

***City Council
Special Meeting
Agenda***

Tuesday, May 10, 2016

**Louisville Public Library
951 Spruce Street
Meeting Room, 1st Floor
7:00 PM**

- | | |
|----------------|--|
| 7:00 | I. CALL TO ORDER AND APPROVAL OF AGENDA |
| 7:00 – 8:00 PM | II. BIENNIAL BUDGET PROCESS AND FIRST REVIEW/DIRECTION ON 2017/2018 CONTRIBUTING PROJECTS |
| 8:00 - 8:15 PM | III. STATUS UPDATE ON KEY INDICATORS |
| 8:15 – 9:00 PM | IV. OVERVIEW OF COMPENSATION AND BENEFITS |
| 9:00—9:05 PM | V. CITY MANAGER’S REPORT & ADVANCED AGENDA |
| 9:05- 9:10 PM | VI. IDENTIFICATION OF FUTURE AGENDA ITEMS |
| 9:10 PM | VII. ADJOURN |

**SUBJECT: BIENNIAL BUDGET PROCESS AND FIRST
REVIEW/DIRECTION ON POTENTIAL 2017/2018
CONTRIBUTING PROJECTS**

DATE: MAY 10, 2016

**PRESENTED BY: MALCOLM FLEMING, CITY MANAGER
KEVIN WATSON, FINANCE DIRECTOR**

SUMMARY:

This item is intended to solicit Council comments and direction on (1) staff's plans for implementing a biennial (2-year) budget, starting with the 2017-2018 Budget, and (2) the potential 2017-2018 Contributing Projects that Departments are considering as we work to develop the 2017-2018 budget for Council's consideration in September and October. These issues were on the Council's agenda for discussion on April 5th, but due to the late hour when Council got to this issue, the City Manager asked that it be discussed at a future meeting.

Biennial Budget.

As noted above, and based on previous Council direction staff will be implementing a biennial budget starting with the 2017-2018 budget. As noted in previous meetings, the City Charter requires an annual budget. To comply with the City Charter and still implement a biennial budget, staff will prepare a proposed two-year (2017-2018) budget for Council consideration this year with the expectation that Council will adopt the 2017 Budget and 2018 Plan in November, and then next year (2017), consider just a few significant changes to the 2018 Plan that may be necessary before adopting it as the 2018 Budget. Then in 2018, staff will prepare the proposed 2019-2020 biennial budget.

At some point in the future, once the value of the biennial budgeting process has been demonstrated, it may be worthwhile to proposed amendments to the City Charter to formalize and facilitate the biennial budgeting process.

Potential Contributing Projects.

The attached summary table lists the potential Contributing Projects that Departments are considering requesting funding for as part of the 2017-2018 budget. This is a preliminary list intended for discussion. There will not likely be sufficient financial resources or staff capacity to successfully implement all these actions. Furthermore, Council may have other priorities in mind. Accordingly, it will be very helpful for Council to review this preliminary list and provide staff with direction on which of the preliminary contributing projects listed should be the highest priorities in the 2017-2018 budget, which to consider as low priorities, and what projects Council would like to see added to the list for consideration as part of the 2017-2018 budget process.

SUBJECT: BIENNIAL BUDGET PROCESS & 2017/2018 CONTRIBUTING PROJECTS

DATE: MAY 10, 2016

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RECOMMENDATION:

Discussion and direction on the biennial budgeting process and the 2017-2018 potential contributing projects.

ATTACHMENTS:

1. City of Louisville Programs, Sub-Programs, and 2017-2018 Potential Contributing Projects

City of Louisville Programs, Sub-Programs, and 2017-2018 Potential Contributing Projects			
Programs	Sub-Programs	2017 Potential Contributing Projects	2018 Potential Contributing Projects
Transportation	Planning and Engineering	<ol style="list-style-type: none"> 1. Improve pavement management system capability to illustrate trends, annual plans, and other key factors. 2. Fine tune pavement management system to ensure reliability. 3. Begin using Project Module in IAN. 4. Configure Lucy reporting for effective Metrics. 5. Continue implementing 5-Year CIP 6. Continue implementing Hwy 42 Plan 7. Develop prioritized list and action plan for Small Area Plan transportation improvements 	<ol style="list-style-type: none"> 1. Continue implementing 5 Year CIP. 2. Continue implementing Hwy 42 Plan 3. Start implementing action plan for Small Area Plan transportation improvements
	Transportation Infrastructure Maintenance	<ol style="list-style-type: none"> 1. Continue progress toward no streets below OCI 35. 2. Complete Steele Ranch BNSF Underpass Design. 3. Complete Kestrel Hwy 42 Underpass Design. 4. Design RR Quiet Zones. 	<ol style="list-style-type: none"> 1. Continue progress toward no streets below OCI 35. 2. Continue funding plan for 2019 Steele Ranch BNSF Underpass Construction. 3. Complete Kestrel Hwy 42 Underpass Construction. 4. Construct Railroad Quiet Zones.
	Streetscapes	Review downtown brickwork and submit CIP for 2018.	<ol style="list-style-type: none"> 1. Finish downtown brickwork rehabilitation. 2. Develop streetscapes priority list
	Snow & Ice Removal	<ol style="list-style-type: none"> 1. Improve GPS visualization and tracking metric capabilities. 2. Begin working towards in truck status and location systems. 	Complete in truck status and location systems.
Utilities	Water	<ol style="list-style-type: none"> 1. Complete major portions of downtown water distribution system rehabilitation. 2. Evaluate Utility Financials. 	<ol style="list-style-type: none"> 1. Complete major portions of downtown water distribution system rehabilitation. 2. Evaluate Utility Financials.
	Wastewater	<ol style="list-style-type: none"> 1. Complete major portions of downtown sewer collection system rehabilitation. 2. Evaluate Utility Financials. 	<ol style="list-style-type: none"> 1. Complete major portions of downtown sewer collection system rehabilitation. 2. Evaluate Utility Financials.
	Stormwater	<ol style="list-style-type: none"> 1. Implement Citywide Drainage maintenance projects. 2. Improve Operations Stormwater Maintenance Practices. 3. Evaluate Utility Financials. 	<ol style="list-style-type: none"> 1. Implement Citywide Drainage maintenance projects. 2. Evaluate Utility Financials.
	Solid Waste, Recycling and Composting	<ol style="list-style-type: none"> 1. Begin implementation of any Citizen Survey results regarding waste diversion opportunities. 2. Develop ongoing outreach information program. 	Prepare, issue, and complete RFP process for Single Hauler Waste Collection contract to renew 1st Qtr 2019.

City of Louisville Programs, Sub-Programs, and 2017-2018 Potential Contributing Projects			
Programs	Sub-Programs	2017 Potential Contributing Projects	2018 Potential Contributing Projects
Public Safety & Justice	Patrol and Investigation	<ol style="list-style-type: none"> 1. Improve case clearance rate from 2016. 2. Provide Procedural Justice Training to all Department Staff. 3. Establish Neighborhood Watch type program with initial implementation in a few neighborhoods. 4. Select and begin implementing Police Records Management system 	<ol style="list-style-type: none"> 1. Continue to improve clearance rate from 2017. 2. Continue implementation of Neighborhood Watch type program in additional neighborhoods. 3. Develop plan to address false alarms. 4. Finish transition to new Records Management system
	Code Enforcement	<ol style="list-style-type: none"> 1. Adopt (and follow) standards for Code Enforcement officer initiated activity to ensure that CE is balancing proactive and reactive service. 2. Measure and address repeat violations. 3. Provide outreach to neighborhood and civic groups on the municipal code. 4. Continue coordination with Open Space & Parks Ranger 	<ol style="list-style-type: none"> 1. Develop informational brochure/handouts for citizens on how to comply with code. 2. Work with Director of Planning and Building Safety to assess need for additional Code Enforcement staff/shared responsibilities. 3. Continue outreach with neighborhood and civic groups. 4. Assess any needed code changes. 5. Continue coordination with Open Space & Parks Ranger
	Municipal Court	<ol style="list-style-type: none"> 1. Continue actions to increase collaboration between staff in Court and PD 2. Coordinate selection of new Court software with Police Records Management system 	Complete transition to coordinated Court and Police Records Management system.

City of Louisville Programs, Sub-Programs, and 2017-2018 Potential Contributing Projects

Programs	Sub-Programs	2017 Potential Contributing Projects	2018 Potential Contributing Projects
Parks	Parks	<ol style="list-style-type: none"> 1. Continue accessing and addressing park, playground and restroom deficiencies. 2. Coordinate wayfinding with Open Space and Trails. 3. Eradicate List A noxious weeds in parks and rights-of-way. 	<ol style="list-style-type: none"> 1. Prioritize and implement irrigation replacement in most inefficient parks 2. Continue wayfinding implementation 3. Improve and upgrade tennis courts and sports fields 4. Evaluate and replace a minimum of one playground that does not meet safety or ADA standards 4. Eradicate List A noxious weeds in park and rights-of-way.
	Forestry	Implement public outreach and educational programs on the importance and value of trees of trees in Louisville, and providing information on care, species selection, diseases, proper planting, pruning and removal.	<ol style="list-style-type: none"> 1. Inventory and evaluate health and condition of the City's urban forests 2. Prune trees for health and safety concerns. Remove hazard trees 3. Continue to monitor and take appropriate action on tree disease and especially Emerald Ash Borer (EAB). 4. Continue consultations with residents and local businesses. 5. Coordinate on Streetscapes priority list.
	Horticulture	Develop a priority list and action plan for replacing plant material that is in decline on City property and implement that plan.	<ol style="list-style-type: none"> 1. Evaluate contractor's performance on annual downtown flower planting/care to ensure efficiency and meets community expectations; determine if modifications and/or expansion to other areas in City should be considered in 2019. 2. Make progress on action plan to remove, replace and enhance plant material that is in decline on City property. 3. Coordinate on Streetscape priority list.
	Cemetery	<ol style="list-style-type: none"> 1. Continue actively marketing cemetery plots that are difficult to attract buyers because of location or other factors. 2. Improve the Cemetery's wayfinding programs so loved ones can better locate the final resting place of their dearly departed. 	<ol style="list-style-type: none"> 1. Improve on-sight equipment storage. 2. Determine if cemetery master plan update is necessary. 3. Continue to market the cemetery keeping abreast of trends that continue to impact municipal cemeteries. 4. Eradicate List A noxious weeds.
Open Space & Trails	Acquisition	Offer right of 1st refusal on open space properties the City has identified as high priority acquisitions for open space.	Purchase or obtain right of 1st refusal for high priority open space properties assuming willing sellers.
	Maintenance and Management	<ol style="list-style-type: none"> 1. Coordinate wayfinding with Parks. 2. Eradicate List A noxious weeds. 3. Implement one (1) prescribed burn on open space. 	<ol style="list-style-type: none"> 1. Continue to implement wayfinding program for open space and trails. 2. Eradicate List A noxious weeds. 3. Use experience from 2017 to conduct another prescribed burn on open space.
	Education and Outreach	<ol style="list-style-type: none"> 1. Continue education and outreach programs. 2. Recommend Code updates that will give the Ranger/Naturalists ability to issue citations to perpetrators who violate parks and open space rules and regulations. 	<ol style="list-style-type: none"> 1. Evaluate and make adjustment to the Ranger/Naturalists position based on demands, experiences, priorities and feedback. 2. Continue education and outreach programs
	Trail Maintenance	Ongoing maintenance and repair based on usage and weather.	Ongoing maintenance and repair based on usage and weather.
	New Trails	Coordinate wayfinding with Parks.	Coordinate wayfinding with Parks.

