

FISCAL YEAR 2009 BUDGET

Fund Summary

Fund Name : Property & Casualty Fund
Fund No./Bus. Area No. : 1004 / 6500 / 9000

	<u>FY2008 Current Budget</u>	<u>FY2008 Estimate</u>	<u>FY2009 Budget</u>
Beginning Fund Balance	83,813	83,813	83,813
Current Revenues	28,589,562	28,500,502	34,219,143
Total Available Resources	<u>28,673,375</u>	<u>28,584,315</u>	<u>34,302,956</u>
Maintenance and Operations	28,589,562	28,500,502	34,219,143
Total Expenditures	<u>28,589,562</u>	<u>28,500,502</u>	<u>34,219,143</u>
Planned Ending Fund Balance	83,813	83,813	83,813
Total Budget	<u>28,673,375</u>	<u>28,584,315</u>	<u>34,302,956</u>

The information above summarizes the FY2008 Budget, FY2008 Estimate and FY2009 Budget of the Property and Casualty Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures. The Property and Casualty Fund was established to monitor the financial requirements of the Property and Risk Management Programs. Revenue in this fund is generated from assessed premiums to the other funds. These premiums are based upon projected expenditures.

The Property and Casualty Fund has two distinct parts, one managed by the Legal Department to account for claims against the City, and one managed by Administration and Regulatory Affairs to account for property insurance costs.

The mission of the Legal Department's portion of the Property and Casualty Fund (Claims/Subrogation and Defense Litigation) is to defend the City against claims and tort lawsuits filed against the City, minimize the City's financial exposure and file affirmative claims on behalf of the City for property damage and subrogation. The Claims/Subrogation and Defense Litigation Divisions of the Legal Department are responsible for the investigation and defense of claims against the City, case settlement, and payment of claims and judgments.

The Insurance Management Division of the Administration and Regulatory Affairs Department is responsible for administering all citywide insurance services including, but not limited to property and flood, boiler and machinery, crime and electronic equipment protection insurance; notary, fidelity and surety bond insurance. All risk to the City's assets (except Workers' Compensation, Life, Health Benefits and Long-Term Disability) falls within the scope of this fund.

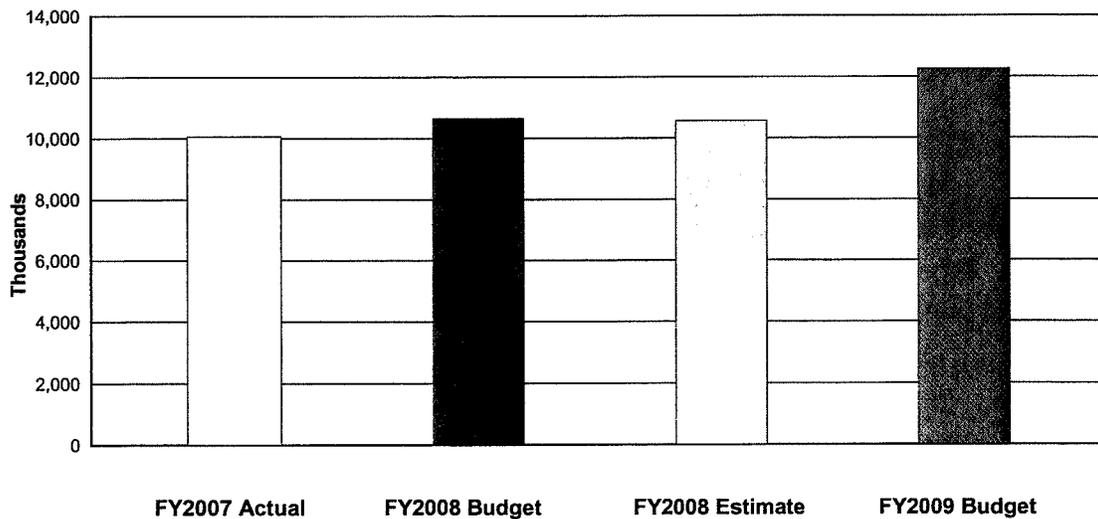
Goals for the divisions where the activity is accounted for in the Property and Casualty Fund are to:

- manage risk through identification and analysis of exposure to determine level of risk assumption or transfer of risk through commercial insurance for City departments and related agencies;
- procure, monitor and maintain property/casualty insurance policies to minimize the City's exposure to financial risk;
- reduce the average amount paid per liability claim and civil rights lawsuits filed against the City;
- advise City departments on risk management issues to reduce or eliminate tort claim exposure;
- aggressively defend the City in all matters filed against it to deter meritless lawsuits with exaggerated claims;
- reduce tort claims exposure by working with the Human Resources Department to identify safety problems and educate employees on how to perform their jobs safely to avoid incidents that damage City property, employees and third parties;
- identify delinquent accounts owed to the City and increase recoveries on affirmative claims.

