

**FYE2022 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 03 City Clerk & Finance	<b>ACTIVITY:</b> 8900 Liability Insurance
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 This activity is responsible for the administration of the City's insurance programs, which include: liability, property and auto.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 To effectively manage insurance programs which will preserve the public assets against accidental loss and protect the City financially so that it may adequately operate to provide needed services in the event of a catastrophe.  
 Act as a liaison between insurance providers, claimants and city departments to assure accurate processing of claims and reduction in loss exposure to the City.  
 Analyze insurance programs to provide the greatest benefit for the most reasonable cost.  
 Evaluate deductibles and insurance pools to increase control of the City's funding mechanism for claims.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2019</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>PROPOSED FYE2022 *</b>	<b>PUBLISHED FYE2022</b>	<b>CERTIFIED FYE2022</b>
City Clerk	0.5	0.5	0.5	0.5	0.5	
Administrative Secretary	0	0.5	0.5	0.5	0.5	
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0.5	1	1	1	1	0

\* AT CURRENT FYE21 STAFFING LEVEL

**FYE2022 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 03 City Clerk & Finance	<b>ACTIVITY:</b> 8902 Liability Insurance Chargebacks
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 This activity is used to record the revenue received from the Sewer and Sanitation funds for liability insurance services.

**DEPARTMENT/ACTIVITY OBJECTIVES:**

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2019</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>PROPOSED FYE2022 *</b>	<b>PUBLISHED FYE2022</b>	<b>CERTIFIED FYE2022</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE21 STAFFING LEVEL

**FYE2022 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 03 City Clerk & Finance	<b>ACTIVITY:</b> 8905 Life/Disability Insurance
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 This activity is responsible for the administration of the City's life insurance program.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 Analyze life insurance programs to provide the greatest benefit for the most reasonable cost.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2019</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>PROPOSED FYE2022 *</b>	<b>PUBLISHED FYE2022</b>	<b>CERTIFIED FYE2022</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE21 STAFFING LEVEL

**FYE2022 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 03 City Clerk & Finance	<b>ACTIVITY:</b> 8950 Self Funded Health Insurance
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 This activity is responsible for the administration of the City's self-funded health insurance programs, which include health, dental and prescription insurance policies.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 Effectively manage the self-funded health insurance programs to preserve the public assets and financially protect the City.  
 Maintain a self-insured reserve to be controlled by the City and used to reduce insurance premium costs.  
 Identify risk through analysis of claims.  
 Act as a liaison between insurance providers, claimants and city departments to assure accurate processing of claims and reduction in loss exposure to the City.  
 Analyze insurance programs to provide the greatest benefit for the most reasonable cost.  
 Evaluate deductible and insurance pools to increase control of the City's funding mechanism for claims.  
 Monitor funding level of the self-insured health fund to meet standards for obtaining actuarial approval as required by the State of Iowa Insurance Commissioner.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2019</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>PROPOSED FYE2022 *</b>	<b>PUBLISHED FYE2022</b>	<b>CERTIFIED FYE2022</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE21 STAFFING LEVEL

**FYE2022 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 03 City Clerk & Finance	<b>ACTIVITY:</b> 8960 Self Funded Workers Compensation
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 This activity is responsible for the administration of the City's self-funded workers compensation insurance program.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 Maintain a self-insured reserve to be controlled by the City and used to reduce insurance premium costs.  
 Identify risk through analysis of claims.  
 Act as a liaison between insurance providers, claimants and city departments to assure accurate processing of claims and reduction in loss exposure to the City.  
 Analyze insurance programs to provide the greatest benefit for the most reasonable cost.  
 Evaluate deductibles to better control the City's funding mechanism for claims.  
 Monitor funding level of the self-insured work comp fund to financially protect the City.  
 Increase employees awareness of a safe working environment and continue partnership for reduced work injuries.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2019</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>PROPOSED FYE2022 *</b>	<b>PUBLISHED FYE2022</b>	<b>CERTIFIED FYE2022</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE21 STAFFING LEVEL