

City of Longmont

2006 Major Workplan Items

Administration Department

- Begin an economic vitality program
- Provide leadership and support for newly implemented Employee Advisory Group
- Develop and implement a Supervisory certificate program
- Acquire and implement a new municipal court records management system
- Microfilm documents with permanent historical value i.e. ordinances, resolutions, minutes
- Complete, publish and distribute City of Longmont Records Retention Manual
- Complete Records Retention Schedules for remaining departments
- Assist in creating performance measures for the Citywide Strategic Plan
- Create and implement a new citizen direct-mail newsletter that is content rich
- Oversee Phase One and Two of City Council Chambers remodel, primarily technology and infrastructure improvements
- Provide quarterly "Did you know" updates to City staff on department/division cost savings resulting from the Community Services program
- Conduct ICMA Performance Measurement templates and Federal adult statistical report
- Evaluate the need for implementation of a supervised community service work program for adults
- Evaluate the juvenile substance education group
- Provide a neutral place that hears and determines all legal cases arising under the City Charter or ordinances of the City
- Implement the Criminal Justice Strategic plan
- Work to streamline central file room and filing system
- Scan and index ordinances in the document imaging system from 1980 to 1990 for electronic retrieval
- Continue working on planning and implementing an electronic Council packet
- Work with board and commission staff liaisons to identify and address their training needs and issues
- Implement ongoing review schedule for all approved Records Retention Schedules
- Work with departments on implementing Citywide document management system
- Complete the Administration Strategic Plan
- Support City Council with requests, meeting, travel and conference coordination
- Analyze and track state and federal legislation
- Continue to enhance and evaluate performance measures with individual departments

- Implement CRTS Phase Two, with limited web access and other efficiency improvements
- Receive appropriate NIMS training and plan for Administration response to an emergency
- Implement new Teleworks System Citywide
- Conduct annual Citizen Satisfaction Survey
- Continue to update and consolidate Personnel Rules and Administrative Regulations
- Implement Citywide workforce planning program
- Implement Citywide mentoring program
- Streamline open enrollment for employee benefits as part of HRIS project
- Implement an enhanced new employee orientation system

Community Development Department

Administration

- Complete preparation of Southeast Longmont Urban Renewal Plan
- Complete Downtown Mixed Use Parking Structure Study
- Complete Flour Mill Redevelopment Financial Incentive Program
- Manage PB-39 – Remodel of Old City Hall and Museum for City offices
- Complete Quality of Life Benchmarks Quarterly Reports
- Coordinate ongoing redevelopment/urban renewal plan implementation
- Continue pursuing intergovernmental agreements with Mead, Erie and SW Weld County

Building Inspection

- Prepare a green building proposal based on Master Board of Appeals and Board of Environmental Affairs recommendations
- Refine and improve the proactive property maintenance program

Parks, Open Space and Public Facilities

Golf Services

- Expand e-mail marketing program
- Identify opportunities to raise funds for golf course capital projects
- Landscape Ute Creek entryway
- Manage PB-1, Roof Replacement at Twin Peaks Clubhouse
- Manage PB-109, Parking Lot Rehab, Sunset Golf and Pool
- Manage PR-137, Equipment Wash Facility at Sunset Golf Course

Facilities Maintenance & Operations Services

- Implement Electronic Work Order System for Facilities Maintenance Services
- Manage PB -1 Roof replacement master plan analysis for funding and direction in Capital Improvement Projects budget
- Manage PB -80 , PB-82 HVAC and Boiler master plan analysis for funding and direction in Capital Improvement Program budget
- Build automated software upgrades for HVAC controls for Facilities Maintenance Services
- Complete training of Planning Services staff for Landscape Development Review Committee review and construction inspection
- Complete 2006 Chapter 6 annual revision of City Design Standards and Construction Specifications
- Manage PB – 119 replace and install carpet at City facilities per Capital Improvement Program
- Finalize updating & compiling fire/burglar system manuals for each facility
- Revise customer service questionnaire and surveys for Facilities Operations Services
- Manage PB -109 parking lot rehab program at City parks and facilities
- Complete City facility outdoor lighting compliance phase 1 study

- Install Library Variable Air Volume (VAV) NoVar control connections in computer lab
- Emergency generator maintenance and inspections

