

**FISCAL YEAR 2007 BUDGET**

**Fund Summary**

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

	<u>FY2006 BUDGET</u>	<u>FY2006 ESTIMATE</u>	<u>FY2007 BUDGET</u>
Beginning Fund Balance	83,813	83,813	<b>83,813</b>
Current Revenues	<u>24,168,979</u>	<u>18,251,090</u>	<u><b>29,617,176</b></u>
Total Available Resources	<u><u>24,252,792</u></u>	<u><u>18,334,903</u></u>	<u><u><b>29,700,989</b></u></u>
Maintenance and Operations	<u>24,168,979</u>	<u>18,251,090</u>	<u><b>29,617,176</b></u>
Total Expenditures	<u>24,168,979</u>	<u>18,251,090</u>	<u><b>29,617,176</b></u>
Planned Ending Fund Balance	<u>83,813</u>	<u>83,813</u>	<u><b>83,813</b></u>
Total Budget	<u><u>24,252,792</u></u>	<u><u>18,334,903</u></u>	<u><u><b>29,700,989</b></u></u>

The information above summarizes the FY2006 Budget, FY2006 Estimate and FY2007 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 Finance and Administration 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 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:

- 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.

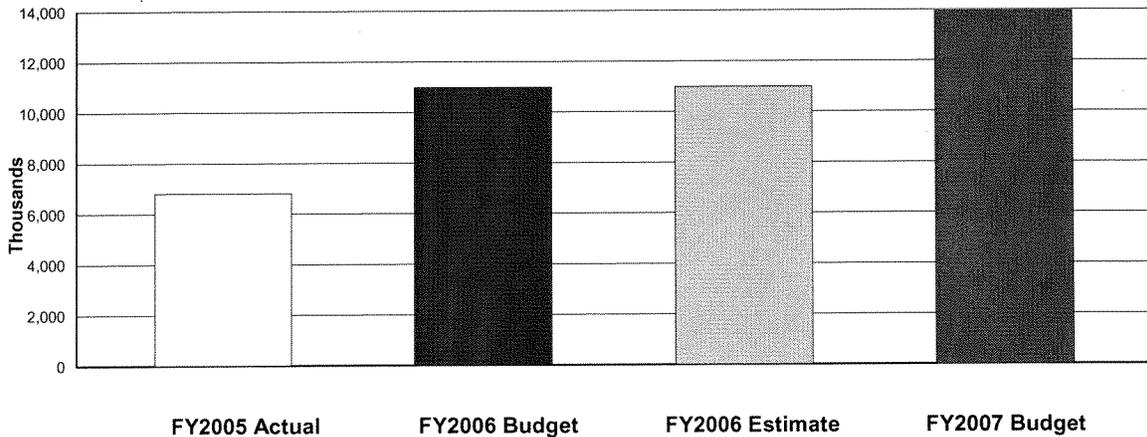
**FISCAL YEAR 2007 BUDGET**

**Department Budget Summary**

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

		<u>FY2005 Actual</u>	<u>FY2006 Budget</u>	<u>FY2006 Estimate</u>	<u>FY2007 Budget</u>
Expenditure Summary	Personnel Services	283,861	374,067	336,154	<b>380,555</b>
	Supplies	1,359	3,800	4,150	<b>3,995</b>
	Other Services and Charges	6,524,116	10,610,950	10,648,543	<b>13,568,296</b>
	Total M & O Expenditures	6,809,336	10,988,817	10,988,847	<b>13,952,846</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditures	6,809,336	10,988,817	10,988,847	<b>13,952,846</b>
Revenue Summary		6,906,177	10,988,817	10,988,847	<b>13,952,846</b>
Staffing Summary	Full-Time Equivalents - Civilian	4.0	5.0	4.5	<b>5.0</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Total	4.0	5.0	4.5	<b>5.0</b>
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	<b>0.0</b>
Budget Highlights	o The FY2007 Budget includes funding for: 1. The City's Property and Flood Insurance Premium 2. Terrorism Insurance Premium 3. Boiler & Machinery Insurance Premium 4. Crime Policy Insurance Premium (Public Employee Dishonesty Coverage) 5. Broker of Record Services Contract 6. Notary Bonds, Miscellaneous Bonds, and Miscellaneous Insurance Premiums				

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



**FISCAL YEAR 2007 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</p> <p>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>Procure commercial insurance. 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 2007 BUDGET**

Department Program Summary									
Fund Name : Property and Casualty Department Name : Finance & Administration Fund/Department No. : 936 / 65									
Program Performance Measures	FY2005 Actual			FY2006 Estimate			FY2007 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Insurance Policies		8			7			8	
Notary Bonds		314			495			670	
Public Official Bonds		6			12			11	
		4.0	6,809,336		4.5	10,988,847		5.0	13,952,846
<b>Total</b>		<u>4.0</u>	<u>6,809,336</u>		<u>4.5</u>	<u>10,988,847</u>		<u>5.0</u>	<u>13,952,846</u>

