

FUND STATEMENT**FUND:****INTERNAL SERVICE FUNDS**

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

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

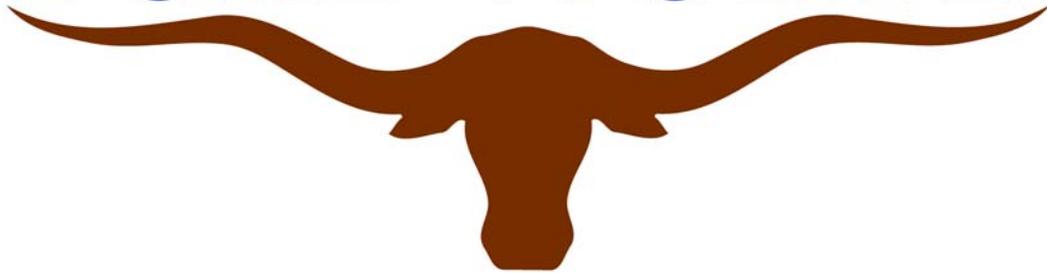
The Information Systems Fund supports all operations of the City's Information Technology (IT) Solutions Department. The IT Solutions Department manages all city information services, including technical support, electronic systems development and telecommunications.

The 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 mail-room, copy machine, print shop, and graphics services used by all city departments.

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

FORT WORTH



FUND STATEMENT

FUND:

EQUIPMENT SERVICES FUND

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

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

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

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

As part of that strategy, ESD privatized its parts inventory system at the end of FY2002. This FY2011 budget contains the continuation of that program.

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

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

Upon approval by City Council in August 2009, the Equipment Services Department began a Competitiveness Study to evaluate current operations as they relate to the fleet maintenance market. The Competitiveness Study has been completed and the Managed Competition process is underway. Through the Managed Competition process, the Equipment Services Department bid on the RFP and was chosen as the continued fleet maintenance service provider. Due to timing constraints, any budget structure changes will be implemented after the FY2011 budget adoption through midyear adjustments.

FORT WORTH



**EQUIPMENT SERVICES FUND BUDGET SUMMARY
FY2011**

REVENUES:

Equipment Maintenance Labor Costs	\$8,149,664
Fuel Costs and Overhead	8,080,210
Repair and Maintenance Parts	5,468,003
ESD Administrative Charge	2,027,400
Outside Repair and Maintenance	990,000
Other Charges	<u>303,773</u>

TOTAL REVENUE \$25,019,050

OTHER FINANCING SOURCES:

	<u>\$0</u>
Use/(Source) of Fund Balance	

TOTAL REVENUE AND OTHER FINANCING SOURCES \$25,019,050

EXPENDITURES:

Personal Services	\$8,406,607
Supplies	12,892,671
Contractual Services	<u>3,414,472</u>

TOTAL RECURRING EXPENSES \$24,713,750

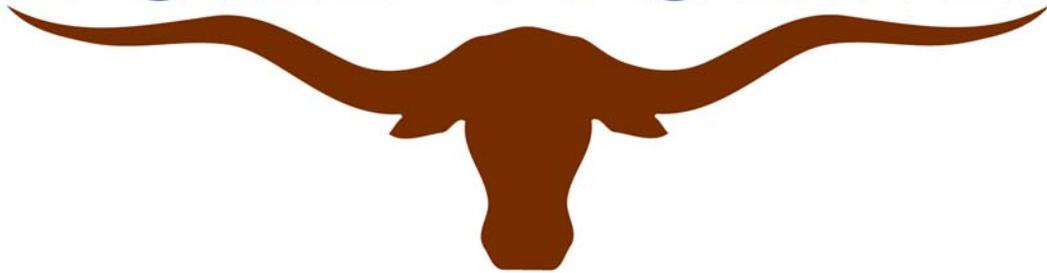
CAPITAL OUTLAY:

Capital Outlay	<u>\$305,300</u>
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TOTAL CAPITAL OUTLAY \$305,300

TOTAL EXPENDITURES \$25,019,050

FORT WORTH



**PROJECTED
FY2011 CASH FLOW
EQUIPMENT SERVICES FUND**

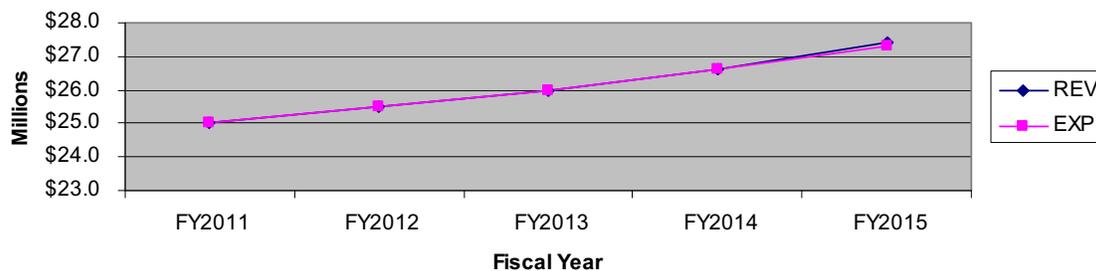
Cash Balance as of 9/30/10*	\$609,148
Plus: Projected Revenues	\$25,019,050
Less: Projected Expenditures	(\$25,019,050)
Estimated Available Cash as of 9/30/11	\$609,148

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

EQUIPMENT SERVICES FUND FIVE YEAR FORECAST FISCAL YEAR 2011 THROUGH 2015

	FY2011	FY2012	FY2013	FY2014	FY2015
	Projected	Projected	Projected	Projected	Projected
Beginning Cash Balance	\$609,148	\$609,148	\$609,148	\$609,148	\$609,149
Revenues*					
Equipment Maintenance	\$8,149,664	\$8,292,283	\$8,458,129	\$8,669,582	\$8,929,669
Fuel Costs and Overhead	\$8,080,210	\$8,221,614	\$8,386,046	\$8,595,697	\$8,853,568
Repair and Maintenance	\$5,468,003	\$5,563,693	\$5,674,967	\$5,816,841	\$5,991,346
Administrative Charge	\$2,027,400	\$2,060,852	\$2,102,069	\$2,144,111	\$2,186,993
Outside Repair and	\$990,000	\$1,007,325	\$1,027,472	\$1,053,158	\$1,084,753
Other Charges	<u>\$303,773</u>	<u>\$304,875</u>	<u>\$302,272</u>	<u>\$324,164</u>	<u>\$236,275</u>
Total Revenue	\$25,019,050	\$25,450,642	\$25,950,955	\$26,603,553	\$27,282,604
Total Resources	\$25,628,198	\$26,059,789	\$26,560,103	\$27,212,701	\$27,891,753
Expenditures					
Personnel Services	\$8,406,607	\$8,547,480	\$8,709,729	\$8,931,297	\$9,080,181
Supplies	\$12,892,671	\$13,118,293	\$13,380,659	\$13,715,175	\$14,126,630
Contractual	\$3,414,473	\$3,474,226	\$3,543,711	\$3,632,304	\$3,741,273
Capital	<u>\$305,300</u>	<u>\$310,643</u>	<u>\$316,856</u>	<u>\$324,777</u>	<u>\$334,520</u>
Total Expenditures	\$25,019,050	\$25,450,641	\$25,950,954	\$26,603,553	\$27,282,604
Projected Variance	\$0	\$0	\$0	\$0	\$0
Projected Cash Balance	\$609,148	\$609,148	\$609,148	\$609,149	\$609,149
No Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	\$609,148	\$609,148	\$609,148	\$609,149	\$609,149

EQUIPMENT SERVICES FUND PROJECTED REVENUES AND EXPENDITURES



* This model does **not** reflect any rate increases for the next five years. Additionally, the projection does not account for any potential revenue/expenditure changes due to final outsourcing decisions.

**COMPARISON OF EQUIPMENT SERVICES FUND
EXPENDITURES**

	ACTUAL FY2008	ACTUAL FY2009	BUDGET FY2010	RE-ESTIMATE FY2010	ADOPTED FY2011
Administration	\$2,227,506	\$1,536,451	\$2,213,427	\$2,019,814	\$1,239,494
Equipment Services Information Systems	15	799,644	831,343	758,624	769,942
Equipment Materials	5,036,146	6,525,121	6,028,419	5,501,101	5,487,216
James Ave	3,433,223	3,315,384	3,456,893	3,154,511	3,605,601
Southside Service Center	890,993	904,231	959,868	875,906	1,040,946
Brennan Street	1,490,994	1,516,202	1,661,325	1,516,005	1,670,956
Water & Sewer Center	938,600	925,921	1,078,420	984,088	1,046,327
James AV Light	117,288	0	0	0	0
Fuel Services	365,149	447,568	435,085	397,027	530,463
Technical Services	346,582	355,707	514,518	469,512	370,367
Tire Shop	288,306	286,806	410,849	374,911	349,258
Parts & Fuel Inventory	11,314,094	7,489,157	7,946,404	7,251,316	8,883,480
Non-Departmental	<u>289,055</u>	<u>285,565</u>	<u>25,000</u>	<u>22,813</u>	<u>25,000</u>
TOTAL	\$26,737,951	\$24,387,757	\$25,561,551	\$23,325,629	\$25,019,050

FORT WORTH



**COMPARISON OF EQUIPMENT SERVICES FUND
REVENUES**

	ACTUAL FY2008	ACTUAL FY2009	BUDGET FY2010	RE-ESTIMATE FY2010	ADOPTED FY2011
Interest on Investments	\$3,106	\$0	\$0	\$0	\$0
Equipment Maint/Labor Cost	7,103,824	7,560,259	8,498,606	7,514,479	8,149,664
Fuel Overhead	126,892	111,134	116,921	108,756	133,842
Veh Repair & Maint Overhead	1,345,521	1,333,527	1,500,535	1,195,299	986,033
Other Labor Charges	1,040	0	0	0	0
Car Wash	47,219	42,263	70,700	52,537	71,250
Rev from Sale of Auto Parts	7,032	3,684	13,000	45,445	0
Diesel Sales	3,692,724	2,436,420	2,387,713	2,378,246	2,996,252
Used Parts & Oil	15,528	12,579	8,000	9,249	7,000
Unleaded Sales	3,037,088	2,034,350	2,095,677	2,016,019	2,536,762
Propane Sales	39,728	39,019	51,114	19,798	41,440
Veh Repair & Maint Supplies	3,884,082	5,223,038	5,001,782	4,346,750	4,481,970
Outside Rep & Main Costs	1,683,830	1,050,953	1,255,000	907,732	900,000
Outside Rep & Main Ovrhd	141,760	104,886	125,500	90,080	90,000
Lubricant Costs	164,380	186,148	199,585	139,708	191,831
Lubricant Overhead	7,808	2,726	2,571	2,233	2,724
Diesel Overhead	133,956	128,108	126,961	120,674	150,817
Propane Overhead	2,693	2,566	2,921	1,353	2,702
Gas Card Revenue	2,891,462	1,918,504	1,932,313	2,223,923	2,192,195
Gas Card Overhead	27,542	27,683	26,199	27,553	26,199
ESD Admin Charge	2,236,520	2,338,475	2,247,035	2,189,216	2,027,400
Misc. Revenue	222,685	186,504	10,001	59,185	8,001
EPA Revenue	<u>26,124</u>	<u>23,976</u>	<u>25,000</u>	<u>17,138</u>	<u>22,968</u>
TOTAL	\$26,842,544	\$24,766,802	\$25,697,134	\$23,465,373	\$25,019,050

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, disposing and repair for the entire city fleet.

