

FISCAL YEAR 2011 BUDGET

Fund Summary

Fund Name : **Workers' Compensation**
Fund No./Bus. Area No. : **1011 / 8000 / 9000**

	<u>FY2010 Current Budget</u>	<u>FY2010 Estimate</u>	<u>FY2011 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	19,877,000	18,860,475	20,748,908
Total Available Resources	<u>19,877,000</u>	<u>18,860,475</u>	<u>20,748,908</u>
 Maintenance and Operations	 19,877,000	 18,860,475	 20,748,908
Total Expenditures	<u>19,877,000</u>	<u>18,860,475</u>	<u>20,748,908</u>
 Planned Ending Fund Balance	 0	 0	 0
Total Budget	<u>19,877,000</u>	<u>18,860,475</u>	<u>20,748,908</u>

The above summarizes the FY2010 Current Budget, the FY2010 Estimate and the FY2011 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 processed directly 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. A prime objective is the elimination/reduction of accidents via the implementation, monitoring and assessment of departments' Accident Prevention Plans. These cooperative efforts have reduced accidents and returned years of productivity and saved millions in workers compensation payments. 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 effective December 16, 2006. These guidelines institute a transitional duty program, which focuses on returning injured employees to work as soon as medically possible, while complying with all federal, state, and local laws.

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.

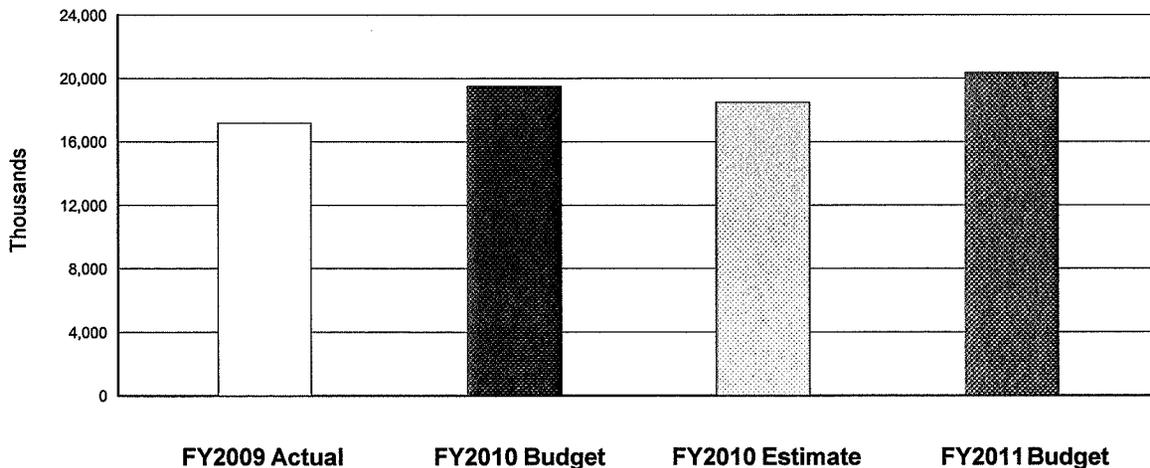
FISCAL YEAR 2011 BUDGET

Business Area Budget Summary

Fund Name : Workers' Compensation
Business Area Name : Human Resources
Fund No./Bus. Area No. : 1011 / 8000

