



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 2012-13</u>	<u>Budget 2013-14</u>	<u>City Council Adopted 2014-15</u>
Workers' Compensation Liability	\$ 1,407,519 1,992,815	\$ 1,155,837 1,879,612	\$ 1,375,510 2,847,003
Program Total	<u>3,400,334</u>	<u>3,035,449</u>	<u>4,222,513</u>

<u>Personnel Summary</u>	<u>Actual 2012-13</u>	<u>Budget 2013-14</u>	<u>City Council Adopted 2014-15</u>
Full Time Positions:			
Assistant City Attorney	0.10	1.00	1.50
Deputy City Attorney	1.00	0.00	0.00
Public Risk Manager	1.00	1.00	1.00
Legal Clerk	0.00	0.00	0.50
Part Time Positions:			
Office Clerk I	2.30	0.75	0.75
Total	<u>4.40</u>	<u>2.75</u>	<u>3.75</u>



Expenditures and Appropriations

**Funds
Department**

**250 Insurance Reserve
19 Insurance Reserve**

<u>Object Number</u>	<u>Description</u>	<u>Actual 2012-13</u>	<u>Budget 2013-14</u>	<u>City Council Adopted 2014-15</u>
4001	Salaries Full Time	\$ 249,240	\$ 270,856	\$ 361,771
4002	Salaries Part Time	42,881	19,807	17,123
4014	Salaries Sick Leave Payouts	6,685	4,606	10,355
4015	Salaries Vacation Payouts	6,116	4,930	6,256
4031	PERS Retirement & Pick-Up (EPMC)	61,866	89,169	114,616
4032	Medicare	4,750	4,515	5,916
4034	Compensation Insurance	7,932	11,737	14,836
4036	Unemployment Insurance	864	864	1,137
4039	PERS - POB Contribution	26,023	29,719	43,573
4045	Health Insurance Benefits Misc	10,070	17,391	19,567
4999	Budget Reduction	(6,536)	0	0
	Total Personnel Services	410,325	453,624	595,150
4051	Contract Services	\$ 600	\$ 9,000	\$ 9,000
4302	Legal Advertising	0	2,000	0
4406	Commercial Crime Bond	2,134	5,000	2,500
4407	Liability Insurance	591,343	576,000	620,000
4409	Boiler Insurance	0	5,000	0
4411	Property Insurance	47,529	50,000	53,000
4420	Excess Workers Comp Insurance	4,099	127,399	155,000
4506	Claims Payment Liability	146,232	410,000	800,000
4518	Training	1,013	0	0
4522	Legal Expense Liability	856,524	488,174	900,000
4523	Loss Prevention Expense	0	2,500	2,000
4529	Claims Expense	1,146,271	674,875	850,000
4543	Unemployment Insurance Pymt.	61,561	75,000	75,000
4453	Vehicle Rental	0	13,200	13,200
4568	Workers Compensation Admin.	88,960	96,000	96,000
4615	Liability Insurance Allocation	4,144	3,077	6,063
4618	Cost Allocation	39,600	39,600	39,600
	Total Maintenance & Operations	2,990,010	2,576,825	3,621,363
4740	Machinery & Equipment	\$ 0	\$ 5,000	\$ 5,000
	Total capital Outlay	0	5,000	5,000
	GRAND TOTAL	3,400,334	3,035,449	4,221,513



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> 2012-13	<u>Budget</u> 2013-14	<u>City Council</u> <u>Adopted</u> 2014-15
Personnel Services	\$ 148,356	\$ 224,613	\$ 241,510
Maintenance & Operations	1,259,162	931,224	1,134,000
Program Total	<hr/> 1,407,519	<hr/> 1,155,837	<hr/> 1,375,510

<u>Personnel Summary</u>	<u>Actual</u> 2012-13	<u>Budget</u> 2013-14	<u>City Council</u> <u>Adopted</u> 2014-15
Full Time Positions:			
Public Risk Manager	1.00	1.00	1.00
Part Time Positions:			
Office Clerk I	0.00	0.75	0.75
Total	<hr/> 1.00	<hr/> 1.75	<hr/> 1.75



