Funds **250 Insurance Reserve**
Department **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 reponsible for the administration of this program.

Expenditure Summary	Actual 2010-11	Budget 2011-12	City Mgr Recommended 2012-13	City Council Adopted 2012-13
Workers' Compensation	$ 1,090,606	$ 837,002	$ 772,559	$ 772,559
Liability	3,126,590	2,245,273	1,973,254	1,973,254
Program Total	4,217,196	3,082,275	2,745,813	2,745,813

Personnel Summary	Actual 2010-11	Budget 2011-12	City Mgr Recommended 2012-13	City Council Adopted 2012-13
Full Time Positions:				
Assistant City Attorney	0.00	0.10	0.10	0.10
Deputy City Attorney	1.00	1.00	1.00	1.00
Public Risk Manager	1.00	1.00	1.00	1.00
Part Time Positions:				
Office Clerk I	0.00	1.00	0.30	0.30
Office Clerk I	0.00	1.00	1.00	1.00
Office Clerk I	0.00	1.00	1.00	1.00
Total	2.00	5.10	4.40	4.40

Expenditures and Appropriations

Funds **250 Insurance Reserve**

Department **19 Insurance Reserve**

Object Number	Description	Actual 2010-11	Budget 2011-12	City Mgr Recommended 2012-13	City Council Adopted 2012-13
4001	Salaries Full Time	$ 232,979	$ 249,854	$ 253,131	$ 253,131
4002	Salaries Part Time	0	40,089	33,575	33,575
4014	Salaries Sick Leave Payouts	8,293	12,554	13,397	13,397
4015	Salaries Vacation Payouts	4,894	9,609	10,011	10,011
4031	PERS Retirement & Pick-Up (EPMC)	50,156	63,264	65,351	65,351
4032	Medicare	3,775	4,518	4,475	4,475
4034	Compensation Insurance	6,660	7,866	7,931	7,931
4036	Unemployment Insurance	696	870	860	860
4039	PERS - POB Contribution	22,847	25,785	26,830	26,830
4045	Health Insurance Benefits Misc	9,626	10,139	10,153	10,153
4999	Budget Reduction	(13,175)	(10,870)	(9,698)	(9,698)
	Total Personnel Services	326,751	413,678	416,016	416,016
4051	Contract Services	1,839	10,000	9,000	9,000
4406	Commercial Crime Bond	8,867	7,000	7,000	7,000
4407	Liability Insurance	395,236	539,000	486,000	486,000
4409	Boiler Insurance	0	5,000	5,000	5,000
4411	Property Insurance	55,494	50,000	50,000	50,000
4420	Excess Workers Comp Insurance	179,182	100,000	90,000	90,000
4506	Claims Payment Liability	1,053,756	185,000	540,000	540,000
4522	Legal Expense Liability	1,292,022	1,041,903	563,903	563,903
4523	Loss Prevention Expense	405	5,000	5,000	5,000
4529	Claims Expense	678,942	464,050	418,050	418,050
4543	Unemployment Insurance Pymt.	109,808	110,000	15,000	15,000
4568	Workers Compensation Admin.	71,640	100,000	90,000	90,000
4615	Liability Insurance Allocation	4,044	4,044	4,044	4,044
4618	Cost Allocation	39,516	39,600	39,600	39,600
	Total Maintenance & Operations	3,890,445	2,660,597	2,322,597	2,322,597
4740	Machinerey & Equipment	0	8,000	7,200	7,200
	Total capital Outlay	0	8,000	7,200	7,200
	GRAND TOTAL	4,217,196	3,082,275	2,745,813	2,745,813

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.

Expenditure Summary	Actual 2010-11	Budget 2011-12	City Mgr Recommended 2012-13	City Council Adopted 2012-13
Personnel Services	$ 141,397	$ 153,202	$ 154,759	$ 154,759
Maintenance & Operations	949,209	683,800	617,800	617,800
Program Total	1,090,606	837,002	772,559	772,559

Personnel Summary	Actual 2010-11	Budget 2011-12	City Mgr Recommended 2012-13	City Council Adopted 2012-13
Full Time Positions:				
Public Risk Manager	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

