



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</u> <u>2014-15</u>	<u>Budget</u> <u>2015-16</u>	<u>City Council</u> <u>Adopted</u> <u>2016-17</u>
Workers' Compensation Liability	\$ 1,295,273 1,870,301	\$ 1,547,393 2,398,262	\$ 1,546,564 2,639,461
Program Total	<u>3,165,574</u>	<u>3,945,655</u>	<u>4,186,025</u>

<u>Personnel Summary</u>	<u>Actual</u> <u>2014-15</u>	<u>Budget</u> <u>2015-16</u>	<u>City Council</u> <u>Adopted</u> <u>2016-17</u>
Full Time Positions:			
Assistant City Attorney	1.50	1.50	1.00
Public Risk Manager	1.00	1.00	1.00
Legal Clerk	0.50	0.50	1.00
Part Time Positions:			
Office Clerk I	0.75	1.00	1.50
Total	<u>3.75</u>	<u>4.00</u>	<u>4.50</u>



Expenditures and Appropriations

**Funds
Department**

**250 Insurance Reserve
19 Insurance Reserve**

<u>Object Number</u>	<u>Description</u>	<u>Actual 2014-15</u>	<u>Budget 2015-16</u>	<u>City Council Adopted 2016-17</u>
4001	Salaries Full Time	\$ 356,596	\$ 371,691	\$ 323,902
4002	Salaries Part Time	10,522	22,831	20,951
4014	Salaries Sick Leave Payouts	5,288	0	0
4015	Salaries Vacation Payouts	9,486	0	0
4031	PERS Retirement & Pick-Up (EPMC)	106,722	136,486	116,196
4032	Medicare	6,016	6,187	5,332
4034	Compensation Insurance	14,832	15,218	12,211
4036	Unemployment Insurance	1,140	1,183	1,034
4039	PERS - POB Contribution	41,667	48,329	39,678
4044	Deferred Compensation Contribution	0	9,000	3,000
4045	Health Insurance Benefits Misc	16,348	24,367	25,139
	Total Personnel Services	568,673	635,292	547,757
4051	Contract Services	\$ 470	\$ 185,000	\$ 100,000
4056	Dept Based Legal Contract Services	0	15,000	15,000
4059	Dept Claims & Settlements	0	50,000	250,000
4070	Criminal Prosecution	0	50,000	0
4151	Operating Supplies	0	1,000	0
4302	Legal Advertising	0	0	300
4406	Commercial Crime Bond	0	2,500	2,100
4407	Liability Insurance	815,901	909,000	1,027,000
4409	Boiler Insurance	1,812	0	0
4411	Property Insurance	0	51,000	51,000
4420	Excess Workers Comp Insurance	687	160,000	160,000
4506	Claims Payment Liability	(321,722)	50,000	500,000
4522	Legal Expense Liability	961,918	550,000	250,000
4523	Loss Prevention Expense	0	2,000	2,000
4529	Claims Expense	954,264	1,050,000	1,050,000
4543	Unemployment Insurance Pymt.	41,006	75,000	75,000
4453	Vehicle Rental	13,200	13,200	13,200
4568	Workers Compensation Admin.	91,069	96,000	96,000
4615	Liability Insurance Allocation	6,060	7,068	7,068
4618	Cost Allocation	39,600	39,600	39,600
4996	Pension Expense-Misc.	(7,364)	0	0
	Total Maintenance & Operations	2,596,901	3,306,368	3,638,268
4740	Machinery & Equipment	\$ 0	\$ 5,000	\$ 0



Expenditures and Appropriations

**Funds
Department**

**250 Insurance Reserve
19 Insurance Reserve**

<u>Object Number</u>	<u>Description</u>	<u>Actual 2014-15</u>	<u>Budget 2015-16</u>	<u>City Council Adopted 2016-17</u>
	Total capital Outlay	0	5,000	0
	GRAND TOTAL	3,165,574	3,946,660	4,186,025



