

**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: James Heavy, Southside, Brennan, Water and Sewer, James Light, 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 FY2006-07 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**  
**2006-07**

**REVENUES:**

Equipment Maintenance Labor Costs	6,555,163
Fuel Costs and Overhead	7,675,029
Repair and Maintenance Parts	4,182,077
ESD Administrative Charge	2,031,750
Outside Repair and Maintenance	1,709,632
Other Charges	<u>356,407</u>
<b>TOTAL REVENUE</b>	<b>\$22,510,058</b>

**EXPENDITURES:**

Personal Services	\$7,272,582
Supplies	10,823,786
Contractual Services	<u>4,312,040</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$22,408,408</b>

**DEBT SERVICE AND CAPITAL OUTLAY:**

Capital Outlay	<u>\$101,650</u>
<b>TOTAL DEBT SERVICE AND CAPITAL OUTLAY</b>	<b>\$101,650</b>
<b>TOTAL EXPENDITURES</b>	<b>\$22,510,058</b>

**PROJECTED  
UNRESERVED FUND BALANCE  
EQUIPMENT SERVICES FUND**

Unreserved retained earnings as of 9/30/06 *	<b>(\$1,440,692)</b>
Plus: Projected Revenues	\$22,510,058
Less: Projected Expenditures	<b>(\$22,510,058)</b>
Unreserved retained earnings as of 9/30/07	<b>(\$1,440,692)</b>

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

**COMPARISON OF EQUIPMENT SERVICES FUND  
EXPENDITURES**

	<b>ACTUAL 2003-04</b>	<b>ACTUAL 2004-05</b>	<b>BUDGET 2005-06</b>	<b>RE-ESTIMATE 2005-06</b>	<b>ADOPTED 2006-07</b>
Administration	\$1,705,464	\$1,919,163	\$2,057,924	\$2,122,755	\$2,086,570
Equipment Materials	3,819,240	4,082,854	3,840,059	4,223,989	4,201,731
James Heavy (Formerly Harley)	1,738,836	1,833,858	1,990,830	1,831,005	1,821,357
Southside Service Center	746,474	831,822	869,476	923,064	918,200
Brennan Street	1,427,706	1,572,888	1,451,878	1,815,267	1,805,702
Water & Sewer Center	777,346	874,783	894,019	948,561	943,563
James Light (Formerly Downtown)	1,268,650	1,589,426	1,449,334	1,758,861	1,749,593
Fuel Services	269,033	238,398	585,741	421,652	419,430
Technical Services	253,749	268,442	324,192	305,216	303,608
Tire Shop	251,017	255,188	293,871	297,959	296,389
Parts & Fuel Inventory	4,162,330	5,568,774	5,015,085	7,980,969	7,938,915
Non-Departmental	<u>0</u>	<u>217,169</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>TOTAL</b>	<b>\$16,419,845</b>	<b>\$19,252,765</b>	<b>\$18,772,409</b>	<b>\$22,629,299</b>	<b>\$22,510,058</b>

**FORT WORTH**





**COMPARISON OF EQUIPMENT SERVICES FUND  
REVENUES**

	<b>ACTUAL 2003-04</b>	<b>ACTUAL 2004-05</b>	<b>BUDGET 2005-06</b>	<b>RE-ESTIMATE 2005-06</b>	<b>ADOPTED 2006-07</b>
Interest on Investments	\$39	\$2,194	\$0	\$0	\$0
Gain/Loss on Investments	104,800	0	0	0	0
Equipment Maint/Labor Cost	6,102,825	5,930,986	6,555,163	6,564,968	6,555,163
Fuel Overhead	108,808	107,283	120,000	117,821	120,000
Veh Repair & Maint Overhead	989,023	1,093,393	972,000	1,186,671	1,080,000
Other Labor Charges	18,842	12,841	10,988	9,742	10,988
Car Wash	0	0	0	0	60,919
Rev from Sale of Auto Parts	58	5,819	8,000	17,933	8,000
Diesel Sales	1,263,730	1,675,237	1,627,357	2,493,696	3,095,990
Used Parts & Oil	2,188	2,077	6,500	6,832	6,500
Veh & Equipment Sales	13,878	8,291	70,000	458	70,000
Unleaded Sales	1,152,812	1,603,436	1,573,863	2,226,968	2,678,960
Propane Sales	137,969	160,510	139,966	122,695	244,966
Veh Repair & Maint Supplies	2,732,263	3,019,401	2,752,077	3,259,783	3,102,077
Outside Rep & Main Costs	1,320,784	1,523,493	1,354,076	1,802,072	1,554,076
Outside Rep & Main Ovrhd	132,109	152,350	122,556	180,207	155,556
Lubricant Costs	51,090	63,522	85,000	109,521	85,000
Lubricant Overhead	1,976	2,110	15,000	2,689	15,000
Diesel Overhead	117,921	111,611	129,073	128,429	129,073
Propane Overhead	20,636	18,372	20,880	11,683	20,880
Gas Card Revenue	989,721	1,354,106	1,058,000	2,070,576	1,365,000
Gas Card Overhead	18,270	21,419	20,160	25,564	20,160
ESD Admin Charge	502,383	1,921,050	2,031,750	2,012,315	2,031,750
Gas Tax Refund	38,195	0	0	60,552	0
Misc. Revenue	30,631	3,264	60,000	28,701	60,000
EPA Revenue	<u>117,534</u>	<u>40,482</u>	<u>40,000</u>	<u>20,245</u>	<u>40,000</u>
<b>TOTAL</b>	<b>\$15,968,485</b>	<b>\$18,833,247</b>	<b>\$18,772,409</b>	<b>\$22,460,121</b>	<b>\$22,510,058</b>

**FORT WORTH**



**FUND BUDGET SUMMARY****DEPARTMENT:**

EQUIPMENT SERVICES

**FUND/CENTER**

PI61/0212010:0212095

## SUMMARY OF FUND RESPONSIBILITIES:

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

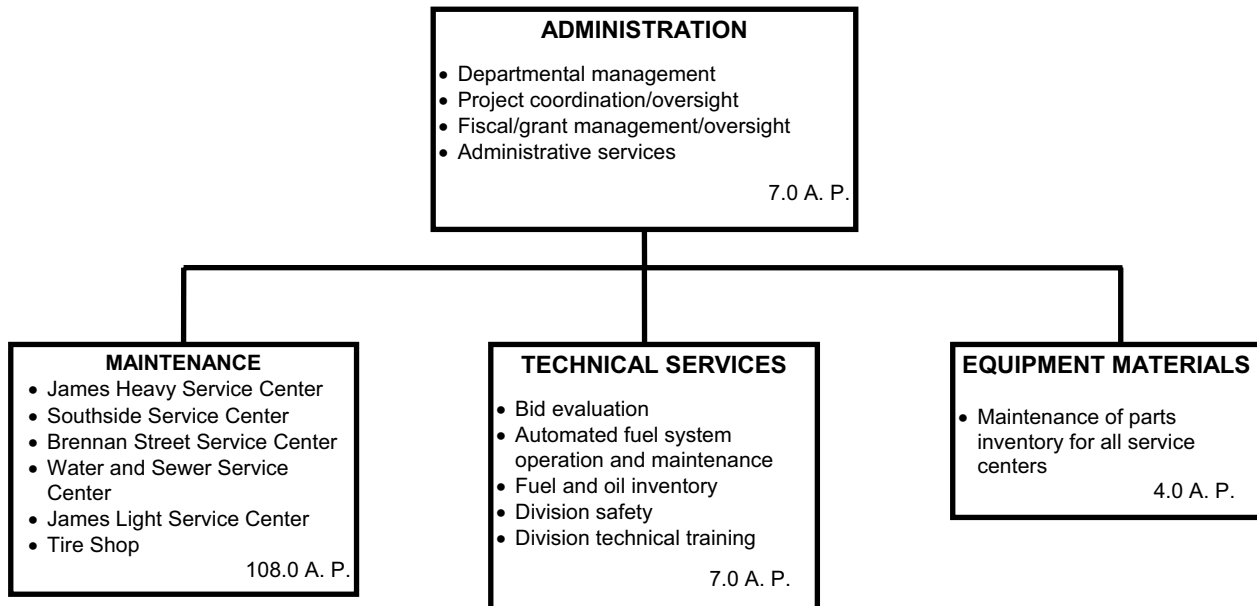
Within the department, field services, mechanical maintenance, fuel, lubricants, and other supplies are provided by the following six service centers: James Heavy, Southside, Brennan, Water, James Light, and the Tire Shop. Equipment Services also contracts certain services to outside entities when contracting 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 in FY2001-02. NAPA, as the contracted provider of that service, now supplies most City departments with required vehicle repair parts.

