

Forget-Me-Not



Executive
& Legal

Executive & Legal

The City Manager is appointed by City Council and is responsible for the execution of City Council policies, directives, and legislative action. Leadership in this capacity involves coordinating departmental functions and relations with many external organizations to achieve alignment with City Council priorities for the community and resources available.

All City staff report to the City Manager, except the Municipal Court and the City Attorney's Office. It is the City Manager's responsibility to integrate the talents of all department heads within a common vision that enables the organization to deliver service based on City Council direction. This management team works together to create an environment that encourages innovation, creativity, and growth. The City Manager's Office encourages management and every employee to hold each other accountable for achieving excellence.

Executive & Legal Summary

	'15 Actual	'16 Adopted Budget	'16 Revised Budget as of July 1 st	'17 Budget	'17 Budget / '16 Adopted % Change	'16 FTE	'17 FTE
REVENUE							
General Fund							
INTERGOVERNMENTAL	(164)	-	-	-	-		
CHARGES FOR SERVICE	12,088	16,500	16,500	14,500	-12.1%		
FINES & PENALTIES	235,954	176,300	176,300	194,300	10.2%		
OTHER	21,267	-	2,838	-	-		
ADMINISTRATIVE OVERHEAD	734,000	761,110	761,110	1,165,144	53.1%		
GENERAL FUND SUBSIDY	2,289,515	2,247,108	2,254,438	2,514,866	11.9%		
Total General Fund	\$ 3,292,660	\$ 3,201,018	\$ 3,211,186	\$ 3,888,810	21.5%		
Special Revenue Funds							
INTERGOVERNMENTAL	208,081	322,471	324,171	336,070	4.2%		
OTHER	80,000	-	-	-	-		
TRANSFERS	-	-	-	400,000	-		
Total Special Revenue Funds	\$ 288,081	\$ 322,471	\$ 324,171	\$ 736,070	128.3%		
Total Revenue	\$ 3,580,741	\$ 3,523,489	\$ 3,535,357	\$ 4,624,880	31.3%		
EXPENSES BY DIVISION							
General Fund							
CITY MANAGER	579,320	545,348	543,848	892,797	63.7%	2.50	4.00
PUBLIC INFORMATION	212,803	230,719	230,719	292,663	26.8%	1.75	1.75
COMMUNITY PARTNERSHIP	880,308	671,676	674,514	721,374	7.4%	1.26	1.25
CITY ATTORNEY	1,000,620	1,133,180	1,133,180	1,306,563	15.3%	9.00	8.87
MUNICIPAL COURT	619,609	620,095	628,925	675,413	8.9%	4.60	5.00
Total General Fund	\$ 3,292,660	\$ 3,201,018	\$ 3,211,186	\$ 3,888,810	21.5%	19.11	20.87
Special Revenue Funds							
AFFORDABLE HOUSING	-	-	-	400,000	-	-	-
CDBG	288,080	320,271	324,171	336,070	4.9%	0.74	0.75
Total Special Revenue Funds	\$ 288,080	\$ 320,271	\$ 324,171	\$ 736,070	129.8%	0.74	0.75
Total Expenses	\$ 3,580,740	\$ 3,521,289	\$ 3,535,357	\$ 4,624,880	31.3%	19.85	21.62
EXPENSES BY CATEGORY							
PERSONNEL SERVICES	1,980,256	2,087,695	2,098,225	2,549,808	22.1%		
SUPPLIES	34,332	22,700	22,700	24,900	9.7%		
PURCHASED SERVICES	1,113,649	955,599	959,137	1,382,301	44.7%		
ADMINISTRATIVE OVERHEAD	452,503	455,295	455,295	667,871	46.7%		
Total Expense	\$ 3,580,740	\$ 3,521,289	\$ 3,535,357	\$ 4,624,880	31.3%		

City Manager

The City Manager is the chief executive officer of the City of Loveland. This position is appointed by the City Council and is responsible for the execution of City Council policies, directives, and legislative action. Leadership in this capacity involves coordinating departmental functions and relationships with many external organizations to achieve alignment with City Council priorities for the community. This alignment effort is communicated in the annual budget and the 10–Year Financial Plan.

All City staff report to the City Manager, except the Municipal Court and the City Attorney’s Office. It is the City Manager’s responsibility to integrate the talents of all department heads within a common vision that enables the organization to deliver service based on City Council direction. This management team works together to create an environment that encourages innovation, creativity, and growth. The City Manager’s Office encourages management and every employee to hold each other accountable for achieving excellence. A performance measurement system has been established to create a means of communication that will align expectations for service delivery and the actual service delivery using resources available. The elements of this system serve as a tool to assess the efficiency and effectiveness of resource allocation.

