

2014 Department Budgets

Legal Affairs Division

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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 lawsuits and provides expertise on procurement, general contract and real estate law, personnel policies, liability, and labor negotiations. The Office of Equal Opportunity enforces EEO/ADA compliance and the workplace harassment policy. The Safety Department provides accident prevention, bus system safety, industrial safety, facilities, and rail system safety programs. The Risk Management Department provides workers' compensation and insurance expertise for the Authority and protects the Authority against future and catastrophic losses. Risk Management investigates and purchases 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.

2013 Achievements

- ◆ Provided efficient and cost-effective legal representation in all GCRTA litigation, transactional and administrative matters.
- ◆ Managed the Authority's ADA/EEO programs to ensure compliance with Federal, State, and local laws regarding employment practices, facilities, and services.
- ◆ Coordinated the development and monitoring of the Authority's Affirmative Action Plan.
- ◆ Implemented Safety Training Observation Program (STOP).
- ◆ Developed a Bus Observation Safety Committee (BOSCO).
- ◆ Enhanced a safety culture through discussion points at the Quarterly Management Meetings and other sessions.
- ◆ Represented GCRTA in labor arbitrations.
- ◆ Supported energy management initiatives.
- ◆ Continued a proactive approach to reducing bus and rail incidents.
- ◆ Acquired a Casualty Insurance Broker.
- ◆ Presented quarterly updates on Workers' Compensation/On-the-Job-Injuries at TransitStat.
- ◆ Met organizational goals on frequency regarding Workers' Compensation and On-the-Job Injuries.
- ◆ Completed first full year of the newly created Remain at Work program, which showed successful progress.

Legal Affairs Division

2014 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 including the Mayfield Rapid Station.
- ◆ Support energy management initiatives.
- ◆ Develop 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.
- ◆ 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.
- ◆ Complete review and staffing of Claims Section.
- ◆ 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.

Legal Affairs Division

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Legal Affairs Division

2014 OPERATING BUDGET SUMMARY Department 15 – Safety

ROBERT HUYCK, DIRECTOR

Department Priorities for 2014

- ◆ Continue a proactive approach to reducing incidents.
- ◆ Continue to enhance the safety culture within the Authority.
- ◆ Support the implementation of MAP 21 and launch of the ISO 14001 program at Central Bus Maintenance Facility.
- ◆ Continue Safety and Security Certification in support of new station construction and rehabilitation.
- ◆ Review APTA standards and update standard operating procedures.

Mission Statement

The mission of the Safety Department is to provide a proactive approach towards the prevention of collisions and injuries, and the enhancement of employee and passenger safety. In addition, the Safety Department is committed to protecting the environment.

