

**CITY OF MERCED
2011-2012 ADOPTED BUDGET**

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PERSONNEL
FUND NO. 672
ACCOUNT NO. 0402

DESCRIPTION

The Personnel Department is responsible for ensuring that the City's system of recruitment, selection, hiring, labor negotiations, and employee relations is kept up-to-date and relevant to the organizational structure and purposes, and that it operates in compliance with personnel rules, regulations and procedures. This involves studies and analysis of occupational data, job observation and employee and supervisor interviews to determine physical, mental, and training requirements of jobs. This information assists the Department to develop and maintain job descriptions and specifications, and lines of career movement. Department staff maintains affirmative action guidelines; processes employment applications, oversees selection procedures and monitors oral interview boards to ensure compliance with applicable laws and regulations.

MISSION

The mission of the Personnel Department is to ensure fair and impartial professional and technical support services in the overall administration of the City's personnel program.

SERVICES TO BE PROVIDED

Process paperwork regarding status changes in the payroll system; Compliance with State and Federal regulations; Provide support to Personnel Board for regular meetings and appeal hearings; Administer and interpret Memoranda of Understanding, Management Compensation Plan, City Personnel Rules and Regulations, and Administrative Policies and Procedures; Schedule and process required employee physicals; Administer the Commercial Driver's Program in compliance with Department of Transportation Regulations; Maintain affirmative action guidelines.

SERVICES THAT DO NOT FIT INTO THE BUDGET

Reduction in the following areas will be necessary:

- Recruitment and testing
- Administrative Reports for funding of positions and job descriptions;
- Bilingual testing
- Assistance with retirement paperwork
- Monitoring and tracking performance reviews for employees not eligible for merit increase
- Delivery of materials to Personnel Board

PERSONNEL

2011-2012 BUDGET HIGHLIGHTS

Begin to implement a self-service environment where employees are encouraged to utilize tools and resources provided for retirement planning, benefits, and other employment related areas to resolve their issues and relieve some of the workload on personnel staff.

BUDGET DETAIL EXPENSES

672-0402 Personnel						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
511.01-00	Regular Salaries	245,850	252,050	253,772	190,718	190,718
511.03-00	Extra Help	0	2,336	0	0	0
511.04-01	Regular Overtime	0	134	0	0	0
511.10-05	Retirement PERS	41,891	42,600	43,960	38,277	38,277
511.10-06	Social Security-OASDI	14,698	14,727	15,001	11,091	11,091
511.10-07	Social Security-Medicare	3,602	3,678	3,742	2,781	2,781
511.10-08	State Unemployment	589	537	0	0	0
511.10-12	Workers Compensation	109	282	953	621	602
511.10-18	Management Physicals	0	0	546	0	0
511.10-24	Vehicle Allowance	4,878	4,500	4,320	4,320	4,320
511.10-27	PTS Plan FICA Alternative	0	30	0	0	0
511.10-32	Cash Back-Biweekly Allow	1,441	1,008	44	0	0
511.10-33	Core Allowance	44,135	38,774	40,567	39,348	39,348
511.10-35	Post Employment Benefits	1,813	9,862	6,823	7,749	7,749
Personnel Services		359,006	370,518	369,728	294,905	294,886
512.12-00	Telephone	23-	392	300	300	300
512.13-00	Postage	1,792	1,606	1,500	750	750
512.14-00	Advertising	15,969	11,917	7,500	3,000	3,000
512.15-00	Office Supplies	1,775	2,289	3,000	2,000	2,000
512.16-00	Printing	140	138	500	100	100
512.17-00	Professional Services	31,682	78,513	100,000	100,000	100,000
512.18-00	Travel and Meetings	1,692	961	3,000	1,471	1,471
512.19-00	Mileage	75	0	0	0	0
512.20-00	Training Expense	1,870	2,440	2,500	1,325	1,325
512.22-00	Office Equipment O & M	0	36	70	0	0
512.24-00	Memberships, Subscription	1,784	1,200	2,000	8,328	8,328
512.29-00	Other Materials Supplies	28,390	12,684	9,000	3,500	3,500
512.30-01	Dept Share of Insurance	8,610	9,194	7,215	7,229	7,229
512.34-00	Contingency Reserve	0	0	0	6,935	7,115
512.45-00	Facilities Maint Charge	34,742	25,975	31,385	34,434	34,434
512.46-00	Computer Replacement Chrg	4,912	0	0	0	0
Supplies and Services		133,410	147,345	167,970	169,372	169,552
514.91-01	Adm Exp-City Manager	7,237	5,103	4,476	2,214	2,214
514.91-02	Adm Exp-City Attorney	2,983	855	403	5	5
514.91-09	Adm Exp-Finance	16,857	13,044	13,441	8,308	8,308
514.91-10	Adm Exp-Purchasing	2,660	2,016	1,973	958	958
514.91-16	Adm Exp-City Council	2,328	2,258	2,226	1,077	1,077
Administrative		32,065	23,276	22,519	12,562	12,562
613.64-00	Depreciation Expense	1,415	1,321	0	0	0
Property		1,415	1,321	0	0	0
**	Personnel	525,896	542,460	560,217	476,839	477,000

SUPPORT SERVICES – PERSONNEL

- 14-00 Advertising for recruitments
- 16-00 Printing of brochures, employee handbooks, and other forms/documents.
- 17-00 Physical exams for new employees, public safety pre-employment physical exams, lease of exam materials for recruitments, disability hearing charges (administrative law judge), Assessment Centers.
- 18-00 League of California Cities Employee Relations Institute, California Public Employees Labor Relations Conference (CALPELRA), International Personnel Managers Association (IPMA), Employee Risk Management Authority meetings, CalPERS Educational Forum, Western Regional and Central California meetings, and travel associated with training in Line 20-00 below
- 20-00 Registration fees for conferences and meetings listed in Line 18-00 above.
- 24-00 CALPELRA; IPMA; Jobs Available; Personnel Testing Council; and related publications and updates
- 29-00 Recruitment oral board and Personnel Board miscellaneous expenses, workplace posters.

INFORMATION TECHNOLOGY

FUND NO. 672

ACCOUNT NO. 0403-0405

DESCRIPTION

The function of the Information Technology Department is to provide the City with technological support to enhance its mission and to support the City's strategic goals. The department strives to improve City services through the use of technology to bring as many governmental services to the community as possible while making internal staff more effective and productive.

MISSION

To serve our community by exploring, implementing and supporting effective and innovative use of technology through teamwork, collaboration, innovation, and accountability to our departmental partners to improve the quality of life for the citizens of Merced.

Our service delivery objective is to provide the leadership and vision necessary to carry out the City's strategic goals by utilizing sound project management practices to plan, implement, secure and support the IT systems and networks throughout the City of Merced while providing high quality service to our customers.

SERVICES TO BE PROVIDED

- Transition from SunGard HTE system to Innoprise ERP System
- Normal staff support for operations and maintenance of existing network infrastructure, CCTV, business systems and public safety services
- Maintenance and minor enhancements for the City's web presence
- Continued expansion of the City's Institutional Network (I-Net)
- Weekend and holiday after hours support for Public Safety
- 24x7 technical support for Voice Over IP (VoIP) telephone system

SERVICES THAT DO NOT FIT INTO THE BUDGET

- Reduced after hours work for projects that require Network Division staff
- Weekday after hours support for Council meetings and Public Safety systems
- Partial support of projects that need outside technical expertise
- Maintenance and Support for 3rd party AS/400 vendors
- Improvements for regulatory compliance
- 24x7 technical and equipment support for CCTV public safety system
- 24x7 technical and equipment support for wireless communications (CCTV, Downtown Wireless, Airport)
- 24x7 equipment support for Voice-Over-IP (VoIP) telephone system hardware

- Professional services for mid-year projects
- Minor business system upgrades for departmental applications
- Acquisition enhancements for compliance and Council goals for CCTV

2011-2012 BUDGET HIGHLIGHTS

Transition to the Community Development Suite of the Innoprise ERP system including building permits, planning and permitting, code enforcement and land management.

BUDGET DETAIL EXPENSES

672-0403	Information Tech - Admin					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
511.01-00	Regular Salaries	744,787	751,953	746,945	687,433	687,433
511.03-00	Extra Help	10,301	12,451	12,489	12,489	12,489
511.04-01	Regular Overtime	11,912	12,425	13,500	8,500	8,500
511.10-02	Unused Sick Leave	2,089	2,170	2,090	2,090	2,090
511.10-05	Retirement PERS	126,847	124,795	129,521	138,083	138,083
511.10-06	Social Security-OASDI	48,424	48,204	47,347	43,567	43,567
511.10-07	Social Security-Medicare	11,832	11,921	11,583	10,705	10,705
511.10-08	State Unemployment	1,760	1,540	6,245	0	0
511.10-12	Workers Compensation	439	1,153	3,313	6,348	6,227
511.10-17	Stand By Pay	29,476	31,286	20,389	21,085	21,085
511.10-18	Management Physicals	0	0	1,190	0	0
511.10-20	Earned Benefit	9,078	12,470	6,268	6,268	6,268
511.10-24	Vehicle Allowance	8,130	7,500	7,200	7,200	7,200
511.10-27	PTS Plan FICA Alternative	134	162	162	162	162
511.10-32	Cash Back-Biweekly Allow	1,572	822	10	0	0
511.10-33	Core Allowance	157,199	122,679	129,838	123,815	123,815
511.10-35	Post Employment Benefits	5,912	31,605	13,646	15,497	15,497
Personnel Services		1,169,892	1,173,136	1,151,736	1,083,242	1,083,121
512.12-00	Telephone	62,233	45,254	45,848	45,368	45,368
512.13-00	Postage	139	330	400	400	400
512.15-00	Office Supplies	4,717	4,760	5,229	5,229	5,229
512.17-00	Professional Services	50,490	104,038	131,367	109,441	109,441
512.18-00	Travel and Meetings	8,371	5,155	13,186	11,741	11,741
512.20-00	Training Expense	32,672	2,622	12,450	11,800	11,800
512.21-00	Rents/Leases	37,983	36,577	39,262	35,214	35,214
512.22-00	Office Equipment O & M	313,114	342,223	268,208	302,584	302,584
512.23-00	Vehicle Operations/Maint	3,218	1,621	1,971	2,638	2,638
512.24-00	Memberships, Subscription	944	1,090	1,330	67,668	67,668
512.29-00	Other Materials Supplies	6,299	6,095	7,806	7,395	7,395
512.30-01	Dept Share of Insurance	26,040	28,700	19,323	21,323	21,323
512.32-00	Vehicle Replacement Fee	9,320	0	0	0	0
512.45-00	Facilities Maint Charge	54,704	32,534	39,265	43,023	43,023
512.46-00	Computer Replacement Chrg	199,723	0	0	0	0
Supplies and Services		809,967	610,999	585,645	663,824	663,824
513.43-00	Machinery/Equipment	0	13,008	30,682	0	0
Property		0	13,008	30,682	0	0
514.91-01	Adm Exp-City Manager	12,819	9,601	6,711	2,323	2,323
514.91-02	Adm Exp-City Attorney	5,285	1,608	603	5	5
514.91-09	Adm Exp-Finance	29,860	24,540	20,150	8,718	8,718
514.91-10	Adm Exp-Purchasing	4,712	3,792	2,957	1,005	1,005
514.91-16	Adm Exp-City Council	4,125	4,248	3,338	1,130	1,130
Administrative		56,801	43,789	33,759	13,181	13,181
515.92-01	Interdept DSC-General Fnd	6,276	6,167	6,112	6,324	6,324
Interdepartmental		6,276	6,167	6,112	6,324	6,324
613.64-00	Depreciation Expense	294,751	197,400	0	1	1
Property		294,751	197,400	0	1	1
**	Information Tech - Admin	2,337,687	2,044,499	1,807,934	1,766,572	1,766,451

