



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 2016-17</u>	<u>Budget 2017-18</u>	<u>City Council Adopted 2018-19</u>
Workers' Compensation Liability	\$ 1,906,178 4,551,066	\$ 1,591,032 3,419,951	\$ 1,455,000 4,329,869
Program Total	<u>6,457,244</u>	<u>5,010,983</u>	<u>5,784,869</u>

<u>Personnel Summary</u>	<u>Actual 2016-17</u>	<u>Budget 2017-18</u>	<u>City Council Adopted 2018-19</u>
Full Time Positions:			
Assistant City Attorney	1.00	1.00	1.00
Public Risk Manager	1.00	1.00	0.00
Legal Clerk	1.00	1.00	1.00
Part Time Positions:			
Office Clerk I	1.50	1.50	1.50
Total	<u>4.50</u>	<u>4.50</u>	<u>3.50</u>



Expenditures and Appropriations

**Funds
Department**

**250 Insurance Reserve
19 Insurance Reserve**

<u>Object Number</u>	<u>Description</u>	<u>Actual 2016-17</u>	<u>Budget 2017-18</u>	<u>City Council Adopted 2018-19</u>
4001	Salaries Full Time	\$ 329,604	\$ 347,859	\$ 208,996
4002	Salaries Part Time	11,329	17,160	17,160
4014	Salaries Sick Leave Payouts	0	13,574	5,485
4015	Salaries Vacation Payouts	0	4,907	2,743
4031	PERS Retirement & Pick-Up (EPMC)	116,998	136,782	86,958
4032	Medicare	5,510	5,623	3,445
4034	Compensation Insurance	12,216	13,070	7,045
4036	Unemployment Insurance	1,032	1,095	678
4039	PERS - POB Contribution	40,802	40,873	22,990
4044	Deferred Compensation Contribution	7,431	6,000	6,000
4045	Health Insurance Benefits Misc	25,186	27,944	18,454
	Total Personnel Services	550,278	615,144	380,211
4051	Contract Services	\$ 158,409	\$ 92,000	\$ 150,000
4056	Dept Based Legal Contract Services	35,367	15,000	15,000
4057	Legal Service	222		
4059	Dept Claims & Settlements	116,718	250,000	200,000
4060	Personnel Legal Contract Services	47,247	18,000	20,000
4070	Criminal Prosecution	931	0	0
4151	Operating Supplies	0	2,000	2,000
4302	Legal Advertising	0	300	300
4406	Commercial Crime Bond	2,499	2,500	2,500
4407	Liability Insurance	1,628,025	1,872,517	1,900,000
4409	Boiler Insurance	1,240	2,688	2,688
4411	Property Insurance	53,283	53,283	53,283
4420	Excess Workers Comp Insurance	172,698	199,000	221,000
4453	Vehicle Rental	13,200	13,200	13,200
4506	Claims Payment Liability	1,711,697	500,000	500,000
4518	Training	62	0	0
4522	Legal Expense Liability	412,095	150,000	1,000,000
4523	Loss Prevention Expense	0	2,000	2,000
4529	Claims Expense	1,438,336	1,050,000	1,150,000
4543	Unemployment Insurance Pymt.	30,136	25,000	25,000
4568	Workers Compensation Admin.	87,660	96,000	96,000
4615	Liability Insurance Allocation	7,068	12,751	12,087
4618	Cost Allocation	39,600	39,600	39,600
4996	Pension Expense-Misc.	(49,528)	0	0
	Total Maintenance & Operations	5,906,966	4,395,839	5,404,658
	GRAND TOTAL	6,457,244	5,010,983	5,784,869



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 2016-17</u>	<u>Budget 2017-18</u>	<u>City Council Adopted 2018-19</u>
Personnel Services	\$ 244,138	\$ 261,032	\$ 3,000
Maintenance & Operations	1,662,040	1,330,000	1,452,000
Program Total	1,906,178	1,591,032	1,455,000

<u>Personnel Summary</u>	<u>Actual 2016-17</u>	<u>Budget 2017-18</u>	<u>City Council Adopted 2018-19</u>
Full Time Positions: Public Risk Manager	1.00	1.00	0.00
Total	1.00	1.00	0.00



