

FISCAL YEAR 2015 BUDGET

Fund Summary

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

	<u>FY2014 Current Budget</u>	<u>FY2014 Estimate</u>	<u>FY2015 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	<u>24,855,428</u>	<u>24,855,428</u>	<u>26,176,732</u>
Total Available Resources	<u>24,855,428</u>	<u>24,855,428</u>	<u>26,176,732</u>
Maintenance and Operations	<u>24,855,428</u>	<u>24,855,428</u>	<u>26,176,732</u>
Total Expenditures	<u>24,855,428</u>	<u>24,855,428</u>	<u>26,176,732</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u>24,855,428</u>	<u>24,855,428</u>	<u>26,176,732</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 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.

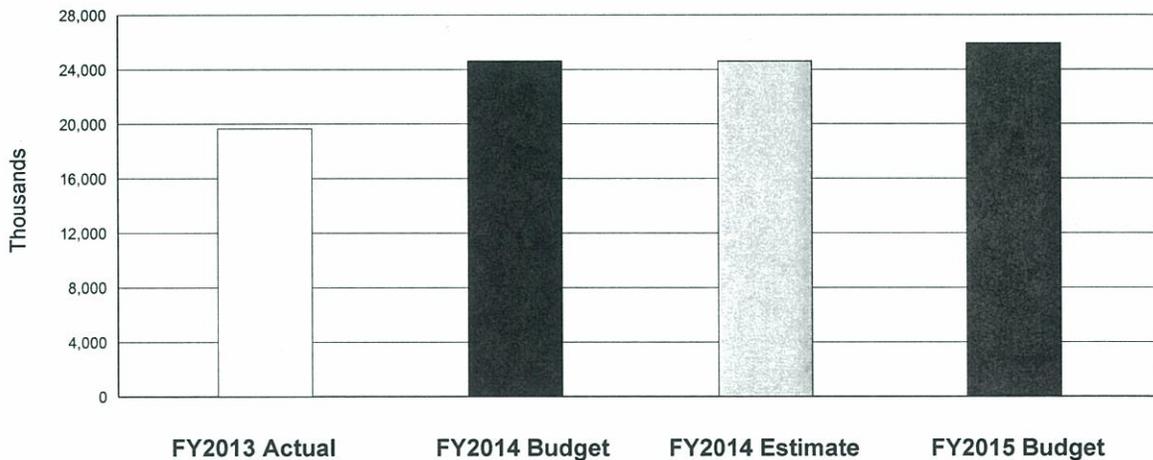
FISCAL YEAR 2015 BUDGET

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	<ul style="list-style-type: none"> 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)
 Fiscal Responsibility (F)

Public Safety (P)
 Quality of Life (Q)

Infrastructure (I)

FISCAL YEAR 2015 BUDGET

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

FISCAL YEAR 2015 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	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)

FISCAL YEAR 2015 BUDGET

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	<u>24,855,428</u>	<u>24,855,428</u>	<u>26,176,732</u>
Total	Human Resources	<u>24,855,428</u>	<u>24,855,428</u>	<u>26,176,732</u>

FISCAL YEAR 2015 BUDGET

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

FISCAL YEAR 2015 BUDGET

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



FISCAL YEAR 2015 BUDGET

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	<u>263,358</u>	<u>222,653</u>	<u>222,663</u>	<u>231,438</u>
	Debt Service & Other Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u>263,358</u>	<u>222,653</u>	<u>222,663</u>	<u>231,438</u>

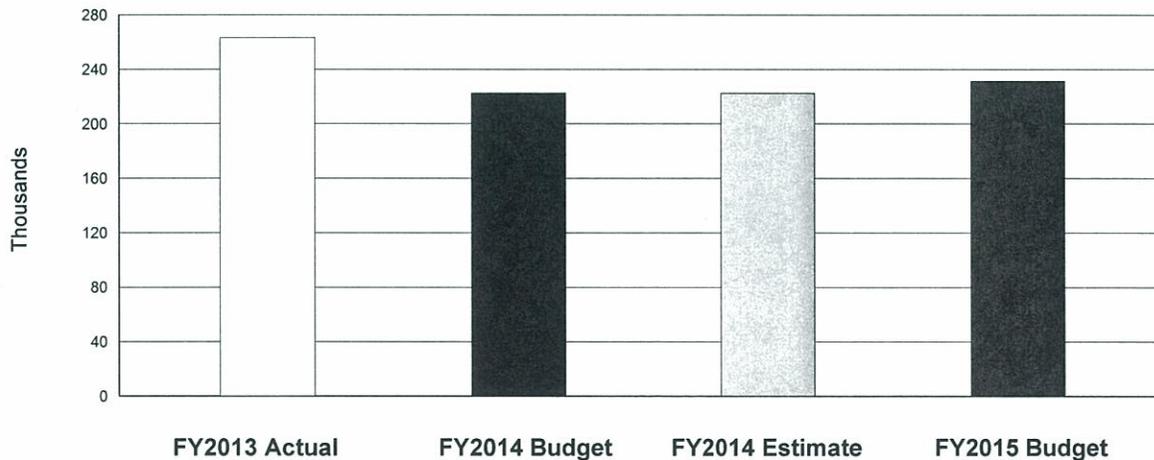
Revenues		263,358	0	0	0
----------	--	---------	---	---	---

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	<u>2.7</u>	<u>3.0</u>	<u>2.0</u>	<u>2.0</u>
	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**



FISCAL YEAR 2015 BUDGET

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)

FISCAL YEAR 2015 BUDGET

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

FISCAL YEAR 2015 BUDGET

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)

FISCAL YEAR 2015 BUDGET

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