

FY 2018 REVENUE WORKSHEET

| Fund | Budget | | Account | Account Title | FY 16 Final Budget | FY 17 | FY 17 | FY 18 | Increase (Decrease) |
|------|--------|-------------------|---------|----------------------------------|-----------------------|-------------------|-------------------|---------------------|------------------------|
| | Unit | Budget Unit Title | | | | Current Actual | Current Budget | Requested Amount | |
| 100 | 1555 | Risk Management | 38.3000 | Reimbursement - Damaged Property | \$126,264 | \$90,747 | \$70,000 | \$90,000 | \$20,000 |
| 100 | 1555 | Risk Management | 38.9020 | Reimbursement - Expenses | \$0 | \$22,066 | \$22,066 | \$0 | (\$22,066) |
| 100 | 1555 | Risk Management | 38.9040 | Restitution | \$100 | \$0 | \$100 | \$100 | \$0 |
| | | | | | \$126,364 | \$112,813 | \$92,166 | \$90,100 | (\$2,066) |

FY 2018 EXPENSE WORKSHEET

| Fund | Budget | | Account | Account Title | FY 16 | FY 17 | FY 17 | FY 18 | Increase (Decrease) |
|------|--------|-------------------|---------|---------------------------------|------------------|-------------------|-------------------|---------------------|------------------------|
| | Unit | Budget Unit Title | | | Final Budget | Current Actual | Current Budget | Requested Amount | |
| 100 | 1555 | Risk Management | 51.1100 | Regular Employees | \$41,558 | \$17,545 | \$43,189 | \$43,367 | \$178 |
| 100 | 1555 | Risk Management | 51.2100 | Group Insurance | \$13,077 | \$4,540 | \$8,033 | \$14,253 | \$6,220 |
| 100 | 1555 | Risk Management | 51.2200 | FICA Contribution | \$2,278 | \$996 | \$2,678 | \$2,689 | \$11 |
| 100 | 1555 | Risk Management | 51.2300 | Medicare | \$533 | \$233 | \$626 | \$629 | \$3 |
| 100 | 1555 | Risk Management | 51.2410 | Defined Contribution | \$3,005 | \$3,265 | \$3,947 | \$5,327 | \$1,380 |
| 100 | 1555 | Risk Management | 51.2600 | Unemployment Insurance | \$7,440 | \$1,090 | \$8,000 | \$8,000 | \$0 |
| 100 | 1555 | Risk Management | 51.2700 | Worker's Comp | \$243 | \$98 | \$200 | \$252 | \$52 |
| 100 | 1555 | Risk Management | 52.1380 | Investigative Insurance | \$1,200 | \$401 | \$2,910 | \$2,910 | \$0 |
| 100 | 1555 | Risk Management | 52.2210 | R & M - Vehicles | \$1,814 | \$3,144 | \$7,600 | \$7,825 | \$225 |
| 100 | 1555 | Risk Management | 52.3110 | Ins - Public Office | \$46,500 | \$47,875 | \$47,875 | \$47,875 | \$0 |
| 100 | 1555 | Risk Management | 52.3120 | Ins - Fleet | \$160,745 | \$149,876 | \$175,220 | \$175,220 | \$0 |
| 100 | 1555 | Risk Management | 52.3130 | Ins - Property | \$106,272 | \$109,975 | \$113,975 | \$113,975 | \$0 |
| 100 | 1555 | Risk Management | 52.3140 | Ins - General Comp Liability | \$54,998 | \$61,750 | \$61,750 | \$61,750 | \$0 |
| 100 | 1555 | Risk Management | 52.3150 | Ins - Law Enforcement Liability | \$93,500 | \$96,300 | \$96,300 | \$96,300 | \$0 |
| 100 | 1555 | Risk Management | 52.3160 | Ins - Firemen AD & D | \$28,862 | \$28,861 | \$29,725 | \$29,725 | \$0 |
| 100 | 1555 | Risk Management | 52.3170 | Ins - Travel Accident | \$780 | \$750 | \$800 | \$800 | \$0 |
| 100 | 1555 | Risk Management | 52.3200 | Communications | \$0 | \$0 | \$480 | \$480 | \$0 |
| 100 | 1555 | Risk Management | 52.3400 | Printing & Binding | \$230 | \$0 | \$485 | \$485 | \$0 |
| 100 | 1555 | Risk Management | 52.3500 | Travel | \$2,694 | \$990 | \$3,250 | \$3,250 | \$0 |
| 100 | 1555 | Risk Management | 52.3600 | Dues & Fees | \$300 | \$0 | \$700 | \$700 | \$0 |
| 100 | 1555 | Risk Management | 52.3700 | Education & Training | \$2,220 | \$1,470 | \$3,250 | \$3,250 | \$0 |
| 100 | 1555 | Risk Management | 53.1100 | General Supplies & Material | \$226 | \$0 | \$2,000 | \$2,000 | \$0 |
| 100 | 1555 | Risk Management | 53.1270 | Gasoline / Diesel | \$100 | \$0 | \$0 | \$0 | \$0 |
| 100 | 1555 | Risk Management | 53.1300 | Food | \$0 | \$36 | \$400 | \$400 | \$0 |
| 100 | 1555 | Risk Management | 53.1750 | Vehicle / Equipment Parts | \$0 | \$0 | \$250 | \$250 | \$0 |
| 100 | 1555 | Risk Management | 57.3020 | Insurance Claims / Costs | \$61,478 | \$35,336 | \$51,500 | \$90,000 | \$38,500 |
| | | | | | \$630,053 | \$564,531 | \$665,143 | \$711,712 | \$46,569 |

