Fund Summary

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

	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	24,855,428	24,855,428	**26,176,732**
Total Available Resources	24,855,428	24,855,428	**26,176,732**
Maintenance and Operations	24,855,428	24,855,428	**26,176,732**
Total Expenditures	24,855,428	24,855,428	**26,176,732**
Planned Ending Fund Balance	0	0	**0**
Total Budget	24,855,428	24,855,428	**26,176,732**
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 FY2014 Budget, the FY2014 Estimate and the FY2015 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 service chargeback 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.

Business Area Budget Summary

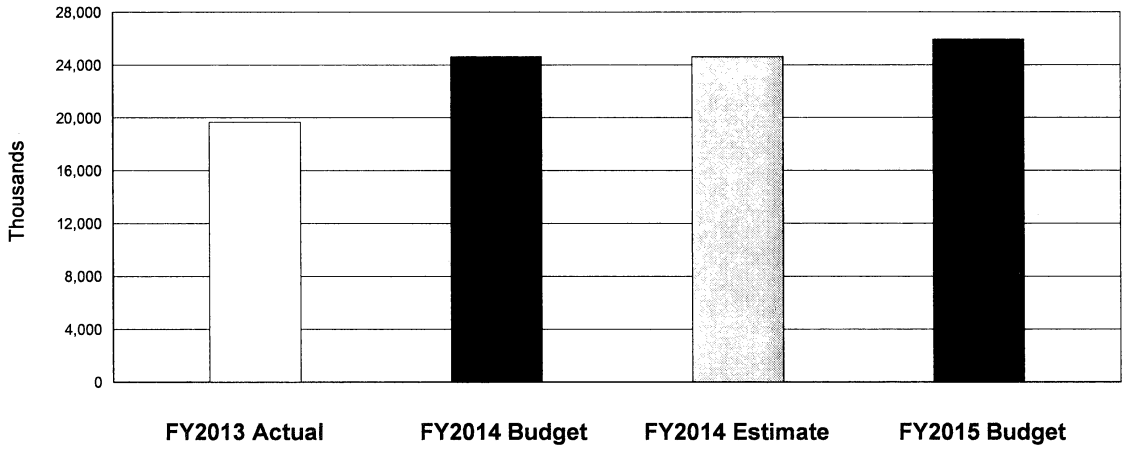
Fund Name : Workers' Compensation
Business Area Name : Human Resources
Fund No./Bus. Area No. : 1011 / 8000

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	2,343,460	2,529,058	2,529,048	**3,133,153**
	Supplies	27,813	40,162	40,162	**60,923**
	Other Services and Charges	17,212,999	22,057,205	22,057,205	**22,741,368**
	Equipment	5,115	0	0	**0**
	Non-Capital Equipment	52,180	6,350	6,350	**9,850**
	Total M & O Expenditures	19,641,567	24,632,775	24,632,765	**25,945,294**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	19,641,567	24,632,775	24,632,765	**25,945,294**
Revenues		19,641,567	24,855,428	24,855,428	**26,176,732**
Staffing	Full-Time Equivalents - Civilian	30.0	34.8	30.2	**34.1**
	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	30.0	34.8	30.2	**34.1**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o The FY2015 Workers' Compensation claim budget is 29.1% higher. This increase is primarily due to the continuous development and maturation of catastrophic claims, medical cost and recent legislative action.
- o Continue promotion of the Resource Allocation Program (RAP) to reduce incidents and claims.
- o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.

Workers' Compensation
Human Resources
Expenditure Summary



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Injured Employee Claims	F	1,947	1,900	1,700	1,675
Lost Time Workers' Comp Claims Reported	F	551	600	600	550
Expenditures Budget vs Actual Utilization	F	99%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	98%	100%	100%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

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

Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost $	FTEs	Cost $	FTEs	Cost $
Employee Clinic 800009						
The Physical Exam Drug Testing section provides citywide drug testing for all applicants and employees. Additional services include timely medical screenings for individuals who act as our first responders. Drug testing processes are executed in a confidential manner for promotional, post-accident, random, follow-up and reasonable suspicion donors.	3.3	251,285	3.4	214,885	**3.8**	**272,063**
HR - Workers' Compensation Group 800010						
Workers' Compensation Administration provides oversight and direction to all WC programs via ongoing assessment and analysis of program functions as compared to city wide activities including coordination of various accident prevention activities.The safety group also investigates accidents, safety issues, conducts safety education courses, safety audits, inspections and surveys.	24.2	19,169,810	20.2	23,815,248	**23.3**	**25,017,362**
WC Finance 810007						
Provides statistical data in areas of accident prevention, worker's compensation claims losses and unemployment compensation. Provides financial reporting and budget management for Human Resources department.	2.5	220,472	6.6	602,632	**7.0**	**655,869**
Total	30.0	19,641,567	30.2	24,632,765	**34.1**	**25,945,294**