---

FISCAL YEAR 2007 BUDGET

---

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

---

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
1	ADMINISTRATIVE ASSOCIATE	3021	13
1	DIVISION MANAGER	3030	29
2	FINANCIAL ANALYST IV	3564	25
1	MANAGEMENT ANALYST III	3084	21
<hr/> 5.0	<b>Total Positions</b>		
0.0	<b>Less adjustment for Vacancies and Part-Time Employees</b>		
<hr/> 5.0	<b>Full-Time Equivalents</b>		

**FISCAL YEAR 2007 BUDGET**

**Department Revenue Summary**

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

Source	Description	Program Org	Program Name	FY2006 Budget	FY2006 Estimate	FY2007 Budget
7330	Intfd Legal Services	1890	Insurance Management	10,988,817	10,988,847	<b>13,952,846</b>
	<b>Total Finance &amp; Administration</b>			<u>10,988,817</u>	<u>10,988,847</u>	<u><b>13,952,846</b></u>

**FISCAL YEAR 2007 BUDGET**

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

ACCT	DESCRIPTION	FY2005 Actual	FY2006 Budget	FY2006 Estimate	FY2007 Budget
1100	Salary-Base Pay-Civilian	196,977	249,722	224,463	251,037
1135	Pension-Civilian	33,050	40,954	38,084	41,170
1140	Social Security-Civilian	14,498	19,104	17,311	19,204
1145	Health/Life Ins Active Civilian	27,877	42,543	37,000	41,927
1146	Health/Life Ins Retiree Civilian	5,097	5,163	10,300	10,816
1405	Workers Compensation-Civilian	5,932	8,474	1,860	1,190
1415	Unemployment Claims	0	175	0	175
1420	Long Term Disability	430	500	788	870
1981	Compensation Contingency	0	7,432	6,348	14,166
<b>Total Personnel Services</b>		<b>283,861</b>	<b>374,067</b>	<b>336,154</b>	<b>380,555</b>
2305	Computer Supplies	(34)	300	300	300
2306	Paper & Printing Supplies	0	750	600	445
2315	Publications & Printed Materials	695	1,500	1,500	1,250
2323	Postage	0	250	750	1,000
2325	Miscellaneous Office Supplies	698	1,000	1,000	1,000
<b>Total Supplies</b>		<b>1,359</b>	<b>3,800</b>	<b>4,150</b>	<b>3,995</b>
3107	Temporary Personnel Services	0	0	0	50,000
3205	Insurance Fees	6,370,655	10,265,914	10,330,772	13,167,010
3206	Insurance Administration Fees	70,473	215,208	187,500	207,500
3305	Advertising Services	1,937	4,200	4,494	6,904
3400	Real Estate Lease/Office Rental	12,666	11,631	11,631	21,766
3402	Parking Space Rental	0	600	622	625
3404	Metro Commuter Passes	1,438	1,500	1,817	2,634
3420	Other Rental	58	72	52	52
3510	Telephone	120	300	200	220
3515	Communication Lines	328	500	500	500
3620	Enterprise Applications	547	325	325	325
3794	Print Shop Services	99	300	200	340
3798	Indirect Cost Recovery Payment	65,674	108,000	108,000	108,000
3799	Mail/Delivery Services	21	200	200	200
3805	Printing & Reproduction Svcs	0	100	100	100
3895	Misc Other Services & Charges	0	0	30	60
3900	Education & Training	20	750	750	1,000
3905	Membership & Professional Fees	80	600	600	310
3910	Travel-Training Related	0	500	500	500
3950	Travel-Non-training Related	0	250	250	250
<b>Total Other Services and Charges</b>		<b>6,524,116</b>	<b>10,610,950</b>	<b>10,648,543</b>	<b>13,568,296</b>
<b>Grand Total Expenditures</b>		<b>6,809,336</b>	<b>10,988,817</b>	<b>10,988,847</b>	<b>13,952,846</b>