SIGNIFICANT ISSUES FACING THE DEPARTMENT
Fiscal Year 2018

| | |
|-------------------|-----------------|
| Fund: | 100 |
| Department Name : | Risk Management |
| Budget Unit: | 1555 |

List out and briefly describe the issues facing the department in FY 2018 which could significantly impact your budget.

1. Increasing costs of insurance coverage due to increase in the insurance market and rising values of properties.
 2. Increasing # of properties and vehicles to insure as the county grows.
Unfortunately, this # can be very ambiguous as we are not aware ahead of time when new vehicles are budgeted for and purchased by the different departments.
 3. Increased cost of auto repairs as part prices and labor rates increase in the industry.
Also, the Risk department is working to handle most claims under the \$1000 deductible without reporting them to insurance in an effort to keep premiums down.
 4. Issue with getting 3 shop to give bids on each vehicle. After giving numerous bids but not getting the work due to lower estimates, shops no longer want to come out and give bids. Currently, there are only 2 body shops in Walton County wanting to give estimates on our vehicles.
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**Mission, Goals and Objectives
Fiscal Year 2018**

| | |
|--------------------------|-----------------|
| Fund: | 100 |
| Department Name : | Risk Management |
| Budget Unit: | 1555 |

Mission Statement

The mission of the Risk Department is to reduce risk and ensure the safety of all of Walton County's assets to include its citizens, employees and properties.

Goals

- To minimize the risk of loss to any of Walton County's resources.
- To identify and attempt to eliminate as many exposures as possible.
- To properly insure those exposures which cannot be eliminated.
- To implement safety and prevention programs.
- To promote a theme of safety throughout the county.
- To offer safety training opportunities as needed for different departments.

Objectives

- Holding monthly safety meetings to promote a standard of safety throughout the county.
 - Identifying new loss exposures and working to minimize these exposures.
 - Providing safety material to departments for monthly meetings.
 - Assessing and evaluating the County's insurance needs annually to make sure the County is covered against any major losses.
 - Maintaining strong communication with the County's insurance companies.
 - Facilitating the resolution of County claims.
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**Accomplishments and Improvements
Fiscal Year 2018**

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|--------------------------|------------------------|
| Fund: | 100 |
| Department Name : | Risk Management |
| Budget Unit: | 1555 |

1. Describe the major accomplishments of your department in the past fiscal year.

Monthly Safety Committee meetings being held to review all accident/incidents monthly
Continued application of County's progressive discipline policy assigning points for at-fault accidents
Attended LGRMS and GA PRIMA meetings and conference for risk management knowledge and networking
Began attending GLGPA conferences for education in human resources and risk management
Safety inspections completed at county buildings
Met ACCG requirements to achieve annual safety discount on insurance
Complete review of all properties insured during re-appraisal process

