	-	-	-
Proceeds from Advance	-	-	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-	-	-
TOTAL SOURCES OF FUNDS	28,500	46,500	3,000	2,803	968,105	516,889	2,175,224
EXPENSES BY CATEGORY							
Personal Services	-	82,506	2,000	-	-	-	-
Operating and Maintenance	28,500	8,556	-	3,600	75,000	516,889	3,800
Non-Operating	-	-	-	-	5,000	-	2,173,410
Capital	-	-	-	-	836,131	-	-
TOTAL EXPENSES	28,500	91,062	2,000	3,600	916,131	516,889	2,177,210
<i>ENDING</i>							
<i>FUND BALANCE</i>	\$ 65,701	\$ 11,368	\$ 9,989	\$ 70,999	\$ 596,227	\$ 46,314	\$ 1,375,365
Contribution to/(from) Fund Balance	-	(44,562)	1,000	(797)	51,974	-	(1,986)

2020 CONSOLIDATED FUND STATEMENT

	Longmont Urban Renewal Fund	Utility Billing CIS Fund	Sustainability Fund	Special Retail Marijuana Tax Fund	GRAND TOTAL, ALL FUNDS
<i>BEGINNING</i>					
<i>FUND BALANCE</i>	\$ 6,917	\$ -	\$ -	\$ 9,400	\$ 163,399,825
 <i>SOURCES OF FUNDS</i>					
Taxes	2,357,224	-	-	274,000	117,077,070
Licenses and Permits	-	-	-	-	4,836,457
Intergovernmental Revenue	-	-	120,000	-	5,495,339
Charges for Service	-	-	-	-	169,515,754
Fines and Forfeits	-	-	-	-	891,400
Interest Earnings	-	-	-	-	1,224,206
Interfund Transfers	-	5,300,000	723,233	-	25,951,298
Miscellaneous	-	-	-	-	3,084,268
Proceeds from Advance	-	-	-	-	2,738,655
Proceeds from Bonds	-	-	-	-	-
TOTAL SOURCES OF FUNDS	2,357,224	5,300,000	843,233	274,000	330,814,447
 <i>EXPENSES BY CATEGORY</i>					
Personal Services	-	664,667	370,025	-	115,651,867
Operating and Maintenance	-	2,186	473,208	137,000	131,173,962
Non-Operating	2,357,224	-	-	137,000	41,547,926
Capital	-	4,633,147	-	-	65,532,953
TOTAL EXPENSES	2,357,224	5,300,000	843,233	274,000	353,906,708
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 6,917	\$ -	\$ -	\$ 9,400	\$ 140,973,931
Contribution to/(from) Fund Balance	-	-	-	-	(23,092,261)



2020 BUDGET PRIORITIZATION DESIRED RESULTS and PERFORMANCE MEASURES



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LIVABLE CENTERS, CORRIDORS, AND NEIGHBORHOODS.....PM 7

- Embrace a compact and efficient pattern of growth
- Promote a sustainable mix of land uses
- Maintain and enhance the character of established neighborhoods
- Focus infill and redevelopment in centers, corridors, and other areas of change
- Support the continued revitalization of Downtown as a community and regional destination
- Provide, maintain, and enhance public infrastructure, facilities, and services to meet the changing needs of the community
- Reinforce Longmont’s unique identity and sense of community
- Create an integrated and quality parks, recreation, greenway, and open space system

A COMPLETE, BALANCED, AND CONNECTED TRANSPORTATION SYSTEM.....PM 11

- Integrate land use and transportation planning to enhance the overall quality of life in the City
- Provide a transportation system that offers safe, healthy, and reliable mobility for people of all ages, income levels, and abilities
- Enhance the transportation system in a manner that improves the economic vitality of the City, while being responsible stewards of limited resources

HOUSING, SERVICES, AMENITIES, AND OPPORTUNITIES FOR ALLPM 13

- Ensure there are affordable and accessible housing options that meet the needs of residents of all ages, abilities, and income levels
- Provide residents in all parts of the City with access to a range of community amenities, including parks, open spaces and recreational opportunities
- Ensure social, health, and human services are accessible to and contribute to the well-being of all residents
- Ensure all Longmont residents have access to arts, cultural, and learning opportunities they need to thrive and prosper
- Protect civil liberties and ensure that all residents have equitable access to resources and opportunities to participate in the community and enjoy life
- Recognize and celebrate the cultural diversity of Longmont’s residents

A SAFE, HEALTHY, AND ADAPTABLE COMMUNITYPM 17

- Support healthy and active lifestyles among residents of all ages
- Support increased access to affordable, healthy food
- Ensure residents have access to health and human services
- Partner with our community to ensure the best level of proactive, reactive and coactive public safety services are available
- Minimize risks to property, infrastructure, and lives due to natural disasters and other natural or manmade hazards

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RESPONSIBLE STEWARDSHIP OF OUR RESOURCES.....PM 21

- Protect and conserve Longmont’s natural resources and environment
- Maintain a quality renewable water supply to meet the long-term needs of the community
- Preserve Longmont’s historic and cultural resources
- Preserve Longmont’s agricultural resources
- Recognize and enhance the ecological functions of the City’s system of parks, open space, greenways, waterways, and urban forest
- Strive to be as efficient and effective as possible as a City organization

JOB GROWTH AND ECONOMIC VITALITY THROUGH INNOVATION AND COLLABORATION ..PM 25

- Recruit, support, incentivize, and retain quality businesses to provide a comprehensive range of job opportunities and promote economic diversity
- Promote and increase opportunities for collaboration, innovation, and entrepreneurship
- Address building space, infrastructure needs, and other considerations of target industries and the workforce
- Foster an educated and skilled workforce that meets the needs of local businesses and increases economic opportunities for residents
- Ensure Longmont is a desirable place to live, work, play, learn, and start a business
- Maintain a safe and efficient airport to meet the City’s needs for commerce and recreation aviation

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE..... PM 27

- Deliver responsive, timely, efficient operations that support City services
- Provide assurance of compliance with regulations, mandates, policies and best practices
- Maintain clear, ethical, inclusive, accountable, transparent leadership and collaboration
- Protect, invest in and value the City’s human, physical and technological resources
- Implement sound fiscal policies and enable trust and transparency by ensuring accountability, efficiency, integrity, and best practices in all operations



About Budget Prioritization



On June 28, 2016, the Longmont City Council adopted the Envision Longmont Multimodal & Comprehensive Plan, which provides strategic direction and policy guidance for the City. The City's operating budget is based on a budget prioritization process and, for 2020, organized around Envision Longmont's Guiding Principles.

In addition, some measures that were not included in previous budget performance measures have been added to reflect Envision Longmont indicators. It is anticipated that these measures will continue to evolve over time as the budget moves closer to full alignment with Envision Longmont.

To learn more about the budget prioritization process, visit bit.ly/budgetoffice.

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



Desired Result of Government



LIVABLE CENTERS, CORRIDORS, AND NEIGHBORHOODS

1. Embrace a compact and efficient pattern of growth.
2. Promote a sustainable mix of land uses.
3. Maintain and enhance the character of established neighborhoods.
4. Focus infill and redevelopment in centers, corridors, and other areas of change.
5. Support the continued revitalization of Downtown as a community and regional destination.
6. Provide, maintain, and enhance public infrastructure, facilities, and services to meet the changing needs of the community.
7. Reinforce Longmont's unique identity and sense of community.
8. Create an integrated and quality parks, recreation, greenway, and open space system.



LIVABLE CENTERS, CORRIDORS AND NEIGHBORHOODS

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
FINANCE	Sales Tax	Percent change in Central Business District sales tax	24.1%	4.3%	3.4%
COMMUNITY SERVICES	Parking Enforcement	Number of parking tickets in the downtown area	1,452	1,260	1,400
	Community & Neighborhood Resources	Number of neighborhood groups accessing activity funds	34	34	34
	Community & Neighborhood Resources	Number of referral assistance requests fulfilled	3,950	3,000	4,000
	Community & Neighborhood Resources	Translation access/services provided	370	490	520
	Community & Neighborhood Resources	Mediation/facilitation services provided	580	604	630
	Community & Neighborhood Resources	Number of city block gatherings accessing Discover Neighbor Fund	28	19	24
	Community & Neighborhood Resources	Number of neighborhood groups accessing improvement funds	10	10	7
	Community & Neighborhood Resources	Education attendance: landlord training, tenant training, fair housing, conflict resolution	750	2,156	2,500



Desired Result of Government



A COMPLETE, BALANCED, AND CONNECTED TRANSPORTATION SYSTEM

1. Integrate land use and transportation planning to enhance the overall quality of life in the city.
2. Provide a transportation system that offers safe, healthy, and reliable mobility for people of all ages, income levels, and abilities.
3. Enhance the transportation system in a manner that improves the economic vitality of the city, while being responsible stewards of limited resources.



A COMPLETE, BALANCED AND CONNECTED TRANSPORTATION SYSTEM

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
PUBLIC WORKS AND NATURAL RESOURCES	Engineering Services	Road rehab expenditures per paved lane mile	\$ 4,946.83	\$ 4,611.46	\$ 5,119.74
	Engineering Services	Road rehab expenditures per capita	\$61.04	\$61.89	\$72.18
	Engineering Services	Resurfacing expenditures	\$4,218,000	\$ 3,998,000	\$ 4,757,000
	Engineering Services	NFIP community rating	8	5	5
	Engineering Services	Total VMT per capita on arterial and collector roadways	3,763	3,800	4,000
	Engineering Services	Number of intersections exceeding the level-of-service and volume-to-capacity ratio	3	4	4

Desired Result of Government



HOUSING, SERVICES, AMENITIES, AND OPPORTUNITIES FOR ALL

1. Ensure that there are affordable and accessible housing options that meet the needs of residents of all ages, abilities, and income levels.
2. Provide residents in all parts of the city with access to a range of community amenities, including parks, open spaces and recreational opportunities.
3. Ensure that social, health, and human services are accessible to and contribute to the well-being of all residents.
4. Ensure that all Longmont residents have access to arts, cultural, and learning opportunities they need to thrive and prosper.
5. Protect civil liberties and ensure that all residents have equitable access to resources and opportunities to participate in the community and enjoy life.
6. Recognize and celebrate the cultural diversity of Longmont's residents.



HOUSING, SERVICES, AMENITIES, AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
COMMUNITY SERVICES	Senior Services	Annual number of students in SeniorNet Computer Learning Center for older adults	1,655	2,000	1,800
	CDBG	Percentage of affordable housing units	6.20%	5.85%	6.03%
	CDBG	Number of affordable housing (AH) units added annually	115	6	70
		AH units lost annually	1	—	2
		Net gain (loss)	114	6	68
	Library	Total visitation	N/A	430,000	440,000
	Library	Total visits to Library website	291,678	300,000	300,000
	Library	Unique visitors to Library website	N/A	75,000	80,000
	Library	Total Library circulation	1,017,646	1,100,000	1,200,000
	Library	Circulation rate per capita	10.6	11.5	11.7
	Library	Reference transactions per 1,000 population	566	614	610
	Library	Program attendance per 1,000 population	704.31	400	550
	Library	Number of children/teen sessions in the PC Lab	10,108	11,500	11,000
	Library	Number of sessions in the PC lab	91,505	75,000	72,000
	Library	Participants in children/teen summer reading program	3,226	3,189	3,200
	Library	Child participants in Discovery Days, summer camps, school trunks and school tours	13,545	14,000	16,000

HOUSING, SERVICES, AMENITIES, AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
COMMUNITY SERVICES	Children, Youth and Families	Counseling/parent education - youth/families served showing improvement	86%	86%	87%
	Children, Youth and Families	Number of preschool children enrolled in Mayor's Book Club	7,113	7,000	7,200
	Children, Youth and Families	Community education levels: - Those age 25+ with a high school diploma	87.30%	87.50%	87.75%
		- Those age 25+ with a bachelor's degree	30.90%	31%	31%
		High school drop-out rate	1.40%	1.40%	1.40%
		- Male	1.80%	1.80%	1.80%
		- Female	1.10%	1.10%	1.00%
	Museum	Total attendance	60,144	60,107	65,621
	Museum	Total operating expenses	\$1,568,069	\$1,802,739	\$1,800,000
	Museum	Percentage of operating expenses funded from non-General Fund sources	33%	37%	37%
	Museum	Attendance at Dia de los Muertos exhibition and community event	3,397	6,347	6,500
	Museum	Art in Public Places permanent and temporary public art projects, including significant conservation projects	5	7	6
	Recreation and Golf Services	Rhythm on the River attendance (estimated)	20,000	20,000	20,000
	Recreation and Golf Services	Longmont Lights attendance (estimated)	15,000	15,000	15,000

HOUSING, SERVICES, AMENITIES, AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
COMMUNITY SERVICES	Community & Neighborhood Resources	Inclusive Communities Celebration attendance (estimated)	700	–	900
	Community & Neighborhood Resources	Number of multicultural events cosponsored by the Multicultural Action Committee	11	11	10
	Community & Neighborhood Resources	Attendance at multicultural events event cosponsored by the Multicultural Action Committee	8,800	17,250	18,000
COMMUNITY SERVICES CITY MANAGER'S OFFICE	Community & Neighborhood Resources <i>and</i> City Manager's Office	Number of substantial community involvement processes	6	12	6
CITY MANAGER'S OFFICE	City Manager's Office	Overall quality of life - percentage of residents responding "good" or "excellent"	87%	N/A	87%

Desired Result of Government

A SAFE, HEALTHY, AND ADAPTABLE COMMUNITY

1. Support healthy and active lifestyles among residents of all ages.
2. Support increased access to affordable, healthy food.
3. Ensure that residents have access to health and human services.
4. Partner with our community to ensure that the best levels of proactive, reactive and coactive public safety services are available.
5. Minimize risks to property, infrastructure, and lives due to natural disasters and other natural or manmade hazards.



A SAFE, HEALTHY, AND ADAPTABLE COMMUNITY

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
PUBLIC SAFETY	Fire	Value of property damage due to fire	\$5,497,354	\$1,522,646	\$1,705,657
	Fire	Value of property saved	\$115,164,146	\$56,921,908	\$63,752,537
	Fire	Number of fires	176	198	224
	Fire	Structure fires in urban area confined to building of origin	100%	100%	100%
	Fire	Fires interceded before extending beyond room of origin	90%	90%	90%
	Fire	Median emergency response time (tone to arrival)	4:47	4:49	4:49
	Fire	Civilian deaths related to fire	1	1	1
	Fire	Civilian injuries related to fire	4	4	4
	Fire	On-duty firefighter deaths	0	0	0
	Fire	On-duty firefighter injuries	9	13	11
	Fire	Cardiac arrest survival rate (national average 9.4%)	46%	52%	55%
	Fire	Cardiac arrest survival rate if CPR is initiated prior to FSD arrival (national average 33.3%)	76%	78%	78%
	Fire	Total Inspections; includes fire crew inspections and codes and planning	3,786	4,380	4,400
	Fire	Total outreach and education contacts	9,263	9,363	9,563

A SAFE, HEALTHY, AND ADAPTABLE COMMUNITY

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
JUDICIAL DEPARTMENT	Court	Percent of warrants issued within 7 days	100%	100%	100%
	Court	Collection of overdue fines and fees (collection agency)	N/A	6%	6%
	Probation	Successful completion of probation - adult	79%	80%	85%
	Probation	Successful completion of probation - juvenile	60%	60%	60%
	Probation	Recidivism rate - adult	3%	10%	10%
	Probation	Recidivism rate - juvenile	8%	10%	10%
	Probation	Restitution collection - adult	97%	95%	95%
COMMUNITY SERVICES	Parking Enforcement	Disability parking tickets	174	136	165
	Children, Youth & Families	Meals served in after-school and summer meal programs	17,050	22,000	25,000
	Recreation and Golf Services	Recreation center visitors and recreation program participants	773,500	775,000	800,000
	Recreation	Number of recreation centers/ 30,000 population	1	1	1
	Senior Services	Number of senior services resources education and support programs offered	136	90	90
	Senior Services	Number of visits by older persons to senior center programs (senior and staff led)	57,500	66,000	62,000
	Senior Services	Number of senior wellness activities available each quarter	225	80	150
	Senior Services	Number of unduplicated clients seen by senior services resource staff/visits	713/2,812	700/2,600	750/3,000



Desired Result of Government



RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

1. Protect and conserve Longmont's natural resources and environment.
2. Maintain a quality renewable water supply to meet the long-term needs of the community.
3. Preserve Longmont's historic and cultural resources.
4. Preserve Longmont's agricultural resources.
5. Recognize and enhance the ecological functions of the City's system of parks, open space, greenways, waterways, and urban forest.
6. Strive to be as efficient and effective as possible as a City organization.



RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
POWER & COMMUNICATIONS	Engineering	Electric system average interruption frequency index - not more than 1 event per year per customer	0.6	0.8	0.5
	Engineering	Electric system average interruption duration index - not more than 80 minutes per customer per event	29.1	34	30
	Engineering	Electric customer average interruption duration index	58.1	60	60
	Administration	NextLight network uptime	100%	99.99%	99.99%
	Customer Service	Electric residential reliability rating (% somewhat/very satisfied)	N/A	N/A	95%
	Customer Service	Electric commercial reliability rating (% somewhat/very satisfied)	N/A	N/A	95%
	Customer Service	Electric key account reliability rating (% good/excellent)	N/A	N/A	100%
	Customer Service	Electric residential overall satisfaction (10-point scale)	N/A	N/A	8.8
	Customer Service	Electric commercial overall satisfaction (10-point scale)	N/A	N/A	8.8
	Customer Services	Electric key account overall satisfaction (10-point scale)	N/A	N/A	9.4
	Customer Service	Electric residential value rating (% good/excellent)	N/A	N/A	95%
	Customer Service	Electric commercial value rating (% good/excellent)	N/A	N/A	95%
	Customer Service	Electric key account value rating (% good/excellent)	N/A	N/A	100%
	Customer Service	Electric residential environmental rating (right amount of emphasis on energy efficiency/conservation)	N/A	N/A	80%

RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
POWER & COMMUNICATIONS	Customer Service	Electric commercial environmental rating (% somewhat/very satisfied with energy services)	N/A	N/A	90%
	Customer Service	Electric key account environmental rating (% somewhat/very satisfied with energy services)	N/A	N/A	100%
	Customer Service	Electric customer contact overall satisfaction rating (% satisfied)	97%	97%	97%
	Customer Service	Electric construction project satisfaction rating (% acceptable/very effective)	N/A	100%	100%
	Administration	NextLight initial sales order experience satisfaction (10-point scale)	9.4	9.4	9.4
	Administration	NextLight service installation satisfaction (10-point scale)	9.3	9.2	9.3
	Administration	NextLight internet speed and reliability (10-point scale)	9.0	9.0	9.1
	Administration	NextLight digital voice quality satisfaction (10-point scale)	8.9	9.4	9.4
	Customer Service	Electric consumption in city facilities (in million kWh)	21	21	21
	Customer Service	Natural gas consumption in city facilities (in therms)	789,195	710,000	725,000
	Customer Service	Energy Efficient Market Place - kWh reductions - CO ₂ reductions in pounds	included with Residential Homes Program below	245,000 411,000	282,000 473,760
	Customer Service	Commercial Efficiency Business - kWh reductions - CO ₂ reductions in pounds	6,894,000 11,581,920	6,811,000 11,442,480	7,125,000 11,970,000
	Customer Service	Residential Homes Program number of projects/assessments - kWh reductions - CO ₂ reductions in pounds	94 415,000 697,200	125 206,000 346,080	148 215,000 361,200

RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
POWER & COMMUNICATIONS	Customer Service	Percentage non-fossil fuels in LPC's energy mix	19% large hydro 9.7% wind 2% solar	19% large hydro 9.7% wind 2% solar	19% large hydro 9.7% wind 2% solar
	Administration	Residential electric rates (state ranking)	2nd lowest	2nd lowest	2nd lowest
	Administration	Small commercial electric rates (state ranking)	4th lowest	4th lowest	3rd lowest
	Administration	Large commercial electric rates (state ranking)	3rd lowest	2nd lowest	3rd lowest
	Administration	Industrial electric rates (state ranking)	7th lowest	7th lowest	5th lowest

Desired Result of Government



JOB GROWTH AND ECONOMIC VITALITY THROUGH INNOVATION AND COLLABORATION

1. Recruit, support, incentivize, and retain quality businesses to provide a comprehensive range of job opportunities and promote economic diversity.
2. Promote and increase opportunities for collaboration, innovation, and entrepreneurship.
3. Address building space, infrastructure needs, and other considerations of target industries and the workforce.
4. Foster an educated and skilled workforce that meets the needs of local businesses and increases economic opportunities for residents.
5. Ensure that Longmont is a desirable place to live, work, play, learn, and start a business.
6. Maintain a safe and efficient airport to meet the city's needs for commerce and recreational aviation.



JOB GROWTH AND ECONOMIC VITALITY THROUGH INNOVATION AND COLLABORATION

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
PLANNING & DEVELOPMENT SERVICES		Annual unemployment rate compared regionally			
		- Longmont/Boulder County MSA	2.8%	2.8%	2.8%
		- Colorado	3.3%	3.3%	3.3%
		- U.S.	3.5%	3.5%	3.5%
		Average annual wage Longmont/Boulder County MSA	\$64,220	\$51,844	\$51,844
LONGMONT ECONOMIC DEVELOPMENT PARTNERSHIP		Residents living and working in Longmont as a percentage of all residents age 16 and older	46%	46%	46%
		Annual net change in the number of jobs with primary employers	1%	1%	1%
		Net change in primary employment	4%	4%	4%

Desired Result of Government



RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

1. Deliver responsive, timely, efficient operations that support City services.
2. Provide assurance of compliance with regulations, mandates, policies and best practices.
3. Maintain clear, ethical, inclusive, accountable, transparent leadership and collaboration.
4. Protect, invest in and value the City's human, physical and technological resources.
5. Implement sound fiscal policies and enable trust and transparency by ensuring accountability, efficiency, integrity, and best practices in all operations.



RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected	
SHARED SERVICES	Enterprise Technology Services	Central IT expenditures per workstation	\$826	\$900	\$950	
	Enterprise Technology Services	Percent availability for systems	100%	99.99%	99.99%	
	Enterprise Technology Services	Average time for device specialist to resolve helpdesk tickets	3 days	3 days	3 days	
	Purchasing	Amount of purchases made, reviewed or approved by central purchasing office per central purchasing FTE	\$17,800,000	\$18,000,000	\$20,000,000	
	Purchasing	Number of protests filed and sustained	0	0	0	
	Purchasing	Percentage of purchases on purchasing cards	10%	8%	8%	
	Purchasing	Number of protests filed and sustained	0	0	0	
	Purchasing	Percent of purchases on purchasing cards	9%	9%	10%	
	Purchasing	NPI Achievement of Excellence in Procurement Award	N/A	Received	Receive	
	City Clerk		Use of Public Places permits issued:			
			- Special event	130	120	125
			- Block party	20	20	20
	City Clerk		- Alcohol on public places	17	8	10
Total number of liquor licenses and permits			210	255	260	

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
FINANCE	Risk Management	National Council on Compensation Insurance work comp claims modifier	1.07	1	0.8
	Risk Management	Workers' compensation claims per FTE	0.1	0.1	0.09
	Risk Management	General liability claims per FTE	0.04	0.03	0.03
	Risk Management	Auto liability claims per FTE	0.0149	0.01	0.01
	Risk Management	Property claims per FTE	0.002	0.002	0.002
	Budget	GFOA Distinguished Budget Presentation Award	Received	Received	Receive
	Sales Tax	Tax collections resulting from administrative efforts	\$873,785	\$1,004,871	\$600,000
	Sales Tax	Tax collections resulting from field audits	\$563,650	\$303,404	\$300,000
	Sales Tax	Audit collections as a percentage of audit costs	512%	325%	400%
	Sales Tax	Sales tax classes/workshops held	4	4	4
	Sales Tax	Sales/use tax report issued within 10 days of month end	33%	75%	100%
	Administration	2010 Wastewater Revenue Bonds: Standard and Poors	AA	AA	AA
	Administration	2010 Open Space Sales and Use Tax Revenue Bonds:			
		- Standard and Poors	A	A	A
		- Moody's	A1	A1	A1
	Administration	2018 Open Space Sales and Use Tax Revenue Bonds:			
		- Standard and Poors	AA insured	AA insured	AA insured
		- Moody's	A1	A1	A1
	Administration	2013 Wastewater Revenue Bonds: Standard and Poors	AA	AA	AA

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2018 Actual	2019 Estimated	2020 Projected
FINANCE	Administration	2014 Certificates of Participation: Standard and Poors	AA	AA	AA
	Administration	2014 Electric and Broadband Revenue Bonds: Standard and Poors	AA insured	AA insured	AA insured
	Administration	2017 Electric and Broadband Revenue Bonds: Standard and Poors	AA insured	AA insured	AA insured
	Administration	2014 Storm Drainage Revenue Bonds: Standard and Poors	AA	AA	AA
	Administration	2015 Wastewater Revenue Bonds: Standard and Poors	AA	AA	AA
	Administration	2016 Storm Drainage Revenue Refunding Bonds: Standard and Poors	AA	AA	AA
	Administration	2019 Sales and Use Tax Revenue Bonds: Standard and Poors	AA+	AA+	AA+

GENERAL FUND - Fund Summary

Fund Description

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

Revenues

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

A portion of the City's sales and use tax receipts also goes to the General Fund. The City's sales and use tax rate is 3.53% split as follows: Street Fund, 0.75 cents; Open Space, 0.20 cents; Public Safety Fund, 0.58 cents; and 2.0 cents split between the General Fund (85%) and the Public Improvement Fund (15%) per the City's financial policy.

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

2020 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 2020 budget, that amount is \$11,829,490 (13.8%).

The General Fund budget includes a net increase of 5.57 FTEs and brings the total FTEs in the General Fund to 556.19. These changes are detailed on the following page.

Department/Division	Position	FTE
FTE Additions		
<i>Planning and Development Services</i>		
<i>Development Services</i>	Sr Environmental/Sustainability Planner	1.00
<i>City Attorney</i>	Assistant City Attorney II	1.00
<i>Shared Services</i>		
<i>Budget</i>	ERP Business Analyst	1.00
<i>Accounting</i>	Accountant	1.00
<i>Community Services</i>		
<i>Library Services</i>	Library Campus Supervisor	1.00
<i>Senior Services</i>	Seniors Resource Specialist	1.00
<i>Recreation</i>	Administrative Analyst	0.57
<i>Public Works and Natural Resources</i>		
<i>Forestry</i>	Arborist Technician I	2.00
FTE Reductions		
<i>Recovery Office</i>	Flood Recovery Manager	(0.75)
	Administrative Analyst	(2.25)
Net FTE Change to the General Fund		5.57

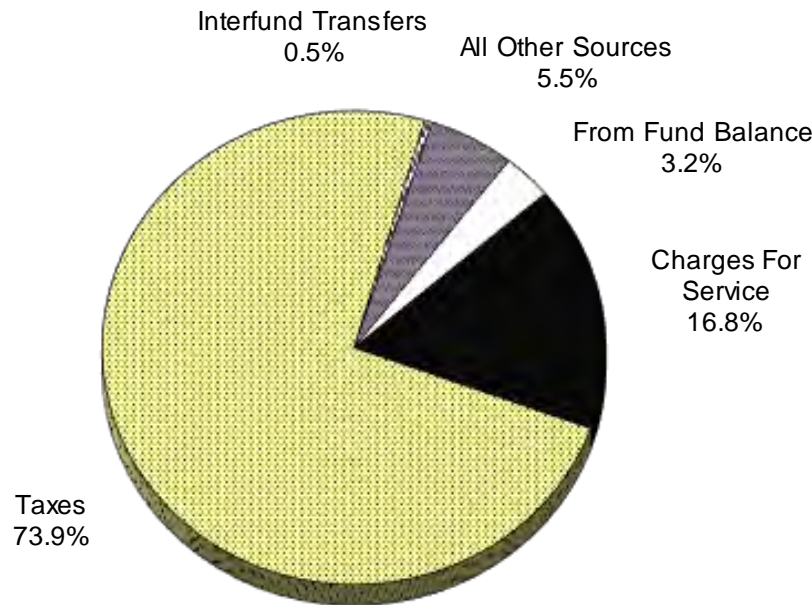
GENERAL FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
SOURCES OF FUNDS			
REVENUES			
Taxes	62,944,237	63,769,761	67,719,711
Licenses and Permits	3,839,908	2,789,947	2,608,457
Intergovernmental	1,248,900	532,575	577,703
Charges for Service	14,906,175	15,483,962	15,434,440
Fines and Forfeits	764,100	755,800	891,400
Interest and Miscellaneous	587,218	474,300	803,135
Interfund Transfers	406,160	370,507	493,793
TOTAL REVENUES	\$84,696,698	\$84,176,852	\$88,528,639
EXPENDITURES BY BUDGET SERVICE			
Finance Administration	326,394	326,858	366,479
Accounting	1,058,408	985,578	1,473,452
Sales Tax	418,460	716,082	413,321
Treasury	299,968	386,479	364,662
Information Desk	64,319	71,205	73,331
Utility Billing	1,721,084	1,830,995	1,869,877
Mail Delivery	64,294	69,718	70,314
Enterprise Technology Services Operations	2,187,898	2,757,651	2,161,122
Enterprise Technology Services Applications	1,313,206	1,386,041	1,149,988
Enterprise Technology Services Telephone System	288,170	365,894	332,224
Risk Management	303,017	328,148	341,674
Safety	147,734	150,506	155,983
Wellness	89,876	87,008	89,079
Purchasing and Contracts	622,222	633,790	693,608
Budget	403,368	410,255	534,525
Human Resources	1,055,369	1,136,476	1,191,923
Community Services Director	1,819,029	1,875,952	1,974,993
Neighborhood Resources	373,236	430,161	414,878
Community Relations	76,675	96,331	95,094
Parking Enforcement	115,257	126,349	134,561
Youth Services	763,918	859,623	1,189,887
Library Administration	509,186	528,240	568,153
Adult Services	968,534	1,081,185	1,104,758

	2018 Actual	2019 Budget	2020 Budget
Children's and Teen Services	451,315	476,386	540,634
Technical Services	681,660	747,026	776,087
Circulation	755,837	794,696	772,299
Museum	869,873	838,763	864,634
Museum Auditorium	218,509	253,555	261,561
Recreation Administration	492,662	468,581	537,812
Recreation Center	1,787,081	1,835,527	1,900,292
Athletics and Team Sports	482,306	512,736	526,866
Recreation for Special Needs	65,892	65,087	53,334
General Programs and Facilities	778,432	795,475	946,945
Outdoor Recreation	35,366	48,226	48,761
Aquatics	1,024,298	1,124,088	1,117,963
Concessions	78,125	61,163	62,933
Community Events	213,607	234,650	135,480
Seasonal Ice Rink	205,468	156,984	167,955
Youth Recreation Programs	48,018	49,185	57,985
Sports Field Maintenance	315,646	326,925	334,179
Senior Services	773,835	879,031	963,352
Human Service Agencies	1,294,076	1,306,210	1,691,957
Public Safety Director	728,350	759,742	790,147
Communication Center	1,763,840	1,938,761	2,027,302
Public Safety Information and Technology Services	561,456	583,083	639,681
Emergency Management	144,289	164,399	169,780
EDGE	154,900	172,112	180,029
Support Services	854,348	919,057	934,397
Training and Personnel	1,267,730	1,267,468	1,278,281
Information Services	-	-	-
Outreach	101,997	105,344	111,045
Volunteer Programs	29,879	33,860	33,565
Records Unit	599,983	636,904	666,712
Patrol	10,578,718	11,453,682	11,831,206
Investigations	3,008,844	3,150,834	3,211,663
Animal Control	574,710	595,186	567,657
Special Enforcement Unit	1,052,820	1,038,040	1,052,910
School Resource Officers	626,061	683,621	705,778
Special Operations	391,356	377,869	375,024
Traffic Unit	1,102,126	1,175,559	1,319,404
SWAT Team	598,645	436,058	449,340

	2018 Actual	2019 Budget	2020 Budget
Fire Operations	11,657,209	11,461,552	11,752,449
Fire Prevention	550,188	556,241	591,850
Redevelopment	118,769	165,832	169,301
Economic Development Programs	363,644	255,758	255,758
Development and Planning Services	1,530,271	1,888,395	2,159,129
Building Permits and Inspections	1,464,856	1,515,021	1,672,993
Code Enforcement	552,942	628,032	672,058
Facility Maintenance	1,926,381	2,014,339	2,060,329
Facility Operations	1,552,807	1,711,691	1,632,297
Parks Administration	627,951	902,756	831,986
Parks Maintenance	2,244,421	2,020,007	2,160,861
Parks Development and Improvement	176,790	204,815	211,628
Forestry Maintenance	922,471	985,004	1,046,463
Municipal Grounds Maintenance	338,504	318,909	315,595
Right of Way Maintenance	580,608	597,013	605,156
Union Reservoir	363,033	400,585	386,285
Parks Resource Management	1,195	-	162,892
Engineering/Survey Technical Services	156,886	171,479	182,246
Mayor and City Council	383,108	449,686	511,677
City Manager	1,340,074	1,404,418	1,901,185
Non-Departmental	1,000,530	2,043,523	4,324,634
Recovery Office	217,414	293,746	153,865
City Clerk	456,359	559,819	558,990
Elections and Voter Registration	139,480	121,338	123,044
City Attorney	1,163,381	1,199,635	1,420,676
Judicial Department	552,526	573,115	607,335
Probation	302,376	309,347	319,433
TOTAL EXPENDITURES	\$80,385,852	\$85,858,454	\$91,658,951
CONTRIBUTION TO/(FROM) FUND BALANCE	\$4,310,846	\$(1,681,602)	\$(3,130,312)

GENERAL FUND - Sources of Funds



The General Fund will receive 73.9% (\$68 million) of its total sources of funds from taxes in 2020. Sales and use tax collections will total \$37.4 million, or 55.7% of all taxes collected.

- Interfund transfers will account for 0.5% of the General Fund’s sources of funds. The General Fund charges an administrative transfer fee to other City operating funds for administrative services it provides to these funds, such as personnel, legal, accounting, information services, purchasing, risk management and general administrative assistance.
- There are \$1.12 million of one-time revenues and a contribution from the General Fund’s fund balance of \$2.94 million for one-time expenses.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, based on actual collections through June 2019, sales and use tax collections are 7.3% greater than for the same period in 2018. Sales tax is showing growth of 2.9% in 2019 while use tax activity is down 4.4% after six months. Projections for sales and use tax for 2020 are 3.46% over the projections for 2019; sales tax is 3.41% and use tax is 3.7%.

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

Building Permits: The 2020 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 330 single-family dwelling units, 150 townhouse/condo units, and 736 multifamily units.

Estimate of Revenue Needed from Property Taxes

As required by Article 9.4 of the Longmont City Charter, the adopted budget shall include an estimate of the amount of money that is needed from property taxes for that year. State 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 budgeted expenses for 2020	\$	87,813,967
2020 estimated revenues other than property taxes	\$	66,329,034
Total revenue needed from property taxes	\$	21,484,933
Mill levy to raise revenue needed from property taxes		13.420
Estimated assessed valuation for the tax year 2019, collected in 2020:		
Boulder County	\$	1,582,734,970
Weld County	\$	42,608,880

Average Collection rate of property taxes:

2020 est	98.5%
2019 est	98.5%
2018	98.5%
2018	98.9%
2016	98.6%
2015	98.6%
2014	98.5%
2013	98.6%
2012	98.8%
2011	98.6%
2010	98.8%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County assessors. The 2020 Budget is based on preliminary valuations since the counties do not issue final certification of valuation until December.

Estimate of Available Fund Balance in the General Fund

As required by Article 9.4 of the Longmont City Charter, the budget shall include an estimate of the fund balance that will be available in the General Fund at the end of the current year. That amount can then be used for capital and one-time expenses in the next year's budget. The amount of funds available is determined by deducting TABOR and emergency reserves, as specified in the City's Financial Policies, from the fund balance using the estimated budget for the following year. The amount above those reserves is available for the following year's budget. The following table includes the budgeted and revised projection for 2019 and the projected General Fund cash surplus for 2019.

	2019 Adopted Budget	2019 Projected Actual
Beginning Available Fund Balance	\$ 19,322,371	\$ 19,322,371
Revenues		
Sales Tax	29,939,451	29,973,069
Use Tax	5,799,809	6,326,143
Property Tax	18,869,046	18,956,783
All Other	<u>29,568,546</u>	<u>27,856,232</u>
TOTAL REVENUES	\$ <u>84,176,852</u>	\$ <u>83,112,227</u>
 TOTAL EXPENSES	 \$ 85,858,454	 \$ 85,429,162
 Ending Available Fund Balance	 \$ 17,640,769	 \$ 17,005,436

Projected 2020 Ending Available Fund Balance

2020 General Operating Expenditures	\$ 86,795,839	
TABOR Reserve		\$ 4,853,022
Emergency Reserve		6,976,468
 Fund Balance used in 2020 budget		 2,943,764
2020 Available for Emergency Reserve		1,667,300
 <i>Projected ending available fund balance</i>		 \$ 564,882

TAXES	2018 Actual	2019 Budget	2020 Budget
Property Taxes-Current	18,755,177	18,869,046	20,599,046
Property Taxes-Delinquent	(86,470)	-	-
Sales Taxes	29,378,207	29,939,451	31,262,926
Use Taxes	6,912,446	5,799,809	6,124,363
Cigarette Taxes	160,120	155,000	155,000
Natural Gas Franchise	726,586	665,000	725,000
Cable Television Franchise	667,013	660,000	620,000
Telephone Franchise	169,116	154,532	140,495
Electric Franchise	5,306,054	5,488,217	5,676,300
Telecommunications Franchise	6,840	6,840	6,840
Water Franchise	366,148	416,940	458,753
Wastewater Franchise	583,000	642,236	629,056
<i>Taxes Subtotal</i>	<i>62,944,237</i>	<i>62,797,071</i>	<i>66,397,779</i>
LICENSES AND PERMITS			
Liquor Licenses	10,716	10,000	13,000
Marijuana Licenses	60,000	60,000	60,000
Sales Tax Business Permits	29,125	27,500	29,000
Business Licenses	5,390	4,300	4,700
Building Permits	3,587,434	1,327,482	1,184,016
Building Permits (IDR used for ongoing)	-	940,695	1,091,236
Wood Burning Exemption Permits	35	-	-
Contractor Licenses	139,358	118,000	122,000
Parade Licenses	300	250	250
Use of Public Places Permit	6,050	7,000	7,500
Alcohol in Public Places Permits	1,500	1,500	2,000
<i>Licenses and Permits Subtotal</i>	<i>3,839,908</i>	<i>2,496,727</i>	<i>2,513,702</i>
INTERGOVERNMENTAL			
Federal Grants	77,224	293,746	155,829
Nongrant Federal Revenue	15,963	-	-
Federal Mineral Lease Distribution	47,818	-	-
State Grants	711,772	-	-
Nongrant State Revenue	3,071	-	-
State Severance Tax	81,266	20,000	30,000
State Marijuana Tax	-	-	145,000
Local Government Grants	2,751	-	-
Nongrant Local Revenue	159,278	-	-
St. Vrain Valley School District	61,056	133,024	142,559
Town of Frederick	5,000	-	-

INTERGOVERNMENTAL, cont.	2018 Actual	2019 Budget	2020 Budget
Hazmat Authority	7,410	25,805	29,315
Boulder County Shared Fines	76,099	60,000	75,000
Weld County Shared Fines	192	-	-
<i>Intergovernmental Subtotal</i>	<i>1,248,900</i>	<i>532,575</i>	<i>577,703</i>
CHARGES FOR SERVICE			
Land Development	80,528	100,000	80,500
Metro District Review Fee	-	-	10,000
Liquor Application Fee	43,619	38,000	38,000
Marijuana Application Fee	2,500	-	-
Marijuana Modification Fee	-	-	1,200
Maps and Publications	788	600	200
Sales Tax Commission	135,640	65,000	95,000
Purchasing Card Rebates	110,878	139,000	139,000
Cell Phone Rebate	13,142	62,500	-
Criminal Justice Records	24,752	25,500	25,000
Cell Tower	-	-	48,000
Extra Duty Police Officer Reimbursement	86,370	-	-
Sex Offender Registration Fees	9,820	9,500	9,500
Vehicle Impound Fees	4,100	2,500	4,000
Fingerprinting	8,052	10,000	-
Peer Support	2,500	-	-
Fireworks Stand Fees	6,000	7,000	6,000
Fire Inspection Fees	132,631	80,000	80,000
Emergency Dispatching	220,173	220,173	-
Unbilled Utility Revenue	(1,922)	-	-
Work in Right of Way Permits	8,151	2,000	2,000
Plan Check Fees	821,595	582,960	311,424
Plan Check Fees (IDR used for ongoing)	-	295,828	188,576
Elevator Inspection Fees	51,625	43,700	43,700
Right of Way Maintenance	223,774	226,903	246,293
Shutoff Reconnect Fees	240,781	220,000	220,000
Disconnect Tag Fees	413,530	405,000	412,000
Recreation Center - Admission/Passes	1,511,013	1,696,545	1,636,482
Recreation Center - Aquatic Fees	124,311	111,904	120,000
Recreation Center - Activity Fees	117,505	113,006	115,000
Recreation Center - Rentals	44,406	44,100	44,100
Recreation Center - Concessions	16,953	5,000	15,000
Recreation Center - Resale Merchandise	18,288	16,800	17,500
SilverSneakers Program	168,111	120,951	150,000
Pool Fees/Passes/Lessons	544,358	587,942	569,942
Recreation Non-Resident Fees	38,665	37,800	37,800

CHARGES FOR SERVICE (Continued)	2018 Actual	2019 Budget	2020 Budget
Recreation Community Events	150,773	71,446	71,446
Union Reservoir Fees	488,172	440,000	488,500
Ice Rink Program Fees	126,240	156,656	149,656
Mobile Stage Setup	7,269	3,859	3,859
Athletic Program Fees	349,778	347,588	347,588
Recreation Activity Fees	565,754	655,737	655,737
Senior Services Subscriptions	378	350	350
Outdoor Recreation Activity Fees	66,619	82,687	77,687
Special Recreation Activity Fees	33,678	28,114	28,114
Concessions-Centennial Pool	1,357	1,000	1,000
Concessions-Roosevelt Park	461	472	472
Concessions-Sunset Pool	61,787	48,250	53,250
Concessions-Memorial Building	1,403	1,700	1,700
Concessions-Ice Rink	2,896	3,360	3,360
Ice Rink Rentals	38,975	42,446	42,446
Memorial Building Rentals	42,994	52,369	52,369
Willow Barn Rental	31,965	21,076	25,000
Senior Center Rentals	23,167	21,000	25,000
Swimming Pool Rentals	59,706	66,150	66,150
Other Facility Rentals	203,246	143,700	175,000
Batting Cage Licensing Fee	2,000	2,000	2,000
Park Shelter Rentals	49,185	48,510	48,510
Museum Special Events Fee	64,573	80,000	80,000
Museum Auditorium Ticket Sales	50,796	60,000	60,000
Museum Auditorium Rental Fees	63,805	45,000	45,000
Museum Auditorium Beverage Sales	19,499	23,500	23,500
NSF Check	1,560	-	1,500
Garnishments Fee	695	-	700
Credit Card Convenience Fee	-	-	150,000
Admin Mgmt Fee Sanitation Fund	614,160	608,941	683,449
Admin Mgmt Fee Golf Fund	203,039	187,304	199,727
Admin Mgmt Fee Electric Fund	1,561,827	1,686,610	1,726,203
Admin Mgmt Fee Broadband Fund	331,092	360,654	368,355
Admin Mgmt Fee Water Fund	1,506,927	1,618,591	1,602,753
Admin Mgmt Fee Sewer Fund	917,949	966,634	992,560
Admin Mgmt Fee Storm Drainage Fund	538,495	619,307	759,070
Admin Mgmt Fee Airport Fund	93,974	62,965	68,140
Admin Mgmt Fee Street Fund	916,640	913,779	847,753
Admin Mgmt Fee Museum Services Fund	-	210,304	308,877
Admin Mgmt Fee Open Space Fund	181,032	150,329	222,425
Admin Mgmt Fee General Imprvmnt District	9,263	10,033	11,242

CHARGES FOR SERVICE (Continued)

	2018 Actual	2019 Budget	2020 Budget
Admin Mgmt Fee Fleet Fund	300,409	322,829	297,775
<i>Charges for Service Subtotal</i>	<i>14,906,175</i>	<i>15,435,462</i>	<i>15,434,440</i>

FINES AND FORFEITS

Parking Fines	93,915	100,000	94,000
Court Fines	394,028	370,000	540,000
Jury Fees	24	-	-
Bond Forfeitures	6,330	7,000	10,000
Court Education Fees	15,715	16,000	16,000
Probation Monitoring Fees	16,280	16,000	16,000
Substance Abuse Group	280	300	1,000
Surcharge on Violations	45,950	45,000	45,000
Court Costs	58,547	73,000	85,000
Outside Judgments/Warrants-City	4,290	4,000	5,000
Library Fines/Penalties	94,296	98,000	66,000
Code Enforcement Admin Penalty	400	1,000	-
Miscellaneous Penalties	745	500	200
False Alarm Fines	24,775	15,000	5,000
Tree Mitigation Fine	1,650	-	-
Weed Cutting	6,875	10,000	8,200
<i>Fines and Forfeits Subtotal</i>	<i>764,100</i>	<i>755,800</i>	<i>891,400</i>

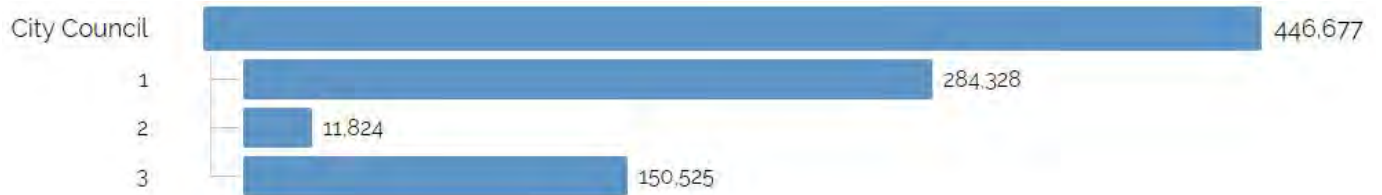
INTEREST AND MISCELLANEOUS

Miscellaneous Revenue	116,765	25,000	23,660
Miscellaneous Revenue-Police	29,087	11,000	11,000
Miscellaneous Revenue-Library	3,677	-	400
Miscellaneous Revenue-Court	975	500	500
Miscellaneous Revenue-City Clerk	994	500	500
Miscellaneous Revenue-Fire	74	500	75
Sale of Equipment	2,499	4,000	4,000
Sale of Equipment - Cell phones	-	-	30,000
Academy Leased Resource	40,937	-	-
Prior Years Revenue/Expenses	5,862	-	-
Interest Income	351,513	330,000	400,000
Unrealized Gain/Loss	6,695	-	-
Oil and Gas Lease Royalties	3,392	-	330,000
Fire Community Room Rental Fee	3,080	2,800	3,000
Private Grant/Donations	21,668	-	-
<i>Miscellaneous Revenue Subtotal</i>	<i>587,218</i>	<i>374,300</i>	<i>803,135</i>

INTERFUND TRANSFERS	2018 Actual	2019 Budget	2020 Budget
Transfer from Electric-Tree Planting	23,000	23,000	23,000
Transfer from Library Services Fund	18,091	20,500	20,500
Transfer from Senior Services Fund	26,085	24,586	-
Transfer from Special Retail Marijuana Tax	-	-	137,000
Transfer from Self Insurance Fund	112,206	-	-
Transfer from Workers' Comp Fund	129,421	129,421	129,421
<i>Interfund Transfers Subtotal</i>	<i>308,803</i>	<i>197,507</i>	<i>309,921</i>
TOTAL ONGOING REVENUES	84,599,341	82,589,442	86,928,080
ONE-TIME REVENUES			
Incremental Development Revenue	-	293,220	94,755
One-time Property Tax	-	200,000	885,887
One-time Use Tax		772,690	436,045
One-time Union Reservoir Fees		48,500	-
Oil and Gas Royalties	-	100,000	-
One-time Transfers from Other Funds	97,357	173,000	183,872
Fund Balance Reserved for Tree Mitigation	-	183,953	186,548
Contribution from/(to) Fund Balance	(4,310,846)	1,497,649	2,943,764
TOTAL ONE-TIME REVENUES	(4,213,489)	3,269,012	4,730,871
TOTAL FUNDS NEEDED TO MEET EXPENSES	80,385,852	85,858,454	91,658,951

CITY COUNCIL

Resource Alignment 2020 Proposed Budget - \$446,677



Q1 Programs - \$284,328

Council Administrative Support	162,853
Council Meeting Administration	121,475

Q2 Programs - \$11,824

Regional Air Quality Council	11,824
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Q3 Programs - \$150,525

Citywide Projects Support	72,573
Sister Cities	34,956
Longmont Council for Arts	16,124
Restorative Justice (LCJP)	13,974
Old Firehouse Arts Studio	12,898

Mayor and City Council Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	135,909	157,314	157,319
Operating and Maintenance	242,199	227,372	289,358
Non-Operating	5,000	65,000	65,000
Capital	-	-	-
TOTAL	\$ 383,108	\$ 449,686	\$ 511,677

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

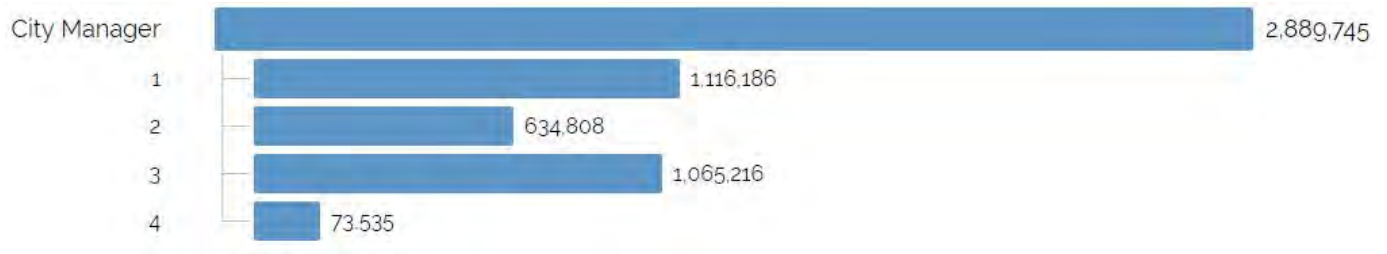
Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Mayor	1.00	1.00	1.00
Councilmember	6.00	6.00	6.00
Total	7.00	7.00	7.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	90,923	90,000	90,000
128	FICA	5,684	5,580	5,580
129	Medicare	1,329	1,305	1,305
135	Compensation Insurance	54	49	54
137	Staff Training and Conferences	30,544	51,880	51,880
142	Food Allowance	7,374	8,500	8,500
	<i>Subtotal</i>	<i>135,909</i>	<i>157,314</i>	<i>157,319</i>
Operating and Maintenance				
210	Office Supplies	630	5,923	5,923
216	Reference Books and Materials	-	300	300
217	Dues and Subscriptions	89,916	95,337	97,808
218	Non-Capital Equipment and Furniture	2,742	-	-
240	Equipment Repair and Maintenance	1,018	4,410	4,410
245	Mileage Allowance	287	600	600
246	Liability Insurance	25,266	8,010	5,025
250	Professional and Contracted Services	105,112	104,520	117,020
261	Telephone Charges	2,337	4,600	4,600
263	Postage	136	500	500
264	Printing and Copying	7,477	3,172	3,172
269	Other Services and Charges	7,279	-	50,000
	<i>Subtotal</i>	<i>242,199</i>	<i>227,372</i>	<i>289,358</i>
Non-Operating Expense				
970	Transfers To Other Funds	5,000	5,000	5,000
971	Contingency	-	60,000	60,000
	<i>Subtotal</i>	<i>5,000</i>	<i>65,000</i>	<i>65,000</i>
	SERVICE TOTAL	\$383,108	\$449,686	\$511,677

CITY MANAGER

Resource Alignment 2020 Proposed Budget - \$2,889,745



Q1 Programs - \$1,116,186

Citywide Projects Support	533,327
Leadership & Supervision	366,767
Website	109,946
Council Meeting Administration	93,930
Applications	12,216

Q2 Programs - \$634,808

Proactive Public Information, Education and Marketing	493,900
Reactive Public Information Media Relations	75,082
Oil and Gas Coordination	65,826

Q3 Programs - \$1,065,216

Sick Conversion	704,693
Video Services/Channel 8 Cable Trust	104,699
Tax Rebates	100,000
Council Administrative Support	90,260
Customer Requests	24,436
Public Information Event Sponsorship and Support	23,622
Senior Refunds	10,000
Customer Satisfaction Survey	7,506

Q4 Programs - \$73,535

Legislative Affairs	40,251
Employee Recognition	21,040
Employee Activities	12,244

City Manager Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	1,150,403	1,221,875	1,518,819
Operating and Maintenance	189,671	182,543	382,366
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,340,074	\$ 1,404,418	\$ 1,901,185

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

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

Service: **City Manager**

FUND: General Fund

DEPARTMENT: Administration

Service Description:

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

SERVICE: City Manager

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
City Manager	1.00	1.00	1.00
Assistant City Manager	2.00	2.00	2.00
Communications Manager	0.00	1.00	1.00
Public Information Officer	1.00	0.50	0.50
Public Information Specialist	0.50	0.50	0.50
Special Projects Manager	1.00	1.00	1.00
Digital Media Specialist	1.00	0.00	0.00
Website Coordinator	0.00	0.00	1.00
Training Coordinator	0.00	0.00	0.75
Executive Assistant	1.00	1.00	1.00
Total	7.50	7.00	8.75

Service: City Manager**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	847,171	910,717	1,111,839
112	Wages - Temporary	8,421	6,303	30,407
115	One Time Payment	2,462	-	2,636
121	Wages - Overtime	4,307	4,841	4,841
126	Retirement Health Savings Plan	3,027	2,800	3,500
128	FICA	522	391	397
129	Medicare	10,466	13,241	16,196
131	MOPC	42,448	45,284	55,397
132	Employee Insurance	146,455	149,240	182,216
133	Employee Retirement	69,271	69,738	88,624
135	Compensation Insurance	484	2,499	711
136	Unemployment Insurance	740	633	552
137	Staff Training and Conferences	11,548	13,488	18,803
142	Food Allowance	3,082	2,700	2,700
	<i>Subtotal</i>	<i>1,150,403</i>	<i>1,221,875</i>	<i>1,518,819</i>
Operating and Maintenance				
210	Office Supplies	6,076	3,500	3,500
216	Reference Books and Materials	628	150	150
217	Dues and Subscriptions	11,138	10,307	41,597
218	Non-Capital Equipment and Furniture	6,965	11,700	300
230	Printing/Copier Supplies	-	5,000	5,000
245	Mileage Allowance	5,511	5,430	5,430
246	Liability Insurance	1,210	1,430	2,163
250	Professional and Contracted Services	104,948	66,800	245,400
252	Advertising and Legal Notices	19,487	22,630	22,630
261	Telephone Charges	1,895	2,080	2,680
263	Postage	1,230	1,360	1,360
264	Printing and Copying	21,945	44,156	44,156
269	Other Services and Charges	8,638	8,000	8,000
	<i>Subtotal</i>	<i>189,671</i>	<i>182,543</i>	<i>382,366</i>
	SERVICE TOTAL	\$1,340,074	\$1,404,418	\$1,901,185

Service: Non-departmental

FUND: General Fund

Service Description:

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

LINE ITEM BUDGET

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	-	589,592	534,693
123	Leave Expense	-	170,000	170,000
142	Food Allowance	2,338	-	-
	<i>Subtotal</i>	2,338	759,592	704,693
Operating and Maintenance				
217	Dues and Subscriptions	5,100	50	-
250	Professional and Contracted Services	398,415	207,027	197,077
256	Refunds	4,918	10,000	10,000
269	Other Services and Charges	3,029	20,150	20,150
275	Building Permits To LDDA	499,587	-	-
290	Rebates	-	-	100,000
	<i>Subtotal</i>	911,174	237,227	327,227
Non-Operating Expense				
927	Principal	-	130,000	130,000
928	Interest	12,943	-	-
950	Bad Debt	66,927	9,400	9,400
970	Transfers To Other Funds	7,149	907,304	2,853,209
971	Contingency	-	-	300,105
	<i>Subtotal</i>	87,019	1,046,704	3,292,714
	SERVICE TOTAL	\$1,000,530	\$2,043,523	\$4,324,634

Line Item Notes:

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

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

#970 - Includes transfer to Parking Fund.

HUMAN RESOURCES

Resource Alignment 2020 Proposed Budget - \$1,201,656



Q1 Programs - \$1,033,813

Compensation Administration	209,410
Benefits Administration	202,217
Regulatory Compliance	186,181
Staffing and Recruitment	180,502
Employee / Labor Relations	152,374
Collective Bargaining	60,238
Records Management	42,891

Q2 Programs - \$100,003

Training and Development/Organizational Development	93,301
Volunteer Management	6,702

Q3 Programs - \$0

Q4 Programs - \$67,840

Tuition Reimbursement	46,127
Recognition Program	21,713

Human Resources Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	863,542	906,187	937,804
Operating and Maintenance	183,766	230,289	254,119
Non-Operating	-	-	-
Capital	8,061	-	-
TOTAL	\$ 1,055,369	\$ 1,136,476	\$ 1,191,923

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

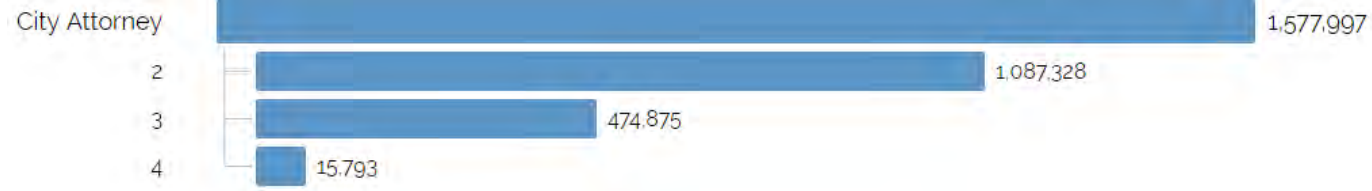
Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Chief Human Resources Officer	1.00	1.00	1.00
Human Resources Asst Director	0.00	1.00	1.00
Compensation & Benefits Assistant	1.00	1.00	1.00
Benefits Administrator	1.00	1.00	1.00
Human Resources Partner	3.00	2.00	2.00
Human Resources Administrator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	8.00	8.00	8.00

Service: Human Resources**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	628,616	645,557	671,249
112	Wages - Temporary	9,284	13,590	13,814
121	Wages - Overtime	163	300	300
126	Retirement Health Savings Plan	4,223	3,200	3,200
128	FICA	577	843	857
129	Medicare	7,790	9,556	9,933
131	MOPC	31,392	32,277	33,562
132	Employee Insurance	97,173	106,518	110,756
133	Employee Retirement	48,343	49,707	53,700
135	Compensation Insurance	856	786	697
136	Unemployment Insurance	425	453	336
137	Staff Training and Conferences	7,242	13,000	9,000
138	Tuition Reimbursement	26,935	30,000	30,000
142	Food Allowance	522	400	400
	<i>Subtotal</i>	<i>863,542</i>	<i>906,187</i>	<i>937,804</i>
Operating and Maintenance				
210	Office Supplies	7,539	7,520	7,520
215	Audiovisual Materials	685	1,500	1,500
216	Reference Books and Materials	-	1,500	1,500
217	Dues and Subscriptions	9,964	8,140	8,140
218	Non-Capital Equipment and Furniture	816	1,600	1,600
240	Equipment Repair and Maintenance	1,182	3,773	3,773
245	Mileage Allowance	-	500	500
246	Liability Insurance	897	972	802
250	Professional and Contracted Services	129,885	165,784	165,784
252	Advertising and Legal Notices	18,872	15,000	39,000
263	Postage	824	3,000	3,000
264	Printing and Copying	4,703	5,000	5,000
269	Other Services and Charges	8,399	16,000	16,000
	<i>Subtotal</i>	<i>183,766</i>	<i>230,289</i>	<i>254,119</i>
Capital Outlay				
440	Machinery and Equipment	8,061	-	-
	<i>Subtotal</i>	<i>8,061</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$1,055,369	\$1,136,476	\$1,191,923

CITY ATTORNEY

Resource Alignment 2020 Proposed Budget - \$1,577,997



Q1 Programs - \$0

Q2 Programs - \$1,087,328

Legal Advice and Support	522,399
Contracts	276,359
Ordinances	155,517
Non-Traffic Violations	85,461
Collective Bargaining	47,593

Q3 Programs - \$474,875

Litigation	150,512
Citywide Projects Support	121,439
Traffic Violations	118,456
Council Administrative Support	64,920
Oil and Gas Coordination	15,696
Liquor License Violations	3,852

Q4 Programs - \$15,793

Bankruptcy	10,823
Collections	4,970

City Attorney Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	1,043,886	1,104,566	1,320,092
Operating and Maintenance	82,624	95,069	100,584
Non-Operating	-	-	-
Capital	36,872	-	-
TOTAL	\$ 1,163,381	\$ 1,199,635	\$ 1,420,676

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:	2018 Budget	2019 Budget	2020 Budget
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Sr Assistant City Attorney	0.00	0.00	1.00
Assistant City Attorney II	2.00	2.00	2.00
Prosecuting Attorney II	1.00	1.00	1.00
Legal Secretary	1.00	1.00	0.00
Paralegal/Legal Administrator	0.00	0.00	1.00
Administrative Assistant	2.00	2.00	2.00
Total	8.00	8.00	9.00

Service: City Attorney**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	771,656	833,006	995,596
112	Wages - Temporary	4,135	6,190	6,292
121	Wages - Overtime	-	150	150
126	Retirement Health Savings Plan	16,185	3,200	3,600
128	FICA	256	384	390
129	Medicare	9,492	12,035	14,396
131	MOPC	37,885	41,193	49,324
132	Employee Insurance	129,826	135,594	162,248
133	Employee Retirement	67,500	63,439	78,908
135	Compensation Insurance	573	605	501
136	Unemployment Insurance	598	575	492
137	Staff Training and Conferences	5,260	7,895	7,895
142	Food Allowance	520	300	300
	<i>Subtotal</i>	<i>1,043,886</i>	<i>1,104,566</i>	<i>1,320,092</i>
Operating and Maintenance				
210	Supplies	4,781	4,853	4,853
216	Reference Books and Materials	1,148	2,463	2,463
217	Dues and Subscriptions	3,805	3,955	3,955
218	Non-Capital Equipment and Furniture	2,545	600	6,365
240	Equipment Repair and Maintenance	4,790	10,735	10,735
245	Mileage Allowance	3,645	4,000	4,000
246	Liability Insurance	9,095	1,270	1,020
250	Professional and Contracted Services	19,610	22,522	22,522
252	Ads and Legal Notices	100	-	-
255	Jury and Witness Fees	160	550	550
261	Telephone Charges	331	617	617
263	Postage	408	1,224	1,224
264	Printing and Copying	1,456	1,180	1,180
269	Other Services and Charges	30,749	41,100	41,100
	<i>Subtotal</i>	<i>82,624</i>	<i>95,069</i>	<i>100,584</i>
	SERVICE TOTAL	\$1,163,381	\$1,199,635	\$1,420,676

JUDICIAL DEPARTMENT

Resource Alignment 2020 Proposed Budget - \$1,026,476



Q1 Programs - \$0

Q2 Programs - \$538,323

Judicial Process	446,155
Longmont Liquor Licensing Authority	25,357
Longmont Marijuana Licensing Authority	25,357
Indigent Counsel Representation	23,880
Judicial Education Programs and Training	17,575

Q3 Programs - \$481,188

REWiND, Rebuilding Expectations and Walking into New Directions	150,542
Probation Supervision and Case Management	120,634
Pre-sentence investigations and Direct Sentence to Probation Intakes	90,780
Court Security	69,070
Community Service Work Program and Specialized Offender Programs	50,162

Q4 Programs - \$6,965

Weddings and Civil Ceremony	6,965
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Judicial Department Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	719,963	732,900	773,541
Operating and Maintenance	134,939	149,562	153,227
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 854,902	\$ 882,462	\$ 926,768

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

Service: **Municipal Court**

FUND: General Fund

DEPARTMENT: Longmont Judicial Department

Service Description:

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

SERVICE: Municipal Court

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Municipal Judge	1.00	1.00	1.00
Court Administrator	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Total	4.00	4.00	4.00

Service: Municipal Court**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	316,457	326,692	347,937
112	Wages - Temporary	2,825	2,407	3,293
121	Wages - Overtime	2,992	2,600	2,600
126	Retirement Health Savings Plan	5,799	1,600	1,600
128	FICA	175	149	204
129	Medicare	4,043	4,771	5,093
131	MOPC	15,480	16,334	17,396
132	Employee Insurance	51,639	53,409	56,890
133	Employee Retirement	23,839	25,155	27,826
135	Compensation Insurance	578	591	530
136	Unemployment Insurance	226	226	172
137	Staff Training and Conferences	1,026	1	501
142	Food Allowance	319	-	-
	<i>Subtotal</i>	<i>425,398</i>	<i>433,935</i>	<i>464,042</i>
Operating and Maintenance				
210	Office Supplies	11,094	7,314	7,314
216	Reference Books and Materials	970	1,000	500
217	Dues and Subscriptions	725	800	800
218	Non-Capital Equipment and Furniture	14,792	7,598	7,598
240	Equipment Repair and Maintenance	559	1,903	1,903
245	Mileage Allowance	299	-	-
246	Liability Insurance	447	499	403
250	Professional and Contracted Services	90,166	109,880	115,475
255	Jury and Witness Fees	-	200	200
263	Postage	1,535	2,500	2,500
264	Printing and Copying	27	1,486	600
269	Other Services and Charges	6,515	6,000	6,000
	<i>Subtotal</i>	<i>127,128</i>	<i>139,180</i>	<i>143,293</i>
	SERVICE TOTAL	\$552,526	\$573,115	\$607,335

Service: Probation Division

FUND: General Fund

DEPARTMENT: Longmont Judicial Department

Service Description:

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

SERVICE: Probation Division

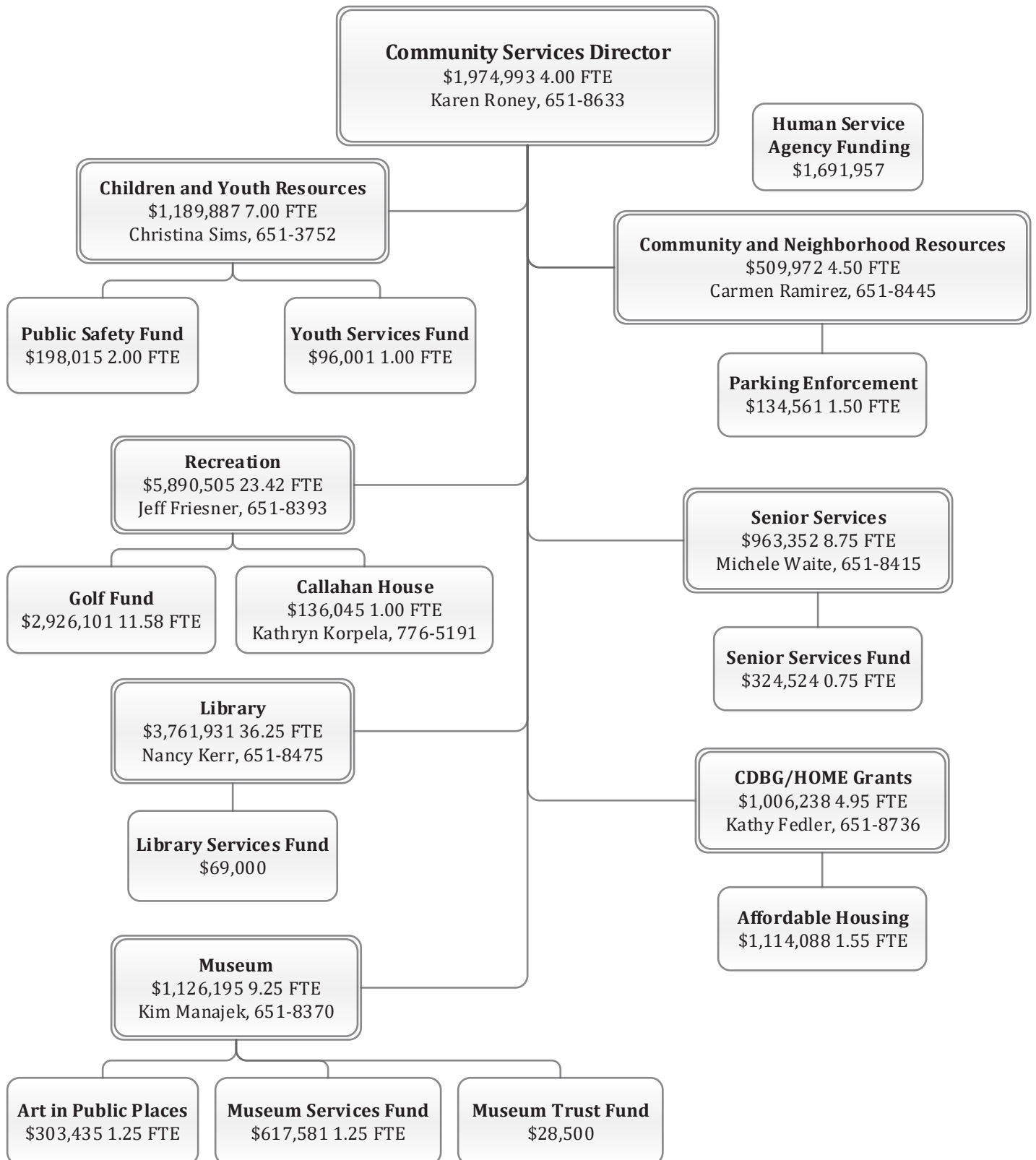
Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Chief Probation Officer	1.00	1.00	1.00
Probation Officer	1.00	1.00	1.00
Community Services Coordinator	0.50	0.50	0.50
Administrative Assistant	1.00	1.00	1.00
Total	3.50	3.50	3.50

Service: Probation Division**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	220,591	222,205	228,397
112	Wages - Temporary	1,428	2,205	2,605
115	One Time Payment	1,587	-	1,500
121	Wages - Overtime	1,351	800	800
126	Retirement Health Savings Plan	1,973	1,400	1,400
128	FICA	88	137	162
129	Medicare	2,665	3,254	3,372
131	MOPC	11,019	11,087	11,420
132	Employee Insurance	33,906	36,191	37,036
133	Employee Retirement	16,969	17,075	18,260
135	Compensation Insurance	456	157	135
136	Unemployment Insurance	149	154	112
137	Staff Training and Conferences	2,384	4,300	4,300
	<i>Subtotal</i>	<i>294,565</i>	<i>298,965</i>	<i>309,499</i>
Operating and Maintenance				
210	Office Supplies	1,762	2,180	2,180
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	150	150	150
218	Non-Capital Equipment and Furniture	-	1,000	1,000
240	Equipment Repair and Maintenance	-	80	80
245	Mileage Allowance	46	200	200
246	Liability Insurance	1,181	1,188	1,129
247	Safety Expenses	1,102	400	750
250	Professional and Contracted Services	850	1,000	1,000
261	Telephone Charges	-	550	200
263	Postage	125	500	300
264	Printing and Copying	510	800	600
273	Fleet Lease - Operating and Maintenance	2,084	2,184	2,195
	<i>Subtotal</i>	<i>7,811</i>	<i>10,382</i>	<i>9,934</i>
	SERVICE TOTAL	\$302,376	\$309,347	\$319,433

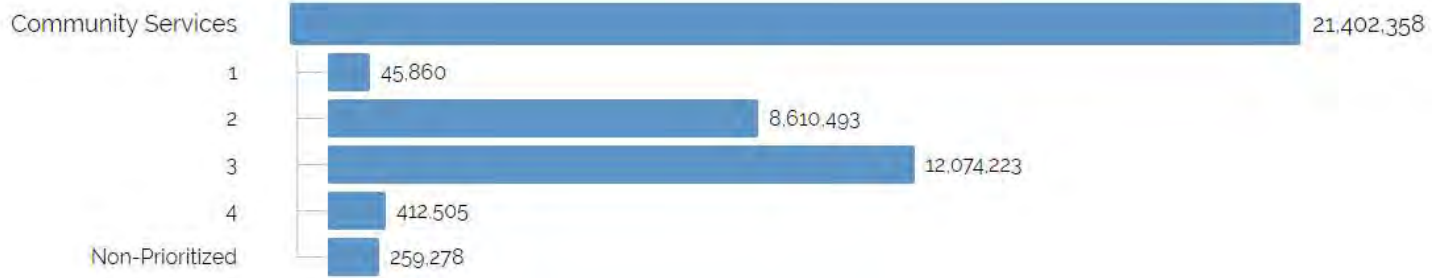
Community Services Department

\$24,062,881 120.00 FTE



COMMUNITY SERVICES

Resource Alignment 2020 Proposed Budget - \$21,402,358



Q1 Programs - \$45,860

Landscape and hardscape maintenance for parks, greenways, right-of-ways, and city facilities 45,860

Q2 Programs - \$8,525,159

Human Service Agency Contracts	1,721,780
Recreation Center - Programs, Events and Services	1,419,244
Memorial Building - General Programs Operation/Repair and Maintenance	430,602
Aquatics - Centennial Pool - Programs and Services	428,038
Youth Development	365,317
Flood Related Work	363,428
Community Problem Solving (Gang Response & Intervention) and Violence Reduction	294,479
Recreation Center - Operation/Repair and Maintenance	292,161
Memorial Building - General Programs - Contracted	264,119
Aquatics - Centennial Pool - Operation/Repair and Maintenance	255,418
Aquatics - Sunset Pool - Programs, Events and Services	255,156
Conflict Resolution Facilitation Direct services to the Community	253,844
City Meetings Special Events	207,239
Temporary Exhibitions	171,983
Family Success and Parenting	170,033
Museum Events	149,964
Museum Facility Rentals	149,927
Parking Enforcement	141,138
Leadership and Supervision	124,898
CYF Administration / Youth Center / Meeker Center Management	124,545
Aquatics - Sunset Pool – Operations/Repair and Maintenance	123,875
Rewind	113,984
Memorial Building - General Programs – In-House	106,080
Educational Programs	96,793
Neighborhood Group Leaders Association	74,850
Permanent Public Art Installations	72,385
Public Art Maintenance and Conservation	55,983
Caregiver Information, Education, & Support	54,114
Museum Permanent Collection	51,518
Boards & Commissions Support – CS Director	36,073
Art on the Move	31,513
Portal Gallery Exhibitions	27,853
Neighborhood Improvement Grants	27,800
Cultural Competency	27,154
Early Childhood Collaboration and Alignment	20,967
Translations/Interpretation	20,373

Permanent Exhibition	19,348
Community-based Artwork	16,380
Public Art Outreach and Education	14,982
Boards and Commission Support – CDBG	7,828
Special Projects	6,188
Outdoor Program	157
Q3 Programs - \$12,074,223	
Adult Collection	1,576,651
Children/Teen Collection	796,370
Rental Housing Programs	783,158
Ute Creek Golf Course - Turf Maintenance and Irrigation	613,123
Twin Peaks Golf Course - Turf Maintenance and Irrigation	440,522
Senior Center Management	352,493
Recreation & Leisure	318,846
Ute Creek Golf Course - Building and Equipment Maintenance	316,841
Collaborative Service Coordination-Community	312,373
Adult Reference Assistance	297,326
Basic Needs Information, Referral, & Assistance	257,103
Home Buyer Programs	254,212
Field Maintenance	251,584
Sunset Golf Course - Turf Maintenance and Irrigation	249,721
Counseling	246,899
Adult Programs	246,266
Twin Peaks Golf Course - Building and Equipment Maintenance	241,851
Twin Peaks Golf Course - Golf and Clubhouse Operations	231,977
Ute Creek Golf Course - Golf and Clubhouse Operations	231,667
Athletics - Adults	230,762
Homeless Assistance Programs	295,329
Children/Teen Programs	223,617
Reactive Public Information Media Relations	200,095
Children/Teen Reference Assistance	197,010
Athletics - Youth	181,353
Homeless Assistance Programs	176,346
Adult Computer Lab	163,386
Seasonal Ice Rink	160,715
Athletics - Rentals	145,900
Sunset Golf Course - Golf and Clubhouse Operations	141,738
Children/Teen Outreach	135,020
Health & Physical Wellbeing	133,378
Summer Camps	130,889
Sunset Golf Course - Building and Equipment Maintenance	126,815
Field Maintenance – Off Seasonal	106,425
Home Ownership Programs	100,655
Volunteer Management	97,942
City Produced Special Events Public Information Sponsorship and Support	97,703
Summer Concert Series	82,728
Dia de los Muertos	73,637
Childrens and Teens Computer Lab	72,686
Youth Programs - Intramurals	71,019
Memorial Building - General Programs - Rentals	69,445
Collaborative Service Coordination-Internal	67,897
Outdoor Programs - Outdoor Programs and Adventure Camps	58,429

Proactive Public Information, Education and Marketing	54,299
Counseling	53,344
Museum Archives	49,206
Therapeutics – Recreation Programs	48,842
Meeting Rooms	48,748
Adult Outreach	48,680
Discovery Days	44,846
Aquatics - Kanemoto Pool - Operation/Repair and Maintenance	43,810
Aquatics - Roosevelt Pool - Operation//Repair and Maintenance	43,740
Aquatics - Kanemoto Pool - Programs, Events and Services	38,340
Aquatics - Roosevelt Pool - Programs, Events and Services	36,795
Resource Referral & Education	28,846
Aquatics – Sunset Pool – Rentals	28,691
Recreation Center - Rentals	26,780
Facility and Grounds Maintenance	24,093
Internal Support for Conflict Resolution	22,762
Aquatics – Centennial Pool – Special Events	22,320
Boards & Commissions Support - Museum	20,693
Aquatics – Centennial Pool – Rentals	18,873
Boards & Commissions Support – CYF	12,254
Community Investment Programs	11,961
Leadership and Homeowner Association Training	11,230
Volunteer Parking Patrol	10,678
Boards & Commissions Support - Reb	9,205
Genesis	9,179
City Meetings Special events – Museum	8,562
Discover Neighbor, Discover Home Grants	8,248
Private Special Events	7,919
Community Special Events	5,693
Board & Commissions Support – Golf	5,506
Recreation Center – Support of Union Reservoir Swim Beach and Events	5,501
Q4 Programs - \$361,170	
Proactive Public Information, Education and Marketing	125,662
Facility Event Rentals	67,834
Concessions - Sunset Pool	67,657
Museum Store	46,213
Clubs	30,819
Homebound Service	30,032
Senior Led Activities	26,781
Economic Development Programs	11,961
City Meetings Special events	4,274
LSO 4 th of July Concert	1,136
Longmont Symphony Orchestra	136

Community Services Department Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	9,568,967	10,275,687	10,687,606
Operating and Maintenance	4,357,745	4,506,846	5,353,734
Non-Operating	1,159,815	1,106,543	1,106,543
Capital	111,314	83,059	95,470
TOTAL	\$ 15,197,840	\$ 15,972,135	\$ 17,243,353

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

The divisions in this department are:

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

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

Community Services Director Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	406,884	530,029	516,500
Operating and Maintenance	1,546,405	1,545,590	2,043,907
Non-Operating	1,159,815	1,106,543	1,106,543
Capital	-	-	-
TOTAL	\$ 3,113,105	\$ 3,182,162	\$ 3,666,950

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

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

Service: **Community Services Director**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

SERVICE: Community Services Director

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Director of Community Services	1.00	1.00	1.00
Community Services Project Coordinator	1.00	1.00	1.00
Public Relations and Marketing Specialist	1.00	1.00	0.00
Communications and Marketing Specialist	0.00	0.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	4.00	4.00	4.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	250,144	355,111	364,926
112	Temporary Wages	57,491	58,700	30,745
121	Wages - Overtime	117	2,589	2,589
126	Retirement Health Savings Plan	1,760	1,600	1,600
128	FICA	3,564	-	-
129	Medicare	4,017	5,129	5,273
131	MOPC	12,505	17,690	18,181
132	Employee Insurance	55,163	58,231	59,924
133	Employee Retirement	20,562	27,242	29,089
135	Compensation Insurance	118	191	691
136	Unemployment Insurance	416	246	182
137	Staff Training and Conferences	186	2,500	2,500
142	Food Allowance	840	800	800
	<i>Subtotal</i>	<i>406,884</i>	<i>530,029</i>	<i>516,500</i>
Operating and Maintenance				
210	Office Supplies	2,492	1,070	1,070
216	Reference Books and Materials	-	159	159
217	Dues and Subscriptions	95	50	50
218	Non-Capital Equipment and Furniture	8,366	5,000	-
232	Building Repair and Maintenance	14,119	10,000	-
240	Equipment Repair and Maintenance	-	5,140	6,140
243	Non-Capital Computer Equipment and Supplies	-	1,600	1,600
245	Mileage Allowance	2,448	2,400	2,400
246	Liability Insurance	295	536	506
249	Operating Leases and Rentals	611	670	670
250	Professional and Contracted Services	81,871	158,660	286,960
252	Ads and Legal Notices	447	-	-
261	Telephone Charges	-	420	420
263	Postage	257	853	853
264	Printing and Copying	3,038	872	872
269	Other Services and Charges	138,290	51,950	50,250
	<i>Subtotal</i>	<i>252,329</i>	<i>239,380</i>	<i>351,950</i>
Non-Operating Expense				
970	Transfers To Other Funds	1,159,815	1,106,543	1,106,543
	<i>Subtotal</i>	<i>1,159,815</i>	<i>1,106,543</i>	<i>1,106,543</i>
	SERVICE TOTAL	\$1,819,029	\$1,875,952	\$1,974,993

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 Services Advisory Board recommends priorities and funding levels to the City Council. All agencies contracting with the City are bound by rules and regulations prohibiting discrimination based on race, gender, religion and age. The contracting agencies submit biannual reports on their use of allocated funds.