City of Louisville Programs, Sub-Programs, and 2017-2018 Potential Contributing Projects			
Programs	Sub-Programs	2017 Potential Contributing Projects	2018 Potential Contributing Projects
Recreation	Youth Activities	1. Break ground for Recreation Senior Center and Memory Square Swimming Pool renovation and expansion. 2. Implement transition plan to sustain operations during construction and transition.	1. Continue reconstruction and expansion of the Recreation Senior Center and Memory Square Swimming Pool. 2. Continue to operate the Recreation Senior Center during construction and implement the transition program to facilitate operations
	Adult Activities		
	Senior Activities and Services		
	Aquatics		
	Golf Course	1. Generate sufficient revenue to cover operating expenses. 2. Continue to improve golf course maintenance facility. 3. Reevaluate best way to provide restrooms & shelter on back 9 4. Eradicate List A noxious weeds on golf course	1. Golf Course is maturing and will generate sufficient revenue to cover operating revenue and start building afund balance. 2. Enhance practice and learning center opportunities 3. Back 9 solution for restroom and shelter is in placce 4. Eradicate List A noxious weeds on golf course.
Cultural Services	Library Services	1. Develop a slate of STEM instruction for all ages 2. Focus on upper elementary, or 'Tween,' services, including creation of a seating area	1. Second floor reorganized to maximize space for individual and small group study 2. Louisville Times run from 1942-2007 digitized for public access
	Museum Services	1. Complete initial design for Visitors'Center/Historical Museum campus expansion 2. Expand programming about Louisville's past, featuring the resources of the Historical Museum 3. Complete Historic Structure Assessments on Tomeo House and the Jacoe Store	1. Focus on making oral histories of long-time Louisville residents available to the public 2. Tomeo House accurately reflects turn-of-the-century life of a Louisville mining family
	Cultural Arts & Special Events	1. Continue July 4 and Labor Day Festivities. 2. Implement Cultural Arts Master Plan. 3. Develop Public Art Policy for Council consideration	1. Continue July 4 and Labor Day Festivities. 2. Implement Council adopted Public Art Policy
Community Design	Community Design	1. Continue design guidelines development reflecting approved Small Area Plans 2. Research and evaluate Affordable Housing policy options	1. Continue preparation of neighborhood plans 2. Expand use of GIS related applications 3. Coordinate on Streetscapes priority list.
	Development Review	1. Continue implementation IAN/EnerGov user portal 2. Evaluate Development Review cost recovery	1. Increase E-review of building plans and development review
	Historic Preservation	1. Implement Historic Preservation Revolving Loan Fund 2. Pursue reauthorization of Historic Preservation Tax	Evaluate historic preservation strategies within neighborhood plans
Economic Prosperity	Business Retention and Development	1. Sam's Club redevelopment 2. Continue coordination of CTC connection 3. Continue support for Louisville Street Faire	Continue being a resource to business community
	Urban Renewal	Continue implementation of 550 S. McCaslin Urban Renewal Plan	Encourage additional investment in Urban Renewal Areas through facilitating public infrastructure

City of Louisville Programs, Sub-Programs, and 2017-2018 Potential Contributing Projects			
Programs	Sub-Programs	2017 Potential Contributing Projects	2018 Potential Contributing Projects
Administration & Support Services	Governance & Administration	<ol style="list-style-type: none"> 1. Implement 1st YR of Biennial Budget 2. Refine Key Indicators/Performance Measures 3. Work w Planning to evaluate Affordable Housing policy options 4. Begin incorporation of IAN reports in communications 5. Coordinate consideration of Historic Preservation Tax reauthorization 6. Manage new initiatives to stay within citywide resources (staff and \$) and avoid staff burnout 	<ol style="list-style-type: none"> 1. Implement 2nd Yr Biennial Budget 2. Expand incorporation of IAN reports in communications. 3. Manage new initiatives to stay within citywide resources (staff and \$) and avoid staff burnout
	Public Information & Involvement	Implement eNewsletter with new email service	Update website design
	City Clerk/Public Records	<ol style="list-style-type: none"> 1. Candidate election 2. Continue to convert paper records to electronic/searchable format 	<ol style="list-style-type: none"> 1. TABOR Election 2. Continue to convert paper records to electronic/searchable format
	Legal Support	<ol style="list-style-type: none"> 1. Provide staff training on ways to minimize legal review expenses without increasing risk exposure. 2. Review and update contract and other formats 	
	Human Resources & Organizational Development	<ol style="list-style-type: none"> 1. Adopt and implement organizational succession plans for Phase 1 departments 2. Develop comprehensive formal citywide training program with a comprehensive leadership component 	<ol style="list-style-type: none"> 1. Adopt and implement organizational succession plans for Phase 2 departments 2. Implement comprehensive formal citywide training program with a comprehensive leadership component
	Finance, Accounting & Tax Administration	<ol style="list-style-type: none"> 1. Complete implementation of the Financial Management System (FMS) component of the Information Access Now (IAN) 2. Restructure the 2017-2018 Biennial Budget Document to incorporate changes for program budgeting, performance measures, and performance management 	Use the new IAN to improve service levels and to enhance financial transparency
	Information Technology	<ol style="list-style-type: none"> 1. Maintain current (acceptable) Operating Service Levels 2. Complete Document Management assessment and direction (Laserfiche/Tyler) 3. Complete Electronic Security Compliance Audit 4. GIS Assessment and Strategic Plan 5. Select Police/Court Records Mgmt System (PD/Clerk) 6. Develop Mobile Computing Strategy 7. Update City Access Services (Security/Door Access/Surveillance, etc.) 	<ol style="list-style-type: none"> 1. Main Operating Service Levels 2. Finish install of Police/Courts Records Management systems. 3. Implement GIS action plan
	Sustainability	Implement Council approved elements of Sustainability Plan	Update Sustainability Plan
	Facilities Maintenance	Continue 10 year Master Planning annual updates, build on sustainability opportunities.	Continue 10 year Master Planning annual updates, build on sustainability opportunities.
	Fleet Maintenance	Improve ability to view and utilize equipment GPS data.	Evaluate and optimize Fleet replacement policies.

SUBJECT: STATUS UPDATE ON PROGRAM KEY INDICATORS

DATE: MAY 10, 2016

PRESENTED BY: MALCOLM FLEMING, CITY MANAGER

SUMMARY:

Staff is working with the Finance Committee to refine the Key Indicators for all Programs and Sub-Programs. To date the Finance Committee has met and discussed this issue on February 19th, March 4th, April 1st, and April 15th. Based on Committee Member's comments, the guiding criteria for Key Indicators include:

- Goals and mission statements should be documented and tied to the strategic plan.
- There should be no more than five indicators for each Sub-Program.
- Indicators should address workload, efficiency and effectiveness.
- Indicators should signal when staff or funding resources are needed.
- Indicators should be worth the effort expended to obtain and maintain the indicators.

The Key Indicators are a work in progress. Committee discussion has focused on Indicators/Measures for the Programs and Sub-Programs listed below and the work product to date is attached. Once the Committee approves the format and elements for these Sub-Programs, staff will use that information to work on the remaining Sub-Programs.

Cultural Services Program

- Library Services
- Museum Services
- Cultural Arts and Special Events

Public Safety & Justice Program

- Patrol and Investigation
- Code Enforcement
- Municipal Court

Parks Program Key Indicators

- Parks Sub-Program
- Forestry Sub-Program
- Horticulture Sub-Program
- Cemetery Sub-Program

Open Space and Trails Program Key Indicators

- Acquisition Sub-Program
- Maintenance and Management Sub-Program

SUBJECT: STATUS UPDATE ON PROGRAM KEY INDICATORS

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- Education and Outreach Sub-Program
- Trail Maintenance Sub Program
- New Trails Sub Program

Recreation Program Key Indicators

- Youth Activities Sub Program
- Adult Activities Sub Program
- Senior Activities and Services Sub-Program
- Aquatics Sub-Program
- Golf Course Sub Program

RECOMMENDATION:

Discussion and direction on the draft Key Indicators developed to date (with the understanding that even those attached are still a work in progress).

ATTACHMENTS:

1. **City of Louisville Programs, Goals, Sub-Programs and Key Indicators (2/4/16 Draft)**
2. **5/5/216 DRAFT Key Indicators for the following:**
 - A. Cultural Services Program
 - B. Public Safety & Justice Program
 - C. Parks Program Key Indicators
 - D. Open Space and Trails Program Key Indicators
 - E. Recreation Program Key Indicators

City of Louisville Programs, Goals, Sub-Programs and Key Indicators

Programs	Goals	Sub-Programs	Key Indicators
Transportation	A safe, well-maintained, effective and efficient multi-modal transportation system at a reasonable cost.	Planning and Engineering	Accessibility and mobility index, Mode split, % of trip types: regional/local Accident rates;
		Transportation Infrastructure Maintenance	Compliance with OCI and per capita cost policy objectives;
		Streetscapes	Measured satisfaction levels
		Snow & Ice Removal	Streets, trails plowed and public buildings shoveled within XX hours.
Utilities	Ensure safe, reliable, great tasting water; properly treated wastewater; effective stormwater control; successfully managed solid waste; and competitive prices for all services.	Water	Compliance with all regulations; Minimal complaints; Competitive prices; Effective conservation of resources; Measured satisfaction levels.
		Wastewater	
		Stormwater	
		Solid Waste, Recycling and Composting	
Public Safety & Justice	Police and other City staff working with the community to help ensure safety; satisfy residents' expectations that individuals observe the City's Municipal Code and State Law; and the justice system is fair, effective and efficient.	Patrol and Investigation	Everyone knows their neighbors; Low crime and Code violation rates; Measured satisfaction levels.
		Code Enforcement	
		Municipal Court	
Parks	Provide well-maintained parks and landscaped areas that are easy to walk to and enjoyable to visit or see; sports facilities that are fully used and properly maintained; and a suitable final resting place that meets community needs.	Parks	Maintained to established criteria; Maintain tree inventory; Moving to desired level of tree diversity; Stable or declining cost per acre; Measured satisfaction levels.
		Forestry	
		Horticulture	
		Cemetery	
Open Space & Trails	Acquire candidate properties as they become available and preserve, enhance and maintain native plants, wildlife, wildlife and plant habitat, cultural resources, agriculture and scenic vistas and appropriate passive recreation.	Acquisition	Maintained to established criteria; Cost per acre and per mile; Measured satisfaction levels; Productive relationships with owners of candidate properties.
		Maintenance and Management	
		Education and Outreach	
		Trail Maintenance	
		New Trails	
Recreation	Promote the physical, mental and social well-being of residents and visitors through a broad range of high-quality, reasonably priced recreation and leisure activities for people all ages, interests and ability levels.	Youth Activities	Participation rates; Fees reflect adopted cost recovery; Facilities maintained to established criteria; Measured satisfaction levels.
		Adult Activities	
		Senior Activities and Services	
		Aquatics	
		Golf Course	

City of Louisville Programs, Goals, Sub-Programs and Key Indicators

Programs	Goals	Sub-Programs	Key Indicators
Cultural Services	Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.	Library Services	Good participation; Relevant, accessible materials; Measured satisfaction levels.
		Museum Services	
		Cultural Arts & Special Events	
Community Design	Sustain an inclusive, family-friendly community with a small-town atmosphere; effective and efficient building services; and effective preservation of the City's historic structures through a voluntary system.	Community Design	Measured satisfaction levels; Wakability index; Code compliance; Fees reflect costs; Achievement of preservation goals.
		Development Review	
		Historic Preservation	
Economic Prosperity	Promote a thriving business climate that provides job opportunities, facilitates investment and produces reliable revenue to support city services.	Business Retention and Development	Vacancy rate; jobs per capita; Resident filled jobs; Sales, construction, and consumer use tax revenue; Building Investment; Economic indicators and trends.
		Urban Renewal	
Administration & Support Services	Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration and support.	Governance & Administration	Measured external and internal satisfaction levels; Participation rates; Comparison to established benchmark performance indicators and accomplishment of contributing projects/goals.
		Public Information & Involvement	
		City Clerk/Public Records	
		Legal Support	
		Human Resources & Organizational Development	
		Finance, Accounting & Tax Administration	
		Information Technology	
		Sustainability	
		Facilities Maintenance	
		Fleet Maintenance	

Cultural Services Program Key Indicators Library Services Sub-Program

Mission Statement

The Louisville Public Library's mission is to inform, involve, and inspire the communities we serve.

Goals

Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Resident population of Louisville and Superior	Residents	32,904	33,000	33,000
Staffing	FTEs	19.8	20.6	20.6
Total Budget (Library Svcs & Bldg Maintenance; not debt)	Annual Expenditure	\$1,694,250	\$1,759,090	\$1,828,379
\$ Per Resident	Expenditures/ Resident	\$51.49	\$53.31	\$55.41
Workload				
Check-outs and renewals	Items	494,889	490,000	485,000
Library Card Holders	Resident Library Card Holders	17,931	18,150	18,150
Programs for Adults, Teens, and Children	Programs Offered	818	820	820
Programs for Adults, Teens, and Children	Attendance	21,473	22,000	22,500
WiFi Users	Total Users	15,688	16,500	17,000
Visitors	Annual Average/Day	249,421 693	230,000 639	230,000 639
Efficiency				
Check-outs per FTE ¹	Items/FTE	25,007	23,786	23,544
Average Attendance Per Program	Attendance / Program	26	27	27
Ave Hrs/Week when number of Wireless Users exceeds 80% of available seating	Ave Hrs/Wk above 80% of Capacity	Not Measured	?	?
Ave Hrs/Day Study Room use exceeds 80% of total Rooms	Hrs above 80% Use	Not Measured	?	?
Ave time from check-in to re-shelving items	Hours	16	16	16
Ave days from receipt to shelve new items	Days	Not Measured	?	?
Effectiveness				
Overall Performance Rating on Citizen Survey ²	% Excellent or Good	Not Measured	96%	
Respondents rating Library "Essential" or "Important" ²	% Essential or Important	Not Measured	86%	
Average overall rating of programs ³	Rating on scale of 1 to 4	Not Measured	?	?

¹ For comparison purposes, the Statewide average is 16,667.

² Based on the Citizen Survey results every four years. Last survey was 2012.

³ Based on evaluation cards submitted at conclusion of each program with rating on a scale of 1=Excellent, 2=Good, 3=Fair, 4=Poor.

Cultural Services Program Key Indicators Museum Services Sub-Program

Mission Statement

The mission of the Louisville Historical Museum—a facility owned and operated by the City of Louisville—is to promote, collect, preserve, and interpret the diverse history of Louisville from the time of settlement until present day, with a special emphasis on the coal mining period, 1877-1955. The Museum is dedicated to protecting artifacts and documents of historical value and educating children and adults about the past.

