

2015 Department Budgets

Legal Affairs Division	163
Critical Initiatives and Measures	165
Safety	166
Legal	168
Risk Management	172

Legal Affairs Division

Division Summary

Sheryl King Benford, Deputy General Manager

The Legal Affairs Division is comprised of the Legal, Safety, and Risk Management Departments and the Office of Equal Opportunity.

The Legal Department provides legal counsel and representation to the Board of Trustees and the Authority. Legal represents the GCRTA on major projects, personal injury, property damage, employment, labor, civil rights, debt collection, and contract matters. It also advises on procurement, general contract, real estate, personnel, liability, and labor matters. The Office of Equal Opportunity ensures EEO/ADA and workplace harassment policy compliance. The Safety Department provides accident prevention, bus system safety, industrial safety, facilities, and rail system safety programs. The Risk Management Department provides workers' compensation, as well as, insurance expertise for the Authority and manages the purchases of both liability and property insurance consistent with GCRTA's level of self-insurance.

Mission Statement

The mission of the Legal Affairs Division is to provide professional, cost-effective legal, safety, and risk management services as well as ensure equal opportunity access and treatment to all stakeholders of the Authority.

2014 Achievements

- ◆ Provided efficient and cost-effective legal representation in all GCRTA litigation, transactional and administrative matters.
- ◆ Continued legal information program to apprise GCRTA departments of public sector legal issues that affect the Authority.
- ◆ Supported construction projects including the Mayfield Rapid Station.
- ◆ Supported energy management initiatives.
- ◆ Developed safety performance measures for managers and supervisors.
- ◆ Continued a proactive approach to reducing bus and rail incidents.
- ◆ Continued the management of the Authority's ADA/EEO programs to ensure compliance with Federal, State, and local laws regarding employment practices, facilities, and services.
- ◆ Continued to investigate allegations of discrimination or non-compliance with equal opportunity policies and procedures.
- ◆ Continued to develop and monitor the Authority's Affirmative Action Plan.
- ◆ Ensured compliance with all Federal, State, and local legislation and regulations and served as a liaison between the Authority and regulatory agencies.
- ◆ Continued the implementation of the Workers' Compensation Action Plan with a focus on strengthening and expanding the Remain-At-Work program.
- ◆ Completed review and staffing of Claims Section.
- ◆ Negotiated innovative Casualty Insurance renewal on behalf of the GCRTA; implementing a multi-year program at significant savings over the prior policy year and 20% under budget.
- ◆ Continued to monitor data entry and reporting requirements.
- ◆ Supported the implementation of MAP-21 and launch of the new ISO 14001 program.

Legal Affairs Division

2015 Objectives

- ◆ Provide efficient and cost-effective legal representation in all GCRTA litigation, transactional, and administrative matters.
- ◆ Continue legal information program to apprise GCRTA departments of public sector legal issues that affect the Authority.
- ◆ Support construction projects.
- ◆ Support energy management initiatives.
- ◆ Continue safety performance measures for managers and supervisors.
- ◆ Continue a proactive approach to reducing bus and rail incidents.
- ◆ Continue the management of the Authority's ADA program to ensure compliance with Federal, State, and local laws regarding employment practices, facilities, and services.
- ◆ Continue to investigate allegations of discrimination or non-compliance with equal opportunity policies and procedures.
- ◆ Continue to develop and monitor the Authority's Affirmative Action Plan.
- ◆ Continue to ensure compliance with all Federal, State, and local legislation and regulations and serve as a liaison between the Authority and regulatory agencies.
- ◆ Continue the implementation of the Workers' Compensation Action Plan with a focus on strengthening and expanding the Remain-At-Work program.
- ◆ Continue to negotiate the best terms and conditions available in the marketplace and most cost-effective renewal of GCRTA insurance programs.
- ◆ Continue to monitor data entry and reporting requirements.
- ◆ Support the implementation of MAP-21 and launch of the new ISO 14001 program.
- ◆ Continue to update and improve our claims handling process.

