

**FISCAL YEAR 2013 BUDGET**

**Fund Summary**

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

	<u>FY2012 Current Budget</u>	<u>FY2012 Estimate</u>	<u>FY2013 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	<u>18,190,278</u>	<u>18,190,278</u>	<u>19,352,897</u>
Total Available Resources	<u>18,190,278</u>	<u>18,190,278</u>	<u>19,352,897</u>
Maintenance and Operations	<u>18,190,278</u>	<u>18,190,278</u>	<u>19,352,897</u>
Total Expenditures	<u>18,190,278</u>	<u>18,190,278</u>	<u>19,352,897</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u>18,190,278</u>	<u>18,190,278</u>	<u>19,352,897</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 FY2012 Budget, the FY2012 Estimate and the FY2013 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 2013 BUDGET**

**Business Area Budget Summary**

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

	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Personnel Services	2,133,741	2,224,624	2,218,961	2,569,210
Supplies	23,513	30,010	30,010	45,160
Other Services and Charges	16,093,278	15,598,929	15,597,449	16,378,440
Equipment	0	0	0	42,000
Non-Capital Equipment	6,669	28,550	26,604	5,700
<b>Total M &amp; O Expenditures</b>	<b>18,257,201</b>	<b>17,882,113</b>	<b>17,873,024</b>	<b>19,040,510</b>
Debt Service & Other Uses	0	0	0	0
<b>Total Expenditures</b>	<b>18,257,201</b>	<b>17,882,113</b>	<b>17,873,024</b>	<b>19,040,510</b>

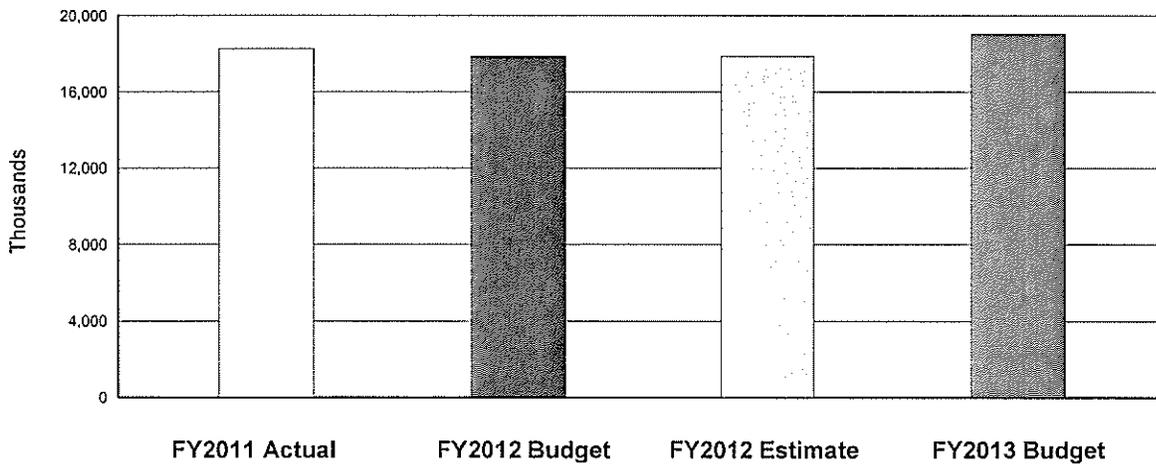
<b>Revenues</b>	<b>17,370,839</b>	<b>18,190,278</b>	<b>18,190,278</b>	<b>19,352,897</b>
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	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Full-Time Equivalents - Civilian	49.8	29.4	28.3	32.4
Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
<b>Total</b>	<b>49.8</b>	<b>29.4</b>	<b>28.3</b>	<b>32.4</b>
Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0

**Significant Budget Changes and Highlights**

- o Improve safety assessments for departments via department specific programs, technology and external resources.
- o Continue promotion of 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.
- o Develop an injury/safety panel to promote awareness and prevention.
- o FY2013 Budget includes funding for expenditures increases in health benefits (\$65,809) and pension contribution (\$90,404).

**Workers' Compensation  
Human Resources  
Expenditure Summary**



**FISCAL YEAR 2013 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. To be recognized for Human Resources excellence and to be a premier employer.

