

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 five funds on this basis: Equipment Services, Information Systems, Capital Projects Service, Office Services, and Temporary Labor.

The Equipment Services Fund enables the Equipment Services Department to procure, manage, maintain and repair, and dispose of vehicles and equipment in the city fleet.

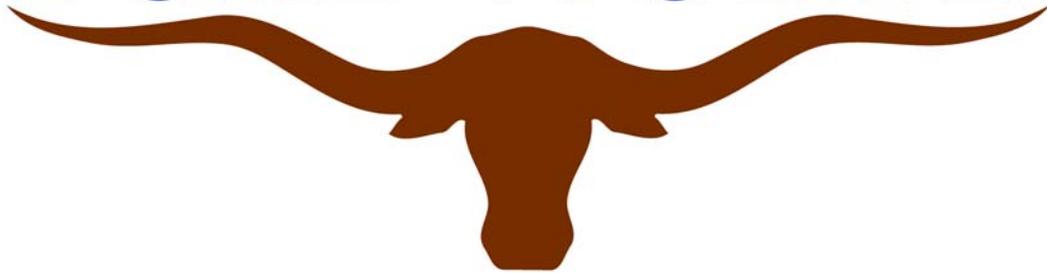
The Information Systems Fund supports all operations of the City's Information Technology (IT) Solutions Department. The IT Solutions Department manages all city information services, including technical support, electronic systems development and telecommunications.

The Capital Projects Service Fund, through the Transportation and Public Works Department, 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, provides for the mailroom, copy machine, print shop and graphics services used by all city departments.

Temporary Labor, under the Human Resources Department, depends upon revenue from city departments for services rendered to maintain a pool of temporary employees to fill those departments' non-technical, short-term labor needs.

FORT WORTH



FUND STATEMENT

FUND:

EQUIPMENT SERVICES FUND

The Equipment Services Fund, an Internal Service Fund, through the Equipment Services Department (ESD), is charged with maintaining the City's fleet. ESD procures and services vehicles and equipment for all city departments. In fact, 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.

ESD operates the following three service centers located throughout the city: James Ave, Southside and Water. Each service center stocks a wide variety of auto parts, functions as a fueling station for unleaded gas and/or propane, and provides vehicle and equipment repair and maintenance.

In a continuing effort to provide the best possible fleet services, the Equipment Services Department also contracts a wide variety of fleet-related services. These services are contracted out:

- when the required expertise is not available in-house
- when a substantial capital investment would be necessary to perform the service in-house
- when it is determined that the service could be performed less expensively by an outside vendor
- when workload overflow relief is needed

As part of that strategy, ESD privatized its parts inventory system at the end of FY2002. This FY2012 budget contains the continuation of that program.

In FY1996, ESD implemented a vehicle replacement plan. As a part of that plan, each year ESD analyzes the entire city fleet, evaluating each vehicle's maintenance costs, useful life, mileage, down time, and other factors. Based on that yearly analysis, ESD rates the vehicles, and then compiles a prioritized vehicle replacement list. Equipment 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.

Under the United States Clean Air Act, at least 20 percent 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 percent of city vehicles purchased be alternative fuel vehicles.

FORT WORTH



**EQUIPMENT SERVICES FUND BUDGET SUMMARY
2012**

REVENUES:

Equipment Maintenance Labor Costs	\$7,749,000
Fuel Costs and Overhead	11,417,927
Repair and Maintenance Parts	4,697,765
ESD Administrative Charge	2,053,338
Outside Repair and Maintenance	900,000
Other Charges	<u>35,871</u>

TOTAL REVENUE \$26,853,901

OTHER FINANCING SOURCES:

Use/(Source) of Fund Balance	<u>\$0</u>
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TOTAL REVENUE AND OTHER FINANCING SOURCES \$26,853,901

EXPENDITURES:

Personal Services	\$7,687,808
Supplies	15,447,772
Contractual Services	<u>3,504,321</u>

TOTAL RECURRING EXPENSES \$26,639,901

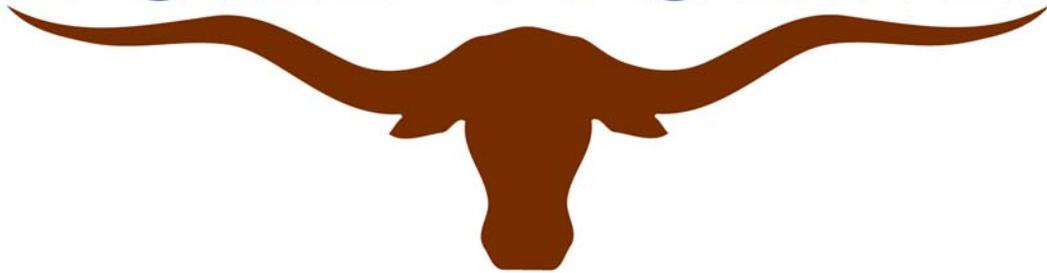
CAPITAL OUTLAY:

Capital Outlay	<u>\$214,000</u>
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TOTAL CAPITAL OUTLAY \$214,000

TOTAL EXPENDITURES \$26,853,901

FORT WORTH



**PROJECTED
FY2012 CASH FLOW
EQUIPMENT SERVICES FUND**

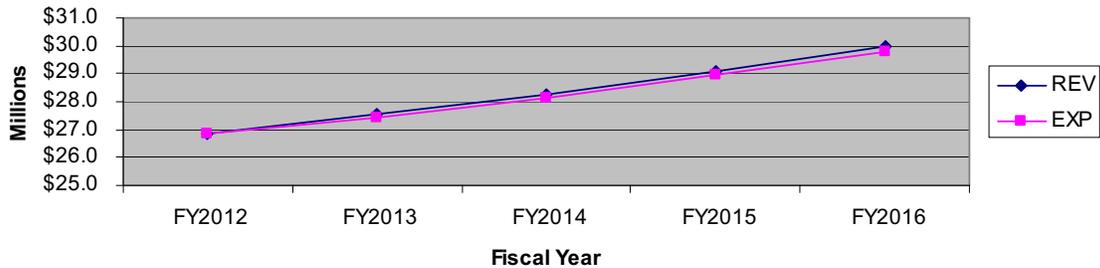
Cash Balance as of 9/30/11*	(\$680,517)
Plus: Projected Revenues	\$26,853,901
Less: Projected Expenditures	(\$26,853,901)
Estimated Available Cash as of 9/30/12	(\$680,517)

* Preliminary cash balance due to pending audit of actual cash balances

**EQUIPMENT SERVICES FUND FIVE YEAR FORECAST
FISCAL YEAR 2012 THROUGH 2016**

	FY2012 Adopted	FY2013 Projected	FY2014 Projected	FY2015 Projected	FY2016 Projected
Beginning Cash Balance	(\$680,517)	(\$680,517)	(\$581,210)	(\$438,425)	(\$286,091)
Revenues*					
Equipment Maintenance	\$7,749,000	\$8,055,086	\$8,335,402	\$8,585,465	\$8,843,028
Fuel Costs and Overhead	\$11,417,927	\$11,646,286	\$11,937,443	\$12,295,566	\$12,664,433
Repair and Maintenance	\$4,697,765	\$4,791,720	\$4,911,513	\$5,058,859	\$5,210,624
Administrative Charge	\$2,053,338	\$2,087,218	\$2,128,962	\$2,171,542	\$2,214,973
Outside Repair and Other Charges	\$900,000 \$35,871	\$918,000 \$32,375	\$940,950 \$18,834	\$969,179 \$30,676	\$998,254 \$40,935
Total Revenue	\$26,853,901	\$27,530,684	\$28,273,104	\$29,111,285	\$29,972,248
Total Resources	\$26,173,384	\$26,850,167	\$27,691,895	\$28,672,861	\$29,686,157
Expenditures					
Personnel Services	\$7,687,808	\$7,881,961	\$8,092,168	\$8,319,656	\$8,559,273
Supplies	\$15,447,771	\$15,756,727	\$16,150,646	\$16,635,165	\$17,134,220
Contractual	\$3,504,322	\$3,574,408	\$3,663,769	\$3,773,682	\$3,886,892
Capital	\$214,000	\$218,280	\$223,737	\$230,449	\$237,363
Total Expenditures	\$26,853,901	\$27,431,377	\$28,130,319	\$28,958,951	\$29,817,748
Projected Variance	\$0	\$99,307	\$142,785	\$152,334	\$154,500
Projected Cash Balance	(\$680,517)	(\$581,210)	(\$438,425)	(\$286,091)	(\$131,591)
No Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	(\$680,517)	(\$581,210)	(\$438,425)	(\$286,091)	(\$131,591)

**EQUIPMENT SERVICES FUND
PROJECTED REVENUES AND EXPENDITURES**



* This model does **not** reflect any rate increases for the next five years.

**COMPARISON OF EQUIPMENT SERVICES FUND
EXPENDITURES**

	ACTUAL FY2009	ACTUAL FY2010	BUDGET FY2011	REVISED BUDGET FY2011	RE-ESTIMATE FY2011	ADOPTED FY2012
Administration	\$1,536,451	\$1,929,608	\$1,239,494	\$1,258,032	\$1,168,166	\$2,357,468
Equipment Services Information Systems	799,644	646,218	769,942	769,942	725,635	788,272
Equipment Materials	6,525,121	5,819,939	5,487,216	5,487,216	5,171,447	5,263,436
James Ave	3,315,384	2,979,026	3,605,601	3,605,601	3,398,112	4,278,067
Southside Service Center	904,231	938,351	1,040,946	1,040,946	981,043	781,844
Brennan Street	1,516,202	1,455,498	1,670,956	1,670,956	1,574,799	194,495
Water & Sewer Center	925,921	932,190	1,046,327	1,097,629	986,115	966,724
Fuel Services	447,453	419,015	530,463	530,463	499,937	472,468
Technical Services	355,707	355,842	370,367	471,488	349,054	273,336
Tire Shop	286,806	264,872	349,258	349,258	329,160	5,651
Parts & Fuel Inventory	7,489,157	7,961,562	8,883,480	8,883,480	8,372,269	11,444,639
Non-Departmental	<u>285,565</u>	<u>24,645</u>	<u>25,000</u>	<u>25,000</u>	<u>23,561</u>	<u>27,500</u>
TOTAL	\$24,387,642	\$23,726,766	\$25,019,050	\$25,190,011	\$23,579,297	\$26,853,901

FORT WORTH



**COMPARISON OF EQUIPMENT SERVICES FUND
REVENUES**

	ACTUAL	ACTUAL	BUDGET	REVISED	RE-ESTIMATE	ADOPTED
	FY2009	FY2010	FY2011	BUDGET	FY2011	FY2012
				FY2011		
Equipment Maint/Labor Cost	\$7,560,259	\$7,471,514	\$8,149,664	\$8,149,664	\$6,297,329	\$7,749,000
Fuel Overhead	111,134	110,751	133,842	133,842	107,144	156,981
Veh Repair & Maint Overhead	1,333,527	1,214,276	986,033	986,033	472,036	551,280
Car Wash	42,263	52,148	71,250	71,250	76,788	71,250
Rev from Sale of Auto Parts	3,783	46,298	0	0	47,103	0
Diesel Sales	2,438,962	2,356,883	2,996,252	2,996,252	3,091,181	3,809,882
Used Parts & Oil	12,579	8,994	7,000	7,000	9,032	7,000
Unleaded Sales	2,034,350	1,994,170	2,536,762	2,536,762	2,465,527	3,102,428
Propane Sales	39,019	18,831	41,440	41,440	10,021	20,234
Veh Repair & Maint Supplies	5,223,038	4,415,833	4,481,970	4,481,970	4,517,999	4,481,970
Outside Rep & Main Costs	1,050,953	894,518	900,000	900,000	985,326	900,000
Outside Rep & Main Ovrhd	104,886	88,831	90,000	90,000	75,925	74,385
Lubricant Costs	186,148	141,977	191,831	191,831	127,543	137,545
Lubricant Overhead	2,726	2,292	2,724	2,724	2,268	3,244
Diesel Overhead	128,195	123,672	150,817	150,817	129,614	175,981
Propane Overhead	2,566	1,318	2,702	2,702	711	1,868
Gas Card Revenue	1,918,504	2,335,944	2,192,195	2,192,195	2,625,005	3,464,065
Gas Card Overhead	27,683	28,987	26,199	26,199	32,200	57,579
ESD Admin Charge	2,338,475	2,189,555	2,027,400	2,027,400	1,827,581	2,053,338
Misc. Revenue	186,504	124,153	8,000	8,000	25,812	20,870
EPA Revenue	<u>23,976</u>	<u>20,378</u>	<u>22,968</u>	<u>22,968</u>	<u>7,814</u>	<u>15,000</u>
TOTAL	\$24,769,530	\$23,641,323	\$25,019,049	\$25,019,049	\$22,933,959	\$26,853,901

FORT WORTH



FUND BUDGET SUMMARY

DEPARTMENT: EQUIPMENT SERVICES	FUND/CENTER PI61/0212010:0212095
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SUMMARY OF FUND RESPONSIBILITIES:

The Equipment Services Department (ESD) has responsibility for vehicle and equipment acquisition, monitoring, servicing, repairs, fueling and disposition for the entire city fleet.

