

# RISK MANAGEMENT

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The City of Fort Wayne is self-insured for General, Auto and Professional Police Liabilities. An ordinance was passed in July 1989 establishing the self-insurance fund for General, Auto and Professional Police Liabilities. An additional ordinance was passed in July 1991 establishing the Workers' Compensation Fund. All functions budgeted for the Risk Management Department are paid from this fund. Risk Management will be comprised of five people. Third party expenses for actuarial costs, attorney fees and administrative costs for the program, claims processing and loss-control engineering are budgeted through the fund.

In addition, Risk Management monitors all other insurance policies for the city of Fort Wayne.

## **Goals and Objectives**

The focus of Risk Management will continue to be Safety. Regular participation by employees within their departments on all safety-related issues through safety meetings, training and awareness will be the goal. Continuing to strive, through training and safety education, the prevention of workplace accidents and injuries is our objective. Development of safety training classes to specific exposure areas as well as compliance with OSHA mandated training, working with departments in reviewing injuries and implementation of preventative methods to reduce injuries, and ongoing accident review to lesson both cost and liability will also be the goals of the department.

Risk Management will provide each department with the resources and direction to ensure the financial stability, proper training, and safe operation of the City of Fort Wayne. We will strive to promote fiscal responsibility and to minimize potential liability risks. To this end Risk Managements Safety staff will lead the Safety BEST group for the City, and will champion the Voluntary Protection Program as the first municipality in Indiana to do so under the guidance of IOSHA.

The Risk Management Department will continue funding the General, Auto, Professional Police, Workers' Compensation and Hurt on Duty Liability Reserves under a comprehensive risk management program. Through employee safety training, safety meetings, accident investigations, safety inspections, and a sound loss control program, efforts will continue in reducing liability claims.

**SELF INSURANCE-LIABILITY**  
**Dept # 404-404-SELF**  
**2007 BUDGET COMPARISON**

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>\$ INCREASE</u>	<u>% CHANGE</u>
	<u>ACTUAL</u>	<u>APPROVED</u>	<u>SUBMITTED</u>	<u>(DECREASE)</u>	<u>FROM 2006 APPR</u>
		<u>THRU 06/30/06</u>		<u>FROM 2006 APPR</u>	<u>TO 2007</u>
				<u>TO 2007</u>	<u>TO 2007</u>
4111 WAGES-REG	\$ 93,033	\$ 107,879	\$ 133,073	\$ 25,194	
4115 PARTTIME	-	2,388	2,388	-	
<b>TOTAL WAGES</b>	<b>\$ 93,033</b>	<b>\$ 110,267</b>	<b>\$ 135,461</b>	<b>\$ 25,194</b>	<b>22.85%</b>
4131 PERF	3,716	5,802	8,317	2,515	
4132 FICA	7,215	8,253	10,363	2,110	
4134 GRP INS	14,004	19,625	25,500	5,875	
4136 UNEMPLOYMENT	36	54	135	82	
4137 WORKERS COMP	192	113	900	787	
413A PERF/FRINGE	2,224	3,165	3,992	827	
413R RETIREE HEALTH	6,996	7,848	-	(7,848)	
<b>TOTAL 4100</b>	<b>\$ 127,416</b>	<b>\$ 155,126</b>	<b>\$ 184,668</b>	<b>\$ 29,542</b>	<b>19.04%</b>
4212 STATIONARY/FORMS	\$ -	\$ 185	\$ 185	\$ -	
4214 SAFETY ITEMS	1,017	1,500	1,500	-	
4219 OTHR OFFC SUPPL	1,742	2,000	2,000	-	
<b>TOTAL 4200</b>	<b>\$ 2,759</b>	<b>\$ 3,685</b>	<b>\$ 3,685</b>	<b>\$ -</b>	<b>-</b>
4311 LEGAL SRVCS	\$ 653,203	\$ 375,000	\$ 400,000	\$ 25,000	
4314 CONSULT SRVCS	58,120	50,455	50,455	-	
431K SEMINAR FEES	505	1,000	1,000	-	
431S SOFTWARE TRAIN	360	360	360	-	
4322 POSTAGE	547	600	720	120	
4323 TELEPHONE	765	777	780	3	
432C CELL PHONE	153	600	-	(600)	
4342 LIABILITY INSUR	2,808	72	84	12	
4343 OFCL/CRIME BOND	14	10	10	-	
4344 OTH CASUALTY INSUR	9,603	-	-	-	
4363 CONT OTH REP	254	-	-	-	
4369 CONT SRVCS	1,640	-	-	-	
4377 CC BLDG PARKING	50	-	-	-	
4391 SUBS & DUES	468	905	905	-	
4399 OTHR SRVCS	948	-	-	-	
<b>TOTAL 4300</b>	<b>\$ 729,438</b>	<b>\$ 429,779</b>	<b>\$ 454,314</b>	<b>\$ 24,535</b>	<b>5.71%</b>
4443 PUR OFFC EQP	\$ 506	\$ -	\$ 500	\$ 500	
4444 PUR OTHR EQP	147	-	-	-	
4445 PUR COMPUTER	906	-	-	-	
<b>TOTAL 4400</b>	<b>\$ 1,559</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>500%**</b>
<b>TOTAL EXPENSES</b>	<b>\$ 861,172</b>	<b>\$ 588,590</b>	<b>\$ 643,167</b>	<b>\$ 54,577</b>	<b>9.27%</b>

