



Funds
Department

250 Insurance Reserve
19 Insurance Reserve

Department Budget Summary

Department Description

This fund administers the City's self-insured workers' compensation loss prevention program and liability insurance coverage. Workers' compensation insurance coverage is provided by the Independent Cities Risk Management Authority (ICRMA). The City has a self-insured retention of \$500,000 for workers compensation per occurrence with statutory limits and 250,000 for Liability per claim with a limit of \$10 million. Claims are handled by a third-party administrator, with litigated cases being handled by specially appointed counsel. Funds for this division are collected through premiums from respective departments based on a percentage of personnel costs and claims history. The Public Risk Manager is responsible for the administration of this program.

<u>Expenditure Summary</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>City Council Adopted 2019-20</u>
Workers' Compensation Liability	\$ 1,591,032 3,419,951	\$ 1,455,000 4,329,869	\$ 1,572,789 4,234,853
Program Total	<u>5,010,983</u>	<u>5,784,869</u>	<u>5,807,642</u>

<u>Personnel Summary</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>City Council Adopted 2019-20</u>
Full Time Positions:			
Assistant City Attorney	1.00	1.00	1.00
Legal/Risk Specialist	0.00	0.00	1.00
Public Risk Manager	1.00	0.00	0.00
Legal Clerk	1.00	1.00	0.00
Part Time Positions:			
Office Clerk I	1.50	1.50	0.00
Legal Intern	0.00	0.00	1.00
Total	<u>4.50</u>	<u>3.50</u>	<u>3.00</u>



Expenditures and Appropriations

**Funds
Department**

**250 Insurance Reserve
19 Insurance Reserve**

<u>Object Number</u>	<u>Description</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>City Council Adopted 2019-20</u>
4001	Salaries Full Time	\$ 347,859	\$ 208,996	\$ 221,873
4002	Salaries Part Time	17,160	17,160	6,760
4014	Salaries Sick Leave Payouts	13,574	5,485	5,754
4015	Salaries Vacation Payouts	4,907	2,743	2,877
4031	PERS Retirement & Pick-Up (EPMC)	136,782	86,958	107,796
4032	Medicare	5,623	3,445	3,489
4034	Compensation Insurance	13,070	7,045	7,289
4036	Unemployment Insurance	1,095	678	686
4039	PERS - POB Contribution	40,873	22,990	24,406
4044	Deferred Compensation Contribution	6,000	6,000	0
4045	Health Insurance Benefits Misc	27,944	18,454	20,437
	Total Personnel Services	615,144	380,211	401,468
4051	Contract Services	\$ 92,000	\$ 150,000	\$ 150,000
4056	Dept Based Legal Contract Services	15,000	15,000	15,000
4059	Dept Claims & Settlements	250,000	200,000	200,000
4060	Personnel Legal Contract Services	18,000	20,000	20,000
4151	Operating Supplies	2,000	2,000	2,000
4302	Legal Advertising	300	300	300
4406	Commercial Crime Bond	2,500	2,500	2,500
4407	Liability Insurance	1,872,517	1,900,000	1,900,000
4409	Boiler Insurance	2,688	2,688	2,688
4411	Property Insurance	53,283	53,283	53,283
4420	Excess Workers Comp Insurance	199,000	221,000	221,000
4453	Vehicle Rental	13,200	13,200	13,200
4506	Claims Payment Liability	500,000	500,000	500,000
4522	Legal Expense Liability	150,000	1,000,000	1,000,000
4523	Loss Prevention Expense	2,000	2,000	2,000
4529	Claims Expense	1,050,000	1,150,000	1,150,000
4543	Unemployment Insurance Pymt.	25,000	25,000	25,000
4568	Workers Compensation Admin.	96,000	96,000	96,000
4615	Liability Insurance Allocation	12,751	12,087	13,603
4618	Cost Allocation	39,600	39,600	39,600
	Total Maintenance & Operations	4,395,839	5,404,658	5,406,174
	GRAND TOTAL	5,010,983	5,784,869	5,807,642



Fund 250 Insurance Reserve
Department 19 Insurance Reserve
Program 1901 Workers' Compensation

Program Summary

Program Description

This fund administers the City's self-insured workers' compensation loss prevention program. Workers' compensation insurance coverage is provided by the Independent Cities Risk Management Authority (ICRMA). The City has a self-insured retention of \$500,000 per occurrence with statutory limits. Claims are handled by a third-party administrator, with litigated cases being handled by specially-appointed counsel. Funds for this division are collected through premiums from respective departments based on a percentage of personnel costs and claims history. The Risk Manager supervises the administration of this program.

