



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 2015-16</u>	<u>Budget 2016-17</u>	<u>City Council Adopted 2017-18</u>
Workers' Compensation Liability	\$ 1,818,067 1,114,097	\$ 1,544,755 2,740,156	\$ 1,591,032 3,419,951
Program Total	<u>2,932,164</u>	<u>4,284,911</u>	<u>5,010,983</u>

<u>Personnel Summary</u>	<u>Actual 2015-16</u>	<u>Budget 2016-17</u>	<u>City Council Adopted 2017-18</u>
Full Time Positions:			
Assistant City Attorney	1.50	1.00	1.00
Public Risk Manager	1.00	1.00	1.00
Legal Clerk	0.50	1.00	1.00
Part Time Positions:			
Office Clerk I	1.00	1.50	1.50
Total	<u>4.00</u>	<u>4.50</u>	<u>4.50</u>



Expenditures and Appropriations

Funds
Department

250 Insurance Reserve
19 Insurance Reserve

Object Number	Description	Actual 2015-16	Budget 2016-17	City Council Adopted 2017-18
4001	Salaries Full Time	\$ 358,109	\$ 323,902	\$ 347,859
4002	Salaries Part Time	15,579	18,951	17,160
4014	Salaries Sick Leave Payouts	0	0	13,574
4015	Salaries Vacation Payouts	0	0	4,907
4031	PERS Retirement & Pick-Up (EPMC)	121,147	116,196	136,782
4032	Medicare	6,013	5,332	5,623
4034	Compensation Insurance	15,216	12,211	13,070
4036	Unemployment Insurance	1,176	1,034	1,095
4039	PERS - POB Contribution	43,274	39,678	40,873
4044	Deferred Compensation Contribution	7,500	3,000	6,000
4045	Health Insurance Benefits Misc	21,397	25,139	27,944
Total Personnel Services		589,643	545,757	615,144
4051	Contract Services	\$ 210,301	\$ 100,000	\$ 100,000
4056	Dept Based Legal Contract Services	27,699	15,000	15,000
4059	Dept Claims & Settlements	45,171	150,000	250,000
4060	Personnel Legal Contract Services	0	50,000	10,000
4070	Criminal Prosecution	84,438	0	0
4151	Operating Supplies	0	2,000	2,000
4302	Legal Advertising	143	300	300
4406	Commercial Crime Bond	7,258	2,100	2,500
4407	Liability Insurance	942,168	1,628,026	1,872,517
4409	Boiler Insurance	2,688	0	2,688
4411	Property Insurance	50,734	51,000	53,283
4420	Excess Workers Comp Insurance	157,105	172,191	199,000
4453	Vehicle Rental	13,200	13,200	13,200
4506	Claims Payment Liability	(1,323,534)	185,669	500,000
4518	Training	101,377	0	0
4522	Legal Expense Liability	665,747	150,000	150,000
4523	Loss Prevention Expense	0	2,000	2,000
4529	Claims Expense	1,210,164	1,050,000	1,050,000
4543	Unemployment Insurance Pymt.	104,907	25,000	25,000
4568	Workers Compensation Admin.	103,600	96,000	96,000
4615	Liability Insurance Allocation	6,060	7,068	12,751
4618	Cost Allocation	39,600	39,600	39,600
4996	Pension Expense-Misc.	(106,305)	0	0
Total Maintenance & Operations		2,342,521	3,739,154	4,395,839
GRAND TOTAL		2,932,164	4,284,911	5,010,983



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 2015-16</u>	<u>Budget 2016-17</u>	<u>City Council Adopted 2017-18</u>
Personnel Services	\$ 233,474	\$ 241,564	\$ 261,032
Maintenance & Operations	1,584,594	1,303,191	1,330,000
Program Total	1,818,067	1,544,755	1,591,032

<u>Personnel Summary</u>	<u>Actual 2015-16</u>	<u>Budget 2016-17</u>	<u>City Council Adopted 2017-18</u>
Full Time Positions: Public Risk Manager	1.00	1.00	1.00
Part Time Positions: Office Clerk I	0.75	1.50	1.50
Total	1.75	2.50	2.50