Expenditures and Appropriations

Fund
Department
Program

250 Insurance Reserve
19 Insurance Reserve
1901 Workers' Compensation

<u>Object Number</u>	<u>Description</u>	<u>Actual 2016-17</u>	<u>Budget 2017-18</u>	<u>City Council Adopted 2018-19</u>
4001	Salaries Full Time	\$ 145,326	\$ 149,304	\$ 0
4002	Salaries Part Time	4,012	0	0
4014	Salaries Sick Leave Payouts	0	8,614	0
4015	Salaries Vacation Payouts	0	2,297	0
4031	PERS Retirement & Pick-Up (EPMC)	54,476	61,528	0
4032	Medicare	2,536	2,338	0
4034	Compensation Insurance	6,324	6,360	0
4036	Unemployment Insurance	492	448	0
4037	PARS	60	0	0
4039	PERS - POB Contribution	17,411	17,543	0
4044	Deferred Compensation Contribution	3,715	3,000	3,000
4045	Health Insurance Benefits Misc	9,785	9,600	0
	Total Personnel Services	244,138	261,032	3,000
4151	Operating Supplies	\$ 0	\$ 2,000	\$ 2,000
4420	Excess Workers Comp Insurance	172,698	199,000	221,000
4453	Vehicle Rental	13,200	13,200	13,200
4515	General Expense	62	0	0
4529	Claims Expense	1,368,620	1,000,000	1,100,000
4568	Workers' Compensation Admin	87,660	96,000	96,000
4618	Cost Allocation	19,800	19,800	19,800
	Total Maintenance & Operations	1,662,040	1,330,000	1,452,000
	GRAND TOTAL	1,906,178	1,591,032	1,455,000



Fund 250 Insurance Reserve
Department 19 Insurance Reserve
Program 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</u> 2016-17	<u>Budget</u> 2017-18	<u>City Council</u> <u>Adopted</u> 2018-19
Personnel Services	\$ 306,140	\$ 354,112	\$ 377,211
Maintenance & Operations	4,244,927	3,065,839	3,952,658
Program Total	<hr/> 4,551,066	<hr/> 3,419,951	<hr/> 4,329,869

<u>Personnel Summary</u>	<u>Actual</u> 2016-17	<u>Budget</u> 2017-18	<u>City Council</u> <u>Adopted</u> 2018-19
Full Time Positions:			
Assistant City Attorney	1.00	1.00	1.00
Legal Clerk	1.00	1.00	1.00
Part Time Positions:			
Office Clerk I	1.50	1.50	1.50
Total	<hr/> 3.50	<hr/> 3.50	<hr/> 3.50



Expenditures and Appropriations

Fund 250 Insurance Reserve
Department 19 Insurance Reserve
Program 1902 Liability

<u>Object Number</u>	<u>Description</u>	<u>Actual 2016-17</u>	<u>Budget 2017-18</u>	<u>City Council Adopted 2018-19</u>
4001	Salaries Full Time	\$ 184,278	\$ 198,555	\$ 208,996
4002	Salaries Part Time	7,316	17,160	17,160
4014	Salaries Sick Leave Payouts	0	4,960	5,485
4015	Salaries Vacation Payouts	0	2,610	2,743
4031	PERS Retirement & Pick-Up (EPMC)	62,522	75,254	86,958
4032	Medicare	2,974	3,285	3,445
4034	Compensation Insurance	5,892	6,710	7,045
4036	Unemployment Insurance	540	647	678
4037	PARS	111	257	257
4039	PERS - POB Contribution	23,391	23,330	22,990
4044	Deferred Compensation Contributor	3,715	3,000	3,000
4045	Health Insurance Benefits Misc	15,401	18,344	18,454
Total Personnel Services		306,140	354,112	377,211
4051	Contract Services	\$ 158,409	\$ 92,000	\$ 150,000
4056	Dept Based Legal Contract Servic	35,367	15,000	15,000
4057	Legal Service	222	0	0
4059	Dept Claims & Settlements	116,718	250,000	200,000
4060	Personnel Legal Contract Service	47,247	18,000	20,000
4070	Criminal Prosectution	931	0	0
4302	Legal Advertising	0	300	300
4406	Commercial Crime Bond	2,499	2,500	2,500
4407	Liability Insurance	1,628,025	1,872,517	1,900,000
4409	Boiler Insurance	1,240	2,688	2,688
4411	Property Insurance	53,283	53,283	53,283
4506	Claims Payment Liability	1,711,697	500,000	500,000
4522	Legal Expense Liability	412,095	150,000	1,000,000
4523	Loss Prevention Expense	0	2,000	2,000
4529	Claims Expense	69,717	50,000	50,000
4543	Unemployment Insurance Pymt.	30,136	25,000	25,000
4615	Liability Insurance Allocation	7,068	12,751	12,087
4618	Cost Allocation	19,800	19,800	19,800
4996	Pension Expense-Misc.	(49,528)	0	0
Total Maintenance & Operations		4,244,927	3,065,839	3,952,658
GRAND TOTAL		4,551,066	3,419,951	4,329,869



