

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 Community Relations Department, 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 FY2002. This FY2010 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, the Equipment Services Department will begin a Competitiveness Study to evaluate current operations as they relate to the fleet maintenance market. The Competitiveness Study will last for 60 days following implementation. The Competitiveness Study will determine the need, if any, to proceed with a Request for Proposal (RFP) for fleet maintenance services in November 2009. Through the Managed Competition process, the Equipment Services Department would bid on the RFP. The RFP process would be completed in March 2010 with a recommendation for fleet maintenance services in April 2010. Following contract negotiation and transition planning, a new fleet maintenance service provider could be in place on or before October 1, 2010.

FORT WORTH



EQUIPMENT SERVICES FUND BUDGET SUMMARY
FISCAL YEAR
2010

REVENUES:

Equipment Maintenance Labor Costs	\$8,498,607
Fuel Costs and Overhead	6,739,819
Repair and Maintenance Parts	6,502,317
ESD Administrative Charge	2,247,035
Outside Repair and Maintenance	1,380,500
Other Charges	<u>328,856</u>

TOTAL REVENUE \$25,697,134

OTHER FINANCING SOURCES:

	<u>(135,583)</u>
Use/(Source) of Fund Balance*	

TOTAL REVENUE AND OTHER FINANCING SOURCES \$25,561,551

EXPENDITURES:

Personal Services	\$8,651,824
Supplies	12,173,622
Contractual Services	<u>4,217,560</u>

TOTAL RECURRING EXPENSES \$25,043,006

CAPITAL OUTLAY:

Capital Outlay	<u>\$518,545</u>
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TOTAL CAPITAL OUTLAY

TOTAL EXPENDITURES \$25,561,551

* Revenues are adopted in excess of expenditures to shore up the fund balance.

FORT WORTH



**PROJECTED
FY2009-10 CASH FLOW
EQUIPMENT SERVICES FUND**

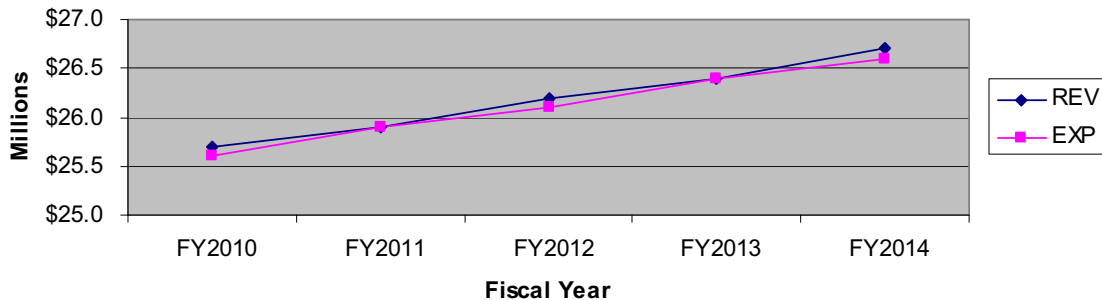
Cash Balance as of 9/30/09*	\$228,981
Plus: Projected Revenues	\$25,697,134
Less: Projected Expenditures	(\$25,561,551)
Estimated Available Cash as of 9/30/10	\$364,564

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

**EQUIPMENT SERVICES FUND FIVE YEAR FORECAST
FISCAL YEAR 2010 THROUGH 2014**

	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14
	Projected	Projected	Projected	Projected	Projected
Beginning Cash Balance	\$228,981	\$364,564	\$446,132	\$483,616	\$509,691
Revenues*					
Equipment Maintenance Labor	\$8,498,607	\$8,583,593	\$8,669,429	\$8,756,123	\$8,843,685
Fuel Costs and Overhead	\$6,739,819	\$6,807,217	\$6,875,289	\$6,944,042	\$7,013,483
Repair and Maintenance Parts	\$6,502,317	\$6,567,340	\$6,633,014	\$6,699,344	\$6,766,337
Administrative Charge	\$2,247,035	\$2,247,035	\$2,247,035	\$2,247,035	\$2,247,035
Outside Repair and Maintenance	\$1,380,500	\$1,394,305	\$1,408,248	\$1,422,331	\$1,436,554
Other Charges	\$328,856	\$332,145	\$335,466	\$338,821	\$342,209
Total Revenue	\$25,697,134	\$25,931,635	\$26,168,481	\$26,407,695	\$26,649,302
Total Resources	\$25,926,115	\$26,296,199	\$26,614,613	\$26,891,312	\$27,158,993
Expenditures					
Personnel Services	\$8,651,825	\$8,771,243	\$8,881,384	\$8,959,512	\$9,042,062
Supplies	\$12,173,622	\$12,295,358	\$12,418,312	\$12,542,495	\$12,667,920
Contractual	\$4,217,560	\$4,259,736	\$4,302,333	\$4,345,356	\$4,388,810
Capital	\$518,545	\$523,730	\$528,968	\$534,257	\$539,600
Total Expenditures	\$25,561,551	\$25,850,067	\$26,130,996	\$26,381,621	\$26,638,392
Projected Variance	\$135,583	\$81,568	\$37,485	\$26,074	\$10,910
Projected Cash Balance	\$364,564	\$446,132	\$483,616	\$509,691	\$520,601
Reserve Requirement (20%)	\$5,112,310	\$5,170,013	\$5,226,199	\$5,276,324	\$5,327,678
Excess/(Deficit)	(\$4,747,747)	(\$4,723,882)	(\$4,742,583)	(\$4,766,633)	(\$4,807,077)

**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 2006-07	ACTUAL 2007-08	BUDGET 2008-09	RE-ESTIMATE 2008-09	ADOPTED 2009-10
Administration	\$2,184,808	\$2,098,861	\$1,297,817	\$1,157,893	\$2,213,427
Equipment Services Information Systems	0	15	801,611	715,186	831,343
Equipment Materials	4,563,069	5,343,489	5,960,769	5,318,111	6,028,419
James Ave	1,881,245	3,289,132	3,911,087	3,489,415	3,456,893
Southside Service Center	917,847	870,907	1,018,239	908,458	959,868
Brennan Street	1,591,516	1,477,416	1,810,494	1,615,296	1,661,325
Water & Sewer Center	983,847	925,797	1,124,903	1,003,622	1,078,420
James AV Light	1,953,681	0	0	0	0
Fuel Services	445,289	350,213	427,509	381,417	435,085
Technical Services	287,645	323,709	401,152	357,902	514,518
Tire Shop	293,382	287,182	332,055	296,255	410,849
Parts & Fuel Inventory	7,633,298	11,139,222	10,078,954	8,992,296	7,946,404
Non-Departmental	<u>271,994</u>	<u>17,717</u>	<u>25,000</u>	<u>22,305</u>	<u>25,000</u>
TOTAL	\$23,007,621	\$26,123,660	\$27,189,590	\$24,258,156	\$25,561,551

FORT WORTH



**COMPARISON OF EQUIPMENT SERVICES FUND
REVENUES**

	ACTUAL 2006-07	ACTUAL 2007-08	BUDGET 2008-09	RE-ESTIMATE 2008-09	ADOPTED 2009-10
Interest on Investments	\$0	\$2,940	\$0	\$0	\$0
Equipment Maint/Labor Cost	6,430,690	7,103,824	7,709,520	7,547,594	8,498,606
Fuel Overhead	119,813	126,892	120,148	110,593	116,921
Veh Repair & Maint Overhead	1,180,461	1,345,521	1,524,353	1,317,421	1,500,535
Other Labor Charges	24,083	1,040	0	0	0
Car Wash	54,473	47,219	55,000	42,445	70,700
Rev from Sale of Auto Parts	16,263	34,877	13,000	18,736	13,000
Diesel Sales	2,452,364	3,692,724	3,633,736	2,405,031	2,387,713
Used Parts & Oil	2,213	15,528	6,262	12,460	8,000
Unleaded Sales	2,187,471	3,037,088	3,145,793	2,033,484	2,095,677
Propane Sales	73,896	39,728	98,993	39,993	51,114
Veh Repair & Maint Supplies	3,286,966	3,884,082	4,763,602	5,172,829	5,001,782
Outside Rep & Main Costs	1,772,962	1,683,830	659,108	1,031,822	1,255,000
Outside Rep & Main Ovrhd	177,572	141,760	65,911	102,955	125,500
Lubricant Costs	129,741	164,380	169,755	186,163	199,585
Lubricant Overhead	21,272	7,807	2,570	2,733	2,571
Diesel Overhead	128,366	133,956	130,038	125,542	126,961
Propane Overhead	6,638	2,693	6,024	2,616	2,921
Gas Card Revenue	2,001,287	2,891,462	2,720,432	1,851,281	1,932,313
Gas Card Overhead	25,168	27,542	25,466	26,989	26,199
ESD Admin Charge	2,031,840	2,236,520	2,303,940	2,343,801	2,247,035
Misc. Revenue	20,991	15,412	3,000	8,666	10,000
EPA Revenue	<u>27,390</u>	<u>26,124</u>	<u>40,000</u>	<u>21,660</u>	<u>25,000</u>
TOTAL	\$22,171,920	\$26,662,949	\$27,196,651	\$24,404,814	\$25,697,133

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.

