

King's Crown



# Human Resources

# Human Resources

The Human Resources Department is comprised of the Risk Management Division and Human Resources Division. On behalf of the City, employees, and volunteers, the Department is primarily responsible for the development and compliance of City-wide functions including, but not limited to, recruiting and selection, compensation, benefits/wellness programs, legal compliance, employee engagement, performance management, safety and environmental program development and administration, workers' compensation, claims management and loss control programs. The Department is responsible for providing guidance to City departments and is responsible for the development of internal programs and policies to assist in the achievement of the City's short and long term strategic goals.

| Outcome   | Performance Measure   | 2015 Actual | 2016 Revised | 2017 Projected |
|---|---|-------------|--------------|----------------|
| <b>Provide quality service and effective guidance</b>   |   |             |              |                |
| Departments view Risk as a resource to comply with laws / regulations and reduce losses due to accidents, fines, lawsuits, etc. | % of employees scoring safety as top priority.                                | N/A         | 58%          | 65%            |
|   | % of compliance with environmental audits.                                    | 74%         | 74%          | N/A            |
| Remain competitive in attracting and retaining a high quality, motivated, and committed workforce.                              | % offers rejected versus offers tendered.                                     | 5.8%        | 3.1%         | 4%             |
|   | # of involuntary separations during probationary period.                      | 2           | 5            | 3              |
|   | % of turnover from 6 months to 3 years of service.                            | 2.37%       | 2.28%        | 1.5%           |
|   | % of turnover from 3 to 5 years of service.                                   | .92%        | .51%         | 1%             |
|   | % of turnover from 5 years or more.   | 4.48%       | 2.40%        | 2%             |
|   | % of overall turnover (annual total).   | 10%         | 6.71%        | 6%             |
| <b>Fiscal Responsibility</b>  |   |             |              |                |
| To provide cost effective insurance coverage.   | Cost of workers' compensation premium as a % of payroll.                      | .83%        | .63%         | .65            |
|   | Cost of liability premium as a % of payroll.                                  | .88%        | .44%         | .50%           |
|   | Property rate per \$100 of insured value.                                     | .087        | .082         | .083           |
| Cost effective pursuit financial recoveries of available to the City.   | % of property damage recoveries amount available compared to amount received. | 50%         | 50%          | N/A            |
| Limit employment liability in the work environment.   | # of contested unemployment claims lost by the City.                          | 1           | 0            | 1              |
|   | % participation in City-wide compliance trainings.                            | 95%         | 75%          | 95%            |
| <b>Operational Efficiency</b>   |   |             |              |                |
| WC Claims are managed efficiently.  | % closed within 3 months of reporting to carrier.                             | 85%         | 92%          | 85%            |
|   | % reported to carrier within 1 business day from report to Risk Management    | 98%         | 52%          | 98%            |
| Information is provided in a timely basis.  | 95% of contract insurance certificates reviewed within 1 business day.        | 98%         | 98.6%        | 100%           |
|   | 95% of environmental audits completed in timely manner.                       | 75%         | N/A          | N/A            |
| Maintain and improve the accountability of the City's workforce.  | % compliance with HR designated supervisor trainings.                         | 98%         | 86%          | 98%            |
|   | # of total separations.   | 70          | 53           | 50             |
|   | % of involuntary separations from total separations (excluding layoffs).      | 5.7%        | 16.98%       | 7%             |

|  |   |                    |                     |                       |
|--|---|--------------------|---------------------|-----------------------|
|  | % compliance with performance evaluation process and timelines. | 95%                | 95%                 | 95%                   |
| <b>Outcome</b>   | <b>Performance Measure</b>                                      | <b>2015 Actual</b> | <b>2016 Revised</b> | <b>2017 Projected</b> |
| <b>Sustainable Results</b>   |   |                    |                     |                       |
| Provide a safe work environment for employees reduce damage to City property and citizens' property. | Workers' compensation experience rating.                        | .78                | .76                 | .76                   |
|  | # of WC claims per FTE.   | .12                | .09                 | .10                   |
|  | Average cost of claims.   | \$4,800            | \$5,891             | \$5,000               |
| Compliance with Environmental Regulations.   | % of issues resolved at 12-24 month follow-up.                  | 75%                | N/A                 | N/A                   |

