

Public Works

The Department of Public Works provides planning, design, construction, and maintenance services for the general public and the City's internal operations. The use of City facilities for meetings and special events is coordinated and supported by Public Works. Management, maintenance, and administration and purchasing of all City vehicles and equipment are included in the department responsibilities.

The public services provided include: transportation system design; street construction management and inspection; pavement management; traffic engineering and installation, operations, and maintenance for all traffic signals, signs, and pavement markings; stormwater collection systems design and maintenance; street maintenance and repair; snow and ice removal; fixed route and paratransit bus service; solid waste management and recycling; and mosquito control.

Outcome	Performance Measure	2014 Actual	2015 Revised	2016 Projected
Provide reliable and quality products and services.				
Solid Waste – Residential recycling and trash services meet customers' needs.	90% or higher satisfaction rating on citizen surveys.	95%	90%	90%
Fleet Management – Maintain high level of fleet availability.	Fleet availability - 85% for solid waste/street sweepers, transit buses and 90% for all other vehicles.	97%	97%	95%
Fleet Management Cost comparison to Private Sector providers of repairs and maintenance	2015 Market survey shows light duty vehicle labor average \$119/hour. Heavy duty equipment labor average \$135/hour	LD - \$80/hr HD - \$93/hr	LD-\$80/hr HE - \$93/hr	LD - \$88/hr HD-\$101/hr
Project Engineering – Keep the city's street inventory at a good or excellent level of quality.	75% of the city's street inventory is in the good to excellent category. <i>(Measured every 3 yrs.)</i>	LD - \$80/hr HD - \$93/hr	LD-\$80/hr HE - \$93/hr	LD - \$88/hr HD-\$101/hr
Streets – Repair potholes in a timely manner.	Repair 90% pothole complaints within 3 business days.	95%	90%	90%
Facilities Management – Complete customer requests in a timely manner.	Complete 90% of customer requests on time.	90%	90%	90%
Transit – On time fixed routes.	95% of fixed bus route trips are between zero minutes early and 5 minutes late.	95%	90%	90%
Transit – On time paratransit appointments.	Maintain a 30 minute window on all paratransit appointments.	96%	95%	95%
Provide a quality customer service experience.				
Increase level of customer service.	85% or higher satisfaction rating on customer/citizen surveys.	78%	77%	80%
Provide for the safety of our community and employees.				
Reduce amount paid out to claims.	Reduction in \$ paid for claims.	47k	5,000	5,000
Reduce number of injuries.	Reduction in lost time due to accidents.	3	3	5
Be environmentally responsible.				
Reduce landfill disposal.	% of collected materials recycled.	55%	55%	55%
Improve storm-water quality.	Sweep street gutters 12 times annually.	12.2	12	12

Public Works Department Summary

	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget	'16 Budget / '15 Adopted % Change	'15 FTE	'16 FTE
General Fund							
ADMINISTRATION	297,600	316,570	316,570	409,383	29.3%	2.20	2.20
FACILITIES MANAGEMENT	4,800,168	4,457,140	4,845,762	4,912,860	10.2%	23.25	23.25
TRANS. DEVELOPMENT REVIEW	409,261	454,770	456,623	481,477	5.9%	4.00	4.00
Total General Fund	\$ 5,507,029	\$ 5,228,480	\$ 5,618,955	\$ 5,803,720	11.0%	29.45	29.45
Enterprise Fund							
SOLID WASTE	9,290,146	7,449,720	7,790,435	7,385,806	-0.9%	27.62	27.87
STORMWATER	6,347,055	4,000,950	4,951,351	7,828,654	95.7%	13.90	14.40
Total Enterprise Fund	\$ 15,637,201	\$ 11,450,670	\$ 12,741,786	\$ 15,214,460	32.9%	41.52	42.27
Internal Service Funds							
CITY FLEET	3,500,650	1,808,500	2,563,315	975,000	-46.1%	0.00	0.00
FLEET MANAGEMENT	3,956,047	4,203,370	4,266,649	4,276,636	1.7%	15.15	15.15
Total Internal Service	\$ 7,456,697	\$ 6,011,870	\$ 6,829,964	\$ 5,251,636	-12.6%	15.15	15.15
Special Revenue Funds							
TRANSIT	1,379,303	1,681,880	1,681,880	1,771,840	5.3%	11.42	11.42
TRANSPORTATION	13,630,470	13,343,110	24,211,198	13,872,298	4.0%	39.38	39.63
Total Special Revenue	\$ 15,009,773	\$ 15,024,990	\$ 25,893,078	\$ 15,644,138	4.1%	50.80	51.05
Total Expense	\$ 43,610,700	\$ 37,716,010	\$ 51,083,783	\$ 41,913,954	11.1%	136.92	137.92
REVENUE							
General Fund							
INTERGOVERNMENTAL	18,282	-	-	-	-		
CHARGES FOR SERVICE	64,969	69,220	69,220	71,643	3.5%		
DONATIONS	10,000	9,500	9,500	9,833	3.5%		
OTHER	421,305	243,090	243,090	251,598	3.5%		
ADMINISTRATIVE OVERHEAD	3,142,798	3,219,650	3,219,650	3,221,194	0.0%		
GENERAL FUND SUBSIDY	2,267,105	1,687,020	2,077,495	2,249,452	33.3%		
Total General Fund	\$ 5,924,459	\$ 5,228,480	\$ 5,618,955	\$ 5,803,720	11.0%		
Enterprise Fund							
INTERGOVERNMENTAL	20,511	-	-	-	-		
CHARGES FOR SERVICE	10,739,807	11,161,580	11,161,580	11,866,580	6.3%		
IMPACT FEES	494,052	241,170	241,170	277,350	15.0%		
INTEREST	192,472	57,980	57,980	208,872	260.2%		
TRANSFERS	416,211	405,000	405,000	830,000	104.9%		
OTHER	991,571	30,000	30,000	-	-100.0%		
Total Enterprise Funds	\$ 12,854,624	\$ 11,895,730	\$ 11,895,730	\$ 13,182,802	10.8%		