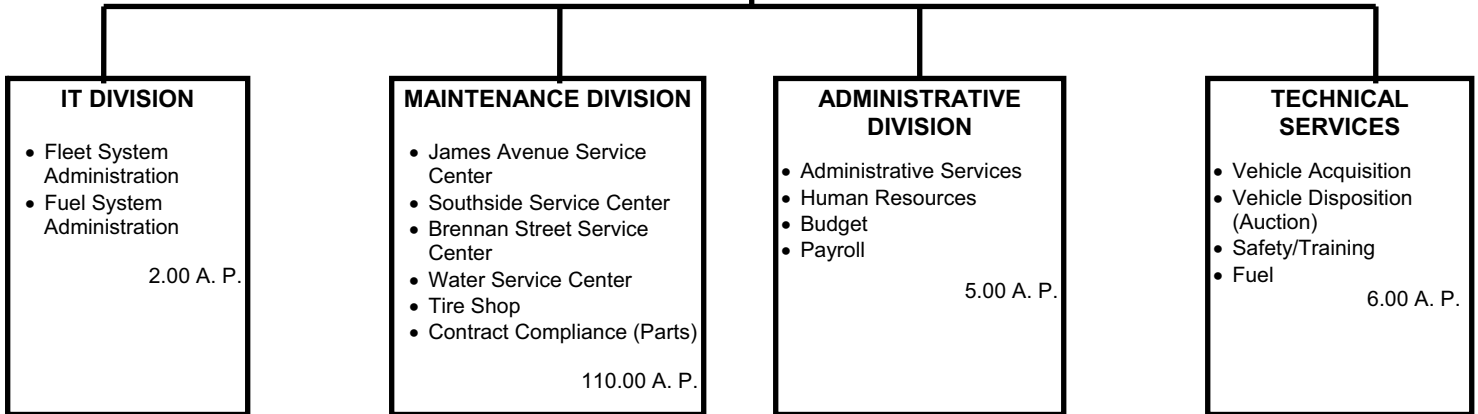
ESD privatized its parts inventory system at the end of FY2002. This FY2010 Budget contains the continuation of this program. AutoZone, as the contracted provider of that service, now supplies most city departments with required vehicle repair parts.

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 FY2008	Adopted FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Personnel Services	\$ 7,715,272	\$ 8,206,067	\$ 8,651,825	\$ 8,651,825
Supplies	14,452,431	15,047,535	12,173,622	12,173,622
Contractual	3,955,956	3,675,623	4,217,560	4,217,560
Capital Outlay	0	260,365	518,545	518,545
Debt Service	0	0	0	0
Total Expenditures	\$ 26,123,659	\$ 27,189,589	\$ 25,561,551	\$ 25,561,551
Authorized Positions	126.00	127.00	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 2008-09 ADOPTED TO 2009-10 ADOPTED

2008-09 ADOPTED:	\$27,189,589	A.P.	127.00
2009-10 ADOPTED:	\$25,561,551	A.P.	123.00

- A) The adopted budget decreases by (\$236,723) for the deletion of four authorized positions at James Heavy Service Center. This reduction includes one Service Supervisor, one Mechanic I and two Mechanic II positions.
- B) The adopted budget decreases by (\$1,246,022) in diesel fuel due to a decrease in fuel costs.
- C) The adopted budget decreases by (\$1,050,116) in fuel purchases due to a decrease in fuel costs.
- D) The adopted budget decreases by (\$788,119) in ESD Gascard fuel due to a decrease in fuel costs.
- E) The adopted budget increases by \$453,867 for an additional contribution to Retiree Healthcare costs.
- F) The adopted budget increases by \$356,192 in outside body repair due to increased demand for outside services.
- G) The adopted budget increases by \$350,000 in other contractual due to managed competition costs. The Executive Team is actively pursuing managed competition opportunities which involve reviewing the Equipment Services Department for possible competition, optimization, or benchmarking with the private sector.
- H) The adopted budget increases by \$262,964 in motor vehicle repair due to the aging fleet.
- I) The adopted budget decreases by (\$202,373) for the implementation of eight mandatory furlough days city wide. Staff will not work on those specific days and will not be paid.
- J) The adopted budget increases by \$193,081 in terminal leave based on eligible and expected retirements as well as normal turnover.

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.

FY2009-10 DEPARTMENTAL OBJECTIVES

Maintain fleet availability for user departments above 96% at present budgetary levels

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

Complete in-shop repairs within three working days above 93% of the time at present budgetary levels

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 FY2008	ESTIMATED FY2009	PROJECTED FY2010
Fleet Availability	95.05%	95.50%	96%
Maintenance Scheduled	42%	50%	55%
In-house Repairs within 2 days	91.79%	92%	93%
Repeat Repairs	.47%	.40%	.40%
Variance in Fuel Inventory	>1%	>1%	<1%
Employee Training Hours	2,080	2,500	2,500

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT EQUIPMENT SERVICES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI61 EQUIPMENT SERVICES FUND		Actual Expenditures FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010	Adopted Budget FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Center	Center Description								
	<u>EQUIPMENT SERVICES</u>								
0212010	ADMINISTRATION	\$ 2,098,861	\$ 1,297,817	\$ 2,213,427	\$ 2,213,427	7.00	5.00	6.00	6.00
0212011	EQUIPMENT SERVICES INFORMATION SYSTEMS	15	801,611	831,343	831,343	0.00	2.00	2.00	2.00
0212015	EQUIPMENT MATERIALS	5,343,489	5,960,769	6,028,419	6,028,419	5.00	5.00	5.00	5.00
0212030	JAMES HEAVY	3,289,132	3,911,087	3,456,893	3,456,893	57.00	57.00	51.00	51.00
0212035	SOUTHSIDE SERVICE CENTER	870,907	1,018,239	959,868	959,868	11.00	11.00	11.00	11.00
0212045	BRENNAN STREET	1,477,416	1,810,494	1,661,325	1,661,325	21.00	22.00	22.00	22.00
0212050	WATER & SEWER CENTER	925,797	1,124,903	1,078,420	1,078,420	13.00	13.00	14.00	14.00
0212070	FUEL SERVICES	350,213	427,509	435,085	435,085	3.00	3.00	3.00	3.00
0212071	TECHNICAL SERVICES	323,709	401,152	514,518	514,518	4.00	4.00	4.00	4.00
0212080	TIRE SHOP	287,182	332,055	410,849	410,849	5.00	5.00	5.00	5.00
0212085	PARTS & FUEL INVENTORY	11,139,222	10,078,954	7,946,404	7,946,404	0.00	0.00	0.00	0.00
0212095	NON-DEPARTMENTAL	17,717	25,000	25,000	25,000	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 26,123,659</u>	<u>\$ 27,189,589</u>	<u>\$ 25,561,551</u>	<u>\$ 25,561,551</u>	<u>126.00</u>	<u>127.00</u>	<u>123.00</u>	<u>123.00</u>
	TOTAL	\$ 26,123,659	\$ 27,189,589	\$ 25,561,551	\$ 25,561,551	126.00	127.00	123.00	123.00

FORT WORTH



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

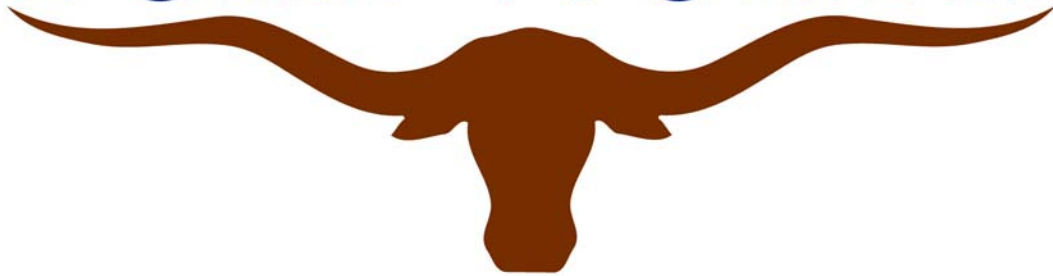
The Information Systems Fund provides for the management of the City's mainframe, network, and telecommunications equipment and services. In October 1994, the Information Technology Solutions Department (IT Solutions) was transferred from the General Fund to the Information Systems Fund.

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 has been initiated. It includes reviewing and selecting the IT services from all the departments for potential outsourcing and to complete that outsourcing in FY2011. 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.

FORT WORTH



INFORMATION SYSTEMS FUND BUDGET SUMMARY
FISCAL YEAR
2010

REVENUES:

Computing Services	\$16,152,919
Telephone Services	5,015,606
Radio Services	1,241,426
External Customer Revenue	<u>770,000</u>

TOTAL REVENUE	\$23,179,951
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EXPENDITURES:

Personal Services	\$9,830,718
Supplies	699,863
Contractual Services	<u>12,642,370</u>

TOTAL RECURRING EXPENSES	\$23,172,951
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CAPITAL OUTLAY:

Capital Outlay	<u>\$7,000</u>
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TOTAL CAPITAL OUTLAY	\$7,000
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TOTAL EXPENDITURES	\$23,179,951
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FORT WORTH



**PROJECTED
FY2009-10 CASH FLOW
INFORMATION SYSTEMS FUND**

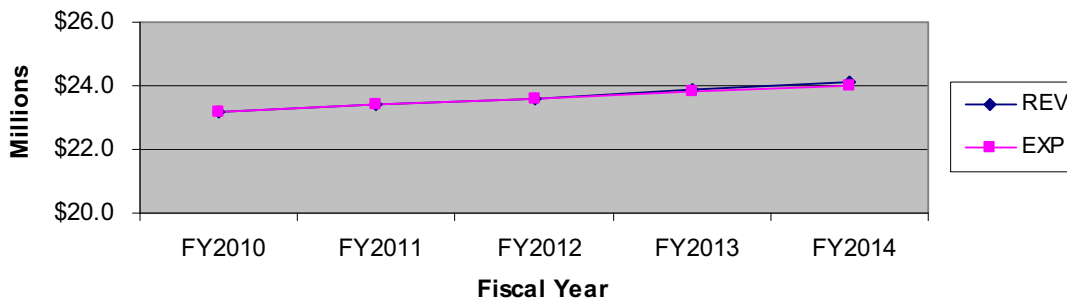
Cash Balance as of 9/30/09*	\$8,218,883
Plus: Projected Revenues	\$23,179,951
Less: Projected Expenditures	(\$23,179,951)
Estimated Available Cash as of 9/30/10	\$8,218,883

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

**INFORMATION SYSTEMS FUND FIVE YEAR FORECAST
FISCAL YEAR 2010 THROUGH 2014**

	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14
	Projected	Projected	Projected	Projected	Projected
Beginning Cash Balance	\$8,218,883	\$8,218,883	\$8,210,072	\$8,210,525	\$8,250,361
Revenues*					
Computing Services	\$16,152,919	\$16,314,448	\$16,477,593	\$16,642,369	\$16,808,792
Telephone Services	\$5,015,606	\$5,065,762	\$5,116,420	\$5,167,584	\$5,219,260
Radio Services	\$1,241,426	\$1,253,840	\$1,266,379	\$1,279,042	\$1,291,833
External Customers	\$770,000	\$777,700	\$785,477	\$793,332	\$801,265
Transfer to the Equip Fund	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$23,179,951	\$23,411,751	\$23,645,868	\$23,882,327	\$24,121,150
Total Resources	\$31,398,834	\$31,630,634	\$31,855,940	\$32,092,852	\$32,371,511
Expenditures					
Personnel Services	\$9,830,718	\$9,937,836	\$10,027,863	\$10,088,763	\$10,153,572
Supplies	\$699,863	\$706,862	\$713,930	\$721,070	\$728,280
Contractual	\$12,642,370	\$12,768,794	\$12,896,482	\$13,025,446	\$13,155,701
Capital	\$7,000	\$7,070	\$7,141	\$7,212	\$7,284
Debt Service	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$23,179,951	\$23,420,561	\$23,645,415	\$23,842,491	\$24,044,838
Projected Variance	\$0	(\$8,811)	\$453	\$39,836	\$76,312
Projected Cash Balance	\$8,218,883	\$8,210,072	\$8,210,525	\$8,250,361	\$8,326,673
Reserve Requirement (20%)	\$4,635,990	\$4,684,112	\$4,729,083	\$4,768,498	\$4,808,968
Excess/(Deficit)	\$3,582,893	\$3,525,960	\$3,481,442	\$3,481,863	\$3,517,706

**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 2006-07	ACTUAL 2007-08	BUDGET 2008-09	RE-ESTIMATE 2008-09	ADOPTED 2009-10
Administration	\$2,028,683	\$668,827	\$2,477,081	\$2,410,043	\$1,017,178
Security	572,582	940,943	1,412,104	1,373,888	1,536,627
Infrastructure	3,664,510	3,723,436	4,342,366	4,224,847	4,206,198
Finance	790,106	867,804	704,667	685,596	688,233
Operations	5,857,807	5,163,766	4,540,030	4,417,162	5,334,954
Communications	8,010,160	7,521,674	7,787,110	7,576,365	8,581,936
Customer Service	1,258,100	1,324,435	1,358,955	1,322,177	1,352,255
Department Overhead	<u>159,557</u>	<u>273,545</u>	<u>290,213</u>	<u>282,359</u>	<u>462,570</u>
TOTAL	\$22,341,505	\$20,484,430	\$22,912,526	\$22,292,437	\$23,179,951

FORT WORTH



**COMPARISON OF INFORMATION SYSTEMS FUND
REVENUES**

	ACTUAL 2006-07	ACTUAL 2007-08	BUDGET 2008-09	RE-ESTIMATE 2008-09	ADOPTED 2009-10
Computing Services	\$15,971,559	\$16,182,055	\$15,024,289	\$13,903,308	\$16,152,919
Telephone Services	4,276,461	4,617,506	4,214,178	5,161,777	5,015,606
Radio Services	1,496,307	1,459,941	1,216,756	1,375,809	1,241,426
Software Based Charges	3,551	0	0	0	0
External Customers	666,133	773,211	630,656	739,145	770,000
Other Revenue	3,082	144,975	0	282,753	0
Transfer to Capital Projects Fund	<u>0</u>	<u>0</u>	<u>1,826,647</u>	<u>1,826,647</u>	<u>0</u>
TOTAL	\$22,417,093	\$23,177,688	\$22,912,526	\$23,289,439	\$23,179,951

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.

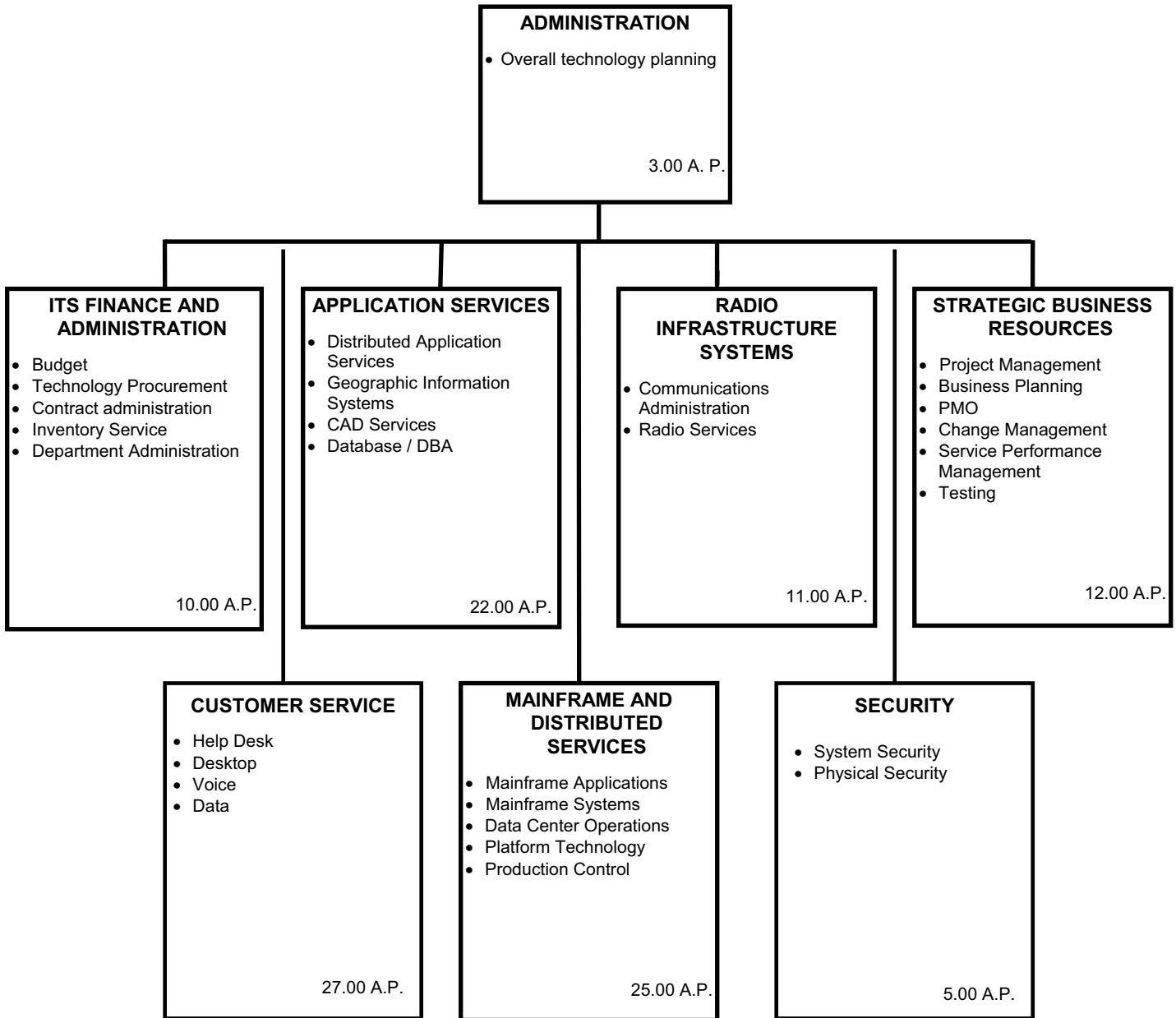
The Communications & Infrastructure Group provides technical management and development of the City's telephone system, radio systems and the public safety Computer-Aided Dispatch system; and technical management and development for the City's network infrastructure, Desktop Support, and IT Security 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 FY2008	Adopted FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Personnel Services	\$ 9,971,006	\$ 9,475,865	\$ 9,830,718	\$ 9,830,718
Supplies	804,562	621,524	699,863	699,863
Contractual	9,449,422	12,808,137	12,642,370	12,642,370
Capital Outlay	259,441	7,000	7,000	7,000
Debt Service	0	0	0	0
Total Expenditures	\$ 20,484,431	\$ 22,912,526	\$ 23,179,951	\$ 23,179,951
Authorized Positions	131.00	115.00	115.00	115.00

INFORMATION SYSTEMS FUND - 115.00 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:		FUND/CENTER	
INFORMATION SYSTEMS FUND		PI68/0041000:0049000	
CHANGES FROM 2008-09 ADOPTED TO 2009-10 ADOPTED			
2008-09 ADOPTED:	\$22,912,526	A.P.	115.00
2009-10 ADOPTED:	\$23,179,951	A.P.	115.00
<p>A) The adopted budget decreases by (\$2,273,475) for the elimination of a \$1.8M one time transfer to the Equipment fund to shore up the fund balance. Additionally, the budget decreases due to reduced equipment note payments of \$422K.</p> <p>B) The adopted budget increases by \$862,365 in miscellaneous rent for increased software and maintenance costs.</p> <p>C) The adopted budget increases by \$440,000 for contractual backfill costs for ERP Phase I and II.</p> <p>D) The adopted budget increases by \$323,045 for an additional contribution to Retiree Healthcare costs.</p> <p>E) The adopted budget decreases by (\$272,378) for the implementation of eight mandatory furlough days city wide. Staff will not work on those specific days and will not be paid.</p> <p>F) The adopted budget increases by \$247,500 for an information security audit.</p> <p>G) The adopted budget increases by \$188,000 for contractual costs to secure an outsourcing project manager.</p> <p>H) The adopted budget increases by \$172,600 in lease/straight lines for the addition of circuits due to growth.</p> <p>I) The adopted budget increases by \$164,960 in claim and lawsuit allocation costs.</p> <p>J) The adopted budget increases by \$147,448 due to a potential 2% increase in the City's contribution to the employee retirement fund.</p> <p>K) The adopted budget decreases by (\$96,759) in scheduled temporaries.</p> <p>L) The adopted budget increases by \$87,400 in terminal leave based on eligible and expected retirements as well as normal turnover.</p> <p>M) The adopted budget increases by \$81,281 in repair and maintenance supplies due to additional data line repair and maintenance.</p>			

