

FISCAL YEAR 2006 BUDGET

Fund Summary

Fund Name : Workers Compensation
Fund/Department No: 880 / 80 / 90

	<u>FY2005 BUDGET</u>	<u>FY2005 ESTIMATE</u>	<u>FY2006 BUDGET</u>
Beginning Fund Balance	0	0	0
Current Revenues	<u>30,020,500</u>	<u>24,977,673</u>	<u>27,754,048</u>
Total Available Resources	<u>30,020,500</u>	<u>24,977,673</u>	<u>27,754,048</u>
Maintenance and Operations	<u>30,020,500</u>	<u>24,977,673</u>	<u>27,754,048</u>
Total Expenditures	30,020,500	24,977,673	27,754,048
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u>30,020,500</u>	<u>24,977,673</u>	<u>27,754,048</u>

The above summarizes the FY2005 Budget, the FY2005 Estimate and the FY2006 Budget for the Workers Compensation Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The Workers Compensation Fund is a revolving fund administered by the Human Resources Department. The Fund was established to centralize the financial transactions in the areas of Workers Compensation, Accident Prevention, and Loss Control.

The City's Workers Compensation Program is self-insured and has a contract with a third party administrator to manage claims activity. All financial liability for indemnity payments, medical costs, and other claims related payments are funded by direct processing to the departments. Department premium rates are based on projected external Third Party Administrator (TPA) fees and internal administrative costs allocated on staffing levels.

The administrative portion of the budget includes staff for an accident prevention unit in the Human Resources Department and a litigation unit in the Legal Department. Emphasis on the "return to work" program was accomplished by the adoption of the Work Ability Guidelines, effective April 1, 1995 with a comprehensive revision completed October 1, 1998. These guidelines institute a transitional duty program, which focuses on returning injured employees to work as soon as possible, while complying with all federal, state, and local laws. This Executive Order represents a paradigm shift in City government that has returned years of productivity to the City by returning injured workers to transitional duty positions. This effort has saved millions of dollars in workers compensation payments and salary continuation benefits.

The overall goal of the program is to create an atmosphere of safety awareness and a risk free environment. Specific initiatives are listed in the budget highlights.

Department Budget Summary

Fund Name : Workers Compensation
Department Name : Human Resources
Fund/Department No. : 880 / 80

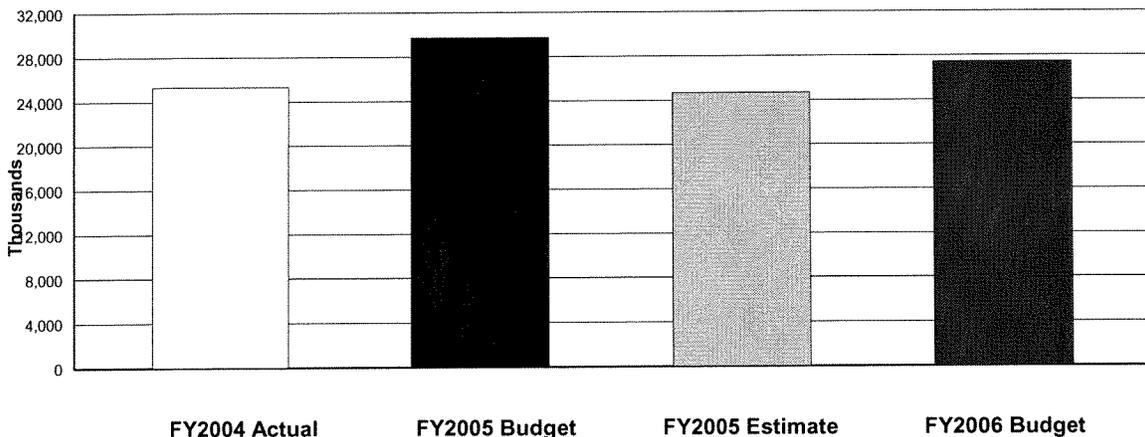
		<u>FY2004 Actual</u>	<u>FY2005 Budget</u>	<u>FY2005 Estimate</u>	<u>FY2006 Budget</u>
Expenditure Summary	Personnel Services	1,807,853	1,952,327	1,761,216	1,932,918
	Supplies	23,463	38,550	31,150	34,146
	Other Services and Charges	23,480,633	27,684,844	22,857,235	25,464,158
	Equipment	0	37,826	26,000	0
	Non-Capital Equipment	0	17,800	12,750	6,250
	Total M & O Expenditures	<u>25,311,949</u>	<u>29,731,347</u>	<u>24,688,351</u>	<u>27,437,472</u>
	Debt Service & Other Uses	0	0	0	0
Total Expenditures	<u>25,311,949</u>	<u>29,731,347</u>	<u>24,688,351</u>	<u>27,437,472</u>	