Expenditures and Appropriations

Fund
Department
Program

250 Insurance Reserve
19 Insurance Reserve
1901 Workers' Compensation

<u>Object Number</u>	<u>Description</u>	<u>Actual 2015-16</u>	<u>Budget 2016-17</u>	<u>City Council Adopted 2017-18</u>
4001	Salaries Full Time	\$ 133,219	\$ 142,770	\$ 149,304
4002	Salaries Part Time	15,579	4,951	0
4014	Salaries Sick Leave Payouts	0	0	8,614
4015	Salaries Vacation Payouts	0	0	2,297
4031	PERS Retirement & Pick-Up (EPMC)	46,446	54,071	61,528
4032	Medicare	2,498	2,553	2,338
4034	Compensation Insurance	6,168	6,325	6,360
4036	Unemployment Insurance	480	491	448
4037	PARS	234	314	0
4039	PERS - POB Contribution	16,250	17,489	17,543
4044	Deferred Compensation Contribution	3,000	3,000	3,000
4045	Health Insurance Benefits Misc	9,600	9,600	9,600
	Total Personnel Services	233,474	241,564	261,032
4151	Operating Supplies	\$ 0	\$ 2,000	\$ 2,000
4420	Excess Workers Comp Insurance	157,105	172,191	199,000
4453	Vehicle Rental	13,200	13,200	13,200
4515	General Expense	101,377	0	0
4529	Claims Expense	1,189,511	1,000,000	1,000,000
4568	Workers' Compensation Admin	103,600	96,000	96,000
4618	Cost Allocation	19,800	19,800	19,800
	Total Maintenance & Operations	1,584,594	1,303,191	1,330,000
	GRAND TOTAL	1,818,067	1,544,755	1,591,032



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 2015-16</u>	<u>Budget 2016-17</u>	<u>City Council Adopted 2017-18</u>
Personnel Services	\$ 356,170	\$ 304,193	\$ 354,112
Maintenance & Operations	757,927	2,435,963	3,065,839
Program Total	<hr/> 1,114,097	<hr/> 2,740,156	<hr/> 3,419,951

<u>Personnel Summary</u>	<u>Actual 2015-16</u>	<u>Budget 2016-17</u>	<u>City Council Adopted 2017-18</u>
Full Time Positions:			
Assistant City Attorney	1.50	1.00	1.00
Legal Clerk	0.50	1.00	1.00
Total	<hr/> 2.00	<hr/> 2.00	<hr/> 2.00



Expenditures and Appropriations

Fund 250 Insurance Reserve
Department 19 Insurance Reserve
Program 1902 Liability

Object Number	Description	Actual 2015-16	Budget 2016-17	City Council Adopted 2017-18
4001	Salaries Full Time	\$ 224,890	\$ 181,132	\$ 198,555
4002	Salaries Part Time	0	14,000	17,160
4014	Salaries Sick Leave Payouts	0	0	4,960
4015	Salaries Vacation Payouts	0	0	2,610
4031	PERS Retirement & Pick-Up (EPMC)	74,701	62,125	75,254
4032	Medicare	3,515	2,779	3,285
4034	Compensation Insurance	9,048	5,886	6,710
4036	Unemployment Insurance	696	543	647
4037	PARS	0	0	257
4039	PERS - POB Contribution	27,023	22,189	23,330
4044	Deferred Compensation Contribution	4,500	0	3,000
4045	Health Insurance Benefits Misc	11,797	15,539	18,344
Total Personnel Services		356,170	304,193	354,112
4051	Contract Services	\$ 210,301	\$ 100,000	\$ 100,000
4056	Dept Based Legal Contract Service	27,699	15,000	15,000
4059	Dept Claims & Settlements	45,171	150,000	250,000
4060	Personnel Legal Contract Services	0	50,000	10,000
4070	Criminal Prosectution	84,438	0	0
4302	Legal Advertising	143	300	300
4406	Commercial Crime Bond	7,258	2,100	2,500
4407	Liability Insurance	942,168	1,628,026	1,872,517
4409	Boiler Insurance	2,688	0	2,688
4411	Property Insurance	50,734	51,000	53,283
4506	Claims Payment Liability	(1,323,534)	185,669	500,000
4522	Legal Expense Liability	665,747	150,000	150,000
4523	Loss Prevention Expense	0	2,000	2,000
4529	Claims Expense	20,653	50,000	50,000
4543	Unemployment Insurance Pymt.	104,907	25,000	25,000
4615	Liability Insurance Allocation	6,060	7,068	12,751
4618	Cost Allocation	19,800	19,800	19,800
4996	Pension Expense-Misc.	(106,305)	0	0
Total Maintenance & Operations		757,927	2,435,963	3,065,839
GRAND TOTAL		1,114,097	2,740,156	3,419,951