Goals

Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Resident population of Louisville	Residents	20,047	20,100	20,100
Staffing	FTEs	1.2	1.25	1.25
Total Budget (Library services & building maintenance; not debt)	Annual Expenditure	\$85,640	\$85,750	\$89,345
\$ Per Resident	Expenditures / Resident	\$4.27	\$4.27	\$4.45
Workload				
Historic photos and documents catalogued and accessible (Annual)	Items	971	850	850
Historic research reports	Reports	20	20	20
Programs Offered	Programs Offered	14	20	20
Efficiency				
Items accessible per FTE	Items / FTE	809	680	680
Program Attendance	Attendance	274	400	400
Average attendance per program	Attendance / Program	20	20	20
Ratio of attendance to resident population	Total Attendance/Population	1%	2%	2%
Web access users (site visits)	Total Site Visits	12,200	12,800	13,400
Effectiveness				
Respondents who consider Museum "Essential" or "Important" ¹	% Essential or Important		47%	
History Foundation Members	Members	705	740	780
Percent of Residents who are members	% of Total	0.04%	0.04%	0.04%
Historic photos and documents catalogued and accessible (Total)	Items	?	?	?
Visitors	Annual	2,913	3,000	3,000
	Average / Day	8.09	8.33	8.33
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¹ Based on the Citizen Survey results every four years. Last survey was 2012.				

Cultural Services Program Key Indicators

Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.

Cultural Arts and Special Events Sub-Program

Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
General: Resident population of Louisville	Residents	20,100	33,000	33,000
General: Staffing	FTEs	1.0	1.0	1.0
General: Total Budget (Special Events & Cultural Arts)	Annual Expenditure	\$ 137,310	\$ 250,740	\$ 254,252
Service Level Commitment: \$ Per Resident	Expenditures/ Resident	\$ 0.15	\$ 0.13	\$ 0.13
Community-wide special events (July 4th, Fall Festival & others)	Events	11	5	5
Special Event Permits	Permits	30	30	30
Involvement: Staff support of local & County arts organizations cultural programs outside LCC activities. (Examples: One Action: Arts + Immigration; First Friday Art Walk, Downtown Mural Project, misc. Louisville Art Association, Coal Creek Theater, The Art Underground, Dana V. Music, Louisville Arts District)	Activities	12	16	18
Involvement: Staff support and development of LCC programs and activities	Programs	29	25	20
Involvement: Community-wide marketing of local arts organization activities	Marketing Campaigns	30	25	25
Involvement: Administration and Execution of Louisville Art Program Grants	Grants		7	10
Involvement: Public art donations and/or commissions	Pieces	6	2	2
Facility Utilization: Resident Art Group Rehearsals and Events at LCA (Louisville Center for the Arts)	Events	462	451	450
Facility Utilization: Private Rentals at Louisville Center for the Arts	Rentals	39	28	30
Facility Utilization: Private Rentals at Steinbaugh Pavilion	Rentals	40	35	35
Respondents who say opportunities to participate in Special Events "Excellent" or "Good" ¹	% Excellent or Good		72%	
Respondents who consider Special Events "Essential" or "Important" ¹	% Essential or Important		83%	

1. Based on the Citizen Survey results every four years, last survey was 2012.

Public Safety and Justice Program Key Indicators				
Police and other City staff working with the community to help ensure safety; satisfy residents' expectations that individuals observe the City's Municipal Code and State Law; and the justice system is fair, effective and efficient.				
Patrol and Investigation Sub-Program				
Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
General: Resident population of Louisville	Residents	20,047	20,100	20,100
General: Staffing	FTEs	39.00	40.00	40.00
General: Total Budget	Annual Expenditure	\$ 4,554,940	\$ 4,662,080	\$ 4,843,329
Service Level Commitment: \$ Per Resident	Expenditures / Resident	\$ 227	\$ 232	\$ 241
Service Level: Calls for Service	CFS - Calls for Service	14,930	14,930	14,930
Service Level: Other indicators				
Traffic: Total Activity		3,016	3,455	4,000
Traffic Summons	Summons	672	1,000	1,000
Parking Tickets	Tickets	288	288	300
General Traffic Warnings	Warnings	1,389	1,500	2,000
School Zone Warnings	Warnings	193	193	200
Parking Warnings	Warnings	129	129	150
Traffic Accidents	Accidents	345	345	350
Arrests & Holds: Total		250	250	285
Felony Arrests	Arrests	43	43	45
Misdemeanor Arrests	Arrests	98	98	100
DUI Arrests	Arrests	28	28	50
Alcohol Center Holds	Holds	26	26	30
Mental Holds	Holds	55	55	60
Reports & Activities: Total		4,789	4,789	6,050
Crime Reports	Reports	1,689	1,689	1,700
Incident Reports	Reports	42	42	50
Traffic Accidents	Reports	345	345	350
Code Enforcement Reports	CE Reports	89	89	100
F.I. Cards	Cards	178	178	150
Bar Checks	Checks	1,423	1,423	2,000
House Checks	Checks	1,023	1,023	1,700
Activity by Hours: Watch Total¹		34,944	41,600	44,928
Foot Patrol	Hours	892	892	900
Criminal	Hours	3,985	3,985	4,000
Non Criminal	Hours	5,512	5,512	5,500
Traffic	Hours	2,940	2,940	3,000
School Zones	Hours	359	359	700
Crime Prevention	Hours	713	713	750
Training	Hours	531	531	2,000
Administration	Hours	5,199	5,199	5,200
Court	Hours	42	42	50
Maintenance	Hours	495	495	5,000
Ideal (30%) Unallocated General Patrol Time	Hours	10,483	12,480	13,478
Total Specific Allocated Time plus Unallocated General Patrol Time	Hours	31,151	33,148	40,578
Time Available for allocation	Hours	3,793	8,452	4,350
Investigations:				
Cases Assigned	Cases	not tracked	200	200
Cases Cleared	Cases	not tracked	150	150
Housing & Human Services Referrals	Referrals		?	?
Activity by Hours:				
Case Investigation	Hours	3,240	3,240	
Specialized Training	Hours		250	
Property & Evidence:				
Items Taken In	Items	1,683	1,683	1,700
Items Out	Items	82	400	500
Respondents who rate PD's overall performance as "Excellent" or "Good" ²	% Excellent or Good		93%	
1. 2015 staffing reflects officers working 21 FTEs with 80% of time on patrol. 2016 staffing reflects officers working 25 FTEs (2 vacancies) and 2017 staffing reflects 27 FTEs (full staffing).				
2. Based on the Citizen Survey results every four years, last survey was 2012.				

Public Safety and Justice Program Key Indicators				
Code Enforcement Sub-Program				
Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
General: Resident population of Louisville	Residents	20,047	20,100	20,100
General: Staffing	FTEs	2.0	2.0	2.0
General: Housing Units	Units	8,666	8,666	8,666
General: Total Budget	Annual Expenditure	\$ 177,590	\$ 172,370	\$ 179,468
Service Level Commitment: \$ Per Resident	Expenditures / Resident	\$ 8.86	\$ 8.58	\$ 8.93
Repeat summons for same offense during the year		not tracked	5	5
Activity Level: Code Violation Summons	51	49	49	50
Activity Level: Code Violation Warnings	1,161	1,000	1,000	1,000
Activity Level: Code Reports	537	419	419	500
Activity Level: Animals Impounded	22	21	21	20
Respondents who rate Code Enforcement as "Excellent" or "Good" ¹	% Excellent or Good		73%	
1. Based on the Citizen Survey results every four years, last survey was 2012.				

Public Safety and Justice Program Key Indicators

Police and other City staff working with the community to help ensure safety; satisfy residents' expectations that individuals observe the City's Municipal Code and State Law; and the justice system is fair, effective and efficient.

Municipal Court Sub-Program

Indicator	Unit	2015	Actual	2016 Estimated	2017 Projected
General: Resident population of Louisville	Residents		20,047	20,100	20,100
General: Staffing	FTEs		1.40	1.40	1.40
General: Total Budget	Annual Expenditure	\$	213,340	\$ 228,410	\$ 236,076
Service Level Commitment: \$ Per Resident	Expenditures/ Resident	\$	10.64	\$ 11.36	\$ 11.75
Service Level: Total Caseload ¹	Total Cases		1,377	1,400	1,400
Service Level: Caseload resolved through Mail-in Option	Mail-in Option		303	300	300
Service Level: Caseload requiring Court Hearing	Court Hearings		1,074	1,100	1,100
Service Level: Cases involving Trials to the Court	Court Trials		4	4	4
Service Level: Cases involving Jury Trial	Jury Trials		2	2	2
Service Level: Weddings Performed	Ceremonies		6	8	8
Efficiency Level: Ratio of Cases to FTEs			984	1,000	1,000
Respondents who rate PD's overall performance as "Excellent" or "Good" ²	% Excellent or Good			93%	

1. The preparation for cases before court and after court is extensive. Before court entails processing tickets; gathering police reports, driving records, and criminal histories; making copies of all reports for the Judge and Prosecutor; changing court dates when requested by the defendants or attorneys; explaining the process and court procedures to each individual. After a court session, payments must be processed; driving record updates sent to DMV; and Warrants, Default Judgments and Outstanding Judgment Warrants processed; Cases monitored to make sure all conditions of a sentence are complete (Community service, essays, classes and restitution payments); Review Hearings must be set and conducted. There are also Revocation Hearings, Pre-Trial Hearings, Trials to Court and Jury Trials.

2. Based on the Citizen Survey results every four years, last survey was 2012.

Parks Program				
Goal: Provide well-maintained parks and landscaped areas that are easy to walk to and enjoyable to visit or see; sports facilities that are fully used and properly maintained; and a suitable final resting place that meets community needs.				
Parks Sub-Program				
Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
General: Resident population of Louisville	Residents	20,047	20,100	20,100
General: Staffing	FTEs	17.60	19.79	19.79
General: Total Budget	\$	\$ 1,497,505	\$ 1,833,580	\$ 1,887,212
Service Level Commitment: \$ Per Resident	\$ / Resident	\$ 75	\$ 91	\$ 94
Park Acres - Total	Acres	353	353	353
Park Acres - Irrigated	Acres	93	93	93
Park Acres - Non-Irrigated	Acres	260	260	260
Park Expenditures per Acre - Parks	\$/Acre	\$ 4,242	\$ 5,194	\$ 5,346
Facility Utilization Ratio	% Use of Potential	?	?	?
Respondents who rate adequacy of Parks as "Excellent" or "Good" ¹	Survey Response		95%	
1. Based on the Citizen Survey results every four years. From the last survey in 2012, the rating in this category was 94%.				
Forestry Sub-Program				
Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
General: Staffing	FTEs	1.10	1.10	1.10
General: Total Budget	\$	\$ 117,508	\$ 109,445	\$ 114,178
Service Level Commitment: \$ Per Resident	\$ / Resident	\$ 5.86	\$ 5.45	\$ 5.68
Tree Inventory	Trees	10,000	10,000	10,000
Branch Drop Off Days	Days	24	24	24
Public Education Programs	Participants	500	500	500
Consultations	Resident Requests	129	150	150
Trees Pruned	Trees	453	500	500
Respondents who rate quality of Arboretum as "Excellent" or "Good" ¹	Survey Response		80%	
1. Based on the Citizen Survey results every four years. From the last survey in 2012, the rating in this category was 71%.				
Horticulture Sub-Program				
Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
General: Staffing	FTEs	1.00	2.00	2.00
General: Total Budget	\$	\$ 83,773	\$ 147,552	\$ 154,930
Service Level Commitment: \$ Per Resident	\$ / Resident	\$ 4.18	\$ 7.34	\$ 7.71
SF of Landscape Beds	Sq. Feet	TBD	TBD	TBD
Cemetery Sub-Program				
Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
General: Staffing	FTEs	1.65	1.65	1.65
General: Total Budget	\$	\$ 158,013	\$ 215,360	\$ 199,464
Cemetery Acres - Total	Acres	9	9	9
Cemetery Plots - Occupied Estimate	Plots	2,000	2,035	2,070
Cemetery Plots - Vacant and available per year	Plots	320	290	440

Open Space and Trails Program

Goal: Acquire candidate properties as they become available and preserve, enhance and maintain native plants, wildlife, wildlife and plant habitat, cultural resources, agriculture and scenic vistas and appropriate passive recreation.

Acquisition Sub-Program

Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
Ranked Candidate Properties	Properties	20	20	20
Property owners contacted		?	?	?
Rights of 1st Refusal Secured		?	?	?

Maintenance and Management Sub-Program

Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
General: Resident population of Louisville	Residents	20,047	20,100	20,100
Open Space Acres	Acres	695	695	695
Open Space Expenditures - Total	\$	\$ 451,930	\$ 446,010	\$ 504,340
Open Space Expenditures - Per Acre	\$/Acre	\$ 650	\$ 642	\$ 726
Open Space Expenditures - Total per Capita	\$/Capita	\$ 22.54	\$ 22.19	\$ 25.09
Percent of all Open Space high priority weed species and locations mapped	% of Total	100%	100%	100%
Colorado List A species 100% treated within season	Yes or No	Y	Y	Y
Percent of all open space designated	% of Total	77%	100%	100%

Education and Outreach Sub-Program

Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
Programs	Programs	25.00	24+	24.00
Participants	Participants	683	700	800
Average participant satisfaction rating on program evaluation (1=excellent 4=poor)	Rating	1.0	1.0	1.0

Trail Maintenance Sub-Program

Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
Trails - Total Miles	Miles	33.8	38.3	40.7
Trails - Soft Surface	Miles	14.5	14.9	15.5
Trails - Hard Surface	Miles	19.3	23.4	25.2
Maintenance Rating Hard Surface (% of total achieving excellent rating)	Staff Rating	85%	90%	90%
Maintenance Rating Soft Surface (% of total achieving excellent rating)	Staff Rating	85%	85%	85%

New Trails Sub-Program

Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
Prioritized list of trail connections and/or crossings to complete (Wayfinding Plan)	Y/N	Y	Y	Y
Number of trail connections and/or crossings remaining to be completed	#	25.0	25.0	14.0

Recreation Program

Goal: Promote the physical, mental and social well-being of residents and visitors through a broad range of high-quality, reasonably priced recreation and leisure activities for people all ages, interests and ability levels.

