

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. 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 responsible for the administration of this program.

<u>Expenditure Summary</u>	<u>Actual 2005-06</u>	<u>Budget 2006-07</u>	<u>City Mgr Recommended 2007-08</u>	<u>City Council Adopted 2007-08</u>
Workers' Compensation Liability	\$ 1,626,477 3,738,339	\$ 960,456 1,860,152	\$ 1,118,049 1,893,706	\$ 308,029 2,703,726
Program Total	<u>5,364,816</u>	<u>2,820,608</u>	<u>3,011,755</u>	<u>3,011,755</u>

<u>Personnel Summary</u>	<u>Actual 2005-06</u>	<u>Budget 2006-07</u>	<u>City Mgr Recommended 2007-08</u>	<u>City Council Adopted 2007-08</u>
Full Time Positions:				
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:				
Clerk Typist	1.00	0.00	0.00	0.00
Total	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

Expenditures and Appropriations

Funds Department		250 Insurance Reserve 19 Insurance Reserve			
Object Number	Description	Actual 2005-06	Budget 2006-07	City Mgr Recommended 2007-08	City Council Adopted 2007-08
4001	Salaries Full Time	\$ 192,894	\$ 200,094	\$ 217,121	\$ 217,121
4002	Salaries Part Time	15061	0	0	0
4010	Salaries Overtime	716	0	0	0
4014	Sick Leave	7,304	8,402	9,103	9,103
4031	PERS Retirement & Pick-Up (EPMC)	33,201	43,140	50,088	50,088
4032	Medicare	3,310	3,336	3,421	3,421
4034	Compensation Insurance	8,700	9,023	6,184	6,184
4036	Unemployment Insurance	624	638	652	652
4037	PARS	223	190	0	0
4039	PERS - POB Contribution	13,222	20,226	21,460	21,460
Total Personnel Services		275,254	285,049	308,029	308,029
4101	Office Supplies	0	0	100	100
4406	Commercial Crime Bond	7,535	6,000	6,300	6,300
4407	Liability Insurance	583,589	524,000	473,815	473,815
4409	Boiler Insurance	4,561	5,000	5,000	5,000
4411	Property Insurance	48,581	50,000	47,100	47,100
4420	Excess Workers Comp Insurance	122,530	140,000	125,000	125,000
4506	Claims Payment Liability	149,692	175,000	250,000	250,000
4522	Legal Expense Liability	928,133	830,000	830,000	830,000
4523	Loss Prevention Expense	1,713	5,000	5,000	5,000
4529	Claims Expense	1,285,554	600,000	750,000	750,000
4543	Unemployment Insurance Pymt.	100,705	90,000	90,000	90,000
4568	Workers Compensation Admin.	73,909	85,000	95,000	95,000
4615	Liability Insurance Allocation	3,096	3,171	4,023	4,023
4618	Cost Allocation	29,964	22,388	22,388	22,388
Total Maintenance & Operations		3,339,562	2,535,559	2,703,726	2,703,726
4610	Operating Transfers Out	1,750,000	0	0	0
Total Operating Transfers Out		1,750,000	0	0	0
GRAND TOTAL		5,364,816	2,820,608	3,011,755	3,011,755

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 2005-06</u>	<u>Budget 2006-07</u>	<u>City Mgr Recommended 2007-08</u>	<u>City Council Adopted 2007-08</u>
Personnel Services	\$ 129,508	\$ 124,262	\$ 136,755	\$ 136,755
Maintenance & Operations	1,496,969	836,194	981,294	981,294
Program Total	1,626,477	960,456	1,118,049	1,118,049

<u>Personnel Summary</u>	<u>Actual 2005-06</u>	<u>Budget 2006-07</u>	<u>City Mgr Recommended 2007-08</u>	<u>City Council Adopted 2007-08</u>
Full Time Positions:				
Public Risk Manager	0.00	1.00	1.00	1.00
Legal Assistant	1.00	0.00	0.00	0.00
Total	1.00	1.00	1.00	1.00