	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget	'16 Budget / '15 Adopted % Change	'15 FTE	'16 FTE
Revenues Continued							
Internal Service funds							
INTERGOVERNMENTAL	2,275	-	-	-	-		
CHARGES FOR SERVICE	4,973,807	5,763,870	5,763,870	5,733,515	-0.5%		
INTEREST	143,350	122,280	122,280	70,622	-42.2%		
OTHER	74,872	337,000	337,000	379,000	12.5%		
TRANSFERS	133,000	-	-	56,652	-		
Total Internal Service Funds	\$ 5,327,304	\$ 6,223,150	\$ 6,223,150	\$ 6,239,789	0.3%		
Special Revenue Funds							
LICENSES & PERMITS	287,543	117,340	117,340	117,240	-0.1%		
INTERGOVERNMENTAL	4,920,303	4,065,210	8,825,318	4,101,850	0.9%		
CHARGES FOR SERVICE	2,221,530	2,363,800	2,363,800	2,485,117	5.1%		
OTHER	39,394	26,360	26,360	1,000	-96.2%		
TRANSFERS	1,383,859	1,627,000	7,758,980	2,070,000	27.2%		
GENERAL FUND SUBSIDY	6,157,144	6,825,280	6,801,280	6,868,931	0.6%		
Total Special Revenue Funds	\$ 15,009,773	\$ 15,024,990	\$ 25,893,078	\$ 15,644,138	4.1%		
Total Revenue	\$ 39,116,160	\$ 38,372,350	\$ 49,630,913	\$ 40,870,449	6.5%		
EXPENSES BY CATEGORY							
PERSONNEL SERVICES	11,179,703	11,170,840	11,174,608	12,170,844	9.0%		
SUPPLIES	4,044,366	3,997,760	4,021,392	4,214,935			
PAYMENT IN LIEU OF TAXES	727,235	742,260	742,260	810,330			
PURCHASED SERVICES	10,249,689	9,574,160	9,674,375	11,201,321			
ADMINISTRATIVE OVERHEAD	1,564,919	1,646,910	1,646,910	1,714,354			
DEPRECIATION	3,313,613	-	-	-	-		
TRANSFERS	2,540,005	430,000	1,250,655	860,000	100.0%		
CAPITAL	9,991,170	10,154,080	22,573,583	10,942,170	7.8%		
Total Expense	\$ 43,610,700	\$ 37,716,010	\$ 51,083,783	\$ 41,913,954	11.1%		

Administration

The Administration Division, through the Department Director, provides leadership and management, determines staffing and budgetary needs, coordinates a departmental public relations program, and directs project development and completion. The public relations program includes staff liaisons with the City Council, planning commission, citizen and various citizen advisory boards including the Transportation Advisory Board.

ACTIVITY	DEPARTMENT
Administration	Public Works

EXPENSE BY Division/Program	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget
General Fund				
ADMINISTRATION	\$ 297,600	\$ 316,570	\$ 316,570	\$ 409,383
REVENUE				
INTERGOVERNMENTAL	1,392	-	-	
DONATIONS	10,000	9,500	9,500	9,833
OTHER	417,430	-	-	-
GENERAL FUND SUBSIDY	286,208	307,070	307,070	399,550
Total Revenue	\$ 715,030	\$ 316,570	\$ 316,570	\$ 409,383
EXPENSE BY CATEGORY				
PERSONNEL SERVICES	203,488	220,280	220,280	215,116
SUPPLIES	10,628	11,760	11,760	62,260
PURCHASED SERVICES	36,595	35,870	35,870	82,536
ADMINISTRATIVE OVERHEAD	46,889	48,660	48,660	49,471
Total Expense	\$ 297,600	\$ 316,570	\$ 316,570	\$ 409,383
FTE	2.20	2.20	2.20	2.20

CHANGES COMPARED TO PRIOR YEAR ADOPTED

50,000	Increase in supplies for safety database, training, and supplies.
30,000	Increase in purchased services for succession planning & emergencies.
12,706	Increase in purchased services for general liability costs based on the Department's historical experiences and forecasted liability costs.

107 Core Changes

(5,164)	Personnel Services
500	Supplies
3,960	Purchased Services
811	Administrative Overhead

\$ 92,813 TOTAL CHANGE

OTHER INFORMATION

- Unfunded Supplements
 - There are no unfunded supplements in this division.
- Equipment Replacement
 - No equipment is scheduled for replacement in this division.
- Capital Projects
 - There are no capital projects anticipated for this division.

Facilities Management

The Facilities Management Division (FM) plans for and manages the operations and construction of all the City's physical facilities. It schedules, coordinates, and supports meetings within City facilities, and provides a wide variety of services to all City employees, including security and mail services. Facilities Management also provides technical and specialized trade and construction support to City facilities.

ACTIVITY		DEPARTMENT		
Facilities		Public Works		
EXPENSE BY Division/Program	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget
General Fund				
GENERAL OPERATIONS	924,171	860,980	861,520	866,060
DOWNTOWN MAINTENANCE	-	7,800	7,800	7,800
GENERAL BUILDING MAINTENANCE	2,972,959	2,748,380	3,113,525	3,191,260
SERVICE CENTER BUILDING MAINT.	160,857	175,340	175,740	179,140
GOLF COURSE BUILDING MAINT.	134,861	103,500	106,065	106,070
FACILITY RENTALS	120,453	91,520	110,102	91,520
CHILSON/REC CENTER	486,867	469,620	471,010	471,010
Total General Fund	\$ 4,800,168	\$ 4,457,140	\$ 4,845,762	\$ 4,912,860
REVENUE				
INTERGOVERNMENTAL	16,586	-	-	
CHARGES FOR SERVICE	64,969	69,220	69,220	71,643
OTHER	3,875	243,090	243,090	251,598
ADMINISTRATIVE OVERHEAD	3,142,798	3,219,650	3,219,650	3,221,194
GENERAL FUND SUBSIDY	1,571,940	925,180	1,313,802	1,368,425
Total Revenue	\$ 4,800,168	\$ 4,457,140	\$ 4,845,762	\$ 4,912,860
EXPENSE BY CATEGORY				
PERSONNEL SERVICES	1,736,792	1,828,050	1,828,650	1,922,220
SUPPLIES	452,640	287,080	284,280	282,740
PURCHASED SERVICES	2,413,152	2,173,550	2,564,372	2,543,750
ADMINISTRATIVE OVERHEAD	157,640	168,460	168,460	164,150
CAPITAL	39,944	-	-	-
Total Expense	\$ 4,800,168	\$ 4,457,140	\$ 4,845,762	\$ 4,912,860
FTE	22.75	23.25	23.25	23.25