As an Internal Service Fund, the majority of ESD's operating funds come from reimbursements from other City departments for all fuel, parts, and services provided. The application of an overhead charge to all vehicle repair parts, fuel, and outside services as well as an annual administrative fee assessed on most numbered vehicles and equipment allows ESD to support its general, non-department specific administrative functions.

<b>Allocations</b>	<b>Actual 2004-05</b>	<b>Adopted 2005-06</b>	<b>Proposed Budget 2006-07</b>	<b>Adopted Budget 2006-07</b>
<b>Personal Services</b>	\$ 7,026,478	\$ 6,929,164	\$ 6,880,572	\$ 7,272,582
<b>Supplies</b>	8,434,499	7,583,121	10,823,786	10,823,786
<b>Contractual</b>	3,791,788	3,950,468	4,309,668	4,312,040
<b>Capital Outlay</b>	0	309,656	101,650	101,650
<b>Total Expenditures</b>	\$ 19,252,765	\$ 18,772,409	\$ 22,115,676	\$ 22,510,058
<b>Authorized Positions</b>	126.00	126.00	126.00	126.00

# EQUIPMENT SERVICES - 126.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
EQUIPMENT SERVICES	PI61/0212010:0212095

**CHANGES FROM 2005-06 ADOPTED TO 2006-07 ADOPTED**

<b>2005-06 ADOPTED:</b>	\$18,772,409	<b>A.P.</b>	126.00
<b>2006-07 ADOPTED:</b>	\$22,510,058	<b>A.P.</b>	126.00

- A) The adopted budget increases by \$304,343 based on the FY2006-07 compensation plan.
- B) The adopted budget increases by \$1,468,633 in diesel fuel due to the increase in fuel prices.
- C) The adopted budget increases by \$1,105,197 in fuel purchases due to the increase in fuel prices.
- D) The adopted budget increases by \$320,000 for motor vehicle repairs due to approved funding for vehicle replacement being insufficient for scheduled vehicle replacement as well as a delay in the acquisition of police Ford Crown Victorias.
- E) the adopted budget increases by \$265,000 for ESD gascard fuel, which is used by employees to purchase gas. This increase is also due to fuel price increases.
- F) The adopted budget increases by \$190,000 for vehicle repairs by outside vendors to maintain a 95% fleet availability.
- G) The adopted budget decreases by (\$147,000) in motor vehicles based on vehicle replacement schedule.
- H) The adopted budget decreases by (\$142,563) for terminal leave based on prospective retirements.
- I) The adopted budget increases by \$105,000 in ESD propane based on increasing fuel prices.
- J) The adopted budget increases by \$100,404 based on workers' compensation allocations to this department.
- K) the adopted budget increases by \$46,000 in facility maintenance based on anticipated repairs to facilities.
- L) The adopted budget increases by \$45,026 in IT solution charges based on allocations from that department.

**FORT WORTH**



## DEPARTMENTAL OBJECTIVES AND MEASURES

<b>DEPARTMENT:</b>			
<b>EQUIPMENT SERVICES</b>			
<b>DEPARTMENT PURPOSE</b>			
<p>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.</p>			
<b>FY2006-07 DEPARTMENTAL OBJECTIVES</b>			
<p>To maintain fleet availability to user departments at 95% during FY 2006-2007 at cost not to exceed budgeted levels.</p>			
<p>To maintain fleet reliability during FY 2006-2007 by performing scheduled preventive maintenance at 55% of total labor hours.</p>			
<p>To complete 70% of in-shop repairs within three (3) days and at a cost not to exceed budgeted levels.</p>			
<p>To ensure that repeat repairs do not exceed 3% of total work orders written during FY 2006-2007.</p>			
<p>To ensure that variance of fuel supply inventories is no more than 1%.</p>			
<p>To provide 3000 hours of formal manufacturer's training to ensure continued knowledge and proficiency in latest technology and safety precautions.</p>			
<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2003-04</b>	<b>ESTIMATED 2004-05</b>	<b>PROJECTED 2005-06</b>
Percent of fleet availability	95.1%	95.8%	95%
Percent of maintenance scheduled	56.2%	51.9%	55%
Percent of repairs completed within 3 working days	77.02%	85.6%	70%
Percent of repeat repairs due to mechanic error	1%	0.5%	1%
Percent of variance in fuel inventories	1%	1%	1%
Number of employee hours in training	2952	3000	3000

**FORT WORTH**





**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT <b>EQUIPMENT SERVICES</b>		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND <b>PI61 EQUIPMENT SERVICES FUND</b>		Actual Expenditures 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07	Adopted Budget 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07
Center	Center Description								
	<u>EQUIPMENT SERVICES</u>								
0212010	ADMINISTRATION	\$ 1,919,163	\$ 2,057,924	\$ 2,062,454	\$ 2,086,570	7.00	7.00	7.00	7.00
0212015	EQUIPMENT MATERIALS	4,082,854	3,840,059	4,189,467	4,201,731	4.00	4.00	4.00	4.00
0212030	JAMES HEAVY	1,833,858	1,990,830	1,738,731	1,821,357	32.00	32.00	27.00	27.00
0212035	SOUTHSIDE SERVICE CENTER	831,822	869,476	881,660	918,200	11.00	11.00	11.00	11.00
0212045	BRENNAN STREET	1,572,888	1,451,878	1,734,518	1,805,702	22.00	22.00	22.00	22.00
0212050	WATER & SEWER CENTER	874,783	894,019	898,407	943,563	13.00	13.00	13.00	13.00
0212055	JAMES LIGHT	1,589,426	1,449,334	1,663,001	1,749,593	25.00	25.00	30.00	30.00
0212070	FUEL SERVICES	238,398	585,741	408,222	419,430	4.00	4.00	4.00	4.00
0212071	TECHNICAL SERVICES	268,442	324,192	290,036	303,608	3.00	3.00	3.00	3.00
0212080	TIRE SHOP	255,188	293,871	285,265	296,389	5.00	5.00	5.00	5.00
0212085	PARTS & FUEL INVENTORY	5,568,774	5,015,085	7,938,915	7,938,915	0.00	0.00	0.00	0.00
0212095	NON-DEPARTMENTAL	217,169	0	25,000	25,000	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 19,252,765</u>	<u>\$ 18,772,409</u>	<u>\$ 22,115,676</u>	<u>\$ 22,510,058</u>	<u>126.00</u>	<u>126.00</u>	<u>126.00</u>	<u>126.00</u>
	<b>TOTAL</b>	<b>\$ 19,252,765</b>	<b>\$ 18,772,409</b>	<b>\$ 22,115,676</b>	<b>\$ 22,510,058</b>	<b>126.00</b>	<b>126.00</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 planning and project management, administrative support, technical services, software applications development and acquisition, and telecommunications.

