Fund Summary

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

	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Beginning Fund Balance	76,556	76,556	**76,556**
Current Revenues	34,293,556	34,216,896	**33,441,241**
Total Available Resources	34,370,112	34,293,452	**33,517,797**
Maintenance and Operations	34,293,556	34,216,896	**33,441,241**
Total Expenditures	34,293,556	34,216,896	**33,441,241**
Planned Ending Fund Balance	76,556	76,556	**76,556**
Total Budget	34,370,112	34,293,452	**33,517,797**

The information above summarizes the FY2010 Current Budget, FY2010 Estimate and FY2011 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 Worker's 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.

Business Area Budget Summary

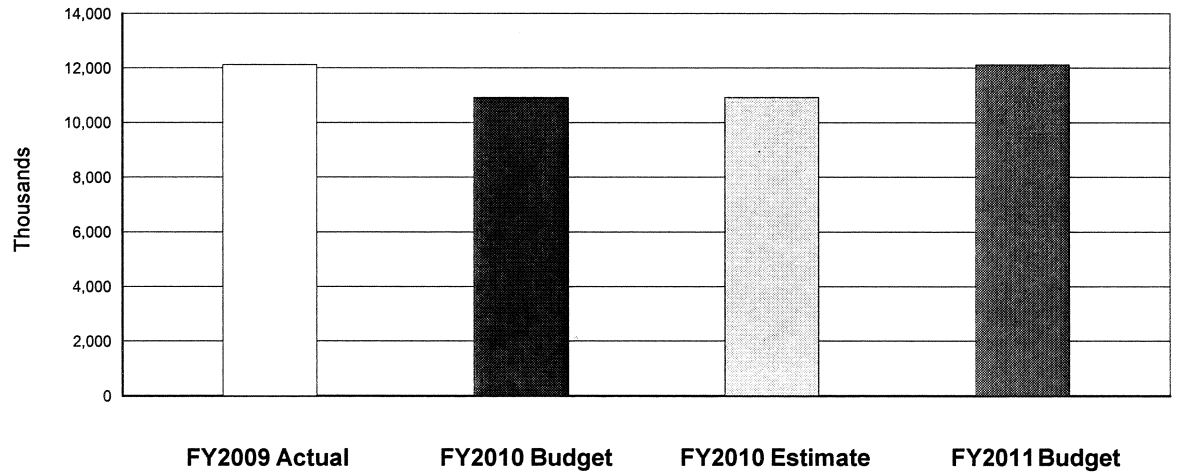
Fund Name : **Property & Casualty Fund**
Business Area Name : **Administration and Regulatory Affairs**
Fund No./Bus. Area No. : **1004 / 6500**

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	417,833	501,612	490,701	**515,633**
	Supplies	4,146	3,430	3,535	**3,057**
	Other Services and Charges	11,706,048	10,413,833	10,422,640	**11,608,189**
	Total M & O Expenditures	12,128,027	10,918,875	10,916,876	**12,126,879**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	12,128,027	10,918,875	10,916,876	**12,126,879**
Revenues		12,128,027	10,918,875	10,916,876	**12,126,879**
Staffing	Full-Time Equivalents - Civilian	4.1	5.0	5.0	**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	4.1	5.0	5.0	**5.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

o The FY2011 Budget provides funding for the HOPE 3% increase ($10,415) and 1.25% Pay for Performance ($6,501) increase.

Property & Casualty Fund
Administration and Regulatory Affairs
Expenditure Summary



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
ARA - Insurance Management **6500050003**	
Administer all non-health related insurance to the City and associated groups including, but not limited to, property, terrorism, boiler and machinery, notary, fidelity, surety, inland marine, and directors and officers liability insurance.	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.

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	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Insurance Policies	14			16			**16**		
Notary Bonds	420			470			**585**		
Public Official Bonds	11			16			**13**		
		4.1	12,128,027		5.0	10,916,876		**5.0**	**12,126,879**
Total		4.1	12,128,027		5.0	10,916,876		**5.0**	**12,126,879**

Business Area Roster Summary

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

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE COORDINATOR	24	1.0	0.0	(1.0)
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	
FINANCIAL ANALYST IV	25	0.0	1.0	1.0
SENIOR STAFF ANALYST	28	2.0	2.0	
Total FTEs		**5.0**	**5.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**5.0**	**5.0**	**0.0**

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	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
6500050003	**ARA - Insurance Management**			
424070	Interfund Legal Services	10,918,875	10,916,876	**12,126,879**
Total	**Administration and Regulatory Affairs**	10,918,875	10,916,876	**12,126,879**

