

**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 2006-07</u>	<u>Budget 2007-08</u>	<u>City Mgr Recommended 2008-09</u>	<u>City Council Adopted 2008-09</u>
Workers' Compensation Liability	\$ 1,185,108 1,877,791	\$ 1,118,049 1,893,706	\$ 994,273 1,932,977	\$ 994,273 1,932,977
Program Total	<u>3,062,899</u>	<u>3,011,755</u>	<u>2,927,250</u>	<u>2,927,250</u>

<u>Personnel Summary</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>City Mgr Recommended 2008-09</u>	<u>City Council Adopted 2008-09</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
Total	<u>2.00</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 2006-07	Budget 2007-08	City Mgr Recommended 2008-09	City Council Adopted 2008-09
4001	Salaries Full Time	\$ 209,003	\$ 217,121	\$ 219,589	\$ 219,589
4014	Sick Leave	1,806	9,103	7,382	7,382
4015	Vacation	0	0	3,898	3,898
4031	PERS Retirement & Pick-Up (EPMC)	43,821	50,088	50,752	50,752
4032	Medicare	3,306	3,421	3,460	3,460
4034	Compensation Insurance	9,012	6,184	6,213	6,213
4036	Unemployment Insurance	624	652	659	659
4039	PERS - POB Contribution	20,887	21,460	22,662	22,662
Total Personnel Services		288,459	308,029	314,615	314,615
4101	Office Supplies	37	0	0	0
4151	Operating Supplies	0	100	0	0
4406	Commercial Crime Bond	6,250	6,300	6,450	6,450
4407	Liability Insurance	537,099	473,815	483,000	483,000
4409	Boiler Insurance	4,561	5,000	5,000	5,000
4411	Property Insurance	46,935	47,100	43,500	43,500
4420	Excess Workers Comp Insurance	117,879	125,000	119,000	119,000
4506	Claims Payment Liability	220,735	250,000	250,000	250,000
4522	Legal Expense Liability	721,627	830,000	830,000	830,000
4523	Loss Prevention Expense	2,188	5,000	5,000	5,000
4529	Claims Expense	841,297	750,000	620,000	620,000
4543	Unemployment Insurance Pymt.	161,608	90,000	125,000	125,000
4568	Workers Compensation Admin.	87,560	95,000	99,600	99,600
4615	Liability Insurance Allocation	3,168	4,023	3,697	3,697
4618	Cost Allocation	22,392	22,388	22,388	22,388
Total Maintenance & Operations		2,773,336	2,703,726	2,612,635	2,612,635
4740	Machinery & Equipment	1,104	0	0	0
Total capital Outlay		1,104	0	0	0
GRAND TOTAL		3,062,899	3,011,755	2,927,250	2,927,250

<b>Fund</b>	<b>250 Insurance Reserve</b>
<b>Department</b>	<b>19 Insurance Reserve</b>
<b>Program</b>	<b>1901 Workers' Compensation</b>

**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 2006-07</u>	<u>Budget 2007-08</u>	<u>City Mgr Recommended 2008-09</u>	<u>City Council Adopted 2008-09</u>
Personnel Services	\$ 127,139	\$ 136,755	\$ 144,479	\$ 144,479
Maintenance & Operations	1,057,969	981,294	849,794	849,794
<b>Program Total</b>	<b>1,185,108</b>	<b>1,118,049</b>	<b>994,273</b>	<b>994,273</b>

<u>Personnel Summary</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>City Mgr Recommended 2008-09</u>	<u>City Council Adopted 2008-09</u>
Full Time Positions: Public Risk Manager	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## Expenditures and Appropriations

