

FUND 501: SELF INSURANCE FUND (RISK MANAGEMENT)

MISSION

This division exists to provide a safe and healthy work environment for all employees, and to minimize the adverse effects of unexpected losses. Ensuring that a Comprehensive Risk Management Program is in place that best protects the interests of the Town and its employees.

MAIN ACTIVITIES

The most important things we do to fulfill the mission are:

- ✦ Identify exposures and address resolutions
- ✦ Determine proper method for insurance coverage by analyzing options
- ✦ Manage claims in a manner that serves both the interests of the claimant, as well as the Town
- ✦ Apply a variety of approaches to control loss and improve personal safety through the following:
 - ◆ Safety training, committees, newsletters, and the Town-wide safety manual
 - ◆ Periodic safety inspections of Town facilities and property
 - ◆ Conducting motor vehicle report checks
 - ◆ Create and update various manuals and procedures as needed

Revenue and Expense Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
Revenues						
Risk Funding	2,010,439	2,173,487	2,274,106	2,274,106	2,329,817	2.45%
Insurance Proceeds	93,026	103,846	-	90,000	-	-%
Interest on Investments	(7,438)	(224,619)	100,000	250,000	150,000	50.00%
TOTALS	2,096,027	2,052,714	2,374,106	2,614,106	2,479,817	4.45%
Expenses						
Salaries and Wages	124,685	168,186	141,387	125,000	129,019	(8.75%)
Employee Benefits	440,633	261,327	602,391	600,264	609,925	1.25%
Contractual	1,411,591	1,355,461	1,983,093	1,985,745	2,259,375	13.93%
Commodities	2,124	2,073	3,201	2,861	3,631	13.43%
Capital Outlay	-	-	-	-	-	-%
Depreciation	1,379	-	-	-	-	-%
Other (Contingency)	-	-	3,000,000	-	3,000,000	-%
TOTALS	1,980,412	1,787,046	5,730,072	2,713,870	6,001,950	4.74%
Total Revenues Over/(Under) Expenses	115,615	265,667	(3,355,966)	(99,764)	(3,522,133)	
Gain/(Loss) on disposal of assets	(17,700)	-	-	-	-	
Beginning Net Assets	5,387,502	5,485,417	5,751,084	5,751,084	5,651,320	
ENDING NET ASSETS	5,485,417	5,751,084	2,395,118	5,651,320	2,129,187	

REVENUES

Risk Funding

Amount transferred from the general fund

Miscellaneous

Insurance Proceeds are from the subrogation of claims received from at fault 3rd parties

Interest on Investment

The interest revenue is based on the financial market conditions and funds available for investment

EXPENSES

Salaries and Wages

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The decrease in salary is from removing positions that assist Risk from Human Resources to Finance. The FY24 budget includes a COLA increase and pay for performance increases.

Employee Benefits

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

Contractual

The increase is based upon the actual costs for outsourcing the review of certificates of insurance that was implemented as a result of reorganization and reduction in staff allocated to Risk Management. In addition to the unfunded mandate for PTSD training for public safety and the anticipated increase in premium for property coverage.

Commodities

Increase due to allocation of funds in the training account

Contingency

Contingency policies for Risk were adopted October 1, 2001 via Resolution #55-01 to ensure financial stabilization.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Assistant Town Manager	0.000	0.000	0.100	0.000	0.000
Director of Finance	0.000	0.000	0.000	0.100	0.000
People & Culture Division Director	0.000	0.000	0.200	0.000	0.000
Risk Manager	1.000	1.000	0.900	1.000	1.000
Accountant I	0.000	0.000	0.000	0.000	0.050
Accounting Technician	0.000	0.000	0.000	0.050	0.000
Administrative Assistant	0.000	0.400	0.200	0.000	0.000
Assistant Director of Human Resources	0.100	0.100	0.000	0.000	0.000
Director of Human Resources	0.280	0.280	0.000	0.000	0.000
People and Culture Specialist	0.250	0.000	0.000	0.000	0.000
	1.630	1.780	1.400	1.150	1.050