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. Workers' compensation insurance coverage is provided by the Independent Cities Risk Management Authority (ICRMA). The City has a self-insured retention of $300,000 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 Public Risk Manager is reponsible for the administration of this program.

Expenditure Summary	Actual 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
1901 Workers Compensation	$ 1,651,702	$ 1,059,999	$ 960,456	$ 960,456
1902 Liability	1,547,332	1,529,425	1,860,152	1,860,152
2600 Miscellaneous	0	1,750,000	0	0
Program Total	3,199,034	4,339,424	2,820,608	2,820,608

Personnel Summary	Actual 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
Full Time Positions:				
Deputy City Attorney	1.00	1.00	1.00	1.00
Human Resource Analyst	1.00	0.00	0.00	0.00
Public Risk Manager	0.00	1.00	1.00	1.00
Legal Assistant	0.80	0.00	0.00	0.00
Part Time Positions:				
Clerk Typist	0.00	1.00	0.00	0.00
Total	2.80	3.00	2.00	2.00

Funds **250 Insurance Reserve**
Department **19 Insurance Reserve**

Object Number	Description	Actual 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
4001	Salaries Full Time	$ 182,534	$ 186,588	$ 200,094	$ 200,094
4002	Salaries Part Time	15,335	23,421	0	0
4010	Salaries Overtime	1,430	0	0	0
4014	Sick Leave	1,188	1,594	8,402	8,402
4031	PERS Retirement & Pick-Up (EPMC)	22,417	36,264	43,140	43,140
4032	Medicare	3,035	3,279	3,336	3,336
4034	Compensation Insurance	9,264	8,707	9,023	9,023
4035	Health Insurance Benefits	0	0	0	0
4036	Unemployment Insurance	696	630	638	638
4037	PARS	157	351	190	190
4039	PERS - POB Contribution	0	14,506	20,226	20,226
	Total Personnel Services	236,057	275,340	285,049	285,049
4101	Office Supplies	1,197	0	0	0
4406	Commercial Crime Bond	5,687	8,500	6,000	6,000
4407	Liability Insurance	633,649	463,471	524,000	524,000
4409	Boiler Insurance	4,700	5,000	5,000	5,000
4411	Property Insurance	49,606	54,050	50,000	50,000
4420	Excess Workers Comp Insurance	149,470	155,000	140,000	140,000
4506	Claims Payment Liability	89,674	175,000	175,000	175,000
4518	In Service Training	34	0	0	0
4522	Legal Expense Liability	559,120	600,000	830,000	830,000
4523	Loss Prevention Expense	2,528	5,000	5,000	5,000
4529	Claims Expense	1,321,515	700,000	600,000	600,000
4543	Unemployment Insurance Pymt.	67,518	50,000	90,000	90,000
4568	Workers Compensation Admin.	52,221	65,000	85,000	85,000
4615	Liability Insurance Allocation	5,220	3,091	3,171	3,171
4618	Cost Allocation	20,838	29,972	22,388	22,388
				0	
	Total Maintenance & Operations	2,962,977	2,314,084	2,535,559	2,535,559
4610	Operating Transfers Out	0	1,750,000	0	0
	Total Operating Transfers Out	0	1,750,000	0	0
	GRAND TOTAL	3,199,034	4,339,424	2,820,608	2,820,608

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 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
Personnel Services	$ 116,806	$ 125,013	$ 124,262	$ 124,262
Maintenance & Operations	1,534,896	934,986	836,194	836,194
Program Total	1,651,702	1,059,999	960,456	960,456

Personnel Summary	Actual 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
Full Time Positions:				
Human Resource Analyst	1.00	1.00	0.00	0.00
Public Risk Manager	0.00	1.00	1.00	1.00
Legal Assistant	0.80	0.00	0.00	0.00
Total	1.80	2.00	1.00	1.00

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

Object Number	Description	Actual 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
4001	Salaries Full Time	$ 87,762	$ 81,888	$ 90,774	$ 90,774
4002	Salaries Part Time	1,880	11,711	0	0
4010	Salaries Overtime	1,430	0	0	0
4014	Sick Leave	1,188	1,594	2,095	2,095
4031	PERS Retirement & Pick-Up (EPMC)	21,477	20,321	19,571	19,571
4032	Medicare	1,445	1,460	1,430	1,430
4034	Compensation Insurance	1,260	974	944	944
4036	Unemployment Insurance	360	281	272	272
4037	PARS	3	176	0	0
4039	PERS - POB Contribution	0	6,608	9,176	9,176
	Total Personnel Services	116,806	125,013	124,262	124,262
4101	Office Supplies	1,197	0	0	0
4420	Excess Workers Comp Insurance	149,470	155,000	140,000	140,000
4518	In Service Training	74	0	0	0
4529	Claims Expense	1,321,515	700,000	600,000	600,000
4568	Workers' Compensation Admin	52,221	65,000	85,000	85,000
4618	Cost Allocation	10,419	14,986	11,194	11,194
	Total Maintenance & Operations	1,534,896	934,986	836,194	836,194
	GRAND TOTAL	1,651,702	1,059,999	960,456	960,456

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 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
Personnel Services	$ 119,251	$ 150,327	$ 160,787	$ 160,787
Maintenance & Operations	1,428,081	1,379,098	1,699,365	1,699,365
Program Total	1,547,332	1,529,425	1,860,152	1,860,152

Personnel Summary	Actual 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
Full Time Positions:				
Deputy City Attorney	1.00	1.00	1.00	1.00
Part Time Positions:				
Clerk Typist	0.00	1.00	0.00	0.00
Total	1.00	2.00	1.00	1.00