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	1,764,941	2,417,743	2,277,094	2,417,103
	Supplies	38,714	39,728	37,623	38,504
	Other Services and Charges	15,381,519	17,014,886	16,143,167	17,894,875
	Equipment	0	19,995	19,995	0
	Non-Capital Equipment	3,874	407	407	3,000
	Total M & O Expenditures	<u>17,189,048</u>	<u>19,492,759</u>	<u>18,478,286</u>	<u>20,353,482</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>17,189,048</u>	<u>19,492,759</u>	<u>18,478,286</u>	<u>20,353,482</u>
Revenues		17,518,773	19,877,000	18,860,475	20,748,908
Staffing	Full-Time Equivalents - Civilian	26.9	33.8	32.8	33.8
	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	<u>26.9</u>	<u>33.8</u>	<u>32.8</u>	<u>33.8</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o Perform safety assessments for high risk departments via tailored programs addressing the effectiveness and dissemination of their accident prevention plans. o Continue implementation of the Workers' Compensation Automation system to improve the process for salary continuation, transitional duty and management reporting. o Issue Request for Proposal (RFP), analyze and contract with a Texas Department of Insurance certified network. o The FY2011 Budget provides funding for the Hope 3% increase (\$53,322) and 1.25% Pay for Performance increase (\$20,557). 				

**Workers' Compensation
Human Resources
Expenditure Summary**



Business Area Cost Center Summary

Fund Name : Workers' Compensation
Business Area Name : Human Resources
Fund No./Bus Area No. : 1011 / 8000

<p align="center">Cost Center Description</p>	<p align="center">Cost Center Objectives</p>
<p>Employee Clinic 8000090001 Physical examination and drug testing services for all COH applicants and employees. Licensed Commercial Driver alcohol and drug testing services for Department of Transportation (DOT) compliance.</p>	<p>Compliance with Executive Order 1-12 and 1-32 for all drug testing and related services. Medical screening and review according to established standards for HPD, HFD, Aquatics, Promotions and Telecommunications.</p>
<p>Safety 8000100001 Inspect workplaces and job sites to eliminate safety hazards. Compile reports to meet requirements of state law. Train employees in all areas of safety.</p>	<p>Provide direction on safety programs to minimize the City's liabilities for Workers' Compensation (WC). Investigate accidents to determine root causes and prevent recurrences. Oversee the City's Hazard Communications Program.</p>
<p>Claim Processing 8000100002 Administer Salary Continuation Program, approve or disapprove injury leave and review of citywide compliance in accordance with the Work Ability Guidelines - E.O. 1-33. Provide guideline training to departments and oversight to the TPA on TIBS payments.</p>	<p>Ensure that salary continuation requests are processed on a timely basis by providing training to departments. Increase early return to work awareness by communicating the benefits to employees.</p>
<p>Information Services 8000100003 Data compilation, reporting and technical services liaison.</p>	<p>Develop and compile Risk Management financial and statistical reports. Provide customer service departments with defined and ad-hoc reports and coordinate requested technical services.</p>
<p>Case Management 8000100004 Provide ongoing implementation of Work Ability Guidelines - E.O. 1-33 through employee training, maintenance of employee/employer relationship with the injured workers and early intervention to facilitate transitional return to duty.</p>	<p>Maintain employee/employer relationships and facilitate return to work by contacting injured workers by telephone and mail. Improve procedures to return medically released employees to productive work. Monitor Adjusters to assess completion of action plans.</p>
<p>Administrative Support 8000100005 Provide administrative support to Risk Management Division and other customer service departments. Maintenance of the Human Resources mail and messenger services.</p>	<p>Support injury leave and case management functions. Maintain and process telephone service requests and serve as division purchasing coordinator. Provide supervision to Human Resources mail and messenger services.</p>