Revenue Summary	25,311,949	30,020,500	24,977,673	27,754,048
-----------------	------------	------------	------------	-------------------

Staffing Summary	Full-Time Equivalents - Civilian	31.0	35.0	32.2	34.7
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	<u>31.0</u>	<u>35.0</u>	<u>32.2</u>	<u>34.7</u>
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	0.0

- Budget Highlights**
- o Measure and ensure effectiveness of high risk departments' "accident prevention" plans.
 - o Complete revision of EO1-33 Workability Guidelines centered around recently enacted legislative changes.
 - o Restructure City Occupational Injury Network of Physicians based on legislative enactments, utilizing several data sources to monitor quality of care indicators.
 - o Oversight and management for high risk departments via tailored programs addressing specific needs.
 - o FTE increase is due to full staffing assumption.

**Workers Compensation
Human Resources
Expenditure Summary**



FISCAL YEAR 2006 BUDGET

Department Program Summary	
Fund Name : Workers Compensation Department Name : Human Resources Fund/Department No. : 880 / 80	
Program Description	Program Objectives
Workers Compensation Admin 1910 Safety 1911 Accident prevention/safety: Inspect workplaces and job sites to eliminate safety hazards, compile reports to meet requirements of state law, and train employees in all areas of safety.	Provide direction on safety programs to minimize the City's liabilities for workers compensation. Investigate accidents to determine causes and prevent reoccurrence. Review purchases of chemicals citywide and compile workplace chemical listings. Train departments in work ability guidelines and W.C. Act. Facilitate transitional duty. Ensure TPA complies with the City contract, quality standards and W.C. Act. Determine and quantify injury leave approvals/denials. Provide timely medical evaluations for new employees. Coordinate wellness activities for City employees. Develop and compile Risk Management financials and statistical reports. Provide customer departments with defined and ad hoc reports, as well as coordinate requested technical services. Maintain employee/employer relationship by contacting injured workers telephonically and by letters; facilitate quick, safe Return To Work (RTW) and supervise this process to ensure success; and advise departmental personnel regarding modifications for transitional RTW.
Workers Compensation Admin 1910 W.C. Claims Processing 1913 Approve/disapprove injury leave in accordance with work ability guidelines. Administer salary continuation program. Conduct departmental training. Provide oversight and direction to the third party administrator.	
Workers Compensation Admin 1910 Employee Clinic 1915 Employee Health Clinic Provides city wide drug testing and new employee medical screening services.	
Workers Compensation Admin 1910 W.C. Information Services 1916 Data compilation/report and technical services liaison.	
Workers Compensation Admin 1910 W.C. Case Management 1917 Case Management provides ongoing implementation of Executive Order 1-33 through employee training, maintenance of employee/employer relationship with injured workers, early intervention for transitional duty and coordination of City Occupational Injury Network (COIN).	
Workers Compensation Admin 1910 W.C. Administrative Support 1918 Provide administrative support for Risk Management Division and customer function departments. Responsible for the Human Resources mail process.	