INFORMATION TECHNOLOGY

- 17-00 Professional assistance with implementation of networking, Internet access, website design, and systems integration/database support
- 18-00 Municipal Information Systems Association of California (MISAC), Common, Innoprise Software Inc., and New World Systems conferences, and training
- 20-00 Travel associated with conferences and training in line 18
- 21-00 Lease of pagers, computer room alarm monitoring, high speed internet connection, and offsite data storage
- 22-00 Maintenance and support of printers, Uninterruptible Power Supply, AS/400 and attached devices, business systems software support, imaging system support, disaster recovery support, and on-site service and support for network
- 23-00 Maintenance and operation of department vehicles
- 24-00 Memberships and subscriptions
- 29-00 Tapes, print heads, toner, and other computer related supplies

PC REPLACEMENT AND MAINTENANCE
FUND NO. 673
ACCOUNT NO. 0403

PROGRAM

User departments contribute to this internal service which supports the replacement of the City's investment in personal computers, printers, plotters, scanners, servers, network infrastructure, and other peripherals.

BUDGET DETAIL EXPENSES

673-0403	PC Maintenance & Repair					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
512.22-00	Office Equipment O & M	0	1,125	15,000	15,000	15,000
512.24-00	Memberships, Subscription	135,819	142,365	132,000	132,000	132,000
	Supplies and Services	135,819	143,490	147,000	147,000	147,000
513.43-00	Machinery/Equipment	246,416	90,633	600,649	663,323	663,323
	Property	246,416	90,633	600,649	663,323	663,323
613.64-00	Depreciation Expense	263,746	251,793	0	0	0
	Property	263,746	251,793	0	0	0
908.93-01	Trsf-General Fund (001)	0	248,575	250,000	0	0
	Other	0	248,575	250,000	0	0
958.93-61	Trsf-Airport Fund (561)	0	1,425	0	0	0
	Other	0	1,425	0	0	0
**	PC Maintenance & Repair	645,981	735,916	997,649	810,323	810,323

PEG ACCESS FEE
FUND NO. 051
ACCOUNT NO. 0416

PROGRAM

Used to account for funds received for Public, Education and Governmental (PEG) access paid as part of the franchise agreements with local cable providers.

BUDGET DETAIL EXPENSES

051-0416 PEG Access						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
512.17-00	Professional Services	6.513	10.000	0	18,500	18,500
512.29-00	Other Materials Supplies	0	0	18,500	0	0
	Supplies and Services	6.513	10.000	18,500	18,500	18,500
617.65-00	Capital Imp. Projects	0	10.325	204,359	275,789	275,789
	Capital Outlay	0	10.325	204,359	275,789	275,789
968.93-72	Trsf-Support Service(672)	10,000	10,000	10,000	10,000	10,000
	Other	10,000	10,000	10,000	10,000	10,000
**	PEG Access	16,513	30,325	232,859	304,289	304,289

RECORDS
FUND NO. 672
ACCOUNT NO. 0407

DESCRIPTION

The Records Division is the official depository and gatekeeper of official records, preserved and housed in a centralized location. In addition to maintaining accurate and complete data of all matters and business pertaining to the City, the Division is responsible for preparing City Council/Redevelopment Agency and Citizens' Oversight Committee-Measure C agendas and minutes; noticing vacancies, accepting applications and administering oaths of office for other boards and commissions appointments, maintenance of vital and historical records; indexing City Council actions and documents; researching records as requested; ensuring that official documents are executed, published, processed, certified, distributed, and maintained accordingly; and serving as general contact for citizen and business inquiries. In addition, the Division is responsible for ensuring timely filing of all Fair Political Practices Commission forms regarding election campaigns and annual economic interest reports.

