



**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>2013-14</u>	<u>Budget</u> <u>2014-15</u>	<u>City Council</u> <u>Adopted</u> <u>2015-16</u>
Workers' Compensation Liability	\$ 2,214,748 2,476,875	\$ 1,375,510 2,847,003	\$ 1,547,393 2,398,262
Program Total	<u>4,691,624</u>	<u>4,222,513</u>	<u>3,945,655</u>

<u>Personnel Summary</u>	<u>Actual</u> <u>2013-14</u>	<u>Budget</u> <u>2014-15</u>	<u>City Council</u> <u>Adopted</u> <u>2015-16</u>
Full Time Positions:			
Assistant City Attorney	1.00	1.50	1.50
Public Risk Manager	1.00	1.00	1.00
Legal Clerk	0.00	0.50	0.50
Part Time Positions:			
Office Clerk I	0.75	0.75	1.00
Total	<u>2.75</u>	<u>3.75</u>	<u>4.00</u>



Expenditures and Appropriations

**Funds  
Department**

**250 Insurance Reserve  
19 Insurance Reserve**

<u>Object Number</u>	<u>Description</u>	<u>Actual 2013-14</u>	<u>Budget 2014-15</u>	<u>City Council Adopted 2015-16</u>
4001	Salaries Full Time	\$ 267,646	\$ 361,771	\$ 371,691
4002	Salaries Part Time	11,384	17,123	22,831
4014	Salaries Sick Leave Payouts	4,605	10,355	0
4015	Salaries Vacation Payouts	5,490	6,256	0
4031	PERS Retirement & Pick-Up (EPMC)	75,148	114,616	136,486
4032	Medicare	4,598	5,916	6,187
4034	Compensation Insurance	11,748	14,836	15,218
4036	Unemployment Insurance	864	1,137	1,183
4039	PERS - POB Contribution	28,705	43,573	48,329
4044	Deferred Compensation Contribution	0	0	9,000
4045	Health Insurance Benefits Misc	9,893	19,567	24,367
	<b>Total Personnel Services</b>	<b>420,089</b>	<b>595,150</b>	<b>635,292</b>
4051	Contract Services	\$ 2,030	\$ 9,000	\$ 100,000
4302	Legal Advertising	1,478	0	0
4406	Commercial Crime Bond	1,678	2,500	2,500
4407	Liability Insurance	647,165	620,000	909,000
4409	Boiler Insurance	1,637	0	0
4411	Property Insurance	46,526	53,000	51,000
4420	Excess Workers Comp Insurance	276,441	155,000	160,000
4506	Claims Payment Liability	710,013	800,000	500,000
4518	Training	0	1,000	0
4522	Legal Expense Liability	779,906	900,000	300,000
4523	Loss Prevention Expense	0	2,000	2,000
4529	Claims Expense	1,589,562	850,000	1,050,000
4543	Unemployment Insurance Pymt.	47,898	75,000	75,000
4453	Vehicle Rental	13,200	13,200	13,200
4568	Workers Compensation Admin.	111,330	96,000	96,000
4615	Liability Insurance Allocation	3,072	6,063	6,063
4618	Cost Allocation	39,600	39,600	39,600
	<b>Total Maintenance &amp; Operations</b>	<b>4,271,535</b>	<b>3,622,363</b>	<b>3,305,363</b>
4740	Machinery & Equipment	\$ 0	\$ 5,000	\$ 5,000
	<b>Total capital Outlay</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>
	<b>GRAND TOTAL</b>	<b>4,691,624</b>	<b>4,222,513</b>	<b>3,945,655</b>



**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</u> 2013-14	<u>Budget</u> 2014-15	<u>City Council</u> <u>Adopted</u> 2015-16
Personnel Services	\$ 204,415	\$ 241,510	\$ 257,393
Maintenance & Operations	2,010,333	1,134,000	1,290,000
 Program Total	<hr/> 2,214,748	<hr/> 1,375,510	<hr/> 1,547,393

<u>Personnel Summary</u>	<u>Actual</u> 2013-14	<u>Budget</u> 2014-15	<u>City Council</u> <u>Adopted</u> 2015-16
Full Time Positions:			
Public Risk Manager	1.00	1.00	1.00
Part Time Positions:			
Office Clerk I	0.75	0.75	1.00
 Total	<hr/> 1.75	<hr/> 1.75	<hr/> 2.00