LINE ITEM BUDGET

Operating and Maintenance		2018 Actual	2019 Budget	2020 Budget
250	Professional and Contracted Services	1,294,076	1,306,210	1,691,957
	<i>Subtotal</i>	<i>1,294,076</i>	<i>1,306,210</i>	<i>1,691,957</i>
	SERVICE TOTAL	\$1,294,076	\$1,306,210	\$1,691,957

Community and Neighborhood Resources Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	513,033	540,614	557,001
Operating and Maintenance	52,136	112,227	87,532
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 565,169	\$ 652,841	\$ 644,533

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

Service: **Community and Neighborhood Response**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

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

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

SERVICE: Community and Neighborhood Response

Budgeted Positions:	2018 Budget	2019 Budget	2020 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	0.50	0.50	0.50
Total	3.50	3.50	3.50

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	271,862	283,545	292,667
126	Retirement Health Savings Plan	1,400	1,400	1,400
129	Medicare	3,339	4,111	4,244
131	MOPC	13,593	14,177	14,633
132	Employee Insurance	44,527	46,240	47,473
133	Employee Retirement	20,933	21,833	23,398
135	Compensation Insurance	1,144	1,026	962
136	Unemployment Insurance	195	197	144
137	Staff Training and Conferences	150	1,400	1,400
142	Food Allowance	-	500	500
	<i>Subtotal</i>	<i>357,143</i>	<i>374,429</i>	<i>386,821</i>
Operating and Maintenance				
210	Office Supplies	10,367	21,600	21,600
218	Non-Capital Equipment and Furniture	-	2,220	350
245	Mileage Allowance	1,139	1,850	1,850
246	Liability Insurance	1,740	1,562	757
250	Professional and Contracted Services	2,800	28,500	3,500
263	Postage	47	-	-
	<i>Subtotal</i>	<i>16,093</i>	<i>55,732</i>	<i>28,057</i>
	SERVICE TOTAL	\$373,236	\$430,161	\$414,878

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:	2018 Budget	2019 Budget	2020 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		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	46,160	51,163	53,104
112	Wages - Temporary	-	1,930	1,930
126	Retirement Health Savings Plan	400	400	400
128	FICA	-	120	120
129	Medicare	482	769	798
131	MOPC	2,308	2,558	2,655
132	Employee Insurance	7,932	8,244	8,465
133	Employee Retirement	3,554	3,939	4,243
135	Compensation Insurance	2,558	1,072	1,006
136	Unemployment Insurance	35	35	26
137	Staff Training and Conferences	1,155	1,400	1,400
142	Food Allowance	2,125	2,100	2,100
	<i>Subtotal</i>	<i>66,710</i>	<i>73,730</i>	<i>76,247</i>
Operating and Maintenance				
210	Office Supplies	3,182	3,200	3,200
216	Reference Books and Materials	-	1,300	1,300
217	Dues and Subscriptions	-	911	911
218	Non-Capital Equipment and Furniture	-	3,988	248
240	Equipment Repair and Maintenance	80	150	150
246	Liability Insurance	486	492	478
249	Operating Leases and Rentals	2,433	4,765	4,765
252	Advertising and Legal Notices	-	332	332
263	<i>Postage</i>	<i>149</i>	<i>3,215</i>	<i>3,215</i>
264	Printing and Copying	2,531	4,248	4,248
269	Other Services and Charges	1,104	-	-
	<i>Subtotal</i>	<i>9,966</i>	<i>22,601</i>	<i>18,847</i>
	SERVICE TOTAL	\$76,675	\$96,331	\$95,094

Service: **Parking Enforcement**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Parking Enforcement

Budgeted Positions:	2018 Budget	2019 Budget	2020 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		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	66,936	67,323	69,120
126	Retirement Health Savings Plan	600	600	600
129	Medicare	791	976	1,002
131	MOPC	3,347	3,366	3,456
132	Employee Insurance	10,688	11,108	11,405
133	Employee Retirement	5,154	5,184	5,530
135	Compensation Insurance	335	2,001	935
136	Unemployment Insurance	47	47	35
137	Staff Training and Conferences	-	300	300
141	Uniforms and Protective Clothing	1,061	1,100	1,100
142	Food Allowance	222	450	450
	<i>Subtotal</i>	<i>89,180</i>	<i>92,455</i>	<i>93,933</i>
Operating and Maintenance				
210	Office Supplies	494	2,620	2,620
217	Dues and Subscriptions	11,845	12,075	12,075
218	Non-Capital Equipment and Furniture	386	3,800	3,800
240	Equipment Repair and Maintenance	230	2,900	2,900
245	Mileage Allowance	438	1,600	1,600
246	Liability Insurance	663	535	550
261	Telephone Charges	1,830	2,300	2,300
263	Postage	774	1,150	1,150
264	Printing and Copying	2,122	900	900
269	Other Services and Charges	750	-	-
273	Fleet Lease Operating and Maintenance	6,545	6,014	5,085
274	Fleet Lease Replacement	-	-	7,648
	<i>Subtotal</i>	<i>26,077</i>	<i>33,894</i>	<i>40,628</i>
	SERVICE TOTAL	\$115,257	\$126,349	\$134,561

Library Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	2,713,728	2,874,699	2,987,721
Operating and Maintenance	631,492	752,834	774,210
Non-Operating	-	-	-
Capital	21,312	-	-
TOTAL	\$ 3,366,532	\$ 3,627,533	\$ 3,761,931

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:	2018 Budget	2019 Budget	2020 Budget
Library Director	1.00	1.00	1.00
Customer Services Assistant	0.50	0.00	0.00
Library Marketing Generalist	0.00	0.75	0.00
Marketing Coordinator	0.75	0.00	0.75
Library Campus Supervisor	0.00	0.00	1.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	0.50	0.50	0.50
Total	3.75	3.25	4.25

Service: Library Administration**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	247,200	246,223	304,106
112	Wages - Temporary	56,385	91,425	54,743
121	Wages - Overtime	3,424	5,000	5,000
122	Longevity Compensation	2,400	2,460	2,520
126	Retirement Health Savings Plan	21,997	1,300	1,700
128	FICA	3,496	6,129	31
129	Medicare	3,331	4,279	3,673
131	MOPC	11,892	12,311	15,206
132	Employee Insurance	41,818	40,627	50,177
133	Employee Retirement	18,314	18,958	24,329
135	Compensation Insurance	441	424	387
136	Unemployment Insurance	183	172	152
137	Staff Training and Conferences	2,434	6,369	7,000
141	Uniforms and Protective Clothing	236	100	340
	<i>Subtotal</i>	<i>413,551</i>	<i>435,777</i>	<i>469,364</i>
Operating and Maintenance				
210	Office Supplies	32,284	34,786	39,728
217	Dues and Subscriptions	8,134	700	700
218	Non-Capital Equipment and Furniture	7,097	9,000	10,500
232	Building Repair and Maintenance	9,983	-	-
240	Equipment Repair and Maintenance	-	6,000	6,000
245	Mileage Allowance	365	32	32
246	Liability Insurance	752	905	939
247	Safety Expenses	237	2,500	2,500
249	Operating Leases and Rentals	-	4,640	4,640
250	Professional and Contracted Services	12,827	31,650	30,500
261	Telephone Charges	2,013	900	2,000
263	Postage	144	350	250
264	Printing and Copying	-	500	500
269	Other Services and Charges	-	500	500
	<i>Subtotal</i>	<i>74,323</i>	<i>92,463</i>	<i>98,789</i>
	SERVICE TOTAL	\$509,186	\$528,240	\$568,153

Service: **Adult Services**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Adult Services

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Librarian II	1.00	1.00	1.00
Librarian I	4.25	4.25	4.25
Senior Library Technician	1.25	1.25	1.25
Library Technician	1.75	2.00	2.00
Total	8.25	8.50	8.50

Service: Adult Services**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	456,313	495,080	512,203
112	Wages - Temporary	50,692	56,441	55,931
126	Retirement Health Savings Plan	4,048	3,400	3,400
128	FICA	3,143	3,499	3,468
129	Medicare	6,319	7,996	8,239
131	MOPC	22,815	24,754	25,610
132	Employee Insurance	76,558	81,660	84,175
133	Employee Retirement	35,136	38,120	40,970
135	Compensation Insurance	626	1,702	1,558
136	Unemployment Insurance	335	346	255
	<i>Subtotal</i>	<i>655,986</i>	<i>712,998</i>	<i>735,809</i>
Operating and Maintenance				
209	Ebooks/Eaudiobooks	48,137	-	-
211	Adult Books	164,199	218,550	220,258
213	Periodicals	12,678	18,050	13,745
214	Pamphlets and Documents	200	-	-
215	Audiovisual Materials	47,762	51,500	50,000
240	Equipment Repair and Maintenance	895	-	900
245	Mileage Allowance	360	450	450
246	Liability Insurance	797	827	670
250	Professional and Contracted Services	8,077	6,450	6,450
263	Postage	-	300	300
269	Other Services and Charges	29,442	72,060	76,176
	<i>Subtotal</i>	<i>312,548</i>	<i>368,187</i>	<i>368,949</i>
	SERVICE TOTAL	\$968,534	\$1,081,185	\$1,104,758

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:	2018 Budget	2019 Budget	2020 Budget
Librarian II	1.00	1.00	1.00
Librarian I	2.75	2.75	2.75
Library Technician	0.50	0.50	1.25
Total	4.25	4.25	5.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	256,977	268,862	313,651
112	Wages - Temporary	34,350	19,789	30,327
121	Overtime	53	-	-
126	Retirement Health Savings Plan	9,484	1,701	2,001
128	FICA	1,915	1,227	1,880
129	Medicare	3,660	4,187	4,988
131	MOPC	12,966	13,443	15,683
132	Employee Insurance	42,258	44,252	51,455
133	Employee Retirement	19,968	20,702	25,087
135	Compensation Insurance	189	2,122	125
136	Unemployment Insurance	185	188	156
	<i>Subtotal</i>	382,006	376,473	445,353
Operating and Maintenance				
209	Ebooks/Eaudiobooks	7,333	-	-
210	Office Supplies	5,600	9,000	7,000
212	Children's Books	43,934	70,182	72,500
213	Periodicals	1,595	2,000	2,000
215	Audiovisual Materials	8,667	13,165	10,000
245	Mileage Allowance	-	230	230
246	Liability Insurance	473	436	351
250	Professional Contracted Services	900	2,000	2,000
264	Printing and Copying	807	1,700	1,000
269	Other Services and Charges	-	1,200	200
	<i>Subtotal</i>	69,309	99,913	95,281
	SERVICE TOTAL	\$451,315	\$476,386	\$540,634

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:	2018 Budget	2019 Budget	2020 Budget
Circulation Desk Manager	1.00	1.00	1.00
Senior Library Technician	1.00	1.00	1.00
Library Technician	0.75	0.75	0.00
Library Assistant	6.21	3.46	3.65
Library Page	4.50	5.75	5.00
Total	13.46	11.96	10.65

Service: Circulation**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	461,002	480,046	440,733
112	Wages - Temporary	117,641	131,556	160,701
115	One Time Payment	-	-	977
121	Wages - Overtime	321	-	-
122	Longevity Compensation	2,160	2,220	2,280
126	Retirement Health Savings Plan	4,918	4,785	4,260
128	FICA	7,285	8,156	9,408
129	Medicare	6,604	8,014	7,677
131	MOPC	23,055	23,988	22,037
132	Employee Insurance	83,741	78,813	72,498
133	Employee Retirement	35,504	36,941	35,255
135	Compensation Insurance	2,299	1,805	2,078
136	Unemployment Insurance	366	334	220
	<i>Subtotal</i>	<i>744,896</i>	<i>776,658</i>	<i>758,124</i>
Operating and Maintenance				
210	Office Supplies	2,528	2,900	2,900
218	Non-Capital Equipment and Furniture	-	2,300	1,500
245	Mileage Allowance	-	32	32
246	Liability Insurance	824	1,006	743
250	Professional Contracted Services	6,993	10,000	8,000
263	Postage	596	1,800	1,000
	<i>Subtotal</i>	<i>10,940</i>	<i>18,038</i>	<i>14,175</i>
	SERVICE TOTAL	\$755,837	\$794,696	\$772,299

Service: **Technical Services**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Technical Services

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Librarian II	1.00	1.00	1.00
Device Specialist	1.00	1.00	1.00
Senior Library Tech	0.75	0.75	0.75
Library Technician	3.50	3.50	3.50
Library Assistant	1.29	1.29	1.10
Library Page	0.50	0.50	0.50
Total	8.04	8.04	7.85

Service: Technical Services**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	378,635	416,749	422,828
112 Wages - Temporary	15,679	22,851	20,377
126 Retirement Health Savings Plan	2,922	3,214	3,139
128 FICA	854	1,417	1,263
129 Medicare	4,898	6,374	6,426
131 MOPC	19,013	20,837	21,141
132 Employee Insurance	65,482	68,502	69,173
133 Employee Retirement	29,280	32,088	33,815
135 Compensation Insurance	239	472	699
136 Unemployment Insurance	287	289	210
<i>Subtotal</i>	<i>517,289</i>	<i>572,793</i>	<i>579,071</i>
Operating and Maintenance			
210 Office Supplies	34,304	34,440	34,440
217 Dues and Subscriptions	900	9,235	9,235
240 Equipment Repair and Maintenance	113,480	112,894	136,807
246 Liability Insurance	597	664	534
263 Postage	2,141	3,000	2,500
264 Printing and Copying	2,167	3,000	2,500
269 Other Services and Charges	10,783	11,000	11,000
<i>Subtotal</i>	<i>164,371</i>	<i>174,233</i>	<i>197,016</i>
SERVICE TOTAL	\$681,660	\$747,026	\$776,087

Museum Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	827,874	845,187	888,385
Operating and Maintenance	260,508	247,131	237,810
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,088,382	\$ 1,092,318	\$ 1,126,195

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

Service: **Museum Division**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Museum Division

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Museum Director	1.00	1.00	1.00
Museum Curator	3.00	3.00	3.00
Assistant Museum Curator	0.75	0.75	0.00
Museum Exhibit Technician	0.00	0.00	1.00
Executive Assistant	1.00	1.00	1.00
Registrar	0.50	0.50	0.50
Fund Dev & Marketing Spec	0.75	0.75	0.75
Visitor Services Manager	0.50	0.50	0.50
Total	7.50	7.50	7.75

Service: Museum Division**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	478,713	481,248	496,114
112	Wages - Temporary	53,571	46,548	43,345
115	One Time Payment	4,253	-	-
121	Wages - Overtime	78	1,185	300
126	Retirement Health Savings Plan	4,066	2,941	3,101
128	FICA	3,370	2,886	2,392
129	Medicare	6,600	7,654	7,753
131	MOPC	23,706	24,063	24,806
132	Employee Insurance	75,559	79,405	81,859
133	Employee Retirement	36,507	37,055	39,689
135	Compensation Insurance	10,722	2,287	2,096
136	Unemployment Insurance	339	335	248
137	Staff Training and Conferences	3,190	5,200	5,200
	<i>Subtotal</i>	<i>700,674</i>	<i>690,807</i>	<i>706,903</i>
Operating and Maintenance				
210	Office Supplies	35,184	29,564	34,750
216	Reference Books and Materials	215	335	535
217	Dues and Subscriptions	9,586	7,091	6,000
218	Non-Capital Equipment and Furniture	3,625	6,350	10,750
232	Building Repair and Maintenance	4,997	-	-
240	Equipment Repair and Maintenance	-	13,932	14,259
245	Mileage Allowance	822	700	700
246	Liability Insurance	999	1,172	974
247	Safety Expenses	-	2,020	820
249	Operating Leases and Rentals	14,602	975	2,475
250	Professional and Contracted Services	52,408	22,394	28,700
252	Ads and Legal Notices	12,706	18,292	18,950
261	Telephone Charges	421	362	430
263	Postage	5,771	4,415	16,738
264	Printing and Copying	26,038	38,728	19,450
269	Other Services and Charges	1,825	1,626	2,200
	<i>Subtotal</i>	<i>169,199</i>	<i>147,956</i>	<i>157,731</i>
	SERVICE TOTAL	\$869,873	\$838,763	\$864,634

Service: **Museum Auditorium**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Museum Auditorium

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Auditorium and Event Manager	1.00	1.00	1.00
Visitor Services Manager	0.50	0.50	0.50
Total	1.50	1.50	1.50

Service: Museum Auditorium**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	77,577	92,858	95,432
112 Temporary Wages	20,505	25,490	51,846
121 Overtime Wages	-	4,889	-
126 Retirement Health Savings Plan	2,640	600	600
128 FICA	1,271	1,580	3,214
129 Medicare	1,217	1,717	2,136
131 MOPC	3,727	4,643	4,772
132 Employee Insurance	14,422	15,322	15,746
133 Employee Retirement	5,740	7,150	7,635
135 Compensation Insurance	36	66	53
136 Unemployment Insurance	63	65	48
<i>Subtotal</i>	<i>127,200</i>	<i>154,380</i>	<i>181,482</i>
Operating and Maintenance			
210 Office Supplies	1,371	2,300	4,280
218 Non Capital Equipment and Furniture	10,170	-	1,200
224 Resale Merchandise	7,994	20,000	18,149
245 Mileage Allowance	77	-	-
246 Liability Insurance	-	-	150
249 Operating Leases and Rentals	20,093	8,000	3,800
250 Professional and Contracted Services	21,048	24,050	15,675
252 Ads and Legal Notices	928	650	-
256 Refunds	26,639	35,500	35,500
259 Licenses and Permits	1,933	675	1,325
263 Postage	939	2,000	-
264 Printing and Copying	-	6,000	-
269 Other Services and Charges	117	-	-
<i>Subtotal</i>	<i>91,309</i>	<i>99,175</i>	<i>80,079</i>
SERVICE TOTAL	\$218,509	\$253,555	\$261,561

Recreation and Golf Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	3,800,812	4,021,717	4,196,515
Operating and Maintenance	1,642,032	1,573,851	1,608,520
Non-Operating	-	-	-
Capital	84,056	83,059	85,470
TOTAL	\$ 5,526,900	\$ 5,678,627	\$ 5,890,505

Recreation and Golf 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. This service also oversees the operations of the Callahan House.

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

SERVICE: Recreation Administration

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Recreation & Golf Manager	1.00	0.60	0.60
Recreation Program Supervisor	0.10	0.10	0.40
Marketing Coordinator	0.25	0.25	0.25
Administrative Assistant	0.00	0.00	1.00
Total	1.35	0.95	2.25

Service: Recreation Administration**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	140,566	93,548	168,330
112	Wages - Temporary	44,788	32,306	2,470
121	Wages - Overtime	244	200	200
126	Retirement Health Savings Plan	1,937	380	900
128	FICA	2,825	1,858	-
129	Medicare	2,460	1,792	2,441
131	MOPC	6,970	4,677	8,416
132	Employee Insurance	21,354	15,436	27,774
133	Employee Retirement	10,734	7,204	13,466
135	Compensation Insurance	101	93	63
136	Unemployment Insurance	94	65	84
137	Staff Training and Conferences	3,348	4,600	4,600
141	Uniforms and Protective Clothing	536	850	850
142	Food Allowance	73	500	500
	<i>Subtotal</i>	<i>236,028</i>	<i>163,509</i>	<i>230,094</i>
Operating and Maintenance				
210	Office Supplies	8,423	22,962	22,962
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	6,414	660	660
218	Non-Capital Equipment and Furniture	2,660	300	300
240	Equipment Repair and Maintenance	5,139	21,315	21,315
245	Mileage Allowance	1,075	2,937	2,937
246	Liability Insurance	253	261	496
247	Safety Expenses	43	296	296
249	Operating Leases and Rentals	2,272	1,900	1,900
250	Professional and Contracted Services	16,434	11,952	11,952
252	Advertising and Legal Notices	4,781	2,000	2,000
261	Telephone Charges	3,939	3,540	3,540
263	Postage	20,365	39,125	39,125
264	Printing and Copying	21,770	28,774	28,774
269	Other Services and Charges	79,009	85,941	85,941
	<i>Subtotal</i>	<i>172,578</i>	<i>222,013</i>	<i>222,248</i>
Non-Operating Expense				
970	Transfers To Other Funds	84,056	83,059	85,470
	<i>Subtotal</i>	<i>84,056</i>	<i>83,059</i>	<i>85,470</i>
	SERVICE TOTAL	\$492,662	\$468,581	\$537,812

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:	2018 Budget	2019 Budget	2020 Budget
Recreation Area Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	1.10	1.10	0.85
Recreation Program Coordinator	0.80	0.80	0.80
Recreation Specialist	0.00	0.00	0.00
Aquatics Specialist	0.00	0.00	0.00
Pool Technician	0.35	0.35	0.35
Fitness Specialist	0.75	0.75	0.75
Swim Lesson Specialist	0.50	0.50	0.50
Head Lifeguard	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	2.50	2.50	2.50
Total	9.00	9.00	8.75

Service: Recreation Center**LINE ITEM BUDGET**

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	430,706	466,742	467,080
112 Wages - Temporary	753,466	788,466	829,907
121 Wages - Overtime	1,661	1,000	1,000
122 Longevity	-	-	1,920
126 Retirement Health Savings Plan	4,831	3,601	3,501
128 FICA	46,729	45,910	48,885
129 Medicare	16,124	17,502	18,206
131 MOPC	21,432	23,338	23,354
132 Employee Insurance	73,587	76,964	76,994
133 Employee Retirement	32,978	35,940	37,365
135 Compensation Insurance	42,498	35,405	30,991
136 Unemployment Insurance	322	328	233
141 Uniforms and Protective Clothing	3,561	3,800	3,800
<i>Subtotal</i>	<i>1,427,895</i>	<i>1,498,996</i>	<i>1,543,236</i>
Operating and Maintenance			
210 Office Supplies	23,067	26,737	26,737
217 Dues and Subscriptions	2,708	1,315	1,315
218 Non-Capital Equipment and Furniture	5,538	9,000	9,000
222 Chemicals	36,991	29,605	29,605
224 Resale Merchandise	8,637	8,000	8,000
232 Building Repair and Maintenance	31,290	-	-
240 Equipment Repair and Maintenance	-	29,734	29,734
245 Mileage Allowance	347	600	600
246 Liability Insurance	3,034	4,393	5,918
247 Safety Expenses	1,808	1,500	1,500
249 Operating Leases and Rentals	5,169	1,700	1,700
250 Professional and Contracted Services	33,194	31,650	31,650
252 Advertising and Legal Notices	175	2,000	2,000
260 Utilities	197,297	173,116	192,116
261 Telephone Charges	1,300	-	-
263 Postage	87	6,500	6,500
264 Printing and Copying	8,746	9,481	9,481
269 Other Services and Charges	(204)	1,200	1,200
<i>Subtotal</i>	<i>359,186</i>	<i>336,531</i>	<i>357,056</i>
SERVICE TOTAL	\$1,787,081	\$1,835,527	\$1,900,292

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:	2018 Budget	2019 Budget	2020 Budget
Recreation Program Supervisor	0.80	0.60	0.60
Recreation Program Coordinator	0.60	0.80	0.80
Total	1.40	1.40	1.40

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	86,650	87,390	89,715
112	Wages - Temporary	157,677	226,859	235,531
121	Wages - Overtime	81	-	-
126	Retirement Health Savings Plan	833	560	560
128	FICA	9,858	13,208	14,065
129	Medicare	3,363	4,356	4,590
131	MOPC	4,242	4,369	4,486
132	Employee Insurance	13,654	14,420	14,803
133	Employee Retirement	6,532	6,730	7,177
135	Compensation Insurance	21,222	5,579	6,377
136	Unemployment Insurance	60	62	45
141	Uniforms and Protective Clothing	426	900	900
	<i>Subtotal</i>	<i>304,599</i>	<i>364,433</i>	<i>378,249</i>
Operating and Maintenance				
210	Office Supplies	37,064	26,406	26,406
217	Dues and Subscriptions	60	345	345
218	Non-Capital Equipment and Furniture	-	700	700
240	Equipment Repair and Maintenance	-	500	500
245	Mileage Allowance	376	500	500
246	Liability Insurance	2,507	2,353	2,667
247	Safety Expenses	550	500	500
250	Professional and Contracted Services	55,155	30,650	30,650
260	Utilities	81,655	79,599	79,599
261	Telephone Charges	42	-	-
263	Postage	-	850	850
264	Printing and Copying	14	900	900
269	Other Services and Charges	284	5,000	5,000
	<i>Subtotal</i>	<i>177,707</i>	<i>148,303</i>	<i>148,617</i>
	SERVICE TOTAL	\$482,306	\$512,736	\$526,866

Service: **Aquatics**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Aquatics

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Recreation Area Supervisor	1.00	1.00	1.00
Recreation Program Coordinator	1.40	1.40	1.40
Recreation Program Supervisor	0.60	0.60	0.60
Swim Lesson Specialist	0.25	0.25	0.25
Pool Technician	0.65	0.65	0.65
Administrative Assistant	1.00	1.00	0.00
Total	4.90	4.90	3.90

Service: Aquatics**LINE ITEM BUDGET**

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	262,329	295,821	257,242
112 Wages - Temporary	371,928	411,222	431,678
121 Wages - Overtime	2,429	200	200
122 Longevity Compensation	1,860	1,920	-
126 Retirement Health Savings Plan	6,152	1,959	1,559
128 FICA	23,339	23,950	25,496
129 Medicare	8,590	9,890	9,693
131 MOPC	12,894	14,791	12,862
132 Employee Insurance	46,367	48,614	42,148
133 Employee Retirement	19,853	22,779	20,574
135 Compensation Insurance	40,750	50,679	62,581
136 Unemployment Insurance	203	207	128
141 Uniforms and Protective Clothing	675	700	700
142 Food Allowance	37	-	-
<i>Subtotal</i>	<i>797,406</i>	<i>882,732</i>	<i>864,861</i>
Operating and Maintenance			
210 Office Supplies	32,146	36,011	36,011
217 Dues and Subscriptions	2,949	2,990	2,990
218 Non-Capital Equipment and Furniture	2,502	1,900	1,900
222 Chemicals	41,401	43,675	43,675
224 Resale Merchandise	2,436	2,000	2,000
232 Building Repair and Maintenance	20,348	-	-
240 Equipment Repair and Maintenance	-	28,792	28,792
246 Liability Insurance	25,252	11,091	21,290
247 Safety Expenses	1,488	1,180	1,180
249 Operating Leases and Rentals	1,928	-	-
250 Professional and Contracted Services	15,503	15,000	15,000
252 Ads and Legal Notices	175	-	-
260 Utilities	68,938	88,017	88,017
261 Telephone Charges	373	-	-
263 Postage	187	240	240
264 Printing and Copying	46	1,000	1,000
269 Other Services and Charges	-	750	750
273 Fleet Lease - Operating and Maintenance	5,916	3,405	4,952
274 Fleet Lease - Replacement	5,305	5,305	5,305
<i>Subtotal</i>	<i>226,892</i>	<i>241,356</i>	<i>253,102</i>
SERVICE TOTAL	\$1,024,298	\$1,124,088	\$1,117,963

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**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
112	Wages - Temporary	21,967	28,712	29,920
121	Wages - Overtime	-	400	400
128	FICA	1,362	1,674	1,780
129	Medicare	319	391	416
135	Compensation Insurance	598	498	383
141	Uniforms and Protective Clothing	-	100	100
	<i>Subtotal</i>	<i>24,245</i>	<i>31,775</i>	<i>32,999</i>
Operating and Maintenance				
210	Office Supplies	21,315	1,125	1,125
217	Dues and Subscriptions	-	250	250
218	Non-Capital Equipment and Furniture	5,921	18,920	18,920
224	Resale Merchandise	280	-	-
240	Equipment Repair and Maintenance	-	1,840	1,840
246	Liability Insurance	154	153	144
247	Safety Expenses	-	300	300
260	Utilities	26,210	6,000	6,000
273	Fleet Lease - Operating and Maintenance	-	800	1,355
	<i>Subtotal</i>	<i>53,881</i>	<i>29,388</i>	<i>29,934</i>
	SERVICE TOTAL	\$78,125	\$61,163	\$62,933

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:	2018 Budget	2019 Budget	2020 Budget
Recreation Area Supervisor	0.60	0.00	1.00
Recreation Program Supervisor	0.35	0.35	0.30
Recreation Program Coordinator	1.90	1.90	1.90
Administrative Analyst	0.00	0.00	0.57
Administrative Assistant	1.00	1.00	1.00
Total	3.85	3.25	4.77

Service: General Programs and Facilities**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	226,548	182,163	296,833
112	Wages - Temporary	167,811	249,194	246,401
121	Wages - Overtime	1,979	1,000	1,000
126	Retirement Health Savings Plan	2,307	1,300	1,908
128	FICA	10,938	14,505	14,705
129	Medicare	5,236	6,034	7,743
131	MOPC	11,232	9,107	14,841
132	Employee Insurance	35,742	30,057	48,978
133	Employee Retirement	17,296	14,026	23,746
135	Compensation Insurance	9,582	8,396	25,045
136	Unemployment Insurance	156	128	149
141	Uniforms and Protective Clothing	777	500	500
	<i>Subtotal</i>	<i>489,604</i>	<i>516,410</i>	<i>681,849</i>
Operating and Maintenance				
210	Office Supplies	11,841	12,116	12,116
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	878	100	100
218	Non-Capital Equipment and Furniture	4,721	1,605	1,605
224	Resale Merchandise	-	500	500
240	Equipment Repair and Maintenance	(1,723)	1,990	1,990
246	Liability Insurance	3,035	3,046	3,509
247	Safety Expenses	-	1,005	1,005
249	Operating Leases and Rentals	132	3,150	3,150
250	Professional and Contracted Services	205,067	166,000	166,000
252	Advertising and Legal Notices	1,031	250	250
259	Licenses and Permits	663	1,775	1,775
260	Utilities	35,451	54,018	54,018
261	Telephone Charges	1,460	84	84
263	Postage	75	2,595	2,595
264	Printing and Copying	375	1,300	1,300
269	Other Services and Charges	-	1,200	1,200
273	Fleet Lease - Operating and Maintenance	3,399	9,440	4,114
274	Fleet Lease - Replacement	22,424	18,691	9,585
	<i>Subtotal</i>	<i>288,828</i>	<i>279,065</i>	<i>265,096</i>
	SERVICE TOTAL	\$778,432	\$795,475	\$946,945

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	2018 Actual	2019 Budget	2020 Budget
112 Wages - Temporary	-	1,417	1,417
121 Wages - Overtime	-	69	69
128 FICA	-	88	88
129 Medicare	-	21	21
135 Compensation Insurance	25	20	20
<i>Subtotal</i>	<i>25</i>	<i>1,615</i>	<i>1,615</i>
Operating and Maintenance			
210 Office Supplies	18,064	25,000	25,000
218 Non-Capital Equipment and Furniture	-	105	105
246 Liability Insurance	2	2	537
249 Operating Leases and Rentals	-	400	400
250 Professional and Contracted Services	17,146	18,500	18,500
252 Advertising and Legal Notices	-	1,374	1,374
259 Licenses and Permits	-	350	350
263 Postage	34	380	380
264 Printing and Copying	95	500	500
<i>Subtotal</i>	<i>35,341</i>	<i>46,611</i>	<i>47,146</i>
SERVICE TOTAL	\$35,366	\$48,226	\$48,761

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:	2018 Budget	2019 Budget	2020 Budget
Recreation Program Coordinator	0.10	0.10	0.10
Total	0.10	0.10	0.10

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	5,473	5,667	5,818
112	Wages - Temporary	37,007	39,003	41,038
121	Wages - Overtime	32	-	-
126	Retirement Health Savings Plan	40	40	40
128	FICA	2,278	2,274	2,418
129	Medicare	603	614	650
131	MOPC	274	283	291
132	Employee Insurance	872	935	960
133	Employee Retirement	422	436	465
135	Compensation Insurance	16,578	14,756	587
136	Unemployment Insurance	3	4	3
	<i>Subtotal</i>	<i>63,580</i>	<i>64,012</i>	<i>52,270</i>
Operating and Maintenance				
210	Office Supplies	1,035	300	300
217	Dues and Subscriptions	-	75	75
218	Non-Capital Equipment and Furniture	-	400	400
246	Liability Insurance	47	65	54
250	Professional and Contracted Services	1,188	100	100
261	Telephone Charges	42	-	-
263	Postage	-	75	75
264	Printing and Copying	-	60	60
	<i>Subtotal</i>	<i>2,312</i>	<i>1,075</i>	<i>1,064</i>
	SERVICE TOTAL	\$65,892	\$65,087	\$53,334

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:	2018 Budget	2019 Budget	2020 Budget
Recreation Area Supervisor	0.30	1.00	0.00
Total	0.30	1.00	0.00

Service: Community Events**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	24,572	76,132	-
112	Wages - Temporary	-	838	838
121	Wages - Overtime	-	500	500
126	Retirement Health Savings Plan	488	400	-
128	FICA	-	52	52
129	Medicare	308	1,116	12
131	MOPC	1,206	3,807	-
132	Employee Insurance	3,671	12,562	-
133	Employee Retirement	1,857	5,862	-
135	Compensation Insurance	386	325	1,018
136	Unemployment Insurance	16	53	-
141	Uniforms and Protective Clothing	-	911	911
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>32,504</i>	<i>102,658</i>	<i>3,431</i>
Operating and Maintenance				
210	Office Supplies	11,893	3,965	3,965
218	Non-Capital Equipment and Furniture	2,806	1,097	1,097
246	Liability Insurance	1,235	1,237	1,294
249	Operating Leases and Rentals	9,427	35,152	35,152
250	Professional and Contracted Services	153,977	83,458	83,458
252	Advertising and Legal Notices	1,265	4,309	4,309
261	Telephone Charges	136	-	-
263	Postage	-	600	600
264	Printing and Copying	365	2,174	2,174
	<i>Subtotal</i>	<i>181,104</i>	<i>131,992</i>	<i>132,049</i>
	SERVICE TOTAL	\$213,607	\$234,650	\$135,480

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:	2018 Budget	2019 Budget	2020 Budget
Recreation Program Supervisor	0.00	0.00	0.00
Recreation Area Supervisor	0.10	0.00	0.00
Total	0.10	0.00	0.00

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	9,649	-	-
112 Wages - Temporary	102,224	95,944	101,566
121 Wages - Overtime	2,796	1,210	1,210
126 Retirement Health Savings Plan	163	-	-
128 FICA	6,607	5,579	5,949
129 Medicare	1,647	1,305	1,391
131 MOPC	397	-	-
132 Employee Insurance	1,224	-	-
133 Employee Retirement	612	-	-
135 Compensation Insurance	1,677	4,365	1,711
136 Unemployment Insurance	6	-	-
<i>Subtotal</i>	<i>127,001</i>	<i>108,403</i>	<i>111,827</i>
Operating and Maintenance			
210 Office Supplies	7,643	5,000	5,000
217 Dues and Subscriptions	2,901	2,200	2,200
218 Non-Capital Equipment and Furniture	6,943	2,800	2,800
232 Building Repair and Maintenance	4,240	-	-
240 Equipment Repair and Maintenance	-	5,617	5,617
246 Liability Insurance	16,196	11,334	381
247 Safety Expenses	6,023	150	150
249 Operating Leases and Rentals	57	1,600	1,600
250 Professional and Contracted Services	13,536	17,270	17,270
252 Advertising and Legal Notices	100	2,000	2,000
259 Licenses and Permits	-	110	110
260 Utilities	20,619	-	18,500
261 Telephone Charges	45	200	200
264 Printing and Copying	165	300	300
<i>Subtotal</i>	<i>78,467</i>	<i>48,581</i>	<i>56,128</i>
SERVICE TOTAL	\$205,468	\$156,984	\$167,955

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**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	703	-	-
112 Wages - Temporary	24,101	31,094	32,420
121 Overtime	29	-	-
128 FICA	1,540	1,814	1,928
129 Medicare	360	424	451
135 Compensation Insurance	488	392	409
<i>Subtotal</i>	<i>27,220</i>	<i>33,724</i>	<i>35,208</i>
Operating and Maintenance			
210 Supplies	6,633	3,260	3,260
246 Liability Insurance	2,411	2,936	2,037
250 Professional and Contracted Services	308	-	-
273 Fleet Lease - Operating and Maintenance	4,972	2,792	5,192
274 Fleet Lease - Replacement	6,473	6,473	12,288
<i>Subtotal</i>	<i>20,797</i>	<i>15,461</i>	<i>22,777</i>
SERVICE TOTAL	\$48,018	\$49,185	\$57,985

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:	2018 Budget	2019 Budget	2020 Budget
Recreation Program Supervisor	0.25	0.25	0.25
Senior Grounds Maintenance Technician	2.00	2.00	2.00
Total	2.25	2.25	2.25

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	124,196	124,366	127,675
112	Wages - Temporary	73,058	64,902	68,920
121	Wages - Overtime	21,097	12,000	12,000
122	Longevity Compensation	2,220	2,280	2,340
126	Retirement Health Savings Plan	1,282	900	900
128	FICA	4,902	3,637	4,024
129	Medicare	2,129	1,880	1,997
131	MOPC	6,170	6,218	6,384
132	Employee Insurance	19,742	20,519	21,066
133	Employee Retirement	9,502	9,575	10,214
135	Compensation Insurance	3,922	6,837	5,042
136	Unemployment Insurance	86	86	64
137	Staff Training and Conferences	1,258	-	-
141	Uniforms and Protective Clothing	1,140	250	250
	<i>Subtotal</i>	<i>270,705</i>	<i>253,450</i>	<i>260,876</i>
Operating and Maintenance				
210	Office Supplies	37,501	20,000	20,000
240	Equipment Repair and Maintenance	3,805	-	-
246	Liability Insurance	2,523	5,182	4,650
260	Utilities	385	-	-
261	Telephone Charges	421	400	400
273	Fleet Lease Operating and Maintenance	305	16,892	18,071
274	Fleet Lease - Replacement	-	31,001	30,182
	<i>Subtotal</i>	<i>44,941</i>	<i>73,475</i>	<i>73,303</i>
	SERVICE TOTAL	\$315,646	\$326,925	\$334,179

Senior Services Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	678,169	773,028	822,453
Operating and Maintenance	95,665	106,003	130,899
Non-Operating	-	-	-
Capital	-	-	10,000
TOTAL	\$ 773,835	\$ 879,031	\$ 963,352

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
- Personal Connections and Community Involvement, which is primarily volunteer coordination, lifelong learning, and drop-in programs
- Health and Wellness, which is primarily fitness, outdoor and sports programs, and emotional support services
- Aging in Community, which is primarily information and assistance services and support and education programs for caregivers and includes efforts in planning and policy for a community in which older persons can age well.
- Management of the Longmont Senior Center as a focal point for information and programs for adults 55 years of age and older and their caregivers.

SERVICE: Senior Services

Budgeted Positions:	2018 Budget	2019 Budget	2020 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	2.63	2.63	2.75
Seniors Recreation Program Coordinator	1.00	1.00	1.00
Seniors Program Leader	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	1.88	1.88	1.00
Total	9.51	9.51	8.75

Service: Senior Services**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	457,246	562,960	555,263
112 Wages - Temporary	28,349	20,256	49,502
121 Wages - Overtime	3,667	6,250	4,000
122 Longevity Compensation	2,160	2,220	2,280
126 Retirement Health Savings Plan	12,419	3,804	3,500
128 FICA	1,603	946	4,821
129 Medicare	5,142	7,094	7,854
131 MOPC	22,530	28,148	27,764
132 Employee Insurance	86,742	92,492	91,025
133 Employee Retirement	34,696	43,348	44,410
135 Compensation Insurance	16,940	1,117	27,758
136 Unemployment Insurance	379	393	276
137 Staff Training and Conferences	6,296	4,000	4,000
<i>Subtotal</i>	<i>678,169</i>	<i>773,028</i>	<i>822,453</i>
Operating and Maintenance			
210 Office Supplies	18,133	18,000	22,336
216 Reference Books and Materials	57	200	100
217 Dues and Subscriptions	800	525	525
218 Non-Capital Equipment and Furniture	1,202	4,950	2,310
232 Building Repair and Maintenance	1,069	-	-
240 Equipment Repair and Maintenance	-	890	1,370
245 Mileage Allowance	101	50	50
246 Liability Insurance	4,944	4,405	3,472
247 Safety Expenses	74	150	150
249 Operating Leases and Rentals	4,518	4,500	4,600
250 Professional and Contracted Services	7,687	25,758	40,758
252 Advertising and Legal Notices	4,186	500	500
261 Telephone Charges	-	150	150
263 Postage	1,670	2,300	1,900
264 Printing and Copying	26,674	25,000	30,000
269 Other Services and Charges	1,746	1	1
273 Fleet Lease - Operating and Maintenance	10,602	6,421	10,474
274 Fleet Lease - Replacement	12,203	12,203	12,203
<i>Subtotal</i>	<i>95,665</i>	<i>106,003</i>	<i>130,899</i>
Capital Outlay			
440 Machinery and Equipment	-	-	10,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>10,000</i>
SERVICE TOTAL	\$773,835	\$879,031	\$963,352

Children, Youth and Families Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	628,466	690,413	719,031
Operating and Maintenance	129,507	169,210	470,856
Non-Operating	-	-	-
Capital	5,946	-	-
TOTAL	\$ 763,918	\$ 859,623	\$ 1,189,887

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

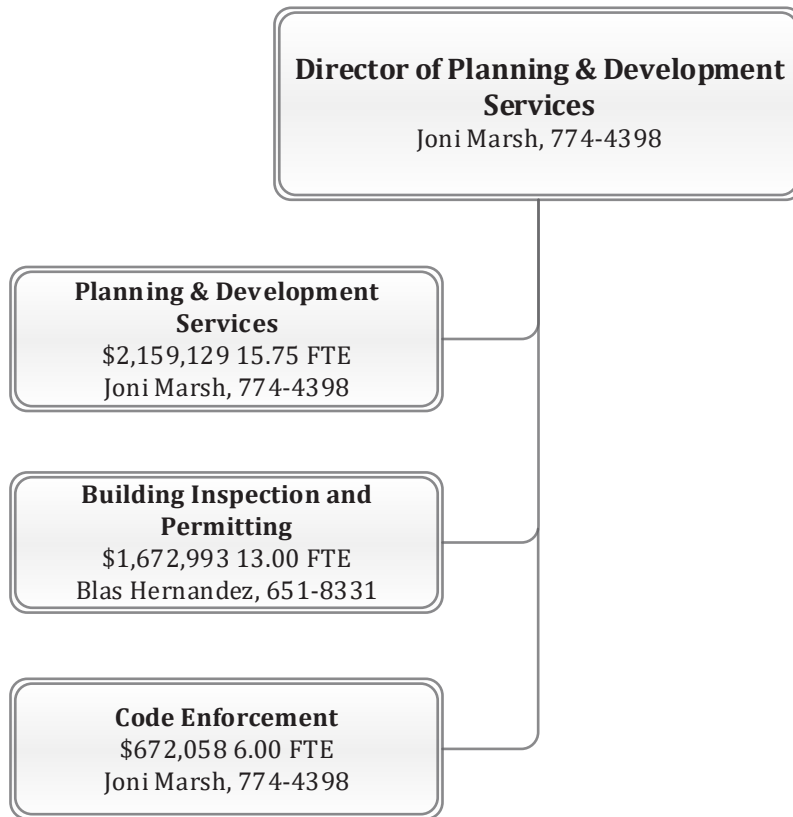
Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Children and Youth Family Resources Manager	1.00	1.00	1.00
Children and Youth Family Counselor	2.00	2.00	2.00
Children and Youth Family Resource Community Coordinatc	2.00	2.00	2.00
Children and Youth Family Program Leader	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	7.00	7.00	7.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	396,478	466,726	487,132
112	Wages - Temporary	77,806	58,404	59,868
121	Wages - Overtime	2,310	4,232	3,732
126	Retirement Health Savings Plan	3,099	2,800	2,800
128	FICA	4,824	3,621	3,712
129	Medicare	6,231	7,615	7,931
131	MOPC	20,246	23,336	24,356
132	Employee Insurance	71,349	76,268	78,966
133	Employee Retirement	31,170	35,937	38,945
135	Compensation Insurance	12,759	7,151	7,350
136	Unemployment Insurance	312	323	239
137	Staff Training and Conferences	1,883	4,000	4,000
	<i>Subtotal</i>	<i>628,466</i>	<i>690,413</i>	<i>719,031</i>
Operating and Maintenance				
210	Office Supplies	43,922	51,303	51,303
215	Audiovisual Materials	-	344	-
216	Reference Books and Materials	-	700	-
217	Dues and Subscriptions	809	866	910
218	Non-Capital Equipment and Furniture	19,200	1,000	7,500
229	Materials and Supplies	-	4,500	50,000
240	Equipment Repair and Maintenance	4,744	7,608	7,608
245	Mileage Allowance	1,190	1,500	1,500
246	Liability Insurance	1,799	6,099	7,768
250	Professional and Contracted Services	46,588	71,783	296,783
252	Ads and Legal Notices	418	-	-
261	Telephone Charges	421	-	-
263	Postage	2,616	4,047	4,047
264	Printing and Copying	3,319	1,335	1,335
269	Other Services and Charges	68	3,945	3,945
273	Fleet Lease - Operating and Maintenance	4,411	2,923	14,669
274	Fleet Lease - Replacement	-	11,257	23,488
	<i>Subtotal</i>	<i>129,507</i>	<i>169,210</i>	<i>470,856</i>
Capital Outlay				
475	Building and Facility Improvements	5,887	-	-
974	Art in Public Places	59	-	-
	<i>Subtotal</i>	<i>5,946</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$763,918	\$859,623	\$1,189,887

Planning & Development Services Department

\$4,504,180 34.75 FTE



PLANNING & DEVELOPMENT SERVICES

Resource Alignment 2020 Proposed Budget - \$4,213,315



Q1 Programs - \$3,627,497

Building Inspection	836,529
Building Permit Issuance	717,676
Development Review	565,230
Development Services	325,822
Health and Safety Codes Enforcement	310,165
Nuisance Codes Enforcement	303,354
Transportation Planning	176,226
Comprehensive Planning	166,851
Code Amendments	111,220
Data and report Generation	67,893
Intergovernmental Activities	46,532

Q2 Programs - \$244,511

Historic Preservation	128,543
Environmental Codes Enforcement	69,924
Project Management of Capital Projects	46,045

Q3 Programs - \$341,306

Boards and Commissions Support	175,489
Contractor Licensing	69,103
Elevator Inspections	57,591
Liquor Licensing Inspections	23,601
LDDA Support	15,522

Q4 Programs - \$0

Planning & Development Services Department Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	3,036,781	3,447,125	3,817,156
Operating and Maintenance	484,661	584,323	687,024
Non-Operating	-	-	-
Capital	26,627	-	-
TOTAL	\$ 3,548,070	\$ 4,031,448	\$ 4,504,180

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

Planning & Development Services Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	2,545,445	2,912,794	3,255,121
Operating and Maintenance	423,055	490,622	577,001
Non-Operating	-	-	-
Capital	26,627	-	-
TOTAL	\$ 2,995,127	\$ 3,403,416	\$ 3,832,122

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

SERVICE: Planning & Development Services

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Director of Planning and Development	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00
Transportation Planning Manager	0.00	0.00	1.00
Principal Planner	3.00	3.00	3.00
Transportation Planner	1.00	1.00	1.00
Sr Environmental/Sustainability Planner	0.00	0.00	1.00
Senior Planner	1.50	1.75	2.00
Planning Technician	0.75	0.75	0.75
Planner	1.00	1.00	0.00
Associate Planner (Fixed Term)	0.00	2.00	2.00
Application Support Analyst	1.00	1.00	0.00
Technical Functional Analyst	0.00	0.00	1.00
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	0.50
Office Assistant	0.50	0.50	0.50
Total	12.25	14.50	15.75

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	1,024,991	1,251,349	1,386,569
112	Temporary Wages	-	5,000	5,000
115	One Time Payment	110	-	1,500
121	Wages - Overtime	320	600	600
126	Retirement Health Savings Plan	8,255	5,800	6,300
128	FICA	-	310	310
129	Medicare	11,729	18,307	20,200
131	MOPC	51,125	60,525	69,328
132	Employee Insurance	168,496	199,738	228,784
133	Employee Retirement	78,732	93,209	110,926
135	Compensation Insurance	3,446	6,912	6,891
136	Unemployment Insurance	737	847	693
137	Staff Training and Conferences	10,072	21,019	17,019
142	Food Allowance	664	700	700
	<i>Subtotal</i>	<i>1,358,678</i>	<i>1,664,316</i>	<i>1,854,820</i>
Operating and Maintenance				
210	Office Supplies	9,989	9,780	11,620
216	Reference Books and Materials	267	600	600
217	Dues and Subscriptions	6,413	8,052	8,052
218	Non-Capital Equipment and Furniture	6,316	10,250	3,545
240	Equipment Repair and Maintenance	20,368	36,050	44,550
245	Mileage Allowance	97	550	550
246	Liability Insurance	1,338	2,295	2,495
247	Safety Expenses	19	25	25
250	Professional and Contracted Services	94,513	97,777	172,777
252	Advertising and Legal Notices	665	1,875	1,875
261	Telephone Charges	2,123	2,125	2,125
263	Postage	2,147	2,507	2,507
264	Printing and Copying	2,995	2,950	2,950
269	Other Services and Charges	24,344	49,243	50,638
	<i>Subtotal</i>	<i>171,593</i>	<i>224,079</i>	<i>304,309</i>
	SERVICE TOTAL	\$1,530,271	\$1,888,395	\$2,159,129

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:	2018 Budget	2019 Budget	2020 Budget
Chief Building Official	1.00	1.00	1.00
Assistant Chief Building Official	1.00	0.00	0.00
Sr Project Manager/Plans Examiner	0.00	1.00	1.00
Building Inspection Supervisor	1.00	1.00	1.00
Senior Building Inspector	2.00	2.00	2.00
Senior Plans Examiner	0.00	0.00	1.00
Sr Plans Examiner	1.00	1.00	0.00
Plans Examiner	2.00	2.00	2.00
Sr Electrical Inspector	2.00	2.00	2.00
Building Permit Technician II	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00
Total	13.00	13.00	13.00

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	802,425	859,603	972,101
112 Wages - Temporary	65,625	78,898	80,200
121 Wages - Overtime	12,755	28,584	28,584
126 Retirement Health Savings Plan	36,791	4,800	5,200
128 FICA	4,070	4,892	4,973
129 Medicare	10,657	13,328	15,265
131 MOPC	39,310	42,981	48,628
132 Employee Insurance	148,532	141,685	160,174
133 Employee Retirement	60,538	66,191	77,764
135 Compensation Insurance	600	569	581
136 Unemployment Insurance	650	601	485
137 Staff Training and Conferences	3,783	4,677	4,677
141 Uniforms and Protective Clothing	803	1,500	1,500
142 Food Allowance	227	169	169
<i>Subtotal</i>	<i>1,186,767</i>	<i>1,248,478</i>	<i>1,400,301</i>
Operating and Maintenance			
210 Office Supplies	3,730	5,108	5,108
216 Reference Books and Materials	7,526	2,174	2,174
217 Dues and Subscriptions	1,164	2,590	2,590
218 Non-Capital Equipment and Furniture	2,801	1,280	1,280
240 Equipment Repair and Maintenance	22,346	24,249	31,249
245 Mileage Allowance	22	100	100
246 Liability Insurance	2,485	2,910	2,459
247 Safety Expenses	-	497	497
250 Professional and Contracted Services	86,089	138,050	133,050
252 Advertising and Legal Notices	246	200	200
261 Telephone Charges	6,533	10,500	10,500
263 Postage	753	2,276	2,276
264 Printing and Copying	1,975	2,262	2,262
269 Other Services and Charges	76,304	34,000	34,000
273 Fleet Lease - Operating and Maintenance	14,477	10,442	15,042
274 Fleet Lease - Replacement	25,011	29,905	29,905
<i>Subtotal</i>	<i>251,462</i>	<i>266,543</i>	<i>272,692</i>
Capital Outlay			
432 Vehicles	26,627	-	-
<i>Subtotal</i>	<i>26,627</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$1,464,856	\$1,515,021	\$1,672,993

Code Enforcement Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	491,336	534,331	562,035
Operating and Maintenance	61,606	93,701	110,023
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 552,942	\$ 628,032	\$ 672,058

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

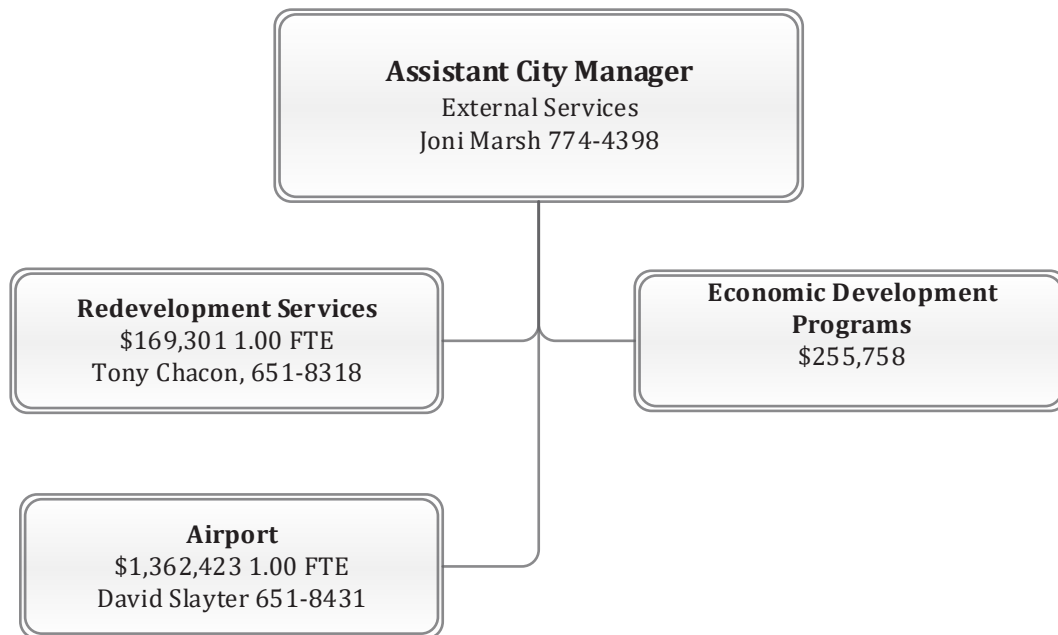
Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Code Enforcement Manager	1.00	1.00	1.00
Senior Code Enforcement/Housing Inspector	1.00	1.00	1.00
Code Enforcement Inspector	4.00	4.00	4.00
Total	6.00	6.00	6.00

Service: Code Enforcement**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	347,358	362,801	381,653
112	Wages - Temporary	24,492	41,120	41,798
121	Wages - Overtime	-	1,837	1,837
126	Retirement Health Savings Plan	1,600	2,400	2,400
128	FICA	1,519	2,326	2,591
129	Medicare	4,340	5,803	6,140
131	MOPC	17,359	18,142	19,083
132	Employee Insurance	57,401	59,665	62,676
133	Employee Retirement	26,733	27,934	30,527
135	Compensation Insurance	4,743	4,985	4,175
136	Unemployment Insurance	318	253	190
137	Staff Training and Conferences	4,103	4,100	6,000
141	Uniforms and Protective Clothing	1,370	2,925	2,925
142	Food Allowance	-	40	40
	<i>Subtotal</i>	<i>491,336</i>	<i>534,331</i>	<i>562,035</i>
Operating and Maintenance				
210	Office Supplies	2,935	5,320	5,320
216	Reference Books and Materials	54	200	200
217	Dues and Subscriptions	715	1,501	1,501
218	Non-Capital Equipment and Furniture	1,492	2,200	2,200
230	Printing and Copier Supplies	-	300	300
240	Equipment Repair and Maintenance	9,210	19,349	19,349
246	Liability Insurance	3,153	2,394	2,725
247	Safety Expenses	1,298	2,394	3,462
250	Professional and Contracted Services	6,804	27,069	42,069
261	Telephone Charges	4,286	4,200	5,400
263	Postage	1,576	1,577	1,577
264	Printing and Copying	1,426	1,822	1,822
273	Fleet Lease - Operating and Maintenance	19,555	16,275	19,291
274	Fleet Lease - Replacement	9,103	9,100	4,807
	<i>Subtotal</i>	<i>61,606</i>	<i>93,701</i>	<i>110,023</i>
	SERVICE TOTAL	\$552,942	\$628,032	\$672,058

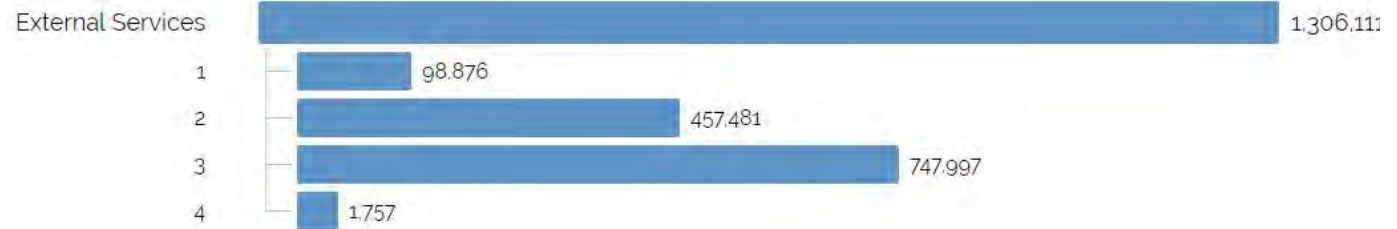
External Services Department

\$1,787,482 2.00 FTE



EXTERNAL SERVICES

Resource Alignment 2020 Proposed Budget - \$1,306,111



Q1 Programs - \$98,876

Airport Management	68,392
Regulatory Compliance	30,484

Q2 Programs - \$457,481

Longmont EDP Contract	180,833
Routine Maintenance	78,616
Urban Renewal Projects	69,005
Development and Redevelopment Projects	61,720
Major Maintenance	37,891
Public Airport Development	21,701
Development Services	7,715

Q3 Programs - \$747,997

Visit Longmont Contract	516,889
Reactive Public Info Media Relations	40,633
Boulder Small Business Development Center	39,925
Latino Chamber of Boulder County	30,000
Boards & Commissions Support	27,353
Private Airport Development	26,929
LDDA Support	15,430
Proactive Public Education and Marketing	14,467
City Meetings Special Events	9,884
Primary Employment Incentives	7,715
Business Grants and Loan Program	7,715
Colorado Enterprise Fund	5,000
Public Information Sponsorship and Support	4,001
Other Events	2,057

Q4 Programs - \$1,757

Private Special Events	1,757
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External Services Department Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	83,448	131,099	134,636
Operating and Maintenance	398,964	290,491	290,423
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 482,413	\$ 421,590	\$ 425,059

Redevelopment Services Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	83,448	131,099	134,636
Operating and Maintenance	35,320	34,733	34,665
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 118,769	\$ 165,832	\$ 169,301

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

Service: **Redevelopment Services**

FUND: General Fund

DEPARTMENT: External Services

Service Description:

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

SERVICE: Redevelopment Services

Budgeted Positions:	2018 Budget	2019 Budget	2020 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		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	47,414	94,540	97,057
126	Retirement Health Savings Plan	10,370	400	400
129	Medicare	561	1,371	1,407
131	MOPC	2,262	4,727	4,853
132	Employee Insurance	19,093	15,599	16,014
133	Employee Retirement	3,484	7,280	7,765
135	Compensation Insurance	65	66	41
136	Unemployment Insurance	84	66	49
137	Staff Training and Conferences	-	6,500	6,500
142	Food Allowance	116	550	550
	<i>Subtotal</i>	<i>83,448</i>	<i>131,099</i>	<i>134,636</i>
Operating and Maintenance				
210	Office Supplies	288	700	700
217	Dues and Subscriptions	1,385	3,500	3,500
245	Mileage Allowance	-	200	200
246	Liability Insurance	12,528	183	115
250	Professional and Contracted Services	7,264	15,000	15,000
261	Telephone Charges	-	150	150
264	Printing and Copying	15	500	500
269	Other Services and Charges	13,839	14,500	14,500
	<i>Subtotal</i>	<i>35,320</i>	<i>34,733</i>	<i>34,665</i>
	SERVICE TOTAL	\$118,769	\$165,832	\$169,301

Service: **Economic Development Programs**

FUND: General Fund

DEPARTMENT: External Services

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

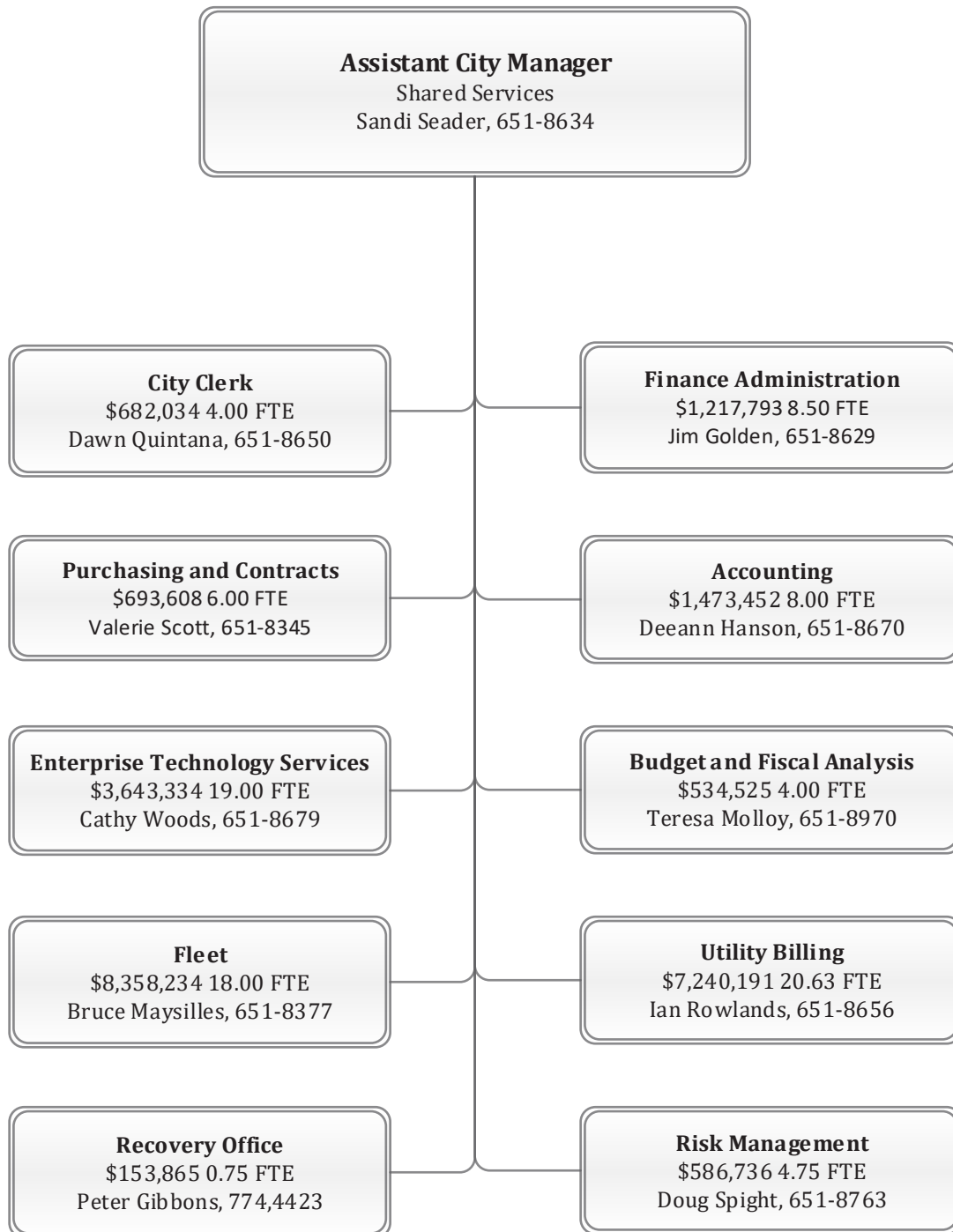
Service: Economic Development Programs

LINE ITEM BUDGET

Operating and Maintenance		2018 Actual	2019 Budget	2020 Budget
250	Professional and Contracted Services	319,731	255,758	255,758
269	Other Services and Charges	43,913	-	-
	<i>Subtotal</i>	<i>363,644</i>	<i>255,758</i>	<i>255,758</i>
	SERVICE TOTAL	\$363,644	\$255,758	\$255,758

Shared Services Department

\$24,583,772 93.63 FTE



SHARED SERVICES

Resource Alignment 2020 Proposed Budget - \$13,345,782



Q1 Programs - \$4,072,632

Device Management & Support	1,059,804
Applications	984,767
Security Systems	490,542
Server Infrastructure	428,609
Purchasing Services	378,669
Network Reliability	170,302
Contract Administration	163,415
Records Management--Citywide Records Program Administration	79,312
Records Management--Central Records and File Management	76,193
Disaster Recovery	74,403
Council Agenda Management	58,406
Records Management--Open Records Research Requests	34,947
Project Management of Capital Projects	28,250
Leadership and Supervision	27,282
Website	17,732

Q2 Programs - \$5,305,492

Vehicle Purchases/ Vehicle Salvage	4,121,112
ETS Leadership and Support	302,027
Budget and Fleet Lease Rates	176,520
Radio and Radio Infrastructure Management	173,267
P-Card Program	127,081
Phone System	83,716
Fuel Infrastructure Management	72,387
Licensing and Permitting--Liquor Licensing	71,046
Vehicle Infrastructure Management	52,454
Accidents	36,818
Citywide Projects Support – Recovery Office	25,375
Boards & Commissions Support	21,113
City Produced Special Events	13,268
Licensing and Permitting--Specialty Business Licenses	8,866
Citywide Projects Support	8,091
Longmont Liquor Licensing Authority	6,541
Longmont Marijuana Licensing Authority	2,809

Q3 Programs - \$2,984,689

Vehicle Repairs, Vehicle Sublet, and Vehicle Preventive Maintenance	1,463,001
Fuel Management	917,587
Database Management	255,612
Elections	123,308
Building and infrastructure Management	79,295
Private Special Events	41,593
Council Support	40,122
Records Management--Recording	19,617
Federal and State Regulatory Reporting	14,814
Compressed Natural Gas (CNG) Fueling Management	13,484
Surplus Disposal	8,137
Marijuana Licensing	3,813
Pension Elections	2,207
Airport Management	2,098

Q4 Programs - \$982,969

Parts Purchase and Inventory	825,600
Parts Management	56,402
Elections--LFCPA	31,683
Direct Customer Services	30,816
Cell Phones	20,318
Vendor Maintenance and Outreach	16,383
Legislative Affairs	1,767

Shared Services Department Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	3,429,694	3,667,054	3,511,396
Operating and Maintenance	1,687,621	1,741,991	1,555,445
Non-Operating	-	-	-
Capital	107,433	709,234	106,000
TOTAL	\$ 5,224,748	\$ 6,118,279	\$ 5,172,841

The Shared Services Department includes the City Clerk's Office, Enterprise Technology Services, Purchasing and Contracts, Finance, Flood Recovery, 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

	2018 Actual	2019 Budget	2020 Budget
Personal Services	384,629	465,793	458,767
Operating and Maintenance	211,209	215,364	223,267
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 595,839	\$ 681,157	\$ 682,034

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

Service: **City Clerk**

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: City Clerk

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
City Clerk	0.85	0.85	0.85
Deputy City Clerk/Program Manager	0.95	0.95	0.00
Info/Records System Coord	1.00	0.00	0.00
Executive Assistant	1.00	1.00	1.00
Records Manager/Deputy City Clerk	0.00	1.00	0.95
Licensing Coordinator	0.00	0.00	1.00
Total	3.80	3.80	3.80

Service: City Clerk**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	261,546	305,620	294,822
112 Wages - Temporary	1,275	27,545	27,545
121 Wages - Overtime	1,256	1,379	2,500
126 Retirement Health Savings Plan	2,489	1,520	1,520
128 FICA	79	158	158
129 Medicare	3,255	4,468	4,312
131 MOPC	12,428	15,280	14,741
132 Employee Insurance	48,796	50,234	48,393
133 Employee Retirement	19,734	23,532	23,581
135 Compensation Insurance	1,805	1,605	4,195
136 Unemployment Insurance	213	213	147
137 Staff Training and Conferences	5,549	5,560	6,460
142 Food Allowance	74	300	300
<i>Subtotal</i>	<i>358,499</i>	<i>437,414</i>	<i>428,674</i>
Operating and Maintenance			
210 Office Supplies	3,039	3,700	3,700
216 Reference Books and Materials	99	-	-
217 Dues and Subscriptions	6,013	2,130	2,195
218 Non-Capital Equipment and Furniture	601	-	-
240 Equipment Repair and Maintenance	11,692	34,180	32,770
245 Mileage Allowance	308	300	300
246 Liability Insurance	453	475	407
249 Operating Leases and Rentals	6,742	8,000	8,000
250 Professional and Contracted Services	24,574	33,950	43,524
252 Advertising and Legal Notices	30,037	28,500	28,500
261 Telephone Charges	386	850	850
263 Postage	963	1,000	1,000
264 Printing and Copying	661	750	500
269 Other Services and Charges	12,293	8,570	8,570
<i>Subtotal</i>	<i>97,860</i>	<i>122,405</i>	<i>130,316</i>
SERVICE TOTAL	\$456,359	\$559,819	\$558,990

Service: Elections and Voter Registration

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Elections and Voter Registration

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
City Clerk	0.15	0.15	0.15
Deputy City Clerk/Program Manager	0.05	0.05	0.00
Records Manager/Deputy City Clerk	0.00	0.00	0.05
Total	0.20	0.20	0.20

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	19,724	21,107	22,401
121	Wages - Overtime	-	600	600
126	Retirement Health Savings Plan	254	80	80
129	Medicare	245	306	325
131	MOPC	886	1,055	1,120
132	Employee Insurance	3,490	3,479	3,652
133	Employee Retirement	1,469	1,625	1,791
135	Compensation Insurance	12	12	13
136	Unemployment Insurance	15	15	11
142	Food Allowance	37	100	100
	<i>Subtotal</i>	<i>26,130</i>	<i>28,379</i>	<i>30,093</i>
Operating and Maintenance				
245	Mileage Allowance	-	200	200
246	Liability Insurance	30	34	26
250	Professional and Contracted Services	81,676	41,000	41,000
252	Advertising and Legal Notices	529	11,000	11,000
261	Telephone Charges	36	-	-
263	Postage	11,396	24,725	24,725
264	Printing and Copying	19,683	16,000	16,000
	<i>Subtotal</i>	<i>113,349</i>	<i>92,959</i>	<i>92,951</i>
	SERVICE TOTAL	\$139,480	\$121,338	\$123,044

Enterprise Technology Services Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	2,220,892	2,291,826	2,293,637
Operating and Maintenance	1,460,949	1,508,526	1,263,697
Non-Operating	-	-	-
Capital	107,433	709,234	86,000
TOTAL	\$ 3,789,274	\$ 4,509,586	\$ 3,643,334

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:	2018 Budget	2019 Budget	2020 Budget
Chief Information Officer	0.50	0.00	0.00
ETS Director	0.00	0.00	0.60
Manager of Ent Tech Services	0.60	0.60	0.00
Lead Network Architect	1.00	1.00	1.00
Lead Info Security Architect	1.00	1.00	1.00
Network Analyst	1.00	1.00	1.00
Senior Systems Administrator	0.00	0.00	1.00
Systems Administrator/Analyst	1.00	1.00	0.00
Systems Administrator II	0.00	0.00	1.00
Systems Administrator	1.00	1.00	0.00
Device Specialist	2.00	3.00	3.00
Computer Operations Specialist	0.50	0.00	0.00
Administrative Analyst	0.50	0.50	0.50
Total	9.10	9.10	9.10

Service: Enterprise Technology Services Operations**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	782,795	718,982	771,010
112	Temporary Wages	480	-	-
121	Wages - Overtime	400	200	200
122	Longevity Compensation	1,980	2,040	2,040
126	Retirement Health Savings Plan	10,970	3,640	3,640
128	FICA	30	-	-
129	Medicare	8,337	8,979	9,696
131	MOPC	38,729	35,950	38,551
132	Employee Insurance	121,269	118,633	127,217
133	Employee Retirement	59,643	55,363	61,681
135	Compensation Insurance	806	785	699
136	Unemployment Insurance	627	503	386
137	Staff Training and Conferences	18,216	10,000	10,000
	<i>Subtotal</i>	<i>1,044,282</i>	<i>955,075</i>	<i>1,025,120</i>
Operating and Maintenance				
210	Office Supplies	159,866	7,150	7,150
216	Reference Books and Materials	384	-	-
217	Dues and Subscriptions	1,333	1,500	1,500
218	Non-Capital Equipment and Furniture	94,376	193,010	221,111
225	Freight	34	120	120
232	Building Repair and Maintenance	588,127	-	-
240	Equipment Repair and Maintenance	-	575,975	597,870
245	Mileage Allowance	625	500	500
246	Liability Insurance	13,473	1,292	1,207
248	Lease Purchase Installment	-	5,000	6,500
249	Operating Leases and Rentals	34,755	35,000	32,000
250	Professional and Contracted Services	135,733	263,300	174,201
252	Ads and Legal Notices	2,563	-	-
261	Telephone Charges	3,131	3,750	-
269	Other Services and Charges	1,057	550	550
273	Fleet Lease - Operating and Maintenance	726	1,123	1,361
274	Fleet Lease - Replacement	-	5,072	5,932
	<i>Subtotal</i>	<i>1,036,183</i>	<i>1,093,342</i>	<i>1,050,002</i>
Capital Outlay				
440	Machinery and Equipment	107,433	709,234	86,000
	<i>Subtotal</i>	<i>107,433</i>	<i>709,234</i>	<i>86,000</i>
	SERVICE TOTAL	\$2,187,898	\$2,757,651	\$2,161,122

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:	2018 Budget	2019 Budget	2020 Budget
Chief Information Officer	0.30	0.00	0.00
ETS Director	0.00	0.00	0.30
Manager of Ent Tech Services	0.30	0.30	0.00
CIS Technical Functional Analyst	1.00	1.00	1.00
Lead ERP Technical Function Analyst	0.00	1.00	1.00
Technical Functional Analyst	1.00	1.00	1.00
Lead ERP Systems Analyst	1.00	0.00	0.00
Lead Systems Integ Analyst	1.00	1.00	1.00
Programmer Analyst	1.00	0.00	0.00
Database Administrator	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00
Systems Analyst/DBA	1.00	1.00	1.00
Website Coordinator	1.00	1.00	0.00
Computer Operations Specialist	0.50	0.00	0.00
Billing System Technical Project Manager	1.00	0.00	0.00
Project Manager I	1.00	0.00	0.00
CIS Senior Tech Functional Analyst	0.00	1.00	1.00
Administrative Analyst	1.50	0.50	0.50
Total	13.60	9.80	8.80

Service: Enterprise Technology Services Applications**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	833,826	897,296	836,135
112	Wages - Temporary	-	9,765	9,765
126	Retirement Health Savings Plan	9,397	3,920	3,520
128	FICA	-	605	605
129	Medicare	10,179	13,154	12,266
131	MOPC	41,399	44,864	41,807
132	Employee Insurance	162,955	148,053	137,962
133	Employee Retirement	63,754	69,092	66,891
135	Compensation Insurance	532	554	436
136	Unemployment Insurance	787	629	418
137	Staff Training and Conferences	6,787	12,807	12,807
	<i>Subtotal</i>	<i>1,129,615</i>	<i>1,200,739</i>	<i>1,122,612</i>
Operating and Maintenance				
210	Office Supplies	243	610	610
216	Reference Books and Materials	-	650	650
217	Dues and Subscriptions	-	1,435	-
218	Non-Capital Equipment and Furniture	2,140	5,000	5,000
240	Equipment Repair and Maintenance	20,282	59,159	17,890
246	Liability Insurance	1,329	1,551	1,226
250	Professional and Contracted Services	159,563	116,897	2,000
261	Telephone Charges	34	-	-
	<i>Subtotal</i>	<i>183,591</i>	<i>185,302</i>	<i>27,376</i>
	SERVICE TOTAL	\$1,313,206	\$1,386,041	\$1,149,988

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:	2018 Budget	2019 Budget	2020 Budget
Chief Information Officer	0.20	0.00	0.00
ETS Director	0.00	0.00	0.10
Manager of Enterprise Tech Services	0.10	0.10	0.00
Systems Analyst/Security	1.00	1.00	1.00
Total	1.30	1.10	1.10

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	21,616	103,656	111,007
126	Retirement Health Savings Plan	1,641	440	440
129	Medicare	275	1,503	1,610
131	MOPC	959	5,183	5,551
132	Employee Insurance	20,865	17,103	18,317
133	Employee Retirement	1,477	7,982	8,880
135	Compensation Insurance	70	72	45
136	Unemployment Insurance	92	73	55
	<i>Subtotal</i>	<i>46,995</i>	<i>136,012</i>	<i>145,905</i>
Operating and Maintenance				
210	Office Supplies	6,832	3,150	3,250
217	Dues and Subscriptions	4,738	-	-
218	Non-Capital Equipment and Furniture	907	100	-
240	Equipment Repair and Maintenance	71,022	62,000	85,000
246	Liability Insurance	175	200	127
250	Professional and Contracted Services	62,128	47,000	42,000
261	Telephone Charges	95,372	117,432	55,942
	<i>Subtotal</i>	<i>241,175</i>	<i>229,882</i>	<i>186,319</i>
	SERVICE TOTAL	\$288,170	\$365,894	\$332,224

Purchasing and Contracts Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	610,196	620,409	657,082
Operating and Maintenance	12,025	13,381	16,526
Non-Operating	-	-	-
Capital	-	-	20,000
TOTAL	\$ 622,222	\$ 633,790	\$ 693,608

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:	2018 Budget	2019 Budget	2020 Budget
Purchasing and Contracts Manager	1.00	1.00	1.00
Procurement Specialist	3.00	3.00	3.00
Purchasing Technician	1.00	1.00	1.00
Purchasing Card Administrator	1.00	1.00	1.00
Total	6.00	6.00	6.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	427,922	435,325	461,930
112	Temporary Wages	41,712	38,175	38,805
121	Overtime	87	-	-
126	Retirement Health Savings Plan	2,859	2,400	2,400
128	FICA	2,586	2,367	2,406
129	Medicare	5,590	6,866	7,261
131	MOPC	21,385	21,766	23,096
132	Employee Insurance	67,016	71,828	76,218
133	Employee Retirement	32,933	33,520	36,954
135	Compensation Insurance	402	697	623
136	Unemployment Insurance	293	307	231
137	Staff Training and Conferences	7,307	7,030	7,030
142	Food Allowance	103	128	128
	<i>Subtotal</i>	<i>610,196</i>	<i>620,409</i>	<i>657,082</i>
Operating and Maintenance				
210	Office Supplies	1,579	3,100	2,350
217	Dues and Subscriptions	2,565	2,465	6,965
218	Non-Capital Equipment and Furniture	111	415	415
232	Building Repair and Maintenance	614	-	-
240	Equipment Repair and Maintenance	-	1,305	325
246	Liability Insurance	602	701	576
249	Operating Leases and Rentals	2,614	3,500	3,000
250	Professional and Contracted Services	2,100	450	450
252	Advertising and Legal Notices	1,337	725	1,225
261	Telephone Charges	421	420	1,000
263	Postage	83	200	120
264	Printing and Copying	-	100	100
	<i>Subtotal</i>	<i>12,025</i>	<i>13,381</i>	<i>16,526</i>
Capital Outlay				
440	Machinery and Equipment	-	-	20,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>20,000</i>
	SERVICE TOTAL	\$622,222	\$633,790	\$693,608

Flood Recovery Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	213,977	289,026	101,910
Operating and Maintenance	3,437	4,720	51,955
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 217,414	\$ 293,746	\$ 153,865

Service: Flood Recovery

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

The Recovery Office is a division of the City Manager’s Office and is tasked with managing over \$55 million in FEMA and state disaster grant funds following the 2013 and 2015 floods. Its duties are to:

- Maximize recovery of eligible grant money from FEMA and state and other federal grants for all flood-related projects and place into City funds for the reimbursement process
- Minimize OIG and FEMA deobligation potential through precise recordkeeping, documentation and audit preparation
- Close out City disaster-related projects as they are completed and reimbursed
- Capture and build back lessons learned into City systems to increase resilience in future disasters and to increase organization resilience
- Serve as a regional expert and partner to other cities and departments with respect to flood and disaster recovery

SERVICE: Flood Recovery

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Flood Recovery Manager	0.00	1.00	0.25
Project Manager II	0.00	0.00	0.25
Administrative Assistant	0.75	0.00	0.00
Administrative Analyst	3.00	2.50	0.25
Sr Accountant	1.00	0.00	0.00
Total	4.75	3.50	0.75

Service: Flood Recovery**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	146,980	218,501	56,494
112 Wages - Temporary	-	-	23,706
126 Retirement Health Savings Plan	1,402	1,400	300
128 FICA	-	-	1,469
129 Medicare	1,720	3,169	1,163
131 MOPC	7,288	10,926	2,825
132 Employee Insurance	43,274	36,053	9,322
133 Employee Retirement	11,223	16,825	4,520
135 Compensation Insurance	-	-	83
136 Unemployment Insurance	189	152	28
137 Staff Training and Conferences	1,900	2,000	2,000
<i>Subtotal</i>	<i>213,977</i>	<i>289,026</i>	<i>101,910</i>
Operating and Maintenance			
210 Office Supplies	1,376	1,500	1,500
218 Non-Capital Equipment and Furniture	-	1,500	1,500
245 Mileage Allowance	90	500	500
246 Liability Insurance	-	-	235
250 Professional and Contracted Services	1,243	220	47,220
261 Telephone Charges	729	850	850
263 Postage	-	150	150
<i>Subtotal</i>	<i>3,437</i>	<i>4,720</i>	<i>51,955</i>
SERVICE TOTAL	\$217,414	\$293,746	\$153,865