Parks & Forestry Services

- Manage PR-3 arterial landscaping Hover Street 3rd to 15th
- Manage PR-56 park buildings @ Collyer, Pratt and Thompson
- Manage PR -83 Dry Creek Greenway project
- Manage PR-56 sport court refinishing projects
- Manage PR-113 park raw water irrigation projects
- Kensington Park Rehab project phase 1
- Begin maintenance of Sandstone Ranch phase 3
- Begin maintenance of Stephen Day Park
- Begin maintenance of Rough & Ready Park
- Begin maintenance of Blue Skies Park after opening
- Begin maintenance of St. Vrain Greenway Phase 7 when complete
- Manage Collyer Park Architectural project
- Begin Alta Park neighborhood planning effort
- Manage PR-157 Oligarchy Bridge at Union Reservoir
- Manage PR-77 Lake McIntosh Phase 3 - additional vegetation projects
- Manage Lafarge/ Boulder Creek Estates restoration project
- Conduct Citywide Prairie dog survey
- Implement Wildlife Management Plan per Council directions
- Renegotiate Union Reservoir Recreational Lease
- Implement Slater Land Acquisition or other East Union parcels
- Manage PR-5B St. Vrain Greenway Phase 7 bid and construction
- Manage PR-43 Additional parcel of Sisters of St Francis Community Park purchase
- Manage PR-49 Clover Basin Community Park land purchase
- Manage PR-101 Jim Hamm's Pond phase 3 design
- Manage PR-139 Wertman Neighborhood Park project design
- Manage PR-150 Quail Campus Master Plan to identify future use of this site
- Manage PR - 128 finish Blue Skies Park construction
- Manage PR- 132 East Longmont Entryway AIPP Project – design & construction

Airport Services

- Implement T-12 Airport Improvements program - security fencing
- Write a Request for Proposals for south airport development for sky diving operations
- Provide Noise Abatement Policy monitoring
- Provide code inspection of all hangars

Planning & Development Services

- Annex enclaves and City owned property, Union Reservoir and Lake McIntosh
- Create a document that states long-term preservation goals

- Support the development and implementation of DRCOG's regional plan, Metro Vision 2020
- Update and publish the Longmont Community Profile report to include 2004 data
- Update Land Supply and Land Use report to include end of year 2004 data
- Designate a two-block historic district on Main Street
- Request grants to continue survey of Historic Resources in East and West side neighborhoods
- Provide staff support to Transportation Management Association group and implementation efforts associated with recommendations approved by Council
- Create and implement a master transportation plan for the City
- Hire consultant to setup and conduct a forum on roadway layout/design and make recommendations to Council as an update to the Multi Model Transportation Plan
- Coordinate study with RTD to look at feasibility of rail between Boulder and Longmont as well as Transportation Oriented Development opportunities within Longmont

Community Services Department

- Create the Longmont Senior Services strategic plan, based on the countywide strategic visioning work (“Greeting our Future”) that was completed in 2005
- Coordinate Meeker Center Construction Project
- Coordinate Longmont’s Early Care and Education community efforts
- Establish and implement viable program outcome measurements for Children and Youth Resources
- Continue to lead community planning efforts in response to the Youth Risk Behavior Survey
- Redefine the prevention and intervention-based after school program
- Implement a tobacco initiative aimed at addressing youth tobacco issues
- Convert the Library collection to radio-frequency based identification
- Make additional enhancements to new Library computer system
- Plan for Library’s 100th anniversary in 2007
- Initiate the design process for an auditorium addition to the Museum and Cultural Center
- Continue the development of the new permanent history exhibit for the Museum and Cultural Center. *Boundary Lines: Longmont and the Rocky Mountain Front Range* will look at Longmont from pre-history to the present using artifacts from the Museum’s collections, environments and facades, and hands-on activities to tell the story
- Work establishing a HOME Consortium with Boulder and Broomfield Counties
- Work on setting up a Countywide Home Ownership Center which will consolidate some of the functions of the Housing Counseling Program and the various home buyer programs
- Establish a Rental Rehab Program and a Rent-to-Own Program as an option for homebuyers not yet ready to purchase
- Continue to expand the Fair Housing initiative
- Start the implementation phase of the Historic Eastside Neighborhood Revitalization Plan and finalize the City directed implementation strategies of the Kensington Plan
- Renovate the exterior of the Centennial Pool facility
- Implement the Recreation Division Reorganization, which will assist in the Division accomplishing the following seven goals: 1) increase staff understanding, support, and investment for the entire Recreation Division rather than individual service areas, 2) more efficiently program all recreation facilities, 3) continually strive to expand the number of bold, diverse and innovative recreational programs and services offered by the division, 4) provide the Recreation Manager a greater opportunity to perform leadership tasks, advocacy and planning for the Division, 5) develop an overarching vision as it relates to the division’s philosophy, goals and strategies in an ongoing effort to enhance service delivery, 6) increase community awareness of the Recreation Division, and 7) become the premier provider of recreation and leisure programs, activities and services for Longmont residents and our guests