Expenditures and Appropriations

**Fund**  
**Department**  
**Program**

**250 Insurance Reserve**  
**19 Insurance Reserve**  
**1901 Workers' Compensation**

<u>Object Number</u>	<u>Description</u>	<u>Actual 2013-14</u>	<u>Budget 2014-15</u>	<u>City Council Adopted 2015-16</u>
4001	Salaries Full Time	\$ 128,308	\$ 134,583	\$ 138,614
4002	Salaries Part Time	9,906	17,123	22,831
4014	Salaries Sick Leave Payouts	2,135	7,764	0
4015	Salaries Vacation Payouts	0	5,176	0
4031	PERS Retirement & Pick-Up (EPMC)	36,711	45,863	54,402
4032	Medicare	2,260	2,368	2,515
4034	Compensation Insurance	5,664	5,932	6,170
4036	Unemployment Insurance	432	455	484
4039	PERS - POB Contribution	14,199	17,446	19,777
4044	Deferred Compensation Contribution	0	0	3,000
4045	Health Insurance Benefits Misc	4,800	4,800	9,600
	<b>Total Personnel Services</b>	<b>204,415</b>	<b>241,510</b>	<b>257,393</b>
4151	Operating Supplies	\$ 0	\$ 0	\$ 1,000
4420	Excess Workers Comp Insurance	276,441	155,000	160,000
4453	Vehicle Rental	13,200	13,200	13,200
4529	Claims Expense	1,589,562	850,000	1,000,000
4568	Workers' Compensation Admin	111,330	96,000	96,000
4618	Cost Allocation	19,800	19,800	19,800
	<b>Total Maintenance &amp; Operations</b>	<b>2,010,333</b>	<b>1,134,000</b>	<b>1,290,000</b>
	<b>GRAND TOTAL</b>	<b>2,214,748</b>	<b>1,375,510</b>	<b>1,547,393</b>



**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> 2013-14	<u>Budget</u> 2014-15	<u>City Council</u> <u>Adopted</u> 2015-16
Personnel Services	\$ 215,674	\$ 353,640	\$ 377,899
Maintenance & Operations	2,261,201	2,488,363	2,015,363
Total capital Outlay	0	5,000	5,000
 Program Total	<hr/> 2,476,875	<hr/> 2,847,003	<hr/> 2,398,262

<u>Personnel Summary</u>	<u>Actual</u> 2013-14	<u>Budget</u> 2014-15	<u>City Council</u> <u>Adopted</u> 2015-16
Full Time Positions:			
Assistant City Attorney	1.00	1.50	1.50
Legal Clerk	0.00	0.50	0.50
 Total	<hr/> 1.00	<hr/> 2.00	<hr/> 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 2013-14</u>	<u>Budget 2014-15</u>	<u>City Council Adopted 2015-16</u>
4001	Salaries Full Time	\$ 139,338	\$ 227,188	\$ 233,077
4002	Salaries Part Time	1,477	0	0
4014	Salaries Sick Leave Payouts	2,470	2,591	0
4015	Salaries Vacation Payouts	5,490	1,080	0
4031	PERS Retirement & Pick-Up (EPMC)	38,437	68,753	82,084
4032	Medicare	2,338	3,548	3,672
4034	Compensation Insurance	6,084	8,904	9,048
4036	Unemployment Insurance	432	682	699
4037	PARS	9	0	0
4039	PERS - POB Contribution	14,507	26,127	28,552
4044	Deferred Compensation Contribution	0	0	6,000
4045	Health Insurance Benefits Misc	5,093	14,767	14,767
	<b>Total Personnel Services</b>	<b>215,674</b>	<b>353,640</b>	<b>377,899</b>
4051	Contract Services	\$ 2,030	\$ 9,000	\$ 100,000
4302	Legal Advertising	1,478	0	\$ 0
4406	Commercial Crime Bond	1,678	2,500	2,500
4407	Liability Insurance	647,165	620,000	909,000
4409	Boiler Insurance	1,637	0	0
4411	Property Insurance	46,526	53,000	51,000
4506	Claims Payment Liability	710,013	800,000	500,000
4518	Training	0	1,000	0
4522	Legal Expense Liability	779,906	900,000	300,000
4523	Loss Prevention Expense	0	2,000	2,000
4529	Claims Expense	0	0	50,000
4543	Unemployment Insurance Pymt.	47,898	75,000	75,000
4615	Liability Insurance Allocation	3,072	6,063	6,063
4618	Cost Allocation	19,800	19,800	19,800
	<b>Total Maintenance &amp; Operations</b>	<b>2,261,201</b>	<b>2,488,363</b>	<b>2,015,363</b>
4740	Machinery & Equipment	\$ 0	\$ 5,000	\$ 5,000
	<b>Total capital Outlay</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>
	<b>GRAND TOTAL</b>	<b>2,476,875</b>	<b>2,847,003</b>	<b>2,398,262</b>



