Fund Summary

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

	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	35,765,865	34,825,408	**37,550,501**
Total Available Resources	35,765,865	34,825,408	**37,550,501**
Maintenance and Operations	35,765,865	34,825,408	**37,550,501**
Total Expenditures	35,765,865	34,825,408	**37,550,501**
Planned Ending Fund Balance	0	0	**0**
Total Budget	35,765,865	34,825,408	**37,550,501**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	0	0	**0**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The information above summarizes the FY2014 Budget, FY2014 Estimate and FY2015 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. It 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 and Subrogation, General Litigation, and Labor, Employment and Civil Rights Sections) is to defend 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 and Subrogation, General Litigation, and Labor, Employment and Civil Rights Sections 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 non-health related insurance services including, but not limited to: property, terrorism, boiler and machinery, crime, fine arts, electronic equipment protection, notary, fidelity and surety bond insurance. All risks to the City's assets (except Workers' Compensation, Life, and Long-Term Disability) fall 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 commercial insurance policies to control and minimize the City's exposure to financial risk;
- maximize commercial insurance claim recoveries;
- 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, injure employees and third parties;
- identify delinquent accounts owed to the City and increase recoveries on affirmative claims.

Business Area Budget Summary

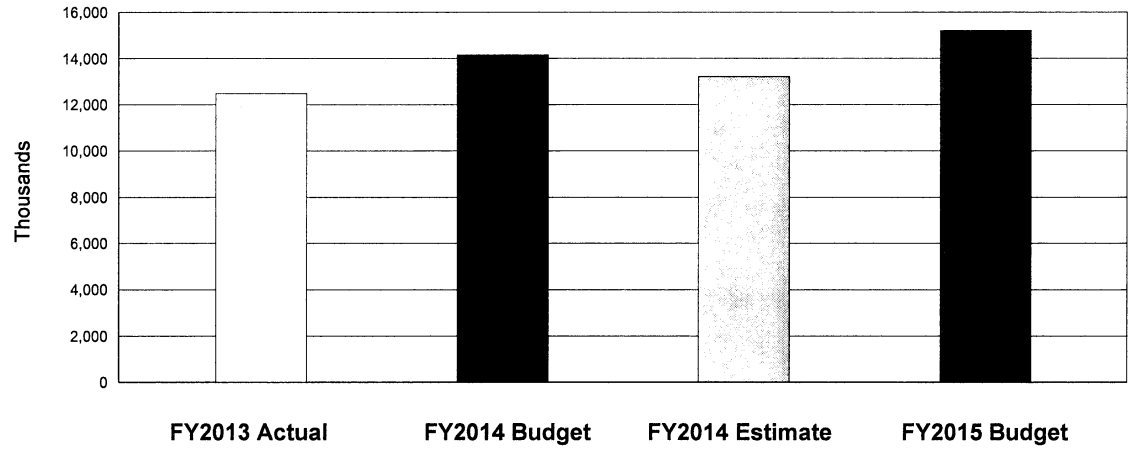
Fund Name : Property & Casualty Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1004 / 6500

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	580,880	633,737	633,557	**674,299**
	Supplies	2,655	2,977	2,977	**2,977**
	Other Services and Charges	11,894,097	13,511,808	12,571,539	**14,530,966**
	Non-Capital Equipment	0	7,000	6,992	**0**
	Total M & O Expenditures	12,477,632	14,155,522	13,215,065	**15,208,242**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	12,477,632	14,155,522	13,215,065	**15,208,242**
Revenues		12,477,632	14,155,522	13,215,065	**15,208,242**
Staffing	Full-Time Equivalents - Civilian	5.0	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	5.0	5.0	5.0	**5.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- o FY2015 Property Insurance Premium of $12.6M includes a rate increase, insured property value inflation factor and new CIP projects.
- o FY2015 insurance coverage for Information Technology's communication equipment budgeted at $230,000.
- o FY2015 insurance coverage for the Boiler & Machinery Insurance Premium budgeted at $212,446.
- o FY2015 Insurance Administration Fees budget of $400,000 is for the new insurance broker of record contract.