CHANGES COMPARED TO PRIOR YEAR ADOPTED

346,610	Increase in purchased services for operating expenses for the Service Center and Fires Station No. 2 and Museum Storage building.
49,030	Increase in purchased services for Neopost mail machine service, Post Office delivery services, water services, etc.
38,350	Increase in personnel services for Insurance Benefits due to historical enrollment.
35,520	Increase in purchased services for vehicle maintenance based on projected fuel and maintenance costs.
35,010	Increase in purchased services for environmental services including grease trap pumping and sandtrap pumping at various facilities.
10,000	Increase in personnel services for reclassification of Administrative Technician position.
(45,510)	One-time decrease in purchased services for vehicle replacement per the City Manager's directed reductions.
(58,000)	Decrease in purchased services for reduction of five-day janitorial schedule to four and seven-day to six per the direction of the City Manager.

44,710	<u>Core Changes</u>
45,820	Personnel Services
(4,340)	Supplies
7,540	Purchased Services
(4,310)	Administrative Overhead

\$ 455,720 TOTAL CHANGE

OTHER INFORMATION

- Unfunded Supplements
 - There are no unfunded supplements in this division.
- Equipment Replacement
 - No equipment is scheduled for replacement in this division.
- Capital Projects
 - There are no capital projects anticipated for this division.

Transportation Development Review

Transportation Development Review (TDR) represents the community interests in the evaluation of anticipated traffic impacts from new land development projects. This Division updates and maintains the City's street design and construction standards, as well as the policies regarding acceptable levels of traffic congestion to ensure that adequate transportation infrastructure is provided by new development projects. TDR staff also advises the Planning Commission and City Council on transportation-related issues at public hearings, and provides technical information and process assistance to citizens, developers, realtors, attorneys, and consulting engineers.

ACTIVITY		DEPARTMENT			
Transportation Development review		Public Works			
EXPENSE BY Division/Program	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget	
General Fund					
TRANS. DEVELOPMENT REVIEW	\$ 409,261	\$ 454,770	\$ 456,623	\$ 481,477	
REVENUE					
INTERGOVERNMENTAL	304	-	-		
GENERAL FUND SUBSIDY	408,957	454,770	456,623	481,477	
Total Revenue	\$ 409,261	\$ 454,770	\$ 456,623	\$ 481,477	
EXPENSE BY CATEGORY					
PERSONNEL SERVICES	348,337	375,170	375,170	403,867	
SUPPLIES	3,701	6,580	7,580	6,580	
PURCHASED SERVICES	11,772	24,830	25,683	24,977	
ADMINISTRATIVE OVERHEAD	45,451	48,190	48,190	46,053	
Total Expense	\$ 409,261	\$ 454,770	\$ 456,623	\$ 481,477	
FTE	4.00	4.00	4.00	4.00	

CHANGES COMPARED TO PRIOR YEAR ADOPTED

(1,023) Decrease in administrative overhead for costs allocated by Facilities Management based on the allocation methodology.

27,730 Core Changes

28,697 Personnel Services

- Supplies

147 Purchased Services

(1,114) Administrative Overhead

\$ 26,707 TOTAL CHANGE

OTHER INFORMATION

- Unfunded Supplements

- There are no unfunded supplements in this division.

- Equipment Replacement

- No equipment is scheduled for replacement in this division.

- Capital Projects

- There are no capital projects anticipated for this division.

Solid Waste

The City of Loveland provides solid waste collection and curbside recycling service to nearly all single-family and to half of all multi-family dwellings within City limits. The Solid Waste Management Program is operated as an Enterprise Fund using full cost accounting principles with all direct and indirect costs covered by user fees. A 7% Payment-In-Lieu-of-Taxes (PILT) is made to the General Fund annually.

By City ordinance, refuse collection operates under a volume-based rate system. For City-provided service, residents can choose among four different sizes of subscription-based refuse carts, thereby giving customers more choice and more control over their disposal costs. City rates compare quite favorably with private waste haulers' rates within Loveland and surrounding communities.

Mandatory monthly recycling fees fund the City's recycling, green waste composting, household hazardous waste collection, community large item disposal program, and solid waste planning programs. Since 1993, over 50% of the community's residential wastes have been recycled annually, thereby extending the life of the Larimer County Landfill.

Yard wastes – i.e. grass clippings, leaves, garden trimmings and tree branches – comprise nearly one-third of our community's annual residential waste stream. If properly separated for composting, these materials are easily converted into valuable soil amendments and landscape mulches. Compost derived from green wastes contains valuable nutrients and increases the water holding capacity and tilth of our area's heavy clay soils. The City of Loveland is partnered with A-1 Organics, a Northern Colorado company that manufactures and markets a variety of landscaping products.

2015 was the 29th year that Colorado Mosquito Control, Inc. (CMC), a private contractor, operated the seasonal mosquito management program for the City of Loveland. By contracting with one of the country's premier mosquito control consultants, municipal personnel have been freed up to perform other duties at a net cost savings to the City. Additionally, Loveland residents receive the finest in mosquito control strategies, expertise, mapping, equipment and materials.

