



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 2009-10</u>	<u>Budget 2010-11</u>	<u>City Mgr Recommended 2011-12</u>	<u>City Council Adopted 2011-12</u>
Workers' Compensation Liability	\$ 1,094,698 1,462,621	\$ 759,884 1,906,796	\$ 836,959 2,245,232	\$ 836,959 2,245,232
Program Total	2,557,318	2,666,680	3,082,191	3,082,191

<u>Personnel Summary</u>	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>City Mgr Recommended 2011-12</u>	<u>City Council Adopted 2011-12</u>
Full Time Positions:				
Assistant City Attorney	0.00	0.00	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	0.00	1.00	1.00
Office Clerk I	0.00	0.00	1.00	1.00
Office Clerk I	0.00	0.00	1.00	1.00
Total	2.00	2.00	5.10	5.10

Expenditures and Appropriations

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

<u>Object Number</u>	<u>Description</u>	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>City Mgr Recommended 2011-12</u>	<u>City Council Adopted 2011-12</u>
4001	Salaries Full Time	\$ 226,173	\$ 232,322	\$ 249,854	\$ 249,854
4002	Salaries Part Time	0	0	40,089	40,089
4014	Salaries Sick Leave Payouts	5,115	12,196	12,554	12,554
4015	Salaries Vacation Payouts	3,389	8,935	9,609	9,609
4031	PERS Retirement & Pick-Up (EPMC)	48,332	53,416	63,264	63,264
4032	Medicare	3,632	3,660	4,518	4,518
4034	Compensation Insurance	6,240	6,655	7,866	7,866
4036	Unemployment Insurance	672	697	870	870
4039	PERS - POB Contribution	22,548	23,975	25,785	25,785
4045	Health Insurance Benefits Misc	9,626	9,600	10,139	10,139
4999	Budget Reduction	(11,240)	(14,486)	(10,870)	(10,870)
Total Personnel Services		314,488	336,970	413,678	413,678
4051	Contract Services	0	5,000	10,000	10,000
4406	Commercial Crime Bond	7,674	6,450	7,000	7,000
4407	Liability Insurance	366,818	415,000	539,000	539,000
4409	Boiler Insurance	1,518	5,000	5,000	5,000
4411	Property Insurance	53,210	50,000	50,000	50,000
4420	Excess Workers Comp Insurance	94,774	97,000	100,000	100,000
4506	Claims Payment Liability	(369,431)	500,000	600,000	600,000
4522	Legal Expense Liability	1,089,413	591,300	626,903	626,903
4523	Loss Prevention Expense	(81)	5,000	5,000	5,000
4529	Claims Expense	734,867	395,000	464,050	464,050
4543	Unemployment Insurance Pymt.	115,141	110,000	110,000	110,000
4568	Workers Compensation Admin.	103,958	98,400	100,000	100,000
4615	Liability Insurance Allocation	4,044	4,044	4,044	4,044
4618	Cost Allocation	39,528	39,516	39,516	39,516
Total Maintenance & Operations		2,241,460	2,321,710	2,660,513	2,660,513
4740	Machinerey & Equipment	1,370	8,000	8,000	8,000
Total capital Outlay		1,370	8,000	8,000	8,000
GRAND TOTAL		2,557,318	2,666,680	3,082,191	3,082,191



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>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>
Personnel Services	\$ 141,362	\$ 149,727	\$ 153,202	\$ 153,202
Maintenance & Operations	953,336	610,157	683,757	683,757
Program Total	1,094,698	759,884	836,959	836,959

	Actual	Budget	City Mgr Recommended	City Council Adopted
<u>Personnel Summary</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>
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
Department
Program