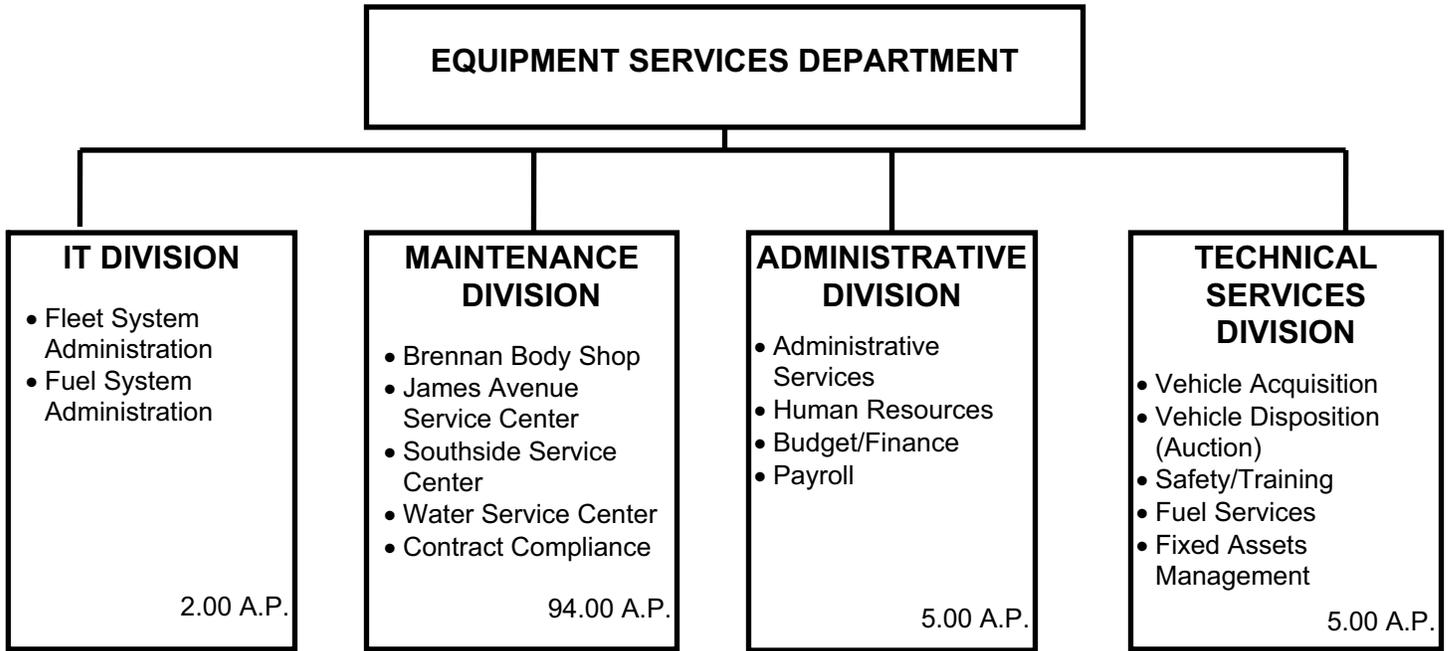
Within the Department, field services, mechanical maintenance and repairs, fuel, lubricants, and other supplies are provided by the following three service centers: James Ave, Southside, and Water as well as body work by the Brennan Body Shop. ESD also contracts certain services to outside entities when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

ESD privatized its parts inventory system at the end of FY2002. This FY2012 Budget contains the continuation of this program. AutoZone, as the current contracted provider, supplies ESD with vehicle and equipment parts.

As an Internal Service Fund, the majority of ESD's 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 ESD to support its general, non-department specific administrative functions.

Allocations	Actual FY2010	Adopted FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Personnel Services	\$ 8,278,653	\$ 8,406,607	\$ 7,687,808	\$ 7,687,808
Supplies	12,089,696	12,892,671	15,447,772	15,447,772
Contractual	3,297,223	3,414,473	3,498,161	3,504,322
Capital Outlay	61,194	305,300	214,000	214,000
Debt Service	0	0	0	0
Total Expenditures	\$ 23,726,766	\$ 25,019,050	\$ 26,847,740	\$ 26,853,901
Authorized Positions	123.00	123.00	106.00	106.00

EQUIPMENT SERVICES – 106.00 A.P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER
EQUIPMENT SERVICES	PI61/0212010:0212095

CHANGES FROM FY2011 ADOPTED TO FY2012 ADOPTED

FY2011 ADOPTED:	\$25,019,050	A.P.	123.00
FY2012 ADOPTED:	\$26,853,901	A.P.	106.00

- A) The adopted budget decreases by (\$826,920) salaries of regular employees due to a decrease in 17 employee positions.
- B) The adopted budget increases by \$188,355 for costs associated with the final implementation of the FY2012 Compensation plan which included an across the board salary increase of 3% to all general employees.
- C) The adopted budget increases by \$2,646,652 in fuel related costs due to an increase of \$1,271,870 in ESD fleet fuel card costs and demand; an increase of \$817,310 in diesel fuel costs; and an increase of \$557,472 in unleaded gasoline purchases due to inflation.
- D) The adopted budget increases by \$609,425 in administrative services due to an indirect cost allocation charge to Internal Service Funds.
- E) The adopted budget decreases by (\$333,462) in other contractual due to a negotiated reduction of staff in the Autozone contract and a decrease in fuel services costs.
- F) The adopted budget decreases by (\$154,357) in terminal leave based on eligible and expected retirements as well as normal turnover.
- G) The adopted budget increases by \$154,277 in employee benefits due to increases by \$130,659 in contribution requirements for other post employee benefits (OPEB); increases by \$85,349 for contribution to Retiree Healthcare; and decreases by (\$61,731) in contribution to employee retirement.
- H) The adopted budget increases by \$90,471 due to additional workers' compensation contribution requirements and for \$90,264 for group health based on plan migration turnover, and a 10.44% increase in the city's contribution to group health.
- I) The adopted budget increases by \$90,264 for group health based on plan migration turnover, and a 10.44% increase in the city's contribution to group health.
- J) The adopted budget decreases by (\$74,568) in electric utility due to the closure of the Brennan Service center and Tire Shop, as well as a directed plan to decrease the electric utility by 15% and due to consolidation of facilities.
- K) The adopted budget decreases by (\$66,300) in motor vehicles due to the department's decision to forgo one-time capital motor vehicle purchases for FY2012.

FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT: **EQUIPMENT SERVICES**

DEPARTMENT PURPOSE

To Provide the City of Fort Worth with the services and information necessary to optimally manage and utilize the City's equipment required to accomplish our mission and operational tasks.

FY2012 DEPARTMENTAL OBJECTIVES

Maintain fleet availability for user departments above 95% at present budgetary levels

Perform scheduled maintenance above 55% of repairs at present budgetary levels

Complete in-shop repairs within three working days above 80% of the time at present budgetary levels

Remain in compliance with all Environmental Protection Agency, Texas Commission of Environmental Quality and City of Fort Worth environmental related requirements for fuel and equipment emissions.

Keep repeat repairs less than 1% of total repairs

Keep fuel supply inventory variances at less than 1%

Provide 2,500 hours of Technician Training for shop personnel

DEPARTMENTAL MEASURES	ACTUAL FY2010	ESTIMATED FY2011	PROJECTED FY2012
Fleet Availability	95.13%	95.36%	96%
Scheduled Maintenance	44.25%	47.29%	55%
In-house Repairs within 2 days	94.75%	94.37%	95%
Repeat Repairs	1.30%	.75%	.75%
Variance in Fuel Inventory	>1%	>1%	>1%
Employee Training Hours	2,500	2,500	2,500
Alternative Fueled Vehicle	675	657	697

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT EQUIPMENT SERVICES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI61 EQUIPMENT SERVICES FUND		Actual Expenditures FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012	Adopted Budget FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Center	Center Description								
	<u>EQUIPMENT SERVICES</u>								
0212010	ADMINISTRATION	\$ 1,929,608	\$ 1,239,494	\$ 2,357,468	\$ 2,357,468	6.00	5.00	5.00	5.00
0212011	EQUIPMENT SERVICES INFORMATION SYSTEMS	646,218	769,942	782,111	788,272	2.00	2.00	2.00	2.00
0212015	EQUIPMENT MATERIALS	5,819,939	5,487,216	5,263,436	5,263,436	5.00	5.00	6.00	6.00
0212030	JAMES HEAVY	2,979,026	3,605,601	4,278,067	4,278,067	51.00	52.00	62.00	62.00
0212035	SOUTHSIDE SERVICE CENTER	938,351	1,040,946	781,844	781,844	11.00	11.50	9.00	9.00
0212045	BRENNAN STREET	1,455,498	1,670,956	194,495	194,495	22.00	22.00	3.00	3.00
0212050	WATER & SEWER CENTER	932,190	1,046,327	966,724	966,724	14.00	13.50	13.00	13.00
0212070	FUEL SERVICES	419,015	530,463	472,468	472,468	3.00	3.00	3.00	3.00
0212071	TECHNICAL SERVICES	355,842	370,367	273,336	273,336	4.00	4.00	3.00	3.00
0212080	TIRE SHOP	264,872	349,258	5,651	5,651	5.00	5.00	0.00	0.00
0212085	PARTS & FUEL INVENTORY	7,961,562	8,883,480	11,444,639	11,444,639	0.00	0.00	0.00	0.00
0212095	NON-DEPARTMENTAL	24,645	25,000	27,500	27,500	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 23,726,766</u>	<u>\$ 25,019,050</u>	<u>\$ 26,847,740</u>	<u>\$ 26,853,901</u>	<u>123.00</u>	<u>123.00</u>	<u>106.00</u>	<u>106.00</u>
	TOTAL	\$ 23,726,766	\$ 25,019,050	\$ 26,847,740	\$ 26,853,901	123.00	123.00	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 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. The Department's expenditures include personnel costs, operating supplies, contractual/consulting services, licensing, maintenance, and such capital equipment as servers and other hardware and software.