The program is funded via a \$0.80 per month fee assessed to all Loveland dwelling units. The Streets and Solid Waste Manager administers this seasonal program.

ACTIVITY	DEPARTMENT
Solid Waste	Public Works

EXPENSE BY Division/Program	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget
Enterprise Fund				
SOLID WASTE				
REFUSE	4,807,182	3,427,320	3,574,378	3,417,636
RECYCLING	2,255,560	2,097,180	2,233,374	2,049,679
YARD WASTE	2,013,256	1,654,850	1,712,313	1,648,120
MOSQUITO CONTROL	214,148	270,370	270,370	270,371
Total Enterprise	\$ 9,290,146	\$ 7,449,720	\$ 7,790,435	\$ 7,385,806

REVENUE				
INTERGOVERNMENTAL	4,099	-	-	-
CHARGES FOR SERVICE	6,232,832	6,226,500	6,226,500	6,433,160
INTEREST	104,593	30,320	30,320	103,492
OTHER	10,167	337,000	337,000	379,000
TRANSFERS	411,040	400,000	400,000	825,000
Total Revenue	\$ 6,762,731	\$ 6,993,820	\$ 6,993,820	\$ 7,740,652

EXPENSE BY CATEGORY				
PERSONNEL SERVICES	2,030,539	2,195,840	2,195,840	2,205,248
SUPPLIES	130,173	149,310	149,310	229,770
PAYMENT IN LIEU OF TAXES	414,044	396,800	396,800	429,990
PURCHASED SERVICES	2,066,055	2,506,640	2,506,640	2,435,046
ADMINISTRATIVE OVERHEAD	222,328	231,130	231,130	312,752
DEPRECIATION	909,309	-	-	-
TRANSFERS	885,937	-	290,715	-
CAPITAL	2,631,761	1,970,000	2,020,000	1,773,000
Total Expense	\$ 9,290,146	\$ 7,449,720	\$ 7,790,435	\$ 7,385,806

FTE	27.62	27.62	27.62	27.87
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CHANGES COMPARED TO PRIOR YEAR ADOPTED

100,000	Increase in purchased services due to increased waste disposal expenses for recyclable materials.
84,602	Increase in administrative overhead for costs allocated by Facilities Management based on the allocation methodology.
33,190	Increase in purchased services for the Payment in Lieu of Taxes (PILT) to the General Fund based on the revenue estimates.
6,700	Increase in supplies for replacement of poly-carts, dumpsters, and roll-off containers for waste collection in the Yard Waste division.
(6,798)	Decrease in personnel services for worker's compensation due to the allocation of the City's cost based on the Division's experience rating and forecasted liability costs.
(10,244)	Decrease in purchased services for general liability costs based on the Department's historical experiences and forecasted liability costs.
(16,000)	Decrease in capital for a one-time supplement approved in 2015 for routing & logistics software.
(19,000)	Decrease in supplies for non-capital miscellaneous tools and equipment for general operations.
(38,890)	Decrease in purchased services for vehicle maintenance based on projected fuel and maintenance costs.
(50,000)	Decrease in capital for a one-time supplement approved in 2015 for the redesign of the Wilson Recycling Center.
(56,000)	Decrease in purchased services for one-time supplements approved in 2015 including \$20,000 for the redesign of the Wilson Recycling Center and \$36,000 for routing & logistics software.
(64,000)	Decrease in purchased services for contracted outsourced services.
(131,000)	Decrease in capital based on the equipment replacement schedule.
(2,998)	<u>Core Changes</u>
(318)	Personnel Services
2,760	Supplies
(2,460)	Purchased Services
(2,980)	Administrative Overhead
106,524	<u>Funded Supplements</u>
90,000	800 MHz Radios
16,524	Shared Administrative Technician

\$ (63,914) TOTAL CHANGE

OTHER INFORMATION

-	<u>Unfunded Supplements</u>
-	There are no unfunded supplements in this division.
1,773,000	<u>Equipment Replacement</u>
45,000	Pickup Truck
1,728,000	4 Auto Sideloaders
-	<u>Capital Projects</u>
-	There are no capital projects anticipated for this division.

Stormwater

The Stormwater Utility is responsible for the design, construction, maintenance and repair of the Stormwater Collection Systems within the City. The Division is operated as an Enterprise Fund using full cost accounting principles, with all direct and indirect costs covered by monthly utility fees and a system impact fee. A Payment-In-Lieu-of-Taxes (PILT) is made to the General Fund annually. In 2016, the percentage of revenue for this payment is 7%.

ACTIVITY		DEPARTMENT		
Stormwater		Public Works		
EXPENSE BY Division/Program	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget
Enterprise Fund				
STORMWATER				
ADMINISTRATION	2,782,956	1,699,370	1,707,163	2,234,668
COLLECTIONS	1,787,706	545,890	545,890	520,525
STREET SWEEPING	669,398	634,690	634,690	776,461
CAPITAL PROGRAM	1,106,995	1,121,000	2,063,608	4,297,000
Total Enterprise	\$ 6,347,055	\$ 4,000,950	\$ 4,951,351	\$ 7,828,654
REVENUE				
INTERGOVERNMENTAL	16,412	-	-	
CHARGES FOR SERVICE	4,506,975	4,935,080	4,935,080	5,433,420
IMPACT FEES	494,052	241,170	241,170	277,350
INTEREST	87,879	27,660	27,660	105,380
TRANSFERS	5,171	5,000	5,000	5,000
OTHER	991,571	30,000	30,000	-
Total Revenue	\$ 6,102,060	\$ 5,238,910	\$ 5,238,910	\$ 5,821,150
EXPENSE BY CATEGORY				
PERSONNEL SERVICES	1,372,196	1,357,390	1,357,390	1,403,605
SUPPLIES	66,888	74,670	74,670	78,261
PAYMENT IN LIEU OF TAXES	313,191	345,460	345,460	380,340
PURCHASED SERVICES	1,053,584	933,270	952,213	2,103,874
ADMINISTRATIVE OVERHEAD	160,326	169,160	169,160	215,574
DEPRECIATION	1,297,473	-	-	-
TRANSFERS	1,464,120	400,000	405,940	825,000
CAPITAL	619,277	721,000	1,646,518	2,822,000
Total Expense	\$ 6,347,055	\$ 4,000,950	\$ 4,951,351	\$ 7,828,654
FTE	14.60	13.90	13.90	14.40

