INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
RISK MANAGEMENT

TO: Board of County Commissioners

THROUGH: John A. Titkanich Jr., County Administrator
               Kristin Daniels, Director, Office of Management & Budget

FROM: Cynthia Stanton, Risk Manager

DATE: August 15, 2023

SUBJECT: Amendment of Administrative Policy AM 1000.1

BACKGROUND:

Administrative Policy AM 1000.1 of the Indian River County Administrative Policy addresses the claim settlement authority of the Risk Manager, County Administrator and the Liability Claims Committee for various claims against the County.

Under the current policy, all claims up to $10,000 may be settled by the Risk Manager. The Liability Claims Committee has the authority to settle tort claims between $10,000 and $50,000. Additionally, tort claims over $50,000 must be approved by the Board. The County Administrator has the authority to settle non-tort claims up to $50,000 and non-tort claims over $50,000 must be approved by the Board.

The Administrative Policy AM 1000.1 was established in 1990 and has not been reviewed or revised to consider the increased cost of litigation, medical expenses and economic damages that increase the overall value of claims brought against the County.

Staff recommends increasing the Risk Manager's authority from $10,000 to $35,000 for tort and non-tort claims to correspond with the current purchasing authority of the Purchasing Manager. Staff also recommends increasing the Liability Claims Committee authority for tort claims and the County Administrator's authority for non-tort claims from $50,000 to $75,000 which corresponds with the County Administrator's current purchasing authority.

FUNDING:
There are no costs associated with this agenda item.

RECOMMENDATION:
Approve the proposed revisions to the Administrative Policy AM 1000.1 and authorize the County Administrator to sign the same for incorporation into the County Administrative Policy Manual.

ATTACHMENTS:
Proposed revisions to the Administrative Policy Manual AM 1000.1