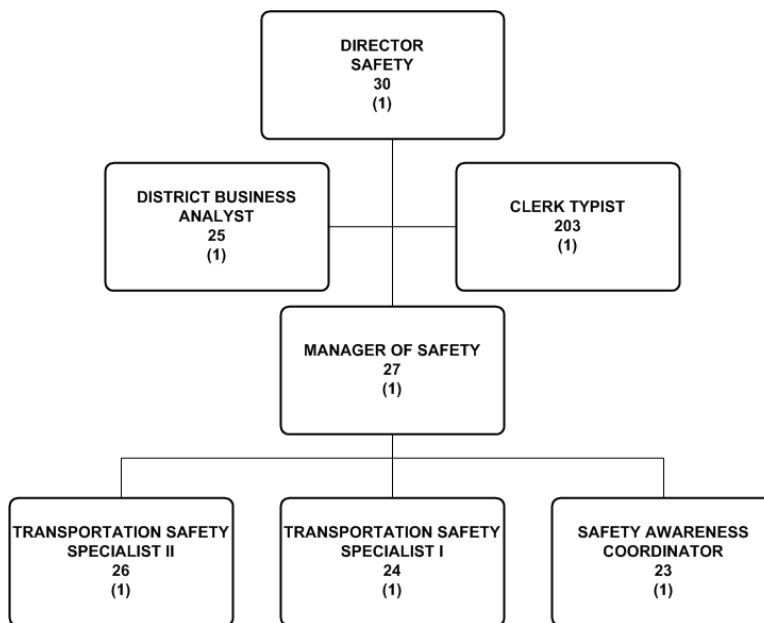
	2011 Actual	2012 Actual	2013 Estimate	2014 Budget
Total Collisions per 100,000 miles (#1)	3.31	2.90	3.30	3.20
Total Preventable Collisions (#1)	0.94	0.96	1.19	1.00
Total Injuries (#1)	246	210	190	190
Total Recordable Injuries (#1)	171	178	160	150
Internal Rail Audits (#1)	6	8	13	14
Bus/Rail Car Safety Inspections (#1)	119	69	55	55
Facility Inspections (#1)	72	108	108	108
Radar Audits (#1)	25	5	25	25
Ride Checks (#1)	56	10	50	50
Fire Drills/Train Evacuations (#1)	54	40	40	40
BMV Checks Authority Wide (#1)	2 runs	4 runs	4 runs	4 runs
CDLs (#1)	12 runs	12 runs	12 runs	12 runs
Universal Waste (fluorescent tubes, batteries) (lbs) (#1)	77,948	76,594	78,000	78,000
Hazardous Waste (lbs) (#1)	4,640	8,353	4,000	4,000
Non-Hazardous Waste (pit sludge, antifreeze, used oil) (#1) (in thousands)	804	1,017	800	800
Material Safety Data Sheet Evaluation (#1)	45	77	65	65
Job Hazard Analysis (#1)	25	45	38	32
Bus Incident Investigations (#1)	25	30	20	25
Rail Incident Investigations (#1)	19	24	35	35
Total Investigations (#1)	44	54	55	55
Grade Crossing (#1)	18	0	10	25
Work Zones (#1)	9	5	6	25

Legal Affairs Division

Obj. Class	Description	2011 Actual	2012 Actual	2013 Projection	2014 Budget
501200	Hourly Employees Payroll	0.00	5,061.51	0.00	0.00
501210	Overtime – Hourly Employees	0.00	0.55	0.00	0.00
501300	Labor – Salaried Employees	303,705.00	327,816.63	375,410.22	418,514.95
501310	Overtime – Salaried Employees	2,500.00	2,750.00	3,289.23	2,500.00
502000	Fringe Benefits	115,069.00	113,983.23	150,225.96	152,323.93
503000	Services	274,823.00	271,267.36	205,412.67	101,200.00
503049	Temporary Help	10,000.00	42,703.50	3,871.50	0.00
503052	Other Maintenance Contracts	0.00	0.00	0.00	193,300.00
504000	Materials & Supplies	17,541.00	42,194.75	8,229.34	39,700.00
509000	Miscellaneous Expenses	53,626.00	27,286.99	29,713.19	46,100.00
Total:		777,264.00	833,064.52	776,152.11	953,638.88

Below are budget and staffing highlights of the Safety Department

Grade	Job Name	2011	2012	2013	2014
02	0203 Clerk/Typist	1.0	1.0	1.0	1.0
23	1151 Safety Awareness Crd	1.0	0.5	1.0	1.0
24	1195 Trans Safety Spec I	1.0	1.0	1.0	1.0
25	1085 District Business Analyst	0.0	1.0	1.0	1.0
26	1196 Trans Safety Spec II	1.0	1.0	1.0	1.0
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		6.0	6.5	7.0	7.0



Legal Affairs Division

2014 OPERATING BUDGET SUMMARY Department 21 – Legal

SHERLYL KING BENFORD, DEPUTY GENERAL MANAGER

Department Priorities for 2014

- ◆ Provide legal service to the Authority including tort claims, k 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.