Many organizations external to the organization help to shape the community and set the path for the future. The City Manager is responsible for coordinating relationships with:

- other agencies, such as federal, state, county and other municipalities;
- other non-profit organizations;
- the City of Loveland’s boards and commissions; and
- Businesses and other private agencies.

It is critical to manage those relationships in a way that the citizens receive the most benefit today and in the future. It must pave the way to an efficient, results oriented government, which partners with all segments of the community to face the challenges of the future.

DIVISION	DEPARTMENT
City Manager	Executive & Legal

	‘15 Actual	‘16 Adopted Budget	‘16 Revised Budget as of July 1 st	‘17 Budget
REVENUE				
ADMIN ALLOCATIONS	368,269	317,059	317,059	325,894
GENERAL FUND SUBSIDY	211,051	228,289	226,789	566,903
Total Revenue	\$ 579,320	\$ 545,348	\$ 543,848	\$ 892,797

EXPENSE BY Division/Program

General Fund				
CITY MANAGER	\$ 579,320	\$ 545,348	\$ 543,848	\$ 892,797

EXPENSE BY CATEGORY

PERSONNEL SERVICES	482,927	443,285	443,285	677,582
SUPPLIES	2,743	3,650	2,650	3,650
PURCHASED SERVICES	12,846	17,439	16,939	18,625
ADMINISTRATIVE OVERHEAD	80,804	80,974	80,974	192,940
Total Expense	\$ 579,320	\$ 545,348	\$ 543,848	\$ 892,797

FTE	2.50	2.50	2.50	4.00
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CHANGES COMPARED TO PRIOR YEAR ADOPTED

130,503	Increase in personnel services for the reorganization of 1.0 FTE Executive Fiscal Advisor from Development Services.
81,796	Increase in personnel services for the reorganization of 0.5 FTE Assistant City Manager from Development Services.
55,405	Increase in administrative overhead for costs allocated by Information Technology based on the allocation methodology.
39,529	Increase in administrative overhead for costs allocated by City Attorney based on the allocation methodology.
16,091	Increase in personnel services for Insurance Benefits due to historical enrollment and premium increases.
15,176	Increase in administrative overhead for costs allocated by Finance based on the allocation methodology.
8,755	Increase in personnel services for Medical Leave Payout based on employee tenure.
1,113	Increase in purchased services for general liability costs based on the Department's historical experiences and forecasted liability costs.
(919)	<u>Core Changes</u>
(2,848)	Personnel Services
73	Purchased Services
1,856	Administrative Overhead

\$ 347,449 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.

City Attorney

The Loveland Home Rule Charter sets out the duties of the City Attorney as follows: “The City Attorney shall serve as the chief legal adviser for the City, shall advise the Council and other City officials in matters relating to their official powers and duties, and shall perform such other duties as may be designated by Council.”

The Loveland Municipal Code also requires the City Attorney to appear for the City in all actions or suits in which the City is a party and s/he is authorized to make any and all affidavits or instruments in writing for the proper conduct in any suit in which, in her/his opinion, the City’s interests so require. The City Attorney must attend all meetings of the Council and draft all ordinances, contracts and other instruments when requested by the Council to do so. The City Attorney may appoint assistants as necessary and as authorized in the budget to serve under the direction and control of the City Attorney.

The City Attorney’s Office handles all prosecution in the Loveland Municipal Court. When matters are appealed from the Loveland Municipal Court to the District Court, this office handles the appeals. A vital part of handling Municipal Court matters is consultation with defendants in Municipal Court on their particular cases, which includes an education effort about law enforcement in general.

The City Attorney’s Office handles most legal matters for the City. Occasionally, certain areas that require specialized expertise are handled by outside counsel. When lawsuits are filed against the City on matters for which the City has liability insurance coverage, the insurance company retains an attorney to represent the City at the insurance company’s expense. In these matters, the City Attorney assists the attorney retained by the insurance company with the defense of the lawsuits.

The City Attorney’s Office consults regularly with the City Manager’s Office and all other City departments regarding various matters which have legal implications for the City.