FISCAL YEAR 2011 BUDGET

Business Area Cost Center Summary									
Fund Name : Workers' Compensation Business Area Name : Human Resources Fund No./Bus Area No. : 1011 / 8000									
Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Drug Test	10,000			10,000			10,000		
Physicals	3,500			3,000			2,500		
		3.7	221,129		3.8	225,299		3.8	234,307
Defensive driving course	1,530			1,500			1,500		
Safety Audits	8			8			8		
Safety inspections	1,490			2,000			1,300		
Employees trained, CPR	2,423			2,300			2,300		
		8.3	739,321		11.0	902,198		11.0	901,941
Files-Trans/Inj leave/TPA	2,473			4,598			4,600		
Q/A reviews/audits	587			1,222			1,300		
Training-internal/external	155			75			75		
Employee Surveys	2			1,560			1,560		
Written Communications	13			2,300			2,300		
		5.7	414,976		5.0	286,337		5.0	309,926
Monthly MFOR,QM,WC	24			30			30		
Vital statistics	12			12			12		
Ad hoc reports & requests	244			250			250		
Subro recoveries	63			75			75		
Refunds processed	86			100			100		
		2.1	130,844		2.8	202,485		3.0	234,706
Injured workers RTW	874			900			900		
Case management meetings	474			750			750		
		1.2	25,464		7.0	465,741		7.0	478,236
Create file folders	0			N/A			N/A		
Telephone service request	200			N/A			N/A		
Process purchase requisitions	32			N/A			N/A		
		2.9	136,199		0.0	0		0.0	0

Business Area Cost Center Summary

Fund Name : Workers' Compensation
Business Area Name : Human Resources
Fund No./Bus Area No. : 1011 / 8000

Cost Center Description	Cost Center Objectives
<p>Administrators Office 8000100006</p> <p>Workers' Compensation (WC) Administration provides oversight and direction to all Workers' Compensation (WC) programs through ongoing assessment and analysis of program functions in comparison to all citywide activities.</p>	<p>Ensure the acceptable performance of the City's Workers' Compensation system's internal and external components to include coordination of various accident prevention and safety activities.</p>
<p>Finance & Systems 8000100007</p> <p>Provide financial and system support for the Workers' Compensation(WC) program. Responsible for interfacing with the third party administrators on the designing and maintenance of Workers' Compensation (WC) financial and operational reports.</p>	

FISCAL YEAR 2011 BUDGET

Business Area Cost Center Summary									
Fund Name : Workers' Compensation Business Area Name : Human Resources Fund No./Bus Area No. : 1011 / 8000									
Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
City liaison updates		1			128			128	
Vendor review meetings		12			80			80	
Accidents Reported		NA			1,211			1,211	
		1.1	15,353,397		1.0	16,194,883		1.0	17,962,579
Post and review WC department billings		12			12			12	
		1.9	167,718		2.2	201,343		3.0	231,787
Total		<u>26.9</u>	<u>17,189,048</u>		<u>32.8</u>	<u>18,478,286</u>		<u>33.8</u>	<u>20,353,482</u>

FISCAL YEAR 2011 BUDGET

Business Area Roster Summary

Fund Name : Workers' Compensation
Business Area Name : Human Resources
Fund No./Bus Area No. : 1011 / 8000

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
ADMINISTRATION MANAGER	26	2.0	2.0	
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	4.0	4.0	
ADMINISTRATIVE ASSOCIATE	13	0.8	0.8	
ADMINISTRATIVE COORDINATOR	24	3.0	3.0	
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
CLAIMS COORDINATOR	17	2.0	2.0	
DIVISION MANAGER	29	2.0	2.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
FINANCIAL ANALYST III	21	1.0	1.0	
HUMAN RESOURCES ASSISTANT	13	1.0	1.0	
HUMAN RESOURCES TECHNICIAN	12	1.0	1.0	
MESSENGER	6	1.0	1.0	
PUBLIC HEALTH NURSE IV	22	1.0	1.0	
SAFETY OFFICER	21	7.0	6.0	(1.0)
SAFETY SUPERVISOR	24	4.0	4.0	
SENIOR ACCOUNT CLERK	13	0.0	1.0	1.0
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
Total FTEs		33.8	33.8	0.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalent		33.8	33.8	0.0

FISCAL YEAR 2011 BUDGET

Business Area Revenue Summary

Fund Name : Workers' Compensation
Business Area Name : Human Resources
Fund No./Bus Area No. : 1011 / 8000

