

BENEFITS ADMINISTRATION

Mission Statement

The mission of Benefits Administration is to promote the health and well-being of City employees, retirees, and their families, by providing excellent customer service through the administration of City benefits programs.

Benefits Administration is part of the Human Resources Department. This allows Benefits Administration to partner with the Human Resources staff to promote a positive working environment and improve communications to all City employees and departments. Benefits Administration continues to work closely with the Controller's Office and the Payroll Department in many aspects that are necessary to administer City benefits programs.

Goals and Objectives

The goals for Benefits Administration are:

Provide excellent customer service to employees, retirees and their dependents.

Act as a liaison between providers, and employees and retirees, to resolve benefits issues.

Review benefit programs and make recommendations for change and/or improvement.

Maintain accurate records of employees and retirees relating to: health insurance, COBRA administration, life insurance, long-term disability, short-term disability, flexible spending accounts, and FMLA.

Monitor provider billings to detect errors and contain costs.

Continue to maintain and develop the Flexible Spending Account program in order to save employees and the City of Fort Wayne on taxable income. Flexible Spending Accounts are tax-favored accounts that allow employees to set aside money pretax for eligible Medical and Dependent Care costs. Claims are processed through the Benefits office and reimbursed on employee payroll checks bi-weekly. As an employer, the City of Fort Wayne saves on every dollar that passes through the Flex program by reducing its FICA liability.

Develop and implement wellness programs for employees, retirees and their families, to improve the quality of life of these individuals and mitigate benefit costs, including but not limited to annual Health Fairs, monthly wellness seminars and a Smoking Cessation Program.

Develop, maintain and comply with a benefits administration procedure manual.

Develop and maintain good working relationships with benefit providers, HR Department, Payroll Department, Controller's Office and departmental payroll clerks in order to foster cooperation and provide good customer service to employees, retirees and family members.

GROUP HEALTH INSURANCE
 Dept # 0002 - BENF
 2010 BUDGET COMPARISON

	2008 ACTUAL	2009 ACTUAL THRU 30-Jun-2009	2009 REVISED BUDGET	2010 SUBMITTED	\$ INCREASE (DECREASE) FROM 2009 APPR	% CHANGE FROM 2009 APPR TO 2010
5111 TOTAL WAGES	103,418		102,917	104,413	1,496	1.45%
5131 PERF - EMPLOYERS SHARE	6,980		7,229	7,844	615	
5132 FICA	6,631		7,873	7,743	(130)	
5134 LIFE MEDICAL & HEALTH INSURAN	18,000		18,000	19,800	1,800	
5136 UNEMPLOYMENT COMPENSATION	98		103	100	(3)	
5137 WORKERS COMP INSURANCE	156		166	156	(10)	
513A PERF - EMPLOYEES/PD BY CITY	2,992		2,992	3,036	44	
Total 5100	\$138,275	\$68,252	\$139,280	\$143,092	\$3,812	2.74%
5219 OTHER OFFICE SUPPLIES	1,974		1,200	1,200	-	
5299 OTHER MATERIALS & SUPPLIES	-		900	900	-	
Total 5200	\$1,974	\$491	\$2,100	\$2,100	\$-	0.00%
531K SEMINAR FEES	50		1,500	1,500	-	
5322 POSTAGE	1,632		2,500	2,500	-	
5323 TELEPHONE & TELEGRAPH	757		780	780	-	
5324 TRAVEL EXPENSES	-		1,000	1,000	-	
532L LONG DISTANCE CHARGES	21		60	60	-	
5331 PRINTING OTHER THAN OFFC SUPPL	1,224		2,250	2,250	-	
5332 PUBLIC OF LEGAL NOTICES/ADVTER	38		-	-	-	
5342 LIABILITY INSURANCE	121		150	535	385	
5369 CONTRACTED SERVICE	31,823		44,000	21,100	(22,900)	
5374 OTHER EQUIPMENT RENTAL	1,316		1,260	1,260	-	
5391 SUBSCRIPTIONS AND DUES	-		800	-	(800)	
Total 5300	\$36,982	\$1,780	\$54,300	\$30,985	(\$23,315)	- 42.94%
Total 5400	\$-	\$-	\$-	\$-	\$-	
Total	\$177,231	\$70,522	\$195,680	\$176,177	(\$19,503)	- 9.97%

Benefits 2010-2014 Capital Improvement Program

FUNDING SOURCE CODE:							
	GRP-Grant Pending	PT-Property Tax					
	LE-Lease	RB-Revenue Bond					
	InfraBd-Infrastructure Bond	ST-State Source					
	LRS-Local Roads & Streets	SU-Sewer Utility					
	MISC-Miscellaneous	SWU-Stormwater Utility					
	MVH-Motor Vehicle Highway	TIF-Tax Increment Financing					
	PCBF-Park Cumulative Bldg. Fund	UF-User Fee					
	PS-Private Source	WU-Water Utility					
	CC-Cumulative Capital Fund						
	CDBG-Community Development Block Grant						
	CEDIT-Co. Economic Development Income Tax						
	CO-County Source						
	FED-Federal Source						
	GOB-General Obligation Bond						
	GRA-Grant Approved						
Item #	Project Title & Description	Funding Source	Expenditure				
			2010	2011	2012	2013	2014
1	Printers	MISC	-	-	1,000	-	-
2	Office Chair	MISC	-	-	-	400	-
TOTAL			-	-	1,000	400	-

1. Replacement of printers
2. Replacement of chairs