In the past, costs associated with information technology were dispersed across departments according to formulas based loosely on technology usage. In FY1998-99, the department began operating on a business model in which it bills City departments for services rendered. Currently, non-discretionary IT related costs are allocated to departments. This would include computing, telephone and radio services.

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

**FORT WORTH**



**INFORMATION SYSTEMS FUND BUDGET SUMMARY  
FISCAL YEAR  
2006-07**

**REVENUES:**

Computing Services	\$16,932,155
Telephone Services	3,257,236
Radio Services	1,802,500
External Customer Revenue	<u>607,610</u>
<b>TOTAL REVENUE</b>	<b>\$22,599,501</b>

**EXPENDITURES:**

Personal Services	\$9,842,026
Supplies	728,562
Contractual Services	<u>11,928,913</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$22,499,501</b>

**CAPITAL OUTLAY:**

Capital Outlay	<u>\$100,000</u>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$100,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$22,599,501</b>

**PROJECTED  
FY2006-07 CASH FLOW  
INFORMATION SYSTEMS FUND**

CASH BALANCE AT 9/30/06 *	<b>\$1,401,114</b>
Plus: Projected Revenues	\$22,599,501
Less: Projected Expenditures	(\$22,599,501)
ESTIMATED AVAILABLE CASH AT 9/30/07	<b>\$1,401,114</b>

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

**COMPARISON OF INFORMATION SYSTEMS FUND  
EXPENDITURES**

	<b>ACTUAL 2003-04</b>	<b>ACTUAL 2004-05</b>	<b>BUDGET 2005-06</b>	<b>RE-ESTIMATE 2005-06</b>	<b>ADOPTED 2006-07</b>
Administration	\$732,674	\$441,942	\$921,978	\$963,350	\$1,113,948
Security	699,542	547,728	1,165,675	1,217,982	1,280,822
Infrastructure	2,456,755	3,229,858	3,743,625	3,911,613	4,812,116
Finance	742,343	760,154	683,421	714,088	778,904
Operations	3,487,391	3,894,091	4,643,243	4,851,600	5,711,590
Communications	6,133,256	5,475,933	6,867,559	7,175,727	7,211,336
Customer Service	1,008,763	1,449,343	1,469,599	1,535,544	1,391,264
Department Overhead	<u>266,433</u>	<u>264,555</u>	<u>2,133,844</u>	<u>944,828</u>	<u>299,521</u>
<b>TOTAL</b>	<b>\$15,527,157</b>	<b>\$16,063,604</b>	<b>\$21,628,944</b>	<b>\$21,314,733</b>	<b>\$22,599,501</b>

**FORT WORTH**





**COMPARISON OF INFORMATION SYSTEMS FUND  
REVENUES**

	<b>ACTUAL 2003-04</b>	<b>ACTUAL 2004-05</b>	<b>BUDGET 2005-06</b>	<b>RE-ESTIMATE 2005-06</b>	<b>ADOPTED 2006-07</b>
Coin Phone Commission	\$0	\$0	\$0	\$0	\$0
Gain/Loss on Assets	\$ 13,313	0	0	0	0
Computing Services	\$ 4,172,042	10,495,939	14,228,246	16,579,601	16,932,155
Telephone Services	\$ 3,729,014	3,984,189	3,889,381	3,189,415	3,257,236
Radio Services	1,831,400	1,471,584	2,126,952	1,764,969	1,802,500
Software Based Charges	4,101,488	2,471	0	0	0
External Customers	\$ 708,010	660,667	654,000	594,959	607,610
Other Revenue	\$ 44,583	\$ 179,807	<u>1,230,365</u>	<u>1,232,826</u>	<u>0</u>
<b>TOTAL</b>	<b>\$14,599,850</b>	<b>\$16,794,657</b>	<b>\$22,128,944</b>	<b>\$23,361,770</b>	<b>\$22,599,501</b>

**FORT WORTH**



**FUND BUDGET SUMMARY****DEPARTMENT:**

INFORMATION SYSTEMS FUND

**FUND/CENTER**

PI68/0041000:0049000

## SUMMARY OF FUND RESPONSIBILITIES:

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

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

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

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

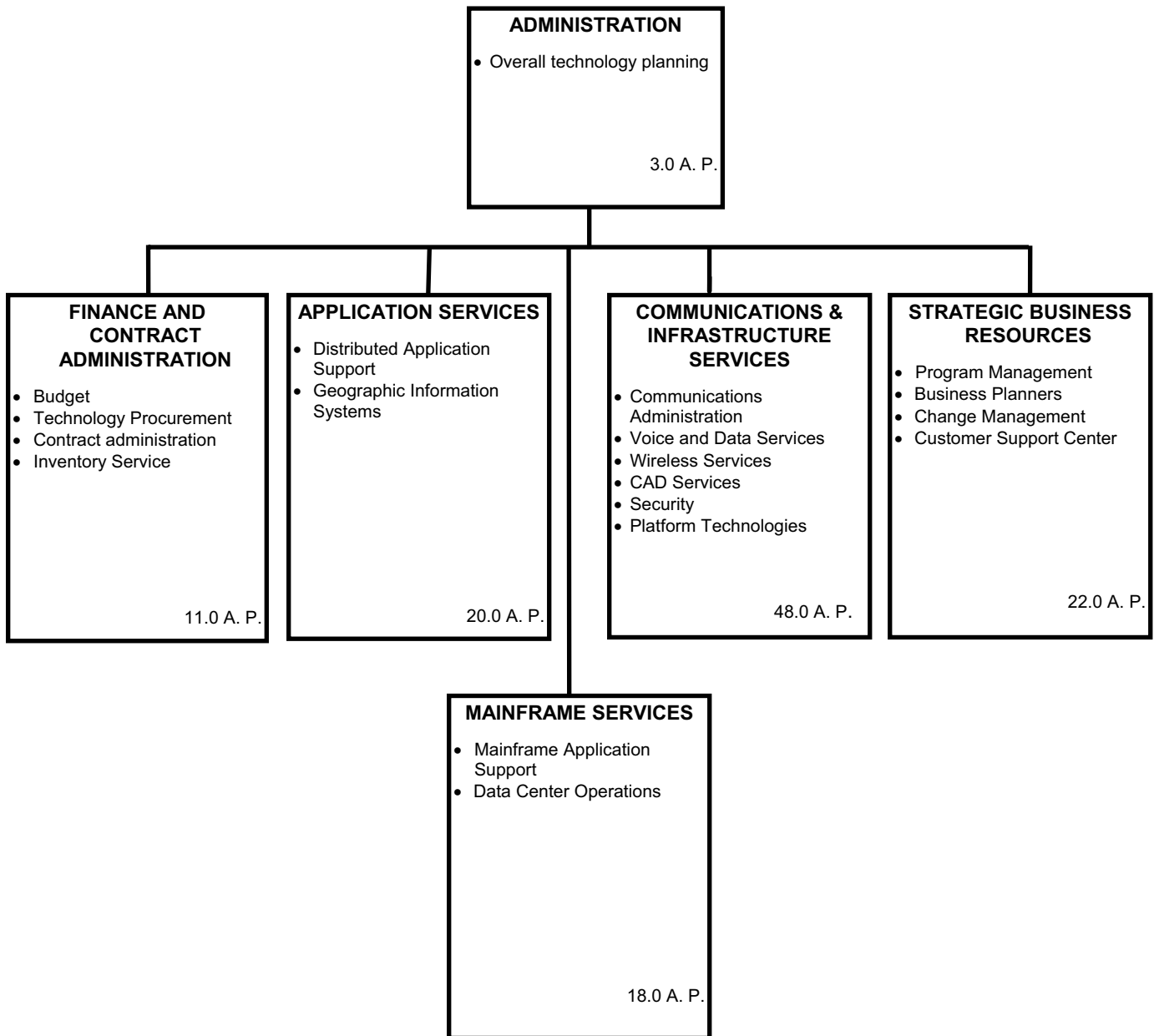
The Communications & Infrastructure Group provides technical management and development of the City's telephone system, radio systems and the public safety Computer-Aided Dispatch system; and technical management and development for the City's network infrastructure, Desktop Support, and IT Security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