Youth Activities Sub-Program

Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
Total program participants	#	?	?	?
Customer satisfaction rating (based on annual surveys)	1=Excellent 4=Poor	?	?	?
Sub-Program Revenue	\$?	?	?
Sub-Program Expenditures	\$?	?	?
Sub-Program Percent Cost Recovery	%	?	?	?

Adult Activities Sub-Program

Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
Total program participants	#	?	?	?
Customer satisfaction rating (based on annual surveys)	1=Excellent 4=Poor	?	?	?
Sub-Program Revenue	\$?	?	?
Sub-Program Expenditures	\$?	?	?
Sub-Program Percent Cost Recovery	%	?	?	?

Senior Activities and Services Sub-Program

Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
Total program participants	#	?	?	?
Customer satisfaction rating (based on annual surveys)	1=Excellent 4=Poor	?	?	?
Sub-Program Revenue	\$?	?	?
Sub-Program Expenditures	\$?	?	?
Sub-Program Percent Cost Recovery	%	?	?	?

Aquatics Sub-Program

Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
Total program participants	#	?	?	?
Customer satisfaction rating (based on annual surveys)	1=Excellent 4=Poor	?	?	?
Sub-Program Revenue	\$?	?	?
Sub-Program Expenditures	\$?	?	?
Sub-Program Percent Cost Recovery	%	?	?	?

Golf Sub-Program

Indicator	Unit	2015 Actual	2016 Estimated	2017 Projected
Annual number of rounds		14,400	32,000	35,000
Operating Revenue		\$ 750,180	\$ 1,877,600	\$ 2,205,000
Total Operating Revenue Per Round		\$ 52.10	\$ 58.68	\$ 63.00
Expenditures		\$ 2,365,980	\$ 1,873,300	\$ 2,000,000
Net Revenue		\$ (1,615,800)	\$ 4,300	\$ 205,000
Grounds maintenance cost per acre		\$ 16,155	\$ 12,682	\$ 12,500

SUBJECT: OVERVIEW OF COMPENSATION AND BENEFITS

DATE: MAY 10, 2016

**PRESENTED BY: KATHLEEN HIX, HUMAN RESOURCES DIRECTOR
CITY MANAGER'S OFFICE**

SUMMARY:

In the spring of 2016, City Council requested information and an overview on the City's compensation practices along with a summary of the benefits offered to employees as part of the City's total compensation package. The presentation will cover the following topics:

1. Pay Philosophy
2. Labor Market Information
3. Annual Data Analysis
4. Pay Plan
5. Pay Practices
6. Current Benefits Package
 - a. Full time employees
 - b. Part time employees
 - c. Seasonal employees
7. Future focus for compensation and benefits

The attached 2016 Benefits Summary provides a quick overview of the benefits offered to employees while the 2016 Benefits Guide provides complete details including costs by enrollment level (single, employee + children, employee + spouse, or family) and by type of plan (Health, Dental, Vision etc.).

FISCAL IMPACT:

None.

RECOMMENDATION:

None.

ATTACHMENT(S):

1. Overview of Compensation and Benefits Presentation
2. 2016 Benefits Summary
3. 2016 Benefits Guide

SUBJECT: OVERVIEW OF COMPENSATION AND BENEFITS

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FISCAL IMPACT:

None.

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None.

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FISCAL IMPACT:

None.

RECOMMENDATION:

None.

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City of Louisville

Overview of Compensation and Benefits 2016

1

Agenda

Compensation

- Pay Philosophy
- Labor Market Information
- Annual Data Analysis
- Pay Plan
- Pay Practices

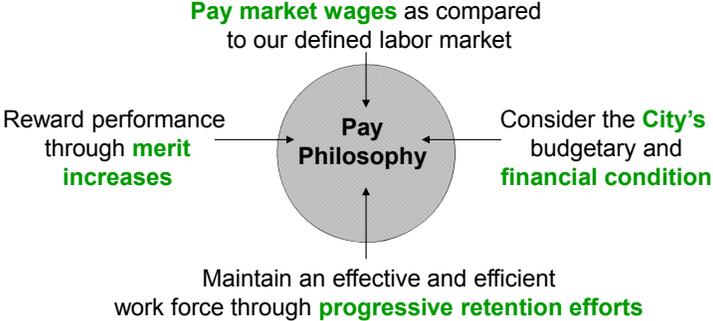
Benefits

- Full time employees
- Part time employees
- Seasonal employees

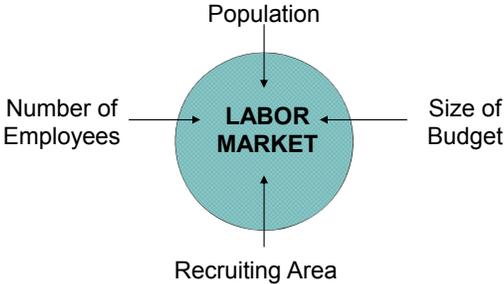
Questions

2

City of Louisville's Pay Philosophy



City of Louisville's Labor Market



City of Louisville's Labor Market

	Population*	# of Full Time Equivalents *	Budget*	Recruiting Area*
Brighton	37,077	240	\$54,021,679	Yes
Broomfield	61,826	618	\$119,365,294	Yes
Commerce City	51,686	343	\$68,555,227	---
Englewood	32,671	420	\$42,126,719	---
Erie	20,819	147	\$49,971,100	Yes
Golden	20,096	215	\$80,000,000	---
Lafayette	26,786	180	\$51,195,255	Yes
Littleton	44,396	477	\$104,697,270	---
Longmont	90,855	848	\$270,000,000	Yes
Louisville	20,047	226	\$53,285,430	Yes

*Data as self reported by cities from Colorado Municipal League (CML)

? City of Louisville's Labor Markets ?

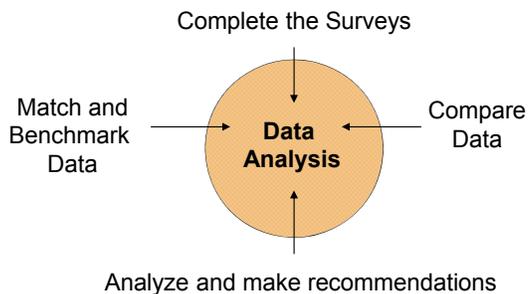
	Population*	# of Full Time Equivalents*	Budget*	Recruiting Area
Boulder	105,270	1400	\$231,030,000	Yes
Westminster	111,834	961	\$248,011,284	Yes
Thornton	129,403	880	\$222,415,847	Yes
Arvada	113,326	718	\$191,615,037	Yes
Wheat Ridge	31,108	227	\$27,760,611	-----
Northglenn	38,648	258	\$52,979,504	-----
Superior	12,857	33	\$47,590,802	Yes
Denver	664,220	13,500	\$1,300,000,000	Yes

* Data as self reported by cities from Colorado Municipal League (CML)

City of Louisville employees by zip code

City	Number of Employees	City	Number of Employees
LOUISVILLE	161	DACONO	3
LAFAYETTE*	49	AURORA	2
BROOMFIELD*	28	FIRESTONE	2
SUPERIOR	28	FORT LUPTON	2
BOULDER	25	JOHNSTOWN	2
ARVADA	19	LITTLETON*	2
WESTMINSTER	18	CENTENNIAL	1
LONGMONT*	17	COLORADO SPRINGS	1
THORNTON	14	FORT COLLINS	1
ERIE*	13	FRISCO	1
DENVER	11	GOLDEN*	1
BRIGHTON*	8	GREENWOOD VILLAGE	1
LOVELAND	7	HENDERSON	1
FREDERICK	5	IRVING, TX	1
NORTHGLENN	4	LAKEWOOD	1
BERTHOUD	3	MEAD	1
COMMERCE CITY*	3	WHEATRIDGE	1
Total Employee Count:			437

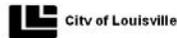
Data Analysis



Surveys:

- Colorado Municipal League (CML)
 - Tech Net Software
 - October 2015 meeting for 2016 surveys
 - January & February data input for current year salaries and benefits
- Mountain States Employers Council (MSEC)
 - Salary Surveys:
 - Public Libraries
 - Information Technologies
 - Public Employers
 - Benefits
 - Markets/Merits/Pay Practices
 - January meeting for 2016 surveys

City Clerk



04-15

City Classification Title	City Clerk			
CML Title	City Clerk		MSEC Title: City Clerk	
CML Job ID	116		MSEC Job ID: 302	
Position Narrative:				
Maintains all city records. Keeps City Seal. Takes minutes of council meetings, six tributes and publishes minutes. Maintains records of all ordinances and resolutions. Coordinates city elections. Minimum Qualifications may include graduation from a university with an associate degree in business administration, accounting or a closely related field and two to three (2-3) years of experience in personnel, finance or a related field or an equivalent combination of education and experience.				
Jurisdiction	Title	Min	Med	Max
Region	City Clerk	\$71,784	\$89,076	\$88,368
Bloomfield	CITY AND COUNTY CLERK	\$88,828	\$101,816	\$117,104
Commerce City	City Clerk	\$75,132	\$93,915	\$112,699
Englewood	City Clerk	\$77,676	\$99,328	\$100,979
Fire	Town Clerk			
Goshen	City Clerk	\$71,000	\$89,000	\$107,400
Lafayette	City Clerk	\$60,847	\$111,198	\$135,469 Big increase
Louisville	City Clerk	\$76,892	\$94,581	\$92,270
Longmont		\$89,783	\$99,732	\$109,766 Min. higher but Max lower
	Median	\$77,254	\$97,108	\$102,550
	Average	\$76,528	\$94,388	\$109,239
Louisville	City Clerk	\$76,420	\$90,710	\$99,710
Pay Increase of our rate at market:				
		\$4,120	\$7,674	\$0,530
	Percentage Increase of our rate at market:	5.4%	8.9%	0.5%
Current Pay Grade:				
	L49	\$	76,400	\$ 85,715
2016 Recommendation:				
	One Grade to L50		\$79,416	\$90,168
	Two Grades to L51		\$87,536	\$93,797

Planner III



City of Louisville

KH-13

City Classification Title: **Planner III**
 CML Title: Senior Planner MSEC Title: Senior Planner
 CML Job ID: 305 MSEC Job ID: 205

Position Summary

Performs as a team leader or project manager; directs lower level planners and may participate in performance evaluation. Performs a variety of professional and technical duties related to preparing department work plans and programs and monitoring community compliance with established planning, zoning and development ordinances. Conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to planning commission and/or city elected body; prepares written reports in response to public requests for zoning applications and various ordinance changes. Prepares proposals in draft form for amendments to zoning ordinance or policy governing local planning, zoning, and development. Conducts feasibility studies; prepares a variety of reports related to project progress; reviews and updates ordinance affecting planning, zoning, development and related department areas; works in coordination of projects with other departments or governmental agencies. Meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; follows up with public to explain policy and decisions. Participates in project meetings with various department and developer representatives and identifies problem areas related to zoning and negotiates options for compliance. Minimum Qualifications may include graduation from college with a bachelor's degree in urban planning, public administration or a closely related field; and five to seven (5-7) years of progressively responsible experience performing above or related duties, or an equivalent combination of education and experience.