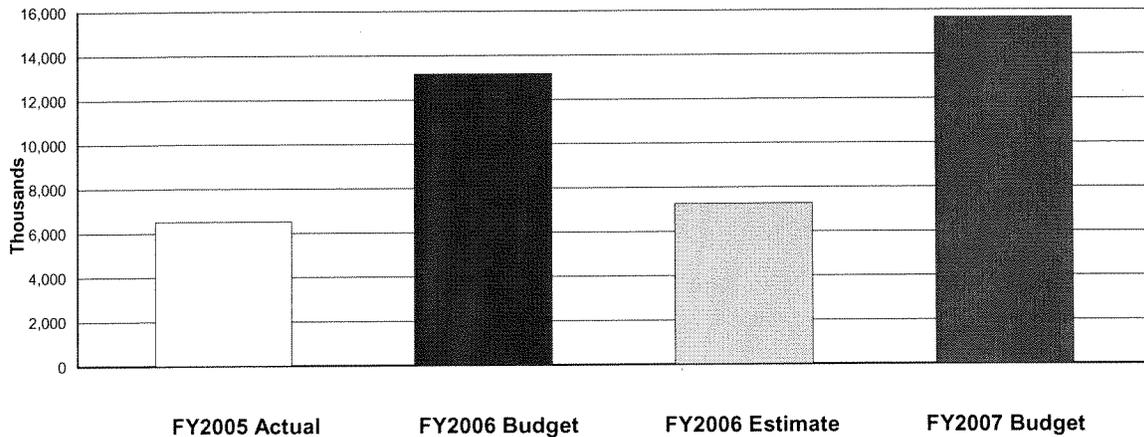
**FISCAL YEAR 2007 BUDGET**

**Department Budget Summary**

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

		<u>FY2005 Actual</u>	<u>FY2006 Budget</u>	<u>FY2006 Estimate</u>	<u>FY2007 Budget</u>
Expenditure Summary	Personnel Services	1,959,325	2,052,962	1,922,384	<b>2,246,030</b>
	Supplies	34,564	45,500	42,500	<b>48,400</b>
	Other Services and Charges	4,525,000	11,081,700	5,297,359	<b>13,369,900</b>
	Total M & O Expenditures	6,518,889	13,180,162	7,262,243	<b>15,664,330</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditures	6,518,889	13,180,162	7,262,243	<b>15,664,330</b>
Revenue Summary		6,422,064	13,180,162	7,262,243	<b>15,664,330</b>
Staffing Summary	Full-Time Equivalents - Civilian	28.4	31.0	28.5	<b>32.0</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Total	28.4	31.0	28.5	<b>32.0</b>
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	<b>0.0</b>
Budget Highlights	<p>o The larger budget requested for FY2007 is primarily attributable to a sizeable increase in the expenditure line for the payment of claims and judgements. The Legal Department establishes the budget based on estimated settlements, the timing of which is difficult to project.</p>				

**Property and Casualty  
 Legal  
 Expenditure Summary**



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> 1210  <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. Pursue execution on default judgments.</p>
<p><b>Defense Litigation</b> 1215                      Defend the City in personal injury, contractual, constitutional, and land use lawsuits. Represent the City in injunctions brought against it.</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><b>Claims Settlement</b> 1220  <b>Prop/Casualty Losses (Legal)</b>                      Capture costs directly related to the payment of claims and judgements including legal services and other services.</p>	<p>Keep accurate accounting records for expenses related to the payment of claims and judgments.</p>

**FISCAL YEAR 2007 BUDGET**

Department Program Summary									
<b>Fund Name : Property and Casualty</b> <b>Department Name : Legal</b> <b>Fund/Department No. : 936 / 90</b>									
Program Performance Measures	FY2005 Actual			FY2006 Estimate			FY2007 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Claims closed w/o payment	1,396			890			900		
Subrogation claims handled	1,495			1,313			1,400		
Liability claims processed	1,703			1,232			1,400		
Liability claims settled	416			372			400		
	14.5	819,989		11.9	791,054		13.0	904,505	
Litigation payment reports	12			12			12		
Civil lawsuits closed									
	13.9	1,139,336		16.6	1,131,330		19.0	1,341,516	
Liability Claims Settled									
	0.0	4,559,564		0.0	5,339,859		0.0	13,418,309	
<b>Total</b>	<u>28.4</u>	<u>6,518,889</u>		<u>28.5</u>	<u>7,262,243</u>		<u>32.0</u>	<u>15,664,330</u>	

FISCAL YEAR 2007 BUDGET

---

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

---

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
1	ADMINISTRATION MANAGER	3029	26
1	ADMINISTRATIVE ASSISTANT	3022	17
3	ASSISTANT CITY ATTORNEY III	6034	27
3	LEGAL ASSISTANT I	6021	12
3	LEGAL ASSISTANT II	6023	13
1	LEGAL ASSISTANT III	6022	15
1	LEGAL INVESTIGATOR	6061	18
1	LEGAL SECRETARY	4923	13
1	LEGAL WORD PROCESSOR	4936	11
5	SENIOR ASSISTANT CITY ATTORNEY I	6041	30
1	SENIOR ASSISTANT CITY ATTORNEY II	6042	32
1	SENIOR ASSISTANT CITY ATTORNEY III	6043	34
2	SENIOR ASSISTANT CITY ATTORNEY, DIV CHIEF	6046	35
5	SENIOR CLAIMS COORDINATOR	4012	21
1	SENIOR LEGAL ASSISTANT	6024	18
2	SENIOR LEGAL WORD PROCESSOR	4937	13
<hr/> 32.0	<b>Total Positions</b>		
0.0	<b>Less adjustment for Vacancies and Part-Time Employees</b>		
<hr/> 32.0	<b>Full-Time Equivalents</b>		