**Goal:** To create a workplace of safety awareness and a risk free environment.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Safety Inspections	2,598	1,907	2,100
Number of Claims	2,120	1,875	1,775
Lost Time Injuries	605	645	625
Case Management Reviews	1,500	1,095	1,047
Injury Workers Return To Work	1,416	1,324	1,522

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Workers' Compensation Business Area Name : Human Resources Fund No./Bus Area No. : 1011 / 8000						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
HR - Workers' Compensation Group 800010 Provide statistical data in areas of accident prevention, workers' compensation claims losses and unemployment compensation. Provide financial reporting and budget management for the Human Resources Department.	49.8	18,257,201	28.3	17,873,024	32.4	19,040,510
Total	<u>49.8</u>	<u>18,257,201</u>	<u>28.3</u>	<u>17,873,024</u>	<u>32.4</u>	<u>19,040,510</u>

FISCAL YEAR 2013 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	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	2.0	2.0	
ADMINISTRATIVE AIDE	10	2.0	0.0	(2.0)
ADMINISTRATIVE ASSISTANT	17	3.0	3.0	
ADMINISTRATIVE COORDINATOR	24	3.0	3.8	0.8
ADMINISTRATIVE SPECIALIST	20	1.0	2.0	1.0
CLAIMS COORDINATOR	17	2.0	1.0	(1.0)
CUSTOMER SERVICE CLERK	10	1.0	1.0	
DIVISION MANAGER	29	2.0	2.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	0.0	(1.0)
FINANCIAL ANALYST III	21	1.0	1.0	
HUMAN RESOURCES ASSISTANT	13	0.0	1.0	1.0
HUMAN RESOURCES TECHNICIAN	12	1.0	0.0	(1.0)
LICENSED VOCATIONAL NURSE	12	0.0	0.8	0.8
MESSENGER	6	1.0	1.0	
PUBLIC HEALTH NURSE IV	22	1.0	1.0	
SAFETY ADMINISTRATOR	27	0.0	0.8	0.8
SAFETY OFFICER	21	5.0	5.0	
SAFETY SUPERVISOR	24	4.0	4.0	
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR CLAIMS COORDINATOR	21	0.0	1.0	1.0
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
<b>Total FTEs</b>		<b>32.0</b>	<b>32.4</b>	<b>0.4</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>2.6</b>	<b>0.0</b>	<b>(2.6)</b>
<b>Full-Time Equivalents</b>		<b>29.4</b>	<b>32.4</b>	<b>3.0</b>

FISCAL YEAR 2013 BUDGET

**Business Area Revenue Summary**

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

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
<b>8000100006</b>	<b>Administrators Office</b>			
426370	Training Services	3,000	3,000	3,000
432010	Interest on Pooled Investments	20,000	20,000	30,000
451010	Interfund Billing-Workers' Comp Admin	4,483,135	4,483,135	5,069,897
451015	Interfund Billing-Workers' Comp Claims	13,684,143	13,684,143	14,250,000
<b>Total</b>	<b>Administrators Office</b>	<b>18,190,278</b>	<b>18,190,278</b>	<b>19,352,897</b>
<b>Total</b>	<b>Human Resources</b>	<b>18,190,278</b>	<b>18,190,278</b>	<b>19,352,897</b>