The IT Sourcing Project was initiated at the beginning of FY2010. It included Gartner Inc. and an internal team reviewing and selecting the IT services from all the departments for potential outsourcing. The primary goal was to help alleviate the City's long term costs associated with approved positions in addition to reducing the overall cost of providing technology services to the City organization. Gartner Inc. also assisted with the RFP which was sent to one thousand and forty-six vendors in the purchasing database system. Proposals were received from seven vendors which were evaluated by a scoring team and a multi-departmental recommendation team. The recommendation team advised the City Manager that no services be outsourced due to a lack of potential savings, no added benefits, and potentially increased risks. All proposals were rejected in February 2011.

FORT WORTH



**INFORMATION SYSTEMS FUND BUDGET SUMMARY
FY2012**

REVENUES:

Computing Services	\$16,832,314
Telephone Services	4,860,935
Radio Services	1,234,602
External Customer Revenue	770,000
Interest on Investments	<u>18,365</u>

TOTAL REVENUE \$23,716,216

OTHER FINANCING SOURCES:

Use/(Source) of Fund Balance	\$3,447,523
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TOTAL REVENUE AND OTHER FINANCING SOURCES \$27,163,739

EXPENDITURES:

Personal Services	\$10,263,877
Supplies	579,627
Contractual Services	<u>16,320,235</u>

TOTAL RECURRING EXPENSES \$27,163,739

CAPITAL OUTLAY:

Capital Outlay	<u>\$0</u>
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TOTAL CAPITAL OUTLAY \$0

TOTAL EXPENDITURES \$27,163,739

FORT WORTH



**PROJECTED
FY2012 CASH FLOW
INFORMATION SYSTEMS FUND**

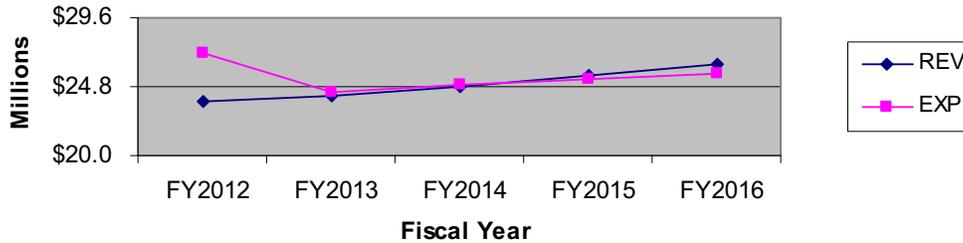
Cash Balance as of 9/30/11*	\$7,643,204
Plus: Projected Revenues	\$23,716,216
Less: Projected Expenditures	(\$27,163,739)
Estimated Available Cash as of 9/30/12	\$4,195,681

* Preliminary cash balance due to pending audit of actual cash balances

**INFORMATION SYSTEMS FUND FIVE YEAR FORECAST
FISCAL YEAR 2012 THROUGH 2016**

	FY2012	FY2013	FY2014	FY2015	FY2016
	Adopted	Projected	Projected	Projected	Projected
Beginning Cash Balance	\$7,643,204	\$4,195,681	\$3,931,376	\$3,869,140	\$4,129,624
Revenues*					
Computing Services	\$16,832,314	\$17,168,960	\$17,598,184	\$18,126,130	\$18,669,914
Telephone Services	\$4,860,935	\$4,958,154	\$5,082,108	\$5,234,571	\$5,391,608
Radio Services	\$1,234,602	\$1,259,294	\$1,290,776	\$1,329,500	\$1,369,385
External Customers	\$770,000	\$785,400	\$805,035	\$829,186	\$854,062
Other Revenue	<u>\$18,365</u>	<u>\$18,732</u>	<u>\$19,201</u>	<u>\$19,777</u>	<u>\$20,370</u>
Total Revenue	\$23,716,216	\$24,190,540	\$24,795,304	\$25,539,163	\$26,305,338
Total Resources	\$31,359,420	\$28,386,221	\$28,726,680	\$29,408,303	\$30,434,962
Expenditures					
Personnel Services	\$10,263,877	\$10,505,484	\$10,759,817	\$11,027,859	\$11,309,423
Supplies	\$579,627	\$591,220	\$606,000	\$624,180	\$642,905
Contractual	<u>\$16,320,235</u>	<u>\$13,358,141</u>	<u>\$13,491,723</u>	<u>\$13,626,640</u>	<u>\$13,762,906</u>
Total Expenditures	\$27,163,739	\$24,454,845	\$24,857,540	\$25,278,679	\$25,715,235
Projected Variance	(\$3,447,523)	(\$264,305)	(\$62,236)	\$260,484	\$590,103
Projected Cash Balance	\$4,195,681	\$3,931,376	\$3,869,140	\$4,129,624	\$4,719,727
No Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	\$4,195,681	\$3,931,376	\$3,869,140	\$4,129,624	\$4,719,727

**INFORMATION SYSTEMS FUND
PROJECTED REVENUES AND EXPENDITURES**

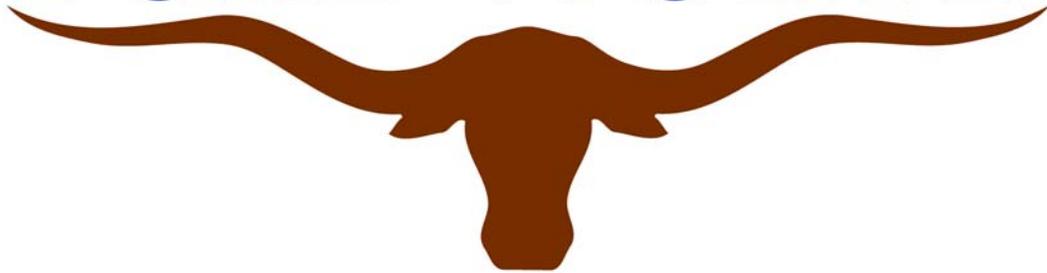


* This model does **not** reflect any rate increases for the next five years.

**COMPARISON OF INFORMATION SYSTEMS FUND
EXPENDITURES**

	ACTUAL FY2009	ACTUAL FY2010	BUDGET FY2011	REVISED BUDGET FY2011	RE-ESTIMATE FY2011	ADOPTED FY2012
Administration	\$1,975,125	\$2,590,586	\$607,025	\$787,255	\$626,842	\$759,304
Security	1,047,739	1,126,381	1,542,283	2,000,198	1,592,633	1,351,884
Infrastructure	3,741,904	3,947,579	4,014,970	5,207,042	4,146,044	3,451,400
Finance	715,754	693,025	704,746	913,990	727,753	642,060
Operations	4,434,706	4,571,351	5,952,649	7,720,032	6,146,981	9,989,098
Communications	6,898,262	8,612,684	8,647,294	11,214,736	8,929,596	8,566,410
Customer Service	1,355,400	1,345,039	1,329,493	1,724,229	1,372,896	1,411,623
Department Overhead	<u>403,842</u>	<u>651,380</u>	<u>201,083</u>	<u>260,786</u>	<u>207,648</u>	<u>991,960</u>
TOTAL	\$20,572,732	\$23,538,025	\$22,999,543	\$29,828,267	\$23,750,392	\$27,163,739

FORT WORTH



**COMPARISON OF INFORMATION SYSTEMS FUND
REVENUES**

	ACTUAL FY2009	ACTUAL FY2010	BUDGET FY2011	REVISED BUDGET FY2011	RE-ESTIMATE FY2011	ADOPTED FY2012
Computing Services	\$13,905,064	\$16,078,159	\$15,832,185	\$15,832,185	\$15,867,723	\$16,832,314
Telephone Services	5,161,777	5,060,245	5,053,864	5,053,864	5,065,208	4,860,935
Radio Services	1,376,004	1,291,863	1,271,882	1,271,882	1,274,737	1,234,602
External Customers	828,186	732,840	841,612	1,506,510	843,501	770,000
Other Revenue	421,180	162,533	0	0	0	18,365
Transfer to Capital Projects Fund	<u>1,826,647</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$23,518,858	\$23,325,640	\$22,999,543	\$23,664,441	\$23,051,170	\$23,716,216

FORT WORTH



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

INFORMATION SYSTEMS FUND

PI68/0041000:0049000

SUMMARY OF FUND RESPONSIBILITIES:

The Information Technology Solutions (IT Solutions) Department is organized into the following groups: Administration, IT Finance and Administration, Application Services, Radio Services, Systems Support, Security, Customer Service and Business Analysis and Planning.

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

The IT Finance and Administration group is responsible for all business-administrative functions, including IT Solutions billing and allocations, financial and budget management, procurement of information technology equipment and services for all city departments, contract administration, training and travel, and time and attendance. Application Services provides distributed applications support and CAD, ERP and geographic information systems support.

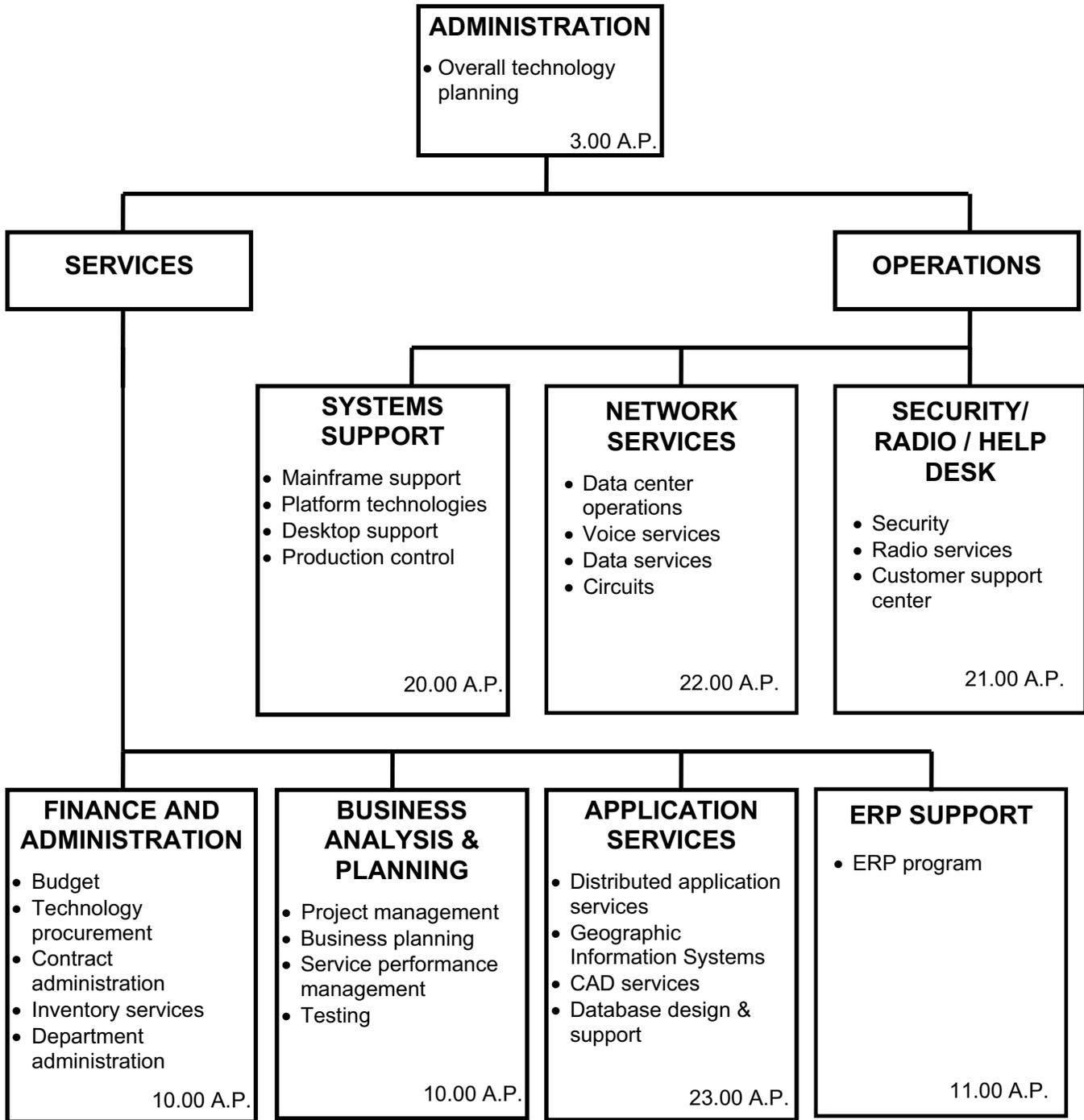
The Radio Services Group provides technical management and development of the City's radio system and IT Security services. The Customer Service Group provides management and services for the City's telephone and data network as well as the Help Desk and Desktop.

Systems Support provides operations support for the City's mainframe computer and maintenance for mainframe computing. This group also manages the City's network of servers including email administration, productions control and change management.

Business Analysis and Planning provides business planning and project management services for IT enterprise projects.

Allocations	Actual FY2010	Adopted FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Personnel Services	\$ 8,532,213	\$ 10,063,711	\$ 10,263,877	\$ 10,263,877
Supplies	325,756	701,963	579,627	579,627
Contractual	14,558,753	12,233,869	16,314,475	16,320,235
Capital Outlay	121,303	0	0	0
Debt Service	0	0	0	0
Total Expenditures	\$ 23,538,025	\$ 22,999,543	\$ 27,157,979	\$ 27,163,739
Authorized Positions	115.00	120.00	120.00	120.00

IT SOLUTIONS – 120.00 A.P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER
INFORMATION SYSTEMS FUND	PI68/0041000:0049000

CHANGES FROM FY2011 ADOPTED TO FY2012 ADOPTED

FY2011 ADOPTED:	\$22,999,542	A.P.	120.00
FY2012 ADOPTED:	\$27,163,739	A.P.	120.00

- A) The adopted budget increases by \$1,650,000 in other contractual due to the addition of funds for PeopleSoft software upgrade from version 9.0 to 9.1.
- B) The adopted budget increases by \$1,300,000 in other contractual due to the addition of funds for PeopleSoft maintenance updates for ERP Phase I modules.
- C) The adopted budget increases by \$814,496 in administrative services due to an indirect cost allocation charge to Internal Service Funds.
- D) The adopted budget increases by \$630,768 in miscellaneous rent due to increases to software maintenance and licenses used by the City of Fort Worth for the ITS network.
- E) The adopted budget decreases by (\$420,104) in transfers out due to the elimination of some infrastructure replacements costs.
- F) The adopted budget decreases by (\$326,501) in other contractual due to completion of prior year improvements.
- G) The adopted budget increases by \$322,227 in other contractual due to addition of funds for PeopleSoft financial, procurement and Oracle Hyperion Budget Planning Software.
- H) The adopted budget increases by \$270,280 for costs associated with the final implementation of the FY2012 Compensation plan which included an across the board salary increase of 3% to all general employees.

FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT: **INFORMATION SYSTEMS FUND**

DEPARTMENT PURPOSE

IT Solutions is a business partner connecting city departments and the community through innovative technology to achieve the City's strategic goals.

FY2012 DEPARTMENTAL OBJECTIVES

To provide data communications availability and integrity in excess of 99 percent at a cost not to exceed budgeted levels

To provide voice network availability and integrity in excess of 99 percent at a cost not to exceed budgeted levels

To provide Customer Support Service performance levels at help desk industry standards at a cost not to exceed budgeted levels

To provide application software and database availability and integrity in excess of 99 percent at a cost not to exceed budgeted levels

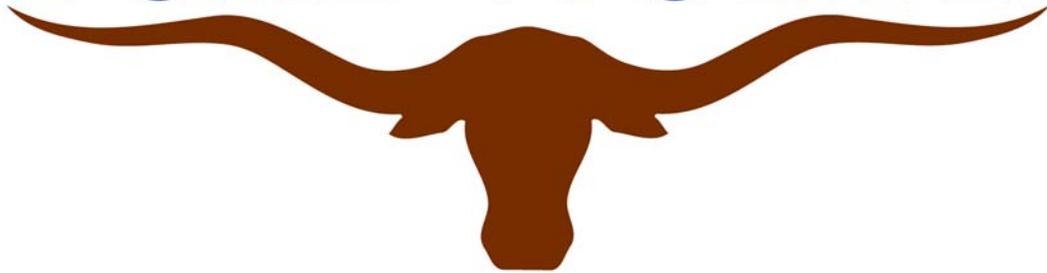
To have good or excellent customer satisfaction for equipment installation and desktop support in excess of 80 percent of the time at a cost not to exceed budgeted levels

To provide high quality Help Desk support services utilizing best practice metrics to measure service levels

To provide reliable a radio system to support public safety and other organizations

DEPARTMENTAL MEASURES	ACTUAL FY2010	ESTIMATED FY2011	PROJECTED FY2012
Applications and database on-line availability	>99%	>99%	>99%
Public Safety Trunked Voice Radio system availability	99%	99%	99%
Good/Excellent customer Satisfaction with desktop support	95%	95%	95%
Customer satisfaction for Customer Support Center	96%	96%	96%
First Call Resolution Rate>=70%	75%	75%	75%

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012	Adopted Budget FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Center	Center Description								
	<u>ADMINISTRATION AND IT SECURITY</u>								
0041000	ADMINISTRATION	\$ 2,590,586	\$ 607,025	\$ 753,544	\$ 759,304	3.00	3.00	3.00	3.00
	Sub-Total	<u>\$ 2,590,586</u>	<u>\$ 607,025</u>	<u>\$ 753,544</u>	<u>\$ 759,304</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
	<u>IT SECURITY</u>								
0041100	IT SECURITY	\$ 1,126,381	\$ 1,542,283	\$ 1,351,884	\$ 1,351,884	5.00	5.00	4.00	4.00
	Sub-Total	<u>\$ 1,126,381</u>	<u>\$ 1,542,283</u>	<u>\$ 1,351,884</u>	<u>\$ 1,351,884</u>	<u>5.00</u>	<u>5.00</u>	<u>4.00</u>	<u>4.00</u>
	<u>INFRASTRUCTURE</u>								
0043000	MAINFRAME OPERA- TIONS	\$ 888,081	\$ 1,041,172	\$ 0	\$ 0	2.00	1.00	0.00	0.00
0043010	PLATFORM TECHNOLO- GIES	1,970,756	1,748,426	2,304,905	2,304,905	5.00	5.00	7.00	7.00
0043020	DATA CENTER OPERA- TIONS	1,088,742	1,225,372	1,146,495	1,146,495	12.00	12.00	10.00	10.00
	Sub-Total	<u>\$ 3,947,579</u>	<u>\$ 4,014,970</u>	<u>\$ 3,451,400</u>	<u>\$ 3,451,400</u>	<u>19.00</u>	<u>18.00</u>	<u>17.00</u>	<u>17.00</u>
	<u>FINANCE</u>								
0044000	FINANCE & CONTRACT ADMINISTRATION	\$ 693,025	\$ 704,746	\$ 642,060	\$ 642,060	10.00	10.00	10.00	10.00
	Sub-Total	<u>\$ 693,025</u>	<u>\$ 704,746</u>	<u>\$ 642,060</u>	<u>\$ 642,060</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012	Adopted Budget FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Center	Center Description								
	<u>OPERATIONS</u>								
0045000	BUSINESS ANALYSIS & PLANNING	\$ 1,551,524	\$ 1,756,778	\$ 1,346,050	\$ 1,346,050	12.00	12.00	10.00	10.00
0045010	MAINFRAME APPLICA-TIONS	485,951	524,059	1,265,969	1,265,969	4.00	3.00	4.00	4.00
0045020	DISTRIBUTED APPLICA-TIONS	1,676,977	1,360,577	1,536,537	1,536,537	12.00	10.00	11.00	11.00
0045021	ERP SUPPORT	1,686	1,195,632	4,849,931	4,849,931	0.00	9.00	11.00	11.00
0045030	DATABASE DESIGN & SUPPORT	382,447	322,392	329,876	329,876	4.00	3.00	3.00	3.00
0045050	GEOGRAPHIC INFOR-MATION SERVICES	472,766	793,211	660,735	660,735	5.00	6.00	5.00	5.00
	Sub-Total	<u>\$ 4,571,351</u>	<u>\$ 5,952,649</u>	<u>\$ 9,989,098</u>	<u>\$ 9,989,098</u>	<u>37.00</u>	<u>43.00</u>	<u>44.00</u>	<u>44.00</u>
	<u>COMMUNICATIONS</u>								
0046000	IT COMMUNICATIONS SERVICES GROUP	\$ 25,535	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
0046002	CIRCUITS	3,084,454	3,132,600	3,132,600	3,132,600	0.00	0.00	0.00	0.00
0046010	VOICE SERVICES	702,357	1,102,869	759,385	759,385	5.00	5.00	4.00	4.00
0046020	RADIO SERVICES	2,382,225	2,036,274	1,989,208	1,989,208	10.00	10.00	10.00	10.00
0046030	DATA SERVICES	913,691	822,194	970,129	970,129	6.00	6.00	8.00	8.00
0046040	CAD SERVICES	1,504,422	1,553,357	1,715,088	1,715,088	4.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 8,612,684</u>	<u>\$ 8,647,294</u>	<u>\$ 8,566,410</u>	<u>\$ 8,566,410</u>	<u>25.00</u>	<u>25.00</u>	<u>26.00</u>	<u>26.00</u>

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68 INFORMATION SYSTEMS FUND		Actual Expenditures FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012	Adopted Budget FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Center	Center Description								
	<u>CUSTOMER SERVICE</u>								
0048000	CUSTOMER SUPPORT CENTER	\$ 476,243	\$ 499,074	\$ 513,122	\$ 513,122	7.00	7.00	7.00	7.00
0048001	DESKTOP SUPPORT	868,796	830,419	898,501	898,501	9.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 1,345,039</u>	<u>\$ 1,329,493</u>	<u>\$ 1,411,623</u>	<u>\$ 1,411,623</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>
	<u>DEPT OVERHEAD</u>								
0049000	DEPT OVERHEAD	\$ 651,380	\$ 201,083	\$ 991,960	\$ 991,960	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 651,380</u>	<u>\$ 201,083</u>	<u>\$ 991,960</u>	<u>\$ 991,960</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 23,538,025	\$ 22,999,543	\$ 27,157,979	\$ 27,163,739	115.00	120.00	120.00	120.00

FORT WORTH



FUND STATEMENT

FUND:

CAPITAL PROJECTS SERVICE FUND

The Capital Projects Service Fund (formerly the Engineering Services Fund) is responsible for providing program management, engineering design, project management, surveying, right-of-way, 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 workgroups:

The Program Management Office (PMO) was established by the City Manager in FY2009 to provide executive leadership to guide the delivery of capital programs and projects across the City. In FY2011 the PMO was restructured into the Department of Planning and Development. Also, the Capital Projects budgeting portion of the PMO was restructured under the Budget and Research Division of the City Manager's Office. 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 Budget, Management Team and Financial Management Services Department
- Improving the capacity of the City capital program and project delivery systems
- Synchronization of the City's capital planning process with the City's Comprehensive Plan

The Infrastructure Design and Construction Group provides for the technical development and project construction phases of Capital 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 (CIP), 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 / ROW Acquisition / Surveying / Mapping – provision of utility coordination services including the coordination of franchise utility relocation efforts. Property acquisitions necessary for projects are acquired by this group. Surveying is provided for design, construction and property acquisitions. 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.

FORT WORTH



**CAPITAL PROJECTS SERVICE FUND BUDGET SUMMARY
FY2012**

REVENUES:

T/PW Capital Projects	\$5,888,045
Water Capital Projects	5,375,838
Wastewater Capital Projects	2,140,495
Contract Street Maintenance	1,601,500
T/PW General Fund Programs	263,286
Receipts from Other Funds	195,456
Parks & Community Services General Fund	194,057
Aviation Capital Projects	120,624
Salvage Sales/Miscellaneous Revenue	33,747
Interest on Investments	25,000
Sale of Surplus Streets	20,000
Lake Worth Trust Fund	16,415
Plan Returns	10,000
Transfer from Water and Sewer Operating Fund	<u>3,916</u>

TOTAL REVENUE SOURCES \$15,888,379

EXPENDITURES:

Personal Services	\$12,496,423
Supplies	500,352
Contractual Services	<u>2,430,604</u>

TOTAL RECURRING EXPENSES \$15,427,379

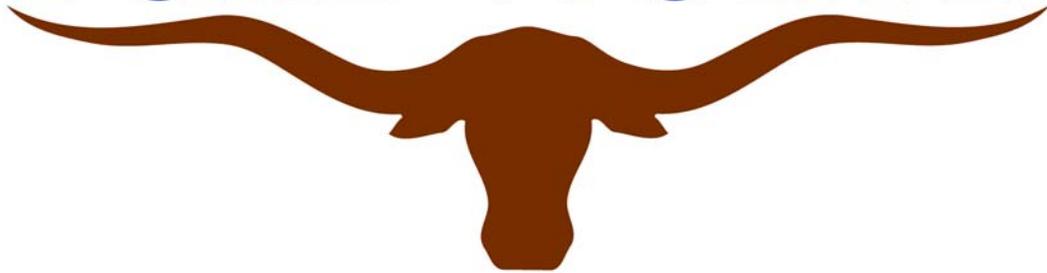
DEBT SERVICE AND CAPITAL OUTLAY:

Capital Outlay	\$461,000
Debt Service	<u>0</u>

TOTAL DEBT SERVICE AND CAPITAL OUTLAY \$461,000

TOTAL EXPENDITURES \$15,888,379

FORT WORTH



**PROJECTED
FY2012 CASH FLOW
CAPITAL PROJECTS SERVICE FUND**

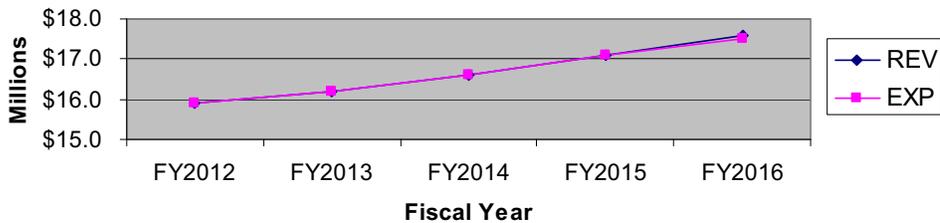
Cash Balance as of 9/30/11 *	\$1,695,149
Plus: Projected Revenues	\$15,888,379
Less: Projected Expenditures	(\$15,888,379)
Estimated Available Cash as of 9/30/12	\$1,695,149

* Preliminary cash balance due to pending audit of actual ending balances.

**CAPITAL PROJECTS SERVICE FUND FIVE YEAR FORECAST
FISCAL YEAR 2012 THROUGH 2016**

	FY2012 Adopted	FY2013 Projected	FY2014 Projected	FY2015 Projected	FY2016 Projected
Beginning Cash Balance	\$1,695,149	\$1,695,149	\$1,657,578	\$1,633,970	\$1,679,102
Revenues*					
Interest	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
PACS General Fund	\$194,057	\$197,938	\$202,887	\$208,973	\$215,242
Lake Worth Trust Fund	\$16,415	\$16,415	\$16,415	\$16,415	\$16,415
FM TPW General Fund	\$263,286	\$268,552	\$275,266	\$283,523	\$292,029
Aviation Capital Projects	\$120,624	\$123,036	\$126,112	\$129,896	\$133,793
FM TPW Capital Projects	\$5,888,045	\$6,005,806	\$6,155,951	\$6,340,630	\$6,530,848
FM Water Capital Projects	\$5,375,838	\$5,483,355	\$5,620,439	\$5,789,052	\$5,962,723
FM Wastewater Cap Projects	\$2,140,495	\$2,183,305	\$2,237,888	\$2,305,024	\$2,374,175
Receipts from Other Funds	\$199,372	\$203,359	\$208,443	\$214,697	\$221,138
Contract Street Maintenance	\$1,601,500	\$1,633,530	\$1,674,368	\$1,724,599	\$1,776,337
Other Revenue	\$63,747	\$65,022	\$66,647	\$68,647	\$70,706
Total Revenue	\$15,888,379	\$16,205,318	\$16,609,416	\$17,106,456	\$17,618,407
Total Resources	\$17,583,528	\$17,900,467	\$18,266,994	\$18,740,426	\$19,297,509
Expenditures					
Personnel Services	\$12,496,423	\$12,792,314	\$13,107,709	\$13,444,080	\$13,797,259
Supplies	\$500,352	\$510,359	\$523,118	\$538,812	\$554,976
Contractual	\$2,430,604	\$2,479,216	\$2,541,196	\$2,617,432	\$2,695,955
Capital	\$461,000	\$461,000	\$461,000	\$461,000	\$461,000
Debt Service	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$15,888,379	\$16,242,889	\$16,633,024	\$17,061,324	\$17,509,190
Projected Variance	\$0	(\$37,571)	(\$23,608)	\$45,132	\$109,217
Projected Cash Balance	\$1,695,149	\$1,657,578	\$1,633,970	\$1,679,102	\$1,788,319
Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	\$1,695,149	\$1,657,578	\$1,633,970	\$1,679,102	\$1,788,319

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



* This model does **not** reflect any rate increases for the next five years.

**COMPARISON OF CAPITAL PROJECTS SERVICE FUND
EXPENDITURES**

	ACTUAL FY2009	ACTUAL FY2010	ADOPTED FY2011	REVISED BUDGET FY2011	RE-ESTIMATE FY2011	ADOPTED FY2012
Business Services	\$2,171,256	\$938,648	\$818,118	\$818,118	\$721,478	\$1,624,655
Staff Development	421,017	396,098	418,808	418,808	353,016	428,105
Project Services	551,716	15,324	0	0	0	0
Survey Services	2,269,220	1,389,636	1,653,385	1,653,385	1,578,463	1,613,520
Real Property	820,161	691,737	751,140	751,140	714,568	752,708
Construction Inspection	6,208,224	5,509,636	2,146,551	2,182,350	1,716,997	2,161,415
Lab Services	857,741	650,799	735,436	735,436	732,086	728,707
Project Management	1,224,058	1,353,251	1,894,454	1,894,454	1,985,240	1,992,094
New Development Review	807,631	1,124,167	1,976,358	1,976,358	2,029,225	2,120,090
Mapping Services	476,134	356,322	0	0	<u>0</u>	0
Program Management Office	10,888	1,582,976	1,201,155	1,201,155	1,075,514	1,246,839
Capital Projects	6,391	764,787	658,957	658,957	667,592	648,249
Project Support	0	0	717,068	717,068	695,400	734,465
Heavy Maintenance	<u>0</u>	<u>0</u>	<u>1,649,575</u>	<u>1,649,575</u>	<u>1,701,276</u>	<u>1,837,532</u>
TOTAL	\$15,824,437	\$14,773,381	\$14,621,006	\$14,656,804	\$13,970,855	\$15,888,379

FORT WORTH



**COMPARISON OF CAPITAL PROJECTS SERVICE FUND
REVENUES**

	ACTUAL FY2009	ACTUAL FY2010	ADOPTED FY2011	REVISED BUDGET FY2011	RE-ESTIMATE FY2011	ADOPTED FY2012
Transfer from Water and Sewer Operating Fund	\$994	\$86,403	\$26,000	\$26,000	\$295,745	\$3,916
Parks & Community Services Capital Projects-GF	147,148	122,355	91,021	91,021	298,349	194,057
T/PW General Fund Programs	103,021	227,329	246,071	246,071	180,212	263,286
FM Lake Worth Trust Fund	10,771	21,598	36,025	36,025	0	16,415
Aviation Capital Projects	41,714	30,243	30,000	30,000	119,952	120,624
T/PW Capital Projects	5,014,427	5,629,994	5,906,833	5,906,833	5,271,853	5,888,045
Water Capital Projects	4,543,439	4,062,975	4,424,341	4,424,341	3,820,320	5,375,838
Wastewater Capital Projects	1,963,334	2,141,002	2,020,539	2,020,539	2,141,002	2,140,495
Receipts from Other Funds	486,629	306,280	182,676	182,676	182,676	195,456
Contract Street Maint/TPW	1,309	1,632,238	1,601,500	1,601,500	1,342,265	1,601,500
Interest from Investment	27,904	31,136	25,000	25,000	19,516	25,000
Miscellaneous Revenues	<u>132,621</u>	<u>85,079</u>	<u>31,000</u>	<u>31,000</u>	<u>20,749</u>	<u>63,747</u>
TOTAL	\$12,473,311	\$14,376,632	\$14,621,006	\$14,621,006	\$13,692,639	\$15,888,379

FORT WORTH



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

CAPITAL PROJECTS SERVICE FUND

PI19/0209900:0209913

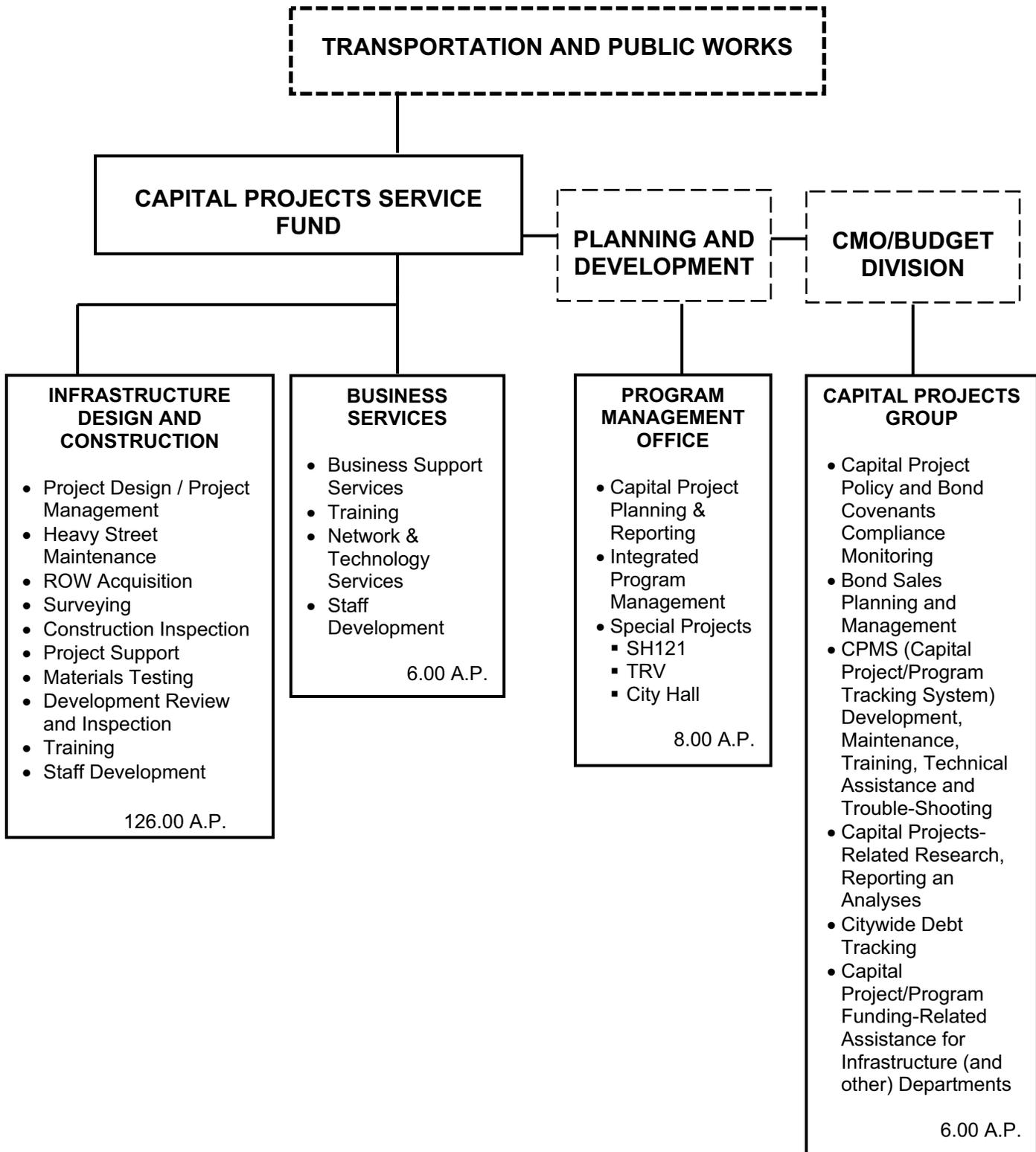
SUMMARY OF FUND RESPONSIBILITIES:

The Capital Projects Service Fund (formerly the Engineering Services Fund) is responsible for providing program management, engineering design, project management, surveying, ROW, 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 workgroups: The Program Management Office (PMO) 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 Budget, Management Team and Financial Management Services Department; improvement and capacity expansion of the City capital program and project delivery systems; and synchronization of the City's capital planning process with the City's Comprehensive Plan.

The Infrastructure Design and Construction Group provides for the technical development and project construction phases of Capital Project Delivery. The core functions of the group include project design/project management. This is a provision of engineering services for a broad array of programs. These programs include street reconstruction (CIP), major street maintenance, development plan review, water and sanitary sewer pipeline rehabilitation, replacement and extensions and airport and park improvements. A second function includes construction inspection/management. This is a 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. The third core function is utility coordination/right-of-way acquisitions/surveying and mapping. This is a provision of utility coordination services including the coordination of franchise utility relocation efforts. Property acquisitions necessary for projects are acquired by this group. Surveying is provided for design, construction and property acquisitions. 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.

Allocations	Actual FY2010	Adopted FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Personnel Services	\$ 12,625,590	\$ 11,944,994	\$ 12,496,423	\$ 12,496,423
Supplies	380,526	491,588	500,352	500,352
Contractual	1,593,335	1,826,423	2,423,342	2,430,605
Capital Outlay	173,930	358,000	461,000	461,000
Total Expenditures	\$ 14,773,381	\$ 14,621,006	\$ 15,881,116	\$ 15,888,379
Authorized Positions	145.00	145.00	146.00	146.00

CAPITAL PROJECTS SERVICE FUND – 146.00 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER
CAPITAL PROJECTS SERVICE FUND	PI19/0209900:0209913

CHANGES FROM FY2011 ADOPTED TO FY2012 ADOPTED

FY2011 ADOPTED:	\$14,621,006	A.P.	145.00
FY2012 ADOPTED:	\$15,888,379	A.P.	146.00

- A) The adopted budget increases by 1.0 authorized position for the addition of an administrative technician, the cost of which is offset by a reduction in scheduled temporary labor. The addition of the permanent position will provide staffing continuity.
- B) The adopted budget increases by \$460,368 for the initiation of administrative service charges being allocated to Internal Service Funds.
- C) The adopted budget increases by \$304,469 for costs associated with the final implementation of the FY2012 Compensation Plan which included an across the board salary increase of 3% to all general employees.
- D) The adopted budget increases by \$102,232 for the continuation of the contribution to the retiree healthcare other post employment benefits (OPEB).
- E) The adopted budget increases by a net of \$88,236 for group health based on plan migration, turnover, and a 10.44% increase in the City's contribution to group health.
- F) The adopted budget increases by \$82,000 for the FY2012 vehicle replacement plan.
- G) The adopted budget increases by \$73,931 in transfers to cover the salary of a Law Department employee who provides construction contract law and infrastructure legal review for the Department.
- H) The adopted budget increases by \$60,215 based on IT allocations related to computing, radio and telephone services.

FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT:
TRANSPORTATION & PUBLIC WORKS, CAPITAL PROJECTS SERVICE FUND

DEPARTMENT PURPOSE

To build, restore and revitalize our community.

FY2012 DEPARTMENTAL OBJECTIVES

To keep capital projects managed by the Division on schedule and on budget.

To keep heavy maintenance projects managed by the Division on schedule and on budget.

To complete the initial review of developer projects within 14 calendar days or less for 95% of the projects submitted.

To provide an initial response within one hour of receipt for 100% of citizen construction-related calls received.

To provide an average of 2 hours per project per day on 95% of active projects.

DEPARTMENTAL MEASURES	ACTUAL FY2010	ESTIMATED FY2011	PROJECTED FY2012
Neighborhood streets on budget/schedule quarterly	NEW	66%	85%
Arterial streets on budget/schedule quarterly	NEW	47%	85%
Infrastructure plan reviews completed within 14 days	95%	100%	95%
Response to citizen construction related calls within 1 hour	100%	100%	100%
Average 2 hours per project per day on 95% of Active Projects	NEW	60%	95%

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT TRANSPORTATION & PUBLIC WKS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19	CAPITAL PROJECTS SERVICE FUND	Actual Expenditures FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012	Adopted Budget FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Center	Center Description								
	<u>ENGINEERING BUSI- NESS SERVICES</u>								
0209900	ENGINEERING BUSI- NESS SERVICES	\$ 938,648	\$ 818,118	\$ 1,624,655	\$ 1,624,655	5.00	5.00	6.00	6.00
0209901	STAFF DEVELOPMENT	396,098	418,808	428,105	428,105	3.00	3.00	3.00	3.00
0209902	PROJECT SERVICES	15,324	0	0	0	0.00	0.00	0.00	0.00
0209903	SURVEY SERVICES	1,389,636	1,653,385	1,613,156	1,613,520	17.00	20.00	20.00	20.00
0209904	REAL PROPERTY	691,737	751,140	748,351	752,708	7.00	8.00	8.00	8.00
0209905	CONSTRUCTION INSPECTION	5,509,636	2,146,551	2,158,873	2,161,415	60.00	12.00	12.00	12.00
0209906	LAB SERVICES	650,799	735,436	728,707	728,707	9.00	9.00	9.00	9.00
0209907	PROJECT MANAGE- MENT	1,353,251	1,894,454	1,992,094	1,992,094	13.00	23.00	22.00	22.00
0209908	NEW DEVEL REVIEW	1,124,167	1,976,358	2,120,090	2,120,090	12.00	23.00	23.00	23.00
0209909	MAPPING SERVICES	356,322	0	0	0	5.00	0.00	0.00	0.00
0209910	PROGRAM MANAGE- MENT OFFICE	1,582,976	1,201,155	1,246,839	1,246,839	8.00	8.00	8.00	8.00
0209911	CAPITAL PROJECTS	764,787	658,957	648,249	648,249	6.00	6.00	6.00	6.00
0209912	PROJECT SUPPORT	0	717,068	734,465	734,465	0.00	8.00	7.00	7.00
0209913	HEAVY MAINTENANCE	0	1,649,575	1,837,532	1,837,532	0.00	20.00	22.00	22.00
	Sub-Total	<u>\$ 14,773,381</u>	<u>\$ 14,621,006</u>	<u>\$ 15,881,116</u>	<u>\$ 15,888,379</u>	<u>145.00</u>	<u>145.00</u>	<u>146.00</u>	<u>146.00</u>

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT TRANSPORTATION & PUBLIC WKS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19 CAPITAL PROJECTS SERVICE FUND		Actual Expenditures FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012	Adopted Budget FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Center	Center Description								
	TOTAL	\$ 14,773,381	\$ 14,621,006	\$ 15,881,116	\$ 15,888,379	145.00	145.00	146.00	146.00

FUND STATEMENT

FUND:

OFFICE SERVICES FUND

The Office Services Fund is an Internal Service Fund that consists of three divisions: Print Shop, Graphics and Mailroom.

The Print Shop fabricates identification cards for City employees, provides high-speed copying, manages the City's walk-up copiers, administers contracts with copier vendors and orders supplies for copiers. Walk-up copiers are available throughout City Hall and other City facilities.

Graphics provides a full line of services, including desktop publishing, logo creation, displays, posters, photography, camera-ready art and audio-visual checkout.

The receipt and distribution of all outgoing and incoming mail is the responsibility of the Mailroom. Mailroom employees deliver and pick up mail at remote City facilities and operate the equipment that folds invoices and places them, along with return envelopes, newsletters and any other inserts into envelopes that are then processed and mailed.

The Office Services Fund is managed by the Financial Management Services Department.

FORT WORTH



**OFFICE SERVICES FUND BUDGET SUMMARY
FY2012**

REVENUES:

Office Copy Charges	\$793,858
Supplies - Inter-Departmental Billing	396,434
Kodak Printing	194,858
Labor - Inter-Departmental Billing	108,305
Mail and Messenger	40,320
Postage	39,066
Miscellaneous Revenue	32,638
Business Cards	24,607
Received From Others	15,804
Invoice Entry	13,512
Printing	5,041
Rush - Inter-Departmental Billing	653
Interest on Investments	700
Errands	<u>500</u>

TOTAL REVENUE \$1,666,296

EXPENDITURES:

Personal Services	\$651,810
Supplies	188,651
Contractual Services	<u>825,835</u>

TOTAL RECURRING EXPENSES \$1,666,296

CAPITAL OUTLAY:

Capital Outlay	<u>\$0</u>
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TOTAL CAPITAL OUTLAY \$0

TOTAL EXPENDITURES \$1,666,296

FORT WORTH



**PROJECTED
FY2012 CASH FLOW
OFFICE SERVICES FUND**

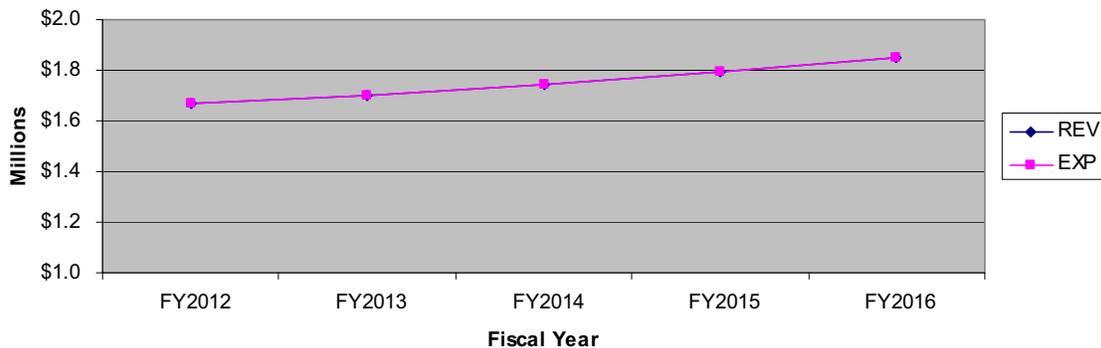
Cash Balance as of 9/30/11*	(\$611,937)
Plus: Projected Revenues	\$1,666,296
Less: Projected Expenditures	(\$1,666,296)
Estimated Available Cash as of 9/30/12	(\$611,937)

* Preliminary cash balance due to pending audit of actual cash balances

**OFFICE SERVICES FUND FIVE YEAR FORECAST
FISCAL YEAR 2012 THROUGH 2016**

	FY2012 Adopted	FY2013 Projected	FY2014 Projected	FY2015 Projected	FY2016 Projected
Beginning Cash Balance	(\$611,937)	(\$611,937)	(\$614,446)	(\$617,235)	(\$617,938)
Revenues*					
Interest Revenue	\$700	\$714	\$732	\$754	\$776
IDB Revenue	\$108,958	\$111,137	\$113,916	\$117,333	\$120,853
Reprographics Services	\$1,524,000	\$1,554,480	\$1,593,342	\$1,641,142	\$1,690,377
Other Revenue	\$32,638	\$33,291	\$34,123	\$35,147	\$36,201
Total Revenue	\$1,666,296	\$1,699,622	\$1,742,112	\$1,794,376	\$1,848,207
Total Resources	\$1,054,359	\$1,087,685	\$1,127,667	\$1,177,141	\$1,230,270
Expenditures					
Personnel Services	\$651,810	\$667,355	\$684,256	\$702,614	\$721,874
Supplies	\$188,651	\$192,424	\$197,235	\$203,152	\$209,246
Contractual	\$825,835	\$842,352	\$863,410	\$889,313	\$915,992
Debt Service	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$1,666,296	\$1,702,131	\$1,744,902	\$1,795,078	\$1,847,112
Projected Variance	\$0	(\$2,509)	(\$2,789)	(\$702)	\$1,095
Projected Cash Balance	(\$611,937)	(\$614,446)	(\$617,235)	(\$617,938)	(\$616,843)
Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	(\$611,937)	(\$614,446)	(\$617,235)	(\$617,938)	(\$616,843)

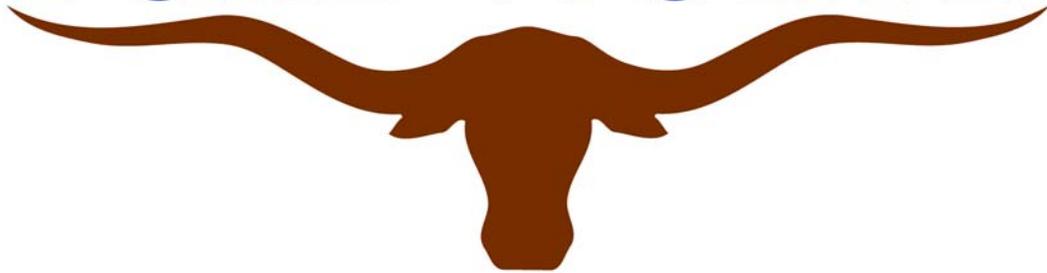
**OFFICE SERVICES FUND
PROJECTED REVENUES AND EXPENDITURES**



**COMPARISON OF OFFICE SERVICES FUND
EXPENDITURES**

	ACTUAL FY2009	ACTUAL FY2010	BUDGET FY2011	REVISED BUDGET FY2011	RE-ESTIMATE FY2011	ADOPTED FY2012
Print Shop	\$1,724,433	\$1,433,928	\$916,689	\$916,689	\$1,017,207	\$1,070,177
Graphics	263,341	282,900	168,128	168,128	186,564	298,240
Mailroom	<u>435,891</u>	<u>345,675</u>	<u>267,954</u>	<u>267,954</u>	<u>297,336</u>	<u>297,879</u>
TOTAL	\$2,423,665	\$2,062,503	\$1,352,771	\$1,352,771	\$1,501,107	\$1,666,296

FORT WORTH



**COMPARISON OF OFFICE SERVICES FUND
REVENUES**

	ACTUAL	ACTUAL	BUDGET	REVISED	RE-ESTIMATE	ADOPTED
	FY2009	FY2010	FY2011	BUDGET	FY2011	FY2012
				FY2011		
Interest On Investments	\$0	\$0	\$0	\$0	\$33	\$700
Postage	171,296	92,515	43,020	43,020	43,020	39,066
Office Copy Charges	854,171	893,483	782,269	782,269	821,852	793,858
Received from Others-Taxable	15,042	10,953	21,494	21,494	14,664	15,804
Mail And Messenger Service	39,562	37,875	41,352	41,352	40,933	40,320
Misc Revenue	213,502	123,102	43,473	43,473	38,542	32,638
Business Cards	28,976	23,137	0	0	23,859	24,607
Invoice Entry	18,477	14,097	17,049	17,049	13,701	13,512
Printing	12,149	4,847	15,000	15,000	5,499	5,041
Labor - IDB Revenue	256,804	149,112	64,973	64,973	99,924	108,305
Rush - IDB Revenue	1,281	514	1,390	1,390	551	653
Supplies - IDB Revenue	401,431	387,594	90,382	90,382	373,833	396,434
Errands	6,287	169	6,287	6,287	275	500
Printing Kodak	<u>214,164</u>	<u>232,254</u>	<u>226,082</u>	<u>226,082</u>	<u>180,507</u>	<u>194,858</u>
TOTAL	\$2,233,142	\$1,969,652	\$1,352,771	\$1,352,771	\$1,657,193	\$1,666,296

FORT WORTH



FUND BUDGET SUMMARY

DEPARTMENT:	FUND/CENTER
FINANCIAL MANAGEMENT SERVICES - REPROGRAPHICS	PI60/0901310:0901330

SUMMARY OF FUND RESPONSIBILITIES:

The Office Services Fund consists of three divisions: Print Shop, Graphics, and Mailroom.

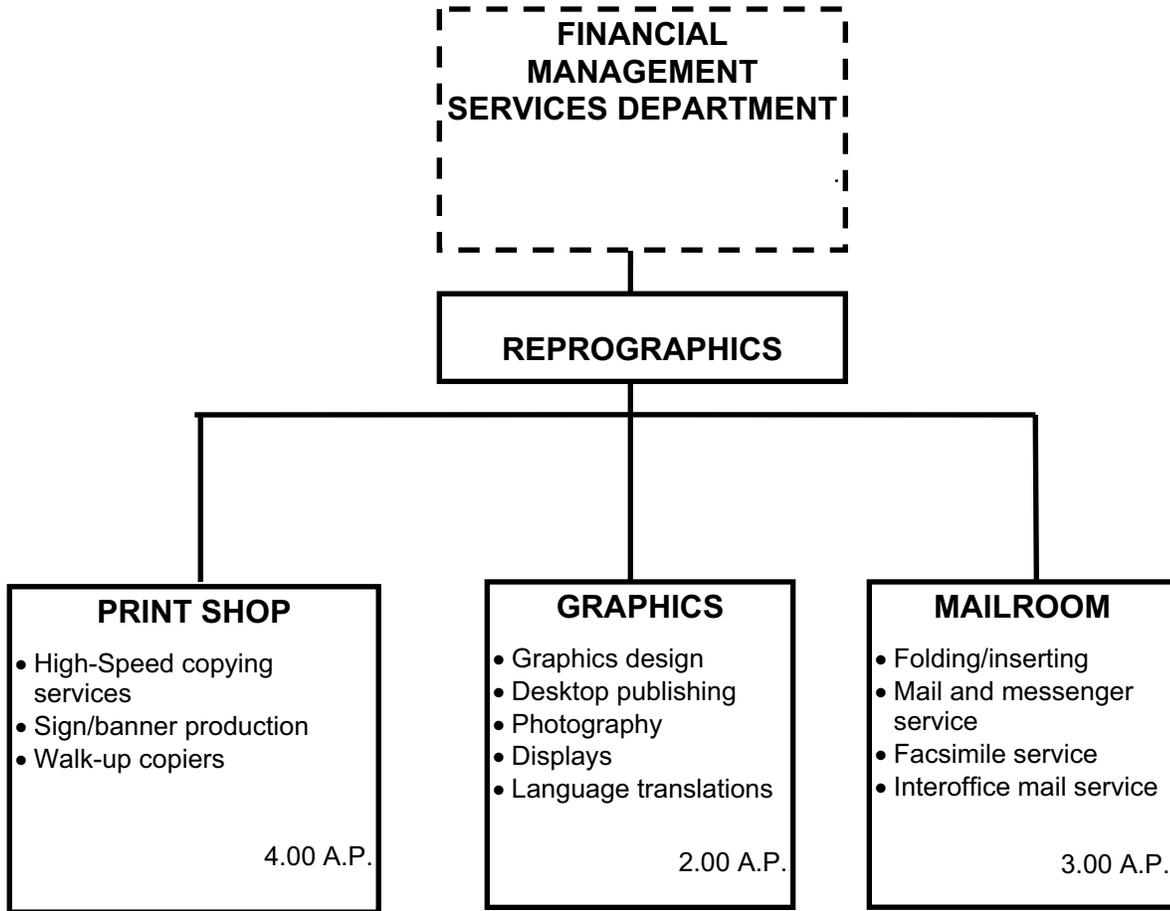
The Print Shop is responsible for engineering copy production, small scale sign and banner production and walk-up copier service.

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 illustrations.

The Mailroom Division provides centralized mail folding and inserting services, as well as centralized mail delivery for City departments.

Allocations	Actual FY2010	Adopted FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Personnel Services	\$ 873,706	\$ 636,406	\$ 651,810	\$ 651,810
Supplies	248,647	142,196	188,651	188,651
Contractual	940,150	574,169	825,234	825,835
Capital Outlay	0	0	0	0
Total Expenditures	\$ 2,062,503	\$ 1,352,771	\$ 1,665,695	\$ 1,666,296
Authorized Positions	12.00	9.00	9.00	9.00

OFFICE SERVICES FUND - 9.00 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER
NON-DEPARTMENTAL - REPROGRAPHICS	PI60/0901310:0901330

CHANGES FROM FY2011 ADOPTED TO FY2012 ADOPTED

FY2011 ADOPTED:	\$1,352,771	A.P.	9.00
FY2012 ADOPTED:	\$1,666,296	A.P.	9.00

- A) The adopted budget increases by \$113,078 in outside printing and binding due to an increased trend in sending work to outside vendors.
- B) The adopted budget increases by \$102,256 in administrative services due to an indirect cost allocation charge to Internal Service Funds.
- C) The adopted budget increases by \$49,619 in miscellaneous rent due to additional lease payments for digital walk up copiers in new City facilities.
- D) The adopted budget increases by \$34,506 in purchases for resale due to the expense of paper and supplies for in-house printing.
- E) The adopted budget decreases by (\$33,817) in retiree insurance contribution due to a reduction in eligible and expected retirements.

FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT: **OFFICE SERVICES FUND**

DEPARTMENT PURPOSE

Reprographics' employees provide desktop publishing, printing, and mail service. Each individual in Reprographics is dedicated to supporting City departments with quality, cost-effective and timely service.

