

**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 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, 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.

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.

## 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. 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 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, ESD operates non-manned fueling sites at Southeast and Downtown.

In a continuing effort to provide the best possible fleet services, the Equipment Services Department 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,
- it is determined that the service could be performed less expensively by an outside vendor, and
- workload overflow relief is needed.

As part of that strategy, ESD privatized its parts inventory system at the end of FY2002. This FY2014 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% 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.

**EQUIPMENT SERVICES FUND BUDGET SUMMARY  
2014**

**REVENUES:**

Fuel Costs and Overhead	\$10,639,798
Equipment Maintenance Labor Costs	8,118,000
Repair and Maintenance Parts	5,976,599
ESD Administrative Charge	1,900,108
Outside Repair and Maintenance	1,542,120
Other Charges	<u>43,000</u>

**TOTAL REVENUE** \$28,219,625

**OTHER FINANCING SOURCES:**

Use/(Source) of Fund Balance	<u>\$0</u>
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**TOTAL REVENUE AND OTHER FINANCING SOURCES** \$28,219,625

**EXPENDITURES:**

Personnel Services	\$8,179,605
Supplies	15,314,418
Contractual Services	<u>4,635,102</u>

**TOTAL RECURRING EXPENSES** \$28,129,125

**CAPITAL OUTLAY:**

Capital Outlay	<u>\$90,500</u>
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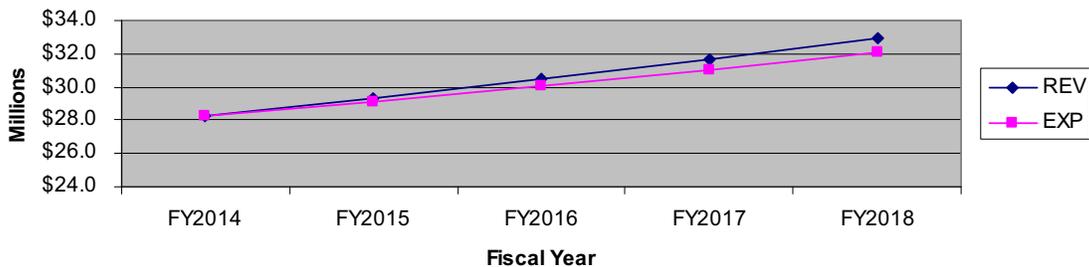
**TOTAL CAPITAL OUTLAY** \$90,500

**TOTAL EXPENDITURES** \$28,219,625

**EQUIPMENT SERVICES FUND FIVE YEAR FORECAST  
FISCAL YEAR 2014 THROUGH 2018**

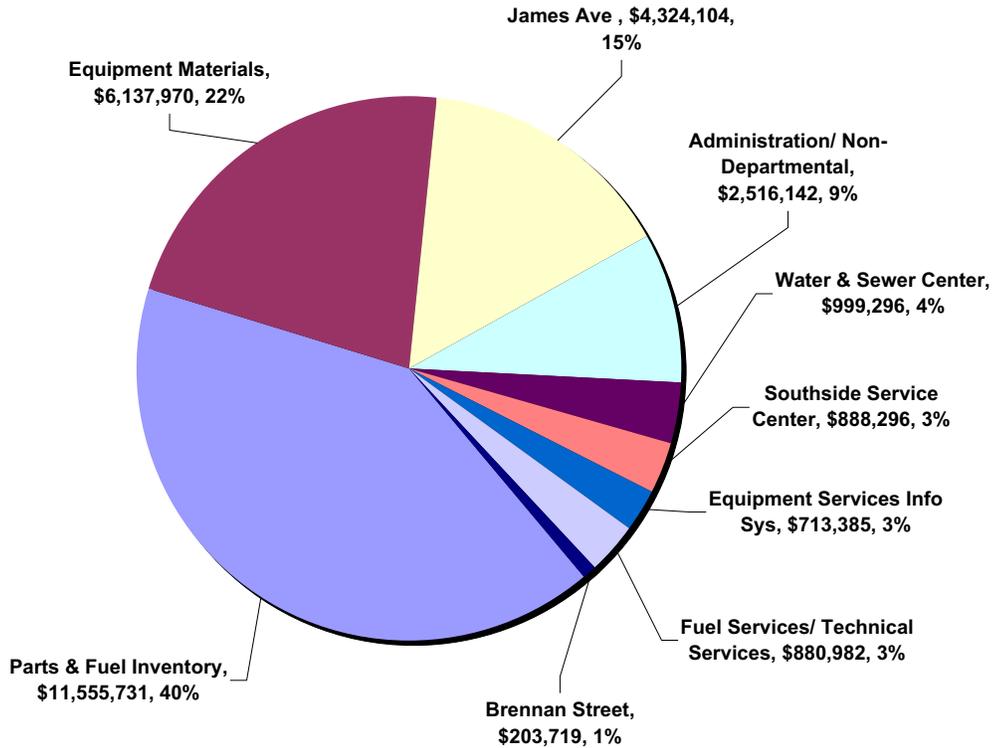
	FY2014	FY2015	FY2016	FY2017	FY2018
	Adopted	Projected	Projected	Projected	Projected
<b>Beginning Cash Balance</b>	(\$2,046,256)	(\$2,046,256)	(\$1,845,186)	(\$1,436,271)	(\$813,022)
<b>Revenues*</b>					
Equipment Maintenance/Labor Costs	\$8,118,000	\$8,442,720	\$8,780,429	\$9,131,646	\$9,496,912
Fuel Costs and Overhead	\$10,639,798	\$11,065,390	\$11,508,006	\$11,968,326	\$12,447,059
Repair and Maintenance Parts	\$5,976,599	\$6,215,663	\$6,464,289	\$6,722,861	\$6,991,775
Administrative Charge	\$1,900,108	\$1,947,611	\$2,006,039	\$2,066,220	\$2,128,207
Outside Repair and Maintenance	\$1,542,120	\$1,603,805	\$1,667,957	\$1,734,675	\$1,804,062
Other Charges	\$43,000	\$44,075	\$45,397	\$46,759	\$48,162
<b>Total Revenue</b>	<b>\$28,219,625</b>	<b>\$29,319,263</b>	<b>\$30,472,117</b>	<b>\$31,670,487</b>	<b>\$32,916,177</b>
<b>Total Resources</b>	<b>\$26,173,369</b>	<b>\$27,273,007</b>	<b>\$28,626,931</b>	<b>\$30,234,216</b>	<b>\$32,103,155</b>
<b>Expenditures</b>					
Personnel Services	\$8,179,605	\$8,277,930	\$8,390,256	\$8,508,330	\$8,632,495
Supplies	\$15,314,418	\$15,926,995	\$16,564,075	\$17,226,637	\$17,915,703
Contractual	\$4,635,102	\$4,820,506	\$5,013,326	\$5,213,859	\$5,422,414
Capital	\$90,500	\$92,763	\$95,545	\$98,412	\$101,364
<b>Total Expenditures</b>	<b>\$28,219,625</b>	<b>\$29,118,194</b>	<b>\$30,063,202</b>	<b>\$31,047,239</b>	<b>\$32,071,975</b>
Projected Variance	\$0	\$201,070	\$408,915	\$623,249	\$844,202
Projected Cash Balance	(\$2,046,256)	(\$1,845,186)	(\$1,436,271)	(\$813,022)	\$31,179
No Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	(\$2,046,256)	(\$1,845,186)	(\$1,436,271)	(\$813,022)	\$31,179

**EQUIPMENT SERVICES FUND  
PROJECTED REVENUES AND EXPENDITURES**

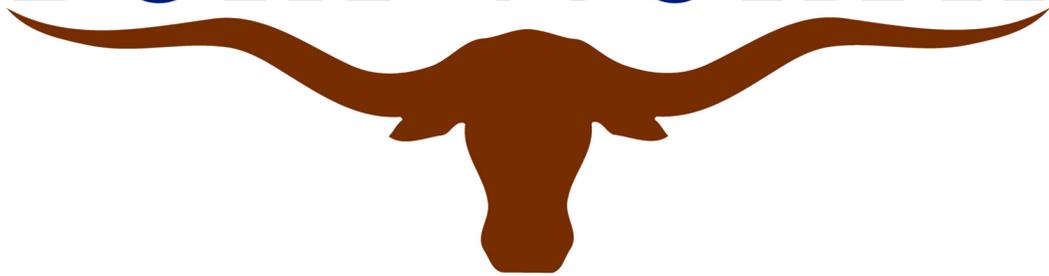


**COMPARISON OF EQUIPMENT SERVICES FUND  
EXPENDITURES**

	<b>ACTUAL FY2011</b>	<b>ACTUAL FY2012</b>	<b>BUDGET FY2013</b>	<b>REVISED BUDGET FY2013</b>	<b>ADOPTED FY2014</b>
Parts & Fuel Inventory	\$9,682,957	\$11,237,251	\$12,719,956	\$12,719,956	\$11,555,731
Equipment Materials	5,283,774	5,334,479	4,685,119	4,685,119	6,137,970
James Ave	3,014,278	4,169,776	4,344,495	4,344,495	4,324,104
Administration	1,454,056	2,178,447	2,314,932	2,496,845	2,467,934
Water & Sewer Center	892,914	1,011,897	985,799	985,799	999,296
Southside Service Center	824,638	768,936	800,560	800,560	888,296
Equipment Services Info Sys	675,840	752,138	760,117	760,117	713,385
Fuel Services	412,748	497,704	452,766	452,766	534,216
Technical Services	449,266	276,393	347,590	347,590	346,766
Brennan Street	1,315,496	257,757	184,724	184,724	203,719
Non-Departmental	263,053	28,923	30,132	30,132	48,208
Tire Shop	<u>161,032</u>	<u>7,938</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$24,430,052</b>	<b>\$26,521,639</b>	<b>\$27,626,190</b>	<b>\$27,808,102</b>	<b>\$28,219,625</b>

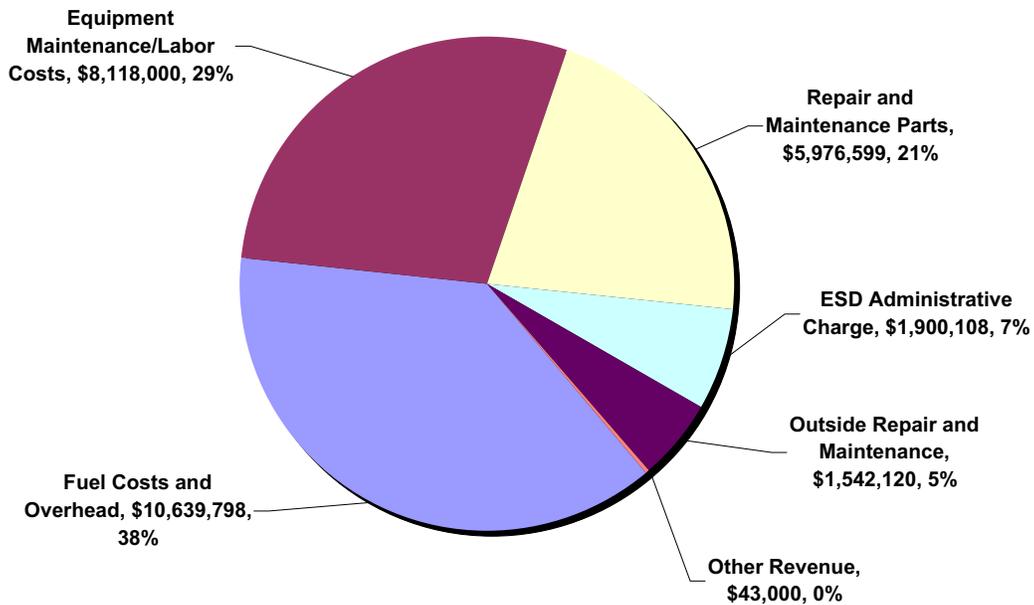


**FORT WORTH**

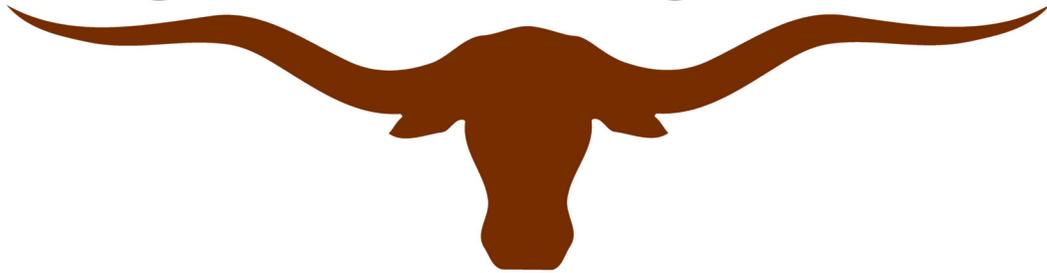


**COMPARISON OF EQUIPMENT SERVICES FUND REVENUES**

	<b>ACTUAL FY2011</b>	<b>ACTUAL FY2012</b>	<b>BUDGET FY2013</b>	<b>REVISED BUDGET FY2013</b>	<b>ADOPTED FY2014</b>
Fuel Costs and Overhead	\$9,018,900	\$10,009,109	\$11,719,814	\$11,719,814	\$10,639,798
Equipment Maintenance/Labor Costs	6,306,680	6,927,194	7,842,059	7,842,059	8,118,000
Repair and Maintenance Parts	5,185,570	4,699,232	4,622,493	4,622,493	5,976,599
ESD Administrative Charge	1,823,777	2,100,378	1,895,619	1,895,619	1,900,108
Outside Repair and Maintenance	1,093,710	1,816,637	1,525,080	1,525,080	1,542,120
Other Revenue	<u>83,985</u>	<u>57,429</u>	<u>21,122</u>	<u>21,122</u>	<u>43,000</u>
<b>TOTAL</b>	<b>\$23,512,622</b>	<b>\$25,609,979</b>	<b>\$27,626,187</b>	<b>\$27,626,187</b>	<b>\$28,219,625</b>



**FORT WORTH**



**FUND BUDGET SUMMARY**

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

The Equipment Services Department (ESD) is responsible for vehicle and equipment acquisition, as well as monitoring, servicing, repairing, fueling and disposition for the entire City fleet.

