



INTERNAL SERVICE FUND

GROUP INSURANCE BENEFITS RISK SERVICES OPERATIONS CENTER

Group Insurance Benefits accounts for the limited risk self-insurance for health, dental, vision, and life insurance benefits provided to the employees and dependents of the various departments of the City.

Risk Services accounts for the limited risk self-insurance retention program for workers' compensation, general, automobile, police, and public officials' liability and physical damage risk of the City. It also provides a sound risk sharing mechanism through effective safety, risk management programs and high quality administrative services to stabilize the cost of risk for the City of Wilson. It provides Safety and Health training programs to ensure a safe work environment for City employees and also administrates an Employee Assistance Program, in addition to an Employee Health/Wellness Program.

Operations Center accounts for costs of operating and maintaining the Operations Center, which is used by departments of several funds.

INTERNAL SERVICE FUND

COUNCIL GOALS

Building a Better Wilson 1	Economic Development 2	Infrastructure 3	Homes and Neighborhoods 4	Downtown 5	Recreation and Parks 6	Community Involvement 7
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DEPARTMENTAL GOALS FOR FISCAL YEAR

Department Goals and Initiatives	Link to Council Goals
1. Manage City's self-insured Risk Services program	1,3,4,7
2. Federal law, industry, and environmental compliance	1,3,4,7
3. Case management	1,3,4,7
4. Coordinate occupational health nursing and screening	1,3,4,7
5. Train/monitor employees regarding safety rules, regulations, policies, and procedures	1,3,4,7
6. Maintain and coordinate safety, security and access controls for the City	1,3,4,7
7. Manage the City Wellness Program	1,2
8. Manage the EAP Program	1,2

REVENUE AND EXPENDITURE SUMMARY**GROUP INSURANCE BENEFITS**

FINANCIAL PLAN:

	2018-19 Actual	2019-20 Plan	2019-20 Estimated	2020-21 Plan
<u>Revenues, Other Sources, and Fund Balance</u>				
Sales/Charges for Services	\$ 13,173,362	\$ 14,579,050	\$ 14,574,880	\$ 15,112,880
Miscellaneous Income	887	0	450	0
Investment Income	<u>158,226</u>	<u>0</u>	<u>154,180</u>	<u>0</u>
TOTAL	<u>\$ 13,332,475</u>	<u>\$ 14,579,050</u>	<u>\$ 14,729,510</u>	<u>\$ 15,112,880</u>
<u>Expenditures and Other Uses</u>				
Health Claims and Insurance	\$ 11,905,590	\$ 12,902,000	\$ 12,950,180	\$ 13,427,920
Dental Claims	426,973	520,600	500,000	520,600
Vision Claims	71,421	78,850	75,860	85,410
Medicare Supplement Insurance	833,335	970,000	900,180	970,000
Life Insurance	<u>104,728</u>	<u>107,600</u>	<u>89,650</u>	<u>108,950</u>
TOTAL	<u>\$ 13,342,047</u>	<u>\$ 14,579,050</u>	<u>\$ 14,515,870</u>	<u>\$ 15,112,880</u>

Group Insurance Benefits

Note: The City of Wilson operates a Health Clinic located at our Operations Center that provides health services to employees. The City of Wilson has professional staff contracted through Wilson Medical Center on duty daily to allow quicker access to care and a faster turn-around for non-life threatening illnesses and/or injuries. There are no co-payments for employees.

Personnel costs (contracted) are found in professional services. All clinic expenses are in the Group Insurance Benefits Fund.