DIVISION	DEPARTMENT
City Attorney	Executive & Legal

	'15 Actual	'16 Adopted Budget	'16 Revised Budget as of July 1 st	'17 Budget
REVENUE				
INTERGOVERNMENTAL	(503)	-	-	-
OTHER	186	-	-	-
ADMIN ALLOCATIONS	365,731	444,051	444,051	839,250
GENERAL FUND SUBSIDY	635,206	689,129	689,129	467,313
Total Revenue	\$ 1,000,620	\$ 1,133,180	\$ 1,133,180	\$ 1,306,563
EXPENSE BY Division/Program				
General Fund				
CITY ATTORNEY	\$ 1,000,620	\$ 1,133,180	\$ 1,133,180	\$ 1,306,563
EXPENSE BY CATEGORY				
PERSONNEL SERVICES	865,537	992,062	992,062	1,134,508
SUPPLIES	12,486	3,950	3,950	4,150
PURCHASED SERVICES	51,831	67,137	67,137	70,883
ADMINISTRATIVE OVERHEAD	70,766	70,031	70,031	97,022
Total Expense	\$ 1,000,620	\$ 1,133,180	\$ 1,133,180	\$ 1,306,563
FTE	9.00	9.00	8.88	8.87

CHANGES COMPARED TO PRIOR YEAR ADOPTED

86,481	Increase in personnel services for the current vacant Deputy City Attorney position budgeted at the midpoint of the salary range and reclassifications & turnover in 2016.
55,965	Increase in personnel services for Insurance Benefits due to historical enrollment and premium increases.
26,383	Increase in administrative overhead for costs allocated by Finance based on the allocation methodology.
2,696	Increase in purchased services for general liability costs based on the Department's historical experiences and forecasted liability costs.
950	Increase in purchased services for membership fees and dues.
908	<u>Core Changes</u>
200	Supplies
100	Purchased Services
608	Administrative Overhead

\$ 173,383 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.

Municipal Court

The Municipal Court's authority and responsibility is established by the Home Rule Charter and State Law. Its primary purpose is to adjudicate and process Municipal Code and Charter violations.

The Court will process around 11,000 cases in 2017 with the following attendant responsibilities: maintain Traffic Violations Bureau for "decriminalized traffic infractions"; formal arraignment on all other charges with advisement of legal rights and procedures; provision of a trial by judge or jury for disputed violations; sentencing of convicted violators; maintain records and report convictions as required; maintain administrative record keeping; issue and account for warrants for the arrest of non-compliant offenders; collect fines and costs; and set minimum fines and costs except as otherwise established by local or State law.

DIVISION	DEPARTMENT
Municipal Court	Executive & Legal

	'15 Actual	'16 Adopted Budget	'16 Revised Budget as of July 1 st	'17 Budget
REVENUE				
CHARGES FOR SERVICE	12,088	16,500	16,500	14,500
FINES & PENALTIES	235,954	176,300	176,300	194,300
OTHER	877	-	-	-
GENERAL FUND SUBSIDY	370,690	427,295	436,125	466,613
Total Revenue	\$ 619,609	\$ 620,095	\$ 628,925	\$ 675,413

REVENUE				
General Fund				
MUNICIPAL COURT	\$ 619,609	\$ 620,095	\$ 628,925	\$ 675,413

EXPENSE BY CATEGORY				
PERSONNEL SERVICES	339,322	356,720	365,550	382,748
SUPPLIES	11,943	8,750	8,750	10,750
PURCHASED SERVICES	62,966	47,995	47,995	71,664
ADMINISTRATIVE OVERHEAD	205,378	206,630	206,630	210,251
Total Expense	\$ 619,609	\$ 620,095	\$ 628,925	\$ 675,413

FTE	4.60	4.60	4.75	5.00
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CHANGES COMPARED TO PRIOR YEAR ADOPTED

24,186 Increase in personnel services for Insurance Benefits due to historical enrollment and premium increases.

2,632 Core Changes

1,842 Personnel Services

(2,831) Purchased Services

3,621 Administrative Overhead

28,500 Funded Supplements

2,000 Books & Periodicals

25,000 Teen Court and Transport Services

1,500 Travel, Meetings, and Schooling

\$ 55,318 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.

Public Information

The Public Information Division provides the community and employees with accurate and timely information related to issues and activities of City government in a manner that facilitates participation.

