Fund Summary

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

	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
Beginning Fund Balance	80,813	80,813	**80,813**
Current Revenues	28,100,000	27,770,489	**36,824,155**
Total Available Resources	28,180,813	27,851,302	**36,904,968**
Maintenance and Operations	28,100,000	27,770,489	**36,824,155**
Total Expenditures	28,100,000	27,770,489	**36,824,155**
Planned Ending Fund Balance	80,813	80,813	**80,813**
Total Budget	28,180,813	27,851,302	**36,904,968**

The information above summarizes the FY2009 Current Budget, FY2009 Estimate and FY2010 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

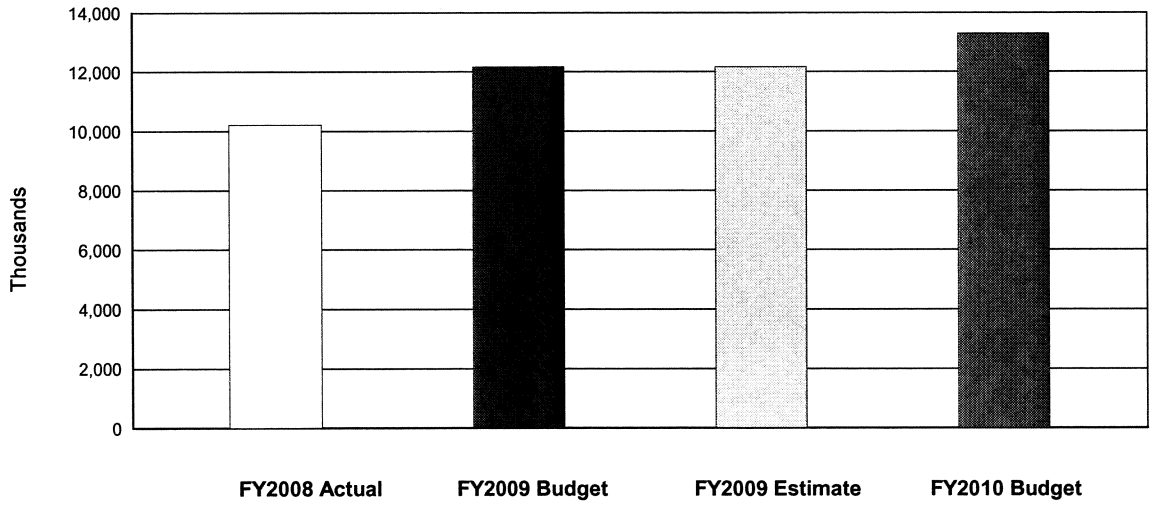
Fund Name : **Property & Casualty Fund**
Business Area Name : **Administration and Regulatory Affairs**
Fund No./Bus. Area No. : **1004 / 6500**

		FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
Expenditures	Personnel Services	348,862	441,156	435,244	**501,612**
	Supplies	3,925	8,430	8,351	**3,430**
	Other Services and Charges	9,861,766	11,718,633	11,724,624	**12,792,160**
	Total M & O Expenditures	10,214,553	12,168,219	12,168,219	**13,297,202**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	10,214,553	12,168,219	12,168,219	**13,297,202**
Revenues		10,214,553	12,168,219	12,168,219	**13,297,202**
Staffing	Full-Time Equivalents - Civilian	3.8	5.0	4.2	**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	3.8	5.0	4.2	**5.0**
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	**0.0**

Budget Highlights

The FY2010 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
- o Hurricane Ike Property Insurance Claim Consultant Contract
- o The 3% HOPE and 1.25% Pay for Performance Increases

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, 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	FY2008 Actual			FY2009 Estimate			FY2010 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Insurance Policies	12			14			**16**		
Notary Bonds	540			420			**470**		
Public Official Bonds	10			11			**13**		
		3.8	10,214,553		4.2	12,168,219		**5.0**	**13,297,202**
Total		3.8	10,214,553		4.2	12,168,219		**5.0**	**13,297,202**

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

JOB DESCRIPTION	PAY GRADE	FY2009 Current Budget FTE	FY2010 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE COORDINATOR	24	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	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	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
6500050003	**ARA - Insurance Management**			
424070	Interfund Legal Services	12,168,219	12,168,219	**13,297,202**
Total	**Administration and Regulatory Affairs**	12,168,219	12,168,219	**13,297,202**

