

# CLEAN AIR

ANNUAL  
CITY OF FORT WORTH  
**BUDGET**  
AND PROGRAM OBJECTIVES  
2003-2004

HYBRID

MASS TRANSIT



ALTERNATE FUEL



ANNUAL  
CITY OF FORT WORTH  
**BUDGET**  
AND PROGRAM OBJECTIVES  
2003-2004



**FY2003-04  
ANNUAL BUDGET AND  
PROGRAM OBJECTIVES**

**City of Fort Worth, TX**

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# **ORGANIZATIONAL INFORMATION**

# City of Fort Worth, Texas

## City Officials

**Michael J. Moncrief**  
Mayor

**Jim Lane**  
District 2

**Clyde Picht**  
District 6

**Chuck Silcox**  
District 3

**John Stevenson**  
District 7

**Becky Haskin**  
District 4

**Ralph McCloud**  
District 8

**Frank Moss**  
District 5

**Wendy R. Davis**  
District 9

**Gary W. Jackson**  
City Manager

**Libby Watson**  
**Marc Ott**

**Charles R. Boswell**  
**Richard Zavala (acting)**  
Assistant City Managers

**Joe Paniagua**  
**Reid Rector**

### Budget Office Staff

**Bridgette Garrett**  
Budget Director

**Sary Cheng**  
**Enrique Duran**  
**Deidra Emerson**  
**Kristin Glass**  
**Carla Johnson**  
**Greg Jordan**

**Joe Komisarz**  
**Skip Krueger**  
**Tamika Miller**  
**Jose Moreno**  
**Sandy Oliver**

**Galen Price**  
**Danny Reed**  
**Susana Salomon**  
**Alan Shuror**  
**Clinton Spruill**  
**Suzie Wagner**

# List of Departments and Directors

## **City Manager's Office**

Gary W. Jackson,  
City Manager, (817) 392-6116

## **IT Solutions**

Kate Yarhouse,  
Acting Director, (817) 392-8499

## **Housing**

Jerome Walker,  
Director, (817) 392-7537

## **Development**

Bob Riley,  
Director, (817) 392-8901

## **Community Relations**

Vanessa Boling,  
Director, (817) 392-7534

## **Municipal Court**

Elsa Paniagua,  
Director, (817) 392-6711  
Ninfa Mares,  
Chief Judge, (817) 392-6715

## **Internal Audit**

Costa Triantaphilides,  
City Auditor, (817) 392-6132

## **City Secretary**

Gloria Pearson,  
City Secretary, (817) 392-6164

## **Law**

David Yett,  
City Attorney, (817) 392-7606

## **Finance**

James Keyes,  
Director, (817) 392-8517

## **Human Resources**

Karen Marshall,  
Director, (817) 392-7783

## **Planning**

Fernando Costa,  
Director, (817) 392-8042

## **Equipment Services**

Tom Davis,  
Director, (817) 392-5118

## **Fire**

Charles Gaines,  
Fire Chief, (817) 871-6801

## **Public Events**

Kirk Slaughter,  
Director, (817) 212-2501

## **Police**

Ralph Mendoza,  
Police Chief, (817) 877-8201

## **Parks & Community Services**

Randle Harwood,  
Acting Director, (817) 871-5743

## **Zoo**

Mike Fouraker,  
Executive Director,  
(817) 759-7590

## **Public Health**

Daniel Reimer,  
Director, (817) 392-8903

## **Environmental Management**

Brian Boerner,  
Director, (817) 392-8085

## **Water & Wastewater**

Dale Fisseler,  
Director, (817) 392-8144

## **Aviation**

Mike Feeley,  
Acting Director, (817) 447-8304

## **Library**

Gleniece Robinson,  
Director, (817) 392-7708

## **Engineering**

Douglas Rademaker,  
Director, (817) 392-6157

## **Transportation & Public Works**

Robert Goode,  
Director, (817) 392-7801

## **Code Compliance**

Carl Smart,  
Director, (817) 871-6300

# City of Fort Worth 2003 Awards

## City Manager's Office

- Government Finance Officers Association - Distinguished Budget Presentation Award.
- 2<sup>nd</sup> Place award for "Yard Parking" from the Texas Association of Telecommunications Officers and Advisors.
- 3<sup>rd</sup> Place for "Fort Worth All" from the Texas Association of Telecommunications Officers and Advisors.
- 3<sup>rd</sup> Place for "Garbage and Recycling Update" from the Texas Association of Telecommunications Officers and Advisors.
- 1<sup>st</sup> Place National Telly Award for "West Side Stories."

## Environmental Management

- The Texas Commission on Environmental Quality's 2003 Texas Environmental Excellence Award in the Education Category for "Captain Crud and the Cruddies."

## Equipment Services

- Blue Seal Award by the National Institute for Automotive Excellence for the Downtown Service Center.

## Finance

- Government Finance Officers Association – Certificate of Excellence of Achievement in Financial Reporting.

## Parks and Community Services

- 2003 American Society of Landscape Architects Award of Excellence for the Fort Worth Nature Center Master Plan.
- Texas Amateur Athletic Federation (TAAF) Silver Member City Award for the total number of participants registered in youth and adult athletic programs.
- Texas Recreation and Park Society Region 2 & 3 Promotional Award for the Fort Worth Herd.



## A-4

- Texas Recreation and Park Society Region 2 & 3 Innovations in Park Development Award for playground prototypes.
- Texas Recreation and Park Society Region 2 & 3 Advocate Group of the Year Group Award for the Fort Worth Nature Center Volunteers Paddle 'N Cast Program.
- DFW Park and Recreation Director's Innovative Programming Award for collaboration with Texas Christian University's Continuing Education Program.
- "D" Magazine's "The Best of Big "D" award for the Koi Polloi at the Japanese Garden.
- Fort Worth Garden Club's 2003 Fort Worth Beautiful Award for the Veteran's Park.
- Fort Worth Weekly's Readers' Choice for the Best Green Space - Fort Worth Botanic Garden.
- Fort Worth Weekly's Readers' Choice for the Best Place to Host a Wedding Reception - Fort Worth Botanic Garden.
- Fort Worth Weekly's Staff's Choice for the Best Place to Take a First Date - Fort Worth Botanic Garden
- Fort Worth Weekly's Staff's Choice for Best Outdoor Cultural Event - Concerts in the Garden.
- Fort Worth Weekly's Staff's Choice for the Best Place to Think - Japanese Garden.
- Fort Worth Weekly's Staff's Choice for the Best Place for a Family Portrait - Japanese Garden.

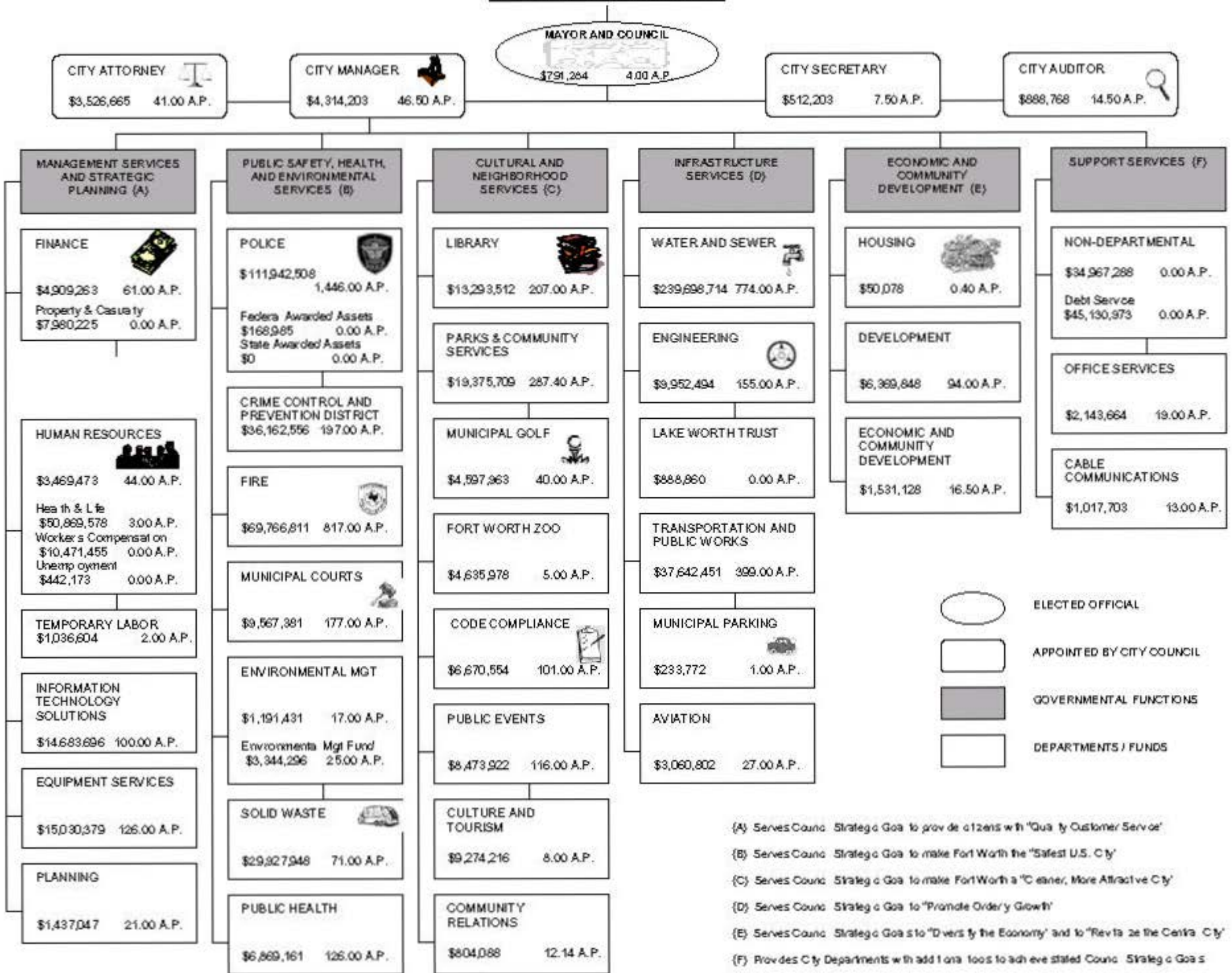
## Planning

- North Central Texas Council of Governments Celebration Leadership in Development Excellence (CLIDE) Award – Planning and Policy for the Fort Worth Urban Village Development Program.
- Texas Chapter of the American Society of Landscape Architects' Planning and Analysis Merit Award for the Central City Commercial Corridor Revitalization Strategy.

## Water

- Association of Metropolitan Sewerage Agencies (AMSA) Platinum for perfect compliance.

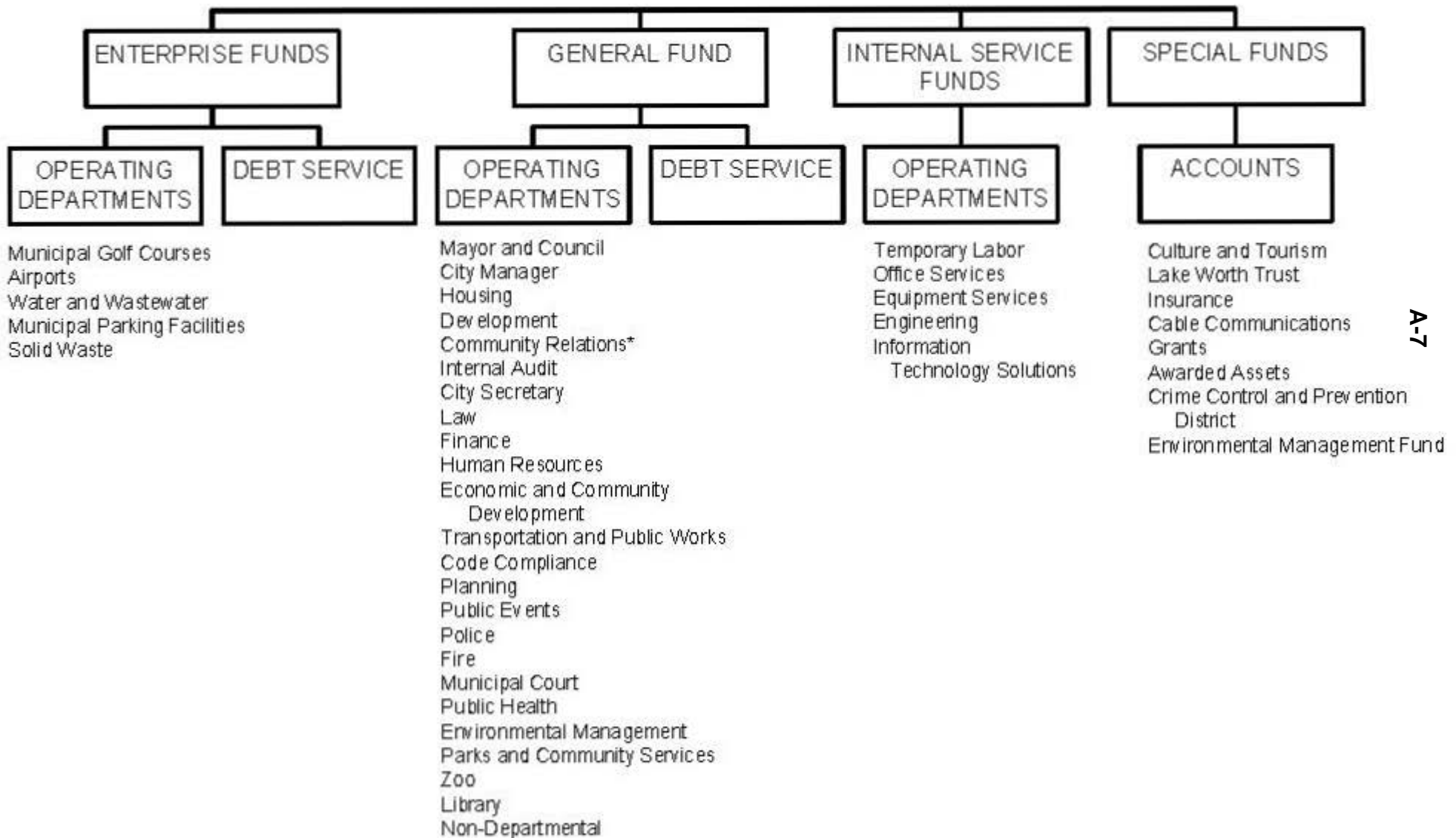
# CITIZENS OF FORT WORTH



**FORT WORTH**



# TOTAL CITY OPERATING FUND STRUCTURE



**FORT WORTH**



# City of Fort Worth Council Districts

Almost the City of Fort Worth. Since the 2000 Census population figures have been issued, the North Central Texas Council of Governments estimates that Fort Worth's population has grown to 326,790.

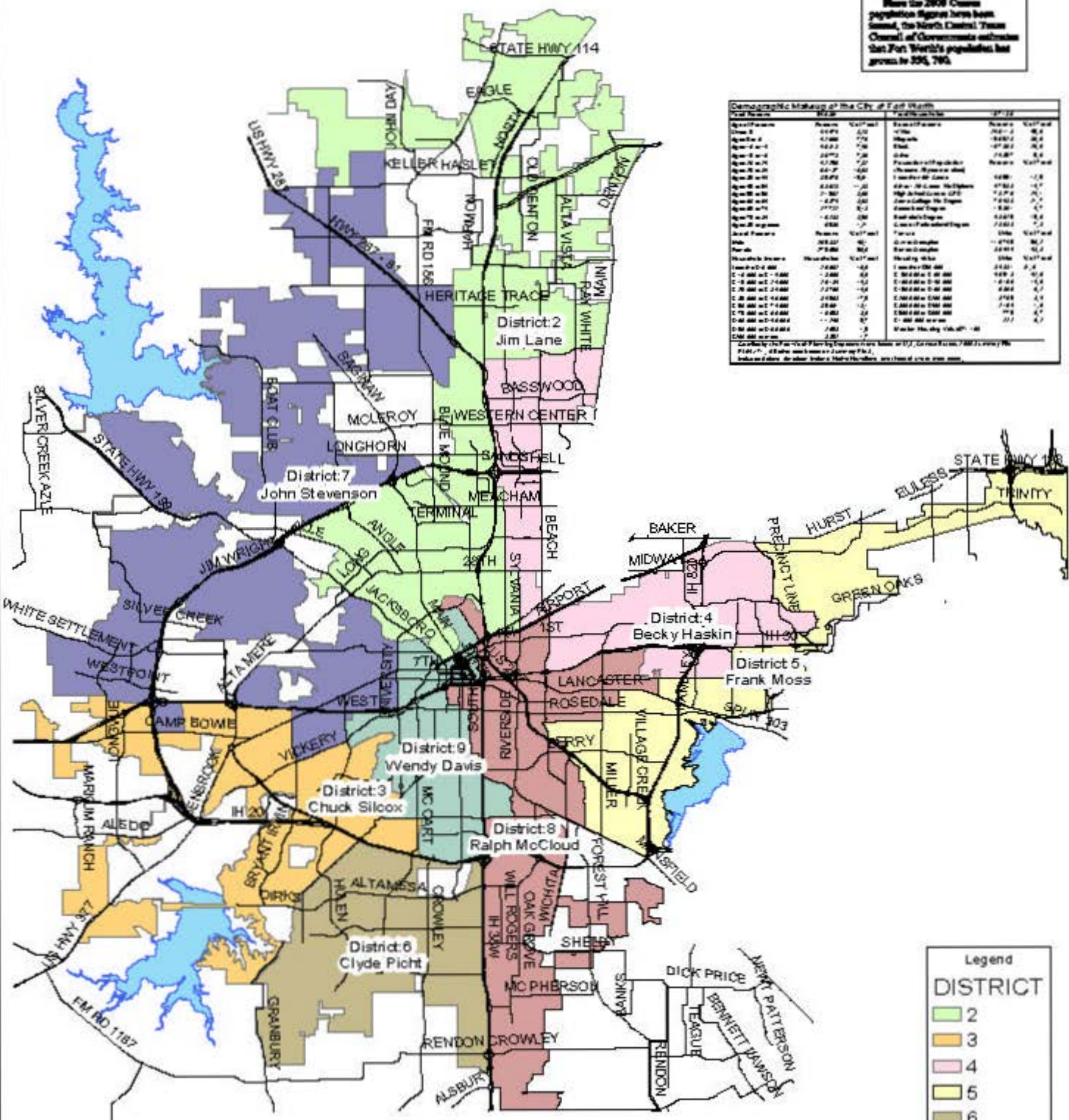
Demographic Makeup of the City of Fort Worth

Year	White	Black	Hispanic	Other
1990	64.0%	24.0%	10.0%	2.0%
2000	61.0%	26.0%	11.0%	2.0%
2005 (est.)	58.0%	28.0%	12.0%	2.0%
2010 (est.)	55.0%	30.0%	13.0%	2.0%

Year	Population	Population Density (per sq. mi.)
1990	400,000	1,000
2000	450,000	1,100
2005 (est.)	500,000	1,200
2010 (est.)	550,000	1,300

Source: U.S. Census Bureau, U.S. Census of Population and Housing, 2000. U.S. Census Bureau, U.S. Census of Population and Housing, 1990. U.S. Census Bureau, U.S. Census of Population and Housing, 2000. U.S. Census Bureau, U.S. Census of Population and Housing, 1990. U.S. Census Bureau, U.S. Census of Population and Housing, 2000.



Legend

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N

**FORT WORTH**



**LOCATION AND HISTORY.** Fort Worth, seat of Tarrant County, Texas is located in Tarrant and Denton Counties in North Central Texas at 97° 55' west longitude and 32° 36' north latitude. Situated on the Trinity River, Fort Worth is approximately 75 miles south of the Oklahoma state line and 270 miles north of the Gulf of Mexico.

Fort Worth was established as a frontier army post in 1849 by Major Ripley Arnold and named for General William Jenkins Worth, who distinguished himself in the War with Mexico. The outpost became a stopping place on the famous Old Chisholm Trail and a shipping point for the great herds of Longhorn cattle being driven to northern markets. Progressive City leadership brought the first of nine railroads to Fort Worth in 1876 and with the subsequent West Texas oil boom, guided the City into a metropolitan county of more than a million people. Fort Worth was a blending of cattle, oil, finance and manufacturing, and since World War II has become an aerospace, education, high-tech service transportation, industry service center in the South and Southwest.

**GOVERNMENT.** Fort Worth operates under the Council-Manager form of Municipal Government. A Mayor chosen at-large by popular vote and an eight-member, single-district council are elected to two-year terms. In turn, the Mayor and City Council appoint the City Manager who is the Chief Administrative and Executive Officer. The City Council is also responsible for the appointment of the City Attorney, Municipal Judges, City Secretary and the City Auditor.

**AREA AND POPULATION.** The Fort Worth metropolitan area continues to be ranked as one of the fastest growing areas of the top 50 metropolitan areas as reported by the Sales and Marketing Management, Metro Market Projections. As of January 1, 1985, the Dallas-Fort Worth Standard Metropolitan Statistical Area ("SMSA") was split into two separate areas: the Fort Worth-Arlington Primary Metropolitan Statistical Area ("PMSA") and the Dallas PMSA. The Fort Worth-Arlington PMSA now includes Johnson, Parker and Tarrant Counties. The Dallas-Fort Worth SMSA previously included the following counties in addition to those now in the Fort Worth-Arlington PMSA: Collin, Dallas, Denton, Ellis, Hood, Kaufman, Rockwall and Wise. The 2000 Census population for Tarrant County was 1,446,219, representing a 19% increase since 1990. The 2003 estimated City population is 557,500 and the estimated County population is 1,553,850, representing a 32.7% increase since 1990.

**TRANSPORTATION.** The Dallas/Fort Worth International Airport (the "Airport") is the third busiest airport in the world in terms of operations and ranks sixth in the world based on passengers. The Airport is the principal air carrier facility serving the Dallas/Fort Worth metropolitan area. First opened on January 13, 1974, the Airport is located approximately 17 miles equidistant from the Cities of Dallas and Fort Worth, Texas. In 2002, the Airport handled more than 750,813 operations (an average of nearly 2,060 daily flights), which accommodated approximately 51.7 million passengers. Additionally, the Airport provides nonstop service to Europe, the Far East, Canada, Mexico, Central and South America, the Caribbean and the Bahamas. There are multiple flights every day to 132 domestic and 31 international destinations.

Meacham International Airport, a Fort Worth municipally owned and operated general aviation airport, logs over 420,000 take-offs and landings annually at its all-weather facilities and is equipped with a 7,500 foot runway. Fort Worth Spinks Airport, a general aviation airport located in the southwestern portion of the City is equipped with a 6,000-foot runway and two taxiways. Alliance Airport serves the needs of industrial, business, and general aviation users and is equipped with a 9,600 foot runway.

Three interstate highways (Interstate 20, Interstate 30 and Interstate 35), five federal and four state highways provide all-weather routes within Fort Worth and to and from the rest of the nation. Interstate 820, which encircles the City, allows quick access to all parts of the Fort Worth area.



In 1994, the Texas Highway Commission completed a master highway construction plan for Tarrant County to provide for transportation needs through the foreseeable future, including relocation of Interstate 30 from a point just east of downtown to several miles west. The construction of this project is almost complete and showing signs of redevelopment to the south end of the Central Business District and the Hospital District southwest of downtown.

Fort Worth is served by six major railroad systems one of which, Burlington Northern/Santa Fe Railroad, has its corporate headquarters in Fort Worth. Rail passenger service is provided through Fort Worth, including AMTRAK service between Houston and Chicago. Fort Worth's position as a major southwest distribution center is supported by the presence of 75 regular route motor carriers with over 750 schedules. The T, operated by the Fort Worth Transportation Authority, provides local transit service. Greyhound Trailways Bus Lines furnish Fort Worth with transcontinental passenger service; intrastate bus service is provided by Transportation Enterprises and Texas Bus Lines.

**EDUCATION.** The Fort Worth Independent School District serves the major portion of Fort Worth. The 121 schools in the district operate on the 5-3-4 plan in which the elementary schools (74) teach grades 1-5; middle schools (24), grades 6-8; and senior high schools (13), grades 9-12. The Fort Worth School District employs 4,300 classroom teachers (full-time equivalents) to instruct the more than 78,000 students. Special education programs are provided for the blind, handicapped, mentally retarded, brain-injured, emotionally disturbed and those who require speech and hearing therapy in 10 special schools. Vocational training is provided at the secondary level for the educable mentally retarded. Bilingual programs are also offered at the primary and secondary level. While Fort Worth is served primarily by Fort Worth Independent School District, it is also serviced by 14 other districts. There are 52 private and parochial institutions in the primary and secondary education area with a combined enrollment of approximately 7,300 students.

Tarrant County has eight college and university campuses with an enrollment of more than 63,000 students in both undergraduate and graduate programs. Included in these colleges and universities are: Southwestern Baptist Theological Seminary; Tarrant County College, South, Northeast, Southeast, and Northwest Campuses; Texas Christian University; Texas Wesleyan University; the University of Texas at Arlington; and the University of North Texas Health Science Center. There are twenty-nine other colleges and universities within a fifty-mile radius with an enrollment of over 119,000.

**HEALTH SERVICES.** Medical facilities in Tarrant County offer excellent and convenient care. There are 25 hospitals with approximately 4,000 beds and 300 bassinets; one children's hospital with 208 beds; four government hospitals; 51 private convalescent homes; the Fort Worth Public Health Center; Cancer Clinic; Carter BloodCare and the University of North Texas Health Science Center. Four hospitals located inside the City limits offer facilities for residents, student nurses and licensed vocational nurse training. Tarrant County Medical Society offers a doctors' referral service at no charge.

**MILITARY.** Carswell Air Force Base closed as an active air force facility in September of 1993. In October of 1994 the base was reopened and transformed into NAS Fort Worth, Joint Reserve Base, Carswell Field, a navy reserve base. Now that all of the units have been transferred here from NAS Dallas, Glenview NAS, Detroit, and Memphis, there are 4,000 full-time jobs and 7,500 reservists utilizing the facilities. Approximately \$130 million of construction, remodeling and renovation was invested over the transition period. There are 109 various aircraft flying out of NAS Fort Worth.

The BX Mart continues to operate the base exchange store and the grocery store for the benefit of active duty military and retired military in the metroplex. The golf course is now under lease to the Carswell Redevelopment Authority and is operated as a public use facility. The Justice Department has established a Federal Medical Center in the area around the old base hospital. The facility is for female Federal inmates and employs 300 personnel.

**THE ECONOMY.** The Fort Worth economy is becoming increasingly more diversified. Once heavily dependent upon contracts from the U.S. Department of Defense, Fort Worth is building a strong reputation as the leading city for national and international product distribution facilities. Furthermore, high-tech manufacturing is growing as various corporations seize opportunities provided by Fort Worth's skilled labor force.

Three factors make Fort Worth an attractive city for distribution and logistics. First, an excellent geographic location at the center of North America. Second, an abundant supply of air, rail and ground transportation. Finally, being located in the central time zone allows business representatives to save time traveling to and from both U.S. coasts.

Companies such as Nestle Foods, Patterson Dental, Valmont Electric, Roadway Packaging, Dillard's, Albertson's, Williamson-Dickie, General Motors, Riddell, Coors, Coca-Cola Enterprises, Valeo, Galderma and Mrs Bairds operate manufacturing and distribution facilities in Fort Worth. Since 1993, Nokia, Zenith, and Haggard Clothing have constructed and are now operating distribution centers in the City. In 1997 Federal Express completed construction of a new package sorting hub at Fort Worth's Alliance Airport, adding over 850 jobs to the local economy. Additionally, J.C. Penney's built a 400,000 square foot distribution center, representing a \$140 million investment that employs over 500. Mother Parkers Tea and Coffee, a Canadian company, opened its first U.S. manufacturing facility in Fort Worth in 2000.

The availability of a skilled labor force has made Fort Worth an attractive city for manufacturers of high-tech products. In April of 1995, Motorola began operations in a new 300,000 square foot manufacturing facility for its new Global Paging Infrastructure Division ("GPID"). This division joins the company's expanding cellular operations on Motorola's 100-acre campus. Nokia, manufacturer of cellular phones, is operating its \$57 million manufacturing facility, which employs over 1,100 persons. This facility is one of the world's largest cellular manufacturing plants and produces approximately 1 million telephones every nine days.

Numerous public and private entities have joined forces to address those issues, which challenge Fort Worth's economic future. Corporations such as Lockheed Fort Worth, Burlington Northern/Santa Fe, and Bell Helicopter-Textron have provided financial assistance and professional expertise in developing new services aimed at assisting small businesses.

Located strategically between Canada and Mexico, Fort Worth is taking steps to maximize opportunities available through the North American Free Trade Agreement ("NAFTA"). Every other year, Fort Worth hosts its "Aeronafta" conference at which business persons from Canada and Mexico meet with local business leaders to discuss the benefits of air transportation available in Fort Worth. Other trade missions and informational exchanges are forging new partnerships between Fort Worth and our NAFTA partners.

Coordinated efforts by Sundance Square and RadioShack (formerly the Tandy Corporation), has resulted in new housing, entertainment, and retail shopping facilities in Fort Worth's downtown. The City has joined this partnership by creating a Downtown Tax Increment Financing District ("TIF") to provide infrastructure to support the private investment in this development.

In 2002, a new TIF was formed in the downtown area. The Riverfront TIF encompasses the property that will be home to RadioShack's new corporate headquarters. The TIF will provide infrastructure support for private investment in the area.

## **OTHER DEVELOPMENTS**

### Alliance Industrial Park

Alliance is a joint effort of Hillwood Development, the City of Fort Worth and neighboring communities, the Federal Aviation Administration and other government and civic leaders in the development and operation of an industrial airport, business community, and international trade center. Alliance is located in the northwest corner of the Dallas/Fort Worth Metroplex, within the northern limits of the City of Fort Worth. Alliance's access to highway, rail and air transportation offers an excellent opportunity for future commercial and industrial growth.

There are five business parks within Alliance.

### Alliance Centre

At the heart of Alliance Centre is the 414 acre Alliance Airport. This City-owned airport is managed by Pinnacle Air Services (a Perot company) and boasts a 9,600 foot runway (with plans to expand to 13,000 feet), two parallel taxiways and a state-of-the-art air traffic control tower. Alliance Airport is the only purely industrial airport in the world and one of few North Texas airports capable of accommodating heavy transport aircraft such as the DC-10 and 747. Fort Worth based American Airlines' is the anchor of Alliance Airport with a \$300 million, 2,200 employee Aircraft Maintenance Center. Also, Federal Express operates a \$218 million package sorting hub that serves a growing U.S. market and already is in need of expansion. The FAA employs 55 persons that direct flight operations out of a 45,000 square feet facility. The U.S. Drug Enforcement Agency operates a 140,000 square foot National Airwing Headquarters with 155 employees on the airport grounds. Since this facility is owned by the City, the facility is not subject to ad valorem taxation. Gulfstream Aerospace Corporation recently acquired Galaxy Aerospace which was formed in 1997 "to produce, market, and support a line of advanced-technology business aircraft." Bell Helicopter has acquired property on the airport for the delivery and training facilities for the V-22 Osprey.

### Alliance Gateway

Alliance Gateway, with over 2.8 million square feet of distribution and manufacturing space, is home to major corporations, including: Nestle Distribution Company (food and candy distribution facility); Nokia Mobile Phones (cellular phone manufacturing and distribution); Southwestern Bell Telephone (customer call center); and Zenith Electronics (consumer electronics distribution facility). The James River Paper Company built a 375,000 square foot facility for its regional distribution center. In 1999 Ameritrade, an online trading service, began operations of a national customer care center at Alliance Gateway.

### Alliance Tech Center

Corporations operating regional and national distribution facilities at Alliance Tech Center include CompuCom Systems, GWS Perlos, Patterson Dental Company, Riddell Athletic Footwear, and Valmont Electric. These companies occupy approximately 300,000 square feet and employ over 240 persons. A new garden office complex of 300,000 square feet to be called Heritage Commons is complete and houses Hillwood Development's operations.

### Westport at Alliance

Burlington Northern/Santa Fe Railroad's ("BNSF") \$100 million, 300 acre Intermodal facility is the largest resident in Westport. BNSF employs 270 persons at this facility. A new 400,000 square foot warehouse was completed in November 1999 and houses J.C. Penney's Distribution Center.

Alliance Crossing

Over 2,804 persons work at Alliance Crossing, in over 5.1 million square feet of commercial/industrial facilities. Additional facilities currently under construction will cause this number to double within the next 18 months.

Other new developments within the Alliance Complex include:

- 1) A new 60,000 square foot fixed base facility at the airport.
- 2) A new distribution center of 170,000 square foot for Bearings, Inc.
- 3) B F Goodrich aerospace has leased 60,000 square feet for gas turbine engine manufacturing.

University of North Texas Health Science Center

The University of North Texas Health Science Center is constructing a \$40 million Biotechnology and Public Health Center on its Fort Worth campus. The six stories, 160,000 square foot facility will consolidate campus clinics into a single location. The project will be completed on May 2004.

Plaza Medical Center

Plaza has announced a two phase, renovation and expansion of its existing health care facility. The project has an estimated value of \$57 million.

Dannon Yogurt Company

Dannon has invested \$10 million in its second factory expansion. One of only two yogurt production sites in the U.S., Dannon's Fort Worth plant will increase yogurt production by 75 percent.

American Airlines

Fort Worth based American Airlines recently entered into a \$1 billion contract to provide maintenance to 266 Federal Express jets.

Bell Helicopter

Bell Helicopter added 500 jobs in 1993 and approximately 1,000 jobs in 1994 due to increased international sales. More than 1,000 workers laid off in 1992 have been recalled, and there have been over 300 new hires. In addition, Bell has secured a Navy contract worth \$126 million for the production of 20 Super Cobra attack helicopters. In 1999, as a result of engineering and composite operations associated with the construction of the V-22 tilt-rotor vehicle Bell expanded its operations at two locations in Fort Worth. The Alliance location is the home of a 28,000 square foot distribution and customer service center. The second location is a 20,000 square foot expansion of a building used for manufacturing located at Bell's main facility.

Mercantile Center Business Park

Mercantile is currently home to the Federal Aviation Administration's \$20 million Southwest Regional Headquarters, Dillard's Department Store's 100,000 square foot distribution center, a 60,000 square foot distribution center for Virbac, a French pharmaceutical company, and Campfire, U.S.A.'s state-of-the-art Childcare Center and National Training Center for childcare providers. Sprint Spectrum, a division of Sprint Communications, involved in Personal Communication Services ("PCS"), occupies a 150,000 square feet facility used as a telephone customer service center. The Center employs 600 people.

Burlington Northern Santa Fe Railroad

Burlington Northern has completed construction of its \$100 million Network Operations Center ("NOC") on the company's Western Center Boulevard property in north Fort Worth. The NOC, comprised of two buildings totaling more than 250,000 square feet, is a high-tech, state-of-the-art facility which serves as the control and tracking center for all of Burlington's railroads through the U.S.

Haggar Apparel Company

Haggar Corporation, a leading marketer of men's apparel, which located its \$30 million Customer Service Center in Fort Worth occupies approximately 660,000 square feet that incorporates the latest in material handling technology. Haggar employs over 400 persons at the site.

Texas Motor Speedway

Located in far north Fort Worth at the intersection of Interstate 35-W and State Highway 114, the \$110 million Texas Motor Speedway was completed in the Spring of 1997. The facility includes a 1.5 mile racing oval, grandstand seating for 150,000 spectators, and approximately 200 luxury suites. An office tower and condominiums have also been constructed on the property. Future plans include an additional 90,000 seats and an industrial park. Pursuant to the terms of an agreement between the speedway developer and FW Sports Authority, Inc., Texas Motor Speedway is owned by the Authority and leased to the developer, and most of the property comprising the Speedway is exempt from ad valorem taxes. NASCAR Winston Cup races have been held at the Texas Motor Speedway as well as sanctioned IRL Indy Car races. The facility has hosted several major music concerts and other large events since opening.

Mattel, Inc.

A United States based multi-national company recognized as the world leader in design, manufacturing, and marketing of family products and toys such as Barbie, has relocated to the Railhead Development in North Fort Worth. The new distribution center contains approximately 1,007,500 square feet. Mattel employs 166 full-time workers and 300-400 seasonal and part-time workers.

Corning Cable Systems

Corning (formerly Seicor Operations LLC) has announced a two-phase expansion, valued at \$45 million. Phase one was completed in July 2001. The expansion will add approximately 200 new jobs to Corning's over 700 current positions.

ConAgra Foods, Inc.

ConAgra has built a 420,000 square foot regional distribution facility, valued at \$14 million. Construction of the facility was completed in the first half of 2002. ConAgra will employ close to 100 people.

Lockheed Martin

In October 2001, the U.S. Department of Defense awarded a contract valued at \$200 billion to Lockheed Martin for the production of aircraft that will be used by the U.S. Air Force, Navy, and Marines, as well as the United Kingdom's Royal Air Force and Navy. The contract, which is the largest defense contract in U.S. history, is projected to create 31,000 jobs for Texas and \$2.5 billion in State revenue over the life of the contract.

Radio Shack

In July 2002, Radio Shack announced plans to construct its corporate campus in downtown Fort Worth by December 2005, at a cost of at least \$200 million. The facility will employ at least 1,000 individuals.

Pier 1

Pier 1, known under the brand names Pier 1 Imports, Cargo, and The Pier, has recently announced plans to build a new corporate campus in downtown Fort Worth. The corporate campus, which will have a capital investment of at least \$80,000,000, will be constructed by December 31, 2005. Pier 1 employs over 700 people locally and about 18,000 worldwide.

TLC Realty

TLC Realty is currently renovating the Bank One Tower in downtown Fort Worth into condominiums, offices and street level retail. Then Bank One Tower was severely damaged by the tornado of 2000. The renovation has a value of approximately \$50 million

Bank One Facility

Bank One will be consolidating three check processing facilities into one regional location in the CentrePort Business Park. The 400,000 square foot facility has an estimated value of \$40,000,000 and will contain \$15,000,000 of personal property.

**MISCELLANEOUS.** Water, sewer and solid waste services are furnished by the City of Fort Worth. Texas Utilities ("TXU") provides electricity and natural gas service to Fort Worth. Basic (local) telephone service is provided by either Southwestern Bell Telephone or Verizon while long distance service is provided by numerous carriers.

The central building of the Fort Worth Public Library is the nation's largest underground public library at 125,000 square feet. The library includes nine branches, 2 regional facilities and 2 stations in public housing communities with materials exceeding one million titles of books and micro-materials. The recently expanded Central Library now boasts 160,000 square feet. The Library's street level is the new home of the full-service 33,000-square-foot Hazel Harvey Peace Youth Center, which provides services for ages 0-14. As a result of the expansion, twenty-three Pentium III computers are being put to work in the Intel Lab by staff and library users.

Another new service that greets library visitors on the street level is a 6,000-plus square-foot exhibit gallery. The library's audio/visual department has benefited through new and bigger surroundings. The Amon G. Carter Multi-Media Center is approximately 4,140 square feet and contains a collection of approximately 17,400 titles.

More than 400 churches with 45 denominations and synagogues in Fort Worth contribute vitally to the lives of City residents. The City is also world-famous for its many museums. The Fort Worth Convention Center offers exhibit and meeting space of over 185,000 square feet, including a 14,000 seat arena.

Construction of the Nancy Lee and Pery R. Bass Performance Hall was completed in 1998. One of the best performance halls in the world, this state-of-the-art \$70,000,000 performing arts hall was funded entirely from private donations.

**CITY OF FORT WORTH BUILDING PERMITS**

Fiscal Year Ended	Number of Building Permits by Type			Dollar Value of Building Permits		
	Commercial and Miscellaneous		Total New Construction	Commercial and Miscellaneous		Total New Construction
	New Residential			New Residential	Miscellaneous	
1998	3,300	1,200	4,500	\$ 401,693,000	\$ 469,331,000	\$ 871,024,000
1999	3,900	1,500	5,400	320,631,000	484,299,000	804,930,000
2000	4,100	1,600	5,700	404,151,000	433,785,000	837,936,000
2001	5,500	1,500	7,000	567,030,000	519,625,000	1,086,655,000
2002	7,300	1,500	8,800	772,562,000	461,032,000	1,233,594,000

Source: Development Department, City of Fort Worth.

**LABOR FORCE ESTIMATES**

	May 2003	Average Annual 2002	Average Annual 2001	Average Annual 2000	Average Annual 1999	Average Annual 1998
<b>City of Fort Worth</b>						
Civilian Labor Force	297,907	291,870	283,654	278,427	270,816	264,710
Unemployed	24,574	23,638	15,697	11,578	11,170	11,574
Percent of Unemployed	8.25%	8.10%	5.53%	4.16%	4.12%	4.37%
<b>Fort Worth/Arlington PMSA:</b>						
Civilian Labor Force	977,685	957,996	937,440	922,523	897,601	874,854
Unemployed	60,972	58,389	38,758	29,168	27,983	28,931
Percent of Unemployed	6.24%	6.09%	4.13%	3.16%	3.12%	3.31%
<b>Tarrant County</b>						
Civilian Labor Force	844,067	827,285	809,340	797,240	775,512	757,548
Unemployed	53,065	51,043	33,896	25,002	24,119	24,994
% of Unemployment	6.29%	6.17%	4.19%	3.14%	3.11%	3.30%

Source: Texas Workforce Commission, Labor Market Information Department.

**SELECTED FORT WORTH METROPOLITAN AREA MAJOR EMPLOYERS**

	Number of Employees				
	2002	2001	2000	1999	1998
AMR Corp./American Airlines	18,000	28,500	28,600	30,000	18,000
Lockheed Martin Tactical Aircraft Systems	14,500	11,400	10,500	10,000	11,000
Fort Worth Independent School District	11,200	12,500	11,900	9,500	8,000
Texas Health Resources <sup>(1)</sup>	7,200	8,800	6,700	6,000	6,300
City of Fort Worth	5,500	5,400	5,400	5,200	5,300
RadioShack Corp./Tandy Corp.	4,300	4,300	4,600	4,500	4,700
Tarrant County Government	4,200	4,200	4,000	N/A	N/A
Bell Helicopter Textron, Inc.	3,700	6,000	6,400	6,200	N/A
U.S. Postal Service	3,700	3,400	4,300	4,500	4,300
Burlington Northern Santa Fe Corp.	3,500	3,500	3,500	3,500	3,200
Cook Children's Medical Center	3,500	2,800	2,700	2,500	2,300
JPS Health Network	3,300	3,000	2,700	2,900	2,500
Harris Methodist Fort Worth Hospital	3,100	3,700	3,800	N/A	N/A
Birdville Independent School District <sup>(2)</sup>	2,800	2,700	2,600	2,500	2,500
Alcon Laboratories, Inc.	2,600	2,600	2,500	2,500	2,500
Bank One	2,400	2,400	2,300	2,400	2,300
Nokia Mobile Phones Inc.	1,900	2,800	2,200	2,200	N/A
Motorola	1,600	2,500	2,500	N/A	N/A
Winn Dixie Texas, Inc.	N/A	N/A	3,200	4,200	4,100

(1) During 1997, Harris Methodist Health System Hospitals merged with Presbyterian Hospitals.

(2) Located outside of the incorporated area of the City of Fort Worth.

Source: The Fort Worth Business Press and individual firms.

## **CITY OF FORT WORTH EXTRATERRITORIAL JURISDICTION AND ANNEXATION POLICY**

Under the provisions of State law, incorporated cities in Texas have the power to exercise certain controls in unincorporated areas adjacent to their city limits. For a city the size of Fort Worth, these adjacent areas extend a distance of five (5) miles from its city limits. This adjacent, unincorporated area within five miles is known as the extraterritorial jurisdictional area ("ETJ"). Significant highlights are:

1. No new city may be incorporated within Fort Worth's ETJ without Fort Worth's consent.
2. No existing city may expand its limits within the ETJ without Fort Worth's consent.
3. No land may be subdivided within the ETJ without Fort Worth's approval.
4. No Municipal Utility District may be created within the ETJ without Fort Worth's consent.
5. Fort Worth's ETJ expands with the expansion of its city limits so that the area always covers the area five (5) miles beyond the city limits.
6. Cities may apportion their extraterritorial jurisdictional area to establish definite control limits and preserve their respective growth area. Fort Worth has secured its ETJ by consummating boundary line agreements with its neighboring cities. Fort Worth's ETJ covers approximately 300 square miles of potential expansion area.
7. Fort Worth has the power to annex, either voluntarily or involuntarily, any land in its ETJ. It is the policy of the City of Fort Worth to annex those areas which:
  - a. Are ready for development,
  - b. Have a favorable impact on the City's revenue structure, and
  - c. Will strengthen Fort Worth's role as the central city.

## **PERSONAL INCOME AND BUYING POWER**

<u>Entity</u>	2002 <u>Total Effective Buying Income</u>	2002 <u>Median Household</u>
Fort Worth	\$9,911,659,000	\$38,957
Tarrant County	\$32,172,849,000	46,781

Source: Sales and Marketing Management Survey of Buying Power, August, 2002.

## **HOUSEHOLD EARNINGS**

	<u>Fort Worth</u>	<u>Tarrant County</u>
\$20,000 - \$34,999	23.7%	20.5%
\$35,000 - \$49,999	19.5%	19.0%
\$50,000 and over	35.8%	45.4%

Source: Sales and Marketing Management Survey of Buying Power, August, 2002.

## **THE MUNICIPAL AIRPORT SYSTEM**

Fort Worth has a long-standing commitment to aviation. From the landing of the first airplane in Fort Worth in 1915 to today, Fort Worth has understood and served the needs of the aviation industry. The City serves as home to Lockheed, American Airlines, Bell Helicopter-Textron, Naval Air Station Joint Reserve Base Fort Worth and hundreds of aviation-related businesses.



Dallas/Fort Worth International Airport (owned jointly by the two cities and operated by the Dallas/Fort Worth International Airport Board) stands as a symbol of the excellence to aviation facilities to which the City is committed. The City is dedicated to maintaining all facets of aviation - general, commercial and military -- to the same high standard.

An integral part of this dedication is exhibited by the City of Fort Worth's Airport System, which consists of three municipal airfields. These airports and their individual characteristics are as follows:

Fort Worth Meacham International Airport

Operated since 1925

- 7,500-foot runway, 3,677-foot crosswind runway, 4,000-foot parallel runway
- FAA flight control tower, with Instrument Landing System ("ILS")
- 24-hour aviation fuel service
- major/minor maintenance
- hangar rental space for large and small aircraft
- restaurants and hotel
- located in North Fort Worth

Spinks Airport

Opened in summer of 1988

- 6,000-foot runway
- serving general and corporate aviation
- flight training
- site for hangars available
- located in Interstate 35 South Industrial Corridor

Alliance Airport

Opened in winter of 1989

- 9,600-foot runway, with ILS
- serving general and industrial/manufacturing cargo aviation
- nine square miles of airport property available for development
- near developing high-tech industrial center
- located in Interstate 35 North Corridor, with rail access

**EMPLOYEE RELATIONS** . . . Under the laws of the State of Texas, municipal employees cannot be forced to join a union or to pay dues for union membership, nor are they permitted to strike. Also, State law does not provide for municipal collective bargaining. State law does provide, however, for local referenda on collective bargaining for police and firefighters. Overall, employee relations are considered by the City to be good.

# **CITY MANAGER'S MESSAGE**



December 2003

Honorable Mayor and  
Members of the City Council  
City of Fort Worth, Texas

It is with great pleasure that the City staff and I present to you an adopted budget for FY2003-04 that continues service levels, maintains the property tax rate, avoids employee lay-offs, and provides for modest compensation increases, while at the same time addressing the City Council's Strategic Goals. FY2003-04 adopted budget preparation required the City staff to closely examine City operations, identify essential functions and focus all available resources on maintaining those services. Economic circumstances necessitated cost cutting in all areas of the City budget. Without this unprecedented participation by department management in such activities, it would not have been possible to present you with this well-balanced budget plan.

## **BUDGET DEVELOPMENT**

FY2003-04 budget development began at a City Council retreat held in November 2002. At that retreat, staff highlighted the economic conditions, funding issues and service demands expected to impact budget formation. At a City-hosted area economic forum in February, panel experts' projections mirrored staff's own expectations for a protracted local economic recovery. To address proactively the economic challenges identified, departments were directed to develop target budgets up to two percent below their FY2002-03 adopted budgets. Departments were also asked to submit a second series of Program Reduction Decision Packages containing reductions equal to approximately two percent of their respective budgets. As they developed their budget requests, departments also engaged in a "zero-base" budgeting exercise, in which they categorized their functions as either "core" (mission critical) or "complimentary" (beneficial service enhancements). Departments then targeted available funding to activities identified as mission-critical.

On April 1, 2003, the City Council held a financial planning workshop, including discussions of economic trends, actions taken to address weak revenue projections, preliminary FY2003-04 budget components, and the February 2004 Capital Improvement Program (CIP). City management also held several meetings, including an all day budget work session on June 11, 2003, to gather staff input regarding budget development and funding priorities. At its June retreat, the City Council was presented with 2003 Citizen Survey results. Top priorities identified in the survey, which mirrored the City Council's own top priorities, included the following (in priority order):

- 1) City streets, buildings and facilities
- 2) Flow of traffic / congestion management
- 3) Public safety services
- 4) Enforcement of City codes and ordinances
- 5) Local public health services
- 6) Parks and recreation programs and facilities

Ultimately, to close the funding gap and meet established priorities, staff had to make some painful, yet manageable line-item budget adjustments. Adjustments included a significant reduction in planned vehicle

Honorable Mayor and  
 Members of the City Council  
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replacements for FY2003-04, as well as the elimination of employee vacation sell-back, some vacant positions, all but essential, certification-related travel and training, and a limited number of non-mission critical activities contained in implemented departmental Program Reduction Decision Packages. Staff also reduced planned transfers to other funds, including Property and Casualty Insurance, Unemployment Compensation, and Workers' Compensation. As a result of staff's focus on primary functions, the adopted budget minimizes service reductions, maximizes utilization of existing resources and even provides for limited service enhancements in priority areas, such as public safety and code enforcement.

## REVENUES

The impact of the continuing weak economy can be seen in the limited revenue growth projections for the 2003-04 fiscal year. The following table summarizes FY2003-04 revenue projections:

	<b>Adopted FY02-03</b>	<b>Re-estimate FY02-03</b>	<b>Adopted FY03-04</b>	<b>% Change from Re-estimate</b>
Property Taxes	\$201,582,637	\$203,232,637	\$212,144,569	4.4%
Sales Tax	\$73,540,577	\$70,540,379	\$70,959,168	0.6%
Other Local Taxes	\$9,690,141	\$8,741,845	\$8,670,000	-0.8%
Licenses & Permits	\$42,720,308	\$43,928,411	\$45,601,805	3.8%
Fines & Forfeitures	\$14,225,963	\$14,106,407	\$14,832,038	5.1%
Use of Money & Property	\$11,235,028	\$10,721,252	\$10,859,457	1.3%
From Other Agencies	\$1,662,705	\$1,590,032	\$1,057,611	-33.5%
Service Charges	\$17,140,408	\$18,153,470	\$19,838,607	9.3%
Other Revenue	\$972,479	\$1,264,854	\$1,301,102	2.9%
Transfers	\$11,583,368	\$12,987,916	\$12,867,370	-0.9%
<b>Total General Fund</b>	<b>\$384,353,614</b>	<b>\$385,267,203</b>	<b>\$398,131,727</b>	<b>3.3%</b>

Based on Tarrant Appraisal District (TAD) projections regarding the Certified Tax Roll for 2003, the City's property tax base is estimated to increase by 3.97 percent from the July 2002 Certified Tax Roll. Based on assumptions about the collection rate, refunds and levy adjustments, property tax revenue is expected to increase by 4.4 percent, down from the 8.2 percent increase experienced between FY2002-03 and FY2001-02.

As a whole, very little change is expected in any of the other major revenue categories. For instance, Sales Tax, which provides approximately 18 percent of total General Fund revenue, is expected to increase by only 0.6 percent from the current re-estimate. Other revenue categories, which collectively represent about 29 percent of total revenue in the General Fund, are expected to increase by only approximately 3.2 percent from the current re-estimate.

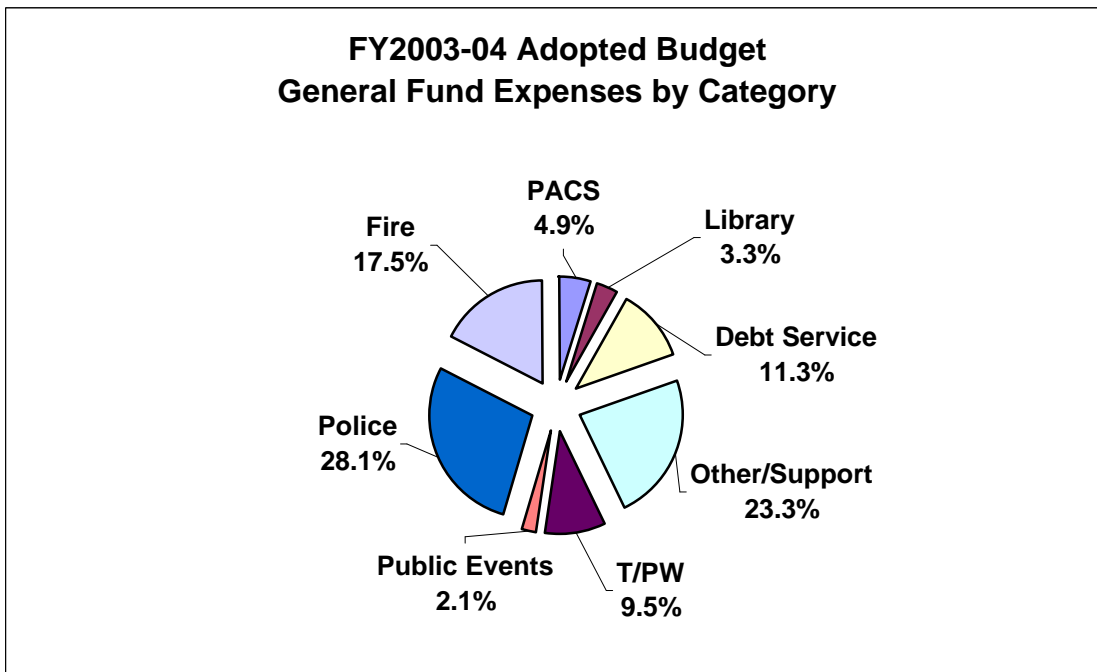
Hotel Occupancy Tax revenue supports the Culture and Tourism Fund, which promotes tourism, arts and certain business development initiatives in Fort Worth. The Culture and Tourism Fund provides some funding relief because it pays for certain items that might otherwise require General Fund monies. Based on current projections, budgeted FY2003-04 Hotel Occupancy Tax revenue, at \$9,132,020, increases by 4.98 percent over the \$8,699,051, FY2002-03 adopted budget.

Honorable Mayor and  
Members of the City Council  
December 2003

Because they depend on revenue from fees for service, both Internal Service and Enterprise Fund departments periodically adjust their rates to meet expenditure demands. Typically, Internal Service Fund departments review and adjust rates, where necessary, each fiscal year. Based on usage, in June of FY2002-03, the Temporary Labor Fund decreased the rate it charges City departments for temporary labor services by \$0.35 per billable hour. Regarding Enterprise Fund rates, the recently completed cost of service study for the Water and Sewer Fund determined that rate adjustments are required for both Wholesale and Retail customer classes. The cost of service for wholesale customer cities increased 3.06 percent for water service and 3.83 percent for wastewater. The retail cost of service study calls for composite adjustments to the retail classes of 9.91 percent for water service and 6.75 percent for wastewater. As a result, the average residential customer would experience an approximate 6.8 percent increase. Both cost of service studies were conducted by staff and reviewed with customer committees. The Wholesale Advisory Committee and Retail Rate Structure Advisory Committee each met for a series of weeks to review the results of the study and ensure that costs were distributed among customer classes in a fair and equitable manner.

### **EXPENDITURES**

Based on projected revenues, the total FY2003-04 adopted operating budget (minus Internal Service and Insurance Funds), at \$726,507,542, increases by 4.5 percent from the FY2002-03 budget of \$695,021,776. The FY2003-04 General Fund budget, at \$398,131,727, increases by a more modest 3.6 percent over the \$384,353,614, FY2002-03 budget. Below is a graph of General Fund departmental expenditures as a percentage of total adopted budget General Fund expenditures.



Despite the budgeting challenges presented, FY2003-04 adopted budget expenditures have been allocated to address the City Council’s Strategic Goals for Fort Worth. Specifically, adopted budget initiatives address the following Council Strategic Goals:

Become the Nation's Safest Major City

- ***Additional Police Patrol Officers:*** The adopted budget includes \$365,699 for the addition of eight Police Patrol Officers and related training, equipment and other costs mid-year in FY2003-04. The Police Department, in applying the Police Allocation Model provided by Justex, determined that 21 additional Police Patrol Officers are needed to meet projected service demands created by continued city growth. Although the crime rate has actually declined in the last decade, additional positions are required because the call volume continues to increase annually. The additional positions should allow the department to respond to a growing call load, as well as reduce response times and call queues during peak hours.
- ***Increased Traffic Patrol:*** In an effort to reduce injuries and fatalities in the city, partial year funding totaling \$184,050 is included to add five traffic officers. The additional positions are necessary due to increasing city lane-miles, a growing geographic area, and proliferation of construction zones throughout the city. In FY2000-01, ten positions were added. Since then, the population has grown by an estimated three percent. The cost to add these five positions will be completely offset by the increased revenue they generate through increased citation issuance / fine collection.
- ***Neighborhood Policing:*** The FY2003-04 adopted budget includes \$187,184 for four additional Neighborhood Police Officers. Three of the new officer positions will be assigned to gang graffiti reduction activities to address workload demands created by the elimination of the Gang Graffiti Enforcement Program. The fourth officer will be assigned to the Park Glen neighborhood based on workload demands in that area.
- ***Enhanced Gang Intervention Unit:*** For FY2003-04, \$81,044 was added to the budget to enhance the City's capacity to address gang activity in the city. The allocation provides for partial year funding of an additional Corporal and three Police Officer positions in the Police Department's Gang Unit. The Unit's existing ten officers, two detectives and one Sergeant, funded in the Crime Control and Prevention District Fund, had primarily focused on enforcement and investigative activities. However, due to its small staff size, the Unit could not pursue intervention activities. The addition of these four positions should increase coverage and allow the unit to be more proactive, rather than reactive.
- ***Additional Detective for Robbery Unit:*** The adopted budget funds \$26,332 to add two Detectives to the Police Department's Robbery Unit in August 2004. The Robbery Unit was formed in FY2002-03 from existing resources reallocated from the geographic investigative divisions. The Unit was formed to consolidate all functions related to investigating and solving crimes in Fort Worth. Given the citywide nature of these crimes and the need to identify emerging trends quickly, the consolidated unit is believed to be more effective. However, as originally staffed, the Unit did not have adequate resources to address the volume of crimes in this area.
- ***Public Safety Communications:*** \$168,510 is included in the adopted budget for six new Public Safety Communicators for the Police Department Communications Division (Dispatch). The associated expenditures will be completely offset by a 50 percent reduction in overtime expenditures that should result from the staff addition. A Police Department staffing analysis indicated that six additional positions were required to address a growing call load and patrol officer population. Since FY1990-91, the divisional staffing level has remained constant, while calls for service have increased by 24 percent and the number of sworn officers by 30 percent. The study also found that the stress inherent in such an

environment leads to higher turnover and absenteeism rates, which then impacts the amount of overtime required to meet the increased demand. Therefore, adequate staffing should also significantly reduce required overtime.

- ***Continued Implementation of Four-Person Fire Company Staffing:*** Firefighter safety is enhanced for the first responding company to a fire or major Emergency Medical Service (EMS) event by the upgrade of stand-alone companies to a four-person staffing level. Companies are referred to as “stand-alone” when only one company is assigned to a fire station and nearby companies provide back up assistance as needed. To operate safely at a fire or major emergency incident, it is imperative to have sufficient personnel in the arriving company to perform immediate fire suppression and rescue tasks, as well as to provide an adequate water supply, support and supervision. According to results from the TriData study of Fire Department operations, the Citywide transition from two- and three-person to four-person staffing for stand-alone companies would require up to 90 additional firefighters, approximately \$4.5 million, and a phase-in period of approximately three years. Year one of the conversion process, which added a fourth firefighter to three-person companies at four selected stations, was implemented in FY2002-03. The FY2003-04 budget funds 14 new firefighter positions, to be added in July 2004, to convert three additional stand-alone fire companies to four-person staffing. The three stations were selected due to their distance from other stations and the resulting increased arrival time for a second responding company. Continued funding for conversion implementation in future years will have to be evaluated during future budget development cycles.
- ***Personnel Additions to Enhance Fire Department Operations:*** Personnel additions funded in the Fire Department’s adopted budget should enhance department operational efficiency and effectiveness. The new positions include an Office Assistant II in the Educational Services Division that will provide an enhanced level of work continuity and organizational knowledge. Fire currently utilizes a scheduled temporary employee to perform the functions of the adopted position; therefore, the salary of the new position will be completely offset by a decrease in the budget for temporary labor expenditures. The department’s budget increases by \$83,045 for an Information Technology (IT) Programmer/Analyst II position. In its study, TriData noted that this staff addition would, “provide minimum support needed for [the department’s] IT operations.” The position is expected to increase departmental productivity, as well as staff access to the information and management / technology tools needed to better manage education, prevention, preparedness and emergency response activities.
- ***Animal Welfare Investigators:*** The adopted budget increases by \$160,792 to add two new Animal Welfare Investigators in the Public Health Department’s Animal Control Division to investigate animal cruelty and neglect complaints. It is important to investigate such cases because animal cruelty has been linked to human abuse and crime. Previously, the division partnered with the Humane Society of North Texas to provide these services. Unfortunately, the Humane Society has a limited number of investigators covering six to ten area counties, so more investigators were needed. Staff estimates that approximately 1,000 animal cruelty and neglect cases will be investigated annually.
- ***Park Security Lighting:*** Approximately \$100,000 in funding was included in the Parks and Community Services Department’s FY2002-03 General Fund budget for the installation of new security lighting at facilities (parking lots, playgrounds, etc.) in City parks. To ensure continued installations, as well as reduce the General Fund funding burden, Community Development Block Grant (CDBG) monies were identified to maintain the previous year’s funding level for park security

lighting. All sites identified for receipt of CDBG park security lighting funding fall within CDBG-eligible areas of the city.

- **COMIN' UP Gang Intervention Program:** The Comin' Up Gang Intervention Program is administered by the Boys and Girls Clubs of Fort Worth with oversight by the City of Fort Worth Parks and Community Services Department. The program offers intervention services to provide city youth alternatives to gang activity. In the past few years the program has primarily been funded through the Local Law Enforcement Block Grant (LLEBG). In 2002, LLEBG funding was reduced, thereby creating approximately a \$200,000 funding gap that had to be absorbed in the Parks and Community Services General Fund budget. For FY2003-04, the City received only \$692,055 in LLEBG funding for the program. Anticipating this funding decrease, \$500,000 was added to the budget for the program to avoid program service reductions.

#### Create a Cleaner and More Attractive City

- **Addition of Code Enforcement Officers:** The adopted budget increases by \$249,480 to add five Code Enforcement Officers to the Code Compliance Department. The officers are required to meet the target service delivery standards demanded by customers and outlined in the department's business plan for the volume of complaints received. The new positions' cost will be partially offset by the additional revenue, in the form of fees, that they generate.
- **Code Rangers Program:** The FY2003-04 adopted budget includes \$246,838 for the Code Compliance Department's Code Rangers Program. The program involves citizens in code enforcement to increase voluntary compliance with Fort Worth codes. Specifically, Code Rangers identify code violations, and then notify the property owner and/or occupant. Under the program, code violations will only be referred for official action if Ranger notification does not address the problem. Code Compliance will partner with the Police Department's Code Blue Program, training Code Blue volunteers to also serve as Code Rangers. Code Compliance will also partner with neighborhood associations and the League of Neighborhoods organization to gather neighborhood leaders' input on possible volunteers, priority areas and main concerns. Adopted funding provides for the conversion of an overage Public Education Specialist to permanent, the addition of three Code Enforcement Officer positions to function as department program liaisons, and all other expenses necessary for program implementation.
- **New Park Additions Maintenance:** The adopted budget includes \$101,013 for required maintenance of newly acquired, undeveloped park properties, which have increased significantly in recent years due to implementation of the City's parkland dedication policy. Maintenance activities primarily include contract mowing, litter removal, and creek cleaning.
- **I30 / I35 Interchange Maintenance:** Based on the increased maintenance needs of the recently developed I30/I35 interchange and the fact that its condition influences travelers' perception of the city, \$30,000 has been added to the FY2003-04 adopted budget for enhanced maintenance activities, including mowing and litter removal.
- **Engineering Capital Improvement Projects Staff:** The Engineering Department's adopted budget funds three additional Professional Engineers and an Administrative Assistant to handle the capital improvement projects workload, and thus minimize project delays and improve the quality of the engineering and tracking services provided. The additional Engineers are needed because staffing



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levels had caused department Engineers to manage far more, an average of 38 projects each, than the industry standard of ten to 15 projects. While it will not take the department to the industry standard, the additional positions should reduce the capital projects management workload to 27 projects per Engineer. This additional personnel is particularly important in light of the up-coming bond election, which will only compound the Engineer workload problem. An Administrative Assistant was also added to assist with bond program development, as well as project development and financial tracking.

Diversify the Economic Base and Create Job Opportunities, Revitalize Central City Neighborhoods and Commercial Districts, and Promote Orderly Growth in Developing Areas

- ***Development Department Service Enhancements:*** Funding totaling \$563,310 was added to the Development Department's budget for service enhancements to facilitate orderly and appropriate city development, which will be paid from additional revenue generated from development-related fee increases. The additional funding pays for nine new positions, including two Senior Customer Service Representatives, two Plans Examiners, one Development Inspector, one Planner, one Planning Assistant, one Information Technology (IT) Technical Support Analyst II, and one Assistant Director, as well as the office renovations necessary to accommodate the additional staff and other partners in the development process. The Senior Customer Service Representatives, Plans Examiners, and Development Inspector are needed to meet established customer service standards while processing an increasing number of city growth-driven permit and plans review requests. The Planner, Planning Assistant, and Assistant Director positions were added to manage the change process associated with creation of a permit center, to support existing and newly created boards (Downtown Urban Design Review Board and Scenic Preservation Commission), and to assist in the pre-development conference process. The Information Technology Technical Support Analyst II and the purchase of the software and services for Web-enabled permit functions will ultimately enable customers to submit permit requests via the Internet. The Internet capabilities should minimize the need for additional personnel to address increasing demands for service.

During the fiscal year, if revenues will support it, the Development Department will request that the City Council approve the addition of three new positions, including one Assistant Building Official, one Plans Examiner and one Development Inspector for Central City and rehabilitation projects. Those positions would address the City Council's strategic goal to revitalize Central City neighborhoods and commercial districts. The additional positions would be dedicated to the renovation and/or adaptive reuse of older Central City properties and structures. This work unit would also assist investors and developers in tailoring their designs to make them consistent with code requirements, regardless of use. Their efforts would capitalize on existing city infrastructure systems and promote preservation of existing buildings.

The department had not added the enhancements previously because it was still studying the feasibility of fee increases to fund the improvements, gaining the endorsement of the Central City Revitalization and Economic Development Committee, and gathering feedback from development and construction industry leaders to ensure that the increases were in line with the market for such fees.

- ***Development Standards Task Force:*** In 2003, the City Manager's Office initiated a review of existing standards and processes related to city development. The purpose of the review was to assess the extent to which development standards effectively implement the City's development policies, as reflected in the Comprehensive Plan. On the basis of its findings, the task force was then to make appropriate

recommendations for amending those standards and processes. In the last three quarters of FY2002-03, the community-based task force and subcommittees reviewed the standards contained in the City's Subdivision Ordinance, Street Standards, Zoning Ordinance and Building Codes. Additionally, the five interrelated processes (Annexation, Platting, Zoning, Infrastructure Design and Building Permitting) were reviewed and re-engineered by parties of interest and City staff. The Task Force's findings and recommendations were presented to the City Council in the first quarter of FY2003-04. Following the Council review, the appropriate board or commission also gave formal consideration to the recommendation in the first quarter of FY2003-2004. Final Council consideration is scheduled for the second quarter of the fiscal year.

#### Ensure Quality Customer Service

- ***Creation of Community Relations Department:*** The adopted budget reflects the reduction of funds for Action Center and Neighborhood Relations Office functions from the City Manager's Office budget and their transfer to the Human Relations Commission Department. In FY2003-04, this new grouping of offices/functions became the Community Relations Department. Necessitated by the merger, the adopted budget includes a small amount of funding for the relocation of the Action Center facility. Other merger costs are expected to be minimal. The new grouping, based on similar functions and work objectives, should allow for increased collective efficiency and effectiveness through cooperative efforts and shared resources.
- ***Additional Vital Records Assistance:*** In order to maintain the current customer service level in light of population growth and a related increase in the number of vital records requests processed/sold, the Public Health Department, Vital Records Section's FY2003-04 adopted budget includes \$34,208 for the addition of an Office Assistant II position. The position incumbent will process records and provide customer service and assistance with numerous other section activities. The cost to add this new position will be totally offset by increased revenue from additional requests processed.
- ***Enhanced Animal Care and Control Center Services:*** The Public Health Department Animal Control Division's adopted budget includes funding for Animal Care and Control Center personnel, including a Customer Service Representative II and an Animal Shelter Attendant. Staffing was insufficient to provide the desired level of customer service. According to a Humane Society of the United States formula for calculating the number of animal attendants required per number of animals handled, the Fort Worth animal shelter should have approximately 18 attendants per day. The facility had only 10 covering seven days per week. The shelter's Customer Service Representatives are responsible for many of the shelter's administrative activities. As the number of visitors to the shelter continues to grow, the staff of four was increasing less able to provide efficient and effective service to all shelter customers. The position additions should allow for enhanced customer service to shelter visitors, improved animal shelter maintenance and increased support for data entry and other shelter administrative tasks.
- ***Addition of Personnel to Manage Lake Worth Lease/Sales Program:*** The Lake Worth Program includes over 400 residential and commercial leases located around Lake Worth, which are to be converted from public to private ownership over the next five years. To provide support to the Land Agent assigned to the Lake Worth Program, the Engineering Department added \$38,450 to its FY2003-04 budget to fund an Administrative Assistant position.

Improve Mobility and Air Quality

- ***Clean Air Promotion Bus Passes:*** Based on its National Ambient Air Quality Standards (NAAQS), the Environmental Protection Agency (EPA) has designated the Fort Worth / Dallas Metroplex as a serious non-attainment area for ozone. The EPA has given the Metroplex until 2007 to become compliant with the NAAQS. If the City and region do not meet the established reduction target, highway and/or other federal funds could be jeopardized and economic development efforts would be compromised. As part of its campaign to attain/maintain the required air quality standard, the City awards free bus passes to employees choosing to use that form of transportation on ozone alert days. In order to continue this important program in light of General Fund budget reduction activities, funding for the bus pass program (\$3,000) has been transferred to the Environmental Management Fund.
- ***The “T” Street Maintenance Money:*** On-going slumping sales tax revenue and past capital spending decisions at the Fort Worth Transportation Authority (the T) have created challenges that prevent it from continuing full funding of the \$5 million for street maintenance. The T has instead included only half of the normal 15 percent of sales tax revenue, or approximately \$2.5 million, in its FY2003-04 budget. To help minimize the impact of this significant funding reduction, the City’s General Fund will provide \$2,500,000 to subsidize street maintenance activities. The City also continues to work with The “T” regarding appropriate future funding levels.
- ***Transportation Infrastructure:*** Despite numerous funding reductions in other areas, as a continuing high priority for the City Council the FY2003-04 budget does not significantly impact either the quality or quantity of transportation infrastructure services. Adopted funding still enables the Transportation and Public Works Department (T/PW) to meet repair targets of 35 lane-miles for in-house street maintenance and 227 lane-miles for contract street maintenance. Similarly, adopted funding for bridge repairs and speed humps will have little to no service impact. The adopted budgets for those activities, at \$750,000 and \$137,734 respectively, remain approximately at the FY2002-03 funding levels.

Other items with budgetary impacts that more broadly support general City operations and Council’s Strategic Goals are summarized below.

- ***Compensation:*** Despite budget constraints, City staff managed to include some compensation increases for most City employees in the FY2003-04 adopted budget. Therefore, the adopted compensation package adds approximately \$5.7 million to the General Fund budget. Under the adopted compensation package, civil service employees receive a step increase, if eligible, as well as an across-the-board increase of 1.5 percent that is effective October 1, 2003. According to the adopted plan, executives and managerial employees (D, E and F classifications only) will receive a 1.5 percent merit increase, effective January 1, 2004, if they achieve a performance rating of “3, Competent” or better. All non-managerial exempt employees receive a 1.5 percent increase at the beginning of the new fiscal year, if rated at least a "3, Competent" on their performance review. With all but a few exceptions, non-exempt employees will receive a step increase, if eligible. The plan also funds a one-time, 1.5 percent performance bonus for employees who are at or over the maximum of their classification salary range, and thus are ineligible for other types of compensation increases. Based on market study results, several non-exempt and exempt employees in certain clerical, customer service and health and human services positions receive a five percent market increase effective October 2003. Those non-exempt employees receiving a market increase will not be eligible for a step or any other

type of increase. Those few non-exempt employees receiving a market increase will not be eligible for the 1.5 percent performance increase.

- **Council Aide Salary Increases:** The adopted budget includes \$18,833 for Council Aide salary increases meant to offset healthcare cost increases. As temporary employees, Council Aides receive neither annual compensation increases, nor City health benefits. The additional funds were added to help Council Aides address rising healthcare costs, and thus enable Council members to retain well-qualified assistants.
- **Health Insurance:** The FY2003-04 adopted budget includes funding necessary to support all current group health insurance plans and anticipated health insurance cost increases. Beginning in FY2001-02, the City of Fort Worth became self-funded for its medical benefits. The City is responsible for all claims and losses not reimbursed through stop-loss insurance. The current plan designs are consumer-driven and allow employees to make health care decisions based on their chosen level of risk-sharing through co-insurance and deductibles. Under these plans, employees and retirees bear the full cost of “buying up” from the Classic, or low, plan into the “higher” Performance and Premier plans, which provide less risk-sharing (*i.e.*, have lower co-pays, coinsurance and deductibles).

The total budgeted cost for health insurance for FY2003-04 is \$50,869,578 million. The City funds approximately 70 percent of the total cost and employees and retirees fund approximately 30 percent of total health insurance costs. The adopted revenue and expenditures budget for FY2003-04 should provide for sufficient fund reserves, as well as mitigate the impact of health insurance cost increases on employees in the Classic plan. Approximately 75 percent of all employees and retirees are enrolled in the Classic plan. Since the Classic plan is projected to produce a funding surplus, while the Performance and Premier plans are expected to produce a funding deficit, the Health Benefit Advisory Committee has recommended that the City increase the subsidization for the employees in the Classic plan and pass more of the costs on to the plans that are producing funding deficits. Retirees enrolled in the Classic plan that were hired prior to October 5, 1988, or have more than 25 years of service will continue to receive the Classic plan at no cost to themselves. The FY2003-04 budget also continues to fund the Wellness program as a method to address rising healthcare costs. Currently 24 percent of all employees participate in the Wellness Program.

- **Grant Matching Funds:** To enable the City to take advantage of grant opportunities, \$625,326 has been included in the FY2003-04 budget for City grant matching funds. While staff cannot be certain which applications will ultimately be awarded funding, an effort has been made to proactively plan for the matching fund requirements for grant awards anticipated for FY2003-04. In general, City departments apply for grant funds to initiate new programs or support on-going vital, worthwhile projects. Supplemental funding from grants contributes to the viability of projects. Anticipated matching fund requirements include: Federal Emergency Management Agency (FEMA) Assistance to Firefighters, Computer Crime Fraud Expansion, Domestic Assault Response Team, Enhanced Domestic Assault Response Team, Local Law Enforcement Block Grant (LLEBG) Program, Safe and Sober STEP, SCRAM Sexual Assault Training, and WAVE STEP.
- **Vehicle Replacement Plan:** Due to budgetary constraints, only a limited number of vehicles will be replaced in FY2003-04. However, the adopted budget does include \$676,000 for replacement of the most mission/operations critical and/or condition critical General Fund vehicles. Replacement of these vehicles should help the City avoid service impacts due to equipment failure.

- ***Closure of the City Store:*** In order to stem losses, the City Store closed effective October 1, 2003. Although the store is closed, sign making operations continue in the Reprographics Division of the City Manager's Office. It is projected that the sign-making component will generate an additional \$12,420 in revenue for Reprographics. The closure is also projected to produce cost savings of approximately \$30,000 to the City in future years.
- ***Increased Agency Funding:*** Based on demonstrated need, the City increased operating/maintenance funding to two City-supported agencies. The adopted budget includes an additional \$35,882 for increased operating expenditures at the Fort Worth Museum of Science and History and \$26,314 for core expenses at Sister Cities International.
- ***Addition of African Sister City:*** In support of efforts to acquire an African sister city, \$80,000 was added to the adopted budget to fund associated expenses.
- ***IT Solutions Re-Organization:*** The IT Solutions Department/Information Systems Fund is currently being reorganized to position it better to meet future City information technology needs. The departmental review is not yet complete; however, there are a variety of organizational options being considered, including the following: 1) revisions to citywide IT initiatives; and development of an organizational structure that gives particular IT analysts responsibility for the information technology needs of assigned City departments. Budgetary impacts to date have been minimal; however, once the new structuring is approved, significant budget changes are expected.
- ***Citywide Energy Savings / Johnson Controls, Inc. Study Implementation:*** As a result of the energy conservation component of Senate Bill No. 5 from the 77<sup>th</sup> Legislative Session, which went into effect September 1, 2001, the City asked Johnson Controls, Inc. to conduct an energy efficiency audit throughout City of Fort Worth facilities. Based on study findings, Johnson Controls indicated that the City of Fort Worth could save approximately \$265,000 per year if it implemented study recommendations. The full cost to implement all recommended modifications is approximately \$3.1 million, which includes among other things the necessary engineering design, capital costs, and purchase of more efficient equipment to help the City achieve full savings from the plan. The City has applied for a ten-year loan from the State Energy Conservation Office (SECO) Texas LoanSTAR Program, which will be paid from the Environmental Management Fund, to pay \$2.65 million of the implementation cost. The balance of the financing has been obtained via a Municipal Lease with Wells Fargo in the amount of \$466,620. Funding totaling \$60,000 has been included in the FY2003-04 Non-Departmental budget for the anticipated annual Municipal Lease payment. In addition to the anticipated annual savings, the City's transmission and distribution system provider (TDSP) may also provide rebates to the City for certain energy efficiency enhancement activities.
- ***Solid Waste Service Structure for FY2003-04:*** FY2003-04 will be the first full year of operation of the recently reorganized Solid Waste Management Division of the Environmental Management Department. As a part of the reorganization, the City awarded contracts for residential and commercial collection, recycling, landfill operation, and brush & bulky waste collection. Under the new structure, the division will operate four "convenience centers" for customer dropoff, which are scheduled for completion in FY2003-04. The fees on which the Solid Waste Fund rely are not recommended to change for FY2003-04. Under the existing rate structure, the monthly residential fee for comprehensive solid waste collection services is structured in three tiers: \$8.00 for weekly pickup of a

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32-gallon cart, \$13.00 for weekly pickup of a 64-gallon cart, and \$18.00 for weekly pickup of a 96-gallon cart.

- ***Cellular Telephone and Take Home Vehicle Studies:*** To avoid making more drastic cuts in other areas, in FY2002-03, City staff studied ways to achieve costs savings from cellular telephone modifications and take home vehicle policy changes. The committees reviewed and revised existing policies in an attempt to impact usage and produce cost savings. Because revised take-home vehicle policies are relatively new, it is as yet unclear what the full cost savings will be. The decrease is not readily apparent in the FY2003-04 budget because the savings were anticipated and incorporated in the FY2002-03 adopted budget. As an increasing number of departments have reviewed and revised their cellular telephone plans based on need and plan appropriateness, cumulative savings of approximately \$14,000 have been achieved since October 2002. The FY2003-04 adopted budget maintains the reduced level of cell phone expenditures.

I would like to thank the City staff for its many contributions to development of the FY2003-04 adopted budget. The high level of professionalism, dedication and cooperation in drafting this fiscal plan was exceptional and resulted in a budget that artfully balances increasing demands for service with fiscal realities.

Respectfully Submitted,



Gary W. Jackson  
City Manager

# **FINANCIAL MANAGEMENT POLICY STATEMENTS**

## **Financial Management Policy Statements**

Revised:	November 21, 1995	(M&C G-11307)
	February 11, 1997	(M&C G-11750 Revised)
	September 16, 1997	(M&C G-11997)
	September 15, 1998	(M&C G-12319)
	September 28, 1999	(M&C G-12682)
	February 22, 2000	(M&C G-12821)
	May 16, 2000	(M&C G-12916)
	August 15, 2000	(M&C G-12988)
	August 21, 2001	(M&C G-13349)
	September 17, 2002	(M&C G-13741)
	April 15, 2003	(M&C G-13944)
	August 26, 2003	(M&C G- 14068)

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## C-2

To establish and document a policy framework for fiscal decision-making, the City Manager will develop and maintain a comprehensive set of Financial Management Policy Statements. The aim of these policies is to ensure that financial resources are available to meet the present and future needs of the citizens of Fort Worth. Specifically this policy framework mandates the pursuit of the following fiscal objectives:

1. *Revenues:* Design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.
2. *Expenditures:* Identify priority services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.
3. *Fund Balance/Retained Earnings:* Maintain the fund balance and retained earnings of the various operating funds at levels sufficient to protect the City's creditworthiness as well as its financial position from emergencies.
4. *Capital Expenditures and Improvements:* Annually review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.
5. *Debt:* Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.
6. *Investments:* Invest the City's operating cash to ensure its safety, provide for necessary liquidity and optimize yield.
7. *Intergovernmental Relations:* Coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support favorable legislation at the state and federal level.
8. *Grants:* Seek, apply for and effectively administer federal, state and foundation grants-in-aid, which address the City's current priorities and policy objectives.
9. *Economic Development:* Initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy.
10. *Fiscal Monitoring:* Prepare and present regular reports that analyze, evaluate, and forecast the City's financial performance and economic condition.
11. *Financial Consultants:* With available resources, seek out and employ the assistance of qualified financial advisors and consultants in the management and administration of the City's financial functions.
12. *Accounting, Auditing and Financial Reporting:* Comply with prevailing federal, state and local statutes and regulations, as well as current professional principles and practices.
13. *Retirement System:* Ensure that the Employees' Retirement Fund is adequately funded and operated for the exclusive benefit of the participants and their beneficiaries.
14. *Internal Controls:* Maintain an internal control structure designed to provide reasonable assurance that City assets are safeguarded and that the possibilities for material errors in the City's financial records are minimized.

## I. REVENUES

To design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.

**A. *Balance and Diversification in Revenue Sources***

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which adversely impact that source.

**B. *User Fees***

For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. The City Council shall determine the appropriate cost recovery level and establish the fees. Where feasible and desirable, the City shall seek to recover full direct and indirect costs. User fees shall be reviewed on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.

**C. *Property Tax Revenues/Tax Burden***

The City shall endeavor to reduce its reliance on property tax revenues by revenue diversification, implementation of user fees, and economic development. The City shall also strive to minimize the property tax burden on Fort Worth citizens.

**D. *Utility/Enterprise Funds User Fees***

Utility rates and enterprise funds user fees shall be set at levels sufficient to cover operating expenditures, meet debt obligations, provide additional funding for capital improvements, and provide adequate levels of working capital. The City shall seek to eliminate all forms of subsidization to utility/enterprise funds from the General Fund.

**E. *Administrative Services Charges***

The City shall establish a method to determine annually the administrative services charges due the General Fund from enterprise funds for overhead and staff support. Where appropriate, the enterprise funds shall pay the General Fund for direct services rendered.

**F. *Revenue Estimates for Budgeting***

In order to maintain a stable level of services, the City shall use a conservative, objective, and analytical approach when preparing revenue estimates. The process shall include analysis of probable economic changes and their impacts on revenues, historical collection rates, and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year and should avoid mid-year service reductions.

**G. *Revenue Collection and Administration***

The City shall maintain high collection rates for all revenues by keeping the revenue system as simple as possible in order to facilitate payment. In addition, since revenue should exceed the cost of producing it, the City shall strive to control and reduce administrative costs. The City shall pursue to the full extent allowed by state law all delinquent taxpayers and others overdue in payments to the City.

**H. *Write-Off of Uncollectible Accounts***

The City shall monitor payments due to the City (accounts receivable) and periodically write-off accounts where collection efforts have been exhausted and/or collection efforts are not feasible or cost-effective.

## II. EXPENDITURES

To assure fiscal stability and the effective and efficient delivery of services, through the identification of necessary services, establishment of appropriate service levels, and careful administration of the expenditure of available resources.

### A. *Current Funding Basis*

The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior year savings. (The use of fund balance shall be guided by the Fund Balance/Retained Earnings Policy Statements.)

### B. *Avoidance of Operating Deficits*

The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit (i.e., projected expenditures in excess of projected revenues) is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of fund balance within the Fund Balance/Retained Earnings Policy. Expenditure deferrals into the following fiscal year, short-term loans, or use of one-time revenue sources shall be avoided to balance the budget.

### C. *Maintenance of Capital Assets*

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to continue service levels.

### D. *Periodic Program Reviews*

The City Manager shall undertake periodic staff and third-party reviews of City programs for both efficiency and effectiveness. Privatization and contracting with other governmental agencies will be evaluated as alternative approaches to service delivery. Programs which are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.

### E. *Purchasing*

The City shall conduct its purchasing and procurement functions efficiently and effectively, fully complying with applicable State laws and City ordinances. Staff shall make every effort to maximize discounts and capitalize on savings available through competitive bidding and "best value" purchasing.

## III. FUND BALANCE/RETAINED EARNINGS

To maintain the fund balance and retained earnings of the various operating funds at levels sufficient to protect the City's creditworthiness as well as its financial positions from unforeseeable emergencies.

### A. *General Fund Undesignated Fund Balance*

The City shall strive to maintain the General Fund undesignated fund balance at 10 percent of the current year's budget appropriation for operations and maintenance, which is defined as the total budget less the annual transfer from the General Fund to the debt service funds. After completion of the annual audit, if the undesignated fund balance exceeds 10 percent, the excess must be specifically designated for subsequent year expenditures or transferred to the Capital Projects Reserve Fund. (The use of the Capital Projects Reserve Fund shall be guided by the Capital Expenditures and Improvements Policy Statements.)

### B. *Retained Earnings of Other Operating Funds*

In other enterprise operating funds, the City shall strive to maintain positive retained earnings positions to provide sufficient reserves for emergencies and revenue shortfalls. Specifically, in the Water and Sewer Enterprise Fund, an operating reserve will be established and maintained at 20 percent of the current year's budget appropriation for operation and maintenance, which is defined as the total budget less debt service and capital project expenditures.

### C. *Use of Fund Balance/Retained Earnings*

Fund Balance/Retained Earnings shall be used only for emergencies, non-recurring expenditures, or major capital purchases that cannot be accommodated through current year savings. Should

restoration recommendations will accompany the decision to utilize said balance.

**D. *Retained Earnings of Internal Service Funds***

The City shall not regularly maintain positive retained earnings in excess of 20 percent of the current year's operation and maintenance expense in an internal service fund. Normally, when an internal service fund's retained earnings exceed 20 percent, the City shall reduce the charges for services provided by the internal service fund to other City operating funds.

**E. *Debt Service Funds***

The City shall maintain sufficient reserves in its debt service funds, which shall equal or exceed the reserve fund balances required by bond ordinances, consistent with the covenants in the bond ordinances pertaining to the tax-exempt status of such bonds.

**F. *Benefit and Insurance Funds***

The City shall seek to maintain reserves in its benefit and insurance funds at the following levels:

1. Property and Casualty Insurance Fund – 25 percent of projected expenditures in the fund's proposed annual budget.
2. Worker's Compensation Fund – 25 percent of projected annual operating expenditures.
3. Group Health and Life Insurance Fund – 25 percent of the prior 12-months claims and administrative expenditures. The purpose of reserves in this fund includes the accumulation of sufficient funds to meet the liability for incurred but unreported claims in the event the City's self-funded benefits program is terminated and to reduce the need for purchasing stop-loss reinsurance.
4. Unemployment Compensation Fund – 25 percent of projected annual operating expenditures.

## IV. CAPITAL EXPENDITURES AND IMPROVEMENTS

To annually review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

**A. *Capital Improvement Planning Program***

The City shall annually review the needs for capital improvements and equipment, the current status of the City's infrastructure, replacement and renovation needs, and potential new projects. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every capital project, all operation, maintenance and replacement costs shall be fully costed.

**B. *Replacement of Capital Assets on a Regular Schedule***

The City shall annually prepare a schedule for the replacement of its non-infrastructure capital assets. Within the resources available each fiscal year, the City shall replace these assets according to the aforementioned schedule.

**C. *Capital Expenditure Financing***

The City recognizes that there are three basic methods of financing its capital requirements. It can budget the funds from current revenues; it can take the funds from fund balance/retained earnings as allowed by the Fund Balance/Retained Earnings Policy; or it can borrow money through debt. Debt financing includes general obligation bonds, revenue bonds, certificates of obligation, lease/purchase agreements, certificates of participation, commercial paper, equipment tax notes, and other obligations permitted to be issued or incurred under Texas law. Guidelines for assuming debt are set forth in the Debt Policy Statements.

**D. *Capital Projects Reserve Fund***

A Capital Projects Reserve Fund shall be established and maintained to accumulate reimbursements from other governmental agencies for the prior purchase of real assets, proceeds from an occasional sale of surplus real property as approved by Council, and transfers from the General Fund undesignated fund balance. This fund shall only be used to pay for non-routine and one-time expenditures such as land and building purchases, construction and maintenance projects with at least a 10-year life, capital equipment and vehicles with at least a 10-year life, and technology improvements with at least a 5-year life. Expenditures from this Fund shall be aimed at

ensuring public access to City facilities and information, and promoting community-wide economic development.

**E. *Demolition Fund***

Generally, proceeds from the sale of surplus real property assets, other than Lake Worth leases, shall be escrowed and designated for paying the costs of demolishing substandard and condemned buildings and for the maintenance of tax foreclosed properties the City maintains as trustee. Exceptions to this general policy shall be approved by the Council prior to the use of these proceeds for other purposes.

**F. *Lake Worth Infrastructure Fund***

Proceeds from the sale of Lake Worth leases shall be escrowed and designated for water and wastewater improvements within the area of the City of Fort Worth surrounding and adjoining Lake Worth.

## V. DEBT

To utilize debt financing which will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

**A. *Use of Debt Financing***

Debt financing, to include general obligation bonds, revenue bonds, certificates of obligation, certificates of participation, commercial paper, equipment tax notes, lease/purchase agreements, and other obligations permitted to be issued or incurred under Texas law, shall only be used to purchase capital assets and equipment that cannot be prudently acquired from either current revenues or fund balance/retained earnings and to fund infrastructure improvements and additions. The useful life of the asset or project shall exceed the payout schedule of any debt the City assumes.

**B. *Assumption of Additional Debt***

The City shall not assume more tax-supported general purpose debt than it retires each year without conducting an objective analysis as to the community's ability to assume and support additional debt service payments. When appropriate, self-supporting revenue bonds shall be issued before general obligation bonds. To the extent permitted by State law, commercial paper may be issued in the City's tax-supported and revenue-supported bond programs in order to: (1) provide appropriation authority for executing contracts on bond-funded projects; (2) provide interim construction financing; and (3) take advantage of lower interest rates in the short-term variable rate market; all of which provide the City with flexibility in timing its entry into the long-term fixed rate market.

**C. *Affordability Targets***

**1. General Obligation Bonds**

The City shall use an objective analytical approach to determine whether it can afford to assume new general purpose debt, both General Obligation bonds and Certificates of Obligation, beyond what it retires each year. This process shall compare generally accepted standards of affordability to the current numerical values for the City. These standards shall include debt per capita, debt as a percent of taxable value, debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net debt of all local taxing jurisdictions. The process shall also examine the direct costs and benefits of the proposed expenditures. The decision on whether or not to assume new debt shall be based on these costs and benefits, the current conditions of the municipal bond market, and the City's ability to "afford" new debt as determined by the aforementioned standards. The City shall strive to achieve and/or maintain these standards at a low to moderate classification.

**2. Certificates of Obligation**

Certificates of Obligation may be issued without a public election to finance any public work project or capital improvement, as permitted by State law. However, it is the policy of the City to utilize Certificates of Obligations to finance public improvements only in special circumstances and only after determining the City's ability to assume additional debt based on the standards identified above. Those special circumstances in which Certificates might be issued include, but are not limited to, situations where:

- Cost overruns on a general obligation bond-financed capital improvement have occurred;
- "Emergency" conditions require a capital improvement to be funded rapidly;
- Financial opportunities unexpectedly arise to leverage funds from other entities and reduce the City's capital cost for a community improvement;
- A capital improvement is a revenue-producing facility, but due to the nature of the project or the time it takes for the facility to become operational and produce revenues, the improvement may not generate sufficient revenues throughout the life of the improvement to support the indebtedness secured solely by the revenues to be produced by the improvement;
- It would be more economical to issue Certificates of Obligation rather than issuing revenue bonds; and
- The timing of the construction of a capital improvement and the expense of calling a bond election for a single proposition would, in the opinion of staff and with the approval of the Council, warrant the issuance of Certificates of Obligation to finance the capital improvement.

### 3. Revenue Bonds

Generally, for the City to issue new revenue bonds, revenues, as defined in the ordinance authorizing the revenue bonds in question, shall be a minimum of 125% of the average annual debt service and 110% of the debt service for the year in which requirements are scheduled to be the greatest, but should be maintained at 150% of the maximum annual debt service for financial planning purposes. Annual adjustments to the City's rate structures will be made as necessary to maintain a 150% coverage factor. Exceptions to these standards for special-purpose revenue projects must be fully explained and justified.

#### **D. *Debt Structure***

The City shall normally issue bonds with an average life of 10.5 years or less for general obligation bonds and 12.0 years for revenue bonds. The structure should approximate level principal on general obligation bonds and level debt service for revenue bonds. There shall be no debt structures, which include increasing debt service levels in subsequent years, with the first and second year of a bond payout schedule the exception. There shall be no "balloon" bond repayment schedules which consist of low annual payments and one large payment of the balance due at the end of the term. There shall always be at least interest paid in the first fiscal year after a bond sale and principal starting generally no later than the second fiscal year after the bond issue. Normally, there shall be no capitalized interest included in the debt structure unless there are no historical reserves upon which to draw. The outstanding general obligation debt and revenue debt of the City may each be comprised of a variable rate component (including commercial paper) not to exceed 25% of each such category of debt. With respect to the issuance of revenue bonds for a stand-alone or self-supporting project, the average life and debt service structures shall be consistent with the revenue-generating capability of the project, and the City make take into account similar project financings by other governmental entities to determine such matters.

#### **E. *Call Provisions***

Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the City. When possible, all bonds shall be callable only at par.

#### **F. *Sale Process***

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale. The City shall attempt to award the bonds based on a true interest cost (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

#### **G. *Rating Agencies Presentations***

Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies. Credit ratings will be sought from one or more of the nationally recognized municipal bond rating agencies, currently Moody's, Standard & Poor's, and Fitch, Inc., as recommended by the City's financial advisor.

#### **H. *Continuing Disclosure***

The City is committed to providing continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities and will abide by the provisions of Securities and Exchange Commission (SEC) Rule 15c2-12 concerning primary and secondary market disclosure.

counsel, will undertake to update financial and pertinent credit information within six months of the end of the City's fiscal year.

**I. *Debt Refunding***

City staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the present value savings of a particular refunding should exceed 3.5% of the refunded maturities.

**J. *Interest Earnings***

Interest earnings received on the investment of bond proceeds shall be used to assist in paying the interest due on bond issues, to the extent permitted by law.

**K. *Lease/Purchase Agreements***

Over the lifetime of a lease, the total cost to the City will generally be higher than purchasing the asset outright. As a result, the use of lease/purchase agreements and certificates of participation in the acquisition of vehicles, equipment and other capital assets shall generally be avoided, particularly if smaller quantities of the capital asset(s) can be purchased on a "pay-as-you-go" basis.

**L. *Proposals from Investment Bankers***

The City welcomes ideas and suggestions from investment bankers and will seek to reward those firms which submit unique and innovative ideas by involving them in negotiated underwritings. Unsolicited proposals should be submitted to the City's financial advisors simultaneously with their submission to the City's Finance Department. City staff will review and confer with financial advisors to determine viability of proposals.

**M. *Underwriting Syndicates***

The City attempts to involve qualified and experienced firms, which consistently submit ideas to the City and actively participate in the City's competitive sales in its negotiated underwritings. In conjunction with the City's financial advisors, City staff will recommend the structure of underwriting syndicates which will be effective for the type and amount of debt being issued. The City will consider its M/WBE goals in structuring syndicates.

**N. *Interest Rate Swaps***

The City will consider the utilization of interest rate swap transactions only as they relate to the City's debt management program and not as an investment instrument or hedge. As a result, any swap transaction should not impair the outstanding bond rating of the City or negatively affect the amount of credit enhancement capacity available to the City. The City is always open to innovative ideas and proposals; however, before a commitment is made on a proposed transaction, the proposed transaction as well as variations from the following guidelines shall be fully explained and justified to the Council.

1. The Transaction

- Will comply with all applicable outstanding bond ordinance and insurance covenants.
- Will be a market transaction for which competing quotes can be obtained at the discretion of the City staff, upon the advice of the City's financial advisor.
- Will include a market termination provision with third party involvement.
- Will produce a material economic benefit not attainable through the use of conventional debt instruments.
- Will introduce no leverage in order to produce an economic benefit.
- Will not impair the utilization of outstanding call features on outstanding bonds.
- Will be structured to minimize any basis risk, tax-law risk and credit risk to the City.
- Will not cause the total amount of swap transactions to exceed 40 percent (40%) of the outstanding indebtedness of a particular fund.

2. The Counterparty

- Shall pay all costs associated with the transaction. All fees and expenses paid by the counterparty to third parties will be disclosed in writing to the City.
- Must have a rating at least equal to that of the City's indebtedness against which the transaction is to be entered, or must provide for the purchase of a credit enhancement to enhance its rating to the rating of such City indebtedness.
- Shall consider downgrade protection, when possible and cost effective.

- Shall clearly explain the impact on the transaction of the counterparty's bankruptcy.
- 3. Analysis
  - Swap proposals submitted by investment firms for consideration by the City shall include a clear analysis, which identifies both the potential benefits and risks associated with the proposed transaction.
  - The City's financial advisor will produce an analysis of various interest rate market fluctuations at periodic intervals to demonstrate the impact of interest rate market movements.
  - The City's cost of the transaction and any anticipated future costs will be included in the cost/benefit analysis.
  - The City's financial advisor will monitor the results of an adopted swap transaction throughout its life and recommend termination when substantial economic benefit would accrue to the City upon termination.
- 4. Legal
  - The documentation of the swap shall be in the form of an International Swaps and Derivatives Association, Inc., Master Agreement with attachments, commonly referred to as an ISDA document.
  - The swap, whenever possible, shall be transacted under Texas law and jurisdiction.
  - Approval of the transaction must be obtained from the State Attorney General, to the extent required by Texas law.

**0. *Synthetic Advanced Refundings***

The City will consider synthetic advance refundings, which produce a material economic benefit and will in no way impair the outstanding bond rating of the City.

1. The present value savings of the transaction must be quantifiable, exceed 7 percent of the refunded maturities, and not be based on projection.
2. Proposals submitted by investment firms for consideration by the City shall identify and address not only the benefits of the proposed transaction, but the potential negative impacts as well.
3. Additional transaction costs such as bond counsel, trustee, and financial advisor shall be included in the savings calculation required above.
4. The City's financial advisor shall produce an analysis of the implications of paying a forward premium vs. waiting to the current call date of the bonds.
5. Approval of the transaction must be obtained from the State Attorney General, to the extent required by Texas law.

## VI. INVESTMENTS

To invest the City's cash in such a manner so as to insure the absolute safety of principal and interest, to meet the liquidity needs of the City, and to achieve the highest possible yield.

**A. *Cash Management Policy (M&C G-9552, March 12, 1992)***

Subject to approval by the City Manager and the Director of Finance, the City Treasurer is both authorized and required to promulgate a written Statement of Cash Management Rules and Regulations governing the City's cash management and investment activities (exclusive of the investment activities of the Employees' Retirement Fund), and to institute and administer such specific procedures and criteria as may be necessary to ensure compliance with the City's cash management policy and the Public Funds Investment Act. Specifically, this policy mandates the pursuit of the following overall goals and objectives:

1. All aspects of cash management operations shall be designed to ensure the absolute safety and integrity of the City's financial assets.
2. Cash management activities shall be conducted in full compliance with prevailing local, state and federal regulations. Furthermore, such activities shall be designed to adhere to guidelines and standards promulgated by such professional organizations as the American Institute of Certified Public Accountants (AICPA), the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).



City shall aggressively pursue optimum financial rewards, while simultaneously controlling its related expenditures. Therefore, cash management functions that engender interaction with outside financial intermediaries shall be conducted in the best financial and administrative interests of the City. In pursuit of these interests, the City will utilize competitive bidding practices wherever practicable, affording no special financial advantage to any individual or corporate member of the financial or investment community.

4. The City shall design and enforce written standards and guidelines relating to a variety of cash management issues, such as the eligibility or selection of various financial intermediaries, documentation and safekeeping requirements; philosophical and operational aspects of the investment function; and such other functional and administrative aspects of the cash management program which necessitate standard setting in pursuit of appropriate prudence, enhanced protection of assets or procedural improvements.
5. Investments of the City, or of funds held in its possession in a fiduciary capacity, shall be made with the exercise of that judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

**B. *Investment Strategy (M&C G-11199, August 21, 1995 - Modified March 31, 1997)***

The City of Fort Worth maintains a Consolidated Portfolio in which it pools its funds for investment purposes. The City's cash management program seeks to achieve three objectives in this order of priority: safety of principal, adequate liquidity to meet daily cash needs, and finally a reasonable yield commensurate with the preservation of principal and liquidity. The following investment strategy has been designed to accomplish these objectives:

1. The City invests in "money market instruments," very creditworthy, highly liquid investments with maturities of one year or less, and in intermediate-term securities of high credit quality with maturities no greater than five years. The City will only invest in those securities specified in its "List of Eligible Investments". These include U.S. Treasury Bills and Notes, high quality obligations of certain U.S. agencies and instrumentalities, and AAA-rated local government investment pools and no-load money market mutual funds. Any securities not on this list will not be eligible investments.
2. At all times, the City shall maintain a cash position sufficient to meet daily liquidity requirements. This will be accomplished by maintaining approximately 15 percent of the total portfolio in money market funds, local government investment pools and/or overnight repurchase agreements. The City shall also position some investments to provide liquidity for certain predictable obligations such as debt service payments.
3. The City shall not exceed a weighted average maturity of two years for the Consolidated Portfolio. The City shall strive to maintain this weighted average maturity by investing funds according to the following general maturity diversification guidelines:

<b>Maturity Day Range</b>	<b>Cash</b>	<b>1 Year</b>	<b>2 Year</b>	<b>3 Year</b>	<b>4 Year</b>	<b>5 Year</b>
<b>0</b>	<b>1.365</b>	<b>365-730</b>	<b>730-1095</b>	<b>1095-1460</b>	<b>1460-1825</b>	
<b>% Portfolio</b>	<b>10</b>	<b>28</b>	<b>14.25</b>	<b>14.25</b>	<b>14.25</b>	<b>14.25</b>

There may be times when the City has more or less of its funds in any one maturity cell due to cash flow needs, prevailing market conditions, and other factors. The maturity diversification schedule serves as a general guideline for making investment decisions. In this way, the portfolio will be able to take advantage of rising interest rates by re-investing maturing securities at higher yields. In falling rate environments, it will profit from having investments that were made at higher interest rates.

Following this discipline ensures that the City will always have sufficient cash available for daily needs, preserves its principal and never has too much money in any one maturity area, whether it be short-term or long. In this manner, the Consolidated Portfolio will earn a competitive yield without assuming unacceptable risk.

**C. *Interest Earnings***

Interest earned from investments shall be distributed to the operating, internal service, and other City funds from which the money was provided, with the exception that interest earnings received on

responsible for paying the principal and interest due on the particular bond issue.

**D. *Designated Investment Committee***

Upon Council adoption of the Cash Management Policy and the promulgation of the Statement of Cash Management Rules and Regulations, a Cash Management Task Force comprised of the Assistant City Manager over Finance, the Finance Department Director, the City Treasurer, the Deputy City Treasurer, and other City staff as deemed appropriate by the City Manager is established. This group will serve as the City's designated investment committee required under the State Public Funds Investment Act. The Task Force will regularly examine and evaluate the City's cash management and investment activities and recommend revisions to operational rules and regulations, the Cash Management Policy, and the Investment Strategy. Modifications to the administrative rules and regulations will be submitted to the City Manager for approval. Amendments to the Cash Management Policy and/or Investment Strategy will be presented to the Council for adoption.

**E. *Investment Portfolio Rating***

The City has received an AAA rating of its investment portfolio from Fitch, Inc. The City will manage its cash according to procedures and strategies to maintain such a rating.

## VII. INTERGOVERNMENTAL RELATIONS

To coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing government services on an equitable basis, and support favorable legislation at the state and federal levels.

**A. *Inter-local Cooperation in Delivering Services***

In order to promote the effective and efficient delivery of services, the City shall actively seek to work with other local jurisdictions in joint purchasing consortia, sharing facilities, sharing equitably the costs of service delivery, and developing joint programs to improve service to its citizens.

**B. *Legislative Program***

The City shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that mandates additional City programs or services and does not provide the funding to implement them. Conversely, as appropriate, the City shall support legislative initiatives that provide more funds for priority local programs.

## VIII. GRANTS

To seek, apply for and effectively administer federal, state and foundation grants-in-aid that address the City's current priorities and policy objectives.

**A. *Grant Guidelines***

The City shall apply, and facilitate the application by others, for only those grants that are consistent with the objectives and high priority needs previously identified by Council. The potential for incurring ongoing costs, to include the assumption of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

**B. *Indirect Costs***

The City shall recover full indirect costs unless the funding agency does not permit it. The City may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.

**C. *Grant Review***

All grant submittals shall be reviewed for their cash match requirements, their potential impact on the operating budget, and the extent to which they meet the City's policy objectives. Departments shall seek Council approval prior to submission of a grant application. Should time constraints under the grant program make this impossible, the department shall obtain approval to submit an application from the appropriate Assistant City Manager and then, at the earliest feasible time, seek formal Council approval. If there is cash match requirements, the source of funding shall be

effectiveness shall also be prepared.

**D. *Grant Program Termination***

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available unless alternate funding is identified.

## IX. ECONOMIC DEVELOPMENT

To initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy.

**A. *Positive Business Environment***

The City shall endeavor, through its regulatory and administrative functions, to provide a positive business environment in which local businesses can grow, flourish and create jobs. The Council and City staff will be sensitive to the needs, concerns and issues facing local businesses.

**B. *Commitment to Business Expansion, Diversification, and Job Creation***

The City shall encourage and participate in economic development efforts to expand Fort Worth's economy and tax base and to increase local employment. These efforts shall not only focus on newly developing areas but on "central city" areas, the Central Business District, and other established sections of Fort Worth where development can generate additional jobs and other economic benefits. The "central city" is defined by the Council as the area within Loop 820 consisting of:

- All Community Development Block Grant (CDBG)–eligible census block groups, and
- All state-designated enterprise zones; and
- All census block groups that are contiguous by 75 percent or more of their perimeter to CDBG-eligible block groups or enterprise zones.

**C. *Tax Abatements***

The City shall follow a tax abatement policy (adopted February 29, 2000, M&C G-12829) to encourage investment and development throughout Fort Worth. The City shall use due caution in the analysis of any tax incentives used to encourage development. Factors considered in evaluating proposed abatements for development include the location of the project, its size, the number of temporary and permanent jobs created, the costs and benefits for the City and its impact on Fort Worth's economy. Tax abatement contracts may contain certain conditions to the receipt, both initially and throughout the term of the contract, of the abatement. The City will annually review tax abatement contracts to ensure the community is receiving promised benefits, and the Council may seek to modify or re-negotiate an abatement contract if it is determined that the firm receiving the abatement has failed to keep its part of the agreement.

**D. *Increase Non-residential Share of Tax Base***

The City's economic development program shall seek to expand the non-residential share of the tax base to decrease the tax burden on residential homeowners.

**E. *Coordinate Efforts with Other Jurisdictions***

The City's economic development program shall encourage close cooperation with other local jurisdictions, chambers of commerce, and groups interested in promoting the economic well being of this area.

**F. *Use of Other Incentives***

The City shall use enterprise zones and tax increment reinvestment zones as allowed by law to encourage new investment and business expansion in target areas as designated by resolution of the Council. Petitions presented to the Council seeking the creation of a tax increment reinvestment zone shall be considered by the Council in a manner consistent with applicable Texas law. The City shall also coordinate with state and federal agencies on offering any incentive programs they may provide for potential economic expansion. The factors used to evaluate possible recipients of any incentives shall include those listed in C. Tax Abatements. Economic development incentive agreements involving tax abatements or grants of public funds shall be subject to prior review and approval of the Council.

To prepare and present regular reports that analyze, evaluate and forecast the City's financial performance and economic condition.

**A. *Financial Status and Performance Reports***

Monthly reports comparing expenditures and revenues to current budget, projecting expenditures and revenues through the end of the year, noting the status of fund balances to include dollar amounts and percentages, and outlining any remedial actions necessary to maintain the City's financial position shall be prepared for review by the City Manager and the Council.

**B. *Five-year Forecast of Revenues and Expenditures***

A five-year forecast of revenues and expenditures, to include a discussion of major trends affecting the City's financial position, shall be prepared in anticipation of the annual budget process. The forecast shall also examine critical issues facing the City, economic conditions, and the outlook for the upcoming budget year. The document shall incorporate elements of the International City Management Association financial trend monitoring system to provide further insight into the City's financial position and to alert the Council to potential problem areas requiring attention.

**C. *Quarterly Status Report on Capital Projects***

A summary report on the contracts awarded, capital projects completed and the status of the City's various capital programs will be prepared at least quarterly and presented to the City Manager and the Council.

**D. *Compliance with Council Policy Statements***

The Financial Management Policy Statements will be reviewed annually by the Council and updated, revised or refined as deemed necessary. Policy statements adopted by the Council are guidelines, and occasionally, exceptions may be appropriate and required. However, exceptions to stated policies will be specifically identified, and the need for the exception will be documented and fully explained.

## XI. FINANCIAL CONSULTANTS

To employ the assistance of qualified financial advisors and consultants as needed in the management and administration of the City's financial functions. These areas include but are not limited to investments, debt administration, financial accounting systems, program evaluation, and financial impact modeling. Advisors shall be selected using objective questionnaires and requests for qualifications/proposals based upon demonstrated expertise relative to the scope of work to be performed and appropriately competitive fees.

## XIII. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

To comply with prevailing local, state, and federal regulations, as well as current professional principles and practices relative to accounting, auditing, and financial reporting.

**A. *Conformance to Accounting Principles***

The City's accounting practices and financial reporting shall conform to generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

**B. *Popular Reporting***

In addition to issuing a comprehensive annual financial report (CAFR) in conformity with GAAP, the City may supplement its CAFR with a simpler, "popular" report designed to assist those citizens who need or desire a less detailed overview of the City's financial activities. This report should be issued no later than six months after the close of the fiscal year.

**C. *Selection of Auditors***

Every five years, the City shall request proposals from all qualified firms, including the current auditors if their past performance has been satisfactory, and the Council shall select an independent firm of

transactions, certifying the financial statements of the City.

### XIII. RETIREMENT SYSTEM

To ensure that the Employees' Retirement Fund is adequately funded and operated for the exclusive benefit of the participants and their beneficiaries:

**A. *Benefit Improvements***

The Board of Trustees of the Employees' Retirement Fund shall certify to the Council the actuarial impact of any proposed benefit improvements or changes in contribution levels. The Council will assure that sufficient funding will be available to pay for the liabilities created by benefit improvements and other plan changes. Improvements should generally be designed to benefit the membership of the Retirement System as a whole.

**B. *Qualified Plan***

The City will maintain the qualified status of the Retirement System. As deemed necessary from time to time, the City will request a "determination letter" from the IRS relative to whether or not the City's retirement system conforms to the Internal Revenue Code in order to assure the tax-exempt status of the income earned on the Retirement Fund's investments, the retiree pension payments and the accrued benefits for active employees.

### XIV. INTERNAL CONTROLS

To establish and maintain an internal control structure designed to provide reasonable assurance that City assets are safeguarded and that the possibilities for material errors in the City's financial records are minimized.

**A. *Proper Authorizations***

Procedures shall be designed, implemented and maintained to ensure that financial transactions and activities are properly reviewed and authorized.

**B. *Separation of Duties***

Job duties will be adequately separated to reduce to an acceptable level the opportunities for any person to be in a position to both perpetrate and conceal errors or irregularities in the normal course of assigned duties.

**C. *Proper Recording***

Procedures shall be developed and maintained that will ensure financial transactions and events are properly recorded and that all financial reports may be relied upon as accurate, complete and up-to-date.

**D. *Access to Assets and Records***

Procedures shall be designed and maintained to ensure that adequate safeguards exist over the access to and use of financial assets and records.

**E. *Independent Checks***

Independent checks and audits will be made on staff performance to ensure compliance with established procedures and proper valuation of recorded amounts.

**F. *Costs and Benefits***

Internal control systems and procedures must have an apparent benefit in terms of reducing and/or preventing losses. The cost of implementing and maintaining any control system should be evaluated against the expected benefits to be derived from that system.

# **INTRODUCTORY INFORMATION**



## An Open Letter to the Citizens of Fort Worth

### Creating a Vision for the Future

Fort Worth City Council in June of every year begins priority planning – a process to deal proactively with the many opportunities and challenges facing the community. This planning will help guide the activities of citizens, council and staff for the next five years. From this a guide has been developed that we call the "Fort Worth Strategic Goals."

The strategic goals will enable the City Council to:

- Better understand Fort Worth's cultural heritage
- Have a consensus on values, vision and a mission for the future
- Translate the vision into an action plan
- Prioritize the use of limited city resources
- Support staff and community groups in focusing efforts on the vision and priorities

City Council will refine and adjust the strategic plan, as circumstances change. However, this report is intended to provide a clear and concise statement about where the City Council wants Fort Worth to go the next five years and to stimulate broader discussion of the important issues facing Fort Worth now and in the future. A number of ongoing administrative and community processes will make the goals reality.

The strategic goals describe:

- What City Council desires to be accomplished over the next five years
- What Council would like Fort Worth to be doing differently
- What the impact will be to the citizens
- What challenges and opportunities must be addressed
- How the City's efforts will be measured

In Fort Worth, the City continues to take a lead role in identifying and addressing community needs. As in the business sector, the role of government is evolving. The City of Fort Worth will continue to address community problems through the most appropriate methods possible, including partnership arrangements, brokering of services from agencies, contracting for services and other solutions. Success will require the assistance, support and partnership of the entire community.

Mike Moncrief, Mayor

Jim Lane, District 2

Chuck Silcox, District 3

Becky Haskin, District 4

Frank Moss, District 5

Clyde Picht, District 6

John Stevenson, District 7

Ralph McCloud, District 8

Wendy Davis, District 9

**FORT WORTH**





## BUDGET FORMAT

The FY2003-04 adopted budget document for the City of Fort Worth provides historical, present, and future comparisons of revenues and expenditures; planned allocations of resources - both fiscal and personnel; and brief descriptions of the anticipated annual accomplishments of City programs outlined in each department's approved business plan.

### **FUND STRUCTURE**

Operating budgets are divided into several different funds. First, activities supported by tax dollars are included in the General Fund. Enterprise Funds are those that are funded on a fee-for-service basis, such as the Water and Sewer Fund. Services that are provided internally by City departments for City departments on a fee-for-service basis, such as the Department of Engineering, are specified as Internal Service Funds. Finally, Special Funds are financial accounts for special revenue sources. An example is the Workers' Compensation Fund, which administers revenue collected in the form of contributions from City departments that incur workers' compensation claim expenses. Each of these fund types is included in the City of Fort Worth proposed budget.

### **BUDGET DOCUMENT STRUCTURE**

The budget document itself is divided into several sections. The first section contains an overview of the City's proposed budget in the budget message. Summaries of total revenues and expenditures, as well as information on tax base and rate, are included. This section also describes personnel resources by department. Finally, a calendar for budget consideration is included.

### **CITY STRATEGIC GOALS FOR CITY DEPARTMENTS**

Fort Worth City Council conducted a priority planning process to deal proactively with the many opportunities and challenges facing the Fort Worth community. This process was very influential in guiding the activities of citizens, council and staff for the next five years. Overall, the City of Fort Worth will concentrate on seven top-priority strategic goals for fiscal years 2003-2007:

- Become the nation's safest major city
- Create a cleaner and more attractive city
- Diversify the economic base and create job opportunities
- Revitalize central city neighborhoods and commercial districts
- Promote orderly growth in developing areas
- Ensure quality customer service
- Improve mobility and air quality

The intention of these strategic goals is to provide a clear and concise statement about where the City Council wants Fort Worth to go in the next five years and to stimulate broader discussion of the important issues facing Fort Worth now and in the future. These strategic goals are interrelated and all departments strive toward the achievement and realization of these goals. Departments that comprise the General Fund are listed in an alphabetical order in the budget document. General Fund departments include:

City Manager's Office	Law
City Secretary	Library
Code Compliance	Mayor and Council
Community Relations	Municipal Court

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Development	Non-Departmental
Economic and Community Development	Parks & Community Services
Environmental Management	Planning
Finance	Police
Fire	Public Events
Housing	Public Health
Human Resources	Transportation & Public Works
Internal Audit	Zoo

### **OTHER FUNDS**

The remaining sections are divided into the Debt Service Fund, Enterprise Funds, Internal Services Funds, and Special Funds.

#### **Enterprise Funds include:**

Water and Sewer Fund	Airports Fund
Solid Waste Management Fund	Municipal Parking Fund
Municipal Golf Courses Fund	

#### **Internal Service Funds include:**

Equipment Services Fund	Office Services Fund
Information Systems Fund	Temporary Labor Fund
Engineering Services Fund	

#### **Special Funds include:**

Property and Casualty Insurance Fund	Awarded Assets Funds
Workers' Compensation Fund	Lake Worth Trust Fund
Group Health and Life Insurance Fund	Cable Communications Fund
Unemployment Compensation Fund	Special Projects Trust Fund
Culture and Tourism Fund	Crime Control and Prevention District Fund
Environmental Management Fund	

**DEPARTMENTAL BUDGET PAGES**

Each departmental budget is comprised of different summary forms. Staffing levels, chain of command, and major functions are depicted through an *organizational chart*. The *departmental/fund budget summary* pages provide a description of departmental/fund responsibilities and consolidation of departmental expenditures and staff levels. These resource allocations are provided for FY2001-02 actual expenditures, FY2002-03 adopted expenditures, FY2003-04 proposed expenditures, and FY2003-04 adopted expenditures. Expenditures are broken into five cost categories: personal services, supplies, contractual services, capital outlays, and debt service. The *departmental objectives and measures* page explains the annual departmental objectives and provides program measures. The *departmental summary by center* pages provide a summary of each departmental center's past, present, and future expenditure and personnel allocations. The budget document is color-coded to allow the reader to reference specific pages more easily. The City Manager's Message and all other descriptive pages in the introductory section are printed on white unless otherwise noted in the following color-coding chart. This chart indicates the page color for each type of recurring page in this document.

<b><u>PAGE TITLE</u></b>	<b><u>PAGE COLOR</u></b>
Fund Statement	Ivory
Fund Summary	Gray
Comparison of Expenditures	Yellow
Comparison of Revenues	Tan
Departmental Budget Summary	White
Organizational Chart	White
Significant Budget Changes	Green
Departmental Objectives and Measures	Gray
Departmental Summary by Center	Blue

A glossary is included near the end of the document to assist the reader with unfamiliar terminology.

## **BUDGET PROCEDURE AND PHILOSOPHY**

### **PROCEDURE**

The Fort Worth City Charter provides that on or before August 15 each year, the City Manager must submit to the City Council a proposed budget that provides a complete financial plan for all City funds and activities for the ensuing year. With this requirement in mind, the Budget Office establishes a budget schedule each year to enable the City Manager and his or her staff to prepare a proposed budget that will meet all provisions of the City Charter, and provide the City Council with a thorough, informative description of the level of municipal services being proposed and their costs.

As a preview to consideration of the proposed budget, the City Council is presented with the City's Long-Range Financial Forecast. This document, which provides a projection of expenditures and revenues for the upcoming five years, gives the Council a big-picture framework and long-term context in which to make annual budget decisions. The forecast also serves to prepare the Council for any anticipated discrepancies between projected revenues and expenditures in future years. The forecast also reviews alternative financing strategies for Council to consider in balancing future budgets.

The first step in the annual budget preparation process takes place in early March when the Budget Office distributes instructions and standard budget forms to departments, and the Budget Office opens the BRASS Budget System to the departments to input their requests. Departments prepare base budget requests to continue current services within a specified target figure. Any new programs a department wants considered are submitted as improvement decision packages. The consequences of the failure to fund these items must also be provided. A departmental budget request is comprised of a line-item expenditure request that is supplemented with detailed justifications. All requests for funding must be related to specific program needs and must be measurable in terms of effectiveness and/or indicators. This phase, referred to as the departmental request phase, lasts until mid-April, when the BRASS Budget System is closed and departments are required to submit their requests for the next fiscal year.

The next phase of the budget process begins with budget staff members visiting their assigned departments, carefully reviewing their requests, and making adjustments as deemed appropriate. Throughout the spring and summer, the City Manager and City staff discuss the development of the budget and elicit policy direction from the Council through several budget workshops, which further frames the Proposed Budget.

The Budget Office then compiles the recommendations for each department, making adjustments to recommendations as needed, and provides preliminary recommendations to the City Manager and staff. Final modifications are made, and the City Manager submits the Proposed Budget to the Council on or before August 15.

The budget document is divided into separate sections for each of the City's funds, and each fund is subdivided into departments. Supplementary data are provided for each department, including a departmental summary that explains the primary purpose of the department and lists the expenditure and staffing data, an organization chart outlining the various functional divisions of the department, a listing of departmental objectives and corresponding program measures, and a summary of expenditure and staffing levels by cost center.