MISSION

The mission of the Records Division is to offer professional and effective support to the City and its community by maintaining a complete, accurate, and documented account of City business.

SERVICES TO BE PROVIDED

- Preparation and electronic distribution of City Council/Redevelopment Agency and Citizen's Oversight Committee-Measure C agenda packets and minutes.
- Manage electronic scanning program recording official City Council and historical records, easily accessible to the public and by City staff promoting transparency and efficiency in local government.
- Ensure official documents are executed, published, processed, certified, distributed, and maintained.
- Oversee and maintain Citywide Records Management Program/Retention Schedule.
- Monitor Political Reform Act, Brown Act, and Public Records Act compliancy.
- Administer the application and appointment process for all City Council advisory bodies.
- Oversee and report monthly on City Hall copiers.
- Oversee and report monthly on organizational postage processing and usage.
- Manage City Hall pool vehicles.

RECORDS

- Serve as general contact for citizen inquires.

SERVICES THAT DO NOT FIT INTO THE BUDGET

- Reduction of a partial staff position – Records Clerk.
- Eliminating physical delivery of City Council’s weekly informational memorandum and agenda meeting packets; delivery will be electronic and/or a physical version will be placed in Council Member’s box.
- Eliminating physical delivery of Citizen’s Oversight Committee-Measure C agenda meeting packets; delivery will be electronic.
- Division staff gassing and washing pool cars; staff reserving the vehicle will gas and wash as needed.
- Mail processing will be reduced to once per day by 3:00 p.m. and collected by mail carrier the following business day.
- One Clerk will attend City Council/Redevelopment Agency meetings with the removal of Speaker Forms.
- Administering the application and appointment process for all City Council advisory bodies; board/commission clerks will write vacancy and appointment administrative staff reports.

2011-2012 BUDGET HIGHLIGHTS

With another reduction in budget, the result will be a decrease in customer response time. Training will take place on an as needed basis to help staff to become self-sufficient when utilizing scanning software and organizational procedures provided on the Intranet.

BUDGET DETAIL EXPENSES

672-0407	Records					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
511.01-00	Regular Salaries	192,524	189,902	192,001	178,867	178,867
511.04-01	Regular Overtime	912	0	0	0	0
511.10-05	Retirement PERS	32,647	32,341	33,137	35,820	35,820
511.10-06	Social Security-OASDI	12,076	11,450	11,392	10,631	10,631
511.10-07	Social Security-Medicare	2,879	2,744	2,742	2,549	2,549
511.10-08	State Unemployment	691	544	5,687	0	0
511.10-12	Workers Compensation	100	245	847	909	881
511.10-18	Management Physicals	0	0	259	0	0
511.10-20	Earned Benefit	3,743	0	0	0	0
511.10-24	Vehicle Allowance	1,626	1,500	1,440	1,440	1,440
511.10-32	Cash Back-Biweekly Allow	1,736	1,326	814	0	0
511.10-33	Core Allowance	59,871	51,127	55,175	55,677	55,677
511.10-35	Post Employment Benefits	1,544	7,552	19,505	22,158	22,158
Personnel Services		310,349	298,731	322,999	308,051	308,023
512.12-00	Telephone	187	385	300	300	300
512.13-00	Postage	758	622	700	500	500
512.14-00	Advertising	5,876	3,745	9,000	5,000	5,000
512.15-00	Office Supplies	4,077	1,675	1,500	1,300	1,300
512.17-00	Professional Services	5,771	29,831	31,000	10,000	10,000
512.18-00	Travel and Meetings	1,581	524	1,000	720	720
512.19-00	Mileage	485	483	350	350	350
512.20-00	Training Expense	2,511	568	2,000	375	375
512.21-00	Rents/Leases	906	326	5,580	4,000	4,000
512.22-00	Office Equipment O & M	38,506	38,683	53,551	53,226	53,226
512.23-00	Vehicle Operations/Maint	6,235	3,142	1,492	8,363	8,363
512.24-00	Memberships, Subscription	1,341	1,069	1,125	6,647	6,647
512.30-01	Dept Share of Insurance	11,078	11,048	8,473	8,308	8,308
512.32-00	Vehicle Replacement Fee	5,474	0	0	0	0
512.45-00	Facilities Maint Charge	34,742	25,975	31,385	34,434	34,434
512.46-00	Computer Replacement Chrg	6,558	0	0	0	0
Supplies and Services		126,086	118,076	147,456	133,523	133,523
514.91-01	Adm Exp-City Manager	4,022	3,542	3,168	917	917
514.91-02	Adm Exp-City Attorney	1,658	593	285	2	2
514.91-09	Adm Exp-Finance	9,368	9,054	9,511	3,443	3,443
514.91-10	Adm Exp-Purchasing	1,478	1,399	1,396	397	397
514.91-16	Adm Exp-City Council	1,294	1,567	1,575	446	446
Administrative		17,820	16,155	15,935	5,205	5,205
613.64-00	Depreciation Expense	2,477	699	0	0	0
Property		2,477	699	0	0	0
**	Records	456,732	433,661	486,390	446,779	446,751