250 Insurance Reserve
19 Insurance Reserve
1901 Workers' Compensation

<u>Object Number</u>	<u>Description</u>	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>City Mgr Recommended 2011-12</u>	<u>City Council Adopted 2011-12</u>
4001	Salaries Full Time	\$ 104,847	\$ 104,585	\$ 104,585	\$ 104,585
4014	Salaries Sick Leave Payouts	0	4,827	4,173	4,173
4015	Salaries Vacation Payouts	1,002	4,022	4,022	4,022
4031	PERS Retirement & Pick-Up (EPMC)	22,354	24,046	26,481	26,481
4032	Medicare	1,643	1,648	1,648	1,648
4034	Compensation Insurance	1,200	1,213	1,213	1,213
4036	Unemployment Insurance	312	314	314	314
4039	PERS - POB Contribution	10,429	10,793	10,793	10,793
4045	Health Insurance Benefits Misc	4,813	4,800	4,800	4,800
4999	Budget Reduction	(5,238)	(6,521)	(4,827)	(4,827)
	Total Personnel Services	141,362	149,727	153,202	153,202
4151	Operating Supplies	28	0	0	0
4420	Excess Workers Comp Insurance	94,774	97,000	100,000	100,000
4529	Claims Expense	734,813	395,000	464,000	464,000
4568	Workers' Compensation Admin	103,958	98,400	100,000	100,000
4618	Cost Allocation	19,764	19,757	19,757	19,757
	Total Maintenance & Operations	953,336	610,157	683,757	683,757
	GRAND TOTAL	1,094,698	759,884	836,959	836,959



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 2009-10</u>	<u>Budget 2010-11</u>	<u>City Mgr Recommended 2011-12</u>	<u>City Council Adopted 2011-12</u>
Personnel Services	\$ 173,127	\$ 187,243	\$ 260,476	\$ 260,476
Maintenance & Operations	1,288,124	1,711,553	1,976,756	1,976,756
Total capital Outlay	1,370	8,000	8,000	8,000
Program Total	1,462,621	1,906,796	2,245,232	2,245,232

<u>Personnel Summary</u>	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>City Mgr Recommended 2011-12</u>	<u>City Council Adopted 2011-12</u>
Full Time Positions:				
Assistant City Attorney	0.00	0.00	0.10	0.10
Deputy City Attorney	1.00	1.00	1.00	1.00
Part Time Positions:				
Office Clerk I	0.00	0.00	1.00	1.00
Office Clerk I	0.00	0.00	1.00	1.00
Office Clerk I	0.00	0.00	1.00	1.00
Total	1.00	1.00	4.10	4.10

Expenditures and Appropriations

Fund	250 Insurance Reserve
Department	19 Insurance Reserve
Program	1902 Liability

<u>Object Number</u>	<u>Description</u>	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>City Mgr Recommended 2011-12</u>	<u>City Council Adopted 2011-12</u>
4001	Salaries Full Time	\$ 121,326	\$ 127,737	\$ 145,269	\$ 145,269
4002	Salaries Part Time	0	0	40,089	40,089
4014	Salaries Sick Leave Payouts	5,115	7,369	8,381	8,381
4015	Salaries Vacation Payouts	2,387	4,913	5,587	5,587
4031	PERS Retirement & Pick-Up (EPMC)	25,978	29,370	36,783	36,783
4032	Medicare	1,990	2,012	2,870	2,870
4034	Compensation Insurance	5,040	5,442	6,653	6,653
4036	Unemployment Insurance	360	383	556	556
4039	PERS - POB Contribution	12,119	13,182	14,992	14,992
4045	Health Insurance Benefits Misc	4,813	4,800	5,339	5,339
4999	Budget Reduction	(6,001)	(7,965)	(6,043)	(6,043)
Total Personnel Services		173,127	187,243	260,476	260,476
4051	Contract Services	0	5,000	10,000	10,000
4406	Commercial Crime Bond	7,674	6,450	7,000	7,000
4407	Liability Insurance	366,818	415,000	539,000	539,000
4409	Boiler Insurance	1,518	5,000	5,000	5,000
4411	Property Insurance	53,210	50,000	50,000	50,000
4506	Claims Payment Liability	(369,431)	500,000	600,000	600,000
4522	Legal Expense Liability	1,089,413	591,300	626,903	626,903
4523	Loss Prevention Expense	(81)	5,000	5,000	5,000
4529	Claims Expense	54	0	50	50
4543	Unemployment Insurance Pymt.	115,141	110,000	110,000	110,000
4615	Liability Insurance Allocation	4,044	4,044	4,044	4,044
4618	Cost Allocation	19,764	19,759	19,759	19,759
Total Maintenance & Operations		1,288,124	1,711,553	1,976,756	1,976,756
4740	Machinery & Equipment	1,370	8,000	8,000	8,000
Total capital Outlay		1,370	8,000	8,000	8,000
GRAND TOTAL		1,462,621	1,906,796	2,245,232	2,245,232