Property & Casualty Fund
Administration and Regulatory Affairs
Expenditure Summary



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Insurance Advisory Request Completed	I,F	N/A	100%	100%	100%
Insurance Programs Administered	I,F	N/A	24	24	24
Prof. Insurance License Maint./Prof. Development	J	N/A	21	21	21
Expenditures Budget vs Actual Utilization	F	98%	100%	93%	100%
Revenues Budget vs Actual Utilization	F	98%	100%	93%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

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

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget Cost $
Accounting Services Group 650005						
Administers all non-health related insurance to the City and associated groups including, but not limited to: property, terrorism, boiler and machinery, crime, fine arts, electronic equipment protection, fidelity, surety, inland marine, and Notary Public program.	5.0	12,477,632	5.0	13,215,065	**5.0**	**15,208,242**
Total	5.0	12,477,632	5.0	13,215,065	**5.0**	**15,208,242**

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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
SENIOR STAFF ANALYST	28	2.0	2.0	
STAFF ANALYST	26	1.0	1.0	
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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6500050003	**ARA - Insurance Management**			
424070	Interfund Legal Services	14,155,522	13,215,065	**15,208,242**
Total	**Administration and Regulatory Affairs**	**14,155,522**	**13,215,065**	**15,208,242**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	388,848	414,297	414,297	**440,121**
501070	Pension - Civilian	83,519	94,054	96,754	**111,614**
502010	FICA - Civilian	28,195	31,699	31,699	**33,366**
503010	Health Ins-Act Civilian	72,415	79,776	79,776	**75,407**
503015	Basic Life Insurance - Active Civilian	231	311	311	**256**
503050	Health/Life Insurance - Retiree Civilian	6,215	8,000	8,000	**8,000**
503060	Long Term Disability-Civilian	424	425	425	**425**
503090	Workers Compensation-Civilian-Admin	1,033	1,195	1,195	**1,310**
503100	Workers Compensation-Civilian-Claim	0	3,800	1,100	**3,800**
504030	Unemployment Claims - Administration	0	180	0	**0**
Total	**Personnel Services**	**580,880**	**633,737**	**633,557**	**674,299**
511045	Computer Supplies	1,262	600	600	**600**
511050	Paper & Printing Supplies	329	737	737	**737**
511055	Publications & Printed Materials	318	400	400	**400**
511060	Postage	58	240	240	**240**
511070	Miscellaneous Office Supplies	688	1,000	1,000	**1,000**
Total	**Supplies**	**2,655**	**2,977**	**2,977**	**2,977**
520100	Temporary Personnel Services	0	33,000	33,000	**33,000**
520109	Medical Dental & Laboratory Services	0	96	96	**96**
520110	Management Consulting Services	10,000	40,000	40,000	**40,000**
520115	Real Estate Lease/Office Rental	0	17,916	17,916	**17,916**
520121	IT Application Svcs	260	845	845	**4,768**
520122	Office Equipment Services	981	72	0	**0**
520510	Mail/Delivery Services	0	200	200	**200**
520515	Print Shop Services	348	2,330	2,330	**2,330**
520605	Advertising Services	2,085	3,200	3,200	**3,200**
520705	Insurance Fees	11,510,772	12,944,598	12,016,115	**13,883,717**
520765	Membership & Professional Fees	520	675	715	**780**
520770	Insurance Administration Fees	240,964	297,960	285,857	**400,000**
520805	Education & Training	2,225	3,000	3,000	**3,000**
520905	Travel - Training Related	802	3,900	3,900	**3,900**
520910	Travel - Non-Training Related	3,401	6,000	6,000	**6,000**
521305	Indirect Cost Recovery Payment	107,839	138,617	138,617	**119,758**
521605	Data Services	6,948	9,427	9,427	**450**
521610	Voice Services	1,255	549	549	**0**
521630	GIS Revolving Fund Services	360	447	447	**744**
521635	Voice Services -Wireless	0	0	349	**513**
521730	Parking Space Rental	647	0	0	**0**
521735	Hobby Parking Space Rental	0	3,144	3,144	**3,144**
522205	Metro Commuter Passes	887	1,638	1,638	**1,638**
522721	Interfund HR Client Services	3,604	4,007	4,007	**5,580**
522722	KRONOS Service Chargeback	199	187	187	**232**
Total	**Other Services and Charges**	**11,894,097**	**13,511,808**	**12,571,539**	**14,530,966**
551010	Non-Capital Office Furniture & Equipment	0	7,000	6,992	**0**
Total	**Non-Capital Equipment**	**0**	**7,000**	**6,992**	**0**
	Grand Total Expenditures	**12,477,632**	**14,155,522**	**13,215,065**	**15,208,242**

