

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 services, 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 FY2005-06 budget contains the continuation of that program.

In FY1995-96, ESD implemented a vehicle replacement plan. As a part of that plan, each year ESD analyzes the entire City fleet, evaluating each vehicle's maintenance costs, useful life, mileage, down time, and other factors. Based on that yearly analysis, ESD rates the vehicles, and then compiles a prioritized vehicle replacement list. Equipment Services staff subsequently meets with departments to fine-tune the proposed rankings. The refined list is then used to determine replacement vehicle priorities for the coming fiscal year.

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

FORT WORTH



EQUIPMENT SERVICES FUND BUDGET SUMMARY
FISCAL YEAR
2005-06

REVENUES:

Equipment Maintenance Labor Costs	6,566,151
Fuel Costs and Overhead	4,689,299
Repair and Maintenance Parts	3,724,077
ESD Administrative Charge	2,031,750
Outside Repair and Maintenance	1,476,632
Other Charges	<u>284,500</u>
TOTAL REVENUE	\$18,772,409

EXPENDITURES:

Personal Services	\$6,929,164
Supplies	7,583,121
Contractual Services	<u>3,950,468</u>
TOTAL RECURRING EXPENSES	\$18,462,753

DEBT SERVICE AND CAPITAL OUTLAY:

Capital Outlay	<u>\$309,656</u>
TOTAL DEBT SERVICE AND CAPITAL OUTLAY	\$309,656
TOTAL EXPENDITURES	\$18,772,409

**PROJECTED
UNRESERVED RETAINED EARNINGS
EQUIPMENT SERVICES FUND**

Unreserved retained earnings as of 9/30/05 *	(\$1,456,984)
Plus: Projected Revenues	\$18,772,409
Less: Projected Expenditures	(\$18,772,409)
Unreserved retained earnings as of 9/30/06	(\$1,456,984)

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

**COMPARISON OF EQUIPMENT SERVICES FUND
EXPENDITURES**

	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05	RE-ESTIMATE 2004-05	ADOPTED 2005-06
Administration	\$1,755,868	\$1,705,464	\$2,218,212	\$2,146,439	\$2,057,924
Equipment Materials	3,827,237	3,819,240	3,340,580	3,880,365	3,840,059
Harley Street	1,728,086	1,738,836	1,947,144	1,814,492	1,990,830
Southside Service Center	811,584	746,474	873,452	839,885	869,476
Brennan Street	1,401,388	1,427,706	1,510,669	1,557,611	1,451,878
Water & Sewer Center	800,549	777,346	915,335	903,875	894,019
Downtown Center	1,395,177	1,268,650	1,393,476	1,547,890	1,449,334
Fuel Services	203,292	269,033	311,205	225,946	585,741
Technical Services	309,186	253,749	258,498	250,100	324,192
Tire Shop	276,665	251,017	285,896	249,982	293,871
Parts & Fuel Inventory	3,755,976	4,162,330	3,758,869	5,080,764	5,015,085
Non-Departmental	<u>240,578</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$16,505,586	\$16,419,845	\$16,813,336	\$18,497,349	\$18,772,409

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**COMPARISON OF EQUIPMENT SERVICES FUND
REVENUES**

	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05	RE-ESTIMATE 2004-05	ADOPTED 2005-06
Interest on Investments	\$365	\$39	\$10,000	\$0	\$0
Gain/Loss on Investments	104,800	104,800	0	0	0
Equipment Maint/Labor Cost	6,002,899	6,102,825	5,831,715	5,897,243	6,555,163
Fuel Overhead	121,930	108,808	120,000	104,467	120,000
Veh Repair & Maint Overhead	923,650	989,023	972,000	1,078,861	972,000
Other Labor Charges	9,878	18,842	10,988	13,321	10,988
Rev from Sale of Auto Parts	16,377	58	8,000	5,914	8,000
Diesel Sales	1,127,725	1,263,730	1,162,398	1,571,613	1,627,357
Used Parts & Oil	999	2,188	6,500	1,326	6,500
Veh & Equipment Sales	9,431	13,878	70,000	8,291	70,000
Unleaded Sales	1,111,883	1,152,812	1,139,035	1,550,976	1,573,863
Propane Sales	105,580	137,969	111,000	158,092	139,966
Veh Repair & Maint Supplies	2,668,415	2,732,263	2,700,000	2,981,542	2,752,077
Outside Rep & Main Costs	1,395,674	1,320,784	1,290,000	1,533,053	1,354,076
Outside Rep & Main Ovrhd	139,568	132,109	111,356	156,640	122,556
Lubricant Costs	57,255	51,090	85,000	57,165	85,000
Lubricant Overhead	2,418	1,976	15,000	2,039	15,000
Diesel Overhead	130,119	117,921	129,073	99,416	129,073
Propane Overhead	19,198	20,636	18,771	18,771	20,880
Gas Card Revenue	888,905	989,721	858,000	1,292,168	1,058,000
Gas Card Overhead	20,521	18,270	19,500	21,213	20,160
ESD Admin Charge	584,190	502,383	2,025,000	2,105,264	2,031,750
Gas Tax Refund	216	38,195	45,000	0	0
Misc. Revenue	55,176	30,631	35,000	3,452	60,000
EPA Revenue	<u>123,113</u>	<u>117,534</u>	<u>40,000</u>	<u>31,368</u>	<u>40,000</u>
TOTAL	\$15,620,285	\$15,968,485	\$16,813,336	\$18,692,195	\$18,772,409

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

EQUIPMENT SERVICES

FUND/CENTER

PI61/0212010:0212085

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.

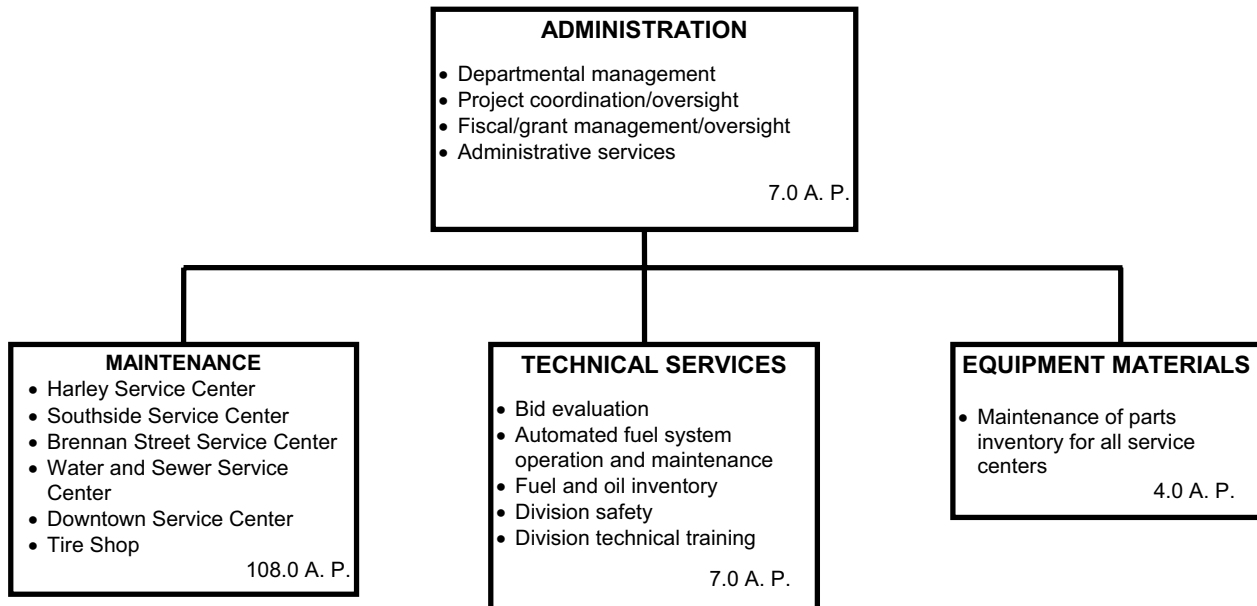
Within the department, field services, mechanical maintenance, fuel, lubricants, and other supplies are provided by the following six service centers: Harley, Southside, Brennan, Water and Sewer, Downtown, and the Tire Shop. Equipment Services also contracts certain services to outside entities when 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 FY2005-06 Budget contains the continuation of this 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.