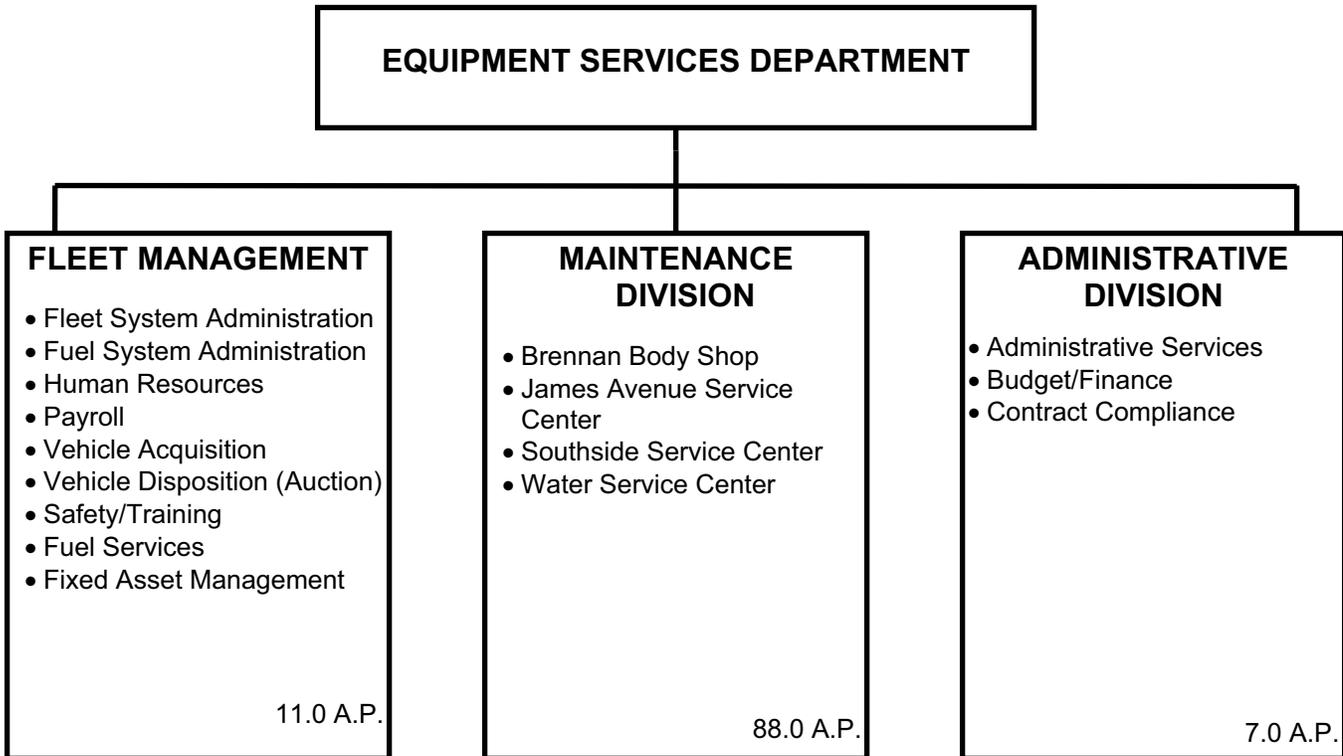
Within the Department, field services, mechanical maintenance and repairs, fuel, lubricants, and other supplies are provided by the following three service centers: James Avenue, Southside, and Water, as well as body work by the Brennan Body Shop. ESD also contracts certain services to outside entities 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 in FY2002. NAPA, as the current contracted provider, supplies the Department 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.

<b>Allocations</b>	<b>Actual FY2012</b>	<b>Adopted FY2013</b>	<b>Proposed Budget FY2014</b>	<b>Adopted Budget FY2014</b>
<b>Personnel Services</b>	\$ 7,609,980	\$ 7,890,219	\$ 8,179,605	\$ 8,179,605
<b>Supplies</b>	14,054,397	15,177,208	15,314,418	15,314,418
<b>Contractual</b>	4,786,466	4,300,903	4,635,102	4,635,102
<b>Capital Outlay</b>	70,796	257,859	90,500	90,500
<b>Debt Service</b>	0	0	0	0
<b>Total Expenditures</b>	\$ 26,521,639	\$ 27,626,189	\$ 28,219,625	\$ 28,219,625
<b>Authorized Positions</b>	106.00	106.00	106.00	106.00

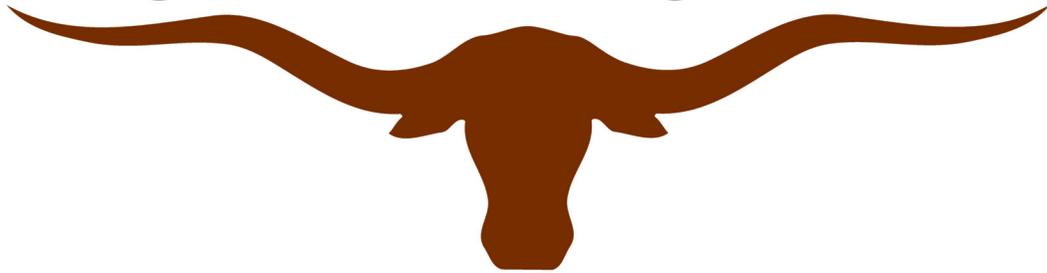
## EQUIPMENT SERVICES – 106.0 A.P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b>		<b>FUND/CENTER</b>	
EQUIPMENT SERVICES		PI61/0212010:0212095	
<b>CHANGES FROM FY2013 ADOPTED TO FY2014 ADOPTED</b>			
<b>FY2013 ADOPTED:</b>	\$27,626,189	<b>A.P.</b>	106.00
<b>FY2014 ADOPTED:</b>	\$28,219,625	<b>A.P.</b>	106.00
<p>A) The adopted budget increases by \$1,285,703 for motor vehicle repair parts and supplies including an increase of \$1,142,347 for parts and supplies purchased from the City's contracted provider, currently NAPA.</p> <p>B) The adopted budget decreases by (\$1,164,224) for fuel related expenditures due to declining trends in fuel prices.</p> <p>C) The adopted budget increases by \$238,891 for retiree insurance contributions as the result of Equipment Services Department (ESD) retirees being reallocated from the General Fund to the Equipment Services Fund.</p> <p>D) The adopted budget increases by \$226,574 for contractual costs related to an increase in management fees for the NAPA motor vehicle repair parts and supplies contract.</p> <p>E) The adopted budget decreases by (\$136,959) for the elimination of one-time funding for specialized equipment in FY2013.</p> <p>F) The adopted budget decreases by (\$130,709) for the one-time elimination of transfers to the Risk Management Fund for insurance, claims and litigation-related expenses.</p> <p>G) The adopted budget increases by \$130,018 for contractual costs to upgrade the City's manual and Megatronics fuel sites.</p> <p>H) The adopted budget increases by \$66,000 for consultants and professional services associated with fleet benchmarking services and an equipment upfitting study.</p> <p>I) The adopted budget decreases by (\$58,644) based on IT Allocations related to computing, radio and telephone services.</p> <p>J) The adopted budget increases by \$57,000 for the purchase of a lightning protection system and ground measures for the Southside Service Center.</p> <p>K) The adopted budget increases by \$52,837 for worker's compensation based on cost projections prepared by Human Resources and allocated to this Fund.</p> <p>L) The adopted budget decreases by (\$36,200) for vehicles based on the approved FY2014 vehicle replacement plan.</p> <p>M) The adopted budget increases by \$24,482 for ESD equipment maintenance based on ESD projected expenditures in this department for FY2014.</p> <p>N) The adopted budget decreases by (\$24,902) for terminal leave based on cost projections prepared by the Department.</p>			

**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.

**FY2014 DEPARTMENTAL OBJECTIVES**

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

Reduce city fleet emissions by 5% by 2015.

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

Complete in-shop repairs within two 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 Services requirements for fuel and equipment emissions.

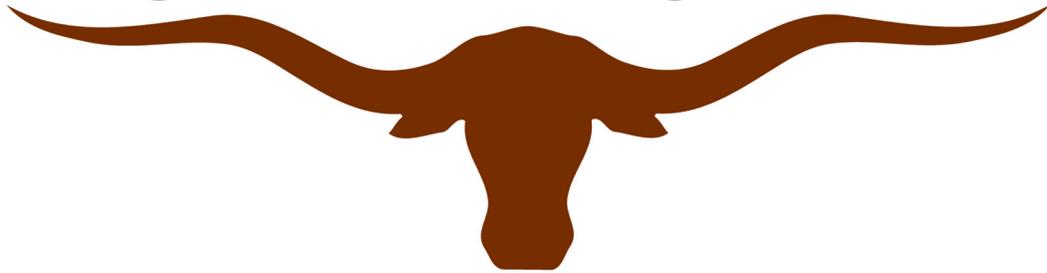
Keep repeat repairs less than 1% of total repairs.

Keep fuel supply inventory variances at less than 1%.

Provide 2,500 hours of technician training for shop personnel.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL FY2012</b>	<b>ESTIMATED FY2013</b>	<b>PROJECTED FY2014</b>
Fleet availability	94.7%	94.7%	95.0%
Reduce fleet emissions	5.0%	5.0%	5.0%
Scheduled maintenance	54.0%	56.0%	55.0%
In-house repairs within 2 days	93.6%	91.0%	89.0%
Alternative fueled vehicle	700	710	1,181
Repeat repairs	0.8%	0.8%	0.8%
Variance in fuel inventory	<1%	<1%	<1%
Employee training hours	2,500	2,500	2,500

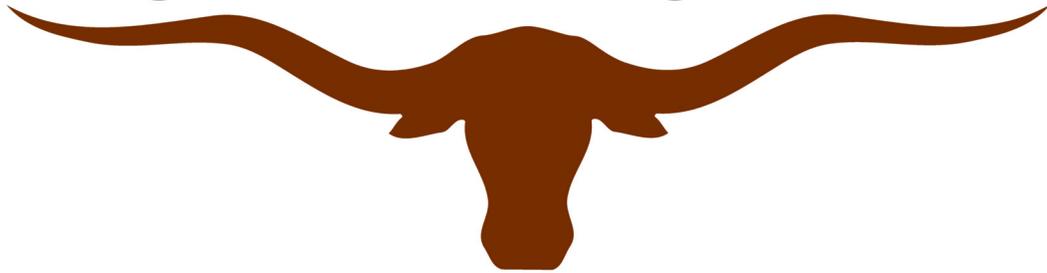
**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>EQUIPMENT SERVICES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>PI61 EQUIPMENT SERVICES FUND</b>		Actual Expenditures FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014	Adopted Budget FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014
Center	Center Description								
	<u>EQUIPMENT SERVICES</u>								
0212010	ADMINISTRATION	\$ 2,178,447	\$ 2,314,932	\$ 2,467,934	\$ 2,467,934	5.00	5.00	5.00	5.00
0212011	EQUIPMENT SERVICES INFORMATION SYS- TEMS	752,138	760,117	713,385	713,385	2.00	2.00	2.00	2.00
0212015	EQUIPMENT MATERIALS	5,334,479	4,685,119	6,137,970	6,137,970	6.00	4.00	4.00	4.00
0212030	JAMES HEAVY	4,169,776	4,344,495	4,324,104	4,324,104	62.00	62.00	62.00	62.00
0212035	SOUTHSIDE SERVICE CENTER	768,936	800,560	888,296	888,296	9.00	9.00	9.00	9.00
0212045	BRENNAN STREET	257,757	184,724	203,719	203,719	3.00	3.00	3.00	3.00
0212050	WATER & SEWER CEN- TER	1,011,897	985,799	999,296	999,296	13.00	14.00	14.00	14.00
0212070	FUEL SERVICES	497,704	452,766	534,216	534,216	3.00	3.00	3.00	3.00
0212071	TECHNICAL SERVICES	276,393	347,590	346,766	346,766	3.00	4.00	4.00	4.00
0212080	TIRE SHOP	7,938	0	0	0	0.00	0.00	0.00	0.00
0212085	PARTS & FUEL INVEN- TORY	11,237,251	12,719,956	11,555,732	11,555,732	0.00	0.00	0.00	0.00
0212095	NON-DEPARTMENTAL	28,923	30,132	48,208	48,208	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 26,521,639</u>	<u>\$ 27,626,189</u>	<u>\$ 28,219,625</u>	<u>\$ 28,219,625</u>	<u>106.00</u>	<u>106.00</u>	<u>106.00</u>	<u>106.00</u>
	<b>TOTAL</b>	\$ 26,521,639	\$ 27,626,189	\$ 28,219,625	\$ 28,219,625	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. Non-discretionary IT related costs are allocated to departments, including 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 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. 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  
FY2014**

**REVENUES:**

Computing Services	\$16,744,708
Telephone Services	5,738,830
Radio Services	1,126,745
External Customers	926,972
Computer Support Services	725,533
Other Revenue	<u>64,993</u>

**TOTAL REVENUE** \$25,327,781

**OTHER FINANCING SOURCES:**

Use/(Source) of Fund Balance \$0

**TOTAL REVENUE AND OTHER FINANCING SOURCES** \$25,327,781

**EXPENDITURES:**

Personnel Services	\$11,674,463
Supplies	880,480
Contractual Services	<u>12,772,838</u>

**TOTAL RECURRING EXPENSES** \$25,327,781

**CAPITAL OUTLAY:**

Capital Outlay \$0

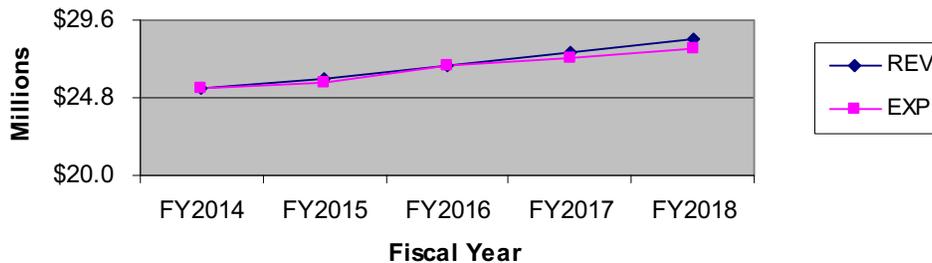
**TOTAL CAPITAL OUTLAY** \$0

**TOTAL EXPENDITURES** \$25,327,781

**INFORMATION SYSTEMS FUND FIVE YEAR FORECAST  
FISCAL YEAR 2014 THROUGH 2018**

	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
	<b>Adopted</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
<b>Beginning Cash Balance</b>	\$5,587,075	\$5,587,075	\$5,808,327	\$5,800,078	\$6,079,160
<b>Revenues*</b>					
Computing Services	\$16,744,708	\$17,163,326	\$17,678,225	\$18,208,572	\$18,754,829
Telephone Services	\$5,738,830	\$5,882,301	\$6,058,770	\$6,240,533	\$6,427,749
Radio Services	\$1,126,745	\$1,154,914	\$1,189,561	\$1,225,248	\$1,262,005
External Customers	\$926,972	\$950,146	\$978,651	\$1,008,010	\$1,038,251
Computer Support Services	\$725,533	\$743,671	\$765,981	\$788,961	\$812,630
Other Revenue	\$64,993	\$66,618	\$68,616	\$70,675	\$72,795
<b>Total Revenue</b>	<b>\$25,327,781</b>	<b>\$25,960,976</b>	<b>\$26,739,805</b>	<b>\$27,541,999</b>	<b>\$28,368,259</b>
<b>Total Resources</b>	<b>\$30,914,856</b>	<b>\$31,548,051</b>	<b>\$32,548,132</b>	<b>\$33,342,077</b>	<b>\$34,447,419</b>
<b>Expenditures</b>					
Personnel Services	\$11,674,463	\$11,745,073	\$12,333,563	\$12,415,992	\$12,503,652
Supplies	\$880,480	\$902,492	\$929,567	\$957,454	\$986,177
Contractual	\$12,772,838	\$13,092,159	\$13,484,924	\$13,889,471	\$14,306,156
Capital Outlay	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$25,327,781</b>	<b>\$25,739,724</b>	<b>\$26,748,053</b>	<b>\$27,262,917</b>	<b>\$27,795,985</b>
Projected Variance	\$0	\$221,252	(\$8,248)	\$279,082	\$572,274
Projected Cash Balance	\$5,587,075	\$5,808,327	\$5,800,078	\$6,079,160	\$6,651,434
No Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	\$5,587,075	\$5,808,327	\$5,800,078	\$6,079,160	\$6,651,434

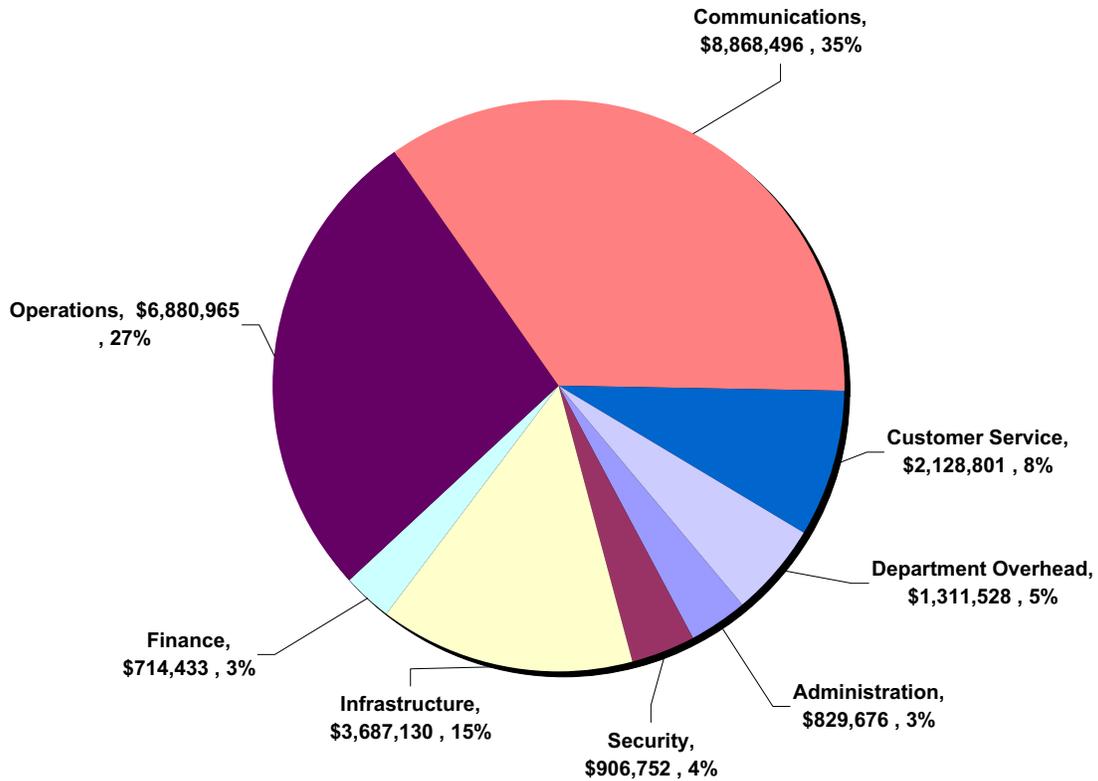
**INFORMATION SYSTEMS FUND  
PROJECTED REVENUES AND EXPENDITURES**



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

**COMPARISON OF INFORMATION SYSTEMS FUND  
EXPENDITURES**

	<b>ACTUAL FY2011</b>	<b>ACTUAL FY2012</b>	<b>BUDGET FY2013</b>	<b>REVISED BUDGET FY2013</b>	<b>ADOPTED FY2014</b>
Administration	\$5,095,651	\$792,337	\$908,890	\$908,890	\$829,676
Security	1,464,345	848,758	1,065,336	1,781,648	906,752
Infrastructure	4,118,793	3,863,038	3,492,977	3,509,155	3,687,130
Finance	653,750	667,642	672,655	1,723,902	714,433
Operations	5,105,337	7,220,396	7,052,683	7,052,683	6,880,965
Communications	8,698,980	8,694,768	8,451,339	8,451,339	8,868,496
Customer Service	1,503,891	1,537,855	1,453,578	1,453,578	2,128,801
Department Overhead	<u>198,546</u>	<u>985,498</u>	<u>819,195</u>	<u>819,195</u>	<u>1,311,528</u>
<b>TOTAL</b>	<b>\$26,839,293</b>	<b>\$24,610,292</b>	<b>\$23,916,653</b>	<b>\$25,700,390</b>	<b>\$25,327,781</b>

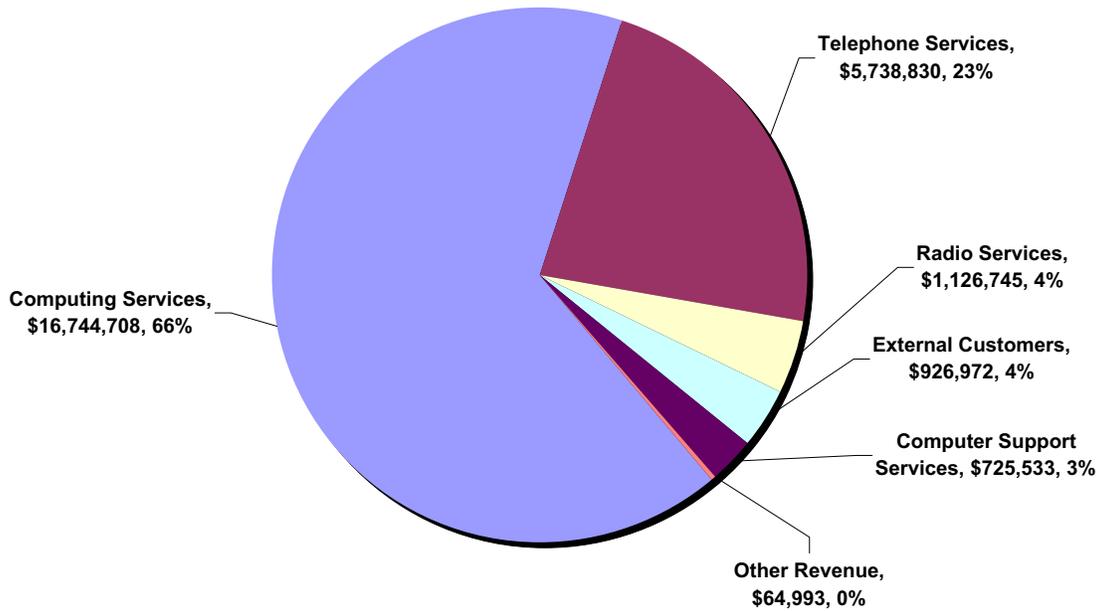


**FORT WORTH**



**COMPARISON OF INFORMATION SYSTEMS FUND  
REVENUES**

	<b>ACTUAL FY2011</b>	<b>ACTUAL FY2012</b>	<b>BUDGET FY2013</b>	<b>REVISED BUDGET FY2013</b>	<b>ADOPTED FY2014</b>
Computing Services	\$15,543,816	\$16,892,859	\$16,689,040	\$16,689,040	\$16,744,708
Telephone Services	5,001,237	4,909,390	5,177,298	5,177,298	5,738,830
Radio Services	1,274,104	1,244,671	1,222,892	1,222,892	1,126,745
External Customers	1,630,415	843,299	761,205	761,205	926,972
Computer Support Services	0	0	0	0	725,533
Other Revenue	<u>122,169</u>	<u>73,028</u>	<u>66,218</u>	<u>66,218</u>	<u>64,993</u>
<b>TOTAL</b>	<b>\$23,571,741</b>	<b>\$23,963,247</b>	<b>\$23,916,653</b>	<b>\$23,916,653</b>	<b>\$25,327,781</b>



**FORT WORTH**



**FUND BUDGET SUMMARY**

<b>DEPARTMENT:</b> INFORMATION SYSTEMS FUND	<b>FUND/CENTER</b> PI68/0041000:0049000
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SUMMARY OF FUND RESPONSIBILITIES:

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

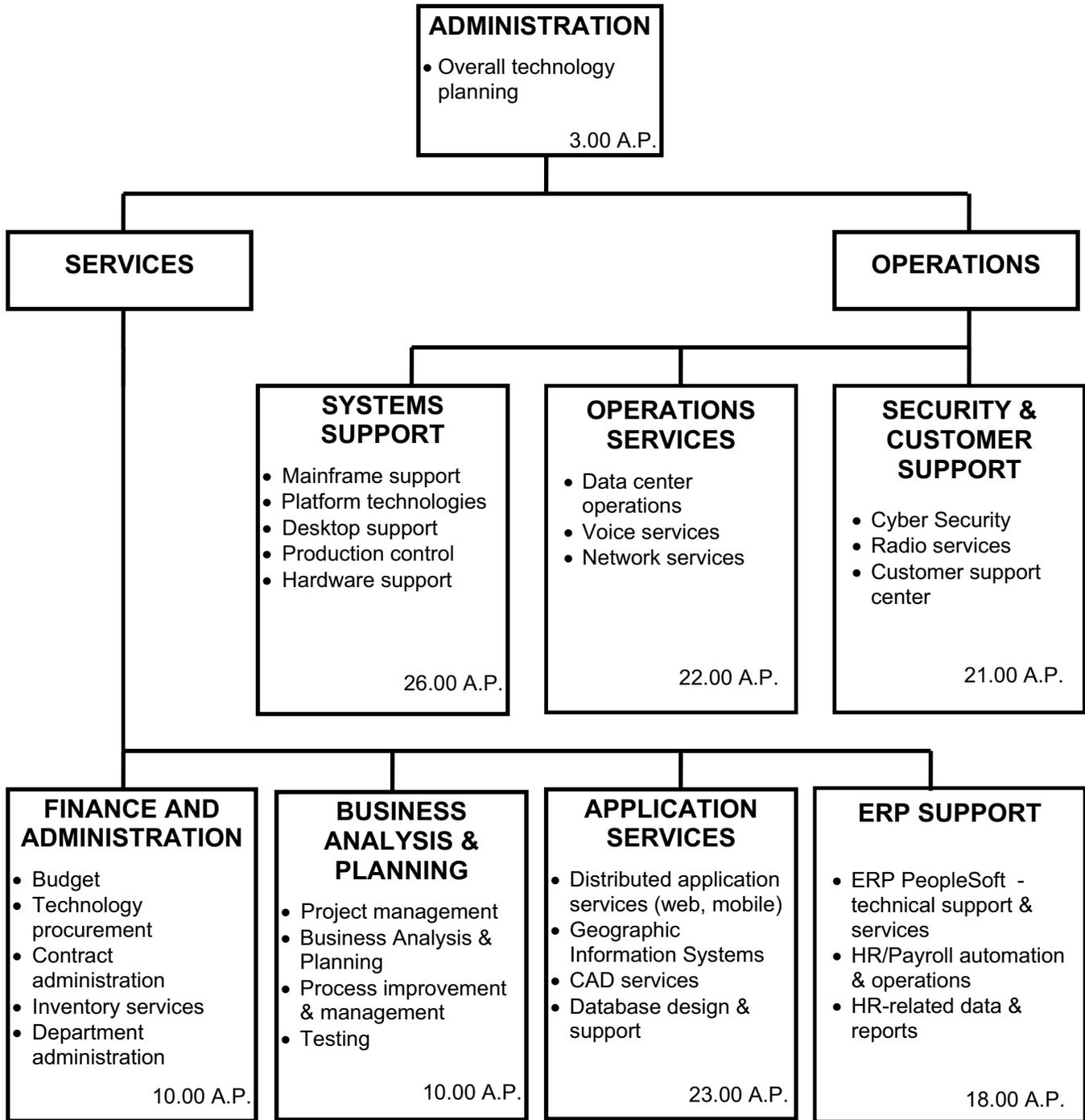
IT Solutions Administration provides overall department direction, as well as planning and coordination of information technology policy and procedures for all city departments. The IT Finance and Administration group is responsible for all business-administrative functions, including billing / allocations, financial management, procurement of IT equipment and services for city departments, and contract administration.

Application Services provides distributed applications support including CAD, database and GIS support. ERP Support provides technical development and support for all ERP PeopleSoft related software, HR/Payroll automation and operations and HR-related data and reports. Systems Support provides mainframe operations and programming support for the City's mainframe computer. Platform Technologies provides server and storage operations and support including email administration. Desktop Support manages the City's desktop computing functions and devices. Systems Support also provides production control and change management services. 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 Operations Services Group provides Data Center Operations, Voice Services and Network Services. Data Center Operations provides support on a 24 x 7 x 365 basis. 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.

<b>Allocations</b>	<b>Actual FY2012</b>	<b>Adopted FY2013</b>	<b>Proposed Budget FY2014</b>	<b>Adopted Budget FY2014</b>
<b>Personnel Services</b>	\$ 10,037,820	\$ 10,682,965	\$ 11,674,463	\$ 11,674,463
<b>Supplies</b>	708,258	598,372	880,480	880,480
<b>Contractual</b>	13,521,410	12,612,816	12,772,838	12,772,838
<b>Capital Outlay</b>	342,804	22,500	0	0
<b>Debt Service</b>	0	0	0	0
<b>Total Expenditures</b>	\$ 24,610,292	\$ 23,916,653	\$ 25,327,781	\$ 25,327,781
<b>Authorized Positions</b>	120.00	127.00	133.00	133.00

**IT SOLUTIONS – 133.00 A.P.**



**SIGNIFICANT BUDGET CHANGES**

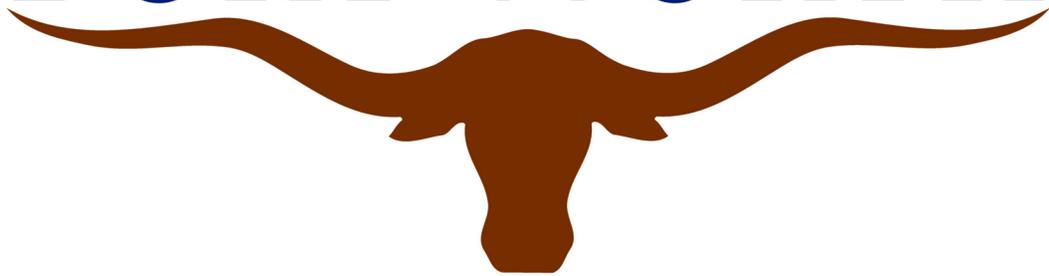
<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
INFORMATION SYSTEMS FUND	PI68/0041000:0049000

**CHANGES FROM FY2013 ADOPTED TO FY2014 ADOPTED**

<b>FY2013 ADOPTED:</b>	\$23,916,653	<b>A.P.</b>	127.00
<b>FY2014 ADOPTED:</b>	\$25,327,781	<b>A.P.</b>	133.00

- A) The adopted budget increases by \$725,533 and six authorized positions for the computer support services. The additional positions will allow the department to perform computer hardware repairs and maintenance for all City departments at a lower cost than the contractual costs for these services in past years.
- B) The adopted budget increases by \$356,563 for retiree health insurance based on cost projections prepared by Human Resources and allocated to this department.
- C) The adopted budget increases by \$227,400 for leased telephone lines based on growth in the number of City facilities.
- D) The adopted budget increases by \$150,523 in operating supplies based on increasing costs for data line equipment and other repair parts.
- E) The adopted budget decreases by (\$111,959) for miscellaneous rent based on contractual costs for current software license agreements.
- F) The adopted budget decreases by (\$101,907) for training and travel costs for miscellaneous City-wide reductions.
- G) The adopted budget increases by \$86,784 for group health based on plan migration, turnover, and a 2.7% increase in the city's contribution to group health.
- H) The adopted budget decreases by (\$80,771) in ITS computing equipment due to a reduction in the need for employee replacement PCs.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:**  
**INFORMATION SYSTEMS FUND**

**DEPARTMENT PURPOSE**

To provide customer-focused, cost-effective IT services and offer innovative solutions to City departments to efficiently accomplish their goals and provide quality services to residents.

**FY2014 DEPARTMENTAL OBJECTIVES**

To provide IT Infrastructure services to include: voice network, data network, servers, mainframe, data center, etc. at a cost not to exceed budgeted levels

To provide IT Help Desk and desktop support services at a cost not to exceed budgeted levels

To provide a radio system for public safety and other organizations at a cost not to exceed budgeted levels

To provide procurement support within cycle time goals

To promote appropriate computer redeployment to defer the purchase of new computers

To prevent the increase in average wireless costs for BlackBerry and Smart Phones

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL FY2012</b>	<b>ESTIMATED FY2013</b>	<b>PROJECTED FY2014</b>
Meet service level agreements priority	80%	85%	85%
Help Desk first call resolution rate	75%	80%	80%
Public Safety trunked voice radio system channel availability	99%	99%	99%
Procurement cycle time performance	83%	100%	100%
Value of computer purchases deferred with redeployment	\$148,001	\$135,653	\$140,000
Average monthly cost for BlackBerry and Smart Phones	\$74.36	\$73.31	\$73.25

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68 INFORMATION SYSTEMS FUND		Actual Expenditures FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014	Adopted Budget FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014
Center	Center Description								
	<u>ADMINISTRATION AND IT SECURITY</u>								
0041000	ADMINISTRATION	\$ 792,337	\$ 908,890	\$ 829,676	\$ 829,676	3.00	3.00	3.00	3.00
	Sub-Total	<u>\$ 792,337</u>	<u>\$ 908,890</u>	<u>\$ 829,676</u>	<u>\$ 829,676</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
	<u>IT SECURITY</u>								
0041100	IT SECURITY	\$ 848,758	\$ 1,065,336	\$ 906,752	\$ 906,752	4.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 848,758</u>	<u>\$ 1,065,336</u>	<u>\$ 906,752</u>	<u>\$ 906,752</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
	<u>INFRASTRUCTURE</u>								
0043010	PLATFORM TECHNOLOGIES	\$ 2,892,679	\$ 2,443,602	\$ 2,466,239	\$ 2,466,239	7.00	7.00	7.00	7.00
0043020	DATA CENTER OPERATIONS	970,359	1,049,375	1,220,891	1,220,891	10.00	10.00	10.00	10.00
	Sub-Total	<u>\$ 3,863,038</u>	<u>\$ 3,492,977</u>	<u>\$ 3,687,130</u>	<u>\$ 3,687,130</u>	<u>17.00</u>	<u>17.00</u>	<u>17.00</u>	<u>17.00</u>
	<u>FINANCE</u>								
0044000	FINANCE & CONTRACT ADMINISTRATION	\$ 667,642	\$ 672,655	\$ 714,433	\$ 714,433	10.00	10.00	10.00	10.00
	Sub-Total	<u>\$ 667,642</u>	<u>\$ 672,655</u>	<u>\$ 714,433</u>	<u>\$ 714,433</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
	<u>OPERATIONS</u>								

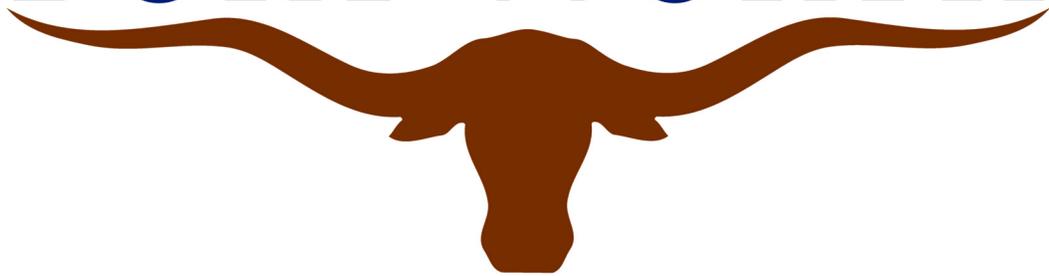
**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014	Adopted Budget FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014
Center	Center Description								
0045000	BUSINESS ANALYSIS & PLANNING	\$ 887,581	\$ 1,368,945	\$ 1,339,412	\$ 1,339,412	10.00	10.00	10.00	10.00
0045010	MAINFRAME APPLICATIONS	1,190,404	1,198,145	1,129,553	1,129,553	4.00	3.00	3.00	3.00
0045020	DISTRIBUTED APPLICATIONS	1,347,165	1,703,426	1,551,530	1,551,530	11.00	10.00	10.00	10.00
0045021	ERP SUPPORT	2,835,052	1,667,941	1,766,008	1,766,008	11.00	18.00	18.00	18.00
0045030	DATABASE DESIGN & SUPPORT	333,228	411,451	392,455	392,455	3.00	4.00	4.00	4.00
0045050	GEOGRAPHIC INFORMATION SERVICES	626,966	702,775	702,007	702,007	5.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 7,220,396</u>	<u>\$ 7,052,683</u>	<u>\$ 6,880,965</u>	<u>\$ 6,880,965</u>	<u>44.00</u>	<u>50.00</u>	<u>50.00</u>	<u>50.00</u>
	<u>COMMUNICATIONS</u>								
0046000	IT COMMUNICATIONS SERVICES GROUP	\$ 9,264	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
0046002	CIRCUITS	3,326,397	3,206,600	3,549,844	3,549,844	0.00	0.00	0.00	0.00
0046010	VOICE SERVICES	1,012,841	954,529	843,614	843,614	4.00	4.00	3.00	3.00
0046020	RADIO SERVICES	2,323,014	1,956,644	2,047,454	2,047,454	10.00	10.00	10.00	10.00
0046030	DATA SERVICES	983,056	1,052,593	1,348,768	1,348,768	8.00	8.00	9.00	9.00
0046040	CAD SERVICES	1,040,196	1,280,973	1,078,816	1,078,816	4.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 8,694,768</u>	<u>\$ 8,451,339</u>	<u>\$ 8,868,496</u>	<u>\$ 8,868,496</u>	<u>26.00</u>	<u>26.00</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 FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014	Adopted Budget FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014
Center	Center Description								
	<u>CUSTOMER SERVICE</u>								
0048000	CUSTOMER SUPPORT CENTER	\$ 458,008	\$ 485,882	\$ 468,834	\$ 468,834	7.00	7.00	7.00	7.00
0048001	DESKTOP SUPPORT	1,079,847	967,696	934,434	934,434	9.00	10.00	10.00	10.00
0048002	HARDWARE SUPPORT	0	0	725,533	725,533	0.00	0.00	6.00	6.00
	Sub-Total	<u>\$ 1,537,855</u>	<u>\$ 1,453,578</u>	<u>\$ 2,128,801</u>	<u>\$ 2,128,801</u>	<u>16.00</u>	<u>17.00</u>	<u>23.00</u>	<u>23.00</u>
	<u>DEPT OVERHEAD</u>								
0049000	DEPT OVERHEAD	\$ 985,498	\$ 819,195	\$ 1,311,528	\$ 1,311,528	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 985,498</u>	<u>\$ 819,195</u>	<u>\$ 1,311,528</u>	<u>\$ 1,311,528</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 24,610,292	\$ 23,916,653	\$ 25,327,781	\$ 25,327,781	120.00	127.00	133.00	133.00

**FORT WORTH**



## 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, right-of-way acquisition, 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:

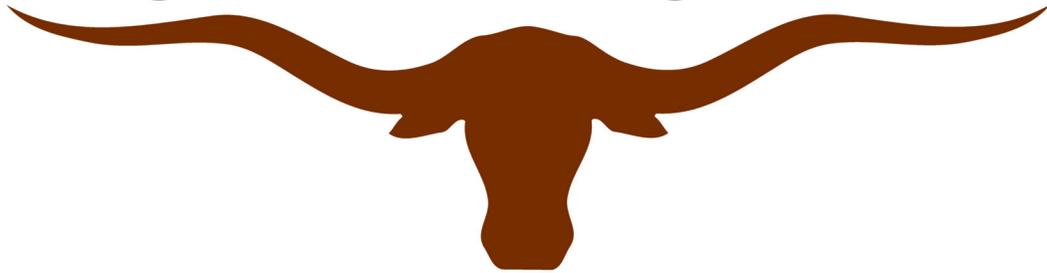
The Infrastructure Design and Construction Group provides services for the technical development and project construction phases of capital project delivery. The core functions of the group include:

- Project Design / Project Management – Provision of engineering services for a broad array of programs. These programs include street reconstruction (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 / Right-of-Way 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.

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. Also, the capital projects budgeting portion of the PMO was restructured under what is currently the Budget and Research Division of the Financial Management Services Department, which at the time was the Budget 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 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.

**FORT WORTH**



**CAPITAL PROJECTS SERVICE FUND BUDGET SUMMARY  
FY2014**

**REVENUES:**

T/PW Capital Projects	\$5,888,045
Water Capital Projects	4,657,020
Wastewater Capital Projects	1,904,480
Contract Street Maintenance	700,637
T/PW General Fund Programs	326,836
Receipts from Other Funds	232,638
Transfer from Water and Sewer Operating Fund	200,000
Parks and Community Services General Fund	127,700
Aviation Capital Projects	120,624
Interest on Investments	25,000
Salvage Sales/Miscellaneous Revenue	19,247
Lake Worth Trust Fund	16,415
Sale of Surplus Streets	<u>10,000</u>

**TOTAL REVENUE SOURCES** \$14,228,642

**OTHER FINANCING SOURCES:**

Use/(Source) of Fund Balance \$0

**TOTAL REVENUE AND OTHER FINANCING RESOURCES** \$14,228,642

**EXPENDITURES:**

Personnel Services	\$11,344,310
Supplies	509,703
Contractual Services	<u>2,273,629</u>

**TOTAL RECURRING EXPENSES** \$14,127,642

**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	\$101,000
Debt Service	<u>0</u>

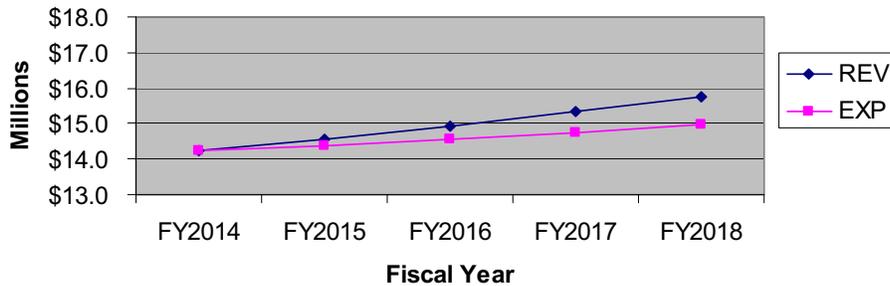
**TOTAL DEBT SERVICE AND CAPITAL OUTLAY** \$101,000