CHANGES COMPARED TO PRIOR YEAR ADOPTED

2,015,000	Increase in capital based on the capital program.
1,079,500	Increase in purchased services for maintenance and repair projects associated with the City's drainage system.
425,000	Increase in transfers to the Solid Waste Fund for the Enterprise's share of the Public Works Administration building construction project.
87,430	Increase in purchased services for vehicle maintenance based on projected fuel and maintenance costs.
86,000	Increase in capital based on the equipment replacement schedule.
34,880	Increase in purchased services for the Payment in Lieu of Taxes (PILT) to the General Fund based on the revenue estimates.
34,334	Increase in administrative overhead for costs allocated by Facilities Management based on the allocation methodology.
18,940	Increase in personnel services for Insurance Benefits due to historical enrollment.
15,693	Increase in administrative overhead for costs allocated by Public Grounds based on the allocation methodology.
1,300	Increase in supplies for safety supplies.
(3,423)	<u>Core Changes</u>
(5,775)	Personnel Services
2,291	Supplies
3,674	Purchased Services
(3,613)	Administrative Overhead
33,050	<u>Funded Supplements</u>
33,050	Shared Administrative Technician

\$ 3,827,704 TOTAL CHANGE

OTHER INFORMATION

-	<u>Unfunded Supplements</u>
-	There are no unfunded supplements in this division.
457,000	<u>Equipment Replacement</u>
302,000	Street Sweeper
105,000	Freightliner Flusher
50,000	Pickup Truck
-	<u>Capital Projects</u>
-	There are no capital projects anticipated for this division.

Fleet Replacement

The Fleet Replacement Fund accrues funds for future replacement of General Fund vehicles and equipment. Annually, funds are set aside for future replacement of (currently) 34.5% of all City vehicles.

ACTIVITY		DEPARTMENT		
City Fleet		Public Works		
EXPENSE BY Division/Program	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget
Internal Service Fund				
FLEET REPLACEMENT	\$ 3,500,650	\$ 1,808,500	\$ 2,563,315	\$ 975,000
REVENUE				
CHARGES FOR SERVICE	1,163,251	1,564,580	1,564,580	1,387,810
INTEREST	140,288	102,070	102,070	58,950
OTHER	62,006	-	-	-
TRANSFERS	-	-	-	56,652
Total Revenue	\$ 1,365,545	\$ 1,666,650	\$ 1,666,650	\$ 1,503,412
EXPENSE BY CATEGORY				
SUPPLIES	36,122	-	32,247	-
PURCHASED SERVICES	(29,426)	-	-	-
DEPRECIATION	1,099,908	-	-	-
TRANSFERS	146,390	-	524,000	-
CAPITAL	2,247,656	1,808,500	2,007,068	975,000
Total Expense	\$ 3,500,650	\$ 1,808,500	\$ 2,563,315	\$ 975,000
FTE	0.00	0.00	0.00	0.00

CHANGES COMPARED TO PRIOR YEAR ADOPTED

- (252,000) Decrease in capital due to the delaying the replacement of 11 General Fund vehicles per the direction of the City Manager.
- (581,500) Decrease in capital based on replacement program.

- Core Changes

- There are no core changes in this division.

\$ (833,500) TOTAL CHANGE

OTHER INFORMATION

- Unfunded Supplements

- There are no unfunded supplements in this division.

- Equipment Replacement

- No equipment is scheduled for replacement in this division.

- Capital Projects

- There are no capital projects anticipated for this division.

Fleet Management

The Fleet Management Division performs preventive, scheduled and unscheduled maintenance on all City vehicles. The Division is responsible for all vehicle specifications and equipment recommendations. A standard parts inventory is maintained to provide all preventive maintenance parts and some specialized parts to reduce unscheduled downtime on essential equipment.

Complete fleet management services include: vehicle specifications, formal bidding and purchasing, outfitting, planning life cycles and preventive maintenance schedules, standardized equipment selection and amortizing replacement funding, and disposing of depreciated and obsolete vehicles and equipment. These services are provided to the following departments or divisions: Meter Readers, Police, Facility Maintenance, Parks and Recreation, Streets, Engineering, Traffic, Transit, Building Inspection and Planning.

Maintenance and repair services are provided only to the following departments or divisions: Airport, Water and Power, Warehouse, Technical Services, Golf, Storm Drainage, Street Sweeping, Solid Waste and Fire.

Fleet Management staff consists of two work shifts to provide repair and maintenance service to all vehicles from 6AM – 5:30PM five days a week. Emergency response is available 24 hours a day, seven days a week.

ACTIVITY	DEPARTMENT			
Fleet Management	Public Works			

	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget
EXPENSE BY Division/Program				
Internal Service Fund				
FLEET MANAGEMENT				
GENERAL OPERATIONS	1,566,143	1,586,090	1,617,869	1,630,986
FLEET PARTS	2,310,139	2,507,540	2,507,640	2,535,910
POOLED FLEET	79,765	109,740	141,140	109,740
Total Internal Service	\$ 3,956,047	\$ 4,203,370	\$ 4,266,649	\$ 4,276,636
REVENUE				
INTERGOVERNMENTAL	2,275	-	-	
CHARGES FOR SERVICE	3,810,556	4,199,290	4,199,290	4,345,705
INTEREST	3,062	20,210	20,210	11,672
OTHER	2,699	-	-	
TRANSFERS	133,000	-	-	
Total Revenue	\$ 3,951,592	\$ 4,219,500	\$ 4,219,500	\$ 4,357,377
EXPENSE BY CATEGORY				
PERSONNEL SERVICES	1,209,699	1,212,860	1,212,960	1,369,265
SUPPLIES	2,158,739	2,400,380	2,399,880	2,374,910
PURCHASED SERVICES	312,845	272,650	310,000	336,013
DEPRECIATION	6,923	-	-	-
ADMINISTRATIVE OVERHEAD	224,170	236,180	236,180	187,448
CAPITAL	43,671	81,300	107,629	9,000
Total Expense	\$ 3,956,047	\$ 4,203,370	\$ 4,266,649	\$ 4,276,636
FTE	15.15	15.15	15.15	15.15