**FISCAL YEAR 2007 BUDGET**

**Department Revenue Summary**

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

Source	Description	Program Org	Program Name	FY2006 Budget	FY2006 Estimate	FY2007 Budget
7330	Intfd Legal Services	1210	Prop/Casualty Administration	868,318	791,054	<b>901,590</b>
7330	Intfd Legal Services	1215	Defense Litigation	1,184,644	1,131,330	<b>1,334,989</b>
7330	Intfd Legal Services	1220	Prop/Casualty Losses (Legal)	11,127,200	5,339,859	<b>13,427,751</b>
<b>Total Legal</b>				<u>13,180,162</u>	<u>7,262,243</u>	<u><b>15,664,330</b></u>

**FISCAL YEAR 2007 BUDGET**

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

ACCT	DESCRIPTION	FY2005 Actual	FY2006 Budget	FY2006 Estimate	FY2007 Budget
1100	Salary-Base Pay-Civilian	1,324,778	1,523,977	1,344,792	1,627,042
1113	Bilingual Pay-Civilian	903	900	900	900
1130	Termination Pay-Civilian	163,622	0	98,600	3,500
1135	Pension-Civilian	221,924	249,931	221,891	266,833
1140	Social Security-Civilian	102,015	114,502	102,876	122,668
1145	Health/Life Ins Active Civilian	124,128	138,552	108,683	145,151
1146	Health/Life Ins Retiree Civilian	15,086	15,000	33,022	33,022
1405	Workers Compensation-Civilian	4,320	7,100	6,600	8,443
1415	Unemployment Claims	0	0	0	1,120
1420	Long Term Disability	2,549	3,000	5,020	5,582
1981	Compensation Contingency	0	0	0	31,769
<b>Total Personnel Services</b>		<b>1,959,325</b>	<b>2,052,962</b>	<b>1,922,384</b>	<b>2,246,030</b>
2305	Computer Supplies	13,323	15,000	14,000	15,000
2306	Paper & Printing Supplies	6,088	8,000	7,400	8,000
2315	Publications & Printed Materials	2,136	2,200	2,200	5,000
2325	Miscellaneous Office Supplies	12,705	20,000	18,500	20,000
2600	Fuel	312	300	400	400
<b>Total Supplies</b>		<b>34,564</b>	<b>45,500</b>	<b>42,500</b>	<b>48,400</b>
3323	Information Resource Services	8,470	15,000	28,000	28,000
3330	Legal Services	1,187,685	1,500,000	890,000	1,500,000
3335	Management Consulting Services	117,608	225,000	15,000	225,000
3344	Photographic Services	225	0	1,200	1,300
3345	Miscellaneous Support Services	66,145	58,000	56,800	81,000
3402	Parking Space Rental	21,900	21,900	21,900	21,900
3404	Metro Commuter Passes	1,781	3,800	3,800	3,800
3510	Telephone	0	14,000	14,000	14,000
3615	Computer Eq/Software Maint Svc	6,522	125,000	125,000	125,000
3625	Office Equipment Services	349	600	1,200	1,200
3626	Vehicle & Motor Equip Services	55	100	0	0
3765	IntFd Photocopy Services	0	0	0	5,000
3794	Print Shop Services	336	200	200	200
3799	Mail/Delivery Services	3,215	3,300	1,800	3,300
3805	Printing & Reproduction Srvcs	31,213	45,000	32,000	45,000
3826	Private Investigative Services	2,000	2,500	0	2,500
3855	Document Recording/Filing Fees	139,029	140,000	80,000	140,000
3875	Claims and Judgements	2,900,170	8,880,000	4,010,559	11,144,000
3895	Misc Other Services & Charges	21,791	30,000	8,000	15,000
3900	Education & Training	6,072	9,000	3,000	5,000
3905	Membership & Professional Fees	4,524	3,200	3,200	3,200
3910	Travel-Training Related	0	100	500	500
3950	Travel-Non-training Related	5,910	5,000	1,200	5,000
<b>Total Other Services and Charges</b>		<b>4,525,000</b>	<b>11,081,700</b>	<b>5,297,359</b>	<b>13,369,900</b>
<b>Grand Total Expenditures</b>		<b>6,518,889</b>	<b>13,180,162</b>	<b>7,262,243</b>	<b>15,664,330</b>