

FISCAL YEAR 2012 BUDGET

Fund Summary

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

	<u>FY2011 Current Budget</u>	<u>FY2011 Estimate</u>	<u>FY2012 Budget</u>
Beginning Fund Balance	0	0	0
Revenues	19,236,437	19,236,437	19,559,761
Expenditures	19,236,437	19,236,437	19,559,761
Revenues Over/(Under) Expenditures	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
Fund Balance Distribution:			
Non-Spendable	0	0	0
Restricted	0	0	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2011 Current Budget, the FY2011 Estimate and the FY2012 Budget for the Workers' Compensation Fund. Also included are the beginning and ending fund balances, total revenues 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.

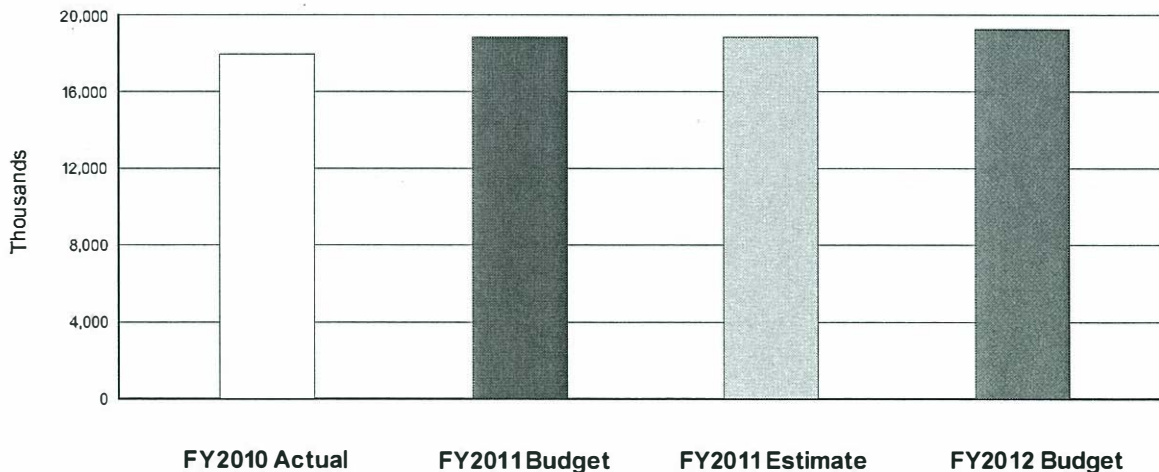
FISCAL YEAR 2012 BUDGET

Business Area Budget Summary

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

		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	2,097,954	2,233,172	2,215,114	2,271,104
	Supplies	39,015	38,504	35,634	30,560
	Other Services and Charges	15,821,950	16,566,335	16,587,263	16,949,932
	Equipment	0	0	0	0
	Non-Capital Equipment	2,807	3,000	3,000	0
	Total M & O Expenditures	17,961,726	18,841,011	18,841,011	19,251,596
	Debt Service & Other Uses	0	0	0	0
Total Expenditures		17,961,726	18,841,011	18,841,011	19,251,596
Revenues		18,001,280	19,236,437	19,236,437	19,559,761
Staffing	Full-Time Equivalents - Civilian	30.4	33.8	31.2	30.6
	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	30.4	33.8	31.2	30.6
	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 Promote the Resource Allocation Program (RAP) to reduce incidents and claims. o Perform in depth case management review to obtain a shorter claim cycle and return the employee to work in a pre-injury condition. 				

**Workers' Compensation
Human Resources
Expenditure Summary**



FISCAL YEAR 2012 BUDGET

Division Mission and Performance Measures

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

Name: HR - Workers' Compensation Group -- 800010

Mission: To be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce. The vision is to be universally recognized for Human Resources excellence and as a premier employer.