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	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	299,547	346,100	349,595	**357,623**
501070	Pension - Civilian	44,280	50,876	51,387	**51,856**
502010	FICA - Civilian	21,850	26,476	25,955	**27,358**
503010	Health Ins-Act Civilian	35,640	43,913	43,656	**48,678**
503015	Basic Life Insurance - Active Civilian	230	197	213	**212**
503050	Health/Life Insurance - Retiree Civilian	15,820	32,000	16,408	**17,955**
503060	Long Term Disability-Civilian	(38)	425	443	**425**
503090	Workers Compensation-Civilian-Admin	504	1,050	1,077	**1,050**
503100	Workers Compensation-Civilian-Claim	0	400	1,792	**3,800**
504020	Compensation Contingency	0	0	0	**6,501**
504030	Unemployment Claims	0	175	175	**175**
Total	**Personnel Services**	**417,833**	**501,612**	**490,701**	**515,633**
511045	Computer Supplies	846	1,460	1,460	**1,053**
511050	Paper & Printing Supplies	655	726	726	**737**
511055	Publications & Printed Materials	231	409	409	**400**
511060	Postage	269	240	240	**240**
511070	Miscellaneous Office Supplies	2,145	595	700	**627**
Total	**Supplies**	**4,146**	**3,430**	**3,535**	**3,057**
520100	Temporary Personnel Services	10,030	50,000	50,000	**50,000**
520110	Management Consulting Services	225,000	56,250	38,968	**40,000**
520115	Real Estate Lease/Office Rental	11,655	17,916	17,916	**17,916**
520121	IT Application Svcs	0	930	930	**930**
520510	Mail/Delivery Services	0	200	200	**200**
520515	Print Shop Services	1,201	4,080	4,080	**2,330**
520605	Advertising Services	1,505	3,212	3,212	**3,212**
520705	Insurance Fees	11,128,109	10,018,549	10,018,549	**10,849,815**
520765	Membership & Professional Fees	450	540	540	**540**
520770	Insurance Administration Fees	157,629	157,230	163,946	**500,000**
520805	Education & Training	1,210	2,869	2,869	**2,869**
520905	Travel - Training Related	349	3,157	3,157	**3,157**
520910	Travel - Non-Training Related	0	250	250	**250**
521305	Indirect Cost Recovery Payment	162,040	90,867	90,867	**108,916**
521605	Data Services	5,226	3,445	5,103	**5,231**
521610	Voice Services	402	370	387	**397**
521620	Voice Equipment	67	420	64	**66**
521625	Voice Labor	1	266	0	**0**
521630	GIS Revolving Fund Services	0	0	0	**373**
521725	Other Rental	10	0	0	**0**
521730	Parking Space Rental	0	1,488	1,488	**2,352**
522205	Metro Commuter Passes	1,104	1,704	1,704	**852**
522430	Miscellaneous Other Services & Charges	60	90	90	**90**
522795	Other Interfund Services	0	0	18,320	**18,693**
Total	**Other Services and Charges**	**11,706,048**	**10,413,833**	**10,422,640**	**11,608,189**
	Grand Total Expenditures	**12,128,027**	**10,918,875**	**10,916,876**	**12,126,879**

Business Area Budget Summary

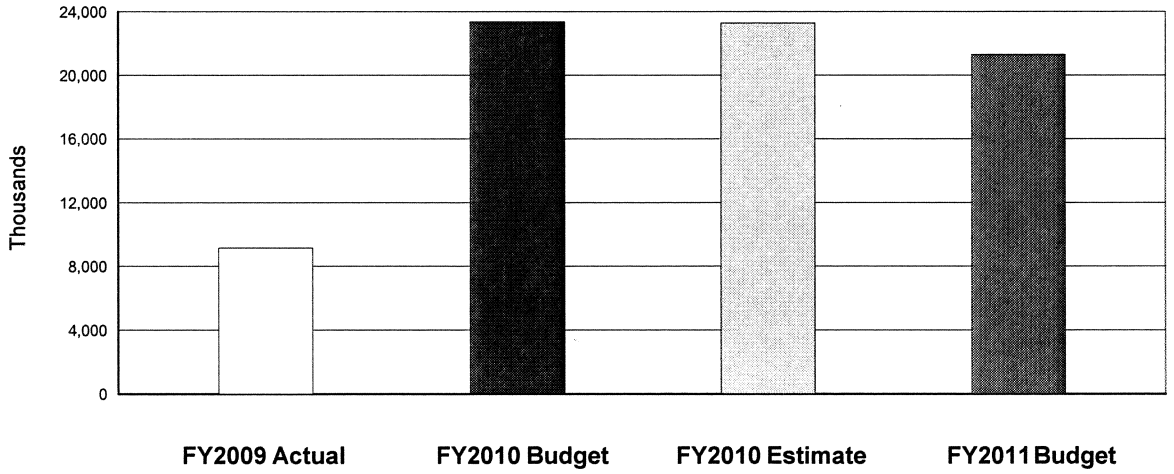
Fund Name : **Property & Casualty Fund**
Business Area Name : **Legal**
Fund No./Bus. Area No. : **1004 / 9000**