**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</u> 2013-14	<u>Budget</u> 2014-15	<u>City Council</u> <u>Adopted</u> 2015-16
Personnel Services	\$ 358,279	\$ 393,472	\$ 411,827
Contract Services	41,917	45,000	55,000
Maintenance & Operations	1,439,478	1,535,419	1,535,355
Capital Outlay	49,475	1,290,000	330,000
<b>Program Total</b>	<b>1,889,149</b>	<b>3,263,891</b>	<b>2,332,182</b>

<u>Personnel Summary</u>	<u>Actual</u> 2013-14	<u>Budget</u> 2014-15	<u>City Council</u> <u>Adopted</u> 2015-16
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
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>



Expenditures and Appropriations

**Fund  
Department  
Program**

**600 Equipment  
31 Maintenance  
3103 Equipment Maintenance**

<u>Object Number</u>	<u>Description</u>	<u>Actual 2013-14</u>	<u>Budget 2014-15</u>	<u>City Council Adopted 2015-16</u>
4001	Salaries Full Time	\$ 181,903	\$ 195,100	\$ 254,543
4002	Salaries Part Time	47,630	44,460	0
4010	Salaries Overtime	1,520	0	0
4014	Salaries Sick Leave Payouts	0	411	0
4015	Salaries Vacation Payouts	711	3,648	0
4031	PERS Retirement & Pick-Up (EPMC)	52,075	65,573	84,139
4032	Medicare	3,463	3,658	3,946
4034	Compensation Insurance	26,820	27,358	24,005
4036	Unemployment Insurance	708	719	764
4039	PERS - POB Contribution	23,159	27,549	31,182
4045	Health Insurance Benefits Misc	20,290	24,996	24,996
4999	Budget Reduction	0	0	(11,748)
<b>Total Personnel Services</b>		<b>358,279</b>	<b>393,472</b>	<b>411,827</b>
4051	Contract Services	\$ 41,917	\$ 45,000	\$ 55,000
<b>Total Contract Services</b>		<b>41,917</b>	<b>45,000</b>	<b>55,000</b>
4115	Copier Print Services	\$ 74	\$ 0	\$ 0
4151	Operating Supplies	3,909	3,500	3,000
4161	Uniforms & Safety Equipment	2,585	6,000	6,500
4200	Collision Repair	97,322	95,000	100,000
4201	Repair & Maintenance Supplies	73,395	70,000	70,000
4206	Parts	243,395	190,000	200,000
4251	Small Tools & Minor Equipment	1,846	3,000	3,500
4255	Tires	30,247	30,000	40,000
4305	Telephone	5,113	0	4,000
4453	Vehicle Rental	28,140	29,764	0
4514	Gasoline & Oil	438,625	575,000	575,000
4518	Training	931	1,800	2,000
4544	Utilities	12,598	14,000	14,000
4599	Depreciation Expense	431,939	442,268	442,268
4615	Liability Insurance Allocation	22,848	28,575	28,575
4618	Cost Allocation	46,512	46,512	46,512
<b>Total Maintenance &amp; Operations</b>		<b>1,439,478</b>	<b>1,535,419</b>	<b>1,535,355</b>
4730	Improvements other than Building	\$ 0	\$ 80,000	\$ 30,000
4740	Machinery & Equipment	49,475	1,210,000	300,000
<b>Total Capital Outlay</b>		<b>49,475</b>	<b>1,290,000</b>	<b>330,000</b>
<b>GRAND TOTAL</b>		<b>1,889,149</b>	<b>3,263,891</b>	<b>2,332,182</b>