## Human Resources Department Summary

|                                     | '15 Actual           | '16 Adopted Budget   | '16 Revised Budget as of July 1 <sup>st</sup> | '17 Budget           | '17 Budget / '16 Adopted % Change | '16 FTE      | '17 FTE      |
|-------------------------------------|----------------------|----------------------|---|----------------------|-----------------------------------|--------------|--------------|
| <b>REVENUE</b>                      |                      |                      |   |                      |                                   |              |              |
| <b>General Fund</b>                 |                      |                      |   |                      |                                   |              |              |
| ADMINISTRATIVE OVERHEAD             | 895,981              | 896,171              | 896,171                                       | 945,980              | 5.6%                              |              |              |
| GENERAL FUND SUBSIDY                | 240,311              | 392,768              | 386,768                                       | 493,396              | 25.6%                             |              |              |
| <b>Total General Fund Revenue</b>   | <b>\$ 1,136,292</b>  | <b>\$ 1,288,939</b>  | <b>\$ 1,282,939</b>                           | <b>\$ 1,439,376</b>  | <b>11.7%</b>                      |              |              |
| <b>Internal Service Funds</b>       |                      |                      |   |                      |                                   |              |              |
| CHARGES FOR SERVICE                 | 13,293,995           | 13,294,414           | 13,104,573                                    | 19,431,388           | 46.2%                             |              |              |
| INTEREST                            | 108,080              | 58,181               | 58,181  | 30,760               | -47.1%                            |              |              |
| OTHER                               | 159,834              | -                    | 92,000  | 72,000               | -                                 |              |              |
| GENERAL FUND CONTRIBUTION           | 610,000              | 5,342,782            | 4,732,782                                     | -                    | -100.0%                           |              |              |
| <b>Total Internal Service Funds</b> | <b>\$ 14,171,909</b> | <b>\$ 18,695,377</b> | <b>\$ 17,987,536</b>                          | <b>\$ 19,534,148</b> | <b>4.5%</b>                       |              |              |
| <b>Total Revenue</b>                | <b>\$ 15,308,201</b> | <b>\$ 19,984,316</b> | <b>\$ 19,270,475</b>                          | <b>\$ 20,973,524</b> | <b>4.9%</b>                       |              |              |
| <b>EXPENSES BY FUND</b>             |                      |                      |   |                      |                                   |              |              |
| <b>General Fund</b>                 |                      |                      |   |                      |                                   |              |              |
| HR ADMINISTRATION                   | 920,443              | 1,023,624            | 1,022,324                                     | 1,159,899            | 13.3%                             | 8.00         | 8.00         |
| COMPENSATION & BENEFITS             | 111,670              | 121,565              | 121,565                                       | 132,356              | 8.9%                              | 1.00         | 1.00         |
| PERFORMANCE MANAGEMENT              | 104,179              | 143,750              | 139,050                                       | 147,121              | 2.3%                              | 0.00         | 0.00         |
| <b>Total General Fund</b>           | <b>\$ 1,136,292</b>  | <b>\$ 1,288,939</b>  | <b>\$ 1,282,939</b>                           | <b>\$ 1,439,376</b>  | <b>11.7%</b>                      | <b>9.00</b>  | <b>9.00</b>  |
| <b>Internal Service Funds</b>       |                      |                      |   |                      |                                   |              |              |
| EMPLOYEE BENEFITS                   | 14,903,349           | 14,435,830           | 15,449,390                                    | 16,808,440           | 16.4%                             | 0.00         | 0.00         |
| RISK & INSURANCE                    | 2,819,625            | 3,238,210            | 2,996,300                                     | 2,912,396            | -10.1%                            | 4.00         | 4.00         |
| <b>Total Internal Service Funds</b> | <b>\$ 17,722,974</b> | <b>\$ 17,674,040</b> | <b>\$ 18,445,690</b>                          | <b>\$ 19,720,836</b> | <b>11.6%</b>                      | <b>4.00</b>  | <b>4.00</b>  |
| <b>Total Expense</b>                | <b>\$ 18,859,266</b> | <b>\$ 18,962,979</b> | <b>\$ 19,728,629</b>                          | <b>\$ 21,160,212</b> | <b>11.6%</b>                      | <b>13.00</b> | <b>13.00</b> |
| <b>EXPENSES BY CATEGORY</b>         |                      |                      |   |                      |                                   |              |              |
| PERSONNEL SERVICES                  | 1,158,400            | 1,217,177            | 1,217,177                                     | 1,326,158            | 9.0%                              |              |              |
| SUPPLIES                            | 162,612              | 184,930              | 184,930                                       | 177,396              | -4.1%                             |              |              |
| PURCHASED SERVICES                  | 17,303,318           | 17,314,642           | 17,164,532                                    | 19,187,853           | 10.8%                             |              |              |
| ADMINISTRATIVE OVERHEAD             | 234,934              | 246,230              | 246,230                                       | 318,805              | 29.5%                             |              |              |
| TRANSFERS                           | -                    | -                    | 915,760                                       | 150,000              | -                                 |              |              |
| <b>Total Expense</b>                | <b>\$ 18,859,264</b> | <b>\$ 18,962,979</b> | <b>\$ 19,728,629</b>                          | <b>\$ 21,160,212</b> | <b>11.6%</b>                      |              |              |

