

# 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  
 2014 BUDGET COMPARISON

	2012 ACTUAL	2013 ACTUAL THRU 30-Jun-2013	2013 REVISED BUDGET	2014 SUBMITTED	\$ INCREASE (DECREASE) FROM 2013 REVISED	% CHANGE FROM 2013 REV TO 2014
5111 TOTAL WAGES	106,729		106,956	113,111	6,155	5.75%
5131 PERF - EMPLOYERS SHARE	10,235		10,376	12,310	1,934	
5132 FICA	7,437		8,182	8,653	471	
5134 LIFE MEDICAL & HEALTH INSURAN	23,600		23,600	23,600	-	
5136 UNEMPLOYMENT COMPENSATION	105		107	113	6	
5137 WORKERS COMP INSURANCE	132		110	114	4	
513A PERF - EMPLOYEES/PD BY CITY	3,071		3,113	3,297	184	
<b>Total 5100</b>	<b>\$151,309</b>	<b>\$78,540</b>	<b>\$152,444</b>	<b>\$161,198</b>	<b>\$8,754</b>	<b>5.74%</b>
5219 OTHER OFFICE SUPPLIES	479		900	900	-	
5299 OTHER MATERIALS & SUPPLIES	2,774		720	720	-	
<b>Total 5200</b>	<b>\$3,252</b>	<b>\$195</b>	<b>\$1,620</b>	<b>\$1,620</b>	<b>-</b>	<b>0.00%</b>
5322 POSTAGE	1,222		1,500	1,500	-	
5331 PRINTING OTHER THAN OFFC SUPPL	2,625		1,500	1,500	-	
5332 PUBLIC OF LEGAL NOTICES/ADVTER	41		-	-	-	
5342 LIABILITY INSURANCE	574		453	516	63	
5369 CONTRACTED SERVICE	71,800		94,150	94,150	-	
5374 OTHER EQUIPMENT RENTAL	1,016		1,020	1,020	-	
5391 SUBSCRIPTIONS AND DUES	365		-	-	-	
<b>Total 5300</b>	<b>\$77,644</b>	<b>\$1,755</b>	<b>\$98,623</b>	<b>\$98,686</b>	<b>\$63</b>	<b>0.06%</b>
<b>Total 5400</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	
<b>Total</b>	<b>\$232,205</b>	<b>\$80,490</b>	<b>\$252,687</b>	<b>\$261,504</b>	<b>\$8,817</b>	<b>3.49%</b>