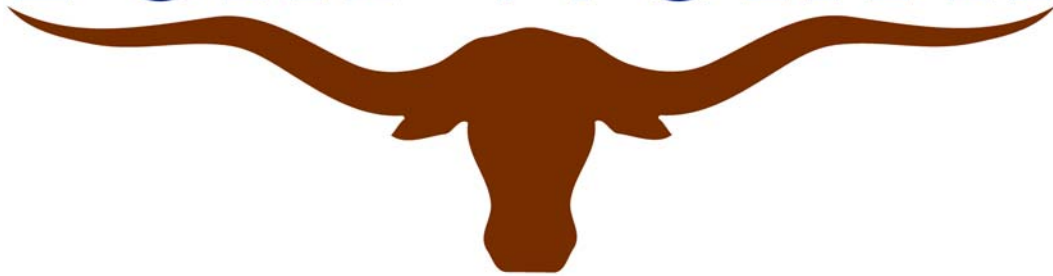
FORT WORTH



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.			
FY2009-10 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			
DEPARTMENTAL MEASURES	ACTUAL FY2008	ESTIMATED FY2009	PROJECTED FY2010
Applications and database on-line availability	>99%	>99%	>99%
Public Safety Trunked Voice Radio system availability	99%	99%	>99%
Customer satisfaction with Equipment installation	89%	NA	89%
Good/Excellent customer Satisfaction with desktop support	94%	95%	95%
Customer satisfaction for CS Ctr	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 FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010	Adopted Budget FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Center	Center Description								
	<u>ADMINISTRATION AND IT SECURITY</u>								
0041000	ADMINISTRATION	\$ 668,827	\$ 2,477,081	\$ 1,017,178	\$ 1,017,178	2.00	3.00	3.00	3.00
	Sub-Total	\$ 668,827	\$ 2,477,081	\$ 1,017,178	\$ 1,017,178	2.00	3.00	3.00	3.00
	<u>IT SECURITY</u>								
0041100	IT SECURITY	\$ 940,943	\$ 1,412,104	\$ 1,536,627	\$ 1,536,627	5.00	5.00	5.00	5.00
	Sub-Total	\$ 940,943	\$ 1,412,104	\$ 1,536,627	\$ 1,536,627	5.00	5.00	5.00	5.00
	<u>INFRASTRUCTURE</u>								
0043000	MAINFRAME OPERA- TIONS	\$ 0	\$ 0	\$ 1,173,844	\$ 1,173,844	0.00	0.00	2.00	2.00
0043010	PLATFORM TECHNOLO- GIES	2,019,538	1,869,016	1,799,989	1,799,989	6.00	5.00	5.00	5.00
0043020	DATA CENTER OPERA- TIONS	1,703,898	2,473,350	1,232,365	1,232,365	16.00	14.00	12.00	12.00
	Sub-Total	\$ 3,723,436	\$ 4,342,366	\$ 4,206,198	\$ 4,206,198	22.00	19.00	19.00	19.00
	<u>FINANCE</u>								
0044000	FINANCE & CONTRACT ADMINISTRATION	\$ 867,804	\$ 704,667	\$ 688,233	\$ 688,233	13.00	10.00	10.00	10.00
	Sub-Total	\$ 867,804	\$ 704,667	\$ 688,233	\$ 688,233	13.00	10.00	10.00	10.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010	Adopted Budget FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Center	Center Description								
	<u>OPERATIONS</u>								
0045000	BUSINESS ANALYSIS & PLANNING	\$ 2,555,094	\$ 1,498,685	\$ 1,768,446	\$ 1,768,446	18.00	12.00	12.00	12.00
0045010	MAINFRAME APPLICATIONS	652,071	829,026	622,117	622,117	7.00	6.00	4.00	4.00
0045020	DISTRIBUTED APPLICATIONS	1,225,817	1,506,488	1,862,070	1,862,070	11.00	14.00	12.00	12.00
0045030	DATABASE DESIGN & SUPPORT	0	0	402,074	402,074	0.00	0.00	4.00	4.00
0045050	GEOGRAPHIC INFORMATION SERVICES	730,784	705,831	680,247	680,247	9.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 5,163,766</u>	<u>\$ 4,540,030</u>	<u>\$ 5,334,954</u>	<u>\$ 5,334,954</u>	<u>45.00</u>	<u>37.00</u>	<u>37.00</u>	<u>37.00</u>
	<u>COMMUNICATIONS</u>								
0046000	IT COMMUNICATIONS SERVICES GROUP	\$ 180,138	\$ 232,416	\$ 0	\$ 0	2.00	1.00	0.00	0.00
0046002	CIRCUITS	0	0	3,132,600	3,132,600	0.00	0.00	0.00	0.00
0046010	VOICE SERVICES	4,761,413	4,642,205	1,092,069	1,092,069	10.00	11.00	5.00	5.00
0046020	RADIO SERVICES	1,749,091	1,706,475	2,011,426	2,011,426	11.00	9.00	10.00	10.00
0046030	DATA SERVICES	43	0	790,937	790,937	0.00	0.00	6.00	6.00
0046040	CAD SERVICES	830,990	1,206,014	1,554,904	1,554,904	4.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 7,521,674</u>	<u>\$ 7,787,110</u>	<u>\$ 8,581,936</u>	<u>\$ 8,581,936</u>	<u>27.00</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 FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010	Adopted Budget FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Center	Center Description								
	<u>CUSTOMER SERVICE</u>								
0048000	CUSTOMER SUPPORT CENTER	\$ 571,616	\$ 541,996	\$ 541,045	\$ 541,045	8.00	7.00	7.00	7.00
0048001	DESKTOP SUPPORT	752,820	816,959	811,210	811,210	9.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 1,324,435</u>	<u>\$ 1,358,955</u>	<u>\$ 1,352,255</u>	<u>\$ 1,352,255</u>	<u>17.00</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>
	<u>DEPT OVERHEAD</u>								
0049000	DEPT OVERHEAD	\$ 273,545	\$ 290,213	\$ 462,570	\$ 462,570	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 273,545</u>	<u>\$ 290,213</u>	<u>\$ 462,570</u>	<u>\$ 462,570</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 20,484,431	\$ 22,912,526	\$ 23,179,951	\$ 23,179,951	131.00	115.00	115.00	115.00

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.

FORT WORTH



**COMPARISON OF CAPITAL PROJECTS SERVICE FUND
EXPENDITURES**

	ACTUAL 2006-07	ACTUAL 2007-08	BUDGET 2008-09	RE-ESTIMATE 2008-09	ADOPTED 2009-10
Engineering Administration	\$1,520,741	\$1,296,498	\$0	\$0	\$0
Inspection & Survey Section	5,622,456	6,242,993	0	0	0
Laboratory Section	602,149	519,552	0	0	0
Design Services	3,041,979	3,261,891	0	0	0
Mapping Services	1,091,649	985,653	0	0	0
Survey Section	1,188,259	1,330,933	0	0	0
Real Property	1,242,643	1,245,188	0	0	0
Staff Development	<u>411,187</u>	<u>492,350</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$14,721,063	\$15,375,058	\$0	\$0	\$0

FORT WORTH



**COMPARISON OF CAPITAL PROJECTS SERVICE FUND
REVENUES**

	ACTUAL 2006-07	ACTUAL 2007-08	BUDGET 2008-09	RE-ESTIMATE 2008-09	ADOPTED 2009-10
Transfer from Water and Sewer Operating Fund	\$5,044	\$16,805	\$0	\$0	\$0
Transfer from Lake Worth Trust Fund	118,694	158,902	0	0	0
Parks & Community Services Capital Projects-GF	118,700	144,470	0	0	0
T/PW General Fund Programs	296,715	377,234	0	0	0
Environmental Services	39,773	6,060	0	0	0
Aviation Capital Projects	25,328	54,362	0	0	0
T/PW Capital Projects	3,919,833	4,690,017	0	0	0
Water Capital Projects	4,502,688	6,153,228	0	0	0
Wastewater Capital Projects	2,704,225	2,666,683	0	0	0
Receipts from Other Funds	176,023	175,324	0	0	0
Contract Street Maintenance	1,077,216	398,548	0	0	0
Surplus Management Fees	186,565	40,846	0	0	0
Gas Lease Admin Fees	99,000	100,000	0	0	0
Interest from Investment	39,419	15,380	0	0	0
Miscellaneous Revenues	<u>72,633</u>	<u>81,505</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$13,381,856	\$15,079,364	\$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 FY2008	Adopted FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Personnel Services	\$ 12,282,487	\$ 0	\$ 0	\$ 0
Supplies	750,615	0	0	0
Contractual	2,317,536	0	0	0
Capital Outlay	24,420	0	0	0
Total Expenditures	\$ 15,375,058	\$ 0	\$ 0	\$ 0
Authorized Positions	186.75	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 FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010	Adopted Budget FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Center	Center Description								
	<u>ENGINEERING ADMINISTRATION DIVISION</u>								
0301000	ADMINISTRATION	\$ 1,296,498	\$ 0	\$ 0	\$ 0	14.00	0.00	0.00	0.00
	Sub-Total	\$ 1,296,498	\$ 0	\$ 0	\$ 0	14.00	0.00	0.00	0.00
	<u>CONSTRUCTION DIVISION</u>								
0302010	INSPECTION & SURVEY SECTION	\$ 6,242,993	\$ 0	\$ 0	\$ 0	71.00	0.00	0.00	0.00
0302030	LABORATORY SECTION	519,552	0	0	0	9.00	0.00	0.00	0.00
	Sub-Total	\$ 6,762,545	\$ 0	\$ 0	\$ 0	80.00	0.00	0.00	0.00
	<u>ENGINEERING SERVICES</u>								
0303020	DESIGN SERVICES	\$ 3,261,891	\$ 0	\$ 0	\$ 0	36.00	0.00	0.00	0.00
0303030	MAPPING SERVICES	985,653	0	0	0	14.75	0.00	0.00	0.00
	Sub-Total	\$ 4,247,544	\$ 0	\$ 0	\$ 0	50.75	0.00	0.00	0.00
	<u>SURVEY DIVISION</u>								
0305010	SURVEY SECTION	\$ 1,330,933	\$ 0	\$ 0	\$ 0	21.00	0.00	0.00	0.00
	Sub-Total	\$ 1,330,933	\$ 0	\$ 0	\$ 0	21.00	0.00	0.00	0.00

