



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 2011-12</u>	<u>Budget 2012-13</u>	<u>City Mgr Recommended 2013-14</u>	<u>City Council Adopted 2013-14</u>
Workers' Compensation Liability	\$ 1,391,588 811,476	\$ 767,732 1,971,369	\$ 1,161,022 1,874,427	\$ 1,161,022 1,874,427
Program Total	2,203,064	2,739,101	3,035,449	3,035,449

<u>Personnel Summary</u>	<u>Actual 2011-12</u>	<u>Budget 2012-13</u>	<u>City Mgr Recommended 2013-14</u>	<u>City Council Adopted 2013-14</u>
Full Time Positions:				
Assistant City Attorney	0.10	0.10	1.00	1.00
Deputy City Attorney	1.00	1.00	0.00	0.00
Public Risk Manager	1.00	1.00	1.00	1.00
Part Time Positions:				
Office Clerk I	3.00	2.30	0.75	0.75
Total	5.10	4.40	2.75	2.75



Expenditures and Appropriations

Funds

250 Insurance Reserve

Department

19 Insurance Reserve

<u>Object Number</u>	<u>Description</u>	<u>Actual 2011-12</u>	<u>Budget 2012-13</u>	<u>City Mgr Recommended 2013-14</u>	<u>City Council Adopted 2013-14</u>
4001	Salaries Full Time	\$ 246,623	\$ 253,131	\$ 270,856	\$ 270,856
4002	Salaries Part Time	31,855	33,575	17,123	17,123
4014	Salaries Sick Leave Payouts	8,074	6,685	7,394	7,394
4015	Salaries Vacation Payouts	6,800	10,011	4,930	4,930
4031	PERS Retirement & Pick-Up (EPMC)	59,470	65,351	89,169	89,169
4032	Medicare	4,577	4,475	4,515	4,515
4034	Compensation Insurance	7,860	7,931	11,737	11,737
4036	Unemployment Insurance	864	860	864	864
4039	PERS - POB Contribution	25,095	26,830	29,719	29,719
4045	Health Insurance Benefits Misc	10,164	10,153	17,391	17,391
4999	Budget Reduction	(11,019)	(9,698)	0	0
	Total Personnel Services	390,841	409,304	453,698	453,698
4051	Contract Services	\$ 9,205	\$ 9,000	\$ 9,000	\$ 9,000
4406	Commercial Crime Bond	0	7,000	5,000	5,000
4407	Liability Insurance	601,358	486,000	576,000	576,000
4409	Boiler Insurance	0	5,000	5,000	5,000
4411	Property Insurance	58,220	50,000	50,000	50,000
4420	Excess Workers Comp Insurance	113,471	90,000	127,325	127,325
4506	Claims Payment Liability	(1,592,017)	540,000	560,000	560,000
4522	Legal Expense Liability	1,341,051	563,903	340,174	340,174
4523	Loss Prevention Expense	0	5,000	2,500	2,500
4529	Claims Expense	1,009,280	418,050	674,875	674,875
4543	Unemployment Insurance Pymt.	123,112	15,000	75,000	75,000
4453	Vehicle Rental	0	0	13,200	13,200
4568	Workers Compensation Admin.	103,920	90,000	96,000	96,000
4615	Liability Insurance Allocation	4,909	4,044	3,077	3,077
4618	Cost Allocation	39,600	39,600	39,600	39,600
	Total Maintenance & Operations	1,812,223	2,322,597	2,576,751	2,576,751
4740	Machinery & Equipment	\$ 0	\$ 7,200	\$ 5,000	\$ 5,000
	Total capital Outlay	0	7,200	5,000	5,000
	GRAND TOTAL	2,203,064	2,739,101	3,035,449	3,035,449



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.

	Actual	Budget	City Mgr Recommended	City Council Adopted
<u>Expenditure Summary</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2013-14</u>
Personnel Services	\$ 145,002	\$ 149,932	\$ 229,872	\$ 229,872
Maintenance & Operations	1,246,586	617,800	931,150	931,150
Program Total	1,391,588	767,732	1,161,022	1,161,022

	Actual	Budget	City Mgr Recommended	City Council Adopted
<u>Personnel Summary</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2013-14</u>
Full Time Positions:				
Public Risk Manager	1.00	1.00	1.00	1.00
Part Time Positions:				
Office Clerk I	0.00	0.00	0.75	0.75
Total	1.00	1.00	1.75	1.75



Expenditures and Appropriations

Fund 250 Insurance Reserve
Department 19 Insurance Reserve
Program 1901 Workers' Compensation