# Human Resources Administration

Human Resources Administration is responsible for the development and compliance of City-wide programs and policies to assist in the achievement of the City of Loveland's strategic goals.

| DIVISION       | DEPARTMENT      |
|----------------|-----------------|
| Administration | Human Resources |

|                                    | '15 Actual        | '16 Adopted Budget  | '16 Revised Budget as of July 1 <sup>st</sup> | '17 Budget          |
|------------------------------------|-------------------|---------------------|---|---------------------|
| <b>REVENUE</b>                     |                   |                     |   |                     |
| ADMINISTRATIVE OVERHEAD            | 895,981           | 896,171             | 896,171                                       | 945,980             |
| GENERAL FUND SUBSIDY               | 24,462            | 127,453             | 126,153                                       | 213,919             |
| <b>Total Revenue</b>               | <b>\$ 920,443</b> | <b>\$ 1,023,624</b> | <b>\$ 1,022,324</b>                           | <b>\$ 1,159,899</b> |
| <b>EXPENSE BY Division/Program</b> |                   |                     |   |                     |
| <b>General Fund</b>                |                   |                     |   |                     |
| HR ADMINISTRATION                  | <b>\$ 920,443</b> | <b>\$ 1,023,624</b> | <b>\$ 1,022,324</b>                           | <b>\$ 1,159,899</b> |
| <b>EXPENSE BY CATEGORY</b>         |                   |                     |   |                     |
| PERSONNEL SERVICES                 | 662,429           | 712,739             | 712,739                                       | 762,457             |
| SUPPLIES                           | 11,215            | 19,410              | 19,410  | 19,410              |
| PURCHASED SERVICES                 | 53,645            | 91,302              | 90,002  | 92,136              |
| ADMINISTRATIVE OVERHEAD            | 193,154           | 200,173             | 200,173                                       | 285,896             |
| <b>Total Expense</b>               | <b>\$ 920,443</b> | <b>\$ 1,023,624</b> | <b>\$ 1,022,324</b>                           | <b>\$ 1,159,899</b> |
| <b>FTE</b>                         | <b>8.00</b>       | <b>8.00</b>         | <b>8.00</b>                                   | <b>8.00</b>         |

**CHANGES COMPARED TO PRIOR YEAR ADOPTED**

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|         |   |
|---------|---|
| 50,494  | Increase in administrative overhead for costs allocated by Information Technology based on the allocation methodology.                      |
| 25,102  | Increase in personnel services for Insurance Benefits due to historical enrollment and premium increases.                                   |
| 32,381  | Increase in administrative overhead for costs allocated by City Attorney based on the allocation methodology.                               |
| 2,063   | Increase in purchased services for general liability costs based on the Department's historical experiences and forecasted liability costs. |
| (1,000) | Decrease in purchased services for employment screening.  |
| 27,235  | <u>Core Changes</u>   |
| 24,616  | Personnel Services  |
| (229)   | Purchased Services  |
| 2,848   | Administrative Overhead   |

**\$ 136,275 TOTAL CHANGE**

**OTHER INFORMATION**

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- 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.