**Fund**  
**Department**  
**Program**

**250 Insurance Reserve**  
**19 Insurance Reserve**  
**1901 Workers' Compensation**

<u>Object Number</u>	<u>Description</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>City Mgr Recommended 2008-09</u>	<u>City Council Adopted 2008-09</u>
4001	Salaries Full Time	\$ 93,517	\$ 98,885	\$ 101,353	\$ 101,353
4014	Sick Leave	1,806	2,282	2,266	2,266
4015	Vacation	0	0	3,898	3,898
4031	PERS Retirement & Pick-Up (EPMC)	19,722	22,812	23,425	23,425
4032	Medicare	1,494	1,558	1,597	1,597
4034	Compensation Insurance	936	1,147	1,176	1,176
4036	Unemployment Insurance	264	297	304	304
4039	PERS - POB Contribution	9,400	9,774	10,460	10,460
Total Personnel Services		127,139	136,755	144,479	144,479
4101	Office Supplies	37	0	0	0
4151	Operating Supplies	0	100	0	0
4420	Excess Workers Comp Insurance	117,879	125,000	119,000	119,000
4529	Claims Expense	841,297	750,000	620,000	620,000
4568	Workers' Compensation Admin	87,560	95,000	99,600	99,600
4618	Cost Allocation	11,196	11,194	11,194	11,194
Total Maintenance & Operations		1,057,969	981,294	849,794	849,794
GRAND TOTAL		1,185,108	1,118,049	994,273	994,273

**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 2006-07</u>	<u>Budget 2007-08</u>	<u>City Mgr Recommended 2008-09</u>	<u>City Council Adopted 2008-09</u>
Personnel Services	\$ 161,320	\$ 171,274	\$ 170,136	\$ 170,136
Maintenance & Operations	1,715,367	1,722,432	1,762,841	1,762,841
Total capital Outlay	1,104	0	0	0
Program Total	1,877,791	1,893,706	1,932,977	1,932,977

<u>Personnel Summary</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>City Mgr Recommended 2008-09</u>	<u>City Council Adopted 2008-09</u>
Full Time Positions:				
Deputy City Attorney	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

## Expenditures and Appropriations

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

<u>Object Number</u>	<u>Description</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>City Mgr Recommended 2008-09</u>	<u>City Council Adopted 2008-09</u>
4001	Salaries Full Time	\$ 115,486	\$ 118,236	\$ 118,236	\$ 118,236
4014	Sick Leave	0	6,821	5,116	5,116
4031	PERS Retirement & Pick-Up (EPMC)	24,099	27,276	27,327	27,327
4032	Medicare	1,812	1,863	1,863	1,863
4034	Compensation Insurance	8,076	5,037	5,037	5,037
4036	Unemployment Insurance	360	355	355	355
4039	PERS - POB Contribution	11,487	11,686	12,202	12,202
Total Personnel Services		161,320	171,274	170,136	170,136
4406	Commercial Crime Bond	6,250	6,300	6,450	6,450
4407	Liability Insurance	537,099	473,815	483,000	483,000
4409	Boiler Insurance	4,561	5,000	5,000	5,000
4411	Property Insurance	46,935	47,100	43,500	43,500
4506	Claims Payment Liability	220,735	250,000	250,000	250,000
4522	Legal Expense Liability	721,627	830,000	830,000	830,000
4523	Loss Prevention Expense	2,188	5,000	5,000	5,000
4543	Unemployment Insurance Pymt.	161,608	90,000	125,000	125,000
4615	Liability Insurance Allocation	3,168	4,023	3,697	3,697
4618	Cost Allocation	11,196	11,194	11,194	11,194
Total Maintenance & Operations		1,715,367	1,722,432	1,762,841	1,762,841
4740	Machinery & Equipment	1,104	0	0	0
Total capital Outlay		1,104	0	0	0
GRAND TOTAL		1,877,791	1,893,706	1,932,977	1,932,977