Business Area Roster Summary

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

Job Description	Pay Grade	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	4.0	4.0	
ADMINISTRATIVE COORDINATOR	24	4.0	4.0	
ADMINISTRATIVE SPECIALIST	20	3.0	4.0	1.0
ASSISTANT DIRECTOR-HUMAN RESOURCES (EXE LEV)	32	1.0	1.0	
CLAIMS COORDINATOR	17	1.0	1.0	
CUSTOMER SERVICE CLERK	10	1.0	0.0	(1.0)
DIVISION MANAGER	29	2.0	3.0	1.0
FINANCIAL ANALYST III	21	1.0	1.0	
HUMAN RESOURCES SPECIALIST	17	1.0	0.0	(1.0)
HUMAN RESOURCES TECHNICIAN	12	0.0	1.8	1.8
LICENSED VOCATIONAL NURSE	12	0.8	1.0	0.2
MESSENGER	6	1.0	1.0	
PUBLIC HEALTH NURSE IV	22	1.0	1.0	
SAFETY ADMINISTRATOR	27	1.0	0.0	(1.0)
SAFETY OFFICER	21	4.0	3.0	(1.0)
SAFETY SUPERVISOR	24	5.0	7.0	2.0
SENIOR ACCOUNT CLERK	13	1.0	0.0	(1.0)
SENIOR CLAIMS COORDINATOR	21	1.0	1.0	
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
Total FTEs		**34.8**	**35.8**	**1.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**1.7**	**1.7**
Full-Time Equivalents		**34.8**	**34.1**	**(0.7)**

Business Area Revenue Summary

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

Commit Item	Description	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
8000100006	**Administrators Office**			
432010	Interest on Pooled Investments	14,000	14,000	**7,000**
451010	Interfund Billing-Workers' Comp Admin	4,878,752	4,878,752	**5,654,832**
451015	Interfund Billing-Workers' Comp Claims	19,962,676	19,962,676	**20,514,900**
Total	**Administrators Office**	**24,855,428**	**24,855,428**	**26,176,732**
Total	**Human Resources**	**24,855,428**	**24,855,428**	**26,176,732**

