

FUND STATEMENT

FUND:

INTERNAL SERVICE FUNDS

Internal Service Funds finance the goods and/or services provided by one department of the City of Fort Worth to another. Departments utilizing services provided in-house are charged a fee by the Internal Service Fund department providing the service. The Internal Service Fund departments depend upon revenue generated from those fees to support all departmental functions. The City currently operates four funds on this basis: Equipment Services, Information Systems, Capital Projects Service, and Office Services.

The Equipment Services Fund enables the Property Management Department to procure and manage fuel, and also acquire, maintain, repair, and dispose of vehicles and equipment in the City fleet.

The Information Systems Fund supports all operations of the City's Information Technology (IT) Solutions Department. The IT Solutions Department manages all City information services, including technical support, electronic systems development and telecommunications.

The Capital Projects Service Fund, through the Transportation and Public Works Department and the Property Management Department, provides engineering services for other City departments. Engineering services provided include project design and management, surveying, quality control testing and construction inspection for all water, storm drain, sidewalk and other infrastructure projects.

The Office Services Fund, managed by the Financial Management Services Department, provides for the copy machine, print shop and graphics services used by all City departments. This fund was closed in FY2015.

FUND STATEMENT

FUND:

EQUIPMENT SERVICES FUND

The Equipment Services Fund, an Internal Service Fund, managed by the Fleet Services division of the Property Management Department, is charged with maintaining the City's fleet. The Fleet Services division procures and services vehicles and equipment for all City departments. The Equipment Services Fund is principally sustained by revenues received from the interdepartmental billing of departments for the provision of fuel, parts, and other vehicle and equipment-related services. An administrative charge, added to all auto parts, maintenance work, and other fleet-related services provided to City departments, is included in the interdepartmental charges.

Fleet Services operates the following three service centers located throughout the city: James Avenue, Southside and Water. Each service center stocks a wide variety of auto parts; functions as a fueling station for unleaded gas, diesel, and/or propane; and provides vehicle and equipment repair and maintenance. In addition, Fleet Services operates non-manned fueling sites in Southeast and Downtown Fort Worth.

In a continuing effort to provide the best possible fleet services, the Fleet Services division also contracts a wide variety of fleet-related services. Maintenance and repair services are contracted out when:

- The required expertise is not available in-house,
- A substantial capital investment would be necessary to perform the service in-house,
- The service could be performed less expensively by an outside vendor, and
- Workload overflow relief is needed.

As part of that strategy, Fleet Services privatized its parts inventory system at the end of FY2002. This FY2016 budget contains the continuation of that program.

In FY1996, Fleet Services implemented a vehicle replacement plan. As a part of that plan, each year the department analyzes the entire City fleet, evaluating each vehicle's maintenance costs, useful life, mileage, down time, and other factors. Based on that yearly analysis, Fleet Services rates the vehicles, and then compiles a prioritized vehicle replacement list. Fleet Services staff subsequently meets with departments to fine-tune the proposed rankings. The refined list is then used to determine replacement vehicle priorities for the coming fiscal year.

Additionally, in order to stabilize budgeting for major purchases in vehicles and equipment, the City created a Vehicle and Equipment Replacement Fund in FY2014. This provides a systematic, citywide approach to procurement and disposition of fleet, as well as ensure adequate funds are available to purchase vehicles and equipment.

Under the United States Clean Air Act, at least 20% of fleets in cities like Fort Worth, that are in areas of Environmental Protection Agency (EPA) air quality non-attainment, must be comprised of alternative fuel vehicles. Currently, Fort Worth exceeds the mandated percentage, requiring that 50% of City vehicles purchased be alternative fuel vehicles.

The Fleet Services division has increased rates for the FY2016 budget year in order to more accurately reflect costs associated with fleet maintenance and to begin to stabilize the current negative net position for the Equipment Services fund. Over the next three years, it is expected that the fund will fully recover from the negative net position.

**EQUIPMENT SERVICES FUND BUDGET SUMMARY
FY2016**

REVENUES:

Intergovernmental Revenue	\$15,000	
Environmental Protection Agency		\$15,000
Charges for Services	\$27,870,579	
Equipment/Maintenance Labor Costs		\$9,478,500
Motor Vehicle Repair & Maintenance Supplies		\$5,585,380
Outside Repair & Maintenance Costs		\$2,757,553
Fuel Sales		\$7,764,555
ESD Administrative Charge		\$2,089,620
Lubricant & Propane Sales		\$133,921
Car Washes		\$52,050
Others		\$9,000
Other Revenue	\$18,500	
Miscellaneous Revenues		\$18,500

SUBTOTAL REVENUE **\$27,904,079**

Operating Transfers		
Transfer from Grants Capital Projects for alternative-fueled vehicles		\$100,000
Salvage Sales		\$10,000

SUBTOTAL OPERATING TRANSFERS **\$110,000**

USE OF NET POSITION \$0

TOTAL REVENUE **\$28,014,081**

EXPENSES:

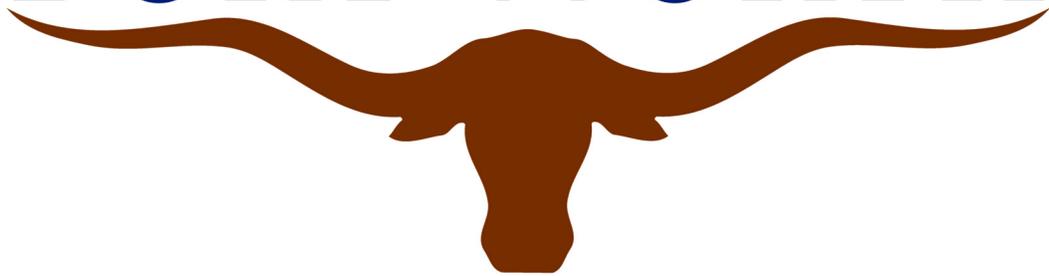
Equipment Services Fund Appropriations	\$26,572,872	
Transfers and Others	\$150,000	
Transfer - Capital Fund		\$150,000

SUBTOTAL EXPENSES **\$26,722,872**

CONTRIBUTION TO NET POSITION \$1,291,209

TOTAL EXPENSES **\$28,014,081**

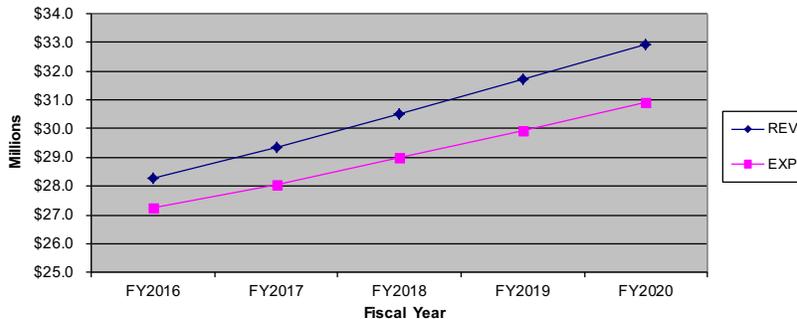
FORT WORTH



**EQUIPMENT SERVICES FUND FIVE YEAR FORECAST
FISCAL YEAR 2016 THROUGH 2020**

	FY2016 Adopted	FY2017 Projected	FY2018 Projected	FY2019 Projected	FY2020 Projected
Beginning Working Capital	\$444,493	\$1,735,702	\$3,626,047	\$6,187,886	\$9,461,326
Revenues ⁽¹⁾					
Equipment Maintenance/Labor Costs	\$9,478,500	\$9,857,640	\$10,251,946	\$10,662,023	\$11,088,504
Fuel Costs and Overhead	\$7,898,476	\$8,214,415	\$8,542,992	\$8,884,711	\$9,240,100
Repair and Maintenance Parts	\$5,600,380	\$5,824,395	\$6,057,371	\$6,299,666	\$6,551,652
Administrative Charge	\$2,089,620	\$2,131,412	\$2,174,041	\$2,217,521	\$2,261,872
Outside Repair and Maintenance	\$2,757,553	\$2,867,855	\$2,982,569	\$3,101,872	\$3,225,947
Car Wash	\$52,050	\$0	\$0	\$0	\$0
Other Charges	\$137,500	\$140,250	\$143,055	\$145,916	\$148,834
Total Revenue	\$28,014,081	\$29,035,968	\$30,151,973	\$31,311,710	\$32,516,910
Total Resources	\$28,458,574	\$30,771,670	\$33,778,021	\$37,499,596	\$41,978,236
Expenses					
Personnel Services	\$4,998,298	\$4,998,298	\$4,998,298	\$4,998,298	\$4,998,298
Employee Benefits	\$2,924,500	\$2,946,803	\$2,969,551	\$2,992,755	\$3,016,423
Professional & Technical Services	\$2,341,913	\$2,414,278	\$2,500,468	\$2,583,483	\$2,662,796
Utilities, Repairs and Rentals	\$6,728,790	\$6,863,366	\$7,000,633	\$7,140,646	\$7,283,459
Other Purchased Services	\$175,997	\$181,435	\$187,913	\$194,151	\$200,112
Supplies	\$9,403,375	\$9,591,443	\$9,783,271	\$9,978,937	\$10,178,516
Property/Capital Assets	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Transfers and Others	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Total Expenses	\$26,722,872	\$27,145,622	\$27,590,134	\$28,038,270	\$28,489,603
Projected Variance	\$1,291,209	\$1,890,345	\$2,561,839	\$3,273,440	\$4,027,307
Projected Working Capital	\$1,735,702	\$3,626,047	\$6,187,886	\$9,461,326	\$13,488,633
Reserve Requirement ⁽²⁾	\$797,186	\$809,869	\$823,204	\$836,648	\$850,188
Excess/(Deficit) ⁽³⁾	\$938,516	\$2,816,179	\$5,364,682	\$8,624,678	\$12,638,445

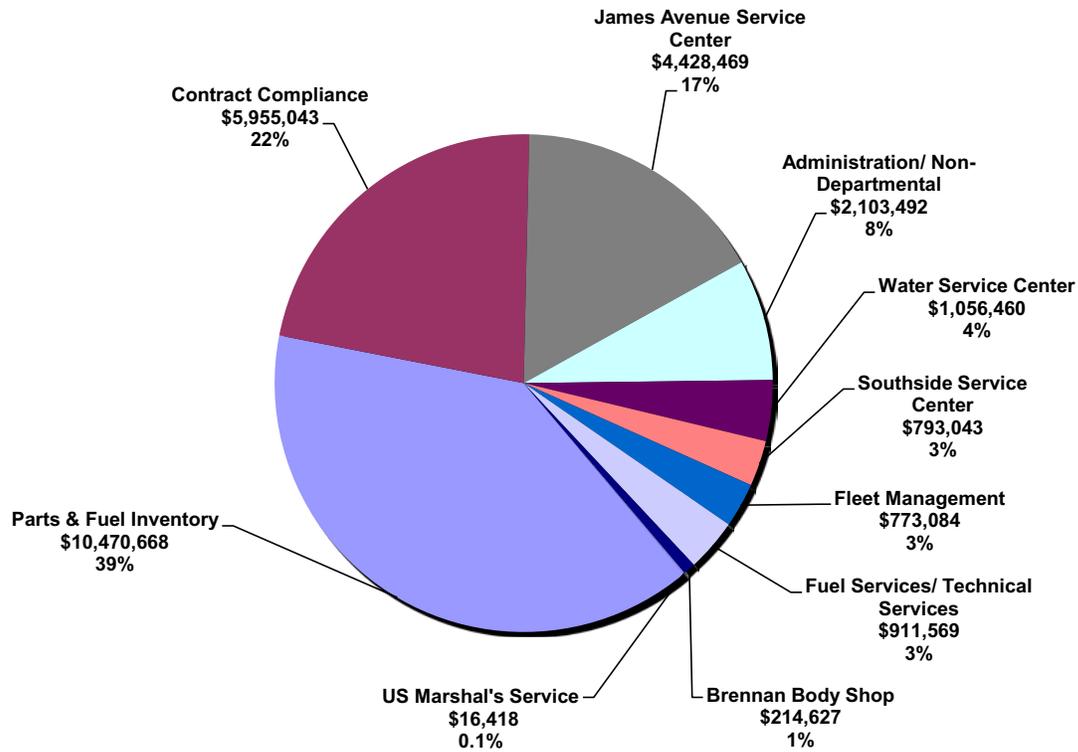
**EQUIPMENT SERVICES FUND
PROJECTED REVENUES AND EXPENSES**



- (1) This model does **not** reflect any rate increases for the next five years.
- (2) Internal Service Fund Reserve Policy: A minimum level of Working Capital (not to include Insurance Funds) equivalent to three percent (3%) of regular, on-going operating expenses (including transfers out). This calculation does not include recurring items. In addition, no Internal Service Fund shall have a negative Unrestricted Net Position.
- (3) Excess reserves will be used for future capital improvements.

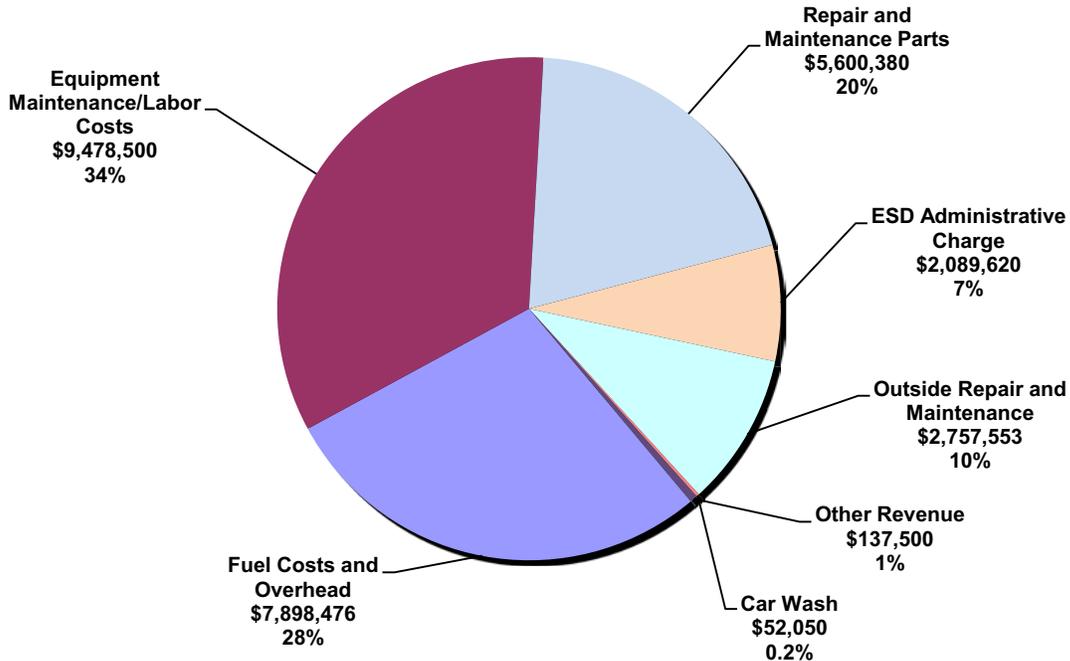
**COMPARISON OF EQUIPMENT SERVICES FUND
EXPENSES**

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Parts & Fuel Inventory	\$11,469,556	\$11,154,306	\$10,470,668	\$10,470,668	\$10,470,668
Contract Compliance	5,624,006	5,704,833	5,939,693	5,937,514	5,955,043
James Avenue Service Center	3,961,408	4,106,538	4,358,647	4,423,367	4,428,469
Administration	2,365,100	2,573,717	2,789,037	2,841,537	2,103,492
Water Service Center	876,487	978,470	1,008,599	1,007,409	1,056,460
Southside Service Center	786,445	733,779	768,187	824,737	793,043
Fleet Management	731,946	718,173	757,151	757,151	773,084
Fuel Services	394,129	352,527	549,606	548,465	555,595
Technical Services	302,578	308,068	357,775	356,634	355,974
Brennan Body Shop	198,497	198,325	199,317	196,593	214,627
Non-Departmental	243,189	24,494	24,494	24,494	0
US Marshal's Service	0	0	16,418	16,418	16,418
SUBTOTAL EXPENSES	\$26,953,341	\$26,853,230	\$27,239,591	\$27,404,985	\$26,722,872
Contribution to Net Position	\$0	\$0	\$1,027,369	\$861,976	\$1,291,209
TOTAL EXPENSES	\$26,953,341	\$26,853,230	\$28,266,962	\$28,266,963	\$28,014,081



COMPARISON OF EQUIPMENT SERVICES FUND REVENUES

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Fuel Costs and Overhead	\$9,943,344	\$9,408,841	\$9,493,308	\$9,493,308	\$7,898,476
Equipment Maintenance/Labor Costs	7,009,759	7,102,223	8,983,000	8,983,000	9,478,500
Repair and Maintenance Parts	5,395,020	5,130,834	5,810,836	5,810,836	5,600,380
ESD Administrative Charge	1,945,207	1,971,311	2,219,126	2,219,126	2,089,620
Outside Repair and Maintenance	1,990,156	2,439,386	1,550,640	1,550,640	2,757,553
Car Wash	36,362	39,683	52,050	52,050	52,050
Other Revenue	90,203	70,285	158,000	158,000	137,500
SUBTOTAL REVENUE	\$26,410,051	\$26,162,563	\$28,266,962	\$28,266,962	\$28,014,081
Use of Net Position	\$543,290	\$690,667	\$0	\$0	\$0
TOTAL REVENUE	\$26,953,341	\$26,853,230	\$28,266,962	\$28,266,962	\$28,014,081



FUND BUDGET SUMMARY

DEPARTMENT: EQUIPMENT SERVICES FUND	FUND/CENTER 60101/0212010:0212105
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SUMMARY OF FUND RESPONSIBILITIES:

Through management of the Equipment Services Fund, the Fleet Services division of the Property Management Department is responsible for vehicle and equipment acquisition, as well as monitoring, servicing, repairing, fueling and disposition for the entire City fleet.

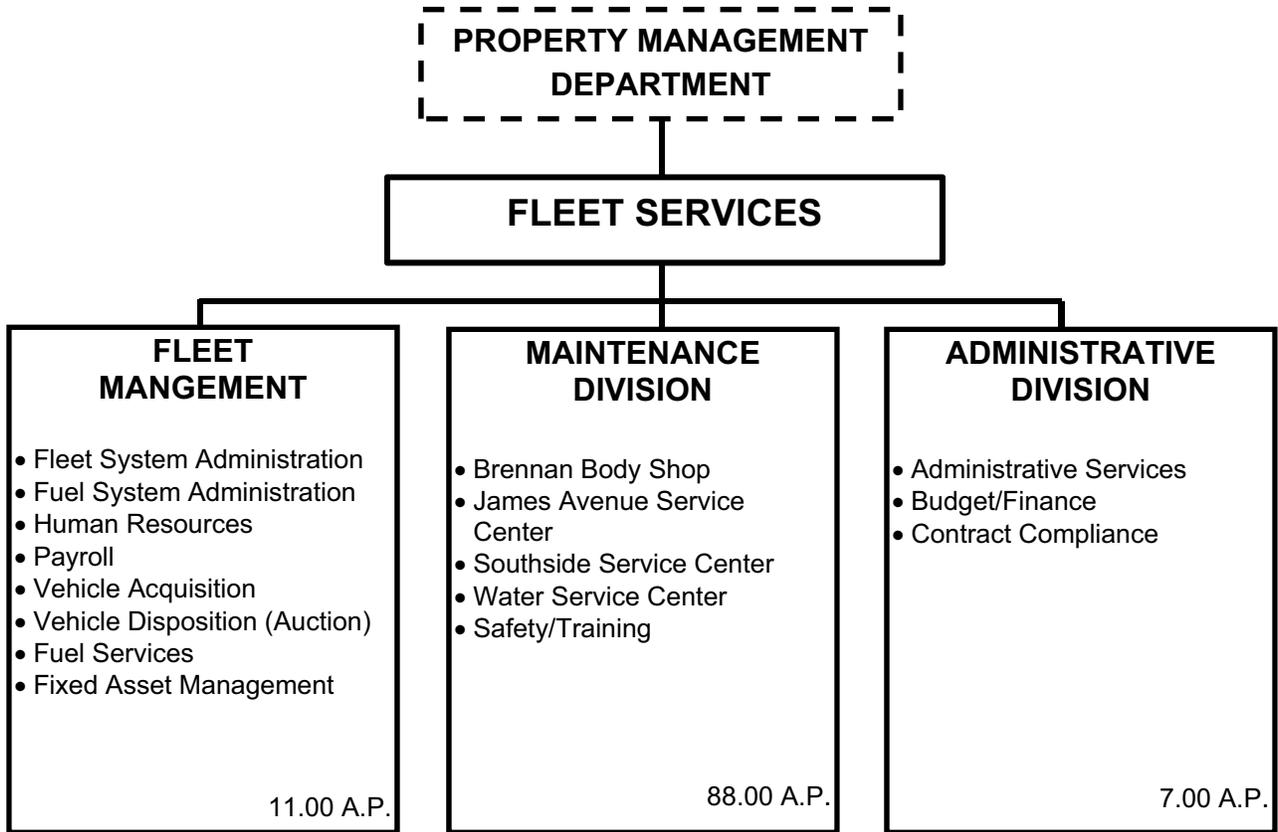
Within the Department, field services, mechanical maintenance and repairs, fuel, lubricants, and other supplies are provided by the following three service centers: James Avenue, Southside, and Water. In addition, body work is provided by the Brennan Body Shop. Fleet Services also contracts certain services to outside entities when contracting is deemed the most efficient and effective means to provide the required service. The Department has a Fuel Services section that provides fueling services for all City vehicles and equipment. Fleet Services' Technical Services section performs procurement, disposition and other fleet administrative functions.

Fleet Services privatized its parts inventory system in FY2002. NAPA, as the current contracted provider, supplies the Department with vehicle and equipment parts.

As an Internal Service Fund, the majority of Equipment Services' operating funds come from reimbursements from other City departments for fuel, parts, and services provided. The application of an overhead charge to all vehicle repair parts, fuel, and outside services, as well as an annual administrative fee assessed on most numbered vehicles and equipment, allows Fleet Services to support its general, non-department specific administrative functions.

Allocations	Actual FY2014	Adopted FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Personnel Services	\$ 4,657,121	\$ 4,881,184	\$ 4,998,298	\$ 4,998,298
Employee Benefits	\$ 3,303,942	\$ 3,240,892	\$ 2,924,500	\$ 2,924,500
Professional & Tech Svcs	\$ 2,314,793	\$ 2,488,731	\$ 2,341,913	\$ 2,341,913
Utilities Repairs & Rentals	\$ 7,032,632	\$ 6,675,744	\$ 6,728,790	\$ 6,728,790
Other Purchased Services	\$ 99,242	\$ 222,340	\$ 175,997	\$ 175,997
Supplies	\$ 9,209,549	\$ 9,416,601	\$ 9,403,375	\$ 9,403,375
Property/Capital Assets	\$ 235,951	\$ 314,100	\$ 0	\$ 0
Debt Service	\$ 0	\$ 0	\$ 0	\$ 0
Transfers and Others	\$ 0	\$ 0	\$ 1,441,209	\$ 1,441,209
Total Expenditures	\$ 26,853,230	\$ 27,239,591	\$ 28,014,081	\$ 28,014,081
Authorized Positions	106.00	106.00	106.00	106.00

EQUIPMENT SERVICES FUND – 106.00 A.P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER
EQUIPMENT SERVICES	60101/0212010:0212105

CHANGES FROM FY2015 ADOPTED TO FY2016 ADOPTED

FY2015 ADOPTED:	\$27,239,591	A.P.	106.00
FY2016 ADOPTED:	\$28,014,081	A.P.	106.00

- A. The adopted budget increases by \$1,291,209 for the budgeted contribution to net position. The fund intends to contribute to the negative net position over the next two years.
- B. The adopted budget decreases by (\$314,100) for the elimination of one-time funding in equipment and vehicles.
- C. The adopted budget decreases by (\$261,318) for the elimination of the City's annual contribution to the PARS Trust fund for Other Post-Employment Benefits (OPEB) which includes the City's retiree healthcare and death related benefits.
- D. The adopted budget increases by \$196,799 to capture the salary and benefits cost adjustments for the proposed class and compensation study for regular employees effective first pay period in January 2016.
- E. The adopted budget increases by \$150,000 for fuel system upgrades of manual sites.
- F. The adopted budget decreases by (\$62,000) for elimination of one-time funding in consultant services for a study related to management of the Vehicle and Equipment Replacement Fund.
- G. The adopted budget decreases by (\$140,455) for Workers' Compensation and Risk Management costs based on cost projections prepared by the Human Resources and allocated to this department. Also, the merging of the Risk Management and Worker's Compensation funds into the new Risk Financing Fund resulted in a negative net position. This increase will help to restore the net position to a positive over a 10 year period in keeping with the adopted reserve policy.
- H. The adopted budget decreases by (\$53,208) for group health based on plan migration and turnover.

**DEPARTMENTAL SERVICE AREA PERFORMANCE REPORT
EQUIPMENT SERVICES FUND**

	FY2013	FY2014	FY2015 Estimated	FY2016 Projected
FLEET				
Maintenance				
<i>Fleet availability</i>	95%	94%	93%	95%
Acquisition, Disposition, & Fueling				
<i>Percentage of vehicles requested and delivered during fiscal year</i>	67%	142%	24%	100%

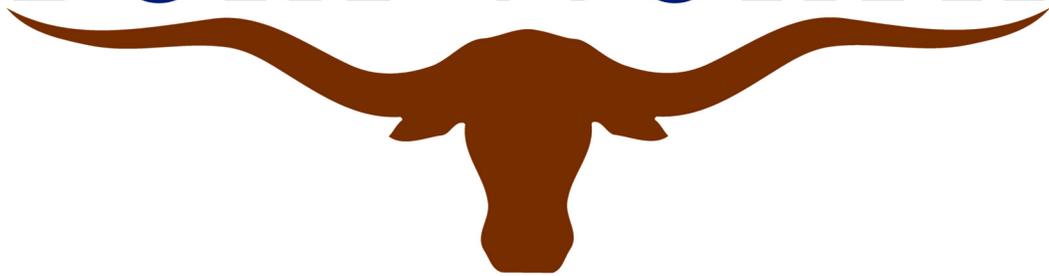
DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT PROPERTY MANAGEMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60101 EQUIPMENT SERVICES FUND		Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
	<u>FLEET SERVICES</u>								
0212010	ESD ADMINISTRATION	\$ 2,573,717	\$ 2,789,037	\$ 3,394,701	\$ 3,394,701	5.00	5.00	5.00	5.00
0212011	ESD FLEET MANAGEMENT	718,173	757,151	773,084	773,084	2.00	2.00	2.00	2.00
0212015	ESD CONTRACT COMPLIANCE	5,704,833	5,939,693	5,955,043	5,955,043	4.00	4.00	4.00	4.00
0212030	ESD JAMES AVE SERVICE CENTER	4,106,538	4,358,647	4,428,469	4,428,469	62.00	61.00	61.00	61.00
0212035	ESD SOUTHSIDE SERVICE CENTER	733,779	768,187	793,043	793,043	9.00	9.00	9.00	9.00
0212045	ESD BRENNAN BODY SHOP	198,325	199,317	214,627	214,627	3.00	3.00	3.00	3.00
0212050	ESD WATER SERVICE CENTER	978,470	1,008,599	1,056,460	1,056,460	14.00	15.00	15.00	15.00
0212070	ESD FUEL SERVICES	352,527	549,606	555,595	555,595	3.00	3.00	3.00	3.00
0212071	ESD TECHNICAL SERVICES	308,068	357,775	355,974	355,974	4.00	4.00	4.00	4.00
0212080	TIRE SHOP	0	0	0	0	0.00	0.00	0.00	0.00
0212085	ESD PARTS & FUEL INVENTORY	11,154,306	10,470,668	10,470,668	10,470,668	0.00	0.00	0.00	0.00
0212095	ESD NON-DEPARTMENTAL	24,494	24,494	0	0	0.00	0.00	0.00	0.00
	Sub-Total	\$ 26,853,230	\$ 27,223,173	\$ 27,997,663	\$ 27,997,663	106.00	106.00	106.00	106.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT PROPERTY MANAGEMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60101	EQUIPMENT SERVICES FUND	Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
0212105	<u>ESD OUTSIDE SER- VICES</u> ESD US MARSHALS SERVICES	\$ 0	\$ 16,418	\$ 16,418	\$ 16,418	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 16,418</u>	<u>\$ 16,418</u>	<u>\$ 16,418</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 26,853,230	\$ 27,239,591	\$ 28,014,081	\$ 28,014,081	106.00	106.00	106.00	106.00

FORT WORTH



FUND STATEMENT**FUND:****INFORMATION SYSTEMS FUND**

The Information Systems Fund provides for the management of the City's mainframe, network, and telecommunications equipment and services. In October 1994, the Information Technology Solutions Department (IT Solutions) was transferred from the General Fund to the Information Systems Fund.

IT Solutions is responsible for coordinating all information technology resources to support the strategic vision of the City of Fort Worth to provide quality service to the community. This coordination of information technology resources is accomplished through such services as planning and project management, administrative support, technical and administrative services, software applications development and acquisition, and telecommunications. Prior to FY1999, costs associated with information technology were dispersed across departments according to formulas based loosely on technology usage. This allocation method was reviewed and the Department began operating on a business model basis in which it bills city departments for services rendered. Currently, non-discretionary IT related costs are allocated to departments. This would include computing, telephone and radio services.

All City departments are IT Solutions customers, and the department receives the bulk of its revenue from these customers' allocations. The Department's expenditures include personnel costs, operating supplies, contractual/consulting services, licensing, maintenance, and such capital equipment as servers, vehicles and other hardware and software.

The IT Network Infrastructure Project was initiated during FY2015. The primary goal was to replace the existing network and telephone infrastructure to help alleviate the City's technological gaps. All components of the current network infrastructure and the telephone system are at the end-of-life and the manufacturer no longer supports the system for services or equipment. Given the fragile state of the system, the difficulty in finding refurbished replacement parts, aging equipment and the inability to increase the size of certain aspects of the current system, IT Solutions recommended the network infrastructure and telephone system to be replaced. The upgrade to a Cisco Network Infrastructure and Telephone System will more effectively meet the needs of Staff by providing additional technology, which the current infrastructure lacks. This system will replace the City's current network and telephone system, which was acquired in 1997.

**INFORMATION SYSTEMS FUND BUDGET SUMMARY
FY2016**

REVENUES:

Charges for Services	\$27,582,117
Computing Services Fee	\$17,759,743
Telephone Service Fee	\$6,471,607
Radio Service Fee	\$1,396,040
Radio Tower & Other Subscribers	\$1,144,953
Computer Equipment Maintenance Fee	\$809,774

Use of Money & Property	\$83
Interest Earnings	\$83

SUBTOTAL REVENUE **\$27,582,200**

Operating Transfers	
Transfer from ERP Capital Fund	\$700,000

SUBTOTAL OPERATING TRANSFERS **\$700,000**

USE OF NET POSITION \$0

TOTAL REVENUE **\$28,282,200**

EXPENSES:

Information Technology Systems Fund Appropriations	\$27,408,200
Transfers and Others	\$874,000
Transfer - Capital	\$874,000

SUBTOTAL EXPENSES **\$28,282,200**

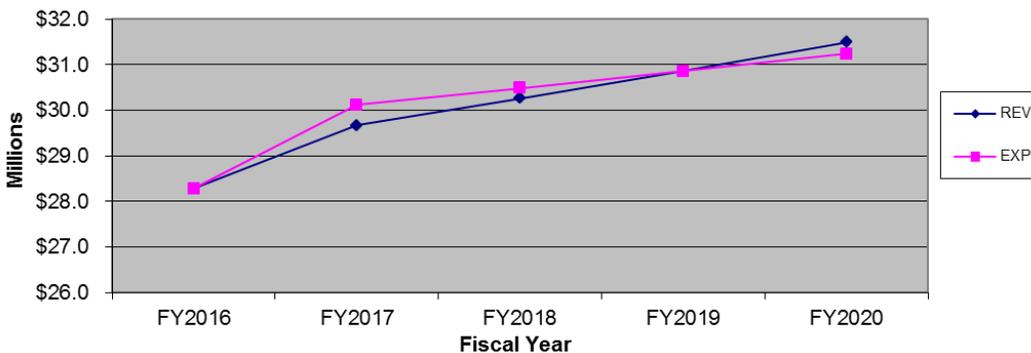
CONTRIBUTION TO NET POSITION \$0

TOTAL EXPENSES **\$28,282,200**

**INFORMATION SYSTEMS FUND FIVE YEAR FORECAST
FISCAL YEAR 2016 THROUGH 2020**

	FY2016	FY2017	FY2018	FY2019	FY2020
	Adopted	Projected	Projected	Projected	Projected
Beginning Working Capital	\$1,729,602	\$1,729,602	\$1,288,648	\$1,072,921	\$1,086,926
Revenues⁽¹⁾					
Computing Services	\$17,759,743	\$19,514,938	\$19,905,237	\$20,303,341	\$20,709,408
Telephone Services	\$6,471,607	\$6,601,039	\$6,733,060	\$6,867,721	\$7,005,076
Radio Services	\$1,396,040	\$1,548,961	\$1,579,940	\$1,611,539	\$1,643,770
External Customers	\$1,144,953	\$1,167,852	\$1,191,209	\$1,215,033	\$1,239,334
Computer Support Services	\$809,774	\$825,969	\$842,489	\$859,339	\$876,525
Other Revenue	<u>\$700,083</u>	<u>\$14,085</u>	<u>\$14,366</u>	<u>\$14,654</u>	<u>\$14,947</u>
Total Revenue	\$28,282,200	\$29,672,844	\$30,266,301	\$30,871,627	\$31,489,059
Total Resources	\$30,011,802	\$31,402,446	\$31,554,949	\$31,944,548	\$32,575,985
Expenses					
Personnel Services	\$8,910,630	\$8,910,630	\$8,910,630	\$8,910,630	\$8,910,630
Employee Benefits	\$3,731,035	\$3,749,822	\$3,768,985	\$3,788,531	\$3,808,469
Professional & Technical Ser	\$5,814,947	\$7,431,246	\$7,579,871	\$7,731,468	\$7,886,098
Utilities, Repairs and Rentals	\$8,014,493	\$8,174,783	\$8,338,279	\$8,505,044	\$8,675,145
Other Purchased Services	\$367,351	\$374,698	\$382,192	\$389,836	\$397,633
Supplies	\$569,744	\$581,139	\$592,762	\$604,617	\$616,709
Property/Capital Assets	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Transfers and Others	<u>\$874,000</u>	<u>\$891,480</u>	<u>\$909,310</u>	<u>\$927,496</u>	<u>\$946,046</u>
Total Expenses	\$28,282,200	\$30,113,798	\$30,482,028	\$30,857,622	\$31,240,729
Projected Variance	\$0	(\$440,954)	(\$215,727)	\$14,005	\$248,331
Projected Working Capital	\$1,729,602	\$1,288,648	\$1,072,921	\$1,086,926	\$1,335,257
Reserve Requirement ⁽²⁾	\$822,246	\$876,670	\$887,182	\$897,904	\$908,840
Excess/(Deficit)	\$907,356	\$411,978	\$185,740	\$189,022	\$426,416

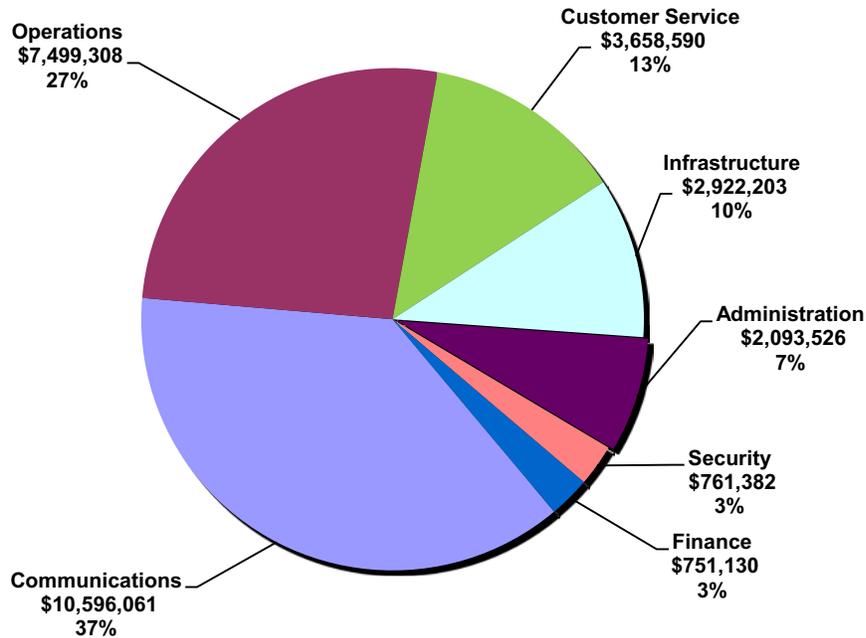
**INFORMATION SYSTEMS FUND
PROJECTED REVENUES AND EXPENSES**



(1) This model does not reflect any rate increases for the next five years.
 (2) Internal Service Fund Reserve Policy: A minimum level of Working Capital (not to include Insurance Funds) equivalent to three percent (3%) of regular, on-going operating expenses (including transfers out). This calculation does not include recurring items. In addition, no Internal Service Fund shall have a negative Unrestricted Net Position.

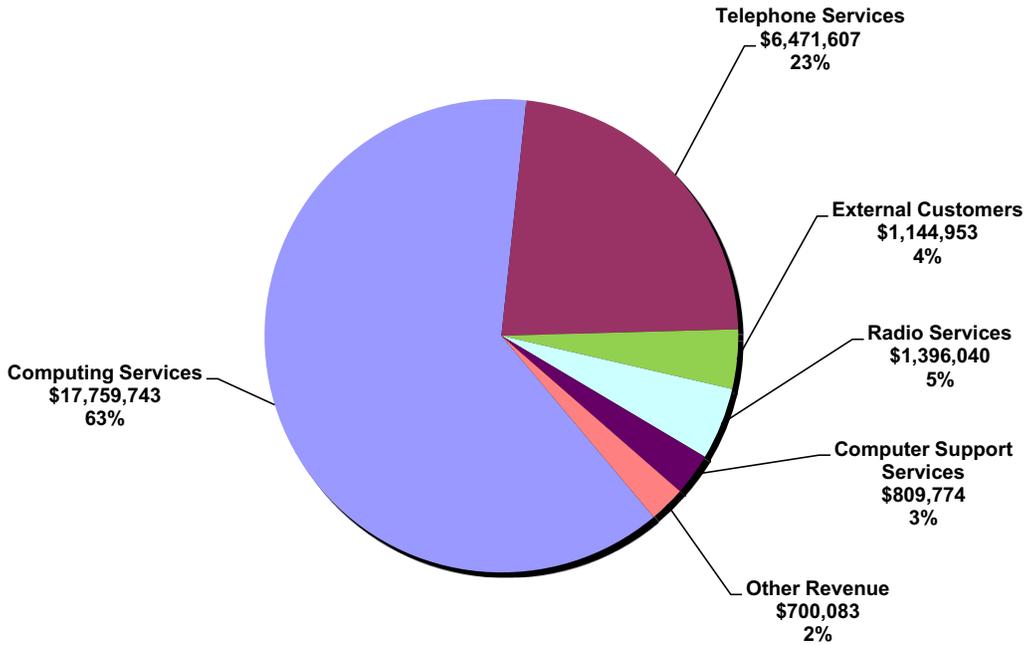
COMPARISON OF INFORMATION SYSTEMS FUND EXPENSES

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Communications	\$8,177,327	\$9,532,939	\$9,651,587	\$9,651,587	\$10,596,061
Operations	6,433,158	6,962,624	6,736,061	6,736,061	7,499,308
Customer Service	1,634,271	2,632,936	2,286,537	2,286,537	3,658,590
Infrastructure	3,742,749	3,517,463	3,688,267	3,688,267	2,922,203
Administration	2,537,116	2,309,222	2,383,694	5,831,867	2,093,526
Security	1,174,205	979,143	1,050,899	1,050,899	761,382
Finance	722,833	738,781	734,957	734,957	751,130
SUBTOTAL EXPENSES	\$25,097,503	\$26,673,108	\$26,532,002	\$29,980,175	\$28,282,202
Contribution to Net Position	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$25,097,503	\$26,673,108	\$26,532,002	\$29,980,175	\$28,282,202



**COMPARISON OF INFORMATION SYSTEMS FUND
REVENUES**

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Computing Services	\$16,659,299	\$16,611,506	\$17,019,527	\$17,019,527	\$17,759,743
Telephone Services	5,148,075	5,697,248	6,095,988	6,095,988	6,471,607
External Customers	772,375	1,071,898	1,338,584	1,338,584	1,144,953
Radio Services	1,234,448	1,111,908	1,220,843	1,220,843	1,396,040
Computer Support Services	0	941,663	807,060	807,060	809,774
Other Revenue	106,845	117,306	50,000	50,000	700,083
SUBTOTAL REVENUE	\$23,921,042	\$25,551,529	\$26,532,002	\$26,532,002	\$28,282,202
Use of Net Position	\$1,176,461	\$1,121,579	\$0	\$3,448,173	\$0
TOTAL REVENUE	\$25,097,503	\$26,673,108	\$26,532,002	\$29,980,175	\$28,282,202



DEPARTMENTAL BUDGET SUMMARY

DEPARTMENT:	FUND/CENTER
INFORMATION SYSTEMS FUND	60105/0041000:0049000

SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Information Technology Solutions (IT Solutions) Department is organized into the following areas: Administration, Operations, Services, and ERP Support.

IT Solutions Administration provides overall department direction, as well as planning and coordination of information technology policy and procedures for all city departments.

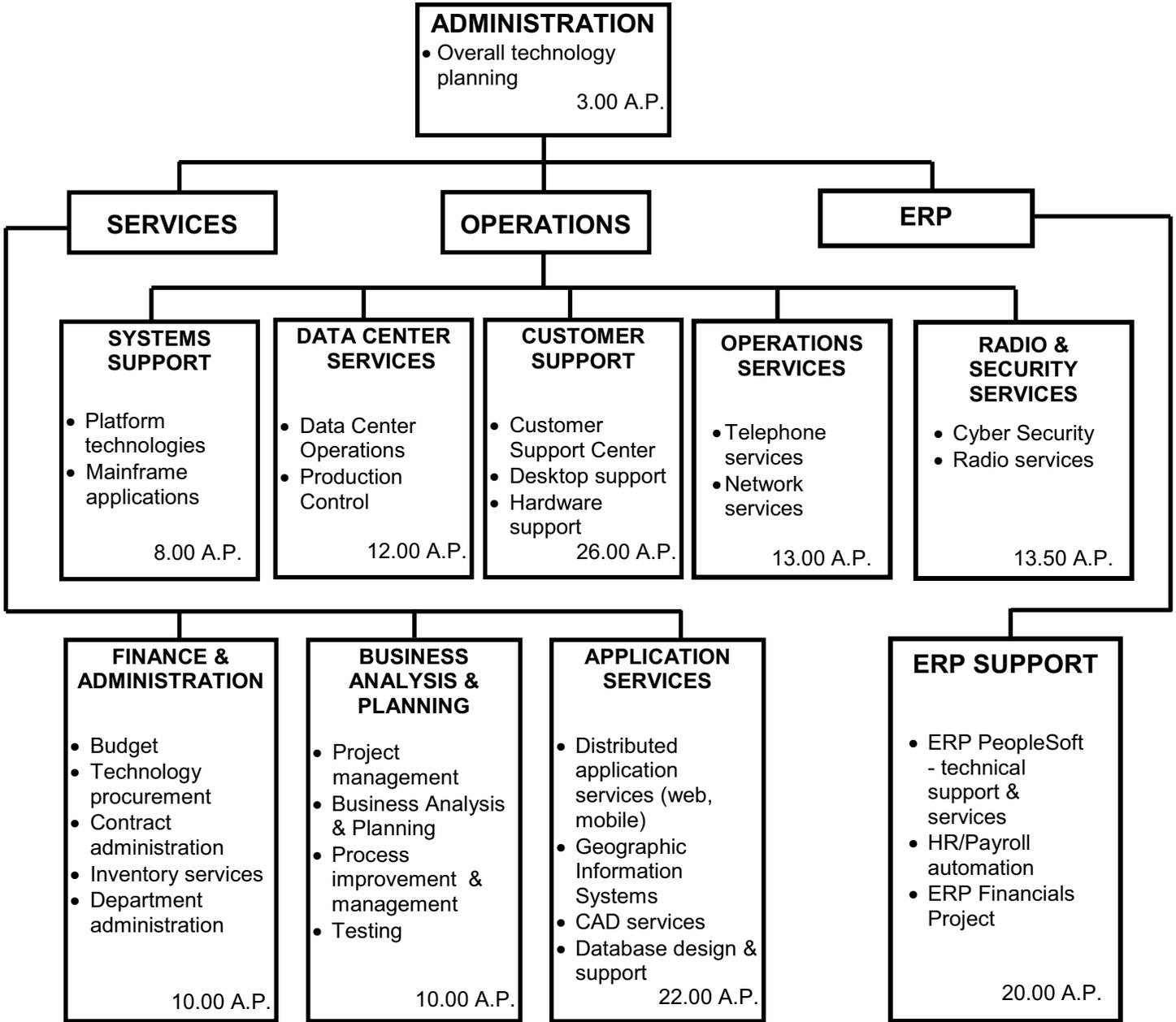
The Operations Group provides mainframe programming and operations support for the City's mainframe computer as well as production control and change management services. Platform Technologies provides server and storage operations and support including email administration. Desktop Support manages the City's desktop computing functions and devices. Voice Services operates and maintains the City's telephone system. Network Services operates and maintains the City's data circuits. The Security and Customer Support Group provides Cyber Security, Radio Services and Customer Support Center. Radio Services includes technical management and development of the City's public safety and public works radio systems. Cyber Security includes monitoring and protection of the City's information systems. The Customer Support Center provides IT helpdesk services for all City departments. Enterprise Architecture focuses on the identification and classification of data, the standardization and implementation of technologies, and the facilitation of technological change throughout an organization.

The Services Group provides Application Services for distributed applications including computer aided design (CAD), database and geographic information systems support. The IT Finance group is responsible for human resources related functions, training and travel, IT Solutions billing and allocations, financial and budget management, procurement of information technology equipment and services for all city departments, wireless procurement and management, asset management and contract administration. The Business Analysis and Planning group provides business analysis and project management for IT projects.

ERP provides PeopleSoft, financial, technical support and services, financial systems implementation and integration, and financial-related data and reports.

Allocations	Actual FY2014	Adopted FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Personnel Services	\$ 7,958,704	\$ 8,390,765	\$ 8,910,630	\$ 8,910,630
Employee Benefits	\$ 4,017,195	\$ 3,803,458	\$ 3,731,035	\$ 3,731,035
Professional & Tech Svcs	\$ 5,910,469	\$ 4,815,200	\$ 5,814,947	\$ 5,814,947
Utilities Repairs & Rentals	\$ 7,823,205	\$ 7,803,697	\$ 8,014,493	\$ 8,014,493
Other Purchased Services	\$ 197,451	\$ 402,539	\$ 367,351	\$ 367,351
Supplies	\$ 593,572	\$ 1,228,343	\$ 569,744	\$ 569,744
Property/Capital Assets	\$ 172,512	\$ 40,000	\$ 0	\$ 0
Debt Service	\$ 0	\$ 0	\$ 0	\$ 0
Transfers and Others	\$ 0	\$ 48,000	\$ 874,000	\$ 874,000
Total Expenditures	\$ 26,673,108	\$ 26,532,002	\$ 28,282,200	\$ 28,282,200
Authorized Positions	133.00	139.00	137.50	137.50

IT SOLUTIONS – 137.50 A.P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:		FUND/CENTER	
INFORMATION SYSTEMS FUND		60105/0041000:0049000	
CHANGES FROM FY2015 ADOPTED TO FY2016 ADOPTED			
FY2015 ADOPTED:	\$26,532,002	A.P.	139.00
FY2016 ADOPTED:	\$28,282,200	A.P.	137.50
<p>A. The adopted budget decreases by (\$390,000) and five authorized positions for the transfer of two Business Planners to Human Resources, one Business Planner to Financial Management Services department, one Management Analyst II to the City Manager’s Office, Performance Learning Services Office, and one IT Programmer transferred to the City Manager’s Office, Communications Office.</p> <p>B. The adopted budget increases by 3.50 authorized position to convert overages to permanent status with no budgetary impact. The additional three positions will provide hardware support and one part-time position will support administrative functions.</p> <p>C. The adopted budget increases by \$874,000 for vehicle and equipment replacement and the Pay-As-You-Go (PAYG) portion for Capital items. Funding for vehicles are based on approved FY2016 vehicle replacement plan.</p> <p>D. The adopted budget increases by \$595,000 for consulting services regarding the human capital management/payroll financial systems upgrade to PeopleSoft 9.2.</p> <p>E. The adopted budget decreases by (\$442,519) for information technology supplies based on FY2016 equipment replacement and purchase plan.</p> <p>F. The adopted budget increases by \$363,346 for costs associated with computing, radio and telephone services.</p> <p>G. The adopted budget increases by \$362,541 in salary savings budgeted due to less anticipated vacancies in the department in FY2016.</p> <p>H. The adopted budget increases by a net of \$344,600 for contractual services for security software, server and mainframe support, and radio tower maintenance.</p> <p>I. The adopted budget increases by \$292,533 to capture the salary and benefits cost adjustments for the proposed class and compensation study for regular employees effective first pay period in January 2016.</p> <p>J. The adopted budget decreases by (\$179,614) for costs associated with supplies and minor equipment based on analysis of historical spending.</p> <p>K. The adopted budget decreases by (\$169,750) for the elimination of the City’s annual contribution to the PARS Trust fund for Other Post-Employment Benefits (OPEB) which includes the City’s retiree health-care and death related benefits.</p> <p>L. The adopted budget decreases by (\$143,498) for costs associated with equipment lease and mainframe licensing due to new contract pricing and reduced usage.</p> <p>M. The adopted budget decreases by a net of (\$112,703) for costs associated with dues and memberships based on decreased usage.</p>			

**DEPARTMENTAL SERVICE AREA PERFORMANCE REPORT
INFORMATION SYSTEMS FUND**

	FY2013	FY2014	FY2015 Estimated	FY2016 Projected
OPERATIONS				
Infrastructure Support & Disaster Recovery				
<i>Extend the current public safety trunked radio system utilization by 5% and not affect the 99% channel availability (note: 34% growth in FY2015 was due to the Radio System Upgrade Project)</i>	N/A	N/A	34%	5%
<i>Public safety trunked voice radio system channel availability</i>	99%	99%	99%	99%
<i>Reduce customer service disruptions by 10%</i>	N/A	N/A	N/A	-10%
SERVICES				
Customer Service				
<i>Customer service rate of 90% or above as recorded in service ticket surveys</i>	N/A	N/A	96%	90%
<i>Average response rate of surveys</i>	N/A	N/A	17%	15%

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60105	INFORMATION SYSTEMS FUND	Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
	<u>ADMINISTRATION AND IT SECURITY</u>								
0041000	IT SOLUTIONS ADMINIS- TRATION	\$ 1,072,415	\$ 897,241	\$ 634,320	\$ 634,320	3.00	3.00	3.00	3.00
	Sub-Total	<u>\$ 1,072,415</u>	<u>\$ 897,241</u>	<u>\$ 634,320</u>	<u>\$ 634,320</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
	<u>IT SECURITY</u>								
0041100	IT SECURITY	\$ 979,143	\$ 1,050,899	\$ 761,382	\$ 761,382	4.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 979,143</u>	<u>\$ 1,050,899</u>	<u>\$ 761,382</u>	<u>\$ 761,382</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
	<u>INFRASTRUCTURE</u>								
0043010	IT PLATFORM TECHNOL- OGIES	\$ 2,413,315	\$ 2,433,606	\$ 1,754,903	\$ 1,754,903	7.00	5.00	6.00	6.00
0043020	IT DATA CENTER OPER- ATIONS	1,104,148	1,254,661	1,167,300	1,167,300	10.00	12.00	12.00	12.00
	Sub-Total	<u>\$ 3,517,463</u>	<u>\$ 3,688,267</u>	<u>\$ 2,922,203</u>	<u>\$ 2,922,203</u>	<u>17.00</u>	<u>17.00</u>	<u>18.00</u>	<u>18.00</u>
	<u>FINANCE</u>								
0044000	IT FINANCE & CON- TRACT ADMIN	\$ 738,781	\$ 734,957	\$ 751,130	\$ 751,130	10.00	10.00	10.00	10.00
	Sub-Total	<u>\$ 738,781</u>	<u>\$ 734,957</u>	<u>\$ 751,130</u>	<u>\$ 751,130</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
	<u>OPERATIONS</u>								

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60105	INFORMATION SYSTEMS FUND	Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
0045000	IT BUSINESS ANALYSIS & PLAN	\$ 1,172,355	\$ 1,190,134	\$ 1,119,881	\$ 1,119,881	10.00	10.00	10.00	10.00
0045010	IT MAINFRAME APPLI- CATIONS	1,288,653	1,121,989	894,775	894,775	3.00	3.00	2.00	2.00
0045020	IT DISTRIBUTED APPLI- CATIONS	1,659,224	1,611,217	1,749,048	1,749,048	10.00	10.00	10.00	10.00
0045021	IT ERP SUPPORT	1,509,112	1,511,297	2,552,228	2,552,228	18.00	18.00	20.00	20.00
0045022	IT ERP PROJECT	242,929	112,249	0	0	0.00	6.00	0.00	0.00
0045030	IT DATABASE DESIGN AND SUPPORT	427,194	455,864	446,135	446,135	4.00	4.00	3.00	3.00
0045050	IT GEOGRAPHIC INFOR- MATION SVC	663,157	733,311	737,241	737,241	5.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 6,962,624</u>	<u>\$ 6,736,061</u>	<u>\$ 7,499,308</u>	<u>\$ 7,499,308</u>	<u>50.00</u>	<u>56.00</u>	<u>50.00</u>	<u>50.00</u>
	<u>COMMUNICATIONS</u>								
0046002	IT CIRCUITS	\$ 3,660,082	\$ 3,734,673	\$ 3,687,899	\$ 3,687,899	0.00	0.00	0.00	0.00
0046010	IT VOICE SERVICES	1,025,629	651,386	652,547	652,547	3.00	3.00	3.00	3.00
0046020	IT RADIO SERVICES	1,786,677	2,521,826	2,995,239	2,995,239	10.00	9.00	9.50	9.50
0046030	IT DATA SERVICES	1,491,115	1,668,784	2,029,618	2,029,618	9.00	10.00	10.00	10.00
0046040	IT CAD SERVICES	1,569,436	1,074,918	1,230,758	1,230,758	4.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 9,532,939</u>	<u>\$ 9,651,587</u>	<u>\$ 10,596,061</u>	<u>\$ 10,596,061</u>	<u>26.00</u>	<u>26.00</u>	<u>26.50</u>	<u>26.50</u>

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60105	INFORMATION SYSTEMS FUND	Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
	<u>CUSTOMER SERVICE</u>								
0048000	IT CUSTOMER SUP- PORT CENTER	\$ 424,400	\$ 486,328	\$ 472,892	\$ 472,892	7.00	7.00	7.00	7.00
0048001	IT DESKTOP SUPPORT	1,420,856	990,352	2,402,478	2,402,478	10.00	10.00	10.00	10.00
0048002	IT HARDWARE SUP- PORT	787,680	809,857	783,220	783,220	6.00	6.00	9.00	9.00
	Sub-Total	<u>\$ 2,632,936</u>	<u>\$ 2,286,537</u>	<u>\$ 3,658,590</u>	<u>\$ 3,658,590</u>	<u>23.00</u>	<u>23.00</u>	<u>26.00</u>	<u>26.00</u>
	<u>DEPT OVERHEAD</u>								
0049000	IT DEPARTMENT OVER- HEAD	\$ 1,236,807	\$ 1,486,453	\$ 1,459,206	\$ 1,459,206	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 1,236,807</u>	<u>\$ 1,486,453</u>	<u>\$ 1,459,206</u>	<u>\$ 1,459,206</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 26,673,108	\$ 26,532,002	\$ 28,282,200	\$ 28,282,200	133.00	139.00	137.50	137.50

FUND STATEMENT

FUND:

CAPITAL PROJECTS SERVICE FUND

The Capital Projects Service Fund is managed by the Transportation and Public Works Department and is responsible for providing program management, engineering design, project management, surveying quality control, and construction inspection services for most water, sewer, street, storm drainage, sidewalk and other infrastructure improvement projects. These services are provided through the following organizational work-groups:

The Infrastructure Design and Construction Group provides services for the technical development and project construction phases of capital infrastructure project delivery. The core functions of the group include:

- Project Design / Project Management – Provision of engineering services for a broad array of programs. These programs include street reconstruction (capital improvement programs), major street maintenance, development plan review, water and sanitary sewer pipeline rehabilitation, replacement and extensions and airport and park improvements.
- Construction Inspection / Management – Provision of quality control and construction inspection services for most City infrastructure projects to ensure compliance with approved plans, specifications and contract documents. Also, laboratory work is provided by a materials testing group as a part of the quality control effort.
- Utility Coordination / Mapping – Provision of utility coordination services including the coordination of franchise utility relocation efforts. The Vault/Technical Drawing Section within this service group is responsible for the preparation and maintenance of the City's water, sewer and storm drainage maps.

The Program Management Office (PMO) was established by the City Manager in FY2009 and provides executive leadership to guide the delivery of capital programs and projects across the City. In FY2011, the PMO was restructured into Planning and Development Department. For FY2016 the PMO was transferred back under management of the Capital Projects Service Fund. The core functions of the PMO include:

- Leadership/management of the City's high profile capital programs and projects.
- Implementation of Integrated Program Management.
- Facilitation and improvement of tracking and reporting of project/program status in partnership with the Management Team and Financial Management Services Department.
- Improving the capacity of the City's capital program and project delivery systems.
- Synchronization of the City's capital planning process with the City's Comprehensive Plan.

In FY2015, a reorganization was implemented to realign positions and expenditures currently associated with the Capital Projects Service Fund to ensure expenses are more accurately incurred by the fund where the benefit is being received. Realized savings are intended to help improve the Fund's negative net position. As a result, the capital projects budgeting portion of the PMO was transferred back to the Budget and Research Division of Financial Management Services.

While remaining in the Fund, the management of the Real Property Section of the Fund was moved to the new Property Management Department as the Acquisition and Sales Section of the Real Property Division. This section is responsible for land and property acquisitions and sales and right-of-way and easement acquisitions.

**CAPITAL PROJECTS SERVICE FUND BUDGET SUMMARY
2016**

REVENUES:

Charges for Services	\$8,539,484
Contract Street Maintenance	\$709,252
Easements and Vacations	\$20,000
TPW CFA	\$3,829,420
Water Capital	\$1,680,321
Sewer Capital	\$1,213,076
General Fund	\$746,791
Airport Capital	\$140,624
Water/Sewer	\$200,000

Use of Money & Property	\$25,000
Interest Earnings	\$25,000

Other Revenue	\$139,248
Miscellaneous Revenue	\$139,248

SUBTOTAL REVENUE **\$8,703,732**

Operating Transfers	
Salvage Sales	\$1,500

SUBTOTAL OPERATING TRANSFERS **\$1,500**

USE OF NET POSITION \$0

TOTAL REVENUE **\$8,705,232**

EXPENSES:

Capital Project Services Fund Appropriations	\$8,702,127
Debt Service	\$3,105
Debt Transfer - Principal - Energy Savings Program	\$2,232
Debt Transfer - Interest - Energy Savings Program	\$873

SUBTOTAL EXPENSES **\$8,705,232**

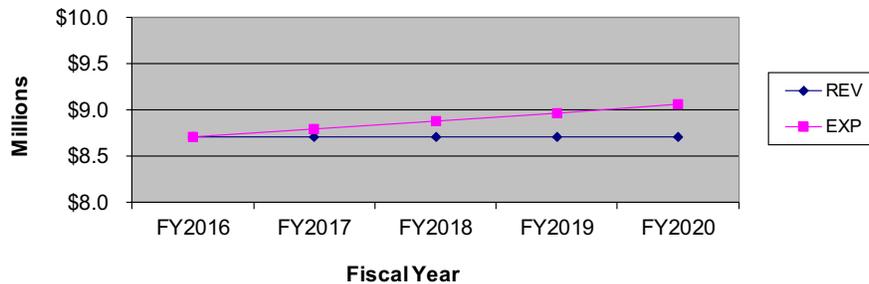
CONTRIBUTION TO NET POSITION \$0

TOTAL EXPENSES **\$8,705,232**

**CAPITAL PROJECTS SERVICE FUND FIVE YEAR FORECAST
FISCAL YEAR 2016 THROUGH 2020**

	FY2016 Adopted	FY2017 Projected	FY2018 Projected	FY2019 Projected	FY2020 Projected
Beginning Working Capital	(\$2,344,712)	(\$2,344,712)	(\$2,430,375)	(\$2,605,056)	(\$2,872,244)
Revenues ⁽¹⁾					
TPW Capital Projects	\$3,829,420	\$3,829,420	\$3,829,420	\$3,829,420	\$3,829,420
Water/Wastewater Capital Projects	\$2,893,397	\$2,893,397	\$2,893,397	\$2,893,397	\$2,893,397
Contract Street Maintenance	\$709,252	\$709,252	\$709,252	\$709,252	\$709,252
TPW General Fund Programs	\$746,791	\$746,791	\$746,791	\$746,791	\$746,791
Aviation Capital Projects	\$140,624	\$140,624	\$140,624	\$140,624	\$140,624
Water/Wastewater Operating Fund	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Other Revenue	\$185,748	\$185,748	\$185,748	\$185,748	\$185,748
Total Revenue	\$8,705,232	\$8,705,232	\$8,705,232	\$8,705,232	\$8,705,232
Total Resources	\$6,360,520	\$6,360,520	\$6,274,857	\$6,100,176	\$5,832,988
Expenses					
Personnel Services	\$4,749,337	\$4,748,264	\$4,747,169	\$4,746,052	\$4,744,913
Employee Benefits	\$1,899,332	\$1,903,930	\$1,908,619	\$1,913,403	\$1,918,282
Professional and Technical Services	\$899,263	\$935,234	\$972,643	\$1,011,549	\$1,052,011
Utilities, Repairs and Rentals	\$730,300	\$759,512	\$789,892	\$821,488	\$854,348
Other Purchased Services	\$103,752	\$107,902	\$112,218	\$116,707	\$121,375
Supplies	\$320,142	\$332,948	\$346,266	\$360,116	\$374,521
Property/Capital Assets	\$0	\$0	\$0	\$0	\$0
Debt Service	\$3,106	\$3,106	\$3,106	\$3,106	\$3,106
Transfers and Others	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$8,705,232	\$8,790,895	\$8,879,913	\$8,972,421	\$9,068,555
Projected Variance	\$0	(\$85,663)	(\$174,681)	(\$267,189)	(\$363,323)
Projected Working Capital	(\$2,344,712)	(\$2,430,375)	(\$2,605,056)	(\$2,872,244)	(\$3,235,567)
Reserve Requirement ⁽²⁾	\$261,157	\$263,727	\$266,397	\$269,173	\$272,057
Excess/(Deficit)	(\$2,605,869)	(\$2,694,102)	(\$2,871,453)	(\$3,141,417)	(\$3,507,624)

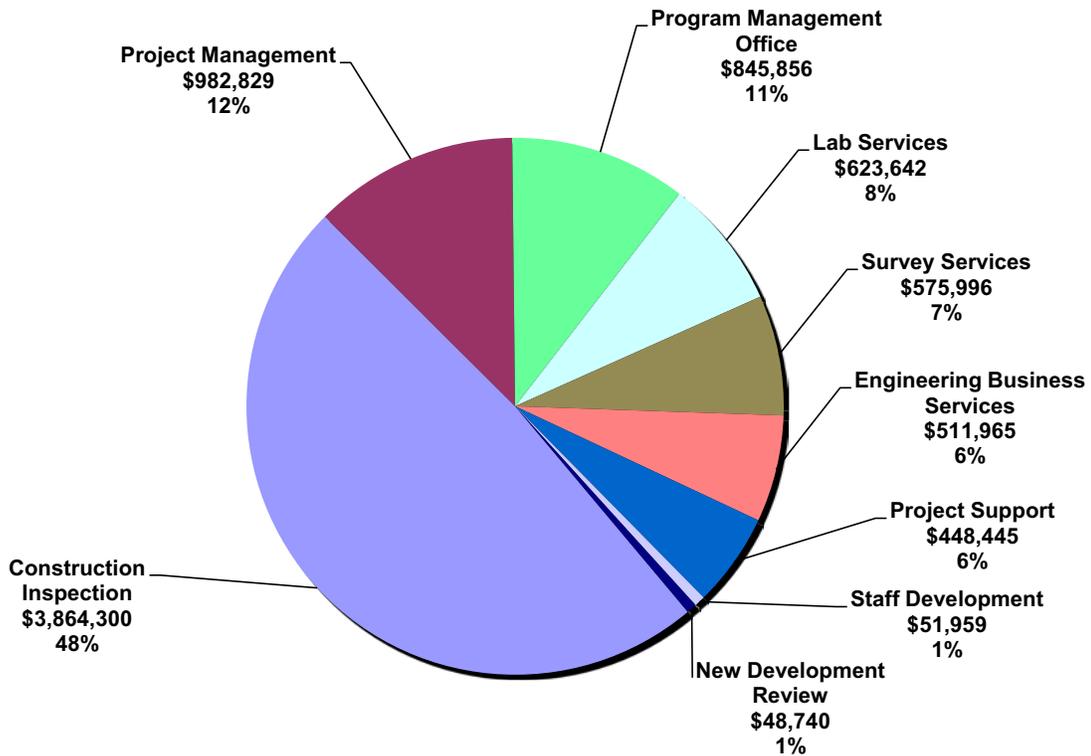
**CAPITAL PROJECTS SERVICE FUND
PROJECTED REVENUES AND EXPENSES**



- (1) This model does **not** reflect any rate increases for the next five years.
- (2) Internal Service Fund Reserve Policy: A minimum level of Working Capital (not to include Insurance Funds) equivalent to three percent (3%) of regular, on-going operating expenses (including transfers out). This calculation does not include recurring items. In addition, no Internal Service Fund shall have a negative Unrestricted Net Position

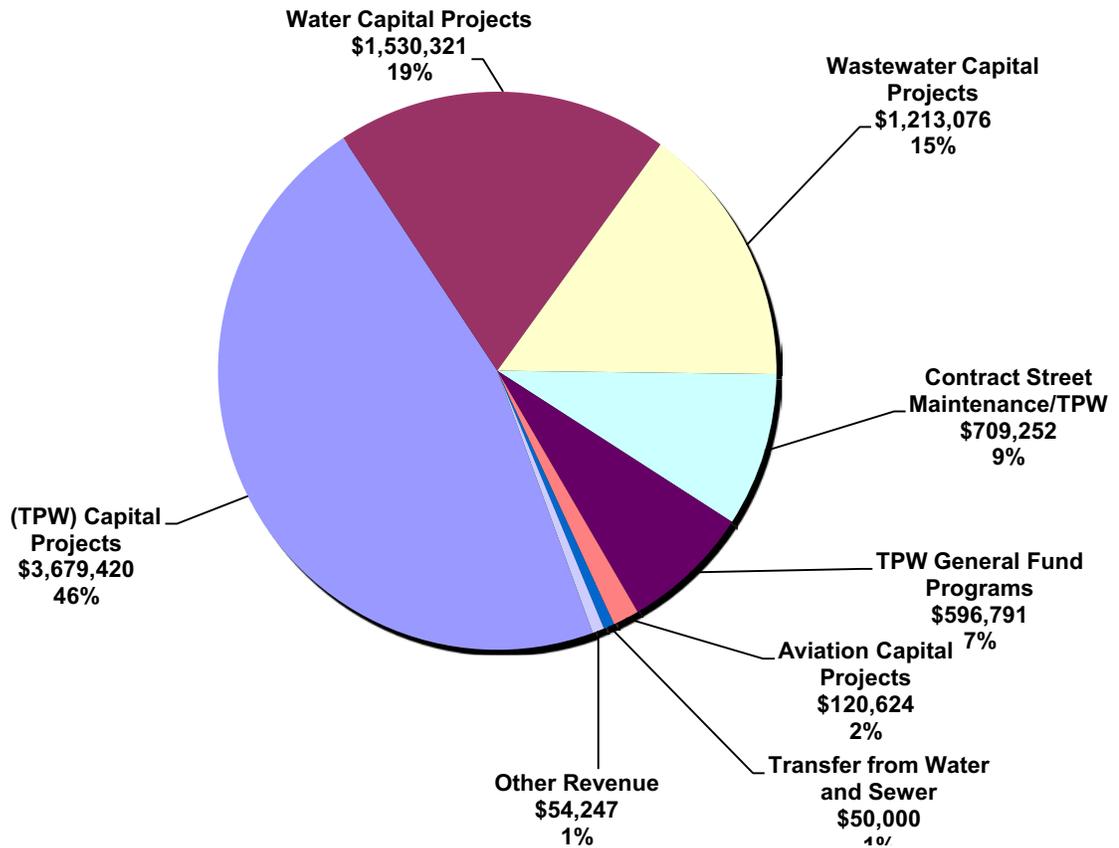
COMPARISON OF CAPITAL PROJECTS SERVICE FUND - TRANSPORTATION AND PUBLIC WORKS EXPENSES

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Construction Inspection	\$1,718,190	\$1,056,929	\$1,245,276	\$1,171,763	\$3,864,300
Project Management	1,699,557	1,432,890	858,951	858,951	982,829
Program Management Office	1,291,256	966,107	960,526	960,526	845,856
Lab Services	664,465	603,088	775,899	775,899	623,642
Survey Services	1,197,517	971,999	1,120,998	1,120,998	575,996
Engineering Business Services	2,261,049	1,924,039	2,311,300	2,311,300	511,965
Project Support	657,885	725,291	1,073,900	1,073,900	448,445
Staff Development	253,869	167,730	154,766	154,766	51,959
New Development Review	1,553,526	1,387,735	1,603,040	1,603,040	48,740
Real Property	726,676	635,089	714,694	714,694	0
Planning Services	287	240,952	327,443	327,443	0
Capital Projects	725,560	549,132	676,408	676,408	0
Heavy Maintenance	1,555,875	1,471,895	1,648,545	1,648,545	0
SUBTOTAL EXPENSES	\$14,305,712	\$12,132,876	\$13,471,746	\$13,398,233	\$7,953,732
Contribution to Net Position	\$0	\$0	\$0	\$73,512	\$0
TOTAL EXPENSES	\$14,305,712	\$12,132,876	\$13,471,746	\$13,471,745	\$7,953,732



COMPARISON OF CAPITAL PROJECTS SERVICE FUND - TRANSPORTATION AND PUBLIC WORKS REVENUES

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Transportation and Public Works (TPW) Capital Projects	\$5,584,481	\$4,868,863	\$5,888,045	\$5,888,045	\$3,679,420
Water Capital Projects	3,132,989	2,765,261	3,814,914	3,814,914	1,530,321
Wastewater Capital Projects	1,820,550	1,290,553	2,237,871	2,237,871	1,213,076
Contract Street Maintenance/TPW	577,827	629,342	709,253	709,253	709,252
TPW General Fund Programs	336,742	333,044	596,791	596,791	596,791
Aviation Capital Projects	36,639	51,635	120,624	120,624	120,624
Transfer from Water and Sewer	98,952	47,752	50,000	50,000	50,000
Other Revenue	446,129	400,014	54,247	54,247	54,247
SUBTOTAL REVENUE	\$12,034,309	\$10,386,464	\$13,471,745	\$13,471,745	\$7,953,732
Use of Net Position	\$2,271,403	\$1,746,414	\$0	\$0	\$0
TOTAL REVENUE	\$14,305,712	\$12,132,878	\$13,471,745	\$13,471,745	\$7,953,732



FUND BUDGET SUMMARY**DEPARTMENT:**

CAPITAL PROJECTS SERVICE FUND

FUND/CENTER

60102/0209900:0209913

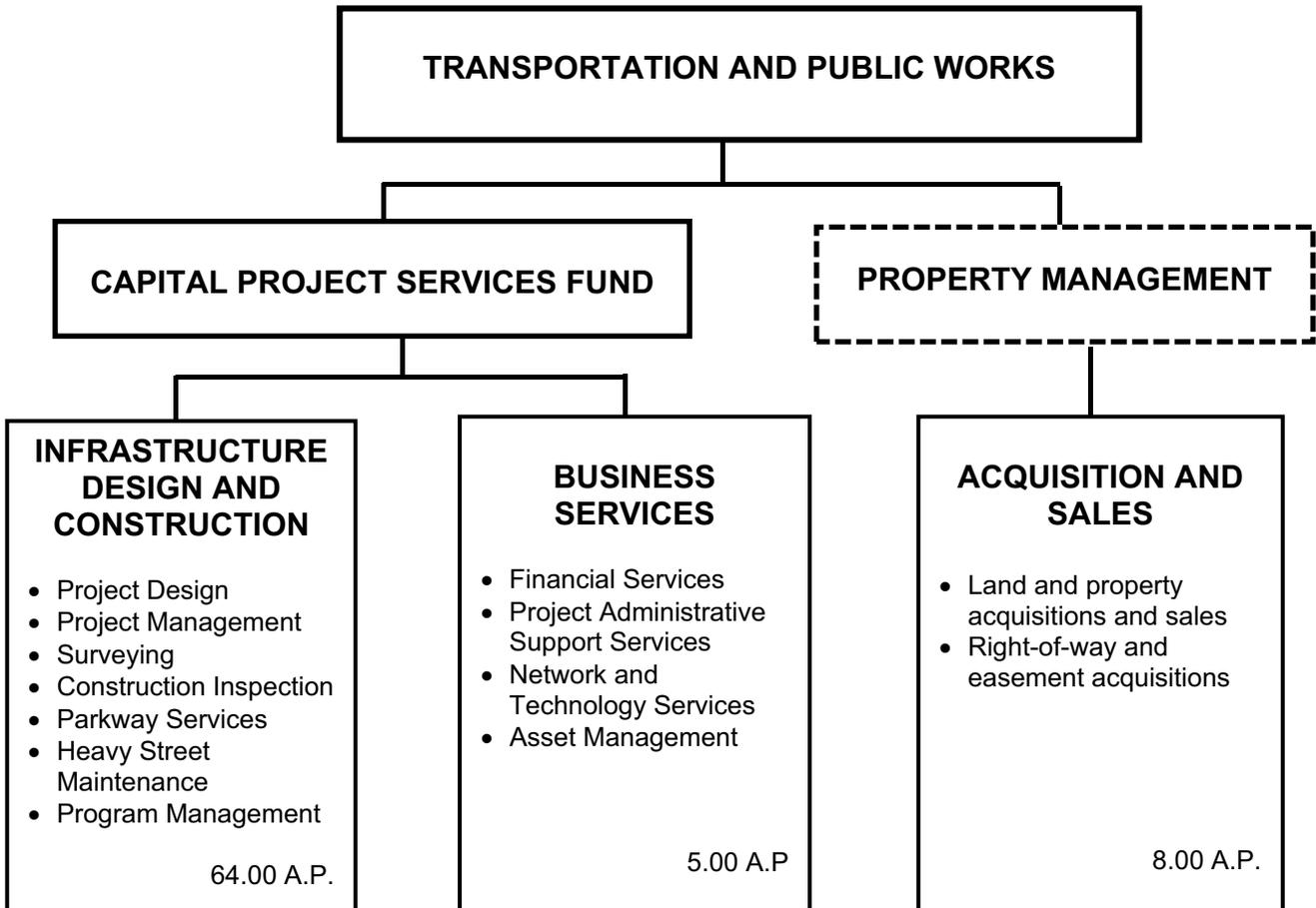
SUMMARY OF FUND RESPONSIBILITIES:

The Capital Projects Service Fund, through the Infrastructure Design and Construction Group, provides for program management, engineering design, project management, surveying, quality control and construction inspection services for most water, sewer, street, storm drainage, sidewalk and other infrastructure improvement projects.

The Fund also provides for the Program Management Office (PMO), which was established by the City Manager in FY2009 to provide executive leadership to guide the delivery of capital programs and projects across the City. The core functions of the PMO include: leadership and management of the City's high profile capital programs and projects; implementation of integrated program management; facilitation and improvement of tracking and reporting of project/program status in partnership with the Management Team and Financial Management Services Department; improvement and capacity expansion of the City's capital program and project delivery systems; and synchronization of the City's capital planning process with the City's Comprehensive Plan.

Allocations	Actual FY2014	Adopted FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Personnel Services	\$ 7,091,005	\$ 7,858,332	\$ 4,276,153	\$ 4,276,153
Employee Benefits	\$ 2,964,974	\$ 3,008,204	\$ 1,753,665	\$ 1,753,665
Professional & Tech Svcs	\$ 818,277	\$ 974,810	\$ 862,180	\$ 862,180
Utilities Repairs & Rentals	\$ 670,848	\$ 727,516	\$ 654,750	\$ 654,750
Other Purchased Services	\$ 69,620	\$ 193,722	\$ 96,105	\$ 96,105
Supplies	\$ 303,470	\$ 533,120	\$ 307,773	\$ 307,773
Property/Capital Assets	\$ 83,998	\$ 45,000	\$ 0	\$ 0
Debt Service	\$ 0	\$ 0	\$ 3,106	\$ 3,106
Transfers and Others	\$ 130,686	\$ 131,042	\$ 0	\$ 0
Total Expenditures	\$ 12,132,878	\$ 13,471,745	\$ 7,953,731	\$ 7,953,731
Authorized Positions	138.00	137.00	69.00	69.00

CAPITAL PROJECT SERVICES FUND – 77.00 A.P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER
CAPITAL PROJECTS SERVICE FUND	60102/0209900:0209913

CHANGES FROM FY2015 ADOPTED TO FY2016 ADOPTED

FY2015 ADOPTED:	\$13,471,745	A.P.	137.00
FY2016 ADOPTED:	\$ 7,953,731	A.P.	69.00

- A. The adopted budget decreases by (\$917,496) and nine authorized positions for the transfer of the program management for the Infrastructure Plan Review Office for New Development to the Transportation and Public Works Department in the General Fund.
- B. The adopted budget decreases by (\$783,792) and 12 authorized positions for the elimination of two survey supervisors, one engineering technician I, three engineering technician II's, three survey technicians, and three senior survey technicians to outsource the surveying function as part of the realignment strategy.
- C. The adopted budget decreases by (\$714,694) and eight authorized positions for the transfer of the Real Property Division to the new Property Management Department.
- D. The adopted budget decreases by (\$676,408) and six authorized positions for the transfer of the Capital Projects Division to the Budget and Research Division in Financial Management Services to realign functions that provide additional support services to the entire organization in the amount of (\$621,408) and a reduction in contractual services of (\$55,000).
- E. The adopted budget decreases by (\$656,280) and 11 authorized positions for the elimination of nine vacant construction inspectors, one training specialist and one professional engineer as part of the changes to the Capital Project Services Fund and Management Strategy.
- F. The adopted budget decreases by (\$398,280) and five authorized positions for the transfer of one senior engineering tech, one engineering tech II, one senior professional engineer, one senior human resource analyst and one IT programmer/analyst to the Transportation and Public Works Department of the General Fund resulting from the reorganization of the fund in FY2015. The transfer of these positions will realign expenditures to ensure expenses are more accurately incurred by the Fund where the benefit is being received.
- G. The adopted budget decreases by (\$290,460) and five authorized positions for the elimination of five engineering technicians as part of the changes to the Capital Project Services Fund and Management Strategy.
- H. The adopted budget decreases by (\$175,972) and two authorized positions for the transfer of a senior capital projects office and an administrative assistant to the Planning and Development Department.
- I. The adopted budget decreases by (\$175,608) and three authorized positions for the elimination of three construction inspectors I's as part of the changes to the Capital Project Services Fund and Management Strategy.
- J. The adopted budget decreases by (\$165,948) for the transfer of one senior engineering technician to the Planning and Development Department, and one vacant construction inspector I to the Office of Communication and Public Engagement as part of the realignment of the Fund.
- K. The adopted budget decreases by (\$162,762) and three authorized positions including an office assistant, IT tech support analyst and an administrative technician due to the automation of the overhead calculation process.
- L. The adopted budget decreases by (\$158,832) and two authorized positions for the elimination of two professional engineers as part of the changes to the Capital Project Services Fund and Management Strategy.

**DEPARTMENTAL SERVICE AREA PERFORMANCE REPORT
TRANSPORTATION AND PUBLIC WORKS**

	FY2013	FY2014	FY2015 Estimated	FY2016 Projected
CAPITAL PROJECTS SERVICE FUND				
Capital Project Design & Construction				
<i>Average total contract amendment cost as percentage of the original design agreement cost</i>	N/A	N/A	N/A	<10%
<i>Average total change order as percentage of the original contract cost</i>	N/A	N/A	N/A	<5%
Private Development Review				
<i>Review accepted developer project designs and return to consultant within 14 days of acceptance</i>	N/A	N/A	N/A	95%
<i>Minimize the number of project review iterations before final approval</i>	N/A	N/A	N/A	<2.75%
Project Support				
<i>Percent of warranty inspections without significant issues</i>	N/A	N/A	N/A	>95%

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT TRANSPORTATION & PUBLIC WKS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60102 CAPITAL PROJECTS SERVICE FUND		Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
	<u>ENGINEERING BUSI- NESS SERVICES</u>								
0209900	TPW ENGINEERING BUSINESS SRVC	\$ 1,924,039	\$ 2,311,300	\$ 511,965	\$ 511,965	6.00	7.00	4.00	4.00
0209901	TPW STAFF DEVELOP- MENT	167,730	154,766	51,959	51,959	2.00	2.00	0.00	0.00
0209903	TPW SURVEY SERVICES	971,999	1,120,998	575,996	575,996	17.00	17.00	5.00	5.00
0209904	TPW REAL PROPERTY	635,089	714,694	0	0	8.00	8.00	0.00	0.00
0209905	TPW CONSTRUCT INSPECTION	1,056,929	1,245,276	3,864,300	3,864,300	9.00	13.00	37.00	37.00
0209906	TPW LAB SERVICES	603,088	775,899	623,642	623,642	9.00	9.00	4.00	4.00
0209907	TPW PROJECT MAN- AGEMENT	1,432,890	858,951	982,829	982,829	16.00	11.00	9.00	9.00
0209908	TPW NEW DEVELPMNT REVIEW	1,387,735	1,603,040	48,740	48,740	21.00	21.00	0.00	0.00
0209909	TPW PLANNING SER- VICES	240,952	327,443	0	0	4.00	4.00	0.00	0.00
0209910	TPW PROJECT MAN- AGEMENT OFFICE	966,107	960,526	845,856	845,856	8.00	7.00	5.00	5.00
0209911	TPW CAPITAL PROJ- ECTS	549,132	676,408	0	0	6.00	6.00	0.00	0.00
0209912	TPW PROJECT SUP- PORT	725,291	1,073,900	448,445	448,445	8.00	10.00	5.00	5.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT TRANSPORTATION & PUBLIC WKS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60102 CAPITAL PROJECTS SERVICE FUND		Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
0209913	TPW HEAVY MAINTENANCE	1,471,897	1,648,545	0	0	24.00	22.00	0.00	0.00
	Sub-Total	<u>\$ 12,132,878</u>	<u>\$ 13,471,745</u>	<u>\$ 7,953,731</u>	<u>\$ 7,953,731</u>	<u>138.00</u>	<u>137.00</u>	<u>69.00</u>	<u>69.00</u>
	TOTAL	\$ 12,132,878	\$ 13,471,745	\$ 7,953,731	\$ 7,953,731	138.00	137.00	69.00	69.00

FORT WORTH

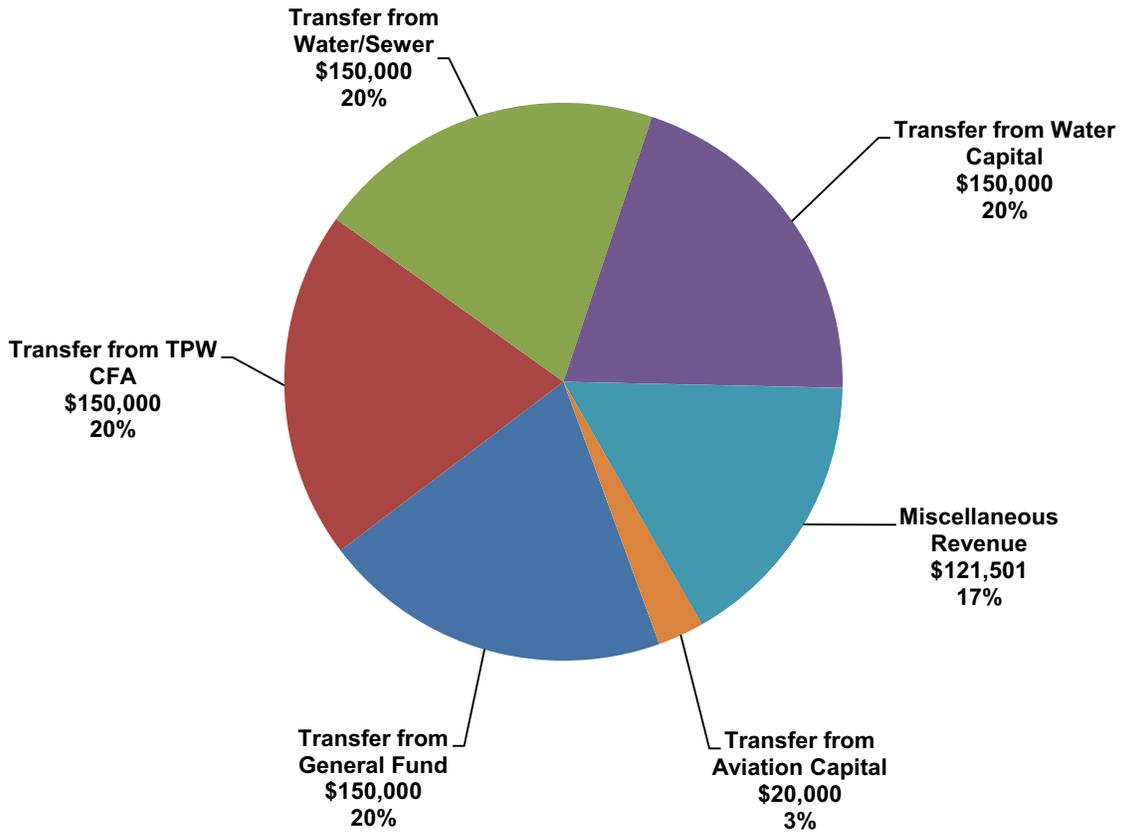


**COMPARISON OF CAPITAL PROJECTS SERVICE FUND - PROPERTY MANAGEMENT
EXPENSES**

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Acquisition and Sales	\$0	\$0	\$0	\$0	\$751,501
SUBTOTAL EXPENSES	\$0	\$0	\$0	\$0	\$751,501
Contribution to Net Position	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$0	\$0	\$0	\$0	\$751,501

COMPARISON OF CAPITAL PROJECTS SERVICE FUND - PROPERTY MANAGEMENT REVENUES

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Transfer from General Fund	\$0	\$0	\$0	\$0	\$150,000
Transfer from TPW CFA	0	0	0	0	150,000
Transfer from Water/Sewer	0	0	0	0	150,000
Transfer from Water Capital	0	0	0	0	150,000
Miscellaneous Revenue	0	0	0	0	121,501
Transfer from Aviation Capital	0	0	0	0	20,000
Easements and Vacations	0	0	0	0	10,000
SUBTOTAL REVENUE	\$0	\$0	\$0	\$0	\$751,501
Use of Net Position	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$751,501



FUND BUDGET SUMMARY**DEPARTMENT:**

CAPITAL PROJECTS SERVICE FUND

FUND/CENTER

60102/0214010

SUMMARY OF FUND RESPONSIBILITIES:

In FY2015 the Real Property Section of the Transportation and Public Works Department moved to the new Property Management Department as the Acquisition and Sales Section of the Real Property Division. This section is responsible for land and property acquisitions and sales and right-of-way and easement acquisitions.

Allocations	Actual FY2014	Adopted FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Personnel Services	\$ 0	\$ 0	\$ 473,184	\$ 473,184
Employee Benefits	\$ 0	\$ 0	\$ 145,668	\$ 145,668
Professional & Tech Svcs	\$ 0	\$ 0	\$ 37,083	\$ 37,083
Utilities Repairs & Rentals	\$ 0	\$ 0	\$ 75,550	\$ 75,550
Other Purchased Services	\$ 0	\$ 0	\$ 7,647	\$ 7,647
Supplies	\$ 0	\$ 0	\$ 12,369	\$ 12,369
Property/Capital Assets	\$ 0	\$ 0	\$ 0	\$ 0
Debt Service	\$ 0	\$ 0	\$ 0	\$ 0
Transfers and Others	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 751,501	\$ 751,501
Authorized Positions	0.00	0.00	8.00	8.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT PROPERTY MANAGEMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60102 CAPITAL PROJECTS SERVICE FUND		Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
	<u>PM REAL PROPERTY</u>								
0214010	PM ACQUISITION & SALES	\$ 0	\$ 0	\$ 751,501	\$ 751,501	0.00	0.00	8.00	8.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 751,501</u>	<u>\$ 751,501</u>	<u>0.00</u>	<u>0.00</u>	<u>8.00</u>	<u>8.00</u>
	TOTAL	\$ 0	\$ 0	\$ 751,501	\$ 751,501	0.00	0.00	8.00	8.00

FUND STATEMENT

FUND:

OFFICE SERVICES FUND

The Office Services Fund was an Internal Service Fund that consists of two divisions: Print Shop and Graphics.

The Print Shop division fabricated identification cards for City employees, provided high-speed copying and printing including business cards and stationery as well as laminating. This division was responsible for administering the contracts with copier vendors which includes the City's walk-up copiers and ordering supplies for copiers. Walk-up copiers are available throughout City Hall and other City facilities.

Graphics division provided a full line of services, including, desktop publishing, logo creation, displays, posters, photographic manipulation and camera-ready art.

The Office Services Fund was managed by the City Manager's Office, Office of Communication and Public Engagement.

The Office Services Fund closed in FY2015 and the Graphics division's two authorized positions were moved to the City Manager's Office in the General Fund. However, the Print Shop's authorized positions were eliminated and functions are outsourced with the exception of badge printing, which moved to the Human Resources Department in the General Fund, and the copier contract management transferred to IT Solutions Department effective FY2015.

**COMPARISON OF OFFICE SERVICES FUND
EXPENSES**

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Print Shop	\$1,055,692	\$909,801	\$1,039,311	\$1,039,311	\$0
Graphics	364,684	322,565	381,969	381,969	0
Mailroom	311,378	7,287	0	0	0
SUBTOTAL EXPENSES	\$1,731,754	\$1,239,653	\$1,421,280	\$1,421,281	\$0
Contribution to Net Position	\$0	\$432,789	\$153,800	\$153,799	\$0
TOTAL EXPENSES	\$1,731,754	\$1,672,442	\$1,575,080	\$1,575,080	\$0

**COMPARISON OF OFFICE SERVICES FUND
REVENUES**

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Print Shop	\$1,244,315	\$1,406,959	\$1,272,247	\$1,272,247	\$0
Graphics	305,224	265,447	302,833	302,833	0
Mailroom	117,343	36	0	0	0
SUBTOTAL REVENUE	<u>\$1,666,882</u>	<u>\$1,672,442</u>	<u>\$1,575,080</u>	<u>\$1,575,080</u>	<u>\$0</u>
Use of Net Position	\$64,872	\$0	\$0	\$0	\$0
SUBTOTAL REVENUE	<u>\$1,731,754</u>	<u>\$1,672,442</u>	<u>\$1,575,080</u>	<u>\$1,575,080</u>	<u>\$0</u>

FUND BUDGET SUMMARY**DEPARTMENT:**

CITY MANAGER'S OFFICE - REPROGRAPHICS

FUND/CENTER

60103/0901310:0901320

SUMMARY OF FUND RESPONSIBILITIES:

The Office Services Fund supports the functions of Reprographics which consists of two divisions: Print Shop and Graphics.

The Print Shop is responsible for engineering copy production, laminating and mounting, printing business card and stationery, fabrication of employee identification cards and walk-up copier service.

The Graphics Division provides centralized graphic design and printing for all City departments. This division prepares a variety of illustrative materials such as maps, sketches, charts, posters, covers, exhibits, graphs, diagrams and photographic manipulation.

Effective FY2015, the Office Services Fund was dissolved and all positions were eliminated except for the Graphics positions, which were moved to the General Fund. The badge printing process was transferred to Human Resources, management of the copier contract was transferred to IT Solutions, and the remaining functions were outsourced.

Allocations	Actual FY2014	Adopted FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Personnel Services	\$ 256,647	\$ 328,137	\$ 0	\$ 0
Employee Benefits	\$ 196,669	\$ 210,166	\$ 0	\$ 0
Professional & Tech Svcs	\$ 33,517	\$ 35,897	\$ 0	\$ 0
Utilities Repairs & Rentals	\$ 365,409	\$ 416,349	\$ 0	\$ 0
Other Purchased Services	\$ 213,670	\$ 212,564	\$ 0	\$ 0
Supplies	\$ 173,741	\$ 218,167	\$ 0	\$ 0
Property/Capital Assets	\$ 0	\$ 0	\$ 0	\$ 0
Debt Service	\$ 0	\$ 0	\$ 0	\$ 0
Transfers and Others	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 1,239,653	\$ 1,421,281	\$ 0	\$ 0
Authorized Positions	6.00	6.00	0.00	0.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT NON-DEPARTMENTAL		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60103 OFFICE SERVICES FUND		Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
	<u>OFFICE SERVICES</u>								
0901310	NONDEPT PRINT SHOP	\$ 909,801	\$ 1,039,311	\$ 0	\$ 0	4.00	4.00	0.00	0.00
0901320	NONDEPT GRAPHICS	322,565	381,969	0	0	2.00	2.00	0.00	0.00
0901330	NONDEPT MAIL ROOM	7,287	0	0	0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 1,239,653</u>	<u>\$ 1,421,281</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>6.00</u>	<u>6.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 1,239,653	\$ 1,421,281	\$ 0	\$ 0	6.00	6.00	0.00	0.00

FORT WORTH



FUND STATEMENT

FUND:

TEMPORARY LABOR FUND

The Temporary Labor Fund is a City of Fort Worth Internal Service Fund. The Fund was established to provide a centralized temporary employee source for all City departments.

In 1987, a study was conducted regarding contracting the City's temporary labor service to an entity outside the City. However, it was found to be more cost-effective for the City to provide the service in-house. In fact, it was estimated that the City's provision of such services could potentially save the City 38% to 40%. Thus, the Temporary Labor Fund was established in October 1987.

The Human Resources Department (HR) manages the Temporary Labor Fund, which is responsible for recruiting and referring qualified applicants to fill City departments' temporary staffing needs. The service allows departments to operate at maximum efficiency during peak workload periods, vacation periods, and extended leaves of absence and under other circumstances that create temporary staffing challenges.

Human Resources is responsible for performing the pre-screening and testing of all potential temporary labor pool employees. Thus, the Department is able to monitor temporary employees to ensure that they meet the test score, experience, typing and education requirements of the City's regular/permanent positions.

Departments utilizing Temporary Labor's services are billed by the Fund for the temporary employee's salary and all associated administrative costs. There are an average of 45 temporary employees working in a variety of City departments during any given pay period.

A temporary assignment typically lasts from one day to six months. However, extensions beyond a six-month period may be granted on an as-needed basis.

The Temporary Labor Fund was closed in FY2015 and the function was moved to the Human Resources Department in the General Fund.

**COMPARISON OF TEMPORARY LABOR FUND
EXPENSES**

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Temporary Labor	\$700,792	\$625,874	\$0	\$0	\$0
Administrative Expenses	93,572	88,667	0	0	0
Transfer to General Fund ¹	0	250,000	0	0	0
SUBTOTAL EXPENSES	\$794,364	\$964,541	\$0	\$0	\$0
Contributions to Net Position	\$39,483	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$833,847	\$964,541	\$0	\$0	\$0

¹ Fund Balance transferred to General Fund when fund closed, Per M&C G-18299.

**COMPARISON OF TEMPORARY LABOR FUND
REVENUES**

	ACTUAL	ACTUAL	BUDGET	REVISED	ADOPTED
	FY2013	FY2014	FY2015	BUDGET	FY2016
				FY2015	
Temporary Services Charges	\$826,130	\$760,739	\$0	\$0	\$0
Miscellaneous Revenue	7,717	10,113	0	0	0
SUBTOTAL REVENUE	\$833,847	\$770,852	\$0	\$0	\$0
Use of Net Position	\$0	\$193,689	\$0	\$0	\$0
TOTAL REVENUE	\$833,847	\$964,541	\$0	\$0	\$0

FUND BUDGET SUMMARY**DEPARTMENT:****FUND/CENTER**

TEMPORARY LABOR FUND

60104/0140000

SUMMARY OF FUND RESPONSIBILITIES:

The Temporary Labor Fund is a function of the Human Resources Department. For budget details see the General Fund section.

Allocations	Actual FY2014	Adopted FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Personnel Services	\$ 678,795	\$ 0	\$ 0	\$ 0
Employee Benefits	\$ 17,553	\$ 0	\$ 0	\$ 0
Professional & Tech Svcs	\$ 10,930	\$ 0	\$ 0	\$ 0
Utilities Repairs & Rentals	\$ 1,050	\$ 0	\$ 0	\$ 0
Other Purchased Services	\$ 4,557	\$ 0	\$ 0	\$ 0
Supplies	\$ 1,656	\$ 0	\$ 0	\$ 0
Property/Capital Assets	\$ 0	\$ 0	\$ 0	\$ 0
Debt Service	\$ 0	\$ 0	\$ 0	\$ 0
Transfers and Others	\$ 250,000	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 964,541	\$ 0	\$ 0	\$ 0
Authorized Positions	1.50	0.00	0.00	0.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60104 TEMPORARY LABOR FUND		Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
0140000	<u>HUMAN RESOURCES</u>								
	HR TEMP SERVICES	\$ 964,541	\$ 0	\$ 0	\$ 0	1.50	0.00	0.00	0.00
	Sub-Total	<u>\$ 964,541</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>1.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 964,541	\$ 0	\$ 0	\$ 0	1.50	0.00	0.00	0.00

FORT WORTH



FUND STATEMENT**FUND:****INSURANCE**

The Risk Management Division is responsible for property and liability insurance and claims management, as well as coordinating loss identification, reduction, and prevention programs. The Workers' Compensation Division is responsible for providing statutorily-mandated workers' compensation benefits to City employees who are injured in the course and scope of employment for which compensation is payable under the Texas Workers' Compensation Act. In FY2016, as a result of the reevaluation of the way "risk" was managed in the City, the risk functions between Finance and Human Resources were combined into a single unit. The Risk Management Fund and the Workers' Compensation Fund were combined into the new Risk Financing Fund and are administered by the Human Resources Department. Human Resources oversees the Group Health and Life Insurance Fund for the group medical benefits program for active and retired city employees.

Insurance program revenues primarily come from transfer payments from other City departments. The Group Health and Life Insurance Fund also derive revenue from active and retired City employee contributions. Revenue is budgeted based on expected expenditures required to meet current year expenses, as well as payments towards prior years' incurred expenses.

The designated insurance operating funds are as follows:

RISK FINANCING FUND:

RISK MANAGEMENT: The Risk Management Division manages the risk management program which is comprised of the City's commercial insurance program and self-insured programs, claims and litigation management and subrogation programs. Risk Management focuses on controlling costs from losses and costs incurred by the City due to accidents, as well as managing an integrated program responsible for the preservation and protection of the City's resources and assets through loss prevention, loss control, and risk financing mechanisms. The goals of risk management are the protection of City resources and to minimize the financial impact when losses do occur. This is accomplished by proactively analyzing risks and exposures that face the City in its daily operations.

WORKERS' COMPENSATION: This program is self-insured and a third-party administrator/contractor handles claims. The City purchases commercial excess insurance that provides per occurrence statutory limits of liability coverage, but with self-insured retention levels per occurrence of \$2,500,000 for police officers and fire fighters, and \$1,750,000 for all other employees.

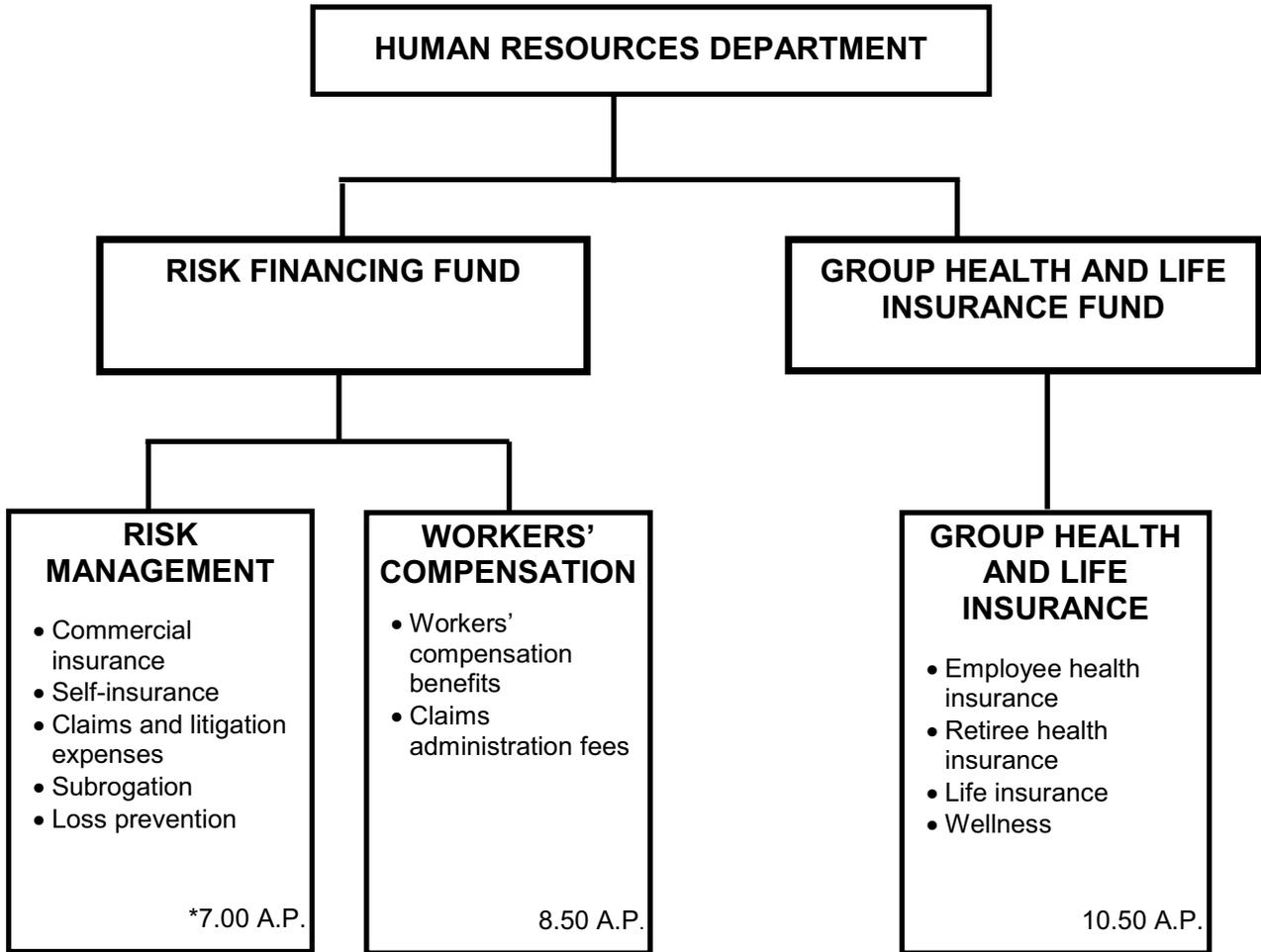
GROUP HEALTH AND LIFE INSURANCE FUND:

GROUP HEALTH AND LIFE INSURANCE: Since FY2002, the City has been self-insured for the medical benefits it offers City employees, retirees, and their eligible spouses and/or dependents. However, the City is reinsured with excess coverage at \$1,000,000 Specific Stop Loss insurance per person per plan year. Since January 1, 2015, the City provides coverage basic life and AD&D of one time each employee's annual salary at no cost to employees. A \$5,000 death benefit is provided for each eligible retiree from the Retired Employees Group Death Benefit Fund.

UNEMPLOYMENT COMPENSATION FUND:

UNEMPLOYMENT COMPENSATION: The City is a reimbursing agency for unemployment compensation. The Texas Workforce Commission (TWC) sends quarterly reports to the city concerning claims that are paid on behalf of the City to eligible former employees. Human Resources personnel then review all claims and file reports to TWC accordingly. Effective FY2016, the Unemployment Compensation Fund will be closed. In FY2016, each department fund will pay claims directly from their operating budgets based on actual expenses incurred in that specific fiscal year. This change is intended to improve accountability and transparency and to allow more accurate tracking of the true total cost of service by each department and fund. The underlying activities will be a function of the Human Resources Department. For budget details see the General Fund section.

INSURANCE – 26.00 A. P.



**Currently, one position in the Risk Management Division is split 70/30, with .70 in Financial Management Services and .30 in the Risk Financing Fund. The position will be fully funded from Financial Management Services and is not shown in this chart.*

FUND BUDGET SUMMARY**DEPARTMENT:**

RISK MANAGEMENT FUND

FUND/CENTER

60107/0137110:0139010

SUMMARY OF FUND RESPONSIBILITIES:

The Risk Management Division manages the City's commercial and self-insured programs, claims and litigation management and subrogation programs. Risk Management focuses on controlling losses and costs incurred by the City and providing an integrated program responsible for the protection and preservation of the City's resources and assets through loss prevention, loss control and loss financing. The goals of risk management are to minimize the threat of accidents and other forms of risk and to minimize the impact when losses occur. Protection and preservation of City resources and assets are accomplished by identifying and analyzing accidental and unforeseen risks facing the City and developing remedies to effectively deal with those risks. A central feature of impact minimization efforts is the securing of appropriate insurance protection or risk transfer method.

In FY2016 the Risk Management Fund and the Worker's Compensation Fund, which both focus on risk exposure and financing, were combined into a single new fund, the Risk Financing Fund. The Risk Management Division which was managed by Financial Management Services was transferred to the Human Resources Department.

Allocations	Actual FY2014	Adopted FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Personnel Services	\$ 404,884	\$ 496,426	\$ 0	\$ 0
Employee Benefits	\$ 248,558	\$ 259,624	\$ 0	\$ 0
Professional & Tech Svcs	\$ 274,270	\$ 544,580	\$ 0	\$ 0
Utilities Repairs & Rentals	\$ 8,797	\$ 8,655	\$ 0	\$ 0
Other Purchased Services	\$ 4,651,142	\$ 5,484,969	\$ 0	\$ 0
Supplies	\$ 8,693	\$ 10,499	\$ 0	\$ 0
Property/Capital Assets	\$ 0	\$ 0	\$ 0	\$ 0
Debt Service	\$ 6,410,892	\$ 0	\$ 0	\$ 0
Transfers and Others	\$ 3,000,000	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 15,007,236	\$ 6,804,753	\$ 0	\$ 0
Authorized Positions	0.00	7.30	0.00	0.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT FINANCIAL MANAGEMENT SERVICES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60107	RISK MANAGEMENT FUND	Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
	<u>PROPERTY AND CASUALTY DIVISION</u>								
0137110	FMS CLAIMS PMTS AND COSTS	\$ 1,157,703	\$ 1,171,612	\$ 0	\$ 0	0.00	0.00	0.00	0.00
0137120	FMS LAWSUIT PMTS AND COSTS	1,102,500	2,072,883	0	0	0.00	0.00	0.00	0.00
0137130	FMS COMM INSURANCE PREMIUMS	2,065,982	2,076,301	0	0	0.00	0.00	0.00	0.00
0137140	FMS SELF INSURANCE PREMIUMS	580,540	674,305	0	0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 4,906,725</u>	<u>\$ 5,995,101</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>INSURANCE</u>								
0139010	FMS RISK MANAGEMENT	\$ 10,100,511	\$ 809,652	\$ 0	\$ 0	0.00	7.30	0.00	0.00
	Sub-Total	<u>\$ 10,100,511</u>	<u>\$ 809,652</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0.00</u>	<u>7.30</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 15,007,236	\$ 6,804,753	\$ 0	\$ 0	0.00	7.30	0.00	0.00

FUND BUDGET SUMMARY

DEPARTMENT: WORKERS' COMPENSATION FUND	FUND/CENTER 60108/0147310
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SUMMARY OF FUND RESPONSIBILITIES:

Effective FY2016, the Workers' Compensation Fund is a division of the new Risk Financing Fund which is a combination of the Risk Management Fund and the Workers' Compensation Fund. For budget details see the Risk Financing Fund.

Allocations	Actual FY2014	Adopted FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Personnel Services	\$ 502,892	\$ 540,679	\$ 0	\$ 0
Employee Benefits	\$ 198,329	\$ 208,347	\$ 0	\$ 0
Professional & Tech Svcs	\$ 1,449,271	\$ 1,443,173	\$ 0	\$ 0
Utilities Repairs & Rentals	\$ 9,177	\$ 11,320	\$ 0	\$ 0
Other Purchased Services	\$ 10,013,805	\$ 10,903,021	\$ 0	\$ 0
Supplies	\$ 31,288	\$ 24,355	\$ 0	\$ 0
Property/Capital Assets	\$ 0	\$ 0	\$ 0	\$ 0
Debt Service	\$ 23,240,378	\$ 0	\$ 0	\$ 0
Transfers and Others	\$ 500,000	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 35,945,140	\$ 13,130,895	\$ 0	\$ 0
Authorized Positions	0.00	7.58	0.00	0.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60108 WORKERS COMP FUND		Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
0147310	<u>WORKERS' COMP INS</u>								
	HR WORKER'S COMP INSURANCE	\$ 35,945,140	\$ 13,130,895	\$ 0	\$ 0	0.00	7.58	0.00	0.00
	Sub-Total	<u>\$ 35,945,140</u>	<u>\$ 13,130,895</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0.00</u>	<u>7.58</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 35,945,140	\$ 13,130,895	\$ 0	\$ 0	0.00	7.58	0.00	0.00

**RISK FINANCING FUND-RISK MANAGEMENT DIVISION BUDGET SUMMARY
FY2016**

REVENUES:

Other Revenue	\$6,612,269
General Fund	\$4,559,338
Water/Sewer Fund	\$961,083
Culture & Tourism Fund	\$539,605
Municipal Airport Fund	\$134,188
Solid Waste Fund	\$74,974
Equipment Services Fund	\$74,356
Municipal Parking Fund	\$55,748
IT Fund	\$81,079
CCPD	\$22,583
Red Light Fund	\$17,028
Stormwater Fund	\$23,417
Capital Project Services Fund	\$10,690
Municipal Golf Fund	\$12,137
Environmental Mgmt. Fund	\$6,998
Subrogation Revenue	\$39,045
SUBTOTAL REVENUE	\$6,612,269

USE OF NET POSITION \$0

TOTAL REVENUE **\$6,612,269**

EXPENSES

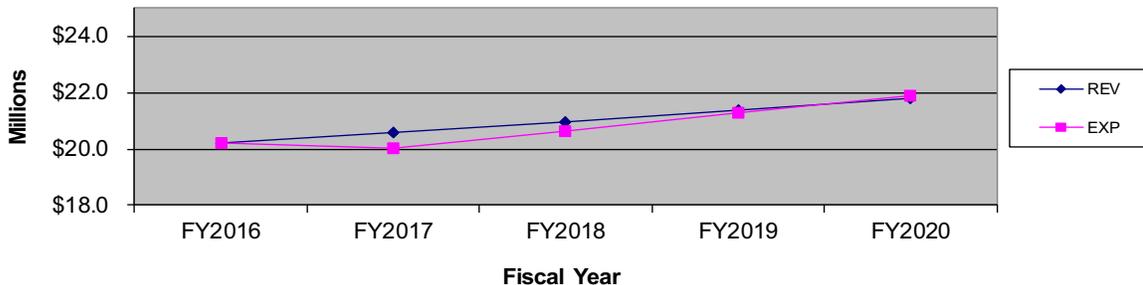
Risk Management Appropriations	\$6,112,269
SUBTOTAL EXPENSES	\$6,112,269
<u>CONTRIBUTION TO NET POSITION</u>	<u>\$500,000</u>
TOTAL EXPENSES	\$6,612,269

* The Risk Management Fund was combined with Workers' Compensation Fund to a new Risk Financing Fund.

**RISK FINANCING FUND FIVE YEAR FORECAST
FISCAL YEAR 2016 THROUGH 2020**

	FY2016 Adopted	FY2017 Projected	FY2018 Projected	FY2019 Projected	FY2020 Projected
Beginning Working Capital	(\$7,675,797)	(\$6,675,797)	(\$6,116,794)	(\$5,780,455)	(\$5,675,472)
Revenues ⁽¹⁾					
General Fund Contribution	\$13,885,660	\$14,163,373	\$14,446,641	\$14,735,573	\$15,030,285
Enterprise Funds	\$3,640,738	\$3,713,553	\$3,787,824	\$3,863,580	\$3,940,852
Internal Services Funds	\$578,747	\$590,322	\$602,128	\$614,171	\$626,454
Special Funds	\$815,150	\$831,453	\$848,082	\$865,044	\$882,345
Other Revenue	<u>\$1,290,527</u>	<u>\$1,290,527</u>	<u>\$1,290,527</u>	<u>\$1,290,527</u>	<u>\$1,290,527</u>
Total Revenue	\$20,210,822	\$20,589,228	\$20,975,202	\$21,368,895	\$21,770,463
Total Resources	\$12,535,025	\$13,913,431	\$14,858,408	\$15,588,441	\$16,094,991
Expenses					
Personnel Services	\$1,150,681	\$1,227,399	\$1,185,825	\$1,139,041	\$1,086,669
Employee Benefits	\$534,587	\$614,290	\$575,760	\$532,081	\$482,877
Professional & Technical Services	\$1,847,493	\$1,884,443	\$1,922,132	\$1,960,574	\$1,999,786
Utilities, Repairs and Rentals	\$20,976	\$21,815	\$22,688	\$23,595	\$24,539
Other Purchased Services	\$15,602,575	\$16,226,678	\$16,875,745	\$17,550,775	\$18,252,806
Supplies	\$54,510	\$55,600	\$56,712	\$57,846	\$59,003
Property/Capital Assets	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Transfers and Others	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$19,210,822	\$20,030,226	\$20,638,862	\$21,263,912	\$21,905,680
Projected Variance	\$1,000,000	\$559,002	\$336,340	\$104,983	(\$135,218)
Projected Working Capital	(\$6,675,797)	(\$6,116,794)	(\$5,780,455)	(\$5,675,472)	(\$5,810,689)
Reserve Requirement ⁽²⁾	\$3,202,444	\$3,339,039	\$3,440,498	\$3,544,694	\$3,651,677
Excess/(Deficit)	(\$9,878,241)	(\$9,455,833)	(\$9,220,953)	(\$9,220,166)	(\$9,462,366)

**RISK FINANCING FUND
PROJECTED REVENUES AND EXPENDITURES**

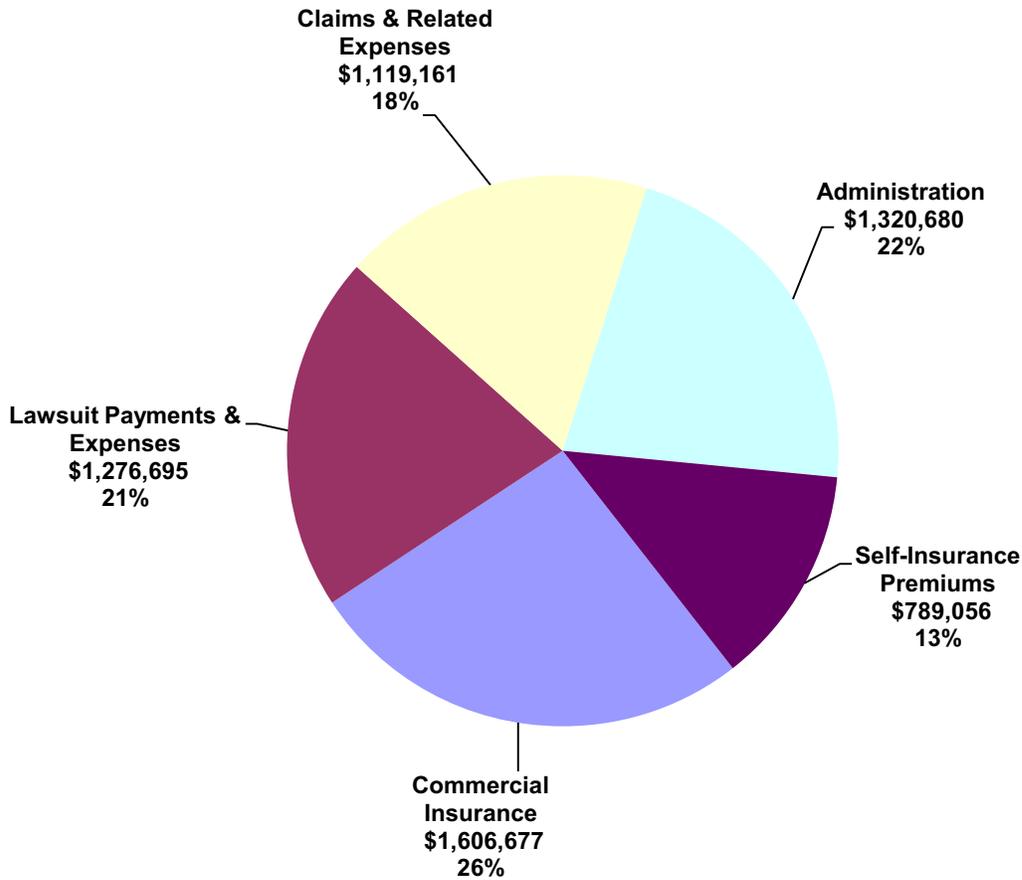


(1) This model does **not** reflect rate increases for the next five years.

(2) Special Revenue Fund Reserve Policy: A minimum Fund Balance equivalent to two months (16.67%) of regular, on-going Operating Expenditures (including transfers out). This calculation shall not include Non-Recurring Items.

**COMPARISON OF RISK FINANCING FUND - RISK MANAGEMENT DIVISION
EXPENSES**

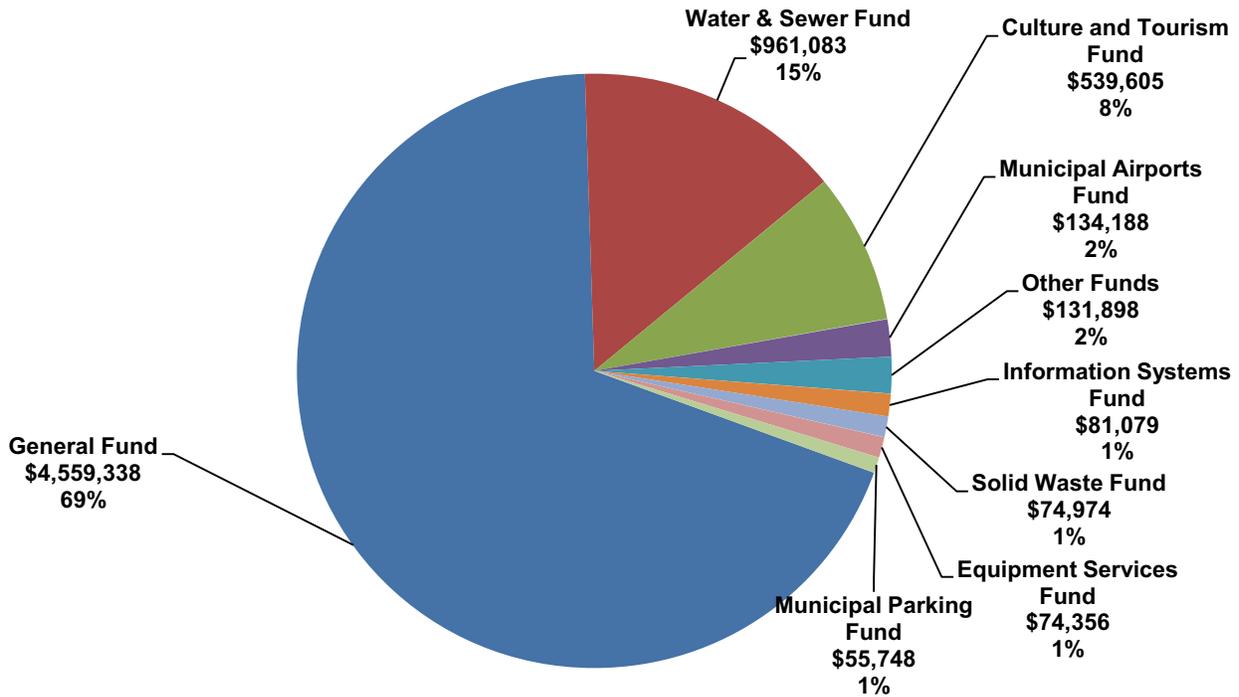
	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Commercial Insurance	\$1,587,142	\$2,065,982	\$2,076,301	\$2,076,301	\$1,606,677
Lawsuit Payments & Expenses	1,132,188	1,102,500	2,072,883	2,072,883	1,276,695
Claims & Related Expenses	1,298,953	1,157,703	1,171,612	1,171,612	1,119,161
Administration	934,802	10,100,511	809,652	817,024	1,320,680
Self-Insurance Premiums	375,144	580,540	674,305	674,305	789,056
SUBTOTAL EXPENSES	\$5,328,229	\$15,007,236	\$6,804,753	\$6,812,125	\$6,112,269
Contribution to Net Position	\$3,479,570	\$0	\$0	\$0	\$500,000
TOTAL EXPENSES	\$8,807,799	\$15,007,236	\$6,804,753	\$6,812,125	\$6,612,269



**COMPARISON OF RISK FINANCING FUND - RISK MANAGEMENT DIVISION
REVENUES**

	ACTUAL	ACTUAL	BUDGET	REVISED	ADOPTED
	FY2013	FY2014*	FY2015	FY2015	FY2016
General Fund	\$5,810,240	\$0	\$4,500,253	\$4,500,253	\$4,559,338
Water & Sewer Fund	1,238,892	0	1,597,789	1,597,789	961,083
Culture and Tourism Fund	243,563	0	10,000	10,000	539,605
Municipal Airports Fund	90,532	0	145,257	145,257	134,188
Other Funds	1,122,028	1,134,809	342,936	342,936	131,898
Information Systems Fund	61,497	0	61,029	61,029	81,079
Solid Waste Fund	12,287	0	11,413	11,413	74,974
Equipment Services Fund	115,542	0	60,862	60,862	74,356
Municipal Parking Fund	113,218	0	75,214	75,214	55,748
SUBTOTAL REVENUE	\$8,807,799	\$1,134,809	\$6,804,753	\$6,804,753	\$6,612,269
Use of Net Position	\$0	\$13,872,427	\$0	\$7,372	\$0
TOTAL REVENUE	\$8,807,799	\$15,007,236	\$6,804,753	\$6,812,125	\$6,612,269

*FY2014 budget eliminated the Risk Management fund transfer organization-wide. Transfers resumed in FY2015.



FUND BUDGET SUMMARY

DEPARTMENT:

FUND/CENTER

RISK FINANCING FUND: RISK MANAGEMENT

60111/0147100:0149010

SUMMARY OF FUND RESPONSIBILITIES:

The Risk Management Division manages the City’s commercial and self-insured programs, claims and litigation management and subrogation programs. Risk Management focuses on controlling losses and costs incurred by the City and providing an integrated program responsible for the protection and preservation of the City’s resources and assets through loss prevention, loss control and loss financing. The goals of risk management are to minimize the threat of accidents and other forms of risk and to minimize the impact when losses occur. Protection and preservation of City resources and assets are accomplished by identifying and analyzing accidental and unforeseen risks facing the City and developing remedies to effectively deal with those risks. A central feature of impact minimization efforts is the securing of appropriate insurance protection or risk transfer method.

In FY2016 the management of the Risk Management Division was transferred from the Financial Management Services Department to the Human Resources Department. Additionally, the Risk Management Fund and the Worker’s Compensation Fund, which both focus on risk exposure and financing, were combined into a single new fund, the Risk Financing Fund. The goals for the new risk management team are:

- To protect City of Fort Worth employees, assets and citizens through the implementation of comprehensive risk management strategies and action plans;
- To help the City achieve its objectives by providing the programs, support, expertise and assistance to understand and, through a balanced approach, manage risk;
- To be recognized as the leader in public entity risk management practices throughout the State of Texas and be relied upon for an unequaled commitment to excellence in risk management philosophy, standards, processes and direction; and
- To measure, monitor and control the financial impact associated with the risk management programs.

Allocations	Actual FY2014	Adopted FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Personnel Services	\$ 0	\$ 0	\$ 503,877	\$ 0
Employee Benefits	\$ 0	\$ 0	\$ 253,866	\$ 0
Professional & Tech Svcs	\$ 0	\$ 0	\$ 350,802	\$ 0
Utilities Repairs & Rentals	\$ 0	\$ 0	\$ 8,599	\$ 0
Other Purchased Services	\$ 0	\$ 0	\$ 4,974,519	\$ 0
Supplies	\$ 0	\$ 0	\$ 20,606	\$ 0
Property/Capital Assets	\$ 0	\$ 0	\$ 0	\$ 0
Debt Service	\$ 0	\$ 0	\$ 0	\$ 0
Transfers and Others	\$ 0	\$ 0	\$ 500,000	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 6,612,269	\$ 0
Authorized Positions	7.00	0.00	7.30	0.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT FINANCIAL MANAGEMENT SERVICES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60111 RISK FINANCING FUND		Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
	<u>PROPERTY AND CASUALTY DIVISION</u>								
0137110	FMS CLAIMS PMTS AND COSTS	\$ 0	\$ 0	\$ 1,119,161	\$ 0	0.00	0.00	0.00	0.00
0137120	FMS LAWSUIT PMTS AND COSTS	0	0	1,276,695	0	0.00	0.00	0.00	0.00
0137130	FMS COMM INSURANCE PREMIUMS	0	0	2,106,677	0	0.00	0.00	0.00	0.00
0137140	FMS SELF INSURANCE PREMIUMS	0	0	789,056	0	0.00	0.00	0.00	0.00
	Sub-Total	\$ 0	\$ 0	\$ 5,291,589	\$ 0	0.00	0.00	0.00	0.00
	<u>INSURANCE</u>								
0139010	FMS RISK MANAGEMENT	\$ 0	\$ 0	\$ 1,320,680	\$ 0	7.00	0.00	7.30	0.00
	Sub-Total	\$ 0	\$ 0	\$ 1,320,680	\$ 0	7.00	0.00	7.30	0.00
	TOTAL	\$ 0	\$ 0	\$ 6,612,269	\$ 0	7.00	0.00	7.30	0.00

**WORKERS' COMPENSATION FUND BUDGET SUMMARY
FY2016**

REVENUES:

Other Revenue ¹	\$13,598,553
Contributions from General Fund	\$9,326,322
Contributions from Water and Sewer Fund	\$2,198,815
Contributions from Equipment Services	\$231,291
Contributions from Culture Tourism	\$163,069
Contributions from Stormwater Utility Fund	\$129,331
Contributions from Capital Projects Service Fund	\$76,734
Contributions from ITS	\$63,734
Contributions from Solid Waste	\$41,813
Contributions from Risk Financing Fund ²	\$36,369
Contributions from Golf Fund	\$26,957
Contributions from Red Light	\$16,821
Contributions from Municipal Parking	\$10,830
Contributions from Municipal Airport	\$10,539
Contributions from Environmental Management	\$9,952
Contributions from Group Health Insurance	\$4,494
Workers' Compensation Reimbursement ³	\$1,201,482
Subrogation Revenue ⁴	\$50,000
SUBTOTAL REVENUE	\$13,598,553

USE OF NET POSITION \$0

TOTAL REVENUE **\$13,598,553**

EXPENSES:

Workers' Compensation Fund Appropriations	\$13,098,553
SUBTOTAL EXPENSES	\$13,098,553

CONTRIBUTION TO NET POSITION \$500,000

TOTAL EXPENSES **\$13,598,553**

¹ The contributions are based on previous year's workers' compensation claims for authorized positions that went out on workers' compensation.

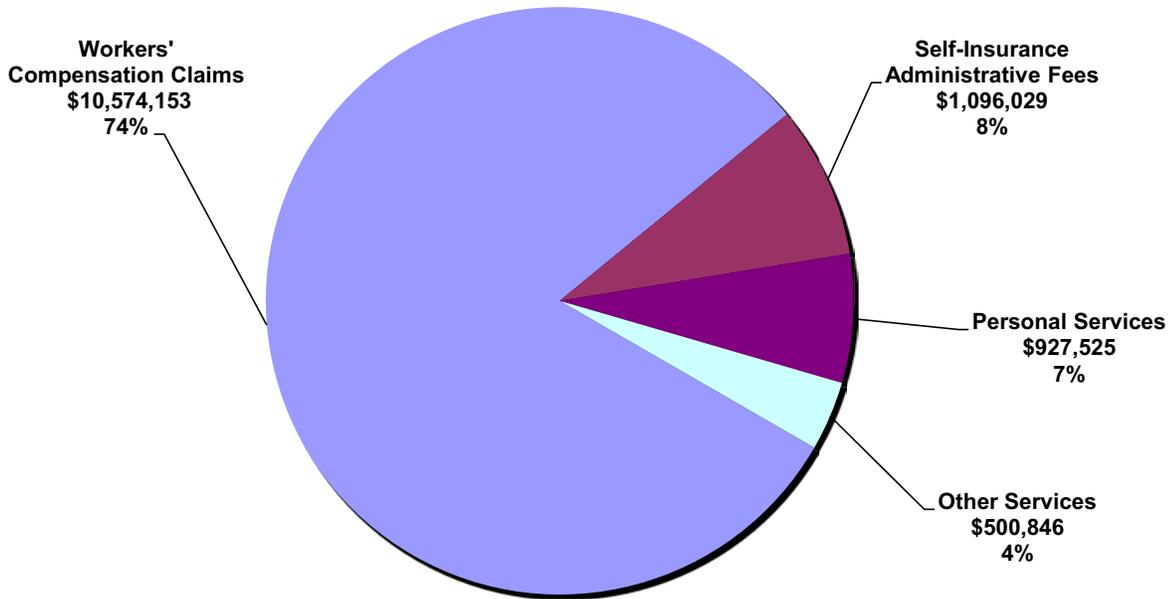
² The Workers' Compensation Fund was combined with Risk Management Fund to a new Risk Financing Fund.

³ Workers' Compensation Reimbursement is for catastrophic claims and losses that may be incurred by City employees.

⁴ Subrogation Revenue is for losses and damages that are reclaimed on behalf of the CFW from third parties.

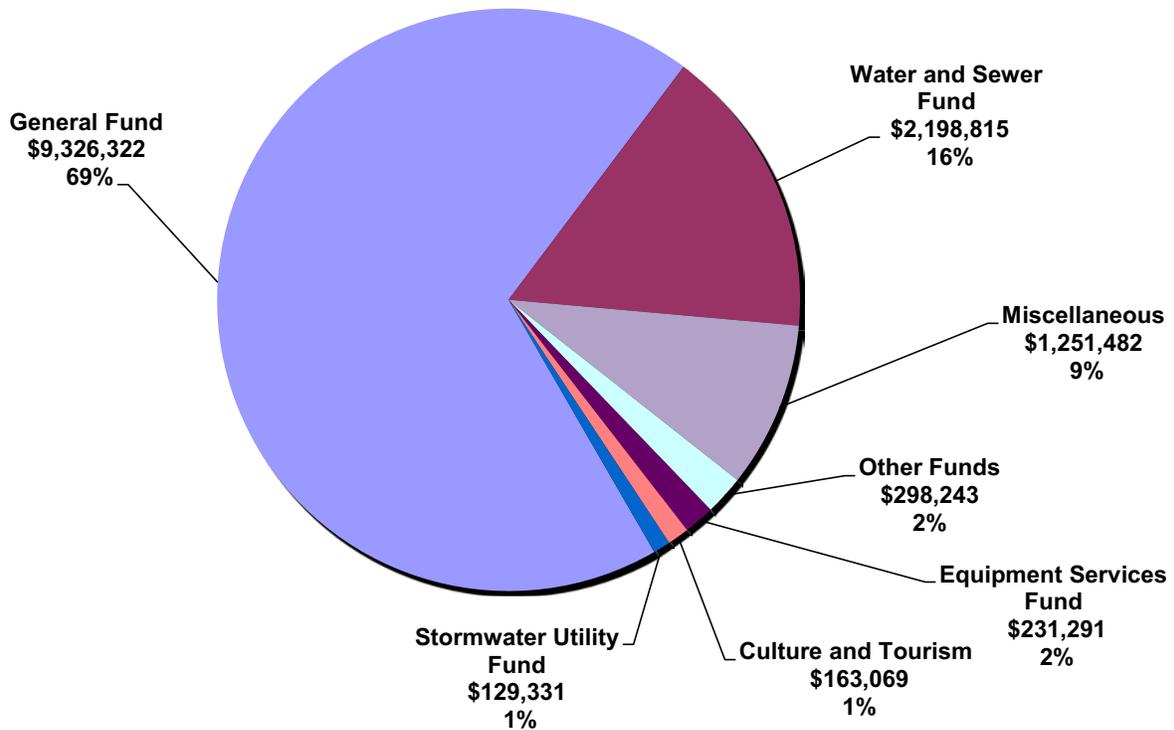
COMPARISON OF WORKERS' COMPENSATION FUND EXPENSES

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Workers' Compensation Claims and related costs	\$10,275,114	\$9,994,407	\$10,883,454	\$10,883,454	\$10,574,153
Self-Insurance Administrative Fees	991,107	1,071,394	1,088,666	1,088,666	1,096,029
Personal Services	591,104	701,221	749,026	749,026	927,525
Professional & Technical Services	380,994	377,877	354,507	354,507	400,662
Utilities, Repairs and Rental	8,399	9,177	11,320	11,320	12,377
Other Purchased Services	15,431	19,398	19,567	19,567	53,903
Supplies	25,704	31,288	24,355	24,355	33,904
Transfer and Others	0	23,740,378	0	0	0
SUBTOTAL EXPENSES	\$12,287,853	\$35,945,140	\$13,130,895	\$13,130,895	\$13,098,553
Contributions to Net Position	\$1,462,816	\$0	\$0	\$0	\$500,000
TOTAL EXPENSES	\$13,750,669	\$35,945,140	\$13,130,895	\$13,130,895	\$13,598,553



COMPARISON OF WORKERS' COMPENSATION FUND REVENUES

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
City Fund Contributions					
General Fund	\$6,919,040	\$8,665,435	\$8,963,675	\$8,963,675	\$9,326,322
Water and Sewer Fund	1,336,811	2,059,036	2,063,841	2,063,841	2,198,815
Miscellaneous	2,302,979	1,464,244	1,054,879	1,054,879	1,251,482
Other Funds	2,699,296	489,193	446,778	446,778	298,243
Equipment Services Fund	278,468	416,761	309,975	309,975	231,291
Culture and Tourism	69,853	81,148	113,948	113,948	163,069
Stormwater Utility Fund	144,222	218,681	177,799	177,799	129,331
SUBTOTAL REVENUE	\$13,750,669	\$13,394,498	\$13,130,895	\$13,130,895	\$13,598,553
Use of Net Position	\$0	\$22,550,642	\$0	\$0	\$0
TOTAL REVENUE	\$13,750,669	\$35,945,140	\$13,130,895	\$13,130,895	\$13,598,553



FUND BUDGET SUMMARY

DEPARTMENT:

FUND/CENTER

RISK FINANCING FUND

60111/0147110:0149010

SUMMARY OF FUND RESPONSIBILITIES:

In FY2016, the Workers' Compensation Fund and the Risk Management Fund were combined into the new Risk Financing Fund. The Workers' Compensation Fund provides statutorily-mandated workers' compensation benefits to City employees who are injured in the course and scope of employment for which compensation is payable under the Texas Workers' Compensation Act. The Fund expenses are experience-rated, based on actual workers' compensation claims for the previous three years of claims experience, as well as administrative costs for the upcoming year. The Fund expenses include indemnity medical, legal, administrative and other occupational health and safety-related costs. Workers' Compensation Fund revenue comes from all City operating funds, capital projects and other miscellaneous sources.

Allocations	Actual FY2014	Adopted FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Personnel Services	\$ 0	\$ 0	\$ 646,804	\$ 1,150,681
Employee Benefits	\$ 0	\$ 0	\$ 280,721	\$ 534,587
Professional & Tech Svcs	\$ 0	\$ 0	\$ 1,496,691	\$ 1,847,493
Utilities Repairs & Rentals	\$ 0	\$ 0	\$ 12,377	\$ 20,976
Other Purchased Services	\$ 0	\$ 0	\$ 10,628,056	\$ 15,602,575
Supplies	\$ 0	\$ 0	\$ 33,904	\$ 54,510
Property/Capital Assets	\$ 0	\$ 0	\$ 0	\$ 0
Debt Service	\$ 0	\$ 0	\$ 0	\$ 0
Transfers and Others	\$ 0	\$ 0	\$ 500,000	\$ 1,000,000
Total Expenditures	\$ 0	\$ 0	\$ 13,598,553	\$ 20,210,822
Authorized Positions	7.75	0.00	8.50	15.80

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60111 RISK FINANCING FUND		Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
	<u>PROPERTY AND CASUALTY DIVISION</u>								
0147110	HR CLAIMS PMTS AND COSTS	\$ 0	\$ 0	\$ 0	\$ 1,119,161	0.00	0.00	0.00	0.00
0147120	HR LAWSUIT PMTS AND COSTS	0	0	0	1,276,695	0.00	0.00	0.00	0.00
0147130	HR COMM INSURANCE PREMIUMS	0	0	0	2,106,677	0.00	0.00	0.00	0.00
0147140	HR SELF INSURANCE PREMIUMS	0	0	0	789,056	0.00	0.00	0.00	0.00
	Sub-Total	\$ 0	\$ 0	\$ 0	\$ 5,291,589	0.00	0.00	0.00	0.00
	<u>WORKERS' COMP INS</u>								
0147310	HR WORKER'S COMP INSURANCE	\$ 0	\$ 0	\$ 13,598,553	\$ 13,598,553	7.75	0.00	8.50	8.50
	Sub-Total	\$ 0	\$ 0	\$ 13,598,553	\$ 13,598,553	7.75	0.00	8.50	8.50
	<u>RISK MANAGEMENT</u>								
0149010	HR RISK MANAGEMENT	\$ 0	\$ 0	\$ 0	\$ 1,320,680	0.00	0.00	0.00	7.30
	Sub-Total	\$ 0	\$ 0	\$ 0	\$ 1,320,680	0.00	0.00	0.00	7.30
	TOTAL	\$ 0	\$ 0	\$ 13,598,553	\$ 20,210,822	7.75	0.00	8.50	15.80

**GROUP HEALTH AND LIFE INSURANCE FUND BUDGET SUMMARY
FY2016**

REVENUES:

Use of Money & Property	\$357,366
Interest Earnings	\$357,366
Other Revenue	\$101,742,868
Contribution from Employees	\$19,075,830
Contribution Retiree	\$7,604,335
Contributions from General Fund	\$54,473,316
Contributions from Water and Sewer Fund	\$9,686,315
Contributions from Crime District	\$2,694,672
Contributions from Equipment Services	\$1,541,558
Contributions from ITS	\$1,404,669
Contributions from Solid Waste	\$1,110,665
Contributions from Culture Tourism	\$1,059,520
Contributions from Stormwater Utility Fund	\$886,447
Contributions from Capital Projects Service Fund	\$707,460
Contributions from Golf Fund	\$331,989
Contributions from Red Light	\$270,036
Contributions from Municipal Airport	\$245,899
Contributions from Environmental Management	\$199,560
Contributions from Risk Management	\$142,965
Contributions from Municipal Parking	\$81,876
Contributions from Group Health Insurance	\$56,316
Contributions from Workers' Compensation	\$45,096
Contributions from Library Automation Fund	\$13,440
Miscellaneous Revenue from pharmacy rebates	\$110,905
SUBTOTAL REVENUE	\$102,100,234

USE OF NET POSITION \$0

TOTAL REVENUE **\$102,100,234**

EXPENSES:

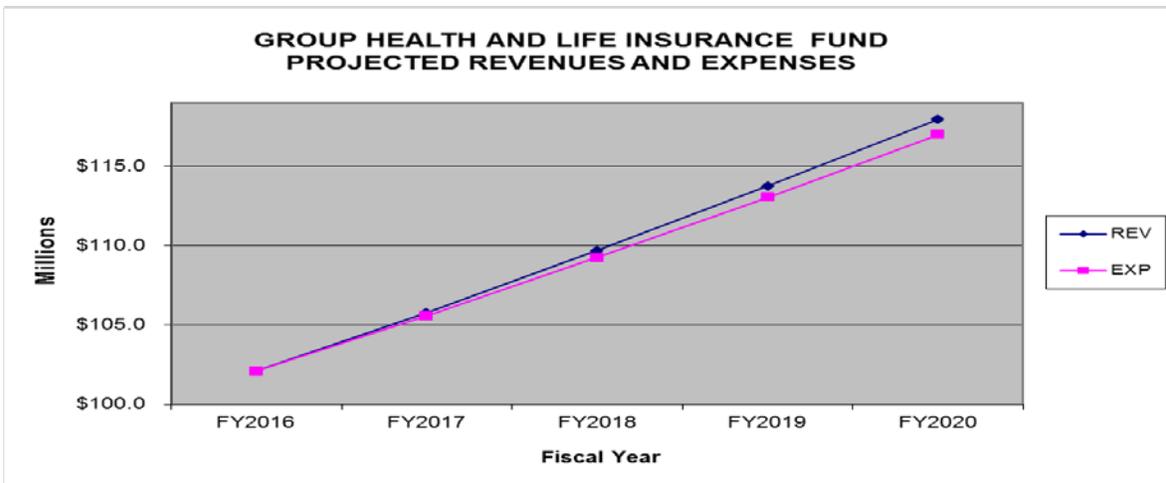
Group Health and Life Insurance Fund Appropriations	\$102,050,234
Transfers and Others	\$50,000
Capital Transfer for the study of the Employee Medical & Pharmacy Clinic/Wellness Center	\$50,000
SUBTOTAL EXPENSES	\$102,100,234

CONTRIBUTION TO NET POSITION \$0

TOTAL EXPENSES **\$102,100,234**

**GROUP HEALTH AND LIFE INSURANCE FUND FIVE YEAR FORECAST
FISCAL YEAR 2016 THROUGH 2020**

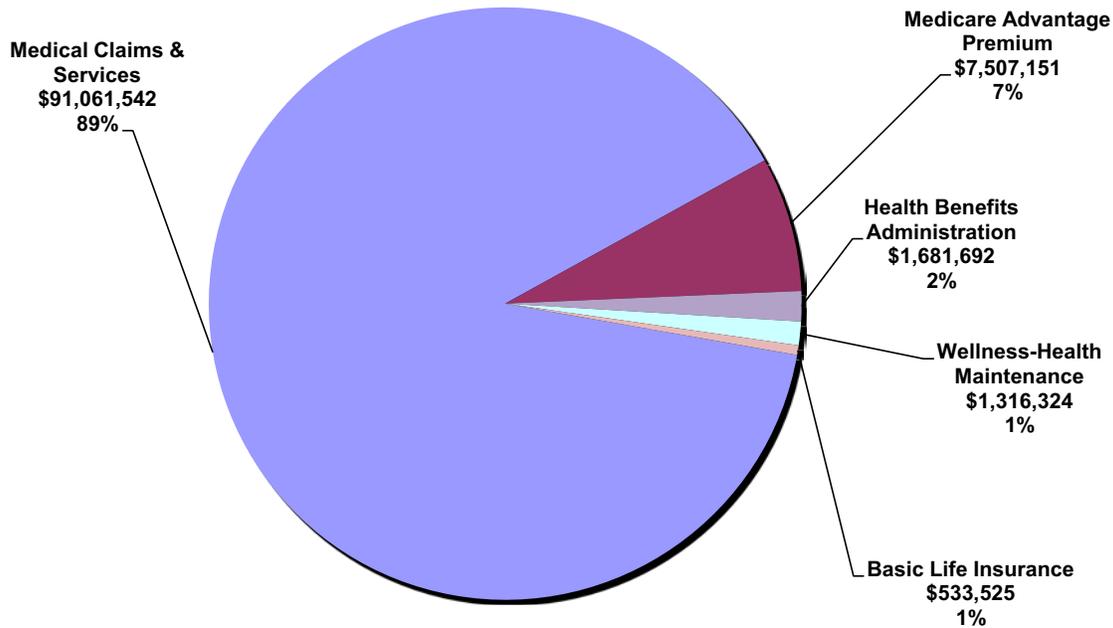
	FY2016 Adopted	FY2017 Projected	FY2018 Projected	FY2019 Projected	FY2020 Projected
Beginning Working Capital	\$32,061,506	\$32,061,506	\$32,244,166	\$32,679,398	\$33,376,874
Revenues⁽¹⁾					
Interest	\$357,366	\$371,661	\$386,527	\$401,988	\$418,068
Miscellaneous	\$110,905	\$0	\$0	\$0	\$0
General Fund Contribution	\$54,473,316	\$56,488,829	\$58,578,915	\$60,746,335	\$62,993,950
Other Funds Contribution	\$20,478,483	\$21,236,187	\$22,021,926	\$22,836,737	\$23,681,696
Employee Contribution	\$19,075,830	\$19,781,636	\$20,513,556	\$21,272,558	\$22,059,642
Retiree Contribution	\$7,604,335	\$7,885,695	\$8,177,466	\$8,480,032	\$8,793,794
Total Revenue	\$102,100,235	\$105,764,007	\$109,678,391	\$113,737,651	\$117,947,150
Total Resources	\$134,161,741	\$137,825,514	\$141,922,557	\$146,417,049	\$151,324,024
Expenses					
Personnel Services	\$702,924	\$702,924	\$702,924	\$702,924	\$702,924
Employee Benefits	\$972,229	\$972,229	\$972,229	\$972,229	\$972,229
Professional & Technical Services ⁽²⁾	\$4,357,119	\$4,372,247	\$4,387,677	\$4,403,416	\$4,419,470
Utilities, Repairs and Rentals	\$11,630	\$11,863	\$12,100	\$12,342	\$12,589
Other Purchased Services ^{(2) (3)}	\$95,966,545	\$99,481,501	\$103,126,833	\$106,907,041	\$110,827,115
Supplies	\$39,788	\$40,584	\$41,395	\$42,223	\$43,068
Property/Capital Assets	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Transfers and Others	\$50,000	\$0	\$0	\$0	\$0
Total Expenses	\$102,100,235	\$105,581,348	\$109,243,158	\$113,040,175	\$116,977,394
Projected Variance	\$0	\$182,660	\$435,232	\$697,476	\$969,755
Projected Working Capital	\$32,061,506	\$32,244,166	\$32,679,398	\$33,376,874	\$34,346,629
Reserve Requirement ⁽⁴⁾	\$17,011,774	\$17,600,411	\$18,210,834	\$18,843,797	\$19,500,132
Excess/(Deficit)	\$15,049,732	\$14,643,755	\$14,468,564	\$14,533,077	\$14,846,498



- (1) This model **reflects** average rate increases of 4% for the next four years beginning in FY2017.
- (2) This model does not assume any growth in Administrative Costs or Single Stop Loss.
- (3) This model assumes a growth in Claims and Medicare Advantage.
- (4) Special Revenue Fund Reserve Policy: A minimum Fund Balance equivalent to two months (16.67%) of regular, on-going Operating Expenditures (including transfers out). This calculation shall not include Non-Recurring Items.

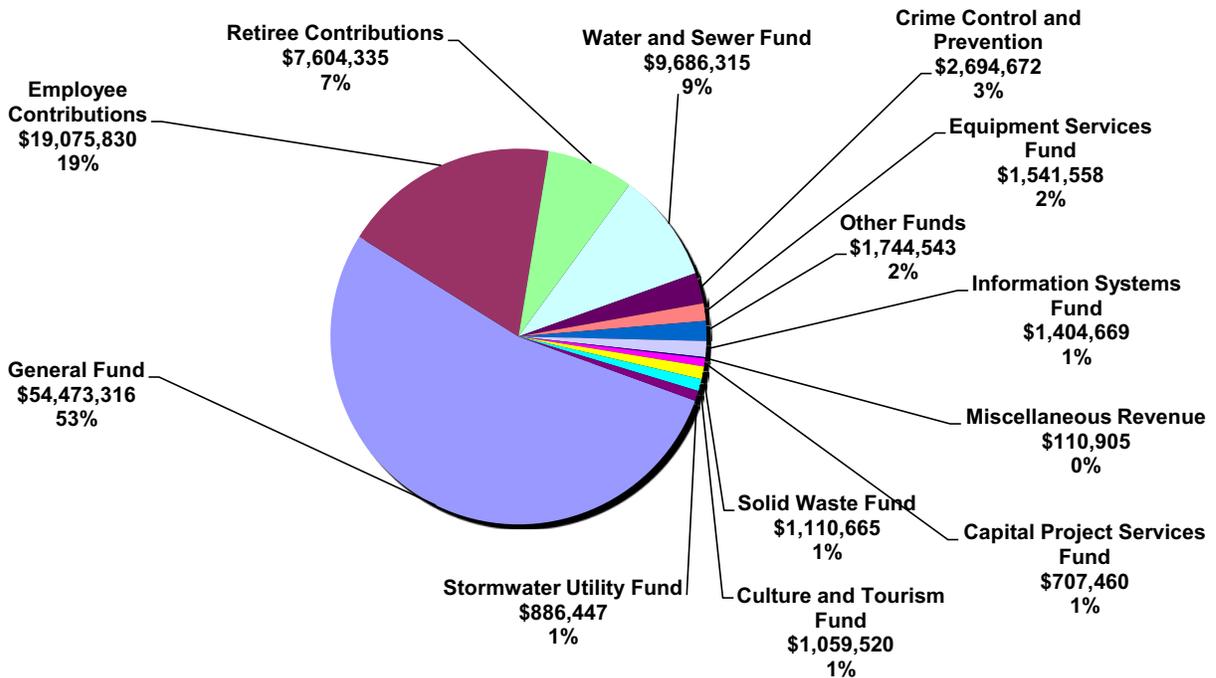
**COMPARISON OF GROUP HEALTH AND LIFE INSURANCE FUND
EXPENSES**

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Medical Claims & Services					
Employees and Dependents	\$93,876,260	\$88,892,097	\$68,867,761	\$68,867,761	\$65,503,315
Retirees and Dependents	<u>1,563,555</u>	<u>882,988</u>	<u>27,788,782</u>	<u>27,788,782</u>	<u>25,558,227</u>
SUBTOTAL	95,439,815	89,775,085	96,656,543	96,656,543	91,061,542
Medicare Advantage Premium	\$1,202,918	\$3,436,214	\$4,358,520	\$4,358,520	\$7,507,151
Health Benefits Administration	839,964	919,722	1,994,592	1,994,592	1,681,692
Wellness-Health Maintenance	810,980	831,413	886,780	11,519,011	1,316,324
Basic Life Insurance	163,245	161,167	575,000	575,000	533,525
Refunding Loss	0	9,161,172	0	0	0
SUBTOTAL EXPENSES	\$98,456,922	\$104,284,773	\$104,471,435	\$115,103,667	\$102,100,234
Contributions to Net Position	\$6,576,570	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$105,033,492	\$104,284,773	\$104,471,435	\$115,103,667	\$102,100,234



COMPARISON OF GROUP HEALTH AND LIFE INSURANCE FUND REVENUES

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Employee Contributions	\$18,236,520	\$18,217,916	\$19,075,830	\$19,075,830	\$19,075,830
Retiree Contributions	<u>8,494,276</u>	<u>6,784,552</u>	<u>7,931,964</u>	<u>7,931,964</u>	<u>7,604,335</u>
SUBTOTAL	\$26,730,796	\$25,002,468	\$27,007,794	\$27,007,794	\$26,680,165
City Fund Contributions					
General Fund	\$51,906,075	\$55,674,943	\$54,746,486	\$54,746,486	\$54,473,316
Water and Sewer Fund	9,783,101	10,071,926	9,954,442	9,954,442	9,686,315
Crime Control and Prevention District Fund	2,497,960	2,677,773	2,197,572	2,197,572	2,694,672
Equipment Services Fund	1,280,474	1,527,460	1,479,269	1,479,269	1,541,558
Other Funds	6,486,921	2,653,659	1,240,615	1,240,615	1,744,543
Information Systems Fund	966,748	1,375,342	1,322,664	1,322,664	1,404,669
Miscellaneous Revenue	1,709,603	87,531	959,629	959,629	110,905
Capital Project Services Fund	1,033,630	1,209,395	1,103,868	1,103,868	707,460
Solid Waste Fund	881,665	1,011,763	957,216	957,216	1,110,665
Culture and Tourism Fund	952,392	1,006,627	918,880	918,880	1,059,520
Stormwater Utility Fund	804,128	870,570	780,704	780,704	886,447
SUBTOTAL REVENUE	\$105,033,492	\$103,169,457	\$102,669,139	\$102,669,139	\$102,100,234
Use of Net Position	\$0	\$1,115,316	\$1,802,296	\$12,434,528	\$0
TOTAL REVENUE	\$105,033,492	\$104,284,773	\$104,471,435	\$115,103,667	\$102,100,234



FUND BUDGET SUMMARY**DEPARTMENT:**

GROUP HEALTH AND LIFE INSURANCE

FUND/CENTER

60109/0148500:0148540

SUMMARY OF FUND RESPONSIBILITIES:

Funds for the health insurance for employees, retirees, and their dependents, plus basic life insurance for employees, are budgeted in the Group Health and Life Insurance Fund. Since FY2002, the Group Health and Life Insurance Fund budget has included funds for the Employees' Wellness Program. Fund revenues come from active employee and retiree contributions, contributions from City funds, interest on investments, and rebates on prescription drugs claims.

The total FY2016 revenue for group health care and basic life coverage includes interest and other income. When determining the revenue contribution ratio, without the use of fund balance reserves and other income, the City contributes approximately 70% and employees and retirees contribute approximately 30%.

Allocations	Actual FY2014	Adopted FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Personnel Services	\$ 603,552	\$ 615,752	\$ 702,924	\$ 702,924
Employee Benefits	\$ 599,614	\$ 590,335	\$ 972,229	\$ 972,229
Professional & Tech Svcs	\$ 3,652,327	\$ 5,270,831	\$ 4,357,119	\$ 4,357,119
Utilities Repairs & Rentals	\$ 12,079	\$ 11,325	\$ 11,630	\$ 11,630
Other Purchased Services	\$ 90,223,798	\$ 97,952,367	\$ 95,966,545	\$ 95,966,545
Supplies	\$ 32,231	\$ 30,826	\$ 39,788	\$ 39,788
Property/Capital Assets	\$ 0	\$ 0	\$ 0	\$ 0
Debt Service	\$ 9,161,172	\$ 0	\$ 0	\$ 0
Transfers and Others	\$ 0	\$ 0	\$ 50,000	\$ 50,000
Total Expenditures	\$ 104,284,773	\$ 104,471,435	\$ 102,100,234	\$ 102,100,234
Authorized Positions	9.95	9.57	10.50	10.50

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60109 GROUP HEALTH FUND		Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
	<u>WORKERS' COMP INS</u>								
0147310	HR WORKER'S COMP INSURANCE	\$ 9,103,049	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	\$ 9,103,049	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	<u>GROUP HEALTH INSURANCE</u>								
0148500	HR HEALTH MAINTENANCE	\$ 831,413	\$ 886,780	\$ 1,316,324	\$ 1,316,324	3.00	3.00	3.00	3.00
0148510	HR HEALTH BENEFITS ADMIN	977,845	1,994,592	1,681,692	1,681,692	6.95	6.57	7.50	7.50
0148520	HR ACTIVE EMPLOYEE INSURANCE	89,053,109	69,442,761	66,036,840	66,036,840	0.00	0.00	0.00	0.00
0148540	HR RETIRED EMPLOYEE INSURANCE	4,319,357	32,147,302	33,065,378	33,065,378	0.00	0.00	0.00	0.00
	Sub-Total	\$ 95,181,724	\$ 104,471,435	\$ 102,100,234	\$ 102,100,234	9.95	9.57	10.50	10.50
	TOTAL	\$ 104,284,773	\$ 104,471,435	\$ 102,100,234	\$ 102,100,234	9.95	9.57	10.50	10.50

**COMPARISON OF UNEMPLOYMENT COMPENSATION FUND
EXPENSES**

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
Reimbursement to Texas					
Unemployment Commission	\$352,855	\$256,725	\$450,000	\$450,000	\$0
Administrative Expenses	21,380	21,883	21,893	21,893	0
Transfer Out to General Fund	0	250,000	0	0	0
SUBTOTAL EXPENSES	\$374,235	\$528,608	\$471,893	\$471,893	\$0
Contributions to Net Position	\$381,507	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$755,742	\$528,608	\$471,893	\$471,893	\$0

**COMPARISON OF UNEMPLOYMENT COMPENSATION FUND
REVENUES**

	ACTUAL FY2013	ACTUAL FY2014	BUDGET FY2015	REVISED BUDGET FY2015	ADOPTED FY2016
City Fund Contributions					
General Fund	\$509,985	\$344,487	\$306,305	\$306,305	\$0
Water and Sewer Fund	108,559	72,279	66,517	66,517	0
Other Funds	39,239	25,545	18,804	18,804	0
Crime District Fund	27,722	15,090	14,931	14,931	0
Capital Projects Service Fund	17,006	11,066	9,765	9,765	0
Culture and Tourism Fund	14,676	10,215	9,412	9,412	0
Information Systems Fund	13,978	9,828	9,412	9,412	0
Stormwater Utility Fund	12,230	8,900	7,996	7,996	0
Equipment Services Fund	12,347	8,203	7,501	7,501	0
SUBTOTAL REVENUE	\$755,742	\$505,613	\$450,643	\$450,643	\$0
Use of Net Position	\$0	\$22,995	\$21,250	\$21,250	\$0
TOTAL REVENUE	\$755,742	\$528,608	\$471,893	\$471,893	\$0

FUND BUDGET SUMMARY

DEPARTMENT:	FUND/CENTER
UNEMPLOYMENT COMPENSATION FUND	60110/0148610

SUMMARY OF FUND RESPONSIBILITIES:

The Unemployment Compensation Fund is responsible for providing reimbursement payments to the State-mandated, employer-paid unemployment insurance program. Unemployed former employees who received base period wages from the City of Fort Worth may be eligible for payments. Fund revenue comes from all City operating funds and other financing sources. Fund expenditures include reimbursement payments to the Texas Workforce Commission, as well as administrative costs for the upcoming year.

Effective FY2016, the Unemployment Compensation Fund will be closed. In FY2016, each department fund will pay claims directly from their operating budgets based on actual expenses incurred in that specific fiscal year. This change is intended to improve accountability and transparency and to allow more accurate tracking of the true total cost of service by each department and fund. The underlying activities will be a function of the Human Resources Department. For budget details see the General Fund section.

Allocations	Actual FY2014	Adopted FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Personnel Services	\$ 12,718	\$ 12,624	\$ 0	\$ 0
Employee Benefits	\$ 4,965	\$ 5,069	\$ 0	\$ 0
Professional & Tech Svcs	\$ 4,200	\$ 4,200	\$ 0	\$ 0
Utilities Repairs & Rentals	\$ 0	\$ 0	\$ 0	\$ 0
Other Purchased Services	\$ 256,725	\$ 450,000	\$ 0	\$ 0
Supplies	\$ 0	\$ 0	\$ 0	\$ 0
Property/Capital Assets	\$ 0	\$ 0	\$ 0	\$ 0
Debt Service	\$ 0	\$ 0	\$ 0	\$ 0
Transfers and Others	\$ 250,000	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 528,608	\$ 471,893	\$ 0	\$ 0
Authorized Positions	0.15	0.15	0.00	0.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND 60110	UNEMPLOYMENT COMP FUND	Actual Expenditures FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016	Adopted Budget FY2014	Adopted Budget FY2015	Proposed Budget FY2016	Adopted Budget FY2016
Center	Center Description								
0148610	<u>UNEMPLOYMENT INSURANCE</u>								
	HR UNEMPLOYMENT COMPENSATION	\$ 528,608	\$ 471,893	\$ 0	\$ 0	0.15	0.15	0.00	0.00
	Sub-Total	\$ 528,608	\$ 471,893	\$ 0	\$ 0	0.15	0.15	0.00	0.00
	TOTAL	\$ 528,608	\$ 471,893	\$ 0	\$ 0	0.15	0.15	0.00	0.00

FORT WORTH

