

**CITY OF MERCED
2012-2013 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 processes employment applications, payroll status changes, administers Federal and State Leave Laws, 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

SERVICES THAT DO NOT FIT INTO THE BUDGET

Reduction in the following areas will be necessary:

- Providing advertisements for recruitments
- Bilingual testing
- Assistance with CalPers inquiries
- Fingerprinting volunteers
- Mailing for applications, job flyers and DOT paperwork to the DMV

PERSONNEL

2012-2013 BUDGET HIGHLIGHTS

Begin to implement a self-service environment where employees and applicants 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 2009-10	ACTUAL 2010-11	FINAL BUDGET 2011-12	CITY MGR. RECOM. 2012-13	COUNCIL APPROVAL 2012-13
511.01-00	Regular Salaries	252,050	221,608	190,718	190,809	190,809
511.03-00	Extra Help	2,336	5,687	0	0	0
511.04-01	Regular Overtime	134	0	0	0	0
511.10-02	Unused Sick Leave	0	121	0	0	0
511.10-05	Retirement PERS	42,600	38,393	38,277	39,710	39,710
511.10-06	Social Security-OASDI	14,727	14,891	11,091	11,864	11,864
511.10-07	Social Security-Medicare	3,678	3,711	2,781	2,774	2,774
511.10-08	State Unemployment	537	0	0	0	0
511.10-12	Workers Compensation	282	929	602	574	574
511.10-20	Earned Benefit	0	27,978	0	0	0
511.10-24	Vehicle Allowance	4,500	4,403	4,320	4,795	4,795
511.10-27	PTS Plan FICA Alternative	30	74	0	0	0
511.10-32	Cash Back-Biweekly Allow	1,008	105	0	0	0
511.10-33	Core Allowance	38,774	42,072	39,348	45,989	45,146
511.10-35	Post Employment Benefits	9,862	6,823	7,749	15,162	15,162
Personnel Services		370,518	366,795	294,886	311,677	310,834
512.12-00	Telephone	392	312	300	300	300
512.13-00	Postage	1,606	850	750	500	500
512.14-00	Advertising	11,917	9,151	3,000	1,000	1,000
512.15-00	Office Supplies	2,289	2,735	2,000	1,500	1,500
512.16-00	Printing	138	5	100	0	0
512.17-00	Professional Services	78,513	80,098	100,000	95,000	95,000
512.18-00	Travel and Meetings	961	1,589	1,471	750	750
512.20-00	Training Expense	2,440	925	1,325	1,000	1,000
512.22-00	Office Equipment O & M	36	0	0	0	0
512.24-00	Memberships, Subscription	1,200	505	8,328	2,351	2,351
512.29-00	Other Materials Supplies	12,684	1,263	3,500	2,500	2,500
512.30-01	Dept Share of Insurance	9,194	7,215	7,229	4,854	4,854
512.34-00	Contingency Reserve	0	0	7,115	978	5,498
512.45-00	Facilities Maint Charge	25,975	31,385	34,434	32,978	32,978
Supplies and Services		147,345	136,033	169,552	143,711	148,231
514.91-01	Adm Exp-City Manager	5,103	4,476	2,214	2,186	2,186
514.91-02	Adm Exp-City Attorney	855	403	5	235	235
514.91-09	Adm Exp-Finance	13,044	13,556	8,308	8,610	8,610
514.91-10	Adm Exp-Purchasing	2,016	1,973	958	1,084	1,084
514.91-16	Adm Exp-City Council	2,258	2,226	1,077	852	852
Administrative		23,276	22,634	12,562	12,967	12,967
613.64-00	Depreciation Expense	1,321	1,211	0	0	0
Property		1,321	1,211	0	0	0
**	Personnel	542,460	526,673	477,000	468,355	472,032

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

- Phase II of 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
- Weekend and holiday after hours support for Public Safety
- 24x7 technical support for Voice Over IP (VoIP) telephone system
- Live and recorded video streaming for City Council Meetings

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 project requests
- Minor business system upgrades for departmental applications
- Acquisition enhancements for compliance and Council goals for CCTV

2012-2013 BUDGET HIGHLIGHTS

Start Phase II of the Innoprise business system transition to the Finance or Utilities Suite depending on budget and staff resources.

