

LIABILITY/RISK MANAGEMENT

LIABILITY CLAIMS

***HAZARDOUS MATERIALS
PROGRAM***

INSURANCE PROCUREMENT

***EMPLOYEE SAFETY
PROGRAM***

***SPECIAL EVENTS
INSURANCE***

***CERTIFICATES OF
INSURANCE***

***PUBLIC LOSS
PREVENTION***

LIABILITY/RISK MANAGEMENT

Director of Human Resources
Linn Livingston

(2.25) Employees

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graph TD; A["Director of Human Resources  
Linn Livingston"] --- B["(2.25) Employees"]
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DEPARTMENT: HUMAN RESOURCES
DIVISION: LIABILITY/RISK MANAGEMENT

ACCOUNT NUMBER: 629-453

FUND: LIABILITY INSURANCE

ABOUT THE DIVISION

The Risk Management Liability program provides support for the City's operating departments by quickly resolving legitimate third party claims, managing the Hazardous Materials Program, chairs city-wide safety/incident committee and advising departments on a wide range of insurance related issues. The cost-effective placement of excess insurance and property coverage is a critical component of the program.

EXPENDITURES BY CATEGORY				
CATEGORY	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 ADOPTED
PERSONNEL	168,537	202,527	277,751	256,700
MAINTENANCE & OPERATION	4,301,558	3,324,341	1,782,022	3,187,600
CONTRACTUAL SERVICES	17,609	10,192	21,514	24,000
INTERNAL SERVICES	21,750	23,319	17,065	14,100
CAPITAL OUTLAY	1,364	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL	4,510,819	3,560,379	2,098,352	3,482,400

LIABILITY/ RISK MANAGEMENT

2007-08 KEY ACCOMPLISHMENTS

- ✓ Developed Safety Inspection Program for stadium seats at Arrowhead Baseball Stadium.
- ✓ Reviewed current Injury and Illness Prevention Program (IIPP) and updated document.
- ✓ Developed Citywide Workplace Inspection Program.
- ✓ Performed Workstation Evaluations to minimize ergonomic injuries.
- ✓ Developed Citywide Safety Bulletin Board Program.

2008-09 KEY GOALS

- Develop Citywide Departmental Injury and Illness Prevention Programs (IIPP).
- Develop Tracking Device to monitor Citywide Safety Training.
- Designate City Hall Floor Monitors to assist in Emergency Evacuation Procedures.
- Assign designated Safety Team Leaders for each Department.
- Work with Police Department, Facilities Management, and Water Department to construct a new access road at Perris Hill Firing Range.

DID YOU KNOW?

- Risk Management issues Certificates of Insurance.
- Risk Management is available to assist departments in administering safety tailgate meetings.
- Monthly Safety Talks are posted in Public Folders to assist departmental safety training.
- Hazard Report Forms are located on Safety Bulletin Boards within each department.

**EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009**

FUND 629 LIABILITY INSURANCE FUND

DIVISION 453 LIABILITY INSURANCE

ACCOUNT OBJECT & TITLE	ACTUAL 2005-06	ACTUAL 2006-07	PROJECTED 2007-08	ADOPTED 2008-09
5011 SALARIES PERM/FULLTIME	131,066	155,745	216,909	184,000
5013 AUTOMOBILE ALLOWANCE	900	1,125	1,425	1,500
5015 OVERTIME	4,890	3,989	3,309	4,000
5026 PERS RETIREMENT	17,991	23,286	34,802	38,400
5027 HEALTH & LIFE INSURANCE	11,354	15,617	17,520	25,200
5028 UNEMPLOYMENT INSURANCE	342	403	555	500
5029 MEDICARE	1,994	2,362	3,230	3,100
TOTAL PERSONNEL SERVICES	168,537	202,527	277,751	256,700
5111 MATERIALS & SUPPLIES	5,041	6,961	6,672	6,000
5122 DUES & SUBSCRIPTIONS	3,326	2,412	2,582	2,500
5131 MILEAGE	206	54	32	100
5132 MEETINGS & CONFERENCES	2,543	4,114	2,080	0
5133 EDUCATION & TRAINING	2,981	481	3,135	3,000
5161 INSURANCE PREMIUMS	1,476,408	2,180,429	852,615	1,670,900
5162 LIABILITY CLAIMS	2,786,992	1,103,686	890,704	1,480,000
5163 WORKERS COMP CLAIMS	0	-19	0	0
5165 SIR DEDUCTIBLE	3,068	1,381	648	1,000
5172 EQUIPMENT MAINTENANCE	0	42	0	0
5174 PRINTING CHARGES	1,207	2,466	911	1,500
5175 POSTAGE	247	342	1,302	1,100
5176 COPY MACHINE CHARGES	0	414	1,552	1,500
5181 OTHER OPERATING EXPENSES	19,541	21,577	19,789	20,000
TOTAL MAINTENANCE & OPERATION	4,301,558	3,324,341	1,782,022	3,187,600
5502 PROFESSIONAL/CONTRACTUAL SVCS	10,170	8,140	9,647	10,000
5505 OTHER PROFESSIONAL SERVICES	7,440	2,053	11,867	14,000
TOTAL CONTRACTUAL SERVICES	17,609	10,192	21,514	24,000
5601 GARAGE CHARGES	1,151	500	264	200
5602 WORKERS COMPENSATION	2,200	1,800	1,800	1,600
5603 LIABILITY	4,100	4,400	3,100	2,600
5604 M.I.S. CHARGES - IN-HOUSE	10,400	10,300	8,900	6,400
5605 TELEPHONE SUPPORT	3,622	3,361	2,260	2,400
5612 FLEET CHGS - FUEL	277	2,958	741	900
TOTAL INTERNAL SERVICE CHARGES	21,750	23,319	17,065	14,100
5704 MISCELLANEOUS EQUIPMENT	1,364	0	0	0
TOTAL CAPITAL OUTLAY	1,364	0	0	0
TOTAL	4,510,819	3,560,379	2,098,351	3,482,400