Legal Affairs Division

2015 Strategic Plan Critical Initiatives and Measures

Critical Initiative	Division Champion(s)	Team	
Outcomes			
Activities	Plan Start	Plan End	% Complete

Define and Implement to Improve Safety for Customers and Employees	Sheryl King Benford	Cynthia Boyd, Robert Huyck, Stephen Bitto	
Improve Preventable Collisions and Injury Rates for the Authority to 0.89 or below			
Increase Compliance with Rules and Standard Operating Procedures (SOPs) by 2%			
Improve upon 2014 baseline on employees and customer safety culture (baseline to be collected)			
Improve compliance to activities demonstrating a Robust Safety Culture by 2%			
Define and implement an ongoing “safety moments/messages” in applicable meetings and activities	9/1/2014	10/31/2014	100%
Propose a reorganization of the quality function with the possibility of implementing a quality manager	9/1/2014	11/5/2014	100%
Define and implement a plan to increase DriveCam counseling sessions	9/1/2014	12/31/2014	85%
Define and implement plan to improve bus operator training – integrate simulator into the plan	9/1/2014	12/31/2014	80%
Define and implement ongoing “safety and security tips” for customers	9/1/2014	12/31/2014	100%
Improve processes for communicating with customers in emergency/problem situations	9/1/2014	12/31/2014	70%
Release expectations of Safety as an RTA employee	9/1/2014	12/31/2014	100%
Implement Safety culture surveys of employees (align with George Fields efforts on Employee Engagement Survey)	9/1/2014	12/31/2014	100%
Transition safety posters to in-house function	1/1/2015	3/31/2015	100%
Implement recommendations from outside audit to improve ICC processes for Safety	10/1/2014	12/31/2015	90%
Analyze data from outside reviews on rail infrastructure to define implementation plan (tie plan)	10/1/2014	12/31/2015	30%

Legal Affairs Division

2015 OPERATING BUDGET SUMMARY Department 15 – Safety

ROBERT HUYCK, DIRECTOR

Department Priorities for 2015

- ◆ Continue a proactive approach to reducing incidents.
- ◆ Continue to enhance the safety culture within the Authority.
- ◆ Continue to support ISO in implementation of MAP 21.
- ◆ Continue Safety and Security Certification in support of new station construction and rehabilitation.
- ◆ Continue to review APTA standards and update standard operating procedures.

Mission Statement

To provide safe, reliable, clean and courteous public transportation. The safety of our passengers, our employees and the general public is always our top priority.

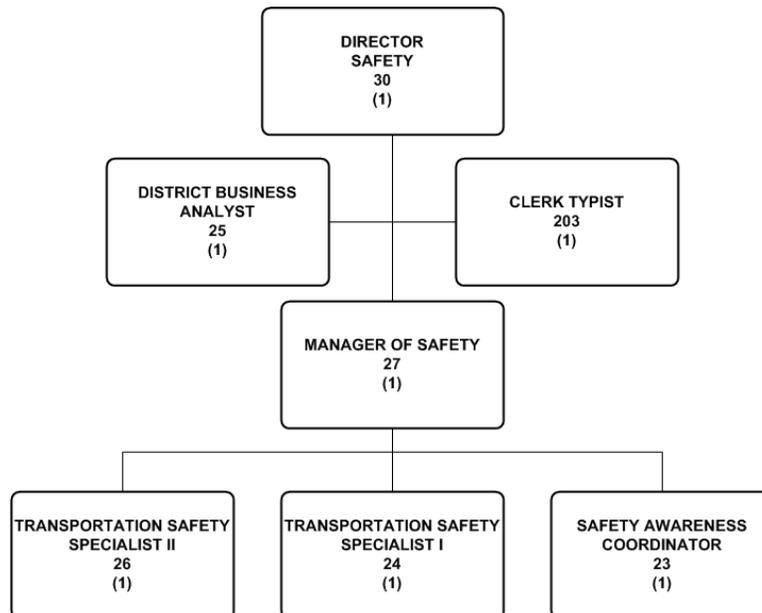
	2012 Actual	2013 Actual	2014 Estimate	2015 Budget
Total Collisions per 100,000 miles (I, II, III, IV, V, VI, VII)	2.90	3.64	4.30	4.21
Total Preventable Collisions (I, II, III, IV, V, VI, VII)	0.96	1.33	1.66	0.89
Total Injuries (I, II, III, IV, V, VI, VII)	210	196	162	186
Total Recordable Injuries (I, II, III, IV, V, VI, VII)	178	144	140	150
Internal Rail Audits (I, II, III, IV, V, VI, VII)	8	13	21	8
Bus/Rail Car Safety Inspections (I, II, III, IV, V, VI, VII)	69	23	40	42
Facility Inspections (I, II, III, IV, V, VI, VII)	108	108	108	108
Radar Audits (I, II, III, IV, V, VI, VII)	5	10	15	24
Ride Checks (I, II, III, IV, V, VI, VII)	10	8	24	84
Fire Drills/Train Evacuations (I, II, III, IV, V, VI, VII)	40	40	40	40
BMV Checks Authority Wide (I, II, III, IV, V, VI, VII)	4 runs	4 runs	5 runs	4 runs
CDLs (I, II, III, IV, V, VI, VII)	12 runs	12 runs	13 runs	12 runs
Universal Waste (fluorescent tubes, batteries) (lbs) (I, II, III, IV, V, VI, VII)	76,594	64,038	78,000	78,000
Hazardous Waste (lbs) (I, II, III, IV, V, VI, VII)	8,353	6,146	4,000	4,000
Non-Hazardous Waste (pit sludge, antifreeze, used oil (in thousands) (I, II, III, IV, V, VI, VII)	1,017	1,125	800	800
Material Safety Data Sheet Evaluation (I, II, III, IV, V, VI, VII)	77	72	75	70
Job Hazard Analysis (I, II, III, IV, V, VI, VII)	45	38	36	32
Bus Incident Investigations (I, II, III, IV, V, VI, VII)	30	15	16	15
Rail Incident Investigations (I, II, III, IV, V, VI, VII)	24	40	32	31
Total Investigations (I, II, III, IV, V, VI, VII)	54	56	49	48
Grade Crossing (I, II, III, IV, V, VI, VII)	0	7	4	18
Work Zones (I, II, III, IV, V, VI, VII)	5	2	13	12