CHANGES COMPARED TO PRIOR YEAR ADOPTED

57,040	Increase in purchased services for repair and maintenance costs.
46,100	Increase in supplies for sublet parts and supplies.
39,775	Increase in personnel services for worker's compensation due to the allocation of the City's cost based on the Division's experience rating and forecasted liability costs.
26,770	Increase in personnel services for Insurance Benefits due to historical enrollment.
24,000	Increase in personnel services for the reclassification of a Mechanic II to a Heavy Equipment Technician.
14,104	Increase in supplies for miscellaneous parts and supplies.
10,000	Increase in personnel services for the reclassification of a Administrative Technician.
7,200	Increase in purchased services for NCRCN support fee's.
7,000	Increase in personnel services for the reclassification of a Senior
4,026	Increase in supplies for tires.
(42,890)	Decrease in supplies for fuel based on the projected fuel costs.
(46,709)	Decrease in administrative overhead for costs allocated by Facilities Management based on the allocation methodology.
(50,000)	Decrease in supplies for implementation of DOT minimum standards for parts replacement. (primarily tires)
(81,300)	Decrease in capital based on replacement program.
49,150	<u>Core Changes</u>
48,860	Personnel Services
3,190	Supplies
(877)	Purchased Services
(2,023)	Administrative Overhead
9,000	<u>Funded Supplements</u>
9,000	Fleet Hoist

\$ 73,266 TOTAL CHANGE

OTHER INFORMATION

- Unfunded Supplements
 - There are no unfunded supplements in this division.
- Equipment Replacement
 - No equipment is scheduled for replacement in this division.
- Capital Projects
 - There are no capital projects anticipated for this division.

Transit Fund

The City of Loveland Transit (COLT) operates 3 fixed routes, and 2 paratransit routes within the city limits and some portions of rural Larimer County. They strive to provide safe, reliable, and cost-effective service to as much of the population as possible with current resources and funding available. COLT is a partner with Fort Collins for the FLEX, a regional bus service, connecting Loveland and Fort Collins and Longmont.

ACTIVITY		DEPARTMENT			
Transit		Public Works			
	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget	
EXPENSE BY Division/Program					
Special Revenue Fund					
TRANSIT					
TRANSIT OPERATIONS	1,379,303	1,681,880	1,681,880	1,771,840	
TRANSIT CAPITAL	-	-	-		
Total Special Revenue	\$ 1,379,303	\$ 1,681,880	\$ 1,681,880	\$ 1,771,840	
REVENUE					
INTERGOVERNMENTAL	447,588	413,500	413,500	405,000	
CHARGES FOR SERVICE	117,349	116,000	116,000	124,172	
OTHER	73	-	-	-	
TRANSFERS	-	-	24,000		
GENERAL FUND SUBSIDY	814,293	1,152,380	1,128,380	1,242,668	
Total Revenue	\$ 1,379,303	\$ 1,681,880	\$ 1,681,880	\$ 1,771,840	
EXPENSE BY CATEGORY					
PERSONNEL SERVICES	687,175	718,350	718,350	736,382	
SUPPLIES	11,594	29,900	29,900	42,062	
PURCHASED SERVICES	568,817	826,060	826,060	886,355	
ADMINISTRATIVE OVERHEAD	103,551	107,570	107,570	107,041	
CAPITAL	8,166	-	-	-	
Total Expense	\$ 1,379,303	\$ 1,681,880	\$ 1,681,880	\$ 1,771,840	
FTE	11.57	11.42	11.42	11.42	

CHANGES COMPARED TO PRIOR YEAR ADOPTED

49,550	Increase in purchased services for vehicle maintenance based on projected fuel and maintenance costs.
19,165	Increase in purchased services for vehicle replacement based on the five-year replacement schedule.
6,000	Increase in supplies for the addition of 3 Operator stations with computers in lieu of moving to the Maintenance Operations Center (MOC).
6,000	Increase in supplies for replacement of desks, chairs, file cabinets, etc.
(9,000)	Decrease in purchased services for building rental in lieu of moving to the MOC.
(9,472)	Decrease in personnel services for worker's compensation due to the allocation of the City's cost based on the Division's experience rating and forecasted liability costs.
27,717	<u>Core Changes</u>
27,504	Personnel Services
162	Supplies
580	Purchased Services
(529)	Administrative Overhead

\$ 89,960 TOTAL CHANGE

OTHER INFORMATION

- Unfunded Supplements
 - There are no unfunded supplements in this division.
- Equipment Replacement
 - No equipment is scheduled for replacement in this division.
- Capital Projects
 - There are no capital projects anticipated for this division.

Transportation Fund

The Transportation Fund includes all costs for maintaining the existing street infrastructure and the construction of new infrastructure.

