

Insurance Imprest Fund – Health & Life

Department Mission: The Health & Life Department will provide the vehicle for the financing of the City's Group Health & Life Insurance Plan. The plan for City employees consists of major medical coverage, dental, a partial wellness program, prescription card, term and guaranteed issue life insurance.

Fiscal 2016 Accomplishments:

- Continued full health insurance coverage for City employees at a competitive cost to the employee.
- Maintained a good health care plan for employee and family health coverage.
- Realized cost containment in the wake of rate restricting at the beginning of Fiscal 2014-15.
- Completed and Employee Health Fair, providing important health measures to 158 employees.
- Complied with the requirements of the Patient Protection and Affordable Care Act.

Fiscal 2017 Objectives:

- Continue to offer health insurance benefits to employees and their families.
- Keep employee cost share for single, employee plus one, and family coverage below the national average.
- Enhance the Employee Health Fair to increase participation.
- Continue to understand and comply with requirements of the Patient Protections and Affordable Care Act.
- Study industry methods for cost containment, benefit enhancement, and employee wellness.

Internal Service - Health & Life								
REVENUES	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget	Actual		Amount	Percent
				07/01/2015	03/31/2016			
Health Ins - City Funded	2,864,928	2,871,916	2,979,836	3,150,000	2,326,775	3,200,000	50,000	1.59%
Health Ins - Retirees	47,193	52,879	35,099	35,000	19,510	28,000	(7,000)	(20.00%)
Health Ins - Employee	709,435	715,367	739,053	777,000	590,553	800,000	23,000	2.96%
Life Ins - City Funded	83,560	82,445	82,047	83,000	62,635	75,000	(8,000)	(9.64%)
Life Ins - Employee	13,096	13,203	11,024	12,000	8,648	24,000	12,000	100.00%
Vision Ins Recd - Emp	23,405	23,509	29,778	29,000	24,794	30,000	1,000	3.45%
Transfer from General	0	0	0	0	0	0	0	0.00%
Interest Income	120,650	89,956	116,428	100,000	73,206	120,000	20,000	20.00%
Other Misc Income	<u>115,445</u>	<u>41,242</u>	<u>39,760</u>	<u>39,000</u>	<u>27,430</u>	<u>37,000</u>	<u>(2,000)</u>	<u>(5.13%)</u>
Total Revenues:	3,977,712	3,890,516	4,033,025	4,225,000	3,133,550	4,314,000	89,000	2.11%
EXPENDITURES								
Personal Services	0	0	0	0	0	70,786	70,786	100.00%
Health - Claims	2,862,576	2,835,586	3,052,792	3,675,000	2,261,704	3,675,000	0	0.00%
Life - Premiums	126,525	126,210	129,582	140,000	104,323	140,000	0	0.00%
Health - Admin & Premium	98,076	92,024	102,540	95,000	77,343	105,000	10,000	10.53%
Reinsurance Premiums	138,219	249,580	234,966	250,000	178,533	250,000	0	0.00%
Printing	0	0	0	0	0	0	0	0.00%
Bank Svc Fee	0	49	0	0	0	0	0	0.00%
Misc. Contractual Svcs.	<u>42,835</u>	<u>35,470</u>	<u>36,631</u>	<u>37,000</u>	<u>25,310</u>	<u>37,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	3,268,232	3,338,920	3,556,511	4,197,000	2,647,213	4,277,786	80,786	1.92%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Services	54,483		
FICA	3,326		
Medicare	786		
Retirement Plan I	4,022		
Health Insurance	6,293		
Life Insurance	300		
Worker Compensation	1,576		
Health Ins Admin & Premiums	<u>10,000</u>		
Total	80,786		Total 0
	Net Increase		<u>80,786</u>

Personnel Summary:

Benefits Representative	1		
Total Full Time Employees			1

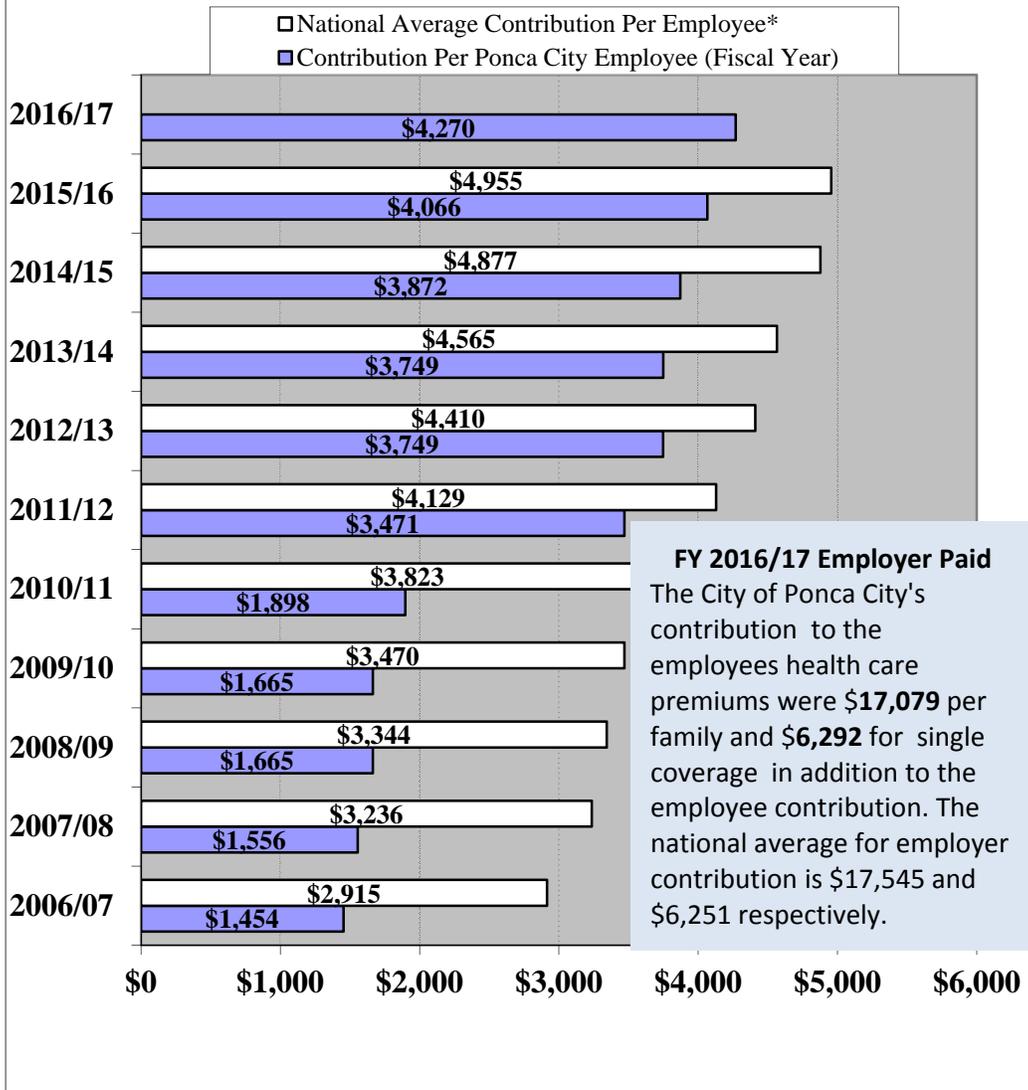
Personnel History:

2016-17

Full Time **1**

Explanation: FY 16/17 Benefits Representative was transferred to Health and Accident.

Annual Employee Contribution for PPO Family Health Care Premium



*National Average Annual Cost Per Employee is a calendar year annual premium estimate from the Kaiser/HRET Survey of Employer Sponsored Health Benefits for PPO Plans-Family Coverage 2006-2015. The Kaiser Family Foundation and the Health Research and Education Trust conduct an annual national survey of employers of all sizes.



Insurance Imprest Fund – Property & Liability

Department Mission:

The Property and Liability Insurance Imprest Fund will account for activity relative to city-wide property and liability insurance policies, including Commercial General Liability, Business Auto; Public Officials Errors and Omissions; Law Enforcement Professionals; Bond & Crime; Fidelity (Treasurer's) Bond; Buildings and Contents; Inland Marine; Electronic Data Processing Systems; Boiler & Machinery; and Municipal Airport General Liability, Errors & Omissions and Employment Practices Liability.

Fiscal 2016 Accomplishments:

- Utilized the Oklahoma Municipal Assurance Group's free training programs that correspond with the City of Ponca City's Safety Manual requirements, including: Active Shooter, Fire Safety, Infection Control/Blood Borne Pathogens, First Aid & CPR, Good Housekeeping to Protect Stormwater, Hazardous Communications, Back Safety, Slips, Trips & Falls, Defensive Driving, Hearing Conservation PPE, and Lock-Out/Tag-Out Ladder Safety.
- Evaluated OMAG on-line training options as a method of aiding monthly department/division safety meeting presentation and encouraging dialog between supervisors and employees to promote and improve work place safety.
- Promoted a safe working environment through the continuation of operation risk safety assessments, such as boiler, elevator, chair lifts, fire and burglar alarms, hot water tank and facility inspections.
- Administered vehicle and equipment accident report tracking to continue to improve City departments' accountability toward the reduction of accidents.
- Created a "City Facility Maintenance" Standard Operating Procedure to establish standard procedures for performing preventative maintenance, identifying and addressing repair needs, and overseeing contractor services.
- Worked Park Maintenance, Code Enforcement, Human Resources and the Pioneer Technology Center to develop "lunch and learn" training sessions for department heads, superintendents, supervisors and building maintenance personnel, with opportunities for hands on training and maintenance identification training tours at various City facilities.

