

**FYE2023 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 03 City Clerk & Finance	<b>ACTIVITY:</b> 8900 Liability Insurance
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 This activity is responsible for the administration of the City's insurance programs, which include: liability, property and auto.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 To effectively manage insurance programs which will preserve the public assets against accidental loss and protect the City financially so that it may adequately operate to provide needed services in the event of a catastrophe.  
 Act as a liaison between insurance providers, claimants and city departments to assure accurate processing of claims and reduction in loss exposure to the City.  
 Analyze insurance programs to provide the greatest benefit for the most reasonable cost.  
 Evaluate deductibles and insurance pools to increase control of the City's funding mechanism for claims.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
City Clerk	0.5	0.5	0.5	0.5		
Administrative Secretary	0.5	0.5	0.5	0.5		
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 03 City Clerk & Finance	<b>ACTIVITY:</b> 8902 Liability Insurance Chargebacks
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 This activity is used to record the revenue received from the Sewer and Sanitation funds for liability insurance services.

**DEPARTMENT/ACTIVITY OBJECTIVES:**

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL