

Risk Management Services

Summary of Expenditures	2006 Budget	2006 Projected	2007 Budget
Personal Services	\$160,487	\$160,594	\$166,216
Fringe Benefits	38,863	42,978	45,949
Materials & Supplies	7,300	11,300	11,450
Contractual Services	957,000	847,000	837,000
Capital Outlay	50,000	50,000	3,500
Total	1,213,650	1,196,872	1,064,115

Department Description

The Risk Management function is a division of the Law Department. Support personnel for this function include an Assistant Village Attorney and a Claims Administrator, who interact with the Village Attorney and outside legal counsel in the administration of Village insurance policies and outstanding general liability and worker's compensation cases. The Assistant Village Attorney also coordinates Village-wide safety seminars and provides staff assistance to departmental safety committees.

Authorized Positions

	<u>2006</u>	<u>2007</u>
Assistant Village Attorney	1	1
Claims Administrator	1	1
Total	2	2

VILLAGE OF OAK PARK 2007 BUDGET
DEPARTMENT SUMMARY

Fund: *Self-Insured Retention Fund*
Fund Code: 6026
Department Code: 41999
Department: *Risk Management*

Expenditure Title	Account Number	2004 Actual	2005 Actual	2006 Budget	2006 Projected	2007 Budget
Full-Time Salaries	510501	\$ 155,430	\$ 155,278	\$ 160,487	\$ 160,594	\$ 166,217
Overtime	510503	59	71	-	-	-
<i>Personal Services</i>		155,489	155,349	160,487	160,594	166,217
Life Insurance	520520	54	157	200	139	139
Health Insurance	520521	10,543	12,560	13,801	17,977	19,764
Pension Contributions	520522	17,571	22,427	24,862	24,862	26,045
<i>Fringe Benefits</i>		28,168	35,144	38,863	42,978	45,948
Dues & Subscriptions	550602	971	6,890	6,000	10,000	10,000
Postage	550603	261	231	400	400	400
Mileage Reimbursement	550605	-	-	150	150	300
Office Supplies	560620	343	743	750	750	750
<i>Materials & Supplies</i>		1,575	7,864	7,300	11,300	11,450
Conferences & Training	530650	-	-	2,000	2,000	2,000
Consultant	530655	41,292	48,545	45,000	50,000	50,000
Workers Comp. Claims	520678	286,051	591,438	300,000	300,000	200,000
Liability Claims	580679	79,759	30,495	150,000	150,000	150,000
Legal Services/Liability	530680	216,161	321,340	175,000	165,000	150,000
Legal Service/Work Comp	530679	31,982	40,130	35,000	35,000	35,000
Insurance	550681	155,105	238,390	250,000	230,000	250,000
Self-Insured Damage Loss	550682	1,500	-	-	-	-
<i>Contractual Services</i>		811,850	1,270,338	957,000	932,000	837,000
Equipment	570720	-	-	-	-	-
Furnishings	570740	-	-	-	-	-
Software	570711	-	-	50,000	50,000	3,500
Reference Material	570730	-	-	-	-	-
<i>Capital Outlay</i>		-	-	50,000	50,000	3,500
Administrative Transfers	591801	-	-	-	-	-
Insurance Payouts	520852	-	-	-	-	-
Loan to Other funds		-	-	-	-	-
Depreciation Expense	580899	-	-	-	-	-
<i>Transfers</i>		-	-	-	-	-
Fund Total		\$ 997,082	\$ 1,468,695	\$ 1,213,650	\$ 1,196,872	\$ 1,064,115

VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM EXPENDITURE SUMMARY

Program No.	Program Name
101	Base
151	Workers' Compensation
152	Civil Liability
153	Safety and Loss Control

Fund: *Self-Insured Retention Fund*
Fund Code: 6026
Department Code: 41999
Department: *Risk Management*

Expenditure Title	Program 101	Program 151	Program 152	Program 153	Program	Program
Full-Time Salaries	\$ 47,381	\$ 39,612	\$ 39,612	\$ 39,612	\$ -	\$ -
Overtime	-	-	-	-	-	-
<i>Personal Services</i>	47,381	39,612	39,612	39,612	-	-
Life Insurance	40	33	33	33	-	-
Health Insurance	5,130	4,878	4,878	4,878	-	-
Pension Contributions	7,424	6,207	6,207	6,207	-	-
<i>Fringe Benefits</i>	12,594	11,118	11,118	11,118	-	-
Dues & Subscriptions	10,000	-	-	-	-	-
Postage	400	-	-	-	-	-
Mileage Reimbursement	300	-	-	-	-	-
Office Supplies	750	-	-	-	-	-
<i>Materials & Supplies</i>	11,450	-	-	-	-	-
Conferences & Training	2,000	-	-	-	-	-
Consultant	5,000	45,000	-	-	-	-
Workers Comp. Claims	-	200,000	-	-	-	-
Liability Claims	-	-	150,000	-	-	-
Legal Services/Liability	-	-	150,000	-	-	-
Legal Service/Work Comp	-	35,000	-	-	-	-
Insurance	-	-	250,000	-	-	-
Self-Insured Damage Loss	-	-	-	-	-	-
<i>Contractual Services</i>	7,000	280,000	550,000	-	-	-
Equipment	-	-	-	-	-	-
Furnishings	-	-	-	-	-	-
Software	3,500	-	-	-	-	-
Reference Material	-	-	-	-	-	-
<i>Capital Outlay</i>	3,500	-	-	-	-	-
Administrative Transfers	-	-	-	-	-	-
Insurance Payouts	-	-	-	-	-	-
Loan to Other Funds	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	-	-
<i>Transfers</i>	-	-	-	-	-	-
Fund Total	\$ 81,925	\$ 330,730	\$ 600,730	\$ 50,730	\$ -	\$ -