FISCAL YEAR 2006 BUDGET

Department Program Summary									
Fund Name : Workers Compensation Department Name : Human Resources Fund/Department No. : 880 / 80									
Program Performance Measures	FY2004 Actual			FY2005 Estimate			FY2006 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Defensive Driving Course		1,332				1,860			2,000
Material safety data sheet		240				250			0
Safety inspections		959				1,260			1,500
Safety audits		8				8			23
Employees trained		4,619				4,000			4,000
		10.0	749,627		10.9	711,300		11.0	700,607
Files-Trans/Inj leave/TPA		9,379				8,130			9,756
Q/A Reviews/Audits		306				158			200
Training-Internal/External		48				68			70
Unemployment Billings		4				4			4
Mediation/Trials/Griev/CSC		53				63			65
		5.0	249,079		5.0	273,337		5.0	278,395
Evaluated employee for drug use		8,263				9,000			9,500
Medical evaluation		2,914				3,000			3,000
		4.0	164,339		3.7	188,838		3.7	182,139
Periodic reporting Q/M		6				16			16
Subro Recoveries		70				100			100
Refunds/Over Payments		26				21			21
		2.0	138,728		2.5	127,528		3.0	169,311
Injured workers RTW		348				300			380
Case Mgmt Meetings		240				250			250
Contact Workers & Supervis		13,651				12,277			14,000
Written/Telephonic/email									
		2.0	197,052		2.0	125,176		4.0	275,332
Create File Folders		2,440				3,500			3,500
Telephone service request		180				300			300
Process purchase request		70				100			100
		4.0	140,678		4.0	164,976		4.0	164,175

Department Program Summary	
Fund Name : Workers Compensation Department Name : Human Resources Fund/Department No. : 880 / 80	
Program Description	Program Objectives
Workers Compensation Admin 1910 W.C. Administrators Office 1919 Workers Compensation Admin. provides administrative oversight and direction to all W.C. programs via ongoing assessment and analysis of program functions.	Ensure the acceptable performance of the City's Workers Compensation system's internal and external componets to include the coordination of various accident prevention and safety initiatives.
Workers Compensation Admin 1910 W.C. Finance and Systems 1925 Provides financial and system support for the W.C. program. Responsible for interfacing with the third party administrators on the designing and maintenance of WC financial and operational reports.	
Workers Compensation Admin 1821 W.C. Claim Losses (Incl. -TPA) 1940 Monitors workers compensation (W.C.) claim losses and third party administration services.	
	Process and monitor incurred claim losses.

FISCAL YEAR 2006 BUDGET

Department Program Summary									
Fund Name : Workers Compensation Department Name : Human Resources Fund/Department No. : 880 / 80									
Program Performance Measures	FY2004 Actual			FY2005 Estimate			FY2006 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
City Liaison updates		4			4			6	
Vendor Review Meetings		29			30			35	
		2.0	308,098		2.0	395,719		2.0	428,542
Post & Review WComp Dept. Billing		12			12			12	
		2.0	228,820		2.0	234,510		2.0	234,504
Billing tape processed		12			12			12	
		0.0	23,135,528		0.0	22,466,967		0.0	25,004,467
Total		<u>31.0</u>	<u>25,311,949</u>		<u>32.2</u>	<u>24,688,351</u>		<u>34.7</u>	<u>27,437,472</u>

FISCAL YEAR 2006 BUDGET

Fund Name : : **Workers Compensation**
 Department Name : : **Human Resources**
 Fund / Department No. : **880 / 80**

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
4	ADMINISTRATIVE AIDE	3011	10
3	ADMINISTRATIVE ASSISTANT	3022	17
1	ADMINISTRATIVE COORDINATOR	3026	24
1	CLAIMS COORDINATOR	4011	17
1	DIVISION MANAGER	3030	29
1	EXECUTIVE OFFICE ASSISTANT	4922	15
1	FINANCIAL ANALYST III	3563	21
1	HUMAN RESOURCES ASSISTANT	4014	13
1	HUMAN RESOURCES MANAGER	4026	27
1	HUMAN RESOURCES SUPERVISOR	4027	24
1	HUMAN RESOURCES TECHNICIAN	4017	12
1	LICENSED VOCATIONAL NURSE	7211	12
1	MESSENGER	5181	6
2	OCCUPATIONAL CASE MANAGMENT SPECIALIST	4007	19
1	OFFICE SUPERVISOR	5021	16
1	PUBLIC HEALTH NURSE IV	7234	22
1	SAFETY ADMINISTRATOR	4182	27
4	SAFETY OFFICER	4173	21
2	SAFETY REPRESENTATIVE	4172	19
3	SAFETY SUPERVISOR	4176	24
1	SENIOR CLAIMS COORDINATOR	4012	21
1	STATISTICAL ANALYST	3263	17
1	SYSTEMS ACCOUNTANT II	3432	23
<hr/>			
35.0	Total Positions		
0.3	Less adjustment for Vacancies and Part-Time Employees		
34.7	Full-Time Equivalents		