Goal: To create an atmosphere of safety awareness and a risk free environment.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Safety Inspections	2,301	2,409	2,400
Number of Claims	2,120	2,255	2,300
Lost Time Injuries	539	737	700
Case Management Reviews	482	1,500	1,800

FISCAL YEAR 2012 BUDGET

Division Summary						
Fund Name : Workers' Compensation Business Area Name : Human Resources Fund No./Bus Area No. : 1011 / 8000						
Division Description	FY2010 Actual		FY2011 Estimate		FY2012 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
HR - Workers' Compensation Group 800010 Provide financial transactions in the areas of accident prevention, workers' compensation loss control and unemployment compensation.	30.4	17,961,726	31.2	18,841,011	30.6	19,251,596
Total	30.4	17,961,726	31.2	18,841,011	30.6	19,251,596

FISCAL YEAR 2012 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	FY2011 Current Budget FTE	FY2012 Budget FTE	Change
ADMINISTRATION MANAGER	26	2.0	2.0	
ADMINISTRATIVE AIDE	10	1.0	2.0	1.0
ADMINISTRATIVE ASSISTANT	17	4.0	3.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	0.8	0.0	(0.8)
ADMINISTRATIVE COORDINATOR	24	3.0	3.0	
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
CLAIMS COORDINATOR	17	2.0	2.0	
CUSTOMER SERVICE CLERK	10	0.0	1.0	1.0
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	0.0	(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	6.0	5.0	(1.0)
SAFETY SUPERVISOR	24	4.0	4.0	
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
Total FTEs		33.8	32.0	(1.8)
Less adjustment for Civilian Vacancy Factor		0.0	1.4	1.4
Full-Time Equivalents		33.8	30.6	(3.2)

FISCAL YEAR 2012 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
8000100006	Administrators Office			
426370	Training Services	3,000	3,000	3,000
432010	Interest on Pooled Investments	35,000	35,000	45,000
451010	Interfund Billing-Workers' Comp Admin	4,556,977	4,556,977	4,611,761
451015	Interfund Billing-Workers' Comp Claims	14,641,460	14,641,460	14,900,000
Total	Administrators Office	<u>19,236,437</u>	<u>19,236,437</u>	<u>19,559,761</u>
Total	Human Resources	<u>19,236,437</u>	<u>19,236,437</u>	<u>19,559,761</u>

FISCAL YEAR 2012 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
500010	Salary Base Pay - Civilian	1,461,265	1,583,524	1,569,919	1,579,130
500030	Salary Part Time - Civilian	30,290	9,530	8,408	0
500060	Overtime - Civilian	54	0	40	0
500110	Bilingual Pay - Civilian	1,040	1,808	1,787	1,808
500210	Pay for Performance-Municipal	2,100	928	0	0
501070	Pension - Civilian	218,794	244,263	244,594	284,243
501120	Termination Pay - Civilian	1,802	0	5,500	0
502010	FICA - Civilian	108,687	122,864	118,416	120,941
503010	Health Ins-Act Civilian	209,952	210,120	204,690	218,698
503015	Basic Life Insurance - Active Civilian	876	1,021	949	939
503050	Health/Life Insurance - Retiree Civilian	45,732	45,521	48,953	32,553
503060	Long Term Disability-Civilian	2,496	2,805	2,537	2,601
503090	Workers Compensation-Civilian-Admin	5,802	7,113	6,659	6,119
503100	Workers Compensation-Civilian-Claim	9,039	2,492	2,662	2,492
504030	Unemployment Claims - Administration	25	1,183	0	21,580
Total	Personnel Services	2,097,954	2,233,172	2,215,114	2,271,104
511040	Audiovisual Supplies	0	900	900	0
511045	Computer Supplies	3,597	3,700	1,950	3,700
511050	Paper & Printing Supplies	3,264	4,124	3,874	4,000
511055	Publications & Printed Materials	969	960	960	960
511060	Postage	4,440	1,400	4,200	5,400
511070	Miscellaneous Office Supplies	8,704	7,370	4,150	5,800
511080	General Laboratory Supplies	204	300	300	300
511095	Small Technical & Scientific Equipment	3,670	2,400	2,200	400
511110	Fuel	11,896	14,800	14,800	10,000
511120	Clothing	1,763	1,000	750	0
511125	Food Supplies	150	550	550	0
511150	Miscellaneous Parts & Supplies	358	1,000	1,000	0
Total	Supplies	39,015	38,504	35,634	30,560
520100	Temporary Personnel Services	20,108	0	16,753	0
520104	Claims Payment Services	1,488,906	1,546,000	1,550,000	1,711,202
520108	Information Resource Services	167	170	170	225
520109	Medical Dental & Laboratory Services	62	0	100	100
520110	Management Consulting Services	15,875	85,000	85,000	62,500
520114	Miscellaneous Support Services	11,534	13,000	13,500	13,500
520115	Real Estate Lease/Office Rental	180,000	170,000	170,000	150,000
520119	Computer Equipment/Software Maintenance	22,566	9,000	8,800	13,000
520121	IT Application Svcs	2,407	5,091	5,091	3,889
520123	Vehicle & Motor Equipment Services	6,797	9,000	9,000	9,000
520515	Print Shop Services	2,147	6,591	5,591	2,500
520605	Advertising Services	464	0	0	0
520705	Insurance Fees	183	150	150	400
520765	Membership & Professional Fees	995	1,950	2,300	3,950
520805	Education & Training	9,684	18,750	19,293	11,745
520905	Travel - Training Related	1,673	5,500	5,000	1,000
520910	Travel - Non-Training Related	0	500	250	500
521605	Data Services	4,382	6,283	6,283	10,560
521610	Voice Services	16,766	13,731	13,731	14,455
521620	Voice Equipment	757	776	776	262
521625	Voice Labor	0	315	315	268
521630	GIS Revolving Fund Services	0	1,285	1,285	1,275
521730	Parking Space Rental	16,725	18,500	18,500	18,500