The Proposed Budget document is supplemented with a book that contains copies of funded and unfunded program improvement packages, as well as program reduction packages. While improvement packages represent expanded or new programs, reduction packages represent a department's proposal for potential programs or items to be cut from the budget, should the City Council determine that budget reductions are necessary. These improvement and reduction packages are reviewed as part of the budget process. The City Council is advised to use the decision package book as a means to evaluate various service levels within existing budget parameters. The decision packages allow the Council to compare the needs in a system-wide perspective with clear, programmatic consequences of funding decisions.

Once the City Manager's Proposed Budget is presented to the City Council, the City Council phase begins. In this phase, the City Council holds a number of budget study sessions in which the departmental budgets are presented to Council members for their review and input. These budget study sessions occur over a one-month period. These study sessions result in the adoption of the budget at a City Council meeting in mid-September. The newly adopted budget becomes effective October 1.

## **PHILOSOPHY**

On November 8, 1984, Fort Worth voters approved a number of amendments to the City Charter relating to the budget process. These amendments were substantially based on the budget section of the Model City Charter and replaced certain archaic elements of the old charter that had not been modified since 1924. It is believed that these amendments facilitate the budget enactment and administration process. Included within these charter revisions were amendments that clarified and simplified the three types of appropriation transfers. At any time during the fiscal year, the City Manager may transfer part or all of any unencumbered appropriation balance among programs within a department, division, or section upon compliance with such conditions as City Council may establish by ordinance. Upon written request by the City Manager, the City Council may, by ordinance, transfer part or all of any unencumbered appropriation balance from one department to another. If at any time during the fiscal year the City Manager certifies that there are revenues in excess of those estimated in the budget that are available for appropriation, the City Council, by ordinance, may make supplemental appropriations for the year up to the amount of the excess.

The City's budget system is designed to be consistent with its accounting system, the modified accrual basis of accounting. Under this system, revenues are recognized when they become measurable and available. Expenditures are recognized when the fund liability is incurred within the current period. In accordance with its accounting system, the City of Fort Worth's budget development process is built on the historical analysis of line-item expenditures. Additionally, program performance measures have been identified to track the progress of departmental programs. Program enhancements are prioritized Citywide in order to dedicate the City's limited resources as effectively as possible. Performance measure tracking systems, as part of a departmental business plan, have also been developed in an effort to link fund allocations with desired and actual outcomes. Coordinating with the City's accounting system and Financial Management Policy Statements, refinements and modifications are made to the budget process each year so that Fort Worth will maintain a more effective budget system.

**FORT WORTH**



**SUGGESTED SCHEDULE  
FOR  
CONSIDERATION OF THE 2003-04 PROPOSED BUDGET**

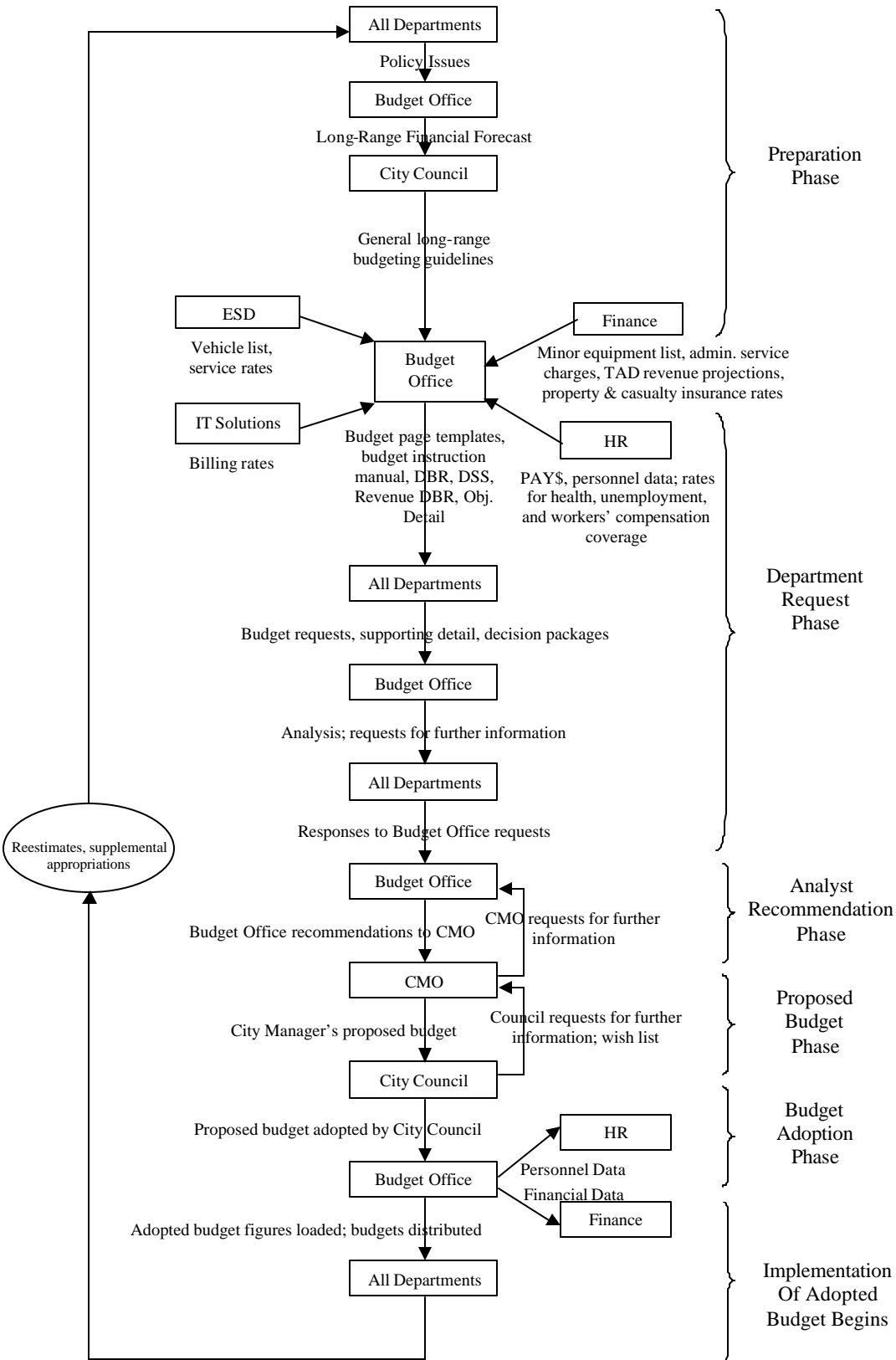
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|-------|---|---|
| I.    | Chief Appraiser certifies appraisal roll and submits it to the tax assessor (Sec. 26.01, Tax Code).   | July 25, 2003   |
| II.   | Tax Assessor submits appraisal roll and anticipated collection rate to governing body (Sec. 26.04 (b), Tax Code).   | By August 1, 2003 or as soon thereafter as possible     |
| III.  | Designated officer or employee of taxing unit calculates balances, and publicizes same; submits rate to governing body (Sec. 26.04 (d), (e), Tax Code).   | By August 6, 2003, or as soon thereafter as practicable |
| IV.   | City Manager submits proposed budget and budget message to the City Council on or before August 15 (Chapter X, the effective tax rate and rollback tax rate, schedules and fund Sec. 1, City Charter).  | Tuesday, August 12, 2003                                |
| V.    | Proposed annual appropriations ordinance is passed by City Council on first reading, and ad valorem tax levy ordinance is introduced but not passed (Chapter X, Sec. 2, City Charter).  | Tuesday, August 12, 2003                                |
| VI.   | City Council holds first public hearing on appropriations ordinance and ad valorem tax levy ordinance and adopts resolution setting public hearing on proposed tax increase, if required. Hearing required if proposed tax levy exceeds last year's levy in total dollars.        | Tuesday, August 12, 2003                                |
| VII.  | City Secretary publishes appropriations ordinance in official newspaper (Chapter X, Sec. 2, City Charter - at least 10 days must elapse from publication of notice to passage of appropriations ordinance on second reading). Publish "Notice of Public Hearing on Tax Increase". | After August 13, 2003                                   |
| VIII. | City Secretary publishes notice of September 2 public hearing on proposed tax increase (Sec. 26.06 (a), Tax Code - at least 7 days notice of hearing required).   | Before August 25, 2003                                  |

## D-10

- IX. City Council holds public hearing on appropriations ordinance and tax levy ordinance. Tuesday, August 12, 2003
- X. City Council holds public hearing on proposed tax increase and adopts resolution announcing date, time and place of meeting where Council will vote on proposed tax increase (Sec. 26.05 (c) and Sec. 26.06 (d), (e), Tax Code). Tuesday, September 2, 2003
- XI. City Secretary publishes notice of meeting where City Council will vote on proposed tax increases (Sec. 26.06 (d), Tax Code - meeting must be held no sooner than three (3) but no later than fourteen (14) days after public hearing where time to vote on tax rate is set). Thursday, September 4, 2003
- XII. City Council votes on adoption of tax rate, adopts ordinance setting tax rate (Sec. 26.06 (e), Tax Code) and adopts appropriations ordinance on second reading. [Failure to act by the latter date requires re-publication of notice of meeting where City Council will vote on proposed tax increase (Sec. 26.06 (d))]. Tuesday, September 9, 2003
- XIII. City Secretary publishes appropriations ordinance once in official newspaper with schedule of changes made by Council to City Manager's originally proposed budget and notifies Tax Assessor that tax rate has been adopted (Chapter X, Sec. 2, City Charter). If the proposed tax rate adopted by the City Council exceeds the rollback tax rate calculated under Sec. 26.04, 10% of the qualified voters may petition for an election to reduce the tax rate to the rollback tax rate calculated under Sec. 26.04 (Sec. 26.07, Tax Code). As soon as possible after Tuesday, September 9, 2003



# City of Fort Worth Budget Process



**FORT WORTH**



## Fort Worth's Economic Environment

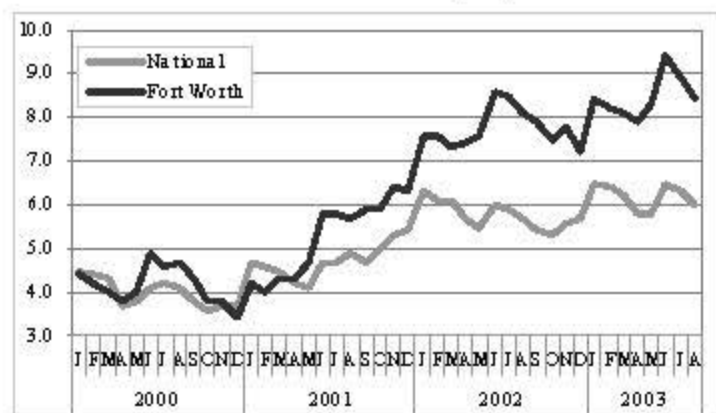
The City of Fort Worth began parts of its FY2003-04 budget process in January 2003 in one of the worst economic environments in a decade. Unemployment was up, consumer spending down. The City's finances reflected these problems.

Each year, as a start to the budget process, the City of Fort Worth completes an analysis that attempts to peer into the future to evaluate how economic, financial and population trends will affect available resources and demands of the City of Fort Worth. This information is provided to policymakers to help them make the best possible decisions during the budget evaluation process. This year, the economic picture was undeniably bad, but it was unclear how bad and when a possible turnaround would come. Because of this, the City organized its first Fort Worth Economic Forum, bringing in a panel of experts in a variety of areas to help evaluate the direction of the local economy in the following 18 months. The picture painted by these experts was clear: A flat economy, little hope for a recovery in the near term, and little revenue growth for the City.

The economic trends that developed since the Economic Forum in February 2003 supported the conclusions of the Forum's experts, and suggested the development of a very cautious FY2003-04 budget. As budget details began to firm up in late August 2003, the economic storm clouds began to have a bit of a silver lining, but the City does not expect a significant recovery during FY2003-04.

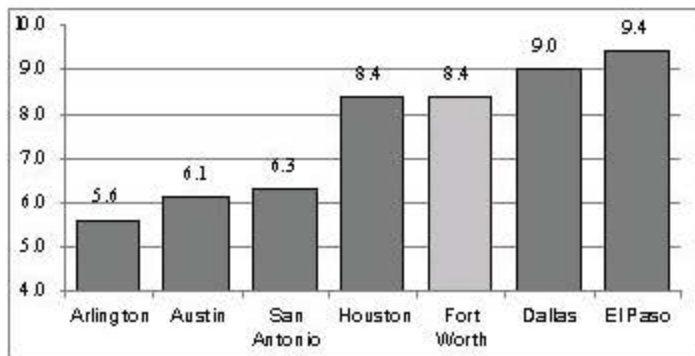
Below are the economic indicators City staff track regularly to help identify resource availability and resource demands. These indicators are monitored monthly and provide not only useful information for budget development, but serve as important indicators for possible mid-year changes in spending or revenue trends.

**National and Local Unemployment Trends**



## Fort Worth's Economic Environment

### Unemployment Benchmarks



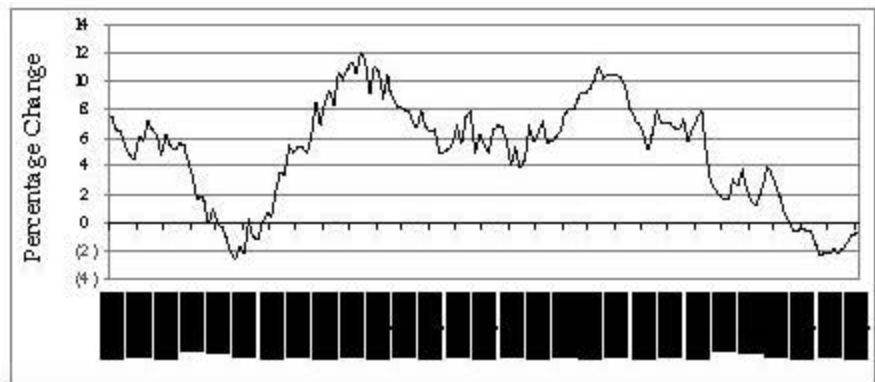
For the past three years, the most unsettling local economic measure has been the **Unemployment Rate**, which climbed from a low of 3.4% in December 2000 to a high of 9.4% in June 2003. Of Texas' major cities, only Dallas and El Paso experienced worse employment. This adverse unemployment rippled through the

economy, impacting City revenue in numerous ways, from decreased sales tax revenue to lower user fee collections.

**Sales Tax revenue** in Fort Worth, the only readily available measure of consumer spending, experienced its worst year in FY2002-03 for at least a decade.

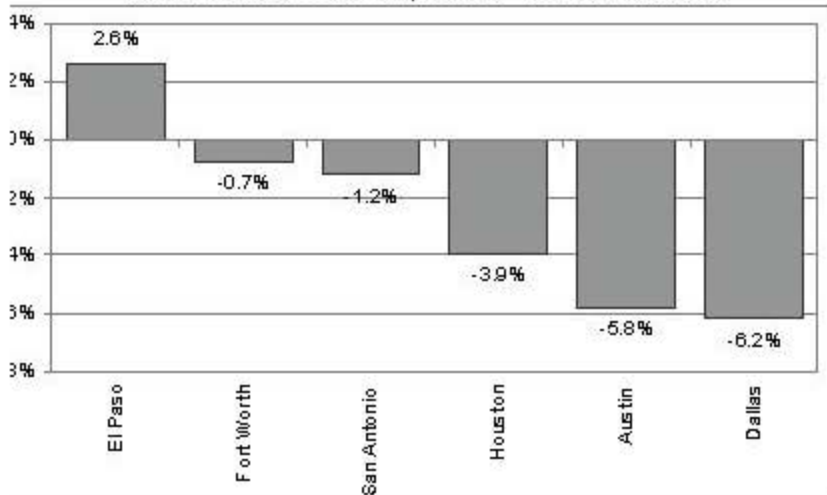
### Sales Tax Revenue Trend

Change in 12-Month Moving Average



### Sales Tax Benchmark

Year-to-Date 2003 Compared to Year-to-Date 2002



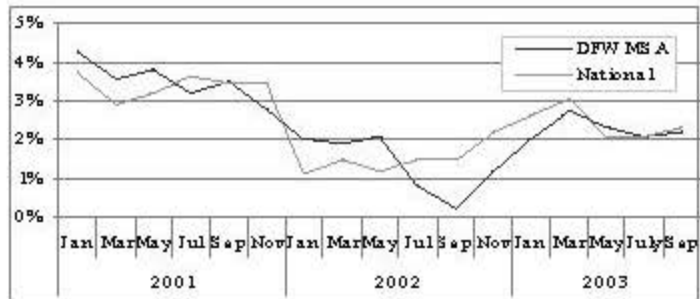
During the first five months of FY2002-03, revenue was down 2.5% from the previous year. In the final months of the year, however, figures began improving modestly, providing hope that stagnant consumer spending had finally reached a low point and was poised to begin what most local economists think will be a slow recovery. As a result of

## Fort Worth's Economic Environment

continued weakness in consumer spending, the City assumed in the FY2003-04 budget that Sales Tax revenue growth would be essentially flat from the latest revenue estimate for FY2002-03.

The **Inflation Rate**, which averaged 2.1% locally in FY2002-03, will likely ensure that real sales tax revenue will decrease again in FY2003-04, despite an expectation of flat nominal growth.

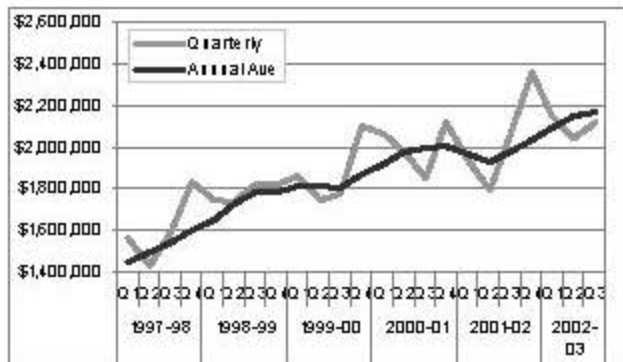
**National and Local Inflation Trends**



Still, Fort Worth's Sales Tax revenue fared better than most other major Texas cities in FY2002-03, especially Austin and Dallas, which both suffered from the collapse of the telecom and dot-com industries.

At this time last year, trends in the hospitality industry were as anemic as those in consumer spending. The events of September 11, 2001, played a large roll in this. Since that time, however, the trend has begun to shift. **Hotel-Motel Tax Revenue**, an important revenue source for the City and a good indicator of the travel and tourism

**Hotel-Motel Tax Revenue**  
Quarterly and Smoothed Annual Average



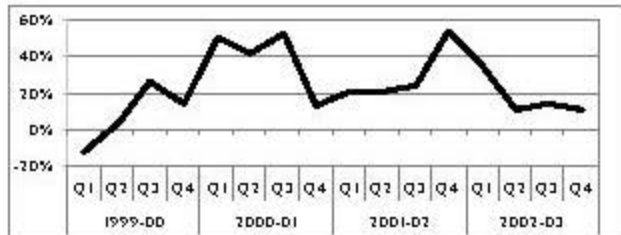
industry in Fort Worth, began growing again in FY2002-03 after a stagnant FY2001-02. Growth in FY2002-03 averaged 9.9%, compared to a weak 1.7% growth the year before. While the City remains cautious, there is some room for optimism that the travel industry trends since September 11, 2001, may have ended.

The bright spot in Fort Worth's – and the nation's – economic picture is the construction industry. In Fort Worth especially, the industry continues to defy the economic slump. The economists on the Economic Forum panel warned that the economic boom will soon be over for Fort Worth, at least in the near term, but while signs of weakness are present, a real estate slump has yet to occur.

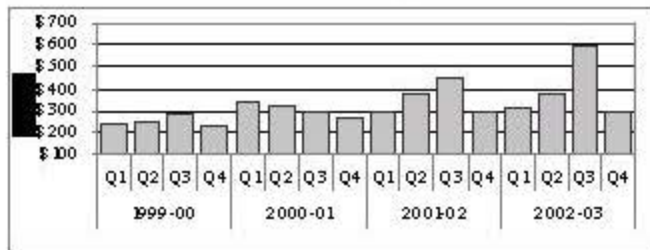
## Fort Worth's Economic Environment

The number of permits for new single-family residential construction – **Housing Starts** – and total **Building Permits Value** in Fort Worth continued to set new records. In FY2002-03, Fort Worth issued 16.1% more permits than it did in the previous year while the value of those permits increased 11.9%, adding \$812 million in new value to the tax roll (most of which will not be assessed until January 2004 for the FY2004-05 budget). The value of all new construction in FY2002-03 was \$1.4 billion, up 2.5% from the previous year.

**New Housing Starts**  
Change from Same Quarter in Previous Year



### Total Value of All Building Permits Issued

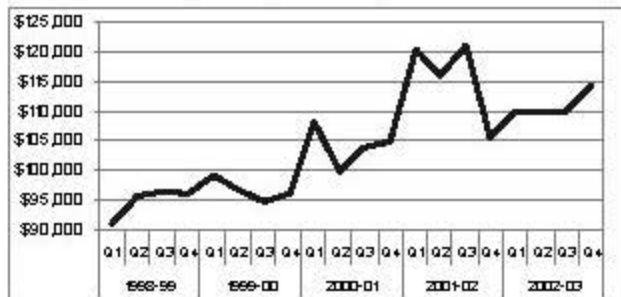


Of some concern, however, is the average value of new homes constructed in recent months. While still higher than three years ago, the average new home value has fallen since the third quarter of FY2001-02. Experts at the Economic Forum pointed

out that this would be a measure that the construction market is beginning to slump (because residential construction tends to decline from the top of the market down).

The longer-term prospects for the North Texas economy and for Fort Worth in particular remain quite good, despite the cyclical economic trends of the last two years. A diverse and growing population, a diversified economic base and a positive business environment foretell a strong economic future for Fort Worth. In the meantime, the City continues to manage its budgets cautiously.

**Average Home Value**  
(Value of Average Single-Family Residential Permit)



## **POLICY ISSUES**

The following issues are likely to have significant funding and/or operational impacts on some aspect of City operations over the next five years. Salient issues have varying impact and action requirement timeframes, ranging from short- to long-term, over the five-year period. In order to adequately address the issues, some sort of City Council action/decision is required. While some of the issues may result in requests for funding, others may require broader policy decisions to address future service needs in the City of Fort Worth.

**SHORT-TERM: The following are the issues that are expected to have an impact and need to be addressed in the next year:**

### **CONVENTION CENTER HEADQUARTERS HOTEL [*Public Events*]**

A 1996 feasibility study conducted by the Fort Worth Convention and Visitor's Bureau identified the need for an expanded convention center and convention center headquarters hotel to attract larger conventions and positively impact the local economy. Focus groups of meeting planners and members of the hospitality industry, held subsequent to approval of \$19 million in the 1998 Capital Improvement Program (CIP) for the initial phases of convention center expansion and modernization, reiterated the need for a new, high-quality, full-service headquarters hotel.

### **FOUR-PERSON FIRE COMPANY STAFFING [*Fire*]**

Firefighter safety could be enhanced for the first responding company to a fire or major Emergency Medical Service (EMS) event if all three-person companies were upgraded with a fourth firefighter. Without a fourth person, rescue efforts are impacted by the availability of only one actual firefighter, or a company must await the next responding company for backup. The implementation of four-person staffing is planned in three phases. Phase I was implemented in FY2002-03. Funds have been included in the FY2003-04 adopted budget to achieve four-person staffing at three selected stations beginning July 2004. However, the continued implementation of four-person staffing for all fire companies will need to be revisited during future budget formulation cycles.

### **CITY OF FORT WORTH GOLF PROGRAM**

Events over the past several years, including the closure of Pecan Valley "River" golf course and inclement weather, have significantly reduced Municipal Golf Fund revenues, weakening the financial position of the Fund. Revenues have been further reduced by area market saturation with daily fee facilities that all compete for a largely static pool of golfers within the current sluggish economy. Revenues continue to struggle to keep pace with ever increasing expenditures, and as a result, the Municipal Golf Fund has reduced staffing by 33% and dramatically reduced expenditures in various other accounts, including agricultural supplies and capital equipment. Continuing recovery efforts include an external market analysis, an internal needs assessment of activities, a reduction in the number of leased vehicles, and player development programs.

The division continues to work closely with its citizen advisory group to explore various options to stabilize the fund and improve the facilities. Over the past 10 years the fund's primary focus has been to improve the quality of the golf courses by reinvesting revenues into the golf courses. There now seems to be support that emphasis should be on affordable and accessible facilities with a focus on beginners and value conscience customers.

**TERRORIST THREAT [Aviation, Fire, Human Resources, IT Solutions Police, Public Health, Water/Wastewater,]**

The threat of potential terrorist activity is impacting many City departments organizationally, programmatically and financially. As an emerging reality, the City must do everything possible to ensure that it is prepared to the highest degree possible for any potential terrorist threat. To address the issue, the City has established several committees to evaluate its ability to prepare for, respond to, mitigate and recover from a terrorist attack. Those committees are actively addressing issues of emergency personnel and general employee training, facility assessment and upgrades and contingency planning.

As a part of those efforts, the Fort Worth Fire Department, and its Emergency Management Office in particular, has been an active participant in acquiring necessary personnel protective, decontamination and detection equipment for Fire, Police and other City departments that would have responsibility for responding to terrorist activity in the region. The City's Environmental Management and Public Health departments are providing not only essential knowledge and expertise regarding this subject matter, but also personnel in the event of terrorist activity in the Fort Worth-Dallas area. The Human Resources Department's Critical Incident Stress Management program has been expanded to encompass training and certification of community resource persons to provide counseling services to the community in the event of a critical incident.

The Police Department has been evaluating needs for new crime-fighting tools to contend with more complex criminal activity, such as terrorism. As a result, the department has implemented an Intelligence Unit from existing resources to investigate and gather data about potential threats, crime trends, and organized criminal activity. The department will also continue to assess building security and additional equipment needs, including a larger helicopter, mobile telecommunication equipment and mobile command vehicles, to enhance its preparedness to handle terrorist activity.

Based on the potential threats posed by terrorism, the IT Solutions Department is initiating several projects to improve security of IT resources and facilities, such as: 1) physical security protection upgrades and improvements for radio towers; 2) protection of the City of Fort Worth network by the acquisition of network intrusion detection equipment; and 3) implementation of security systems and programs to protect planned E-Commerce and E-Government applications. These security programs will enhance current security capabilities so that City data is protected from unauthorized release and alteration, the integrity of applications is assured, and both applications and data are available to internal and external customers when needed.

The Water Department took measures to protect the public water supply against potential terrorist activity immediately following events of September 11, 2001. It contracted for 24-hour security guard protection at each plant. The Department recently replaced the contracted security service with a full-time, in-house security force. Access to water facilities will also be controlled through card reader access. In addition, the department has initiated a vulnerability assessment, as recommended by the federal government, of security at all plants, raw water intakes and pump and lift stations. Also included is an assessment of computer networks for the customer billing and water control systems. Ultimately these vulnerability assessments will be used in developing a regional approach to addressing threats and responding to emergencies.

On a broader scale, efforts are under way to establish a regional command and control plan to enhance regional coordination and responsiveness to terrorist activities. A Bio-terrorism Task Force, headed by the City's Public Health Department Director and comprised of representatives from various City departments, the Tarrant County Public Health Department and the City's Health Authority, has revised the Biological Aspect of the Metropolitan Medical Response System Plan and ensures that all relevant bio-terrorism information is brought to the attention of



those in the City who need it. The City's Public Health Department is also collaborating with the Tarrant County Public Health Department to implement the Health Alert Network, which will connect health departments with health care providers, hospitals and emergency departments to establish a real-time, early detection system for possible bio-terrorist attacks.

**UN-FUNDED MANDATES [*Environmental Management, Finance, Municipal Court, Water/Wastewater*]**

New state and federal mandates influence both capital and operating costs. A number of departments currently anticipate being impacted by new federal mandates resulting from September 11<sup>th</sup> terrorist activities. In particular, Aviation, Water/Wastewater and similar departments have been impacted. Other, non-security related mandates also continue to impact City operations. For example, the Finance Department, and by extension the City, have been and will continue in the near term to be impacted by implementation of GASB 34, which changes the way in which City finances are recorded/reported. In all such cases, Congress and the state legislature must continue to be made aware of the need for funding to accompany these mandates.

**MATERIALS COLLECTION [LIBRARY]**

Customer service at the Fort Worth Library is compromised by a materials collection that does not meet current community needs and preferences. At present, approximately 40 percent of the existing collection exceeds the industry's materials age standard of three to five years by a minimum of five years. As community demographics and preferences change over time, dated materials are much less likely to meet those new materials requests/preferences. A library's turnover rate, which measures the number of times a material circulates through the system, demonstrates the collection's failure to meet customer demands. While the current turnover rate at the Fort Worth Library is one to two times per year, the industry target is seven to ten times per year. Moreover, funds have been insufficient for the Library to replace all dated materials that have been removed from the collection or acquire sufficient foreign language materials. Compounding the existing collections development problem is a proliferation of information mediums, including audiocassettes, videos, large-print books and paperbacks, which are demanded by Library patrons.

**MEDIUM-TERM: The following are the issues that are expected to have an impact and need to be addressed in years two through three of the five-year time period:**

**REGIONAL RAIL [*Planning*]**

The development of a rail system is one important component of a multi-modal transit vision for Fort Worth and the surrounding region. The City is working cooperatively with the Fort Worth Transportation Authority and the North Central Texas Council of Governments to develop alternatives for regional rail to serve Fort Worth and surrounding communities in the Metroplex. Funding for the construction and operation of such a system will require the cooperation and financial support of cities and transportation agencies in the area, as well as grant assistance from the Federal Transit Administration.

**HARLEY SERVICE CENTER RELOCATION [*Transportation / Public Works, Equipment Services Department*]**

In anticipation of the desired future expansion of the Will Rogers Memorial Coliseum complex, the Equipment Services and Transportation and Public Works departments have been working on a plan to relocate the Harley Service Center. The City is considering an option to locate displaced City facilities on federal property being

developed by the U.S. Postal Service near the IH-35 and IH-20 merge. Preliminary estimates for the cost of such a facility are approximately \$1.3 million per year.

**WATER INFRASTRUCTURE [Water/Wastewater]**

For the Water and Sewer Fund, infrastructure needs represent one of the primary factors driving cost increases. Repair and replacement of aging infrastructure comprises an increasing portion of total expenditures. Compounding the problem are increasing expenditures tied to the construction of new infrastructure due to City growth. Further complicating the matter are new, more stringent environmental regulations that mandate additional modifications to the existing infrastructure. Ultimately, these costs to install, upgrade, repair and replace infrastructure within the City's water and wastewater systems will necessitate continued increases in rates charged for water and sewer services.

**PARKS AND RECREATION FACILITIES [Parks and Community Services]**

Currently there are 30 reserve parks for which there is no funding for development. In the next few years, this number could increase to 37. While the opportunity exists to land bank these reserve sites, in many cases residential development has occurred and the community desires to develop them. As a general rule, first phase development for a minimum 5-acre neighborhood park site is estimated at \$150,000. If all 37 sites were addressed, the estimated minimum cost would exceed \$5.5 million. The allocation of funding to address the reserve parks issue would likely impact funding for reinvestment in Central City parks and existing infrastructure and facility deficiencies (*i.e.*, athletic fields, trails, etc.), as established in the Park, Recreation and Open Space Master Plan. In addition to this pressing infrastructure need there is a significant need to update much of the existing infrastructure in the parks system. Playgrounds, trails, athletic fields, park roads and parking, and other park infrastructure have declined due to deferred maintenance and age. In addition there is a need to add innovative new recreation facilities that reflect current trends in recreation, such as skate parks, in-line skating facilities, dog parks, and water playgrounds. National research and local needs assessments have indicated that there is significant demand for these new recreation facilities.

The change in the Parkland Dedication Policy from developers donating undeveloped parkland acreage to fully developed parkland acreage also has repercussions. In FY 2003-04 the City will begin receiving the developed parklands that include water features, trails, special lighting, shelters, picnic tables, playground equipment, surfacing and other amenities. For each property received there are maintenance costs that currently are not funded. Maintenance services include mowing and litter pick up, refuse removal, portalets depending on park size and the use of athletic fields, lighting replacements and repairs to the amenities at each location. To address even basic mowing and litter pickup at these properties without additional maintenance resources, service levels at all park locations will need to be adjusted. For FY 2003-04, the addition of 9 developed properties (69 acres) annual maintenance costs were estimated at a \$142,000. The following fiscal years are estimated at \$150,000 to \$225,000 for each year as more subdivisions and parkland dedication acreages are developed. In addition, the number of staff available to inspect and manage the existing playgrounds and park facilities is stretched to maximum levels. As additional developed park sites are ready for public use and the distances between sites increases, additional crews, equipment, supplies, and staff will be necessary to maintain these properties. Additional trained playground inspectors and equipment are needed to ensure that the safety standard of twice-a-month playground inspections are maintained or the level of inspections and monitoring of the properties will be reduced significantly.

**AIR QUALITY ATTAINMENT [Environmental Management]**

Based on its National Ambient Air Quality Standards (NAAQS), the Environmental Protection Agency (EPA) designates the Fort Worth-Dallas Metroplex as a serious non-attainment area for ozone. The EPA has given the Metroplex until 2007 to become compliant with the NAAQS. If the City and region do not meet the established

reduction target, highway and other federal funds could be jeopardized. Consequently, the City, the region and its citizens must work to ensure attainment and maintenance of the standard. The Texas Commission on Environmental Quality (TCEQ) has determined that a major portion of the ozone forming pollution comes from automobiles; therefore, individuals can play an important role by altering commuter choices and driving habits. Also needed to reach attainment is a tremendous amount of regional cooperation, teamwork and partnership development.

**TECHNOLOGY ENHANCEMENTS [*Finance, Fire, Human Resources, IT Solutions, Library, Municipal Court, Transportation/Public Works*]**

Departments need to be empowered (through provision of resources) to engage in multi-departmental information technology projects to allow them to obtain comprehensive information systems that communicate / interface with each other. Absent that coordinated, comprehensive approach, individual departments develop stand-alone systems that do not interface with other, relevant systems in the City. Ultimately these stand-alone programs cost more to implement and maintain than would more integrated systems, and frequently are not as powerful.

For example, the Finance Department is in need of a new financial information system to replace the existing, antiquated MARS system that neither addresses management information needs, nor interfaces with most other City systems. The Human Resources Department has a need for a comprehensive Human Resources Information System [HRIS] and Municipal Court for a system that includes case management and document imaging components.

For the Library system, computers have become increasingly important, as more information is available in electronic formats only. In addition to the online catalog, Library's computers provide access to the many commercial databases provided free of charge through a Texas State Library initiative. The Library currently has 609 computers, of which 57 percent are at the end of their useful life. Given the age of the equipment, data storage and processing speeds make it impossible to add or upgrade software. Obsolete, un-repairable computers will increasingly have to be removed from service, thereby reducing public access to electronic resources accordingly.

The Transportation and Public Works Department requires a department-wide work order system that would incorporate an inventory tracking system, as well as work and project scheduling capabilities. The system should track customer information and generate data analysis. The department staff is also working to retain a consultant to evaluate and recommend a plan of action to acquire a communication system to all traffic control devices. Technology implementation funding will be pursued through federal and state grants; however, City matching funds must also be identified.

**LACK OF SPECIFIC INCENTIVES TO ENCOURAGE CENTRAL CITY DEVELOPMENT / RE-DEVELOPMENT [*Economic and Community Development*]**

Currently available City of Fort Worth economic development incentives, including tax abatements, tax increment financing, and enterprise zones, primarily benefit medium to large-sized businesses. However, what is needed to encourage development in the central city is support (staff and financial) for incentives that benefit small businesses, such as fee waivers. Naturally, the waving of fees would have a negative financial impact, in the form of lost revenue to the City; however, the revenue lost should ultimately be more than offset by increased business activity within the central city.

**LONG-TERM ISSUES: The following are the issues that are expected to have an impact and need to be addressed in year four and beyond:**

**Trinity River Vision [*Parks and Community Services*]**

The Trinity River Vision is a master plan for the conservation and development of the Trinity River and its tributaries, which will require long-term support of innovative, multi-faceted, cooperative funding strategies. The project planning scope encompasses 88 miles of creek and river corridor. Initial projects envisioned and commenced include the urban downtown segment near Heritage Park, the Riverside Oxbow and Gateway Park Ecosystem Restoration. The plan calls for a build out of neighborhood trail connections and the addition of green space on the river corridor. The plan is comprehensive in nature, including consideration of flood control, environmental quality, conservation, recreation facilities, trails, reforestation, beautification and linkages to neighborhoods and Downtown, and proposes future projects and community improvements in most areas of the City. Among many other items, proposed in the Master Plan are an urban waterfront, a town lake and a bypass channel for the Central City segment of the river. The plan has received broad based community input and support and represents a partnership between the City, the Tarrant Regional Water District, The U.S. Army Corps of Engineers, and Streams and Valleys, Inc. The plan includes recommendations for important new public and private investment in the Trinity River Corridor and has a significant economic development component in the Central City.

#### **A NEW ARENA FOR THE WILL ROGERS MEMORIAL CENTER COMPLEX [*Public Events*]**

The existing arena was opened in 1936. Due to its age, it no longer offers facility users sufficient seating capacity or modern amenities. Construction of a new arena would better meet the needs of current facility users. In addition, a new arena would attract new equestrian and other business to the Will Rogers Memorial Center (WRMC). Currently at issue is the financing of that arena. Total construction costs are estimated at approximately \$120,000,000. Undoubtedly development and construction will involve private capital. However, for the arena to become a reality, there is also a need for a substantial City financial contribution.

#### **MEACHAM INTERNATIONAL AIRPORT RUNWAY MODIFICATIONS [*Aviation*]**

A recent assessment of Meacham's runway 16L/34R, built in 1975, indicates that while it currently has a generally good surface condition, future performance is a concern. At the same time, the Runway Safety Areas (RSA) at the end of each runway will need to be brought into compliance with current FAA standards if any modifications are made. Runway 16L/34R is the longest and strongest runway at Meacham. If it is not rehabilitated, large aircraft will not be able to use the airport since the other runways are not of sufficient length or strength to handle that traffic. If larger aircraft are not able to use Meacham, the airport will lose fuel flowage, rent and landing fee revenue, as well as the airport businesses that serve that type and size of aircraft. The runway is the only air carrier certified runway; therefore, if it were to fail or be downgraded in condition, it could no longer be used by air carriers, which would affect the City's ability to attract air passenger service in the future. Several options are available to improve the runway performance level. The recommended alternative is an unbonded concrete overlay with the addition of runway shoulders. However, political and financial support is required to effect the necessary runway changes.

#### **FACILITIES [*Multiple Departments*]**

There are several facilities within the City system that are aging, out-dated and/or offer insufficient office space for staff. The age and resulting condition of City facilities is important to departmental operations because such factors frequently hinder optimum service delivery. Facilities such as the Meacham Airport terminal and the Municipal Court building are aging, expensive to maintain and increasingly do not provide for the necessary accommodation of new staff, technology or other improvements. Public Events facility renovations are required to provide for more attractive, up-to-date facilities to enhance business opportunities. Relocations and expansions due to changing business and community needs also are affecting many departments. All these issues will require careful planning and financial commitments in future budgets.

#### **TRANSPORTATION-RELATED INFRASTRUCTURE [*Transportation and Public Works*]**

## D-23

City land area and population growth over the last 10 years has led to a greater demand for Transportation and Public Works [TPW] infrastructure services. Although street repair and reconstruction have received additional monies from the General Fund, overall funding needs are greater than the money received for such items in recent years.

Additional infrastructure funding needs through 2012 include:

- 1) Repair and reconstruction of the city's roadway system is a constant need. T/PW recently had a consultant complete a detailed inventory of all city streets. The consultant study indicated that 728 lane miles of streets need reconstruction throughout the City at an estimated cost of \$364 million. If this large-scale reconstruction could be effected, an average of 23 lane miles of streets would need to be reconstructed annually thereafter at a cost of \$11 million per year. Additionally, 326 lane miles of streets will need major maintenance on an annual basis at an estimated cost of \$17.6 million to maintain the street network in optimum condition and prevent further deterioration of pavements.
- 1) Based on development trends over the past six years, an estimated \$2 million is needed for Community Facilities Agreements annually to match developer funds for street and drainage participation in developing areas based on current policies. This amount could be reduced if the policies are changed.
- 1) Approximately \$2.5 million is needed annually for maintenance and materials for new traffic control devices (signs, signals, markings, etc.) to respond to new development. With funds to replace aging traffic signals, cables, and signal heads, TPW could deliver better service and public safety to citizens. This is especially true in the Central City area, where many signals are older than their expected 25-year life cycle, and signal heads are smaller than the national standard.
- 1) An estimated \$50 million to serve as the local match for state and federal grants.

### **PERSISTENT DISPARITIES IN HEALTH AMONG DIFFERENT POPULATION GROUPS [PUBLIC HEALTH]**

Public Health Department research indicates that mortality and morbidity rates have been consistently higher among minority groups. Infant mortality rates, in particular, are generally considered to be the most important index of the health of a community. As a whole, while recently released data from the state shows that Fort Worth's infant mortality rate decreased by nearly 25 percent over the past ten years, which is substantially faster than either the Tarrant County or State of Texas rate, the rate is still relatively high. For minorities the infant mortality rate is worse. During 2000, the infant mortality rate for Black infants in Fort Worth was 11.6, more than three times the rate reported for White infants (3.8) and nearly twice the rate for Hispanics (6.1).

Interventions driven by these data are necessary to improve health disparities throughout Fort Worth. The department must maintain active assessment and epidemiology components to monitor these disparities and evaluate the impact of interventions. To efficiently mobilize available resources, the department will need to expand its outreach capabilities and cultivate partnerships with a broad array of community agencies, such as the University of North Texas Health Science Center, the American Heart Association, Tarrant County Public Health Department, the United Way, faith-based organizations and non-traditional partners. Such collaborations will be used to increase health screenings, educational programs, referrals, access to care and follow-ups.

**FORT WORTH**



# **SUMMARY INFORMATION**

ORDINANCE NO. 15636

AN ORDINANCE SETTING FORTH AN ITEMIZED ESTIMATE OF THE EXPENSE OF CONDUCTING EACH DEPARTMENT, DIVISION AND OFFICE OF THE MUNICIPAL GOVERNMENT OF THE CITY OF FORT WORTH FOR THE ENSUING FISCAL YEAR BEGINNING OCTOBER 1, 2003, AND ENDING SEPTEMBER 30, 2004, AND APPROPRIATING MONEY FOR THE VARIOUS FUNDS AND PURPOSES OF SUCH ESTIMATE; APPROPRIATING MONEY TO PAY INTEREST AND PRINCIPAL SINKING FUND REQUIREMENT ON ALL OUTSTANDING GENERAL INDEBTEDNESS; PROVIDING FOR PUBLIC HEARINGS UPON THIS ORDINANCE BEFORE THE ENTIRE CITY COUNCIL SITTING AS A COMMITTEE OF THE WHOLE; AND PROVIDING A SAVINGS CLAUSE FOR THE REPEAL OF ALL ORDINANCES AND APPROPRIATIONS IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; AND FOR THE PUBLICATION AND FINAL PASSAGE THEREOF.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FORT WORTH, TEXAS:

SECTION 1.

That the appropriation for the ensuing fiscal year beginning October 1, 2003, and ending September 30, 2004, for the different departments and purposes of the City of Fort Worth be fixed and determined as follows:

I. GENERAL FUND

1.	Mayor and City Council	\$791,284
2.	City Manager	4,314,203
3.	Housing	50,078
4.	Development	6,369,848
5.	Community Relations	804,088
6.	Internal Audit	888,768
7.	City Secretary	512,203
8.	Law	3,526,665



9.	Finance	4,909,263
10.	Human Resources	3,469,473
11.	Economic and Community Development	1,531,128
12.	Transportation and Public Works	37,642,451
13.	Planning	1,437,047
14.	Code Compliance	6,670,554
15.	Public Events	8,473,922
16.	Police	111,942,508
17.	Fire	69,766,811
18.	Municipal Court	9,567,361
19.	Public Health	6,869,161
20.	Environmental Management	1,191,431
21.	Parks and Community Services	19,375,709
22.	Zoo	4,635,978
23.	Library	13,293,512
24.	Non-Departmental	34,967,288
25.	Debt Service	45,130,973
	GENERAL FUND TOTAL	\$398,131,727

## II. CIVIL SERVICE STAFFING

### Police Department:

Civil service staffing for the Police Department on October 1, 2003, will consist of 1,297 Authorized Positions as follows: 923 officers, 182 detectives, 129 sergeants, 46 lieutenants, 12 captains, and 5 deputy chiefs. Civil service staffing for the Police Department on August 1, 2004, will consist of 1,300

Authorized Positions as follows: 923 officers, 185 detectives, 129 sergeants, 46 lieutenants, 12 captains, and 5 deputy chiefs.

Fire Department:

Civil service staffing for the Fire Department on October 1, 2003, will consist of 774 Authorized Positions as follows: 377 firefighters, 179 engineers, 112 lieutenants, 80 captains, 23 battalion chiefs and 3 deputy chiefs.

Attached as Addendum A, and made a part of this ordinance by incorporation, are the salary schedules for Fort Worth Fire Department civil service classifications and Fort Worth Police Department civil service classifications for the fiscal year beginning October 1, 2003. These schedules set out the annual base pay for each civil service classification in the Fort Worth Fire Department and in the Fort Worth Police Department and provide for additional seniority pay as determined by each civil service employee's anniversary date. This addendum is prepared in compliance with Texas Local Government Code Section 143.041. The seniority pay provided by this ordinance is in addition to and not in lieu of the longevity pay provided for by Texas Local Government Code section 141.032.

III. CULTURE AND TOURISM FUND

The Culture and Tourism Fund shall be provided with such revenue as may be secured from the Hotel/Motel Occupancy Tax and

other sources as shown by other ordinances heretofore passed, and such money shall be used to meet the requirements of the Culture and Tourism Fund, as provided in the budget of the City Manager, which includes a total Culture and Tourism Fund appropriation of \$9,274,216.

IV. TEMPORARY LABOR FUND

The Temporary Labor Fund shall be provided with such revenue as may be secured from in-house charges to City departments for the provision of temporary labor services and other such sources as shown by other ordinances heretofore passed, and such money shall be used to meet the requirements of the Temporary Labor Fund, as provided in the budget of the City Manager, which includes a total Temporary Labor Fund appropriation of \$1,036,604.

V. MUNICIPAL GOLF FUND

The Municipal Golf Fund shall be provided with such revenue as may be secured from the Pecan Valley, Rockwood, Z. Boaz, Meadowbrook, and Sycamore Creek Golf Courses and other sources as shown by other ordinances heretofore passed, and such money shall be used to meet the requirements of the Municipal Golf Fund, as provided in the budget of the City Manager, which includes a total Municipal Golf Fund appropriation of \$4,597,963.

VI. MUNICIPAL AIRPORTS FUND

The Municipal Airports Fund shall be provided with such revenue as may be secured from the various sources included in the budget of the City Manager, and such money shall be used to meet

the requirements of the Municipal Airports Fund, as provided in the budget of the City Manager, which includes a total Municipal Airports Fund appropriation of \$3,060,802.

VII. WATER AND SEWER FUND

The Water and Sewer Fund shall be provided with such revenue as may be secured from the sale of water, sewer services, and other sources as shown by other ordinances heretofore passed, and such money shall be used to meet the requirements of the Water and Sewer Fund as provided in the budget of the City Manager, which includes a total appropriation for the Water and Sewer Fund of \$239,698,714.

VIII. MUNICIPAL PARKING FUND

The Municipal Parking Fund shall be provided with such revenue as may be secured from commercial off-street parking to employees and citizens and commercial office space leases in the Municipal Parking Garage and other sources as shown by other ordinances heretofore passed, and such money shall be used to meet the requirements of the Municipal Parking Fund, as provided in the budget of the City Manager, which includes a total Municipal Parking Fund appropriation of \$233,772.

IX. OFFICE SERVICES FUND

The Office Services Fund shall be provided with such revenue as may be secured from in-house charges to City departments for the provision of microfilming and office copying services, printing and graphics services, plus other in-house functions such

as messenger and mail services, and other sources as shown by other ordinances heretofore passed, and such money shall be used to meet the requirements of the Office Services Fund, as provided in the budget of the City Manager, which includes a total Office Services Fund appropriation of \$2,143,664.

X. EQUIPMENT SERVICES FUND

The Equipment Services Fund shall be provided with such revenue as may be secured from in-house charges to City departments for the performance of maintenance and other operations at the City's six service centers, and other sources as shown by other ordinances heretofore passed, and such money shall be used to meet the requirements of the Equipment Services Fund, as provided in the budget of the City Manager, which includes a total Equipment Services Fund appropriation of \$15,030,379.

XI. SOLID WASTE FUND

The Solid Waste Fund shall be provided with such revenue as may be secured from the collection of municipal solid waste and other sources as shown by other ordinances heretofore passed, and such money shall be used to meet the requirements of the Solid Waste Fund, as provided in the budget of the City Manager, which includes a total appropriation for the Solid Waste Fund of \$29,927,948.

XII. INFORMATION SYSTEMS FUND

The Information Systems Fund shall be provided with such revenue as may be secured from in-house transfers from City

departments for the provision of basic telephone line service, maintenance of telephone lines and instruments, lease/purchase of telephone instruments and other equipment, support in the operation and maintenance of personal computers, design, fabrication, procurement, installation and maintenance of electronic equipment, maintenance of the trunk system, and other sources as shown by other ordinances heretofore passed, and such money shall be used to meet the requirements of the Information Systems Fund, as provided in the budget of the City Manager, which includes a total Information Systems Fund appropriation of \$14,683,596.

XIII. LAKE WORTH TRUST FUND

The Lake Worth Trust Fund shall be provided with such revenue as may be secured from sales and leases of Lake Worth properties and other sources, as shown in the budget of the City Manager, and such money shall be used to meet requirements of the Lake Worth Trust Fund, as provided in the budget of the City Manager, which includes a total Lake Worth Trust Fund appropriation of \$888,860.

XIV. CABLE COMMUNICATIONS OFFICE

The Cable Communications Office shall be provided with such revenue as may be secured from the various sources included in the budget of the City Manager, and such money shall be used to meet the requirements of the Cable Communications Office, as provided in the budget of the City Manager, which includes a total Cable Communications Office appropriation of \$1,017,703.

XV. PROPERTY AND CASUALTY INSURANCE

The Property and Casualty Insurance Fund shall be provided with such revenue as may be secured from City contributions from each operating fund and from the various sources included in the budget of the City Manager, and such money shall be used to meet the requirements of the Property and Casualty Insurance Fund, as provided in the budget of the City Manager, which includes a total Property and Casualty Insurance Fund appropriation of \$7,980,225.

XVI. WORKERS' COMPENSATION FUND

The Workers' Compensation Fund shall be provided with such revenue as may be secured from City contributions from each operating department/fund and from the various sources included in the budget of the City Manager, and such money shall be used to meet the requirements of the Workers' Compensation Fund, as provided in the budget of the City Manager, which includes a total Workers' Compensation Fund appropriation of \$10,471,455.

XVII. GROUP HEALTH AND LIFE INSURANCE FUND

The Group Health and Life Insurance Fund shall be provided with such revenue as may be secured from City contributions from each operating department/fund, from contributions from employees and retirees, and from the various sources included in the budget of the City Manager, and such money shall be used to meet the requirements of the Group Health and Life Insurance Fund, as provided in the budget of the City Manager, which includes a total Group Health and Life Insurance Fund appropriation of \$50,869,578.

XVIII. UNEMPLOYMENT COMPENSATION FUND

The Unemployment Compensation Fund shall be provided with such revenue as may be secured by contributions from City operating funds and from the various sources included in the budget of the City Manager, and such money shall be used to meet the requirements of the Unemployment Compensation Fund, as provided in the budget of the City Manager, which includes a total Unemployment Compensation Fund appropriation of \$442,173.

XIX. ENGINEERING SERVICES FUND

The Engineering Services Fund shall be provided with such revenue as may be secured from in-house charges to City departments for the provision of engineering services and other such sources as shown by other ordinances heretofore passed, and such money shall be used to meet the requirements of the Engineering Services Fund, as provided in the budget of the City Manager, which includes a total Engineering Services Fund appropriation of \$9,952,494.

XX. ENVIRONMENTAL MANAGEMENT FUND

The Environmental Management Fund shall be provided with such revenue as may be secured from the City's environmental protection fee and other such sources as may become available from environmental projects, and such money shall be used to meet the requirements of the Environmental Management Fund, as provided in the budget of the City Manager, which includes a total Environmental Management Fund appropriation of \$3,344,296.



XXI. FEDERAL AWARDED ASSETS FUND

The Federal Awarded Assets Fund shall be provided with such revenue as may be secured by the Police Department under federal law authorizing the forfeiture of certain property involved in the commission of criminal offenses, and such money shall be used for law enforcement purposes in accordance with the restrictions in such forfeiture law, and as provided in the budget of the City Manager, which includes a total Federal Awarded Assets Fund appropriation of \$168,985.

XXII. CRIME CONTROL AND PREVENTION DISTRICT FUND

The Crime Control and Prevention District Fund shall be provided with such revenue as shall be appropriated to same by the Fort Worth Crime Control and Prevention District in accordance with law, and such money shall be used as provided for by law and the purposes specified by the Fort Worth Crime Control and Prevention District, and as provided in the budget of the City Manager, which includes a total Crime Control and Prevention District Fund appropriation of \$36,162,556.

SECTION 2.

That the distribution and division of the above named appropriations be made in accordance with the budget of expenditures submitted by the City Manager and as revised by the City Council in accordance with the provisions of the City Charter and adopted by the City Council, which budget is made a part of

this ordinance by reference thereto and shall be considered in connection with the expenditures of the above appropriations.

SECTION 3.

That on Tuesday, August 12, 2003, the City Manager presented to the City Council his budget estimate; that the City Council of the City of Fort Worth shall sit as a committee of the whole in the Council Chamber at the City Hall in the City of Fort Worth on the 12th day of August, A.D. 2003, at 7:00 o'clock P.M., to hear any complaints, suggestions, or observations that any citizen, taxpayer, or party interested may desire to make with reference to any or all of the provisions of this ordinance; and that such committee shall continue its deliberations from time to time and day to day until the public has been given a full opportunity to be heard.

SECTION 4.

That following the commencement of the public hearings for which provision has been made in the preceding section, this ordinance shall be published two times, one of which publication shall not be less than ten (10) days before the second reading and final passage of the ordinance, in the official newspaper of the City of Fort Worth, which newspaper is one of general circulation in said City.

SECTION 5.

That this ordinance shall not be presented for final passage until ten (10) full days have elapsed after its publication, as provided by the Charter of said City.

SECTION 6.

That should any part, portion, section, or part of a section of this ordinance be declared invalid or inoperative or void for any reason by a court of competent jurisdiction, such decision, opinion, or judgment shall in no way affect the remaining portions, parts, sections, or parts of sections of this ordinance, which provisions shall be, remain, and continue to be in full force and effect.

SECTION 7.

That all ordinances and appropriations for which provisions have heretofore been made are hereby expressly repealed if in conflict with the provisions of this ordinance.

SECTION 8.

That this ordinance shall take effect and be in full force and effect from and after the date of its passage and publication as required by the Charter of the City of Fort Worth, and it is so ordained.

APPROVED AS TO FORM AND LEGALITY:

David L. Galt  
City Attorney

Introduced on First Reading: 8/12/2003

ADOPTED: 9/9/03

BY: 9/17/03

**FORT WORTH**



ORDINANCE NO. 15686

AN ORDINANCE PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL AD VALOREM TAX ON ALL PROPERTY, REAL, PERSONAL AND MIXED, SITUATED WITHIN THE TERRITORIAL LIMITS OF THE CITY OF FORT WORTH, TEXAS, AND ALL PERSONAL PROPERTY OWNED IN SAID CITY OF FORT WORTH, TEXAS, ON THE FIRST DAY OF JANUARY, A.D. 2003, EXCEPT SUCH PROPERTY AS MAY BE EXEMPT FROM TAXATION BY THE CONSTITUTION AND LAWS OF THE STATE OF TEXAS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FORT WORTH, TEXAS:

SECTION I.

There is hereby levied, adopted and shall be collected by the City of Fort Worth, Texas, as provided by law, an annual ad valorem tax for the year 2003, at the rate of \$0.8650 on every one hundred dollar (\$100.00) valuation on all property, real, personal and mixed, situated in, and all personal property owned in, the City of Fort Worth, Texas, on the first day of January, A.D. 2003, liable under the law to taxation and not exempt therefrom by the Constitution and laws of the State of Texas. The ad valorem tax rate is divided into a maintenance and operation levy of \$0.6799 for general fund operations and a debt levy of \$0.1851 for servicing outstanding debt obligations.

SECTION II.

The debt portion of the tax levy which is hereinbefore made is to provide for the payment of interest and to create a redemption fund to discharge and pay principal and interest on any general obligations due or owing by the City of Fort Worth, Texas, and shall not be taken as an addition to levies for the same

purpose in the respective ordinances authorizing and creating such obligations, but the levy hereinbefore made is made pursuant to and for the purpose of carrying out and complying with the provisions of said prior ordinances. The Chief Accounting Officer shall pay each week to the General Debt Service Fund twenty-one and forty hundredths percent (21.40%) of the current taxes collected.

SECTION III.

The taxes provided for herein are levied upon all taxable property, real, personal and mixed, situated in, and all personal property owned in, the City of Fort Worth, Texas, as assessed, valued and described in the assessment tax rolls and the tax books of the City of Fort Worth, Texas, for the year 2003, and any supplemental assessments thereof, as the same have been or shall be presented to the City Council of the City of Fort Worth, Texas, by the Assessor and Collector of Taxes of said City of Fort Worth, Texas.

SECTION IV.

The taxes provided for herein are due on receipt of a tax bill and are delinquent if not paid before February 1, 2004. Failure to send or receive the tax bill shall not, however, affect the validity of the taxes, penalty or interest herein imposed, the due date, the existence of a tax lien, or any procedure instituted to collect such taxes, penalty or interest.

SECTION V.

If a person pays one-half of the taxes required to be paid by virtue of this Ordinance before December 1, 2003, he may pay the remaining one-half of such taxes without penalty or interest at any time before July 1, 2004.

SECTION VI.

(a) A delinquent tax incurs a penalty of six percent (6%) of the amount of the tax for the first calendar month it is delinquent plus one percent (1%) for each additional month or portion of a month the tax remains unpaid prior to July 1, 2004. However, a tax delinquent on July 1, 2004, incurs a total penalty of twelve percent (12%) of the amount of the delinquent tax without regard to the number of months the tax has been delinquent.

(b) If a person who exercises the split payment option provided by Section V above fails to make the second payment before July 1, 2004, the second payment is delinquent and incurs a penalty of twelve (12) percent of the amount of the unpaid tax.

SECTION VII.

In addition to the penalty set out above, a delinquent tax accrues interest at a rate of one percent (1%) for each month or portion of a month the tax remains unpaid. Said interest of one percent (1%) per month shall be added to said taxes in the event the payment thereof shall become delinquent as above set forth,



and said interest shall attach on the first day of each month thereafter until the taxes shall have been paid, which interest and the penalty provided for above shall be and become a part of said taxes and be payable as such.

SECTION VIII.

A tax delinquent on July 1, 2004, incurs an additional penalty of fifteen percent (15%) of the amount of the delinquent tax, penalty and interest to defray costs of collection. Such fifteen percent (15%) penalty is imposed pursuant to Sections 6.30 and 33.07 of the Property Tax Code and is in addition to the other penalties and interest which are due and owing according to law.

SECTION IX.

A tax that becomes delinquent on or after June 1 under Section 31.03, 31.031, 31.032, or 31.04 of the Tax Code shall incur an additional penalty of 15 percent of the amount of taxes, penalty, and interest due, to defray costs of collection, pursuant to Section 33.08 of the Tax Code. Such additional penalty is in addition to the other penalties and interest which are due and owing according to law.

SECTION X.

Such taxes, penalty and interest shall be and become a lien upon the property on which the taxes are levied, as prescribed by the Charter of the City of Fort Worth, Texas, and the laws of the

State of Texas, and such lien shall be and is hereby made a paramount, first and superior lien to all other liens whatsoever on the property on which said taxes are levied.

SECTION XI.

Should any part, portion, section or part of a section of this ordinance be declared invalid or inoperative or void for any reason by a court of competent jurisdiction, such decision, opinion or judgment shall in no way affect the remaining portions, parts, sections or parts of sections of this ordinance, which provision shall be, remain and continue to be in full force and effect.

SECTION XII.

This ordinance shall take effect and be in full force and effect from and after the date of its passage as provided by law.

APPROVED AS TO FORM AND LEGALITY:

David S. Galt  
City Attorney

Date: 9/9/03

ADOPTED: 9/9/03

EFFECTIVE: 9/9/03

**FORT WORTH**



**SCHEDULE OF CHANGES  
MADE BY THE CITY COUNCIL  
TO THE CITY MANAGER'S  
PROPOSED 2003-04 BUDGET**

**EXPLANATION OF REVENUE CHANGES:**

**Original General Fund Revenue Estimate:** **\$397,011,938**

**Sales Tax**

Original Estimate	\$70,940,335	\$18,833
Revised Estimate	\$70,959,168	

This slight adjustment is based on an improved Sales Tax re-estimate in the last two months.

**Licenses and Permits**

Original Estimate	\$45,424,035	\$147,770
Revised Estimate	\$45,571,805	

This adjustment accounts for the elimination of (\$2,375) for a proposed fee for block parties, which was included in the Proposed Budget as a new revenue source, and the addition of \$150,145 for increased fees associated with service enhancements in the Development Department.

**Fines and Forfeitures**

Original Estimate	\$14,292,017	\$540,021
Revised Estimate	\$14,832,038	

This increase accounts for \$185,000 in additional revenue from the addition of motor Officers in the Police Department, \$300,000 for parking fines collected by Municipal Court, \$55,021 in additional fees associated with increased staffing in the Code Compliance Department.

**Charges for Current Services**

Original Estimate	\$19,456,942	\$411,665
Revised Estimate	\$19,868,607	

This increase is associated with service enhancements in the Development Department.

**Other Revenue**

Original Estimate	\$1,299,602	\$1,500
Revised Estimate	\$1,301,102	

This increase is associated with service enhancements in the Development Department.

**Revised General Fund Revenue Total** **\$398,131,727**

**EXPLANATION OF APPROPRIATION CHANGES:****Original General Fund Appropriation:****\$397,011,938****Development Department**

Original Estimate	\$5,806,538	\$563,310
Revised Estimate	\$6,369,848	

An increase of \$563,310 has been made for nine additional positions to enhance customer service, office renovation, and web permitting system.

**Police Department**

Original Estimate	\$111,463,898	\$478,610
Revised Estimate	\$111,942,508	

An increase of \$478,610 has been made for two additional detectives in the Robbery Unit at \$26,332, five additional traffic officers at \$184,050, four additional neighborhood patrol officers at \$187,184, and three officers and one corporal in the Gang Unit at \$81,044.

**Code Compliance Department**

Original Estimate	\$6,421,074	\$249,480
Revised Estimate	\$6,670,554	

An increase of \$249,480 has been made for five additional code compliance officers.

**Mayor and City Council**

Original Estimate	\$772,451	\$18,833
Revised Estimate	\$791,284	

An increase of \$18,833 has been made for an increase in salaries to offset healthcare costs.

**Public Health Department**

Original Estimate	\$6,708,369	\$160,792
Revised Estimate	\$6,869,161	

An increase of \$160,792 has been made for the addition of two humane/animal welfare investigator positions in the Animal Care and Control Division to investigate charges of animal cruelty and neglect.

**Non-Departmental**

Original Estimate	\$80,449,497	(\$351,236)
Revised Estimate	\$80,098,261	

A decrease of (\$351,236) has been made to eliminate the reserve established for unspecified adjustments associated with the Buck Consultants report on compensation.

**Revised General Fund Appropriation Total****\$398,131,727****Net Changes from City Manager's Proposed Budget****\$1,119,789****Special Fund Changes****Group Health and Life Insurance Fund**

Original Estimate	\$50,302,646	\$566,932
Revised Estimate	\$50,869,578	

An increase of \$566,932 has been made to reflect expenditure trends in recent re-estimates.

**Culture and Tourism Fund**

Original Estimate	\$9,132,020	\$142,196
Revised Estimate	\$9,274,216	

An increase of \$35,882 has been made for additional funding for the Fort Worth Museum of Science and History for operations and maintenance costs, and an increase of \$26,314 has been made for Sister Cities International due to an increase in core expenses and \$80,000 has been added for the ongoing efforts in acquiring an African sister city.

**FORT WORTH**



## GENERAL FUND BUDGET SYNOPSIS

The FY2003-04 adopted General Fund budget is based on a \$13,778,113 increase in expenditures, a 3.58 percent increase from the FY2002-03 adopted budget. Major expenditure adjustments are as follows:

\$6,316,021	45.39 APs	Increase in funds for salaries of civil service and regular employees
\$2,714,123		Increase in funds for group health insurance
\$2,336,652		Increase in funds for contract street maintenance
\$1,969,250		Increase in funds for retiree health insurance contributions
\$1,471,803		Increase in funds for contractual services
\$1,430,909		Increase in funds for utility costs for electricity
(\$1,045,080)		Decrease in funds for technology services
(\$936,416)		Decrease in funds for equipment administrative fees
(\$709,249)		Decrease in funds for the purchase of motor vehicles
(\$674,731)		Decrease in funds for workers' compensation costs
\$533,750		Increase in funds for transfers
\$428,845		Increase in funds for motor vehicle repair costs
\$329,119		Increase in funds for motor vehicle fuel
(\$309,368)		Decrease in funds for employee buy-back
\$308,248		Increase in funds for commercial insurance
\$293,801		Increase in funds for Police Civil Service retirement contributions
\$248,331		Increase in funds for information technology supplies
(\$237,088)		Decrease in funds for civil service buy-back
\$206,874		Increase in funds for equipment maintenance labor costs
\$190,283		Increase in funds for radio charges
(\$173,605)		Decrease in funds for computer lease equipment
(\$172,340)		Decrease in funds for motor vehicle repair and maintenance supply expenses
\$171,568		Increase in funds for consultant services
\$180,000		Increase in funds for third party plumbing costs
(\$154,232)		Decrease in funds for information and technology expenses
(\$130,000)		Decrease in funds for construction and maintenance equipment
(\$129,573)		Decrease in funds for travel expenses
\$128,501		Increase in funds for Medicare contributions
(\$127,124)		Decrease in funds for paving materials
\$124,230		Increase in funds for water utility expenses
(\$115,470)		Decrease in funds for scheduled temporaries
(\$104,180)		Decrease in funds for overtime expenses
\$104,065		Increase in funds for uniforms and special clothing
(\$100,000)		Decrease in funds for construction
(\$100,000)		Decrease in funds for single family demolitions



## MAJOR ADJUSTMENTS BY DEPARTMENT

### City Manager's Office

The adopted City Manager's Office budget is \$4,314,203, representing a 10.94 percent decrease from the FY2002-03 adopted budget. This decrease is primarily due to the transfer of the Action Center and Neighborhood Capacity Coordination to the Community Relations Department

### City Secretary

The adopted City Secretary budget is \$512,203, representing a 2.77 percent decrease from the FY2002-03 adopted budget. The decrease is primarily due to the reduction of a vacant Customer Service Representative position to part time.

### Code Compliance

The Code Compliance Department's adopted budget of \$6,670,554 represents a .95 percent increase over the FY2002-03 adopted budget. This increase includes \$246,748 for implementation of the Code Rangers Program. Furthermore, there is an increase of \$249,480 for the addition of five Code Compliance Officer positions; however, these increase are offset by deletion of a vacant Maintenance Worker position and a decrease of (\$100,000) for the demolition of substandard single-family structures.

### Community Relations

The Community Relations Department's adopted budget is \$804,088. The department is a combination of the Human Relations Commission, the Action Center, and the Youth and Neighborhood Outreach Office, which were formally divisions of the City Manager's Office. These offices were grouped together according to the similarities of their functions and in order to provide improved service delivery to citizens.

### Development

The adopted Development budget is \$6,369,848, a 21.50 percent increase over the FY2002-03 adopted budget. The department's budget includes an addition of \$388,420 for the addition of one Assistant Development Director, two Senior Customer Service Representatives, two Plans Examiners, one Development Inspector, one Planner and one Planning Assistant. The newly authorized positions will enable the department to better meet the standards of customer wait times for phones, faxed or walk in customers, turn around times on plan reviews and revisions and to manage newly created committee Boards and Commissions. The department's budget includes also an addition of \$174,890 for the addition of one IT Technical Support Analyst II and the purchase of the software and services for the web enabled permit functions to enable the permitting system to take requests via the Internet. Costs associated with these positions are offset by a 7 percent increase in development fee that will become effective December 1, 2003.

### Economic and Community Development

The adopted Economic and Community Development budget is \$1,531,128, representing a 7.21 percent decrease from the FY2002-03 adopted budget. This decrease is primarily due to the reduction of travel and Worker's Compensation Fund contributions.

### Environmental Management

The adopted Environmental Management budget is \$1,191,431, representing a 6.28 percent decrease from the FY2002-03 adopted budget. The decrease is primarily due to the shifting of one Environmental Supervisor position to the Environmental Management Fund and one Office Assistant II position to grant funds.

### Finance

The adopted budget for the Finance Department is \$4,909,263, which represents a decrease of 5.12 percent from the FY2002-03 adopted budget. The decrease is due to the elimination of four vacant positions: a Buyer position in the Purchasing Division, a Senior Accountant position and an Office Assistant position in Accounting, and a Senior Risk Management Analyst position in the Risk Management Division.

### Fire

The adopted budget for the Fire Department is \$69,766,811, which is a 2.71 percent increase from the FY2002-03 adopted budget. Several major initiatives are responsible for the increase in the department's budget. Fourteen civil service positions will be added in July 2004 to convert three fire companies from three-person to four-person staffing. One Office Assistant II was added to the training division, and one Information Systems Analyst II was added to provide technology support services to the department.

### Housing

The adopted budget for the Housing Department is \$50,078 a 22.44 percent decrease from the FY2002-03 adopted budget. This decrease reflects reductions in travel, training, supplies, and the transfer of a percentage of the department's auto allowance to grant funding.

### Human Resources

The adopted Human Resources (HR) budget is \$3,469,473, which represents an 8.23 percent decrease from the department's FY2002-03 adopted budget. HR's General Fund budget decreases by (\$149,810) due to the transfer of three Wellness Program-related positions and associated costs to the Group Health and Life Insurance Fund. Per actual and anticipated expenditures, the contractual services budget decreases by (\$63,861) for employee drug tests, physicals and Department of Transportation (DOT) random drug tests. For FY03-04, HR salaries decreased by (\$33,300) due to implementation of a more modest compensation package. Based on anticipated expenditures, the HR budget decreased by (\$23,520) for information technology charges.

### Internal Audit

The adopted Internal Audit budget is \$888,768, which is a 3.49 percent decrease from the 2002-03 adopted budget. The decrease is primarily due to elimination of 0.5 a vacant Senior Auditor Position.

### Law

The adopted Law budget is \$3,526,665, which is a 1.61 percent decrease from its FY2002-03 adopted budget. As part of larger General Fund budget balancing strategies, the adopted budget decreases by (\$48,696) for salary and related personnel costs due to the elimination of one vacant Paralegal position. The adopted scheduled temporary employees budget increases by \$37,770 due to the addition of a part-time Prosecutor dedicated to expanded Fort Worth Attendance Court operations, the cost of which is fully reimbursed by the Fort Worth Independent School District. Law's adopted budget decreases by (\$19,775) for computer leases based on the department's buy-out of most of its lease computers and computer-related equipment. Law's adopted budget also decreases by (\$11,982) for employee vacation sell-back. Based on existing and anticipated fiscal constraints, employee vacation sell-back was eliminated for FY03-04.

### Library

The adopted Library budget is \$13,293,512, a 0.90 percent decrease from the FY2002-03 adopted budget. Budget balancing adjustments include a (\$178,981) decrease in contractual services. The reduction in contractual expenditures includes, but is not limited to: 1) the elimination of one of the three Central Library security guards; 2) reduced contracted materials binding and processing; 3) curtailment of new fire alarm and Checkpoint security system installations for FY03-04; and 4) deletion of funds to lease climate-controlled storage facility. The adopted budget does increase by \$87,684 to cover increasing health care costs. However, the budget decreases by (\$85,606) for salaries per approved, more modest FY03-04 compensation package. Based on actual expenditures under a new copier lease agreement, the department added \$48,280 in funding for office copy services. Library also increased its telephone service budget by \$37,891 based on historical expenditures.

### Mayor and Council

The adopted Mayor and Council budget is \$791,284, which is a 2.83 percent decrease from the FY2002-03 adopted budget. The \$23,009 decrease is attributable to reductions for travel, technology costs, and operating supplies. The reduction is net of an \$18,833 increase for Council Aide salaries to offset healthcare insurance costs.

### Municipal Court

The Municipal Court adopted budget is \$9,567,381, which is a 2.74 percent decrease from the FY2002-03 adopted budget. This decrease is primarily due to the reduction of funds budgeted for consultant fees for delinquent fine collections. Payments to the consultant are based on a percentage of fines collected. Adopted expenditures have been reduced to be consistent with actual expenditures.

### Non-Departmental

The Non-Departmental adopted budget is \$80,098,261, which is a 7.67 percent increase from the previous year's adopted level. Increases include the addition of \$1,969,520 for the City's contribution for health benefits for retirees participating in the City's health plan, \$1,883,155 for a combination of contractual increases and grant matches, and \$1,497,787 for utility costs due to increase in electricity.

### Parks and Community Services

The adopted budget for the Parks and Community Services Department (PACS) is \$19,375,709, which represents a 2.89 percent decrease from the department's FY2002-03 adopted budget. Part of broader budget balancing activities, the PACS budget decreases by (\$311,500) for vehicle replacements due to a more limited vehicle replacement schedule for FY03-04 than in the previous fiscal year. Based on existing economic conditions, the department decreased contractual services budget by (\$241,133) by reducing or eliminating such services as installation of park security lighting, Neighborhood Small Grants Program matching funds, General Fund allocation for two playground renovations, etc. The PACS budget also decreases by (\$219,855) for the Equipment Services Department's annual, per vehicle overhead charge based on a reassessment of FY03-04 indirect fleet management costs. At the same time, the department's group health insurance budget increased by \$113,586 per escalating health insurance costs industry-wide. PACS' adopted salaries budget increases by \$106,343 per approved compensation package. As part of departmental efforts to meet budget reduction targets, PACS decreased by (\$87,997) the budget for agricultural and botanical supplies.

### Planning

The Planning Department's adopted budget is \$1,437,047, which is a 3.19 percent decrease from the department's FY2002-03 adopted budget. This reduction is primarily due to a reduction in consultants and professional services related to the Historic Preservation Plan.

### Police

The adopted budget for the Police Department is \$111,942,508 a 4.96 percent increase above the FY2002-03 adopted budget. This increase is primarily due partial-year funding of eight Police Officer positions added to increase patrol coverage and reduce response time, two additional detectives in the Robbery Unit, five additional traffic officers, four additional neighborhood patrol officers, and three officers and one corporal in the Gang Unit.

### Public Events

The adopted Public Events budget is \$8,473,922, which is a 3.68 percent decrease over the FY2002-03 adopted budget. This decrease includes the reductions of (\$177,364) to the department's budget the replacement of equipment at the Fort Worth Convention Center as well as (\$209,274) in workers' compensation costs.

### Public Health

The adopted Public Health budget is \$6,869,161, which is a .32 percent increase above the FY2002-03 adopted budget. This increase the represents the addition of \$34,208 for an Office

Assistant position in Vital Records Division, and \$160,792 for a Customer Service Representative, Animal Shelter Attendant, and two Humane/Animal Welfare Investigator positions in the Animal Control Division.

#### Transportation and Public Works

The Transportation and Public Works Department's adopted budget is \$37,642,451, which is a 4.48 percent increase from the department's FY2002-03 adopted budget. The increases of a \$2.5 million for contract street maintenance was primarily due to a 50% percent decrease in the Fort Worth Transportation Authority (the T) full funding of the \$5 million for street maintenance. The adopted budget decreases by (\$127,896) for the elimination of three vacant authorized positions. The budget also decreases by (\$397,400) according to the adopted FY2003-04 vehicle replacement plan.

#### Zoo

The adopted budget for the Zoo is \$4,635,978, a 9.99 percent increase over its FY2002-03 adopted budget. Per the City's contractual obligation to the Fort Worth Zoological Association, the Zoo's budget increased by \$361,438 for the fourth and final implementation year of a plan to increase the City's annual base subsidy to the Association by \$1,445,756 for Fort Worth Zoo maintenance and operations. The adopted budget also increases by \$59,494 for the required Consumer Price Index adjustment to the annual payment to the Fort Worth Zoological Association, which was calculated at 1.3 percent for the FY03-04 budget. The Zoo budget decreases by (\$68,200) for its workers' compensation contribution per an agreement with the Zoological Association that cost assessments should include only current claims for existing employees.

## FISCAL YEAR 2003-04 ALL FUNDS COMPARISON OF REVENUES AND EXPENDITURES

	General Fund	Grant Funds	Enterprise Funds	Internal Service Funds	Special Funds
BEGINNING BALANCE:	\$27,168,836	\$103,796	\$12,288,486	(\$10,187,128)	\$24,386,339
<b>ESTIMATED REVENUES:</b>					
Taxes					
(a) Property Tax	212,144,569				
(b) Sales Tax	70,959,168				46,739,812
(c) Other Local Taxes	8,670,000				
Licenses and Permits	45,601,805				
Fines and Forfeitures	14,832,038				
Use of Money and Property	10,859,457		2,132,022	67,400	2,429,371
Revenue From Other Agencies	1,057,611		550,507		1,878,729
Charges for Current Services	19,838,607		32,521,451	16,145,360	
Miscellaneous and Other Revenue	<u>1,301,102</u>		<u>241,826,467</u>	<u>1,245,604</u>	<u>66,951,075</u>
Total Revenues	385,264,357	0	277,030,447	17,458,364	117,998,987
Other Financing Sources					
(a) Transfers In	12,867,370		626,484	25,492,623	4,169,129
(b) Non-Revenues		<u>19,740,446</u>			
Total Revenues and Other Financing Sources	398,131,727	19,740,446	277,656,931	42,950,987	122,168,116
Use of Reserves				30,500	3,242,813
Total Estimated Revenues and Use of Reserves	\$398,131,727	\$19,740,446	\$277,656,931	\$42,981,487	\$125,410,929
<b>EXPENDITURES / EXPENSES:</b>					
City Manager	\$4,314,203				\$1,017,703
City Secretary	512,203				
Code Compliance	6,670,554				
Community Relations	804,088	641,623			
Debt Service	45,130,973				
Development	6,369,848				
Economic & Community Development	1,531,128				
Environmental Management	1,191,431		29,927,948		3,344,296
Finance	4,909,263				7,980,225
Fire	69,766,811				
Housing	50,078	19,098,823			
Human Resources	3,469,473			1,036,604	61,783,206
Internal Audit	888,768				
Law	3,526,665				
Library	13,293,512				
Mayor and Council	791,284				
Municipal Court	9,567,381				417,938
Non-Departmental	34,967,288			2,143,664	
Parks and Community Services	19,375,709		4,597,963		169,697
Planning	1,437,047				
Police	111,942,508				36,162,556
Public Events	8,473,922				9,274,216
Public Health	6,869,161				
Transportation and Public Works	37,642,451		233,772		
Zoo	4,635,978				
Utilities			239,698,714		
Aviation			3,060,802		
Engineering				9,952,494	301,225
Equipment Services				15,030,379	
Information Technology				<u>14,683,696</u>	
<b>Total Expenditures and Uses</b>	\$398,131,727	\$19,740,446	\$277,519,199	\$42,846,837	\$120,451,062
<b>ENDING BALANCE:</b>					
Reserve (committed)					
Reserve (uncommitted)					
Undesignated	\$27,168,836	\$103,796	\$12,426,218	(\$10,082,978)	\$26,103,393

## DEBT SERVICE COMPARISON OF REVENUES AND EXPENDITURES

	General Obligation Debt Service	Water and Sewer Debt Service	Solid Waste Debt Service	Golf Debt Service	Parking Building Debt Service	Airport Debt Service	Culture & Tourism Debt Service
BEGINNING BALANCE:	\$19,395,198	\$13,847,341	\$413	\$275,974	\$1,258,018	\$76,993	\$3,883,946
ESTIMATED REVENUES:							
Taxes							
(a) Property Tax							
(b) Sales Tax							
(c) Other Local Taxes							2,000,000
Licenses and Permits							
Fines and Forfeitures							
Use of Money and Property	2,500,000	150,000			5,000	4,000	
Revenue From Other Agencies					80,000		
Charges for Current Services							1,500,000
Miscellaneous & Other Rev	<u>295,000</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>302,000</u>	<u>0</u>	<u>0</u>
Total Revenues	2,795,000	200,000	0	0	387,000	4,000	3,500,000
Other Financing Sources							
(a) Transfers In	45,130,973	56,155,219	119,786	47,1139		385,675	
(b) Non-Revenues	_____	_____	_____	_____	_____	_____	_____
Total Revenues and Other Financing Sources	47,925,973	56,355,219	119,786	47,1139	387,000	389,675	3,500,000
(Less Reserves)	(6,368,515)	(2,326,294)	(5,952)	(69,082)	(170,000)	(14,000)	(1,072,100)
Total Estimated Revenues Less Reserves	\$41,557,458	\$54,028,925	\$113,834	\$402,057	\$217,000	\$375,675	\$2,427,900
EXPENDITURES/EXPENSES:							
City Manager							
City Secretary							
Code Compliance							
Debt Service	48,817,116	56,272,219	119,786	47,1139	387,000	385,675	4,863,160
Development							
Environmental Management							
Finance							
Fire							
Housing							
Human Relations Commission							
Human Resources							
Internal Audit							
Law							
Library							
Mayor and Council							
Municipal Court							
Non-Departmental							
Parks & Community Services							
Planning							
Police							
Public Events							
Public Health							
Transportation & Public Works							
Zoo							
Utilities							
Aviation							
Engineering							
Equipment Services							
Information Technology							
Total Expenditures & Uses	\$48,817,116	\$56,272,219	\$119,786	\$47,1139	\$387,000	\$385,675	\$4,863,160
ENDING BALANCE:	\$12,135,540	\$11,604,047	(\$5,539)	\$206,892	\$1,088,018	\$66,993	\$1,448,686

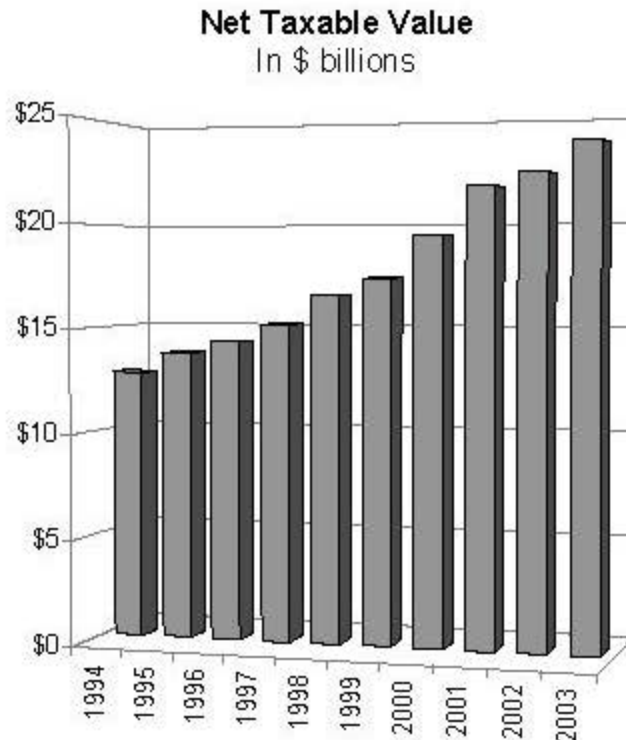
## GENERAL FUND REVENUE SUMMARY

	<b>ADOPTED 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>	<b>CHANGE FROM 2002-03 ADOPTED</b>	<b>% CHANGE</b>	<b>CHANGE FROM RE-ESTIMATE</b>	<b>% CHANGE</b>
Property Taxes	\$201,582,637	\$203,232,637	\$212,144,569	\$10,561,932	5.2%	\$8,911,932	4.4%
Sales Tax	\$73,540,577	\$70,540,379	\$70,959,168	(\$2,581,409)	-3.5%	\$418,789	0.6%
Other Local Taxes	\$9,690,141	\$8,741,845	\$8,670,000	(\$1,020,141)	-10.5%	(\$71,845)	-0.8%
Licenses and Permits	\$42,720,308	\$43,928,411	\$45,601,805	\$2,881,497	6.7%	\$1,673,394	3.8%
Fines and Forfeitures	\$14,225,963	\$14,106,407	\$14,832,038	\$606,075	4.3%	\$725,631	5.1%
Use of Money and Property	\$11,235,028	\$10,721,252	\$10,859,457	(\$375,571)	-3.3%	\$138,205	1.3%
From Other Agencies	\$1,662,705	\$1,590,032	\$1,057,611	(\$605,094)	-36.4%	(\$532,421)	-33.5%
Service Charges	\$17,140,408	\$18,153,470	\$19,838,607	\$2,698,199	15.7%	\$1,685,137	9.3%
Other Revenue	\$972,479	\$1,264,854	\$1,301,102	\$328,623	33.8%	\$36,248	2.9%
Transfers	\$11,583,368	\$12,987,916	\$12,867,370	\$1,284,002	11.1%	(\$120,546)	-0.9%
<b>Total Revenues</b>	<b>\$384,353,614</b>	<b>\$385,267,203</b>	<b>\$398,131,727</b>	<b>\$13,778,113</b>	<b>3.6%</b>	<b>\$12,864,524</b>	<b>3.3%</b>



## PROPERTY TAXES

The FY2003-04 budget maintains the City's property tax rate to \$0.8650 per \$100 net taxable valuation, which has been unchanged since the FY2001-02 budget, when the rate was reduced from \$0.8750. The City's property tax roll of net taxable value increased \$1.4 billion or 6.3 percent from the 2002 certified roll to the 2003 certified roll. This is the ninth consecutive increase. As a result, the City is projected to collect \$9.7 million more than in FY2002-03, even without a change in the tax rate.



The estimate of the FY2003-04 tax roll is based on the certified roll as provided by the Tarrant Appraisal District (TAD) in July 2003. The assumed collection rate is 96.00 percent. Other factors affecting current property tax revenue are the exemptions to assessed valuation authorized by the State and additional exemptions granted on a local option and approved by City Council.

The most significant exemptions approved by the City Council are the general homestead exemption of 20 percent available to all residential homestead properties, an additional \$40,000 homestead exemption granted to senior citizens, and the Freeport exemption.

## E-35

The following indicates the loss of taxable value for various exemptions from the preliminary roll:

Total Appraised Value	\$28,967,991,000
Less:	
Deferred Special Use Value Loss	
Agricultural	\$495,872,000
Scenic Land	\$5,867,000
Partial Exemption Value Loss	
Homestead	\$2,090,667,000
Over-65	\$850,285,000
Freeport Inventory	\$1,462,494,000
Disabled Person	\$67,333,000
Disabled Veteran	\$31,119,000
Historic Site	\$21,107,000
Solar/Wind	\$14,000
Foreign Trade Zone	\$29,810,000
Pollution Control	\$5,288,000
Abatement Value Loss	\$214,480,000
Indigent Housing Loss	
Nominal Personal Property	\$1,000
Prorated Absolute	\$1,837,000
Net Taxable Value	\$23,691,817,000
+ Minimum Value of Protested Values	\$1,646,263
Adjusted Net Value	\$25,338,080,000
Total Levy @ .8650	\$219,174,000
Less Estimated Levy Adjustments	\$1,753,000
Estimated Final Levy	\$217,421,000
Estimated Refunds	\$2,630,376
96% Collection Levy	\$206,199,000

### SALES TAX

Revenue from the City's one percent of the sales tax, exclusive of the one-half percent special use tax for the Crime Control and Prevention District Fund, is projected to equal \$70,959,168, a decrease of \$2,581,409 or 3.5 percent from the FY2001-02 budget. Sales tax collections for FY2002-03 are anticipated to fall short of the FY2002-03 adopted budget by \$3,000,198 or 4.08 percent. The FY2003-04 projection represents an increase of \$418,789 or 0.6 percent from the FY2002-03 re-estimate. This revenue is dependent on the level of retail sales.

OTHER LOCAL TAXES

Revenues from other local taxes are anticipated to decrease by \$1,020,141 or 10.5 percent due to projected decreases in Southwestern Bell Franchise Fee revenue.

LICENSES AND PERMITS

Revenues from licenses and permits are anticipated to be \$2,881,497 or 6.7 percent higher than the FY2002-03 budget. The increase is due to increases in parking meter revenues, street rental fees paid by the Water Department, new revenues charged by the Development Department, and revenue from TXU Franchise Fees for electricity and gas utilities.

FINES AND FORFEITURES

Total revenue from fines and forfeitures are estimated to increase from the FY2002-03 budget by \$606,075 or 4.3 percent. The increase is associated primarily with an increase in deferred adjudication cases and current parking fines.

USE OF MONEY AND PROPERTY

Revenue from the use of money and property is projected to decrease by \$375,571 or 3.3 percent from the FY2002-03 budget. The decrease is due primarily to lower earnings from interest on invested City funds.

REVENUE FROM OTHER AGENCIES

Revenue from other agencies is projected to be \$605,094 or 36.4 percent below the FY2002-03 budget. The change is due to the elimination of funds from the 911 District for support of the City's emergency call center, elimination of the PACS Department's E-Wise Program, and elimination of revenue from the Tarrant County Health Center, which has vacated Fort Worth Public Health Department facilities.

CHARGES FOR CURRENT SERVICES

Revenues from service charges are projected to be \$2,698,199 or 15.7 percent above the FY2002-03 budget. Revenues from the Development Department's Building Permits and Third-Party Inspection Program are expected to increase, as are revenues from fee increases for the vehicle pound.

OTHER REVENUE

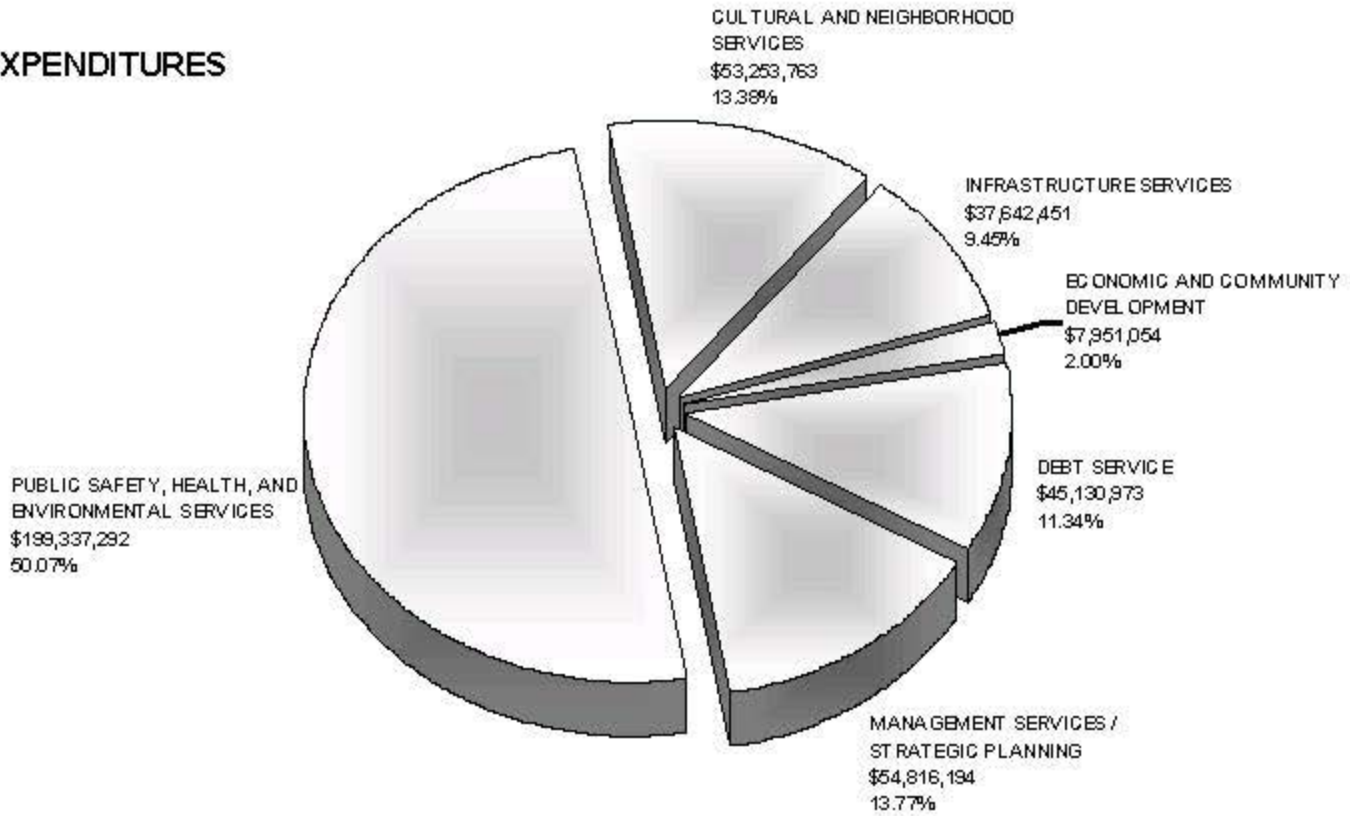
Other revenues are projected to be \$328,623 or 33.8 percent above the FY2002-03 budget, due primarily to an anticipated increase in subrogation revenue.

TRANSFERS

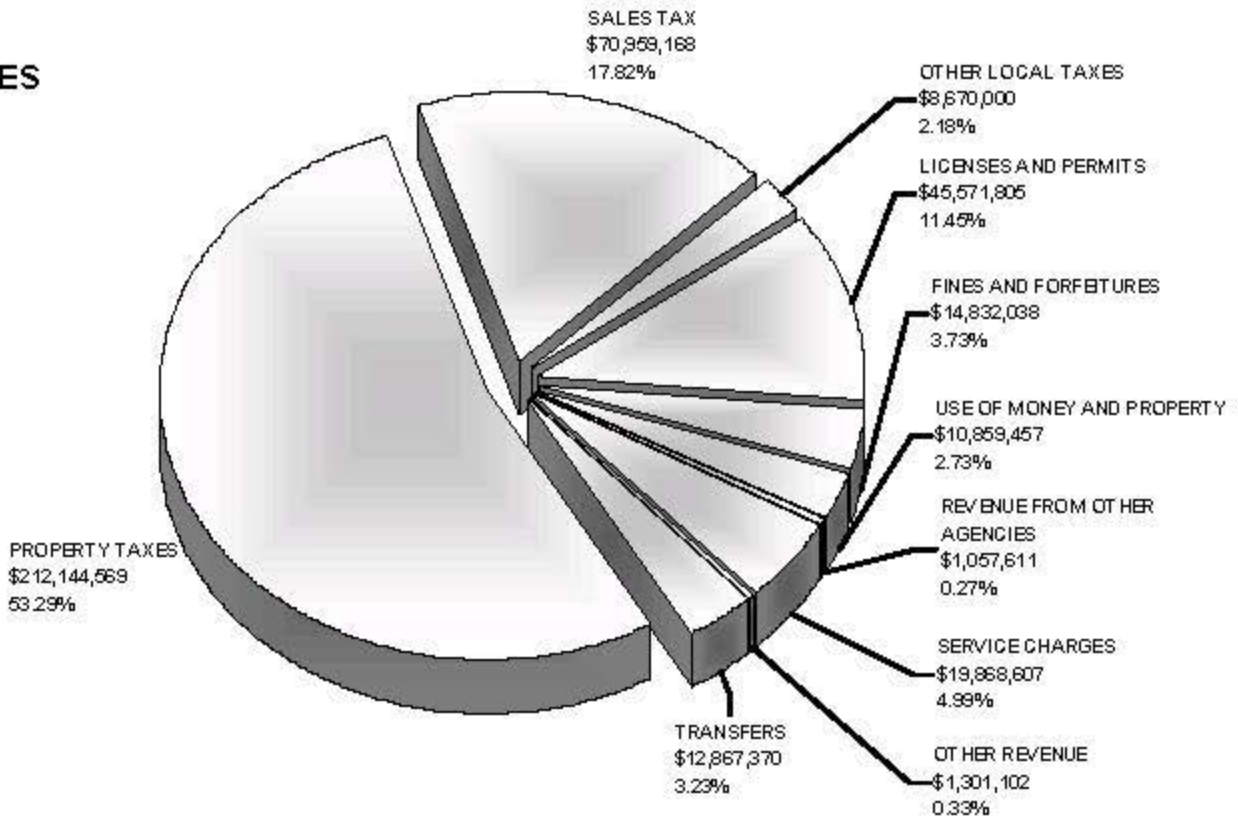
Transfer payments are projected to increase by \$1,284,002 or 11.1 percent due to beginning the transfer of Grant of Privilege revenue from solid waste haulers, which is collected in the Solid Waste Fund and transferred to the General Fund.

# 2003-04 GENERAL FUND BUDGET

## EXPENDITURES



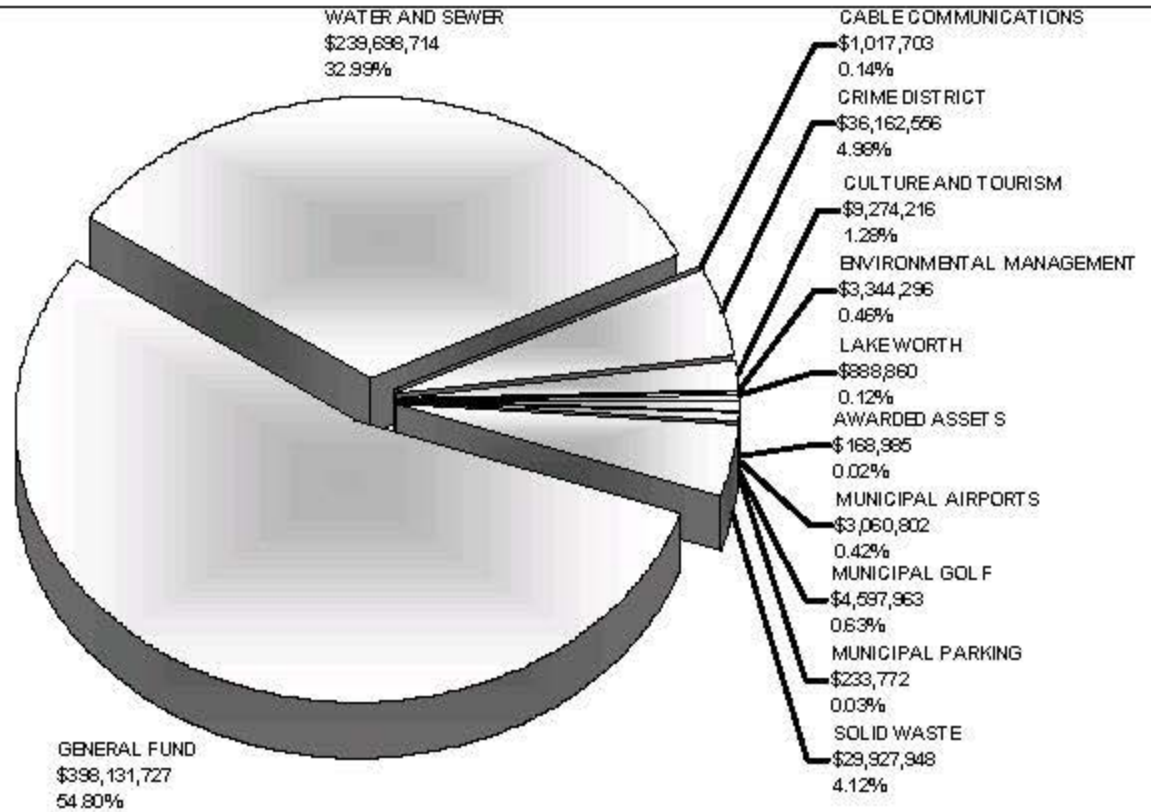
## REVENUES



**TOTAL GENERAL FUND \$398,131,727**

**2003-04 BUDGET**  
**CITY OF FORT WORTH**  
**TOTAL OPERATING BUDGET 2003-04**

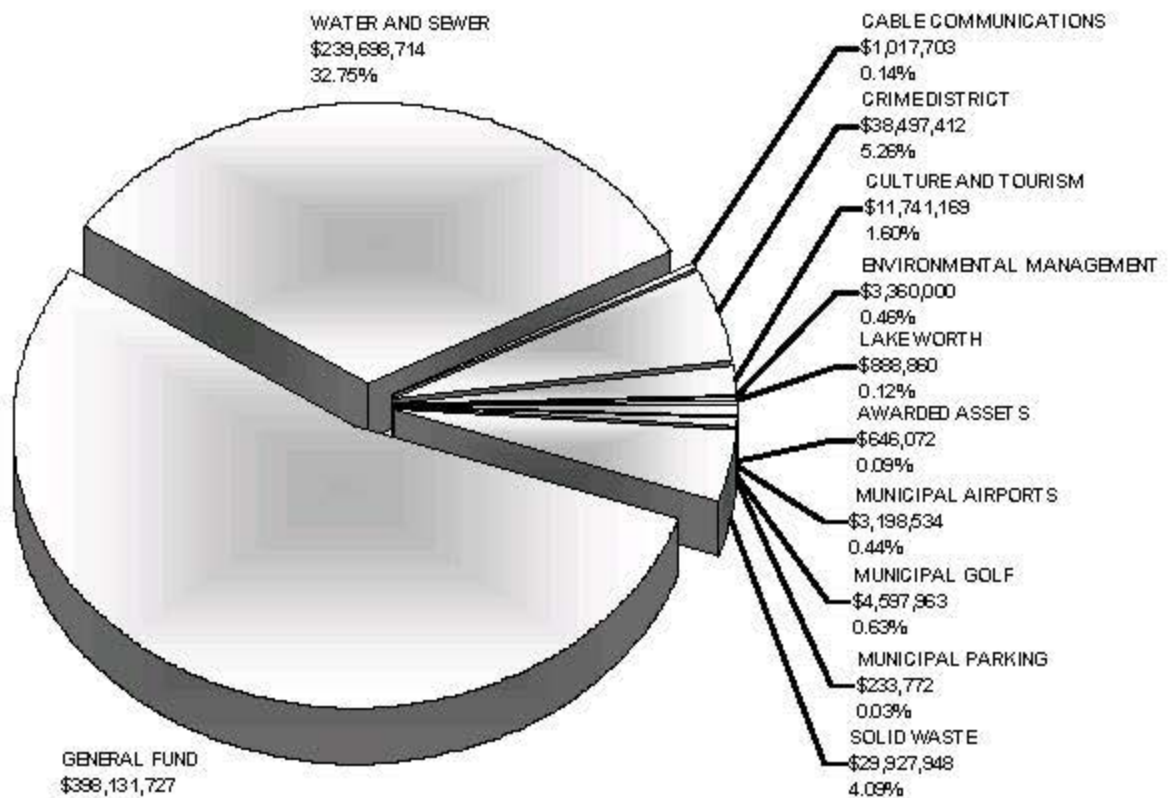
**TOTAL EXPENDITURES**



**TOTAL \$726,507,542\***

\*Excludes internal service funds and insurance funds totaling \$112,610,268

**TOTAL REVENUES**



**TOTAL \$731,939,874\***

\*Excludes internal service funds and insurance funds.

**SUMMARY OF AUTHORIZED POSITIONS AND EXPENDITURES  
GENERAL FUND BY DEPARTMENT AND CENTER**

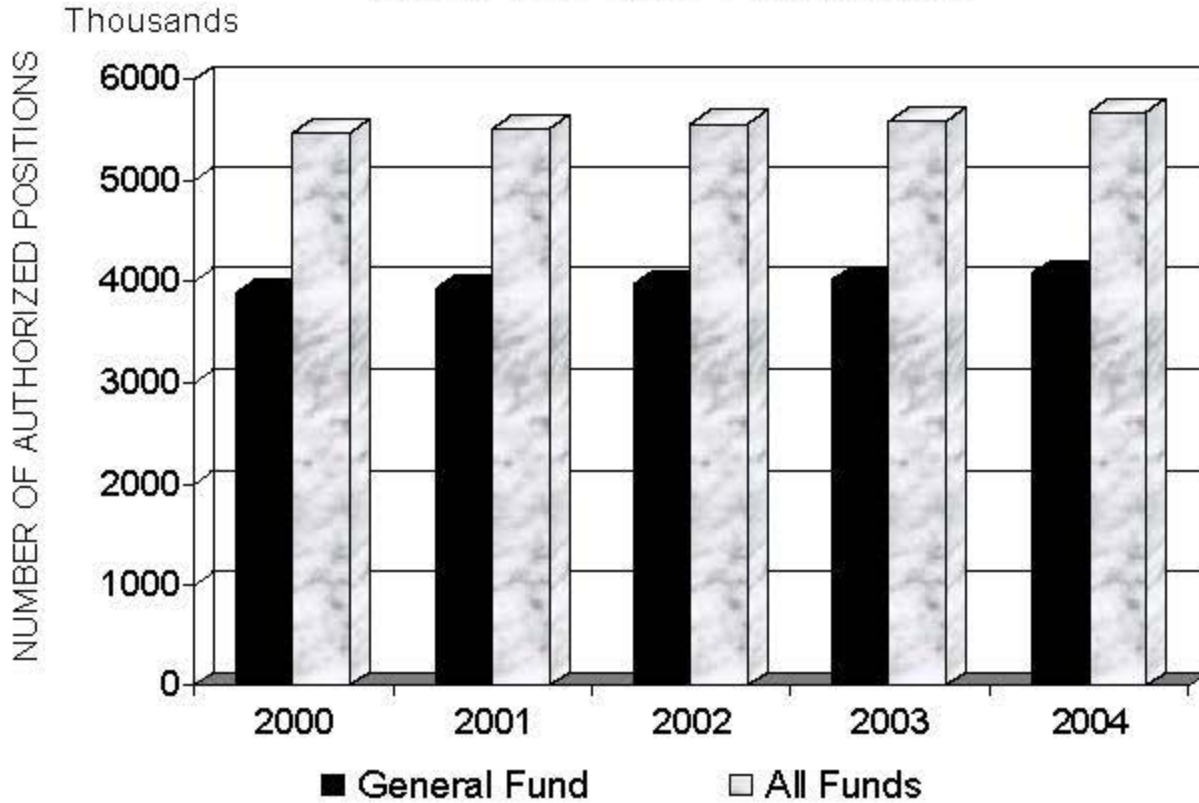
	AUTHORIZED POSITIONS			EXPENDITURES		
	Actual 2001-02	Adopted 2002-03	Adopted 2003-04	Actual 2001-02	Adopted 2002-03	Adopted 2003-04
CITY MANAGER	60.50	53.00	46.50	\$4,504,928	\$4,843,958	\$4,314,203
CITY SECRETARY	8.00	8.00	7.50	\$542,709	\$526,822	\$512,203
CODE COMPLIANCE	79.00	94.00	101.00	\$6,306,773	\$6,607,682	\$6,670,554
COMMUNITY RELATIONS	4.25	4.25	12.14	\$343,141	\$328,490	\$804,088
DEVELOPMENT	81.00	85.00	94.00	\$5,728,130	\$5,242,515	\$6,369,848
ECONOMIC AND COMMUNITY DEV		16.50	16.50	\$1,292,689	\$1,650,068	\$1,531,128
ENVIRONMENTAL MANAGEMENT	19.00	19.00	17.00	\$1,270,088	\$1,271,258	\$1,191,431
FINANCE	63.00	65.00	61.00	\$5,350,151	\$5,174,182	\$4,909,263
FIRE	784.00	787.00	817.00	\$64,146,559	\$67,926,149	\$69,766,811
HOUSING	0.40	0.40	0.40	\$64,081	\$64,564	\$50,078
HUMAN RESOURCES	43.00	47.00	44.00	\$3,716,068	\$3,780,414	\$3,469,473
INTERNAL AUDIT	15.00	15.00	14.50	\$893,683	\$920,955	\$888,768
LAW DEPARTMENT	41.00	42.00	41.00	\$3,286,357	\$3,584,279	\$3,526,665
LIBRARY	207.00	207.00	207.00	\$13,054,773	\$13,414,019	\$13,293,512
MAYOR AND COUNCIL	4.00	4.00	4.00	\$810,119	\$814,293	\$791,284
MUNICIPAL COURT	165.00	177.00	177.00	\$9,563,634	\$9,837,230	\$9,567,381
NON-DEPARTMENTAL	3.00			\$76,092,360	\$74,392,772	\$80,098,261
PARKS & COMMUNITY SERVICES	291.40	287.40	287.40	\$19,958,250	\$19,952,286	\$19,375,709
PLANNING	21.00	21.00	21.00	\$1,441,470	\$1,484,333	\$1,437,047
POLICE	1,436.00	1,438.00	1,446.00	\$101,473,426	\$106,650,182	\$111,942,508
PUBLIC EVENTS	115.00	115.00	116.00	\$9,127,536	\$8,797,460	\$8,473,922
PUBLIC HEALTH	122.00	122.00	126.00	\$6,589,079	\$6,847,546	\$6,869,161
TRANSPORTATION & PUBLIC WKS	406.00	403.00	399.00	\$36,587,870	\$36,027,111	\$37,642,451
ZOO	5.00	5.00	5.00	\$4,044,268	\$4,215,046	\$4,635,978
<b>GENERAL FUND TOTAL</b>	<b>3,973.55</b>	<b>4,015.55</b>	<b>4,060.94</b>	<b>\$376,188,142</b>	<b>\$384,353,614</b>	<b>\$398,131,727</b>

**SUMMARY OF AUTHORIZED POSITIONS AND EXPENDITURES  
OTHER FUNDS**

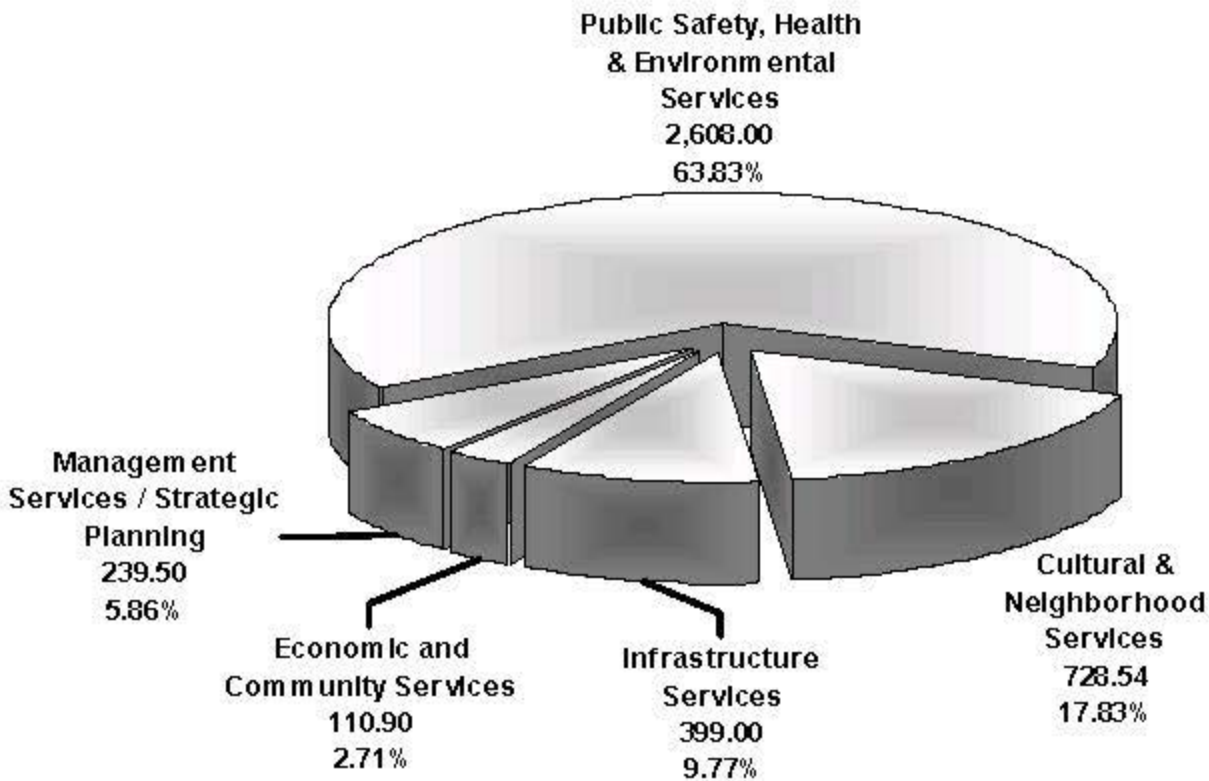
	<b>AUTHORIZED POSITIONS</b>			<b>EXPENDITURES</b>		
	<b>ACTUAL 2001-02</b>	<b>ADOPTED 2002-03</b>	<b>ADOPTED 2003-04</b>	<b>ACTUAL 2001-02</b>	<b>ADOPTED 2002-03</b>	<b>ADOPTED 2003-04</b>
<b><u>Enterprise Funds</u></b>						
Municipal Airports	30.00	27.00	27.00	\$7,762,017	\$2,944,984	\$3,060,802
Municipal Golf	63.00	63.00	40.00	\$6,569,314	\$6,276,229	\$4,597,963
Municipal Parking	1.00	1.00	1.00	\$310,896	\$300,844	\$233,772
Solid Waste	78.00	81.00	71.00	\$26,731,192	\$27,985,871	\$29,927,948
Water and Sewer	753.00	774.00	774.00	\$230,654,466	\$221,543,775	\$239,698,714
<b><u>Internal Service Funds</u></b>						
Engineering						
Services	150.75	152.00	155.00	\$9,264,935	\$9,479,601	\$9,952,494
Equipment Services	146.00	125.00	126.00	\$16,547,621	\$16,116,723	\$15,030,379
Information Systems	111.00	100.00	100.00	\$17,098,252	\$14,809,906	\$14,683,696
Office Services	19.00	19.00	19.00	\$2,156,660	\$2,229,645	\$2,143,664
Temporary Labor	2.00	2.00	2.00	\$1,114,168	\$925,190	\$1,036,604
<b><u>Special Funds</u></b>						
Cable						
Communications	13.00	13.00	13.00	\$905,038	\$959,226	\$1,017,703
Crime District	193.00	188.00	197.00	\$38,958,744	\$37,012,372	\$36,162,556
Culture and Tourism	8.00	8.00	8.00	\$7,900,025	\$8,699,051	\$9,274,216
Environmental						
Management Fund	20.00	23.00	25.00	\$2,668,729	\$3,214,246	\$3,344,296
Group Health						
Insurance	3.00	0.00	3.00	\$38,622,278	\$48,416,849	\$50,869,578
Lake Worth Trust	0.00	0.00	0.00	\$1,296,163	\$888,680	\$888,860
Federal Awarded						
Assets	0.00	0.00	0.00	\$369,749	\$489,641	\$168,985
State Awarded						
Assets	0.00	0.00	0.00	\$470,398	\$226,525	\$0
Property/Casualty	0.00	0.00	0.00	\$7,368,818	\$7,355,086	\$7,980,225
Worker's						
Compensation	0.00	0.00	0.00	\$10,251,683	\$10,930,127	\$10,471,455
Unemployment						
Compensation	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$434,726</u>	<u>\$367,001</u>	<u>\$442,173</u>
<b>TOTAL ALL FUNDS</b>	<b>5,564.30</b>	<b>5,591.55</b>	<b>5,605.94</b>	<b>\$803,644,014</b>	<b>\$805,525,186</b>	<b>\$839,117,810</b>

# CHANGES IN AUTHORIZED POSITIONS

## OVER THE PAST FIVE YEARS



## AUTHORIZED POSITIONS BY FUNCTION IN THE GENERAL FUND FOR FY2003-04





# **GENERAL FUND**

## FUND STATEMENT

**FUND:**

### GENERAL FUND

The General Fund is the largest fund within the City. The fund has the largest amount of revenue in the overall City Budget.

In accordance with the City's Financial Management Policy Statements (FMPS) in regards to a reliable, equitable, and diversified revenue stream, the General Fund revenues include property taxes, sales tax, license and permit fees, service charges, fines and forfeitures, and other miscellaneous revenues, such as other governmental agency revenues and interest revenue. These revenues are used to finance City departments that provide basic services, as well as to pay interest on debt incurred for capital improvements. There are several other funds in the City of Fort Worth; however, all activities that are supported by tax dollars are included in the General Fund.

The City's property tax generates the largest percentage of revenue for the General Fund. Property taxes are levied on both real estate and personal property, according to the property's valuation and the tax rate. For FY2003-04, the City's adopted property tax rate is \$0.8650 per \$100 of net taxable valuation. This is unchanged from the FY2002-03 and FY2001-02 property tax rate. Sales tax, the second largest revenue source for the City, also underpins the City's General Fund.

Debt Service, which is the City's obligation to pay the principal and interest on all bonds and other debt instruments according to a payment schedule, is \$45,130,973. It represents only 11.33% of the \$398,131,727 FY2003-04 adopted General Fund budget.

In accordance with the FMPS, the City's Finance Department determines administrative service charges due to the General Fund. These charges are then budgeted accordingly in all other funds.

The City also makes a concerted effort to maintain the General Fund's undesignated fund balance at 10 percent of current year budget expenditures. To monitor the condition of the General Fund and all other City funds, a monthly financial report is prepared that evaluates revenues and expenditures, as well as performance indicators. Additionally, the City also prepares an annual Long-Range Financial Forecast that discusses trends affecting the City, as well as critical issues Citywide.

The General Fund budget funds 4,060.94 authorized positions and 24 operating departments. Each department, listed alphabetically in the General Fund section, has a primary focus. General Fund departments provide primary services directly to the public, as well as support services to other City departments.

**FORT WORTH**



**GENERAL FUND BUDGET SUMMARY  
FISCAL YEAR  
2003-04**

**REVENUES:**

Property Tax	\$212,144,569
Sales Tax	70,959,168
Other Local Taxes	8,670,000
Licenses and Permits	45,601,805
Fines and Forfeitures	14,832,038
Use of Money and Property	10,859,457
Revenue from Other Agencies	1,057,611
Charges for Current Services	19,838,607
Other Revenue	<u>1,301,102</u>

**TOTAL REVENUE** \$385,264,357

**OTHER FINANCING SOURCES:**

Transfers	\$12,867,370
Use of Fund Balance	<u>0</u>

**TOTAL REVENUE AND OTHER FINANCING SOURCES** \$398,131,727

**EXPENDITURES:**

Personal Services	\$256,126,428
Supplies	19,166,263
Contractual Services	<u>76,484,312</u>

**TOTAL RECURRING EXPENSES** \$351,777,003

**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	\$1,223,751
Debt Service	<u>45,130,973</u>

**TOTAL DEBT SERVICE AND CAPITAL OUTLAY** \$46,354,724

**TOTAL EXPENDITURES** \$398,131,727

**PROJECTED UNDESIGNATED  
GENERAL FUND BALANCE  
AS OF SEPTEMBER 30, 2004**

Total Fund Equity	<b>\$39,317,458</b>
Reserve for Encumbrances	(\$2,261,106)
Reserve for Designated or Authorized Expenditures	(\$222,403)
Reserve for Inventory	(\$2,315,190)
Reserve for TU Rate Case	(\$500,000)
Unreserved, Undesignated Fund Balance (9/30/03)	\$34,018,759
Plus: Projected Revenues	\$398,131,727
Minus: Projected Expenditures	(\$398,131,727)
Unreserved, Undesignated Fund Balance (9/30/04)	<b>\$34,018,759</b>
Plus: Unrealized Gain**	\$1,531,578
Revised Unreserved, Undesignated Fund Balance (9/30/04)	<b>\$35,550,337</b>

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

\*\* The increase in the market value of the City's investment portfolio that has not been turned into cash.

**SUMMARY OF AUTHORIZED POSITIONS AND EXPENDITURES  
GENERAL FUND BY DEPARTMENT AND CENTER**

	AUTHORIZED POSITIONS			EXPENDITURES		
	Actual 2001-02	Adopted 2002-03	Adopted 2003-04	Actual 2001-02	Adopted 2002-03	Adopted 2003-04
CITY MANAGER	60.50	53.00	46.50	\$4,504,928	\$4,843,958	\$4,314,203
CITY SECRETARY	8.00	8.00	7.50	\$542,709	\$526,822	\$512,203
CODE COMPLIANCE	79.00	94.00	101.00	\$6,306,773	\$6,607,682	\$6,670,554
COMMUNITY RELATIONS	4.25	4.25	12.14	\$343,141	\$328,490	\$804,088
DEVELOPMENT	81.00	85.00	94.00	\$5,728,130	\$5,242,515	\$6,369,848
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FIRE	784.00	787.00	817.00	\$64,146,559	\$67,926,149	\$69,766,811
HOUSING	0.40	0.40	0.40	\$64,081	\$64,564	\$50,078
HUMAN RESOURCES	43.00	47.00	44.00	\$3,716,068	\$3,780,414	\$3,469,473
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LAW DEPARTMENT	41.00	42.00	41.00	\$3,286,357	\$3,584,279	\$3,526,665
LIBRARY	207.00	207.00	207.00	\$13,054,773	\$13,414,019	\$13,293,512
MAYOR AND COUNCIL	4.00	4.00	4.00	\$810,119	\$814,293	\$791,284
MUNICIPAL COURT	165.00	177.00	177.00	\$9,563,634	\$9,837,230	\$9,567,381
NON-DEPARTMENTAL	3.00			\$76,092,360	\$74,392,772	\$80,098,261
PARKS & COMMUNITY SERVICES	291.40	287.40	287.40	\$19,958,250	\$19,952,286	\$19,375,709
PLANNING	21.00	21.00	21.00	\$1,441,470	\$1,484,333	\$1,437,047
POLICE	1,436.00	1,438.00	1,446.00	\$101,473,426	\$106,650,182	\$111,942,508
PUBLIC EVENTS	115.00	115.00	116.00	\$9,127,536	\$8,797,460	\$8,473,922
PUBLIC HEALTH	122.00	122.00	126.00	\$6,589,079	\$6,847,546	\$6,869,161
TRANSPORTATION & PUBLIC WKS	406.00	403.00	399.00	\$36,587,870	\$36,027,111	\$37,642,451
ZOO	5.00	5.00	5.00	\$4,044,268	\$4,215,046	\$4,635,978
<b>GENERAL FUND TOTAL</b>	<b>3,973.55</b>	<b>4,015.55</b>	<b>4,060.94</b>	<b>\$376,188,142</b>	<b>\$384,353,614</b>	<b>\$398,131,727</b>

**FORT WORTH**



**COMPARISON OF GENERAL FUND REVENUES AND OTHER FINANCING RESOURCES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>ADOPTED 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Property Taxes	\$173,035,847	\$192,053,355	\$201,582,637	\$203,232,637	\$212,144,569
Sales Tax	\$73,050,386	\$72,653,004	\$73,540,577	\$70,540,379	\$70,959,168
Other Local Taxes	\$9,068,484	\$8,830,589	\$9,690,141	\$8,741,845	\$8,670,000
Licenses and Permits	\$47,530,658	\$43,472,737	\$42,720,308	\$43,928,411	\$45,601,805
Fines and Forfeitures	\$13,328,582	\$13,684,784	\$14,225,963	\$14,106,407	\$14,832,038
Use of Money and Property	\$12,955,895	\$11,732,146	\$11,235,028	\$10,721,252	\$10,859,457
From Other Agencies	\$981,063	\$1,690,184	\$1,662,705	\$1,590,032	\$1,057,611
Service Charges	\$13,929,964	\$16,419,260	\$17,140,408	\$18,153,470	\$19,838,607
Other Revenue	\$1,442,223	\$3,522,493	\$972,479	\$1,264,854	\$1,301,102
Transfers	\$9,301,170	\$9,481,029	\$11,583,368	\$12,987,916	\$12,867,370
<b>Total Revenues</b>	<b>\$354,624,272</b>	<b>\$373,539,581</b>	<b>\$384,353,614</b>	<b>\$385,267,203</b>	<b>\$398,131,727</b>



**COMPARATIVE SUMMARY OF AD VALOREM TAX LEVIES AND COLLECTIONS**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>ADOPTED 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Original Levy	\$171,938,438	\$192,813,638	\$205,900,000	\$205,900,000	\$219,174,000
Tax Collections					
Current Property Taxes	\$164,845,265	\$186,833,526	\$199,264,000	\$200,417,456	\$208,724,000
Less Estimated Refunds			(\$2,800,000)	(\$2,036,466)	(\$2,525,000)
Delinquent Property Taxes	\$2,734,746	\$2,603,550	\$3,003,605	\$3,838,201	\$3,573,785
Vehicle Inventory	\$130,000	\$159,124	\$130,000	\$130,000	\$130,000
Interest/Penalty Charges	\$1,593,434	\$2,457,136	\$1,985,032	\$2,363,524	\$2,241,784
<b>TOTAL COLLECTIONS</b>	<b>\$169,303,445</b>	<b>\$192,053,336</b>	<b>\$201,582,637</b>	<b>\$204,712,715</b>	<b>\$212,144,569</b>
<b>ADJUSTED NET TAXABLE ASSESSED VALUATIONS</b>	<b>\$19,850,107,179</b>	<b>\$22,253,397,000</b>	<b>\$23,803,519,000</b>	<b>\$23,803,519,000</b>	<b>\$25,338,080,000</b>
<b>TAX RATE PER \$100 VALUATION</b>					
<b>GENERAL FUND LEVY</b>					
Operating Levy \$	\$117,914,292	\$138,876,469	\$152,333,027	\$153,824,620	\$162,068,027
G.O. Debt Levy \$	\$46,930,973	\$47,957,057	\$44,130,973	\$44,556,370	\$44,130,973
Operating Levy % of Total Levy	71.53%	74.33%	77.54%	77.54%	78.60%
G.O. Debt Levy % of Total Levy	28.47%	25.67%	22.46%	22.46%	21.40%
Operating Levy	0.6259	0.6430	0.6707	0.6707	0.6799
G.O. Debt Levy	0.2491	0.2220	0.1943	0.1943	0.1851
<b>Total Tax Rate</b>	<b>0.8750</b>	<b>0.8650</b>	<b>0.8650</b>	<b>0.8650</b>	<b>0.8650</b>
<b>CURRENT DELINQUENCY</b>	<b>4.13%</b>	<b>3.10%</b>	<b>3.22%</b>	<b>2.66%</b>	<b>4.77%</b>

*Note: All prior year numbers are unaudited*

	ACTUAL 2000-01	ACTUAL 2001-02	ADOPTED 2002-03	RE-ESTIMATE 2002-03	ADOPTED 2003-04
<b>CITY MANAGER</b>					
INTERNATIONAL CENTER DUES	\$500				
INTERNATIONAL CENTER RENT	\$20,823	\$3,582	\$40,408		\$40,408
MISCELLANEOUS REVENUE		\$13,251			
<b>CITY MANAGER</b>	<b>\$21,323</b>	<b>\$16,833</b>	<b>\$40,408</b>		<b>\$40,408</b>
<b>CITY SECRETARY</b>					
FILING FEES	\$1,000				
MISCELLANEOUS REVENUE	\$1,251	\$385	\$132	\$2,075	\$132
SALE OF CITY CODES	\$15	\$10		\$15	
SALE OF VOTER LISTS				\$54	
<b>CITY SECRETARY</b>	<b>\$2,266</b>	<b>\$395</b>	<b>\$132</b>	<b>\$2,144</b>	<b>\$132</b>
<b>CODE COMPLIANCE</b>					
APARTMENT INSPECTION FEE	\$293,062	\$319,320	\$428,700	\$251,871	\$279,780
APT FOLLOWUP FEE		\$2,183		\$26,523	
PENALTY SECURE VAC STRUT	\$22,008	\$16,888	\$64,734	\$23,934	\$64,734
SALE OF JUNKED VEHICLES			\$364		\$364
SECURING VACANT STRUCTURE	\$31,777	\$14,553	\$43,400	\$41,254	\$43,400
WEED CUTTING FEES	\$395,964	\$427,604	\$861,989	\$659,460	\$861,989
WEED CUTTING PENALTIES	\$78,487	\$74,472	\$78,912	\$83,258	\$78,912
WRECKING/MOVING PMTS	\$17,172	\$113,775	\$165,846	\$165,396	\$165,846
<b>CODE COMPLIANCE</b>	<b>\$838,470</b>	<b>\$968,795</b>	<b>\$1,643,945</b>	<b>\$1,251,696</b>	<b>\$1,495,025</b>
<b>COMMUNITY RELATIONS</b>					
MISCELLANEOUS REVENUE	\$8,801	\$9,420		\$1,636	
<b>COMMUNITY RELATIONS</b>	<b>\$8,801</b>	<b>\$9,420</b>		<b>\$1,636</b>	
<b>DEVELOPMENT</b>					
AFTER HOURS FEE	\$390	\$540		\$810	
BED & BREAKFAST FEES		\$212		\$410	\$546
BILLBOARD REGISTRATION	\$58,975	\$4,125	\$6,331	\$421	\$430
BOARD APPEALS - CFPBOA	\$4,800	\$9,680	\$6,099	\$19,927	\$6,099
BOARD OF ADJUSTMENT FEES	\$65,839	\$102,975	\$98,702	\$142,663	\$100,900
BUILDING PERMITS	\$2,211,818	\$3,048,961	\$3,053,875	\$3,318,714	\$3,546,635
CERTIFICATE OF OCCUPANCY	\$3,550	\$1,100	\$1,000	\$2,250	\$3,000
COMM FACILITY AGREEMENT	\$11,023	\$11,023			
CONST CODE BOOK SALES	\$9,239	\$26,776	\$31,334	\$12,530	\$31,334
DOUBLE PERMIT FEE	\$3,543	\$3,424	\$2,135	\$25,244	\$15,000
ELEC JRNY LIC & REG	\$32,007	\$28,609	\$46,446	\$53,475	\$100,000
ELEC MSTR LIC & REG	\$111,475	\$114,980	\$178,609	\$114,309	
ELECTRICAL PERMITS	\$267,148	\$286,225	\$283,396	\$284,400	\$336,800
ENCROACHMENT LETTERS	\$2,272	\$2,248	\$2,048	\$2,160	\$1,821
EXAMINATION FEES	\$908	\$147	\$166	\$166	\$166
GAS WELL DRILLING					\$30,000
HOUSE MOVERS PERMITS FEES	\$6,175	\$5,983	\$7,257	\$2,322	\$2,456
MAP SALE REVENUE	\$1,823	\$1,611	\$2,160	\$1,283	\$2,160
MECH LIC & REG	\$59,890	\$87,995	\$107,790	\$82,147	\$87,995
MECHANICAL PERMITS	\$109,701	\$113,720	\$114,112	\$101,569	\$120,103

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>ADOPTED 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
MISCELLANEOUS REVENUE	\$10,009	\$10,679	\$12,000	\$12,930	\$13,500
MOBILE HOME ORD INSP	\$7,750	\$3,300	\$4,307	\$127	\$4,307
MOVING/WRECKING REG	\$7,827	\$3,380	\$4,448	\$19,353	\$15,644
MTR VEH JUNK YD & REG	\$25	\$10			
OPEN RECORDS REVENUE				\$84	
ORDINANCE INSPECTIONS	\$232,835	\$210,658	\$202,237	\$253,053	\$243,092
PERM ENCROACHMENTS	\$7,020	\$14,135	\$13,507	\$14,048	\$13,507
PLAN CHECK FEES	\$22,494	\$12,621	\$17,055	\$7,566	\$5,465
PLANNING COMMISSION FEES	\$305,390	\$330,210	\$305,887	\$417,679	\$419,638
PLUMBING BUS REGISTRATION	\$58,325	\$56,460	\$72,592	\$76,191	\$61,828
PLUMBING PERMITS	\$224,615	\$298,643	\$288,138	\$310,983	\$331,198
REINSPECTION FEES	\$10,742	\$8,254	\$6,433	\$14,946	\$6,433
RESID REMODEL CONT	\$38,368	\$19,100	\$20,157	\$7,875	\$20,157
SEXUALLY ORIENTED FEES	\$10	\$500		\$3,000	\$2,000
SIGN LIC & REG	\$13,225	\$11,300	\$17,875	\$12,352	\$11,300
SIGN PERMITS	\$76,904	\$77,906	\$75,301	\$82,085	\$79,254
TEMP ENCROACHMENTS	\$253,626	\$65,589	\$93,158	\$128,957	\$178,751
TEMP POWER PERMITS	\$7,171	\$8,765	\$9,252	\$12,329	\$10,000
THIRD PARTY BUILDING	\$242,540	\$468,087	\$398,721	\$589,807	\$739,960
THIRD PARTY PLUMBING	\$9,600	\$3,999	\$2,849	\$2,525	\$4,468
WRECKING/MOVING PMTS	\$25,032	\$18,777	\$13,983	\$30,143	\$27,967
ZONING COMMISSION FEES	\$181,370	\$153,471	\$209,141	\$290,445	\$195,000
ZONING LETTER	\$20				
<b>DEVELOPMENT</b>	<b>\$4,695,274</b>	<b>\$5,626,178</b>	<b>\$5,708,501</b>	<b>\$6,451,278</b>	<b>\$6,768,914</b>
<b>ECONOMIC AND COMMUNITY DEV</b>					
INTERNATIONAL CENTER RENT		\$20,125	\$25,884	\$32,063	\$38,772
MISCELLANEOUS REVENUE		\$64			
MISCELLANEOUS REVENUE				\$3,675	
OPEN RECORDS REVENUE		\$109			
<b>ECONOMIC AND COMMUNITY DEV</b>		<b>\$20,298</b>	<b>\$25,884</b>	<b>\$35,738</b>	<b>\$38,772</b>
<b>EMPLOYMENT &amp; TRAINING</b>					
RECOVERY OF C/Y OPERATING	\$21,862				
<b>EMPLOYMENT &amp; TRAINING</b>	<b>\$21,862</b>				
<b>ENVIRONMENTAL MANAGEMENT</b>					
ENVIRON AUDIT INFORMATION	\$808	\$1,061	\$1,660	\$1,770	\$1,160
MISCELLANEOUS REVENUE	\$10,312	\$6,492	\$2,000	\$264	\$1,000
POWER WASHER FEES	\$2,247	\$2,588	\$3,504	\$3,030	\$2,754
<b>ENVIRONMENTAL MANAGEMENT</b>	<b>\$13,367</b>	<b>\$10,141</b>	<b>\$7,164</b>	<b>\$5,064</b>	<b>\$4,914</b>
<b>FINANCE</b>					
911 REVENUE		\$304,008	\$305,528	\$305,528	
ADM CHG RETIREMENT	\$17,206	\$11,367			
CABLE FUND ADMIN CHARGE	\$17,206	\$58,876	\$55,716	\$55,716	\$68,015
CASA MANANA LEASE			\$1,200		\$1,200
COIN OPERATED MACHINES FE	\$25,943	\$28,018	\$46,204	\$26,836	\$46,204
CURRENT PROPERTY TAXES	\$168,763,878	\$186,833,526	\$196,464,000	\$197,264,000	\$206,199,000

	ACTUAL 2000-01	ACTUAL 2001-02	ADOPTED 2002-03	RE-ESTIMATE 2002-03	ADOPTED 2003-04
DANCE HALL FEES	\$10,760	\$9,600	\$12,232	\$8,877	\$12,232
ENGINEERING FEES	\$2,217	\$474	\$15	\$23	\$15
FRANCHISE FEE-ELECTRIC			\$200		\$200
GOLF COURSE ADM CHG	\$302,575	\$324,256	\$508,111	\$508,111	\$494,818
GROSS RECEIPTS-BINGO	\$330,922	\$329,610	\$350,000	\$330,212	\$350,000
GROSS RECEIPTS-TELEPHONE	\$7,151,165	\$6,833,396	\$7,800,000	\$6,800,000	\$6,700,000
INFRASTRUCTURE SHARING			\$130,000	\$130,000	\$130,000
INT ON GF INVESTMENT	\$259,504	\$257,936	\$307,800	\$257,117	\$277,763
INT/PEN CHAS-DEL TX	\$1,875,733	\$2,457,136	\$1,985,032	\$2,135,032	\$2,241,784
INTEREST ON INVESTMENTS	\$4,194,204	\$3,159,702	\$4,100,000	\$2,800,000	\$2,600,000
JUNK DEALER'S LICENSE FEE	\$5,508	\$3,486	\$4,128	\$3,098	\$4,128
LICENSE FEES	\$154,889	\$156,944	\$160,589	\$155,730	\$160,589
LSG FRANCHISE FEE	\$4,536,174	\$2,882,832	\$4,000,000	\$4,000,000	\$4,100,000
MISCELLANEOUS REVENUE	\$150				
MISCELLANEOUS REVENUE	\$446,097	\$1,431,809	\$123,000	\$387,417	\$302,437
OPEN RECORDS REVENUE	\$1,611	\$384	\$4,251	\$303	\$4,251
OTHER OCCUPATIONAL LICENS	\$6,735	\$5,166	\$7,233	\$1,771	\$7,233
PARKING BLDG ADM CHG	\$25,705	\$58,986	\$48,893	\$48,893	\$14,347
PYDELINQUENT PROP TAX	\$2,243,419	\$2,603,550	\$3,003,605	\$3,703,605	\$3,573,785
REIMB INDIRECT COSTS	\$435,479	\$617,659	\$449,312	\$449,312	\$449,312
RETURNED CK PROCESSING CH	\$8,203	\$8,978	\$10,000	\$13,296	\$10,000
REV FOR PAY\$ PROGRAM	\$30,000	\$30,000	\$61,400	\$40,000	\$61,400
REVENUE FROM PAYROLL SERV	\$73,185	\$75,896	\$73,867	\$94,755	\$73,867
SALE OF SURPLUS STREETS &	\$70,989	\$62,987	\$63,001	\$28,464	\$63,001
SALES TAX REVENUE	\$73,050,386	\$72,653,004	\$73,540,577	\$70,540,379	\$70,959,168
SALVAGE SALES	\$330,692	\$193,664	\$332,654	\$260,577	\$332,654
SERVICE STATION LICENSE F	\$5,558	\$5,868	\$8,662	\$6,216	\$8,662
SERVICES TO AMERICAN AIRL	\$15,000	\$3,750	\$6,461	\$6,250	\$6,461
SOLID WASTE ADMIN CHG	\$11,548	\$393,529	\$441,365	\$441,364	\$534,354
STATE MIXED BEVERAGE TAX	\$1,586,397	\$1,667,583	\$1,540,141	\$1,611,633	\$1,620,000
STREET RENTAL-CABLE TV	\$2,418,057	\$2,307,203	\$2,616,015	\$2,616,015	\$2,616,015
STREET RENTAL-WATER	\$7,968,576	\$7,938,212	\$8,432,447	\$8,631,042	\$9,254,540
TAX ATTORNEY REVENUE	\$63,792	\$19			
TAXICAB FRANCHISE FEE	\$16,500	\$103,950	\$168,625	\$168,625	\$168,625
TELCOM FRANCHISE FEE	\$2,263,051	\$1,874,669	\$1,850,000	\$2,181,201	\$2,199,985
TR FR OFC SVCS FND	\$140,875		\$197,268	\$197,268	\$197,268
TRANSFER FROM PARKING FAC		\$175,000			
TRANSFERS FM GG04	\$971,807	\$1,230,954	\$1,631,714	\$1,631,714	\$1,688,633
TU FRANCHISE FEE	\$27,392,677	\$25,440,529	\$22,500,000	\$23,300,000	\$23,400,000
UNREALIZED GAIN	\$1,731,042	\$1,342,958			
VEHICLE INVENTORY TAX	\$89,025	\$159,124	\$130,000	\$130,000	\$130,000
WATER DEPT. ADMN.CHARGE	\$2,717,198	\$2,682,493	\$2,938,498	\$2,938,498	\$2,942,870
XFERS FM FUND FE71		\$254,336	\$240,746	\$240,746	\$240,746

<b>FINANCE</b>	\$311,761,638	\$326,973,427	\$336,650,490	\$334,449,624	\$344,245,562
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**FIRE**

BICYCLE REGISTRATION	\$91	\$60	\$75	\$6	
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	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>ADOPTED 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
EMERG MGMT MATCHING FDS R	\$34,040	\$259,805	\$143,036	\$143,036	\$143,036
EMERG MGMT REV-TARRA	\$65,139	\$44,027	\$70,823	\$70,823	\$70,823
FALSE FIRE ALARM FEES	\$200	\$2,000	\$2,000	\$1,889	\$76,000
FEE:FIRE REPORTS & MISC R	\$7,266	\$4,520	\$5,000	\$5,637	\$5,000
FIRE ALARM SYS REGIS	\$460,319	\$488,121	\$506,665	\$364,274	\$530,000
FIRE INSPECTION FEES	\$253,507	\$341,336	\$292,187	\$410,942	\$550,000
FIRE SVC-BENBROOK	\$200,107	\$232,061	\$232,060	\$240,281	\$257,335
FIRE SVC-WESTOVER HI	\$128,334	\$117,574	\$130,827	\$130,827	\$142,232
FIRE-RELATED PERMITS	\$52,610	\$35,786	\$40,850	\$41,340	\$75,000
HAZMAT REIMBURSEMENTS	\$12,850				
MISC REVENUE	\$747	\$144,035	\$1,500	\$20,356	\$15,000
MISCELLANEOUS REVENUE	\$96,284				
MOBILE FUEL FEE	\$11,200	\$13,900	\$13,094	\$6,767	\$7,630
OPEN RECORDS REVENUE	\$287	\$178	\$200		\$200
UNUSED FACILITY FUNDS	\$48,393	\$186,357	\$66,500	\$50,472	\$67,170
<b>FIRE</b>	<b>\$1,371,374</b>	<b>\$1,869,760</b>	<b>\$1,504,817</b>	<b>\$1,486,650</b>	<b>\$1,939,426</b>
<b>HUMAN RESOURCES</b>					
MISCELLANEOUS REVENUE			\$264	\$450	\$264
UNUSED FACILITY FUNDS		\$14			
WORKER'S COMP REIMBURSEME		\$46,290	\$40,000	\$37,526	\$40,000
<b>HUMAN RESOURCES</b>		<b>\$46,304</b>	<b>\$40,264</b>	<b>\$37,976</b>	<b>\$40,264</b>
<b>LAW DEPARTMENT</b>					
MISCELLANEOUS REVENUE	\$3,226	\$10,759		\$15,484	\$37,770
OPEN RECORDS REVENUE	\$813	\$1,069		\$1,376	\$2,016
REVENUE FROM D F W ASSIST	\$168,266	\$201,766	\$264,440	\$264,440	\$264,440
<b>LAW DEPARTMENT</b>	<b>\$172,305</b>	<b>\$213,594</b>	<b>\$264,440</b>	<b>\$281,300</b>	<b>\$304,226</b>
<b>LIBRARY</b>					
BOOK SALE REVENUE	\$547				
COPY MACHINE FEES	\$560	\$1,354	\$350	\$101	
LOST BOOK PAYMENTS	\$29,308	\$24,502	\$28,770	\$20,686	\$25,420
LOST KEY REVENUE	\$30				
MATERIALS RESERVATION CHA	\$1,901	\$1,983	\$1,385	\$2,200	\$1,650
MEETING ROOM RENTAL	\$6,055	\$6,615	\$5,650	\$7,126	\$6,550
MICRO-COMPUTER REVENUE	\$111	\$18		\$6	
MICROFICHE COPIER REVENUE	\$3,702	\$1,980	\$1,900	\$3,835	\$3,350
MISCELLANEOUS CHARGES	\$34,862	\$57,338	\$37,031	\$42,744	\$41,354
MISCELLANEOUS REVENUE				\$3,362	
OPEN RECORDS REQUEST	\$27				
OUT-OF-COUNTY FEE	\$18,210	\$14,090	\$15,050	\$10,222	\$11,156
OVERDUE BOOK CHARGES	\$332,750	\$356,479	\$345,800	\$351,083	\$356,228
RETRIVAL FEES	\$2	\$1		\$26	
SECURITY FUND TRANSFER	\$10,000	\$27,190			
SPECIAL GIFTS TO LIBRARY	\$273	\$530		\$546	
Transfers FM FE88	\$97,580	\$68,825			
<b>LIBRARY</b>	<b>\$535,918</b>	<b>\$560,905</b>	<b>\$435,936</b>	<b>\$441,937</b>	<b>\$445,708</b>

	ACTUAL 2000-01	ACTUAL 2001-02	ADOPTED 2002-03	RE-ESTIMATE 2002-03	ADOPTED 2003-04
<b>MUNICIPAL COURT</b>					
ADM FEES-\$10/OFFENSE	\$98,252	\$104,951	\$108,800	\$136,892	\$143,652
ADM FEES-TEEN COURT	\$33,897	\$39,389	\$35,051	\$36,281	\$35,784
APPEAL FEES	\$25	\$110	\$150	\$152	\$202
BAT TAX	\$6,268	\$911	\$1,729	\$1,729	\$1,729
CASH BOND RECEIPTS	\$15,753	\$2,516	\$2,364	\$2,364	\$2,000
CC -NOTICE TO APPEAR	\$31,325	\$32,645	\$33,990	\$30,752	\$26,664
CC -PAYMENTS	\$621,386	\$766,585	\$807,855	\$672,712	\$577,716
CHILD SAFTY FUND	\$81,566	\$64,500	\$66,356	\$70,782	\$77,736
CITATION LISTING FEES	\$6,870	\$7,912	\$7,000	\$5,205	\$6,504
CIVL PARKING-CURRENT	\$341,676	\$281,141	\$209,333	\$345,973	\$540,323
CIVL PARKING-DELINQUENT	\$378,477	\$367,433	\$436,847	\$386,624	\$575,604
CIVL RENALTIES				\$50	
COPYING COURT DOCUMENT	\$158	\$63	\$122	\$35	\$122
COURT SERVICE FEE-10%	\$550,706	\$510,361	\$510,558	\$507,635	\$511,124
DEFERRED DISPOSITION	\$1,783,777	\$2,536,753	\$2,420,000	\$3,510,993	\$3,415,394
DRIVING SAFETY COURSE FEE	\$147,001	\$136,187	\$138,253	\$134,672	\$140,292
ENGINEERING FEES	\$3,676	\$4,135	\$4,134	\$4,353	\$4,322
FWISD TRUANCY COURT	\$60,942	\$301,941	\$464,676	\$381,771	\$464,676
GENERAL FINES-CURRENT	\$643,797	\$809,542	\$1,075,000	\$750,798	\$789,563
GENERAL FINES-DELINQUENT	\$659,620	\$564,000	\$599,604	\$447,494	\$445,207
JURY FEE REVENUE	\$493	\$10	\$50	(\$83)	\$50
MISCELLANEOUS REVENUE	\$1,262	\$5,580		\$8,910	\$11,550
NISI CASH JUDGEMENT	\$62,964	\$9,380	\$13,353	\$6,901	\$3,000
NISI FEES	\$422	\$53	\$277	(\$32)	\$25
NTA FEE GENERAL CURRENT	\$41,453	\$42,150	\$44,100	\$39,242	\$37,992
NTA FEE GENERAL DELINQUEN	\$18,637	\$16,155	\$14,952	\$13,898	\$14,448
NTA FEE TRAFFIC CURRENT	\$459,975	\$439,133	\$448,138	\$456,111	\$457,682
NTA FEE TRAFFIC DELINQUEN	\$160,160	\$128,086	\$120,049	\$116,998	\$122,843
OPEN RECORDS REQUEST	\$1,596	\$643	\$1,048	\$1,076	\$1,048
PENALTY FEES	\$1,642,427	\$1,132,900	\$1,233,283	\$928,147	\$970,164
REIMBURSE MAGISTRATIVE CO	\$35,537	\$37,086			\$37,086
RETURNED CK PROCESSING CH	\$650	\$800	\$5,000	\$975	\$1,080
REVENUE FROM SLE OF DOCUM		\$430		\$495	
SECURITY FEE	\$658		\$372	\$372	
SECURITY FUND TRANSFER	\$506,960	\$32,837	\$398,611	\$398,611	\$398,611
TECHNOLOGY FEE	\$371	\$345		\$176	
TPP FEES	\$108,941	\$142,431	\$162,134	\$137,292	\$144,420
TPP-COURT IMPROVEMENTS	\$30,105	\$35,535	\$36,909	\$34,887	\$36,996
TRAFFIC FINES CURRENT	\$2,453,121	\$2,580,281	\$2,567,115	\$2,646,198	\$2,754,926
TRAFFIC FINES-DELINQUENT	\$2,638,752	\$2,436,298	\$2,510,000	\$2,168,414	\$2,369,356
TRANSFERS	\$345,420	\$341,083	\$440,853	\$440,853	\$402,165
UNIFORM TRAFFIC ACT	\$338,109	\$309,620	\$307,396	\$312,191	\$313,700
UNIDENTIFIED COURT RECEIP	\$1,233	\$673	\$1,157	\$255	\$240
<b>MUNICIPAL COURT</b>	<b>\$14,314,418</b>	<b>\$14,222,584</b>	<b>\$15,226,619</b>	<b>\$15,139,154</b>	<b>\$15,835,996</b>
<b>NON-DEPARTMENTAL</b>					

	ACTUAL 2000-01	ACTUAL 2001-02	ADOPTED 2002-03	RE-ESTIMATE 2002-03	ADOPTED 2003-04
MISCELLANEOUS REVENUE	\$31,000	\$787,893			
TRANSFER FROM FUND GC10	\$55,000				
TRANSFER FROM GR76					\$280,000
XFERS FM FUND FE71				\$726,306	\$500,000
<b>NON-DEPARTMENTAL</b>	<b>\$86,000</b>	<b>\$787,893</b>		<b>\$726,306</b>	<b>\$780,000</b>
<b>PARKS &amp; COMMUNITY SERVICES</b>					
ACTIVITY FEES-ATHLETICS	\$209,019	\$294,257	\$240,689	\$199,896	\$242,689
AUDITORIUM RENTAL	\$43,688	\$46,896	\$49,385	\$53,500	\$43,000
BRADLEY CENTER RENTAL	\$4,767	\$1,465	\$2,549	\$2,144	\$2,000
CONCESSION-ATHLETIC FIELD		\$2,000	\$2,000	\$2,000	\$2,000
CONTRACT INSTR REVENUE	\$31,644	\$39,950	\$33,520	\$167,315	\$178,733
CORNMEAL SALES	\$649	\$349	\$629	\$267	\$650
CUSTODIAL FEES	\$327				
E-WISE PROGRAM	\$30,716	\$12,628	\$48,316	\$48,316	
FESTIVAL EQUIPMENT	\$9,491	\$9,111	\$10,000	\$6,147	\$12,500
I. D. CARDS	\$11,962	\$30,373	\$17,396	\$74,616	\$60,277
LCV ADMISSIONS	\$49,240	\$47,358	\$49,383	\$50,081	\$44,015
LCV SOUVENIR SALES	\$14,159	\$12,706	\$14,321	\$13,889	\$15,000
LEASE INCOME TENNIS OPER	\$5,839	\$2,250	\$5,500	\$750	\$5,500
MAINTENANCE SERVICES	\$21,126		\$22,000		\$40,000
MISC. PARK REVENUE	\$68,366	\$1,942		\$150	
MISCELLANEOUS REVENUE	\$36,591	\$59,945	\$510	\$25,430	\$25,465
MO AGENCY RENTAL	\$51,589	\$49,435	\$34,282	\$54,761	\$38,658
NATURE CENTER ENTRY FEES	\$5,453	\$5,988	\$5,500	\$4,598	\$6,000
OPEN RECORDS REVENUE		\$1			
OPERATION ID		\$36			
PHOTO FEE		\$75			
PHOTOGRAPHY FEES	\$875	\$550	\$1,000		\$1,000
POLE BANNERS	\$200				\$200
PUTTING COURSE FEES	\$52,671	\$63,829	\$60,000	\$58,514	\$60,000
REGISTRATION	\$50	\$270	\$5,280	\$2,713	\$5,860
RENTAL FEES	\$30,505	\$43,818	\$29,387	\$36,882	\$36,411
REPAIR AND REPLACE CHARGE		\$189		\$362	
SECURITY FUND TRANSFER				\$366,146	
SITE RESERVATIONS	\$40,561	\$49,635	\$19,347	\$35,915	\$45,000
SWIMMING POOLS FEES	\$47,961	\$74,857	\$4,996	\$1,080	\$105,058
TARRANT CNTY HOUSING		\$500			
TRAIN CONCESSIONS	\$25,034	\$26,632	\$20,000	\$24,518	\$20,000
TRAIN RIDE TICKET SALES	\$11,385	\$8,098	\$9,500	\$4,680	\$8,000
TRANSFER FROM GR76				\$12,096	
UNUSED FACILITY FUNDS		\$67		\$73,517	
VENDING COMMISSION	\$12,312	\$5,808	\$12,211	\$4,327	\$12,211
<b>PARKS &amp; COMMUNITY SERVICES</b>	<b>\$816,160</b>	<b>\$891,018</b>	<b>\$697,701</b>	<b>\$1,324,610</b>	<b>\$1,010,227</b>
<b>PLANNING</b>					
MISCELLANEOUS REVENUE	\$4,324	\$700	\$1,000	\$729	
PLANS/PUBLICATIONS	\$2,226	\$889	\$3,000	\$455	\$2,100

	ACTUAL 2000-01	ACTUAL 2001-02	ADOPTED 2002-03	RE-ESTIMATE 2002-03	ADOPTED 2003-04
SALE OF MAPS/PUBLICATIONS	\$420	\$271	\$384	\$483	\$384
TRENDICATOR		\$115		\$153	
UNUSED FACILITY FUNDS	\$5,710	\$16,012			
<b>PLANNING</b>	\$12,680	\$17,987	\$4,384	\$1,820	\$2,484
<b>POLICE</b>					
ABANDONED FUNDS	\$22,661	\$20,913	\$23,718	\$5,954	\$14,941
AUCTION REVENUE		\$44			
AUTO SCRAP METAL SALES	\$2,751	\$2,903	\$3,000	\$2,549	\$2,500
CRIME LABORATORY SERVICE	\$6,846	\$9,055	\$10,654	\$3,387	\$5,000
CRIMINAL RESTITUTION	\$10,576	\$9,627	\$12,600	\$13,140	\$14,500
MISCELLANEOUS REVENUE	\$47,499	\$117,831	\$51,544	\$36,448	\$70,552
MISCELLANEOUS REVENUE	\$314,150	\$4,715	\$1,000	\$5,027	\$10,000
NOTIFICATION FEE	\$24,580	\$24,441	\$22,193	\$88,130	\$86,750
OPEN RECORDS REVENUE		\$139			
PERMIT FEE - BURGLAR ALAR	\$192,137	\$180,671	\$174,970	\$169,734	\$174,970
PROCEEDS FROM BICYCLE AJC	\$3,756	\$3,541	\$3,000	\$5,126	\$4,370
RESIDENTIAL PERMIT FEE	\$258,178	\$309,766	\$316,127	\$259,416	\$316,127
RESIDENTIAL SERVICE CHARG	\$56,851	\$55,692	\$56,368	\$60,777	\$58,000
SALE OF ABANDONED PROPERT	\$46,428	\$7,947	\$5,000	\$14,298	\$13,000
SALE OF ABANDONED VEHICLE	\$748,262	\$957,403	\$748,725	\$1,098,521	\$1,162,608
SALE OF ACCIDENT REP	\$141,976	\$197,326	\$191,103	\$184,180	\$185,000
SECONDARY EMPLOYMENT FEE	\$5,900	\$3,300			
SEXUAL ASSAULT EXAM REIMB		\$350		\$13,792	
SVC CHARGE - BURGLAR ALAR	\$257,986	\$384,681	\$408,721	\$372,644	\$408,721
TAXI/CAB DRIVERS' LICENSES	\$62,820	\$13,731	\$16,791	\$11,760	
UNUSED FACILITY FUNDS	\$195,243	\$589,699	\$533,615	\$487,053	\$551,857
VEHICLE POUND TOWAGE FEE	\$688,777	\$837,485	\$766,900	\$1,214,164	\$1,400,000
VEHICLE POUND IMPOUNDMENT	\$118,050	\$122,715	\$115,659	\$144,630	\$144,857
VEHICLE POUND STORAGE FEE	\$542,312	\$623,179	\$600,000	\$621,023	\$612,690
WRECKER AUTHORIZATIONS FE	\$120	\$90		\$495	
WRECKER BUSINESS LICENSE	\$854	\$7,838	\$13,266	\$6,600	\$4,330
XFERS FM CRIME DIST FUND	\$6,906,985	\$6,938,533	\$8,647,176	\$7,747,176	\$7,932,947
XFERS FM FUND FE 71		\$372,000			
<b>POLICE</b>	\$10,655,698	\$11,795,615	\$12,722,130	\$12,566,024	\$13,183,720
<b>PUBLIC EVENTS</b>					
ADMINISTRATIVE CHARGES-RE			\$6,274	\$6,274	
AUDITORIUM RENTAL-W.R.M.C	\$77,591	\$92,949	\$81,622	\$83,622	\$87,270
CATERING REVENUE	\$277,244	\$352,902	\$249,982	\$444,635	\$383,780
COLISEUM RENTAL-W.R.M.C.	\$174,473	\$261,017	\$192,503	\$252,503	\$247,918
COMMERCIAL EXHIBIT BLDGS.	\$1,236,878	\$1,272,913	\$1,103,370	\$1,476,859	\$1,430,440
CONCESSIONS - WRMC	\$774,521	\$722,306	\$709,536	\$653,183	\$764,716
CONTRACT PARKING	\$22,059	\$35,719	\$11,000	\$34,725	\$59,633
DAILY PARKING	\$548,789	\$519,011	\$556,531	\$452,221	\$535,000
EQUESTRIAN CENTER	\$248,955	\$323,906	\$202,450	\$357,971	\$366,932
EQUIPMENT RENTAL	\$46,483	\$49,882	\$122,651	\$40,799	\$34,076
MERCHANDISE COMMISSION	\$34,779	\$33,078	\$25,090	\$25,090	\$1,888



	ACTUAL 2000-01	ACTUAL 2001-02	ADOPTED 2002-03	RE-ESTIMATE 2002-03	ADOPTED 2003-04
MISC REVENUE - FWCC	\$52,805	\$66,924	\$85,714	\$91,840	\$147,134
MONCRIEF BLDG RENTALS	\$43,629	\$63,372	\$167,390	\$127,103	\$143,984
MONTHLY PARKING	\$120,195	\$199,418	\$210,920	\$157,265	\$157,894
OTHER LIVESTOCK BLDGS.REN	\$43,131	\$55,228	\$63,036	\$70,206	\$67,032
RECOVERY OF LABOR EXPENSE	\$562,055	\$432,186	\$624,188	\$661,654	\$395,570
RECOVERY OF OTHER SERVICE	\$193,446	\$182,700	\$254,367	\$72,147	\$62,718
RECOVERY OF SUPPLIES EXPE	\$527,175	\$569,679	\$502,263	\$647,778	\$822,908
RECOVERY OF UTILITES EXPE	\$204,701	\$153,628	\$152,364	\$180,364	\$180,000
ROUND-UP INN RENTAL-W.R.M	\$66,153	\$118,761	\$67,652	\$142,349	\$114,664
R.V.PARKING REVENUE	\$98,831	\$136,986	\$140,042	\$121,265	\$140,042
STOCK SHOW RECEIPTS	\$124,725	\$9,400	\$2,770	\$56,761	\$113,522
<b>PUBLIC EVENTS</b>	<b>\$5,478,418</b>	<b>\$5,651,965</b>	<b>\$5,531,715</b>	<b>\$6,166,614</b>	<b>\$6,267,121</b>
<b>PUBLIC HEALTH</b>					
A.T.C.P. COURSE FEES	\$910				
ADOPTIONS	\$12,554	\$16,463	\$16,336	\$13,002	\$16,336
ANIMAL HEAD SHIPPING FEE	\$1,281	\$625	\$579	\$1,596	\$750
BOARDING	\$12,960	\$14,024	\$13,601	\$16,722	\$17,200
DOG KENNEL FEES	\$22,428	\$21,377	\$13,625	\$35,931	\$30,000
DOG LICENSE FEES	\$104,511	\$113,163	\$107,326	\$100,841	\$107,326
FOOD MANAGER CERTIFICATIO	\$5,867	\$4,485	\$5,704	\$3,668	\$4,800
HEALTH CARD FEE	\$209,350	\$249,168	\$263,067	\$216,381	\$258,983
HEALTH PERMIT REISSUE	\$15,723	\$16,082	\$16,133	\$15,206	\$15,233
HEALTH PERMITS FEES	\$1,038,286	\$1,090,366	\$1,100,000	\$1,039,988	\$1,100,000
HEALTH REINSPECTION		\$65	\$100	\$390	\$1,000
IMPOUNDMENT	\$37,753	\$41,915	\$44,941	\$42,113	\$44,941
LITERATURE SALES	\$367	\$265	\$715	\$225	\$215
MISC REVENUE	\$3,073	\$2,816	\$2,745	\$2,915	\$2,745
MISCELLANEOUS REVENUE	\$1,023	\$4,884	\$592	\$1,926	
OFFENDER EDUCATION CLASS	\$950	\$5,500	\$3,446	\$11,513	\$8,000
OPEN RECORDS REVENUE				\$8	
PLAN REVIEW FEE	\$55,870	\$54,505	\$49,281	\$50,391	\$49,281
POOL OPERATOR'S COURSE	\$9,990	\$9,675	\$4,187	\$12,015	\$9,675
QUARANTINE	\$20,369	\$18,700	\$18,982	\$20,412	\$18,982
TARRANT CO-HEALTH CT	\$247,025	\$247,025	\$251,250	\$164,683	
TEMPORARY HEALTH PERMIT	\$52,576	\$68,130	\$66,821	\$70,335	\$66,821
VE TERINARY SERVICES	\$25,540	\$21,751	\$48,570	\$24,434	\$38,570
VTAL STATISTICS FEES	\$597,207	\$754,068	\$745,455	\$670,997	\$825,455
<b>PUBLIC HEALTH</b>	<b>\$2,475,613</b>	<b>\$2,755,052</b>	<b>\$2,773,456</b>	<b>\$2,515,692</b>	<b>\$2,616,313</b>
<b>RISK MANAGEMENT</b>					
SUBROGATION REVENUE	\$11,655				
WORKER'S COMP REIMBURSEME	\$37,276				
XFERS FM FUND FE 71	\$236,536				
<b>RISK MANAGEMENT</b>	<b>\$285,467</b>				
<b>TRANSPORTATION &amp; PUBLIC WKS</b>					
BLOCK PARTY PERMIT					

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>ADOPTED 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
COMM FACILITY AGREEMENT	\$19,500	\$33,500	\$26,704	\$82,616	\$88,062
FILMING PERMIT					\$3,500
IDB LABOR	\$30,007	\$40,271	\$27,000	\$1,227,000	\$1,227,000
INSURANCE REIMBURSEMENT	\$989	\$1,624	\$3,344	\$2,045	\$3,344
LICENSE FEES	\$145,300	\$116,600	\$135,761	\$156,737	\$173,400
METER PERMIT FEE	\$4,680	\$1,320	\$1,137	\$2,070	\$1,137
MISCELLANEOUS REVENUE	\$7,867	\$85		\$1,353	
OPEN RECORDS REVENUE	\$8	\$9		\$60	
PARKING METER DAILY	\$78,535	\$19,815	\$29,697	\$31,193	\$36,634
PARKING METER RECEIPTS	\$744,482	\$876,034	\$847,170	\$864,312	\$1,362,161
PKG MTR-DAILY-TAX-EXEMPT	\$9,974	\$6,114	\$4,190	\$13,802	\$13,802
PKWY INSPECTION PERMIT					\$100,000
PKWY RE-INSPECTION PERMIT					\$50,000
POLE ATTACHMENT FEES	\$10,470				
PRIVATE ST USE PERMIT					\$50,000
REIMB.-SIGNAL REPAIR	\$4,417	\$2,559	\$625		\$625
SIGN & MARKING FEES	\$398	\$2,416		\$102	
SPECIAL EVENTS PERMIT					\$2,850
STREET SERVICES	\$509				
VALET PARKING		\$1,070		\$650	
<b>TRANSPORTATION &amp; PUBLIC WKS</b>	<b>\$1,057,136</b>	<b>\$1,101,417</b>	<b>\$1,075,628</b>	<b>\$2,381,940</b>	<b>\$3,112,515</b>
<b>GENERAL FUND TOTAL</b>	<b>\$354,624,188</b>	<b>\$373,539,581</b>	<b>\$384,353,614</b>	<b>\$385,267,203</b>	<b>\$398,131,727</b>

**FORT WORTH**



## FUND BUDGET SUMMARY

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
GENERAL FUND	GG01

**SUMMARY OF FUND RESPONSIBILITIES:**

The General Fund is the City's ad valorem tax-supported operating fund. The ad valorem tax is responsible for approximately 50 percent of General Fund receipts. Other major sources of revenue are:

- A. The sales tax
- B. Street rental and franchise fees from local utilities
- C. Fines and forfeitures
- D. Parks and community services charges
- E. Library fees
- F. Building inspection fees
- G. Health permits and fees
- H. Return on the investment of General Fund monies
- I. Licenses and permit fees.

General Fund expenditures provide the following services: general administration and management, public safety, parks and community services, transportation and public works, planning and development, public health, public library and payment of debt service.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 232,987,292	\$ 246,404,310	\$ 255,816,317	\$ 256,126,428
<b>Supplies</b>	20,938,641	18,376,163	18,866,178	19,166,263
<b>Contractual</b>	120,499,453	117,525,515	121,554,292	121,615,585
<b>Capital Outlay</b>	1,763,336	2,047,626	775,451	1,223,751
<b>Total Expenditures</b>	\$ 376,188,722	\$ 384,353,614	\$ 397,011,938	\$ 398,131,727
<b>Authorized Positions</b>	3,973.55	4,015.55	4,044.94	4,060.94

**FORT WORTH**



## DEPARTMENTAL BUDGET SUMMARY

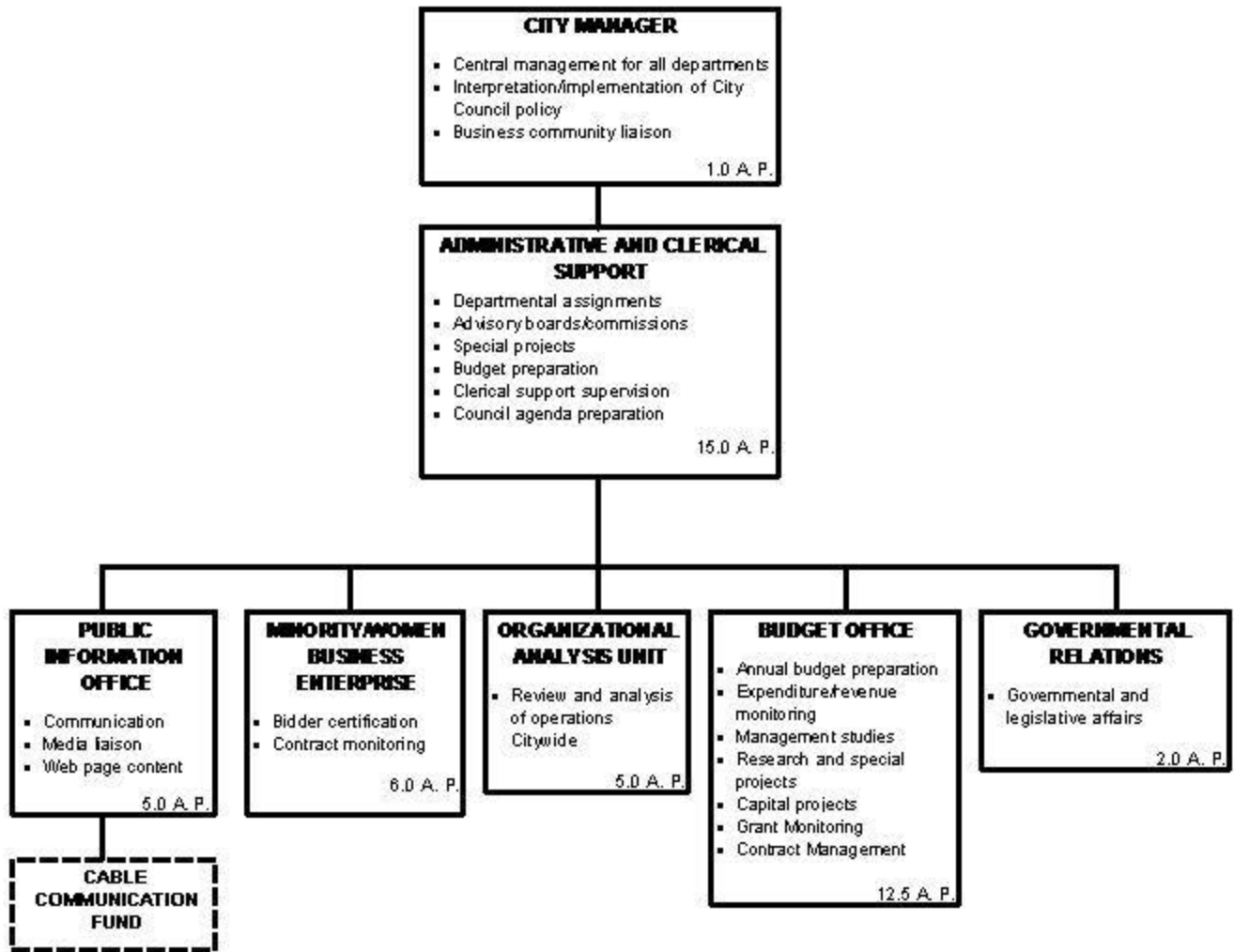
<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
CITY MANAGER	GG01/0021000:0029000

**SUMMARY OF DEPARTMENT RESPONSIBILITIES:**

The City Manager's Office is responsible for administering the programs and policies established by the City Council. The City Manager's Office directs and coordinates the operations of City departments and informs and advises the City Council regarding City transactions and issues, including existing conditions and future requirements.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 3,328,701	\$ 3,646,810	\$ 3,421,270	\$ 3,421,270
<b>Supplies</b>	90,798	73,297	54,994	54,994
<b>Contractual</b>	1,085,429	1,123,851	837,939	837,939
<b>Capital Outlay</b>	0	0	0	0
<b>Total Expenditures</b>	\$ 4,504,928	\$ 4,843,958	\$ 4,314,203	\$ 4,314,203
<b>Authorized Positions</b>	60.50	53.00	46.50	46.50

# CITY MANAGER'S OFFICE – 46.5 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> CITY MANAGER'S OFFICE	<b>FUND/CENTER</b> GG01/0021000:0029000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$4,843,958	<b>A.P.</b>	53.0
<b>2003-04 ADOPTED:</b>	\$4,314,203	<b>A.P.</b>	46.5

A) The adopted budget increases by a net \$14,532 for salaries. Seven positions were transferred to the new Community Relations Department, formally known as the Human Relations Commission. Additionally, one position from Transportation and Public Works was moved to the Capital Projects Office during FY2002-03, and half of one position shifted to grant funding.

B) The adopted budget increases by \$64,220 for Worker's Compensation Fund contributions.

C) The adopted budget decreases by (\$49,916) for contractual expenses. This decrease is due to a reduction of consulting services to the Minority and Women Business Enterprise (M/WBE) Division and Budget Office.

D) The adopted budget decreases by (\$33,000) for equipment maintenance based on current and anticipated expenditures.

E) The adopted budget decreases by (\$28,560) for temporary labor based on current and anticipated expenditures.

F) The adopted budget decreases by (\$25,558) for information technology services due to procedural changes in the IT Solutions Department.



**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** CITY MANAGER

**DEPARTMENT PURPOSE**

To serve as the focal point for administrative direction and coordination of the City's operational and staff agencies; to prepare and submit to the City Council a balanced plan of municipal services and to budget in adherence to the policies established by the City Council; to increase the direct awards and City procurement dollars to Minority and Women Business Enterprise firms; to communicate information about City services, policies, and efforts to Fort Worth residents through a variety of communication methods; and to improve organizational efficiency and service delivery to the residents of Fort Worth.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To help increase Minority and Women Business Enterprise participation in construction projects.

To provide information weekly to residents regarding City services and events through venues such as the City Page.

DEPARTMENTAL MEASURES	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Number of prime construction dollars awarded to M/WBE firms	\$13,020,431	\$13,671,452	\$14,355,025
Number of weekly City Page newsletters produced annually	52	52	52

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT CITY MANAGER		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>CITY MANAGER ADMINISTRATION</u>								
0021000	CITY MANAGER	\$ 2,001,221	\$ 2,019,035	\$ 1,925,926	\$ 1,925,926	16.00	17.00	16.00	16.00
0021010	NEIGHBORHOOD CAPACITY COORDINATION	111,992	227,300	0	0	1.00	4.00	0.00	0.00
	Sub-Total	<u>\$ 2,113,213</u>	<u>\$ 2,246,335</u>	<u>\$ 1,925,926</u>	<u>\$ 1,925,926</u>	<u>17.00</u>	<u>21.00</u>	<u>16.00</u>	<u>16.00</u>
	<u>ACTION CENTER</u>								
0022000	ACTION CENTER	\$ 174,895	\$ 154,279	\$ 1,974	\$ 1,974	4.00	3.00	0.00	0.00
	Sub-Total	<u>\$ 174,895</u>	<u>\$ 154,279</u>	<u>\$ 1,974</u>	<u>\$ 1,974</u>	<u>4.00</u>	<u>3.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>M/WBE</u>								
0023000	M/WBE	\$ 379,120	\$ 415,816	\$ 359,534	\$ 359,534	6.00	6.00	6.00	6.00
	Sub-Total	<u>\$ 379,120</u>	<u>\$ 415,816</u>	<u>\$ 359,534</u>	<u>\$ 359,534</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
	<u>ECONOMIC DEVELOPMENT</u>								
0024000	ECONOMIC DEVELOPMENT	\$ 0	\$ 0	\$ 0	\$ 0	4.00	0.00	0.00	0.00
0024020	DAY LABOR CENTER	0	0	0	0	3.50	0.00	0.00	0.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>7.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT CITY MANAGER		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0025000	<u>PUBLIC INFORMATION OFFICE</u> PUBLIC INFORMATION OFFICE	\$ 576,771	\$ 602,754	\$ 606,896	\$ 606,896	4.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 576,771</u>	<u>\$ 602,754</u>	<u>\$ 606,896</u>	<u>\$ 606,896</u>	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
0026000	<u>ORGANIZATIONAL ANALYSIS UNIT</u> ORGANIZATIONAL ANALYSIS UNIT	\$ 372,344	\$ 380,778	\$ 377,337	\$ 377,337	5.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 372,344</u>	<u>\$ 380,778</u>	<u>\$ 377,337</u>	<u>\$ 377,337</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
0027000	<u>BUDGET OFFICE</u> BUDGET OFFICE	\$ 588,512	\$ 696,509	\$ 605,699	\$ 605,699	8.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 588,512</u>	<u>\$ 696,509</u>	<u>\$ 605,699</u>	<u>\$ 605,699</u>	<u>8.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
0027100	<u>CAPITAL PROJECTS OFFICE</u> CAPITAL PROJECTS OFFICE	\$ 0	\$ 0	\$ 247,967	\$ 247,967	0.00	0.00	3.50	3.50
	Sub-Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 247,967</u>	<u>\$ 247,967</u>	<u>0.00</u>	<u>0.00</u>	<u>3.50</u>	<u>3.50</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT CITY MANAGER		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>ECONOMIC DIVERSIFI- CATION</u>								
0028000	ECONOMIC DIVERSIFI- CATION OFFICE	\$ 0	\$ 0	\$ 0	\$ 0	2.00	0.00	0.00	0.00
0028010	OFFICE OF INTERNA- TIONAL AFFAIRS	0	0	0	0	4.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>6.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>GOVERNMENTAL RELA- TIONS</u>								
0029000	GOVERNMENTAL RELA- TIONS	\$ 300,073	\$ 347,487	\$ 188,870	\$ 188,870	3.00	4.00	2.00	2.00
	Sub-Total	<u>\$ 300,073</u>	<u>\$ 347,487</u>	<u>\$ 188,870</u>	<u>\$ 188,870</u>	<u>3.00</u>	<u>4.00</u>	<u>2.00</u>	<u>2.00</u>
	<b>TOTAL</b>	\$ 4,504,928	\$ 4,843,958	\$ 4,314,203	\$ 4,314,203	60.50	53.00	46.50	46.50

**FORT WORTH**



## DEPARTMENTAL BUDGET SUMMARY

**DEPARTMENT:**  
CITY SECRETARY

**FUND/CENTER**  
GG01/0111000:0115000

**SUMMARY OF DEPARTMENT RESPONSIBILITIES:**

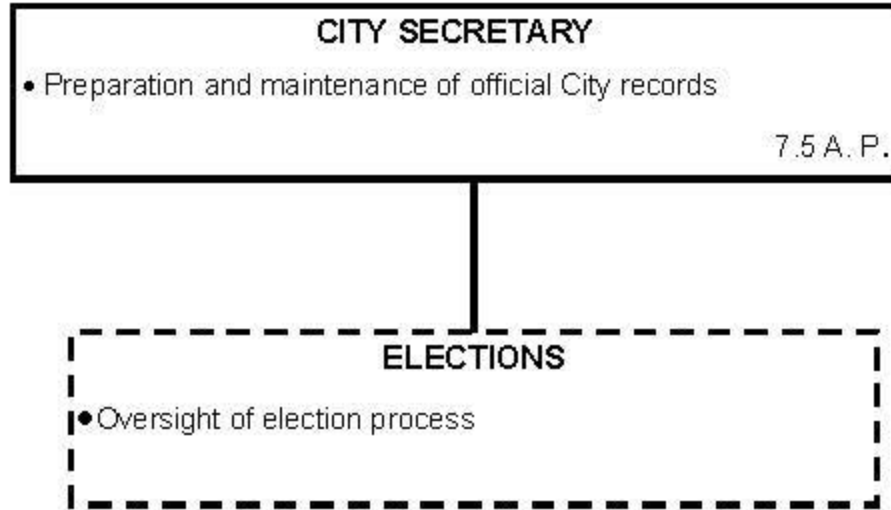
The City Secretary, appointed by the City Council, is responsible for the supervision of the City Secretary's Office, the coordination of all elections, and the maintenance of minutes from City Council meetings and other official City records.

Due to the Office's function as a central repository for a wide variety of municipal records and information, the staff also performs research and fills requests for information from the City Council, City staff, and citizens.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 415,159	\$ 427,177	\$ 406,736	\$ 406,736
<b>Supplies</b>	5,274	7,800	7,800	7,800
<b>Contractual</b>	113,433	91,845	97,667	97,667
<b>Capital Outlay</b>	8,843	0	0	0
<b>Total Expenditures</b>	\$ 542,709	\$ 526,822	\$ 512,203	\$ 512,203
<b>Authorized Positions</b>	8.00	8.00	7.50	7.50



# CITY SECRETARY - 7.5 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> CITY SECRETARY		<b>FUND/CENTER</b> GG01/0111000:0115000	
<b>CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED</b>			
<b>2002-03 ADOPTED:</b>	\$526,822	<b>A.P.</b>	8.00
<b>2003-04 ADOPTED:</b>	\$512,203	<b>A.P.</b>	7.50

A) The budget decreases by (\$11,951) for salaries of regular employees, primarily due to the reduction of one vacant Customer Service Representative II position to part-time status.

B) The budget increases by \$6,474 for information technology consulting services provided by City employees, based on actual FY2002-03 expenditures and projected FY2003-04 needs.

C) The budget decreases by (\$3,850) for contributions to the Workers' Compensation Fund, based on a projected use of fund balance to cover anticipated FY2003-04 workers' compensation expenses.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:**  
**CITY SECRETARY**

**DEPARTMENT PURPOSE**

The City Secretary's Office records, preserves, and has custodial authority over the official records and legislative acts of the City Council; coordinates all City elections; meets the informational needs of Fort Worth citizens and City staff by processing, storing, retrieving, and distributing data and documents; and assists in the evaluation of documents targeted for destruction for compliance with state mandated laws and the department's retention schedule.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To finalize and distribute all Council meeting minutes within two business days following each meeting.

To attain 100 percent accuracy in Council meeting minutes.

To make all documents available in electronic format (approximately 80,000 documents imaged annually).

To increase available storage space by destroying 600 cubic feet of paper documents annually.

To make Mayor and Council (M&C) Communication documents available to all customers within one business day following each Council meeting.

To ensure all approved contracts are processed within two business days of Council approval.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Percent of minutes distributed within two days of each Council meeting	100%	100%	100%
Accuracy rate of Council meeting minutes	95%	100%	100%
Percent of documents imaged	100%	100%	100%
Cubic feet of documents destroyed	600	2,000	600
Percent of M&Cs available to customers within one day of each Council meeting	100%	100%	100%
Contracts processed within two days of Council approval	100%	100%	100%

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT CITY SECRETARY		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01      GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0111000	<u>CITY SECRETARY</u>								
	CITY SECRETARY	\$ 542,709	\$ 524,324	\$ 509,705	\$ 509,705	8.00	8.00	7.50	7.50
	Sub-Total	<u>\$ 542,709</u>	<u>\$ 524,324</u>	<u>\$ 509,705</u>	<u>\$ 509,705</u>	<u>8.00</u>	<u>8.00</u>	<u>7.50</u>	<u>7.50</u>
	<u>ELECTIONS</u>								
0115000	ELECTIONS	\$ 0	\$ 2,498	\$ 2,498	\$ 2,498	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 2,498</u>	<u>\$ 2,498</u>	<u>\$ 2,498</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 542,709	\$ 526,822	\$ 512,203	\$ 512,203	8.00	8.00	7.50	7.50

**FORT WORTH**

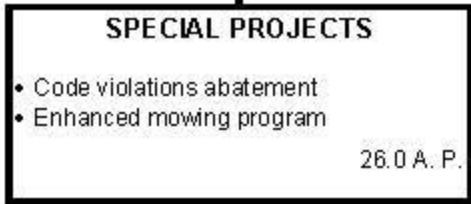


## DEPARTMENTAL BUDGET SUMMARY

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>			
CODE COMPLIANCE	GG01/0234001:0234004			
<b>SUMMARY OF DEPARTMENT RESPONSIBILITIES:</b>				
<p>The Code Compliance Department is responsible for protecting and improving the quality of life in Fort Worth by enforcing City codes. Specifically, the department performs inspections and investigates complaints concerning dangerous buildings, substandard structures, junked and illegally parked vehicles, excessively high grass and weeds, accumulations of trash and debris, miscellaneous animal related violations, illegal dumping, zoning, and other general nuisance-related violations.</p> <p>The department has four divisions: Administration, Field Operations, Special Projects, and Minimum Building Standards. Administration is responsible for the administrative oversight of the department, which includes financial monitoring and budget. The Field Operations Division is made of six different areas (sectors) throughout the City. Officers who work in these sectors typically handle violations such as high grass and weeds and illegally parked vehicles. The Special Projects Division coordinates major undertakings such as demolitions, maintenance of City surplus properties, abatement services, and processing of injunctive relief cases. The Minimum Building Standards Division investigates issues related to buildings, both single and multifamily dwellings, and their condition.</p> <p>The Code Compliance Department has adopted three primary strategies: prevention, enforcement and abatement. In an effort to minimize the traditional reliance on enforcement and abatement activities, and increase the focus on prevention and voluntary compliance, the department added a public education component in FY2001-02. This element works directly with citizens in the neighborhoods in order to make their residents aware of the various City codes.</p> <p>During FY2002-03, the Code Compliance Department established an in-house mowing team to maintain vacant City-owned properties. Previously, various contractors maintained these properties on a 40-day cycle. However, by bringing this function in-house, the time between maintenance activities was reduced to 21 days with no increase in costs.</p>				
<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 3,336,379	\$ 4,061,832	\$ 4,325,934	\$ 4,491,451
<b>Supplies</b>	365,745	314,096	290,125	291,375
<b>Contractual</b>	2,525,234	2,001,054	1,710,335	1,720,248
<b>Capital Outlay</b>	79,415	230,700	94,680	167,480
<b>Total Expenditures</b>	\$ 6,306,773	\$ 6,607,682	\$ 6,421,074	\$ 6,670,554
<b>Authorized Positions</b>	79.00	94.00	96.00	101.00



# CODE COMPLIANCE - 101.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> CODE COMPLIANCE	<b>FUND/CENTER</b> GG01/0234001:0234004
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$6,607,682	<b>A.P.</b>	94.00
<b>2003-04 ADOPTED:</b>	\$6,670,554	<b>A.P.</b>	101.00

- A) The adopted budget increases by \$253,949 due to the addition of five Code Compliance Officer positions and anticipated FY2003-04 salary increases.
- B) The adopted budget increases by \$130,260 due to the addition of four authorized positions, one Public Education Specialist and three Code Compliance Officers, for the department's Code Rangers Program and anticipated FY2003-04 salary increases.
- C) The adopted budget decreases by (\$28,215) due to the deletion of a Maintenance Worker position.
- D) The adopted budget decreases by (\$100,000) for costs associated with single-family demolitions due to the decreased number of substandard structures.
- E) The adopted budget decreases by (\$70,548) in budgeted salary savings for FY2003-04 based on time associated for the recruitment of personnel for newly authorized positions.
- F) The adopted budget decreases by (\$58,545) in Information Technology Solutions costs based on FY2003-04 service and cost projections.
- G) The adopted budget increases by \$58,399 in retirement contribution based on a percentage of total salary costs.
- H) The adopted budget increases by \$54,752 in group health insurance costs due to projected enrollment and cost increases.
- I) The adopted budget decreases by (\$36,000) for temporary labor due to increased utilization of community service personnel.
- J) The adopted budget decreases by (\$34,193) for other contractual services based on FY2003-04 anticipated services.
- K) The adopted budget decreases by (\$33,220) due to the one-time purchase of motor vehicles in FY2002-03.
- L) The adopted budget decreases by (\$30,000) for the one-time purchase of special equipment in FY2002-03.

**FORT WORTH**



## DEPARTMENTAL OBJECTIVES AND MEASURES

**DEPARTMENT:**
**CODE COMPLIANCE**
**DEPARTMENT PURPOSE**

The Code Compliance Department promotes and enforces the City of Fort Worth Code through inspections of neighborhoods, apartments, and commercial buildings. In addition, the department's public education component allows the department to conduct educational programs and enhance public relations activities.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To improve the delivery of code enforcement services by maintaining or increasing the abatement-to-inspection ratio and the case closure rate.

To provide quality customer service by investigating complaints within three days and resolving complaints within 90 days.

To reduce the number of unfounded complaints through public education programs.

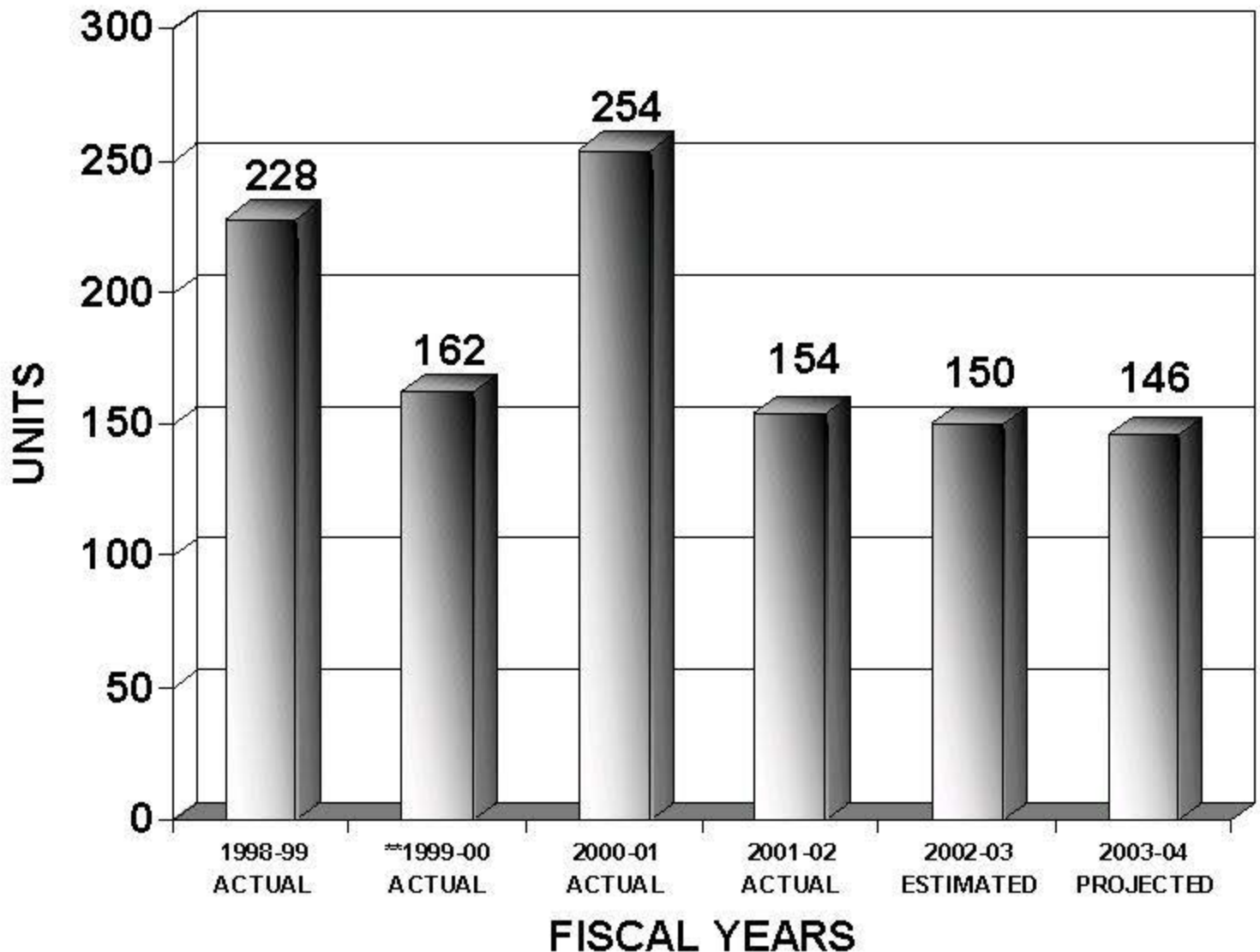
DEPARTMENTAL MEASURES	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Abatement-to-inspection ratio	N/A	1 to 3	1 to 3
Closure rate	N/A	93.3%	98%
Percentage of complaints investigated within three days	N/A	88.4%	90%
Percentage of complaints resolved within 90 days	N/A	N/A	90%
Percentage of unfounded complaints	N/A	N/A	28%

**FORT WORTH**



# CODE COMPLIANCE

## SINGLE FAMILY DEMOLITION ABATEMENTS



\*\*Decrease due to litigation, which prevented demolitions for the first six months of the fiscal year.

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT CODE COMPLIANCE		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>CODE COMPLIANCE</u>								
0234001	CODE COMPLIANCE ADMIN	\$ 987,749	\$ 1,008,957	\$ 922,238	\$ 922,238	10.00	9.00	10.00	10.00
0234002	FIELD OPERATIONS	2,868,939	2,809,821	2,929,501	3,178,981	44.00	44.00	46.00	51.00
0234003	SPECIAL PROJECTS	1,730,178	2,019,869	1,792,138	1,792,138	10.00	27.00	26.00	26.00
0234004	MINIMUM BUILDING STANDARDS DIVISION	719,907	769,035	777,197	777,197	15.00	14.00	14.00	14.00
	Sub-Total	<u>\$ 6,306,773</u>	<u>\$ 6,607,682</u>	<u>\$ 6,421,074</u>	<u>\$ 6,670,554</u>	<u>79.00</u>	<u>94.00</u>	<u>96.00</u>	<u>101.00</u>
	<b>TOTAL</b>	\$ 6,306,773	\$ 6,607,682	\$ 6,421,074	\$ 6,670,554	79.00	94.00	96.00	101.00



**FORT WORTH**



**COMMUNITY RELATIONS DEPARTMENT  
BUDGET OVERVIEW  
FOR THE PERIOD  
JUNE 1, 2003 - MAY 31, 2004**

<b>GENERAL FUND</b>	\$804,088
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**GRANT FUNDS**

Community Development Block Grant (CDBG)	\$13,219
U.S. Department of Housing and Urban Development (HUD)	476,604
Equal Employment Opportunity Commission (EEOC)	<u>151,800</u>

<b>TOTAL GRANT FUNDS:</b>	\$641,623
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<b>TOTAL ALL FUNDING SOURCES:</b>	\$1,445,711
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<b>TOTAL APPROVED POSITIONS:</b>	26.00
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**FORT WORTH**



## DEPARTMENTAL BUDGET SUMMARY

<b>DEPARTMENT:</b> COMMUNITY RELATIONS	<b>FUND/CENTER</b> GG01/0071000:0072020
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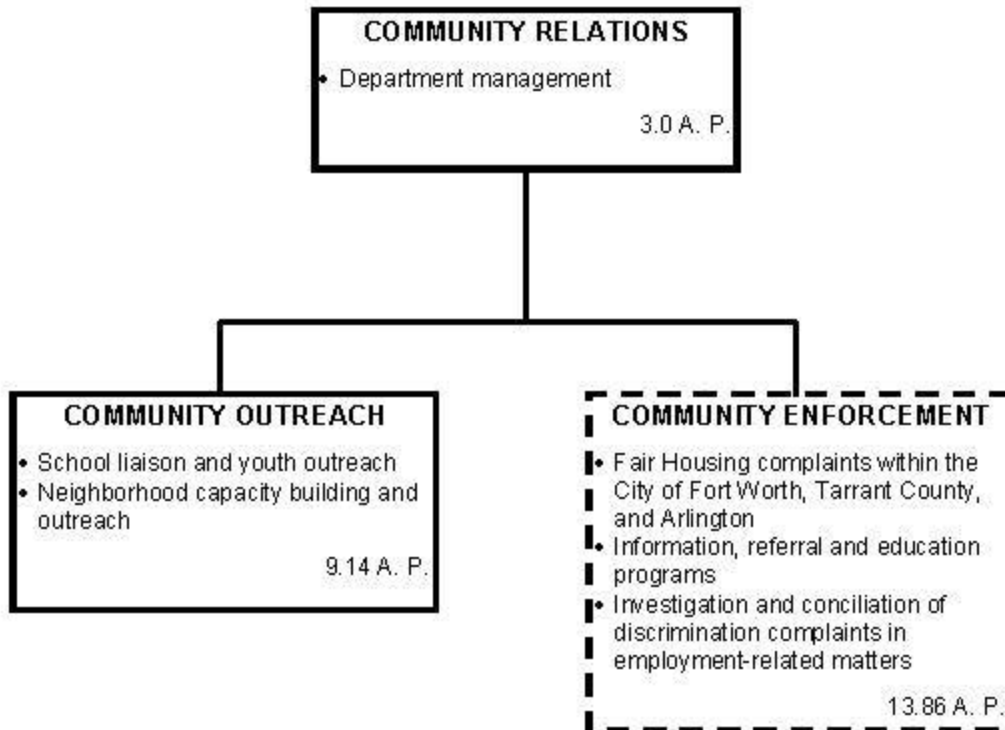
**SUMMARY OF DEPARTMENT RESPONSIBILITIES:**

In an ongoing effort to provide City residents with improved service and increased service levels, the City has consolidated the Neighborhood and Youth Outreach Office, the Action Center, and the Human Relations Commission into the Community Relations Department. The Community Relations department is responsible for resolving charges filed under the City's anti-discrimination ordinance and monitoring fair employment practices of companies doing business within the City. Additionally, the department provides community relations programs, information and referrals for City services, police and neighborhood information sessions, and housing opportunity services as well as customer complaint resolutions.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 269,906	\$ 281,487	\$ 706,315	\$ 706,315
<b>Supplies</b>	15,506	3,450	13,593	13,593
<b>Contractual</b>	57,729	43,553	84,180	84,180
<b>Total Expenditures</b>	\$ 343,141	\$ 328,490	\$ 804,088	\$ 804,088
<b>Authorized Positions</b>	4.25	4.25	12.14	12.14

# COMMUNITY RELATIONS - 26.00 A. P.

GENERAL FUND 12.14  
(GRANT FUNDS 13.86)



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:**  
**COMMUNITY RELATIONS**

**DEPARTMENT PURPOSE**

The Community Relations Department ensures people who live, work, and do business in Fort Worth equal enjoyment of all rights and privileges and freedoms, without regard to race, sex, color, national origin, age, disability, religion, or sexual orientation, and particularly in matters relating to housing and familial status. Additionally it encourages active participation of neighborhoods, youth and non-English speaking communities in civic affairs. The Community Relations Department serves as a resource to neighborhood associations, youth and non-English speaking in accessing City services, to facilitate coordination of school district projects with City departments, including compliance with City development processes.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To provide timely resolution of a projected 285 complaints of employment discrimination in a fair and objective manner.

To provide timely resolution of a projected 135 complaints of housing discrimination in a fair and objective manner.

To provide timely resolution of six complaints of discrimination in places of public accommodation in a fair and objective manner.

To provide fair housing education and outreach to 12,000 people annually.

To provide fair employment education and outreach to 300 employees, employers, human resource professionals and attorneys.

To provide landlord and tenant counseling, education and referrals to 220 tenants, landlords and their agents and employees.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Resolution of employment/housing discrimination cases	280 / 118	285 / 135	285 / 135
Resolution of discrimination cases in places of public accommodation	12	6	6
Persons receiving fair housing information	12,257	12,000	12,000
Fair employment education and outreach to employees, employers, human resource professionals and attorneys.	1,137	300	300
Information relating to the rights and responsibilities and tenants to tenants	1,978	220	220

**FORT WORTH**



**COMMUNITY RELATIONS  
DEPARTMENTAL BUDGET SUMMARY**

**OTHER FUNDING**

**GENERAL INFORMATION:**

Community Development Block Grant (CDBG) funding allows the department to provide comprehensive informational services to Fort Worth citizens on housing-related matters, particularly fair housing laws.

The U.S. Department of Housing and Urban Development (HUD) Cooperative Agreement provides for payment of the investigation and resolution of fair housing complaints (in the amount of \$1,800 per investigation), staff training in HUD investigative procedures, and outreach efforts to educate the community on fair housing laws.

The Equal Employment Opportunity Commission (EEOC) pays the department \$500 per case up to the contracted number of cases accepted and \$50 per deferred in-take, as specified in the contract. EEOC cases are processed in accordance with the legislative authority granted under the Civil Rights Act of 1964 and the City of Fort Worth Ordinance No. 7278, as amended. The Human Relations Commission (HRC) only investigates cases within the jurisdictional city limits of Fort Worth.

**STATUS OF FUNDING**

	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
New Funds	\$414,165	\$517,502	\$641,623
Expenditures/Commitments	<u>414,165</u>	<u>517,502</u>	<u>641,623</u>
Balance	\$0	\$0	\$0
Approved Positions	8.75	12.75	13.86



**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>COMMUNITY RELATIONS</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0071000	<u>COMMUNITY RELATIONS</u> COMMUNITY RELATIONS	\$ 343,141	\$ 328,490	\$ 427,693	\$ 427,693	4.25	4.25	5.14	5.14
	Sub-Total	<u>\$ 343,141</u>	<u>\$ 328,490</u>	<u>\$ 427,693</u>	<u>\$ 427,693</u>	<u>4.25</u>	<u>4.25</u>	<u>5.14</u>	<u>5.14</u>
0072010	<u>COMMUNITY OUT-REACH</u> SCHOOL AND YOUTH OUTREACH	\$ 0	\$ 0	\$ 161,257	\$ 161,257	0.00	0.00	3.00	3.00
0072020	NEIGHBORHOOD OUT-REACH	0	0	215,138	215,138	0.00	0.00	4.00	4.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 376,395</u>	<u>\$ 376,395</u>	<u>0.00</u>	<u>0.00</u>	<u>7.00</u>	<u>7.00</u>
	<b>TOTAL</b>	\$ 343,141	\$ 328,490	\$ 804,088	\$ 804,088	4.25	4.25	12.14	12.14

**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

<b>DEPARTMENT:</b> DEVELOPMENT	<b>FUND/CENTER</b> GG01/0061000:0065000
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SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Development Department advises the City Manager's Office, the City Council, and all appropriate boards and commissions on matters affecting growth and development in the City; coordinates development-related matters with other City departments; and supervises the enforcement of all policies and ordinances pertaining to city development activities.

Departmental operations are divided along functional lines into four divisions:

The Administration Division is responsible for overall departmental management, fiscal administration, policy development, information systems coordination, and annexation requests.

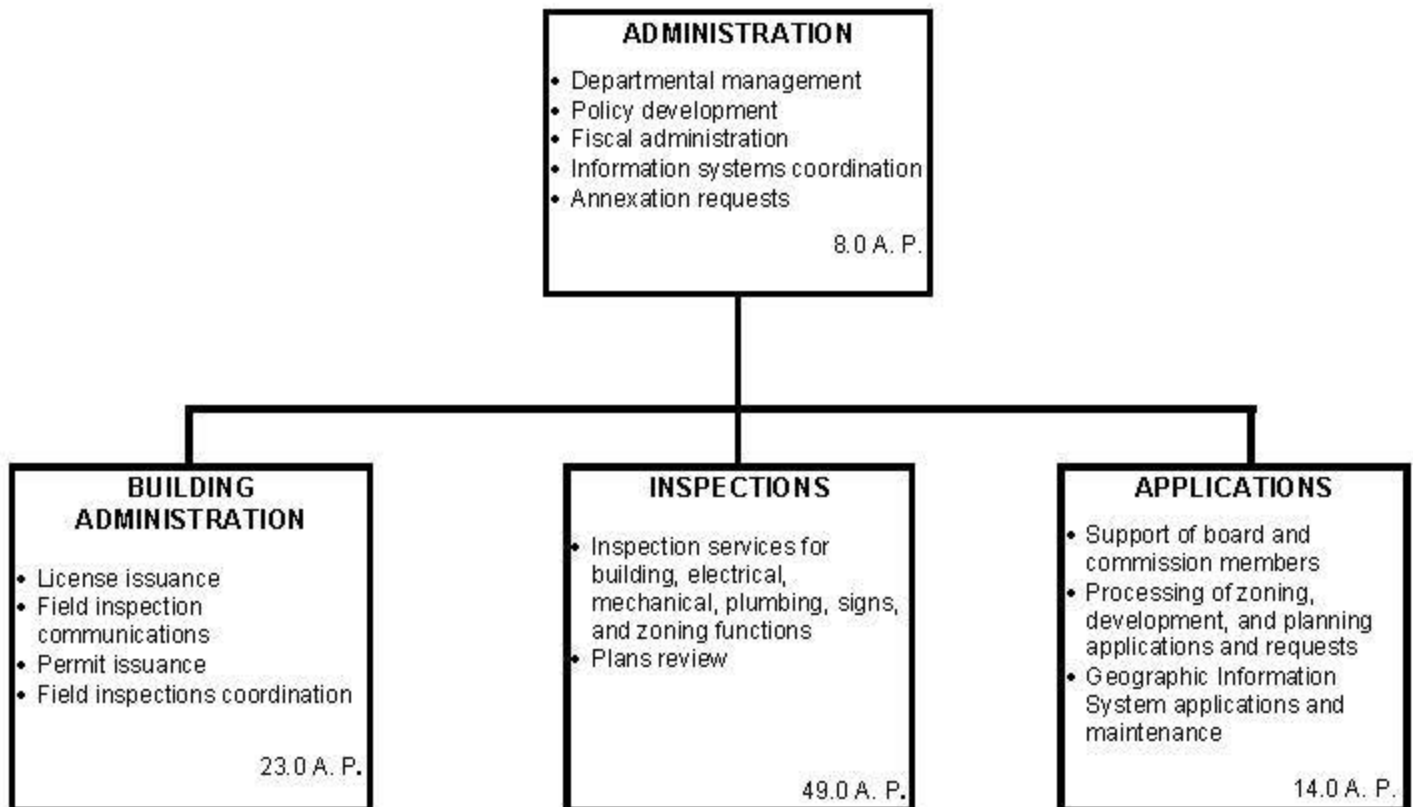
The Building Administration Division coordinates field inspections, field inspection communications, permits, building trades (building, electrical, mechanical, plumbing, signs and zoning) registrations and electrical license issuance.

The Inspection Division staff performs inspection services for building, electrical, mechanical, plumbing and signs functions. The division also performs building plans review and approvals.

The Applications Division staff processes zoning and development applications, as well as supports the City's development-related boards and commissions, such as the Planning and Zoning Commission, Downtown Urban Design Review Board, and the Scenic Preservation Commission.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 3,971,711	\$ 4,002,119	\$ 4,381,414	\$ 4,566,269
<b>Supplies</b>	216,045	162,164	236,107	392,832
<b>Contractual</b>	1,529,149	1,004,732	1,114,917	1,136,647
<b>Capital Outlay</b>	11,225	73,500	74,100	274,100
<b>Total Expenditures</b>	\$ 5,728,130	\$ 5,242,515	\$ 5,806,538	\$ 6,369,848
<b>Authorized Positions</b>	81.00	85.00	85.00	94.00

F-60  
**DEVELOPMENT - 94.0 A. P.**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> DEVELOPMENT	<b>FUND/CENTER</b> GG01/0061000:0065000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$5,242,515	<b>A.P.</b>	85.0
<b>2003-04 ADOPTED:</b>	\$6,369,848	<b>A.P.</b>	94.0

A) The adopted budget increases by \$388,420 for the addition of one Assistant Development Director, two Senior Customer Service Representatives, two Plans Examiners, one Development Inspector, one Planner and one Planning Assistant for the Application Division. The authorized positions will enable the department to better meet the standards of customer wait times for phones, faxed or walk in customers, turn around times on plan reviews and to manage the newly created Boards and Commissions.

B) The adopted budget increases by \$174,890 for the addition of one IT Technical Support Analyst II and the purchase of the software and services for the web enabled permit functions to enable the permitting system to take requests via the Internet.

C) The adopted budget increases by \$200,096 for the Third Party Plumbing Inspection Program. Program expenditures will be fully offset by a related increase in revenue.

D) The adopted budget increases by \$131,661 due to a decrease in budgeted salary savings per an anticipated reduction in the department's vacancy rate in FY2003-04.

E) The adopted budget increases by \$63,276 for group health insurance costs, based on plan enrollment and anticipated cost increases for FY2003-04.

F) The adopted budget increases by \$55,125 for workers' compensation per assessment of historical usage and anticipated medical, administrative and other associated workers' compensation costs for FY2003-04.

G) The adopted budget increases by \$48,292 for scheduled temporaries based on historical expenditures and anticipated usage in FY2003-04.

H) The adopted budget increases by \$36,969 for contractual services to cover on-going maintenance costs for Permits Plus, Selectron, and other equipment.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** **DEVELOPMENT**

**DEPARTMENT PURPOSE**

To facilitate private sector development in compliance with City codes and policies; to advise the City Manager's Office, the City Council, and all appropriate boards and commissions on matters affecting the growth and development of the city; and to supervise the enforcement of all policies and ordinances pertaining to the Development Department.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To perform 99 percent of an estimated 150,000 annual inspections by the next working day.

To perform an estimated 13,400 commercial and residential plans exams within department's established completion target for each type of plans review.

To increase the percentage of walk-up plans reviews for small projects completed the same day.

To process 98 percent of applications within 30 days.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Percent of inspections completed by next working day	99%	99%	99%
Plans exams completed by deadline			
10 days for commercial plan review	85%	80%	80%
5 days for residential plan review	10%	50%	50%
1 day for 3 <sup>rd</sup> party residential	80%	90%	100%
Percent plans reveiws completed the same day	10%	30%	40%
Percent of applic. processed in 30 days	98%	98%	98%

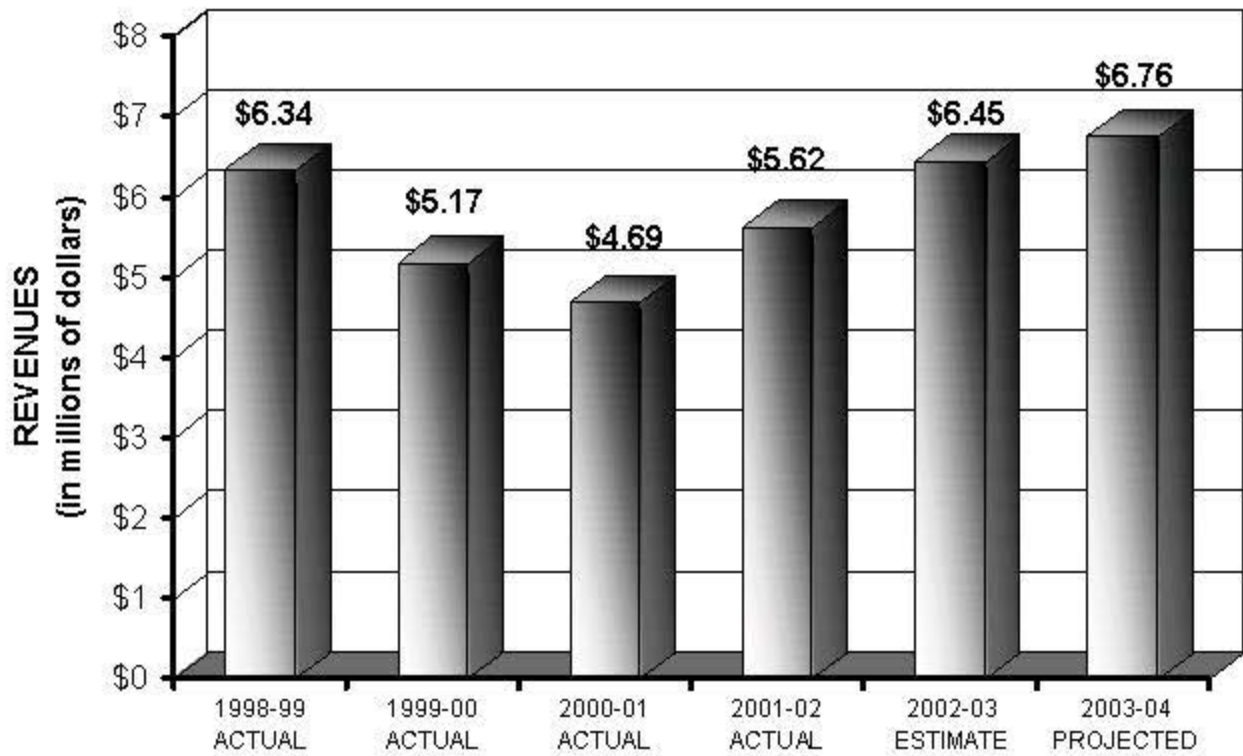
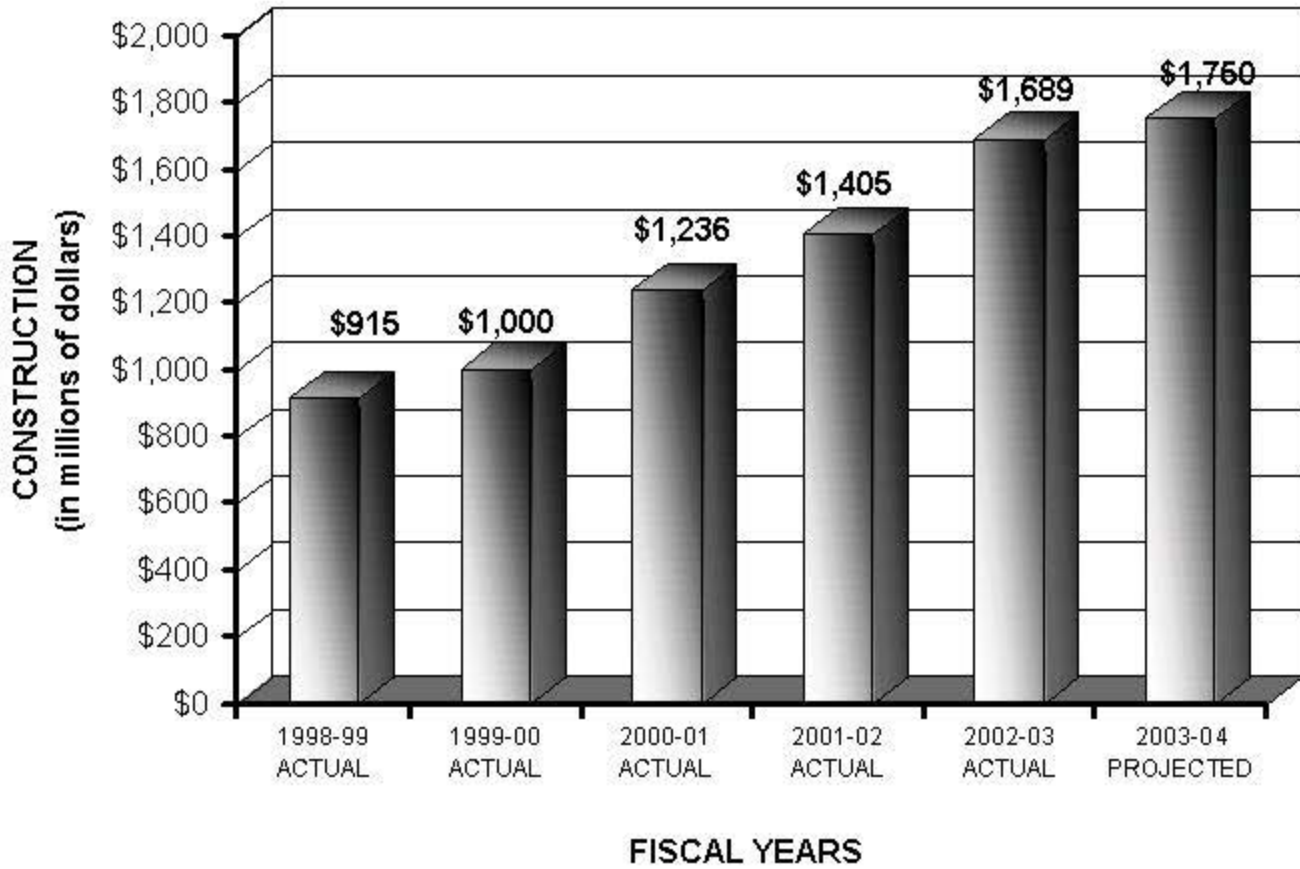


**FORT WORTH**



## DEVELOPMENT

### CONSTRUCTION AND REVENUE INDICATORS



**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT DEVELOPMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0061000	<u>DEVELOPMENT ADMINISTRATION</u>								
	DEVELOPMENT ADMINISTRATION	\$ 1,193,999	\$ 895,008	\$ 1,031,393	\$ 1,031,393	6.00	8.00	8.00	8.00
	Sub-Total	<u>\$ 1,193,999</u>	<u>\$ 895,008</u>	<u>\$ 1,031,393</u>	<u>\$ 1,031,393</u>	<u>6.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
0062000	<u>BUILDING ADMINISTRATION</u>								
	OFFICE OPERATIONS	\$ 1,076,228	\$ 735,355	\$ 1,051,567	\$ 1,614,877	13.00	14.00	14.00	23.00
	Sub-Total	<u>\$ 1,076,228</u>	<u>\$ 735,355</u>	<u>\$ 1,051,567</u>	<u>\$ 1,614,877</u>	<u>13.00</u>	<u>14.00</u>	<u>14.00</u>	<u>23.00</u>
0063000	<u>INSPECTIONS</u>								
	FIELD OPERATIONS	\$ 2,599,497	\$ 2,779,885	\$ 2,788,265	\$ 2,788,265	48.00	49.00	49.00	49.00
	Sub-Total	<u>\$ 2,599,497</u>	<u>\$ 2,779,885</u>	<u>\$ 2,788,265</u>	<u>\$ 2,788,265</u>	<u>48.00</u>	<u>49.00</u>	<u>49.00</u>	<u>49.00</u>
0065000	<u>APPLICATIONS</u>								
	APPLICATIONS	\$ 858,406	\$ 832,267	\$ 935,313	\$ 935,313	14.00	14.00	14.00	14.00
	Sub-Total	<u>\$ 858,406</u>	<u>\$ 832,267</u>	<u>\$ 935,313</u>	<u>\$ 935,313</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>
	<b>TOTAL</b>	\$ 5,728,130	\$ 5,242,515	\$ 5,806,538	\$ 6,369,848	81.00	85.00	85.00	94.00

**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
ECONOMIC AND COMMUNITY DEVELOPMENT	GG01/0171000:0174010

SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Economic and Community Development Department, which consists of four divisions, is charged with sustaining a healthy and diverse economy, supported by business development, emerging technologies, and a world-class workforce.

In fulfilling that mission, the department's Administration Division is responsible for departmental management, program implementation, fiscal management, and operational oversight.

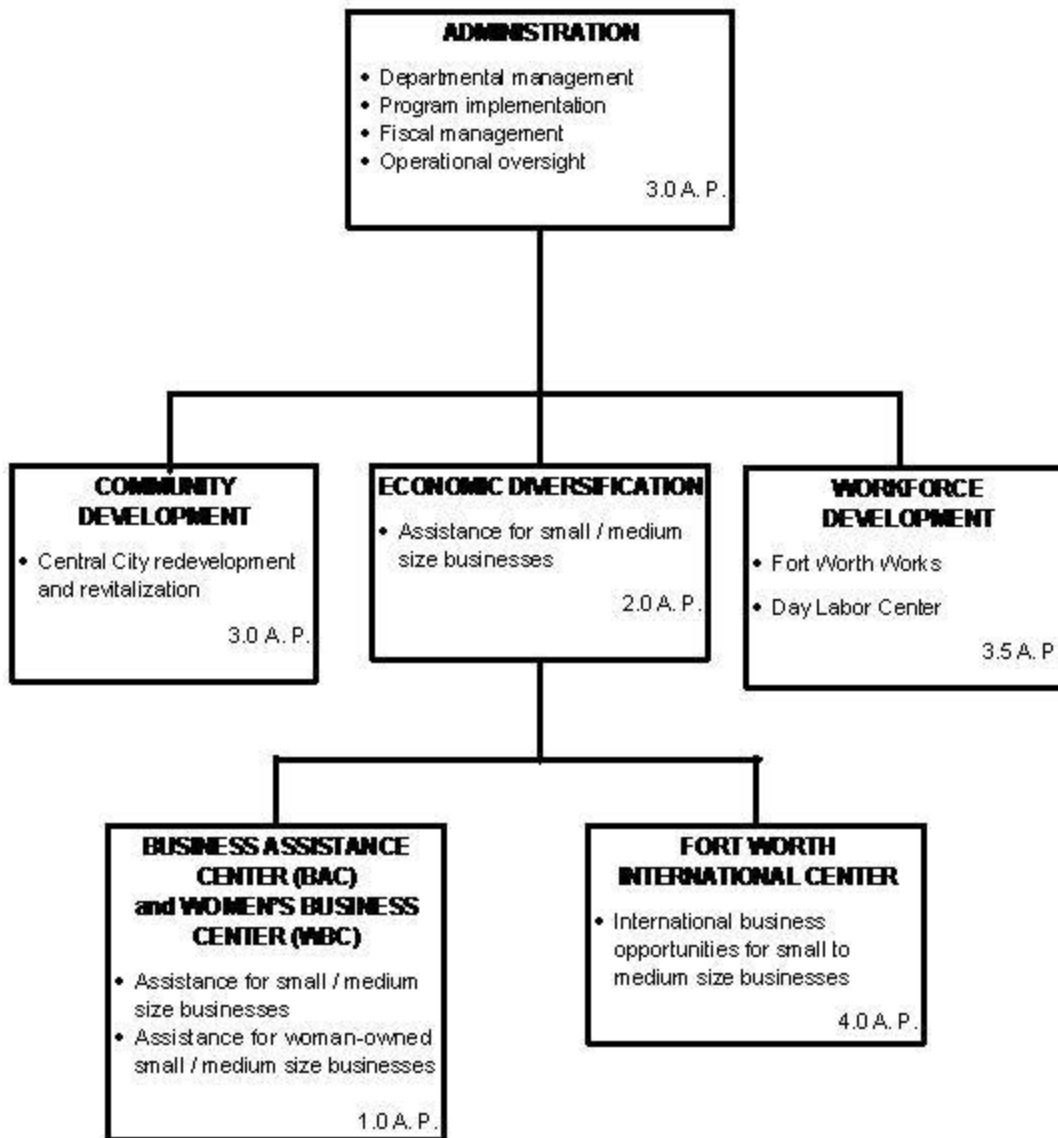
The Community Development Division is responsible for projects that promote central city neighborhoods and business district revitalization.

The Workforce Development Division administers the Fort Worth Works program and operates the Day Labor Center, which assists employers in filling labor needs and individuals in obtaining employment and assists companies receiving tax incentives in fulfilling their Fort Worth employment commitments.

The Economic Diversification Division provides assistance to small- and medium-sized businesses. In addition, the division oversees the Fort Worth International Center, which expands markets for local commerce by developing international relationships.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 673,716	\$ 974,769	\$ 1,000,278	\$ 1,000,278
<b>Supplies</b>	28,373	44,806	17,415	17,415
<b>Contractual</b>	590,600	630,493	513,735	513,735
<b>Total Expenditures</b>	\$ 1,292,689	\$ 1,650,068	\$ 1,531,128	\$ 1,531,128
<b>Authorized Positions</b>	0.00	16.50	16.50	16.50

# ECONOMIC AND COMMUNITY DEVELOPMENT 16.5 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> ECONOMIC AND COMMUNITY DEVELOPMENT	<b>FUND/CENTER</b> GG01/017000:0174010
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$1,650,068	<b>A.P.</b>	16.5
<b>2003-04 ADOPTED:</b>	\$1,531,128	<b>A.P.</b>	16.5

A) The adopted budget increases by \$27,500 for facility rental at the Fort Worth International Center and for the Administration Division.

B) The adopted budget decreases by (\$27,100) due to a reduction in Worker's Compensation Fund contributions, as recommended by the Human Resources Department.

C) The adopted budget decreases by (\$27,053) for travel in order to reduce expenditures.

D) The adopted budget increases by \$23,750 for grant salaries. During FY2002-03, the department received Community Development Block Grant funds for grant-eligible activities, however those funds are not available for FY2003-04.



**FORT WORTH**



## DEPARTMENTAL OBJECTIVES AND MEASURES

**DEPARTMENT:**

### ECONOMIC AND COMMUNITY DEVELOPMENT

**DEPARTMENT PURPOSE**

The purpose of the Economic and Community Development Department is to sustain a healthy and diverse economy supported by business development, emerging technologies, and a world-class workforce; to expand and diversify the economic base of Fort Worth; to create job opportunities; and to facilitate central city redevelopment through structuring public/private partnerships with for-profit and non-profit development entities that revitalize central city neighborhoods and business districts, focusing on targeted redevelopment areas, in accordance with the community's vision.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To coordinate the implementation of real estate and business development projects that meet City Council and community objectives.

To enhance existing and develop new incentives, policies and programs to encourage new investment and business expansion in target areas, as designated in the 2002 Comprehensive Plan, and all other Council-endorsed community plans.

To provide skills development, technical advice, and financial assistance to small and medium-sized businesses and entrepreneurs.

To promote international trade by establishing international business relationships, increasing revenues of local firms, and facilitating job creation in Fort Worth for the international marketplace.

To coordinate activities that promote job opportunities for day laborers.

To increase activities that create jobs for Fort Worth residents, especially central city residents.

DEPARTMENTAL MEASURES	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Projects with City participation	5	6	10
Programs, policies modified or created for revitalization	N/A	2	4
Entrepreneurs & citizens receiving training	3,157	3,200	3,000
Facilitate international trade	N/A	\$500,000	\$2,500,000
Day Labor Center daily employment	N/A	700	1,000
Central city jobs created through projects receiving City support	3,411	2,857	2,914

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>ECONOMIC AND COMMUNITY DEV</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0171000	<u>ECONOMIC DEVEL ADMINISTRATION</u> ECONOMIC DEVEL ADMINISTRATION	\$ 373,757	\$ 310,017	\$ 302,824	\$ 302,824	0.00	3.00	3.00	3.00
	Sub-Total	<u>\$ 373,757</u>	<u>\$ 310,017</u>	<u>\$ 302,824</u>	<u>\$ 302,824</u>	<u>0.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
0172000	<u>COMMUNITY DEVELOP- MENT</u> COMMUNITY DEVELOP- MENT	\$ 0	\$ 244,754	\$ 265,890	\$ 265,890	0.00	2.00	3.00	3.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 244,754</u>	<u>\$ 265,890</u>	<u>\$ 265,890</u>	<u>0.00</u>	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>
0173000	<u>WORKFORCE DEVEL- OPMENT</u> WORKFORCE DEVEL- OPMENT	\$ 232,375	\$ 351,484	\$ 273,582	\$ 273,582	0.00	4.50	3.50	3.50
	Sub-Total	<u>\$ 232,375</u>	<u>\$ 351,484</u>	<u>\$ 273,582</u>	<u>\$ 273,582</u>	<u>0.00</u>	<u>4.50</u>	<u>3.50</u>	<u>3.50</u>
0174000	<u>ECONOMIC DIVERSIFI- CATION</u> ECONOMIC DIVERSIFI- CATION	\$ 196,583	\$ 255,570	\$ 227,469	\$ 227,469	0.00	3.00	3.00	3.00
0174010	INTERNATIONAL CEN- TER	489,974	488,243	461,363	461,363	0.00	4.00	4.00	4.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>ECONOMIC AND COMMUNITY DEV</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01            GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	Sub-Total	\$ 686,557	\$ 743,813	\$ 688,832	\$ 688,832	0.00	7.00	7.00	7.00
	<b>TOTAL</b>	\$ 1,292,689	\$ 1,650,068	\$ 1,531,128	\$ 1,531,128	0.00	16.50	16.50	16.50

## DEPARTMENTAL BUDGET SUMMARY

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
ENVIRONMENTAL MANAGEMENT	GG01/0521000:0523000

**SUMMARY OF DEPARTMENT RESPONSIBILITIES:**

The Environmental Management Department is responsible for ensuring that the City is in compliance, or developing means to achieve compliance, with all federal and state environmental regulations. The department consists of five divisions: Administration, Compliance, Water Quality, Air Quality, and Geographic Information System (GIS).

The Administration Division is responsible for fiscal and managerial oversight of the department.

Compliance Division activities include spill response, household chemical waste collection, and City-generated hazardous waste collection and recycling. The Division also handles underground storage tank removals and redemptions, asbestos abatement, and environmental sampling to ensure City compliance with federal, state, and local mandates and regulations.

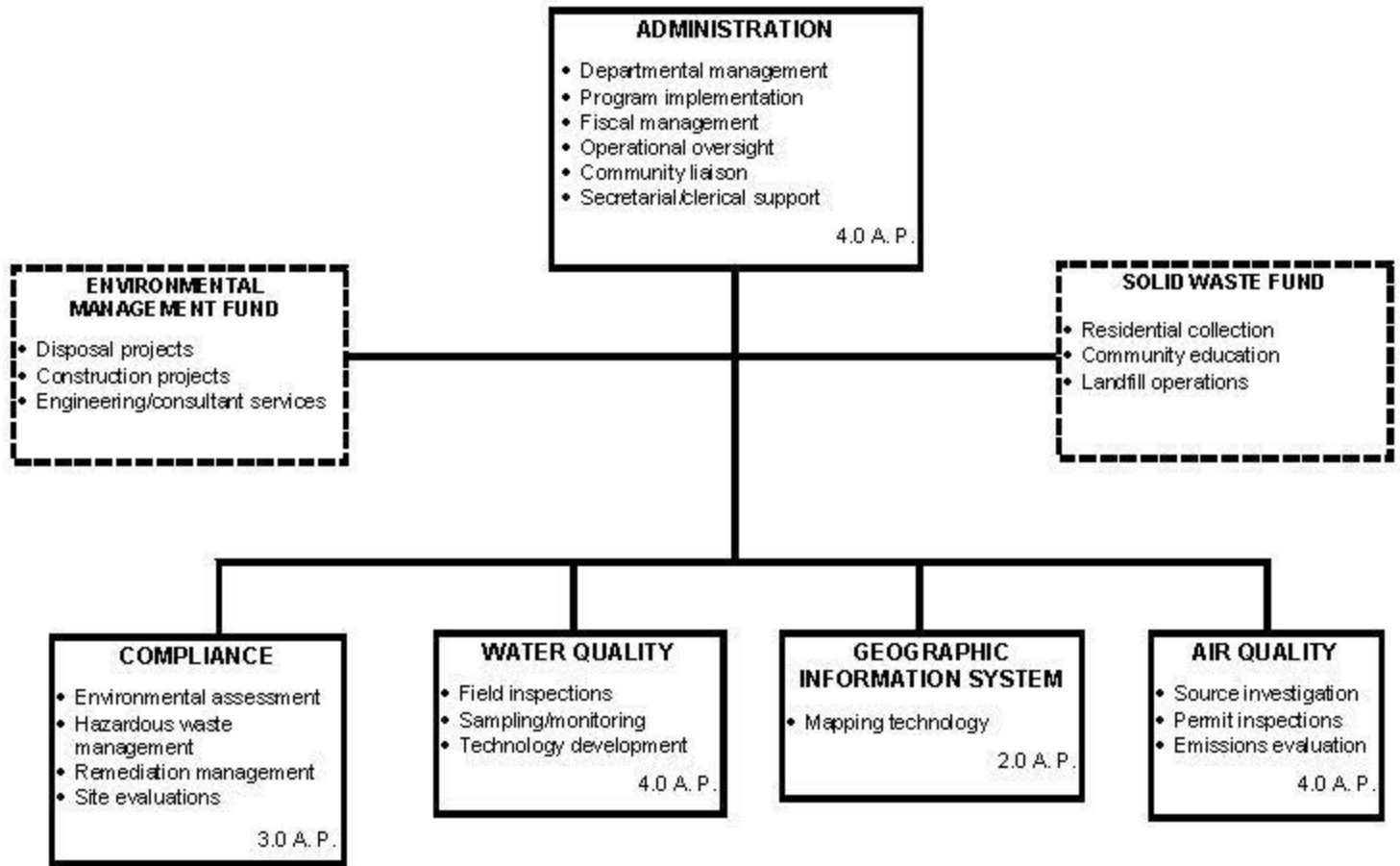
The Water Quality Division is heavily involved in the Storm Water Program and other portions of the U.S. Environmental Protection Agency (EPA) Clean Water Act.

The Air Quality Division is responsible for implementing programs to fulfill the City's responsibility under the EPA Clean Air Act.

The GIS Division maps the local watersheds and related tributaries, develops and manages user interfaces to collect, analyze, and distribute appropriate environmental information to state and federal regulatory agencies, and develops GIS programs that enhance the ability of the City to maintain municipal compliance in the areas of stormwater, air quality, and hazardous materials. The GIS function was established in 1993 to assist the City in achieving compliance with EPA storm water regulations.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 981,188	\$ 1,017,169	\$ 957,713	\$ 957,713
<b>Supplies</b>	40,086	41,124	39,667	39,667
<b>Contractual</b>	228,544	212,965	194,051	194,051
<b>Capital Outlay</b>	20,270	0	0	0
<b>Total Expenditures</b>	\$ 1,270,088	\$ 1,271,258	\$ 1,191,431	\$ 1,191,431
<b>Authorized Positions</b>	19.00	19.00	17.00	17.00

# ENVIRONMENTAL MANAGEMENT - 17.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> ENVIRONMENTAL MANAGEMENT	<b>FUND/CENTER</b> GG01/0521000:0523000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$1,271,258	<b>A.P.</b>	19.0
<b>2003-04 ADOPTED:</b>	\$1,191,431	<b>A.P.</b>	17.0

- A) The adopted budget decreases by (\$56,934) for salaries of regular employees. One Environmental Supervisor position will be shifted to the Environmental Management Fund and one Office Assistant II position will be shifted to grant funds.
  
- B) The adopted budget increases by \$7,440 for group health insurance based on FY2003-04 cost projections for the healthcare industry.
  
- C) The adopted budget decreases by (\$7,380) for information technology computing charges based on actual FY2002-03 expenditures and projected FY2003-04 needs.
  
- D) The adopted budget decreases by (\$4,251) for retirement contributions, which are calculated as a percentage of salary costs.



**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** **ENVIRONMENTAL MANAGEMENT**

**DEPARTMENT PURPOSE**

To ensure City compliance with environmental regulations and to maintain and promote a safe environment for the citizens of Fort Worth through innovative and cost-effective prevention programs.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To coordinate an Air Pollution Control Program in support of the region's goal of achieving Clean Air Act attainment by conducting:

- Investigation of outdoor air quality complaints;
- Stage II vapor recovery inspections; and
- Major and minor source air quality inspections.

To reduce disposal of City-generated regulated waste primarily through recycling.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Air pollution complaints investigated within 24 hours / percent investigated	96 / 100%	155 / 100%	160 / 100%
Stage II inspections	357	80	80
Major & Minor Source air quality Inspections	128	131	150
Pounds of City-generated waste sent for disposal / recycling	231,000 lbs.	150,000 lbs.	150,000 lbs.

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>ENVIRONMENTAL MANAGEMENT</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>ENVIRONMENTAL MAN- AGEMENT DIVISION</u>								
0521000	ENVIRONMENTAL MAN- AGEMENT ADMIN	\$ 465,406	\$ 336,706	\$ 300,360	\$ 300,360	6.00	5.00	4.00	4.00
0521010	GIS	114,917	127,320	116,691	116,691	2.00	2.00	2.00	2.00
	Sub-Total	<u>\$ 580,323</u>	<u>\$ 464,026</u>	<u>\$ 417,051</u>	<u>\$ 417,051</u>	<u>8.00</u>	<u>7.00</u>	<u>6.00</u>	<u>6.00</u>
	<u>COMPLIANCE</u>								
0521520	COMPLIANCE	\$ 176,613	\$ 246,685	\$ 218,415	\$ 218,415	2.00	3.00	3.00	3.00
	Sub-Total	<u>\$ 176,613</u>	<u>\$ 246,685</u>	<u>\$ 218,415</u>	<u>\$ 218,415</u>	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
	<u>WATER QUALITY DIVI- SION</u>								
0522000	WATER QUALITY	\$ 280,886	\$ 315,676	\$ 309,996	\$ 309,996	4.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 280,886</u>	<u>\$ 315,676</u>	<u>\$ 309,996</u>	<u>\$ 309,996</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
	<u>AIR QUALITY DIVISION</u>								
0523000	AIR QUALITY	\$ 232,266	\$ 244,871	\$ 245,969	\$ 245,969	5.00	5.00	4.00	4.00
	Sub-Total	<u>\$ 232,266</u>	<u>\$ 244,871</u>	<u>\$ 245,969</u>	<u>\$ 245,969</u>	<u>5.00</u>	<u>5.00</u>	<u>4.00</u>	<u>4.00</u>
	<b>TOTAL</b>	<b>\$ 1,270,088</b>	<b>\$ 1,271,258</b>	<b>\$ 1,191,431</b>	<b>\$ 1,191,431</b>	<b>19.00</b>	<b>19.00</b>	<b>17.00</b>	<b>17.00</b>

**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

<b>DEPARTMENT:</b> FINANCE	<b>FUND/CENTER</b> GG01/0131010:0139010
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SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Finance Department has general responsibility for the financial administration of the City. These duties are performed by the following divisions: Administration, Accounting, Purchasing, Treasury Administration, Financial Systems Administration, Records and Information Management, and Risk Management.

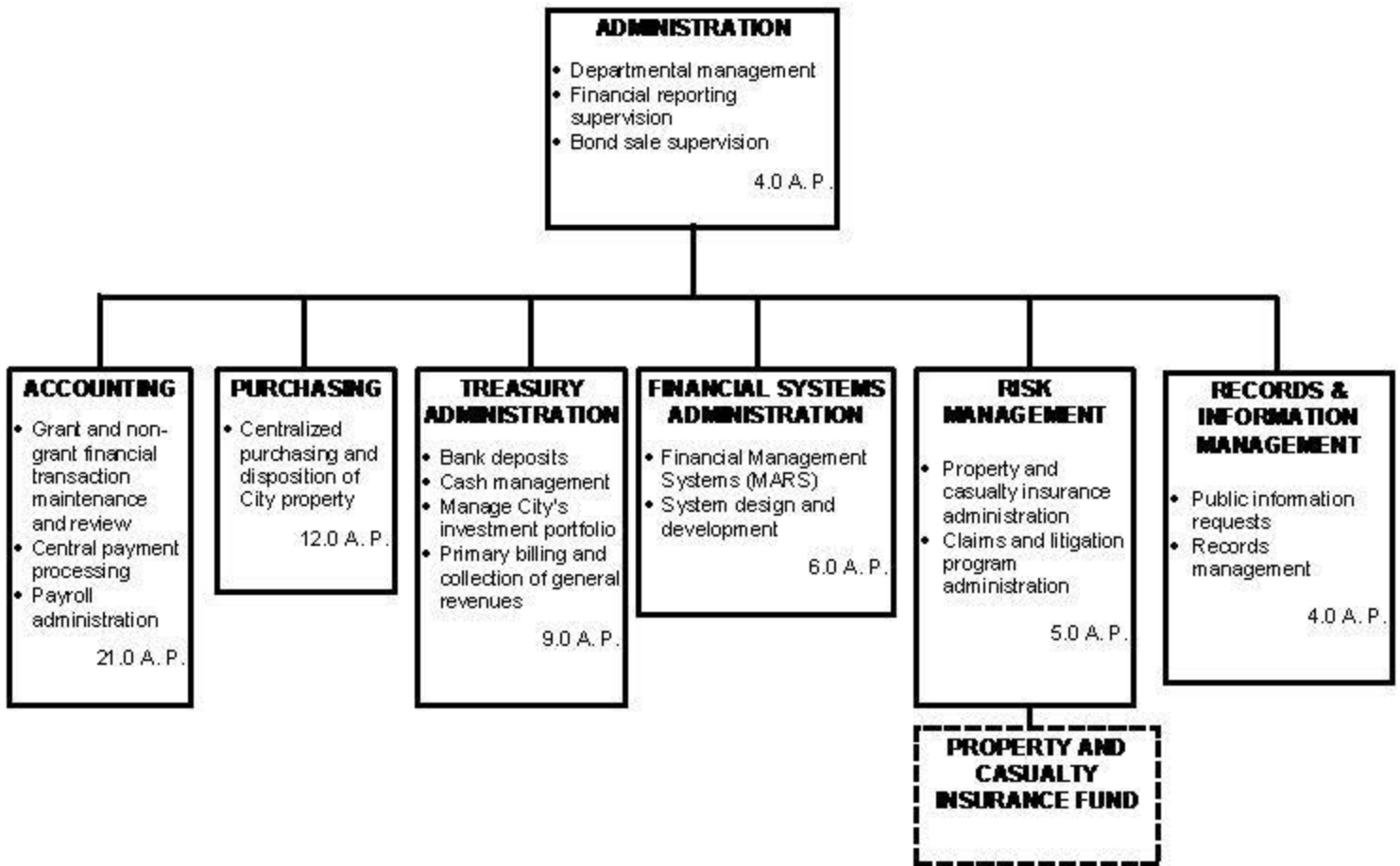
The Administration Division is responsible for providing overall planning and control to the other elements of the department. It also supervises the sale of municipal bonds and the preparation of the City's financial reports. The Accounting Division maintains the general ledger, payroll, accounts payable, grant accounting, Fixed Assets Inventory Tracking System (FATS), and certain accounts receivable for the City in an accounting system conforming to City Charter requirements and to established municipal accounting principles.

The Purchasing Division provides centralized purchasing for all City departments and disposes of obsolete or surplus materials/equipment and confiscated property. The Treasury Administration Division manages the City's investment portfolio and is responsible for primary billing, collection of general revenue, bank deposits, and cash management.

The Financial Systems Administration Division is responsible for the ongoing maintenance of the financial management system. The Records and Information Management Division is responsible for Citywide records storage inventory and control, as well as responding to public information requests. In FY2001-02, portions of the Risk Management Department were merged into the Finance Department. The Risk Management Division of the Finance Department is now responsible for the property and casualty insurance program and the liability insurance program.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 3,178,182	\$ 3,329,489	\$ 3,286,519	\$ 3,286,519
<b>Supplies</b>	91,747	83,378	75,861	75,861
<b>Contractual</b>	2,080,222	1,761,315	1,546,883	1,546,883
<b>Capital Outlay</b>	0	0	0	0
<b>Total Expenditures</b>	\$ 5,350,151	\$ 5,174,182	\$ 4,909,263	\$ 4,909,263
<b>Authorized Positions</b>	63.00	65.00	61.00	61.00

F-86  
**FINANCE – 61.0 A. P.**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> FINANCE	<b>FUND/CENTER</b> GG01/0131010:0139010
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$5,174,182	<b>A.P.</b>	65.00
<b>2003-04 ADOPTED:</b>	\$4,909,263	<b>A.P.</b>	61.00

A) The budget decreases by (\$176,500) for the elimination of four vacant positions. The positions eliminated are: a Buyer position in the Purchasing Division, a Senior Accountant position in the Accounting Division, an Office Assistant II position in the Accounting Division (this reduction was partially offset by an increase in the scheduled temporary budget to fund, on a part-time basis, some of the Office Assistant duties), and a Senior Risk Management Analyst in the Risk Management Division.

B) The budget decreases by (\$145,000) for two reduced information technology accounts. The adopted budget for these related accounts is consistent with re-estimates.

C) Budgeted Salary Savings was increased in the budget by \$57,705 to account for less anticipated savings due to having fewer positions in the department.

D) The budget increases by \$43,156 for compensation plan increases.

E) The budget increases by \$42,252 for cost increases associated with the Group Health Plan.



**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** **FINANCE**

**DEPARTMENT PURPOSE**

To provide efficient and effective financial and administrative services to meet the needs of residents, the City Council and management for up-to-date financial, operational and management information.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To complete the Comprehensive Annual Financial Report (including the A-133 Grants Report) and present to the City Council within 135 days of year-end closing.

To achieve 150 percent of the City's benchmark yield on investments.

To review Mayor & Council Communications (M&Cs) within 3 working days.

To respond to 2,500 official public requests for information within established guidelines.

To limit claims settled without lawsuit at 85 percent.

To conduct a minimum of 25 on-line reverse auctions.

To increase savings to the General Fund through the use of the FICA Alternative Program.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Completion days for CAFR after closing	180	135	135
Investment yield compared to benchmark	231%	90%	150%
Average number of days for M&C review	3.5	3	3
Number of public information responses	2,631	3,000	2,500
Claims settled without lawsuit	91%	90%	85%
On-line reverse auctions	15	25	25
FICA Alternative Program Savings	\$120,000	\$240,000	\$520,000

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT FINANCE		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0131010	<u>FINANCE ADMINISTRATION</u>								
	FINANCE ADMINISTRATION	\$ 2,057,357	\$ 1,815,157	\$ 1,638,653	\$ 1,638,653	3.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 2,057,357</u>	<u>\$ 1,815,157</u>	<u>\$ 1,638,653</u>	<u>\$ 1,638,653</u>	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
0132010	<u>ACCOUNTING DIVISION</u>								
	GENERAL LEDGER	\$ 1,102,430	\$ 1,165,291	\$ 1,135,778	\$ 1,135,778	23.00	23.00	21.00	21.00
	Sub-Total	<u>\$ 1,102,430</u>	<u>\$ 1,165,291</u>	<u>\$ 1,135,778</u>	<u>\$ 1,135,778</u>	<u>23.00</u>	<u>23.00</u>	<u>21.00</u>	<u>21.00</u>
0133000	<u>PURCHASING DIVISION</u>								
	PURCHASING DIVISION	\$ 685,512	\$ 702,498	\$ 631,677	\$ 631,677	14.00	14.00	12.00	12.00
	Sub-Total	<u>\$ 685,512</u>	<u>\$ 702,498</u>	<u>\$ 631,677</u>	<u>\$ 631,677</u>	<u>14.00</u>	<u>14.00</u>	<u>12.00</u>	<u>12.00</u>
0134010	<u>CASH MANAGEMENT</u>								
	TREASURY ADMINISTRATION	\$ 586,781	\$ 543,361	\$ 570,467	\$ 570,467	8.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 586,781</u>	<u>\$ 543,361</u>	<u>\$ 570,467</u>	<u>\$ 570,467</u>	<u>8.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
	<u>FINANCIAL SYSTEMS ADMINISTRATION</u>								

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT FINANCE		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01      GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0135010	FINANCIAL SYSTEM ADMINISTRATION	\$ 406,843	\$ 409,689	\$ 406,802	\$ 406,802	6.00	6.00	6.00	6.00
	Sub-Total	<u>\$ 406,843</u>	<u>\$ 409,689</u>	<u>\$ 406,802</u>	<u>\$ 406,802</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
	<u>RECORDS MANAGE- MENT</u>								
0138010	RECORDS & INFORMA- TION MANAGEMENT	\$ 205,822	\$ 216,666	\$ 218,676	\$ 218,676	4.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 205,822</u>	<u>\$ 216,666</u>	<u>\$ 218,676</u>	<u>\$ 218,676</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
	<u>INSURANCE</u>								
0139010	RISK MANAGEMENT	\$ 305,406	\$ 321,520	\$ 307,210	\$ 307,210	5.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 305,406</u>	<u>\$ 321,520</u>	<u>\$ 307,210</u>	<u>\$ 307,210</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
	<b>TOTAL</b>	\$ 5,350,151	\$ 5,174,182	\$ 4,909,263	\$ 4,909,263	63.00	65.00	61.00	61.00

## DEPARTMENTAL BUDGET SUMMARY

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
FIRE	GG01/0361000:0368000

**SUMMARY OF DEPARTMENT RESPONSIBILITIES:**

The Fire Department provides protection of life and property from fire; first response for emergency medical service; programs of fire safety and prevention; arson and fire cause investigations; and dispatching of fire apparatus and personnel to fire scenes and other emergencies. The department is also responsible for the development and implementation of plans for the protection of life and property, thereby minimizing the effects of a potential disaster.

