

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
 2009 BUDGET COMPARISON

	2007 ACTUAL	2008 ACTUAL THRU 30-Jun-2008	2008 REVISED BUDGET	2009 SUBMITTED	\$ INCREASE (DECREASE) FROM 2008 APPR	% CHANGE FROM 2008 APPR TO 2009
5111 TOTAL WAGES	95,611		98,195	104,413	6,218	6.33%
5131 PERF - EMPLOYERS SHARE	5,787		6,650	7,338	688	
5132 FICA	6,322		7,512	7,988	476	
5134 LIFE MEDICAL & HEALTH INSURAN	17,000		18,000	18,000	-	
5136 UNEMPLOYMENT COMPENSATION	95		98	104	6	
5137 WORKERS COMP INSURANCE	156		156	166	10	
513A PERF - EMPLOYEES/PD BY CITY	2,778		2,850	3,036	186	
Total 5100	\$127,748	\$68,640	\$133,461	\$141,045	\$7,584	5.68%
5219 OTHER OFFICE SUPPLIES	1,075		1,200	1,200	-	
5299 OTHER MATERIALS & SUPPLIES	458		900	900	-	
Total 5200	\$1,532	\$1,315	\$2,100	\$2,100	\$-	0.00%
531K SEMINAR FEES	1,165		2,000	1,500	(500)	
5322 POSTAGE	2,516		2,200	2,500	300	
5323 TELEPHONE & TELEGRAPH	755		780	780	-	
5324 TRAVEL EXPENSES	170		2,000	1,000	(1,000)	
532L LONG DISTANCE CHARGES	19		60	60	-	
5331 PRINTING OTHER THAN OFFC SUPPL	1,423		3,250	2,250	(1,000)	
5342 LIABILITY INSURANCE	82		121	150	29	
5369 CONTRACTED SERVICE	28,233		44,000	44,000	-	
5374 OTHER EQUIPMENT RENTAL	1,260		1,260	1,260	-	
5391 SUBSCRIPTIONS AND DUES	413		800	800	-	
Total 5300	\$36,036	\$10,362	\$56,471	\$54,300	(\$2,171)	- 3.84%
5443 PURCHASE OF OFFICE EQUIPMENT	-		250	-	(250)	
Total 5400	\$-	\$-	\$250	\$-	(\$250)	-100.00%
Total	\$165,317	\$80,317	\$192,282	\$197,445	\$5,163	2.69%

Benefits 2009-2013 Capital Improvement Program

FUNDING SOURCE CODE:	GRP-Grant Pending	PT-Property Tax
CC-Cumulative Capital Fund	LE-Lease	RB-Revenue Bond
CDBG-Community Development Block Grant	InfraBd-Infrastructure Bond	ST-State Source
CEDIT-Co. Economic Development Income Tax	LRS-Local Roads & Streets	SU-Sewer Utility
CO-County Source	MISC-Miscellaneous	SWU-Stormwater Utility
FED-Federal Source	MVH-Motor Vehicle Highway	TIF-Tax Increment Financing
GOB-General Obligation Bond	PCBF-Park Cumulative Bldg. Fund	UF-User Fee
GRA-Grant Approved	PS-Private Source	WU-Water Utility

Item #	Project Title & Description	Funding Source	Expenditure				
			2009	2010	2011	2012	2013
1	Computers	MISC	2,000	-	2,000	-	-
2	Printers	MISC	-	900	-	-	-
TOTAL			2,000	900	2,000	-	-

1. Replacement of computers: computers to be replaced according to City guidelines
2. Replacement of printer: printers to be replaced according to City guidelines.

STAFFING LEVELS
BUDGETED
BENEFITS ADMINISTRATION

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
Benefits & Employee Communications Manager	G	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Benefits & Wellness Specialist	B	0	0.8	1	1	1	1	1	1	1	1	1	1	1	
TOTAL		1	1.8	2	2	2	2	2	2	2	2	2	2	2	