REVENUE AND EXPENDITURE SUMMARY**RISK MANAGEMENT**

FINANCIAL PLAN:

	2018-19 Actual	2019-20 Plan	2019-20 Estimated	2020-21 Plan
<u>Revenues, Other Sources, and Fund Balance</u>				
Sales/Charges for Services	\$ 3,167,060	\$ 3,226,030	\$ 3,226,030	\$ 3,311,100
Miscellaneous Income	71,262	0	90,770	0
Investment Income	123,324	0	115,000	0
Fund Balance Appropriated	<u>0</u>	<u>958,815</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$ 3,361,646</u>	<u>\$ 4,184,845</u>	<u>\$ 3,431,800</u>	<u>\$ 3,311,100</u>
<u>Expenditures and Other Uses</u>				
Risk Services	<u>\$ 2,460,362</u>	<u>\$ 4,184,845</u>	<u>\$ 4,043,422</u>	<u>\$ 3,311,100</u>
TOTAL	<u>\$ 2,460,362</u>	<u>\$ 4,184,845</u>	<u>\$ 4,043,422</u>	<u>\$ 3,311,100</u>

PERSONNEL SUMMARY

RISK MANAGEMENT

Class Title	Salary Range	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized
Risk Services (2503)				
Workers Compensation Coordinator	18	1	1	1
Safety and Risk Coordinator	17	1	1	1
Full-time		2	2	2

Redistribution Notes:

Position Title:	From:	To:	Percent:
Human Resources Director	Human Resources 2501	Risk Services 2503	50%

Note: Occupational health nursing services are provided through the City of Wilson's Health Clinic. Clinic expenses are included in the Group Insurance Benefits Fund. Occupational Health Services related to Risk Services are charged to this fund.

RISK SERVICES

Description of Services:

Risk Services is responsible for the investigation and processing of all general liability, property and worker's compensation claims through its comprehensive self-insurance and risk management program. Administer the City's safety and health, emergency management program and accident/injury prevention program.

PROGRAM GOALS AND INITIATIVES:

- Administer occupational safety, health risk and emergency management programs in order to reduce the frequency and severity of on the job accidents and to assist employees in improving their health and job performance to minimize and manage the City's related liability and to prepare for and mitigate emergencies and disasters affecting employees and citizens of Wilson
- Make safety a top priority within the organization
- Enhance safety awareness among all employees
- Comply with all local, state, and federal safety regulations, when applicable
- Identify and correct loss trends within the organization
- Provide aggressive internal risk claims management
- Provide training for and input from all employees regarding safety issues

EXPENDITURE SUMMARY:

	2018-19 Actual	2019-20 Plan	2019-20 Estimated	2020-21 Plan
Personnel Services	\$ 242,895	\$ 262,270	\$ 255,150	\$ 269,750
Operating Expenses	2,217,467	3,922,575	3,697,692	3,041,350
Capital Outlay	<u>0</u>	<u>0</u>	<u>90,580</u>	<u>0</u>
TOTAL	<u>\$ 2,460,362</u>	<u>\$ 4,184,845</u>	<u>\$ 4,043,422</u>	<u>\$ 3,311,100</u>

PERFORMANCE INDICATORS:

Outputs	2018-19 Actual	2019-20 Estimated	2020-21 Goal
Total cost of insurance coverage – 12 month period	\$663,016	\$693,442	\$725,000
Comply with Safety Regulations	100%	100%	100%

REVENUE AND EXPENDITURE SUMMARY**OPERATIONS CENTER**

FINANCIAL PLAN:

	2018-19 Actual	2019-20 Plan	2019-20 Estimated	2020-21 Plan
<u>Revenues, Other Sources, and Fund Balance</u>				
Sales/Charges for Services	\$ 1,123,405	\$ 1,172,080	\$ 1,172,080	\$ 1,046,910
Miscellaneous Income	14	0	0	0
Investment Income	37,009	0	35,000	0
Fund Balance Appropriated	<u>0</u>	<u>1,101,378</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$ 1,160,428</u>	<u>\$ 2,273,458</u>	<u>\$ 1,207,080</u>	<u>\$ 1,046,910</u>
<u>Expenditures and Other Uses</u>				
Operations	\$ 440,259	\$ 433,516	\$ 422,000	\$ 663,700
Capital Outlay	330,459	1,457,712	1,457,710	0
Debt Service	<u>383,687</u>	<u>382,230</u>	<u>382,227</u>	<u>383,210</u>
TOTAL	<u>\$ 1,154,405</u>	<u>\$ 2,273,458</u>	<u>\$ 2,261,937</u>	<u>\$ 1,046,910</u>