Expenditures and Appropriations

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

Object Number	Description	Actual 2010-11	Budget 2011-12	City Mgr Recommended 2012-13	City Council Adopted 2012-13
4001	Salaries Full Time	$ 105,525	$ 104,585	$ 104,585	$ 104,585
4014	Salaries Sick Leave Payouts	952	4,173	4,827	4,827
4015	Salaries Vacation Payouts	0	4,022	4,022	4,022
4031	PERS Retirement & Pick-Up (EPMC)	22,582	26,481	26,564	26,564
4032	Medicare	1,634	1,648	1,648	1,648
4034	Compensation Insurance	1,212	1,213	1,213	1,213
4036	Unemployment Insurance	312	314	314	314
4039	PERS - POB Contribution	10,739	10,793	10,793	10,793
4045	Health Insurance Benefits Misc	4,813	4,800	4,800	4,800
4999	Budget Reduction	(6,372)	(4,827)	(4,007)	(4,007)
	Total Personnel Services	141,397	153,202	154,759	154,759
4151	Operating Supplies	$ (307)	$ 0	$ 0	$ 0
4420	Excess Workers Comp Insurance	179,182	100,000	90,000	90,000
4529	Claims Expense	678,942	464,000	418,000	418,000
4568	Workers' Compensation Admin	71,640	100,000	90,000	90,000
4618	Cost Allocation	19,752	19,800	19,800	19,800
	Total Maintenance & Operations	949,209	683,800	617,800	617,800
	GRAND TOTAL	1,090,606	837,002	772,559	772,559

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.

Expenditure Summary	Actual 2010-11	Budget 2011-12	City Mgr Recommended 2012-13	City Council Adopted 2012-13
Personnel Services	$ 185,354	$ 260,476	$ 261,257	$ 261,257
Maintenance & Operations	2,941,236	1,976,797	1,704,797	1,704,797
Total capital Outlay	0	8,000	7,200	7,200
Program Total	3,126,590	2,245,273	1,973,254	1,973,254

Personnel Summary	Actual 2010-11	Budget 2011-12	City Mgr Recommended 2012-13	City Council Adopted 2012-13
Full Time Positions:				
Assistant City Attorney	0.00	0.10	0.10	0.10
Deputy City Attorney	1.00	1.00	1.00	1.00
Part Time Positions:				
Office Clerk I	0.00	1.00	0.30	0.30
Office Clerk I	0.00	1.00	1.00	1.00
Office Clerk I	0.00	1.00	1.00	1.00
Total	1.00	4.10	3.40	3.40

Expenditures and Appropriations

Fund	**250**	**Insurance Reserve**
Department	**19**	**Insurance Reserve**
Program	**1902**	**Liability**

Object Number	Description	Actual 2010-11	Budget 2011-12	City Mgr Recommended 2012-13	City Council Adopted 2012-13
4001	Salaries Full Time	$ 127,454	$ 145,269	$ 148,546	$ 148,546
4002	Salaries Part Time		40,089	33,575	33,575
4014	Salaries Sick Leave Payouts	7,341	8,381	8,570	8,570
4015	Salaries Vacation Payouts	4,894	5,587	5,989	5,989
4031	PERS Retirement & Pick-Up (EPMC)	27,575	36,783	38,787	38,787
4032	Medicare	2,141	2,870	2,827	2,827
4034	Compensation Insurance	5,448	6,653	6,718	6,718
4036	Unemployment Insurance	384	556	546	546
4039	PERS - POB Contribution	12,108	14,992	16,037	16,037
4045	Health Insurance Benefits Misc	4,813	5,339	5,353	5,353
4999	Budget Reduction	(6,803)	(6,043)	(5,691)	(5,691)
	Total Personnel Services	185,354	260,476	261,257	261,257
4051	Contract Services	$ 1,839	$ 10,000	$ 9,000	$ 9,000
4406	Commercial Crime Bond	8,867	7,000	7,000	7,000
4407	Liability Insurance	395,236	539,000	486,000	486,000
4409	Boiler Insurance		5,000	5,000	5,000
4411	Property Insurance	55,494	50,000	50,000	50,000
4506	Claims Payment Liability	1,053,756	185,000	540,000	540,000
4522	Legal Expense Liability	1,292,022	1,041,903	563,903	563,903
4523	Loss Prevention Expense	405	5,000	5,000	5,000
4529	Claims Expense		50	50	50
4543	Unemployment Insurance Pymt.	109,808	110,000	15,000	15,000
4615	Liability Insurance Allocation	4,044	4,044	4,044	4,044
4618	Cost Allocation	19,764	19,800	19,800	19,800
	Total Maintenance & Operations	2,941,236	1,976,797	1,704,797	1,704,797
4740	Machinerey & Equipment	$ 0	$ 8,000	$ 7,200	$ 7,200
	Total capital Outlay	0	8,000	7,200	7,200
	GRAND TOTAL	3,126,590	2,245,273	1,973,254	1,973,254

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.