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

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

<b>Allocations</b>	<b>Actual 2004-05</b>	<b>Adopted 2005-06</b>	<b>Proposed Budget 2006-07</b>	<b>Adopted Budget 2006-07</b>
<b>Personal Services</b>	\$ 8,435,343	\$ 9,172,315	\$ 9,367,079	\$ 9,842,026
<b>Supplies</b>	679,857	720,602	728,562	728,562
<b>Contractual</b>	6,948,404	10,505,662	11,928,913	11,928,913
<b>Capital Outlay</b>	0	0	100,000	100,000
<b>Debt Service</b>	0	1,230,365	0	0
<b>Total Expenditures</b>	\$ 16,063,604	\$ 21,628,944	\$ 22,124,554	\$ 22,599,501
<b>Authorized Positions</b>	111.00	119.00	120.00	122.00

# INFORMATION SYSTEMS FUND - 122.0 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b>	<b>FUND/CENTER</b>
INFORMATION SYSTEMS FUND	PI68/0041000:0049000

**CHANGES FROM 2005-06 ADOPTED TO 2006-07 ADOPTED**

<b>2005-06 ADOPTED:</b>	\$21,628,944	<b>A.P.</b>	119.0
<b>2006-07 ADOPTED:</b>	\$22,599,501	<b>A.P.</b>	122.0

- A) The adopted budget increases by \$474,947 for the 2006-07 compensation plan.
- B) The adopted budget increases by \$1,000,000 for the initial phase of acquiring and implementing an Enterprise Resource Planning (ERP) tool. This ERP software and processes will ultimately replace MARS, BRASS and Genesys software implemented up to 15 years ago, and which have exceeded their service life. This cost is for initial work only and does not reflect the total ERP cost.
- C) The adopted budget increases by \$355,972 to further upgrade the Computer Aided Dispatch (CAD) system for the Public Safety Departments.
- D) The adopted budget increases by \$300,000 to acquire a document imaging and management system. This software will allow digital recording and storage of documents increasing their retrievability and longevity while reducing the cost of storage and staff workload.
- E) The adopted budget increases by \$295,767 for increases in application software maintenance costs.
- F) The adopted budget decreases by (\$250,000) to reflect delay of work on the City-wide, "392" telephone upgrade project.
- G) The adopted budget increases by \$249,093 for mainframe lease/maintenance costs. The increase is based on the funding level needed for FY2006-07 to cover expiring leases and maintenance on older equipment.
- H) The adopted budget decreases by (\$198,896) to reflect migration of CPMS work from the IT Solutions Department to the Capital Projects Team and the Finance Department.

**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.

**FY2006-07 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 at a cost not to exceed budgeted levels.

To maintain Customer Support Service performance levels at 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 80 percent of the time at a cost not to exceed budgeted levels.

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

DEPARTMENTAL MEASURES	ACTUAL 2003-04	ESTIMATED 2004-05	PROJECTED 2005-06
Applications on-line availability	>99%	>99%	>99%
Public Safety Trunked Voice Radio System availability	>99%	>99%	>99%
Customer satisfaction with equipment installation	85%	86%	86%
Good/Excellent customer satisfaction with desktop support	97%	96%	96%
First Call Resolution Rate >=70%	70%	70%	70%

**FORT WORTH**





**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07	Adopted Budget 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07
Center	Center Description								
	<u>ADMINISTRATION AND IT SECURITY</u>								
0041000	ADMINISTRATION	\$ 441,942	\$ 921,978	\$ 1,096,502	\$ 1,113,948	2.00	2.00	3.00	3.00
	Sub-Total	\$ 441,942	\$ 921,978	\$ 1,096,502	\$ 1,113,948	2.00	2.00	3.00	3.00
	<u>IT SECURITY</u>								
0041100	IT SECURITY	\$ 547,728	\$ 1,165,675	\$ 1,260,950	\$ 1,280,822	3.00	6.00	5.00	5.00
	Sub-Total	\$ 547,728	\$ 1,165,675	\$ 1,260,950	\$ 1,280,822	3.00	6.00	5.00	5.00
	<u>INFRASTRUCTURE</u>								
0043010	PLATFORM TECHNOLOGIES	\$ 1,540,589	\$ 1,618,094	\$ 2,587,087	\$ 2,612,359	5.00	5.00	5.00	5.00
0043020	DATA CENTER OPERATIONS	1,689,269	2,125,531	2,173,036	2,199,757	11.00	11.00	12.00	12.00
	Sub-Total	\$ 3,229,858	\$ 3,743,625	\$ 4,760,123	\$ 4,812,116	16.00	16.00	17.00	17.00
	<u>FINANCE</u>								
0044000	FINANCE & CONTRACT ADMINISTRATION	\$ 760,154	\$ 683,421	\$ 745,445	\$ 778,904	12.00	11.00	11.00	11.00
	Sub-Total	\$ 760,154	\$ 683,421	\$ 745,445	\$ 778,904	12.00	11.00	11.00	11.00
	<u>OPERATIONS</u>								

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07	Adopted Budget 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07
Center	Center Description								
0045000	STRATEGIC BUSINESS RESOURCES	\$ 1,288,371	\$ 1,667,037	\$ 2,692,758	\$ 2,770,806	11.00	15.00	16.00	17.00
0045010	MAINFRAME APPLICATIONS	656,173	832,019	728,126	762,218	6.00	7.00	6.00	6.00
0045020	DISTRIBUTED APPLICATIONS	972,973	1,113,741	1,032,657	1,073,589	10.00	10.00	10.00	11.00
0045050	GEOGRAPHIC INFORMATION SERVICES	976,574	1,030,446	1,063,325	1,104,977	9.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 3,894,091</u>	<u>\$ 4,643,243</u>	<u>\$ 5,516,866</u>	<u>\$ 5,711,590</u>	<u>36.00</u>	<u>41.00</u>	<u>41.00</u>	<u>43.00</u>
	<u>COMMUNICATIONS</u>								
0046000	IT COMMUNICATIONS SERVICES GROUP	\$ 366,363	\$ 372,247	\$ 386,238	\$ 403,206	3.00	3.00	3.00	3.00
0046001	RADIO SYSTEMS	11,416	0	0	0	0.00	0.00	0.00	0.00
0046002	TELEPHONE SYSTEMS	10,515	0	0	0	0.00	0.00	0.00	0.00
0046010	VOICE & DATA SERVICES	3,405,541	4,234,257	4,020,709	4,055,149	10.00	10.00	10.00	10.00
0046020	RADIO SERVICES	1,462,290	1,886,828	1,871,283	1,913,683	10.00	10.00	10.00	10.00
0046030	INVENTORY SERVICES	7,205	0	0	0	0.00	0.00	0.00	0.00
0046040	CAD SERVICES	212,603	374,227	828,090	839,298	2.00	2.00	4.00	4.00
	Sub-Total	<u>\$ 5,475,933</u>	<u>\$ 6,867,559</u>	<u>\$ 7,106,320</u>	<u>\$ 7,211,336</u>	<u>25.00</u>	<u>25.00</u>	<u>27.00</u>	<u>27.00</u>

**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68 <b>INFORMATION SYSTEMS FUND</b>		Actual Expenditures 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07	Adopted Budget 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07
Center	Center Description								
	<u>CUSTOMER SERVICE</u>								
0048000	CUSTOMER SUPPORT CENTER	\$ 744,064	\$ 782,236	\$ 570,404	\$ 591,853	8.00	9.00	7.00	7.00
0048001	DESKTOP SUPPORT	705,279	687,363	768,423	799,411	9.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 1,449,343</u>	<u>\$ 1,469,599</u>	<u>\$ 1,338,827</u>	<u>\$ 1,391,264</u>	<u>17.00</u>	<u>18.00</u>	<u>16.00</u>	<u>16.00</u>
	<u>DEPT OVERHEAD</u>								
0049000	DEPT OVERHEAD	\$ 264,555	\$ 2,133,844	\$ 299,521	\$ 299,521	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 264,555</u>	<u>\$ 2,133,844</u>	<u>\$ 299,521</u>	<u>\$ 299,521</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL</b>	\$ 16,063,604	\$ 21,628,944	\$ 22,124,554	\$ 22,599,501	111.00	119.00	120.00	122.00

**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/retention and organizational and process review.

**FORT WORTH**



**ENGINEERING SERVICES FUND BUDGET SUMMARY**  
**FISCAL YEAR**  
**2006-07**

**REVENUES:**

Surplus Management Fees	\$61,000
Transfer from Water and Sewer Operating Fund	7,000
Transfer from Lake Worth Trust Fund	100,000
Parks & Community Services Gen Fund	40,000
T/PW General Fund Programs	263,000
Aviation Capital Projects	65,000
T/PW Capital Projects	4,319,497
Water Capital Projects	5,506,595
Wastewater Capital Projects	3,539,828
Receipts from Other Funds	125,000
Contract Street Maintenance	737,190
Environmental Services	80,000
Gas Lease Admin Fees	60,000
Plan Returns	33,000
Miscellaneous Revenues	<u>27,500</u>
<b>TOTAL REVENUE</b>	<b>\$14,964,610</b>

**EXPENDITURES:**

Personal Services	\$12,109,171
Supplies	500,860
Contractual Services	<u>2,009,579</u>
<b>TOTAL RECURRING EXPENSES</b>	<b>\$14,619,610</b>

**CAPITAL OUTLAY:**

Capital Outlay	<u>\$345,000</u>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$345,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$14,964,610</b>

**PROJECTED  
FY2006-07 CASH FLOW  
ENGINEERING FUND**

Cash Balance at 9/30/06*	<b>\$1,965,046</b>
Plus: Projected Revenues	\$14,964,610
Less: Projected Expenditures	(\$14,964,610)
Estimated Available Cash at 9/30/07	<b>\$1,965,046</b>

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



**COMPARISON OF ENGINEERING SERVICES FUND  
EXPENDITURES**

	<b>ACTUAL 2003-04</b>	<b>ACTUAL 2004-05</b>	<b>BUDGET 2005-06</b>	<b>RE-ESTIMATE 2005-06</b>	<b>ADOPTED 2006-07</b>
Engineering Services	<u>\$10,035,715</u>	<u>\$12,331,182</u>	<u>\$13,843,797</u>	<u>\$13,743,797</u>	<u>\$14,964,610</u>
<b>TOTAL</b>	\$10,035,715	\$12,331,182	\$13,843,797	\$13,743,797	\$14,964,610

**FORT WORTH**



**COMPARISON OF ENGINEERING SERVICES FUND  
REVENUES**

	<b>ACTUAL 2003-04</b>	<b>ACTUAL 2004-05</b>	<b>BUDGET 2005-06</b>	<b>RE-ESTIMATE 2005-06</b>	<b>ADOPTED 2006-07</b>
General Fund Real Prop Svcs	\$13,076	\$0	\$0	\$0	\$0
Transfer from Water and Sewer Operating Fund	18,140	9,979	10,000	4,483	7,000
Transfer from Lake Worth Trust Fund	233,759	188,157	171,988	185,901	100,000
Parks & Community Services Capital Projects-GF	59,845	49,536	39,923	116,991	40,000
T/PW General Fund Programs	256,993	256,909	335,065	259,784	263,000
Environmental Services	5,302	54,231	408,000	81,082	80,000
Aviation Capital Projects	56,818	45,179	75,000	38,592	65,000
T/PW Capital Projects	2,428,376	3,343,394	3,455,913	3,936,740	4,319,497
Water Capital Projects	3,333,747	3,988,562	5,280,708	4,409,962	5,506,595
Wastewater Capital Projects	2,775,657	3,512,959	3,083,409	3,563,888	3,539,828
Receipts from Other Funds	95,226	126,341	85,791	171,898	125,000
Contract Street Maintenance	683,133	890,379	707,000	1,095,303	737,190
Surplus Management Fees	180,681	45,476	85,000	31,236	61,000
Gas Lease Admin Fees	0	60,000	60,000	32,727	60,000
Miscellaneous Revenues	<u>91,981</u>	<u>73,396</u>	<u>46,000</u>	<u>100,000</u>	<u>60,500</u>
<b>Sub-Total</b>	<b>\$10,232,734</b>	<b>12,644,498</b>	<b>\$13,843,797</b>	<b>\$14,028,587</b>	<b>\$14,964,610</b>
<b>TOTAL</b>	<b>\$10,232,734</b>	<b>\$12,644,498</b>	<b>\$13,843,797</b>	<b>\$14,028,587</b>	<b>\$14,964,610</b>

**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.

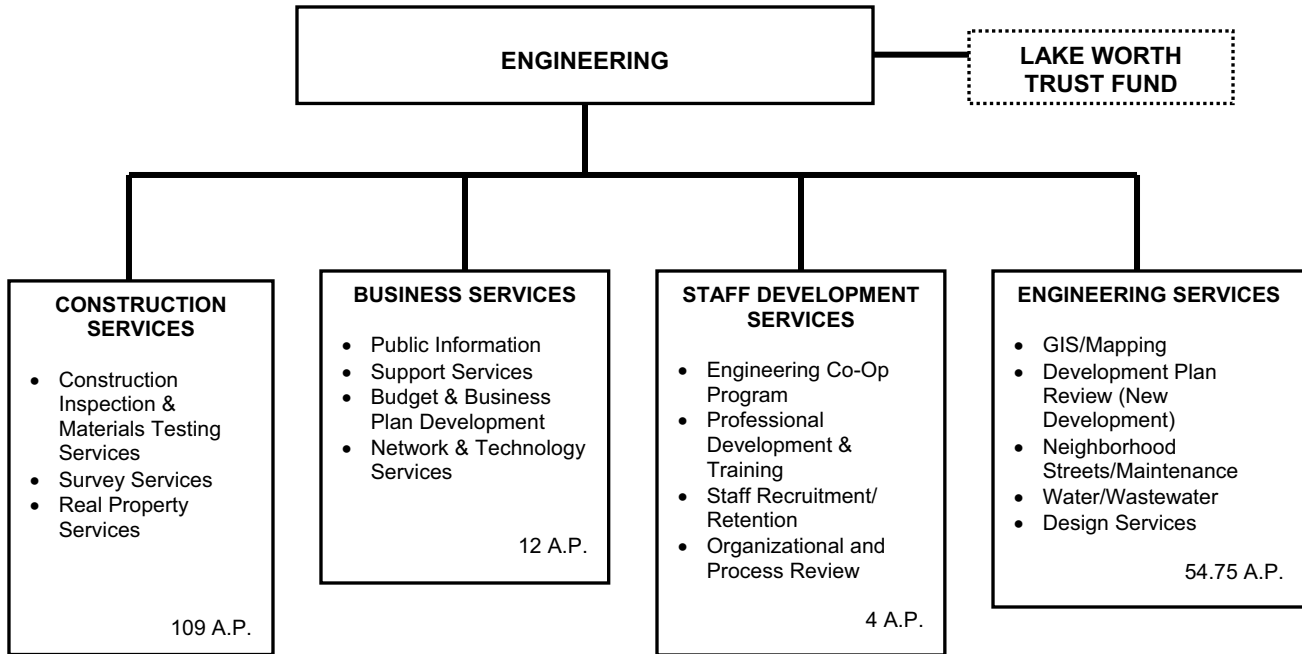
The Construction Service Delivery Group provides quality control and construction inspection services for most City projects to ensure compliance with approved plans, specifications, and contract documents. Real Property is responsible for the purchase, sale or lease of real property on behalf of all 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/retention and organizational and process review.