FISCAL YEAR 2012 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
522205	Metro Commuter Passes	8,704	4,883	9,915	12,500
522605	Active Employee Incurred Claims	14,011,048	14,641,460	14,641,460	14,900,000
522722	KRONOS Service Chargeback	0	0	0	1,101
522780	Interfund Photo Copy Services	0	8,400	4,000	7,500
Total	Other Services and Charges	15,821,950	16,566,335	16,587,263	16,949,932
551010	Non-Capital Office Furniture & Equipment	407	1,500	1,500	0
551015	Non-Capital Computer Equipment	2,400	1,500	1,500	0
Total	Non-Capital Equipment	2,807	3,000	3,000	0
Grand Total Expenditures		17,961,726	18,841,011	18,841,011	19,251,596



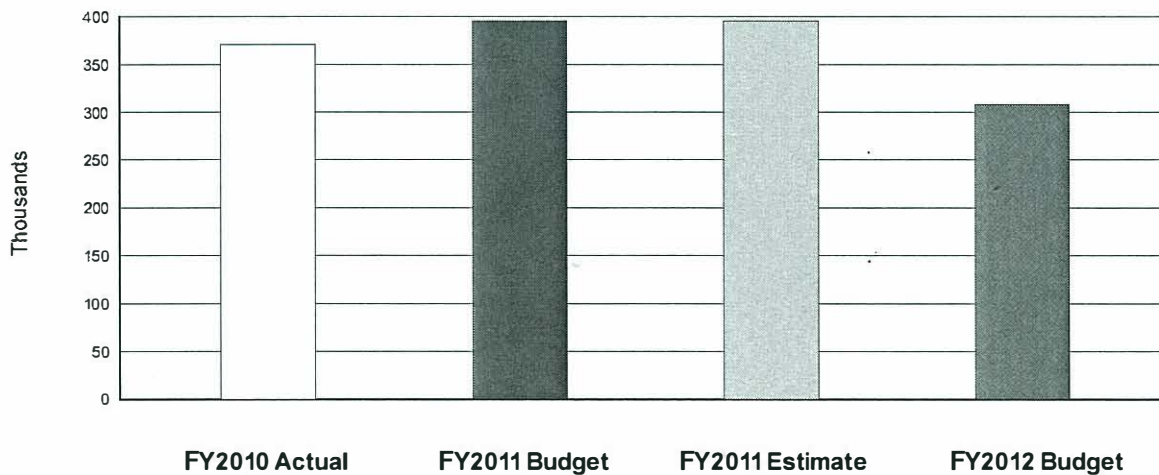
FISCAL YEAR 2012 BUDGET

Business Area Budget Summary

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

		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	355,650	375,936	375,936	288,497
	Supplies	13,400	13,400	13,400	13,400
	Other Services and Charges	1,846	6,090	6,090	6,268
	Total M & O Expenditures	<u>370,896</u>	<u>395,426</u>	<u>395,426</u>	<u>308,165</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>370,896</u>	<u>395,426</u>	<u>395,426</u>	<u>308,165</u>
Revenues		331,342	0	0	0
Staffing	Full-Time Equivalents - Civilian	5.0	5.0	5.0	3.0
	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>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>3.0</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 The FY2012 budget is sufficient for the Legal Department to continue providing the highest level services to the Workers' Compensation Benefits Program. 				

**Workers' Compensation
Legal
Expenditure Summary**



FISCAL YEAR 2012 BUDGET

Division Mission and Performance Measures

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

Name: LGL - Workers' Compensation, Litigation -- 900013

Mission: To provide the highest quality and comprehensive legal services for the City's Workers' Compensation Benefits Program.

Goal: Aggressively defend workers' compensation contested claims and vigorously pursue workers' compensation subrogation claims; provide general legal counsel relating to Workers' compensation Benefits Program.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Contested cases/ subrogations handled	71	82	90

FISCAL YEAR 2012 BUDGET

Division Summary						
Fund Name : Workers' Compensation Business Area Name : Legal Fund No./Bus Area No. : 1011 / 9000						
