

**FISCAL YEAR 2004 BUDGET**

**Fund Summary**

**Fund Name : Property and Casualty**  
**Fund/Department No: 936 / 65 / 90**

	<u>FY2003 BUDGET</u>	<u>FY2003 ESTIMATE</u>	<u>FY2004 BUDGET</u>
Beginning Fund Balance	61,687	61,687	<b>61,687</b>
Current Revenues	<u>27,095,840</u>	<u>26,095,840</u>	<b><u>24,983,898</u></b>
Total Available Resources	<u><u>27,157,527</u></u>	<u><u>26,157,527</u></u>	<b><u><u>25,045,585</u></u></b>
Maintenance and Operations	<u>27,095,840</u>	<u>26,095,840</u>	<b><u>24,983,898</u></b>
Total Expenditures	27,095,840	26,095,840	<b>24,983,898</b>
Planned Ending Fund Balance	<u>61,687</u>	<u>61,687</u>	<b><u>61,687</u></b>
Total Budget	<u><u>27,157,527</u></u>	<u><u>26,157,527</u></u>	<b><u><u>25,045,585</u></u></b>

The information above summarizes the FY2003 Budget, FY2003 Estimate and FY2004 Budget. 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 mission of the Legal Department divisions contained in the Property and Casualty Fund (Claims/Subrogation and Defense Litigation) is to defend the City against claims and tort lawsuits filed and minimize the financial exposure prior to entering, as well as during the judicial process. The Claims Subrogation, Claims Settlement, 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 Finance and Administration 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:

- o 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;
- o procure, monitor and maintain property/casualty insurance policies to minimize the City's exposure to financial risk;
- o reduce the average amount paid per liability claim and civil rights lawsuits filed against the City;
- o advise City departments on risk management issues to reduce or eliminate tort claim exposure;
- o aggressively defend the City in all matters filed against it to deter meritless lawsuits with exaggerated claims;
- o reduce tort claim 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;
- o identify delinquent accounts owed to the City and increase recoveries on affirmative claims.

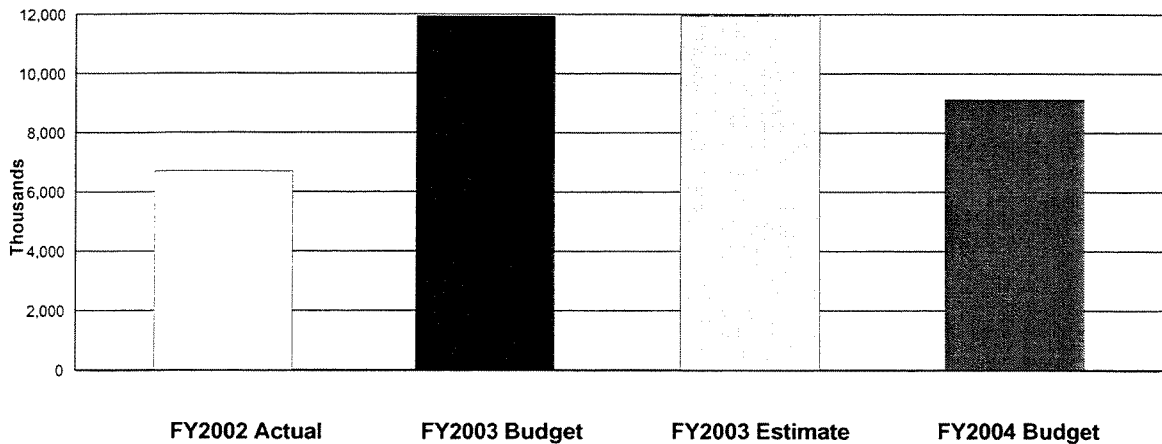
**FISCAL YEAR 2004 BUDGET**

**Department Budget Summary**

**Fund Name** : Property and Casualty  
**Department Name** : Finance & Administration  
**Fund/Department No.** : 936 / 65

