

City of Longmont

2008 Major Work Items

Department of Administration

- Complete process mapping project to evaluate Municipal Court and Probation workflows to determine potential efficiency changes
- Implement necessary technology changes in the Municipal Court and Probation records management system
- Implement the findings from the Total Compensation Review completed in 2007 and develop transition plans for each recommendation
- Identify possible improvements and establish an implementation plan for improving the Employee Performance Evaluation program
- Review the City's training and organizational development programs to identify more effective ways to deliver training
- Develop a set of Human Resource Division performance metrics and an evaluation process to understand how HR meets those objectives
- Work with directors and managers to understand how HR needs to shift its focus from the services it provides to the decisions it supports and linking talent strategy to the City's business strategy
- Complete recodification of Longmont Municipal Code
- Conduct special election to fill the vacant At Large Council seat
- Work with departments to continue implementation of the City-wide document management system, SIRE
- Install and provide training on the SIRE Web Center viewer for all divisions desiring web access to City documents
- Implement the Customer Request Tracking System (CRTS) Phase III improvements
- Analyze and track state and federal legislation
- Post City Council meeting video and audio files to the web for community access

Community Development Department

Non-Divisional

- Implement new One Stop Permit Processing Program
- Prepare quarterly reports on status of Quality of Life Benchmarks
- Review and monitor IGA with the Town of Mead
- Continue preparing redevelopment plan for Flour Mill property
- Implement Urban Renewal plan including the Flour Mill and Sugar Factory areas
- Continue working with private sector developers to finalize design and construct the Downtown Mixed Use Facility

Planning

- Publish Land Development Code in a user friendly format
- Research solar access/shadow/grade difference compatibility standards for potential code amendments
- Determine scope and amend LACP to include appropriate Weld County areas
- Facilitate significant Boulder County (Hwy 66 MUC) annexations north of Hwy 66
- Implement enhancements to DRC process and software as it relates to One Stop program

- Annex City owned properties – McIntosh Lake, Golden Ponds and Rogers Grove, Golden Farm, south of Hwy 119 and east of WCR 1
- Continue work on TMO along the SH119 corridor
- Develop project list from MMTP to incorporate as projects in the CIP, amendments to the LACP, LDC and standards
- Coordinate study with RTD to look at feasibility of rail between Boulder/Longmont as well as TOD opportunities in Longmont
- Develop timeline of activities, projects and decisions to set priorities and allocate resources for FasTracks
- Proceed with station area plan (TOD) for Longmont Fastracks locations

Parks, Open Space & Public Facilities

- Implement Open Space sales tax extension plan
- Begin Lake McIntosh Phase III, focusing on restoration and re-vegetation, primarily on the west side of the lake
- Construct Phase 7 of the St. Vrain Greenway
- Design Phase 8 of the St. Vrain Greenway
- Implement mosquito control program
- Implement Wildlife Management Plan on public lands
- Complete arterial landscaping on Hover Road, Missouri Ave., 21st Ave
- Rehabilitate park buildings at Collyer, Thompson and Dawson Parks
- Continue Park Bridge Replacement program – Kanemoto Park
- Implement Kensington Park Rehabilitation Phase 2
- Update Garden Acres Park Master Plan
- Complete Clover Basin Community Park Master Plan and Phase 1 engineering
- Continue city-wide Tree Replacement Program
- Increase marketing and sales efforts in Golf Services
- Pursue “net metering” opportunities for irrigation pump conservation, starting with Twin Peaks golf course
- Continue monitoring gravel and oil and gas reclamation projects
- Initiate Phase 2 of the City-wide roof projects
- Complete replacement boiler projects
- Complete ADA projects
- Complete replacement HVAC projects
- Complete carpet and flooring replacement projects
- Continue implementation of keyless entry projects
- Support CIP process to include LEED or green point projects
- Implement Phase 1 of the conservation performance contracting opportunities

Building Inspection

- Review, amend and adopt the latest version of electrical codes
- Refine and improve the housing inspection program
- Prepare a green building proposal for commercial and municipal buildings based on the Board of Environmental Affairs and Master Board of Appeals recommendations
- Prepare and distribute annual study guide tests for contractors
- Implement the currently adopted nuisance code