Commit Item	Description	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
8000100006	Administrators Office			
426370	Training Services	3,000	3,000	3,000
432010	Interest on Pooled Investments	95,000	45,000	45,000
451010	Interfund Billing-Workers' Comp Admin	5,134,498	4,619,805	5,093,908
451015	Interfund Billing-Workers' Comp Claims	14,644,502	14,192,670	15,607,000
Total	Administrators Office	<u>19,877,000</u>	<u>18,860,475</u>	<u>20,748,908</u>
Total	Human Resources	<u>19,877,000</u>	<u>18,860,475</u>	<u>20,748,908</u>

FISCAL YEAR 2011 BUDGET

Business Area Expenditure Summary

Fund Name : Workers' Compensation
 Business Area Name : Human Resources
 Fund No./Bus. Area No. : 1011 / 8000

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	1,180,275	1,660,307	1,592,845	1,684,540
500030	Salary Part Time - Civilian	28,976	32,307	32,870	35,530
500060	Overtime - Civilian	869	0	43	0
500110	Bilingual Pay - Civilian	786	904	904	1,808
500210	Pay for Performance-Municipal	5,200	0	2,400	928
501070	Pension - Civilian	179,730	244,072	235,856	244,263
501120	Termination Pay - Civilian	4,036	0	0	0
502010	FICA - Civilian	88,624	129,556	120,784	131,722
503010	Health Ins-Act Civilian	170,819	245,734	222,318	237,620
503015	Basic Life Insurance - Active Civilian	976	975	926	1,021
503050	Health/Life Insurance - Retiree Civilian	41,107	48,070	50,768	45,521
503060	Long Term Disability-Civilian	(229)	2,874	2,527	2,805
503090	Workers Compensation-Civilian-Admin	3,716	7,101	6,803	7,113
503100	Workers Compensation-Civilian-Claim	59,858	20,000	7,980	2,492
504020	Compensation Contingency	0	24,660	0	20,557
504030	Unemployment Claims	198	1,183	70	1,183
Total	Personnel Services	1,764,941	2,417,743	2,277,094	2,417,103
511040	Audiovisual Supplies	0	0	0	900
511045	Computer Supplies	2,216	5,500	4,200	3,700
511050	Paper & Printing Supplies	4,618	3,900	3,336	4,124
511055	Publications & Printed Materials	488	1,000	998	960
511060	Postage	1,900	1,225	3,931	1,400
511070	Miscellaneous Office Supplies	5,841	7,913	5,711	7,370
511080	General Laboratory Supplies	0	300	300	300
511095	Small Technical & Scientific Equipment	8,235	4,250	3,900	2,400
511110	Fuel	13,297	12,840	12,297	14,800
511115	Vehicle Repair & Maintenance Supplies	24	0	0	0
511120	Clothing	1,341	1,200	1,200	1,000
511125	Food Supplies	0	0	550	550
511150	Miscellaneous Parts & Supplies	754	1,600	1,200	1,000
Total	Supplies	38,714	39,728	37,623	38,504
520100	Temporary Personnel Services	10,441	2,000	7,645	0
520104	Claims Payment Services	1,416,445	1,800,000	1,600,000	1,800,000
520108	Information Resource Services	135	0	167	170
520110	Management Consulting Services	105,075	200,000	44,875	184,000
520114	Miscellaneous Support Services	33,174	29,500	14,035	13,000
520115	Real Estate Lease/Office Rental	180,000	180,000	180,000	180,000
520119	Computer Equipment/Software Maintenance	4,189	24,500	24,847	9,000
520121	IT Application Svcs	5,630	6,000	4,967	5,091
520123	Vehicle & Motor Equipment Services	15,375	12,000	8,500	9,000
520515	Print Shop Services	6,088	2,850	1,618	6,591
520605	Advertising Services	0	1,200	1,200	0
520705	Insurance Fees	421	300	132	150
520765	Membership & Professional Fees	100	5,345	1,560	1,950
520805	Education & Training	21,412	19,402	14,290	18,750
520900	CIP-Capital Equipment Acquisition	43,982	23,987	0	0
520905	Travel - Training Related	1,511	6,400	3,034	5,500
520910	Travel - Non-Training Related	0	500	250	500
521605	Data Services	6,278	4,000	6,130	6,283
521610	Voice Services	13,910	15,000	13,396	13,731
521620	Voice Equipment	80	2,000	757	776
521625	Voice Labor	391	2,000	307	315