Allocations	Actual 2003-04	Adopted 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Personal Services	\$ 6,364,960	\$ 7,000,265	\$ 6,929,164	\$ 6,929,164
Supplies	6,707,582	5,931,179	7,583,121	7,583,121
Contractual	3,347,302	3,649,376	3,950,468	3,950,468
Capital Outlay	0	232,516	309,656	309,656
Total Expenditures	\$ 16,419,844	\$ 16,813,336	\$ 18,772,409	\$ 18,772,409
Authorized Positions	126.00	126.00	126.00	126.00

EQUIPMENT SERVICES - 126.0 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT: EQUIPMENT SERVICES	FUND/CENTER PI61/0212010:0212085
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CHANGES FROM 2004-05 ADOPTED TO 2005-06 ADOPTED

2004-05 ADOPTED:	\$16,813,336	A.P.	126.00
2005-06 ADOPTED:	\$18,772,409	A.P.	126.00

- A) The adopted budget increases by \$943,542 for fuel purchases based on projected price per gallon and consumption rate.
- B) The adopted budget increases by \$472,231 for motor vehicle repairs, primarily due to the aging fleet throughout the City.
- C) The adopted budget increases by \$464,959 for diesel fuel due to the increase in fuel prices.
- D) The adopted budget increases by \$449,618 for fuel purchases due to the increase in fuel prices.
- E) The adopted budget decreases by (\$290,349) for workers' compensation costs based on actual historical claims.
- F) The adopted budget increases by \$212,253 for salaries and benefits for general employees due primarily to the FY2005-06 compensation plan.
- G) The adopted budget increases by \$200,000 for ESD gascard fuel, which is used by employees to purchase gas. This change is also due to rising fuel prices and increased usage.
- H) The adopted budget increases by \$173,502 for terminal leave based on expected retirements.
- I) The adopted budget increases by \$112,674 for vehicle repairs by outside vendors.

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DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT:
EQUIPMENT SERVICES

DEPARTMENT PURPOSE

To provide City departments with the services and information necessary for them to optimally utilize and manage the vehicles and equipment required by them to accomplish their mission.

FY2005-06 DEPARTMENTAL OBJECTIVES

To maintain fleet availability to user departments at 95 percent during FY2005-06 at a cost not to exceed budgeted levels.

To maintain fleet reliability during FY2005-06 by maintaining scheduled preventive maintenance at 55 percent of all vehicles in the City fleet at a cost not to exceed budgeted levels.

To complete 70 percent of in-shop repairs within three (3) working days at a cost not to exceed budgeted levels.

To remain in compliance with present Environmental Protection Agency (EPA) mandates related to the operation of fuel storage facilities, including overfill/spill tank, line leak monitoring, and required monitoring of EPA sensors.

To ensure that repeat repairs do not exceed 4 percent of total work orders written during FY2005-06.

To ensure that variance of fuel supply inventories is no more than 1 percent.

To provide 3,800 hours of formal manufacturer's training to ensure continued knowledge and proficiency in latest technology and safety precautions.

DEPARTMENTAL MEASURES	ACTUAL 2003-04	ESTIMATED 2004-05	PROJECTED 2005-06
Percent of fleet availability	95.4%	95.3%	95%
Percent of maintenance scheduled	54.6%	55.3%	55%
Percent of repairs completed within 3 working days	77.8%	76.5%	70%
Percent of repeat repairs due to mechanic error	1%	1%	4%
Percent of variance in fuel inventories	1%	1%	1%
Number of hours in formal training	3,800	3,800	3,800
Number of Alternative Fuel Vehicles Added to Fleet	22	2	2

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT EQUIPMENT SERVICES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI61 EQUIPMENT SERVICES FUND		Actual Expenditures 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06	Adopted Budget 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Center	Center Description								
	<u>EQUIPMENT SERVICES</u>								
0212010	ADMINISTRATION	\$ 1,705,464	\$ 2,218,212	\$ 2,057,924	\$ 2,057,924	7.00	7.00	7.00	7.00
0212015	EQUIPMENT MATERIALS	3,819,240	3,340,580	3,840,059	3,840,059	5.00	4.00	4.00	4.00
0212030	HARLEY STREET	1,738,836	1,947,144	1,990,830	1,990,830	31.00	32.00	32.00	32.00
0212035	SOUTHSIDE SERVICE CENTER	746,474	873,452	869,476	869,476	11.00	11.00	11.00	11.00
0212045	BRENNAN STREET	1,427,706	1,510,669	1,451,878	1,451,878	22.00	22.00	22.00	22.00
0212050	WATER & SEWER CENTER	777,346	915,335	894,019	894,019	13.00	13.00	13.00	13.00
0212055	DOWNTOWN CENTER	1,268,650	1,393,476	1,449,334	1,449,334	25.00	25.00	25.00	25.00
0212070	FUEL SERVICES	269,033	311,205	585,741	585,741	4.00	4.00	4.00	4.00
0212071	TECHNICAL SERVICES	253,749	258,498	324,192	324,192	3.00	3.00	3.00	3.00
0212080	TIRE SHOP	251,017	285,896	293,871	293,871	5.00	5.00	5.00	5.00
0212085	PARTS & FUEL INVENTORY	4,162,330	3,758,869	5,015,085	5,015,085	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 16,419,844</u>	<u>\$ 16,813,336</u>	<u>\$ 18,772,409</u>	<u>\$ 18,772,409</u>	<u>126.00</u>	<u>126.00</u>	<u>126.00</u>	<u>126.00</u>
	TOTAL	\$ 16,419,844	\$ 16,813,336	\$ 18,772,409	\$ 18,772,409	126.00	126.00	126.00	126.00

FORT WORTH



FUND STATEMENT

FUND:

INFORMATION SYSTEMS FUND

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

IT Solutions is responsible for coordinating all information technology resources to support the strategic vision of the City of Fort Worth to provide quality service to the community. This coordination of information technology resources is accomplished through such services as administrative support, technical services, software applications development and acquisition, and telecommunications.

In FY2004-05, the department began distributing most IT technology expenses to City departments in the form of allocations based on usage.

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
2005-06**

REVENUES:

Computing Services	\$14,228,246
Telephone Services	3,889,381
Radio Services	2,126,952
External Customer Revenue	654,000
Equipment Loan Proceeds	<u>1,230,365</u>
TOTAL REVENUE	\$22,128,944

EXPENDITURES:

Personal Services	\$9,172,315
Supplies	720,602
Contractual Services	<u>10,505,662</u>
TOTAL RECURRING EXPENSES	\$20,398,579

CAPITAL OUTLAY:

Capital Outlay	<u>\$1,230,365</u>
TOTAL CAPITAL OUTLAY	\$1,230,365
TOTAL EXPENDITURES	\$21,628,944

**PROJECTED
UNRESERVED RETAINED EARNINGS
INFORMATION SYSTEMS FUND**

Unreserved retained earnings as of 9/30/05 *	(\$296,267)
Plus: Projected Revenues	\$22,128,944
Less: Projected Expenditures	(\$21,628,944)
Unreserved retained earnings as of 9/30/06	\$203,733