<u>Expenditure Summary</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>City Council Adopted 2019-20</u>
Personnel Services	\$ 261,032	\$ 3,000	\$ 120,789
Maintenance & Operations	1,330,000	1,452,000	1,452,000
Program Total	<hr/> 1,591,032	<hr/> 1,455,000	<hr/> 1,572,789

<u>Personnel Summary</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>City Council Adopted 2019-20</u>
Full Time Positions:			
Public Risk Manager	1.00	0.00	0.00
Legal/Risk Specialist	0.00	0.00	1.00
Total	<hr/> 1.00	<hr/> 0.00	<hr/> 1.00



Expenditures and Appropriations

Fund
Department
Program

250 Insurance Reserve
19 Insurance Reserve
1901 Workers' Compensation

<u>Object Number</u>	<u>Description</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>City Council Adopted 2019-20</u>
4001	Salaries Full Time	\$ 149,304	\$ 0	\$ 72,276
4014	Salaries Sick Leave Payouts	8,614	0	0
4015	Salaries Vacation Payouts	2,297	0	0
4031	PERS Retirement & Pick-Up (EPMC)	61,528	0	29,619
4032	Medicare	2,338	0	1,048
4034	Compensation Insurance	6,360	0	838
4036	Unemployment Insurance	448	0	217
4039	PERS - POB Contribution	17,543	0	7,950
4044	Deferred Compensation Contributor	3,000	3,000	0
4045	Health Insurance Benefits Misc	9,600	0	8,841
Total Personnel Services		261,032	3,000	120,789
4151	Operating Supplies	\$ 2,000	\$ 2,000	\$ 2,000
4420	Excess Workers Comp Insurance	199,000	221,000	221,000
4453	Vehicle Rental	13,200	13,200	13,200
4529	Claims Expense	1,000,000	1,100,000	1,100,000
4568	Workers' Compensation Admin	96,000	96,000	96,000
4618	Cost Allocation	19,800	19,800	19,800
Total Maintenance & Operations		1,330,000	1,452,000	1,452,000
GRAND TOTAL		1,591,032	1,455,000	1,572,789



Fund
 Department
 Program

250 Insurance Reserve
 19 Insurance Reserve
 1902 Liability

Program Summary

Program Description

Liability insurance coverage is provided by the Independent Cities Risk Management Authority (ICRMA). The City has a self-insured retention of \$250,000 per claim with limits of \$10 million. Claims administration and Risk Management administration are handled by the City Attorney's Office. Funds for this division are collected through premiums from respective departments based on claims payment history and total payroll.

<u>Expenditure Summary</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>City Council Adopted 2019-20</u>
Personnel Services	\$ 354,112	\$ 377,211	\$ 280,679
Maintenance & Operations	3,065,839	3,952,658	3,954,174
Program Total	3,419,951	4,329,869	4,234,853

<u>Personnel Summary</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>City Council Adopted 2019-20</u>
Full Time Positions:			
Assistant City Attorney	1.00	1.00	1.00
Legal Clerk	1.00	1.00	0.00
Part Time Positions:			
Office Clerk I	1.50	1.50	0.00
Legal Intern	0.00	0.00	1.00
Total	3.50	3.50	2.00



Expenditures and Appropriations

Fund
Department
Program

250 Insurance Reserve
19 Insurance Reserve
1902 Liability

<u>Object Number</u>	<u>Description</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>City Council Adopted 2019-20</u>
4001	Salaries Full Time	\$ 198,555	\$ 208,996	\$ 149,597
4002	Salaries Part Time	17,160	17,160	6,760
4014	Salaries Sick Leave Payouts	4,960	5,485	5,754
4015	Salaries Vacation Payouts	2,610	2,743	2,877
4031	PERS Retirement & Pick-Up (EPMC)	75,254	86,958	78,177
4032	Medicare	3,285	3,445	2,441
4034	Compensation Insurance	6,710	7,045	6,451
4036	Unemployment Insurance	647	678	469
4037	PARS	257	257	101
4039	PERS - POB Contribution	23,330	22,990	16,456
4044	Deferred Compensation Contributor	3,000	3,000	0
4045	Health Insurance Benefits Misc	18,344	18,454	11,596
Total Personnel Services		354,112	377,211	280,679
4051	Contract Services	\$ 92,000	\$ 150,000	\$ 150,000
4056	Dept Based Legal Contract Service	15,000	15,000	15,000
4059	Dept Claims & Settlements	250,000	200,000	200,000
4060	Personnel Legal Contract Services	18,000	20,000	20,000
4302	Legal Advertising	300	300	300
4406	Commercial Crime Bond	2,500	2,500	2,500
4407	Liability Insurance	1,872,517	1,900,000	1,900,000
4409	Boiler Insurance	2,688	2,688	2,688
4411	Property Insurance	53,283	53,283	53,283
4506	Claims Payment Liability	500,000	500,000	500,000
4522	Legal Expense Liability	150,000	1,000,000	1,000,000
4523	Loss Prevention Expense	2,000	2,000	2,000
4529	Claims Expense	50,000	50,000	50,000
4543	Unemployment Insurance Pymt.	25,000	25,000	25,000
4615	Liability Insurance Allocation	12,751	12,087	13,603
4618	Cost Allocation	19,800	19,800	19,800
Total Maintenance & Operations		3,065,839	3,952,658	3,954,174
GRAND TOTAL		3,419,951	4,329,869	4,234,853