**Fund**  
**Department**  
**Program**

**600 Equipment**  
**31 Maintenance**  
**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 2006-07</u>	<u>Budget 2007-08</u>	<u>City Mgr Recommended 2008-09</u>	<u>City Council Adopted 2008-09</u>
Personnel Services	\$ 401,196	\$ 388,166	\$ 478,808	\$ 478,808
Contract Services	36,803	30,000	49,000	49,000
Maintenance & Operations	1,144,326	1,348,722	1,908,583	1,908,583
Capital Outlay	22,140	561,216	770,000	770,000
Program Total	1,604,465	2,328,104	3,206,391	3,206,391

<u>Personnel Summary</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>City Mgr Recommended 2008-09</u>	<u>City Council Adopted 2008-09</u>
Full Time Positions:				
UT Coordinator/Flt Super.	0.00	0.00	0.60	0.60
Sr. Public Works Inspector	0.00	0.60	0.00	0.00
Master Mechanic	1.00	0.00	0.00	0.00
Equipment Mechanic III	1.00	1.00	1.00	1.00
Equipment Mechanic I	1.00	2.00	2.00	2.00
Administrative Assistant	0.50	0.50	0.50	0.50
Part Time Positions:				
Equipment Mechanic I	1.00	0.00	1.00	1.00
Total	4.50	4.10	5.10	5.10

## Expenditures and Appropriations

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

<u>Object Number</u>	<u>Description</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>City Mgr Recommended 2008-09</u>	<u>City Council Adopted 2008-09</u>
4001	Salaries Full Time	\$ 239,387	\$ 263,321	\$ 281,609	\$ 281,609
4002	Salaries Part Time	46,436	0	44,460	44,460
4010	Salaries Overtime	2,228	3,500	5,000	5,000
4014	Sick Leave	1,631	7,062	5,783	5,783
4015	Vacation	0	0	1,803	1,803
4031	PERS Retirement & Pick-Up (EPMC)	52,543	60,744	71,008	71,008
4032	Medicare	3,072	4,148	5,081	5,081
4034	Compensation Insurance	27,996	22,574	29,436	29,436
4036	Unemployment Insurance	816	790	978	978
4039	PERS - POB Contribution	27,087	26,027	33,650	33,650
	Total Personnel Services	401,196	388,166	478,808	478,808
4051	Contract Services	36,803	30,000	49,000	49,000
	Total Contract Services	36,803	30,000	49,000	49,000
4101	Office Supplies	293	0	0	0
4115	Duplicating Costs	3,436	0	2,000	2,000
4151	Operating Supplies	591	2,200	4,500	4,500
4156	Janitorial Supplies	0	400	500	500
4161	Uniforms & Safety Equipment	6,006	6,300	6,000	6,000
4200	Collision Repair	0	0	70,000	70,000
4201	Repair & Maintenance Supplies	78,026	110,000	30,000	30,000
4206	Parts	213,442	197,050	175,000	175,000
4251	Small Tools & Minor Equipment	3,070	2,870	3,000	3,000
4255	Tires	0	0	25,000	25,000
4305	Telephone	5,356	6,000	6,000	6,000
4453	Equipment Rental	31,056	31,056	37,356	37,356
4454	Office Equipment Rental	0	3,000	3,000	3,000
4465	Leased Equipment	0	0	2,000	2,000
4514	Gasoline & Oil	323,280	320,000	420,000	420,000
4518	In Service Training	355	2,000	2,000	2,000
4544	Utilities	16,646	15,000	15,000	15,000
4599	Depreciation Expense	412,417	600,000	450,000	450,000
4610	Operating Transfers Out	0	0	600,000	600,000
4615	Liability Insurance Allocation	5,232	7,718	12,099	12,099
4618	Cost Allocation	45,120	45,128	45,128	45,128
	Total Maintenance & Operations	1,144,326	1,348,722	1,908,583	1,908,583
4730	Improvements other than Building	0	0	50,000	50,000
4740	Machinery & Equipment	5,996	561,216	720,000	720,000
4745	Lease Purchase Equipment	16,144	0	0	0
	Total Capital Outlay	22,140	561,216	770,000	770,000
	GRAND TOTAL	1,604,465	2,328,104	3,206,391	3,206,391