<u>Object Number</u>	<u>Description</u>	<u>Actual 2011-12</u>	<u>Budget 2012-13</u>	<u>City Mgr Recommended 2013-14</u>	<u>City Council Adopted 2013-14</u>
4001	Salaries Full Time	\$ 105,130	\$ 104,585	\$ 128,169	\$ 128,169
4002	Salaries Part Time	0	0	17,123	\$ 17,123
4014	Salaries Sick Leave Payouts	0	0	7,394	7,394
4015	Salaries Vacation Payouts	1,152	4,022	4,930	4,930
4031	PERS Retirement & Pick-Up (EPMC)	25,005	26,564	44,100	44,100
4032	Medicare	1,659	1,648	2,267	2,267
4034	Compensation Insurance	1,212	1,213	5,659	5,659
4036	Unemployment Insurance	312	314	436	436
4039	PERS - POB Contribution	10,326	10,793	14,994	14,994
4045	Health Insurance Benefits Misc	4,813	4,800	4,800	4,800
4999	Budget Reduction	(4,608)	(4,007)	0	0
	Total Personnel Services	145,002	149,932	229,872	229,872
4151	Operating Supplies	\$ 115	\$ 0	\$ 0	\$ 0
4420	Excess Workers Comp Insurance	113,471	90,000	127,325	127,325
4453	Vehicle Rental	0	0	13,200	13,200
4529	Claims Expense	1,009,280	418,000	674,825	674,825
4568	Workers' Compensation Admin	103,920	90,000	96,000	96,000
4618	Cost Allocation	19,800	19,800	19,800	19,800
	Total Maintenance & Operations	1,246,586	617,800	931,150	931,150
	GRAND TOTAL	1,391,588	767,732	1,161,022	1,161,022



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 2011-12</u>	<u>Budget 2012-13</u>	<u>City Mgr Recommended 2013-14</u>	<u>City Council Adopted 2013-14</u>
Personnel Services	\$ 245,839	\$ 259,372	\$ 223,826	\$ 223,826
Maintenance & Operations	565,637	1,704,797	1,645,601	1,645,601
Total capital Outlay	0	7,200	5,000	5,000
Program Total	811,476	1,971,369	1,874,427	1,874,427

<u>Personnel Summary</u>	<u>Actual 2011-12</u>	<u>Budget 2012-13</u>	<u>City Mgr Recommended 2013-14</u>	<u>City Council Adopted 2013-14</u>
Full Time Positions:				
Assistant City Attorney	0.10	0.10	1.00	1.00
Deputy City Attorney	1.00	1.00	0.00	0.00
Part Time Positions:				
Office Clerk I	3.00	2.30	0.00	0.00
Total	4.10	3.40	1.00	1.00



Expenditures and Appropriations

Fund 250 Insurance Reserve
Department 19 Insurance Reserve
Program 1902 Liability

<u>Object Number</u>	<u>Description</u>	<u>Actual 2011-12</u>	<u>Budget 2012-13</u>	<u>City Mgr Recommended 2013-14</u>	<u>City Council Adopted 2013-14</u>
4001	Salaries Full Time	\$ 141,493	\$ 148,546	\$ 142,687	\$ 142,687
4002	Salaries Part Time	31,855	33,575	0	0
4014	Salaries Sick Leave Payouts	8,074	6,685	0	0
4015	Salaries Vacation Payouts	5,648	5,989	0	0
4031	PERS Retirement & Pick-Up (EPMC)	34,465	38,787	45,069	45,069
4032	Medicare	2,917	2,827	2,248	2,248
4034	Compensation Insurance	6,648	6,718	6,078	6,078
4036	Unemployment Insurance	552	546	428	428
4037	PARS	478	0	0	0
4039	PERS - POB Contribution	14,769	16,037	14,725	14,725
4045	Health Insurance Benefits Misc	5,351	5,353	12,591	12,591
4999	Budget Reduction	(6,411)	(5,691)	0	0
Total Personnel Services		245,839	259,372	223,826	223,826
4051	Contract Services	\$ 9,205	\$ 9,000	\$ 9,000	\$ 9,000
4406	Commercial Crime Bond	0	7,000	5,000	5,000
4407	Liability Insurance	601,358	486,000	576,000	576,000
4409	Boiler Insurance	0	5,000	5,000	5,000
4411	Property Insurance	58,220	50,000	50,000	50,000
4506	Claims Payment Liability	(1,592,017)	540,000	560,000	560,000
4522	Legal Expense Liability	1,341,051	563,903	340,174	340,174
4523	Loss Prevention Expense	0	5,000	2,500	2,500
4529	Claims Expense	0	50	50	50
4543	Unemployment Insurance Pymt.	123,112	15,000	75,000	75,000
4615	Liability Insurance Allocation	4,909	4,044	3,077	3,077
4618	Cost Allocation	19,800	19,800	19,800	19,800
Total Maintenance & Operations		565,637	1,704,797	1,645,601	1,645,601
4740	Machinery & Equipment	\$ 0	\$ 7,200	\$ 5,000	\$ 5,000
Total capital Outlay		0	7,200	5,000	5,000
GRAND TOTAL		811,476	1,971,369	1,874,427	1,874,427