FISCAL YEAR 2011 BUDGET

Business Area Expenditure Summary

Fund Name : Workers' Compensation
 Business Area Name : Human Resources
 Fund No./Bus. Area No. : 1011 / 8000

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
521630	GIS Revolving Fund Services	0	0	0	1,285
521730	Parking Space Rental	5,536	15,000	10,104	18,500
522205	Metro Commuter Passes	6,460	7,500	4,883	4,883
522430	Miscellaneous Other Services & Charges	600	0	0	0
522605	Active Employee Incurred Claims	13,504,286	14,644,502	14,192,670	15,607,000
522780	Interfund Photo Copy Services	0	10,900	7,800	8,400
Total	Other Services and Charges	15,381,519	17,014,886	16,143,167	17,894,875
560220	Vehicles	0	19,995	19,995	0
Total	Equipment	0	19,995	19,995	0
551010	Non-Capital Office Furniture & Equipment	0	407	407	1,500
551015	Non-Capital Computer Equipment	3,874	0	0	1,500
Total	Non-Capital Equipment	3,874	407	407	3,000
Grand Total Expenditures		17,189,048	19,492,759	18,478,286	20,353,482



FISCAL YEAR 2011 BUDGET

Business Area Budget Summary

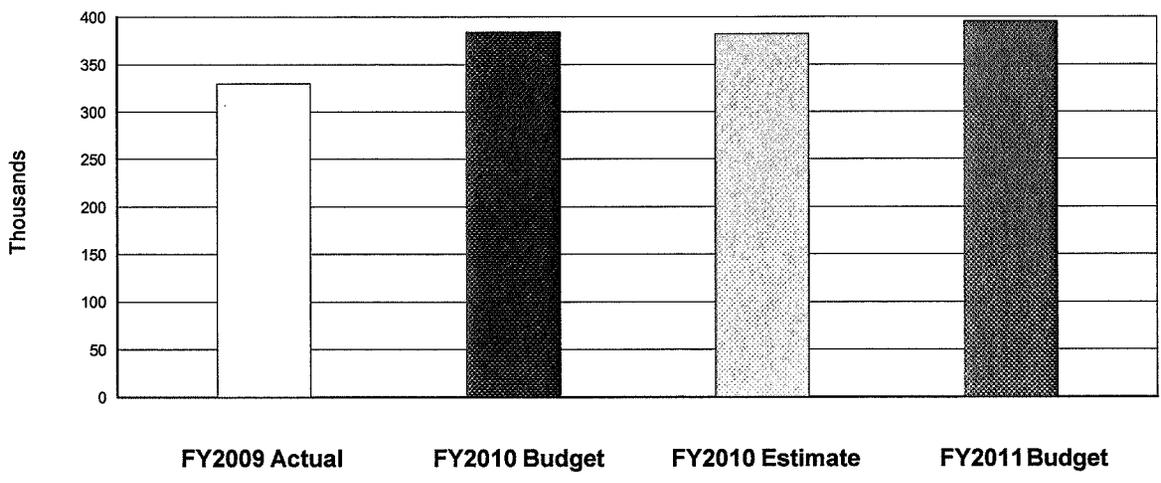
Fund Name : Workers' Compensation
Business Area Name : Legal
Fund No./Bus. Area No. : 1011 / 9000

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	329,487	363,191	362,889	375,936
	Supplies	0	13,400	13,400	13,400
	Other Services and Charges	238	7,650	5,900	6,090
	Total M & O Expenditures	<u>329,725</u>	<u>384,241</u>	<u>382,189</u>	<u>395,426</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>329,725</u>	<u>384,241</u>	<u>382,189</u>	<u>395,426</u>
Revenues		0	0	0	0
Staffing	Full-Time Equivalents - Civilian	4.8	5.0	5.0	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	<u>4.8</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0

Significant Budget Changes and Highlights

o The FY2011 Budget provides funding for HOPE 3% increase (\$8,621) and 1.25% Pay for Performance increase (\$4,123) .