Fiscal 2017 Objectives:

- Continue to thoroughly review and update property and liability policy schedules and evaluate insurance provider options.
- Continue to work with Emergency Management/Safety Director to enhance risk management assessments that encourage and promote a safe working environment.
- Continue to increase safety awareness and training through the utilization of the Oklahoma Municipal Assurance Group's free employee training programs.

Internal Service - Property & Liability								
REVENUES	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget 07/01/2015	Actual 03/31/2016		Amount	Percent
Misc for Damaged Prop	137,656	33,430	19,939	20,000	3,812	20,000	0	0.00%
Prop/Liab Ins - Recvd City	<u>715,547</u>	<u>715,547</u>	<u>715,547</u>	<u>715,547</u>	<u>588,906</u>	<u>709,370</u>	<u>(6,177)</u>	<u>(0.86%)</u>
Total Revenues:	853,203	748,977	735,486	735,547	592,718	729,370	(6,177)	(0.84%)
EXPENDITURES								
Other Charges & Svcs	<u>644,466</u>	<u>651,321</u>	<u>525,268</u>	<u>715,500</u>	<u>588,544</u>	<u>735,547</u>	<u>20,047</u>	<u>2.80%</u>
Total Expenditures:	644,466	651,321	525,268	715,500	588,544	735,547	20,047	2.80%

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Property/Boiler/EDP	50,000	Crime Coverage	(1,000)
General Liability	<u>20,000</u>	Airport General Liability	(800)
		Electric Data Process Equip	(6,500)
		Equipment Physical Damage	(21,000)
		Fidelity Treasurer Bond	(653)
		Claims	<u>(20,000)</u>
	Total	Total	(49,953)
	Net Increase		<u>20,047</u>

Personnel Summary: None

Workers Compensation Fund

Department Mission: The Worker’s Compensation department accounts for the activity of the City’s Self-insured Worker’s Compensation program. The City pays for administration of the program by a third-party administrator, claims and benefits (exclusive of judgments) are paid through this department.

Fiscal 2016 Accomplishments: • Presented seven employee safety training sessions covering multiple topics.

Fiscal 2017 Objectives: • Continue to promote safety in the workplace.

Internal Service - Worker's Compensation								
	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget 07/01/2015	Actual 03/31/2016		Amount	Percent
REVENUES								
W/C - Property Tax	<u>962,061</u>	<u>706,652</u>	<u>718,834</u>	<u>737,517</u>	<u>575,961</u>	<u>588,010</u>	<u>(149,507)</u>	<u>(20.27%)</u>
Total Revenues:	<u>962,061</u>	<u>706,652</u>	<u>718,834</u>	<u>737,517</u>	<u>575,961</u>	<u>588,010</u>	<u>(149,507)</u>	<u>(20.27%)</u>
EXPENDITURES								
Personal Services	<u>60,526</u>	<u>62,749</u>	<u>64,450</u>	<u>67,455</u>	<u>50,726</u>	<u>0</u>	<u>(67,455)</u>	<u>(100.00%)</u>
Other Charges & Svcs	<u>548,021</u>	<u>658,090</u>	<u>546,820</u>	<u>951,800</u>	<u>184,733</u>	<u>955,000</u>	<u>3,200</u>	<u>0.34%</u>
Total Expenditures:	<u>608,547</u>	<u>720,839</u>	<u>611,271</u>	<u>1,019,255</u>	<u>235,460</u>	<u>955,000</u>	<u>(64,255)</u>	<u>(6.30%)</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Misc Other Charges		3,200	Full Time Salaries	(51,650)
			FICA	(3,151)
			Medicare	(745)
			Retirement Plan I	(3,683)
			Health Insurance	(5,993)
			Life Insurance	(245)
			Worker Compensation	<u>(1,988)</u>
		Total	Total	(67,455)
		Net Decrease	<u>(64,255)</u>	

Personnel History:

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Full Time	1	1	1	1	1	1	1	1	1	0

Explanation: FY 16/17 Benefits Representative was transferred to Health and Accident.