SUPPORT SERVICES – RECORDS

- 13-00 Public hearing notices, Public Records Requests, City Council/RDA agendas/minutes, and miscellaneous mailings.
- 14-00 Advertising for legal notices, public hearing notices, Commission vacancy notices, financial reports, required grant publications, publication of special hearings, publication of municipal election notices, and notices of board/commission vacancies
- 17-00 Annual Municipal Code Supplements (includes Website maintenance), acquisition of contract management software, and municipal election costs
- 18-00 California City Clerks Association annual meeting, Fair Political Practices Commission, City Clerks Association of California general meetings, League of California Cities City Clerks New Law and Election seminar, annual League of California Cities meeting, Technical Track for City Clerks training, miscellaneous records management training, and travel associated with training in Line 20-00
- 20-00 California City Clerks Association, Records Management, League of California Cities City Clerks, and City Clerk Technical Track registration fees for meetings in Line 18-00
- 21-00 Secured offsite storage charges.
- 22-00 Maintenance for date/time stamp clock, fax machine, digital recorder, and repair and maintenance for telephone lines.
- 24-00 City Clerks Association; Merced County Historical Society; National Notary Association, International Institute of Municipal Clerks, Merced Sun-Star, Merced County Times, and miscellaneous publications.
- 38-00 This line includes the total copier-related costs for the 1st and 2nd floors of the Civic Center. The fund is reimbursed by other user departments through Support Services charges, based on historical actual usage.

RISK MANAGEMENT AND SAFETY
FUND NOS. 666, 667, 668 & 672
ACCOUNT NOS. 0409, 0410, 0411, & 0412

DESCRIPTION

The City of Merced Risk Management and Safety program encompasses two operational divisions.

The Worker's Compensation Division administers the self-insured worker's compensation program, including preparation of reports for management, benefit approval and payment authorization, coordination with a third party worker's compensation administrator, and coordination with the City Attorney's office in litigated claims.

The Liability Insurance Division provides a mechanism through which the City purchases general liability, property and fire, boiler and machinery, fidelity, and airport liability. Expenses are allocated to departmental operating accounts and transferred into the liability insurance fund from which the expenses are paid. The general liability insurance is funded through the Central San Joaquin Valley Risk Management Authority (CSJVRMA). This is a fully insured policy with a self-insurance retention of \$100,000 for general liability. City staff coordinates efforts with a third party administrator. Employment practices coverage is also available under the CSJVRMA through the Employment Risk Management Authority (ERMA). The commercial property, fire, and boiler and machinery coverage is purchased through the Public Entity Property Insurance Program. The commercial property and fire carry a \$10,000 deductible, and the boiler and machinery has a \$2,500 deductible. The fidelity coverage (crime/dishonesty employee bond) has a \$1 million limit per loss with a \$5,000 deductible. The City's airport is fully insured for \$20 million combined single limit per aircraft/per occurrence, with no deductible.

RISK MANAGEMENT AND SAFETY

INSURANCE ADMINISTRATION

The City of Merced Insurance Administration Division includes all personnel with assignments in the risk management area, as well as accompanying operational expenses.

MISSION

The mission of the Insurance Administration Division is to provide technical support for the administration of the insurance function.

SERVICES TO BE PROVIDED

Oversee payment of annual and quarterly premium payments of lines of coverage.

Minimal safety program (consisting solely of IIPP).

RFP of liability program.

Hire actuarial to conduct risk analysis.

SERVICES THAT DO NOT FIT INTO THE BUDGET

Removal of annual health fair.

Full-scale safety program and committee.

No longer provide flu shot clinic – refer employees to health plan.

Reduction in counter hours/service to provide staff time to complete work.

Reduce a partial staff position (Insurance Clerk)

Will take staff longer to reply to customer requests.

More e-mail notifications and less paper notices.

BUDGET DETAIL EXPENSES

672-0409 Risk Management Admin.						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
511.01-00	Regular Salaries	121,522	127,495	129,259	118,622	118,622
511.10-05	Retirement PERS	20,626	21,719	22,322	23,765	23,765
511.10-06	Social Security-OASDI	7,232	7,558	7,770	7,090	7,090
511.10-07	Social Security-Medicare	1,746	1,834	1,895	1,720	1,720
511.10-08	State Unemployment	325	351	0	0	0
511.10-12	Workers Compensation	49	101	384	371	359
511.10-18	Management Physicals	0	0	210	0	0
511.10-24	Vehicle Allowance	1,626	1,500	1,440	1,440	1,440
511.10-32	Cash Back-Biweekly Allow	1,477	1,201	0	0	0
511.10-33	Core Allowance	39,177	28,553	28,745	29,289	29,289
511.10-35	Post Employment Benefits	1,031	5,127	4,876	5,540	5,540
Personnel Services		194,811	195,439	196,901	187,837	187,825
512.12-00	Telephone	334	383	300	300	300
512.13-00	Postage	812	555	700	700	700
512.15-00	Office Supplies	290	165	700	400	400
512.17-00	Professional Services	12,186	5,320	10,300	5,000	5,000
512.18-00	Travel and Meetings	771	1,120	2,385	1,310	1,310
512.20-00	Training Expense	193	248	475	475	475
512.21-00	Rents/Leases	5,580	5,580	0	0	0
512.24-00	Memberships, Subscription	3,563	655	3,480	4,265	4,265
512.30-01	Dept Share of Insurance	7,135	6,007	4,966	5,682	5,682
512.45-00	Facilities Maint Charge	34,742	25,975	31,385	34,434	34,434
512.46-00	Computer Replacement Chrg	594	0	0	0	0
Supplies and Services		66,200	46,008	54,691	52,566	52,566
514.91-01	Adm Exp-City Manager	2,373	1,740	1,664	780	780
514.91-02	Adm Exp-City Attorney	978	291	150	2	2
514.91-09	Adm Exp-Finance	5,528	4,447	4,997	2,928	2,928
514.91-10	Adm Exp-Purchasing	872	687	733	338	338
514.91-16	Adm Exp-City Council	764	770	828	379	379
Administrative		10,515	7,935	8,372	4,427	4,427
613.64-00	Depreciation Expense	173	80	0	0	0
Property		173	80	0	0	0
**	Risk Management Admin.	271,699	249,462	259,964	244,830	244,818