Outcome	Performance Measure	2015 Actual	2016 Revised	2017 Projected
Engage, empower, inform and educate citizens through meaningful public participation processes that encourage community and stakeholder collaboration in the decision-making process (GP 18)				
Provide information to the Loveland community and beyond about City government programs, services, facilities and events.	# of <i>City Update</i> monthly newsletters.	12	12	12
	# of web/social media postings.	130	150+	200+
	# of video presentations/online uploads.	2	4	15+
	# of news releases.	115	80+	100+
	# of media training sessions for staff .	4	8	8
	% of survey respondents indicating they are " <i>well informed about City services.</i> "	75%	80%	85%
	# of responses to Open City Hall postings	560	1,850	2,500+

DIVISION

Public Information

DEPARTMENT

Executive & Legal

	'15 Actual	'16 Adopted Budget	'16 Revised Budget as of July 1 st	'17 Budget
REVENUE				
INTERGOVERNMENTAL	339	-	-	-
GENERAL FUND SUBSIDY	212,464	230,719	230,719	292,663
Total Revenue	\$ 212,803	\$ 230,719	\$ 230,719	\$ 292,663
EXPENSE BY Division/Program				
General Fund				
PUBLIC INFORMATION	\$ 212,803	\$ 230,719	\$ 230,719	\$ 292,663
EXPENSE BY CATEGORY				
PERSONNEL SERVICES	134,272	137,880	137,880	159,616
SUPPLIES	1,397	1,500	1,500	1,500
PURCHASED SERVICES	40,801	54,425	54,425	54,672
ADMINISTRATIVE OVERHEAD	36,333	36,914	36,914	76,875
Total Expense	\$ 212,803	\$ 230,719	\$ 230,719	\$ 292,663
FTE	1.75	1.75	1.75	1.75

CHANGES COMPARED TO PRIOR YEAR ADOPTED

28,811	Increase in administrative overhead for costs allocated by Information Technology based on the allocation methodology.
17,094	Increase in personnel services for Insurance Benefits due to historical enrollment and premium increases.
10,942	Increase in administrative overhead for costs allocated by Finance based on the allocation methodology.
247	Increase in purchased services for general liability costs based on the Department's historical experiences and forecasted liability costs.
4,850	<u>Core Changes</u>
4,642	Personnel Services
208	Administrative Overhead

\$ 61,944 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.

Community Partnership

The City of Loveland provides funds for human service needs in the community through the Human Services Grant and the Community Development Block Grant programs. The Human Services Commission prepares an annual recommendation for allocation of the grant funds for City Council. The grant funds are allocated to a variety of non-profit human service agencies in Loveland that meet the annual goals set by the Human Services Commission.

The City receives Community Development Block Grant (CDBG) funds from the US Department of Housing and Urban Development. Congress limits these funds to be used primarily to address the needs of low and moderate income persons, to eliminate slum and blight, and meet urgent community needs. Each year, the Human Services Commission advises City Council on the allocation of funds for projects that meet goals established in the 5-Year Consolidated Plan that guides the way the City expends CDBG dollars. For the past several years, City Council has used the majority of CDBG funds to meet affordable housing and homeless needs in the community.

The Community Partnership Office administers the City's affordable housing policies by tracking affordable housing development and working on policy development with the Affordable Housing Commission.

Outcome	Performance Measure	2015 Actual	2016 Revised	2017 Projected
Public Outreach (GP 17 & 18)				
Community is informed about grant programs and processes.	# agencies applying for grant programs.	50	51	50
	# of new inquiries per year.	15	5	5
Community is aware of city's support of affordable housing.	# of affordable multi-family housing units.	1272	1342	1342
	# of affordable single-family housing units	161	183	215
Utilize grant funds to address the 5-Year Consolidated Plan goals: o Provide services to homeless persons through shelter and case management; o Create and maintain housing opportunities for low income households; Public service assistance	# of persons on housing waiting list.	3271	4010	3464
	# of homeless people or families assisted annually through CDBG-funded programs.	395	619	500
	# of housing units created, purchased or rehabilitated annually through CDBG-funded projects.	182	282	150
Fiscal Responsibility (GP 2)				
Compliance with federal regulations to maximize revenue.	# of areas for improved by HUD if monitored.	1	N/A	0
Grant funds are spent in a timely and effective manner.	% of grant recipients performing in an untimely manner.	19%	10%	10%
	\$ leveraged for projects with CDBG funds.	20.2M	768K	10M
	\$ leveraged for programs with HSG funds.	9.7M	13.8M	11M
Operational Efficiency (GP 11f & 17)				
Grant process is carried out efficiently and effectively to maximize productivity and community impact.	Discretionary funding spent – HSG	\$6,775	\$8,300	\$8,300
	Discretionary funding spent - CDBG	\$3,170	\$2,820	\$2,820
Sustainable Results (GP 17)				
Loveland citizens have access to human services and housing.	# of persons accessing services (HNS total clients served).	4792	4800	4800
Full range of housing types to meet needs of all socio-economic groups.	# of new housing that is affordable.	246	32	102
Superior Customer Service (GP 16&18)				
Grant applicants and commissioners are satisfied with process and management.	% of respondents "agree" or "strongly agree" on agency survey (lowest of Q4, Q7, Q9).	82%	76%	85%