Community Services Department

- Launch new community educational wiki-style website (lifelongmontlearning.com) where the community can access and update resources that are available to help them pursue lifelong learning opportunities
- Launch community education campaign to help establish Longmont as a Learning City
- Partner with the YMCA and other community partners to Launch “Pioneering Healthier Communities” initiative which will promote healthier eating and more active living in Longmont
- Institute new fee structure and reconceptualize Discovery Days program for preschool children
- Continue revision of School Tours program with the creation of a new history tour in conjunction with the *Front Range Rising* exhibit
- Continue Artists’ Selection for the west entryway *DiagonArt* project (Hwy 119 median west of Hover)
- Commission public art to be sited at Vance Brand Airport and define collaborative art project to be sited at the Longmont Humane Society
- Pilot new neighborhood outreach programs that reach a larger audience
- Complete the library RFID project and implement other enhancements such as PC reservation, print management and credit card payment of fines
- Create common application and combined funding process for the HOME Consortium members to use and standardize reporting requirements both for consortium members and for subgrantees
- Increase marketing and promotion of the Community Housing Program to local employers as a benefit for their employees
- Finalize approved changes to the Inclusionary Zoning program
- Complete the Homeless Strategic Plan and other organizational development to be used by Longmont Housing Opportunities Team (LHOT) over the next 5 years
- Complete development of a monitoring system for all subgrantees including for CDBG, HOME and Affordable Housing Funded projects
- Explore Senior Services role in supporting a culture of civic engagement in Longmont; in addition, establish a bill payer volunteer program in Longmont and revamp the “Snow Chasers” program to better meet the needs of older adults
- Expand night and weekend programming for older adults, particularly working older adults and explore use of other available space as the current senior center space is maximized

Finance Department

- Prepare and adopt the 2009 budget and 2009-2013 CIP
- Prepare periodic supplemental appropriations/CIP amendments
- Issue bonds for financing storm drainage improvements and open space projects and provide lease financing for construction of the new fire station
- Prepare 2007 Comprehensive Annual Financial Report including GASB 45 on Other Post-Employment Benefits (OPEB)
- Continue provision of taxpayer education to monolingual Spanish business community
- Implement new lodgers tax including preparation of monthly reports
- Conduct a mock IRS audit to test compliance
- Complete the review and update of the Purchasing rules in the Municipal Code and the Purchasing Manual

- Provide outreach to vendors, particularly small local businesses, on how to do business with the City
- Collaborate with the St. Vrain Valley School District to aggregate procurement needs to realize cost savings and administrative efficiency
- Relocate City mail room and ETS training room
- Renew annual insurance coverage
- Administer wellness programs throughout 2008 including wellness classes, fitness challenges, chemistry panel blood draw, Wellness Fair and health risk assessments
- Work with Kaiser Permanente Prevention program to coordinate the best use of their Wellness opportunities in conjunction with the City program
- Complete bid and construction of PB-157 Fleet wash facility
- Complete the purchase and up-fit of 2008 replacement vehicles and approved capital budget additions
- Implement the use of GPS in Public Works Water Utilities vehicles
- Continue efforts of fuel management and look to ways to reduce fuel consumption for the fleet including continued purchase of hybrid vehicles
- Plan and begin migration of Utility Billing Customer Information System to either Banner 4.1 or 4.2 including:
 - Continue ongoing data clean-up in anticipation of migration
 - Assess the viability of whether we should migrate to Banner 4.1 or 4.2
 - Complete move of bill print design to Platte River Power Authority DBA
- Develop FMIS/HRIS re-engineering enhancements including:
 - General Ledger account structure project
 - New CIP system
 - Cash remittance processing option with additional functionality of imaging and electronic conversion
 - Explore options for paperless A/P system
 - Complete plan to convert financial management systems to new account structure and begin implementation
 - Develop Payroll Re-engineering and electronic PAF interface
- Complete ETS hardware/connectivity/infrastructure projects including:
 - Implement Blackberry connectivity solution pilot
 - Complete thin client and roving user pilots
 - Complete PCI (Purchasing Card Industry) audit
 - Install and configure PS Alley program to improve 911 location
 - Develop strategic direction for Voice Response and Voicemail
 - Install additional IP cameras for Police and Recreation areas
 - Upgrade speed and redundancy of Internet connection
 - Implement the PC/mobile client plan using Fire and Police resources
 - Evaluate and enhance backup system
 - Replace 138 personal computers and laptop
 - Analyze Help Desk process enhancements
 - Enhance the School Resource Officers connectivity
 - Replace Packet Shaper to control internet usage
 - Upgrade of Lotus Notes and Websphere servers
 - Complete and test Pandemic and Disaster Recovery systems
 - Install Intrusion Detection and Patch Management system
 - Install additional PIX firewalls

- Complete ETS application projects including:
 - Implement subpoena system and Courts, Probation and Prosecution system
 - Complete City-wide reporting Phase II
 - Implement Banner to Hansen integration
 - Complete Phase I of the Application Interface project
 - Implement credit card processing for the Library
 - Implement AMR ambulance billing application
 - Update SP4 and ARCGIS 9.3 upgrade
 - Web enable key employee services
 - Merge Training & Risk calendar functions
 - Implement the new Fire Department mapbook
 - Implement Project and System Performance Dashboard
 - Expand GIS Internet layers
- Provide the following trainings to City employees:
 - Purchasing 101
 - Construction 101
 - Basic RFP Training
 - Procurement Card Users
 - Aggressive customer training
 - Industrial Hygiene training and then perform proactive IH audits
 - Confined space training
 - Lock-out/Tag-out training
 - Iseries data and report navigation