Legal Affairs Division

Below are budget and staffing highlights of the Safety Department

Obj. Class	Description	2012 Actual	2013 Actual	2014 Projection	2015 Budget
501200	Hourly Employees Payroll	5,061.51	0.00	0.00	21,600.00
501210	Overtime – Hourly Employees	0.55	0.00	0.00	0.00
501300	Labor – Salaried Employees	327,816.63	366,033.38	402,906.04	444,408.00
501310	Overtime – Salaried Employees	2,750.00	2,989.23	2,130.00	2,500.00
502000	Fringe Benefits	113,983.23	135,077.98	152,588.14	161,305.53
503000	Services	271,267.36	216,997.67	195,489.20	\$62,650.00
503049	Temporary Help	42,703.50	3,871.50	0.00	0.00
503052	Other Maintenance Contracts	0.00	0.00	82,625.31	\$193,400.00
504000	Materials & Supplies	42,194.75	11,814.60	28,279.37	\$39,800.00
509000	Miscellaneous Expenses	27,286.99	25,792.17	42,451.32	43,725.00
Total:		833,064.52	762,576.53	906,469.38	969,388.54

Grade	Job Name	2012	2013	2014	2015
02	0203 Clerk/Typist	1.0	1.0	0.0	0.0
04	0404 Administrative Assistant	0.0	0.0	1.0	1.0
23	1151 Safety Awareness Crd	0.5	1.0	1.0	1.5
24	1195 Trans Safety Spec I	1.0	1.0	0.0	0.0
25	1085 District Business Analyst	1.0	1.0	1.0	1.0
26	1196 Trans Safety Spec II	1.0	1.0	2.0	2.0
27	0782 Manager of Safety	1.0	1.0	1.0	1.0
30	1443 Director	1.0	1.0	1.0	1.0
Total		6.5	7.0	7.0	7.5



Legal Affairs Division

2015 OPERATING BUDGET SUMMARY Department 21 – Legal

SHERYL KING BENFORD, DEPUTY GENERAL MANAGER

Department Priorities for 2015

- ◆ Provide legal service to the Authority including tort claims, contract claims, workers' compensation cases, and associated lawsuits, Federal, state, and local administrative proceedings and hearings, grievance hearings, and labor negotiations.
- ◆ Conduct training sessions on significant legal topics affecting the Authority.
- ◆ Conduct investigations on all EEO and ADA allegations.
- ◆ Provide legal support for all phases of development projects, land use, and acquisition.
- ◆ Provide legal support for the development, drafting, and revision of policies and procedures, including those for Procurement and contract and personnel forms.

Mission Statement

The mission of the Legal Department is to provide comprehensive and effective legal services to the Authority including representing the Authority in lawsuits, administrative and arbitration hearings, preparing legal opinions, documents, and providing advice in labor negotiations.