**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 2009-10</u>	<u>Budget 2010-11</u>	<u>City Mgr Recommended 2011-12</u>	<u>City Council Adopted 2011-12</u>
Personnel Services	\$ 282,443	\$ 289,815	\$ 293,296	\$ 293,296
Contract Services	28,470	25,000	25,000	25,000
Maintenance & Operations	1,445,893	1,146,186	1,196,969	1,196,969
Capital Outlay	(213,572)	991,000	20,000	20,000
Program Total	1,543,235	2,452,001	1,535,265	1,535,265

<u>Personnel Summary</u>	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>City Mgr Recommended 2011-12</u>	<u>City Council Adopted 2011-12</u>
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	0.00	1.00	1.00
Part Time Positions:				
Mechanic	0.00	0.00	1.00	1.00
Equipment Mechanic I	1.00	1.00	0.00	0.00
Total	4.00	3.00	4.00	4.00

Expenditures and Appropriations

Fund

600 Equipment

Department

31 Maintenance

Program

3103 Equipment Maintenance

Object Number	Description	Actual 2009-10	Budget 2010-11	City Mgr Recommended 2011-12	City Council Adopted 2011-12
4001	Salaries Full Time	\$ 143,285	\$ 146,794	\$ 144,778	\$ 144,778
4002	Salaries Part Time	46,999	46,238	44,460	44,460
4010	Salaries Overtime	3,527	3,500	3,000	3,000
4015	Salaries Vacation Payouts	1,478	4,282	1,417	1,417
4031	PERS Retirement & Pick-Up (EPMC)	35,778	39,860	43,485	43,485
4032	Medicare	2,808	2,983	2,925	2,925
4034	Compensation Insurance	28,164	22,044	21,611	21,611
4036	Unemployment Insurance	744	579	568	568
4039	PERS - POB Contribution	18,587	19,921	19,529	19,529
4045	Health Insurance Benefits Misc	9,539	12,767	18,205	18,205
4999	Budget Reduction	(8,467)	(9,153)	(6,682)	(6,682)
Total Personnel Services		282,443	289,815	293,296	293,296
4051	Contract Services	28,470	25,000	25,000	25,000
Total Contract Services		28,470	25,000	25,000	25,000
4115	Duplicating Costs	415	0	0	0
4151	Operating Supplies	3,449	4,000	3,000	3,000
4156	Janitorial Supplies	10	0	0	0
4161	Uniforms & Safety Equipment	7,718	5,000	5,000	5,000
4200	Collision Repair	83,198	80,000	140,000	140,000
4201	Repair & Maintenance Supplies	45,584	45,000	45,000	45,000
4206	Parts	240,538	175,000	170,000	170,000
4251	Small Tools & Minor Equipment	2,605	3,000	3,000	3,000
4255	Tires	34,779	25,000	25,000	25,000
4305	Telephone	5,515	4,842	4,840	4,840
4453	Equipment Rental	35,256	35,256	19,021	19,021
4514	Gasoline & Oil	355,921	380,000	400,000	400,000
4518	Training	0	2,000	2,000	2,000
4544	Utilities	16,364	15,000	15,000	15,000
4599	Depreciation Expense	549,430	306,980	300,000	300,000
4615	Liability Insurance Allocation	18,600	18,597	18,597	18,597
4618	Cost Allocation	46,512	46,511	46,511	46,511
Total Maintenance & Operations		1,445,893	1,146,186	1,196,969	1,196,969
4730	Improvements other than Building	22,484	25,000	20,000	20,000
4740	Machinery & Equipment	(236,056)	966,000	0	0
Total Capital Outlay		(213,572)	991,000	20,000	20,000
GRAND TOTAL		1,543,235	2,452,001	1,535,265	1,535,265