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

**COMPARISON OF INFORMATION SYSTEMS FUND
EXPENDITURES**

	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05	RE-ESTIMATE 2004-05	ADOPTED 2005-06
Administration	\$486,489	\$732,674	\$848,215	\$878,635	\$921,978
Security	503,025	699,542	816,417	946,783	1,165,675
Infrastructure	3,488,052	2,456,755	2,776,858	3,267,893	3,743,625
Finance	871,395	742,343	730,761	701,444	683,421
Operations	2,509,681	3,487,391	3,518,479	3,457,653	4,643,243
Communications	5,141,502	6,133,256	6,477,169	5,921,331	6,867,559
Customer Service	1,601,170	1,008,763	1,264,836	1,301,642	1,469,599
Department Overhead	<u>311,244</u>	<u>266,433</u>	<u>280,536</u>	<u>280,536</u>	<u>2,133,844</u>
TOTAL	\$15,209,027	\$15,527,157	\$16,713,271	\$16,755,917	\$21,628,944

FORT WORTH



**COMPARISON OF INFORMATION SYSTEMS FUND
REVENUES**

	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05	RE-ESTIMATE 2004-05	ADOPTED 2005-06
Coin Phone Commission	\$628	\$0	\$0	\$0	\$0
Gain/Loss on Assets	143,180	0	0	0	0
Computing Services	4,823,635	10,273,244	11,099,807	11,122,007	14,228,246
Telephone Services	3,709,335	3,940,218	4,260,902	3,694,221	3,889,381
Radio Services	1,796,539	1,457,632	1,341,131	1,343,813	2,126,952
Software Based Charges	5,021,837	0	0	0	0
External Customers	634,859	634,859	620,000	621,240	654,000
Other Revenue	<u>38,033</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,230,365</u>
TOTAL	\$16,168,046	\$16,305,953	\$17,321,840	\$16,781,281	\$22,128,944

FORT WORTH



FUND BUDGET SUMMARY

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

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

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

The Finance and Contract Administration Group is responsible for all business-administrative functions, including IT Solutions billing and allocations, financial and budget management, procurement of information technology equipment and services for all City departments, and contract administration.

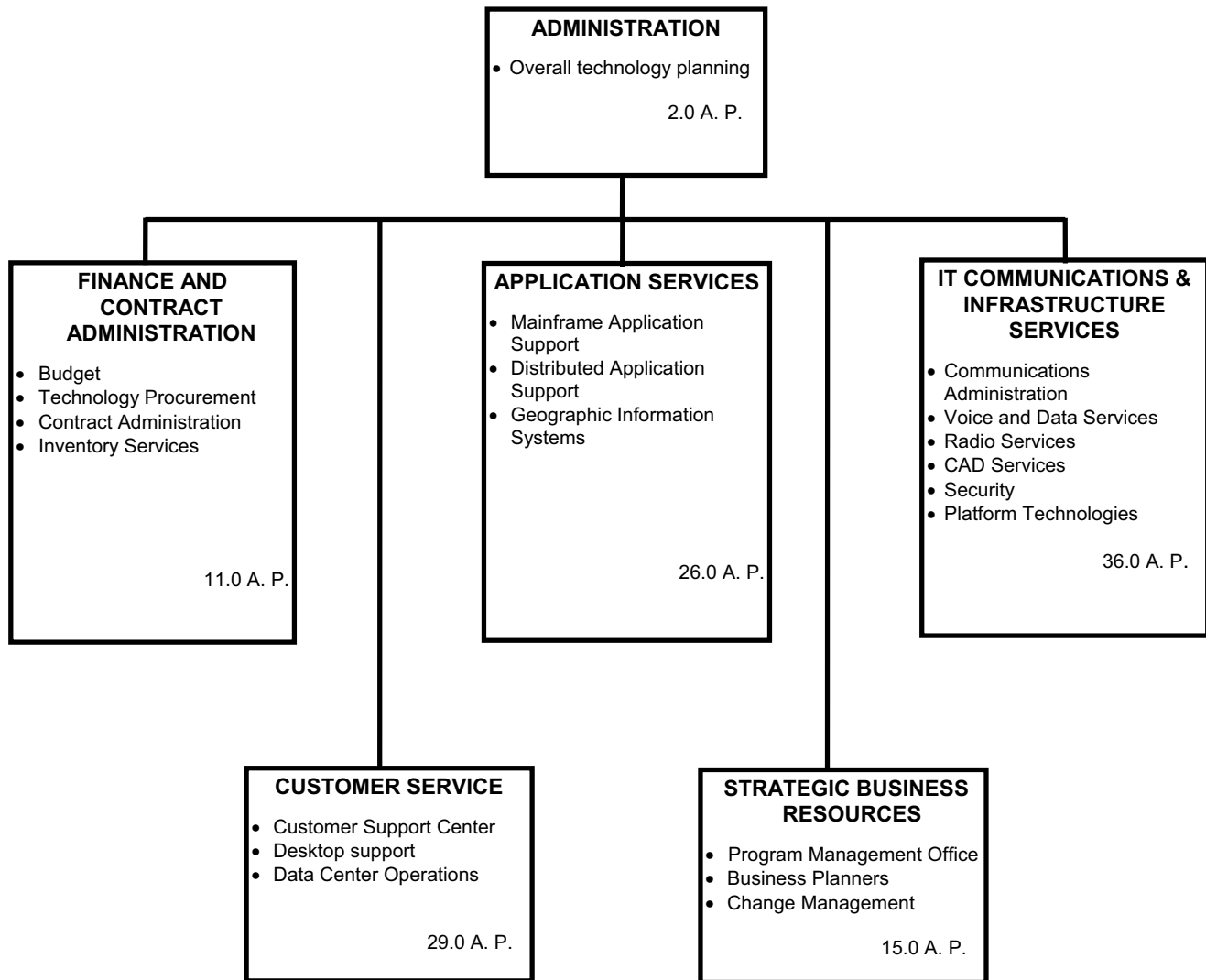
Application Services provides mainframe application support, distributed application support, and geographic information systems support.

The Communications and Infrastructure Group provides technical management and development of the City's telephone system, radio systems and the public safety Computer-Aided Dispatch system, information technology security, platform technology management, and technical management and development of the City's network infrastructure.

Customer Service 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. The division is also responsible for data center operations of the mainframe computer.

Allocations	Actual 2003-04	Adopted 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Personal Services	\$7,339,517	\$ 7,689,085	\$ 9,172,315	\$ 9,172,315
Supplies	606,347	626,227	720,602	720,602
Contractual	7,581,293	8,024,959	10,505,662	10,505,662
Capital Outlay	0	373,000	0	0
Debt Service	0	0	1,230,365	1,230,365
Total Expenditures	\$ 15,527,157	\$ 16,713,271	\$ 21,628,944	\$ 21,628,944
Authorized Positions	100.00	111.00	119.00	119.00

INFORMATION SYSTEMS FUND - 119.0 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT: INFORMATION SYSTEMS FUND	FUND/CENTER PI68/0041000:0049000
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CHANGES FROM 2004-05 ADOPTED TO 2005-06 ADOPTED

2004-05 ADOPTED:	\$16,713,271	A.P.	111.0
2005-06 ADOPTED:	\$21,628,944	A.P.	119.0

A) The adopted budget increases by \$919,288 for salaries of regular employees which is based on the projected compensation plan for FY2005-06 and the addition of eight positions. These positions are added to improve management of specific programs and enhance overall customer support.

B) The adopted budget increases by \$1,230,365 reflecting the change in the process to acquire computers for City use. IT Solutions will purchase the equipment and act as the lessor to the Departments instead of the direct lease from vendors as was done in past years.

C) The adopted budget increases by \$440,635 for claims/lawsuit transfers based on funding levels needed for FY2005-06.

D) The adopted budget increases by \$700,000 in base telephone charges to account for costs associated with the 392 conversion.

E) The adopted budget increases by \$249,093 for mainframe lease/maintenance costs. The increase is based on the funding level needed for FY2005-06 to cover expiring leases and maintenance on older equipment.

F) The adopted budget increases by \$262,075 for software maintenance and warranties to cover some equipment with expiring warranties and core licenses.