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	1,576,581	1,625,111	1,625,111	**2,042,832**
500030	Salary Part Time - Civilian	21,840	31,796	31,796	**24,676**
500060	Overtime - Civilian	(1,271)	0	0	**0**
500090	Premium Pay - Civilian	3,563	15,600	15,600	**10,000**
500110	Bilingual Pay - Civilian	1,803	2,106	2,106	**2,712**
501070	Pension - Civilian	342,945	401,521	401,521	**518,062**
501120	Termination Pay - Civilian	8,709	2,173	2,173	**0**
502010	FICA - Civilian	118,605	132,112	132,112	**159,016**
503010	Health Ins-Act Civilian	218,600	267,002	267,002	**316,731**
503015	Basic Life Insurance - Active Civilian	953	955	955	**1,194**
503050	Health/Life Insurance - Retiree Civilian	37,748	40,587	40,587	**40,146**
503060	Long Term Disability-Civilian	2,364	2,267	2,267	**2,831**
503090	Workers Compensation-Civilian-Admin	6,632	7,828	7,818	**8,953**
504030	Unemployment Claims - Administration	4,388	0	0	**6,000**
Total	**Personnel Services**	**2,343,460**	**2,529,058**	**2,529,048**	**3,133,153**
511015	Cleaning & Sanitary Supplies	0	200	200	**200**
511040	Audiovisual Supplies	0	0	0	**10,000**
511045	Computer Supplies	1,001	2,200	2,200	**5,200**
511050	Paper & Printing Supplies	2,685	3,175	3,175	**3,175**
511055	Publications & Printed Materials	413	2,960	2,960	**12,960**
511060	Postage	3,483	3,100	3,100	**3,100**
511070	Miscellaneous Office Supplies	5,942	5,850	5,850	**5,850**
511080	General Laboratory Supplies	0	600	600	**600**
511095	Small Technical & Scientific Equipment	660	5,800	5,800	**3,300**
511110	Fuel	13,328	13,262	13,262	**14,286**
511125	Food Supplies	227	1,555	1,555	**792**
511150	Miscellaneous Parts & Supplies	74	1,460	1,460	**1,460**
Total	**Supplies**	**27,813**	**40,162**	**40,162**	**60,923**
520100	Temporary Personnel Services	9,199	15,175	15,175	**4,000**
520104	Claims Payment Services	1,483,630	1,597,337	1,597,337	**1,740,045**
520108	Information Resource Services	0	225	225	**225**
520109	Medical Dental & Laboratory Services	317	100	100	**100**
520110	Management Consulting Services	34,800	63,088	63,088	**83,088**
520114	Miscellaneous Support Services	19,768	10,900	10,900	**15,400**
520115	Real Estate Lease/Office Rental	150,000	150,000	150,000	**150,000**
520119	Computer Equipment/Software Maintenance	28,441	10,200	10,200	**24,500**
520121	IT Application Svcs	24,610	24,666	24,666	**32,897**
520123	Vehicle & Motor Equipment Services	13,944	15,000	15,000	**9,000**
520126	Construction Site Work Services	5,232	0	0	**0**
520515	Print Shop Services	6,661	8,115	8,115	**15,115**
520605	Advertising Services	60	1,500	1,500	**2,500**
520705	Insurance Fees	46	1,247	1,247	**1,247**
520765	Membership & Professional Fees	3,050	7,000	7,000	**10,965**
520805	Education & Training	49,460	70,714	70,714	**31,910**
520905	Travel - Training Related	0	3,700	3,700	**3,700**
520910	Travel - Non-Training Related	1,610	2,000	2,000	**737**
521605	Data Services	9,444	7,390	7,390	**2,792**
521610	Voice Services	25,677	28,599	28,599	**31,050**
521620	Voice Equipment	5	157	157	**678**
521625	Voice Labor	1,193	0	0	**860**
521630	GIS Revolving Fund Services	1,238	1,639	1,639	**1,934**

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
521635	Voice Services -Wireless	0	9,778	9,778	**8,869**
521715	Office Equipment Rental	3,773	6,427	6,427	**6,427**
521730	Parking Space Rental	21,762	14,226	14,226	**14,226**
521735	Hobby Parking Space Rental	0	5,400	5,400	**5,400**
522205	Metro Commuter Passes	9,388	20,538	20,538	**20,538**
522430	Miscellaneous Other Services & Charges	341,375	15,120	15,120	**5,120**
522605	Active Employee Incurred Claims	14,963,960	19,962,676	19,962,676	**20,514,900**
522721	Interfund HR Client Services	0	0	0	**460**
522722	KRONOS Service Chargeback	1,188	1,288	1,288	**1,408**
522730	Interfund Engineering Services	518	0	0	**0**
522780	Interfund Photo Copy Services	1,064	0	0	**0**
522845	Interfund Vehicle Services	1,586	3,000	3,000	**1,277**
Total	**Other Services and Charges**	**17,212,999**	**22,057,205**	**22,057,205**	**22,741,368**
560210	Furniture Fixtures and Equipment	5,115	0	0	**0**
Total	**Equipment**	**5,115**	**0**	**0**	**0**
551010	Non-Capital Office Furniture & Equipment	11,024	2,000	2,000	**2,000**
551015	Non-Capital Computer Equipment	23,487	4,350	4,350	**7,850**
551020	Non-Capital Communication Equipment	12,771	0	0	**0**
551030	Non-Capital Machinery & Equipment	4,898	0	0	**0**
Total	**Non-Capital Equipment**	**52,180**	**6,350**	**6,350**	**9,850**
	Grand Total Expenditures	**19,641,567**	**24,632,775**	**24,632,765**	**25,945,294**