**Workers' Compensation
 Legal
 Expenditure Summary**



Business Area Cost Center Summary	
Fund Name : Workers' Compensation Business Area Name : Legal Fund No./Bus Area No. : 1011 / 9000	
Cost Center Description	Cost Center Objectives
Workers Compensation Litigation Unit 9000130001 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 2011 BUDGET

Business Area Cost Center Summary

Fund Name : Workers' Compensation
 Business Area Name : Legal
 Fund No./Bus Area No. : 1011 / 9000

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Workers' Compensation subro claims handled		839			1,950			1,300	
		4.8	329,725		5.0	382,189		5.0	395,426
Total		<u>4.8</u>	<u>329,725</u>		<u>5.0</u>	<u>382,189</u>		<u>5.0</u>	<u>395,426</u>

FISCAL YEAR 2011 BUDGET

Business Area Roster Summary

Fund Name : Workers' Compensation
Business Area Name : Legal
Fund No./Bus Area No. : 1011 / 9000

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
ADMINISTRATIVE AIDE	10	0.0	1.0	1.0
ASSISTANT CITY ATTORNEY I	21	1.0	0.0	(1.0)
ASSISTANT CITY ATTORNEY II	24	0.0	1.0	1.0
PARALEGAL III	16	1.0	0.0	(1.0)
RECORDS TECHNICIAN	9	1.0	0.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY I	30	1.0	1.0	
SENIOR LEGAL WORD PROCESSOR	13	1.0	1.0	
SENIOR PARALEGAL	19	0.0	1.0	1.0
Total FTEs		5.0	5.0	0.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalent		5.0	5.0	0.0

FISCAL YEAR 2011 BUDGET

Business Area Expenditure Summary

Fund Name : Workers' Compensation
 Business Area Name : Legal
 Fund No./Bus. Area No. : 1011 / 9000

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	249,863	272,463	270,029	274,933
501070	Pension - Civilian	36,796	39,559	39,694	39,865
501120	Termination Pay - Civilian	2,668	2,000	0	2,000
502010	FICA - Civilian	18,669	20,586	20,428	21,033
503010	Health Ins-Act Civilian	20,695	23,417	27,567	28,806
503015	Basic Life Insurance - Active Civilian	190	153	158	163
503060	Long Term Disability-Civilian	(45)	425	425	425
503090	Workers Compensation-Civilian-Admin	651	1,050	1,050	1,050
503100	Workers Compensation-Civilian-Claim	0	3,363	3,363	3,363
504020	Compensation Contingency	0	0	0	4,123
504030	Unemployment Claims	0	175	175	175
Total	Personnel Services	329,487	363,191	362,889	375,936
511045	Computer Supplies	0	3,700	3,700	3,700
511055	Publications & Printed Materials	0	6,400	6,400	6,400
511070	Miscellaneous Office Supplies	0	3,300	3,300	3,300
Total	Supplies	0	13,400	13,400	13,400
520114	Miscellaneous Support Services	0	3,400	3,400	3,400
520765	Membership & Professional Fees	0	750	750	750
520805	Education & Training	26	1,500	1,500	1,500
521610	Voice Services	1	0	0	0
521630	GIS Revolving Fund Services	0	0	0	190
522205	Metro Commuter Passes	211	2,000	250	250
Total	Other Services and Charges	238	7,650	5,900	6,090
Grand Total Expenditures		329,725	384,241	382,189	395,426