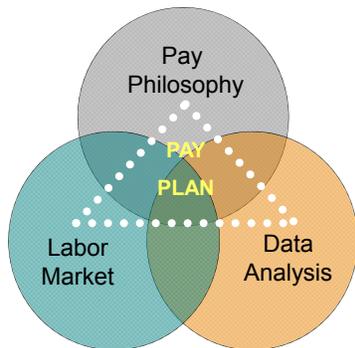
Jurisdiction	Title	Min	Mid	Max	Comments
Bohannon	Planner, Senior	\$65,122	\$68,873	\$73,624	
Brownfield	Senior Planner	\$63,336	\$75,504	\$87,672	
Commerce City	Planner III	\$59,211	\$72,334	\$85,457	
Englewood	Senior Planner	\$64,752	\$74,500	\$84,248	SS
Erie	Senior Planner	\$63,267	\$76,944	\$90,622	
Garden					NO MATCH
Lafayette	Planner III	\$5,793	\$7,084	\$8,376	
Lithton	Senior Planner	\$62,476	\$68,717	\$74,958	SS
Longwood	Senior Planner	\$66,764	\$76,424	\$86,084	
Median		\$62,809	\$73,317	\$83,825	
Average		\$62,093	\$73,048	\$84,000	
Louisville	Planner III	\$61,963	\$71,260	\$80,557	
Pay Increase of our rate at market		\$138	\$1,788	\$2,050	
Percentage Increase of our rate at market:		0.21%	2.51%	2.50%	
Current Pay Grade:	L44				
2016 Recommendation:	NO CHANGE				
Benchmark Information:	Principal Planner - Benchmark 1 grade above Planner III - L44				

Pay Recommendations to City Manager for 2016

- Market Adjustments = \$95,921
- Merits (1%, 3%, 5%) = \$404,197
- Police Department markets = \$185,693
- Part-Time increases = \$12,500

- **TOTAL recommended compensation adjustments/increases for 2016 = \$698,311**

City of Louisville's Pay Plan



2016 City of Louisville Pay Plan



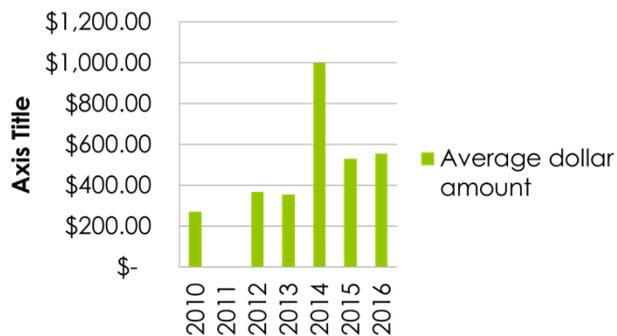
www.LouisvilleCO.gov
Departments
Human Resources
Pay Plan

Pay Practices

- Merit increases given based on performance for 2016
 - Meets = 1%
 - Exceeds = 3%
 - Outstanding = 5%
- Part time employees = 1% increase
- Bonuses available based on recommendations from Department Directors (Range of \$100 - \$1000)

Bonus Data

Bonus averages 2010 - 2016



Benefits – Full time employees

- Work 30+ hours per week
- Health – Kaiser Permanente
 - *NEW 3-Tier POS option...in and out of Kaiser*
 - *1.4% decrease in rates for 2016*
- Dental – Delta Dental
 - *No plan design changes and no increase in rates*
- Vision –VSP
 - *No plan design changes and no increase in rates*
- Flexible Spending
 - *New Carrier for 2016 – Rocky Mountain Reserve*

Benefits – Full time employees

- Retirement Plans
 - Mandatory 401(a)
 - 5% employee contribution
 - 5.5% employer contribution
 - Voluntary 457
 - Voluntary Roth IRA
- Life Insurance – *2.5 x base salary to a max of \$300,000*
- Short-term and Long-term Disability Insurance –
 - *100% paid for by the City*

Benefits – Full time employees

- Computer Loan Assistance
- Employee Assistance program
- Extended Illness Bank –
 - helps employees get paid during FMLA leave
- Family Bereavement Leave
- Personal Leave Bank
- Recreation Center Membership
- Wellness Program
- Tuition Reimbursement

- Optional Supplemental Insurance
 - Colonial Life
 - Legal Shield

Benefits – Part Time Employees

- Working 29 hours or less per week

- Personal Leave Bank (PLB) pro-rated on hours worked and length of time with City.

- Recreation Center Membership fee paid by the City, employees must pay applicable taxes.

- Merit Increases of 1% for all part-time employees



Benefits – Seasonal Employees

- Seasonal/ Summer Staff
 - Parks Maintenance staff
 - Golf Outside Services/Maintenance
 - + Golf Benefits
 - Memory Square Lifeguards
 - Summer Day Camp Staff

- Recreation Center Membership fee paid by the City, employees must pay applicable taxes.

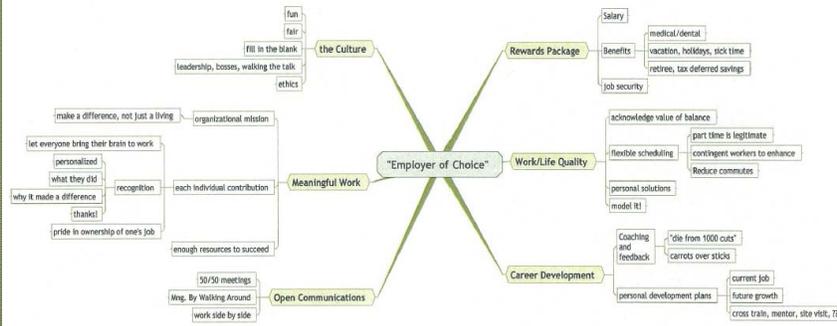
Questions we ask annually...

1. What cities make up our labor market and where do we compete for talent?

2. How competitive do we want/need to be?

3. What do employees look for when searching/staying at an organization?

Compensation/Benefits are only part of retention/recruitment/fulfillment...



Questions we ask annually...

4. What is it that we want to reward in this organization?
5. Is NOW the right time to change our pay philosophy?
6. Can we afford this?
7. What could go wrong or what outcomes are we unprepared to deal with if we make changes?

City
of
Louisville



Overview
of
Compensation
and
Benefits 2016



25



2016 EMPLOYEE BENEFITS SUMMARY

The City of Louisville offers a generous benefit package. Benefits are offered to all Tier 1 (full-time /72-80 hours bi-weekly) and Tier 2 (benefited part-time / 60-70 hours bi-weekly) employees as part of each employee’s total compensation package with the City. Tier 2 benefits are pro-rated and employees may share in a portion of the cost of the coverage depending on the specific benefit.

Health Insurance	Employees may choose one of the following three medical plans through Kaiser Permanente: HMO, 3-Option POS, or HDHP – HSA.
Dental Insurance	Dental coverage is provided through Delta Dental.
Vision Care	Vision coverage is provided through Vision Service Plan (VSP).
Flexible Spending Accounts	Employees may set aside a portion of their salary for child/dependent care and non-reimbursed medical, dental, vision expenses, and non-paid insurance premiums, on a tax-free basis.
Disability Coverage	The City provides short-term and long-term income replacement when you cannot work.
Life Insurance	The City provides term life insurance coverage from Lincoln Financial for all eligible employees at 2 ½ times their salary, up to \$300,000.
Retirement Plans	<p><u>401(a)</u>: Employees are required to contribute 5.0% of their base salary, tax deferred, each pay period into a 401a account with ICMA. The City contributes 5.5% of your base salary.</p> <p><u>457</u>: Employees may voluntarily contribute to a 457 account with ICMA. This is an additional way to save money for retirement on a pre-tax basis.</p> <p><u>Roth IRA</u>: Employees may voluntarily contribute to a Roth IRA account with ICMA. This is an additional savings vehicle that allows for the possibility of completely tax free earnings.</p>
Paid Leave Bank	Used for paid time away from work for vacation time, holidays, sick days, or personal business.
Extended Illness Bank	Provides leave time for situations that qualify for FMLA and extends beyond 40 working hours.
Computer Loans	After one year of service, employees may borrow interest free, up to \$2,400 to purchase a personal computer.
Wellness Program	Incentive for participation in the City’s structured Wellness Program and a complimentary membership to the Louisville Recreation Center (may be subject to taxes).
Tuition Reimbursement Program	After one year of service, employees may apply for reimbursement for a portion of tuition for college-level courses of study.
Employee Assistance Program	Confidential, short-term counseling and referral system for employees and their families.
Legal Shield	Provides legal service at a reasonable cost for employees.
Direct Deposit	The City requires all employees to deposit his/her pay into the banking institution of his/her choice via Electronic Funds Transfer (EFT).

HEALTH CARE OPTIONS

Health insurance is effective the first day of the month following the employee's date of hire. Employees may choose among two plans from Kaiser Permanente. Coverage under the health programs may include you, your spouse and any unmarried dependent children to age 26.

- **Kaiser HMO:** This is a standard HMO plan, whereby employees use Kaiser-approved hospitals and facilities and Kaiser doctors.
- **Kaiser 3-Option POS:** This is a POS plan that allows employees to go in and out of Kaiser. Employees can choose to use Kaiser doctors, doctors in a Preferred Provider Network, or go out-of-network.
- **Kaiser HDHP with HSA:** This is a high-deductible health plan with a health savings account. You pay only for the care you need, when you need it, at 100% of the cost until the deductible is reached and after that, all care is covered at 100%. The City may contribute to your HSA depending on your level of coverage.

DENTAL INSURANCE

The City of Louisville provides Delta Dental. Dental insurance is effective the first day of the month following the employee's date of hire. To see the list of approved dentists, go to www.deltadentalco.com, enter your zip code and click FIND. Approved dentists will show as accepting Delta Dental PPO and/or Delta Dental Premier.

Under the Delta Dental Plan, you will be able to visit any dentist in the Delta PPO + Premier Network. There is a \$50 annual deductible for all procedures, except for preventive procedures, and the annual maximum allowed per individual is \$2,000.00. By using a network dentist you will receive advantages that make your benefit dollars go farther.

VISION CARE

Vision coverage is provided through Vision Service Plan (VSP). Vision insurance is effective the first day of the month following the employee's date of hire. Employees must obtain services from a VSP contracted doctor to qualify for the benefit. There is a \$10 exam co-payment and a \$25 material co-payment. A wide selection of frames, lenses, and medically necessary contact lenses are covered in full.

FLEXIBLE SPENDING ACCOUNTS

By putting money into a flexible spending account, you can pay, IRS approved, health and day care expenses with pretax dollars. This means that you do not pay federal or state income taxes on the money that you put aside for these expenses for the year. Employees may set aside \$2500 per plan year for medical expenses and \$5000 for dependent care expenses.

LONG & SHORT TERM DISABILITY INSURANCE (LTD & STD)

The City provides this coverage through Lincoln Financial Group for eligible employees who have completed at least one year of service. The STD benefit provides 67% of pay to a maximum of \$950/week for up to 13 weeks. All accrued PLB and EIB must be used before STD is paid. LTD provides 60% of pay to a maximum to \$7,000 per month.

LIFE INSURANCE

The City provides term life insurance coverage from Lincoln Financial Group for all eligible employees at 2 ½ times their salary, up to \$300,000 immediately upon hire. Eligible immediate dependent family members are covered for \$2,500 for a spouse and \$2,500 for each child (age 6 months to 23 years). The policy also includes Accidental Death and Dismemberment coverage (AD&D). Supplemental life insurance is available for purchase from Colonial Life & Accident Insurance.

RETIREMENT PLANS

401(a) Plan:

Participation is mandatory and employees are required to contribute 5.0% of their salary, tax deferred, each pay period. The City contributes 5.5% of your base salary. Vesting occurs at the rate of 50% after 1 year of employment and 100% after 2 years of employment. The International City/County Management Association-Retirement Corporation (ICMA-RC) administers this plan.

457 Deferred Compensation Plan:

The 457 plan is voluntary plan administered by ICMA-RC. It is tax-sheltered, supplemental retirement/pension plan that allows employees to defer up to \$17,500 per year or a maximum of 100% of their pre-deferral taxable income, or whichever is less.

Roth IRA Plan:

The Roth IRA plan is a voluntary plan administered by ICMA-RC. It is a savings vehicle with tax advantages to complement your other employer retirement plan(s). The IRA has lower contribution limits, flexible withdrawal rules and the earnings may be tax free if you've held the IRA for more than 5 years and are over age 59 ½.

PERSONAL LEAVE BANK (PLB)

PLB is established to provide for paid time away from scheduled work for vacation time, holiday observances, sick leave, and personal business. Paid Leave Bank time shall accrue as follows:

Years of Service	Tier 1 Bi-weekly Accrual	Tier 1 Annual Accrual	Tier 2 Bi-weekly Accrual	Tier 2 Annual Accrual
1 - 3 years	8.31	216.06	7.27	189.02
4 - 5 years	8.93	232.18	7.81	203.06
6 - 10 years	9.85	256.10	8.62	224.12
11 - 14 years	10.46	271.96	9.15	237.90
15 + years	11.39	296.14	9.97	259.22

Paid Leave Bank time will be used when City operations are closed due to the observance of the following holidays:

- New Years Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day

EXTENDED ILLNESS BANK (EIB)

EIB provides leave time for situations that qualify for FMLA and extends beyond 40 working hours. Extended Illness Bank accrues at 2.15 hours for Tier 1 employees and 1.89 for Tier 2 employees per pay period beginning at your hire date, however; it may not be used until one year of service is has been completed. Forty hours of Paid Leave Bank time must be used before any EIB time may be used.

COMPUTER LOANS

The purpose of the Computer Loan Program is to assist employees, who have completed at least one year of service, with purchasing a new computer. The City offers employees the opportunity to apply for an interest-free loan of up to \$2,400 for the purchase of new personal computer and related peripheral equipment.

WELLNESS

The City of Louisville offers a complimentary Recreation Center membership for employees (may be subject to taxes). You may also sign up for a spouse or family membership at a discounted rate. Any additional membership may be paid for through payroll deduction.

TUITION REIMBURSEMENT PROGRAM

To provide employees with the skills necessary for advancement and career development, you may apply for reimbursement for a portion of tuition for college-level courses of study after the completion of one year of service with the City of Louisville.

EMPLOYEE ASSISTANCE PROGRAM

This program is a *confidential* counseling service to help employees and their families cope with varied personal or job-related problems. The program allows up to 5 visits per year, per employee and/or household members at no cost to the employee.