**TOTAL EXPENDITURES** \$14,228,642

**CAPITAL PROJECTS SERVICE FUND FIVE YEAR FORECAST  
FISCAL YEAR 2014 THROUGH 2018**

	FY2014 Adopted	FY2015 Projected	FY2016 Projected	FY2017 Projected	FY2018 Projected
<b>Beginning Cash Balance</b>	(\$530,267)	(\$530,267)	(\$368,031)	\$3,527	\$587,648
<b>Revenues*</b>					
Interest	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
PACS General Fund	\$127,700	\$127,700	\$127,700	\$127,700	\$127,700
Lake Worth Trust Fund	\$16,415	\$16,415	\$16,415	\$16,415	\$16,415
TPW General Fund Programs	\$326,836	\$335,007	\$345,057	\$355,409	\$366,071
Aviation Capital Projects	\$120,624	\$120,624	\$120,624	\$120,624	\$120,624
TPW Capital Projects	\$5,888,045	\$6,035,246	\$6,216,304	\$6,402,793	\$6,594,876
Water Capital Projects	\$4,657,020	\$4,773,446	\$4,916,649	\$5,064,148	\$5,216,073
Wastewater Capital Projects	\$1,904,480	\$1,952,092	\$2,010,655	\$2,070,974	\$2,133,104
Receipts from Other Funds	\$232,638	\$232,638	\$232,638	\$232,638	\$232,638
Contract Street Maintenance	\$700,637	\$700,637	\$700,637	\$700,637	\$700,637
Other Revenue	\$229,247	\$229,247	\$229,247	\$229,247	\$229,247
<b>Total Revenue</b>	<b>\$14,228,642</b>	<b>\$14,548,052</b>	<b>\$14,940,925</b>	<b>\$15,345,585</b>	<b>\$15,762,385</b>
<b>Total Resources</b>	<b>\$13,698,375</b>	<b>\$14,017,785</b>	<b>\$14,572,895</b>	<b>\$15,349,112</b>	<b>\$16,350,033</b>
<b>Expenditures</b>					
Personnel Services	\$11,344,310	\$11,432,900	\$11,530,865	\$11,634,807	\$11,745,120
Supplies	\$509,703	\$522,446	\$538,119	\$554,263	\$570,890
Contractual	\$2,273,629	\$2,330,470	\$2,400,384	\$2,472,395	\$2,546,567
Capital	\$101,000	\$100,000	\$100,000	\$100,000	\$100,000
Debt Service	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$14,228,642</b>	<b>\$14,385,815</b>	<b>\$14,569,367</b>	<b>\$14,761,464</b>	<b>\$14,962,578</b>
Projected Variance	\$0	\$162,236	\$371,558	\$584,121	\$799,807
Projected Cash Balance	(\$530,267)	(\$368,031)	\$3,527	\$587,648	\$1,387,455
Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	(\$530,267)	(\$368,031)	\$3,527	\$587,648	\$1,387,455

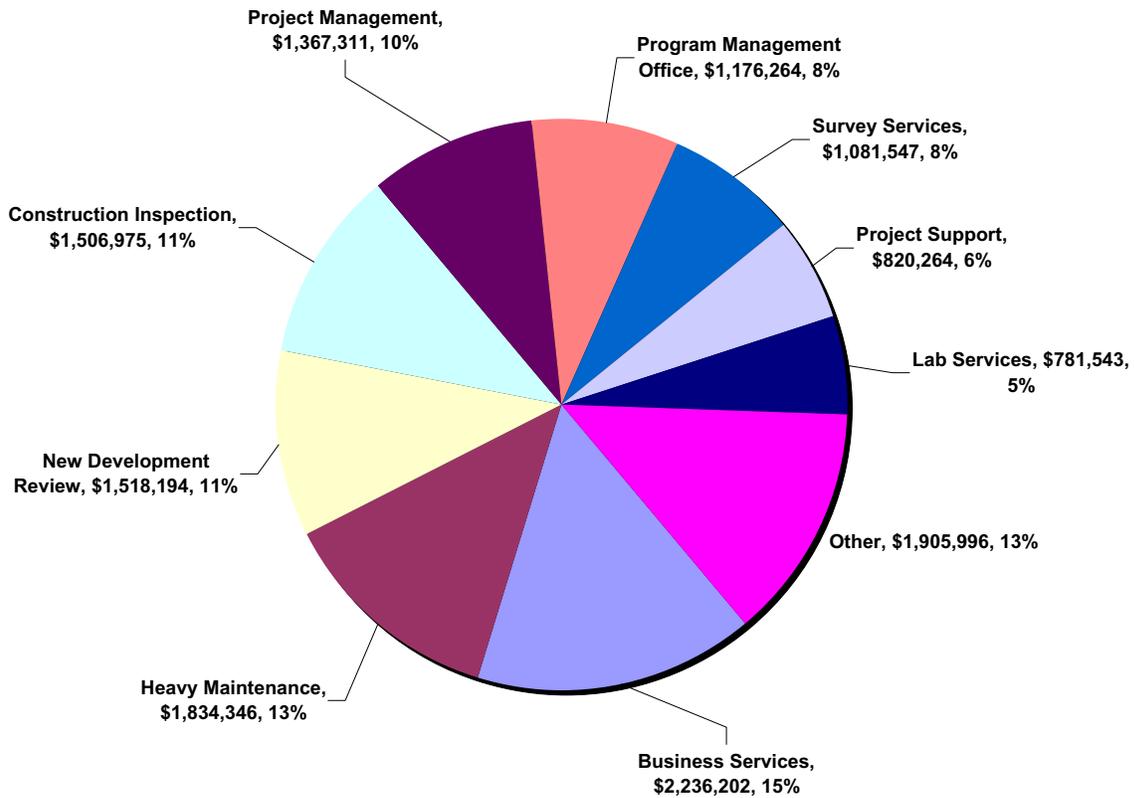
**CAPITAL PROJECTS SERVICE FUND  
PROJECTED REVENUES AND EXPENDITURES**



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

**COMPARISON OF CAPITAL PROJECTS SERVICE FUND  
EXPENDITURES**

	<b>ACTUAL FY2011</b>	<b>ACTUAL FY2012</b>	<b>BUDGET FY2013</b>	<b>REVISED BUDGET FY2013</b>	<b>ADOPTED FY2014</b>
Business Services	\$1,040,341	\$1,545,323	\$2,245,043	\$2,245,043	\$2,236,202
Heavy Maintenance	1,868,775	1,750,536	1,803,782	1,803,782	1,834,346
New Development Review	2,120,163	2,026,376	1,837,453	1,837,453	1,518,194
Construction Inspection	2,350,072	1,944,818	1,804,558	2,117,027	1,506,975
Project Management	1,849,485	1,889,458	1,904,117	1,904,117	1,367,311
Program Management Office	1,123,883	1,087,810	1,133,450	1,197,201	1,176,264
Survey Services	1,555,409	1,473,418	1,325,396	1,361,370	1,081,547
Project Support	758,900	742,749	770,066	770,066	820,264
Lab Services	645,666	695,697	782,199	782,199	781,543
Capital Projects	654,275	642,643	695,052	695,052	713,244
Real Property	681,701	754,363	692,486	692,486	697,304
Planning Services	33,580	2,607	0	0	307,566
Staff Development	358,901	282,995	391,381	391,381	187,882
Project Services	<u>0</u>	<u>50,126</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$15,041,151</b>	<b>\$14,888,919</b>	<b>\$15,384,983</b>	<b>\$15,797,177</b>	<b>\$14,228,642</b>

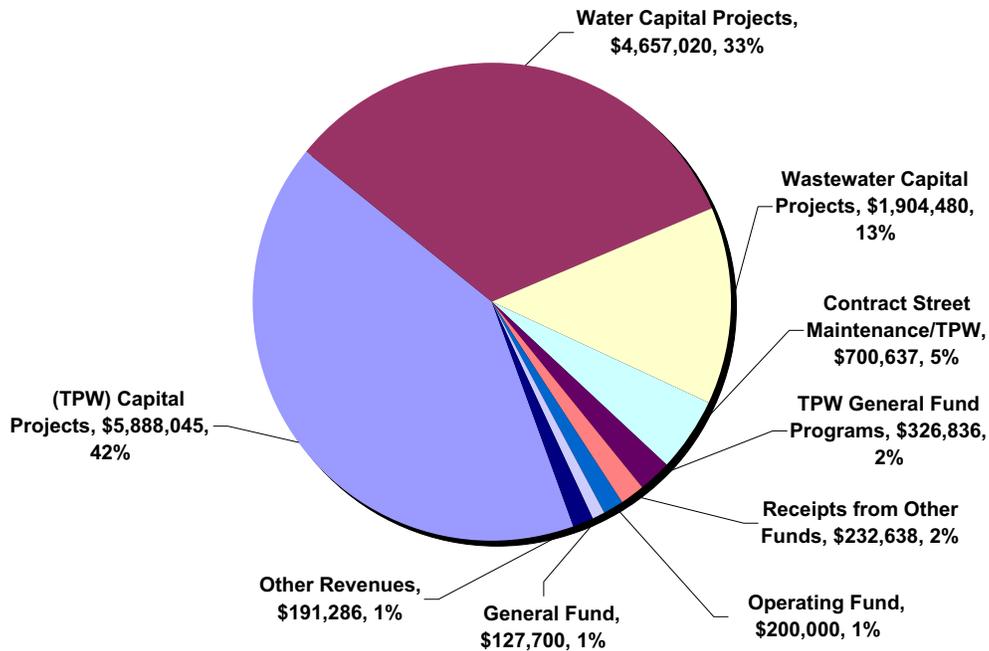


**FORT WORTH**



**COMPARISON OF CAPITAL PROJECTS SERVICE FUND  
REVENUES**

	<b>ACTUAL FY2011</b>	<b>ACTUAL FY2012</b>	<b>BUDGET FY2013</b>	<b>REVISED BUDGET FY2013</b>	<b>ADOPTED FY2014</b>
Transportation and Public Works (TPW) Capital Projects	\$5,636,409	\$6,718,634	\$5,888,045	\$5,888,045	\$5,888,045
Water Capital Projects	3,881,318	3,815,763	5,115,165	5,115,165	4,657,020
Wastewater Capital Projects	2,198,520	1,697,389	2,140,495	2,140,495	1,904,480
Contract Street Maintenance/TPW	1,265,911	753,006	1,200,000	1,200,000	700,637
TPW General Fund Programs	241,438	310,767	326,836	326,836	326,836
Receipts from Other Funds	203,749	214,810	195,456	195,456	232,638
Transfer from Water and Sewer Operating Fund	371,321	292,144	200,000	200,000	200,000
Parks and Community Services General Fund	279,217	150,251	127,700	127,700	127,700
Aviation Capital Projects	106,581	120,136	120,624	120,624	120,624
Interest on Investment	26,174	21,885	25,000	25,000	25,000
Salvage Sales/Miscellaneous Revenue	24,017	20,829	19,247	19,247	19,247
Lake Worth Trust Fund	2,827	18,690	16,415	16,415	16,415
Sale of Surplus Streets	<u>3,600</u>	<u>4,037</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
<b>TOTAL</b>	<b>\$14,241,082</b>	<b>\$14,138,341</b>	<b>\$15,384,983</b>	<b>\$15,384,983</b>	<b>\$14,228,642</b>



**FORT WORTH**



**FUND BUDGET SUMMARY****DEPARTMENT:**

CAPITAL PROJECTS SERVICE FUND

**FUND/CENTER**

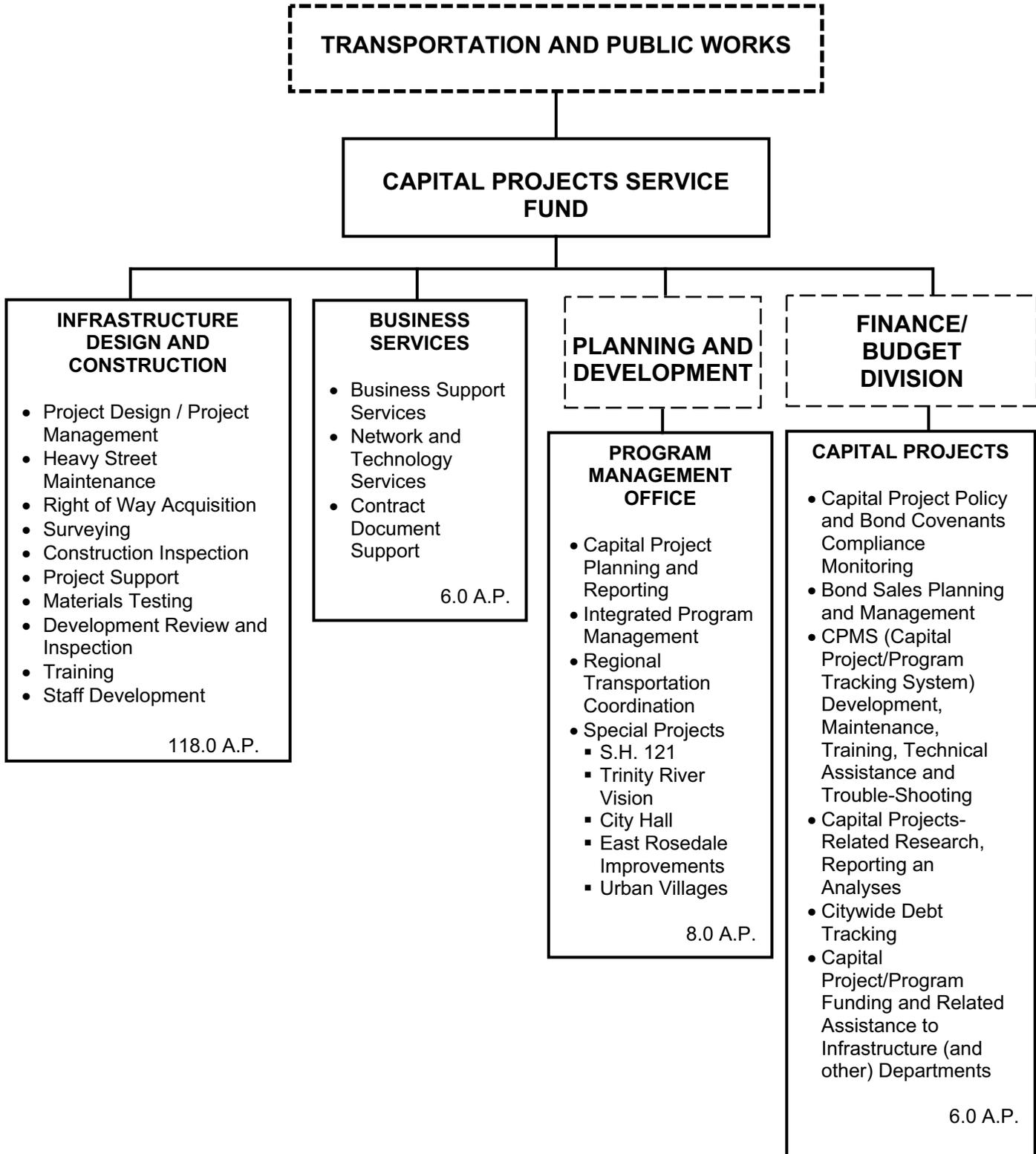
PI19/0209900:0209913

## 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, right-of-way acquisition, 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 capital program and project delivery systems; and synchronization of the City's capital planning process with the City's Comprehensive Plan.