The department is organized into five major divisions: Administration, Prevention, Operations, Support Services, and Training. The Administration Division oversees all departmental functions, including financial operations and emergency management operations. The Prevention Division performs inspections, alarm services, investigations, and dispatch functions. The Operations Division, which employs the majority of departmental personnel, conducts daily emergency response activities associated with fire stations, including maintenance of self-contained breathing apparatus (SCBA) equipment. The Support Services Division coordinates maintenance of the department's vehicles and firefighting apparatus fleet, as well as the storage and distribution of operating supplies such as firehose and ladder equipment. The Training Division performs initial training for new firefighters, as well as continuing education for experienced personnel.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 57,120,974	\$ 60,394,237	\$ 62,530,651	\$ 62,530,651
<b>Supplies</b>	2,748,052	2,619,091	2,763,354	2,763,354
<b>Contractual</b>	4,068,772	4,573,421	4,336,406	4,336,406
<b>Capital Outlay</b>	208,761	339,400	136,400	136,400
<b>Total Expenditures</b>	\$ 64,146,559	\$ 67,926,149	\$ 69,766,811	\$ 69,766,811
<b>Authorized Positions</b>	784.00	787.00	817.00	817.00

F-94  
**FIRE – 817.0 A.P.**

**ADMINISTRATION**

- Departmental management
- Centralized personnel, payroll, and fiscal administration
- Office of Emergency Management

24.0 A. P.

**PREVENTION**

- Inspections
- Investigations
- Bomb Squad
- Fire safety education
- Fire systems testing
- Communications

63.0 A. P.

**OPERATIONS**

- Fire suppression
- Emergency medical services 1<sup>st</sup> response
- Pre-fire planning
- Operations administration
- Self-Contained Breathing Apparatus

699.0 A. P.

**EDUCATIONAL SERVICES**

- Basic firefighting training
- In-service training programs
- Emergency medical services training
- Safety programs for Fire personnel
- Health and fitness
- Fire safety education

20.0 A. P.

**SUPPORT SERVICES**

- Central supply
- Apparatus maintenance and coordination
- Support equipment
- Fire hose and nozzle maintenance
- Building maintenance coordination

11.0 A. P.

**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> FIRE	<b>FUND/CENTER</b> GG01/0361000:0368000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$67,926,149	<b>A.P.</b>	787.00
<b>2003-04 ADOPTED:</b>	\$69,766,811	<b>A.P.</b>	817.00

A) The adopted budget increases by \$1,698,799 for an increase in staffing and for implementation of the FY2003-04 compensation plan. The department added 28 civil service positions in mid-year FY2002-03, and will add another 14 civil service positions in mid-year FY2003-04. The civil service positions will allow the department to operate the newly built Station 39 and to convert additional selected stand-alone fire companies to four-person staffing. Two additional civilian positions, including an Information Technology Programmer/Analyst II and an Office Assistant II, are also part of the adopted budget.

B) The adopted budget increases by \$898,548 for group health insurance based on increases in total enrollment and cost increases projected for the healthcare industry.

C) The adopted budget decreases by (\$346,509) for contributions to the Workers' Compensation Fund. The majority of the decrease is attributed to a shift of funding to other workers' compensation accounts in the departmental budget, based on a recommendation from the Departments of Law and Human Resources to change the manner in which civil service personnel are compensated while out on injured leave.

D) The adopted budget increases by \$248,489 for salary supplements paid to civil service personnel out on injured leave, as mentioned in Item C above.

E) The adopted budget decreases by (\$237,088) for the FY2003-04 elimination of civil service vacation buy-back benefits.

F) The adopted budget decreases by (\$225,777) for information technology consulting services provided by City staff, based on actual FY2002-03 expenditures and projected FY2003-04 needs.

G) The adopted budget increases by \$159,178 for retirement contributions. Contributions are calculated as a percentage of salary costs.

H) The adopted budget decreases by (\$153,208) for salaries of regular employees. The adopted budget includes fewer firefighter trainees than the previous fiscal year, an expense that is charged to this account.

I) The adopted budget decreases by (\$139,000) for motor vehicle purchases. The adopted budget includes fewer vehicles than the previous fiscal year.

J) The adopted budget increases by \$135,060 for wireless/radio charges. The increase represents the full year cost of equipment added in mid-year FY2002-03, and is based on recommendations from the Information Technology (IT) Solutions Department.

K) The adopted budget decreases by (\$104,175) for administrative fees charged by the Equipment Services Department. The decrease is based on actual FY2002-03 charges and projected FY2003-04 needs.



**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** FIRE

**DEPARTMENT PURPOSE**

The Fire Department provides protection of life and property from fire; first response for emergency medical service; programs for fire safety education; commercial inspections; fire prevention services; arson and fire cause investigations; and the dispatch of fire apparatus and personnel to fire scenes and other emergencies. Additionally, the department is responsible for the development and implementation of plans for the protection of life and property, thereby minimizing the effects of a potential disaster.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To reduce the financial and human impact of fires and other emergencies by arriving on scene in five minutes or less in at least 72% of emergency responses, while reducing number of firefighter injuries that result in injured leave.

To increase community preparedness for responding to emergencies.

To recruit, develop, and maintain a competent workforce reflecting the diversity of the City.

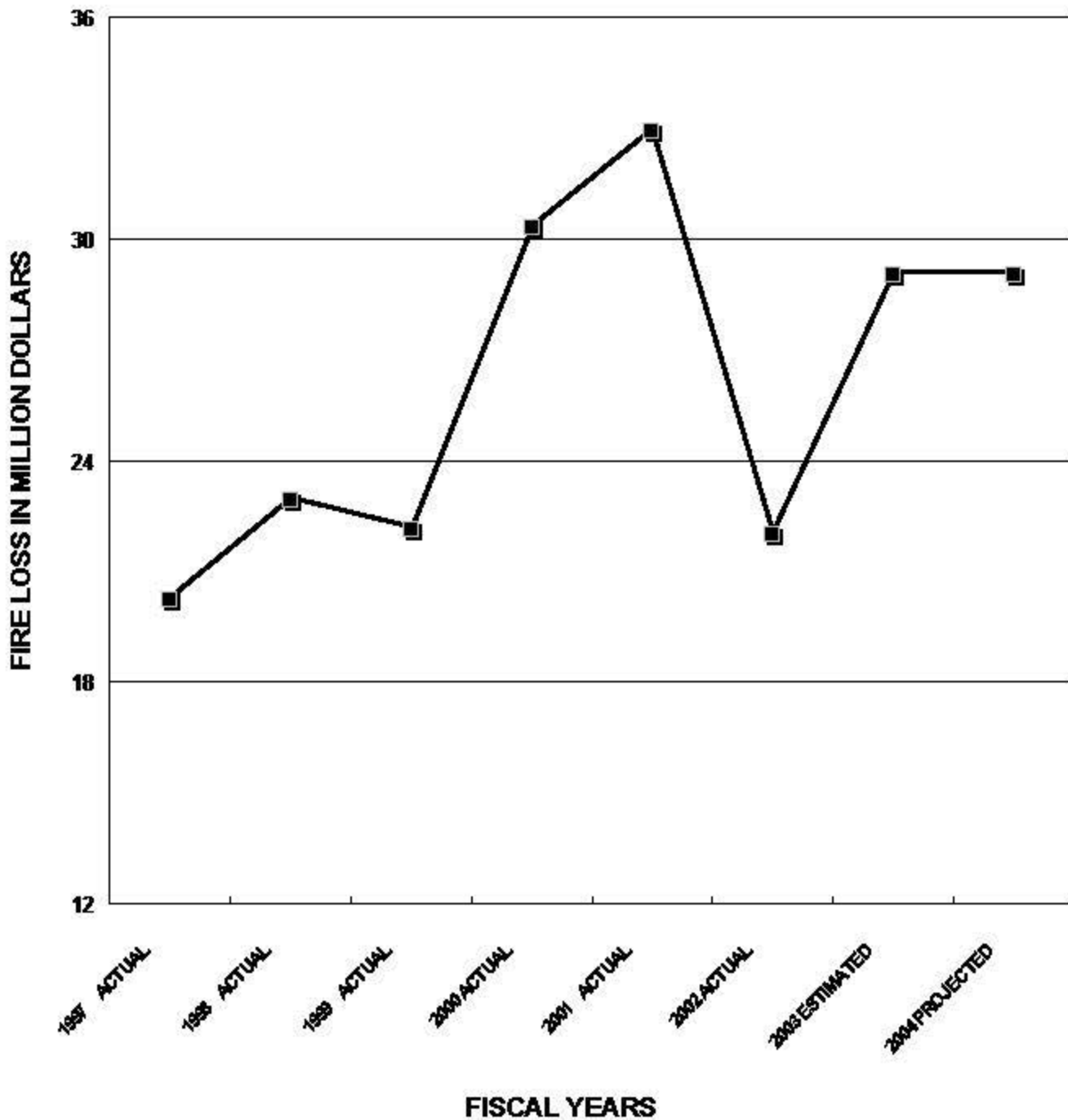
<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Percent of emergency calls responded to in five minutes or less	71%	72%	72%
Reduce number of loss time injuries 1%	38%	37%	36%
To conduct 30 hours of public emergency education activities	73	30	30
Present "Learn Not to Burn" program to 40 classrooms	40	40	40
Increase number of minorities sitting for Fire Recruit test by 5%	490	500	525

**FORT WORTH**



# FIRE

Property Loss by Calendar Year



**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>FIRE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>FIRE ADMINISTRATION</u>								
0361000	FIRE ADMINISTRATION	\$ 2,954,788	\$ 3,190,260	\$ 3,106,740	\$ 3,106,740	16.00	18.00	19.00	19.00
0361010	EMERGENCY MANAGEMENT	369,374	415,866	391,601	391,601	5.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 3,324,162</u>	<u>\$ 3,606,126</u>	<u>\$ 3,498,341</u>	<u>\$ 3,498,341</u>	<u>21.00</u>	<u>23.00</u>	<u>24.00</u>	<u>24.00</u>
	<u>PREVENTION</u>								
0362010	EXECUTIVE SERVICES	\$ 304,892	\$ 173,328	\$ 175,061	\$ 175,061	3.00	2.00	2.00	2.00
0362020	FIRE PREVENTION	1,969,030	2,151,656	2,098,071	2,098,071	23.00	23.00	23.00	23.00
0362030	FIRE INVESTIGATIONS	766,224	977,169	985,697	985,697	9.00	11.00	11.00	11.00
0362040	FIRE COMMUNICATIONS	2,046,221	2,128,033	2,199,958	2,199,958	26.00	27.00	27.00	27.00
	Sub-Total	<u>\$ 5,086,367</u>	<u>\$ 5,430,186</u>	<u>\$ 5,458,787</u>	<u>\$ 5,458,787</u>	<u>61.00</u>	<u>63.00</u>	<u>63.00</u>	<u>63.00</u>
	<u>OPERATIONS</u>								
0363500	OPERATIONS ADMINISTRATION	\$ 599,072	\$ 523,637	\$ 525,200	\$ 525,200	5.00	5.00	5.00	5.00
0363510	BATTALIONS	48,362,920	50,952,671	52,786,550	52,786,550	660.00	660.00	686.00	686.00
0363520	SCBA	824,397	772,192	782,841	782,841	7.00	7.00	7.00	7.00
	Sub-Total	<u>\$ 49,786,389</u>	<u>\$ 52,248,500</u>	<u>\$ 54,094,591</u>	<u>\$ 54,094,591</u>	<u>672.00</u>	<u>672.00</u>	<u>698.00</u>	<u>698.00</u>

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**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT FIRE		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>SUPPORT SERVICES</u>								
0365500	VEHICLE SERVICES	\$ 3,060,544	\$ 3,079,811	\$ 2,966,348	\$ 2,966,348	6.00	6.00	7.00	7.00
0365510	SUPPLY	410,034	368,693	375,769	375,769	5.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 3,470,578</u>	<u>\$ 3,448,504</u>	<u>\$ 3,342,117</u>	<u>\$ 3,342,117</u>	<u>11.00</u>	<u>11.00</u>	<u>12.00</u>	<u>12.00</u>
	<u>TRAINING</u>								
0368000	TRAINING	\$ 2,479,063	\$ 3,192,833	\$ 3,372,975	\$ 3,372,975	19.00	18.00	20.00	20.00
	Sub-Total	<u>\$ 2,479,063</u>	<u>\$ 3,192,833</u>	<u>\$ 3,372,975</u>	<u>\$ 3,372,975</u>	<u>19.00</u>	<u>18.00</u>	<u>20.00</u>	<u>20.00</u>
	<b>TOTAL</b>	\$ 64,146,559	\$ 67,926,149	\$ 69,766,811	\$ 69,766,811	784.00	787.00	817.00	817.00





**FORT WORTH**



**HOUSING DEPARTMENT  
BUDGET OVERVIEW  
FOR THE PERIOD  
JUNE 1, 2003 - MAY 31, 2004**

<b><u>FUNDING SOURCES:</u></b>	<b><u>Allocation This Period</u></b>	<b><u>Carry-Over Balance</u></b>	<b><u>Total Available</u></b>
<b>GENERAL FUND</b>	<u>\$50,078</u>	<u>\$0</u>	<u>\$50,078</u>
Sub-total General Fund	\$50,078	\$0	\$50,078
<b>GRANT FUNDS</b>			
Community Development Block Grant (CDBG) (6/1/1989 - until expended)	\$7,561,361	\$0	\$7,561,361
HOME Funds (5/18/1993 - 5/31/2005)	8,097,394	484,746	8,582,140
Weatherization Assistance Program (WAP) (1/1/2002 - 8/31/2002)	1,186,583	0	1,186,583
Lead Hazard Control (LHC) (4/1/2002 - 3/31/2005)	1,768,739	0	1,768,739
Comprehensive Housing Counseling (CHC) (10/1/2001 - 9/30/2002)	<u>0</u>	<u>0</u>	<u>0</u>
Sub-Total Grant Funding	\$18,614,077	\$484,746	\$19,098,823
<b>OTHER FUNDING SOURCES</b>			
Housing Finance Corporation (HFC)	\$457,648	\$673,277	\$1,130,925
Rental Rehabilitation Program Funding	407,299	291,384	698,683
Radisson Parking Revenues	310,690	0	310,690
Private Funding (CHC)	11,654	0	11,654
Private Donations (CTBU)	<u>19,665</u>	<u>0</u>	<u>19,665</u>
Sub-Total Other Funding Sources	\$1,206,956	\$964,661	\$2,171,617
<b>TOTAL ALL FUNDING SOURCES</b>	<b>\$19,871,111</b>	<b>\$1,449,407</b>	<b>\$21,320,518</b>
<b><u>EXPENDITURES:</u></b>			
Administrative Resources			
Personal	\$2,594,101		
Supplies	51,171		
Contractual	602,303		
Capital	<u>0</u>		
Sub-Total Administrative Resources	\$3,247,575		
Program Resources	<u>\$16,624,934</u>		
<b>TOTAL EXPENDITURES</b>	<b>\$19,872,509</b>		
<b>TOTAL APPROVED POSITIONS</b>	49.00		

**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

<b>DEPARTMENT:</b> HOUSING	<b>FUND/CENTER</b> GG01/0051010:0053010
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SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Housing Department's mission is to develop and administer programs that preserve and expand the City's supply of decent, safe, and affordable housing, as well as stimulate neighborhood revitalization. These activities are funded by federal, state, and local sources. Program services include acquisition, rehabilitation, new construction, emergency repair, weatherization, exterior painting, housing counseling and training, first time homebuyer's assistance, lead-based paint abatement, funding for special needs housing, and capacity building for nonprofits and other development activities.

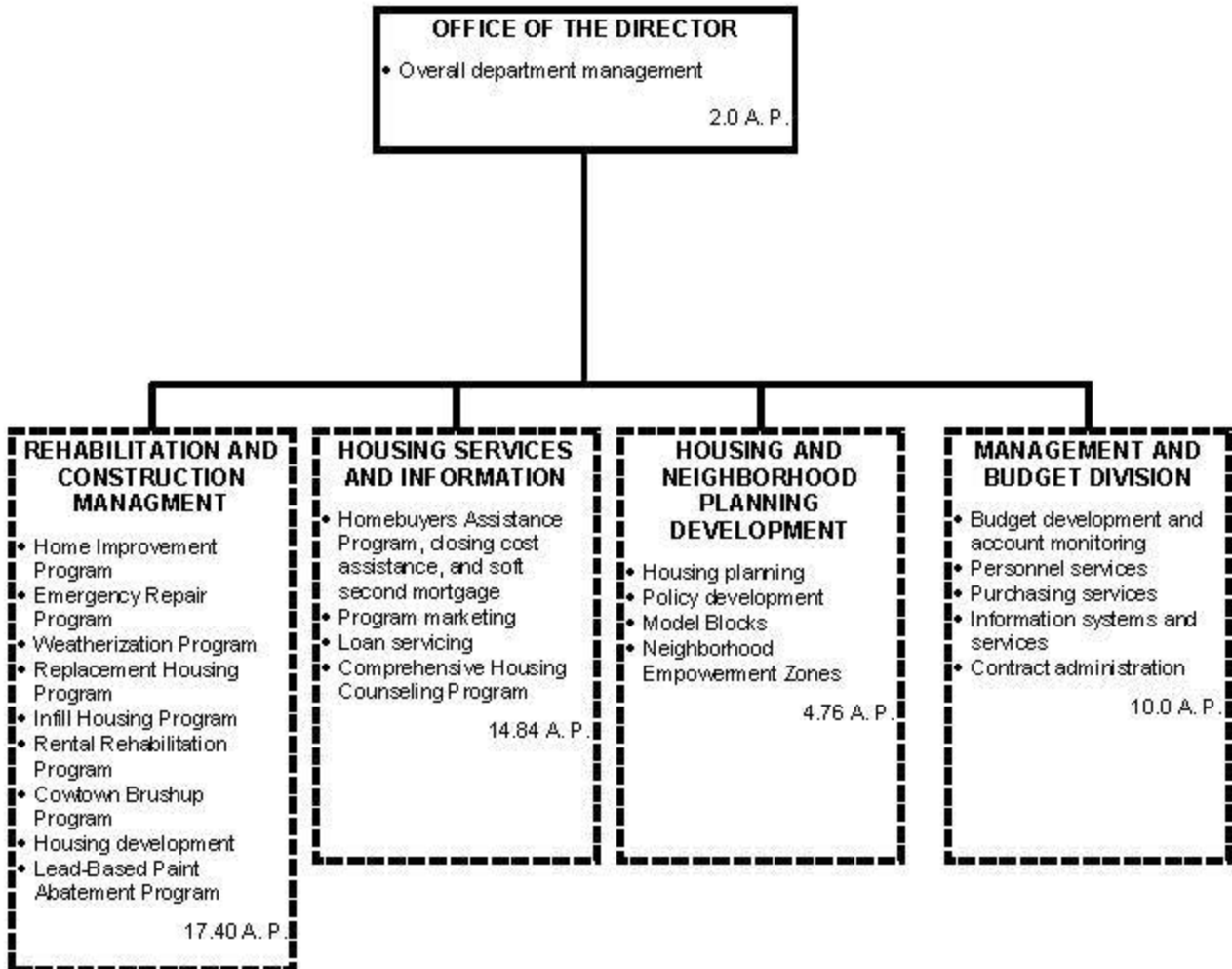
These program activities are combined with Model Blocks and Neighborhood Empowerment Zone (NEZ) area programs to help revitalize Central City neighborhoods. The Model Blocks and NEZ programs concentrate City activities and resources in selected neighborhoods in order to have a visible impact. The programs are structured to organize and empower neighborhoods so they may effectively identify issues and work towards solutions; promote public-private partnerships in the revitalization process; and offer integrated services to address the needs of individual neighborhoods. In addition to home repair activities, these programs provide funding or incentives for infrastructure improvements, economic development, and social services.

Twelve Model Blocks projects are underway: Historic Near Southeast, Jennings/May/Saint Louis (JMSL), Como, Near Northside, Fairmount, Polytechnic Heights, United Riverside, Mitchell Boulevard, Far Greater Northside, Greenway, Worth Heights, and Handley.

Two Neighborhood Empowerment Zone areas have been designated in the Stop Six and Ridglea/Como areas of the City. The residents participated in planning their improvement strategies. Now, development has begun in these areas.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 35,200	\$ 35,436	\$ 36,627	\$ 36,627
<b>Supplies</b>	2,211	790	551	551
<b>Contractual</b>	26,670	28,338	12,900	12,900
<b>Total Expenditures</b>	\$ 64,081	\$ 64,564	\$ 50,078	\$ 50,078
<b>Authorized Positions</b>	0.40	0.40	0.40	0.40

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**HOUSING – 49.00 A. P.**  
**GENERAL FUND 0.40 A. P.**  
**(GRANT FUNDS 48.60 A. P.)**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** **HOUSING**

**DEPARTMENT PURPOSE**

To provide housing opportunities through acquisition, rehabilitation, new construction, rental, and other activities, primarily for low- and very low-income persons.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To assist approximately 39 low- and very low-income homeowners with loans averaging \$33,500 to rehabilitate their homes to meet Housing Quality Standards (HQS) and all applicable codes.

To construct approximately 25 houses at an average cost of \$95,000.

To provide emergency assistance to 261 low- and very low-income homeowners, at an average cost of \$2,100 per unit, to make necessary repairs correcting serious health and safety hazards.

To provide weatherization services for 200 low-income homeowners and renters at an average cost of \$5,022.

To provide homebuyer assistance including closing cost assistance and/or forgivable second mortgages to 126 low- and very low-income homebuyers at an average cost of \$9,000 to make homeownership affordable.

To provide housing opportunities for 325 low- and very-low income households by working with various nonprofit organizations operating in the community that provide financing, rehabilitation, rental assistance and other housing services.

To provide housing counseling to 1,004 families throughout Tarrant County with homeownership information, budget, credit, tenant and landlord rights, and mortgage delinquency.

To assist 362 lead-based paint hazardous homes through the ALERT program making the homes lead safe.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Number of houses rehabilitated	15	36	39
Number of houses constructed	21	25	25
Number of emergency repairs	140	166	261
Number of units weatherized	150	200	200
Number of families provided home- buyer assistance	100	139	126
Nonprofit organizations units assisted	188	178	325
Number of families counseled	1,205	1,325	1,004
Units receiving ALERT services	N/A	N/A	362

**FORT WORTH**



**HOUSING DEPARTMENT  
DEPARTMENTAL BUDGET SUMMARY**

**GRANT FUNDING**

**GENERAL INFORMATION:**

The Community Development Block Grant is authorized by the Housing and Community Development Act of 1974, as amended. It purposed to development viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and very low-income. The U. S. Department of Housing and Urban Development (HUD) is the source agency for this funding.

The HOME Program is designed to be a partnership among the federal government, local government, and those in the for-profit and non-profit sectors who build, own, manage, finance, or support low-income housing initiatives. The HOME program mandates the participation of non-profit developers, sponsors, and owners. HUD is the source agency for this funding. City received its first allocation, commencing in FY1992. Local jurisdictions are required to provide matching funds.

The Weatherization Assistance Program (WAP) services extremely low-income residents of Tarrant County, primarily the disabled and elderly. The source agency for funding is the Texas Department of Housing and Community Affairs. The weatherization program receives funding from three grants, two of which cover minor repairs to roofs, walls, ceilings, furnaces and air conditioners, attic insulation, weather- stripping, caulking, window and door repair or replacement, and a third (enhanced) complements these services.

The Comprehensive Housing Counseling Program (CHC) is an intensive counseling program that services residents of Tarrant County. The City of Fort Worth's Housing Department was certified by HUD as a Housing Counseling Agency on December 19, 1997. The components of the expanded Housing Counseling Program include community outreach and education, intake and screening, homeownership training and counseling services, referrals, follow-up sessions with potential homebuyers, pre-purchase, pre-occupancy, post-occupancy, and money management counseling. Other components include short-term credit repair and mortgage default counseling, rental counseling for tenants and landlords, and home improvement loan counseling. The CHC program is required for all first-time homebuyers utilizing the City's Housing Assistance Program.

The Lead Hazard Control Grant (LHC) is a grant, which will be used to implement an Area Lead Education Reduction and Training (ALERT) program. ALERT is a partnership among the City of Fort Worth (CFW) Housing Department, CFW Health Department, Tarrant County Public Health Department, Fort Worth Housing Authority, nine community-based organizations in Fort Worth (Greenway, Polytechnic, United Riverside, Mitchell Blvd., and Near Southeast Community Development Corporations, Worth Heights Neighborhood Association, Neighborhood Housing Services, Habitat for Humanity, and Christmas in April), the City of Denton, and its nonprofit partner, the Denton Affordable Housing Coalition. ALERT's goal is to make homes lead safe and reduce lead poisoning and its devastating effects on the mental and physical development of children. The CFW is the lead agency and will administer the funds.

**STATUS OF FUNDING**

	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
Balance Carried Forward	\$11,655,324	\$ 8,548,228	\$7,910,013
New Funds	7,447,487	8,181,019	9,420,070
Expenditures/Commitments	<u>(10,554,583)</u>	<u>(8,819,234)</u>	<u>(16,845,337)</u>
Balance Remaining	\$ 8,548,228	\$ 7,910,013	\$484,746
Approved Positions	46.67	45.0	49.0



**HOUSING DEPARTMENT  
DEPARTMENTAL BUDGET SUMMARY**

**OTHER FUNDING**

**GENERAL INFORMATION:**

The Fort Worth Housing Finance Corporation (FWHFC) was initially established to issue mortgage revenue bonds to provide first-time homebuyers loan funds. The Fort Worth City Council function as the FWHFC's board of directors. Over the years, the FWHFC has accumulated a fund of approximately \$5,000,000 dedicated to housing activities. The fund was accumulated through the refinancing of an earlier bond issue. Currently, only the interest from the fund is used for housing activities. The interest proceeds can be used for any housing activities approved by the FWHFC. This interest income has been an important source of matching funds for federal grants. Additionally, this fiscal year \$102,919 will be utilized for new single-family construction and \$322,098 for a land banking program.

Radisson Parking revenue comes from an underground parking garage located across the street from the Radisson Hotel that was completed in September 1981. The garage was funded by an Urban Development Action Grant (UDAG) from the U. S. Department of Housing and Urban Development. The garage is currently under a 50-year lease to the owners of the Radisson Hotel. The Hotel, which operates the parking garage, pays the City approximately \$84,450 in rent each year. This revenue can be used for any Community Development Block Grant eligible activity. Traditionally, the Radisson revenue has been used for home improvement loans.

Rental Rehabilitation Program Income (RRPI) is generated from loan repayments from owners previously assisted through the Rental Rehabilitation Block Grant (RRBG) program. HUD, the source agency for this funding, no longer provides RRBG funds. RRPI funds will be used for various housing activities in conjunction with the Fort Worth Housing Finance Corporation.

**STATUS OF FUNDING**

	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
Balance Carried Forward	\$797,825	\$953,662	\$1,331,902
New Funds	953,339	872,463	839,714
Expenditures/Commitments	<u>(797,502)</u>	<u>(494,223)</u>	<u>(1,206,956)</u>
Balance Remaining	\$983,662	\$1,331,902	\$964,661
Approved Positions	N/A	N/A	N/A

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>HOUSING</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>PLANNING DIVISION</u>								
0050600	PLANNING DIVISION	\$ 3,900	\$ 3,900	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 3,900</u>	<u>\$ 3,900</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>ADMINISTRATION</u>								
0051010	ADMINISTRATION	\$ 42,913	\$ 38,435	\$ 36,331	\$ 36,331	0.30	0.30	0.30	0.30
	Sub-Total	<u>\$ 42,913</u>	<u>\$ 38,435</u>	<u>\$ 36,331</u>	<u>\$ 36,331</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>
	<u>FINANCE &amp; PROCESS- ING</u>								
0052010	ADMINISTRATION	\$ 13,368	\$ 17,796	\$ 13,747	\$ 13,747	0.10	0.10	0.10	0.10
	Sub-Total	<u>\$ 13,368</u>	<u>\$ 17,796</u>	<u>\$ 13,747</u>	<u>\$ 13,747</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
	<u>CONSTRUCTION</u>								
0053010	ADMINISTRATION	\$ 3,900	\$ 4,433	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 3,900</u>	<u>\$ 4,433</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 64,081	\$ 64,564	\$ 50,078	\$ 50,078	0.40	0.40	0.40	0.40

**FORT WORTH**



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

HUMAN RESOURCES

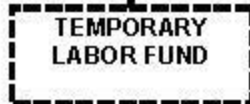
GG01/0141000:0144000

## SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Human Resources Department administers the City's compensation and fringe benefits program, prepares and revises job classifications, maintains employee records, and administers the Workers' Compensation, Group Health and Life Insurance, and Unemployment Compensation Funds and functions. Other departmental functions include recruitment of qualified applicants for all City positions; development and administration of valid employment selection instruments; evaluation and referral of qualified applicants to departments; training needs assessment; management and employee development opportunities orchestration; City Affirmative Action / Equal Employment Opportunity Commission program and grievance appeal process monitoring; interpretation of, and employee counseling regarding, the City's personnel rules and regulations; provision of personnel policy revision recommendations to the City Manager; counseling for, and referral of, employees with substance abuse or other personal problems; development and implementation of the City's Wellness and Critical Incident Stress Management programs; and coordination of volunteers for the benefit of the City, community organizations and employees.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 2,561,286	\$ 2,850,859	\$ 2,689,965	\$ 2,689,965
<b>Supplies</b>	68,074	69,875	49,601	49,601
<b>Contractual</b>	1,082,269	859,680	729,907	729,907
<b>Capital Outlay</b>	4,439	0	0	0
<b>Total Expenditures</b>	\$ 3,716,068	\$ 3,780,414	\$ 3,469,473	\$ 3,469,473
<b>Authorized Positions</b>	43.00	47.00	44.00	44.00

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**HUMAN RESOURCES - 44.0 A. P.**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> HUMAN RESOURCES	<b>FUND/CENTER</b> GG01/0141000:0144000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$3,780,414	<b>A.P.</b>	47.00
<b>2003-04 ADOPTED:</b>	\$3,469,473	<b>A.P.</b>	44.00

A) The adopted budget decreases by (\$136,704) for personnel costs due to the transfer of the department's three Wellness Program positions from the General Fund to the Group Health and Life Insurance Fund.

B) The adopted budget decreases by (\$63,861) for contractual services for employee drug tests, employee physicals and Department of Transportation (DOT) random drug tests contracted through Concentra, per actual and anticipated expenditures and General Fund budget balancing efforts.

C) The adopted budget decreases by (\$23,520) for information technology charges per historical usage.

D) The adopted budget increases by \$18,504 for group health insurance based on plan enrollment and anticipated FY2003-04 cost increases.

E) The adopted budget decreases by (\$18,354) for salaries based on the FY2003-04 compensation plan.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:**

**HUMAN RESOURCES**

**DEPARTMENT PURPOSE**

To provide quality human resources services consistent with the mission of, "Helping People Succeed at Work" by leading and supporting the organization in hiring, developing and retaining a diverse, customer-focused workforce in a safe and respectful work environment, while complying with federal, state and local guidelines and maintaining professional and ethical work values. The departmental staff is also to provide management of employee benefit programs, including group health and life insurance, workers' compensation, safety programs, and unemployment compensation in a manner that effectively balances employee needs with the financial concerns of the City, while preserving the City's integrity.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To improve employee effectiveness/production by reducing the number of days employees are off duty due to on-the-job injuries and illness, which is measured by Full Time Equivalent (FTEs) off work, and maintaining a turnover rate less than the Metroplex median.

To improve Human Resources processes, measured by an increase in the percentage of grievances resolved through enhanced communication.

To improve the effectiveness of recognition programs, such as the PAY\$ Program, which rewards cost-saving employee suggestions, and the Pat-on-the-Back Award for employees performing in an exemplary manner through maintenance of current high level of savings achieved and an increased number of Pat-on-the-Back awards.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Number of days off work due to on-the-job injuries / sick leave usage	124 /112 FTEs	120/109 FTEs	113/107 FTEs
Turnover rate/Comparison to Metroplex Median rate	6.5%/Same	6.4%/1.8% below	6.3% / 2.0% below
Percent of grievances/appeals resolved through enhanced communication	22%	50%	75%
Verified dollars saved from PAY\$ suggestions/monthly Pat-on-the-Back Awards	\$111,000/1,680	\$250,000/1,800	\$250,000/2,000



**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0141000	<u>PERSONNEL ADMINIS- TRATION</u> HUMAN RESOURCES ADMINISTRATION	\$ 3,053,605	\$ 3,041,733	\$ 2,918,908	\$ 2,918,908	36.00	37.00	37.00	37.00
	Sub-Total	<u>\$ 3,053,605</u>	<u>\$ 3,041,733</u>	<u>\$ 2,918,908</u>	<u>\$ 2,918,908</u>	<u>36.00</u>	<u>37.00</u>	<u>37.00</u>	<u>37.00</u>
0142000	<u>EMPLOYEE MEDICAL SERVICE</u> OCCUPATIONAL HEALTH CLINIC	\$ 154,979	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 154,979</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>
0143000	<u>BENEFITS ASSISTANCE PROGRAM</u> HEALTH BENEFITS	\$ 62,260	\$ 144,906	\$ 119,452	\$ 119,452	1.00	2.00	2.00	2.00
0143010	WELLNESS	0	146,696	0	0	0.00	3.00	0.00	0.00
	Sub-Total	<u>\$ 62,260</u>	<u>\$ 291,602</u>	<u>\$ 119,452</u>	<u>\$ 119,452</u>	<u>1.00</u>	<u>5.00</u>	<u>2.00</u>	<u>2.00</u>
0144000	<u>RISK MANAGEMENT</u> OCCUPATIONAL HEALTH AND SAFETY	\$ 445,224	\$ 447,079	\$ 431,113	\$ 431,113	6.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 445,224</u>	<u>\$ 447,079</u>	<u>\$ 431,113</u>	<u>\$ 431,113</u>	<u>6.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01      GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<b>TOTAL</b>	\$ 3,716,068	\$ 3,780,414	\$ 3,469,473	\$ 3,469,473	43.00	47.00	44.00	44.00

**DEPARTMENTAL BUDGET SUMMARY****DEPARTMENT:**  
INTERNAL AUDIT**FUND/CENTER**  
GG01/0101000

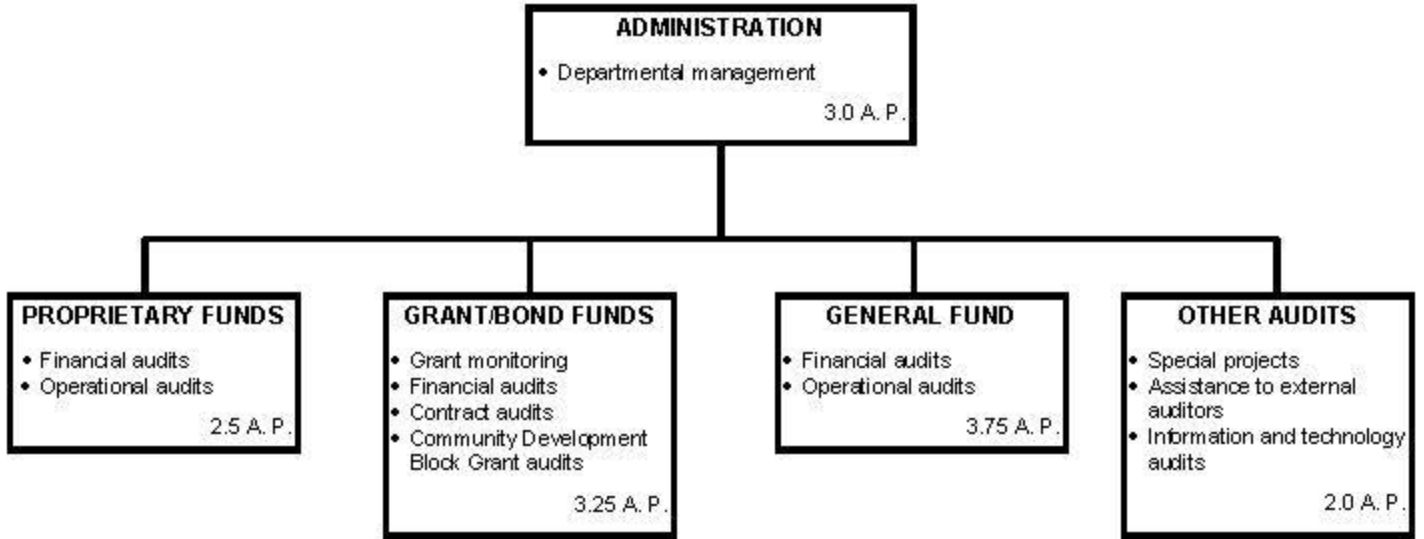
## SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Internal Audit Department is charged with conducting financial, fiscal compliance, risk assessment, and financial procedure audits of all City departments, offices, agencies, and programs, under the direction and control of the City Auditor, who is appointed by the City Council. The department also performs other activities as specified by the City Council.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 797,516	\$ 824,474	\$ 784,693	\$ 784,693
<b>Supplies</b>	6,857	6,455	5,133	5,133
<b>Contractual</b>	89,310	90,026	98,942	98,942
<b>Total Expenditures</b>	\$ 893,683	\$ 920,955	\$ 888,768	\$ 888,768
<b>Authorized Positions</b>	15.00	15.00	14.50	14.50

# INTERNAL AUDIT - 14.50 A. P.

**GENERAL FUND**                    11.25 A. P.  
**(GRANT FUND**                    1.0 A. P.)  
**(BOND FUND**                    2.25 A. P.)



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> INTERNAL AUDIT	<b>FUND/CENTER</b> GG01/0101000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$920,955	<b>A.P.</b>	15.0
<b>2003-04 ADOPTED:</b>	\$888,768	<b>A.P.</b>	14.5

- A) The adopted budget decreases by (\$26,412) for salaries due to elimination of 0.5 a vacant Senior Auditor Position.
- B) The adopted budget increases by \$15,748 for IT Solutions Services for anticipated programming required to conduct the TXU Electric and Tarrant County District audits in FY2003-04.
- C) The adopted budget decreases by (\$8,428) for salaries of bond employees to reflect a shift in funding for some audits to bond funds.
- D) The adopted budget increases by \$7,860 for group health insurance costs, based on plan enrollment and anticipated FY2003-04 cost increases.
- E) The adopted budget decreases by (\$5,425) for equipment maintenance based on actual and anticipated expenditures in FY2003-04.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** **INTERNAL AUDIT**

**DEPARTMENT PURPOSE**

To examine the City's financial and operational activities; to provide City Management and the City Council with an independent assessment of the accuracy of data, adequacy of controls, and compliance with financial rules and regulations; and, where appropriate, to review operations for their efficiency and effectiveness.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To complete (through fieldwork phase) 90 percent of the audits identified in the Annual Audit Plan.

To receive ratings of "good" or "excellent" from auditees on at least 90 percent of audits completed during FY2003-04.

To identify cost recoveries or potential cost savings of at least 1.25 times departmental General Fund expenditures.

To complete all special request audits within the timeframe specified by the requestor.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Percentage of audits in Annual Audit Plan completed	82%	75%	90%
Percentage of good or excellent ratings received from auditees	80%	90%	90%
Cost recoveries/cost savings identified during fiscal year	\$1,262,691	\$1,250,000	\$1,250,000
Number/percentage of special request audits completed within needed timeframe	4/80%	7/100%	7/100%



**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT INTERNAL AUDIT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01      GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0101000	<u>INTERNAL AUDIT</u>								
	INTERNAL AUDIT	\$ 893,683	\$ 920,955	\$ 888,768	\$ 888,768	15.00	15.00	14.50	14.50
	Sub-Total	<u>\$ 893,683</u>	<u>\$ 920,955</u>	<u>\$ 888,768</u>	<u>\$ 888,768</u>	<u>15.00</u>	<u>15.00</u>	<u>14.50</u>	<u>14.50</u>
	<b>TOTAL</b>	\$ 893,683	\$ 920,955	\$ 888,768	\$ 888,768	15.00	15.00	14.50	14.50

**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

<b>DEPARTMENT:</b> LAW	<b>FUND/CENTER</b> GG01/0121000
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SUMMARY OF DEPARTMENT RESPONSIBILITIES:

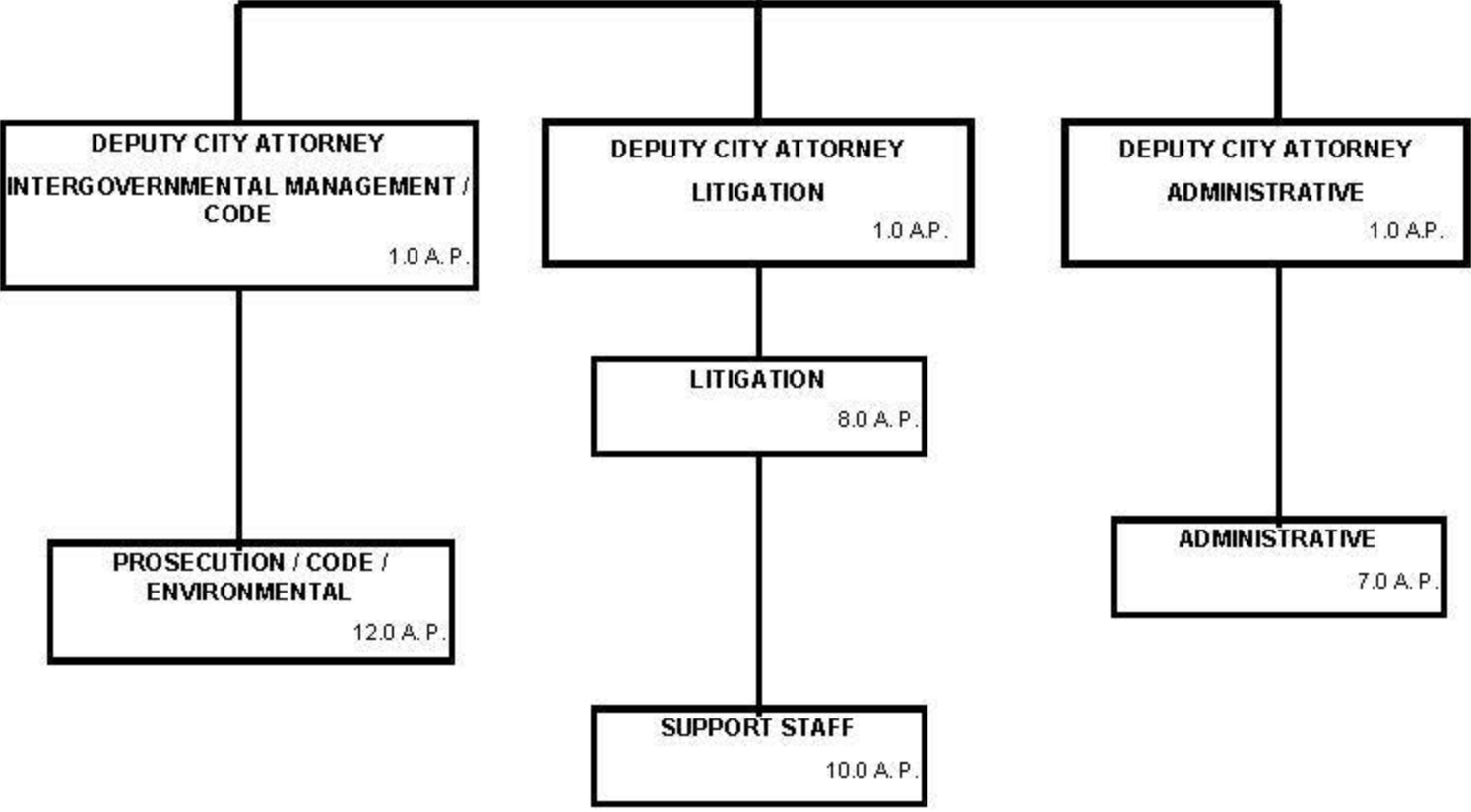
The Department of Law, under the direction of the City Attorney, is responsible for administration of all legal affairs of the City; City representation in all suits, litigation and hearings; preparation of ordinances, contracts, and all other legal documents; and the rendering of legal advice and opinions for the City Council, City Manager and City departments.

Departmental duties are divided along the following lines of specialization: Litigation, Administrative, Intergovernmental Management and Code Compliance, and Support Services. Attorneys in the department's Litigation Section represent the City in cases in which the City of Fort Worth is a party. In instances where the departmental workload is too great or a case requires highly specialized knowledge, the City will sometimes use outside legal counsel instead. The Administrative Section counsels the City Council and City staff on matters relating to the administrative functions of government. The Intergovernmental Management and Code Compliance Section includes the attorney advising the Police Department, prosecuting attorneys for the City's municipal courts and attorneys specializing in code compliance and environmental issues. The Support Services Section provides clerical and other assistance to the attorneys in all sections of the department.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 2,888,876	\$ 3,172,341	\$ 3,167,504	\$ 3,167,504
<b>Supplies</b>	115,249	97,198	78,968	78,968
<b>Contractual</b>	282,232	314,740	280,193	280,193
<b>Total Expenditures</b>	\$ 3,286,357	\$ 3,584,279	\$ 3,526,665	\$ 3,526,665
<b>Authorized Positions</b>	41.00	42.00	41.00	41.00

F-132  
**LAW - 41.0 A. P.**

**CITY ATTORNEY**  
1.0 A.P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> LAW	<b>FUND/CENTER</b> GG01/0121000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$3,584,279	<b>A.P.</b>	42.0
<b>2003-04 ADOPTED:</b>	\$3,526,665	<b>A.P.</b>	41.0

- A) The adopted budget decreases by (\$42,595) for salaries due to elimination of one vacant Paralegal position.
- B) The adopted budget increases by \$37,770 for scheduled temporary labor per the addition of a part-time prosecutor dedicated to expanded Fort Worth Attendance Court operations, the cost of which is reimbursed by the Fort Worth Independent School District.
- C) The adopted budget decreases by (\$19,775) for computer leases based on department buy-out of a majority of departmental computers and computer-related equipment.
- D) The adopted budget increases by \$14,352 for group health insurance based on plan enrollment and anticipated cost increases in FY2003-04.
- E) The adopted budget decreases by (\$11,982) due to the elimination of the vacation sell-back benefit for all employees for FY2003-04.
- F) The adopted budget decreases by (\$8,964) for information technology charges per actual and anticipated expenditures.
- G) The adopted budget decreases by (\$8,690) for operating supplies per broader budget reduction strategies.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:**

**LAW**

**DEPARTMENT PURPOSE**

To administer all legal affairs of the City, including City representation in all suits, litigation and hearings; preparation of ordinances, contracts, and all other legal documents; and the rendering of legal advice and opinions for the City Council, City Manager and City departments.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To maintain the current number of pending discretionary lawsuits defended by outside counsel.

To continue to control expenditures for outside legal counsel by continuing to utilize in-house staff and resources to defend discretionary lawsuits instead.

To review and prosecute criminal and code compliance cases within department's budget appropriation.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Number of pending discretionary lawsuits being defended by outside counsel	20	20	20
Outside attorneys fees (combined)	\$484,685	\$450,000	\$450,000
Criminal and code compliance cases requiring attorney review / prosecution	307,092	330,960	330,960



**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>LAW DEPARTMENT</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0121000	<u>LAW DEPARTMENT</u>								
	ADMINISTRATION	\$ 3,286,357	\$ 3,584,279	\$ 3,526,665	\$ 3,526,665	41.00	42.00	41.00	41.00
	Sub-Total	<u>\$ 3,286,357</u>	<u>\$ 3,584,279</u>	<u>\$ 3,526,665</u>	<u>\$ 3,526,665</u>	<u>41.00</u>	<u>42.00</u>	<u>41.00</u>	<u>41.00</u>
	<b>TOTAL</b>	\$ 3,286,357	\$ 3,584,279	\$ 3,526,665	\$ 3,526,665	41.00	42.00	41.00	41.00

**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

<b>DEPARTMENT:</b> LIBRARY	<b>FUND/CENTER</b> GG01/0841000:0844002
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SUMMARY OF DEPARTMENT RESPONSIBILITIES:

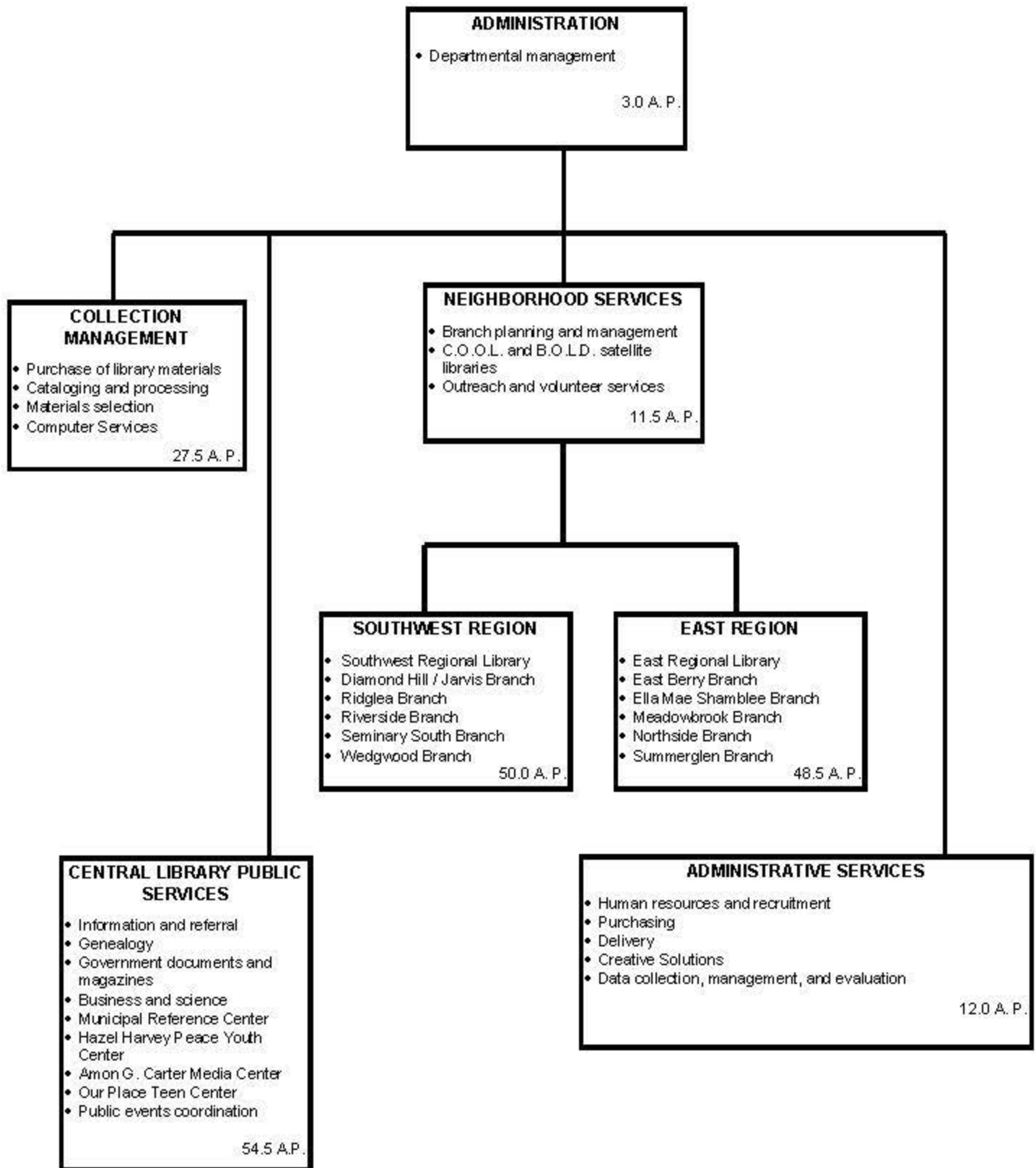
The Fort Worth Public Library is responsible for delivering library services to meet the educational, informational, cultural, and recreational needs of Fort Worth residents of all ages. The department is divided into five divisions: Administration, Collection Management, Central Library, Neighborhood Services, and Administrative Services.

The Administration Division provides overall direction for library operations and plans for the delivery of library services to the community. The newly created Administrative Services Division is responsible for all departmental administrative functions, including human resources management and recruitment, purchasing, materials delivery, data collection, management and evaluation, and "Creative Solutions." The Collection Management Division is responsible for all aspects of the materials procurement and distribution process, registration of patrons, preparation of borrowers' cards, processing of invoices, and repair of damaged and worn materials. The division is also responsible for departmental computer services.

The Central Library is the main source of research information for the Fort Worth Public Library System and the North Texas Library System, including genealogy information. It is the repository for local government and historical documents. The Central Library is also responsible for operation of the City's Municipal Reference Center, the Hazel Harvey Peace Youth Center, the Amon G. Carter Media Center, and "Our Place" Teen Center. The Central Library staff is also responsible for public events coordination. Neighborhood Services directly delivers library services through 12 neighborhood branch libraries located throughout the city. In addition to the 12 branch libraries, the Neighborhood Services Division also provides management for the B.O.L.D. and C.O.O.L. library branches, as well as coordinates outreach and volunteer services. The Southwest Regional Library and East Regional Library, both under the direction of the Neighborhood Services Division, provide a wider range of services than those provided by the branch libraries and primarily serve the residents of their respective areas of the city.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 8,767,386	\$ 8,963,440	\$ 8,950,748	\$ 8,950,748
<b>Supplies</b>	2,347,581	2,076,240	2,083,740	2,083,740
<b>Contractual</b>	1,939,806	2,346,339	2,259,024	2,259,024
<b>Capital Outlay</b>	0	28,000	0	0
<b>Total Expenditures</b>	\$ 13,054,773	\$ 13,414,019	\$ 13,293,512	\$ 13,293,512
<b>Authorized Positions</b>	207.00	207.00	207.00	207.00

F-140  
**LIBRARY – 207.0 A. P.**  
**(GRANTS FUND 3.5 A. P.)**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> LIBRARY	<b>FUND/CENTER</b> GG01/0841000:0844002
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$13,414,019	<b>A.P.</b>	207.00
<b>2003-04 ADOPTED:</b>	\$13,293,512	<b>A.P.</b>	207.00

A) The adopted budget decreases by (\$178,981) for contractual services due to elimination of one-time cost for Library Master Plan consultant budgeted in FY2002-03, as well as general budget reduction strategies.

B) The adopted budget increases by \$87,684 for group health based on plan enrollment and cost increases anticipated for FY2003-04.

C) The adopted budget decreases by (\$85,606) for salaries per the FY2003-04 compensation plan.

D) The adopted budget increases by \$48,280 for office copy services per cost increases under a new copier service plan.

E) The adopted budget increases by \$37,891 for basic telephone service based on historical expenditures.

F) The adopted budget decreases by (\$28,000) for one-time cost to replace box truck in FY2002-03.

G) The adopted budget decreases by (\$25,853) due to elimination of employee vacation sell-back for FY2003-04.

H) The adopted budget increases by \$24,282 for retirement contribution, which are calculated as a percentage of salary costs.

I) The adopted budget increases by \$17,824 for computer leases based on historical expenditures.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** LIBRARY

**DEPARTMENT PURPOSE**

To contribute to the development of individuals and the economic vitality of neighborhoods by providing library and information services through an array of materials in various formats and staff professional expertise. These services and information respond specifically to the educational, informational, cultural and recreational needs of users of all ages. Furthermore, services and information are provided in an open and non-judgmental environment.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

- To provide on-site service to an increased number of customers.
- To increase the number of Library Web page visits in FY2003-04.
- To improve attendance at Library and co-sponsored programs.
- To check out 3,450,000 materials annually.
- To increase the number of new library cards issued to Fort Worth residents.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Number of customers entering libraries	1,947,869	2,000,000	2,200,000
Number of Library Web page visits	N/A	1,236,000	1,359,600
Number of persons attending programs	103,562	100,000	125,000
Number of materials checked out annually	3,068,819	3,000,000	3,450,000
Number of new library cards issued	31,513	25,000	31,250



**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT LIBRARY		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>LIBRARY ADMINISTRATION</u>								
0841000	LIBRARY ADMINISTRATION	\$ 2,101,256	\$ 1,654,164	\$ 1,977,096	\$ 1,977,096	22.50	18.00	17.00	17.00
0841020	AUTOMATION SERVICES	269,336	783,658	462,902	462,902	5.00	5.00	6.00	6.00
0841030	OUTREACH UNIT	164,486	260,806	274,825	274,825	0.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 2,535,078</u>	<u>\$ 2,698,628</u>	<u>\$ 2,714,823</u>	<u>\$ 2,714,823</u>	<u>27.50</u>	<u>28.00</u>	<u>28.00</u>	<u>28.00</u>
	<u>CENTRAL LIBRARY</u>								
0842001	SUPPORT SERVICES	\$ 3,095,025	\$ 2,945,675	\$ 2,875,687	\$ 2,875,687	22.00	23.00	22.00	22.00
0842002	CENTRAL LIBRARY	2,842,241	2,792,477	2,724,745	2,724,745	60.50	56.50	56.50	56.50
	Sub-Total	<u>\$ 5,937,266</u>	<u>\$ 5,738,152</u>	<u>\$ 5,600,432</u>	<u>\$ 5,600,432</u>	<u>82.50</u>	<u>79.50</u>	<u>78.50</u>	<u>78.50</u>
	<u>BRANCH LIBRARIES</u>								
0843001	WEDGWOOD BRANCH	\$ 254,144	\$ 255,270	\$ 260,203	\$ 260,203	6.00	6.00	6.00	6.00
0843002	MEADOWBROOK BRANCH	299,745	275,727	277,318	277,318	6.50	6.50	6.50	6.50
0843003	NORTHEAST BRANCH	194,511	200,145	189,509	189,509	4.00	4.00	4.00	4.00
0843004	NORTHSIDE BRANCH	199,836	221,677	223,867	223,867	6.00	5.00	5.00	5.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>LIBRARY</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0843005	SEMINARY SOUTH BRANCH	212,682	239,094	242,439	242,439	5.00	5.00	5.00	5.00
0843006	EAST BERRY BRANCH	191,836	178,666	180,962	180,962	5.00	4.00	4.00	4.00
0843007	RIDGLEA BRANCH	326,759	341,512	348,089	348,089	7.00	7.00	7.00	7.00
0843008	E M SHAMBLEE BRANCH	162,247	159,723	158,809	158,809	3.50	3.50	3.50	3.50
0843009	DIAMOND HILL BRANCH	208,397	213,032	222,064	222,064	4.00	4.00	4.00	4.00
0843010	C.O.O.L.	71,386	77,650	79,288	79,288	2.00	2.00	2.00	2.00
0843011	BOLD	68,542	68,267	120,821	120,821	2.00	2.00	3.00	3.00
0843012	SUMMERGLEN BRANCH	613,419	754,200	737,421	737,421	7.00	7.00	7.00	7.00
	Sub-Total	<u>\$ 2,803,504</u>	<u>\$ 2,984,963</u>	<u>\$ 3,040,790</u>	<u>\$ 3,040,790</u>	<u>58.00</u>	<u>56.00</u>	<u>57.00</u>	<u>57.00</u>
	<u>REGIONAL LIBRARIES</u>								
0844001	SOUTHWEST REGIONAL LIBRARY	\$ 966,610	\$ 1,028,237	\$ 997,390	\$ 997,390	19.50	22.50	22.50	22.50
0844002	EAST REGIONAL	812,315	964,038	940,076	940,076	19.50	21.00	21.00	21.00
	Sub-Total	<u>\$ 1,778,925</u>	<u>\$ 1,992,276</u>	<u>\$ 1,937,467</u>	<u>\$ 1,937,467</u>	<u>39.00</u>	<u>43.50</u>	<u>43.50</u>	<u>43.50</u>
	<b>TOTAL</b>	<b>\$ 13,054,773</b>	<b>\$ 13,414,019</b>	<b>\$ 13,293,512</b>	<b>\$ 13,293,512</b>	<b>207.00</b>	<b>207.00</b>	<b>207.00</b>	<b>207.00</b>

**DEPARTMENTAL BUDGET SUMMARY****DEPARTMENT:**

MAYOR AND CITY COUNCIL

**FUND/CENTER**

GG01/0010000:0010009

## SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The legislative and policy-making body in Fort Worth's Council-Manager form of government is comprised of the Mayor and eight City Council members. Since a Charter amendment in April 1975, City Council members, with the exception of the Mayor, are elected to represent single-member districts. The Single-Member District Representation Plan became effective as of the City Council election in April 1977.

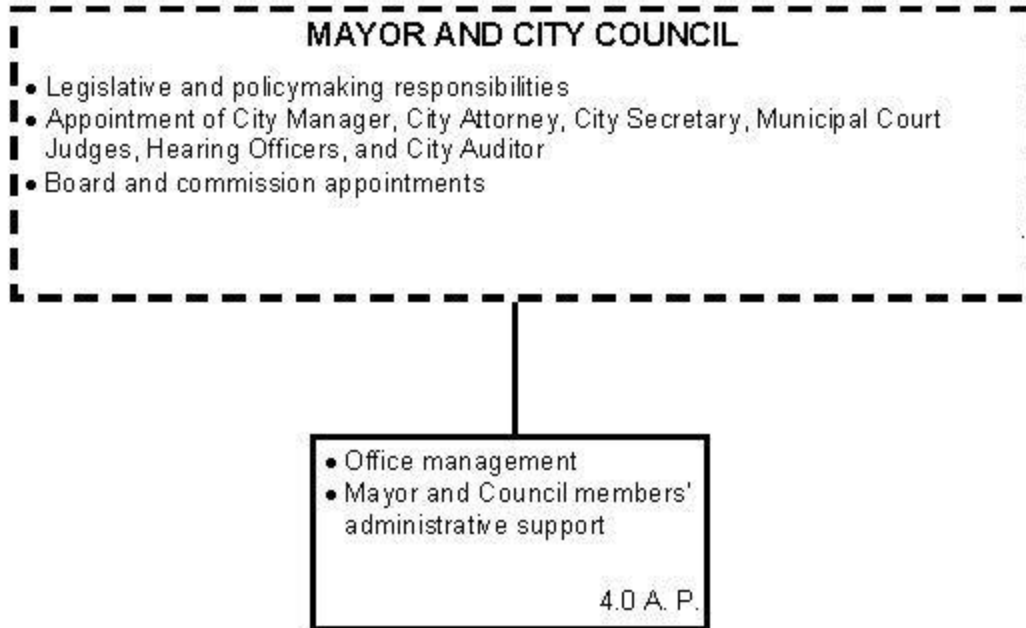
Responsibilities of the City Council include: 1) appointment of the City Manager, City Secretary, City Attorney, City Auditor, Municipal Court Judges, and various other officials and citizens' boards; and 2) the determination of policy regarding the types and levels of service to be provided by the City government.

The Mayor and Council members are supported by a full-time staff of four, which provides oversight of office operations; handles citizen/constituent customer service issues; drafts correspondence, speeches, and reports; provides office support as needed; develops research and reports; organizes special events; serves on committees or as liaisons for the Mayor and City Council; staffs conferences; and works on various special projects.

The Mayor and City Council offices are also supported by part-time Council Aides (one for each Council member). Council Aides perform a wide variety of duties dependent upon the needs of their particular Council member and his/her district, including but not limited to: attending community meetings, handling constituent complaints, drafting correspondence, performing research, organizing events, serving on committees, and working on special projects.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 519,370	\$ 509,754	\$ 507,386	\$ 526,219
<b>Supplies</b>	55,068	56,639	50,564	50,564
<b>Contractual</b>	235,491	247,900	214,501	214,501
<b>Capital Outlay</b>	190	0	0	0
<b>Total Expenditures</b>	\$ 810,119	\$ 814,293	\$ 772,451	\$ 791,284
<b>Authorized Positions</b>	4.00	4.00	4.00	4.00

# MAYOR AND CITY COUNCIL - 4.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> MAYOR AND CITY COUNCIL	<b>FUND/CENTER</b> GG01/0010000:0010009
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$814,293	<b>A.P.</b>	4.00
<b>2003-04 ADOPTED:</b>	\$791,284	<b>A.P.</b>	4.00

- A) The adopted budget increases by \$18,833 for salary increases for Council Aides to offset healthcare costs.
- B) The adopted budget decreases by (\$13,000) for travel expenses based on current year expenditures and FY2003-04 travel plans.
- C) The adopted budget decreases by (\$10,848) for computer leases based on projected FY2003-04 needs.
- D) The adopted budget decreases by (\$7,698) for information technology computing charges, based on actual FY2002-03 expenditures and projected FY2003-04 needs.
- E) The adopted budget decreases by (\$4,000) for office supplies, based on projected FY2003-04 needs.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** **MAYOR AND CITY COUNCIL**

**DEPARTMENT PURPOSE**

To represent the citizens of Fort Worth effectively; to ensure delivery of City services in the most efficient way possible; and to provide leadership as the legislative and policy-making body of Fort Worth.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To identify issues and concerns of high priority for Fort Worth citizens by conducting various types of public forums to gather citizens' input.

To represent the City in intergovernmental activities with other entities on the local, state, federal, and international levels by monitoring and influencing legislative decisions affecting municipalities. Such entities will include, but not be limited to, the Texas Municipal League (TML), the National League of Cities (NLC), and the United States Conference of Mayors (USCM).

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Number of public forums held in Council members' districts annually	35	35	35
Number of TML, NLC, and USCM annual meetings and subcommittee meetings attended by Council members each year	20	20	20



**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>MAYOR AND COUNCIL</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>MAYOR AND COUNCIL</u>								
0010000	MAYOR & COUNCIL ADMINISTRATION	\$ 797,837	\$ 791,793	\$ 749,951	\$ 768,784	4.00	4.00	4.00	4.00
0010001	MAYOR	0	2,500	2,500	2,500	0.00	0.00	0.00	0.00
0010002	COUNCIL DISTRICT 2	233	2,500	2,500	2,500	0.00	0.00	0.00	0.00
0010003	COUNCIL DISTRICT 3	292	2,500	2,500	2,500	0.00	0.00	0.00	0.00
0010004	COUNCIL DISTRICT 4	5,328	2,500	2,500	2,500	0.00	0.00	0.00	0.00
0010005	COUNCIL DISTRICT 5	1,887	2,500	2,500	2,500	0.00	0.00	0.00	0.00
0010006	COUNCIL DISTRICT 6	281	2,500	2,500	2,500	0.00	0.00	0.00	0.00
0010007	COUNCIL DISTRICT 7	269	2,500	2,500	2,500	0.00	0.00	0.00	0.00
0010008	COUNCIL DISTRICT 8	2,861	2,500	2,500	2,500	0.00	0.00	0.00	0.00
0010009	COUNCIL DISTRICT 9	1,131	2,500	2,500	2,500	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 810,119</u>	<u>\$ 814,293</u>	<u>\$ 772,451</u>	<u>\$ 791,284</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
	<b>TOTAL</b>	\$ 810,119	\$ 814,293	\$ 772,451	\$ 791,284	4.00	4.00	4.00	4.00

**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

<b>DEPARTMENT:</b> MUNICIPAL COURT	<b>FUND/CENTER</b> GG01/0381000:0385000
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**SUMMARY OF DEPARTMENT RESPONSIBILITIES:**

Municipal Court is a Court of Record comprised of five municipal courts that have jurisdiction within the City of Fort Worth's territorial limits over all Class C misdemeanor criminal cases brought under City ordinances and the Texas Penal Code. These cases are punishable by fine only.

The Municipal Court Department is comprised of five divisions. The Administration Division is responsible for management of the remaining four divisions and acts as a liaison with other agencies.

The Judicial Division is comprised of eleven judges, including a Chief Judge and a Deputy Chief Judge. All judges are appointed by the City Council. The Judicial Division is responsible for administering the Teen Court Program.

The Court Clerk's Division is responsible for the collection of fines, community service work programs, the updating and filing of citation information, warrant issuance, management of the City's jury system, the setting of court dockets and processing of civil parking tickets, and other related activities.

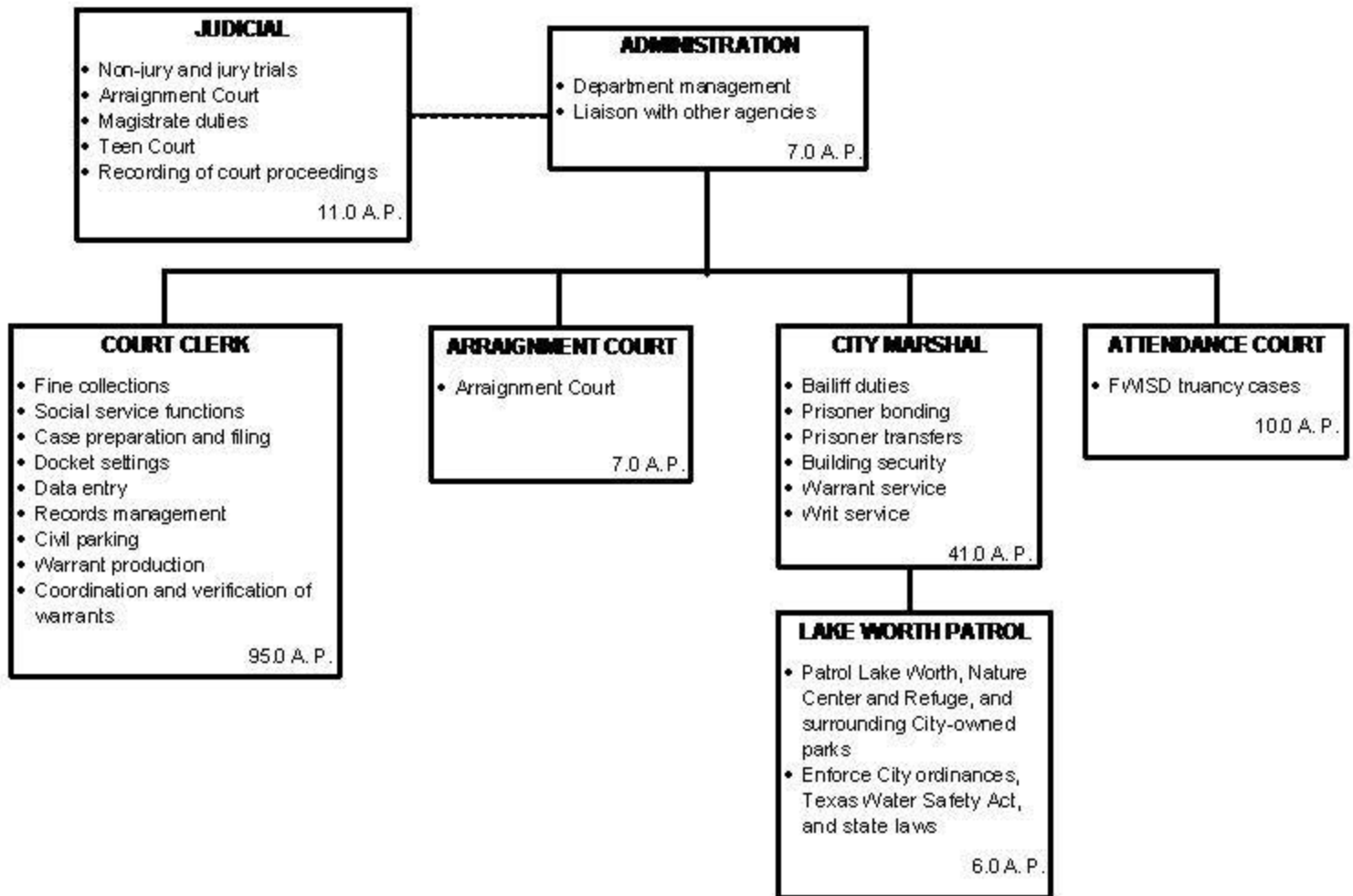
The Warrants Division is overseen by the City Marshal and is responsible for bailiff duties, prisoner bonding and transfer, building security, and warrant and writ services. The division is also responsible for oversight of the officers at the Lake Worth Office.

The Lake Worth Patrol Division includes five Deputy City Marshals and one Senior Deputy City Marshal who are responsible for patrolling the approximately 3,560 acres of the Lake Worth recreational area, the Fort Worth Nature Center & Refuge, area leased-property neighborhoods, and 14 surrounding City-owned parks.

Also part of Municipal Court are Arraignment Court and Attendance Court. The Attendance Court hears truancy cases filed by Fort Worth Independent School District (FWISD). The cost to operate this particular court is reimbursed by the FWISD.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 6,737,290	\$ 7,412,949	\$ 7,536,260	\$ 7,536,260
<b>Supplies</b>	413,097	330,059	297,736	297,736
<b>Contractual</b>	2,364,385	2,064,222	1,655,685	1,655,685
<b>Capital Outlay</b>	48,862	30,000	77,700	77,700
<b>Total Expenditures</b>	\$ 9,563,634	\$ 9,837,230	\$ 9,567,381	\$ 9,567,381
<b>Authorized Positions</b>	165.00	177.00	177.00	177.00

# MUNICIPAL COURT – 177.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> MUNICIPAL COURT	<b>FUND/CENTER</b> GG01/0381000:0385000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$9,837,230	<b>A.P.</b>	177.0
<b>2003-04 ADOPTED:</b>	\$9,567,381	<b>A.P.</b>	177.0

A) The adopted budget decreases by (\$289,314) for contractual expenditures. In FY2001-02, Municipal Court obtained a new consultant for delinquent fine collections. Payments to the consultant are based on a percentage of fines collected. Adopted expenditures have been reduced to be consistent with actual expenditures.

B) The adopted budget increases by \$210,707 for salaries of regular employees due to the compensation plan.

C) The adopted budget decreases by (\$162,869) for information technology leased equipment. During FY2001-02 and FY2002-03, the department did not renew computer leases; the equipment was purchased, thus decreasing lease costs.

D) The adopted budget decreases by (\$120,664) for contributions to the Workers' Compensation Fund, based on anticipated use of fund balance.

E) The adopted budget increases by \$104,566 for consultants and professional services primarily related to the Arraignment Court's pro-tem costs.

F) The adopted budget increases by \$69,434 for retirement contributions. Contributions are calculated as a percentage of salary costs.

**FORT WORTH**



## DEPARTMENTAL OBJECTIVES AND MEASURES

**DEPARTMENT:**

**MUNICIPAL COURT**

**DEPARTMENT PURPOSE**

To provide statutory courts that adjudicate criminal cases under the Municipal Court's jurisdiction, in accordance with City ordinances and the criminal laws of the State of Texas.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To have 95 percent of cases scheduled on a court docket within 60 days of receipt of the request for a court setting.

To generate 95 percent of all warrants within 90 days from the date cases become eligible for issuance of a warrant.

To achieve a 95 percent warrant clearance rate.

DEPARTMENTAL MEASURES	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Number/percent of cases docketed in < 60 days	34,357 / 38.2%	52,730 / 57.7%	86,817 / 95%
Number/percent of warrants issued in < 90 days	186,204 / 98.8%	223,920 / 98.7%	223,920 / 95%
Total warrants cleared	136,613 / 68.9%	203,336 / 75%	235,693 / 95%

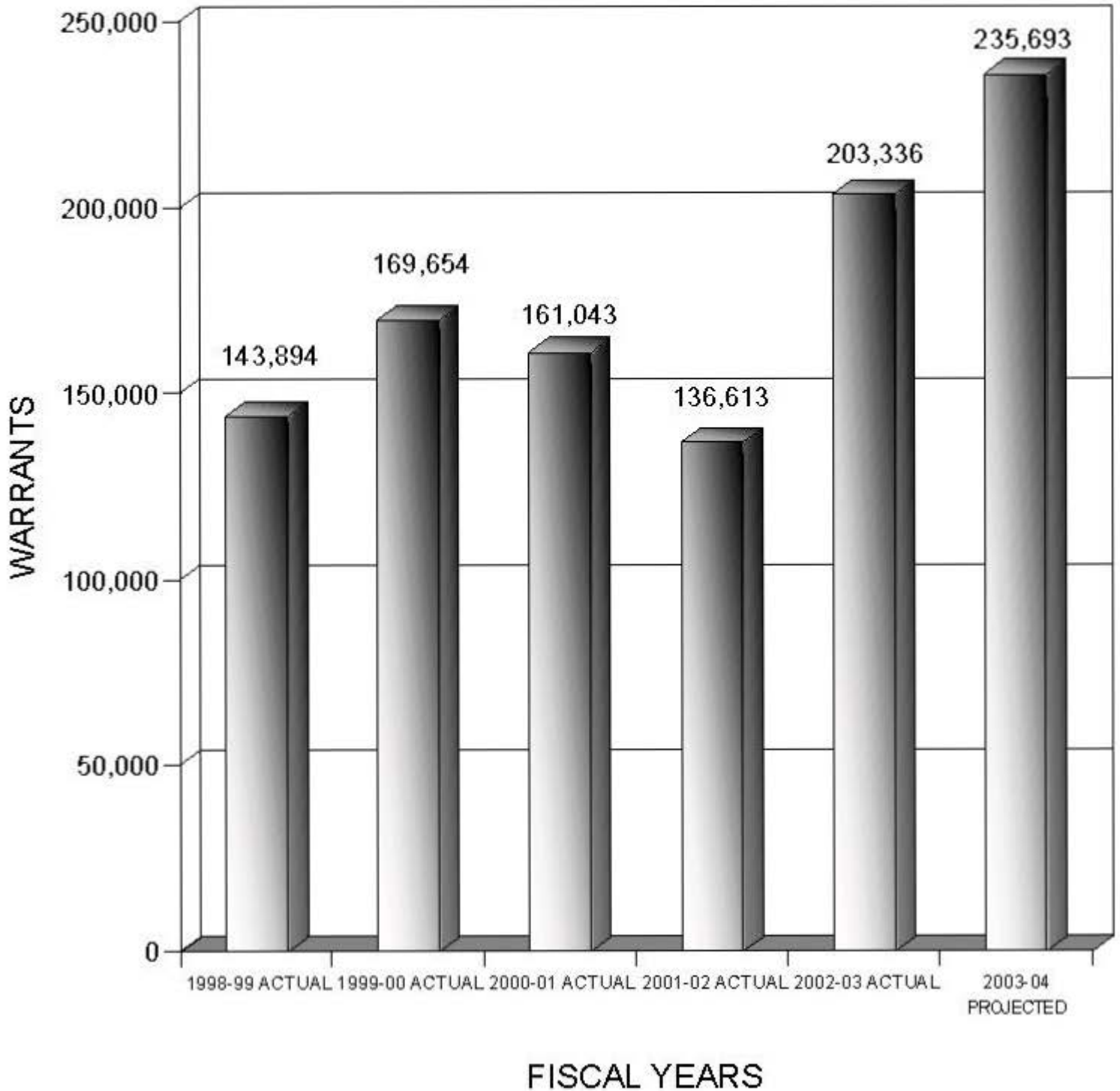


**FORT WORTH**



# MUNICIPAL COURT

## NUMBER OF WARRANTS CLEARED



**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT MUNICIPAL COURT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>ADMINISTRATION</u>								
0381000	ADMINISTRATION	\$ 2,389,311	\$ 2,190,139	\$ 1,769,247	\$ 1,769,247	7.00	7.00	7.00	7.00
0381010	ATTENDANCE COURT	66,372	190,622	531,743	531,743	5.00	5.00	10.00	10.00
0381020	ARRAIGNMENT COURT	28,312	264,898	313,416	313,416	0.00	7.00	7.00	7.00
	Sub-Total	<u>\$ 2,483,995</u>	<u>\$ 2,645,659</u>	<u>\$ 2,614,406</u>	<u>\$ 2,614,406</u>	<u>12.00</u>	<u>19.00</u>	<u>24.00</u>	<u>24.00</u>
	<u>JUDICIAL</u>								
0382000	JUDICIAL	\$ 1,205,831	\$ 985,335	\$ 1,011,435	\$ 1,011,435	11.00	12.00	11.00	11.00
	Sub-Total	<u>\$ 1,205,831</u>	<u>\$ 985,335</u>	<u>\$ 1,011,435</u>	<u>\$ 1,011,435</u>	<u>11.00</u>	<u>12.00</u>	<u>11.00</u>	<u>11.00</u>
	<u>COURT CLERK</u>								
0383000	COURT CLERK	\$ 3,339,688	\$ 3,501,639	\$ 3,346,970	\$ 3,346,970	95.00	97.00	95.00	95.00
	Sub-Total	<u>\$ 3,339,688</u>	<u>\$ 3,501,639</u>	<u>\$ 3,346,970</u>	<u>\$ 3,346,970</u>	<u>95.00</u>	<u>97.00</u>	<u>95.00</u>	<u>95.00</u>
	<u>WARRANTS</u>								
0384000	WARRANTS	\$ 1,761,599	\$ 1,856,594	\$ 1,753,878	\$ 1,753,878	32.00	34.00	32.00	32.00
0384010	BUILDING SECURITY	365,603	415,880	422,754	422,754	9.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 2,127,202</u>	<u>\$ 2,272,474</u>	<u>\$ 2,176,632</u>	<u>\$ 2,176,632</u>	<u>41.00</u>	<u>43.00</u>	<u>41.00</u>	<u>41.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT MUNICIPAL COURT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01      GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0385000	<u>LAKE WORTH PATROL</u>								
	LAKE WORTH PATROL	\$ 406,918	\$ 432,123	\$ 417,938	\$ 417,938	6.00	6.00	6.00	6.00
	Sub-Total	<u>\$ 406,918</u>	<u>\$ 432,123</u>	<u>\$ 417,938</u>	<u>\$ 417,938</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
	<b>TOTAL</b>	\$ 9,563,634	\$ 9,837,230	\$ 9,567,381	\$ 9,567,381	165.00	177.00	177.00	177.00

## DEPARTMENTAL BUDGET SUMMARY

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
NON-DEPARTMENTAL	GG01/0901000:0909801

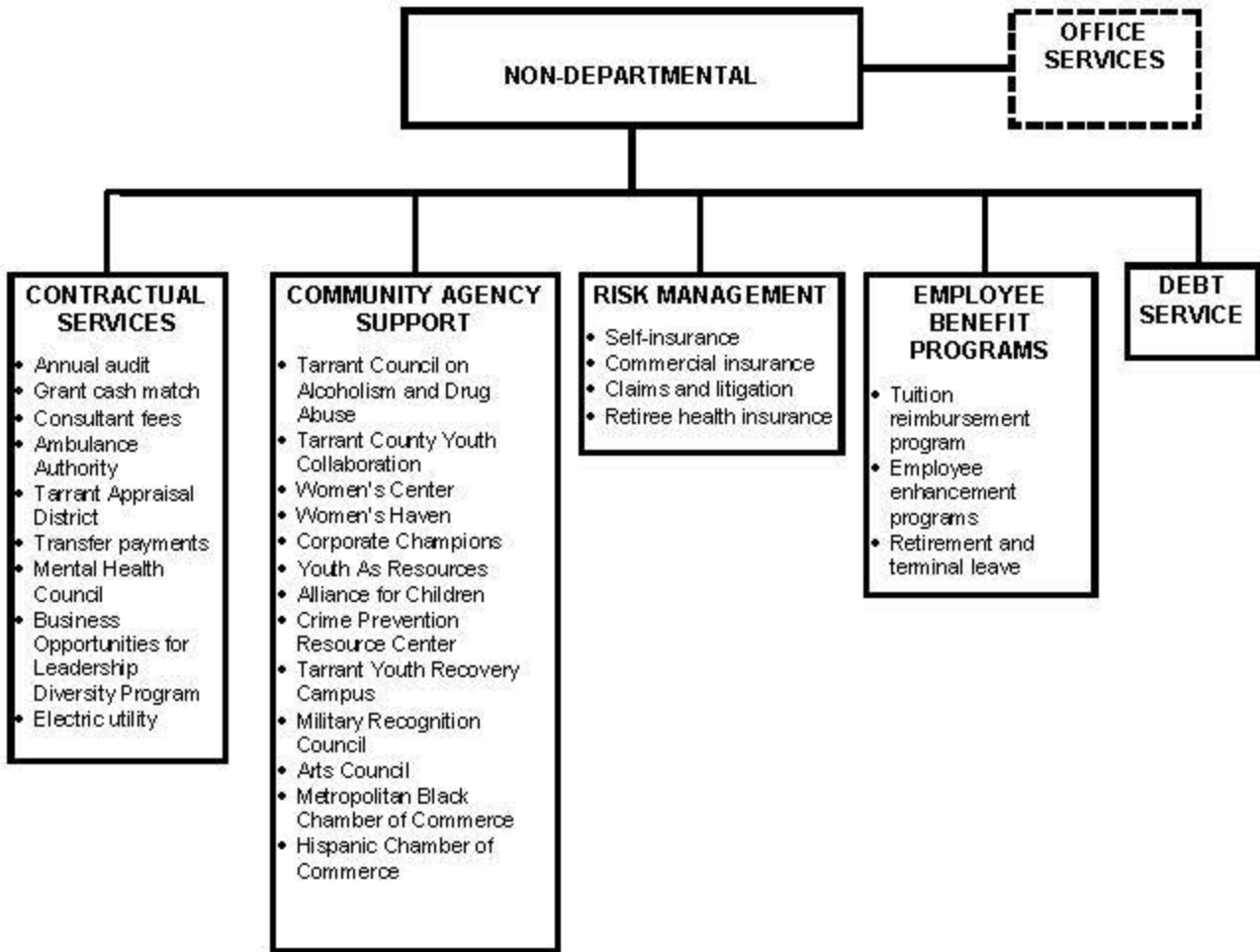
**SUMMARY OF DEPARTMENT RESPONSIBILITIES:**

Non-Departmental cost centers record all costs for expenditure items not exclusively within the programmatic responsibilities of any one General Fund department. Non-Departmental accounts include expenditures associated with the annual audit, which is performed by an outside firm in preparation for the City's Comprehensive Annual Financial Report. Other costs include self-insurance, retiree health insurance, and commercial insurance for General Fund departments.

Non-Departmental costs also include, but are not limited to, expenditures for litigation expenses for General Fund departments, a cash match for grant contributions, consultant fees, contributions to outside service agencies, debt service expenses, retirement and terminal leave costs for both civil service and civilian employees, and utility costs for electricity.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 9,674,352	\$ 10,357,079	\$ 12,753,767	\$ 12,402,531
<b>Supplies</b>	60,550	29,000	31,400	31,400
<b>Contractual</b>	66,357,458	64,006,693	67,664,330	67,664,330
<b>Capital Outlay</b>	0	0	0	0
<b>Total Expenditures</b>	\$ 76,092,360	\$ 74,392,772	\$ 80,449,497	\$ 80,098,261
<b>Authorized Positions</b>	3.00	0.00	0.00	0.00

# NON-DEPARTMENTAL - 0.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> NON-DEPARTMENTAL	<b>FUND/CENTER</b> GG01/0901000:0909801
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$74,392,772	<b>A.P.</b>	0.0
<b>2003-04 ADOPTED:</b>	\$80,098,261	<b>A.P.</b>	0.0

- A) The adopted budget increases by \$1,969,520 for retiree insurance contributions based on enrollment and increases in health insurance costs.
- B) The adopted budget increases by \$1,437,787 for utility costs based on a 26.7 percent rate increase under the new contract with TXU Electric.
- C) The adopted budget increases by \$995,720 for contractual services based on FY2003-04 projected services.
- D) The adopted budget increases by \$711,114 for transfers based on anticipated FY2003-04 grant matches.
- E) The adopted budget increases by \$308,248 for insurance premiums on City property and equipment.
- F) The adopted budget increases by \$148,412 for consultant services due to increase in contract costs with state and federal lobbyists, as well as an increase in payments to the Tarrant Appraisal District.



**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT NON-DEPARTMENTAL		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0901000	<u>ANNUAL AUDIT</u>								
	ANNUAL AUDIT	\$ 230,082	\$ 242,000	\$ 242,000	\$ 242,000	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 230,082</u>	<u>\$ 242,000</u>	<u>\$ 242,000</u>	<u>\$ 242,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>G.F. INS. CONTRIBU- TIONS</u>								
0901501	CITY SELF INSURANCE	\$ 307,228	\$ 270,654	\$ 216,724	\$ 216,724	0.00	0.00	0.00	0.00
0901502	CITY COMMERCIAL INS.	612,968	829,652	1,137,900	1,137,900	0.00	0.00	0.00	0.00
0901506	RETIREE INS CONTRIB	6,481,590	7,323,484	9,293,004	9,293,004	0.00	0.00	0.00	0.00
0901507	UNEMPLOYMENT COMP INS	261,807	258,495	236,097	236,097	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 7,663,593</u>	<u>\$ 8,682,285</u>	<u>\$ 10,883,725</u>	<u>\$ 10,883,725</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>G.F. UTILITIES</u>								
0902501	ELECTRICITY	\$ 6,087,390	\$ 7,617,750	\$ 9,115,537	\$ 9,115,537	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 6,087,390</u>	<u>\$ 7,617,750</u>	<u>\$ 9,115,537</u>	<u>\$ 9,115,537</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>G.F. CLAIMS/LITG CON- TRIB</u>								
0903001	CLAIMS EXPENSE	\$ 3,119,800	\$ 2,963,126	\$ 2,956,263	\$ 2,956,263	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 3,119,800</u>	<u>\$ 2,963,126</u>	<u>\$ 2,956,263</u>	<u>\$ 2,956,263</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT NON-DEPARTMENTAL		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>CITY MEMBERSHIPS</u>								
0904510	CITY MEMBERSHIPS	\$ 479,983	\$ 313,290	\$ 289,354	\$ 289,354	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 479,983</u>	<u>\$ 313,290</u>	<u>\$ 289,354</u>	<u>\$ 289,354</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>TUITION REIMBURSEMENTS</u>								
0904600	TUITION REIMBURSEMENTS	\$ 172,737	\$ 163,000	\$ 169,520	\$ 169,520	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 172,737</u>	<u>\$ 163,000</u>	<u>\$ 169,520</u>	<u>\$ 169,520</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>OUTSIDE CONSULTANTS</u>								
0905500	CONSULTANT FEES	\$ 2,073,022	\$ 931,292	\$ 2,814,447	\$ 2,814,447	0.00	0.00	0.00	0.00
0905503	OUR CITY OUR CHILDREN	181,341	0	0	0	3.00	0.00	0.00	0.00
0905515	CFW TIMELINE PROJECT	5,586	14,223	17,129	17,129	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 2,259,949</u>	<u>\$ 945,515</u>	<u>\$ 2,831,576</u>	<u>\$ 2,831,576</u>	<u>3.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>AMBULANCE</u>								
0905600	AMBULANCE	\$ 1,311,021	\$ 1,311,021	\$ 1,311,021	\$ 1,311,021	0.00	0.00	0.00	0.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT NON-DEPARTMENTAL		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	Sub-Total	\$ 1,311,021	\$ 1,311,021	\$ 1,311,021	\$ 1,311,021	0.00	0.00	0.00	0.00
	<u>TARRANT APPRAISAL DISTRICT</u>								
0905700	TARRANT APPRAISAL DISTRICT	\$ 1,341,874	\$ 1,341,880	\$ 1,434,292	\$ 1,434,292	0.00	0.00	0.00	0.00
	Sub-Total	\$ 1,341,874	\$ 1,341,880	\$ 1,434,292	\$ 1,434,292	0.00	0.00	0.00	0.00
	<u>PUBLIC IMPROVEMENT DISTRICT</u>								
0905800	DOWNTOWN ASSESSMENT DISTRICT	\$ 368,000	\$ 398,989	\$ 319,489	\$ 319,489	0.00	0.00	0.00	0.00
	Sub-Total	\$ 368,000	\$ 398,989	\$ 319,489	\$ 319,489	0.00	0.00	0.00	0.00
	<u>OTHER CONTRIBUTIONS</u>								
0906200	COMMUNITY AGENCIES	\$ 424,184	\$ 919,663	\$ 987,663	\$ 987,663	0.00	0.00	0.00	0.00
	Sub-Total	\$ 424,184	\$ 919,663	\$ 987,663	\$ 987,663	0.00	0.00	0.00	0.00
	<u>INFORMATION SYSTEMS</u>								
0906300	GEOGRAPICAL INFORMATION SYSTEM	\$ 304,997	\$ 837,752	\$ 832,387	\$ 832,387	0.00	0.00	0.00	0.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT NON-DEPARTMENTAL		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	Sub-Total	\$ 304,997	\$ 837,752	\$ 832,387	\$ 832,387	0.00	0.00	0.00	0.00
	<u>BONDED DEBT SERVICE</u>								
0908000	BONDED DEBT SERVICE	\$ 48,957,057	\$ 45,130,973	\$ 45,130,973	\$ 45,130,973	0.00	0.00	0.00	0.00
	Sub-Total	\$ 48,957,057	\$ 45,130,973	\$ 45,130,973	\$ 45,130,973	0.00	0.00	0.00	0.00
	<u>SPECIAL TRANSFERS</u>								
0909101	ELECTIONS	\$ 32,553	\$ 277,376	\$ 317,352	\$ 317,352	0.00	0.00	0.00	0.00
0909103	TRANSFERS	434,903	410,490	355,778	355,778	0.00	0.00	0.00	0.00
0909110	SPECIAL ELECTIONS	25,568	0	0	0	0.00	0.00	0.00	0.00
	Sub-Total	\$ 493,024	\$ 687,866	\$ 673,130	\$ 673,130	0.00	0.00	0.00	0.00
	<u>EMPLOYEE SUGGESTION PROGRAM</u>								
0909500	EMPLOYEE SUGGESTION PROGRAM	\$ 111,970	\$ 82,074	\$ 104,143	\$ 104,143	0.00	0.00	0.00	0.00
	Sub-Total	\$ 111,970	\$ 82,074	\$ 104,143	\$ 104,143	0.00	0.00	0.00	0.00
	<u>SALARY ADJUSTMENTS</u>								
0909800	SALARY ADJUSTMENTS	\$ 0	\$ 0	\$ 381,836	\$ 30,600	0.00	0.00	0.00	0.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT NON-DEPARTMENTAL		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01      GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0909801	RET. TERM. LEAVE/SICK PAY	2,766,699	2,755,588	2,786,588	2,786,588	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 2,766,699</u>	<u>\$ 2,755,588</u>	<u>\$ 3,168,424</u>	<u>\$ 2,817,188</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 76,092,360	\$ 74,392,772	\$ 80,449,497	\$ 80,098,261	3.00	0.00	0.00	0.00

**FORT WORTH**



## NON-DEPARTMENTAL CENTER DESCRIPTIONS

CENTER	DESCRIPTION	2002-03 ADOPTED BUDGET	2003-04 ADOPTED BUDGET
0901000	<b>Annual Audit</b> Funds allocated for payment of external auditors for the audit of the City's financial records in preparation of the City's Comprehensive Annual Financial Report (CAFR).	\$242,000	\$242,000
0901501	<b>Self Insurance</b> Self insurance premiums for General Fund departments.	\$270,654	\$216,724
0901502	<b>Commercial Insurance</b> Budget requirement for commercial insurance premiums on property and equipment, as identified by the Finance Department.	\$829,652	\$1,137,900
0901506	<b>Retiree Health Insurance Contribution</b> Funds allocated for health insurance benefits for retirees.	\$7,323,484	\$9,293,004
0901507	<b>Unemployment Compensation</b> Funds allocated for unemployment benefits for General Fund employees.	\$258,495	\$236,097
0902501	<b>Electricity</b> Funds allocated for electricity payments for General Fund departments.	\$7,617,750	\$9,115,537
0903001	<b>Claims/Litigation</b> Allocation of funds to pay claims and lawsuits for General Fund departments.	\$2,963,126	\$2,956,263
0904510	<b>CITY MEMBERSHIPS</b>		
	<b>Texas Municipal League (TML)</b> TML meets the needs and advocates the interests of its members. Its purpose is to render services that individual cities have neither the resources nor the power to provide on their own.	\$25,558	\$25,588
	<b>North Central Texas Council of Governments</b> State-designed regional planning organization that serves 16 area counties; Fort Worth has a seat on the board.	\$54,250	\$55,670
	<b>U. S. Conference of Mayors</b> Official nonpartisan organization of cities with a population of 30,000 or more. The organization aids the development of effective national urban policy, strengthens federal/city relationships, and provides mayors with leadership and management tools of value to their cities.	\$16,000	\$20,000
	<b>National League of Cities</b> Network of elected and top appointed officials from cities nationwide.	\$18,676	\$19,423



## NON-DEPARTMENTAL CENTER DESCRIPTIONS

CENTER	DESCRIPTION	2002-03 ADOPTED BUDGET	2003-04 ADOPTED BUDGET
	<b>North Texas Commission</b> Promotes economic vitality and an improved quality of life in the metroplex.	\$46,113	\$47,320
	<b>D/FW Regional Film Commission</b> Promotes the film industry within the metroplex. Several cities contribute to the commission because it promotes economic development.	\$44,900	\$0
	<b>Public Technology, Inc. (PTI)</b> A non-profit organization of the National League of Cities, National Association of Counties, and International City/County Management Association. PTI is dedicated to furthering the use of technology in both cities and counties, for both elected officials and professional managers.	\$15,000	\$15,000
	<b>Fort Worth Metropolitan Black Chamber of Commerce</b> Creates partnerships that bring people and resources together for the common good of individuals and small businesses in the African-American community.	\$3,500	\$10,133
	<b>Hispanic Chamber of Commerce</b> Identifies and assists small to medium-sized businesses in Fort Worth providing services that will allow them to attain international business goals.	\$12,500	\$12,500
	<b>Fort Worth Chamber of Commerce</b> Promotes the interest of its members by assuming a leadership role in making Fort Worth an excellent place in which to live and do business.	\$3,351	\$3,519
	<b>USA News Network</b> Inform City employees and guests to City Hall about local, state, and national news. It was an electronic newsboard found in the cafeteria on the third floor of City Hall.	\$3,468	\$0
	<b>City/FW Chamber/Tarrant County Legislative Delegation Coordinator - Speaker Open Sponsorship</b> Funds allocated for intergovernmental networking with state and federal legislative delegates.	\$3,000	\$3,000
	<b>International City/County Management Association</b> Aids cities and counties in obtaining accurate, fair, and comparable data about the quality and efficiency of service delivery to their citizens.	\$5,000	\$5,000

## NON-DEPARTMENTAL CENTER DESCRIPTIONS

CENTER	DESCRIPTION	2002-03 ADOPTED BUDGET	2003-04 ADOPTED BUDGET
	<p><b>Texas Coalition of Cities on Franchise Utility Issues</b> TCCFUI is a coalition of more than 100 Texas cities dedicated to supporting the interests of the citizens and cities of Texas. TCCFUI monitors the activities of the Texas Legislature, provides franchising expertise and model franchise documents to member cities, and ensures that the citizens of Texas continue to enjoy quality utility service.</p>	\$16,974	\$16,701
	<p><b>Mental Health Connection</b> Funds allocated for the ongoing development, enhancement, and implementation of mental health service plans for the City of Fort Worth and Tarrant County.</p>	\$20,000	\$20,000
	<p><b>Transportation Excellence for the 21st Century</b> Funds allocated for Transportation Excellence for the 21st Century (TEX21) in conjunction with other Texas cities to address transportation issues.</p>	\$25,000	\$25,000
	<p><b>Emergency Preparedness Planning Council</b> The Emergency Preparedness Planning Council serves in an advisory role to the North Central Texas Council of Governments Executive Board. It is responsible for providing policy direction and oversight functions for the development and maintenance of a coordinated and integrated regional approach to emergency management planning and response systems.</p>	\$0	\$10,500
0904600	<p><b>Tuition Reimbursement</b> Funds allocated for financial assistance for college tuition through the City's Tuition Reimbursement Program (reimburses 100 percent for state schools and 75 percent for private institutions).</p>	\$163,000	\$169,520
0905500	<p><b>CONSULTANT FEES</b></p>		
	<p><b>Pension Benefits</b> Funds allocated for the cost of pension overages for retired Assistant City Attorney and City Manager.</p>	\$12,512	\$12,512
	<p><b>Council/Management Workshops</b> Funds allocated for the City Council/City Management planning workshops and retreats.</p>	\$0	\$15,000
	<p><b>Indirect Cost Study</b> Payment for external auditor's preparation of the Indirect Cost Study.</p>	\$40,000	\$40,000
	<p><b>State Representation</b> Allocation of funds for Austin consultation services.</p>	\$77,000	\$82,000

## NON-DEPARTMENTAL CENTER DESCRIPTIONS

CENTER	DESCRIPTION	2002-03 ADOPTED BUDGET	2003-04 ADOPTED BUDGET
	<b>North America's Super Highway Coalition</b> Promotes economic development, trade, and tourism along the I-35 corridor and between the NAFTA nations by developing linear trade corridors and fostering business-to-business contacts.	\$10,000	\$15,000
	<b>Federal Representation</b> Allocation of funds for federal consultant services and representation related to issues of concern for the City of Fort Worth before the Congress of the United States and federal agencies.	\$189,000	\$219,000
	<b>Business Opportunities for Leadership Diversity (BOLD)</b> Joint public/private sector program for the development and promotion of minorities and women in Fort Worth's corporate workforce.	\$25,000	\$25,000
	<b>Federal Resources Contract</b> Funding allocated for a professional services contract with Virginia M. Mayer to aid Fort Worth in the proactive strategic pursuit of federal grants.	\$20,000	\$56,000
	<b>Grant Match</b> Funds allocated City-wide to leverage grant opportunities for the upcoming fiscal year.	\$180,000	\$1,005,326
	<b>Comin' Up Gang Intervention Program</b> Collaborative effort between the City of Fort Worth and the Boys and Girls Clubs of Greater Fort Worth to reduce the level of gang violence in Fort Worth.	\$0	\$500,000
	<b>North American International Trade Corridor Partnership (NAITCP)</b> Promotes trade, job creation and economic growth between the City of Fort Worth, Mexico, and Canada.	\$10,000	\$0
	<b>Information Technology Enhancements</b> Funds allocated for the maintenance of the Citywide budgeting system.	\$40,000	\$40,108
	<b>Small Contractor Development Program</b> Funds allocated for administration of a Citywide program for all construction-related projects to small contractors to increase their ability to become contributing economic entities.	\$0	\$300,000
	<b>Citizen Survey</b> Funds allocated for the annual citizen survey for FY2003-04.	\$25,000	\$48,000

## NON-DEPARTMENTAL CENTER DESCRIPTIONS

CENTER	DESCRIPTION	2002-03 ADOPTED BUDGET	2003-04 ADOPTED BUDGET
	<b>Bank Fees</b> Payment for standard banking services.	\$26,250	\$200,000
	<b>Reverse 911</b> Funding allocated for maintenance and the service contract with Sigma Communications for the City's Reverse 911 Public Notification System.	\$8,530	\$12,501
	<b>Operations Subsidy</b> Funding allocated as an operational subsidy for new organization(s) that will occupy the former Modern Art Museum complex.	\$200,000	\$200,000
	<b>Ripley Arnold Study</b> Funding allocated for the study of the effects of re-locating the residents of the former Ripley Arnold Apartments.	\$0	\$20,000
	<b>Capital Project Tracking Program</b> Funding allocated for the purchase of software and equipment for an accurate accounting of the City's capital projects.	\$0	\$15,000
	<b>City of Northlake</b> Funding allocated for use of the City of Northlake's ETJ for the Texas Motor Speedway.	\$0	\$9,000
0905515	<b>Timeline Project</b> Funds allocated for a database and web site link that provides an ongoing, updated Fort Worth historical resource.	\$14,223	\$17,129
0905600	<b>Ambulance Authority</b> Subsidy payment from the City of Fort Worth to the Area Metropolitan Ambulance Authority (MedStar). Amount is based on approximately \$2.27 per capita for a population of 577,500.	\$1,311,021	\$1,311,021
0905700	<b>Tarrant Appraisal District</b> Allocation of funds for payment to the Tarrant Appraisal District for appraisal services.	\$1,341,880	\$1,434,292
0905800	<b>Public Improvement Districts</b> Funds allocated as payment to Downtown Fort Worth, Inc., for provision of the following services for public improvement districts: maintenance and landscaping, security, enhancements, promotions and special events, marketing, transportation, and parking.	\$398,989	\$319,489

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**NON-DEPARTMENTAL CENTER DESCRIPTIONS**

<b>CENTER</b>	<b>DESCRIPTION</b>	<b>2002-03 ADOPTED BUDGET</b>	<b>2003-04 ADOPTED BUDGET</b>
0906200	<b>OTHER CONTRIBUTIONS</b>		
	<b>Alliance For Children</b> Allocation to strive to lessen the emotional trauma to child abuse victims and improve the justice system's response to child abuse by uniting efforts of public agencies and enlisting community support.	\$63,998	\$63,998
	<b>Collaborative Leadership Council</b> Brings together representatives from each of Fort Worth's essential policy-making institutions to identify common challenges and collaborative solutions to improve services and conserve public resources in the community.	\$5,000	\$5,000
	<b>Corporate Champions</b> Serves youth by providing, through a program of informal education, opportunities for youth to realize their full potential and function effectively as caring, self-directed individuals, responsible for themselves and others.	\$10,000	\$10,000
	<b>Crime Prevention Resource Center</b> Coordinates and implements strategies to prevent and reduce crime and violence in the City of Fort Worth, with an emphasis on gangs and youth crime issues.	\$60,195	\$60,195
	<b>Imagination Celebration</b> Arts education program to introduce students to the arts, such as ballet, museums, gardens, and other arts and cultural organizations.	\$50,000	\$50,000
	<b>Tarrant Council on Alcoholism and Drug Abuse</b> Strives to improve the overall quality of life in Tarrant County by reducing substance abuse through education, prevention, and intervention referral efforts.	\$50,000	\$50,000
	<b>Tarrant County Youth Recovery Campus</b> An alliance between public and private organizations, which assists young persons with drug and alcohol addiction, as well as helps families cope with these problems.	\$51,000	\$51,000
	<b>Arts Council of Fort Worth and Tarrant County</b> Serves the city's low-income neighborhood residents, primarily children, by providing funding for local art groups to develop and execute mentoring and participation programs in the visual and performing arts.	\$280,000	\$280,000
	<b>Metropolitan Black Chamber of Commerce</b> Funding allocated for support of the Business Assistance Program, which gives formalized training and support to individuals seeking to become small business owners.	\$76,760	\$76,760

## NON-DEPARTMENTAL CENTER DESCRIPTIONS

CENTER	DESCRIPTION	2002-03 ADOPTED BUDGET	2003-04 ADOPTED BUDGET
	<b>Fort Worth Hispanic Chamber of Commerce</b> Funding allocated for support of Business Assistance Program, which gives formalized training and support to individuals seeking to become small business owners.	\$82,710	\$82,710
	<b>Tarrant County Veterans Council</b> Funds allocated for assistance with programs honoring the veterans of Fort Worth.	\$5,000	\$5,000
	<b>Tarrant County Youth Collaboration</b> Promotes safe and nurturing communities that foster the development of each child's potential through advocacy, collaboration, and youth/adult partnerships.	\$15,000	\$15,000
	<b>Women's Center</b> Provides comprehensive sexual assault intervention and prevention services for adults and children, collaborative case support and professional training for law enforcement personnel.	\$75,000	\$75,000
	<b>Women's Haven</b> Serves as a shelter for battered women. Open 24 hours a day, seven days a week, the shelter also provides emergency transportation, legal advice, and childcare.	\$90,000	\$90,000
	<b>Youth As Resources</b> Provides small grants to young people to design and implement projects to meet the needs of the community.	\$5,000	\$5,000
	<b>Summer Youth Program</b> Funds allocated per an agreement with Tarrant County to fund a summer youth employment program.	\$68,000	\$68,000
0906300	<b>Networking Project</b> Funds allocated for General Fund departments for Geographic Information System networking services.	\$837,752	\$832,387
0908000	<b>Debt Service</b> Funds budgeted for General Fund payment of debt service.	\$45,130,973	\$45,130,973
0909101	<b>Elections</b> Funds allocated for the City's charter elections.	\$277,376	\$317,353
0909103	<b>SPECIAL TRANSFERS</b>		
	<b>Engineering</b> Funds allocated for maintenance of property acquired by the City through tax foreclosures and Tarrant County Sheriff's Auction sales.	\$70,000	\$0

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**NON-DEPARTMENTAL CENTER DESCRIPTIONS**

<b>CENTER</b>	<b>DESCRIPTION</b>	<b>2002-03 ADOPTED BUDGET</b>	<b>2003-04 ADOPTED BUDGET</b>
	<b>Solid Waste Sales Tax Transfer</b> Funds allocated for transfer to the Solid Waste Fund from the General Fund. Solid Waste customers pay sales tax to the State, and then the State returns one percent of the total collected to the City.	\$240,490	\$255,778
	<b>ADA Projects</b> Funds allocated for compliance with the Americans with Disabilities Act.	\$100,000	\$100,000
0909500	<b>EMPLOYEE ENHANCEMENT PROGRAMS</b>		
	<b>PAY\$</b> Program rewarding employees for cost saving suggestions that merit recognition.	\$32,074	\$46,097
	<b>Clerical Conference</b> Annual conference that honors support staff in the City.	\$8,000	\$8,000
	<b>Commission on the Status of Women</b> Recognizes women in all segments of Fort Worth society.	\$10,000	\$10,145
	<b>Mayor's Committee on Persons with Disabilities</b> Funds allocated for a committee that is dedicated to working with persons who have disabilities.	\$4,000	\$4,000
	<b>MLK/Juneteenth</b> Funds for the annual Martin Luther King, Jr. and Juneteenth programs for City employees.	\$1,000	\$1,000
	<b>Bus Passes</b> Funds to subsidize City employees who choose to use public transportation during ozone season.	\$3,000	\$0
	<b>Service Awards</b> Recognizes employees' longevity with the City.	\$14,000	\$14,000
	<b>Exceptional Performance Award</b> Funds allocated for the recognition of employees who have demonstrated exceptional performance during a given quarter.	\$10,000	\$10,000
	<b>Customer Service Awards</b> Funds allocated for the new "Pat on the Back" award that rewards employees for providing good customer service or for good communication.	\$0	\$2,400
	<b>Hispanic Heritage Celebration</b> Funding allocated for the recognition of Hispanic heritage and history and its contributions to the City.	\$0	\$5,000

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NON-DEPARTMENTAL CENTER DESCRIPTIONS

CENTER	DESCRIPTION	2002-03 ADOPTED BUDGET	2003-04 ADOPTED BUDGET
	<b>African American History Celebration</b> Funding allocated for the recognition of African Americans and their contributions.	\$0	\$3,500
0909801	<b>Terminal Leave</b> Funds paid to employees upon either retirement or separation of employment. Based on an average of the highest three years of salary multiplied by accrued vacation leave.	\$2,755,588	\$2,817,188
		<b>\$74,392,772</b>	<b>\$80,098,261</b>



**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

<b>DEPARTMENT:</b> PARKS AND COMMUNITY SERVICES	<b>FUND/CENTER</b> GG01/0800500:0809040
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SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Parks and Community Services Department is responsible for planning, designing, developing, and maintaining the City's network of parks, as well as for the planning and administration of the City's recreational and human services programs. The department is organized into five divisions.

The Administration Division provides overall planning and direction for and administrative support to the department, as well as coordinating centralized information management, fiscal and human resources support for the other departmental elements.

The Northeast Region Division is responsible for the operation of six community centers, the afternoon, evening and Late Night program at one community center, and the maintenance of the park system on the City's northeast side, including contract mowing. This division also oversees the department's aquatics and athletics operations, graffiti abatement program, and the Nature Center and Refuge. The Southwest Region Division is responsible for the operation of six community centers, park reservations coordination and the maintenance of the park system on the southwest side of the City, including contract mowing. The division also operates the Log Cabin Village, the Water Gardens and the Botanic Garden Center and Conservatory.

The Planning and Resource Management Division is responsible for identification of park system needs and the acquisition, master planning, design, engineering, grantsmanship and construction of park development projects. The division is also responsible for park system infrastructure maintenance.

The Community Services Division is responsible for the coordination of volunteer activities, operation of seven community centers and Fellowship Corner, the afternoon, evening and Late Night programs at four community centers, two Neighborhood Resources Development (NRD) Centers, the coordination of the Comin' Up gang intervention program and oversight of human services programs, such as those at the NRD Centers.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 12,479,012	\$ 12,215,199	\$ 12,466,700	\$ 12,466,700
<b>Supplies</b>	1,936,500	1,842,177	1,741,350	1,741,350
<b>Contractual</b>	5,095,715	5,435,784	5,056,159	5,056,159
<b>Capital Outlay</b>	447,023	459,126	111,500	111,500
<b>Total Expenditures</b>	\$ 19,958,250	\$ 19,952,286	\$ 19,375,709	\$ 19,375,709
<b>Authorized Positions</b>	291.40	287.40	287.40	287.40

# PARKS AND COMMUNITY SERVICES – 287.4 A. P.

**ADMINISTRATION**

- Department management
- Volunteer coordination
- Public information
- Human resources
- Fiscal services
- Equipment / technology coordination

10.0 A. P.

**NORTHEAST REGION**

- Administration
- District operations
  - North District
  - East District
- Community Centers
  - Diamond Hill
  - Riverside
  - Handley-Meadowbrook
  - Eugene McCray
  - Hillside
  - Sycamore
  - \*Late Night Program
  - Code Blue/Summer Day Camp
- Youth Sports Program
- Graffiti abatement
- Aquatics
- HAWS Athletics
- Bertha Collins Sports Outreach Center
- McLeland Tennis Center
- Athletics maintenance
- Nature Center and Refuge

94.0 A. P.

**COMMUNITY SERVICES**

- Administration
- Community Centers
  - Andrew "Doc" Session
  - Como
  - "Late Night Program"
  - Martin Luther King
  - "Late Night Program"
  - Northside
  - "Late Night Program"
  - Worth Heights
  - \*Late Night Program
  - Southside
  - North Tri-Ethnic
- Fellowship Corner

32.4 A. P.

- Gang Intervention Program
- Neighborhood Resources Development Centers (NRD)
  - Far Northwest
  - Far Southeast

ZOO

MUNICIPAL GOLF

FORT WORTH HERD

**SOUTHWEST REGION**

- Administration
  - Park reservations
- District operations
  - South District
  - West District
- Community Centers
  - Fire Station
  - R. D. Evans
  - Thomas Place
  - Highland Hills
  - Greenbriar
  - Southwest
- Botanic Garden
- Log Cabin Village

92.0 A. P.

**PLANNING AND RESOURCE MANAGEMENT**

- Administration
- Comprehensive planning
- Planning and development
- Trades/Infrastructure
- Trades/Events
- Trades/Heavy Equipment
- Forestry / Landscape Production

59.0 A. P.

**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> PARKS AND COMMUNITY SERVICES		<b>FUND/CENTER</b> GG01/0800500:0809040	
<b>CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED</b>			
<b>2002-03 ADOPTED:</b>	\$19,952,286	<b>A.P.</b>	287.40
<b>2003-04 ADOPTED:</b>	\$19,375,709	<b>A.P.</b>	287.40
<p>A) The adopted budget decreases by (\$311,500) due to one-time vehicle replacement costs in FY2002-03.</p> <p>B) The adopted budget decreases by a net of (\$241,133) for contractual services due to implementation of various Program Reduction Decision Packages, including: 1) a shift in funding source for \$100,000 for park security lighting; 2) the elimination of FY2003-04 General Fund funding (\$175,000) for two playground renovations; and 3) elimination of Small Neighborhood Grant matching funds (\$100,000). At the same time, \$30,000 was added for I30/I35 maintenance, including mowing and liter pick-up.</p> <p>C) The adopted budget decreases by (\$219,855) for the Equipment Services Department's annual per vehicle overhead charge based on a revised assessment of indirect fleet management / maintenance cost for FY2003-04.</p> <p>D) The adopted budget increases by a net total of \$120,343 for salaries per increases in the FY2003-04 compensation plan.</p> <p>E) The adopted budget increases by \$113,586 for group health insurance based on plan enrollment and anticipated cost increases for FY2003-04.</p> <p>F) The adopted budget decreases by (\$87,997) for agricultural and botanical supplies as a part of the department's required budget reduction target.</p> <p>G) The adopted budget increases by \$64,351 for basic telephone service per historical usage and projects planned for FY2003-04.</p> <p>H) The adopted budget increases by \$60,854 for vehicle / equipment maintenance based on actual and anticipated expenditures.</p> <p>I) The adopted budget increases by \$57,385 for retirement based on increases contained in the compensation plan.</p> <p>J) The adopted budget decreases by (\$54,591) due to the elimination of the vacation sell-back benefit for FY2003-04.</p> <p>K) The adopted budget decreases by (\$43,940) for minor equipment as a part of budget reduction efforts.</p> <p>L) The adopted budget increases by \$36,356 for water usage based on actual and anticipated expenditures as soccer and other fields are added and require additional maintenance.</p> <p>M) The adopted budget increases by \$31,034 for equipment and vehicle repair parts based on historical expenditures.</p>			

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:**  
**PARKS AND COMMUNITY SERVICES**

**DEPARTMENT PURPOSE**

To enrich the lives of Fort Worth residents through the stewardship of City resources and the responsive provision of quality recreational opportunities and community services. To assist in the achievement of the City's strategic goals through accomplishment of objectives in the department's annual business plan.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To mow and clean 3,079 acres of parks, 135 miles of medians and 406 traffic islands within established mowing cycles.

To provide service for an increasing number of visitors annually at 20 community centers during an average of 45 hours per week at 11 centers and an average of 74 hours per week at nine centers that offer Late Night Program, Neighborhood Resources Development Program, daycare and health services.

To respond to 2,400 requests for tree work through the Forestry Section.

To complete 3,480 playground maintenance inspections through the Trades Section.

To maintain current level of participation in the year-round Youth Sports Program.