LEGAL SHIELD

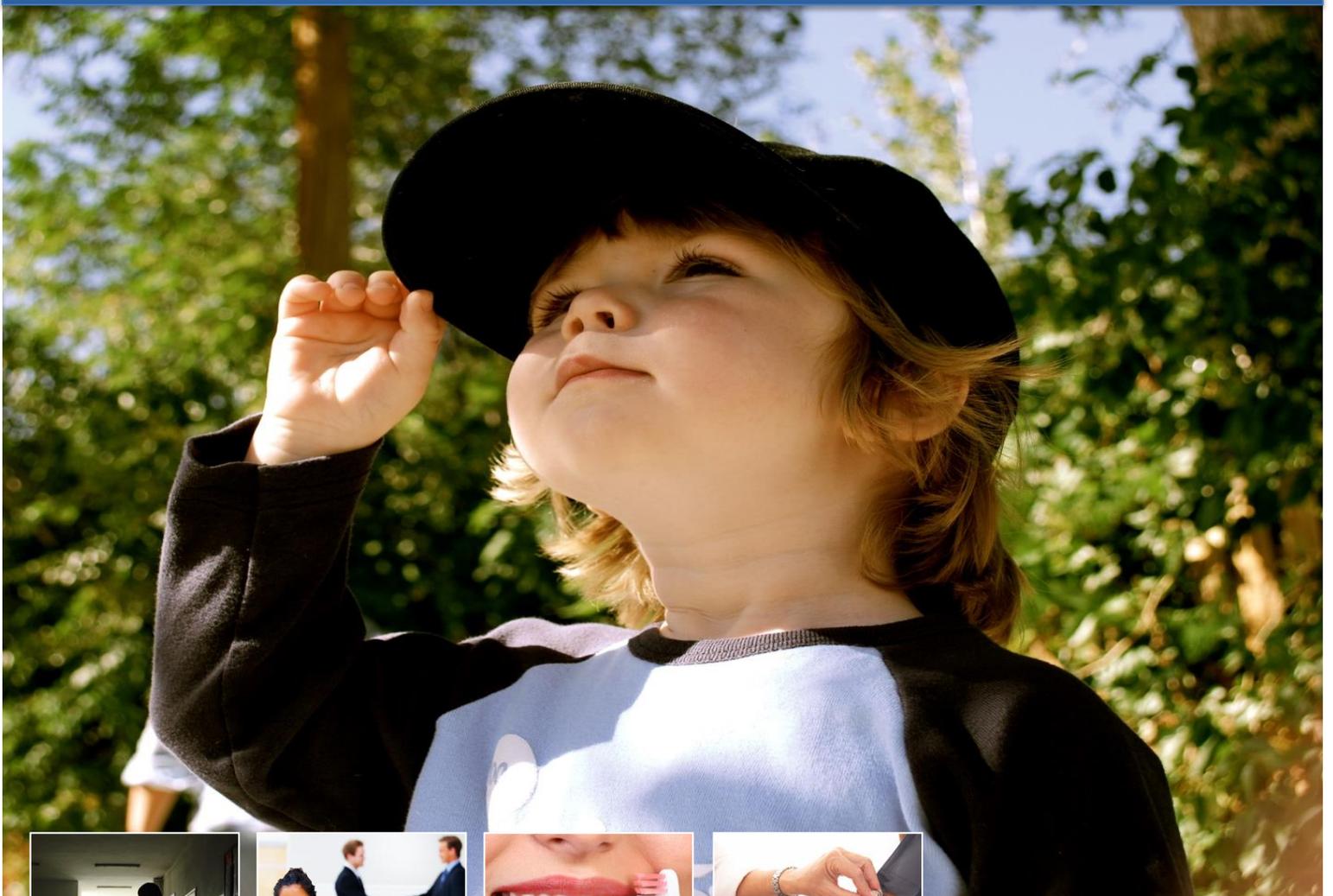
Legal Shield offers City employees the following: preventive legal services, motor vehicle legal services, trial defense legal services, IRS Audit legal services, and other legal services for a cost of \$15.95 per month. This is a voluntary benefit and is paid for by the employee through payroll deduction.

DIRECT DEPOSIT

The City requires all employees to deposit his/her pay into the banking institution of his/her choice via Electronic Funds Transfer (EFT).



2016 Benefits Guide





Our employees are our most valuable asset.

That's why at City of Louisville we are committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure, and maintain a work/life balance.

Stay Healthy

- Medical
- Dental
- Vision
- Flexible Spending Accounts
- Recreation Center Membership

Feeling Secure

- Disability Insurance
- Life and Accidental Death & Dismemberment
- Retirement Plans

Work/Life Balance

- Paid Leave Bank (PLB)
- Extended Illness Bank (EIB)
- Family Bereavement Leave
- Holidays
- Employee Assistance Program (EAP)
- Flexible Schedules

Contact Information

Refer to this list when you need to contact one of your benefit vendors. Plan documents and summaries are available on Outlook/Public Folders/Human Resources/Benefits. For more information on benefits or questions regarding this guide, contact Human Resources.

MEDICAL: page 6

Kaiser Permanente

Group #5920
Customer Service: (303) 338-3800
www.kp.org

DENTAL: page 8

Delta Dental – PPO plus Premier Plan

Group #7562 Employee ID: Last 4 of SSN
1-800-521-2651
www.deltadentalco.com
Customer Service: www.customer_service@ddpco.com

VISION: page 9

VSP – Signature Plan

Group #12059727
1-800-877-7195
www.vsp.com

FLEXIBLE SPENDING ACCOUNTS (FSA): page 10

Rocky Mountain Reserve

Customer Service: 888-722-1223 or info@r mrbenefits.com
Fax: 866-557-0109
www.rockymountainreserve.com

LIFE & ACCIDENTAL DEATH & DISMEMBERMENT: page 11

Lincoln Financial Group

Group #000010008469
Customer Service: 1-800-423-2765

SHORT TERM DISABILITY: page 12

Lincoln Financial Group

Customer Service: 1-800-423-2765

LONG TERM DISABILITY: page 12

Lincoln Financial Group

Group #000010008470
Customer Service: 1-800-423-2765

EMPLOYEE ASSISTANCE PROGRAM (EAP): page 12

Guidance Resources by ComPsych

Customer Service: 1-877-616-0508 Web ID for first time users: CN3906K
www.guidanceresources.com

LEGAL SHIELD: page 13

LegalShield

Member Services: 800-654-7757 or MemberServices@LegalShield.com
www.legalshield.com

RETIREMENT PLAN: page 14

ICMA Retirement Corporation

401 Plan #109139 457 Plan #301451 Roth IRA #705912
Customer Service: 1-800-669-7400
www.icmarc.org

Important Information About this Guide

This guide describes the Employee Benefits Program for eligible employees of the City of Louisville.

This guide does not constitute the Summary Plan Description as required by the Employee Retirement Income Security Act of 1974 (ERISA). If any conflict should arise between this guide and the pertinent provisions of any insurance policy or master plan document, or if any provision is not explained or only partially explained in this guide, your rights will always be determined under the provisions of the plan documents (and any rules not yet written into the plan documents) and insurance contracts.

While the City of Louisville intends to maintain the Employee Benefits Program, it retains the right to amend or terminate any of the benefit plans at any time, as it deems advisable, as to any or all of the employees covered. In fact, as a matter of prudent business planning, the City routinely evaluates the benefits program it offers to employees and their dependents.

Annual Open Enrollment

The Annual Open Enrollment for the City’s 2016 employee benefits program begins November 4, 2015 and ends November 20, 2015. Each year, prior to the plan year, employees are allowed to enroll in plans, change elections, drop coverage, and re-enroll in other plans. 2016 Open Enrollment forms/elections are due on or before Friday, November 20, 2015 at 5:00 PM.

Open Enrollment Event	Date. Time. Location
Benefits & Wellness Expo	Wednesday, November 4, 2015 10:00 a.m. – 2:00 p.m. City Council Chambers
Kaiser Options Presentation	Wednesday, November 4, 2015 At 12:00 p.m. & 1:00 p.m. Spruce Room
Wellness Presentation	Wednesday, November 4, 2015 At 11:30 a.m. & 12:30 p.m. Spruce Room
HSA Workshop	Wednesday, November 4, 2015 At 11:30 a.m. & 12:30 p.m. Maple Room



Eligibility and Enrollment

Who is Eligible

You are eligible to participate in the City of Louisville's benefits program if you are a full-time employee (Tier 1) or benefited part-time employee (Tier 2).

- **Tier 1:** Refers to the level of benefits a Full-Time employee is eligible to receive who is authorized to work 36 – 40 hours per week on a regular basis.
- **Tier 2:** Refers to the level of benefits a Benefited Part-Time employee is eligible to receive who is authorized to work 30 – 35 hours per week on a regular basis.

When Your Family Members are Eligible

You may also choose to cover your eligible family members under the City's plans. Eligible family members include:

- Your spouse, or
- Your Common Law Spouse (Affidavit of Common Law Marriage required.), or
- Your Same Sex Domestic Partner
 - An exclusive committed relationship between two (2) unmarried adult persons, of the same sex, who are unrelated by blood, maintain a mutual residence, and share basic living expenses. (Affidavit of Same-Sex Domestic Partnership required.)
- Your child(ren):
 - Up to 26 years of age

When Your Coverage is Effective

If you enroll during the Annual Open Enrollment period, the coverage you select will be effective January 1, 2016 provided you have met the eligibility requirements. If you are a newly hired employee or are newly eligible for the plans, your effective date is the first day of the month following your date of hire.

If you choose not to enroll during Open Enrollment or your eligibility period, you will be required to wait until the next Annual Open Enrollment unless you have a qualifying change of status as defined by the IRS, listed below. Please note that some coverages are not subject to Annual Open Enrollment.

QUALIFYING EVENTS – MID-YEAR CHANGES

You may only enroll, add family members, or cancel your elections during the Annual Enrollment period, or within 31 days of experiencing a qualifying life status change, including:

- Marriage, death of spouse, divorce or legal separation.
- Birth, adoption, placement for adoption or death of a dependent.
- Termination or commencement of employment for you, spouse, or dependent.
- Relocation or increase in hours of employment by you or your spouse.
- Your dependent child satisfies or ceases to satisfy the requirements for coverage because of age.
- A change in the place of residence or work for you, your spouse, or dependent.
- You or your spouse/domestic partner experience an open enrollment event.

Medical Insurance



Kaiser Permanente

City of Louisville currently offers medical insurance through Kaiser Permanente to all benefited part-time and full-time employees. Coverage starts on the first day of the month following your date of hire. Coverage is also extended to your spouse and eligible dependents.

Employees who waive health insurance coverage and subsequently experience a qualified change in their status may enroll in a City provided health insurance plan within thirty-one (31) days of the qualifying event. Because plan choices and features may change from year to year, more details are provided in the annual plan summary, insurance plan documents and other enrollment materials. The Summary Plan Description document describes in detail what coverage is provided, and what constitutes an eligible dependent.

The City offers three types of medical plans through Kaiser Permanente: an HMO, a High Deductible Health Plan with a Health Savings Account (HSA) and a 3-Tier POS.

What is a High Deductible Health Plan (HDHP)?

A High Deductible Health Plan is a plan with a minimum annual deductible and a maximum out-of-pocket limit as listed below. These minimums and maximums are determined annually by the Internal Revenue Service (IRS) and are subject to change.

What is a health savings account (HSA)?

Otherwise known as an HSA, a health savings account can be funded in one of three ways: with your tax-exempt dollars, by your employer, or both. Funds may be used to help pay for eligible medical expenses not covered by an insurance plan, including the deductible, coinsurance, and even in some cases, health insurance premiums as well as dental or vision expenses.

How much can I contribute to an HSA?

As noted by federal law, the 2016 annual contribution limits are:

- \$3,350 for individual coverage.
- \$6,750 for family coverage.

Individuals age 55 or older may be eligible to make a catch-up contribution of \$1,000.



**Kaiser Permanente
2016 Monthly Rates:**

TIER 1	HMO			HDHP				
	Employee Share	City Share / Total City Cost	Total Premium	Employee Share	City Share	City HSA Contribution	Total City Cost	Total Premium
Employee	\$81.90	\$464.07	\$545.97	\$0.00	\$401.31	\$62.76	\$401.31	\$464.07
Employee & Spouse	\$242.40	\$969.60	\$1,212.00	\$0.00	\$890.94	\$78.66	\$890.94	\$969.60
Employee & Child(ren)	\$204.19	\$816.77	\$1,020.96	\$0.00	\$750.44	\$66.33	\$750.44	\$816.77
Family	\$409.51	\$1,228.52	\$1,638.03	\$0.00	\$1,203.95	\$24.56	\$1,203.95	\$1,228.51



TIER 1	3-Option POS		
	Employee Share	City Share / Total City Cost	Total Premium
Employee	\$196.54	\$464.07	\$660.61
Employee & Spouse	\$512.34	\$969.60	\$1,481.94
Employee & Child(ren)	\$418.56	\$816.77	\$1,235.33
Family	\$753.31	\$1,228.52	\$1,981.83

TIER 2	HMO			HDHP				
	Employee Share	City Share / Total City Cost	Total Premium	Employee Share	City Share	City HSA Contribution	Total City Cost	Total Premium
Employee	\$139.91	\$406.06	\$545.97	\$50.16	\$351.15	\$54.92	\$406.07	\$401.31
Employee & Spouse	\$363.60	\$848.40	\$1,212.00	\$111.37	\$779.57	\$68.83	\$848.40	\$890.94
Employee & Child(ren)	\$306.29	\$714.67	\$1,020.96	\$93.81	\$656.64	\$58.04	\$714.68	\$750.45
Family	\$563.08	\$1,074.96	\$1,638.04	\$150.49	\$1,053.47	\$21.49	\$1,074.96	\$1,203.96

TIER 2	3-Option POS		
	Employee Share	City Share / Total City Cost	Total Premium
Employee	\$254.55	\$406.06	\$660.61
Employee & Spouse	\$633.54	\$848.40	\$1,481.94
Employee & Child(ren)	\$520.66	\$714.67	\$1,235.33
Family	\$906.88	\$1,074.96	\$1,981.84