# Employee Compensation & Benefits

Employee compensation and benefits is responsible for maintaining a balanced total compensation plan, offering competitive pay and benefits that are fair and reasonable to both employees and citizens, while supporting organizational goals and business objectives. The compensation system and benefit programs for City of Loveland employees are market based and strictly adhere to operational and budgetary constraints. These programs are designed to attract, retain and motivate qualified candidates and employees.

| DIVISION                         | DEPARTMENT      |
|----------------------------------|-----------------|
| Employee Compensation & Benefits | Human Resources |

|                      | '15 Actual        | '16 Adopted Budget | '16 Revised Budget as of July 1 <sup>st</sup> | '17 Budget        |
|----------------------|-------------------|--------------------|---|-------------------|
| <b>REVENUE</b>       |                   |                    |   |                   |
| GENERAL FUND SUBSIDY | 111,670           | 121,565            | 121,565                                       | 132,356           |
| <b>Total Revenue</b> | <b>\$ 111,670</b> | <b>\$ 121,565</b>  | <b>\$ 121,565</b>                             | <b>\$ 132,356</b> |

## EXPENSE BY Division/Program

### General Fund

|                                  |            |            |            |            |
|----------------------------------|------------|------------|------------|------------|
| EMPLOYEE COMPENSATION & BENEFITS | \$ 111,670 | \$ 121,565 | \$ 121,565 | \$ 132,356 |
|----------------------------------|------------|------------|------------|------------|

## EXPENSE BY CATEGORY

|                      |                   |                   |                   |                   |
|----------------------|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL SERVICES   | 96,355            | 101,565           | 101,565           | 112,356           |
| PURCHASED SERVICES   | 15,315            | 20,000            | 20,000            | 20,000            |
| <b>Total Expense</b> | <b>\$ 111,670</b> | <b>\$ 121,565</b> | <b>\$ 121,565</b> | <b>\$ 132,356</b> |

|            |             |             |             |             |
|------------|-------------|-------------|-------------|-------------|
| <b>FTE</b> | <b>1.00</b> | <b>1.00</b> | <b>1.00</b> | <b>1.00</b> |
|------------|-------------|-------------|-------------|-------------|

**CHANGES COMPARED TO PRIOR YEAR ADOPTED**

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4,292 Increase in personnel services for Insurance Benefits due to historical enrollment and premium increases.

6,499 Core Changes

6,499 Personnel Services

**\$ 10,791 TOTAL CHANGE**

**OTHER INFORMATION**

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- 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.

# Performance Management

Performance management is responsible for creating and sustaining a high performing workforce by aligning individual performance with organizational objectives. The City of Loveland is committed to hiring and retaining the most qualified people. Selection and hiring decisions are made based on individual qualifications, without regard to age, sex, race, color, religion, national origin, creed, ancestry, sexual orientation (including transgender status), mental or physical disability, genetic information, or marital status. The City is also committed to providing continued learning and development opportunities to drive innovation and provide our employees with the knowledge and skills necessary for success.

| <b>DIVISION</b>        | <b>DEPARTMENT</b> |
|------------------------|-------------------|
| Performance Management | Human Resources   |

|                                    | <b>'15 Actual</b> | <b>'16 Adopted Budget</b> | <b>'16 Revised Budget as of July 1<sup>st</sup></b> | <b>'17 Budget</b> |
|------------------------------------|-------------------|---------------------------|---|-------------------|
| <b>REVENUE</b>                     |                   |                           |   |                   |
| <b>General Fund</b>                |                   |                           |   |                   |
| GENERAL FUND SUBSIDY               | 104,179           | 143,750                   | 139,050   | 147,121           |
| <b>Total Revenue</b>               | <b>\$ 104,179</b> | <b>\$ 143,750</b>         | <b>\$ 139,050</b>                                   | <b>\$ 147,121</b> |
| <b>EXPENSE BY Division/Program</b> |                   |                           |   |                   |
| <b>General Fund</b>                |                   |                           |   |                   |
| PERFORMANCE MANAGEMENT             | <b>\$ 104,179</b> | <b>\$ 143,750</b>         | <b>\$ 139,050</b>                                   | <b>\$ 147,121</b> |
| <b>EXPENSE BY CATEGORY</b>         |                   |                           |   |                   |
| PERSONNEL SERVICES                 | 10,210            | -                         | -   | -                 |
| SUPPLIES                           | 16,290            | 22,300                    | 22,300  | 31,536            |
| PURCHASED SERVICES                 | 77,679            | 121,450                   | 116,750   | 115,585           |
| <b>Total Expense</b>               | <b>\$ 104,179</b> | <b>\$ 143,750</b>         | <b>\$ 139,050</b>                                   | <b>\$ 147,121</b> |
| <b>FTE</b>                         | <b>0.00</b>       | <b>0.00</b>               | <b>0.00</b>   | <b>0.00</b>       |



**CHANGES COMPARED TO PRIOR YEAR ADOPTED**

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9,236 Increase in supplies for computer supplies and equipment based on  
equipment replacement schedule.