Business Area Budget Summary

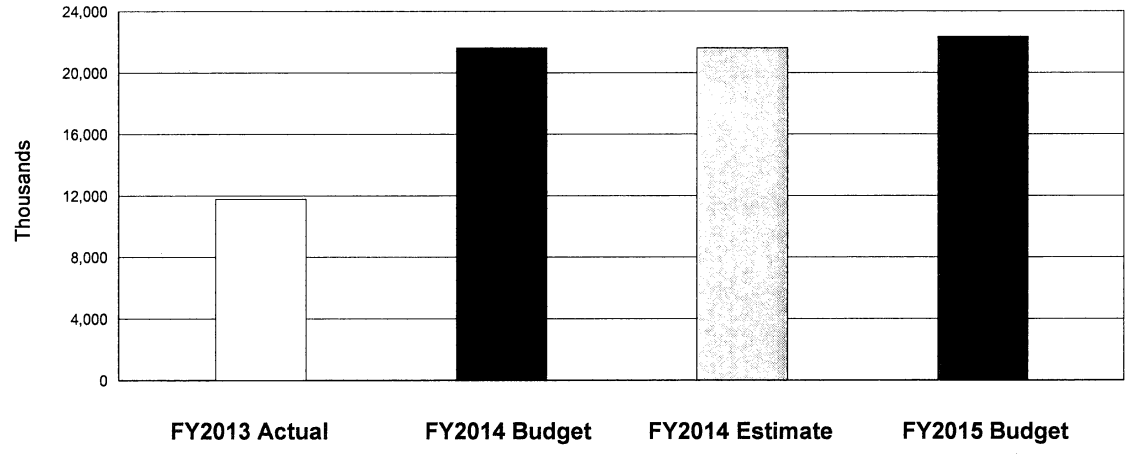
Fund Name : Property & Casualty Fund
Business Area Name : Legal
Fund No./Bus. Area No. : 1004 / 9000

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	5,751,484	7,112,764	6,950,005	**7,532,079**
	Supplies	114,975	164,150	133,211	**152,800**
	Other Services and Charges	5,900,873	14,313,429	14,507,127	**14,657,380**
	Non-Capital Equipment	0	20,000	20,000	**0**
	Total M & O Expenditures	11,767,332	21,610,343	21,610,343	**22,342,259**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	11,767,332	21,610,343	21,610,343	**22,342,259**
Revenues		11,767,332	21,610,343	21,610,343	**22,342,259**
Staffing	Full-Time Equivalents - Civilian	44.8	52.4	52.0	**54.5**
	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	44.8	52.4	52.0	**54.5**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- The budget for claims, settlements and judgments is $12,724,554 which represents 57% of the total budget.

Property & Casualty Fund
Legal
Expenditure Summary



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
EEOC and TX Workforce Commission Matters Handled	J,F	342	360	342	350
Funds Recovered -- Affirmative Collections	F,Q,I,J	4,063,846	4,250,000	4,529,867	4,500,000
Liability Claims Closed without Payment	F,P,J	711	800	803	800
Liability Claims Processed	F,P,J	1,146	1,200	1,048	1,100
Liability Claims Resolved with Payment	F,P,J	307	300	267	250
Personnel Actions/Hearings Handled	J,F	521	600	400	450
Property Damage Subrogation Claims Processed	F,Q,I,J	1,338	1,300	1,501	1,400
Expenditures Budget vs Actual Utilization	F	56%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	56%	100%	100%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