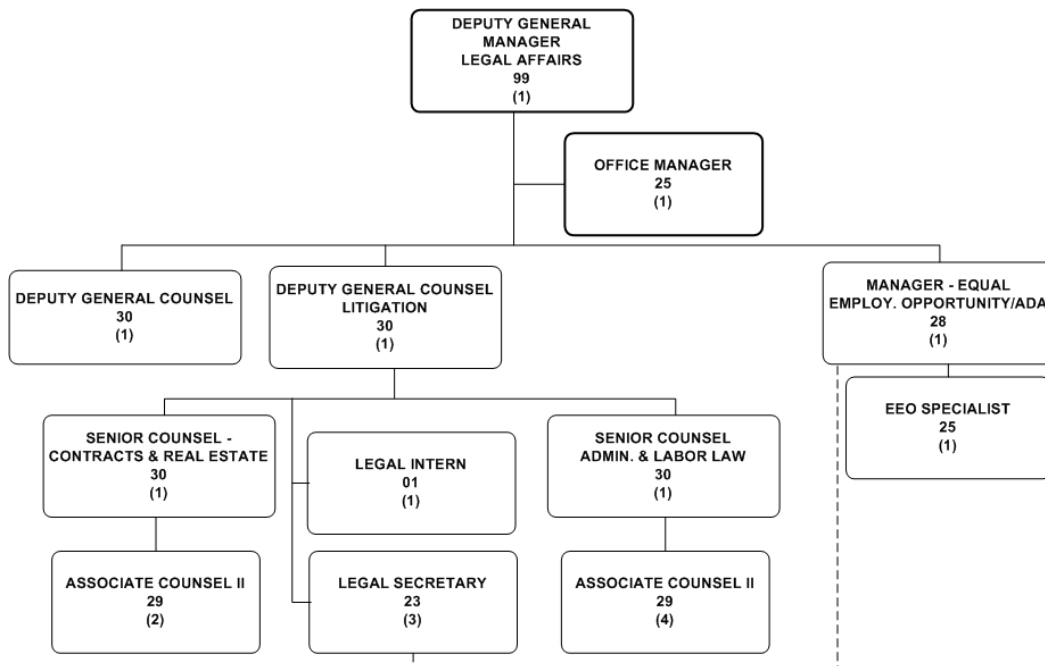
	2011 Actual	2012 Actual	2013 Estimate	2014 Budget
Depositions Scheduled (#1,4)	117	70	129	120
Court Hearings (#1,4)	177	135	157	150
Court Arbitration Cases (#1,4)	2	1	1	2
Scheduled Trials (#1,4)	3	1	8	5
Bureau of Workers' Compensation Hearings (#1,4)	599	694	480	480
Labor Arbitration Cases (#1,4)	28	14	12	20
Bureau of Employment Service Hearings (#1,4)	13	10	12	12
Public Records Requests (#1,4)	121	157	468	480
Contract Reviews & Property Issues (#1,4)	140	123	240	250
Contracts Negotiated and Drafted (#1,4)	190	45	40	45
Legal Opinions (#1,4)	68	60	199	210
Subpoenas Processed (#1,4)	1,091	868	975	990
Resolutions Reviewed (#1,4)	100	113	120	120
New Lawsuits Filed (#1,4)	93	81	85	90
ADA Paratransit Appeals (#1)	83	39	62	60
Number of Lawsuits Closed (#1,4)	124	93	65	80
ADA/OEO Complaints Received (#1,4)	44	35	33	36
Appellate Cases (#1,4)	2	3	5	5

Legal Affairs Division

Below are budget and staffing highlights of the Legal Department

Obj. Class	Description	2011 Actual	2012 Actual	2013 Projection	2014 Budget
501200	Hourly Employees Payroll	0.00	0.00	17,449.05	31,200.00
501300	Labor – Salaried Employees	922,330.99	1,084,374.31	1,161,636.68	1,222,289.68
501310	Overtime – Salaried Employees	278.42	0.00	0.00	0.00
502000	Fringe Benefits	345,808.11	363,856.98	419,521.28	453,514.70
503000	Services	167,741.33	(4,093.67)	(16,513.40)	275,000.00
503049	Temporary Help	6,960.00	46,987.00	3,800.00	0.00
504000	Materials & Supplies	1,431.61	1,250.50	3,316.43	3,625.00
509000	Miscellaneous Expenses	17,894.72	15,716.97	26,643.21	29,700.00
512000	Leases & Rentals	4,640.00	14,345.66	12,154.47	15,000.00
Total:		1,467,085.18	1,522,437.75	1,628,007.72	2,030,329.38