(9,165) Decrease in purchased services for advertising.

1,300 Core Changes

1,300 Purchased Services

2,000 Funded Supplements

2,000 Training & Liability

**\$ 3,371 TOTAL CHANGE**

**OTHER INFORMATION**

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- 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.

## Employee Benefits Fund

The Human Resources Department is responsible for the administration of the Employee Benefits Fund. This Fund provides a competitive benefit package to employees. For medical and dental insurance, the City is self-insured, with external insurance protection beyond a certain limit for individual cases and total claims. The City subsidizes a portion of the medical and dental plan with cost-share responsibilities from employees.

The City's overall medical liability continues to increase near industry trend, with prescription claims continuing to increase slightly above industry trend. Due to the volatility of the medical plan, we are committed to maintaining a healthy fund balance and revenues in order to stabilize premium increases and plan design changes that impact employees and the City.

The benefits focus for 2017 will continue to be on educating employees on consumer driven health care and utilization of the Employee Health Clinic in an effort to reduce medical costs and emphasize wellness initiatives for preventive care. 2016 strategies will also continue to focus on the Healthcare Reform requirements.

In 2011, the City implemented the Employee Health Clinic for employees participating in the City's medical benefit plan. The Clinic offers a variety of basic primary care services intended for minor illnesses, wellness, and disease management. The clinic assists in controlling costs of office visits, lab work, and other primary healthcare expenses. The City will continue to research and implement changes to the medical benefits plan in an effort ensure sustainable and quality programs that are competitive in the marketplace.

In 2014, City Council authorized the City to extend the Retiree Health Plan through 2018. The plan will accept participants for five years, after which the continuation of the Plan is required to be reauthorized by Council through the 2018 budget process. To be eligible for the Plan, an employee must be 60 years of age with 20 years of service. Sworn Police and Fire personnel must reach 55 years of age and have 25 years of service. This is a high deductible Plan, with the retiree paying the full premium cost. The Plan is designed to be a bridge to Medicare eligibility at age 65. As of 2014, there are three active participants in the Plan.