FINANCE DEPARTMENT

Resource Alignment 2020 Proposed Budget - \$5,388,365



Q1 Programs - \$597,702

Payroll Processing	223,502
Budgeting	211,997
Daily deposit/Balancing/Banking	73,984
Additional Appropriations	54,138
Debt Management/Capital Funding	15,194
CIP Development	13,216
CIP Amendments	5,671

Q2 Programs - \$2,048,162

Internal Controls	342,121
Fiscal Analysis	304,625
Cashiering/cash receipts	204,740
Loss Control (Claims)	195,038
Audit Coordination	179,303
Financial Reporting	178,009
Risk Management	142,743
Loss Prevention	138,415
Banking Services	117,674
Investments	115,231
Pension Administration	67,363
Debt Management/Capital Funding	30,336
Emergency Management	11,574
Collective Bargaining	10,495
Development & Redevelopment Projects	6,298
Urban Renewal Projects	4,197

Q3 Programs - \$1,780,148

Collections Activity	923,922
Calculating and Producing Monthly Bills	517,945
Accounts Payable	140,132
Sales Tax Collections	65,861
Accounts Receivable/Collections	45,672
Leadership & Supervision	27,884
Licensing	24,662
LDDA Support	14,874
Tax Rebates	9,155
Environmental Response	7,941
GID Support	2,100

Q4 Programs - \$962,354

Connecting and Disconnecting Service	428,014
Sales Tax Auditing	136,774
Wellness	91,025
Sales Tax Customer Service	71,371
Process City Mail	70,314
Sales Tax Reporting	58,775
Processing Returns	56,112
Information Desk	44,521
Pool Cars	5,447

Finance Department Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	3,280,108	3,346,237	3,674,632
Operating and Maintenance	1,616,815	2,016,595	2,043,065
Non-Operating	-	-	-
Capital	-	-	35,000
TOTAL	\$ 4,896,922	\$ 5,362,832	\$ 5,752,697

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

Finance Administration Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	789,731	831,799	861,268
Operating and Maintenance	319,411	668,825	356,525
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,109,142	\$ 1,500,624	\$ 1,217,793

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

Service: **Finance Administration**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Finance Administration

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Chief Financial Officer	1.00	1.00	1.00
Public Information Specialist	0.50	0.50	0.50
Total	1.50	1.50	1.50

Service: Finance Administration**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	185,730	185,128	196,103
115	One Time Payment	48	-	-
126	Retirement Health Savings Plan	2,003	600	600
129	Medicare	338	539	544
131	MOPC	9,186	9,191	9,740
132	Employee Insurance	29,123	30,332	32,143
133	Employee Retirement	15,451	14,155	15,584
135	Compensation Insurance	101	101	80
136	Unemployment Insurance	128	129	97
137	Staff Training and Conferences	2,139	7,000	7,000
142	Food Allowance	-	50	50
	<i>Subtotal</i>	<i>244,248</i>	<i>247,225</i>	<i>261,941</i>
Operating and Maintenance				
210	Office Supplies	2,250	2,655	2,855
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	690	690	690
218	Non-Capital Equipment and Furniture	-	150	150
240	Equipment Repair and Maintenance	3,634	2,810	3,610
245	Mileage Allowance	2,409	2,400	2,400
246	Liability Insurance	573	579	518
249	Operating Leases and Rentals	1,917	1,750	1,750
250	Professional and Contracted Services	68,176	65,000	76,000
263	Postage	41	100	100
264	Printing and Copying	-	100	100
269	Other Services and Charges	172	500	500
273	Fleet Lease - Operating and Maintenance	2,284	2,799	5,447
274	Fleet Lease - Replacement	-	-	10,318
	<i>Subtotal</i>	<i>82,146</i>	<i>79,633</i>	<i>104,538</i>
	SERVICE TOTAL	\$326,394	\$326,858	\$366,479

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:	2018 Budget	2019 Budget	2020 Budget
Sales Tax Administrator	1.00	1.00	1.00
Sales Tax Accountant	1.00	1.00	1.00
Sales Tax Technician	1.00	1.00	1.00
Total	3.00	3.00	3.00

Service: Sales Tax**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	200,548	201,504	209,688
112	Wages - Temporary	11,606	33,626	15,601
115	One Time Payment	1,641	-	-
121	Wages - Overtime	-	115	115
126	Retirement Health Savings Plan	1,200	1,200	1,200
128	FICA	720	2,085	967
129	Medicare	2,732	3,408	3,266
131	MOPC	10,027	10,041	10,484
132	Employee Insurance	31,992	33,136	34,599
133	Employee Retirement	15,442	15,463	16,775
135	Compensation Insurance	159	118	93
136	Unemployment Insurance	140	140	105
137	Staff Training and Conferences	905	2,000	2,000
	<i>Subtotal</i>	<i>277,112</i>	<i>302,836</i>	<i>294,893</i>
Operating and Maintenance				
210	Office Supplies	2,208	2,060	2,313
217	Dues and Subscriptions	50	135	135
218	Non-Capital Equipment and Furniture	558	700	700
240	Equipment Repair and Maintenance	3,314	3,428	3,625
245	Mileage Allowance	-	89	89
246	Liability Insurance	397	331	263
250	Professional and Contracted Services	127,990	100,000	100,000
252	Advertising and Legal Notices	-	100	100
263	Postage	5,799	5,653	9,703
264	Printing and Copying	1,033	750	1,500
290	Rebates	-	300,000	-
	<i>Subtotal</i>	<i>141,348</i>	<i>413,246</i>	<i>118,428</i>
	SERVICE TOTAL	\$418,460	\$716,082	\$413,321

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:	2018 Budget	2019 Budget	2020 Budget
Treasury Supervisor	0.90	0.90	0.90
Head Cashier	1.00	1.00	1.00
Cashier	1.00	1.00	1.00
Total	2.90	2.90	2.90

Service: Treasury**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	127,128	142,164	154,664
112	Wages - Temporary	28,144	20,374	24,336
121	Wages - Overtime	799	300	300
126	Retirement Health Savings Plan	912	1,160	1,160
128	FICA	1,749	1,263	1,284
129	Medicare	2,041	2,356	2,543
131	MOPC	6,358	7,108	7,734
132	Employee Insurance	22,127	23,309	25,297
133	Employee Retirement	9,791	10,947	12,369
135	Compensation Insurance	5,125	1,935	1,806
136	Unemployment Insurance	97	99	77
137	Staff Training and Conferences	-	400	400
	<i>Subtotal</i>	<i>204,270</i>	<i>211,415</i>	<i>231,970</i>
Operating and Maintenance				
210	Office Supplies	1,116	4,265	4,265
217	Dues and Subscriptions	-	45	45
218	Non-Capital Equipment and Furniture	-	200	200
240	Equipment Repair and Maintenance	3,939	10,310	10,310
246	Liability Insurance	233	244	198
250	Professional and Contracted Services	90,410	160,000	117,674
	<i>Subtotal</i>	<i>95,698</i>	<i>175,064</i>	<i>132,692</i>
	SERVICE TOTAL	\$299,968	\$386,479	\$364,662

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:	2018 Budget	2019 Budget	2020 Budget
Treasury Supervisor	0.10	0.10	0.10
Public Information Assistant	1.00	1.00	1.00
Total	1.10	1.10	1.10

Service: Information Desk**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	44,069	45,691	47,102
112	Temporary Wages	5,951	9,410	9,565
126	Retirement Health Savings Plan	440	440	440
128	FICA	369	583	593
129	Medicare	563	798	821
131	MOPC	2,203	2,284	2,355
132	Employee Insurance	7,051	7,539	7,772
133	Employee Retirement	3,393	3,518	3,768
135	Compensation Insurance	30	29	24
136	Unemployment Insurance	31	31	24
	<i>Subtotal</i>	<i>64,100</i>	<i>70,323</i>	<i>72,464</i>
Operating and Maintenance				
210	Office Supplies	143	600	600
218	Non-Capital Equipment and Furniture	-	200	200
246	Liability Insurance	76	82	67
	<i>Subtotal</i>	<i>219</i>	<i>882</i>	<i>867</i>
	SERVICE TOTAL	\$64,319	\$71,205	\$73,331

Accounting Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	744,439	706,104	841,105
Operating and Maintenance	313,970	279,474	597,347
Non-Operating	-	-	-
Capital	-	-	35,000
TOTAL	\$ 1,058,408	\$ 985,578	\$ 1,473,452

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:	2018 Budget	2019 Budget	2020 Budget
Accounting Manager	1.00	1.00	1.00
Accounting Supervisor	1.00	0.00	0.00
Lead Accountant	0.00	2.00	2.00
Senior Accountant	2.00	1.00	1.00
Accountant	1.00	1.00	2.00
Accounting Technician	1.00	1.00	1.00
Payroll Administrator	0.00	1.00	1.00
Payroll Technician	1.00	0.00	0.00
Total	7.00	7.00	8.00

Service: Accounting**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	540,448	528,003	614,581
112	Wages - Temporary	15,554	5,435	24,105
115	One Time Payment	221	-	-
121	Wages - Overtime	2,589	465	465
126	Retirement Health Savings Plan	15,176	2,800	3,200
128	FICA	964	337	1,495
129	Medicare	6,898	7,735	8,913
131	MOPC	26,863	26,399	30,729
132	Employee Insurance	88,678	87,120	101,406
133	Employee Retirement	41,368	40,656	49,166
135	Compensation Insurance	300	286	238
136	Unemployment Insurance	360	368	307
137	Staff Training and Conferences	4,968	6,500	6,500
142	Food Allowance	50	-	-
	<i>Subtotal</i>	<i>744,439</i>	<i>706,104</i>	<i>841,105</i>
Operating and Maintenance				
210	Office Supplies	4,465	5,865	5,865
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	450	375	375
218	Non-Capital Equipment and Furniture	3,932	1,200	1,200
229	Materials and Supplies	3,724	-	-
240	Equipment Repair and Maintenance	94,293	173,181	181,181
243	Non-Capital Computer Equipment and Supplies	-	8,000	8,000
246	Liability Insurance	760	799	672
250	Professional and Contracted Services	122,718	50	300,050
251	Auditing	74,300	80,000	90,000
263	Postage	7,953	8,654	8,654
264	Printing and Copying	650	350	350
269	Other Services and Charges	725	850	850
	<i>Subtotal</i>	<i>313,970</i>	<i>279,474</i>	<i>597,347</i>
Capital Outlay				
440	Machinery and Equipment	-	-	35,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>35,000</i>
	SERVICE TOTAL	\$1,058,408	\$985,578	\$1,473,452

Budget and Fiscal Analysis Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	380,927	386,880	505,318
Operating and Maintenance	22,440	23,375	29,207
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 403,368	\$ 410,255	\$ 534,525

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:	2018 Budget	2019 Budget	2020 Budget
Budget Manager	1.00	1.00	1.00
Sr Budget Analyst	1.00	1.00	1.00
Budget Analyst	1.00	1.00	1.00
ERP Financial Analyst	0.00	0.00	1.00
Total	3.00	3.00	4.00

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	288,553	289,425	377,404
115 One Time Payment	113	-	-
126 Retirement Health Savings Plan	2,266	1,200	1,600
129 Medicare	3,233	4,196	5,472
131 MOPC	14,428	14,471	18,871
132 Employee Insurance	44,204	47,755	62,272
133 Employee Retirement	22,219	22,285	30,192
135 Compensation Insurance	134	152	125
136 Unemployment Insurance	193	202	188
137 Staff Training and Conferences	5,585	7,194	9,194
<i>Subtotal</i>	<i>380,927</i>	<i>386,880</i>	<i>505,318</i>
Operating and Maintenance			
210 Office Supplies	325	300	1,320
217 Dues and Subscriptions	300	600	600
218 Non-Capital Equipment and Furniture	-	500	5,385
246 Liability Insurance	335	425	352
250 Professional and Contracted Services	20,000	20,000	20,000
264 Printing and Copying	845	900	900
269 Other Services and Charges	635	650	650
<i>Subtotal</i>	<i>22,440</i>	<i>23,375</i>	<i>29,207</i>
SERVICE TOTAL	\$403,368	\$410,255	\$534,525

Risk Management Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	465,459	481,518	495,577
Operating and Maintenance	75,168	84,144	91,159
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 540,627	\$ 565,662	\$ 586,736

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:	2018 Budget	2019 Budget	2020 Budget
Risk Manager	0.71	0.71	0.71
Risk Management Claims Adjuster	1.00	1.00	1.00
Safety Officer	0.20	0.20	0.20
Administrative Analyst	0.17	0.00	0.00
Administrative Assistant	0.72	0.96	0.96
Total	2.80	2.87	2.87

Service: Risk Management**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	206,051	217,987	224,077
115	One Time Payment	2,000	-	-
126	Retirement Health Savings Plan	2,459	1,148	1,148
129	Medicare	2,586	3,160	3,249
131	MOPC	10,303	10,899	11,204
132	Employee Insurance	32,399	35,968	36,973
133	Employee Retirement	15,866	16,785	17,926
135	Compensation Insurance	113	111	94
136	Unemployment Insurance	142	153	112
137	Staff Training and Conferences	3,963	3,700	3,700
	<i>Subtotal</i>	<i>275,881</i>	<i>289,911</i>	<i>298,483</i>
Operating and Maintenance				
210	Office Supplies	1,695	2,526	2,526
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	785	825	825
218	Non-Capital Equipment and Furniture	345	750	750
240	Equipment Repair and Maintenance	21,048	30,100	35,100
246	Liability Insurance	283	311	265
250	Professional and Contracted Services	560	1,125	1,125
261	Telephone Charges	84	-	-
263	Postage	1,593	1,850	1,850
264	Printing and Copying	742	700	700
	<i>Subtotal</i>	<i>27,135</i>	<i>38,237</i>	<i>43,191</i>
	SERVICE TOTAL	\$303,017	\$328,148	\$341,674

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:	2018 Budget	2019 Budget	2020 Budget
Risk Manager	0.22	0.22	0.22
Safety Officer	0.80	0.80	0.80
Administrative Analyst	0.01	0.00	0.00
Administrative Assistant	0.03	0.04	0.04
Total	1.06	1.06	1.06

Service: Safety**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	88,941	89,908	92,312
126	Retirement Health Savings Plan	596	424	424
129	Medicare	1,045	1,303	1,339
131	MOPC	4,447	4,495	4,616
132	Employee Insurance	14,199	14,835	15,232
133	Employee Retirement	6,849	6,923	7,385
135	Compensation Insurance	46	49	39
136	Unemployment Insurance	63	62	46
	<i>Subtotal</i>	<i>116,185</i>	<i>117,999</i>	<i>121,393</i>
Operating and Maintenance				
210	Office Supplies	369	350	350
215	Audiovisual Materials	2,914	2,250	2,250
216	Reference Books and Materials	154	100	100
217	Dues and Subscriptions	420	599	599
218	Non-Capital Equipment and Furniture	8,470	6,353	6,353
240	Equipment Repair and Maintenance	1,000	750	750
246	Liability Insurance	256	402	372
247	Safety Expenses	200	200	200
250	Professional and Contracted Services	14,463	17,495	19,745
261	Telephone Charges	935	578	578
263	Postage	22	50	50
269	Other Services and Charges	-	1,632	1,632
273	Fleet Lease - Operating and Maintenance	2,346	1,748	1,611
	<i>Subtotal</i>	<i>31,549</i>	<i>32,507</i>	<i>34,590</i>
	SERVICE TOTAL	\$147,734	\$150,506	\$155,983

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:	2018 Budget	2019 Budget	2020 Budget
Risk Manager	0.07	0.07	0.07
Wellness Coordinator	0.75	0.75	0.75
Administrative Analyst	0.07	0.00	0.00
Total	0.89	0.82	0.82

Service: Wellness**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	55,417	55,747	57,231
126	Retirement Health Savings Plan	418	328	328
129	Medicare	544	808	830
131	MOPC	2,771	2,788	2,862
132	Employee Insurance	9,420	9,199	9,443
133	Employee Retirement	4,267	4,292	4,579
135	Compensation Insurance	28	32	24
136	Unemployment Insurance	41	39	29
142	Food Allowance	487	375	375
	<i>Subtotal</i>	<i>73,392</i>	<i>73,608</i>	<i>75,701</i>
Operating and Maintenance				
210	Office Supplies	85	500	500
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	633	695	695
246	Liability Insurance	69	90	68
250	Professional and Contracted Services	15,605	11,000	11,000
264	Printing and Copying	-	240	240
269	Other Services and Charges	92	825	825
	<i>Subtotal</i>	<i>16,484</i>	<i>13,400</i>	<i>13,378</i>
	SERVICE TOTAL	\$89,876	\$87,008	\$89,079

Utility Billing Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	899,552	939,936	971,364
Operating and Maintenance	885,826	960,777	968,827
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,785,378	\$ 1,900,713	\$ 1,940,191

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:	2018 Budget	2019 Budget	2020 Budget
Utility Billing Manager	0.98	0.98	0.98
UB Customer Service Supervisor	1.00	1.00	1.00
Senior Customer Service Representative	1.00	1.00	1.00
Customer Service Representative	7.55	7.54	7.54
Billing Specialist	2.00	2.00	2.00
Total	12.53	12.52	12.52

Service: Utility Billing**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	643,693	671,109	692,902
121	Wages - Overtime	314	2,000	2,000
126	Retirement Health Savings Plan	5,030	5,010	5,010
129	Medicare	7,911	9,732	10,047
131	MOPC	32,009	33,552	34,646
132	Employee Insurance	105,469	109,992	113,215
133	Employee Retirement	49,295	51,680	55,412
135	Compensation Insurance	520	519	376
136	Unemployment Insurance	515	470	343
137	Staff Training and Conferences	279	1,500	1,500
	<i>Subtotal</i>	<i>845,036</i>	<i>885,564</i>	<i>915,451</i>
Operating and Maintenance				
210	Office Supplies	28,489	21,930	24,600
218	Non-Capital Equipment and Furniture	465	1,600	2,600
240	Equipment Repair and Maintenance	147,273	184,330	166,187
246	Liability Insurance	1,804	1,014	864
250	Professional and Contracted Services	480,386	510,957	530,945
263	Postage	211,993	219,600	223,000
264	Printing and Copying	2,180	2,500	2,500
269	Other Services and Charges	3,459	3,500	3,730
	<i>Subtotal</i>	<i>876,048</i>	<i>945,431</i>	<i>954,426</i>
	SERVICE TOTAL	\$1,721,084	\$1,830,995	\$1,869,877

Service: Mail Delivery

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Mail Delivery

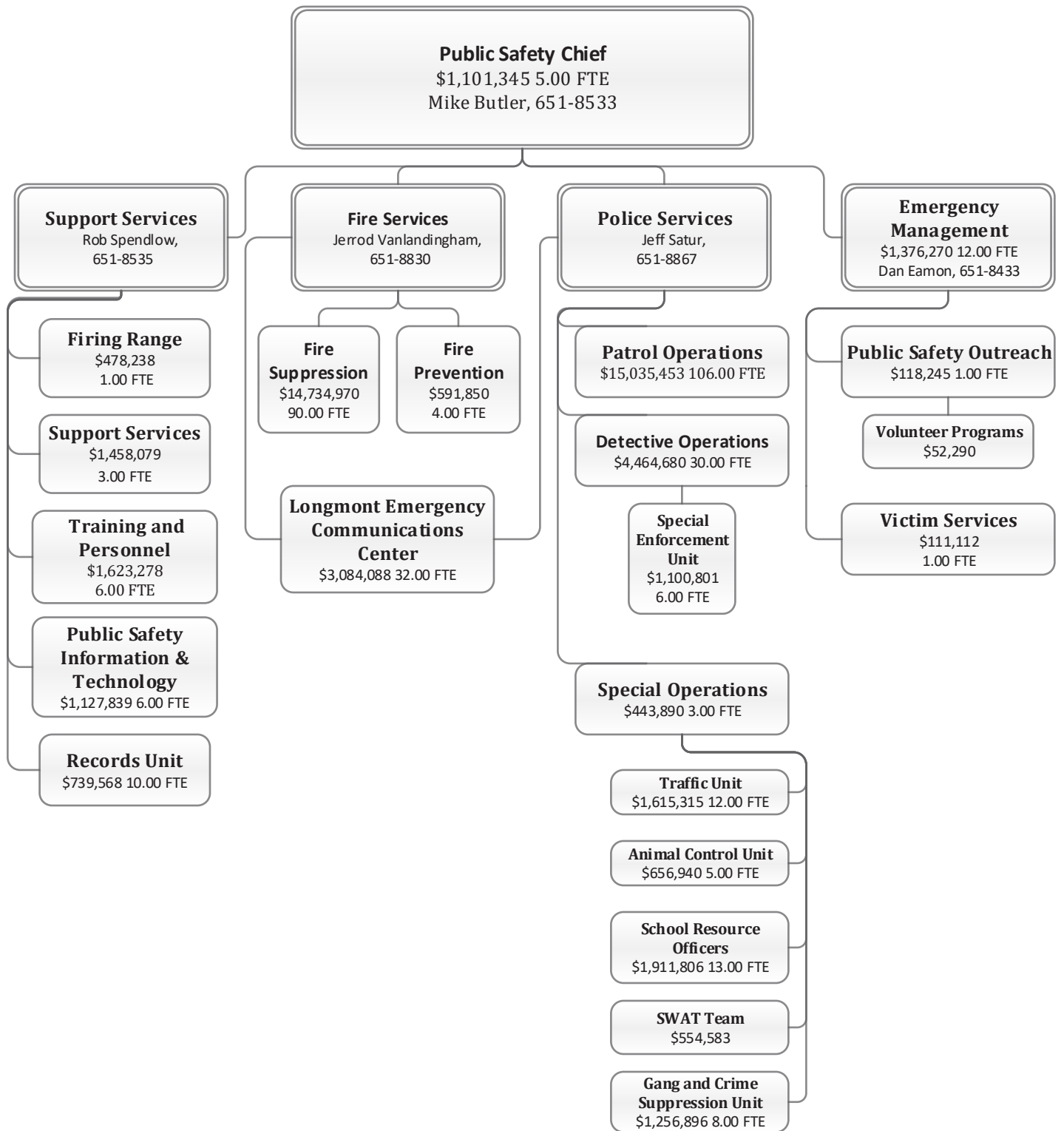
Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Utility Billing Manager	0.02	0.02	0.02
Mail Room Clerk	1.00	1.00	1.00
Customer Service Representative	0.08	0.08	0.08
Total	1.10	1.10	1.10

Service: Mail Delivery**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	41,196	40,934	42,027
121	Wages - Overtime	-	100	100
126	Retirement Health Savings Plan	819	441	441
129	Medicare	509	593	609
131	MOPC	2,051	2,047	2,101
132	Employee Insurance	6,473	6,754	6,934
133	Employee Retirement	3,158	3,152	3,362
135	Compensation Insurance	23	22	18
136	Unemployment Insurance	28	29	21
141	Uniform and Protective Clothing	260	300	300
	<i>Subtotal</i>	<i>54,516</i>	<i>54,372</i>	<i>55,913</i>
Operating and Maintenance				
210	Supplies	1,889	2,500	2,500
240	Equipment Repair and Maintenance	1,921	2,500	2,500
246	Liability Insurance	238	461	417
249	Operating Leases and Rentals	630	1,100	1,100
259	Licenses and Permits	225	-	-
263	Postage	487	-	-
273	Fleet Lease - Operating and Maintenance	-	4,397	3,496
274	Fleet Lease - Replacement	4,388	4,388	4,388
	<i>Subtotal</i>	<i>9,778</i>	<i>15,346</i>	<i>14,401</i>
	SERVICE TOTAL	\$64,294	\$69,718	\$70,314

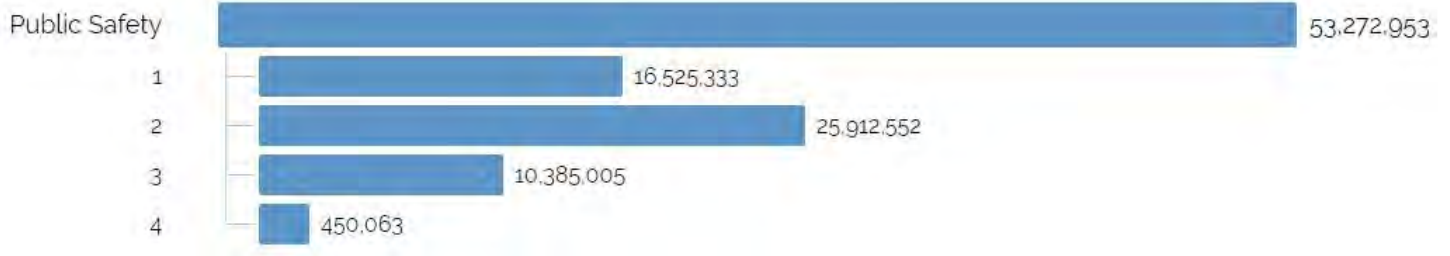
Public Safety Department

\$53,637,536 354.00 FTE



PUBLIC SAFETY

Resource Alignment 2020 Proposed Budget - \$53,272,953



Q1 Programs - \$16,525,333

Emergency & Non Emergency Calls for Service	11,905,152
Proactive Patrol	3,870,889
Personnel	627,131
Field Training and Evaluation	122,160

Q2 Programs - \$25,912,552

Reactive Services (All Hazard)	6,767,731
Training - Fire	2,606,539
Person Crimes	2,127,930
Training	1,355,287
Special Operations - Traffic Unit	1,285,419
Special Operations - School Resource Officer Unit	1,231,930
Property Crimes	1,187,072
Special Enforcement Unit	1,134,313
Fire Crew Inspections/Target Hazards/Pre Plans	976,270
Fire Safety Outreach/Education/Special Events	878,015
Special Operations - Gang Intervention and Prevention	794,419
Police Patrol - Animal Control	778,151
Hazardous Materials Training and Response	746,507
Special Operations - SWAT	679,497
LEAD and CO-Responder	560,026
Emergency Management	532,182
Logistics	387,433
Leadership & Supervision	244,376
Development Review - Fire	225,934
Proactive Public Information, Education and Marketing	208,335
Emergency Notification System	196,656
Boulder Regional Emergency Telephone Service Authority (BRETTSA)	143,498
Codes and Planning Inspections/Permits	135,733
Victim Services	121,566
City Produced Special Events	121,025
Utilities Calls for Services	113,306
Crime Analysis	108,008
Special Operations - Extra Duty Employment Program	90,077
Hazardous Material Inspection and Compliance	80,185
Community Engagement	60,067
Research and Development	31,372
Ordinances	739
Collective Bargaining	739
Contracts	739

Legal Advice and Support	739
Non-Traffic Violations	739
Q3 Programs - \$10,385,005	
Administrative Duties - Police	2,407,832
Information Technology	1,356,860
Administrative Duties - Fire	1,113,407
Records	903,278
Fire Services Maintenance	812,679
Wildland Fire Training and Response	720,860
Technical Rescue Training and Response	549,031
Firing Range	539,802
Restorative Justice	398,221
Property and Evidence	324,044
Fire Cause Investigations	289,005
Professional Standards	196,443
Special Operations - SWAT - Bomb Squad	179,195
Crime Scene Investigator	172,279
Volunteer Management	108,906
Radio Programming and Maintenance	101,500
Police Patrol - Report Taker Unit	92,059
K-9	73,532
Longmont Ending Violence Initiative	28,567
Reactive Public Information Media Relations	13,071
Traffic Violations	739
Citywide Projects Support	739
Council Administrative Support	739
Liquor License Violations	739
Litigation	739
Oil and Gas Coordination	739
Q4 Programs - \$450,063	
Wellness	200,598
Car Seat Installation/Inspection	153,533
Honor Guard	55,131
Peer Support	3,323
Bankruptcy	739
Collections	739

Public Safety Department Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	31,236,959	32,612,827	33,453,820
Operating and Maintenance	4,648,264	4,872,545	5,134,900
Non-Operating	-	-	-
Capital	462,226	24,000	99,500
TOTAL	\$ 36,347,448	\$ 37,509,372	\$ 38,688,220

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

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

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

Public Safety Administration Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	513,753	537,004	572,932
Operating and Maintenance	214,597	222,738	217,215
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 728,350	\$ 759,742	\$ 790,147

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

Service: **Public Safety Chief**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

The Public Safety Chief provides oversight and direction for services provided out of his office, Police Services Division, Fire Services Division, Support Services Division, and Community Health and Resilience. This service ensures that all Public Safety Department divisions, sections, units, offices and teams are appropriately responsive to our community.

Within the Public Safety Chief’s Office are the Marketing, Research & Development, and the Crime Analysis Unit. Marketing administers the department’s communication, public relations and marketing strategies, including the use of social media. Research & Development conducts academic and best practices research and evaluation, cost benefit analysis, and the biennial community policing survey. The Crime Analysis Unit analyzes crime data and provides strategic, tactical and administrative analysis to internal and external customers.

SERVICE: Public Safety Chief

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Chief of Public Safety	1.00	1.00	1.00
Research and Comm Engagement Manager	1.00	1.00	1.00
PS Communications & Marketing Manager	0.00	0.00	1.00
Marketing Analyst	1.00	1.00	0.00
PS Data/Statistical Analyst	1.00	1.00	1.00
Total	4.00	4.00	4.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	385,895	407,238	437,414
126	Retirement Health Savings Plan	3,781	1,600	1,600
129	Medicare	4,917	5,887	6,324
131	MOPC	10,811	11,821	12,137
132	Employee Insurance	61,115	66,979	71,959
133	Employee Retirement	17,954	18,206	19,419
134	Police and Fire Retirement	16,878	16,950	19,337
135	Compensation Insurance	5,858	5,190	176
136	Unemployment Insurance	268	285	218
137	Staff Training and Conferences	4,816	1,000	2,500
141	Uniforms and Protective Clothing	600	600	700
142	Food Allowance	861	1,248	1,148
	<i>Subtotal</i>	<i>513,753</i>	<i>537,004</i>	<i>572,932</i>
Operating and Maintenance				
210	Office Supplies	5,253	3,755	3,035
216	Reference Books and Materials	244	200	200
217	Dues and Subscriptions	1,931	3,943	3,343
218	Non-Capital Equipment and Furniture	1,666	600	600
240	Repair and Maintenance	-	-	1,320
246	Liability Insurance	5,333	4,753	495
250	Professional and Contracted Services	181,706	185,300	185,300
252	Ads and Legal Notices	112	-	-
261	Telephone Charges	260	-	-
262	Radio Repair and Maintenance	402	-	-
263	Postage	8,354	12,663	11,163
264	Printing and Copying	205	2,549	2,549
273	Fleet Lease - Operating and Maintenance	2,537	2,385	9,210
274	Fleet Lease - Replacement	6,592	6,590	-
	<i>Subtotal</i>	<i>214,597</i>	<i>222,738</i>	<i>217,215</i>
	SERVICE TOTAL	\$728,350	\$759,742	\$790,147

Community Health and Resilience Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	262,649	364,729	381,145
Operating and Maintenance	168,416	110,986	113,274
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 431,065	\$ 475,715	\$ 494,419

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

Service: **Office of Emergency Management**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Office of Emergency Management

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
OEM Management Analyst	1.00	0.00	0.00
Emergency Management Coordinator	0.00	1.00	1.00
Total	1.00	0.00	1.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	41,740	80,978	85,034
126	Retirement Health Savings Plan	5,763	400	400
129	Medicare	524	1,174	1,233
131	MOPC	2,077	4,049	4,252
132	Employee Insurance	10,480	13,361	14,031
133	Employee Retirement	3,198	6,235	6,803
135	Compensation Insurance	3,247	3,209	3,015
136	Unemployment Insurance	45	56	43
137	<i>Staff Training and Conferences</i>	<i>1,148</i>	<i>1,250</i>	<i>4,305</i>
142	Food Allowance	203	500	500
	<i>Subtotal</i>	<i>68,425</i>	<i>111,212</i>	<i>119,616</i>
Operating and Maintenance				
210	Office Supplies	1,284	750	750
216	Reference Books and Materials	91	500	500
217	Dues and Subscriptions	3,939	4,700	4,700
218	Non-Capital Equipment and Furniture	40,337	3,000	3,000
240	Equipment Repair and Maintenance	1,247	2,000	2,000
245	Mileage Allowance	211	400	400
246	Liability Insurance	1,169	2,668	1,091
250	Professional and Contracted Services	374	10,000	10,280
263	Postage	51	-	-
264	Printing Copying and Binding	27	-	-
269	Other Services and Charges	8,961	11,934	11,934
273	Fleet Lease - Operating and Maintenance	4,487	3,550	1,823
274	Fleet Lease - Replacement	13,686	13,685	13,686
	<i>Subtotal</i>	<i>75,864</i>	<i>53,187</i>	<i>50,164</i>
	SERVICE TOTAL	\$144,289	\$164,399	\$169,780

Service: **Public Safety Outreach**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Public Safety Outreach

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Public Safety Outreach Manager	1.00	1.00	1.00
Safety Education Coordinator	0.50	0.00	0.00
Total	1.50	1.00	1.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	69,382	69,695	70,454
115	One Time Payment	1,606	-	-
126	Retirement Health Savings Plan	400	400	400
128	FICA	-	868	-
129	Medicare	898	1,214	1,022
131	MOPC	3,469	3,458	3,523
132	Employee Insurance	16,368	11,411	11,625
133	Employee Retirement	5,342	5,325	5,636
135	Compensation Insurance	69	64	30
136	Unemployment Insurance	71	48	35
137	Staff Training and Conferences	-	1,000	1,000
142	Food Allowance	272	825	825
	<i>Subtotal</i>	<i>97,878</i>	<i>94,308</i>	<i>94,550</i>
Operating and Maintenance				
210	Office Supplies	1,662	2,500	2,500
214	Pamphlets and Documents	-	500	500
216	Reference Books and Materials	-	150	150
218	Non-Capital Equipment and Furniture	50	3,296	3,296
246	Liability Insurance	349	343	246
264	Printing and Copying	620	150	150
269	Other Services and Charges	-	300	300
273	Fleet Lease - Operating and Maintenance	1,438	3,797	2,526
274	Fleet Lease - Replacement	-	-	6,827
	<i>Subtotal</i>	<i>4,119</i>	<i>11,036</i>	<i>16,495</i>
	SERVICE TOTAL	\$101,997	\$105,344	\$111,045

Service: **Volunteer Programs**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The various Public Safety Volunteer Programs are administered out of the Public Safety Outreach Unit of Community Health and Resilience:

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

continued

Service: Volunteer Programs**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
137	Staff Training and Conferences	-	1,000	1,000
142	Food Allowance	163	2,700	2,700
	<i>Subtotal</i>	<i>163</i>	<i>3,700</i>	<i>3,700</i>
Operating and Maintenance				
210	Office Supplies	-	1,230	1,230
217	Dues and Subscriptions	-	70	70
230	Printing/Copier Supplies	-	450	450
246	Liability Insurance	1,105	1,049	1,038
273	Fleet Lease - Operating and Maintenance	8,995	7,745	7,461
274	Fleet Lease - Replacement	19,616	19,616	19,616
	<i>Subtotal</i>	<i>29,716</i>	<i>30,160</i>	<i>29,865</i>
	SERVICE TOTAL	\$29,879	\$33,860	\$33,565

- **Fire Student Interns:** Fire Interns typically are fire science majors from area colleges and universities who wish to participate in an internship in order to gain experience with municipal fire services. If accepted into the program, they are assigned to a Fire staff mentor while learning about fire prevention, EMT basics, fire codes and laws, rescue procedures, fire investigation, fire control, fire chemistry and physics, hazardous materials management, wildland fire management, and other pertinent fire training while also leaning the profession and considering a career in fire services.
- **Community Emergency Response Team (CERT) and BeReady Volunteers:** Team members provide nonemergency public safety assistance through disaster mitigation activities, support for emergency planning (neighborhoods, schools, community), emergency preparedness, fire safety, terrorism awareness, and home/safety prevention assistance to others (winterizing homes, fire safety actions, crime prevention steps, etc.). Team members are trained to take care of themselves and to help others in their communities until first responders arrive. Some team members go out into the community to teach disaster preparedness and how to survive hazards.

Service: **CORE**

FUND: General Fund

DEPARTMENT: Public Safety

The Crisis, Outreach, Response and Engagement (CORE) program pairs a police officer, a paramedic and a licensed clinician in a dedicated response unit. This unit responds to behavioral health calls for service and uses the various skill sets of the team to reduce the number of unnecessary arrests and M1 holds. The team follows up with individuals after initial engagement and provides resource navigation services and outreach to those struggling with major mental illness.

SERVICE: CORE

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Clinician	0.00	1.00	1.00
Paramedic	0.00	1.00	1.00
Total	0.00	2.00	2.00

Service: CORE**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	69,915	120,975	123,079
121	Overtime	2,031	-	-
126	Retirement Health Savings Plan	-	800	800
129	Medicare	901	1,592	1,785
131	MOPC	3,422	5,491	6,154
132	Employee Insurance	14,387	18,119	20,308
133	Employee Retirement	5,270	8,455	9,846
135	Compensation Insurance	-	-	1,245
136	Unemployment Insurance	-	77	62
137	Staff Training and Conferences	257	-	-
	<i>Subtotal</i>	<i>96,183</i>	<i>155,509</i>	<i>163,279</i>
Operating and Maintenance				
210	Office Supplies	11,371	-	-
232	Repair and Maintenance	250	-	-
246	Liability Insurance	-	-	147
250	Professional Contracted Services	47,096	16,603	16,603
	<i>Subtotal</i>	<i>58,717</i>	<i>16,603</i>	<i>16,750</i>
	SERVICE TOTAL	\$154,900	\$172,112	\$180,029

Fire Services Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	10,435,118	10,433,605	10,691,921
Operating and Maintenance	1,403,285	1,570,188	1,652,378
Non-Operating	-	-	-
Capital	368,994	14,000	-
TOTAL	\$ 12,207,396	\$ 12,017,793	\$ 12,344,299

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

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

SERVICE: Fire Codes and Planning

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Assistant Fire Marshal	1.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00
Sr Fire Code Inspector	1.00	1.00	1.00
Fire Protection Engineer	1.00	1.00	1.00
Total	4.00	4.00	4.00

Service: Fire Codes and Planning**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	338,675	374,357	388,189
121	Wages - Overtime	5,458	6,153	6,338
126	Retirement Health Savings Plan	4,087	2,320	2,354
127	FPPA Death and Disability	1,418	1,569	1,616
129	Medicare	4,144	5,429	5,629
131	MOPC	11,580	13,116	13,639
132	Employee Insurance	57,646	61,769	64,051
133	Employee Retirement	17,833	20,198	21,822
134	Police and Fire Retirement	10,502	11,205	11,542
135	Compensation Insurance	3,802	4,374	3,926
136	Unemployment Insurance	357	261	194
141	Uniforms and Protective Clothing	1,175	1,000	1,000
142	Food Allowance	310	300	300
	<i>Subtotal</i>	<i>456,987</i>	<i>502,051</i>	<i>520,600</i>
Operating and Maintenance				
210	Office Supplies	751	500	500
214	Pamphlets and Documents	-	500	500
217	Dues and Subscriptions	3,353	4,075	7,733
218	Non-Capital Equipment and Furniture	3,534	850	850
229	Materials and Supplies	1,694	1,000	1,000
232	Repair and Maintenance	1,044	-	-
240	Equipment Repair and Maintenance	-	1,900	1,900
246	Liability Insurance	1,432	2,580	9,221
250	Professional and Contracted Services	61,826	15,000	15,000
263	Postage	160	-	-
264	Printing Copying and Binding	46	-	-
273	Fleet Lease - Operating and Maintenance	8,013	11,164	11,755
274	Fleet Lease - Replacement	11,347	16,621	22,791
	<i>Subtotal</i>	<i>93,201</i>	<i>54,190</i>	<i>71,250</i>
	SERVICE TOTAL	\$550,188	\$556,241	\$591,850

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:	2018 Budget	2019 Budget	2020 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	3.00	3.00	3.00
EMS Lieutenant	1.00	1.00	1.00
Fire Captain	2.00	2.00	2.00
Fire Lieutenant	16.00	17.00	16.00
Firefighter/Engineer/Paramedic	6.00	7.00	3.00
Firefighter/Engineer	12.00	12.00	16.00
Firefighter/Paramedic	14.00	14.00	10.00
Firefighter	17.00	15.00	20.00
Administrative Analyst	1.00	1.00	1.00
Total	73.00	73.00	73.00

Service: Fire Suppression**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	6,219,865	6,751,360	6,916,651
121 Wages - Overtime	1,482,315	792,645	866,425
122 Longevity Compensation	15,900	14,100	12,420
126 Retirement Health Savings Plan	104,942	63,600	64,868
127 FPPA Death and Disability	58,021	61,309	66,723
129 Medicare	88,890	91,943	99,914
131 MOPC	2,736	2,723	2,749
132 Employee Insurance	1,028,818	1,131,843	1,136,066
133 Employee Retirement	4,213	4,193	4,399
134 Police and Fire Retirement	622,468	667,095	692,222
135 Compensation Insurance	205,046	197,054	190,816
136 Unemployment Insurance	4,402	4,694	3,443
137 Staff Training and Conferences	67,533	42,495	47,495
141 Uniforms and Protective Clothing	68,085	104,500	65,130
142 Food Allowance	4,897	2,000	2,000
<i>Subtotal</i>	<i>9,978,131</i>	<i>9,931,554</i>	<i>10,171,321</i>
Operating and Maintenance			
210 Office Supplies	44,537	45,400	45,400
216 Reference Books and Materials	734	500	500
217 Membership Dues and Subscriptions	12,097	6,500	13,500
218 Non-Capital Equipment and Furniture	71,516	135,475	115,475
232 Building Repair and Maintenance	63,835	-	-
240 Equipment Repair and Maintenance	987	83,000	83,000
245 Mileage Allowance	108	200	200
246 Liability Insurance	96,213	85,374	106,518
247 Safety Expenses	53,404	64,000	64,000
250 Professional and Contracted Services	131,279	117,143	117,143
261 Telephone Charges	848	-	-
263 Postage	28	-	-
269 Other Services and Charges	1,820	700	700
273 Fleet Lease - Operating and Maintenance	320,347	325,558	391,194
274 Fleet Lease - Replacement	512,330	652,148	643,498
<i>Subtotal</i>	<i>1,310,084</i>	<i>1,515,998</i>	<i>1,581,128</i>
Capital Outlay			
432 Vehicles	368,994	-	-
440 Machinery and Equipment	-	14,000	-
<i>Subtotal</i>	<i>368,994</i>	<i>14,000</i>	<i>-</i>
SERVICE TOTAL	\$11,657,209	\$11,461,552	\$11,752,449

Police Services Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	17,455,862	18,697,215	19,125,488
Operating and Maintenance	2,169,157	2,152,395	2,315,296
Non-Operating	-	-	-
Capital	72,101	-	99,500
TOTAL	\$ 19,697,120	\$ 20,849,610	\$ 21,540,284

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

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

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

Service: **Police Patrol Operations**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Police Patrol Operations

Budgeted Positions:	2018 Budget	2019 Budget	2020 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	19.00	20.00	16.00
Police Officer	44.00	43.00	47.00
Police Service Tech	0.00	4.00	4.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	79.00	83.00	83.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	6,325,703	7,229,461	7,390,842
112	Temporary Wages	228	-	-
115	One Time Payment	102	-	-
121	Wages - Overtime	601,822	336,820	346,925
122	Longevity Compensation	11,057	8,340	8,580
126	Retirement Health Savings Plan	107,805	69,116	70,555
127	FPPA Death and Disability	73,135	88,648	90,965
128	FICA	14	-	-
129	Medicare	80,338	99,890	107,167
131	MOPC	18,152	14,622	14,942
132	Employee Insurance	1,085,249	1,202,447	1,216,964
133	Employee Retirement	20,797	22,517	23,902
134	Police and Fire Retirement	625,256	715,092	742,614
135	Compensation Insurance	500,185	480,826	480,292
136	Unemployment Insurance	4,678	5,021	3,688
137	Staff Training and Conferences	13,143	21,120	23,120
141	Uniforms and Protective Clothing	103,365	198,275	114,975
142	Food Allowance	1,226	1,000	1,000
	<i>Subtotal</i>	<i>9,572,255</i>	<i>10,493,195</i>	<i>10,636,531</i>
Operating and Maintenance				
210	Office Supplies	12,435	18,185	18,185
216	Reference Books and Materials	3,300	2,720	3,220
217	Dues and Subscriptions	600	1,000	1,000
218	Non-Capital Equipment and Furniture	7,236	7,450	9,450
240	Equipment Repair and Maintenance	6,136	600	38,627
246	Liability Insurance	140,517	139,053	135,333
247	Safety Expenses	4,227	11,340	11,340
250	Professional and Contracted Services	12,064	5,450	5,450
252	Ads and Legal Notices	(112)	-	-
258	Investigative Expenses	747	500	500
261	Telephone Charges	519	-	-
264	Printing and Copying	5,255	6,835	6,835
269	Other Services and Charges	10,264	-	-
273	Fleet Lease - Operating and Maintenance	430,686	431,483	456,492
274	Fleet Lease - Replacement	372,591	335,871	492,243
	<i>Subtotal</i>	<i>1,006,463</i>	<i>960,487</i>	<i>1,178,675</i>
Capital Outlay				
440	Machinery and Equipment	-	-	16,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>16,000</i>
	SERVICE TOTAL	\$10,578,718	\$11,453,682	\$11,831,206

Service: **Detective Operations**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

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

SERVICE: Detective Operations

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00
Master Police Officer	15.00	14.00	14.00
Police Officer	1.00	2.00	2.00
CSO Evidence Crime Scene Technician	1.00	1.00	0.00
CSO Evidence Tech	1.00	1.00	0.00
CSO Property & Evidence Custodian	0.00	0.00	1.00
CSO Crime Scene Investigator	0.00	0.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	22.00	22.00	22.00

Service: Detective Operations**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	1,868,776	2,009,370	2,076,509
112	Temporary Wages	1,628	-	-
121	Wages - Overtime	181,049	158,534	163,290
122	Longevity Compensation	10,325	6,060	4,200
126	Retirement Health Savings Plan	40,166	19,151	19,688
127	FPPA Death and Disability	22,274	25,337	27,779
128	FICA	101	-	-
129	Medicare	22,871	26,609	27,387
131	MOPC	8,691	8,811	8,938
132	Employee Insurance	302,272	331,100	341,956
133	Employee Retirement	13,384	13,569	14,301
134	Police and Fire Retirement	169,057	183,315	189,774
135	Compensation Insurance	80,119	81,381	68,137
136	Unemployment Insurance	1,322	1,405	1,037
137	Staff Training and Conferences	21,486	21,000	22,800
141	Uniforms and Protective Clothing	16,101	12,550	12,550
142	Food Allowance	1,674	3,550	2,050
	<i>Subtotal</i>	<i>2,761,294</i>	<i>2,901,742</i>	<i>2,980,396</i>
Operating and Maintenance				
210	Office Supplies	9,677	21,050	16,050
216	Reference Books and Materials	1,083	975	975
217	Dues and Subscriptions	810	1,825	4,025
218	Non-Capital Equipment and Furniture	16,900	12,425	12,425
232	Building Repair and Maintenance	6,261	-	-
240	Equipment Repair and Maintenance	-	3,000	3,000
246	Liability Insurance	27,788	51,427	42,806
250	Professional and Contracted Services	21,373	12,200	9,725
252	Advertising and Legal Notices	1,435	1,000	1,500
258	Investigative Expenses	20,934	20,450	17,975
261	Telephone Charges	520	-	-
264	Printing and Copying	6,701	2,350	7,350
269	Other Services and Charges	1,113	-	-
273	Fleet Lease - Operating and Maintenance	52,173	38,522	38,488
274	Fleet Lease - Replacement	80,781	83,868	76,948
	<i>Subtotal</i>	<i>247,550</i>	<i>249,092</i>	<i>231,267</i>
	SERVICE TOTAL	\$3,008,844	\$3,150,834	\$3,211,663

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:	2018 Budget	2019 Budget	2020 Budget
CSO Animal Control	4.00	4.00	4.00
Total	4.00	4.00	4.00

Service: Animal Control**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	213,226	215,367	216,663
121	Wages - Overtime	7,932	2,291	2,360
126	Retirement Health Savings Plan	3,107	2,153	2,167
129	Medicare	2,774	3,123	3,142
131	MOPC	10,612	10,768	10,833
132	Employee Insurance	33,042	35,536	35,749
133	Employee Retirement	16,342	16,583	17,333
135	Compensation Insurance	29,595	31,396	23,057
136	Unemployment Insurance	144	148	108
137	Staff Training and Conferences	1,088	1,500	1,500
141	Uniforms and Protective Clothing	2,010	2,875	2,875
	<i>Subtotal</i>	<i>319,873</i>	<i>321,740</i>	<i>315,787</i>
Operating and Maintenance				
210	Office Supplies	227	800	800
217	Dues and Subscriptions	330	225	225
218	Non-Capital Equipment and Furniture	208	900	900
246	Liability Insurance	2,773	5,802	3,737
250	Professional and Contracted Services	193,817	201,996	201,996
273	Fleet Lease - Operating and Maintenance	22,514	28,756	31,537
274	Fleet Lease - Replacement	34,969	34,967	12,675
	<i>Subtotal</i>	<i>254,837</i>	<i>273,446</i>	<i>251,870</i>
	SERVICE TOTAL	\$574,710	\$595,186	\$567,657

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:	2018 Budget	2019 Budget	2020 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	5.00	5.00
Police Officer	1.00	0.00	0.00
Total	6.00	6.00	6.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	543,934	580,332	596,772
121	Wages - Overtime	159,596	61,719	63,571
126	Retirement Health Savings Plan	8,040	5,803	5,968
127	FPPA Death and Disability	9,737	10,994	8,019
129	Medicare	8,552	8,415	8,653
132	Employee Insurance	85,129	95,604	98,467
134	Police and Fire Retirement	54,273	58,033	59,677
135	Compensation Insurance	12,587	20,705	20,187
136	Unemployment Insurance	373	402	298
141	Uniforms and Protective Clothing	4,932	4,200	4,200
142	Food Allowance	2,082	500	2,000
	<i>Subtotal</i>	<i>889,234</i>	<i>846,707</i>	<i>867,812</i>
Operating and Maintenance				
210	Office Supplies	894	6,625	1,425
217	Dues and Subscriptions	4,048	1,500	7,450
218	Non-Capital Equipment and Furniture	2,624	4,475	14,075
240	Equipment Repair and Maintenance	4,919	13,050	10,800
246	Liability Insurance	8,483	12,708	10,865
247	Safety Expenses	-	4,000	4,000
250	Professional and Contracted Services	5,453	100	4,600
258	Investigative Expenses	13,437	22,475	34,045
273	Fleet Lease - Operating and Maintenance	113,463	116,135	87,574
274	Fleet Lease - Replacement	10,265	10,265	10,264
	<i>Subtotal</i>	<i>163,586</i>	<i>191,333</i>	<i>185,098</i>
	SERVICE TOTAL	\$1,052,820	\$1,038,040	\$1,052,910

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:	2018 Budget	2019 Budget	2020 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	3.00	3.00	4.00
Police Officer	1.00	1.00	0.00
Total	5.00	5.00	5.00

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	446,123	482,328	501,312
121 Wages - Overtime	19,624	25,639	26,408
126 Retirement Health Savings Plan	6,912	4,823	5,013
127 FPPA Death and Disability	6,005	6,703	7,018
129 Medicare	5,650	6,994	7,269
132 Employee Insurance	71,203	79,583	82,716
134 Police and Fire Retirement	44,612	48,233	50,131
135 Compensation Insurance	12,379	10,067	7,181
136 Unemployment Insurance	312	335	251
137 Staff Training and Conferences	1,006	8,035	8,035
141 Uniforms and Protective Clothing	2,941	3,150	3,150
142 Food Allowance	74	425	425
<i>Subtotal</i>	<i>616,840</i>	<i>676,315</i>	<i>698,909</i>
Operating and Maintenance			
210 Office Supplies	4,302	2,800	2,800
218 Non-Capital Equipment and Furniture	1,192	1,150	1,150
246 Liability Insurance	3,726	3,356	2,919
<i>Subtotal</i>	<i>9,221</i>	<i>7,306</i>	<i>6,869</i>
SERVICE TOTAL	\$626,061	\$683,621	\$705,778

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:	2018 Budget	2019 Budget	2020 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00
Police Services Technician	4.00	0.00	0.00
Total	6.00	2.00	2.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	237,792	240,278	255,955
121	Wages - Overtime	5,271	2,926	3,014
126	Retirement Health Savings Plan	4,155	1,560	1,595
127	FPPA Death and Disability	8	-	-
129	Medicare	5,378	3,484	3,711
131	MOPC	450	-	-
132	Employee Insurance	36,497	39,646	42,233
133	Employee Retirement	694	-	-
134	Police and Fire Retirement	22,781	24,029	25,595
135	Compensation Insurance	6,637	10,797	31,821
136	Unemployment Insurance	159	169	128
137	Staff Training and Conferences	308	1,775	1,775
141	Uniforms and Protective Clothing	1,507	1,275	1,275
142	Food Allowance	188	-	-
	<i>Subtotal</i>	321,825	325,939	367,102
Operating and Maintenance				
210	Office Supplies	105	200	200
217	Dues and Subscriptions	137	-	-
218	Non-Capital Equipment and Furniture	642	1,350	1,350
246	Liability Insurance	2,994	1,305	478
250	Professional and Contracted Services	325	300	300
269	Other Services and Charges	98	-	-
273	Fleet Lease - Operating and Maintenance	25,299	27,668	5,594
274	Fleet Lease - Replacement	39,931	21,107	-
	<i>Subtotal</i>	69,531	51,930	7,922
	SERVICE TOTAL	\$391,356	\$377,869	\$375,024

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:	2018 Budget	2019 Budget	2020 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	3.00	4.00
Police Officer	1.00	2.00	1.00
CSO Field Investigator	3.00	3.00	3.00
Total	9.00	9.00	9.00

Service: Traffic Unit**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	621,248	719,055	769,668
121	Wages - Overtime	84,690	39,463	40,647
126	Retirement Health Savings Plan	8,249	7,191	7,696
127	FPPA Death and Disability	8,046	9,268	10,132
129	Medicare	8,421	10,426	11,160
131	MOPC	6,412	8,576	8,737
132	Employee Insurance	112,408	118,346	126,550
133	Employee Retirement	9,875	13,208	13,980
134	Police and Fire Retirement	47,416	54,753	59,492
135	Compensation Insurance	88,021	70,819	85,142
136	Unemployment Insurance	492	499	383
137	Staff Training and Conferences	13,656	16,980	16,980
141	Uniforms and Protective Clothing	7,099	6,000	6,000
142	Food Allowance	170	-	-
	<i>Subtotal</i>	<i>1,016,202</i>	<i>1,074,584</i>	<i>1,156,567</i>
Operating and Maintenance				
210	Office Supplies	3,063	4,350	4,350
217	Dues and Subscriptions	-	50	50
218	Non-Capital Equipment and Furniture	155	1,700	1,700
240	Equipment Repair and Maintenance	1,606	1,600	1,600
246	Liability Insurance	3,413	3,020	4,220
250	Professional and Contracted Services	-	1,000	3,000
258	Investigative Expenses	33,288	35,300	37,335
273	Fleet Lease - Operating and Maintenance	29,620	27,202	38,193
274	Fleet Lease - Replacement	14,779	26,753	55,889
	<i>Subtotal</i>	<i>85,923</i>	<i>100,975</i>	<i>146,337</i>
Capital Outlay				
440	Machinery and Equipment	-	-	16,500
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>16,500</i>
	SERVICE TOTAL	\$1,102,126	\$1,175,559	\$1,319,404

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**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
121 Wages - Overtime	165,793	120,167	123,772
135 Compensation Insurance	31,413	26,799	27,010
137 Staff Training and Conferences	16,817	15,900	15,900
141 Uniforms and Protective Clothing	4,814	9,450	5,450
142 Food Allowance	2,170	400	400
<i>Subtotal</i>	<i>221,007</i>	<i>172,716</i>	<i>172,532</i>
Operating and Maintenance			
210 Office Supplies	24,046	32,586	16,086
216 Reference Books and Materials	275	150	150
217 Dues and Subscriptions	500	775	775
218 Non-Capital Equipment and Furniture	66,877	39,800	39,800
229 Materials and Supplies	-	-	5,000
240 Equipment Repair and Maintenance	24,949	28,627	600
246 Liability Insurance	10,110	10,422	10,127
247 Safety Expenses	63,602	26,000	16,900
250 Professional and Contracted Services	813	225	225
264 Printing and Copying	-	100	100
273 Fleet Lease - Operating and Maintenance	44,542	42,181	36,968
274 Fleet Lease - Replacement	69,823	82,476	83,077
<i>Subtotal</i>	<i>305,538</i>	<i>263,342</i>	<i>209,808</i>
Capital Outlay			
432 Vehicles	38,000	-	67,000
440 Machinery and Equipment	34,101	-	-
<i>Subtotal</i>	<i>72,101</i>	<i>-</i>	<i>67,000</i>
SERVICE TOTAL	\$598,645	\$436,058	\$449,340

Service: Longmont Emergency Communications Center

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Longmont Emergency Communications Center (LECC) is a primary service function of the Police Services Division. LECC is the public safety emergency answering point for the City of Longmont. All 9-1-1 phone calls and a myriad other emergency and nonemergency calls are routed to the LECC for processing. Communications specialists prioritize all calls as requests for emergency, urgent, and less critical calls for service. They identify the best resource to resolve each incident and route the information appropriately for the best possible service. The LECC staff provides 24-hour, 365-day-per-year dispatching services for Police, Fire and private ambulance service. At night and on weekends they also provide dispatching services for the Department of Public Works and Natural Resources. Communications specialists are the first contact for citizens in times of crisis and emergency.

SERVICE: Longmont Emergency Communications Center

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Communications Center Manager	1.00	1.00	1.00
Communications Shift Supervisor	3.00	3.00	3.00
Communications Specialist	15.00	15.00	15.00
CSO Emergency Comm Tech System Support	1.00	1.00	1.00
Emergency Comm Tech Systems Administrator	1.00	1.00	1.00
Total	21.00	21.00	21.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	1,207,770	1,342,226	1,369,546
115	One Time Payment	113	-	-
121	Wages - Overtime	120,480	86,428	89,021
126	Retirement Health Savings Plan	13,539	12,279	12,493
129	Medicare	16,446	19,462	19,858
131	MOPC	60,250	67,008	68,477
132	Employee Insurance	208,712	220,972	225,232
133	Employee Retirement	92,785	103,186	109,549
134	Police and Fire Retirement	-	210	-
135	Compensation Insurance	1,161	10,528	13,943
136	Unemployment Insurance	914	928	683
137	Staff Training and Conferences	14,548	20,500	20,500
142	Food Allowance	614	550	550
	<i>Subtotal</i>	<i>1,737,331</i>	<i>1,884,277</i>	<i>1,929,852</i>
Operating and Maintenance				
210	Office Supplies	5,446	7,150	7,150
216	Reference Books and Materials	-	250	250
217	Dues and Subscriptions	1,896	6,700	6,700
218	Non-Capital Equipment and Furniture	4,029	5,100	31,100
232	Building Repair and Maintenance	465	-	-
240	Equipment Repair and Maintenance	-	19,400	19,400
245	Mileage Allowance	-	200	200
246	Liability Insurance	2,320	2,681	2,277
250	Professional Contracted Services	4,089	500	8,200
264	Printing and Copying	135	250	250
269	Other Services and Charges	1,261	2,000	2,000
273	Fleet Lease - Operating and Maintenance	6,867	10,253	19,923
	<i>Subtotal</i>	<i>26,509</i>	<i>54,484</i>	<i>97,450</i>
	SERVICE TOTAL	\$1,763,840	\$1,938,761	\$2,027,302

Support Services Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	2,569,577	2,580,274	2,682,334
Operating and Maintenance	692,810	816,238	836,737
Non-Operating	-	-	-
Capital	21,131	10,000	-
TOTAL	\$ 3,283,517	\$ 3,406,512	\$ 3,519,071

Within the General Fund, the Support Services Division includes three budget services: Support Services, which includes the Logistics Unit, Training and Personnel, and the Records Unit.

Service: **Support Services**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Support Services

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	0.00	0.00
Total	4.00	3.00	3.00

Service: Support Services**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	333,246	316,287	342,074
115 One Time Payment	67	-	-
121 Wages - Overtime	4,404	31,423	32,366
122 Longevity Compensation	4,140	4,260	-
126 Retirement Health Savings Plan	3,914	1,200	1,200
129 Medicare	2,763	2,764	3,055
131 MOPC	3,955	2,753	2,800
132 Employee Insurance	56,361	52,188	56,442
133 Employee Retirement	6,090	4,239	4,479
134 Police and Fire Retirement	25,811	26,124	28,608
135 Compensation Insurance	55,000	11,018	14,584
136 Unemployment Insurance	246	222	171
137 Staff Training and Conferences	820	-	-
141 Uniforms and Protective Clothing	980	950	950
142 Food Allowance	234	575	575
<i>Subtotal</i>	<i>498,031</i>	<i>454,003</i>	<i>487,304</i>
Operating and Maintenance			
210 Office Supplies	16,457	13,185	13,185
216 Reference Books and Materials	381	1,600	1,600
217 Dues and Subscriptions	1,908	3,060	3,060
218 Non-Capital Equipment and Furniture	5,347	6,772	6,772
230 Printing and Copier Supplies	-	6,500	6,500
232 Building Repair and Maintenance	3,307	-	-
240 Equipment Repair and Maintenance	-	17,365	17,365
245 Mileage Allowance	117	200	200
246 Liability Insurance	4,721	3,681	3,543
247 Safety Expenses	105	9,600	-
249 Operating Leases and Rentals	-	-	24,850
250 Professional and Contracted Services	116,689	174,371	149,521
252 Advertising and Legal Notices	-	200	200
261 Telephone Charges	140,839	163,271	163,271
264 Printing and Copying	397	1,664	1,664
269 Other Services and Charges	3,898	23,530	23,530
273 Fleet Lease - Operating and Maintenance	33,018	19,108	20,885
274 Fleet Lease - Replacement	29,135	10,947	10,947
<i>Subtotal</i>	<i>356,318</i>	<i>455,054</i>	<i>447,093</i>
Capital Outlay			
440 Machinery and Equipment	-	10,000	-
<i>Subtotal</i>	<i>-</i>	<i>10,000</i>	<i>-</i>
SERVICE TOTAL	\$854,348	\$919,057	\$934,397

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:	2018 Budget	2019 Budget	2020 Budget
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00
Master Police Officer	2.00	2.00	2.00
Administrative Analyst	1.00	1.00	1.00
Total	6.00	6.00	6.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	534,939	567,786	583,708
121	Wages - Overtime	286,075	244,398	251,730
122	Longevity Compensation	3,450	1,800	1,920
126	Retirement Health Savings Plan	26,722	5,532	5,687
127	FPPA Death and Disability	2,379	2,680	2,777
129	Medicare	10,453	8,234	8,463
131	MOPC	2,650	2,723	2,749
132	Employee Insurance	84,738	93,684	96,312
133	Employee Retirement	4,081	4,193	4,399
134	Police and Fire Retirement	47,055	51,334	52,872
135	Compensation Insurance	16,973	15,027	742
136	Unemployment Insurance	370	396	291
137	Staff Training and Conferences	62,630	99,211	99,211
141	Uniforms and Protective Clothing	9,658	4,800	4,800
142	Food Allowance	6,253	5,000	5,000
	<i>Subtotal</i>	<i>1,098,426</i>	<i>1,106,798</i>	<i>1,120,661</i>
Operating and Maintenance				
210	Office Supplies	77,779	71,300	71,300
215	Audiovisual Materials	-	200	200
216	Reference Books and Materials	5,099	-	-
217	Dues and Subscriptions	2,103	3,850	3,850
218	Non-Capital Equipment and Furniture	5,569	8,600	3,000
229	Materials and Supplies	-	1,400	1,400
240	Repair and Maintenance	385	-	-
246	Liability Insurance	1,740	1,999	2,914
249	Operating Leases and Rentals	28,190	-	-
250	Professional and Contracted Services	3,696	39,000	39,000
252	Ads and Legal Notices	1,674	-	-
269	Other Services and Charges	9,101	8,000	8,000
273	Fleet Lease - Operating and Maintenance	25,541	11,409	13,041
274	Fleet Lease - Replacement	8,426	14,912	14,915
	<i>Subtotal</i>	<i>169,303</i>	<i>160,670</i>	<i>157,620</i>
	SERVICE TOTAL	\$1,267,730	\$1,267,468	\$1,278,281

Service: **Public Safety Records Unit**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Public Safety Records Unit

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Records Supervisor	1.00	1.00	1.00
Senior Police Services Technician	3.00	3.00	3.00
Police Services Technician	5.00	5.00	5.00
Total	9.00	9.00	9.00

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

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	429,956	455,607	466,851
112 Wages - Temporary	1,723	1,723	1,723
121 Wages - Overtime	18,435	17,685	18,216
126 Retirement Health Savings Plan	4,437	4,298	4,374
128 FICA	-	107	107
129 Medicare	5,460	6,856	6,795
131 MOPC	21,361	22,780	23,343
132 Employee Insurance	70,752	75,175	77,031
133 Employee Retirement	32,897	35,082	37,348
135 Compensation Insurance	266	253	13,802
136 Unemployment Insurance	309	319	234
142 Food Allowance	303	211	211
<i>Subtotal</i>	<i>585,900</i>	<i>620,096</i>	<i>650,035</i>
Operating and Maintenance			
210 Office Supplies	3,463	2,800	2,800
216 Reference Books and Materials	327	100	100
217 Dues and Subscriptions	100	200	200
218 Non-Capital Equipment and Furniture	(1,391)	1,000	1,000
245 Mileage Allowance	-	100	100
246 Liability Insurance	665	708	577
250 Professional and Contracted Services	3,977	4,500	4,500
261 Telephone Charges	373	-	-
264 Printing and Copying	6,570	7,400	7,400
<i>Subtotal</i>	<i>14,083</i>	<i>16,808</i>	<i>16,677</i>
SERVICE TOTAL	\$599,983	\$636,904	\$666,712

Service: 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: Information & Technology Services

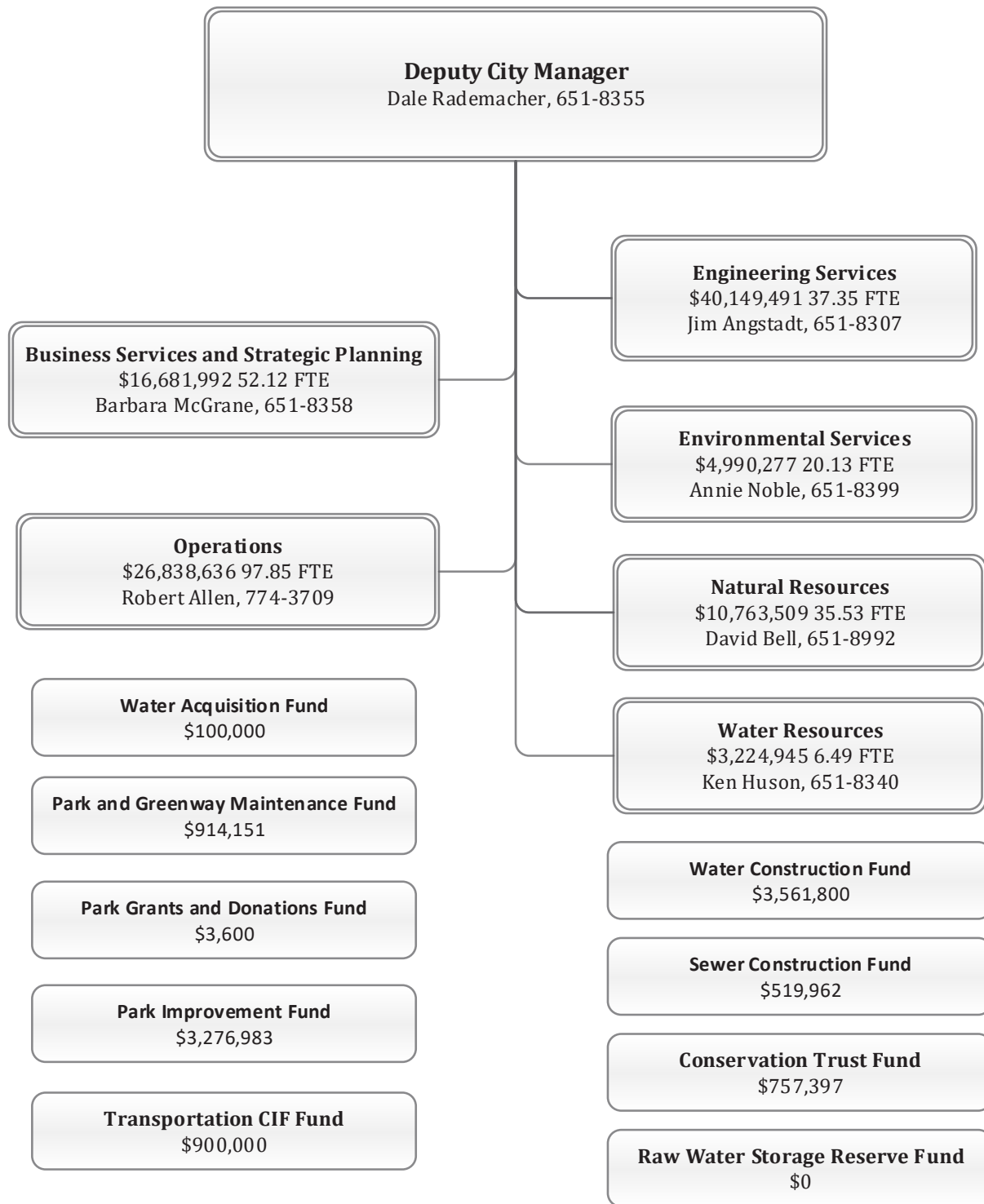
Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Public Safety Technical Services Manager	1.00	1.00	1.00
Sr PS Applications Technical Support	0.00	1.00	1.00
PS Technical Support	0.00	1.00	1.00
Mobile Data Communications Specialist	2.00	0.00	0.00
PS IT Application Support Analyst	1.00	1.00	1.00
Total	4.00	4.00	4.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	280,495	287,722	305,872
121	Wages - Overtime	17,060	13,506	13,911
126	Retirement Health Savings Plan	2,146	1,600	1,600
129	Medicare	3,672	4,172	4,435
131	MOPC	14,005	14,386	15,294
132	Employee Insurance	45,123	47,474	50,469
133	Employee Retirement	21,567	22,154	24,470
135	Compensation Insurance	169	162	130
136	Unemployment Insurance	198	201	153
137	Staff Training and Conferences	2,760	8,000	8,000
142	Food Allowance	25	-	-
	<i>Subtotal</i>	<i>387,220</i>	<i>399,377</i>	<i>424,334</i>
Operating and Maintenance				
210	Office Supplies	7,880	34,025	16,150
216	Reference Books and Materials	-	875	875
217	Dues and Subscriptions	2,251	2,775	1,380
218	Non-Capital Equipment and Furniture	380	600	18,025
230	Printing/Copier Supplies	-	650	-
240	Equipment Repair and Maintenance	132,789	135,454	142,234
246	Liability Insurance	676	789	563
250	Professional and Contracted Services	4,930	5,520	32,090
264	Printing and Copying	176	-	-
269	Other Services and Charges	223	-	-
273	Fleet Lease - Operating and Maintenance	3,801	3,018	4,030
	<i>Subtotal</i>	<i>153,106</i>	<i>183,706</i>	<i>215,347</i>
Capital Outlay				
440	Machinery and Equipment	21,131	-	-
	<i>Subtotal</i>	<i>21,131</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$561,456	\$583,083	\$639,681

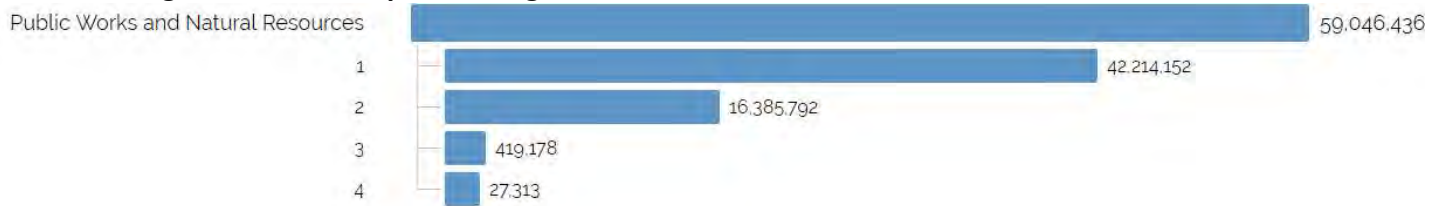
Public Works and Natural Resources Department

\$112,684,723 249.47 FTE



PUBLIC WORKS AND NATURAL RESOURCES

Resource Alignment 2020 Proposed Budget - \$59,046,436



Q1 Programs - \$42,214,152

Project Management of Capital Projects	7,452,686
Potable and Raw Water Service	6,279,586
Development Review and Project Management of public infrastructure installation	5,379,430
Transportation Maintenance and Repair	5,354,510
Sewer Collection and Wastewater Treatment	5,202,974
Landscape and hardscape maintenance for parks, greenways, right-of-ways, and city facilities	3,772,220
Facilities Maintenance, Safety, and Security	2,819,093
Stormwater Operations & Maintenance	1,393,407
Water Rights Administration and Accounting, and Raw Water System Administration	1,041,952
Button Rock Preserve and Ralph Price Reservoir Management	1,015,309
Natural Land Maintenance and Management	865,643
Sustainability	682,402
MS4 permit/program	638,308
Flood Plain Management and Permitting	167,337
Underground Utility Locates	149,294

Q2 Programs - \$16,385,792

Residential waste diversion and collection	7,275,553
Technical/Regulatory Support	3,398,353
Traffic Signal Operations, Maintenance, and Studies	1,034,849
Utilities	855,687
Union Reservoir Management	823,122
Transit Programs	707,837
Maintenance for Ditch Companies	621,704
Voluntary Curbside Organics Collection	357,307
Financial Analysis, and Rate and Fee Setting	294,676
Oil and Gas Coordination	272,593
School Safety	233,275
Industrial pretreatment	212,130
Graffiti Vandalism	139,838
Permit Review and Approval	86,435
Flood Related Work	72,434

Q3 Programs - \$419,178

Longmont Economic Development Partnership (LEDP) Membership	141,107
City Produced Special Events	133,321
RTD EcoPass Program	82,625
Serve on the Board of Directors for Ditch and Reservoir Companies	33,783
Private Special Events	23,745
Mosquito Control	4,598

Q4 Programs - \$27,313

Lease of Employee Parking Downtown	27,313
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Public Works and Natural Resources Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	4,288,566	4,734,473	4,811,694
Operating and Maintenance	4,589,495	4,587,125	4,757,044
Non-Operating	-	-	-
Capital	12,985	5,000	27,000
TOTAL	\$ 8,891,046	\$ 9,326,598	\$ 9,595,738

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services	2,915,386	3,075,202	3,081,477
Operating and Maintenance	2,483,487	2,520,366	2,794,635
Non-Operating	-	-	-
Capital	12,985	5,000	27,000
TOTAL	\$ 5,411,858	\$ 5,600,568	\$ 5,903,112

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
- 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:	2018 Budget	2019 Budget	2020 Budget
Deputy City Manager	0.00	0.00	0.09
General Manager PW&NR	0.10	0.10	0.00
PWNR Director of Operations	0.10	0.00	0.00
PWNR Natural Resources Manager	0.50	0.50	0.50
PWNR Bus/Strategic Plan Mgr	0.10	0.10	0.10
PWNR Rate Analyst Manager	0.10	0.10	0.10
PWNR Communications Coord & Marketing Mana	0.10	0.10	0.10
Business Analyst	0.10	0.10	0.10
Customer Service Rep	0.10	0.10	0.10
Sustainability Coordinator	0.10	0.10	0.00
Economic Sustainability Specialist	0.25	0.25	0.00
Volunteer Coordinator	0.25	0.00	0.00
Senior Parks Ranger Technician	1.00	1.00	0.00
Natural Resources Specialist	0.05	0.05	0.05
Parks/Open Space Ranger	0.30	0.30	0.30
Sr Park Ranger Technician	0.00	0.00	1.00
Sr Project Manager	0.00	0.40	0.40
Project Manager II	0.40	0.15	0.00
Project Manager/Volunteer Coordinator	0.00	0.50	0.50
Executive Assistant	0.75	0.75	0.75
Administrative Supervisor	0.10	0.10	0.10
Administrative Assistant	0.10	0.10	0.10
Total	4.50	4.80	4.29

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	309,883	459,192	343,743
112 Temporary Wages	63	-	-
115 One Time Payment	10	-	-
121 Wages - Overtime	412	800	800
122 Longevity	204	264	210
126 Retirement Health Savings Plan	2,648	2,420	1,716
128 FICA	4	-	-
129 Medicare	3,461	6,279	4,622
131 MOPC	15,450	22,960	17,187
132 Employee Insurance	54,834	75,766	56,688
133 Employee Retirement	23,991	35,359	27,499
135 Compensation Insurance	1,097	121	210
136 Unemployment Insurance	306	320	171
137 Staff Training and Conferences	5,146	4,647	5,456
142 Food Allowance	751	500	500
<i>Subtotal</i>	<i>418,260</i>	<i>608,628</i>	<i>458,802</i>
Operating and Maintenance			
210 Office Supplies	1,710	6,505	6,505
216 Reference Books and Materials	18	250	250
217 Dues and Subscriptions	613	478	478
218 Non-Capital Equipment and Furniture	3,444	314	179
222 Chemicals	5,666	-	-
240 Equipment Repair and Maintenance	-	2,940	2,940
245 Mileage Allowance	91	100	100
246 Liability Insurance	616	523	1,378
247 Safety Expenses	32	-	-
249 Operating Leases and Rentals	592	2,391	2,391
250 Professional and Contracted Services	171,441	112,216	342,217
252 Advertising and Legal Notices	-	550	550
261 Telephone Charges	663	1,200	1,200
263 Postage	7	600	600
264 Printing and Copying	795	220	220
269 Other Services and Charges	195	-	-
273 Fleet Lease - Operating and Maintenance	2,769	1,423	5,577
274 Fleet Lease - Replacement	8,052	7,806	8,599
<i>Subtotal</i>	<i>196,705</i>	<i>137,516</i>	<i>373,184</i>
Capital Outlay			
432 Vehicles	12,985	-	-
<i>Subtotal</i>	<i>12,985</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$627,951	\$746,144	\$831,986

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:	2018 Budget	2019 Budget	2020 Budget
City Forester	1.00	1.00	1.00
Natural Resources Analyst	0.00	0.00	0.43
Senior Arborist Technician	1.25	1.25	1.25
EAB Arborist Technician	1.00	1.00	1.00
Arborist Technician I	0.00	0.00	2.00
Total	3.25	3.25	5.68

Service: Forestry Maintenance**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	211,452	209,838	321,805
112	Wages - Temporary	121,803	135,404	30,495
121	Wages - Overtime	1,205	1,000	1,000
122	Longevity Compensation	2,100	-	2,220
126	Retirement Health Savings Plan	2,075	1,300	2,272
128	FICA	7,581	8,395	1,891
129	Medicare	3,059	3,811	3,920
131	MOPC	10,554	10,492	16,090
132	Employee Insurance	31,077	34,624	53,098
133	Employee Retirement	16,254	16,157	25,744
135	Compensation Insurance	8,257	8,056	7,628
136	Unemployment Insurance	186	184	161
137	Staff Training and Conferences	34	-	-
141	Uniforms and Protective Clothing	1,679	760	750
142	Food Allowance	41	150	150
	<i>Subtotal</i>	<i>417,357</i>	<i>430,171</i>	<i>467,224</i>
Operating and Maintenance				
210	Office Supplies	4,099	-	2,000
216	Reference Books and Materials	338	150	150
217	Dues and Subscriptions	1,029	1,058	1,320
218	Non-Capital Equipment and Furniture	12,352	4,000	4,000
222	Chemicals	294	3,000	3,000
240	Equipment Repair and Maintenance	65,143	22,000	22,660
241	Grounds Maintenance	-	30,000	30,000
246	Liability Insurance	14,322	18,776	15,127
247	Safety Expenses	2,474	1,000	3,000
250	Professional and Contracted Services	269,392	350,954	354,022
261	Telephone Charges	4,001	4,548	5,028
263	Postage	4	-	-
264	Printing and Copying	1,203	500	500
269	Other Services and Charges	365	-	-
273	Fleet Lease - Operating and Maintenance	47,002	50,554	58,616
274	Fleet Lease - Replacement	83,097	68,293	79,816
	<i>Subtotal</i>	<i>505,114</i>	<i>554,833</i>	<i>579,239</i>
	SERVICE TOTAL	\$922,471	\$985,004	\$1,046,463

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:	2018 Budget	2019 Budget	2020 Budget
Parks Supervisor	0.25	0.25	0.25
Parks Superintendant	0.10	0.10	0.10
Senior Grounds Maintenance Technician	3.55	2.85	2.85
Total	3.90	3.20	3.20

