



- City Facility Inspections
- Defensive Driving Training
- Disability
- Risk Management Oversight Committee & PMA Quarterly Meetings
- Special Events
- Communications (Safety Liaisons)
- Wellness Committee Representation

Currently, two staff members have been trained to teach the City's Defensive Driving course. This eliminated the expense of obtaining an outside vendor. The following administrative and operations tasks will be performed by Billing Operations staff and include but are not limited to the following:

- Worker's Compensation
- City Insurance Coverage
- Subrogation Claims
- Liability Claims
- CDL Program Administration
- Hepatitis B Program Administration
- Vendor & Bill Payments
- Incident Reporting
- Motor Vehicle Authorizations

All Risk Management forms can be found on AlexNet on the Finance Department web page under Risk Management. With the establishment of the risk management email account, worker's compensation claims are emailed. This eliminates the lag time between the incident occurrence and entry of the claim. The account also provides a forum for improved communication between the departmental contact, PMA, the City's third-party claim administrator and the nurse case managers. Most importantly, it allows for the continuity of internal and external customer service during staff turnover and transition.

Team Risk Management has also improved the subrogation process by working in collaboration with the Police Department to establish a shared folder for all Police Incident Reports flagged as "City Property Damage." Rather than relying on Police staff to remember to send a report, the team accesses the reports via the shared folder on a daily basis and begins the subrogation process to recoup damages as a result of destruction of City property. Statistically, the sooner a claim is filed the greater chances are of recovering damages.