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT ENGINEERING DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19 CAPITAL PROJECTS SERVICE FUND		Actual Expenditures FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010	Adopted Budget FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Center	Center Description								
	<u>REAL PROPERTY</u>								
0306010	REAL PROPERTY SERVICES	\$ 1,245,188	\$ 0	\$ 0	\$ 0	16.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 1,245,188</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>16.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>STAFF DEVELOPMENT</u>								
0307010	STAFF DEVELOPMENT	\$ 492,350	\$ 0	\$ 0	\$ 0	5.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 492,350</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>5.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 15,375,058	\$ 0	\$ 0	\$ 0	186.75	0.00	0.00	0.00

**CAPITAL PROJECTS SERVICE FUND BUDGET SUMMARY
FISCAL YEAR
2010**

REVENUES:

T/PW Capital Projects	\$6,783,241
Water Capital Projects	5,024,341
Wastewater Capital Projects	2,000,539
T/PW General Fund Programs	246,071
Receipts from Other Funds	182,676
Parks & Community Services Gen Fund	181,368
Aviation Capital Projects	112,737
Interest on Investments	15,000
Plan Returns	10,000
Lake Worth Trust Fund	15,342
Transfer from Water and Sewer Operating Fund	3,660
Sale of Surplus Streets	1,800
Contract Street Maintenance	1,500
Salvage Sales/Miscellaneous Revenue	<u>2,000</u>

TOTAL REVENUE SOURCES \$14,580,275

EXPENDITURES:

Personal Services	\$11,925,129
Supplies	482,427
Contractual Services	<u>1,961,719</u>

TOTAL RECURRING EXPENSES \$14,369,275

DEBT SERVICE AND CAPITAL OUTLAY:

Capital Outlay	\$211,000
Debt Service	<u>0</u>

TOTAL DEBT SERVICE AND CAPITAL OUTLAY \$211,000

TOTAL EXPENDITURES \$14,580,275

FORT WORTH



**PROJECTED
FY2009-10 CASH FLOW
CAPITAL PROJECTS SERVICE FUND**

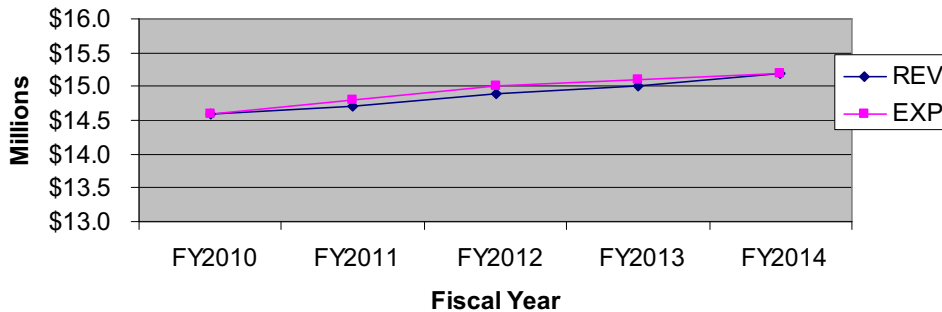
Cash Balance as of 9/30/09 *	\$939,186
Plus: Projected Revenues	\$14,580,275
Less: Projected Expenditures	(\$14,580,275)
Estimated Available Cash as of 9/30/10	\$939,186

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

**CAPITAL PROJECTS SERVICE FUND FIVE YEAR FORECAST
FISCAL YEAR 2010 THROUGH 2014**

	FY2009-10 Adopted	FY2010-11 Projected	FY2011-12 Projected	FY2012-13 Projected	FY2013-14 Projected
Beginning Cash Balance	\$939,186	\$939,186	\$827,799	\$714,399	\$637,599
<u>Revenues*</u>					
Interest	\$15,000	\$15,150	\$15,302	\$15,455	\$15,609
PACS General Fund	\$181,368	\$183,182	\$185,013	\$186,864	\$188,732
Lake Worth Trust Fund	\$15,342	\$15,342	\$15,342	\$15,342	\$15,342
FM TPW General Fund	\$246,071	\$248,532	\$251,017	\$253,527	\$256,062
Aviation Capital Projects	\$112,737	\$113,864	\$115,003	\$116,153	\$117,315
FM TPW Capital Projects	\$6,783,241	\$6,851,073	\$6,919,584	\$6,988,780	\$7,058,668
FM Water Capital Projects	\$5,024,341	\$5,074,584	\$5,125,330	\$5,176,584	\$5,228,349
FM Wastewater Cap Projects	\$2,000,539	\$2,020,544	\$2,040,750	\$2,061,157	\$2,081,769
Receipts from Other Funds	\$182,676	\$184,503	\$186,348	\$188,211	\$190,093
Other Revenue	\$18,960	\$19,150	\$19,341	\$19,535	\$19,730
Total Revenue	\$14,580,275	\$14,725,924	\$14,873,030	\$15,021,607	\$15,171,670
Total Resources	\$15,519,461	\$15,665,110	\$15,700,829	\$15,736,006	\$15,809,268
<u>Expenditures</u>					
Personnel Services	\$11,925,129	\$12,066,561	\$12,190,994	\$12,278,038	\$12,370,200
Supplies	\$482,427	\$487,251	\$492,124	\$497,045	\$502,015
Contractual	\$1,961,719	\$1,981,336	\$2,001,150	\$2,021,161	\$2,041,373
Capital	\$211,000	\$211,000	\$211,000	\$211,000	\$211,000
Debt Service	\$0	\$91,163	\$91,163	\$91,163	\$91,163
Total Expenditures	\$14,580,275	\$14,837,312	\$14,986,430	\$15,098,407	\$15,215,751
Projected Variance	\$0	(\$111,387)	(\$113,400)	(\$76,800)	(\$44,081)
Projected Cash Balance	\$939,186	\$827,799	\$714,399	\$637,599	\$593,518
Reserve Requirement**	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Excess/(Deficit)	\$439,186	\$327,799	\$214,399	\$137,599	\$93,518

**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 FY2010.

**COMPARISON OF CAPITAL PROJECTS SERVICE FUND
EXPENDITURES**

	ACTUAL 2006-07	ACTUAL 2007-08	BUDGET 2008-09	RE-ESTIMATE 2008-09	ADOPTED 2009-10
Business Services	\$0	\$0	\$653,885	\$709,486	\$658,514
Staff Development	0	0	487,167	472,991	447,448
Survey Services	0	0	1,486,446	1,537,220	1,465,560
Real Property	0	0	743,857	709,486	822,072
Construction Inspection	0	0	5,780,529	5,794,135	5,634,390
Lab Services	0	0	613,988	591,238	694,271
Project Management	0	0	927,704	945,981	1,309,168
New Development Review	0	0	759,675	709,486	1,056,957
Mapping Services	0	0	371,515	354,743	427,153
Program Management Office	0	0	0	0	1,390,275
Capital Projects	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>674,467</u>
TOTAL	\$0	\$0	\$11,824,766	\$11,824,766	\$14,580,275

FORT WORTH



**COMPARISON OF CAPITAL PROJECTS SERVICE FUND
REVENUES**

	ACTUAL 2006-07	ACTUAL 2007-08	BUDGET 2008-09	RE-ESTIMATE 2008-09	ADOPTED 2009-10
Transfer from Water and Sewer Operating Fund	\$0	\$0	\$7,000	\$0	\$3,660
Parks & Community Services Capital Projects-GF	0	0	154,000	154,000	181,368
T/PW General Fund Programs	0	0	107,000	137,936	246,071
FM Lake Worth Trust Fund	0	0	0	9,820	15,342
Aviation Capital Projects	0	0	35,000	58,002	112,737
T/PW Capital Projects	0	0	4,892,515	5,288,420	6,783,241
Water Capital Projects	0	0	3,202,373	5,048,424	5,024,341
Wastewater Capital Projects	0	0	6,730,440	2,022,688	2,000,539
Receipts from Other Funds	0	0	10,000	75,294	184,176
Surplus Management Fees	0	0	1,000	0	2,800
Interest from Investment	0	0	15,000	0	15,000
Miscellaneous Revenues	<u>0</u>	<u>0</u>	<u>6,000</u>	<u>11,869</u>	<u>11,000</u>
TOTAL	\$0	\$0	\$15,160,328	\$12,806,453	\$14,580,275

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

CAPITAL PROJECTS SERVICE FUND

FUND/CENTER

PI19/0209900:0209911

SUMMARY OF FUND RESPONSIBILITIES:

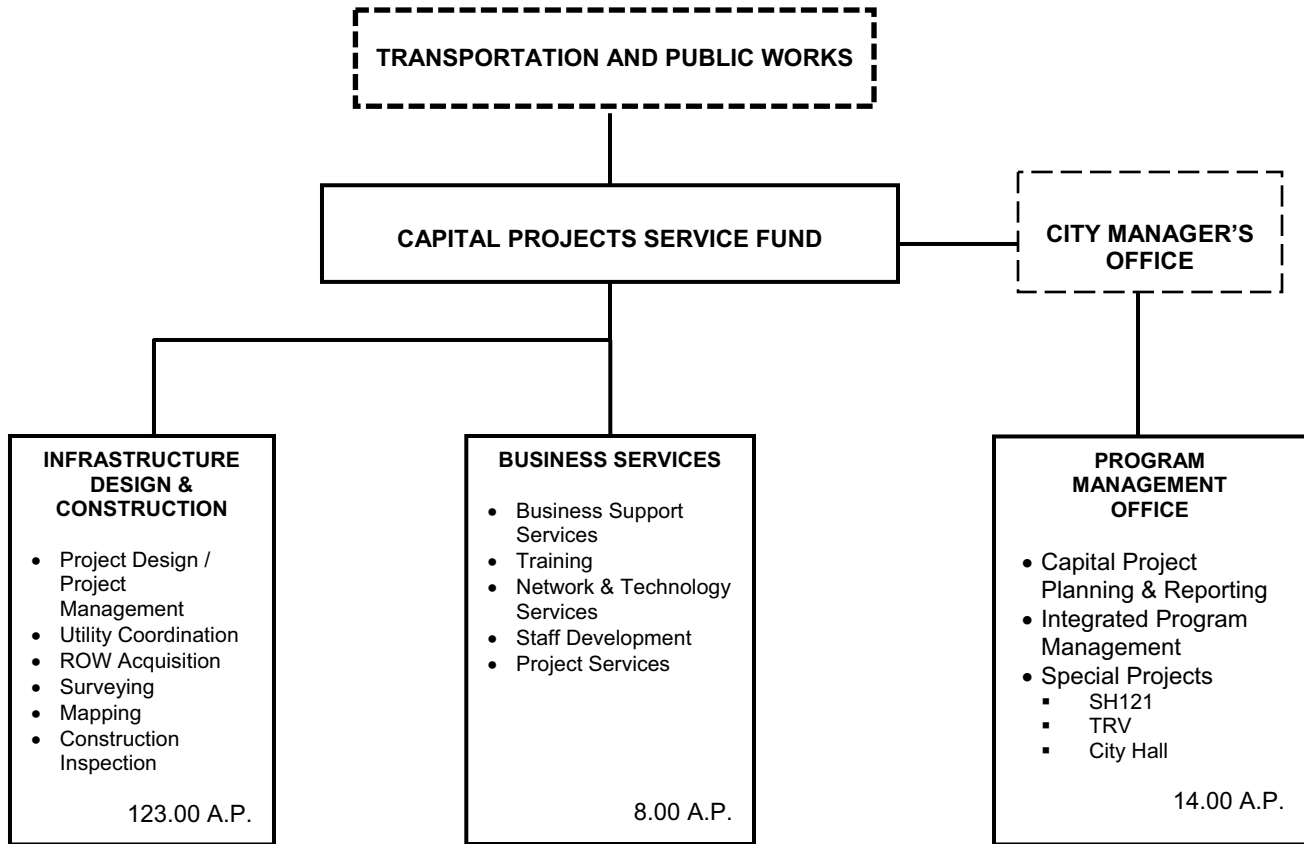
The Capital Projects Service Fund (formerly the Engineering Services Fund) is responsible for providing program management, engineering design, project management, surveying, ROW, quality control and construction inspection services for most water, sewer, street, storm drainage, sidewalk and other infrastructure improvement projects. These services are provided through the following organizational workgroups: The Program Management Office (PMO) was established by the City Manager in FY2009 to provide executive leadership to guide the delivery of capital programs and projects across the City. The core functions of the PMO include: leadership and management of the City's high profile capital programs and projects; implementation of Integrated Program Management; Facilitation and improvement of tracking and reporting of project/program status in partnership with the Budget, Management team and Financial Management Services Department; 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

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.

The Capital Projects Service Fund increases for FY2010 by 14 authorized positions due to the transfer from the City Manager's Office/Program Management Office and the Financial Management Services Department.

Allocations	Actual FY2008	Adopted FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Personnel Services	\$ 0	\$ 9,041,760	\$ 11,925,129	\$ 11,925,129
Supplies	194	468,600	482,427	482,427
Contractual	446,321	1,853,406	1,961,719	1,961,719
Capital Outlay	0	461,000	211,000	211,000
Total Expenditures	\$ 446,515	\$ 11,824,766	\$ 14,580,275	\$ 14,580,275
Authorized Positions	0.00	125.00	145.00	145.00

CAPITAL PROJECTS SERVICE FUND 145.00 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER		
CAPITAL PROJECTS SERVICE FUND	PI19/0209900:0209911		
CHANGES FROM 2008-09 ADOPTED TO 2009-10 ADOPTED			
2008-09 ADOPTED:	\$11,824,766	A.P.	125.00
2009-10 ADOPTED:	\$14,580,275	A.P.	145.00
<p>A) The adopted budget increases by \$1,786,747 for the transfer of 14 authorized positions from the General Fund to the Capital Projects Service Fund. Eight (8) authorized positions transferred from the City Manager's Office/Program Management Office and six (6) authorized positions from the Capital Projects Section.</p> <p>B) The adopted budget increases by \$600,747 for the transfer of six (6) authorized positions from TPW/General Fund. Three positions will coordinate new development review and three authorized position for program management of capital projects.</p> <p>C) The adopted budget increases by \$449,229 for an additional contribution to Retiree Healthcare costs.</p> <p>D) The adopted budget decreases by (\$281,681) for the implementation of eight mandatory furlough days city wide. Staff will not work on those specific days and will not be paid.</p> <p>E) The adopted budget increases by \$274,179 for contributions to retirement based on the salary costs, turnover, and a 2% increase.</p> <p>F) The adopted budget decreases by (\$155,000) for motor vehicles based on the one-time funding for the purchases of vehicles.</p> <p>G) The adopted budget decreases by (\$106,700) for overtime based on a reduction submitted by the department.</p> <p>H) The adopted budget increases by \$97,608 for group health based on plan migration, turnover, and a 12% increase.</p> <p>I) The adopted budget decreases by (\$95,000) for specialized equipment based on a reduction submitted by the department and current expenditures.</p> <p>J) The adopted budget increases by \$59,881 for terminal leave based on eligible and expected retirements for FY10 and turnover in the department.</p> <p>K) The adopted budget increases by \$33,008 for IT Solutions charges based on the allocation for Telephone/Basic Line.</p> <p>L) The adopted budget increases by \$32,000 for salary savings based on turnover in the department.</p> <p>M) The adopted budget increases by \$25,235 for temporary labor based on the need for a front/desk receptionist in the department.</p> <p>N) The adopted budget increases by \$24,000 for other contractual based on the purchase of additional licenses from Buzzsaw for city personnel.</p> <p>O) The adopted budget increases by \$23,795 for claims payment transfer based on the allocation from Risk Management for this department.</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

FY2009-10 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 FY2008	ESTIMATED FY2009	PROJECTED FY2010
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 FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010	Adopted Budget FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Center	Center Description								
	<u>ENGINEERING BUSINESS SERVICES</u>								
0209900	ENGINEERING BUSINESS SERVICES	\$ 235	\$ 653,885	\$ 658,514	\$ 658,514	0.00	5.00	5.00	5.00
0209901	STAFF DEVELOPMENT	7	487,167	447,448	447,448	0.00	4.00	3.00	3.00
0209902	PROJECT SERVICES	445,086	0	0	0	0.00	0.00	0.00	0.00
0209903	SURVEY SERVICES	0	1,486,446	1,465,560	1,465,560	0.00	18.00	17.00	17.00
0209904	REAL PROPERTY	0	743,857	822,072	822,072	0.00	6.00	7.00	7.00
0209905	CONSTRUCTION INSPECTION	1,187	5,780,529	5,634,390	5,634,390	0.00	60.00	60.00	60.00
0209906	LAB SERVICES	0	613,988	694,271	694,271	0.00	9.00	9.00	9.00
0209907	PROJECT MANAGEMENT	0	927,704	1,309,168	1,309,168	0.00	11.00	13.00	13.00
0209908	NEW DEVEL REVIEW	0	759,675	1,056,957	1,056,957	0.00	8.00	12.00	12.00
0209909	MAPPING SERVICES	0	371,515	427,153	427,153	0.00	4.00	5.00	5.00
0209910	PROGRAM MANAGEMENT OFFICE	0	0	1,390,275	1,390,275	0.00	0.00	8.00	8.00
0209911	CAPITAL PROJECTS	0	0	674,467	674,467	0.00	0.00	6.00	6.00
	Sub-Total	\$ 446,515	\$ 11,824,766	\$ 14,580,275	\$ 14,580,275	0.00	125.00	145.00	145.00
	TOTAL	\$ 446,515	\$ 11,824,766	\$ 14,580,275	\$ 14,580,275	0.00	125.00	145.00	145.00

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. Effective FY2010, these operations will be managed by the Community Relations 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. Currently, the Office Services Fund is the City's in-house reprographics provider, 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 FY2004, 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.