Plan Benefit Summary	HMO In-Network	HDHP In-Network
Individual Annual Deductible	None	\$2,500
Family Annual Deductible	None	\$5,000
Out-of-Pocket Max (Individual/Family)	\$2,000 / \$4,500 (includes all copays)	\$2,500 / \$5,000
Office Copay	\$0 copay - Preventive \$30 copay - PCP \$50 copay - Specialist	\$0 for Preventive Care 100% after deductible - PCP 100% after deductible - Specialist
Urgent Care	\$50 if after hours	Plan pays 100% after deductible
Emergency Care	\$250 copay	Plan pays 100% after deductible
Inpatient Hospital	\$500 copay	Plan pays 100% after deductible
Outpatient Facility	\$200 copay	Plan pays 100% after deductible
Ambulance Services	20% coinsurance up to a max of \$500/trip	Plan pays 100% after deductible
Physical Therapy	\$30 copay / 20 visits maximum	Plan pays 100% after deductible 20 visits maximum
Chiropractic Services	\$30 copay / 20 visits maximum	Not Covered
Acupuncture	\$30 copay / 20 visits maximum	Not Covered
Prescription Drugs Retail 30 day supply	\$15/\$40 copay	Plan pays 100% after deductible
Prescription Drugs Mail Order 90 day supply	\$30/\$80 copay	Plan pays 100% after deductible

Plan Benefit Summary – 3-Option POS	In-Network (Kaiser Permanente)	Preferred Provider Network	Out-of-Network
Individual Annual Deductible	\$1,000	\$2,000	\$5,000
Family Annual Deductible	\$2,000	\$4,000	\$15,000
Out-of-Pocket Max (Individual/Family)	\$3,000 / \$6,000 (includes all copays)	\$3,500 / \$5,000	\$3,500 / \$5,000
Office Copay	\$0 copay - Preventive \$15 copay - PCP \$30 copay - Specialist	\$0 for Preventive Care \$30 copay - PCP \$50 copay - Specialist	\$0 copay - Preventive Plan pays 50% after deductible - PCP Plan pays 50% after deductible - Specialist
Urgent Care	\$50 if after hours	\$60	Plan pays 50% after deductible
Emergency Care	Plan pays 20% after deductible	Covered in-network only	Covered in-network only
Inpatient Hospital	Plan pays 20% after deductible	Plan pays 30% after deductible	Plan pays 50% after deductible
Outpatient Facility	Plan pays 20% after deductible	Plan pays 30% after deductible	Plan pays 50% after deductible
Ambulance Services	20% coinsurance up to a max of \$500/trip	Covered in-network only	Covered in-network only
Physical Therapy	20% coinsurance after deductible is met	Covered in-network only	Covered in-network only
Chiropractic Services	Not Covered	Not Covered	Not Covered
Acupuncture	Not Covered	Not Covered	Not Covered
Prescription Drugs Retail 30 day supply	\$15/\$30 copay	\$25/\$50 copay	50%/50%
Prescription Drugs Mail Order 90 day supply	\$30/\$60 copay	50%/50%	50%/50%



Dental Insurance



Delta Dental

Coverage starts on the first day of the month following your date of employment. Coverage is also extended to your spouse and eligible dependents. To be eligible you must be a full-time or benefited part-time employee.

2016 Monthly Rates:

Delta Dental	TIER 1			TIER 2		
	Employee Share	City Share	Total Premium	Employee Share	City Share	Total Premium
Employee	\$5.58	\$31.61	\$37.19	\$9.53	\$27.66	\$37.19
Employee & Spouse	\$15.05	\$60.22	\$75.27	\$22.58	\$52.69	\$75.27
Employee & Child(ren)	\$20.79	\$83.17	\$103.96	\$31.19	\$72.77	\$103.96
Family	\$28.41	\$113.63	\$142.04	\$42.61	\$99.43	\$142.04

Summary of Benefits:

Type of Service	Dental PPO plus Premier Network
Annual Deductible (Individual / Family)	\$50 / \$150
Calendar Year Maximum (Individual)	\$2,000
Diagnostic & Preventive Benefits	
Diagnostic & Preventive Services	Plan pays 100%
Dental X-Rays	Plan pays 100%
Sealants	Plan pays 100%
Basic Benefits	
Oral Surgery Services	Plan pays 80%
Endodontic Services	Plan pays 80%
Periodontic Services	Plan pays 80%
Basic Restorative Services	Plan pays 80%
Major Benefits	
Implant Coverage	Plan pays 50%
Relines and Repairs	Plan pays 50%
Special Restorative Services	Plan pays 50%
Prosthetic Services	Plan pays 50%
TMD/TMJ Treatment	Plan pays 50% (\$1,000 Lifetime Maximum)
Orthodontic Benefits	\$1,500 Lifetime Maximum
Orthodontic Services	Plan pays 50%, up to maximum, until age 19



* Important: Non-Participating Dentists are allowed to balance bill. Employees and/or Dependents are responsible for the difference between the non-participating Maximum Plan Allowance and the full fee charged by the Dentist.

Vision



VSP

The City offers all full-time and benefited part-time employees a group vision care plan. Eligible family members are also covered under this plan.

2016 Monthly Rates:

Vision	TIER 1			TIER 2		
	Employee Share	City Share	Total Premium	Employee Share	City Share	Total Premium
Employee	\$0.00	\$10.58	\$10.58	\$1.32	\$9.26	\$10.58
Family	\$5.00	\$17.75	\$22.75	\$7.22	\$15.53	\$22.75

Summary of Benefits:

Type of Service	In-Network
Exam	\$10 copay
Lenses/Frames	\$25 combined copay
Contact Lenses	No copay for elective contact lenses
Coverage	
Exams	Every 12 months
Lenses	Every 12 months
Frames	Up to \$130 every 24 months Or
Contact Lenses	Up to \$130 every 12 months



Out-of-Network

- Benefits are significantly less
- For details refer to the Plan Document located on Public Folders



Flexible Spending Accounts (FSA)



Flexible Spending Account

An Internal Revenue Service Section 125 (Flexible Benefits) Plan is available for you to set aside a portion of your salary to pay for non-reimbursed medical expenses, childcare expenses and non-paid insurance premium expenses. Your contributions are free of Social Security, Medicare, federal and state taxes.

A Section 125 cafeteria plan offers you two ways to save on the amount of taxes you pay each year:

1. Medical Spending Account
 - a. Allows you to pay for medical expenses not covered by your medical plan
 - b. City of Louisville allowable maximum is \$2550.00
2. Dependent Care Spending Account
 - a. Allows for pre-tax deductions to pay for dependent care expenses
 - b. City of Louisville allowable maximum is \$5000.00



Contributions to the spending accounts are deducted before FICA, federal income tax and most state and local tax deductions are taken. This means you pay less tax because your taxable income has been reduced. Another advantage to using a spending account is that you don't pay taxes on the reimbursable amounts either.

Note: A spouse of a Domestic Partner relationship is not eligible to claim health care or dependent care expenses on a pre-tax basis.

Over The Counter Drugs

As a reminder, effective January 1, 2011, there was new legislation which impacts health care FSAs. Certain over-the-counter (OTC) items will require a prescription to be considered an eligible FSA expense. Because OTC drugs and medicines will require a prescription, you might want to consider this when deciding on your healthcare FSA contribution. Please visit the Rocky Mountain Reserve website for a comprehensive list of eligible and non-eligible FSA expenses (as well as those requiring a prescription).

How the Medical Spending Accounts Work

You decide how much money you'll contribute to your account during the plan year at the time you enroll. Your contribution is spread over the number of pay periods and a portion is deducted from your check each payday. As you incur expenses for yourself or eligible dependents, you simply submit a claim to reimburse yourself tax-free. This includes the below items that are not reimbursed by insurance:

- Medical
- Hospital
- Lab
- Prescription
- Over-the-counter drugs (with a prescription)
- Dental
- Vision
- Hearing expenses

Dependent Care FSA

The Dependent Care FSA is a benefit that allows you to set aside money on a tax-free basis to pay for childcare or disabled dependent care while you are at work.

- Day care and day camp costs
- Caregivers for disabled dependents (over age 13)
- Caregiver expenses for any dependent you claim on your income tax return who is under age 13 or who is physically or mentally disabled.

Employees are eligible to participate in the flexible spending plans, administered by Rocky Mountain Reserve, if they are full-time employees or benefited part-time employees. There is no cost for employees to participate in the plans as the City of Louisville pays all administrative fees.

All FSA providers will require documentation from you before releasing funds in order to comply with IRS requirements. However, any amount left in your healthcare and/or dependent care FSA at the end of the plan year will be forfeited.

Life and Disability Insurance



Lincoln Financial Group

Basic Life & AD&D Insurance

The City provides group term life insurance to benefited part-time and full-time employees. The policy covers the employee at two and one-half times your gross annual salary up to a maximum of \$300,000. The policy also provides additional coverage for Accidental Death and Dismemberment (AD&D). **If you elect family coverage, your spouse (including common law spouse and same sex Domestic Partner) and any dependent children (6 months – 23 years) are covered at \$2,500 each.** The City pays the full monthly premium for eligible full-time (Tier 1) employees. Benefited part-time (Tier 2) employees share a portion of the cost for the coverage.

Type of Service	
Life Benefit Amount	Two and one-half times basic Annual Earnings, rounded to the next higher \$1,000; subject to a maximum of \$300,000.
Accidental Death & Dismemberment (AD&D)	Two and one-half times Basic Annual Earnings, rounded to the next higher \$1,000; subject to a maximum of \$300,000.
Reduction of Benefits	Age 65, will reduce by 35% of original amount
	Age 70, will reduce an additional 25% of original amount
	Age 75, will reduce an additional 15% of original amount
	Benefits will terminate when you retire

If you first enroll for Life and AD&D Insurance at age 65 or older, the above age reductions will apply to:

- Any Guarantee Issue Amount available without evidence of insurability; and
- The maximum amount of insurance for which you are eligible

Short Term Disability:

The City offers a short-term disability plan to all benefited part-time and full-time employees. Employees are eligible to apply for short-term disability coverage after one year of service. The benefit amount for a short-term disability claim is 67% of your weekly earnings, up to a maximum of \$950 per week. Short-term disability coverage is designed to provide a safety net for those employees who have not been employed long enough to earn the full Extended Illness Bank (EIB) accrual.

Long Term Disability:

The City offers all benefited part-time and full-time employees a Long Term Disability Plan. If you become totally disabled while actively employed and covered by the plan, you may be eligible for benefits after 90 calendar days of disability, or the end of any accrued Paid Leave Bank or Extended Illness Bank time, whichever is later. The benefit amount for a long-term disability claim is 60% of your monthly earnings, up to a maximum of \$7,000 per month. This amount may change depending upon coordination with other insurance plans and Social Security benefits. The City pays the full monthly premium for eligible full-time (Tier 1) employees. Benefited part-time (Tier 2) employees share a portion of the cost for the coverage.

Work/Life Balance Benefits



Computer Loan Program

The purpose of the Computer Loan Program is to assist employees, who have completed at least one year of service, with purchasing a new computer. The City offers employees the opportunity to apply for an interest-free loan of up to \$2,400 for the purchase of new personal computer and related peripheral equipment to be paid back through payroll deduction. For more information and forms go to Outlook Public Folders.

Employee Assistance Program: Guidance Resources by ComPsych

The Employee Assistance Program (EAP) is available to all benefitted employees and their families who desire help in dealing with all types of problems. Issues may be personal or job-related, such as marital, financial, emotional and substance abuse. The service is fully confidential, voluntary and available 24 hours a day, seven days a week for up to 5 visits per year, per person, per household at no cost to the employee.

Extended Illness Bank (EIB)

All full-time and benefited part-time employees will have an Extended Illness Bank (EIB) established to provide for FMLA qualified events that extend beyond 40 working hours. Absences for FMLA qualified events up to 40 scheduled working hours are charged to your Paid Leave Bank (PLB).

Employees begin accruing EIB upon hire but may not use the accrued time before one year of service has been completed. Absences due to illness during the first year of employment must be charged to PLB. (PLB accrues at a rate that includes the equivalent of 40 hours annually of sick time.)

Extended Illness Bank hours accrue as follows:

Benefits Level	Tier 1	Tier 2
Weekly Hours Worked	36 - 40	30 -35
Time Accrued per Pay Period	2.15	1.89
Annual Accrual	56.00	49.14
Maximum Accrual	480.00	420.00

Family Bereavement Leave

If there is a death in your family, you will be granted up to 24 hours of bereavement leave. Should out-of-state travel be required, an additional 16 hours is permitted. For purposes of this policy, “family” includes by blood, marriage or domestic partnership in any of the following degrees: parents, spouse, children, brothers, sisters, parents-in-law, nephews, nieces, aunts, uncles, first cousins, grandparents and grandchildren.

Holidays

The following days are currently designated as City official holidays for employees:

- New Year’s Day
- Martin Luther King, Jr.’s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Paid Leave Bank (PLB)

A Paid Leave Bank (PLB) is established to provide for paid time away from scheduled work for vacation time, sick days, holiday observances, personal business, and for the first forty hours (40) hours of scheduled working hours of FMLA. Excluded from the requirements of using the PLB are time away from work due to the use of Civil Leave, Military Leave, Bereavement Leave, Voting Time and Injury Leave. Separate policies cover absences for those reasons.