Expenditure Summary	Actual 2010-11	Budget 2011-12	City Mgr Recommended 2012-13	City Council Adopted 2012-13
Personnel Services	$ 271,365	$ 290,332	$ 355,575	$ 355,575
Contract Services	23,500	25,000	22,500	22,500
Maintenance & Operations	1,366,539	1,261,803	1,186,430	1,186,430
Capital Outlay	(36,507)	758,131	568,000	568,000
Program Total	1,624,897	2,335,266	2,132,505	2,132,505

Personnel Summary	Actual 2010-11	Budget 2011-12	City Mgr Recommended 2012-13	City Council Adopted 2012-13
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	0.00	1.00	1.00	1.00
Part Time Positions:				
Mechanic	0.00	1.00	1.00	1.00
Equipment Mechanic I	1.00	0.00	0.00	0.00
Total	3.00	4.00	4.00	4.00

Expenditures and Appropriations

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

Object Number	Description	Actual 2010-11	Budget 2011-12	City Mgr Recommended 2012-13	City Council Adopted 2012-13
4001	Salaries Full Time	$ 140,775	$ 144,778	$ 186,852	$ 186,852
4002	Salaries Part Time	45,533	41,496	44,460	44,460
4010	Salaries Overtime	372	3,000	2,700	2,700
4014	Salaries Sick Leave Payouts		0	368	368
4015	Salaries Vacation Payouts	1,050	1,417	2,210	2,210
4031	PERS Retirement & Pick-Up (EPMC)	37,394	43,485	54,319	54,319
4032	Medicare	2,811	2,925	3,588	3,588
4034	Compensation Insurance	22,044	21,611	26,416	26,416
4036	Unemployment Insurance	576	568	694	694
4039	PERS - POB Contribution	18,809	19,529	23,871	23,871
4045	Health Insurance Benefits Misc	12,768	18,205	17,267	17,267
4999	Budget Reduction	(10,767)	(6,682)	(7,170)	(7,170)
	Total Personnel Services	271,365	290,332	355,575	355,575
4051	Contract Services	23,500	25,000	22,500	22,500
	Total Contract Services	23,500	25,000	22,500	22,500
4115	Duplicating Costs	1	0	0	0
4151	Operating Supplies	4,417	3,000	2,700	2,700
4161	Uniforms & Safety Equipment	7,598	5,000	4,500	4,500
4200	Collision Repair	50,638	80,000	90,000	90,000
4201	Repair & Maintenance Supplies	52,453	55,000	50,000	50,000
4206	Parts	210,565	234,833	160,000	160,000
4251	Small Tools & Minor Equipment	1,924	3,000	2,700	2,700
4255	Tires	27,808	25,000	23,000	23,000
4305	Telephone	5,165	4,840	4,600	4,600
4453	Equipment Rental	32,318	19,021	19,021	19,021
4514	Gasoline & Oil	407,791	450,000	450,000	450,000
4518	Training	1,397	2,000	1,800	1,800
4544	Utilities	16,171	15,000	13,000	13,000
4599	Depreciation Expense	483,181	300,000	300,000	300,000
4615	Liability Insurance Allocation	18,600	18,597	18,597	18,597
4618	Cost Allocation	46,512	46,512	46,512	46,512
	Total Maintenance & Operations	1,366,539	1,261,803	1,186,430	1,186,430
4730	Improvements other than Building		20,000	18,000	18,000
4740	Machinery & Equipment	(36,507)	738,131	550,000	550,000
	Total Capital Outlay	(36,507)	758,131	568,000	568,000
	GRAND TOTAL	1,624,897	2,335,266	2,132,505	2,132,505