\*\* Percentage high due to the fact that 4400's in 2006 were covered with lease dollars.

**WORKERS COMPENSATION**  
**Dept # 405-405-WCOM**  
**2007 BUDGET COMPARISON**

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>\$ INCREASE</u>	<u>% CHANGE</u>
	<u>ACTUAL</u>	<u>APPROVED</u>	<u>SUBMITTED</u>	<u>(DECREASE)</u>	<u>FROM 2006 APPR</u>
		<u>THRU 06/30/06</u>		<u>TO 2007</u>	<u>TO 2007</u>
<b>4111 WAGES-REG</b>	\$ 59,153	\$ 108,902	\$ 82,455	\$ (26,446)	-24.28%
4131 PERF	3,920	5,990	5,153	(836)	
4132 FICA	4,192	8,331	6,308	(2,023)	
4134 GROUP HEALTH INSUR	14,004	19,625	17,000	(2,625)	
4136 UNEMPLOYMENT	48	54	82	28	
4137 WORKERS COMP	192	180	60	(120)	
413A PERF/FRINGE	2,363	3,267	2,474	(793)	
413R RETIREE HEALTH INSUR	6,996	7,848	8,496	648	
4161 SETTLEMENT	-	-	-	-	
<b>TOTAL 4100</b>	<b>\$ 90,868</b>	<b>\$ 154,196</b>	<b>\$ 122,029</b>	<b>\$ (32,168)</b>	<b>-20.86%</b>
4212 STATIONARY/FORMS	\$ 64	\$ 350	\$ 350	-	
4214 SAFETY ITEMS	1,125	1,500	1,500	-	
4219 OTHER OFFICE SUPPLIES	884	1,504	2,000	496	
4231 GASOLINE	831	825	1,200	375	
<b>TOTAL 4200</b>	<b>\$ 2,904</b>	<b>\$ 4,179</b>	<b>\$ 5,050</b>	<b>\$ 871</b>	<b>20.84%</b>
4312 MEDIC SERVICES	\$ 26,315	\$ 37,000	\$ 37,000	-	
4314 CONSULT SERVICES	106,831	81,871	81,870	(1)	
431H BANK SERVICE	-	-	120	120	
431K SEMINAR FEES	75	1,000	1,000	-	
431S SOFTWARE TRAINING	-	360	360	-	
4322 POSTAGE	199	240	240	-	
4323 TELEPHONE	134	240	240	-	
4324 TRAVEL	-	400	400	-	
4326 MILEAGE	120	690	690	-	
432C CELL PHONE	226	600	240	(360)	
432L LONG DISTANCE	49	120	120	-	
4342 LIABILITY INSUR	72	72	84	12	
4343 OFCL/CRIME BOND	14	80	10	(70)	
4345 AUTO INSUR	84	102	58	(44)	
4363 CONT OTHER REPAIR	254	-	-	-	
4369 CONT SRVCS	1,640	-	-	-	
436N GARAGE NON-TARGET	-	600	600	-	
436T GARAGE TARGET	1,272	1,176	588	(588)	
4377 CC BLD PKG	-	-	300	300	
4391 SUBS & DUES	438	850	850	-	
4392 LICENSES	-	100	100	-	
439B MASTER LEASE	-	1,923	3,841	1,918	
<b>TOTAL 4300</b>	<b>\$ 137,722</b>	<b>\$ 127,424</b>	<b>\$ 128,711</b>	<b>\$ 1,287</b>	<b>1.01%</b>
4443 PUR OFFC EQP	\$ 506	\$ -	\$ 1,100	\$ 1,100	
4445 PUR COMPUTER	1,050	-	-	-	
<b>TOTAL 4400</b>	<b>\$ 1,556</b>	<b>\$ -</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>1100%**</b>
<b>TOTAL EXPENSES</b>	<b>\$ 233,051</b>	<b>\$ 285,799</b>	<b>\$ 256,890</b>	<b>\$ (28,910)</b>	<b>-10.12%</b>