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>	<u>Actual</u> 2011-12	<u>Budget</u> 2012-13	<u>City Mgr</u> <u>Recommended</u> 2013-14	<u>City Council</u> <u>Adopted</u> 2013-14
Personnel Services	\$ 214,411	\$ 355,207	\$ 394,868	\$ 394,868
Contract Services	29,899	37,956	50,000	50,000
Maintenance & Operations	1,459,225	1,325,647	1,483,988	1,483,988
Capital Outlay	(22,901)	564,028	938,000	938,000
 Program Total	<hr/> 1,680,634	<hr/> 2,282,838	<hr/> 2,866,856	<hr/> 2,866,856

<u>Personnel Summary</u>	<u>Actual</u> 2011-12	<u>Budget</u> 2012-13	<u>City Mgr</u> <u>Recommended</u> 2013-14	<u>City Council</u> <u>Adopted</u> 2013-14
Full Time Positions:				
Master Mechanic	1.00	1.00	1.00	1.00
Equipment Mechanic III	1.00	1.00	1.00	1.00
Equipment Mechanic I	1.00	1.00	1.00	1.00
Part Time Positions:				
Mechanic	1.00	1.00	1.00	1.00
 Total	<hr/> 4.00	<hr/> 4.00	<hr/> 4.00	<hr/> 4.00



Expenditures and Appropriations

Fund **600 Equipment**
Department **31 Maintenance**
Program **3103 Equipment Maintenance**

<u>Object Number</u>	<u>Description</u>	<u>Actual 2011-12</u>	<u>Budget 2012-13</u>	<u>City Mgr Recommended 2013-14</u>	<u>City Council Adopted 2013-14</u>
4001	Salaries Full Time	\$ 98,863	\$ 186,852	\$ 190,436	\$ 190,436
4002	Salaries Part Time	46,360	44,460	44,460	44,460
4010	Salaries Overtime	1,487	2,700	2,700	2,700
4014	Salaries Sick Leave Payouts	0	0	383	383
4015	Salaries Vacation Payouts	0	2,210	3,408	3,408
4031	PERS Retirement & Pick-Up (EPMC)	27,564	54,319	69,542	69,542
4032	Medicare	2,005	3,588	3,645	3,645
4034	Compensation Insurance	21,612	26,416	26,825	26,825
4036	Unemployment Insurance	564	694	705	705
4039	PERS - POB Contribution	12,781	23,871	24,241	24,241
4045	Health Insurance Benefits Misc	9,092	17,267	28,523	28,523
4999	Budget Reduction	(5,917)	(7,170)	0	0
Total Personnel Services		214,411	355,207	394,868	394,868
4051	Contract Services	\$ 29,899	\$ 37,956	\$ 50,000	\$ 50,000
Total Contract Services		29,899	37,956	50,000	50,000
4115	Copier Print Services	\$ 214	\$ 100	\$ 0	\$ 0
4151	Operating Supplies	3,523	3,100	3,000	3,000
4161	Uniforms & Safety Equipment	3,561	4,717	5,500	5,500
4200	Collision Repair	71,782	90,000	90,000	90,000
4201	Repair & Maintenance Supplies	55,105	50,000	65,000	65,000
4206	Parts	271,323	213,500	180,000	180,000
4251	Small Tools & Minor Equipment	2,358	2,700	2,700	2,700
4255	Tires	26,480	26,000	28,000	28,000
4305	Telephone	5,205	4,600	4,600	4,600
4453	Vehicle Rental	19,020	19,021	28,164	28,164
4514	Gasoline & Oil	470,318	389,000	550,000	550,000
4518	Training	1,563	1,800	1,800	1,800
4544	Utilities	13,258	13,000	13,000	13,000
4599	Depreciation Expense	450,403	443,000	442,870	442,870
4615	Liability Insurance Allocation	18,600	18,597	22,842	22,842
4618	Cost Allocation	46,512	46,512	46,512	46,512
Total Maintenance & Operations		1,459,225	1,325,647	1,483,988	1,483,988
4730	Improvements other than Building	\$ 17,703	\$ 18,000	\$ 18,000	\$ 18,000
4740	Machinery & Equipment	(40,605)	546,028	920,000	920,000
Total Capital Outlay		(22,901)	564,028	938,000	938,000
GRAND TOTAL		1,680,634	2,282,838	2,866,856	2,866,856