<b>Allocations</b>	<b>Actual 2004-05</b>	<b>Adopted 2005-06</b>	<b>Proposed Budget 2006-07</b>	<b>Adopted Budget 2006-07</b>
<b>Personal Services</b>	\$ 10,285,305	\$ 11,333,949	\$ 11,439,151	\$ 12,109,171
<b>Supplies</b>	484,316	456,040	500,860	500,860
<b>Contractual</b>	1,623,492	1,707,808	2,009,579	2,009,579
<b>Capital Outlay</b>	0	346,000	345,000	345,000
<b>Total Expenditures</b>	\$ 12,393,113	\$ 13,843,797	\$ 14,294,590	\$ 14,964,610
<b>Authorized Positions</b>	176.00	179.75	179.75	179.75

# ENGINEERING SERVICES FUND – 179.75 A. P.



**SIGNIFICANT BUDGET CHANGES**

<b>DEPARTMENT:</b>		<b>FUND/CENTER</b>	
ENGINEERING SERVICES FUND		PI19/0301000:0307010	
<b>CHANGES FROM 2005-06 ADOPTED TO 2006-07 ADOPTED</b>			
<b>2005-06 ADOPTED:</b>	\$13,843,797	<b>A.P.</b>	179.75
<b>2006-07ADOPTED:</b>	\$14,964,610	<b>A.P.</b>	179.75
<p>A) The adopted budget increases by \$506,320 for salaries of regular employees based on the FY2006-07 compensation plan.</p> <p>B) The adopted budget increases by \$173,450 for IT leased equipment for the new CPMS hardware and software.</p> <p>C) The adopted budget increases by \$124,655 for budgeted salary savings based on expected lower personnel vacancy rates.</p> <p>D) The adopted budget increases by \$79,550 for motor vehicle fuel based on historical expenditures and rising fuel costs.</p> <p>E) The adopted budget increases by \$75,554 for IT Solutions charges allocation to this department.</p> <p>F) The adopted budget increases by \$68,000 for overtime based on historical expenditures and anticipated needs.</p> <p>G) The adopted budget increases by \$64,449 for worker's compensation based on history and cost projections prepared by the Human Resources Department.</p> <p>H) The adopted budget decreases by (\$61,101) for terminal leave. Fewer retirements are expected.</p> <p>I) The adopted budget increases by \$49,432 for cell phones. These additional funds will pay for blackberries that have been assigned to all Inspectors.</p> <p>J) The adopted budget decreases by (\$49,337) for mileage reimbursement. Several Inspectors will use city vehicles instead of receiving mileage reimbursement.</p> <p>K) The adopted budget decreases by (\$38,216) for motor vehicle repair. Older vehicles are being replaced.</p> <p>L) The adopted budget increases by \$33,408 for other contractual services. These funds will be used for janitorial and building maintenance needs at the Fournier Facility.</p> <p>M) The adopted budget decreases by (\$29,000) for specialized equipment.</p> <p>N) The adopted budget increases by \$25,998 for workshops and retreats. These funds will be used to implement an Inspector Certification Program.</p> <p>O) The adopted budget decreases by (\$25,700) for equipment maintenance. Older equipment is being replaced.</p> <p>P) The adopted budget decreases by (\$20,964) for information technology services. Internal department IT staff is providing more services.</p>			

**FORT WORTH**





**DEPARTMENTAL OBJECTIVES AND MEASURES**

**DEPARTMENT:** **ENGINEERING SERVICES FUND**

**DEPARTMENT PURPOSE**

To build, restore and revitalize our community.

**FY2006-07 DEPARTMENTAL OBJECTIVES**

To complete all capital projects managed by the department within agreed-upon scope, schedule and budget.

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

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

To provide an average of 2 hours of on-site inspection per project per day.

<b>DEPARTMENTAL MEASURES</b>	<b>ACTUAL 2003-04</b>	<b>ESTIMATED 2004-05</b>	<b>PROJECTED 2005-06</b>
Percent of capital projects completed in agreed upon schedule/budget	N/A	N/A	100%
Infrastructure plan reviews completed within period	95%	95%	95%
Response to citizen construction related calls within 1hr.	100%	100%	100%
Average hours of on-site inspection	N/A	1.3	2.0

**FORT WORTH**



**DEPARTMENTAL SUMMARY BY CENTER**

DEPARTMENT ENGINEERING DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND P119	ENGINEERING SERVICES FUND	Actual Expenditures 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07	Adopted Budget 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07
Center	Center Description								
	<u>ENGINEERING ADMINIS- TRATION DIVISION</u>								
0301000	ADMINISTRATION	\$ 1,120,380	\$ 934,511	\$ 1,115,022	\$ 1,157,730	12.00	12.00	12.00	12.00
	Sub-Total	\$ 1,120,380	\$ 934,511	\$ 1,115,022	\$ 1,157,730	12.00	12.00	12.00	12.00
	<u>CONSTRUCTION DIVI- SION</u>								
0302010	INSPECTION & SURVEY SECTION	\$ 4,464,451	\$ 5,294,548	\$ 5,415,098	\$ 5,641,478	60.00	64.00	63.00	63.00
0302020	CONSTRUCTION SUR- VEY SECTION	472	0	0	0	0.00	0.00	0.00	0.00
0302030	LABORATORY SECTION	528,380	549,978	578,369	608,141	9.00	9.00	9.00	9.00
	Sub-Total	\$ 4,993,303	\$ 5,844,526	\$ 5,993,467	\$ 6,249,619	69.00	73.00	72.00	72.00
	<u>ENGINEERING SER- VICES</u>								
0303020	DESIGN SERVICES	\$ 2,643,262	\$ 2,977,316	\$ 3,077,143	\$ 3,246,463	39.00	38.00	38.00	38.00
0303030	MAPPING SERVICES	1,129,742	1,193,808	1,207,169	1,268,657	17.00	16.75	16.75	16.75
	Sub-Total	\$ 3,773,004	\$ 4,171,124	\$ 4,284,312	\$ 4,515,120	56.00	54.75	54.75	54.75

## DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT ENGINEERING DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19	ENGINEERING SERVICES FUND	Actual Expenditures 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07	Adopted Budget 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07
Center	Center Description								
	<u>SURVEY DIVISION</u>								
0305010	SURVEY SECTION	\$ 1,267,968	\$ 1,542,863	\$ 1,456,784	\$ 1,530,512	22.00	22.00	22.00	22.00
	Sub-Total	<u>\$ 1,267,968</u>	<u>\$ 1,542,863</u>	<u>\$ 1,456,784</u>	<u>\$ 1,530,512</u>	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>
	<u>REAL PROPERTY</u>								
0306010	REAL PROPERTY SERVICES	\$ 971,739	\$ 1,033,994	\$ 1,110,826	\$ 1,166,986	14.00	14.00	15.00	15.00
	Sub-Total	<u>\$ 971,739</u>	<u>\$ 1,033,994</u>	<u>\$ 1,110,826</u>	<u>\$ 1,166,986</u>	<u>14.00</u>	<u>14.00</u>	<u>15.00</u>	<u>15.00</u>
	<u>STAFF DEVELOPMENT</u>								
0307010	STAFF DEVELOPMENT	\$ 266,719	\$ 316,779	\$ 334,179	\$ 344,643	3.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 266,719</u>	<u>\$ 316,779</u>	<u>\$ 334,179</u>	<u>\$ 344,643</u>	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
	<b>TOTAL</b>	<b>\$ 12,393,113</b>	<b>\$ 13,843,797</b>	<b>\$ 14,294,590</b>	<b>\$ 14,964,610</b>	<b>176.00</b>	<b>179.75</b>	<b>179.75</b>	<b>179.75</b>