Expenditures and Appropriations

Fund
Department
Program

250 Insurance Reserve
19 Insurance Reserve
1901 Workers' Compensation

<u>Object Number</u>	<u>Description</u>	<u>Actual 2012-13</u>	<u>Budget 2013-14</u>	<u>City Council Adopted 2014-15</u>
4001	Salaries Full Time	\$ 106,795	\$ 128,169	\$ 134,583
4002	Salaries Part Time	0	17,123	17,123
4014	Salaries Sick Leave Payouts	0	2,135	7,764
4015	Salaries Vacation Payouts	974	4,930	5,176
4031	PERS Retirement & Pick-Up (EPMC)	25,676	44,100	45,863
4032	Medicare	1,699	2,267	2,368
4034	Compensation Insurance	1,212	5,659	5,932
4036	Unemployment Insurance	312	436	455
4039	PERS - POB Contribution	10,580	14,994	17,446
4045	Health Insurance Benefits Misc	4,800	4,800	4,800
4999	Budget Reduction	(3,691)	0	0
Total Personnel Services		148,356	224,613	241,510
4420	Excess Workers Comp Insurance	\$ 4,099	\$ 127,399	\$ 155,000
4453	Vehicle Rental	0	13,200	13,200
4529	Claims Expense	1,146,304	674,825	850,000
4568	Workers' Compensation Admin	88,960	96,000	96,000
4618	Cost Allocation	19,800	19,800	19,800
Total Maintenance & Operations		1,259,162	931,224	1,134,000
GRAND TOTAL		1,407,519	1,155,837	1,375,510



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 2012-13</u>	<u>Budget 2013-14</u>	<u>City Council Adopted 2014-15</u>
Personnel Services	\$ 261,968	\$ 229,011	\$ 353,640
Maintenance & Operations	1,730,847	1,645,601	2,488,363
Total capital Outlay	0	5,000	5,000
Program Total	1,992,815	1,879,612	2,847,003

<u>Personnel Summary</u>	<u>Actual 2012-13</u>	<u>Budget 2013-14</u>	<u>City Council Adopted 2014-15</u>
Full Time Positions:			
Assistant City Attorney	0.10	1.00	1.50
Deputy City Attorney	1.00	0.00	0.00
Legal Clerk	0.00	0.00	0.50
Part Time Positions:			
Office Clerk I	2.30	0.00	0.00
Total	3.40	1.00	2.00



Expenditures and Appropriations

Fund 250 Insurance Reserve
Department 19 Insurance Reserve
Program 1902 Liability

<u>Object Number</u>	<u>Description</u>	<u>Actual 2012-13</u>	<u>Budget 2013-14</u>	<u>City Council Adopted 2014-15</u>
4001	Salaries Full Time	\$ 142,445	\$ 142,687	\$ 227,188
4002	Salaries Part Time	42,881	2,684	0
4014	Salaries Sick Leave Payouts	6,685	2,471	2,591
4015	Salaries Vacation Payouts	5,142	0	1,080
4031	PERS Retirement & Pick-Up (EPMC)	36,190	45,069	68,753
4032	Medicare	3,051	2,248	3,548
4034	Compensation Insurance	6,720	6,078	8,904
4036	Unemployment Insurance	552	428	682
4037	PARS	434	30	0
4039	PERS - POB Contribution	15,443	14,725	26,127
4045	Health Insurance Benefits Misc	5,270	12,591	14,767
4999	Budget Reduction	(2,846)	0	0
	Total Personnel Services	261,968	229,011	353,640
4051	Contract Services	\$ 600	\$ 9,000	\$ 9,000
4302	Legal Advertising	0	2,000	
4406	Commercial Crime Bond	2,134	5,000	2,500
4407	Liability Insurance	591,343	576,000	620,000
4409	Boiler Insurance	0	5,000	0
4411	Property Insurance	47,529	50,000	53,000
4506	Claims Payment Liability	146,232	410,000	800,000
4518	Training	1,013	0	1,000
4522	Legal Expense Liability	856,524	488,174	900,000
4523	Loss Prevention Expense	0	2,500	2,000
4529	Claims Expense	(33)	50	0
4543	Unemployment Insurance Pymt.	61,561	75,000	75,000
4615	Liability Insurance Allocation	4,144	3,077	6,063
4618	Cost Allocation	19,800	19,800	19,800
	Total Maintenance & Operations	1,730,847	1,645,601	2,488,363
4740	Machinery & Equipment	\$ 0	\$ 5,000	\$ 5,000
	Total capital Outlay	0	5,000	5,000
	GRAND TOTAL	1,992,815	1,879,612	2,847,003