**FISCAL YEAR 2013 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	1,481,561	1,522,787	1,521,931	1,723,906
500030	Salary Part Time - Civilian	8,408	19,800	19,800	32,967
500060	Overtime - Civilian	40	13	13	0
500110	Bilingual Pay - Civilian	1,769	1,808	1,808	1,808
501070	Pension - Civilian	240,043	278,513	278,513	368,917
501120	Termination Pay - Civilian	39,284	25,147	25,147	0
502010	FICA - Civilian	109,538	119,927	119,844	134,537
503010	Health Ins-Act Civilian	199,753	178,936	177,265	240,308
503015	Basic Life Insurance - Active Civilian	941	961	934	1,014
503050	Health/Life Insurance - Retiree Civilian	45,735	35,535	35,140	37,906
503060	Long Term Disability-Civilian	0	2,703	2,703	2,692
503090	Workers Compensation-Civilian-Admin	5,784	6,204	6,065	7,763
503100	Workers Compensation-Civilian-Claim	885	2,492	0	2,492
504030	Unemployment Claims - Administration	0	29,798	29,798	14,900
<b>Total</b>	<b>Personnel Services</b>	<b>2,133,741</b>	<b>2,224,624</b>	<b>2,218,961</b>	<b>2,569,210</b>
511015	Cleaning & Sanitary Supplies	0	0	0	200
511045	Computer Supplies	1,149	3,150	3,150	3,700
511050	Paper & Printing Supplies	1,290	4,000	4,000	4,500
511055	Publications & Printed Materials	50	960	960	2,960
511060	Postage	3,249	5,400	5,400	6,100
511070	Miscellaneous Office Supplies	4,423	5,800	5,800	8,300
511080	General Laboratory Supplies	0	300	300	600
511095	Small Technical & Scientific Equipment	634	400	400	8,800
511110	Fuel	12,128	10,000	10,000	10,000
511125	Food Supplies	376	0	0	0
511150	Miscellaneous Parts & Supplies	214	0	0	0
<b>Total</b>	<b>Supplies</b>	<b>23,513</b>	<b>30,010</b>	<b>30,010</b>	<b>45,160</b>
520100	Temporary Personnel Services	16,753	13,980	13,980	20,000
520104	Claims Payment Services	1,388,793	1,573,031	1,573,031	1,673,000
520108	Information Resource Services	0	225	225	225
520109	Medical Dental & Laboratory Services	126	200	100	100
520110	Management Consulting Services	47,020	33,700	33,700	122,500
520114	Miscellaneous Support Services	8,406	13,500	13,500	13,500
520115	Real Estate Lease/Office Rental	170,000	150,000	150,000	150,000
520119	Computer Equipment/Software Maintenance	8,328	13,000	13,000	11,000
520121	IT Application Svcs	8,219	3,889	2,509	3,862
520123	Vehicle & Motor Equipment Services	10,218	9,000	9,000	9,000
520126	Construction Site Work Services	5,726	0	0	0
520515	Print Shop Services	3,211	2,900	2,500	3,000
520605	Advertising Services	0	3,000	3,000	3,000
520705	Insurance Fees	200	400	400	400
520765	Membership & Professional Fees	2,165	3,950	3,950	5,705
520805	Education & Training	11,561	11,745	11,745	19,000
520905	Travel - Training Related	1,337	1,700	1,700	3,700
520910	Travel - Non-Training Related	10	100	500	1,000
521605	Data Services	5,266	10,560	10,560	14,932
521610	Voice Services	14,192	28,500	28,500	27,930
521620	Voice Equipment	(110)	262	262	735
521625	Voice Labor	0	268	268	197
521630	GIS Revolving Fund Services	1,064	1,275	1,275	1,275
521730	Parking Space Rental	19,547	18,500	18,500	19,626
522205	Metro Commuter Passes	9,681	12,500	12,500	16,152

**FISCAL YEAR 2013 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
522430	Miscellaneous Other Services & Charges	37,512	0	0	0
522605	Active Employee Incurred Claims	14,322,988	13,684,143	13,684,143	14,250,000
522722	KRONOS Service Chargeback	0	1,101	1,101	1,101
522780	Interfund Photo Copy Services	1,065	7,500	7,500	7,500
<b>Total</b>	<b>Other Services and Charges</b>	<b>16,093,278</b>	<b>15,598,929</b>	<b>15,597,449</b>	<b>16,378,440</b>
560220	Vehicles	0	0	0	42,000
<b>Total</b>	<b>Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42,000</b>
551010	Non-Capital Office Furniture & Equipment	6,669	28,550	26,604	0
551015	Non-Capital Computer Equipment	0	0	0	4,800
551030	Non-Capital Machinery & Equipment	0	0	0	900
<b>Total</b>	<b>Non-Capital Equipment</b>	<b>6,669</b>	<b>28,550</b>	<b>26,604</b>	<b>5,700</b>
<b>Grand Total Expenditures</b>		<b>18,257,201</b>	<b>17,882,113</b>	<b>17,873,024</b>	<b>19,040,510</b>