BUDGET DETAIL EXPENSES

672-0403	Information Tech - Admin					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2009-10	ACTUAL 2010-11	FINAL BUDGET 2011-12	CITY MGR. RECOM. 2012-13	COUNCIL APPROVAL 2012-13
511.01-00	Regular Salaries	751,953	698,919	687,433	703,647	703,647
511.03-00	Extra Help	12,451	12,308	12,489	12,489	12,489
511.04-01	Regular Overtime	12,425	7,491	8,500	8,500	8,500
511.04-04	Call Back Time Worked	0	225	0	0	0
511.10-02	Unused Sick Leave	2,170	2,089	2,090	2,090	2,090
511.10-05	Retirement PERS	124,795	121,338	138,083	146,581	146,581
511.10-06	Social Security-OASDI	48,204	45,309	43,567	45,395	45,395
511.10-07	Social Security-Medicare	11,921	11,105	10,705	10,798	10,798
511.10-08	State Unemployment	1,540	6,245	0	0	0
511.10-12	Workers Compensation	1,153	3,163	6,227	3,655	3,655
511.10-17	Stand By Pay	31,286	31,659	21,085	21,085	21,085
511.10-20	Earned Benefit	12,470	18,950	6,268	6,268	6,268
511.10-24	Vehicle Allowance	7,500	7,338	7,200	7,992	7,992
511.10-26	Call Back - Non Worked	0	357	0	0	0
511.10-27	PTS Plan FICA Alternative	162	160	162	162	162
511.10-32	Cash Back-Biweekly Allow	822	5	0	0	0
511.10-33	Core Allowance	122,679	120,663	123,815	112,297	110,202
511.10-35	Post Employment Benefits	31,605	13,646	15,497	16,352	16,352
Personnel Services		1,173,136	1,100,970	1,083,121	1,097,311	1,095,216
512.12-00	Telephone	45,254	39,370	45,368	39,368	39,368
512.13-00	Postage	330	377	400	400	400
512.15-00	Office Supplies	4,760	5,339	5,229	5,229	5,229
512.17-00	Professional Services	104,038	82,259	109,441	109,441	109,441
512.18-00	Travel and Meetings	5,155	3,019	11,741	10,123	10,123
512.20-00	Training Expense	2,622	7,147	11,800	11,550	11,550
512.21-00	Rents/Leases	36,577	37,588	35,214	35,714	35,714
512.22-00	Office Equipment O & M	342,223	255,114	302,584	313,139	313,140
512.23-00	Vehicle Operations/Maint	1,621	1,971	2,638	2,781	2,781
512.24-00	Memberships, Subscription	1,090	784	67,668	9,663	9,663
512.29-00	Other Materials Supplies	6,095	7,507	7,395	7,395	7,395
512.30-01	Dept Share of Insurance	28,700	19,323	21,323	13,994	13,994
512.45-00	Facilities Maint Charge	32,534	39,265	43,023	41,186	41,186
Supplies and Services		610,999	499,063	663,824	599,983	599,984
513.43-00	Machinery/Equipment	13,008	25,977	0	0	0
Property		13,008	25,977	0	0	0
514.91-01	Adm Exp-City Manager	9,601	6,711	2,323	2,365	2,365
514.91-02	Adm Exp-City Attorney	1,608	603	5	255	255
514.91-09	Adm Exp-Finance	24,540	20,525	8,718	9,314	9,314
514.91-10	Adm Exp-Purchasing	3,792	2,957	1,005	1,173	1,173
514.91-16	Adm Exp-City Council	4,248	3,338	1,130	922	922
Administrative		43,789	34,134	13,181	14,029	14,029
515.92-01	Interdept DSC-General Fnd	6,167	6,112	6,324	0	0
Interdepartmental		6,167	6,112	6,324	0	0
613.64-00	Depreciation Expense	197,400	200,718	1	1	0
Property		197,400	200,718	1	1	0
617.65-00	Capital Imp. Projects	0	110,858	0	0	0
Capital Outlay		0	110,858	0	0	0
**	Information Tech - Admin	2,044,499	1,977,832	1,766,451	1,711,324	1,709,229

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), Innoprise Software Inc., and New World Systems conferences, and training
- 20-00 Travel associated with conferences and training in line 18
- 21-00 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