	2012 Actual	2013 Actual	2014 Estimate	2015 Budget
Depositions Scheduled (II, IV, V, VI, VII)	70	124	120	120
Court Hearings (II, IV, V, VI, VII)	135	148	150	150
Court Arbitration Cases (II, IV, V, VI, VII)	1	1	2	1
Scheduled Trials (II, IV, V, VI, VII)	1	8	5	5
Bureau of Workers' Compensation Hearings (II, IV, V, VI, VII)	694	472	350	350
Labor Arbitration Cases (II, IV, V, VI, VII)	14	12	20	24
Bureau of Employment Service Hearings (II, IV, V, VI, VII)	10	10	5	10
Public Records Requests (II, IV, V, VI, VII)	157	448	677	870
Contract Reviews & Property Issues (II, IV, V, VI, VII)	123	283	290	300
Contracts Negotiated and Drafted (II, IV, V, VI, VII)	45	45	65	80
Legal Opinions (II, IV, V, VI, VII)	60	232	295	300
Subpoenas Processed (II, IV, V, VI, VII)	868	850	980	990
Resolutions Reviewed (II, IV, V, VI, VII)	113	115	125	120
New Lawsuits Filed (II, IV, V, VI, VII)	81	100	94	90
ADA Paratransit Appeals (II, IV, V, VI, VII)	39	67	121	94
Number of Lawsuits Closed (II, IV, V, VI, VII)	93	70	112	90
ADA/OEO Complaints Received (II, IV, V, VI, VII)	35	46	44	54
Appellate Cases (II, IV, V, VI, VII)	3	5	7	6
Third Party Liability Claims				
Total Events Resulting in Claims in Calendar Year (I, II, IV, V, VI, VII)	815	984	1261	969
Total # Claims in Calendar Year (I, II, IV, V, VI, VII)	1,054	1,279	1,566	1,246
Average Cost per Claim (excluding large losses) (I, II, IV, V, VI, VII)	\$3,144	\$2,246	\$2,665	\$2,036