RISK MANAGEMENT ADMINISTRATION

- 17-00 Safety posters, hearing and vision tests, Hepatitis B vaccinating, lumbar corsets, wrist braces, and other ergonomic supplies/equipment
- 18-00 Quarterly claims reviews with Worker's Compensation Administration, Worker's Compensation training sessions, CSJVRMA Annual Retreat, and Annual Conference of Public Agency Risk Managers (PRIMA/PARMA), and miscellaneous meetings
- 20-0 Registration fees for PRIMA/PARMA Annual Conference, CSJVRMA, and various Worker's Compensation and computer training sessions
- 21-0 Pitney-Bowes mail machine/meter rental.
- 24-00 Public Risk Insurance Managers Association (PRIMA); Public Agencies Management Association (PARMA); Council of Self-Insured Public Agencies; Occupational Safety and Health Magazine; General Industry Safety Order; ADA Monthly & Annual Updates; Worker's Compensation Law Bulletin.

RISK MANAGEMENT AND SAFETY

WORKER'S COMPENSATION

MISSION

The mission of the Worker's Compensation Division is to provide professional and technical support for the administration of the self-insured worker's compensation program.

SERVICES TO BE PROVIDED

Timely processing of worker's compensation claims.

Quarterly claims review with claims administrator.

SERVICES THAT DO NOT FIT INTO THE BUDGET

In-house supervisor and manager training.

BUDGET DETAIL EXPENSES

666-0410 Insurance: Workers Comp						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
512.17-00	Professional Services	74,033	66,484	93,044	87,420	87,400
512.30-10	Wrk Cmp-Medical	168,529	430,969	350,000	450,000	450,000
512.30-11	Wrk Cmp-Permanent Disblty	4,765	95,959	150,000	150,000	150,000
512.30-12	Legal	27,147	17,810	56,100	74,200	74,200
512.30-13	Wrk Cmp-Umbrella Coverage	399,680	351,144	248,498	273,458	223,772
512.34-00	Contingency Reserve	0	0	361,652	350,000	399,686
512.35-00	Vocational Rehabilitation	0	0	0	6,000	6,000
512.38-00	Support Services	29,490	32,418	22,927	23,420	23,420
Supplies and Services		694,114	994,784	1,282,221	1,414,498	1,414,478
514.91-01	Adm Exp-City Manager	9,442	7,029	5,463	3,254	3,254
514.91-02	Adm Exp-City Attorney	3,893	1,177	491	7	7
514.91-09	Adm Exp-Finance	21,994	17,968	16,403	12,211	12,211
514.91-10	Adm Exp-Purchasing	3,471	2,776	2,407	1,408	1,408
514.91-16	Adm Exp-City Council	3,038	3,111	2,717	1,583	1,583
Administrative		41,838	32,061	27,481	18,463	18,463
515.92-01	Interdept DSC-General Fnd	149,530	121,963	111,822	78,894	78,894
Interdepartmental		149,530	121,963	111,822	78,894	78,894
**	Insurance: Workers Comp	885,482	1,148,808	1,421,524	1,511,855	1,511,835

INSURANCE: WORKER'S COMPENSATION

- 17-00 Administrative contract with Acclimation Insurance Management Services (AIMS) and for review of medical bills.
- 30-10 Medical payments to physicians, surgeons, chiropractors, psychologists, etc., for treatment resulting from a work injury as defined by Labor Code Section 4600.
- 30-11 Permanent disability payments for work injuries that result in a medically documented permanent limitation as defined in Labor Code Sections 4658-4663.
- 30-12 Miscellaneous case costs (records costs, subpoenas, investigation, etc.).
- 30-13 Excess Worker's Compensation policy to cover losses in excess of \$250,000 self-insured retention (LAWCX), California user funding assessment and California insurance fraud investigation assessment, injury benefits trust fund, and uninsured employer benefits fund.
- 34-00 Contingency for unanticipated claims and reserve for claims both reported and unreported.
- 35-00 Vocational rehabilitation funds necessary to provide benefits to workers who are medically unable to return to work at their pre-injury jobs. Vocational service may include, but is not limited to, evaluation, counseling, job analysis, job modification assistance, retraining, and job placement assistance as defined Labor Code Sections 4635 – 4647; and advance payments to CalPERS for public safety disability retirements.

RISK MANAGEMENT AND SAFETY

LIABILITY

MISSION

The mission of the Liability Insurance Division is to provide adequate insurance coverage and establish risk management practices to reduce liability exposure where possible.