G) The adopted budget increases by \$196,006 for contribution to employee retirement based on the numbers and salaries of positions in the adopted budget.

H) The adopted budget increases by \$159,308 for decreased salary savings which more closely matches historical figures on vacancies and FY2004-05 re-estimates.

I) The adopted budget decreases by (\$373,000) to reflect work completed or to be completed in FY2004-05 on SIMS radio upgrades and the Call Center switch conversion.

FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT:
INFORMATION SYSTEMS FUND

DEPARTMENT PURPOSE

We are a business partner connecting city departments and the community through innovative technology to achieve the City's strategic goals.

FY2005-06 DEPARTMENTAL OBJECTIVES

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

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

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

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

To have good or excellent customer satisfaction for equipment installation and desktop support in excess of 95% of the time at a cost not to exceed budgeted levels

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

DEPARTMENTAL MEASURES	ACTUAL 2003-04	ESTIMATED 2004-05	PROJECTED 2005-06
Applications on-line availability	>99%	>99%	>99%
Mobile Data System availability	>99%	>99%	>99%
Customer satisfaction with equipment installation	90%	86%	86%
Good/Excellent customer satisfaction with desktop support	97%	96%	96%
First Call Resolution Rate >= 70%	80%	70%	70%

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06	Adopted Budget 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Center	Center Description								
	<u>ADMINISTRATION AND IT SECURITY</u>								
0041000	ADMINISTRATION	\$ 732,674	\$ 848,215	\$ 921,978	\$ 921,978	7.00	2.00	2.00	2.00
	Sub-Total	<u>\$ 732,674</u>	<u>\$ 848,215</u>	<u>\$ 921,978</u>	<u>\$ 921,978</u>	<u>7.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
	<u>IT SECURITY</u>								
0041100	IT SECURITY	\$ 699,542	\$ 816,417	\$ 1,165,675	\$ 1,165,675	0.00	3.00	6.00	6.00
	Sub-Total	<u>\$ 699,542</u>	<u>\$ 816,417</u>	<u>\$ 1,165,675</u>	<u>\$ 1,165,675</u>	<u>0.00</u>	<u>3.00</u>	<u>6.00</u>	<u>6.00</u>
	<u>INFRASTRUCTURE</u>								
0043010	PLATFORM TECHNOLOGIES	\$ 1,119,294	\$ 1,265,133	\$ 1,618,094	\$ 1,618,094	8.00	5.00	5.00	5.00
0043020	DATA CENTER OPERATIONS	1,337,461	1,511,725	2,125,531	2,125,531	10.00	11.00	11.00	11.00
	Sub-Total	<u>\$ 2,456,765</u>	<u>\$ 2,776,858</u>	<u>\$ 3,743,625</u>	<u>\$ 3,743,625</u>	<u>18.00</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>
	<u>FINANCE</u>								
0044000	FINANCE & CONTRACT ADMINISTRATION	\$ 742,343	\$ 730,761	\$ 683,421	\$ 683,421	11.00	12.00	11.00	11.00
	Sub-Total	<u>\$ 742,343</u>	<u>\$ 730,761</u>	<u>\$ 683,421</u>	<u>\$ 683,421</u>	<u>11.00</u>	<u>12.00</u>	<u>11.00</u>	<u>11.00</u>
	<u>OPERATIONS</u>								

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06	Adopted Budget 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Center	Center Description								
0045000	STRATEGIC BUSINESS RESOURCES	\$ 921,656	\$ 929,872	\$ 1,667,037	\$ 1,667,037	0.00	11.00	15.00	15.00
0045010	MAINFRAME APPLICA- TIONS	669,884	675,815	832,019	832,019	13.00	6.00	7.00	7.00
0045020	DISTRIBUTED APPLICA- TIONS	909,517	917,625	1,113,741	1,113,741	0.00	10.00	10.00	10.00
0045050	GEOGRAPHIC INFOR- MATION SERVICES	986,374	995,167	1,030,446	1,030,446	8.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 3,487,391</u>	<u>\$ 3,518,479</u>	<u>\$ 4,643,243</u>	<u>\$ 4,643,243</u>	<u>21.00</u>	<u>36.00</u>	<u>41.00</u>	<u>41.00</u>
	<u>COMMUNICATIONS</u>								
0046000	IT COMMUNICATIONS SERVICES GROUP	\$ 331,933	\$ 354,721	\$ 372,247	\$ 372,247	2.00	3.00	3.00	3.00
0046010	VOICE & DATA SER- VICES	3,821,205	4,083,541	4,234,257	4,234,257	10.00	10.00	10.00	10.00
0046020	RADIO SERVICES	1,669,178	1,783,771	1,886,828	1,886,828	10.00	10.00	10.00	10.00
0046030	INVENTORY SERVICES	72,195	0	0	0	2.00	0.00	0.00	0.00
0046040	CAD SERVICES	238,745	255,136	374,227	374,227	1.00	2.00	2.00	2.00
	Sub-Total	<u>\$ 6,133,256</u>	<u>\$ 6,477,169</u>	<u>\$ 6,867,559</u>	<u>\$ 6,867,559</u>	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>
	<u>FINANCE/ADMINISTRA- TION</u>								

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06	Adopted Budget 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Center	Center Description								
0047000	ADMINISTRATION/ FINANCE	\$ 0	\$ 0	\$ 0	\$ 0	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 0</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>CUSTOMER SERVICE</u>								
0048000	CUSTOMER SUPPORT CENTER	\$ 1,008,763	\$ 609,208	\$ 782,236	\$ 782,236	18.00	8.00	9.00	9.00
0048001	DESKTOP SUPPORT	0	655,628	687,363	687,363	0.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 1,008,763</u>	<u>\$ 1,264,836</u>	<u>\$ 1,469,599</u>	<u>\$ 1,469,599</u>	<u>18.00</u>	<u>17.00</u>	<u>18.00</u>	<u>18.00</u>
	<u>DEPT OVERHEAD</u>								
0049000	DEPT OVERHEAD	\$ 266,433	\$ 280,536	\$ 2,133,844	\$ 2,133,844	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 266,433</u>	<u>\$ 280,536</u>	<u>\$ 2,133,844</u>	<u>\$ 2,133,844</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 15,527,157	\$ 16,713,271	\$ 21,628,944	\$ 21,628,944	100.00	111.00	119.00	119.00

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

The Fiscal and Business Service Delivery Group is responsible for overall departmental administrative operations, contract administration, network and technology services, public information services and coordination of administrative and fiscal activities among all department service groups.

The Construction Service Delivery Group provides for laboratory testing of construction materials and construction inspection services to ensure compliance with approved construction plans, specifications and contract documents. Real Property Services is part of this division and 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. Survey Services is also part of this division and is responsible for providing preliminary survey, construction staking, easement description services, as well as real property surveys for platting.

The Engineering Service Delivery Group consists of several sections that provide engineering services for a broad array of programs. These programs include street reconstruction (CIP); development plan review; water and sanitary sewer pipeline rehabilitation, replacement and extensions; and airport and park improvements. These programs may use in-house design teams or be contracted out to private consultants based on resource availability and response time required. The private utility coordination function is also provided through this service group and is available for use by other departments managing their own design processes. Consistent with the Engineering Department's charter, resources may shift from one program to another depending on work demands. The Mapping Section within this service group 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 Staff Development Service Delivery Group is responsible for the Engineering Co-op Program, professional development, staff recruitment and process analysis and tracking.

FORT WORTH



**ENGINEERING SERVICES FUND BUDGET SUMMARY
FISCAL YEAR
2005-06**

REVENUES:

Surplus Management Fees	\$85,000
Transfer from Water and Sewer Operating Fund	10,000
Transfer from Lake Worth Trust Fund	171,988
Parks & Community Services Gen Fund	39,923
T/PW General Fund Programs	335,065
Aviation Capital Projects	75,000
T/PW Capital Projects	3,455,913
Water Capital Projects	5,280,708
Wastewater Capital Projects	3,083,409
Receipts from Other Funds	85,791
Contract Street Maintenance	707,000
Environmental Services	408,000
Gas Lease Admin Fees	60,000
Miscellaneous Revenues	46,000
	46,000
TOTAL REVENUE	\$13,843,797

OTHER FINANCING SOURCES:

TOTAL REVENUE AND OTHER FINANCING SOURCES	\$13,843,797
--	---------------------

EXPENDITURES:

Personal Services	\$11,333,949
Supplies	456,040
Contractual Services	<u>1,707,808</u>
TOTAL RECURRING EXPENSES	\$13,497,797

CAPITAL OUTLAY:

Capital Outlay	<u>\$346,000</u>
TOTAL CAPITAL OUTLAY	\$346,000
TOTAL EXPENDITURES	\$13,843,797

**PROJECTED
UNRESERVED RETAINED EARNINGS
ENGINEERING FUND**

Unreserved retained earnings as of 9/30/05 *	\$1,964,380
Plus: Projected Revenues	\$13,843,797
Less: Projected Expenditures	(\$13,843,797)
Unreserved retained earnings as of 9/30/06	\$1,964,380
Revised unreserved retained earnings as of 9/30/06	\$1,964,380

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

**COMPARISON OF ENGINEERING SERVICES FUND
EXPENDITURES**

	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05	RE-ESTIMATE 2004-05	ADOPTED 2005-06
Engineering Services	<u>\$9,351,747</u>	<u>\$10,035,715</u>	<u>\$12,302,348</u>	<u>\$12,287,020</u>	<u>\$13,843,797</u>
TOTAL	\$9,351,747	\$10,035,715	\$12,302,348	\$12,287,020	\$13,843,797

FORT WORTH



**COMPARISON OF ENGINEERING SERVICES FUND
REVENUES**

	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05	RE-ESTIMATE 2004-05	ADOPTED 2005-06
General Fund Real Prop Svcs	\$106,709	13,076	\$0	\$0	\$0
Transfer from Water and Sewer Operating Fund	165,366	18,140	30,000	3,471	10,000
Transfer from Lake Worth Trust Fund	201,441	233,759	231,000	133,601	171,988
Parks & Community Services Capital Projects-GF	89,025	59,845	39,923	42,009	39,923
T/PW General Fund Programs	272,664	256,993	235,000	240,701	335,065
Environmental Services	3,804	5,302	214,885	47,822	408,000
Aviation Capital Projects	88,057	56,818	75,000	47,859	75,000
T/PW Capital Projects	2,169,972	2,428,376	3,082,478	3,573,538	3,455,913
Water Capital Projects	3,268,060	3,333,747	3,972,625	3,404,447	5,280,708
Wastewater Capital Projects	2,744,909	2,775,657	2,794,387	3,323,920	3,083,409
Receipts from Other Funds	147,846	95,226	110,000	102,518	85,791
Contract Street Maintenance	633,635	683,133	973,359	900,408	707,000
Surplus Management Fees	\$0	\$180,681	\$100,000	\$57,501	\$85,000
Gas Lease Admin Fees	\$0	\$0	\$0	\$60,000	\$60,000
Miscellaneous Revenues	<u>123,552</u>	<u>91,981</u>	<u>65,342</u>	<u>74,686</u>	<u>46,000</u>
Sub-Total	9,908,331	10,232,734	\$11,923,999	\$12,012,481	\$13,843,797
Use of Fund Balance	\$0	\$0	\$378,349	\$289,867	\$0
TOTAL	\$9,908,331	\$10,232,734	\$12,302,348	\$12,302,348	\$13,843,797

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

ENGINEERING SERVICES FUND

FUND/CENTER

PI19/0301000:0307010

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 most water, sewer, storm drain, sidewalk, and other infrastructure improvement projects.

The Fiscal and Business Service Delivery Group is responsible for overall departmental administrative operations, contract administration, network and technology services, public information services and coordination of fiscal activities within the department.

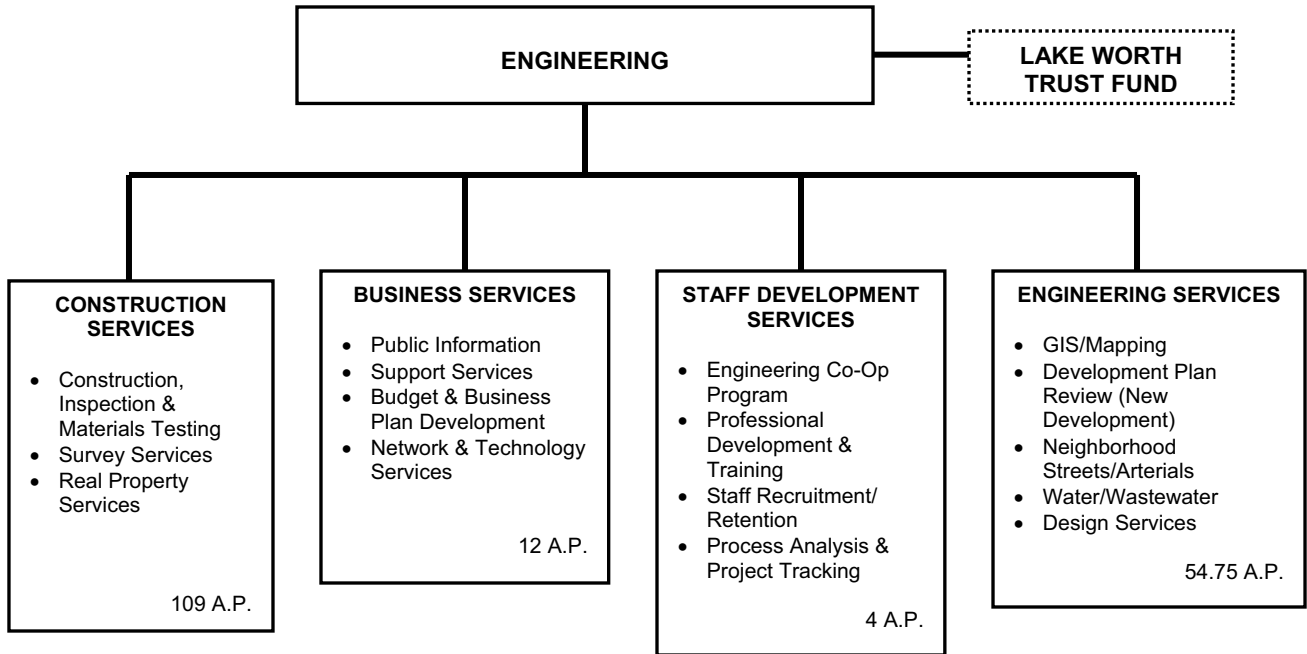
The Construction Service Delivery Group provides quality control and construction inspection services for most City projects to ensure compliance with approved plans, specifications, and contract documents. Real Property is responsible for the purchase, sale or lease of real property on behalf of all City departments. It also manages Lake Worth properties and the associated Lake Worth Trust Fund. Surveying Services provides preliminary survey and design, construction staking and easement description services, as well as real property surveys for platting.

The Engineering Service Delivery Group consists of several sections that provide engineering services for a broad array of programs. These programs include street reconstruction (CIP), development plan review, water and sanitary sewer pipeline rehabilitation, replacement and extensions, airport and park improvements. The private utility coordination function is also provided through this service group and is available for use by other departments managing their own design processes. The Mapping Section, within the service group, 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 Staff Development Service Delivery Group is responsible for the Engineering Co-Op Program, professional development, staff recruitment and process analysis and tracking.