Expenditures and Appropriations

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

Object Number	Description	Actual 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
4001	Salaries Full Time	$ 94,772	$ 104,700	$ 109,320	$ 109,320
4002	Salaries Part Time	13,455	11,710	0	0
4014	Sick Leave	0	0	6,307	6,307
4031	PERS Retirement & Pick-Up (EPMC)	939	15,943	23,569	23,569
4032	Medicare	1,590	1,819	1,906	1,906
4034	Compensation Insurance	8,004	7,733	8,079	8,079
4036	Unemployment Insurance	336	349	366	366
4037	PARS	154	175	190	190
4039	PERS - POB Contribution	0	7,898	11,050	11,050
	Total Personnel Services	119,251	150,327	160,787	160,787
4406	Commercial Crime Bond	5,687	8,500	6,000	6,000
4407	Liability Insurance	633,649	463,471	524,000	524,000
4409	Boiler Insurance	4,700	5,000	5,000	5,000
4411	Property Insurance	49,606	54,050	50,000	50,000
4506	Claims Payment Liability	89,674	175,000	175,000	175,000
4518	In Service Training	(40)	0	0	0
4522	Legal Expense Liability	559,120	600,000	830,000	830,000
4523	Loss Prevention Expense	2,528	5,000	5,000	5,000
4543	Unemployment Insurance Pymt.	67,518	50,000	90,000	90,000
4615	Liability Insurance Allocation	5,220	3,091	3,171	3,171
4618	Cost Allocation	10,419	14,986	11,194	11,194
	Total Maintenance & Operations	1,428,081	1,379,098	1,699,365	1,699,365
	GRAND TOTAL	1,547,332	1,529,425	1,860,152	1,860,152

Expenditures and Appropriations

Fund **250 Insurance Reserve**
Department **2600 Miscellaneous - Non Operational**
Program **2600 Miscellaneous - Non Operational**

Object Number	Description	Actual 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
4610	Operating Transfers Out	$ 0	$ 1,750,000	$ 0	$ 0
	Total Operating Transfers	0	1,750,000	0	0
	GRAND TOTAL	0	1,750,000	0	0

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 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
Personnel Services	$ 358,027	$ 340,775	$ 398,643	$ 398,643
Contract Services	21,486	47,000	50,000	50,000
Maintenance & Operations	1,192,821	1,151,390	1,311,618	1,311,618
Operating Transfers	1,500,000	675,000	0	0
Capital Outlay	37,353	278,386	220,000	220,000
Program Total	3,109,686	2,492,551	1,980,261	1,980,261

Personnel Summary	Actual 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
Full Time Positions:				
Chief Equipment Mechanic	1.00	0.00	0.00	0.00
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
Administrative Assistant	0.00	0.50	0.50	0.50
Administrative Aide II	0.50	0.00	0.00	0.00
Part Time Positions:				
Equipment Mechanic I	0.00	0.00	1.00	1.00
Total	4.50	3.50	4.50	4.50

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

Object Number	Description	Actual 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
4001	Salaries Full Time	$ 241,416	$ 235,631	$ 232,342	$ 232,342
4002	Salaries Part Time	0	0	41,908	41,908
4010	Salaries Overtime	1,151	0	2,000	2,000
4014	Sick Leave	5,109	6,545	7,868	7,868
4031	PERS Retirement & Pick-Up (EPMC)	70,559	72,068	55,075	55,075
4032	Medicare	2,184	2,232	2,907	2,907
4034	Compensation Insurance	36,564	23,592	27,999	27,999
4036	Unemployment Insurance	1,044	707	823	823
4039	PERS - POB Contribution	0	0	27,721	27,721
	Total Personnel Services	358,027	340,775	398,643	398,643
4051	Contract Services	21,486	47,000	50,000	50,000
	Total Contract Services	21,486	47,000	50,000	50,000
4101	Office Supplies	868	1,500	1,500	1,500
4115	Duplicating Costs	0	0	5,000	5,000
4151	Operating Supplies	203	900	800	800
4156	Janitorial Supplies	0	400	400	400
4161	Uniforms & Safety Equipment	4,991	5,000	5,000	5,000
4201	Repair & Maintenance Supplies	77,901	100,000	90,000	90,000
4206	Parts	143,054	135,000	150,000	150,000
4251	Small Tools & Minor Equipment	11	2,000	2,000	2,000
4305	Telephone	6,485	6,500	6,500	6,500
4453	Equipment Rental	27,660	31,056	31,056	31,056
4454	Ofice Equipment Rental	2,153	0	2,000	2,000
4465	Leased Equipment	655	4,500	0	0
4514	Gasoline & Oil	221,493	180,000	300,000	300,000
4518	In Service Training	936	2,000	2,000	2,000
4544	Utilities	14,468	15,000	15,000	15,000
4599	Depreciation Expense	645,342	630,000	650,000	650,000
4615	Liability Insurance Allocation	7,788	3,656	5,234	5,234
4618	Cost Allocation	38,815	33,878	45,128	45,128
	Total Maintenance & Operations	1,192,821	1,151,390	1,311,618	1,311,618
4610	Operating Transfers Out	1,500,000	675,000	0	0
	Total Operating Transfers	1,500,000	675,000	0	0

Expenditures and Appropriations

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

Object Number	Description	Actual 2004-05	Budget 2005-06	City Mgr Recommended 2006-07	City Council Adopted 2006-07
4730	Improvements other than Bldg	$ 19,750	$ 0	$ 0	$ 0
4740	Machinery & Equipment	3,256	70,000	45,000	45,000
4745	Lease Purchase Equipment	14,347	208,386	175,000	175,000
	Total Capital Outlay	37,353	278,386	220,000	220,000
	GRAND TOTAL	3,109,686	2,492,551	1,980,261	1,980,261