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	168,758	182,345	186,971
112	Wages - Temporary	-	234	234
121	Wages - Overtime	3,816	-	-
122	Longevity Compensation	960	1,020	1,020
126	Retirement Health Savings Plan	1,264	1,280	1,280
128	FICA	-	14	15
129	Medicare	2,141	2,647	2,714
131	MOPC	8,402	9,117	9,349
132	Employee Insurance	34,762	30,051	30,850
133	Employee Retirement	12,940	14,041	14,958
135	Compensation Insurance	2,997	3,320	2,320
136	Unemployment Insurance	152	128	93
	<i>Subtotal</i>	<i>236,191</i>	<i>244,197</i>	<i>249,804</i>
Operating and Maintenance				
210	Office Supplies	-	300	300
222	Chemicals	-	1,500	1,500
232	Building Repair and Maintenance	3,426	-	-
240	Equipment Repair and Maintenance	-	150	150
246	Liability Insurance	6,674	6,851	6,092
250	Professional and Contracted Services	52,874	23,655	24,365
261	Telephone Charges	769	-	-
273	Fleet Lease - Operating and Maintenance	4,774	5,882	7,311
274	Fleet Lease - Replacement	33,796	36,374	26,073
	<i>Subtotal</i>	<i>102,313</i>	<i>74,712</i>	<i>65,791</i>
	SERVICE TOTAL	\$338,504	\$318,909	\$315,595

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:	2018 Budget	2019 Budget	2020 Budget
Sr Project Manager	1.60	1.60	1.60
Total	1.60	1.60	1.60

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	128,160	150,549	152,751
126	Retirement Health Savings Plan	1,512	640	640
128	FICA	-	-	-
129	Medicare	1,508	2,183	2,215
131	MOPC	6,393	7,528	7,638
132	Employee Insurance	23,619	24,841	25,204
133	Employee Retirement	9,835	11,592	12,220
135	Compensation Insurance	2,528	2,434	1,599
136	Unemployment Insurance	103	105	76
142	Food Allowance	16	400	400
	<i>Subtotal</i>	<i>173,675</i>	<i>200,272</i>	<i>202,743</i>
Operating and Maintenance				
210	Office Supplies	389	800	800
217	Dues and Subscriptions	273	770	770
218	Non-Capital Equipment and Furniture	18	230	230
246	Liability Insurance	1,398	1,343	607
247	Safety Expenses	-	150	150
252	Ads and Legal Notices	363	-	-
261	Telephone Charges	674	850	850
263	Postage	-	200	200
264	Printing and Copying	-	200	200
274	Fleet Lease - Replacement	-	-	5,078
	<i>Subtotal</i>	<i>3,115</i>	<i>4,543</i>	<i>8,885</i>
	SERVICE TOTAL	\$176,790	\$204,815	\$211,628

Service: Parks Maintenance

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Parks Maintenance

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Parks Superintendant	0.70	0.70	0.70
Parks Supervisor	1.25	1.25	1.25
Sr Project Manager	0.40	0.00	0.00
Senior Grounds Maintenance Technician	10.25	9.30	9.30
Grounds Maintenance Technician II	0.75	0.00	0.00
Natural Resources Technician	0.85	0.00	0.00
Graffiti Removal Specialist	0.62	0.62	0.62
Administrative Assistant	0.68	0.00	0.00
Total	15.50	11.87	11.87

Service: Parks Maintenance**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	778,529	616,651	716,197
112 Wages - Temporary	46,124	73,136	28,921
121 Wages - Overtime	13,809	7,750	20,250
122 Longevity Compensation	960	1,020	1,020
126 Retirement Health Savings Plan	6,739	4,248	4,748
128 FICA	2,901	3,759	1,793
129 Medicare	10,308	9,825	10,805
131 MOPC	38,942	30,834	35,810
132 Employee Insurance	141,745	101,435	117,727
133 Employee Retirement	59,955	47,480	57,288
135 Compensation Insurance	47,649	54,247	45,999
136 Unemployment Insurance	620	431	357
137 Staff Training and Conferences	10,125	12,500	12,500
141 Uniforms and Protective Clothing	5,642	5,025	5,525
142 Food Allowance	461	249	299
<i>Subtotal</i>	<i>1,164,509</i>	<i>968,590</i>	<i>1,059,239</i>
Operating and Maintenance			
210 Office Supplies	33,403	11,741	11,741
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	813	324	4,804
218 Non-Capital Equipment and Furniture	2,731	6,250	3,770
222 Chemicals	3,447	5,000	5,000
231 Fleet Lease Charge	486	-	-
232 Building Repair and Maintenance	108,961	-	-
240 Equipment Repair and Maintenance	3,657	63,210	116,610
246 Liability Insurance	68,747	69,217	66,933
247 Safety Expenses	5,121	5,500	5,500
249 Operating Leases and Rentals	-	2,500	2,500
250 Professional and Contracted Services	458,544	506,330	483,040
259 Licenses and Permits	103	206	506
260 Utilities	432	-	-
261 Telephone Charges	13,569	13,064	13,064
263 Postage	46	200	200
264 Printing and Copying	795	500	500
269 Other Services and Charges	-	10,500	10,500
273 Fleet Lease - Operating and Maintenance	138,146	110,888	100,248
274 Fleet Lease - Replacement	240,912	240,937	249,656
<i>Subtotal</i>	<i>1,079,912</i>	<i>1,046,417</i>	<i>1,074,622</i>
Capital Outlay			
432 Vehicles	-	-	27,000
440 Machinery and Equipment	-	5,000	-
<i>Subtotal</i>	<i>-</i>	<i>5,000</i>	<i>27,000</i>
SERVICE TOTAL	\$2,244,421	\$2,020,007	\$2,160,861

Service: Parks and Resources Management

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Parks Resource Management

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Natural Resources Technician	0.00	0.85	0.85
Total	0.00	0.85	0.85

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	167	44,909	46,112
126 Retirement Health Savings Plan	-	340	340
129 Medicare	2	651	669
131 MOPC	8	2,245	2,306
132 Employee Insurance	-	7,410	7,608
133 Employee Retirement	13	3,458	3,689
135 Compensation Insurance	-	-	477
136 Unemployment Insurance	-	31	23
141 Uniforms and Protective Clothing	-	600	600
142 Food Allowance	-	-	-
<i>Subtotal</i>	<i>190</i>	<i>59,644</i>	<i>61,824</i>
Operating and Maintenance			
210 Office Supplies	1,005	600	1,600
218 Non-Capital Equipment and Furniture	-	200	200
240 Equipment Repair and Maintenance	-	5,300	5,300
246 Liability Insurance	-	-	290
249 Operating Leases and Rentals	-	-	3,810
250 Professional and Contracted Services	-	88,799	87,799
261 Telephone Charges	-	800	800
269 Other Services and Charges	-	1,269	1,269
<i>Subtotal</i>	<i>1,005</i>	<i>96,968</i>	<i>101,068</i>
SERVICE TOTAL	\$1,195	\$156,612	\$162,892

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:	2018 Budget	2019 Budget	2020 Budget
Parks Supervisor	0.50	0.50	0.50
Parks Superintendant	0.20	0.20	0.20
Senior Grounds Maintenance Technician	2.00	2.00	2.00
Administrative Assistant	0.07	0.00	0.00
Total	2.77	2.70	2.70

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	165,349	166,588	171,023
112	Wages - Temporary	-	132	132
121	Wages - Overtime	3,364	-	-
126	Retirement Health Savings Plan	1,080	1,080	1,080
128	FICA	-	8	8
129	Medicare	2,205	2,419	2,482
131	MOPC	8,267	8,330	8,551
132	Employee Insurance	26,814	27,486	28,219
133	Employee Retirement	12,732	12,826	13,682
135	Compensation Insurance	4,786	3,491	3,551
136	Unemployment Insurance	117	116	86
	<i>Subtotal</i>	<i>224,714</i>	<i>222,476</i>	<i>228,814</i>
Operating and Maintenance				
210	Office Supplies	-	3,200	3,200
218	Non-Capital Equipment and Furniture	511	-	-
222	Chemicals	-	3,000	3,000
232	Building Repair and Maintenance	4,708	-	-
240	Equipment Repair and Maintenance	-	3,820	3,820
246	Liability Insurance	4,580	4,765	6,422
249	Operating Leases and Rentals	-	260	260
250	Professional and Contracted Services	169,230	210,805	217,130
261	Telephone Charges	1,070	-	-
264	Printing and Copying	-	100	100
273	Fleet Lease - Operating and Maintenance	78,469	48,396	48,382
274	Fleet Lease - Replacement	97,326	100,191	94,028
	<i>Subtotal</i>	<i>355,894</i>	<i>374,537</i>	<i>376,342</i>
	SERVICE TOTAL	\$580,608	\$597,013	\$605,156

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:	2018 Budget	2019 Budget	2020 Budget
Senior Parks Ranger Technician	1.00	1.00	1.00
Parks/Open Space Ranger	0.60	0.60	0.60
Total	1.60	1.60	1.60

Service: Union Reservoir**LINE ITEM BUDGET**

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	93,769	94,544	96,572
112 Wages - Temporary	25,777	69,221	70,363
121 Wages - Overtime	70	700	700
126 Retirement Health Savings Plan	640	640	640
128 FICA	1,600	4,292	4,363
129 Medicare	1,577	2,375	2,421
131 MOPC	4,686	4,728	4,829
132 Employee Insurance	14,650	15,600	15,934
133 Employee Retirement	7,216	7,280	7,726
135 Compensation Insurance	2,477	2,385	1,970
136 Unemployment Insurance	64	66	48
141 Uniforms and Protective Clothing	1,611	1,275	1,314
142 Food Allowance	53	140	140
<i>Subtotal</i>	<i>154,190</i>	<i>203,246</i>	<i>207,020</i>
Operating and Maintenance			
210 Office Supplies	23,908	4,143	4,143
214 Pamphlets and Documents	-	1	1
218 Non-Capital Equipment and Furniture	-	1,000	1,000
220 Gas and Oil	-	100	100
222 Chemicals	-	400	400
223 Lab and Photo Supplies	-	-	-
224 Resale Merchandise	1,058	1,500	1,500
232 Building Repair and Maintenance	21,444	-	-
240 Equipment Repair and Maintenance	-	12,289	12,289
246 Liability Insurance	3,923	2,561	2,945
247 Safety Expenses	1,054	2,500	2,944
249 Operating Leases and Rentals	79,091	80,276	80,276
250 Professional and Contracted Services	7,857	9,000	9,000
252 Advertising and Legal Notices	71	50	50
260 Utilities	3,267	-	-
261 Telephone Charges	752	1,764	1,764
263 Postage	2	20	20
264 Printing and Copying	15	1,900	1,900
269 Other Services and Charges	-	135	135
273 Fleet Lease - Operating and Maintenance	23,087	27,304	11,085
274 Fleet Lease - Replacement	43,313	52,396	49,713
<i>Subtotal</i>	<i>208,843</i>	<i>197,339</i>	<i>179,265</i>
SERVICE TOTAL	\$363,033	\$400,585	\$386,285

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Technology/GIS Coordinator	0.15	0.15	0.00
PWNR Technical Services Manager	0.00	0.00	0.15
Engineering and Survey Tech Supervisor	0.15	0.15	0.15
PWNR Applications Support Analyst	0.15	0.15	0.00
Technical Functional Analyst	0.00	0.00	0.15
Lead GIS Analyst	0.15	0.15	0.15
Senior GIS Analyst	0.15	0.15	0.15
GIS/Mapping Technician	0.15	0.15	0.15
Senior Engineering Technician	0.15	0.15	0.15
Engineering Technician	0.30	0.30	0.30
Total	1.35	1.35	1.35

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

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	96,164	103,152	108,289
121 Wages - Overtime	-	250	250
126 Retirement Health Savings Plan	662	540	540
129 Medicare	1,203	1,496	1,570
131 MOPC	4,792	5,156	5,414
132 Employee Insurance	15,468	17,013	17,857
133 Employee Retirement	7,379	7,943	8,663
135 Compensation Insurance	-	-	625
136 Unemployment Insurance	68	73	54
137 Staff Training and Conferences	564	2,310	2,700
141 Uniforms and Protective Clothing	-	45	45
<i>Subtotal</i>	<i>126,300</i>	<i>137,978</i>	<i>146,007</i>
Operating and Maintenance			
210 Office Supplies	2,107	900	1,140
216 Reference Books and Materials	-	15	15
217 Dues and Subscriptions	805	1,450	233
218 Non-Capital Equipment and Furniture	1,314	510	1,530
240 Equipment Repair and Maintenance	23,303	26,184	25,062
246 Liability Insurance	-	-	228
247 Safety Expenses	11	150	150
250 Professional and Contracted Services	453	1,620	2,370
261 Telephone Charges	-	72	72
263 Postage	8	-	-
264 Printing and Copying	-	75	75
269 Other Services and Charges	75	-	-
273 Fleet Lease - Operating and Maintenance	1,655	1,628	3,322
274 Fleet Lease Replacement	854	897	2,042
<i>Subtotal</i>	<i>30,586</i>	<i>33,501</i>	<i>36,239</i>
SERVICE TOTAL	\$156,886	\$171,479	\$182,246

Public Facilities Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	1,373,180	1,659,271	1,730,217
Operating and Maintenance	2,106,008	2,066,759	1,962,409
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 3,479,188	\$ 3,726,030	\$ 3,692,626

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, and contract/project management for core building system maintenance and repairs. Facilities Maintenance Services also serves as a construction expert liaison for other divisions when remodel projects affect the core building systems of facilities that FMS supports. Additionally, the Facilities Maintenance Services budget includes utilities for General Fund sites and a staff parking lot lease.

SERVICE: Facilities Maintenance Services

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Facilities Manager	1.00	1.00	1.00
Facilities Maintenance Tech Lead	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		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	359,859	380,615	415,058
121	Wages - Overtime	17,393	24,194	25,799
126	Retirement Health Savings Plan	2,803	2,400	2,400
129	Medicare	4,760	5,519	6,018
131	MOPC	17,991	19,030	20,753
132	Employee Insurance	59,737	62,800	68,485
133	Employee Retirement	27,706	29,306	33,205
135	Compensation Insurance	22,417	20,692	18,647
136	Unemployment Insurance	261	268	208
137	Staff Training and Conferences	2,700	2,400	2,400
141	Uniforms and Protective Clothing	1,651	1,800	1,800
142	Food Allowance	17	-	-
	<i>Subtotal</i>	<i>517,294</i>	<i>549,024</i>	<i>594,773</i>
Operating and Maintenance				
210	Office Supplies	5,194	8,481	7,775
217	Dues and Subscriptions	462	462	462
218	Non-Capital Equipment and Furniture	4,697	5,000	5,000
232	Building Repair and Maintenance	128,713	7,500	-
240	Equipment Repair and Maintenance	-	134,620	133,267
246	Liability Insurance	11,293	9,068	5,599
247	Safety Expenses	1,123	995	1,500
248	Lease Purchase Installment	328,078	280,439	280,439
249	Operating Leases and Rentals	23,817	26,062	26,062
250	Professional and Contracted Services	190,029	230,374	239,809
260	Utilities	672,651	711,359	711,359
261	Telephone Charges	3,612	4,872	4,728
263	Postage	29	-	-
264	Printing/Copying and Binding	54	-	-
273	Fleet Lease - Operating and Maintenance	19,004	20,181	23,650
274	Fleet Lease - Replacement	20,331	25,902	25,906
	<i>Subtotal</i>	<i>1,409,087</i>	<i>1,465,315</i>	<i>1,465,556</i>
	SERVICE TOTAL	\$1,926,381	\$2,014,339	\$2,060,329

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, e.g. fire and burglar alarm systems, fire sprinkler systems, fire extinguishers, ADA and automatic doors, keyless entry and security gates, etc.; and contracted services such as divided wall partition preventive maintenance, automated motorized window treatment preventive maintenance and repairs, painting, gym wood floor annual maintenance, carpet cleaning, window cleaning, door lock and hardware repairs, pest control, tile and carpet repair, rag cleaning, custodial equipment repairs, etc. Facilities Operations Services also serves as a construction expert liaison for other divisions when remodel projects affect building operating systems that FOS supports and is a building contact for vendors who need access to complete scheduled FOS/FMS repairs, inspections, etc.

SERVICE: Facilities Operations Services

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Facilities Operations and CIP Manager	1.00	1.00	1.00
Custodian	18.75	18.75	18.75
Total	19.75	19.75	19.75

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	591,673	809,737	833,187
112	Temporary Wages	57	-	-
115	One Time Payment	9,868	-	-
121	Wages - Overtime	28,797	24,000	24,000
122	Longevity Compensation	1,920	1,980	2,040
126	Retirement Health Savings Plan	6,638	7,900	7,900
128	FICA	4	-	-
129	Medicare	7,186	11,747	12,081
131	MOPC	29,522	40,479	41,659
132	Employee Insurance	115,136	133,010	136,585
133	Employee Retirement	45,464	62,350	66,639
135	Compensation Insurance	17,403	16,478	8,939
136	Unemployment Insurance	503	566	414
141	Uniforms and Protective Clothing	1,715	2,000	2,000
	<i>Subtotal</i>	<i>855,886</i>	<i>1,110,247</i>	<i>1,135,444</i>
Operating and Maintenance				
210	Office Supplies	129,239	120,369	120,369
217	Dues and Subscriptions	-	370	370
218	Non-Capital Equipment and Furniture	3,236	16,000	16,000
232	Building Repair and Maintenance	49,686	-	-
240	Equipment Repair and Maintenance	-	20,114	20,114
246	Liability Insurance	1,234	1,272	955
247	Safety Expenses	285	-	-
250	Professional and Contracted Services	508,881	436,257	330,874
261	Telephone Charges	2,917	3,400	3,400
273	Fleet Lease - Operating and Maintenance	1,444	3,662	4,771
	<i>Subtotal</i>	<i>696,921</i>	<i>601,444</i>	<i>496,853</i>
	SERVICE TOTAL	\$1,552,807	\$1,711,691	\$1,632,297

PUBLIC SAFETY FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	7,252,534	8,710,532	11,912,297
Operating and Maintenance	1,873,463	2,242,117	2,313,404
Non-Operating	13,752	171,697	77,026
Capital	371,894	876,880	892,523
TOTAL	\$ 9,511,643	\$ 12,001,226	\$ 15,195,250

This fund tracks resources from the Public Safety Tax, which was first approved by voters in November 2006. It adds additional resources to the Department of Public Safety; City Attorney's Office; Children, Youth and Families; and Parks and Forestry.

PUBLIC SAFETY FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 595,337	\$ 4,722,593	\$ 2,628,410
Committed Working Capital	-	3,141,329	-
SOURCES OF FUNDS			
REVENUES			
Taxes	12,468,351	12,561,373	13,022,527
Intergovernmental revenue	1,067,493	396,639	1,208,927
Charges for Service	45,930	40,640	40,440
Grants and Donations	-	-	-
Interest	47,170	23,656	50,000
Miscellaneous	9,956	-	-
Proceeds from Advance	-	-	-
Estimated Revenue Revision	-	26,064	-
TOTAL FUNDS	13,638,899	13,048,372	14,321,894
EXPENDITURES			
Personal Services	7,252,534	8,710,532	11,912,297
Operating and Maintenance	1,873,463	2,242,117	2,313,404
Non- Operating	13,752	171,697	77,026
Capital	371,894	876,880	892,523
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENDITURES	9,511,643	12,001,226	15,195,250
ENDING WORKING CAPITAL	4,722,593	2,628,410	1,755,054
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,127,256	\$ 1,047,146	\$ (873,356)

Public Safety Administration Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	2,190	36,473	44,814
Operating and Maintenance	20,000	20,000	27,410
Non-Operating	13,752	171,697	77,026
Capital	-	500,000	-
TOTAL	\$ 35,942	\$ 728,170	\$ 149,250

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

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

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

Service: **Public Safety Chief**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

The Public Safety Chief provides oversight and direction for the services provided out of his office, Police Services Division, Fire Services Division, Support Services Division, and Community Health and Resilience. This service ensures that all Public Safety Department divisions, sections, units, offices and teams are appropriately responsive to our community.

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

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	-	16,223	23,084
123 Leave Expense	-	19,500	19,500
135 Compensation Insurance	-	-	10
136 Unemployment Insurance	-	-	-
137 Staff Training and Conferences	2,190	750	2,220
<i>Subtotal</i>	<i>2,190</i>	<i>36,473</i>	<i>44,814</i>
Operating and Maintenance			
217 Dues and Subscriptions	-	-	168
218 Non Capital Furniture and Equipment	20,000	20,000	20,000
250 Professional and Contracted Services	-	-	3,298
269 Other Services and Charges	-	-	3,944
<i>Subtotal</i>	<i>20,000</i>	<i>20,000</i>	<i>27,410</i>
Non-Operating Expense			
927 Principal and Contract	-	150,000	77,026
928 Interest on Notes and Contracts	3,670	-	-
970 Transfers to Other Funds	10,082	21,697	-
<i>Subtotal</i>	<i>13,752</i>	<i>171,697</i>	<i>77,026</i>
Capital Outlay			
440 Machinery and Equipment	-	500,000	-
<i>Subtotal</i>	<i>-</i>	<i>500,000</i>	<i>-</i>
SERVICE TOTAL	\$35,942	\$728,170	\$149,250

Community Health and Resilience Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	649,254	419,906	978,880
Operating and Maintenance	294,773	86,750	73,506
Non-Operating	-	-	-
Capital	42,053	-	-
TOTAL	\$ 986,080	\$ 506,656	\$ 1,052,386

Service: **Office of Emergency Management**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Office of Emergency Management

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Assistant to Public Safety Chief	1.00	1.00	1.00
Emergency Management Coordinator	0.00	0.00	2.00
Police Officer (LEAD/Co-Responder)	0.00	2.00	0.00
Total	1.00	3.00	3.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	109,584	124,559	300,552
112	Wages - Temporary	32,675	35,000	55,000
121	Wages - Overtime	4,943	10,333	10,643
126	Retirement Health Savings Plan	1,422	400	1,200
128	FICA	2,026	-	3,410
129	Medicare	1,801	1,806	5,156
131	MOPC	5,479	6,228	15,028
132	Employee Insurance	17,469	20,552	49,591
133	Employee Retirement	8,438	9,591	24,045
135	Compensation Insurance	17,194	15,759	15,240
136	Unemployment Insurance	76	87	151
137	Staff Training and Conferences	10,932	15,075	6,575
141	Uniforms/Protective Cloth	3,140	1,000	1,000
142	Food Allowance	823	1,000	1,000
	<i>Subtotal</i>	<i>216,002</i>	<i>241,390</i>	<i>488,591</i>
Operating and Maintenance				
210	Office Supplies	6,679	5,250	7,075
214	Pamphlets and Documents	-	2,000	-
217	Dues and Subscriptions	1,675	-	-
218	Non-Capital Equipment and Furniture	8,832	5,500	8,075
240	Equipment Repair and Maintenance	390	31,300	18,636
246	Liability Insurance	544	735	721
250	Professional Contracted Services	1,275	6,000	-
252	Ads and Legal Notices	1,713	-	-
264	Printing/Copying and Binding	254	-	-
269	Other Services and Charges	1,291	-	-
273	Fleet Lease - Operating and Maintenance	4,675	12,469	6,704
274	Fleet Lease - Replacement	-	12,471	12,753
	<i>Subtotal</i>	<i>27,329</i>	<i>75,725</i>	<i>53,964</i>
Capital Outlay				
432	Vehicles	42,053	-	-
	<i>Subtotal</i>	<i>42,053</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$285,384	\$317,115	\$542,555

Service: **Public Safety Outreach**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Public Safety Outreach Unit is a primary service function of Community Health and Resilience. Public Safety Outreach is the liaison between department programs and citizen audiences. This unit is instrumental in providing a significant number of safety and educational programs and presentations to the public, either directly or working through other divisions, sections and units. Safety and educational materials are disseminated via brochures, flyers, classroom and public presentations, and print and social media. Outreach efforts include Neighborhood Watch and National Night Out; education to schools, businesses, and retirement facilities; Citizen Police Academy; career fairs; and Safety and Justice Center tours. The Outreach Unit also is responsible for the City's False Alarm Reduction Program and the department's volunteer program. Additionally, the Outreach Unit is involved in community engagement and self-sufficiency efforts such as for mental health and homelessness.

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
135 Compensation Insurance	62	-	-
<i>Subtotal</i>	62	-	-
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	1,500	1,500
229 Materials and Miscellaneous Supplies	1,915	-	-
250 Professional and Contracted Services	844	1,700	1,700
252 Advertising and Legal Notices	196	4,000	4,000
<i>Subtotal</i>	2,955	7,200	7,200
SERVICE TOTAL	\$3,017	\$7,200	\$7,200

Service: **Volunteer Programs**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The various Public Safety Volunteer Programs are administered out of the Public Safety Outreach Unit of Community Health and Resilience and consist of:

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

continued

Service: Volunteer Programs**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
137	Staff Training and Conferences	2,132	8,000	8,000
141	Uniforms and Protective Clothing	6,384	5,700	5,700
142	Food Allowance	4,436	1,200	1,200
	<i>Subtotal</i>	<i>12,952</i>	<i>14,900</i>	<i>14,900</i>
Operating and Maintenance				
210	Office Supplies	1,926	525	525
218	Non-Capital Equipment and Furniture	-	300	300
229	Materials and Supplies	-	2,300	2,300
250	Professional Contracted Services	1,459	-	-
264	Printing/Copying and Binding	83	700	700
	<i>Subtotal</i>	<i>3,467</i>	<i>3,825</i>	<i>3,825</i>
SERVICE TOTAL		\$16,419	\$18,725	\$18,725

- **Fire Corps Volunteers:** These volunteers provide support to the Fire Services Division that can include the Business Self Inspection Program, Hazmat Team support, the smoke alarm community campaign, Fire Flag Team, car seat installation, and administrative support. These volunteers often provide assistance and support with a variety of special projects and events.
- **Fire Student Interns:** Fire Interns typically are fire science majors from area colleges and universities who wish to participate in an internship in order to gain experience with municipal fire services. If accepted into the program, they are assigned to a Fire staff mentor while learning about fire prevention, EMT basics, fire codes and laws, rescue procedures, fire investigation, fire control, fire chemistry and physics, hazardous materials management, wildland fire management, and other pertinent fire training while also leaning the profession and considering a career in fire services.
- **Community Emergency Response Team (CERT) and BeReady Volunteers:** Team members provide nonemergency public safety assistance through disaster mitigation activities, support for emergency planning (neighborhoods, schools, community), emergency preparedness, fire safety, terrorism awareness, and home/safety prevention assistance to others (winterizing homes, fire safety actions, crime prevention steps, etc.). Team members are trained to take care of themselves and to help others in their communities until first responders arrive. Some team members go out into the community to teach disaster preparedness and how to survive hazards.

Service: **LEAD**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: LEAD

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Police Officer	0.00	0.00	1.00
Case Management Coordinator	0.00	0.00	1.00
Peer Case Manager	0.00	0.00	2.00
Total	0.00	0.00	4.00

Service: LEAD**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	147,167	63,408	220,474
112	Wages - Temporary	384	-	-
121	Wages - Overtime	8,237	-	-
126	Retirement Health Savings Plan	324	634	1,887
127	FPPA	438	-	914
128	FICA	72	-	-
129	Medicare	1,913	920	3,196
131	MOPC	5,689	-	7,588
132	Employee Insurance	18,613	10,462	36,379
133	Employee Retirement	8,761	-	12,140
134	Police/Fire Retirement	3,241	6,340	6,872
135	Compensation Insurance	-	-	516
136	Unemployment Insurance	-	44	110
137	Staff Training and Conferences	12,365	-	-
142	Food Allowance	1,009	-	-
	<i>Subtotal</i>	<i>208,214</i>	<i>81,808</i>	<i>290,076</i>
Operating and Maintenance				
210	Office Supplies	5,560	-	-
214	Pamphlets and Documents	13	-	-
217	Dues and Subscriptions	23	-	-
218	Non-Capital Equipment and Furniture	42,504	-	-
240	Equipment Repair and Maintenance	998	-	-
245	Mileage Allowance	279	-	-
246	Liability Insurance	-	-	286
249	Operating Leases and Rentals	18,388	-	-
250	Professional Contracted Services	109,617	-	-
260	Utilities	1,060	-	-
264	Printing/Copying and Binding	446	-	-
269	Other Services and Charges	3,961	-	-
273	Fleet Lease - Operating and Maintenance	-	-	3,596
	<i>Subtotal</i>	<i>182,849</i>	<i>-</i>	<i>3,882</i>
	SERVICE TOTAL	\$391,063	\$81,808	\$293,958

Service: **CORE**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: CORE

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Police Officer	0.00	0.00	1.00
Supervising Clinician	0.00	0.00	1.00
Total	0.00	0.00	2.00

Service: CORE**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	146,293	63,408	141,113
121	Wages - Overtime	23,565	-	-
126	Retirement Health Savings Plan	327	634	1,087
127	FPPA	441	-	914
129	Medicare	2,203	920	2,046
131	MOPC	5,642	-	3,620
132	Employee Insurance	18,295	10,462	23,284
133	Employee Retirement	8,688	-	5,791
134	Police/Fire Retirement	3,269	6,340	6,872
135	Compensation Insurance	-	-	516
136	Unemployment Insurance	-	44	70
137	Staff Training and Conferences	120	-	-
141	Uniforms/Protective Cloth	2,943	-	-
142	Food Allowance	239	-	-
	<i>Subtotal</i>	<i>212,024</i>	<i>81,808</i>	<i>185,313</i>
Operating and Maintenance				
210	Office Supplies	1,063	-	-
216	Reference Books and Materials	111	-	-
217	Dues and Subscriptions	111	-	-
218	Non-Capital Equipment and Furniture	7,793	-	-
246	Liability Insurance	-	-	390
249	Operating Leases and Rentals	4,675	-	-
250	Professional Contracted Services	61,220	-	-
269	Other Services and Charges	3,201	-	-
273	Fleet Lease - Operating and Maintenance	-	-	4,245
	<i>Subtotal</i>	<i>78,173</i>	<i>-</i>	<i>4,635</i>
	SERVICE TOTAL	\$290,197	\$81,808	\$189,948

Fire Services Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	1,511,415	1,487,210	2,174,718
Operating and Maintenance	642,553	720,329	667,803
Non-Operating	-	-	-
Capital	-	45,000	140,000
TOTAL	\$ 2,153,969	\$ 2,252,539	\$ 2,982,521

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:	2018 Budget	2019 Budget	2020 Budget
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	2.00
Firefighter/Engineer/Paramedic	2.00	1.00	1.00
Firefighter/Paramedic	2.00	2.00	5.00
Firefighter/Engineer	1.00	1.00	1.00
Firefighter	3.00	4.00	7.00
Total	11.00	11.00	17.00

Service: Fire Suppression**LINE ITEM BUDGET**

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	922,774	965,145	1,419,057
121 Wages - Overtime	251,045	134,930	138,977
126 Retirement Health Savings Plan	14,429	9,650	14,191
127 FPPA Death and Disability	12,545	12,690	14,221
129 Medicare	14,533	13,994	20,576
132 Employee Insurance	152,627	159,048	233,847
134 Police and Fire Retirement	93,934	96,514	141,906
135 Compensation Insurance	15,147	13,417	14,084
136 Unemployment Insurance	667	672	709
137 Staff Training and Conferences	15,855	19,250	91,250
141 Uniforms and Protective Clothing	17,411	60,900	84,900
142 Food Allowance	448	1,000	1,000
<i>Subtotal</i>	<i>1,511,415</i>	<i>1,487,210</i>	<i>2,174,718</i>
Operating and Maintenance			
210 Office Supplies	12,322	16,950	16,950
218 Non-Capital Equipment and Furniture	9,410	79,000	74,000
232 Repair and Maintenance	9,355	-	-
240 Equipment Repair and Maintenance	-	29,762	22,262
246 Liability Insurance	12,344	18,726	15,626
247 Safety Expenses	70,235	-	-
248 Lease Purchase Installment	347,834	350,000	350,000
250 Professional and Contracted Services	37,031	51,531	51,531
273 Fleet Lease - Operating and Maintenance	44,569	58,525	37,981
274 Fleet Lease - Replacement	99,453	115,835	99,453
<i>Subtotal</i>	<i>642,553</i>	<i>720,329</i>	<i>667,803</i>
Capital Outlay			
432 Vehicles	-	-	140,000
440 Machinery and Equipment	-	45,000	-
<i>Subtotal</i>	<i>-</i>	<i>45,000</i>	<i>140,000</i>
SERVICE TOTAL	\$2,153,969	\$2,252,539	\$2,982,521

Police Services Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	4,344,350	5,761,579	7,552,008
Operating and Maintenance	490,648	698,234	794,749
Non-Operating	-	-	-
Capital	282,616	271,880	348,523
TOTAL	\$ 5,117,614	\$ 6,731,693	\$ 8,695,280

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

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

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

Service: **Police Patrol Operations**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Police Patrol Operations

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Police Sergeant	1.00	1.00	2.00
Master Police Officer	1.00	1.00	1.00
Police Officer	9.00	18.00	21.00
CSO Evidence Tech (Body Camera)	0.00	1.00	0.00
Total	11.00	21.00	24.00

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

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	1,183,940	1,575,324	1,923,360
121 Wages - Overtime	53,297	79,674	107,064
126 Retirement Health Savings Plan	13,509	15,754	19,235
127 FPPA Death and Disability	15,980	19,519	21,300
129 Medicare	15,312	22,842	27,889
131 MOPC	-	2,690	-
132 Employee Insurance	152,650	259,779	317,132
133 Employee Retirement	-	4,143	-
134 Police and Fire Retirement	118,374	152,151	192,336
135 Compensation Insurance	33,412	23,140	17,027
136 Unemployment Insurance	977	1,108	961
137 Staff Training and Conferences	5,596	8,200	34,200
141 Uniforms and Protective Clothing	33,554	33,200	46,100
<i>Subtotal</i>	<i>1,626,602</i>	<i>2,197,524</i>	<i>2,706,604</i>
Operating and Maintenance			
210 Office Supplies	3,740	4,250	11,290
216 Reference Books and Materials	835	980	1,730
218 Non-Capital Equipment and Furniture	77,811	39,440	65,097
240 Grounds Maintenance	-	704	17,430
246 Liability Insurance	6,953	6,243	5,431
247 Safety Expenses	250	455	980
250 Professional Contracted Services	1,525	1,680	8,680
261 Telephone Charges	-	2,160	-
264 Printing and Copying	1,158	1,390	1,975
269 Other Services and Charges	20	-	-
273 Fleet Lease - Operating and Maintenance	73,344	93,638	75,033
274 Fleet Lease - Replacement	83,103	136,943	100,197
<i>Subtotal</i>	<i>248,740</i>	<i>287,883</i>	<i>287,843</i>
Capital Outlay			
432 Vehicles	111,568	149,750	209,800
440 Machinery and Equipment	-	45,930	-
<i>Subtotal</i>	<i>111,568</i>	<i>195,680</i>	<i>209,800</i>
SERVICE TOTAL	\$1,986,910	\$2,681,087	\$3,204,247

Service: **Detective Operations**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

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

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

SERVICE: Detective Operations

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Police Sergeant	0.00	1.00	1.00
Master Police Officer	0.00	0.00	2.00
Police Officer	0.00	0.00	1.00
CSO Detectives	1.00	2.00	3.00
CSO Evidence Crime Scene Technician	0.00	1.00	0.00
CSO Crime Scene Investigator	0.00	0.00	1.00
CSO Evidence Tech	1.00	1.00	0.00
Total	2.00	5.00	8.00

Service: Detective Operations**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	331,328	358,180	745,165
121	Wages - Overtime	5,358	49,680	71,170
126	Retirement Health Savings Plan	2,753	3,581	7,438
127	Police and Fire Death and Disability	1,831	1,639	6,039
129	Medicare	3,922	5,194	10,805
131	MOPC	9,600	12,064	12,487
132	Employee Insurance	96,464	58,951	122,507
133	Employee Retirement	14,784	18,578	19,975
134	Police and Fire Retirement	13,563	11,690	49,543
135	Compensation Insurance	5,038	4,582	20,283
136	Unemployment Insurance	1,014	249	371
137	Staff Training and Conferences	7,518	16,950	23,950
141	Uniforms and Protective Clothing	3,297	5,300	7,300
142	Food Allowance	8	100	700
	<i>Subtotal</i>	<i>496,478</i>	<i>546,738</i>	<i>1,097,733</i>
Operating and Maintenance				
210	Office Supplies	16,677	15,150	13,650
216	Reference Books and Materials	417	300	300
217	Dues and Subscriptions	1,055	600	800
218	Non-Capital Equipment and Furniture	6,540	8,600	12,990
229	Materials and Supplies	-	-	200
240	Equipment Repair and Maintenance Contracts	9,670	10,500	10,500
243	Non-Capital Computer Equipment and Supplies	-	-	5,330
246	Liability Insurance	1,008	1,690	2,562
250	Professional and Contracted Services	8,384	13,200	19,940
258	Investigative Expenses	9,170	6,250	8,250
264	Printing/Copying and Binding	109	325	415
273	Fleet Lease - Operating and Maintenance	8,847	13,764	13,024
274	Fleet Lease - Replacement	21,813	39,273	30,600
	<i>Subtotal</i>	<i>83,689</i>	<i>109,652</i>	<i>118,561</i>
Capital Outlay				
432	Vehicles	69,843	-	36,723
	<i>Subtotal</i>	<i>69,843</i>	<i>-</i>	<i>36,723</i>
SERVICE TOTAL		\$650,010	\$656,390	\$1,253,017

Service: **Animal Control**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Animal Control

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
CSO Animal Control	0.00	1.00	1.00
Total	0.00	1.00	1.00

Service: Animal Control**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	35,122	52,020	53,316
121	Wages - Overtime	-	1,545	1,591
126	Retirement Health Savings Plan	351	520	533
129	Medicare	454	754	773
131	MOPC	1,756	2,601	2,666
132	Employee Insurance	8,118	8,583	8,797
133	Employee Retirement	2,704	4,006	4,265
135	Compensation Insurance	-	-	551
136	Unemployment Insurance	96	36	27
137	Staff Training and Conferences	1,036	500	500
141	Uniforms and Protective Clothing	2,059	765	765
	<i>Subtotal</i>	<i>51,695</i>	<i>71,330</i>	<i>73,784</i>
Operating and Maintenance				
210	Office Supplies	-	50	50
218	Non-Capital Equipment and Furniture	1,600	100	100
246	Liability Insurance	-	-	422
273	Fleet Lease - Operating and Maintenance	-	-	2,508
274	Fleet Lease - Replacement	-	12,506	12,419
	<i>Subtotal</i>	<i>1,600</i>	<i>12,656</i>	<i>15,499</i>
Capital Outlay				
432	Vehicles	40,649	-	-
	<i>Subtotal</i>	<i>40,649</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$93,944	\$83,986	\$89,283

Service: **Special Enforcement Unit**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
121	Wages - Overtime	-	22,173	22,838
135	Compensation Insurance	277	270	228
	<i>Subtotal</i>	<i>277</i>	<i>22,443</i>	<i>23,066</i>
Operating and Maintenance				
246	Liability Insurance	871	814	1,137
273	Fleet Lease - Operating and Maintenance	-	256	656
274	Fleet Lease - Replacement	-	22,563	23,032
	<i>Subtotal</i>	<i>871</i>	<i>23,633</i>	<i>24,825</i>
	SERVICE TOTAL	\$1,148	\$46,076	\$47,891

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:	2018 Budget	2019 Budget	2020 Budget
Master Police Officer	2.00	2.00	6.00
Police Officer	0.00	0.00	2.00
Total	2.00	2.00	8.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	174,948	185,376	737,027
121	Wages - Overtime	13,688	6,753	40,956
122	Longevity Compensation	2,101	1,980	2,100
126	Retirement Health Savings Plan	3,400	1,854	7,371
127	FPPA Death and Disability	2,340	2,562	6,767
129	Medicare	1,170	1,344	10,687
132	Employee Insurance	27,852	30,586	121,386
134	Police and Fire Retirement	17,744	18,537	73,703
135	Compensation Insurance	2,325	2,262	8,247
136	Unemployment Insurance	122	128	367
137	Staff Training and Conferences	-	4,160	8,160
141	Uniforms and Protective Clothing	800	1,750	16,650
	<i>Subtotal</i>	<i>246,489</i>	<i>257,292</i>	<i>1,033,421</i>
Operating and Maintenance				
210	Office Supplies	148	1,500	1,900
218	Non-Capital Equipment and Furniture	78	600	7,400
246	Liability Insurance	4,024	3,549	3,203
274	Fleet Lease - Replacement	-	-	58,104
	<i>Subtotal</i>	<i>4,249</i>	<i>5,649</i>	<i>70,607</i>
Capital Outlay				
432	Vehicles	-	-	102,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>102,000</i>
	SERVICE TOTAL	\$250,738	\$262,941	\$1,206,028

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:	2018 Budget	2019 Budget	2020 Budget
Administrative Assistant	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Special Operations**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	47,882	49,963	51,304
121	Wages - Overtime	-	655	675
126	Retirement Health Savings Plan	400	400	400
129	Medicare	532	724	744
131	MOPC	2,394	2,498	2,565
132	Employee Insurance	7,932	8,244	8,465
133	Employee Retirement	3,687	3,847	4,104
135	Compensation Insurance	614	-	521
136	Unemployment Insurance	35	35	26
	<i>Subtotal</i>	<i>63,476</i>	<i>66,366</i>	<i>68,804</i>
Operating and Maintenance				
243	Non-Capital Computer Equipment and Supplies	(1,069)	-	-
246	Liability Insurance	-	-	62
	<i>Subtotal</i>	<i>(1,069)</i>	<i>-</i>	<i>62</i>
	SERVICE TOTAL	\$62,407	\$66,366	\$68,866

Service: **Traffic Unit**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Traffic Unit

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Police Officer	0.00	1.00	1.00
CSO Field Investigator	0.00	2.00	2.00
Total	0.00	3.00	3.00

Service: Traffic Unit**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	85,054	177,072	207,408
121	Wages - Overtime	3,017	3,090	3,183
126	Retirement Health Savings Plan	851	1,771	2,074
127	Police and Fire Death and Disability	-	-	1,273
129	Medicare	1,028	2,566	3,007
131	MOPC	4,253	5,683	5,825
132	Employee Insurance	18,186	29,217	34,222
133	Employee Retirement	6,549	8,753	9,320
134	Police and Fire Retirement	-	6,341	9,091
135	Compensation Insurance	-	-	1,854
136	Unemployment Insurance	216	124	103
137	Staff Training and Conferences	41	3,430	1,930
141	Uniforms and Protective Clothing	4,857	2,005	1,530
	<i>Subtotal</i>	<i>124,053</i>	<i>240,052</i>	<i>280,820</i>
Operating and Maintenance				
210	Office Supplies	2,371	9,625	1,080
216	Reference Books and Materials	-	15	-
218	Non-Capital Equipment and Furniture	4,543	33,440	1,600
246	Liability Insurance	-	-	500
269	Other Services and Charges	-	1,000	1,000
273	Fleet Lease - Operating and Maintenance	-	-	1,127
274	Fleet Lease - Replacement	-	9,875	9,784
	<i>Subtotal</i>	<i>6,913</i>	<i>53,955</i>	<i>15,091</i>
Capital Outlay				
432	Vehicles	29,016	-	-
	<i>Subtotal</i>	<i>29,016</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$159,982	\$294,007	\$295,911

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**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
121 Wages - Overtime	2,720	45,020	46,371
129 Medicare Contribution	37	-	-
135 Compensation Insurance	561	547	463
137 Staff Training and Conferences	593	900	900
141 Uniforms and Protective Clothing	1,390	600	600
<i>Subtotal</i>	<i>5,302</i>	<i>47,067</i>	<i>48,334</i>
Operating and Maintenance			
210 Office Supplies	6,169	7,450	5,100
218 Non-Capital Equipment and Furniture	14,275	44,100	13,500
229 Materials and Supplies	-	-	2,500
240 Equipment Repair and Maintenance	1,160	2,856	350
246 Liability Insurance	759	713	1,116
247 Safety Expenses	150	3,200	3,200
273 Fleet Lease - Operating and Maintenance	3,369	4,946	5,706
274 Fleet Lease - Replacement	13,012	21,731	25,437
<i>Subtotal</i>	<i>38,893</i>	<i>84,996</i>	<i>56,909</i>
Capital Outlay			
440 Machinery and Equipment	31,540	33,000	-
<i>Subtotal</i>	<i>31,540</i>	<i>33,000</i>	<i>-</i>
SERVICE TOTAL	\$75,735	\$165,063	\$105,243

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:	2018 Budget	2019 Budget	2020 Budget
Police Sergeant	1.00	0.00	1.00
Master Police Officer	7.00	7.00	6.00
Police Officer	1.00	1.00	1.00
Total	9.00	8.00	8.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	730,665	764,808	783,144
121	Wages - Overtime	60,631	46,146	47,530
126	Retirement Health Savings Plan	12,065	7,647	7,831
127	FPPA Death and Disability	8,352	8,968	9,291
129	Medicare	9,237	11,090	11,356
132	Employee Insurance	126,906	126,190	129,219
134	Police and Fire Retirement	72,373	76,480	78,314
135	Compensation Insurance	49,516	64,537	73,372
136	Unemployment Insurance	555	530	392
137	Staff Training and Conferences	3,210	4,500	4,500
141	Uniforms and Protective Clothing	4,890	6,675	6,675
142	Food Allowance	490	-	-
	<i>Subtotal</i>	<i>1,078,889</i>	<i>1,117,571</i>	<i>1,151,624</i>
Operating and Maintenance				
210	Office Supplies	1,143	2,850	2,850
217	Dues and Subscriptions	50	-	-
218	Non-Capital Equipment and Furniture	1,350	1,100	6,500
246	Liability Insurance	5,582	4,249	5,228
249	Operating Leases and Rentals	2,750	-	-
258	Investigative Expenses	-	-	4,995
264	Printing and Copying	921	-	-
273	Fleet Lease - Operating and Maintenance	9,855	27,067	30,222
274	Fleet Lease - Replacement	13,516	2,737	55,477
	<i>Subtotal</i>	<i>35,167</i>	<i>38,003</i>	<i>105,272</i>
Capital Outlay				
432	Vehicles	-	43,200	-
	<i>Subtotal</i>	<i>-</i>	<i>43,200</i>	<i>-</i>
	SERVICE TOTAL	\$1,114,056	\$1,198,774	\$1,256,896

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:	2018 Budget	2019 Budget	2020 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		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	46,723	73,431	77,144
112	Temporary Wages	26,801	-	-
126	Retirement Health Savings Plan	772	400	400
128	FICA	1,662	-	-
129	Medicare	963	1,064	1,119
131	MOPC	2,222	3,672	3,857
132	Employee Insurance	11,466	11,918	12,729
133	Employee Retirement	3,422	5,654	6,172
135	Compensation Insurance	905	897	755
136	Unemployment Insurance	50	51	39
137	Staff Training and Conferences	2,792	1,000	1,000
141	Uniforms and Protective Clothing	8,114	1,000	1,000
	<i>Subtotal</i>	<i>105,892</i>	<i>99,087</i>	<i>104,215</i>
Operating and Maintenance				
210	Office Supplies	486	800	800
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	150	1,000	1,000
218	Non Capital Furniture and Equipment	124	1,000	1,000
246	Liability Insurance	249	246	224
264	Printing and Copying	1,479	2,000	2,000
273	Fleet Lease - Operating and Maintenance	1,676	1,958	1,673
274	Fleet Lease - Replacement	3,582	3,582	-
	<i>Subtotal</i>	<i>7,746</i>	<i>10,786</i>	<i>6,897</i>
	SERVICE TOTAL	\$113,639	\$109,873	\$111,112

Service: Longmont Emergency Communications Center

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Longmont Emergency Communications Center (LECC) is a primary service function of the Police Services Division. LECC is the public safety emergency answering point for the City of Longmont. All 9-1-1 phone calls and a myriad other emergency and nonemergency calls are routed to the LECC for processing. Communications specialists prioritize all calls as requests for emergency, urgent and less critical calls for service. They identify the best resource to resolve each incident and route the information appropriately for the best possible service. LECC staff provides 24-hour, 365-day-per-year dispatching services for Police, Fire and private ambulance service. At night and on weekends they also provide dispatching services for the Department of Public Works and Natural Resources. Communications specialists are the first contact for residents during times of crisis and emergency.

SERVICE: Longmont Emergency Communications Center

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Communications Specialist	6.00	11.00	10.00
ECC Technical Systems Specialist	0.00	1.00	0.00
Communications Shift Supervisor	0.00	1.00	1.00
Total	6.00	13.00	11.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	345,752	765,908	655,810
121	Wages - Overtime	27,685	75,605	77,873
126	Retirement Health Savings Plan	3,417	7,655	6,558
129	Medicare	4,560	11,106	9,509
131	MOPC	17,081	38,296	32,790
132	Employee Insurance	108,712	126,375	108,209
133	Employee Retirement	26,305	58,973	52,465
135	Compensation Insurance	1,206	1,110	9,511
136	Unemployment Insurance	954	531	328
137	Staff Training and Conferences	9,524	10,550	10,550
	<i>Subtotal</i>	<i>545,198</i>	<i>1,096,109</i>	<i>963,603</i>
Operating and Maintenance				
210	Office Supplies	2,572	2,735	5,250
217	Dues and Subscriptions	-	950	950
218	Non-Capital Equipment and Furniture	60,830	61,450	78,560
229	Materials and Miscellaneous Supplies	-	2,550	3,350
232	Building Repair and Maintenance	-	1,500	3,500
243	Non-Capital Computer Equipment and Supplies	-	150	150
246	Liability Insurance	446	566	1,023
261	Telephone Charges	-	720	-
269	Other Services and Charges	-	400	400
	<i>Subtotal</i>	<i>63,848</i>	<i>71,021</i>	<i>93,183</i>
	SERVICE TOTAL	\$609,046	\$1,167,130	\$1,056,786

Support Services Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	478,032	659,600	804,672
Operating and Maintenance	390,568	672,176	699,259
Non-Operating	-	-	-
Capital	-	60,000	-
TOTAL	\$ 868,600	\$ 1,391,776	\$ 1,503,931

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

Service: **Support Services**

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: Support Services**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
121	Wages - Overtime	-	2,000	2,060
135	Compensation Insurance	-	-	1
141	Uniforms/Protective Cloth	-	500	500
	<i>Subtotal</i>	-	<i>2,500</i>	<i>2,561</i>
Operating and Maintenance				
210	Office Supplies	359	-	-
217	Dues and Subscriptions	-	250	250
218	Non-Capital Equipment and Furniture	6,149	2,500	7,000
229	Materials and Miscellaneous Supplies	-	500	500
240	Equipment Repair and Maintenance	-	4,520	4,520
246	Liability Insurance	-	-	2
247	Safety Expenses	-	140	140
249	Operating Leases and Rentals	1,800	-	1,800
250	Professional Contracted Services	-	56,800	-
261	Telephone Charges	80,440	81,609	102,909
	<i>Subtotal</i>	<i>88,748</i>	<i>146,319</i>	<i>117,121</i>
Capital Outlay				
475	Building and Facility Development	-	60,000	-
	<i>Subtotal</i>	-	<i>60,000</i>	-
	SERVICE TOTAL	\$88,748	\$208,819	\$119,682

Service: **Training & Personnel**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Training & Personnel

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Armorer	0.00	1.00	0.00
Total	0.00	1.00	0.00

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	4,116	43,764	-
121	Wages - Overtime	211,689	97,374	100,295
126	RHS	41	400	-
127	FPPA	54	-	-
129	Medicare	3,146	635	-
131	MOPC	-	2,188	-
132	Employee Insurance	6,877	7,221	-
133	Employee Retirement	-	3,370	-
134	Police and Fire Retirement	412	-	-
135	Compensation Insurance	55	52	1,719
136	Unemployment Insurance	82	31	-
137	Staff Training and Conferences	67,904	102,950	199,450
141	Uniforms/Protective Cloth	500	-	-
	<i>Subtotal</i>	<i>294,876</i>	<i>257,985</i>	<i>301,464</i>
Operating and Maintenance				
210	Office Supplies	6,664	15,930	27,515
218	Non-Capital Equipment and Furniture	-	4,671	6,721
240	Equipment Repair and Maintenance	-	180	180
246	Liability Insurance	137	-	172
247	Safety Expenses	865	725	725
250	Professional Contracted Services	-	2,000	-
252	Ads and Legal Notices	4,531	-	-
261	Telephone Charges	-	7,820	7,820
269	Other Services and Charges	-	400	400
	<i>Subtotal</i>	<i>12,197</i>	<i>31,726</i>	<i>43,533</i>
	SERVICE TOTAL	\$307,073	\$289,711	\$344,997

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:	2018 Budget	2019 Budget	2020 Budget
Range Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Firing Range**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	67,487	73,785	75,726
112	Wages - Temporary	24,820	80,000	80,000
121	Wages - Overtime	46,137	31,256	32,194
126	Retirement Health Savings Plan	-	400	400
128	FICA	1,539	4,960	4,960
129	Medicare	1,731	2,230	2,258
131	MOPC	3,374	3,689	3,786
132	Employee Insurance	11,137	12,175	12,495
133	Employee Retirement	5,196	5,681	6,058
134	Police and Fire Retirement	149	-	-
135	Compensation Insurance	3,547	13,008	12,354
136	Unemployment Insurance	48	52	38
137	Staff Training and Conferences	223	-	-
141	Uniforms and Protective Clothing	4,383	2,600	2,600
142	Food Allowance	1,331	1,000	1,000
	<i>Subtotal</i>	<i>171,102</i>	<i>230,836</i>	<i>233,869</i>
Operating and Maintenance				
210	Office Supplies	7,399	4,500	4,500
217	Dues and Subscriptions	827	-	-
218	Non-Capital Equipment and Furniture	6,151	9,000	9,000
232	Building Repair and Maintenance	83,439	-	-
240	Equipment Repair and Maintenance	-	55,355	55,355
246	Liability Insurance	542	539	258
247	Safety Expenses	271	5,000	5,000
250	Professional and Contracted Services	69,526	126,845	126,845
260	Utilities	35,572	37,075	37,075
269	Other Services and Charges	8,604	2,500	2,500
273	Fleet Lease - Operating and Maintenance	6,072	4,214	3,443
274	Fleet Lease - Replacement	881	881	393
	<i>Subtotal</i>	<i>219,285</i>	<i>245,909</i>	<i>244,369</i>
	SERVICE TOTAL	\$390,387	\$476,745	\$478,238

Service: Information & Technology Services

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Information & Technology Services

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
MDC Specialist	0.00	1.00	0.00
PS Network & Technical Support	0.00	0.00	2.00
Total	0.00	1.00	2.00

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	-	61,485	134,362
121 Overtime Wages	11,883	16,622	17,121
126 RHS	-	400	800
129 Medicare	162	892	1,948
131 MOPC	-	3,074	6,718
132 Employee Insurance	-	10,145	22,170
133 Employee Retirement	-	4,734	10,749
135 Compensation Insurance	9	9	52
136 Unemployment Insurance	-	43	67
<i>Subtotal</i>	<i>12,054</i>	<i>97,404</i>	<i>193,987</i>
Operating and Maintenance			
210 Office Supplies	11,224	4,720	3,405
218 Non Capital Equipment and Furniture	12,379	35,870	47,115
240 Equipment Repair and Maintenance	18,524	41,878	182,145
243 Non-Capital Computer Equipment and Supplies	-	1,000	-
246 Liability Insurance	23	24	106
250 Professional and Contracted Services	28,188	63,360	60,000
261 Telephone Charges	-	720	1,400
<i>Subtotal</i>	<i>70,338</i>	<i>147,572</i>	<i>294,171</i>
SERVICE TOTAL	\$82,392	\$244,976	\$488,158

Service: **Public Safety Records Unit**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Public Safety Records Unit

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
CSO Evidence Tech (Body Camera)	0.00	1.00	0.00
Digital Media Evidence Technician	0.00	0.00	1.00
Total	0.00	1.00	1.00

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	-	53,808	55,243
126 RHS	-	538	400
129 Medicare	-	780	801
131 MOPC	-	2,690	2,762
132 Employee Insurance	-	8,878	9,115
133 Employee Retirement	-	4,143	4,419
135 Compensation Insurance	-	-	23
136 Unemployment Insurance	-	38	28
<i>Subtotal</i>	-	<i>70,875</i>	<i>72,791</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	100,650	-
246 Liability Insurance	-	-	65
<i>Subtotal</i>	-	<i>100,650</i>	<i>65</i>
SERVICE TOTAL	\$-	\$171,525	\$72,856

City Attorney Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	79,092	149,958	154,286
Operating and Maintenance	10,760	7,525	7,662
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 89,853	\$ 157,483	\$ 161,948

The City Attorney's Office includes one budget service.

Service: **City Attorney**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Public Safety Legal Advisor provides legal advice and support to the Department of Public Safety, which includes the four major divisions: Police Services, Fire Services, Support Services, and Community Health and Resiliency. The Public Safety Legal Advisor provides in-service training to the divisions on matters of federal, state and local law; provides ongoing legal counseling; assists with drafting, reviewing and updating policies and procedures; assists staff in handling discovery and records requests; prepares for and conducts litigation and administrative hearings; prepares pleadings, undertakes discovery, and pursues appeals; performs legal research; writes briefs, memoranda and opinions of law; prepares, reviews and approves contracts and legal agreements; and provides other advice and support as needed.

SERVICE: City Attorney's Office

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Assistant City Attorney II	0.00	1.00	1.00
Total	0.00	1.00	1.00

Service: City Attorney**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	54,303	112,820	115,831
126 Retirement Health Savings Plan	-	400	400
129 Medicare	700	1,636	1,680
131 MOPC	2,715	5,641	5,792
132 Employee Insurance	15,099	18,615	19,112
133 Employee Retirement	4,181	8,687	9,266
135 Compensation Insurance	-	-	67
136 Unemployment Insurance	14	79	58
137 Staff Training and Conferences	2,080	2,080	2,080
<i>Subtotal</i>	<i>79,092</i>	<i>149,958</i>	<i>154,286</i>
Operating and Maintenance			
210 Office Supplies	314	-	-
217 Dues and Subscriptions	-	325	325
218 Non-Capital Equipment and Furniture	3,246	-	-
246 Liability Insurance	-	-	137
269 Other Services and Charges	7,200	7,200	7,200
<i>Subtotal</i>	<i>10,760</i>	<i>7,525</i>	<i>7,662</i>
SERVICE TOTAL	\$89,853	\$157,483	\$161,948

Children, Youth and Families Division Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	165,273	170,658	177,162
Operating and Maintenance	9,390	21,394	20,853
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 174,663	\$ 192,052	\$ 198,015

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:	2018 Budget	2019 Budget	2020 Budget
Children/Youth Resources 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		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	124,012	126,064	130,772
126	Retirement Health Savings Plan	800	800	800
129	Medicare	1,602	1,829	1,896
131	MOPC	6,201	6,304	6,539
132	Employee Insurance	19,631	20,404	20,983
133	Employee Retirement	9,549	9,707	10,451
135	Compensation Insurance	1,716	1,464	1,657
136	Unemployment Insurance	86	86	64
137	Staff Training and Conferences	1,677	4,000	4,000
	<i>Subtotal</i>	<i>165,273</i>	<i>170,658</i>	<i>177,162</i>
Operating and Maintenance				
210	Office Supplies	5,327	16,700	16,700
217	Dues and Subscriptions	50	-	-
245	Mileage Allowance	1,511	2,000	2,000
246	Liability Insurance	180	694	153
263	Postage	490	1,000	1,000
264	Printing and Copying	1,832	1,000	1,000
	<i>Subtotal</i>	<i>9,390</i>	<i>21,394</i>	<i>20,853</i>
	SERVICE TOTAL	\$174,663	\$192,052	\$198,015

Parks & Forestry Overview

	2018 Actual	2019 Budget	2020 Budget
Personal Services	22,927	25,148	25,757
Operating and Maintenance	14,770	15,709	22,162
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 37,697	\$ 40,857	\$ 47,919

Service: **Graffiti Eradication**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Graffiti Eradication

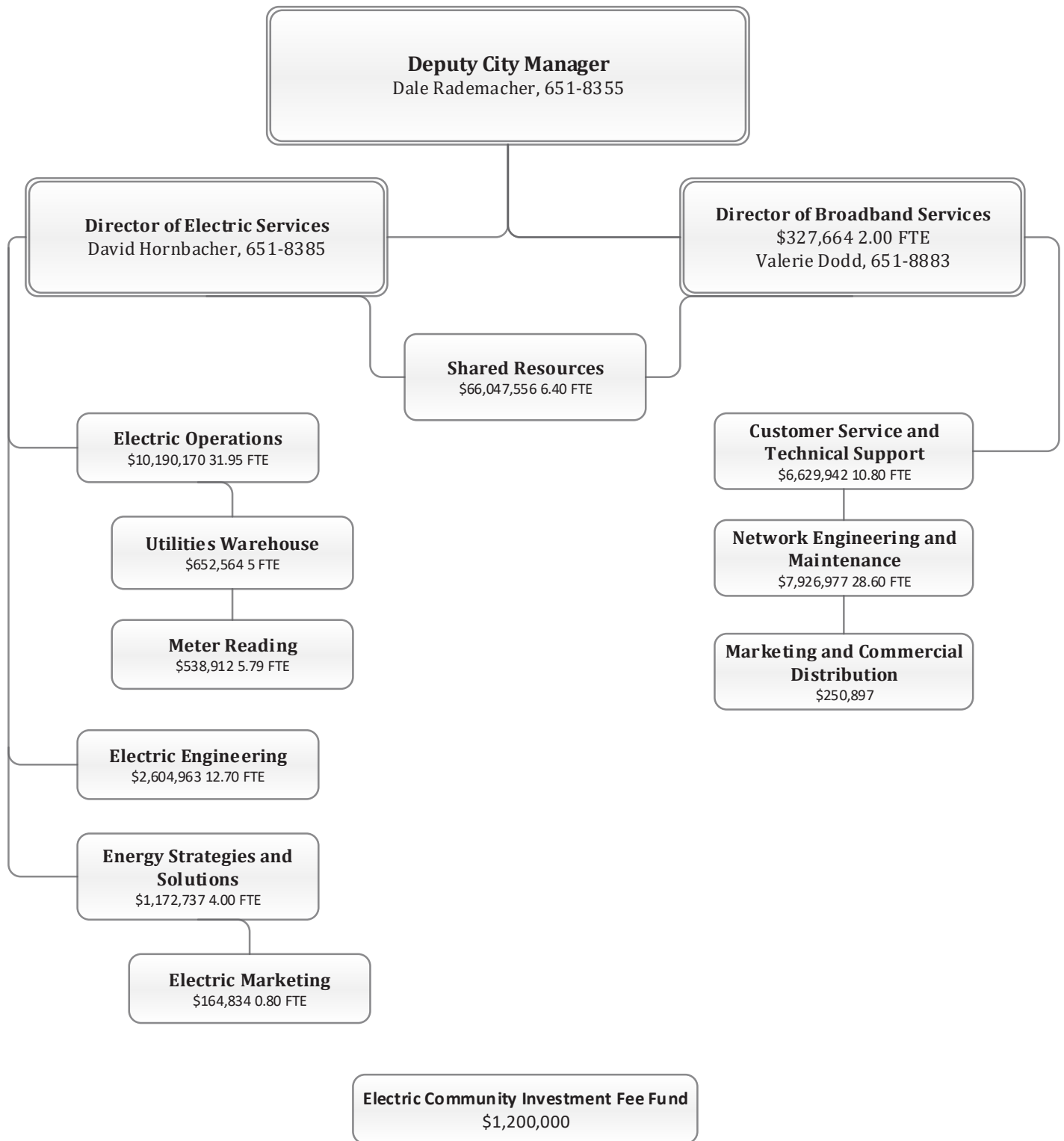
Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Graffiti Removal Specialist	0.38	0.38	0.38
Total	0.38	0.38	0.38

Service: Graffiti Eradication**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	17,043	17,162	17,621
112	Wages - Temporary	-	1,925	1,925
121	Wages - Overtime	386	250	250
126	Retirement Health Savings Plan	152	152	152
128	FICA	-	119	119
129	Medicare	197	277	284
131	MOPC	852	858	881
132	Employee Insurance	2,724	2,832	2,907
133	Employee Retirement	1,312	1,321	1,410
135	Compensation Insurance	249	240	199
136	Unemployment Insurance	12	12	9
	<i>Subtotal</i>	<i>22,927</i>	<i>25,148</i>	<i>25,757</i>
Operating and Maintenance				
210	Office Supplies	6,953	6,161	6,161
240	Equipment Repair and Maintenance	850	1,000	1,000
246	Liability Insurance	151	215	66
247	Safety Expenses	-	1,000	1,000
250	Professional and Contracted Services	1,500	1,500	1,500
261	Telephone Charges	-	180	180
273	Fleet Lease - Operating and Maintenance	4,339	4,676	11,278
274	Fleet Lease - Replacement	977	977	977
	<i>Subtotal</i>	<i>14,770</i>	<i>15,709</i>	<i>22,162</i>
	SERVICE TOTAL	\$37,697	\$40,857	\$47,919

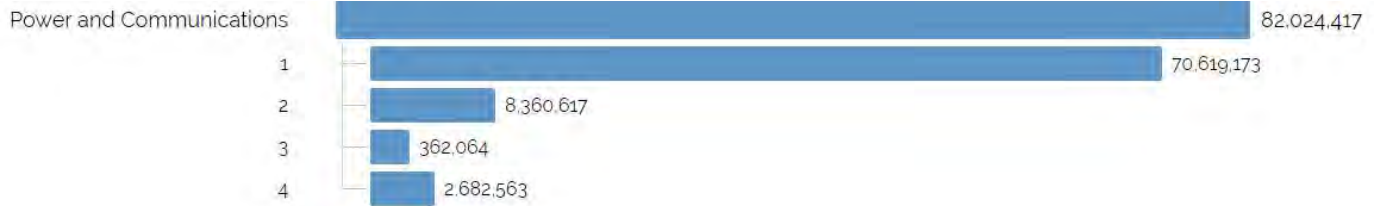
Power and Communications Department

\$97,707,216 108.04 FTE



POWER AND COMMUNICATIONS

Resource Alignment 2020 Proposed Budget - \$82,024,417



Q1 Programs - \$70,619,173

Electric Service Provision 70,619,173

Q2 Programs - \$8,360,617

Broadband Service Provision 7,803,180
 Street Lighting 402,633
 Development Review 154,803

Q3 Programs - \$362,064

Longmont Area Economic Council (LAEC) Membership/Economic Development 217,265
 Renewable Energy Services 46,807
 Cost-of-service Studies and Rate and Impact Fee Development 42,582
 Tree Planting 28,141
 Electric Vehicle Infrastructure 17,563
 Electric Rate Discount Programs 9,707

Q4 Programs - \$2,682,563

Commercial Works Programs 578,148
 Proactive Public Education and Marketing 473,646
 Financial Monitoring and Analysis 335,869
 Residential "Efficiency Works" Program 297,124
 Analysis and Coordination with Other Entities 279,025
 Reactive Public Information Media Relations 179,606
 Contract and Legal Coordination 155,313
 Budgeting - Power and Communications 100,734
 City Produced Special Events Public Information Sponsorship and Support 86,718
 Project Analysis 64,140
 Government Reporting 50,073
 Residential Rebates 40,000
 Department Performance Goal Tracking and Reporting 37,774
 Wi-Fi in Parks, at Events and at Select Customer Locations 4,393

ELECTRIC and BROADBAND FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	9,640,135	10,114,154	11,535,986
Operating and Maintenance	62,558,488	66,995,857	68,754,896
Non-Operating	3,361,910	5,909,193	7,230,568
Capital	9,315,587	6,834,107	8,985,766
TOTAL	\$ 84,876,120	\$ 89,853,311	\$ 96,507,216

Fund Description

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

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

The Electric and Broadband Fund includes 10 budget services, all of which are divisions of the Power & Communications Department:

- Electric Administration
- Electric Marketing
- Electric Engineering
- Electric Operations
- Electric Customer Service
- Meter Reading
- Utilities Warehouse
- Broadband Administration
- Broadband Operations
- Broadband Engineering
- Broadband Marketing

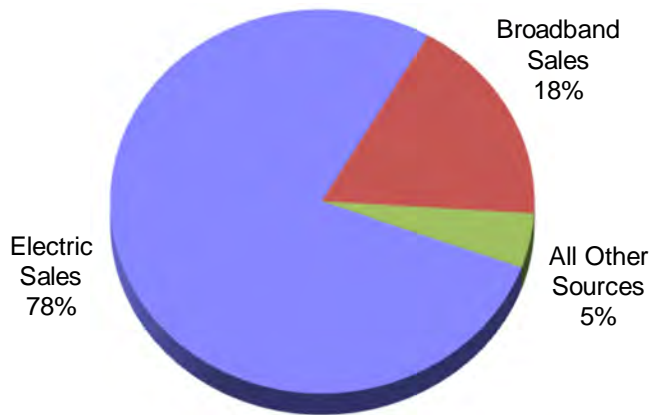
2020-2024 Capital Improvement Program

Capital projects total \$7.5 million and include underground conversion, substation expansions and upgrades, system capacity and reliability improvements, building improvements, and broadband fiber construction and installations. Detailed capital project descriptions are included in the 2020-2024 Capital Improvement Program.

ELECTRIC and BROADBAND FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 9,606,332	\$ 10,317,273	\$ 8,902,581
Committed Working Capital	-	405,910	-
SOURCES OF FUNDS			
REVENUES			
Electric Charges for Services	67,265,633	69,625,000	70,741,500
Electric Aid to Underground Construction	3,124,085	3,600,000	3,550,000
Electric Intergovernmental Revenue	750	-	-
Electric Interest	188,371	80,000	80,000
Electric Miscellaneous	(141,148)	180,250	194,500
Electric Operating Transfers	290,777	288,202	249,689
Electric Developer Capital Contribution	-	-	-
Broadband Charges for Services	13,719,648	15,018,077	16,021,970
Broadband Aid to Underground Construction	100,321	30,000	30,000
Broadband Intergovernmental Revenue	-	-	-
Broadband Interest	45,403	5,000	5,000
Broadband Miscellaneous	30,327	18,000	18,000
Broadband Operating Transfers	1,523,570	-	-
Bond Proceeds	-	-	-
TOTAL FUNDS	86,147,737	88,844,529	90,890,659
EXPENSES BY BUDGET SERVICE			
Electric Distribution	8,975,778	5,565,843	5,136,404
Electric Engineering	1,401,735	1,465,086	2,604,963
Electric Administration	57,658,837	62,732,732	66,047,556
Electric Meter Reading	431,177	536,663	538,912
Electric Warehouse	489,792	631,329	652,564
Electric Customer Services and Marketing	145,642	199,153	164,834
Electric Energy Services	1,193,811	1,111,176	1,271,592
Electric CIP Projects	2,719,878	3,930,000	5,053,766
Broadband Administration	5,058,297	6,744,508	6,858,751
Broadband Marketing	170,188	368,096	250,897
Broadband Operations	5,826,202	3,691,944	4,042,614
Broadband Engineering	422,524	646,781	1,419,883
Broadband CIP Projects	382,259	2,230,000	2,464,480
Total Operating Expenses	84,876,120	89,853,311	96,507,216
Adjustment for GAAP Expenses	560,676	-	-
TOTAL ADJUSTED EXPENSES	85,436,796	89,853,311	96,507,216
ENDING WORKING CAPITAL	10,317,273	8,902,581	3,286,024
CONTRIBUTION TO/(FROM) RESERVES	\$ 710,941	\$ (1,008,782)	\$ (5,616,557)

ELECTRIC and BROADBAND FUND - Sources of Funds



- The Electric and Broadband Fund will receive 78% of its operating revenues from the sale of electricity and broadband services in 2020.
- The 2020 Budget will receive a contribution from fund balance of \$5,616,557.

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.

	2018 Actual	2019 Budget	2020 Budget
OPERATING REVENUE			
Electricity Sales	\$ 67,265,633	\$ 69,625,000	\$ 70,741,500
Electric Aid to Underground Construction	3,124,085	3,600,000	3,550,000
Electric Other Revenue	(141,148)	180,250	194,500
Electric Operating Transfers	290,777	288,202	249,689
Electric Intergovernmental Revenue	750	-	-
Electric Interest Income	188,371	80,000	80,000
Electric Developer Capital Contribution	-	-	-
Broadband Sales	13,719,648	15,018,077	16,021,970
Broadband Aid to Underground Construction	100,321	30,000	30,000
Broadband Other Revenue	30,327	18,000	18,000
Broadband Intergovernmental Revenue	-	-	-
Broadband Interest Income	45,403	5,000	5,000
Bond Proceeds	-	-	-
Broadband Operating Transfers	1,523,570	-	-
Contribution from/(to) Fund Balance	(710,941)	1,008,782	5,616,557
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 85,436,796	\$ 89,853,311	\$ 96,507,216

Service: **Electric Administration**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Electric Administration works under the strategic direction of the Power & Communications General Manager. This service is responsible for City policy implementation; strategic planning and performance management; budget, financial, and customer usage analysis; rates and regulation development; and federal, state and industry reporting. This service 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’s residential and business electric customers.

SERVICE: Power & Communications Administration

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Deputy City Manager	0.00	0.00	0.20
Gen Manager Longmont Power & Comm	0.75	0.70	0.00
Director Electric/Broadband Bus Sr	0.75	0.70	0.00
Director of Electric Service	0.00	0.00	1.00
MDU & Commercial Sales Eng	0.00	0.10	0.00
Utilities Rate Analyst	1.10	1.10	1.00
Metering & Application Support Coor	0.30	0.30	0.30
Administrative Supervisor	1.00	0.95	0.95
Administrative Assistant	3.00	2.95	2.95
Total	6.90	6.80	6.40

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	456,083	669,628	856,210
112 Temporary Wages	92	-	-
121 Wages - Overtime	101	500	500
122 Longevity Compensation	2,137	2,100	2,160
123 Leave Expense	-	17,000	17,000
126 Retirement Health Savings Plan	44,985	2,720	2,960
128 FICA	70	-	-
129 Medicare	5,502	7,914	9,348
131 MOPC	26,240	29,792	37,043
132 Employee Insurance	99,606	98,167	121,597
133 Employee Retirement	58,444	45,880	59,257
135 Compensation Insurance	368	376	400
136 Unemployment Insurance	417	416	368
137 Staff Training and Conferences	8,642	14,250	11,500
142 Food Allowance	520	300	500
<i>Subtotal</i>	<i>703,208</i>	<i>889,043</i>	<i>1,118,843</i>
Operating and Maintenance			
210 Office Supplies	6,591	9,550	9,845
217 Dues and Subscriptions	47,045	48,265	49,540
218 Non-Capital Equipment and Furniture	4,127	800	6,841
232 Building Repair and Maintenance	19,205	-	-
240 Equipment Repair and Maintenance	-	20,954	16,770
245 Mileage Allowance	4,017	5,400	5,400
246 Liability Insurance	982	1,122	855
250 Professional and Contracted Services	18,607	189,258	257,000
252 Ads and Legal Notices	20	-	-
261 Telephone Charges	1,428	1,188	1,308
263 Postage	673	1,900	1,250
264 Printing and Copying	422	500	250
266 Interest On Deposits	12,132	3,000	15,000
269 Other Services and Charges	317,393	320,000	320,000
270 Administrative and Management Services	1,432,298	1,508,799	1,614,893
271 Franchise Equivalency	5,306,054	5,488,217	5,676,300
273 Fleet Lease - Operating and Maintenance	2,052	2,378	2,074
274 Fleet Lease - Replacement	791	533	237
275 Building Permits to DDA	771	-	-
280 Purchased Power - General	49,079,414	52,528,424	53,845,011
281 Purchased Power - Renewable	540,973	550,000	550,000
282 Power Wheeling	14,093	15,000	15,000
<i>Subtotal</i>	<i>56,809,088</i>	<i>60,695,288</i>	<i>62,387,574</i>
Non-Operating Expense			
950 Bad Debt	132,058	132,000	132,000
970 Transfers to Other Funds	14,484	1,016,401	2,409,139
<i>Subtotal</i>	<i>146,542</i>	<i>1,148,401</i>	<i>2,541,139</i>
SERVICE TOTAL	\$57,658,837	\$62,732,732	\$66,047,556

Service: **Electric Marketing**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Electric 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:	2018 Budget	2019 Budget	2020 Budget
LPC Communications & Marketing Manager	0.60	0.60	0.40
Public Relations & Marketing Specialist	0.60	0.60	0.40
Total	1.20	1.20	0.80

Service: Marketing**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	51,586	91,591	64,129
112	Temporary Wages	8,805	-	6,000
115	One Time Payment	75	900	-
126	Retirement Health Savings Plan	2,864	480	320
128	FICA	412	-	372
129	Medicare	1,083	1,328	1,017
131	MOPC	3,773	4,580	3,206
132	Employee Insurance	15,159	15,113	10,344
133	Employee Retirement	8,403	7,053	5,126
135	Compensation Insurance	4,854	4,284	4,031
136	Unemployment Insurance	64	64	31
137	Staff Training and Conferences	2,429	2,190	2,190
142	Food Allowance	66	150	150
	<i>Subtotal</i>	<i>99,572</i>	<i>127,733</i>	<i>96,916</i>
Operating and Maintenance				
210	Office Supplies	590	555	835
217	Dues and Subscriptions	3,273	-	-
218	Non-Capital Equipment and Furniture	492	250	250
240	Equipment Repair and Maintenance	1,742	2,525	1,800
246	Liability Insurance	165	171	154
250	Professional and Contracted Services	4,404	14,200	14,200
252	Advertising and Legal Notices	9,759	12,762	8,600
261	Telephone Charges	528	504	336
263	Postage	4,950	5,000	15,850
264	Printing and Copying	4,159	11,600	5,000
269	Other Services and Charges	11,887	19,000	14,415
273	Fleet Lease - Operating and Maintenance	1,508	2,057	2,064
274	Fleet Lease - Replacement	113	296	414
	<i>Subtotal</i>	<i>43,570</i>	<i>68,920</i>	<i>63,918</i>
Non-Operating Expense				
970	Transfers to Other Funds	2,500	2,500	4,000
	<i>Subtotal</i>	<i>2,500</i>	<i>2,500</i>	<i>4,000</i>
	SERVICE TOTAL	\$145,642	\$199,153	\$164,834

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.