## 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  
2006-07**

**REVENUES:**

Errands	\$600
Interest Earned - Office Services	11,700
Gain/Loss On Assets	4,500
Invoice Entry	28,905
Kodak Printing	254,856
Labor - Inter-Departmental Billing	321,001
Mail and Messenger	31,740
Miscellaneous Revenue	154,461
Office Copy Charges	947,103
Postage	153,015
Printing	48,319
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	1,000
<b>TOTAL REVENUE</b>	<b>\$2,363,831</b>

**EXPENDITURES:**

Personal Services	\$928,015
Supplies	290,920
Contractual Services	1,144,896
<b>TOTAL RECURRING EXPENSES</b>	<b>\$2,363,831</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,363,831</b>

**PROJECTED  
2006-07 CASH FLOW  
OFFICE SERVICES FUND**

CASH BALANCE AT 09/30/2006*	<b>\$135,300</b>
Plus: Projected Revenues	\$2,363,831
Less: Projected Expenditures	(\$2,363,831)
ESTIMATED AVAILABLE CASH AT 9/30/07	<b>\$135,300</b>

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



**COMPARISON OF OFFICE SERVICES FUND  
EXPENDITURES**

	<b>ACTUAL 2003-04</b>	<b>ACTUAL 2004-05</b>	<b>BUDGET 2005-06</b>	<b>RE-ESTIMATE 2005-06</b>	<b>ADOPTED 2006-07</b>
Print Shop	\$1,759,452	\$1,826,309	\$1,712,606	\$1,714,605	\$ 1,710,535
Graphics	216,017	233,886	250,795	251,088	252,311
Mailroom	<u>331,797</u>	<u>368,911</u>	<u>397,674</u>	<u>398,138</u>	<u>400,985</u>
<b>Total</b>	\$2,307,266	\$2,429,106	\$2,361,075	\$2,363,831	\$2,363,831

**FORT WORTH**



**COMPARISON OF OFFICE SERVICES FUND  
REVENUES**

	<b>ACTUAL 2003-04</b>	<b>ACTUAL 2004-05</b>	<b>BUDGET 2005-06</b>	<b>RE-ESTIMATE 2005-06</b>	<b>ADOPTED 2006-07</b>
Interest On Investments	\$ 9,186	\$ 2,394	\$ 11,700	\$ 2,897	\$ 11,700
Unrealized Gain	6,488	0			
Gain/Loss On Assets			4,500	0	4,500
Postage	135,143	121,723	135,015	151,853	153,015
Office Copy Charges	919,239	823,690	960,329	812,133	947,103
Received from Others-Taxable		20,922		21,828	
Fax Revenue-Office Service	225	0	100	0	100
Mail And Messenger Service	28,370	28,684	31,740	31,414	31,740
Misc Revenue	155,801	148,918	148,772	152,461	154,461
Business Cards	27,029	26,272	29,617	29,921	29,617
Translation Services			1,000	0	1,000
Invoice Entry	17,370	19,909	23,585	22,756	28,905
Printing	45,556	16,097	68,444	3,520	48,319
Labor - IDB Revenue	264,384	274,440	353,342	264,111	321,001
Rush - IDB Revenue	2,330	1,129	3,800	1,812	3,800
Supplies - IDB Revenue	322,711	332,066	373,114	292,831	373,114
Errands	982	590	3,600	270	600
Printing Kodak	175,704	186,640	196,994	243,561	254,856
<b>Total</b>	<b>\$ 2,110,518</b>	<b>\$ 2,003,474</b>	<b>\$ 2,345,652</b>	<b>\$2,031,368</b>	<b>\$ 2,363,831</b>

**FORT WORTH**



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

NON-DEPARTMENTAL: REPROGRAPHICS

PI60/0901310:0901330

## SUMMARY OF FUND RESPONSIBILITIES:

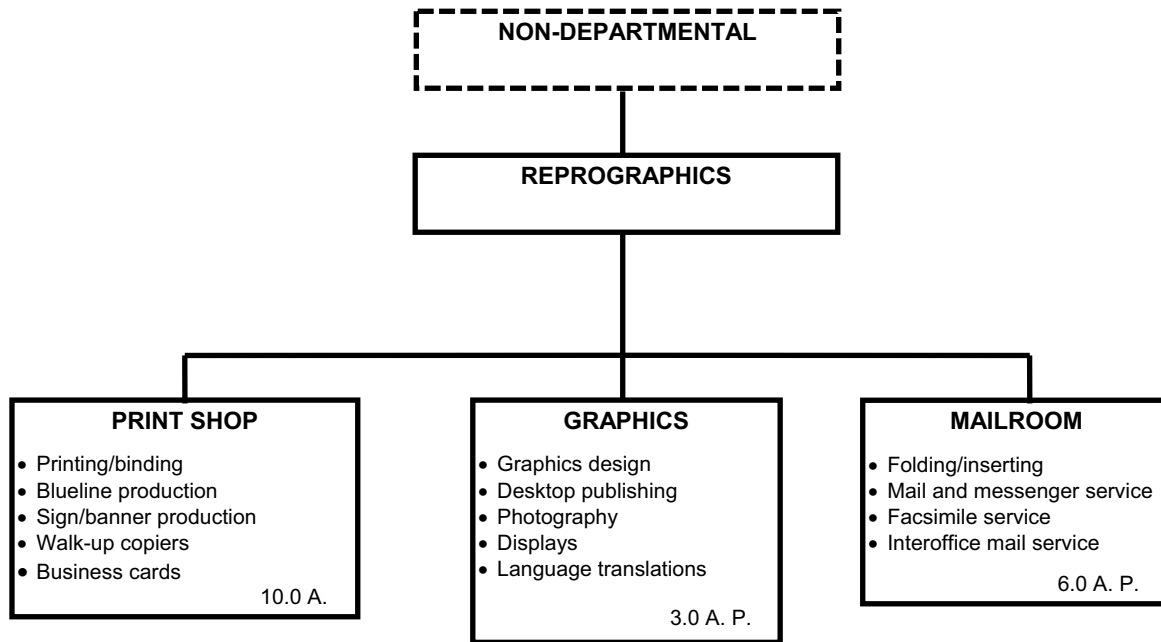
The Office Services Fund consists of three divisions: the Print Shop, Graphics, and the Mailroom. The Print Shop is responsible for typesetting, printing, binding, engineering copy production, small scale sign and banner production, and walk-up copier service.

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.