<b>Allocations</b>	<b>Actual FY2012</b>	<b>Adopted FY2013</b>	<b>Proposed Budget FY2014</b>	<b>Adopted Budget FY2014</b>
<b>Personnel Services</b>	\$ 11,966,623	\$ 12,337,119	\$ 11,344,310	\$ 11,344,310
<b>Supplies</b>	490,939	525,877	509,703	509,703
<b>Contractual</b>	2,154,373	2,420,987	2,273,629	2,273,629
<b>Capital Outlay</b>	276,984	101,000	101,000	101,000
<b>Total Expenditures</b>	\$ 14,888,919	\$ 15,384,983	\$ 14,228,642	\$ 14,228,642
<b>Authorized Positions</b>	146.00	143.00	138.00	138.00

## CAPITAL PROJECTS SERVICE FUND – 138.0 A.P.



**SIGNIFICANT BUDGET CHANGES**

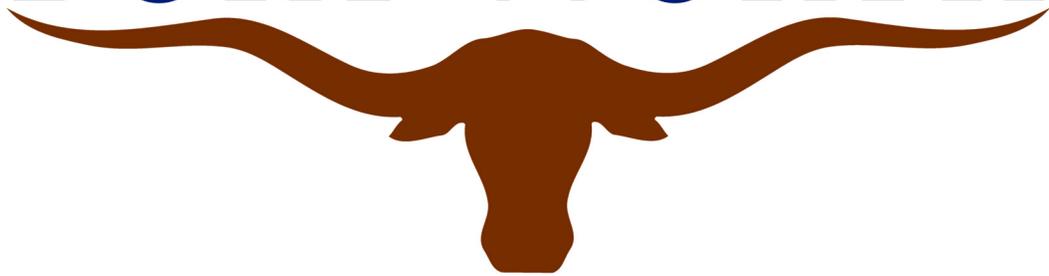
<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
CAPITAL PROJECTS SERVICE FUND	PI19/0209900:0209913

**CHANGES FROM FY2013 ADOPTED TO FY2014 ADOPTED**

<b>FY2013 ADOPTED:</b>	\$15,384,983	<b>A.P.</b>	143.00
<b>FY2014 ADOPTED:</b>	\$14,228,642	<b>A.P.</b>	138.00

- A) The adopted budget decreases by (\$130,248) in personnel services expenses and two construction inspector positions and one administrative technician position from the Construction Inspection division.
- B) The adopted budget decreases by (\$76,008) in personnel services expenses and one vacant engineering program administrator position from the Staff Development division.
- C) The adopted budget decreases by (\$56,748) in personnel services expenses and one vacant information technology tech support analyst II positions from the Survey Services division.
- D) The adopted budget decreases by (\$207,454) for salary savings budgeted due to more anticipated vacancies in the department in FY2014.
- E) The adopted budget decreases by (\$204,463) for the elimination of other post employment benefits expenses from the Fund.
- F) The adopted budget decreases by (\$168,373) for terminal leave costs associated with anticipated retirements of employees of the Fund.
- G) The adopted budget decreases by (\$82,449) for the one-time elimination of transfers to the Risk Management Fund for insurance, claims and litigation-related expenses.
- H) The adopted budget decreases by (\$55,690) for administrative services due to a decrease in the direct cost allocation charged to the City's proprietary funds. The change reflects the cost to the General Fund for overhead and staff support to accomplish services for other funds and are calculated annually by an outside consultant.
- I) The adopted budget decreases by (\$50,586) based on Information Technology Department's allocations related to computing, radio and telephone services.
- J) The adopted budget decreases by a net of (\$46,810) for group health based on plan migration, turnover and a 2.7% increase in the City's contribution to group health.
- K) The adopted budget increases by \$43,529 for contractual services mainly related to Buzzsaw software commitment.
- L) The adopted budget increases by \$41,469 for the addition of a one-time, 5% average salary increase for one month of the fiscal year (September 2014) for general employees.
- M) The adopted budget increases by \$28,625 for workers compensation based on cost projections prepared by Human Resources and allocated to this Fund.
- N) The adopted budget decreases by (\$25,750) for scheduled temporaries due to a one-time co-op student worker assisting the Department in FY2013.

**FORT WORTH**



## DEPARTMENTAL OBJECTIVES AND MEASURES

**DEPARTMENT:**

**TRANSPORTATION & PUBLIC WORKS, CAPITAL PROJECTS SERVICE FUND**

**DEPARTMENT PURPOSE**

To build, restore and revitalize our community.

**FY2014 DEPARTMENTAL OBJECTIVES**

To keep capital 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 two hours per project per day on 95% of active projects.

DEPARTMENTAL MEASURES	ACTUAL FY2012	ESTIMATED FY2013	PROJECTED FY2014
Neighborhood streets on budget/schedule quarterly	66%	85%	85%
Arterial streets on budget/schedule	47%	76%	85%
Infrastructure plan reviews completed within 14 days	100%	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	60%	N/A	95%

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT TRANSPORTATION & PUBLIC WKS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19 CAPITAL PROJECTS SERVICE FUND		Actual Expenditures FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014	Adopted Budget FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014
Center	Center Description								
	<u>ENGINEERING BUSI- NESS SERVICES</u>								
0209900	ENGINEERING BUSI- NESS SERVICES	\$ 1,545,323	\$ 2,245,043	\$ 2,236,202	\$ 2,236,202	6.00	6.00	6.00	6.00
0209901	STAFF DEVELOPMENT	282,995	391,381	187,882	187,882	3.00	3.00	2.00	2.00
0209902	PROJECT SERVICES	50,126	0	0	0	0.00	0.00	0.00	0.00
0209903	SURVEY SERVICES	1,473,418	1,325,396	1,081,547	1,081,547	20.00	18.00	17.00	17.00
0209904	REAL PROPERTY	754,363	692,486	697,304	697,304	8.00	8.00	8.00	8.00
0209905	CONSTRUCTION INSPECTION	1,944,818	1,804,558	1,506,975	1,506,975	12.00	12.00	9.00	9.00
0209906	LAB SERVICES	695,697	782,199	781,543	781,543	9.00	9.00	9.00	9.00
0209907	PROJECT MANAGE- MENT	1,889,458	1,904,117	1,367,311	1,367,311	22.00	21.00	16.00	16.00
0209908	NEW DEVEL REVIEW	2,026,376	1,837,453	1,518,194	1,518,194	23.00	23.00	21.00	21.00
0209909	PLANNING SERVICES	2,607	0	307,566	307,566	0.00	0.00	4.00	4.00
0209910	PROGRAM MANAGE- MENT OFFICE	1,087,810	1,133,450	1,176,264	1,176,264	8.00	8.00	8.00	8.00
0209911	CAPITAL PROJECTS	642,643	695,052	713,244	713,244	6.00	6.00	6.00	6.00
0209912	PROJECT SUPPORT	742,749	770,066	820,264	820,264	7.00	7.00	8.00	8.00
0209913	HEAVY MAINTENANCE	1,750,536	1,803,782	1,834,346	1,834,346	22.00	22.00	24.00	24.00
	Sub-Total	<u>\$ 14,888,919</u>	<u>\$ 15,384,983</u>	<u>\$ 14,228,642</u>	<u>\$ 14,228,642</u>	<u>146.00</u>	<u>143.00</u>	<u>138.00</u>	<u>138.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT TRANSPORTATION & PUBLIC WKS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19 CAPITAL PROJECTS SERVICE FUND		Actual Expenditures FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014	Adopted Budget FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014
Center	Center Description								
	<b>TOTAL</b>	\$ 14,888,919	\$ 15,384,983	\$ 14,228,642	\$ 14,228,642	146.00	143.00	138.00	138.00

**FUND STATEMENT**

**FUND:**

**OFFICE SERVICES FUND**

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

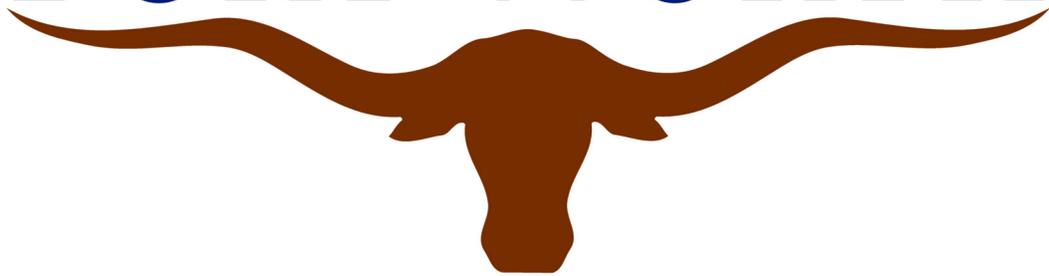
The Print Shop fabricates identification cards for City employees, provides high-speed copying and printing, manages the City's walk-up copiers, administers contracts with copier vendors and orders supplies for copiers. Walk-up copiers are available throughout City Hall and other City facilities.

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

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

Effective with the FY2014 budget, the Mailroom division transferred to the Financial Management Services department General Fund.

**FORT WORTH**



**OFFICE SERVICES FUND BUDGET SUMMARY  
FY2014**

**REVENUES:**

Office Copy Charges	\$710,963
Supplies - Inter-Departmental Billing	381,998
Kodak Printing	209,651
Labor - Inter-Departmental Billing	119,246
Business Cards	29,561
Invoice Entry	14,031
Printing	8,898
Received From Others	3,900
Rush - Inter-Departmental Billing	3,734
Interest on Investments	700
Errands	<u>170</u>

**TOTAL REVENUE** \$1,482,852

**EXPENDITURES:**

Personnel Services	\$554,090
Supplies	230,607
Contractual Services	<u>698,155</u>

**TOTAL RECURRING EXPENSES** \$1,482,852

**CAPITAL OUTLAY:**

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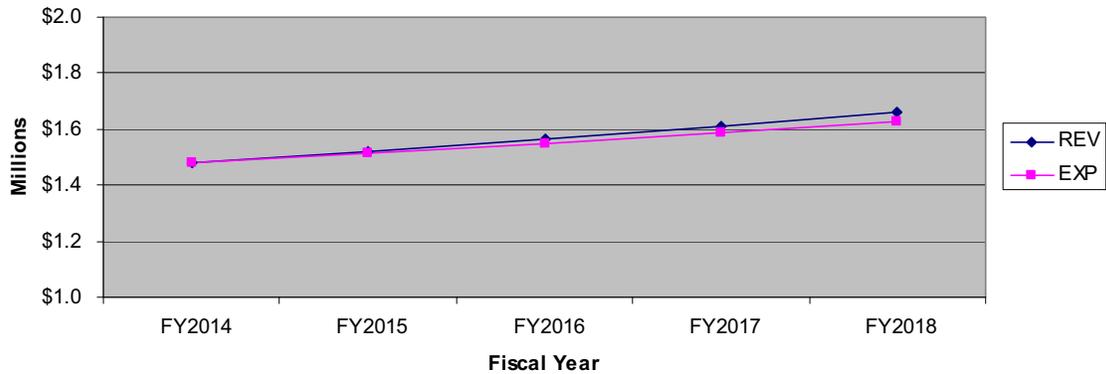
**TOTAL CAPITAL OUTLAY** \$0

**TOTAL EXPENDITURES** \$1,482,852

**OFFICE SERVICES FUND FIVE YEAR FORECAST  
FISCAL YEAR 2014 THROUGH 2018**

	FY2014 Adopted	FY2015 Projected	FY2016 Projected	FY2017 Projected	FY2018 Projected
<b>Beginning Cash Balance</b>	(\$729,988)	(\$729,988)	(\$722,840)	(\$706,403)	(\$680,535)
<b><u>Revenues*</u></b>					
Interest Revenue	\$700	\$718	\$739	\$761	\$784
IDB Revenue	\$504,978	\$517,602	\$533,131	\$549,124	\$565,598
Reprographics Services	\$959,073	\$983,050	\$1,012,541	\$1,042,918	\$1,074,205
Other Revenue	\$18,101	\$18,554	\$19,110	\$19,683	\$20,274
<b>Total Revenue</b>	<b>\$1,482,852</b>	<b>\$1,519,923</b>	<b>\$1,565,521</b>	<b>\$1,612,487</b>	<b>\$1,660,861</b>
<b>Total Resources</b>	<b>\$752,864</b>	<b>\$789,935</b>	<b>\$842,681</b>	<b>\$906,084</b>	<b>\$980,327</b>
<b><u>Expenditures</u></b>					
Personnel Services	\$554,090	\$560,794	\$568,543	\$576,662	\$585,171
Supplies	\$230,607	\$236,372	\$243,463	\$250,767	\$258,290
Contractual	\$698,155	\$715,609	\$737,077	\$759,189	\$781,965
Capital	\$0	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$1,482,852</b>	<b>\$1,512,775</b>	<b>\$1,549,084</b>	<b>\$1,586,619</b>	<b>\$1,625,427</b>
Projected Variance	\$0	\$7,148	\$16,437	\$25,868	\$35,435
Projected Cash Balance	(\$729,988)	(\$722,840)	(\$706,403)	(\$680,535)	(\$645,100)
Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	(\$729,988)	(\$722,840)	(\$706,403)	(\$680,535)	(\$645,100)

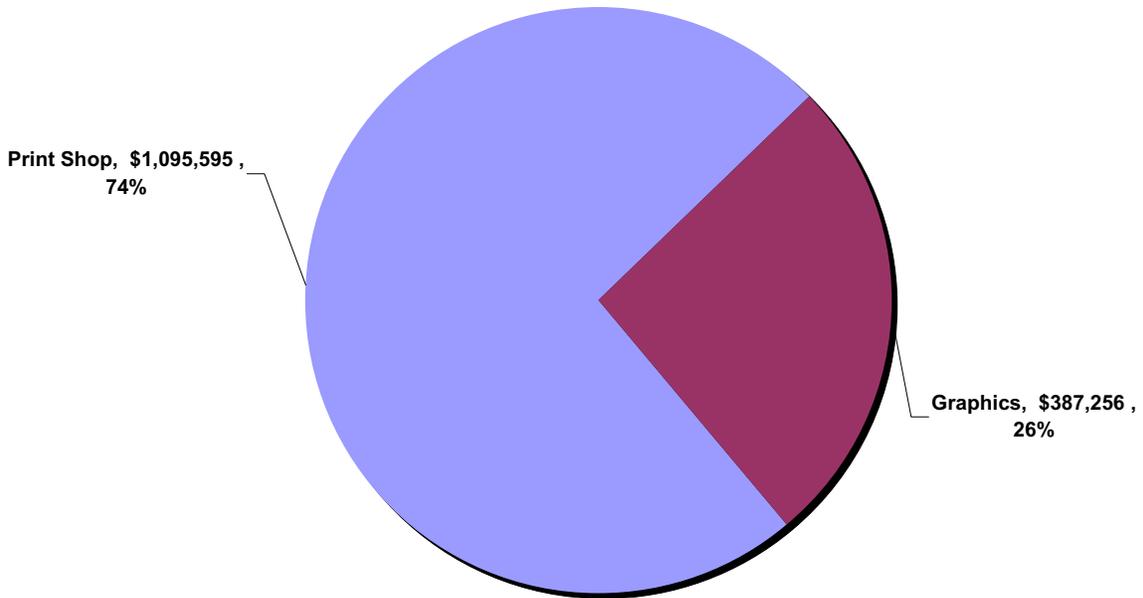
**OFFICE SERVICES FUND  
PROJECTED REVENUES AND EXPENDITURES**



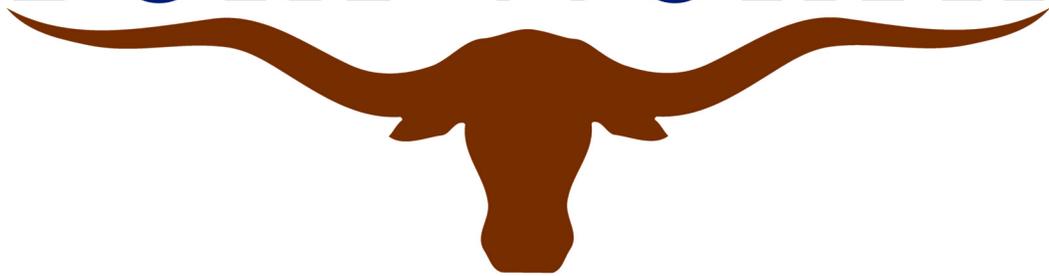
\* This model does **not** reflect any rate increases or decreases for the next five years.