Allocations	Actual 2003-04	Adopted 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Personal Services	\$ 8,424,608	\$ 10,140,503	\$ 11,333,949	\$ 11,333,949
Supplies	450,231	435,280	456,040	456,040
Contractual	1,160,876	1,361,065	1,707,808	1,707,808
Capital Outlay	0	365,500	346,000	346,000
Total Expenditures	\$ 10,035,715	\$ 12,302,348	\$ 13,843,797	\$ 13,843,797
Authorized Positions	154.75	175.75	179.75	179.75

ENGINEERING SERVICES FUND – 179.75 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER
ENGINEERING SERVICES FUND	PI19/0301000:0307010

CHANGES FROM 2004-05 ADOPTED TO 2005-06 ADOPTED

2004-05 ADOPTED:	\$12,302,348	A.P.	175.75
2005-06 ADOPTED:	\$13,843,797	A.P.	179.75

- A) The adopted budget increases by \$822,431 for salaries of regular employees based on the compensation plan for FY2005-06 and the addition of four new Construction Inspector positions. These positions are added to allow inspectors to spend at least two hours a day on assigned inspection projects.
- B) The adopted budget increases by \$152,000 for anticipated facility rental costs to house the Inspection Services Group and the Survey Services Group.
- C) The adopted budget increases by \$130,240 for scheduled temporary costs that are anticipated in FY2005-06.
- D) The adopted budget increases by \$101,607 for IT Solutions charges due to the increased cost of providing communications and technology services across the City.
- E) The adopted budget increases by \$98,044 for contributions to employee retirement, which is calculated as a percentage of salary costs.
- F) The adopted budget increases by \$93,571 for terminal leave due to anticipated retirements in FY2005-06.
- G) The adopted budget decreases by (\$83,000) due to less specialized equipment needed for the department for FY2005-06.
- H) The adopted budget increases by \$67,730 for overtime costs based on historical and anticipated work-loads in FY2005-06.
- I) The adopted budget increases by \$65,364 due to a decrease in salary savings. This change will more appropriately reflect the anticipated vacancy rate in FY2005-06.
- J) The adopted budget increases by \$63,500 for recommended replacement vehicles for FY2005-06.

FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT:
ENGINEERING, ENGINEERING SERVICES FUND

DEPARTMENT PURPOSE

To build, restore and revitalize our community.

FY2005-06 DEPARTMENTAL OBJECTIVES

To maintain an average cost of service of 20% of the total cost of construction for all capital projects requiring full engineering related services.

To maintain a gross change order rate of less than 2% of construction cost, excluding changes in scope (national average 3%-6%).

To complete the initial review of developer projects within 25 working days or less, for 95% of the projects submitted.

To prepare/map 24,000 datapoints per year for infrastructure maps using GIS mapping technologies.

To provide an average of two hours per day of inspection on City-initiated and developer projects.

To provide an initial response within one hour of receipt for 100% of citizen construction concern calls received.

DEPARTMENTAL MEASURES	ACTUAL 2003-04	ESTIMATED 2004-05	PROJECTED 2005-06
Average cost of service	20%	20%	20%
Preliminary survey and design	N/A	2%	2%
Project management	N/A	2%	2%
Construction survey and Inspection	5%	2% / 6%	2% / 6%
Materials testing	1%	1%	1%
Gross change order rate	1%	2%	2%
Infrastructure plan review rate	N/A	99%	99%
Datapoints mapped	25,539	24,000	24,000
% response to citizen construction calls	100%	100%	100%

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT ENGINEERING DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19	ENGINEERING SERVICES FUND	Actual Expenditures 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06	Adopted Budget 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Center	Center Description								
	<u>ENGINEERING ADMINISTRATION DIVISION</u>								
0301000	ADMINISTRATION	\$ 1,117,382	\$ 946,703	\$ 934,511	\$ 934,511	11.00	12.00	12.00	12.00
	Sub-Total	<u>\$ 1,117,382</u>	<u>\$ 946,703</u>	<u>\$ 934,511</u>	<u>\$ 934,511</u>	<u>11.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>
	<u>CONSTRUCTION DIVISION</u>								
0302010	INSPECTION & SURVEY SECTION	\$ 3,682,225	\$ 4,480,752	\$ 5,294,548	\$ 5,294,548	51.00	60.00	64.00	64.00
0302030	LABORATORY SECTION	484,731	502,075	549,978	549,978	9.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 4,166,957</u>	<u>\$ 4,982,827</u>	<u>\$ 5,844,526</u>	<u>\$ 5,844,526</u>	<u>60.00</u>	<u>69.00</u>	<u>73.00</u>	<u>73.00</u>
	<u>ENGINEERING SERVICES</u>								
0303020	DESIGN SERVICES	\$ 1,983,170	\$ 2,674,908	\$ 2,977,316	\$ 2,977,316	32.00	39.00	38.00	38.00
0303030	MAPPING SERVICES	988,331	1,146,248	1,193,808	1,193,808	16.00	17.00	16.75	16.75
	Sub-Total	<u>\$ 2,971,502</u>	<u>\$ 3,821,156</u>	<u>\$ 4,171,124</u>	<u>\$ 4,171,124</u>	<u>48.00</u>	<u>56.00</u>	<u>54.75</u>	<u>54.75</u>
	<u>SURVEY DIVISION</u>								
0305010	SURVEY SECTION	\$ 1,064,870	\$ 1,395,216	\$ 1,542,863	\$ 1,542,863	21.00	22.00	22.00	22.00
	Sub-Total	<u>\$ 1,064,870</u>	<u>\$ 1,395,216</u>	<u>\$ 1,542,863</u>	<u>\$ 1,542,863</u>	<u>21.00</u>	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT ENGINEERING DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19	ENGINEERING SERVICES FUND	Actual Expenditures 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06	Adopted Budget 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Center	Center Description								
0306010	<u>REAL PROPERTY</u> REAL PROPERTY SERVICES	\$ 715,005	\$ 867,914	\$ 1,033,994	\$ 1,033,994	15.00	14.00	14.00	14.00
	Sub-Total	<u>\$ 715,005</u>	<u>\$ 867,914</u>	<u>\$ 1,033,994</u>	<u>\$ 1,033,994</u>	<u>15.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>
0307010	<u>STAFF DEVELOPMENT</u> STAFF DEVELOPMENT	\$ 0	\$ 288,532	\$ 316,779	\$ 316,779	0.00	3.00	4.00	4.00
	Sub-Total	<u>\$ 0</u>	<u>\$ 288,532</u>	<u>\$ 316,779</u>	<u>\$ 316,779</u>	<u>0.00</u>	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>
	TOTAL	\$ 10,035,715	\$ 12,302,348	\$ 13,843,797	\$ 13,843,797	154.75	175.75	179.75	179.75

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. Since FY2003-04, the Print Shop has produced both banners and street signs on a limited basis 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 eliminate the in-house Reprographics Department and send all work to outside vendors. These studies concluded that the in-house operation is more cost-effective and efficient because Office Services' prices are competitive or below market rates, and the turnaround time is shorter. In addition, the in-house shop employees recognize the sensitivity of City jobs, such as Mayor and Council Communications and the proposed and adopted budgets. These documents contain information that should be confidential until printed and distributed to the City Council.