Fire Department

Community Safety

- Begin construction of Terry Street Station
- Design Terry Street Fire Station Quick Response Vehicle
- Install Fire Information Management System - Life Safety Module
- Hire Safety Education Coordinator

Firefighter Safety

- Revise Department Physical Fitness/Wellness Program
- Send 9 Firefighter Recruits through Fire Academy
- Upgrade communications paging process
- Continue Fire Department "Safety Stand Down Day"
- Initiate Firefighter Rehabilitation Policy and Procedure
- Cooperate with BRETSA to hire consultant to evaluate new County Computer Automated Dispatch System

Longmont Emergency Communications Center

- Replace Tone Alert System
- Install new consoles
- Initiate DTR System
- Complete 9-1-1 Telephone Upgrade

Programs

- Develop Line of Duty Death/Non-Line of Duty Death Policy
- Develop policy and forms for awards committee

- Develop “Acting Position” program and procedure, including:
 - BC “101” Program
 - Lieutenant “101” Program
 - Truck Operations “101” Program

EMS

- Acquire and train on adult Intraosseous equipment and techniques to remain current with American Heart Association standards
- Complete requirements necessary to send all paramedics to LUH Operating Room Intubation Clinicals
- Institute integrated EMS transport model with ambulance transport provider
- Implement patient care Total Quality Management benchmarks and care data trending to guide EMS system development
- Evaluate “Shots for Tots” neighborhood child vaccination program
- Continue to develop and implement an EMS System that is scalable and capable of handling community emergency medical problems from single patient incidents to large scale disasters
- Enhance Longmont Fire Department’s ability to locate, obtain, and administer grants for EMS

Hazardous Materials

- Initiate County-wide Hazardous Materials Team Agreement

Emergency Preparedness

- Conduct Community Emergency Response Training – CERT
- Maintain National Incident Management System Compliance
- Update City’s Emergency Preparedness Plan
- Conduct Emergency Exercises/Drills

General

- Conduct Promotional Exams for:
 - FF/Engineer
 - Lieutenant
 - Battalion Chief
- Celebrate the 100 Year Anniversary of the Fire Service
- Complete Department Strategic Plan
- Complete Fire Department Master Plan
- Complete Cooperative Effort Study with surrounding jurisdictions

Longmont Power and Communications

Engineering

- Complete site security system enhancement at Terry Street Station
- Develop fault indicator work plan for local distribution systems
- Develop pilot application for Automatic Meter Reading system with wireless communication

Business

- Complete a cost of service and rate development study for Electric rates, ECIF fees, and Telecom rates

Operations

- Replace 3000 pedestal bulbs as part of three-year rotation
- Review and adjust work order assemblies
- Complete fault indicator installation on all feeders

Customer Services and Marketing

- Hire new Energy Services Engineer position
- Increase public information/marketing efforts for energy efficiency and renewable energy programs; evaluate and implement new energy efficiency and renewable energy programs

Police Department

- Implement the Police Department strategic plan which consists of thirty different strategies covering police operations and service delivery components
- Continue ongoing hiring of staff as funded by the public safety tax
- Continue development and implementation of recruitment and retention strategies
- Determine site for and begin development of police firearms range/training facility
- Implement realignment strategies to focus more support on patrol operations
- Begin succession planning and implementation of strategies to deal with upcoming retirements

Public Works & Water Utilities Department

Deployment of Technology

- Complete SCADA Program Review
- Continue GIS Implementation
- Scan Information and system maps
- Deploy Automated Vehicle Locator on department vehicles
- Update the Department web site

Development of Partnerships at all Levels

- Improve communications between transportation engineering and operations
- Provide technical support for the Transit Oriented Development Study (FasTracks station planning)
- Organize and improve City integrated environmental protection plan
- Improve and develop supervisory skills through the Partners in Performance system

Development of Multi-skilled Staff

- Cross-train Administrative staff on the use of the Automated Call Distribution system and improve overall effective use of our Call Centers across the divisions
- Expand Skill Based Pay to additional divisions and staff positions
- Develop and implement cross-training program for department engineering staff

Optimize Stewardship of Assets

- Develop, monitor, and implement work plans and department Capital Improvement Program
- Update the pavement management system
- Implement work practices that reflect and implement Reliability Centered Maintenance, Program Driven Maintenance and Just-in-Time Maintenance protocols
- Continue to implement the Source Water Protection Program to protect the City's watershed
- Complete the transportation Origin and Destination Study
- Evaluate the opportunities to manage the City's water supply to meet the City's water needs as well as a variety of broad community interests

Implement meaningful business practices

- Implement recommendations from the Street and Traffic Signal Design Teams
- Initiate and launch a comprehensive performance measurement system department wide
- Complete the Water and Sanitary Sewer Rate and Fee Study
- Update the Storm Sewer Permitting process and continue to improve the best management practices