SERVICE: Electric Operations

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Director Electric/Broadband Ops	0.70	0.70	1.00
Electric Construction Coordinator	1.00	1.00	1.00
Line Crew Supervisor	5.00	5.00	5.00
Substation Supervisor	1.00	1.00	1.00
Meter Shop Supervisor	1.00	1.00	1.00
LPC Safety Coordinator	0.50	0.70	0.70
Journey Lineworker	10.00	10.00	10.00
Apprentice Lineworker	1.00	1.00	3.00
Journey Substation Worker	3.00	3.00	3.00
Electric Meter Technician	3.00	3.00	3.00
Groundworker	3.00	3.00	1.00
Street Light Technician	1.00	1.00	1.00
Sr Arborist Technician	0.25	0.25	0.25
New Position #4, TBD	0.00	0.00	1.00
Total	30.45	30.65	31.95

Service: Electric Operations**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	2,172,984	1,879,093	1,737,526
112 Wages - Temporary	4,455	12,000	14,400
115 One Time Payment	320	-	-
121 Wages - Overtime	214,884	225,000	200,000
122 Longevity Compensation	4,020	4,140	2,040
126 Retirement Health Savings Plan	16,364	12,260	11,180
128 FICA	276	744	893
129 Medicare	32,222	36,643	38,152
131 MOPC	130,757	135,561	130,835
132 Employee Insurance	454,718	447,321	431,681
133 Employee Retirement	291,225	208,767	209,336
135 Compensation Insurance	42,824	37,934	35,516
136 Unemployment Insurance	1,819	1,898	1,307
137 Staff Training and Conferences	16,849	19,600	24,300
141 Uniforms and Protective Clothing	20,909	30,800	29,500
142 Food Allowance	781	1,000	1,000
<i>Subtotal</i>	<i>3,405,406</i>	<i>3,052,761</i>	<i>2,867,666</i>
Operating and Maintenance			
210 Office Supplies	-	106,850	105,555
215 Audiovisual Materials	20	-	-
216 Reference Books and Materials	50	2,950	2,600
217 Dues and Subscriptions	205	210	220
218 Non-Capital Equipment and Furniture	49,031	40,000	52,000
229 Materials and Miscellaneous Supplies	105,391	-	-
232 Building Repair and Maintenance	524,903	-	-
240 Equipment Repair and Maintenance	-	499,172	57,510
246 Liability Insurance	178,474	200,658	221,561
247 Safety Expenses	27,743	31,530	42,530
249 Operating Leases and Rentals	24,751	30,000	30,000
250 Professional and Contracted Services	694,439	815,625	814,625
259 Licenses and Permits	6,018	1,000	5,000
260 Utilities	1,023	1,345	1,345
261 Telephone Charges	9,640	15,580	14,800
263 Postage	296	2,500	1,000
264 Printing and Copying	491	200	200
265 Loss on Obsolete Items	24,448	10,000	10,000
269 Other Services and Charges	5,568	500	500
273 Fleet Lease - Operating and Maintenance	191,725	167,816	176,662
274 Fleet Lease - Replacement	434,454	437,939	480,899
<i>Subtotal</i>	<i>2,278,671</i>	<i>2,363,875</i>	<i>2,017,007</i>
Non-Operating Expense			
970 Transfers to Other Funds	23,207	23,207	23,207
<i>Subtotal</i>	<i>23,207</i>	<i>23,207</i>	<i>23,207</i>
Capital Outlay			
432 Vehicles	141,594	-	34,024
440 Machinery and Equipment	65,752	15,000	-
475 Building Facility and Improvements	878,547	-	-
480 System Improvements	2,089,726	-	-
486 Meters	92,875	111,000	194,500
<i>Subtotal</i>	<i>3,268,494</i>	<i>126,000</i>	<i>228,524</i>
SERVICE TOTAL	\$8,975,778	\$5,565,843	\$5,136,404

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:	2018 Budget	2019 Budget	2020 Budget
Director Electric/Broadband Eng	0.70	0.70	1.00
Chief Electrical Engineer	0.00	0.00	0.00
Senior Electrical Engineer	2.40	2.40	2.40
Elect Distr Field Engineer II	3.20	3.20	3.20
Engineering Project Coordinator	0.80	0.80	0.80
Electric Tech Services Coordinator	0.90	0.90	0.50
Sr Programmer Analyst	0.80	0.80	0.80
Sr GIS Analyst	1.00	1.00	1.00
New Position #1, TBD	0.00	0.00	1.00
New Position #2, TBD	0.00	0.00	1.00
New Position #3, TBD	0.00	0.00	1.00
Total	9.80	9.80	12.70

Service: Electric Engineering**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	847,959	971,474	1,681,066
112	Temporary Wages	61,306	-	-
115	One Time Payment	167	-	-
121	Wages - Overtime	8,119	5,000	30,000
126	Retirement Health Savings Plan	4,220	3,920	6,680
128	FICA	3,807	-	-
129	Medicare	11,697	14,089	24,375
131	MOPC	44,421	48,572	84,054
132	Employee Insurance	160,184	160,292	277,376
133	Employee Retirement	98,936	74,802	134,485
135	Compensation Insurance	528	527	583
136	Unemployment Insurance	669	680	842
137	Staff Training and Conferences	11,026	20,200	20,700
141	Uniforms and Protective Cloth	50	1,000	5,400
142	Food Allowance	84	500	500
	<i>Subtotal</i>	<i>1,253,174</i>	<i>1,301,056</i>	<i>2,266,061</i>
Operating and Maintenance				
210	Office Supplies	6,262	12,950	4,400
216	Reference Books and Materials	-	750	750
217	Dues and Subscriptions	474	1,000	1,000
218	Non-Capital Equipment and Furniture	22,224	2,500	7,430
233	Facility Repair and Maintenance	60,892	-	-
240	Equipment Repair and Maintenance	-	86,657	94,562
246	Liability Insurance	3,107	2,320	2,008
247	Safety Expenses	45	500	500
250	Professional and Contracted Services	20,534	30,000	193,000
261	Telephone Charges	3,979	4,086	4,176
263	Postage	26	-	-
264	Printing and Copying	90	100	100
269	Other Services and Charges	252	200	200
273	Fleet Lease - Operating and Maintenance	11,926	7,863	5,791
274	Fleet Lease - Replacement	18,751	15,104	14,985
	<i>Subtotal</i>	<i>148,561</i>	<i>164,030</i>	<i>328,902</i>
Capital Outlay				
440	Machinery and Equipment	-	-	10,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>10,000</i>
	SERVICE TOTAL	\$1,401,735	\$1,465,086	\$2,604,963

Service: **Meter Reading**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

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

SERVICE: Meter Reading

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Meter Reading Supervisor	0.60	0.60	0.60
Metering & Application Support Coor	0.24	0.24	0.24
Senior Meter Reader	0.60	0.60	0.60
Meter Reader	4.50	4.50	4.35
Total	5.94	5.94	5.79

Service: Meter Reading**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	190,485	303,419	311,309
112	Wages - Temporary	34,273	-	-
121	Wages - Overtime	2,781	-	-
126	Retirement Health Savings Plan	1,978	2,376	2,316
128	FICA	2,092	-	-
129	Medicare	2,874	4,398	4,514
131	MOPC	9,257	15,172	15,565
132	Employee Insurance	49,631	50,062	51,366
133	Employee Retirement	20,617	23,362	24,905
135	Compensation Insurance	25,835	23,903	35,346
136	Unemployment Insurance	210	216	156
137	Staff Training and Conferences	2,808	5,310	5,220
141	Uniforms and Protective Clothing	343	960	840
142	Food Allowance	23	-	-
	<i>Subtotal</i>	343,206	429,178	451,537
Operating and Maintenance				
210	Office Supplies	931	2,475	2,742
218	Non-Capital Equipment and Furniture	446	600	600
240	Equipment Repair and Maintenance	12,355	14,916	13,734
246	Liability Insurance	1,879	3,068	3,704
247	Safety Expenses	577	1,680	1,470
250	Professional and Contracted Services	720	2,400	1,200
261	Telephone Charges	974	900	936
264	Printing and Copying	34	300	300
270	Administrative and Management Services	49,595	46,372	18,651
273	Fleet Lease - Operating and Maintenance	17,248	28,112	26,723
274	Fleet Lease - Replacement	3,214	6,662	15,515
	<i>Subtotal</i>	87,971	107,485	85,575
Capital Outlay				
440	Machinery and Equipment	-	-	1,800
	<i>Subtotal</i>	-	-	1,800
	SERVICE TOTAL	\$431,177	\$536,663	\$538,912

Service: **Utilities Warehouse**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

The Utilities Warehouse is responsible for procuring, storing and issuing standard and customer stock items, and critical/noncritical materials and supplies primarily for Longmont Power & Communications. Additionally, this service supports all City departments as needed and funding is allocated appropriately. Through cost-effective purchasing practices, the Utilities Warehouse receives, stocks, stores, stages and issues products and materials as recommended or required by the departments and manufacturer’s specifications.

SERVICE: Utilities Warehouse

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Warehouse Supervisor	1.00	1.00	1.00
Inventory Control Technician	1.00	1.00	1.00
Warehouse Worker	2.00	2.00	2.00
Warehouse Worker II	1.00	1.00	1.00
Total	5.00	5.00	5.00

Service: Utilities Warehouse**LINE ITEM BUDGET**

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	211,505	258,213	268,113
112 Wages - Temporary	-	50,000	50,000
121 Wages - Overtime	3,148	8,000	8,000
122 Longevity Compensation	2,040	2,100	2,100
126 Retirement Health Savings Plan	6,307	2,000	2,000
128 FICA	-	3,100	3,100
129 Medicare	1,849	3,463	3,579
131 MOPC	10,514	12,910	13,406
132 Employee Insurance	42,542	42,408	43,942
133 Employee Retirement	23,418	19,883	21,444
135 Compensation Insurance	4,242	4,562	4,862
136 Unemployment Insurance	178	179	133
137 Staff Training and Conferences	3,395	3,200	4,200
141 Uniforms and Protective Clothing	910	2,125	2,125
142 Food Allowance	35	125	125
<i>Subtotal</i>	<i>310,084</i>	<i>412,268</i>	<i>427,129</i>
Operating and Maintenance			
210 Office Supplies	6,227	5,250	9,145
217 Dues and Subscriptions	200	100	200
218 Non-Capital Equipment and Furniture	8,140	11,010	35,810
225 Freight	985	3,500	3,300
232 Building Repair and Maintenance	2,252	-	-
240 Equipment Repair and Maintenance	-	7,700	7,700
246 Liability Insurance	2,776	2,208	2,142
247 Safety Expenses	787	800	1,000
250 Professional and Contracted Services	46,634	25,492	25,492
261 Telephone Charges	994	1,150	1,150
265 Loss on Obsolete Items	4,995	5,000	5,000
270 Administrative and Management Services	79,727	131,439	92,659
273 Fleet Lease - Operating and Maintenance	15,678	13,439	12,041
274 Fleet Lease - Replacement	4,404	11,973	11,796
<i>Subtotal</i>	<i>173,798</i>	<i>219,061</i>	<i>207,435</i>
Capital Outlay			
432 Vehicles	5,910	-	-
475 Building and Facility Improvement	-	-	18,000
<i>Subtotal</i>	<i>5,910</i>	<i>-</i>	<i>18,000</i>
SERVICE TOTAL	\$489,792	\$631,329	\$652,564

Service: **Electric Customer Service**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Electric Customer Service is responsible for developing, implementing and managing energy efficiency services, including customer outreach and education, key account management, grant funded programs, and renewable energy options.

This service also 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: Electric Customer Service

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Director Electric/Broadband Cust Srvc	0.60	0.70	1.00
Key Account Manager	1.80	1.80	2.00
Energy Services Specialist	0.90	0.90	1.00
Sustainability Coordinator	0.05	0.05	0.00
Customer Services Energy Specialist	0.90	0.90	1.00
Total	4.25	4.35	5.00

Service: Electric Customer Service**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	322,200	408,672	538,043
115	One Time Payment	161	-	-
126	Retirement Health Savings Plan	1,984	1,740	2,000
129	Medicare	3,887	5,926	7,108
131	MOPC	16,200	20,433	24,509
132	Employee Insurance	66,430	67,430	80,880
133	Employee Retirement	36,082	31,467	39,215
135	Compensation Insurance	191	219	349
136	Unemployment Insurance	279	286	245
137	Staff Training and Conferences	6,782	10,700	13,000
142	Food Allowance	27	500	500
	<i>Subtotal</i>	<i>454,223</i>	<i>547,373</i>	<i>705,849</i>
Operating and Maintenance				
210	Office Supplies	1,487	2,350	2,490
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	7,578	12,188	295
218	Non-Capital Equipment and Furniture	2,002	3,090	7,000
240	Equipment Repair and Maintenance	16,293	25,250	13,742
246	Liability Insurance	530	680	540
250	Professional and Contracted Services	146,079	9,000	18,333
252	Ads and Legal Notices	3,068	8,324	4,080
261	Telephone Charges	1,801	1,794	2,460
264	Printing and Copying	3,410	-	-
269	Other Services and Charges	1,714	23,250	13,917
273	Fleet Lease - Operating and Maintenance	1,916	2,344	2,090
274	Fleet Lease - Replacement	678	533	296
290	Rebates	32,531	40,000	40,000
291	Residential Energy Efficiency Rebates	245,852	160,000	160,000
292	Commercial Energy Efficiency Rebates	274,649	274,500	300,000
	<i>Subtotal</i>	<i>739,588</i>	<i>563,803</i>	<i>565,743</i>
	SERVICE TOTAL	\$1,193,811	\$1,111,176	\$1,271,592

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 2020-2024 Capital Improvement Program.

ELECTRIC PROJECTS	2020 Budget
ELE009 Electric Feeder Underground Conversion	\$ 343,000
ELE017 Electric Substation Upgrades	50,000
ELE044 Electric System Reliability Improvements	100,000
ELE097 Electric Aid to Construction	3,550,000
ELE102 Electric System Rehabilitation and Improvements	525,000
PBF001 Municipal Buildings Roof Improvements	384,600
PBF082 Municipal Buildings HVAC Replacement	18,205
PBF109 Municipal Facilities Parking Lot Rehabilitation	82,961
TOTAL	\$ 5,053,766

BROADBAND PROJECTS	2020 Budget
BRB002 Broadband Aid to Construction	\$ 30,000
BRB004 Broadband Fiber Construction & Installations	1,866,480
BRB005 Broadband Reliability Improvements	440,000
BRB006 Broadband Underground Conversion	33,000
BRB007 Broadband System Rehabilitation and Improvements	95,000
TOTAL	\$ 2,464,480

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 commercial and key accounts for needs assessments; provides customer and billing services; and is responsible for federal, state and industry reporting.

This service coordinates activities with the City's Enterprise Technology Services (ETS) division. Staff work with 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 residential and business broadband customers.

SERVICE: Broadband Administration

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Deputy City Manager	0.00	0.00	0.20
General Manager Longmont Power & Comm	0.25	0.30	0.00
Director of Broadband Service	0.00	0.00	1.00
Dir Electric/Broadband Bus Srv	0.25	0.30	0.00
Dir Electric/Broadband Cust Srv	0.40	0.30	0.00
Energy Services Specialist	0.10	0.10	0.00
Field Service Supervisor	0.00	0.00	0.00
Key Account Manager	0.20	0.20	0.00
Utility Rate Analyst	0.90	0.90	1.00
MDU & Commercial Sales Eng	2.00	1.90	2.00
LPC Communications & Marketing Manager	0.00	0.00	0.60
Public Relations & Marketing Specialist	0.00	0.00	0.60
Metering & Application Support Coor	0.30	0.30	0.30
Customer Service Energy Specialist	0.10	0.10	0.00
Commercial Broadband Sales Coordinator	0.00	0.00	0.00
LPC Administrative Supervisor	1.00	1.05	1.05
Administrative Assistant	0.00	0.05	0.05
Broadband Sr Customer Service Rep	0.00	0.00	0.00
Broadband Customer Service Rep	5.00	5.00	5.00
Total	10.50	10.50	11.80

Service: Broadband Administration**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	728,212	833,549	839,276
112 Temporary Wages	622	-	-
115 One Time Payment	117	600	-
121 Wages - Overtime	10,159	3,000	3,500
123 Leave Expense	-	3,200	3,200
126 Retirement Health Savings Plan	14,519	4,200	4,320
128 FICA	(41)	-	-
129 Medicare	8,376	11,234	10,590
131 MOPC	35,207	38,737	38,762
132 Employee Insurance	126,496	127,490	127,194
133 Employee Retirement	78,416	59,659	62,006
135 Compensation Insurance	10,407	11,707	500
136 Unemployment Insurance	528	544	385
137 Staff Training and Conferences	10,426	18,600	22,700
142 Food Allowance	500	500	500
<i>Subtotal</i>	<i>1,023,942</i>	<i>1,113,020</i>	<i>1,112,933</i>
Operating and Maintenance			
210 Office Supplies	4,003	14,920	12,825
217 Dues and Subscriptions	5,550	5,400	4,205
218 Non-Capital Equipment and Furniture	-	1,500	1,500
240 Equipment Repair and Maintenance	60,261	91,214	113,525
245 Mileage Allowance	19	-	-
246 Liability Insurance	1,597	1,686	1,269
247 Safety Expenses	(131)	150	150
250 Professional and Contracted Services	17,399	23,075	73,833
260 Utilities	527	450	1,550
261 Telephone Charges	1,743	2,778	1,260
263 Postage	696	-	-
264 Printing and Copying	707	-	250
269 Other Services and Charges	408,581	383,300	496,000
270 Administrative and Management Services	331,092	360,654	368,355
271 Franchise Equivalency	6,840	6,840	7,464
273 Fleet Lease - Operating and Maintenance	4,129	4,390	3,752
274 Fleet Lease - Replacement	4,180	2,546	1,658
<i>Subtotal</i>	<i>847,193</i>	<i>898,903</i>	<i>1,087,596</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	974,894	1,449,000	1,314,551
923 Principal - Current Bond Issue	413,631	3,010,000	3,140,000
950 Bad Debt	9,701	15,000	15,000
970 Transfers to Other Funds	1,788,935	258,585	188,671
<i>Subtotal</i>	<i>3,187,161</i>	<i>4,732,585</i>	<i>4,658,222</i>
SERVICE TOTAL	\$5,058,297	\$6,744,508	\$6,858,751

Service: **Broadband Operations**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Operations is responsible for the construction, operations, and maintenance of the broadband services facilities that provide internet and digital voice services to residential, commercial, and industrial customers. Facilities in the broadband system include underground and overhead fiber optic lines, overhead and underground line terminals, optical network terminals, optical line terminals, and test access points. This service includes providing technical support to customers, network monitoring, and equipment provisioning.

SERVICE: Broadband Operations

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Dir of Electric/Broadband Ops	0.30	0.30	0.00
LPC Safety Coordinator	0.50	0.30	0.30
LPC Sr Network Engineer	1.00	1.00	1.00
Network Engineer	1.00	1.00	1.00
Field Service Supervisor	1.00	1.00	1.00
Broadband Network Operations Manager	1.00	1.00	1.00
Systems Administrator II	1.00	1.00	1.00
Fiber Optic Technician	2.00	1.00	1.00
Broadband Service Technician	3.00	3.00	3.00
Broadband Install Tech	6.00	5.00	6.00
Broadband Technical Service Representative	6.00	6.00	6.00
New Position #5, TBD	0.00	0.00	1.00
Total	22.80	20.60	22.30

Service: Broadband Operations**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	1,044,934	1,004,001	1,116,066
115 One Time Payment	4,478	-	-
121 Wages - Overtime	67,790	43,600	44,000
126 Retirement Health Savings Plan	9,117	8,240	8,920
128 FICA	24,470	-	-
129 Medicare	17,346	21,099	23,741
131 MOPC	41,332	72,714	81,864
132 Employee Insurance	184,991	239,962	270,151
133 Employee Retirement	146,557	111,981	130,982
135 Compensation Insurance	11,043	14,315	17,026
136 Unemployment Insurance	726	1,016	819
137 Staff Training and Conferences	7,925	17,500	25,000
141 Uniforms and Protective Cloth	5,742	10,290	-
142 Food Allowance	66	200	500
<i>Subtotal</i>	<i>1,566,518</i>	<i>1,544,918</i>	<i>1,719,069</i>
Operating and Maintenance			
210 Office Supplies	11,257	31,700	9,315
218 Non-Capital Equipment and Furniture	37,244	67,800	-
232 Building Repair and Maintenance	951,475	-	-
240 Equipment Repair and Maintenance	-	1,157,953	1,184,290
246 Liability Insurance	6,158	12,511	-
247 Safety Expenses	5,315	5,425	-
249 Operating Leases and Rentals	130	10,000	-
250 Professional and Contracted Services	200,108	164,000	-
252 Legal Notices and Advertising	20	-	-
260 Utilities	600	-	-
261 Telephone Charges	7,278	8,220	2,940
263 Postage	69	-	-
264 Printing and Copying	202	-	-
265 Loss on Obsolete Items	17,465	-	-
269 Other Services and Charges	295	50,000	50,000
273 Fleet Lease - Operating and Maintenance	26,905	35,190	-
274 Fleet Lease - Replacement	56,118	56,120	-
<i>Subtotal</i>	<i>1,320,638</i>	<i>1,598,919</i>	<i>1,246,545</i>
Capital Outlay			
432 Vehicles	-	14,907	-
440 Machinery and Equipment	276,598	533,200	1,077,000
480 System Improvements	2,662,447	-	-
<i>Subtotal</i>	<i>2,939,046</i>	<i>548,107</i>	<i>1,077,000</i>
SERVICE TOTAL	\$5,826,202	\$3,691,944	\$4,042,614

Service: **Broadband Engineering**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Engineering is responsible for planning, designing, mapping and estimating for all facets of the fiber network. It includes responsibility for new developments, infrastructure protection and maintenance and coordination with other City departments and divisions including Design Review Committee, Building Permits, CIP, and contractors.

SERVICE: Broadband Engineering

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Dir of Electric/Broadband Eng	0.30	0.30	0.00
Elect Engineering Proj Coordinator	0.20	0.20	0.20
Electric Tech Services Coordinator	0.10	0.10	0.50
Fiber Optic Outside Plant Engineer	0.00	1.00	1.00
Fiber Optic Technician	0.00	1.00	1.00
Sr Programmer Analyst	0.20	0.20	0.20
Elect Distr Field Engineer II	0.80	0.80	0.80
Sr GIS Analyst	1.00	1.00	1.00
Sr Electrical Engineer	0.60	0.60	0.60
New Position #6, TBD	0.00	0.00	1.00
Total	3.20	5.20	6.30

Service: Broadband Engineering**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	287,604	456,713	556,065
112	Wages - Temporary	13,438	-	-
115	One Time Payment	72	-	-
121	Overtime Wages	3,889	-	4,000
126	Retirement Health Savings Plan	1,419	2,080	2,520
128	FICA	833	-	-
129	Medicare	3,166	6,623	8,063
131	MOPC	12,271	22,835	27,804
132	Employee Insurance	49,945	75,357	91,751
133	Employee Retirement	27,331	35,166	44,485
135	Compensation Insurance	3,805	4,012	4,759
136	Unemployment Insurance	210	321	278
137	Staff Training and Conferences	595	5,000	10,000
141	Uniforms and Protective Cloth	-	-	11,000
	<i>Subtotal</i>	<i>404,578</i>	<i>608,107</i>	<i>760,725</i>
Operating and Maintenance				
210	Office Supplies	486	300	12,660
217	Dues and Subscriptions	-	200	-
218	Non-Capital Equipment and Furniture	-	-	56,110
240	Equipment Repair and Maintenance	16,878	31,500	32,000
246	Liability Insurance	463	460	12,606
247	Safety Expenses	-	500	6,920
249	Operating Leases and Rentals	-	-	10,000
250	Professional Contracted Services	-	5,000	299,000
261	Telephone Charges	120	714	7,140
273	Fleet Lease - Operating and Maintenance	-	-	38,523
274	Fleet Lease - Replacement	-	-	52,003
	<i>Subtotal</i>	<i>17,946</i>	<i>38,674</i>	<i>526,962</i>
Capital Outlay				
432	Vehicles	-	-	132,196
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>132,196</i>
SERVICE TOTAL		\$422,524	\$646,781	\$1,419,883

Service: **Broadband Marketing**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Marketing is responsible for developing and implementing brand and marketing strategies across all customer segments. This division directly corresponds with customers through in-person, telephone, email, and social media. This division is also responsible for interacting and communicating with the press both proactively and reactively. Marketing creates and manages all printed and digital material that relates to NextLight™, provides project and vendor management services, creates and implements direct mail, door hanging, and out-of-door campaigns in addition to traditional print and digital advertising. Marketing is also responsible for event management and premium merchandise, and produces videos as needed.

SERVICE: Broadband Marketing

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
LPC Communications & Marketing Manager	0.40	0.40	0.00
Public Relations & Marketing Specialist	0.40	0.40	0.00
Total	0.80	0.80	0.00

Service: Broadband Marketing**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	45,511	61,060	-
112	Temporary Wages	8,810	6,000	6,000
126	Retirement Health Savings Plan	2,033	320	-
128	FICA	760	372	372
129	Medicare	700	972	87
131	MOPC	2,292	3,053	-
132	Employee Insurance	10,069	10,075	-
133	Employee Retirement	5,105	4,702	-
135	Compensation Insurance	-	-	699
136	Unemployment Insurance	42	43	-
137	Staff Training and Conferences	836	2,000	2,000
142	Food Allowance	66	100	100
	<i>Subtotal</i>	<i>76,224</i>	<i>88,697</i>	<i>9,258</i>
Operating and Maintenance				
210	Office Supplies	465	330	150
217	Dues and Subscriptions	60	-	-
218	Non-Capital Equipment and Furniture	297	250	250
232	Building Repair and Maintenance	1,578	-	-
240	Equipment Repair and Maintenance	-	2,325	1,600
247	Safety Expenses	25	-	-
250	Professional and Contracted Services	800	20,000	20,000
252	Ads and Legal Notices	53,816	141,348	115,600
261	Telephone Charges	-	336	1,164
263	Postage	8,062	25,000	25,000
264	Printing and Copying	12,138	61,960	59,460
269	Other Services and Charges	14,222	25,350	14,415
	<i>Subtotal</i>	<i>91,464</i>	<i>276,899</i>	<i>237,639</i>
Non-Operating Expense				
970	Transfers to Other Funds	2,500	2,500	4,000
	<i>Subtotal</i>	<i>2,500</i>	<i>2,500</i>	<i>4,000</i>
SERVICE TOTAL		\$170,188	\$368,096	\$250,897

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	500,850	1,020,000	1,200,000
TOTAL	\$ 500,850	\$ 1,020,000	\$ 1,200,000

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.

2020 Budget

The following capital projects are funded in 2020. Detailed capital project descriptions are included in the 2020-2024 Capital Improvement Program.

ELECTRIC CIF FUND PROJECTS	2020 Budget
ELE014 Electric Main Feeder Extensions	\$ 400,000
ELE016 Electric Substation Expansion	800,000
TOTAL	\$ 1,200,000

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 4,622,778	\$ 5,303,985	\$ 3,987,897
Committed Working Capital	-	1,000,000	-
SOURCES OF FUNDS			
Fees	1,093,385	673,912	863,000
Interest	88,672	30,000	80,000
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	1,182,057	703,912	943,000
EXPENSES			
Personal Services	-	-	-
Capital Projects	500,850	1,020,000	1,200,000
TOTAL EXPENSES	500,850	1,020,000	1,200,000
ENDING WORKING CAPITAL	5,303,985	3,987,897	3,730,897
CONTRIBUTION TO/(FROM) RESERVES	\$ 681,207	\$ (316,088)	\$ (257,000)

WATER FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	5,373,192	6,231,012	6,428,648
Operating and Maintenance	6,393,387	8,877,935	8,666,735
Non-Operating	276,717	4,096,660	5,066,089
Capital	3,192,423	41,679,832	11,134,951
TOTAL	\$ 15,235,719	\$ 60,885,439	\$ 31,296,423

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

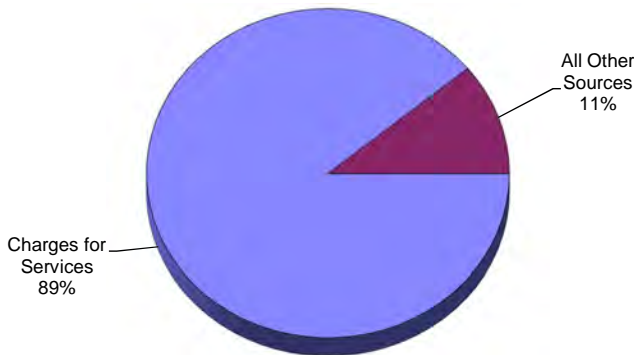
Water System

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

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 28,543,210	\$ 36,431,859	\$ 24,713,551
Committed Working Capital	-	10,490,179	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	19,055,014	20,801,996	20,848,696
System Development Fees	1,037,073	473,500	473,500
Interest - Operating	538,018	86,900	95,100
Interest - Debt Service			
Interest - Construction	-	-	-
Intergovernmental	193,495	-	-
Miscellaneous	1,704,915	45,000	195,000
Operating Transfers	626,696	1,958,314	2,346,307
Bond Proceeds	-	36,291,600	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	23,155,212	59,657,310	23,958,603
EXPENSES BY BUDGET SERVICE			
Water Utility Director	454,386	3,764,788	3,854,781
Water Administration/Engineering	3,098,251	5,029,890	5,556,629
Water Resources	2,430,537	3,155,978	3,224,945
Water Treatment Plants	2,424,829	2,755,201	3,036,757
Water Distribution	3,109,245	3,603,672	4,055,589
Water Quality Laboratory	426,887	476,823	516,101
Water Engineering/Survey Tech Services	233,765	298,242	347,789
Water Construction Inspection	189,374	176,470	184,102
Water Regulatory Compliance	281,304	482,605	403,373
Water Meter Reading	215,478	271,947	243,533
CIP Projects	2,371,663	40,869,823	9,872,824
Total Operating Expenses	15,235,719	60,885,439	31,296,423
Adjustment for GAAP Expenses	30,844	-	-
TOTAL ADJUSTED EXPENSES	15,266,563	60,885,439	31,296,423
ENDING WORKING CAPITAL	36,431,859	24,713,551	17,375,731
CONTRIBUTION TO/(FROM) RESERVES	\$ 7,888,649	\$ (1,228,129)	\$ (7,337,820)

WATER FUND - Sources of Funds



- The Water Fund will receive 89% of its operating revenues from charges for services to the City’s water customers in 2020.
- The 2020 Budget requires a contribution of \$7,337,820 from fund balance, primarily for capital projects.

Estimating Major Sources of Funds

Treated Water Sales: The Water/Wastewater Division estimates total sales of treated water based on customer classification, the estimated number of customers in each classification, and the estimated average monthly bill in each class.

	2018 Actual	2019 Budget	2020 Budget
OPERATING REVENUE			
Sale of Treated Water	\$ 17,713,394	\$ 20,561,996	\$ 20,608,696
Sale of Raw Water	1,025,304	200,000	200,000
Construction Inspection Fees	72,599	-	-
Water Meters	226,781	25,000	25,000
Lab Testing Fees	16,937	15,000	15,000
System Development Fees	1,037,073	473,500	473,500
Intergovernmental Revenue	193,495	-	-
Interest Income	538,018	86,900	95,100
Other Revenue	1,704,915	45,000	195,000
Operating Transfers	626,696	1,958,314	2,346,307
Bond Proceeds	-	36,291,600	-
Contribution from/(to) Fund Balance	(7,888,649)	1,228,129	7,337,820
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 15,266,563	\$ 60,885,439	\$ 31,296,423

Service: **Public Works and Natural Resources Deputy City Manager**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Deputy City Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget, and effective supervision of personnel.

SERVICE: Public Works and Natural Resources Deputy City Manager

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Deputy City Manager	0.00	0.00	0.16
General Manager PW&NR	0.25	0.25	0.00
PWNR Business & Strategic Planning Manager	0.25	0.25	0.25
PWNR Communications Coord & Mktg Manager	0.25	0.25	0.25
PWNR Natural Resources Mgr	0.15	0.15	0.15
Flood Recovery Manager	0.30	0.00	0.00
PWNR Rate Analyst Manager	0.25	0.25	0.25
Business Analyst	0.25	0.25	0.25
Executive Assistant	0.40	0.40	0.40
Customer Services Representative	0.25	0.20	0.20
Project Manager II	0.12	0.00	0.00
Parks/Open Space Ranger	0.00	0.10	0.00
Watershed Ranger	0.00	1.00	0.00
Sr Arborist Technician	0.00	0.25	0.25
Natural Resources Analyst	0.00	0.00	0.21
Natural Resources Technician	0.00	0.40	0.25
Natural Resources Specialist	0.00	0.35	0.35
Land Program Administrator	0.00	0.10	0.10
Weed Technician	0.40	0.40	0.40
Volunteer Coordinator	0.12	0.00	0.00
Administrative Supervisor	0.25	0.20	0.20
Administrative Assistant	0.25	0.50	0.50
Total	3.49	5.30	4.17

Service: Public Works and Natural Resources Deputy City Manager**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	183,004	513,631	428,838
112 Wages - Temporary	8,048	19,778	19,778
121 Wages - Overtime	337	350	350
122 Longevity Compensation	510	216	420
123 Leave Expense	-	19,600	19,600
126 Retirement Health Savings Plan	4,133	2,120	1,668
128 FICA	499	646	1,226
129 Medicare	2,593	5,135	4,376
131 MOPC	13,359	20,308	16,375
132 Employee Insurance	47,766	66,974	53,976
133 Employee Retirement	30,153	31,274	26,198
135 Compensation Insurance	2,739	2,457	3,752
136 Unemployment Insurance	217	284	164
137 Staff Training and Conferences	4,268	1,816	3,691
142 Food Allowance	576	425	425
<i>Subtotal</i>	<i>298,203</i>	<i>685,014</i>	<i>580,837</i>
Operating and Maintenance			
210 Office Supplies	2,840	11,720	13,678
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	6,287	6,905	7,724
218 Non-Capital Equipment and Furniture	3,569	3,265	3,890
222 Chemicals	1,851	3,180	-
240 Equipment Repair and Maintenance	7,239	16,400	23,080
245 Mileage Allowance	-	820	820
246 Liability Insurance	1,148	836	751
247 Safety Expenses	-	-	1,259
250 Professional and Contracted Services	122,994	189,472	449,165
252 Advertising and Legal Notices	26	12,125	13,200
261 Telephone Charges	436	800	800
263 Postage	-	2,075	-
264 Printing and Copying	33	4,420	2,033
269 Other Services and Charges	53	711,600	50,333
273 Fleet Lease Operating and Maintenance	355	255	6,169
274 Fleet Lease Replacement	1,727	1,439	13,375
<i>Subtotal</i>	<i>148,559</i>	<i>965,512</i>	<i>586,477</i>
Non-Operating Expense			
922 Interest - Current Bond	-	1,451,664	1,451,664
923 Principal - Current Bond	-	647,083	1,218,735
970 Transfers to Other Funds	7,624	7,624	7,624
<i>Subtotal</i>	<i>7,624</i>	<i>2,106,371</i>	<i>2,678,023</i>
Capital Outlay			
432 Vehicles	-	5,750	9,444
440 Machinery and Equipment	-	2,141	-
<i>Subtotal</i>	<i>-</i>	<i>7,891</i>	<i>9,444</i>
SERVICE TOTAL	\$454,386	\$3,764,788	\$3,854,781

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Director of Engineering Services	0.15	0.15	0.30
PWNR Engineering Administrator	0.95	0.95	0.80
Senior Civil Engineer	1.90	1.90	2.20
Civil Engineer II	1.61	1.61	1.75
Project Manager II	0.16	0.16	0.15
Construction Inspector	0.15	0.15	0.40
Planning Tech	0.13	0.13	0.13
Natural Resources Specialist	0.35	0.00	0.00
Administrative Analyst	0.00	0.07	0.00
Administrative Assistant	0.43	0.43	0.43
Total	5.83	5.55	6.16

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	600,516	542,389	621,897
112 Wages - Temporary	7,770	16,500	16,500
115 One Time Payment	225	-	-
121 Wages - Overtime	729	-	-
122 Longevity Compensation	465	198	198
126 Retirement Health Savings Plan	8,890	2,220	2,464
128 FICA	392	465	465
129 Medicare	8,025	7,973	9,127
131 MOPC	31,855	27,118	31,094
132 Employee Insurance	93,804	89,446	102,539
133 Employee Retirement	70,224	41,764	49,751
135 Compensation Insurance	309	305	278
136 Unemployment Insurance	414	377	311
137 Staff Training and Conferences	2,418	5,000	6,000
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	59	300	300
<i>Subtotal</i>	<i>826,096</i>	<i>734,155</i>	<i>841,024</i>
Operating and Maintenance			
210 Office Supplies	4,098	7,200	6,200
216 Reference Books and Materials	2,791	300	500
217 Dues and Subscriptions	457	1,129	1,129
218 Non-Capital Equipment and Furniture	4,113	3,132	9,436
232 Building Repair and Maintenance	7,146	-	-
240 Equipment Repair and Maintenance	-	10,326	12,520
245 Mileage Allowance	-	200	200
246 Liability Insurance	1,248	2,150	1,116
247 Safety Expenses	63	500	500
250 Professional and Contracted Services	22,555	75,300	75,300
252 Advertising and Legal Notices	249	400	400
256 Refunds	23,239	3,000	25,000
259 Licenses and Permits	-	1,400	1,400
261 Telephone Charges	2,655	3,240	3,800
263 Postage	204	2,000	1,000
264 Printing and Copying	111	1,000	500
269 Other Services and Charges	75,489	172,004	122,004
270 Administrative and Management Services	1,482,097	1,595,405	1,593,428
271 Franchise Equivalency	366,148	416,940	458,753
273 Fleet Lease - Operating and Maintenance	2,975	3,446	7,980
274 Fleet Lease - Replacement	6,374	6,374	6,373
275 Building Permits To LDDA	1,050	-	-
<i>Subtotal</i>	<i>2,003,062</i>	<i>2,305,446</i>	<i>2,327,539</i>
Non-Operating Expense			
927 Principal on Notes and Contracts	-	1,105,643	1,127,756
928 Interest on Notes and Contracts	233,953	77,026	54,675
950 Bad Debt	(76)	2,500	2,500
970 Transfers to Other Funds	35,216	805,120	1,203,135
<i>Subtotal</i>	<i>269,093</i>	<i>1,990,289</i>	<i>2,388,066</i>
SERVICE TOTAL	\$3,098,251	\$5,029,890	\$5,556,629

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:	2018 Budget	2019 Budget	2020 Budget
Water Quality Laboratory Supervisor	0.35	0.35	0.35
Water Quality Analyst	1.05	1.05	1.05
Laboratory Technician II	0.35	1.40	1.40
Laboratory Technician	1.04	0.00	0.00
Office Assistant	0.17	0.17	0.17
Total	2.96	2.97	2.97

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

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	178,009	200,197	205,533
112 Wages - Temporary	6,548	21,840	28,000
115 One Time Payment	1,488	1,488	-
121 Wages - Overtime	3,478	8,000	8,000
122 Longevity Compensation	694	357	367
126 Retirement Health Savings Plan	1,440	1,188	1,188
128 FICA	406	1,354	1,736
129 Medicare	2,105	3,129	3,292
131 MOPC	8,120	10,008	10,277
132 Employee Insurance	31,004	33,035	33,913
133 Employee Retirement	17,891	15,416	16,443
135 Compensation Insurance	2,500	2,597	2,900
136 Unemployment Insurance	140	137	103
137 Staff Training and Conferences	1,349	3,700	1,400
141 Uniforms and Protective Clothing	-	70	80
142 Food Allowance	-	35	35
<i>Subtotal</i>	<i>255,171</i>	<i>302,551</i>	<i>313,267</i>
Operating and Maintenance			
210 Office Supplies	45,630	46,953	48,575
216 Reference Books and Materials	162	420	210
217 Dues and Subscriptions	378	935	666
218 Non-Capital Equipment and Furniture	2,012	5,043	3,755
232 Building Repair and Maintenance	12,836	-	-
240 Equipment Repair and Maintenance	-	29,811	28,980
243 Non-Capital Computer Equipment and Supplies	840	-	-
246 Liability Insurance	394	364	343
247 Safety Expenses	522	644	350
250 Professional and Contracted Services	102,152	69,650	75,191
259 Licenses and Permits	1,545	3,400	2,000
261 Telephone Charges	351	700	700
263 Postage	-	44	44
264 Printing and Copying	10	1,050	-
269 Other Services and Charges	-	35	35
273 Fleet Lease - Operating and Maintenance	1,034	917	1,993
274 Fleet Lease - Replacement	-	-	2,492
<i>Subtotal</i>	<i>167,868</i>	<i>159,966</i>	<i>165,334</i>
Capital Outlay			
432 Vehicles	-	14,306	-
440 Machinery and Equipment	3,848	-	17,500
475 Building and Facility Improvements	-	-	20,000
<i>Subtotal</i>	<i>3,848</i>	<i>14,306</i>	<i>37,500</i>
SERVICE TOTAL	\$426,887	\$476,823	\$516,101

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:	2018 Budget	2019 Budget	2020 Budget
Land Program Administrator	0.10	0.00	0.00
Watershed/Wildfire Resil Coord	0.75	0.00	0.00
Water Resources Manager	1.00	1.00	1.00
Water Resources Analyst	2.00	2.00	2.00
Water Resources Engineer	0.00	1.00	1.00
Environmental Project Specialist	0.90	0.90	0.90
Watershed Ranger	1.00	0.00	1.00
Project Manager/Volunteer Coordinator	0.00	0.25	0.25
Parks/Open Space Ranger	0.10	0.00	0.10
Grant Coordinator	0.00	0.00	0.09
Sr Arborist Technician	0.25	0.00	0.00
Natural Resources Technician	0.15	0.00	0.15
Total	6.25	5.15	6.49

Service: Water Resources**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	466,842	470,379	571,299
112 Wages - Temporary	92,696	72,300	83,000
121 Wages - Overtime	5,195	5,750	5,750
122 Longevity Compensation	4,080	4,200	4,260
126 Retirement Health Savings Plan	4,608	2,060	2,596
128 FICA	5,761	4,483	5,146
129 Medicare	4,533	4,961	6,502
131 MOPC	22,873	23,520	28,565
132 Employee Insurance	81,992	77,612	94,265
133 Employee Retirement	50,399	36,218	45,704
135 Compensation Insurance	11,167	5,476	3,480
136 Unemployment Insurance	342	329	286
137 Staff Training and Conferences	2,991	5,400	4,400
141 Uniforms and Protective Clothing	835	1,000	1,500
142 Food Allowance	666	1,600	1,600
<i>Subtotal</i>	<i>754,981</i>	<i>715,288</i>	<i>858,353</i>
Operating and Maintenance			
210 Office Supplies	837	12,635	12,300
214 Pamphlets and Documents	-	3,700	3,700
216 Reference Books and Materials	95	200	200
217 Dues and Subscriptions	1,510	6,720	6,720
218 Non-Capital Equipment and Furniture	2,213	8,351	6,497
232 Building Repair and Maintenance	13,405	-	-
240 Equipment Repair and Maintenance	-	79,200	54,200
244 Assessments	901,895	1,702,695	1,696,477
245 Mileage Allowance	10	467	467
246 Liability Insurance	5,154	3,027	9,985
247 Safety Expenses	1,824	600	600
249 Operating Leases and Rentals	76,030	76,000	77,000
250 Professional and Contracted Services	263,192	430,485	424,535
252 Advertising and Legal Notices	535	2,000	2,000
259 Licenses and Permits	-	8,975	2,875
260 Utilities	9,947	29,300	17,300
261 Telephone Charges	1,574	2,400	2,400
264 Printing and Copying	833	2,000	2,000
269 Other Services and Charges	423	6,500	4,500
273 Fleet Lease - Operating and Maintenance	18,644	20,613	6,098
274 Fleet Lease - Replacement	45,699	44,822	36,738
<i>Subtotal</i>	<i>1,343,820</i>	<i>2,440,690</i>	<i>2,366,592</i>
Capital Outlay			
432 Vehicles	6,493	-	-
471 Land	325,243	-	-
<i>Subtotal</i>	<i>331,736</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$2,430,537	\$3,155,978	\$3,224,945

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Director of Operations	0.25	0.30	0.25
Treatment Operations Manager	0.50	0.50	0.50
Treatment Operations Supervisor	1.00	1.00	1.00
Maintenance Supervisor	0.50	0.30	0.30
Field Engineer	0.50	0.50	0.50
Sr Elec & Control Sys Eng	0.50	0.50	0.50
Operations and Maintenance Technician Lead	7.70	8.80	9.50
Facilities Maintenance Tech I	0.30	0.00	0.00
Administrative Assistant	0.30	0.30	0.30
Electrician	0.50	0.50	0.50
Control System Ops Supervisor	0.50	0.50	0.50
Instrumentation Technician	0.50	1.00	1.00
Total	13.05	14.20	14.85

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	830,134	1,081,073	1,151,043
112 Wages - Temporary	-	10,000	10,000
121 Wages - Overtime	26,865	31,400	31,400
126 Retirement Health Savings Plan	9,227	5,680	5,940
128 FICA	-	620	620
129 Medicare	11,818	15,518	16,835
131 MOPC	45,872	54,055	57,552
132 Employee Insurance	177,250	178,378	189,922
133 Employee Retirement	101,078	83,241	92,083
135 Compensation Insurance	15,828	17,448	13,203
136 Unemployment Insurance	672	755	576
137 Staff Training and Conferences	4,672	8,700	10,000
141 Uniforms and Protective Clothing	3,006	4,275	5,000
142 Food Allowance	452	600	1,000
<i>Subtotal</i>	<i>1,226,873</i>	<i>1,491,743</i>	<i>1,585,174</i>
Operating and Maintenance			
210 Office Supplies	32,266	38,226	38,226
216 Reference Books and Materials	729	1,600	1,600
217 Dues and Subscriptions	13,563	14,750	16,000
218 Non-Capital Equipment and Furniture	25,384	48,277	51,880
220 Gas and Oil	487	1,000	1,000
222 Chemicals	473,283	570,000	564,000
232 Building Repair and Maintenance	229,557	-	-
240 Equipment Repair and Maintenance	-	161,875	170,142
245 Mileage Allowance	-	600	600
246 Liability Insurance	16,069	16,110	14,609
247 Safety Expenses	3,757	7,000	7,000
249 Operating Leases and Rentals	-	1,500	1,500
250 Professional and Contracted Services	244,260	162,750	312,750
259 Licenses and Permits	5,030	11,500	11,500
260 Utilities	131,002	180,000	174,000
261 Telephone Charges	3,593	1,500	1,500
263 Postage	106	-	-
273 Fleet Lease - Operating and Maintenance	10,158	10,743	12,573
274 Fleet Lease - Replacement	2,111	5,123	6,703
<i>Subtotal</i>	<i>1,191,356</i>	<i>1,232,554</i>	<i>1,385,583</i>
Capital Outlay			
432 Vehicles	-	20,904	-
440 Machinery and Equipment	6,600	10,000	66,000
<i>Subtotal</i>	<i>6,600</i>	<i>30,904</i>	<i>66,000</i>
SERVICE TOTAL	\$2,424,829	\$2,755,201	\$3,036,757

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:	2018 Budget	2019 Budget	2020 Budget
Utility and Streets Operations & Mtce Manager	0.45	0.45	0.45
System Operations Supervisor	0.80	0.80	1.10
Operations and Maintenance Technician Lead	0.40	0.40	0.40
Operations Support Specialist	0.20	0.20	0.20
Utility Maintenance Supervisor	0.30	0.30	0.00
Public Works Tech II	1.30	1.00	1.00
Public Works Tech I	0.20	0.20	0.20
Water Utilities Technician Lead	6.25	6.25	6.25
Water Utilities Technician	2.45	2.95	2.95
Water Services Coordinator	1.00	1.00	1.00
Administrative Supervisor	0.50	0.50	0.50
Administrative Assistant	0.50	0.50	0.50
Total	14.35	14.55	14.55

Service: Water Distribution**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	804,636	933,629	960,626
112 Wages - Temporary	23,339	24,000	24,000
115 One Time Payment	674	403	-
121 Wages - Overtime	95,073	60,000	80,000
122 Longevity Compensation	2,040	2,100	2,160
126 Retirement Health Savings Plan	6,154	5,820	5,820
128 FICA	1,047	1,488	1,488
129 Medicare	11,172	12,961	13,338
131 MOPC	42,114	46,651	48,031
132 Employee Insurance	151,608	153,853	158,355
133 Employee Retirement	92,799	71,841	76,847
135 Compensation Insurance	19,718	31,853	18,451
136 Unemployment Insurance	689	652	480
137 Staff Training and Conferences	11,529	20,917	20,917
141 Uniforms and Protective Clothing	8,125	7,996	7,996
142 Food Allowance	1,293	700	700
<i>Subtotal</i>	<i>1,272,011</i>	<i>1,374,864</i>	<i>1,419,209</i>
Operating and Maintenance			
210 Office Supplies	11,989	29,855	29,855
216 Reference Books and Materials	226	500	500
217 Dues and Subscriptions	3,484	3,500	3,500
218 Non-Capital Equipment and Furniture	184,720	41,482	24,922
220 Gas and Oil	-	100	100
222 Chemicals	9,122	10,000	10,000
232 Building Repair and Maintenance	282,735	-	-
240 Equipment Repair and Maintenance	-	355,265	355,265
245 Mileage Allowance	-	500	500
246 Liability Insurance	117,138	131,301	121,173
247 Safety Expenses	6,087	8,500	8,500
249 Operating Leases and Rentals	667	2,000	2,000
250 Professional and Contracted Services	282,327	416,277	495,197
252 Advertising and Legal Notices	1,039	2,000	2,000
254 Cross Connection Repair and Maintenance	-	7,000	7,000
259 Licenses and Permits	2,561	2,620	2,620
260 Utilities	57,048	64,440	64,440
261 Telephone Charges	5,933	4,489	4,489
263 Postage	1,620	-	-
264 Printing and Copying	807	1,000	1,000
269 Other Services and Charges	(5)	3,000	3,000
273 Fleet Lease - Operating and Maintenance	151,487	130,397	117,666
274 Fleet Lease - Replacement	239,674	257,674	240,745
<i>Subtotal</i>	<i>1,358,658</i>	<i>1,471,900</i>	<i>1,494,472</i>
Capital Outlay			
432 Vehicles	-	12,500	-
440 Machinery and Equipment	33,519	60,433	30,433
455 System Renovations and Replacement	91,232	113,000	53,000
481 Taps	18,841	20,000	20,000
484 Backflow Devices	-	3,000	3,000
486 Meters	334,984	547,975	1,035,475
<i>Subtotal</i>	<i>478,576</i>	<i>756,908</i>	<i>1,141,908</i>
SERVICE TOTAL	\$3,109,245	\$3,603,672	\$4,055,589

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Technical Services Manager	0.00	0.00	0.25
PWNR Technology/GIS Coordinator	0.25	0.25	0.00
PWNR Applications Support Analyst	0.25	0.25	0.00
Technical Functional Analyst	0.00	0.00	0.25
Engineering and Survey Tech Supervisor	0.25	0.25	0.25
Lead GIS Analyst	0.25	0.25	0.25
Sr GIS Analyst	0.25	0.25	0.25
GIS/Mapping Technician	0.25	0.25	0.25
Engineering Technician	0.50	0.50	0.50
Senior Engineering Technician	0.25	0.25	0.25
Total	2.25	2.25	2.25

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	117,542	171,938	180,482
121	Wages - Overtime	-	417	417
126	Retirement Health Savings Plan	1,165	900	900
129	Medicare	2,005	2,494	2,617
131	MOPC	7,987	8,594	9,024
132	Employee Insurance	27,107	28,354	29,761
133	Employee Retirement	17,598	13,238	14,439
135	Compensation Insurance	112	89	1,041
136	Unemployment Insurance	113	120	90
137	Staff Training and Conferences	487	3,850	4,500
141	Uniforms and Protective Clothing	-	90	75
	<i>Subtotal</i>	<i>174,115</i>	<i>230,084</i>	<i>243,346</i>
Operating and Maintenance				
210	Office Supplies	3,530	1,500	1,900
216	Reference Books and Materials	-	30	25
217	Dues and Subscriptions	1,689	2,495	467
218	Non-Capital Equipment and Furniture	2,003	1,638	4,762
240	Equipment Repair and Maintenance	40,961	44,003	41,768
246	Liability Insurance	735	457	480
247	Safety Expenses	19	250	250
250	Professional and Contracted Services	768	5,000	31,738
261	Telephone Charges	5,795	8,920	9,222
263	Postage	17	-	-
264	Printing and Copying	44	150	125
269	Other Services and Charges	125	-	-
273	Fleet Lease - Operating and Maintenance	2,254	2,220	3,927
274	Fleet Lease - Replacement	1,710	1,495	3,404
	<i>Subtotal</i>	<i>59,650</i>	<i>68,158</i>	<i>98,068</i>
Capital Outlay				
440	Machinery and Equipment	-	-	6,375
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>6,375</i>
	SERVICE TOTAL	\$233,765	\$298,242	\$347,789

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:	2018 Budget	2019 Budget	2020 Budget
Construction Inspection Supervisor	0.20	0.20	0.20
Senior Construction Inspector	0.40	0.40	0.40
Construction Inspector	0.80	0.80	0.80
Total	1.40	1.40	1.40

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	108,722	97,033	101,408
112	Wages - Temporary	15,486	12,000	14,000
121	Wages - Overtime	8,795	12,000	12,000
122	Longevity Compensation	420	432	444
126	Retirement Health Savings Plan	738	560	560
128	FICA	1,061	744	868
129	Medicare	1,323	1,377	1,462
131	MOPC	4,781	4,853	5,070
132	Employee Insurance	15,701	16,011	16,732
133	Employee Retirement	10,534	7,472	8,113
135	Compensation Insurance	-	-	554
136	Unemployment Insurance	65	69	51
137	Staff Training and Conferences	-	800	800
141	Uniforms and Protective Clothing	-	80	140
	<i>Subtotal</i>	<i>167,626</i>	<i>153,431</i>	<i>162,202</i>
Operating and Maintenance				
210	Office Supplies	773	1,200	1,400
216	Reference Books and Materials	-	40	40
217	Dues and Subscriptions	-	240	200
218	Non-Capital Equipment and Furniture	1,956	1,526	2,400
222	Chemicals	-	100	350
240	Equipment Repair and Maintenance	-	100	100
246	Liability Insurance	-	-	626
247	Safety Expenses	-	300	300
249	Operating Leases and Rentals	-	400	600
261	Telephone Charges	84	2,024	2,024
264	Printing and Copying	-	60	60
273	Fleet Lease - Operating and Maintenance	12,109	14,264	10,782
274	Fleet Lease - Replacement	6,826	2,785	3,018
	<i>Subtotal</i>	<i>21,748</i>	<i>23,039</i>	<i>21,900</i>
	SERVICE TOTAL	\$189,374	\$176,470	\$184,102

Service: **Water Regulatory Compliance**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

Services include:

- Providing technical evaluations and direction on environmental requirements for internal and external customers
- Planning for future regulatory requirements
- Coordinating watershed management activities, including monitoring, sampling and data evaluation.
- Managing the the stormwater quality program to meet the requirements of the City’s Municipal Separate Stormwater System Permit issued by the Colorado Department of Public Health and Environment (CDPHE)
- Monitoring and tracking regulatory requirements for drinking water, wastewater treatment, stormwater quality, air quality and solid waste.
- Providing assistance and support to Operations in meeting CDPHE permit conditions and federal and state safe drinking water requirements
- Managing the department’s water conservation program
- Coordinating compliance activities between divisions and departments
- Providing enforcement response to environmental violations
- Coordinating involvement in regional environmental initiatives and programs
- Providing outreach and education on environmental issues related to City activities
- Directing the City’s sustainability program
- Providing primary staff support to the Board of Environmental Affairs

This is a shared service with the Streets, Storm Drainage, Sewer and Sanitation funds.

SERVICE: Water Regulatory Compliance

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
PWNR Environmental Services Manager	0.25	0.25	0.20
Sustainability Coordinator	0.20	0.20	0.00
Sustainability Specialist	0.00	0.60	0.00
Water Conservation/Sustainability Specialist	0.00	0.00	0.50
Economic Sustainability Specialist	0.09	0.21	0.00
Sr Civil Engineer	0.00	0.50	0.50
Civil Engineer II	0.95	0.50	0.45
Neighborhood Resource Specialist	0.09	0.09	0.00
Total	1.58	2.35	1.65

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	158,327	218,259	147,923
112	Wages - Temporary	11,276	31,320	10,400
115	One Time Payment	21	750	-
122	Longevity Compensation	686	111	-
126	Retirement Health Savings Plan	4,132	940	660
128	FICA	802	1,161	645
129	Medicare	1,705	2,952	2,523
131	MOPC	7,061	10,913	8,180
132	Employee Insurance	25,618	36,012	26,959
133	Employee Retirement	15,559	16,807	13,087
135	Compensation Insurance	-	-	1,143
136	Unemployment Insurance	124	153	82
137	Staff Training and Conferences	1,222	9,300	4,200
142	Food Allowance	92	-	-
	<i>Subtotal</i>	<i>226,624</i>	<i>328,678</i>	<i>215,802</i>
Operating and Maintenance				
210	Office Supplies	513	1,886	1,318
216	Reference Books and Materials	-	240	200
217	Dues and Subscriptions	259	3,682	642
218	Non-Capital Equipment and Furniture	4,648	3,930	2,258
235	Station Maintenance	16,705	-	-
240	Equipment Repair and Maintenance	-	21,850	20,000
245	Mileage Allowance	7	500	500
246	Liability Insurance	-	-	303
247	Safety Expenses	159	200	200
250	Professional and Contracted Services	28,487	93,466	138,000
252	Ads and Legal Notices	280	-	-
259	Licenses and Permits	-	10,150	10,150
261	Telephone Charges	105	-	-
263	Postage	-	9,000	9,000
264	Printing and Copying	2,478	6,860	5,000
269	Other Services and Charges	-	2,000	-
273	Fleet Lease - Operating and Maintenance	1,039	163	-
	<i>Subtotal</i>	<i>54,680</i>	<i>153,927</i>	<i>187,571</i>
	SERVICE TOTAL	\$281,304	\$482,605	\$403,373

Service: **Meter Reading**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Meter Reading

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Meter Reading Supervisor	0.30	0.30	0.30
Metering & Application Support Coord	0.12	0.12	0.12
Senior Meter Reader	0.30	0.30	0.30
Meter Reader	2.26	2.26	2.19
Total	2.98	2.98	2.91

Service: Meter Reading**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	95,243	152,175	156,142
112	Wages - Temporary	17,137	-	-
121	Wages - Overtime	1,391	-	-
126	Retirement Health Savings Plan	989	1,192	1,162
128	FICA	1,046	-	-
129	Medicare	1,437	2,206	2,264
131	MOPC	4,628	7,609	7,807
132	Employee Insurance	24,815	25,110	25,763
133	Employee Retirement	10,198	11,718	12,491
135	Compensation Insurance	12,917	11,952	697
136	Unemployment Insurance	105	107	78
137	Staff Training and Conferences	1,404	2,655	2,610
141	Uniforms and Protective Clothing	171	480	420
142	Food Allowance	12	-	-
	<i>Subtotal</i>	<i>171,493</i>	<i>215,204</i>	<i>209,434</i>
Operating and Maintenance				
210	Office Supplies	465	1,238	1,371
218	Non-Capital Equipment and Furniture	223	300	300
240	Equipment Repair and Maintenance	6,177	10,458	6,867
246	Liability Insurance	939	1,534	612
247	Safety Expenses	288	840	735
250	Professional and Contracted Services	360	1,200	600
261	Telephone Charges	487	450	468
264	Printing and Copying	17	150	150
270	Administrative and Management Services	24,798	23,186	9,326
273	Fleet Lease - Operating and Maintenance	8,624	14,056	11,367
274	Fleet Lease - Replacement	1,607	3,331	1,403
	<i>Subtotal</i>	<i>43,985</i>	<i>56,743</i>	<i>33,199</i>
	SERVICE TOTAL	\$215,478	\$271,947	\$243,533

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER FUND PROJECTS	2020 Budget
PBF082 Municipal Buildings HVAC Replacement	\$ 13,081
PBF109 Municipal Facilities Parking Lot Rehabilitation	5,606
PBF192 Operations & Maintenance Building/Site Improvement	474,700
PRO121 Park Ponds Dredging and Stabilization	45,050
PRO205 Tull & Distel Property Acquisition	61,500
WTR066 Water Distribution Rehabilitation and Improvements	1,644,420
WTR112 North St Vrain Pipeline Replacement	1,676,300
WTR150 Automatic Meter Reading	131,250
WTR155 Water Treatment Plant Improvements	100,000
WTR173 Raw Water Irrigation Planning and Construction	53,900
WTR181 Raw Water Transmission Rehabilitation & Improvmnts	853,200
WTR182 Flow Monitoring Program	250,000
WTR183 Price Park Tank Replacement	810,000
WTR188 Regional Potable Water Interconnections	610,300
WTR189 Nelson-Flanders WTP Expansion	3,143,517
TOTAL	\$ 9,872,824

WATER CONSTRUCTION FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	147,244	-	500,000
Non-Operating	626,696	1,958,314	2,346,307
Capital	798,730	5,633,204	3,561,800
TOTAL	\$ 1,572,670	\$ 7,591,518	\$ 6,408,107

Fund Description

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

WATER CONSTRUCTION FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 27,252,304	\$ 31,906,540	\$ 25,051,850
Committed Working Capital	-	1,751,072	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	5,715,466	2,370,500	2,323,500
Developer Participation	-	-	-
Miscellaneous	-	-	-
Interest	511,440	117,400	115,100
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	6,226,906	2,487,900	2,438,600
EXPENSES			
Operating and Maintenance	147,244	-	500,000
Non-Operating	626,696	1,958,314	2,346,307
Capital Projects	798,730	5,633,204	3,561,800
TOTAL EXPENSES	1,572,670	7,591,518	6,408,107
ENDING WORKING CAPITAL	31,906,540	25,051,850	21,082,343
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,654,236	\$ (5,103,618)	\$ (3,969,507)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER CONSTRUCTION FUND PROJECTS	2020 Budget
WTR137 Union Reservoir Land Acquisition Program	\$ 50,000
WTR172 Windy Gap Firming Project	3,200,000
WTR179 Water System Oversizing	50,500
WTR188 Regional Potable Water Interconnections	261,300
TOTAL	\$ 3,561,800

RAW WATER STORAGE FUND - Fund Summary

	2018 Actual	2019 Budget	2020 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

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 416,173	\$ 423,358	\$ 8,358
COMMITTED WORKING CAPITAL	-	415,000	-
SOURCES OF FUNDS			
REVENUES			
Interest	7,185	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	7,185	-	-
EXPENSES			
Capital Projects	-	-	-
TOTAL EXPENSES	-	-	-
ENDING WORKING CAPITAL	423,358	8,358	8,358
CONTRIBUTION TO/(FROM) RESERVES	\$ 7,185	\$ -	\$ -

WATER CASH ACQUISITION FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	10,226	100,000	100,000
Non-Operating	-	-	-
Capital	800,000	1,500,000	-
TOTAL	\$ 810,226	\$ 1,600,000	\$ 100,000

Fund Description

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

WATER ACQUISITION FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 6,804,622	\$ 6,640,047	\$ 807,347
Committed Working Capital	-	4,985,000	-
SOURCES OF FUNDS			
REVENUES			
Cash in Lieu of Water Rights	533,000	750,000	5,000
Miscellaneous	-	-	-
Interest	112,652	2,300	3,900
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	645,652	752,300	8,900
EXPENSES			
Conservation Initiatives and Misc Operating	10,227	100,000	100,000
Purchase of Water Rights	-	-	-
Capital Projects	800,000	1,500,000	-
TOTAL EXPENSES	810,227	1,600,000	100,000
ENDING WORKING CAPITAL	6,640,047	807,347	716,247
CONTRIBUTION TO/(FROM) RESERVES	\$ (164,575)	\$ (847,700)	\$ (91,100)

SEWER FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	4,009,159	4,460,016	4,405,468
Operating and Maintenance	4,392,078	4,935,497	5,085,181
Non-Operating	3,354,674	4,140,700	4,750,982
Capital	5,788,636	1,979,286	2,664,969
TOTAL	\$ 17,544,547	\$ 15,515,499	\$ 16,906,600

Fund Description

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

The Sewer Fund includes 10 budget services:

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

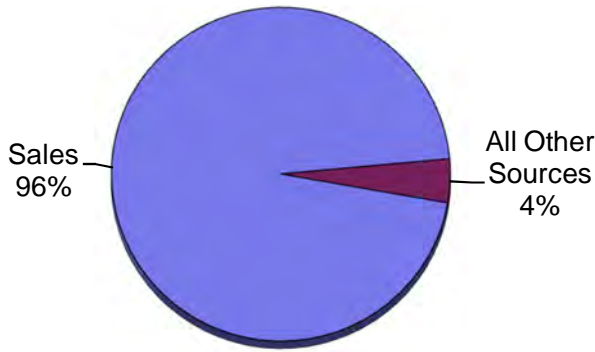
Sewer System

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

SEWER FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 20,263,452	\$ 20,485,218	\$ 10,998,527
Committed Working Capital	-	10,736,813	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	14,887,210	16,055,900	15,726,400
Developer Contribution	-	-	-
Intergovernmental	165,701	147,189	138,552
Interest - Operating	262,159	39,400	59,600
Interest - Debt Service	146,380	-	-
Miscellaneous	32,252	-	-
Operating Transfers	2,183,282	523,132	519,962
Bond Proceeds	-	-	-
Estimated Revenue Revisions	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	17,676,985	16,765,621	16,444,514
EXPENSES BY BUDGET SERVICE			
Wastewater Utility Director	2,100,695	3,967,882	4,030,470
Wastewater Administration/Engineering	3,826,354	2,919,219	3,675,002
Industrial Pretreatment	117,935	170,481	171,343
Collection System	1,388,463	1,730,937	1,951,881
Wastewater Treatment Plant	3,251,371	3,419,254	3,372,650
Wastewater Quality Laboratory	625,947	751,951	804,245
Wastewater Construction Inspection	97,566	133,151	138,836
Wastewater Regulatory Compliance	259,540	414,507	375,853
Wastewater Meter Reading	72,174	89,835	82,748
Wastewater Engineering/Survey Tech Services	173,572	183,540	199,720
CIP Projects	5,630,930	1,734,742	2,103,852
Total Operating Expenses	17,544,547	15,515,499	16,906,600
Adjustment for GAAP Expenses	(89,328)	-	-
TOTAL ADJUSTED EXPENSES	17,455,219	15,515,499	16,906,600
ENDING WORKING CAPITAL	20,485,218	10,998,527	10,536,441
CONTRIBUTION TO/(FROM) RESERVES	\$ 221,766	\$ 1,250,122	\$ (462,086)

SEWER FUND - Sources of Funds



- The Sewer Fund will receive 96% of its operating revenues from sales to the City’s wastewater customers in 2020.
- The 2020 Budget requires a contribution of \$462,086 from fund balance, primarily 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.

	2018 Actual	2019 Budget	2020 Budget
OPERATING REVENUE			
Sales	\$ 14,779,589	\$ 16,055,900	\$ 15,726,400
Industrial Sewer Surcharge	107,621	-	-
Developer Contribution	-	-	-
Intergovernmental Revenue	165,701	147,189	138,552
Interest Income	262,159	39,400	59,600
Interest on Debt Service	146,380	-	-
Operating Transfers	2,183,282	523,132	519,962
Other Revenue	32,252	-	-
Bond Proceeds	-	-	-
Contribution from/(to) Fund Balance	(221,766)	(1,250,122)	462,086
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 17,455,219	\$ 15,515,499	\$ 16,906,600

Service: **Public Works and Natural Resources Deputy City Manager**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Deputy City Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget and effective supervision of personnel.

SERVICE: Public Works and Natural Resources Deputy City Manager

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Deputy City Manager	0.00	0.00	0.10
General Manager PW&NR	0.17	0.17	0.00
PWNR Business & Strategic Planning Manager	0.17	0.17	0.20
PWNR Communications Coord & Mktg Manager	0.17	0.17	0.20
PWNR Rate Analyst Manager	0.17	0.17	0.20
Flood Recovery Manager	0.15	0.00	0.00
Business Analyst	0.17	0.17	0.20
Executive Assistant	0.17	0.17	0.20
Weed Technician	0.03	0.03	0.03
Customer Services Representative	0.05	0.05	0.05
Administrative Supervisor	0.05	0.05	0.05
Administrative Assistant	0.05	0.10	0.10
Total	1.35	1.25	1.33

Service: Public Works and Natural Resources Deputy City Manager**LINE ITEM BUDGET**

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	146,373	202,955	196,683
112 Wages - Temporary	1,421	3,473	3,473
121 Wages - Overtime	19	150	150
122 Longevity Compensation	102	207	105
126 Retirement Health Savings Plan	2,309	500	532
128 FICA	88	215	215
129 Medicare	1,076	1,294	1,531
131 MOPC	6,316	6,216	6,348
132 Employee Insurance	21,549	20,500	20,938
133 Employee Retirement	15,879	9,571	10,158
135 Compensation Insurance	82	104	123
136 Unemployment Insurance	89	88	64
137 Staff Training and Conferences	3,094	1,081	1,621
142 Food Allowance	280	425	425
<i>Subtotal</i>	<i>198,676</i>	<i>246,779</i>	<i>242,366</i>
Operating and Maintenance			
210 Office Supplies	998	1,605	784
216 Reference Books and Materials	104	100	100
217 Dues and Subscriptions	788	257	856
218 Non-Capital Equipment and Furniture	2,457	1,291	1,676
222 Chemicals	132	240	-
240 Equipment Repair and Maintenance	3,977	11,430	14,030
245 Mileage Allowance	-	580	580
246 Liability Insurance	350	419	389
250 Professional and Contracted Services	65,498	82,127	163,026
252 Advertising and Legal Notices	1	550	1,300
261 Telephone Charges	160	-	-
263 Postage	-	830	-
264 Printing and Copying	22	1,965	1,009
269 Other Services and Charges	6,845	20,000	20,000
273 Fleet Lease - Operating and Maintenance	1,997	1,663	3,670
274 Fleet Lease - Replacement	1,722	979	2,858
<i>Subtotal</i>	<i>85,052</i>	<i>124,036</i>	<i>210,278</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	1,815,112	1,753,070	1,670,970
923 Bond Principal - Current	-	1,840,000	1,905,000
970 Transfers to Other Funds	1,856	1,856	1,856
<i>Subtotal</i>	<i>1,816,968</i>	<i>3,594,926</i>	<i>3,577,826</i>
Capital Outlay			
440 Machinery and Equipment	-	2,141	-
<i>Subtotal</i>	<i>-</i>	<i>2,141</i>	<i>-</i>
SERVICE TOTAL	\$2,100,695	\$3,967,882	\$4,030,470

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Director of Engineering Services	0.15	0.15	0.15
PWNR Engineering Administrator	0.85	0.85	0.80
Senior Civil Engineer	1.75	1.75	1.75
Civil Engineer II	1.36	1.36	1.60
Planning Technician	0.12	0.12	0.12
Project Manager II	0.10	0.10	0.10
Administrative Assistant	0.43	0.43	0.43
Total	4.76	4.76	4.95

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	478,912	472,669	504,138
112 Wages - Temporary	7,770	16,500	16,500
115 One Time Payment	225	-	-
121 Wages - Overtime	611	-	-
122 Longevity Compensation	2,597	192	1,782
123 Leave Expense	-	9,000	9,000
126 Retirement Health Savings Plan	7,127	1,904	1,980
128 FICA	392	465	465
129 Medicare	5,281	5,582	7,419
131 MOPC	21,352	23,631	25,206
132 Employee Insurance	77,922	77,942	83,079
133 Employee Retirement	52,216	36,395	40,330
135 Compensation Insurance	269	256	292
136 Unemployment Insurance	325	330	252
137 Staff Training and Conferences	2,084	4,700	5,500
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	59	300	300
<i>Subtotal</i>	<i>657,142</i>	<i>649,966</i>	<i>696,343</i>
Operating and Maintenance			
210 Office Supplies	4,244	8,000	6,000
216 Reference Books and Materials	12	300	500
217 Dues and Subscriptions	818	1,579	1,249
218 Non-Capital Equipment and Furniture	1,891	3,132	7,002
232 Building Repair and Maintenance	10,212	-	-
240 Equipment Repair and Maintenance	-	10,076	10,820
245 Mileage Allowance	-	200	200
246 Liability Insurance	1,299	1,157	1,030
247 Safety Expenses	62	500	500
250 Professional and Contracted Services	6,850	64,300	74,300
252 Advertising and Legal Notices	-	400	400
256 Refunds	33,478	-	-
259 Licenses and Permits	250	250	250
261 Telephone Charges	1,463	3,130	3,500
263 Postage	298	1,500	500
264 Printing and Copying	111	1,000	500
269 Other Services and Charges	67,775	15,000	70,000
270 Administrative and Management Services	909,683	958,905	989,452
271 Franchise Equivalency	583,000	642,236	629,056
273 Fleet Lease - Operating and Maintenance	1,965	4,171	2,600
274 Fleet Lease - Replacement	7,644	7,643	7,644
275 Building Permits To LDDA	450	-	-
<i>Subtotal</i>	<i>1,631,505</i>	<i>1,723,479</i>	<i>1,805,503</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	(132,387)	-	-
950 Bad Debt	250	2,000	2,000
970 Transfers to Other Funds	1,669,843	543,774	1,171,156
<i>Subtotal</i>	<i>1,537,706</i>	<i>545,774</i>	<i>1,173,156</i>
SERVICE TOTAL	\$3,826,354	\$2,919,219	\$3,675,002

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:	2018 Budget	2019 Budget	2020 Budget
Utility and Streets Operations & Mtce Manager	0.30	0.30	0.30
System Operations Supervisor	0.10	0.10	0.30
Utility/Streets Maintenance Supervisor	0.60	0.60	0.40
Operations and Maintenance Technician Lead	0.60	0.60	0.60
Water Utility Technician Lead	2.00	2.00	2.00
Water Utility Technician	3.25	3.25	3.25
Public Works Tech II	0.30	0.30	0.30
Administrative Supervisor	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	7.60	7.60	7.60

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	369,918	485,361	498,644
112 Wages - Temporary	30,353	52,050	52,050
115 One Time Payment	674	403	-
121 Wages - Overtime	19,653	20,400	20,400
126 Retirement Health Savings Plan	4,844	3,040	3,040
128 FICA	2,298	3,227	3,227
129 Medicare	5,300	7,792	7,986
131 MOPC	18,366	24,266	24,932
132 Employee Insurance	79,623	80,037	82,202
133 Employee Retirement	44,609	37,371	39,891
135 Compensation Insurance	24,120	24,320	9,974
136 Unemployment Insurance	324	339	249
137 Staff Training and Conferences	4,298	1,567	1,567
141 Uniforms and Protective Clothing	2,455	5,250	5,250
142 Food Allowance	258	200	200
<i>Subtotal</i>	<i>607,094</i>	<i>745,623</i>	<i>749,612</i>
Operating and Maintenance			
210 Office Supplies	3,003	13,826	13,826
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	-	300	300
217 Dues and Subscriptions	2,585	1,916	1,916
218 Non-Capital Equipment and Furniture	61,234	18,968	12,615
220 Gas and Oil	-	50	50
222 Chemicals	-	5,000	5,000
232 Building Repair and Maintenance	53,791	-	-
240 Equipment Repair and Maintenance	-	119,275	119,275
245 Mileage Allowance	-	400	400
246 Liability Insurance	159,614	175,620	158,359
247 Safety Expenses	4,553	7,500	7,500
249 Operating Leases and Rentals	-	500	500
250 Professional and Contracted Services	88,990	140,360	140,000
252 Advertising and Legal Notices	539	300	300
259 Licenses and Permits	1,676	1,850	1,850
260 Utilities	12,638	13,715	13,715
261 Telephone Charges	2,630	1,586	1,586
263 Postage	145	-	-
264 Printing and Copying	103	1,000	1,000
269 Other Services and Charges	-	1,850	1,850
273 Fleet Lease - Operating and Maintenance	87,119	85,516	77,592
274 Fleet Lease - Replacement	196,824	214,440	170,343
<i>Subtotal</i>	<i>675,445</i>	<i>804,072</i>	<i>728,077</i>
Capital Outlay			
432 Vehicles	-	-	14,450
440 Machinery and Equipment	3,975	7,717	123,717
481 Taps	-	1,200	1,200
486 Meters	101,950	172,325	334,825
<i>Subtotal</i>	<i>105,925</i>	<i>181,242</i>	<i>474,192</i>
SERVICE TOTAL	\$1,388,463	\$1,730,937	\$1,951,881

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:	2018 Budget	2019 Budget	2020 Budget
Industrial Pretreatment Coordinator	0.90	1.00	1.00
Total	0.90	1.00	1.00

Service: Industrial Pretreatment**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	77,543	87,637	86,271
126	Retirement Health Savings Plan	847	400	400
129	Medicare	969	1,271	1,281
131	MOPC	3,929	4,382	4,418
132	Employee Insurance	13,173	14,460	14,581
133	Employee Retirement	9,543	6,748	7,069
135	Compensation Insurance	831	963	1,033
136	Unemployment Insurance	55	61	44
137	Staff Training and Conferences	328	1,500	1,500
	<i>Subtotal</i>	<i>107,219</i>	<i>117,422</i>	<i>116,597</i>
Operating and Maintenance				
210	Office Supplies	1,110	13,700	9,000
216	Reference Books and Materials	246	500	500
217	Dues and Subscriptions	539	700	700
218	Non-Capital Equipment and Furniture	-	500	1,285
240	Equipment Repair and Maintenance	-	7,000	7,000
245	Mileage Allowance	-	100	-
246	Liability Insurance	211	206	191
247	Safety Expenses	-	500	200
250	Professional and Contracted Services	7,166	24,870	25,500
252	Advertising and Legal Notices	34	200	200
259	Licenses and Permits	-	400	400
261	Telephone Charges	635	850	1,000
263	Postage	445	800	600
264	Printing and Copying	64	1,000	600
273	Fleet Lease - Operating and Maintenance	266	1,733	2,618
274	Fleet Lease - Replacement	-	-	4,952
	<i>Subtotal</i>	<i>10,717</i>	<i>53,059</i>	<i>54,746</i>
	SERVICE TOTAL	\$117,935	\$170,481	\$171,343

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:	2018 Budget	2019 Budget	2020 Budget
Water Quality Laboratory Supervisor	0.55	0.55	0.55
Water Quality Analyst	1.65	1.65	1.65
Laboratory Technician II	0.55	2.20	2.20
Laboratory Technician	1.66	0.00	0.00
Office Assistant	0.28	0.28	0.28
Total	4.69	4.68	4.68

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	244,910	315,071	323,472
112	Wages - Temporary	11,224	34,320	44,000
115	One Time Payment	2,338	2,338	-
121	Wages - Overtime	5,479	18,000	18,000
122	Longevity Compensation	1,142	364	605
126	Retirement Health Savings Plan	2,097	1,872	1,872
128	FICA	696	2,128	2,728
129	Medicare	3,339	4,916	5,173
131	MOPC	12,856	15,753	16,174
132	Employee Insurance	49,020	51,986	53,373
133	Employee Retirement	31,226	24,259	25,878
135	Compensation Insurance	2,931	4,083	2,634
136	Unemployment Insurance	206	219	162
137	Staff Training and Conferences	2,101	4,500	2,200
141	Uniforms and Protective Clothing	-	110	127
142	Food Allowance	-	55	55
	<i>Subtotal</i>	<i>369,566</i>	<i>479,974</i>	<i>496,453</i>
Operating and Maintenance				
210	Office Supplies	86,146	73,783	73,675
216	Reference Books and Materials	243	660	350
217	Dues and Subscriptions	1,028	1,255	1,144
218	Non-Capital Equipment and Furniture	6,764	7,923	5,900
232	Building Repair and Maintenance	18,641	-	-
240	Equipment Repair and Maintenance	-	53,846	52,540
245	Mileage Allowance	1,376	-	-
246	Liability Insurance	488	575	510
247	Safety Expenses	780	1,012	550
250	Professional and Contracted Services	121,614	105,450	111,491
259	Licenses and Permits	-	1,200	-
261	Telephone Charges	527	1,100	1,100
263	Postage	11	69	69
264	Printing and Copying	15	1,650	-
269	Other Services and Charges	-	55	55
273	Fleet Lease - Operating and Maintenance	1,034	918	1,993
274	Fleet Lease - Replacement	-	-	3,915
	<i>Subtotal</i>	<i>238,668</i>	<i>249,496</i>	<i>253,292</i>
Capital Outlay				
432	Vehicles	-	22,481	-
440	Machinery and Equipment	17,714	-	34,500
475	Building Facility Improvements	-	-	20,000
	<i>Subtotal</i>	<i>17,714</i>	<i>22,481</i>	<i>54,500</i>
	SERVICE TOTAL	\$625,947	\$751,951	\$804,245

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Director of Operations	0.20	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	0.70	0.70
Field Engineer	0.50	0.50	0.50
Sr Elec & Control Sys Eng	0.50	0.50	0.50
Operations and Maintenance Technician Lead	8.30	9.20	8.50
Facilities Maintenance Tech I	0.70	0.00	0.00
Administrative Assistant	0.70	0.70	0.70
Electrician	0.50	0.50	0.50
Control Systems Operations Supervisor	0.50	0.50	0.50
Instrumentation Technician	1.50	1.00	1.00
Total	15.40	15.35	14.65

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	1,075,758	1,162,690	1,133,905
112 Temporary Wages	-	15,000	15,000
115 One Time Payment	454	-	-
121 Wages - Overtime	20,823	26,000	26,000
122 Longevity Compensation	1,330	-	-
126 Retirement Health Savings Plan	41,874	6,140	5,860
128 FICA	-	930	930
129 Medicare	13,349	17,074	16,660
131 MOPC	52,600	58,133	56,695
132 Employee Insurance	197,088	191,843	187,094
133 Employee Retirement	127,762	89,531	90,712
135 Compensation Insurance	76,347	78,205	58,826
136 Unemployment Insurance	796	817	567
137 Staff Training and Conferences	4,419	17,200	19,000
141 Uniforms and Protective Clothing	4,600	9,600	9,600
142 Food Allowance	456	600	600
<i>Subtotal</i>	<i>1,617,656</i>	<i>1,673,763</i>	<i>1,621,449</i>
Operating and Maintenance			
210 Office Supplies	18,522	37,280	37,280
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	329	1,300	1,300
217 Dues and Subscriptions	4,221	2,870	5,000
218 Non-Capital Equipment and Furniture	30,749	37,638	51,119
220 Gas and Oil	1,009	5,000	5,000
222 Chemicals	143,143	105,000	120,000
232 Building Repair and Maintenance	338,967	-	-
240 Equipment Repair and Maintenance	-	307,375	307,642
245 Mileage Allowance	-	700	700
246 Liability Insurance	7,172	8,175	7,567
247 Safety Expenses	18,978	16,000	16,000
249 Operating Leases and Rentals	-	1,000	1,000
250 Professional and Contracted Services	432,350	525,500	510,500
252 Advertising and Legal Notices	-	500	500
259 Licenses and Permits	18,829	25,130	25,130
260 Utilities	509,207	557,000	542,000
261 Telephone Charges	4,784	3,415	5,000
263 Postage	180	-	-
264 Printing and Copying	-	200	200
269 Other Services and Charges	-	150	150
273 Fleet Lease - Operating and Maintenance	42,890	23,163	35,886
274 Fleet Lease - Replacement	28,317	49,315	49,127
<i>Subtotal</i>	<i>1,599,647</i>	<i>1,706,811</i>	<i>1,721,201</i>
Capital Outlay			
432 Vehicles	-	38,680	-
440 Machinery and Equipment	34,068	-	30,000
<i>Subtotal</i>	<i>34,068</i>	<i>38,680</i>	<i>30,000</i>
SERVICE TOTAL	\$3,251,371	\$3,419,254	\$3,372,650

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Technical Services Manager	0.00	0.00	0.15
PWNR Technology/GIS Coordinator	0.15	0.15	0.00
Engineering and Survey Tech Supervisor	0.15	0.15	0.15
Lead GIS Analyst	0.15	0.15	0.15
PWNR Applications Support Analyst	0.15	0.15	0.00
Technical Functional Analyst	0.00	0.00	0.15
Sr GIS Analyst	0.15	0.15	0.15
GIS/Mapping Technician	0.15	0.15	0.15
Engineering Technician	0.30	0.30	0.30
Senior Engineering Technician	0.15	0.15	0.15
Total	1.35	1.35	1.35

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	109,037	103,137	108,289
121	Wages - Overtime	-	250	250
126	Retirement Health Savings Plan	602	540	540
129	Medicare	1,202	1,495	1,570
131	MOPC	4,792	5,155	5,414
132	Employee Insurance	16,264	17,013	17,857
133	Employee Retirement	11,639	7,942	8,663
135	Compensation Insurance	-	-	474
136	Unemployment Insurance	68	73	54
137	Staff Training and Conferences	394	2,310	2,700
141	Uniforms and Protective Clothing	-	45	45
	<i>Subtotal</i>	<i>143,996</i>	<i>137,960</i>	<i>145,856</i>
Operating and Maintenance				
210	Office Supplies	2,089	928	1,140
216	Reference Books and Materials	-	15	15
217	Dues and Subscriptions	537	1,450	233
218	Non-Capital Equipment and Furniture	1,061	983	2,858
240	Equipment Repair and Maintenance	20,871	26,361	25,062
246	Liability Insurance	-	-	228
247	Safety Expenses	11	150	150
250	Professional and Contracted Services	441	7,600	11,633
261	Telephone Charges	3,648	5,772	5,976
263	Postage	6	-	-
264	Printing and Copying	-	75	75
269	Other Services and Charges	75	-	-
273	Fleet Lease - Operating and Maintenance	838	1,349	2,327
274	Fleet Lease - Replacement	-	897	2,042
	<i>Subtotal</i>	<i>29,576</i>	<i>45,580</i>	<i>51,739</i>
Capital Outlay				
440	Machinery and Equipment	-	-	2,125
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>2,125</i>
	SERVICE TOTAL	\$173,572	\$183,540	\$199,720

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:	2018 Budget	2019 Budget	2020 Budget
Construction Inspection Supervisor	0.10	0.15	0.15
Senior Construction Inspector	0.20	0.60	0.30
Construction Inspector	0.40	0.30	0.60
Total	0.70	1.05	1.05

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	54,450	72,775	76,056
112	Wages - Temporary	7,744	9,000	10,500
121	Wages - Overtime	4,402	9,000	9,000
122	Longevity Compensation	210	429	333
126	Retirement Health Savings Plan	369	420	420
128	FICA	531	558	651
129	Medicare	662	1,034	1,096
131	MOPC	2,395	3,639	3,803
132	Employee Insurance	7,852	12,006	12,549
133	Employee Retirement	5,817	5,604	6,084
135	Compensation Insurance	-	-	548
136	Unemployment Insurance	30	52	38
137	Staff Training and Conferences	-	600	600
141	Uniforms and Protective Clothing	-	60	105
	<i>Subtotal</i>	<i>84,461</i>	<i>115,177</i>	<i>121,783</i>
Operating and Maintenance				
210	Office Supplies	387	900	1,050
216	Reference Books and Materials	-	30	30
217	Dues and Subscriptions	-	180	150
218	Non-Capital Equipment and Furniture	860	1,088	1,800
222	Chemicals	-	30	150
240	Equipment Repair and Maintenance	-	75	75
246	Liability Insurance	-	-	581
247	Safety Expenses	-	225	225
249	Operating Leases and Rentals	-	300	450
261	Telephone Charges	42	1,215	1,215
264	Printing and Copying	-	45	45
273	Fleet Lease - Operating and Maintenance	8,403	11,797	9,019
274	Fleet Lease - Replacement	3,413	2,089	2,263
	<i>Subtotal</i>	<i>13,105</i>	<i>17,974</i>	<i>17,053</i>
	SERVICE TOTAL	\$97,566	\$133,151	\$138,836

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Environmental Services Manager	0.25	0.25	0.35
Sustainability Coordinator	0.10	0.10	0.00
Sustainability Specialist	0.00	0.10	0.00
Economic Sustainability Specialist	0.08	0.21	0.00
Sr Civil Engineer	0.00	0.50	0.50
Civil Engineer II	0.65	0.20	0.35
Neighborhood Resouce Spec	0.08	0.08	0.00
Environmental Regulatory Specialist	0.05	0.00	0.00
Total	1.21	1.44	1.20

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	115,321	143,534	97,083
112	Wages - Temporary	6,627	24,210	1,040
115	One Time Payment	85	375	-
121	Overtime Wages	2	-	-
122	Longevity Compensation	815	111	-
126	Retirement Health Savings Plan	2,816	576	480
128	FICA	438	580	64
129	Medicare	1,154	1,734	1,983
131	MOPC	5,270	7,177	6,907
132	Employee Insurance	19,684	23,683	22,361
133	Employee Retirement	12,801	11,052	10,858
135	Compensation Insurance	-	-	1,013
136	Unemployment Insurance	116	100	68
137	Staff Training and Conferences	619	9,300	4,200
142	Food Allowance	89	-	-
	<i>Subtotal</i>	<i>165,837</i>	<i>222,432</i>	<i>146,057</i>
Operating and Maintenance				
210	Office Supplies	516	1,232	1,217
216	Reference Books and Materials	-	240	200
217	Dues and Subscriptions	23,515	28,682	25,642
218	Non-Capital Equipment and Furniture	3,312	1,166	1,433
235	Station Maintenance	16,705	-	-
240	Equipment Repair and Maintenance	-	20,500	20,000
245	Mileage Allowance	6	1,000	1,000
246	Liability Insurance	-	-	204
247	Safety Expenses	-	200	200
250	Professional and Contracted Services	22,781	101,792	146,000
252	Ads and Legal Notices	280	-	-
259	Licenses and Permits	25,444	33,900	33,900
261	Telephone Charges	105	-	-
264	Printing and Copying	-	1,200	-
269	Other Services and Charges	-	2,000	-
273	Fleet Lease - Operating and Maintenance	1,039	163	-
	<i>Subtotal</i>	<i>93,703</i>	<i>192,075</i>	<i>229,796</i>
	SERVICE TOTAL	\$259,540	\$414,507	\$375,853

Service: **Wastewater Meter Reading**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Wastewater Meter Reading

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Meter Reading Supervisor	0.10	0.10	0.10
Metering & Application Support Coord	0.04	0.04	0.04
Senior Meter Reader	0.10	0.10	0.10
Meter Reader	0.74	0.74	0.72
Total	0.98	0.98	0.96

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

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	31,748	50,107	51,397
112 Wages - Temporary	5,712	-	-
121 Wages - Overtime	464	-	-
126 Retirement Health Savings Plan	330	392	382
128 FICA	349	-	-
129 Medicare	479	724	745
131 MOPC	1,543	2,505	2,570
132 Employee Insurance	8,272	8,271	8,481
133 Employee Retirement	3,747	3,859	4,112
135 Compensation Insurance	4,306	3,984	229
136 Unemployment Insurance	35	33	26
137 Staff Training and Conferences	468	885	870
141 Uniforms and Protective Clothing	57	160	140
142 Food Allowance	4	-	-
<i>Subtotal</i>	<i>57,512</i>	<i>70,920</i>	<i>68,952</i>
Operating and Maintenance			
210 Office Supplies	155	413	457
218 Non-Capital Equipment and Furniture	74	100	100
240 Equipment Repair and Maintenance	2,059	3,486	2,289
246 Liability Insurance	313	512	382
247 Safety Expenses	96	280	245
250 Professional and Contracted Services	120	400	200
261 Telephone Charges	162	150	156
264 Printing and Copying	6	50	50
270 Administrative and Management Services	8,266	7,729	3,109
273 Fleet Lease - Operating and Maintenance	2,875	4,685	6,040
274 Fleet Lease - Replacement	536	1,110	468
<i>Subtotal</i>	<i>14,662</i>	<i>18,915</i>	<i>13,496</i>
Capital Outlay			
440 Machinery and Equipment	-	-	300
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>300</i>
SERVICE TOTAL	\$72,174	\$89,835	\$82,748

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER FUND PROJECTS	2020 Budget
PBF082 Municipal Buildings HVAC Replacement	\$ 6,996
PBF109 Municipal Facilities Parking Lot Rehabilitation	5,606
PBF192 Operations & Maintenance Building/Site Improvement	202,000
PRO205 Tull & Distel Property Acquisition	20,500
SWR053 Sanitary Sewer Rehabilitation and Improvements	900,000
SWR147 Infiltration/Inflow Investigation and Evaluation	175,000
SWR154 WWTP Miscellaneous Infrastructure Improvements	750,000
WTR150 Automatic Meter Reading	43,750
 TOTAL	 \$ 2,103,852

SEWER CONSTRUCTION FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	8,399	-	-
Non-Operating	524,922	523,132	519,962
Capital	13,285	148,000	-
TOTAL	\$ 546,606	\$ 671,132	\$ 519,962

Fund Description

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

SEWER CONSTRUCTION FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 6,142,810	\$ 8,843,469	\$ 8,694,481
Committed Working Capital	-	1,176,256	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	3,090,230	1,668,600	1,686,600
Developer Participation Fees	27,692	-	-
Miscellaneous	-	-	-
Interest	129,343	29,800	43,500
Adjustment for GAAP Revenue	-		
TOTAL FUNDS	3,247,265	1,698,400	1,730,100
EXPENSES			
Operating and Maintenance	8,399	-	-
Non-Operating	524,922	523,132	519,962
Capital Projects	13,285	148,000	-
TOTAL EXPENSES	546,606	671,132	519,962
ENDING WORKING CAPITAL	8,843,469	8,694,481	9,904,619
CONTRIBUTION TO/(FROM) RESERVES	2,700,659	1,027,268	1,210,138

STREET IMPROVEMENT FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	3,912,103	4,187,967	4,323,858
Operating and Maintenance	5,327,898	6,108,392	6,331,993
Non-Operating	237,138	248,086	392,693
Capital	15,227,953	14,612,443	10,914,637
TOTAL	\$ 24,705,091	\$ 25,156,888	\$ 21,963,181

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 3.53% 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 14 budget services and several CIP projects. The services are:

- Public Works and Natural Resources Director
- Concrete Repair
- Construction Inspection
- Snow and Ice Removal
- Street and Alley Maintenance
- Street Cleaning
- Street Improvements
- Street Rehabilitation
- Street Signing and Marking
- Traffic Signals
- Transportation Engineering
- Transportation System Management
- Regulatory Compliance
- Engineering/Survey Technical Services

All of these services are involved in some aspect of developing, improving or maintaining the City's street system. Administration of this fund is provided by the Public Works and Natural Resources Department.