Within the Department, field services, mechanical maintenance, fuel, lubricants, and other supplies are provided by the following three service centers: James Ave, Southside and Water, 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, disposition and other fleet administrative functions.

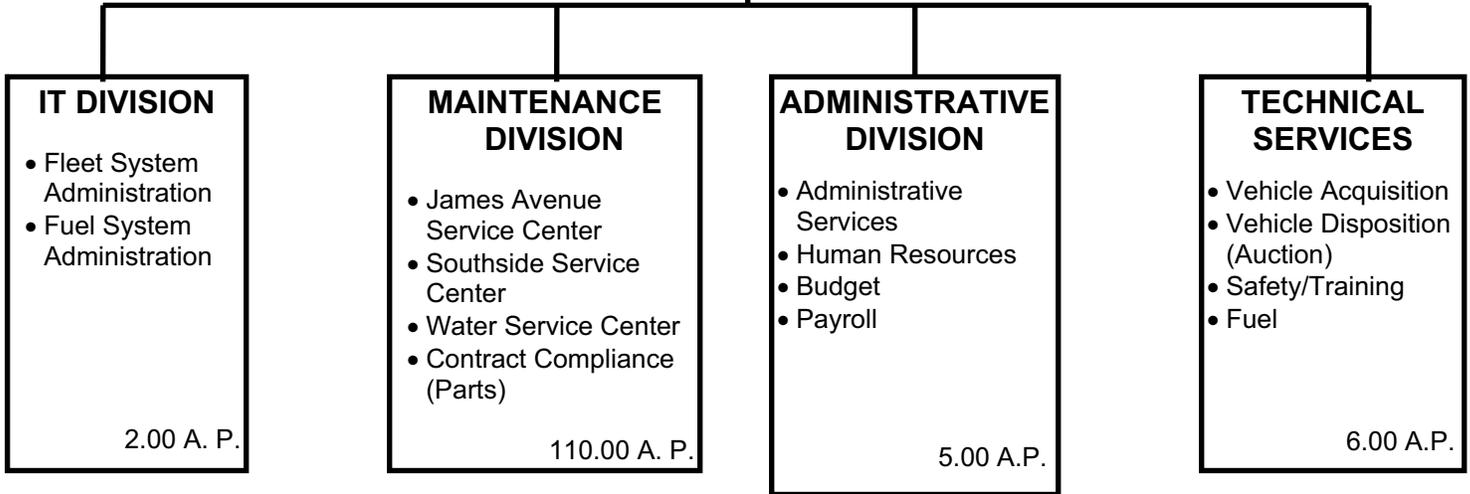
ESD privatized its parts inventory system at the end of FY2002. This FY2011 Budget contains the continuation of this program. AutoZone, as the contracted provider of that service, now supplies most city departments with required vehicle repair parts.

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 FY2009	Adopted FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Personnel Services	\$ 8,121,883	\$ 8,651,825	\$ 8,406,607	\$ 8,406,607
Supplies	12,231,631	12,173,622	12,892,671	12,892,671
Contractual	4,001,971	4,217,560	3,414,472	3,414,472
Capital Outlay	32,272	518,545	305,300	305,300
Debt Service	0	0	0	0
Total Expenditures	\$ 24,387,757	\$ 25,561,551	\$ 25,019,050	\$ 25,019,050
Authorized Positions	127.00	123.00	123.00	123.00

EQUIPMENT SERVICES – 123.00 A.P.

EQUIPMENT SERVICES DEPARTMENT



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:		FUND/CENTER	
EQUIPMENT SERVICES		PI61/0212010:0212095	
CHANGES FROM FY2010 ADOPTED TO FY2011 ADOPTED			
FY2010 ADOPTED:	\$25,561,551	A.P.	123.00
FY2011 ADOPTED:	\$25,019,050	A.P.	123.00
<p>A) The adopted budget increases by \$608,538 in diesel fuel due to a projected increase in fuel costs.</p> <p>B) The adopted budget decreases by (\$538,198) in motor vehicle repair due to the projected repair activity.</p> <p>C) The adopted budget decreases by (\$453,867) for the elimination of an additional contribution to Retiree Healthcare. The FY2011 additional contribution of \$5M to the Retiree Healthcare Trust for all City Funds will be funded through General Fund savings rolled over from FY2010.</p> <p>D) The adopted budget increases by \$441,084 in fuel purchases due to a projected increase in fuel costs.</p> <p>E) The adopted budget decreases by (\$355,000) in outside body repair due to decreased demand for outside services.</p> <p>F) The adopted budget increases by \$259,882 in ESD Gascard fuel due to a projected increase in fuel costs.</p> <p>G) The adopted budget increases by \$166,260 as a result of the elimination of eight mandatory furlough days.</p> <p>H) The adopted budget increases by \$131,768 for the City's contribution to retirement to 19.74% of salary for General Employees and to 20.46% of salary to Police Civil Service.</p> <p>I) The adopted budget increases by a net of \$120,780 for group health based on plan migration, turnover, and a 15% increase in the city's contribution to group health.</p> <p>J) The adopted budget increases by \$107,796 in terminal leave based on eligible and expected retirements as well as normal turnover.</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.

FY2011 DEPARTMENTAL OBJECTIVES

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

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

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

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

Keep repeat repairs less than 1% of total repairs

Keep fuel supply inventory variances at less than 1%

Provide 2,500 hours of Technician Training for shop personnel

DEPARTMENTAL MEASURES	ACTUAL FY2009	ESTIMATED FY2010	PROJECTED FY2011
Fleet Availability	95.13%	95.36%	96%
Scheduled Maintenance	44.25%	47.29%	55%
In-house Repairs within 2 days	94.75%	94.37%	95%
Repeat Repairs	1.30%	.75%	.75%
Variance in Fuel Inventory	>1%	>1%	>1%
Employee Training Hours	2,500	2,500	2,500
Alternative Fueled Vehicle	675	657	697

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT EQUIPMENT SERVICES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI61 EQUIPMENT SERVICES FUND		Actual Expenditures FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011	Adopted Budget FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Center	Center Description								
	<u>EQUIPMENT SERVICES</u>								
0212010	ADMINISTRATION	\$ 1,536,451	\$ 2,213,427	\$ 1,236,932	\$ 1,239,494	5.00	6.00	5.00	5.00
0212011	EQUIPMENT SERVICES INFORMATION SYS- TEMS	799,644	831,343	768,572	769,942	2.00	2.00	2.00	2.00
0212015	EQUIPMENT MATERIALS	6,525,121	6,028,419	5,483,752	5,487,216	5.00	5.00	5.00	5.00
0212030	JAMES HEAVY	3,315,384	3,456,893	3,608,704	3,605,601	57.00	51.00	52.00	52.00
0212035	SOUTHSIDE SERVICE CENTER	904,231	959,868	1,035,822	1,040,946	11.00	11.00	11.50	11.50
0212045	BRENNAN STREET	1,516,202	1,661,325	1,674,774	1,670,956	22.00	22.00	22.00	22.00
0212050	WATER & SEWER CEN- TER	925,921	1,078,420	1,043,745	1,046,327	13.00	14.00	13.50	13.50
0212070	FUEL SERVICES	447,568	435,085	530,463	530,463	3.00	3.00	3.00	3.00
0212071	TECHNICAL SERVICES	355,707	514,518	374,817	370,367	4.00	4.00	4.00	4.00
0212080	TIRE SHOP	286,806	410,849	352,989	349,258	5.00	5.00	5.00	5.00
0212085	PARTS & FUEL INVEN- TORY	7,489,157	7,946,404	8,883,480	8,883,480	0.00	0.00	0.00	0.00
0212095	NON-DEPARTMENTAL	285,565	25,000	25,000	25,000	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 24,387,757</u>	<u>\$ 25,561,551</u>	<u>\$ 25,019,050</u>	<u>\$ 25,019,050</u>	<u>127.00</u>	<u>123.00</u>	<u>123.00</u>	<u>123.00</u>
	TOTAL	\$ 24,387,757	\$ 25,561,551	\$ 25,019,050	\$ 25,019,050	127.00	123.00	123.00	123.00

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 services, software applications development and acquisition, and telecommunications. Prior to FY1999, costs associated with information technology were dispersed across departments according to formulas based loosely on technology usage. This allocation method was reviewed and the Department began operating on a business model in which it bills city departments for services rendered. Currently, non-discretionary IT related costs are allocated to departments. This would include computing, telephone and radio services.

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

The IT Sourcing Project was initiated at the beginning for FY2010. It included reviewing and selecting the IT services from all the departments for potential outsourcing. The primary goal is 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. Final decisions will be made after FY2011 budget adoption, but due to timing constraints any changes to the budget structure will take place midyear.

FORT WORTH



**INFORMATION SYSTEMS FUND BUDGET SUMMARY
FY2011**

REVENUES:

Computing Services	\$15,832,185
Telephone Services	5,053,864
Radio Services	1,271,882
External Customer Revenue	<u>841,612</u>

TOTAL REVENUE	\$22,999,543
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EXPENDITURES:

Personal Services	\$10,063,711
Supplies	701,963
Contractual Services	<u>12,233,869</u>

TOTAL RECURRING EXPENSES	\$22,999,543
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CAPITAL OUTLAY:

Capital Outlay	<u>\$0</u>
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TOTAL CAPITAL OUTLAY	\$0
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TOTAL EXPENDITURES	\$22,999,543
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FORT WORTH



**PROJECTED
FY2011 CASH FLOW
INFORMATION SYSTEMS FUND**

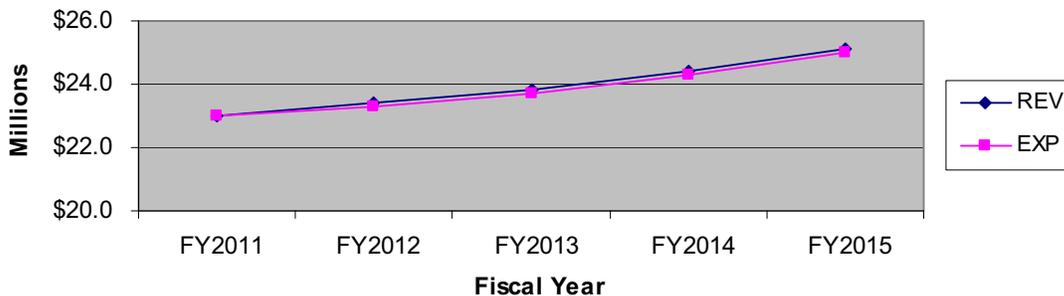
Cash Balance as of 9/30/10*	\$6,236,397
Plus: Projected Revenues	\$22,999,543
Less: Projected Expenditures	(\$22,999,543)
Estimated Available Cash as of 9/30/11	\$6,236,397

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

**INFORMATION SYSTEMS FUND FIVE YEAR FORECAST
FISCAL YEAR 2011 THROUGH 2015**

	FY2011 Projected	FY2012 Projected	FY2013 Projected	FY2014 Projected	FY2015 Projected
Beginning Cash Balance	\$6,236,397	\$6,236,397	\$6,280,167	\$6,376,306	\$6,525,420
Revenues*					
Computing Services	\$15,832,185	\$16,109,248	\$16,431,433	\$16,842,219	\$17,347,486
Telephone Services	\$5,053,864	\$5,142,307	\$5,245,153	\$5,376,282	\$5,537,570
Radio Services	\$1,271,882	\$1,294,140	\$1,320,023	\$1,353,023	\$1,393,614
External Customers	\$841,612	\$841,612	\$841,612	\$841,612	\$841,612
Total Revenue	\$22,999,543	\$23,387,307	\$23,838,221	\$24,413,136	\$25,120,282
Total Resources	\$29,235,940	\$29,623,703	\$30,118,388	\$30,789,442	\$31,645,702
Expenditures					
Personnel Services	\$10,063,711	\$10,181,327	\$10,316,629	\$10,502,933	\$10,616,055
Supplies	\$701,963	\$714,247	\$728,532	\$746,746	\$769,148
Contractual	\$12,233,869	\$12,447,962	\$12,696,921	\$13,014,344	\$13,404,774
Total Expenditures	\$22,999,543	\$23,343,536	\$23,742,082	\$24,264,022	\$24,789,977
Projected Variance	\$0	\$43,771	\$96,139	\$149,114	\$330,304
Projected Cash Balance	\$6,236,397	\$6,280,167	\$6,376,306	\$6,525,420	\$6,855,724
No Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	\$6,236,397	\$6,280,167	\$6,376,306	\$6,525,420	\$6,855,724

**INFORMATION SYSTEMS FUND
PROJECTED REVENUES AND EXPENDITURES**

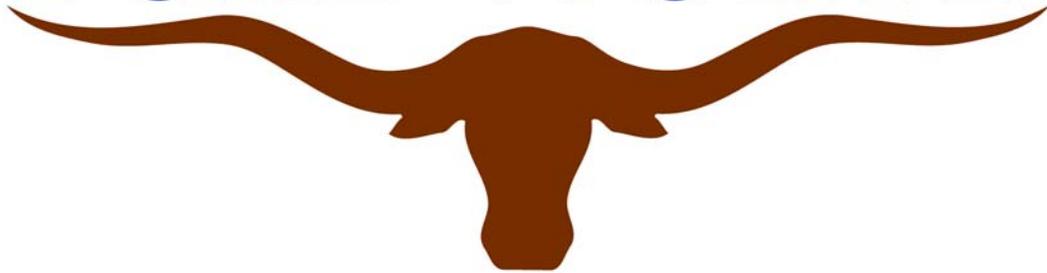


* This model does **not** reflect any rate increases for the next five years. Additionally, the projection does not account for any potential revenue/expenditure changes due to final outsourcing decisions.

**COMPARISON OF INFORMATION SYSTEMS FUND
EXPENDITURES**

	ACTUAL FY2008	ACTUAL FY2009	BUDGET FY2010	RE-ESTIMATE FY2010	ADOPTED FY2011
Administration	\$827,749	\$759,295	\$1,017,178	\$1,120,644	\$607,025
Security	962,454	1,047,739	1,536,627	1,692,931	1,542,283
Infrastructure	3,621,524	3,741,904	4,206,198	4,634,047	4,014,970
Finance	938,812	715,754	688,233	758,239	704,746
Operations	5,284,728	4,442,930	5,334,954	5,877,619	5,952,649
Communications	7,384,983	6,899,777	8,581,936	9,454,880	8,647,294
Customer Service	1,350,747	1,356,330	1,352,255	1,489,805	1,329,493
Department Overhead	<u>276,717</u>	<u>403,842</u>	<u>462,570</u>	<u>509,622</u>	<u>201,083</u>
TOTAL	\$20,647,714	\$19,367,571	\$23,179,951	\$25,537,787	\$22,999,543

FORT WORTH



**COMPARISON OF INFORMATION SYSTEMS FUND
REVENUES**

	ACTUAL FY2008	ACTUAL FY2009	BUDGET FY2010	RE-ESTIMATE FY2010	ADOPTED FY2011
Computing Services	\$16,182,056	\$13,905,064	\$16,094,530	\$16,094,530	\$15,832,185
Telephone Services	4,617,506	5,161,777	5,053,864	5,110,516	5,053,864
Radio Services	1,459,941	1,376,004	1,271,882	1,271,882	1,271,882
External Customers	747,909	828,186	759,675	742,313	841,612
Other Revenue	266,264	421,180	0	72,539	0
Transfer to Capital Projects Fund	<u>0</u>	<u>1,826,647</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$23,273,676	\$23,518,858	\$23,179,951	\$23,291,780	\$22,999,543

FORT WORTH



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

INFORMATION SYSTEMS FUND

PI68/0041000:0049000

SUMMARY OF FUND RESPONSIBILITIES:

The Information Technology Solutions (IT Solutions) Department is organized into the following groups: Administration, 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 FY2009	Adopted FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Personnel Services	\$ 9,301,423	\$ 9,830,718	\$ 9,972,522	\$ 10,063,711
Supplies	466,724	699,863	701,963	701,963
Contractual	9,440,015	12,642,370	12,243,121	12,233,869
Capital Outlay	159,409	7,000	0	0
Debt Service	0	0	0	0
Total Expenditures	\$ 19,367,571	\$ 23,179,951	\$ 22,917,606	\$ 22,999,543
Authorized Positions	115.00	115.00	120.00	120.00

IT SOLUTIONS – 120.00 A.P.

ADMINISTRATION

- Overall technology planning

3.00 A. P.

ITS FINANCE AND ADMINISTRATION

- Budget
- Technology Procurement
- Contract administration
- Inventory Service
- Department Administration

10.00 A.P.

APPLICATION SERVICES

- Distributed Application Services
- Geographic Information Systems
- CAD Services
- Database / DBA

27.00 A.P.

RADIO INFRASTRUCTURE SYSTEMS

- Communications Administration
- Radio Services

11.00 A.P.

STRATEGIC BUSINESS RESOURCES

- Project Management
- Business Planning
- PMO
- Change Management
- Service Performance Management
- Testing

12.00 A.P.

CUSTOMER SERVICE

- Help Desk
- Desktop
- Voice
- Data

27.00 A.P.

MAINFRAME AND DISTRIBUTED SERVICES

- Mainframe Applications
- Mainframe Systems
- Data Center Operations
- Platform Technology
- Production Control

25.00 A.P.

SECURITY

- System Security
- Physical Security

5.00 A.P.

SIGNIFICANT BUDGET CHANGES

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

CHANGES FROM FY2010 ADOPTED TO FY2011 ADOPTED

FY2010 ADOPTED:	\$23,179,951	A.P.	115.00
FY2011 ADOPTED:	\$22,999,543	A.P.	120.00

A) The adopted budget increases by \$384,349 for the ERP Phase I Support Team which includes five authorized positions.

B) The adopted budget decreases by (\$323,045) for the elimination of an additional contribution to Retiree Healthcare. The FY2011 additional contribution of \$5M to the Retiree Healthcare Trust for all City Funds will be funded through General Fund savings rolled over from FY2010.

C) The adopted budget decreases by (\$248,043) in transfers for claims based on a projected decrease in claims costs.

D) The adopted budget increases by \$225,768 as a result of the elimination of eight mandatory furlough days.

E) The adopted budget decreases by (\$182,263) in computer based on the Department's equipment refresh plan.

F) The adopted budget increases by \$197,528 for the City's contribution to retirement to 19.74% of salary for General Employees and to 20.46% of salary to Police Civil Service.

G) The adopted budget increases by a net of \$116,988 for group health based on plan migration, turnover, and a 15% increase in the city's contribution to group health.

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.

FY2011 DEPARTMENTAL OBJECTIVES

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

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

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

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

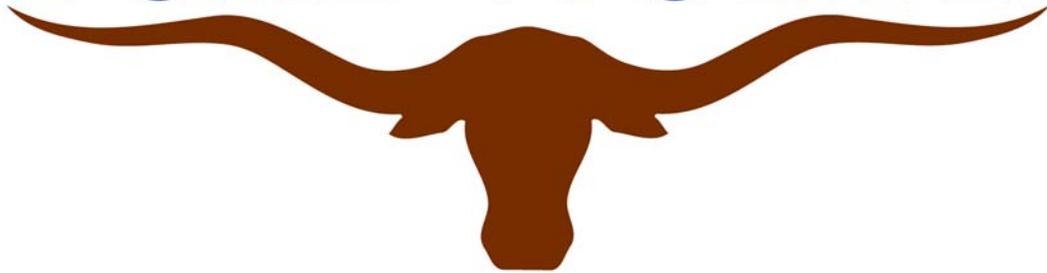
To have good or excellent customer satisfaction for equipment installation and desktop support in excess of 80 percent of the time at a cost not to exceed budgeted levels

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

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

DEPARTMENTAL MEASURES	ACTUAL FY2009	ESTIMATED FY2010	PROJECTED FY2011
Applications and database on-line availability	>99%	>99%	>99%
Public Safety Trunked Voice Radio system availability	99%	99%	99%
Good/Excellent customer Satisfaction with desktop support	95%	95%	95%
Customer satisfaction for Customer Support Center	96%	96%	96%
First Call Resolution Rate>=70%	75%	75%	75%

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011	Adopted Budget FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Center	Center Description								
	<u>ADMINISTRATION AND IT SECURITY</u>								
0041000	ADMINISTRATION	\$ 759,295	\$ 1,017,178	\$ 601,099	\$ 607,025	3.00	3.00	3.00	3.00
	Sub-Total	<u>\$ 759,295</u>	<u>\$ 1,017,178</u>	<u>\$ 601,099</u>	<u>\$ 607,025</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
	<u>IT SECURITY</u>								
0041100	IT SECURITY	\$ 1,047,739	\$ 1,536,627	\$ 1,537,662	\$ 1,542,283	5.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 1,047,739</u>	<u>\$ 1,536,627</u>	<u>\$ 1,537,662</u>	<u>\$ 1,542,283</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
	<u>INFRASTRUCTURE</u>								
0043000	MAINFRAME OPERA- TIONS	\$ 3,300	\$ 1,173,844	\$ 1,159,120	\$ 1,041,172	0.00	2.00	2.00	1.00
0043010	PLATFORM TECHNOLO- GIES	2,061,769	1,799,989	1,741,948	1,748,426	5.00	5.00	5.00	5.00
0043020	DATA CENTER OPERA- TIONS	1,676,835	1,232,365	1,234,075	1,225,372	14.00	12.00	12.00	12.00
	Sub-Total	<u>\$ 3,741,904</u>	<u>\$ 4,206,198</u>	<u>\$ 4,135,143</u>	<u>\$ 4,014,970</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>	<u>18.00</u>
	<u>FINANCE</u>								
0044000	FINANCE & CONTRACT ADMINISTRATION	\$ 715,754	\$ 688,233	\$ 698,038	\$ 704,746	10.00	10.00	10.00	10.00
	Sub-Total	<u>\$ 715,754</u>	<u>\$ 688,233</u>	<u>\$ 698,038</u>	<u>\$ 704,746</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011	Adopted Budget FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Center	Center Description								
	<u>OPERATIONS</u>								
0045000	BUSINESS ANALYSIS & PLANNING	\$ 1,512,328	\$ 1,768,446	\$ 1,746,187	\$ 1,756,778	12.00	12.00	12.00	12.00
0045010	MAINFRAME APPLICATI- ONS	609,445	622,117	637,085	524,059	6.00	4.00	4.00	3.00
0045020	DISTRIBUTED APPLICATI- ONS	1,740,099	1,862,070	2,189,978	1,360,577	14.00	12.00	16.00	10.00
0045021	ERP SUPPORT	0	0	0	1,195,632	0.00	0.00	0.00	9.00
0045030	DATABASE DESIGN & SUPPORT	3,194	402,074	423,703	322,392	0.00	4.00	4.00	3.00
0045050	GEOGRAPHIC INFOR- MATION SERVICES	577,864	680,247	791,970	793,211	5.00	5.00	6.00	6.00
	Sub-Total	<u>\$ 4,442,930</u>	<u>\$ 5,334,954</u>	<u>\$ 5,788,923</u>	<u>\$ 5,952,649</u>	<u>37.00</u>	<u>37.00</u>	<u>42.00</u>	<u>43.00</u>
	<u>COMMUNICATIONS</u>								
0046000	IT COMMUNICATIONS SERVICES GROUP	\$ 249,430	\$ 0	\$ 0	\$ 0	1.00	0.00	0.00	0.00
0046002	CIRCUITS	5,569	3,132,600	3,132,600	3,132,600	0.00	0.00	0.00	0.00
0046010	VOICE SERVICES	4,304,307	1,092,069	1,099,557	1,102,869	11.00	5.00	5.00	5.00
0046020	RADIO SERVICES	1,750,175	2,011,426	2,033,351	2,036,274	9.00	10.00	10.00	10.00
0046030	DATA SERVICES	5,178	790,937	818,876	822,194	0.00	6.00	6.00	6.00
0046040	CAD SERVICES	585,118	1,554,904	1,548,590	1,553,357	4.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 6,899,777</u>	<u>\$ 8,581,936</u>	<u>\$ 8,632,974</u>	<u>\$ 8,647,294</u>	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011	Adopted Budget FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Center	Center Description								
	<u>CUSTOMER SERVICE</u>								
0048000	CUSTOMER SUPPORT CENTER	\$ 561,651	\$ 541,045	\$ 498,062	\$ 499,074	7.00	7.00	7.00	7.00
0048001	DESKTOP SUPPORT	794,679	811,210	824,622	830,419	9.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 1,356,330</u>	<u>\$ 1,352,255</u>	<u>\$ 1,322,684</u>	<u>\$ 1,329,493</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>
	<u>DEPT OVERHEAD</u>								
0049000	DEPT OVERHEAD	\$ 403,842	\$ 462,570	\$ 201,083	\$ 201,083	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 403,842</u>	<u>\$ 462,570</u>	<u>\$ 201,083</u>	<u>\$ 201,083</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 19,367,571	\$ 23,179,951	\$ 22,917,606	\$ 22,999,543	115.00	115.00	120.00	120.00

FORT WORTH



FUND STATEMENT

FUND:

CAPITAL PROJECTS SERVICE FUND

The Capital Projects Service Fund (formerly the Engineering Services Fund) is responsible for providing program management, engineering design, project management, surveying, ROW, quality control, and construction inspection services for most water, sewer, street, storm drainage, sidewalk and other infrastructure improvement projects. These services are provided through the following organizational workgroups:

The Program Management Office (PMO) was established by the City Manager in FY2009 to provide executive leadership to guide the delivery of capital programs and projects across the City. The core functions of the PMO include:

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

The Infrastructure Design and Construction Group provides for the technical development and project construction phases of Capital Project Delivery. The core functions of the group include:

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

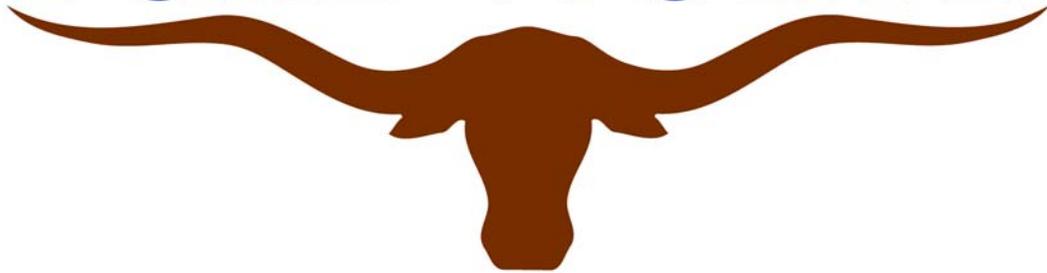
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**COMPARISON OF CAPITAL PROJECTS SERVICE FUND
EXPENDITURES**

	ACTUAL FY2008	ACTUAL FY2009	BUDGET FY2010	RE-ESTIMATE FY2010	ADOPTED FY2011
Engineering Administration	\$1,716,883	\$0	\$0	\$0	\$0
Inspection & Survey Section	6,313,237	0	0	0	0
Laboratory Section	520,941	0	0	0	0
Design Services	3,299,447	0	0	0	0
Mapping Services	1,033,833	0	0	0	0
Survey Section	1,316,989	0	0	0	0
Real Property	1,267,294	0	0	0	0
Staff Development	<u>494,616</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$15,963,240	\$0	\$0	\$0	\$0

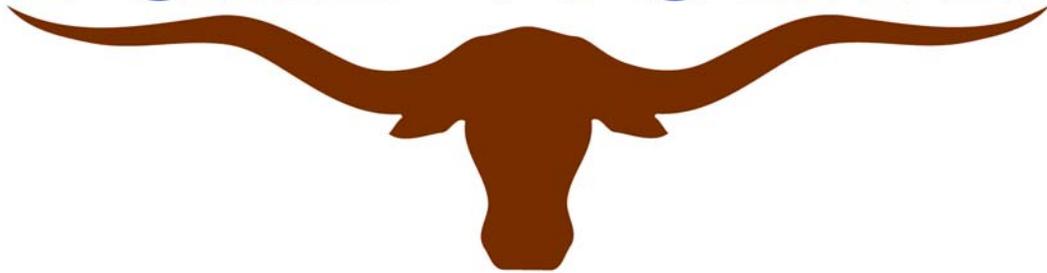
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**COMPARISON OF CAPITAL PROJECTS SERVICE FUND
REVENUES**

	ACTUAL FY2008	ACTUAL FY2009	BUDGET FY2010	RE-ESTIMATE FY2010	ADOPTED FY2011
Transfer from Water and Sewer Operating Fund	\$16,805	\$0	\$0	\$0	\$0
Transfer from Lake Worth Trust Fund	158,902	0	0	0	0
Parks & Community Services Capital Projects-GF	144,470	0	0	0	0
T/PW General Fund Programs	377,234	0	0	0	0
Environmental Services	6,060	0	0	0	0
Aviation Capital Projects	54,362	0	0	0	0
T/PW Capital Projects	4,690,017	0	0	0	0
Water Capital Projects	6,153,228	0	0	0	0
Wastewater Capital Projects	2,666,683	0	0	0	0
Receipts from Other Funds	332,986	0	0	0	0
Contract Street Maintenance	398,548	0	0	0	0
Surplus Management Fees	64,076	0	0	0	0
Gas Lease Admin Fees	100,000	0	0	0	0
Interest from Investment	15,992	0	0	0	0
Miscellaneous Revenues	<u>80,326</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$15,259,689	\$0	\$0	\$0	\$0

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

CAPITAL PROJECTS SERVICE FUND

FUND/CENTER

PI19/0301000:0307010

SUMMARY OF FUND RESPONSIBILITIES:

Effective Fiscal Year 2009, the Department of Engineering began functioning as the Capital Projects Service Fund under the Transportation & Public Works Department.

Allocations	Actual FY2009	Adopted FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Personnel Services	\$ 1,686,603	\$ 0	\$ 0	\$ 0
Supplies	0	0	0	0
Contractual	251,844	0	0	0
Capital Outlay	0	0	0	0
Total Expenditures	\$ 1,938,447	\$ 0	\$ 0	\$ 0
Authorized Positions	0.00	0.00	0.00	0.00

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT ENGINEERING DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19	CAPITAL PROJECTS SERVICE FUND	Actual Expenditures FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011	Adopted Budget FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Center	Center Description								
	<u>ENGINEERING ADMINISTRATION DIVISION</u>								
0301000	ADMINISTRATION	\$ 401,308	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	\$ 401,308	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	<u>CONSTRUCTION DIVISION</u>								
0302010	INSPECTION & SURVEY SECTION	\$ 606,763	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
0302030	LABORATORY SECTION	110,634	0	0	0	0.00	0.00	0.00	0.00
	Sub-Total	\$ 717,397	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	<u>ENGINEERING SERVICES</u>								
0303020	DESIGN SERVICES	\$ 551,716	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
0303030	MAPPING SERVICES	54,371	0	0	0	0.00	0.00	0.00	0.00
	Sub-Total	\$ 606,087	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	<u>SURVEY DIVISION</u>								
0305010	SURVEY SECTION	\$ 105,211	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	\$ 105,211	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT ENGINEERING DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19 CAPITAL PROJECTS SERVICE FUND		Actual Expenditures FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011	Adopted Budget FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Center	Center Description								
	<u>REAL PROPERTY</u>								
0306010	REAL PROPERTY SERVICES	\$ 93,816	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 93,816</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>STAFF DEVELOPMENT</u>								
0307010	STAFF DEVELOPMENT	\$ 14,628	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 14,628</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 1,938,447	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00

**CAPITAL PROJECTS SERVICE FUND BUDGET SUMMARY
FY2011**

REVENUES:

T/PW Capital Projects	\$5,906,833
Water Capital Projects	4,424,341
Wastewater Capital Projects	2,020,539
Contract Street Maintenance	1,601,500
T/PW General Fund Programs	246,071
Receipts from Other Funds	182,676
Parks & Community Services Gen Fund	91,021
Transfer from Water and Sewer Operating Fund	26,000
Lake Worth Trust Fund	36,025
Aviation Capital Projects	30,000
Interest on Investments	25,000
Sale of Surplus Streets	20,000
Plan Returns	10,000
Salvage Sales/Miscellaneous Revenue	<u>1,000</u>
TOTAL REVENUE SOURCES	\$14,621,006

EXPENDITURES:

Personal Services	\$11,944,994
Supplies	491,588
Contractual Services	<u>1,826,424</u>
TOTAL RECURRING EXPENSES	\$14,263,006

DEBT SERVICE AND CAPITAL OUTLAY:

Capital Outlay	\$358,000
Debt Service	<u>0</u>
TOTAL DEBT SERVICE AND CAPITAL OUTLAY	\$358,000
TOTAL EXPENDITURES	\$14,621,006

FORT WORTH



**PROJECTED
FY2011 CASH FLOW
CAPITAL PROJECTS SERVICE FUND**

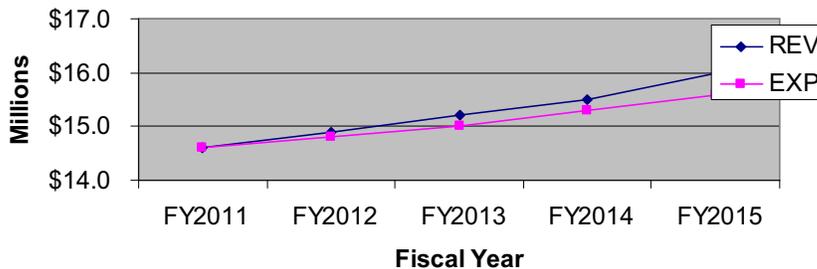
Cash Balance as of 9/30/10 *	\$1,688,995
Plus: Projected Revenues	\$14,621,006
Less: Projected Expenditures	(\$14,621,006)
Estimated Available Cash as of 9/30/11	\$1,688,995

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

**CAPITAL PROJECTS SERVICE FUND FIVE YEAR FORECAST
FISCAL YEAR 2011 THROUGH 2015**

	FY2011 Adopted	FY2012 Projected	FY2013 Projected	FY2014 Projected	FY2015 Projected
Beginning Cash Balance	\$1,688,995	\$1,688,995	\$1,749,886	\$1,883,355	\$2,092,736
<u>Revenues*</u>					
Interest	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
PACS General Fund	\$91,021	\$92,614	\$94,466	\$96,828	\$99,733
Lake Worth Trust Fund	\$36,025	\$36,025	\$36,025	\$36,025	\$36,025
FM TPW General Fund	\$246,071	\$250,377	\$255,385	\$261,769	\$269,622
Aviation Capital Projects	\$30,000	\$30,525	\$31,136	\$31,914	\$32,871
FM TPW Capital Projects	\$5,906,833	\$6,010,203	\$6,130,407	\$6,283,667	\$6,472,177
FM Water Capital Projects	\$4,424,341	\$4,501,767	\$4,591,802	\$4,706,597	\$4,847,795
FM Wastewater Cap Projects	\$2,020,539	\$2,055,898	\$2,097,016	\$2,149,442	\$2,213,925
Receipts from Other Funds	\$182,676	\$185,873	\$189,590	\$194,330	\$200,160
Contract Street Maintenance	\$1,601,500	\$1,629,526	\$1,662,117	\$1,703,670	\$1,754,780
Other Revenue	<u>\$57,000</u>	<u>\$57,998</u>	<u>\$59,157</u>	<u>\$60,636</u>	<u>\$62,455</u>
Total Revenue	\$14,621,006	\$14,875,806	\$15,172,101	\$15,549,878	\$16,014,544
Total Resources	\$16,310,001	\$16,564,801	\$16,921,987	\$17,433,234	\$18,107,280
<u>Expenditures</u>					
Personnel Services	\$11,944,994	\$12,098,337	\$12,274,883	\$12,516,605	\$12,674,081
Supplies	\$491,588	\$500,191	\$510,195	\$522,949	\$538,638
Contractual	\$1,826,424	\$1,858,386	\$1,895,554	\$1,942,943	\$2,001,231
Capital	\$358,000	\$358,000	\$358,000	\$358,000	\$358,000
Debt Service	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$14,621,006	\$14,814,914	\$15,038,632	\$15,340,497	\$15,571,950
Projected Variance	\$0	\$60,891	\$133,469	\$209,381	\$442,593
Projected Cash Balance	\$1,688,995	\$1,749,886	\$1,883,355	\$2,092,736	\$2,535,330
Reserve Requirement**	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Excess/(Deficit)	\$1,188,995	\$1,249,886	\$1,383,355	\$1,592,736	\$2,035,330

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



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

**The Capital Projects Service Fund has a \$500K reserve requirement built in for FY2011.

**COMPARISON OF CAPITAL PROJECTS SERVICE FUND
EXPENDITURES**

	ACTUAL FY2008	ACTUAL FY2009	BUDGET FY2010	RE-ESTIMATE FY2010	ADOPTED FY2011
Business Services	\$0	\$2,171,256	\$658,514	\$620,914	\$818,118
Staff Development	0	421,017	447,448	421,900	418,808
Survey Services	0	1,662,457	1,465,560	1,381,880	1,653,385
Real Property	0	820,161	822,072	775,133	751,140
Construction Inspection	0	6,814,987	5,634,390	5,312,679	2,146,551
Lab Services	0	857,741	694,271	654,630	735,436
Project Management	0	1,775,774	1,309,168	1,234,417	1,894,455
New Development Review	0	807,631	1,056,957	996,607	1,976,358
Mapping Services	0	476,134	427,153	402,763	0
Program Management Office	0	10,888	1,390,275	1,310,893	1,201,155
Capital Projects	0	6,391	674,467	635,956	658,957
Project Support	0	0	0	0	717,068
Heavy Maintenance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,649,575</u>
TOTAL	\$0	\$15,824,437	\$14,580,275	\$13,747,773	\$14,621,006

FORT WORTH



**COMPARISON OF CAPITAL PROJECTS SERVICE FUND
REVENUES**

	ACTUAL FY2008	ACTUAL FY2009	ADOPTED FY2010	RE-ESTIMATE FY2010	ADOPTED FY2011
Transfer from Water and Sewer Operating Fund	\$0	\$994	\$3,660	\$59,851	\$26,000
Parks & Community Services Capital Projects-GF	0	147,148	181,368	117,866	91,021
T/PW General Fund Programs	0	103,021	246,071	240,514	246,071
FM Lake Worth Trust Fund	0	10,771	15,342	23,561	36,025
Aviation Capital Projects	0	41,714	112,737	31,632	30,000
T/PW Capital Projects	0	5,014,427	6,783,241	5,660,367	5,906,833
Water Capital Projects	0	4,543,439	5,024,341	4,023,850	4,424,341
Wastewater Capital Projects	0	1,963,334	2,000,539	2,123,441	2,020,539
Receipts from Other Funds	0	486,629	182,676	297,419	182,676
Contract Street Maint/TPW	0	1,309	1,500	1,516,381	1,601,500
Surplus Management Fees	0	0	2,800	0	0
Interest from Investment	0	27,904	15,000	31,287	25,000
Miscellaneous Revenues	<u>0</u>	<u>130,521</u>	<u>11,000</u>	<u>27,648</u>	<u>31,000</u>
TOTAL	\$0	\$12,471,211	\$14,580,275	\$14,153,817	\$14,621,006

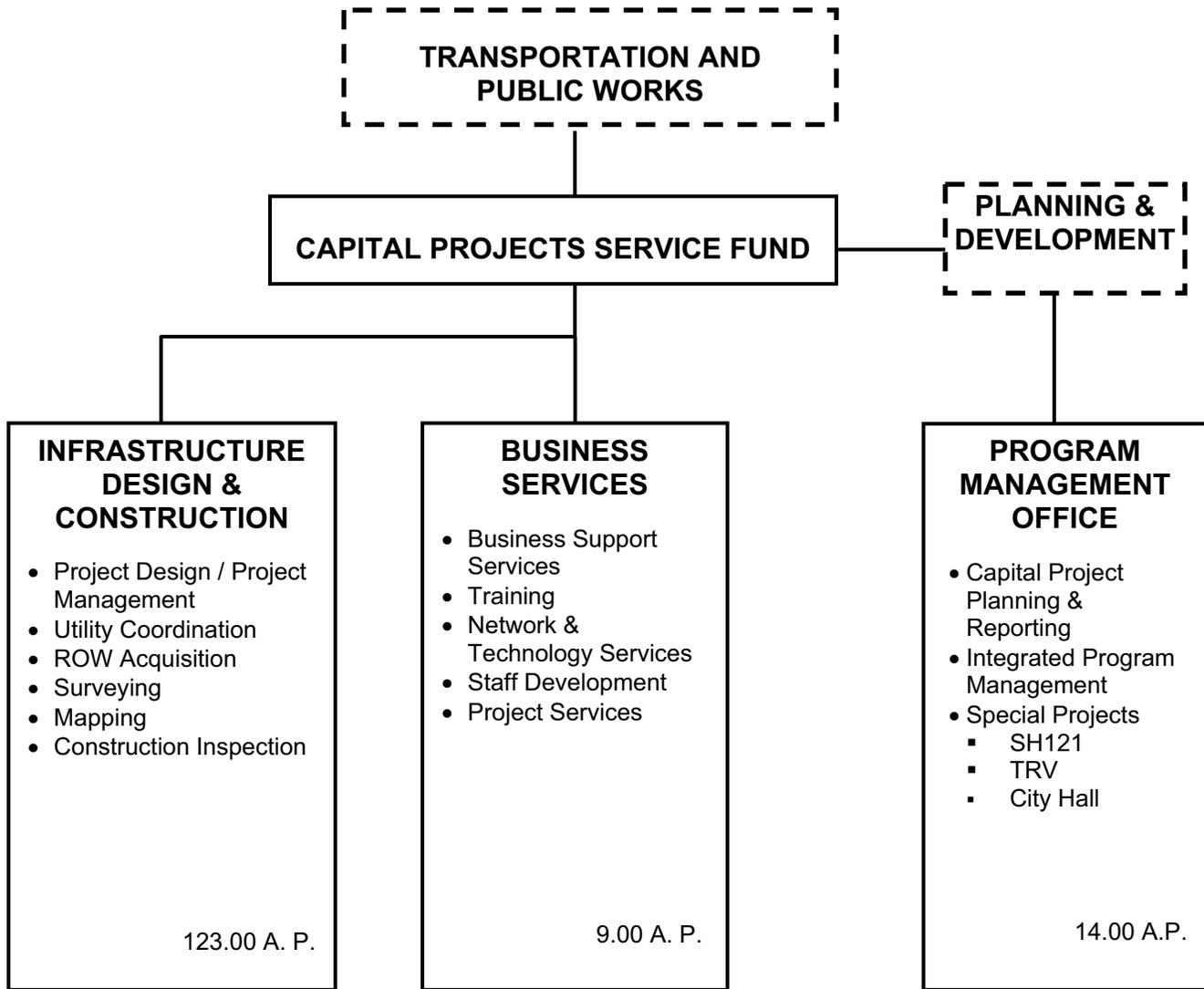
FORT WORTH



FUND BUDGET SUMMARY

DEPARTMENT:	FUND/CENTER			
CAPITAL PROJECTS SERVICE FUND	PI19/0209900:0209913			
SUMMARY OF FUND RESPONSIBILITIES:				
<p>The Capital Projects Service Fund (formerly the Engineering Services Fund) is responsible for providing program management, engineering design, project management, surveying, ROW, quality control and construction inspection services for most water, sewer, street, storm drainage, sidewalk and other infrastructure improvement projects. These services are provided through the following organizational workgroups: The Program Management Office (PMO) was established by the City Manager in FY2009 to provide executive leadership to guide the delivery of capital programs and projects across the City. The core functions of the PMO include: leadership and management of the City's high profile capital programs and projects; implementation of Integrated Program Management; Facilitation and improvement of tracking and reporting of project/program status in partnership with the Budget, Management team and Financial Management Services Department; improving and increasing the capacity of the City capital program and project delivery systems; and synchronization of the City's capital planning process with the City's Comprehensive Plan</p> <p>The Infrastructure Design and Construction Group provides for the technical development and project construction phases of Capital Project Delivery. The core functions of the group include project design/project management. This is a provision of engineering services for a broad array of programs. These programs include street reconstruction (CIP), major street maintenance, development plan review, water and sanitary sewer pipeline rehabilitation, replacement and extensions and airport and park improvements. A second function includes construction inspection/management. This is a provision of quality control and construction inspection services for most City infrastructure projects to ensure compliance with approved plans, specifications and contract documents. Also, laboratory work is provided by a materials testing group as a part of the quality control effort. The third core function is utility coordination/right-of-way acquisitions/surveying and mapping. This is a provision of utility coordination services including the coordination of franchise utility relocation efforts. Property acquisitions necessary for projects are acquired by this group. Surveying is provided for design, construction and property acquisitions. The Vault/Technical Drawing Section within this service group is responsible for the preparation and maintenance of the City's water, sewer, and storm drainage maps.</p>				
Allocations	Actual FY2009	Adopted FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Personnel Services	\$ 11,409,853	\$ 11,925,129	\$ 11,871,402	\$ 11,944,994
Supplies	326,786	482,427	491,588	491,588
Contractual	1,995,698	1,961,719	1,826,424	1,826,423
Capital Outlay	153,653	211,000	358,000	358,000
Total Expenditures	\$ 13,885,990	\$ 14,580,275	\$ 14,547,415	\$ 14,621,006
Authorized Positions	125.00	145.00	145.00	145.00

CAPITAL PROJECTS SERVICE FUND – 145.00 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:		FUND/CENTER	
CAPITAL PROJECTS SERVICE FUND		PI19/0209900:0209913	
CHANGES FROM FY2010 ADOPTED TO FY2011 ADOPTED			
FY2010 ADOPTED:	\$14,580,275	A.P.	145.00
FY2011 ADOPTED:	\$14,621,006	A.P.	145.00
<p>A) The adopted budget decreases by (\$442,086) the elimination of an additional contribution to Retiree Health-care. The FY2011 additional contribution of \$5M to the Retiree Healthcare Trust for all City Funds will be funded through General Fund savings rolled over from FY2010.</p> <p>B) The adopted budget increases by \$263,604 as a result of the elimination of eight mandatory furlough days.</p> <p>C) The adopted budget increases by \$246,966 for the City's contribution to retirement to 19.74% of salary for General Employees and to 20.46% of salary to Police Civil Service.</p> <p>D) The adopted budget increases by \$150,000 for motor vehicles for the purchase of seven new vehicles for lab services and inspections.</p> <p>E) The adopted budget decreases by (\$105,334) for the reduction in the IT allocation for computer leased equipment.</p> <p>F) The adopted budget increases by \$105,144 for group health based on plan migration, turnover, and a 15% increase in the city's contribution to group health.</p> <p>G) The adopted budget increases by \$101,652 for salaries of regular employees based on salary costs, turnover and reclassifications.</p> <p>H) The adopted budget increases by \$73,592 for the continuation of Vacation Buy Back program in FY2011.</p> <p>I) The adopted budget decreases by (\$54,690) for the reduction in the allocation for worker's compensation by the Human Resources Department.</p> <p>J) The adopted budget increases by \$51,877 for equipment maintenance based on addition of seven new motor vehicles and current reestimates</p> <p>K) The adopted budget decreases by (\$35,562) for workshops and retreats based on current reestimates.</p> <p>L) The adopted budget decreases by (\$35,000) for court filing fees based on current reestimates</p> <p>M) The adopted budget decreases by (\$28,000) for motor vehicles based on the replacement plan for the department determined with ESD</p>			

FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT:
TRANSPORTATION & PUBLIC WORKS, CAPITAL PROJECTS SERVICE FUND
DEPARTMENT PURPOSE

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

FY2011 DEPARTMENTAL OBJECTIVES

To complete all capital projects managed by the Capital Projects Service 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 FY2009	ESTIMATED FY2010	PROJECTED FY2011
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	1.4	1.8	1.8

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT TRANSPORTATION & PUBLIC WKS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19 CAPITAL PROJECTS SERVICE FUND		Actual Expenditures FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011	Adopted Budget FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Center	Center Description								
	<u>ENGINEERING BUSINESS SERVICES</u>								
0209900	ENGINEERING BUSINESS SERVICES	\$ 1,769,948	\$ 658,514	\$ 744,526	\$ 818,118	5.00	5.00	5.00	5.00
0209901	STAFF DEVELOPMENT	406,389	447,448	418,808	418,808	4.00	3.00	3.00	3.00
0209903	SURVEY SERVICES	1,557,246	1,465,560	1,653,385	1,653,385	18.00	17.00	20.00	20.00
0209904	REAL PROPERTY	726,345	822,072	751,140	751,140	6.00	7.00	8.00	8.00
0209905	CONSTRUCTION INSPECTION	6,208,224	5,634,390	2,146,551	2,146,551	60.00	60.00	12.00	12.00
0209906	LAB SERVICES	747,107	694,271	735,436	735,436	9.00	9.00	9.00	9.00
0209907	PROJECT MANAGEMENT	1,224,058	1,309,168	1,894,455	1,894,454	11.00	13.00	23.00	23.00
0209908	NEW DEVEL REVIEW	807,631	1,056,957	1,976,358	1,976,358	8.00	12.00	23.00	23.00
0209909	MAPPING SERVICES	421,763	427,153	0	0	4.00	5.00	0.00	0.00
0209910	PROGRAM MANAGEMENT OFFICE	10,888	1,390,275	1,201,155	1,201,155	0.00	8.00	8.00	8.00
0209911	CAPITAL PROJECTS	6,391	674,467	658,957	658,957	0.00	6.00	6.00	6.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT TRANSPORTATION & PUBLIC WKS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19 CAPITAL PROJECTS SERVICE FUND		Actual Expenditures FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011	Adopted Budget FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Center	Center Description								
0209912	PROJECT SUPPORT	0	0	717,068	717,068	0.00	0.00	8.00	8.00
0209913	HEAVY MAINTENANCE	0	0	1,649,575	1,649,575	0.00	0.00	20.00	20.00
	Sub-Total	<u>\$ 13,885,990</u>	<u>\$ 14,580,275</u>	<u>\$ 14,547,415</u>	<u>\$ 14,621,006</u>	<u>125.00</u>	<u>145.00</u>	<u>145.00</u>	<u>145.00</u>
	TOTAL	\$ 13,885,990	\$ 14,580,275	\$ 14,547,415	\$ 14,621,006	125.00	145.00	145.00	145.00

FUND STATEMENT

FUND:

OFFICE SERVICES FUND

The Office Services Fund is an Internal Service Fund that consists of three divisions: Print Shop, Graphics and Mailroom. Effective FY2011, these operations will be transferred from the Community Relations Department to the Human Resource Department. 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.

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

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

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

Effective FY2011 the Office Services Fund will managed by the Financial Management Services Department.

FORT WORTH



**OFFICE SERVICES FUND BUDGET SUMMARY
FY2011**

REVENUES:

Office Copy Charges	\$782,269
Kodak Printing	226,082
Supplies - Inter-Departmental Billing	90,382
Labor - Inter-Departmental Billing	64,973
Miscellaneous Revenue	43,473
Postage	43,020
Mail and Messenger	41,352
Received From Others	21,494
Invoice Entry	17,049
Printing	15,000
Errands	6,287
Rush - Inter-Departmental Billing	<u>1,390</u>

TOTAL REVENUE \$1,352,771

EXPENDITURES:

Personal Services	\$636,406
Supplies	142,196
Contractual Services	<u>574,169</u>

TOTAL RECURRING EXPENSES \$1,352,771

TOTAL EXPENDITURES \$1,352,771

FORT WORTH



**PROJECTED
FY2011 CASH FLOW
OFFICE SERVICES FUND**

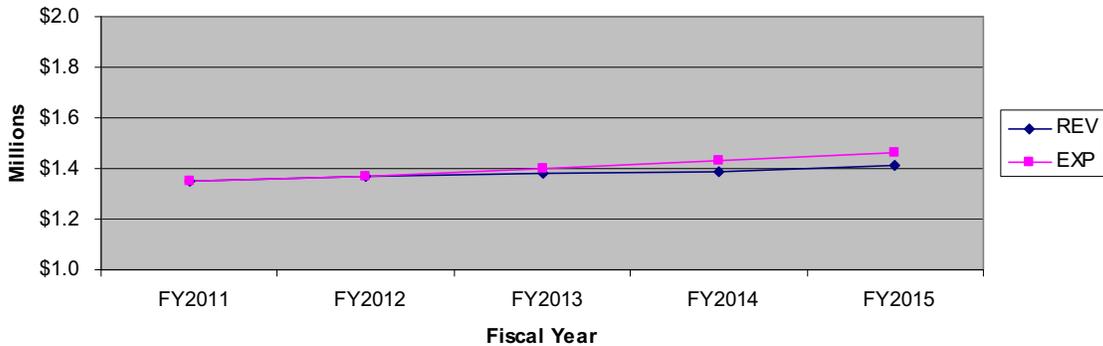
Cash Balance as of 9/30/10*	(\$81,028)
Plus: Projected Revenues	\$1,352,771
Less: Projected Expenditures	(\$1,352,771)
Estimated Available Cash as of 9/30/11	(\$81,028)

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

**OFFICE SERVICES FUND FIVE YEAR FORECAST
FISCAL YEAR 2011 THROUGH 2015**

	FY2011 Projected	FY2012 Projected	FY2013 Projected	FY2014 Projected	FY2015 Projected
Beginning Cash Balance	(\$81,028)	(\$81,028)	(\$78,524)	(\$73,024)	(\$64,506)
Revenues*					
IDB Revenue	\$66,363	\$67,524	\$68,875	\$70,597	\$72,715
Reprographics Services	\$1,221,894	\$1,243,277	\$1,268,143	\$1,299,846	\$1,338,842
Other Revenue	\$64,514	\$65,643	\$66,956	\$68,630	\$70,689
Total Revenue	\$1,352,771	\$1,376,444	\$1,403,973	\$1,439,073	\$1,482,245
Total Resources	\$1,271,743	\$1,295,416	\$1,325,449	\$1,366,049	\$1,417,739
Expenditures					
Personnel Services	\$636,406	\$645,040	\$654,994	\$668,488	\$678,334
Supplies	\$142,196	\$144,684	\$147,578	\$151,268	\$155,806
Contractual	\$574,169	\$584,217	\$595,901	\$610,799	\$629,123
Debt Service	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$1,352,771	\$1,373,941	\$1,398,473	\$1,430,554	\$1,463,263
Projected Variance	\$0	\$2,504	\$5,500	\$8,518	\$18,982
Projected Cash Balance	(\$81,028)	(\$78,524)	(\$73,024)	(\$64,506)	(\$45,523)
Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	(\$81,028)	(\$78,524)	(\$73,024)	(\$64,506)	(\$45,523)

**OFFICE SERVICES FUND
PROJECTED REVENUES AND EXPENDITURES**



**COMPARISON OF OFFICE SERVICES FUND
EXPENDITURES**

	ACTUAL FY2008	ACTUAL FY2009	BUDGET FY2010	RE-ESTIMATE FY2010	ADOPTED FY2011
Print Shop	\$1,897,270	\$1,724,433	\$1,528,876	\$1,421,962	\$916,689
Graphics	300,745	263,341	266,041	247,437	168,128
Mailroom	<u>422,383</u>	<u>435,891</u>	<u>384,172</u>	<u>357,307</u>	<u>267,954</u>
TOTAL	\$2,620,398	\$2,423,665	\$2,179,089	\$2,026,706	\$1,352,771

FORT WORTH



**COMPARISON OF OFFICE SERVICES FUND
REVENUES**

	ACTUAL FY2008	ACTUAL FY2009	BUDGET FY2010	RE-ESTIMATE FY2010	ADOPTED FY2011
Interest On Investments	\$2,053	\$0	\$0	\$0	\$0
Postage	161,915	\$171,296	50,000	92,270	43,020
Office Copy Charges	919,633	854,171	1,018,818	890,621	782,269
Received from Others-Taxable	19,032	15,042	15,000	10,917	21,494
Mail And Messenger Service	40,690	39,562	38,000	37,876	41,352
Misc Revenue	210,136	213,502	125,000	125,000	43,473
Business Cards	29,017	28,976	32,000	22,275	0
Invoice Entry	21,228	18,477	19,000	13,994	17,049
Printing	23,576	12,149	15,000	4,059	15,000
Labor - IDB Revenue	273,618	256,804	249,048	149,080	64,973
Rush - IDB Revenue	1,416	1,281	1,500	561	1,390
Supplies - IDB Revenue	412,703	401,431	396,054	378,223	90,382
Errands	16,815	6,287	9,000	143	6,287
Printing Kodak	<u>239,358</u>	<u>214,164</u>	<u>210,669</u>	<u>220,659</u>	<u>226,082</u>
TOTAL	\$2,371,190	\$2,233,142	\$2,179,089	\$1,945,678	\$1,352,771

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

NON-DEPARTMENTAL - REPROGRAPHICS

FUND/CENTER

PI60/0901310:0901330

SUMMARY OF FUND RESPONSIBILITIES:

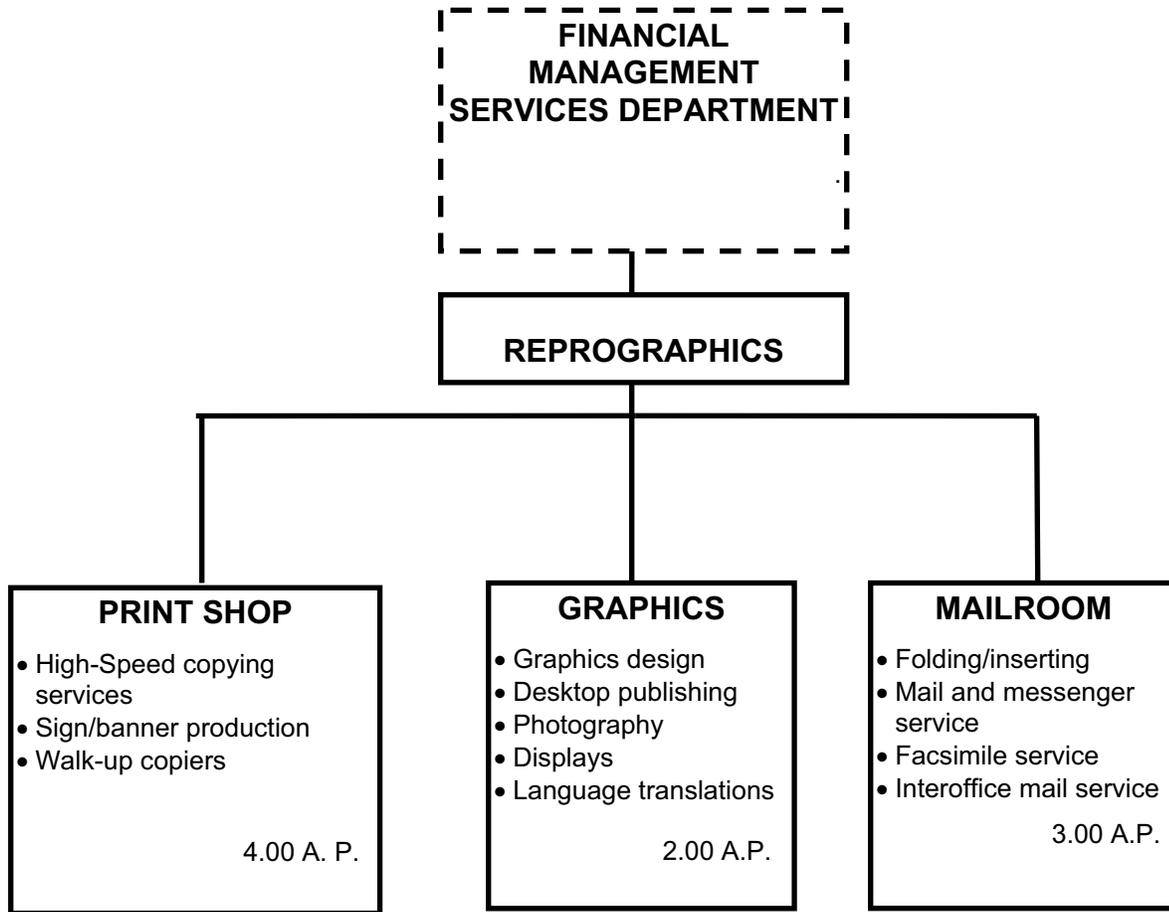
The Office Services Fund consists of three divisions: Print Shop, Graphics, and Mailroom. The Print Shop is responsible for engineering copy production, small scale sign and banner production, and walk-up copier service.

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 FY2009	Adopted FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Personnel Services	\$ 1,075,157	\$ 825,547	\$ 633,830	\$ 636,406
Supplies	303,249	316,041	142,196	142,196
Contractual	1,045,259	1,037,501	574,169	574,169
Capital Outlay	0	0	0	0
Total Expenditures	\$ 2,423,665	\$ 2,179,089	\$ 1,350,195	\$ 1,352,771
Authorized Positions	19.00	12.00	9.00	9.00

OFFICE SERVICES FUND - 9.00 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:		FUND/CENTER	
NON-DEPARTMENTAL - REPROGRAPHICS		PI60/0901310:0901330	
CHANGES FROM FY2010 ADOPTED TO FY2011 ADOPTED			
FY2010 ADOPTED:	\$2,179,089	A.P.	12.00
FY2011 ADOPTED:	\$1,352,771	A.P.	9.00
<p>A) The adopted budget decreases by (\$130,680) and three authorized positions. This reduction includes one Office Assistant II and two Reprographics Technician.</p> <p>B) The adopted budget decreases by (\$278,325) for a reduction in the administrative fee charged to the Office Services Fund.</p> <p>C) The adopted budget decreases by (\$170,972) for purchase for resale due to reduced demand.</p> <p>D) The adopted budget decreases by (\$86,532) for miscellaneous rent due to reduced walk-up copier costs.</p> <p>E) The adopted budget decreases by (\$76,334) for the elimination of an additional contribution to Retiree Healthcare. The FY2011 additional contribution of \$5M to the Retiree Healthcare Trust for all City Funds will be funded through General Fund savings rolled over from FY2010.</p>			

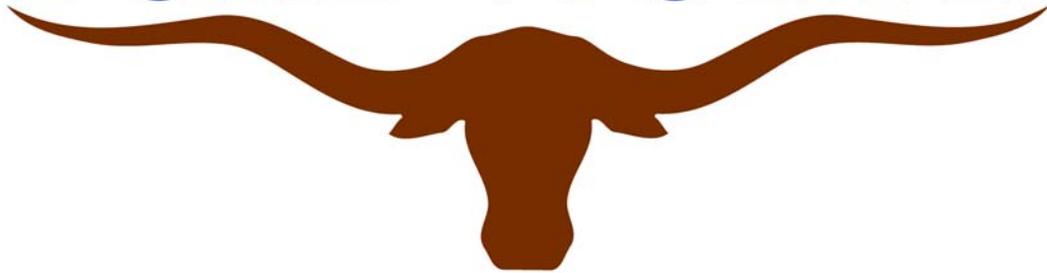
FORT WORTH



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>			
FY2011 DEPARTMENTAL OBJECTIVES			
To attain excellent customer satisfaction ratings in Print Shop and Graphics turnaround			
To attain excellent customer satisfaction ratings in Reprographics' overall service			
To save City dollars on in-house printing versus outsourcing to private industry			
To save City dollars by sending mail to presort company			
To meet or exceed the in-house national average of \$65,000 per employee revenue to ensure proper staffing levels and equipment usage			
DEPARTMENTAL MEASURES	ACTUAL FY2009	ESTIMATED FY2010	PROJECTED FY2011
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 FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011	Adopted Budget FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Center	Center Description								
	<u>PUBLIC INFORMATION</u>								
0901310	PRINT SHOP	\$ 1,724,433	\$ 1,528,876	\$ 915,874	\$ 916,689	10.00	6.00	4.00	4.00
0901320	GRAPHICS	263,341	266,041	167,037	168,128	3.00	2.00	2.00	2.00
0901330	MAILROOM	435,891	384,172	267,284	267,954	6.00	4.00	3.00	3.00
	Sub-Total	<u>\$ 2,423,665</u>	<u>\$ 2,179,089</u>	<u>\$ 1,350,195</u>	<u>\$ 1,352,771</u>	<u>19.00</u>	<u>12.00</u>	<u>9.00</u>	<u>9.00</u>
	TOTAL	\$ 2,423,665	\$ 2,179,089	\$ 1,350,195	\$ 1,352,771	19.00	12.00	9.00	9.00

FORT WORTH



FUND STATEMENT

FUND:

TEMPORARY LABOR FUND

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

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

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

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

Departments utilizing Temporary Labor's services are billed by the Fund for the temporary employee's salary and all associated administrative costs. There are an average of 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
FY2011**

REVENUES:

Labor Charges and Overhead	<u>\$1,056,732</u>
TOTAL REVENUE	\$1,056,732
Use/(Source) of Fund Balance	\$0
TOTAL REVENUE AND OTHER FINANCING SOURCES	\$1,056,732

EXPENDITURES:

Personnel Services	\$1,040,299
Supplies	500
Contractual Services	<u>15,933</u>
TOTAL RECURRING EXPENSES	\$1,056,732

DEBT SERVICE AND CAPITAL OUTLAY:

Capital Outlay	\$0
Debt Service	<u>0</u>
TOTAL DEBT SERVICE AND CAPITAL OUTLAY	\$0
TOTAL EXPENDITURES	\$1,056,732

FORT WORTH



**PROJECTED
FY2011 CASH FLOW
TEMPORARY LABOR FUND**

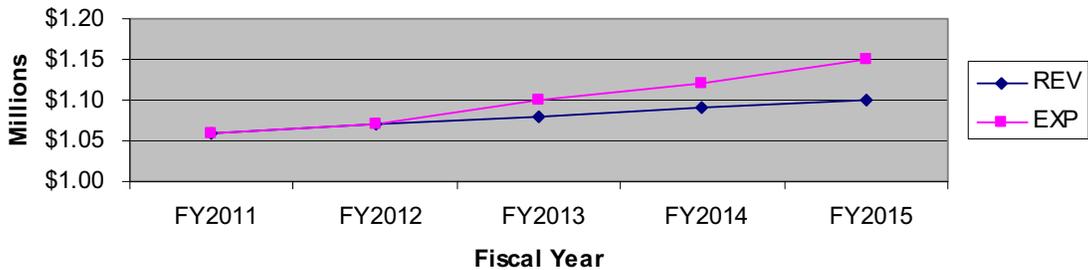
Cash Balance as of 9/30/10 *	\$486,364
Plus: Projected Revenues	\$1,056,732
Less: Projected Expenditures	(\$1,056,732)
Estimated Available Cash as of 9/30/11	\$486,364

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

**TEMPORARY LABOR FUND FIVE YEAR FORECAST
FISCAL YEAR 2011 THROUGH 2015**

	FY2011 Adopted	FY2012 Projected	FY2013 Projected	FY2014 Projected	FY2015 Projected
Beginning Cash Balance	\$486,364	\$486,364	\$478,839	\$460,960	\$426,938
<u>Revenues</u>					
Temp Services Charges	\$899,021	\$908,011	\$917,091	\$926,262	\$935,525
Temp Services Reevenue	<u>\$157,711</u>	<u>\$159,288</u>	<u>\$160,881</u>	<u>\$162,490</u>	<u>\$164,115</u>
Total Revenue	\$1,056,732	\$1,067,299	\$1,077,972	\$1,088,752	\$1,099,640
Total Resources	\$1,543,096	\$1,553,663	\$1,556,811	\$1,549,712	\$1,526,578
<u>Expenditures</u>					
Personnel Services	\$1,040,299	\$1,058,104	\$1,078,796	\$1,105,293	\$1,136,924
Supplies	\$500	\$509	\$519	\$532	\$548
Contractual	\$15,933	\$16,212	\$16,536	\$16,949	\$17,458
Debt Service	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$1,056,732	\$1,074,824	\$1,095,851	\$1,122,774	\$1,154,930
Projected Variance	\$0	(\$7,525)	(\$17,879)	(\$34,022)	(\$55,290)
Projected Cash Balance	\$486,364	\$478,839	\$460,960	\$426,938	\$371,648
Reserve Requirement	\$0	\$0	\$0	\$0	\$0
Excess/(Deficit)	\$486,364	\$478,839	\$460,960	\$426,938	\$371,648

**TEMPORARY LABOR FUND
PROJECTED REVENUES AND EXPENDITURES**

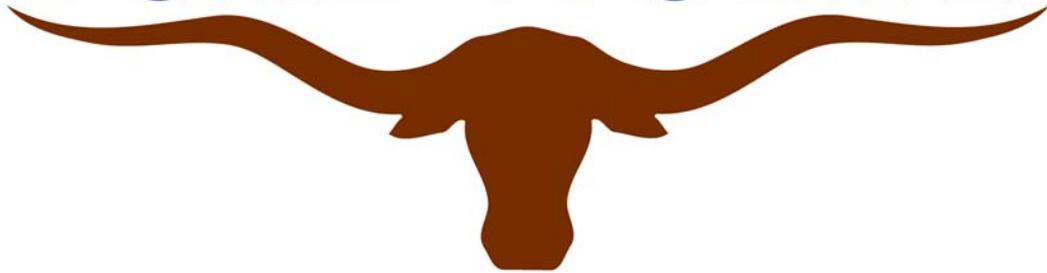


* This model does **not** reflect any rate increases for the next five years.

**COMPARISON OF TEMPORARY LABOR FUND
EXPENDITURES**

	ACTUAL FY2008	ACTUAL FY2009	BUDGET FY2010	RE-ESTIMATE FY2010	ADOPTED FY2011
Temporary Labor Services	<u>\$1,173,148</u>	<u>\$903,645</u>	<u>\$1,186,168</u>	<u>\$1,142,983</u>	<u>\$1,056,732</u>
Total	\$1,173,148	\$903,645	\$1,186,168	\$1,142,983	\$1,056,732

FORT WORTH



**COMPARISON OF TEMPORARY LABOR FUND
REVENUES**

	ACTUAL FY2008	ACTUAL FY2009	BUDGET FY2010	RE-ESTIMATE FY2010	ADOPTED FY2011
Temp Services Charges	\$939,246	\$749,109	\$981,799	\$966,687	\$899,021
Temp Services Revenues	192,713	147,228	204,369	181,404	157,711
Miscellaneous Revenue	<u>35,454</u>	<u>11,776</u>	<u>0</u>	<u>4,448</u>	<u>0</u>
TOTAL	\$1,167,413	\$908,113	\$1,186,168	\$1,152,539	\$1,056,732

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

Allocations	Actual FY2009	Adopted FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Personnel Services	\$ 877,540	\$ 1,154,683	\$ 1,039,543	\$ 1,040,299
Supplies	576	800	500	500
Contractual	25,529	30,685	15,933	15,933
Capital Outlay	0	0	0	0
Total Expenditures	\$ 903,645	\$ 1,186,168	\$ 1,055,976	\$ 1,056,732
Authorized Positions	2.10	2.10	1.20	1.20

TEMPORARY LABOR FUND- 1.20 A.P.

HUMAN RESOURCES

TEMPORARY LABOR

- Recruitment of qualified temporary labor pool applicants
- Referral of qualified temporary employees to departments
- Temporary labor testing and training

1.20 A.P.

SIGNIFICANT BUDGET CHANGES

DEPARTMENT:		FUND/CENTER	
TEMPORARY LABOR FUND		PI17/0140000	
CHANGES FROM FY2010 ADOPTED TO FY2011 ADOPTED			
FY2010 ADOPTED:	\$1,186,168	A.P.	2.10
FY2011 ADOPTED:	\$1,056,732	A.P.	1.20
<p>A) The adopted budget decreases by (\$47,544) and one Human Resources Analyst authorized position.</p> <p>B) The adopted budget increases by \$11,460 and 0.10 of the Human Resources Manager authorized position that was transferred from the General Fund.</p> <p>C) The adopted budget decreases by (\$66,332) for the elimination of an additional contribution to Retiree Healthcare. The FY2011 additional contribution of \$5M to the Retiree Healthcare Trust for all City Funds will be funded through General Fund savings rolled over from FY2010.</p> <p>D) The adopted budget decreases by (\$11,915) for a reduction in the administrative fee charged to the Temporary Labor Fund.</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.

FY2011 DEPARTMENTAL OBJECTIVES

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

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

DEPARTMENTAL MEASURES	ACTUAL FY2009	ESTIMATED FY2010	PROJECTED FY2011
Percent of Temporary Labor Fund cost below those of private agencies	35%	35%	35%
Number of days to fill temporary labor requests	3	3	3
Percent of temporary workers Placed in authorized positions In City	30%	40%	40%

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI17 TEMPORARY LABOR FUND		Actual Expenditures FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011	Adopted Budget FY2009	Adopted Budget FY2010	Proposed Budget FY2011	Adopted Budget FY2011
Center	Center Description								
0140000	<u>HUMAN RESOURCES</u>								
	HUMAN RESOURCES	\$ 903,645	\$ 1,186,168	\$ 1,055,976	\$ 1,056,732	2.10	2.10	1.20	1.20
	Sub-Total	<u>\$ 903,645</u>	<u>\$ 1,186,168</u>	<u>\$ 1,055,976</u>	<u>\$ 1,056,732</u>	<u>2.10</u>	<u>2.10</u>	<u>1.20</u>	<u>1.20</u>
	TOTAL	\$ 903,645	\$ 1,186,168	\$ 1,055,976	\$ 1,056,732	2.10	2.10	1.20	1.20

FORT WORTH