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 2014-15</u>	<u>Budget 2015-16</u>	<u>City Council Adopted 2016-17</u>
Personnel Services	\$ 216,753	\$ 257,393	\$ 257,564
Maintenance & Operations	1,078,520	1,290,000	1,289,000
Program Total	1,295,273	1,547,393	1,546,564

<u>Personnel Summary</u>	<u>Actual 2014-15</u>	<u>Budget 2015-16</u>	<u>City Council Adopted 2016-17</u>
Full Time Positions: Public Risk Manager	1.00	1.00	1.00
Part Time Positions: Office Clerk I	0.75	0.75	1.50
Total	1.75	1.75	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 2014-15</u>	<u>Budget 2015-16</u>	<u>City Council Adopted 2016-17</u>
4001	Salaries Full Time	\$ 134,563	\$ 138,614	\$ 142,770
4002	Salaries Part Time	10,522	22,831	20,951
4031	PERS Retirement & Pick-Up (EPMC)	41,891	54,402	54,071
4032	Medicare	2,336	2,515	2,553
4034	Compensation Insurance	5,928	6,170	6,325
4036	Unemployment Insurance	456	484	491
4037	PARS	56	0	314
4039	PERS - POB Contribution	16,201	19,777	17,489
4044	Deferred Compensation Contribution	0	3,000	3,000
4045	Health Insurance Benefits Misc	4,800	9,600	9,600
	Total Personnel Services	216,753	257,393	257,564
4151	Operating Supplies	\$ 0	\$ 1,000	\$ 0
4420	Excess Workers Comp Insurance	687	160,000	160,000
4453	Vehicle Rental	13,200	13,200	13,200
4529	Claims Expense	953,764	1,000,000	1,000,000
4568	Workers' Compensation Admin	91,069	96,000	96,000
4618	Cost Allocation	19,800	19,800	19,800
	Total Maintenance & Operations	1,078,520	1,290,000	1,289,000
	GRAND TOTAL	1,295,273	1,547,393	1,546,564



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 2014-15</u>	<u>Budget 2015-16</u>	<u>City Council Adopted 2016-17</u>
Personnel Services	\$ 351,920	\$ 377,899	\$ 290,193
Maintenance & Operations	1,518,381	2,015,363	2,349,268
Total capital Outlay	0	5,000	0
Program Total	1,870,301	2,398,262	2,639,461

<u>Personnel Summary</u>	<u>Actual 2014-15</u>	<u>Budget 2015-16</u>	<u>City Council Adopted 2016-17</u>
Full Time Positions:			
Assistant City Attorney	1.50	1.50	1.00
Legal Clerk	0.50	0.50	1.00
Total	2.00	2.00	2.00



Expenditures and Appropriations

Fund 250 Insurance Reserve
Department 19 Insurance Reserve
Program 1902 Liability

Object Number	Description	Actual 2014-15	Budget 2015-16	City Council Adopted 2016-17
4001	Salaries Full Time	\$ 222,033	\$ 233,077	\$ 181,132
4014	Salaries Sick Leave Payouts	5,288	0	0
4015	Salaries Vacation Payouts	9,486	0	0
4031	PERS Retirement & Pick-Up (EPMC)	64,831	82,084	62,125
4032	Medicare	3,680	3,672	2,779
4034	Compensation Insurance	8,904	9,048	5,886
4036	Unemployment Insurance	684	699	543
4039	PERS - POB Contribution	25,466	28,552	22,189
4044	Deferred Compensation Contribution	0	6,000	0
4045	Health Insurance Benefits Misc	11,548	14,767	15,539
Total Personnel Services		351,920	377,899	290,193
4051	Contract Services	\$ 470	\$ 185,000	\$ 100,000
4056	Dept Based Legal Contract Service	0	15,000	15,000
4059	Dept Claims & Settlements	0	50,000	250,000
4070	Criminal Prosectution	0	50,000	0
4302	Legal Advertising	0	0	300
4406	Commercial Crime Bond	0	2,500	2,100
4407	Liability Insurance	815,901	909,000	1,027,000
4409	Boiler Insurance	1,812	0	0
4411	Property Insurance	0	51,000	51,000
4506	Claims Payment Liability	(321,722)	50,000	500,000
4522	Legal Expense Liability	961,918	550,000	250,000
4523	Loss Prevention Expense	0	2,000	2,000
4529	Claims Expense	500	50,000	50,000
4543	Unemployment Insurance Pymt.	41,006	75,000	75,000
4615	Liability Insurance Allocation	6,060	6,063	7,068
4618	Cost Allocation	19,800	19,800	19,800
4996	Pension Expense-Misc.	(7,364)	0	0
Total Maintenance & Operations		1,518,381	2,015,363	2,349,268
4740	Machinery & Equipment	\$ 0	\$ 5,000	\$ 0
Total capital Outlay		0	5,000	0
GRAND TOTAL		1,870,301	2,398,262	2,639,461