FISCAL YEAR 2006 BUDGET

Department Revenue Summary

Fund Name : Workers Compensation
Department Name : Human Resources
Fund/Department No. : 880 / 80

Source	Description	Program Org	Program Name	FY2005 Budget	FY2005 Estimate	FY2006 Budget
7355	Interfund Billing-Worker Comp	1940	W.C. Claim Losses (Incl. -TPA)	29,946,500	24,888,673	27,665,048
7680	Training Services	1940	W.C. Claim Losses (Incl. -TPA)	4,000	4,000	4,000
8300	Interest On Pooled Investments	1940	W.C. Claim Losses (Incl. -TPA)	70,000	85,000	85,000
Total Human Resources				<u>30,020,500</u>	<u>24,977,673</u>	<u>27,754,048</u>

FISCAL YEAR 2006 BUDGET

Fund Name : Workers Compensation
Department Name : Human Resources
Fund/Department No. : 880 / 80

ACCT	DESCRIPTION	FY2004 Actual	FY2005 Budget	FY2005 Estimate	FY2006 Budget
1100	Salary-Base Pay-Civilian	1,201,301	1,333,234	1,224,161	1,346,261
1105	Salary-Part Time-Civilian	20,798	22,124	29,180	21,970
1113	Bilingual Pay-Civilian	1,892	2,712	2,712	1,808
1120	Overtime-Civilian	221	0	0	0
1130	Termination Pay-Civilian	112,291	0	521	521
1135	Pension-Civilian	176,612	218,650	173,852	220,782
1140	Social Security-Civilian	97,473	103,890	97,050	104,670
1145	Health/Life Ins Active Civilian	167,040	210,592	195,649	193,907
1146	Health/Life Ins Retiree Civilian	20,667	13,500	18,172	17,955
1405	Workers Compensation-Civilian	6,592	7,645	9,480	10,189
1415	Unemployment Claims	0	1,345	1,183	1,035
1420	Long Term Disability	2,966	2,638	3,908	4,079
1981	Compensation Contingency	0	35,997	5,348	9,741
Total Personnel Services		1,807,853	1,952,327	1,761,216	1,932,918
2135	Cleaning and Sanitary Supplies	0	150	150	150
2300	Audio-Visual Supplies	0	500	500	500
2305	Computer Supplies	1,439	4,500	2,800	4,000
2306	Paper & Printing Supplies	2,506	3,750	2,700	2,700
2315	Publications & Printed Materials	1,417	3,200	1,581	1,950
2323	Postage	1,582	2,350	828	1,050
2325	Miscellaneous Office Supplies	7,572	10,050	8,247	8,146
2400	General Laboratory Supplies	0	300	300	300
2415	Small Tech & Scientific Equip	287	750	750	750
2600	Fuel	8,377	7,500	7,500	7,500
2605	Vehicle Repair & Maint Suppl	15	5,000	5,000	5,000
2738	Miscellaneous Parts & Supplies	268	500	794	2,100
Total Supplies		23,463	38,550	31,150	34,146
3107	Temporary Personnel Services	43,276	69,524	10,090	53,000
3200	Claims Payment Services	1,795,943	2,150,000	1,931,967	1,989,467
3250	Employee Medical Claims	21,336,585	24,975,660	20,525,000	23,000,000
3305	Advertising Services	3,911	0	2,917	0
3325	Medical, Dental & Lab Services	0	500	500	500
3335	Management Consulting Services	3,000	150,000	69,750	95,000
3345	Miscellaneous Support Services	8,789	10,800	8,904	7,760
3400	Real Estate Lease/Office Rental	177,590	177,590	177,590	177,590
3402	Parking Space Rental	17,752	25,000	8,000	12,464
3404	Metro Commuter Passes	4,230	3,500	5,000	6,210
3510	Telephone	9,568	7,716	7,717	7,716
3515	Communication Lines	2,213	4,750	2,500	2,000
3615	Computer Eq/Software Maint Svc	360	2,750	1,196	700
3620	Enterprise Applications	2,469	3,602	1,000	1,000
3625	Office Equipment Services	0	100	0	100
3626	Vehicle & Motor Equip Services	11,467	5,000	6,409	5,000
3765	IntFd Photocopy Services	14,020	6,500	12,634	12,576
3775	Intfnd IT Network Services	34,254	65,552	70,000	68,000
3794	Print Shop Services	6,790	7,800	5,295	5,700
3805	Printing & Reproduction Srvcs	78	1,100	0	100