	<u>FY2002 Actual</u>	<u>FY2003 Budget</u>	<u>FY2003 Estimate</u>	<u>FY2004 Budget</u>	
Expenditure Summary	Personnel Services	305,462	322,572	322,572	<b>250,583</b>
	Supplies	4,847	12,500	12,500	<b>5,400</b>
	Other Services and Charges	6,390,033	11,616,712	11,616,712	<b>8,886,250</b>
	Non-Capital Equipment	0	0	0	<b>0</b>
	Total M & O Expenditures	6,700,342	11,951,784	11,951,784	<b>9,142,233</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditures	6,700,342	11,951,784	11,951,784	<b>9,142,233</b>
Revenue Summary	6,700,342	11,951,784	11,951,784	<b>9,142,233</b>	
Staffing Summary	Full-Time Equivalents - Civilian	5.0	5.0	5.0	<b>4.0</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Total	5.0	5.0	5.0	<b>4.0</b>
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	<b>0.0</b>
Budget Highlights	<p>The FY2004 Budget includes funding for:</p> <ul style="list-style-type: none"> <li>o The City's Property and Flood Insurance premium.</li> <li>o Terrorism Insurance premium.</li> <li>o Boiler and Machinery Insurance premium.</li> <li>o Crime Policy Insurance premium for Public Employees Dishonesty.</li> <li>o Management of the City's Rolling Owner Controlled Insurance Program (ROCIP).</li> </ul>				

**Property and Casualty  
Finance & Administration  
Expenditure Summary**



**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

**Fund Name** : Property and Casualty  
**Department Name** : Finance & Administration  
**Fund/Department No.** : 936 / 65

Program Description	Program Objectives
<p> <b>Administrative Services</b> 1400  <b>Insurance Management</b> 1890                      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>                     Ensure that 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 2004 BUDGET**

Department Program Summary									
Fund Name : Property and Casualty									
Department Name : Finance & Administration									
Fund/Department No. : 936 / 65									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Notary bond renewals	352			350			350		
		5.0	6,700,342		5.0	11,951,784		4.0	9,142,233
Total		<u>5.0</u>	<u>6,700,342</u>		<u>5.0</u>	<u>11,951,784</u>		<u>4.0</u>	<u>9,142,233</u>

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FISCAL YEAR 2004 BUDGET

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Fund Name :               : Property and Casualty  
Department Name :       : Finance & Administration  
Fund / Department No. : 936 / 65

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<u>NO. of POSITIONS</u>	<u>JOB DESCRIPTION</u>	<u>JOB CLASS CODE</u>	<u>PAY GRADE</u>
1	ADMINISTRATIVE ASSOCIATE	3021	13
1	DIVISION MANAGER	3030	29
1	FINANCIAL ANALYST IV	3564	25
1	MANAGEMENT ANALYST III	3084	21
<hr/> <b>4.0</b>	<b>Total Positions</b>		
<b>0.0</b>	<b>Less adjustment for Vacancies and Part-Time Employees</b>		
<hr/> <b>4.0</b>	<b>Full-Time Equivalent</b>		

**FISCAL YEAR 2004 BUDGET**

**Department Revenue Summary**

**Fund Name** : Property and Casualty  
**Department Name** : Finance & Administration  
**Fund/Department No.** : 936 / 65

Source	Description	Program Org	Program Name	FY2003 Budget	FY2003 Estimate	<b>FY2004 Budget</b>
7330	Intfd Legal Services	1890	Insurance Management	11,951,784	11,951,784	<b>9,142,233</b>
	<b>Total Finance &amp; Administration</b>			<u>11,951,784</u>	<u>11,951,784</u>	<u><b>9,142,233</b></u>

**FISCAL YEAR 2004 BUDGET**

**Fund Name** : Property and Casualty  
**Department Name** : Finance & Administration  
**Fund/Department No.** : 936 / 65

