

**FISCAL YEAR 2016 BUDGET**

**Fund Summary**

**Fund Name : Workers' Compensation**

**Fund No./Bus. Area No. : 1011 / 8000 / 9000**

	<u>FY2015 Current Budget</u>	<u>FY2015 Estimate</u>	<u>FY2016 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	22,429,484	22,429,484	<b>23,903,083</b>
Total Available Resources	<u>22,429,484</u>	<u>22,429,484</u>	<b>23,903,083</b>
Maintenance and Operations	22,429,484	22,429,484	<b>23,903,083</b>
Total Expenditures	<u>22,429,484</u>	<u>22,429,484</u>	<b>23,903,083</b>
 Planned Ending Fund Balance	 <u>0</u>	 <u>0</u>	 <u>0</u>
Total Budget	<u>22,429,484</u>	<u>22,429,484</u>	<b><u>23,903,083</u></b>
 <u>Fund Balance Distribution</u>			
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 FY2015 Budget, the FY2015 Estimate and the FY2016 Budget for the Workers' Compensation (WC) 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.

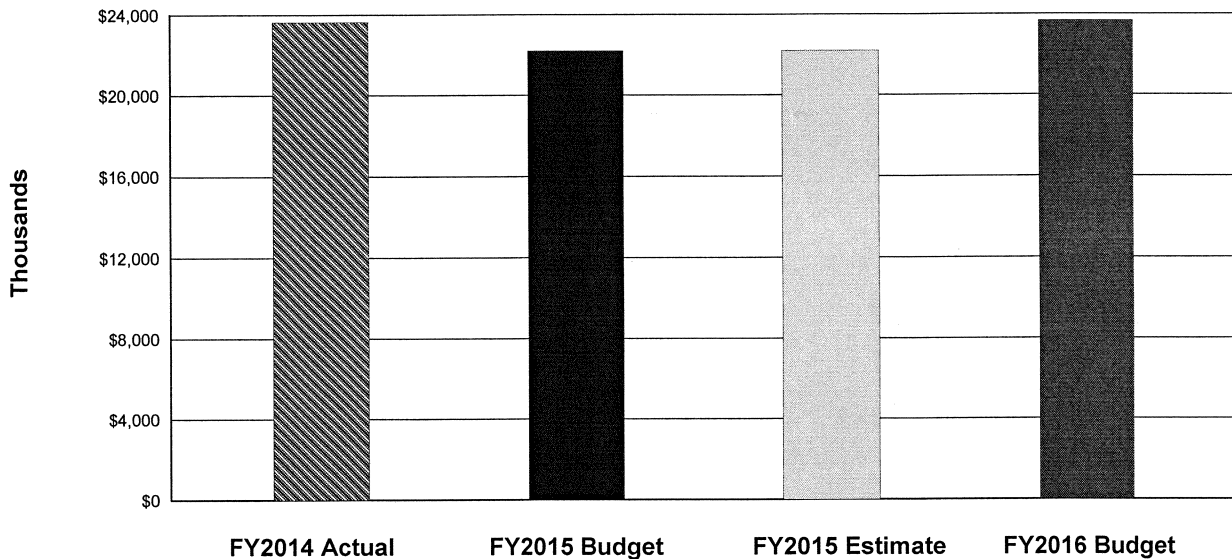
**FISCAL YEAR 2016 BUDGET**

**Business Area Budget Summary**

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

		FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
Expenditures	Personnel Services	2,350,648	2,777,553	2,777,553	3,337,233
	Supplies	33,566	63,593	63,593	65,186
	Other Services and Charges	21,247,998	19,351,160	19,351,160	20,177,289
	Equipment	0	0	0	85,000
	Non-Capital Equipment	2,277	5,740	5,740	3,340
	Total M & O Expenditures	23,634,489	22,198,046	22,198,046	23,668,048
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	23,634,489	22,198,046	22,198,046	23,668,048
Revenues		23,625,058	22,429,484	22,429,484	23,903,083
Staffing	Full-Time Equivalents - Civilian	30.0	34.1	34.1	36.0
	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	30.0	34.1	34.1	36.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2016 Budget provides funding for health benefits and pension contribution. o Continued promotion of the City Awards for Injury Reduction (CAIR) to reduce incidents and claims. o Provides funding for a new Third Party Administrator (TPA), as the current contract expires in September 2015.				

**Workers' Compensation  
Human Resources  
Expenditure Summary**



**FISCAL YEAR 2016 BUDGET**

**Business Area Performance Measures**

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

Performance Measure	Priority	FY2014 Actual	FY2015 Budget	FY2015 Estimate	FY2016 Budget
Injured Employee Claims	F	1,816	1,909	1,790	1,750
Lost Time Workers' Compensation Claims Costs (average)	F	\$8,416	\$9,422	\$8,769	\$8,303
Lost Time Workers' Compensation Claims Reported	F	467	475	455	450
Expenditures Budget vs Actual Utilization	F	96%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	95%	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 2016 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : Workers' Compensation</b>						
<b>Business Area : Human Resources</b>						
<b>Fund No. /Bus Area No. : 1011 / 8000</b>						
<b>Division Description</b>	<b>FY2014 Actual</b>		<b>FY2015 Estimate</b>		<b>FY2016 Budget</b>	
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>
<b>Employee Clinic 800009</b> The Physical Exam Drug Testing section provides citywide drug testing for all applicants and employees. Additional services include timely medical screenings for individuals who require adequate vision and hearing to execute job functions. Drug testing processes are executed in a confidential manner for promotional, post-accident, random, follow-up and reasonable suspicion donors.	3.3	204,865	3.8	276,959	4.0	298,295
<b>HR - Workers' Compensation Group 800010</b> 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	22,827,822	23.3	21,383,888	25.0	22,697,441
<b>WC Finance 810007</b> 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	601,802	7.0	537,199	7.0	672,312
<b>Total</b>	<b>30.0</b>	<b>23,634,489</b>	<b>34.1</b>	<b>22,198,046</b>	<b>36.0</b>	<b>23,668,048</b>

**FISCAL YEAR 2016 BUDGET**

**Business Area Roster Summary**

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

<b>Job Description</b>	<b>Pay Grade</b>	<b>FY2015 Current Budget FTE</b>	<b>FY2016 Budget FTE</b>	<b>Change</b>
ADMINISTRATION MANAGER	26	1.0	1.0	0.0
ADMINISTRATIVE ASSISTANT	17	4.0	4.0	0.0
ADMINISTRATIVE COORDINATOR	24	4.0	4.0	0.0
ADMINISTRATIVE SPECIALIST	20	4.0	4.0	0.0
ASSISTANT DIRECTOR-HUMAN RESOURCES (EXE LEV)	32	1.0	1.0	0.0
CLAIMS COORDINATOR	17	1.0	1.0	0.0
DIVISION MANAGER	29	3.0	3.0	0.0
FINANCIAL ANALYST III	21	1.0	1.0	0.0
FINANCIAL ANALYST IV	25	0.0	1.0	1.0
HUMAN RESOURCES TECHNICIAN	12	1.8	2.0	0.2
LICENSED VOCATIONAL NURSE	12	1.0	1.0	0.0
MESSENGER	6	1.0	1.0	0.0
PUBLIC HEALTH NURSE IV	22	1.0	1.0	0.0
SAFETY OFFICER	21	3.0	3.0	0.0
SAFETY SUPERVISOR	24	7.0	7.0	0.0
SENIOR CLAIMS COORDINATOR	21	1.0	1.0	0.0
SYSTEMS ACCOUNTANT III	27	1.0	0.0	(1.0)
<b>Total FTEs</b>		<b>35.8</b>	<b>36.0</b>	<b>0.2</b>
<b>Less Adjustment for Civilian Vacancy Factor</b>		<b>1.7</b>	<b>0.0</b>	<b>(1.7)</b>
<b>Full-Time Equivalent</b>		<b>34.1</b>	<b>36.0</b>	<b>1.9</b>

**FISCAL YEAR 2016 BUDGET**

**Business Area Revenue Summary**

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

Commit Item	Description	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
<b>8000100006</b>	<b>Administrators Office</b>			
432010	Interest on Pooled Investments	8,500	8,500	8,000
451010	Interfund Billing-Workers' Comp Admin	5,177,291	5,177,291	6,395,083
451015	Interfund Billing-Workers' Comp Claims	17,243,693	17,243,693	17,500,000
<b>Total</b>	<b>Human Resources</b>	<b><u>22,429,484</u></b>	<b><u>22,429,484</u></b>	<b><u>23,903,083</u></b>

**FISCAL YEAR 2016 BUDGET**

**Business Area Expenditure Summary**

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

<b>Commit Item</b>	<b>Description</b>	<b>FY2014 Actual</b>	<b>FY2015 Current Budget</b>	<b>FY2015 Estimate</b>	<b>FY2016 Budget</b>
500010	Salary Base Pay - Civilian	1,549,881	1,809,688	1,809,688	<b>2,177,057</b>
500030	Salary Part Time - Civilian	29,619	22,393	22,393	<b>0</b>
500060	Overtime - Civilian	548	0	0	<b>0</b>
500090	Premium Pay - Civilian	6,380	11,093	11,093	<b>10,000</b>
500110	Bilingual Pay - Civilian	2,070	2,712	2,712	<b>2,712</b>
501070	Pension - Civilian	362,397	464,749	464,749	<b>595,647</b>
501120	Termination Pay - Civilian	2,173	0	0	<b>0</b>
502010	FICA - Civilian	117,012	139,102	139,102	<b>166,581</b>
503010	Health Ins-Act Civilian	225,185	256,319	256,319	<b>311,643</b>
503015	Basic Life Insurance - Active Civilian	977	1,189	1,189	<b>1,267</b>
503050	Health/Life Insurance - Retiree Civilian	37,779	40,702	40,702	<b>40,146</b>
503060	Long Term Disability-Civilian	2,270	2,673	2,673	<b>3,060</b>
503090	Workers Compensation-Civilian-Admin	6,223	8,433	8,433	<b>10,620</b>
504030	Unemployment Claims - Administration	8,134	18,500	18,500	<b>18,500</b>
<b>Total</b>	<b>Personnel Services</b>	<b>2,350,648</b>	<b>2,777,553</b>	<b>2,777,553</b>	<b>3,337,233</b>
511015	Cleaning & Sanitary Supplies	0	200	200	<b>200</b>
511040	Audiovisual Supplies	0	10,000	10,000	<b>10,000</b>
511045	Computer Supplies	933	4,870	4,870	<b>5,470</b>
511050	Paper & Printing Supplies	2,531	4,175	4,175	<b>4,175</b>
511055	Publications & Printed Materials	900	12,960	12,960	<b>15,000</b>
511060	Postage	2,896	3,100	3,100	<b>3,100</b>
511070	Miscellaneous Office Supplies	7,854	7,850	7,850	<b>7,850</b>
511080	General Laboratory Supplies	0	600	600	<b>600</b>
511095	Small Technical & Scientific Equipment	764	3,300	3,300	<b>3,300</b>
511110	Fuel	13,353	14,286	14,286	<b>13,031</b>
511120	Clothing	824	0	0	<b>0</b>
511125	Food Supplies	2,216	792	792	<b>1,000</b>
511150	Miscellaneous Parts & Supplies	1,295	1,460	1,460	<b>1,460</b>
<b>Total</b>	<b>Supplies</b>	<b>33,566</b>	<b>63,593</b>	<b>63,593</b>	<b>65,186</b>
520100	Temporary Personnel Services	21,648	18,300	18,300	<b>19,000</b>
520104	Claims Payment Services	1,484,283	1,600,700	1,600,700	<b>2,150,000</b>
520108	Information Resource Services	0	225	225	<b>225</b>
520109	Medical Dental & Laboratory Services	410	100	100	<b>100</b>
520110	Management Consulting Services	42,785	83,088	83,088	<b>83,088</b>
520114	Miscellaneous Support Services	11,570	15,400	15,400	<b>15,400</b>
520115	Real Estate Lease/Office Rental	150,000	150,000	150,000	<b>150,000</b>
520119	Computer Eq/SW Mnt	10,368	24,500	24,500	<b>29,500</b>
520121	IT Application Svcs	39,091	35,561	35,561	<b>35,854</b>
520123	Vehicle & Motor Equipment Services	13,453	0	0	<b>0</b>
520515	Print Shop Services	4,887	12,115	12,115	<b>12,115</b>
520605	Advertising Services	700	2,500	2,500	<b>3,300</b>
520705	Insurance Fees	27	1,247	1,247	<b>1,247</b>
520765	Membership & Professional Fees	2,810	10,965	10,965	<b>12,125</b>
520805	Education & Training	64,686	31,910	31,910	<b>32,060</b>
520905	Travel - Training Related	0	3,700	3,700	<b>4,000</b>
520910	Travel - Non-Training Related	8,577	737	737	<b>737</b>
521605	Data Services	7,084	2,792	2,792	<b>10,233</b>

**FISCAL YEAR 2016 BUDGET**

**Business Area Expenditure Summary**

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

<b>Commit Item</b>	<b>Description</b>	<b>FY2014 Actual</b>	<b>FY2015 Current Budget</b>	<b>FY2015 Estimate</b>	<b>FY2016 Budget</b>
521610	Voice Services	16,857	31,050	31,050	27,088
521620	Voice Equipment	1,478	678	678	204
521625	Voice Labor	1,163	860	860	1,326
521630	GIS Revolving Fund Services	1,306	1,920	1,920	1,838
521635	Voice Services -Wireless	10,918	8,869	8,869	10,949
521715	Office Equipment Rental	5,490	6,427	6,427	6,427
521730	Parking Space Rental	14,925	14,226	14,226	14,226
521735	Hobby Parking Space Rental	2,325	5,400	5,400	5,400
522205	Metro Commuter Passes	7,891	20,538	20,538	20,538
522430	Misc Othr Svcs & Chrg	29,616	5,120	5,120	5,120
522605	Active Employee Incurred Claims	19,284,550	17,243,693	17,243,693	17,500,000
522721	Interfund HR Client Services	0	625	625	978
522722	KRONOS Service Chargeback	1,337	1,393	1,393	1,696
522845	Interfund Vehicle Services	7,763	16,521	16,521	22,515
<b>Total</b>	<b>Other Services and Charges</b>	<b>21,247,998</b>	<b>19,351,160</b>	<b>19,351,160</b>	<b>20,177,289</b>
560220	Vehicles	0	0	0	85,000
<b>Total</b>	<b>Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,000</b>
551010	Non-Cap Office Furniture & Equipment	268	2,000	2,000	2,000
551015	Non-Capital Computer Equipment	2,009	3,740	3,740	1,340
<b>Total</b>	<b>Non-Capital Equipment</b>	<b>2,277</b>	<b>5,740</b>	<b>5,740</b>	<b>3,340</b>
<b>Grand Total Expenditures</b>		<b>23,634,489</b>	<b>22,198,046</b>	<b>22,198,046</b>	<b>23,668,048</b>





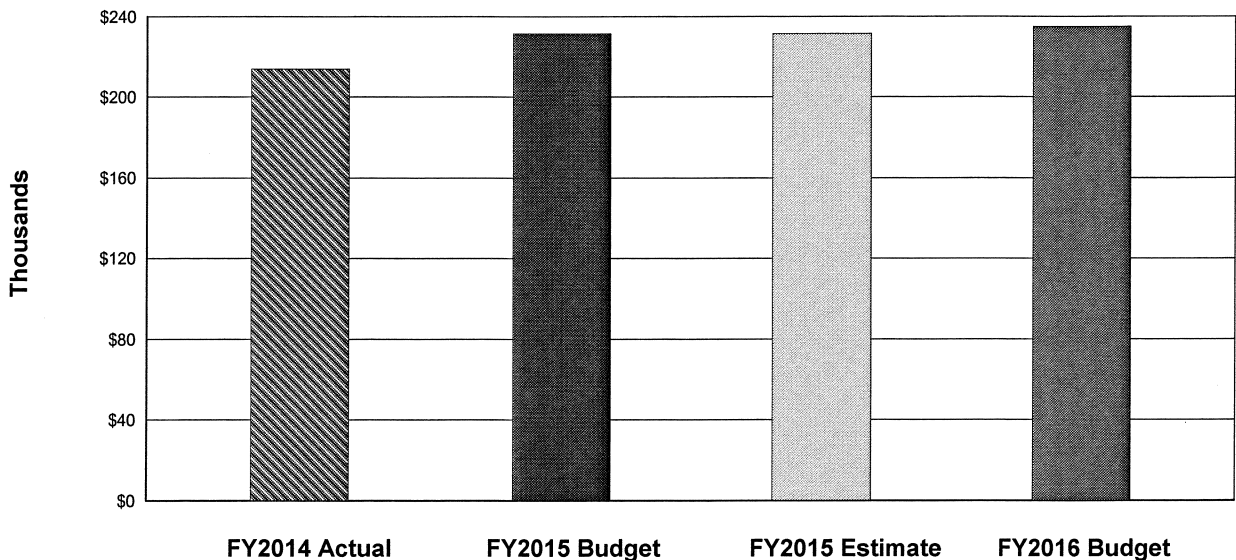
**FISCAL YEAR 2016 BUDGET**

**Business Area Budget Summary**

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

		FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
Expenditures	Personnel Services	191,912	210,094	209,033	<b>212,383</b>
	Supplies	13,400	13,400	13,400	<b>13,400</b>
	Other Services and Charges	8,734	7,944	9,005	<b>9,252</b>
	Total M & O Expenditures	<u>214,046</u>	<u>231,438</u>	<u>231,438</u>	<b><u>235,035</u></b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	<u>214,046</u>	<u>231,438</u>	<u>231,438</u>	<b><u>235,035</u></b>
Revenues		214,046	0	0	0
Staffing	Full-Time Equivalents - Civilian	2.7	2.0	2.0	<b>2.0</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	<u>2.7</u>	<u>2.0</u>	<u>2.0</u>	<b><u>2.0</u></b>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	o The FY2016 Budget provides funding for health benefits and pension contribution.				
	o Continue providing the highest level services to the Workers' Compensation Benefits Program.				

**Workers' Compensation  
Legal  
Expenditure Summary**



**FISCAL YEAR 2016 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : Workers' Compensation</b> <b>Business Area : Legal</b> <b>Fund No. /Bus Area No. : 1011 / 9000</b>							
<b>Division Description</b>	<b>FY2014 Actual</b>		<b>FY2015 Estimate</b>		<b>FY2016 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<b>LGL - Workers' Compensation Litigation 900013</b> 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	214,046	2.0	231,438	2.0	235,035	
<b>Total</b>	<b>2.7</b>	<b>214,046</b>	<b>2.0</b>	<b>231,438</b>	<b>2.0</b>	<b>235,035</b>	

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**FISCAL YEAR 2016 BUDGET**

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**Business Area Roster Summary**

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

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<b>Job Description</b>	<b>Pay Grade</b>	<b>FY2015 Current Budget FTE</b>	<b>FY2016 Budget FTE</b>	<b>Change</b>
RECORDS TECHNICIAN	9	1.0	1.0	0.0
SENIOR ASSISTANT CITY ATTORNEY I	32	1.0	1.0	0.0
<b>Total FTEs</b>		<u>2.0</u>	<u>2.0</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 Equivalent</b>		<u>2.0</u>	<u>2.0</u>	<u>0.0</u>

**FISCAL YEAR 2016 BUDGET**

**Business Area Expenditure Summary**

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

<b>Commit Item</b>	<b>Description</b>	<b>FY2014 Actual</b>	<b>FY2015 Current Budget</b>	<b>FY2015 Estimate</b>	<b>FY2016 Budget</b>
500010	Salary Base Pay - Civilian	131,674	135,784	135,841	135,955
501070	Pension - Civilian	30,790	34,435	34,449	37,197
501120	Termination Pay - Civilian	0	5,000	5,000	5,000
502010	FICA - Civilian	9,525	10,387	10,387	10,400
503010	Health Ins-Act Civilian	14,893	15,352	15,352	14,629
503015	Basic Life Insurance - Active Civilian	77	79	79	79
503060	Long Term Disability-Civilian	169	170	170	170
503090	Workers Compensation-Civilian-Admin	416	524	524	590
503100	Workers Compensation-Civilian-Claim	0	3,363	3,363	3,363
504030	Unemployment Claims - Administration	4,368	5,000	3,868	5,000
<b>Total</b>	<b>Personnel Services</b>	<b>191,912</b>	<b>210,094</b>	<b>209,033</b>	<b>212,383</b>
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
<b>Total</b>	<b>Supplies</b>	<b>13,400</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
520121	IT Application Svcs	0	0	858	542
520515	Print Shop Services	0	25	25	25
520765	Membership & Professional Fees	330	400	330	400
520805	Education & Training	0	1,000	1,000	1,000
520905	Travel - Training Related	0	100	100	100
521605	Data Services	0	0	270	738
521610	Voice Services	0	7	7	7
521630	GIS Revolving Fund Services	121	166	165	165
521730	Parking Space Rental	1,250	620	620	620
522205	Metro Commuter Passes	1,496	2,100	2,100	2,100
522721	Interfund HR Client Services	1,952	32	37	42
522722	KRONOS Service Chargeback	185	94	93	113
<b>Total</b>	<b>Other Services and Charges</b>	<b>8,734</b>	<b>7,944</b>	<b>9,005</b>	<b>9,252</b>
<b>Grand Total Expenditures</b>		<b>214,046</b>	<b>231,438</b>	<b>231,438</b>	<b>235,035</b>