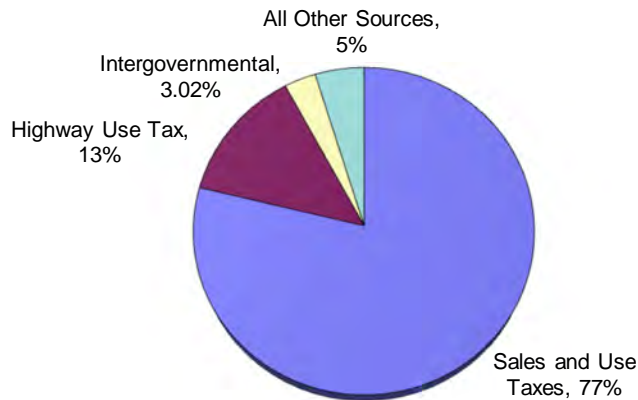
2020-2024 Capital Improvement Program

Expenditures for some of the capital projects include the City's annual Street Rehabilitation Program, Transportation System Management, Resilient St. Vrain, Operations and Maintenance Building/Site Improvements, and Missing Sidewalks. Detailed descriptions for all capital projects are included in the 2020-2024 Capital Improvement Program.

STREET IMPROVEMENT FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING FUND BALANCE	\$ 15,572,936	\$ 14,311,181	\$ 4,463,075
Committed Working Capital	-	6,534,813	-
SOURCES OF FUNDS			
REVENUES			
Taxes	21,087,021	20,568,155	20,664,473
Licenses and Permits	241,834	15,000	15,000
Intergovernmental	998,263	568,426	1,150,326
Developer Participation	837,816	-	-
Interest	256,078	32,014	24,070
Miscellaneous	22,324	10,000	10,000
Estimated Revenue Adjustment	-	650,000	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	23,443,336	21,843,595	21,863,869
EXPENSES BY BUDGET SERVICE			
Public Works Utility Director	212,095	322,208	327,011
Concrete Repair	184,147	202,957	218,423
Construction Inspection	493,233	477,975	490,779
Snow and Ice Removal	986,114	985,901	947,011
Street and Alley Maintenance	2,014,611	2,077,786	2,185,519
Street Cleaning	555,919	577,391	719,058
Street Improvement	1,862,115	1,912,130	2,051,922
Street Rehabilitation	206,881	212,818	219,838
Street Signing and Marking	473,301	783,493	811,853
Traffic Signals	955,204	957,357	1,031,198
Transportation Engineering	490,351	663,715	682,157
Transportation System Management	1,033,728	993,462	1,040,128
Regulatory Compliance	44,361	106,217	10,994
Engineering/Survey Tech Services	266,576	298,717	313,194
CIP Projects	14,926,456	14,584,761	10,914,096
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENSES	24,705,091	25,156,888	21,963,181
ENDING WORKING CAPITAL	14,311,181	4,463,075	4,363,763
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,261,755)	\$ (3,313,293)	\$ (99,312)

STREET IMPROVEMENT FUND - Sources of Funds



- Approximately 77% of the revenues of the Street Improvement Fund for 2020 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 3% comes from intergovernmental sources.
- The 2020 Budget requires a contribution of \$99,312 from fund balance.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, based on actual collections through June 2019, sales and use tax collections are 7.3% greater than for the same period in 2018. Sales tax is showing growth of 2.9% in 2019 while use tax activity is down 4.4% after six months. Projections for sales and use tax for 2020 are 3.46% over the projections for 2019; sales tax is 3.41% and use tax is 3.7%.

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.

	2018 Actual	2019 Budget	2020 Budget
OPERATING REVENUE			
Sales and Use Tax	\$ 16,113,411	\$ 16,243,155	\$ 16,839,473
Automobile Tax	1,368,899	975,000	975,000
State Highway Use Tax	3,604,711	3,350,000	2,850,000
Intergovernmental	625,355	61,050	661,050
County Road/Bridge Maintenance	144,602	105,000	105,000
State Highway Maintenance	72,336	72,336	72,336
State Traffic Control Maintenance	155,970	330,040	311,940
Street Cut Permit/Inspection Fee	241,834	15,000	15,000
Street Improvement Fee	-	-	-
Developer Participation	837,816	-	-
Other Revenue	22,324	10,000	10,000
Interest Income	256,078	32,014	24,070
Contribution from/(to) Fund Balance	1,261,755	3,313,293	99,312
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 24,705,091	\$ 25,156,888	\$ 21,963,181

Service: **Public Works and Natural Resources Deputy City Manager**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Deputy City Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget and effective supervision of personnel. This is a shared service with the Water, Storm Drainage and Sewer funds.

SERVICE: Public Works and Natural Resources Deputy City Manager

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Deputy City Manager	0.00	0.00	0.10
General Manager PW&NR	0.18	0.18	0.00
PWNR Business & Strategic Planning Manager	0.18	0.18	0.20
PWNR Communications Coord & Mktg Manager	0.18	0.18	0.20
Multi Media/Marketing Specialist	0.25	0.25	0.25
PWNR Rate Analyst Manager	0.18	0.18	0.20
Flood Recovery Manager	0.20	0.00	0.00
Business Analyst	0.18	0.18	0.20
Executive Assistant	0.18	0.18	0.20
Grant Coordinator	0.00	0.00	0.19
Natural Resources Specialist	0.00	0.05	0.05
Weed Technician	0.03	0.03	0.03
Customer Service Representative	0.05	0.05	0.05
Administrative Supervisor	0.05	0.05	0.05
Administrative Assistant	0.05	0.10	0.10
Total	1.71	1.61	1.82

Service: Public Works and Natural Resources Deputy City Manager**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	137,343	205,516	206,399
112 Wages - Temporary	2,736	3,473	3,473
121 Wages - Overtime	19	250	250
122 Longevity Compensation	102	207	105
126 Retirement Health Savings Plan	2,415	544	628
128 FICA	170	215	215
129 Medicare	1,197	1,409	1,749
131 MOPC	6,836	6,718	7,100
132 Employee Insurance	22,118	22,159	23,419
133 Employee Retirement	10,889	10,346	11,362
135 Compensation Insurance	82	105	124
136 Unemployment Insurance	96	95	72
137 Staff Training and Conferences	3,139	1,381	1,621
142 Food Allowance	280	425	425
<i>Subtotal</i>	<i>187,420</i>	<i>252,843</i>	<i>256,942</i>
Operating and Maintenance			
210 Office Supplies	862	3,180	584
217 Dues and Subscriptions	659	542	980
218 Non-Capital Equipment and Furniture	2,540	2,207	1,726
222 Chemicals	132	240	-
240 Equipment Repair and Maintenance	42	3,600	3,600
245 Mileage Allowance	-	580	580
246 Liability Insurance	204	496	376
250 Professional and Contracted Services	13,240	43,610	49,912
252 Ads and Legal Notices	326	150	800
261 Telephone Charges	169	-	-
263 Postage	-	2,490	-
264 Printing and Copying	22	3,865	1,009
269 Other Services and Charges	37	-	-
273 Fleet Lease - Operating and Maintenance	315	251	2,530
274 Fleet Lease - Replacement	1,151	1,036	2,995
<i>Subtotal</i>	<i>19,698</i>	<i>62,247</i>	<i>65,092</i>
Non-Operating Expense			
970 Transfers to Other Funds	4,977	4,977	4,977
<i>Subtotal</i>	<i>4,977</i>	<i>4,977</i>	<i>4,977</i>
Capital Outlay			
440 Machinery and Equipment	-	2,141	-
<i>Subtotal</i>	<i>-</i>	<i>2,141</i>	<i>-</i>
SERVICE TOTAL	\$212,095	\$322,208	\$327,011

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:	2018 Budget	2019 Budget	2020 Budget
Public Works Tech I	0.50	0.50	0.50
Total	0.50	0.50	0.50

Service: Concrete Repair**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	9,801	23,774	26,106
112	Temporary Wages	570	-	-
115	One Time Payment	297	1,000	1,000
121	Wages - Overtime	148	1,000	1,000
126	Retirement Health Savings Plan	322	200	200
128	FICA	35	-	-
129	Medicare	127	345	379
131	MOPC	490	1,189	1,305
132	Employee Insurance	3,730	3,923	4,308
133	Employee Retirement	755	1,831	2,089
135	Compensation Insurance	2,688	2,214	1,892
136	Unemployment Insurance	16	17	13
	<i>Subtotal</i>	<i>18,928</i>	<i>34,493</i>	<i>37,292</i>
Operating and Maintenance				
210	Office Supplies	276	9,000	2,500
218	Non-Capital Equipment and Furniture	-	4,000	4,000
240	Equipment Repair and Maintenance	41,826	25,000	31,500
246	Liability Insurance	6,035	3,954	3,320
247	Safety Expenses	-	500	500
249	Operating Leases and Rentals	-	500	500
250	Professional and Contracted Services	10,604	40,000	40,000
273	Fleet Lease - Operating and Maintenance	39,963	20,548	19,549
274	Fleet Lease - Replacement	66,515	64,962	79,262
	<i>Subtotal</i>	<i>165,219</i>	<i>168,464</i>	<i>181,131</i>
	SERVICE TOTAL	\$184,147	\$202,957	\$218,423

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:	2018 Budget	2019 Budget	2020 Budget
Construction Inspection Supervisor	0.55	0.50	0.50
Senior Construction Inspector	1.10	1.00	1.00
Construction Inspector	2.20	2.00	2.00
Total	3.85	3.50	3.50

Service: Construction Inspection**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	265,565	242,583	253,520
112	Wages - Temporary	42,586	30,000	35,000
121	Wages - Overtime	24,181	30,000	30,000
122	Longevity Compensation	1,155	450	1,110
126	Retirement Health Savings Plan	2,030	1,400	1,400
128	FICA	2,918	1,860	2,170
129	Medicare	3,635	3,445	3,655
131	MOPC	13,143	12,130	12,676
132	Employee Insurance	40,995	40,027	41,831
133	Employee Retirement	20,240	18,680	20,282
135	Compensation Insurance	2,559	17,726	16,279
136	Unemployment Insurance	180	169	127
137	Staff Training and Conferences	2,544	2,000	2,000
141	Uniforms and Protective Clothing	561	200	350
142	Food Allowance	17	-	200
	<i>Subtotal</i>	<i>422,310</i>	<i>400,670</i>	<i>420,600</i>
Operating and Maintenance				
210	Office Supplies	4,808	3,000	3,500
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	589	600	500
218	Non-Capital Equipment and Furniture	5,567	3,872	6,000
240	Equipment Repair and Maintenance	282	275	275
246	Liability Insurance	6,015	8,493	2,853
247	Safety Expenses	1,105	750	750
249	Operating Leases and Rentals	2,736	1,000	1,500
261	Telephone Charges	5,942	4,050	4,050
264	Printing and Copying	-	150	150
273	Fleet Lease - Operating and Maintenance	25,106	36,822	26,833
274	Fleet Lease - Replacement	18,772	18,193	23,668
	<i>Subtotal</i>	<i>70,923</i>	<i>77,305</i>	<i>70,179</i>
	SERVICE TOTAL	\$493,233	\$477,975	\$490,779

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:	2018 Budget	2019 Budget	2020 Budget
Public Works Supervisor	0.25	0.25	0.00
Utility/Streets Maintenance Supervisor	0.00	0.00	0.25
Public Works Technician I	2.20	2.20	2.20
Total	2.45	2.45	2.45

Service: Snow and Ice Removal**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	103,070	122,995	134,724
112	Wages - Temporary	1,050	11,500	11,500
115	One Time Payment	1,271	1,271	-
121	Wages - Overtime	32,903	47,740	55,240
126	Retirement Health Savings Plan	3,991	980	980
128	FICA	72	713	713
129	Medicare	1,820	1,950	2,120
131	MOPC	4,502	6,150	6,736
132	Employee Insurance	19,555	20,294	22,229
133	Employee Retirement	6,933	9,471	10,778
135	Compensation Insurance	4,034	3,885	4,025
136	Unemployment Insurance	85	87	67
142	Food Allowance	-	500	500
	<i>Subtotal</i>	<i>179,285</i>	<i>227,536</i>	<i>249,612</i>
Operating and Maintenance				
210	Office Supplies	2,898	43,300	43,300
218	Non-Capital Equipment and Furniture	2,000	-	-
222	Chemicals	256,378	320,000	320,000
232	Building Repair and Maintenance	64,445	-	-
240	Equipment Repair and Maintenance	-	54,000	54,000
242	Street Repair and Maintenance	-	3,343	3,343
246	Liability Insurance	30,458	31,674	34,260
249	Operating Leases and Rentals	-	1,000	1,000
250	Professional and Contracted Services	25,740	95,000	115,000
261	Telephone Charges	-	264	264
273	Fleet Lease - Operating and Maintenance	42,820	36,300	22,265
274	Fleet Lease - Replacement	112,725	148,484	103,967
	<i>Subtotal</i>	<i>537,464</i>	<i>733,365</i>	<i>697,399</i>
Capital Outlay				
432	Vehicles	269,365	-	-
475	Building and Facility Improvement	-	25,000	-
	<i>Subtotal</i>	<i>269,365</i>	<i>25,000</i>	<i>-</i>
SERVICE TOTAL		\$986,114	\$985,901	\$947,011

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Director of Operations	0.20	0.20	0.20
Utility & Streets Operations & Maintenance Mgr	0.20	0.20	0.20
Utility/Streets Maintenance Supervisor	0.00	0.00	0.50
Systems Operations Supervisor	0.00	0.00	0.30
Public Works Supervisor	0.50	0.50	0.00
Utility Maint Supervisor	0.30	0.30	0.00
Public Works Technician II	2.70	2.90	2.90
Public Works Technician I	2.30	2.30	2.80
Senior Engineering Technician	0.00	0.00	0.00
Operations Support Specialist	0.50	0.50	0.00
Field Engineer	1.00	1.00	1.00
Water Utility Tech	0.50	0.00	0.00
Administrative Supervisor	0.10	0.10	0.10
Total	8.30	8.00	8.00

Service: Street and Alley Maintenance**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	549,511	486,124	510,963
112	Wages - Temporary	55,676	35,600	35,600
115	One Time Payment	898	537	-
121	Wages - Overtime	10,839	15,000	15,000
124	Skill Based Overtime Pay	-	2,500	2,500
126	Retirement Health Savings Plan	3,596	3,200	3,200
128	FICA	3,438	2,207	2,207
129	Medicare	7,687	7,566	7,925
131	MOPC	27,387	24,295	25,548
132	Employee Insurance	79,175	80,167	84,309
133	Employee Retirement	42,176	37,411	40,877
135	Compensation Insurance	23,697	13,452	13,971
136	Unemployment Insurance	346	341	255
137	Staff Training and Conferences	9,303	10,066	10,066
141	Uniforms and Protective Clothing	9,363	8,000	8,000
142	Food Allowance	631	300	300
	<i>Subtotal</i>	<i>823,723</i>	<i>726,766</i>	<i>760,721</i>
Operating and Maintenance				
210	Office Supplies	45,666	38,750	38,750
216	Reference Books and Materials	-	250	250
217	Dues and Subscriptions	294	250	250
218	Non-Capital Equipment and Furniture	16,755	33,330	16,319
232	Building Repair and Maintenance	286,852	-	-
240	Equipment Repair and Maintenance	-	341,500	341,500
242	Street Repair and Maintenance	-	30,087	30,087
245	Mileage Allowance	-	200	200
246	Liability Insurance	31,913	31,588	34,383
247	Safety Expenses	4,725	8,000	8,000
249	Operating Leases and Rentals	-	20,000	20,000
250	Professional and Contracted Services	176,543	235,539	234,459
252	Advertising and Legal Notices	671	500	500
260	Utilities	25,280	38,200	38,200
261	Telephone Charges	4,268	1,320	1,320
263	Postage	642	-	-
264	Printing and Copying	-	750	750
269	Other Services and Charges	-	3,000	3,000
273	Fleet Lease - Operating and Maintenance	181,959	139,534	122,818
274	Fleet Lease - Replacement	415,318	427,681	533,471
	<i>Subtotal</i>	<i>1,190,885</i>	<i>1,350,479</i>	<i>1,424,257</i>
Capital Outlay				
440	Machinery and Equipment	-	541	541
	<i>Subtotal</i>	<i>-</i>	<i>541</i>	<i>541</i>
	SERVICE TOTAL	\$2,014,609	\$2,077,786	\$2,185,519

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 island and median flushing/washing is suspended. This service also responds to special requests for sweeping due to dirt, glass, spills, and other debris generated by incidents such as traffic accidents and construction. Street sweeping provided by this service has a positive impact on the City’s air quality by reducing the amount of dust particulates in the air that are generated from street dust and dirt.

SERVICE: Street Cleaning

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Utility Maint Supervisor	0.20	0.20	0.00
Utility/Streets Maintenance Supervisor	0.00	0.00	0.20
Operations Support Specialist	0.00	0.00	1.00
Public Works Technician I	1.50	1.50	0.50
Total	1.70	1.70	1.70

Service: Street Cleaning**LINE ITEM BUDGET**

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	85,803	87,607	106,760
115 One Time Payment	2,038	1,933	-
121 Wages - Overtime	2,785	2,000	2,000
126 Retirement Health Savings Plan	2,117	680	680
129 Medicare	1,077	1,270	1,548
131 MOPC	4,224	4,353	5,338
132 Employee Insurance	13,763	14,364	17,615
133 Employee Retirement	6,506	6,703	8,541
135 Compensation Insurance	1,320	1,872	1,841
136 Unemployment Insurance	60	61	53
141 Uniforms and Protective Clothing	-	1,272	1,272
<i>Subtotal</i>	<i>119,693</i>	<i>122,115</i>	<i>145,648</i>
Operating and Maintenance			
210 Office Supplies	377	3,000	3,000
216 Reference Books and Materials	-	50	50
218 Non-Capital Equipment and Furniture	-	3,000	3,000
232 Building Repair and Maintenance	21,971	-	-
240 Equipment Repair and Maintenance	-	32,000	32,000
246 Liability Insurance	28,345	6,260	4,148
247 Safety Expenses	-	1,000	1,000
249 Operating Leases and Rentals	-	400	400
250 Professional and Contracted Services	141,145	165,000	185,000
252 Legal Notices and Advertising	-	1,000	1,000
260 Utilities	8,556	9,500	9,500
261 Telephone Charges	-	1,800	1,800
269 Other Services and Charges	-	250	250
273 Fleet Lease - Operating and Maintenance	106,386	79,161	116,162
274 Fleet Lease - Replacement	129,447	152,855	216,100
<i>Subtotal</i>	<i>436,226</i>	<i>455,276</i>	<i>573,410</i>
SERVICE TOTAL	\$555,919	\$577,391	\$719,058

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Director of Engineering Services	0.35	0.35	0.40
PWNR Engineering Administrator	0.85	0.85	0.95
Senior Civil Engineer	1.15	1.15	1.30
Civil Engineer II	1.91	1.91	2.30
Construction Inspector	0.15	0.15	0.35
Natural Resource Specialist	0.05	0.00	0.00
Sr Project Manager	0.00	0.80	0.00
Project Manager II	0.90	0.10	0.25
Administrative Analyst	0.00	0.07	0.00
Total	5.36	5.38	5.55

Service: Street Improvements**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	505,789	547,699	584,036
112	Wages - Temporary	18,127	21,000	21,000
115	One Time Payment	525	-	-
121	Overtime Pay	673	-	-
122	Longevity Compensation	462	-	-
126	Retirement Health Savings Plan	12,375	2,152	2,220
128	FICA	914	-	-
129	Medicare	6,168	7,941	8,469
131	MOPC	25,154	27,383	29,201
132	Employee Insurance	84,879	90,321	96,292
133	Employee Retirement	38,853	42,173	46,722
135	Compensation Insurance	9,733	11,284	11,683
136	Unemployment Insurance	371	382	292
137	Staff Training and Conferences	4,028	-	4,100
142	Food Allowance	93	-	100
	<i>Subtotal</i>	<i>708,145</i>	<i>750,335</i>	<i>804,115</i>
Operating and Maintenance				
210	Office Supplies	19	2,500	500
217	Dues and Subscriptions	32	-	100
218	Non-Capital Equipment and Furniture	1,818	-	5,712
240	Equipment Repair and Maintenance	-	570	570
246	Liability Insurance	1,069	1,337	1,156
250	Professional and Contracted Services	-	-	2,000
252	Advertising and Legal Notices	-	500	300
261	Telephone Charges	1,960	-	2,000
269	Other Services and Charges	271	-	-
270	Administrative and Management Services	916,640	913,779	847,753
	<i>Subtotal</i>	<i>921,809</i>	<i>918,686</i>	<i>860,091</i>
Non-Operating Expense				
910	Transfer To General Fund	232,161	226,903	246,293
970	Transfers to Other Funds	-	16,206	141,423
	<i>Subtotal</i>	<i>232,161</i>	<i>243,109</i>	<i>387,716</i>
	SERVICE TOTAL	\$1,862,115	\$1,912,130	\$2,051,922

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:	2018 Budget	2019 Budget	2020 Budget
Sr Civil Engineer	1.00	1.50	1.50
Civil Engineer II	0.50	0.00	0.00
Total	1.50	1.50	1.50

Service: Street Rehabilitation**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	154,992	159,711	163,254
126	Retirement Health Savings Plan	600	600	600
129	Medicare	1,934	2,316	2,367
131	MOPC	7,755	7,986	8,163
132	Employee Insurance	24,150	26,352	26,937
133	Employee Retirement	11,919	12,298	13,060
135	Compensation Insurance	2,271	3,211	3,281
136	Unemployment Insurance	106	112	82
	<i>Subtotal</i>	<i>203,726</i>	<i>212,586</i>	<i>217,744</i>
Operating and Maintenance				
210	Office Supplies	13	-	1,100
217	Dues and Subscriptions	700	-	700
218	Non-Capital Equipment and Furniture	2,278	-	-
246	Liability Insurance	152	232	194
247	Safety Expenses	11	-	100
	<i>Subtotal</i>	<i>3,155</i>	<i>232</i>	<i>2,094</i>
	SERVICE TOTAL	\$206,881	\$212,818	\$219,838

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:	2018 Budget	2019 Budget	2020 Budget
Public Works Supervisor	0.25	0.25	0.00
Utility/Streets Maintenance Supervisor	0.00	0.00	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		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	68,890	42,827	45,962
112	Wages - Temporary	3,527	-	-
121	Wages - Overtime	466	750	750
126	Retirement Health Savings Plan	375	300	300
128	FICA	219	-	-
129	Medicare	890	621	666
131	MOPC	3,341	2,141	2,298
132	Employee Insurance	6,799	7,066	7,584
133	Employee Retirement	5,146	3,297	3,677
135	Compensation Insurance	979	920	1,946
136	Unemployment Insurance	30	30	23
	<i>Subtotal</i>	<i>90,661</i>	<i>57,952</i>	<i>63,206</i>
Operating and Maintenance				
210	Office Supplies	13,709	60,000	60,000
218	Non-Capital Equipment and Furniture	2,674	5,500	6,685
232	Building Repair and Maintenance	9,359	-	-
240	Equipment Repair and Maintenance	-	1,500	1,500
246	Liability Insurance	8,401	9,585	17,187
249	Operating Leases and Rentals	-	250	250
250	Professional and Contracted Services	328,984	635,000	635,000
273	Fleet Lease - Operating and Maintenance	7,688	6,144	10,272
274	Fleet Lease - Replacement	11,824	7,562	17,753
	<i>Subtotal</i>	<i>382,640</i>	<i>725,541</i>	<i>748,647</i>
	SERVICE TOTAL	\$473,301	\$783,493	\$811,853

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:	2018 Budget	2019 Budget	2020 Budget
Senior Traffic Signal Technician	1.00	1.00	1.00
Traffic Signal Technician II	2.00	2.00	2.00
Total	3.00	3.00	3.00

Service: Traffic Signals**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	163,720	189,735	190,308
112	Temporary Wages	4,030	-	-
121	Wages - Overtime	31,039	33,000	33,000
122	Longevity Compensation	4,000	2,460	-
126	Retirement Health Savings Plan	9,939	1,200	1,200
128	FICA	399	-	-
129	Medicare	1,887	1,779	2,759
131	MOPC	8,008	9,461	9,515
132	Employee Insurance	28,463	31,221	31,401
133	Employee Retirement	12,333	14,570	15,225
135	Compensation Insurance	3,365	4,486	2,521
136	Unemployment Insurance	192	132	95
137	Staff Training and Conferences	1,515	-	-
141	Uniforms and Protective Clothing	770	830	830
142	Food Allowance	-	-	200
	<i>Subtotal</i>	<i>269,661</i>	<i>288,874</i>	<i>287,054</i>
Operating and Maintenance				
210	Office Supplies	1,811	3,000	3,000
217	Dues and Subscriptions	90	300	300
218	Non-Capital Equipment and Furniture	180	3,300	5,485
234	System Maintenance	339,138	-	-
240	Equipment Repair and Maintenance	-	314,500	316,000
246	Liability Insurance	22,535	24,088	11,276
247	Safety Expenses	664	670	800
250	Professional and Contracted Services	248,581	245,000	329,600
260	Utilities	13,093	30,000	24,300
261	Telephone Charges	730	3,040	3,040
263	Postage	247	2,000	2,000
273	Fleet Lease - Operating and Maintenance	26,343	12,818	18,417
274	Fleet Lease - Replacement	-	29,767	29,926
	<i>Subtotal</i>	<i>653,412</i>	<i>668,483</i>	<i>744,144</i>
Capital Outlay				
432	Vehicles	32,131	-	-
	<i>Subtotal</i>	<i>32,131</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$955,204	\$957,357	\$1,031,198

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:	2018 Budget	2019 Budget	2020 Budget
Traffic Engineering Administrator	1.00	1.00	1.00
Sr Civil Engineer	1.00	1.00	1.00
Civil Engineer II	0.00	1.00	1.00
Civil Engineer I	1.00	0.00	0.00
Transportation Engineering Assistant	1.00	1.00	1.00
Administrative Assistant	0.52	0.52	0.52
Total	4.52	4.52	4.52

Service: Transportation Engineering**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	305,920	398,016	409,036
112	Wages - Temporary	68	11,000	11,000
121	Wages - Overtime	-	800	800
123	Leave Expense	-	10,800	10,800
126	Retirement Health Savings Plan	3,215	1,808	1,808
128	FICA	5	682	682
129	Medicare	3,567	5,932	6,091
131	MOPC	15,203	19,902	20,452
132	Employee Insurance	60,586	65,673	67,491
133	Employee Retirement	23,413	30,647	32,723
135	Compensation Insurance	222	210	252
136	Unemployment Insurance	265	278	205
137	Staff Training and Conferences	1,501	9,000	10,000
141	Uniforms and Protective Clothing	-	100	100
142	Food Allowance	338	500	500
	<i>Subtotal</i>	<i>414,303</i>	<i>555,348</i>	<i>571,940</i>
Operating and Maintenance				
210	Office Supplies	3,517	16,140	14,000
216	Reference Books and Materials	694	100	100
217	Dues and Subscriptions	2,230	3,000	2,500
218	Non-Capital Equipment and Furniture	1,736	9,157	7,429
240	Equipment Repair and Maintenance	11,560	11,621	14,244
245	Mileage Allowance	-	100	100
246	Liability Insurance	5,225	5,101	5,924
247	Safety Expenses	391	800	600
250	Professional and Contracted Services	7,762	23,000	23,000
252	Advertising and Legal Notices	2,953	1,600	3,000
260	Utilities	641	-	700
261	Telephone Charges	2,656	5,448	5,388
263	Postage	2,247	1,500	2,300
264	Printing and Copying	1,979	2,100	2,100
269	Other Services and Charges	16	-	-
273	Fleet Lease - Operating and Maintenance	9,693	5,950	10,378
274	Fleet Lease - Replacement	22,750	22,750	18,454
	<i>Subtotal</i>	<i>76,049</i>	<i>108,367</i>	<i>110,217</i>
	SERVICE TOTAL	\$490,352	\$663,715	\$682,157

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:	2018 Budget	2019 Budget	2020 Budget
Civil Engineer II	0.50	0.00	0.00
Sr Civil Engineer	0.00	0.50	0.50
Total	0.50	0.50	0.50

Service: Transportation System Management**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	47,848	52,820	54,225
112	Wages - Temporary	123,298	141,480	138,176
126	Retirement Health Savings Plan	200	200	200
128	FICA	7,649	8,772	8,567
129	Medicare	2,363	2,817	2,790
131	MOPC	2,390	2,641	2,711
132	Employee Insurance	7,381	8,715	8,947
133	Employee Retirement	3,657	4,067	4,338
135	Compensation Insurance	28,824	38,159	36,079
136	Unemployment Insurance	33	37	27
	<i>Subtotal</i>	<i>223,642</i>	<i>259,708</i>	<i>256,060</i>
Operating and Maintenance				
210	Office Supplies	181	1,850	4,850
217	Dues and Subscriptions	8,479	11,500	11,500
218	Non-Capital Furniture Equipment and Tools	690	-	-
246	Liability Insurance	670	554	468
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	744,076	666,700	701,600
252	Advertising and Legal Notices	3,015	150	150
264	Printing and Copying	2,834	2,500	5,000
269	Other Services and Charges	50,142	50,000	60,000
	<i>Subtotal</i>	<i>810,086</i>	<i>733,754</i>	<i>784,068</i>
	SERVICE TOTAL	\$1,033,728	\$993,462	\$1,040,128

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 residents and other external customers.

Services include:

- Providing technical evaluations and direction on environmental requirements for internal and external customers
- Planning for future regulatory requirements
- Coordinating watershed management activities, including monitoring, sampling and data evaluation
- Managing the stormwater quality program to meet the requirements of the City’s Municipal Separate Stormwater System Permit issued by the Colorado Department of Public Health and Environment (CDPHE)
- Monitoring and tracking regulatory requirements for drinking water, wastewater treatment, stormwater quality, air quality and solid waste
- Providing assistance and support to Operations in meeting CDPHE permit conditions and federal and state safe drinking water requirements
- Managing the department’s water conservation program
- Coordinating compliance activities between divisions and departments
- Providing enforcement response to environmental violations
- Coordinating involvement in regional environmental initiatives and programs
- Providing outreach and education on environmental issues related to City activities
- Directing the City’s sustainability program
- Providing primary staff support to the Board of Environmental Affairs.

This is a shared service with the Water, Storm Drainage, Sewer and Sanitation funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
PWNR Environmental Svs Mgr	0.05	0.05	0.05
Neighborhood Resource Specialist	0.08	0.08	0.00
Sustainability Coordinator	0.20	0.20	0.00
Sustainability Specialist	0.00	0.10	0.00
Economic Sustainability Specialist	0.08	0.08	0.00
Total	0.41	0.51	0.05

Service: Regulatory Compliance**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	23,376	43,770	6,925
112	Temporary Wages	4,454	9,360	1,040
115	One Time Payment	21	-	-
122	Longevity Compensation	137	99	-
126	Retirement Health Savings Plan	2,523	204	20
128	FICA	346	580	64
129	Medicare	304	687	115
131	MOPC	1,168	2,234	346
132	Employee Insurance	5,879	7,371	1,129
133	Employee Retirement	1,798	3,440	553
135	Compensation Insurance	-	-	321
136	Unemployment Insurance	41	32	3
137	Staff Training and Conferences	293	1,000	-
142	Food Allowance	37	-	-
	<i>Subtotal</i>	<i>40,378</i>	<i>68,777</i>	<i>10,516</i>
Operating and Maintenance				
210	Office Supplies	489	132	-
216	Reference Books and Materials	-	40	-
217	Dues and Subscriptions	45	3,040	-
218	Non-Capital Equipment and Furniture	706	888	413
240	Equipment Repair and Maintenance	-	800	-
246	Liability Insurance	-	-	65
250	Professional and Contracted Services	2,667	29,000	-
252	Ads and Legal Notices	56	-	-
261	Telephone Charges	21	-	-
264	Printing Copying and Binding	-	1,540	-
269	Other Services and Charges	-	2,000	-
	<i>Subtotal</i>	<i>3,983</i>	<i>37,440</i>	<i>478</i>
	SERVICE TOTAL	\$44,361	\$106,217	\$10,994

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Technical Services Manager	0.00	0.00	0.25
PWNR Technology/GIS Coordinator	0.25	0.25	0.00
Engineering and Survey Tech Supervisor	0.25	0.25	0.25
Lead GIS Analyst	0.25	0.25	0.25
PWNR Applications Support Analyst	0.25	0.25	0.00
Technical Functional Analyst	0.00	0.00	0.25
Sr GIS Analyst	0.25	0.25	0.25
GIS/Mapping Technician	0.25	0.25	0.25
Engineering Technician	0.50	0.50	0.50
Sr Engineering Technician	0.25	0.25	0.25
Total	2.25	2.25	2.25

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	160,283	171,923	180,482
121	Wages - Overtime	-	417	417
126	Retirement Health Savings Plan	1,104	900	900
129	Medicare	2,004	2,494	2,617
131	MOPC	7,987	8,594	9,024
132	Employee Insurance	25,780	28,354	29,761
133	Employee Retirement	12,299	13,237	14,439
135	Compensation Insurance	-	-	103
136	Unemployment Insurance	113	120	90
137	Staff Training and Conferences	657	3,850	4,500
141	Uniforms and Protective Clothing	-	75	75
	<i>Subtotal</i>	<i>210,227</i>	<i>229,964</i>	<i>242,408</i>
Operating and Maintenance				
210	Office Supplies	3,512	1,500	1,900
216	Reference Books and Materials	-	25	25
217	Dues and Subscriptions	1,342	2,416	388
218	Non-Capital Equipment and Furniture	1,872	1,638	4,762
240	Equipment Repair and Maintenance	38,580	43,933	41,768
246	Liability Insurance	-	-	380
247	Safety Expenses	19	250	250
250	Professional and Contracted Services	755	5,370	3,950
261	Telephone Charges	6,653	9,820	9,960
263	Postage	14	-	-
264	Printing and Copying	-	140	140
269	Other Services and Charges	125	-	-
273	Fleet Lease - Operating and Maintenance	2,054	2,166	3,859
274	Fleet Lease - Replacement	1,424	1,495	3,404
	<i>Subtotal</i>	<i>56,349</i>	<i>68,753</i>	<i>70,786</i>
	SERVICE TOTAL	\$266,576	\$298,717	\$313,194

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 2020-2024 Capital Improvement Program.

STREET FUND PROJECTS	2020 Budget
DRN039 Resilient St Vrain Project	\$ 30,000
DTR034 Downtown Street Medians	35,000
PBF082 Municipal Buildings HVAC Replacement	20,546
PBF109 Municipal Facilities Parking Lot Rehabilitation	5,550
PBF192 Operations & Maintenance Building/Site Improvement	470,000
PBF212 Mag Chloride Secondary Containment at Public Works	19,000
PRO205 Tull & Distel Property Acquisition	82,000
TRP001 Street Rehabilitation Program	5,994,000
TRP011 Transportation System Management Program	1,333,000
TRP092 Boston Avenue Connection - Price To Martin	50,000
TRP094 Railroad Quiet Zones	1,000,000
TRP098 State Highway 66 Improvements - Hover to US 287	650,000
TRP105 Missing Sidewalks	400,000
TRP118 Boston Avenue Bridge over St Vrain River	100,000
TRP119 3rd Avenue Westbound Bridge Rehabilitation	50,000
TRP132 Enhanced Multi-Use Corridor Improvements	75,000
TRP135 Coffman St Busway Improvements	600,000
TOTAL	\$ 10,914,096

SANITATION FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	2,454,354	2,673,688	2,746,738
Operating and Maintenance	4,611,396	4,867,480	5,354,842
Non-Operating	30,459	262,586	699,433
Capital	1,027,065	226,270	211,683
TOTAL	\$ 8,123,274	\$ 8,030,024	\$ 9,012,696

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 seven budget services:

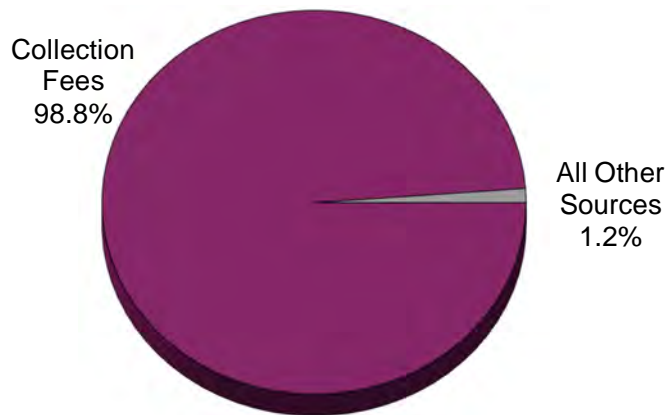
- Public Works and Natural Resources Deputy City Manager
- Engineering/Survey Technical Services
- Solid Waste Removal/Disposal
- Curbside Recycling
- Curbside Composting
- Special Trash Pickup
- Landfill Maintenance
- Regulatory Compliance

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

SANITATION FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 4,439,564	\$ 5,900,868	\$ 3,029,785
Committed Working Capital	-	3,647,022	-
REVENUES			
Charges for Services	9,058,218	8,389,600	8,455,500
Intergovernmental	293,655	-	-
Interest	82,576	7,363	9,956
Miscellaneous	14,307	409,000	47,000
Estimated Revenue Revision	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	9,448,756	8,805,963	8,512,456
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utility Director	382,020	1,069,213	590,558
Composting	251,485	227,944	390,041
Landfill Maintenance	13,324	30,000	30,000
Solid Waste Removal/Disposal	4,100,685	4,106,588	5,241,949
Special Trash Pickup	964,459	1,115,228	1,127,547
Curbside Recycling	1,232,788	1,044,252	1,335,338
Regulatory Compliance	92,337	146,030	18,725
Engineering Surveying Technical Srvc	59,111	67,397	69,112
CIP Projects	1,027,065	223,372	209,426
Estimated Expense Adjustment	-	-	-
Total Operating Expenses	8,123,274	8,030,024	9,012,696
Adjustment for GAAP Expenses	(135,822)	-	-
TOTAL ADJUSTED EXPENSES	7,987,452	8,030,024	9,012,696
ENDING WORKING CAPITAL	5,900,868	3,029,785	2,529,545
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,461,304	\$ 775,939	\$ (500,240)

SANITATION FUND - Sources of Funds



- Approximately 99% of the revenues of the Sanitation Fund for 2020 will come from sales to the City’s solid waste customers.
- The Public Works and Natural Resources Department estimates charges for solid waste services based on the estimated number of customers and the estimated monthly bill in each customer class.

	2018 Actual	2019 Budget	2020 Budget
OPERATING REVENUE			
Solid Waste Collection Fees	5,271,263	4,734,800	4,420,800
Solid Waste Collection Fees (reduced volume)	1,899,093	1,852,400	2,140,400
Special Trash Collection Fees	58,863	60,000	60,000
Waste Management Fees	1,322,500	1,321,500	1,355,200
Compost Collection	339,850	355,100	413,300
Single Stream Commodity	15,381	-	-
Metal Management Revenue	27,433	20,000	20,000
Tree Limb Diversion Fee	56,870	22,000	22,000
Polycart Escrow	66,967	23,800	23,800
Intergovernmental Revenue	293,655	-	-
Other Revenue	14,307	409,000	47,000
Interest Income	82,576	7,363	9,956
Contribution from/(to) Fund Balance	(1,461,304)	(775,939)	500,240
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 7,987,452	\$ 8,030,024	\$ 9,012,696

Service: Public Works and Natural Resources Deputy City Manager

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Deputy City Manager is responsible for administering City policies, developing department policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including developing adequate rates, preparing and monitoring the annual budget, and effectively supervising personnel.

SERVICE: Public Works and Natural Resources Deputy City Manager

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Deputy City Manager	0.15	0.15	0.05
General Manager PW&NR	0.15	0.15	0.00
PWNR Business & Strategic Planning Manager	0.15	0.15	0.15
PWNR Communications Coord & Mktg Mngr	0.15	0.15	0.15
PWNR Rate Analyst Manager	0.15	0.15	0.15
Sr Civil Engineer	0.05	0.05	0.00
Civil Engineer II	0.25	0.25	0.25
Construction Inspector	0.05	0.05	0.00
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Weed Technician	0.10	0.10	0.10
Customer Service Representative	0.55	0.60	0.60
Administrative Supervisor	0.55	0.60	0.60
Administrative Analyst	0.00	0.03	0.00
Administrative Assistant	0.55	1.20	1.20
Total	3.15	3.93	3.55

Service: Public Works and Natural Resources Deputy City Manager**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	214,911	310,906	283,231
112	Wages - Temporary	14,546	17,363	17,363
121	Wages - Overtime	286	500	500
122	Longevity Compensation	1,122	240	1,260
126	Retirement Health Savings Plan	3,177	1,512	1,420
128	FICA	902	1,077	1,077
129	Medicare	1,815	3,244	3,185
131	MOPC	9,283	13,301	12,104
132	Employee Insurance	36,461	43,820	39,768
133	Employee Retirement	21,528	20,485	19,364
135	Compensation Insurance	115	141	942
136	Unemployment Insurance	154	186	121
137	Staff Training and Conferences	3,300	1,826	3,070
142	Food Allowance	271	425	425
	<i>Subtotal</i>	<i>307,872</i>	<i>415,026</i>	<i>383,830</i>
Operating and Maintenance				
210	Office Supplies	968	2,900	3,064
217	Dues and Subscriptions	460	201	510
218	Non-Capital Equipment and Furniture	2,186	3,825	3,162
222	Chemicals	573	780	2,100
240	Equipment Repair and Maintenance	3,322	8,400	11,500
245	Mileage Allowance	-	460	460
246	Liability Insurance	325	405	571
250	Professional and Contracted Services	62,053	569,075	117,167
252	Ads and Legal Notices	190	20,125	20,600
261	Telephone Charges	181	-	-
263	Postage	-	24,075	22,000
264	Printing and Copying	212	18,200	15,849
269	Other Services and Charges	29	-	-
273	Fleet Lease Operating and Maintenance	295	248	3,434
274	Fleet Lease Replacement	864	863	3,822
	<i>Subtotal</i>	<i>71,659</i>	<i>649,557</i>	<i>204,239</i>
Non-Operating Expense				
970	Transfers to Other Funds	2,489	2,489	2,489
	<i>Subtotal</i>	<i>2,489</i>	<i>2,489</i>	<i>2,489</i>
Capital Outlay				
440	Vehicles	-	2,141	-
	<i>Subtotal</i>	<i>-</i>	<i>2,141</i>	<i>-</i>
SERVICE TOTAL		\$382,020	\$1,069,213	\$590,558

Service: **Engineering/Survey Technical Services**

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Engineering & Surveying Tech Supervisor	0.05	0.05	0.05
PWNR Technical Services Manager	0.00	0.00	0.05
Sr Engineering Tech	0.05	0.05	0.05
Engineering Technician	0.10	0.10	0.10
GIS/Mapping Technician	0.05	0.05	0.05
Sr GIS Analyst	0.05	0.05	0.05
Lead GIS Analyst	0.05	0.05	0.05
Technical Functional Analyst	0.00	0.00	0.05
PWNR Applications Supp Analyst	0.05	0.05	0.00
PWNR Technology/GIS Coordinator	0.05	0.05	0.00
Total	0.45	0.45	0.45

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

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	36,326	34,369	36,096
121	Wages - Overtime	-	83	83
126	Retirement Health Savings Plan	160	180	180
129	Medicare	400	498	523
131	MOPC	1,597	1,717	1,805
132	Employee Insurance	5,421	5,670	5,952
133	Employee Retirement	3,628	2,646	2,888
135	Compensation Insurance	-	-	21
136	Unemployment Insurance	22	24	18
137	Staff Training and Conferences	131	770	900
141	Uniforms and Protective Clothing	-	15	15
	<i>Subtotal</i>	<i>47,686</i>	<i>45,972</i>	<i>48,481</i>
Operating and Maintenance				
210	Office Supplies	684	300	380
216	Reference Books and Materials	-	5	5
217	Dues and Subscriptions	-	483	78
218	Non-Capital Equipment and Furniture	422	328	952
240	Equipment Repair and Maintenance	5,431	8,731	8,355
246	Liability Insurance	-	-	76
247	Safety Expenses	4	50	50
250	Professional and Contracted Services	139	2,380	790
261	Telephone Charges	4,721	7,904	7,904
264	Printing and Copying	-	25	25
269	Other Services and Charges	25	-	-
273	Fleet Lease - Operating and Maintenance	-	920	1,335
274	Fleet Lease - Replacement	-	299	681
	<i>Subtotal</i>	<i>11,426</i>	<i>21,425</i>	<i>20,631</i>
	SERVICE TOTAL	\$59,111	\$67,397	\$69,112

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Director of Operations	0.20	0.20	0.25
Parks Mtce & Solid Waste Operations Manager	1.00	0.00	0.00
Waste Services Manager	0.00	0.50	0.50
Operations Support Specialist	0.00	1.00	1.00
Public Works Tech II	2.00	2.00	3.00
Public Works Tech I	8.50	7.25	8.25
Sr Grounds Maintenance Tech	0.00	0.45	0.45
Grounds Maintenance Tech II	0.00	0.65	0.65
Administrative Assistant	0.25	0.25	0.25
Total	11.95	12.30	14.35

Service: Solid Waste Removal/Disposal**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	689,734	660,197	824,072
112 Wages - Temporary	25,285	50,000	50,000
115 One Time Payment	1,436	1,370	-
121 Wages - Overtime	14,947	30,000	30,000
123 Leave Expense	-	8,000	8,000
124 Skill Based Overtime Pay	-	2,500	2,500
126 Retirement Health Savings Plan	6,752	4,920	5,740
128 FICA	1,558	3,100	3,100
129 Medicare	8,662	10,296	12,675
131 MOPC	33,237	33,010	41,203
132 Employee Insurance	116,133	108,883	135,898
133 Employee Retirement	75,489	50,836	65,925
135 Compensation Insurance	56,498	67,770	58,679
136 Unemployment Insurance	459	464	412
137 Staff Training and Conferences	5,602	11,000	11,000
141 Uniforms and Protective Clothing	14,468	16,000	16,000
142 Food Allowance	913	2,000	2,000
<i>Subtotal</i>	<i>1,051,174</i>	<i>1,060,346</i>	<i>1,267,204</i>
Operating and Maintenance			
210 Office Supplies	27,437	50,023	20,000
217 Dues and Subscriptions	327	750	750
218 Non-Capital Equipment and Furniture	115,804	129,926	118,635
232 Building Repair and Maintenance	20,630	-	-
240 Equipment Repair and Maintenance	-	25,000	25,000
246 Liability Insurance	41,788	48,807	49,657
247 Safety Expenses	4,988	3,500	3,500
249 Operating Leases and Rentals	577	-	-
250 Professional and Contracted Services	550,554	776,456	644,200
252 Advertising and Legal Notices	437	-	-
260 Utilities	17,028	28,000	28,000
261 Telephone Charges	2,751	1	1
263 Postage	6,665	-	-
269 Other Services and Charges	37,839	25,000	25,000
270 Administrative and Management Services	611,671	608,941	683,449
273 Fleet Lease - Operating and Maintenance	860,560	891,175	786,732
274 Fleet Lease - Replacement	722,485	197,809	890,620
<i>Subtotal</i>	<i>3,021,541</i>	<i>2,785,388</i>	<i>3,275,544</i>
Non-Operating Expense			
950 Bad Debt	21,664	19,000	19,000
970 Transfers To Other Funds	6,306	241,097	677,944
<i>Subtotal</i>	<i>27,970</i>	<i>260,097</i>	<i>696,944</i>
Capital Outlay			
432 Vehicles	-	-	1,500
440 Machinery and Equipment	-	757	757
<i>Subtotal</i>	<i>-</i>	<i>757</i>	<i>2,257</i>
SERVICE TOTAL	\$4,100,685	\$4,106,588	\$5,241,949

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:	2018 Budget	2019 Budget	2020 Budget
Waste Services Manager	0.00	0.50	0.50
Public Works Tech II	1.00	1.00	0.00
Public Works Tech I	4.50	4.50	4.50
Administrative Assistant	0.40	0.40	0.40
Total	5.90	6.40	5.40

Service: Curbside Recycling**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	298,744	337,305	309,934
112	Temporary Wages	-	15,000	15,000
115	One Time Payment	159	2,641	-
121	Wages - Overtime	6,234	10,000	10,000
126	Retirement Health Savings Plan	7,601	2,560	2,160
128	FICA	0	930	930
129	Medicare	3,924	5,108	4,712
131	MOPC	14,883	16,866	15,497
132	Employee Insurance	47,446	55,556	51,020
133	Employee Retirement	33,802	25,974	24,792
135	Compensation Insurance	7,040	7,961	8,321
136	Unemployment Insurance	197	236	155
139	Dental Insurance	-	-	-
	<i>Subtotal</i>	<i>420,030</i>	<i>480,137</i>	<i>442,521</i>
Operating and Maintenance				
210	Office Supplies	1,229	5,000	5,000
218	Non-Capital Equipment and Furniture	42,237	45,000	50,000
232	Building Repair and Maintenance	1,843	-	-
240	Equipment Repair and Maintenance	-	555	555
246	Liability Insurance	20,978	18,341	16,979
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	375,278	95,000	370,000
260	Utilities	2,734	-	-
263	Postage	8,086	-	-
264	Printing and Copying	17,403	-	-
273	Fleet Lease - Operating and Maintenance	135,797	192,546	243,187
274	Fleet Lease - Replacement	207,173	207,173	206,596
	<i>Subtotal</i>	<i>812,758</i>	<i>564,115</i>	<i>892,817</i>
	SERVICE TOTAL	\$1,232,788	\$1,044,252	\$1,335,338

Service: **Composting**

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides every-other-week collection of yard waste and organic materials, such as food waste, at single-family residences. The program is voluntary and provided only to those who sign up and agree to pay the monthly collection fee. Organic waste is hauled to a local composting facility where it is processed for beneficial reuse.

SERVICE: Composting

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Public Works Technician I	0.50	0.75	0.75
Administrative Assistant	0.10	0.10	0.10
Total	0.60	0.85	0.85

Service: Composting**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	34,700	40,242	44,470
121 Overtime Pay	681	-	20,000
126 RHS	463	340	340
129 Medicare	366	583	645
131 MOPC	1,427	2,012	2,224
132 Employee Insurance	4,761	6,640	7,308
133 Employee Retirement	3,241	3,099	3,557
135 Compensation Insurance	-	-	924
136 Unemployment Insurance	20	28	22
<i>Subtotal</i>	<i>45,659</i>	<i>52,944</i>	<i>79,490</i>
Operating and Maintenance			
210 Office Supplies	-	-	1,700
218 Non-Capital Equipment and Furniture	53,093	55,000	20,000
246 Liability Insurance	-	-	1,979
250 Professional and Contracted Services	152,732	120,000	170,000
273 Fleet Lease - Operating & Maintenance	-	-	65,373
274 Fleet Lease - Replacement	-	-	51,499
<i>Subtotal</i>	<i>205,826</i>	<i>175,000</i>	<i>310,551</i>
SERVICE TOTAL	\$251,485	\$227,944	\$390,041

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:	2018 Budget	2019 Budget	2020 Budget
Public Works Tech II	1.00	1.00	1.00
Public Works Tech I	2.50	2.50	1.50
Sr Grounds Maintenance Technician	1.20	1.40	1.40
Grounds Maintenance Tech II	0.00	0.35	0.35
Customer Service Representative	2.00	2.00	2.00
Administrative Assistant	0.25	0.25	0.25
Total	6.95	7.50	6.50

Service: Special Trash Pickup**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	344,225	370,120	336,697
112	Wages - Temporary	-	30,000	40,000
115	One Time Payment	2,782	2,698	-
121	Wages - Overtime	9,795	15,000	15,000
126	Retirement Health Savings Plan	2,180	3,000	2,600
128	FICA	-	1,860	2,480
129	Medicare	4,327	5,808	5,463
131	MOPC	16,790	18,469	16,834
132	Employee Insurance	56,780	60,900	55,481
133	Employee Retirement	38,133	28,444	26,935
135	Compensation Insurance	12,391	12,476	11,310
136	Unemployment Insurance	236	258	168
	<i>Subtotal</i>	<i>487,639</i>	<i>549,033</i>	<i>512,968</i>
Operating and Maintenance				
210	Office Supplies	-	2,000	2,000
246	Liability Insurance	5,820	5,335	3,846
247	Safety Expenses	-	500	1,000
250	Professional and Contracted Services	360,029	445,000	510,000
252	Ads and Legal Notices	172	-	-
261	Telephone Charges	265	-	-
273	Fleet Lease - Operating and Maintenance	48,565	51,390	63,086
274	Fleet Lease - Replacement	61,970	61,970	34,647
	<i>Subtotal</i>	<i>476,821</i>	<i>566,195</i>	<i>614,579</i>
	SERVICE TOTAL	\$964,459	\$1,115,228	\$1,127,547

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:	2018 Budget	2019 Budget	2020 Budget
Sustainability Coordinator	0.20	0.20	0.00
PWNR Environmental Services Manager	0.05	0.05	0.05
Neighborhood Resource Specialist	0.09	0.09	0.00
Sustainability Specialist	0.00	0.10	0.00
Total	0.34	0.44	0.05

Service: Regulatory Compliance**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	57,793	38,760	5,592
112	Wages - Temporary	10,463	17,430	4,160
115	One Time	21	-	-
122	Longevity Compensation	137	99	-
126	Retirement Health Savings Plan	2,723	176	20
128	FICA	718	774	258
129	Medicare	830	646	159
131	MOPC	2,869	1,938	342
132	Employee Insurance	5,352	6,395	1,129
133	Employee Retirement	6,516	2,984	547
135	Compensation Insurance	-	-	34
136	Unemployment Insurance	29	28	3
137	Staff Training and Conferences	174	1,000	-
142	Food Allowance	13	-	-
	<i>Subtotal</i>	<i>87,638</i>	<i>70,230</i>	<i>12,244</i>
Operating and Maintenance				
210	Office Supplies	470	132	-
216	Reference Books and Materials	-	40	-
217	Dues and Subscriptions	2	3,040	-
218	Non-Capital Equipment and Furniture	250	888	413
240	Equipment Repair and Maintenance	-	500	-
246	Liability Insurance	-	-	68
250	Professional and Contracted Services	3,807	66,000	5,000
252	Ads and Legal Notices	56	-	-
259	Licenses and Permits	94	1,000	1,000
261	Telephone Charges	21	-	-
264	Printing and Copying	-	2,200	-
269	Other Services and Charges	-	2,000	-
	<i>Subtotal</i>	<i>4,699</i>	<i>75,800</i>	<i>6,481</i>
	SERVICE TOTAL	\$92,337	\$146,030	\$18,725

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
112 Wages - Temporary	5,775	-	-
121 Overtime Wages	435	-	-
128 FICA	358	-	-
129 Medicare	90	-	-
<i>Subtotal</i>	6,657	-	-
Operating and Maintenance			
241 Grounds Maintenance	76	-	-
250 Professional and Contracted Services	6,591	30,000	30,000
<i>Subtotal</i>	6,667	30,000	30,000
SERVICE TOTAL	\$13,324	\$30,000	\$30,000

CAPITAL IMPROVEMENT PROGRAM PROJECTS

	2020 Budget
SANITATION FUND PROJECTS	
PBF082 Municipal Buildings HVAC Replacement	\$ 1,820
PBF109 Municipal Facilities Parking Lot Rehabilitation	5,606
SAN004 Waste Diversion Center Upgrades	202,000
TOTAL	\$ 209,426

AFFORDABLE HOUSING FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	188,654	159,100	178,447
Operating and Maintenance	193,378	1,135,189	935,641
Non-Operating	-	-	-
Capital	701,589	-	-
TOTAL	\$ 1,083,620	\$ 1,294,289	\$ 1,114,088

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

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 5,551,184	\$ 5,820,523	\$ 4,625,000
Committed Working Capital	-	1,132,777	-
SOURCES OF FUNDS			
REVENUES			
Fees	100	-	-
Interest	62,003	-	-
Miscellaneous	131,041	125,000	175,000
Operating Transfers	1,159,815	1,106,543	1,243,543
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	1,352,959	1,231,543	1,418,543
EXPENDITURES			
Personal Services	188,654	159,100	178,447
Operating and Maintenance	193,378	1,135,189	935,641
Non- Operating	-	-	-
Capital Projects	701,589	-	-
Adjustment for GAAP Expenses	-	-	-
TOTAL ADJUSTED EXPENDITURES	1,083,620	1,294,289	1,114,088
ENDING WORKING CAPITAL	5,820,523	4,625,000	4,929,455
CONTRIBUTION TO/(FROM) RESERVES	\$ 269,339	\$ (62,746)	\$ 304,455

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:	2018 Budget	2019 Budget	2020 Budget
CDBG Disaster Recovery Manager	0.31	0.55	0.50
Accountant	0.24	0.25	0.15
Housing/Comm Investment Program Specialist	0.67	0.49	0.90
Total	1.22	1.29	1.55

Service: Affordable Housing Administration**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	120,213	117,390	134,368
121 Wages - Overtime	2,200	1,307	-
123 Leave Expense	-	1,210	1,210
126 Retirement Health Savings Plan	759	516	620
129 Medicare	1,520	1,659	1,905
131 MOPC	6,011	5,719	6,568
132 Employee Insurance	38,499	18,874	21,675
133 Employee Retirement	9,256	8,808	10,509
135 Compensation Insurance	9,319	2,280	256
136 Unemployment Insurance	837	81	66
137 Staff Training and Conferences	40	1,086	1,100
142 Food Allowance	-	170	170
<i>Subtotal</i>	<i>188,654</i>	<i>159,100</i>	<i>178,447</i>
Operating and Maintenance			
210 Office Supplies	516	390	750
217 Dues and Subscriptions	150	2,270	1,000
218 Non-Capital Equipment and Furniture	-	1,900	1,900
240 Equipment Repair and Maintenance	-	500	-
245 Mileage Allowance	757	1,150	1,150
246 Liability Insurance	121	149	605
249 Operating Leases and Rentals	1,014	1,318	1,300
250 Professional and Contracted Services	29,936	1,124,536	925,000
252 Advertising and Legal Notices	291	-	750
263 Postage	1,032	950	1,100
264 Printing and Copying	1,556	1,140	1,200
269 Other Services and Charges	158,004	886	886
<i>Subtotal</i>	<i>193,378</i>	<i>1,135,189</i>	<i>935,641</i>
Non-Operating Expense			
471 Land	701,589	-	-
<i>Subtotal</i>	<i>701,589</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$1,083,620	\$1,294,289	\$1,114,088

AIRPORT FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	137,814	139,620	144,899
Operating and Maintenance	224,527	166,622	256,576
Non-Operating	-	-	948
Capital	589,700	-	960,000
TOTAL	\$ 952,041	\$ 306,242	\$ 1,362,423

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 External Services Department.

AIRPORT FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 241,705	\$ 300,490	\$ 451,426
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	983,956	457,178	510,059
Grants and Donations	15,453	-	637,000
Interest	5,620	-	-
Miscellaneous	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	1,005,029	457,178	1,147,059
EXPENSES			
Airport Operations	362,341	306,242	401,475
Transfers to Other Funds	-	-	948
CIP Projects	589,700	-	960,000
Estimated Expense Adjustment	-	-	-
Total Operating Expenses	952,041	306,242	1,362,423
Adjustment for GAAP Expenses	(5,797)	-	-
TOTAL ADJUSTED EXPENSES	946,244	306,242	1,362,423
ENDING WORKING CAPITAL	300,490	451,426	236,062
CONTRIBUTION TO/(FROM) RESERVES	\$ 58,785	\$ 150,936	\$ (215,364)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

AIRPORT FUND PROJECTS	2020 Budget
TRP012 Vance Brand Airport Improvements	\$ 960,000
TOTAL	\$ 960,000

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:	2018 Budget	2019 Budget	2020 Budget
Airport Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Airport Operations**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	100,054	103,024	105,427
112 Temporary Wages	700	-	-
121 Overtime Wages	762	-	1,200
126 Retirement Health Savings Plan	414	400	400
128 FICA	43	-	-
129 Medicare	1,182	1,456	1,494
131 MOPC	4,914	5,020	5,153
132 Employee Insurance	16,824	16,565	17,006
133 Employee Retirement	10,687	7,730	8,245
135 Compensation Insurance	57	55	622
136 Unemployment Insurance	69	70	52
137 Staff Training and Conferences	2,059	4,500	4,500
142 Food Allowance	48	800	800
<i>Subtotal</i>	<i>137,814</i>	<i>139,620</i>	<i>144,899</i>
Operating and Maintenance			
210 Office Supplies	4,811	700	5,700
215 Audio Visual Materials	1,099	-	-
217 Dues and Subscriptions	678	1,200	1,200
218 Non-Capital Equipment and Furniture	8,751	-	9,000
232 Building Repair and Maintenance	32,221	-	-
240 Equipment Repair and Maintenance	-	15,000	30,000
245 Mileage Allowance	21	150	150
246 Liability Insurance	4,420	5,999	6,059
250 Professional and Contracted Services	62,578	62,575	94,950
252 Advertising and Legal Notices	1,249	3,000	2,850
260 Utilities	11,340	11,000	12,000
261 Telephone Charges	631	700	720
263 Postage	54	300	300
264 Printing and Copying	2,030	1,100	3,105
270 Administrative and Management Services	93,974	62,965	68,140
273 Fleet Lease - Operating and Maintenance	671	1,933	22,402
<i>Subtotal</i>	<i>224,527</i>	<i>166,622</i>	<i>256,576</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	-	948
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>948</i>
Capital Outlay			
440 Machinery and Equipment	25,000	-	-
<i>Subtotal</i>	<i>25,000</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$387,341	\$306,242	\$402,423

ART IN PUBLIC PLACES FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	12,910	42,820	99,453
Operating and Maintenance	46,338	97,030	103,982
Non-Operating	-	-	-
Capital	55,500	500,000	100,000
TOTAL	\$ 114,748	\$ 639,850	\$ 303,435

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

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 1,142,322	\$ 1,217,345	\$ 768,305
Committed Working Capital	-	36,833	-
SOURCES OF FUNDS			
REVENUES			
Interest	20,268	-	-
Grants and Donations	50,000		
Miscellaneous	39	-	-
Transfers from Other Funds	155,230	227,643	202,966
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	225,537	227,643	202,966
EXPENDITURES			
Personal Services	12,910	42,820	99,453
Operating and Maintenance	46,338	97,030	103,982
Non-Operating	-	-	-
Capital	55,500	500,000	100,000
Adjustment for GAAP Expenses	35,766	-	-
TOTAL EXPENDITURES	150,514	639,850	303,435
ENDING WORKING CAPITAL	1,217,345	768,305	667,836
CONTRIBUTION TO/(FROM) RESERVES	\$ 75,023	\$ (412,207)	\$ (100,469)

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:	2018 Budget	2019 Budget	2020 Budget
Art in Public Places Admin	0.50	0.50	1.00
Museum Registrar	0.00	0.00	0.25
Total	0.50	0.50	1.25

Service: Art in Public Places**LINE ITEM BUDGET**

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	-	30,479	73,568
126 Retirement Health Savings Plan	200	200	500
129 Medicare	446	431	1,046
131 MOPC	2,043	1,485	3,608
132 Employee Insurance	4,714	4,900	11,908
133 Employee Retirement	3,147	2,287	5,774
135 Compensation Insurance	17	17	13
136 Unemployment Insurance	21	21	36
137 Staff Training and Conferences	1,368	3,000	3,000
<i>Subtotal</i>	<i>12,910</i>	<i>42,820</i>	<i>99,453</i>
Operating and Maintenance			
210 Office Supplies	5,254	15,000	15,000
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	1,034	3,000	3,000
225 Freight	-	1,000	1,000
233 Facility Repair and Maintenance	355	-	-
240 Equipment Repair and Maintenance	-	1,720	20,000
246 Liability Insurance	305	310	282
250 Professional and Contracted Services	36,868	67,500	53,500
252 Advertising and Legal Notices	29	2,000	2,000
261 Telephone Charges	181	300	3,000
263 Postage	13	2,000	2,000
264 Printing and Copying	1,385	4,000	4,000
269 Other Services and Charges	915	-	-
<i>Subtotal</i>	<i>46,338</i>	<i>97,030</i>	<i>103,982</i>
Capital Outlay			
473 Site Improvements, Landscaping, Street Development	55,500	500,000	100,000
<i>Subtotal</i>	<i>55,500</i>	<i>500,000</i>	<i>100,000</i>
SERVICE TOTAL	\$114,748	\$639,850	\$303,435

CALLAHAN HOUSE FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	88,365	89,501	99,473
Operating and Maintenance	26,633	36,848	36,572
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 114,998	\$ 126,349	\$ 136,045

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

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 52,482	\$ 56,170	\$ 37,722
Committed Working Capital	-	16,005	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	33,568	40,647	47,900
Grants and Donations	40	-	-
Interest	1,022	200	200
Miscellaneous	-	-	-
Transfers from Other Funds	84,056	83,059	85,470
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	118,686	123,906	133,570
EXPENDITURES			
Personal Services	88,365	89,501	99,473
Operating and Maintenance	26,633	36,848	36,572
TOTAL EXPENDITURES	114,998	126,349	136,045
ENDING WORKING CAPITAL	56,170	37,722	35,247
CONTRIBUTION TO/(FROM) RESERVES	\$ 3,688	\$ (2,443)	\$ (2,475)

Service: Callahan House

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Callahan House Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	61,769	64,911	66,425
112 Wages - Temporary	5,977	4,000	11,500
126 Retirement Health Savings Plan	400	400	400
128 FICA	371	248	713
129 Medicare	818	975	1,109
131 MOPC	3,144	3,162	3,247
132 Employee Insurance	10,040	10,436	10,715
133 Employee Retirement	4,841	4,870	5,195
135 Compensation Insurance	961	455	137
136 Unemployment Insurance	44	44	32
<i>Subtotal</i>	<i>88,365</i>	<i>89,501</i>	<i>99,473</i>
Operating and Maintenance			
210 Office Supplies	2,404	4,000	3,773
217 Dues and Subscriptions	493	350	1,000
218 Non-Capital Equipment and Furniture	1,253	3,200	1,500
232 Building Repair and Maintenance	2,925	-	-
240 Equipment Repair and Maintenance	-	4,000	3,350
245 Mileage Allowance	219	950	1,138
246 Liability Insurance	176	177	149
250 Professional and Contracted Services	9,947	11,711	13,500
252 Advertising and Legal Notices	7,654	10,360	9,700
259 Licenses and Permits	369	350	450
261 Telephone Charges	421	750	500
263 Postage	-	250	500
264 Printing and Copying	125	750	1,012
269 Other Services and Charges	648	-	-
<i>Subtotal</i>	<i>26,633</i>	<i>36,848</i>	<i>36,572</i>
SERVICE TOTAL	\$114,998	\$126,349	\$136,045

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	487,060	495,330	532,711
Operating and Maintenance	12,548,609	568,965	473,527
Non-Operating	-	-	-
Capital	583,224	-	-
TOTAL	\$ 13,618,893	\$ 1,064,295	\$ 1,006,238

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

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 2,608,536	\$ 2,036,324	\$ 2,023,584
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Grants	12,742,894	979,555	956,238
Interest	31,984	-	-
Miscellaneous	271,803	72,000	50,000
Estimated Revenue Revisions	-	-	-
TOTAL FUNDS	13,046,681	1,051,555	1,006,238
EXPENDITURES			
Personal Services	487,060	495,330	532,711
Operating and Maintenance	12,548,609	568,965	473,527
Non-Operating	-	-	-
Capital	583,224	-	-
Adjustment for GAAP Expenses	-	-	-
TOTAL ADJUSTED EXPENDITURES	13,618,893	1,064,295	1,006,238
ENDING WORKING CAPITAL	2,036,324	2,023,584	2,023,584
CONTRIBUTION TO/(FROM) RESERVES	\$ (572,212)	\$ (12,740)	\$ -

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:	2018 Budget	2019 Budget	2020 Budget
CDBG Disaster Recovery Manager	0.69	0.45	0.50
Housing/Comm Investment Program Specialist	1.33	1.51	1.10
Rehabilitation Ins Specialist	0.50	0.00	0.50
Project Manager II	3.00	2.00	2.00
Accountant	0.76	0.75	0.85
Total	6.28	4.71	4.95

Service: CDBG and HOME Grant Administration**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	353,024	378,316	406,806
112	Wages - Temporary	25,868	-	-
121	Wages - Overtime	3,809	1,380	-
126	Retirement Health Savings Plan	3,292	1,884	1,980
128	FICA	1,601	-	-
129	Medicare	4,846	5,345	5,773
131	MOPC	17,579	18,433	19,908
132	Employee Insurance	43,365	60,826	65,694
133	Employee Retirement	27,072	28,384	31,851
135	Compensation Insurance	6,530	4	-
136	Unemployment Insurance	74	258	199
137	Staff Training and Conferences	-	500	500
	<i>Subtotal</i>	<i>487,060</i>	<i>495,330</i>	<i>532,711</i>
Operating and Maintenance				
210	Office Supplies	146	1,200	500
245	Mileage Allowance	3,095	700	500
246	Liability Insurance	147	175	-
250	Professional and Contracted Services	1,012,850	494,190	471,427
252	Advertising and Legal Notices	520	350	500
261	Telephone Charges	21	-	-
263	Postage	104	150	100
264	Printing and Copying	229	200	500
269	Other Services and Charges	11,531,498	72,000	-
	<i>Subtotal</i>	<i>12,548,609</i>	<i>568,965</i>	<i>473,527</i>
Non-Operating Expense				
471	Land	583,224	-	-
	<i>Subtotal</i>	<i>583,224</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$13,618,893	\$1,064,295	\$1,006,238

UTILITY BILLING
CUSTOMER INFORMATION SYSTEM Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	617,292	664,667
Operating and Maintenance	-	17,270	2,186
Non-Operating	-	-	-
Capital	-	2,065,438	4,633,147
TOTAL	\$ -	\$ 2,700,000	\$ 5,300,000

UTILITY BILLING CUSTOMER INFORMATION SYSTEM FUND

Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ -	\$ -	\$ -
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Other Fund Transfers	-	2,700,000	5,300,000
Interest	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	-	2,700,000	5,300,000
EXPENDITURES			
Personal Services	-	617,292	664,667
Operating and Maintenance	-	17,270	2,186
Non-Operating	-	-	-
Capital	-	2,065,438	4,633,147
TOTAL EXPENDITURES	-	2,700,000	5,300,000
ENDING WORKING CAPITAL	-	-	-
CONTRIBUTION TO/(FROM) RESERVES	\$ -	\$ -	\$ -

Service: **UTILITY BILLING CUSTOMER INFORMATION SYSTEM**

FUND: Utility Billing Customer Information System

DEPARTMENT: Finance Department

Service Description:

This technology project includes replacement of the existing Utility Billing customer information service (CIS), which is over 20 years old. Included in this service are 7 full-time, term-limited backfill positions.