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	2,360,536	2,599,853	2,442,489	**2,678,475**
	Supplies	79,743	88,200	134,201	**156,300**
	Other Services and Charges	6,705,248	20,686,628	20,723,330	**18,479,587**
	Total M & O Expenditures	9,145,527	23,374,681	23,300,020	**21,314,362**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	9,145,527	23,374,681	23,300,020	**21,314,362**
Revenues		9,145,527	23,374,681	23,300,020	**21,314,362**
Staffing	Full-Time Equivalents - Civilian	27.7	32.0	26.4	**27.0**
	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	27.7	32.0	26.4	**27.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o The FY2011 Budget provides funding for the HOPE 3% increase ($68,999) and 1.25% Pay for Performance increase ($23,537).
- o The accounts associated with the payment of settlements, judgments and plaintiffs' attorneys fees are projected to be $2,270,700 (13.9%) below the estimate for FY2010. Budgeting for these items is based upon the mix of litigation matters known to the department at the time of the budget submission and is subject to wide variations, as the outcomes of such matters is highly elusive.

Property & Casualty Fund
Legal
Expenditure Summary



Business Area Cost Center Summary

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

Cost Center Description	Cost Center Objectives
LGL-Claims&Subrog **9000100001**	
Investigate and recommend the resolution of property and personal injury claims filed against the City. Process health, property damage, and worker's compensation subrogations.	Reduce payouts on claims. Maintain turnaround time for resolution of claims. Increase monetary recoveries from health, property damage, and worker's compensation subrogations. Pursue execution on default judgments.
LGL-Defense Litigation **9000110001**	
Defend the City in personal injury, contractual, constitutional, and land use lawsuits. Represent the City in injunctions brought against it.	Report litigation outcome statistics. Compile payment records that summarize financial data of settlements and judgments. Continue to improve the rate at which lawsuits are closed.
LGL-PropCasualtyLoss **9000120001**	
Capture costs directly related to the payment of claims and judgments including legal services and other services.	Keep accurate accounting records for expenses related to the payments of claims and judgments.

Business Area Cost Center Summary

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

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Claims closed - no paymts	1,139			898			**950**		
Subrog. claims settled	839			1,950			**1,300**		
Liability claims processed	1,453			1,326			**1,350**		
Liability claims settled	362			313			**325**		
		10.9	841,146		10.3	838,492		**11.0**	**926,472**
Litigation payment reports	12			12			**12**		
Civil lawsuits & subpoenas closed	534			105			**115**		
		16.8	1,519,458		16.1	1,603,997		**16.0**	**1,752,003**
Liability Claims Settled	N/A			N/A			**N/A**		
		0.0	6,784,923		0.0	20,857,531		**0.0**	**18,635,887**
Total		27.7	9,145,527		26.4	23,300,020		**27.0**	**21,314,362**

Business Area Roster Summary

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

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ASSISTANT CITY ATTORNEY III	27	2.0	2.0	
LEGAL INVESTIGATOR	18	1.0	0.0	(1.0)
LEGAL SECRETARY	13	1.0	0.0	(1.0)
LEGAL WORD PROCESSOR	11	1.0	1.0	
PARALEGAL I	12	4.0	4.0	
PARALEGAL III	16	1.0	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,DIVISION CHIEF	35	2.0	2.0	
SENIOR CLAIMS COORDINATOR	21	4.0	4.0	
SENIOR LEGAL WORD PROCESSOR	13	2.0	2.0	
SENIOR PARALEGAL	19	2.0	2.0	
Total FTEs		**29.0**	**27.0**	**(2.0)**
Less adjustment for Civilian Vacancy Factor		**(3.0)**	**0.0**	**3.0**
Full-Time Equivalents		**32.0**	**27.0**	**(5.0)**

Business Area Revenue Summary

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

Commit Item	Description	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
9000100001	**LGL-Claims&Subrog**			
424070	Interfund Legal Services	884,373	838,492	**926,472**
9000110001	**LGL-Defense Litigation**			
424070	Interfund Legal Services	1,685,680	1,606,137	**1,752,003**
9000120001	**LGL-PropCasualtyLoss**			
424070	Interfund Legal Services	20,804,628	20,855,391	**18,635,887**
Total	**Legal**	23,374,681	23,300,020	**21,314,362**