FISCAL YEAR 2009 BUDGET

Business Area Budget Summary					
Fund Name : Property & Casualty Fund					
Business Area Name : Administration and Regulatory Affairs					
Fund No./Bus. Area No. : 1004 / 6500					
		FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
Expenditures	Personnel Services	386,058	432,066	382,267	472,775
	Supplies	3,073	6,563	5,209	3,430
	Other Services and Charges	9,677,110	10,216,057	10,178,150	11,781,280
	Total M & O Expenditures	10,066,241	10,654,686	10,565,626	12,257,485
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	10,066,241	10,654,686	10,565,626	12,257,485
Revenues		10,066,039	10,654,686	10,565,626	12,257,485
Staffing	Full-Time Equivalents - Civilian	5.1	5.0	3.8	5.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	5.1	5.0	3.8	5.0
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	0.0
Budget Highlights	<ul style="list-style-type: none"> o The FY2009 Budget includes funding for: o The City's Property and Flood Insurance Premium o Terrorism Insurance Premium o Boiler & Machinery Insurance Premium o Crime Policy Insurance Premium (Public Employee Dishonesty Coverage) o Broker of Record Services Contract o Notary Bonds, Miscellaneous Bonds, and Miscellaneous Insurance Premiums 				

**Property & Casualty Fund
Administration and Regulatory Affairs
Expenditure Summary**



FISCAL YEAR 2009 BUDGET

Business Area Cost Center Summary

Fund Name : Property & Casualty Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1004 / 6500

Cost Center Description	Cost Center Objectives
<p>ARA - Insurance Management 6500050003</p> <p>Administer all non-health related insurance to the City and associated groups including, but not limited to, property, boiler and machinery, notary, fidelity, surety, inland marine, and directors and officers liability insurance.</p>	<p>Procure commercial insurance. Ensure all insurance policies and bonds are in accordance with contracts, bond covenants, ordinances and state/federal regulations. Ensure that all non-health insurance needs are met.</p>

FISCAL YEAR 2009 BUDGET

Business Area Cost Center Summary									
Fund Name : Property & Casualty Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1004 / 6500									
Performance Measures	FY2007 Actual			FY2008 Estimate			FY2009 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Insurance Policies		12			12			14	
Notary Bonds		651			540			462	
Public Official Bonds		7			10			11	
		5.1	10,066,241		3.8	10,565,626		5.0	12,257,485
Total		<u>5.1</u>	<u>10,066,241</u>		<u>3.8</u>	<u>10,565,626</u>		<u>5.0</u>	<u>12,257,485</u>

FISCAL YEAR 2009 BUDGET

Fund Name : Property & Casualty Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1004 / 6500

JOB DESCRIPTION	PAY GRADE	FY2008 Current Budget FTE	FY2009 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	0.0	1.0	1.0
ADMINISTRATIVE ASSOCIATE	13	1.0	0.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	0.0	1.0	1.0
DEPUTY ASSISTANT DIRECTOR (EXECUTIVE LEVEL)	30	0.0	1.0	1.0
DIVISION MANAGER	29	1.0	0.0	(1.0)
FINANCIAL ANALYST IV	25	3.0	0.0	(3.0)
SENIOR STAFF ANALYST	28	0.0	2.0	2.0
Total FTEs		<u>5.0</u>	<u>5.0</u>	<u>0.0</u>
Less adjustment for Civilian Vacancy Factor		<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Full-Time Equivalents		<u>5.0</u>	<u>5.0</u>	<u>0.0</u>

FISCAL YEAR 2009 BUDGET

Business Area Revenue Summary

Fund Name : Property & Casualty Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1004 / 6500

Commit Item	Description	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
6500050003	ARA - Insurance Management			
424070	Interfund Legal Services	10,654,686	10,565,626	<u>12,257,485</u>
Total	Administration and Regulatory Affairs	<u>10,654,686</u>	<u>10,565,626</u>	<u>12,257,485</u>