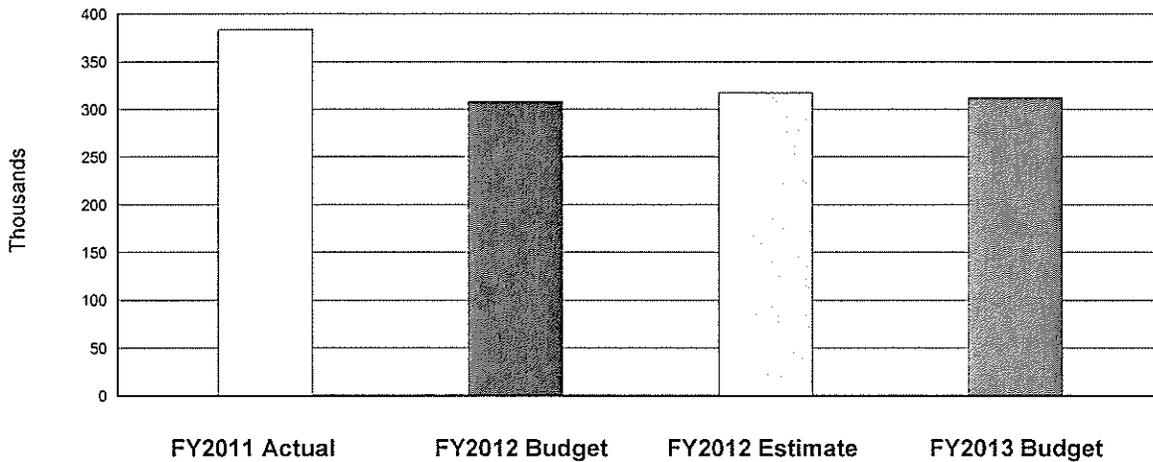


**Business Area Budget Summary**

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

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	364,659	288,497	297,595	293,537
	Supplies	13,327	13,400	13,400	13,400
	Other Services and Charges	5,690	6,268	6,259	5,450
	Total M & O Expenditures	<u>383,676</u>	<u>308,165</u>	<u>317,254</u>	<u>312,387</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>383,676</u>	<u>308,165</u>	<u>317,254</u>	<u>312,387</u>
Revenues		1,288,230	0	0	0
Staffing	Full-Time Equivalents - Civilian	4.9	3.0	3.0	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>4.9</u>	<u>3.0</u>	<u>3.0</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"> <li>o Continue providing the highest level services to the Workers' Compensation Benefits Program.</li> <li>o FY2013 Budget includes funding for expenditure increases in health benefits (\$2,604) and pension contribution (\$6,329).</li> </ul>				

**Workers' Compensation  
 Legal  
 Expenditure Summary**



**FISCAL YEAR 2013 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	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Contested cases/Subrogations handled	71	116	90

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Workers' Compensation Business Area Name : Legal Fund No./Bus Area No. : 1011 / 9000						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 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.	4.9	383,676	3.0	317,254	3.0	312,387
Total	4.9	383,676	3.0	317,254	3.0	312,387

**Business Area Roster Summary**

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

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE AIDE	10	1.0	1.0	
ASSISTANT CITY ATTORNEY I	21	1.0	1.0	
SENIOR ASSISTANT CITY ATTORNEY I	30	1.0	1.0	
<b>Total FTEs</b>		<u>3.0</u>	<u>3.0</u>	<u>0.0</u>
<b>Less adjustment for Civilian Vacancy Factor</b>		<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
<b>Full-Time Equivalents</b>		<u>3.0</u>	<u>3.0</u>	<u>0.0</u>

**FISCAL YEAR 2013 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	268,608	185,153	185,153	185,311
501070	Pension - Civilian	42,950	33,327	33,327	39,656
501120	Termination Pay - Civilian	2,621	19,200	17,708	5,000
502010	FICA - Civilian	19,528	14,164	14,164	14,176
503010	Health Ins-Act Civilian	29,878	20,966	20,966	23,570
503015	Basic Life Insurance - Active Civilian	162	109	109	109
503060	Long Term Disability-Civilian	0	425	425	255
503090	Workers Compensation-Civilian-Admin	912	1,000	1,000	717
503100	Workers Compensation-Civilian-Claim	0	3,363	3,363	3,363
504030	Unemployment Claims - Administration	0	10,790	21,380	21,380
<b>Total</b>	<b>Personnel Services</b>	<b>364,659</b>	<b>288,497</b>	<b>297,595</b>	<b>293,537</b>
511045	Computer Supplies	3,627	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
<b>Total</b>	<b>Supplies</b>	<b>13,327</b>	<b>13,400</b>	<b>13,400</b>	<b>13,400</b>
520114	Miscellaneous Support Services	3,400	3,400	3,400	3,400
520515	Print Shop Services	0	0	25	25
520605	Advertising Services	0	0	809	0
520765	Membership & Professional Fees	600	750	400	400
520805	Education & Training	495	1,500	1,000	1,000
520905	Travel - Training Related	445	0	100	100
520910	Travel - Non-Training Related	107	0	0	0
521610	Voice Services	8	0	7	7
521630	GIS Revolving Fund Services	157	190	190	190
522205	Metro Commuter Passes	478	250	150	150
522722	KRONOS Service Chargeback	0	178	178	178
<b>Total</b>	<b>Other Services and Charges</b>	<b>5,690</b>	<b>6,268</b>	<b>6,259</b>	<b>5,450</b>
<b>Grand Total Expenditures</b>		<b>383,676</b>	<b>308,165</b>	<b>317,254</b>	<b>312,387</b>