SERVICE: Utility Billing Customer Information System

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Utilities Financial Analyst	0.00	2.00	0.00
CIS Business Analyst	0.00	0.00	2.00
Technical Functional Analyst	0.00	0.00	2.00
Applications Support Analyst	0.00	2.00	0.00
Sr Customer Service Rep	0.00	1.00	1.00
Customer Service Rep	0.00	1.00	1.00
Billing Specialist	0.00	1.00	1.00
Total	0.00	2.00	7.00

Service: Utility Billing Customer Information System**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	-	470,083	505,028
126 Retirement Health Savings Plan	-	2,800	2,800
129 Medicare	-	6,816	7,323
131 MOPC	-	23,504	25,251
132 Employee Insurance	-	77,564	83,330
133 Employee Retirement	-	36,196	40,402
135 Compensation Insurance	-	-	280
136 Unemployment Insurance	-	329	253
<i>Subtotal</i>	-	617,292	664,667
Operating and Maintenance			
210 Office Supplies	-	1,340	-
218 Non-Capital Equipment and Furniture	-	15,930	1,615
246 Liability Insurance	-	-	571
<i>Subtotal</i>	-	17,270	2,186
Capital Outlay			
440 Machinery and Equipment	-	2,065,438	4,633,147
<i>Subtotal</i>	-	2,065,438	4,633,147
SERVICE TOTAL	\$-	\$2,700,000	\$5,300,000

CONSERVATION TRUST FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	48,820	35,518
Operating and Maintenance	69,831	125,000	176,879
Non-Operating	-	-	-
Capital	708,230	2,340,255	545,000
TOTAL	\$ 778,061	\$ 2,514,075	\$ 757,397

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

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 7,476,116	\$ 7,775,432	\$ 1,185,385
Committed Working Capital	-	4,884,976	-
SOURCES OF FUNDS			
REVENUES			
Lottery Proceeds	944,655	800,000	850,000
Interest	132,722	9,004	6,399
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	1,077,377	809,004	856,399
EXPENDITURES			
Personal Services	-	48,820	35,518
Operating and Maintenance	69,831	125,000	176,879
Non-Operating	-	-	-
Capital	708,230	2,340,255	545,000
TOTAL EXPENDITURES	778,061	2,514,075	757,397
ENDING WORKING CAPITAL	7,775,432	1,185,385	1,284,387
CONTRIBUTION TO/(FROM) RESERVES	\$ 299,316	\$ (1,705,071)	\$ 99,002

CAPITAL IMPROVEMENT PROGRAM PROJECTS

CONSERVATION TRUST FUND PROJECT	2020 Budget
PRO05B St Vrain Greenway	\$ 120,000
PRO083 Primary and Secondary Greenway Connection	425,000
TOTAL	\$ 545,000

DOWNTOWN DEVELOPMENT AUTHORITY - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	278,992	324,902	331,919
Operating and Maintenance	920,616	687,845	1,469,975
Non-Operating	682,917	694,014	2,751,155
Capital	13,780	96,767	2,293,438
TOTAL	\$ 1,896,305	\$ 1,803,528	\$ 6,846,487

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.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DOWNTOWN DEVELOPMENT AUTHORITY FUND PROJECTS	2020 Budget
DTR023 Downtown Parking Lot Improvements	\$ 10,000
DTR033 Wayfinding Gateways	250,000
PBF215 Coffman St Mixed Use Development Parking Garage	2,000,000
TOTAL	\$ 2,260,000

DOWNTOWN DEVELOPMENT AUTHORITY DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 235,875	\$ 272,629	\$ 251,758
Committed Working Capital	-	21,150	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	213,689	220,653	231,686
Automobile Taxes	13,478	10,000	13,000
Intergovernmental Revenue	-	-	-
Interest Income	5,596	5,700	5,700
Transfer from DIP	2,500	2,500	2,500
Transfer from Construction	36,640	40,300	30,100
Miscellaneous	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	271,903	279,153	282,986
EXPENSES			
Operations	239,583	278,874	293,202
Adjustment for GAAP Expenses	(4,434)	-	-
TOTAL EXPENSES	235,149	278,874	293,202
ENDING WORKING CAPITAL	272,629	251,758	241,542
CONTRIBUTION TO/(FROM) RESERVES	\$ 36,754	\$ 279	\$ (10,216)

DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 691,317	\$ 1,060,325	\$ 120,205
COMMITTED WORKING CAPITAL	-	940,120	-
SOURCES OF FUNDS			
REVENUES			
Parking Fee	-	-	58,400
Miscellaneous Revenue	552	-	-
Interest Income	17,752	-	-
Intergovernmental Revenue	-	-	-
Proceeds from Advance	584,684	432,067	2,447,638
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	602,988	432,067	2,506,038
EXPENSES			
Operations	220,200	335,300	212,600
Capital	13,780	96,767	2,293,438
Adjustment for GAAP Expense	-	-	-
TOTAL EXPENSES	233,980	432,067	2,506,038
ENDING WORKING CAPITAL	1,060,325	120,205	120,205
CONTRIBUTION TO/(FROM) RESERVES	\$ 369,008	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 3,429,420	\$ 3,690,614	\$ 3,898,127
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment - 1016	841,699	897,265	961,399
Interest Income	61,870	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	903,569	897,265	961,399
EXPENSES			
Principal	640,089	684,752	2,738,655
Interest and Fiscal Charges	2,286	5,000	10,000
Interfund Transfers	-	-	-
TOTAL EXPENSES	642,375	689,752	2,748,655
ENDING WORKING CAPITAL	3,690,614	3,898,127	2,110,871
CONTRIBUTION TO/(FROM) RESERVES	\$ 261,194	\$ 207,513	\$ (1,787,256)

DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 281,626	\$ 341,933	\$ 298,068
Committed Working Capital	-	21,365	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental	556,441	30,000	30,000
Interest Income	8,095	-	-
Transfer from DDA	-	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	564,536	30,000	30,000
EXPENSES			
Operations	504,229	52,500	212,575
Capital	-	-	-
TOTAL EXPENSES	504,229	52,500	212,575
ENDING WORKING CAPITAL	341,933	298,068	115,493
CONTRIBUTION TO/(FROM) RESERVES	\$ 60,307	\$ (22,500)	\$ (182,575)

DOWNTOWN DEVELOPMENT AUTHORITY FACADE IMPROVEMENT

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 780,157	\$ 793,633	\$ 793,633
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	13,476	-	-
Transfer from DDA	-	-	-
Proceeds from Advance	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	13,476	-	-
EXPENSES			
Operations	-	-	730,000
Capital	-	-	-
TOTAL EXPENSES	-	-	730,000
ENDING WORKING CAPITAL	793,633	793,633	63,633
CONTRIBUTION TO/(FROM) RESERVES	\$ 13,476	\$ -	\$ (730,000)

DOWNTOWN DEVELOPMENT AUTHORITY ARTS AND ENTERTAINMENT

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 162,041	\$ 13,081	\$ 8,561
COMMITTED WORKING CAPITAL	-	4,520	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	5,000	5,000	5,000
Charges for Service	70,130	92,000	60,000
Interest Income	460	650	-
Proceeds from Advance	55,405	252,685	291,017
Transfer from City General Fund	-	-	-
Miscellaneous	573	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	131,568	350,335	356,017
EXPENSES			
Operations	276,137	350,335	356,017
Adjustment for GAAP Expenses	4,391	-	-
TOTAL EXPENSES	280,528	350,335	356,017
ENDING WORKING CAPITAL	13,081	8,561	8,561
CONTRIBUTION TO/(FROM) RESERVES	\$ (148,960)	\$ -	\$ -

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:	2018 Budget	2019 Budget	2020 Budget
LDDA Executive Director	0.67	0.67	0.67
Downtown Specialist	0.50	0.50	0.46
LDDA Program Coordinator	0.00	0.00	0.35
Administrative Assistant	0.35	0.35	0.00
Total	1.52	1.52	1.48

Service: LDDA Operations**LINE ITEM BUDGET**

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	136,420	143,683	143,839
115 One Time Pay	-	3,350	3,350
126 Retirement Health Savings Plan	1,435	608	591
129 Medicare	1,713	2,030	2,039
131 MOPC	6,821	7,001	7,031
132 Employee Insurance	21,774	23,102	23,202
133 Employee Retirement	10,504	10,780	11,250
136 Unemployment Insurance	96	98	70
137 Staff Training and Conferences	4,203	1,500	2,500
142 Food Allowance	642	150	150
<i>Subtotal</i>	<i>183,607</i>	<i>192,302</i>	<i>194,022</i>
Operating and Maintenance			
210 Office Supplies	5,527	3,750	5,000
217 Dues and Subscriptions	1,663	1,550	1,550
218 Non-Capital Equipment and Furniture	299	2,500	2,500
240 Equipment Repair and Maintenance	-	2,000	5,000
245 Mileage Allowance	-	250	250
246 Liability Insurance	7,487	8,910	8,910
249 Operating Leases and Rentals	9,916	23,100	34,220
250 Professional and Contracted Services	21,251	33,000	33,750
252 Advertising and Legal Notices	179	500	500
260 Utilities	791	2,000	1,750
261 Telephone Charges	413	1,500	1,500
263 Postage	39	250	250
264 Printing and Copying	500	3,500	1,500
269 Other Services and Charges	6,506	2,000	2,500
Subtotal	54,573	84,810	99,180
Non-Operating Expense			
970 Transfers to Other Funds	1,402	1,762	-
<i>Subtotal</i>	<i>1,402</i>	<i>1,762</i>	<i>-</i>
SERVICE TOTAL	\$239,583	\$278,874	\$293,202

Service: Downtown Development Authority Arts and Entertainment

FUND: Downtown Development Authority Arts and Entertainment Fund

Service Description:

The Longmont Downtown Development Authority (LDDA) is a special district created in 1982 for the purpose of stimulating and guiding redevelopment within its boundaries. The service is supported largely by a special property tax levied on all real and personal property located within LDDA boundaries. This service provides for marketing and advertising in the LDDA.

SERVICE: Downtown Development Authority Arts and Entertainment

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
LDDA Executive Director	0.18	0.18	0.18
Downtown Specialist	0.15	0.15	0.14
Program Specialist	0.00	0.75	0.75
LDDA Program Coordinator	0.00	0.00	0.35
Administrative Assistant	0.35	0.35	0.00
Total	0.68	1.43	1.42

LINE ITEM BUDGET

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	50,874	93,885	97,927
112 Wages - Temporary	26,755	7,500	7,500
115 One Time Payment	-	900	900
123 Leave Expense	-	-	-
126 Retirement Health Savings Plan	516	572	568
128 FICA	1,663	465	465
129 Medicare	1,032	1,449	1,497
131 MOPC	2,546	4,627	4,787
132 Employee Insurance	8,028	15,265	15,796
133 Employee Retirement	3,920	7,123	7,659
136 Unemployment Insurance	35	64	48
137 Staff Training and Conferences	-	500	500
142 Food Allowance	-	250	250
<i>Subtotal</i>	<i>95,385</i>	<i>132,600</i>	<i>137,897</i>
Operating and Maintenance			
210 Office Supplies	13,485	17,750	17,750
217 Dues and Subscriptions	-	3,925	4,570
218 Non-Capital Equipment and Furniture	152	2,260	-
245 Mileage Allowance	40	200	200
246 Liability Insurance	758	1,000	1,000
250 Professional and Contracted Services	117,086	135,600	138,600
252 Advertising and Legal Notices	26,172	30,000	30,000
260 Utilities	6,693	5,500	5,500
261 Telephone Charges	223	-	-
263 Postage	3,146	3,000	3,000
264 Printing and Copying	10,283	13,500	12,500
269 Other Services and Charges	2,714	5,000	5,000
<i>Subtotal</i>	<i>180,752</i>	<i>217,735</i>	<i>218,120</i>
SERVICE TOTAL	\$276,137	\$350,335	\$356,017

DOWNTOWN PARKING FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	38,189	45,353	46,266
Operating and Maintenance	14,655	34,682	35,585
Non-Operating	-	-	-
Capital	-	-	10,000
TOTAL	\$ 52,845	\$ 80,035	\$ 91,851

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	29,274	34,380	34,985
115 One Time Payment	-	500	500
126 Retirement Health Savings Plan	221	184	179
129 Medicare	371	486	496
131 MOPC	1,464	1,675	1,710
132 Employee Insurance	4,586	5,526	5,643
133 Employee Retirement	2,254	2,579	2,736
136 Unemployment Insurance	20	23	17
<i>Subtotal</i>	38,189	45,353	46,266
Operating and Maintenance			
210 Office Supplies	384	2,600	2,600
217 Dues and Subscriptions	359	-	-
240 Equipment Repair and Maintenance	-	200	200
246 Liability Insurance	3,409	4,032	-
249 Operating Leases and Rentals	1,877	3,950	6,135
250 Professional and Contracted Services	7,769	18,500	21,250
252 Advertising and Legal Notices	-	500	500
260 Utilities	148	2,800	2,800
261 Telephone Charges	131	-	-
263 Postage	39	200	200
264 Printing and Copying	449	1,500	1,500
269 Other Services and Charges	90	400	400
<i>Subtotal</i>	14,655	34,682	35,585
SERVICE TOTAL	\$52,845	\$80,035	\$81,851

Downtown Parking Fund - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 248,161	\$ 311,621	\$ 245,507
Committed Working Capital	-	79,679	-
SOURCES OF FUNDS			
REVENUES			
Parking Permits	104,409	90,000	100,000
Intergovernmental Revenue	-	-	-
Interest Income	4,588	3,600	4,200
Miscellaneous	159	-	-
Interfund Transfers	7,149	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	116,305	93,600	104,200
EXPENDITURES			
Personal Services	38,189	45,353	46,266
Operating and Maintenance	14,655	34,682	35,585
Non-Operating	-	-	-
Capital	-	-	10,000
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENDITURES	52,845	80,035	91,851
ENDING WORKING CAPITAL	311,621	245,507	257,856
CONTRIBUTION TO/(FROM) RESERVES	\$ 63,460	\$ 13,565	\$ 12,349

SERVICE: Downtown Parking

	2018 Budget	2019 Budget	2020 Budget
Budgeted Positions:			
LDDA Executive Director	0.10	0.10	0.10
Downtown Specialist	0.05	0.11	0.10
LDDA Program Coordinator	0.00	0.00	0.25
Administrative Assistant	0.25	0.25	0.00
Total	0.40	0.46	0.45

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DOWNTOWN PARKING FUND PROJECTS	2020 Budget
DTR023 Downtown Parking Lot Improvements	\$ 10,000
TOTAL	\$ 10,000

FLEET FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	1,521,265	1,697,365	1,748,964
Operating and Maintenance	2,508,921	2,537,306	2,490,618
Non-Operating	11,712	12,226	20,088
Capital	4,212,540	3,176,849	4,098,564
TOTAL	\$ 8,254,438	\$ 7,423,746	\$ 8,358,234

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.

2020 Budget

Approximately \$3.9 million is budgeted for the purchase of replacement vehicles and equipment.

FLEET FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 16,911,087	\$ 18,436,612	\$ 17,682,989
Committed Working Capital	-	3,398,164	-
SOURCES OF FUNDS			
REVENUES			
Transfers from Other Funds	9,416,402	9,427,324	10,549,634
Grants	3,255	-	-
Interest	351,737	190,963	242,803
Miscellaneous	(5,909)	450,000	450,000
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	9,765,485	10,068,287	11,242,437
EXPENSES			
Personal Services	1,521,265	1,697,365	1,748,964
Operating and Maintenance	2,508,921	2,537,306	2,490,618
Non-Operating	11,712	12,226	20,088
Capital	4,212,540	3,176,849	4,098,564
Total Operating Expenses	8,254,438	7,423,746	8,358,234
Adjustment for GAAP Expenses	(14,478)	-	-
TOTAL ADJUSTED EXPENSES	8,239,960	7,423,746	8,358,234
ENDING WORKING CAPITAL	18,436,612	17,682,989	20,567,192
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,525,525	\$ 2,644,541	\$ 2,884,203

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:	2018 Budget	2019 Budget	2020 Budget
Fleet Manager	1.00	1.00	1.00
Fleet Operations Supervisor	1.00	1.00	1.00
EVT Technician	1.00	1.00	2.00
Master ASE Equipment Tech II	8.00	8.00	8.00
Lead Master Equipment Tech	1.00	1.00	0.00
Equipment Technician I	1.00	1.00	1.00
Fleet Analyst	1.00	1.00	1.00
Inventory Control Technician	1.00	1.00	0.00
Automotive Parts Tech	1.00	1.00	0.00
Fleet Warehouse Worker	0.00	0.00	1.00
Fleet Parts Buyer	0.00	0.00	1.00
Fleet Service Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	18.00	18.00	18.00

Service: Fleet**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	1,018,075	1,196,238	1,234,767
121 Wages - Overtime	32,780	24,000	25,000
122 Longevity Compensation	2,280	2,340	2,400
123 Leave Expense	-	5,000	5,000
126 Retirement Health Savings Plan	26,388	7,200	7,200
129 Medicare	12,173	15,752	17,503
131 MOPC	50,810	58,258	60,357
132 Employee Insurance	192,099	192,265	199,177
133 Employee Retirement	97,299	89,722	96,571
135 Compensation Insurance	78,288	71,921	67,735
136 Unemployment Insurance	804	819	604
137 Staff Training and Conferences	3,097	25,400	24,200
141 Uniforms and Protective Clothing	7,072	8,250	8,250
142 Food Allowance	100	200	200
<i>Subtotal</i>	<i>1,521,265</i>	<i>1,697,365</i>	<i>1,748,964</i>
Operating and Maintenance			
210 Office Supplies	26,981	23,650	30,395
216 Reference Books and Materials	-	600	600
217 Dues and Subscriptions	208	2,150	2,050
218 Non-Capital Equipment and Furniture	55,498	26,110	38,815
220 Gas and Oil	838,020	988,220	892,220
221 Parts	655,265	643,000	675,000
225 Freight	56	300	300
232 Building Repair and Maintenance	220,125	-	-
240 Equipment Repair and Maintenance	-	152,172	157,248
246 Liability Insurance	9,949	9,830	7,890
247 Safety Expenses	4,629	4,875	4,875
249 Operating Leases and Rentals	45,625	48,000	67,200
250 Professional and Contracted Services	332,061	293,550	293,550
252 Ads and Legal Notices	350	-	-
259 Licenses and Permits	544	1,200	1,500
260 Utilities	17,027	16,000	16,000
261 Telephone Charges	2,049	3,450	3,650
263 Postage	41	500	500
264 Printing and Copying	83	450	450
269 Other Services and Charges	-	420	600
270 Administrative and Management Services	300,409	322,829	297,775
<i>Subtotal</i>	<i>2,508,921</i>	<i>2,537,306</i>	<i>2,490,618</i>
Non-Operating Expense			
970 Transfers to Other Funds	11,712	12,226	20,088
<i>Subtotal</i>	<i>11,712</i>	<i>12,226</i>	<i>20,088</i>
Capital Outlay			
432 Vehicles	4,200,039	3,156,849	3,941,464
440 Machinery and Equipment	12,501	-	157,100
<i>Subtotal</i>	<i>4,212,540</i>	<i>3,156,849</i>	<i>4,098,564</i>
SERVICE TOTAL	\$8,254,438	\$7,403,746	\$8,358,234

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	20,227	28,880	28,141
Operating and Maintenance	68,128	81,896	91,512
Non-Operating	-	7,000	131
Capital	-	-	-
TOTAL	\$ 88,355	\$ 117,776	\$ 119,784

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:	2018 Budget	2019 Budget	2020 Budget
LDDA Executive Director	0.05	0.05	0.05
Downtown Specialist	0.10	0.20	0.18
LDDA Program Coordinator	0.00	0.00	0.05
Administrative Assistant	0.05	0.05	0.00
Total	0.20	0.30	0.28

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 89,648	\$ 134,267	\$ 159,221
Committed Working Capital	-	379	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	104,333	123,169	125,428
Property Tax Increment - 1016	16,593	12,000	18,000
Automobile Taxes	7,788	6,000	7,500
Interest Income	2,748	1,940	1,800
Miscellaneous	1,512	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	132,974	143,109	152,728
EXPENDITURES			
Personal Services	20,227	28,880	28,141
Operating and Maintenance	68,128	81,896	91,512
Non-Operating	-	7,000	131
Total Operating Expenses	88,355	117,776	119,784
TOTAL EXPENDITURES	88,355	117,776	119,784
ENDING WORKING CAPITAL	134,267	159,221	192,165
CONTRIBUTION TO/(FROM) RESERVES	\$ 44,619	\$ 25,333	\$ 32,944

LINE ITEM BUDGET

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	15,471	21,924	21,318
115 One Time Payment	-	250	250
126 Retirement Health Savings Plan	179	120	114
129 Medicare	196	310	302
131 MOPC	773	1,072	1,042
132 Employee Insurance	2,405	3,538	3,438
133 Employee Retirement	1,191	1,651	1,667
136 Unemployment Insurance	11	15	10
<i>Subtotal</i>	<i>20,227</i>	<i>28,880</i>	<i>28,141</i>
Operating and Maintenance			
210 Office Supplies	3,879	2,250	7,250
217 Dues and Subscriptions	319	-	-
232 Building Repair and Maintenance	9,921	-	-
240 Equipment Repair and Maintenance	-	3,150	5,500
246 Liability Insurance	3,940	4,563	-
249 Operating Leases and Rentals	645	1,200	1,920
250 Professional and Contracted Services	40,005	58,100	63,000
260 Utilities	49	550	550
261 Telephone Charges	76	-	-
263 Postage	26	50	50
264 Printing and Copying	4	1,000	1,000
269 Other Services and Charges	-	1,000	1,000
270 Administrative and Management Services	9,263	10,033	11,242
<i>Subtotal</i>	<i>68,128</i>	<i>81,896</i>	<i>91,512</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	-	131
971 Contingency	-	7,000	-
<i>Subtotal</i>	<i>-</i>	<i>7,000</i>	<i>131</i>
SERVICE TOTAL	\$88,355	\$117,776	\$119,784

GOLF FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	1,058,454	1,176,773	1,304,165
Operating and Maintenance	1,332,691	1,309,484	1,350,958
Non-Operating	21,191	142,970	150,978
Capital	110,741	244,371	120,000
TOTAL	\$ 2,523,077	\$ 2,873,598	\$ 2,926,101

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

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 1,479,694	\$ 1,743,383	\$ 1,307,865
Committed Working Capital	-	349,880	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	-	-	-
Charges for Services	2,565,306	2,641,496	2,708,533
Developer Participation	-	-	-
Interest	32,404	20,000	20,000
Miscellaneous	193,842	126,464	129,626
Transfer from Other Funds	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	2,791,552	2,787,960	2,858,159
EXPENSES BY BUDGET SERVICE			
Golf Administration	331,529	521,526	568,072
Sunset Golf Course	369,938	426,258	433,689
Twin Peaks Golf Course	728,931	773,035	779,229
Ute Creek Golf Course	981,939	956,408	1,025,111
CIP Projects	110,741	196,371	120,000
Total Operating Expenses	2,523,077	2,873,598	2,926,101
Adjustment for GAAP Expenses	4,786	-	-
TOTAL EXPENDITURES	2,527,863	2,873,598	2,926,101
ENDING WORKING CAPITAL	1,743,383	1,307,865	1,239,923
CONTRIBUTION TO/(FROM) RESERVES	\$ 263,689	\$ (85,638)	\$ (67,942)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

GOLF FUND PROJECTS	2020 Budget
PRO169 Golf Course Cart Path Improvements	\$ 20,000
PRO191 Golf Buildings Rehabilitation	100,000
TOTAL	\$ 120,000

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:	2018 Budget	2019 Budget	2020 Budget
Golf Operations Manager	0.70	0.00	0.00
Recreation & Golf Manager	0.00	0.40	0.40
Marketing Coordinator	0.25	0.25	0.25
Administrative Analyst	0.00	0.00	0.18
Administrative Assistant	0.75	0.75	0.75
Total	1.70	1.40	1.58

Service: Golf Administration**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	51,657	118,693	128,335
123 Leave Expense	-	5,000	5,000
126 Retirement Health Savings Plan	400	560	632
129 Medicare	585	1,459	1,638
131 MOPC	2,562	5,031	5,648
132 Employee Insurance	20,407	16,601	18,637
133 Employee Retirement	4,033	7,747	9,036
135 Compensation Insurance	757	1,059	776
136 Unemployment Insurance	87	70	57
137 Staff Training and Conferences	1,530	2,400	2,400
142 Food Allowance	190	400	400
<i>Subtotal</i>	<i>82,207</i>	<i>159,020</i>	<i>172,559</i>
Operating and Maintenance			
210 Office Supplies	7,031	2,500	4,930
216 Reference Books and Materials	68	100	100
217 Dues and Subscriptions	3,463	3,735	3,735
218 Non-Capital Equipment and Furniture	329	500	10,785
240 Equipment Repair and Maintenance	45	300	300
245 Mileage Allowance	-	100	100
246 Liability Insurance	1,028	1,097	958
250 Professional and Contracted Services	6,298	5,600	5,600
252 Advertising and Legal Notices	6,782	14,700	14,700
261 Telephone Charges	201	600	600
263 Postage	301	1,000	1,000
264 Printing and Copying	6,090	2,000	2,000
270 Administrative and Management Services	196,496	187,304	199,727
<i>Subtotal</i>	<i>228,131</i>	<i>219,536</i>	<i>244,535</i>
Non-Operating Expense			
927 Principal on Notes and Contracts	-	133,144	133,144
928 Interest Expense on Notes and Contracts	10,099	-	-
970 Transfers to Other Funds	11,092	9,826	17,834
<i>Subtotal</i>	<i>21,191</i>	<i>142,970</i>	<i>150,978</i>
SERVICE TOTAL	\$331,529	\$521,526	\$568,072

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:	2018 Budget	2019 Budget	2020 Budget
Golf Operations Manager	0.10	0.00	0.00
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	2.50	2.50

Service: Sunset Golf Course**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	77,545	131,002	134,496
112 Wages - Temporary	28,098	33,380	45,920
121 Wages - Overtime	3,153	1,846	1,846
126 Retirement Health Savings Plan	1,741	1,000	1,000
128 FICA	1,772	2,070	2,070
129 Medicare	1,679	2,384	2,434
131 MOPC	5,101	6,550	6,725
132 Employee Insurance	23,298	21,615	22,192
133 Employee Retirement	7,990	10,087	10,760
135 Compensation Insurance	17,248	15,489	14,414
136 Unemployment Insurance	99	92	67
141 Uniforms and Protective Clothing	54	760	760
<i>Subtotal</i>	<i>167,778</i>	<i>226,275</i>	<i>242,684</i>
Operating and Maintenance			
210 Office Supplies	2,689	3,520	3,520
218 Non-Capital Equipment and Furniture	1,352	3,000	3,000
222 Chemicals	12,160	12,000	12,000
232 Building Repair and Maintenance	30,792	-	-
240 Equipment Repair and Maintenance	-	23,600	23,600
246 Liability Insurance	5,062	5,160	4,741
247 Safety Expenses	768	600	600
249 Operating Leases and Rentals	8,710	11,280	11,280
250 Professional and Contracted Services	50,400	50,400	50,400
259 Licenses and Permits	-	200	200
260 Utilities	11,097	9,000	9,000
261 Telephone Charges	1,873	1,800	1,800
264 Printing and Copying	1,690	2,200	2,200
269 Other Services and Charges	11,759	10,500	10,500
273 Fleet Lease - Operating and Maintenance	14,873	16,219	8,126
274 Fleet Lease - Replacement	48,936	50,504	50,038
<i>Subtotal</i>	<i>202,159</i>	<i>199,983</i>	<i>191,005</i>
SERVICE TOTAL	\$369,938	\$426,258	\$433,689

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:	2018 Budget	2019 Budget	2020 Budget
Golf Operations Manager	0.10	0.00	0.00
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	3.50	3.50

Service: Twin Peaks Golf Course**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	166,427	195,839	201,059
112 Wages - Temporary	52,746	62,758	97,758
121 Wages - Overtime	2,085	2,834	2,834
126 Retirement Health Savings Plan	8,758	1,400	1,400
128 FICA	3,344	3,891	3,891
129 Medicare	2,992	3,750	3,825
131 MOPC	8,699	9,792	10,053
132 Employee Insurance	36,120	32,313	33,175
133 Employee Retirement	13,573	15,080	16,085
135 Compensation Insurance	17,924	16,190	15,036
136 Unemployment Insurance	143	137	101
141 Uniforms and Protective Clothing	865	1,400	1,400
<i>Subtotal</i>	<i>313,674</i>	<i>345,384</i>	<i>386,617</i>
Operating and Maintenance			
210 Office Supplies	11,129	13,720	13,720
218 Non-Capital Equipment and Furniture	4,111	4,000	4,000
222 Chemicals	24,519	27,000	27,000
232 Building Repair and Maintenance	95,788	-	-
240 Equipment Repair and Maintenance	-	62,110	62,110
246 Liability Insurance	7,681	7,496	14,739
247 Safety Expenses	1,940	1,400	1,400
249 Operating Leases and Rentals	22,270	26,160	26,160
250 Professional and Contracted Services	63,600	63,600	63,600
259 Licenses and Permits	(32)	200	200
260 Utilities	38,909	43,000	43,000
261 Telephone Charges	2,788	2,700	2,700
264 Printing and Copying	3,679	2,900	2,900
269 Other Services and Charges	24,030	16,500	16,500
274 Fleet Lease - Replacement	93,632	91,246	97,625
<i>Subtotal</i>	<i>415,257</i>	<i>379,651</i>	<i>392,612</i>
Capital Outlay			
440 <i>Machinery and Equipment</i>	-	48,000	-
<i>Subtotal</i>	-	48,000	-
SERVICE TOTAL	\$728,931	\$773,035	\$779,229

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:	2018 Budget	2019 Budget	2020 Budget
Golf Operations Manager	0.10	0.00	0.00
Golf Course Supervisor	1.00	1.00	1.00
Golf Course Equipment Mechanic	1.00	1.00	1.00
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	4.10	4.00	4.00

Service: Ute Creek Golf Course**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	252,401	228,257	234,340
112 Wages - Temporary	128,193	124,526	159,526
121 Wages - Overtime	2,658	2,834	2,834
122 Longevity Compensation	2,220	2,280	2,340
126 Retirement Health Savings Plan	2,323	1,600	1,600
128 FICA	7,975	7,721	7,721
129 Medicare	3,772	3,988	4,045
131 MOPC	11,364	11,413	11,717
132 Employee Insurance	39,782	37,662	38,666
133 Employee Retirement	17,889	17,576	18,747
135 Compensation Insurance	25,089	6,378	18,952
136 Unemployment Insurance	166	159	117
141 Uniforms and Protective Clothing	963	1,700	1,700
<i>Subtotal</i>	<i>494,795</i>	<i>446,094</i>	<i>502,305</i>
Operating and Maintenance			
210 Office Supplies	15,189	14,240	14,240
218 Non-Capital Equipment and Furniture	8,758	8,000	8,000
222 Chemicals	29,649	28,000	28,000
232 Building Repair and Maintenance	78,576	-	-
240 Equipment Repair and Maintenance	-	72,050	72,050
246 Liability Insurance	23,802	8,452	11,914
247 Safety Expenses	1,896	1,500	1,500
249 Operating Leases and Rentals	55,504	66,480	66,480
250 Professional and Contracted Services	70,969	70,800	70,800
259 Licenses and Permits	-	200	200
260 Utilities	46,969	51,000	51,000
261 Telephone Charges	1,890	3,240	3,240
264 Printing and Copying	2,666	2,600	2,600
269 Other Services and Charges	25,730	23,500	23,500
273 Fleet Lease - Operating and Maintenance	22,388	24,235	33,282
274 Fleet Lease - Replacement	103,158	136,017	136,000
<i>Subtotal</i>	<i>487,144</i>	<i>510,314</i>	<i>522,806</i>
SERVICE TOTAL	\$981,939	\$956,408	\$1,025,111

LIBRARY SERVICES FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	17	2,000	2,000
Operating and Maintenance	79,591	46,500	46,500
Non-Operating	18,091	20,500	20,500
Capital	12,000	-	-
TOTAL	\$ 109,699	\$ 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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
142 Food Allowance	17	2,000	2,000
<i>Subtotal</i>	17	2,000	2,000
Operating and Maintenance			
210 Office Supplies	34,102	-	-
211 Adult Books	1,225	11,500	11,500
212 Children's Books	17,282	7,000	7,000
215 Audiovisual Materials	-	5,000	5,000
216 Reference Books and Materials	2,468	11,000	11,000
218 Non-Capital Equipment and Furniture	1,309	-	-
250 Professional and Contracted Services	11,911	12,000	12,000
269 Other Services and Charges	11,294	-	-
<i>Subtotal</i>	79,591	46,500	46,500
Non-Operating Expense			
970 Transfers to Other Funds	18,091	20,500	20,500
<i>Subtotal</i>	18,091	20,500	20,500
Capital Outlay			
440 Machinery and Equipment	12,000	-	-
<i>Subtotal</i>	12,000	-	-
SERVICE TOTAL	\$109,699	\$69,000	\$69,000

LIBRARY SERVICES - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 178,611	\$ 162,925	\$ 157,699
COMMITTED WORKING CAPITAL	-	22,826	-
SOURCES OF FUNDS			
REVENUES			
Interest	1,336	600	1,000
Grants and Donations	75,914	71,000	73,000
Miscellaneous	16,763	15,000	15,000
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	94,013	86,600	89,000
EXPENSES BY BUDGET SERVICE			
Personal Services	17	2,000	2,000
Operating and Maintenance	79,591	46,500	46,500
Non-Operating	18,091	20,500	20,500
Capital	12,000	-	-
Total Operating Expenses	109,699	69,000	69,000
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENDITURES	109,699	69,000	69,000
ENDING WORKING CAPITAL	162,925	157,699	177,699
CONTRIBUTION TO/(FROM) RESERVES	\$ (15,686)	\$ 17,600	\$ 20,000

LODGERS' TAX FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	505,595	462,121	516,889
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 505,595	\$ 462,121	\$ 516,889

Fund Description

The Lodgers' Tax Revenue Fund was created for the purpose of promoting tourism, conventions, and related activities and acquiring related facilities. Ninety percent of the expense is paid to Visit Longmont, and the remaining amount is used to provide tourism grants to the community.

LINE ITEM BUDGET

	2017 Actual	2018 Budget	2019 Budget
Operating and Maintenance			
250 Professional and Contracted Services	505,595	462,121	516,889
<i>Subtotal</i>	<i>505,595</i>	<i>462,121</i>	<i>516,889</i>
SERVICE TOTAL	\$505,595	\$462,121	\$516,889

LODGERS' TAX FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 156,475	\$ 119,184	\$ 46,314
Committed Working Capital	-	72,870	-
SOURCES OF FUNDS			
REVENUES			
Taxes	467,209	462,121	516,889
Interest	1,095	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	468,304	462,121	516,889
EXPENDITURES			
Operating and Maintenance	505,595	462,121	516,889
Non-Operating	-	-	-
Capital	-	-	-
TOTAL EXPENDITURES	505,595	462,121	516,889
ENDING WORKING CAPITAL	119,184	46,314	46,314
CONTRIBUTION TO/(FROM) RESERVES	\$ (37,291)	\$ -	\$ -

LONGMONT URBAN RENEWAL FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	2,256,210	2,361,118	2,357,224
Capital	-	-	-
TOTAL	\$ 2,256,210	\$ 2,361,118	\$ 2,357,224

LONGMONT URBAN RENEWAL FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 6,923	\$ 6,917	\$ 6,917
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment	1,934,597	2,001,274	1,950,000
Sales Tax Increment	321,613	359,844	407,224
Interest	(6)	-	-
Transfers from Other Funds	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	2,256,204	2,361,118	2,357,224
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	2,256,210	2,361,118	2,357,224
Capital	-	-	-
TOTAL EXPENDITURES	2,256,210	2,361,118	2,357,224
ENDING WORKING CAPITAL	6,917	6,917	6,917
CONTRIBUTION TO/(FROM) RESERVES	\$ (6)	\$ -	\$ -

MUSEUM SERVICES FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	95,173	108,340	106,340
Operating and Maintenance	127,586	400,468	511,241
Non-Operating	-	-	-
Capital	88,573	-	-
TOTAL	\$ 311,332	\$ 508,808	\$ 617,581

Fund Description

The Museum Services Fund was created to receive funds donated or granted to the Longmont Museum. Additional revenues include programming fees. This fund administers expenses related to fee-based programs and special grants of the Longmont Museum.

MUSEUM SERVICES FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 133,816	\$ 124,588	\$ 60,301
Committed Working Capital	-	1,437	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	126,815	30,000	30,636
Charges for Services	125,069	337,204	119,900
Grants and Donations	44,380	25,500	124,494
Interest	2,275	754	754
Miscellaneous	3,567	2,500	1,200
Other Funds Transfer	-	-	308,877
Estimated Revenue Revision	-	-	-
Adjustment for GAAP Revenue	-	-	-
	-		
TOTAL FUNDS	302,106	395,958	585,861
EXPENSES BY BUDGET SERVICE			
Personal Services	95,173	108,340	106,340
Operating and Maintenance	127,586	400,468	511,241
Non-Operating	-	-	-
Capital Projects	88,573	-	-
Estimated Expense Revision	-	(50,000)	-
Adjustment for GAAP Expenses	2	-	-
TOTAL EXPENDITURES	311,334	458,808	617,581
ENDING WORKING CAPITAL	124,588	60,301	28,581
CONTRIBUTION TO/(FROM) RESERVES	\$ (9,228)	\$ (62,850)	\$ (31,720)

Service: Museum Services**SERVICE: Museum Services**

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Museum Program Leader	1.00	1.00	1.00
Registrar	0.00	0.00	0.25
Total	1.00	1.00	1.25

LINE ITEM BUDGET

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	58,706	58,157	70,833
112 Wages - Temporary	17,335	30,009	12,312
126 Retirement Health Savings Plan	499	400	499
128 FICA	1,075	1,861	763
129 Medicare	979	1,257	1,183
131 MOPC	2,935	2,833	3,463
132 Employee Insurance	8,787	9,350	11,426
133 Employee Retirement	4,519	4,363	5,540
135 Compensation Insurance	301	70	286
136 Unemployment Insurance	38	40	35
<i>Subtotal</i>	<i>95,173</i>	<i>108,340</i>	<i>106,340</i>
Operating and Maintenance			
210 Office Supplies	13,640	30,075	46,750
216 Reference Books and Materials	50	200	-
218 Non-Capital Equipment and Furniture	11,753	-	-
225 Freight	2,075	10,000	-
246 Liability Insurance	109	194	189
249 Operating Leases and Rentals	30,440	25,130	-
250 Professional and Contracted Services	67,779	95,800	115,275
252 Ads and Legal Notices	-	1,000	-
263 Postage	1,151	3,975	-
264 Printing and Copying	590	2,800	150
269 Other Services and Charges	-	20,990	40,000
270 Administrative Management Services	-	210,304	308,877
<i>Subtotal</i>	<i>127,586</i>	<i>400,468</i>	<i>511,241</i>
Capital Outlay			
431 Furniture and Fixtures	88,573	-	-
<i>Subtotal</i>	<i>88,573</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$311,332	\$508,808	\$617,581

MUSEUM TRUST FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	22,185	20,000	28,500
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 22,185	\$ 20,000	\$ 28,500

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

	2018 Actual	2019 Budget	2020 Budget
Operating and Maintenance			
210 Supplies	737	-	-
224 Resale Merchandise	16,335	20,000	20,000
250 Professional and Contracted Services	-	-	4,500
264 Printing Copying and Binding	-	-	4,000
269 Other Services and Charges	5,112	-	-
<i>Subtotal</i>	<i>22,185</i>	<i>20,000</i>	<i>28,500</i>
SERVICE TOTAL	\$22,185	\$20,000	\$28,500

MUSEUM TRUST FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 46,287	\$ 53,701	\$ 65,701
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Sales	26,040	30,000	28,500
Interest	849	-	-
Grants and Donations	2,000	2,000	-
Miscellaneous	710	-	-
Adjustment for GAAP Revenue	-	-	-
	-	-	-
TOTAL FUNDS	29,599	32,000	28,500
EXPENSES BY BUDGET SERVICE			
Personal Services	-	-	-
Operating and Maintenance	22,185	20,000	28,500
Non-Operating Expense	-	-	-
TOTAL EXPENDITURES	22,185	20,000	28,500
ENDING WORKING CAPITAL	53,701	65,701	65,701
CONTRIBUTION TO/(FROM) RESERVES	\$ 7,414	\$ 12,000	\$ -

OPEN SPACE FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	414,645	492,052	480,765
Operating and Maintenance	761,206	568,800	1,093,656
Non-Operating	4,176,926	2,743,508	2,710,513
Capital	9,051,511	3,827,353	483,026
TOTAL	\$ 14,404,288	\$ 7,631,713	\$ 4,767,960

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

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 7,148,452	\$ 9,172,634	\$ 3,284,280
Committed Working Capital	-	2,813,466	-
SOURCES OF FUNDS			
REVENUES			
Taxes	4,296,909	4,331,508	4,490,527
Intergovernmental Revenue	828,734	177,957	177,957
Developer Participation	-	-	-
Interest	234,579	13,940	80,462
Miscellaneous	888,591	55,000	55,000
Bond Proceeds	8,150,000	-	-
Other Funds Transfer	2,051,343	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	16,450,156	4,578,405	4,803,946
EXPENDITURES			
Personal Services	431,952	505,832	494,713
Operating and Maintenance	765,585	576,600	1,101,472
Non-Operating	4,176,926	2,743,508	2,710,513
Capital	9,051,511	3,827,353	483,026
TOTAL EXPENDITURES	14,425,974	7,653,293	4,789,724
ENDING WORKING CAPITAL	9,172,634	3,284,280	3,298,502
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,024,182	\$ (3,074,888)	\$ 14,222

2020 Budget

The following capital projects are funded in 2020. A detailed description for these projects is included in the 2020-2024 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

OPEN SPACE FUND PROJECTS	2020 Budget
PRO202 Montgomery Farms Land Acquisition	\$ 101,063
PRO205 Distel Property Acquisition	340,000
TOTAL	\$ 441,063

Service: Open Space and Trails

FUND: Open Space Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service includes the costs for administration, acquisition, improvement, maintenance and preservation of the City’s open space.

SERVICE: Open Space and Trails

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
PWNR Natural Resources Manager	0.35	0.35	0.35
Project Manager II	0.23	0.10	0.00
Project Manager/Volunteer Coordinator	0.00	0.25	0.25
Flood Recovery Manager	0.10	0.00	0.00
Land Program Administrator	0.90	0.90	0.90
Natural Resources Specialist	0.50	0.50	0.50
Natural Resources Technician	0.00	0.50	0.50
Natural Resources Analyst	0.00	0.00	0.15
Sr Civil Engineer	0.20	0.20	0.00
Neighborhood Resource Specialist	0.08	0.08	0.00
Construction Inspector	0.20	0.20	0.00
Volunteer Coordinator	0.13	0.00	0.00
Weed Technician	0.17	0.42	0.42
Grant Coordinator	0.00	0.00	0.09
Administrative Analyst	0.00	0.10	0.00
Executive Assistant	0.20	0.20	0.20
Total	3.06	3.80	3.36

Service: Open Space and Trails**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	254,707	311,452	284,121
112 Wages - Temporary	63,174	60,960	82,350
121 Wages - Overtime	1,568	500	500
123 Leave Expense	-	2,000	2,000
126 Retirement Health Savings Plan	1,970	1,520	1,344
128 FICA	3,965	3,780	3,780
129 Medicare	3,953	5,301	4,951
131 MOPC	12,679	15,226	14,023
132 Employee Insurance	41,965	50,242	46,277
133 Employee Retirement	19,514	23,445	22,437
135 Compensation Insurance	4,495	4,312	5,341
136 Unemployment Insurance	211	214	141
137 Staff Training and Conferences	1,655	7,600	7,800
141 Uniforms and Protective Clothing	4,083	4,900	5,100
142 Food Allowance	708	600	600
<i>Subtotal</i>	<i>414,645</i>	<i>492,052</i>	<i>480,765</i>
Operating and Maintenance			
210 Office Supplies	5,033	13,650	20,450
214 Pamphlets and Documents	-	300	300
216 Reference Books and Materials	665	1,000	1,000
217 Dues and Subscriptions	1,916	900	900
218 Non-Capital Equipment and Furniture	7,808	16,811	8,952
221 Parts	388	500	500
222 Chemicals	2,632	4,380	4,380
232 Building Repair and Maintenance	7,873	-	-
240 Equipment Repair and Maintenance	-	85,850	84,500
244 Assessments	18,988	-	-
246 Liability Insurance	2,122	2,208	4,143
247 Safety Expenses	1,028	900	900
249 Operating Leases and Rentals	-	1,400	51,400
250 Professional and Contracted Services	294,383	210,287	607,870
252 Advertising and Legal Notices	281	100	100
260 Utilities	912	-	-
261 Telephone Charges	3,392	4,592	4,592
263 Postage	56	300	300
264 Printing and Copying	465	2,170	1,500
269 Other Services and Charges	169,360	2,150	2,150
270 Administrative and Management Services	181,032	150,329	222,425
273 Fleet Lease - Operating and Maintenance	21,094	20,148	27,245
274 Fleet Lease - Replacement	41,779	50,825	50,049
<i>Subtotal</i>	<i>761,206</i>	<i>568,800</i>	<i>1,093,656</i>
Non-Operating Expense			
922 Interest - Current Bond Issues	940,314	1,337,621	1,140,064
923 Principal - Current Bond Issues	1,185,000	1,400,000	1,510,000
970 Transfers to Other Funds	2,051,613	5,887	60,449
<i>Subtotal</i>	<i>4,176,926</i>	<i>2,743,508</i>	<i>2,710,513</i>
Capital Outlay			
432 Vehicles	6,493	59,428	21,888
440 Machinery and Equipment	10,633	-	20,075
471 Land	8,224,725	-	-
<i>Subtotal</i>	<i>8,241,850</i>	<i>59,428</i>	<i>41,963</i>
SERVICE TOTAL	\$13,594,627	\$3,863,788	\$4,326,897

OPEN SPACE SANDSTONE RANCH FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	17,307	13,780	13,948
Operating and Maintenance	4,379	7,800	7,816
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 21,686	\$ 21,580	\$ 21,764

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 Sandstone Ranch**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
112 Wages - Temporary	16,077	12,800	12,800
128 FICA	997	794	794
129 Medicare	233	186	186
135 Compensation Insurance	-	-	168
<i>Subtotal</i>	<i>17,307</i>	<i>13,780</i>	<i>13,948</i>
Operating and Maintenance			
210 Office Supplies	2,071	5,500	5,500
218 Non-Capital Equipment and Furniture	248	-	-
246 Liability Insurance	-	-	16
250 Professional and Contracted Services	2,060	2,000	2,000
263 Postage	-	300	300
<i>Subtotal</i>	<i>4,379</i>	<i>7,800</i>	<i>7,816</i>
SERVICE TOTAL	\$21,686	\$21,580	\$21,764

PARK AND GREENWAY MAINTENANCE FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	139,020	75,000	75,000
Non-Operating	2,657	5,000	5,000
Capital - Non-Flood	2,567,476	834,151	836,131
Capital - Flood	826,778	-	-
TOTAL	\$ 3,535,931	\$ 914,151	\$ 916,131

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.

2020 Budget

The following capital project is funded in 2020. A detailed description for this project is included in the 2020-2024 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK AND GREENWAY MAINTENANCE FUND PROJECTS	2020 Budget
MAINTENANCE FEE PROJECTS	
PRO186 Park Infrastructure Rehab and Replacement	\$ 836,131
TOTAL	\$ 836,131

PARK AND GREENWAY MAINTENANCE FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL MAINTENANCE FEE	\$ 4,922,128	\$ 2,763,753	\$ 544,253
Committed Working Capital - Maintenance	-	1,000,996	-
Committed Working Capital - Flood	-	1,258,214	-
SOURCES OF FUNDS			
REVENUES			
Park and Greenway Maintenance Fee	966,503	953,438	967,838
Park and Greenway Maintenance Flood Fee	-	-	-
Intergovernmental Revenue - Flood	351,775	-	-
Interest - Maintenance	22,308	423	267
Interest - Flood	36,970	-	-
Miscellaneous	-	-	-
Miscellaneous - Flood	-	-	-
Insurance Proceeds - Flood	-	-	-
Transfer from Other Funds	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	1,377,556	953,861	968,105
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	139,020	75,000	75,000
Non-Operating	2,657	5,000	5,000
Non-Operating - Flood	-	-	-
Capital Projects - Maintenance	2,567,476	834,151	836,131
Capital Projects - Flood	826,778	-	-
TOTAL EXPENDITURES	3,535,931	914,151	916,131
ENDING WORKING CAPITAL MAINTENANCE FEE	2,763,753	544,253	596,227
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,158,375)	\$ 39,710	\$ 51,974

PARKS GRANTS AND DONATIONS FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	29,201	2,600	3,600
Non-Operating	-	-	-
Capital	-	600,600	-
TOTAL	\$ 29,201	\$ 603,200	\$ 3,600

Fund Description

The Parks Grants and Donations Fund was created to receive funds donated or granted to the City for development or improvement of parks.

PARKS GRANTS AND DONATIONS FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL MAINTENANCE FEE	\$ 620,012	\$ 666,096	\$ 71,796
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Grants and Donations	64,884	-	2,600
Miscellaneous	-	-	-
Interest	10,400	8,900	203
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	75,284	8,900	2,803
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	29,200	2,600	3,600
Non-Operating	-	-	-
Capital Projects	-	600,600	-
TOTAL EXPENDITURES	29,200	603,200	3,600
ENDING WORKING CAPITAL MAINTENANCE FEE	666,096	71,796	70,999
CONTRIBUTION TO/(FROM) RESERVES	\$ 46,084	\$ (594,300)	\$ (797)

PARK IMPROVEMENT FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	2,580	-	-
Non-Operating	-	-	-
Capital	678,085	2,062,240	3,276,983
TOTAL	\$ 680,665	\$ 2,062,240	\$ 3,276,983

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).

2020 Budget

The following capital projects are funded in 2020. Detailed descriptions for these projects are included in the 2020-2024 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK IMPROVEMENT FUND PROJECT	2020 Budget
PRO010 Union Reservoir Master Planned Improvements	\$ 580,683
PRO140 Fox Meadows Neighborhood Park	1,920,290
PRO202 Montgomery Farms Land Acquisition	776,010
TOTAL	\$ 3,276,983

PARK IMPROVEMENT FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 10,738,505	\$ 15,557,936	\$ 8,253,000
Committed Working Capital	-	7,378,959	-
SOURCES OF FUNDS			
REVENUES			
Building Permit Fees	5,235,706	2,113,000	2,113,000
Interest	231,499	23,263	38,423
Intergovernmental Revenue	32,891	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	5,500,096	2,136,263	2,151,423
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	2,580	-	-
Non-Operating	-	-	-
Capital Projects	678,085	2,062,240	3,276,983
Adjustment for GAAP Expense	-	-	-
TOTAL EXPENDITURES	680,665	2,062,240	3,276,983
ENDING WORKING CAPITAL	15,557,936	8,253,000	7,127,440
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,819,431	\$ 74,023	\$ (1,125,560)

PROBATION SERVICES FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	43,317	80,093	82,506
Operating and Maintenance	565	8,573	8,556
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 43,882	\$ 88,666	\$ 91,062

PROBATION SERVICES FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 104,121	\$ 103,696	\$ 55,930
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Court Surcharges	41,650	40,000	45,000
Interest	1,807	900	1,500
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	43,457	40,900	46,500
EXPENDITURES			
Personal Services	43,317	80,093	82,506
Operating and Maintenance	565	8,573	8,556
Non-Operating	-	-	-
Capital	-	-	-
TOTAL EXPENDITURES	43,882	88,666	91,062
ENDING WORKING CAPITAL	103,696	55,930	11,368
CONTRIBUTION TO/(FROM) RESERVES	\$ (425)	\$ (47,766)	\$ (44,562)

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	29,537	61,336	62,725
126 Retirement Health Savings Plan	216	400	400
129 Medicare	367	867	889
131 MOPC	1,477	2,988	3,067
132 Employee Insurance	9,362	9,813	9,991
133 Employee Retirement	2,274	4,603	4,905
135 Compensation Insurance	43	44	499
136 Unemployment Insurance	41	42	30
<i>Subtotal</i>	43,317	80,093	82,506
Operating and Maintenance			
240 Equipment Repair and Maintenance	150	300	300
246 Liability Insurance	415	422	405
250 Professional and Contracted Services	-	7,851	7,851
<i>Subtotal</i>	565	8,573	8,556
SERVICE TOTAL	\$43,882	\$88,666	\$91,062

SERVICE: Probation Services

	2017 Budget	2018 Budget	2019 Budget
Budgeted Positions:			
Probation Officer	1.00	1.00	1.00
Total	1.00	1.00	1.00

PUBLIC BUILDINGS CIF FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	51,465	-	-
Non-Operating	-	-	-
Capital	537,751	-	-
TOTAL	\$ 589,216	\$ -	\$ -

Fund Description

The Public Buildings Community Investment Fee Fund was created in 1993 to provide funding for acquiring, constructing and making capital improvements to public buildings and public building sites. The Public Buildings Community Investment Fee (CIF) is levied on all new construction (residential, commercial and industrial) within the city to provide a portion of the capital to meet the demand that new development creates for public facilities in excess of current levels of service (Longmont Municipal Code, Chapter 14.46). This fee was repealed in May 2016.

PUBLIC BUILDINGS CIF FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 1,300,381	\$ 728,977	\$ 13,989
Committed Working Capital	-	714,988	-
SOURCES OF FUNDS			
REVENUES			
Developer Participation	-	-	-
Interest	17,812	-	-
Miscellaneous	-	-	-
Estimated Revenue Revision	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	17,812	-	-
EXPENDITURES			
Non-Operating	-	-	-
Capital	537,751	-	-
TOTAL EXPENDITURES	589,216	-	-
ENDING WORKING CAPITAL	728,977	13,989	13,989
CONTRIBUTION TO/(FROM) RESERVES	\$ (571,404)	\$ -	\$ -

PUBLIC IMPROVEMENT FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	125,464
Operating and Maintenance	770,103	54,550	51,000
Non-Operating	6,579,923	3,186,150	2,639,048
Capital	3,788,768	3,463,514	6,649,193
TOTAL	\$ 11,138,794	\$ 6,704,214	\$ 9,464,705

Fund Description

The Public Improvement Fund was established to pay for capital construction projects that build, expand or improve buildings or other public facilities. Most of those facilities are under the direction of City departments in the General Fund, such as the Civic Center, the St. Vrain Memorial Building, the Senior Center, parks and pools. The major source of revenue to the Public Improvement Fund is a portion of the City's sales and use tax receipts. The City's total sales and use tax rate is 3.53%.

2020 Budget

Capital projects for 2020 are listed below. Detailed descriptions of each project are included in the 2020-2024 Capital Improvement Program. The following capital projects are funded in 2020:

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC IMPROVEMENT FUND PROJECTS

2020 Budget

PBF001 Municipal Buildings Roof Improvements	\$ 570,016
PBF002 Municipal Facilities ADA Improvements	728,650
PBF037 Fire Stations Improvements	40,000
PBF080 Municipal Buildings Boiler Replacement	78,543
PBF082 Municipal Buildings HVAC Replacement	636,203
PBF109 Municipal Facilities Parking Lot Rehabilitation	31,421
PBF119 Municipal Buildings Flooring Replacement	224,422
PBF145 Community Services Specialized Equipment	238,050
PBF160 Municipal Buildings Auto Door and Gate Replacement	15,000
PBF163 Municipal Buildings Keyless Entry	15,000
PBF165 Municipal Buildings Emergency Generators	143,262
PBF171 Memorial Building Facility Renovations	40,900
PBF178 Council Chambers Remodel	295,718
PBF181 Municipal Buildings UPS Repair and Replacement	18,150
PBF185 Longmont Recreation Center Facility Improvements	117,015
PBF186 Longmont Recreation Center Fitness Improvements	8,663
PBF189 Municipal Buildings Exterior Maintenance	15,000
PBF190 Municipal Buildings Interior Maintenance	18,000
PRO102 Swimming and Wading Pools Maintenance	248,372
PRO113 Park Irrigation Pump Systems Rehabilitation	80,000
PRO121 Park Ponds Dredging and Stabilization	45,050
PRO147 Kensington Park Rehabilitation	712,389
PRO186 Park Infrastructure Rehabilitation and Replacement	329,369
TRP131 1st and Main Transit Station Area Improvements	2,000,000
TOTAL	\$ 6,649,193

PUBLIC IMPROVEMENT FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 1,049,645	\$ 146,268	\$ 621,975
Committed Working Capital	-	32,825,365	-
SOURCES OF FUNDS			
REVENUES			
Taxes	6,356,829	6,443,286	6,674,706
Intergovernmental Revenue	-	-	-
Grants and Donations	-	-	-
Interest	119,101	40,000	168,464
Miscellaneous	6,269	-	-
Operating Transfers	3,753,218	697,000	2,000,000
Estimated Revenue Revision	-	32,825,000	-
TOTAL FUNDS	10,235,417	40,005,286	8,843,170
EXPENDITURES			
Personal Services	-	-	125,464
Operating and Maintenance	770,103	54,550	51,000
Non-Operating	6,579,923	3,186,150	2,639,048
Capital	3,788,768	3,463,514	6,649,193
TOTAL EXPENDITURES	11,138,794	6,704,214	9,464,705
ENDING WORKING CAPITAL	146,268	621,975	440
CONTRIBUTION TO/(FROM) RESERVES	\$ (903,377)	\$ 33,301,072	\$ (621,535)

SERVICE: Public Improvement Fund

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Sr Project Manager	0.00	0.00	1.00
Total	0.00	0.00	1.00

Service: Public Improvement Fund**LINE ITEM BUDGET**

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	-	-	95,469
126 Retirement Health Savings Plan	-	-	400
129 Medicare	-	-	1,384
131 MOPC	-	-	4,773
132 Employee Insurance	-	-	15,752
133 Employee Retirement	-	-	7,638
136 Unemployment Insurance	-	-	48
<i>Subtotal</i>	-	-	125,464
SERVICE TOTAL	\$-	\$-	\$125,464

SENIOR SERVICES FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	87,260	82,262	103,948
Operating and Maintenance	194,160	273,871	220,576
Non-Operating	26,085	24,586	-
Capital	40,119	-	-
TOTAL	\$ 347,623	\$ 380,719	\$ 324,524

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

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 246,237	\$ 219,465	\$ 177,546
COMMITTED WORKING CAPITAL	-	200	-
SOURCES OF FUNDS			
REVENUES			
Charge for Services	191,308	258,000	228,000
Interest	4,401	-	-
Miscellaneous	714	1,000	500
Grants and Donations	124,428	80,000	50,000
TOTAL FUNDS	320,851	339,000	278,500
EXPENDITURES			
Personal Services	87,260	82,262	103,948
Operating and Maintenance	194,160	273,871	220,576
Non-Operating	26,085	24,586	-
Capital	40,119	-	-
Total Operating Expenses	347,623	380,719	324,524
TOTAL EXPENDITURES	347,623	380,719	324,524
ENDING WORKING CAPITAL	219,465	177,546	131,522
CONTRIBUTION TO/(FROM) RESERVES	\$ (26,772)	\$ (41,719)	\$ (46,024)

Service: Senior Services Fund**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	30,851	33,547	51,552
112 Wages - Temporary	40,440	32,000	32,000
121 Overtime Wages	480	-	-
126 Retirement Health Savings Plan	200	200	300
128 FICA	2,558	1,984	1,984
129 Medicare	911	938	1,195
131 MOPC	1,526	1,634	2,520
132 Employee Insurance	4,828	5,394	8,314
133 Employee Retirement	2,350	2,518	4,030
135 Compensation Insurance	16	25	28
136 Unemployment Insurance	22	22	25
137 Staff Training and Conferences	3,077	4,000	2,000
<i>Subtotal</i>	<i>87,260</i>	<i>82,262</i>	<i>103,948</i>
Operating and Maintenance			
210 Office Supplies	56,126	65,550	46,350
217 Dues and Subscriptions	383	500	500
218 Non-Capital Equipment and Furniture	3,609	10,000	20,000
245 Mileage Allowance	-	400	400
246 Liability Insurance	39	575	578
247 Safety Expenses	-	50	50
250 Professional and Contracted Services	116,498	165,000	130,000
261 Telephone Charges	59	100	100
264 Printing and Copying	478	6,500	5,000
269 Other Services and Charges	327	2,500	500
273 Fleet Lease - Operating and Maintenance	3,339	9,394	3,796
274 Fleet Lease - Replacement	13,302	13,302	13,302
<i>Subtotal</i>	<i>194,160</i>	<i>273,871</i>	<i>220,576</i>
Non-Operating Expense			
970 Transfers to Other Funds	26,085	24,586	-
<i>Subtotal</i>	<i>26,085</i>	<i>24,586</i>	<i>-</i>
Capital Outlay			
440 Machinery and Equipment	25,120	-	-
<i>Subtotal</i>	<i>25,120</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$332,624	\$380,719	\$324,524

SERVICE: Senior Services Fund

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Marketing Coordinator	0.00	0.50	0.50
Seniors Resource Specialist	0.00	0.00	0.25
Total	0.00	0.50	0.75

STORM DRAINAGE FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	2,136,959	2,377,252	2,205,154
Operating and Maintenance	1,375,250	2,220,219	2,129,932
Non-Operating	1,909,561	2,703,840	3,034,614
Capital	7,048,588	1,975,186	698,172
TOTAL	\$ 12,470,358	\$ 9,276,497	\$ 8,067,872

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 seven budget services: Public Works and Natural Resources Director, Storm Drainage Engineering, Storm Drainage Maintenance, Storm Drainage Quality Laboratory, Construction Inspection, Regulatory Compliance, and Engineering/Survey Technical Services. Administration of this fund is provided by the Public Works and Natural Resources Department.

2020 Budget

The 2020 Budget includes \$664,461 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2020-2024 Capital Improvement Program. The following capital projects are funded in 2020:

CAPITAL IMPROVEMENT PROGRAM PROJECTS

STORM DRAINAGE FUND PROJECTS	2020 Budget
DRN021 Storm Drainage Rehabilitation and Improvements	\$ 376,750
DRN039 Resilient St Vrain Project	30,000
PBF082 Municipal Buildings HVAC Replacement	9,105
PBF109 Municipal Facilities Parking Lot Rehabilitation	5,606
PBF192 Operations & Maintenance Building/Site Improvement	202,000
PRO205 Tull & Distel Property Acquisition	41,000
TOTAL	\$ 664,461

STORM DRAINAGE FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 11,502,147	\$ 10,220,019	\$ 1,543,728
Committed Working Capital	-	6,844,894	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	7,168,808	7,146,200	7,398,100
Capital Investment Fee	665,135	277,800	286,274
Intergovernmental Revenue	2,020,525	-	-
Interest	221,828	15,500	9,200
Miscellaneous	126,468	5,600	5,600
Bond Proceeds	-	-	-
Transfer from Storm Drainage	1,000,706	-	-
Estimated Revenue Adjustment	-	-	-
TOTAL FUNDS	11,203,470	7,445,100	7,699,174
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utilities Director	1,763,632	2,120,139	2,355,713
Storm Drainage Engineering	1,509,206	1,594,826	1,654,115
Storm Drainage Maintenance	1,079,440	1,256,217	1,240,020
Storm Drainage Water Quality Lab	102,235	154,513	146,197
Storm Drainage Construction Inspection	146,317	133,253	138,648
Storm Drainage Regulatory Compliance	642,234	1,884,952	1,681,213
Storm Drainage Engineering/Survey Tech Services	179,668	176,606	187,505
CIP Projects	7,047,626	1,955,991	664,461
Total Operating Expenses	12,470,358	9,276,497	8,067,872
Adjustment for GAAP Expenses	15,240	-	-
TOTAL EXPENDITURES	12,485,598	9,276,497	8,067,872
ENDING WORKING CAPITAL	10,220,019	1,543,728	1,175,030
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,282,128)	\$ (1,831,397)	\$ (368,698)

Service: **Public Works and Natural Resources Deputy City Manager**

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Deputy City Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget, and effective supervision of personnel.

SERVICE: Public Works and Natural Resources Deputy City Manager

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Deputy City Manager	0.00	0.00	0.10
General Manager PW&NR	0.15	0.15	0.00
PWNR Business & Strategic Planning Manager	0.15	0.15	0.10
PWNR Communications Coord & Mktg Manager	0.15	0.15	0.10
Flood Recovery Manager	0.25	0.00	0.00
Multi Media/Marketing Specialist	0.25	0.25	0.25
PWNR Rate Analyst Manager	0.15	0.15	0.10
Natural Resources Analyst	0.00	0.00	0.21
Natural Resources Technician	0.00	0.25	0.25
Natural Resources Specialist	0.00	0.05	0.05
Sr Arborist Tech	0.00	0.25	0.25
Weed Technician	0.02	0.02	0.02
Business Analyst	0.15	0.15	0.10
Executive Assistant	0.15	0.15	0.10
Total	1.42	1.72	1.63

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	128,880	170,036	148,517
112 Wages - Temporary	95	9,360	9,360
121 Wages - Overtime	14	100	100
126 Retirement Health Savings Plan	1,871	588	552
128 FICA	6	-	580
129 Medicare	1,003	1,442	1,455
131 MOPC	5,751	6,568	5,669
132 Employee Insurance	19,409	21,677	18,706
133 Employee Retirement	14,970	10,117	9,070
135 Compensation Insurance	53	72	110
136 Unemployment Insurance	85	91	57
137 Staff Training and Conferences	3,188	826	1,126
142 Food Allowance	271	425	425
<i>Subtotal</i>	<i>175,595</i>	<i>221,302</i>	<i>195,727</i>
Operating and Maintenance			
210 Office Supplies	468	1,380	6,145
217 Dues and Subscriptions	400	80	510
218 Non-Capital Equipment and Furniture	1,882	1,653	1,402
222 Chemicals	88	180	-
240 Equipment Repair and Maintenance	1,608	4,595	5,500
245 Mileage Allowance	-	460	460
246 Liability Insurance	181	236	356
250 Professional and Contracted Services	4,908	187,730	104,290
252 Legal Notices and Advertising	51	50	600
261 Telephone Charges	139	-	-
263 Postage	-	830	-
264 Printing and Copying	17	1,700	1,450
269 Other Services and Charges	6,289	-	-
273 Fleet Lease - Operating and Maintenance	295	249	2,307
274 Fleet Lease - Replacement	865	863	2,408
<i>Subtotal</i>	<i>17,190</i>	<i>200,006</i>	<i>125,428</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	983,796	654,788	630,938
923 Bond Principal - Current	-	795,000	820,000
928 Interest - Notes and Contracts	(100,434)	-	-
970 Transfers to Other Funds	687,485	241,152	574,176
<i>Subtotal</i>	<i>1,570,847</i>	<i>1,690,940</i>	<i>2,025,114</i>
Capital Outlay			
432 Vehicles	-	5,750	9,444
440 Machinery and Equipment	-	2,141	-
<i>Subtotal</i>	<i>-</i>	<i>7,891</i>	<i>9,444</i>
SERVICE TOTAL	\$1,763,632	\$2,120,139	\$2,355,713

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Director of Engineering Services	0.35	0.35	0.15
PWNR Engineering Administrator	0.35	0.35	0.45
Senior Civil Engineer	1.95	1.95	1.75
Civil Engineer II	0.62	0.87	1.10
Construction Inspector	0.45	0.45	0.25
Environmental Project Specialist	0.10	0.10	0.10
Sr Project Manager	0.00	0.20	0.00
Project Manager II	0.59	0.39	0.25
Administrative Analyst	0.00	0.23	0.00
Administrative Assistant	0.12	0.12	0.12
Total	4.53	5.01	4.17

Service: Storm Drainage Engineering**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	423,565	484,587	425,483
112 Temporary Wages	18,130	28,500	23,500
115 One Time Payment	525	-	-
121 Wages - Overtime	2,020	-	-
122 Longevity Compensation	462	-	-
126 Retirement Health Savings Plan	12,035	2,004	1,668
128 FICA	914	465	155
129 Medicare	5,634	7,135	6,206
131 MOPC	22,264	24,228	21,274
132 Employee Insurance	79,216	79,909	70,160
133 Employee Retirement	56,259	37,314	34,038
135 Compensation Insurance	2,191	242	3,330
136 Unemployment Insurance	309	338	213
137 Staff Training and Conferences	6,608	6,000	7,000
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	302	200	300
<i>Subtotal</i>	<i>630,434</i>	<i>671,022</i>	<i>593,427</i>
Operating and Maintenance			
210 Office Supplies	303	5,550	3,050
216 Reference Books and Materials	48	100	100
217 Dues and Subscriptions	882	395	500
218 Non-Capital Equipment and Furniture	2,872	7,601	6,546
240 Equipment Repair and Maintenance	3,202	4,526	5,270
245 Mileage Allowance	-	50	50
246 Liability Insurance	976	2,419	1,740
247 Safety Expenses	-	100	100
250 Professional and Contracted Services	9,002	275,360	280,000
252 Advertising and Legal Notices	-	300	200
260 Utilities	1,389	-	1,300
261 Telephone Charges	1,825	1,870	1,870
263 Postage	42	200	100
264 Printing and Copying	-	375	175
269 Other Services and Charges	271	-	-
270 Administrative and Management Services	538,495	619,307	759,070
274 Fleet Lease - Replacement	-	4,894	-
<i>Subtotal</i>	<i>561,130</i>	<i>923,804</i>	<i>1,060,688</i>
Non-Operating Expense			
970 Transfers to Other Funds	317,642	-	-
<i>Subtotal</i>	<i>317,642</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$1,509,206	\$1,594,826	\$1,654,115

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:	2018 Budget	2019 Budget	2020 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	0.10	0.10	0.30
Utility/Streets Maintenance Supervisor	0.00	0.00	0.40
Utilities Maintenance Supervisor	0.60	0.60	0.00
Natural Resources Specialist	0.05	0.00	0.00
Operations Support Specialist	0.30	0.30	0.80
Water Utilities Technician Lead	0.75	0.75	0.75
Water Utilities Technician	0.80	1.80	1.80
Public Works Tech II	0.70	0.80	0.80
Public Works Tech I	0.80	0.80	0.30
Sr Arborist Technician	0.25	0.00	0.00
Administrative Supervisor	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	4.90	5.70	5.70

Service: Storm Drainage Maintenance and Repair**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	321,324	344,593	365,430
112 Wages - Temporary	25,285	46,250	46,250
115 One Time Payment	667	636	-
121 Wages - Overtime	6,500	5,000	5,000
123 Leave Expense	-	4,800	4,800
126 Retirement Health Savings Plan	4,370	2,280	2,280
128 FICA	1,560	2,868	2,868
129 Medicare	3,930	5,666	5,970
131 MOPC	14,015	17,213	18,271
132 Employee Insurance	49,589	56,754	60,222
133 Employee Retirement	35,282	26,507	29,233
135 Compensation Insurance	4,109	4,106	8,651
136 Unemployment Insurance	204	240	182
137 Staff Training and Conferences	1,215	2,750	2,750
141 Uniforms and Protective Clothing	3,184	3,044	3,044
142 Food Allowance	266	200	200
<i>Subtotal</i>	<i>471,500</i>	<i>522,907</i>	<i>555,151</i>
Operating and Maintenance			
210 Office Supplies	2,604	11,145	11,145
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	-	200	200
218 Non-Capital Equipment and Furniture	10,258	8,355	5,849
232 Building Repair and Maintenance	127,348	-	-
240 Equipment Repair and Maintenance	-	133,400	133,400
245 Mileage Allowance	-	200	200
246 Liability Insurance	12,368	12,570	17,462
247 Safety Expenses	2,629	5,000	5,000
249 Operating Leases and Rentals	-	7,000	7,000
250 Professional and Contracted Services	115,656	157,602	157,602
252 Advertising and Legal Notices	81	250	250
259 Licenses and Permits	1,437	2,000	2,000
260 Utilities	10,989	13,960	13,960
261 Telephone Charges	2,794	1,200	1,200
264 Printing and Copying	-	200	200
269 Other Services and Charges	31,537	29,450	29,450
273 Fleet Lease - Operating and Maintenance	75,556	139,077	68,411
274 Fleet Lease - Replacement	193,613	191,284	192,073
<i>Subtotal</i>	<i>586,868</i>	<i>713,093</i>	<i>645,602</i>
Non-Operating Expense			
950 Bad Debt	21,072	20,000	20,000
<i>Subtotal</i>	<i>21,072</i>	<i>20,000</i>	<i>20,000</i>
Capital Outlay			
432 Vehicles	-	-	2,550
440 Machinery and Equipment	-	217	16,717
<i>Subtotal</i>	<i>-</i>	<i>217</i>	<i>19,267</i>
SERVICE TOTAL	\$1,079,440	\$1,256,217	\$1,240,020

Service: **Storm Drainage Quality Laboratory**

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Storm Drainage Quality Laboratory

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Water Quality Lab Supervisor	0.10	0.10	0.10
Water Quality Analyst	0.30	0.30	0.30
Laboratory Tech II	0.10	0.40	0.40
Laboratory Tech	0.30	0.00	0.00
Office Assistant	0.05	0.05	0.05
Total	0.85	0.85	0.85

Service: Storm Drainage Quality Laboratory**LINE ITEM BUDGET**

Personal Services	2018 Actual	2019 Budget	2020 Budget
111 Salaries and Wages	52,773	57,255	58,778
112 Temporary Wages	935	6,240	8,000
115 One Time Payment	425	425	-
121 Overtime Pay	995	500	500
122 Longevity	204	350	108
126 Retirement Health Savings Plan	393	340	340
128 FICA	58	387	496
129 Medicare	590	894	941
131 MOPC	2,331	2,863	2,939
132 Employee Insurance	8,892	9,447	9,698
133 Employee Retirement	5,868	4,409	4,702
135 Compensation Insurance	-	-	459
136 Unemployment Insurance	40	38	29
137 Staff Training and Conferences	30	800	400
141 Uniforms and Protective Clothing	-	20	23
142 Food Allowance	-	10	10
<i>Subtotal</i>	<i>73,533</i>	<i>83,978</i>	<i>87,423</i>
Operating and Maintenance			
210 Office Supplies	7,328	13,415	13,250
216 Reference Books and Materials	38	120	60
217 Dues and Subscriptions	-	210	190
218 Non-Capital Equipment and Furniture	11,681	11,588	1,075
240 Equipment Repair and Maintenance	971	8,518	8,280
245 Mileage Allowance	245	-	-
246 Liability Insurance	-	-	78
247 Safety Expenses	-	184	100
250 Professional and Contracted Services	7,476	24,900	29,816
261 Telephone Charges	-	200	200
263 Postage	-	13	13
264 Printing, Copying and Binding	-	300	-
274 Fleet Lease - Replacement	-	-	712
<i>Subtotal</i>	<i>27,740</i>	<i>59,448</i>	<i>53,774</i>
Capital Outlay			
432 Vehicles	-	4,087	-
440 Machinery and Equipment	962	7,000	5,000
<i>Subtotal</i>	<i>962</i>	<i>11,087</i>	<i>5,000</i>
SERVICE TOTAL	\$102,235	\$154,513	\$146,197

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:	2018 Budget	2019 Budget	2020 Budget
Construction Inspection Supervisor	0.15	0.15	0.15
Senior Construction Inspector	0.30	0.30	0.30
Construction Inspector	0.60	0.60	0.60
Total	1.05	1.05	1.05

Service: Construction Inspection**LINE ITEM BUDGET**

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	81,547	72,775	76,056
112 Wages - Temporary	13,130	9,000	10,500
121 Wages - Overtime	6,596	9,000	9,000
122 Longevity Compensation	315	429	333
126 Retirement Health Savings Plan	554	420	420
128 FICA	890	558	651
129 Medicare	1,014	1,034	1,096
131 MOPC	3,586	3,639	3,803
132 Employee Insurance	11,776	12,006	12,549
133 Employee Retirement	9,028	5,604	6,084
135 Compensation Insurance	-	-	548
136 Unemployment Insurance	49	52	38
137 Staff Training and Conferences	-	600	600
141 Uniforms and Protective Clothing	-	60	105
<i>Subtotal</i>	<i>128,484</i>	<i>115,177</i>	<i>121,783</i>
Operating and Maintenance			
210 Office Supplies	660	900	1,050
216 Reference Books and Materials	-	30	30
217 Dues and Subscriptions	-	180	150
218 Non-Capital Equipment and Furniture	1,290	1,145	1,800
222 Chemicals	446	-	-
240 Equipment Repair and Maintenance	-	75	75
246 Liability Insurance	-	-	544
247 Safety Expenses	-	225	225
249 Operating Leases and Rentals	-	300	450
261 Telephone Charges	63	1,215	1,215
264 Printing and Copying	-	45	45
273 Fleet Lease - Operating and Maintenance	10,256	11,872	9,018
274 Fleet Lease - Replacement	5,119	2,089	2,263
<i>Subtotal</i>	<i>17,833</i>	<i>18,076</i>	<i>16,865</i>
SERVICE TOTAL	\$146,317	\$133,253	\$138,648

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Environmental Services Manager	0.40	0.40	0.35
Sustainability Coordinator	0.15	0.15	0.00
Neighborhood Resource Specialist	0.08	0.08	0.00
Industrial Pre-Treatment Coordinator	0.10	0.00	0.00
Engineering Technician	0.00	2.00	1.00
Stormwater Technician	0.00	0.00	1.00
Sr Civil Engineer	0.00	1.00	1.00
Civil Engineer II	1.65	0.30	0.20
Sustainability Specialist	0.00	0.10	0.00
Environmental Regulatory Specialist	1.95	1.00	1.00
Total	4.33	5.03	4.55

Service: Regulatory Compliance**LINE ITEM BUDGET**

Personal Services		2018 Actual	2019 Budget	2020 Budget
111	Salaries and Wages	347,571	407,934	343,944
112	Wages - Temporary	19,119	75,880	34,160
115	One Time Payment	3,012	3,375	1,500
121	Overtime Wages	147	-	-
122	Longevity Compensation	3,535	282	-
126	Retirement Health Savings Plan	12,097	2,012	1,820
128	FICA	588	2,063	2,118
129	Medicare	3,286	4,659	5,914
131	MOPC	16,296	20,355	18,610
132	Employee Insurance	59,903	67,168	61,412
133	Employee Retirement	41,027	31,345	29,775
135	Compensation Insurance	188	212	497
136	Unemployment Insurance	257	285	186
137	Staff Training and Conferences	5,632	9,300	4,200
142	Food Allowance	144	-	-
	<i>Subtotal</i>	<i>512,802</i>	<i>624,870</i>	<i>504,136</i>
Operating and Maintenance				
210	Office Supplies	1,842	2,377	1,100
216	Reference Books and Materials	283	240	200
217	Dues and Subscriptions	46,560	105,546	102,506
218	Non-Capital Equipment and Furniture	4,674	9,152	1,313
240	Equipment Repair and Maintenance	-	500	-
245	Mileage Allowance	-	600	600
246	Liability Insurance	932	1,023	942
247	Safety Expenses	-	1,200	1,200
250	Professional and Contracted Services	57,092	126,442	66,000
252	Ads and Legal Notices	448	-	-
259	Licenses and Permits	2,901	3,150	3,150
261	Telephone Charges	1,085	1,240	1,240
263	<i>Postage</i>	-	<i>1,000</i>	<i>500</i>
264	Printing and Copying	15	1,530	-
269	Other Services and Charges	-	2,034	34
273	Fleet Lease - Operating and Maintenance	8,944	6,491	4,136
274	Fleet Lease - Replacement	4,656	4,657	4,656
	<i>Subtotal</i>	<i>129,431</i>	<i>267,182</i>	<i>187,577</i>
Non-Operating Expense				
922	Interest - Current Bond Issue	-	282,900	254,500
923	Principal - Current Bond	-	710,000	735,000
	<i>Subtotal</i>	-	<i>992,900</i>	<i>989,500</i>
	SERVICE TOTAL	\$642,234	\$1,884,952	\$1,681,213

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:	2018 Budget	2019 Budget	2020 Budget
PWNR Tehcnical Services Manager	0.00	0.00	0.15
PWNR Technology/GIS Coordinator	0.15	0.15	0.00
Engineering and Survey Tech Supervisor	0.15	0.15	0.15
Lead GIS Analyst	0.15	0.15	0.15
Senior GIS Analyst	0.15	0.15	0.15
Technical Functional Analyst	0.00	0.00	0.15
PWNR Applications Support Analyst	0.15	0.15	0.00
GIS/Mapping Technician	0.15	0.15	0.15
Senior Engineering Technician	0.15	0.15	0.15
Engineering Technician	0.30	0.30	0.30
Total	1.35	1.35	1.35

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

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	109,102	103,167	108,289
121 Overtime Wages	-	250	250
126 Retirement Health Savings Plan	723	540	540
129 Medicare	1,203	1,496	1,570
131 MOPC	4,792	5,157	5,414
132 Employee Insurance	16,264	17,013	17,857
133 Employee Retirement	12,064	7,945	8,663
135 Compensation Insurance	-	-	2,125
136 Unemployment Insurance	68	73	54
137 Staff Training and Conferences	394	2,310	2,700
141 Uniforms and Protective Clothing	-	45	45
<i>Subtotal</i>	<i>144,610</i>	<i>137,996</i>	<i>147,507</i>
Operating and Maintenance			
210 Office Supplies	2,126	900	1,140
216 Reference Books and Materials	-	15	15
217 Dues and Subscriptions	1,374	1,450	233
218 Non-Capital Equipment and Furniture	1,185	983	2,858
240 Equipment Repair and Maintenance	25,529	26,361	25,062
246 Liability Insurance	-	-	228
247 Safety Expenses	11	200	150
250 Professional and Contracted Services	466	3,775	2,370
261 Telephone Charges	1,288	2,272	3,024
263 <i>Postage</i>	<i>11</i>	<i>-</i>	<i>-</i>
264 Printing and Copying	-	75	75
269 Other Services and Charges	75	-	-
273 Fleet Lease - Operating and Maintenance	1,855	1,682	2,801
274 Fleet Lease - Replacement	1,139	897	2,042
<i>Subtotal</i>	<i>35,058</i>	<i>38,610</i>	<i>39,998</i>
SERVICE TOTAL	\$179,668	\$176,606	\$187,505

SPECIAL RETAIL MARIJUANA TAX FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	137,000
Non-Operating	-	-	137,000
Capital	-	-	-
TOTAL	\$ -	\$ -	\$ 274,000

Fund Description

The Special Retail Marijuana Sales Tax Fund is for the collection of funds from the 3.0 percent of the price charged on the sale of retail marijuana and retail marijuana products. The funds will be used to pay the expenses of operating the City and for capital improvements. Per City Council direction, 50% of the amount collected from the tax will be transferred to the Affordable Housing Fund to address affordable housing issues in Longmont. The other 50% is currently unallocated pending Council direction.

