

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

In a continuing effort to provide the best possible fleet services, the Equipment Services Department also contracts a wide variety of fleet-related services. These services are contracted out: 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 FY2007-08 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
2007-08

REVENUES:

Equipment Maintenance Labor Costs	6,822,525
Fuel Costs and Overhead	7,673,849
Repair and Maintenance Parts	4,624,000
ESD Administrative Charge	2,134,170
Outside Repair and Maintenance	1,805,488
Other Charges	<u>276,444</u>
TOTAL REVENUE	\$23,336,476

EXPENDITURES:

Personal Services	\$7,888,907
Supplies	11,301,766
Contractual Services	<u>4,128,852</u>
TOTAL RECURRING EXPENSES	\$23,319,526

DEBT SERVICE AND CAPITAL OUTLAY:

Capital Outlay	<u>\$16,950</u>
TOTAL DEBT SERVICE AND CAPITAL OUTLAY	\$16,950
TOTAL EXPENDITURES	\$23,336,476

**PROJECTED
FY2007-08 CASH FLOW
EQUIPMENT SERVICES FUND**

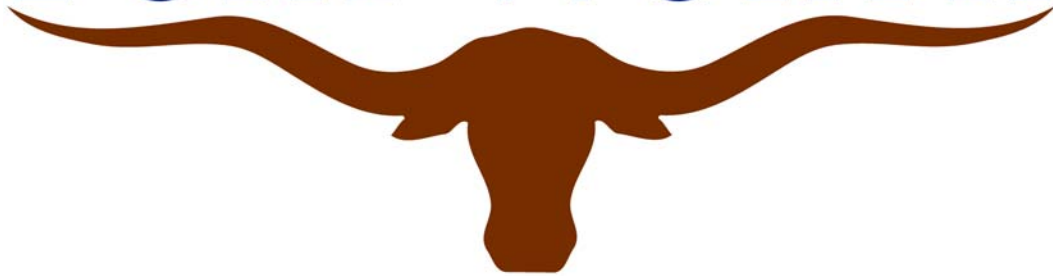
CASH BALANCE AT 9/30/07 *	(\$212,654)
Plus: Projected Revenues	\$23,336,476
Less: Projected Expenditures	(\$23,336,476)
ESTIMATED AVAILABLE CASH AT 9/30/08	(\$212,654)

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

**COMPARISON OF EQUIPMENT SERVICES FUND
EXPENDITURES**

	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	RE-ESTIMATE 2006-07	ADOPTED 2007-08
Administration	\$1,919,163	\$1,784,881	\$2,086,570	\$2,059,384	\$2,071,531
Equipment Materials	4,082,854	4,262,670	4,201,731	4,146,987	4,464,682
James Ave (Formerly James Heavy)	1,833,858	1,914,863	1,821,357	1,797,627	4,012,793
Southside Service Center	831,822	955,911	918,200	906,237	1,014,844
Brennan Street	1,572,888	1,585,811	1,805,702	1,782,176	1,858,968
Water & Sewer Center	874,783	985,044	943,563	931,269	1,017,752
James Light (Combined into James Ave)	1,589,426	1,815,483	1,749,593	1,726,798	0
Fuel Services	238,398	364,613	419,430	413,965	379,887
Technical Services	268,442	308,131	303,608	299,652	338,498
Tire Shop	255,188	258,536	296,389	292,527	345,882
Parts & Fuel Inventory	5,568,774	7,237,675	7,938,915	7,835,153	7,806,639
Non-Departmental	<u>217,169</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
TOTAL	\$19,252,765	\$21,473,618	\$22,510,058	\$22,216,775	\$23,336,476

FORT WORTH



**COMPARISON OF EQUIPMENT SERVICES FUND
REVENUES**

	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	RE-ESTIMATE 2006-07	ADOPTED 2007-08
Interest on Investments	\$2,194	\$0	\$0	\$0	\$0
Equipment Maint/Labor Cost	5,930,986	6,579,349	6,555,163	6,376,373	6,822,525
Fuel Overhead	107,283	123,839	120,000	123,411	124,200
Veh Repair & Maint Overhead	1,093,393	1,200,901	1,080,000	1,138,408	1,224,000
Other Labor Charges	12,841	9,259	10,988	24,485	11,347
Car Wash	0	0	60,919	56,000	55,000
Rev from Sale of Auto Parts	5,819	19,844	8,000	15,226	13,000
Diesel Sales	1,675,237	2,517,182	3,095,990	2,432,787	2,768,842
Used Parts & Oil	2,077	6,988	6,500	2,599	6,261
Veh & Equipment Sales	8,291	420	70,000	0	0
Unleaded Sales	1,603,436	2,223,939	2,678,960	2,206,093	2,391,022
Propane Sales	160,510	120,725	244,966	73,035	127,738
Veh Repair & Maint Supplies	3,019,401	3,298,044	3,102,077	3,171,733	3,400,000
Outside Rep & Main Costs	1,523,493	1,840,524	1,554,076	1,828,418	1,641,353
Outside Rep & Main Ovrhd	152,350	184,053	155,556	183,173	164,135
Lubricant Costs	63,522	113,202	85,000	123,838	145,083
Lubricant Overhead	2,110	2,724	15,000	21,016	2,753
Diesel Overhead	111,611	129,656	129,073	124,717	140,160
Propane Overhead	18,372	11,464	20,880	6,757	11,791
Gas Card Revenue	1,354,106	2,065,630	1,365,000	2,228,091	2,083,955
Gas Card Overhead	21,419	25,631	20,160	24,759	26,141
ESD Admin Charge	1,921,050	1,989,195	2,031,750	2,033,880	2,134,170
Gas Tax Refund	0	55,506	0	0	0
Misc. Revenue	3,264	26,953	60,000	7,159	3,000
EPA Revenue	<u>40,482</u>	<u>23,537</u>	<u>40,000</u>	<u>27,390</u>	<u>40,000</u>
TOTAL	\$18,833,247	\$22,568,565	\$22,510,058	\$22,229,348	\$23,336,476

