

## 2007 FINANCIAL POLICIES

Adopted by Resolution-2006-89 December 12, 2006

### REVENUE POLICIES

#### Types of Revenue Sources

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

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

#### Revenue Projections

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

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

#### Sales Tax Collections

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

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

#### Sales Tax Receipts

The 3.275 cent sales and use taxes charged and collected by the City shall be split in the following manner: General Fund (1.7 cents); Public Improvement Fund (0.3 cents); Street System Maintenance and Improvement Fund (0.75 cents); Open Space Sales Tax Fund (0.20 cents); and the Public Safety Sales Tax Fund (0.325 cent). 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.

*In the 2007 Budget, the allocation will remain at 1.7/0.3.*

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

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

*The 2007 Operating Budget includes fee increases for golf programs.*

#### Grants

The City will aggressively pursue all grant opportunities. However, before accepting any grants, the City will consider the current and future implications of both accepting and rejecting the monies. All grants will be presented to City Council for approval before the City accepts the proposed funding or asset(s).

*The City currently follows this policy when considering and accepting all grants.*

### **Gifts and Bequests**

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

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

### **Property Tax**

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

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

### **Entitlement Funds**

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

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

*The City currently follows this policy.*

### **Incremental Development Revenue**

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

*With the 2007 Budget there is a projection of 308 new dwelling units in 2007. As this is below the benchmark used for 2006 of 473 dwelling units the benchmark can now be lowered to 308 units. Therefore, in the 2007 budget there is no incremental development revenue but in future budgets any revenue from dwelling units in excess of 308 units will be considered to be incremental development*

revenue. In subsequent budgets the City will consider whether to lower the number of dwelling units considered as base ongoing revenue even further to minimize dependency on them to fund ongoing expenses

## OPERATING POLICIES

### **Balanced Budget**

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

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

### **Budget Control**

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

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

### **Expenditure and Revenue Reporting**

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

*The Finance Department prepares such a report every month.*

### **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 four years by the City Council.

*The City currently follows this policy. The Finance Department most recently put its contract for auditing services out to bid in 2005 for 2005-2008.*

### **Pension Funding**

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

*The budget shows the contributions to the Regular City Employees' Retirement Plan as a percentage of base wages and salaries in each budget service. Contributions to the Police and Fire Defined Benefit Retirement Plans are budgeted as dollar amounts, which represent each plan's annual cost. There is no unfunded actuarial liability for any of the three defined benefit plans.*

### **Performance Measurement**

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

*The City currently follows this policy.*

### **Fleet Maintenance, Repair and Replacement**

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

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

### **Capitalization**

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

*The City currently follows this policy.*

### **Maintenance of Capital Assets**

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

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

### **Human Service Agency Funding**

In order to provide a stable funding source to independent human service agencies which provide needed programs to Longmont residents, 1.6% of the General Fund's budgeted revenues will be allocated for this purpose.

*The 2007 Operating Budget includes \$903,030 for contracts for service with human service agencies.*

### **Longmont Cable Trust Funding**

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

*The 2007 Operating Budget includes \$137,500 for a contract for service with the Longmont Cable Trust.*

**Downtown Parking Funding**

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

*The City currently follows this policy.*

**Employee Pay**

The City of Longmont will strive to establish prevailing market ranges of pay for City positions. As a guideline when establishing pay ranges, any increase should not exceed the annual percentage increase in General Fund revenue.

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

**Property and Liability Self Insurance Fund**

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

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

**Medical/Dental Self Insurance Fund**

The City will maintain an insurance trust fund for the payment of health care costs under the terms of the plan document. This will include, but not be limited to, direct payments for claims, excess loss premiums, insurance premiums, administration and consulting fees. The City will follow a policy of fully funding the expected claims and required reserves of this 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. The City maintained such a fund for medical/dental claims and costs through 2006. The fund will continue for the purpose of dental, vision, long term disability costs and the run-out of 2006 medical claims. The City switched to a fully insured medical plan at 1/1/07 and the fund will no longer record payments for medical costs after 2006 run-out is complete.*

**Worker's Compensation**

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

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

**Collection Agency Relationship**

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

*The City's current contract is split between two local collection agencies for general collections and a non-local agency that specializes in library collections.*

**Obsolete Items**

Items in the Warehouse inventory that have not moved in two years, unless designated for use by departments, will be declared obsolete and discarded.