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
1100	Salary-Base Pay-Civilian	233,067	233,335	241,112	188,720
1130	Termination Pay-Civilian	2,940	15,670	4,771	0
1135	Pension-Civilian	23,307	23,332	24,111	18,873
1140	Social Security-Civilian	17,387	17,850	18,445	14,438
1145	Health/Life Ins Active Civilian	25,167	27,803	29,898	24,050
1146	Health/Life Ins Retiree Civilian	2,384	2,500	2,500	2,500
1405	Workers Compensation-Civilian	861	1,063	1,063	1,330
1415	Unemployment Claims	0	210	175	175
1420	Long Term Disability	349	809	497	497
<b>Total Personnel Services</b>		<b>305,462</b>	<b>322,572</b>	<b>322,572</b>	<b>250,583</b>
2305	Computer Supplies	0	3,000	3,000	300
2306	Paper & Printing Supplies	636	1,000	1,000	1,000
2315	Publications & Printed Materials	2,531	2,600	2,600	2,600
2323	Postage	239	1,000	1,000	500
2325	Miscellaneous Office Supplies	1,441	4,500	4,500	1,000
2600	Fuel	0	400	400	0
<b>Total Supplies</b>		<b>4,847</b>	<b>12,500</b>	<b>12,500</b>	<b>5,400</b>
3205	Insurance Fees	6,204,045	11,361,597	11,361,597	8,648,191
3206	Insurance Administration Fees	61,485	95,000	95,000	105,000
3305	Advertising Services	2,673	6,000	6,000	4,233
3335	Management Consulting Services	0	14,975	14,975	0
3400	Real Estate Lease/Office Rental	0	10,692	10,692	10,692
3404	Metro Commuter Passes	617	1,500	1,500	1,500
3420	Other Rental	0	0	72	72
3510	Telephone	488	2,000	2,000	1,000
3515	Communication Lines	1,049	300	1,000	1,000
3615	Computer Eq/Software Maint Svc	0	1,000	300	0
3625	Office Equipment Services	0	1,000	1,000	0
3626	Vehicle & Motor Equip Services	0	275	203	0
3725	IntFd Electrical Maintenance	0	400	400	0
3794	Print Shop Services	866	1,000	1,000	500
3798	Indirect Cost Recovery Payment	115,830	117,943	117,943	111,232
3799	Mail/Delivery Services	768	0	0	0
3805	Printing & Reproduction Svcs	0	200	200	100
3895	Misc Other Services & Charges	0	100	100	0
3900	Education & Training	755	1,100	1,100	1,100
3905	Membership & Professional Fees	530	630	630	630
3910	Travel-Training Related	906	500	500	500
3950	Travel-Non-training Related	21	500	500	500
<b>Total Other Services and Charges</b>		<b>6,390,033</b>	<b>11,616,712</b>	<b>11,616,712</b>	<b>8,886,250</b>
<b>Grand Total Expenditures</b>		<b>6,700,342</b>	<b>11,951,784</b>	<b>11,951,784</b>	<b>9,142,233</b>