Paid Leave Bank hours accrue as follows:

Years of Service	TIER 1			TIER 2		
	Accrual per Pay Period	Annual Accrual	Maximum Accrual	Accrual per Pay Period	Annual Accrual	Maximum Accrual
0 – 3 years	8.31	216.06	324.09	7.27	189.02	283.53
3 – 5 years	8.93	232.18	348.27	7.81	203.06	304.59
5 – 10 years	9.85	256.10	384.15	8.62	224.12	336.18
10 – 15 years	10.46	271.96	407.94	9.15	237.90	356.85
15 + years	11.39	296.14	444.21	9.97	259.22	388.83

Compensatory Time

Non-exempt: Employees who are non-exempt as defined by the provisions of the FLSA may elect to accrue compensatory time, in lieu of paid overtime, at a rate of one and one-half (1.5) hours for each hour worked over 40 hours in a one-week period, subject to the approval of the immediate supervisor and the Department Director.

Exempt: Exempt employees may earn compensatory time on an hour for hour basis.

LegalShield

Legal Shield offers valuable legal services for you and your family with access to a wide variety of legal services through a top quality law firm. Membership in this plan also includes unlimited document review, a will and an annual will update. Membership is \$15.95 per month paid through the convenience of payroll deduction. You may obtain information and enrollment forms from the Human Resources staff.

Recreation Center Membership

The City of Louisville offers a complimentary Recreation Center individual membership for employees valued at \$35.00/month (may be subject to taxes). You may also sign up for a spouse or family membership at a discounted rate. Any additional membership may be paid for through payroll deduction.

Retirement Plans

- **401(a)**

The City provides a retirement plan for all benefited part-time and full-time employees. The International City Management Association's Retirement Corporation (ICMA-RC) administers the plan. The plan, known as a Section 401(a) Money Purchase Plan, is mandatory and requires that you contribute **5%** of your salary toward your retirement each pay period. The City of Louisville contributes **5.5%** of your salary. Under current law, your contributions are free of federal and state taxes.

- **Section 457 Deferred Compensation Plan**

The 457 plan is a voluntary plan administered by ICMA-RC. It is tax-sheltered, supplemental retirement/pension plan that allows employees to defer up to the annual maximum as defined by the IRS (IRS sets maximum annually) per year or a maximum of 100% of their pre-deferral taxable income, or whichever is less.

- **Roth IRA Plan**

The Roth IRA plan is a voluntary plan administered by ICMA-RC. It is a savings vehicle with tax advantages to complement your other employer retirement plan(s). The IRA has lower contribution limits, flexible withdrawal rules and the earnings may be tax free if you've held the IRA for more than 5 years and are over age 59 ½.

To participate, you must be at least eighteen years old and be a benefited part-time or full-time employee. You may obtain information and enrollment forms from the Human Resources staff.

Tuition Reimbursement Program

To provide employees with the skills necessary for advancement and career development, you may apply for reimbursement for a portion of tuition for college-level courses of study after the completion of one year of service with the City of Louisville.



Legal Notices



PRIVACY POLICY – HIPAA NOTICE OF PRIVACY PRACTICES

A Federal law, known as the HIPAA Privacy Rule, requires that the Healthcare Plans provide you with a notice of its privacy practices. The Notice describes how your medical information may be used or disclosed by the Plans, as well as your rights and the Plan's legal duties with respect to your medical information. Every plan participant receives a copy of their HIPAA Privacy rights from the insurance provider after enrollment.

COBRA CONTINUATION

The right to COBRA continuation coverage was created by a Federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"). The COBRA continuation notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it. In the event you become eligible for COBRA, you will receive all applicable notifications from 24HourFlex, the City of Louisville's COBRA administrator.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act of 1993 ("FMLA"), as amended, provides certain employees of covered employers with a specified period of unpaid job protected leave per year. The FMLA is intended to help employees balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons. The FMLA seeks to accomplish these purposes in a manner that accommodates the legitimate interests of employers, and minimizes the potential for employment discrimination on the basis of gender, while promoting equal employment opportunity for men and women. The notice of "Employee Rights and Responsibilities under the Family and Medical Leave Act" generally explains the FMLA rights and responsibilities, when it may become available to you and what you need to do to protect the right to receive it. You may request a paper copy of this notice by contacting the Human Resources Department.

WOMEN'S HEALTH AND CANCER RIGHT ACT

In October 1998, Congress enacted the Women's Health and Cancer Rights Act. This notice (provided by the insurance company) explains the important provisions of the Act. As specified in the Women's Health and Cancer Rights Act, a plan participant or beneficiary who elects breast reconstruction in connection with a mastectomy is also entitled to the following benefits:

- Reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance; and
- Protheses and treatment of physical complications at all stages of the mastectomy, including lymphedemas.

Health plans must determine the manner of coverage in consultation with the attending physician and the patient. Coverage for breast reconstruction and related services may be subject to deductible and coinsurance amounts that are consistent with those that apply to other benefits under this plan.

Important Notice from City of Louisville About Your Prescription Drug Coverage and Medicare: **Credible Status**

OMB 0938-0990

For Kaiser Permanente HMO, HDHP & Two-Tier POS Plans

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with City of Louisville and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare's prescription drug coverage:

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.
2. City of Louisville has determined that the prescription drug coverage offered by the Kaiser Permanente HMO, HDHP & Two-Tier Plans is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

When Can You Join A Medicare Drug Plan?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th to December 7th. However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

What Happens To Your Current Coverage If You Decide to Join A Medicare Drug Plan?

If you decide to join a Medicare drug plan, your current City of Louisville coverage will be affected. If you decide to join a Medicare drug plan and drop your City of Louisville coverage, be aware that you and your dependents will be able to get this coverage back during open enrollment only.

When Will You Pay A Higher Premium (Penalty) To Join A Medicare Drug Plan?

You should also know that if you drop or lose your current coverage with City of Louisville and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

For More Information About This Notice Or Your Current Prescription Drug Coverage, contact Human Resources.

NOTE: You'll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage through City of Louisville changes. You also may request a copy of this notice at any time.

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

- Visit www.medicare.gov
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the "Medicare & You" handbook for their telephone number) for personalized help
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at www.socialsecurity.gov, or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Remember: Keep this Creditable Coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).

Date: October 12, 2015

Name of Entity/Sender:

City of Louisville | Jessica Thornberry | Senior Human Resources Analyst | 749 Main Street, Louisville, CO 80027 | 303-335-4598

CMS Form 10182-CC

Updated April 1, 2011

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0990. The time required to complete this information collection is estimated to average 8 hours per response initially, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

Premium Assistance under Medicaid & The Children’s Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you’re eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren’t eligible for Medicaid or CHIP, you won’t be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial **1-877-KIDS NOW** or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren’t already enrolled. This is called a “special enrollment” opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call 1-866-444-EBSA (3272).

If you live in one of the following States, you may be eligible for assistance paying your employer health plan premiums. The following list of States is current as of July 31, 2014. You should contact your State for further information on eligibility –

ALABAMA – Medicaid Website: http://www.medicaid.alabama.gov Phone: 1-855-692-5447	COLORADO – Medicaid Medicaid Website: http://www.colorado.gov/ Medicaid Phone (In state): 1-800-866-3513 Medicaid Phone (Out of state): 1-800-221-3943
ALASKA – Medicaid Website: http://health.hss.state.ak.us/dpa/programs/medicaid/ Phone (Outside of Anchorage): 1-888-318-8890 Phone (Anchorage): 907-269-6529	
ARIZONA – CHIP Website: http://www.azahcccs.gov/applicants Phone (Outside of Maricopa County): 1-877-764-5437 Phone (Maricopa County): 602-417-5437	FLORIDA – Medicaid Website: https://www.flmedicaidprecovery.com/ Phone: 1-877-357-3268
	GEORGIA – Medicaid Website: http://dch.georgia.gov/ - Click on Programs, then Medicaid, then Health Insurance Premium Payment (HIPPP) Phone: 1-800-869-1150
IDAHO – Medicaid Medicaid Website: http://healthandwelfare.idaho.gov/Medical/Medicaid/PremiumAssistance/tabid/1510/Default.aspx Medicaid Phone: 1-800-926-2588	MONTANA – Medicaid Website: http://medicaidprovider.hhs.mt.gov/clientpages/clientindex.shtml Phone: 1-800-694-3084
INDIANA – Medicaid Website: http://www.in.gov/fssa Phone: 1-800-889-9949	NEBRASKA – Medicaid Website: www.ACCESSNebraska.ne.gov Phone: 1-855-632-7633
IOWA – Medicaid Website: www.dhs.state.ia.us/hipp/ Phone: 1-888-346-9562	NEVADA – Medicaid Medicaid Website: http://dwss.nv.gov/ Medicaid Phone: 1-800-992-0900
KANSAS – Medicaid Website: http://www.kdheks.gov/hcf/ Phone: 1-800-792-4884	
KENTUCKY – Medicaid Website: http://chfs.ky.gov/dms/default.htm Phone: 1-800-635-2570	NEW HAMPSHIRE – Medicaid Website: http://www.dhhs.nh.gov/oii/documents/hippapp.pdf Phone: 603-271-5218

LOUISIANA – Medicaid Website: http://www.lahipp.dhh.louisiana.gov Phone: 1-888-695-2447	NEW JERSEY – Medicaid and CHIP Medicaid Website: http://www.state.nj.us/humanservices/dmahs/clients/medicaid/ Medicaid Phone: 609-631-2392 CHIP Website: http://www.njfamilycare.org/index.html CHIP Phone: 1-800-701-0710
MAINE – Medicaid Website: http://www.maine.gov/dhhs/ofi/public-assistance/index.html Phone: 1-800-977-6740 TTY 1-800-977-6741	
MASSACHUSETTS – Medicaid and CHIP Website: http://www.mass.gov/MassHealth Phone: 1-800-462-1120	NEW YORK – Medicaid Website: http://www.nyhealth.gov/health_care/medicaid/ Phone: 1-800-541-2831
MINNESOTA – Medicaid Website: http://www.dhs.state.mn.us/ Click on Health Care, then Medical Assistance Phone: 1-800-657-3629	NORTH CAROLINA – Medicaid Website: http://www.ncdhhs.gov/dma Phone: 919-855-4100
MISSOURI – Medicaid Website: http://www.dss.mo.gov/mhd/participants/pages/hipp.htm Phone: 573-751-2005	NORTH DAKOTA – Medicaid Website: http://www.nd.gov/dhs/services/medicalserv/medicaid/ Phone: 1-800-755-2604
OKLAHOMA – Medicaid and CHIP Website: http://www.insureoklahoma.org Phone: 1-888-365-3742	UTAH – Medicaid and CHIP Website: http://health.utah.gov/upp Phone: 1-866-435-7414
OREGON – Medicaid Website: http://www.oregonhealthykids.gov http://www.hijossaludablesoregon.gov Phone: 1-800-699-9075	VERMONT – Medicaid Website: http://www.greenmountaincare.org/ Phone: 1-800-250-8427
PENNSYLVANIA – Medicaid Website: http://www.dpw.state.pa.us/hipp Phone: 1-800-692-7462	VIRGINIA – Medicaid and CHIP Medicaid Website: http://www.coverva.org/programs_premium_assistance.cfm Medicaid Phone: 1-800-432-5924 CHIP Website: http://www.coverva.org/programs_premium_assistance.cfm CHIP Phone: 1-855-242-8282
RHODE ISLAND – Medicaid Website: www.ohhs.ri.gov Phone: 401-462-5300	WASHINGTON – Medicaid Website: http://www.hca.wa.gov/medicaid/premiumpymt/pages/index.aspx Phone: 1-800-562-3022 ext. 15473
SOUTH CAROLINA – Medicaid Website: http://www.scdhhs.gov Phone: 1-888-549-0820	WEST VIRGINIA – Medicaid Website: www.dhhr.wv.gov/bms/ Phone: 1-877-598-5820, HMS Third Party Liability
SOUTH DAKOTA - Medicaid Website: http://dss.sd.gov Phone: 1-888-828-0059	WISCONSIN – Medicaid Website: http://www.badgercareplus.org/pubs/p-10095.htm Phone: 1-800-362-3002
TEXAS – Medicaid Website: https://www.gethipptexas.com/ Phone: 1-800-440-0493	WYOMING – Medicaid Website: http://health.wyo.gov/healthcarefin/equalitycare Phone: 307-777-7531

To see if any other states have added a premium assistance program since July 31, 2014, or for more information on special enrollment rights, contact either:

U.S. Department of Labor
Employee Benefits Security Administration
www.dol.gov/ebsa
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Menu Option 4, Ext. 61565

The information in this Benefits Summary is presented for illustrative purposes and is based on information provided by the employer. The text contained in this Summary was taken from various summary plan descriptions and benefit information. While every effort was taken to accurately report your benefits, discrepancies, or errors are always possible. In case of discrepancy between the Benefits Summary and the actual plan documents the actual plan documents will prevail. All information is confidential, pursuant to the Health Insurance Portability and Accountability Act of 1996.

Plan documents and summaries are available on Outlook/Public Folders/Human Resources/Benefits. For more information on benefits or questions regarding this guide, contact Human Resources.

City of Louisville pictures courtesy of the Life in Louisville Photo Contest.

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