



SHAKER HEIGHTS

**Administration Committee
Tuesday, September 13, 2022
8:00 A.M.
Via Teleconference - Zoom**

Members Present: Earl Williams, Chairperson, Council Member
Kim Bixenstine, Resident Member
James Brady, Resident Member

Others Present: Jeri Chaikin, CAO
Jennifer Coe, Human Resource Analyst
Sandra Middleton, Human Resources Director
Frank Miozzi, Information Technology Director

The meeting was called to order by Chairperson Earl Williams at 8:02 a.m.

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Risk Management Appropriation

Human Resource Analyst Jennifer Coe stated she is notified of any damage to City property and in turn contacts the at-fault insurance company and issues them an invoice. In the interim, repairs need to be completed as soon as possible and are paid from the department's risk management expenditure line. When funds are received from the responsible insurance company, it is deposited into a revenue fund for damage reimbursement. The department is requesting funds be reimbursed from the revenue fund and moved to the expenditure line where it originated.

Analyst Coe stated there are five payment that came through and provided details of each. The first was a damaged pole at Warrensville and Fairmount as the result of an accident. The claim was processed through the City's insurance with the cost of repairs at \$20,967 that included removing damaged items, installing a new support, signals, sign, and mounting hardware. The City received \$10,000, the policy limit for unscheduled miscellaneous property, and the balance of \$10,967 has been submitted to subrogation attorneys. If funds are recovered, request for appropriation will be submitted.

Other payments received include \$5,382.70 for repairs to a police cruiser that was hit. Cruiser repairs included front and rear bumpers, two doors, quarter panel, and graphics. The full amount has been received from the cited party's insurance. The City received \$65 for repairs to a street sign hit by a car on Warrensville center road (\$30 for the pole and \$35 for the sign). A car hit a traffic signal at Courtland and South Woodland for which the City received \$1,134, a 10% depreciation of age from the original \$1,260 repair cost, cited by the insurance company of the at-fault driver. Lastly, a vehicle struck a pedestrian crossing pole/signal at Warrensville and Shaker with repairs totaling \$1,115 which was received from the insurance company of the at-fault party yesterday.

The department is requesting the Administration Committee recommend appropriation of \$17,696.70, currently in the revenue fund for damage reimbursement, to the risk management expenditure line.

CITY OF SHAKER HEIGHTS

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Chair Williams asked if these reimbursements occur on a regular basis. Director Middleton responded the department holds the reimbursements to avoid coming to the committee each time they receive, for example, a \$65 payment, and, oftentimes uninsured motorists are responsible for damage and the City does not collect. Chair Williams also asked if there were any significant amounts that were not collected. Chair Middleton referred to the item above where damage totaled \$20,000. The City collected \$10,000 from its insurance company with the balance submitted to subrogation attorneys. Unfortunately, drivers do not have insurance or the vehicle may be stolen, so it is not covered under insurance.

CAO Jeri Chaikin added she provided an update to council about the City's liability insurance that will pass along to committee members as it contains background information that may be helpful.

Chair Williams asked for a motion to recommend appropriating funds to the risk management fund in the amount of \$17,696.70.

It was moved by Member Kim Bixenstine and seconded by Council Member Earl Williams to recommend appropriation of risk management funds.

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Approval of the August 9, 2022 Meeting Minutes

Chair Williams asked if there were any changes or comments to the minutes of the August 9, 2022 meeting minutes.

It was moved by Council Member Kim Bixenstine and seconded by Member James Brady, that the minutes be approved as submitted.

Minutes of the August 9, 2022 meeting were approved as submitted.

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Other

Member Bixenstine inquired if the City has a self-insurance fund for motorist claims when there is no insurance or under-insured, as it seems it is a recurring situation. Director Middleton responded the City does have a self-insurance fund to pay these claims. In turn, the City collects from insurance companies to replenish the fund.

CAO Chaikin mentioned the Mayor is aware of the two vacancies on this committee and is working to get them filled.

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There being no further business, the meeting was adjourned at 8:12 a.m.



Earl Williams, Council Member, Chair
Administration Committee