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Risk Management - Self-Insured Retention Fund
PROGRAM: Base
PROGRAM ID: 101

Program Description:

The Base program for Risk Management includes a portion of salaries and benefits of two Risk Management positions, an Asst. Village Attorney and Claims Administrator, plus a small portion of the Village Attorney's salary and benefits. Also included are pro-rata costs for materials and supplies to administer program. Consultant fees includes costs associated with asset inventory and computer software upgrades and hardware purchases are also shown.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Portion of the salaries of Village Attorney (5%), Asst Village Attorney (25%) and Claims Administrator (25%)	\$ 47,381
Life Insurance	520520	Village cost for employees' life insurance	40
Health Insurance	520521	Village cost for employees' health insurance	5,130
Pension Contributions	520522	Village cost for employees' pension contribution	7,424
Dues and Subscriptions	550602	Department dues and subscriptions	10,000
Postage	550603	Department postage	400
Mileage Reimbursement	550605	Reimbursement for employee vehicle use for local travel	300
Office Supplies	560620	Central store for department supplies	750
Conferences and Training	530650	Specific conference and task training for support staff	2,000
Consultant Fees	530655	Consultant fees associated with assets inventory	5,000
Software	570711	Computer software upgrades and hardware purchases	3,500
TOTAL			\$ 81,925

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Risk Management - Self-Insured Retention Fund
PROGRAM: Workers' Compensation
PROGRAM ID: 151

Program Description:

The Worker's Compensation program accounts for the processing of Worker's Compensation claims against the Village of Oak Park. The program contains costs associated with a portion of the salaries and benefits of the Asst. Village Attorney and Claims Administrator as well as task training for support staff. Third-party administrator fees are indicated here, along with costs associated with claim payments and legal invoices for defending Village interests.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Portion of the salaries of Asst. Village Attorney (25%) and Claims Administrator (25%)	\$ 39,612
Life Insurance	520520	Village cost for employees' life insurance	33
Health Insurance	520521	Village cost for employees' health insurance	4,878
Pension Contributions	520522	Village cost for employees' pension contribution	6,207
Consultant Fees	530655	Third-party administrator retained by Village to oversee claims administration	45,000
Workers' Compensation Claims	520678	Estimated Workers' Compensation claim payments	200,000
Legal bills - Workers' Compensation	530679	Legal Services for Workers' Compensation claims	35,000
TOTAL			\$ 330,730

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Risk Management - Self-Insured Retention Fund
PROGRAM: Civil Liability
PROGRAM ID: 152

Program Description:

The program Civil Liability relates to the Village's protection against slip-and-falls, etc , and includes a portion of salaries and benefits for the Asst. Village Attorney and Claims Administrator along with liability claims, legal invoices for outside counsel and premiums for Village policies including excess liability coverage's.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Portion of the salaries of Asst. Village Attorney (25%) and Claims Administrator (25%)	\$ 39,612
Life Insurance	520520	Village cost for employees' life insurance	33
Health Insurance	520521	Village cost for employees' health insurance	4,878
Pension Contributions	521522	Village cost for employees' pension contribution	6,207
Liability Claims	580679	Estimated Liability claim payments	150,000
Legal Services - Liability	530680	Legal services for liability claims	150,000
Insurance	550681	Premiums for Village insurance policies including excess liability	250,000
TOTAL			\$ 600,730

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Risk Management - Self-Insured Retention Fund
PROGRAM: Safety and Loss Control
PROGRAM ID: 153

Program Description:

The Safety and Loss Control program covers efforts on the part of Self-Insured Retention to alleviate and minimize losses related to safety measures and includes a portion of the salaries and benefits of the Asst Village Attorney and Claims Administrator. Also included are costs associated with task training for support staff and fees for a safety/loss control evaluation of Village practices and premises.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Portion of the salaries of Asst. Village Attorney (25%) and Claims Administrator (25%)	\$ 39,612
Life Insurance	520520	Village cost for employees' life insurance	33
Health Insurance	520521	Village cost for employees' health insurance	4,878
Pension Contributions	520522	Village cost for employees' pension contribution	6,207
TOTAL			\$ 50,730

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