DIVISION	DEPARTMENT
Community Partnership	Executive & Legal

	'15 Actual	'16 Adopted Budget	'16 Revised Budget as of July 1 st	'17 Budget
REVENUE				
OTHER	20,204	-	2,838	-
GENERAL FUND SUBSIDY	860,104	671,676	671,676	721,374
Total Revenue	\$ 880,308	\$ 671,676	\$ 674,514	\$ 721,374

EXPENSE BY Division/Program

General Fund

COMMUNITY PARTNERSHIP	\$ 880,308	\$ 671,676	\$ 674,514	\$ 721,374
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EXPENSE BY CATEGORY

PERSONNEL SERVICES	102,016	97,704	97,704	116,941
SUPPLIES	4,907	4,100	5,100	4,100
PURCHASED SERVICES	714,163	509,126	510,964	509,550
ADMINISTRATIVE OVERHEAD	59,222	60,746	60,746	90,783
Total Expense	\$ 880,308	\$ 671,676	\$ 674,514	\$ 721,374

FTE	1.26	1.26	1.26	1.25
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CHANGES COMPARED TO PRIOR YEAR ADOPTED

19,806	Increase in administrative overhead for costs allocated by City Attorney based on the allocation methodology.
16,758	Increase in personnel services for Insurance Benefits due to historical enrollment and premium increases.
8,483	Increase in administrative overhead for costs allocated by Finance based on the allocation methodology.
424	Increase in purchased services for general liability costs based on the Department's historical experiences and forecasted liability costs.
4,227	<u>Core Changes</u>
2,479	Personnel Services
1,748	Administrative Overhead
\$ 49,698	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.

Community Development Block Grant Fund

The CDBG Fund is for federal funds the City receives from the U.S. Department of Housing and Urban Development. Loveland is an entitlement city, which allows the City to receive funds each year without reapplication. Currently, the funding is directed towards affordable housing needs in the community. The Community Development Block Grant Fund is managed by the Community Partnership Office in the Executive & Legal Department. Details on the expenditures are in the Executive & Legal chapter.

FUND 204	DEPARTMENT
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	Executive & Legal

	'15 Actual	'16 Adopted Budget	'16 Revised Budget as of July 1 st	'17 Budget
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -
REVENUE				
INTERGOVERNMENTAL	208,081	322,471	324,171	336,070
OTHER	80,000	-	-	-
Total Revenue	\$ 288,081	\$ 322,471	\$ 324,171	\$ 336,070
Total Resources	\$ 288,081	\$ 322,471	\$ 324,171	\$ 336,070
EXPENSE BY Division/Program				
Special Revenue Fund				
COMMUNITY PARTNERSHIP	\$ 288,080	\$ 320,271	\$ 324,171	\$ 336,070
EXPENSE BY CATEGORY				
PERSONNEL SERVICES	56,182	60,044	61,744	78,413
SUPPLIES	856	750	750	750
PURCHASED SERVICES	231,042	259,477	261,677	256,907
Total Expense	\$ 288,080	\$ 320,271	\$ 324,171	\$ 336,070
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -
FTE	0.74	0.74	0.74	0.75

CHANGES COMPARED TO PRIOR YEAR ADOPTED

- 15,799 Increase based upon anticipated 2017 CDBG allocation.
- Core Changes
 - There are no core changes in this division.

\$ 15,799 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.

Affordable Housing Fund

Fund revenue comes from contributions from the General Fund and Council Special Projects Fund. Funds are appropriated by Council as needed to support affordable housing and homelessness projects.

FUND 203	DEPARTMENT
AFFORDABLE HOUSING	Executive & Legal

	'15 Actual	'16 Adopted Budget	'16 Revised Budget as of July 1 st	'17 Budget
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -
REVENUE				
TRANSFERS	-	-	-	400,000
Total Revenue	\$ -	\$ -	\$ -	\$ 400,000
Total Resources	\$ -	\$ -	\$ -	\$ 400,000
EXPENSE BY Division/Program				
Special Revenue Fund				
COMMUNITY PARTNERSHIP	\$ -	\$ -	\$ -	\$ 400,000
EXPENSE BY CATEGORY				
PURCHASED SERVICES	-	-	-	400,000
Total Expense	\$ -	\$ -	\$ -	\$ 400,000
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -
FTE	-	-	-	-

CHANGES COMPARED TO PRIOR YEAR ADOPTED

400,000	Increase in purchased services for Affordable Housing.
-	<u>Core Changes</u>
-	There are no core changes in this division.
\$ 400,000	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.