Fund
Department
Program

600 Equipment
31 Maintenance
3103 Equipment Maintenance

Program Summary

Program Description

The Equipment Division is responsible for the maintenance and administration of the City's motorized vehicle and equipment fleet. Routine responsibilities include: budget preparation; vehicle assignment and replacement; procurement and disposal; computerized vehicle costing and life cycle analysis; preventive maintenance program, vehicle emission testing, major overhaul and repairs; underground fuel storage tank monitoring; coordination of compliance with state and county laws that affect the operation of the city fleet; contract services; liability loss prevention; and employee development and training. The Equipment Division also provides appropriate maintenance records reflecting the service as well as the safe operating condition of city owned equipment.

<u>Expenditure Summary</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>City Council Adopted 2019-20</u>
Personnel Services	\$ 487,631	\$ 392,030	\$ 426,433
Contract Services	50,000	50,000	50,000
Maintenance & Operations	978,901	941,026	1,001,998
Capital Outlay	590,000	810,000	540,000
Program Total	2,106,532	2,193,056	2,018,431

<u>Personnel Summary</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>City Council Adopted 2019-20</u>
Full Time Positions:			
Master Mechanic	1.00	0.65	0.65
Equipment Mechanic III	1.00	0.80	0.80
Equipment Mechanic I	1.00	0.80	0.80
Mechanic	1.00	0.80	0.80
Total	4.00	3.05	3.05



Expenditures and Appropriations

**Fund
Department
Program**

**600 Equipment
31 Maintenance
3103 Equipment Maintenance**

<u>Object Number</u>	<u>Description</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>City Council Adopted 2019-20</u>
4001	Salaries Full Time	\$ 278,356	\$ 218,070	\$ 228,450
4010	Salaries Overtime	2,000	2,000	3,000
4014	Salaries Sick Leave Payouts	0	1,370	1,452
4015	Salaries Vacation Payouts	1,339	1,713	1,815
4031	PERS Retirement & Pick-Up (EPMC)	108,787	93,043	114,076
4032	Medicare	4,293	3,360	3,523
4034	Compensation Insurance	31,788	24,904	26,089
4036	Unemployment Insurance	835	654	685
4039	PERS - POB Contribution	32,707	23,988	25,129
4045	Health Insurance Benefits Misc	27,526	22,928	22,214
	Total Personnel Services	487,631	392,030	426,433
4051	Contract Services	\$ 50,000	\$ 50,000	\$ 50,000
	Total Contract Services	50,000	50,000	50,000
4151	Operating Supplies	\$ 3,000	\$ 3,000	\$ 3,000
4161	Uniforms & Safety Equipment	6,000	6,000	7,000
4200	Collision Repair	120,000	120,000	120,000
4201	Repair & Maintenance Supplies	70,000	85,000	85,000
4206	Parts	208,000	210,000	220,000
4251	Small Tools & Minor Equipment	3,500	3,500	3,500
4255	Tires	40,000	40,000	40,000
4305	Telephone	3,000	3,000	3,000
4453	Vehicle Rental	29,680	29,680	29,680
4514	Gasoline & Oil	400,000	350,000	400,000
4518	Training	1,500	1,500	3,000
4544	Utilities	14,500	14,500	12,000
4615	Liability Insurance Allocation	33,209	28,334	29,306
4618	Cost Allocation	46,512	46,512	46,512
	Total Maintenance & Operations	978,901	941,026	1,001,998
4730	Improvements other than Building	\$ 20,000	\$ 20,000	\$ 40,000
4740	Machinery & Equipment	570,000	790,000	500,000
	Total Capital Outlay	590,000	810,000	540,000
	GRAND TOTAL	2,106,532	2,193,056	2,018,431