2. Describe the major accomplishments of your department in the current fiscal year.

Safety Committee continues to review all accidents/incidents monthly
Safety discount earned due to compliance with ACCG's safety guideline requirements including formulating and implementing a safety action plan
Evaluated and purchased appropriate insurance coverage for the county's assets to ensure Walton County is protected against any major losses/risks
Evaluated properties for possibilities of alternative insurance coverage in an effort to reduce insurance premium
Maintained strong communication with County's insurance companies to assure our coverages are adequate
Maintained open communication with ACCG claims department and county attorneys to assure claims are handled effectively
Attending LGRMS training, GA PRIMA & GLGPA meeting/conferences to learn more about risk management
Continue classwork toward Certified Human Resource Manager Program certification through GLGPA
Continue tracking claims annually to evaluate numbers, severity and trends

3. Describe the changes and improvements that you propose to make in the operations of your department in the next fiscal year.

Begin compiling data to identify trends in numbers and severity of accident/incidents for both auto and worker's comp
Forming safety sub-committees to focus on these trends to look more closely at reducing these incidents
Develop more annual metrics to track losses and severity to aid in risk/loss reduction
Completing safety inspections of all buildings twice annually
Encourage more safety training of all departments to include getting safety committee members and supervisors to Safety 1,2,&3 classes and have more training classes here at the County for all employees to attend
Continue education for risk employees through training and certification classes

**Performance Measures
Fiscal Year 2018**

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|--------------------------|------------------------|
| Fund: | 100 |
| Department Name : | Risk Management |
| Budget Unit: | 1555 |

Please list Performance Measures

| Type of Measure | FY 2014 Actual | FY 2015 Actual | FY 2016 Actual | FY 2017 Estimated | FY 2018 Estimated |
|------------------------------------------------|---------------------------|---------------------------|---------------------------|------------------------------|------------------------------|
| # of incidents/claims reported | 77 | 92 | 70 | 78 | 80 |
| Ave damage amount of liability/property claims | | \$3,613.34 | \$2,777.76 | \$3,034.49 | \$3,141.86 |
| Ave county cost after insurance payments | | \$252.92 | \$240.50 | \$103.25 | \$198.89 |
| Percent of claims handled by insurance | | 64.13% | 62.85% | 62.50% | N/A |
| Percent of claims actually paid by ACCG | | 47.83% | 41.40% | 37.50% | N/A |
| # of claims associated with street defect | 3 or 3.9% | 1 or 1.1% | 4 or 5.7% | 2 or 2.56% | N/A |
| Cost of risk as percent of county budget | 1.44% | 1.41% | 1.29% | 1.31% | N/A |
| Yearly increase/decrease as a percent | 7.13% | -3.22% | -1.40% | 3.36% | |
| Risk Management Final Budget | \$674,389 | \$652,647 | \$643,491 | \$665,143 | |
| County Final Budget | \$46,823,859 | \$46,437,850 | \$49,848,980 | \$50,864,455 | |
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Walton County Board of Commissioners Facilities/Risk Mgmt. Dept.

Risk Management Budget Changes for FY18 over 3% and Travel/Training:

- 1555 – 52.3500 Travel
 - a. Holly Stephenson, Risk & Liability Specialist
Hank Shirley, Facilities and Risk Manager
 - b. GAPrima State conference & training institute;
GLGPA fall, mid-year and spring conferences
ACCG Certified County Official Training
 - c. Savannah, Chateau Elan, Forsyth, Savannah
 - d. April 2018; November 2017, March 2018, June 2018
 - e. \$1150/person
 - f. \$475/person
 - g. Working towards Certified Human Resource Manager Program
- 1555 – 52.3600 Dues and Fees
 - a. GAPrima, GLPGA
 - b. \$350/person
- 1555 – 52.3700 Training
 - a. Holly Stephenson, Risk & Liability Specialist
Hank Shirley, Facilities and Risk Manager
 - b. GAPrima State conference & training institute;
GLGPA fall, mid-year and spring conferences
ACCG Certified County Official Training
 - c. Savannah, Chateau Elan, Forsyth, Savannah
 - d. April 2018; November 2017, March 2018, June 2018
 - e. \$1100/person
 - f. \$525/person
 - g. Working towards Certified Human Resource Manager Program
- 1555 – 57.3020 Insurance Claims/Costs

With more vehicles on the road and the rising market, we expect the cost of repairing vehicles to continue to increase much like it has so far in FY17. This amount will be offset by the money we received from insurance companies as shown in the FY18 Revenue line item 38.3000.