Fund 600 Equipment
Department 31 Maintenance
Program 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>	Actual 2012-13	Budget 2013-14	City Council Adopted 2014-15
Personnel Services	\$ 278,902	\$ 394,868	\$ 393,472
Contract Services	40,694	50,000	45,000
Maintenance & Operations	1,411,648	1,484,205	1,535,419
Capital Outlay	15,394	938,000	1,290,000
 Program Total	<hr/> 1,746,638	<hr/> 2,867,073	<hr/> 3,263,891

<u>Personnel Summary</u>	Actual 2012-13	Budget 2013-14	City Council Adopted 2014-15
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
Part Time Positions:			
Mechanic	1.00	1.00	1.00
 Total	<hr/> 4.00	<hr/> 4.00	<hr/> 4.00



Expenditures and Appropriations

Fund Department Program		600 Equipment 31 Maintenance 3103 Equipment Maintenance		
Object Number	Description	Actual 2012-13	Budget 2013-14	City Council Adopted 2014-15
4001	Salaries Full Time	\$ 140,796	\$ 190,436	\$ 195,100
4002	Salaries Part Time	43,940	44,460	44,460
4010	Salaries Overtime	1,523	2,700	0
4014	Salaries Sick Leave Payouts	0	383	411
4015	Salaries Vacation Payouts	0	3,408	3,648
4031	PERS Retirement & Pick-Up (EPMC)	38,008	69,542	65,573
4032	Medicare	2,661	3,645	3,658
4034	Compensation Insurance	26,412	26,825	27,358
4036	Unemployment Insurance	696	705	719
4039	PERS - POB Contribution	17,651	24,241	27,549
4045	Health Insurance Benefits Misc	13,377	28,523	24,996
4999	Budget Reduction	(6,161)	0	0
Total Personnel Services		278,902	394,868	393,472
4051	Contract Services	\$ 40,694	\$ 50,000	\$ 45,000
Total Contract Services		40,694	50,000	45,000
4115	Copier Print Services	\$ 55	\$ 0	\$ 0
4151	Operating Supplies	2,812	3,000	3,500
4161	Uniforms & Safety Equipment	4,232	5,717	6,000
4200	Collision Repair	90,959	90,000	95,000
4201	Repair & Maintenance Supplies	61,271	73,000	70,000
4206	Parts	242,357	210,000	190,000
4251	Small Tools & Minor Equipment	2,571	2,700	3,000
4255	Tires	30,221	28,000	30,000
4305	Telephone	4,295	4,600	0
4453	Vehicle Rental	19,020	28,164	29,764
4514	Gasoline & Oil	429,517	512,000	575,000
4518	Training	1,189	1,800	1,800
4544	Utilities	13,769	13,000	14,000
4599	Depreciation Expense	444,268	442,870	442,268
4615	Liability Insurance Allocation	18,600	22,842	28,575
4618	Cost Allocation	46,512	46,512	46,512
Total Maintenance & Operations		1,411,648	1,484,205	1,535,419
4730	Improvements other than Building	\$ 6,101	\$ 18,000	\$ 80,000
4740	Machinery & Equipment	9,293	920,000	1,210,000
Total Capital Outlay		15,394	938,000	1,290,000
GRAND TOTAL		1,746,638	2,867,073	3,263,891