Business Area Expenditure Summary

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

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	1,786,529	1,978,372	1,840,245	**1,939,396**
500110	Bilingual Pay - Civilian	904	900	904	**904**
501070	Pension - Civilian	263,778	286,440	269,581	**281,212**
501120	Termination Pay - Civilian	0	0	10,100	**80,000**
502010	FICA - Civilian	130,810	144,233	133,013	**142,400**
503010	Health Ins-Act Civilian	118,263	129,092	120,004	**131,539**
503015	Basic Life Insurance - Active Civilian	1,299	1,112	1,112	**1,155**
503050	Health/Life Insurance - Retiree Civilian	53,122	49,800	58,764	**60,922**
503060	Long Term Disability-Civilian	(251)	2,448	2,269	**2,295**
503090	Workers Compensation-Civilian-Admin	3,632	6,048	5,489	**5,670**
503100	Workers Compensation-Civilian-Claim	0	400	0	**0**
504020	Compensation Contingency	0	0	0	**23,537**
504030	Unemployment Claims	2,450	1,008	1,008	**9,445**
Total	**Personnel Services**	**2,360,536**	**2,599,853**	**2,442,489**	**2,678,475**
511045	Computer Supplies	28,349	38,000	36,720	**21,000**
511050	Paper & Printing Supplies	7,399	8,000	6,400	**7,000**
511055	Publications & Printed Materials	18,176	18,000	74,581	**110,000**
511070	Miscellaneous Office Supplies	25,001	22,000	16,000	**17,500**
511110	Fuel	818	800	500	**800**
511150	Miscellaneous Parts & Supplies	0	1,400	0	**0**
Total	**Supplies**	**79,743**	**88,200**	**134,201**	**156,300**
520107	Computer Info/Contr	2,275	125,000	54,500	**50,000**
520108	Information Resource Services	28,526	24,000	24,000	**24,000**
520110	Management Consulting Services	1,429,661	0	0	**0**
520113	Photographic Services	0	500	0	**0**
520114	Miscellaneous Support Services	58,972	170,000	130,000	**126,000**
520119	Computer Equipment/Software Maintenance	21,897	2,000	25,000	**22,000**
520122	Office Equipment Services	1,005	0	0	**0**
520133	Private Investigative Services	3,807	3,200	3,200	**3,200**
520510	Mail/Delivery Services	5,722	5,500	4,700	**4,900**
520515	Print Shop Services	111	800	400	**400**
520520	Printing & Reproduction Services	41,919	150,000	60,000	**65,000**
520740	Document Recording/Filing Fees	29,576	23,000	21,000	**23,000**
520765	Membership & Professional Fees	6,880	3,500	6,900	**6,900**
520805	Education & Training	10,417	6,500	10,400	**9,800**
520905	Travel - Training Related	1,238	2,500	3,000	**2,000**
520910	Travel - Non-Training Related	21,899	10,000	7,200	**12,500**
521610	Voice Services	3,972	2,500	5,100	**7,742**
521625	Voice Labor	186	300	300	**450**
521630	GIS Revolving Fund Services	0	0	0	**1,095**
521730	Parking Space Rental	30,215	30,000	30,000	**31,000**
521905	Legal Services	1,053,637	2,500,000	2,500,000	**2,500,000**
521910	Legal Svcs - Crt Report	165,092	150,000	119,000	**150,000**
521915	Legal Svcs - Atty Fee	57,751	1,508,000	1,508,000	**2,455,000**
521920	Legal Svcs -Med Svcs	26,532	35,000	32,630	**35,000**
521925	Legal Svcs -Ex Wit	63,193	50,000	95,000	**86,000**
521935	Legal Svcs -Claims	955,594	1,000,000	1,000,000	**1,000,000**
521940	Legal Svcs -Judgemt	32,700	4,817,728	4,970,000	**3,848,460**
521945	Legal Svcs -Settleme	2,549,471	9,910,200	9,910,200	**7,814,040**
521950	Legal Svcs -Doc Rec	145,827	130,000	190,000	**190,000**
522205	Metro Commuter Passes	1,124	1,400	800	**1,100**
522430	Miscellaneous Other Services & Charges	5,175	20,000	7,000	**5,000**

Business Area Expenditure Summary

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

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
522620	Claims & Judgments	(54,126)	0	0	**0**
522780	Interfund Photo Copy Services	5,000	5,000	5,000	**5,000**
Total	**Other Services and Charges**	**6,705,248**	**20,686,628**	**20,723,330**	**18,479,587**
	Grand Total Expenditures	**9,145,527**	**23,374,681**	**23,300,020**	**21,314,362**