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

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget Cost $
LGL - Staff Administration Section 900001 This section captures personnel costs associated with broad oversight of all the litigation sections and activities related to those sections as well as special projects as they relate to risk management.	1.0	262,532	2.0	382,378	**3.0**	**526,049**
LGL - General Litigation Section 900002 This section is responsible for litigation related to animal law, annexation, bankruptcy, building and standards commission appeals, code enforcement, collections, constitutional challenges to ordinances, contract disputes, election contests, environmental, Fed False Claims Act, forcible entry and detainer, intergovernmental disputes, inverse condemnation, probate, Private Real Property Preservation Act and more.	17.2	2,336,159	22.4	3,242,597	**23.8**	**3,420,862**
LGL - Labor, Emply. & Civil Rights Section 900005 The section is responsible for representing the City on all labor, employment and civil rights lawsuits.	16.8	2,163,044	17.6	2,273,645	**17.7**	**2,502,527**
LGL - Claims & Subrogation Section 900010 This section is responsible for liability tort claims, subrogation matters and general affirmative claim matters at the claim stage.	9.8	1,022,469	10.0	1,104,156	**10.0**	**1,147,990**
LGL - Litigation Costs Section 900012 This section captures costs directly related to the payment of claims and judgments including legal services and other services.	0.0	5,983,128	0.0	14,607,567	**0.0**	**14,744,831**
Total	44.8	11,767,332	52.0	21,610,343	**54.5**	**22,342,259**

Business Area Roster Summary

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

Job Description	Pay Grade	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ASSISTANT CITY ATTORNEY I	21	3.0	3.0	
ASSISTANT CITY ATTORNEY II	24	2.0	1.0	(1.0)
EXECUTIVE STAFF ANALYST (EXE LEV)	30	0.0	1.0	1.0
FIRST ASSISTANT CITY ATTORNEY	37	2.0	2.0	
PARALEGAL I	12	5.0	4.0	(1.0)
PARALEGAL II	14	1.0	0.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY I	30	6.0	5.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY II	32	17.0	19.0	2.0
SENIOR ASSISTANT CITY ATTORNEY,SECTION CHIEF	35	2.0	2.0	
SENIOR CLAIMS COORDINATOR	21	4.0	4.0	
SENIOR LEGAL WORD PROCESSOR	13	4.0	4.0	
SENIOR PARALEGAL	19	6.0	8.0	2.0
Total FTEs		**54.0**	**55.0**	**1.0**
Less adjustment for Civilian Vacancy Factor		**1.6**	**0.5**	**(1.1)**
Full-Time Equivalents		**52.4**	**54.5**	**2.1**

Business Area Revenue Summary

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

Commit Item	Description	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
9000010001	**LGL - General Admin of Dept**			
424070	Interfund Legal Services	330,696	382,378	**526,049**
9000020001	**LGL - Genl Litigation**			
424070	Interfund Legal Services	2,983,772	3,242,597	**3,420,862**
9000050001	**LGL - Labor,Employ, Civ. Rights**			
424070	Interfund Legal Services	2,748,525	2,273,645	**2,502,527**
9000100001	**LGL - Claims & Subrog.**			
424070	Interfund Legal Services	1,104,111	1,104,156	**1,147,990**
9000120001	**LGL - Litigation Costs**			
424070	Interfund Legal Services	14,443,239	14,607,567	**14,744,831**
Total	**Legal**	**21,610,343**	**21,610,343**	**22,342,259**