FISCAL YEAR 2006 BUDGET

Fund Name : Workers Compensation
Department Name : Human Resources
Fund/Department No. : 880 / 80

ACCT	DESCRIPTION	FY2004 Actual	FY2005 Budget	FY2005 Estimate	FY2006 Budget
3895	Misc Other Services & Charges	219	600	0	0
3900	Education & Training	7,469	15,000	9,731	14,700
3905	Membership & Professional Fees	650	1,800	1,035	1,575
3910	Travel-Training Related	0	0	0	3,000
Total Other Services and Charges		23,480,633	27,684,844	22,857,235	25,464,158
4525	Trucks - General Purpose	0	37,826	26,000	0
Total Equipment		0	37,826	26,000	0
4820	Non-Capital Computer Equipment	0	17,800	12,750	6,250
Total Non-Capital Equipment		0	17,800	12,750	6,250
Grand Total Expenditures		25,311,949	29,731,347	24,688,351	27,437,472

Department Budget Summary

Fund Name : Workers Compensation
Department Name : Legal
Fund/Department No. : 880 / 90

		<u>FY2004 Actual</u>	<u>FY2005 Budget</u>	<u>FY2005 Estimate</u>	<u>FY2006 Budget</u>
Expenditure Summary	Personnel Services	266,364	280,303	288,922	307,926
	Supplies	5,544	6,000	0	6,000
	Other Services and Charges	0	2,850	400	2,650
	Total M & O Expenditures	271,908	289,153	289,322	316,576
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	271,908	289,153	289,322	316,576

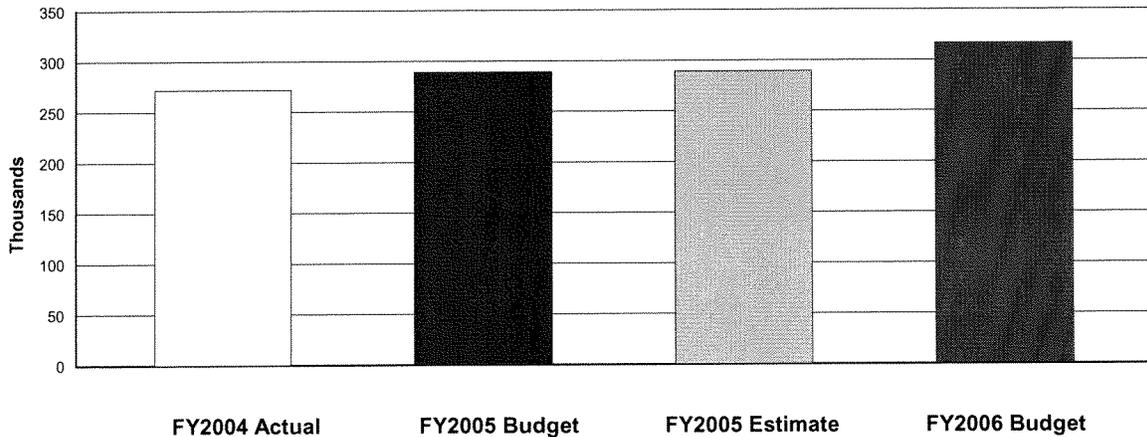
Revenue Summary	0	0	0	0
-----------------	---	---	---	---

