Fund Summary

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

	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	20,350,303	18,418,873	**21,517,498**
Total Available Resources	20,350,303	18,418,873	**21,517,498**
Maintenance and Operations	20,350,303	18,418,873	**21,517,498**
Total Expenditures	20,350,303	18,418,873	**21,517,498**
Planned Ending Fund Balance	0	0	**0**
Total Budget	20,350,303	18,418,873	**21,517,498**

The above summarizes the FY2009 Current Budget, the FY2009 Estimate and the FY2010 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.

Business Area Budget Summary

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

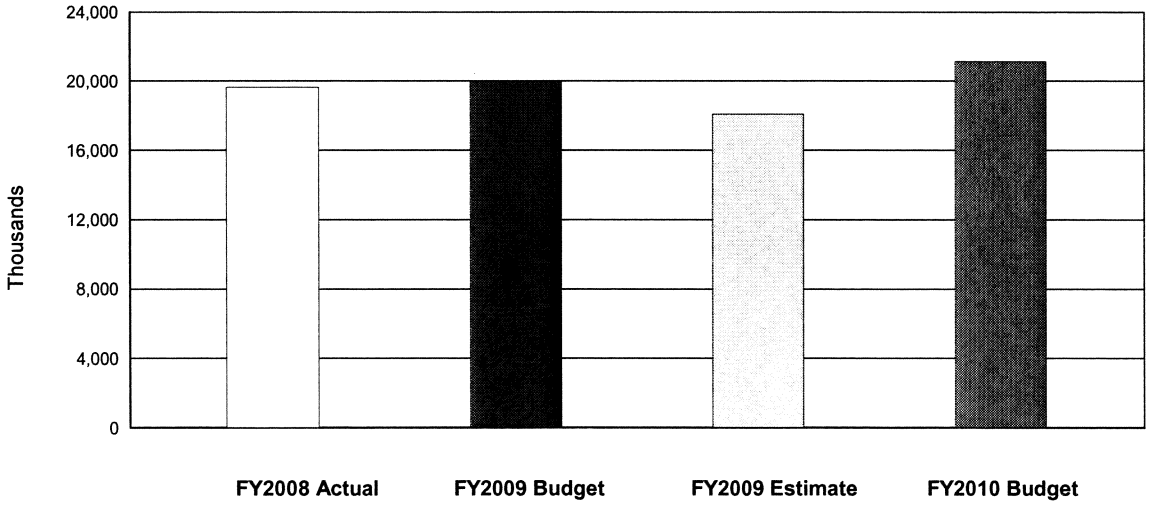
		FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
Expenditures	Personnel Services	1,756,101	2,015,392	1,875,553	**2,417,743**
	Supplies	36,000	54,326	36,529	**45,635**
	Other Services and Charges	17,797,397	17,948,429	16,173,878	**18,649,884**
	Equipment	41,788	0	6,076	**19,995**
	Non-Capital Equipment	1,460	4,853	0	**0**
	Total M & O Expenditures	19,632,746	20,023,000	18,092,036	**21,133,257**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	19,632,746	20,023,000	18,092,036	**21,133,257**
Revenues		19,823,854	20,350,303	18,418,873	**21,517,498**
Staffing	Full-Time Equivalents - Civilian	27.7	28.8	27.5	**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	27.7	28.8	27.5	**33.8**
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	**0.0**

Budget Highlights

- o Perform safety assessments for high risk departments via tailored programs addressing effectiveness 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 Insurance certified network.
- o FTEs are more in FY2010 than FY2009 due to internal reorganzation. Elimination of the Administrative positions from Administrative Support, due to the completion of SAP Workers Compensation Automated Salary Continuation project.
- o Continue funding for 3% HOPE and 1.25% Pay for Performance increases.

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**

Cost Center Description	Cost Center Objectives
Employee Clinic **8000090001**	
Provide physical exam and drug testing services.	Provide services as required by Executive Orders 1-12 and 1-32.
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.	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.
Claim Processing **8000100002**	
Approve/disapprove injury leave in accordance with work ability guidelines. Administer Salary Continuation Program. Conduct department training. Provide oversight and direction to the TPA. Conduct Workers Compensation Supervisory Training for all departments.	Train departments in the Work Ability Guidelines and WC. Facilitate Transitional Duty. Ensure that TPA complies with the City contract, quality standards, and WC Act. Determine and quantify injury leave. Ensure that salary continuation requests are processed timely.
Information Services **8000100003**	
Data compilation, reporting and technical services liaison.	Develop and compile Risk Management financials and statistical reports. Provide customer departments with defined and ad-hoc reports and coordinate requested technical services.
Case Management **8000100004**	
Provides ongoing implementation of Executive Order 1-33: Work Ability Guidelines through employee training, maintenance of employee/employer relationship with the injured workers, early intervention to facilitate transitional return to duty.	Maintain employee/employer relationship by contacting injured workers telephonically and by letters; facilitate earliest return to work (RTW) possible and supervise this process to ensure success; advise department personnel regarding modifications for transitional RTW.
Administrative Support **8000100005**	
Provide administrative support for Risk Management Division and customer function departments. Maintenance of the Human Resources mail and messenger services.	Support injury leave and case management functions. Maintain and process telephone service requests and serve as division purchasing coordinator. Supervise the Human Resources department mail and messenger services.

Business Area Cost Center Summary

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

Performance Measures	FY2008 Actual			FY2009 Estimate			FY2010 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Evaluate employees for drug use	9,342			10,000			**10,250**		
Medical evaluation	3,396			3,500			**3,500**		
		3.0	176,940		3.1	217,045		**3.8**	**233,066**
Defensive driving course	1,553			1,530			**1,500**		
Risk assessments	0			0			**0**		
Safety inspections	1,283			1,490			**1,300**		
Safety audits	0			8			**8**		
Employees trained, CPR	2,486			2,423			**2,300**		
		8.6	762,746		8.1	775,011		**12.0**	**996,613**
Files-Trans/Inj leave/TPA	2,630			2,473			**1,200**		
Q/A reviews/audits	155			587			**720**		
Training-internal/external	57			155			**12**		
Unemployment billings	5			2			**2**		
Mediation/trials/griev/CSC	51			13			**13**		
		5.1	315,934		6.0	337,972		**5.0**	**330,095**
Monthly MFOR,QM,WC	24			24			**30**		
Vital statistics	12			12			**12**		
Ad hoc reports & requests	250			244			**250**		
Subro recoveries	59			63			**75**		
Refunds processed	82			86			**100**		
		2.8	178,908		2.8	176,431		**3.0**	**216,158**
Injured workers RTW	739			874			**900**		
Case management meetings	438			474			**750**		
		2.5	97,343		1.7	203,098		**7.0**	**465,173**
Create file folders	0			0			**N/A**		
Telephone service request	200			200			**N/A**		
Process purchase requisitions	32			32			**N/A**		
		2.3	147,616		2.4	83,482		**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
Administrators Office **8000100006**	
Workers Compensation Administration provides oversight and direction to all Workers Compensation (WC) programs via ongoing assessment and analysis of program functions as compared to citywide activities.	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.
Finance & Systems **8000100007**	
Provide financial and system support for the Workers Compensation program. Responsible for interfacing with the third party administrators on the designing and maintenance of WC financial and operational reports.	Post, analyze, monitor, and review financial documents associated with workers compensation. Provide oversight for all financial, procurement, and vendor payment activities.

Business Area Cost Center Summary

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

Performance Measures	FY2008 Actual			FY2009 Estimate			FY2010 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
City liaison updates		2			1			**1**	
Vendor review meetings		16			12			**12**	
		1.5	17,793,723		1.5	16,122,618		**1.0**	**18,697,311**
Post and review WC department billings		12			12			**12**	
		1.9	159,536		1.9	176,379		**2.0**	**194,841**
Total		27.7	19,632,746		27.5	18,092,036		**33.8**	**21,133,257**

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

JOB DESCRIPTION	PAY GRADE	FY2009 Current Budget FTE	FY2010 Budget FTE	Change
ADMINISTRATION MANAGER	26	0.0	2.0	2.0
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	5.0	4.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	0.0	0.8	0.8
ADMINISTRATIVE COORDINATOR	24	2.0	3.0	1.0
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
CLAIMS COORDINATOR	17	1.0	2.0	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	2.0	1.0	(1.0)
HUMAN RESOURCES SPECIALIST	17	1.0	0.0	(1.0)
HUMAN RESOURCES SUPERVISOR	24	1.0	0.0	(1.0)
HUMAN RESOURCES TECHNICIAN	12	1.0	1.0	
LICENSED VOCATIONAL NURSE	12	0.8	0.0	(0.8)
MESSENGER	6	1.0	1.0	
PUBLIC HEALTH NURSE IV	22	1.0	1.0	
SAFETY ADMINISTRATOR	27	2.0	0.0	(2.0)
SAFETY OFFICER	21	6.0	7.0	1.0
SAFETY SUPERVISOR	24	2.0	4.0	2.0
SENIOR CLAIMS COORDINATOR	21	2.0	0.0	(2.0)
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
Total FTEs		**34.8**	**33.8**	**(1.0)**
Less adjustment for Civilian Vacancy Factor		**6.0**	**0.0**	**(6.0)**
Full-Time Equivalents		**28.8**	**33.8**	**5.0**

Business Area Revenue Summary

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

Commit Item	Description	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
8000100006	**Administrators Office**			
426370	Training Services	5,000	3,000	**3,000**
432010	Interest on Pooled Investments	95,000	95,000	**95,000**
451010	Interfund Billing-Workers' Comp Admin	4,600,724	4,120,873	**5,134,498**
451015	Interfund Billing-Workers' Comp Claims	15,649,579	14,200,000	**16,285,000**
Total	**Administrators Office**	20,350,303	18,418,873	**21,517,498**
Total	**Human Resources**	20,350,303	18,418,873	**21,517,498**

Business Area Expenditure Summary

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

Commit Item	Description	FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
500010	Salary Base Pay - Civilian	1,192,070	1,366,246	1,270,284	**1,692,614**
500030	Salary Part Time - Civilian	13,856	0	27,645	**0**
500060	Overtime - Civilian	389	0	786	**0**
500110	Bilingual Pay - Civilian	2,049	1,808	1,808	**904**
500210	Pay for Performance-Municipal	0	0	4,100	**0**
501070	Pension - Civilian	192,746	227,618	195,678	**244,072**
501120	Termination Pay - Civilian	3,977	0	0	**0**
502010	FICA - Civilian	87,849	124,346	100,549	**129,556**
503010	Health Ins-Act Civilian	163,821	225,268	171,885	**245,734**
503015	Basic Life Insurance - Active Civilian	1,618	2,252	1,386	**975**
503050	Health/Life Insurance - Retiree Civilian	37,351	48,070	36,604	**48,070**
503060	Long Term Disability-Civilian	3,839	2,959	2,374	**2,874**
503090	Workers Compensation-Civilian-Admin	6,059	7,590	5,699	**7,101**
503100	Workers Compensation-Civilian-Claim	50,477	8,014	56,755	**20,000**
504020	Compensation Contingency	0	3	0	**24,660**
504030	Unemployment Claims	0	1,218	0	**1,183**
Total	**Personnel Services**	**1,756,101**	**2,015,392**	**1,875,553**	**2,417,743**
511015	Cleaning & Sanitary Supplies	0	150	0	**0**
511040	Audiovisual Supplies	0	1,200	1,200	**0**
511045	Computer Supplies	2,119	6,300	4,700	**5,500**
511050	Paper & Printing Supplies	3,219	6,651	5,136	**3,900**
511055	Publications & Printed Materials	488	1,200	1,000	**1,000**
511060	Postage	898	1,131	1,135	**1,225**
511070	Miscellaneous Office Supplies	7,993	6,550	4,149	**8,320**
511080	General Laboratory Supplies	0	300	0	**300**
511095	Small Technical & Scientific Equipment	54	6,950	5,200	**7,750**
511110	Fuel	14,962	12,840	11,219	**12,840**
511115	Vehicle Repair & Maintenance Supplies	0	5,004	0	**0**
511120	Clothing	1,048	1,950	1,350	**1,200**
511150	Miscellaneous Parts & Supplies	5,219	4,100	1,440	**3,600**
Total	**Supplies**	**36,000**	**54,326**	**36,529**	**45,635**
520100	Temporary Personnel Services	44,550	2,600	11,191	**2,000**
520104	Claims Payment Services	1,789,284	1,723,000	1,500,000	**1,800,000**
520109	Medical Dental & Laboratory Services	0	500	0	**0**
520110	Management Consulting Services	42,833	149,018	95,000	**200,000**
520114	Miscellaneous Support Services	30,297	35,498	27,130	**29,500**
520115	Real Estate Lease/Office Rental	177,590	180,000	180,000	**180,000**
520119	Computer Equipment/Software Maintenance	0	26,704	23,450	**6,000**
520121	IT Application Svcs	5,778	9,024	5,000	**6,000**
520123	Vehicle & Motor Equipment Services	24,172	20,004	10,600	**12,000**
520515	Print Shop Services	3,008	4,475	2,700	**2,850**
520605	Advertising Services	2,000	2,500	0	**1,200**
520705	Insurance Fees	291	840	300	**300**
520765	Membership & Professional Fees	2,080	4,755	1,700	**5,345**
520805	Education & Training	22,035	36,274	24,625	**32,402**
520900	CIP-Capital Equipment Acquisition	505,267	43,982	43,982	**23,987**
520905	Travel - Training Related	0	6,500	1,400	**6,400**
520910	Travel - Non-Training Related	0	750	0	**500**
521605	Data Services	6,098	4,667	3,000	**4,000**
521610	Voice Services	15,383	14,638	13,800	**15,000**
521620	Voice Equipment	1,424	0	700	**2,000**
521625	Voice Labor	2,814	0	1,000	**2,000**

Business Area Expenditure Summary

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

Commit Item	Description	FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
521730	Parking Space Rental	13,064	14,060	11,300	**15,000**
522205	Metro Commuter Passes	5,089	13,014	5,300	**7,500**
522430	Miscellaneous Other Services & Charges	130	0	0	**0**
522605	Active Employee Incurred Claims	15,093,980	15,649,579	14,200,000	**16,285,000**
522780	Interfund Photo Copy Services	10,230	6,047	11,700	**10,900**
Total	**Other Services and Charges**	**17,797,397**	**17,948,429**	**16,173,878**	**18,649,884**
560220	Vehicles	41,788	0	6,076	**19,995**
Total	**Equipment**	**41,788**	**0**	**6,076**	**19,995**
551015	Non-Capital Computer Equipment	1,460	4,853	0	**0**
Total	**Non-Capital Equipment**	**1,460**	**4,853**	**0**	**0**
	Grand Total Expenditures	**19,632,746**	**20,023,000**	**18,092,036**	**21,133,257**

Business Area Budget Summary

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

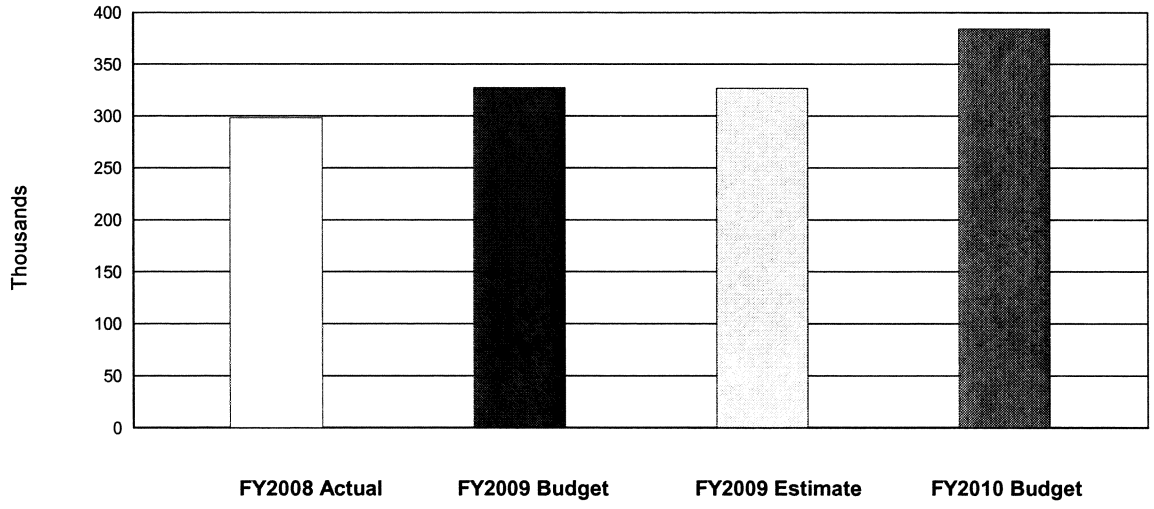
		FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
Expenditures	Personnel Services	284,712	306,253	311,187	**363,191**
	Supplies	12,140	13,400	13,400	**13,400**
	Other Services and Charges	1,338	7,650	2,250	**7,650**
	Total M & O Expenditures	298,190	327,303	326,837	**384,241**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	298,190	327,303	326,837	**384,241**
Revenues		0	0	0	**0**
Staffing	Full-Time Equivalents - Civilian	4.9	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	4.9	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.
- o Continue funding for 3% HOPE and 1.25% Pay for Performance increases.

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.

Business Area Cost Center Summary

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

Performance Measures	FY2008 Actual			FY2009 Estimate			FY2010 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Workers compensation subro claims handled	1208			1104			**1300**		
		4.9	298,190		5.0	326,837		**5.0**	**384,241**
Total		4.9	298,190		5.0	326,837		**5.0**	**384,241**

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

JOB DESCRIPTION	PAY GRADE	FY2009 Current Budget FTE	FY2010 Budget FTE	Change
ASSISTANT CITY ATTORNEY I	21	1.0	1.0	
PARALEGAL III	16	1.0	1.0	
RECORDS TECHNICIAN	9	1.0	1.0	
SENIOR ASSISTANT CITY ATTORNEY I	30	1.0	1.0	
SENIOR LEGAL WORD PROCESSOR	13	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 Equivalents		**5.0**	**5.0**	**0.0**

Business Area Expenditure Summary

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

Commit Item	Description	FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
500010	Salary Base Pay - Civilian	213,670	228,610	243,401	**269,099**
501070	Pension - Civilian	33,213	33,948	36,281	**39,559**
501120	Termination Pay - Civilian	0	2,000	0	**2,000**
502010	FICA - Civilian	15,732	17,488	11,063	**20,586**
503010	Health Ins-Act Civilian	20,083	22,200	18,748	**23,417**
503015	Basic Life Insurance - Active Civilian	278	317	191	**153**
503060	Long Term Disability-Civilian	714	425	438	**425**
503090	Workers Compensation-Civilian-Admin	1,022	1,090	1,065	**1,050**
503100	Workers Compensation-Civilian-Claim	0	0	0	**3,363**
504020	Compensation Contingency	0	0	0	**3,364**
504030	Unemployment Claims	0	175	0	**175**
Total	**Personnel Services**	**284,712**	**306,253**	**311,187**	**363,191**
511045	Computer Supplies	8,477	3,700	3,700	**3,700**
511055	Publications & Printed Materials	229	6,400	6,400	**6,400**
511070	Miscellaneous Office Supplies	3,434	3,300	3,300	**3,300**
Total	**Supplies**	**12,140**	**13,400**	**13,400**	**13,400**
520114	Miscellaneous Support Services	852	3,400	0	**3,400**
520605	Advertising Services	484	0	0	**0**
520765	Membership & Professional Fees	0	750	750	**750**
520805	Education & Training	0	1,500	1,500	**1,500**
521610	Voice Services	2	0	0	**0**
522205	Metro Commuter Passes	0	2,000	0	**2,000**
Total	**Other Services and Charges**	**1,338**	**7,650**	**2,250**	**7,650**
	Grand Total Expenditures	**298,190**	**327,303**	**326,837**	**384,241**