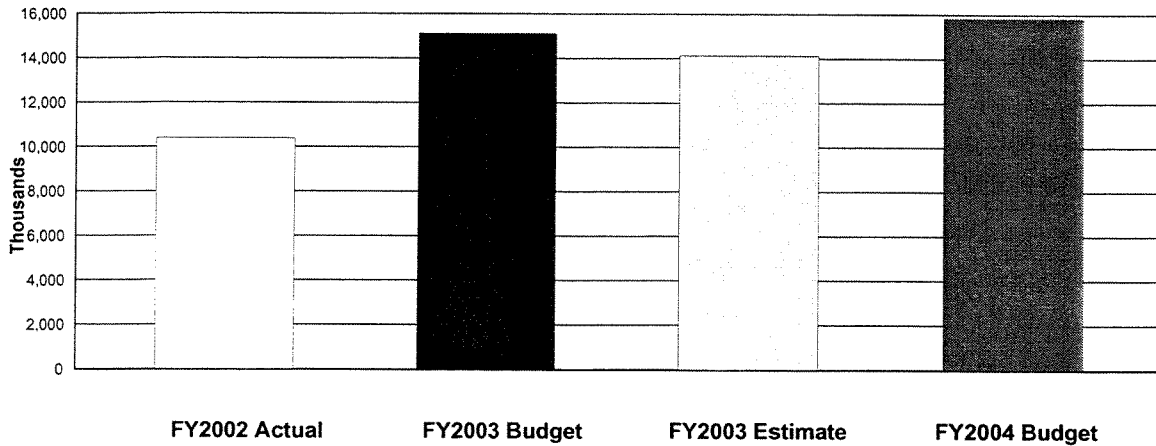
**FISCAL YEAR 2004 BUDGET**

**Department Budget Summary**

**Fund Name** : Property and Casualty  
**Department Name** : Legal  
**Fund/Department No.** : 936 / 90

		<u>FY2002 Actual</u>	<u>FY2003 Budget</u>	<u>FY2003 Estimate</u>	<u>FY2004 Budget</u>
Expenditure Summary	Personnel Services	1,877,188	1,901,098	1,860,612	<b>2,092,665</b>
	Supplies	23,452	42,600	42,600	<b>37,100</b>
	Other Services and Charges	8,500,223	13,200,358	12,240,844	<b>13,711,900</b>
	Total M & O Expenditures	10,400,863	15,144,056	14,144,056	<b>15,841,665</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditures	10,400,863	15,144,056	14,144,056	<b>15,841,665</b>
Revenue Summary		10,406,235	15,144,056	14,144,056	<b>15,841,665</b>
Staffing Summary	Full-Time Equivalents - Civilian	34.7	35.0	31.9	<b>36.0</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Total	34.7	35.0	31.9	<b>36.0</b>
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	<b>0.0</b>
Budget Highlights	<p>The FY2004 Budget includes funding for:</p> <ul style="list-style-type: none"> <li>o The City's Claims and Judgments liability.</li> <li>o Continuation to enhance litigation skills with training to focus on practical tips for litigators.</li> <li>o Continued emphasis on identifying and collecting delinquent fee accounts.</li> <li>o To continue the utilization of litigation teams in major litigation.</li> </ul>				

**Property and Casualty  
Legal  
Expenditure Summary**



**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

**Fund Name** : Property and Casualty  
**Department Name** : Legal  
**Fund/Department No.** : 936 / 90

Program Description	Program Objectives
<p><b>Claims/Subrogation</b> <span style="float:right">1210</span>  <b>Prop/Casualty Administration</b>                      Investigate and recommend the resolution of property and personal injury claims filed against the City. Process health, property damage, and workers compensation subrogations.</p>	<p>Reduce payout on claims. Maintain turnaround time for resolution of claims. Increase monetary recoveries from health, property damage, and workers compensation subrogations.</p> <p>Report litigation outcome statistics. Compile payment records that summarize financial data of settlements and judgements. Continue to improve the rate at which lawsuits are closed.</p> <p>Keep accurate accounting records for expenses related to the payment of claims and judgments.</p>
<p><b>Defense Litigation</b> <span style="float:right">1215</span>                      Defend the City in personal injury, contractual, constitutional, and land use lawsuits. Represent the City in injunctions brought against it.</p>	
<p><b>Claims Settlement</b> <span style="float:right">1220</span>  <b>Prop/Casualty Losses (Legal)</b>                      Capture costs directly related to the payment of claims and judgments including legal services and other services.</p>	

**FISCAL YEAR 2004 BUDGET**

<b>Department Program Summary</b>									
<b>Fund Name : Property and Casualty</b> <b>Department Name : Legal</b> <b>Fund/Department No. : 936 / 90</b>									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Claims closed w/o payment	911			1,081			1,000		
Subrogation claims handled	1,966			1,655			1,600		
Liability claims processed	1,532			1,733			1,500		
Liability claims settled	486			427			400		
		12.0	618,385		11.9	658,661		12.0	665,836
Litigation payment reports	12			12			12		
Civil lawsuits closed	147			160			150		
		22.0	1,258,803		20.1	1,201,951		24.0	1,426,829
Liability Claims Settled	NA			NA			NA		
		0.7	8,523,675		0.0	12,283,444		0.0	13,749,000
<b>Total</b>		<u>34.7</u>	<u>10,400,863</u>		<u>31.9</u>	<u>14,144,056</u>		<u>36.0</u>	<u>15,841,665</u>

**FISCAL YEAR 2004 BUDGET**

Fund Name : : Property and Casualty  
 Department Name : : Legal  
 Fund / Department No. : 936 / 90

<b>NO. of POSITIONS</b>	<b>JOB DESCRIPTION</b>	<b>JOB CLASS CODE</b>	<b>PAY GRADE</b>
1	ADMINISTRATION MANAGER	3029	26
1	ADMINISTRATIVE ASSISTANT	3022	17
1	ADMINISTRATIVE COORDINATOR	3026	24
1	ASSISTANT CITY ATTORNEY I	6031	21
2	ASSISTANT CITY ATTORNEY II	6032	24
6	ASSISTANT CITY ATTORNEY III	6034	27
1	CLAIMS COORDINATOR	4011	17
1	EXECUTIVE SECRETARY	4922	15
6	LEGAL ASSISTANT I	6021	12
2	LEGAL ASSISTANT II	6023	13
1	LEGAL INVESTIGATOR	6061	18
1	LEGAL WORD PROCESSOR	4936	11
3	SENIOR ASSISTANT CITY ATTORNEY	6041	30
3	SENIOR CLAIMS COORDINATOR	4012	21
1	SENIOR LEGAL ASSISTANT	6024	18
3	SENIOR LEGAL WORD PROCESSOR	4937	13
2	SR ASST CITY ATTORNEY, DIVISION CHIEF	6046	35
<b>36.0</b>	<b>Total Positions</b>		
<b>0.0</b>	<b>Less adjustment for Vacancies and Part-Time Employees</b>		
<b>36.0</b>	<b>Full-Time Equivalents</b>		