FISCAL YEAR 2009 BUDGET

Business Area Expenditure Summary

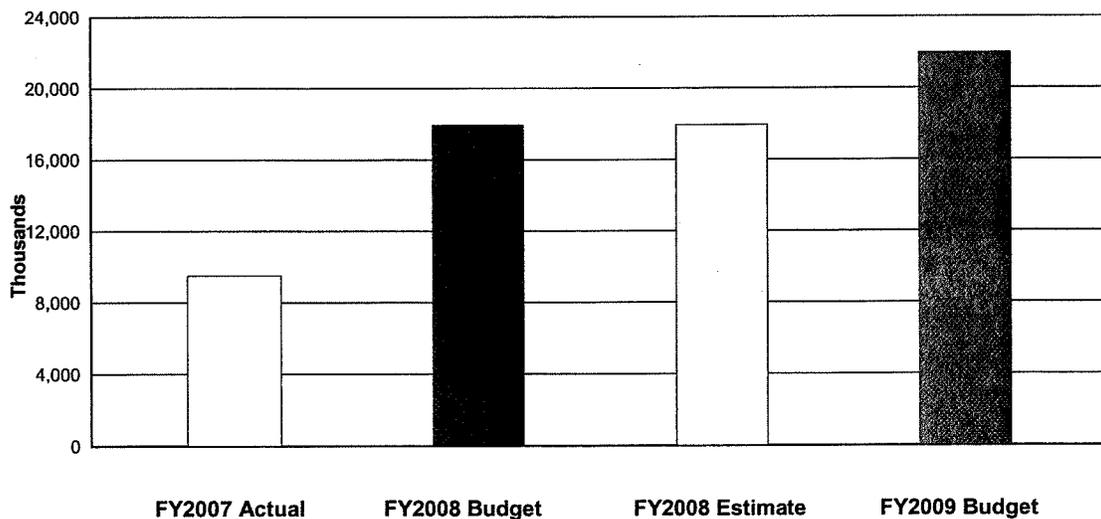
Fund Name : Property & Casualty Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1004 / 6500

Commit Item	Description	FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
500010	Salary Base Pay - Civilian	268,284	289,675	265,596	326,303
501070	Pension - Civilian	43,541	46,346	42,256	48,456
501120	Termination Pay - Civilian	0	2,213	314	0
502010	FICA - Civilian	19,498	22,440	19,736	24,963
503010	Health Ins-Act Civilian	41,862	43,378	35,185	41,190
503015	Basic Life Insurance - Active Civilian	86	0	331	466
503050	Health/Life Insurance - Retiree Civilian	10,611	24,894	16,712	24,288
503060	Long Term Disability-Civilian	793	715	605	425
503090	Workers Compensation-Civilian-Admin	1,383	1,180	957	1,090
503100	Workers Compensation-Civilian-Clm	0	1,050	400	400
504020	Compensation Contingency	0	0	0	5,019
504030	Unemployment Claims	0	175	175	175
Total	Personnel Services	386,058	432,066	382,267	472,775
511045	Computer Supplies	1,611	1,650	1,290	1,460
511050	Paper & Printing Supplies	215	365	702	726
511055	Publications & Printed Materials	144	800	577	409
511060	Postage	133	1,000	80	240
511070	Miscellaneous Office Supplies	970	2,748	2,560	595
Total	Supplies	3,073	6,563	5,209	3,430
520100	Temporary Personnel Services	0	50,000	50,000	50,000
520115	Real Estate Lease/Office Rental	14,070	21,766	14,796	17,916
520121	IT Application Svcs	444	325	481	930
520510	Mail/Delivery Services	0	200	200	200
520515	Print Shop Services	116	300	313	330
520520	Printing & Reproduction Services	0	100	0	0
520605	Advertising Services	2,141	6,000	2,312	3,712
520705	Insurance Fees	9,415,451	9,880,053	9,837,719	11,323,760
520765	Membership & Professional Fees	598	600	630	530
520770	Insurance Administration Fees	152,921	159,579	158,843	203,833
520805	Education & Training	660	2,250	1,703	3,464
520905	Travel - Training Related	501	2,200	2,069	3,157
520910	Travel - Non-Training Related	0	250	250	250
521305	Indirect Cost Recovery Payment	88,514	88,515	103,127	165,914
521605	Data Services	364	373	3,280	3,445
521610	Voice Services	14	175	91	94
521625	Voice Labor	0	0	266	266
521725	Other Rental	47	52	53	53
521730	Parking Space Rental	0	625	524	624
522205	Metro Commuter Passes	1,238	2,634	1,373	2,712
522430	Miscellaneous Other Services & Charges	31	60	120	90
Total	Other Services and Charges	9,677,110	10,216,057	10,178,150	11,781,280
Grand Total Expenditures		10,066,241	10,654,686	10,565,626	12,257,485