Expenditures and Appropriations

Fund
Department
Program

250 Insurance Reserve
19 Insurance Reserve
1901 Workers' Compensation

<u>Object</u> <u>Number</u>	<u>Description</u>	<u>Actual</u> <u>2005-06</u>	<u>Budget</u> <u>2006-07</u>	<u>City Mgr</u> <u>Recommended</u> <u>2007-08</u>	<u>City Council</u> <u>Adopted</u> <u>2007-08</u>
4001	Salaries Full Time	\$ 87,435	\$ 90,774	\$ 98,885	\$ 98,885
4002	Salaries Part Time	10,137	0	0	0
4010	Salaries Overtime	716	0	0	0
4014	Sick Leave	1,263	2,095	2,282	2,282
4031	PERS Retirement & Pick-Up (EPMC)	20,226	19,571	22,812	22,812
4032	Medicare	1,550	1,430	1,558	1,558
4034	Compensation Insurance	972	944	1,147	1,147
4036	Unemployment Insurance	276	272	297	297
4037	PARS	152	0	0	0
4039	PERS - POB Contribution	6,780	9,176	9,774	9,774
Total Personnel Services		129,508	124,262	136,755	136,755
4101	Office Supplies	0	0	100	100
4420	Excess Workers Comp Insurance	122,530	140,000	125,000	125,000
4529	Claims Expense	1,285,554	600,000	750,000	750,000
4568	Workers' Compensation Admin	73,909	85,000	95,000	95,000
4618	Cost Allocation	14,976	11,194	11,194	11,194
Total Maintenance & Operations		1,496,969	836,194	981,294	981,294
GRAND TOTAL		1,626,477	960,456	1,118,049	1,118,049

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 2005-06</u>	<u>Budget 2006-07</u>	<u>City Mgr Recommended 2007-08</u>	<u>City Council Adopted 2007-08</u>
Personnel Services	\$ 140,823	\$ 160,787	\$ 171,274	\$ 171,274
Maintenance & Operations	1,842,593	1,699,365	1,722,432	1,722,432
Program Total	<u>1,983,416</u>	<u>1,860,152</u>	<u>1,893,706</u>	<u>1,893,706</u>

<u>Personnel Summary</u>	<u>Actual 2005-06</u>	<u>Budget 2006-07</u>	<u>City Mgr Recommended 2007-08</u>	<u>City Council Adopted 2007-08</u>
Full Time Positions:				
Deputy City Attorney	1.00	1.00	1.00	1.00
Part Time Positions:				
Clerk Typist	1.00	0.00	0.00	0.00
Total	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

Expenditures and Appropriations

Fund Department Program		250 Insurance Reserve 19 Insurance Reserve 1902 Liability			
Object Number	Description	Actual 2005-06	Budget 2006-07	City Mgr Recommended 2007-08	City Council Adopted 2007-08
4001	Salaries Full Time	\$ 105,459	\$ 109,320	\$ 118,236	\$ 118,236
4014	Sick Leave	6,040	6,307	6,821	6,821
4031	PERS Retirement & Pick-Up (EPMC)	12,976	23,569	27,276	27,276
4032	Medicare	1,759	1,906	1,863	1,863
4034	Compensation Insurance	7,728	8,079	5,037	5,037
4036	Unemployment Insurance	348	366	355	355
4037	PARS	71	190	0	0
4039	PERS - POB Contribution	6,441	11,050	11,686	11,686
Total Personnel Services		140,823	160,787	171,274	171,274
4406	Commercial Crime Bond	7,535	6,000	6,300	6,300
4407	Liability Insurance	583,589	524,000	473,815	473,815
4409	Boiler Insurance	4,561	5,000	5,000	5,000
4411	Property Insurance	48,581	50,000	47,100	47,100
4506	Claims Payment Liability	149,692	175,000	250,000	250,000
4522	Legal Expense Liability	928,133	830,000	830,000	830,000
4523	Loss Prevention Expense	1,713	5,000	5,000	5,000
4543	Unemployment Insurance Pymt.	100,705	90,000	90,000	90,000
4615	Liability Insurance Allocation	3,096	3,171	4,023	4,023
4618	Cost Allocation	14,988	11,194	11,194	11,194
Total Maintenance & Operations		1,842,593	1,699,365	1,722,432	1,722,432
GRAND TOTAL		1,983,416	1,860,152	1,893,706	1,893,706