*The City currently follows this policy when budgeted monies are available.*

## FEES FOR SERVICE

**Recreation Fees**

Recreation fees will be established to obtain 70% self-support, excluding capital expenditures in excess of \$5,000, community events which are free to the public and youth enrichment programs that offer recreation activities as part of an overall effort to strengthen and improve life development skills as well as to provide supervised leisure activities during critical high-risk hours and/or within high-risk neighborhoods. These programs may be offered free or at reduced rates. Examples of youth enrichment programs include after school programs, dance clubs, recreational clubs and mobile recreation programs. Non-resident recreation participants will pay the regular program fees plus an additional 25% non-resident fee. Staff responds to requests for financial assistance from residents who cannot afford to pay program fees through the following financial assistance strategies: the Volunteer Investment Program, which provides credit of up to 25% of the cost of a program or activity in exchange for volunteer hours worked on communitywide, special events sponsored by the Recreation Division; partial fee waivers; vouchers to income-qualified families, which are distributed by selected service agencies; and group discounts.

*The City currently strives to follow this policy.*

**Senior Citizen Activity Fees**

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

*The City currently follows this policy.*

**Short Checks**

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

*The City currently follows this policy.*

**Building Codes**

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

*The City currently follows this policy.*

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

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

*The City currently follows this policy.*

## **INVESTMENT AND DEBT POLICIES**

#### **Investment Policy**

The City of Longmont adopted an investment policy by resolution in 1992, and updated that policy by resolution in 2002. 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. The investment policy will be presented to the City Council in 2006 to adopt changes required by recent changes to state statutes.*

#### **Banking Relationship**

Every three years, the City of Longmont will open its banking relationship for competitive bid to all commercial banks with a depository location within the City.

*The City opened its banking relationship for bid in 2005 and signed a three-year contract, through June 2008, for banking services.*

#### **Investment Philosophy**

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

*The City currently follows this policy.*

#### **Investment Vehicles**

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

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

*The City currently follows this policy.*

### **Analysis and Reporting of Cash Position and Yield**

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

*The City currently follows this policy.*

### **Use of Long Term Debt**

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

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

### **Debt Payment**

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

*The City currently follows this policy.*

### **Relationships with Rating Agencies**

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

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

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

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

*As of the end of 2005, the actual value of taxable property within the City totaled \$7.99 billion. The 3% limitation equaled \$239,813,710. The City had a total of \$7,470,000 in outstanding debt applicable to the debt limitation. The City is well under the 3% limitation stipulation. Further information can be found on page 29 of the City's 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 GO Civic Center Refunding bonds totaling \$9,335,000 in 2002 and Sales and Use Tax Revenue Refunding bonds totaling \$17,375,000 in 2006.*

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. The City issued \$2.6 million of tax increment revenue bonds for the Longmont Downtown Development Authority in 1998.*

### **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 Fund for public improvements earn interest comparable with other City money market rates. All funds deposited for a particular project and all interest earned by said funds will be applied only to that project.

*The City currently follows this policy.*

## **RESERVE POLICIES**

### **General Fund Reserve**

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

*The 2007 Operating Budget projects that the General Fund will end the year with an unreserved fund balance of \$4.53 million. Total 2007 expenses in the General Fund are budgeted at \$59,054,241. The projected fund balance represents 7.68 % of the General Fund's operating budget.*

### **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 2007 Operating Budget includes \$51,921 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 2007.*

**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 2007.*

**Electric Fund Reserve**

The Electric Fund will maintain an unappropriated reserve in its operating fund of at least 60 days operating and maintenance costs, excluding purchased power costs. To do this, appropriate rate studies will be developed and implemented.