FORT WORTH



OFFICE SERVICES FUND BUDGET SUMMARY
FISCAL YEAR
2010

REVENUES:

Office Copy Charges	\$1,018,818
Supplies - Inter-Departmental Billing	396,054
Labor - Inter-Departmental Billing	249,048
Kodak Printing	210,669
Miscellaneous Revenue	125,000
Postage	50,000
Mail and Messenger	38,000
Sale of Business Cards	32,000
Invoice Entry	19,000
Received From Others	15,000
Printing	15,000
Errands	9,000
Rush - Inter-Departmental Billing	<u>1,500</u>
TOTAL REVENUE	\$2,179,089

EXPENDITURES:

Personal Services	\$825,547
Supplies	316,041
Contractual Services	<u>1,037,501</u>
TOTAL RECURRING EXPENSES	\$2,179,089
TOTAL EXPENDITURES	\$2,179,089

FORT WORTH



**PROJECTED
FY2009-10 CASH FLOW
OFFICE SERVICES FUND**

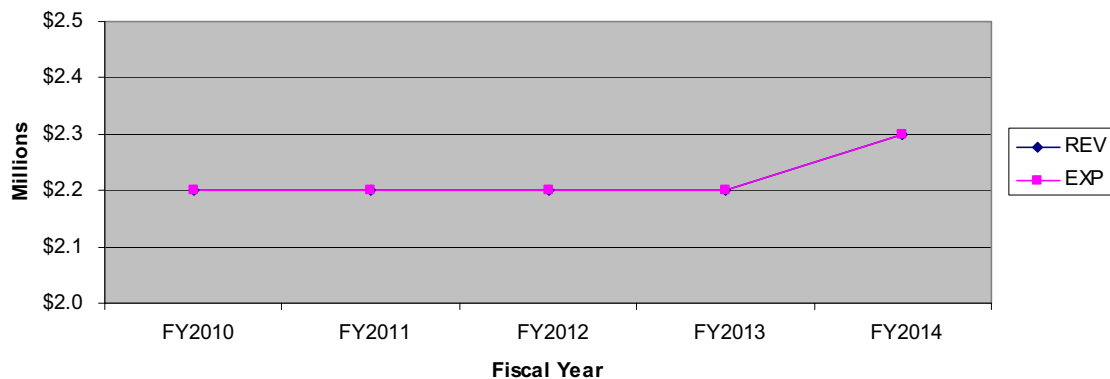
Cash Balance as of 9/30/09*	(\$725,911)
Plus: Projected Revenues	\$2,179,089
Less: Projected Expenditures	(\$2,179,089)
Estimated Available Cash as of 9/30/10	(\$725,911)

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

**OFFICE SERVICES FUND FIVE YEAR FORECAST
FISCAL YEAR 2010 THROUGH 2014**

	FY2009-10 Projected	FY2010-11 Projected	FY2011-12 Projected	FY2012-13 Projected	FY2013-14 Projected
Beginning Cash Balance	(\$725,911)	(\$725,911)	(\$728,813)	(\$733,588)	(\$737,300)
Revenues*					
Interest	\$0	\$0	\$0	\$0	\$0
IDB Revenue	\$665,602	\$672,258	\$678,981	\$685,771	\$692,628
Reprographics Services	\$1,291,487	\$1,304,402	\$1,317,446	\$1,330,620	\$1,343,927
Other Revenue	<u>\$222,000</u>	<u>\$224,220</u>	<u>\$226,462</u>	<u>\$228,727</u>	<u>\$231,014</u>
Total Revenue	\$2,179,089	\$2,200,880	\$2,222,889	\$2,245,118	\$2,267,569
Total Resources	\$1,453,178	\$1,474,970	\$1,494,076	\$1,511,529	\$1,530,269
Expenditures					
Personnel Services	\$825,547	\$836,705	\$846,916	\$854,274	\$862,030
Supplies	\$316,041	\$319,201	\$322,393	\$325,617	\$328,874
Contractual	\$1,037,501	\$1,047,876	\$1,058,355	\$1,068,938	\$1,079,628
Capital	\$0	\$0	\$0	\$0	\$0
Debt Service	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$2,179,089	\$2,203,782	\$2,227,664	\$2,248,830	\$2,270,531
Projected Variance	\$0	(\$2,902)	(\$4,775)	(\$3,712)	(\$2,962)
Projected Cash Balance	(\$725,911)	(\$728,813)	(\$733,588)	(\$737,300)	(\$740,263)
Reserve Requirement (20%)	\$435,818	\$440,756	\$445,533	\$449,766	\$454,106
Excess/(Deficit)	(\$1,161,728)	(\$1,169,569)	(\$1,179,121)	(\$1,187,066)	(\$1,194,369)

**OFFICE SERVICES FUND
PROJECTED REVENUES AND EXPENDITURES**



* This model reflects rate increase for FY2010, but none in the out years.

**COMPARISON OF OFFICE SERVICES FUND
EXPENDITURES**

	ACTUAL 2006-07	ACTUAL 2007-08	BUDGET 2008-09	RE-ESTIMATE 2008-09	ADOPTED 2009-10
Print Shop	\$1,791,290	\$1,852,846	\$1,858,726	\$1,719,225	\$1,528,876
Graphics	244,987	299,109	263,975	244,163	266,041
Mailroom	<u>411,083</u>	<u>420,993</u>	<u>432,318</u>	<u>399,872</u>	<u>384,172</u>
TOTAL	\$2,447,360	\$2,572,948	\$2,555,019	\$2,363,259	\$2,179,089

FORT WORTH



**COMPARISON OF OFFICE SERVICES FUND
REVENUES**

	ACTUAL 2006-07	ACTUAL 2007-08	BUDGET 2008-09	RE-ESTIMATE 2008-09	ADOPTED 2009-10
Interest On Investments	\$3,696	\$1,978	\$3,500	\$0	\$0
Unrealized Gain	45	45	0	0	0
Postage	152,868	161,915	164,816	172,163	50,000
Office Copy Charges	906,667	919,633	924,416	849,861	1,018,818
Received from Others-Taxable	13,815	19,033	24,353	14,914	15,000
Fax Revenue-Office Service	0	14	105	897	0
Mail And Messenger Service	36,645	40,690	41,076	39,595	38,000
Misc Revenue	161,657	183,079	178,806	330,520	125,000
Business Cards	32,237	29,017	35,144	28,542	32,000
Translation Services	0	0	1,050	0	0
Customer Alterations	523	0	520	0	0
Invoice Entry	21,055	21,228	29,547	18,607	19,000
Printing	11,291	23,577	50,735	13,812	15,000
Labor - IDB Revenue	285,793	273,618	353,078	259,126	249,048
Rush - IDB Revenue	2,964	1,415	5,198	1,261	1,500
Supplies - IDB Revenue	401,587	412,703	465,078	400,446	396,054
Errands	3,072	16,815	630	7,371	9,000
Printing Kodak	<u>234,611</u>	<u>239,358</u>	<u>280,169</u>	<u>217,533</u>	<u>210,669</u>
TOTAL	\$2,268,526	\$2,344,118	\$2,558,221	\$2,354,648	\$2,179,089

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

NON-DEPARTMENTAL - REPROGRAPHICS

FUND/CENTER

PI60/0901310:0901330

SUMMARY OF FUND RESPONSIBILITIES:

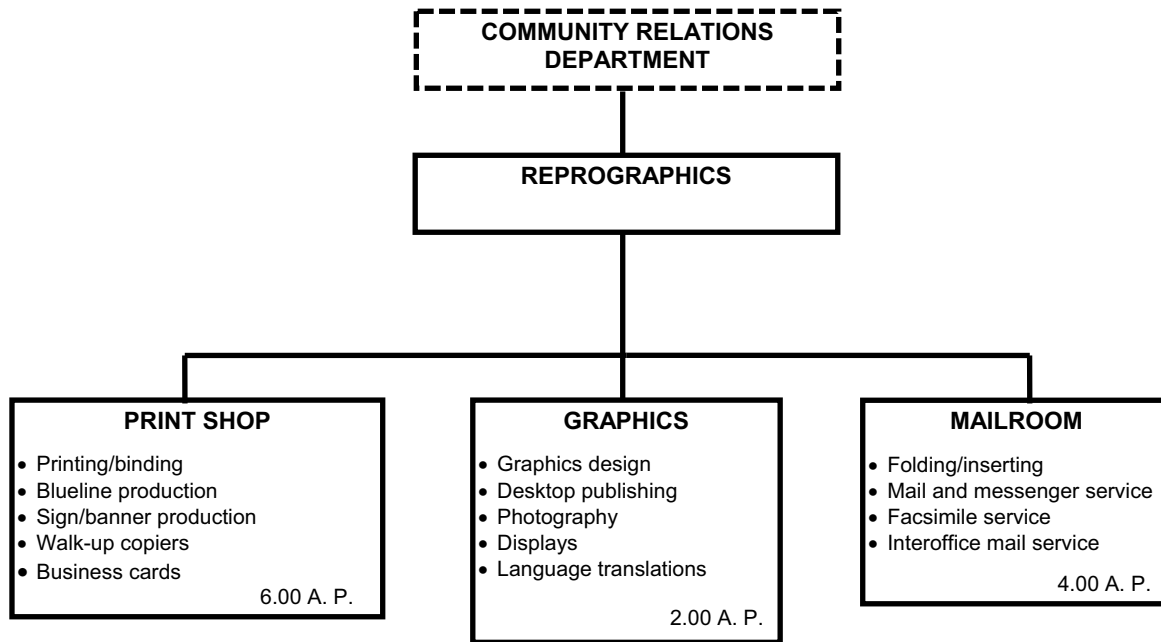
The Office Services Fund consists of three divisions: Print Shop, Graphics, and Mailroom. The Print Shop is responsible for typesetting, printing, binding, engineering copy production, small scale sign and banner production, and walk-up copier service.

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 FY2008	Adopted FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Personnel Services	\$ 1,044,455	\$ 1,084,080	\$ 825,547	\$ 825,547
Supplies	302,771	315,886	316,041	316,041
Contractual	1,225,723	1,155,053	1,037,501	1,037,501
Capital Outlay	0	0	0	0
Total Expenditures	\$ 2,572,949	\$ 2,555,019	\$ 2,179,089	\$ 2,179,089
Authorized Positions	19.00	19.00	12.00	12.00

OFFICE SERVICES FUND - 12.00 A. P.



SIGNIFICANT BUDGET CHANGES

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

CHANGES FROM 2008-09 ADOPTED TO 2009-10 ADOPTED

2008-09 ADOPTED:	\$2,555,019	A.P.	19.00
2009-10 ADOPTED:	\$2,179,089	A.P.	12.00

- A) The adopted budget decreases by (\$336,000) for the elimination of seven authorized positions. This reduction includes two Office Assistant II, one Graphic Artist, one Senior Reprographics Technician, two Reprographic Technicians and one Customer Service Representative I.
- B) The adopted budget decreases by (\$161,228) in miscellaneous rents due to a new contract for walk-up copier costs.
- C) The adopted budget increases by \$76,334 for an additional contribution to Retiree Healthcare costs.
- D) The adopted budget increases by \$43,000 in outside printing and binding. This cost is based on actual cost trends and prior year actuals.
- E) The adopted budget decreases by (\$27,214) for the implementation of eight mandatory furlough days city wide. Staff will not work on those specific days and will not be paid.
- F) The adopted budget increases by \$14,966 due to a potential 2% increase in the City's contribution to the employee retirement fund.