**COMPARISON OF OFFICE SERVICES FUND  
EXPENDITURES**

	<b>ACTUAL FY2011</b>	<b>ACTUAL FY2012</b>	<b>BUDGET FY2013</b>	<b>REVISED BUDGET FY2013</b>	<b>ADOPTED FY2014</b>
Print Shop	\$1,006,318	\$1,053,778	\$1,000,224	\$1,000,224	\$1,095,595
Graphics	310,561	376,153	340,590	340,590	387,256
Mailroom	<u>279,393</u>	<u>301,160</u>	<u>299,919</u>	<u>299,919</u>	<u>0</u>
<b>TOTAL</b>	<b>\$1,596,272</b>	<b>\$1,731,091</b>	<b>\$1,640,733</b>	<b>\$1,640,733</b>	<b>\$1,482,851</b>

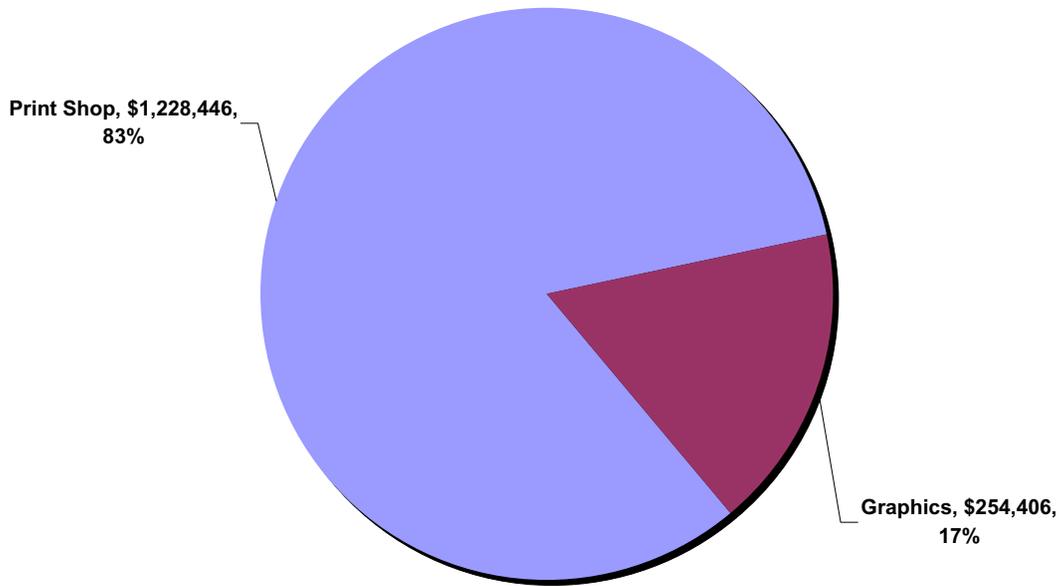


**FORT WORTH**

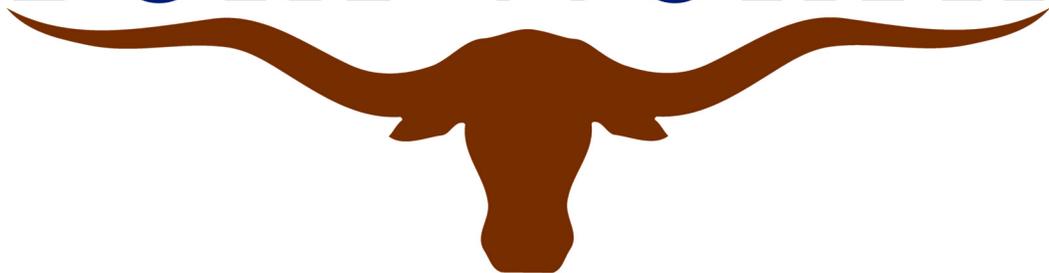


**COMPARISON OF OFFICE SERVICES FUND  
REVENUES**

	<b>ACTUAL FY2011</b>	<b>ACTUAL FY2012</b>	<b>BUDGET FY2013</b>	<b>REVISED BUDGET FY2013</b>	<b>ADOPTED FY2014</b>
Print Shop	\$1,308,386	\$1,232,415	\$1,229,868	\$1,229,868	\$1,228,446
Graphics	248,204	297,079	300,238	300,238	254,406
Mailroom	<u>120,435</u>	<u>118,116</u>	<u>110,627</u>	<u>110,627</u>	<u>0</u>
<b>TOTAL</b>	<b>\$1,677,025</b>	<b>\$1,647,610</b>	<b>\$1,640,733</b>	<b>\$1,640,733</b>	<b>\$1,482,852</b>



**FORT WORTH**



**FUND BUDGET SUMMARY****DEPARTMENT:**

FINANCIAL MANAGEMENT SERVICES - REPROGRAPHICS

**FUND/CENTER**

PI60/0901310:0901320

## SUMMARY OF FUND RESPONSIBILITIES:

The Office Services Fund consists of two divisions: Print Shop and Graphics.

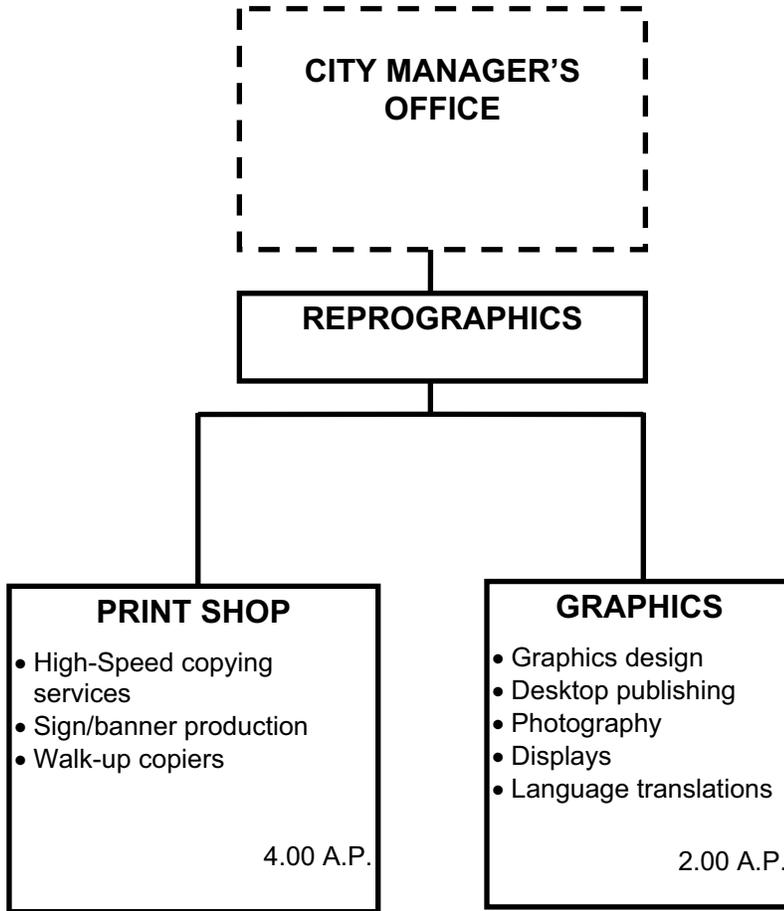
The Print Shop is responsible for engineering copy production, small scale sign and banner production and walk-up copier service.

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.

Effective with the FY2014, budget the Mailroom division transferred to the Financial Management Services department in the General Fund.

<b>Allocations</b>	<b>Actual FY2012</b>	<b>Adopted FY2013</b>	<b>Proposed Budget FY2014</b>	<b>Adopted Budget FY2014</b>
<b>Personnel Services</b>	\$ 635,026	\$ 695,811	\$ 554,090	\$ 554,090
<b>Supplies</b>	228,957	181,126	230,607	230,607
<b>Contractual</b>	867,108	763,796	698,155	698,155
<b>Capital Outlay</b>	0	0	0	0
<b>Total Expenditures</b>	\$ 1,731,091	\$ 1,640,733	\$ 1,482,852	\$ 1,482,852
<b>Authorized Positions</b>	9.00	9.00	6.00	6.00

**OFFICE SERVICES FUND - 6.00 A. P.**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
NON-DEPARTMENTAL - REPROGRAPHICS	PI60/0901310:0901320

**CHANGES FROM FY2013 ADOPTED TO FY2014 ADOPTED**

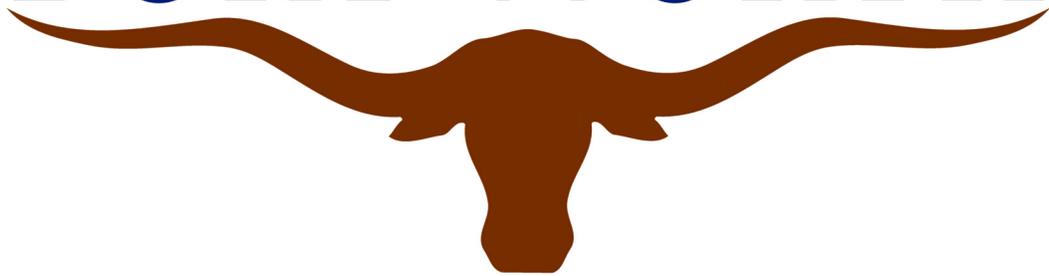
<b>FY2013 ADOPTED:</b>	\$1,640,733	<b>A.P.</b>	9.00
<b>FY2014 ADOPTED:</b>	\$1,482,852	<b>A.P.</b>	6.00

A) The adopted budget decreases by (\$232,033) and three authorized positions for the transfer of the mailroom function from the Office Services Fund to the General Fund. Cost associated with mailroom services provided to non-general fund departments (Enterprise, Internal and Special Funds) will be recovered through the administrative services fee beginning in FY2014.

B) The adopted budget increases by \$57,482 for purchases for resale. Purchases for resale represent items or supplies that are bought by the department and then sold to other departments – mainly paper and other printing related supplies. The budget was reduced in line with current usage trends that indicate departments are increasing their overall reprographic expenditure.

C) The adopted budget increases by \$38,075 in outside printing and binding due to an increased trend in sending work to outside vendors.

**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.

**FY2014 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

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL FY2012</b>	<b>ESTIMATED FY2013</b>	<b>PROJECTED FY2014</b>
Percentage of customers rating print and graphics turnaround as excellent	93%	96%	98%
Percentage rating overall satisfaction with Reprographics' services as excellent	96%	95%	97%
Percentage of savings with in-house printing over outsourcing	37%	37%	37%
Number of dollars saved by sending mail to presort firm	\$134,537	\$134,537	\$140,459
Revenue per employee compared to national average	\$183,067	\$183,067	\$210,874

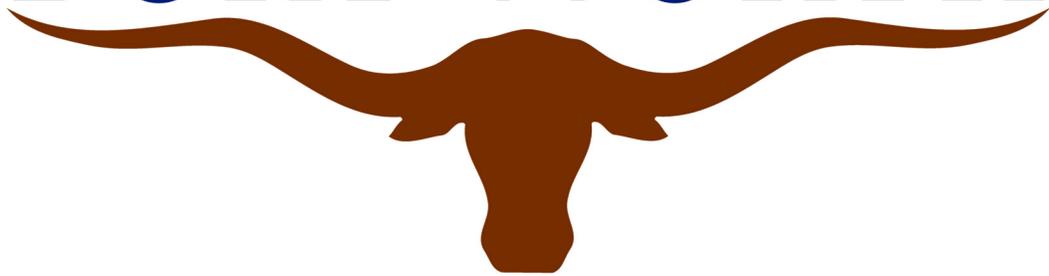
**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT NON-DEPARTMENTAL		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI60 OFFICE SERVICES FUND		Actual Expenditures FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014	Adopted Budget FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014
Center	Center Description								
	<u>OFFICE SERVICES</u>								
0901310	PRINT SHOP	\$ 1,053,778	\$ 1,000,224	\$ 1,095,595	\$ 1,095,595	4.00	4.00	4.00	4.00
0901320	GRAPHICS	376,153	340,590	387,256	387,256	2.00	2.00	2.00	2.00
0901330	MAILROOM	301,160	299,919	1	1	3.00	3.00	0.00	0.00
	Sub-Total	<u>\$ 1,731,091</u>	<u>\$ 1,640,733</u>	<u>\$ 1,482,852</u>	<u>\$ 1,482,852</u>	<u>9.00</u>	<u>9.00</u>	<u>6.00</u>	<u>6.00</u>
	<b>TOTAL</b>	\$ 1,731,091	\$ 1,640,733	\$ 1,482,852	\$ 1,482,852	9.00	9.00	6.00	6.00

**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, 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  
FY2014**

**REVENUES:**

Labor Charges and Overhead	<u>\$982,620</u>
<b>TOTAL REVENUE</b>	<b>\$982,620</b>
Use/(Source) of Fund Balance	\$0
<b>TOTAL REVENUE AND OTHER FINANCING SOURCES</b>	<b>\$982,620</b>

**EXPENDITURES:**

Personnel Services	\$960,649
Supplies	300
Contractual Services	<u>21,671</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$982,620</b>