**FUND 503**

Employee Benefits

**DEPARTMENT**

Human Resources

|                                    | '15 Actual           | '16 Adopted<br>Budget | '16 Revised<br>Budget as of<br>July 1 <sup>st</sup> | '17 Budget           |
|------------------------------------|----------------------|-----------------------|---|----------------------|
| <b>BEGINNING FUND BALANCE</b>      | <b>\$ 3,624,952</b>  | <b>\$ 1,757,138</b>   | <b>\$ 401,730</b>                                   | <b>\$ 613,032</b>    |
| <b>REVENUE</b>                     |                      |                       |   |                      |
| REFUNDS/REBATES                    | 130,629              | -                     | 92,000  | 72,000               |
| CITY CONTRIBUTION                  |                      |                       |   |                      |
| LIFE INSURANCE                     | 130,004              | -                     | -   | 150,000              |
| HEALTH - HRA                       | 1,765,957            | 1,844,675             | 1,844,675   | 2,696,624            |
| HEALTH - OAP                       | 6,121,486            | 6,261,073             | 6,261,073   | 9,485,098            |
| DENTAL                             | 379,008              | 404,250               | 404,250   | 432,293              |
| WELLNESS                           | 12,196               | -                     | -   | 231,858              |
| DISABILITY                         | 12,664               | -                     | -   | 268,800              |
| MEDICAL PREMIUM INCENTIVE          | (15,714)             | -                     | -   | (301,344)            |
| EMPLOYEE CONTRIBUTION              |                      |                       |   |                      |
| HEALTH - HRA                       | 455,538              | 452,281               | 452,281   | 601,382              |
| HEALTH - OAP                       | 1,459,522            | 1,306,706             | 1,306,706   | 2,086,410            |
| DENTAL                             | 259,303              | 250,295               | 250,295   | 279,574              |
| VISION                             | 97,990               | 90,000                | 90,000  | 118,000              |
| MEDICAL PREMIUM INCENTIVE          | -                    | -                     | -   | 301,344              |
| COBRA                              |                      |                       |   |                      |
| HEALTH - HRA                       | 26,378               | 18,456                | 18,456  | 30,000               |
| HEALTH - OAP                       | 24,643               | 10,973                | 10,973  | 60,000               |
| DENTAL                             | 7,369                | 5,938                 | 5,938   | 8,000                |
| RETIREE HEALTH CONTRIBUTION        | 31,864               | 39,902                | 39,902  | 17,000               |
| VOLUNTARY LIFE PREMIUMS            | 125,797              | 114,745               | 114,745   | 130,000              |
| INTEREST                           | 45,491               | 36,616                | 36,616  | 9,195                |
| GENERAL FUND CONTRIBUTION          | 610,000              | 5,342,782             | 4,732,782   | -                    |
| <b>Total Revenue</b>               | <b>\$ 11,680,125</b> | <b>\$ 16,178,692</b>  | <b>\$ 15,660,692</b>                                | <b>\$ 16,676,234</b> |
| <b>Total Resources</b>             | <b>\$ 15,305,077</b> | <b>\$ 17,935,830</b>  | <b>\$ 16,062,422</b>                                | <b>\$ 17,289,266</b> |
| <b>EXPENSE BY Division/Program</b> |                      |                       |   |                      |
| <b>Internal Service Fund</b>       |                      |                       |   |                      |
| EMPLOYEE COMPENSATION & BENEFITS   |                      |                       |   |                      |
| GENERAL OPERATIONS                 | 815,182              | 687,000               | 1,601,060   | 779,358              |
| HEALTH - OAP                       | 9,322,105            | 8,800,000             | 8,800,000   | 9,619,814            |
| HEALTH - HRA                       | 2,839,207            | 2,247,000             | 2,247,000   | 3,315,185            |
| HEALTH - RETIREE                   | 169,356              | 103,000               | 103,000   | 35,498               |
| DENTAL                             | 626,021              | 657,000               | 657,000   | 719,867              |
| DISABILITY                         | 223,958              | 232,000               | 232,000   | 282,800              |
| WELLNESS CLINIC                    | 532,486              | 590,830               | 590,830   | 611,896              |
| STOPP LOSS                         | 283,003              | 1,108,000             | 1,108,000   | 1,365,822            |
| COBRA PROGRAM                      | 4,874                | 11,000                | 11,000  | 6,200                |
| EMPLOYEE RETIREMENT ADMIN          | 36,942               | -                     | 62,000  | 52,000               |
| POLICE RETIREMENT ADMIN            | 4,600                | -                     | 30,000  | 20,000               |
| FIRE RETIREMENT ADMIN              | 45,615               | -                     | 7,500   | -                    |
| <b>Total Internal Service Fund</b> | <b>\$ 14,903,349</b> | <b>\$ 14,435,830</b>  | <b>\$ 15,449,390</b>                                | <b>\$ 16,808,440</b> |
| <b>EXPENSE BY CATEGORY</b>         |                      |                       |   |                      |
| PERSONNEL SERVICES                 | 3,624                | -                     | -   | 16,500               |
| SUPPLIES                           | 125,964              | 133,000               | 133,000   | 116,000              |
| PURCHASED SERVICES                 | 14,773,759           | 14,302,830            | 14,400,630  | 16,525,940           |
| TRANSFERS                          | -                    | -                     | 915,760   | 150,000              |
| <b>Total Expense</b>               | <b>\$ 14,903,347</b> | <b>\$ 14,435,830</b>  | <b>\$ 15,449,390</b>                                | <b>\$ 16,808,440</b> |
| <b>ENDING FUND BALANCE</b>         | <b>\$ 401,730</b>    | <b>\$ 3,500,000</b>   | <b>\$ 613,032</b>                                   | <b>\$ 480,826</b>    |

**CHANGES COMPARED TO PRIOR YEAR ADOPTED**

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|                     |  |
|---------------------|--|
| 150,000             | Increase in transfers for the creation of the Health and Welfare Trust Fund due to the conversion of Loveland Fire Rescue Authority to its own entity. |
| 14,000              | Increase in personnel services for F.I.C.A. taxes.   |
| 2,208,610           | <u>Core Changes</u>  |
| 2,500               | Personnel Services   |
| (17,000)            | Supplies   |
| 2,223,110           | Purchased Services   |
| <b>\$ 2,372,610</b> | <b>TOTAL CHANGE</b>  |

**OTHER INFORMATION**

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- 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.