<b>Allocations</b>	<b>Actual 2004-05</b>	<b>Adopted 2005-06</b>	<b>Proposed Budget 2006-07</b>	<b>Adopted Budget 2006-07</b>
<b>Personal Services</b>	\$ 837,368	\$ 879,470	\$ 885,278	\$ 928,014
<b>Supplies</b>	312,115	308,533	290,920	290,920
<b>Contractual</b>	1,279,623	1,157,649	1,144,574	1,144,897
<b>Capital Outlay</b>	0	15,423	0	0
<b>Total Expenditures</b>	\$ 2,429,106	\$ 2,361,075	\$ 2,320,772	\$ 2,363,831
<b>Authorized Positions</b>	19.00	19.00	19.00	19.00

# OFFICE SERVICES FUND - 19.0 A. P.



**DSIGNIFICANT BUDGET CHANGES**

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

**CHANGES FROM 2005-06 ADOPTED TO 2006-07 ADOPTED**

<b>2005-06 ADOPTED:</b>	\$2,361,075	<b>A.P.</b>	19.0
<b>2006-07 ADOPTED:</b>	\$2,363,831	<b>A.P.</b>	19.0

- A) The adopted budget increases by \$2,294 for the 2006-07 compensation plan.
- B The adopted budget decreases by (\$20,540) for purchase for resale based on historical expenditures.
- C) The adopted budget decreases by (\$15,423) for lab & shop equipment for one time FY2005-06 equipment replacements.
- D) The adopted budget increases by \$13,210 based on the ITS allocation to this department.
- E) The adopted budget decreases by (\$12,880) for miscellaneous rent to reflect the implementation of the copy machine contract.
- F) The adopted budget increases by \$11,100 based on the worker's compensation allocation to this department.
- G) The adopted budget increases by \$2,500 for minor equipment replacement.

**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.

**FY2006-07 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 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07	Adopted Budget 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07
Center	Center Description								
	<u>PUBLIC INFORMATION</u>								
0901310	PRINT SHOP	\$ 1,826,309	\$ 1,712,606	\$ 1,690,785	\$ 1,710,535	10.00	10.00	10.00	10.00
0901320	GRAPHICS	233,886	250,796	243,560	252,312	3.00	3.00	3.00	3.00
0901330	MAILROOM	368,911	397,674	386,428	400,985	6.00	6.00	6.00	6.00
	Sub-Total	<u>\$ 2,429,106</u>	<u>\$ 2,361,075</u>	<u>\$ 2,320,772</u>	<u>\$ 2,363,831</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>
	<b>TOTAL</b>	\$ 2,429,106	\$ 2,361,075	\$ 2,320,772	\$ 2,363,831	19.00	19.00	19.00	19.00

**FORT WORTH**



## FUND STATEMENT

**FUND:**

**TEMPORARY LABOR FUND**

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

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

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

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

Departments utilizing Temporary Labor's services are billed by the Fund for the temporary employee's salary and all associated administrative costs. There are, on average, 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  
2006-07**

**REVENUES:**

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

**EXPENDITURES:**

Personal Services	\$985,030
Supplies	800
Contractual Services	<u>25,541</u>
<b>TOTAL EXPENDITURES</b>	<b>\$1,011,371</b>

**PROJECTED  
UNRESERVED FUND BALANCE  
TEMPORARY LABOR FUND**

Unreserved retained earnings as of 9/30/06 *	<b>\$280,558</b>
Plus: Projected Revenues	\$1,047,787
Less: Projected Expenditures	( <b>\$1,011,371</b> )
Unreserved retained earnings as of 9/30/07	<b>\$316,974</b>

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



**COMPARISON OF TEMPORARY LABOR FUND  
EXPENDITURES**

	<b>ACTUAL 2003-04</b>	<b>ACTUAL 2004-05</b>	<b>BUDGET 2005-06</b>	<b>RE-ESTIMATE 2005-06</b>	<b>ADOPTED 2006-07</b>
Temporary Labor Services	<u>\$1,200,547</u>	<u>\$1,284,387</u>	<u>\$1,010,219</u>	<u>\$1,884,941</u>	<u>\$1,011,371</u>
<b>Total</b>	\$1,200,547	\$1,284,387	\$1,010,219	\$1,884,941	\$1,011,371

**FORT WORTH**



**COMPARISON OF TEMPORARY LABOR FUND  
REVENUES**

	<b>ACTUAL 2003-04</b>	<b>ACTUAL 2004-05</b>	<b>BUDGET 2005-06</b>	<b>RE-ESTIMATE 2005-06</b>	<b>ADOPTED 2006-07</b>
Labor Charges	\$1,049,980	\$1,109,507	\$835,925	\$1,483,275	\$835,925
Labor Overhead	<u>231,456</u>	<u>234,065</u>	<u>211,862</u>	<u>306,051</u>	<u>211,862</u>
<b>TOTAL</b>	\$1,281,436	\$1,343,572	\$1,047,787	\$1,789,326	\$1,047,787

**FORT WORTH**



**FUND BUDGET SUMMARY****DEPARTMENT:**

TEMPORARY LABOR FUND

**FUND/CENTER**

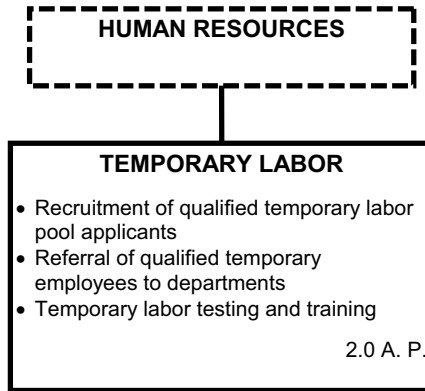
PI17/0140000

## SUMMARY OF FUND RESPONSIBILITIES:

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

<b>Allocations</b>	<b>Actual 2004-05</b>	<b>Adopted 2005-06</b>	<b>Proposed Budget 2006-07</b>	<b>Adopted Budget 2006-07</b>
<b>Personal Services</b>	\$ 1,268,486	\$ 988,816	\$ 978,406	\$ 985,030
<b>Supplies</b>	31	700	800	800
<b>Contractual</b>	15,870	20,703	25,504	25,541
<b>Total Expenditures</b>	\$ 1,284,387	\$ 1,010,219	\$ 1,004,710	\$ 1,011,371
<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>		<b>FUND/CENTER</b>	
TEMPORARY LABOR FUND		PI17/0140000	
<b>CHANGES FROM 2005-06 ADOPTED TO 2006-07 ADOPTED</b>			
<b>2005-06 ADOPTED:</b>	\$1,010,219	<b>A.P.</b>	2.00
<b>2006-07 ADOPTED:</b>	\$1,011,371	<b>A.P.</b>	2.00
<p>A) The adopted budget decreases by (\$12,840) for Medicare costs for scheduled temporaries based on current and anticipated usage of temporary labor.</p> <p>B) The adopted budget increases by \$6,000 in salaries of regular employees based on the FY2006-07 compensation plan.</p> <p>C) The adopted budget increases by \$5,000 in advertising due recruitment needs.</p> <p>D) The adopted budget decreases by (\$2,438) based on worker's compensation allocation to this department.</p>			

**FORT WORTH**





## DEPARTMENTAL OBJECTIVES AND MEASURES

**DEPARTMENT:**

### TEMPORARY LABOR FUND

**DEPARTMENT PURPOSE**

To provide a centralized temporary employee source to meet the short-term employment needs of all City departments.

**FY2006-07 DEPARTMENTAL OBJECTIVES**

To continue to provide temporary employees to meet department's short-term labor needs at a cost at least 35 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%	34%	35%
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 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07	Adopted Budget 2004-05	Adopted Budget 2005-06	Proposed Budget 2006-07	Adopted Budget 2006-07
Center	Center Description								
0140000	<u>HUMAN RESOURCES</u>								
	HUMAN RESOURCES	\$ 1,284,387	\$ 1,010,219	\$ 1,004,710	\$ 1,011,371	2.00	2.00	2.00	2.00
	Sub-Total	<u>\$ 1,284,387</u>	<u>\$ 1,010,219</u>	<u>\$ 1,004,710</u>	<u>\$ 1,011,371</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
	<b>TOTAL</b>	\$ 1,284,387	\$ 1,010,219	\$ 1,004,710	\$ 1,011,371	2.00	2.00	2.00	2.00

**FORT WORTH**