Staffing Summary	Full-Time Equivalents - Civilian	0.0	5.0	5.0	5.0
	Full-Time Equivalents - Classified	0.4	0.0	0.0	0.0
	Total	0.4	5.0	5.0	5.0
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	0.0

Budget Highlights

- o Continue to provide comprehensive legal services related to the Workers Compensation Benefits Program, including aggressive pursuit of potential subrogation and rigorous defense of contested cases.
- o Increase subrogation recoveries by aggressively pursuing uninsured/underinsured motorist insurance policies.

**Workers Compensation
Legal
Expenditure Summary**



Department Program Summary	
Fund Name : Workers Compensation Department Name : Legal Fund/Department No. : 880 / 90	
Program Description	Program Objectives
Workers Compensation Admin 1310 Workers Comp. Litigation Unit Provide comprehensive legal services for the City's Workers Compensation Benefits Program ("Program").	Coordinate the efforts of outside legal counsel and internal staff in providing comprehensive legal services on all matters relating to the Program, including defense of contested cases and pursuit of subrogation claims from responsible third parties.

FISCAL YEAR 2006 BUDGET

Department Program Summary									
Fund Name : Workers Compensation									
Department Name : Legal									
Fund/Department No. : 880 / 90									
Program Performance Measures	FY2004 Actual			FY2005 Estimate			FY2006 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Workers compensation subrogation claims handled	0			0			0		
	104			152			150		
	0			0			0		
	0			0			0		
	0			0			0		
	0.4		271,908	5.0		289,322	5.0		316,576
Total	<u>0.4</u>		<u>271,908</u>	<u>5.0</u>		<u>289,322</u>	<u>5.0</u>		<u>316,576</u>

FISCAL YEAR 2006 BUDGET

Fund Name : : **Workers Compensation**
 Department Name : : **Legal**
 Fund / Department No. : **880 / 90**

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
1	CLERK	4812	5
1	LEGAL ASSISTANT III	6022	15
2	SENIOR ASSISTANT CITY ATTORNEY I	6041	30
1	SENIOR LEGAL WORD PROCESSOR	4937	13
<hr/> 5.0	Total Positions		
0.0	Less adjustment for Vacancies and Part-Time Employees		
<hr/> 5.0	Full-Time Equivalents		

FISCAL YEAR 2006 BUDGET

Fund Name : Workers Compensation
Department Name : Legal
Fund/Department No. : 880 / 90

ACCT	DESCRIPTION	FY2004 Actual	FY2005 Budget	FY2005 Estimate	FY2006 Budget
1100	Salary-Base Pay-Civilian	195,591	195,449	206,784	213,261
1120	Overtime-Civilian	574	0	0	0
1130	Termination Pay-Civilian	0	0	0	20,000
1135	Pension-Civilian	28,508	32,054	33,725	34,976
1140	Social Security-Civilian	14,512	14,951	15,514	16,314
1145	Health/Life Ins Active Civilian	25,569	31,099	31,099	21,575
1405	Workers Compensation-Civilian	1,052	1,012	1,200	1,200
1420	Long Term Disability	558	462	600	600
1981	Compensation Contingency	0	5,276	0	0
Total Personnel Services		266,364	280,303	288,922	307,926
2305	Computer Supplies	2,355	2,500	0	2,500
2315	Publications & Printed Materials	208	500	0	500
2325	Miscellaneous Office Supplies	2,981	3,000	0	3,000
Total Supplies		5,544	6,000	0	6,000
3404	Metro Commuter Passes	0	400	400	400
3615	Computer Eq/Software Maint Svc	0	500	0	0
3900	Education & Training	0	1,200	0	1,500
3905	Membership & Professional Fees	0	750	0	750
Total Other Services and Charges		0	2,850	400	2,650
Grand Total Expenditures		271,908	289,153	289,322	316,576