- Renovate the former Fire Station #3 facility to provide programming space for the Centennial Park neighborhood; construction should be completed by late spring
- Provide guidance to the Boulder County Immigrant Integration Initiative and help coordinate community dialogues that take place in the Longmont community
- Develop and begin implementing action plans for *Focus on Longmont*

Finance Department

Finance Administration

- Expedite the sale of bonds to refund the 2000 Sales and Use Tax Revenue Bonds
- Hire a Purchasing & Contracts Manager
- Implement fiscal impact analysis model
- Replace and/or supplement investment options in general employee defined contribution pension plan

Accounting Division

- Prepare 2005 Comprehensive Annual Financial Report
- Continue expansion of taxpayer education to monolingual Spanish business community
- Extend tax audit functionality by utilizing contracted auditing services
- Develop FMIS/HRIS re-engineering accounting related enhancements including:
 - Implement query and reporting software/ functions
 - Complete payroll re-engineering and electronic PAF interface
 - Implement electronic imaging of sales tax documents
 - Implement cash remittance processing with additional functionality of imaging and electronic conversion
 - Provide after hours off-site payment solution for UB customers
 - Implement next phase of paperless A/P system - electronic invoicing

Budget Division

- Prepare and present the 2007 budget and 2007-2011 CIP
- Prepare at least four supplemental appropriations/CIP amendments
- Develop FMIS/HRIS reengineering budget related enhancements including:
 - Citywide reporting project
 - GL account structure project
 - Budget management software module for use in preparing the 2008 budget

Enterprise Technology Services Division

- Upgrade twelve outdated Windows application servers and migrate these applications to a consolidated server complex to improve reliability and reduce maintenance costs
- Complete the Criminal Justice System application project including Police, Courts and Probation Systems and continue progress on the Financial and HR re-engineering
- Consolidate and upgrade the IBM processing servers into the new I-550 server to improve efficiency and processing power and to reduce maintenance cost
- Install the upgrades to the Teleworks Voice Response system and add on the e-government module of that suite to process Building Permits and Inspections

- Upgrade and improve the efficiency, reliability and performance of the City's phone systems and service
- Migrate Hansen and GIS Applications from Oracle to SQL databases to eliminate paying high Oracle maintenance fees and to not require a proprietary Unix based operating system
- Provide an interim thin client (Citrix) and wireless network solution that will compliment the City's ultimate wireless plans
- Evaluate Cable TV needs through an assessment survey, conduct stakeholder meetings and make recommendation to extend or pursue a complete renewal negotiation process with Comcast
- Complete AC, power and UPS analysis of the ETS facilities to prepare for change in data center equipment
- Initiate additional Internet and Intranet applications for GIS, Human Resources, Building Inspection, Utility Billing and document retrieval
- Install 130 new or replacement PCs
- Implement recommendations of the security audit including centralized patch management, intrusion detection, spyware and additional firewall
- Complete disaster recovery and business continuity planning

Fleet Division

- Complete CIP project for storm water retention and outside wash facility
- Complete budgeted upgrades to fuel authorization software and hardware
- Complete the purchase of over \$4 million in vehicle replacements including the entire Solid Waste refuse fleet

Print Shop Division

- Review the Print Shop strategic assessment and develop a two-year work plan based on recommendations and suggestions sited
- Insure proper cross-training for all staff on all Print Shop equipment, with emphasis being on equipment acquired in 2005
- Acquire new color plate based on the recommendations of the Color Association of the United States for years 2005 and 2006. Provide these new color schemes to our customers to integrate into their color printing and copying

Purchasing Division

- Implement Bid Net, a web-based Vendor Registration & Solicitation System, which would be one of the last best practices that can be implemented in the area fully automating the City's procurement function from a manual to electronic process
- Work with accounting to set up a "How to do Business with the City" presentation covering purchasing and sales tax and inviting local businesses
- Conduct quarterly Introduction to Purchasing classes for on how to make purchases in accordance with City Ordinances and City Purchasing practices
- Serve as an Administrator to the Procurement Card Program and implement updates to the program

Risk Management and Safety Division

- Analyze the needs of the merged Water Utilities/Public Works Department to enhance customer service
- Administer wellness programs throughout 2006 including fitness challenges, chemistry panel blood draw, Wellness Fair and health risk assessments
- Establish staff subcommittees to work on:
 - Risk & Safety Off-the-Shelf Training Programs
 - Emergency Preparedness
 - Standardized Safety Incentive Program
- Update the Safety Manual
- Provide Industrial Hygiene training and then perform proactive Industrial Hygiene audits
- Provide Lock-out/Tag-out training
- Coordinate confined space entry procedures – Citywide standardization of equipment purchased, inspect and certify fall protection equipment, cross-departmental training with equipment so that everyone can share equipment and is aware of limitations of equipment

Utility Billing Division

- Complete implementation of all web phases for customers
- Implement transaction testing survey service for customer feedback
- Continue to participate in APPA Benchmarking Survey
- Continue to work on ways to reduce or redirect customer contacts including Western Union payments, web payments, Check Free payments, and ability for Utility Billing staff to take credit card payments and enter directly into Banner to avoid use of credit card machines
- Begin testing browser-based Banner product 4.0 for 2007 implementation
- Complete testing customer response to COPE solicitation in February and make a joint decision with appropriate City staff on what to recommend to City Council regarding the state-mandated program
- Complete any necessary clean-up on thousand gallons to hundred gallons billing change, including extensive checking for accuracy as the winter quarter average bills
- Continue to work with Water Department on Hansen system interface to Banner system on meter inventory, potentially add interface regarding container inventory for Solid Waste

Fire Department

- Certify all officers at NIMS 200/300 level; certify all Chief Officers at NIMS 400 level
- Develop team of CERT instructors, present initial training and others as requested
- Develop and provide a Citizens Emergency Preparedness Handbook or place with link on City website
- Provide NIMS/ICS training to City employees
- Develop new Emergency Management process for operating EOC
- Conduct table top drill using new EMP; conduct field exercise
- Finalize installation of the Outdoor Warning System
- Retrofit older pumpers and hazardous materials truck with top side safety features; complete roadside safety measures
- Purchase and place 3 additional thermal imaging cameras in service
- Purchase and place 5 additional automatic defibrillators in service
- Deliver an Engineer 101 (pumper driver/operator) training program; provide an emergency vehicle driver class; implement the Company Officer 101 program; develop an Engineer 201 (truck driver/operator) training program; develop a Truck Company training program
- Conduct two fire academies with the Northern Consortium
- Open applicable fire training to mutual aid departments with the express goal of developing the capabilities and interoperability of those agencies on whom the City depends for mutual aid assistance
- Train a Paramedic and prepare Paramedic students for 2007
- Continue involvement of "line" personnel in the hiring process
- Establish a "Web Team" working with the City Web Coordinator to develop, maintain, and manage Department web site;
- Establish a "Public Education Team" of line staff and the Safety Education Coordinator to develop & present fire and injury prevention education programs to special needs (adult, senior, handicap, etc) target audiences
- Formalize Longmont Fire Department Hazardous Materials Response Team with service contract for Northern Boulder County and membership options for team members from outside the Department
- Complete mutual aid IGA with Boulder Rural FPD
- Complete Water Treatment Facilities IGA with Hygiene FPD
- Update mutual aid IGAs with Mountain View, Lyons, Loveland & Berthoud FPDs
- Develop Mutual Aid IGAs with Fredrick/Firestone, Lafayette, Louisville & Cherryvale FPDs
- Revise and improve partnership with Longmont Emergency Unit & Boulder Emergency Squad for the provision of rehab, decontamination, air support, lighting, underwater & swift water rescue
- Finalize implementation of mobile version of Incident Reporting Module, train personnel on usage, fully implement system
- Continue work on GIS and map books

- Participate in One-Stop Permit Process
- Conduct evacuation and emergency response drills for local businesses, as requested
- Update Child Passenger Safety Program and develop web page information on evacuation and emergency responses for businesses
- Participate in ICC Conference, Regional Fire Inspector Training, city sponsored management training and develop information center for IFC certification tests
- Plan and conduct Fire Prevention Week; continue participation in Spellbinders, conduct fire safety house presentations; continue presentations at SVVSD and private schools; continue involvement in Child Protection Team and Juvenile Firesetter program; host Stage 10 at Rhythm on the River
- Continue development and implementation process of Fire Manager
- Chair the Colorado State Fire Chiefs' annual "Leadership Conference"