BUDGET - JUSTIFICATION

453 LIABILITY INSURANCE

629 LIABILITY INSURANCE FUND

OBJ JUSTIFICATION

- 5111 MISCELLANEOUS OFFICE, SAFETY, PHOTO & RECORDING SUPPLIES
- 5122 INDEX BUREAU MEMBERSHIP, CLAIMS MAGAZINE, O'BRIEN'S, VERDICTUM JURIS, THE SUN NEWSPAPER, NATIONAL SAFETY COUNCIL, SAFETY REGULATIONS & PUBLICATIONS
- 5131 MILEAGE
- 5133 RISK MANAGEMENT COURSES;RISK MANAGEMENT TRAINING VIDEOS
- 5161 LIABILITY INSURANCE PREMIUM, BURGLARY INSURANCE, PROPERTY INSURANCE, UNDERGROUND STORAGE TANKS
- 5162 LIABILITY CLAIMS
- 5165 SIR DEDUCTIBLE
- 5174 PRINTING CHARGES
- 5175 POSTAGE
- 5176 1/2 COPY MACHINE CHARGES
- 5181 FEES: UNDERGROUND STORAGE TANK, AQMD, SBCO HAZMAT TANK FEES, DEPT OF TOXIC SUBSTANCE CONTROL, MISC. INVESTIGATIVE COSTS, SUCABA
- 5502 USDOT DRUG & ALCOHOL PROGRAM
- 5505 EMERGENCY HAZARDOUS MATERIAL CLEAN-UP COSTS.
- 5601 CHARGES FROM CITY'S FLEET DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED THE MAINTENANCE AND OPERATION OF MOTOR VEHICLES ASSIGNED TO THIS DEPARTMENT. (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED.)
- 5602 THE PORTION OF THE CITY'S TOTAL WORKER'S COMPENSATION COSTS (INLCUDING STAFF TIME) RELATED TO THIS FUND BASED ON LOSS HISTORY AND INDUSTRY STANDARDS.
- 5603 THE PORTION OF THE CITY'S TOTAL COSTS (INCLUDING STAFF TIME AND OVERHEAD) FOR RISK MANAGEMENT, LIABILITY INSURANCE PREMIUMS, PROPERTY INSURANCE PREMIUMS AND LIABILITY COSTS RELATED TO THIS FUND. BASED ON LOSS HISTORY AND INDUSTRY STANDARDS.
- 5604 THE PORTION OF THE CITY'S TOTAL INFORMATION TECHNOLOGY SERVICES COSTS (INCLUDING STAFF TIME) RELATED TO THIS DEPARTMENT. CHARGES ARE BASED ON TYPE OF EQUIPMNT, SOFTWARE AND SUPPORT UTILIZED BY DEPARTMENT.
- 5605 CHARGES FROM THE CITY'S TELECOMMUNICATIONS DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S TELECOMMUNICATIONS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5612 CHARGES FROM THE CITY'S FLEET DIVISION (INCLUDING STAFF TIME AND OVERHEAD) FOR FUEL COSTS RELATED TO MOTOR VEHICLES IN THIS DIVISION (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).