Business Area Budget Summary

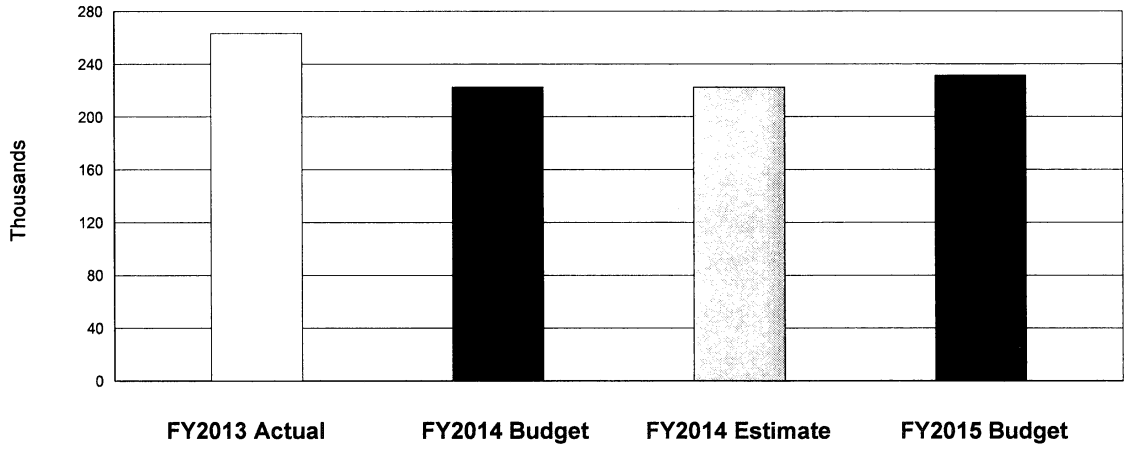
Fund Name : Workers' Compensation
Business Area Name : Legal
Fund No./Bus. Area No. : 1011 / 9000

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	244,258	201,233	201,243	**210,094**
	Supplies	13,400	13,400	13,400	**13,400**
	Other Services and Charges	5,700	8,020	8,020	**7,944**
	Total M & O Expenditures	263,358	222,653	222,663	**231,438**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	263,358	222,653	222,663	**231,438**
Revenues		263,358	0	0	**0**
Staffing	Full-Time Equivalents - Civilian	2.7	3.0	2.0	**2.0**
	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	2.7	3.0	2.0	**2.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o Continue providing the highest level services to the Workers' Compensation Benefits Program.
- o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.

Workers' Compensation
Legal
Expenditure Summary



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Subrogation Claims Processed	F,I	49	90	77	75
Expenditures Budget vs Actual Utilization	F	80%	100%	100%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

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

Division Description	FY2013 Actual		FY2014 Estimate		FY2015 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.	2.7	263,358	2.0	222,663	**2.0**	**231,438**
Total	2.7	263,358	2.0	222,663	**2.0**	**231,438**

Business Area Roster Summary

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

Job Description	Pay Grade	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ASSISTANT CITY ATTORNEY I	21	1.0	0.0	(1.0)
RECORDS TECHNICIAN	9	1.0	1.0	
SENIOR ASSISTANT CITY ATTORNEY I	30	1.0	1.0	
Total FTEs		**3.0**	**2.0**	**(1.0)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**3.0**	**2.0**	**(1.0)**

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	172,219	132,453	132,463	**135,784**
501070	Pension - Civilian	36,987	30,943	30,943	**34,435**
501120	Termination Pay - Civilian	3,726	5,000	5,000	**5,000**
502010	FICA - Civilian	13,034	10,133	10,133	**10,387**
503010	Health Ins-Act Civilian	17,287	16,866	16,866	**15,352**
503015	Basic Life Insurance - Active Civilian	102	156	156	**79**
503060	Long Term Disability-Civilian	237	180	180	**170**
503090	Workers Compensation-Civilian-Admin	559	502	502	**524**
503100	Workers Compensation-Civilian-Claim	0	0	0	**3,363**
504030	Unemployment Claims - Administration	107	5,000	5,000	**5,000**
Total	**Personnel Services**	**244,258**	**201,233**	**201,243**	**210,094**
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	3,400	3,400	3,400	**3,400**
520515	Print Shop Services	0	25	25	**25**
520765	Membership & Professional Fees	330	400	400	**400**
520805	Education & Training	152	1,000	1,000	**1,000**
520905	Travel - Training Related	0	100	100	**100**
520910	Travel - Non-Training Related	10	0	0	**0**
521610	Voice Services	1	7	7	**7**
521630	GIS Revolving Fund Services	121	190	190	**166**
521730	Parking Space Rental	0	620	620	**620**
522205	Metro Commuter Passes	1,496	2,100	2,100	**2,100**
522721	Interfund HR Client Services	0	0	0	**32**
522722	KRONOS Service Chargeback	190	178	178	**94**
Total	**Other Services and Charges**	**5,700**	**8,020**	**8,020**	**7,944**
	Grand Total Expenditures	**263,358**	**222,653**	**222,663**	**231,438**