ACTIVITY		DEPARTMENT		
Transportation		Public Works		
EXPENSE BY Division/Program	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget
Special Revenue Fund				
PROJECT ENGINEERING	8,026,044	7,957,300	18,825,388	8,015,810
STREET MAINTENANCE	3,469,095	3,094,230	3,094,230	3,446,988
TRAFFIC ENGINEERING	2,135,331	2,291,580	2,291,580	2,409,500
Total Special Revenue	\$ 13,630,470	\$ 13,343,110	\$ 24,211,198	\$ 13,872,298
REVENUE				
LICENSES & PERMITS	287,543	117,340	117,340	117,240
INTERGOVERNMENTAL	4,472,715	3,651,710	8,411,818	3,696,850
CHARGES FOR SERVICE	2,104,181	2,247,800	2,247,800	2,360,945
OTHER	39,321	26,360	26,360	1,000
TRANSFERS	1,383,859	1,627,000	7,734,980	2,070,000
GENERAL FUND SUBSIDY	5,342,851	5,672,900	5,672,900	5,626,263
Total Revenue	\$ 13,630,470	\$ 13,343,110	\$ 24,211,198	\$ 13,872,298
EXPENSE BY CATEGORY				
PERSONNEL SERVICES	3,591,477	3,262,900	3,265,968	3,915,141
SUPPLIES	1,173,881	1,038,080	1,031,765	1,138,352
PURCHASED SERVICES	3,816,295	2,801,290	2,453,537	2,788,770
ADMINISTRATIVE OVERHEAD	604,564	637,560	637,560	631,865
TRANSFERS	43,558	30,000	30,000	35,000
CAPITAL	4,400,695	5,573,280	16,792,368	5,363,170
Total Expense	\$ 13,630,470	\$ 13,343,110	\$ 24,211,198	\$ 13,872,298
FTE	37.68	39.38	39.38	39.63

Project Engineering

The Project Engineering Division is involved with most aspects of street design, construction, safety and maintenance. This Division manages the design and construction of capital street and bridge projects. Updating and implementing the Long-Range Transportation Master Plan is one of the major responsibilities of this Division.

ACTIVITY		DEPARTMENT		
Engineering		Public Works		
EXPENSE BY Division/Program	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget
Special Revenue Fund				
ENGINEERING				
PROJECT ENGINEERING	1,130,531	1,009,620	1,009,620	1,327,977
STREET REHABILITATION	4,420,825	4,449,680	4,449,680	4,483,170
TRANSPORATION PROGRAM	2,464,890	2,398,000	13,266,088	2,104,663
SAFE ROUTES	9,798	-	-	
BRIDGE REPAIR	-	100,000	100,000	100,000
Total Special Revenue	\$ 8,026,044	\$ 7,957,300	\$ 18,825,388	\$ 8,015,810
REVENUE				
LICENSES & PERMITS	282,743	112,640	112,640	112,640
INTERGOVERNMENTAL	3,742,916	3,131,870	7,891,978	3,162,256
CHARGES FOR SERVICE	2,104,181	2,246,800	2,246,800	2,326,585
OTHER	34,077	-	-	
TRANSFERS	1,383,859	1,627,000	7,734,980	2,070,000
GENERAL FUND SUBSIDY	696,874	1,442,280	838,990	344,329
Total Revenue	\$ 8,244,650	\$ 8,560,590	\$ 18,825,388	\$ 8,015,810
EXPENSE BY CATEGORY				
PERSONNEL SERVICES	1,014,481	692,760	692,760	1,142,484
SUPPLIES	28,643	14,350	13,350	14,422
PURCHASED SERVICES	2,572,611	1,684,020	1,334,020	1,436,501
ADMINISTRATIVE OVERHEAD	146,068	153,490	153,490	157,233
TRANSFERS	43,558	30,000	30,000	35,000
CAPITAL	4,220,683	5,382,680	16,601,768	5,230,170
Total Expense	\$ 8,026,044	\$ 7,957,300	\$ 18,825,388	\$ 8,015,810
FTE	10.35	11.05	11.05	11.30

CHANGES COMPARED TO PRIOR YEAR ADOPTED

374,400	Increase in personnel services for the elimination of budgeting for capitalized labor.
59,000	Increase in purchased services for construction management services, Geotechnical consultants, etc. on street rehabilitation projects.
7,762	Increase in administrative overhead for costs allocated by Facilities Management based on the allocation methodology.
5,000	Increase in transfers to Art in Public Places for the 1% for the Arts contribution based on the capital program.
(152,510)	Decrease in capital based on the capital program.
(305,850)	Decrease in purchased services for small-scale unanticipated, unscheduled or emergency street repairs based on historical spending.

54,183 Core Changes

58,799	Personnel Services
72	Supplies
(669)	Purchased Services
(4,019)	Administrative Overhead

16,525 Funded Supplements

16,525	Shared Administrative Technician
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\$ 58,510 TOTAL CHANGE

OTHER INFORMATION

- Unfunded Supplements
 - There are no unfunded supplements in this division.
- Equipment Replacement
 - No equipment is scheduled for replacement in this division.
- Capital Projects
 - There are no capital projects anticipated for this division.

Street Maintenance

The Street Maintenance Division's activities include street patching and repair, minor asphalt overlays, asphalt milling, alley and road shoulder maintenance, roadside mowing and weed spraying. The Division provides major support for the annual Street Resurfacing Program - a citywide street reconstruction and resurfacing program planned and managed by the Projects Engineering Division. The Division is also responsible for winter roadway maintenance. Crews plow snow, apply de-icing and anti-icing chemicals, load and haul snow/ice from the downtown district and other confined areas, and clear designated sidewalks. Contractors are used for some routine sidewalk snow removal. For major storms, contractors are used to supplement City plowing efforts and assist with post-storm cleanup.