SERVICES TO BE PROVIDED

Timely processing of government claims.

Quarterly claims review with claims examiner/administrator.

SERVICES THAT DO NOT FIT INTO THE BUDGET

Review of effectiveness and cost savings for liability claims filed against the City.

Reduction in Risk Management practices to reduce liability exposure.

Reduction in subrogation cost recovery claims.

BUDGET DETAIL EXPENSES

667-0411 Insurance: Liability						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
512.30-12	Legal	849,970	1,016,480	1,150,000	665,000	665,000
512.30-20	Liab-General Liability	974,285	1,080,554	1,121,285	1,141,061	1,119,199
512.30-23	Liab-Reserve for Self Ins	133,847	249,723	351,713	327,839	349,701
512.30-24	Subrogation Claims Expens	6,759	5,081	50,000	50,000	50,000
512.30-25	Liab-General Claims	0	0	0	1,347,338	1,347,338
512.38-00	Support Services	30,322	40,762	40,762	40,762	40,762
Supplies and Services		1,727,489	2,392,600	2,713,760	3,572,000	3,572,000
514.91-01	Adm Exp-City Manager	9,814	10,525	9,510	7,170	7,170
514.91-02	Adm Exp-City Attorney	4,046	1,763	855	16	16
514.91-09	Adm Exp-Finance	22,860	26,903	28,553	26,902	26,902
514.91-10	Adm Exp-Purchasing	3,608	4,157	4,191	3,101	3,101
514.91-16	Adm Exp-City Council	3,158	4,657	4,730	3,486	3,486
Administrative		43,486	48,005	47,839	40,675	40,675
515.92-01	Interdept DSC-General Fnd	411,682	520,441	300,208	281,544	281,544
515.92-17	Interdept DSC-Develop Ser	33,108	0	0	0	0
Interdepartmental		444,790	520,441	300,208	281,544	281,544
**	Insurance: Liability	2,215,765	2,961,046	3,061,807	3,894,219	3,894,219

INSURANCE: LIABILITY

30-12 Case-driven costs incurred by City Attorney for litigation related to PCE issues and general liability; Personnel Board outside legal costs

30-20 Insurance Premiums:

Pooled Excess Liability (CSJVRMA and ERMA)

Property and Boiler and Machinery

Fidelity

Airport Liability

30-23 Reserves for payment of present and future out-of-court and court-mandated settlements and general liability claims

30-24 Subrogation Claim Expense

RISK MANAGEMENT AND SAFETY

UNEMPLOYMENT INSURANCE

MISSION

The mission of the Unemployment Insurance Division is to provide benefits to employees who have left the City services and qualify for unemployment compensation.

SERVICES TO BE PROVIDED

No payments to unauthorized past employees.

Payments only made to approved claims.

SERVICES THAT DO NOT FIT INTO THE BUDGET

None

2011-2012 BUDGET HIGHLIGHTS

The Insurance Division will utilize electronic communication in place of U.S. mail service whenever possible; in an effort to go green and reduce costs for postage and office supplies.

BUDGET DETAIL EXPENSES

668-0412 Insurance: Unemployment						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
512.30-30	Unemp Ins-Unemployment	102,757	169,023	171,689	683,642	443,991
512.34-00	Contingency Reserve	0	0	372,186	261,786	261,786
512.38-00	Support Services	1,499	1,915	3,883	17,207	17,207
	Supplies and Services	104,256	170,938	547,758	962,635	722,984
514.91-01	Adm Exp-City Manager	253	214	493	1,934	1,934
514.91-02	Adm Exp-City Attorney	104	36	44	4	4
514.91-09	Adm Exp-Finance	590	546	1,480	7,257	7,257
514.91-10	Adm Exp-Purchasing	93	84	217	837	837
514.91-16	Adm Exp-City Council	82	94	245	941	941
	Administrative	1,122	974	2,479	10,973	10,973
**	Insurance: Unemployment	105,378	171,912	550,237	973,608	733,957

FUND NO. 668
ACCOUNT NO. 0412

INSURANCE: UNEMPLOYMENT

30-30 Unemployment insurance

**EMPLOYEE BENEFITS
FUND NO. 669
ACCOUNT NO. 0413**

DESCRIPTION

The Employee Benefits budget provides the mechanism through which the City pays the cost of health, long-term disability, life, dental and vision insurance for all eligible employees. Monies are budgeted in departmental operating accounts and then transferred during the year into the Employee Benefit fund from which benefit payments are actually made.

The City Council has established an Employee Benefits Committee. The Committee is advisory to the City Council on health and welfare issues and is comprised of representatives from each of the City's bargaining units and unrepresented management.

MISSION

The mission of the Employee Benefits Division is to provide negotiated benefits to City employees while recognizing cost containment needs.

SERVICES TO BE PROVIDED

Continue to provide cafeteria and Section 125 tax deferred plan for employee benefits.

Establish and maintain adequate reserve fund.

SERVICES THAT DO NOT FIT INTO THE BUDGET

Outside vendor to reconcile billing for medical, dental and vision plans.

No longer offer voluntary health products to employees.

Refer employee questions to health & welfare vendors.

2011-2012 BUDGET HIGHLIGHTS

There are no anticipated significant changes in program direction, expenditures or revenues contingent upon fiscal stability.