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 2015-16</u>	<u>Budget 2016-17</u>	<u>City Council Adopted 2017-18</u>
Personnel Services	\$ 436,798	\$ 451,593	\$ 487,631
Contract Services	57,133	55,000	50,000
Maintenance & Operations	1,164,997	1,080,605	978,901
Capital Outlay	(20,873)	340,794	340,000
Program Total	1,638,054	1,927,992	1,856,532

<u>Personnel Summary</u>	<u>Actual 2015-16</u>	<u>Budget 2016-17</u>	<u>City Council Adopted 2017-18</u>
Full Time Positions:			
Master Mechanic	1.00	1.00	1.00
Equipment Mechanic III	1.00	1.00	1.00
Equipment Mechanic I	1.00	1.00	1.00
Mechanic	0.00	1.00	1.00
Part Time Positions:			
Mechanic	1.00	0.00	0.00
Total	4.00	4.00	4.00



Expenditures and Appropriations

Fund Department Program		600 Equipment 31 Maintenance 3103 Equipment Maintenance		
Object Number	Description	Actual 2015-16	Budget 2016-17	City Council Adopted 2017-18
4001	Salaries Full Time	\$ 265,161	\$ 265,216	\$ 278,356
4010	Salaries Overtime	3,173	3,000	2,000
4015	Salaries Vacation Payouts	0	0	1,339
4031	PERS Retirement & Pick-Up (EPMC)	79,318	94,610	108,787
4032	Medicare	3,844	4,111	4,293
4034	Compensation Insurance	24,000	25,035	31,788
4036	Unemployment Insurance	768	796	835
4039	PERS - POB Contribution	45,094	32,489	32,707
4045	Health Insurance Benefits Misc	27,095	26,336	27,526
4999	Budget Reduction	(11,656)	0	0
Total Personnel Services		436,798	451,593	487,631
4051	Contract Services	\$ 57,133	\$ 55,000	\$ 50,000
Total Contract Services		57,133	55,000	50,000
4151	Operating Supplies	\$ 2,523	\$ 3,000	\$ 3,000
4161	Uniforms & Safety Equipment	3,580	6,500	6,000
4200	Collision Repair	107,816	120,000	120,000
4201	Repair & Maintenance Supplies	74,426	70,000	70,000
4206	Parts	201,055	207,012	208,000
4251	Small Tools & Minor Equipment	2,429	3,500	3,500
4255	Tires	22,990	40,000	40,000
4305	Telephone	930	4,000	3,000
4453	Vehicle Rental	0	35,680	29,680
4514	Gasoline & Oil	268,474	500,000	400,000
4518	Training	462	2,000	1,500
4544	Utilities	10,508	14,000	14,500
4599	Depreciation Expense	419,433	0	0
4615	Liability Insurance Allocation	73,461	28,401	33,209
4618	Cost Allocation	46,512	46,512	46,512
4996	Pension Expense-Misc (by Function)	(69,602)	0	0
Total Maintenance & Operations		1,164,997	1,080,605	978,901
4730	Improvements other than Building	\$ 2,020	\$ 25,000	\$ 20,000
4740	Machinery & Equipment	(22,894)	315,794	320,000
Total Capital Outlay		(20,873)	340,794	340,000
GRAND TOTAL		1,638,054	1,927,992	1,856,532