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	FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
500010	Salary Base Pay - Civilian	246,649	308,803	305,292	**341,852**
501070	Pension - Civilian	38,296	47,156	46,861	**50,252**
501120	Termination Pay - Civilian	314	0	0	**0**
502010	FICA - Civilian	17,962	23,163	22,780	**26,151**
503010	Health Ins-Act Civilian	33,914	37,690	36,946	**43,913**
503015	Basic Life Insurance - Active Civilian	322	466	238	**197**
503050	Health/Life Insurance - Retiree Civilian	9,676	21,788	21,228	**32,000**
503060	Long Term Disability-Civilian	577	425	374	**425**
503090	Workers Compensation-Civilian-Admin	818	1,090	950	**1,050**
503100	Workers Compensation-Civilian-Claim	334	400	400	**400**
504020	Compensation Contingency	0	0	0	**5,197**
504030	Unemployment Claims	0	175	175	**175**
Total	**Personnel Services**	**348,862**	**441,156**	**435,244**	**501,612**
511045	Computer Supplies	703	460	460	**1,460**
511050	Paper & Printing Supplies	556	726	726	**726**
511055	Publications & Printed Materials	397	409	409	**409**
511060	Postage	0	240	161	**240**
511070	Miscellaneous Office Supplies	2,269	6,595	6,595	**595**
Total	**Supplies**	**3,925**	**8,430**	**8,351**	**3,430**
520100	Temporary Personnel Services	0	10,000	10,000	**50,000**
520110	Management Consulting Services	0	0	225,000	**56,250**
520115	Real Estate Lease/Office Rental	14,796	13,916	11,655	**17,916**
520121	IT Application Svcs	388	930	930	**930**
520510	Mail/Delivery Services	0	200	200	**200**
520515	Print Shop Services	83	4,000	4,000	**4,080**
520605	Advertising Services	1,612	1,962	1,587	**3,212**
520705	Insurance Fees	9,576,399	11,311,305	11,140,582	**12,385,136**
520765	Membership & Professional Fees	630	530	450	**540**
520770	Insurance Administration Fees	154,577	203,833	157,567	**168,970**
520805	Education & Training	1,488	2,439	2,439	**2,869**
520905	Travel - Training Related	1,740	1,861	1,861	**3,157**
520910	Travel - Non-Training Related	0	250	250	**250**
521305	Indirect Cost Recovery Payment	103,127	162,040	162,040	**90,867**
521605	Data Services	4,909	3,445	3,445	**3,445**
521610	Voice Services	167	94	370	**370**
521620	Voice Equipment	408	0	420	**420**
521625	Voice Labor	93	266	266	**266**
521725	Other Rental	52	10	10	**0**
521730	Parking Space Rental	0	624	624	**1,488**
522205	Metro Commuter Passes	1,297	838	838	**1,704**
522430	Miscellaneous Other Services & Charges	0	90	90	**90**
Total	**Other Services and Charges**	**9,861,766**	**11,718,633**	**11,724,624**	**12,792,160**
	Grand Total Expenditures	**10,214,553**	**12,168,219**	**12,168,219**	**13,297,202**