Contingent upon available funding, 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 2009-10	ACTUAL 2010-11	FINAL BUDGET 2011-12	CITY MGR. RECOM. 2012-13	COUNCIL APPROVAL 2012-13
512.22-00	Office Equipment O & M	1,125	12,035	15,000	15,000	15,000
512.24-00	Memberships, Subscription	142,365	116,691	132,000	116,691	116,691
	Supplies and Services	143,490	128,726	147,000	131,691	131,691
513.43-00	Machinery/Equipment	90,633	496,386	663,323	620,501	620,501
	Property	90,633	496,386	663,323	620,501	620,501
613.64-00	Depreciation Expense	251,793	259,999	0	0	0
	Property	251,793	259,999	0	0	0
908.93-01	Trsf-General Fund (001)	248,575	250,000	0	0	0
	Other	248,575	250,000	0	0	0
958.93-61	Trsf-Airport Fund (561)	1,425	0	0	0	0
	Other	1,425	0	0	0	0
**	PC Maintenance & Repair	735,916	1,135,111	810,323	752,192	752,192

**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 state franchise agreements with local cable providers.

BUDGET DETAIL EXPENSES

051-0416 PEG Access						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2009-10	ACTUAL 2010-11	FINAL BUDGET 2011-12	CITY MGR. RECOM. 2012-13	COUNCIL APPROVAL 2012-13
512.17-00	Professional Services	10,000	10,169	18,500	18,500	18,500
	Supplies and Services	10,000	10,169	18,500	18,500	18,500
617.65-00	Capital Imp. Projects	10,325	0	275,789	254,170	254,170
	Capital Outlay	10,325	0	275,789	254,170	254,170
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
998.93-10	Trsf-PFEDA Area2 CIP(910)	0	42,840	0	0	0
	Other	0	42,840	0	0	0
**	PEG Access	30,325	63,009	304,289	282,670	282,670

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 and Citizens' Oversight Committee-Measure C agendas and minutes; noticing vacancies, accepting applications and administering oaths of office for 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 statements of economic interest.

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 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.
- Process and notice taxi and private security business applications and monitor State licensing.
- Receive and process summons and subpoenas.
- Oversee and report monthly on City Hall copiers and postage machine.

RECORDS

- Serve as general contact for citizen inquires.

SERVICES THAT DO NOT FIT INTO THE BUDGET

- Delegate the physical delivery of City Council's agenda meeting packets.
- Vendor contracts will be mailed by the originating department or Emailed by the City Clerk's Office.

2012-2013 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 on the following topics: administrative staff report writing and electronic agenda solution, scanning and retrieving documents, records destruction, and City Council Chamber technology.

BUDGET DETAIL EXPENSES

672-0407 Records						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2009-10	ACTUAL 2010-11	FINAL BUDGET 2011-12	CITY MGR. RECOM. 2012-13	COUNCIL APPROVAL 2012-13
511.01-00	Regular Salaries	189,902	169,356	178,867	181,871	181,871
511.03-00	Extra Help	0	5,519	0	0	0
511.10-05	Retirement PERS	32,341	29,296	35,820	37,776	37,776
511.10-06	Social Security-OASDI	11,450	10,218	10,631	11,076	11,076
511.10-07	Social Security-Medicare	2,744	2,518	2,549	2,590	2,590
511.10-08	State Unemployment	544	7,287	0	2,405	2,405
511.10-12	Workers Compensation	245	825	881	843	843
511.10-20	Earned Benefit	0	873	0	0	0
511.10-24	Vehicle Allowance	1,500	1,468	1,440	1,598	1,598
511.10-27	PTS Plan FICA Alternative	0	72	0	0	0
511.10-32	Cash Back-Biweekly Allow	1,326	371	0	0	0
511.10-33	Core Allowance	51,127	51,591	55,677	56,606	55,573
511.10-35	Post Employment Benefits	7,552	19,505	22,158	23,370	23,370
Personnel Services		298,731	298,899	308,023	318,135	317,102
512.12-00	Telephone	385	311	300	300	300
512.13-00	Postage	622	501	500	200	200
512.14-00	Advertising	3,745	2,393	5,000	2,000	2,000
512.15-00	Office Supplies	1,675	1,500	1,300	1,000	1,000
512.17-00	Professional Services	29,831	6,439	10,000	100,000	100,000
512.18-00	Travel and Meetings	524	124	720	720	720
512.19-00	Mileage	483	375	350	0	0
512.20-00	Training Expense	568	150	375	375	375
512.21-00	Rents/Leases	326	4,620	4,000	3,800	3,800
512.22-00	Office Equipment O & M	38,683	34,305	53,226	53,226	53,226
512.23-00	Vehicle Operations/Maint	3,142	1,492	8,363	8,827	8,827
512.24-00	Memberships, Subscription	1,069	887	6,647	2,525	2,525
512.30-01	Dept Share of Insurance	11,048	8,473	8,308	5,565	5,565
512.45-00	Facilities Maint Charge	25,975	31,385	34,434	32,978	32,978
Supplies and Services		118,076	92,955	133,523	211,516	211,516
514.91-01	Adm Exp-City Manager	3,542	3,168	917	833	833
514.91-02	Adm Exp-City Attorney	593	285	2	90	90
514.91-09	Adm Exp-Finance	9,054	9,611	3,443	3,281	3,281
514.91-10	Adm Exp-Purchasing	1,399	1,396	397	413	413
514.91-16	Adm Exp-City Council	1,567	1,575	446	325	325
Administrative		16,155	16,035	5,205	4,942	4,942
613.64-00	Depreciation Expense	699	699	0	0	0
Property		699	699	0	0	0
**	Records	433,661	408,588	446,751	534,593	533,560