FISCAL YEAR 2009 BUDGET

Business Area Budget Summary					
Fund Name		: Property & Casualty Fund			
Business Area Name		: Legal			
Fund No./Bus. Area No.		: 1004 / 9000			
		FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
Expenditures	Personnel Services	1,958,030	2,329,416	2,329,416	2,463,788
	Supplies	79,894	115,321	115,321	88,200
	Other Services and Charges	7,446,085	15,490,139	15,490,139	19,409,670
	Total M & O Expenditures	<u>9,484,009</u>	<u>17,934,876</u>	<u>17,934,876</u>	<u>21,961,658</u>
	Debt Service & Other Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u>9,484,009</u>	<u>17,934,876</u>	<u>17,934,876</u>	<u>21,961,658</u>
Revenues		9,481,211	17,934,876	17,934,876	21,961,658
Staffing	Full-Time Equivalents - Civilian	27.2	32.0	28.6	32.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>27.2</u>	<u>32.0</u>	<u>28.6</u>	<u>32.0</u>
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	0.0
Budget Highlights	<p>o The larger budget requested for FY2009 is primarily attributable to an increase in the expenditure lines for the payment of claims, judgments and settlements. The Legal Department establishes the budget based on estimated settlements, the timing of which is difficult to project.</p>				

**Property & Casualty Fund
Legal
Expenditure Summary**



FISCAL YEAR 2009 BUDGET

Business Area Cost Center Summary									
Fund Name : Property & Casualty Fund Business Area Name : Legal Fund No./Bus Area No. : 1004 / 9000									
Performance Measures	FY2007 Actual			FY2008 Estimate			FY2009 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
		0.0	(922)		0.0	0		0.0	0
Claims closed - no paymts		935			948			900	
Subrog. claims settled		1235			1242			1400	
Liability claims processed		1297			1206			1300	
Liability claims settled		300			354			325	
		10.5	738,087		10.5	786,191		11.0	760,716
Litigation payment reports		12			12			12	
Civil lawsuits closed		328			350			350	
		16.7	1,220,984		18.1	1,543,225		21.0	1,703,072
Liability Claims Settled		N/A			N/A				
		0.0	7,525,860		0.0	15,605,460		0.0	19,497,870
Total		<u>27.2</u>	<u>9,484,009</u>		<u>28.6</u>	<u>17,934,876</u>		<u>32.0</u>	<u>21,961,658</u>

FISCAL YEAR 2009 BUDGET

Fund Name : Property & Casualty Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1004 / 9000

JOB DESCRIPTION	PAY GRADE	FY2008 Current Budget FTE	FY2009 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR (EXECUTIVE LEVEL)	22	0.0	1.0	1.0
ASSISTANT CITY ATTORNEY III	27	2.0	3.0	1.0
LEGAL INVESTIGATOR	18	2.0	2.0	
LEGAL SECRETARY	13	1.0	1.0	
LEGAL WORD PROCESSOR	11	1.0	1.0	
PARALEGAL I	12	4.0	3.0	(1.0)
PARALEGAL II	14	1.0	2.0	1.0
PARALEGAL III	16	1.0	0.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY I	30	6.0	6.0	
SENIOR ASSISTANT CITY ATTORNEY II	32	1.0	1.0	
SENIOR ASSISTANT CITY ATTORNEY IV	35	1.0	0.0	(1.0)
SENIOR CLAIMS COORDINATOR	21	4.0	4.0	
SENIOR LEGAL WORD PROCESSOR	13	2.0	2.0	
SENIOR PARALEGAL	19	1.0	2.0	1.0
SER. ASSISTANT CITY ATTORNEY, DIVISION CHIEF	35	2.0	2.0	
Total FTEs		32.0	32.0	0.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalent		32.0	32.0	0.0

FISCAL YEAR 2009 BUDGET

Business Area Revenue Summary

Fund Name : Property & Casualty Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1004 / 9000

Commit Item	Description	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
9000100001	LGL-Claims&Subrog			
424070	Interfund Legal Services	786,191	786,191	760,716
9000110001	LGL-Defense Litigation			
424070	Interfund Legal Services	1,543,225	1,543,225	1,703,072
9000120001	LGL-PropCasualtyLoss			
424070	Interfund Legal Services	15,605,460	15,605,460	19,497,870
Total Legal		<u>17,934,876</u>	<u>17,934,876</u>	<u>21,961,658</u>

FISCAL YEAR 2009 BUDGET

Business Area Expenditure Summary

Fund Name : Property & Casualty Fund
Business Area Name : Legal
Fund No./Bus. Area No. : 1004 / 9000