ACTIVITY		DEPARTMENT		
Street Repair & Maintenance		Public Works		
EXPENSE BY Division/Program	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget
Special Revenue Fund				
STREET REPAIR & MAINTENANCE				
GENERAL OPERATIONS	2,956,628	2,834,230	2,834,230	3,066,988
SNOW REMOVAL	512,467	260,000	260,000	380,000
Total Expense	\$ 3,469,095	\$ 3,094,230	\$ 3,094,230	\$ 3,446,988
REVENUE				
LICENSES & PERMITS	4,800	4,700	4,700	4,600
INTERGOVERNMENTAL	142,372	41,750	41,750	41,750
OTHER	2,958	-	-	-
GENERAL FUND SUBSIDY	3,164,695	2,700,060	3,047,780	3,400,638
Total Revenue	\$ 3,314,825	\$ 2,746,510	\$ 3,094,230	\$ 3,446,988
EXPENSE BY CATEGORY				
PERSONNEL SERVICES	1,451,833	1,423,290	1,423,290	1,545,578
SUPPLIES	709,356	427,270	427,270	527,970
PURCHASED SERVICES	951,212	838,970	838,970	1,021,207
ADMINISTRATIVE OVERHEAD	201,948	214,100	214,100	219,233
CAPITAL	154,746	190,600	190,600	133,000
Total Expense	\$ 3,469,095	\$ 3,094,230	\$ 3,094,230	\$ 3,446,988
FTE	15.33	15.33	15.33	15.33

CHANGES COMPARED TO PRIOR YEAR ADOPTED

121,770	Increase in purchased services for vehicle replacement based on the five-year replacement schedule.
56,040	Increase in purchased services for vehicle maintenance based on projected fuel and maintenance costs.
50,000	Increase in personnel for sidewalk cleaning, street repair, & alleys.
30,328	Increase in administrative overhead for costs allocated by Utility Billing based on the allocation methodology.
22,780	Increase in personnel services for Insurance Benefits due to the new requirements under Health Care Reform.
9,088	Increase in personnel services for worker's compensation due to the allocation of the City's cost based on the Division's experience rating and forecasted liability costs.
(21,399)	Decrease in administrative overhead for costs allocated by Facilities Management based on the allocation methodology.
(57,600)	Decrease in capital based on the equipment replacement schedule.
21,751	<u>Core Changes</u>
20,420	Personnel Services
700	Supplies
4,427	Purchased Services
(3,796)	Administrative Overhead
120,000	<u>Funded Supplements</u>
100,000	Snow & Ice Chemicals
20,000	Shift Change Compensation

\$ 352,758 TOTAL CHANGE

OTHER INFORMATION

-	<u>Unfunded Supplements</u>
-	There are no unfunded supplements in this division.
133,000	<u>Equipment Replacement</u>
73,000	Freightliner Tractor Truck
40,000	Front-plow/Wing-plow Combo
20,000	Tink Claw Bucket
-	<u>Capital Projects</u>
-	There are no capital projects anticipated for this division.

Traffic Engineering

The Traffic Engineering Division is responsible for the construction, operation and maintenance of all traffic control devices in the public right-of-way within City Limits, including nearly all of US Highways 287 and 34 and all of Colorado Highway 402. Citywide programs of responsibility include neighborhood traffic calming, traffic studies, traffic data collection and the Intelligent Transportation System (ITS). Major components of ITS include: traffic signals, system computers, video traffic surveillance system, Roadway Weather Information System, variable message signs, and the traffic operations center (TOC). The Division informs the media and the public of construction projects and roadway conditions via the Loveland Cone Zone construction report, 1610 AM radio, three variable message signs, and www.cotrip.org.

The Division is also involved in the planning, engineering, and project construction engineering management of various Transportation Capital projects. These projects are included in the Capital Chapter under the transportation program.

The safety of people using Loveland's surface transportation system is the primary mission of the Division. Federal and state grant application programs are used to improve the system and are managed by the Division. Various funds are acquired via these grant applications for the design and construction of projects. These funds have been used consistently for the past 17 years to enhance the performance on Loveland's roadways.

ACTIVITY	DEPARTMENT
Traffic Engineering	Public Works

EXPENSE BY Division/Program	'14 Actual	'15 Adopted Budget	'15 Revised Budget as of June	'16 Budget
Special Revenue Fund				
TRAFFIC ENGINEERING				
GENERAL OPERATIONS	1,958,233	1,836,380	1,848,755	1,954,300
STATE HIGHWAY MAINTENANCE	177,098	454,200	441,825	454,200
NEIGHBORHOOD TRAFFIC CALMING		1,000	1,000	1,000
Total Expense	\$ 2,135,331	\$ 2,291,580	\$ 2,291,580	\$ 2,409,500

REVENUE				
INTERGOVERNMENTAL	587,427	478,090	478,090	492,844
CHARGES FOR SERVICE	-	1,000	1,000	34,360
OTHER	2,286	26,360	26,360	1,000
GENERAL FUND SUBSIDY	1,481,282	1,530,560	1,786,130	1,881,296
Total Revenue	\$ 2,070,995	\$ 2,036,010	\$ 2,291,580	\$ 2,409,500

EXPENSE BY CATEGORY				
PERSONNEL SERVICES	1,125,163	1,146,850	1,149,918	1,227,079
SUPPLIES	435,882	596,460	591,145	595,960
PURCHASED SERVICES	292,472	278,300	280,547	331,062
ADMINISTRATIVE OVERHEAD	256,548	269,970	269,970	255,399
CAPITAL	25,266	-	-	-
Total Expense	\$ 2,135,331	\$ 2,291,580	\$ 2,291,580	\$ 2,409,500

FTE	12.00	13.00	13.00	13.00
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CHANGES COMPARED TO PRIOR YEAR ADOPTED

27,580	Increase in personnel services for Insurance Benefits due to historical enrollment.
24,352	Increase in purchased services for general liability costs based on the Department's historical experiences and forecasted liability costs.
15,390	Increase in purchased services for vehicle maintenance based on projected fuel and maintenance costs.
14,320	Increase in purchased services for vehicle replacement based on the five-year replacement schedule.
(12,311)	Decrease in administrative overhead for costs allocated by Facilities Management based on the allocation methodology.

48,589	<u>Core Changes</u>
52,649	Personnel Services
(500)	Supplies
(1,300)	Purchased Services
(2,260)	Administrative Overhead

\$ 117,920 TOTAL CHANGE

OTHER INFORMATION

- Unfunded Supplements
 - There are no unfunded supplements in this division.
- Equipment Replacement
 - No equipment is scheduled for replacement in this division.
- Capital Projects
 - There are no capital projects anticipated for this division.