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.

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 2009-10	ACTUAL 2010-11	FINAL BUDGET 2011-12	CITY MGR. RECOM. 2012-13	COUNCIL APPROVAL 2012-13
511.01-00	Regular Salaries	127,495	114,412	118,622	120,350	120,350
511.10-02	Unused Sick Leave	0	688	0	0	0
511.10-05	Retirement PERS	21,719	19,811	23,765	25,006	25,006
511.10-06	Social Security-OASDI	7,558	6,889	7,090	7,456	7,456
511.10-07	Social Security-Medicare	1,834	1,660	1,720	1,744	1,744
511.10-08	State Unemployment	351	0	0	0	0
511.10-12	Workers Compensation	101	374	359	343	343
511.10-24	Vehicle Allowance	1,500	1,468	1,440	1,598	1,598
511.10-32	Cash Back-Biweekly Allow	1,201	23	0	0	0
511.10-33	Core Allowance	28,553	27,482	29,289	29,611	29,062
511.10-35	Post Employment Benefits	5,127	4,876	5,540	4,992	4,992
Personnel Services		195,439	177,683	187,825	191,100	190,551
512.12-00	Telephone	383	294	300	300	300
512.13-00	Postage	555	782	700	700	700
512.15-00	Office Supplies	165	418	400	200	200
512.17-00	Professional Services	5,320	6,458	5,000	4,000	4,000
512.18-00	Travel and Meetings	1,120	1,015	1,310	700	700
512.20-00	Training Expense	248	295	475	475	475
512.21-00	Rents/Leases	5,580	0	0	0	0
512.24-00	Memberships, Subscription	655	2,988	4,265	4,132	4,132
512.30-01	Dept Share of Insurance	6,007	4,966	5,682	3,856	3,856
512.45-00	Facilities Maint Charge	25,975	31,385	34,434	32,978	32,978
Supplies and Services		46,008	48,601	52,566	47,341	47,341
514.91-01	Adm Exp-City Manager	1,740	1,664	780	738	738
514.91-02	Adm Exp-City Attorney	291	150	2	79	79
514.91-09	Adm Exp-Finance	4,447	5,055	2,928	2,905	2,905
514.91-10	Adm Exp-Purchasing	687	733	338	366	366
514.91-16	Adm Exp-City Council	770	828	379	287	287
Administrative		7,935	8,430	4,427	4,375	4,375
613.64-00	Depreciation Expense	80	47	0	0	0
Property		80	47	0	0	0
**	Risk Management Admin.	249,462	234,761	244,818	242,816	242,267

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 2009-10	ACTUAL 2010-11	FINAL BUDGET 2011-12	CITY MGR. RECOM. 2012-13	COUNCIL APPROVAL 2012-13
512.17-00	Professional Services	66,484	68,887	87,400	87,400	87,400
512.30-10	Wrk Cmp-Medical	430,969	939,443	450,000	550,000	550,000
512.30-11	Wrk Cmp-Permanent Disblty	95,959	318,850	150,000	150,000	150,000
512.30-12	Legal	17,810	48,983	74,200	98,350	98,350
512.30-13	Wrk Cmp-Umbrella Coverage	351,144	252,407	223,772	261,396	261,396
512.34-00	Contingency Reserve	0	0	399,686	722,480	722,480
512.35-00	Vocational Rehabilitation	0	11,432	6,000	6,000	6,000
512.38-00	Support Services	32,418	22,927	23,420	30,789	30,789
Supplies and Services		994,784	1,662,929	1,414,478	1,906,415	1,906,415
514.91-01	Adm Exp-City Manager	7,029	5,463	3,254	3,462	3,462
514.91-02	Adm Exp-City Attorney	1,177	491	7	373	373
514.91-09	Adm Exp-Finance	17,968	16,686	12,211	13,635	13,635
514.91-10	Adm Exp-Purchasing	2,776	2,407	1,408	1,717	1,717
514.91-16	Adm Exp-City Council	3,111	2,717	1,583	1,349	1,349
Administrative		32,061	27,764	18,463	20,536	20,536
515.92-01	Interdept DSC-General Fnd	121,963	111,822	78,894	72,501	72,501
Interdepartmental		121,963	111,822	78,894	72,501	72,501
**	Insurance: Workers Comp	1,148,808	1,802,515	1,511,835	1,999,452	1,999,452