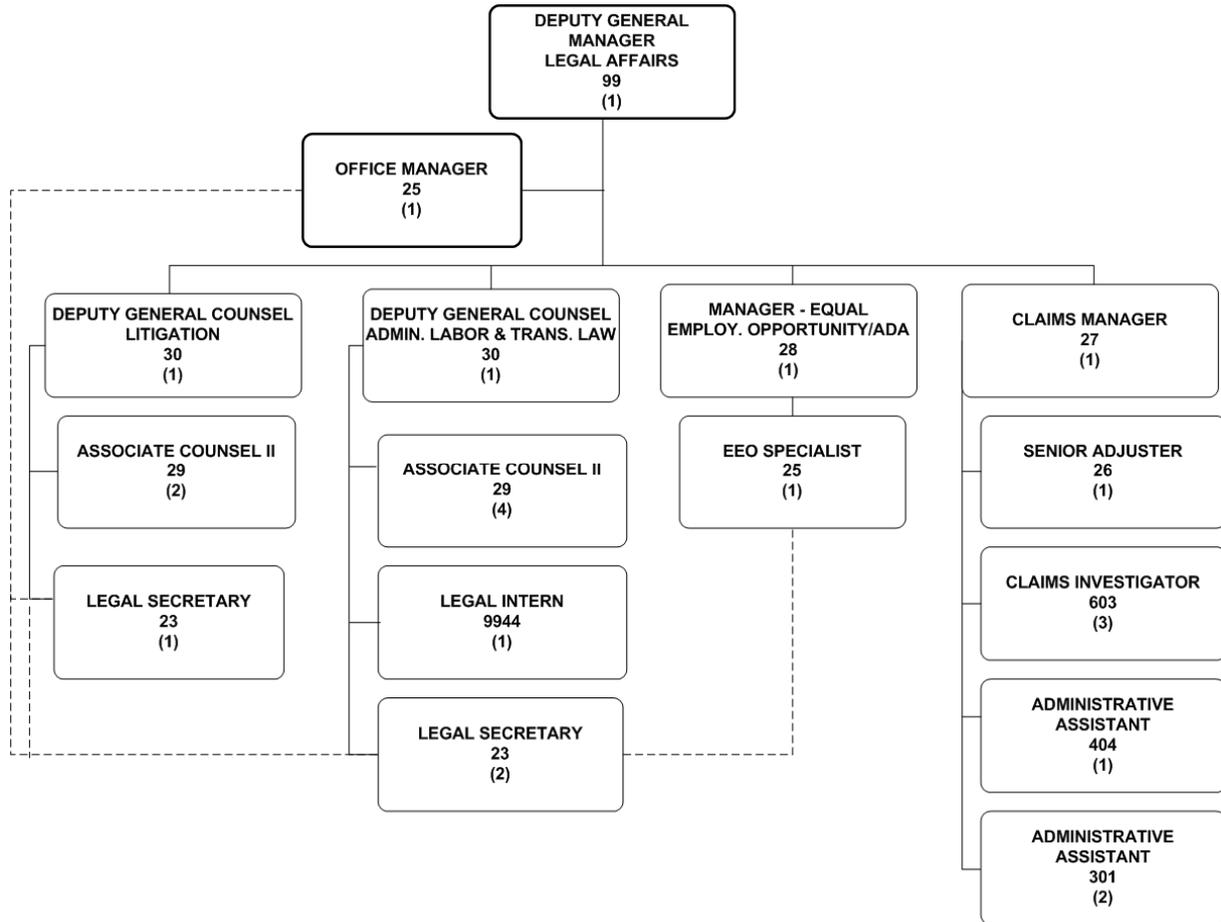
Legal Affairs Division

Obj. Class	Description	2012 Actual	2013 Actual	2014 Projection	2015 Budget
501200	Hourly Employees Payroll	0.00	15,180.00	18,698.69	31,200.00
501300	Labor – Salaried Employees	1,084,374.31	1,160,545.71	1,186,119.19	1,745,188.29
501310	Overtime – Salaried Employees	0.00	0.00	31.34	4,125.00
502000	Fringe Benefits	363,856.98	375,701.99	429,933.61	609,960.29
503000	Services	(4,093.67)	565.00	155,252.87	324,000.00
503049	Temporary Help	46,987.00	33,586.40	42,486.77	0.00
504000	Materials & Supplies	1,250.50	3,820.06	3,048.40	3,925.00
506000	Casualty & Liability Costs	0.00	0.00	0.00	1,600,000.00
509000	Miscellaneous Expenses	15,716.97	23,813.58	24,200.88	29,225.00
512000	Leases & Rentals	14,345.66	22,554.94	25,667.12	15,500.00
Total:		1,522,437.75	1,635,767.68	1,885,438.87	4,363,123.58

Below are budget and staffing highlights of the Legal Department

Grade	Job Name	2012	2013	2014	2015
01	9944 Legal Intern	1.0	1.0	1.0	1.0
03	0301 Administrative Assistant	0.0	0.0	2.0	2.0
04	0404 Administrative Assistant	0.0	0.0	1.0	1.0
06	0603 Claims Investigator	0.0	0.0	3.0	3.0
23	0724 Legal Secretary	3.0	3.0	3.0	3.0
	0725 Executive Secretary	1.0	1.0	0.0	0.0
25	1720 EEO Specialist	0.0	0.0	1.0	1.0
	1675 Office Manager	0.0	0.0	1.0	1.0
26	0876 Senior Litigation Analyst (Claims)	0.0	0.0	1.0	1.0
27	0773 Manager Claims	0.0	0.0	1.0	1.0
28	0880 Manager EEO & ADA	1.0	1.0	1.0	1.0
29	1440 Assoc Counsel Cont & Re	1.0	1.0	0.0	0.0
	1440 Assoc Counsel II	0.0	0.0	6.0	6.0
	1442 Assoc Counsel Admin & Lbr	4.0	4.0	0.0	0.0
30	1612 Sr Counsel Admin & Lbr	1.0	1.0	0.0	0.0
	1613 Sr Counsel Contr & Re	1.0	1.0	0.0	0.0
	1618 Dpty Cnsl / Litigation	1.0	1.0	1.0	1.0
	1680 Deputy General Counsel	0.0	0.0	1.0	1.0
99	9951 DGM Legal Affairs	1.0	1.0	1.0	1.0
Total		15.0	15.0	24.0	24.0

Legal Affairs Division



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Legal Affairs Division

2015 OPERATING BUDGET SUMMARY Department 22 – Risk Management Development

JUDY LINCOLN, DIRECTOR

Department Priorities for 2015

- ◆ Hold the focus on workplace injuries and the frequency and cost reductions as well as the increased accountability by district personnel. Complete onboarding of new Workers' Compensation Claims Examiner and Remain at Work Coordinator.
- ◆ Negotiate the best terms and conditions available in the market place and most cost effective renewal for property/casualty insurance programs for GCRTA.
- ◆ In accordance with Project Charter, work with Steering Committee, Information Systems, CSC (outside vendor), and Project Team to complete upgrade of Risk Management Information System to web-based version.
- ◆ Provide Risk Management expertise to Legal, Procurement and Engineering Departments for ongoing GCRTA construction projects and procurements.