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 2014-15</u>	<u>Budget 2015-16</u>	<u>City Council Adopted 2016-17</u>
Personnel Services	\$ 393,398	\$ 411,827	\$ 451,593
Contract Services	65,828	55,000	55,000
Maintenance & Operations	1,376,930	1,535,355	1,073,593
Capital Outlay	57,206	342,386	275,000
Program Total	1,893,362	2,344,568	1,855,186

<u>Personnel Summary</u>	<u>Actual 2014-15</u>	<u>Budget 2015-16</u>	<u>City Council Adopted 2016-17</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	0.00	1.00
Part Time Positions:			
Mechanic	1.00	1.00	0.00
Total	4.00	4.00	4.00



Expenditures and Appropriations

Fund
Department
Program

600 Equipment
31 Maintenance
3103 Equipment Maintenance

<u>Object Number</u>	<u>Description</u>	<u>Actual 2014-15</u>	<u>Budget 2015-16</u>	<u>City Council Adopted 2016-17</u>
4001	Salaries Full Time	\$ 211,140	\$ 254,543	\$ 265,216
4002	Salaries Part Time	34,517	0	0
4010	Salaries Overtime	1,044	0	3,000
4031	PERS Retirement & Pick-Up (EPMC)	64,538	84,139	94,610
4032	Medicare	3,706	3,946	4,111
4034	Compensation Insurance	27,360	24,005	25,035
4036	Unemployment Insurance	720	764	796
4039	PERS - POB Contribution	27,559	31,182	32,489
4045	Health Insurance Benefits Misc	22,814	24,996	26,336
4999	Budget Reduction	0	(11,748)	0
	Total Personnel Services	393,398	411,827	451,593
4051	Contract Services	\$ 65,828	\$ 55,000	\$ 55,000
	Total Contract Services	65,828	55,000	55,000
4151	Operating Supplies	\$ 3,420	\$ 3,000	\$ 3,000
4161	Uniforms & Safety Equipment	4,164	6,500	6,500
4200	Collision Repair	81,280	100,000	120,000
4201	Repair & Maintenance Supplies	80,438	70,000	70,000
4206	Parts	223,469	200,000	200,000
4251	Small Tools & Minor Equipment	2,105	3,500	3,500
4255	Tires	33,132	40,000	40,000
4305	Telephone	4,453	4,000	4,000
4453	Vehicle Rental	29,760	0	35,680
4514	Gasoline & Oil	355,628	575,000	500,000
4518	Training	490	2,000	2,000
4544	Utilities	11,887	14,000	14,000
4599	Depreciation Expense	476,088	442,268	0
4615	Liability Insurance Allocation	28,572	28,575	28,401
4618	Cost Allocation	46,512	46,512	46,512
4996	Pension Expense-Misc (by Function)	(4,468)	0	0
	Total Maintenance & Operations	1,376,930	1,535,355	1,073,593
4730	Improvements other than Building	\$ 1,369	\$ 30,000	\$ 25,000
4740	Machinery & Equipment	55,837	312,386	250,000
	Total Capital Outlay	57,206	342,386	275,000
	GRAND TOTAL	1,893,362	2,344,568	1,855,186



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