# Risk Management

The Risk Management Division is responsible for protecting the operating effectiveness of the City by minimizing the costs associated with the City's property, liability, workers' compensation and environmental exposures. This is accomplished through identification and evaluation of the City's risks, implementation of appropriate safety, environmental and loss control programs, risk financing measures and claims management.

|                 |                   |
|-----------------|-------------------|
| <b>FUND 502</b> | <b>DEPARTMENT</b> |
| Risk Management | Human Resources   |

|                                    | '15 Actual   | '16 Adopted Budget | '16 Revised Budget as of July 1 <sup>st</sup> | '17 Budget   |
|------------------------------------|--------------|--------------------|---|--------------|
| <b>BEGINNING FUND BALANCE</b>      | \$ 4,898,593 | \$ 4,316,667       | \$ 4,570,752                                  | \$ 3,901,296 |
| <b>REVENUE</b>                     |              |                    |   |              |
| CHARGES FOR SERVICE                | 2,399,990    | 2,495,120          | 2,305,279                                     | 2,836,349    |
| INTEREST                           | 62,589       | 21,565             | 21,565  | 21,565       |
| OTHER                              | 29,205       | -                  | -   | -            |
| <b>Total Revenue</b>               | \$ 2,491,784 | \$ 2,516,685       | \$ 2,326,844                                  | \$ 2,857,914 |
| <b>Total Resources</b>             | \$ 7,390,377 | \$ 6,833,352       | \$ 6,897,596                                  | \$ 6,759,210 |
| <b>EXPENSE BY Division/Program</b> |              |                    |   |              |
| <b>Internal Service Fund</b>       |              |                    |   |              |
| RISK & INSURANCE                   |              |                    |   |              |
| ADMINISTRATION                     | -            | 91,370             | 91,370  | 91,370       |
| RISK MANAGEMENT                    | 2,517,677    | 2,776,660          | 2,534,750                                     | 2,428,261    |
| ENVIRONMENTAL                      | 201,650      | 261,720            | 261,720                                       | 277,571      |
| SAFETY                             | 100,298      | 108,460            | 108,460                                       | 115,194      |
| <b>Total Internal Service Fund</b> | \$ 2,819,625 | \$ 3,238,210       | \$ 2,996,300                                  | \$ 2,912,396 |
| <b>EXPENSE BY CATEGORY</b>         |              |                    |   |              |
| PERSONNEL SERVICES                 | 385,782      | 402,873            | 402,873                                       | 434,845      |
| SUPPLIES                           | 9,143        | 10,220             | 10,220  | 10,450       |
| PURCHASED SERVICES                 | 2,382,920    | 2,779,060          | 2,537,150                                     | 2,434,192    |
| ADMINISTRATIVE OVERHEAD            | 41,780       | 46,057             | 46,057  | 32,909       |
| <b>Total Expense</b>               | \$ 2,819,625 | \$ 3,238,210       | \$ 2,996,300                                  | \$ 2,912,396 |
| <b>ENDING FUND BALANCE</b>         | \$ 4,570,752 | \$ 3,595,142       | \$ 3,901,296                                  | \$ 3,846,814 |
| <b>FTE</b>                         | <b>4.00</b>  | <b>4.00</b>        | <b>4.00</b>                                   | <b>4.00</b>  |

**CHANGES COMPARED TO PRIOR YEAR ADOPTED**

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|           |   |
|-----------|---|
| 28,354    | Increase in supplies for computer supplies and equipment based on equipment replacement schedule.   |
| (14,588)  | Decrease in administrative overhead for costs allocated by City Attorney based on the allocation methodology.   |
| (15,000)  | Decrease in purchased services for Insurance, Property, and Liability insurance.  |
| (328,560) | Decrease in purchased services for Workers Compensation premiums & deductibles due to the conversion of Loveland Fire Rescue Authority to its own entity. |
| 3,980     | <u>Core Changes</u>   |
| 3,618     | Personnel Services  |
| 230       | Supplies  |
| (1,308)   | Purchased Services  |
| 1,440     | Administrative Overhead   |

**\$ (325,814) TOTAL CHANGE**

**OTHER INFORMATION**

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- 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.