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>			
FY2009-10 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 FY2008	ESTIMATED FY2009	PROJECTED FY2010
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 FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010	Adopted Budget FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Center	Center Description								
	<u>PUBLIC INFORMATION</u>								
0901310	PRINT SHOP	\$ 1,852,846	\$ 1,858,726	\$ 1,528,876	\$ 1,528,876	10.00	10.00	6.00	6.00
0901320	GRAPHICS	299,109	263,975	266,041	266,041	3.00	3.00	2.00	2.00
0901330	MAILROOM	420,993	432,318	384,172	384,172	6.00	6.00	4.00	4.00
	Sub-Total	<u>\$ 2,572,949</u>	<u>\$ 2,555,019</u>	<u>\$ 2,179,089</u>	<u>\$ 2,179,089</u>	<u>19.00</u>	<u>19.00</u>	<u>12.00</u>	<u>12.00</u>
	TOTAL	\$ 2,572,949	\$ 2,555,019	\$ 2,179,089	\$ 2,179,089	19.00	19.00	12.00	12.00

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
FISCAL YEAR
2010**

REVENUES:

Labor Charges and Overhead	<u>\$1,186,168</u>
TOTAL REVENUE	\$1,186,168
Use/(Source) of Fund Balance	<u>\$0</u>
TOTAL REVENUE AND OTHER FINANCING SOURCES	\$1,186,168

EXPENDITURES:

Personal Services	\$1,154,683
Supplies	800
Contractual Services	<u>30,685</u>
TOTAL RECURRING EXPENSES	\$1,186,168

DEBT SERVICE AND CAPITAL OUTLAY:

Capital Outlay	\$0
Debt Service	\$0
TOTAL DEBT SERVICE AND CAPITAL OUTLAY	\$0
TOTAL EXPENDITURES	1,186,168

FORT WORTH



**PROJECTED
FY2009-10 CASH FLOW
TEMPORARY LABOR FUND**

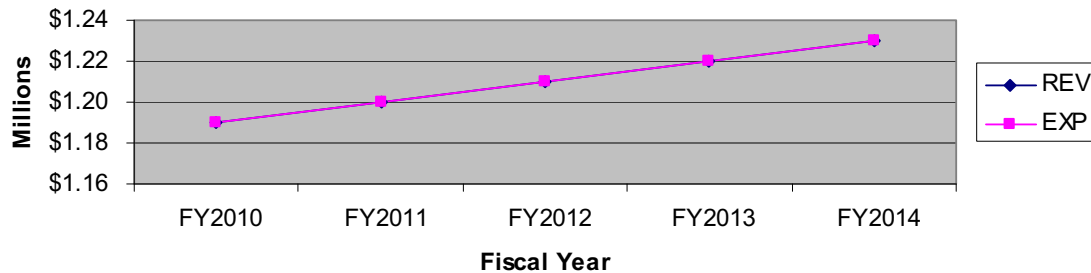
Cash Balance as of 9/30/09 *	\$430,780
Plus: Projected Revenues	\$1,186,168
Less: Projected Expenditures	(\$1,186,168)
Estimated Available Cash as of 9/30/10	\$430,780

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

TEMPORARY LABOR FUND FIVE YEAR FORECAST FISCAL YEAR 2010 THROUGH 2014

	FY2009-10 Adopted	FY2010-11 Projected	FY2011-12 Projected	FY2012-13 Projected	FY2013-14 Projected
Beginning Cash Balance	\$430,780	\$430,780	\$430,352	\$429,697	\$429,340
Revenues*					
Temp Services Charges	\$981,799	\$991,617	\$1,001,533	\$1,011,548	\$1,021,664
Temp Services Revenue	\$204,369	\$206,413	\$208,477	\$210,562	\$212,667
Total Revenue	\$1,186,168	\$1,198,030	\$1,210,010	\$1,222,110	\$1,234,331
Total Resources	\$1,616,948	\$1,628,810	\$1,640,362	\$1,651,807	\$1,663,671
Expenditures					
Personnel Services	\$1,154,683	\$1,166,658	\$1,178,547	\$1,190,028	\$1,201,681
Supplies	\$800	\$808	\$816	\$824	\$832
Contractual	\$30,685	\$30,992	\$31,302	\$31,615	\$31,931
Capital	\$0	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$1,186,168	\$1,198,457	\$1,210,665	\$1,222,467	\$1,234,445
Projected Variance	\$0	(\$428)	(\$655)	(\$357)	(\$114)
Projected Cash Balance	\$430,780	\$430,352	\$429,697	\$429,340	\$429,226
Reserve Requirement (20%)	\$237,234	\$239,691	\$242,133	\$244,493	\$246,889
Excess/(Deficit)	\$193,546	\$190,661	\$187,564	\$184,847	\$182,337

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 2006-07	ACTUAL 2007-08	BUDGET 2008-09	RE-ESTIMATE 2008-09	ADOPTED 2009-10
Temporary Labor Services	<u>\$1,895,287</u>	<u>\$1,141,412</u>	<u>\$1,884,962</u>	<u>\$866,727</u>	<u>\$1,186,168</u>
Total	\$1,895,287	\$1,141,412	\$1,884,962	\$866,727	\$1,186,168

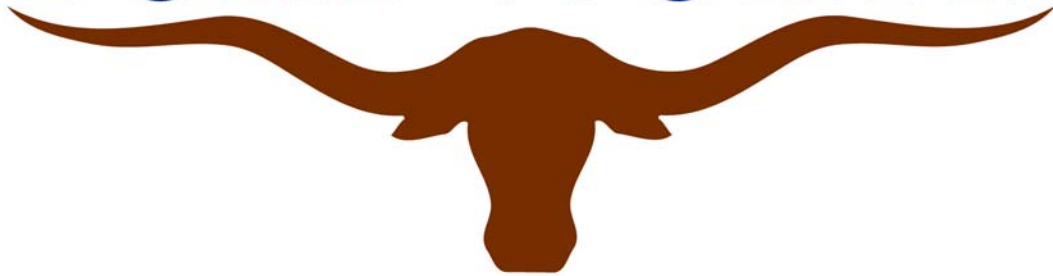
FORT WORTH



**COMPARISON OF TEMPORARY LABOR FUND
REVENUES**

	ACTUAL 2006-07	ACTUAL 2007-08	BUDGET 2008-09	RE-ESTIMATE 2008-09	ADOPTED 2009-10
Temp Services Charges	\$1,716,040	\$939,246	\$1,671,166	\$1,246,960	\$981,799
Temp Services Revenues	<u>338,038</u>	<u>204,448</u>	<u>163,304</u>	<u>253,479</u>	<u>204,369</u>
TOTAL	\$2,054,078	\$1,143,694	\$1,834,470	\$1,500,439	\$1,186,168

FORT WORTH



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

TEMPORARY LABOR FUND

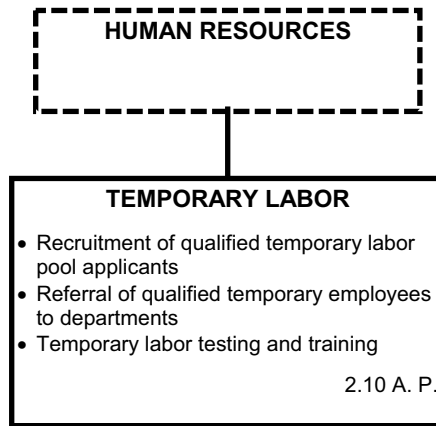
PI17/0140000

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 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 FY2008	Adopted FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Personnel Services	\$ 1,128,470	\$ 1,857,386	\$ 1,154,683	\$ 1,154,683
Supplies	150	800	800	800
Contractual	12,792	26,776	30,685	30,685
Capital Outlay	0	0	0	0
Total Expenditures	\$ 1,141,412	\$ 1,884,962	\$ 1,186,168	\$ 1,186,168
Authorized Positions	2.00	2.10	2.10	2.10

TEMPORARY LABOR FUND- 2.10 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:		FUND/CENTER	
TEMPORARY LABOR FUND		PI17/0140000	
CHANGES FROM TO 2008-09 ADOPTED TO 2009-10 ADOPTED			
2008-09 ADOPTED:	\$1,884,962	A.P.	2.10
2009-10 ADOPTED:	\$1,186,168	A.P.	2.10
<p>A) The adopted budget decreases by (\$700,000) for scheduled temporaries due to reduced demand for temporary labor.</p> <p>B) The adopted budget decreases by (\$3,024) for the implementation of eight mandatory furlough days city wide. Staff will not work on those specific days and will not be paid.</p> <p>C) The adopted budget increases by \$1,457 due to a 2% increase in the City's contribution to the employee retirement fund.</p>			

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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.

FY2009-10 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 FY2008	ESTIMATED FY2009	PROJECTED FY2010
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 FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010	Adopted Budget FY2008	Adopted Budget FY2009	Proposed Budget FY2010	Adopted Budget FY2010
Center	Center Description								
0140000	<u>HUMAN RESOURCES</u>								
	HUMAN RESOURCES	\$ 1,141,412	\$ 1,884,962	\$ 1,186,168	\$ 1,186,168	2.00	2.10	2.10	2.10
	Sub-Total	<u>\$ 1,141,412</u>	<u>\$ 1,884,962</u>	<u>\$ 1,186,168</u>	<u>\$ 1,186,168</u>	<u>2.00</u>	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>
	TOTAL	\$ 1,141,412	\$ 1,884,962	\$ 1,186,168	\$ 1,186,168	2.00	2.10	2.10	2.10

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