City of Ponca City OSHA Recordable Injuries Comparison of Years 2013 – 2015

DEPARTMENT	INJURIES WITH LOST OR RESTRICTED WORKDAYS			# OF DAYS LOST			# OF RESTRICTED DAYS			RECORDABLE INJURIES WITHOUT LOST TIME			TOTAL RECORDABLE INJURIES		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Courts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Airport	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Library	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mansion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Comm Ctr / Emr Mgmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire	3	2	1	75	29	0	58	65	2	3	3	2	6	5	3
Police	4	3	4	12	23	0	246	205	84	0	0	1	4	3	5
Animal Control	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Code Enforce.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park & Rec	0	1	0	0	0	0	0	120	0	1	1	2	1	2	2
Electric	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0
Engineering	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
Utility Billing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Golf Course	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Street	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
Motor Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Eng.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Solid Waste	9	2	3	91	0	0	646	210	61	4	2	0	13	4	3
Landfill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Prod	2	0	0	12	0	0	187	0	0	0	0	0	2	0	0
WW Coll / Water Distr	1	0	0	0	0	0	37	0	0	0	0	0	1	0	0
WW Treat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WW Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	19	8	8	190	52	0	1174	600	147	10	8	6	29	16	14
2013 % improved / - impaired	17%			324%			-24%			0%			14%		
2014 % improved / - impaired		58%			265%			96%			25%			81%	
2015 % improved / - impaired	0%			52,000%			308%			33.33%			14%		

*Information recorded and provided by City of Ponca City Human Resources Department.

City Garage

Department Mission: The City Garage will maintain and repair all City vehicles and equipment in an efficient and effective manner, by improving working skills and knowledge, which will minimize interruption time to City Departments. The Garage services 319 rolling vehicles, including 97 pieces of heavy equipment.

- Fiscal 2016 Accomplishments:**
- Purchased and acquired a new 2016 Passenger Bus for city use.
 - Utilized the State bid process and acquired a new Roll-Off Truck for Solid Waste Department.
 - Reduced the parts inventory by trading out of date parts for useable stock to fit the current vehicles owned by City Departments at a total reduction of \$2,762. The inventory reduction is still on going.
 - Worked with several local vendors to buy more aftermarket parts with lifetime warranties due to frequent failures of certain parts.
 - Attended advanced training for repairs on new age automotive and heavy equipment.
 - Placed the Oklahoma Corporation Commission monthly in tank and line leak test reports in a binder to organize test results for easier accessibility for the OCC Inspector.
 - Attended a RTA (garage maintenance computer program) training seminar in Denver, Colorado, the RTA system is used to track vehicle repairs and fuel usage.

- Fiscal 2017 Objectives:**
- Expand internal service to include minor transmission repairs and overhauls.
 - Pursue a new used oil buyback program, due to the falling oil prices currently have to pay the vendor to remove used oil.

Internal Service - City Garage								
REVENUES	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget 07/01/2015	Actual 03/31/2016		Amount	Percent
Charges for Services	2,069	2,137	4,892	2,000	240	0	(2,000)	(100.00%)
Contribution from Funds	1,617,551	1,633,791	1,424,344	1,678,000	936,409	1,583,000	(95,000)	(5.66%)
Other Revenues	0	0	0	0	0	0	0	0.00%
Total Revenues:	1,619,620	1,635,928	1,429,236	1,680,000	936,649	1,583,000	(97,000)	(5.77%)
EXPENDITURES								
Personal Services	216,034	222,648	194,611	224,550	151,390	233,320	8,770	3.91%
Material & Supplies	1,355,375	1,435,224	1,159,011	1,402,270	790,252	1,283,750	(118,520)	(8.45%)
Other Charges & Svcs	22,277	17,465	16,206	30,600	10,313	30,850	250	0.82%
Capital Outlay	0	0	0	5,000	3,920	17,500	12,500	250.00%
Transfers	17,580	17,580	17,580	17,580	15,685	17,580	0	0.00%
Total Expenditures:	1,611,265	1,692,917	1,387,408	1,680,000	971,561	1,583,000	(97,000)	(5.77%)

Approved Capital: Garage Bay Doors for Wash Bay (2) \$10,000
 10,000 lb. Asymmetric Twin Post Floor Lift \$7,500

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	4,186	Medicare	(179)
FICA	484	Workers Compensation	(1,330)
Retirement Plan I	961	Office Supplies	(100)
Health Insurance	4,648	Motor Fuel	(153,000)
Wearing Apparel	200	Misc Supplies	(200)
Hand Tools	2,000	Solid Waste Services	(1,000)
Motor Vehicle Parts	32,580	C/O Machines & Tools	<u>(5,000)</u>
Electric Utilities	1,000		
Telephone Service Local	50		
Dues & Subscriptions	200		
C/O Building & Improvements	10,000		
City Garage Equipment	<u>7,500</u>		
Total	63,809	Total	(160,809)
	Net Decrease		<u>(97,000)</u>

Personnel Summary:

Superintendent of City Garage	1	Warehouse Storekeeper	1
Mechanic	2	Bus Driver – Part Time	1

Total Full Time Employees 4
Total Part Time Employees 1

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	5	5	5	5	5	4	4	4	4	4
Explanation:	FY 10/11 one mechanic position was eliminated.									

Average Fuel Price Per Gallon Paid by Departments

July 2014 through January 2016

