

# 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  
 2013 BUDGET COMPARISON

	2011 ACTUAL	2012 ACTUAL THRU 30-Jun- 2012	2012 REVISED BUDGET	2013 SUBMITTED	\$ INCREASE (DECREASE) FROM 2012 REVISED	% CHANGE FROM 2012 REV TO 2013
5111 TOTAL WAGES	106,494		104,921	106,956	2,035	1.94%
5131 PERF - EMPLOYERS SHARE	10,468		10,172	10,376	204	
5132 FICA	9,193		8,027	8,182	155	
5134 LIFE MEDICAL & HEALTH INSURAN	20,400		23,600	23,600	-	
5136 UNEMPLOYMENT COMPENSATION	105		105	107	2	
5137 WORKERS COMP INSURANCE	171		132	110	(22)	
513A PERF - EMPLOYEES/PD BY CITY	3,691		3,052	3,113	61	
<b>Total 5100</b>	<b>\$150,522</b>	<b>\$75,018</b>	<b>\$150,009</b>	<b>\$152,444</b>	<b>\$2,435</b>	<b>1.62%</b>
5219 OTHER OFFICE SUPPLIES	797		900	900	-	
5299 OTHER MATERIALS & SUPPLIES	236		720	720	-	
<b>Total 5200</b>	<b>\$1,033</b>	<b>\$1,891</b>	<b>\$1,620</b>	<b>\$1,620</b>	<b>-</b>	<b>-</b>
5314 CONSULTANT SERVICES	1,500		-	-	-	
531K SEMINAR FEES	1,790		-	-	-	
5322 POSTAGE	2,013		1,500	1,500	-	
5323 TELEPHONE & TELEGRAPH	232		-	-	-	
5324 TRAVEL EXPENSES	572		-	-	-	
5326 MILEAGE	171		-	-	-	
532L LONG DISTANCE CHARGES	7		-	-	-	
5331 PRINTING OTHER THAN OFFC SUPPL	2,500		1,500	1,500	-	
5342 LIABILITY INSURANCE	439		597	453	(144)	
5369 CONTRACTED SERVICE	75,518		93,840	94,150	310	
5374 OTHER EQUIPMENT RENTAL	1,016		1,020	1,020	-	
<b>Total 5300</b>	<b>\$85,759</b>	<b>\$23,429</b>	<b>\$98,457</b>	<b>\$98,623</b>	<b>\$166</b>	<b>0.17%</b>
5443 PURCHASE OF OFFICE EQUIPMENT	581		-	-	-	
<b>Total 5400</b>	<b>\$581</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>\$237,894</b>	<b>\$100,337</b>	<b>\$250,086</b>	<b>\$252,687</b>	<b>\$2,601</b>	<b>1.04%</b>