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 2005-06</u>	<u>Budget 2006-07</u>	<u>City Mgr Recommended 2007-08</u>	<u>City Council Adopted 2007-08</u>
Personnel Services	\$ 380,156	\$ 398,643	\$ 388,166	\$ 388,166
Contract Services	36,332	50,000	45,000	45,000
Maintenance & Operations	1,928,627	1,311,618	1,280,002	1,280,002
Capital Outlay	26,590	220,000	525,000	525,000
Program Total	2,371,705	1,980,261	2,238,168	2,238,168

<u>Personnel Summary</u>	<u>Actual 2005-06</u>	<u>Budget 2006-07</u>	<u>City Mgr Recommended 2007-08</u>	<u>City Council Adopted 2007-08</u>
Full Time Positions:				
Sr. Public Works Inspector	0.00	0.00	0.60	0.60
Master Mechanic	1.00	1.00	0.00	0.00
Equipment Mechanic III	1.00	1.00	1.00	1.00
Equipment Mechanic I	1.00	1.00	2.00	2.00
Administrative Assistant	0.50	0.50	0.50	0.50
Part Time Positions:				
Equipment Mechanic I	0.00	1.00	0.00	0.00
Total	3.50	4.50	4.10	4.10

Expenditures and Appropriations

Fund Department Program		600 Equipment 31 Maintenance 3103 Equipment Maintenance			
Object Number	Description	Actual 2005-06	Budget 2006-07	City Mgr Recommended 2007-08	City Council Adopted 2007-08
4001	Salaries Full Time	\$ 237,853	\$ 232,342	\$ 263,321	\$ 263,321
4002	Salaries Part Time	36,397	41,908	0	0
4010	Salaries Overtime	1,266	2,000	3,500	3,500
4014	Sick Leave	2,843	7,868	7,062	7,062
4031	PERS Retirement & Pick-Up (EPMC)	55,184	55,075	60,744	60,744
4032	Medicare	2,812	2,907	4,148	4,148
4034	Compensation Insurance	23,592	27,999	22,574	22,574
4036	Unemployment Insurance	708	823	790	790
4037	PARS	338	0	0	0
4039	PERS - POB Contribution	19,163	27,721	26,027	26,027
Total Personnel Services		380,156	398,643	388,166	388,166
4051	Contract Services	36,332	50,000	45,000	45,000
Total Contract Services		36,332	50,000	45,000	45,000
4101	Office Supplies	415	1,500	1,000	1,000
4115	Duplicating Costs	0	5,000	0	0
4151	Operating Supplies	288	800	1,200	1,200
4156	Janitorial Supplies	0	400	400	400
4161	Uniforms & Safety Equipment	6,333	5,000	5,000	5,000
4201	Repair & Maintenance Supplies	89,574	90,000	90,000	90,000
4206	Parts	196,983	150,000	150,000	150,000
4251	Small Tools & Minor Equipment	0	2,000	2,500	2,500
4305	Telephone	6,568	6,500	6,000	6,000
4453	Equipment Rental	31,056	31,056	31,056	31,056
4454	Office Equipment Rental	2,918	2,000	3,000	3,000
4514	Gasoline & Oil	306,495	300,000	320,000	320,000
4518	In Service Training	1,745	2,000	2,000	2,000
4544	Utilities	15,957	15,000	15,000	15,000
4599	Depreciation Expense	557,760	650,000	600,000	600,000
4610	Operating Transfers Out	675,000	0	0	0
4615	Liability Insurance Allocation	3,660	5,234	7,718	7,718
4618	Cost Allocation	33,876	45,128	45,128	45,128
Total Maintenance & Operations		1,928,627	1,311,618	1,280,002	1,280,002
4740	Machinery & Equipment	21,394	45,000	525,000	525,000
4745	Lease Purchase Equipment	5,195	175,000	0	0
Total Capital Outlay		26,590	220,000	525,000	525,000
GRAND TOTAL		2,371,705	1,980,261	2,238,168	2,238,168