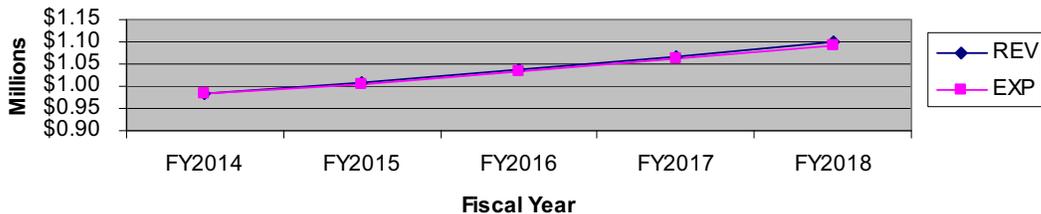
**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	\$0
Debt Service	<u>0</u>
<b>TOTAL DEBT SERVICE AND CAPITAL OUTLAY</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$982,620</b>

**TEMPORARY LABOR FUND FIVE YEAR FORECAST  
FISCAL YEAR 2014 THROUGH 2018**

	<b>FY2014 Adopted</b>	<b>FY2015 Projected</b>	<b>FY2016 Projected</b>	<b>FY2017 Projected</b>	<b>FY2018 Projected</b>
<b>Beginning Cash Balance</b>	\$341,116	\$341,116	\$342,815	\$346,720	\$352,864
<b>Revenues*</b>					
Temp Services Charges	\$852,566	\$873,880	\$900,097	\$927,099	\$954,912
Temp Services Revenuenue	\$124,328	\$127,436	\$131,259	\$135,197	\$139,253
Other Revenue	<u>\$5,726</u>	<u>\$5,869</u>	<u>\$6,045</u>	<u>\$6,227</u>	<u>\$6,413</u>
<b>Total Revenue</b>	<b>\$982,620</b>	<b>\$1,007,186</b>	<b>\$1,037,401</b>	<b>\$1,068,523</b>	<b>\$1,100,579</b>
<b>Total Resources</b>	<b>\$1,323,736</b>	<b>\$1,348,302</b>	<b>\$1,380,216</b>	<b>\$1,415,243</b>	<b>\$1,453,443</b>
<b>Expenditures</b>					
Personnel Services	\$960,649	\$982,966	\$1,010,300	\$1,038,487	\$1,067,553
Supplies	\$300	\$308	\$317	\$326	\$336
Contractual	\$21,671	\$22,213	\$22,879	\$23,566	\$24,272
Debt Service	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Total Expenditures</b>	<b>\$982,620</b>	<b>\$1,005,486</b>	<b>\$1,033,496</b>	<b>\$1,062,379</b>	<b>\$1,092,161</b>
Projected Variance	\$0	\$1,699	\$3,905	\$6,144	\$8,417
Projected Cash Balance	\$341,116	\$342,815	\$346,720	\$352,864	\$361,282
Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	\$341,116	\$342,815	\$346,720	\$352,864	\$361,282

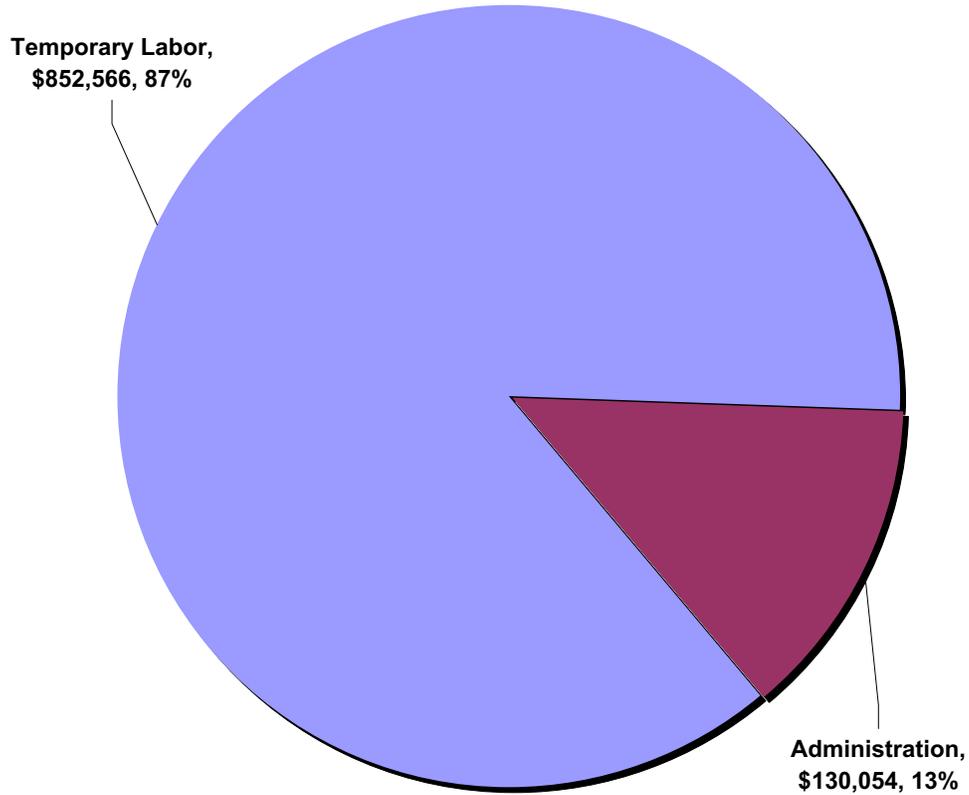
**TEMPORARY LABOR FUND  
PROJECTED REVENUES AND EXPENDITURES**



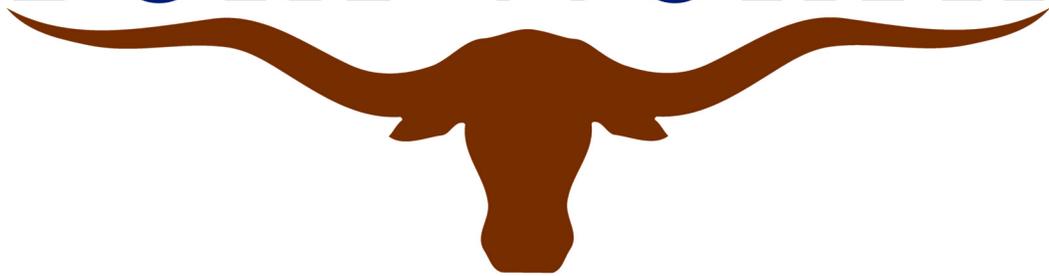
\* This model does **not** reflect any rate increases for the next five years.

**COMPARISON OF TEMPORARY LABOR FUND  
EXPENDITURES**

	<b>ACTUAL FY2011</b>	<b>ACTUAL FY2012</b>	<b>BUDGET FY2013</b>	<b>REVISED BUDGET FY2013</b>	<b>ADOPTED FY2014</b>
Temporary Labor	\$757,936	\$702,507	\$955,512	\$955,512	\$852,566
Administration	<u>100,993</u>	<u>102,694</u>	<u>98,366</u>	<u>98,366</u>	<u>130,054</u>
<b>TOTAL</b>	<b>\$858,929</b>	<b>\$805,201</b>	<b>\$1,053,878</b>	<b>\$1,053,878</b>	<b>\$982,620</b>



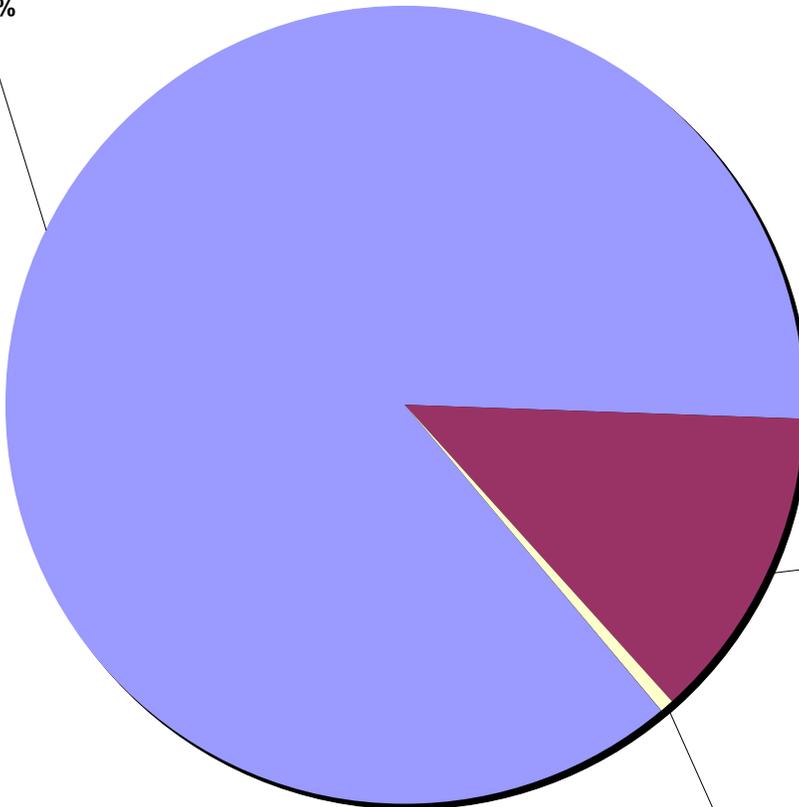
**FORT WORTH**



**COMPARISON OF TEMPORARY LABOR FUND REVENUES**

	<b>ACTUAL FY2011</b>	<b>ACTUAL FY2012</b>	<b>BUDGET FY2013</b>	<b>REVISED BUDGET FY2013</b>	<b>ADOPTED FY2014</b>
Temp Services Charges	\$769,886	\$699,729	\$955,512	\$955,512	\$852,566
Temp Services Revenues	153,165	134,619	92,640	92,640	124,328
Miscellaneous Revenue	<u>5,747</u>	<u>5,899</u>	<u>5,726</u>	<u>5,726</u>	<u>5,726</u>
<b>TOTAL</b>	<b>\$928,798</b>	<b>\$840,247</b>	<b>\$1,053,878</b>	<b>\$1,053,878</b>	<b>\$982,620</b>

Temp Services  
Charges, \$852,566,  
86%



Temp Services  
Revenues, \$124,328,  
13%

Miscellaneous  
Revenue, \$5,726, 1%

**FORT WORTH**



**FUND BUDGET SUMMARY****DEPARTMENT:**

TEMPORARY LABOR FUND

**FUND/CENTER**

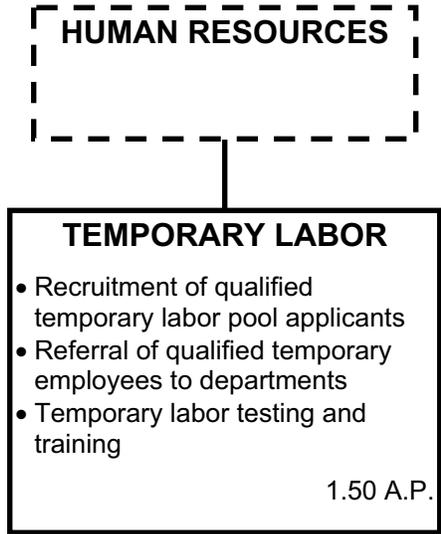
PI17/0140000

## 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.

<b>Allocations</b>	<b>Actual FY2012</b>	<b>Adopted FY2013</b>	<b>Proposed Budget FY2014</b>	<b>Adopted Budget FY2014</b>
<b>Personnel Services</b>	\$ 784,128	\$ 1,032,981	\$ 960,649	\$ 960,649
<b>Supplies</b>	296	300	300	300
<b>Contractual</b>	20,777	20,597	21,671	21,671
<b>Capital Outlay</b>	0	0	0	0
<b>Total Expenditures</b>	\$ 805,201	\$ 1,053,878	\$ 982,620	\$ 982,620
<b>Authorized Positions</b>	1.20	1.10	1.50	1.50

**TEMPORARY LABOR FUND- 1.50 A.P.**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
TEMPORARY LABOR FUND	PI17/0140000

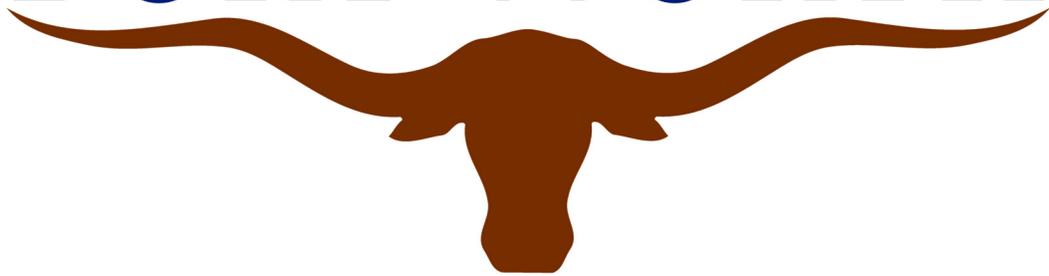
**CHANGES FROM FY2013 ADOPTED TO FY2014 ADOPTED**

<b>FY2013 ADOPTED:</b>	\$1,053,878	<b>A.P.</b>	1.10
<b>FY2014 ADOPTED:</b>	\$ 982,620	<b>A.P.</b>	1.50

A) The adopted budget increases by \$30,144 for the transfer of the 0.40 authorize position from the General Fund to Temporary Labor Fund and current salary requirements calculated through Salaries/Benefits Forecasting System (SBFS) clean-up.

B) The adopted budget decreased by (\$102,946) for scheduled temporaries based on historical and current trends.

**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.

**FY2014 DEPARTMENTAL OBJECTIVES**

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

To process temporary labor requests from City departments within three business days.

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

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL FY2012</b>	<b>ESTIMATED FY2013</b>	<b>PROJECTED FY2014</b>
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	42%	45%	45%

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI17 TEMPORARY LABOR FUND		Actual Expenditures FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014	Adopted Budget FY2012	Adopted Budget FY2013	Proposed Budget FY2014	Adopted Budget FY2014
Center	Center Description								
0140000	<u>HUMAN RESOURCES</u>								
	HUMAN RESOURCES	\$ 805,201	\$ 1,053,878	\$ 982,620	\$ 982,620	1.20	1.10	1.50	1.50
	Sub-Total	<u>\$ 805,201</u>	<u>\$ 1,053,878</u>	<u>\$ 982,620</u>	<u>\$ 982,620</u>	<u>1.20</u>	<u>1.10</u>	<u>1.50</u>	<u>1.50</u>
	<b>TOTAL</b>	\$ 805,201	\$ 1,053,878	\$ 982,620	\$ 982,620	1.20	1.10	1.50	1.50

**FORT WORTH**