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

LABILITY

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 2009-10	ACTUAL 2010-11	FINAL BUDGET 2011-12	CITY MGR. RECOM. 2012-13	COUNCIL APPROVAL 2012-13
512.30-12	Legal	1,016,480	650,359	665,000	426,250	426,250
512.30-20	Liab-General Liability	1,080,554	1,054,547	1,119,199	1,012,520	1,012,520
512.30-23	Liab-Reserve for Self Ins	249,723	34,813	349,701	568,462	568,462
512.30-24	Subrogation Claims Expens	5,081	12,316	50,000	50,000	50,000
512.30-25	Liab-General Claims	0	35,000	1,347,338	0	0
512.38-00	Support Services	40,762	40,762	40,762	40,762	40,762
	Supplies and Services	2,392,600	1,758,171	3,572,000	2,097,994	2,097,994
514.91-01	Adm Exp-City Manager	10,525	9,510	7,170	4,372	4,372
514.91-02	Adm Exp-City Attorney	1,763	855	16	471	471
514.91-09	Adm Exp-Finance	26,903	29,164	26,902	17,220	17,220
514.91-10	Adm Exp-Purchasing	4,157	4,191	3,101	2,169	2,169
514.91-16	Adm Exp-City Council	4,657	4,730	3,486	1,704	1,704
	Administrative	48,005	48,450	40,675	25,936	25,936
515.92-01	Interdept DSC-General Fnd	520,441	300,208	281,544	258,582	258,582
515.92-17	Interdept DSC-Develop Ser	0	0	0	0	34,477
	Interdepartmental	520,441	300,208	281,544	258,582	293,059
**	Insurance: Liability	2,961,046	2,106,829	3,894,219	2,382,512	2,416,989

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

2012-2013 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.

Insurance: Unemployment

EXPENSES	Actual 2009-10	Actual 2010-11	Final Budget 2011-12	City Mgr. Recom. 2012-13	Council Approval 2012-13
Personnel Expenses	0	0	0	0	0
Supplies and Services	171,912	165,971	733,957	560,490	580,507
Debt Service	0	0	0	0	0
Acquisitions	0	0	0	0	0
Capital Improvements	0	0	0	0	0
TOTAL	171,912	165,971	733,957	560,490	580,507

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FINANCING SOURCES	Actual 2009-10	Actual 2010-11	Final Budget 2011-12	Estimated 2012-13
Other Revenues	171,912	165,971	733,957	580,507
TOTAL	171,912	165,971	733,957	580,507

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BUDGET DETAIL EXPENSES

668-0412 Insurance: Unemployment						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2009-10	ACTUAL 2010-11	FINAL BUDGET 2011-12	CITY MGR. RECOM. 2012-13	COUNCIL APPROVAL 2012-13
512.30-30	Unemp Ins-Unemployment	169,023	159,572	443,991	411,640	411,640
512.34-00	Contingency Reserve	0	0	261,786	135,203	155,220
512.38-00	Support Services	1,915	3,883	17,207	8,402	8,402
	Supplies and Services	170,938	163,455	722,984	555,245	575,262
514.91-01	Adm Exp-City Manager	214	493	1,934	884	884
514.91-02	Adm Exp-City Attorney	36	44	4	95	95
514.91-09	Adm Exp-Finance	546	1,517	7,257	3,482	3,482
514.91-10	Adm Exp-Purchasing	84	217	837	439	439
514.91-16	Adm Exp-City Council	94	245	941	345	345
	Administrative	974	2,516	10,973	5,245	5,245
**	Insurance: Unemployment	171,912	165,971	733,957	560,490	580,507

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

No longer offer voluntary health products to employees.

Refer employee questions to health & welfare vendors.

