

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, Engineering Services, Office Services, and Temporary Labor.

The Equipment Services Fund enables the Equipment Services Department to procure, manage, maintain and repair all 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 Engineering Services 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 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 five service centers located throughout the city: James Ave, Southside, Brennan, Water and Sewer, and the Tire Shop. 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:

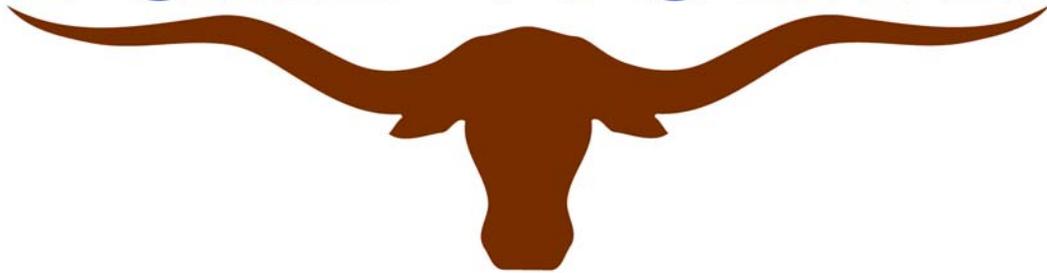
- when the required expertise is not available in-house
- when a substantial capital investment would be necessary to perform the service in-house
- when it is determined that the service could be performed less expensively by an outside vendor
- when workload overflow relief is needed

As part of that strategy, ESD privatized its parts inventory system at the end of FY2001-02. This FY2008-09 budget contains the continuation of that program.

In FY1995-96, 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
FISCAL YEAR
2008-09

REVENUES:

Equipment Maintenance Labor Costs	\$9,233,873
Fuel Costs and Overhead	10,052,955
Repair and Maintenance Parts	4,763,602
ESD Administrative Charge	2,303,940
Outside Repair and Maintenance	725,019
Other Charges	<u>117,261</u>
TOTAL REVENUE	\$27,196,651

OTHER FINANCING SOURCES:

Use/(Source) of Fund Balance	(\$7,061)
TOTAL REVENUE AND OTHER FINANCING SOURCES	\$27,189,590

EXPENDITURES:

Personal Services	\$8,206,067
Supplies	15,047,535
Contractual Services	<u>3,675,623</u>
TOTAL RECURRING EXPENSES	\$26,929,225

CAPITAL OUTLAY:

Capital Outlay	<u>\$260,365</u>
TOTAL CAPITAL OUTLAY	
TOTAL EXPENDITURES	\$27,189,590

FORT WORTH



**PROJECTED
FY2008-09 CASH FLOW
EQUIPMENT SERVICES FUND**

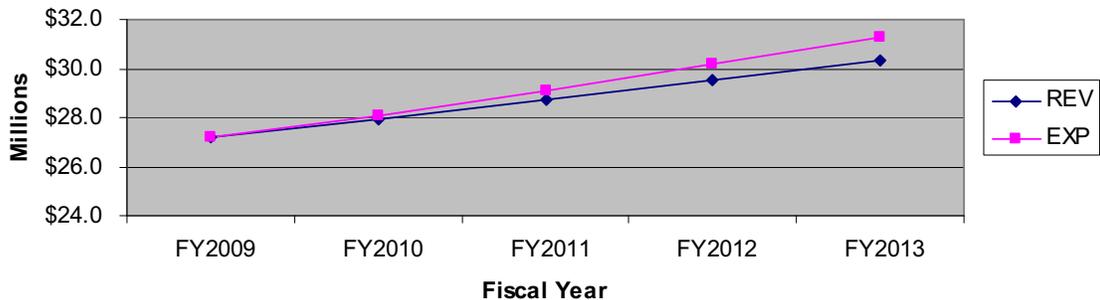
Cash Balance as of 9/30/08 *	(\$663,602)
Plus: Projected Revenues	\$27,196,651
Less: Projected Expenditures	(\$27,189,589)
Estimated Available Cash as of 9/30/09	(\$656,540)

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

EQUIPMENT SERVICES FUND FIVE YEAR FORECAST FISCAL YEAR 2009 THROUGH 2013

	FY2008-09 Adopted	FY2009-10 Projected	FY2010-11 Projected	FY2011-12 Projected	FY2012-13 Projected
Beginning Cash Balance	(\$663,603)	(\$656,542)	(\$847,495)	(\$1,264,350)	(\$1,939,565)
Revenues*					
Equipment Maintenance Labor	\$9,233,873	\$9,510,889	\$9,796,216	\$10,090,102	\$10,392,805
Fuel Costs and Overhead	\$10,052,955	\$10,354,544	\$10,665,180	\$10,985,135	\$11,314,689
Repair and Maintenance Parts	\$4,763,603	\$4,906,511	\$5,053,706	\$5,205,318	\$5,361,477
Administrative Charge	\$2,303,940	\$2,303,940	\$2,303,940	\$2,303,940	\$2,303,940
Outside Repair and Maintenance	\$725,019	\$746,770	\$769,173	\$792,248	\$816,015
Other Charges	<u>\$117,261</u>	<u>\$120,779</u>	<u>\$124,402</u>	<u>\$128,134</u>	<u>\$131,978</u>
Total Revenue	\$27,196,651	\$27,943,432	\$28,712,617	\$29,504,877	\$30,320,906
Total Resources	\$26,533,048	\$27,286,891	\$27,865,123	\$28,240,527	\$28,381,341
Expenditures					
Personnel Services	\$8,206,067	\$8,581,357	\$8,989,853	\$9,436,284	\$9,926,153
Supplies	\$15,047,535	\$15,498,961	\$15,963,930	\$16,442,848	\$16,936,133
Contractual	\$3,675,623	\$3,785,892	\$3,899,468	\$4,016,452	\$4,136,946
Capital	\$260,365	\$268,176	\$276,221	\$284,508	\$293,043
Debt Service	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$27,189,590	\$28,134,385	\$29,129,473	\$30,180,092	\$31,292,275
Projected Variance	\$7,061	(\$190,953)	(\$416,856)	(\$675,215)	(\$971,370)
Projected Cash Balance	(\$656,542)	(\$847,495)	(\$1,264,350)	(\$1,939,565)	(\$2,910,935)
Reserve Requirement	\$5,437,918	\$5,626,877	\$5,825,895	\$6,036,018	\$6,258,455
Excess/(Deficit)	(\$6,094,460)	(\$6,474,372)	(\$7,090,245)	(\$7,975,583)	(\$9,169,390)

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 2005-06	ACTUAL 2006-07	BUDGET 2007-08	RE-ESTIMATE 2007-08	ADOPTED 2008-09
Administration	\$1,882,087	\$2,040,453	\$2,071,531	\$2,247,668	\$1,297,816
Equipment Services Information Systems	0	0	0	0	801,611
Equipment Materials	4,272,042	4,494,025	4,464,682	\$4,844,302	5,960,769
James Ave	1,940,708	1,902,633	4,012,793	\$4,353,990	3,911,087
Southside Service Center	935,635	916,707	1,014,844	\$1,101,134	1,018,239
Brennan Street	1,537,649	1,578,237	1,858,968	\$2,017,031	1,810,494
Water & Sewer Center	1,009,738	981,863	1,017,752	\$1,104,289	1,124,903
James AV Light	1,817,946	1,943,392	0	0	0
Fuel Services	377,152	646,222	379,887	\$412,188	427,509
Technical Services	316,632	287,679	338,498	\$367,280	401,152
Tire Shop	249,070	289,963	345,882	\$375,291	332,055
Parts & Fuel Inventory	7,237,675	7,480,979	7,806,639	\$8,470,417	10,078,954
Non-Departmental	<u>225,651</u>	<u>10,962</u>	<u>25,000</u>	<u>27,126</u>	<u>25,000</u>
TOTAL	\$21,801,985	\$22,573,115	\$23,336,476	\$25,320,716	\$27,189,589

FORT WORTH



**COMPARISON OF EQUIPMENT SERVICES FUND
REVENUES**

	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	RE-ESTIMATE 2007-08	ADOPTED 2008-09
Interest on Investments	\$0	\$0	\$0	\$2,940	\$0
Equipment Maint/Labor Cost	6,579,348	6,430,690	6,822,525	6,944,405	7,709,520
Fuel Overhead	123,839	119,813	124,200	124,359	120,148
Veh Repair & Maint Overhead	1,200,901	1,180,461	1,224,000	1,304,467	1,524,353
Other Labor Charges	9,259	24,083	11,347	1,783	0
Car Wash	0	54,473	55,000	39,993	55,000
Rev from Sale of Auto Parts	19,844	16,263	13,000	13,000	13,000
Diesel Sales	2,517,182	2,452,364	2,768,842	2,981,405	3,633,736
Used Parts & Oil	6,988	2,213	6,262	12,857	6,262
Veh & Equipment Sales	420	0	0	0	0
Unleaded Sales	2,223,939	2,187,471	2,391,022	3,116,139	3,145,793
Propane Sales	120,725	73,896	127,738	38,412	98,993
Veh Repair & Maint Supplies	3,298,044	3,286,966	3,400,000	3,536,405	4,763,602
Outside Rep & Main Costs	1,840,524	1,772,962	1,641,353	1,994,863	659,108
Outside Rep & Main Ovrhd	184,053	177,572	164,135	153,401	65,911
Lubricant Costs	113,202	129,741	145,083	159,756	169,755
Lubricant Overhead	2,724	21,272	2,753	7,740	2,570
Diesel Overhead	129,656	128,366	140,160	122,966	130,038
Propane Overhead	11,464	6,638	11,791	2,649	6,024
Gas Card Revenue	2,065,630	2,001,287	2,083,954	2,943,613	2,720,432
Gas Card Overhead	25,631	25,168	26,141	27,058	25,466
ESD Admin Charge	1,989,195	2,031,840	2,134,170	2,219,731	2,303,940
Gas Tax Refund	55,506	0	0	0	0
Misc. Revenue	26,953	20,991	3,000	9,444	3,000
EPA Revenue	<u>23,538</u>	<u>27,390</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
TOTAL	\$22,568,565	\$22,171,920	\$23,336,476	\$25,797,386	\$27,196,651

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

EQUIPMENT SERVICES

FUND/CENTER

PI61/0212010:0212095

SUMMARY OF FUND RESPONSIBILITIES:

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

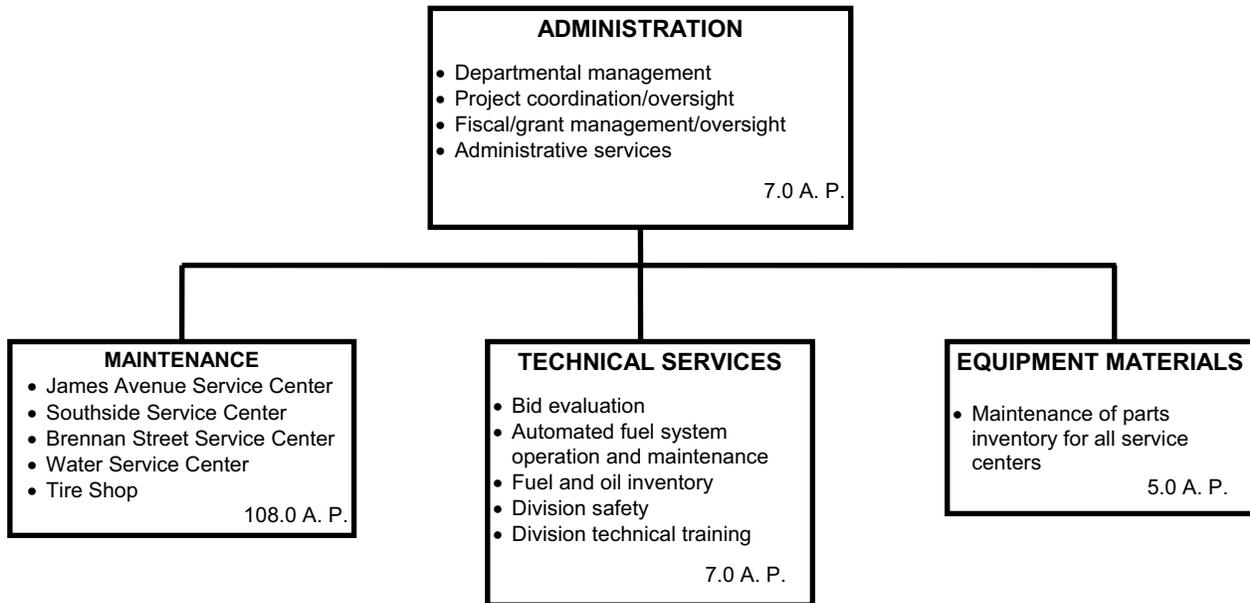
Within the department, field services, mechanical maintenance, fuel, lubricants, and other supplies are provided by the following five service centers: James Ave, Southside, Brennan, Water, and the Tire Shop. Equipment Services also contracts certain services to outside entities when contracting is deemed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

ESD privatized its parts inventory system at the end of FY2001-02. This FY2008-09 Budget contains the continuation of this program. AutoZone, as the contracted provider of that service, now supplies most city departments with required vehicle repair parts.