Longmont Power & Communications

- Begin construction of a new east side electrical distribution substation planned to be operational in 2007
- Submit a revised 5 year main feeder undergrounding program work plan for City Council consideration early in 2006
- Complete the electrical substation relay/communication upgrade project
- Roll out an initial mobile data application including mapping and electronic forms for outages, equipment usage, and task hour tracking
- Provide the electric dispatch center on-line access to the Geographic Information/mapping system enabling the real time tracking of field switching operations and outage restoration efforts with the objective of improving efficiency, reliability and safety
- Complete the 3 year update of the Electric Community Investment Fee Fund and submit for Council consideration
- Construct a new barrier wall around Meadow Substation for improved aesthetics, noise abatement and security
- Complete residential street lighting projects as requested and approved by residents
- Complete ongoing line maintenance and reliability projects as determined by the analysis of electric outage data

Police Department

- Research alternatives and options to addressing methamphetamine problem
- Enhance the understanding of the Criminal Justice System among Longmont's immigrant population
- Research and develop police firearms range
- Continue the development of the Citizen's Volunteer Program
- Implement the Tiburon records management system
- Research, identify, and develop plans and strategies to ensure minimal communications standards are implemented for the future
- Continue the development of strategies to address emerging and growing gang issue in Longmont
- Reconvene residents and employees to continue the development of Police Department's strategic plan
- Enhance Police Department's capacity to respond to cyber crime

Public Works & Water Utilities Department

Department-wide

- Commence providing treated water service to the Town of Lyons
- Continue merger implementation and optimization of integrated service delivery and efficiencies
- Continue implementation of computerized maintenance management systems and issuance of work orders at the treatment plants and operations and maintenance divisions
- Continue to implement less attended operations at the treatment plants
- Expand skill-based pay program to treatment plant staff
- Select and implement performance metrics to evaluate Strategic Plan results
- Continue with development of organizational structure and re-engineering of internal work practices

Administrative Services

- Complete revenue projections and rate evaluations
- Develop funding projections for the 2007-2011 CIP
- Prepare the 2007 budget
- Develop and analyze the data from the Water Quality customer survey
- Manage on-going development of Hansen database and integration with GIS and Banner
- Plan and host the Annual Children's Water Festival
- Revise the Water Conservation Master Plan in accordance with HB 1365

Distribution and Collection Engineering

- Install cured-in-place sanitary sewer line rehabilitation at the following locations: 1). Longs Peak Ave. (Pratt St. to Terry St.); 2). Pratt St. (6th Ave. to Longs Peak Ave.); 3). Sherman St. (Spruce Ave. to 3rd Ave.); 4). Lincoln St. (3rd Ave. to Spruce Ave.); 5). Spruce Ave. (Sherman St. to Bowen St.); 6). Spencer St. north of 14th Ave.; and South Sherman St. & Grand Ave.
- Rehabilitate several sanitary sewer manholes and complete point repairs in the sewer line in Grand Ave. east of Terry St. to reduce infiltration/inflow into the sewer system
- Install 8-inch sanitary sewer and water line in 2nd Avenue between Martin Street and East Rogers Road in conjunction with the PRPA transmission line project
- Replace water lines in the following locations: 1). Cambridge Dr. (Danbury Dr. to west end at Wedgwood Ave.); 2). Wedgwood Ave. (Harvard St. east to Cambridge Dr.); 3). Kingston Ct.; and 4). S. Main St. at Missouri Ave.
- Replace the North St. Vrain raw water line on Highway 36 from St. Vrain Creek to Main St. in Lyons and along Highway 36/66 east of the Highland Ditch to the Ideal Cement Plant Road
- Repair the cathodic protection on the 27-inch steel water transmission line along the railroad from the North Water Treatment Plant to N. 75th St.

- Continue implementation of the water meter layer in GIS and implement mobile GIS technology
- Provide land development review, inspection and construction coordination.