*Based on current projections, the Electric Fund will meet the reserve requirement through 2007.*

**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 2007.*

**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 2007.*

**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 2007.*

**Emergency Reserve**

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

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

## **ADMINISTRATIVE AND FRANCHISE FEES**

### **Administrative Transfer Fee**

The administrative transfer fee is a payment from all enterprise funds 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."*

### **Street System Maintenance and Improvement Fund**

All revenues received by the City for the purpose of street 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 street, sidewalk and bikeway system. 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 Fund**

The City of Longmont Electric Utility Fund will pay the General Fund a 6% franchise fee. The fee will be 6% of actual annual revenues, excluding: contributions from the Electric Fund fund balance; Community Investment Fee revenues; revenue from Aid to Construction; Warehouse revenues; transfers from other funds to cover costs of reading water meters; revenue from the General Fund; and interest earnings.

*The City currently follows this policy. The Electric Franchise Fee for 2007 is \$2,625,264.*

### **Franchise Fee - Sewer Fund**

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

*The City currently follows this policy. The Wastewater Franchise Fee for 2007 is \$319,496.*

### **Payment in Lieu of Taxes and Franchise Fee - Telecommunications Fund**

The City of Longmont Telecommunications Utility Fund will pay the General Fund a 5% fee, which is in lieu of taxes or franchise fees. The fee will be 5% of the prior year's actual gross revenues, excluding: contributions from the Telecommunications Fund fund balance; loans and grants from other governmental agencies; revenue from Aid to Construction; revenue from the General Fund; and interest earnings.

*The City currently follows this policy. The Telecommunications Fee for 2006 is \$5,174.*

## ENTERPRISE FUNDS

### Utility Rates

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

*The City currently follows this policy.*

### Utility Rate Studies

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

*The City currently follows this policy. The most recent rate study for the Water and Sewer Funds was completed in 2001. The most recent rate study for the Electric Fund was completed in 2003 and the Telecommunications Fund in 2004. Rate study for dark fiber was completed in 1998 and the most recent study for bandwidth was completed in 2003. The most recent rate study for the Storm Drainage Fund was completed in 2005 and included both the user fee and the development fee. In 1998 a comprehensive rate study was completed for the Sanitation Fund which is updated annually by staff.*

### Lighting and Traffic Signals

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

*The City currently follows this policy.*

### Water Service to City Facilities

The cost of providing water service to City of Longmont facilities shall be considered an expense of the Water Fund. This expense shall be recovered through the water rates.

*The City currently follows this policy.*

### Sewer Service to City Facilities

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

*The City currently follows this policy.*

### Electric Service to City Facilities

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

*The City currently follows this policy.*

**Telecommunication Service to City Facilities**

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

*The City currently follows this policy.*

**Sanitation Service to City Facilities**

The cost of providing trash removal services to City of Longmont facilities within the City shall be considered an expense of the Sanitation Fund. This expense shall be recovered through the landfill and waste management fees.

*The City currently follows this policy.*

**Storm Drainage Services to City Facilities**

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

*The City currently follows this policy.*

**Capital Revenue**

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

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

**Sanitation Fees**

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

*The City currently follows this policy.*

**Golf Fees**

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

*The City currently follows this policy.*

**Storm Drainage Enterprise Fees**

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

*The City currently follows this policy.*

**Airport Fees**

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

*The City currently strives to follow 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 2007 in the 2007-2011 Capital Improvement Program are included in the 2007 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 new neighborhood and community parks.

*The City currently follows this policy.*

**Electric Community Investment Fee Fund**

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

*The City currently follows this policy.*

**Public Buildings Community Investment Fee Fund**

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

*The City currently follows this policy.*

**Transportation Community Investment Fee Fund**

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

*The City currently follows this policy.*

**Water System Construction Reserve Fund**

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

*The City currently follows this policy.*

**Water Acquisition Fund**

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

*The City currently follows this policy.*

**Raw Water Storage Reserve Fund**

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

*The City currently follows this policy.*

**Sewer Construction Fund**

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

*The City currently follows this policy.*