Business Area Budget Summary

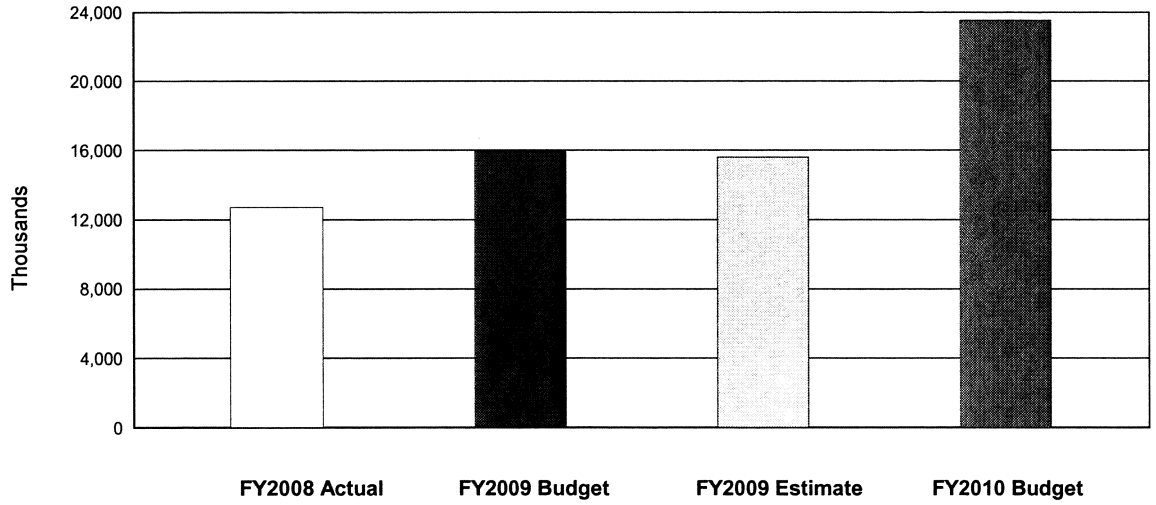
Fund Name : **Property & Casualty Fund**
Business Area Name : **Legal**
Fund No./Bus. Area No. : **1004 / 9000**

		FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
Expenditures	Personnel Services	2,063,530	2,463,788	2,358,893	**2,599,853**
	Supplies	115,076	88,200	80,215	**88,200**
	Other Services and Charges	10,531,591	13,379,793	13,163,162	**20,838,900**
	Total M & O Expenditures	12,710,197	15,931,781	15,602,270	**23,526,953**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	12,710,197	15,931,781	15,602,270	**23,526,953**
Revenues		12,710,196	15,931,781	15,602,270	**23,526,953**
Staffing	Full-Time Equivalents - Civilian	27.5	32.0	28.6	**28.8**
	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	27.5	32.0	28.6	**28.8**
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	**0.0**

Budget Highlights

- The larger budget requested for FY2010 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 the estimated payments needed to meet these liabilities, the timing of which is difficult to project.
- Includes 3% HOPE and 1.25% Pay for Performance increases.

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 workers 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	FY2008 Actual			FY2009 Estimate			FY2010 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Claims closed - no paymts	931			938			**900**		
Subrog. claims settled	1,242			1,400			**1,300**		
Liability claims processed	1,309			1,218			**1,300**		
Liability claims settled	352			319			**325**		
		10.0	715,155		10.5	829,629		**11.0**	**884,373**
Litigation payment reports	12			12			**12**		
Civil lawsuits closed	181			390			**350**		
		17.5	1,348,461		18.1	1,529,264		**17.8**	**1,715,480**
Liability Claims Settled	N/A			N/A			**N/A**		
		0.0	10,646,581		0.0	13,243,377		**0.0**	**20,927,100**
Total		27.5	12,710,197		28.6	15,602,270		**28.8**	**23,526,953**

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

JOB DESCRIPTION	PAY GRADE	FY2009 Current Budget FTE	FY2010 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR (EXE LEV)	22	1.0	0.0	(1.0)
ASSISTANT CITY ATTORNEY III	27	3.0	2.0	(1.0)
LEGAL INVESTIGATOR	18	2.0	1.0	(1.0)
LEGAL SECRETARY	13	1.0	1.0	
LEGAL WORD PROCESSOR	11	1.0	1.0	
PARALEGAL I	12	3.0	4.0	1.0
PARALEGAL II	14	2.0	0.0	(2.0)
PARALEGAL III	16	0.0	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		**32.0**	**29.0**	**(3.0)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.2**	**0.2**
Full-Time Equivalents		**32.0**	**28.8**	**(3.2)**

Business Area Revenue Summary

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

Commit Item	Description	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
9000100001	**LGL-Claims&Subrog**			
424070	Interfund Legal Services	760,716	829,629	**884,373**
9000110001	**LGL-Defense Litigation**			
424070	Interfund Legal Services	1,703,072	1,529,264	**1,685,680**
9000120001	**LGL-PropCasualtyLoss**			
424070	Interfund Legal Services	13,467,993	13,243,377	**20,956,900**
Total	**Legal**	15,931,781	15,602,270	**23,526,953**