Water Resources

- Continue work on Water Court Filings
- Update for 2006 the Water Supply and Drought Response Planning efforts
- Continue the Button Rock Preserve Forestry Management program
- Continue pursuing the Windy Gap firming project
- Manage the City's interest in various local ditch and reservoir companies
- Manage the Button Rock Preserve recreational activities
- Collaborate with the Parks Department on the development of a raw water irrigation plan for the City's parks system

Water Treatment Plants

- Implement 24/7 operation of the Nelson-Flanders WTP and work with I&C on the completion of automation
- Develop job descriptions for flexible operators who contribute to mechanical maintenance and automation
- Contribute to plans for identifying uses of the South Plant and property
- Develop standard operating procedures for Nelson-Flanders plant
- Develop automated and comprehensive data management program for water plants
- Implement 100% preventative maintenance program at the Nelson-Flanders and Wade Gaddis WTP's, and 100% seasonal maintenance at the Wade Gaddis WTP
- Identify data and reports that can be generated from Computerized Maintenance Management System to assess staffing, equipment, and related maintenance needs.
- Install influent valves at the Wade Gaddis WTP
- Update sludge system at Wade Gaddis WTP

Wastewater Treatment Plant

- Complete the design, construction and installation of the remaining equipment as part of the plant expansion project, including new bar screens, a new DAFT polymer feed system, a polymer feed system for the final clarifiers and UV disinfection
- Begin the design and construction of needed facilities for improved biosolids treatment
- Continue and expand the use of the Computerized Maintenance Management System
- Complete the updated version of the computerized O&M manual
- Replace lighting in the Headworks and Belt Filter Press buildings

- Evaluate the condition of the belt filter presses and define/begin a rehabilitation project. Also evaluate the belt press building air handling system and improve its performance
- Complete the design and construct the remodeling of the Operations Building and area now occupied by the Water Quality Lab
- Evaluate the design/performance of the DAFT unit and determine the modifications necessary to optimize that process' performance
- Complete and implement the skill based pay program for plant operations and maintenance staff
- Work with I & C staff to complete the evaluation of SCADA system signals and alarms, and make the necessary changes/improvements required for unattended operations
- Test and implement unattended operations of the facility

Water Quality Division

Engineering and Environmental

- Provide engineering and project management to complete installation of new headworks screening equipment at wastewater treatment plant
- Complete design and construction of the next phase of odor control at the wastewater treatment plant (WWTP)
- Complete evaluation and installation of UV system
- Complete design and begin construction of solids handling improvements at the WWTP; provide engineering and project management for construction of facilities.
- Evaluate belt filter press operation and condition, define rehabilitation or replacement needs.
- Evaluate DAF design and operation for possible piping or equipment changes needed to optimize operation; design and construct modifications.
- Design and construct improvements to belt filter press control room air handling system.
- Provide project management to complete construction of a new water quality laboratory.
- Complete design and construction of remodeled operators' locker and meeting/break rooms at wastewater treatment plant
- Construct pilot wetland treatment project east of wastewater treatment plant
- Complete second phase of in-stream aquatic life and trace chemical studies in conjunction with U.S.G.S.
- Close out Nelson-Flanders WTP & Pipeline projects including follow up on warranty issues and 1041 permit issues
- Assist with ongoing implementation of maintenance management system at water and wastewater plants
- Begin reservoir and source water monitoring program and source water protection program
- Develop long term plan for handling and disposal of treatment residuals (alum sludge) from water treatment plants.

Instrumentation and Control

- Complete checkout of instrumentation and control equipment at new water treatment plant and provide startup services for plant SCADA system
- Complete installation of distribution system SCADA equipment
- Update SCADA system software and complete or revise screen displays for users at WTP and WWTP
- Complete controls for new screening equipment at wastewater treatment plant
- Design and install instrumentation and control for new Water Quality Lab
- Work with Town of Lyons to complete installation of monitoring and control systems for Lyons Pump Station
- Upgrade I&C equipment and assist with annual startup and shutdown of Wade Gaddis WTP
- Provide SCADA system training to select staff
- Complete planned maintenance, upgrades and replacements of electrical and instrumentation/control equipment at all facilities
- Revise or create system documentation for Nelson-Flanders WTP and all scheduled projects
- Begin using CMMS to track & record work
- Provide services necessary for startup of Quail lift station
- Decommission South WTP equipment
- Provide programming and checkout services for startup of St. Vrain pump station
- Move Highway 66 transmission line radio