To enhance the department's ability to provide adequate support for on-going programs and special projects by sustaining the number of volunteer participants and hours.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Number of mowing cycles completed in parks/medians	20 / 20	20 / 20	20 / 20
Number of contacts served at community centers	984,216	970,500	975,000
Number of responses to Forestry Section calls	2,337	2,464	2,400
Number of playground inspections	3,080	3,480	3,480
Youth Sports participants	6,521	6,500	6,500
Volunteers/volunteer hours	30,560 / 214,834	30,560 / 216,982	30,560 / 216,982

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>PARKS &amp; COMMUNITY SERVICES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>COMMUNITY SERVICES</u>								
0800500	COMMUNITY SERVICES ADMINISTRATION	\$ 278,537	\$ 197,582	\$ 149,031	\$ 163,334	3.90	2.90	1.90	1.90
0800504	SOUTHSIDE COMMUNITY CENTER	83,395	94,283	95,301	105,208	2.50	2.50	2.50	2.50
0800509	RIVERSIDE MPC COMMUNITY CENTER	101,685	90,592	90,559	99,817	2.50	2.50	2.50	2.50
0800510	FELLOWSHIP CORNER	2,875	5,230	5,230	5,230	0.00	0.00	0.00	0.00
0800522	NORTHSIDE COMMUNITY CENTER	0	0	254,713	255,179	0.00	0.00	5.50	5.50
0800523	COMO COMMUNITY CENTER	0	0	282,131	282,074	0.00	0.00	5.50	5.50
0800526	NORTH TRI ETHNIC COMMUNITY CENTER	0	0	144,517	145,299	0.00	0.00	3.50	3.50
0800532	WORTH HEIGHTS COMMUNITY CENTER	0	0	271,438	307,488	0.00	0.00	5.50	5.50
0800535	MLK COMMUNITY CENTER	0	0	283,539	284,097	0.00	0.00	5.50	5.50
	Sub-Total	<u>\$ 466,492</u>	<u>\$ 387,687</u>	<u>\$ 1,576,459</u>	<u>\$ 1,647,726</u>	<u>8.90</u>	<u>7.90</u>	<u>32.40</u>	<u>32.40</u>
	<u>PACS ADMINISTRATION</u>								
0801000	PACS ADMINISTRATION	\$ 1,693,907	\$ 1,686,894	\$ 1,616,330	\$ 1,338,417	8.00	9.00	10.00	10.00
	Sub-Total	<u>\$ 1,693,907</u>	<u>\$ 1,686,894</u>	<u>\$ 1,616,330</u>	<u>\$ 1,338,417</u>	<u>8.00</u>	<u>9.00</u>	<u>10.00</u>	<u>10.00</u>



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>PARKS &amp; COMMUNITY SERVICES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>GOLF &amp; TENNIS</u>								
0804080	MCLELAND TENNIS CENTER	\$ 25,550	\$ 26,500	\$ 26,500	\$ 26,500	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 25,550</u>	<u>\$ 26,500</u>	<u>\$ 26,500</u>	<u>\$ 26,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>SOUTHWEST REGION</u>								
0807010	SW REGION ADMINISTRATION	\$ 389,805	\$ 347,941	\$ 423,385	\$ 429,163	5.00	5.00	6.00	6.00
0807021	WEST DISTRICT OPERATIONS	1,544,329	1,506,482	1,506,448	1,511,406	20.00	20.00	20.00	20.00
0807023	COMO COMMUNITY CENTER	385,471	273,400	0	0	6.50	5.50	0.00	0.00
0807027	FIRE STATION COMMUNITY CTR	130,509	150,071	147,795	148,100	3.00	3.00	3.00	3.00
0807028	RD EVANS COMMUNITY CENTER	136,962	141,067	194,613	196,170	3.00	3.00	3.00	3.00
0807029	THOMAS PLACE COMMUNITY CENTER	111,967	133,415	153,962	154,761	3.00	3.00	3.00	3.00
0807031	SOUTH DISTRICT OPERATIONS	1,299,943	1,194,361	1,021,173	1,021,173	15.00	15.00	14.00	14.00
0807032	WORTH HEIGHTS COMMUNITY CENTER	293,214	261,490	35,000	0	6.50	5.50	0.00	0.00
0807033	HIGHLAND HILLS COMMUNITY CENTER	122,496	143,372	147,428	148,942	3.00	3.00	3.00	3.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>PARKS &amp; COMMUNITY SERVICES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0807038	GREENBRIAR COMMUNITY CENTER	156,830	159,311	155,700	158,315	3.00	3.00	3.00	3.00
0807039	SW COMMUNITY CENTER	119,771	151,094	207,092	207,136	3.00	3.00	3.00	3.00
0807080	BOTANIC GARDEN	1,912,720	1,828,137	1,865,639	1,879,940	31.00	31.00	31.00	31.00
0807090	LOG CABIN VILLAGE	276,420	268,372	304,886	306,603	3.00	3.00	3.00	3.00
	Sub-Total	<u>\$ 6,880,437</u>	<u>\$ 6,558,513</u>	<u>\$ 6,163,121</u>	<u>\$ 6,161,709</u>	<u>105.00</u>	<u>103.00</u>	<u>92.00</u>	<u>92.00</u>
	<u>NORTHEAST REGION</u>								
0808010	NE REGION ADMINISTRATION	\$ 254,683	\$ 276,323	\$ 323,677	\$ 344,181	4.00	4.00	5.00	5.00
0808021	NORTH DISTRICT OPERATIONS	1,027,100	1,190,464	1,146,659	1,161,324	16.00	16.00	15.00	15.00
0808022	NORTH SIDE COMMUNITY CENTER	250,361	257,955	0	0	6.50	5.50	0.00	0.00
0808026	NORTH TRI-ETHNIC COMMUNITY CENTER	147,825	139,052	0	0	3.50	3.50	0.00	0.00
0808027	BERTHA COLLINS COMMUNITY CENTER	29,994	37,404	37,051	44,133	0.00	0.00	0.00	0.00
0808028	DIAMOND HILL COMMUNITY CENTER	124,103	135,523	126,145	136,894	3.00	3.00	3.00	3.00
0808029	RIVERSIDE COMMUNITY CENTER	155,540	165,228	162,638	169,641	3.00	3.00	3.00	3.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>PARKS &amp; COMMUNITY SERVICES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0808031	EAST DISTRICT OPERATIONS	1,001,365	1,058,965	977,728	986,025	15.00	15.00	15.00	15.00
0808034	MCCRAY COMMUNITY CENTER	183,686	169,682	172,570	178,099	3.00	3.00	3.00	3.00
0808035	MLK COMMUNITY CENTER	279,657	268,151	0	0	6.50	5.50	0.00	0.00
0808036	HANDLEY-MEADOW-BROOK COMMUNITY	129,237	150,319	145,427	161,341	3.00	3.00	3.00	3.00
0808038	HILLSIDE COMMUNITY CENTER	126,792	147,576	122,708	135,479	3.00	3.00	3.00	3.00
0808039	SYCAMORE COMMUNITY CENTER	254,225	248,720	225,969	239,523	6.00	5.00	5.00	5.00
0808040	GRAFFITI ABATEMENT	91,677	107,650	95,451	105,377	2.00	2.00	2.00	2.00
0808050	CODE:BLUE	29,363	49,749	54,157	54,157	0.00	0.00	0.00	0.00
0808060	NORTHEAST REGION/YOUTH SPORTS	263,170	269,581	271,605	271,605	0.00	0.00	0.00	0.00
0808070	AQUATICS	440,153	471,808	459,285	463,348	0.00	0.00	0.00	0.00
0808080	HAWS ATHLETICS CENTER	609,058	555,196	544,274	570,731	8.00	8.00	8.00	8.00
0808085	ATHLETICS MAINTENANCE	1,792,147	1,649,813	1,575,996	1,581,369	21.00	22.00	22.00	22.00
0808090	NATURE CENTER & REFUGE	406,063	398,585	395,897	431,015	7.00	7.00	7.00	7.00
	Sub-Total	<u>\$ 7,596,199</u>	<u>\$ 7,747,744</u>	<u>\$ 6,837,237</u>	<u>\$ 7,034,242</u>	<u>110.50</u>	<u>108.50</u>	<u>94.00</u>	<u>94.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>PARKS &amp; COMMUNITY SERVICES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>PLANNING &amp; RESOURCE MANAGEMENT</u>								
0809010	PRM ADMINISTRATION	\$ 360,398	\$ 412,731	\$ 254,791	\$ 260,137	4.00	5.00	4.00	4.00
0809015	COMPREHENSIVE PLANNING	125,095	150,472	211,605	212,242	2.00	2.00	3.00	3.00
0809020	PLANNING & DEVELOPMENT	314,500	417,739	237,013	238,566	7.00	7.00	7.00	7.00
0809030	TRADES/INFRASTRUCTURE	920,472	969,700	971,566	972,056	17.00	17.00	17.00	17.00
0809034	TRADES/EVENTS	175,979	162,248	147,435	149,290	2.00	2.00	2.00	2.00
0809035	TRADES/HEAVY EQUIPMENT	282,129	269,522	268,871	269,275	5.00	5.00	5.00	5.00
0809040	FORESTRY & LANDSCAPE PRODUCTION	1,117,092	1,162,536	1,064,781	1,065,549	22.00	21.00	21.00	21.00
	Sub-Total	<u>\$ 3,295,665</u>	<u>\$ 3,544,948</u>	<u>\$ 3,156,062</u>	<u>\$ 3,167,115</u>	<u>59.00</u>	<u>59.00</u>	<u>59.00</u>	<u>59.00</u>
	<b>TOTAL</b>	\$ 19,958,250	\$ 19,952,286	\$ 19,375,709	\$ 19,375,709	291.40	287.40	287.40	287.40

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**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

<b>DEPARTMENT:</b> PLANNING	<b>FUND/CENTER</b> GG01/0221000
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SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Planning Department advises the City Manager, the Planning and Zoning Commissions, and the City Council on City planning-related matters. Planning also actively participates in and positively impacts the charting of Fort Worth's future by developing the City's Comprehensive Plan. The policies and programs contained in the plan encourage the establishment of a rational, coherent, urban form that promotes economic vitality and an improved quality of life for all residents.

To ensure rational, coherent city planning and development, the department focuses its efforts in two distinct functional divisions: 1) The Comprehensive Planning Division, which includes Urban Design, Research, and Economic and Community Development; and 2) The Development Review Division, which includes Zoning and Subdivision Review, Historic Preservation, and GIS teams.

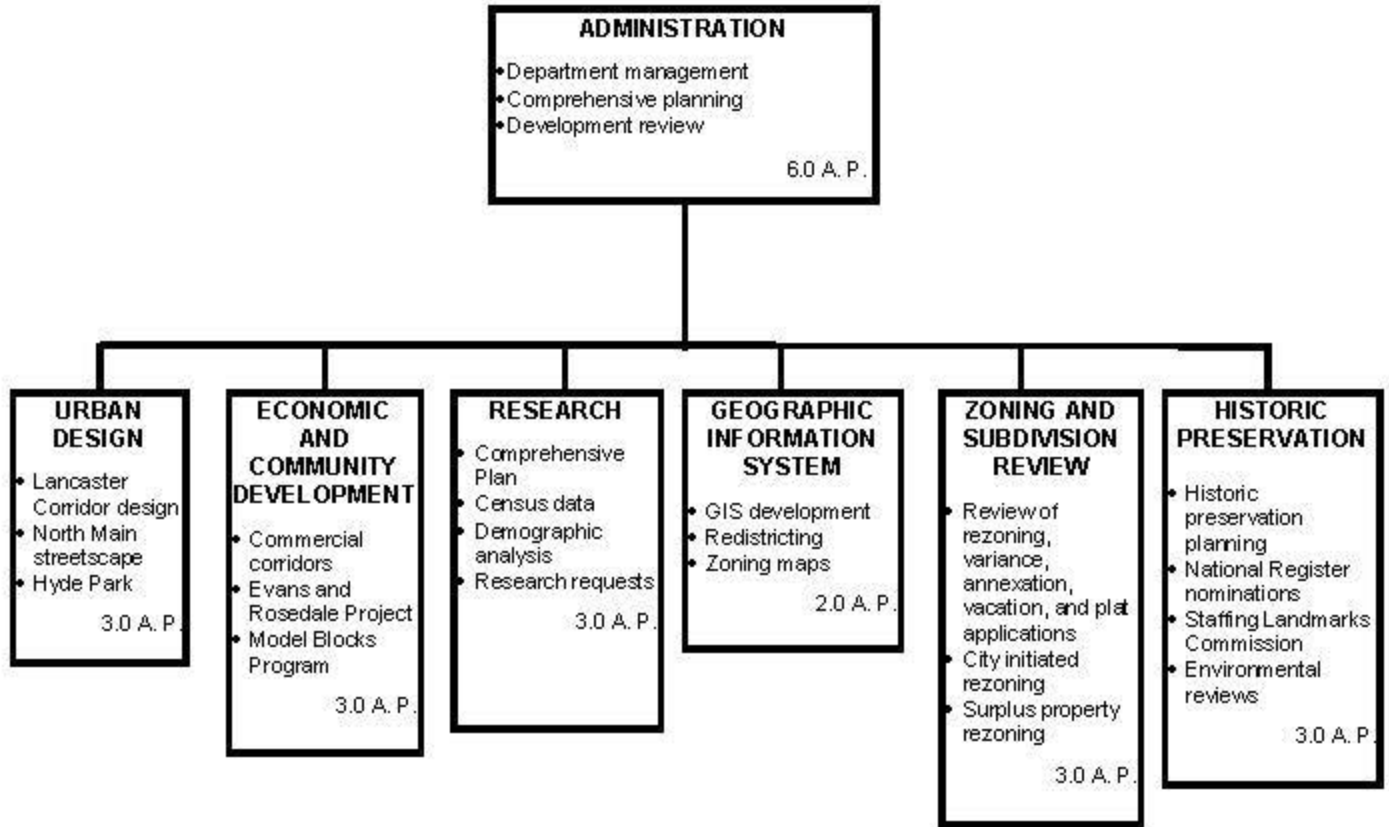
In accordance with the City's Financial Management Policy Statements (FMPS), which state that, "To seek, apply for and effectively administer federal, state and foundation grants-in-aid that address the City's current priorities and policy objectives" (FMPS, Ch. VIII), the department also utilizes grant funds to accomplish its goals.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 1,150,183	\$ 1,229,474	\$ 1,244,867	\$ 1,244,867
<b>Supplies</b>	16,961	24,465	20,045	20,045
<b>Contractual</b>	274,326	230,394	172,135	172,135
<b>Capital Outlay</b>	0	0	0	0
<b>Total Expenditures</b>	\$ 1,441,470	\$ 1,484,333	\$ 1,437,047	\$ 1,437,047
<b>Authorized Positions</b>	21.00	21.00	21.00	21.00

# PLANNING – 23.0 A. P.

## GENERAL FUND 21.0

### (GRANT FUNDS 2.0)



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> PLANNING	<b>FUND/CENTER</b> GG01/0221000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$1,484,333	<b>A.P.</b>	21.0
<b>2003-04 ADOPTED:</b>	\$1,437,047	<b>A.P.</b>	21.0

A) The adopted budget decreases by (\$47,758) for consultants and professional services primarily related to historic preservation.

B) The adopted budget increases by \$14,968 for budgeted salary savings to reflect a reduction in personnel vacancy rates projected for FY2003-04.

C) The adopted budget increases by \$13,000 for group health insurance due to projected cost increases.



**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** **PLANNING**

**DEPARTMENT PURPOSE**

To provide reliable information and advice to the City Manager, the City Council, other City officials, and the general public to assist them in making sound decisions about city growth and development.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To secure \$2 million to encourage central city redevelopment and transit-oriented development.

To prepare the 2004 Comprehensive Plan, update, and secure City Council adoption by February 29, 2004.

To increase the consistency of zoning decisions with the Comprehensive Plan to 85 percent.

To rezone 100 parcels of surplus property in accordance with the Comprehensive Plan.

To rezone 400 acres through the City's petition-based process.

To fulfill approximately 350 research and 550 GIS requests from City staff, the City Council, and the public.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Total value of resources secured	\$12.7 million	\$4 million	\$2 million
Date of adoption of Comprehensive Plan	Feb-02	Feb-03	Feb-04
Percent of consistency of zoning decisions	83%	80%	85%
Surplus property zoning changes	173	100	100
Total acreage rezoned	125	600	400
Number of research and GIS requests fulfilled	926	850	900

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT PLANNING		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01      GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0221000	<u>ADMINISTRATION</u>								
	ADMINISTRATION	\$ 1,441,470	\$ 1,484,333	\$ 1,437,047	\$ 1,437,047	21.00	21.00	21.00	21.00
	Sub-Total	<u>\$ 1,441,470</u>	<u>\$ 1,484,333</u>	<u>\$ 1,437,047</u>	<u>\$ 1,437,047</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>
	<b>TOTAL</b>	\$ 1,441,470	\$ 1,484,333	\$ 1,437,047	\$ 1,437,047	21.00	21.00	21.00	21.00

**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

<b>DEPARTMENT:</b> POLICE	<b>FUND/CENTER</b> GG01/0351000:0356500
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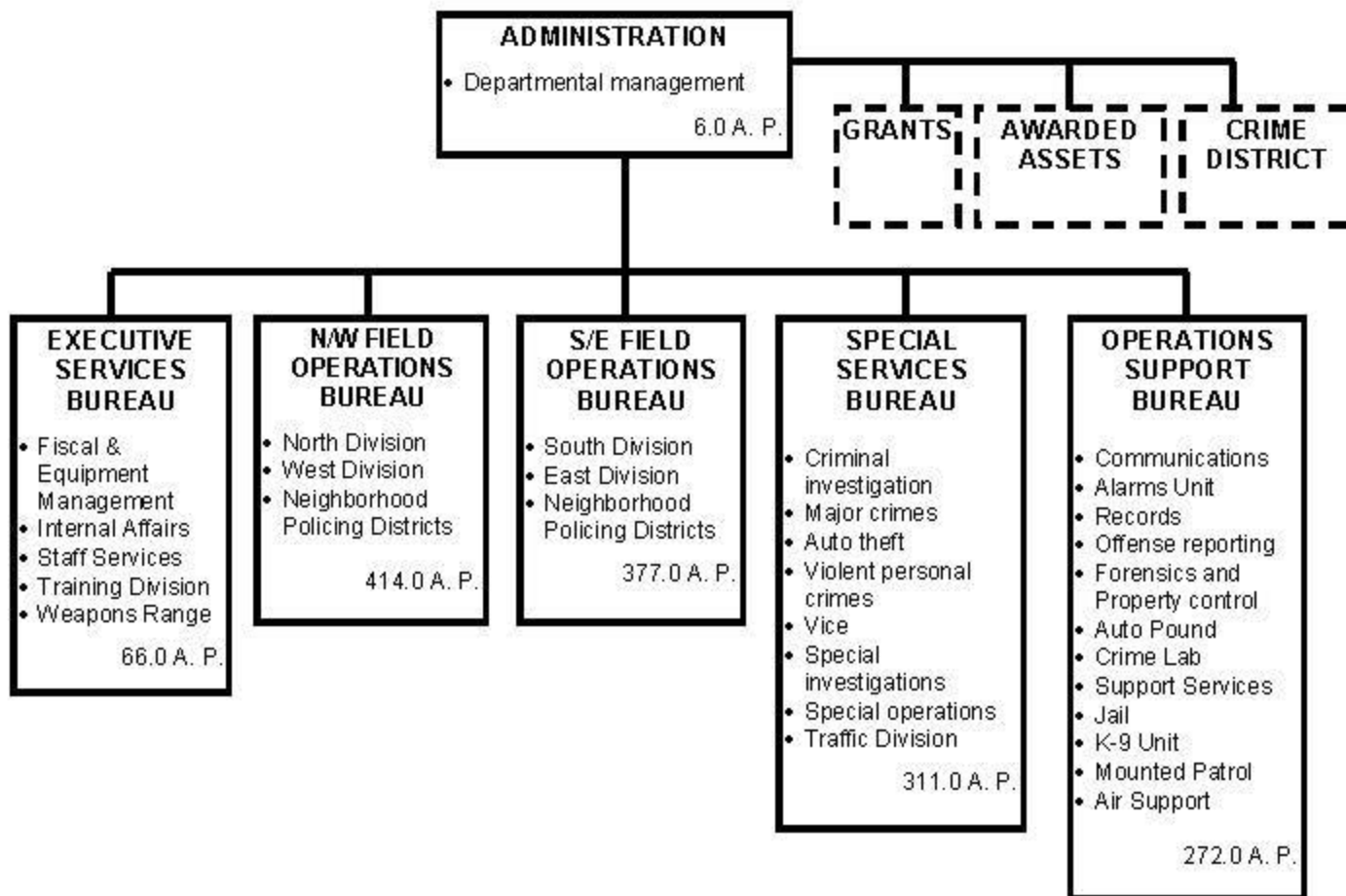
SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Police Department, under the direction of the Chief of Police, develops and implements programs to deter crime and enforce traffic laws to protect life and property within the City of Fort Worth. Specific departmental responsibilities include crime prevention, the apprehension of persons suspected of committing crimes, recovery of stolen property, and regulation of non-criminal activities such as traffic enforcement.

The department's Executive Services Bureau is responsible for fiscal and equipment management, internal affairs investigations, and training for department personnel. The North / West Field Operations Bureau oversees daily law enforcement operations in the northern and western sections of the city. The South / East Field Operations Bureau oversees daily law enforcement operations in the southern and eastern sections of the city. The Special Services Bureau conducts investigations related to major crimes, conducts special operations, and provides citywide traffic enforcement. The Operations Support Bureau provides a wide variety of support functions for the entire department, including communications, offense reporting, records storage, jail services, and specialized units such as canine patrol, mounted patrol, and helicopter patrol. All five bureaus are overseen by the Police Administration Division, which includes the Chief of Police.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 86,902,242	\$ 92,232,244	\$ 95,643,194	\$ 95,856,244
<b>Supplies</b>	4,144,083	3,612,795	4,385,013	4,513,323
<b>Contractual</b>	10,427,101	10,805,143	11,399,120	11,416,370
<b>Capital Outlay</b>	0	0	36,571	156,571
<b>Total Expenditures</b>	\$ 101,473,426	\$ 106,650,182	\$ 111,463,898	\$ 111,942,508
<b>Authorized Positions</b>	1,436.00	1,438.00	1,446.00	1,446.00

**POLICE – 1,647.0 A. P.**  
**GENERAL FUND 1,446.0 A. P.**  
**(CRIME CONTROL AND PREVENTION DISTRICT 195.0 A. P.)**  
**(GRANTS FUND 6.0 A. P.)**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> POLICE	<b>FUND/CENTER</b> GG01/0351000:0356500
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$106,650,182	<b>A.P.</b>	1,438.0
<b>2003-04 ADOPTED:</b>	\$111,942,508	<b>A.P.</b>	1,446.0

- A) The adopted budget increases by \$1,849,718 for civil service compensation and partial-year funding of eight Police Officer positions added to increase patrol coverage and reduce response time, two additional detectives in the Robbery Unit, five additional traffic officers, four additional neighborhood patrol officers, and three officers and one corporal in the Gang Unit.
- B) The adopted budget increases by \$731,563 for salaries of regular employees and an additional six public safety communicators. The department also added two positions for technical projects during FY2002-03.
- C) The adopted budget increases by \$1,001,892 for group health insurance due to projected cost increases.
- D) The adopted budget increases by \$934,468 for civil service salary continuation, resulting in a lesser Worker's Compensation increase, as mentioned in item J below.
- E) The adopted budget increases by \$850,820 for contractual costs associated with the Auto Pound. The increase in expenditures will be offset by a corresponding increase in revenues primarily due to an increase in towing fees.
- F) The adopted budget decreases by (\$738,736) for budgeted salary savings to reflect greater personnel vacancy rates projected for FY2003-04.
- G) The adopted budget decreases by (\$323,098) for information technology services due to procedural changes in the IT Solutions Department.
- H) The adopted budget increases by \$390,560 for vehicle repair.
- I) The adopted budget decreases by (\$346,093) for the equipment services administrative fee based on FY2003-04 projections by the Equipment Services Department.
- J) The adopted budget decreases by (\$336,918) for contributions to the Workers' Compensation Fund. The majority of the decrease is attributed to a shift of funding to other workers' compensation accounts in the departmental budget, based on a recommendation from the Departments of Law and Human Resources to change the manner in which civil service personnel are compensated while out on injured leave.
- K) The adopted budget increases by \$299,605 for contributions to employee retirement. This is comprised of \$274,181 for civil service retirement and \$25,424 for civilian retirement.
- L) The adopted budget increases by \$296,368 for motor vehicle fuel due to increased cost of fuel.



**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** **POLICE**

**DEPARTMENT PURPOSE**

To protect the lives and property of Fort Worth residents, preserve law and order, and enforce the City's laws and ordinances through a comprehensive law enforcement and crime prevention program.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To reduce the Part I crime rate by 2.4 percent per 100,000 population through a proactive enforcement policy and increased resident participation at the community level, at a cost not to exceed budgeted levels. The FBI Uniform Crime Reporting program identifies murder, rape, robbery, aggravated assault, burglary, larceny, and motor vehicle theft as Part I crimes.

To reduce drug and gang activity within city neighborhoods by an increased focus on Special Operations Division arrests, warrants, and cases filed, while remaining within budgeted levels.

To reduce the number of fatal and injury traffic accidents through enforcement efforts, while remaining within budgeted levels.

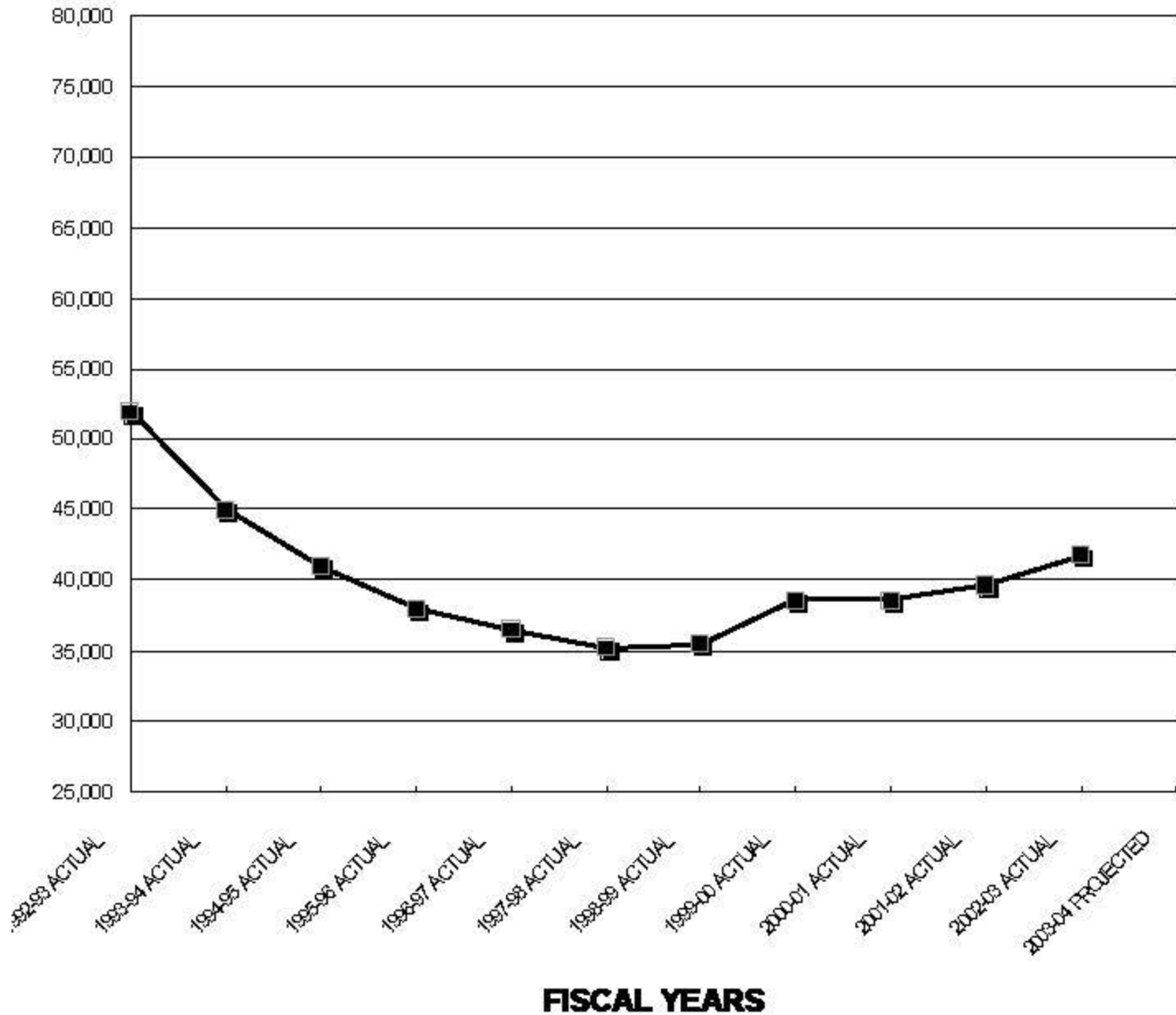
<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Part I crime rate per 100,000 residents	8,003.59	8,283.72	8,084.91
Number of arrests by Special Operations Division	2,684	2,818	2,958
Number of fatal / injury accidents	89/3,453	80/3,862	75/3,638

**FORT WORTH**



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**POLICE**

NUMBER OF PART 1 OFFENSES\* COMMITTED  
FY1992-93 THROUGH FY2003-04 (PROJECTED)



\* Under the FBI's Uniform Crime Reporting, Part I crimes include murder, rape, robbery, aggravated assault, burglary, larceny/theft and auto theft.

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0351000	<u>POLICE ADMINISTRATION</u> POLICE ADMINISTRATION	\$ 964,515	\$ 1,096,668	\$ 1,865,887	\$ 1,865,887	6.00	6.00	6.00	6.00
	Sub-Total	<u>\$ 964,515</u>	<u>\$ 1,096,668</u>	<u>\$ 1,865,887</u>	<u>\$ 1,865,887</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
0352000	<u>EXECUTIVE SERVICES BUREAU</u> EXECUTIVE SERVICES BUREAU	\$ 397,463	\$ 440,028	\$ 375,219	\$ 375,219	5.00	5.00	4.00	4.00
	Sub-Total	<u>\$ 397,463</u>	<u>\$ 440,028</u>	<u>\$ 375,219</u>	<u>\$ 375,219</u>	<u>5.00</u>	<u>5.00</u>	<u>4.00</u>	<u>4.00</u>
0352100	<u>FISCAL &amp; EQUIPMENT MANAGEMENT</u> FISCAL & EQUIPMENT MANAGEMENT	\$ 1,205,893	\$ 1,309,902	\$ 702,223	\$ 702,223	18.00	19.00	13.00	13.00
0352101	FISCAL & EQUIPMENT MANAGEMENT	0	0	4,584,378	4,584,378	0.00	0.00	7.00	7.00
	Sub-Total	<u>\$ 1,205,893</u>	<u>\$ 1,309,902</u>	<u>\$ 5,286,601</u>	<u>\$ 5,286,601</u>	<u>18.00</u>	<u>19.00</u>	<u>20.00</u>	<u>20.00</u>
0352200	<u>PSYCHOLOGICAL SERVICES</u> PSYCHOLOGICAL SERVICES	\$ 165,158	\$ 4,296	\$ 0	\$ 0	2.00	0.00	0.00	0.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	Sub-Total	\$ 165,158	\$ 4,296	\$ 0	\$ 0	2.00	0.00	0.00	0.00
	<u>INTERNAL AFFAIRS DIVISION</u>								
0352300	INTERNAL AFFAIRS DIVISION	\$ 959,464	\$ 965,274	\$ 961,546	\$ 961,546	12.00	12.00	12.00	12.00
	Sub-Total	\$ 959,464	\$ 965,274	\$ 961,546	\$ 961,546	12.00	12.00	12.00	12.00
	<u>STAFF SERVICES DIVISION</u>								
0352400	STAFF SERVICES DIVISION	\$ 3,802,461	\$ 3,782,871	\$ 3,611,932	\$ 3,611,932	10.00	7.00	9.00	9.00
	Sub-Total	\$ 3,802,461	\$ 3,782,871	\$ 3,611,932	\$ 3,611,932	10.00	7.00	9.00	9.00
	<u>TRAINING DIVISION</u>								
0352500	TRAINING DIVISION	\$ 1,716,338	\$ 1,895,137	\$ 1,782,926	\$ 1,782,926	19.00	19.00	19.00	19.00
0352501	WEAPONS RANGE	238,377	185,522	220,277	220,277	2.00	2.00	2.00	2.00
	Sub-Total	\$ 1,954,715	\$ 2,080,659	\$ 2,003,203	\$ 2,003,203	21.00	21.00	21.00	21.00
	<u>OPERATIONAL SUPPORT BUREAU</u>								
0353000	OPERATIONAL SUPPORT BUREAU	\$ 260,639	\$ 264,827	\$ 259,527	\$ 259,527	3.00	3.00	3.00	3.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	Sub-Total	\$ 260,639	\$ 264,827	\$ 259,527	\$ 259,527	3.00	3.00	3.00	3.00
	<u>COMMUNICATIONS DIVISION</u>								
0353100	COMMUNICATIONS DIVISION	\$ 4,327,224	\$ 4,506,828	\$ 4,690,744	\$ 4,690,744	98.00	98.00	104.00	104.00
0353101	COMMUNICATIONS - PIC	531,500	505,265	577,809	577,809	11.00	11.00	11.00	11.00
0353102	ALARMS UNIT	204,445	214,996	215,681	215,681	5.00	5.00	5.00	5.00
	Sub-Total	\$ 5,063,169	\$ 5,227,089	\$ 5,484,234	\$ 5,484,234	114.00	114.00	120.00	120.00
	<u>RECORDS DIVISION</u>								
0353300	RECORDS DIVISION	\$ 977,414	\$ 1,028,340	\$ 1,085,657	\$ 1,085,657	25.00	25.00	25.00	25.00
0353301	DECOR	1,323,339	1,351,300	1,437,382	1,437,382	37.00	37.00	37.00	37.00
	Sub-Total	\$ 2,300,753	\$ 2,379,640	\$ 2,523,039	\$ 2,523,039	62.00	62.00	62.00	62.00
	<u>FORENSICS/PROPERTY DIVISION</u>								
0353400	FORENSICS/PROPERTY DIVISION	\$ 154,626	\$ 138,651	\$ 74,990	\$ 74,990	3.00	3.00	3.00	3.00
0353401	CRIME LAB	991,977	791,072	790,082	790,082	10.00	10.00	10.00	10.00
0353402	PROPERTY CONTROL	449,499	467,965	444,649	444,649	11.00	11.00	11.00	11.00



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0353403	AUTO POUND	2,051,392	1,974,820	2,866,739	2,866,739	23.00	23.00	23.00	23.00
	Sub-Total	<u>\$ 3,647,494</u>	<u>\$ 3,372,508</u>	<u>\$ 4,176,460</u>	<u>\$ 4,176,460</u>	<u>47.00</u>	<u>47.00</u>	<u>47.00</u>	<u>47.00</u>
	<u>SUPPORT SERVICES DIVISION</u>								
0353500	SUPPORT SERVICES DIVISION	\$ 137,639	\$ 153,453	\$ 145,385	\$ 145,385	2.00	2.00	2.00	2.00
0353501	JAIL	3,227,994	3,834,136	4,068,242	4,068,242	9.00	9.00	9.00	9.00
0353502	K-9	680,696	683,933	672,963	672,963	8.00	8.00	8.00	8.00
0353503	MOUNTED	1,010,025	818,835	802,714	802,714	13.00	10.00	10.00	10.00
	Sub-Total	<u>\$ 5,056,354</u>	<u>\$ 5,490,357</u>	<u>\$ 5,689,304</u>	<u>\$ 5,689,304</u>	<u>32.00</u>	<u>29.00</u>	<u>29.00</u>	<u>29.00</u>
	<u>AIR SUPPORT</u>								
0353600	AIR SUPPORT	\$ 1,063,859	\$ 1,136,612	\$ 1,175,462	\$ 1,175,462	11.00	11.00	11.00	11.00
	Sub-Total	<u>\$ 1,063,859</u>	<u>\$ 1,136,612</u>	<u>\$ 1,175,462</u>	<u>\$ 1,175,462</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
	<u>N/W FIELD OPERATIONS BUREAU</u>								
0354000	N/W FIELD OPERATIONS BUREAU	\$ 801,127	\$ 877,309	\$ 1,147,855	\$ 1,335,039	6.00	7.00	7.00	7.00
0354002	INCREASED PATROL OFFICERS	822,934	0	0	0	50.00	0.00	0.00	0.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	Sub-Total	\$ 1,624,061	\$ 877,309	\$ 1,147,855	\$ 1,335,039	56.00	7.00	7.00	7.00
	<u>NORTH DIVISION</u>								
0354100	NORTH DIVISION	\$ 2,242,042	\$ 2,212,406	\$ 1,584,191	\$ 1,584,191	22.00	22.00	22.00	22.00
0354101	NORTH NPD1	3,924,772	4,540,881	4,352,839	4,352,839	69.00	74.00	72.00	72.00
0354102	NORTH NPD2	3,424,947	3,974,196	3,873,032	3,873,032	53.00	62.00	59.00	59.00
0354103	NORTH NPD3	3,359,506	3,348,940	3,923,526	3,923,526	49.00	51.00	59.00	59.00
	Sub-Total	\$ 12,951,267	\$ 14,076,423	\$ 13,733,588	\$ 13,733,588	193.00	209.00	212.00	212.00
	<u>WEST DIVISION</u>								
0354900	WEST DIVISION	\$ 2,164,995	\$ 2,100,428	\$ 1,676,039	\$ 1,676,039	22.00	22.00	23.00	23.00
0354901	NPD 10	3,712,269	4,024,021	5,096,294	5,096,294	57.00	61.00	75.00	75.00
0354902	WEST NPD 11	3,203,148	3,594,533	3,782,253	3,782,253	48.00	53.00	58.00	58.00
0354903	WEST NPD 12	2,623,967	2,839,474	2,654,380	2,654,380	41.00	44.00	39.00	39.00
	Sub-Total	\$ 11,704,379	\$ 12,558,456	\$ 13,208,966	\$ 13,208,966	168.00	180.00	195.00	195.00
	<u>S/E FIELD OPERATIONS BUREAU</u>								
0355000	S/E FIELD OPERATIONS	\$ 503,024	\$ 498,922	\$ 379,924	\$ 379,924	4.00	3.00	3.00	3.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	Sub-Total	\$ 503,024	\$ 498,922	\$ 379,924	\$ 379,924	4.00	3.00	3.00	3.00
	<u>SOUTH DIVISION</u>								
0355100	SOUTH DIVISION	\$ 1,789,146	\$ 1,703,898	\$ 1,404,235	\$ 1,404,235	19.00	19.00	19.00	19.00
0355101	SOUTH NPD 8	3,579,861	4,137,525	3,845,482	3,845,482	61.00	67.00	61.00	61.00
0355102	SOUTH NPD 9	3,227,785	3,562,947	4,117,518	4,117,518	49.00	53.00	61.00	61.00
	Sub-Total	\$ 8,596,792	\$ 9,404,370	\$ 9,367,235	\$ 9,367,235	129.00	139.00	141.00	141.00
	<u>EAST DIVISION</u>								
0355900	EAST DIVISION	\$ 2,545,384	\$ 2,469,184	\$ 1,930,401	\$ 1,930,401	25.00	25.00	26.00	26.00
0355901	EAST NPD 4	2,014,769	2,338,786	2,903,501	2,903,501	33.00	36.00	42.00	42.00
0355902	EAST NPD 5	3,396,324	3,769,488	3,748,966	3,748,966	52.00	57.00	56.00	56.00
0355903	EAST NPD 6	4,267,393	4,595,079	4,351,380	4,351,380	71.00	71.00	66.00	66.00
0355904	EAST NPD 7	2,457,101	2,913,651	2,805,747	2,805,747	40.00	46.00	43.00	43.00
	Sub-Total	\$ 14,680,971	\$ 16,086,188	\$ 15,739,995	\$ 15,739,995	221.00	235.00	233.00	233.00
	<u>SPECIAL SERVICES BUREAU</u>								
0356000	SPECIAL SERVICES BUREAU	\$ 340,512	\$ 345,212	\$ 332,251	\$ 332,251	4.00	4.00	4.00	4.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0356001	INTELLIGENCE UNIT	0	966,602	0	0	0.00	12.00	0.00	0.00
	Sub-Total	\$ 340,512	\$ 1,311,814	\$ 332,251	\$ 332,251	4.00	16.00	4.00	4.00
	<u>CRIMINAL INVESTIGATIONS DIVISION</u>								
0356100	CRIMINAL INVESTIGATIONS DIVISI	\$ 301,869	\$ 352,305	\$ 312,783	\$ 312,783	6.00	6.00	6.00	6.00
0356101	MAJOR CRIMES	1,995,865	2,129,763	2,120,652	2,120,652	28.00	28.00	28.00	28.00
0356102	CID - AUTO THEFT	1,625,694	1,705,369	1,699,676	1,699,676	24.00	26.00	26.00	26.00
0356103	ROBBERY	978,220	972,764	631,778	658,110	12.00	12.00	8.00	8.00
0356105	CID-VICE	1,005,500	0	0	0	15.00	0.00	0.00	0.00
0356106	VPC - CSSU	1,117,166	1,152,509	1,118,771	1,118,771	15.00	15.00	15.00	15.00
0356107	VPC - CACU	639,585	684,698	697,596	697,596	9.00	9.00	9.00	9.00
0356108	VPC - SCRAM	406,473	399,249	423,621	423,621	5.00	5.00	5.00	5.00
0356109	VPC - HOMICIDE	1,098,712	1,099,106	1,124,869	1,124,869	13.00	13.00	13.00	13.00
	Sub-Total	\$ 9,169,084	\$ 8,495,763	\$ 8,129,746	\$ 8,156,078	127.00	114.00	110.00	110.00
	<u>SPECIAL INVESTIGATIONS DIVISION</u>								
0356200	SPECIAL INVESTIGATIONS DIVISION	\$ 140,898	\$ 149,530	\$ 149,721	\$ 149,721	2.00	2.00	2.00	2.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0356201	SID - YOUTH	1,240,364	1,186,174	1,112,417	1,112,417	18.00	8.00	8.00	8.00
	Sub-Total	<u>\$ 1,381,262</u>	<u>\$ 1,335,704</u>	<u>\$ 1,262,138</u>	<u>\$ 1,262,138</u>	<u>20.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
	<u>SPECIAL OPERATIONS DIVISION</u>								
0356300	SPECIAL OPERATIONS	\$ 1,745,875	\$ 7,825,998	\$ 7,065,617	\$ 7,065,617	16.00	103.00	89.00	89.00
0356301	SOD DEA TASK FORCE	763,788	0	0	0	10.00	0.00	0.00	0.00
0356302	SOD - TCNICU	925,411	0	0	0	12.00	0.00	0.00	0.00
0356303	SOD - SAU	454,737	0	0	0	8.00	0.00	0.00	0.00
0356304	GANG	1,592,537	0	0	81,044	26.00	0.00	0.00	0.00
0356305	SOD - SWAT	1,315,808	0	0	0	18.00	0.00	0.00	0.00
0356306	SOD - HIDTA	630,688	0	0	0	8.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 7,428,844</u>	<u>\$ 7,825,998</u>	<u>\$ 7,065,617</u>	<u>\$ 7,146,661</u>	<u>98.00</u>	<u>103.00</u>	<u>89.00</u>	<u>89.00</u>
	<u>TRAFFIC DIVISION</u>								
0356500	TRAFFIC DIVISION	\$ 6,251,293	\$ 6,628,504	\$ 7,684,169	\$ 7,868,219	73.00	86.00	98.00	98.00
	Sub-Total	<u>\$ 6,251,293</u>	<u>\$ 6,628,504</u>	<u>\$ 7,684,169</u>	<u>\$ 7,868,219</u>	<u>73.00</u>	<u>86.00</u>	<u>98.00</u>	<u>98.00</u>
	<b>TOTAL</b>	101,473,426	106,650,182	111,463,898	111,942,508	1,436.00	1,438.00	1,446.00	1,446.00

## F-221

### POLICE DEPARTMENT STAFFING

GENERAL FUND GG01

Center	Section	Officer X03	Detective X04	Sergeant X07	Lieutenant X08	Captain X09	Deputy Chief X10	Total
0351000	Administration	2			1			3
	<b>Sub-Total</b>	<b>2</b>			<b>1</b>			<b>3</b>
<b>Executive Services Bureau</b>								
0352000	Executive Services	1			1		1	3
0352300	Internal Affairs	2		6	1	1		10
0352400	Staff Services			1		1		2
0352500	Training Division	8	1	3	2	1		15
0352501	Weapons Range	1						1
	<b>Sub-Total</b>	<b>12</b>	<b>1</b>	<b>10</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>31</b>
<b>Operations Support Bureau</b>								
0353000	Operations Support				1		1	2
0353500	Support Services					1		1
0353501	Jail				5			5
0353502	K-9 Unit	6		1	1			8
0353503	Mounted Patrol	8		1				9
0353600	Air Support	4						4
	<b>Sub-Total</b>	<b>18</b>		<b>2</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>29</b>
<b>North/West Field Operations Bureau</b>								
0354000	N/W Field Operations	12			4		1	17
0354100	North Division		14	1	1	1		17
0354101	Neighborhood Policing District (NPD 1)	52	3	6	1			62
0354102	NPD 2	49	3	6	1			59
0354103	NPD 3	49	3	6	1			59
0354900	West Division		15	1	1	1		18
0354901	NPD 10	64	3	7	1			75
0354902	NPD 11	48	3	6	1			58
0354903	NPD 12	29	3	6	1			39
	<b>Sub-Total</b>	<b>303</b>	<b>47</b>	<b>39</b>	<b>12</b>	<b>2</b>	<b>1</b>	<b>404</b>
<b>South/East Field Operations Bureau</b>								
0355000	S/E Field Operations				1		1	2
0355100	South Division		11	1	1	1		14
0355101	NPD 8	51	3	6	1			61
0355102	NPD 9	51	3	6	1			61
0355900	East Division		17	2	1	1		21
0355901	NPD 4	32	3	6	1			42
0355902	NPD 5	46	3	6	1			56
0355903	NPD 6	55	3	7	1			66
0355904	NPD 7	33	3	6	1			43
	<b>Sub-Total</b>	<b>268</b>	<b>46</b>	<b>40</b>	<b>9</b>	<b>2</b>	<b>1</b>	<b>366</b>
<b>Special Services Bureau</b>								
0356000	Special Services	1			1		1	3
0356100	Criminal Investigations					1		1
0356101	Major Crimes	9	12	2	1			24
0356102	CID - Auto Theft	1	12	2	1			16
0356103	Robbery		6	1				7
0356106	VPC - Crime Scene	12	2	1				15
0356107	VPC - CACU		7	1				8
0356108	VPC - SCRAM		4	1				5
0356109	VPC - Homicide		10	1	1			12
0356200	Special Investigations					1		1

## F-222

### POLICE DEPARTMENT STAFFING

GENERAL FUND GG01

Center	Section	Officer X03	Detective X04	Sergeant X07	Lieutenant X08	Captain X09	Deputy Chief X10	Total
Special Services Bureau								
0356201	SID - Youth	4		1	1			6
0356300	Special Operations	57	13	10	5	1		86
0356500	Traffic	77	9	9	2	1		98
	<b>Sub-Total</b>	<b>161</b>	<b>75</b>	<b>29</b>	<b>12</b>	<b>4</b>	<b>1</b>	<b>282</b>
	<b>Sub-Total-Civil Service</b>	<b>764</b>	<b>169</b>	<b>120</b>	<b>45</b>	<b>12</b>	<b>5</b>	<b>1,115</b>
	<b>Sub-Total-Civilians</b>							<b>351</b>
	<b>General Fund Total</b>							<b>1,466</b>

CRIME CONTROL AND PREVENTION DISTRICT FUND GR79

Crime Response Team

0359000	North	10	1	1				12
0359001	West	10	1	1				12
0359002	South	10	1	1				12
0359003	East	10	1	1				12
	<b>Sub-Total</b>	<b>40</b>	<b>4</b>	<b>4</b>				<b>48</b>

Special Services Bureau

0359200	Expanded Narcotics Investigation	10						10
0359201	Gang Enforcement	10	2	1				13
0359202	SCRAM	4	1					5
0359203	Homeland Security	6	2	1				9
0359600	School Security Initiative	49	1	3	1			54
	<b>Sub-Total</b>	<b>79</b>	<b>6</b>	<b>5</b>	<b>1</b>			<b>91</b>

N/W/S/E FOB

0359300	Neighborhood Patrol Officers	40						40
	<b>Sub-Total</b>	<b>40</b>						<b>40</b>

	<b>Sub-Total-Civil Service</b>	<b>159</b>	<b>10</b>	<b>9</b>	<b>1</b>			<b>179</b>
	<b>Sub-Total-Civilian</b>							<b>16</b>

	<b>Crime District Total</b>							<b>195</b>
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GRANTS FUND GR76

Auto Theft Task Force

Sub-Total-Civil Service  
Sub-Total-Civilians

Drug Enforcement Administration

Sub-Total-Civil Service  
Sub-Total-Civilians

Child Violence Intervention Project

Sub-Total-Civil Service  
Sub-Total-Civilians





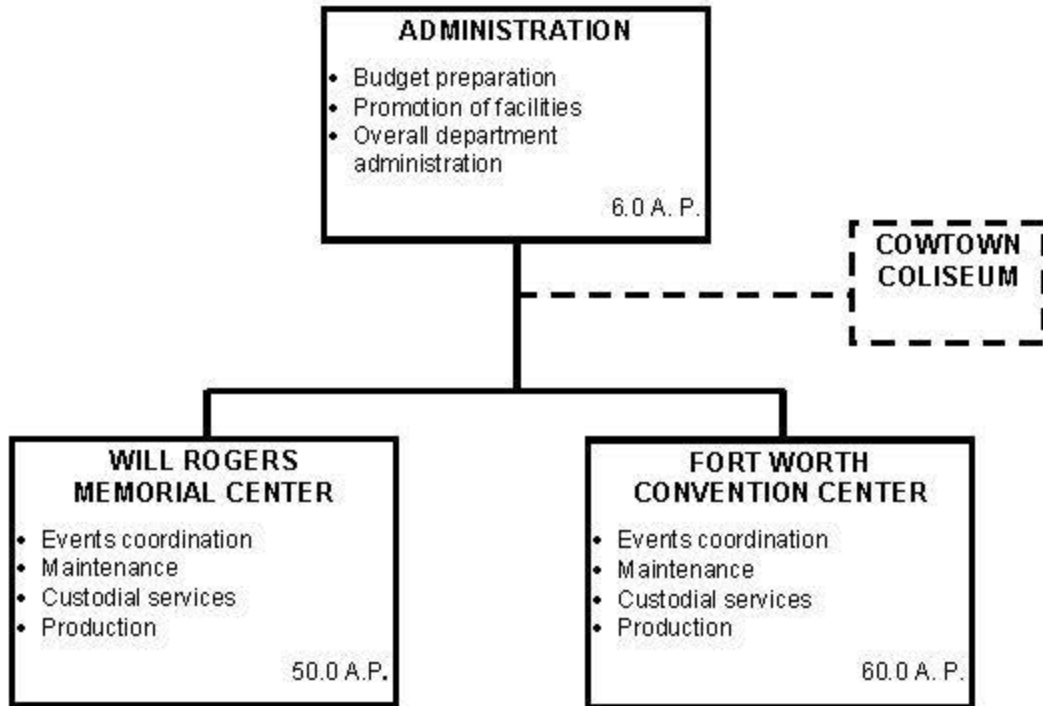
**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

<b>DEPARTMENT:</b>		<b>FUND/CENTER</b>		
PUBLIC EVENTS		GG01/0251000:0252000		
SUMMARY OF DEPARTMENT RESPONSIBILITIES:				
<p>The Public Events Department operates and maintains both the Will Rogers Memorial Center and the Fort Worth Convention Center. The department promotes and schedules events in these facilities. Among the events hosted at the facilities are the Southwestern Exposition and Livestock Show, political and other conventions and conferences, equestrian events, banquets, circuses, concerts, hockey games, theatrical performances, and various community events.</p> <p>In addition to its events facilities, the Convention Center also provides both daily and monthly parking for individuals working in or visiting downtown.</p> <p>The Cowtown Coliseum is a City-owned facility; however, it is currently under private management. The Coliseum is utilized for rodeos and other public events in support of the Fort Worth Stockyards Historic District.</p>				
<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 5,429,216	\$ 5,356,125	\$ 5,497,574	\$ 5,497,574
<b>Supplies</b>	772,791	756,412	850,477	850,477
<b>Contractual</b>	2,633,422	2,415,423	2,078,871	2,078,871
<b>Capital Outlay</b>	292,107	269,500	47,000	47,000
<b>Total Expenditures</b>	\$ 9,127,536	\$ 8,797,460	\$ 8,473,922	\$ 8,473,922
<b>Authorized Positions</b>	115.00	115.00	116.00	116.00

# PUBLIC EVENTS - 116.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> PUBLIC EVENTS	<b>FUND/CENTER</b> GG01/0251000:0252000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$8,797,460	<b>A.P.</b>	115.0
<b>2003-04 ADOPTED:</b>	\$8,473,922	<b>A.P.</b>	116.0

- A) The adopted budget increases by \$136,908 in salaries for due to changes in the City's compensation plan and the tranfer of one authorized position from the Library during FY2002-03.
- B) The adopted budget decreases by (\$209,274) for workers' compensation costs due to a decrease in claims for the department.
- C) The adopted budget decreases by (\$177,364) in Transfers Out for decreases in replacement equipment at the Fort Worth Convention Center to achieve the department's target budget reduction amount.
- D) The adopted budget increases by \$141,413 for scheduled temporaries due to increased activity at the Will Rogers Memorial Center and the Fort Worth Convention Center.
- E) The adopted budget decreases by (\$100,000) in construction costs for maintenance activities at the Will Rogers Memorial Center.
- F) The adopted budget decreases by (\$100,000) in construction and maintenance for one-time electrical improvements at the Will Rogers Memorial Center during FY2002-03.
- G) The adopted budget increases by \$82,193 for resale merchandise at the Will Rogers Memorial Center due to increased activity at equestrian activities. The division must purchase a greater volume of wood shavings for livestock bedding due to increased activity.
- H) The adopted budget increases by \$56,757 in operating supplies due to the Fort Worth Convention Center expansion.
- I) The adopted budget decreases by (\$50,810) for repair and maintenance supplies based on planned FY2003-04 maintenance activities.
- J) The adopted budget increases by \$50,699 in water and sewer utility costs due to the Fort Worth Convention Center expansion.

**FORT WORTH**



## DEPARTMENTAL OBJECTIVES AND MEASURES

**DEPARTMENT:**
**PUBLIC EVENTS**
**DEPARTMENT PURPOSE**

To consistently provide excellent facilities with outstanding customer service, to generate a positive economic impact and to improve the quality of life for Fort Worth citizens.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To achieve target level of facility usage at the Will Rogers Memorial Center (WRMC) (measured by use days, attendance, event days, number of events, and days with no events or "dark days").

To maintain or increase facility usage despite construction at the Fort Worth Convention Center (measured by attendance, use days, event days, number of events, and dark days).

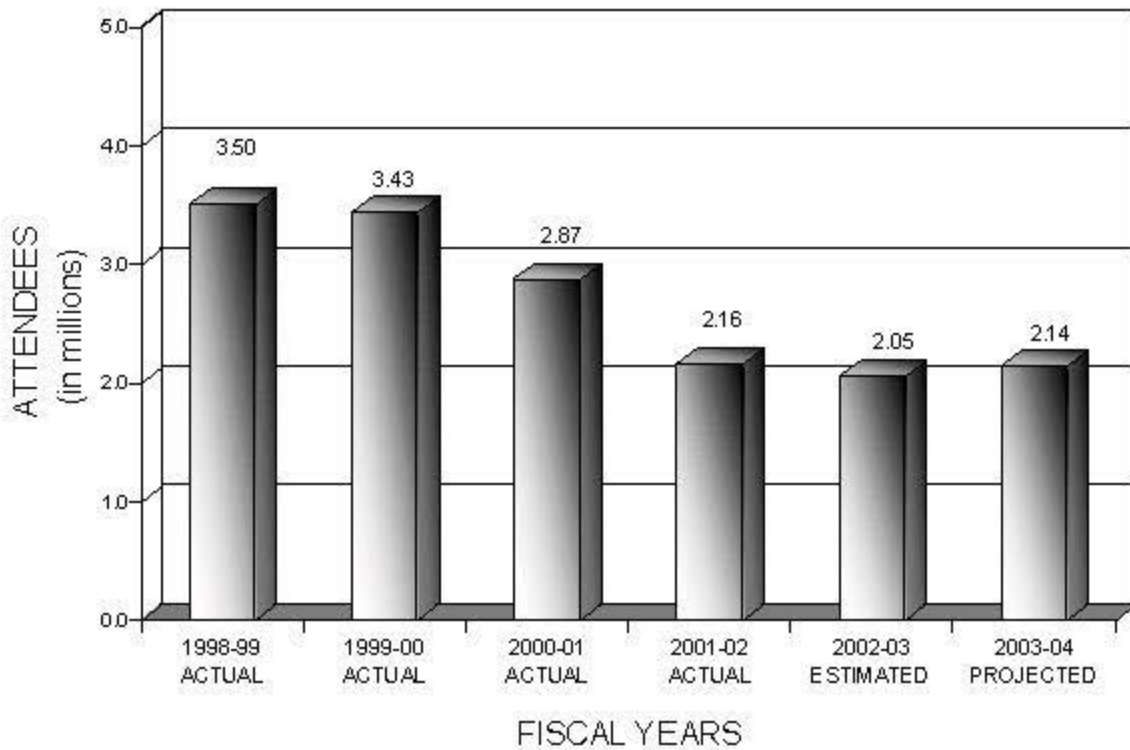
DEPARTMENTAL MEASURES	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Use Days WRMC/FWCC	2,255 / 1,065	2,200 / 1,100	2,200 / 1,210
Attendance WRMC/FWCC	1,341,026 / 821,752	1,200,000 / 850,000	1,200,000 / 935,000
Event Days WRMC/FWCC	891 / 425	810 / 360	810 / 396
Number of Events WRMC/FWCC	495 / 331	477 / 300	477 / 330
Dark Days WRMC/FWCC	7 / 35	10 / 40	10 / 30

**FORT WORTH**

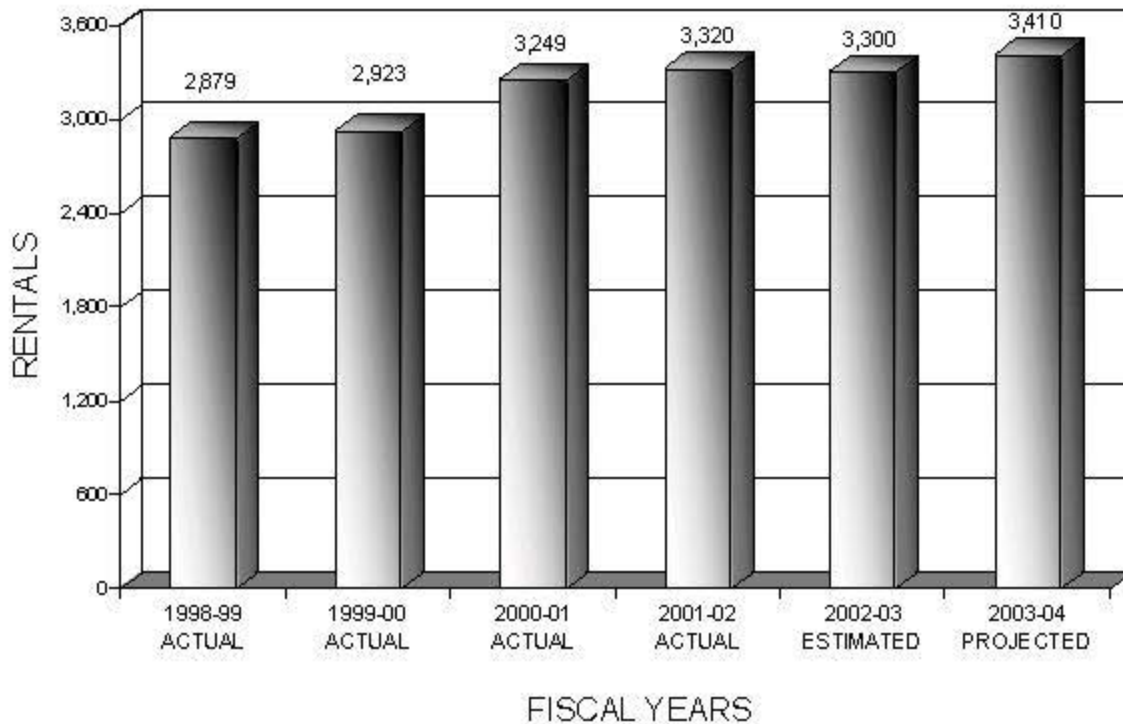


# PUBLIC EVENTS

## ATTENDANCE AT PUBLIC EVENTS FACILITIES



## FACILITIES RENTALS





**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>PUBLIC EVENTS</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0251000	<u>WILL ROGERS MEMORIAL CENTER</u> WILL ROGERS MEMORIAL CENTER	\$ 5,503,622	\$ 4,776,282	\$ 4,604,859	\$ 4,604,859	52.00	52.00	52.00	52.00
	Sub-Total	<u>\$ 5,503,622</u>	<u>\$ 4,776,282</u>	<u>\$ 4,604,859</u>	<u>\$ 4,604,859</u>	<u>52.00</u>	<u>52.00</u>	<u>52.00</u>	<u>52.00</u>
0252000	<u>FORT WORTH CONVENTION CENTER</u> FORT WORTH CONVENTION CENTER	\$ 3,623,914	\$ 4,021,178	\$ 3,869,063	\$ 3,869,063	63.00	63.00	64.00	64.00
	Sub-Total	<u>\$ 3,623,914</u>	<u>\$ 4,021,178</u>	<u>\$ 3,869,063</u>	<u>\$ 3,869,063</u>	<u>63.00</u>	<u>63.00</u>	<u>64.00</u>	<u>64.00</u>
	<b>TOTAL</b>	\$ 9,127,536	\$ 8,797,460	\$ 8,473,922	\$ 8,473,922	115.00	115.00	116.00	116.00

**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY****DEPARTMENT:**  
PUBLIC HEALTH**FUND/CENTER**  
GG01/0501000:0505004**SUMMARY OF DEPARTMENT RESPONSIBILITIES:**

The Public Health Department, which consists of five divisions, is responsible for safeguarding the general public health of the City's residents.

The Administration Division supervises departmental operations. The Administration Division includes the Health Promotion and Education Section, which educates citizens about healthier behaviors. The section facilitates personal responsibility for one's health through a variety of educational methods.

The Consumer Health Division is responsible for enforcing all City ordinances and state laws pertaining to consumer safety and employee training.

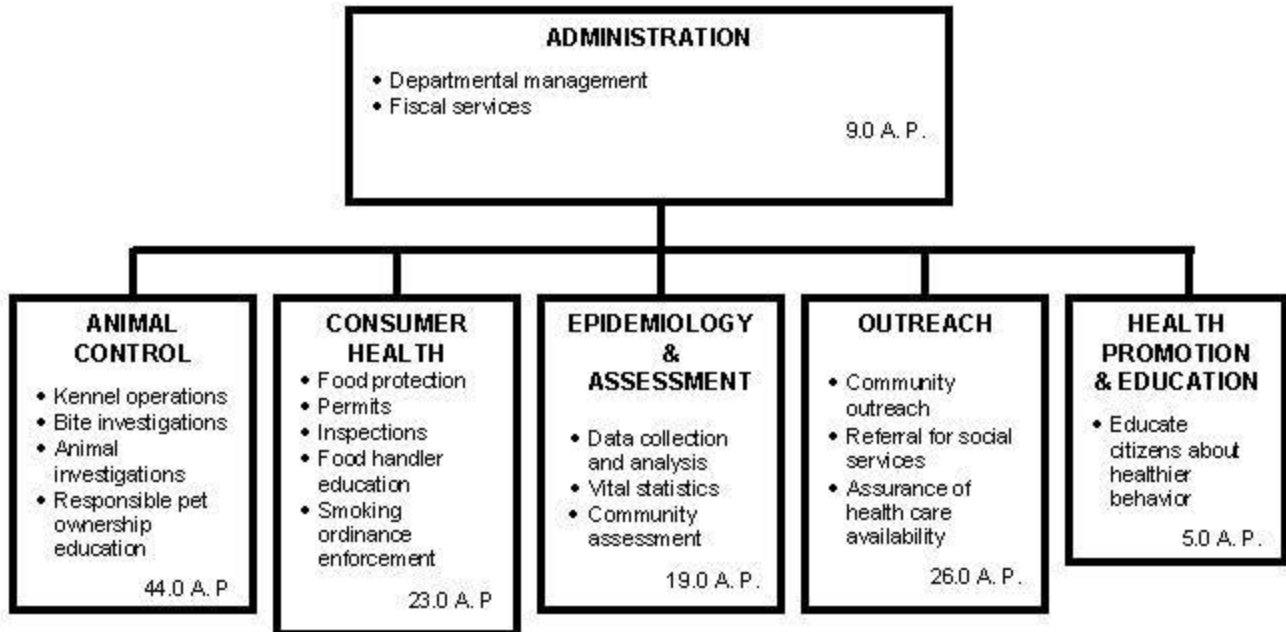
The Animal Control Division is responsible for enforcing all City ordinances and state laws pertaining to animal control. For FY2003-04, the Animal Control Division has added two Animal Welfare Investigators that are responsible for animal cruelty and neglect cases reported in Fort Worth.

The Epidemiology and Assessment Division is responsible for maintaining data on the overall well being of the community. The Vital Statistics Section records births, deaths, and adoptions and issues certified copies of vital statistics records, as requested. The division also includes the Health Information Systems and Automation Section, which provides technical/programming assistance for the departmental information system.

The Outreach Division provides education and advocacy, and facilitates linkages with other City departments and agencies, with a focus on prevention of injury and disease. Six teams of Community Health Nurses and Community Health Aides provide neighborhood-based services to the residents of Fort Worth.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 4,659,182	\$ 4,974,478	\$ 5,057,944	\$ 5,137,036
<b>Supplies</b>	345,506	292,107	260,824	274,624
<b>Contractual</b>	1,584,391	1,442,461	1,273,601	1,286,001
<b>Capital Outlay</b>	0	138,500	116,000	171,500
<b>Total Expenditures</b>	\$ 6,589,079	\$ 6,847,546	\$ 6,708,369	\$ 6,869,161
<b>Authorized Positions</b>	122.00	122.00	124.00	126.00

F-236  
**PUBLIC HEALTH - 126.0 A. P.**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> PUBLIC HEALTH	<b>FUND/CENTER</b> GG01/0501000:0505004
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$6,847,546	<b>A.P.</b>	122.00
<b>2003-04 ADOPTED:</b>	\$6,869,161	<b>A.P.</b>	126.00

A) The adopted budget increases by \$111,861 to reflect a net increase of four authorized positions and the implementation of the FY2003-04 compensation plan. The department will add a Customer Service Representative II position, an Animal Shelter Attendant , and two Animal Welfare Investigator positions at the Animal Care & Control facility as well as an Office Assistant II position in the Vital Records Section. The department will also eliminate a vacant Customer Service Representative II position in the Consumer Health Division.

B) The adopted budget decreases by (\$67,326) for information technology computing charges, based on actual FY2002-03 expenditures and projected FY2003-04 needs.

C) The adopted budget increases by \$41,319 for group health insurance based on anticipated enrollment and increasing health care costs.

D) The adopted budget increases by \$39,375 for retirement contributions, which are calculated as a percentage of salary costs.

E) The adopted budget decreases by (\$29,644) for contractual expenditures, based on actual FY2002-03 expenditures and projected FY2003-04 needs.

F) The adopted budget decreases by (\$20,250) for the Equipment Services Department's Administrative Charge based on reduced projections for fleet maintenance overhead costs.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** PUBLIC HEALTH

**DEPARTMENT PURPOSE**

The purpose of the Fort Worth Public Health Department is to protect the health of the public by assessing health conditions in the community; reaching out to community groups to organize educational programs that promote healthy lifestyles; enforcing public health and animal control ordinances that prevent the spread of disease, injury, disability, and death; and assuring the quality and accessibility of essential health services through health fairs, community events, and referrals to health-related providers.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

- To link individuals with healthcare needs to the appropriate community and private health providers.
- To maintain or increase animal adoption and licensing in the city.
- To continue enforcement of animal control (AC) laws to maintain a safe and healthy environment.
- To monitor the health status of the community to identify community health problems.
- To limit food-borne illnesses by enforcing state and local consumer health laws.
- To provide education programs to empower the community with respect to health issues.
- To improve effectiveness of services as indicated by customer service survey results.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Referrals in/out per outreach team	1,212 / 4,032	1,300 / 2,100	1,100 / 1,800
Percent of animals adopted or placed	29%	25%	25%
Percent of animals licensed	8%	10%	12%
Percent of same-day AC call response	89%	89%	85%
Calls per animal control officer per day	13	12	13
Community assessment interviews	3,368	3,500	2,750
Confirmed food-borne illnesses	1	1	1
Education program attendance	84,772	80,000	78,000
Customer satisfaction rate	93%	93%	94%



**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>PUBLIC HEALTH</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>PUBLIC HEALTH ADMINISTRATION</u>								
0501000	ADMINISTRATION	\$ 1,738,786	\$ 1,463,980	\$ 1,123,164	\$ 1,123,164	8.00	8.00	9.00	9.00
0501005	HEALTH PROMOTION AND EDUCATION	294,141	346,332	301,568	301,568	6.00	6.00	5.00	5.00
	Sub-Total	<u>\$ 2,032,927</u>	<u>\$ 1,810,312</u>	<u>\$ 1,424,732</u>	<u>\$ 1,424,732</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>
	<u>CONSUMER HEALTH</u>								
0503002	CONSUMER HEALTH	\$ 1,148,925	\$ 1,210,920	\$ 1,223,807	\$ 1,223,807	24.00	24.00	23.00	23.00
	Sub-Total	<u>\$ 1,148,925</u>	<u>\$ 1,210,920</u>	<u>\$ 1,223,807</u>	<u>\$ 1,223,807</u>	<u>24.00</u>	<u>24.00</u>	<u>23.00</u>	<u>23.00</u>
	<u>ANIMAL CONTROL</u>								
0504001	ANIMAL CONTROL	\$ 1,104,528	\$ 1,326,989	\$ 1,351,913	\$ 1,512,705	27.00	27.00	27.00	29.00
0504002	ANIMAL KENNEL	478,836	448,944	530,984	530,984	13.00	13.00	15.00	15.00
	Sub-Total	<u>\$ 1,583,364</u>	<u>\$ 1,775,933</u>	<u>\$ 1,882,897</u>	<u>\$ 2,043,689</u>	<u>40.00</u>	<u>40.00</u>	<u>42.00</u>	<u>44.00</u>
	<u>EPIDEMIOLOGY AND ASSESSMENT</u>								
0505000	VITAL STATISTICS	\$ 398,983	\$ 433,260	\$ 507,163	\$ 507,163	10.00	10.00	11.00	11.00
0505001	HEALTH INFORMATION SYSTEMS AND AUTOMATION	110,506	116,383	134,850	134,850	2.00	2.00	2.00	2.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>PUBLIC HEALTH</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0505003	ASSESSMENT	256,837	266,763	270,035	270,035	6.00	6.00	6.00	6.00
0505004	OUTREACH	1,057,537	1,233,974	1,264,884	1,264,884	26.00	26.00	26.00	26.00
	Sub-Total	<u>\$ 1,823,863</u>	<u>\$ 2,050,381</u>	<u>\$ 2,176,933</u>	<u>\$ 2,176,933</u>	<u>44.00</u>	<u>44.00</u>	<u>45.00</u>	<u>45.00</u>
	<b>TOTAL</b>	<b>\$ 6,589,079</b>	<b>\$ 6,847,546</b>	<b>\$ 6,708,369</b>	<b>\$ 6,869,161</b>	<b>122.00</b>	<b>122.00</b>	<b>124.00</b>	<b>126.00</b>

## DEPARTMENTAL BUDGET SUMMARY

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
TRANSPORTATION AND PUBLIC WORKS	GG01/0201000:0208012

**SUMMARY OF DEPARTMENT RESPONSIBILITIES:**

The Transportation and Public Works Department seeks to improve the physical condition of the City by maintaining city roadways, drainage structures, street lights, signs, markings and traffic signals, as well as City-owned facilities.

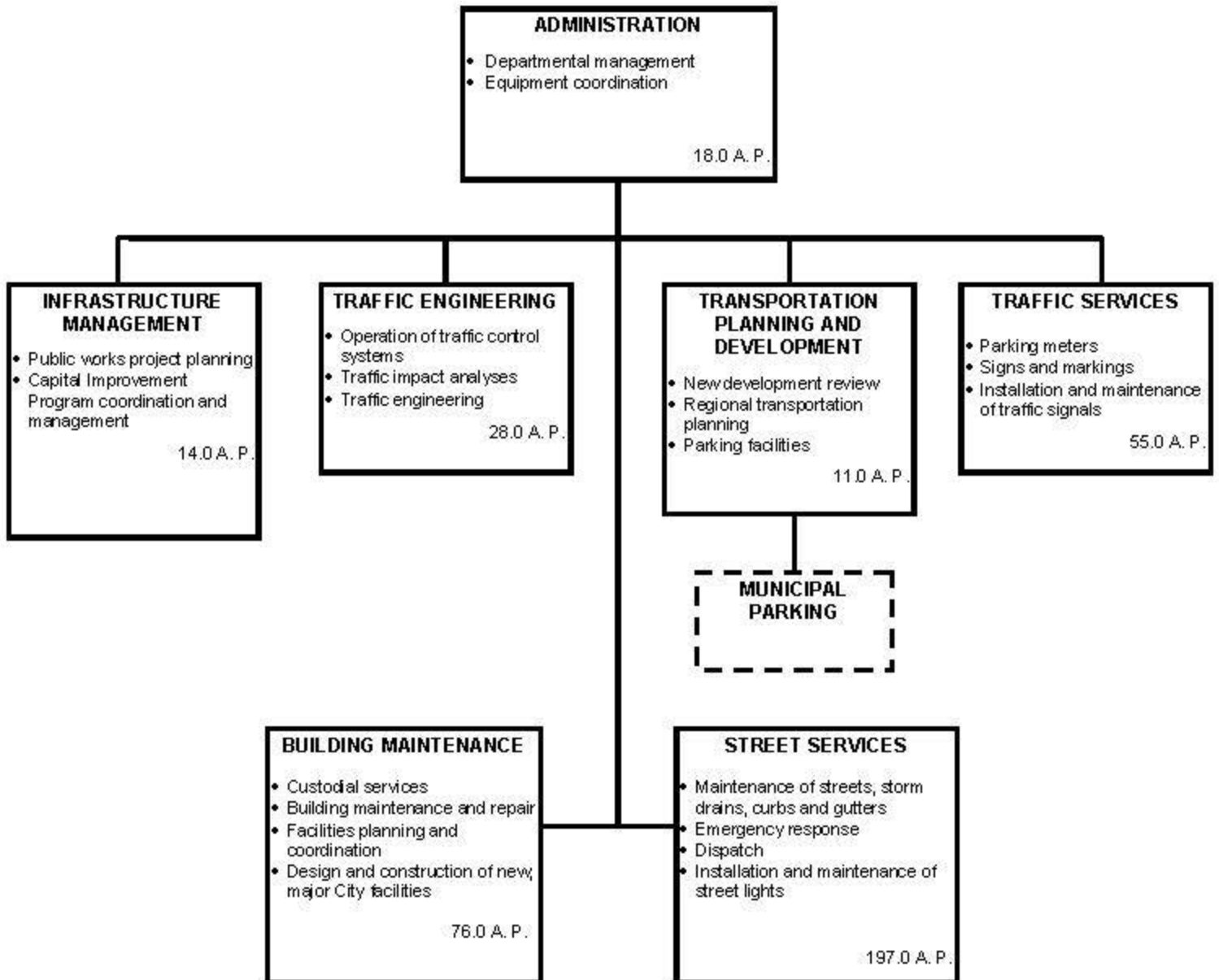
The department's seven divisions are: Administration, Traffic Engineering, Transportation Planning and Development, Traffic Services, Street Lighting, Building Maintenance, and Street Services.

The Administration Division is responsible for the management and coordination of all departmental activities. Traffic Engineering and Traffic Services provide for the design, installation, and maintenance of street lights, traffic signals, and parking meters. Transportation Planning and Development provides for planning future city transportation needs. The Street Lighting Division addresses City of Fort Worth street lighting needs. The Building Maintenance Division is responsible for managing building maintenance and repair programs and City-owned parking facilities, as well as performing Citywide facilities planning, architectural services, and project prioritization. The Street Services Division performs maintenance and repair work on more than 8,200 lane miles of city streets annually. The division consists of the following sections: Scheduled Maintenance (repair of moderately damaged streets); Customer Response (24-hour emergency repairs, special projects, crack sealing, and pothole patching); Rehabilitation/Overlay (complete rehabilitation of street surfaces, as well as in-house asphalt overlay program); Concrete Maintenance (curb, gutter, sidewalk, and concrete drainage system repair); and Drainage Maintenance (maintenance of storm drainage flooding problems).

In accordance with the City's Financial Management Policy Statements (FMPS), which state that, "Within the resources available each fiscal year, the City shall maintain capital assets...to minimize future replacement and maintenance costs..." (FMPS, ch. II, Section C), the department uses allocated funds to preserve the integrity of streets, applies cost effective techniques to prolong the useful life of asphalt and concrete streets and, when possible, enters into interlocal agreements to share street maintenance costs.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 16,881,508	\$ 17,826,547	\$ 18,211,170	\$ 18,211,170
<b>Supplies</b>	7,052,469	5,832,745	5,511,860	5,511,860
<b>Contractual</b>	12,011,692	11,888,919	13,837,921	13,837,921
<b>Capital Outlay</b>	642,201	478,900	81,500	81,500
<b>Total Expenditures</b>	\$ 36,587,870	\$ 36,027,111	\$ 37,642,451	\$ 37,642,451
<b>Authorized Positions</b>	406.00	403.00	399.00	399.00

# TRANSPORTATION AND PUBLIC WORKS - 399.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> TRANSPORTATION AND PUBLIC WORKS	<b>FUND/CENTER</b> GG01/0201000:0208012
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$36,027,111	<b>A.P.</b>	403.00
<b>2003-04 ADOPTED:</b>	\$37,642,451	<b>A.P.</b>	399.00

- A) The adopted budget decreases by (\$127,896) for salaries due to the elimination of three vacant Authorized Positions in the Building Maintenance Division.
  
- B) The adopted budget decreases by (\$69,720) for the transfer of one Authorized Position to the Capital Project Office within the City Manager's Office.
  
- C) The adopted budget increases by \$2,500,000 to pay for regular street maintenance to offset the partial reduction in street maintenance funds received from the Fort Worth Transportation Authority (the "T").
  
- D) The adopted budget increases by \$303,396 for workers' compensation per the FY2003-04 Human Resources Department assessment.
  
- E) The adopted budget increases by \$219,960 for group health insurance based on plan enrollment and anticipated cost increases for FY2003-04.
  
- F) The adopted budget decreases by (\$173,173) for administrative fees charged by the Equipment Services Department. The decrease is based on actual FY2002-03 charges and projected FY2003-04 needs.
  
- G) The adopted budget decreases by (\$141,087) based on a projected increase in the use of bond funds to pay employees.
  
- H) The adopted budget decreases by (\$138,798) for repair and maintenance supplies based on historical and projected expenditures.
  
- I) The adopted budget decreases by (\$127,093) for paving materials to achieve the department's required budget reduction target.
  
- J) The adopted budget decreases by (\$75,931) for inside repair and maintenance per historical usage.

**FORT WORTH**



## DEPARTMENTAL OBJECTIVES AND MEASURES

**DEPARTMENT:**

### TRANSPORTATION AND PUBLIC WORKS

**DEPARTMENT PURPOSE**

The Transportation and Public Works Department seeks to protect and preserve the health, safety, and well-being of the residents of Fort Worth through effective and efficient maintenance and operation of the City's transportation infrastructure. To this end, every member of the Transportation and Public Works Department's dedicated staff strives for responsiveness, effectiveness, and excellence in public service.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To improve roadway conditions by reducing the total lane miles of poor streets from 31% to 20% of the total streets system over the next 10 years by reconstruction and resurfacing 320 programmed lane miles.

To provide for the orderly flow of traffic and traffic safety through the design and installation of traffic signals.

To conduct planned public meetings to discuss master thoroughfare improvements.

To improve customer satisfaction with City-maintained facilities.

DEPARTMENTAL MEASURES	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Lane miles programmed			
Reconstruction (CIP)	20	20	N/A
Resurfacing (General Fund)	320	304	320
Plans, specifications, estimates (PS&E) for traffic signals.	11	15	15
Master Thoroughfare public meetings	4	4	4
Facilities annual survey index of customer satisfaction	70%	75%	80%

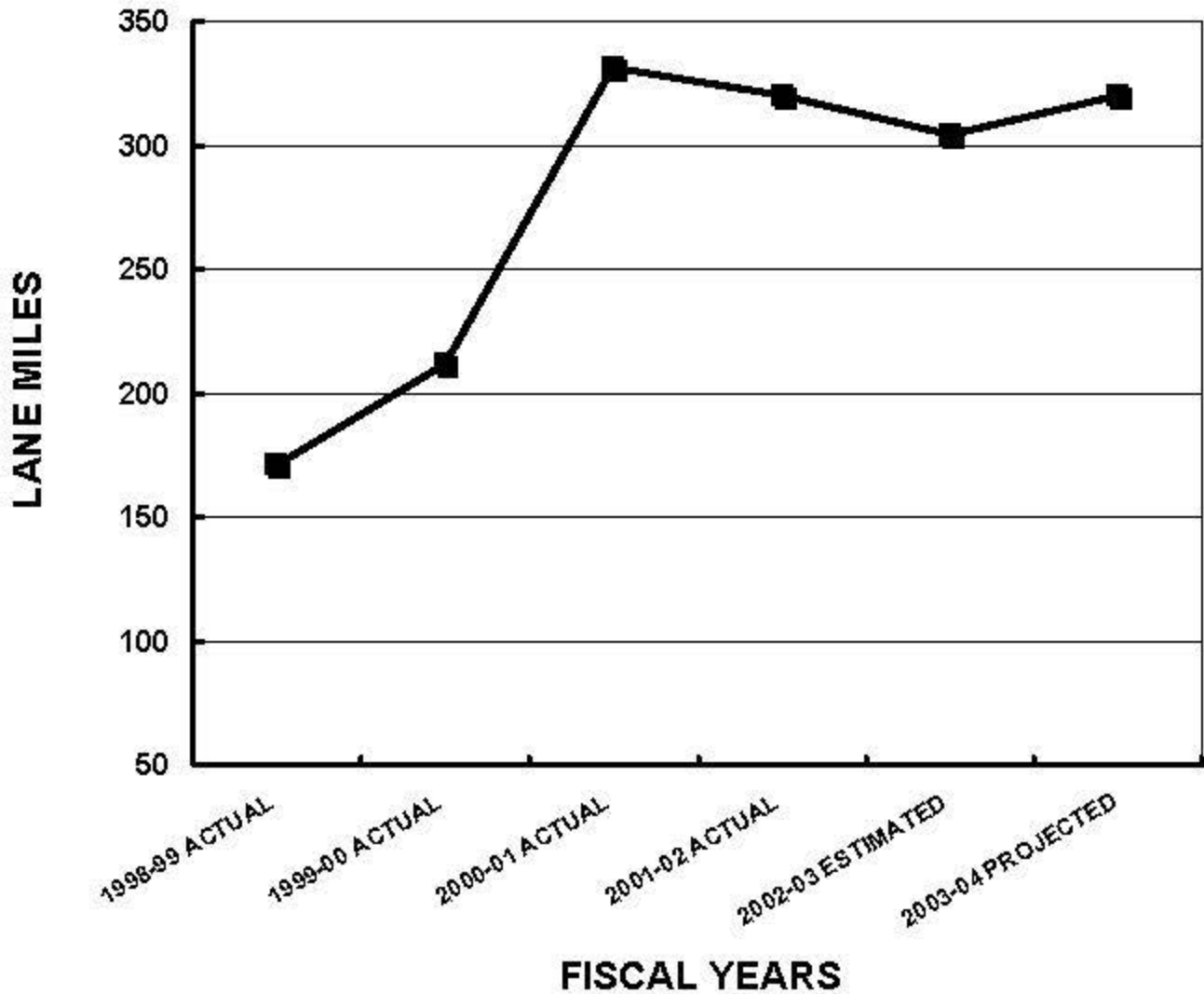


**FORT WORTH**



# TRANSPORTATION AND PUBLIC WORKS

## LANE MILES OF ASPHALT RESURFACING 1998-2004



•The increase in lane miles completed in FY2000-01 is the result of positive factors affecting street maintenance, including better weather that permitted more work days, outstanding contractor performance, and effective water/sewer project scheduling

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>TRANSPORTATION &amp; PUBLIC WKS</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>ADMINISTRATION</u>								
0201000	ADMINISTRATION	\$ 1,940,148	\$ 1,782,787	\$ 1,762,860	\$ 1,762,860	17.00	18.00	18.00	18.00
0201001	INFRASTRUCTURE MANAGEMENT	8,436,537	8,795,828	11,187,333	11,187,333	12.00	13.00	14.00	14.00
	Sub-Total	<u>\$ 10,376,685</u>	<u>\$ 10,578,614</u>	<u>\$ 12,950,193</u>	<u>\$ 12,950,193</u>	<u>29.00</u>	<u>31.00</u>	<u>32.00</u>	<u>32.00</u>
	<u>TRAFFIC ENGINEERING</u>								
0202501	ENGINEERING	\$ 2,183,444	\$ 2,690,611	\$ 2,229,923	\$ 2,229,923	31.00	35.00	28.00	28.00
	Sub-Total	<u>\$ 2,183,444</u>	<u>\$ 2,690,611</u>	<u>\$ 2,229,923</u>	<u>\$ 2,229,923</u>	<u>31.00</u>	<u>35.00</u>	<u>28.00</u>	<u>28.00</u>
	<u>TRANSPORTATION</u>								
0203001	PLANNING & DEVELOP- MENT	\$ 405,617	\$ 458,737	\$ 559,074	\$ 559,074	11.00	9.00	11.00	11.00
	Sub-Total	<u>\$ 405,617</u>	<u>\$ 458,737</u>	<u>\$ 559,074</u>	<u>\$ 559,074</u>	<u>11.00</u>	<u>9.00</u>	<u>11.00</u>	<u>11.00</u>
	<u>TRAFFIC SERVICES</u>								
0204001	ADMINISTRATION	\$ 506,622	\$ 497,049	\$ 802,904	\$ 802,904	9.00	9.00	13.00	13.00
0204002	SIGNS AND MARKINGS	1,296,976	1,550,513	1,386,958	1,386,958	23.00	23.00	23.00	23.00
0204003	SIGNALS	1,017,520	812,930	784,564	784,564	21.00	20.00	19.00	19.00
	Sub-Total	<u>\$ 2,821,118</u>	<u>\$ 2,860,491</u>	<u>\$ 2,974,427</u>	<u>\$ 2,974,427</u>	<u>53.00</u>	<u>52.00</u>	<u>55.00</u>	<u>55.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT TRANSPORTATION & PUBLIC WKS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>STREET LIGHTING</u>								
0204501	INSTALLATION & MAINTENANCE	\$ 2,610,475	\$ 2,307,022	\$ 2,125,166	\$ 2,125,166	38.00	37.00	37.00	37.00
	Sub-Total	<u>\$ 2,610,475</u>	<u>\$ 2,307,022</u>	<u>\$ 2,125,166</u>	<u>\$ 2,125,166</u>	<u>38.00</u>	<u>37.00</u>	<u>37.00</u>	<u>37.00</u>
	<u>BUILDING MAINTENANCE</u>								
0205001	BUILDING SERVICES	\$ 1,119,014	\$ 1,041,245	\$ 1,101,776	\$ 1,101,776	17.00	17.00	17.00	17.00
0205002	BUILDING MAINTENANCE	3,642,452	3,840,783	3,603,753	3,603,753	47.00	47.00	46.00	46.00
0205003	ADMINISTRATION	974,903	1,003,251	1,015,305	1,015,305	13.00	14.00	13.00	13.00
	Sub-Total	<u>\$ 5,736,369</u>	<u>\$ 5,885,279</u>	<u>\$ 5,720,834</u>	<u>\$ 5,720,834</u>	<u>77.00</u>	<u>78.00</u>	<u>76.00</u>	<u>76.00</u>
	<u>STREET SERVICES</u>								
0208001	ADMINISTRATION	\$ 991,737	\$ 866,818	\$ 879,816	\$ 879,816	16.00	14.00	14.00	14.00
0208002	SCHEDULED MAINTENANCE	2,652,707	2,414,588	2,253,456	2,253,456	33.00	29.00	26.00	26.00
0208003	CUSTOMER RESPONSE	2,060,588	1,829,319	2,019,596	2,019,596	31.00	32.00	35.00	35.00
0208004	OVERLAY/REHABILITATION	4,427,042	3,952,953	3,761,406	3,761,406	44.00	45.00	44.00	44.00
0208005	CONCRETE MAINTENANCE	1,258,735	1,213,563	1,190,114	1,190,114	24.00	23.00	22.00	22.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT TRANSPORTATION & PUBLIC WKS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND GG01 GENERAL FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0208006	DRAINAGE MAINTENANCE	1,063,353	969,117	964,947	964,947	19.00	18.00	19.00	19.00
0208007	STREET SWEEPING	0	0	500	500	0.00	0.00	0.00	0.00
0208008	EMERGENCY RESPONSE	0	0	2,000	2,000	0.00	0.00	0.00	0.00
0208009	BRIDGE MAINTENANCE	0	0	2,000	2,000	0.00	0.00	0.00	0.00
0208010	ALLEY MAINTENANCE	0	0	1,500	1,500	0.00	0.00	0.00	0.00
0208011	SPECIAL PROJECTS	0	0	2,500	2,500	0.00	0.00	0.00	0.00
0208012	INCLEMENT WEATHER	0	0	5,000	5,000	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 12,454,162</u>	<u>\$ 11,246,357</u>	<u>\$ 11,082,835</u>	<u>\$ 11,082,835</u>	<u>167.00</u>	<u>161.00</u>	<u>160.00</u>	<u>160.00</u>
	<b>TOTAL</b>	<b>\$ 36,587,870</b>	<b>\$ 36,027,111</b>	<b>\$ 37,642,451</b>	<b>\$ 37,642,451</b>	<b>406.00</b>	<b>403.00</b>	<b>399.00</b>	<b>399.00</b>

**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY****DEPARTMENT:**

ZOO

**FUND/CENTER**

GG01/0815010

## SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The City of Fort Worth has contracted with the Fort Worth Zoological Association to manage daily operations at Fort Worth's zoological park since FY1990-91. The City's Zoo Department provides for a contractual subsidy for daily operations and salaries and benefits for the City employees at the zoo. The Parks and Community Services Department provides contractual oversight for this operation.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 228,757	\$ 308,822	\$ 251,088	\$ 251,088
<b>Supplies</b>	18	0	0	0
<b>Contractual</b>	3,815,493	3,906,224	4,384,890	4,384,890
<b>Total Expenditures</b>	\$ 4,044,268	\$ 4,215,046	\$ 4,635,978	\$ 4,635,978
<b>Authorized Positions</b>	5.00	5.00	5.00	5.00



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**ZOO - 5.0 A. P.**

**ADMINISTRATION**

- Education
- Animal care and conservation
- Daily operations support through contract subsidy

5.0 A. P.

**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> ZOO	<b>FUND/CENTER</b> GG01/0815010
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$4,215,046	<b>A.P.</b>	5.0
<b>2003-04 ADOPTED:</b>	\$4,635,978	<b>A.P.</b>	5.0

A) The adopted budget increases by a net of \$478,666 per the City's contractual obligation to the Fort Worth Zoological Association to raise the base subsidy to the Association, as well as increase the subsidy annually by the most current Consumer Price Index (CPI). The FY2003-04 base increase, at \$361,438, represents the fourth and final installment of a four-year agreement to increase the subsidy paid to the Zoological Association by \$1,445,756. The first installment of \$361,439 was paid out of the Parks and Community Services Department's budget in FY2000-01. The second and third increases, each totaling \$361,439, were included in the Zoo budget in FY2001-02 and FY2002-03. Funds were also included for the CPI adjustment, according to figures prepared by the Bureau of Labor Statistics, for the Dallas-Fort Worth Metroplex.

B) The adopted budget decreases by (\$68,200) for the Zoo's workers' compensation contribution per an agreement with the Fort Worth Zoological Association to base the assessment of costs only on current claims for existing City Zoo employees.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** **ZOO**

**DEPARTMENT PURPOSE**

The Fort Worth Zoo, through effective and efficient management of resources, pursues excellence by providing conservation and other educational programs designed to foster an appreciation and respect for the dignity and intrinsic value of the world's biodiversity, while at the same time ensuring a high quality leisure experience and promoting the City's Strategic Goals to revitalize central city neighborhoods and commercial districts and to ensure quality customer service.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To maintain the Zoo's current, high attendance level through promotion of the zoological park as a leading cultural institution in the Fort Worth community, the Dallas-Fort Worth Metroplex, and the State of Texas.

To educate Zoo visitors about the value of animal life and the conservation of nature, and their relationship to the quality of human life.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Annual Zoo attendance	1,051,539	1,000,000	1,000,000
Number of participants in educational programs	30,000	30,600	30,600

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>ZOO</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG01 GENERAL FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0815010	<u>ZOOLOGICAL PARK</u>								
	ADMINISTRATION	\$ 4,044,268	\$ 4,215,046	\$ 4,635,978	\$ 4,635,978	5.00	5.00	5.00	5.00
	Sub-Total	<u>\$ 4,044,268</u>	<u>\$ 4,215,046</u>	<u>\$ 4,635,978</u>	<u>\$ 4,635,978</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
	<b>TOTAL</b>	\$ 4,044,268	\$ 4,215,046	\$ 4,635,978	\$ 4,635,978	5.00	5.00	5.00	5.00

**FORT WORTH**



# **DEBT SERVICE**



## DEBT SERVICE

The City will utilize nine debt service funds to accumulate the resources to make principal and interest payments on 58 existing bond issues as of September 30, 2003, and two commercial paper programs. The debt service funds are also used to set aside funds for future arbitrage rebate payments to the Federal government and to pay the handling charges and fees due on outstanding issues. The total debt service requirements for all funds, including projected new issues in FY2003-04 plus associated fees, are estimated to be \$126,692,080.

### General Obligation Debt

Of the total amount projected for FY2003-04, \$46,273,678 (36.52%) is for general obligation bonds, certificates of obligation and commercial paper. The following items finance debt service:

Current Year Tax Levy	\$44,130,973
Prior Years Tax Levies	\$ 1,000,000
Southwestern Expo & Livestock Show	\$ 295,000
Interest Earned on Investments	<u>\$ 2,500,000</u>
	Total \$47,925,973

State property tax law allows the City to levy a property tax to pay for its long-term (over 1 year) debt obligations. With a tax rate of \$.8650 per \$100 in value in FY2003-04, \$0.1851 (21.4%) of the total tax rate) is devoted to pay a portion of \$48,587,116 in long-term debt service obligations.

Other revenues help fund the entire amount due. Besides current property taxes, the City collects approximately \$1,000,000 from the debt levy portion of collections from prior years' (delinquent) taxes. The City estimates it will earn approximately \$2,500,000 in interest from bond proceeds. The Southwestern Exposition and Livestock Show pays the City 80 percent of the debt service of a \$5,000,000 Certificate of Obligation. This totals \$295,000 next year. Using accumulated reserves totaling \$891,143 pays the rest of the debt service due. Projections indicate that this fund will have an available balance at the end of FY2003-04 of \$12,135,540.

As seen in the table below, the City's existing general obligation debt maturity schedule is rapid, with 48.5% of the currently outstanding principal retired in five years and 73.6% maturing in 10 years.

<b>OUTSTANDING* GENERAL OBLIGATION DEBT PRINCIPAL AND INTEREST REQUIREMENTS BY YEAR</b>			
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2004	\$ 31,212,337	\$ 13,368,841	\$ 44,581,178
2005	\$ 26,817,576	\$ 10,579,494	\$ 37,397,070
2006	\$ 26,875,852	\$ 9,291,088	\$ 36,166,940
2007	\$ 24,935,535	\$ 8,067,891	\$ 33,003,426
2008	\$ 18,018,220	\$ 7,091,904	\$ 25,110,124
2009	\$ 15,447,773	\$ 6,349,668	\$ 21,797,441
2010	\$ 14,761,158	\$ 5,675,199	\$ 20,436,357
2011	\$ 13,450,000	\$ 5,032,033	\$ 18,482,033
2012	\$ 11,685,000	\$ 4,465,639	\$ 16,150,639
2013	\$ 10,950,000	\$ 3,952,743	\$ 14,902,743
2014	\$ 10,885,000	\$ 3,446,470	\$ 14,331,470
2015	\$ 10,425,000	\$ 2,941,288	\$ 13,366,288
2016	\$ 10,470,000	\$ 2,438,837	\$ 12,908,837
2017	\$ 9,140,000	\$ 1,964,141	\$ 11,104,141
2018	\$ 7,550,000	\$ 1,538,409	\$ 9,088,409
2019	\$ 7,550,000	\$ 1,178,466	\$ 8,728,466
2020	\$ 7,500,000	\$ 816,944	\$ 8,316,944
2021	\$ 6,000,000	\$ 494,581	\$ 6,494,581
2022	\$ 4,395,000	\$ 248,769	\$ 4,643,769
2023	\$ <u>3,130,000</u>	\$ <u>72,381</u>	\$ <u>3,202,381</u>
	\$ 263,673,451	\$ 88,693,636	\$ 352,367,087

\*Excludes \$29 million of outstanding Commercial Paper Notes.

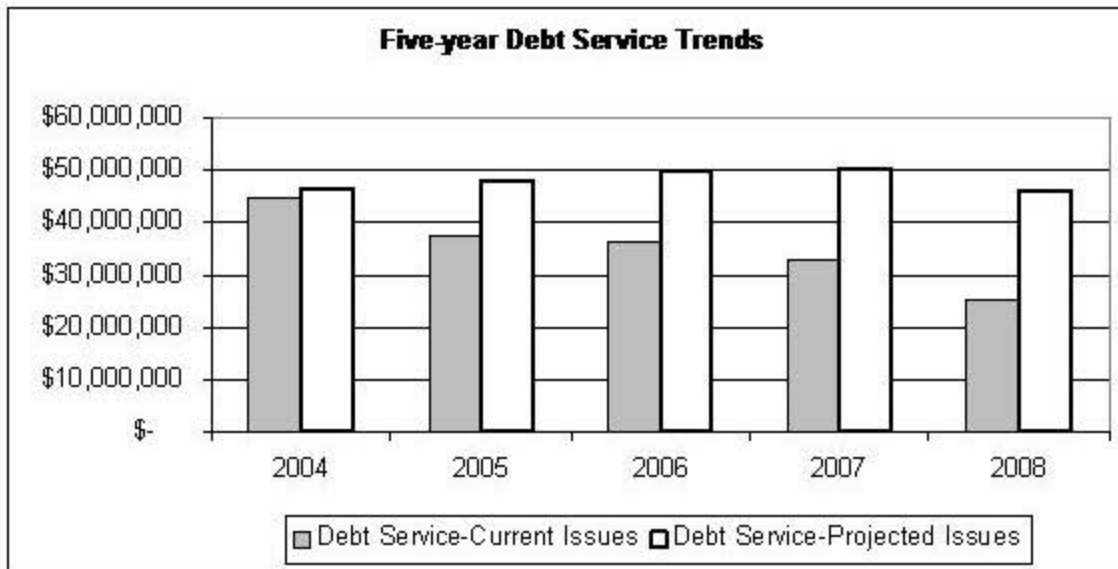
In 1998, voters approved the sale of \$120,000,000 in general obligation bonds for the following purposes:

<b>Purpose</b>	<b>Authorized</b>
Street and Storm Sewer Improvements	\$80,000,000
Convention Center and Public Events Facilities	20,700,000
Parks and Community Services Improvements	11,800,000
Fire Service Improvements	4,800,000
Library Service Improvements	<u>2,700,000</u>
<b>Total</b>	\$120,000,000

In combination with its long-term bond issuance program, the City uses its general obligation commercial paper program to fund these projects. This mix of long-term and short-term financing enables the City to hold down its debt service payments.

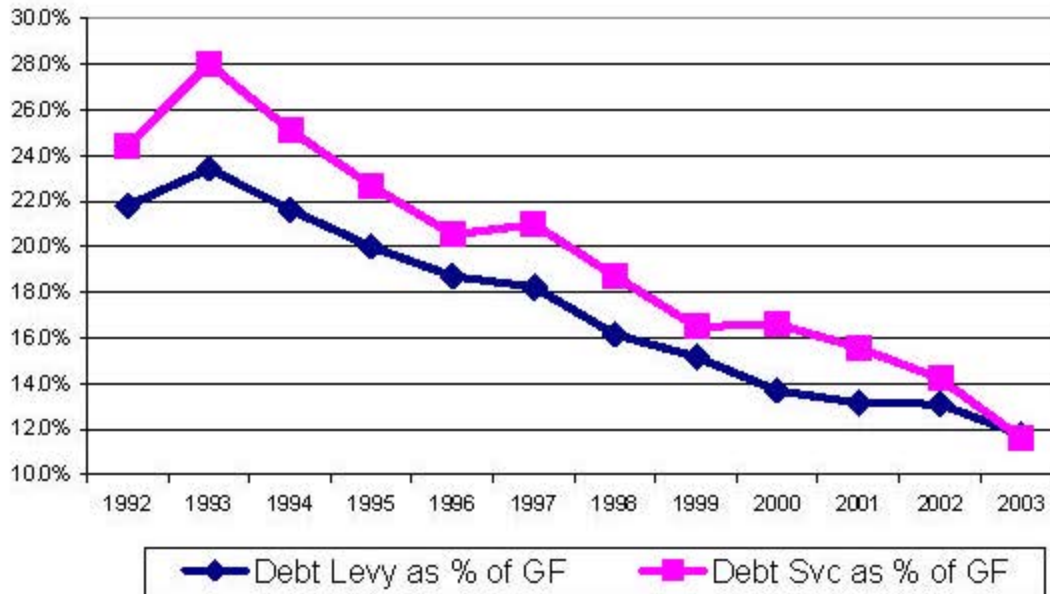
The Projected Debt Service in the chart below assumes the following new debt issues over the next five years:

Equipment Note 2004	\$	3,000,000
Series 2004	\$	36,000,000
Series 2005	\$	30,000,000
Series 2006	\$	35,000,000
Series 2007	\$	35,000,000
Series 2008	\$	40,000,000



There is no specific debt limit established by law. The limit is governed by the City's ability to levy and collect taxes to service the debt. By Charter, the City's total tax rate, to include maintenance and operation expenditures and debt service expenditures, is limited to \$1.90 per \$100.

Tax-supported debt service's share of total operating expenditures in the General Fund has declined since 1992. The percentage of the tax levy, the actual amount levied and collected by the property tax rate dedicated to funding debt service payments, has fallen from 28% in 1993 to just under 12% in FY2002-03. The ratio of actual debt service payments for outstanding obligations has decreased from 23% of General Fund expenditures in 1993 to slightly below 12% in FY2002-03.



### **Revenue Supported Debt - Water and Sewer**

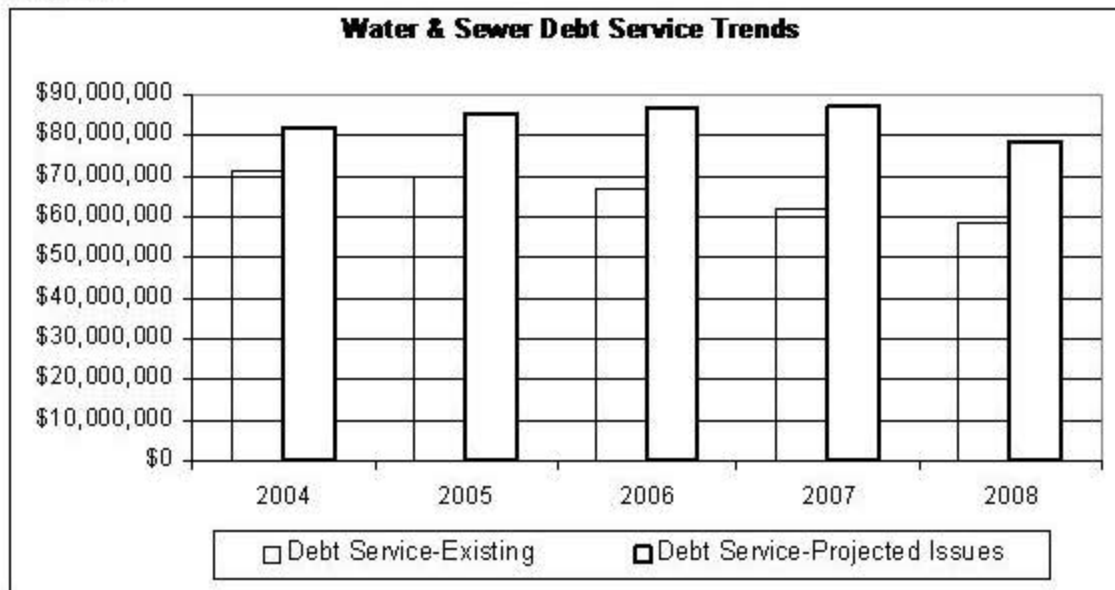
In addition to the outstanding general obligation debt, the City has a debt service obligation of \$74,024,642 (\$71,524,642 for previously issued debt and \$2,500,000 for a projected 2004 issue) due in FY2003-04. Issues include Water and Sewer revenue bonds, Sewer revenue supported G. O. debt and loans from the Texas Water Development Board's (TWDB) Revolving Loan Fund. The Water and Sewer Operating Fund collects fees for its services equal to the amounts required for its outstanding debt service obligations.

<b>Fund</b>	<b>Available Balance End of Fiscal Year</b>
Water and Sewer Revenue Debt	\$12,812,421
Water and Sewer G.O. Debt	\$(1,208,375)
State Revolving Loan Fund	<u>\$(1,959,581)</u>
<b>Total Available</b>	<b>\$9,644,465</b>

**OUTSTANDING WATER AND SEWER DEBT SERVICE  
PRINCIPAL AND INTEREST REQUIREMENTS BY YEAR**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2004	\$ 38,795,725	\$ 32,728,917	\$ 71,524,642
2005	\$ 41,855,264	\$ 28,176,583	\$ 70,031,847
2006	\$ 40,421,886	\$ 26,232,301	\$ 66,654,187
2007	\$ 37,717,063	\$ 24,373,862	\$ 62,090,925
2008	\$ 35,698,523	\$ 22,641,371	\$ 58,339,894
2009	\$ 37,430,599	\$ 20,935,402	\$ 58,366,001
2010	\$ 36,346,376	\$ 19,174,344	\$ 55,520,720
2011	\$ 38,125,000	\$ 17,382,994	\$ 55,507,994
2012	\$ 39,930,000	\$ 15,514,207	\$ 55,444,207
2013	\$ 36,090,000	\$ 13,659,548	\$ 49,749,548
2014	\$ 37,950,000	\$ 11,810,856	\$ 49,760,856
2015	\$ 38,625,000	\$ 9,884,418	\$ 48,509,418
2016	\$ 33,955,000	\$ 8,057,502	\$ 42,012,502
2017	\$ 34,380,000	\$ 6,341,907	\$ 40,721,907
2018	\$ 36,175,000	\$ 4,583,826	\$ 40,758,826
2019	\$ 28,050,000	\$ 2,969,827	\$ 31,019,827
2020	\$ 20,575,000	\$ 1,729,646	\$ 22,304,646
2021	\$ 10,245,000	\$ 954,193	\$ 11,199,193
2022	\$ 10,165,000	\$ 452,699	\$ 10,617,699
2023	<u>\$ 4,030,000</u>	<u>\$ 100,750</u>	<u>\$ 4,130,750</u>
	\$ 636,560,436	\$ 267,705,153	\$ 904,265,589

The Water Department projects \$50,000,000 in annual revenue bonds will be issued for the next five years.



**Revenue Supported Debt - Other**

In FY2003-04, the City's other revenue supported debt includes \$385,675 in the Airport Debt Service Fund, \$4,863,160 in the Culture/Tourism Fund, \$471,139 in the Golf Debt Service Fund, \$387,000 in the Parking Fund and \$119,786 in the Solid Waste Fund.

**Summary of Requirements  
Fiscal Year 2003-04**

<b>Fund</b>	<b>Type</b>	<b>Principal</b>	<b>Interest</b>	<b>Sub-Total</b>	<b>Fees</b>	<b>Total</b>
Aviation - PE41						
	General Debt	<u>\$ 325,000</u>	<u>\$ 60,375</u>	<u>\$ 385,375</u>	<u>\$ 300</u>	<u>\$ 385,675</u>
		\$ 325,000	\$ 60,375	\$ 385,375	\$ 300	\$ 385,675
Culture/Tourism - D100						
	Revenue	<u>\$ 1,875,000</u>	<u>\$ 2,988,160</u>	<u>\$ 4,863,160</u>	<u>\$ -</u>	<u>\$ 4,863,160</u>
		\$ 1,875,000	\$ 2,988,160	\$ 4,863,160	\$ -	\$ 4,863,160
General Fund - GD06						
	General Debt	<u>\$ 33,066,337</u>	<u>\$ 15,520,779</u>	<u>\$ 48,587,116</u>	<u>\$ 230,000</u>	<u>\$ 48,817,116</u>
		\$ 33,066,337	\$ 15,520,779	\$ 48,587,116	\$ 230,000	\$ 48,817,116
Golf - D102						
	General Debt	<u>\$ 284,998</u>	<u>\$ 186,141</u>	<u>\$ 471,139</u>	<u>\$ -</u>	<u>\$ 471,139</u>
		\$ 284,998	\$ 186,141	\$ 471,139	\$ -	\$ 471,139
Parking Fund - PE62						
	General Debt	<u>\$ 102,551</u>	<u>\$ 284,449</u>	<u>\$ 387,000</u>	<u>\$ -</u>	<u>\$ 387,000</u>
		\$ 102,551	\$ 284,449	\$ 387,000	\$ -	\$ 387,000
Solid Waste - PE75						
	Revenue	<u>\$ 99,198</u>	<u>\$ 20,588</u>	<u>\$ 119,786</u>	<u>\$ -</u>	<u>\$ 119,786</u>
		\$ 99,198	\$ 20,588	\$ 119,786	\$ -	\$ 119,786
Water and Sewer						
	General Debt - PS48	\$ 380,725	\$ 73,765	\$ 454,490	\$ -	\$ 454,490
	Revenue - PE47	\$ 28,990,000	\$ 26,710,729	\$ 55,700,729	\$ 117,000	\$ 55,817,729
	SRLF - PE15	<u>\$ 9,425,000</u>	<u>\$ 8,444,423</u>	<u>\$ 17,869,423</u>	<u>\$ 50,000</u>	<u>\$ 17,919,423</u>
		\$ 38,795,725	\$ 35,228,917	\$ 74,024,642	\$ 167,000	\$ 74,191,642
Total Requirements - all funds		\$ 74,548,809	\$ 54,289,409	\$ 128,838,218	\$ 397,300	\$ 129,235,518

**GENERAL DEBT SERVICE FUND**

<b>Expenditures</b>	<b>Budget Requirements FY2003-04</b>
Principal - Long-term Debt	\$ 33,066,337
Interest - Long-term Debt	\$ 15,520,779
Fees	<u>\$ 230,000</u>
Total	\$ 48,817,116

<b>Financing</b>	
Current Year Tax Levy	\$ 44,130,973
Prior Years Tax Levies	\$ 1,000,000
Southwestern Expo & Livestock Show	\$ 295,000
Interest Earned on Investments	\$ 2,500,000
Use of Debt Service Fund Reserve	<u>891,143</u>
Total	\$ 48,817,116

**Projected Changes in Fund Balance**

	<b><u>FY2002-03</u></b>	<b><u>FY2003-04</u></b>
Estimated Fund Balance 10/01	\$ 16,505,777	\$ 19,395,198
Plus:		
Current Year Tax Levy	\$ 44,130,973	\$ 44,130,973
Prior Years Tax Levies	\$ 1,000,000	\$ 1,000,000
Southwestern Expo & Livestock Show	\$ 305,000	\$ 295,000
Interest Earned on Investments	\$ 2,500,000	\$ 2,500,000
Less:		
Long-term Debt Service Requirements	\$ 43,354,052	\$ 48,587,116
Fees/Arbitrage	\$ 230,000	\$ 230,000
Short-term Debt Service Requirements	<u>\$ 1,462,500</u>	<u>\$ -</u>
Total Fund Balance	\$ 19,395,198	\$ 18,504,055
(Less Required Reserve)	\$ (6,226,442)	\$ (6,368,515)
Estimated Available Fund Balance 9/30	\$ 13,168,756	\$ 12,135,540

**Annual Principal and Interest Requirements by Series  
FY2003-04**

<b>General Fund - GDS</b>	<b>General Debt</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
Series 1992a GO	Refunding	\$119,175	\$40,341	\$159,516
Series 1994 GO	Streets, Library	\$0	\$93,750	\$93,750
Series 1996 GO	Streets, Parks	\$1,375,000	\$859,375	\$2,234,375
Series 1996a CO	Texas International Raceway infrastructure	\$1,775,000	\$320,388	\$2,095,388
Series 1996a GO	Refunding	\$28,073	\$193,496	\$221,569
Series 1996b CO	Communications System	\$685,000	\$84,255	\$769,255
Series 1997 CO	Animal Control Shelter	\$500,000	\$91,500	\$591,500
Series 1997 GO	Streets	\$750,000	\$562,125	\$1,312,125
Series 1998 CO	Central Library renovation	\$860,000	\$187,050	\$1,047,050
Series 1998 TC	Convention Center	\$425,000	\$463,095	\$888,095
Series 1999 GO	Streets, Parks, Fire	\$1,500,000	\$1,260,375	\$2,760,375
Series 2000 Fire	Ladder Tender, Brush Truck	\$58,660	\$12,175	\$70,834
Series 2000A CO	Aviation Runway	\$55,000	\$45,238	\$100,238
Series 2001 CO	Improvements	\$260,000	\$208,515	\$468,515
Series 2001 Equip	Equipment Note	\$501,667	\$68,228	\$569,895
Series 2001 GO	GP Projects	\$1,255,000	\$627,250	\$1,882,250
Series 2001-A	Convention Center	\$950,000	\$768,788	\$1,718,788
Series 2001-B CO	Cultural District	\$0	\$155,215	\$155,215
Series 2002 CO	Alarm, Improvements	\$1,270,000	\$1,024,963	\$2,294,963
Series 2002	Fire Trucks	\$457,734	\$105,999	\$563,733
Series 2002	Refund Series 92A	\$2,614,665	\$899,161	\$3,513,826
Series 2002-A	Refunding 93A, 94	\$12,662,364	\$1,448,152	\$14,110,516
Series 2003 CO	Streets	\$985,000	\$1,148,503	\$2,133,503
Series 2003 GP	1998 CIP Bonds	\$2,125,000	\$2,350,951	\$4,475,951
Series 2003A	Prj. 1998 CIP Bonds, CP refinancing	\$1,854,000	\$2,151,938	\$4,005,938
Series 2004	Projected Issue	\$0	\$349,956	\$349,956
<b>Total</b>	<b>General Fund- General Debt</b>	<b>\$33,866,338</b>	<b>\$15,528,782</b>	<b>\$48,587,116</b>



**Remaining Principal  
Outstanding Issues FY2003-04**

<b>General Fund - G006</b>		General Debt	
Series 1992a GO	Refunding		\$762,720
Series 1994 GO	Streets, Library		\$2,500,000
Series 1996 GO	Streets, Parks		\$17,875,000
Series 1996a CO	Texas International Raceway infrastructure		\$5,325,000
Series 1996a GO	Refunding		\$3,808,621
Series 1996b CO	Communications System		\$2,055,000
Series 1997 CO	Animal Control Shelter		\$2,000,000
Series 1997 GO	Streets		\$10,500,000
Series 1998 CO	Central Library renovation		\$4,300,000
Series 1998 TC	Convention Center		\$8,475,000
Series 1999 GO	Streets, Parks, Fire		\$25,500,000
Series 2000 Fire	Ladder Tender, Brush Truck		\$234,638
Series 2000A CO	Aviation Runway		\$835,000
Series 2001 CO	Improvements		\$4,605,000
Series 2001 Equip	Equipment Note		\$1,755,833
Series 2001 GO	GP Projects		\$14,505,000
Series 2001-A	Convention Center		\$17,100,000
Series 2001-B CO	Cultural District		\$3,700,000
Series 2002 CO	Alarm, Improvements		\$24,065,000
Series 2002	Fire Trucks		\$2,517,538
Series 2002	Refund Series 92A		\$19,578,418
Series 2002-A	Refunding 93A, 94		\$36,760,683
Series 2003 CO	Streets		\$19,880,000
Series 2003 GP	1998 CIP Bonds		\$42,560,000
Total:			\$271,198,451

**AVIATION DEBT SERVICE FUND**

<b>Expenditures</b>		<b>Budget Requirements FY2003-04</b>
Principal - Long-term Debt		\$ 325,000
Interest - Long-term Debt		60,375
Fees - Long-term Debt		300
Arbitrage Rebate		<u>-</u>
	Total	\$ 385,675
<b>Financing</b>		
Airport Operating Fund		<u>\$ 385,675</u>
	Total	\$ 385,675
<b>Projected Changes in Fund Balance</b>	<b><u>FY2002-03</u></b>	<b><u>FY2003-04</u></b>
Estimated Fund Balance 10/01	\$ 72,993	\$ 76,993
Plus:		
Airport Operating Fund	408,344	385,675
Interest Earned on Investments	4,000	4,000
Less:		
Long-term Debt Service Requirements	\$ 408,044	\$ 385,375
Fees/Arbitrage	<u>300</u>	<u>300</u>
Estimated Fund Balance 9/30	\$ 76,993	\$ 80,993
Less Long-term Debt Reserve Requirement 9/30	<u>\$ 20,500</u>	<u>\$ 14,000</u>
Estimated Available Fund Balance 9/30	\$ 56,493	\$ 66,993

**Annual Principal and Interest Requirements by Series  
FY2003-04**

<b>Aviation - PE 41</b>	<b>General Debt</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	
Series 1990 CO	Alliance Control Tower	\$325,000	\$60,375	\$385,375	
<b>Total</b>	<b>Aviation - PE 41</b>	<b>General Debt</b>	<b>\$325,000</b>	<b>\$60,375</b>	<b>\$385,375</b>

**Remaining Principal  
Outstanding Issues FY2003-04**

<b>Aviation - PE 41</b>	<b>General Debt</b>	
Series 1990 CO	Alliance Control Tower	\$1,025,000
	<b>Total:</b>	<b>\$1,025,000</b>

**CULTURE/TOURISM DEBT SERVICE FUND**

<b>Expenditures</b>	<b>Budget Requirements FY2003-04</b>
Principal - Long-term Debt	\$ 1,875,000
Interest - Long-term Debt	\$ 2,988,160
Fees - Long-term Debt	-
Arbitrage Rebate	-
Total	<u>\$ 4,863,160</u>

**Financing**

Hotel Occupancy Tax (2%)	\$ 2,000,000
Auto Rental Facility Revenue	<u>\$ 1,500,000</u>
Total	\$ 3,500,000

**Projected Changes in Fund Balance**

	<b><u>FY2002-03</u></b>	<b><u>FY2003-04</u></b>
Estimated Fund Balance 10/01	\$ 8,756,912	\$ 3,883,946
Plus:		
Hotel Occupancy Tax (2%)	-	2,000,000
Auto Rental Facility Revenue	-	1,500,000
Less:		
Long-term Debt Service Requirements	\$ 4,872,966	\$ 4,863,160
Fees/Arbitrage	<u>-</u>	<u>-</u>
Estimated Fund Balance 9/30	\$ 3,883,946	\$ 2,520,786
Less Long-term Debt Reserve Requirement 9/30	<u>\$ 1,109,600</u>	<u>\$ 1,072,100</u>
Estimated Available Fund Balance 9/30	\$ 2,774,346	\$ 1,448,686

**Annual Principal and Interest Requirements by Series  
FY2003-04**

<b>Culture/Tourism - D100</b>	<b>Revenue</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
Series 2000 CO	Convention Center	\$1,365,000	\$2,278,438	\$3,643,438
Series 2001-A CO	Convention Center II	\$510,000	\$709,723	\$1,219,723
<b>Total</b>	<b>Culture/Tourism - Revenue</b>	<b>\$1,875,000</b>	<b>\$2,988,160</b>	<b>\$4,863,160</b>

**Remaining Principal  
Outstanding Issues FY2003-04**

<b>Culture/Tourism - D100</b>	<b>Revenue</b>	
Series 2000 CO	Convention Center	\$40,675,000
Series 2001-A CO	Convention Center II	\$14,805,000
	<b>Total:</b>	<b>\$55,480,000</b>

**GOLF DEBT SERVICE FUND**

<b>Expenditures</b>	<b>Budget Requirements FY2003-04</b>
Principal - Long-term Debt	\$ 284,998
Interest - Long-term Debt	\$ 186,141
Fees - Long-term Debt	\$ -
Arbitrage Rebate	-
Total	<u>\$ 471,139</u>

<b>Financing</b>	
Transfer from Golf Fund	\$ 471,139
Use of Reserves	-
Interest on Investments	<u>-</u>
Total	<u>\$ 471,139</u>

**Projected Changes in Fund Balance**

	<u>FY2002-03</u>	<u>FY2003-04</u>
Estimated Fund Balance 10/01	\$ 275,974	\$ 275,974
Plus:		
Transfer from Golf Fund	\$ 512,154	\$ 471,139
Interest Earned on Investments	5,000	-
Less:		
Long-term Debt Service Requirements	\$ 517,154	\$ 471,139
Fees/Arbitrage	<u>-</u>	<u>-</u>
Estimated Fund Balance 9/30	\$ 275,974	\$ 275,974
Less Long-term Debt Reserve Requirement 9/30	\$ 74,782	69,082
Estimated Available Fund Balance 9/30	\$ 201,192	\$ 206,892

**Annual Principal and Interest Requirements by Series  
FY2003-04**

<b>Golf - D102</b>	<b>General Debt</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	
Series 1992a GO	Refunding	\$225	\$76	\$301	
Series 1996a GO	Refunding	\$118	\$812	\$930	
Series 1999 CO	Course Improvements	\$205,000	\$175,839	\$380,839	
Series 2002 Refunding	Refund Series 92A	\$4,455	\$1,241	\$5,696	
Series 2002-A Refunding	Refunding 93A, 94	\$75,200	\$8,174	\$83,374	
<b>Total</b>	<b>Golf - D102</b>	<b>General Debt</b>	<b>\$284,998</b>	<b>\$186,141</b>	<b>\$471,139</b>

**Remaining Principal  
Outstanding Issues FY2003-04**

<b>Golf - D102</b>	<b>General Debt</b>	
Series 1992a GO	Refunding	\$1,440
Series 1996a GO	Refunding	\$15,987
Series 1999 CO	Course Improvements	\$3,485,000
Series 2002 Refunding	Refund Series 92A	\$27,486
Series 2002-A Refunding	Refunding 93A, 94	\$209,209
	<b>Total:</b>	<b>\$3,739,122</b>

**PARKING DEBT SERVICE FUND**

<b>Expenditures</b>	<b>Budget Requirements FY2003-04</b>
Principal - Long-term Debt	\$ 102,551
Interest - Long-term Debt	284,449
Fees - Long-term Debt	-
Arbitrage Rebate	-
Total	\$ 387,000

**Financing**

Parking Building Debt Service Fund Reserve	\$ -
Southwestern Expo & Livestock Show	80,000
Arena Rental Fees	302,000
Interest Earned on Investments	5,000
Total	\$ 387,000

**Projected Changes in Fund Balance**

	<b>FY2002-03</b>	<b>FY2003-04</b>
Estimated Fund Balance 10/01	\$ 893,018	\$ 1,258,018
Plus:		
Southwestern Expo & Livestock Show	80,000	80,000
Arena Rental Fees	280,000	302,000
Interest Earned on Investments	5,000	5,000
Less:		
Long-term Debt Service Requirements	\$ -	\$ 387,000
Fees/Arbitrage	-	-
Estimated Fund Balance 9/30	\$ 1,258,018	\$ 1,258,018
Less Long-term Debt Reserve Requirement 9/30	<u>\$ 170,000</u>	<u>\$ 170,000</u>
Estimated Available Fund Balance 9/30	\$ 1,088,018	\$ 1,088,018



**Annual Principal and Interest Requirements by Series  
FY2003-04**

<b>Parking Fund - PE62</b>	<b>General Debt</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	
Series 1987 Will Rogers Rev	Will Rogers Parking Garage	\$102,551	\$284,449	\$387,000	
<b>Total</b>	<b>Parking Fund -</b>	<b>General Debt</b>	<b>\$102,551</b>	<b>\$284,449</b>	<b>\$387,000</b>

**Remaining Principal  
Outstanding Issues FY2003-04**

<b>Parking Fund - PE62</b>	<b>General Debt</b>		
Series 1987 Will	Will Rogers Parking Garage		\$190,211
		Total:	\$190,211

**SOLID WASTE DEBT SERVICE FUND**

<b>Expenditures</b>	<b>Budget Requirements FY2003-04</b>
Principal - Long-term Debt	\$ 99,198
Interest - Long-term Debt	\$ 20,588
Fees - Long-term Debt	-
Arbitrage Rebate	-
Total	<u>\$ 119,786</u>

**Financing**

Transfer from Solid Waste Fund	<u>\$ 119,786</u>
Total	<u>\$ 119,786</u>

**Projected Changes in Fund Balance**

	<u>FY2002-03</u>	<u>FY2003-04</u>
Estimated Fund Balance 10/01	\$ (5,469)	\$ 413
Plus:		
Transfer from Solid Waste Fund	\$ 131,551	119,786
Less:		
Long-term Debt Service Requirements	\$ 125,669	\$ 119,786
Fees/Arbitrage	<u>-</u>	<u>-</u>
Estimated Fund Balance 9/30	\$ 413	\$ 413
Less Long-term Debt Reserve Requirement 9/30	<u>\$ 7,936</u>	<u>\$ 5,952</u>
Estimated Available Fund Balance 9/30	\$ (7,523)	\$ (5,539)

**Annual Principal and Interest Requirements by Series  
FY2003-04**

<b>Solid Waste - PE75</b>		<b>Revenue</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
Solid Waste Equipment Note 2000	Trucks		\$99,198	\$20,588	\$119,786
<b>Total</b>	<b>Solid Waste -</b>	<b>Revenue</b>	<b>\$99,198</b>	<b>\$20,588</b>	<b>\$119,786</b>

**Remaining Principal  
Outstanding Issues FY2003-04**

<b>Solid Waste - PE75</b>		Revenue		
Solid Waste Equipment Note 2000	Trucks			\$396,791
			Total:	\$396,791

**SEWER GENERAL DEBT SERVICE FUND**

<b>Expenditures</b>	<b>Budget Requirements FY2003-04</b>
Principal - Long-term Debt	\$ 380,725
Interest - Long-term Debt	73,765
Fees - Long-term Debt	-
Arbitrage Rebate	-
Total	<u>\$ 454,490</u>

<b>Financing</b>	
Water and Sewer Operating Funds	<u>\$ 454,490</u>
Total	<u>\$ 454,490</u>

**Projected Change in Fund Balance**

	<b><u>FY2002-03</u></b>	<b><u>FY2003-04</u></b>
Estimated Fund Balance 10/01	\$ (529,518)	\$ (1,182,081)
Plus:		
Water and Sewer Operating Funds	1,301,856	454,490
Interest Earned on Investments	-	-
Transfer for Amortizations	6,600	6,600
Less:		
Long-term Debt Service Requirements	\$ 1,954,419	\$ 454,490
Amortizations for Refundings	6,600	6,600
Fees - Long-term Debt	-	-
Arbitrage Rebate	<u>-</u>	<u>-</u>
Estimated Fund Balance 9/30	\$ (1,182,081)	\$ (1,182,081)
Less Long-term Debt Reserve Requirement 9/30	<u>\$ 39,317</u>	<u>\$ 26,294</u>
Estimated Available Fund Balance 9/30	\$ (1,221,398)	\$ (1,208,375)

**Annual Principal and Interest Requirements by Series  
FY2003-04**

<b>Water and Sewer</b>	<b>General Debt - PS48</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
Series 1992a GO	Refunding Sewer	\$5,600	\$1,896	\$7,496
Series 1996a GO	Refunding Sewer	\$1,809	\$12,467	\$14,276
Series 2002 Refunding	Refund 92A	\$110,880	\$30,878	\$141,758
Series 2002-A Refunding	Refunding 93A	\$262,436	\$28,524	\$290,960
<b>Total</b>	<b>Water and Sewer      General Debt -</b>	<b>\$388,725</b>	<b>\$73,765</b>	<b>\$464,490</b>

**Remaining Principal  
Outstanding Issues FY2003-04**

<b>Water and Sewer</b>	<b>General Debt - PS48</b>	
Series 1992a GO	Refunding Sewer	\$35,840
Series 1996a GO	Refunding Sewer	\$245,393
Series 2002 Refunding	Refund 92A	\$684,096
Series 2002-A Refunding	Refunding 93A	\$730,107
	<b>Total:</b>	<b>\$1,695,43</b>

**WATER REVENUE DEBT SERVICE FUND**

<b>Expenditures</b>	<b>Budget Requirements <u>FY2003-04</u></b>
Principal - Long-term Debt	\$ 28,990,000
Interest - Long-term Debt	26,710,729
Fees/Arbitrage	<u>117,000</u>
Total	\$ 55,817,729

<b>Financing</b>	
Water and Sewer Operating Fund	\$ 55,700,728
Interest Earned on Investments	150,000
Other	<u>50,000</u>
Total	\$ 55,900,728

**Projected Changes in Fund Balance**

	<b><u>FY2002-03</u></b>	<b><u>FY2003-04</u></b>
Estimated Fund Balance 10/01	\$ 15,269,234	\$ 15,029,422
Plus:		
Water and Sewer Operating Fund	45,166,104	55,700,728
Interest Earned on Investments	150,000	150,000
Other	2,870,394	50,000
Transfer for Amortizations	313,300	313,300
Less:		
Long-term Debt Service Requirements	\$ 46,009,310	\$ 55,700,729
Amortizations on Refundings	313,300	313,300
Fees/Arbitrage	<u>117,000</u>	<u>117,000</u>
Less Long-term Debt Reserve Requirement 9/30	\$ 2,300,000	\$ 2,300,000
Estimated Fund Balance 9/30	\$ 15,029,422	\$ 12,812,421

**Annual Principal and Interest Requirements by Series  
FY2003-04**

<b>Water and Sewer</b>	<b>Revenue - PE47</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
Series 1993 Rev	Refunding (85.094% Water, 14.906% Sewer)	\$0	\$366,844	\$366,844
Series 1996 Rev	Refunding (56.0% Water, 44.0% Sewer)	\$3,185,000	\$2,574,560	\$5,759,560
Series 1997 Rev	Water & Sewer Improvements	\$2,540,000	\$2,849,825	\$5,389,825
Series 1998 Rev	Refunding SRLF 89, CP, new projects	\$4,785,000	\$3,823,880	\$8,608,880
Series 2000 Rev	Water & Sewer	\$790,000	\$1,212,006	\$2,002,006
Series 2000B Rev	Water & Sewer	\$13,005,000	\$3,955,938	\$16,960,938
Series 2001 Revenue	Water Improvements	\$1,490,000	\$2,535,806	\$4,025,806
Series 2003 Water Revenue	Refund and Projects	\$3,195,000	\$6,891,871	\$10,086,871
Series 2004 Water Projected Revenue Bonds		\$0	\$2,500,000	\$2,500,000
<b>Total</b>	<b>Water and Sewer Revenue - PE47</b>	<b>\$28,998,000</b>	<b>\$26,710,729</b>	<b>\$55,708,729</b>

**Remaining Principal  
Outstanding Issues FY2003-04**

<b>Water and Sewer</b>	<b>Revenue - PE47</b>	
Series 1993 Rev	Refunding (85.094% Water, 14.906% Sewer)	\$8,385,000
Series 1996 Rev	Refunding (56.0% Water, 44.0% Sewer)	\$50,760,000
Series 1997 Rev	Water & Sewer Improvements	\$54,750,000
Series 1998 Rev	Refunding SRLF 89, CP, new projects	\$78,810,000
Series 2000 Rev	Water & Sewer	\$23,020,000
Series 2000B Rev	Water & Sewer	\$79,600,000
Series 2001 Revenue	Water Improvements	\$47,705,000
Series 2003 Revenue	Refund and Projects	\$86,495,000
	<b>Total:</b>	<b>\$429,525,000</b>

**STATE REVOLVING LOAN DEBT SERVICE FUND**

<b>Expenditures</b>	<b>Budget Requirements FY2003-04</b>
Principal - Long-term Debt	\$ 9,425,000
Interest - Long-term Debt	8,444,423
Fees - Long-term Debt	50,000
Arbitrage Rebate	-
Total	<u>\$17,919,423</u>

**Financing**

Water and Sewer Operating Fund	\$17,869,423
Use of Reserves	-
Interest	75,000
Total	<u>\$17,944,423</u>

**Projected Change in Fund Balance**

	<u>FY2002-03</u>	<u>FY2003-04</u>
Estimated Fund Balance 10/01	\$ 257,599	\$ (1,984,581)
Plus:		
Water and Sewer Operating Fund	14,185,755	\$17,869,423
Interest Earned on Investments	1,440,289	75,000
Less:		
Long-term Debt Service Requirements	\$ 17,855,139	\$17,869,423
Fees/Arbitrage	<u>13,085</u>	<u>50,000</u>
Estimated Fund Balance 9/30	\$ (1,984,581)	\$ (1,959,581)

Note on Reserves: In 1998, the Water and Sewer Fund purchased a Surety Bond, a form of insurance, to take the place of setting aside a portion of the fund balance for reserve requirements.



**Annual Principal and Interest Requirements by Series  
FY2003-04**

<b>Water and Sewer</b>	<b>SRLF - PE15</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	
Series 1995 SRLF	Sewer	\$835,000	\$718,518	\$1,553,518	
Series 1996 SRLF	Sewer	\$760,000	\$570,600	\$1,330,600	
Series 1998 SRLF	Sewer	\$2,470,000	\$1,943,260	\$4,413,260	
Series 1999 SRLF	Sewer	\$1,485,000	\$1,339,420	\$2,824,420	
Series 1999A SRLF	Sewer	\$2,275,000	\$2,434,585	\$4,709,585	
Series 2001 SRLF	Generator	\$310,000	\$266,115	\$576,115	
Series 2002 SRLF	Sewer	\$1,290,000	\$1,171,925	\$2,461,925	
<b>Total</b>	<b>Water and Sewer</b>	<b>SRLF - PE15</b>	<b>\$9,425,000</b>	<b>\$8,441,423</b>	<b>\$17,866,423</b>

**Remaining Principal  
Outstanding Issues FY2003-04**

<b>Water and Sewer</b>	<b>SRLF - PE15</b>	
Series 1995 SRLF	Sewer	\$14,105,000
Series 1996 SRLF	Sewer	\$12,850,000
Series 1998 SRLF	Sewer	\$49,840,000
Series 1999 SRLF	Sewer	\$32,635,000
Series 1999A SRLF	Sewer	\$55,365,000
Series 2001 SRLF	Generator	\$7,490,000
Series 2002 SRLF		\$33,035,000
	<b>Total:</b>	<b>\$205,340,000</b>

# **CAPITAL PROJECTS PLAN**

## CAPITAL PROJECTS PLAN

FY2003-04

In order to study, acquire, replace, design, and construct various capital improvements, the City of Fort Worth utilizes proceeds from general obligation bonds, revenue bonds, commercial paper, the Capital Projects Reserve Fund, the State Revolving Loan Fund, Federal and State grants, private contributions/assessments, and certificates of obligation. These improvements may include any new project, expansion, upgrade, replacement, or other addition designed to improve or conserve the value of City assets or enhance service capacity. Capital improvements are expected to have an ordinary useful life of at least 15-20 years, which is the approximate time required to repay the principal and interest due on the bonds issued to fund the construction or acquisition of a specific improvement. The City has literally hundreds of capital projects in various stages that include: project study, site exploration/analyses, site selection, right-of-way acquisition, utility relocation, design, and construction. The construction/acquisition contracts for the projects listed on the following pages are scheduled for award in fiscal year 2003-04.

### **COST OF ADMINISTRATION AND OPERATING IMPACTS**

#### **General Fund:**

The General Fund is the largest fund in the City of Fort Worth with the largest amount of revenue in the overall City budget. Some General Fund revenues are used in paying interest on general obligation bonds sold for capital improvements. The General Fund accounts for all financial resources of the City, with the exception of those accounted for in another fund. Several positions in the General Fund are directly involved with capital projects and funded by capital projects funds through reimbursement. However, some positions devote only a partial amount of time to administer capital projects, and as a result, the General Fund absorbs the capital project related personnel costs.

Approximately 30 positions in the Transportation and Public Works Department are directly engaged in design, inspection, contract administration, and project management related to street and drainage, traffic devices, facilities, and other general government capital projects. The total cost of administering construction of these projects is estimated to be \$1.3 million, of which 80% or \$1,037,206 is charged to capital project funds. The remainder of

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the cost is absorbed by the General Fund budget. The Parks and Community Services Department has seven positions involved in the administration of parks, community facilities, and related capital projects. The total cost of administering construction of these projects is estimated to be \$242,739, of which \$149,872, or 62%, is charged to capital project funds. The remainder of the cost is absorbed by the General Fund budget. There is one position involved in the administration of capital projects in the Public Events Department. The total cost of administering construction of these projects is estimated to be \$63,000, which is absorbed by the General Fund budget. In the Fire Department, one position is involved in the administration of capital projects, and the total cost of administering these projects is estimated to be \$5,000, which is absorbed by the General Fund budget.

### **Municipal Airports Fund:**

The Municipal Airports Fund is an enterprise fund, whereby revenues are collected to support its Fund activities. In this fund, four positions are directly involved with airport capital projects, and the total administrative cost of these construction projects is estimated to be \$90,220, which is absorbed by the Municipal Airports Fund.

Aviation capital projects impact the operating funds for both the Municipal Airports Fund and the General Fund. Debt service costs are paid annually on bonds issued to finance the capital projects by the Municipal Airports Fund. It is anticipated that the Municipal Airports Fund will not attain a sufficient fund balance in FY2003-04 to pay the Administrative Services Charge to the General Fund to recover the costs for capital projects administrative functions provided by the General Fund employees.

### **Water and Sewer Fund:**

The Water Department of the City of Fort Worth provides safe and reliable water and wastewater services to residential, commercial, industrial, and wholesale customers. The Water and Sewer Fund is an Enterprise Fund, whereby revenues collected from the provision of water and sewer services recover operating costs and debt service costs. In the Water Department, several positions are directly involved with capital projects. Many of these positions are funded by the Water and Sewer Capital Projects Fund; however, some positions devote only a partial amount of time to administer capital projects, and as a result, these capital project related personnel costs are absorbed by the Water and Sewer Operating Fund. Approximately 30 positions in the Water department are directly engaged in design, inspection, and contract administration of water and wastewater projects. The total cost

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of administering the construction of these projects is estimated to be \$1.62 million, of which 23% is charged to the Water and Sewer Capital Projects Fund, and the remainder of these costs is absorbed by the Water and Sewer Operating Fund.

At the same time, the cash financing costs and the debt service costs associated with the financing of water and wastewater capital projects are absorbed by the Water and Sewer Operating Fund. These costs are comprised of two components: a) debt that must be paid annually on revenue bonds issued to finance the projects, and b) the cash financing allotted in the annual budget to fund rehabilitation projects on existing infrastructure. The Water Department has planned to spend approximately \$30M on cash financing for FY2003-04.

### **Engineering Fund:**

The Engineering Department of the City of Fort Worth manages the Engineering Fund and provides comprehensive engineering services to City departments for most infrastructure/capital projects. These services include: design, mapping, project management, surveying, quality control testing, construction management, inspection, and Real Property Services. It is anticipated that the Engineering Department will provide engineering related services to the Water, Transportation and Public Works, Aviation, and Parks and Community Services departments during FY2003-04. The Engineering Department has 155 positions authorized in the FY2003-04, which will be devoted to various projects across the customer departments.

The Engineering Department is an internal service fund that derives revenue from customer departments to offset the actual costs of services rendered. As a result, the impact from Engineering Services on the General Fund or any of the other City funds is the amount for charges that must be reimbursed for services provided. Charges are assessed by project to the customer departments based on actual salary costs times a multiplier of 2.0, that includes all Engineering administrative and operating costs.

### **ANNUAL OPERATING IMPACTS OF CAPITAL PROJECTS:**

Upon completion, many capital projects will impact the operating budget. In some cases, there will be an increase in operating expenditures to fund personnel, supplies, and contractual services associated with the completion of a facility, such as a fire station, or with the completion of a park project, such as a new trail. For example, it is anti-

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pated that once the new Fire Station No. 38 at Alliance Airport Area in north Fort Worth is operational, it will cost \$900,000 annually to operate. All costs of this nature have been delineated in the Annual Operating Impact column, where applicable.

At the same time, upon completion, many projects will not impact the operating budget, as they are not additional or new improvements but represent an upgrade, renovation, or reconstruction of an existing project or facility due to fiscal aging and deterioration. For example, the reconstruction of neighborhood streets with bond monies will not impact the operating budget, as no maintenance will be necessary due to a warranty period. Conversely, it is not anticipated that any savings will result in the street maintenance budget of the General Fund, due to the magnitude of streets in need of repair. Any maintenance savings realized from reconstructing streets with bond funds will be redirected and fully utilized on maintenance efforts for the remaining inventory of streets in ill repair that were not included in the bond program.

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### CAPITAL IMPROVEMENTS BOND PROGRAM

In February of 1998, the citizens of Fort Worth voted to approve a \$120 million bond program as proposed in a bond referendum election. All five propositions in the proposed package passed successfully with an average of 88 percent majority. Voters authorized bonds for improvements in five program areas by specific propositions, as follows:

Streets and Storm Sewer Improvements	\$80,000,000
Convention Center and Public Events Facilities	20,700,000
Parks and Community Services Projects	11,800,000
Fire Services Projects	4,800,000
Library Services Projects	<u>2,700,000</u>
<b>Total Bond Program:</b>	<b>\$120,000,000</b>

An aggressive four-year implementation schedule was developed for initiation or completion of each of the projects approved, and many have been completed. However, some of the funds allotted for specific projects in the bond program have proven inadequate; at the same time, some other capital projects have materialized since the passage of the 1998 Bond Program. As a result, initiation of some of the 1998 projects was extended to a six-year implementation schedule to fiscally accommodate these needs. At the same time, the City Council authorized a \$45M certificate of obligation program to fund these underfunded 1998 Capital Improvement Program projects, as well as to address some other unfunded capital projects.

The City Council has authorized the development of a 2004 Capital Improvement Program for a February 7, 2004, election date. The Bond formulation process includes the following phases:

- Departmental Needs Assessment;
- Council Feedback and Input;
- Citizens' Input meetings;
- Reporting Results of Citizen Input to Capital Improvements & Infrastructure Committee;

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- City Manager's Office Recommendations to Capital Improvements & Infrastructure Committee;
- Capital Improvements & Infrastructure Committee recommendations to Mayor/Council;
- Special Council Workshops for Mayor and City Council adoption of bond package;
- Final Public Input Meeting;
- Council Adoption of Final Capital Improvements Program Package and Calling For & Ordering an Election;
- and
- Public Awareness.

The proposed bond program would be an affordable bond package and responsive enough to the community's diverse needs that virtually every neighborhood will benefit from the program.



## STREET AND DRAINAGE IMPROVEMENTS

Primarily funded from the proceeds of Street Improvement bonds approved in 1998 (indicated below as "CIP") , these projects include improvements to traffic flow throughout the City, improvements and/or construction of sidewalks, drainage systems, neighborhood streets, thoroughfares, collectors, traffic signals, and storm drains.

## Neighborhood Streets Rehabilitation Program

Improvements will be made to the following neighborhood streets:

PROJECT:	Limits:	Total Project Funding:	Funding Source:	Projected Award Date:	Projected Completion Date:	Annual Operating Impact:
28TH	Macie to Kearney	\$328,770	98 CIP	24-Sep-02	30-Jan-04	NA
28TH	Sherman to Titus	200,070	98 CIP	24-Sep-02	30-Jan-04	NA
ALGERITA	Trentman to Miller	163,800	98 CIP	22-Oct-02	1-Dec-03	NA
BOURINE	Curzon to W Rosedale	169,650	98 CIP	19-Nov-02	1-Apr-04	NA
BROOKLINE	Trentman to Algerita	136,890	98 CIP	22-Oct-02	1-Dec-03	NA
COLONIAL	Grapewood to Race	87,750	98 CIP	22-Oct-02	15-Jun-04	NA
FOARD	Martin to Hardeman	678,600	98 CIP	3-Sep-02	1-Dec-03	NA
GRACE	Springdale to NE 28th St	269,100	98 CIP	23-Apr-02	15-Jun-04	NA
KNOX W	Miller to Schakleford	339,300	98 CIP	23-Aug-02	1-Jun-04	NA
MERRICK	50' N of Diaz to Locke	386,100	98 CIP	27-Aug-02	1-Apr-04	NA
MODLIN	Belle to Dead End	210,600	98 CIP	20-Aug-02	15-Dec-03	NA
N CHANDLER	McLemore to Yucca	339,300	98 CIP	23-Apr-02	15-Jun-04	NA
RACE STREET	Riverside to Fairview	234,000	98 CIP	23-Apr-02	15-Jun-04	NA
THOMAS	El Campo to Dead End	<u>180,180</u>	98 CIP	20-Aug-02	15-Dec-03	NA
	TOTAL:	\$3,724,110				

## STREET AND DRAINAGE IMPROVEMENTS (cont.)

PROJECT:	Total Project Funding:	Funding Source:	Projected Award Date:	Projected Completion Date:	Annual Operating Impact:
Streets and Storm Drainage Projects (Excluding Neighborhood Street Projects)					
Amanda Av (Rosedale/Ramey, pending additional funding in 2004 CIP to have full reconstruction)	\$120,000	98 CIP	2003	2006	N/A
Bailey's Industrial (pending design approval from FEMA and Trinity River Vision progress)	970,000	98 CIP	N/A	N/A	N/A
Dry Branch Creek Drainage Improvements - Phase II, 98 CIP: \$280,000	3,500,000	98 CIP	Summer-02	2004	N/A
Sylvania Av (Riverside/500 fr North)	<u>188,000</u>	98 CIP	Spring-03	Dec-03	N/A
TOTAL:	\$4,778,000				
Other Related Projects					
STREET LIGHTS - Various Projects as identified	\$135,000	98 CIP	Various	Various	\$10,000
TRAFFIC SIGNALS - Various Projects as identified	1,000,000	98 CIP	Various	Various	\$30,000
SIDEWALK PROGRAM - Various Projects as identified	<u>465,000</u>	98 CIP & GF	Various	Various	\$50,000
TOTAL:	\$1,600,000				

## Regional Thoroughfare and Arterial Projects

Some of these projects are jointly funded by state and federal sources with some City participation.

PROJECT:	Total Project Funding:	Funding Source:	Projected Award Date:	Projected Completion Date:	Annual Operating Impact:
ALTAMESA BLVD (Vegas/McCart)	\$668,000	98 CIP	Jul-03	2004	N/A
BELLAIRE DRIVE SOUTH - (Western Terminus to Bryant Irvin Rd) (PROJECT ON HOLD pending decisions regarding connection to SH-121T)	3,040,000	98 CIP	N/A	N/A	N/A
BERRY STREETSCAPE - Detailed design developed for 4 priority corridor project areas. Federal / State contribution: \$2,679,840.	4,179,840	98 CIP Federal & State Funds	May-03	Mar-05	N/A
EVANS AVENUE - Reconstruction with urban design elements. Funding includes: Water Sewer Operating Fund, Council Undesignated Funds and Certificate of Obligation Funds. EDA contribution: \$1,200,000; CDBG contribution: \$443,000.	2,113,000	City, CDBG, & EDA Funds	Jan-02	Oct-03	N/A
HENDERSON UNDERPASS - Street underpass of Union Pacific Railroad at relocated Interstate 30. Environmental Assessment currently being prepared by consultant for TxDOT approval. Federal contribution: \$1,526,430; Estimated project costs exceed available funding, and additional sources are being examined.	2,626,430	98 CIP & Federal Funds	Jul-03	Dec-04	N/A

## STREET AND DRAINAGE IMPROVEMENTS (cont.)

## Regional Thoroughfare and Arterial Projects

PROJECT:	Total Project Funding:	Funding Source:	Projected Award Date:	Projected Completion Date:	Annual Operating Impact:
LANCASTER CORRIDOR - Corridor redevelopment after removal of the Interstate 30. Federal / State contribution: \$12,922,000.	16,459,000	98 CIP, Cert. Of Oblig., Federal & State Funds	Jan-03	Jan-04	N/A
NORTH MAIN LINKAGE - Design for three pilot projects in corridor. Federal / State contribution: \$2,632,960.	4,663,960	98 CIP Federal & State Funds	Nov-02	Nov-03	N/A
NORTH TARRANT PARKWAY - Construction of four-lane divided roadway from US377 to IH-35W in Northeast Fort Worth.	10,638,982	Cert. Of Oblig. & TxDOT	Dec-02	Dec-04	N/A
RIVERSIDE DRIVE (US 287 to Rosedale)	150,000	98 CIP	2002	Dec-03	N/A
RIVERSIDE DRIVE (I-30 to US 287)	800,000	98 CIP	2002	Dec-04	N/A
WEST ROSEDALE (from Forest Park Blvd to Main St) - Widening to six lanes. Federal / State contribution: \$10,500,000. (Construction pending approval of additional funds for project in 2004 CIP Bond election)	21,000,000	93 CIP, Cert. Of Oblig., Fed. & State Funds	Feb-02	Sep-04	N/A
EAST ROSEDALE (from Main St to IH/35W) - Widening to six lanes. TxDOT construction began in December, 2001.	6,953,950	Federal Funds	Dec-01	Dec-03	N/A
VICKERY BOULEVARD (Henderson St. to Main St.) Four-lane divided roadway. 98CIP: \$1,865,997	1,865,997	98 CIP	July-03	July-04	N/A
GRANBURY ROAD/WABASH AVENUE/TRAIL LAKE DRIVE/SEMINARY DRIVE CORRIDOR IMPROVEMENTS - Construction of corridor and improvements to roadways, and relocation of water and sewer lines. Federal contribution: \$3,366,392.	<u>5,906,463</u>	Cert. Of Oblig., Surplus Sp. Asse Pavg & Federal Funds	Jun-02	Feb-04	N/A
TOTAL:	\$81,065,622				

## STREET AND DRAINAGE IMPROVEMENTS (cont.)

Planning Underway for Future: FY 2002-03

Major Street Projects (estimated dates)

PROJECT:	Total Project Funding:	Funding Source:	Projected Award Date:	Projected Completion Date:	Annual Operating Impact:
SOUTHWEST PARKWAY - Continuation from Interstate 30 to City of Cleburne. Public meetings held in June, November, and December 2001; City Council approved an M&C for project planning and design services with Prime Strategies, Inc. on March 5, 2002. City's Locally Preferred Alternative selected in February 2003 and presented at the Public Hearing on the Environmental Impact Statement held on April 22, 2003. \$20 million was approved for this project from IH30 to US 67 in Transportation Equity Act Funds for the 21st Century (TEA 21); \$500,000 98 CIP; \$500,000 93 CIP. (Construction pending approval of project in 2004 Bond election)			Dec-05	Dec-07	
EAST ROSEDALE (from US287 to IH820) - Widening six lanes. STP-MM Federal \$6,077,121; NHS-MOB Federal \$3,000,000; TxDOT \$400,000; City \$2,109,280.			TBD	TBD	

## PARKS AND COMMUNITY SERVICES IMPROVEMENTS

These projects include renovating, upgrading, and enlarging existing park and community service facilities, as well as the construction of new facilities, in selected areas of the City. They are funded primarily from the proceeds of Parks and Community Services Capital Improvements Program (CIP) bonds and other sources to include:

GF - General Fund  
 CIP - Capital Improvements Program  
 CDBG - Community Development Block Grant Funds  
 PDF - Park Development Fees  
 STEP - Statewide Transportation Enhancement Program Grant  
 UPARR - Urban Park and Recreation Recovery Program Grant

PROJECT:	Total Project Funding:	Funding Source:	Projected Award Date:	Projected Completion Date:	Annual Operating Impact:
Arneson Park - Playground Renovation	\$89,285	UPARR/CDBG	30-Nov-03	31-May-04	\$2,379
Meadowood Park - Playground Renovation	89,285	UPARR/CDBG	30-Nov-03	31-May-04	\$2,379
Capps Park - Playground renovation	89,285	UPARR/CDBG	30-Nov-03	31-May-04	\$2,379
Greenway Park - Playground Renovation	89,285	UPARR/CDBG	30-Nov-03	31-Mar-04	\$2,379
Stephens Park - Playground Renovation	89,285	UPARR/CDBG	30-Nov-03	31-May-04	\$2,379
Village Creek Park - Playground Renovation	89,285	UPARR/CDBG	30-Nov-03	31-May-04	\$2,379
Fairfax Park - Playground Renovation	89,285	UPARR/CDBG	30-Nov-03	31-May-04	\$2,379
Rosen Park - Playground Renovation	89,285	UPARR/CDBG	30-Nov-03	31-May-04	\$2,379
Greenbriar Park - Playground Renovation	89,285	UPARR/CDBG	30-Nov-03	31-May-04	\$2,379
Far Northside Park - Playground Renovation	89,285	UPARR/CDBG	30-Nov-03	31-May-04	\$2,379
Crestwood Park - Playground Renovation	89,285	UPARR/CDBG	30-Nov-03	31-May-04	\$2,379
Lirwood Park - Playground Renovation	89,285	UPARR/CDBG	30-Nov-03	31-Mar-04	\$2,379
Jeff Davis Park - Playground Renovation	89,285	UPARR/CDBG	30-Nov-03	31-May-04	\$2,379
Normandy Place Park - Playground Renovation	89,285	UPARR/CDBG	30-Nov-03	31-May-04	\$2,379
Pate Park - Playground Renovation	83,333	CDBG	31-Jul-03	31-Dec-03	\$2,379
Martin Luther King Park - Playground Renovation	83,333	CDBG	31-Jul-03	31-Dec-03	\$2,379
Carter Park North - Playground Renovation	83,334	CDBG	31-Jul-03	31-Dec-03	\$2,379
Botanic Garden- Greenhouse Relocation	830,049	86-98 CIP/ Lease Revenue	31-Oct-03	30-Sep-04	\$30,000
Trinity Trail Extension- 1.7 Miles of trail (Phase III)	1,035,384	STEP	NA	31-Dec-03	\$20,623
Southwest Community Park - Phase I Development	750,000	86 CIP	28-Feb-04	31-Aug-04	\$60,000
Near Eastside / Lancaster - Park Development	50,000	CDBG	28-Feb-04	31-May-04	\$5,000
Crossing at Fossil Creek Park - Development	92,796	PDF	31-Jan-04	30-Jun-04	\$5,000
Handley Park - Playground Renovation	<u>75,000</u>	GF	28-Feb-04	31-May-04	\$2,379
<b>TOTAL:</b>	<b>\$4,333,219</b>				

## MAJOR PROJECTS AND FACILITIES IMPROVEMENTS

These projects include new construction, improvements, renovations, and expansion of major City facilities and other improvement projects in various areas. They are funded by various improvement bonds.

PROJECT:	Total Project Funding:	Funding Source:	Projected Award Date:	Projected Completion Date:	Annual Operating Impact:
FIRE STATION #8 (Rosedale & 12th Ave): Construction of new three company, four-bay station to replace existing Fire Station #8 which will be relocated in association with the Rosedale widening project. Estimated City cost \$2.3M. (Relocation pending approval of project funds in 2004 Bond election)	\$3,500,000	Cert. of Oblig./TxDOT / Land Sale	Jan-03	TBD	N/A
FIRE STATION #38 (Alliance Corridor): Construction of new two-bay station to serve growing population.	1,800,000	98 CIP	Summer 2003	Spring 2005	\$900,000
GUINN MEDTECH CENTER: Renovation of old Guinn School to house incubator for medically-oriented companies.	1,900,500	LDC / HUD	June-02	Jan-04	N/A
HYDE PARK: Transit-oriented civic square at ninth and Throckmorton Streets. Federal contribution: \$1.6M FTA appropriation and \$1.184M /cmaq grant, both awarded to the "T". The City and the "T" share local matching funds totaling \$348,000 each.	3,480,000	FTA / Cert. of Oblig.	Aug-03	June-06	N/A
BOTANIC GARDEN GREENHOUSE: development of greenhouse area, staff and volunteer area, and parking area.	830,049	86 & 98 CIP/ lease revenue	Oct-03	Sep-04	\$30,000
WESTERN COMMUNICATIONS TOWER: Construction of new communications tower in western segment of City to support public safety service for Lake Country Estates area, general western segment of Fort Worth to the Parker County line, and the City's ETJ in northwest Tarrant Co.; extension of existing public safety trunked radio system.	5,200,000	CCPD / Cert. of Oblig.	Winter 2003	Summer 2004	N/A
FORT WORTH CONVENTION CENTER: Renovation/expansion of the existing facility to broaden convention services. Mechanical issues; public art project and close out.	<u>2,000,000</u>	98 CIP / Cert. of Oblig.	Oct-01	Sep-04	N/A
TOTAL:	\$18,710,549				

## AVIATION IMPROVEMENTS

These projects include improvements and expansion of general aviation facilities at Meacham, Spinks, and Alliance Airports. Projects are generally funded from the proceeds of airport improvement bonds, general obligation bonds, and other sources to include:

ACIP - Aviation Capital Improvement Project Fund  
 FAA/AIP - Federal Aviation Administration - Airport Improvement Project Grant  
 CPRF - Capital Projects Reserve Fund  
 TXDOT/ACIP - Texas Department of Transportation "Pass-Through" FAA AIP Grant

PROJECT:	Total Project Funding:	Funding Source:	Projected Award Date:	Projected Completion Date:	Annual Oper. Impact:
Meacham Noise Mitigation - Phase IV	\$5,700,000	FAA/CPRF	Sep-02	Oct-04	N/A
Alliance Runway Extension	11,000,000	FAA/ACIP	Sep-02	Oct-05	N/A
Meacham Airport Master Plan Update	388,890	FAA/TxDOT	Nov-02	Oct-03	N/A
Spinks Airport Master Plan Update	228,580	FAA/TxDOT	Nov-02	Oct-03	N/A
Spinks Air Traffic Control Tower	1,000,000	FAA/TxDOT	Jan-03	Oct-04	N/A
Passenger Enplanement Entitlement	<u>715,000</u>	FAA/TxDOT	Aug-03	Dec-03	N/A
TOTAL:	\$19,032,470				

## WATER AND WASTEWATER IMPROVEMENTS

## Water Projects

These projects include the construction, expansion, and upgrading of water treatment facilities, transmission lines, pump stations, and storage facilities. They are funded generally from the proceeds of several sources to include:

OB - Operating Budget (cash financing)

CP- Commercial Paper (eventually converted to Water and Sewer revenue bonds)

PROJECT:	Total Project Funding:	Funding Source:	Projected Award Date:	Projected Completion Date:	Annual Oper. Impact:
Water /Street Maintenance Related Projects	\$15,952,332	OB	Oct-03	Sep-04	N/A
Fort Worth Medical District (Holly Pressure Plane) Water Distribution System Improvements, Baylor All Saints Phase Units I & II	3,646,500	OB	Feb-04	Sep-05	N/A
Fort Worth Medical District (Southside II) Water Distribution System Improvements, John Peter Smith Phase Unit I & II	3,256,000	OB	Mar-04	Sep-05	N/A
Water Vulnerability Assessment Plan Improvements	2,523,000	OB	May-04	Sep-06	N/A
Cyber Vulnerability Assessment Plan Improvements (Communication Security Improvement - Fiber Optic Network)	85,000	OB	May-04	Sep-05	N/A
Walsh Ranch 24/30-Inch Westside IV Water Line and Tank, Phase I	6,200,000	CP	Sep-04	Apr-06	N/A
Rolling Hills Water Treatment Plant High Service Pump Station, Phase IV	6,300,000	CP	Mar-04	Sep-06	N/A
Rolling Hills Water Treatment Plant Expansion From 160 To 200 Mgd, Phase IV	11,000,000	CP	Mar-04	Sep-06	N/A
Mccart St. Pump Station	2,948,600	CP	Dec-03	Nov-04	N/A
5 Mg Ground Storage At McCart Pump Station	1,150,000	CP	Dec-03	Nov-04	N/A
16-Inch Water Line In Risinger From From Crowley Rd.to Como Pump Station Expansion	250,000	CP	Oct-03	Jun-04	N/A
Trinity Blvd. 36-Inch Water Extension From Greenbelt Rd to HWY 360	1,390,000	CP	Jul-04	Jun-05	N/A
NS II 54-Inch Main From Cantrell Sansom Pump Station To Harmon Road	5,000,000	CP	Jun-04	Sep-05	N/A
NS II 54-Inch Main From Cantrell Sansom Pump Station To Harmon Road	6,750,000	CP	Oct-03	Nov-05	N/A
Holly 54-Inch Main From Northside Drive To Northside Pump Station, Phase I	5,000,000	CP	Oct-03	Mar-05	N/A
Design: SH121T Water Main	1,000,000	CP	Mar-04	Jul-05	N/A
Bonds Ranch 36-Inch Water Main	<u>1,500,000</u>	CP	Jun-04	Sep-05	N/A
TOTAL:	\$73,951,432				



## WATER AND WASTEWATER IMPROVEMENTS (Cont.)

## Wastewater Projects

These projects include the construction, expansion, and upgrading of wastewater treatment facilities, collection mains, and lift stations. They are funded generally from the proceeds of several sources to include:

OB - Operating Budget (cash financing)

CP - Commercial Paper (eventually converted to Water and Sewer revenue bonds)

SRLF - Texas Water Development Board State Revolving Loan Fund Program

PROJECT:	Total Project Funding:	Funding Source:	Projected Award Date:	Projected Completion Date:	Annual Oper. Impact:
Wastewater /Street Maintenance Related Projects	\$7,992,798	OB	Oct-03	Sep-04	N/A
Drainage Area M-189 Improvements, Clear Fork Part 1	1,500,000	OB	Nov-03	Nov-04	N/A
Drainage Area M-286 Improvements, Clear Fork Part 2	1,250,000	OB	Mar-04	Dec-04	N/A
Septic Tank Removal For South Seminary Addition	2,006,940	OB	Aug-04	Dec-05	N/A
Septic Tank Removal For Broadmoor Addition	1,112,510	OB	Sep-04	Jul-05	N/A
E. 7Th. St. Deep Tunnel Sewer From Commerce Street To Main Street	3,750,000	OB	Apr-04	Sep-04	N/A
Cyber Vulnerability Assessment Plan Improvements (Communication Security Improvement - Fiber Optic Network)	85,000	OB	May-04	Sep-05	N/A
Wastewater Vulnerability Assessment Plan Improvements	509,000	OB	May-04	Sep-05	N/A
Village Creek Wastewater Treatment Plant, Siphon	2,700,000	CP	Mar-04	Apr-05	N/A
Wastewater Diversion East of Eagle Mountain Lake To Big Fossil Creek Drainage Area	5,000,000	CP	Jan-04	Aug-04	N/A
Wholesale Wastewater Customer Meter Stations	750,000	CP	Oct-03	Mar-04	N/A
Woodvale Sewer Line Extension	600,000	CP	Sep-04	Sep-05	N/A
Low Pressure Sewer System South Shore of Lake Worth	1,000,000	CP	Sep-04	Sep-05	N/A
Walsh Ranch Sewer, Phase I	7,000,000	CP	Sep-04	Apr-06	N/A
Sanitary Sewer M-244 Parallel Relief Sewer (Rush Creek)	<u>13,000,000</u>	SRLF	Aug-04	Mar-05	N/A
TOTAL:	\$48,256,248				

# **WATER AND SEWER FUND**

**FUND STATEMENT****FUND:****WATER AND SEWER FUND**

The Water and Sewer Fund is an Enterprise Fund that has responsibility for providing water and wastewater services to residential, commercial, industrial and wholesale customers. It serves approximately 800,000 people in Fort Worth and 29 surrounding communities by providing more than 220 million gallons of water for use everyday.

The Water and Sewer Fund provides resources for two separate departments: Water and Wastewater. Water and wastewater services are billed separately to more accurately capture the cost of each service. However, the departments share an administrative staff and many of the employees are partially expensed to both departments.

Operations are completely financed through fees for services. In addition, debt is issued for larger capital projects. Capital improvement projects have been the primary cause of recent significant debt service increases experienced by the fund. Capital projects to improve and expand infrastructure related to growth, replace aging infrastructure in older portions of the system, and upgrade technology in water treatment plants will continue to add to debt service requirements in the future. Additionally, the purchase of raw water and contractual services continues to rise moderately on an annual basis.

**FORT WORTH**



**WATER AND SEWER FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

Utility Income	\$224,680,056
Connections and Extensions	2,689,000
Revenue from the Use of Money and Property	1,623,100
Other Revenue	<u>10,706,558</u>
<b>TOTAL REVENUE</b>	<b>\$239,698,714</b>

**EXPENDITURES:**

Personal Services	\$39,765,746
Supplies	11,359,825
Contractual Services	<u>112,191,990</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$163,317,561</b>

**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	\$2,233,512
Debt Service	<u>74,147,641</u>
<b>TOTAL DEBT SERVICE AND CAPITAL OUTLAY</b>	<b>\$76,381,153</b>
<b>TOTAL EXPENDITURES</b>	<b>\$239,698,714</b>

**PROJECTED  
FY2003-04 CASH FLOW  
WATER AND SEWER FUND**

CASH BALANCE AT 9/30/03 *	<b>\$26,703,903</b>
LESS: USE OF RETAINED EARNINGS	0
ADJUSTED CASH BALANCE	<b>\$26,703,903</b>
PLUS: ESTIMATED CASH RECEIPTS	
SALES OF WATER/WASTEWATER SERVICE	\$224,680,056
CONNECTIONS AND EXTENSIONS	2,689,000
USE OF MONEY AND PROPERTY	1,623,100
OTHER REVENUE	<u>10,706,558</u>
ESTIMATED TOTAL CASH RECEIPTS IN FY2003-04	<b>\$239,698,714</b>
LESS: ESTIMATED CASH DISBURSEMENTS	
PERSONNEL COSTS	(\$39,765,746)
MATERIALS AND SUPPLIES	(11,359,829)
CONTRACTUAL PAYMENTS	(112,191,990)
CAPITAL OUTLAY PURCHASES	(2,233,512)
DEBT SERVICE	<u>(74,147,641)</u>
ESTIMATED CASH DISBURSED IN FY2003-04	<b>(\$239,698,718)</b>
20% RESERVE REQUIREMENT **	(27,002,718)
Plus: Unrealized Gain ***	<u>128,759</u>
ESTIMATED AVAILABLE CASH AT 9/30/04	<b>(\$170,060)</b>

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

\*\* Excludes rehabilitation projects, capital outlays, and debt service from 20% calculation

\*\*\* The increase in the market value of the City's investment portfolio that has not been turned into cash

**COMPARISON OF WATER AND SEWER FUND  
WATER EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Water Administration	\$1,694,635	\$2,399,505	\$2,032,538	\$2,038,636	\$1,961,486
Education	203,420	382,840	301,626	302,531	257,256
Raw Water Purchases	31,458,687	34,508,606	35,234,931	35,340,636	35,841,203
Engineering	765,369	708,333	851,475	854,029	1,059,345
Laboratory Services	935,690	1,030,592	1,202,264	1,205,871	1,052,709
Customer Service	5,369,352	7,342,679	7,398,792	7,420,988	7,727,278
Production	18,159,965	16,894,270	18,894,805	18,951,489	18,295,837
Pretreatment	156,637	219,219	289,951	290,821	292,599
Field Operations	10,545,276	11,112,834	11,024,246	11,057,319	10,817,936
Bonded Debt Service	23,603,217	18,853,446	22,054,946	22,054,946	31,849,541
Non-Departmental	<u>29,052,162</u>	<u>31,805,719</u>	<u>23,182,990</u>	<u>23,252,539</u>	<u>24,836,316</u>
<b>TOTAL</b>	\$121,944,410	\$125,258,043	\$122,468,564	\$122,769,804	\$133,991,506

**COMPARISON OF WATER AND SEWER FUND  
WASTEWATER EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Sewer Administration	\$1,295,090	\$1,751,693	\$1,817,977	\$1,927,056	\$1,977,779
Education	127,110	149,686	249,167	264,117	206,475
Engineering	883,043	916,020	1,060,693	1,124,335	1,161,253
Laboratory Services	1,076,793	997,393	1,169,218	1,239,371	1,336,799
Customer Service	2,604,759	3,134,070	2,792,034	2,959,556	2,954,539
Treatment	20,175,751	16,611,631	18,635,750	19,753,895	19,504,000
Pretreatment	843,026	961,077	957,654	1,015,113	940,681
Field Operations	9,550,168	10,303,998	10,724,698	11,368,180	10,598,489
Bonded Debt Service	34,117,827	38,777,852	39,599,836	39,599,836	42,298,100
Non-Departmental	<u>35,926,013</u>	<u>34,474,492</u>	<u>22,068,185</u>	<u>23,392,276</u>	<u>24,729,093</u>
<b>TOTAL</b>	\$106,599,580	\$108,077,912	\$99,075,212	\$102,643,734	\$105,707,208



**COMPARISON OF WATER AND SEWER FUND  
WATER REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Utility Income					
Water Service Revenue	\$77,474,686	\$76,199,806	\$88,124,249	\$85,932,676	\$97,766,191
Water Contracts	<u>25,554,964</u>	<u>23,700,217</u>	<u>25,886,538</u>	<u>26,707,010</u>	<u>27,401,830</u>
Sub-Total	103,029,650	99,900,023	114,010,787	112,639,686	125,168,021
Connections and Extensions					
Water Taps	\$628,609	\$507,314	\$400,000	\$541,523	\$524,000
Water Extensions	<u>489,295</u>	<u>1,009,935</u>	<u>600,000</u>	<u>1,212,786</u>	<u>1,300,000</u>
Sub-Total	\$1,117,904	\$1,517,249	\$1,000,000	\$1,754,309	\$1,824,000
Use of Money and Property					
Interest on Investments	\$1,230,120	\$809,939	\$1,253,520	\$582,599	\$853,658
Sale of Land	1,310,310	81,690	20,000	721,559	20,000
Salvage Sales	<u>4,082</u>	<u>3,566</u>	<u>2,300</u>	<u>4,896</u>	<u>2,300</u>
Sub-Total	\$2,544,512	\$895,195	\$1,275,820	\$1,309,054	\$875,958
Interdepartmental Charges					
Waste Disposal Billings	<u>\$196,246</u>	<u>\$0</u>	<u>\$185,000</u>	<u>0</u>	<u>\$0</u>
Sub-Total	\$196,021	\$196,246	\$185,000	\$177,600	\$185,000
Other Revenue					
Impact Fees	\$2,050,527	\$2,050,527	\$4,550,527	\$4,550,527	\$4,550,527
Bad Debts Recovered	170,498	269,360	100,000	126,614	125,000
Miscellaneous Revenues	1,225,099	1,459,327	1,382,745	1,542,410	1,400,000
Tower Leases	<u>113,263</u>	<u>15,823</u>	<u>48,000</u>	<u>51,000</u>	<u>48,000</u>
Sub-Total	\$3,559,387	\$3,795,027	\$6,081,272	\$6,270,551	\$6,123,527
Total Water Revenues	\$110,447,087	\$106,205,617	\$122,552,879	\$122,062,400	\$134,084,006
Use of Retained Earnings				\$791,072	
Total Planned Water Revenue	\$110,447,087	\$106,205,617	\$122,552,879	\$122,853,472	\$134,084,006

**COMPARISON OF WATER AND SEWER FUND  
SEWER REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Utility Income					
Sewer Service Revenue	\$66,138,781	\$69,742,574	\$74,575,109	\$72,907,856	\$80,775,285
Sewer Contracts	<u>17,422,852</u>	<u>18,939,605</u>	<u>19,748,223</u>	<u>16,764,637</u>	<u>18,736,750</u>
Sub-Total	<u>\$83,561,633</u>	<u>\$88,682,179</u>	<u>\$94,323,332</u>	<u>\$89,672,493</u>	<u>\$99,512,035</u>
Connections and Extensions					
Sewer Taps	\$296,556	\$276,642	\$184,915	\$312,900	\$320,000
Sewer Extensions	<u>215,351</u>	<u>598,604</u>	<u>400,000</u>	<u>519,318</u>	<u>545,000</u>
Sub-Total	<u>\$511,907</u>	<u>\$875,246</u>	<u>\$584,915</u>	<u>\$832,218</u>	<u>\$865,000</u>
Use of Money and Property					
Interest on Investments	\$931,313	\$599,934	\$1,100,000	\$441,303	\$746,342
Salvage Sales	<u>13,962</u>	<u>119,953</u>	<u>800</u>	<u>50,475</u>	<u>800</u>
Sub-Total	<u>\$945,275</u>	<u>\$719,887</u>	<u>\$1,100,800</u>	<u>\$491,778</u>	<u>\$747,142</u>
Interdepartmental Charges					
Waste Disposal Billings	<u>\$196,246</u>	<u>\$0</u>	<u>\$185,000</u>	<u>\$0</u>	<u>\$0</u>
Sub-Total	<u>\$196,246</u>	<u>\$0</u>	<u>\$185,000</u>	<u>\$0</u>	<u>\$0</u>
Other Revenue					
Impact Fees	\$1,821,314	\$1,821,314	\$2,421,314	\$4,016,314	\$4,016,663
Industrial Waste Monitor	290,308	309,737	271,933	342,805	332,000
Resale of Treated Waste	70,118	47,934	79,368	17,998	79,368
Liquid Waste Program	33,425	38,820	31,500	35,970	50,000
Bad Debts Recovered	35,825	72,932	45,000	51,126	45,000
Miscellaneous Revenue	107,982	83,894	55,000	272,651	55,000
Tower Leases	<u>5,929</u>	<u>405</u>	<u>5,000</u>	<u>3,153</u>	<u>5,000</u>
Sub-Total	<u>\$2,364,901</u>	<u>\$2,375,036</u>	<u>\$2,909,115</u>	<u>\$4,740,017</u>	<u>\$4,583,031</u>
Total Sewer Revenues	<u>\$87,579,962</u>	<u>\$92,652,348</u>	<u>\$99,103,162</u>	<u>\$95,736,506</u>	<u>\$105,707,208</u>
Use of Retained Earnings				\$6,904,494	
Total Planned Sewer Revenue	<u>\$87,579,962</u>	<u>\$92,652,348</u>	<u>\$99,103,162</u>	<u>\$102,641,000</u>	<u>\$105,707,208</u>

## DEPARTMENTAL BUDGET SUMMARY

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
WATER	PE45/0601000:0609020

**SUMMARY OF DEPARTMENT RESPONSIBILITIES:**

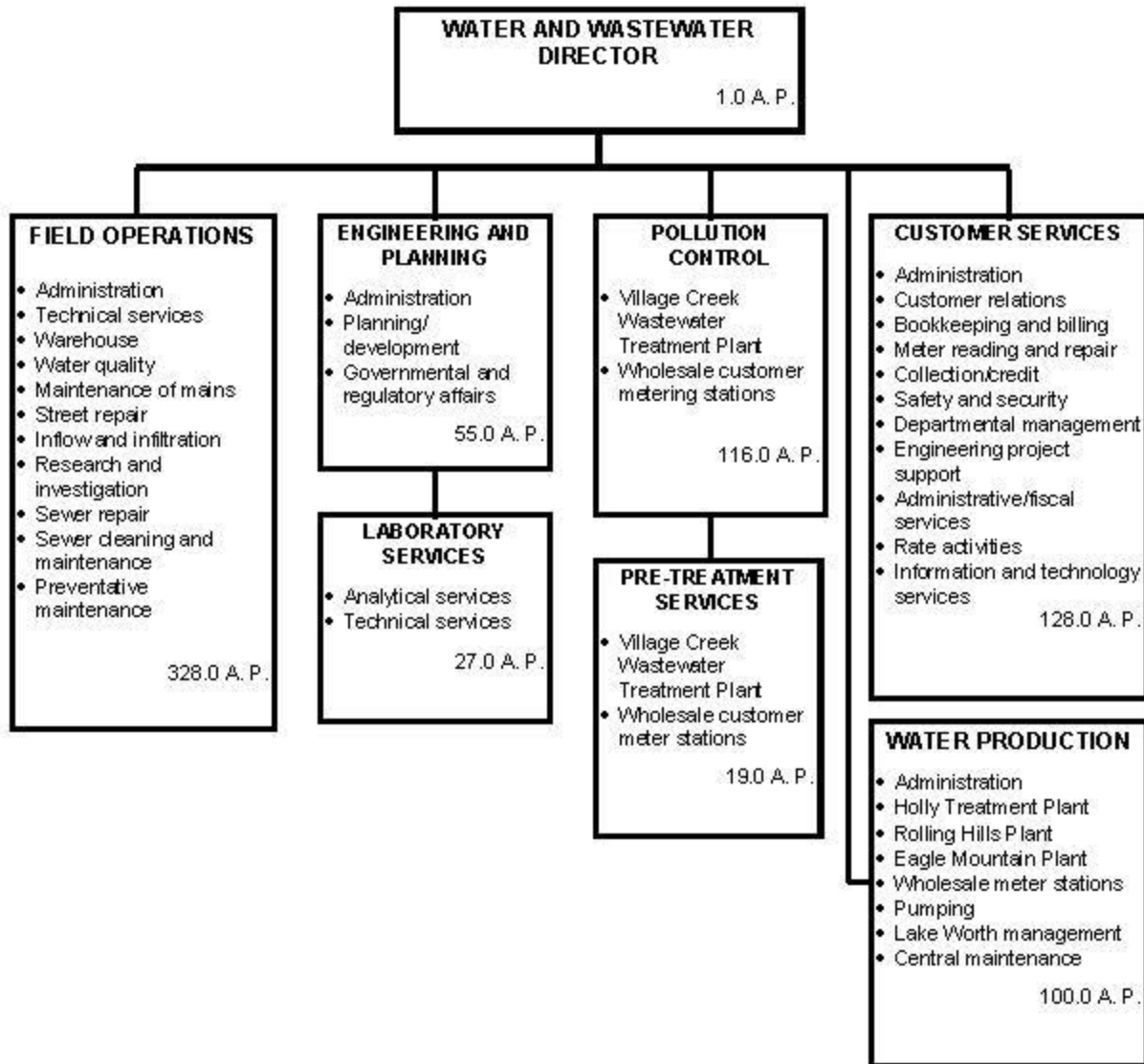
The Water Department is responsible for providing safe, clean drinking water to Fort Worth residents and customer cities. The department's Customer Services Division performs billing functions for water, sewer, and refuse collection services, processes orders for new services, collects delinquent payments, and investigates complaints. The Division also is responsible for coordinating the department's internal and external communications. The City plans requirements for raw water to be sold to citizens and customer cities in the Raw Water Purchase Division.

The Engineering Division coordinates with the Engineering Department on water-related projects and performs in-house engineering work. In addition, the division serves as the departmental liaison on all intergovernmental issues. The division also is responsible for coordinating administrative functions for the department, conducting various in-service training programs for departmental employees, preparing budget requests, compiling reports and information on operations, and information technology services.

Technical support and laboratory analysis for all other divisions are provided by the Laboratory Services Division. The Water Production Division treats and distributes a safe water supply to meet customer needs. The maintenance and construction of the water distribution system is performed by the Water Field Operations Division.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 17,662,039	\$ 19,386,927	\$ 19,919,096	\$ 19,919,096
<b>Supplies</b>	8,376,432	7,173,601	7,162,058	7,162,058
<b>Contractual</b>	78,306,850	71,826,996	73,582,342	73,582,342
<b>Capital Outlay</b>	2,059,276	2,026,094	1,478,468	1,478,468
<b>Debt Service</b>	18,853,446	22,054,946	33,849,541	31,849,541
<b>Total Expenditures</b>	\$ 125,258,043	\$ 122,468,564	\$ 135,991,506	\$ 133,991,506
<b>Authorized Positions</b>	370.00	393.00	392.00	392.00

I-10  
**WATER AND SEWER - 774.0 A. P.**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> WATER AND WASTEWATER		<b>FUND/CENTER</b> PE45/0601000:0709020	
<b>CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED</b>			
<b>2002-03 ADOPTED:</b>	\$221,543,775	<b>A.P.</b>	774.00
<b>2003-04 ADOPTED:</b>	\$239,698,714	<b>A.P.</b>	774.00
<p>A) The budget increases by \$12,492,859 for debt service related to expansion of the water and wastewater systems in the city. The majority of the increase (\$9,794,595) is for debt service related to expansion of the water system. The remaining \$2,698,264 in debt service is for the wastewater system.</p> <p>B) The budget increases by \$2,267,100 for electricity costs. These cost increases are related to rate increases, incomplete data in the past on possible savings at the Village Creek Wastewater Treatment Plant from new power systems, and higher usage by a new ozone water treatment system (the cost of which is offset by a decrease of (\$338,378) in water treatment chemicals).</p> <p>C) The budget increases by \$1,199,757 for cash-financed water and sewer projects throughout the city. These capital projects are included in the calculation of the debt coverage ratio, and thus increase as debt service costs increase.</p> <p>D) The budget increases by \$913,817 for contractual payments to the Trinity River Authority, which issues debt for the City on a case-by-case basis, and for increased usage and costs of raw water purchases.</p> <p>E) The budget increases by \$775,069 for increased transfers to the Property and Casualty Insurance Fund for cost increases associated with lawsuits and commercial insurance.</p> <p>F) The budget decreases by (\$715,033) for the purchase of motor vehicles, including specialized equipment. The department's FY2003-04 replacement plan is smaller than the previous year due to cost-saving efforts on the part of the department.</p> <p>G) The budget increases by \$663,957 for street rental payments to the City's General Fund. The Water and Sewer Fund, as a utility, pays the City 4% of its revenue for use of public street right of way.</p> <p>H) The budget increases \$528,242 for salary increases related to the compensation plan.</p> <p>I) The budget decreases by (\$518,199) for industrial waste charges, based on re-estimates.</p> <p>J) The budget decreases by (\$338,378) for water treatment chemicals, based on projected savings due to new ozone processes in the treatment of water.</p> <p>K) The budget decreases (\$321,000) due to the elimination of one-time funds in FY2002-03 for the rehabilitation of space in the Monroe Building occupied by the department.</p> <p>L) The budget increases by \$314,892 for Group Health cost increases for active and retired employees.</p> <p>M) The budget increases by \$300,000 for bad debt expenses, based on re-estimates and experience with the current economic downturn.</p>			

**FORT WORTH**



## DEPARTMENTAL OBJECTIVES AND MEASURES

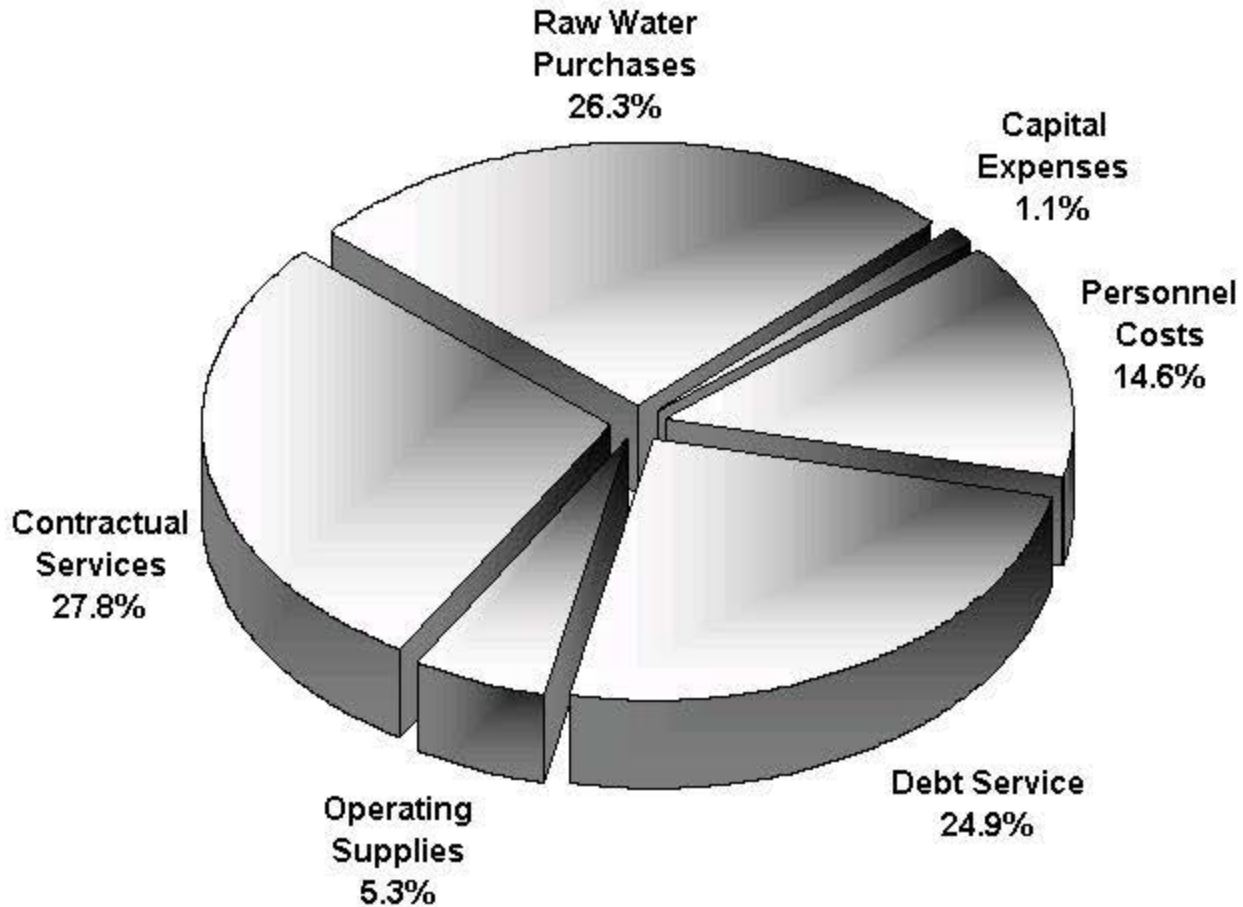
<b>DEPARTMENT:</b>			
<b>WATER</b>			
<b>DEPARTMENT PURPOSE</b>			
<p>To provide water service in an effective manner and meet all federal and state standards for the residents of Fort Worth and wholesale entities served on a contractual basis.</p>			
<b>FY2003-04 DEPARTMENTAL OBJECTIVES</b>			
<p>To ensure distribution of safe drinking water by meeting or exceeding local, state and federal requirements and ensuring 95 percent of pumps operational at any given time.</p>			
<p>To provide a timely, professional response to requests for service and complaints.</p>			
<p>To answer all calls within one minute to enhance citizen access to Customer Service Call Center.</p>			
<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Maintain .15 NTU or less in measured samples from finished water	95%	95%	95%
Corrosiveness of drinking water tap pH leaving plants 8.0 – 8.3.	NA	95%	95%
Resolve meter service investigations within 24 hours	NA	90%	87%
Provide final lab results in 7 days	92%	100%	92%
Repair main breaks/leaks in 10 days	90%	95%	99%
Answer customer calls within 1 minute	74%	80%	88%

**FORT WORTH**





# DISTRIBUTION OF EXPENDITURES WATER, FY2003-04



DIVISION	AMOUNT	PERCENT
Personnel Costs	\$19,919,096	14.6%
Operating Supplies	7,162,058	5.3%
Contractual Services	37,811,183	27.8%
Raw Water Purchases	35,771,159	26.3%
Capital Expenses	1,478,468	1.1%
Debt Service	<u>33,849,541</u>	<u>24.9%</u>
<b>Total</b>	<b>\$135,991,506</b>	<b>100.0%</b>

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT WATER DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE45	WATER AND SEWER FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>WATER ADMINISTRATION</u>								
0601000	WATER ADMINISTRATION	\$ 1,270,231	\$ 859,582	\$ 669,406	\$ 669,406	7.50	5.00	5.50	5.50
0601001	INFORMATION TECHNICAL SERVICES	1,129,274	1,172,956	1,292,080	1,292,080	4.00	5.00	6.00	6.00
	Sub-Total	<u>\$ 2,399,505</u>	<u>\$ 2,032,538</u>	<u>\$ 1,961,486</u>	<u>\$ 1,961,486</u>	<u>11.50</u>	<u>10.00</u>	<u>11.50</u>	<u>11.50</u>
	<u>EDUCATION</u>								
0601500	PUBLIC INFORMATION	\$ 382,840	\$ 301,626	\$ 257,256	\$ 257,256	1.50	1.50	1.50	1.50
	Sub-Total	<u>\$ 382,840</u>	<u>\$ 301,626</u>	<u>\$ 257,256</u>	<u>\$ 257,256</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
	<u>RAW WATER PURCHASE</u>								
0602000	RAW WATER PURCHASE	\$ 34,508,606	\$ 35,234,931	\$ 35,841,203	\$ 35,841,203	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 34,508,606</u>	<u>\$ 35,234,931</u>	<u>\$ 35,841,203</u>	<u>\$ 35,841,203</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>ENGINEERING</u>								
0602501	ENGINEERING ADMINISTRATION	\$ 255,759	\$ 358,076	\$ 412,306	\$ 412,306	1.50	1.50	2.00	2.00
0602502	PLANNING/DEVELOPMENT	362,830	390,718	416,891	416,891	6.50	6.50	7.50	7.50

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT WATER DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE45	WATER AND SEWER FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0602503	FACILITIES	64,936	102,681	98,386	98,386	3.00	3.00	2.00	2.00
0602504	LAKE WORTH	24,808	0	131,762	131,762	0.00	0.00	2.00	2.00
	Sub-Total	<u>\$ 708,333</u>	<u>\$ 851,475</u>	<u>\$ 1,059,345</u>	<u>\$ 1,059,345</u>	<u>11.00</u>	<u>11.00</u>	<u>13.50</u>	<u>13.50</u>
	<u>ENGINEERING - WATER</u>								
0603001	LABORATORY SER- VICES	\$ 1,030,592	\$ 1,202,264	\$ 1,052,709	\$ 1,052,709	13.50	13.50	13.50	13.50
	Sub-Total	<u>\$ 1,030,592</u>	<u>\$ 1,202,264</u>	<u>\$ 1,052,709</u>	<u>\$ 1,052,709</u>	<u>13.50</u>	<u>13.50</u>	<u>13.50</u>	<u>13.50</u>
	<u>CUSTOMER SERVICE- WATER</u>								
0604001	ADMINISTRATION	\$ 792,480	\$ 275,258	\$ 241,588	\$ 241,588	4.00	3.00	2.50	2.50
0604002	CUSTOMER SERVICES	708,062	723,168	729,588	729,588	14.00	15.50	15.50	15.50
0604003	BOOKKEEPING & BILL- ING	1,835,822	1,479,399	1,615,280	1,615,280	2.50	4.00	4.00	4.00
0604004	SATELLITE OFFICE	128,535	123,845	128,110	128,110	2.50	2.50	2.50	2.50
0604005	BUSINESS DEVELOP- MENT	59,702	2,920	0	0	1.00	0.00	0.00	0.00
0604006	SPECIAL METER ACTIVI- TIES	362,595	17,520	0	0	6.00	0.00	0.00	0.00
0604007	COLLECTIONS AND CREDIT	109,348	95,723	99,604	99,604	2.50	2.50	2.50	2.50

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT WATER DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE45 WATER AND SEWER FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0604008	WHOLESALE CUSTOMERS	76,189	59,606	56,073	56,073	1.50	1.00	1.00	1.00
0604009	METER SHOP	3,204,177	4,096,166	4,219,843	4,219,843	31.00	47.00	46.00	46.00
0604010	SAFETY AND SECURITY	65,769	525,187	637,192	637,192	1.50	12.50	13.00	13.00
	Sub-Total	<u>\$ 7,342,679</u>	<u>\$ 7,398,792</u>	<u>\$ 7,727,278</u>	<u>\$ 7,727,278</u>	<u>66.50</u>	<u>88.00</u>	<u>87.00</u>	<u>87.00</u>
	<u>PRODUCTION</u>								
0605001	ADMINISTRATION	\$ 1,134,154	\$ 670,414	\$ 719,389	\$ 719,389	9.00	9.00	10.00	10.00
0605002	HOLLY COMPLEX	4,698,847	5,878,164	5,658,970	5,658,970	36.00	34.00	33.00	33.00
0605003	ROLLING HILLS PLANT	5,624,129	6,388,632	5,815,028	5,815,028	20.00	19.00	20.00	20.00
0605004	DISTRIBUTION SYSTEMS	1,197,354	1,609,940	2,070,211	2,070,211	5.00	6.00	8.00	8.00
0605005	CENTRAL MAINTENANCE	918,813	813,055	823,176	823,176	15.00	13.00	13.00	13.00
0605006	LAKE WORTH MANAGEMENT ADMINIST	201,319	231,704	0	0	3.00	3.00	0.00	0.00
0605007	SCADA CONTROL SYSTEMS	215,218	305,224	0	0	3.00	3.00	0.00	0.00
0605011	EAGLE MOUNTAIN LAKE PLANT	2,668,505	2,625,270	2,912,180	2,912,180	11.00	13.00	13.00	13.00
0605012	CUSTOMER CITIES METERS	235,931	372,402	296,884	296,884	3.00	4.00	3.00	3.00
	Sub-Total	<u>\$ 16,894,270</u>	<u>\$ 18,894,805</u>	<u>\$ 18,295,837</u>	<u>\$ 18,295,837</u>	<u>105.00</u>	<u>104.00</u>	<u>100.00</u>	<u>100.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT WATER DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE45	WATER AND SEWER FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>PRETREATMENT</u>								
0605500	PRETREATMENT	\$ 219,219	\$ 289,951	\$ 292,599	\$ 292,599	3.00	3.00	3.00	3.00
	Sub-Total	<u>\$ 219,219</u>	<u>\$ 289,951</u>	<u>\$ 292,599</u>	<u>\$ 292,599</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
	<u>FIELD OPERATIONS &amp; MAINTENANCE - WATER</u>								
0607001	ADMINISTRATION-FIELD OP.	\$ 990,024	\$ 994,005	\$ 909,792	\$ 909,792	14.00	11.00	11.00	11.00
0607002	TECHNICAL SERVICES	277,200	255,113	274,119	274,119	5.50	4.50	3.50	3.50
0607003	WAREHOUSE & SUP- PORT SERVICES	203,429	599,627	633,179	633,179	4.50	13.50	14.00	14.00
0607005	SERVICES	1,592,355	1,622,497	1,748,325	1,748,325	25.00	25.00	25.00	25.00
0607006	WATER QUALITY	664,331	660,677	747,383	747,383	10.00	9.00	9.00	9.00
0607007	MAINT MAINS & SER- VICE	4,533,348	4,479,071	4,379,920	4,379,920	66.00	64.50	66.00	66.00
0607011	STREET REPAIR	2,852,147	2,413,256	2,125,218	2,125,218	32.50	33.50	32.50	32.50
	Sub-Total	<u>\$ 11,112,834</u>	<u>\$ 11,024,246</u>	<u>\$ 10,817,936</u>	<u>\$ 10,817,936</u>	<u>157.50</u>	<u>161.00</u>	<u>161.00</u>	<u>161.00</u>
	<u>BONDED DEBT SERVICE</u>								
0608001	BONDED DEBT SERVICE	\$ 18,853,446	\$ 22,054,946	\$ 33,849,541	\$ 31,849,541	0.00	0.00	0.00	0.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT WATER DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE45 WATER AND SEWER FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	Sub-Total	\$ 18,853,446	\$ 22,054,946	\$ 33,849,541	\$ 31,849,541	0.00	0.00	0.00	0.00
	<u>NONDEPARTMENTAL - WATER</u>								
0609000	NONDEPARTMENTAL - WATER	\$ 18,923,016	\$ 7,407,397	\$ 9,088,287	\$ 9,088,287	0.00	0.00	0.00	0.00
0609010	RATE HEARINGS	116,751	91,135	63,571	63,571	0.50	1.00	1.00	1.00
0609020	WATER CAPITAL PROJECTS	12,765,952	15,684,458	15,684,458	15,684,458	0.00	0.00	0.00	0.00
	Sub-Total	\$ 31,805,719	\$ 23,182,990	\$ 24,836,316	\$ 24,836,316	0.50	1.00	1.00	1.00
	<b>TOTAL</b>	125,258,043	122,468,564	135,991,506	133,991,506	370.00	393.00	392.00	392.00

**FORT WORTH**





## DEPARTMENTAL BUDGET SUMMARY

<b>DEPARTMENT:</b> WASTEWATER	<b>FUND/CENTER</b> PE45/0701000:0709020
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**SUMMARY OF DEPARTMENT RESPONSIBILITIES:**

The Wastewater Department collects, monitors, treats and processes domestic and industrial waterborne waste from Fort Worth and other contracting communities. The Wastewater Department provides adequate sewage pumping capacity to handle all sewage from all areas of the City. The department's Customer Services Division performs billing functions for water, sewer, and refuse collection services, processes orders for new services, collects delinquent payments, and investigates complaints.

The Engineering Division coordinates with the Engineering Department on all wastewater-related projects and performs in-house engineering work in the Planning/Development and Facilities sections. The division also serves as the departmental liaison on all intergovernmental issues. The division also is responsible for coordinating administrative functions for the department, conducting various in-service training programs for departmental employees, preparing budget requests, compiling reports and information on operations, and coordinating the department's internal and external communications.

In addition, technical support and laboratory analysis for all other divisions are provided by the Laboratory Services Division. Responsibilities of the Field Operations Division include replacement, maintenance and cleaning of the wastewater collection system.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 18,569,775	\$ 19,276,976	\$ 19,846,649	\$ 19,846,649
<b>Supplies</b>	4,153,936	3,885,272	4,197,767	4,197,767
<b>Contractual</b>	45,953,136	34,897,317	38,609,648	38,609,648
<b>Capital Outlay</b>	623,213	1,415,810	755,044	755,044
<b>Debt Service</b>	38,777,852	39,599,836	40,298,100	42,298,100
<b>Total Expenditures</b>	\$ 108,077,912	\$ 99,075,212	\$ 103,707,208	\$ 105,707,208
<b>Authorized Positions</b>	383.00	381.00	382.00	382.00

**FORT WORTH**



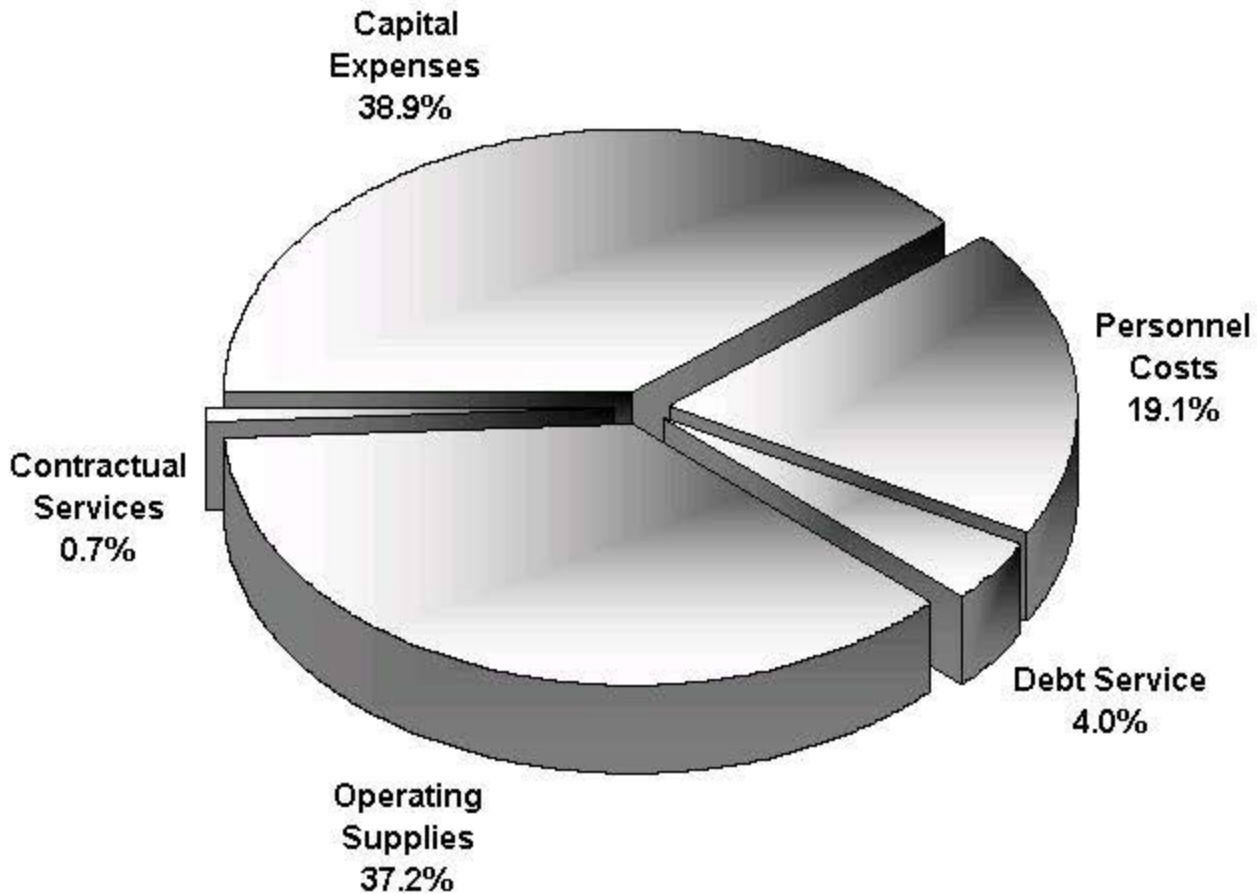
## DEPARTMENTAL OBJECTIVES AND MEASURES

<b>DEPARTMENT:</b>			
<b>WASTEWATER</b>			
<b>DEPARTMENT PURPOSE</b>			
<p>To protect public health and the environment through effective wastewater treatment operations, sound environmental practices, and proactive strategic initiatives.</p>			
<b>FY2003-04 DEPARTMENTAL OBJECTIVES</b>			
<p>To improve coordination and communication in the execution of neighborhood CIP by resolving neighborhood concerns in one public meeting.</p> <p>To increase the number of speakers bureau presentations to provide quality educational programming to the community at large.</p> <p>To ensure compliance with pretreatment requirements by increasing pretreatment inspections.</p> <p>To increasingly identify and survey industrial and commercial facilities that discharge into the collection system.</p> <p>To improve security at water and wastewater treatment plants by decreasing the number of unauthorized intrusions and training 95 percent of employees on security awareness.</p>			
<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2000-01</b>	<b>ESTIMATED 2001-02</b>	<b>PROJECTED 2002-03</b>
Respond to sewer blockages and overflows within 35 minutes	90%	95%	95%
neighborhood concerns in 1 meeting	NA	80%	95%
No. of speakers' bureau presentations	47	59	62
Number of pretreatment inspections	115	125	120
Industrial surveys conducted	320	350	350
Number of unauthorized intrusions	24	10	8
Employees trained in security awareness	10%	95%	95%

**FORT WORTH**



# DISTRIBUTION OF EXPENDITURES WASTEWATER, FY2003-04



DIVISION	AMOUNT	PERCENT
Personnel Costs	\$19,846,649	19.1%
Operating Supplies	4,197,767	4.0%
Contractual Services	38,609,648	37.2%
Capital Expenses	755,044	0.7%
Debt Service	<u>40,298,100</u>	<u>38.9%</u>
<b>Total</b>	<b>\$103,707,208</b>	<b>100.0%</b>

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT WASTEWATER DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE45 WATER AND SEWER FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>SEWER ADMINISTRATION</u>								
0701000	SEWER ADMINISTRATION	\$ 891,426	\$ 623,274	\$ 687,884	\$ 687,884	7.50	5.00	5.50	5.50
0701001	INFORMATION TECHNICAL SERVICES	860,115	1,194,703	1,289,895	1,289,895	4.00	5.50	6.00	6.00
0701002	GOVERNMENTAL AFFAIRS	91	0	0	0	0.00	0.00	0.00	0.00
0701003	PUBLIC INFORMATION	61	0	0	0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 1,751,693</u>	<u>\$ 1,817,977</u>	<u>\$ 1,977,779</u>	<u>\$ 1,977,779</u>	<u>11.50</u>	<u>10.50</u>	<u>11.50</u>	<u>11.50</u>
	<u>EDUCATION</u>								
0701500	PUBLIC INFORMATION	\$ 149,686	\$ 249,167	\$ 206,475	\$ 206,475	1.50	1.50	1.50	1.50
	Sub-Total	<u>\$ 149,686</u>	<u>\$ 249,167</u>	<u>\$ 206,475</u>	<u>\$ 206,475</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
	<u>ENGINEERING</u>								
0702501	ENGINEERING ADMINISTRATION	\$ 318,901	\$ 252,089	\$ 384,817	\$ 384,817	1.50	1.50	2.00	2.00
0702502	PLANNING/DEVELOPMENT	353,715	380,738	484,756	484,756	7.00	6.50	7.50	7.50
0702503	FACILITIES	218,596	427,866	291,680	291,680	6.50	7.00	5.00	5.00
0702504	GOVERNMENTAL AFFAIRS	24,808	0	0	0	0.00	0.00	0.00	0.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT WASTEWATER DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE45	WATER AND SEWER FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	Sub-Total	\$ 916,020	\$ 1,060,693	\$ 1,161,253	\$ 1,161,253	15.00	15.00	14.50	14.50
	<u>ENGINEERING - SEWER</u>								
0703001	LABORATORY SERVICES	\$ 997,393	\$ 1,169,218	\$ 1,336,799	\$ 1,336,799	13.50	13.50	13.50	13.50
	Sub-Total	\$ 997,393	\$ 1,169,218	\$ 1,336,799	\$ 1,336,799	13.50	13.50	13.50	13.50
	<u>CUSTOMER SERVICE-SEWER</u>								
0704001	ADMINISTRATION	\$ 769,109	\$ 248,248	\$ 237,437	\$ 237,437	4.00	3.00	2.50	2.50
0704002	CUSTOMER SERVICES	598,587	708,299	729,858	729,858	14.00	15.50	15.50	15.50
0704003	BOOKKEEPING & BILLING	1,109,523	1,010,183	1,065,072	1,065,072	2.50	3.50	4.00	4.00
0704004	SATELLITE OFFICE	106,841	123,927	128,359	128,359	2.50	2.50	2.50	2.50
0704005	BUSINESS DEVELOPMENT	58,947	2,920	0	0	1.00	0.00	0.00	0.00
0704006	SPECIAL METER ACTIVITIES	273,976	17,520	0	0	6.00	0.00	0.00	0.00
0704007	COLLECTION AND CREDIT	75,356	95,833	99,817	99,817	2.50	2.50	2.50	2.50
0704008	WHOLESALE CUSTOMERS	76,148	59,626	56,154	56,154	1.50	1.00	1.00	1.00
0704010	SAFETY AND SECURITY	65,583	525,478	637,842	637,842	1.50	12.50	13.00	13.00



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT WASTEWATER DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE45 WATER AND SEWER FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	Sub-Total	\$ 3,134,070	\$ 2,792,034	\$ 2,954,539	\$ 2,954,539	35.50	40.50	41.00	41.00
	<u>TREATMENT - SEWER</u>								
0705002	WATER & WASTE DISPOSAL	\$ 16,365,511	\$ 18,265,449	\$ 19,925,566	\$ 19,143,977	116.00	112.00	112.00	112.00
0705003	INDUSTRIAL WASTE SAMPLING	8	0	0	0	0.00	0.00	0.00	0.00
0705004	CUSTOMER CITY METER STATIONS	246,112	370,301	360,023	360,023	4.00	4.00	4.00	4.00
	Sub-Total	\$ 16,611,631	\$ 18,635,750	\$ 20,285,589	\$ 19,504,000	120.00	116.00	116.00	116.00
	<u>PRETREATMENT</u>								
0705500	PRETREATMENT	\$ 961,077	\$ 957,654	\$ 940,681	\$ 940,681	16.00	16.00	16.00	16.00
	Sub-Total	\$ 961,077	\$ 957,654	\$ 940,681	\$ 940,681	16.00	16.00	16.00	16.00
	<u>FIELD OPERATIONS AND MAINTENANCE</u>								
0707001	ADMINISTRATION FIELD OPERATION	\$ 897,082	\$ 1,018,421	\$ 899,815	\$ 899,815	14.00	11.00	11.00	11.00
0707002	TECHNICAL SERVICES	319,662	308,187	219,220	219,220	6.50	5.50	3.50	3.50
0707003	WAREHOUSE & SUPPORT SERVICES	191,707	903,666	721,148	721,148	4.50	13.50	14.00	14.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT WASTEWATER DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE45	WATER AND SEWER FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0707006	SEWER REPAIR AND TAPS	3,723,993	3,205,821	3,161,736	3,161,736	54.00	49.00	49.00	49.00
0707007	SEWER CLEANING & MAINTENANCE	2,465,114	2,208,908	2,391,733	2,391,733	46.00	42.50	41.00	41.00
0707008	STREET REPAIR	1,088,324	829,834	920,093	920,093	12.50	11.50	12.50	12.50
0707010	TV & INVESTIGATION	427,996	762,785	0	0	9.00	11.00	0.00	0.00
0707015	PREVENTIVE MAINTENANCE	1,190,120	1,487,076	2,284,744	2,284,744	22.00	23.00	36.00	36.00
	Sub-Total	<u>\$ 10,303,998</u>	<u>\$ 10,724,698</u>	<u>\$ 10,598,489</u>	<u>\$ 10,598,489</u>	<u>168.50</u>	<u>167.00</u>	<u>167.00</u>	<u>167.00</u>
	<u>BONDED DEBT</u>								
0708001	BONDED DEBT SERVICE	\$ 38,777,852	\$ 39,599,836	\$ 40,298,100	\$ 42,298,100	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 38,777,852</u>	<u>\$ 39,599,836</u>	<u>\$ 40,298,100</u>	<u>\$ 42,298,100</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>NONDEPARTMENTAL - SEWER</u>								
0709000	NONDEPARTMENTAL - SEWER	\$ 23,497,376	\$ 9,366,475	\$ 10,773,122	\$ 10,773,122	0.00	0.00	0.00	0.00
0709010	RATE HEARINGS	66,034	82,195	136,699	136,699	1.50	1.00	1.00	1.00
0709020	SEWER CAPITAL PROJECTS	10,911,082	12,619,515	13,037,683	13,819,272	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 34,474,492</u>	<u>\$ 22,068,185</u>	<u>\$ 23,947,504</u>	<u>\$ 24,729,093</u>	<u>1.50</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT WASTEWATER DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE45 WATER AND SEWER FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<b>TOTAL</b>	108,077,912	\$ 99,075,212	103,707,208	105,707,208	383.00	381.00	382.00	382.00

**FORT WORTH**



# **SOLID WASTE FUND**

**FUND STATEMENT****FUND:****SOLID WASTE FUND**

The Solid Waste Fund is an Enterprise Fund supported by revenues from solid waste collection and disposal services rendered. Solid Waste Management was previously a division of the City Services Department. However, in a Citywide effort to realign certain departments along more functionally similar lines in FY2000-01, the division became a part of the Environmental Management Department.

The Solid Waste Management Division underwent a significant reorganization in FY2002-03, primarily to manage a number of new solid waste service contracts and to improve services to customers. Four major service areas exist under the new organizational structure, including Contract Management, Field Operations, Customer Service, and Community Education. The four service areas are overseen by the Administration Section.

Contract Management oversees a number of service contracts to ensure that each contractor meets contract requirements. The City has awarded contracts for residential and commercial collection, recycling, landfill operation, and brush & bulky waste collection.

Field Operations is staffed by City employees, and provides illegal dump cleanup services, enforcement of City ordinances, and operation of four "convenience centers" for customer dropoff. All four convenience centers are scheduled for completion in FY2003-04, and will be strategically placed throughout the city.

Customer Service is also staffed by City employees, and handles incoming calls for individuals seeking new service arrangements, registering complaints, or modifying existing service arrangements. The Customer Service staff has implemented advanced call center technology to minimize call wait times while maximizing customer satisfaction.

Community Education employs three Public Education Specialists to create and distribute materials and programs to teach residents about available solid waste services. The specialists promote direct citizen involvement in volunteer activities that encourage individual responsibility for a cleaner city. Although the staff has reached a peak of activity during initial rollout of new programs and services in FY2002-03, their efforts will continue in coming years to ensure that residents maximize the use of available services.

Residential customers pay for comprehensive solid waste collection services through a monthly fee added to their water bill. The monthly residential fee is structured in three tiers: \$8.00 for a 32-gallon cart, \$13.00 for a 64-gallon cart, and \$18.00 for a 96-gallon cart. Residential customers can choose one of the three tiers, and may change tiers if they later decide the original choice was unsuitable for their waste disposal needs.

**FORT WORTH**



**SOLID WASTE FUND BUDGET SUMMARY  
FISCAL YEAR  
2003-04**

**REVENUES:**

Interest on Investments	\$275,000
Landfill	1,467,884
Residential Collection	24,093,036
Commercial Collection	627,714
Refuse Hauling Permits	30,000
Grants of Privilege	1,278,704
Dead Animal Pickup	600
Garbage Sales Tax	289,766
Recycling Waste	1,495,526
Bad Debts Recovered	<u>33,000</u>

**TOTAL REVENUE** \$29,591,230

**OTHER FINANCING SOURCES:**

Use of Fund Balance	<u>\$336,718</u>
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**TOTAL REVENUE AND OTHER FINANCING SOURCES** \$29,927,948

**EXPENDITURES:**

Personal Services	\$3,484,863
Supplies	450,253
Contractual Services	<u>25,616,046</u>

**TOTAL RECURRING EXPENSES** \$29,551,162

**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	\$257,000
Debt Service	<u>119,786</u>

**TOTAL DEBT SERVICE AND CAPITAL OUTLAY** \$376,786

**TOTAL EXPENDITURES** \$29,927,948



**PROJECTED  
UNRESERVED RETAINED EARNINGS  
SOLID WASTE FUND**

Unreserved retained earnings as of 9/30/03 *	<b>(\$5,526,385)</b>
Plus: Projected Revenues	\$27,985,871
Less: Projected Expenditures	<b>(\$27,985,871)</b>
Unreserved retained earnings as of 9/30/04	<b>(\$5,526,385)</b>
Plus: Unrealized gain **	\$454,311
Revised unreserved retained earnings as of 9/30/04	<b>(\$5,072,074)</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF SOLID WASTE FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Administration	\$1,312,372	\$1,938,438	\$1,333,689	\$1,397,847	\$2,859,846
Collection Contracts	20,032,596	21,881,833	23,470,509	21,517,245	16,985,343
Contract Compliance	652,889	738,887	626,710	1,164,633	237,739
Disposal Contracts	405,149	381,808	375,049	447,199	4,008,004
Convenience Centers	0	0	0	0	1,093,565
Non-Departmental	899,489	802,739	125,669	166,551	1,313,076
Illegal Dump Cleanup	899,598	726,673	1,000,307	1,110,299	1,276,134
Dead Animal Pickup	124,693	139,798	141,303	166,323	162,822
SWM Education	121,663	121,016	912,635	239,176	678,358
Customer Service	0	0	0	0	960,293
SWM Code Compliance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>352,768</u>
<b>TOTAL</b>	<b>\$24,448,449</b>	<b>\$26,731,192</b>	<b>\$27,985,871</b>	<b>\$26,209,273</b>	<b>\$29,927,948</b>

**FORT WORTH**



**COMPARISON OF SOLID WASTE FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
<b>REVENUES</b>					
Interest on Investments	\$535,958	\$499,318	\$400,000	\$467,017	\$275,000
Landfill	131,670	197,665	154,830	10,037,525	1,467,884
Residential Collection	21,151,642	22,835,341	24,894,273	25,211,758	24,093,036
Commercial Collection	675,955	657,717	683,520	549,754	627,714
Refuse Coupons	130,350	146,180	116,700	58,915	0
Refuse Hauling Permits	21,500	17,215	20,000	30,958	30,000
Grants of Privilege	1,427,432	1,344,127	1,410,610	1,270,610	1,278,704
Dead Animal Pickup	10	250	100	576	600
Garbage Sales Tax	207,260	223,559	255,778	255,399	289,766
Recycling Waste	37	98	60	105,078	1,495,526
Bad Debts Recovered	42,991	81,312	40,000	31,645	33,000
Miscellaneous Revenues	165,392	60,525	10,000	53,824	0
Sale of Equipment	51,794	2,646	0	3,544	0
Use of Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>336,718</u>
<b>Sub-Total: Revenues</b>	<b>\$24,541,991</b>	<b>\$26,065,953</b>	<b>\$27,985,871</b>	<b>\$38,076,603</b>	<b>\$29,927,948</b>
<b>OTHER FINANCING SOURCES</b>					
Office Services Transfer	\$2,800	\$0	\$0	\$0	\$0
Workers' Comp Transfer	0	0	0	0	0
Health Insurance Transfer	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Sub-Total: Other Financing Sources</b>	<b>\$2,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>\$24,544,791</b>	<b>\$26,065,953</b>	<b>\$27,985,871</b>	<b>\$38,076,603</b>	<b>\$29,927,948</b>

**FORT WORTH**



**FUND BUDGET SUMMARY**

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
ENVIRONMENTAL MGT, SOLID WASTE FUND	PE64/0525001:0525011

SUMMARY OF FUND RESPONSIBILITIES:

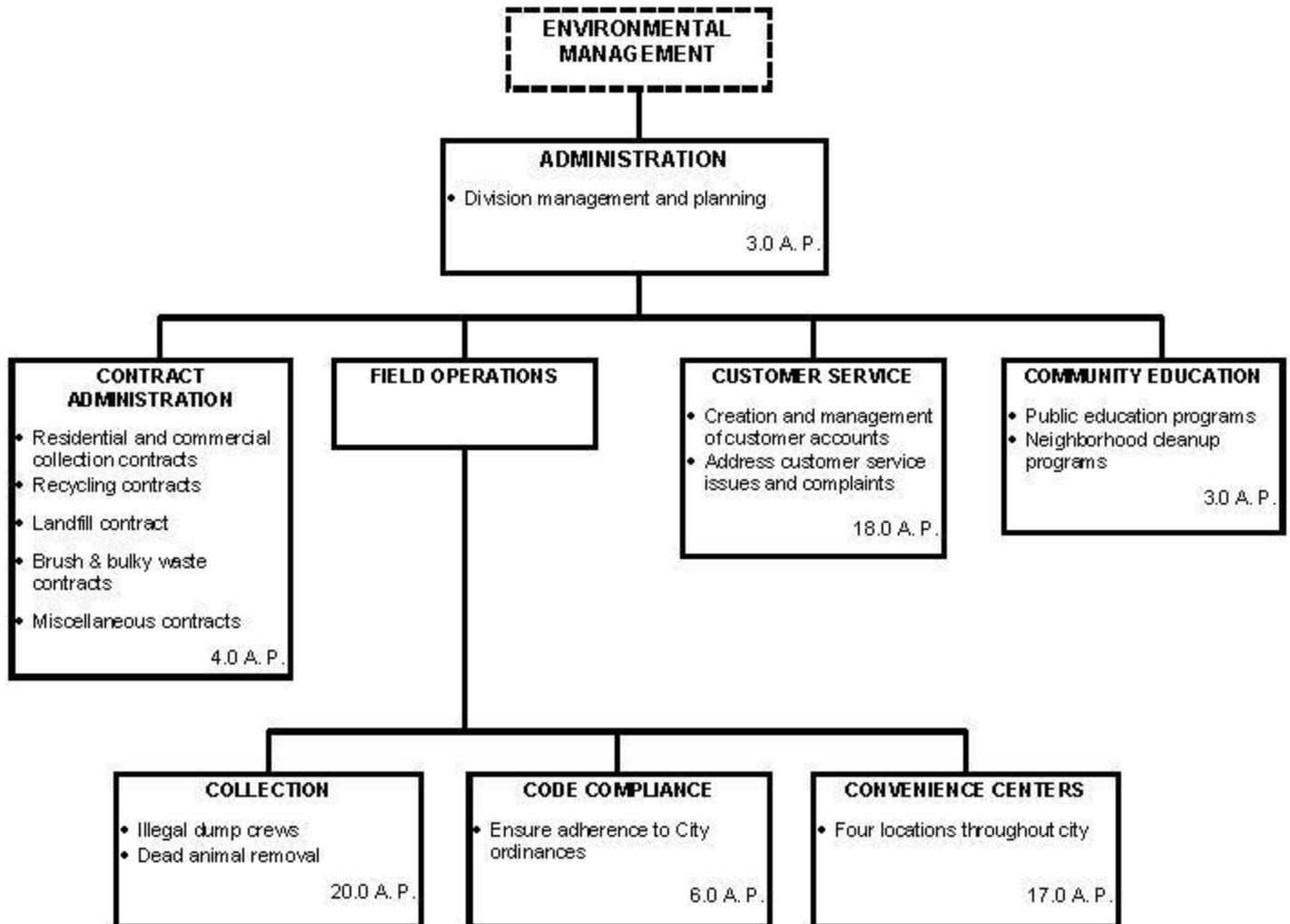
At the end of FY2000-01, the Solid Waste Management Division was moved from the City Services Department to the Environmental Management Department. Solid Waste Management was transferred to enhance efficiency and effectiveness by grouping divisions with similar functions and objectives. The division provides for solid waste collection and disposal, as well as other solid waste management-related services, for Fort Worth residents. It fulfills those duties by primarily utilizing contracted forces.

The Solid Waste Management Division underwent a significant reorganization in FY2002-03, establishing new service provision contracts, creating a customer service call center, and implementing new fee structures. Under the new organizational structure, the Solid Waste Management Division has four functional areas, including Contract Administration, Field Operations, Customer Service Center, and Community Education. Solid Waste Management's Administration Section is responsible for oversight of all other functional areas within the division, as well as overall solid waste management for Fort Worth residents.

Solid Waste Management's Community Education Section develops programs and educates citizens on solid waste issues. It also encourages citizen involvement in volunteer activities that promote individual responsibility for a cleaner Fort Worth. The division also works with and provides assistance to the Code Compliance Department in its enforcement of the City Code as it relates to illegal dumping and other refuse-related issues.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 3,428,989	\$ 3,637,586	\$ 3,484,863	\$ 3,484,863
<b>Supplies</b>	632,438	777,875	450,253	450,253
<b>Contractual</b>	22,538,214	23,444,741	25,616,046	25,616,046
<b>Capital Outlay</b>	0	0	257,000	257,000
<b>Debt Service</b>	131,551	125,669	119,786	119,786
<b>Total Expenditures</b>	\$ 26,731,192	\$ 27,985,871	\$ 29,927,948	\$ 29,927,948
<b>Authorized Positions</b>	78.00	81.00	71.00	71.00

J-10  
**SOLID WASTE FUND - 71.0 A. P.**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> ENVIRONMENTAL MGT, SOLID WASTE FUND	<b>FUND/CENTER</b> PE64/0525001:0525011
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$27,985,871	<b>A.P.</b>	81.00
<b>2003-04 ADOPTED:</b>	\$29,927,948	<b>A.P.</b>	71.00

- A) The adopted budget decreases by (\$203,036) for salaries of regular employees to reflect a reduction of 10 authorized positions and the implementation of the FY2003-04 compensation plan for remaining positions.
- B) The adopted budget increases by \$4,236,345 for payments to waste disposal vendors under various new contracting arrangements. A majority of the payments were previously budgeted under a different contractual expenditure account, as indicated in Item C below.
- C) The adopted budget decreases by (\$3,187,599) for contractual expenditures to reflect a shift of funds to another account mentioned in Item B above.
- D) The adopted budget increases by \$1,278,704 for a transfer to the General Fund. The Solid Waste Management Division collects "grant of privilege" revenue from solid waste haulers for the purpose of funding street maintenance, a service which is primarily paid from the General Fund.
- E) The adopted budget decreases by (\$203,713) for parts and supplies used for projected vehicle maintenance and repair. The Solid Waste Management Division's fleet will be phased out as the City increases the level of solid waste services contracted to vendors.
- F) The adopted budget decreases by (\$200,727) for labor hours related to projected vehicle maintenance and repair.
- G) The adopted budget increases by \$184,000 for capital equipment needed for the operation of newly constructed convenience centers.
- H) The adopted budget decreases by (\$151,025) for printing and binding services provided by vendors. Educational materials used for FY2002-03 community education programs will be scaled back after new solid waste programs initiated in FY2002-03 take full effect in the coming fiscal year.
- I) The adopted budget decreases by (\$124,048) for fuel and oil used to operate a shrinking Solid Waste Management Division vehicle fleet.
- J) The adopted budget increases by \$100,000 for budgeted salary savings to reflect a projected decrease in personnel vacancy rates.



**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:**  
**ENVIRONMENTAL MANAGEMENT, SOLID WASTE FUND**

**DEPARTMENT PURPOSE**

To provide efficient, effective and compliant solid waste management services.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To provide weekly curbside garbage collection with carts, on-call brush/bulky waste pickup, and weekly recycling to the residents of Fort Worth.

To increase the percentage of the waste stream diverted from landfills through a weekly curbside recycling program.

To increase the cubic yardage of debris removed from illegal dump sites, including discarded tires found in City rights-of-way.

To educate the public on the City's waste minimization programs and effective use of the on-call brush/bulky waste pickup program.

To answer 80 percent of Call Center incoming calls in 60 seconds or less.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Number of customers served	152,688	155,595	168,043
Percent of waste stream recycled	6%	15%	20%
Cubic yards of illegal dumping cleaned	54,865	65,000	70,000
Total tires removed from rights-of-way	29,469	25,000	25,000
Number of hours of community service labor used in litter removal	3,680	4,000	5,000
Percent of incoming calls answered in 60 seconds or less	N/A	80%	80%

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT ENVIRONMENTAL MANAGEMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE64	SOLID WASTE FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>SOLID WASTE MANAGE- MENT</u>								
0525001	ADMINISTRATION	\$ 1,938,438	\$ 1,333,689	\$ 2,859,846	\$ 2,859,846	4.00	4.00	4.00	4.00
0525002	COLLECTION CON- TRACTS	21,881,833	23,470,509	16,985,343	16,985,343	42.00	42.00	0.00	0.00
0525003	CONTRACT COMPLI- ANCE	738,887	626,710	237,739	237,739	8.00	8.00	4.00	4.00
0525004	DISPOSAL CONTRACTS	381,808	375,049	4,008,004	4,008,004	5.00	5.00	0.00	0.00
0525005	CONVENIENCE CEN- TERS	0	0	1,093,565	1,093,565	0.00	0.00	17.00	17.00
0525006	NON-DEPARTMENTAL	802,739	125,669	1,313,076	1,313,076	0.00	0.00	0.00	0.00
0525007	ILLEGAL DUMP CLEANUP	726,673	1,000,307	1,276,134	1,276,134	13.00	16.00	16.00	16.00
0525008	DEAD ANIMAL PICKUP	139,798	141,303	162,822	162,822	3.00	3.00	3.00	3.00
0525009	SWM EDUCATION	121,016	912,635	678,358	678,358	3.00	3.00	3.00	3.00
0525010	CUSTOMER SERVICE	0	0	960,293	960,293	0.00	0.00	18.00	18.00
0525011	SWM CODE COMPLI- ANCE	0	0	352,768	352,768	0.00	0.00	6.00	6.00
	Sub-Total	<u>\$ 26,731,192</u>	<u>\$ 27,985,871</u>	<u>\$ 29,927,948</u>	<u>\$ 29,927,948</u>	<u>78.00</u>	<u>81.00</u>	<u>71.00</u>	<u>71.00</u>
	<b>TOTAL</b>	\$ 26,731,192	\$ 27,985,871	\$ 29,927,948	\$ 29,927,948	78.00	81.00	71.00	71.00

**FORT WORTH**



# **MUNICIPAL GOLF FUND**

**FUND STATEMENT**

**FUND:**

**MUNICIPAL GOLF FUND**

The Municipal Golf Fund was established to offer enjoyable, safe, and comprehensive golf programs. In FY1981-82, the City Council decided that the golf program should be operated as an Enterprise Fund. This action represented a significant policy commitment to the concept of a self-supporting golf program.

The Golf Division of the City of Fort Worth Parks and Community Services Department provides a safe and comprehensive golf program through quality customer service, community involvement and responsible golf course management. The division, which is managed directly by the City, is divided into four sections: Golf Management, Pro Shop Operations, Snack Shop Operations, and Golf Course Maintenance. Snack shop operations have been contracted at three of the City's golf facilities.

The City of Fort Worth operates five regulation-length golf courses that promote golf as a lifetime sport: Pecan Valley, Z. Boaz, Meadowbrook, Rockwood, and Sycamore Creek. Pecan Valley is a 36-hole course in southwest Fort Worth. Z. Boaz is an 18-hole course in the western sector. Rockwood is a 27-hole course in the near northwest. At the eastern edge of the City is the 18-hole Meadowbrook course, and in the near southeast is Sycamore Creek, a 9-hole course with double tee boxes.

**FORT WORTH**





**MUNICIPAL GOLF FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

Taxable Revenue	\$1,606,223
Non-Taxable Revenue	2,927,290
Lease - PRP Food Service	60,000
Miscellaneous Revenue	<u>3,200</u>
<b>TOTAL REVENUE</b>	<b>\$4,596,713</b>

**OTHER FINANCING SOURCES:**

Interest on Investments	<u>\$1,250</u>
<b>TOTAL REVENUE AND OTHER FINANCING SOURCES</b>	<b>\$4,597,963</b>

**EXPENDITURES:**

Personal Services	\$2,159,157
Supplies	528,558
Contractual Services	<u>1,439,109</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$4,126,824</b>

**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	\$0
Debt Service	<u>471,139</u>
<b>TOTAL DEBT SERVICE AND CAPITAL OUTLAY</b>	<b>\$471,139</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,597,963</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
MUNICIPAL GOLF FUND**

Unreserved retained earnings as of 9/30/03 *	<b>(\$4,131,649)</b>
Plus: Projected Revenues	\$4,597,963
Less: Projected Expenditures	<b>(\$4,597,963)</b>
Unreserved retained earnings as of 9/30/04	<b>(\$4,131,649)</b>
Plus: Unrealized gain **	\$0
Revised unreserved retained earnings as of 9/30/04	<b>(\$4,131,649)</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF MUNICIPAL GOLF FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Golf Course Management	\$852,699	\$842,279	\$1,056,195	\$1,002,831	\$751,058
Non-Departmental	450,290	584,181	526,236	526,236	491,028
Pecan Valley Greens Maint.	829,028	927,407	915,475	658,566	589,370
Pecan Valley Pro Shop	423,473	506,191	453,829	435,098	369,635
Z. Boaz Greens Maint.	442,898	438,171	527,578	318,659	339,041
Z. Boaz Pro Shop	369,678	331,083	339,859	296,150	272,201
Z. Boaz Snack Shop	33,854	48,947	35,287	29,822	33,878
Meadowbrook Greens Maint.	453,156	474,038	571,907	374,683	364,922
Meadowbrook Pro Shop	393,484	405,295	384,803	366,969	320,437
Rockwood Greens Maint.	442,349	525,818	588,318	435,427	350,921
Rockwood Pro Shop	342,458	350,902	382,266	344,219	311,028
Sycamore Creek Greens Maintenance	238,458	274,406	283,713	232,515	218,383
Sycamore Creek Pro Shop	<u>198,860</u>	<u>183,373</u>	<u>210,763</u>	<u>200,259</u>	<u>186,061</u>
<b>TOTAL</b>	<b>\$5,470,685</b>	<b>\$5,892,091</b>	<b>\$6,276,229</b>	<b>\$5,221,434</b>	<b>\$4,597,963</b>

**FORT WORTH**



**COMPARISON OF MUNICIPAL GOLF FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
<b>PECAN VALLEY GOLF COURSE</b>					
Taxable Revenue	\$0	\$0	\$0	\$617,608	\$563,224
Non-Taxable Revenue	0	0	0	967,186	1,001,400
Greens Fees Revenue	723,203	1,081,042	1,586,440	0	0
Carts / Clubs Revenue	366,640	490,333	591,550	0	0
Lease - PRP Food Service	0	19,166	20,000	20,000	20,000
Miscellaneous Revenue	<u>95,766</u>	<u>132,537</u>	<u>121,450</u>	<u>0</u>	<u>0</u>
Sub-Total	\$1,185,609	\$1,723,078	\$2,319,440	\$1,604,794	\$1,584,624
<b>Z. BOAZ GOLF COURSE</b>					
Taxable Revenue	\$0	\$0	\$0	\$351,906	\$341,180
Non-Taxable Revenue	0	0	0	389,315	476,012
Greens Fees Revenue	461,602	451,453	614,103	0	0
Carts / Clubs Revenue	273,188	284,793	276,095	0	0
Snack Shop Revenue	82,636	92,826	103,702	0	0
Miscellaneous Revenue	<u>56,629</u>	<u>46,832</u>	<u>52,412</u>	<u>0</u>	<u>0</u>
Sub-Total	\$874,055	\$875,904	\$1,046,312	\$741,221	\$817,192
<b>MEADOWBROOK GOLF COURSE</b>					
Taxable Revenue	\$0	\$0	\$0	\$379,656	\$344,199
Non-Taxable Revenue	0	0	0	501,795	668,820
Greens Fees Revenue	693,666	581,195	930,800	0	0
Carts / Clubs Revenue	307,712	278,168	385,229	0	0
Lease - PRP Food Service	0	19,168	20,000	20,000	20,000
Miscellaneous Revenue	<u>104,398</u>	<u>101,551</u>	<u>109,381</u>	<u>0</u>	<u>0</u>
Sub-Total	\$1,105,776	\$980,082	\$1,445,410	\$901,451	\$1,033,019
<b>ROCKWOOD GOLF COURSE</b>					
Taxable Revenue	\$0	\$0	\$0	\$299,388	\$230,838
Non-Taxable Revenue	0	0	0	359,144	589,836
Greens Fees Revenue	591,342	491,134	744,759	0	0
Carts / Clubs Revenue	347,499	317,555	338,853	0	0
Lease - PRP Food Service	0	19,168	20,000	20,000	20,000
Miscellaneous Revenue	<u>68,828</u>	<u>67,421</u>	<u>59,750</u>	<u>0</u>	<u>0</u>
Sub-Total	\$1,007,669	\$895,278	\$1,163,362	\$678,532	\$840,674
<b>SYCAMORE CREEK GOLF COURSE</b>					
Taxable Revenue	\$0	\$0	\$0	\$121,481	\$126,782
Non-Taxable Revenue	0	0	0	154,293	191,222
Greens Fees Revenue	70,975	184,887	268,919	0	0
Carts / Clubs Revenue	88,918	114,609	125,089	0	0
Snack Shop Revenue	9,153	21,619	35,040	0	0
Miscellaneous Revenue	<u>13,597</u>	<u>14,782</u>	<u>16,665</u>	<u>0</u>	<u>0</u>
Sub-Total	\$182,643	\$335,897	\$445,713	\$275,774	\$318,004
<b>OTHER INCOME</b>					
Miscellaneous Revenue	\$82,472	\$4,441	\$4,200	\$727	\$3,200
Transfer from Other Funds	20,295	14,714	5,000	15,689	0
Lease - PRP Food Service	44,715	0	0	0	0
Sale of Assets	26,219	4,060	0	7,423	0
Interest on Investments	<u>19,308</u>	<u>1,174</u>	<u>16,000</u>	<u>0</u>	<u>1,250</u>
Sub-Total	\$193,009	\$24,389	\$25,200	\$23,839	\$4,450
<b>TOTAL</b>	<b>\$4,548,761</b>	<b>\$4,834,628</b>	<b>\$6,445,437</b>	<b>\$4,225,611</b>	<b>\$4,597,963</b>

**FORT WORTH**



## FUND BUDGET SUMMARY

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
MUNICIPAL GOLF FUND	PE39/0804005:0804520

**SUMMARY OF FUND RESPONSIBILITIES:**

The City of Fort Worth Municipal Golf Fund, through the Golf Division of the Parks and Community Services Department, provides for enjoyable, safe, and comprehensive golf programs through five municipally-owned golf courses: Pecan Valley, Z. Boaz, Meadowbrook, Rockwood and Sycamore Creek.

Pecan Valley Golf Course is a 36-hole facility located in the southwest part of the city with a fully equipped pro shop, snack shop and driving range. In FY1999-00 and FY2000-01, the "River" course at Pecan Valley was closed for extensive renovations; however, it became fully operational beginning in FY2001-02.

Z. Boaz Golf Course and Meadowbrook Golf Course are 18-hole facilities located on the west and east sides of the city, respectively. Each has a fully equipped pro shop. Meadowbrook is equipped with a full snack bar and grill service.

Rockwood Golf Course is a 27-hole facility with pro and snack shops, which is located in the near northwest part of the city.

The Sycamore Creek Golf Course is a nine-hole course with a pro shop that is located in the near southeast part of the city. Sycamore Creek was reconstructed during FY1992-93.

FY2003-04 Municipal Golf Fund expenditures are being financed primarily from taxable and non-taxable revenue, in the form of greens fees, cart rentals and other fees at all golf courses. Given current market conditions, no fee increases were adopted for FY2003-04.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 2,890,625	\$ 2,988,183	\$ 2,159,157	\$ 2,159,157
<b>Supplies</b>	847,681	671,739	528,558	528,558
<b>Contractual</b>	2,262,958	1,915,354	1,439,109	1,439,109
<b>Capital Outlay</b>	0	190,500	0	0
<b>Debt Service</b>	568,050	510,453	471,139	471,139
<b>Total Expenditures</b>	\$ 6,569,314	\$ 6,276,229	\$ 4,597,963	\$ 4,597,963
<b>Authorized Positions</b>	63.00	63.00	40.00	40.00

K-10  
**MUNICIPAL GOLF FUND - 40.0 A. P.**

**PARKS AND COMMUNITY SERVICES**

**ADMINISTRATION**

- Program management
- Public relations
- Facilities planning

4.0 A. P.

**Z. BOAZ GOLF COURSE**

- Grounds/equipment maintenance
- Public relations
- Golf instruction
- Tournaments
- Clinics
- Clubhouse management
- Merchandise sales

7.0 A. P.

**ROCKWOOD GOLF COURSE**

- Grounds/equipment maintenance
- Public relations
- Golf instruction
- Tournaments
- Clinics
- Clubhouse management
- Merchandise sales

7.0 A. P.

**PECAN VALLEY GOLF COURSE**

- Grounds/equipment maintenance
- Public relations
- Golf instruction
- Tournaments
- Clinics
- Clubhouse management
- Merchandise sales

11.0 A. P.

**MEADOWBROOK GOLF COURSE**

- Grounds/equipment maintenance
- Public relations
- Golf instruction
- Tournaments
- Clinics
- Clubhouse management
- Merchandise sales

7.0 A. P.

**SYCAMORE CREEK GOLF COURSE**

- Grounds/equipment maintenance
- Public relations
- Golf instruction
- Tournaments
- Clinics
- Clubhouse management
- Merchandise sales

4.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> MUNICIPAL GOLF FUND	<b>FUND/CENTER</b> PE39/0804005:0804520
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$6,276,229	<b>A.P.</b>	63.00
<b>2003-04 ADOPTED:</b>	\$4,597,963	<b>A.P.</b>	40.00

A) The adopted budget decreases by (\$634,217) for salaries due to transfer/elimination of 23 authorized positions in FY2002-03 to meet significantly declining revenues.

B) The adopted budget decreases by (\$248,451) for the Administrative Services Charge based on significant current year staffing reductions, as well as the number of required accounting transactions, which both significantly impact the fund's indirect cost assessment.

C) The adopted budget decreases by (\$190,500) for course maintenance equipment replacements due to the current fund financial position / market conditions. Golf does not plan to replace any vehicles / equipment in FY2003-04.

D) The adopted budget decreases by (\$69,030) for retirement due to the transfer/elimination of 23 authorized positions in FY2002-03 to meet significantly declining revenues.

E) The adopted budget decreases by (\$57,845) for water and sewer service utilization per expenditure cuts necessitated by declining revenues. Golf will focus resources first on maintaining greens, and then on fairways.

F) The adopted budget decreases by (\$50,556) for group health insurance due to transfer/elimination of 23 authorized positions in FY2002-03 to meet significantly declining revenues.

G) The adopted budget decreases by (\$47,760) for chemicals per expenditure cuts necessitated by declining revenues.

H) The adopted budget decreases by (\$45,199) for the Equipment Services Department's Administrative Charge based on a revised assessment of indirect fleet management / maintenance costs for FY2003-04.

I) The adopted budget decreases by (\$43,381) for agricultural and botanical supplies per expenditure cuts necessitated by declining revenues.

J) The adopted budget decreases by a net of (\$39,314) for principal and interest payments on General Obligation Bonds, per the established debt service schedule for the Municipal Golf Fund.

K) The adopted budget decreases by (\$27,056) for Golf's Workers' Compensation Fund contribution per assessment of historical usage and medical, personnel, administrative and other associated workers' compensation costs.

L) The adopted budget decreases by (\$26,946) for the lease purchase arrangement for golf carts based on actual contract costs for FY2003-04.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** **MUNICIPAL GOLF FUND**

**DEPARTMENT PURPOSE**

Working together to provide a safe and comprehensive golf program, through quality customer service, community involvement, and responsible golf course management.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

Maximize net revenues through increased marketing exposure and special facility access programs. Objectives measured through change in total revenues and expenditures per round played.

Grow the game through the number of instructional programs and tournaments offered. Objectives measured through increased participation and satisfaction.

Enhance facility conditions through quarterly inspections and completion of special projects that enhance golfer enjoyment. Measured through increased participation, golfer satisfaction and maintenance expenditures per round played.

To prevent a further increase to the fund's retained deficit by meeting revenue and expenditure targets in FY2003-04. Objective measured by change in Municipal Golf Fund's unrestricted cash levels.

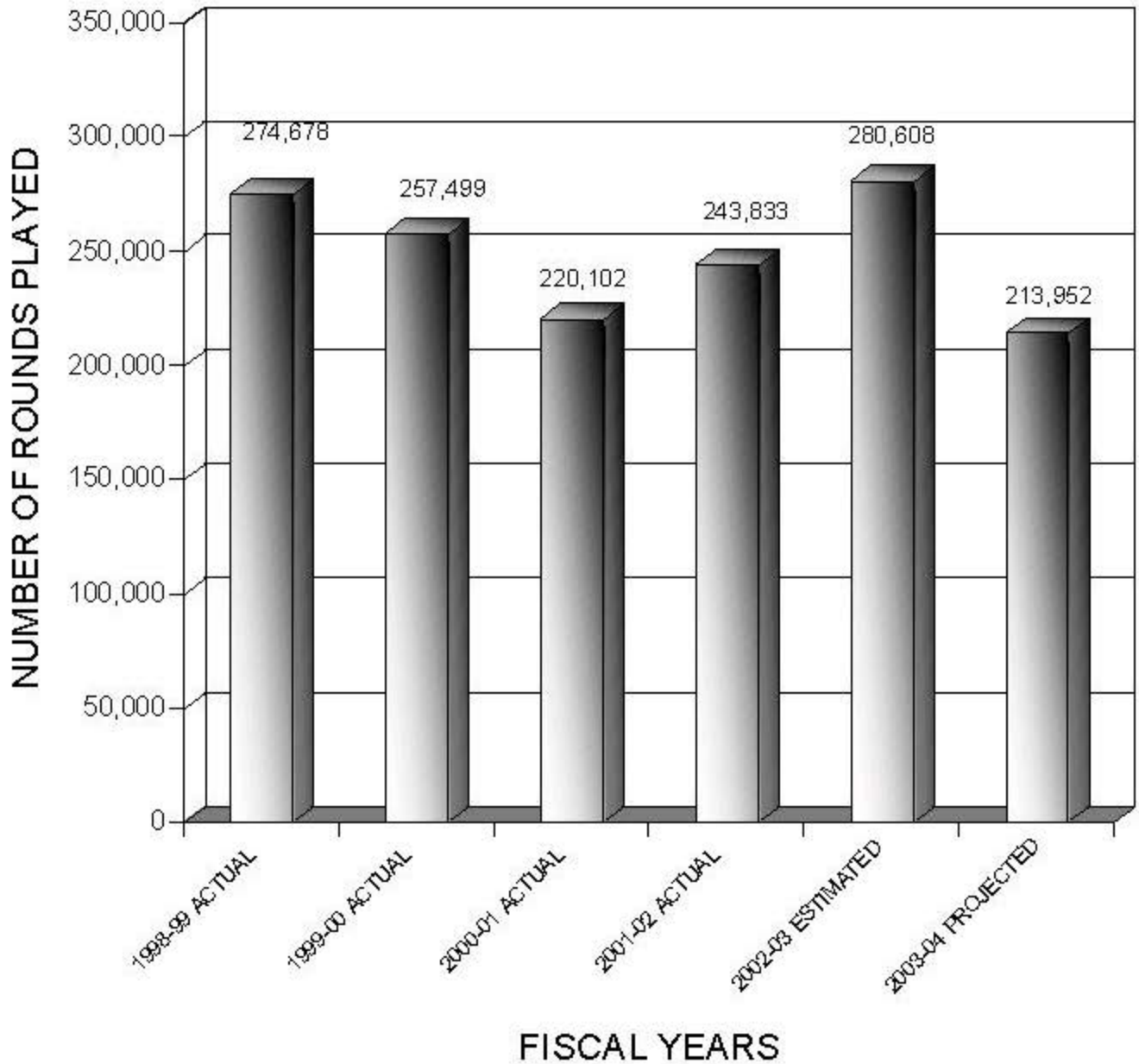
DEPARTMENTAL MEASURES	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Total annual rounds of golf	243,833	280,608	213,952
Revenue/expenditures per round	\$19.93 / \$24.16	\$22.97 / \$22.37	\$21.44 / \$21.44
Number of tournament events / Junior programs	521 / 62	550 / 65	555 / 70
Average score of quarterly inspections	85.2%	86.5%	87%
Available cash levels in fund	(\$1,578,280)	(\$2,500,000)	(\$2,500,000)

**FORT WORTH**



# PARKS AND COMMUNITY SERVICES GOLF DIVISION

## NUMBER OF ROUNDS PLAYED



**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>PARKS &amp; COMMUNITY SERVICES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>PE39 MUNICIPAL GOLF FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>GOLF &amp; TENNIS</u>								
0804005	GOLF COURSE MANAGEMENT	\$ 842,279	\$ 1,056,195	\$ 751,058	\$ 751,058	5.00	5.00	4.00	4.00
0804090	NON-DEPARTMENTAL	1,235,671	526,236	491,028	491,028	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 2,077,950</u>	<u>\$ 1,582,431</u>	<u>\$ 1,242,086</u>	<u>\$ 1,242,086</u>	<u>5.00</u>	<u>5.00</u>	<u>4.00</u>	<u>4.00</u>
	<u>PECAN VALLEY GOLF COURSE</u>								
0804110	GREENS MAINTENANCE	\$ 927,407	\$ 915,475	\$ 589,370	\$ 589,370	14.00	14.00	8.00	8.00
0804120	PRO SHOP	506,191	453,829	369,635	369,635	4.00	4.00	3.00	3.00
	Sub-Total	<u>\$ 1,433,598</u>	<u>\$ 1,369,304</u>	<u>\$ 959,005</u>	<u>\$ 959,005</u>	<u>18.00</u>	<u>18.00</u>	<u>11.00</u>	<u>11.00</u>
	<u>Z. BOAZ GOLF COURSE</u>								
0804210	GREENS MAINTENANCE	\$ 438,171	\$ 527,578	\$ 339,041	\$ 339,041	6.00	6.00	4.00	4.00
0804220	PRO SHOP	331,083	339,859	272,201	272,201	4.00	4.00	3.00	3.00
0804230	ZBOAZ SNACK BAR	48,947	35,287	33,878	33,878	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 818,201</u>	<u>\$ 902,724</u>	<u>\$ 645,120</u>	<u>\$ 645,120</u>	<u>10.00</u>	<u>10.00</u>	<u>7.00</u>	<u>7.00</u>
	<u>MEADOWBROOK GOLF COURSE</u>								

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>PARKS &amp; COMMUNITY SERVICES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>PE39 MUNICIPAL GOLF FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0804310	GREENS MAINTENANCE	\$ 474,038	\$ 571,907	\$ 364,922	\$ 364,922	7.00	7.00	4.00	4.00
0804320	PRO SHOP	405,295	384,803	320,437	320,437	4.00	4.00	3.00	3.00
	Sub-Total	<u>\$ 879,333</u>	<u>\$ 956,710</u>	<u>\$ 685,359</u>	<u>\$ 685,359</u>	<u>11.00</u>	<u>11.00</u>	<u>7.00</u>	<u>7.00</u>
	<u>ROCKWOOD GOLF COURSE</u>								
0804410	GREENS MAINTENANCE	\$ 525,818	\$ 588,318	\$ 350,921	\$ 350,921	9.00	9.00	4.00	4.00
0804420	PRO SHOP	376,635	382,266	311,028	311,028	4.00	4.00	3.00	3.00
	Sub-Total	<u>\$ 902,453</u>	<u>\$ 970,584</u>	<u>\$ 661,949</u>	<u>\$ 661,949</u>	<u>13.00</u>	<u>13.00</u>	<u>7.00</u>	<u>7.00</u>
	<u>SYCAMORE GOLF COURSE</u>								
0804510	GREENS MAINTENANCE	\$ 274,406	\$ 283,713	\$ 218,383	\$ 218,383	3.00	3.00	2.00	2.00
0804520	PRO SHOP	183,373	210,763	186,061	186,061	3.00	3.00	2.00	2.00
	Sub-Total	<u>\$ 457,779</u>	<u>\$ 494,476</u>	<u>\$ 404,444</u>	<u>\$ 404,444</u>	<u>6.00</u>	<u>6.00</u>	<u>4.00</u>	<u>4.00</u>
	<b>TOTAL</b>	\$ 6,569,314	\$ 6,276,229	\$ 4,597,963	\$ 4,597,963	63.00	63.00	40.00	40.00



# **MUNICIPAL AIRPORTS FUND**

**FUND STATEMENT****FUND:****MUNICIPAL AIRPORTS FUND**

The Municipal Airports Fund, as one of the City's Enterprise Funds, must support itself from the revenues it generates. The Aviation Department, which manages the Municipal Airports Fund, relies on that fund to finance the promotion, development, maintenance and protection of all City aviation facilities, services and other assets. With effective departmental stewardship of the fund, the Fort Worth airports system makes a significant contribution to the City.

The Aviation Department is responsible for maintaining, managing, operating, developing and promoting two of the three airports in the City's airport system: Fort Worth Meacham International Airport and Fort Worth Spinks Airport. The department also provides information and guidance to the Aviation Advisory Board, which in turn makes recommendations to the City Council regarding all City aviation assets. Although the City owns Fort Worth Alliance Airport, the airport is currently under private management. The contracted firm is responsible for Alliance's daily operations. All City of Fort Worth airports, which are designated as General Aviation/reliever airports for the Dallas/Fort Worth International Airport, collectively support more than 490,000 flight operations per year.

The Municipal Airports Fund is sustained by several revenue sources, including, but not limited to: aircraft landing fees, terminal building and hangar lease agreements, lease fees for both improved and unimproved land at the airports, and a profit-sharing arrangement with Alliance Airport. Fund expenditures include personnel costs for an Aviation Departmental staff, operating supplies, capital equipment costs for vehicles and maintenance equipment, and debt service for bonds or Certificates of Obligation sold on the department's behalf.

**FORT WORTH**



**MUNICIPAL AIRPORTS FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

Hangar Revenue	\$534,480
FAA Lease Revenue	482,032
Land (Unimproved)	475,800
Fuel Sales	430,000
Fuel Flowage Fees	429,310
Alliance Revenue Sharing	247,000
Terminal Building Leases	244,290
Land (Improved)	142,501
Spinks Cost-Sharing with Burleson	68,475
Other Revenue	<u>144,646</u>
<b>TOTAL REVENUE</b>	<b>\$3,198,534</b>

**EXPENDITURES:**

Personal Services	\$1,403,300
Supplies	436,895
Contractual Services	<u>734,694</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$2,574,889</b>

**DEBT SERVICE AND CAPITAL OUTLAY:**

Debt Service	<u>\$485,913</u>
<b>TOTAL DEBT SERVICE AND CAPITAL OUTLAY</b>	<b>\$485,913</b>
<b>TOTAL EXPENDITURES</b>	<b>\$3,060,802</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
MUNICIPAL AIRPORTS FUND**

Unreserved retained earnings as of 9/30/03 *	<b>(\$3,730,610)</b>
Plus: Projected Revenues	\$2,968,844
Less: Projected Expenditures	<b>(\$2,944,984)</b>
Unreserved retained earnings as of 9/30/04	<b>(\$3,706,750)</b>
Plus: Unrealized gain **	\$534
Revised unreserved retained earnings as of 9/30/04	<b>(\$3,706,216)</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF MUNICIPAL AIRPORTS FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
General Administration	\$5,966,354	\$5,251,365	\$899,642	\$1,007,599	\$718,584
Meacham Airport	1,211,107	1,151,050	1,199,117	1,349,007	1,135,765
Spinks Airport	967,160	862,760	411,881	463,366	795,778
Alliance Airport	<u>475,398</u>	<u>496,842</u>	<u>434,344</u>	<u>488,637</u>	<u>410,675</u>
<b>TOTAL</b>	\$8,620,019	\$7,762,017	\$2,944,984	\$3,308,609	\$3,060,802

**FORT WORTH**



**COMPARISON OF MUNICIPAL AIRPORTS FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Interest on Investment	\$786	\$791	\$0	\$0	\$1,000
Unrealized Gain	0	112	0	0	0
Sale of Property	0	5,434	0	0	1,000
Gain/Loss on Assets	227,038	0	0	0	0
FAA Lease Revenue	482,032	441,863	482,032	482,032	482,032
Control Tower - Burleson	0	84,820	68,475	68,475	68,475
Unleaded Sales	490,527	405,339		363,603	430,000
Tnsfr from General Fund	17,833	0	0	0	0
Tnsfr from Insurance Fund	4,040	11,899	0	0	0
Unused Facility Funds	666,615	0	0	0	0
Alliance Revenue Sharing	281,488	255,185	247,000	247,000	247,000
Fuel Flowage Fees	326,152	355,570	479,718	401,000	429,310
Landing Fees	16,899	23,751	25,000	11,404	18,000
Land (Improved)	139,222	148,150	180,486	134,793	142,501
Aircraft Parking	5,422	3,155	1,700	4,200	3,600
Miscellaneous Operations	58,043	8,157	7,797	57,200	10,054
Auto Rental	6,256	3,961	6,970	4,160	6,970
Auto Park Revenue	786	877	808	718	850
Terminal Building Revenue	126,828	187,366	207,865	265,000	244,290
Hangar Revenue	464,110	566,798	521,063	548,000	534,480
Other Building Revenue	2,198	16,500	19,200	18,000	18,000
Land (Unimproved)	389,400	406,779	480,683	410,658	475,800
Miscellaneous Income	670	11,206	69,475	105,000	1,000
Miscellaneous L/H Income	78,481	105,198	97,913	79,000	83,972
Charts	1,468	16	0	0	0
Oil	959	459	0	334	200
Restaurant Income	2,860	1,716	7,084	0	0
G.S.I.A. Possession Fee	119,250	119,250	65,575	97,640	0
Other Interest	<u>90,852</u>	<u>118,424</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$4,000,215</b>	<b>\$3,282,776</b>	<b>\$2,968,844</b>	<b>\$3,298,217</b>	<b>\$3,198,534</b>



**FORT WORTH**



**FUND BUDGET SUMMARY**

<b>DEPARTMENT:</b> AVIATION	<b>FUND/CENTER</b> PE40/0551000:0556002
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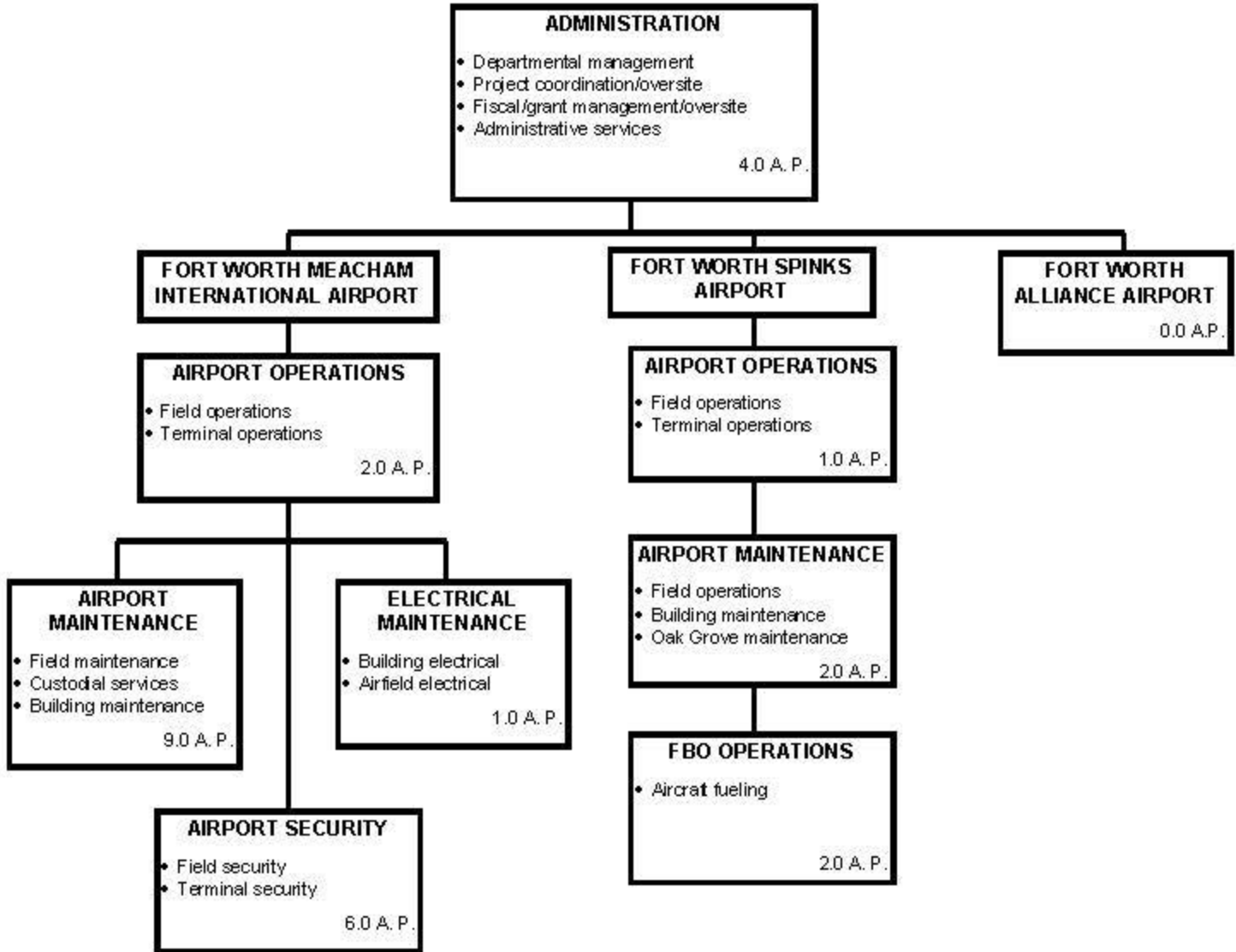
**SUMMARY OF FUND RESPONSIBILITIES:**

The Aviation Department operates the City's multi-airport system, which includes Fort Worth Meacham International Airport and Fort Worth Spinks Airport. Fort Worth Alliance Airport, while a City facility, is under private management with a contracted firm responsible for its upkeep and daily operation. These airports are designed to relieve Dallas/Fort Worth International Airport of general aviation pressures. The Director of Airport Systems is responsible for planning, supervising, developing and promoting these facilities, and providing information and guidance to the Aviation Advisory Board, which makes recommendations to the City Council regarding management, operation and maintenance of the City's aviation facilities.

Airport Administration is responsible for grant applications, project coordination, contract monitoring, clerical support, and overall departmental management. Airport Operations keeps airport grounds in working order, coordinates building maintenance, oversees field mowing, and helps maintain general airport security.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 1,483,275	\$ 1,314,813	\$ 1,403,300	\$ 1,403,300
<b>Supplies</b>	537,174	223,855	436,895	436,895
<b>Contractual</b>	5,266,193	877,572	734,694	734,694
<b>Capital Outlay</b>	0	10,400	0	0
<b>Debt Service</b>	475,375	518,344	485,913	485,913
<b>Total Expenditures</b>	\$ 7,762,017	\$ 2,944,984	\$ 3,060,802	\$ 3,060,802
<b>Authorized Positions</b>	30.00	27.00	27.00	27.00

# AVIATION – 27.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> AVIATION	<b>FUND/CENTER</b> PE40/0551000:0556002
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$2,944,984	<b>A.P.</b>	27.00
<b>2003-04 ADOPTED:</b>	\$3,060,802	<b>A.P.</b>	27.00

A) The adopted budget increases by \$314,887 due to the resumption by the City of the Fixed Base Operator (FBO) functions at Fort Worth Spinks Airport. This increase includes a \$245,000 increase for fuel purchases and a \$69,887 increase for scheduled temporaries. The fueler and cashier functions will be handled through temporaries rather than full-time positions. Revenue from fuel sales at Spinks increases \$430,000, offsetting these cost increases.

B) The adopted budget decreases by (\$118,280) for transfers to the Property and Casualty Insurance Fund, due to the projected use of fund balance in that insurance fund in FY2003-04.

C) The adopted budget decreases by (\$45,000) for paving materials. The department anticipates utilizing more grant funds for investment in paving rehabilitation. A budget of \$45,000 remains for paving materials as matching funds for these grants.

**FORT WORTH**



## DEPARTMENTAL OBJECTIVES AND MEASURES

**DEPARTMENT:**

**AVIATION**

**DEPARTMENT PURPOSE**

To provide aviation users with a first-class airport system that promotes, develops, maintains, and protects its aviation assets by providing safe facilities and services that contribute significant benefits to the citizens of Fort Worth.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To maintain at least 87 percent occupancy in the Meacham Terminal Building.

To increase aircraft operations at Spinks Airport by 10 percent to 71,500.

To increase based aircraft at Meacham Airport by 2.5 percent to 222.

To increase based aircraft at Spinks Airport by 2.5 percent to 169.

DEPARTMENTAL MEASURES	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Meacham Terminal Building occupancy	59%	87%	87%
Aircraft Operations at Spinks	62,000	65,000	71,500
Based Aircraft at Meacham Airport	215	217	222
Based Aircraft at Spinks Airport	161	165	169

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT AVIATION		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE40	MUNICIPAL AIRPORTS FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>GENERAL ADMINISTRATION</u>								
0551000	GENERAL ADMINISTRATION	\$ 463,192	\$ 389,245	\$ 338,581	\$ 338,581	4.00	4.00	4.00	4.00
0551002	NON-DEPARTMENTAL	4,788,173	510,397	380,003	380,003	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 5,251,365</u>	<u>\$ 899,642</u>	<u>\$ 718,584</u>	<u>\$ 718,584</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
	<u>MEACHAM AIRPORT</u>								
0551101	MEACHAM OPERATIONS	\$ 245,462	\$ 268,026	\$ 279,585	\$ 279,585	0.00	2.00	2.00	2.00
0551102	MEACHAM MAINTENANCE	577,437	626,271	544,168	544,168	0.00	9.00	9.00	9.00
0551103	MEACHAM SECURITY	239,702	221,015	224,380	224,380	0.00	6.00	6.00	6.00
0551104	ELECTRICAL MAINTENANCE	88,449	83,805	87,632	87,632	0.00	1.00	1.00	1.00
	Sub-Total	<u>\$ 1,151,050</u>	<u>\$ 1,199,117</u>	<u>\$ 1,135,765</u>	<u>\$ 1,135,765</u>	<u>0.00</u>	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>
	<u>SPINKS AIRPORT</u>								
0551201	SPINKS OPERATIONS	\$ 247,991	\$ 265,401	\$ 270,932	\$ 270,932	0.00	2.00	1.00	1.00
0551202	SPINKS MAINTENANCE	126,248	146,480	104,794	104,794	0.00	3.00	2.00	2.00
0551203	SPINKS FBO OPERATIONS	488,521	0	420,052	420,052	0.00	0.00	2.00	2.00



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT AVIATION		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE40	MUNICIPAL AIRPORTS FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	Sub-Total	\$ 862,760	\$ 411,881	\$ 795,778	\$ 795,778	0.00	5.00	5.00	5.00
	<u>ALLIANCE AIRPORT</u>								
0551301	ALLIANCE OPERATIONS	\$ 477,357	\$ 408,344	\$ 385,675	\$ 385,675	0.00	0.00	0.00	0.00
0551302	ALLIANCE MAINTENANCE	19,485	26,000	25,000	25,000	0.00	0.00	0.00	0.00
	Sub-Total	\$ 496,842	\$ 434,344	\$ 410,675	\$ 410,675	0.00	0.00	0.00	0.00
	<u>AIRPORT OPERATIONS</u>								
0552001	MEACHAM AIRPORT	\$ 0	\$ 0	\$ 0	\$ 0	2.00	0.00	0.00	0.00
0552002	SPINKS AIRPORT	0	0	0	0	1.00	0.00	0.00	0.00
	Sub-Total	\$ 0	\$ 0	\$ 0	\$ 0	3.00	0.00	0.00	0.00
	<u>AIRPORT SECURITY</u>								
0553010	AIRPORT SECURITY	\$ 0	\$ 0	\$ 0	\$ 0	6.00	0.00	0.00	0.00
	Sub-Total	\$ 0	\$ 0	\$ 0	\$ 0	6.00	0.00	0.00	0.00
	<u>AIRPORT MAINTENANCE</u>								
0555001	MEACHAM AIRPORT	\$ 0	\$ 0	\$ 0	\$ 0	9.00	0.00	0.00	0.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT AVIATION		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE40 MUNICIPAL AIRPORTS FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0555002	SPINKS AIRPORT	0	0	0	0	3.00	0.00	0.00	0.00
0555010	ELECTRICAL MAINTENANCE	0	0	0	0	1.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>13.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>FBO OPERATIONS</u>								
0556002	FBO OPERATIONS	\$ 0	\$ 0	\$ 0	\$ 0	4.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>4.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 7,762,017	\$ 2,944,984	\$ 3,060,802	\$ 3,060,802	30.00	27.00	27.00	27.00

**FORT WORTH**



# **MUNICIPAL PARKING GARAGE**

**FUND STATEMENT**

**FUND:**

**MUNICIPAL PARKING FUND**

The Municipal Parking Fund is a City of Fort Worth Enterprise Fund that generates revenues from fees charged for the use of parking space and the lease of office space. Parking spaces not allocated to designated City employees or used for transitory parking are leased either to the public or to non-designated City employees at a fixed monthly rate. Allocated parking spaces in the Municipal Parking Garage are routinely assigned to the Mayor, the City Manager, Assistant City Managers, Assistants to the City Manager, Department Heads, and Assistant Department Heads. All parking spaces are clearly marked and numbered for assigned spaces or labeled "in-and-out" for transitory parking spaces. Available office space, which is located on the ground level of the City garage, is leased to either City departments or to the public for a fixed monthly fee.

The Municipal Parking Program is under the direction of the Facilities Manager in the Transportation and Public Works Department, Building Maintenance Division. The program maintains and manages two parking garages and ten surface lots. Of the ten surface lots, one is entirely designated for citizens conducting business at City Hall and two lots are used to park City vehicles. The remaining seven lots provide parking space for the personal vehicles of City employees. Parking facility fees are designed to serve as an incentive to decrease traffic and pollution by providing special reduced rates to employees who carpool to work in groups of three or more.

**FORT WORTH**



**MUNICIPAL PARKING FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

Interest on Investments	\$2,024
Parking Lot Rentals	54,837
Parking Space Rentals	147,055
Parking - Tax Exempt	8,280
Office Space Rentals	20,676
Recovery of Utilities	400
Late Payments	<u>500</u>
<b>TOTAL REVENUE</b>	<b>\$233,772</b>

**EXPENDITURES:**

Personal Services	\$48,706
Supplies	950
Contractual Services	<u>184,116</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$233,772</b>

**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	\$0
Debt Service	<u>0</u>
<b>TOTAL DEBT SERVICE AND CAPITAL OUTLAY</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$233,772</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
MUNICIPAL PARKING FACILITIES FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$1,515,761</b>
Plus: Projected Revenues	\$233,772
Less: Projected Expenditures	( <del>\$233,722</del> )
Unreserved retained earnings as of 9/30/04	<b>\$1,515,811</b>
Plus: Unrealized gain **	\$2,621
Revised unreserved retained earnings as of 9/30/04	<b>\$1,518,432</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash



COMPARISON OF MUNICIPAL PARKING FUND  
EXPENDITURES

	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	RE-ESTIMATE 2002-03	ADOPTED 2003-04
Municipal Parking	<u>\$279,204</u>	<u>\$310,896</u>	<u>\$300,844</u>	<u>\$281,971</u>	<u>\$233,772</u>
<b>TOTAL</b>	\$279,204	\$310,896	\$300,844	\$281,971	\$233,772

**FORT WORTH**



**COMPARISON OF MUNICIPAL PARKING FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Interest on Investments	\$14,070	\$14,546	\$17,000	\$2,658	\$2,024
Parking Lot Rentals	38,469	40,958	48,770	47,942	54,837
Parking Space Rentals	118,032	127,443	132,708	132,708	147,055
Parking - Tax Exempt	46,915	39,072	22,920	30,934	8,280
Office Space Rentals	37,608	33,607	28,320	23,759	20,676
Recovery of Utilities	0	0	400	0	400
Late Payments	285	345	500	376	500
Use of Fund Balance	<u>0</u>	<u>0</u>	<u>50,226</u>	<u>43,594</u>	<u>0</u>
<b>TOTAL</b>	<b>\$255,379</b>	<b>\$255,971</b>	<b>\$300,844</b>	<b>\$281,971</b>	<b>\$233,772</b>

**FORT WORTH**



## FUND BUDGET SUMMARY

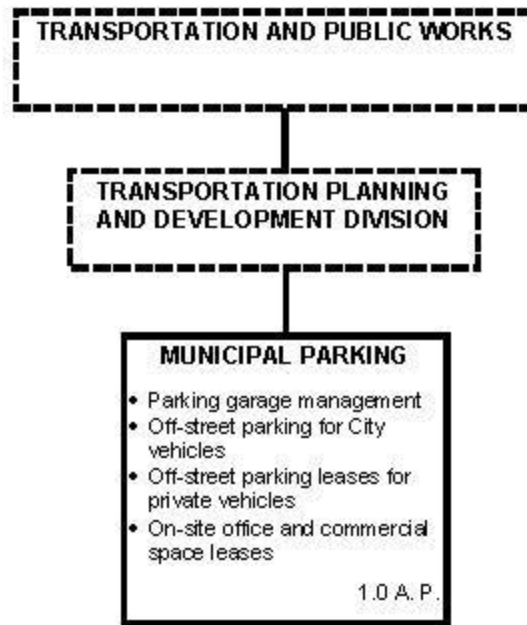
<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
T/PW, MUNICIPAL PARKING FUND	PE59/0208500:0208501

**SUMMARY OF FUND RESPONSIBILITIES:**

Municipal Parking, under the direction of the Facilities Manager in the Transportation and Public Works Department, Building Services Division, maintains and manages two parking garages and ten surface lots, which provide space for City vehicles and the personal vehicles of City employees. Parking and office space not needed by the City are leased to the general public.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 49,268	\$ 47,247	\$ 48,706	\$ 48,706
<b>Supplies</b>	1,850	950	950	950
<b>Contractual</b>	259,778	252,647	184,116	184,116
<b>Total Expenditures</b>	\$ 310,896	\$ 300,844	\$ 233,772	\$ 233,772
<b>Authorized Positions</b>	1.00	1.00	1.00	1.00

M-10  
**MUNICIPAL PARKING FUND - 1.0 A. P.**



## DEPARTMENTAL OBJECTIVES AND MEASURES

**DEPARTMENT:**

**T/PW, MUNICIPAL PARKING FUND**

**DEPARTMENT PURPOSE**

To maintain and manage two parking garages and 10 surface lots at various downtown locations, as well as office space located within the City parking garage. The facilities provide parking and office space for City use, as well as valuable downtown parking for lease to both City employees and the general public.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To maintain a revenue level reflective of 100 percent occupancy rate for surface parking lots.

To receive revenue equivalent to 100 percent occupancy of parking garage office space.

DEPARTMENTAL MEASURES	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Revenue for surface parking	\$40,958	\$48,257	\$54,837
Revenue in parking garage office rental	\$33,607	\$23,631	\$20,676

**FORT WORTH**





**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT TRANSPORTATION & PUBLIC WKS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PE59      MUNICIPAL PARKING FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>MUNICIPAL PARKING GARAGE</u>								
0208500	ADMINISTRATION	\$ 310,896	\$ 290,844	\$ 233,772	\$ 233,772	1.00	1.00	1.00	1.00
0208501	MAIN ST. PLAZA GARAGE	0	10,000	0	0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 310,896</u>	<u>\$ 300,844</u>	<u>\$ 233,772</u>	<u>\$ 233,772</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
	<b>TOTAL</b>	\$ 310,896	\$ 300,844	\$ 233,772	\$ 233,772	1.00	1.00	1.00	1.00

**FORT WORTH**



# **INTERNAL SERVICE FUNDS**

**FUND STATEMENT**

**FUND:**

**INTERNAL SERVICE FUNDS**

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

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

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

The Engineering Services Fund, through the Engineering Department, provides engineering services for other City departments. Engineering services provided include project design and management, surveying, quality control testing, and construction inspection for all water, storm drain, sidewalk and other infrastructure projects.

The Office Services Fund provides for the mailroom, copy machine, Print Shop, and graphics services used by all City departments.

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

**FORT WORTH**



**FUND STATEMENT**

**FUND:**

**EQUIPMENT SERVICES FUND**

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

ESD operates the following six service centers, located throughout the city: Harley, Southside, Brennan, Water and Sewer, Downtown, 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: 1) when the required expertise is not available in-house; 2) when a substantial capital investment would be necessary to perform the service in-house; 3) when it is determined that the service could be performed less expensively by an outside vendor; or 4) when workload overflow relief is needed. As part of that strategy, ESD privatized its parts inventory system at the end of FY2001-02. This FY2003-04 budget contains the first full year of funding for that program.

In FY1995-96, ESD implemented a vehicle replacement plan. As a part of that plan, each year ESD analyzes the entire City fleet, evaluating each vehicle's maintenance costs, useful life, mileage, down time, and other factors. Based on that yearly analysis, ESD rates the vehicles, and then compiles a prioritized vehicle replacement list. Equipment Services staff subsequently meets with departments to fine-tune the proposed rankings. The refined list is then used to determine replacement vehicle priorities for the coming fiscal year.

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

**FORT WORTH**



**EQUIPMENT SERVICES FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

Interest on Investments	\$10,000
Equipment Maintenance Labor Costs	6,682,988
Fuel Costs and Overhead	3,560,809
Repair and Maintenance Parts	2,620,500
ESD Administrative Charge	500,000
Outside Repair and Maintenance	1,401,356
Other Charges	<u>284,000</u>
<b>TOTAL REVENUE</b>	<b>\$15,059,653</b>

**EXPENDITURES:**

Personal Services	\$6,449,255
Supplies	5,324,286
Contractual Services	<u>3,256,838</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$15,030,379</b>

**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	\$0
Debt Service	<u>0</u>
<b>TOTAL DEBT SERVICE AND CAPITAL OUTLAY</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$15,030,379</b>



**PROJECTED  
UNRESERVED RETAINED EARNINGS  
EQUIPMENT SERVICES FUND**

Unreserved retained earnings as of 9/30/03 *	<b>(\$7,491,239)</b>
Plus: Projected Revenues	\$15,059,653
Less: Projected Expenditures	<b>(\$15,030,379)</b>
Unreserved retained earnings as of 9/30/04	<b>(\$7,461,965)</b>
Plus: Unrealized gain **	\$0
Revised unreserved retained earnings as of 9/30/04	<b>(\$7,461,965)</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF EQUIPMENT SERVICES FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
ADMINISTRATION	\$1,264,209	\$1,691,509	\$2,326,648	\$2,140,516	\$1,865,541
EQUIPMENT MATERIALS	894,990	780,850	3,432,308	3,157,723	3,362,623
HARLEY STREET	1,670,018	1,923,689	1,840,480	1,693,242	1,831,648
SOUTHSIDE SERVICE CENT	715,910	788,622	760,924	700,050	780,381
BRENNAN STREET	1,389,534	1,516,887	1,325,434	1,219,399	1,235,761
WATER & SEWER CENTER	805,676	813,458	814,575	749,409	765,461
DOWNTOWN CENTER	1,079,304	1,529,626	1,118,430	1,028,956	1,245,365
FUEL SERVICES	848,857	259,637	399,268	367,327	376,256
TECHNICAL SERVICES	283,553	310,280	252,371	232,181	203,101
TIRE SHOP	261,324	256,744	264,414	243,261	266,096
PARTS & FUEL INVENTORY	5,693,090	6,375,005	3,261,871	3,000,921	3,098,146
NON-DEPARTMENTAL	<u>320,618</u>	<u>301,314</u>	<u>320,000</u>	<u>294,400</u>	<u>0</u>
<b>TOTAL</b>	\$15,227,083	\$16,547,621	\$16,116,723	\$14,827,385	\$15,030,379

**FORT WORTH**



**COMPARISON OF EQUIPMENT SERVICES FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Interest on Investments	\$366	\$4,779	\$10,000	\$0	\$10,000
Gain/Loss on Investments	2,002	0	0	0	0
Motor Pool Revenue	13,101	0	0	0	0
Equipment Maint/Labor Cost	5,566,427	6,076,912	5,550,000	6,150,000	5,700,000
Fuel Overhead	414,717	173,984	156,698	131,000	120,000
Veh Repair & Maint Overhead	799,544	869,784	672,400	974,000	972,000
Other Labor Charges	8,989	10,988	16,365	10,988	10,988
Rev from Sale of Auto Parts	2,840	280	8,000	23,000	8,000
Diesel Sales		887,491	931,276	1,105,000	1,140,146
Used Parts & Oil	7,825	5,700	12,500	2,200	6,500
Veh & Equipment Sales	6,944	30,592	70,000	5,900	70,000
Unleaded Sales	3,039,744	996,191	1,122,961	1,122,424	1,122,424
Propane Sales		80,695	100,000	103,000	98,395
Veh Repair & Maint Supplies	2,604,343	3,090,150	2,600,000	1,226,000	2,700,000
Outside Rep & Main Costs	1,113,564	1,830,482	1,790,000	1,694,000	1,290,000
Outside Rep & Main Ovrhd	111,357	183,049	111,356	180,000	111,356
Lubricant Costs	121,867	70,934	85,000	52,000	85,000
Lubricant Overhead	21,937	4,871	15,000	15,000	15,000
Fuel Cards	169	135	0	0	0
Diesel Overhead	0	161,796	195,500	195,000	129,073
Propane Overhead	0	25,109	27,000	21,000	18,771
Jet A Fuel Sales	0	65,209	75,000		
Jet A Fuel Overhead	0	2,256	2,896		
Gas Card Revenue	0	670,689	600,000	969,000	812,500
Gas Card Overhead	0	17,895	17,631	21,000	19,500
ESD Admin Charge	0	845,665	1,923,750	584,000	500,000
Transfers from Other Funds	979,275	0	0	0	0
Gas Tax Refund	16,218	20,344	45,000	20,344	45,000
Misc. Revenue	67,513	14,864	35,000	35,000	35,000
EPA Revenue	<u>101,864</u>	<u>30,212</u>	<u>40,000</u>	<u>36,000</u>	<u>40,000</u>
<b>TOTAL</b>	<b>\$15,000,606</b>	<b>\$16,171,056</b>	<b>\$16,213,333</b>	<b>\$14,675,856</b>	<b>\$15,059,653</b>

**FORT WORTH**



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

EQUIPMENT SERVICES

PI61/0212010:0212095

## SUMMARY OF FUND RESPONSIBILITIES:

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

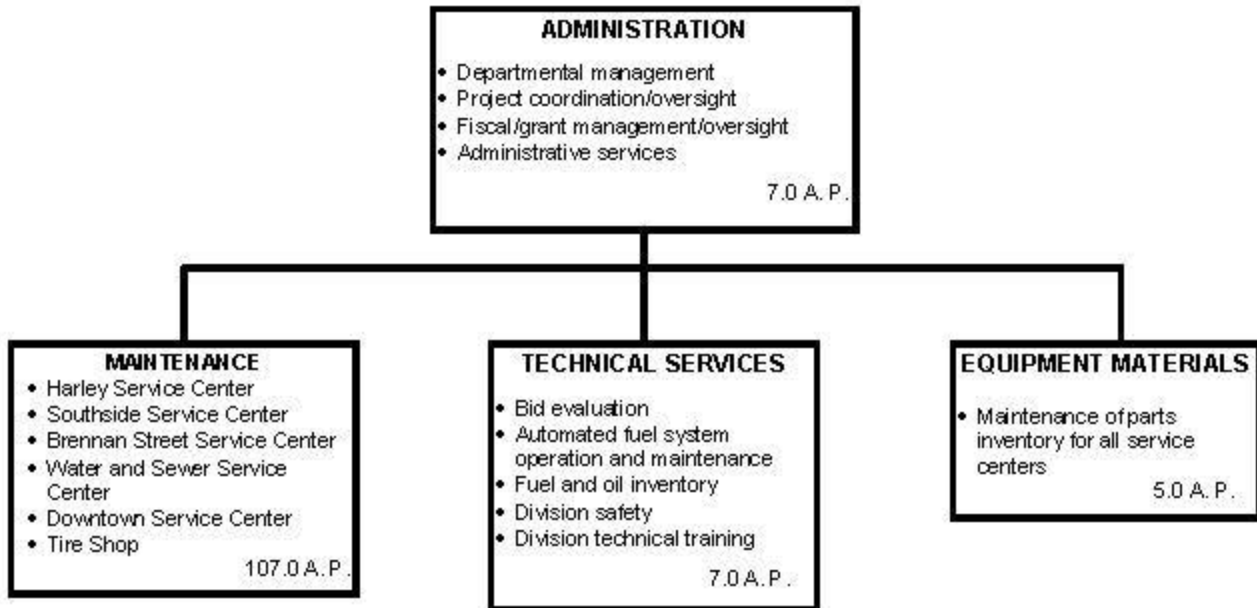
Within the department, field services, mechanical maintenance, fuel, lubricants, and other supplies are provided by the following six service centers: Harley, Southside, Brennan, Water and Sewer, Downtown, and the Tire Shop. Equipment Services also contracts certain services to outside entities when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

ESD privatized its parts inventory system at the end of FY2001-02. This FY2003-04 Budget contains the first full year of funding for that program. NAPA, as the contracted provider of that service, now supplies all City departments with required 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 administration fee to all charges allows ESD to support its general, non-department specific administrative functions.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 6,623,335	\$ 6,427,124	\$ 6,449,255	\$ 6,449,255
<b>Supplies</b>	6,329,836	5,518,229	5,324,286	5,324,286
<b>Contractual</b>	3,594,448	4,067,288	3,256,838	3,256,838
<b>Capital Outlay</b>	0	104,082	0	0
<b>Total Expenditures</b>	\$ 16,547,619	\$ 16,116,723	\$ 15,030,379	\$ 15,030,379
<b>Authorized Positions</b>	146.00	125.00	126.00	126.00

N-12  
**EQUIPMENT SERVICES - 126.0 A. P.**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> EQUIPMENT SERVICES	<b>FUND/CENTER</b> PI61/0212010:0212095
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$16,116,723	<b>A.P.</b>	125.00
<b>2003-04 ADOPTED:</b>	\$15,030,379	<b>A.P.</b>	126.00

A) The budget increases by \$30,407 for a Stock Clerk position to tow City vehicles that are inoperable. This function had been performed on a contract basis, but the department found that providing the service on an in-house basis was more cost-effective. The proposed budget decreases by (\$140,900) for contractual services related to this change.

B) The budget decreases by (\$320,000) for depreciation. Depreciation will not be budgeted for as a line-item expense, based on governmental accounting standards.

C) The budget decreases by (\$300,000) for the elimination of funding for one-time costs in FY2002-03 associated with the development of a new fleet management system.

D) The budget decreases by (\$89,082) due to the elimination of one-time funding for specialized equipment in FY2002-03. The department plans no major purchases of equipment in FY2003-04.

E) The budget increases by \$75,790 for cost increases associated with group health insurance.

F) The budget decreases by (\$75,000) for jet fuel purchases. ESD will no longer purchase fuel on behalf of the Aviation Department for resale. Instead, Aviation will contract with fuel providers directly.

G) The budget decreases by (\$60,000) for outside repair services. As a cost-saving measure for FY2002-03 and FY2003-04, these more costly services will be utilized significantly less by the City. This savings will come at the price of longer waits for customer departments during peak ESD service periods.

H) The budget decreases by (\$57,108) due to the use of fund balance in the Workers' Compensation Fund.



**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** **EQUIPMENT SERVICES**

**DEPARTMENT PURPOSE**

To develop strategies to effectively, efficiently, and safely procure, maintain, and dispose of the City's vehicular/equipment fleet within established City and environmental guidelines.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To maintain fleet availability to user departments at 95 percent.

To maintain fleet reliability by maintaining scheduled preventive maintenance at 55 percent of all vehicles in the City fleet.

To complete 75 percent of in-shop repairs within three working days.

To continue ensuring that repeat repairs due to mechanic error do not exceed 4 percent of total work orders.

To ensure that shrinkage of fuel and parts supply inventories is no more than 1 percent.

To provide 3,000 hours of formal manufacturer's training to ensure that employees remain proficient in the latest technology and safety precautions.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Percent of fleet availability	94.8%	95%	95%
% of fleet scheduled for maintenance	42.3%	55%	55%
Percent of repairs completed within 3 working days	75.5%	75%	75%
Repeat repairs due to mechanic error	3%	4%	4%
% of shrinkage in fuel inventory	1%	1%	1%
% of shrinkage in parts inventory	1%	1%	1%
Employee hours in technical training	1,693	2,500	3,000

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>EQUIPMENT SERVICES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>PI61</b>	<b>EQUIPMENT SERVICES FUND</b>	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>EQUIPMENT SERVICES</u>								
0212010	ADMINISTRATION	\$ 1,691,507	\$ 2,326,648	\$ 1,865,541	\$ 1,865,541	9.00	8.00	7.00	7.00
0212015	EQUIPMENT MATERIALS	780,850	3,432,308	3,362,623	3,362,623	25.00	5.00	5.00	5.00
0212030	HARLEY STREET	1,923,689	1,840,480	1,831,648	1,831,648	31.00	31.00	31.00	31.00
0212035	SOUTHSIDE SERVICE CENTER	788,622	760,924	780,381	780,381	11.00	11.00	11.00	11.00
0212045	BRENNAN STREET	1,516,887	1,325,434	1,235,761	1,235,761	24.00	24.00	22.00	22.00
0212050	WATER & SEWER CEN- TER	813,458	814,575	765,461	765,461	13.00	13.00	13.00	13.00
0212055	DOWNTOWN CENTER	1,529,626	1,118,430	1,245,365	1,245,365	22.00	22.00	25.00	25.00
0212070	FUEL SERVICES	259,637	399,268	376,256	376,256	2.00	2.00	4.00	4.00
0212071	TECHNICAL SERVICES	310,280	252,371	203,101	203,101	4.00	4.00	3.00	3.00
0212080	TIRE SHOP	256,744	264,414	266,096	266,096	5.00	5.00	5.00	5.00
0212085	PARTS & FUEL INVEN- TORY	6,375,005	3,261,871	3,098,146	3,098,146	0.00	0.00	0.00	0.00
0212095	NON-DEPARTMENTAL	301,314	320,000	0	0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 16,547,619</u>	<u>\$ 16,116,723</u>	<u>\$ 15,030,379</u>	<u>\$ 15,030,379</u>	<u>146.00</u>	<u>125.00</u>	<u>126.00</u>	<u>126.00</u>
	<b>TOTAL</b>	<b>\$ 16,547,619</b>	<b>\$ 16,116,723</b>	<b>\$ 15,030,379</b>	<b>\$ 15,030,379</b>	<b>146.00</b>	<b>125.00</b>	<b>126.00</b>	<b>126.00</b>

**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 administrative support, technical services, software applications development and acquisition, and telecommunications.

In the past, costs associated with information technology were dispersed across departments according to formulas based loosely on technology usage. In FY1998-99, the department began operating on a business model in which it bills City departments for services rendered. Thus, departments can make resource allocation decisions based on true cost analysis.

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, and such capital equipment as computers and other hardware and software.

**FORT WORTH**



**INFORMATION SYSTEMS FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

Antenna Lease	\$42,000
Computing Services	3,996,575
Telephone Services	3,715,138
Radio Services	1,618,622
Software-Based Charges	4,878,099
External Customer Revenue	486,638
Miscellaneous Revenue	<u>52,000</u>
<b>TOTAL REVENUE</b>	<b>\$14,789,072</b>

**EXPENDITURES:**

Personal Services	\$6,409,270
Supplies	562,170
Contractual Services	<u>7,346,256</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$14,317,696</b>

**CAPITAL OUTLAY:**

Capital Outlay	<u>\$366,000</u>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$366,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$14,683,696</b>



**PROJECTED  
UNRESERVED RETAINED EARNINGS  
INFORMATION SYSTEMS FUND**

Unreserved retained earnings as of 9/30/03 *	<b>(\$3,095,096)</b>
Plus: Projected Revenues	\$14,789,072
Less: Projected Expenditures	<b>(\$14,683,696)</b>
Unreserved retained earnings as of 9/30/04	<b>(\$2,989,720)</b>

\* Preliminary fund balance due to pending audit of actual fund balances

**COMPARISON OF INFORMATION SYSTEMS FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Administration	\$0	\$699,804	\$296,145	\$313,819	\$879,076
Strategy & Planning	0	951,038	0	0	0
IT Security	0	0	497,410	445,029	0
IT Network Services	0	0	1,703,787	1,842,169	1,181,324
IT Computer Services	0	0	1,231,492	1,687,114	1,503,871
Finance	0	1,002,589	727,248	799,249	876,835
IT Business Services Group	0	184,360	126,009	113,831	0
Enterprise Resource Planning	0	781,295	390,989	267,968	1,131,440
Public Safety Services	0	1,163,228	855,511	745,158	0
Mainframe Operations	0	1,490,648	0	0	0
Network Services	0	2,536,135	0	0	0
GIS	0	678,315	941,344	919,909	838,470
Program Management Office	0	0	557,793	252,077	0
IT Communication Services	0	482,598	283,835	363,370	333,904
Radio Systems	153,063	34,929	0	0	0
Telephone Systems	142,269	10,230	0	0	0
Telephone Services	0	957,138	2,957,372	2,970,820	3,553,185
Wireless Services	0	1,158,982	1,425,608	1,315,632	1,474,545
Inventory Services	0	0	95,872	87,745	221,669
CAD Services	0	0	82,114	72,800	84,032
Administration/ Finance	13,666,655	986,587	12,905	0	0
IT Customer Services	0	3,857,686	1,631,444	1,711,447	1,699,619
Department Overhead	<u>0</u>	<u>122,690</u>	<u>993,028</u>	<u>993,028</u>	<u>905,726</u>
<b>TOTAL</b>	<b>\$13,961,987</b>	<b>\$17,098,252</b>	<b>\$14,809,906</b>	<b>\$14,901,165</b>	<b>\$14,683,696</b>

**FORT WORTH**



**COMPARISON OF INFORMATION SYSTEMS FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Coin Phone Commission	\$8,435	\$6,866	\$18,000	\$686	\$0
Antenna Lease	52,000	33,131	24,000	24,000	42,000
Gain/Loss on Assets	(374,918)	(374,918)	0	0	0
Transfer from Accounts	1,152,106	1,152,106	0	0	0
Computing Services	8,210,969	5,246,124	4,675,542	4,785,752	3,996,575
Telephone Services	2,724,034	3,197,713	3,565,485	3,694,860	3,715,138
Radio Services	1,318,403	1,412,394	1,784,136	1,797,233	1,618,622
Software Based Charges	0	5,397,052	5,353,187	5,032,653	4,878,099
External Customers	576,460	472,726	549,120	654,597	486,638
Miscellaneous Revenue	<u>37,493</u>	<u>8,773</u>	<u>52,000</u>	<u>2,794</u>	<u>52,000</u>
<b>TOTAL</b>	<b>\$13,704,982</b>	<b>\$16,551,967</b>	<b>\$16,021,470</b>	<b>\$15,992,575</b>	<b>\$14,789,072</b>

**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 and IT Security, Infrastructure, Finance, Operations and Business Services, Communications Services, and Customer Service.

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

The Infrastructure Group provides technical management and development for the City's network infrastructure and mainframe computer operations.

The Finance Group is responsible for all business-administrative functions, including IT Solutions billing and rate structures, financial and budget management, procurement of information technology equipment and services for all City departments, and contract administration.

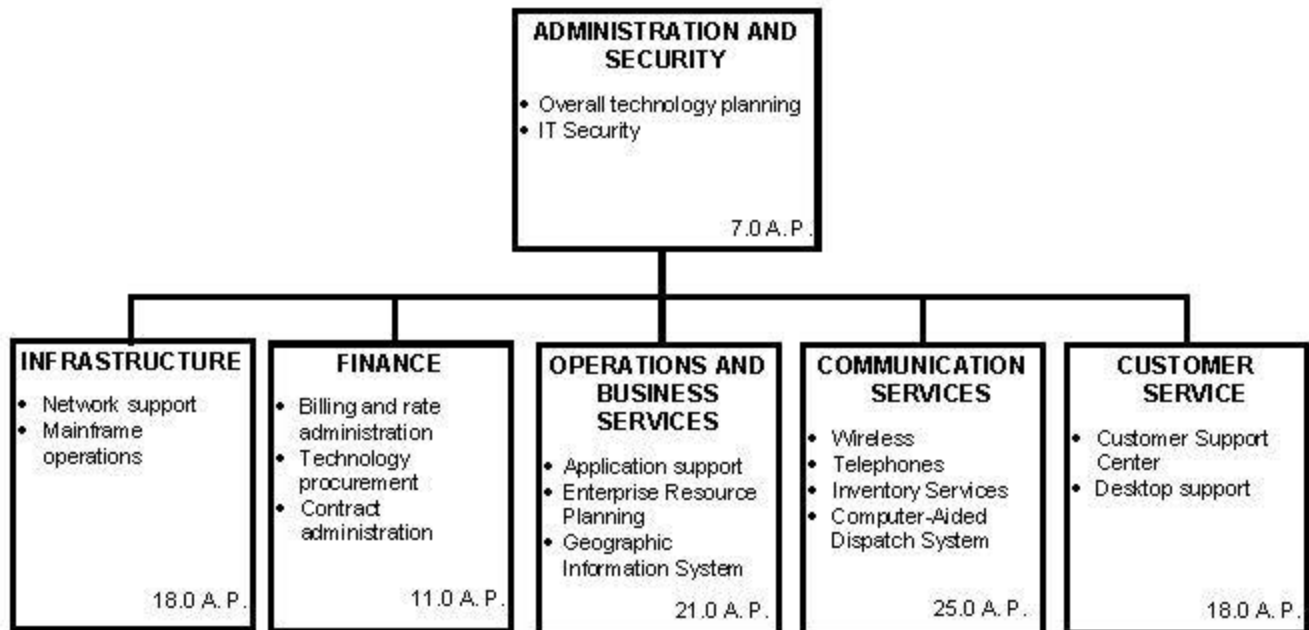
The Operations and Business Services Group provides technical management and development services for software applications and related infrastructure, including the City's Geographic Information System.

The Communications Services Group provides technical management and development of the City's telephone system, wireless systems and the public safety Computer-Aided Dispatch system.

The Customer Service Group serves as IT Solutions' primary point of contact for customers. The group is responsible for coordination of customer accounts, management of the Customer Support Center, as well as maintenance, support and replacement of all desktop computers and IT training coordination.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 7,337,997	\$ 6,135,804	\$ 6,409,270	\$ 6,409,270
<b>Supplies</b>	667,879	385,940	562,170	562,170
<b>Contractual</b>	9,092,376	8,028,162	7,346,256	7,346,256
<b>Capital Outlay</b>	0	260,000	366,000	366,000
<b>Total Expenditures</b>	\$ 17,098,252	\$ 14,809,906	\$ 14,683,696	\$ 14,683,696
<b>Authorized Positions</b>	111.00	100.00	100.00	100.00

N-28  
**INFORMATION SYSTEMS FUND - 100.0 A. P.**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> INFORMATION SYSTEMS FUND	<b>FUND/CENTER</b> PI68/0041000:0049000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$14,809,906	<b>A.P.</b>	100.0
<b>2003-04 ADOPTED:</b>	\$14,683,696	<b>A.P.</b>	100.0

A) The adopted budget decreases by (\$305,948) for lease purchase agreements due primarily to expiration of some lease purchase agreements during the next fiscal year.

B) The adopted budget decreases by (\$297,563) for miscellaneous rentals due to not acquiring software license agreement maintenance, such as Supportware enhanced maintenance.

C) The adopted budget increases by \$245,453 due to a reduction of budgeted salary savings based on re-estimates.

D) The adopted budget increases by \$218,000 for consultants and professional services to pay for security consultants, Premis Consulting, and telephone systems design consulting.

E) The adopted budget decreases by (\$192,102) for contractual services due to not outsourcing the Enterprise Resource Planning system support and an expected cost reduction for digital aerial photography due to increased participation from other cities.

F) The adopted budget decreases by (\$164,485) for training and workshops based on projected expenditures in FY2003-04 as a part of budget reduction efforts.

G) The adopted budget increases by \$127,162 for claims and lawsuits as assessed by the Finance Department for FY2003-04.



**FORT WORTH**



## DEPARTMENTAL OBJECTIVES AND MEASURES

<b>DEPARTMENT:</b>			
<b>INFORMATION SYSTEMS FUND</b>			
<b>DEPARTMENT PURPOSE</b>			
<p>To provide high quality, value added, economical information and communications solutions and services to customers in support of the City's strategic vision for providing quality service to the community.</p>			
<b>FY2003-04 DEPARTMENTAL OBJECTIVES</b>			
<p>To maintain application software availability and integrity in excess of 99 percent of the time at a cost not to exceed budgeted levels.</p>			
<p>To maintain voice and data communications network availability and integrity in excess of 99 percent of the time at a cost not to exceed budgeted levels.</p>			
<p>To have good or excellent customer satisfaction for equipment installation and desktop support at a cost not to exceed budgeted levels.</p>			
<p>To maintain Customer Support Service performance levels to help desk industry standards at a cost not to exceed budgeted levels.</p>			
<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Applications on-line availability	87.5%	>99%	>99%
Voice and Data System availability	99.92%	100%	100%
Customer satisfaction with equipment installation (Scale 10)	8.76	9	9
Good/Excellent customer satisfaction with desktop support	96%	97%	98%

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>ADMINISTRATION AND IT SECURITY</u>								
0041000	ADMINISTRATION AND IT SECURITY	\$ 699,804	\$ 296,145	\$ 879,076	\$ 879,076	3.00	2.00	7.00	7.00
0041010	STRATEGY & PLANNING	951,038	0	0	0	4.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 1,650,842</u>	<u>\$ 296,145</u>	<u>\$ 879,076</u>	<u>\$ 879,076</u>	<u>7.00</u>	<u>2.00</u>	<u>7.00</u>	<u>7.00</u>
	<u>IT SECURITY</u>								
0041100	IT SECURITY	\$ 0	\$ 497,410	\$ 0	\$ 0	0.00	4.00	0.00	0.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 497,410</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0.00</u>	<u>4.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>INFRASTRUCTURE</u>								
0043010	IT NETWORK SERVICES	\$ 0	\$ 1,703,787	\$ 1,181,324	\$ 1,181,324	0.00	6.00	8.00	8.00
0043020	IT COMPUTER OPERA- TIONS SERVICES	0	1,231,492	1,503,871	1,503,871	0.00	11.00	10.00	10.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 2,935,279</u>	<u>\$ 2,685,195</u>	<u>\$ 2,685,195</u>	<u>0.00</u>	<u>17.00</u>	<u>18.00</u>	<u>18.00</u>
	<u>FINANCE</u>								
0044000	FINANCE	\$ 1,002,589	\$ 727,248	\$ 876,835	\$ 876,835	11.00	11.00	11.00	11.00
	Sub-Total	<u>\$ 1,002,589</u>	<u>\$ 727,248</u>	<u>\$ 876,835</u>	<u>\$ 876,835</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68 INFORMATION SYSTEMS FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>OPERATIONS</u>								
0045000	IT BUSINESS SERVICES GROUP	\$ 184,360	\$ 126,009	\$ 0	\$ 0	3.00	1.00	0.00	0.00
0045010	ENTERPRISE RESOURCE PLANNING	781,295	390,989	1,131,440	1,131,440	10.00	3.00	13.00	13.00
0045020	PUBLIC SAFETY SERVICES	1,163,228	855,511	0	0	15.00	6.00	0.00	0.00
0045030	MAINFRAME OPS	1,490,648	0	0	0	12.00	0.00	0.00	0.00
0045040	NETWORK SERVICES	2,536,135	0	0	0	12.00	0.00	0.00	0.00
0045050	GEOGRAPHIC INFORMATION SERVICES	678,315	941,344	838,470	838,470	4.00	9.00	8.00	8.00
0045060	PROGRAM MANAGEMENT OFFICE	0	557,793	0	0	0.00	6.00	0.00	0.00
	Sub-Total	<u>\$ 6,833,981</u>	<u>\$ 2,871,646</u>	<u>\$ 1,969,910</u>	<u>\$ 1,969,910</u>	<u>56.00</u>	<u>25.00</u>	<u>21.00</u>	<u>21.00</u>
	<u>COMMUNICATIONS</u>								
0046000	IT COMMUNICATIONS SERVICES GROUP	\$ 482,598	\$ 283,835	\$ 333,904	\$ 333,904	5.00	2.00	2.00	2.00
0046001	RADIO SYSTEMS	34,929	0	0	0	0.00	0.00	0.00	0.00
0046002	TELEPHONE SYSTEMS	10,230	0	0	0	0.00	0.00	0.00	0.00
0046010	TELEPHONE SERVICES	957,138	2,957,372	3,553,185	3,553,185	6.00	10.00	10.00	10.00
0046020	WIRELESS SERVICES	1,158,982	1,425,608	1,474,545	1,474,545	10.00	10.00	10.00	10.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0046030	INVENTORY SERVICES	0	95,872	221,669	221,669	0.00	2.00	2.00	2.00
0046040	CAD SERVICES	0	82,114	84,032	84,032	0.00	1.00	1.00	1.00
	Sub-Total	<u>\$ 2,643,877</u>	<u>\$ 4,844,801</u>	<u>\$ 5,667,335</u>	<u>\$ 5,667,335</u>	<u>21.00</u>	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>
	<u>FINANCE/ADMINISTRATION</u>								
0047000	ADMINISTRATION/ FINANCE	\$ 986,587	\$ 12,905	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 986,587</u>	<u>\$ 12,905</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>CUSTOMER SERVICE</u>								
0048000	IT CUSTOMER SERVICES GROUP	\$ 3,857,686	\$ 1,631,444	\$ 1,699,619	\$ 1,699,619	12.00	16.00	18.00	18.00
	Sub-Total	<u>\$ 3,857,686</u>	<u>\$ 1,631,444</u>	<u>\$ 1,699,619</u>	<u>\$ 1,699,619</u>	<u>12.00</u>	<u>16.00</u>	<u>18.00</u>	<u>18.00</u>
	<u>DEPT OVERHEAD</u>								
0049000	DEPT OVERHEAD	\$ 122,690	\$ 993,028	\$ 905,726	\$ 905,726	4.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 122,690</u>	<u>\$ 993,028</u>	<u>\$ 905,726</u>	<u>\$ 905,726</u>	<u>4.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 17,098,252	\$ 14,809,906	\$ 14,683,696	\$ 14,683,696	111.00	100.00	100.00	100.00

**FORT WORTH**



## FUND STATEMENT

**FUND:**

### ENGINEERING SERVICES FUND

The Engineering Services Fund is a City of Fort Worth Internal Service Fund that provides for comprehensive engineering design, project management, surveying, quality control testing, and construction inspection for water, street, storm drain, sidewalk, and other infrastructure improvements. The Engineering Services Fund derives 86 percent of its revenue from Capital Improvement Program (CIP) projects, primarily in the Transportation and Public Works and Water/Sewer departments.

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

The Department of Engineering consists of five divisions, each created to allow the department to conduct operations in a manner similar to that of a successful private sector engineering consulting firm.

The Engineering Services Division consists of several sections that provide engineering services for a broad array of programs. These programs may include street reconstruction (CIP); development review; water and sanitary sewer pipeline rehabilitation, replacement and extensions; and airport and park improvements. These programs may use in-house design teams or be contracted out to private consultants based on resource availability and response time required. The private utility coordination function is also provided through this division and is available for use by other departments managing their own design processes. Consistent with the Engineering Department's charter, resources may shift from one program to another depending on work demands. The Mapping Section within the division is responsible for Federal Emergency Management Administration (FEMA) floodplain management activities within the city, as well as the preparation and maintenance of the City's water, sewer, and storm drainage maps.

The Real Property Services Division is responsible for obtaining all necessary easements and rights-of-way for City of Fort Worth projects, management of the sale or lease of property on behalf of the City; management and sale or lease of City-owned Lake Worth properties; and management of the Surplus Property Program.

The Construction Services Division provides for laboratory testing of construction materials and construction inspection services to ensure compliance with approved construction plans, specifications, and contract documents.

The Administrative Division is responsible for overall departmental administrative operations, contract administration, and coordination of administrative and fiscal activities among all divisions.

The Division of Surveying Services provides preliminary survey, construction staking, easement description services, as well as real property surveys for platting.

In accordance with the City's Financial Management Policy Statements (FMPS), "To assure fiscal stability and the effective and efficient delivery of services...and careful administration of the expenditure of available resources" (FMPS, Ch. II), the department has implemented a Global Positioning Satellite Survey System for faster and more accurate survey data collection, as well as survey labor cost savings.



**FORT WORTH**



**ENGINEERING SERVICES FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

General Fund (Real Property Services)	\$125,000
Transfer from Water and Sewer Operating Fund	150,000
Transfer from Lake Worth Trust Fund	238,648
Parks & Community Services Capital Projects	39,923
T/PW General Fund Programs	287,851
Aviation Capital Projects	50,464
T/PW Capital Projects	1,300,000
Water Capital Projects	3,958,879
Wastewater Capital Projects	2,230,029
Receipts from Other Funds	158,000
Contract Street Maintenance	528,000
Environmental Services	845,000
Miscellaneous Revenues	<u>40,700</u>
<b>TOTAL REVENUE</b>	<b>\$9,952,494</b>

**EXPENDITURES:**

Personal Services	\$8,486,802
Supplies	367,741
Contractual Services	<u>977,901</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$9,832,444</b>

**CAPITAL OUTLAY:**

Capital Outlay	<u>\$120,050</u>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$120,050</b>
<b>TOTAL EXPENDITURES</b>	<b>\$9,952,494</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
ENGINEERING FUND**

Unreserved retained earnings as of 9/30/03 *	<b>(\$307,716)</b>
Plus: Projected Revenues	\$9,809,752
Less: Projected Expenditures	<b>(\$9,479,601)</b>
Unreserved retained earnings as of 9/30/04	<b>\$22,435</b>
Plus: Unrealized gain **	\$2,159
Revised unreserved retained earnings as of 9/30/04	<b>\$24,594</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF ENGINEERING SERVICES FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Engineering Services	<u>\$9,248,655</u>	<u>\$9,264,935</u>	<u>\$9,479,601</u>	<u>\$9,310,866</u>	<u>\$9,952,494</u>
<b>TOTAL</b>	\$9,248,655	\$9,264,935	\$9,479,601	\$9,310,866	\$9,952,494

**FORT WORTH**



**COMPARISON OF ENGINEERING SERVICES FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
General Fund (Real Property Services)	\$64,320	\$70,507	\$46,000	\$106,927	\$125,000
Transfer from Water and Sewer Operating Fund	93,229	79,613	82,500	172,798	150,000
Transfer from Lake Worth Trust Fund	259,805	229,823	205,000	206,132	238,648
Parks & Community Services Capital Projects	128,800	97,140	92,000	84,369	39,923
T/PW General Fund Programs	388,285	253,215	267,988	264,482	287,851
Aviation Capital Projects	124,707	114,399	100,464	89,134	50,464
T/PW Capital Projects	1,847,743	2,210,342	2,130,000	2,259,318	1,300,000
Water Capital Projects	2,519,888	3,076,285	3,756,978	3,294,591	3,958,879
Wastewater Capital Projects	2,955,684	2,473,704	2,414,522	2,856,132	2,230,029
Receipts from Other Funds	157,781	183,908	143,000	147,654	158,000
Contract Street Maintenance	393,604	570,876	555,000	630,889	528,000
Environmental Services	710	2,618	0	2,203	845,000
Miscellaneous Revenues	<u>114,498</u>	<u>61,077</u>	<u>16,300</u>	<u>67,226</u>	<u>40,700</u>
<b>TOTAL</b>	<b>\$9,049,054</b>	<b>\$9,423,507</b>	<b>\$9,809,752</b>	<b>\$10,181,855</b>	<b>\$9,952,494</b>

**FORT WORTH**



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

ENGINEERING SERVICES FUND

PI19/0301000:0306010

## SUMMARY OF FUND RESPONSIBILITIES:

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

The Administration Division is responsible for overall departmental administrative operations, contract administration, and coordination of fiscal activities among all divisions. Construction Services Division provides laboratory testing and construction inspection services for all City projects to ensure compliance with approved plans, specifications, and contract documents.

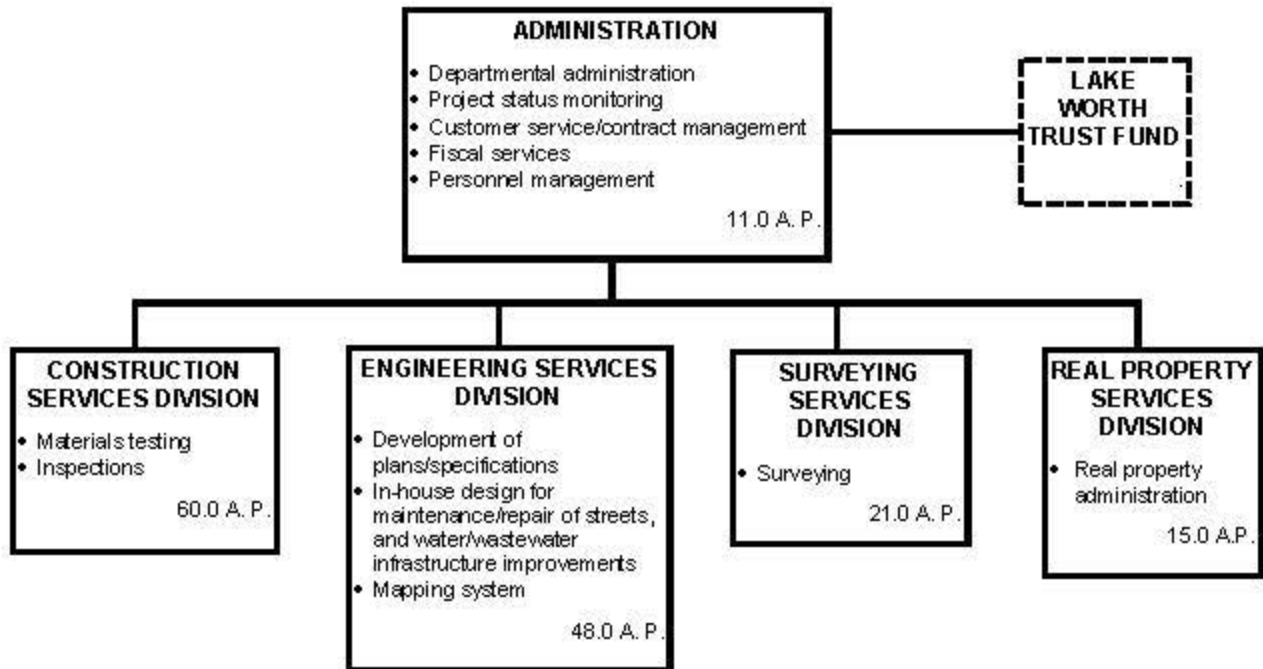
The Engineering Services Division consists of several sections that provide engineering services for a broad array of programs. These programs may include street reconstruction (CIP), development review, water and sanitary sewer pipeline rehabilitation, replacement and extensions, and airport and park improvements. These programs may use in-house design teams or be contracted out to private consultants based on resource availability and response time required. The private utility coordination function is also provided through this division, and is available for use by other departments managing their own design processes. Consistent with the Engineering Department's charter, resources may shift from one program to another depending on work demands. The Mapping Section within the division, is responsible for Federal Emergency Management Administration (FEMA) floodplain management activities within the city, as well as the preparation and maintenance of the City's water, sewer, and storm drainage maps. The Surveying Services Division provides preliminary survey, construction staking and easement description services, as well as real property surveys for platting.

The Real Property Services Division is responsible for the purchase and sale or lease of real property on behalf of all City departments. It also manages Lake Worth properties and the associated trust fund.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 7,744,134	\$ 8,263,131	\$ 8,486,802	\$ 8,486,802
<b>Supplies</b>	409,563	303,694	367,741	367,741
<b>Contractual</b>	1,111,238	830,776	977,901	977,901
<b>Capital Outlay</b>	0	82,000	120,050	120,050
<b>Total Expenditures</b>	\$ 9,264,935	\$ 9,479,601	\$ 9,952,494	\$ 9,952,494
<b>Authorized Positions</b>	150.75	152.00	155.00	155.00



# ENGINEERING SERVICES FUND – 155 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> ENGINEERING SERVICES FUND	<b>FUND/CENTER</b> PI19/0301000:0306010
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$9,479,601	<b>A.P.</b>	152.00
<b>2003-04 ADOPTED:</b>	\$9,952,494	<b>A.P.</b>	155.00

A) The adopted budget increases by \$230,817 for the addition of three Professional Engineers and one Administrative Assistant. The Professional Engineers will provide engineering design and project management services for the City's capital improvement projects. The Administrative Assistant will be mainly responsible for the maintenance of a database of all active capital projects.

B) The adopted budget decreases by (\$99,912) due to the permanent transfer of two Senior Engineering Technicians in the Survey Section to the IT Solutions Department for preparation of the Geographical Information System base maps used City-wide.

C) The adopted budget increases by \$38,450 for the addition of one Administrative Assistant position in the Real Property Services Division. The position will assist in the management of the Lake Worth Lease/Sales Program and the maintenance of a comprehensive database of all Lake Worth properties.

D) The adopted budget increases by \$101,268 for group health insurance based on plan enrollment and anticipated cost increases for FY2003-04.

E) The adopted budget increases by \$42,756 for temporary labor charges based on historical and actual expenditures.

F) The adopted budget increases by \$42,465 for equipment maintenance based on the Equipment Services Department's projected charges.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:**  
**ENGINEERING, ENGINEERING SERVICES FUND**

**DEPARTMENT PURPOSE**

To deliver innovative engineering-related services to Fort Worth residents that build, restore and revitalize the Fort Worth community.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To award the remaining 1998 Capital Improvement Program Neighborhood Street projects programmed for FY2003-04 on schedule.

To maintain a gross change order rate of less than 2 percent other than those associated with changes in scope for all 1998 Capital Improvement Program Neighborhood Street projects (national average 3-6%).

To dispose of 90 percent of eligible tax foreclosed properties within 6 months of receipt from the Sheriff's sale.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Number of 1998 CIP projects awarded on schedule	61	8	14
Gross change order rate for 1998 CIP projects	1.5%	1.5%	1.8%
Percentage of eligible properties disposed of within 6 months	N/A	85%	90%

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>ENGINEERING DEPARTMENT</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>PI19</b>	<b>ENGINEERING SERVICES FUND</b>	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>ENGINEERING ADMINISTRATION DIVISION</u>								
0301000	ADMINISTRATION	\$ 1,067,818	\$ 878,406	\$ 924,963	\$ 924,963	10.00	11.00	11.00	11.00
	Sub-Total	<u>\$ 1,067,818</u>	<u>\$ 878,406</u>	<u>\$ 924,963</u>	<u>\$ 924,963</u>	<u>10.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
	<u>CONSTRUCTION DIVISION</u>								
0302010	INSPECTION & SURVEY SECTION	\$ 3,311,189	\$ 3,451,990	\$ 3,471,773	\$ 3,471,773	51.00	51.00	51.00	51.00
0302030	LABORATORY SECTION	409,804	467,018	474,341	474,341	9.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 3,720,993</u>	<u>\$ 3,919,008</u>	<u>\$ 3,946,114</u>	<u>\$ 3,946,114</u>	<u>60.00</u>	<u>60.00</u>	<u>60.00</u>	<u>60.00</u>
	<u>ENGINEERING SERVICES</u>								
0303010	CONSULTANT SERVICES SECTION	\$ 1,005,906	\$ 0	\$ 0	\$ 0	14.00	0.00	0.00	0.00
0303020	DESIGN SERVICES	0	1,892,105	2,084,466	2,084,466	0.00	29.00	32.00	32.00
0303030	MAPPING SERVICES	0	804,768	1,001,859	1,001,859	0.00	14.00	16.00	16.00
	Sub-Total	<u>\$ 1,005,906</u>	<u>\$ 2,696,873</u>	<u>\$ 3,086,325</u>	<u>\$ 3,086,325</u>	<u>14.00</u>	<u>43.00</u>	<u>48.00</u>	<u>48.00</u>
	<u>IN-HOUSE DESIGN DIVISION</u>								

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT ENGINEERING DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19	ENGINEERING SERVICES FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0304010	MAPPING SECTION	\$ 669,729	\$ 0	\$ 0	\$ 0	13.00	0.00	0.00	0.00
0304020	IN-HOUSE DESIGN SECTION	919,135	0	0	0	18.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 1,588,864</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>31.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>SURVEY DIVISION</u>								
0305010	SURVEY SECTION	\$ 1,112,017	\$ 1,186,304	\$ 1,160,110	\$ 1,160,110	22.00	24.00	21.00	21.00
	Sub-Total	<u>\$ 1,112,017</u>	<u>\$ 1,186,304</u>	<u>\$ 1,160,110</u>	<u>\$ 1,160,110</u>	<u>22.00</u>	<u>24.00</u>	<u>21.00</u>	<u>21.00</u>
	<u>REAL PROPERTY</u>								
0306010	REAL PROPERTY SERVICES	\$ 769,337	\$ 799,010	\$ 834,982	\$ 834,982	13.75	14.00	15.00	15.00
	Sub-Total	<u>\$ 769,337</u>	<u>\$ 799,010</u>	<u>\$ 834,982</u>	<u>\$ 834,982</u>	<u>13.75</u>	<u>14.00</u>	<u>15.00</u>	<u>15.00</u>
	<b>TOTAL</b>	\$ 9,264,935	\$ 9,479,601	\$ 9,952,494	\$ 9,952,494	150.75	152.00	155.00	155.00

## FUND STATEMENT

**FUND:**

### OFFICE SERVICES FUND

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

The Print Shop accommodates small and medium-size print jobs that are needed quickly. Most jobs completed by the Print Shop involve City forms, letterhead, envelopes, newsletters, and brochures for each department. The Print Shop also offers bindery services, makes identification cards for City employees, provides high-speed copying, makes blue line reproductions, and does some spot-color work. However, all four-color process work is contracted to outside firms. Beginning in FY2003-04, the Print Shop will produce both banners and street signs on a limited bases for City Departments. This function was moved from the City Store to the Print Shop upon its closing.

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 bills and places them, along with return envelopes, newsletters, and any other inserts, into envelopes that are then processed and mailed.

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



**FORT WORTH**



**OFFICE SERVICES FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

Errands	\$1,300
Interest Earned - Office Services	11,700
Invoice Entry	17,657
Kodak Printing	175,000
Labor - Inter-Departmental Billing	316,000
Mail and Messenger	28,000
Miscellaneous Revenue	142,000
Office Copy Charges	883,707
Postage	136,000
Printing	33,000
Rush - Inter-Departmental Billing	2,800
Sale of Business Cards	25,000
Supplies - Inter-Departmental Billing	333,500
Photography	6,500
Translation Services	1,000
Use of Retained Earnings	<u>30,500</u>
<b>TOTAL REVENUE</b>	<b>\$2,143,664</b>

**EXPENDITURES:**

Personal Services	\$815,461
Supplies	305,664
Contractual Services	<u>1,022,539</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$2,143,664</b>

**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	\$0
Debt Service	<u>0</u>
<b>TOTAL DEBT SERVICE AND CAPITAL OUTLAY</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,143,664</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
OFFICE SERVICES FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$144,646</b>
Plus: Projected Revenues	\$2,143,664
Less: Projected Expenditures	(\$2,143,664)
Unreserved retained earnings as of 9/30/04	<b>\$144,646</b>
Plus: Unrealized gain **	\$6,488
Unreserved retained earnings as of 9/30/04	<b>\$151,134</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF OFFICE SERVICES FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Print Shop	\$1,261,180	\$1,486,258	\$1,607,174	\$1,539,630	\$1,526,128
Graphics	251,278	219,543	267,220	271,813	269,430
Mailroom	<u>395,439</u>	<u>450,859</u>	<u>355,251</u>	<u>351,185</u>	<u>348,106</u>
<b>Total</b>	<b>\$1,907,897</b>	<b>\$2,156,660</b>	<b>\$2,229,645</b>	<b>\$2,162,628</b>	<b>\$2,143,664</b>

**FORT WORTH**



**COMPARISON OF OFFICE SERVICES FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Interest On Investments	\$44,783	\$20,261	\$11,700	\$8,612	\$11,700
Unrealized Gain	21,307	20,219	0	0	0
Gain/Loss On Assets	58,661	0	0	0	0
Postage	131,030	132,120	132,000	136,233	136,000
Office Copy Charges	638,712	698,046	850,000	853,110	883,707
Fax Revenue-Office Servic	152	52	0	0	0
Mail And Messenger Servic	25,191	26,630	26,400	28,429	28,000
Misc Revenue	63,231	70,956	106,000	150,493	142,000
Business Cards	26,076	24,899	28,000	23,244	25,000
Translation Services	0	0	5,500	0	1,000
Invoice Entry	18,358	19,258	20,746	18,232	17,657
Printing	20,552	24,323	28,000	32,799	33,000
Labor - IDB Revenue	302,561	305,964	321,300	308,735	316,000
Rush - IDB Revenue	1,302	2,437	4,600	3,641	2,800
Supplies - IDB Revenue	321,802	338,673	339,300	322,937	333,500
Customer Alterations	201	57	0	0	0
Errands	1,388	2,025	1,500	3,141	1,300
Printing Kodak	210,343	207,232	206,000	164,420	175,000
Photography	<u>0</u>	<u>0</u>	<u>7,200</u>	<u>0</u>	<u>6,500</u>
<b>Sub-Total</b>	<b>\$1,885,650</b>	<b>\$1,893,152</b>	<b>\$2,088,246</b>	<b>\$2,054,024</b>	<b>\$2,113,164</b>
Use of Retained Earnings	<u>\$0</u>	<u>\$0</u>	<u>\$141,399</u>	<u>\$108,604</u>	<u>\$30,500</u>
<b>Total</b>	<b>\$1,885,650</b>	<b>\$1,893,152</b>	<b>\$2,229,645</b>	<b>\$2,162,628</b>	<b>\$2,143,664</b>

**FORT WORTH**



**FUND BUDGET SUMMARY**

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

SUMMARY OF FUND RESPONSIBILITIES:

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

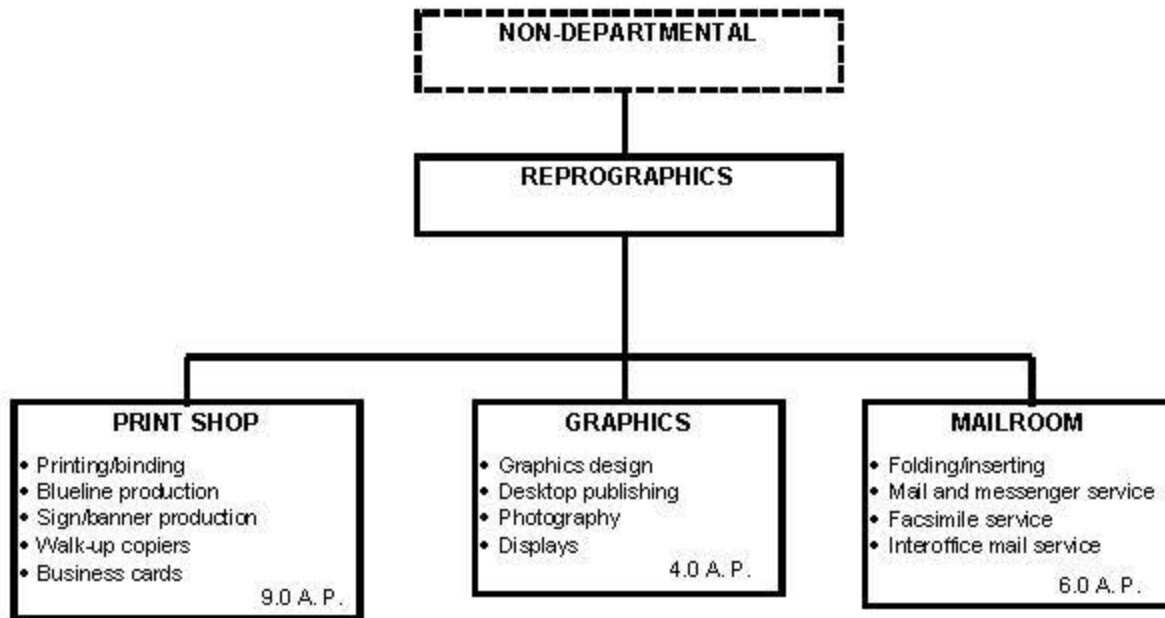
The Graphics Division provides centralized graphic design and printing for all City departments. This division prepares a variety of illustrative materials such as maps, sketches, charts, posters, covers, exhibits, graphs, diagrams, and photographic illustrations.

The Mailroom Division provides centralized mail folding and inserting services for City departments.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 734,872	\$ 806,946	\$ 815,461	\$ 815,461
<b>Supplies</b>	295,569	282,794	305,664	305,664
<b>Contractual</b>	1,126,219	1,064,083	1,022,539	1,022,539
<b>Capital Outlay</b>	0	75,822	0	0
<b>Total Expenditures</b>	\$ 2,156,660	\$ 2,229,645	\$ 2,143,664	\$ 2,143,664
<b>Authorized Positions</b>	19.00	19.00	19.00	19.00



# OFFICE SERVICES FUND - 19.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> NON-DEPARTMENTAL - REPROGRAPHICS	<b>FUND/CENTER</b> PI60/0901310:0901330
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$2,229,645	<b>A.P.</b>	19.0
<b>2003-04 ADOPTED:</b>	\$2,143,664	<b>A.P.</b>	19.0

A) The adopted budget decreases by (\$75,822) for lab and shop equipment for the one-time purchase of printing equipment.

B) The adopted budget decreases by (\$42,917) for Information Technology Services based on FY2003-04 technology projects.

C) The adopted budget decreases by (\$21,862) in terminal leave due to the retirement of the Reprographics Manager during FY2002-03.

D) The adopted budget increases by \$19,200 for the purchase of resale merchandise for increased supply costs.

E) The adopted budget increases by \$14,050 for retiree insurance contributions due to increases in health insurance costs.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** OFFICE SERVICES FUND

**DEPARTMENT PURPOSE**

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

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To attain excellent customer satisfaction in Print and Graphics shop turnaround.

To attain excellent customer satisfaction in Reprographics' overall service.

To save City dollars on in-plant printing over outsourcing to private industry.

To save City dollars by utilizing presort mail services.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Percentage of customers rating print and graphics turnaround as excellent	97%	97%	97%
Percentage of customers rating overall satisfaction with Reprographics services as excellent	91%	95%	95%
Percentage of savings with inplant printing over outsourcing	36%	37%	37%
Number of dollars saved by sending mail to presort firm	\$83,122	\$100,000	\$100,000
Revenue per employee compared to avg.	\$113,582	\$109,000	\$109,100

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT NON-DEPARTMENTAL		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI60 OFFICE SERVICES FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>PUBLIC INFORMATION</u>								
0901310	PRINT SHOP	\$ 1,486,258	\$ 1,607,175	\$ 1,526,129	\$ 1,526,129	9.00	9.00	9.00	9.00
0901320	GRAPHICS	219,543	267,220	269,430	269,430	4.00	4.00	4.00	4.00
0901330	MAILROOM	450,859	355,251	348,106	348,106	6.00	6.00	6.00	6.00
	Sub-Total	<u>\$ 2,156,660</u>	<u>\$ 2,229,645</u>	<u>\$ 2,143,664</u>	<u>\$ 2,143,664</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>
	<b>TOTAL</b>	\$ 2,156,660	\$ 2,229,645	\$ 2,143,664	\$ 2,143,664	19.00	19.00	19.00	19.00

**FORT WORTH**



**FUND STATEMENT**

**FUND:**

**TEMPORARY LABOR FUND**

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

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

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

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

Departments utilizing Temporary Labor's services are billed by the fund for the temporary employee's salary and all associated administrative costs. There are, on average, 70 to 80 temporary employees working in a variety of City departments during any given pay period.

A temporary assignment typically lasts from one day to three months. However, extensions beyond a three-month period may be granted on an as-needed basis.



**FORT WORTH**



**TEMPORARY LABOR FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

Labor Charges	<u>\$1,036,604</u>
<b>TOTAL REVENUE</b>	<b>\$1,036,604</b>

**EXPENDITURES:**

Personal Services	\$1,017,485
Supplies	700
Contractual Services	<u>18,419</u>
<b>TOTAL EXPENDITURES</b>	<b>\$1,036,604</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
TEMPORARY LABOR FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$78,100</b>
Plus: Projected Revenues	\$1,036,604
Less: Projected Expenditures	(\$1,036,604)
Unreserved retained earnings as of 9/30/04	<b>\$78,100</b>
Plus: Unrealized gain **	\$0
Revised unreserved retained earnings as of 9/30/04	<b>\$78,100</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF TEMPORARY LABOR FUND  
EXPENDITURES**

	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	RE-ESTIMATE 2002-03	ADOPTED 2003-04
Temporary Labor Services	<u>\$1,070,475</u>	<u>\$1,114,168</u>	<u>\$925,190</u>	<u>\$1,053,375</u>	<u>\$1,036,604</u>
<b>Total</b>	\$1,070,475	\$1,114,168	\$925,190	\$1,053,375	\$1,036,604

**FORT WORTH**



**COMPARISON OF TEMPORARY LABOR FUND  
REVENUES**

	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	RE-ESTIMATE 2002-03	ADOPTED 2003-04
Interest on Investments	\$0	\$0	\$100	\$0	\$0
Labor Charges	857,509	981,366	790,000	850,132	900,000
Labor Overhead	<u>212,648</u>	<u>233,091</u>	<u>209,852</u>	<u>218,639</u>	<u>136,604</u>
<b>Total</b>	<b>\$1,070,157</b>	<b>\$1,214,457</b>	<b>\$999,952</b>	<b>\$1,068,771</b>	<b>\$1,036,604</b>

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

Based on current high usage, the administrative fee charged to departments by the fund for provision of temporary labor services was reduced in June 2003 by \$0.35 to \$2.15 per billable hour. The revised administrative fee represents the adopted rate for FY2003-04 as well. In general, the Temporary Labor Fund continues to provide City departments with temporary labor services at a cost lower than that charged by private firms providing the same services.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 1,107,138	\$ 900,679	\$ 1,017,485	\$ 1,017,485
<b>Supplies</b>	66	200	700	700
<b>Contractual</b>	6,964	24,311	18,419	18,419
<b>Total Expenditures</b>	\$ 1,114,168	\$ 925,190	\$ 1,036,604	\$ 1,036,604
<b>Authorized Positions</b>	2.00	2.00	2.00	2.00



# TEMPORARY LABOR FUND- 2.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> TEMPORARY LABOR FUND	<b>FUND/CENTER</b> PI17/0140000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$925,190	<b>A.P.</b>	2.00
<b>2003-04 ADOPTED:</b>	\$1,036,604	<b>A.P.</b>	2.00

A) The adopted budget increases by \$110,000 for scheduled temporaries based on current and anticipated usage. Given existing hiring restrictions, departments require a greater number of temporaries to perform some of the essential functions of vacant positions.

B) The adopted budget decreases by (\$9,551) for the Administrative Services Charge assessment, which is determined by a calculation of each fund's share of indirect costs for services provided by the General Fund.

C) The adopted budget increases by a net of \$5,560 for salaries per the proposed compensation plan.

**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.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To continue to provide temporary employees to meet department's short-term labor needs at a cost at least 30 percent below the cost to obtain temporary workers from private agencies.

To maintain the current quick turn-around time to fill department's temporary labor requests.

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

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Percent Temporary Labor Fund costs below those of private agencies	30%	30%	30%
Number of days to fill temporary labor requests	4	2	2
Percent of temporary workers placed in authorized positions in City	30%	32%	34%

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI17 TEMPORARY LABOR FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0140000	<u>HUMAN RESOURCES</u>								
	HUMAN RESOURCES	\$ 1,114,168	\$ 925,190	\$ 1,036,604	\$ 1,036,604	2.00	2.00	2.00	2.00
	Sub-Total	<u>\$ 1,114,168</u>	<u>\$ 925,190</u>	<u>\$ 1,036,604</u>	<u>\$ 1,036,604</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
	<b>TOTAL</b>	\$ 1,114,168	\$ 925,190	\$ 1,036,604	\$ 1,036,604	2.00	2.00	2.00	2.00

**FORT WORTH**



# **SPECIAL FUNDS**



## FUND STATEMENT

**FUND:**

### INSURANCE

In FY2001-02, the City's Risk Management Department, which had previously managed all insurance funds and matters, was eliminated and its functions transferred to other departments. Under the new structure, the Finance Department now manages the Property and Casualty Insurance Fund and is responsible for coordinating loss identification, reduction, and prevention programs. The Human Resources Department now administers the City's Unemployment Compensation and Workers' Compensation funds and oversees the group medical benefits program for active and retired City employees.

Insurance program revenues primarily come from transfer payments from other City departments. The Group Health and Life Insurance Fund also derives revenue from active and retired City employee contributions. Revenue is budgeted based on expected cash expenditures required to meet current year expenses, as well as payments towards prior years' incurred expenses.

The designated insurance operating funds are as follows:

**WORKERS' COMPENSATION (Human Resources Department):** This program is self-insured, with single incident excess insurance maintained with a \$750,000 Self-Insured Retention (SIR) and Employer's Liability Insurance at a \$1,000,000 limit. A third party administrator handles claims.

**UNEMPLOYMENT COMPENSATION (Human Resources Department):** The City is a reimbursing agency for unemployment compensation. The Texas Workforce Commission (TWC) sends quarterly reports to the City concerning claims that are paid on behalf of the City to eligible former employees. Human Resources personnel then review all claims and file reports to TWC accordingly.

**GROUP HEALTH AND LIFE INSURANCE (Human Resources Department):** FY2001-02 was the first year that the City was self-insured for the medical benefits it offers City employees, retirees, and their eligible spouses and/or dependents. The City is also reinsured with excess coverage as follows: \$60,000 Specific Stop Loss insurance on an "all cause" basis per person per plan year; and \$1,000,000 annual Aggregate Stop Loss insurance. In addition to group health insurance, the City provides a basic \$10,000 life insurance policy for each eligible full-time, permanent employee, at no cost to the employee. An additional \$10,000 for Accidental Death and Dismemberment (AD&D) is also included. A \$3,000 death benefit is provided for each eligible retiree from the Retired Employees Group Death Benefit Fund. For FY2003-04, the City's three Wellness Program employees will also be paid out of the fund.

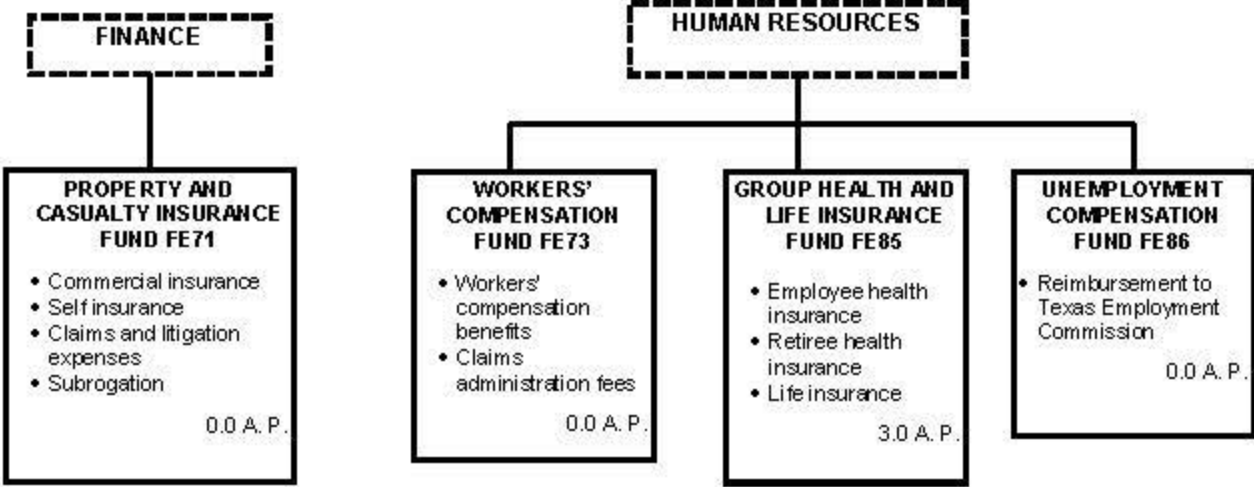
**PROPERTY AND CASUALTY INSURANCE (Finance Department):** This program combines commercial and self insurance to cover standard risks associated with property coverage on City structures, boilers and machinery, electronic data processing equipment, crime (employee dishonesty, plus theft, disappearance and destruction, and faithful performance coverage), public official bonds, helicopter liability, excess airport liability, and liquor liability.

Third-party liability claims against the City and subrogation efforts by the City are handled internally by licensed claims adjusters. The liability insurance program is largely self-funded for liability claims and lawsuits, settlements, and expenses.

**FORT WORTH**



O-3  
**INSURANCE - 3.0 A. P.**



**FORT WORTH**



**PROPERTY AND CASUALTY INSURANCE FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

City Fund Contributions	
General Fund	\$4,310,887
Water and Sewer Fund	1,265,680
Solid Waste Fund	18,038
Municipal Airports Fund	131,758
Equipment Services Fund	73,907
Municipal Golf Fund	38,393
Municipal Parking Fund	36,815
Engineering Services Fund	128,218
Information Systems Fund	151,570
Environmental Management Fund	<u>144,957</u>
Sub-Total City Contributions	\$6,300,225
Use of Fund Balance	<u>\$1,680,000</u>
<b>TOTAL REVENUES</b>	<b>\$7,980,225</b>

**EXPENDITURES:**

Claims and Related Expenses	\$471,432
Lawsuit Payments and Expenses	4,270,827
Fire and Extended Coverage	2,513,279
Other	<u>724,687</u>
<b>TOTAL EXPENDITURES</b>	<b>\$7,980,225</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
PROPERTY AND CASUALTY INSURANCE FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$5,899,219</b>
Plus: Projected Revenues	\$5,774,883
Less: Projected Expenditures	(\$7,355,086)
Unreserved retained earnings as of 9/30/04	<b>\$4,319,016</b>
Plus: Unrealized gain **	\$0
Revised unreserved retained earnings as of 9/30/04	<b>\$4,319,016</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF PROPERTY AND CASUALTY INSURANCE FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Claims & Related Expenses	\$477,271	\$442,650	\$555,750	\$516,848	\$471,432
Lawsuit Payments & Expenses	3,459,588	5,089,029	3,755,000	\$3,492,150	4,045,827
Other Legal Expenses	6,303	8,320	105,000	\$97,650	75,000
Water Dept. Legal Expenses	130,331	244,538	300,000	\$279,000	200,000
Commercial Insurance	807,977	957,611	1,861,845	\$1,731,516	2,766,016
Self-Insurance Premiums	<u>572,870</u>	<u>626,670</u>	<u>777,491</u>	<u>\$723,067</u>	<u>421,950</u>
TOTAL	\$5,454,340	\$7,368,818	\$7,355,086	\$6,840,230	\$7,980,225

**FORT WORTH**





**COMPARISON OF PROPERTY AND CASUALTY INSURANCE FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
General Fund	\$3,978,053	\$4,059,996	\$4,063,432	\$4,063,432	\$4,310,887
Water & Sewer Fund	835,794	1,102,436	1,081,290	1,081,290	1,265,680
Municipal Airports Fund	105,126	269,277	311,904	311,904	131,758
Equipment Services Fund	15,732	52,149	67,149	67,149	73,907
Solid Waste Fund	38,838	55,968	58,038	58,038	18,038
Municipal Parking Fund	21,266	26,143	57,866	57,866	36,815
Municipal Golf Fund	11,795	15,305	41,707	41,707	38,393
Information Systems Fund	9,477	7,745	33,859	33,859	151,572
Engineering Fund	8,852	12,071	30,205	30,205	128,218
Environmental Management	660	20,201	29,433	29,433	144,957
Other	<u>283,280</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$5,308,873</b>	<b>\$5,621,291</b>	<b>\$5,774,883</b>	<b>\$5,774,883</b>	<b>\$6,300,225</b>
Use of Fund Balance	<u>\$428,747</u>	<u>\$1,747,527</u>	<u>\$1,580,203</u>	<u>\$1,065,347</u>	<u>\$1,680,000</u>
<b>TOTAL REVENUES</b>	<b>\$5,737,620</b>	<b>\$7,368,818</b>	<b>\$7,355,086</b>	<b>\$6,840,230</b>	<b>\$7,980,225</b>

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT FINANCE		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND FE71	INSURANCE FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>PROPERTY AND CASUALTY DIVISION</u>								
0137110	CLAIM PAYMENTS AND COSTS	\$ 442,650	\$ 555,750	\$ 471,432	\$ 471,432	0.00	0.00	0.00	0.00
0137120	LAWSUIT PAYMENTS AND COSTS	5,089,029	3,755,000	4,045,827	4,045,827	0.00	0.00	0.00	0.00
0137121	OTHER LEGAL EXPENSES	8,320	105,000	75,000	75,000	0.00	0.00	0.00	0.00
0137122	WATER DEPARTMENT LEGAL COSTS	244,538	300,000	200,000	200,000	0.00	0.00	0.00	0.00
0137130	COMMERCIAL INSURANCE PREMIUMS	957,611	1,861,845	2,766,016	2,766,016	0.00	0.00	0.00	0.00
0137140	SELF INSURANCE PREMIUMS	626,670	777,491	421,950	421,950	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 7,368,818</u>	<u>\$ 7,355,086</u>	<u>\$ 7,980,225</u>	<u>\$ 7,980,225</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 7,368,818	\$ 7,355,086	\$ 7,980,225	\$ 7,980,225	0.00	0.00	0.00	0.00

**FORT WORTH**



**WORKERS' COMPENSATION FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

City Fund Contributions	
General Fund	\$6,398,802
Water and Sewer Fund	2,205,905
Equipment Services Fund	348,372
Solid Waste Fund	262,286
Engineering Services Fund	120,806
Municipal Golf Fund	27,233
Municipal Airports Fund	38,916
Grants Fund	64,872
Temporary Labor Fund	9,437
Information Systems Fund	47,491
Cable Communications Fund	54,600
Crime Control and Prevention District Fund	<u>1,000</u>
<b>TOTAL REVENUE</b>	<b>\$9,579,720</b>

**OTHER FINANCING SOURCES:**

Miscellaneous Revenue	\$175,000
Use of Fund Balance	<u>716,735</u>
<b>TOTAL REVENUE AND OTHER FINANCING SOURCES</b>	<b>\$10,471,455</b>

**EXPENDITURES:**

Personal Services	\$25,000
Supplies	2,000
Contractual Services	<u>10,444,455</u>
<b>TOTAL EXPENDITURES</b>	<b>\$10,471,455</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
WORKERS' COMPENSATION FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$4,332,178</b>
Plus: Projected Revenues	\$9,754,720
Less: Projected Expenditures	(\$10,471,455)
Unreserved retained earnings as of 9/30/04	<b>\$3,615,443</b>
Plus: Unrealized gain **	\$0
Revised unreserved retained earnings as of 9/30/04	<b>\$3,615,443</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF WORKERS' COMPENSATION FUND  
EXPENDITURES**

	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	RE-ESTIMATE 2002-03	ADOPTED 2003-04
Workers' Compensation and Related Costs	\$9,401,334	\$10,251,683	\$10,630,127	\$10,416,463	\$10,262,105
Excess Catastrophic Loss Insurance	<u>0</u>	<u>0</u>	<u>300,000</u>	<u>209,395</u>	<u>209,350</u>
<b>Total</b>	\$9,401,334	\$10,251,683	\$10,930,127	\$10,625,858	\$10,471,455

**FORT WORTH**





**COMPARISON OF WORKERS' COMPENSATION FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
City Fund Contributions					
Cable Communications Fund	\$0	\$2,990	\$0	\$100,000	\$54,600
Engineering Services Fund	203,767	119,197	133,785	133,785	120,806
Equipment Services Fund	330,519	348,620	405,480	405,480	348,372
General Fund	4,167,888	7,571,921	7,072,511	7,008,729	6,398,802
Grants Fund	202,010	209,117	180,005	192,922	64,872
Information Systems Fund	14,878	2,900	36,579	36,579	47,491
Municipal Airports Fund	49,812	104,706	47,178	47,179	38,916
Municipal Golf Fund	82,557	42,588	54,289	54,289	27,233
Solid Waste Fund	159,790	127,706	264,288	264,288	262,286
Temporary Labor Fund	0	50,761	11,839	11,839	9,437
Water and Sewer Fund	1,481,934	1,818,864	2,198,936	2,198,935	2,205,905
Other Sources	<u>3,981</u>	<u>30,337</u>	<u>100,000</u>	<u>326,218</u>	<u>176,000</u>
Sub-Total	\$6,697,136	\$10,429,707	\$10,504,890	\$10,780,243	\$9,754,720
Use of Fund Balance	<u>\$2,704,198</u>	<u>\$0</u>	<u>\$425,237</u>	<u>\$0</u>	<u>\$716,735</u>
<b>TOTAL</b>	<b>\$9,401,334</b>	<b>\$10,429,707</b>	<b>\$10,930,127</b>	<b>\$10,780,243</b>	<b>\$10,471,455</b>

**FORT WORTH**



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

WORKERS' COMPENSATION FUND

**FUND/CENTER**

FE73/0147310

## SUMMARY OF FUND RESPONSIBILITIES:

Workers' Compensation Fund expenditures are based on actual workers' compensation claims for the previous year, as well as anticipated claims and administrative costs for the upcoming year. Fund expenditures include medical, legal, administrative, and other costs, as well as applicable impairment benefits. Workers' Compensation Fund revenue comes from all City operating funds, capital projects and other miscellaneous sources.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 0	\$ 50,000	\$ 25,000	\$ 25,000
<b>Supplies</b>	1,624	3,000	2,000	2,000
<b>Contractual</b>	10,250,059	10,877,127	10,444,455	10,444,455
<b>Total Expenditures</b>	\$ 10,251,683	\$ 10,930,127	\$ 10,471,455	\$ 10,471,455

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND FE73      WORKERS COMP FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0147310	<u>WORKERS' COMP INS</u>								
	WORKERS' COMP INS.	\$ 10,251,683	\$ 10,930,127	\$ 10,471,455	\$ 10,471,455	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 10,251,683</u>	<u>\$ 10,930,127</u>	<u>\$ 10,471,455</u>	<u>\$ 10,471,455</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 10,251,683	\$ 10,930,127	\$ 10,471,455	\$ 10,471,455	0.00	0.00	0.00	0.00

**FORT WORTH**



**GROUP HEALTH AND LIFE INSURANCE FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

<b><u>REVENUES:</u></b>	<b><u>Active Employee Requirement</u></b>	<b><u>Retiree Requirement</u></b>	<b><u>Total</u></b>
City Fund Contributions			
General Fund	\$17,123,684	\$9,293,004	\$26,416,688
Cable Communication Fund	47,340	0	47,340
CCPD	1,065,912	0	1,065,912
Culture and Tourism Fund	27,096	0	27,096
Engineering Services Fund	652,752	0	652,752
Environmental Mgt. Fund	97,920	0	97,920
Equipment Services Fund	568,524	273,470	841,994
Grants Fund	214,985	24,861	239,846
Information Systems Fund	338,580	14,917	353,497
Municipal Airports Fund	78,624	34,805	113,429
Municipal Golf Fund	165,696	19,889	185,585
Municipal Parking Fund	4,656	0	4,656
Office Services Fund	70,031	29,833	99,864
Solid Waste Fund	273,324	293,359	566,683
Temporary Labor Fund	7,308	0	7,308
Water and Sewer Fund	<u>3,051,323</u>	<u>1,337,516</u>	<u>4,388,839</u>
<b>TOTAL REVENUE</b>	<b>\$23,787,755</b>	<b>\$11,321,654</b>	<b>\$35,109,409</b>
 <b><u>OTHER FINANCING SOURCES:</u></b>			
Interest on Investments			\$273,650
Contributions for Medical Coverage:			
Active Employees and Dependents			10,816,037
Retirees and Dependents			<u>4,670,482</u>
<b>TOTAL REVENUE AND OTHER FINANCING SOURCES</b>			<b>\$50,869,578</b>
 <b><u>EXPENDITURES:</u></b>			
Medical Claims and Services-Retirees and Dependents			\$16,328,700
Medical Claims and Services-Active Employees and Dependents			33,556,606
Basic Life Insurance			227,000
Accidental Death Premiums			40,000
Health Benefits Administration			272,894
Wellness - Health Maintenance			<u>444,378</u>
<b>TOTAL EXPENDITURES</b>			<b>\$50,869,578</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
HEALTH AND LIFE INSURANCE FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$11,317,578</b>
Plus: Projected Revenues	\$50,869,578
Less: Projected Expenditures	(\$50,869,578)
Unreserved retained earnings as of 9/30/04	<b>\$11,317,578</b>
Plus: Unrealized gain **	\$257,237
Revised unreserved retained earnings as of 9/30/04	<b>\$11,574,815</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash



**COMPARISON OF GROUP HEALTH AND LIFE INSURANCE FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Medical Claims & Services					
Retirees and Dependents	\$9,175,857	\$9,858,594	\$15,220,504	\$10,621,694	\$16,328,700
Employees and Dependents	<u>20,829,350</u>	<u>28,147,992</u>	<u>32,506,253</u>	<u>30,748,159</u>	<u>33,556,606</u>
Sub-Total	\$30,005,207	\$38,006,586	\$47,726,757	\$41,369,853	\$49,885,306
Basic Life Insurance	\$81,242	\$222,830	\$227,000	\$222,830	\$227,000
Accidental Death Premiums	20,997	35,090	40,000	35,090	40,000
Group Health & Life Services	163,488	213,415	126,072	264,625	272,894
Wellness-Health Maintenance	<u>0</u>	<u>144,357</u>	<u>297,020</u>	<u>143,261</u>	<u>444,378</u>
<b>TOTAL</b>	\$30,270,934	\$38,622,278	\$48,416,849	\$42,035,659	\$50,869,578

**FORT WORTH**



**COMPARISON OF GROUP HEALTH AND LIFE INSURANCE FUND  
REVENUES**

	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	RE-ESTIMATE 2002-03	ADOPTED 2003-04
Employee Contributions	\$6,247,828	\$9,158,890	\$10,709,997	\$10,533,530	\$10,816,037
Retiree Contributions	2,022,811	2,511,090	4,178,590	4,033,612	4,670,482
Interest Income	683,747	514,810	348,000	311,240	273,650
Interest Earned	0	0	0	0	0
Unrealized Gain/Loss	<u>323,268</u>	<u>18,418</u>	<u>0</u>	<u>0</u>	<u>0</u>
Sub-Total	\$9,277,654	\$12,203,208	\$15,236,587	\$14,878,382	\$15,760,169
City Fund Contributions					
General Fund	\$15,836,312	\$18,395,392	\$21,885,129	\$21,910,623	\$26,416,688
Cable Communications Fund	0	27,456	40,356	40,356	47,340
City Store	0	8,028	9,324	9,324	0
Crime Control and Prevention District Fund	492,671	864,097	911,124	911,124	1,065,912
Culture and Tourism Fund	0	25,068	31,176	31,176	27,096
Engineering Services Fund	480,146	526,382	575,124	575,124	652,752
Environmental Mgt. Fund	53,739	53,640	75,984	75,984	97,920
Equipment Services Fund	538,564	635,121	786,546	786,546	841,994
Grants Fund	263,217	289,940	260,803	473,849	239,846
Information Systems Fund	303,847	333,670	351,994	351,994	353,497
Municipal Airports Fund	98,876	111,859	102,823	102,823	113,429
Municipal Golf Fund	181,803	202,623	232,035	200,691	185,585
Municipal Parking Fund	1,935	2,570	3,228	3,228	4,656
Office Services Fund	60,450	55,634	76,958	76,958	99,864
Solid Waste Fund	456,867	466,216	501,574	501,574	566,683
Temporary Labor Fund	5,372	6,984	5,700	5,700	7,308
Water and Sewer Fund	<u>2,926,547</u>	<u>3,325,310</u>	<u>3,868,890</u>	<u>3,868,890</u>	<u>4,388,839</u>
Sub-Total	\$21,700,346	\$25,329,990	\$29,718,768	\$29,925,964	\$35,109,409
Miscellaneous Revenue	\$214,239	\$642,006	\$0	\$645,921	\$0
Use of Fund Balance	<u>0</u>	<u>447,074</u>	<u>3,500,000</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$31,192,239</b>	<b>\$38,622,278</b>	<b>\$48,455,355</b>	<b>\$45,450,267</b>	<b>\$50,869,578</b>

**FORT WORTH**



## FUND BUDGET SUMMARY

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
GROUP HEALTH AND LIFE INSURANCE	FE85/0148500:0148540

**SUMMARY OF FUND RESPONSIBILITIES:**

Funds for various health insurance benefits, such as health insurance for employees, retirees, and their dependents and life insurance, are budgeted in the Group Health and Life Insurance Fund. Fund revenues come from active employee and retiree contributions, contributions from City funds, interest on investments and other sources.

The FY2001-02 Group Health and Life Insurance Fund budget included funds to implement a Wellness Program. Since the City of Fort Worth became self-insured for its medical benefits that same fiscal year, the Wellness Program was added to reduce or control medical costs through the promotion of healthier lifestyles and more informed member decision-making. Based on its focus and key functions, the program's in-house staff will be funded out of the Group Health and Life Insurance Fund in FY2003-04. The Wellness staff: 1) assesses member health/wellness needs; 2) designs specific interventions to address the identified needs; and 3) evaluates the interventions' overall effectiveness in reducing the costs of claims and absenteeism, while increasing productivity.

Allocations	Actual 2001-02	Adopted 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
<b>Personal Services</b>	\$ 96,596	\$ 0	\$ 140,183	\$ 140,183
<b>Supplies</b>	18,036	12,570	29,513	29,513
<b>Contractual</b>	38,507,646	48,404,279	50,132,950	50,699,882
<b>Total Expenditures</b>	\$ 38,622,278	\$ 48,416,849	\$ 50,302,646	\$ 50,869,578
<b>Authorized Positions</b>	3.00	0.00	3.00	3.00

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND FE85 <b>GROUP HEALTH FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>GROUP HEALTH INSURANCE</u>								
0148500	HEALTH MAINTENANCE	\$ 144,357	\$ 297,020	\$ 444,378	\$ 444,378	3.00	0.00	3.00	3.00
0148510	HEALTH BENEFITS ADMINISTRATION	213,415	126,072	272,894	272,894	0.00	0.00	0.00	0.00
0148520	ACTIVE EMPLOYEE INSURANCE	28,404,558	32,771,253	33,761,294	33,821,606	0.00	0.00	0.00	0.00
0148540	RETIRED EMPLOYEE INSURANCE	9,859,948	15,222,504	15,824,080	16,330,700	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 38,622,278</u>	<u>\$ 48,416,849</u>	<u>\$ 50,302,646</u>	<u>\$ 50,869,578</u>	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>	<u>3.00</u>
	<b>TOTAL</b>	\$ 38,622,278	\$ 48,416,849	\$ 50,302,646	\$ 50,869,578	3.00	0.00	3.00	3.00

**FORT WORTH**





**UNEMPLOYMENT COMPENSATION FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

City Fund Contributions	
General Fund	\$236,097
Water and Sewer Fund	47,904
Solid Waste Fund	6,844
Municipal Airports Fund	10,265
Equipment Services Fund	6,844
Engineering Services Fund	3,422
Municipal Golf Fund	6,844
Culture and Tourism Fund	3,422
Office Services Fund	3,422
Information Systems Fund	13,687
Cable Communications Fund	<u>3,422</u>
<b>TOTAL REVENUE</b>	<b>\$342,173</b>

**OTHER FINANCING SOURCES:**

Use of Fund Balance	<u>\$100,000</u>
<b>TOTAL REVENUE AND OTHER FINANCING SOURCES</b>	<b>\$442,173</b>

**EXPENDITURES:**

Reimbursement to Texas Employment Commission	\$434,673
Administrative Expenses	<u>7,500</u>
<b>TOTAL EXPENDITURES</b>	<b>\$442,173</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
UNEMPLOYMENT COMPENSATION FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$410,754</b>
Plus: Projected Revenues	\$342,173
Less: Projected Expenditures	(\$442,173)
Unreserved retained earnings as of 9/30/04	<b>\$310,754</b>
Plus: Unrealized gain **	\$0
Revised unreserved retained earnings as of 9/30/04	<b>\$310,754</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF UNEMPLOYMENT COMPENSATION FUND  
EXPENDITURES**

	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	RE-ESTIMATE 2002-03	ADOPTED 2003-04
Reimbursement to Texas Unemployment Commission	\$15,188	\$331,075	\$359,501	\$309,170	\$434,673
Administrative Expenses	<u>194,977</u>	<u>103,601</u>	<u>7,500</u>	<u>5,748</u>	<u>7,500</u>
<b>TOTAL</b>	\$210,165	\$434,676	\$367,001	\$314,918	\$442,173

**FORT WORTH**



**COMPARISON OF UNEMPLOYMENT COMPENSATION FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
City Fund Contributions					
General Fund	\$48,265	\$266,121	\$252,113	\$258,495	\$236,097
Cable Communications	864	870	3,191	3,191	3,422
Culture and Tourism Fund	0	515	3,191	3,191	3,422
Engineering Services Fund	1,870	10,053	3,191	3,191	3,422
Equipment Services Fund	1,912	10,290	6,383	6,383	6,844
Grants Fund	7,184	7,225	0	6,725	0
Information Systems Fund	1,340	7,350	15,957	15,957	13,687
Municipal Airports Fund	1,785	1,985	9,574	9,574	10,265
Municipal Golf Fund	929	4,044	6,383	6,383	6,844
Municipal Parking Fund	13	0	0	0	0
Office Services Fund	225	1,251	3,191	3,191	3,422
Solid Waste Fund	973	5,182	6,383	6,383	6,844
Temporary Labor Fund	27	27	0	0	0
Water and Sewer Fund	9,342	50,090	51,061	51,061	47,904
Other Sources	<u>1,141</u>	<u>315</u>	<u>6,383</u>	<u>0</u>	<u>0</u>
Sub-Total	\$75,870	\$365,318	\$367,001	\$373,725	\$342,173
Use of Fund Balance	<u>\$0</u>	<u>\$69,408</u>	<u>\$0</u>	<u>\$0</u>	<u>\$100,000</u>
<b>TOTAL</b>	\$75,870	\$434,726	\$367,001	\$373,725	\$442,173

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>HUMAN RESOURCES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>FE86            UNEMPLOYMENT COMP                          FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0148610	<u>UNEMPLOYMENT INSURANCE</u>								
	UNEMPLOYMENT COM- PENSATION	\$ 434,676	\$ 367,001	\$ 442,173	\$ 442,173	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 434,676</u>	<u>\$ 367,001</u>	<u>\$ 442,173</u>	<u>\$ 442,173</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 434,676	\$ 367,001	\$ 442,173	\$ 442,173	0.00	0.00	0.00	0.00

**FORT WORTH**





**FUND STATEMENT**

**FUND:**

**CULTURE AND TOURISM FUND**

The Culture and Tourism Fund is a special fund of the City of Fort Worth, established in 1989 to provide funding for organizations that either enhance tourism or promote, develop, and maintain cultural activities in Fort Worth. Currently, these organizations include the Fort Worth Convention and Visitors Bureau (CVB), the Arts Council of Fort Worth and Tarrant County, the Fort Worth Museum of Science and History, Fort Worth Sister Cities International and the Van Cliburn Foundation.

The Culture and Tourism Fund is supported solely by the hotel/motel occupancy tax. Contracts with the administering organizations are based on projected collections for the upcoming fiscal year. The Culture and Tourism Fund experienced dramatic revenue increases until the 1999-00 fiscal year. However, with the tragic events associated with the terrorist activities of September 11, 2001, this fund has seen a substantial drop in revenues. The tourism and convention industries recovered slightly in FY2002-03 and thus, FY2003-04 revenues in this fund are expected to grow modestly.

In FY1997-98, the City acquired the Fort Worth Convention Center, expanding the Public Events Department facilities beyond the Will Rogers Memorial Center. Funding has been allocated in the Culture and Tourism Fund for a portion of the operation and maintenance of these facilities.

This fund also supports the Fort Worth Herd, a living history project introduced in FY1998-99 to educate citizens and visitors about the heritage of Fort Worth.

**FORT WORTH**



**CULTURE AND TOURISM FUND BUDGET SUMMARY  
FISCAL YEAR  
2003-04**

**REVENUES:**

Hotel/Motel Occupancy Tax	\$9,132,020
Hotel/Motel Occupancy Tax - Convention Center*	2,609,149
Use of Fund Balance	<u>145,196</u>
<b>TOTAL REVENUE</b>	<b>\$11,886,365</b>

**EXPENDITURES:**

Personal Services	\$378,768
Supplies	46,177
Contractual Services	<u>8,370,111</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$8,795,056</b>

**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	\$482,160
Debt Service*	<u>2,609,149</u>
<b>TOTAL DEBT SERVICE AND CAPITAL OUTLAY</b>	<b>\$3,091,309</b>
<b>TOTAL EXPENDITURES</b>	<b>\$11,886,365</b>

\*Funds accruing for capital improvements to the Fort Worth Convention Center.

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
CULTURE AND TOURISM FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$1,224,098</b>
Plus: Projected Revenues **	\$9,132,020
Less: Projected Expenditures	(\$9,274,216)
Unreserved retained earnings as of 9/30/04	<b>\$1,081,902</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* Excludes revenues that are directed toward Convention Center renovation

**COMPARISON OF CULTURE AND TOURISM FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
WRMC/FWCC Ops & Maint	\$971,807	\$1,230,954	\$1,631,714	\$1,631,714	\$1,688,633
FWCC/WRMC Cap Improvemnts	401,266	251,550	468,186	468,186	482,160
Fort Worth Herd	434,324	362,684	463,187	391,466	457,240
Convention & Visitors Bureau	4,929,475	4,849,017	5,184,478	5,216,849	5,522,611
Arts Council	101,699	96,749	104,500	104,500	110,000
Museum of Science & History	503,190	442,575	478,800	478,800	539,072
Modern Art Museum	437,751	352,934	0	0	0
Van Cliburn Foundation	62,600	55,059	62,500	62,500	62,500
Fort Worth Sister Cities	<u>237,915</u>	<u>258,503</u>	<u>305,686</u>	<u>355,686</u>	<u>412,000</u>
<b>TOTAL</b>	<b>\$8,080,027</b>	<b>\$7,900,025</b>	<b>\$8,699,051</b>	<b>\$8,709,701</b>	<b>\$9,274,216</b>

**FORT WORTH**



**COMPARISON OF CULTURE AND TOURISM FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Hotel/Motel Occupancy Tax	\$8,112,484	\$8,048,986	\$8,699,051	\$8,794,413	\$9,132,020
Hotel/Motel Occupancy Tax - Convention Center*	<u>2,317,853</u>	<u>2,299,710</u>	<u>2,485,443</u>	<u>2,512,690</u>	<u>2,609,149</u>
<b>Subtotal</b>	\$10,430,337	\$10,348,696	\$11,184,494	\$11,307,103	\$11,741,169
Use of Fund Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$145,196</u>
<b>TOTAL</b>	\$10,430,337	\$10,348,696	\$11,184,494	\$11,307,103	\$11,886,365

\*Funds accruing for capital improvements to the Fort Worth Convention Center.

**FORT WORTH**





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

CULTURE AND TOURISM

GG04/0240500:0247000

## SUMMARY OF FUND RESPONSIBILITIES:

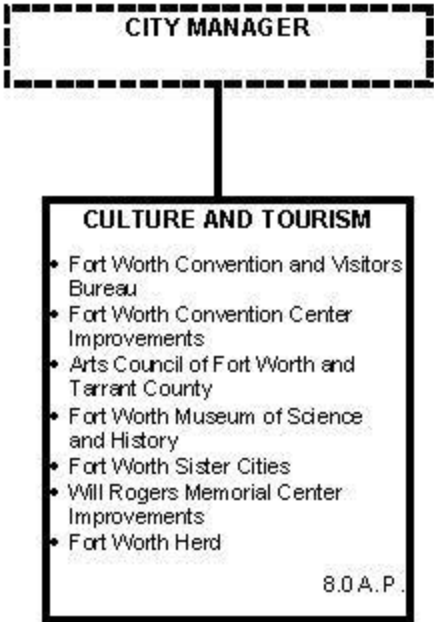
The Culture and Tourism Fund currently promotes the cultural and educational interests of residents and visitors through contributions to the Fort Worth Convention Center, the Will Rogers Memorial Center, the Fort Worth Convention and Visitors Bureau, the Arts Council of Fort Worth and Tarrant County, the Modern Art Museum of Fort Worth, the Fort Worth Museum of Science and History, the Van Cliburn Foundation and Fort Worth Sister Cities.

Activities in this fund are supported through collection of a hotel/motel occupancy tax. Funding for the Fort Worth Convention and Visitors Bureau includes agreements for promoting the Fort Worth Convention Center, the Equestrian Center, and the Will Rogers Memorial Center.

In FY1998-99 the City established the Fort Worth Herd as a highlight to the City's sesquicentennial celebration. Since that time it has been promoted as a living history exhibition with twice-daily cattle drives.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 291,712	\$ 383,853	\$ 375,768	\$ 375,768
<b>Supplies</b>	40,872	47,977	46,177	46,177
<b>Contractual</b>	7,567,441	7,799,035	8,227,915	8,370,111
<b>Capital Outlay</b>	0	468,186	482,160	482,160
<b>Total Expenditures</b>	\$ 7,900,025	\$ 8,699,051	\$ 9,132,020	\$ 9,274,216
<b>Authorized Positions</b>	8.00	8.00	8.00	8.00

O-50  
**CULTURE AND TOURISM - 8.0 A. P.**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> CULTURE AND TOURISM	<b>FUND/CENTER</b> GG04/0241000:0247000
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$8,699,051	<b>A.P.</b>	8.0
<b>2003-04 ADOPTED:</b>	\$9,274,216	<b>A.P.</b>	8.0

A) The adopted budget increases by \$372,023 for contractual payments based on the current contract with the Fort Worth Convention and Visitors Bureau.

B) The adopted budget increases by \$56,919 for support of the Public Events Department facilities. The increase partially offsets cost increases sustained in the Public Events Department's General Fund budget.

**FORT WORTH**



## DEPARTMENTAL OBJECTIVES AND MEASURES

**DEPARTMENT:**

### CULTURE AND TOURISM

**DEPARTMENT PURPOSE**

To distribute the revenue from the Hotel/Motel Occupancy Tax to cultural institutions and activities that promote tourism and encourage participation in cultural and educational activities by Fort Worth's residents and visitors.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To service 155 booked conventions, meetings, and other groups, involving approximately 200,000 participants, while also attracting individual tourists to Fort Worth.

To attract 1,025,199 visitors to the Fort Worth Museum of Science and History.

To serve at least 1,700,000 people through various Arts Council programs.