Grade	Job Name	2011	2012	2013	2014
01	9944 Legal Intern	1.0	1.0	1.0	1.0
04	0409 Legal Stenographer	1.0	0.0	0.0	0.0
23	0724 Legal Secretary	2.0	3.0	3.0	3.0
	0725 Executive Secretary	1.0	1.0	1.0	0.0
	25X EEO Specialist	0.0	0.0	0.0	1.0
25	1675 Office Manager	0.0	0.0	0.0	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	1.0	0.0
	1440 Assoc Counsel II	0.0	0.0	0.0	6.0
	1442 Assoc Counsel Admin & Lbr	4.0	4.0	4.0	0.0
30	1612 Sr Counsel Admin & Lbr	1.0	1.0	1.0	0.0
	1613 Sr Counsel Contr & Re	1.0	1.0	1.0	0.0
	1618 Dpty Cnsl / Litigation	1.0	1.0	1.0	1.0
	1680 Deputy General Counsel	0.0	0.0	0.0	1.0
99	9951 DGM Legal Affairs	0.0	1.0	1.0	1.0
Total		14.0	15.0	15.0	16.0



Legal Affairs Division

2014 OPERATING BUDGET SUMMARY Department 22 – Risk Management Development

JUDY LINCOLN, DIRECTOR
Department Priorities for 2014

- ◆ Hold the focus on workplace injuries and the frequency and cost reductions as well as the increased accountability by District personnel. Incorporate more frequent district meetings.
- ◆ Negotiate the best terms and conditions and most cost effective renewal for property / casualty insurance programs for GCRTA.
- ◆ In accordance with Project Charter, work with Information Systems, CSC (outside vendor), and Project Team to implement upgrade of Risk Management Information System to web-based version.
- ◆ Complete transition in Claims Section including new Director and senior adjuster positions and incorporation of updated departmental procedures.

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, Liability Claims, and Workers' Compensation section the Department.

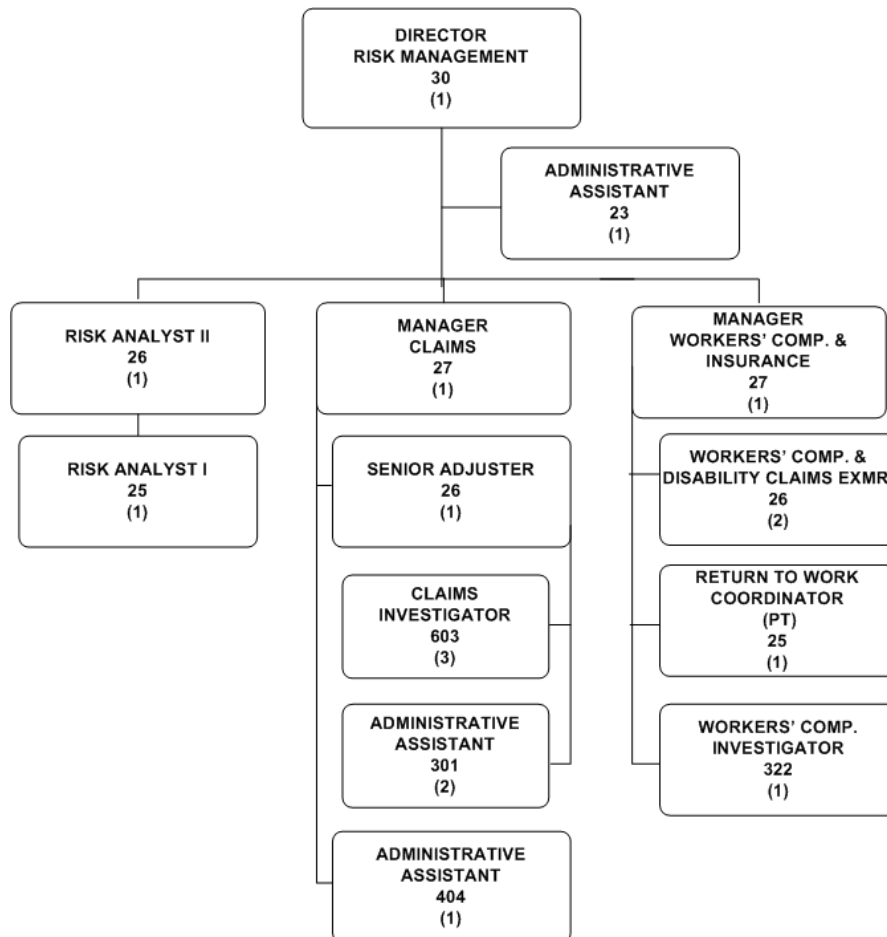
	2011 Actual	2012 Actual	2013 Estimate	2014 Budget
Third Party Liability Claims				
Total Events Resulting in Claims in Calendar Year (#1,4)	815	815	881	824
Total # Claims in Calendar Year (#1,4)	1,086	1,054	1,161	1,107
Average Cost per Claim (excluding large losses) (#1,4)	\$2,626	\$3,144	\$2,622	\$2,665
Workers' Compensation				
Total # of Claims in Calendar Year (#1,4)	246	209	203	225
Average Cost per Employee (excluding large losses) (#1,4)	\$1,373	\$1,289	\$1,213	\$1,380
Average Cost per Claim (excluding large losses) (#1,4)	\$12,524	\$13,914	\$12,384	\$12,700

