

# BENEFITS ADMINISTRATION

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## **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  
 2012 BUDGET COMPARISON

	2010 ACTUAL	2011 ACTUAL THRU 30-Jun-2011	2011 REVISED BUDGET	2012 SUBMITTED	\$ INCREASE (DECREASE) FROM 2011 APPR	% CHANGE FROM 2011 APPR TO 2012
5111 TOTAL WAGES	103,815		104,921	104,921	-	0.00%
5131 PERF - EMPLOYERS SHARE	7,805		8,646	10,172	1,526	
5132 FICA	7,304		8,026	8,027	1	
5134 LIFE MEDICAL & HEALTH INSURAN	19,800		20,400	23,600	3,200	
5136 UNEMPLOYMENT COMPENSATION	100		105	105	-	
5137 WORKERS COMP INSURANCE	156		171	132	(39)	
513A PERF - EMPLOYEES/PD BY CITY	3,021		3,053	3,052	(1)	
5142 HSA DEPOSITS	19,000		-	-	-	
<b>Total 5100</b>	<b>\$161,002</b>	<b>\$99,865</b>	<b>\$145,322</b>	<b>\$150,009</b>	<b>\$4,687</b>	<b>3.23%</b>
5219 OTHER OFFICE SUPPLIES	845		1,200	900	(300)	
5299 OTHER MATERIALS & SUPPLIES	688		900	720	(180)	
<b>Total 5200</b>	<b>\$1,533</b>	<b>\$499</b>	<b>\$2,100</b>	<b>\$1,620</b>	<b>(\$480)</b>	<b>- 22.86%</b>
531K SEMINAR FEES	15		1,500	-	(1,500)	
5322 POSTAGE	1,474		2,500	1,500	(1,000)	
5323 TELEPHONE & TELEGRAPH	775		780	-	(780)	
5324 TRAVEL EXPENSES	-		1,000	-	(1,000)	
532L LONG DISTANCE CHARGES	24		60	-	(60)	
5331 PRINTING OTHER THAN OFFC SUPPL	1,426		2,250	1,500	(750)	
5342 LIABILITY INSURANCE	498		427	597	170	
5363 CONTRACTED OTHER EQUIPMT REPAI	17		-	-	-	
5369 CONTRACTED SERVICE	37,678		51,000	51,000	-	
5374 OTHER EQUIPMENT RENTAL	1,144		1,260	1,020	(240)	
5399 OTHER SERVICES AND CHARGES	44		-	-	-	
<b>Total 5300</b>	<b>\$43,095</b>	<b>\$10,461</b>	<b>\$60,777</b>	<b>\$55,617</b>	<b>(\$5,160)</b>	<b>- 8.49%</b>
<b>Total 5400</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	
<b>Total</b>	<b>\$205,630</b>	<b>\$110,825</b>	<b>\$208,199</b>	<b>\$207,246</b>	<b>(\$953)</b>	<b>- 0.46%</b>