FY2012 DEPARTMENTAL OBJECTIVES

- To attain excellent customer satisfaction ratings in Print Shop and Graphics turnaround
- To attain excellent customer satisfaction ratings in Reprographics' overall service
- To save City dollars on in-house printing versus outsourcing to private industry
- To save City dollars by sending mail to presort company
- To meet or exceed the in-house national average of \$65,000 per employee revenue to ensure proper staffing levels and equipment usage

DEPARTMENTAL MEASURES	ACTUAL FY2010	ESTIMATED FY2011	PROJECTED FY2012
Percentage of customers rating print and graphics turnaround as excellent	97%	96%	98%
Percentage rating overall satisfaction with Reprographics' services as excellent	95%	96%	97%
Percentage of savings with in-house printing over outsourcing	37%	37%	37%
Number of dollars saved by sending mail to presort firm	\$116,136	\$134,537	\$134,537
Revenue per employee compared to national average	\$108,000	\$107,909	\$109,100

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT NON-DEPARTMENTAL		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI60 OFFICE SERVICES FUND		Actual Expenditures FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012	Adopted Budget FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Center	Center Description								
	<u>PUBLIC INFORMATION</u>								
0901310	PRINT SHOP	\$ 1,433,928	\$ 916,689	\$ 1,070,177	\$ 1,070,177	6.00	4.00	4.00	4.00
0901320	GRAPHICS	282,900	168,128	297,639	298,240	2.00	2.00	2.00	2.00
0901330	MAILROOM	345,675	267,954	297,879	297,879	4.00	3.00	3.00	3.00
	Sub-Total	<u>\$ 2,062,503</u>	<u>\$ 1,352,771</u>	<u>\$ 1,665,695</u>	<u>\$ 1,666,296</u>	<u>12.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
	TOTAL	\$ 2,062,503	\$ 1,352,771	\$ 1,665,695	\$ 1,666,296	12.00	9.00	9.00	9.00

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 percent. 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, 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.

FORT WORTH



**TEMPORARY LABOR FUND BUDGET SUMMARY
FY2012**

REVENUES:

Labor Charges and Overhead	<u>\$1,063,679</u>
TOTAL REVENUE	\$1,063,679
Use/(Source) of Fund Balance	\$0
TOTAL REVENUE AND OTHER FINANCING SOURCES	\$1,063,679

EXPENDITURES:

Personnel Services	\$1,044,046
Supplies	300
Contractual Services	<u>19,333</u>
TOTAL RECURRING EXPENSES	\$1,063,679

DEBT SERVICE AND CAPITAL OUTLAY:

Capital Outlay	\$0
Debt Service	<u>0</u>
TOTAL DEBT SERVICE AND CAPITAL OUTLAY	\$0
TOTAL EXPENDITURES	\$1,063,679

FORT WORTH



**PROJECTED
FY2012 CASH FLOW
TEMPORARY LABOR FUND**

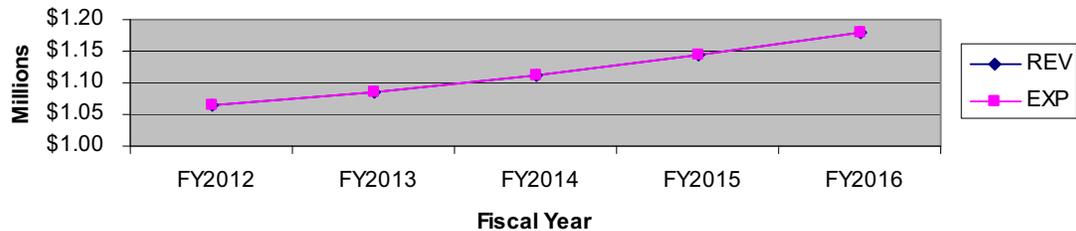
Cash Balance as of 9/30/11 *	\$554,142
Plus: Projected Revenues	\$1,063,679
Less: Projected Expenditures	(\$1,063,679)
Estimated Available Cash as of 9/30/12	\$554,142

* Preliminary cash balance due to pending audit of actual cash balances.

TEMPORARY LABOR FUND FIVE YEAR FORECAST FISCAL YEAR 2012 THROUGH 2016

	FY2012 Adopted	FY2013 Projected	FY2014 Projected	FY2015 Projected	FY2016 Projected
Beginning Cash Balance	\$554,142	\$554,142	\$553,842	\$553,585	\$553,738
<u>Revenues</u>					
Temp Services Charges	\$903,743	\$921,818	\$944,863	\$973,209	\$1,002,405
Temp Services Revenuenue	\$157,711	\$160,865	\$164,887	\$169,833	\$174,928
Other Revenue	<u>\$2,225</u>	<u>\$2,270</u>	<u>\$2,326</u>	<u>\$2,396</u>	<u>\$2,468</u>
Total Revenue	\$1,063,679	\$1,084,953	\$1,112,076	\$1,145,439	\$1,179,802
Total Resources	\$1,617,821	\$1,639,095	\$1,665,918	\$1,699,024	\$1,733,540
<u>Expenditures</u>					
Personnel Services	\$1,044,046	\$1,065,227	\$1,091,807	\$1,124,144	\$1,157,497
Supplies	\$300	\$306	\$314	\$323	\$333
Contractual	\$19,333	\$19,720	\$20,213	\$20,819	\$21,444
Debt Service	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$1,063,679	\$1,085,253	\$1,112,333	\$1,145,286	\$1,179,273
Projected Variance	\$0	(\$300)	(\$257)	\$153	\$529
Projected Cash Balance	\$554,142	\$553,842	\$553,585	\$553,738	\$554,267
Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	\$554,142	\$553,842	\$553,585	\$553,738	\$554,267

TEMPORARY LABOR FUND PROJECTED REVENUES AND EXPENDITURES



* This model does **not** reflect any rate increases for the next five years.

COMPARISON OF TEMPORARY LABOR FUND
EXPENDITURES

	ACTUAL FY2009	ACTUAL FY2010	BUDGET FY2011	REVISED BUDGET FY2011	RE-ESTIMATE FY2011	ADOPTED FY2012
Temporary Labor Services	<u>\$903,645</u>	<u>\$1,196,242</u>	<u>\$1,056,732</u>	<u>\$1,056,732</u>	<u>\$894,981</u>	<u>\$1,063,679</u>
Total	\$903,645	\$1,196,242	\$1,056,732	\$1,056,732	\$894,981	\$1,063,679

FORT WORTH



COMPARISON OF TEMPORARY LABOR FUND
REVENUES

	ACTUAL FY2009	ACTUAL FY2010	BUDGET FY2011	REVISED BUDGET FY2011	RE-ESTIMATE FY2011	ADOPTED FY2012
Temp Services Charges	\$749,109	\$1,015,634	\$899,021	\$899,021	\$789,445	\$903,743
Temp Services Revenues	147,228	189,669	157,711	157,711	162,987	157,711
Miscellaneous Revenue	<u>11,776</u>	<u>7,951</u>	<u>0</u>	<u>0</u>	<u>5,361</u>	<u>2,225</u>
TOTAL	\$908,113	\$1,213,254	\$1,056,732	\$1,056,732	\$957,793	\$1,063,679

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

TEMPORARY LABOR FUND

FUND/CENTER

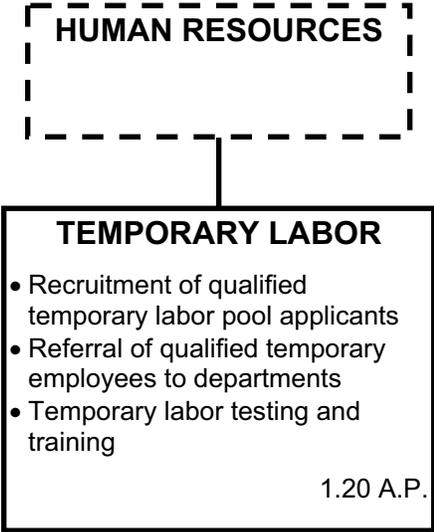
PI17/0140000

SUMMARY OF FUND RESPONSIBILITIES:

The Temporary Labor Fund, with Human Resources Department oversight, provides temporary employees to meet the City's short-term administrative and clerical needs. The Temporary Labor staff manages a top-quality temporary labor pool to fill all City departmental requests. The Temporary Labor Fund ensures quality service by performing the pre-screening and testing of all applicants for temporary positions. The staff also functions as a liaison between City departments and the temporary labor pool, scheduling and coordinating the temporary employees in the most efficient and effective manner possible.

Allocations	Actual FY2010	Adopted FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Personnel Services	\$ 1,168,501	\$ 1,040,299	\$ 1,044,046	\$ 1,044,046
Supplies	160	500	300	300
Contractual	27,581	15,933	19,228	19,333
Capital Outlay	0	0	0	0
Total Expenditures	\$ 1,196,242	\$ 1,056,732	\$ 1,063,574	\$ 1,063,679
Authorized Positions	2.10	1.20	1.20	1.20

TEMPORARY LABOR FUND- 1.20 A.P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER
TEMPORARY LABOR FUND	PI17/0140000

CHANGES FROM FY2011 ADOPTED TO FY2012 ADOPTED

FY2011 ADOPTED:	\$1,056,732	A.P.	1.20
FY2012 ADOPTED:	\$1,063,679	A.P.	1.20

A) The adopted budget increases by \$5,723 in administrative services due to an indirect cost allocation charge to Internal Service Funds.

B) The adopted budget increases by \$1,572 for costs associated with the final implementation of the FY2012 Compensation plan which included an across the board salary increase of 3% to all general employees.

C) The adopted budget decreases by (\$1,694) based on IT allocations related to computing, radio and telephone services.

D) The adopted budget increases by \$1,433 for the continuation of the contribution to the retiree healthcare other post employment benefits (OPEB).

FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT:

TEMPORARY LABOR FUND

DEPARTMENT PURPOSE

To provide a centralized temporary employee source to meet the short-term employment needs of all city departments.

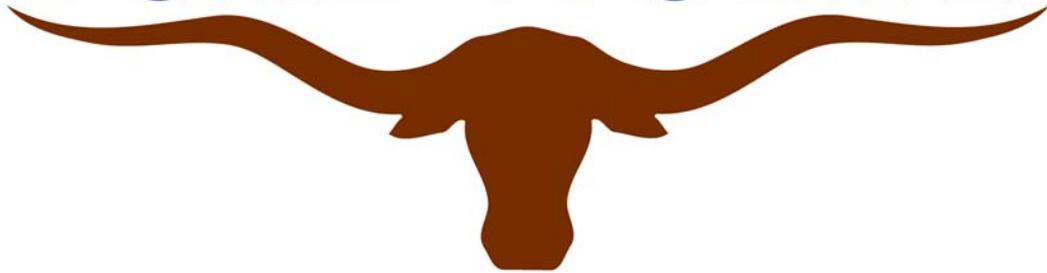
FY2012 DEPARTMENTAL OBJECTIVES

To continue to provide temporary employees to meet department's short-term labor needs at a cost below the cost of obtaining temporary workers from private agencies.

To increase the percentage of temporary labor pool workers who are offered full-time employment with the city.

DEPARTMENTAL MEASURES	ACTUAL 2010	ESTIMATED 2011	PROJECTED 2012
Percent of Temporary Labor Fund cost below those of private agencies	35%	35%	35%
Number of days to fill temporary labor requests	3	3	3
Percent of temporary workers Placed in authorized positions In City	30%	40%	40%

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI17 TEMPORARY LABOR FUND		Actual Expenditures FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012	Adopted Budget FY2010	Adopted Budget FY2011	Proposed Budget FY2012	Adopted Budget FY2012
Center	Center Description								
0140000	<u>HUMAN RESOURCES</u>								
	HUMAN RESOURCES	\$ 1,196,242	\$ 1,056,732	\$ 1,063,574	\$ 1,063,679	2.10	1.20	1.20	1.20
	Sub-Total	<u>\$ 1,196,242</u>	<u>\$ 1,056,732</u>	<u>\$ 1,063,574</u>	<u>\$ 1,063,679</u>	<u>2.10</u>	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>
	TOTAL	\$ 1,196,242	\$ 1,056,732	\$ 1,063,574	\$ 1,063,679	2.10	1.20	1.20	1.20

FORT WORTH

