



**Agenda Memorandum**

Agenda Item – 8.A.

City Council Meeting  
February 13, 2023



**Strategic Priority 1: Preparedness and Resilience**

Build a system of intentional support for residents, businesses and the environment that mitigates risks and proactively seeks out ways to ensure the community not only endures, but thrives.

**Subject:** Quarterly Insurance Claims Report - October through December 2022

**Prepared By:** Margaret Erichson, Human Resources Director

**Recommended City Council Action:**

Accept the Fourth Quarter 2022 Insurance Claims Report.

**Summary Statement:**

The attached report provides detailed information on each liability insurance claim made to the City including the City's claim number, date of loss, claimant's name and address, a summary of the claim, and the claim's status. Since all claims represent a potential liability to the City, Risk Management Staff works closely with the City Attorney's Office on litigated claims to consider the interests of the City and our residents. The listing of the claims in this report is provided in accordance with Westminster Municipal Code 1-30-3.

In accordance with Westminster Municipal Code provisions, the Risk Manager, acting as the City Manager's designee, has the authority to settle claims of less than \$30,000. However, under the City's contract with the Colorado Intergovernmental Risk Sharing Agency (CIRSA), CIRSA acts as the City's claims adjuster and settlement of claims proceeds with the concurrence of both CIRSA and the Risk Manager. The City retains the authority to reject any settlement recommended by CIRSA but does so at the risk of waiving its insurance coverage for such claims.

**Fiscal Impact:**

\$0 in expenditures

**Source of Funds:**

Not applicable

**Policy Issue(s):**

None identified

**Alternative(s):**

None identified

**Background Information:**

Information on the status of each claim received during the fourth quarter of 2022 is provided in the attached report. All Incident Report Forms are signed and reviewed by appropriate supervisors, Safety Committee representatives, and Department Directors. Follow-up action, including discipline, if necessary, is taken on incidents where City employees are at fault.


For the fourth quarter of 2022, Staff has noted the following summary information:

- Nine of the 14 claims reported in the fourth quarter of 2022 are closed at this time.
- Total claims for the quarter and year-to-date totals are broken down by department as follows:

	<b>4th Quarter 2022</b>			
<b>Department</b>	<b>Total Claims</b>	<b>Open</b>	<b>Closed</b>	<b>YTD Total</b>
City Council	1	1	0	1
Community Development (CD)	0	0	0	2
Fire	0	0	0	4
Parks, Recreation and Libraries (PRL)	1	0	1	7
Police (PD)	1	1	0	9
Public Works and Utilities (PWU) - Street Operations	3	1	2	13
Public Works and Utilities (PWU) - Utilities Operations	7	1	6	21
<b>TOTAL</b>	<b>13</b>	<b>4</b>	<b>9</b>	<b>57</b>

Risk Management supports the City's Strategic Priority for Preparedness and Resilience by working to mitigate the cost of claims to the City and maintains a loss control program that strives to keep City streets and facilities safe for the general public. This builds a system of intentional support for residents, businesses, and the environment that mitigates risks and proactively seeks out ways to ensure the community not only endures but thrives.

Respectfully submitted,

A handwritten signature in blue ink that reads "Mark A Freitag". The signature is written in a cursive, flowing style.

Mark A. Freitag  
City Manager

**Attachments:**

Quarterly Insurance Claims Report October-December 2022