SPECIAL RETAIL MARIJUANA TAX FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ -	\$ 9,400	\$ 9,400
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Taxes	9,399	-	274,000
Interest	1	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	9,400	-	274,000
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	-	-	137,000
Non-Operating	-	-	137,000
Capital	-	-	-
TOTAL EXPENDITURES	-	-	274,000
ENDING WORKING CAPITAL	9,400	9,400	9,400
CONTRIBUTION TO/(FROM) RESERVES	\$ 9,400	\$ -	-

SUSTAINABILITY FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	370,025
Operating and Maintenance	-	-	473,208
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ -	\$ -	\$ 843,233

Fund Description

The Sustainability Program is dedicated to achieving the City’s sustainability vision of becoming an engaged community that promotes environmental stewardship, economic vitality, and social equity to create a sustainable and thriving future for all. The Sustainability Program, with staffing and support provided through the Public Works and Natural Resources Department, oversees the use of this fund for the purpose of implementing the City’s Sustainability Plan and other sustainability-related efforts

SERVICE: Sustainability

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Economic Sustainability Specialist	0.00	0.00	0.75
Grant Coordinator	0.00	0.00	0.38
Neighborhood Resource Spec	0.00	0.00	0.50
Sustainability Program Manager	0.00	0.00	1.00
Water Conservation/Sustainability Specialist	0.00	0.00	0.50
Total	0.00	0.00	3.13

Service: Sustainability

LINE ITEM BUDGET

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	-	-	188,547
112 Temporary Wages	-	-	86,600
126 Retirement Health Savings Plan	-	-	1,252
128 FICA	-	-	5,369
129 Medicare	-	-	4,883
131 MOPC	-	-	12,507
132 Employee Insurance	-	-	41,233
133 Employee Retirement	-	-	20,010
136 Unemployment Insurance	-	-	124
137 Staff Training and Conferences	-	-	6,600
142 Food Allowance	-	-	2,900
<i>Subtotal</i>	-	-	370,025
Operating and Maintenance			
210 Office Supplies	-	-	6,600
216 Reference Books and Materials	-	-	200
217 Dues and Subscriptions	-	-	15,408
218 Non-Capital Equipment and Furniture	-	-	1,000
240 Equipment Repair and Maintenance	-	-	2,000
245 Mileage Allowance	-	-	500
250 Professional and Contracted Services	-	-	325,500
264 Printing and Copying	-	-	11,000
269 Other Services and Charges	-	-	111,000
<i>Subtotal</i>	-	-	473,208
SERVICE TOTAL	\$-	\$-	\$843,233

SUSTAINABILITY FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ -	\$ -	\$ -
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	-	-	120,000
Transfer From Funds	-	-	723,233
Interest	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	-	-	843,233
EXPENDITURES			
Personal Services	-	-	370,025
Operating and Maintenance	-	-	473,208
Non-Operating	-	-	-
Capital	-	-	-
TOTAL EXPENDITURES	-	-	843,233
ENDING WORKING CAPITAL	-	-	-
CONTRIBUTION TO/(FROM) RESERVES	\$ -	\$ -	\$ -

TRANSPORTATION CIF FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	611,555	-	-
Non-Operating	-	-	-
Capital	121,825	750,000	900,000
TOTAL	\$ 733,380	\$ 750,000	\$ 900,000

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

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 2,738,728	\$ 4,379,619	\$ 2,850,176
Committed Working Capital	-	1,581,623	-
SOURCES OF FUNDS			
REVENUES			
Street Improvement Fee	2,306,999	794,204	853,704
Interest	67,272	7,976	605
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	2,374,271	802,180	854,309
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	611,555	-	-
Non-Operating	-	-	-
Capital	121,825	750,000	900,000
TOTAL EXPENDITURES	733,380	750,000	900,000
ENDING WORKING CAPITAL	4,379,619	2,850,176	2,804,485
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,640,891	\$ 52,180	\$ (45,691)

2020 Budget

The 2020 Budget includes \$900,000 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2020-2024 Capital Improvement Program. The following capital projects are funded in 2020:

CAPITAL IMPROVEMENT PROGRAM PROJECTS

TRANSPORTATION COMMUNITY INVESTMENT FEE FUND PROJECT	2020 Budget
TRP011 Transportation System Management Program	\$ 200,000
TRP092 Boston Avenue Connection - Price To Martin	\$ 250,000
TRP120 Ken Pratt Blvd/SH119 Imprvmnt - S Pratt to Nelson	\$ 250,000
TRP122 Hover St Imprvmnt - Ken Pratt Blvd to Boston Ave	\$ 200,000
TOTAL	\$ 900,000

VILLAGE AT THE PEAKS FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	-	-	-
Operating and Maintenance	3,703	3,500	3,800
Non-Operating	2,129,605	2,130,435	2,173,410
Capital	-	-	-
TOTAL	\$ 2,133,308	\$ 2,133,935	\$ 2,177,210

Fund Description

The Village at the Peaks Fund was established for the purpose of identifying, accounting for and controlling all revenues and expenses attributable to the Twin Peaks Mall Urban Renewal Area, including the certificates of participation issuance, expenditures of certificates of participation funds, collection of special revenue for the payment of base rentals and additional rentals, if any, on certificates of participation.

VILLAGE AT THE PEAKS FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 1,441,446	\$ 1,378,318	\$ 1,377,351
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	248,502	245,651	250,000
Interest	26,792	-	30,000
Transfer from Other Funds	1,794,886	1,887,317	1,895,224
Estimated Revenue Revision	-	-	-
TOTAL FUNDS	2,070,180	2,132,968	2,175,224
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	3,703	3,500	3,800
Non-Operating	2,129,605	2,130,435	2,173,410
Capital	-	-	-
TOTAL EXPENDITURES	2,133,308	2,133,935	2,177,210
Estimated Revisions	-	-	-
ENDING WORKING CAPITAL	1,378,318	1,377,351	1,375,365
CONTRIBUTION TO/(FROM) RESERVES	\$ (63,128)	\$ (967)	\$ (1,986)

YOUTH SERVICES FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	111,230	88,004	88,891
Operating and Maintenance	222,700	32,867	7,110
Non-Operating	-	-	-
Capital	422,082	-	-
TOTAL	\$ 756,012	\$ 120,871	\$ 96,001

Fund Description

The Youth Services Fund was created to receive funds donated or granted to Longmont Youth Services. This fund administers expenses related to grants and special projects of Children and Youth Resources.

YOUTH SERVICES FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 283,659	\$ 348,280	\$ 101,825
COMMITTED WORKING CAPITAL	-	219,674	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	13,784	-	-
Grants and Donations	803,260	93,254	92,613
Interest	3,589	836	1,000
Miscellaneous	-	-	-
Transfer from Other Funds	-	-	-
Estimated Revenue Revisions	-	-	-
TOTAL FUNDS	820,633	94,090	93,613
EXPENDITURES			
Personal Services	111,230	88,004	88,891
Operating and Maintenance	222,700	32,867	7,110
Non-Operating	-	-	-
Capital	422,082	-	-
Total Operating Expenses	756,012	120,871	96,001
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENDITURES	756,012	120,871	96,001
ENDING WORKING CAPITAL	348,280	101,825	99,437
CONTRIBUTION TO/(FROM) RESERVES	\$ 64,621	\$ (26,781)	\$ (2,388)

SERVICE: Youth Services Fund

Budgeted Positions:	2018 Budget	2019 Budget	2020 Budget
Child/Youth/Family Counselor	1.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

	2018 Actual	2019 Budget	2020 Budget
Personal Services			
111 Salaries and Wages	30,970	66,991	67,318
112 Wages - Temporary	61,674	-	-
126 Retirement Health Savings Plan	-	400	400
128 FICA	3,516	-	-
129 Medicare Contribution	1,079	947	954
131 MOPC	1,033	3,265	3,291
132 Employee Insurance	10,176	10,578	10,859
133 Employee Retirement	1,592	5,028	5,265
135 Compensation Insurance	-	-	21
136 Unemployment	45	45	33
137 Staff Training and Conferences	1,145	750	750
<i>Subtotal</i>	<i>111,230</i>	<i>88,004</i>	<i>88,891</i>
Operating and Maintenance			
210 Office Supplies	1,737	5,250	5,250
218 Non Capital Equipment and Furniture	22,734	-	-
229 Materials and Supplies	166,226	-	-
230 Computer Equipment and Supplies	-	300	300
240 Repair and Maintenance	(6,691)	-	-
245 Mileage Allowance	373	-	-
246 Liability Insurance	-	-	60
250 Professional and Contracted Services	24,563	1,000	1,000
261 Telephone Charges	-	500	500
273 Fleet Lease - Operating and Maintenance	-	12,065	-
274 Fleet Lease - Replacement	13,758	13,752	-
<i>Subtotal</i>	<i>222,700</i>	<i>32,867</i>	<i>7,110</i>
SERVICE TOTAL	\$333,930	\$120,871	\$96,001

JUDICIAL WEDDING FEE FUND - Fund Summary

	2018 Actual	2019 Budget	2020 Budget
Personal Services	1,103	2,000	2,000
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,103	\$ 2,000	\$ 2,000

LINE ITEM BUDGET

		2018 Actual	2019 Budget	2020 Budget
Personal Services				
137	Staff Training and Conferences	1,103	2,000	2,000
	<i>Subtotal</i>	<i>1,103</i>	<i>2,000</i>	<i>2,000</i>
	SERVICE TOTAL	\$1,103	\$2,000	\$2,000

JUDICIAL WEDDING FEE FUND - Fund Statement

	2018 Actual	2019 Budget	2020 Budget
BEGINNING WORKING CAPITAL	\$ 6,850	\$ 9,489	\$ 8,989
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	3,600	1,500	3,000
Interest	142	-	-
TOTAL FUNDS	3,742	1,500	3,000
EXPENDITURES			
Personal Services	1,103	2,000	2,000
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
TOTAL EXPENDITURES	1,103	2,000	2,000
ENDING WORKING CAPITAL	9,489	8,989	9,989
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,639	\$ (500)	\$ 1,000

CAPITAL IMPROVEMENT PROGRAM

Since 1988, The City of Longmont has prepared a five-year Capital Improvement Program (CIP) as the first step in developing the annual operating budget. A capital project is defined as a new, replacement of, or improvements to infrastructure that has a minimum life expectancy of five years and a minimum cost of \$10,000. Among the financial policies adopted by the City Council, several pertain to the preparation, implementation, monitoring and financing of capital improvement projects. These include Maintenance of Capital Assets, Use of Long Term Debt, Debt Payment, Lease Purchase and Straight Lease of Capital Items, and Subdivider’s Escrow, as well as the entire CAPITAL IMPROVEMENT POLICIES section. Details on these and all other Financial Policies can be found under the Budget Process and Policies section of this document.

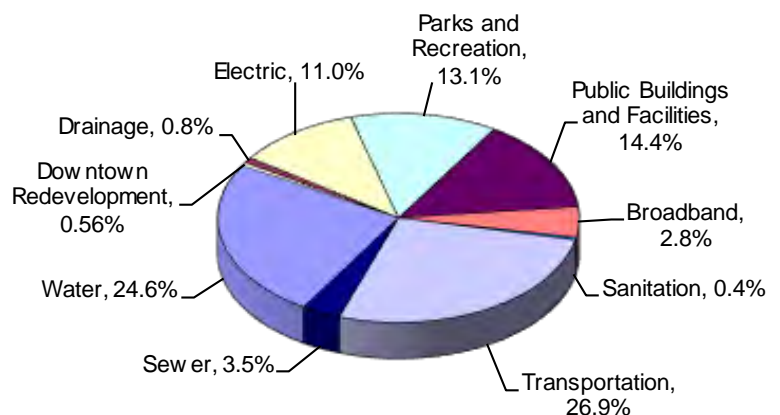
The annual Capital Improvement Program update began in March with a kickoff meeting and the distribution of a workbook containing a calendar of key CIP dates and instructions to be used in preparing the capital projects. The City’s CIP contains all capital projects that staff have identified and groups them by category into funded, partially funded and unfunded status. All projects, regardless of the funding status, are required to be updated. Updates include project description, project justification, project costs and operating impacts. It is important that project costs, especially those in the next budget year, be estimated as closely as possible to avoid having to request additional funds due to shortfalls. A draft document is then prepared and distributed to staff for review, and funding decisions are made.

After the CIP is finalized, the projects that are designated to be funded in 2020 are included in the City’s 2020 Operating Budget, and a 2020-2024 Capital Improvement Program document is created. CIP projects are grouped into the following categories:

- Downtown Redevelopment
- Drainage
- Electric
- Parks and Recreation
- Public Buildings and Facilities
- Broadband
- Sanitation
- Transportation
- Sewer
- Water

2020 CIP Expenditures by Project Category

Downtown Redevelopment	295,000
Drainage	436,750
Electric	5,768,000
Parks and Recreation	6,884,407
Public Buildings and Facilities	7,571,001
Broadband	2,464,480
Sanitation	202,000
Transportation	14,112,000
Sewer	1,825,000
Water	12,878,437
Total	52,437,075



Operating Budget Impact

CIP projects can affect the City's Operating Budget by increasing or decreasing expenditures, or by increasing revenues. Projects that replace or rehabilitate existing facilities, such as new water lines, may decrease the cost of maintaining the system. Projects that build completely new infrastructure, such as a new park or fire station, will almost always increase expenditures, since more staff will be needed to operate and maintain the new facility. A new facility like a recreation center will increase City revenues by offering a new service that will generate new fee-paying customers, but it also will increase the City's operating expenses. By timing the construction of new facilities to coincide with staff needs and training, operational impacts can be spread over a couple of years rather than impacting the budget all at once.

Projects that are financed using debt also will increase the operating budget by generating a debt service that must be paid off. The amount of required debt service relative to the size of the annual budget is an important indicator since debt service expenditures reduce the amount of funds available for other operating or capital uses. The City has used debt financing for major capital projects, but the majority of the projects included in this year's and prior years' CIPs are financed on a pay-as-you go basis using a variety of revenue sources such as sales and use tax, community investment fees, and developer participation, as well as some grants. The City's outstanding debt is well under the limit set by City Charter. Detailed debt service information can be found in the Exhibits section of this document.

Specific operating impacts of 2020 capital projects are below and in the accompanying table titled "2020-2024 Capital Improvement Funded Projects - Operating Costs."

Downtown Redevelopment Projects: The funded Downtown Redevelopment project is not expected to generate additional operating needs.

Drainage Projects: In 2008, 2014 and 2016 revenue bonds were issued to fund storm drainage projects. The annual principal and interest payment for 2020 is \$2,440,438, 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 has several projects that are ongoing maintenance of existing infrastructure that will not affect the 2020 operating budget. 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 2020. In 2010, revenue bonds were issued for the purchase of additional open space, and the annual principle and interest payment for 2020 of \$2,093,614 will be paid from the Open Space Fund.

Public Buildings and Facilities Projects: This category also has several projects that are ongoing maintenance of existing facilities that are not expected to impact the operating budget significantly, but which may, in fact, decrease operational needs. These projects are replacement of HVAC and boiler systems and upgrades to aging equipment. Budgets have not been reduced since the actual amount of savings is difficult to determine. In 2010, the City spent just under \$2.3 million on energy efficiency upgrades at five City facilities. The City has financed these upgrades over a 15-year period (2020 payment is \$328,078), and over this period it is estimated that the City will save \$3.9 million on utility bills and operating and maintenance costs.

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. 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 2020 is \$2,039,048. This debt is paid from the Public Improvement Fund.

Broadband Projects: There are five projects planned for 2020. The annual principle and interest payment for 2020 of \$4,454,551 will be paid from the Electric and Broadband Fund.

Sanitation Projects: There is one project planned for 2020. This project is not expected to have an operating budget impact.

Transportation Projects: Most of the projects planned in this category are multiyear road widening and rehabilitation projects that will not have any major impact to the operating budget in 2020.

Sewer Projects: Four sewer projects will be funded in 2020. In 2010, 2013, and 2015, the City issued bonds for improvements at the Wastewater Treatment Plant. Debt payment on these bonds for 2020 is \$3,575,970.

Water Projects: 2020 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 2020 cost for this loan is \$1,304,556.

Funded Projects by Category

	2020	2021	2022	2023	2024	2020-2024 Total
Downtown Redevelopment	295,000	10,000	30,000	-	-	335,000
Drainage	436,750	1,822,535	60,000	-	-	2,319,285
Electric	5,768,000	3,657,000	2,803,000	2,306,000	2,083,000	16,617,000
Parks and Recreation	6,884,407	5,341,949	8,785,904	8,734,560	8,599,594	38,346,414
Public Buildings and Facilities	7,571,001	6,518,320	3,473,447	2,531,994	5,521,337	25,616,099
Broadband	2,464,480	2,622,308	2,567,965	2,542,107	2,528,277	12,725,137
Sanitation	202,000	252,500	1,010,000	-	-	1,464,500
Transportation	14,112,000	16,466,723	10,995,000	9,468,000	11,355,000	62,396,723
Sewer	1,825,000	5,275,000	2,575,000	19,240,000	1,400,000	30,315,000
Water	12,878,437	25,514,110	2,177,060	10,257,100	1,971,190	52,797,897
Total	52,437,075	67,480,445	34,477,376	55,079,761	33,458,398	242,933,055

Funded Projects by Fund

	2020	2021	2022	2023	2024	2020-2024 Total
Airport	960,000	420,223	-	-	-	1,380,223
Conservation Trust	545,000	345,000	2,380,000	550,000	670,000	4,490,000
Downtown Parking	10,000	10,000	30,000	-	-	50,000
Electric and Broadband Fund	7,518,246	6,049,808	5,002,323	4,517,107	4,735,580	27,823,064
Electric CIF	1,200,000	377,000	388,000	331,000	308,000	2,604,000
Fleet	-	313,200	-	28,280	34,845	376,325
Golf	120,000	20,000	20,000	20,000	65,160	245,160
LDDA	2,250,000	-	-	-	-	2,250,000
Open Space	441,063	1,824,313	1,400,000	844,500	340,000	4,849,876
Open Space Bonds	-	-	-	-	-	-
Park Improvement	3,276,983	2,169,974	1,240,000	4,696,500	4,040,000	15,423,457
Park and Greenway	836,131	803,798	812,798	814,900	721,190	3,988,817
Public Buildings CIF	-	-	-	-	-	-
Parks Grants	-	-	-	-	-	-
Public Improvement	6,649,193	4,767,834	4,271,556	3,300,374	6,816,439	25,805,396
Public Safety	404,000	-	-	-	-	404,000
Sanitation	209,426	252,500	1,010,935	-	7,200	1,480,061
Sewer	2,103,852	2,647,550	2,646,422	12,695,500	1,452,395	21,545,719
Sewer Bonds	-	-	-	-	-	-
Sewer Construction	-	3,000,000	-	6,565,000	-	9,565,000
Storm Drainage	664,461	767,900	102,704	41,000	85,035	1,661,100
Storm Drainage - CDBG	-	-	-	-	-	-
Storm Drainage Bonds	-	-	-	-	-	-
Street	10,914,096	13,591,000	11,678,853	10,357,000	11,000,675	57,541,624
Transportation CIF	900,000	3,050,000	1,200,000	-	1,089,000	6,239,000
Water Acquisition	-	-	-	-	-	-
Water	9,872,824	15,362,575	2,193,285	10,218,100	1,992,379	39,639,163
Water Construction	3,561,800	11,707,770	100,500	100,500	100,500	15,571,070
Water Storage Fund	-	-	-	-	-	-
Total	52,437,075	67,480,445	34,477,376	55,079,761	33,458,398	242,933,055

2020-2024 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2020	2021	2022	2023	2024	5 Year Total	
Downtown Redevelopment projects								
DTR023	Downtown Parking Lot Improvements	Improvements to parking lots in the downtown area	10,000	10,000	30,000	-	-	50,000
DTR033	Wayfinding Gateways	Gateway Signage in Downtown Longmont	250,000	-	-	-	-	250,000
DTR034	Downtown Street Medians	Raising street medians	35,000	-	-	-	-	35,000
Total			295,000	10,000	30,000	-	-	335,000
Drainage projects								
DRN021	Storm Drainage Rehabilitation and Improvements	Minor storm sewer rehabilitation and improvements	376,750	-	-	-	-	376,750
DRN028	Spring Gulch #2 Drainage & Greenway Improvements	Design and construction of missing greenway and drainage connection along Spring Gulch.	-	1,762,535	-	-	-	1,762,535
DRN039	Resilient St Vrain Project	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.	60,000	60,000	60,000	-	-	180,000
Total			436,750	1,822,535	60,000	-	-	2,319,285
Electric projects								
ELE009	Electric Feeder Underground Conversion	Convert main feeder overhead lines to underground	343,000	-	-	-	-	343,000
ELE014	Electric System Capacity Increases	New main feeder extensions built as development generates a need to expand.	400,000	372,000	328,000	281,000	258,000	1,639,000
ELE016	Electric Substation Expansion	Expansion and enhancements to substations occur as a result of new business growth and development that require an increase in substation capacity.	800,000	-	50,000	50,000	50,000	950,000
ELE017	Electric Substation Upgrades	Improvements to County Line Road and Terry Street substations.	50,000	160,000	-	-	-	210,000
ELE044	Electric System Reliability Improvements	Enhance existing facilities through improved operating conditions and system reliability.	100,000	100,000	100,000	100,000	100,000	500,000
ELE097	Electric Aid to Construction	Installation or upgrades for residential and commercial customers.	3,550,000	2,500,000	1,800,000	1,600,000	1,400,000	10,850,000
ELE102	Electric System Rehabilitation and Improvements	Replacement of aging infrastructure	525,000	525,000	525,000	275,000	275,000	2,125,000
Total			5,768,000	3,657,000	2,803,000	2,306,000	2,083,000	16,617,000
Parks and Recreation projects								
PRO05B	St. Vrain Greenway	Multiphase trail corridor along the St Vrain River.	120,000	-	3,630,000	-	-	3,750,000
PRO010	Union Reservoir Master Planned Improvements	Development of loop trail on the west and south sides of Union reservoir	580,683	1,151,864	-	-	-	1,732,547
PRO049	Dry Creek Community Park	Improvement of existing features in the park	-	-	1,038,000	4,696,500	4,040,000	9,774,500
PRO083	Primary and Secondary Greenway Connection	Design and construction of sections of unfinished primary greenway.	425,000	911,200	1,060,000	1,569,500	970,000	4,935,700
PRO102	Swimming and Wading Pools Maintenance	Renovation, replacement and upkeep of the aquatics facilities.	248,372	608,720	547,208	438,100	438,340	2,280,740
PRO113	Park Irrigation Pump Systems Rehabilitation	Renovation of the park irrigation systems.	80,000	75,000	75,000	75,000	100,000	405,000
PRO121	Park Ponds Dredging and Stabilization	Sediment removal at select park ponds.	90,100	-	-	-	-	90,100
PRO136	Park Bridge Replacement Program	Replacement and repair of park, greenway, and trail bridges	-	36,000	227,000	-	-	263,000
PRO140	Fox Meadows Neighborhood Park	Fox Meadows Neighborhood Park construction costs	1,920,290	-	-	-	-	1,920,290

2020-2024 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category		Project Description	2020	2021	2022	2023	2024	5 Year Total
PRO146	Roosevelt Park Improvements	Redevelopment of Roosevelt park to complete the improvements started in 2001.	-	15,914	160,726	-	-	176,640
PRO147	Kensington Park Rehabilitation	Redevelopment of Kensington per the approved master plan.	712,389	-	-	-	-	712,389
PRO149	Bohn Farm Pocket Park	Development of small neighborhood park in the Bohn Farm Neighborhood.	-	239,600	-	-	-	239,600
PRO169	Golf Course Cart Path Improvements	Improvements to golf course cart path systems.	20,000	20,000	20,000	20,000	35,000	115,000
PRO184	Alta Park Master Planned Improvements	New restroom and lighting improvements at Alta Park	-	-	-	-	417,648	417,648
PRO186	Park Infrastructure Rehabilitation and Replacement	Renew aging park infrastructure.	1,165,500	784,078	974,116	1,251,800	1,132,850	5,308,344
PRO191	Golf Buildings & Golf Courses Rehab	Rehabilitation and repairs to golf course clubhouses and maintenance buildings.	100,000	-	-	-	-	100,000
PRO201	Dog Park #2 Relocation	Reallocation of dog park	-	-	306,854	91,160	920,756	1,318,770
PRO202	Montgomery Farms Land Acquisition	Land acquisition for a future community park.	877,073	877,073	-	-	-	1,754,146
PRO204	Pollinator Gardens	Converting areas within neighborhood parks, not being used by the public, to pollinator gardens	-	47,500	-	47,500	-	95,000
PRO205	Tull & Distel Property Acquisition	Land acquisition for the City's Open Space program	545,000	545,000	545,000	545,000	545,000	2,725,000
PRO206	Sisters Community Park	Transforming agricultural land into a temporary bike skills area	-	30,000	202,000	-	-	232,000
Total			6,884,407	5,341,949	8,785,904	8,734,560	8,599,594	38,346,414

Public Buildings and Facilities projects

PBF001	Municipal Buildings Roof Improvements	Roof replacement and repair at various City facilities based on annual evaluation.	954,616	411,220	362,980	518,172	580,554	2,827,542
PBF002	Municipal Facilities ADA Improvements	Improvements to City buildings for accessibility for the handicapped.	728,650	477,694	392,812	337,820	468,540	2,405,516
PBF037	Fire Stations Improvements	General improvements, maintenance and repairs at the City's fire stations.	40,000	40,000	40,000	40,000	40,000	200,000
PBF080	Municipal Buildings Boiler Replacement	Boiler replacement and repair at various City facilities based on annual evaluation.	78,543	273,003	471,736	144,794	460,964	1,429,040
PBF082	Municipal Buildings HVAC Replacement	HVAC replacement and repair at various City facilities based on annual evaluation.	705,956	378,639	720,567	614,717	980,330	3,400,209
PBF109	Municipal Facilities Parking Lot Rehabilitation	Overlay and restriping of parking lots at various City buildings and parks.	142,356	142,410	118,170	113,120	153,520	669,576
PBF119	Municipal Buildings Flooring Replacement	Carpet and flooring replacement at various City buildings based on industry standards and condition evaluations.	224,422	69,690	263,862	209,006	174,427	941,407
PBF145	Community Services Specialized Equipment	Scheduled replacement for a variety of recreational and customer service equipment.	238,050	511,630	511,720	430,390	444,400	2,136,190
PBF160	Municipal Buildings Auto Door and Gate Replacement	Replacement of powered and automatic doors and gates.	15,000	15,000	15,000	15,000	15,000	75,000
PBF163	Municipal Buildings Keyless Entry	Retrofit doors and gates throughout the City with keyless entry.	15,000	15,000	15,000	15,000	15,000	75,000
PBF165	Municipal Buildings Emergency Generators	Municipal Buildings Emergency Generators	143,262	964,625	-	-	-	1,107,887
PBF171	Memorial Building Facility Renovations	Renovations to restrooms at Memorial building.	40,900	-	-	-	-	40,900
PBF178	Council Chambers Remodel	New AV room and replacement of furniture in City Council Chambers.	295,718	-	-	-	-	295,718
PBF181	Municipal Buildings UPS Repair and Replacement	Repairs and replacement of existing UPS systems throughout the City.	18,150	15,000	28,750	18,975	19,800	100,675
PBF185	Longmont Recreation Center Facility Improvements	Repair Woodpecker damage to exterior of Rec Center.	117,015	-	-	-	-	117,015
PBF186	Longmont Recreation Center Fitness Improvements	Rehab of arcade/vending room to workspace for fitness and personal trainers.	8,663	369,909	-	-	-	378,572

2020-2024 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category		Project Description	2020	2021	2022	2023	2024	5 Year Total
PBF189	Municipal Buildings Exterior Maintenance	Repairs, updates or replacements to exterior of buildings to maintain integrity.	15,000	15,000	15,000	15,000	-	60,000
PBF190	Municipal Buildings Interior Maintenance	Repairs, updates or replacements to interior of buildings to maintain integrity.	18,000	18,000	18,000	18,000	-	72,000
PBF192	Operations & Maintenance Building/Site Improvement	Site evaluation and construction of facility for vehicle washing/storage and material storage.	1,348,700	2,801,500	411,300	42,000	-	4,603,500
PBF197	Safety & Justice Center Improvements	This project will accommodate growth within the existing building.	-	-	88,550	-	-	88,550
PBF200	Civic Center Rehabilitation	Foundational replacement or repairs at the Civic Center.	-	-	-	-	991,802	991,802
PBF202	Library Rehabilitation	Foundational replacement or repairs at the Library.	-	-	-	-	17,000	17,000
PBF205	Facilities Condition Assessments	Assessment of other facilities that may be in need of foundational rehab.	-	-	-	-	1,160,000	1,160,000
PBF212	Mag Chloride Secondary Containment at Public Works	Design and installation of secondary containment for the mag chloride tanks	19,000	-	-	-	-	19,000
PBF215	Coffman St Mixed Use Development Parking Garage	Replacement of parking lot with a structured parking facility	2,000,000	-	-	-	-	2,000,000
PBF220	Emergency Communications Center Expansion	Expansion of the Emergency Communication Center	404,000	-	-	-	-	404,000
Total			7,571,001	6,518,320	3,473,447	2,531,994	5,521,337	25,616,099
Sanitation projects								
SAN004	Waste Diversion Center Upgrades	Redevelop entry area to enhance security and customer access	202,000	252,500	1,010,000	-	-	1,464,500
Total			202,000	252,500	1,010,000	-	-	1,464,500
Broadband projects								
BRB002	Broadband Aid to Construction	Construction and installation for residential and commercial customers	30,000	30,000	30,000	30,000	30,000	150,000
BRB004	Broadband Fiber Construction & Installations	Installation to areas constructed after 2017, and areas of redevelopment	1,866,480	2,170,308	2,115,965	2,090,107	2,076,277	10,319,137
BRB005	Broadband Reliability Improvements	Equipment providing additional capacity	440,000	312,000	312,000	312,000	312,000	1,688,000
BRB006	Broadband Underground Conversion	Redevelopment of undergrounding lines	33,000	15,000	15,000	15,000	15,000	93,000
BRB007	Broadband System Rehabilitation and Improvements	Replacement of aging infrastructure	95,000	95,000	95,000	95,000	95,000	475,000
Total			2,464,480	2,622,308	2,567,965	2,542,107	2,528,277	12,725,137
Transportation projects								
TRP001	Street Rehabilitation Program	Ongoing component of the pavement management plan involving maintenance and rehabilitation of pavements.	5,994,000	5,924,000	7,270,000	7,633,000	8,016,000	34,837,000
TRP011	Transportation System Management Program	Ongoing replacement program to upgrade existing damaged or deteriorating distribution system.	1,533,000	1,175,000	875,000	475,000	950,000	5,008,000
TRP012	Vance Brand Airport Improvements	Various improvements and maintenance of existing infrastructure	960,000	420,223	-	-	-	1,380,223
TRP092	Boston Avenue Connection - Price To Martin	Improvements from S Pratt Pkwy to Price Road	300,000	2,500,000	-	-	-	2,800,000
TRP094	Railroad Quiet Zones	Construction of supplemental safety measures required to implement quiet zones along BNSF railroad	1,000,000	1,000,000	-	-	-	2,000,000
TRP098	State Highway 66 Improvements - Hover to US 287	Reconstruction and widening of State Highway 66	650,000	-	-	-	-	650,000
TRP105	Missing Sidewalks	Design and construct various gaps in the City's sidewalk system.	400,000	-	400,000	300,000	300,000	1,400,000
TRP118	Boston Avenue Bridge over St Vrain River	This project will replace the existing bridge with a longer bridge that has increased hydraulic capacity.	100,000	5,005,000	-	-	-	5,105,000

2020-2024 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2020	2021	2022	2023	2024	5 Year Total	
TRP119	3rd Avenue Westbound Bridge Rehabilitation	Rehab of concrete deck that is reaching the end of its life.	50,000	-	1,210,000	-	1,260,000	
TRP120	Ken Pratt Blvd/SH119 Imprvmnt - S Pratt to Nelson	This project would add capacity to the most important east/west corridor in the City.	250,000	-	1,200,000	-	1,450,000	
TRP121	Ken Pratt Blvd/SH119 Imprvmnt - Hover St Intersect	Intersection capacity improvements.	-	-	-	1,000,000	1,000,000	
TRP122	Hover St Imprvmnt - 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.	200,000	142,500	-	-	342,500	
TRP123	Nelson Rd Impr - Grandview Meadows Dr to Hover St	Project would provide traffic capacity improvements	-	250,000	-	-	1,089,000	
TRP131	1st and Main Transit Station Area Improvements	This project will implement the adpoted 2012 1st and Main Station Transit & Revitalization Plan	2,000,000	-	-	-	2,000,000	
TRP132	Enhanced Multi-Use Corridor Improvements	Improvements for various corridors that have been identified in the Enhanced Multi-Use Corridors Plan	75,000	50,000	40,000	60,000	225,000	
TRP135	Coffman St Busway Improvements	Design and construction of a dedicated, center-lane busway on Coffman Street	600,000	-	-	-	600,000	
Total			14,112,000	16,466,723	10,995,000	9,468,000	11,355,000	62,396,723

Sewer projects

SWR053	Sanitary Sewer Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the collection system.	900,000	1,000,000	900,000	900,000	900,000	4,600,000
SWR147	Infiltration/Inflow Investigation and Evaluation	Field investigation, flow monitoring and development of corrective repairs and improvements of infiltration and inflow problems in collection system	175,000	175,000	175,000	175,000	-	700,000
SWR153	WWTP Regulation 85 Improvements	Improvements to the wastewater treatment facility	-	3,000,000	-	16,665,000	-	19,665,000
SWR154	WWTP Miscellaneous Infrastructure Improvements	Improvements, repairs and rehabilitation of the wastewater treatment plant	750,000	1,100,000	1,500,000	1,500,000	500,000	5,350,000
Total			1,825,000	5,275,000	2,575,000	19,240,000	1,400,000	30,315,000

Water projects

WTR066	Water Distribution Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the distribution system.	1,644,420	1,733,840	1,818,410	1,742,170	1,725,690	8,664,530
WTR112	North St Vrain Pipeline Replacement	Replace/repair sections of the North St Vrain Pipeline	1,676,300	-	-	7,930,520	-	9,606,820
WTR137	Union Reservoir Land Acquisition Program	Acquisition of land adjacent to Union reservoir for existing and future uses of the reservoir.	50,000	50,000	50,000	50,000	50,000	250,000
WTR150	Automatic Meter Reading	The water utility is currently converting meters from analog to digital RF.	175,000	75,000	75,000	-	-	325,000
WTR155	Water Treatment Plant Improvements	Improvements at Nelson-Flanders and Wade Gaddis treatment plants.	100,000	200,000	100,000	100,000	100,000	600,000
WTR172	Windy Gap Firming Project	Participation in design & construction of one or more storage reservoirs to firm the Windy Gap water supply.	3,200,000	-	-	-	-	3,200,000
WTR173	Raw Water Irrigation Planning and Construction	System improvements for the delivery of raw water supplies to parks, open space and golf courses.	53,900	337,840	58,150	358,910	20,000	828,800
WTR179	Water System Oversizing	Developer reimbursements for oversizing water lines ahead of City's schedule.	50,500	50,500	50,500	50,500	50,500	252,500
WTR181	Raw Water Transmission Rehabilitation & Improvmnts	Addresses rehabilitation and improvements of raw water infrastructure and facilities.	853,200	738,660	-	-	-	1,591,860
WTR182	Flow Monitoring Program	Installation of State Engineers Office approved flow monitoring stations on raw water intake points.	250,000	25,000	25,000	25,000	25,000	350,000
WTR183	Price Park Tank Replacement	Design of tank to raise water pressure	810,000	10,646,000	-	-	-	11,456,000

2020-2024 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2020	2021	2022	2023	2024	5 Year Total	
WTR188	Regional Potable Water Interconnections	This project will include studies, planning, design, permitting and construction of regional potable water interconnections with adjacent water districts.	871,600	-	-	-	-	871,600
WTR189	Nelson-Flanders WTP	Nelson-Flanders WTP Expansion	3,143,517	11,607,270	-	-	-	14,750,787
WTR192	Price Park Transmission Line Rehabilitation	Reduce leakage on the existing water transmission lines that constitute the Price Park Water Transmission Line	-	50,000	-	-	-	50,000
Total			12,878,437	25,514,110	2,177,060	10,257,100	1,971,190	52,797,897
2020-2024 Funded Projects Totals			52,437,075	67,480,445	34,477,376	55,079,761	33,458,398	242,933,055

2020-2024 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2020	2021	2022	2023	2024	5 Year Total
Downtown Redevelopment projects							
DTR023	Downtown Parking Lot Improvements	No impact to operating budget.	-	-	-	-	-
DTR033	Wayfinding Gateways	No impact to operating budget.	-	-	-	-	-
DTR034	Downtown Street Medians	No impact to operating budget.	-	-	-	-	-
Total		-	-	-	-	-	-
Drainage projects							
DRN021	Storm Drainage Rehabilitation and Improvemets	No impact to operating budget.	-	-	-	-	-
DRN028	Spring Gulch #2 Drainage & Greenway Improvements	No impact to operating budget.	-	-	-	-	-
DRN039	St Vrain Channel Improvements	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	2,440,438	2,440,038	2,446,438	2,444,188	2,448,488	12,219,590
Total		2,440,438	2,440,038	2,446,438	2,444,188	2,448,488	12,219,590
Electric projects							
ELE009	Electric Feeder Underground Conversion	No impact to operating budget.	-	-	-	-	-
ELE014	Electric System Capacity Increases	No impact to operating budget.	-	-	-	-	-
ELE016	Electric Substation Expansion	No impact to operating budget.	-	-	-	-	-
ELE017	Electric Substation Upgrades	No impact to operating budget.	-	-	-	-	-
ELE044	Electric System Reliability Improvements	Potential impact to operating budget if NOT funded	-	-	-	-	-
ELE097	Electric Aid to Construction	No impact to operating budget.	-	-	-	-	-
ELE102	Electric System Rehabilitation and Improvements	No impact to operating budget.	-	-	-	-	-
Total		-	-	-	-	-	-
Parks and Recreation projects							
PRO05B	St Vrain Greenway	Staff and operating supplies to maintain greenway.	-	5,200	-	5,200	10,400
PRO010	Union Reservoir Master Planned Improvements	Staff and operating supplies to maintain improvements.	-	10,064	20,731	-	30,795
PRO049	Dry Creek Community Park	No impact to operating budget.	-	-	-	155,000	155,000
PRO083	Primary and Secondary Greenway Connection	Minimal impact to operating budget.	4,000	4,000	4,000	4,000	20,000
PRO102	Swimming and Wading Pools Maintenance	No impact to operating budget.	-	-	-	-	-
PRO113	Park Irrigation Pump Systems Rehabilitation	No impact to operating budget.	-	-	-	-	-
PRO121	Park Ponds Dredging and Stabilization	No impact to operating budget.	-	-	-	-	-
PRO136	Park Bridge Replacement Program	No impact to operating budget.	-	-	-	-	-
PRO140	Fox Meadows Neighborhood Park	Minimal impact to operating budget.	-	33,875	-	-	33,875
PRO146	Roosevelt Park Reconstruction	Minimal impact to operating budget.	-	-	-	1,534	1,534
PRO147	Kensington Park Rehabilitation	Minimal impact to operating budget.	-	4,363	-	-	4,363
PRO149	Bohn Farm Pocket Park	Minimal impact to operating budget.	-	-	5,000	-	5,000
PRO169	Golf Course Cart Path Improvements	No impact to operating budget.	-	-	-	-	-
PRO184	Alta Park Master Planned Improvements	Minimal impact to operating budget.	-	-	-	-	-
PRO186	Park Infrastructure Rehabilitation and Replacement	No impact to operating budget.	-	-	-	-	-
PRO191	Golf Buildings Rehabilitation	No impact to operating budget.	-	-	-	-	-
PRO201	Dog Park #2 Relocation	Minimal impact to operating budget.	-	9,000	-	-	9,000
PRO202	Montgomery Farms Land Acquisition	No impact to operating budget.	-	-	-	-	-
PRO204	Pollinator Gardens	Minimal impact to operating budget.	-	-	1,000	-	1,000
PRO205	Distel Property Acquisition	Minimal impact to operating budget.	-	-	-	-	-
PRO206	Sisters Community Park	Minimal impact to operating budget.	-	-	10,000	-	10,000
Debt	Debt payments for prior year's projects.	2,093,614	2,075,639	2,055,176	2,027,483	2,007,683	10,259,595
Total		2,097,614	2,142,141	2,095,907	2,038,217	2,166,683	10,540,562

2020-2024 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2020	2021	2022	2023	2024	5 Year Total	
Public Buildings and Facilities projects								
PBF001	Municipal Buildings Roof Improvements	No impact to operating budget.	-	-	-	-	-	
PBF002	Municipal Buildings ADA Improvements	No impact to operating budget.	-	-	-	-	-	
PBF037	Fire Stations Improvements	No impact to operating budget.	-	-	-	-	-	
PBF080	Municipal Buildings Boiler Replacement	No impact to operating budget.	-	-	-	-	-	
PBF082	Municipal Buildings HVAC Replacement	No impact to operating budget.	-	-	-	-	-	
PBF109	Municipal Facilities Parking Lot Rehabilitation	No impact to operating budget.	-	-	-	-	-	
PBF119	Municipal Buildings Flooring Replacement	No impact to operating budget.	-	-	-	-	-	
PBF145	Community Services Specialized Equipment	No impact to operating budget.	-	-	-	-	-	
PBF160	Municipal Buildings Auto Door and Gate Replacement	No impact to operating budget.	-	-	-	-	-	
PBF163	Municipal Buildings Keyless Entry	No impact to operating budget.	-	-	-	-	-	
PBF165	Municipal Buildings Emergency Generators	Generators will require semi-annual service	-	-	2,500	2,500	3,000	8,000
PBF171	Memorial Building Facility Renovations	No impact to operating budget.	-	-	-	-	-	
PBF178	Council Chambers Remodel	No impact to operating budget.	-	-	-	-	-	
PBF181	Municipal Buildings UPS Repair and Replacement	No impact to operating budget.	-	-	-	-	-	
PBF185	Longmont Recreation Center Facility Improvements	No impact to operating budget.	-	-	-	-	-	
PBF186	Longmont Recreation Center Fitness Improvements	No impact to operating budget.	-	-	-	-	-	
PBF189	Municipal Buildings Exterior Maintenance	No impact to operating budget.	-	-	-	-	-	
PBF190	Municipal Buildings Interior Maintenance	No impact to operating budget.	-	-	-	-	-	
PBF192	Operations & Maintenance Building/Site Improvements	No impact to operating budget.	-	-	-	-	-	
PBF197	Safety & Justice Center Improvements	No impact to operating budget.	-	-	-	-	-	
PBF200	Civic Center Rehabilitation	No impact to operating budget.	-	-	-	-	-	
PBF202	Library Rehabilitation	No impact to operating budget.	-	-	-	-	-	
PBF205	Facilities Condition Assessments	No impact to operating budget.	-	-	-	-	-	
PBF212	Mag Chloride Secondary Containment at Public Works	Minimal impact to operating budget.	-	30	30	30	-	90
PBF215	Coffman St Mixed Use Development Parking Garage	No impact to operating budget.	-	-	-	-	-	
PBF220	Emergency Communications Center Expansion	No impact to operating budget.	-	-	-	-	-	
Debt	Debt payments for prior year's projects.	2,039,048	2,042,050	2,037,550	2,040,800	2,041,300	10,200,748	
Lease	Fire Station lease payment.	350,000	-	-	-	-	350,000	
Lease	Energy performance contract lease payment.	328,078	328,078	328,078	328,078	328,078	1,640,390	
Savings	Energy performance contract savings.	(231,362)	(231,362)	(231,362)	(231,362)	(231,362)	(1,156,810)	
Total		2,485,764	2,138,796	2,136,796	2,140,046	2,141,016	10,208,838	

2020-2024 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2020	2021	2022	2023	2024	5 Year Total
Sanitation projects							
SAN004	Waste Diversion Center Upgrades	No impact to operating budget.	-	-	-	-	-
Total		-	-	-	-	-	-
Broadband projects							
BRB002	Broadband Aid to Construction	No impact to operating budget.	-	-	-	-	-
BRB004	Broadband Fiber Construction & Installations	No impact to operating budget.	-	-	-	-	-
BRB005	Broadband Reliability Improvements	No impact to operating budget.	-	-	-	-	-
BRB006	Broadband Underground Conversion	No impact to operating budget.	-	-	-	-	-
BRB007	Broadband System Rehabilitation and Improvements	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	4,454,551	4,453,901	4,456,001	4,452,201	4,445,101	22,261,755
Total		4,454,551	4,453,901	4,456,001	4,452,201	4,445,101	22,261,755
Transportation projects							
TRP001	Street Rehabilitation Program	No impact to operating budget.	-	-	-	-	-
TRP011	Transportation System Management Program	No impact to operating budget.	-	-	-	-	-
TRP012	Vance Brand Airport Improvements	Impacts to operating budget.	-	93,661	134,564	136,071	-
TRP092	Boston Avenue Connection - Price To Martin	No impact to operating budget.	-	-	-	-	-
TRP094	Railroad Quiet Zones	No impact to operating budget.	-	-	-	-	-
TRP098	State Highway 66 Improvements - Hover to US 287	No impact to operating budget.	-	-	-	-	-
TRP105	Missing Sidewalks	Minimal impact to operating budget.	-	-	-	-	-
TRP118	Boston Avenue Bridge over St Vrain River	No impact to operating budget.	-	-	-	-	-
TRP119	3rd Avenue Westbound Bridge Rehabilitation	No impact to operating budget.	-	-	-	-	-
TRP120	Ken Pratt Blvd/SH119 Imprvmnt - S Pratt to Nelson	No impact to operating budget.	-	-	-	-	-
TRP121	Ken Pratt Blvd/SH119 Imprvmnt - Hover St Intersect	No impact to operating budget.	-	-	-	-	-
TRP122	Hover St Imprvmnt - Ken Pratt Blvd to Boston Ave	No impact to operating budget.	-	-	-	-	-
TRP123	Nelson Rd Impr - Grandview Meadows Dr to Hover St	No impact to operating budget.	-	-	-	-	-
TRP131	1st and Main Transit Station Area Improvements	No impact to operating budget.	-	-	-	-	-
TRP132	Enhanced Multi-Use Corridor Improvements	No impact to operating budget.	-	-	-	-	-
TRP135	Coffman St Busway Improvements	No impact to operating budget.	-	-	-	-	-
Total		-	93,661	134,564	136,071	-	364,296
Sewer projects							
SWR053	Sanitary Sewer Rehabilitation and Improvements	Potential impact to operating budget if NOT funded.	-	-	-	-	-
SWR147	Infiltration/Inflow Investigation and Evaluation	No impact to operating budget.	-	-	-	-	-
SWR153	WWTP Regulation 85 Improvements	No impact to operating budget.	-	-	-	-	-
SWR154	WWTP Miscellaneous Infrastructure Improvements	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	3,575,970	3,591,260	3,580,770	3,575,820	3,570,895	17,894,715
Total		3,575,970	3,591,260	3,580,770	3,575,820	3,570,895	17,894,715

2020-2024 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Project Description	2020	2021	2022	2023	2024	5 Year Total
Water projects							
WTR066	Water Distribution Rehabilitation and Improvements	Potential impact to operating budget if NOT funded.	-	-	-	-	-
WTR112	North St Vrain Pipeline Replacement	No impact to operating budget.	-	-	-	-	-
WTR137	Union Reservoir Land Acquisition Program	No impact to operating budget.	-	-	-	-	-
WTR150	Automatic Meter Reading	No impact to operating budget.	-	-	-	-	-
WTR155	Water Treatment Plant Improvements	No impact to operating budget.	-	-	-	-	-
WTR172	Windy Gap Firming Project	No impact to operating budget.	-	-	-	-	-
WTR173	Raw Water Irrigation Planning and Construction	No impact to operating budget.	-	-	-	-	-
WTR179	Water System Oversizing	No impact to operating budget.	-	-	-	-	-
WTR181	Water Resources Infrastructure Improvements/Rehab	No impact to operating budget.	-	-	-	-	-
WTR182	Flow Monitoring Program	No impact to operating budget.	-	-	-	-	-
WTR183	Price Park Tank Replacement	No impact to operating budget.	-	-	-	-	-
WTR188	Regional Potable Water Interconnections	No impact to operating budget.	-	-	-	-	-
WTR189	Nelson-Flanders WTP Expansion	No impact to operating budget.	-	-	-	-	-
WTR192	Price Park Transmission Line Rehabilitation	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	1,304,556	1,288,846	1,302,328	1,330,395	-	5,226,125
Total		1,304,556	1,288,846	1,302,328	1,330,395	-	5,226,125
2020-2024 Funded Projects Totals		16,358,893	16,148,643	16,152,804	16,116,938	14,772,183	78,715,881

ORDINANCE O-2019-60

A BILL FOR AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF
LONGMONT FOR THE YEAR 2020

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

The annual budget for the City of Longmont for the year 2020, 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 \$353,906,708 and expenses in the amount of \$353,906,708, is hereby adopted as the official budget for the year 2020.

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 8th day of October, 2019.

Passed and adopted this 22nd day of October, 2019.


MAYOR

ATTEST:


CITY CLERK



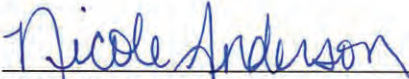
1 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
2 7:00 P.M. ON THE 22ND DAY OF OCTOBER, 2019, IN THE LONGMONT
3 COUNCIL CHAMBERS.
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6 APPROVED AS TO FORM:

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10 ASSISTANT CITY ATTORNEY

10/3/19

DATE

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14 PROOFREAD

10/3/19

DATE

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17 APPROVED AS TO FORM AND SUBSTANCE:

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20 _____
21 BUDGET MANAGER

10/3/19

DATE

22
23 CA File: 19-000488

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ORDINANCE O-2019-61

A BILL FOR AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENSES AND
LIABILITIES OF THE CITY OF LONGMONT FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2020

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, 2020, 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: \$91,658,951, 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: \$9,012,696, 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: \$2,926,101, 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: \$96,507,216, 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 electric and

1 broadband enterprise system.

2 ELECTRIC COMMUNITY INVESTMENT FEE FUND: \$1,200,000, 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: \$31,296,423, 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: \$6,408,107, for the purpose of making improvements
9 to the City's water enterprise system.

10 WATER ACQUISITION FUND: \$100,000, for the purpose of acquiring additional water
11 rights for the City as needed to support its water enterprise system.

12 RAW WATER STORAGE 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: \$16,906,600, for the maintenance, improvement and expansion of the
15 sewer enterprise system of the City of Longmont and for the compensation paid to employees of
16 the Sewer Department and for all other expenses of said department.

17 SEWER CONSTRUCTION FUND: \$519,962, 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: \$8,067,872, 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: \$1,362,423, for the purpose of paying any authorized expenditures for

the Vance Brand Municipal Airport as designated by the City Council of the City of Longmont, including compensation.

PUBLIC IMPROVEMENT FUND: \$9,464,705, for the purpose of paying the cost of any public improvements as designated by the City Council of the City of Longmont.

PROBATION SERVICES FUND: \$91,062, for the purposes of paying any authorized expenditures for municipal court probation services as designated by the City Council of the City of Longmont, including compensation.

JUDICIAL WEDDING FUND: \$2,000, for the purposes of paying any authorized expenditures for municipal court services as designated by the City Council of the City of Longmont.

COMMUNITY DEVELOPMENT BLOCK GRANT/HOME FUND: \$1,006,238, for the purpose of paying any authorized CDBG and HOME grant expenditures as designated by the City Council of the City of Longmont, including compensation.

AFFORDABLE HOUSING FUND: \$1,114,088, for the purposes of paying any authorized expenditures for affordable housing as designated by the City Council of the City of Longmont, including compensation.

DOWNTOWN PARKING FUND: \$91,851, for the purpose of paying any authorized expenditures for downtown parking as designated by the City Council of the City of Longmont.

STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND: \$21,963,181, for the purpose of paying any authorized expenditures for street system maintenance or improvements as designated by the City Council of the City of Longmont, including compensation.

YOUTH SERVICES FUND: \$96,001, for the purposes of paying any authorized expenditures for youth services as designated by the City Council of the City of Longmont.

1 LIBRARY SERVICES FUND: \$69,000, for the purposes of paying any authorized
2 expenditures for library services as designated by the City Council of the City of Longmont.

3 MUSEUM SERVICES FUND: \$617,581, for the purposes of paying any authorized
4 expenditures for museum services as designated by the City Council of the City of Longmont.

5 CALLAHAN HOUSE FUND: \$136,045, for the purpose of paying any authorized
6 expenditures for the Callahan House as designated by the City Council of the City of Longmont.

7 SENIOR SERVICES FUND: \$324,524, for the purposes of paying any authorized
8 expenditures for senior services as designated by the City Council of the City of Longmont.

9 ART IN PUBLIC PLACES FUND: \$303,435, for the purpose of paying any authorized
10 expenditures for art in public places as designated by the City Council of the City of Longmont.

11 PARK IMPROVEMENT FUND: \$3,276,983, for the acquisition and development of
12 additional parks in the City of Longmont as designated by the City Council of the City of
13 Longmont.

14 TRANSPORTATION COMMUNITY INVESTMENT FEE FUND: \$900,000, for the
15 purpose of transportation capital improvement projects related to growth, as designated by the City
16 Council of the City of Longmont.

17 PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND: \$0, for the purpose
18 of acquiring, constructing and making capital improvements to public buildings and public
19 building sites, as designated by the City Council of the City of Longmont.

20 OPEN SPACE FUND: \$4,789,724, for the purposes of paying any authorized expenditures
21 for open space as designated by the City Council of the City of Longmont, including compensation.

22 PUBLIC SAFETY FUND: \$15,195,250, for the purposes of paying any authorized
23 expenditures for public safety as designated by the City Council of the City of Longmont, including

1 compensation.

2 LODGERS TAX FUND: \$516,889, for the purposes of paying any authorized
3 expenditures for expanding tourism as designated by the City Council of the City of Longmont.

4 CONSERVATION TRUST FUND: \$757,397, for the acquisition, development and
5 maintenance of new conservation sites as designated by the City Council of the City of Longmont.

6 MUSEUM TRUST FUND: \$28,500, for the purposes of paying any authorized
7 expenditures for museum services as designated by the City Council of the City of Longmont.

8 GENERAL IMPROVEMENT DISTRICT #1 FUND: \$119,784, for the purpose of paying
9 any authorized expenditures for the General Improvement District #1 as designated by the City
10 Council of the City of Longmont.

11 DOWNTOWN DEVELOPMENT AUTHORITY FUND: \$6,846,487, for the purpose of
12 paying any authorized expenditures for the Downtown Development Authority as designated by
13 the City Council of the City of Longmont, including compensation.

14 FLEET SERVICE FUND: \$8,358,234, for the maintenance, operation and replacement of
15 the City of Longmont's fleet and for all other expenses, including compensation, of the fleet.

16 PARK AND GREENWAY MAINTENANCE FUND: \$916,131, for the maintenance,
17 operations, repair and renewal of city-owned parks, greenways and pools.

18 VILLAGE AT THE PEAKS FUND: \$2,177,210, for the purpose of paying any authorized
19 expenditures of tax increment revenues to pay the debt service on certificates of participation
20 issued to finance Village at the Peaks public improvements.

21 LONGMONT URBAN RENEWAL FUND: \$2,357,224, for the purpose of paying any
22 authorized expenditures of tax increment revenues of the Longmont Urban Renewal Authority.

23 PARKS GRANTS AND DONATIONS FUND: \$3,600, for the development or

1 improvement of parks.

2 UTILITY BILLING CUSTOMER INFORMATION SYSTEM FUND: \$5,300,000, for
3 acquisition, maintenance and operations of the customer information system, including
4 connection, disconnection, billing and payment of utility services.

5 SPECIAL RETAIL MARIJUANA TAX FUND: \$274,000, for the payment of the
6 expenses of operating the city and for capital improvements.

7 SUSTAINABILITY FUND: \$843,233, for funding and implementing sustainability
8 initiatives.

9 Section 2


10 The Council finds that every contract funded in this ordinance for charitable, industrial,
11 education, or benevolent purposes or with any denominational or sectarian institution or
12 association serves a public purpose.

13 Section 3

14 To the extent only that they conflict with this ordinance, the Council repeals any conflicting
15 ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity
16 of any part shall not affect the validity or effectiveness of the rest of this ordinance.

17 Introduced this 8th day of October, 2019.

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19 Passed and adopted this 22nd day of October, 2019.

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MAYOR 

ATTEST:



CITY CLERK



1 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
2 7:00 P.M. ON THE 22ND DAY OF OCTOBER, 2019, IN THE LONGMONT
3 COUNCIL CHAMBERS.

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5 APPROVED AS TO FORM:

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[Signature]
ASSISTANT CITY ATTORNEY

10/3/19
DATE

Nicole Anderson
PROOFREAD

10/3/19
DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Signature]
BUDGET MANAGER

10/3/19
DATE

CA File: 19-000494

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ORDINANCE O-2019-58

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
PERSONAL PROPERTY WITHIN THE CITY OF LONGMONT FOR THE YEAR 2019 TO
PAY BUDGETED CITY EXPENSES FOR THE 2020 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 2019, 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, 2020.

Section 2

All prior actions by the officers and staff of the City relating to the authorization and
certification of the City’s mill levy in this and each prior year are hereby ratified, approved, and
confirmed.

Section 3

To the extent only that they conflict with this ordinance, the Council repeals any
conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

Introduced this 8th day of October, 2019.

Passed and adopted this 22nd day of October, 2019.

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MAYOR



ATTEST:

[Handwritten Signature]

CITY CLERK

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 22ND DAY OF OCTOBER, 2019, IN THE LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:

[Handwritten Signature]

ASSISTANT CITY ATTORNEY

10/2/19

DATE

[Handwritten Signature]

PROOFREAD

10/1/19

DATE

APPROVED AS TO FORM AND SUBSTANCE:

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BUDGET MANAGER

10/1/19

DATE

CA file: 19-000488

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ORDINANCE-O-2019-59

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
PERSONAL PROPERTY WITHIN THE LONGMONT DOWNTOWN DEVELOPMENT
DISTRICT FOR THE YEAR 2019 TO PAY BUDGETED EXPENSES OF THE LONGMONT
DOWNTOWN DEVELOPMENT AUTHORITY FOR THE 2020 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 2019, 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, 2020.

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 8th day of October, 2019.

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3 Passed and adopted this 22nd day of October, 2019.

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9 MAYOR



10 ATTEST:


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12 _____
13 CITY CLERK

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17 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
18 7:00 P.M. ON THE 22ND DAY OF OCTOBER, 2019, IN THE LONGMONT
19 COUNCIL CHAMBERS.

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22 APPROVED AS TO FORM:

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26 ASSISTANT CITY ATTORNEY

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28 10/2/19
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APPROVED AS TO FORM AND SUBSTANCE:



BUDGET MANAGER

10/1/19

DATE

CA File: 19-000488

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RESOLUTION R-2019- 108

A RESOLUTION AMENDING THE FINANCIAL POLICIES OF THE CITY OF
LONGMONT FOR 2020

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 22, 2019, now before the Council. The Financial Policies adopted by this resolution shall become effective January 1, 2020.

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 22nd day of October, 2019.


MAYOR

ATTEST:


CITY CLERK




1 APPROVED AS TO FORM

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ASSISTANT CITY ATTORNEY

10/3/19
DATE


PROOFREAD

10/3/19
DATE

APPROVED AS TO FORM AND SUBSTANCE:


BUDGET MANAGER

10/3/19
DATE

CA File: 19-000488

RESOLUTION LGID 2019- 05

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 2020

BE IT RESOLVED, that the Board of Directors of Longmont General Improvement District No. 1 (the District) does hereby adopt the annual budget for the District for the fiscal year 2020 showing the: estimated beginning fund balance in the amount of \$159,221; estimated revenues in the amount of \$152,728; and estimated expenses in the amount of \$119,784.

Passed and adopted this 22nd day of October, 2019.

[Signature]
GENERAL IMPROVEMENT DISTRICT
PRESIDING OFFICER

ATTEST:

[Signature]
CITY CLERK



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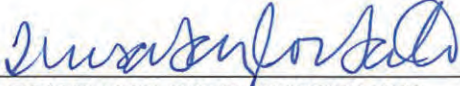
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APPROVED AS TO FORM

ASSISTANT CITY ATTORNEY

10/14/19
DATE


PROOFREAD

10/9/19
DATE

APPROVED AS TO FORM AND SUBSTANCE:


BUDGET MANAGER

10/9/19
DATE

CA File: 19-000488

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RESOLUTION LGID -2019- 04

A RESOLUTION FIXING AND LEVYING TAXES ON THE REAL AND PERSONAL PROPERTY WITHIN THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1 FOR THE YEAR 2019 TO PAY BUDGETED EXPENSES OF THE DISTRICT FOR THE 2020 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 2019, 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, 2020. All prior actions by the officers and staff of the City relating to the authorization and certification of the District’s mill levy in this and each prior year are hereby ratified, approved, and confirmed.

Passed and adopted this 22nd day of October, 2019.



GENERAL IMPROVEMENT DISTRICT
PRESIDING OFFICER

ATTEST:



CITY CLERK



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ASSISTANT CITY ATTORNEY

10/3/19
DATE


PROOFREAD

10/3/19
DATE

APPROVED AS TO FORM AND SUBSTANCE:


BUDGET MANAGER

10/3/19
DATE

CA File: 19-000488

RESOLUTION R-2019-115

A RESOLUTION OF THE LONGMONT CITY COUNCIL APPROVING THE CITY OF
LONGMONT 2020 FINAL CLASSIFICATION AND PAY PLAN

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, RESOLVES:

Section 1

The Council finds:

Section 3.04.080 of the Longmont Municipal Code requires City Council approval of the City's classification plan; and

Section 3.04.090 of the Longmont Municipal Code prohibits employment of any person to fill a position with any classification or pay range not included in the approved classification plan until the Council amends the plan to include such classification or pay range; and

Pursuant to sections 3.04.100 and 3.04.120 of the Longmont Municipal Code, the City Manager recommends the City of Longmont 2020 Final Classification and Pay Plan dated December 30, 2019 to the Council.


Section 2

Pursuant to sections 3.04.080, 3.04.100 and 3.04.120 of the Longmont Municipal Code, the Council approves the City Manager's proposed City of Longmont 2020 Final Classification and Pay Plan dated December 30, 2019, now before Council, effective as to each respective employee beginning December 30, 2019.

1 Section 3

2 The Council repeals all resolutions or parts of resolutions in conflict with this resolution,
3 but only to the extent of such inconsistency. The provisions of this resolution are severable, and
4 invalidity of any part shall not affect the validity or effectiveness of the rest of this resolution.

5 Passed and adopted this 12th day of November, 2019.

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MAYOR

13 ATTEST:

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17 CITY CLERK



20 APPROVED AS TO FORM

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24 ASSISTANT CITY ATTORNEY

22 11/5/19
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28 PROOFREAD

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35 ORIGINATING DEPARTMENT

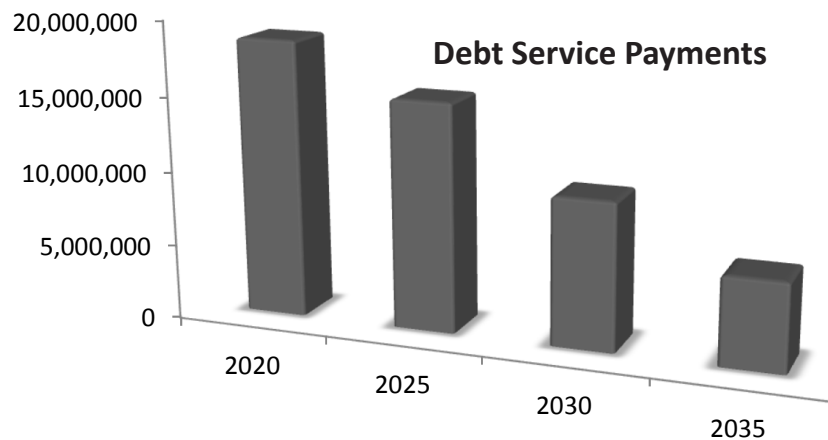
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36 CA File: 19-000514
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2020 Debt Service

The City’s 2020 debt service payments total \$18,638,036, which is 5.3% 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 ending 2018 was approximately \$12.876 billion. The 3% limitation equaled \$386,285,395. The City had no outstanding debt applicable to the debt limitation at the end of 2018. 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.

2020 Debt Service Payments by Fund

	Principal	Interest	Total Payment	Maturity Date
SEWER FUND				
Series 2010A & 2010 B Revenue Bonds	655,000	410,645	1,065,645	2030
Series 2013 Revenue Bonds	360,000	198,000	558,000	2032
Series 2015 Revenue Bonds	1,062,325	890,000	1,952,325	2035
WATER FUND				
2003 Series A Loan	1,127,756	176,800	1,304,556	2023
PUBLIC IMPROVEMENT FUND				
Series 2019 Revenue Bonds	605,000	1,434,048	2,039,048	2019
OPEN SPACE FUND				
Revenue Bonds	1,225,000	868,614	2,093,614	2033
Series 2018 Revenue Bonds	285,000	271,450	556,450	2033
STORM DRAINAGE FUND				
2014 Revenue Bonds	820,000	630,938	1,450,938	2034
Series 2016 Rev Refunding Bonds	735,000	254,500	989,500	2028
ELECTRIC AND BROADBAND FUND				
2014 Revenue Bonds	2,595,000	1,118,263	3,713,263	2029
2017 Revenue Bonds	545,000	196,288	741,288	2029
VILLAGE AT THE PEAKS FUND				
2014A Certificates of Participation	975,000	1,198,410	2,173,410	2037
TOTAL ALL FUNDS	10,990,081	7,647,955	18,638,036	

2020 Debt Service Payments by Fund

SEWER FUND

Series 2010A & 2010B Revenue Bonds (Maturity 2030)

Year	Principal	Interest	Total Payment
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 is eligible to receive an annual interest subsidy payment for these bonds. These bonds received a rating of AA from Standard and Poor's.

The **Series 2013 Sewer Revenue Bonds** for the amount of \$7,740,000 will be used for improvements at the wastewater treatment plant. The debt service will be paid from the Sewer Fund. This bond received a rating of AA from Standard and Poor's.

Series 2013 Revenue Bonds (Maturity 2032)

Year	Principal	Interest	Total Payment
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
2029	490,000	63,750	553,750
2030	510,000	49,050	559,050
2031	530,000	33,750	563,750
2032	550,000	17,188	567,188

Series 2015 Revenue Bonds (Maturity 2035)

Year	Principal	Interest	Total Payment
2020	890,000	1,062,325	1,952,325
2021	925,000	1,044,525	1,969,525
2022	975,000	998,275	1,973,275
2023	1,030,000	949,525	1,979,525
2024	1,090,000	898,025	1,988,025
2025	1,155,000	843,525	1,998,525
2026	1,225,000	785,775	2,010,775
2027	1,280,000	724,525	2,004,525
2028	1,330,000	660,525	1,990,525
2029	1,390,000	594,025	1,984,025
2030	1,455,000	552,325	2,007,325
2031	2,490,000	508,675	2,998,675
2032	2,585,000	427,750	3,012,750
2033	3,260,000	343,738	3,603,738
2034	3,390,000	237,788	3,627,788
2035	3,525,000	123,375	3,648,375

The **Series 2015 Sewer Revenue Bonds** for the amount of \$31,100,000 will be used for improvements at the wastewater treatment plant. The debt service will be paid from the Sewer Fund. This bond received a rating of AA from Standard and Poor's.

WATER FUND

2003 Series A Loan (Maturity 2023)

Year	Principal	Interest	Total Payment
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
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.

Series 2018 Revenue Bonds (Maturity 2033)

Year	Principal	Interest	Total Payment
2020	285,000	271,450	556,450
2021	315,000	260,050	575,050
2022	345,000	247,450	592,450
2023	390,000	233,650	623,650
2024	425,000	218,050	643,050
2025	465,000	201,050	666,050
2026	510,000	182,450	692,450
2027	545,000	162,050	707,050
2028	605,000	140,250	745,250
2029	670,000	122,100	792,100
2030	735,000	102,000	837,000
2031	815,000	79,950	894,950
2032	885,000	55,500	940,500
2033	965,000	28,950	993,950

The **Series 2018 Open Space Revenue Bonds** for the amount of \$8,150,000 will be used for the acquisition of and improvements for open space purposes. This bond received a rating of A from Standard and Poor's.

PUBLIC IMPROVEMENT FUND

Series 2019 Revenue Bonds (Maturity 2039)

Year	Principal	Interest	Total Payment
2020	605,000	1,434,048	2,039,048
2021	990,000	1,052,050	2,042,050
2022	1,035,000	1,002,550	2,037,550
2023	1,090,000	950,800	2,040,800
2024	1,145,000	896,300	2,041,300
2025	1,165,000	873,400	2,038,400
2026	1,225,000	815,150	2,040,150
2027	1,285,000	753,900	2,038,900
2028	1,350,000	689,650	2,039,650
2029	1,420,000	622,150	2,042,150
2030	1,475,000	565,350	2,040,350
2031	1,535,000	506,350	2,041,350
2032	1,595,000	444,950	2,039,950
2033	1,660,000	381,150	2,041,150
2034	1,710,000	331,350	2,041,350
2035	1,760,000	280,050	2,040,050
2036	1,810,000	227,250	2,037,250
2037	1,865,000	172,950	2,037,950
2038	1,920,000	117,000	2,037,000
2039	1,980,000	59,400	2,039,400

The **Series 2019 Sales and Use Tax Revenue Bonds** of \$28.62 million will fund the rehabilitation of and improvements to City buildings, fire station renovations, and Recreation facility improvements. This bond received a rating of AA+ from Standard and Poor’s.

STORM DRAINAGE FUND

The **Series 2014 Revenue Bonds** for the amount of \$20.50 million will be used for storm drainage projects. The debt service will be paid from the Storm Drainage Fund. This bond received a rating of AA from Standard and Poor’s.

Series 2014 Revenue Bonds (Maturity 2034)

Year	Principal	Interest	Total Payment
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

Series 2016 Revenue Bonds (Maturity 2028)

Year	Principal	Interest	Total Payment
2020	735,000	254,500	989,500
2021	765,000	225,100	990,100
2022	800,000	194,500	994,500
2023	830,000	162,500	992,500
2024	870,000	129,300	999,300
2025	905,000	94,500	999,500
2026	945,000	58,300	1,003,300
2027	975,000	39,400	1,014,400
2028	995,000	19,900	1,014,900

The **Series 2016 Revenue Refunding Bonds** for the amount of \$8,530,000 will be used for storm drainage projects. The debt service will be paid from the Storm Drainage Fund. This bond received a rating of AA by Standard and Poor’s.

ELECTRIC AND BROADBAND FUND

The **Series 2014 Revenue Bonds** for the amount of \$38.035 million will be used for a citywide fiber-to-premise build out. The debt service will be paid from the Electric and Broadband Fund. This bond received an insured rating of AA and an underlying rating of A from Standard and Poor’s.

Series 2017 Revenue Bonds (Maturity 2029)

Year	Principal	Interest	Total Payment
2020	545,000	196,288	741,288
2021	555,000	185,388	740,388
2022	575,000	168,738	743,738
2023	590,000	145,738	735,738
2024	610,000	122,138	732,138
2025	625,000	97,738	722,738
2026	645,000	72,738	717,738
2027	665,000	53,388	718,388
2028	685,000	38,424	723,424
2029	710,000	21,300	731,300

The **Series 2014A and Series 2014B Certificates of Participation** for the amount of \$29.5 million will be used to reimburse developer demolition and improvements in the Twin Peaks Urban Renewal Area.

2020 Lease-Purchase Payments by Fund

General Fund	
Energy Conservation Program Equipment	280,439
Public Safety Fund	
Fire Station #6 Lease	350,000
TOTAL ALL FUNDS	\$ 630,439

Series 2014 Revenue Bonds (Maturity 2029)

Year	Principal	Interest	Total Payment
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 2017 Revenue Bonds** for the amount of \$7.265 million will be used for completion of the community broadband network. The debt service will be paid from the Electric and Broadband Fund. This bond received an insured rating of AA and an underlying rating of A from Standard and Poor’s.

VILLAGE AT THE PEAKS FUND

Series 2014A & Series 2014B Certificates of Participation (Maturity 2037)

Year	Principal	Interest	Total Payment
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

BUDGET GLOSSARY

ACCRUAL BASIS OF ACCOUNTING: A method of accounting in which transactions are recorded at the time they occur, rather than when cash is received or disbursed. Revenues are recorded when earned and expenses are recorded when goods are received or services performed.

ADMINISTRATIVE TRANSFER FEE: A fee paid to the General Fund by all other City funds to pay for administrative services provided from the General Fund, such as personnel, legal, information services, accounting and general management services.

APPROPRIATION: Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes. Appropriations are made for fixed amounts by fund and are granted in the operating budget for a one-year period for all funds, except the Public Improvement Fund, where appropriations remain in force until the projects for which they were designated are completed.

AIPP: Art in Public Places

APPROPRIATION ORDINANCE: The official, legal authorization by City Council for the expenditure of funds.

ASSESSED VALUATION: A valuation set upon real or personal property that serves as the basis for levying property taxes. Assessed values in Longmont are established by the Boulder and Weld county assessor's offices. A percentage is applied to the appropriate market value in order to arrive at the assessed value. The percentage used depends on the type of property and is set periodically by the state legislature.

AUDIT: An examination of the City's financial records by an independent certified public accountant to determine the accuracy and validity of records and reports and the conformity of procedures to established policies. The General Accounting Standards Board (GASB) sets standards for financial reporting for units of government, which are referred to as Generally Accepted Accounting Principles (GAAP).

BALANCED BUDGET: A budget in which operating revenues are equal to or greater than operating expenditures. Fund balances are used as a revenue source in the General Fund to fund capital and one-time expenditures only.

BONDED DEBT: The portion of an issuer's total indebtedness represented by outstanding bonds.

BUDGET: The official written statement of the City's comprehensive financial program that is adopted annually by the City Council and consists of proposed expenditures for specified purposes and the proposed means to finance those expenditures.

BUDGET CALENDAR: The schedule followed by the City of Longmont during the preparation and adoption of the annual budget.

BUDGET MESSAGE: A general discussion of the budget that is presented as part of the budget document. The budget message explains principal budget issues within the context of the City's financial experience of recent years and presents the City Manager's recommendations.

BUDGETARY CONTROL: The standard practices established to monitor departmental compliance with approved budgets. The City's budgetary control practices include regular review of purchase orders and monthly reports of actual to budgeted expenses. Budgetary compliance is also one of the standards included in each director's performance review.

CAFR: Comprehensive Annual Financial Report.

CAMP: Capital Assets Maintenance Plan.

CAPITAL IMPROVEMENT PROGRAM (CIP): A planning document that presents the City's capital infrastructure needs for a five-year period. In Longmont, the CIP is revised every year. The first year of the CIP is included in that year's operating budget.

CAPITAL ITEM: Any single item that the City purchases with a value of \$5,000 or more and has an expected useful life of two years or more. Capital expenditures are listed in the 400 series of the line item budget.

CAPITAL OUTLAYS: Expenditures for the acquisition, construction or improvement of capital projects or for the acquisition of capital items.

CAPITAL PROJECT: New infrastructure (buildings, roads, parks, etc.) or replacement of, or improvements to, existing infrastructure that has a minimum life expectancy of five years and a minimum expense of \$10,000.

CAPITAL PROJECT FUND: Used to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those funded by proprietary funds). Longmont's capital project fund is the Public Improvement Fund. It is the only fund in which expenditures do not lapse at the end of the fiscal year.

CASH BASIS OF ACCOUNTING: A method of accounting in which transactions are recognized only when cash is received or disbursed.

CDBG: Community Development Block Grant.

COMMUNITY INVESTMENT FEE (CIF): A fee on new construction that is collected for the purpose of paying for growth-related infrastructure construction and improvements. The City of Longmont has established three community investment fees for transportation, public buildings and electric.

DEBT SERVICE: Payment of principal and interest on an obligation resulting from the issuance of bonds and notes according to a predetermined payment schedule.

DEPARTMENT: A major administrative section of the City government. Longmont has 10 departments: City Manager, City Attorney, Municipal Court, Shared Services, Finance, Power & Communications, Public Safety, Public Works & Natural Resources, Planning & Development Services, Community Services.

DEPRECIATION: The allocation of the cost of a tangible asset over its estimated useful life. The City does not budget for depreciation.

DIVISION: An administrative section within a department that performs a particular function. In Longmont, examples of divisions include the Accounting Division in the Finance Department, the Purchasing and Contracts Division in Shared Services Department, and the Library Division in the Community Services Department.

DUI: Driving under the influence.

ENTERPRISE FUND: A fund in which the services provided are financed and operated similarly to a private business. An enterprise fund is operated so that the costs (i.e., expenses, including depreciation) of providing goods or services to the public are financed or recovered primarily through user fees or charges. In Longmont, the enterprise funds include Airport, Golf, Electric, Water, Sewer, Sanitation, Storm Drainage, and Telecommunications funds.

EXPENDITURE: The actual outlay of funds from the City treasury.

EXPENSE: The cost of goods and services used in the process of providing City services.

FICA: Federal Insurance Contributions Act, a payroll tax that funds Social Security.

FISCAL YEAR: The twelve-month period designated in the City Charter that establishes the beginning and ending period for recording financial transactions. The fiscal year of the City of Longmont is January 1 to December 31.

FRANCHISE FEE: A fee charged for the privilege of using public rights-of-way and property within the City for public or private purposes. The City charges franchise fees to natural gas, telephone, cable television, electric, telecommunications and water, wastewater utilities.

FULL TIME EQUIVALENT (FTE) POSITIONS: All regular (non-temporary) positions in the City are calculated on the formula of working 52 weeks at 40 hours per week (2,080 hours). Position counts for budgetary purposes are based on the total number of hours worked rather than the number of individuals working those hours.

FUND: An accounting concept used to separate or subdivide the financial activity of a city for legal and managerial purposes. All financial activity of a municipality must be classified in relation to a fund. The City's budget consists of a general fund, special revenue funds, debt service fund, capital project funds, enterprise funds, internal service funds and fiduciary funds.

FUND BALANCE: The difference between the assets and liabilities of a particular fund.

GENERAL FUND: The general operating fund of the City that accounts for all financial resources whose use is not restricted to any specific purpose(s). Included in the General Fund are services such as Police, Fire, Parks, Recreation, Library, Finance, Human Resources and others.

GENERAL OBLIGATION BOND: A type of debt that is based on the full faith and credit pledge of a city to pay and is issued for the purpose of financing city obligations or debt over a long-term period. An unconditional promise (backed by the municipal taxing power) is made to pay the interest and retire the principal.

GFOA: Government Finance Officers Association.

GID: General Improvement District.

INFRASTRUCTURE: The physical assets of the City, such as streets, water and sewer lines, public buildings and parks.

INTERGOVERNMENTAL REVENUES: Revenue the City receives from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

INTERNAL SERVICE FUND: A fund used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the City or to other governments, on a cost-reimbursement basis. In Longmont, the Fleet Fund is an example of an internal service fund.

LAEC: Longmont Area Economic Council.

LCJP: Longmont Community Justice Partnership.

LDDA: Longmont Downtown Development Authority.

LEGI: Longmont Economic Gardening Initiative, a program whose purpose is to assist small businesses be successful by making available business-related databases, education and counseling.

LINE ITEM BUDGET: A budget in which expenditures are classified by detailed expense categories.

LPC: Longmont Power and Communications.

LSBA: Longmont Small Business Association.

LSO: Longmont Symphony Orchestra.

MILL LEVY: A percentage that is applied to the assessed value of real property to calculate the property tax. The general mill levy for the City of Longmont is 13.42 mills or 1.342 percent of assessed value.

MODIFIED ACCRUAL BASIS OF ACCOUNTING: A method of accounting in which revenues are recorded when earned, and expenses are recorded when the liability is incurred.

NON-OPERATING EXPENDITURES: A category of expenditures that does not include routine operations. Non-operating expenditures include debt service payments, transfers to other funds, and contingencies. They are listed in the 900 series of the line item budget.

NPDES: National Pollutant Discharge Elimination System.

OPERATING AND MAINTENANCE: A category of expenditures that includes routine operating expenses for items such as office supplies, safety expenses and utility payments. They are listed in the 200 series of the line item budget.

OPERATING BUDGET: The comprehensive financial and service plan of the City which, in its most basic form, consists of a listing of anticipated revenues and proposed expenditures for each function of government for the designated fiscal year. The budget contains appropriations for expenditures such as personnel, supplies, utilities, materials, training and capital. The budget also addresses issues such as service levels, departmental performance, expected costs, and the nature and anticipated amounts of all types of revenue.

ORDINANCE: A formal enactment of law by the City Council.

PERSONAL SERVICES: A category of expenditures that includes items such as salaries and wages, employee benefits and uniforms. They are listed in the 100 series of the line item budget.

PRPA: Platte River Power Authority.

RESERVE: The portion of a fund balance that is legally restricted to a specific future use or is not available for appropriation or expenditure.

RESOLUTION: A formal expression of opinion, will or intent passed by the City Council. Unlike an ordinance, a resolution does not have the force of law.

REVENUE: Funds that the government receives as income, such as tax payments, fees for providing specific services, receipts from other governments, fines, forfeitures, grants and interest income.

ROW: Right-of-way

SALES AND USE TAX: A tax imposed on the sale or use of all tangible personal property. The City's current sales and use tax rate is 3.53% and is allocated to the General Fund and the Public Improvement Fund (2.00 cents, allocation between funds set annually by City Council), Street Fund (0.75 cents), Public Improvement Fund (0.37 cents), Open Space Fund (0.20 cents), and Public Safety Fund (0.58 cents).

SERVICE: A specific function performed by the City. In reviewing this budget, it is important to distinguish between a service, a division and a department. Departments and divisions are administrative entities, while services represent actual functions performed by those entities. For example, the Planning & Development Services Department, which is organized into four divisions, performs services including issuing building permits (within the Development Services Division) and planning (within the Planning Division).

SPECIAL REVENUE FUND: A separate fund used to account for the proceeds of specific revenue sources that are legally restricted for specific expenditures. In Longmont, the Park Improvement Fund, the Street Improvement Fund, and the Art in Public Places Fund are all examples of special revenue funds.

TAX: Compulsory charges levied by a governmental unit for the purpose of raising revenue. Tax revenues are used to pay for services or improvements provided for the benefit of the general public. The City's primary sources of taxes are from property and sales.

USER FEES/CHARGES: The charges for services provided to users who benefit from using the service. The City's primary source of revenue from fees is user charges for utility services.