BUDGET DETAIL EXPENSES

669-0413 Employee Benefits						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
512.17-00	Professional Services	5,541	250,565	6,000	6,000	6,000
512.30-40	Emp Bnft-Group Health/Acc	5,421,776	5,432,887	5,728,508	5,421,943	5,421,943
512.30-41	Group Health Ins Retirees	1,227,423	1,245,862	1,308,718	1,497,295	1,497,295
512.30-42	Emp Bnft-Group Life	74,322	67,350	46,464	40,804	40,804
512.30-43	Emp Bnft-Sht & Lg Trm Dis	106,712	81,558	89,733	81,806	81,806
512.30-45	Emp Bft-Dentl/Vision Care	990,272	907,526	844,059	749,986	749,986
512.30-47	Emp Bnft-Rsrvd For Retent	0	0	1,236,191	914,171	1,153,822
512.30-55	Vol-Cancer Insurance	9,231	7,564	9,925	9,925	9,925
512.30-56	Vol-Heart & Stroke Insur	3,896	3,523	4,626	4,626	4,626
512.30-57	Vol-Pet Insurance	3,144	3,402	2,733	2,733	2,733
512.30-58	Vol-Universal Life Ins	34,429	20,451	38,247	38,247	38,247
512.30-59	Vol-Short Term Disability	9,034	5,999	11,279	11,279	11,279
512.30-60	Vol-Benefit Particip Fee	856	0	0	0	0
512.30-61	Flexible Spending-Medical	16,833	17,936	51,447	51,447	51,447
512.30-62	Flexible Spending-DepCare	14,053	18,935	38,250	38,250	38,250
512.30-63	Cobra Subsidy	1,538	6,996	0	0	0
512.38-00	Support Services	143,185	155,730	139,855	134,201	134,201
Supplies and Services		8,062,245	8,226,284	9,556,035	9,002,713	9,242,364
514.91-01	Adm Exp-City Manager	37,352	30,143	26,799	17,313	17,313
514.91-02	Adm Exp-City Attorney	15,399	5,048	2,410	40	40
514.91-09	Adm Exp-Finance	87,007	77,050	80,464	64,960	64,960
514.91-10	Adm Exp-Purchasing	13,731	11,906	11,809	7,488	7,488
514.91-16	Adm Exp-City Council	12,018	13,339	13,328	8,419	8,419
Administrative		165,507	137,486	134,810	98,220	98,220
908.93-01	Trsf-General Fund (001)	450,595	942,264	0	257,042	140,732
908.93-17	Trsf-Development Svc(017)	87,863	134,351	0	41,180	18,872
908.93-18	Trsf-Housing Fund (018)	5,295	7,933	0	0	0
908.93-21	Trsf-Street/Subd Tre(021)	18,543	18,484	0	21,710	0
908.93-22	Trsf-Street Maint/Lt(022)	30,773	32,837	0	34,190	10,790
908.93-24	Trsf-Rec & Park Prog(024)	24,187	32,678	0	35,823	35,823
908.93-29	Trsf-Public Works Ad(029)	25,597	36,352	0	0	0
908.93-35	Trsf-Police OTS Gran(035)	1,534	0	0	0	0
908.93-61	Trsf-Measure "C" Spe(061)	56,260	89,699	0	67,623	23,400
Other		700,647	1,294,598	0	457,568	229,617
918.93-20	Trsf-Downtown Maint (120)	3,729	3,345	0	0	0
918.93-56	Trsf-CFD-Public Safe(156)	8,698	16,328	0	11,700	11,700
918.93-57	Trsf-CFD-Public Safe(157)	8,780	12,586	0	17,550	5,850
918.93-58	Trsf-CFD-PW-Parks Ma(158)	3,054	3,125	0	0	0
Other		24,261	35,384	0	29,250	17,550
958.93-53	Trsf-Wastewater Sys (553)	66,577	88,713	0	38,543	38,543
958.93-57	Trsf-Water System Fu(557)	49,914	64,200	0	0	0
958.93-58	Trsf-Refuse Fund (558)	64,926	75,415	0	0	0
958.93-61	Trsf-Airport Fund (561)	5,483	8,087	0	0	0
Other		186,900	236,415	0	38,543	38,543
968.93-68	Trsf-Unemployment Fu(668)	0	89,438	0	0	0
968.93-70	Trsf-Fleet-Mgmt (670)	23,096	27,144	0	0	0
968.93-71	Trsf-Facilities Main(671)	17,631	19,372	0	0	0
968.93-72	Trsf-Support Service(672)	38,995	58,917	0	0	0
Other		79,722	194,871	0	0	0

BUDGET DETAIL EXPENSES

669-0413 Employee Benefits						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
988.93-02	Trsf-RDA Proj Area 2(802)	8,470	11,175	0	0	0
	Other	8,470	11,175	0	0	0
**	Employee Benefits	9,227,752	10,136,213	9,690,845	9,626,294	9,626,294

EMPLOYEE BENEFITS

30-40 Group health premiums to Blue Cross of California.

30-42 Group life insurance premiums.

30-43 Long-term disability premiums.

30-45 Claims payment for fully-insured dental and vision programs.

30-47 Amount held in contingency as reserve for retention.