Water Quality Laboratory

- Continue to expand LIMS capabilities and integrate LIMS into new laboratory operation
- Close out existing laboratory and move operations into new laboratory
- Continue to refine on-line reporting capabilities for customers
- Assist in startup of new water plant, including filter profiling and evaluation of ability to meet long-term drinking water regulations
- Work with Distribution/Collection engineering to calibrate system model and incorporate into IDSE; complete first phase of IDSE, including submittal of plan to State/EPA

Industrial Pretreatment

- Complete ordinance revisions and inter-departmental arrangements to address grease control, streamlining regulations and enforcement.
- Continue pollution prevention program for residential grease reduction
- Reissue industrial discharge permits
- Continue stream sampling program
- Expand and enhance pollution prevention activities
- Assist other departments in updating the City's emergency spill response plan

Distribution and Collection Operations & Maintenance

- Install sample hydrants for Engineering and Water Quality
- Clean 700,000 feet of sewer
- Continue storm drainage TV work (90,000 feet)
- TV Inspection for wastewater (80,000 feet)
- Service 2,500 hydrants
- Clean 3 reservoirs
- Exercise 3,000 water distribution system valves
- Replace 1,400 water meters
- Install 1,500 meters for universal metering program
- Respond to 4,000 - 5,000 service calls
- Continue management of the cross connection control program
- Conduct training classes in all five skill blocks
- Host backflow tester certification and/or repair classes
- Convert 56 direct read water meters to radio read meters. This will complete a geographic area with radio reading equipment for both water and LPC
- Pilot mobile data for service trucks

Public Works Engineering and Operations

- Review and make recommendations to City Council for updates to the City of Longmont Public Improvement Design Standards and Construction Specifications in conjunction with the Neighborhood Traffic Mitigation Task Force, Transportation Advisory Board, other City Divisions and Departments, and private sector representatives
- Work with the Neighborhood Traffic Mitigation Task Force to complete recommendations to City Council
- Review and recommend necessary updates to the Transportation Community Investment Fee in conjunction with the Planning Division
- Begin design and right-of-way acquisition for the Lykins Gulch Drainageway Project (CIP Project # D-35), extending the drainage channel from Airport Road northeast to the St. Vrain River. Construction is scheduled for 2009
- 2006 Street Rehabilitation and Concrete Repair Program (CIP Project # T-1)
- 2006 TSM Program (CIP Project # T-11) including the Mt. View and Main Street Intersection Improvement Project, and 17th and Hover Dual Left Turn Lane Improvements
- South Main Street Reconstruction Project (CIP Project # T-85) from SH 119/Ken Pratt Boulevard south to Quebec Avenue. The City has received \$1,618,000 in federal funds for this project that will replace the deteriorating asphalt pavement with new concrete pavement
- Update pavement condition rating and 5-year Pavement Management Plan.
- Begin Airport Road, Phase 2 Construction Project (CIP Project # T-68) from Rogers Road north to 17th Avenue
- Manage the Neighborhood Traffic Mitigation Program including potential projects on E. Mountain View Avenue from Pace to Deerwood, the residential area surrounding Garden Acres Park, and Alpine Street from 17th to 21st

- Continue efforts of Floodplain Management that will result in a 5% reduction in the cost of floodplain insurance to residents of Longmont through the Community Rating System Program
- Continue implementation of NPDES programs and efforts to enhance water quality and reduce pollutant runoff, illicit discharges, and improve community education of water quality
- Continue ongoing work with community schools on safe walking routes, management of the School Crossing Guard Program, and other efforts aimed at pedestrian safety, particularly around the schools
- Monitor and update signal timing as needed on major arterial corridors including Main Street, Hover Road, and SH 119/Ken Pratt Boulevard
- Complete phase 5 of the 5-year plan to video tape the Storm Drainage pipe system to determine existing condition and future maintenance needs
- Continue the ongoing crack seal program to extend the life of existing City streets
- Continue the ongoing chip seal program, maintaining alleys and streets
- Continue pothole and road maintenance programs
- Continue ditch cleaning and maintenance
- Continue minor pipe repairs and minor new pipeline installation pertaining to the Storm Drainage system
- Continue sidewalk trip hazard mitigation maintenance
- Continue pavement marking and sign maintenance
- Continue signal maintenance and installation
- Maintain snow and ice removal efforts during snow events
- Provide 5 Stop-n-Drop events
- Provide 2 landfill drop days
- Provide Christmas tree recycling at 5 satellite drop-off locations
- Provide curbside tree limb collection
- Provide 20,000 leaf bags to residents and provide curbside leaf bag collection
- Provide one household chemical drop day