As an Internal Service Fund, the majority of ESD's operating funds come from reimbursements from other city departments for all 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 2006-07	Adopted 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Personal Services	\$ 7,274,829	\$ 7,888,907	\$ 8,186,247	\$ 8,206,067
Supplies	10,617,153	11,301,766	15,047,535	15,047,535
Contractual	4,426,171	4,128,853	3,675,623	3,675,623
Capital Outlay	254,962	16,950	260,365	260,365
Debt Service	0	0	0	0
Total Expenditures	\$ 22,573,115	\$ 23,336,476	\$ 27,169,769	\$ 27,189,589
Authorized Positions	126.00	126.00	127.00	127.00

EQUIPMENT SERVICES - 127.0 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:		FUND/CENTER	
EQUIPMENT SERVICES		PI61/0212010:0212095	
CHANGES FROM 2007-08 ADOPTED TO 2008-09 ADOPTED			
2007-08 ADOPTED:	\$23,336,476	A.P.	126.00
2008-09 ADOPTED:	\$27,189,589	A.P.	127.00
<p>A) The adopted budget increases by \$46,236 for the addition of one Auto Body Repairer position. This will allow for greater efficiencies by reducing the need for excessive outside repair costs.</p> <p>B) The adopted budget increases by \$1,447,862 in motor vehicle repair due to the aging fleet.</p> <p>C) The adopted budget increases by \$864,894 in diesel fuel due to rising fuel costs.</p> <p>D) The adopted budget increases by \$754,771 in fuel purchases due to rising fuel costs.</p> <p>E) The adopted budget increases by \$636,478 in ESD Gascard fuel due to rising fuel costs.</p> <p>F) The adopted budget decreases by (\$515,187) due to the projected reduction in the need for outside repair. This is the result of an additional Auto Body Repairer positions, as well as the reclassification of three positions to mechanics. These changes will allow for more repair work to be completed in-house instead of using more costly outside services.</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.			
FY2008-09 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 70% of the time at present budgetary levels			
Keep repeat repairs (any vehicle that is returned or reported to the shop by the customer with the same complaint within 500 miles or 5 working days) less than 1% of total repairs			
Keep fuel supply inventory variances at less than 1%			
Provide 2400 hours of Technician Training for shop personnel			
DEPARTMENTAL MEASURES	ACTUAL 2006-07	ESTIMATED 2007-08	PROJECTED 2008-09
Fleet Availability	95.80	96	96
Maintenance Scheduled	52.40	55	55
In-house Repairs within 3 days	81%	81%	81%
Repeat Repairs	.71%	.71%	.50%
Variance in Fuel Inventory	<1%	<1%	<1%
Employee Training Hours	2,500	2,400	2,400

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT EQUIPMENT SERVICES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI61 EQUIPMENT SERVICES FUND		Actual Expenditures 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09	Adopted Budget 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Center	Center Description								
	<u>EQUIPMENT SERVICES</u>								
0212010	ADMINISTRATION	\$ 2,040,453	\$ 2,071,531	\$ 1,619,803	\$ 1,297,817	7.00	7.00	5.00	5.00
0212011	EQUIPMENT SERVICES INFORMATION SYS- TEMS	0	0	795,443	801,611	0.00	0.00	2.00	2.00
0212015	EQUIPMENT MATERIALS	4,494,025	4,464,682	5,942,985	5,960,769	4.00	5.00	5.00	5.00
0212030	JAMES HEAVY	1,902,633	4,012,793	3,730,313	3,911,087	27.00	57.00	57.00	57.00
0212035	SOUTHSIDE SERVICE CENTER	916,707	1,014,844	990,159	1,018,239	11.00	11.00	11.00	11.00
0212045	BRENNAN STREET	1,578,237	1,858,968	1,759,736	1,810,494	22.00	21.00	22.00	22.00
0212050	WATER & SEWER CEN- TER	981,863	1,017,752	1,086,119	1,124,903	13.00	13.00	13.00	13.00
0212055	JAMES LIGHT	1,943,392	0	0	0	30.00	0.00	0.00	0.00
0212070	FUEL SERVICES	646,222	379,887	418,433	427,509	4.00	3.00	3.00	3.00
0212071	TECHNICAL SERVICES	287,679	338,498	410,288	401,152	3.00	4.00	4.00	4.00
0212080	TIRE SHOP	289,963	345,882	312,537	332,055	5.00	5.00	5.00	5.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT EQUIPMENT SERVICES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI61 EQUIPMENT SERVICES FUND		Actual Expenditures 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09	Adopted Budget 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Center	Center Description								
0212085	PARTS & FUEL INVENTORY	7,480,979	7,806,639	10,078,954	10,078,954	0.00	0.00	0.00	0.00
0212095	NON-DEPARTMENTAL	10,962	25,000	25,000	25,000	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 22,573,115</u>	<u>\$ 23,336,476</u>	<u>\$ 27,169,769</u>	<u>\$ 27,189,589</u>	<u>126.00</u>	<u>126.00</u>	<u>127.00</u>	<u>127.00</u>
	TOTAL	\$ 22,573,115	\$ 23,336,476	\$ 27,169,769	\$ 27,189,589	126.00	126.00	127.00	127.00

FUND STATEMENT

FUND:

INFORMATION SYSTEMS FUND

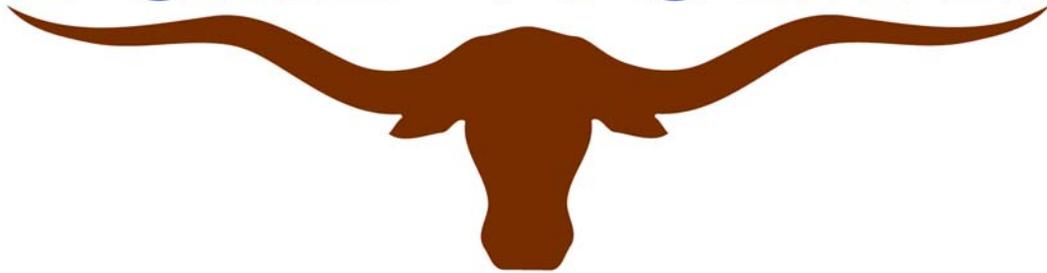
The Information Systems Fund provides for the management of the city's mainframe, network, and telecommunications equipment and services. In October 1994, the Information Technology Solutions Department (IT Solutions) was transferred from the General Fund to the Information Systems Fund.

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 services, software applications development and acquisition, and telecommunications.

In the past, costs associated with information technology were dispersed across departments according to formulas based loosely on technology usage. In FY1998-99, 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 computers and other hardware and software.

FORT WORTH



**INFORMATION SYSTEMS FUND BUDGET SUMMARY
FISCAL YEAR
2008-09**

REVENUES:

Computing Services	\$15,024,289
Telephone Services	4,214,178
Radio Services	1,216,756
External Customer Revenue	630,656
Transfer to the Capital Project Fund (C196)*	<u>1,826,647</u>
TOTAL REVENUE	\$22,912,526

EXPENDITURES:

Personal Services	\$9,475,865
Supplies	621,524
Contractual Services*	<u>12,808,137</u>
TOTAL RECURRING EXPENSES	\$22,905,526

CAPITAL OUTLAY:

Capital Outlay	<u>\$7,000</u>
TOTAL CAPITAL OUTLAY	\$7,000
TOTAL EXPENDITURES	\$22,912,526

* This budget includes a \$1.8M transfer to the Information Systems Capital Project Fund to assist in eliminating the current negative fund balance.

FORT WORTH



**PROJECTED
FY2008-09 CASH FLOW
INFORMATION SYSTEMS FUND**

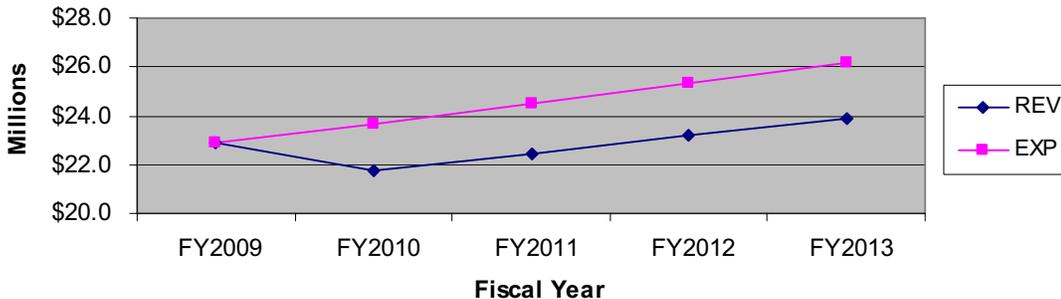
Cash Balance as of 9/30/08 *	(438,072)
Plus: Projected Revenues	\$22,912,526
Less: Projected Expenditures	(\$22,912,526)
Estimated Available Cash as of 9/30/09	(\$438,072)

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

**INFORMATION SYSTEMS FUND FIVE YEAR FORECAST
FISCAL YEAR 2009 THROUGH 2013**

	FY2008-09 Adopted	FY2009-10 Projected	FY2010-11 Projected	FY2011-12 Projected	FY2012-13 Projected
Beginning Cash Balance	(\$438,072)	(\$438,072)	(\$2,355,201)	(\$4,377,413)	(\$6,521,952)
Revenues*					
Computing Services	\$15,024,289	\$15,505,066	\$16,001,228	\$16,513,267	\$17,041,692
Telephone Services	\$4,214,178	\$4,349,032	\$4,488,201	\$4,631,823	\$4,780,041
Radio Services	\$1,216,756	\$1,255,693	\$1,295,875	\$1,337,343	\$1,380,138
External Customers	\$630,656	\$650,837	\$671,664	\$693,157	\$715,338
Transfer to the Equip Fund	<u>\$1,826,647</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Revenue	\$22,912,526	\$21,760,627	\$22,456,967	\$23,175,590	\$23,917,209
Total Resources	\$22,474,454	\$21,322,555	\$20,101,766	\$18,798,178	\$17,395,257
Expenditures					
Personnel Services	\$9,475,865	\$9,837,996	\$10,224,225	\$10,637,527	\$11,081,346
Supplies	\$621,524	\$640,170	\$659,375	\$679,156	\$699,531
Contractual	\$12,808,137	\$13,192,381	\$13,588,153	\$13,995,797	\$14,415,671
Capital	\$7,000	\$7,210	\$7,426	\$7,649	\$7,879
Debt Service	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$22,912,526	\$23,677,756	\$24,479,179	\$25,320,129	\$26,204,426
Projected Variance	\$0	(\$1,917,129)	(\$2,022,211)	(\$2,144,539)	(\$2,287,217)
Projected Cash Balance	(\$438,072)	(\$2,355,201)	(\$4,377,413)	(\$6,521,952)	(\$8,809,169)
Reserve Requirement	\$4,582,505	\$4,735,551	\$4,895,836	\$5,064,026	\$5,240,885
Excess/(Deficit)	(\$5,020,577)	(\$7,090,753)	(\$9,273,249)	(\$11,585,978)	(\$14,050,054)

**INFORMATION SYSTEMS FUND
PROJECTED REVENUES AND EXPENDITURES**

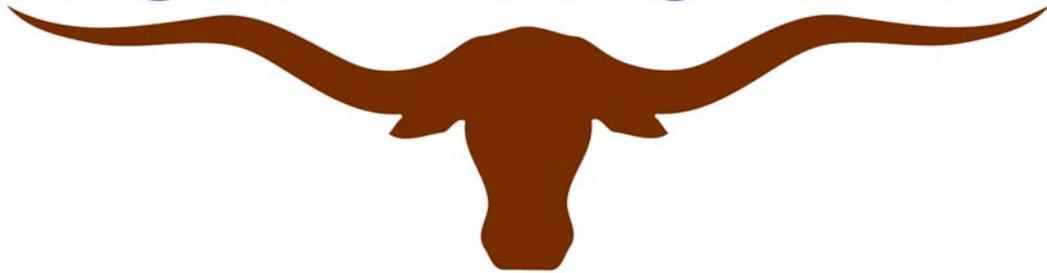


* This model does **not** reflect any rate increases for the next five years.

**COMPARISON OF INFORMATION SYSTEMS FUND
EXPENDITURES**

	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	RE-ESTIMATE 2007-08	ADOPTED 2008-09
Administration	\$822,184	\$584,431	\$813,619	\$748,134	\$2,477,081
Security	889,344	563,725	1,384,934	1,273,466	1,412,104
Infrastructure	3,814,126	3,723,149	4,795,602	4,409,623	4,342,366
Finance	730,878	773,060	924,398	849,997	704,667
Operations	4,300,612	5,869,439	6,994,667	6,431,694	4,540,030
Communications	6,799,991	8,106,921	6,916,647	6,359,953	7,787,110
Finance/Administration	1,195,084	0	0	0	0
Customer Service	1,384,327	1,237,480	1,248,343	1,147,869	1,358,955
Department Overhead	<u>944,828</u>	<u>159,557</u>	<u>201,699</u>	<u>185,465</u>	<u>290,213</u>
TOTAL	\$20,881,375	\$21,017,763	\$23,279,909	\$21,406,201	\$22,912,526

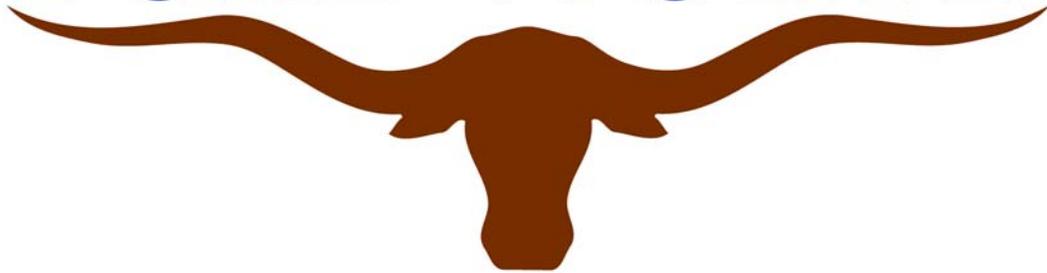
FORT WORTH



**COMPARISON OF INFORMATION SYSTEMS FUND
REVENUES**

	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	RE-ESTIMATE 2007-08	ADOPTED 2008-09
Computing Services	\$13,649,480	\$15,971,559	\$16,504,756	\$16,149,154	\$15,024,289
Telephone Services	4,526,563	4,268,783	4,306,086	4,620,238	4,214,178
Radio Services	1,496,566	1,496,307	1,297,216	1,455,374	1,216,756
Software Based Charges	0	3,551	0	0	0
External Customers	659,373	729,493	620,351	717,473	630,656
Other Revenue	2,649	673	0	0	0
Transfer to Capital Projects Fund	0	0	0	0	1,826,647
Use of Fund Balance	<u>0</u>	<u>0</u>	<u>551,500</u>	<u>0</u>	<u>0</u>
TOTAL	\$20,334,631	\$22,470,366	\$23,279,909	\$22,942,240	\$22,912,526

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

INFORMATION SYSTEMS FUND

FUND/CENTER

PI68/0041000:0049000

SUMMARY OF FUND RESPONSIBILITIES:

The Information Technology Solutions (IT Solutions) Department is organized into the following groups: Administration, Finance and Contract Administration, Application Services, IT Communications and Infrastructure Services, Mainframe Services, and Strategic Business Resources.

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

The Finance and Contract 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, and contract administration.

Application Services provides distributed applications support and geographic information systems support.

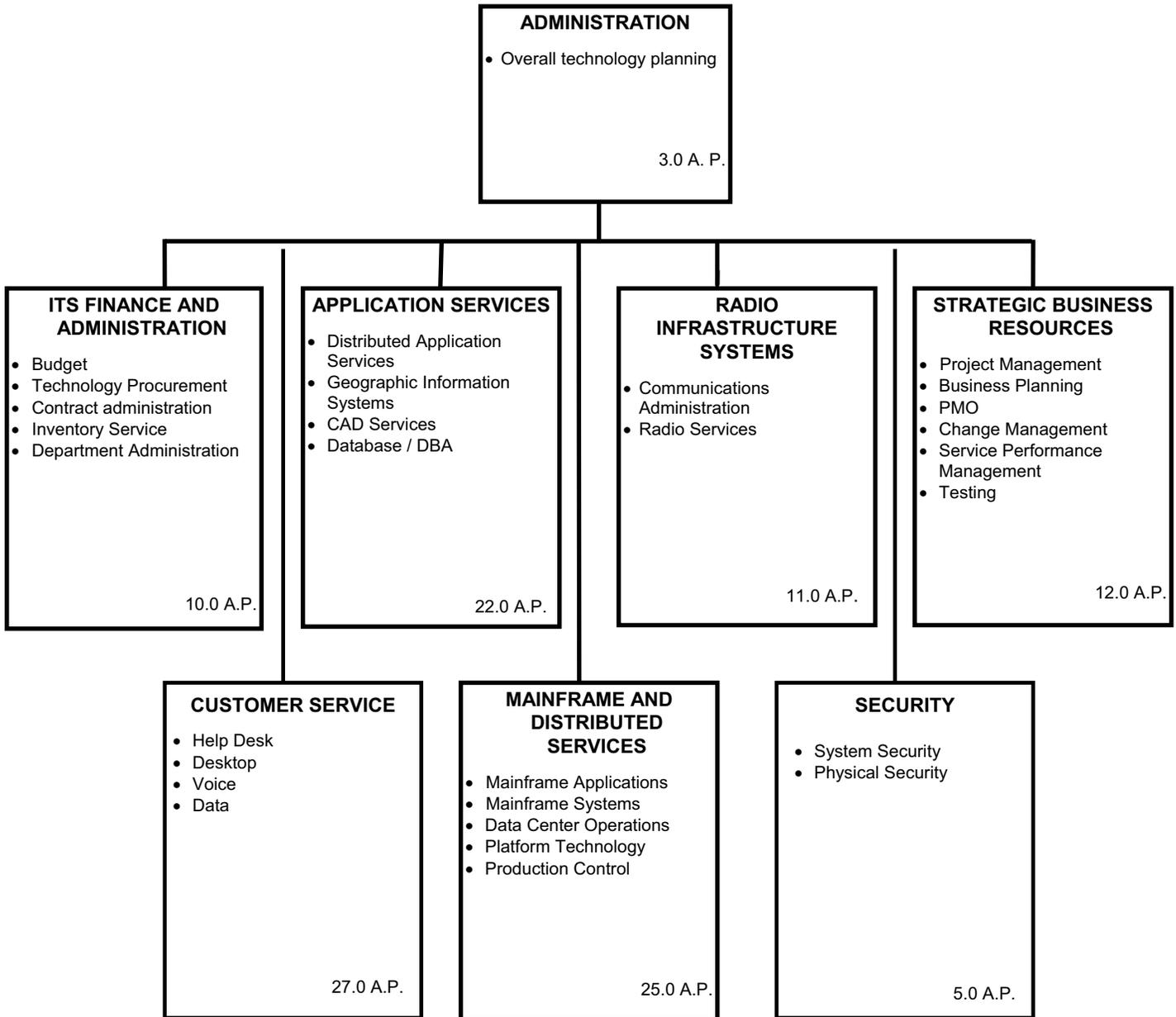
The Communications & Infrastructure Group provides technical management and development of the City's telephone system, radio systems and the public safety Computer-Aided Dispatch system; and technical management and development for the City's network infrastructure, Desktop Support, and IT Security services.

Mainframe Services provides operations support for the City's mainframe computer as well as application development and maintenance for mainframe computing.

Strategic Business Resources provides business planning and project management services for IT enterprise projects. The Customer Support Center serves as IT Solutions' primary point of contact for customers through the Help Desk.

Allocations	Actual 2006-07	Adopted 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Personal Services	\$ 9,050,183	\$ 10,463,471	\$ 9,480,562	\$ 9,475,865
Supplies	1,417,062	606,984	621,524	621,524
Contractual	10,335,373	12,042,454	12,793,137	12,808,137
Capital Outlay	215,146	167,000	7,000	7,000
Debt Service	0	0	0	0
Total Expenditures	\$ 21,017,763	\$ 23,279,909	\$ 22,902,223	\$ 22,912,526
Authorized Positions	122.00	131.00	115.00	115.00

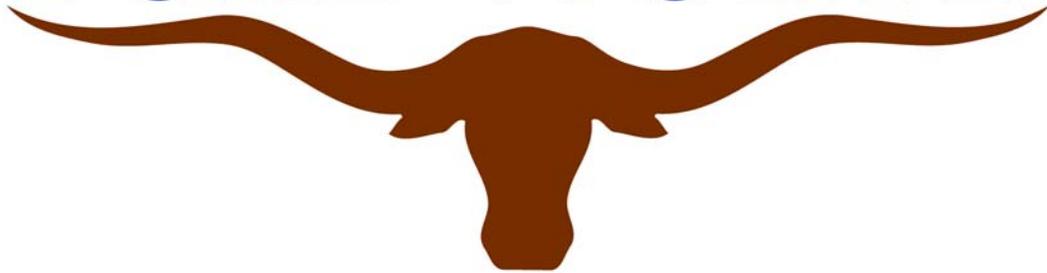
INFORMATION SYSTEMS FUND - 115.0 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER		
INFORMATION SYSTEMS FUND	PI68/0041000:0049000		
CHANGES FROM 2007-08 ADOPTED TO 2008-09 ADOPTED			
2007-08 ADOPTED:	\$23,279,909	A.P.	131.0
2008-09 ADOPTED:	\$22,912,526	A.P.	115.0
<p>A) The adopted budget decreases by (\$1,370,009) due to the downsizing of the Strategic Business Resources Division. This reduction includes nine authorized positions: an Administrative Technician, an IT Business Planner, an IT Business Systems Coordinator, an IT Quality Assurance Coordinator, and five IT Project Consultants.</p> <p>B) The adopted budget decreases by (\$245,651) due to the downsizing of the IT Finance/Contract staff. The reduction includes three authorized positions: an Administrative Assistant, a Senior Administrative Assistant, and an IT Business Systems Coordinator.</p> <p>C) The adopted budget decreases by (\$218,856) due to the elimination of an IT Communication Technician and contractual radio services. This position was vacant at the time of elimination, but would have provided regularly scheduled maintenance services to support radio services for Public Safety and other city departments.</p> <p>D) The adopted budget decreases by (\$177,774) due to the elimination of an IT Lead Programmer and project consulting services. This position was vacant at the time of elimination, but if filled, would have provided programming and analyst support for City Departments. Additionally, if this position had been filled it would have provided enhancements to existing systems, new interfaces, and additional staff support to eGov projects.</p> <p>E) The adopted budget decreases by (\$102,809) due to the elimination of an IT Tech Support position, and an IT PC Support Specialist. The IT Tech Support position provided computer server, email storage, and infrastructure services to City departments, as well as processing citizens' public information requests. The IT PC Support Specialist provided desktop and laptop support for City departments. The service impact of eliminating the PC Support position will be partially offset by contracting services for this purpose.</p> <p>G) The adopted budget increases by \$1,826,647 due to a one-time transfer to the IT Equipment Fund to assist in restoring the negative fund balance.</p> <p>H) The adopted budget increases by \$610,647 in transfers out for various technology projects.</p> <p>I) The adopted budget increases by \$193,548 due to the proposed re-instatement for vacation buyback option.</p> <p>J) The adopted budget increases by \$180,128 in other contractual.</p> <p>K) The adopted budget increases by \$193,548 due to the proposed re-instatement for vacation buyback option.</p> <p>L) The adopted budget increases by \$77,389 in IT leased equipment based on the department's plans for employee PC's/servers/peripherals.</p> <p>M) The adopted budget increases by \$73,698 in bad debt expenses.</p>			

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.			
FY2008-09 DEPARTMENTAL OBJECTIVES			
To provide radio and 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 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 first call resolution on 75% of help desk calls.			
DEPARTMENTAL MEASURES	ACTUAL 2006-07	ESTIMATED 2007-08	PROJECTED 2008-09
Applications and database on-line availability	>99%	>99%	>99%
Public Safety Trunked Voice Radio System availability	99%	99%	>99%
Customer satisfaction with equipment installation	84%	89%	89%
Good/Excellent customer satisfaction with desktop support	94%	95%	96%
Customer satisfaction for Cust Supp Ctr	95%	96%	96%
First Call Resolution Rate>=70%	68%	75%	75%

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09	Adopted Budget 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Center	Center Description								
	<u>ADMINISTRATION AND IT SECURITY</u>								
0041000	ADMINISTRATION	\$ 584,431	\$ 813,619	\$ 2,916,277	\$ 2,477,081	3.00	2.00	3.00	3.00
	Sub-Total	<u>\$ 584,431</u>	<u>\$ 813,619</u>	<u>\$ 2,916,277</u>	<u>\$ 2,477,081</u>	<u>3.00</u>	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>
	<u>IT SECURITY</u>								
0041100	IT SECURITY	\$ 563,725	\$ 1,384,934	\$ 1,393,132	\$ 1,412,104	5.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 563,725</u>	<u>\$ 1,384,934</u>	<u>\$ 1,393,132</u>	<u>\$ 1,412,104</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
	<u>INFRASTRUCTURE</u>								
0043010	PLATFORM TECHNOLOGIES	\$ 1,857,579	\$ 2,325,548	\$ 1,849,494	\$ 1,869,016	5.00	6.00	5.00	5.00
0043020	DATA CENTER OPERATIONS	1,865,570	2,470,054	2,430,935	2,473,350	12.00	16.00	14.00	14.00
	Sub-Total	<u>\$ 3,723,149</u>	<u>\$ 4,795,602</u>	<u>\$ 4,280,429</u>	<u>\$ 4,342,366</u>	<u>17.00</u>	<u>22.00</u>	<u>19.00</u>	<u>19.00</u>
	<u>FINANCE</u>								
0044000	FINANCE & CONTRACT ADMINISTRATION	\$ 773,060	\$ 924,398	\$ 658,500	\$ 704,667	11.00	13.00	10.00	10.00
	Sub-Total	<u>\$ 773,060</u>	<u>\$ 924,398</u>	<u>\$ 658,500</u>	<u>\$ 704,667</u>	<u>11.00</u>	<u>13.00</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 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09	Adopted Budget 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Center	Center Description								
0045000	STRATEGIC BUSINESS RESOURCES	\$ 3,194,978	\$ 4,039,262	\$ 1,426,594	\$ 1,498,685	17.00	18.00	12.00	12.00
0045010	MAINFRAME APPLICATIONS	835,167	776,283	806,166	829,026	6.00	7.00	6.00	6.00
0045020	DISTRIBUTED APPLICATIONS	1,012,486	1,178,324	1,459,986	1,506,488	11.00	11.00	14.00	14.00
0045050	GEOGRAPHIC INFORMATION SERVICES	826,808	1,000,798	690,603	705,831	9.00	9.00	5.00	5.00
	Sub-Total	<u>\$ 5,869,439</u>	<u>\$ 6,994,667</u>	<u>\$ 4,383,349</u>	<u>\$ 4,540,030</u>	<u>43.00</u>	<u>45.00</u>	<u>37.00</u>	<u>37.00</u>
	<u>COMMUNICATIONS</u>								
0046000	IT COMMUNICATIONS SERVICES GROUP	\$ 241,019	\$ 313,293	\$ 230,016	\$ 232,416	3.00	2.00	1.00	1.00
0046010	VOICE & DATA SERVICES	5,073,511	4,149,439	4,599,179	4,642,205	10.00	10.00	11.00	11.00
0046020	RADIO SERVICES	2,050,934	1,760,921	1,663,935	1,706,475	10.00	11.00	9.00	9.00
0046040	CAD SERVICES	741,457	692,994	1,190,209	1,206,014	4.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 8,106,921</u>	<u>\$ 6,916,647</u>	<u>\$ 7,683,339</u>	<u>\$ 7,787,110</u>	<u>27.00</u>	<u>27.00</u>	<u>25.00</u>	<u>25.00</u>
	<u>CUSTOMER SERVICE</u>								
0048000	CUSTOMER SUPPORT CENTER	\$ 520,771	\$ 520,843	\$ 517,069	\$ 541,996	7.00	8.00	7.00	7.00
0048001	DESKTOP SUPPORT	716,709	727,500	781,038	816,959	9.00	9.00	9.00	9.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09	Adopted Budget 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Center	Center Description								
	Sub-Total	\$ 1,237,480	\$ 1,248,343	\$ 1,298,107	\$ 1,358,955	16.00	17.00	16.00	16.00
	<u>DEPT OVERHEAD</u>								
0049000	DEPT OVERHEAD	\$ 159,557	\$ 201,699	\$ 289,090	\$ 290,213	0.00	0.00	0.00	0.00
	Sub-Total	\$ 159,557	\$ 201,699	\$ 289,090	\$ 290,213	0.00	0.00	0.00	0.00
	TOTAL	\$ 21,017,763	\$ 23,279,909	\$ 22,902,223	\$ 22,912,526	122.00	131.00	115.00	115.00

FORT WORTH



FUND STATEMENT

FUND:

ENGINEERING SERVICES FUND

The Engineering Services Fund is an Internal Service Fund that provides for comprehensive engineering design, project management, surveying, quality control testing, and construction inspection for water, street, storm drain, sidewalk and other infrastructure improvements. The Engineering Services Fund derives approximately 98 percent of its revenue from Capital Improvement Program (CIP) projects, primarily in the Transportation and Public Works and Water/Sewer Departments.

The Engineering Services Fund, operates based on a philosophy that focuses on the following: 1) operations driven by the balance of customer needs and revenue; 2) a staffing level driven by workload and customer needs; 3) the study and use of innovative private sector business concepts; 4) the combination of public and private resource opportunities; and 5) the provision of competitive and timely services.

The Engineering Service Fund consists of four strategically aligned service delivery groups (operational divisions). This structure allows the Engineering Service Fund to conduct operations in a manner similar to that of a successful private sector engineering consulting firm.

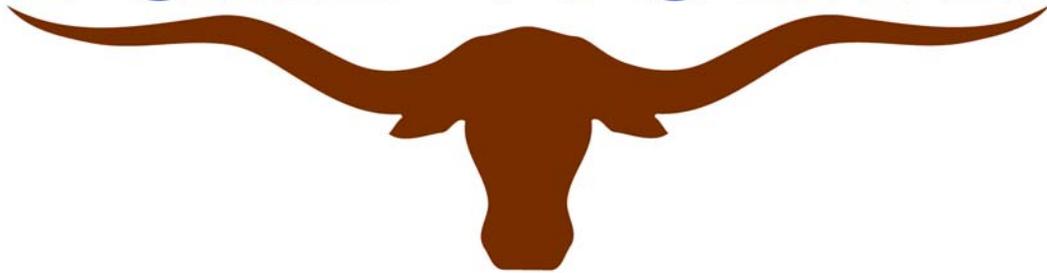
The Business Service Delivery Group is responsible for overall administrative operations, contract administration, network and technology services, and coordination of administrative and fiscal activities within each service delivery group.

The Construction Service Delivery Group provides for quality control of laboratory testing of construction materials and construction inspection services to ensure compliance with approved construction plans, specifications and contract documents. The Rights of Way/Easements is part of this group and is responsible for obtaining all necessary easements and rights-of-way for City of Fort Worth projects. Survey Services is also part of this group and is responsible for providing preliminary survey, construction staking, easement description services, as well as real property surveys for platting.

The Engineering Service Delivery Group consists of several sections that provide engineering services for a broad array of programs. These programs include street reconstruction (CIP); development plan review; water and sanitary sewer pipeline rehabilitation, replacement and extensions; and airport and park improvements. These programs may use in-house design teams or be contracted out to private consultants based on resource availability and response time required. The private utility coordination function is also provided through this service group and is available for use by other departments managing their own design processes. The Vault/Engineering Drawing Section within this service group is responsible for the preparation and maintenance of the City's water, sewer, and storm drainage maps.

The Staff Development Service Delivery Group is responsible for the Engineering Co-op Program, professional development, staff recruitment/retention and organizational and process review.

FORT WORTH



**COMPARISON OF ENGINEERING SERVICES FUND
EXPENDITURES**

	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	RE-ESTIMATE 2007-08	ADOPTED 2008-09
Engineering Administration	\$1,088,114	\$1,143,556	\$1,142,808	\$1,142,808	\$0
Inspection & Survey Section	5,576,587	5,918,132	6,762,936	6,762,936	0
Laboratory Section	544,057	587,026	655,135	655,135	0
Design Services	2,720,286	2,986,474	3,277,752	3,277,752	0
Mapping Services	952,100	1,088,486	1,056,897	1,056,897	0
Survey Section	1,224,129	1,241,176	1,540,703	1,540,703	0
Real Property	1,088,114	1,227,188	1,399,347	1,399,347	0
Staff Development	<u>408,043</u>	<u>402,473</u>	<u>454,709</u>	<u>454,709</u>	<u>0</u>
TOTAL	\$13,601,431	\$14,594,511	\$16,290,287	\$16,290,287	\$0

FORT WORTH



**COMPARISON OF ENGINEERING SERVICES FUND
REVENUES**

	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	RE-ESTIMATE 2007-08	ADOPTED 2008-09
Transfer from Water and Sewer Operating Fund	\$4,185	\$5,044	\$7,000	\$16,805	\$0
Transfer from Lake Worth Trust Fund	182,205	118,694	100,000	159,892	0
Parks & Community Services Capital Projects-GF	116,739	118,700	40,000	147,499	0
T/PW General Fund Programs	255,717	296,715	250,000	379,556	0
Environmental Services	87,232	39,773	0	6,060	0
Aviation Capital Projects	37,181	25,328	50,000	54,000	0
T/PW Capital Projects	3,923,929	3,919,833	7,951,278	4,668,752	0
Water Capital Projects	4,291,268	4,502,688	5,693,652	6,146,828	0
Wastewater Capital Projects	3,470,620	2,704,225	2,078,857	2,673,727	0
Receipts from Other Funds	173,102	176,023	179,000	179,000	0
Contract Street Maintenance	1,087,500	1,077,216	0	395,629	0
Surplus Management Fees	46,520	186,565	100,000	42,014	0
Gas Lease Admin Fees	42,000	87,000	100,000	100,000	0
Interest from Investment	86,344	39,419	15,000	15,380	0
Miscellaneous Revenues	<u>154,290</u>	<u>72,633</u>	<u>25,500</u>	<u>89,467</u>	<u>0</u>
TOTAL	\$13,958,833	\$13,369,856	\$16,590,287	\$15,074,609	\$0

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

ENGINEERING SERVICES FUND

FUND/CENTER

PI19/0301000:0307010

SUMMARY OF FUND RESPONSIBILITIES:

Effective Fiscal Year 2008-09, the Department of Engineering will now function as the Engineering Services Fund under the Transportation & Public Works Department.

Allocations	Actual 2006-07	Adopted 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Personal Services	\$ 11,594,355	\$ 13,211,314	\$ 12,023,975	\$ 0
Supplies	539,043	591,993	622,535	0
Contractual	2,085,362	2,413,980	2,202,818	0
Capital Outlay	375,752	373,000	461,000	0
Total Expenditures	\$ 14,594,512	\$ 16,590,287	\$ 15,310,328	\$ 0
Authorized Positions	179.75	186.75	164.00	0.00

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT ENGINEERING DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19	ENGINEERING SERVICES FUND	Actual Expenditures 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09	Adopted Budget 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Center	Center Description								
	<u>ENGINEERING ADMINIS- TRATION DIVISION</u>								
0301000	ADMINISTRATION	\$ 1,143,556	\$ 1,442,808	\$ 1,625,920	\$ 0	12.00	14.00	13.00	0.00
	Sub-Total	\$ 1,143,556	\$ 1,442,808	\$ 1,625,920	\$ 0	12.00	14.00	13.00	0.00
	<u>CONSTRUCTION DIVI- SION</u>								
0302010	INSPECTION & SURVEY SECTION	\$ 5,918,132	\$ 6,762,936	\$ 5,958,408	\$ 0	63.00	71.00	64.00	0.00
0302030	LABORATORY SECTION	587,026	655,135	659,834	0	9.00	9.00	9.00	0.00
	Sub-Total	\$ 6,505,158	\$ 7,418,071	\$ 6,618,242	\$ 0	72.00	80.00	73.00	0.00
	<u>ENGINEERING SER- VICES</u>								
0303020	DESIGN SERVICES	\$ 2,986,474	\$ 3,277,752	\$ 3,328,916	\$ 0	38.00	36.00	36.00	0.00
0303030	MAPPING SERVICES	1,088,486	1,056,897	870,873	0	16.75	14.75	11.00	0.00
	Sub-Total	\$ 4,074,961	\$ 4,334,649	\$ 4,199,789	\$ 0	54.75	50.75	47.00	0.00
	<u>SURVEY DIVISION</u>								
0305010	SURVEY SECTION	\$ 1,241,176	\$ 1,540,703	\$ 1,520,355	\$ 0	22.00	21.00	18.00	0.00
	Sub-Total	\$ 1,241,176	\$ 1,540,703	\$ 1,520,355	\$ 0	22.00	21.00	18.00	0.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT ENGINEERING DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19	ENGINEERING SERVICES FUND	Actual Expenditures 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09	Adopted Budget 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Center	Center Description								
0306010	<u>REAL PROPERTY</u> REAL PROPERTY SER- VICES	\$ 1,227,188	\$ 1,399,347	\$ 760,299	\$ 0	15.00	16.00	8.00	0.00
	Sub-Total	<u>\$ 1,227,188</u>	<u>\$ 1,399,347</u>	<u>\$ 760,299</u>	<u>\$ 0</u>	<u>15.00</u>	<u>16.00</u>	<u>8.00</u>	<u>0.00</u>
0307010	<u>STAFF DEVELOPMENT</u> STAFF DEVELOPMENT	\$ 402,473	\$ 454,709	\$ 585,723	\$ 0	4.00	5.00	5.00	0.00
	Sub-Total	<u>\$ 402,473</u>	<u>\$ 454,709</u>	<u>\$ 585,723</u>	<u>\$ 0</u>	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>	<u>0.00</u>
	TOTAL	\$ 14,594,512	\$ 16,590,287	\$ 15,310,328	\$ 0	179.75	186.75	164.00	0.00

ENGINEERING SERVICES FUND BUDGET SUMMARY
FISCAL YEAR
2008-09

REVENUES:

Interest on Investments	\$15,000
Salvage Sales	1,000
Transfer from Water and Sewer Operating Fund	7,000
Parks & Community Services Gen Fund	154,000
T/PW General Fund Programs	107,000
Aviation Capital Projects	35,000
T/PW Capital Projects	4,892,515
Water Capital Projects	3,202,373
Wastewater Capital Projects	6,730,440
Receipts from Other Funds	10,000
Plan Returns	5,000
Miscellaneous Revenues	<u>1,000</u>
TOTAL REVENUE	\$15,160,328

OTHER FINANCING SOURCES:

Change in Net Assets	<u>(\$3,335,562)</u>
TOTAL REVENUE AND OTHER FINANCING RESOURCES	\$11,824,766

EXPENDITURES:

Personal Services	\$9,041,760
Supplies	468,600
Contractual Services	<u>1,853,406</u>
TOTAL RECURRING EXPENSES	\$11,363,766

DEBT SERVICE AND CAPITAL OUTLAY:

Capital Outlay	\$461,000
Debt Service	<u>0</u>
TOTAL DEBT SERVICE AND CAPITAL OUTLAY	\$461,000
TOTAL EXPENDITURES	\$11,824,766

FORT WORTH



**PROJECTED
FY2008-09 CASH FLOW
ENGINEERING SERVICES FUND**

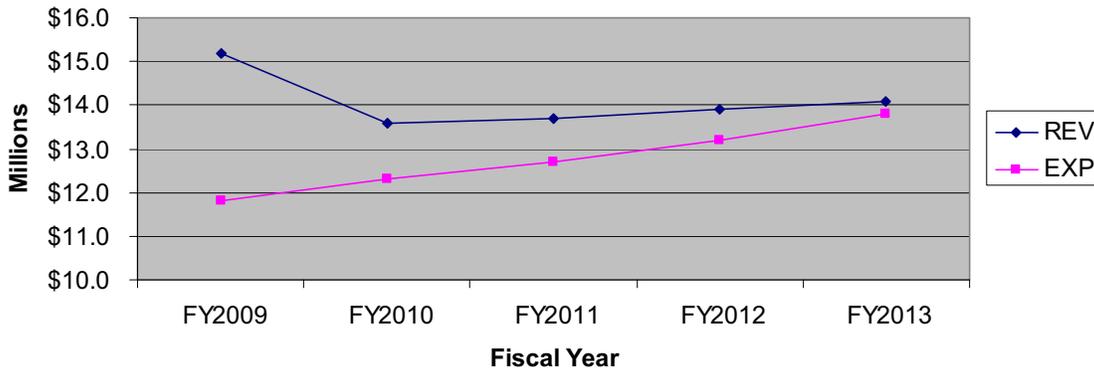
Cash Balance as of 9/30/08 *	\$1,070,129
Plus: Projected Revenues	\$15,160,328
Less: Projected Expenditures	(\$11,824,766)
Estimated Available Cash as of 9/30/09	\$4,405,691

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

**ENGINEERING SERVICES FUND FIVE YEAR FORECAST
FISCAL YEAR 2009 THROUGH 2013**

	FY2008-09 Adopted	FY2009-10 Projected	FY2010-11 Projected	FY2011-12 Projected	FY2012-13 Projected
Beginning Cash Balance	\$1,070,129	\$4,405,691	\$5,717,043	\$6,728,526	\$7,412,946
<u>Revenues*</u>					
Interest	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
PACS General Fund	\$154,000	\$158,620	\$163,379	\$168,280	\$173,328
Lake Worth Fund	\$0	\$0	\$0	\$0	\$0
FM TPW General Fund	\$107,000	\$110,210	\$113,516	\$116,922	\$120,429
Contract Street Maintenance	\$0	\$0	\$0	\$0	\$0
FM TPW Capital Projects	\$4,892,515	\$5,039,290	\$5,190,469	\$5,346,183	\$5,506,569
FM Water Capital Projects	\$3,202,373	\$2,638,755	\$2,638,755	\$2,638,755	\$2,638,755
FM Wastewater Cap Projects	\$6,730,440	\$5,545,882	\$5,545,882	\$5,545,882	\$5,545,882
Other Revenue	\$59,000	\$60,770	\$62,593	\$64,471	\$66,405
Total Revenue	\$15,160,328	\$13,568,527	\$13,729,594	\$13,895,493	\$14,066,369
Total Resources	\$16,230,457	\$17,974,218	\$19,446,637	\$20,624,019	\$21,479,314
<u>Expenditures</u>					
Personnel Services	\$9,041,760	\$9,404,509	\$9,793,695	\$10,212,755	\$10,665,679
Supplies	\$468,600	\$482,658	\$497,138	\$512,052	\$527,413
Contractual	\$1,853,406	\$1,909,008	\$1,966,278	\$2,025,267	\$2,086,025
Capital	\$461,000	\$461,000	\$461,000	\$461,000	\$461,000
Debt Service	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$11,824,766	\$12,257,175	\$12,718,111	\$13,211,073	\$13,740,117
 Projected Variance	 \$3,335,562	 \$1,311,352	 \$1,011,483	 \$684,420	 \$326,252
 Projected Cash Balance	 \$4,405,691	 \$5,717,043	 \$6,728,526	 \$7,412,946	 \$7,739,197
Reserve Requirement	\$2,364,953	\$2,451,435	\$2,543,622	\$2,642,215	\$2,748,023
Excess/(Deficit)	\$2,040,737	\$3,265,608	\$4,184,904	\$4,770,731	\$4,991,174

**ENGINEERING SERVICES FUND
PROJECTED REVENUES AND EXPENDITURES**

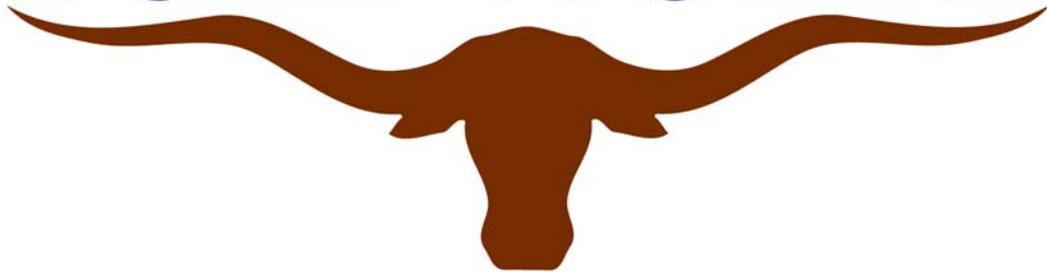


* This model does **not** reflect any rate increases for the next five years.

**COMPARISON OF ENGINEERING SERVICES FUND
EXPENDITURES**

	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	RE-ESTIMATE 2007-08	ADOPTED 2008-09
Business Services	\$0	\$0	\$0	\$0	\$653,885
Staff Development	0	0	0	0	487,167
Project Services	0	0	0	0	0
Survey Services	0	0	0	0	1,486,446
Real Property	0	0	0	0	743,857
Construction Inspection	0	0	0	0	5,780,529
Lab Services	0	0	0	0	613,988
Program Management	0	0	0	0	927,704
New Development Review	0	0	0	0	759,675
Mapping Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>371,515</u>
TOTAL	\$0	\$0	\$0	\$0	\$11,824,766

FORT WORTH



**COMPARISON OF ENGINEERING SERVICES FUND
REVENUES**

	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	RE-ESTIMATE 2007-08	ADOPTED 2008-09
Transfer from Water and Sewer Operating Fund	\$0	\$0	\$0	\$0	\$7,000
Parks & Community Services Capital Projects-GF	0	0	0	0	154,000
T/PW General Fund Programs	0	0	0	0	107,000
Aviation Capital Projects	0	0	0	0	35,000
T/PW Capital Projects	0	0	0	0	4,892,515
Water Capital Projects	0	0	0	0	3,202,373
Wastewater Capital Projects	0	0	0	0	6,730,440
Receipts from Other Funds	0	0	0	0	10,000
Surplus Management Fees	0	0	0	0	1,000
Interest from Investment	0	0	0	0	15,000
Miscellaneous Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,000</u>
TOTAL	\$0	\$0	\$0	\$0	\$15,160,328

FORT WORTH



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

ENGINEERING SERVICES FUND

PI19/0209900:0209909

SUMMARY OF FUND RESPONSIBILITIES:

The Engineering Services Fund is responsible for providing engineering design, project management, surveying quality control, material testing and construction inspection services for most water, sewer, storm drain, sidewalk and other infrastructure improvement projects.

The Business Service Delivery Group is responsible for overall administrative operations, contract administration, network and technology services, and coordination of fiscal activities within each service delivery group.

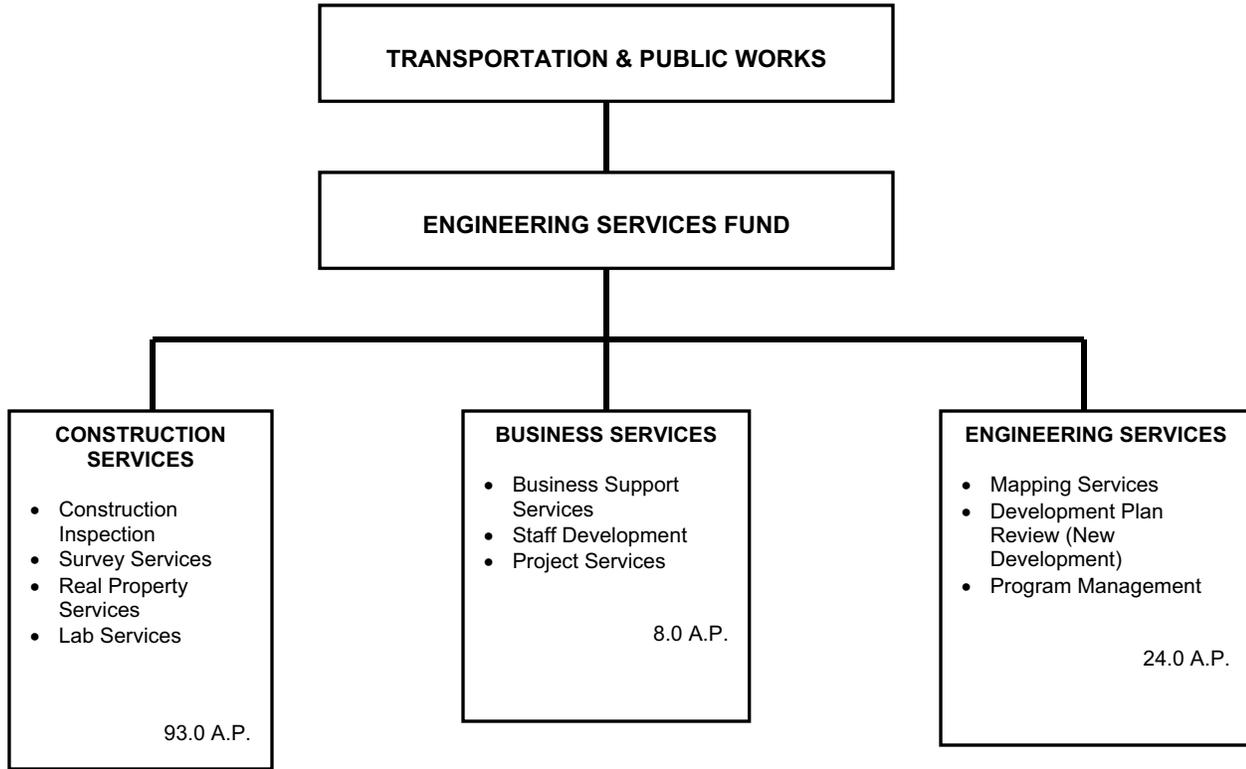
The Construction Service Delivery group provides for quality control and construction inspection services for most City projects to ensure compliance with approved plans, specifications and contract documents. Rights-of -Way/ Easements is responsible for obtaining all necessary easements and rights-of-way for City of Fort Worth projects. Surveying Services provides preliminary survey and design, construction staking and easement description services as well as property surveys for platting. Lab Services provides quality control of laboratory testing of construction materials.

The Engineering Service Delivery group consists of several sections that provide engineering services for a broad array of programs. These programs include street reconstruction (CIP), development plan review, water and sanitary sewer pipeline rehabilitation, replacement and extensions and airport and park improvements. The private utility coordination function is also provided through this service group and is available for use by other departments managing their own design processes. The Vault/Engineering Drawing Section within this service group is responsible for the preparation and maintenance of the City's water, sewer, and storm drainage maps.

The Staff Development Service Delivery Group is responsible for the Engineering Co-op Program, professional development, staff recruitment/retention and organizational and process review.

Allocations	Actual 2006-07	Adopted 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Personal Services	\$ 0	\$ 0	\$ 0	\$ 9,041,760
Supplies	0	0	0	468,600
Contractual	0	0	0	1,853,406
Capital Outlay	0	0	0	461,000
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 11,824,766
Authorized Positions	0.00	0.00	0.00	125.00

ENGINEERING SERVICES FUND – 125.00 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:		FUND/CENTER	
ENGINEERING SERVICES FUND		PI19/0209900:0209909	
CHANGES FROM 2007-08 ADOPTED TO 2008-09 ADOPTED			
2007-08 ADOPTED:	\$16,590,287	A.P.	186.75
2008-09 ADOPTED:	\$11,824,766	A.P.	125.00
<p>A) The adopted budget decreases by (\$3,482,562) for the transfer of 125 employees and associated costs to the Transportation & Public Works Department, 25 employees to the Water & Sewer Fund and 7 employees to the City Manager's Office.</p> <p>B) The adopted budget decreases by (\$660,522) for the reduction of 7 employees based on the merger of the Transportation & Public Works and Engineering Departments.</p> <p>C) The adopted budget decreases by (\$589,819) for the transfer of surplus property and leasing functions to the Economic & Community Development Department. The transfer includes seven authorized positions and associated costs.</p> <p>D) The adopted budget decreases by (\$209,689) for the reduction of three Construction Inspector position as a result of the program prioritization process.</p> <p>E) The adopted budget decreases by (\$192,492) for the reduction of two Survey Technicians and one Senior Survey Technician as a result of the program prioritization process.</p> <p>F) The adopted budget decreases by (\$168,569) for the transfer of the gas lease management functions to the Planning & Development Department. The transfer includes two authorized positions.</p> <p>G) The adopted budget decreases by (\$483,919) for the contribution to retirement based on the merger with TPW, the program prioritization process and the transfer of employees to the Water and City Manager's Office.</p> <p>H) The adopted budget increases by \$416,000 for the purchase of vehicles to replace aging vehicle infrastructure.</p> <p>I) The adopted budget decreases by (\$275,000) for the reduction of project related overtime as a result of the program prioritization process.</p> <p>J) The adopted budget decreases by (\$179,938) for group health insurance based on the merger with TPW and the program prioritization process and the transfer of employees to the Water and City Manager's office.</p> <p>K) The adopted budget decreases by (\$178,750) for the reduction of the Construction Inspection Certification Program as a result of the program prioritization process.</p> <p>L) The adopted budget increases by \$103,400 for motor vehicle fuel based on current expenditures.</p> <p>M) The adopted budget decreases by (\$38,457) for worker's compensation based on cost projections prepared by the Human Resources Department.</p>			

FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT:
TRANSPORTATION & PUBLIC WORKS, ENGINEERING SERVICES FUND
DEPARTMENT PURPOSE

To provide comprehensive project management, design, survey, quality control testing, construction inspection and mapping services for street, water, storm drain and other infrastructure improvements

FY2008-09 DEPARTMENTAL OBJECTIVES

To complete all capital projects managed by the Engineering Services Fund within agreed-upon scope, schedule and budget

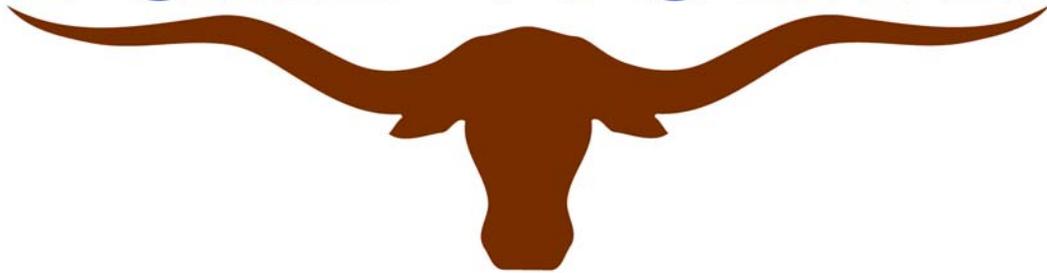
To complete the initial review of developer projects within 14 calendar days or less for 95% of the projects submitted

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 of on-site inspection per project per day

DEPARTMENTAL MEASURES	ACTUAL 2006-07	ESTIMATED 2007-08	PROJECTED 2008-09
Percent of capital projects completed within agreed upon schedule/budget	N/A	N/A	100%
Infrastructure plan reviews completed within period	95%	95%	95%
Response to citizen construction related calls within 1 hour	100%	100%	100%
Average hours of on-site inspection	N/A	1.3	2.0

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT TRANSPORTATION & PUBLIC WKS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19 ENGINEERING SERVICES FUND		Actual Expenditures 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09	Adopted Budget 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Center	Center Description								
	<u>ENGINEERING BUSINESS SERVICES</u>								
0209900	ENGINEERING BUSINESS SERVICES	\$ 0	\$ 0	\$ 0	\$ 653,885	0.00	0.00	0.00	5.00
0209901	STAFF DEVELOPMENT	0	0	0	487,167	0.00	0.00	0.00	4.00
0209903	SURVEY SERVICES	0	0	0	1,486,446	0.00	0.00	0.00	18.00
0209904	REAL PROPERTY	0	0	0	743,857	0.00	0.00	0.00	6.00
0209905	CONSTRUCTION INSPECTION	0	0	0	5,780,529	0.00	0.00	0.00	60.00
0209906	LAB SERVICES	0	0	0	613,988	0.00	0.00	0.00	9.00
0209907	PROGRAM MANAGEMENT	0	0	0	927,704	0.00	0.00	0.00	11.00
0209908	NEW DEVEL REVIEW	0	0	0	759,675	0.00	0.00	0.00	8.00
0209909	MAPPING SERVICES	0	0	0	371,515	0.00	0.00	0.00	4.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 11,824,766</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>125.00</u>
	TOTAL	\$ 0	\$ 0	\$ 0	\$ 11,824,766	0.00	0.00	0.00	125.00

FORT WORTH



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. Prior to 1990, these three Divisions operated as three independent City entities. To achieve efficiency and cost-effectiveness, the Print Shop and Graphics were merged in 1990, and the Mailroom was added in 1992. Currently, the Office Services Fund is the City's in-house Reprographics Department, managed by a single coordinator, which offers a "one-stop shop" for reprographic services for all City departments.

The Print Shop accommodates small and medium-size print jobs that are needed quickly. Most jobs completed by the Print Shop involve City forms, letterhead, envelopes, newsletters, and brochures for each department. The Print Shop also offers binding services, fabricates identification cards for City employees, provides high-speed copying, creates blue line reproductions, and completes spot-color work. However, all "four-color" process work is contracted to outside firms. Since FY2003-04, the Print Shop has produced both banners and street signs on a limited basis for City Departments. This function moved to the Print Shop upon the closing of the City Store.

In addition, the Print Shop 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. When "four-color" work is created for outside printing, the artist writes print specifications for the bid, delivers the job on disk or as camera-ready art, and acts as a liaison between the printer and departmental users.

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.

Studies have been conducted to determine if it would be more cost-effective and efficient for the City to eliminate the in-house Reprographics Department and send all work to outside vendors. These studies concluded that the in-house operation is more cost-effective and efficient because Office Services' prices are competitive or below market rates, and the turnaround time is shorter. In addition, the in-house shop employees recognize the sensitivity of City jobs, such as Mayor and Council Communications and the proposed and adopted budgets. These documents contain information that should be confidential until printed and distributed to the City Council.

FORT WORTH



**OFFICE SERVICES FUND BUDGET SUMMARY
FISCAL YEAR
2008-09**

REVENUES:

Gain/Loss On Assets	\$3,500
Postage	164,816
Office Copy Charges	924,416
Received From Others	24,353
Fax Revenue-Office Services	105
Mail and Messenger	41,076
Miscellaneous Revenue	178,806
Sale of Business Cards	35,144
Translation Services	1,050
Invoice Entry	29,547
Printing	50,735
Labor - Inter-Departmental Billing	353,078
Rush - Inter-Departmental Billing	5,198
Supplies - Inter-Departmental Billing	465,078
Customer Alteration	520
Errands	630
Kodak Printing	<u>280,169</u>

TOTAL REVENUE \$2,558,221

OTHER FINANCING SOURCES:

Use/(Source) of Fund Balance	<u>(\$3,202)</u>
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TOTAL REVENUE AND OTHER FINANCING RESOURCES \$2,555,019

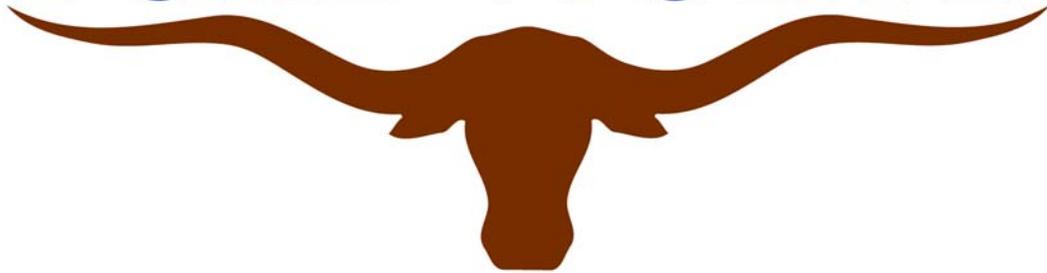
EXPENDITURES:

Personal Services	\$1,084,080
Supplies	315,886
Contractual Services	<u>1,155,053</u>

TOTAL RECURRING EXPENSES \$2,555,019

TOTAL EXPENDITURES \$2,555,019

FORT WORTH



**PROJECTED
2008-09 CASH FLOW
OFFICE SERVICES FUND**

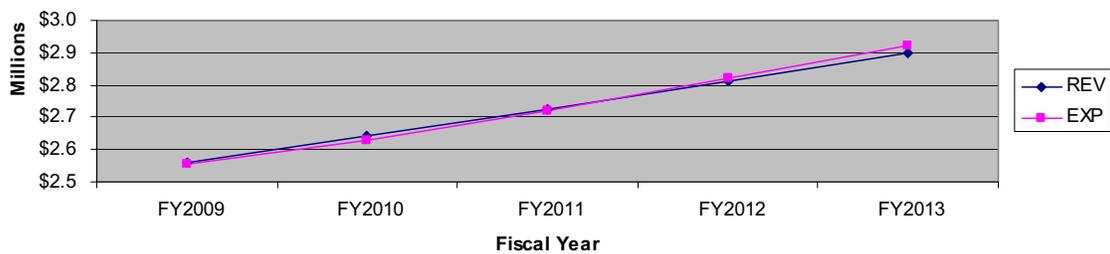
Cash Balance as of 9/30/08 *	(325,504)
Plus: Projected Revenues	\$2,558,221
Less: Projected Expenditures	(\$2,555,019)
Estimated Available Cash as of 9/30/09	(\$322,302)

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

**OFFICE SERVICES FUND FIVE YEAR FORECAST
FISCAL YEAR 2009 THROUGH 2013**

	FY2008-09 Adopted	FY2009-10 Projected	FY2010-11 Projected	FY2011-12 Projected	FY2012-13 Projected
Beginning Cash Balance	(\$325,504)	(\$322,302)	(\$310,000)	(\$306,482)	(\$314,280)
Revenues*					
Interest	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
IDB Revenue	\$823,354	\$849,701	\$876,892	\$904,952	\$933,911
Reprographics Services	\$1,542,198	\$1,591,548	\$1,642,478	\$1,695,037	\$1,749,278
Other Revenue	\$189,169	\$195,222	\$201,470	\$207,917	\$214,570
Total Revenue	\$2,558,221	\$2,639,972	\$2,724,339	\$2,811,406	\$2,901,259
Total Resources	\$2,232,717	\$2,317,670	\$2,414,340	\$2,504,924	\$2,586,979
Expenditures					
Personnel Services	\$1,084,080	\$1,112,603	\$1,160,303	\$1,211,869	\$1,267,831
Supplies	\$315,886	\$325,363	\$335,123	\$345,177	\$355,532
Contractual	\$1,155,053	\$1,189,705	\$1,225,396	\$1,262,158	\$1,300,022
Capital	\$0	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$2,555,019	\$2,627,670	\$2,720,822	\$2,819,204	\$2,923,385
Projected Variance	\$3,202	\$12,302	\$3,517	(\$7,798)	(\$22,126)
Projected Cash Balance	(\$322,302)	(\$310,000)	(\$306,482)	(\$314,280)	(\$336,406)
Reserve Requirement	\$511,004	\$525,534	\$544,164	\$563,841	\$584,677
Excess/(Deficit)	(\$833,306)	(\$835,534)	(\$850,647)	(\$878,121)	(\$921,083)

**OFFICE SERVICES FUND
PROJECTED REVENUES AND EXPENDITURES**



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

**COMPARISON OF OFFICE SERVICES FUND
EXPENDITURES**

	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	RE-ESTIMATE 2007-08	ADOPTED 2008-09
Print Shop	\$1,464,159	\$1,766,748	\$1,843,297	\$1,837,105	\$1,858,726
Graphics	209,829	244,748	253,914	253,061	263,975
Mailroom	<u>322,557</u>	<u>406,290</u>	<u>423,289</u>	<u>421,867</u>	<u>432,318</u>
TOTAL	\$1,996,545	\$2,417,786	\$2,520,500	\$2,512,033	\$2,555,019

FORT WORTH



**COMPARISON OF OFFICE SERVICES FUND
REVENUES**

	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	RE-ESTIMATE 2007-08	ADOPTED 2008-09
Interest On Investments	\$4,289	\$3,696	\$11,700	\$5,145	\$3,500
Unrealized Gain	1,383	0	4,500	0	0
Postage	147,342	152,868	156,968	172,335	164,816
Office Copy Charges	813,253	906,706	957,261	974,276	924,416
Received from Others-Taxable	23,706	13,815	23,193	21,585	24,353
Fax Revenue-Office Service	0	0	100	0	105
Mail And Messenger Service	31,470	36,645	39,120	40,329	41,076
Misc Revenue	151,585	161,568	167,434	161,047	178,806
Business Cards	32,393	32,237	35,144	31,741	35,144
Translation Services	0	0	1,000	0	1,050
Customer Alterations	5	523	495	0	520
Invoice Entry	21,093	21,055	29,405	24,754	29,547
Printing	4,272	11,207	48,319	36,216	50,735
Labor - IDB Revenue	270,709	285,793	333,408	270,911	353,078
Rush - IDB Revenue	1,852	2,964	4,950	1,850	5,198
Supplies - IDB Revenue	301,765	401,587	440,075	430,295	465,078
Errands	269	3,072	600	0	630
Printing Kodak	<u>221,789</u>	<u>234,611</u>	<u>266,828</u>	<u>249,867</u>	<u>280,169</u>
TOTAL	\$2,027,175	\$2,268,347	\$2,520,500	\$2,420,351	\$2,558,221

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

NON-DEPARTMENTAL - REPROGRAPHICS

FUND/CENTER

PI60/0901310:0901330

SUMMARY OF FUND RESPONSIBILITIES:

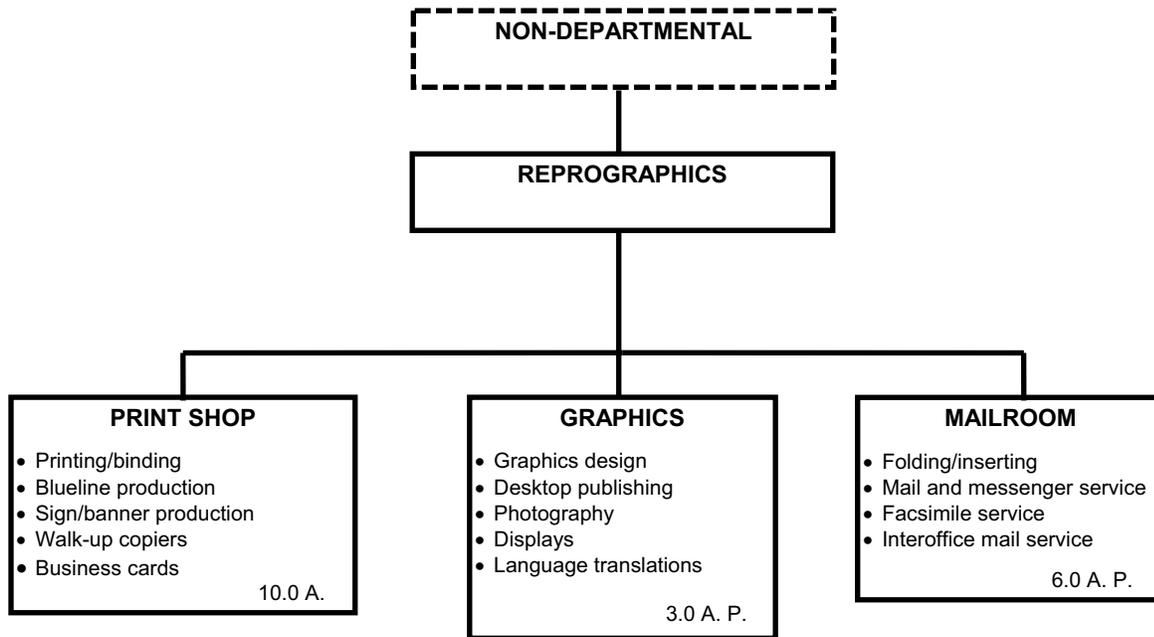
The Office Services Fund consists of three divisions: Print Shop, Graphics, and Mailroom. The Print Shop is responsible for typesetting, printing, binding, engineering copy production, small scale sign and banner production, and walk-up copier service.

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 2006-07	Adopted 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Personal Services	\$ 872,590	\$ 1,029,258	\$ 1,029,017	\$ 1,084,080
Supplies	323,366	331,936	315,886	315,886
Contractual	1,221,830	1,159,306	1,180,053	1,155,053
Capital Outlay	0	0	0	0
Total Expenditures	\$ 2,417,786	\$ 2,520,500	\$ 2,524,956	\$ 2,555,019
Authorized Positions	19.00	19.00	19.00	19.00

OFFICE SERVICES FUND - 19.0 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:		FUND/CENTER	
NON-DEPARTMENTAL - REPROGRAPHICS		PI60/0901310:0901330	
CHANGES FROM 2007-08 ADOPTED TO 2008-09 ADOPTED			
2007-08 ADOPTED:	\$2,520,500	A.P.	19.0
2008-09 ADOPTED:	\$2,555,019	A.P.	19.0
<p>A) The adopted budget decreased by \$25,000 for savings associated with a new copier contract for walk-up copiers that are used by departments throughout the City.</p> <p>B) The adopted budget increases by \$24,000 in other contractual for a new Engineering Copier.</p> <p>C) The adopted budget increases by \$21,798 due to the final implementation of the FY2008-09 Compensation Plan.</p> <p>D) The adopted budget decreases by (\$15,000) 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 cutting back in overall reprographic expenditures.</p>			

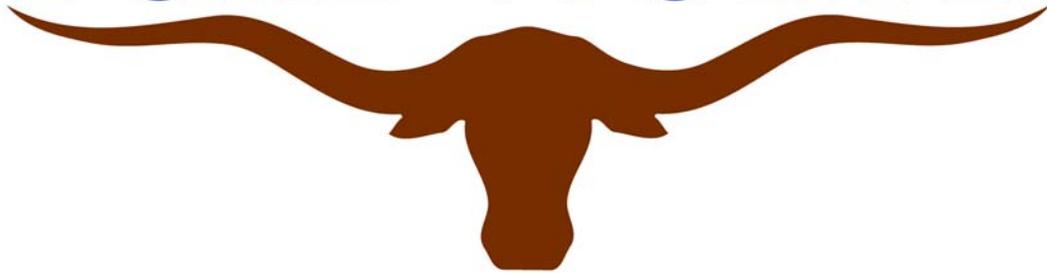
FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT:			
OFFICE SERVICES FUND			
DEPARTMENT PURPOSE			
<p>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.</p>			
FY2008-09 DEPARTMENTAL OBJECTIVES			
<p>To attain excellent customer satisfaction ratings in Print Shop and Graphics turnaround</p> <p>To attain excellent customer satisfaction ratings in Reprographics' overall service</p> <p>To save City dollars on in-house printing versus outsourcing to private industry</p> <p>To save City dollars by sending mail to presort company</p> <p>To meet or exceed the in-house national average of \$65,000 per employee revenue to ensure proper staffing levels and equipment usage</p>			
DEPARTMENTAL MEASURES	ACTUAL 2006-07	ESTIMATED 2007-08	PROJECTED 2008-09
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 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09	Adopted Budget 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Center	Center Description								
	<u>PUBLIC INFORMATION</u>								
0901310	PRINT SHOP	\$ 1,766,748	\$ 1,843,297	\$ 1,854,663	\$ 1,858,726	10.00	10.00	10.00	10.00
0901320	GRAPHICS	244,748	253,914	254,441	263,975	3.00	3.00	3.00	3.00
0901330	MAILROOM	406,290	423,289	415,852	432,318	6.00	6.00	6.00	6.00
	Sub-Total	<u>\$ 2,417,786</u>	<u>\$ 2,520,500</u>	<u>\$ 2,524,956</u>	<u>\$ 2,555,019</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>
	TOTAL	\$ 2,417,786	\$ 2,520,500	\$ 2,524,956	\$ 2,555,019	19.00	19.00	19.00	19.00

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, on average, 75 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
FISCAL YEAR
2008-09**

REVENUES:

Labor Charges	<u>\$1,834,470</u>
TOTAL REVENUE	\$1,834,470
Use/(Source) of Fund Balance	\$50,492
TOTAL REVENUE AND OTHER FINANCING SOURCES	\$1,884,962

EXPENDITURES:

Personal Services	\$1,857,386
Supplies	800
Contractual Services	<u>26,776</u>
TOTAL EXPENDITURES	\$1,884,962

FORT WORTH



**PROJECTED
2007-08 CASH FLOW
TEMPORARY LABOR FUND**

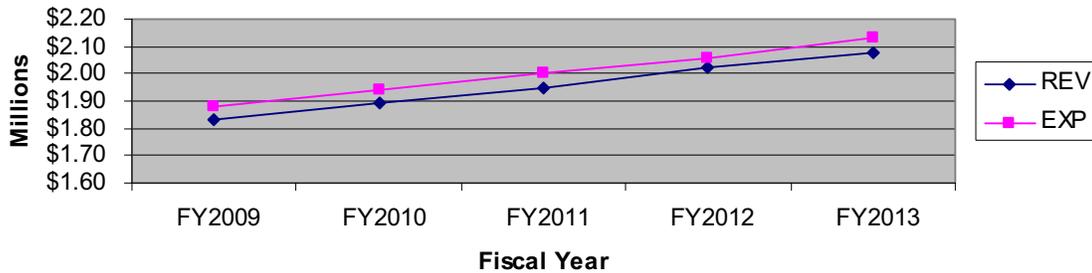
Cash Balance as of 9/30/08 *	\$445,622
Plus: Projected Revenues	\$1,834,470
Less: Projected Expenditures	(\$1,884,962)
Estimated Available Cash as of 9/30/09	\$395,130

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

**TEMPORARY LABOR FUND FIVE YEAR FORECAST
FISCAL YEAR 2009 THROUGH 2013**

	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13
	Adopted	Projected	Projected	Projected	Projected
Balance	\$445,622	\$395,130	\$345,618	\$297,033	\$249,290
Revenues*					
Temp Services Charges	\$1,671,166	\$1,724,643	\$1,779,832	\$1,836,787	\$1,895,564
Temp Services Revenue	\$163,304	\$168,530	\$173,923	\$179,488	\$185,232
Other Revenue	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$1,834,470	\$1,893,173	\$1,953,755	\$2,016,275	\$2,080,796
Total Resources	\$2,280,092	\$2,288,303	\$2,299,373	\$2,313,308	\$2,330,086
Expenditures					
Personnel Services	\$1,857,386	\$1,914,282	\$1,973,084	\$2,033,884	\$2,096,782
Supplies	\$800	\$824	\$849	\$874	\$900
Contractual	\$26,776	\$27,579	\$28,407	\$29,259	\$30,137
Capital	\$0	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$1,884,962	\$1,942,685	\$2,002,340	\$2,064,017	\$2,127,819
Projected Variance	(\$50,492)	(\$49,512)	(\$48,585)	(\$47,743)	(\$47,023)
Projected Cash Balance	\$395,130	\$345,618	\$297,033	\$249,290	\$202,267
Reserve Requirement	\$376,992	\$388,537	\$400,468	\$412,803	\$425,564
Excess/(Deficit)	\$18,138	(\$42,919)	(\$103,435)	(\$163,513)	(\$223,297)

**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 2005-06	ACTUAL 2006-07	BUDGET 2007-08	RE-ESTIMATE 2007-08	ADOPTED 2008-09
Temporary Labor Services	<u>\$1,873,594</u>	<u>\$1,891,179</u>	<u>\$1,815,269</u>	<u>\$1,277,174</u>	<u>\$1,884,962</u>
Total	\$1,873,594	\$1,891,179	\$1,815,269	\$1,277,174	\$1,884,962

FORT WORTH



**COMPARISON OF TEMPORARY LABOR FUND
REVENUES**

	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	RE-ESTIMATE 2007-08	ADOPTED 2008-09
Labor Charges	\$1,573,116	\$1,716,040	\$1,815,584	\$1,246,960	\$1,671,166
Labor Overhead	<u>323,274</u>	<u>338,038</u>	<u>0</u>	<u>253,479</u>	<u>163,304</u>
TOTAL	\$1,896,390	\$2,054,078	\$1,815,584	\$1,500,439	\$1,834,470

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

TEMPORARY LABOR FUND

FUND/CENTER

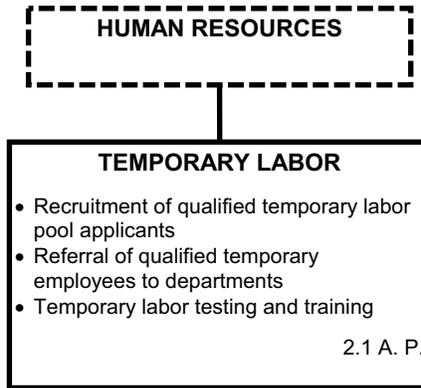
PI17/0140000

SUMMARY OF FUND RESPONSIBILITIES:

The Temporary Labor Fund, with oversight by the Human Resources Department, provides temporary employees to meet the city's short-term labor needs. The Temporary Labor staff maintains 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 2006-07	Adopted 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Personal Services	\$ 1,871,924	\$ 1,787,858	\$ 1,807,421	\$ 1,857,386
Supplies	370	800	800	800
Contractual	18,885	26,611	26,776	26,776
Capital Outlay	0	0	0	0
Total Expenditures	\$ 1,891,179	\$ 1,815,269	\$ 1,834,997	\$ 1,884,962
Authorized Positions	2.00	2.00	2.10	2.10

TEMPORARY LABOR FUND- 2.1 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:		FUND/CENTER	
TEMPORARY LABOR FUND		PI17/0140000	
CHANGES FROM 2007-08 ADOPTED TO 2008-09 ADOPTED			
2007-08 ADOPTED:	\$1,815,269	A.P.	2.0
2008-09 ADOPTED:	\$1,884,962	A.P.	2.1
<p>A) The adopted budget increases by \$11,724 for the transfer of 0.10 Human Resources position from the General Fund to the Temporary Labor Fund. The transfer was made to adequately charge staff time allocated in performing activities related to the operation and management of the Temporary Labor Fund.</p> <p>B) The adopted budget increases by \$50,151 due to the pay increases for scheduled temporaries.</p>			

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.

FY2008-09 DEPARTMENTAL OBJECTIVES

To continue to provide temporary employees to meet department's short-term labor needs at a cost below the cost to obtain 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 2006-07	ESTIMATED 2007-08	PROJECTED 2008-09
Percent of Temporary Labor Fund costs 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%	45%

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI17	TEMPORARY LABOR FUND	Actual Expenditures 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09	Adopted Budget 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Adopted Budget 2008-09
Center	Center Description								
0140000	<u>HUMAN RESOURCES</u>								
	HUMAN RESOURCES	\$ 1,891,179	\$ 1,815,269	\$ 1,834,997	\$ 1,884,962	2.00	2.00	2.10	2.10
	Sub-Total	<u>\$ 1,891,179</u>	<u>\$ 1,815,269</u>	<u>\$ 1,834,997</u>	<u>\$ 1,884,962</u>	<u>2.00</u>	<u>2.00</u>	<u>2.10</u>	<u>2.10</u>
	TOTAL	\$ 1,891,179	\$ 1,815,269	\$ 1,834,997	\$ 1,884,962	2.00	2.00	2.10	2.10

FORT WORTH