Division Description	FY2010 Actual		FY2011 Estimate		FY2012 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
LGL - Workers' Compensation Litigation 900013 This section is responsible for providing comprehensive legal services for the City's Workers' Compensation Benefits Program including defending contested claims, pursuing subrogation matters, and providing general counsel relating to the Program.	5.0	370,896	5.0	395,426	3.0	308,165
Total	5.0	370,896	5.0	395,426	3.0	308,165

FISCAL YEAR 2012 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2011 Current Budget FTE	FY2012 Budget FTE	Change
ADMINISTRATIVE AIDE	10	1.0	1.0	
ASSISTANT CITY ATTORNEY I	21	0.0	1.0	1.0
ASSISTANT CITY ATTORNEY II	24	1.0	0.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY I	30	1.0	1.0	
SENIOR LEGAL WORD PROCESSOR	13	1.0	0.0	(1.0)
SENIOR PARALEGAL	19	1.0	0.0	(1.0)
Total FTEs		5.0	3.0	(2.0)
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalent		5.0	3.0	(2.0)

FISCAL YEAR 2012 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
500010	Salary Base Pay - Civilian	267,231	278,741	278,741	185,153
501070	Pension - Civilian	39,745	39,865	39,865	33,327
501120	Termination Pay - Civilian	0	2,000	2,000	19,200
502010	FICA - Civilian	19,502	21,348	21,348	14,164
503010	Health Ins-Act Civilian	27,701	28,806	28,806	20,966
503015	Basic Life Insurance - Active Civilian	158	163	163	109
503060	Long Term Disability-Civilian	424	425	425	425
503090	Workers Compensation-Civilian-Admin	889	1,050	1,050	1,000
503100	Workers Compensation-Civilian-Claim	0	3,363	3,363	3,363
504030	Unemployment Claims - Administration	0	175	175	10,790
Total	Personnel Services	355,650	375,936	375,936	288,497
511045	Computer Supplies	3,700	3,700	3,700	3,700
511055	Publications & Printed Materials	6,400	6,400	6,400	6,400
511070	Miscellaneous Office Supplies	3,300	3,300	3,300	3,300
Total	Supplies	13,400	13,400	13,400	13,400
520114	Miscellaneous Support Services	0	3,400	3,400	3,400
520765	Membership & Professional Fees	600	750	750	750
520805	Education & Training	320	1,500	1,500	1,500
520905	Travel - Training Related	576	0	0	0
521610	Voice Services	9	0	0	0
521630	GIS Revolving Fund Services	0	190	190	190
522205	Metro Commuter Passes	341	250	250	250
522722	KRONOS Service Chargeback	0	0	0	178
Total	Other Services and Charges	1,846	6,090	6,090	6,268
Grand Total Expenditures		370,896	395,426	395,426	308,165