\*\* Percentage high due to the fact that 4400's in 2006 were covered with lease dollars.

**Self Insurance 2007-2011 Capital Improvement Program**

<b>FUNDING SOURCE CODE:</b>	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				
			2007	2008	2009	2010	2011
1	Purchase Computer	MISC	-	-	1,000	-	-
2	Purchase Printer	MISC	500	-	600	-	-
3	Purchase Fax	MISC	-	-	300	-	-
<b>TOTAL</b>			<b>500</b>	<b>-</b>	<b>1,900</b>	<b>-</b>	<b>-</b>

1. Replace computer for Safety Investigator
2. Replace printer for Safety Investigator

**Workers Compensation 2007-2011 Capital Improvement Program**

<b>FUNDING SOURCE CODE:</b>	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
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GRA-Grant Approved	PS-Private Source	WU-Water Utility

Item #	Project Title & Description	Funding Source	Expenditure				
			2007	2008	2009	2010	2011
1	Computers	MISC	-	1,000	-	1,000	-
2	Printers	MISC	1,100	-	-	1,000	-
3	File Cabinet	MISC	-	1,000	-	-	-
4	Fax Machine	MISC	-	600	-	600	-
5	Vehicle	LE	-	-	-	-	-
<b>TOTAL</b>			<b>1,100</b>	<b>2,600</b>	<b>-</b>	<b>2,600</b>	<b>-</b>

1. Replacement of Computers: Computers will be replaced according to City guidelines
2. Replacement of Printers: Printers will be replaced according to City guidelines
3. File Cabinets: Additional storage space required for confidential information
4. Replacement of Fax: Fax will be replaced only if equipment fails.
5. Replacement of Vehicle. Recommendation from Fleet

**STAFFING LEVELS**  
**BUDGETED**  
**RISK MANAGEMENT DEPARTMENT**

CLASSIFICATION TITLE	EXEMPT GRID/* UNION														
		99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	
<b>General Liability - 404:</b>															
Risk Manager	G	1	1	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Executive Secretary/Receptionist	A	1	1	1	1	1	1	1	1	1	1	0	0	0	0
Administrative Assistant	A	0	0	0	0	0	0	0	0	0	0	1	1	1	1
Safety Claims Investigator	E	0	0	0	0.5	0.5	0.5	0.5	0.5	1	1	1	1	1	1
<b>Workers Compensation - 405:</b>															
Safety Claims Investigator	E	1	1	1	0.5	0.5	0.5	0.5	0.5	1	1	1	1	1	1
Risk Management Specialist	B	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Medical Coordinator	D	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Risk Manager	G	0	0	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
<b>TOTAL</b>		5	4	4	4	4	4	4	4	5	5	5	5	5	5

\* Reflects Grid and Salary Ordinance changes