2012-2013 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 2009-10	ACTUAL 2010-11	FINAL BUDGET 2011-12	CITY MGR. RECOM. 2012-13	COUNCIL APPROVAL 2012-13
512.17-00	Professional Services	250,565	989,647	6,000	6,000	6,000
512.30-40	Emp Bnft-Group Health/Acc	5,432,887	5,788,516	5,421,943	6,318,961	6,318,961
512.30-41	Group Health Ins Retirees	1,245,862	1,323,664	1,497,295	1,498,031	1,498,031
512.30-42	Emp Bnft-Group Life	67,350	66,944	40,804	30,594	30,594
512.30-43	Emp Bnft-Sht & Lg Trm Dis	81,558	82,828	81,806	62,247	62,247
512.30-45	Emp Bft-Dentl/Vision Care	907,526	974,514	749,986	752,754	752,754
512.30-47	Emp Bnft-Rsrvd For Retent	0	0	1,153,822	440,252	307,679
512.30-55	Vol-Cancer Insurance	7,564	5,836	9,925	0	0
512.30-56	Vol-Heat & Stroke Insur	3,523	2,850	4,626	0	0
512.30-57	Vol-Pet Insurance	3,402	2,004	2,733	0	0
512.30-58	Vol-Universal Life Ins	20,451	15,542	38,247	0	0
512.30-59	Vol-Short Term Disability	5,999	5,398	11,279	0	0
512.30-61	Flexible Spending-Medical	17,936	19,951	51,447	51,527	51,527
512.30-62	Flexible Spending-DepCare	18,935	22,267	38,250	21,851	21,851
512.30-63	Cobra Subsidy	6,996	327	0	0	0
512.38-00	Support Services	155,730	139,855	134,201	134,735	134,735
Supplies and Services		8,226,284	9,440,143	9,242,364	9,316,952	9,184,379
514.91-01	Adm Exp-City Manager	30,143	26,799	17,313	14,967	14,967
514.91-02	Adm Exp-City Attorney	5,048	2,410	40	1,611	1,611
514.91-09	Adm Exp-Finance	77,050	82,382	64,960	58,946	58,946
514.91-10	Adm Exp-Purchasing	11,906	11,809	7,488	7,424	7,424
514.91-16	Adm Exp-City Council	13,339	13,328	8,419	5,833	5,833
Administrative		137,486	136,728	98,220	88,781	88,781
908.93-01	Trsf-General Fund (001)	942,264	0	140,732	0	0
908.93-17	Trsf-Development Svc(017)	134,351	0	18,872	0	0
908.93-18	Trsf-Housing Fund (018)	7,933	0	0	0	0
908.93-21	Trsf-Street/Subd Tre(021)	18,484	0	0	0	0
908.93-22	Trsf-Street Maint/Lt(022)	32,837	0	10,790	0	0
908.93-24	Trsf-Rec & Park Prog(024)	32,678	0	35,823	0	0
908.93-29	Trsf-Public Works Ad(029)	36,352	0	0	0	0
908.93-61	Trsf-Measure "C" Spe(061)	89,699	0	23,400	0	0
Other		1,294,598	0	229,617	0	0
918.93-20	Trsf-Downtown Maint (120)	3,345	0	0	0	0
918.93-56	Trsf-CFD-Public Safe(156)	16,328	0	11,700	0	0
918.93-57	Trsf-CFD-Public Safe(157)	12,586	0	5,850	0	0
918.93-58	Trsf-CFD-PW-Parks Ma(158)	3,125	0	0	0	0
Other		35,384	0	17,550	0	0
958.93-53	Trsf-Wastewater Sys (553)	88,713	0	38,543	0	0
958.93-57	Trsf-Water System Fu(557)	64,200	0	0	0	0
958.93-58	Trsf-Refuse Fund (558)	75,415	0	0	0	0
958.93-61	Trsf-Airport Fund (561)	8,087	0	0	0	0
Other		236,415	0	38,543	0	0
968.93-66	Trsf-Workers Comp (666)	0	0	0	500,000	500,000
968.93-68	Trsf-Unemployment Fu(668)	89,438	0	0	0	0
968.93-70	Trsf-Fleet-Mgmnt (670)	27,144	0	0	0	0
968.93-71	Trsf-Facilities Main(671)	19,372	0	0	0	0
968.93-72	Trsf-Support Service(672)	58,917	0	0	0	0
Other		194,871	0	0	500,000	500,000
988.93-02	Trsf-RDA Proj Area 2(802)	11,175	0	0	0	0
Other		11,175	0	0	0	0
**	Employee Benefits	10,136,213	9,576,871	9,626,294	9,905,733	9,773,160

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.