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	4,030,801	4,922,151	4,861,124	**5,214,098**
500060	Overtime - Civilian	21	0	0	**0**
500110	Bilingual Pay - Civilian	900	910	910	**904**
501070	Pension - Civilian	867,992	1,116,836	1,130,311	**1,322,302**
501120	Termination Pay - Civilian	176,688	180,000	180,000	**180,000**
501130	Termination Pay - Classified	76	0	0	**0**
502010	FICA - Civilian	298,580	349,905	346,482	**370,668**
503010	Health Ins-Act Civilian	297,982	462,343	361,494	**371,245**
503015	Basic Life Insurance - Active Civilian	2,267	3,820	3,820	**3,050**
503050	Health/Life Insurance - Retiree Civilian	32,860	37,500	37,500	**40,000**
503060	Long Term Disability-Civilian	3,954	4,582	4,582	**4,633**
503090	Workers Compensation-Civilian-Admin	9,638	12,882	12,882	**14,279**
503100	Workers Compensation-Civilian-Claim	25,325	0	0	**0**
504030	Unemployment Claims - Administration	4,400	21,835	10,900	**10,900**
Total	**Personnel Services**	**5,751,484**	**7,112,764**	**6,950,005**	**7,532,079**
511045	Computer Supplies	45,030	23,850	36,911	**56,000**
511050	Paper & Printing Supplies	6,999	7,000	7,000	**7,000**
511055	Publications & Printed Materials	38,500	110,000	65,000	**65,000**
511060	Postage	6,740	5,000	6,800	**6,800**
511070	Miscellaneous Office Supplies	17,688	17,500	17,500	**18,000**
511095	Small Technical & Scientific Equipment	18	0	0	**0**
511110	Fuel	0	800	0	**0**
Total	**Supplies**	**114,975**	**164,150**	**133,211**	**152,800**
520107	Computer Info/Contr	6,454	10,000	6,750	**143,980**
520108	Information Resource Services	18,384	17,000	17,000	**17,000**
520114	Miscellaneous Support Services	138,266	125,000	125,000	**130,000**
520119	Computer Equipment/Software Maintenance	54,979	35,000	35,000	**35,000**
520121	IT Application Svcs	0	0	0	**11,106**
520133	Private Investigative Services	14,010	5,500	13,100	**14,000**
520510	Mail/Delivery Services	6,021	5,900	6,100	**6,300**
520515	Print Shop Services	118	500	470	**500**
520520	Printing & Reproduction Services	9,998	60,000	360,000	**275,000**
520740	Document Recording/Filing Fees	40,856	39,000	39,000	**39,000**
520765	Membership & Professional Fees	9,927	13,000	12,600	**13,600**
520805	Education & Training	4,746	32,500	32,000	**32,500**
520905	Travel - Training Related	3,323	5,540	5,700	**5,700**
520910	Travel - Non-Training Related	9,165	9,800	7,800	**8,800**
521605	Data Services	0	5,117	5,117	**4,143**
521610	Voice Services	7,441	1,894	1,894	**2,137**
521620	Voice Equipment	286	923	923	**923**
521625	Voice Labor	436	1,170	1,170	**1,170**
521630	GIS Revolving Fund Services	1,881	2,651	2,651	**2,996**
521635	Voice Services -Wireless	0	3,311	3,311	**3,716**
521715	Office Equipment Rental	10,000	10,000	10,000	**10,000**
521725	Other Rental	489	0	0	**0**
521730	Parking Space Rental	31,124	35,000	35,000	**35,000**
521905	Legal Services	278,648	500,000	500,000	**500,000**
521910	Legal Svcs - Crt Report	182,582	185,000	120,000	**185,000**
521915	Legal Svcs - Atty Fee	244	1,000	200,000	**100,000**
521920	Legal Svcs -Med Svcs	32,873	34,000	32,000	**34,000**
521925	Legal Svcs -Ex Wit	211,832	220,000	220,000	**220,000**

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
521935	Legal Svcs -Claims	731,660	900,000	900,000	**900,000**
521940	Legal Svcs -Judgemt	3,000,000	3,000,000	2,801,000	**3,000,000**
521945	Legal Svcs -Settleme	997,300	8,924,554	8,923,872	**8,824,554**
521950	Legal Svcs -Doc Rec	79,717	120,000	80,000	**90,000**
522205	Metro Commuter Passes	1,554	1,700	1,700	**1,700**
522420	Petty Cash/Change Special Fund	178	300	300	**300**
522430	Miscellaneous Other Services & Charges	14,515	6,200	5,800	**6,000**
522721	Interfund HR Client Services	0	0	0	**840**
522722	KRONOS Service Chargeback	1,866	1,869	1,869	**2,415**
Total	**Other Services and Charges**	**5,900,873**	**14,313,429**	**14,507,127**	**14,657,380**
551015	Non-Capital Computer Equipment	0	20,000	20,000	**0**
Total	**Non-Capital Equipment**	**0**	**20,000**	**20,000**	**0**
	Grand Total Expenditures	**11,767,332**	**21,610,343**	**21,610,343**	**22,342,259**