FORT WORTH



**OFFICE SERVICES FUND BUDGET SUMMARY
FISCAL YEAR
2005-06**

REVENUES:

Errands	\$3,600
Interest Earned - Office Services	11,700
Gain/Loss On Assets	4,500
Invoice Entry	23,585
Kodak Printing	196,994
Labor - Inter-Departmental Billing	353,342
Mail and Messenger	31,740
Miscellaneous Revenue	148,772
Office Copy Charges	960,329
Postage	135,015
Printing	68,444
Rush - Inter-Departmental Billing	3,800
Sale of Business Cards	29,617
Supplies - Inter-Departmental Billing	373,114
Fax Revenue-Office Services	100
Translation Services	<u>1,000</u>
TOTAL REVENUE	\$2,345,652

OTHER FINANCING SOURCES:

Use of Fund Balance	<u>\$15,423</u>
TOTAL REVENUE AND OTHER FINANCING RESOURCES	\$2,361,075

EXPENDITURES:

Personal Services	\$879,470
Supplies	308,533
Contractual Services	<u>1,157,649</u>
TOTAL RECURRING EXPENSES	\$2,345,652

DEBT SERVICE AND CAPITAL OUTLAY: \$15,423

TOTAL EXPENDITURES **\$2,361,075**

**PROJECTED
UNRESERVED RETAINED EARNINGS
OFFICE SERVICES FUND**

Unreserved retained earnings as of 9/30/05 *	\$130,475
Plus: Projected Revenues	\$2,345,652
Less: Projected Expenditures	(\$2,361,075)
Unreserved retained earnings as of 9/30/06	\$115,052
Unreserved retained earnings as of 9/30/06	\$115,052

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

**COMPARISON OF OFFICE SERVICES FUND
EXPENDITURES**

	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05	RE-ESTIMATE 2004-05	ADOPTED 2005-06
Print Shop	\$1,725,009	\$1,704,576	\$1,655,586	\$1,662,890	\$1,712,606
Graphics	222,888	213,256	256,073	211,673	250,795
Mailroom	<u>342,360</u>	<u>327,910</u>	<u>387,912</u>	<u>334,065</u>	<u>397,674</u>
Total	\$2,290,257	\$2,245,742	\$2,299,571	\$2,208,628	\$2,361,075

FORT WORTH



**COMPARISON OF OFFICE SERVICES FUND
REVENUES**

	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05	RE-ESTIMATE 2004-05	ADOPTED 2005-06
Interest On Investments	\$9,236	\$9,186	\$11,700	\$5,079	\$11,700
Unrealized Gain	8,899	6,488	0	0	0
Gain/Loss On Assets	7,437	7,437	0	0	4,500
Postage	134,876	135,143	134,960	138,575	135,015
Office Copy Charges	866,891	919,239	955,786	927,330	960,329
Fax Revenue-Office Service	38	225	0	0	100
Mail And Messenger Service	28,655	28,370	30,089	28,701	31,740
Misc Revenue	140,749	155,801	142,000	146,292	148,772
Business Cards	22,700	27,413	28,617	26,211	29,617
Translation Services	0	0	1,000	0	1,000
Invoice Entry	18,025	17,370	25,560	17,400	23,585
Printing	36,102	45,253	66,945	19,963	68,444
Labor - IDB Revenue	318,704	264,384	321,406	368,977	353,342
Rush - IDB Revenue	2,896	2,330	2,800	1,001	3,800
Supplies - IDB Revenue	338,585	322,711	372,614	317,439	373,114
Errands	2,450	669	3,600	569	3,600
Printing Kodak	189,037	175,704	195,994	203,515	196,994
Photography	0	0	6,500	0	0
Xfers FM Fund FE71	<u>8,035</u>	<u>8,035</u>	<u>0</u>	<u>0</u>	<u>0</u>
Sub-Total	\$2,133,315	\$2,125,758	\$2,299,571	\$2,201,052	\$2,345,652
Use of Fund Balance	<u>\$156,942</u>	<u>\$119,984</u>	<u>\$0</u>	<u>\$7,576</u>	<u>\$15,423</u>
Total	\$2,290,257	\$2,245,742	\$2,299,571	\$2,208,628	\$2,361,075

FORT WORTH



FUND BUDGET SUMMARY

DEPARTMENT:

FUND/CENTER

NON-DEPARTMENTAL: REPROGRAPHICS

PI60/0901310:0901330

SUMMARY OF FUND RESPONSIBILITIES:

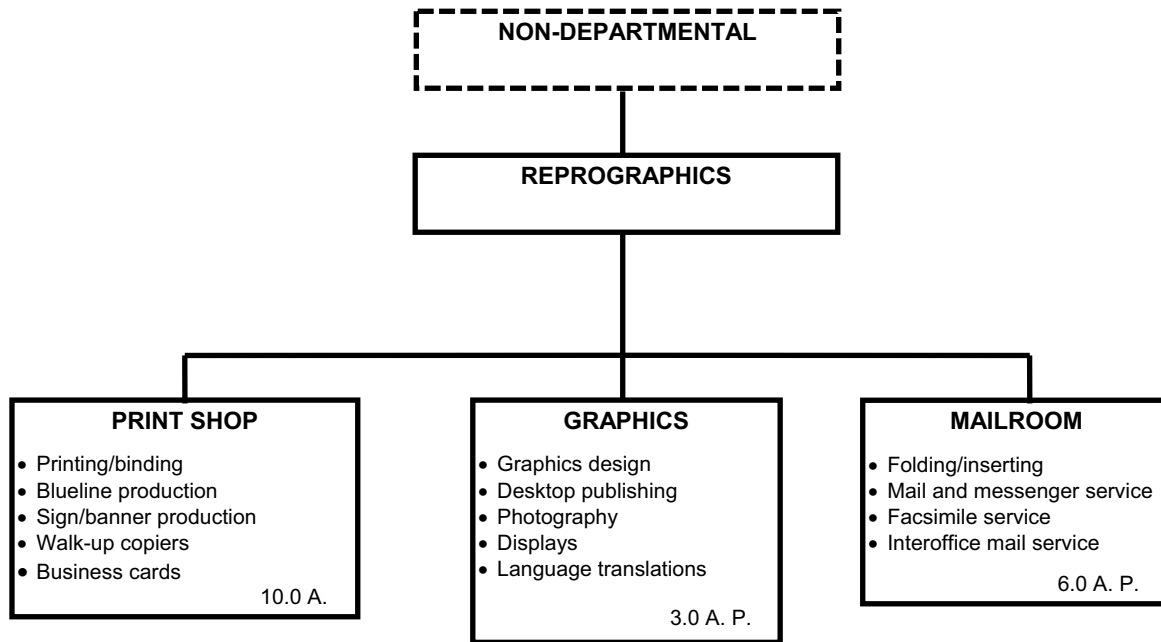
The Office Services Fund consists of three divisions: the Print Shop, Graphics, and the Mailroom. The Print Shop is responsible for typesetting, printing, binding, engineering copy production, small scale sign and banner production, and walk-up copier service.

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 2003-04	Adopted 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Personal Services	\$ 802,295	\$ 855,182	\$ 879,470	\$ 879,470
Supplies	302,485	305,811	308,533	308,533
Contractual	1,140,961	1,138,577	1,157,649	1,157,649
Capital Outlay	0	0	15,423	15,423
Total Expenditures	\$ 2,245,742	\$ 2,299,570	\$ 2,361,075	\$ 2,361,075
Authorized Positions	19.00	19.00	19.00	19.00

OFFICE SERVICES FUND - 19.0 A. P.



SIGNIFICANT BUDGET CHANGES

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

CHANGES FROM 2004-05 ADOPTED TO 2005-06 ADOPTED

2004-05 ADOPTED:	\$2,299,570	A.P.	19.0
2005-06 ADOPTED:	\$2,361,075	A.P.	19.0

- A) The adopted budget increases by \$45,680 for miscellaneous rent charges for the new copier contract for FY2005-06.
- B) The adopted budget increases by \$29,356 for salaries of regular employees based on the FY2005-06 compensation plan.
- C) The adopted budget decreases by (\$15,656) for administrative service charges for FY2005-06.
- D) The adopted budget increases by \$15,423 for lab and shop equipment costs for a new digital postal meter machine. This new machine must be purchased due to the fact that the U.S. Postal Service will no longer support current postal meter technology.
- E) The adopted budget decreases by (\$12,500) for outside printing and binding costs based on historical expenditures.
- F) The adopted budget increases by \$8,425 for IT Solutions charges due to the increased cost of providing communications and technology services across the City.
- G) The adopted budget decreases by (\$8,395) for other contractual services costs due to the non-use of foreign translation services by outside departments.