DEPARTMENTAL MEASURES	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Number of meetings and conventions brought by the Convention and Visitors Bureau / Number of participants	141 / 161,009	163 / 208,000	155 / 200,000
Visitors to the Fort Worth Museum of Science and History	870,460	1,024,563	1,025,199
Attendance at Arts Council-funded programs	1,621,800	1,600,000	1,700,000

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>CULTURE AND TOURISM</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG04 CULTURE AND TOURISM FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>WRMC/FWCC O&amp;M</u>								
0240500	WRMC/FWCC O&M	\$ 1,230,954	\$ 1,631,714	\$ 1,688,633	\$ 1,688,633	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 1,230,954</u>	<u>\$ 1,631,714</u>	<u>\$ 1,688,633</u>	<u>\$ 1,688,633</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>WRMC/FWCC CAPITAL IMPROVEMENTS</u>								
0240600	WRMC/FWCC CAPITAL IMPROVEMENTS	\$ 251,550	\$ 468,186	\$ 482,160	\$ 482,160	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 251,550</u>	<u>\$ 468,186</u>	<u>\$ 482,160</u>	<u>\$ 482,160</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>THE HERD</u>								
0240700	THE HERD	\$ 362,684	\$ 463,187	\$ 457,240	\$ 457,240	8.00	8.00	8.00	8.00
	Sub-Total	<u>\$ 362,684</u>	<u>\$ 463,187</u>	<u>\$ 457,240</u>	<u>\$ 457,240</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
	<u>CONVENTION BUREAU</u>								
0241000	CONVENTION BUREAU	\$ 4,849,017	\$ 5,184,478	\$ 5,522,611	\$ 5,522,611	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 4,849,017</u>	<u>\$ 5,184,478</u>	<u>\$ 5,522,611</u>	<u>\$ 5,522,611</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>ARTS COUNCIL</u>								
0242000	ARTS COUNCIL	\$ 96,749	\$ 104,500	\$ 110,000	\$ 110,000	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 96,749</u>	<u>\$ 104,500</u>	<u>\$ 110,000</u>	<u>\$ 110,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>CULTURE AND TOURISM</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GG04 CULTURE AND TOURISM FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>MUSEUMS</u>								
0243010	MUSEUM OF SCIENCE & HISTORY	\$ 442,575	\$ 478,800	\$ 503,190	\$ 539,072	0.00	0.00	0.00	0.00
0243020	MODERN ART MUSEUM	352,934	0	0	0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 795,509</u>	<u>\$ 478,800</u>	<u>\$ 503,190</u>	<u>\$ 539,072</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>VAN CLIBURN FOUNDATION</u>								
0244000	VAN CLIBURN FOUNDATION	\$ 55,059	\$ 62,500	\$ 62,500	\$ 62,500	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 55,059</u>	<u>\$ 62,500</u>	<u>\$ 62,500</u>	<u>\$ 62,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>INTERNATIONAL ACTIVITY</u>								
0247000	SISTER CITIES	\$ 258,503	\$ 305,686	\$ 305,686	\$ 412,000	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 258,503</u>	<u>\$ 305,686</u>	<u>\$ 305,686</u>	<u>\$ 412,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 7,900,025	\$ 8,699,051	\$ 9,132,020	\$ 9,274,216	8.00	8.00	8.00	8.00



**FUND STATEMENT**

**FUND:**

**ENVIRONMENTAL MANAGEMENT FUND**

The Environmental Management Fund was established in 1992 to provide sufficient funds to meet the expanding environmental needs of the City. Currently, much of the Fund is devoted to implementing and monitoring the City's Storm Water Permit Program. The permit, granted by the Environmental Protection Agency, became effective on December 1, 1996. Funds not designated for the permit are utilized for emergency environmental situations, such as chemical spills, and special needs, such as asbestos abatement at City-owned properties.

The Environmental Management Department manages the Environmental Management Fund, and is responsible for the oversight of all personnel and projects implemented under the Fund. Currently, there are eight projects set up within the Fund: Undesignated, Compliance, Regulatory, Construction Inspection, Spill Response, the Environmental Collection Center, Storm Water Monitoring, and Education.

The Environmental Management Fund is supported by: 1) the Environmental Protection Fee, which is charged on residential and commercial water bills; 2) revenue from the Environmental Collection Center, which is collected from participating cities in the Household Hazardous Waste Program; and 3) interest on investments. The Fund's expenditures include personnel costs associated with its 25 staff members, operating supply costs, and capital equipment, such as vehicles and heavy machinery.

The Environmental Protection Fee is a monthly charge that varies based upon customer category. Homeowners and apartment complex customers are charged \$0.50; municipal and non-profit organizations are charged \$0.75; residential duplexes are charged \$1.00; commercial properties are charged \$10.00; commercial multi-unit properties are charged \$20.00; and industrial properties are charged \$35.00. A 12-member panel composed of private citizens and businesses recommends any rate changes to City Council for their approval.

**FORT WORTH**



**ENVIRONMENTAL MANAGEMENT FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

Environmental Protection Fee	\$2,757,250
Miscellaneous Revenue	2,750
Participating Cities	468,000
Interest on Investments	<u>132,000</u>
<b>TOTAL REVENUE</b>	<b>\$3,360,000</b>

**EXPENDITURES:**

Personal Services	\$1,316,031
Supplies	114,472
Contractual Services	<u>1,913,793</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$3,344,296</b>

**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	\$0
Debt Service	<u>0</u>
<b>TOTAL DEBT SERVICE AND CAPITAL OUTLAY</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$3,344,296</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
ENVIRONMENTAL MANAGEMENT FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$3,741,291</b>
Plus: Projected Revenues	\$3,272,875
Less: Projected Expenditures	(\$3,214,246)
Unreserved retained earnings as of 9/30/04	<b>\$3,799,920</b>
Plus: Unrealized gain **	\$0
Revised unreserved retained earnings as of 9/30/04	<b>\$3,799,920</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF ENVIRONMENTAL MANAGEMENT FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Engineering Services	\$240,085	\$0	\$0	\$0	\$0
Remediation	754,124	0	0	0	0
Asbestos Abatement	701,509	0	0	0	0
T/PW Street Sweeping	210,962	0	0	0	0
City Waste Disposal	77,390	0	0	0	0
Remodeling of 7th Floor	98,738	0	0	0	0
Demolition of Sub-Standard Buildings	131,892	0	0	0	0
Lab Services	42,106	0	0	0	0
UST Electronic Monitoring	70,794	0	0	0	0
Undesignated	951,806	607,414	838,375	833,995	533,101
Regulatory Function	88,203	103,807	293,685	255,591	509,929
Construction Inspection	98,606	109,665	108,653	108,298	107,281
Spill Response Program	181,632	218,566	262,595	215,801	263,266
Environmental Collection Center	620,444	744,682	811,074	519,995	807,314
Storm Water Program	184,933	221,065	231,819	225,598	235,647
Education Component	139,770	170,321	165,485	190,181	220,183
Compliance	<u>286,822</u>	<u>493,209</u>	<u>502,560</u>	<u>265,735</u>	<u>667,576</u>
<b>TOTAL</b>	<b>\$4,879,816</b>	<b>\$2,668,729</b>	<b>\$3,214,246</b>	<b>\$2,615,194</b>	<b>\$3,344,296</b>

**FORT WORTH**



**COMPARISON OF ENVIRONMENTAL MANAGEMENT  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Environmental Protection Fee	\$2,706,933	\$2,759,540	\$2,697,750	\$2,643,795	\$2,757,250
Miscellaneous Revenue	68,667	69,276	2,125	2,083	2,750
Participating Cities	427,540	485,733	453,000	443,940	468,000
Interest on Investments	<u>118,085</u>	<u>138,638</u>	<u>120,000</u>	<u>117,600</u>	<u>132,000</u>
<b>TOTAL</b>	<b>\$3,321,225</b>	<b>\$3,453,187</b>	<b>\$3,272,875</b>	<b>\$3,207,418</b>	<b>\$3,360,000</b>

**FORT WORTH**





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

ENVIRONMENTAL MANAGEMENT FUND

R103/0521100:0524106

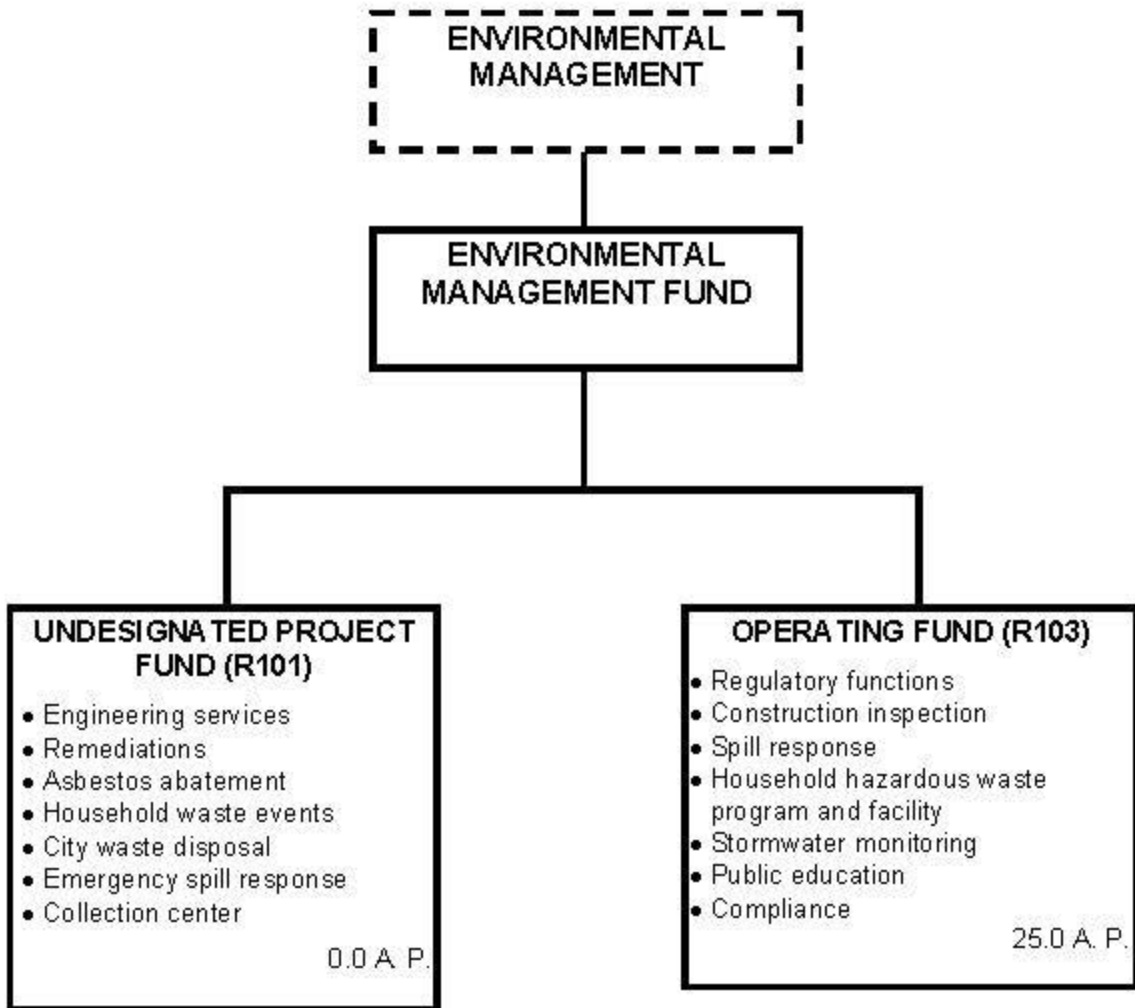
## SUMMARY OF FUND RESPONSIBILITIES:

The Environmental Management Fund is used to ensure that the City is in compliance, or developing means to achieve compliance, with its National Pollutant Discharge Elimination System (NPDES) Storm Water permit, as well as other state and federal environmental regulations. The Fund supports eight components: Undesignated, Compliance, Regulatory, Construction Inspection, Spill Response, the Environmental Collection Center, the Storm Water Program, and Education.

The Undesignated funds will be used in emergency situations and for funding major compliance issue projects. The Compliance Unit performs the tasks required to keep the City's facilities and operations in compliance with state and federal environmental regulations. The Regulatory Section is responsible for the interpretation of all federal and state environmental regulations, and oversees the Brownfields Program and Project XL. Construction Inspection performs reviews of construction permit applications, plans, and sites. The Spill Response Program responds to spills that could adversely affect the storm water system. The Environmental Collection Center (ECC) collects and disposes household hazardous waste. A mobile collection unit is also part of ECC operations. The Storm Water Program monitors and analyzes the storm water system to ensure chemical parameters are within the limits required by the permit. The Education Section educates the public on storm water pollution prevention, air quality issues, and household hazardous waste disposal methods.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 1,003,359	\$ 1,165,591	\$ 1,316,031	\$ 1,316,031
<b>Supplies</b>	110,574	96,403	114,472	114,472
<b>Contractual</b>	1,552,135	1,952,252	1,913,793	1,913,793
<b>Capital Outlay</b>	2,661	0	0	0
<b>Total Expenditures</b>	\$ 2,668,729	\$ 3,214,246	\$ 3,344,296	\$ 3,344,296
<b>Authorized Positions</b>	20.00	23.00	25.00	25.00

# ENVIRONMENTAL MANAGEMENT FUND - 25.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> ENVIRONMENTAL MANAGEMENT FUND	<b>FUND/CENTER</b> R103/0521100:0524106
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$3,214,246	<b>A.P.</b>	23.0
<b>2003-04 ADOPTED:</b>	\$3,344,296	<b>A.P.</b>	25.0

A) The adopted budget increases by \$112,179 for salaries of regular employees to reflect the transfer of an Environmental Supervisor position and an Environmental Specialist position from other funding sources. The increase also accounts for the implementation of the FY2003-04 compensation plan.

B) The adopted budget decreases by (\$440,636) to reflect a reduction in transfers to the Environmental Management Project Fund. The majority of this amount has been shifted to a contractual account to make loan payments related to the Energy Conservation Program approved in FY2002-03.

C) The adopted budget increases by \$308,151 for contractual payments, primarily for implementation of the Energy Conservation Program mentioned in Item B above.

D) The adopted budget decreases by (\$27,309) for payments to household hazardous waste disposal contractors associated with the Environmental Collection Center. The decrease is based on actual FY2002-03 expenditures and projected FY2003-04 costs.

E) The adopted budget increases by \$127,162 for claims and lawsuit expenses based on projected FY2003-04 costs.

F) The adopted budget increases by \$21,936 for group health insurance due to increased enrollment and projected healthcare industry cost increases.

**FORT WORTH**



## DEPARTMENTAL OBJECTIVES AND MEASURES

**DEPARTMENT:**
**ENVIRONMENTAL MANAGEMENT FUND**
**DEPARTMENT PURPOSE**

To provide efficient, effective, and compliant environmental and solid waste management services.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To continue performing dry weather field screens.

To continue performing wet weather watershed screens.

To operate a permanent household hazardous waste collection facility with increased participation from surrounding municipalities.

To maintain a spill response program as required by the storm water federal permit to address the anticipated numbers of small spills throughout the City.

DEPARTMENTAL MEASURES	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Dry weather field screens	218	145	150
Wet weather watershed screens	21	30	30
Households served at Environmental Collection Center	15,629	15,300	15,300
Spill responses	1,940	1,800	1,800

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT ENVIRONMENTAL MANAGEMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND R103	ENVIRONMENTAL MAN- AGEMENT FUND	Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>REVENUE AND TRANS- FERS OUT</u>								
0521100	UNDESIGNATED	\$ 607,414	\$ 838,375	\$ 533,101	\$ 533,101	0.00	0.00	0.00	0.00
	Sub-Total	\$ 607,414	\$ 838,375	\$ 533,101	\$ 533,101	0.00	0.00	0.00	0.00
	<u>ENVIRONMENTAL MAN- AGEMENT</u>								
0524100	REGULATORY	\$ 103,807	\$ 293,685	\$ 509,929	\$ 509,929	1.00	4.00	3.00	3.00
0524101	CONSTRUCTION INSPECTION	109,665	108,653	107,281	107,281	2.00	2.00	2.00	2.00
0524102	SPILL RESPONSE	218,566	262,595	263,266	263,266	4.00	4.00	4.00	4.00
0524103	ENV COLLECTION CEN- TER	744,682	811,074	807,314	807,314	6.00	6.00	6.00	6.00
0524104	STORM WATER MONI- TORING	221,065	231,819	235,647	235,647	4.00	4.00	4.00	4.00
0524105	EDUCATION	170,321	165,485	220,183	220,183	2.00	2.00	3.00	3.00
0524106	COMPLIANCE	493,209	502,561	667,576	667,576	1.00	1.00	3.00	3.00
	Sub-Total	\$ 2,061,315	\$ 2,375,871	\$ 2,811,195	\$ 2,811,195	20.00	23.00	25.00	25.00
	<b>TOTAL</b>	\$ 2,668,729	\$ 3,214,246	\$ 3,344,296	\$ 3,344,296	20.00	23.00	25.00	25.00

**FORT WORTH**





**FUND STATEMENT**

**FUND:**

**AWARDED ASSETS FUNDS**

The City of Fort Worth Police Department receives funds from the sale of assets seized in certain law enforcement activities in which the department has assisted federal and state law enforcement agencies. The process of liquidating and distributing seized assets is commonly called "asset forfeiture," and each asset received by the department is considered an "awarded asset." The federal asset forfeiture program is authorized by the Comprehensive Crime Control Act of 1984, while the State asset forfeiture program is authorized by Chapter 59 of the Texas Code of Criminal Procedure.

The main goals of the federal and state asset forfeiture programs are to deprive criminals of property used in or acquired through illegal activities, to encourage joint operations among law enforcement agencies at various levels of government, and to strengthen law enforcement. Both programs require that the recipient law enforcement agency use the assets solely for law enforcement purposes, and that the assets be held in a special fund, subject to audit and review by the appropriate authorities.

The City of Fort Worth Police Department is responsible for the receipt, expenditure, and oversight of awarded assets. Prior to FY2000-01, revenues and expenditures budgeted from the City's awarded assets were held in the Special Project Trust Fund. In an effort to improve tracking and auditing capabilities in FY2000-01, the department worked with the Accounting Division of the Finance Department to establish two new operating funds for awarded asset proceeds: the Federal Awarded Assets Fund and the State Awarded Assets Fund.

**FORT WORTH**



**FEDERAL AWARDED ASSETS FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

Federal Awarded Assets	\$113,662
Use of Fund Balance	<u>55,323</u>
<b>TOTAL REVENUE</b>	<b>\$168,985</b>

**EXPENDITURES:**

Executive Services Bureau (R107/0352000)	
Explorer Program	\$20,000
Explorer Overtime	8,000
TPA Membership	<u>31,373</u>
Sub-Total	<u>\$59,373</u>
Field Operations Bureau (R107/0354000)	
NPO Youth Programs	<u>\$8,000</u>
Sub-Total	<u>\$8,000</u>
Special Services Bureau (R107/0356000)	
Public Database Investigation System	\$71,612
Special Operations Informant Funds	25,000
DARE Summer Program	<u>5,000</u>
Sub-Total	<u>\$101,612</u>
<b>TOTAL EXPENDITURES</b>	<b>\$168,985</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
FEDERAL AWARDED ASSETS FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$374,940</b>
Plus: Projected Revenues	\$168,985
Less: Projected Expenditures	(\$168,985)
Unreserved retained earnings as of 9/30/04	<b>\$374,940</b>
Plus: Unrealized gain **	\$10,632
Unreserved retained earnings as of 9/30/04	<b>\$385,572</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>R107 FEDERAL AWARDED ASSETS FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>EXECUTIVE SERVICES BUREAU</u>								
0352000	EXECUTIVE SERVICES BUREAU	\$ 162,626	\$ 310,365	\$ 59,373	\$ 59,373	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 162,626</u>	<u>\$ 310,365</u>	<u>\$ 59,373</u>	<u>\$ 59,373</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>N/W FIELD OPERATIONS BUREAU</u>								
0354000	N/W FIELD OPERATIONS BUREAU	\$ 107,059	\$ 96,776	\$ 8,000	\$ 8,000	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 107,059</u>	<u>\$ 96,776</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>SPECIAL SERVICES BUREAU</u>								
0356000	SPECIAL SERVICES BUREAU	\$ 100,064	\$ 82,500	\$ 101,612	\$ 101,612	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 100,064</u>	<u>\$ 82,500</u>	<u>\$ 101,612</u>	<u>\$ 101,612</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	<b>\$ 369,749</b>	<b>\$ 489,641</b>	<b>\$ 168,985</b>	<b>\$ 168,985</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**FORT WORTH**



**STATE AWARDED ASSETS FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

State Awarded Assets	\$48,446
Auction Proceeds	<u>10,000</u>
<b>TOTAL REVENUE</b>	<b>\$58,446</b>

**EXPENDITURES:**

Executive Services Bureau (R108/0352000)	<u>\$0</u>
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>

\* No expenditures planned from this fund due to significantly declining receipts and a requirement that funds be spent in arrears rather than anticipation.

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
STATE AWARDED ASSETS FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$55,141</b>
Plus: Projected Revenues	\$58,446
Less: Projected Expenditures	\$0
Unreserved retained earnings as of 9/30/04	<b>\$113,587</b>
Plus: Unrealized gain **	\$48
Unreserved retained earnings as of 9/30/04	<b>\$113,635</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>R108 STATE AWARDED ASSETS FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>POLICE ADMINISTRATION</u>								
0351000	POLICE ADMINISTRATION	\$ 67,884	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 67,884</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>EXECUTIVE SERVICES BUREAU</u>								
0352000	EXECUTIVE SERVICES BUREAU	\$ 287,727	\$ 226,525	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 287,727</u>	<u>\$ 226,525</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>OPERATIONAL SUPPORT BUREAU</u>								
0353000	OPERATIONAL SUPPORT BUREAU	\$ 11,310	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 11,310</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>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>R108 STATE AWARDED ASSETS FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0356000	<u>SPECIAL SERVICES BUREAU</u>								
	SPECIAL SERVICES BUREAU	\$ 103,477	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 103,477</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>
	<b>TOTAL</b>	\$ 470,398	\$ 226,525	\$ 0	\$ 0	0.00	0.00	0.00	0.00

**FUND STATEMENT**

**FUND:**

**LAKE WORTH TRUST FUND**

Under the direction of the Department of Engineering, the Lake Worth Trust Fund manages more than 300 lease properties adjacent to Lake Worth. Upon expiration of the leases, the Fund purchases improvements located on the leased properties and markets the properties for sale to the public. The Lake Worth Trust Fund also provides funding for the maintenance of park grounds located along the lake.

The Fund is responsible for all costs associated with five Deputy City Marshal positions and one Senior Deputy City Marshal position. These six officers provide protection for the parks and neighborhoods adjacent to the lake.

**FORT WORTH**



**LAKE WORTH TRUST FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2003-04**

**REVENUES:**

Interest Earned on Leases	\$1,429
Interest Earned on Investments	144,000
Boat Fees	23,000
Lease Income	327,417
Lease Transfer Fees	2,835
Use of Fund Balance	<u>390,179</u>
<b>TOTAL REVENUE</b>	<b>\$888,860</b>

**EXPENDITURES:**

Park Maintenance	\$169,697
Engineering Services	301,225
Lake Patrol	<u>392,038</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$862,960</b>

**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	\$25,900
Debt Service	<u>0</u>
<b>TOTAL DEBT SERVICE AND CAPITAL OUTLAY</b>	<b>\$25,900</b>
<b>TOTAL EXPENDITURES</b>	<b>\$888,860</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
LAKE WORTH TRUST FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$1,687,719</b>
Plus: Projected Revenues	\$888,860
Less: Projected Expenditures	(\$888,860)
Unreserved retained earnings as of 9/30/04	<b>\$1,687,719</b>
Plus: Unrealized gain **	\$40,904
Unreserved retained earnings as of 9/30/04	<b>\$1,728,623</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF LAKE WORTH TRUST FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Park Maintenance	\$164,629	\$148,855	\$172,178	\$172,178	\$169,697
Engineering Services	319,536	329,582	275,274	440,357	301,225
Lake Patrol	<u>353,670</u>	<u>343,974</u>	<u>441,228</u>	<u>408,536</u>	<u>417,938</u>
<b>TOTAL</b>	<b>\$837,835</b>	<b>\$822,411</b>	<b>\$888,680</b>	<b>\$1,021,071</b>	<b>\$888,860</b>

**FORT WORTH**





**COMPARISON OF LAKE WORTH TRUST FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Interest Earned on Leases	\$1,783	\$1,400	\$1,700	\$1,429	\$1,429
Interest on Investments	204,173	135,000	144,000	135,000	144,000
Boat Fees	21,332	11,300	23,000	23,364	23,000
Lease Income	431,295	497,000	414,000	327,417	327,417
Lease Transfer Fees	13,480	3,800	3,800	2,835	2,835
Use of Fund Balance	<u>165,771</u>	<u>154,761</u>	<u>302,180</u>	<u>531,026</u>	<u>390,179</u>
<b>TOTAL</b>	<b>\$837,834</b>	<b>\$803,261</b>	<b>\$888,680</b>	<b>\$1,021,071</b>	<b>\$888,860</b>

**FORT WORTH**



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

ENGINEERING - LAKE WORTH TRUST FUND

**FUND/CENTER**

FE70/030001002000

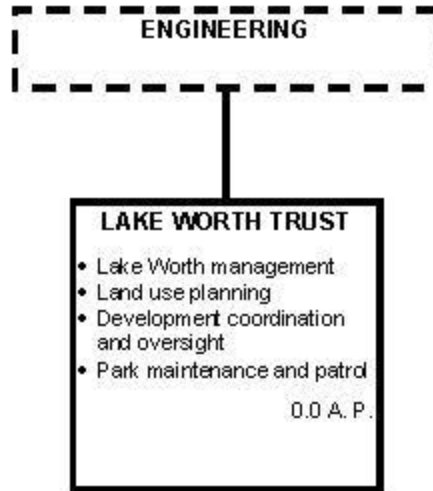
## SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Lake Worth Trust Fund, which is managed by the Engineering Department, includes activities involving Municipal Court and Parks and Community Services departments. There are three departmental budget summary pages from these departments for Lake Worth Trust Fund, and each page contains the department's own budget information.

The Engineering Department manages more than 300 leaseholds adjacent to Lake Worth; purchases improvements located on the properties upon expiration of the leases; and markets the properties for sale to the public.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>Supplies</b>	13	0	0	0
<b>Contractual</b>	329,582	275,274	301,225	301,225
<b>Capital Outlay</b>	382,682	0	0	0
<b>Total Expenditures</b>	\$ 712,277	\$ 275,274	\$ 301,225	\$ 301,225

# LAKE WORTH TRUST FUND- 0.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> ENGINEERING, LAKE WORTH TRUST FUND	<b>FUND/CENTER</b> FE70/030:038:080
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$888,680	<b>A.P.</b>	0.00
<b>2003-04 ADOPTED:</b>	\$888,860	<b>A.P.</b>	0.00

A) The adopted budget increases by \$33,648 for engineering services based on historical and projected expenditures.

B) The adopted budget increases by \$25,900 for Municipal Court vehicles per the FY2003-04 adopted vehicle replacement plan.

C) The adopted budget decreases by (\$15,000) in other contractual services per projected expenditures.

D) The adopted budget increases by \$15,000 for demolitions based on FY2003-04 anticipated demolition costs for properties in the Lake Worth addition.

**FORT WORTH**



**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:**

**ENGINEERING, LAKE WORTH TRUST FUND**

**DEPARTMENT PURPOSE**

To manage more than 300 leaseholds adjacent to Lake Worth, purchase improvements located on those properties upon lease expiration, market the properties for sale to the public, and provide funding for maintenance of park grounds located along the lake. The Lake Worth Trust Fund also funds five Deputy City Marshal positions and one Senior Deputy City Marshal position. The marshal positions provide lake patrol and protection of parks and neighborhoods surrounding the lake.

**FY2003-04 DEPARTMENTAL OBJECTIVES**

To achieve a 97 percent collection rate for leased properties.

To directly sell to current lessees any of the remaining Lake Worth Lease lots in Block 6, 10, 25, 26, 27, and 29 per I.R. 8376, using an option agreement.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Collection rate of rental income from lease holders	95%	97%	97%
Number of Lake Worth leases converted to private ownership	0	30	35

**FORT WORTH**





**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>ENGINEERING</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>FE70 LAKE WORTH TRUST FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
030	<u>ENGINEERING</u>								
	ENGINEERING	\$ 712,277	\$ 275,274	\$ 301,225	\$ 301,225	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 712,277</u>	<u>\$ 275,274</u>	<u>\$ 301,225</u>	<u>\$ 301,225</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 712,277	\$ 275,274	\$ 301,225	\$ 301,225	0.00	0.00	0.00	0.00

**FORT WORTH**



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

PACS, LAKE WORTH TRUST FUND

**FUND/CENTER**

FE70/080001002000

## SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Lake Worth Trust Fund, which is managed by the Engineering Department, includes activities involving the Municipal Court and Parks and Community Services (PACS) departments. There are three departmental budget summary pages from these departments for the Lake Worth Trust Fund, and each page contains the department's own budget information.

The Parks and Community Services Department provides for maintenance of park grounds adjacent to the lake, primarily through contracted maintenance services.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Supplies</b>	3,836	0	0	0
<b>Contractual</b>	145,019	172,178	169,697	169,697
<b>Capital Outlay</b>	91,057	0	0	0
<b>Total Expenditures</b>	\$ 239,912	\$ 172,178	\$ 169,697	\$ 169,697

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>PARKS AND COMMUNITY SERVICES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>FE70 LAKE WORTH TRUST FUND</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
080	<u>PARKS &amp; COMMUNITY SERVICES</u> PARKS AND COMMUNITY SERVICES	\$ 239,912	\$ 172,178	\$ 169,697	\$ 169,697	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 239,912</u>	<u>\$ 172,178</u>	<u>\$ 169,697</u>	<u>\$ 169,697</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 239,912	\$ 172,178	\$ 169,697	\$ 169,697	0.00	0.00	0.00	0.00

**FORT WORTH**



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

MUNICIPAL COURT, LAKE WORTH TRUST FUND

FE70/038001002000

## SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Lake Worth Trust Fund, which is managed by the Engineering Department, also includes activities involving the Municipal Court and Parks and Community Services departments. There are three departmental budget summary pages from these departments for the Lake Worth Trust Fund, and each page contains the department's own budget information.

The Municipal Court Department provides lake patrol services and security for the parks and neighborhoods adjacent to Lake Worth. Five Deputy City Marshals and one Senior Deputy City Marshal provide 16-hour patrols each day using patrol sedans and watercraft. Funds are transferred from the Lake Worth Trust Fund to the General Fund to cover costs associated with these patrol services.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Supplies</b>	425	0	0	0
<b>Contractual</b>	343,549	441,228	417,938	417,938
<b>Total Expenditures</b>	\$ 343,974	\$ 441,228	\$ 417,938	\$ 417,938

**FORT WORTH**





**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT MUNICIPAL COURT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND FE70 LAKE WORTH TRUST FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>MUNICIPAL COURT</u>								
038	MUNICIPAL COURT	\$ 343,974	\$ 441,228	\$ 417,938	\$ 417,938	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 343,974</u>	<u>\$ 441,228</u>	<u>\$ 417,938</u>	<u>\$ 417,938</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 343,974	\$ 441,228	\$ 417,938	\$ 417,938	0.00	0.00	0.00	0.00

**FORT WORTH**



**FUND STATEMENT****FUND:****CABLE COMMUNICATIONS FUND**

The Cable Communications Fund was created in 1981 shortly after the franchise agreement with Sammons Cable was approved by the City Council. The Cable Communications Fund was established to meet construction obligations and regulations as outlined in the original contract. In 1995, Sammons Cable was purchased by Marcus Cable, resulting in a revised franchise agreement. In 1999, a new franchise agreement was implemented when Charter Communications purchased Marcus Cable.

The Cable Communications Fund is part of the City Manager's Office. The primary functions of the Fund include: 1) management of all matters relating to the cable television franchise and other limited franchises; 2) administration of the portion of the Special Trust Fund that finances the City's cable television operation; and 3) quarterly production of 210 hours of original, non-character generated programming hours for the two cable television channels for which the City is responsible, Channels 7 and 31.

In an effort to produce the required programming, the Cable Communications Office covers and records City meetings for public viewing, while providing in-house studios to produce a variety of special interest programming. The Cable production crews also film a variety of topics in the field. In addition, they produce a televised version of the City Page publication that appears in area newspapers. Finally, the production crews accept and schedule videotapes from private citizens and organizations to be aired during public access hours.

Revenue for the Cable Communications Fund is derived from several sources. For instance, the Fund receives a portion of each cable subscriber's monthly fee in order to produce a targeted level of original programming hours. Another revenue source is the production classes offered to the general public on a fee-for-service basis. In addition to subscriptions and classes, revenue is also generated from interest on investments.

**FORT WORTH**



**CABLE COMMUNICATIONS FUND BUDGET SUMMARY  
FISCAL YEAR  
2003-04**

**REVENUES:**

Program Income	\$755,000
Investment Income	40,000
Video Charges	<u>9,000</u>
<b>TOTAL REVENUE</b>	<b>\$804,000</b>

**OTHER FINANCING SOURCES:**

Use of Fund Balance	<u>\$213,703</u>
<b>TOTAL REVENUE AND OTHER FINANCING SOURCES</b>	<b>\$1,017,703</b>

**EXPENDITURES:**

Personal Services	\$699,274
Supplies	43,500
Contractual Services	<u>199,929</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$942,703</b>
<b>TOTAL DEBT SERVICE AND CAPITAL OUTLAY</b>	<b><u>\$75,000</u></b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,017,703</b>

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
CABLE COMMUNICATIONS FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$1,089,473</b>
Plus: Projected Revenues	\$1,017,703
Less: Projected Expenditures	(\$1,017,703)
Unreserved retained earnings as of 9/30/04	<b>\$1,089,473</b>
Plus: Unrealized gain **	\$26,472
Unreserved retained earnings as of 9/30/04	<b>\$1,115,945</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF CABLE COMMUNICATIONS FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2001-02</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Cable Communications	<u>\$1,054,336</u>	<u>\$915,972</u>	<u>\$915,972</u>	<u>\$959,226</u>	<u>\$1,017,703</u>
<b>TOTAL</b>	\$1,054,336	\$915,972	\$915,972	\$959,226	\$1,017,703

**FORT WORTH**





**COMPARISON OF CABLE COMMUNICATIONS FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Program Income	\$810,268	\$874,468	\$816,000	\$816,000	\$755,000
Consolidated Investments	95,468	67,839	55,000	55,000	40,000
Video Charges	9,966	21,303	9,000	9,000	9,000
Miscellaneous Revenue	0	0	0	0	0
Use of Reserves	<u>138,634</u>	<u>0</u>	<u>79,226</u>	<u>79,226</u>	<u>213,703</u>
<b>TOTAL</b>	<b>\$1,054,336</b>	<b>\$963,610</b>	<b>\$959,226</b>	<b>\$959,226</b>	<b>\$1,017,703</b>

**FORT WORTH**



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

CABLE COMMUNICATIONS

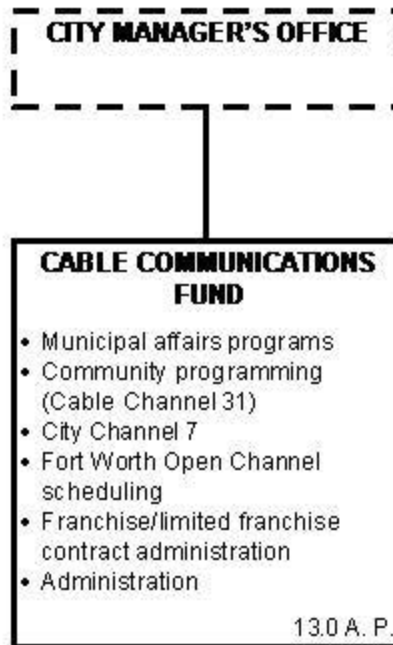
FE72/002500100000

## SUMMARY OF FUND RESPONSIBILITIES:

The Cable Communications Fund is part of the City Manager's Office. The primary functions of the Fund include: management of all matters relating to the cable television franchise and limited franchises, administration of the portion of Special Trust Fund that funds the City's cable television operation, and minimum quarterly production of 210 hours of original non-character generated programming hours for the two cable television channels under the City's management.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 597,585	\$ 726,805	\$ 699,274	\$ 699,274
<b>Supplies</b>	50,915	50,701	43,500	43,500
<b>Contractual</b>	210,021	181,720	199,929	199,929
<b>Capital Outlay</b>	46,517	0	75,000	75,000
<b>Total Expenditures</b>	\$ 905,038	\$ 959,226	\$ 1,017,703	\$ 1,017,703
<b>Authorized Positions (FTE)</b>	13.00	13.00	13.00	13.00

# CABLE COMMUNICATIONS FUND - 13.0 A. P.



## DEPARTMENTAL OBJECTIVES AND MEASURES

<b>DEPARTMENT:</b>			
<b>CABLE COMMUNICATIONS FUND</b>			
<b>DEPARTMENT PURPOSE</b>			
<p>The purpose of the Cable Communications Fund is to provide an information delivery system for the citizens of Fort Worth, City of Fort Worth departments, and their employees. Efficient and effective information delivery is vital to support the City's strategic goals.</p>			
<b>FY2003-04 DEPARTMENTAL OBJECTIVES</b>			
<p>To provide programming that will highlight the culture and interests of the citizens of Fort Worth, as well as meet and exceed the minimum quarterly requirement of 210 hours (840 hours annually) of non-repeat, non-character generated programming per quarter as required by the contract with the cable company.</p>			
<p>To provide studio space and technical assistance to local individuals, groups, and organizations wishing to produce programming for Open Channel 28 and deliver the programming to the cable company.</p>			
<p>To monitor the customer service of the local cable operator to insure it meets minimum standards as set by the Federal Communications Commission (FCC) and the City's franchise agreement, and to report this information to City Council.</p>			
<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2001-02</b>	<b>ESTIMATED 2002-03</b>	<b>PROJECTED 2003-04</b>
Annual Programming Hours	1,030	1,030	1,030
Number of Open Channel (32) Programs	53	60	65
Number of Open Channel (32) Workshop Students	13	20	25
Residents' complaints investigated	276	150	150

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT CITY MANAGER'S OFFICE		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND FE72      SPECIAL TRUST FUND		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
002	<u>CABLE OFFICE</u>								
	CITY MANAGER'S OFFICE	\$ 905,038	\$ 959,226	\$ 1,017,703	\$ 1,017,703	13.00	13.00	13.00	13.00
	Sub-Total	<u>\$ 905,038</u>	<u>\$ 959,226</u>	<u>\$ 1,017,703</u>	<u>\$ 1,017,703</u>	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>
	<b>TOTAL</b>	\$ 905,038	\$ 959,226	\$ 1,017,703	\$ 1,017,703	13.00	13.00	13.00	13.00

**SUMMARY OF CITY OF FORT WORTH  
GRANT PROGRAM PARTICIPATION  
FISCAL YEAR 2003-04 COST INVOLVEMENT**

<u>TITLE</u>	<u>TOTAL COST</u>	<u>AGENCY COST</u>	<u>OTHER MATCH</u>	<u>CITY OF FORT WORTH MATCH</u>
<b><u>Bureau of Justice Assistance</u></b>				
Local Law Enforcement Block Grant Program	\$1,000,000	\$900,000	\$0	\$100,000
<b><u>Criminal Justice Division of the Office of the Governor of Texas</u></b>				
Diamond Hill Connection After-School Program	130,371	78,223	52,148	0
<b><u>Environmental Protection Agency</u></b>				
Brownfields Assessment Program	121,050	121,050	0	0
Mitigation Options for Urban Lakes Affected by Legacy Pollutants	155,000	146,500	8,500	0
<b><u>Federal Emergency Management Act</u></b>				
Assistance to Fighfighters I	54,885	38,420	0	16,465
Assistance to Fighfighters II	718,182	502,728	0	215,454
<b><u>Federal Highway Administration</u></b>				
Transportation and Community and System Preservation	4,300,000	4,300,000	0	0
<b><u>Fort Worth Botanical Society, Inc.</u></b>				
Botanic Garden Staff	70,191	70,191	0	0
<b><u>Fort Worth Garden Club, Inc.</u></b>				
Botanic Garden Staff	184,373	184,373	0	0
<b><u>Fuller Foundation</u></b>				
Botanic Garden Staff	83,576	83,576	0	0
<b><u>North Central Texas Council of Governments</u></b>				
Environmental Collection Center Disposal and Equipment Purchase	238,928	210,435	28,493	0
Capitan Crud Environmental Program Education Program	69,231	58,436	10,795	0
Reversing the Downward Trend in Recycling	127,918	108,965	18,953	0
<b><u>Texas Commission on Environmental Quality</u></b>				
TCEQ Compliance Contract	447,761	300,000	0	147,761
EPA/TCEQ PM 10 Grant	102,952	68,978	0	33,974
EPA/TCEQ PM 2.5 Grant	247,000	247,000	0	0
TCEQ EMPACT Ozone Monitoring Contract	60,000	60,000	0	0
<b><u>Texas Criminal Justice Division</u></b>				
Computer Crime Fraud Expansion	89,817	41,085	0	48,732
Domestic Assault Response Team	149,851	80,000	15,450	54,401
Enhanced Domestic Assault Response Team	168,256	77,521	15,450	75,285
SCRAM Sexual Assault Training	33,084	29,812	0	3,272



<u>TITLE</u>	<u>TOTAL COST</u>	<u>AGENCY COST</u>	<u>OTHER MATCH</u>	<u>CITY OF FORT WORTH MATCH</u>
<b><u>Texas Department of Health</u></b>				
Diabetes Awareness and Education in the Community	100,000	100,000	0	0
Immunization Program "HotShots"	100,000	100,000	0	0
Local Public Health System Development	45,900	45,900	0	0
Public Health Preparedness and Response to Bioterrorism	526,860	526,860	0	0
<b><u>Texas Department of Housing and Community Affairs</u></b>				
Community Service Block Grant	1,116,289	1,116,289	0	0
Comprehensive Energy Assistance Program	1,377,517	1,377,517	0	0
<b><u>Texas Department of Human Services</u></b>				
Summer Food Program	419,791	419,791	0	0
<b><u>Texas Department of Transportation</u></b>				
Safe and Sober STEP	201,693	91,443	0	110,250
WAVE STEP	14,467	13,000	0	1,467
<b><u>Texas State Library and Archives Commission</u></b>				
Interlibrary Loan	254,840	254,840	0	0
<b><u>United States Department of Health and Human Service</u></b>				
Child Mental Health Initiative	2,026,905	1,500,000	526,905	0
<b><u>United States Department of Health and Human Service</u></b>				
Community Development Block Grant	8,021,000	8,021,000	0	0
Home Investments Partnerships Program	3,350,801	3,350,801	0	0
Emergency Shelter Grant	269,000	269,000	0	0
Housing Opportunities for Persons with AIDS	820,000	820,000	0	0
<b><u>United States Equal Employment Opportunity Commission</u></b>				
Title VII Equal Employment Opportunity	<u>233,665</u>	<u>151,800</u>	<u>81,865</u>	<u>0</u>
<b>TOTAL</b>	<b>\$27,431,154</b>	<b>\$25,865,534</b>	<b>\$758,559</b>	<b>\$807,061</b>

**FORT WORTH**



# **CRIME CONTROL AND PREVENTION DISTRICT**

**FUND STATEMENT****FUND:****CRIME CONTROL AND PREVENTION DISTRICT**

The Crime Control and Prevention District (CCPD) was implemented during FY1995-96. The CCPD was made possible through voters' authorization of a half-cent increase in sales tax, effective October 1, 1995. The district was initially authorized for five years. Revenue from this tax has been used to employ additional Police Officers, purchase replacement and new CCPD vehicles, increase security at schools, and expand other crime fighting programs. Through the use of this revenue, the City of Fort Worth planned to reduce crime by an average of 10 percent for each of the five years.

On May 6, 2000, a new election was held to re-authorize the district for an additional five-year period. Fort Worth residents voted in favor of re-authorization, which will allow the City of Fort Worth to continue the half-cent portion of the sales tax until the expiration of the five-year period. The new period began October 1, 2000, and will continue until September 30, 2005. Voters will be given the opportunity to evaluate and possibly re-authorize the district again in the spring of 2005.

A nine-member board of directors appointed by the City Council establishes the budget and policies of the Crime Control and Prevention District. By law, the City Manager proposes the annual district budget to the board, which then votes approval or disapproval after holding a mandatory public hearing. After the district board has approved the annual budget, it is forwarded to the City Council, which votes approval or disapproval after holding a mandatory public hearing of its own.

A substantial portion of the fund balance is set aside for a multiyear phase-out of the Crime Control and Prevention District. The phase-out plan goes into effect if voters do not re-authorize the district in 2005. The plan mainly provides funding for CCPD employees for a limited time so they can fill openings that become available elsewhere in the City. However, the board of directors may also decide to use a portion of the fund balance for other purposes, such as upgrades to the public safety communication system and newly created programs.

**FORT WORTH**



**CRIME CONTROL AND PREVENTION DISTRICT FUND BUDGET SUMMARY  
FISCAL YEAR  
2003-04**

**REVENUES:**

Sales Tax Revenue	\$33,656,961
School Security Initiative	1,971,043
Interest on Investments	1,485,040
Miscellaneous Revenue	<u>135,000</u>

**TOTAL REVENUE** \$37,248,044

**EXPENDITURES:**

Personal Services	\$17,648,928
Supplies	1,101,934
Contractual Services	<u>14,465,255</u>

**TOTAL RECURRING EXPENSES** \$33,216,117

Capital Outlay \$2,946,439

**TOTAL EXPENDITURES** \$36,162,556

Surplus to be Returned to Phase-Out Fund\* \$1,085,488

\* An additional \$399,553 to be returned to fund balance from unspent residential and commercial demolition funds in FY2002-03. This will completely offset the use of interest.

**PROJECTED  
UNRESERVED RETAINED EARNINGS  
CRIME CONTROL AND PREVENTION DISTRICT FUND**

Unreserved retained earnings as of 9/30/03 *	<b>\$27,477,980</b>
Plus: Projected Revenues	\$37,248,044
Less: Projected Expenditures	(\$36,162,556)
Reserve Supplement **	(\$1,085,488)
Unreserved retained earnings as of 9/30/04	<b>\$27,477,980</b>
Plus: Unrealized gain ***	\$446,502
Revised unreserved retained earnings as of 9/30/04	<b>\$27,924,482</b>

\* Preliminary fund balance due to pending audit of actual fund balances

\*\* Although not a true expenditure, this amount will be reserved to maintain fund balance

\*\*\* The increase in the market value of the City's portfolio that has not been turned into cash

**COMPARISON OF CRIME CONTROL AND PREVENTION DISTRICT FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
<b><u>Violent Crime and Gangs</u></b>					
Crime Response Teams	\$3,290,517	\$3,322,084	\$3,646,960	\$3,646,960	\$3,781,582
Strategic Operations Fund	467,803	479,232	595,484	595,484	610,728
Expanded Narcotics Investigation	656,896	665,936	758,467	758,467	764,656
Gang Graffiti Enforcement	518,487	401,818	585,282	585,282	986,552
Gang Graffiti Abatement	270,167	245,461	271,185	271,185	277,155
SCRAM	168,567	186,164	210,773	210,773	433,440
Homeland Security	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>983,207</u>
<b>Sub-Total</b>	<b>\$5,372,437</b>	<b>\$5,300,695</b>	<b>\$6,068,151</b>	<b>\$6,068,151</b>	<b>\$7,837,320</b>
<b><u>Neighborhood Crime</u></b>					
Neighborhood Patrol Officers	\$1,939,351	\$2,213,735	\$2,926,878	\$2,926,878	\$2,836,582
Additional Patrol Officers	284,487	407,468	0	0	0
Neighborhood Policing Districts	3,524,505	3,839,332	3,614,259	3,614,259	2,624,569
CODE BLUE	317,500	144,421	185,600	185,600	156,600
Police Storefronts	57,200	64,228	76,150	76,150	76,150
Neighborhood Crime Demolition - Residential	67,991	22,736	58,000	58,000	58,000
Neighborhood Crime Demolition - Commercial/Multi-Family	0	27,020	351,300	351,300	351,300
Parks Community Policing	779,033	708,928	660,529	660,529	449,031
Neighborhood Code Compliance	<u>280,777</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Sub-Total</b>	<b>\$7,250,844</b>	<b>\$7,427,868</b>	<b>\$7,872,716</b>	<b>\$7,872,716</b>	<b>\$6,552,232</b>



**COMPARISON OF CRIME CONTROL AND PREVENTION DISTRICT FUND  
EXPENDITURES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
<b><u>School Safety and Youth</u></b>					
School Security Initiative	\$3,662,267	\$3,809,695	\$4,092,804	\$4,092,804	\$4,351,629
After School Program	1,379,933	1,383,380	1,400,000	1,400,000	1,400,000
Safe Haven	<u>0</u>	<u>0</u>	<u>262,810</u>	<u>262,810</u>	<u>262,810</u>
<b>Sub-Total</b>	\$5,042,200	\$5,193,075	\$5,755,614	\$5,755,614	\$6,014,439
<b><u>Police Department Enhancements</u></b>					
Recruit Officer Training	\$1,673,540	\$1,769,304	\$1,627,361	\$1,627,361	\$1,465,729
Civil Service Pay Plan	5,329,547	5,329,547	5,329,547	5,329,547	5,329,547
Increased Jail Costs	1,577,438	2,217,347	2,417,629	2,417,629	2,603,400
Replacement of High Mileage Vehicles	3,211,684	3,549,866	3,370,632	3,370,632	2,857,804
Special Operations Division Vehicles	290,641	258,021	385,168	385,168	385,168
Police Cadets	172,510	155,995	195,209	195,209	0
Special Events Overtime	415,246	573,094	561,122	561,122	575,366
Technology Infrastructure Modernize Police	1,619,828	2,508,474	1,764,135	1,764,135	1,716,805
Weapons	44,900	0	0	0	0
Video Cameras in Beat Patrol Vehicles	0	88,776	0	0	0
CAD Project Transfer Mobile Data	1,381,267	0	0	0	0
Computers/CAD Operating Exp. Program	1,380,350	1,439,332	1,665,088	1,665,088	334,100
Evaluation/Resource Analysis	410,000	545,000	0	0	0
Construction of Western Communication Tower	0	2,600,000	0	0	0
Crime Lab	0	0	0	0	175,986
Helicopter Lease & Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>314,660</u>
<b>Sub-Total</b>	\$17,506,951	\$21,034,756	\$17,315,891	\$17,315,891	\$15,758,565
<b>Total Expenditures</b>	\$35,172,432	\$38,956,394	\$37,012,372	\$37,012,372	\$36,162,556

**COMPARISON OF CRIME CONTROL AND PREVENTION DISTRICT FUND  
REVENUES**

	<b>ACTUAL 2000-01</b>	<b>ACTUAL 2001-02</b>	<b>BUDGET 2002-03</b>	<b>RE-ESTIMATE 2002-03</b>	<b>ADOPTED 2003-04</b>
Sales Tax Collections	\$33,743,323	\$33,521,406	\$34,998,643	\$34,998,643	\$33,656,961
School Security Initiative	1,585,584	2,155,811	1,878,729	1,878,729	1,971,043
Interest Eamed	1,683,321	1,305,994	1,485,040	1,485,040	1,485,040
Miscellaneous Revenue	165,090	117,343	135,000	135,000	135,000
Use of Reserves	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	\$37,177,319	\$37,100,554	\$38,497,412	\$38,497,412	\$37,248,044

**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

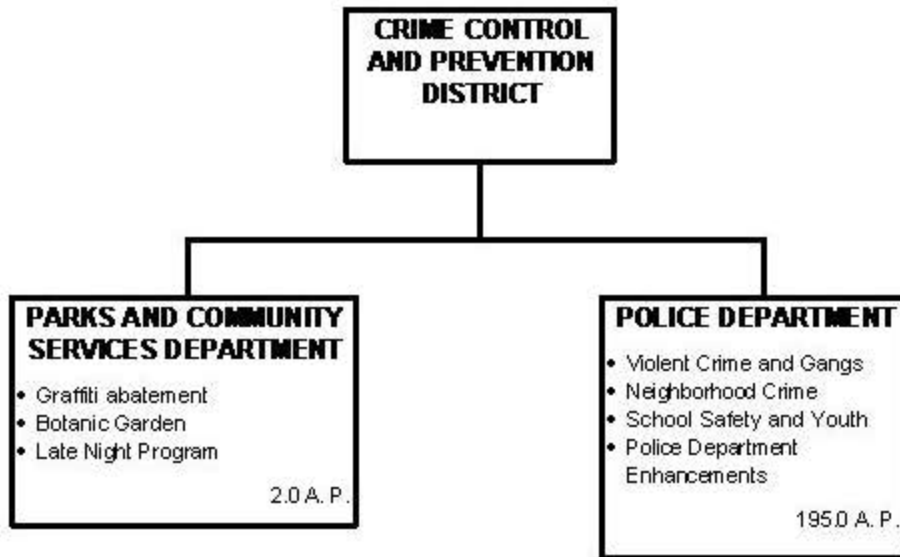
<b>DEPARTMENT:</b> POLICE	<b>FUND/CENTER</b> GR79/0359000:0359904
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SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Police Department, under the direction of the Chief of Police, develops and implements programs to deter crime and enforce traffic laws to protect life and property within the City of Fort Worth. Specific departmental responsibilities include crime prevention, the apprehension of persons suspected of committing crimes, recovery of stolen property, and regulation of such non-criminal conduct as traffic enforcement.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 15,854,516	\$ 16,835,584	\$ 17,195,380	\$ 17,195,380
<b>Supplies</b>	1,100,478	845,438	1,094,688	1,094,688
<b>Contractual</b>	17,819,224	15,211,836	14,199,863	14,199,863
<b>Capital Outlay</b>	3,230,136	3,187,800	2,946,439	2,946,439
<b>Total Expenditures</b>	\$ 38,004,354	\$ 36,080,658	\$ 35,436,370	\$ 35,436,370
<b>Authorized Positions</b>	185.00	186.00	195.00	195.00

# CRIME CONTROL AND PREVENTION DISTRICT - 197.0 A. P.



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GR79      CCPD</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>FISCAL &amp; EQUIPMENT MANAGEMENT</u>								
0352100	FISCAL & EQUIPMENT MANAGEMENT	\$ 11,583,799	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
0352101	FISCAL & EQUIPMENT MANAGEMENT	27,020	0	0	0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 11,610,819</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 SERVICES DIVISION</u>								
0352400	STAFF SERVICES DIVISION	\$ 5,861,984	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 5,861,984</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>TRAINING DIVISION</u>								
0352500	TRAINING DIVISION	\$ 1,769,470	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
0352501	WEAPONS RANGE	155,995	0	0	0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 1,925,465</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>SUPPORT SERVICES DIVISION</u>								
0353501	JAIL	\$ 2,217,347	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GR79          CCPD</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	Sub-Total	\$ 2,217,347	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	<u>N/W FIELD OPERATIONS BUREAU</u>								
0354000	N/W FIELD OPERATIONS BUREAU	\$ 2,213,737	\$ 0	\$ 0	\$ 0	34.00	0.00	0.00	0.00
0354001	CODE BLUE PROGRAM	144,422	0	0	0	0.00	0.00	0.00	0.00
0354002	INCREASED PATROL OFFICERS	407,468	0	0	0	9.00	0.00	0.00	0.00
	Sub-Total	\$ 2,765,627	\$ 0	\$ 0	\$ 0	43.00	0.00	0.00	0.00
	<u>NORTH DIVISION</u>								
0354100	NORTH DIVISION	\$ 800,380	\$ 0	\$ 0	\$ 0	12.00	0.00	0.00	0.00
0354101	NORTH NPD1	556,682	0	0	0	1.00	0.00	0.00	0.00
0354102	NORTH NPD2	366,315	0	0	0	2.00	0.00	0.00	0.00
0354103	NORTH NPD3	83,220	0	0	0	1.00	0.00	0.00	0.00
0354104	NORTH DIVISION	118,595	0	0	0	0.00	0.00	0.00	0.00
	Sub-Total	\$ 1,925,192	\$ 0	\$ 0	\$ 0	16.00	0.00	0.00	0.00
	<u>STOREFRONT PROGRAM NE</u>								

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GR79          CCPD</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0354700	NE FIELD OPERATIONS BUREAU	\$ 64,229	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 64,229</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>WEST DIVISION</u>								
0354900	WEST DIVISION	\$ 945,450	\$ 0	\$ 0	\$ 0	12.00	0.00	0.00	0.00
0354901	NPD 10	447,414	0	0	0	3.00	0.00	0.00	0.00
0354903	WEST NPD 12	455,393	0	0	0	3.00	0.00	0.00	0.00
0354904	EAST DIVISION	187,364	0	0	0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 2,035,621</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>18.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>SOUTH DIVISION</u>								
0355100	SOUTH DIVISION	\$ 802,685	\$ 0	\$ 0	\$ 0	12.00	0.00	0.00	0.00
0355101	SOUTH NPD 8	546,902	0	0	0	3.00	0.00	0.00	0.00
0355103	SOUTH DIVISION	45,536	0	0	0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 1,395,123</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>15.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>EAST DIVISION</u>								
0355900	EAST DIVISION	\$ 772,143	\$ 0	\$ 0	\$ 0	12.00	0.00	0.00	0.00
0355901	EAST NPD 4	382,023	0	0	0	3.00	0.00	0.00	0.00



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GR79      CCPD</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0355903	EAST NPD 6	377,897	0	0	0	2.00	0.00	0.00	0.00
0355904	EAST NPD 7	625,421	0	0	0	3.00	0.00	0.00	0.00
0355905	UNASSIGNED TITLE	65,149	0	0	0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 2,222,633</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>20.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>SPECIAL SERVICES BUREAU</u>								
0356000	SPECIAL SERVICES BUREAU	\$ 343,348	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 343,348</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>CRIMINAL INVESTIGATIONS DIVISION</u>								
0356103	VPC - FAMILY VIOLENCE	\$ 186,165	\$ 0	\$ 0	\$ 0	2.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 186,165</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>SPECIAL INVESTIGATIONS DIVISION</u>								
0356200	SPECIAL INVESTIGATIONS DIVISION	\$ 882	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
0356202	SCHOOL SECURITY INITIATIVE	3,808,814	0	0	0	53.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 3,809,696</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>53.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GR79      CCPD</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>SPECIAL OPERATIONS DIVISION</u>								
0356300	SPECIAL OPERATIONS	\$ 665,936	\$ 0	\$ 0	\$ 0	10.00	0.00	0.00	0.00
0356304	GANG	402,067	0	0	0	8.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 1,068,003</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>18.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>TRAFFIC DIVISION</u>								
0356500	TRAFFIC DIVISION	\$ 573,102	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 573,102</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>CRIME RESPONSE TEAMS</u>								
0359000	NORTH	\$ 0	\$ 907,356	\$ 924,473	\$ 924,473	0.00	12.00	12.00	12.00
0359001	WEST	0	1,027,129	1,063,386	1,063,386	0.00	12.00	12.00	12.00
0359002	SOUTH	0	867,209	887,844	887,844	0.00	12.00	12.00	12.00
0359003	EAST	0	845,266	905,879	905,879	0.00	12.00	12.00	12.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 3,646,960</u>	<u>\$ 3,781,582</u>	<u>\$ 3,781,582</u>	<u>0.00</u>	<u>48.00</u>	<u>48.00</u>	<u>48.00</u>
	<u>SPECIAL SERVICES BUREAU</u>								

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GR79          CCPD</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0359200	EXPANDED NARCOTICS INVESTIGATION	\$ 0	\$ 758,467	\$ 764,656	\$ 764,656	0.00	10.00	10.00	10.00
0359201	GANG ENFORCEMENT	0	585,282	986,552	986,552	0.00	8.00	13.00	13.00
0359202	SCRAM	0	210,773	433,440	433,440	0.00	2.00	6.00	6.00
0359203	HOMELAND SECURITY	0	0	983,207	983,207	0.00	0.00	11.00	11.00
	Sub-Total	\$ 0	\$ 1,554,522	\$ 3,167,855	\$ 3,167,855	0.00	20.00	40.00	40.00
	<u>N/W FOB</u>								
0359300	NEIGHBORHOOD PATROL OFFICERS	\$ 0	\$ 2,926,878	\$ 2,836,582	\$ 2,836,582	0.00	43.00	40.00	40.00
	Sub-Total	\$ 0	\$ 2,926,878	\$ 2,836,582	\$ 2,836,582	0.00	43.00	40.00	40.00
	<u>NEIGHBORHOOD POLICING DISTRICTS</u>								
0359400	NPD1	\$ 0	\$ 647,855	\$ 513,780	\$ 513,780	0.00	2.00	1.00	1.00
0359401	NPD2	0	312,279	265,091	265,091	0.00	2.00	1.00	1.00
0359402	NPD3	0	217,970	244,464	244,464	0.00	1.00	1.00	1.00
0359403	NPD4	0	398,445	238,049	238,049	0.00	3.00	1.00	1.00
0359404	NPD6	0	374,660	304,950	304,950	0.00	2.00	1.00	1.00
0359405	NPD7	0	380,333	237,191	237,191	0.00	3.00	1.00	1.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GR79      CCPD</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0359406	NPD8	0	492,338	343,378	343,378	0.00	3.00	1.00	1.00
0359407	NPD10	0	419,361	262,173	262,173	0.00	3.00	1.00	1.00
0359408	NPD12	0	371,018	215,493	215,493	0.00	3.00	1.00	1.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 3,614,259</u>	<u>\$ 2,624,569</u>	<u>\$ 2,624,569</u>	<u>0.00</u>	<u>22.00</u>	<u>9.00</u>	<u>9.00</u>
	<u>NEIGHBORHOOD CRIME</u>								
0359500	CODE BLUE	\$ 0	\$ 185,600	\$ 156,600	\$ 156,600	0.00	0.00	0.00	0.00
0359501	POLICE STOREFRONTS	0	76,150	76,150	76,150	0.00	0.00	0.00	0.00
0359502	NCD/RESIDENTIAL	0	58,000	58,000	58,000	0.00	0.00	0.00	0.00
0359503	NCD/COMMERCIAL MULTI-FAMILY	0	351,300	351,300	351,300	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 671,050</u>	<u>\$ 642,050</u>	<u>\$ 642,050</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>SCHOOL SAFETY AND YOUTH</u>								
0359600	SCHOOL SECURITY INI- TIATIVE	\$ 0	\$ 4,092,804	\$ 4,351,629	\$ 4,351,629	0.00	53.00	54.00	54.00
0359601	AFTER SCHOOL PRO- GRAM	0	1,400,000	1,400,000	1,400,000	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 5,492,804</u>	<u>\$ 5,751,629</u>	<u>\$ 5,751,629</u>	<u>0.00</u>	<u>53.00</u>	<u>54.00</u>	<u>54.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GR79          CCPD</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>TRAINING</u>								
0359700	RECRUIT OFFICER TRAINING	\$ 0	\$ 1,627,361	\$ 1,465,729	\$ 1,465,729	0.00	0.00	0.00	0.00
	Sub-Total	\$ 0	\$ 1,627,361	\$ 1,465,729	\$ 1,465,729	0.00	0.00	0.00	0.00
	<u>PD ENHANCEMENTS</u>								
0359800	CIVIL SERVICE PAY PLAN	\$ 0	\$ 5,329,547	\$ 5,329,547	\$ 5,329,547	0.00	0.00	0.00	0.00
0359801	INCREASED JAIL COSTS	0	2,417,629	2,603,400	2,603,400	0.00	0.00	0.00	0.00
0359802	REPLACEMENT OF HIGH-MILEAGE VEHICLES	0	3,370,632	2,857,804	2,857,804	0.00	0.00	0.00	0.00
0359803	SPECIAL OPERATIONS DIVISION VEHICLES	0	385,168	385,168	385,168	0.00	0.00	0.00	0.00
0359804	POLICE CADETS	0	195,209	0	0	0.00	0.00	0.00	0.00
0359805	SPECIAL EVENTS OVERTIME	0	561,122	575,366	575,366	0.00	0.00	0.00	0.00
0359806	TECHNOLOGY INFRA-STRUCTURE	0	1,764,135	1,716,805	1,716,805	0.00	0.00	0.00	0.00
0359807	MOBILE DATA COMPUTERS/CAD	0	1,665,088	334,100	334,100	0.00	0.00	0.00	0.00
0359808	SAFE HAVEN	0	262,810	262,810	262,810	0.00	0.00	0.00	0.00
0359810	CRIME LAB - DNA	0	0	175,986	175,986	0.00	0.00	4.00	4.00

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>POLICE</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GR79          CCPD</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
0359811	HELICOPTER LEASE / FLIR SYSTEM	0	0	314,660	314,660	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 15,951,340</u>	<u>\$ 14,555,646</u>	<u>\$ 14,555,646</u>	<u>0.00</u>	<u>0.00</u>	<u>4.00</u>	<u>4.00</u>
	<u>STRATEGIC OPERATIONS</u>								
0359900	NORTH	\$ 0	\$ 83,386	\$ 85,540	\$ 85,540	0.00	0.00	0.00	0.00
0359901	WEST	0	195,533	200,557	200,557	0.00	0.00	0.00	0.00
0359902	SOUTH	0	83,386	85,540	85,540	0.00	0.00	0.00	0.00
0359903	EAST	0	83,386	85,540	85,540	0.00	0.00	0.00	0.00
0359904	SSB	0	149,793	153,551	153,551	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 595,484</u>	<u>\$ 610,728</u>	<u>\$ 610,728</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 38,004,354	\$ 36,080,658	\$ 35,436,370	\$ 35,436,370	185.00	186.00	195.00	222.50

**FORT WORTH**



**DEPARTMENTAL BUDGET SUMMARY**

<b>DEPARTMENT:</b> PARKS AND COMMUNITY SERVICES	<b>FUND/CENTER</b> GR79/0800511:0808080
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SUMMARY OF DEPARTMENT RESPONSIBILITIES:

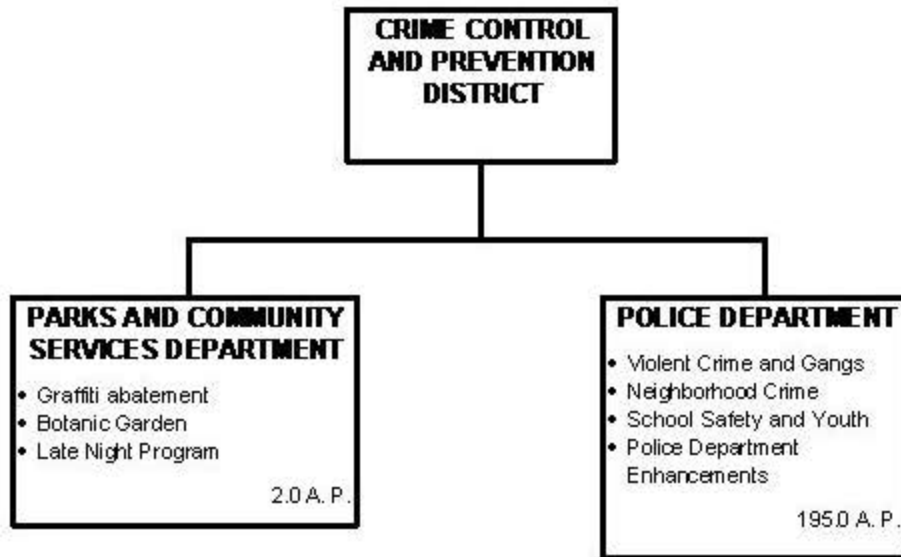
The Parks and Community Services Department is responsible for planning, designing, developing, and maintaining the City's network of parks as well as for the planning and administration of various recreation and human services programs that the City offers.

Parks and Community policing and security and graffiti abatement are integral parts of crime control and prevention. While aggressive law enforcement activity is an obvious need in making Fort Worth the safest large city in the United States, this alone does not ensure that Fort Worth will remain a first-class city. It is important that the public also have available quality of life amenities, including libraries, entertainment, and parks. People will use these amenities, particularly the parks, only if they feel safe in them. Graffiti, if left unabated, breeds even more graffiti and potential violent conflict among the gangs that spread it.

<b>Allocations</b>	<b>Actual 2001-02</b>	<b>Adopted 2002-03</b>	<b>Proposed Budget 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Personal Services</b>	\$ 606,693	\$ 509,215	\$ 383,799	\$ 383,799
<b>Supplies</b>	9,767	8,330	8,330	8,330
<b>Contractual</b>	331,771	414,169	334,057	334,057
<b>Capital Outlay</b>	6,159	0	0	0
<b>Total Expenditures</b>	\$ 954,390	\$ 931,714	\$ 726,186	\$ 726,186
<b>Authorized Positions</b>	2.00	2.00	2.00	2.00



# **CRIME CONTROL AND PREVENTION DISTRICT - 197.0 A. P.**



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b> POLICE	<b>FUND/CENTER</b> GR79/0359000:0359904
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**CHANGES FROM 2002-03 ADOPTED TO 2003-04 ADOPTED**

<b>2002-03 ADOPTED:</b>	\$37,012,372	<b>A.P.</b>	188.0
<b>2003-04 ADOPTED:</b>	\$36,162,556	<b>A.P.</b>	197.0

A) The Homeland Security Program was created with a budget of \$983,207 and 11 positions. This unit was created from existing resources in the General Fund following the events of September 11, 2001. At the same time, the Gang Unit has been increased by \$401,270 and five positions in order to consolidate the Gang Unit in one fund following the reorganization of this function during FY2001-02. These increases are offset by the transfer of sworn supervisory positions in the Neighborhood Policing District program to the General Fund and a \$101,152 increase in the Increased Jail Costs Program resulting in no net increase of dollars or positions to either fund. The purpose of these changes is to consolidate complete programs in the appropriate fund. This program also includes \$95,528 to fund security needs at the Thomas R. Windham Police Administration building to include a secured front desk and card reader system throughout the building to control access and a camera/monitor system for all hallways.

B) The adopted budget increases by \$222,667 to replace grant funding that will end for the Sex Crimes Registration and Monitoring Unit (SCRAM) on September 30, 2003. The SCRAM Unit previously had one detective and one officer funded by the CCPD. This funding will add three officers and one office assistant to the CCPD Program.

C) The adopted budget decreases by (\$1,330,988) for mobile data computer leases. The leased equipment was purchased during FY2002-03 and will be in service until December 2004 when the five-year lifecycle will be exhausted.

D) The adopted budget decreases by (\$512,828) for the Reduced High Mileage Vehicle Replacement program. The reductions will still allow replacement of every front-line patrol vehicle. In addition, the end of the long-term vehicle lease program, changes in take-home vehicle policies, and changes in the procurement strategies for emergency equipment will achieve this reduction.

E) The adopted budget increases by \$314,660 to lease a replacement helicopter beginning in April 2004 (\$114,660) and to replace one Forward Looking Infrared (FLIR) system (\$200,000). The helicopter lease term is five years with a one dollar buy-out at the end of the term.

F) The adopted budget increases by \$263,053 for civil service salaries due to the compensation plan.

G) The adopted budget decreases by (\$211,498) for the Parks Security Program, which will reduce the availability of the Late Night Programs at some sites.

H) The adopted budget decreases by (\$195,209) for the Police Cadet program. The program previously funded 15 temporary part-time positions, tuition reimbursement, and health insurance with the goal of enhancing recruitment of college students, particularly in underrepresented groups.

I) The adopted budget decreases by (\$230,000) for the Recruit Officer Training Program. This reduction will reduce the total number of recruits from 65 to 55. This savings is partially offset by the addition of \$68,368 to increase the weeks of training from 25 to 26. The number of positions reflects anticipated attrition during FY2003-04.

**FORT WORTH**



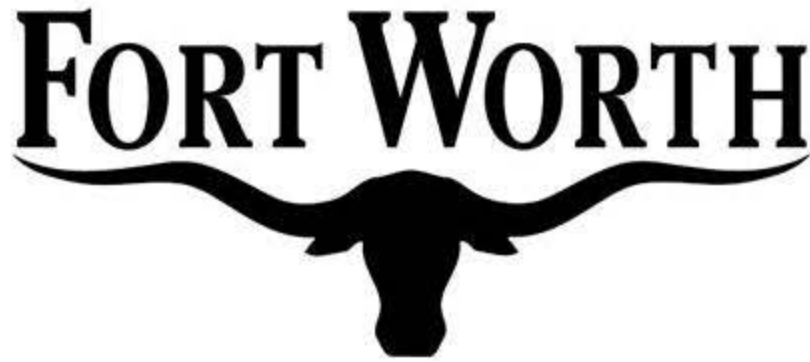
**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>PARKS &amp; COMMUNITY SERVICES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>GR79            CCPD</b>		Actual Expenditures 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04	Adopted Budget 2001-02	Adopted Budget 2002-03	Proposed Budget 2003-04	Adopted Budget 2003-04
Center	Center Description								
	<u>COMMUNITY SERVICES</u>								
0800511	LATE NIGHT PROGRAM	\$ 574,584	\$ 492,306	\$ 325,059	\$ 325,059	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 574,584</u>	<u>\$ 492,306</u>	<u>\$ 325,059</u>	<u>\$ 325,059</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>SOUTHWEST REGION</u>								
0807080	BOTANIC GARDEN	\$ 121,891	\$ 134,288	\$ 123,972	\$ 123,972	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 121,891</u>	<u>\$ 134,288</u>	<u>\$ 123,972</u>	<u>\$ 123,972</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>NORTHEAST REGION</u>								
0808040	GRAFFITI ABATEMENT	\$ 245,462	\$ 271,185	\$ 277,155	\$ 277,155	2.00	2.00	2.00	2.00
0808080	HAWS ATHLETICS CENTER	12,453	33,935	0	0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 257,915</u>	<u>\$ 305,120</u>	<u>\$ 277,155</u>	<u>\$ 277,155</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
	<b>TOTAL</b>	<b>\$ 954,390</b>	<b>\$ 931,714</b>	<b>\$ 726,186</b>	<b>\$ 726,186</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**FORT WORTH**



# **SALARY SCHEDULE**



## **FY2003-04 SALARY SCHEDULE**

The City Council has approved the Fiscal Year 2003/2004 budget, which includes funding for next year's step increases, performance pay increases and civil service salary adjustments. The budget also includes funding for market increases to specific classifications. The compensation plan for FY 2003/2004 will be implemented at the beginning of pay period 21 (September 20th). All salary increases including step movement and performance pay increases will be effective pay period 21 for those employees with an October 1, 2003 anniversary date, excluding D, E and F key codes. Market adjustments will be made effective in the same pay period.

Following are the general guidelines and information on the implementation of salary increases for this year. Salary increases for this year will be limited in general to no more than 6.5% based on a combination of market increases, performance pay, or step increases, with some exceptions. These exceptions will be detailed in the information below. This information needs to be shared with staff who will be responsible for completing the appropriate paperwork.

### **I. Non-exempt Employee Performance Step Plan (Non-Civil Service)**

- Employees with October 1<sup>st</sup> anniversary dates will be eligible for a step increase beginning pay period 21 (9/20/03). For this fiscal year, non-exempts located at the "C" step or higher will ONLY be allowed to move to the next higher step based on performance. All employees must receive at least a "Competent" (3) rating to move to the next step. The amount of the step increase will be either 2.5% or 5% depending on what step the employee will move to. No employee will be permitted to exceed the top step (L) of the range based on performance.
- No employee will be permitted to receive more than a 6.5% salary adjustment based on either a market increase, step movement or a combination of both during the fiscal year, (with the exception of those employees noted in the next bullet). If an employee receives a market increase at the beginning of this fiscal year (pay period 21), the employee will not be eligible to receive a step increase until the employee's next anniversary date. Employees in this category will have this limitation stated on their PRD.

- The only exception to the one-step requirement is for Non-exempt employees who are currently at the “A” or “B” step. These employees will be eligible for more than a one step increase during FY 03-04 on their scheduled anniversary dates. Once the employee reaches the “C” step, the employee will not be eligible for another step increase until the next fiscal year.
- Employees currently at or above the L step and who do not receive a market increase will be eligible for a lump-sum performance bonus on their anniversary date. Employees who receive at least a “Competent” (3) rating on their annual performance review will receive a 1.5% bonus. The bonus will be paid at the end of the appropriate pay period associated with the employee’s anniversary date. The bonus will not be added to base pay.
- Information related to non-exempt employees who had an extended absence during the evaluation period; have had their initial probationary period extended; or who are currently on disciplinary probation can be found in the Personnel Rules and Regulations, pages 16iii to 16iv or on the intranet at <http://www.cfwnet.org/hr/prr/pay.htm#prdne>.
- Individuals with anniversary dates other than October 1<sup>st</sup> will be eligible for a step increase based on their normal anniversary date. The 6.5% limitation on salary adjustment based on market increase and step movement will apply throughout the year.

## **II. Exempt Employee Performance Pay Plan (Non-Civil Service)**

- All exempt employees’ performance pay increases will be based on each employee’s performance rating. If an exempt employee is rated at least “Competent” (3) on his/her evaluation, then the employee may receive a 1.5% performance increase.
- No exempt employees will be permitted to receive a salary adjustment greater than 6.5% based on a market adjustment, performance increase or combination of both. If an employee receives a market adjustment, the employee may also be eligible for a performance pay increase of 1.5%. Employees in this category will have the limitation stated on their PRD.
- Employees categorized as “D”, “E”, and “F” key codes will be eligible for their performance pay increase in the first completed pay period after January 1, 2004. These employees must be rated at least “Competent” (3) on his/her evaluation to receive a 1.5% performance increase.
- Information related to performance increases for exempt employees who were hired after October 1, 2003; are currently in a probationary status; have had an



extended absence during the evaluation period; have had their initial probationary period extended; or who are currently on disciplinary probation can be found in the Personnel Rules and Regulations, pages 16ii to 16iii or on the intranet at <http://www.cfwnet.org/hr/prr/pay.htm#prde>.

### **III. Market Adjustments**

- Market adjustments to specific classifications will be made effective September 20, 2003. Market adjustments will be made by changing the classification's pay grade to a new grade level. Employees will maintain their relative position in the new pay grade. Non-exempt employees will be placed in the higher pay grade at their current step. Exempt employees will have their pay adjusted by the percent of the market adjustment
- Non-exempt employees who are currently on the "A" step as of September 20, 2003 and who also receive a market adjustment will have their anniversary date moved to April 1, 2004. These employees will then be allowed to move to the "B" step in April. This will prevent any new employee hired after October 1<sup>st</sup> from receiving more pay than employees hired before October 1<sup>st</sup> at the "A" step. Employees who receive a market increase and are currently at the "B" step will be allowed to move to step "C" on their normal anniversary date in FY 03-04. Employees eligible for this type of step movement will be identified on their PRDs.

### **IV. Sworn Police and Fire**

A 1.5% across the board (ATB) increase has been applied to the BASE salary for each Police and Fire (civil service) rank. In addition, this 1.5% increase to the base salary will also increase all seniority steps following the base salary for each Police and Fire rank. The new Police and Fire salary schedules will be effective for the new fiscal year 2003-2004.

Eligible Police and Fire employees will move to the next seniority step based on the criteria for the step and the employee's normal anniversary date. The anniversary date for Police employees is based on commission date or adjusted commission date. The anniversary date for Fire employees in the rank of firefighter is based on the employee's commission date. When a Fire employee promotes to a higher rank, the employee's anniversary date changes to the date of the promotion.

Fire employees' movement to a higher seniority step above the base requires completion of one year's employment at the base step. Movement to higher seniority steps is based on the number of completed years in rank above the base year. (e.g. if the Fire employee has been employed for two years from the specified anniversary date, then the employee will move to the 2nd year designated seniority step (Base + 2) in the salary schedule.)

Police employees' movement to a higher seniority step is governed by the number of years of employment that the employee has completed since the individual's anniversary date (e.g. if an employee at the Police Officer rank has been employed for four years from the specified anniversary date, then the employee will move to the 4th year designated seniority step (Base +4) in the salary schedule.)

The Police Chief's and Fire Chief's BASE salary for Fiscal Year 2003-2004 will be determined by the City Manager as part of the annual performance appraisal process.

Where applicable, the City of Fort Worth complies with the federal Fair Labor Standards Act in the calculation of overtime.

**V. General Information**

- S01s will not receive automatic salary adjustments. Departments will need to submit PARs to reflect any desired salary increases and they must determine if their department budget can absorb the cost. If an increase is given to S01s, the increase cannot be more than 1.5%.
- Departments must submit appropriate paperwork (PAR) to Human Resources – HRIS/Records Division to process all other budget changes. This includes but is not limited to adding new positions, deleting positions, or moving positions from one division to another. If any of these changes will affect your accounts, a PAR will need to be submitted by September 24, 2003 for processing.

As always with the implementation of the annual compensation plan, there may be some unanticipated issues or problems that develop. Feel free to contact Dick Hodapp, 392-7770, Mary Beth Lane, 392-6577 or Dindy Robinson, 392-7772 if any issue arises or if you have questions about implementation procedures. As always, we appreciate your cooperation.

<b>KEY</b>	<b>CLASS TITLE</b>	<b>SALARY RANGE</b>	<b>COMMENTS</b>
AE1	CITY MANAGER	9521 – 15708	
AE3	CITY ATTORNEY	7618 – 12568	
AE5	CITY AUDITOR	6296 – 10386	
AE7	CITY SECRETARY	6296 – 10386	
AJ1	CHIEF JUDGE	5540 – 9138	
AJ3	DEPUTY CHIEF JUDGE	5035 – 8306	
AJ5	MUNICIPAL JUDGE	4578 – 7552	
AJ7	HEARING OFFICER	2630 – 4337	
AR1	EXECUTIVE DIR RETIREMENT FUND	6296 – 11456	
A14	CLERICAL SUPERVISOR	2201 – 3477	
A16	PROPERTY CONTROL SUPERVISOR	2548 – 4025	
A18	PARTS/MATERIALS SUPERVISOR	2675 – 4224	
A21	CHIEF DEPUTY CITY MARSHAL	3585 – 5661	
A23	DEPUTY COURT CLERK	3252 – 5136	
A30	RETAIL SALES SUPERVISOR	2311 – 3649	5% Market Adjust
A32	PLANS EXAMINER SUPERVISOR	3413 – 5391	
A34	DEVELOPMENT INSPECTION SUPV	3413 – 5391	
A36	CODE ENFORCEMENT SUPERVISOR	3952 – 6242	
A41	BUILDING SERVICES SUPERVISOR	3252 – 5136	
A42	EQUIPMENT SERVICES SUPERVISOR	3413 – 5391	
A43	ASST FIELD OPERATIONS SUPV	2675 – 4224	
A45	FIELD OPERATIONS SUPERVISOR	3096 – 4890	
A47	SURVEY SUPERVISOR	3413 – 5391	
A49	TRAFFIC SYSTEMS SUPERVISOR	3413 – 5391	
A50	ANIMAL CONTROL SUPERVISOR	2948 – 4658	
A63	GOLF PROFESSIONAL	3096 – 4890	
A65	ASST ZOO CURATOR	2675 – 4224	
A67	ZOO CURATOR	3413 – 5391	
A69	COMMUNITY CENTER SUPERVISOR	2948 – 4658	10% Range Adjustment
A70	COMMUNICATIONS SHIFT SUPV	3413 – 5391	
A72	DÉCOR UNIT SUPERVISOR	2948 – 4658	
A74	DÉCOR SHIFT SUPERVISOR	2675 – 4224	
A76	SECURITY SUPERVISOR	2311 – 3649	
A77	AIRPORT OPERATIONS COORDINATOR	2427 – 3832	
A81	INFORMATION SYSTEMS SUPV	3096 – 4890	
A90	CUSTOMER SERVICE SUPERVISOR	2675 – 4224	5% Market Adjust
A92	ASST CUSTOMER SERVICE MANAGER	3252 – 5136	5% Market Adjust
A93	ASST WATER SYSTEMS PLANT SUPV	2808 – 4436	
A94	WATER SYSTEMS PLANT SUPV	3252 – 5136	
A96	ASST WATER SYSTEMS SUPT	3763 – 5944	
A98	WATER SYSTEMS MECHANIC SUPV	2948 – 4658	
A99	INSTRUMENTATION/ELECT SUPV	3252 – 5136	
B03	SR LOAN SERVICES REPRESENTATIVE	2675 – 4224	
B05	HOUSING DEVELOPMENT SPECIALIST	3096 – 4890	
B07	SPECIAL ASSISTANT TO CITY MANAGER	2948 – 4658	
B10	SR ADMINISTRATIVE ASST	2948 – 4658	
B12	BENEFITS SPECIALIST	2808 – 4436	
B14	MANAGEMENT ANALYST I	2548 – 4025	
B16	MANAGEMENT ANALYST II	3096 – 4890	
B21	HUMAN RESOURCES ANALYST	2808 – 4436	

<b>KEY</b>	<b>CLASS TITLE</b>	<b>SALARY RANGE</b>	<b>COMMENTS</b>
B23	SR HUMAN RESOURCES ANALYST	3096 – 4890	
B24	FAVOR COORDINATOR	3413 – 5391	
B25	HUMAN RESOURCES CONSULTANT	3585 – 5661	
B26	EMERGENCY MANAGEMENT OFFICER I	2675 – 4224	
B27	EMERGENCY MANAGEMENT OFFICER II	3252 – 5136	
B29	SR EMERGENCY MGMT OFFICER	3585 – 5661	
B30	CRIMINAL INTELLIGENCE ANALYST	3763 – 5944	
B31	BUYER	2548 – 4025	
B32	SR BUYER	2948 – 4658	
B33	SR HUMAN SERVICES SPECIALIST	2675 – 4224	5% Market Adjust
B34	PUBLIC EDUCATION SPECIALIST	2675 – 4224	
B35	VICTIM ASSISTANCE SPECIALIST	2427 – 3832	5% Market Adjust
B36	SR VICTIM ASSISTANCE SPECIALIST	2675 – 4224	5% Market Adjust
B38	LAND AGENT	2948 – 4658	
B40	SR LAND AGENT	3413 – 5391	
B41	HUMAN RELATIONS SPECIALIST	2948 – 4658	
B42	SR HUMAN RELATIONS SPECIALIST	3252 – 5136	New Classification
B43	CONTRACT COMPLIANCE SPECIALIST	2548 – 4025	
B45	SR CONTRACT COMPLIANCE SPEC	3096 – 4890	
B50	CONSUMER HEALTH SPECIALIST	2808 – 4436	
B51	SR CONSUMER HEALTH SPECIALIST	3096 – 4890	
B52	EPIDEMIOLOGY SPECIALIST	2548 – 4025	
B54	EPIDEMIOLOGIST	3096 – 4890	
B55	CONSERVATION SPECIALIST	3252 – 5136	
B56	ENVIRONMENTAL SPECIALIST	2948 – 4658	
B57	SR ENVIRONMENTAL SPECIALIST	3413 – 5391	
B58	COMMUNITY HEALTH NURSE	3096 – 4890	
B61	MICROBIOLOGIST	2808 – 4436	
B63	SR MICROBIOLOGIST	3252 – 5136	
B65	QUALITY CONTROL SPECIALIST	2948 – 4658	
B67	ASST HISTORICAL CURATOR	2427 – 3832	
B69	HISTORICAL CURATOR	2808 – 4436	
B70	HORTICULTURIST	2948 – 4658	
B72	SR HORTICULTURIST	3585 – 5661	
B74	FORESTER	2548 – 4025	
B75	PARK NATURALIST ASSISTANT	2201 – 3477	
B76	PARK NATURALIST	2427 – 3832	
B77	SR RECREATION PROGRAMMER	2427 – 3832	
B78	RECREATION PROGRAMMER	2201 – 3477	
B79	CRIME ANALYST	2427 – 3832	
B81	LIBRARY ASSISTANT	2201 – 3477	
B83	LIBRARIAN	2675 – 4224	
B85	SR LIBRARIAN	3096 – 4890	
B87	LIBRARY MATERIALS COORDINATOR	3763 – 5944	
B88	LIBRARY DEVELOPMENT OFFICER	3413 – 5391	
B89	CABLE PRODUCER/DIRECTOR	2548 – 4025	
B90	EQUIPMENT TECHNICAL SPECIALIST	2675 – 4224	
B92	TRAINING SPECIALIST	2548 – 4025	
B94	EQUIPMENT COORDINATOR	2548 – 4025	

<b>KEY</b>	<b>CLASS TITLE</b>	<b>SALARY RANGE</b>	<b>COMMENTS</b>
B96	CHEMIST	2808 – 4436	
B98	SR CHEMIST	3252 – 5136	
C07	ECONOMIC DEVELOPMENT SPEC	3096 – 4890	
C09	VOLUNTEER COORDINATOR	2548 – 4025	
C10	ACCOUNTANT	2675 – 4224	
C12	SR ACCOUNTANT	3252 – 5136	
C14	AUDITOR	2948 – 4658	
C16	SR AUDITOR	3252 – 5136	
C18	RECORDS ANALYST	2548 – 4025	
C21	RISK MANAGEMENT ANALYST	2808 – 4436	
C23	SR RISK MANAGEMENT ANALYST	3252 – 5136	
C25	HRI SPECIALIST	3096 – 5261	-10% Range Adjustment
C30	PROSECUTING ATTORNEY	3763 – 5944	
C34	ASST CITY ATTORNEY	4148 – 6552	
C36	SR ASST CITY ATTORNEY	5044 – 7968	
C41	FIRE PROTECTION SPECIALIST	3763 – 5944	
C43	GRADUATE ENGINEER	3413 – 5391	
C45	PROFESSIONAL ENGINEER	3952 – 6242	
C49	SR PROFESSIONAL ENGINEER	4574 – 7226	
C51	REGISTERED ARCHITECT	3585 – 5661	
C53	LANDSCAPE ARCHITECT	3096 – 4890	
C55	SR LANDSCAPE ARCHITECT	3413 – 5391	
C57	PLANNER	2948 – 4658	
C59	SR PLANNER	3763 – 5944	
C61	COMMUNITY COUNSELOR	2948 – 4658	5% Market Adjust
C72	FORENSIC SCIENTIST	3252 – 5136	
C74	SR FORENSIC SCIENTIST	3763 – 5944	
C76	POLICE PSYCHOLOGIST		Deleted Class
C79	IT PC SUPPORT SPECIALIST	2948 – 5011	
C81	IT TECH SUPPORT ANALYST I	2948 – 5011	
C83	IT TECH SUPPORT ANALYST II	3413 – 5800	
C84	SR IT TECH SUPPORT ANALYST	3952 – 6717	
C85	IT PROGRAMMER/ANALYST I	2948 – 5011	
C87	IT PROGRAMMER/ANALYST II	3413 – 5800	
C89	SR IT PROGRAMMER/ANALYST	3952 – 6717	
C90	IT LEAD PROGRAMMER/ANALYST	4574 – 7774	
C91	IT TECHNICAL CONSULTANT	4574 – 7774	
C92	LAKE WORTH COORDINATOR	3413 – 5391	
C94	UTILITY RATE ANALYST	2808 – 4436	
C96	SR UTILITY RATE ANALYST	3585 – 5661	
D01	BUSINESS DIVERSITY COORDINATOR	4356 – 6881	
D02	ASSISTANT TO THE MAYOR	3763 – 5944	
D03	ACTION CENTER MANAGER	3096 – 4890	
D04	ECONOMIC/COMMUNITY DVLP MGR	4574 – 7226	
D05	BUSINESS DEVELOPMENT COORD	3763 – 5944	
D07	M/WBE PROGRAM COORDINATOR	3763 – 5944	
D08	GRANTS MANAGER	3763 – 5944	Reclassification/Retitle
D09	CAPITAL PROJECTS MANAGER	4574 – 7226	
D10	BUDGET MANAGER		Deleted Classification

<b>KEY</b>	<b>CLASS TITLE</b>	<b>SALARY RANGE</b>	<b>COMMENTS</b>
D11	ASST CHIEF ACCOUNTING OFFICER	3952 – 6242	New Classification
D12	CHIEF ACCOUNTING OFFICER	4356 – 6881	
D14	CITY TREASURER	4356 – 6881	
D16	PURCHASING MANAGER	4356 – 6881	
D18	RECORDS MANAGER	3952 – 6242	
D19	FINANCIAL SERVICES MANAGER	4148 – 6552	
D20	RISK MANAGER	3952 – 6242	
D21	SR MANAGEMENT ANALYST	3763 – 5944	
D22	BENEFITS ADMINISTRATOR	4803 – 7587	New Classification
D23	HUMAN RESOURCES MANAGER	4148 – 6552	
D24	SR ADMINISTRATIVE SERVICES MGR	4148 – 6552	
D25	UTILITY ADMINISTRATOR	4148 – 6552	
D27	CONTRACT SERVICES ADMIN	3952 – 6242	
D29	HOUSING PROGRAM MANAGER	4574 – 7226	
D30	DEPUTY CITY ATTORNEY	6438 – 10170	
D32	ASST BUILDING OFFICIAL	3763 – 5944	
D36	DEVELOPMENT SERVICES ADMIN	4574 – 7226	
D38	CODE ENFORCEMENT SUPT	4803 – 7587	
D39	TRAFFIC SERVICES MANAGER	4574 – 7226	
D40	REAL PROPERTY MANAGER	4148 – 6552	
D41	FACILITIES MAINTENANCE SUPT	3952 – 6242	Retitled
D42	EQUIPMENT SERVICES SUPT	4356 – 6881	
D43	FACILITIES MANAGER	5044 – 7968	Retitled
D44	FIELD OPERATIONS SUPT	3763 – 5944	
D45	ENGINEERING MANAGER	5044 – 7968	
D46	SURVEY SUPERINTENDENT	3952 – 6242	
D47	CITY TRAFFIC ENGINEER	5295 – 8365	
D48	TRAFFIC SERVICES SUPT	3952 – 6242	
D49	STREETS & LIGHTS SUPT	4574 – 7226	
D50	CONSUMER HEALTH MANAGER	3952 – 6242	
D52	HEALTH INFO ASSMT MANAGER	3952 – 6242	
D54	HEALTH OUTREACH MANAGER	3952 – 6242	
D56	ENVIRONMENTAL PROGRAM MANAGER	4356 – 6881	
D58	PLANNING MANAGER	4148 – 6552	
D60	ANIMAL CONTROL MANAGER	3763 – 5944	
D61	DISTRICT SUPERINTENDENT	3763 – 5944	
D62	GOLF OPERATIONS MANAGER	4356 – 6881	
D64	COMMUNITY OPERATIONS MANAGER	4356 – 6881	
D65	HORTICULTURE SUPERINTENDENT	4356 – 6881	
D66	PRO SHOP SUPERINTENDENT	3952 – 6242	
D67	COMMUNITY SERVICES MANAGER	3952 – 6242	
D68	HUMAN SERVICES ADMINISTRATOR	3763 – 5944	
D69	LIBRARIAN MANAGER	4148 – 6552	
D70	CHIEF HELICOPTER PILOT	3763 – 5944	
D72	PUBLIC SAFETY SUPPORT MANAGER	4148 – 6552	
D74	EMERGENCY MANAGEMENT COORD	3952 – 6242	
D76	AIRPORT MANAGER	3952 – 6242	
D79	PUBLIC EVENTS MANAGER	3413 – 5391	
D80	HUMAN RELATIONS MANAGER	3952 – 6242	

<b>KEY</b>	<b>CLASS TITLE</b>	<b>SALARY RANGE</b>	<b>COMMENTS</b>
D81	IT MANAGER	4574 – 7774	
D83	SR IT SOLUTIONS MANAGER	4803 – 8164	
D89	CABLE SERVICES MANAGER	3763 – 5944	
D90	REGULATORY/ENVIRONMENTAL COORD	4356 – 6881	
D92	WATER CUSTOMER SERVICE MANAGER	3952 – 6242	
D96	WATER SYSTEMS SUPERINTENDENT	4356 – 6881	
D98	WATER QUALITY MANAGER	4148 – 6552	
E10	ASST CITY SECRETARY	5112 – 8433	
E16	ASST CITY AUDITOR	5112 – 8433	
E25	ASST HUMAN RESOURCES DIRECTOR	5112 – 8433	
E30	CLERK OF MUNICIPAL COURT	5112 – 8433	
E31	CITY MARSHAL	5112 – 8433	
E36	ASST HUMAN RELATIONS DIRECTOR	5112 – 8433	New Classification
E39	ASST EQUIPMENT SERVICES DIRECTOR	5112 – 8433	
E41	ASST ENVIRONMENTAL MGMT DIRECTOR	5623 – 9277	
E43	BUILDING OFFICIAL	5112 – 8433	
E45	ASST ENGINEERING DIRECTOR	5112 – 8433	
E47	ASST HOUSING DIRECTOR	5112 – 8433	
E49	ASST TRANS/PUBLIC WORKS DIR	5623 – 9277	
E50	ASST HEALTH DIRECTOR	5623 – 9277	
E57	ASST PLANNING DIRECTOR	5112 – 8433	
E60	ASST PARKS/COMMUNITY SERV DIR	5623 – 9277	
E74	ASST PUB FACIL/EVENTS MRKTNG DIR	4089 – 6744	
E78	ASST PUBLIC FAC/EVENTS DIRECTOR	5112 – 8433	
E80	ASST IT DIRECTOR-OPERATIONS	5623 – 9277	
E81	ASST IT DIRECTOR-BUSINESS SERVICES	5112 – 8433	
E83	ASST LIBRARIES DIRECTOR	5112 – 8433	
E90	ASST WATER DIRECTOR	5623 – 9277	
E92	DEPUTY PUBLIC WORKS DIRECTOR	5810 – 10573	
F01	ASSISTANT TO CITY MANAGER	4089 – 6744	
F03	SR ASSISTANT TO CITY MANAGER	5112 – 8433	
F05	ASSISTANT CITY MANAGER	7731 – 12754	
F07	BUDGET DIRECTOR	5810 – 10573	Reclassification/Retitle
F09	ECONOMIC DEVELOPMENT DIRECTOR	5810 – 10573	
F14	FINANCE DIRECTOR	6389 – 11627	
F23	CODE COMPLIANCE DIRECTOR	5810 – 10573	
F25	HUMAN RESOURCES DIRECTOR	6389 – 11627	
F30	MUNICIPAL COURT SERVICES DIR	5810 – 10573	
F36	HUMAN RELATIONS DIRECTOR	5810 – 10573	
F41	CITY SERVICES DIRECTOR	6389 – 11627	
F43	DEVELOPMENT DIRECTOR	6389 – 11627	
F45	ENGINEERING DIRECTOR	6389 – 11627	
F47	HOUSING DIRECTOR	6389 – 11627	
F49	TRANSPORTATION/PUBLIC WORKS DIR	6389 – 11627	
F50	PUBLIC HEALTH DIRECTOR	6389 – 11627	
F56	ENVIRONMENTAL MANAGEMENT DIR	5810 – 10573	
F57	PLANNING DIRECTOR	5810 – 10573	
F60	PARKS/COMMUNITY SERVICES DIR	6389 – 11627	
F70	POLICE CHIEF	6389 – 11627	

<b>KEY</b>	<b>CLASS TITLE</b>	<b>SALARY RANGE</b>	<b>COMMENTS</b>
F72	FIRE CHIEF	6389 – 11627	
F76	AIRPORT SYSTEMS DIRECTOR	6389 – 11627	
F78	PUBLIC FACILITIES/EVENTS DIRECTOR	6389 – 11627	
F80	IT SOLUTIONS DIRECTOR	6389 – 11627	
F83	LIBRARIES DIRECTOR	6389 – 11627	
F90	WATER DIRECTOR	6389 – 11627	
G02	WEB MANAGING EDITOR	3763 – 5944	
G04	TEEN COURT COORDINATOR	2548 – 4025	
G06	COMMUNITY DEVELOPMENT COORD	3413 – 5391	
G07	POLICE EMPLOYMENT SPECIALIST	2948 – 4658	
G10	ACCOUNTING SERVICES SUPERVISOR	3585 – 5661	
G12	ACCOUNTS PAYABLE SUPERVISOR	2948 – 4658	
G14	DEPUTY CITY TREASURER	3585 – 5661	
G16	IAGM SUPERVISOR		Deleted Classification
G18	PURCHASING SUPERVISOR	3096 – 4890	
G19	ASST RETIREMENT FUND ADMIN	3763 – 5944	
G21	AUDIT PROJECT SUPERVISOR	3585 – 5661	
G23	EDP AUDIT SUPERVISOR	3952 – 6242	
G25	HUMAN RESOURCES COORDINATOR	3585 – 5661	New Classification
G29	HOUSING PROGRAM SUPERVISOR	3413 – 5391	
G32	PUBLIC EDUCATION PROGRAM COORD	3413 – 5391	
G34	GROUND TRANSPORTATION COORD	3952 – 6242	
G36	VICTIM ASSISTANCE COORDINATOR	3585 – 5661	5% Market Adjust
G38	REPROGRAPHICS COORDINATOR	3413 – 5391	
G40	DEVELOPMENT PROJECT COORD	3413 – 5391	
G41	ASST BUILDING SERVICES SUPT	3585 – 5661	
G43	EQUIPMENT SERVICES MANAGER	3763 – 5944	
G45	CONSTRUCTION INSPECTION SUPV	3763 – 5944	
G47	ASST SURVEY SUPERINTENDENT	3585 – 5661	
G48	ASST TRAFFIC SERVICES SUPT	3763 – 5944	
G49	ASST STREETS AND LIGHTS SUPT	3763 – 5944	
G50	CONSUMER HEALTH SUPERVISOR	3413 – 5391	
G51	HEALTH OUTREACH COORDINATOR	3413 – 5391	
G52	EPIDEMIOLOGY COORDINATOR	3413 – 5391	
G54	LABORATORY SUPERVISOR	3585 – 5661	
G56	ENVIRONMENTAL SUPERVISOR	3952 – 6242	
G61	NATURE CENTER SUPERVISOR	2948 – 4658	
G62	COMMUNITY CENTER COORDINATOR	3413 – 5391	5% Range Adjustment
G63	LANDSCAPE ARCHITECT SUPERVISOR	3952 – 6242	
G64	ATHLETIC COORDINATOR	3096 – 4890	25% Range Adjustment
G65	CITY FORESTER	3585 – 5661	
G67	HUMAN SERVICES COORDINATOR	3252 – 5136	5% Market Adjust
G68	HUMAN SERVICES SUPERVISOR	3252 – 5136	5% Market Adjust
G69	REGIONAL LIBRARIAN SUPERVISOR	3763 – 5944	
G70	LIBRARIAN SUPERVISOR	3585 – 5661	
G71	CRIME LAB SUPERVISOR	4148 – 6552	
G72	ASST PUBLIC SAFETY SUPPORT MGR	3585 – 5661	
G78	IT BUSINESS PLANNER	3763 – 6396	New Classification
G79	SENIOR IT BUSINESS PLANNER	4148 – 7050	New Classification



<b>KEY</b>	<b>CLASS TITLE</b>	<b>SALARY RANGE</b>	<b>COMMENTS</b>
G80	LEAD IT BUSINESS PLANNER	4574 – 7774	New Classification
G81	IT BUSINESS SYSTEMS COORD	3763 – 6396	
G83	IT COMMUNICATIONS CONSULTANT	3413 – 5800	
G86	IT PROJECT CONSULTANT	4803 – 8164	
G89	CABLE SERVICES SUPERVISOR	2948 – 4658	
G90	WATER SERVICES SUPERVISOR	3096 – 4890	
J03	OFFICE ASSISTANT I	1602 – 2262	
J05	OFFICE ASSISTANT II	1681 – 2373	
J10	LEGAL SECRETARY	2146 – 3032	
J12	ADMINISTRATIVE TECHNICIAN	2044 – 2884	
J14	ADMINISTRATIVE SECRETARY	1947 – 2747	
J16	EXECUTIVE SECRETARY	2255 – 3184	
J18	EXEC SECRETARY TO MAYOR/COUNCIL	2486 – 3507	
J21	ACCOUNT CLERK	1766 – 2491	5% Market Adjust
J23	ACCOUNT TECHNICIAN	2044 – 2884	5% Market Adjust
J30	CUSTOMER SERVICE REP I	1681 – 2373	5% Market Adjust
J32	CUSTOMER SERVICE REP II	1766 – 2491	5% Market Adjust
J33	CUSTOMER SERVICE INFO SPECIALIST	2146 – 3032	5% Market Adjust
J34	FIELD SERVICES REPRESENTATIVE	1947 – 2747	
J41	STOCK CLERK	1766 – 2491	
J43	PROPERTY CONTROL SPECIALIST	1947 – 2747	
J45	PARTS EXPEDITER	1947 – 2747	
J47	DISPATCHER	1681 – 2373	5% Market Adjust
J50	COMMUNITY HEALTH WORKER	1602 – 2262	Retitled
J70	DÉCOR TECHNICIAN	1855 – 2616	5% Market Adjust
J81	RETAIL SALES ATTENDANT	1681 – 2373	5% Market Adjust
J83	LIBRARY PAGE	1525 – 2153	
K03	ADMINISTRATIVE ASSISTANT	2368 – 3342	
K05	COURT REPORTER	2610 – 3683	
K07	JURY COORDINATOR	2368 – 3342	
K08	COURT INTERPRETER	2044 – 2884	5% Market Adjust
K09	PARALEGAL	2486 – 3507	
K10	HUMAN SERVICES SPECIALIST	2255 – 3184	5% Market Adjust
K12	GRAPHIC ARTIST	2610 – 3683	
K14	PLANNING ASSISTANT	2146 – 3032	5% Market Adjust
K16	ASSOCIATE PLANNER	2368 – 3342	
K20	ELIGIBILITY SPECIALIST	1947 – 2747	5% Market Adjust
K23	HOUSING REHABILITATION TECH I	2255 – 3184	
K25	HOUSING REHABILITATION TECH II	2486 – 3507	
K26	LOAN SERVICES REPRESENTATIVE	2368 – 3342	
K27	CONSTRUCTION INSPECTOR I	2486 – 3507	
K29	CONSTRUCTION INSPECTOR II	2879 – 4063	
K30	ENGINEERING TECHNICIAN I	2146 – 3032	
K32	ENGINEERING TECHNICIAN II	2486 – 3507	
K34	PLANS EXAMINER	2879 – 4063	
K38	DEVELOPMENT INSPECTOR	2740 – 3867	
K40	SURVEY TECHNICIAN	1947 – 2747	
K42	GRANTS SPECIALIST	2610 – 3683	
K46	UTILITY LINE TECHNICIAN	2255 – 3184	

<b>KEY</b>	<b>CLASS TITLE</b>	<b>SALARY RANGE</b>	<b>COMMENTS</b>
K48	EQUIPMENT SERVICES TECHNICIAN	1766 – 2491	
K55	LABORATORY ASSISTANT	1855 – 2616	
K60	ASST GOLF PROFESSIONAL	2044 – 2884	
K64	VETERINARIAN TECHNICIAN	2146 – 3032	
K70	HELICOPTER PILOT	3172 – 4474	
K72	ELECTRONICS TECHNICIAN	1947 – 2747	New Classification
P72	SR ELECTRONICS TECHNICIAN	2146 – 3032	New Classification
K81	IT OPERATIONS SPECIALIST	2146 – 3032	
K83	IT SERVICES SPECIALIST	2610 – 3683	
K84	SR IT SERVICES SPECIALIST	2879 – 4063	
K85	IT COMMUNICATIONS TECHNICIAN	2879 – 4063	
K88	IT TECHNICIAN	2146 – 3032	
K90	INSTRUMENTATION/ELECT TECH	2486 – 3507	
K94	WATER SYSTEMS SAMPLER	1947 – 2747	
K96	WATER SYSTEMS TECHNICIAN I	1947 – 2747	
K98	WATER SYSTEMS TECHNICIAN II	2255 – 3184	
N03	REPROGRAPHICS TECHNICIAN	2146 – 3032	
N07	INDUSTRIAL SEWING TECHNICIAN	2044 – 2884	
N12	COURIER	2044 – 2884	
N14	PROPERTY CONTROL ATTENDANT	1855 – 2616	
N20	MAINTENANCE WORKER	1766 – 2491	
N23	CUSTODIAN	1602 – 2262	
N25	EQUIPMENT OPERATOR	1947 – 2747	
N30	TRAFFIC SYSTEMS TECHNICIAN I	2044 – 2884	
N32	TRAFFIC SYSTEMS TECHNICIAN II	2486 – 3507	
N33	TRAFFIC SERVICES WORKER	1766 – 2491	
N35	SIGNS FABRICATOR	1855 – 2616	
N41	LANDFILL SCALE OPERATOR	1602 – 2262	
N45	SKILLED TRADES TECHNICIAN I	2255 – 3184	
N46	SKILLED TRADES TECHNICIAN II	2486 – 3507	
N47	EQUIPMENT SERVICES MECHANIC I	1947 – 2747	
N49	EQUIPMENT SERVICES MECHANIC II	2255 – 3184	
N52	AUTO BODY REPAIRER	2146 – 3032	
N55	COMMUNITY CENTER AIDE	1766 – 2491	
N56	GARDENER	2044 – 2884	
N58	GREENHOUSE ATTENDANT	2044 – 2884	
N61	ARBORIST	1766 – 2491	
N63	ANIMAL SHELTER ATTENDANT	1766 – 2491	
N65	ZOO KEEPER	2044 – 2884	
N68	DROVER	1947 – 2747	
N69	PESTICIDE APPLICATOR	2044 – 2884	
N70	HELICOPTER MECHANIC	3172 – 4474	
N78	PUBLIC EVENTS ATTENDANT	1681 – 2373	
N79	STAGEHAND	2255 – 3184	
N80	AUDIO/VISUAL SPECIALIST	1855 – 2616	
N88	WATER METER READER	1766 – 2491	
N90	METER SERVICES TECHNICIAN	1947 – 2747	
N92	CROSS CONNECTION TECHNICIAN	2368 – 3342	
N94	WATER SYSTEMS MECHANIC I	1947 – 2747	

<b>KEY</b>	<b>CLASS TITLE</b>	<b>SALARY RANGE</b>	<b>COMMENTS</b>
N96	WATER SYSTEMS MECHANIC II	2255 – 3184	
001	MAYOR	\$75 a Meeting	
002	MAYOR PRO TEM	\$75 a Meeting	
003	CITY COUNCIL MEMBER	\$75 a Meeting	
005	COUNCIL AIDE	\$30.31/hour	8.5% Rate Adjustment
P05	SR REPROGRAPHICS TECHNICIAN	2486 – 3507	
P14	SR CUSTOMER SERVICES REP	1947 – 2747	5% Market Adjust
P21	SR MAINTENANCE WORKER	1855 – 2616	
P23	SR ACCOUNT CLERK	1947 – 2747	5% Market Adjust
P25	SR ACCOUNT TECHNICIAN	2255 – 3184	5% Market Adjust
P27	SR EQUIPMENT OPERATOR	2044 – 2884	
P29	SR CONSTRUCTION INSPECTOR	3172 – 4474	
P30	ASST PARTS/MATERIALS SUPV	2255 – 3184	
P32	SR ENGINEERING TECHNICIAN	2879 – 4063	
P36	SR PLANS EXAMINER	3172 – 4474	
P38	SR DEVELOPMENT INSPECTOR	2879 – 4063	
P41	EQUIPMENT SERVICES CREWLEADER	2879 – 4063	
P43	FIELD OPERATIONS CREWLEADER	2255 – 3184	
P45	SR SURVEY TECHNICIAN	2368 – 3342	
P47	SR SKILLED TRADES TECHNICIAN	2740 – 3867	
P50	SR EQUIPMENT SERVICES MECHANIC	2610 – 3683	
P52	TRAFFIC SYSTEMS CREWLEADER	2879 – 4063	
P56	SR GARDENER	2255 – 3184	
P67	SR ZOO KEEPER	2368 – 3342	
P68	TOP HAND	2486 – 3507	
P70	SR DÉCOR TECHNICIAN	2044 – 2884	5% Market Adjust
P74	SR PROPERTY CONTROL SPECIALIST	2146 – 3032	
P76	STAGEHAND CREWLEADER	2610 – 3683	
P78	PUBLIC EVENTS COORDINATOR	2610 – 3683	
P81	CUSTODIAL SERVICES SUPERVISOR	2044 – 2884	
P83	SR IT OPERATIONS SPECIALIST	2610 – 3683	
P87	SR IT COMMUNICATIONS TECH	3172 – 4474	
P94	SR INSTRUMENTATION/ELECT TECH	2740 – 3867	
P96	SR WATER SYSTEMS TECHNICIAN	2610 – 3683	
P98	SR WATER SYSTEMS MECHANIC	2486 – 3507	
S01	EXTRA HELP	Varies by Classification	
S02	SCOREKEEPER	1127	
S03	ADULT SOFTBALL OFFICIAL	1907	
S04	ADULT BASKETBALL OFFICIAL	2600	
S05	ADULT FLAG FOOTBALL OFFICIAL	2252	
S06	ADULT VOLLEYBALL OFFICIAL	2080	
S08	YOUTH GAME OFFICIAL	2080	
S11	SCHOOL CROSSING GUARD	1170	
S98	FIRE CADET	1560	
S99	POLICE CADET	1560	
W07	DEPUTY CITY MARSHAL	2740 – 3867	
W09	SR DEPUTY CITY MARSHAL	3172 – 4474	
W12	PUBLIC SAFETY COMMUNICATOR I	2146 – 3032	
W13	PUBLIC SAFETY COMMUNICATOR II	2486 – 3507	

<b>KEY</b>	<b>CLASS TITLE</b>	<b>SALARY RANGE</b>	<b>COMMENTS</b>
W15	SR PUBLIC SAFETY COMMUNICATOR	2879 – 4063	
W17	ASST COMMUNICATION SHIFT SUPV	3172 – 4474	
W20	CODE ENFORCEMENT OFFICER	2740 – 3867	
W22	SR CODE ENFORCEMENT OFFICER	3172 – 4474	
W 24	ALARM ENFORCEMENT TECH	2486 – 3507	
W30	TRAFFIC CONTROL TECHNICIAN	1855 – 2616	
W32	TRAFFIC CONTROL SUPERVISOR	2740 – 3867	
W40	SECURITY GUARD	1947 – 2747	
W50	ANIMAL CONTROL OFFICER	2255 – 3184	
W52	SR ANIMAL CONTROL OFFICER	2486 – 3507	New Classification
W54	ANIMAL CRUELTY INVESTIGATOR	2740 – 3867	New Classification
W60	HORSE TRAINER	2044 – 2884	
W62	IDENTIFICATION TECHNICIAN	2044 – 2884	
W64	INTOXILYZER OPERATOR	2044 – 2884	
W66	LATENT FINGERPRINT EXAMINER	2368 – 3342	
W68	POLICE RANGE TECHNICIAN	1855 – 2616	
W70	POLYGRAPH EXAMINER	3496 – 4930	
X03	POLICE OFFICER	3295 – 4868	
X04	POLICE CORPORAL	4210 – 5373	
X07	POLICE SERGEANT	4872 – 5922	
X08	POLICE LIEUTENANT	5373 – 6531	
X09	POLICE CAPTAIN	6220 – 7200	
X10	POLICE DEPUTY CHIEF	7174 – 8305	
X17	POLICE TRAINEE	2597	
Y01	FIRE FIGHTER	3343 – 4267	
Y02	FIRE ENGINEER	4513 – 4738	
Y03	FIRE LIEUTENANT	5005 – 5255	
Y04	FIRE CAPTAIN	5608 – 5888	
Y05	FIRE BATTALION CHIEF	6130 – 6758	
Y11	FIRE DEPUTY CHIEF	7280 – 8027	
Y17	FIRE TRAINEE	2597	

# **GLOSSARY**

## GLOSSARY

The *Annual Budget and Program Objectives* contains specialized and technical terminology that is unique to public finance and budgeting. To help the reader of this document understand these terms, this budget glossary has been included.

Account: A six-digit numerical code of which the first character defines the specific classification of dollar values in the financial records, i.e., assets, liabilities, equities, revenues and expenditures/expense. The remaining digits provide a further breakdown of account types into specific character and object groupings.

Accrual Accounting: A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is actually received or spent. For example, in accrual accounting, revenue that was earned between April 1 and June 30, but for which payment was not received until July 10, is recorded as being received on June 30 rather than July 10.

Appropriation: A legal authorization made by the City Council that permits the City to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time in which it may be expended.

Appropriation Ordinance: The official enactment by the City Council to establish legal authority for City officials to obligate and expend resources.

Assessed Valuation: A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Tarrant Appraisal District.)

Audit: A comprehensive examination of how an organization's resources were actually utilized, concluding in a written report of the findings. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the organization met its stated goals.

Authorized Position (A.P.): A position included in the adopted budget document, authorized by the City Council as part of the total authorized strength of a department. Positions are specifically approved by designated classification titles and corresponding salary level, based on an analysis by the Human Resources Department of the tasks to be performed.

Balance Sheet: A financial statement that discloses the assets, liabilities, and equity of a specific governmental fund as of a specific date.

Bond: An interest-bearing certificate of debt; a written contract by an issuer to pay to the lender a fixed principal amount on a stated future date, and a series of interest payments on the principal amount until it is paid.

Budget: A financial plan for a specified period of time (fiscal year) that includes all planned expenditures for various municipal services and the proposed means of financing them.

Budget Adjustment: A legal procedure utilized during the fiscal year by the City staff and City Council to revise a budget appropriation. The City of Fort Worth's City Charter requires City Council approval through the adoption of a supplemental appropriation ordinance (which specifies both the source of revenue and the appropriate expenditure account) for any interdepartmental or interfund adjustments. City staff has the prerogative to adjust expenditures within a departmental budget.

Budget Calendar: The schedule of key dates or milestones, which the City departments follow in the preparation, adoption, and administration of the budget.

Budget Document: The instrument used by the City staff to present a comprehensive financial program to the City Council.

Budget Message: The opening section of the budget that provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Manager. The Budget Message is also referred to as the City Manager's Message or Budget Transmittal Letter.

Budgetary Control: The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Budgeted Funds: Funds that are planned for certain uses but have not yet been formally or legally appropriated by the legislative body. The budget document that is submitted for City Council approval is comprised of budgeted funds.

Capital Expenditure: The portion of the annual operating budget that appropriates funds for the purchase of capital equipment items. These expenditures are often separated from regular operating items, such as salaries, services, and supplies. The Capital Equipment Budget includes funds for capital equipment purchases, which are usually distinguished from operating items according to their value and projected useful life. Examples include vehicles, minor equipment, furniture, machinery, building improvements, and special tools. The dollar value varies according to the policy established by each jurisdiction. For the City of Fort Worth, this limit is \$5,000.

Capital Improvement Program: A plan for capital expenditures to provide long-lasting physical improvements to be acquired over a fixed period of years.

Capital Improvement Program Budget: A Capital Improvement Program (CIP) Budget is a separate budget from the operating budget. Items in the CIP are usually construction projects designed to improve the value of government assets. Examples of capital improvement projects include new roads, sewer lines, buildings, recreational facilities, and large scale remodeling. The City Council receives a separate document that details the CIP costs for the upcoming fiscal year.

Cash Accounting: A basis of accounting in which transactions are recorded when cash is either received or expended for goods and services.

Cash Balance: Cash on hand and cash equivalents at any point in time, net of inflows and outflows.

Cash Management: The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

Center: A numerical code that details financial responsibility for revenues and expenditures. The center specifically shows the department-division-section for operating funds, department-fund-project for bond funds, and department-project for grants and other capital project funds.

Character: A basis for distinguishing types of expenditures; the five major characters used by the City of Fort Worth are: personal services-01, supplies-02, contractual services-03, capital outlays-04, and debt service-05.

Commitment: The pledge of appropriated funds to purchase an item or service. Funds are committed when a requisition is issued through the Purchasing Division of the City.

Current Taxes: Taxes that are levied and due within one year.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Delinquent Taxes: Taxes that remain unpaid on and after the date due, on which a penalty for nonpayment is attached.

Department: A major administrative division of the City that indicates overall management responsibility for an operation or group of related operations within a functional area.

Depreciation: The process of estimating and recording the lost usefulness or expired useful life from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

Disbursement: Payment for goods and services in cash or by check.

Encumbrance: The commitment of appropriated funds to purchase an item or service. Committed funds become encumbered when a purchasing requisition becomes an actual purchase order.

Enterprise Fund: A governmental accounting fund used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is to recover the cost of providing goods through user fees. Rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenditures. Enterprise funds within the City of Fort Worth are established for services such as water and sewer, parking facilities, airports, solid waste management, and golf courses.



Estimated Revenue: The amount of projected revenue to be collected during the fiscal year. It may also be defined as the proposed financing sources estimated to finance the proposed projected expenditure.

Expenditure: Decreases in the use of net financial resources other than through interfund transfer.

Expenses: Outflows or other depletion of assets or incurrence of liabilities during a specific period of time which result from the delivery or production of goods, rendering of services, or carrying out of other activities that constitute the entity's ongoing major central operations.

Fiscal Year: The twelve-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City of Fort Worth's fiscal year is October 1 through September 30.

Fixed Assets: Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Full Faith and Credit: A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

Function: A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or major service.

Fund: A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities of government functions. Seven major fund types and two account groups are commonly used: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, general fixed asset account group, and general long-term debt account group.

Fund Balance: The difference between a fund's assets and its liabilities. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

General Fund: The largest fund within the City that accounts for all financial resources of the government except for those required to be accounted for in another fund. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, public health, parks and community services, libraries, public works and general administration.

General Ledger: A file that contains a listing of the various accounts necessary to reflect the financial position and results of governmental operations.

General Obligation Bonds: Bonds that finance a variety of public projects such as streets, buildings, and improvements. The repayment of these bonds is usually made from the General Fund, and these bonds are backed by the full faith and credit of the issuing government.

Grant: A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed to the grantee.

Interfund Transfers: Amounts transferred from one fund to another.

Intergovernmental Revenue: Revenue received from another governmental entity for a specified purpose. In Fort Worth, these are funds from Tarrant County, the State of Texas, and through recovery of indirect costs from federal and state agencies.

Internal Service Fund: A fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis. Examples of some of these funds are as follows: the Office Services Fund, the Equipment Services Fund, the Temporary Labor Fund, and the Information Systems Fund.

Inventory: A detailed listing of property currently held by the government showing quantities, descriptions and values of the property, units of measure, and unit prices.

Invoice: A bill requesting payment for goods or services by a vendor or other governmental unit.

Levy: To impose taxes, special assessments, or service charges for the support of City activities.

Line-Item Budget: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately along with the dollar amount budgeted for each specified category.

Long-Term Debt: Any unmatured debt that is not a fund liability and at the same time has a maturity of more than one year.

Modified Accrual Accounting: A basis of accounting in which revenues should be recognized in the accounting period in which they become available and measurable and expenditures are recorded in the accounting period that they are incurred. Since this type of accounting basis is a conservative financial approach, it is recommended as the standard for most governmental funds.

Operating Budget: The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel and the proposed means of financing them.

Operating Fund: A fund restricted to a fiscal budget year.

Performance Budget: A budget that focuses upon activities rather than line items. Workload and unit cost data are collected in order to assess the efficiency of services. Typical data collected might include miles of streets paved per year, cost of paved streets per mile, tons of garbage collected per employee hour, or cost per employee hour of garbage collection.

Performance Measures: Specific quantitative and qualitative measures of work performed as an objective of the department.

Program Budget: A budget that focuses upon the goal and objectives of an agency or jurisdiction rather than upon its organizational budget units or object classes or expenditures.

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Property Tax: Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

Reconciliation: A detailed analysis of changes in revenue or expenditure balances within a fund.

Requisition: A written request from a department to the purchasing office for specific goods or services. This action precedes the authorization of a purchase order.

Reserve: An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriations.

Retained Earnings: The difference between assets and liabilities for enterprise and internal service funds.

Revenue: Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers, and increases in net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Included are such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

Revenue Bonds: Bonds usually sold for constructing a project that will produce revenue for the government. All or part of the revenue is used to pay the principle and interest of the bond.

Risk Management: An organized attempt to protect a government's assets against accidental loss, utilizing the most economical methods.

Source of Revenue: Revenues are classified according to their source or point of origin.

Unencumbered Balance: The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

Voucher: A document indicating that a transaction has occurred. It usually specifies the accounts related to the transaction.