Commit Item	Description	FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
500010	Salary Base Pay - Civilian	1,450,750	1,731,129	1,731,129	1,859,835
500110	Bilingual Pay - Civilian	900	900	900	0
501070	Pension - Civilian	234,561	273,141	273,141	276,185
501120	Termination Pay - Civilian	2,469	0	0	0
502010	FICA - Civilian	109,610	129,960	129,960	139,886
503010	Health Ins-Act Civilian	98,649	123,137	123,137	141,089
503015	Basic Life Insurance - Active Civilian	455	0	0	2,577
503050	Health/Life Insurance - Retiree Civilian	50,315	33,000	33,000	33,000
503060	Long Term Disability-Civilian	4,264	4,576	4,576	2,720
503090	Workers Compensation-Civilian-Admin	6,057	7,552	7,552	6,976
503100	Workers Compensation-Civilian-Clm	0	2,070	2,070	400
504020	Compensation Contingency	0	22,831	22,831	0
504030	Unemployment Claims	0	1,120	1,120	1,120
Total	Personnel Services	1,958,030	2,329,416	2,329,416	2,463,788
511045	Computer Supplies	48,521	38,769	38,769	38,000
511050	Paper & Printing Supplies	2,580	8,000	8,000	8,000
511055	Publications & Printed Materials	18,711	46,102	46,102	18,000
511060	Postage	185	0	0	0
511070	Miscellaneous Office Supplies	7,760	22,000	22,000	22,000
511110	Fuel	264	450	450	800
511150	Miscellaneous Parts & Supplies	1,873	0	0	1,400
Total	Supplies	79,894	115,321	115,321	88,200
520107	Computer Info/Contr	525	0	0	0
520108	Information Resource Services	4,280	28,000	28,000	1,000
520110	Management Consulting Services	50,410	225,000	225,000	225,000
520113	Photographic Services	0	1,300	1,300	500
520114	Miscellaneous Support Services	69,226	95,000	95,000	100,000
520119	Computer Equipment/Software Maintenance	78,966	125,000	125,000	125,000
520121	IT Application Svcs	16	0	0	0
520122	Office Equipment Services	(75)	0	0	0
520133	Private Investigative Services	0	2,500	2,500	3,200
520510	Mail/Delivery Services	3,937	4,000	4,000	4,000
520515	Print Shop Services	165	200	200	800
520520	Printing & Reproduction Services	99,139	45,000	45,000	175,000
520740	Document Recording/Filing Fees	147,358	135,000	135,000	20,000
520765	Membership & Professional Fees	5,357	3,500	3,500	3,500
520805	Education & Training	5,038	4,200	4,200	4,200
520905	Travel - Training Related	1,286	1,100	1,100	1,800
520910	Travel - Non-Training Related	15,981	10,000	10,000	10,000
521605	Data Services	30	0	0	0
521610	Voice Services	422	237	237	270
521730	Parking Space Rental	21,600	24,000	24,000	30,000
521905	Legal Services	2,277,889	1,510,000	1,510,000	2,500,000
521910	Legal Svcs - Crt Rep	8,362	300,000	300,000	125,000
521915	Legal Svcs - Atty Fe	0	500,000	500,000	1,508,000
521920	Legal Svcs -Med Svcs	2,263	25,000	25,000	30,000
521925	Legal Svcs -Ex Wit	0	15,000	15,000	45,000
521935	Legal Svcs -Claims	0	1,200,000	1,200,000	1,000,000
521940	Legal Svcs -Judgemt	0	3,028,102	3,028,102	5,371,000

FISCAL YEAR 2009 BUDGET

Business Area Expenditure Summary

Fund Name : Property & Casualty Fund
Business Area Name : Legal
Fund No./Bus. Area No. : 1004 / 9000

Commit Item	Description	FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
521945	Legal Svcs -Settleme	0	7,532,000	7,532,000	8,000,000
521950	Legal Svcs -Doc Rec	0	150,000	150,000	100,000
522205	Metro Commuter Passes	584	1,000	1,000	1,400
522430	Miscellaneous Other Services & Charges	22,636	20,000	20,000	20,000
522620	Claims & Judgments	4,630,690	500,000	500,000	0
522780	Interfund Photo Copy Services	0	5,000	5,000	5,000
Total	Other Services and Charges	7,446,085	15,490,139	15,490,139	19,409,670
Grand Total Expenditures		9,484,009	17,934,876	17,934,876	21,961,658