Mission Statement

The mission of the Risk Management Department is to protect the assets of the Authority from catastrophic losses through risk identification and analysis, risk avoidance, mitigation, and risk transfer. The Department is also responsible for managing the Authority's property and casualty insurance and self-insurance programs, and Workers' Compensation of the Department.

	2012 Actual	2013 Actual	2014 Estimate	2015 Budget
Workers' Compensation				
Total # of Claims in Calendar Year (I, II, IV, V, VI, VII)	209	196	216	217
Average Cost per Employee (excluding large losses) (I, II, IV, V, VI, VII)	\$1,076	\$1,213	\$785	\$953
Average Cost per Claim (excluding large losses) (I, II, IV, V, VI, VII)	\$10,916	\$12,985	\$8,274	\$10,306
Events Reported to the National Transit Database				
Major Reportables (I, II, IV, V, VI, VII)	71	86	75	83
Minor Incidents (I, II, IV, V, VI, VII)	99	95	93	94
Data Reports Created by Risk Management (I, II, IV, V, VI, VII)			602	587
Insurance Requirements/Contracts Reviewed (I, II, IV, V, VI, VII)			156	160

Legal Affairs Division

Obj. Class	Description	2012 Actual	2013 Actual	2014 Projection	2015 Budget
501200	Hourly Employees	50,408.12	26,374.27	4,847.99	31,094.95
501210	Overtime – Hourly Employees	0.00	0.00	0.00	0.00
501300	Labor – Salaried Employees	876,221.70	798,568.68	766,353.47	510,577.91
501310	Overtime – Salaried Employees	5,329.26	4,192.39	3,808.11	1,375.00
502000	Fringe Benefits	344,548.01	292,671.63	290,878.82	187,833.80
502071	W.C. – Injuries & Damages	1,200,595.14	1,173,206.17	1,129,643.00	1,400,000.00
502082	W.C. – Medical Payments	855,557.60	761,652.21	1,021,706.00	1,160,960.00
503000	Services	219,269.23	415,107.35	559,999.39	301,000.00
503030	Workers Comp Administration Fee	437,478.08	491,258.32	372,300.23	342,268.00
503049	Temporary Help	10,000.00	33,565.20	98,063.31	0.00
504000	Materials & Supplies	1,351.09	2,806.85	4,500.00	5,800.00
506000	Casualty & Liability Costs	283,771.75	352,730.83	343,525.50	413,355.00
506010	Physical Damage Insurance	659,107.00	664,680.00	612,348.00	573,195.00
506040	Liability & Property Damage Claims	1,579,571.36	1,124,781.56	1,448,190.88	0.00
506200	W. C. – Settlement & Lawsuit Expense	53,175.00	59,450.00	208,395.69	215,000.00
509000	Miscellaneous Expenses	20,234.04	7,059.32	25,337.68	6,100.00
Total:		6,596,617.38	6,208,104.78	6,889,898.07	5,148,559.66

Below are staffing highlights of the Risk Management Department

Grade	Job Name	2012	2013	2014	2015
03	0301 Administrative Assistant*	2.0	2.0	2.0	0.0
	0322 Workers Comp Investigator	1.0	1.0	1.0	1.0
04	0404 Administrative Assistant	1.0	1.0	1.0	0.0
06	0603 Claims Investigator	3.0	3.0	3.0	0.0
23	0757 Administrative Assistant	1.0	1.0	1.0	1.0
25	0885 Risk Analyst I	1.0	1.0	1.0	1.0
	1627 RTW – Transitional Coord	0.5	0.5	0.5	0.5
26	0876 Senior Adjustor (Claims)	1.0	1.0	1.0	0.0
	0905 Risk Analyst II	1.0	1.0	1.0	1.0
	1165 Workers Comp/Dis Clm Exam	2.0	2.0	2.0	3.0
27	0773 Manager Claims	1.0	1.0	1.0	0.0
	0894 Mgr Workers' Comp & Ins	1.0	1.0	1.0	0.0
30	0771 Director	1.0	1.0	1.0	1.0
Total		16.5	16.5	16.5	8.5

*Shared Grade 0301 Admin. Assistant with Claims Section of Legal Dept.

Legal Affairs Division