Business Area Expenditure Summary

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

Commit Item	Description	FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
500010	Salary Base Pay - Civilian	1,539,662	1,859,835	1,779,588	**1,948,572**
500110	Bilingual Pay - Civilian	888	0	900	**900**
501070	Pension - Civilian	239,968	276,185	265,798	**286,440**
501120	Termination Pay - Civilian	364	0	0	**0**
502010	FICA - Civilian	112,962	139,886	130,206	**144,233**
503010	Health Ins-Act Civilian	105,065	141,089	121,905	**129,092**
503015	Basic Life Insurance - Active Civilian	1,864	2,577	2,000	**1,112**
503050	Health/Life Insurance - Retiree Civilian	49,642	33,000	48,800	**49,800**
503060	Long Term Disability-Civilian	3,969	2,720	2,720	**2,448**
503090	Workers Compensation-Civilian-Admin	5,685	6,976	6,976	**6,048**
503100	Workers Compensation-Civilian-Claim	0	400	0	**400**
504020	Compensation Contingency	0	0	0	**29,800**
504030	Unemployment Claims	3,461	1,120	0	**1,008**
Total	**Personnel Services**	**2,063,530**	**2,463,788**	**2,358,893**	**2,599,853**
511045	Computer Supplies	56,932	38,000	35,500	**38,000**
511050	Paper & Printing Supplies	7,947	8,000	8,000	**8,000**
511055	Publications & Printed Materials	24,855	18,000	18,000	**18,000**
511070	Miscellaneous Office Supplies	23,908	22,000	17,800	**22,000**
511110	Fuel	513	800	915	**800**
511150	Miscellaneous Parts & Supplies	921	1,400	0	**1,400**
Total	**Supplies**	**115,076**	**88,200**	**80,215**	**88,200**
520107	Computer Info/Contr	1,754	0	2,000	**125,000**
520108	Information Resource Services	42,000	1,000	24,000	**24,000**
520110	Management Consulting Services	843,008	225,000	0	**0**
520113	Photographic Services	0	500	0	**500**
520114	Miscellaneous Support Services	93,006	100,000	161,968	**170,000**
520119	Computer Equipment/Software Maintenance	205	125,000	18,000	**2,000**
520133	Private Investigative Services	3,059	3,200	4,100	**3,200**
520510	Mail/Delivery Services	4,709	4,000	5,876	**5,500**
520515	Print Shop Services	119	800	200	**800**
520520	Printing & Reproduction Services	126,952	175,000	24,000	**150,000**
520740	Document Recording/Filing Fees	22,798	20,000	23,500	**23,000**
520765	Membership & Professional Fees	7,939	3,500	3,500	**3,500**
520805	Education & Training	3,972	4,200	6,500	**6,500**
520905	Travel - Training Related	1,393	1,800	2,500	**2,500**
520910	Travel - Non-Training Related	5,290	10,000	7,500	**10,000**
521610	Voice Services	194	270	2,400	**2,500**
521625	Voice Labor	0	0	300	**300**
521730	Parking Space Rental	66,948	30,000	30,000	**30,000**
521905	Legal Services	1,187,481	589,266	1,750,000	**2,500,000**
521910	Legal Svcs - Crt Rep	184,125	125,000	145,500	**150,000**
521915	Legal Svcs - Atty Fe	573,544	1,508,000	900,000	**1,508,000**
521920	Legal Svcs -Med Svcs	40,220	30,000	28,600	**35,000**
521925	Legal Svcs -Ex Wit	40,990	45,000	59,600	**50,000**
521935	Legal Svcs -Claims	846,661	1,000,000	810,000	**1,000,000**
521940	Legal Svcs -Judgemt	1,814,524	1,251,857	500,000	**4,970,000**
521945	Legal Svcs -Settleme	4,486,325	8,000,000	8,512,118	**9,910,200**
521950	Legal Svcs -Doc Rec	118,561	100,000	130,100	**130,000**
522205	Metro Commuter Passes	1,633	1,400	900	**1,400**
522430	Miscellaneous Other Services & Charges	10,275	20,000	5,000	**20,000**
522620	Claims & Judgments	(6,877)	0	0	**0**
522780	Interfund Photo Copy Services	10,783	5,000	5,000	**5,000**
Total	**Other Services and Charges**	**10,531,591**	**13,379,793**	**13,163,162**	**20,838,900**
	Grand Total Expenditures	**12,710,197**	**15,931,781**	**15,602,270**	**23,526,953**