Below are staffing highlights of the Risk Management Department

Obj. Class	Description	2011 Actual	2012 Actual	2013 Projection	2014 Budget
501200	Hourly Employees	0.00	50,408.12	27,065.81	35,663.96
501210	Overtime – Hourly Employees	0.00	0.00	0.00	0.00
501300	Labor – Salaried Employees	898,672.00	876,221.70	826,323.12	924,864.71
501310	Overtime – Salaried Employees	3,575.74	5,329.26	4,089.54	5,500.00
502000	Fringe Benefits	331,977.25	344,548.01	322,352.12	349,510.82
502071	W.C. – Injuries & Damages	1,679,062.34	1,200,595.14	1,170,117.96	1,425,000.00
502082	W.C. – Medical Payments	977,072.05	855,557.60	821,030.79	965,000.00
503000	Services	265,516.95	219,269.23	303,027.33	365,000.00
503030	Workers Comp Administration Fee	529,476.85	437,478.08	655,011.09	388,449.00
503049	Temporary Help	4,216.32	10,000.00	41,849.30	0.00
504000	Materials & Supplies	3,529.07	1,351.09	3,471.36	6,000.00
506000	Casualty & Liability Costs	276,913.17	283,771.75	470,307.77	596,815.00
506010	Physical Damage Insurance	476,613.00	659,107.00	886,240.00	730,700.00
506040	Liability & Property Damage Claims	1,949,883.66	1,579,571.36	1,634,636.13	1,605,580.00
506200	W. C. – Settlement & Lawsuit Expense	71,800.00	53,175.00	114,950.00	175,000.00
509000	Miscellaneous Expenses	14,335.27	20,234.04	6,811.07	13,750.00
Total:		7,482,643.67	6,596,617.38	7,287,283.39	7,586,833.49

Legal Affairs Division

Grade	Job Name	2011	2012	2013	2014
03	0301 Administrative Assistant	2.0	2.0	2.0	2.0
	0322 Workers Comp Investigator	1.0	1.0	1.0	1.0
04	0404 Administrative Assistant	1.0	1.0	1.0	1.0
06	0603 Claims Investigator	3.0	3.0	3.0	3.0
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)	0.0	1.0	1.0	1.0
	0905 Risk Analyst II	1.0	1.0	1.0	1.0
	1165 Workers Comp/Dis Clm Exam	2.0	2.0	2.0	2.0
27	0773 Manager Claims	1.0	1.0	1.0	1.0
	0894 Mgr Workers' Comp & Ins	1.0	1.0	1.0	1.0
30	0771 Director	1.0	1.0	1.0	1.0
Total		16.5	16.5	16.5	16.5



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