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 2016-17</u>	<u>Budget 2017-18</u>	<u>City Council Adopted 2018-19</u>
Personnel Services	\$ 473,743	\$ 487,631	\$ 392,030
Contract Services	75,122	50,000	50,000
Maintenance & Operations	1,202,882	978,901	941,026
Capital Outlay	(20,952)	590,000	810,000
Program Total	1,730,795	2,106,532	2,193,056

<u>Personnel Summary</u>	<u>Actual 2016-17</u>	<u>Budget 2017-18</u>	<u>City Council Adopted 2018-19</u>
Full Time Positions:			
Master Mechanic	1.00	1.00	0.65
Equipment Mechanic III	1.00	1.00	0.80
Equipment Mechanic I	1.00	1.00	0.80
Mechanic	1.00	1.00	0.80
Total	4.00	4.00	3.05



Expenditures and Appropriations

Fund Department Program		600 Equipment 31 Maintenance 3103 Equipment Maintenance		
Object Number	Description	Actual 2016-17	Budget 2017-18	City Council Adopted 2018-19
4001	Salaries Full Time	\$ 281,268	\$ 278,356	\$ 218,070
4010	Salaries Overtime	906	2,000	2,000
4014	Salaries Sick Leave Payouts	0	0	1,370
4015	Salaries Vacation Payouts	0	1,339	1,713
4031	PERS Retirement & Pick-Up (EPMC)	94,169	108,787	93,043
4032	Medicare	4,200	4,293	3,360
4034	Compensation Insurance	25,032	31,788	24,904
4036	Unemployment Insurance	792	835	654
4039	PERS - POB Contribution	42,366	32,707	23,988
4045	Health Insurance Benefits Misc	25,011	27,526	22,928
	Total Personnel Services	473,743	487,631	392,030
4051	Contract Services	\$ 75,122	\$ 50,000	\$ 50,000
	Total Contract Services	75,122	50,000	50,000
4151	Operating Supplies	\$ 2,372	\$ 3,000	\$ 3,000
4161	Uniforms & Safety Equipment	2,446	6,000	6,000
4200	Collision Repair	122,883	120,000	120,000
4201	Repair & Maintenance Supplies	89,599	70,000	85,000
4206	Parts	234,909	208,000	210,000
4251	Small Tools & Minor Equipment	4,431	3,500	3,500
4255	Tires	36,091	40,000	40,000
4305	Telephone	1,391	3,000	3,000
4453	Vehicle Rental	35,676	29,680	29,680
4514	Gasoline & Oil	254,972	400,000	350,000
4518	Training	229	1,500	1,500
4544	Utilities	6,904	14,500	14,500
4599	Depreciation Expense	360,298	0	0
4615	Liability Insurance Allocation	44,034	33,209	28,334
4618	Cost Allocation	46,512	46,512	46,512
4996	Pension Expense-Misc (by Function)	(39,865)	0	0
	Total Maintenance & Operations	1,202,882	978,901	941,026
4730	Improvements other than Building	\$ 12,441	\$ 20,000	\$ 20,000
4740	Machinery & Equipment	(33,393)	570,000	790,000
	Total Capital Outlay	(20,952)	590,000	810,000
	GRAND TOTAL	1,730,795	2,106,532	2,193,056