

FISCAL YEAR 2011 BUDGET

Fund Summary

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

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

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.

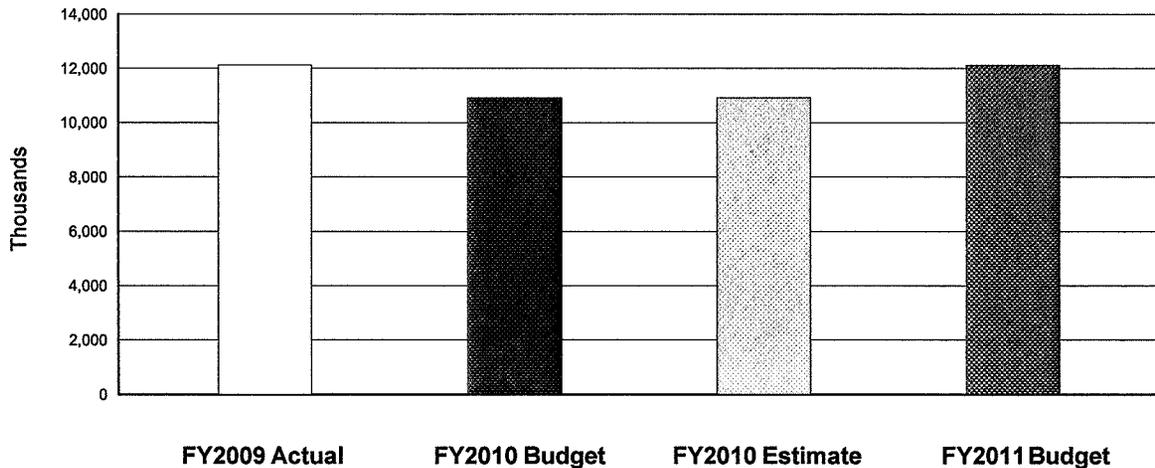
Goals for the divisions where the activity is accounted for in the Property and Casualty Fund are to:

- 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.

FISCAL YEAR 2011 BUDGET

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**



FISCAL YEAR 2011 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
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.

FISCAL YEAR 2011 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	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		<u>4.1</u>	<u>12,128,027</u>		<u>5.0</u>	<u>10,916,876</u>		<u>5.0</u>	<u>12,126,879</u>

FISCAL YEAR 2011 BUDGET

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

FISCAL YEAR 2011 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	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
6500050003	ARA - Insurance Management			
424070	Interfund Legal Services	<u>10,918,875</u>	<u>10,916,876</u>	<u>12,126,879</u>
Total	Administration and Regulatory Affairs	<u><u>10,918,875</u></u>	<u><u>10,916,876</u></u>	<u><u>12,126,879</u></u>

FISCAL YEAR 2011 BUDGET

Business Area Expenditure Summary

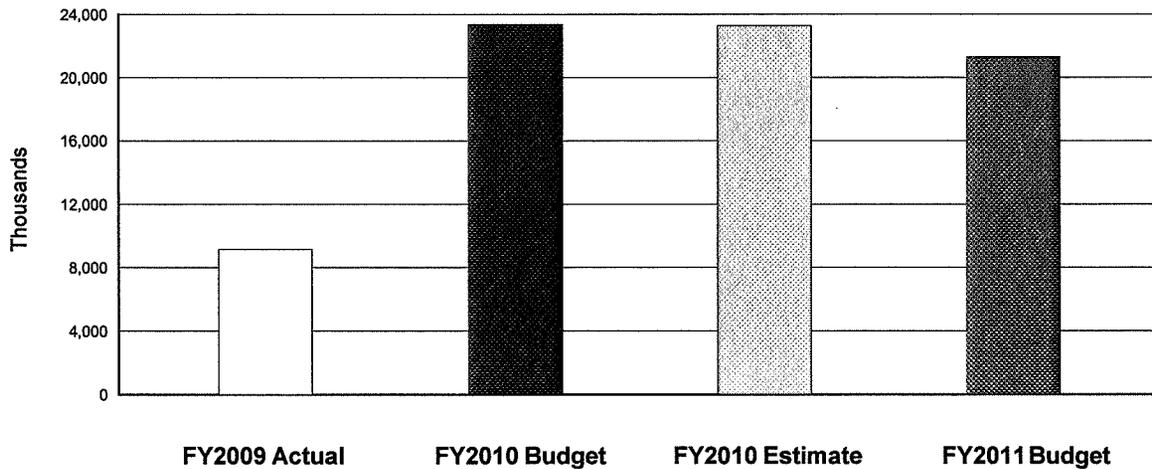
Fund Name : Property & Casualty Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1004 / 6500

Commit Item	Description	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

FISCAL YEAR 2011 BUDGET

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	<u>9,145,527</u>	<u>23,374,681</u>	<u>23,300,020</u>	<u>21,314,362</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>9,145,527</u>	<u>23,374,681</u>	<u>23,300,020</u>	<u>21,314,362</u>
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	<u>27.7</u>	<u>32.0</u>	<u>26.4</u>	<u>27.0</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> 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**



FISCAL YEAR 2011 BUDGET

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.

FISCAL YEAR 2011 BUDGET

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		<u>27.7</u>	<u>9,145,527</u>		<u>26.4</u>	<u>23,300,020</u>		<u>27.0</u>	<u>21,314,362</u>

FISCAL YEAR 2011 BUDGET

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)

FISCAL YEAR 2011 BUDGET

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		<u>23,374,681</u>	<u>23,300,020</u>	<u>21,314,362</u>

FISCAL YEAR 2011 BUDGET

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

FISCAL YEAR 2011 BUDGET

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