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.

FY2005-06 DEPARTMENTAL OBJECTIVES

To attain excellent customer satisfaction ratings in Print and Graphics shop turnaround.

To attain excellent customer satisfaction ratings in Reprographics' overall service.

To save City dollars on in-plant printing versus outsourcing to private industry.

To save City dollars by sending mail to presort company.

To meet or exceed the in-plant national average of \$65,000 per employee revenue to ensure proper staffing levels and equipment usage.

DEPARTMENTAL MEASURES	ACTUAL 2003-04	ESTIMATED 2004-05	PROJECTED 2005-06
Percentage of customers rating print and graphics turnaround as excellent	97%	96%	98%
Percentage rating overall satisfaction with Reprographics' services as excellent	95%	96%	97%
Percentage of savings with inplant printing over outsourcing	37%	37%	37%
Number of dollars saved by sending mail to presort firm	\$116,136	\$134,537	\$134,537
Revenue per employee compared to avg.	\$108,000	\$107,909	\$109,100

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT NON-DEPARTMENTAL		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI60 OFFICE SERVICES FUND		Actual Expenditures 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06	Adopted Budget 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Center	Center Description								
	<u>PUBLIC INFORMATION</u>								
0901310	PRINT SHOP	\$ 1,704,576	\$ 1,655,586	\$ 1,712,606	\$ 1,712,606	9.00	10.00	10.00	10.00
0901320	GRAPHICS	213,256	256,073	250,796	250,796	4.00	3.00	3.00	3.00
0901330	MAILROOM	327,910	387,912	397,674	397,674	6.00	6.00	6.00	6.00
	Sub-Total	<u>\$ 2,245,742</u>	<u>\$ 2,299,570</u>	<u>\$ 2,361,075</u>	<u>\$ 2,361,075</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>
	TOTAL	\$ 2,245,742	\$ 2,299,570	\$ 2,361,075	\$ 2,361,075	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 determined 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 manages the Temporary Labor Fund, which is responsible for recruiting and referring qualified applicants to fill City departments' temporary staffing needs. The service allows departments to operate at maximum efficiency during peak workload periods, vacation periods, extended leaves of absence and under other circumstances that create temporary staffing challenges.

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

Departments utilizing Temporary Labor's services are billed by the Fund for the temporary employee's salary and all associated administrative costs. There are, on average, 65 to 70 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
2005-06**

REVENUES:

Labor Charges	<u>\$1,047,787</u>
TOTAL REVENUE	\$1,047,787

EXPENDITURES:

Personal Services	\$988,816
Supplies	700
Contractual Services	<u>20,703</u>
TOTAL EXPENDITURES	\$1,010,219

**PROJECTED
UNRESERVED RETAINED EARNINGS
TEMPORARY LABOR FUND**

Unreserved retained earnings as of 9/30/05 *	\$280,558
Plus: Projected Revenues	\$1,047,787
Less: Projected Expenditures	(\$1,010,219)
Unreserved retained earnings as of 9/30/06	\$318,126

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

COMPARISON OF TEMPORARY LABOR FUND
EXPENDITURES

	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05	RE-ESTIMATE 2004-05	ADOPTED 2005-06
Temporary Labor Services	<u>\$1,074,622</u>	<u>\$1,200,547</u>	<u>\$1,002,378</u>	<u>\$1,241,829</u>	<u>\$1,010,219</u>
Total	\$1,074,622	\$1,200,547	\$1,002,378	\$1,241,829	\$1,010,219

FORT WORTH



**COMPARISON OF TEMPORARY LABOR FUND
REVENUES**

	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05	RE-ESTIMATE 2004-05	ADOPTED 2005-06
Labor Charges	\$909,728	\$1,049,980	\$835,925	\$1,061,311	\$835,925
Labor Overhead	<u>228,142</u>	<u>231,456</u>	<u>211,862</u>	<u>223,390</u>	<u>211,862</u>
TOTAL	\$1,137,870	\$1,281,436	\$1,047,787	\$1,284,701	\$1,047,787

FORT WORTH



FUND BUDGET SUMMARY

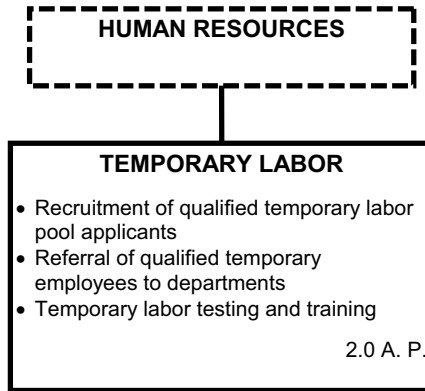
DEPARTMENT: TEMPORARY LABOR FUND	FUND/CENTER PI17/0140000
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SUMMARY OF FUND RESPONSIBILITIES:

The Temporary Labor Fund, with oversight by the Human Resources Department, provides temporary employees to meet the City's short-term labor needs. The Temporary Labor staff maintains a top-quality temporary labor pool to fill all City departmental requests. The Temporary Labor Fund ensures quality service by performing the pre-screening and testing of all applicants for temporary positions. The staff also functions as a liaison between City departments and the temporary labor pool, scheduling and coordinating the temporary employees in the most efficient and effective manner possible.

Allocations	Actual 2003-04	Adopted 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Personal Services	\$ 1,189,317	\$ 981,920	\$ 988,816	\$ 988,816
Supplies	310	700	700	700
Contractual	10,921	19,758	20,703	20,703
Total Expenditures	\$ 1,200,547	\$ 1,002,378	\$ 1,010,219	\$ 1,010,219
Authorized Positions	2.00	2.00	2.00	2.00

TEMPORARY LABOR FUND- 2.0 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT: TEMPORARY LABOR FUND	FUND/CENTER PI17/0140000
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CHANGES FROM 2004-05 ADOPTED TO 2005-06 ADOPTED

2004-05 ADOPTED:	\$1,002,378	A.P.	2.00
2005-06 ADOPTED:	\$1,010,219	A.P.	2.00

A) The adopted budget increases by \$5,703 for salaries of general employees due primarily to the FY2005-06 compensation plan.

B) The adopted budget increases by \$1,160 for medicare costs of scheduled temporaries based on current and anticipated usage of temporary labor for FY2005-06.

C) The adopted budget increases by \$928 for IT Solutions accounts due to the increased cost of providing communications and technology services across the City.

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.

FY2005-06 DEPARTMENTAL OBJECTIVES

To continue to provide temporary employees to meet department's short-term labor needs at a cost of 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 maintain the percentage of temporary labor pool workers who are offered full-time employment with the City.

DEPARTMENTAL MEASURES	ACTUAL 2003-04	ESTIMATED 2004-05	PROJECTED 2005-06
Percent Temporary Labor Fund costs below those of private agencies	30%	31%	30%
Number of days to fill temporary labor requests	3	3	3
Percent of temporary workers placed in authorized positions in City	44%	30%	30%

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI17 TEMPORARY LABOR FUND		Actual Expenditures 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06	Adopted Budget 2003-04	Adopted Budget 2004-05	Proposed Budget 2005-06	Adopted Budget 2005-06
Center	Center Description								
0140000	<u>HUMAN RESOURCES</u>								
	HUMAN RESOURCES	\$ 1,200,547	\$ 1,002,378	\$ 1,010,219	\$ 1,010,219	2.00	2.00	2.00	2.00
	Sub-Total	<u>\$ 1,200,547</u>	<u>\$ 1,002,378</u>	<u>\$ 1,010,219</u>	<u>\$ 1,010,219</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
	TOTAL	\$ 1,200,547	\$ 1,002,378	\$ 1,010,219	\$ 1,010,219	2.00	2.00	2.00	2.00

FORT WORTH