**FISCAL YEAR 2004 BUDGET**

**Department Revenue Summary**

**Fund Name** : Property and Casualty  
**Department Name** : Legal  
**Fund/Department No.** : 936 / 90

Source	Description	Program Org	Program Name	FY2003 Budget	FY2003 Estimate	FY2004 Budget
7330	Intfd Legal Services	1210	Prop/Casualty Administration	637,683	654,493	<b>665,952</b>
7330	Intfd Legal Services	1215	Defense Litigation	1,267,021	1,201,951	<b>1,427,199</b>
7330	Intfd Legal Services	1220	Prop/Casualty Losses (Legal)	13,239,352	12,287,612	<b>13,748,514</b>
<b>Total Legal</b>				<u>15,144,056</u>	<u>14,144,056</u>	<u><b>15,841,665</b></u>

**FISCAL YEAR 2004 BUDGET**

**Fund Name : Property and Casualty**  
**Department Name : Legal**  
**Fund/Department No. : 936 / 90**

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
1100	Salary-Base Pay-Civilian	1,481,169	1,487,913	1,453,284	1,616,563
1113	Bilingual Pay-Civilian	903	0	924	924
1130	Termination Pay-Civilian	786	0	2,000	2,993
1135	Pension-Civilian	149,085	148,792	145,328	161,655
1140	Social Security-Civilian	110,330	112,881	110,720	122,643
1145	Health/Life Ins Active Civilian	117,449	130,670	122,093	166,378
1146	Health/Life Ins Retiree Civilian	6,227	6,200	7,956	8,000
1405	Workers Compensation-Civilian	6,153	11,442	10,844	9,009
1415	Unemployment Claims	2,925	0	4,550	1,500
1420	Long Term Disability	2,161	3,200	2,913	3,000
<b>Total Personnel Services</b>		<b>1,877,188</b>	<b>1,901,098</b>	<b>1,860,612</b>	<b>2,092,665</b>
2305	Computer Supplies	13,311	15,000	15,000	15,000
2315	Publications & Printed Materials	321	1,800	1,800	1,800
2325	Miscellaneous Office Supplies	9,812	25,000	25,000	20,000
2600	Fuel	8	800	800	300
<b>Total Supplies</b>		<b>23,452</b>	<b>42,600</b>	<b>42,600</b>	<b>37,100</b>
3305	Advertising Services	38,758	35,000	35,000	0
3330	Legal Services	941,454	1,800,000	1,385,000	1,500,000
3335	Management Consulting Services	0	0	300,000	300,000
3345	Miscellaneous Support Services	46,298	40,000	58,000	55,000
3404	Metro Commuter Passes	3,151	5,300	5,300	5,300
3615	Computer Eq/Software Maint Svc	1,657	7,000	50,000	25,000
3625	Office Equipment Services	238	400	1,000	1,000
3626	Vehicle & Motor Equip Services	343	600	500	500
3794	Print Shop Services	144	200	100	100
3799	Mail/Delivery Services	3,755	10,000	2,510	2,500
3805	Printing & Reproduction Svcs	46,310	100,000	42,000	45,000
3826	Private Investigative Services	1,004	5,000	5,000	2,200
3855	Document Recording/Filing Fees	111,374	120,000	120,000	120,000
3875	Claims and Judgements	7,268,014	11,012,800	10,189,176	11,622,000
3895	Misc Other Services & Charges	22,354	28,058	28,058	16,000
3900	Education & Training	7,012	10,000	10,000	7,500
3905	Membership & Professional Fees	4,099	4,000	4,000	4,300
3910	Travel-Training Related	0	2,000	1,000	1,000
3950	Travel-Non-training Related	4,258	20,000	4,200	4,500
<b>Total Other Services and Charges</b>		<b>8,500,223</b>	<b>13,200,358</b>	<b>12,240,844</b>	<b>13,711,900</b>
<b>Grand Total Expenditures</b>		<b>10,400,863</b>	<b>15,144,056</b>	<b>14,144,056</b>	<b>15,841,665</b>