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

EQUIPMENT SERVICES

FUND/CENTER

PI61/0212010:0212095

SUMMARY OF FUND RESPONSIBILITIES:

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

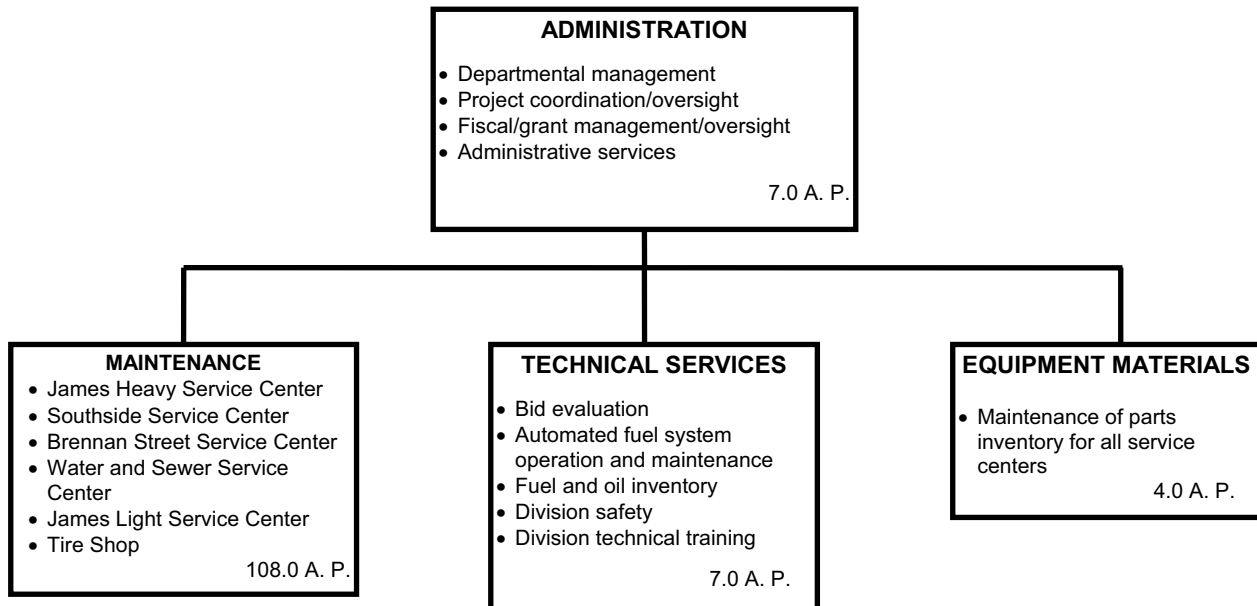
Within the department, field services, mechanical maintenance, fuel, lubricants, and other supplies are provided by the following five service centers: James Ave, Southside, Brennan, Water, and the Tire Shop. Equipment Services also contracts certain services to outside entities when contracting is deemed the most efficient and effective means to provide the required service. In addition, the department has a Fuel Services Section that provides for fueling services for all City vehicles and equipment. ESD's Technical Services Section performs procurement and other fleet administrative functions.

ESD privatized its parts inventory system at the end of FY2001-02. This FY2007-08 Budget contains the continuation of this program. 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.

Allocations	Actual 2005-06	Adopted 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Personal Services	\$ 6,836,315	\$ 7,272,582	\$ 7,899,125	\$ 7,888,907
Supplies	10,495,988	10,823,786	11,291,548	11,301,766
Contractual	3,963,273	4,312,040	4,128,852	4,128,852
Capital Outlay	178,041	101,650	16,950	16,950
Total Expenditures	\$ 21,473,617	\$ 22,510,058	\$ 23,336,476	\$ 23,336,476
Authorized Positions	126.00	126.00	126.00	126.00

EQUIPMENT SERVICES - 126.0 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER		
EQUIPMENT SERVICES	PI61/0212010:0212095		
CHANGES FROM 2006-07 ADOPTED TO 2007-08 ADOPTED			
2006-07 ADOPTED:	\$22,510,058	A.P.	126.00
2007-08 ADOPTED:	\$23,336,476	A.P.	126.00
<p>A) The adopted budget increases by \$166,043 in Salaries of Regular Employees based on step increases</p> <p>B) The adopted budget increases by \$302,233 for Retirement based on the five percent increase in the City's contribution to employee retirement.</p> <p>C) The adopted budget increases by \$760,954 for ESD gascard fuel, which is used by employees to purchase gas. This increase is also due to fuel price increases.</p> <p>D) The adopted budget decreases by (\$327,148) in Diesel Fuel due to a leveling in gas prices from the previous year.</p> <p>E) The adopted budget decreases by (\$287,938) for Unleaded Fuel Purchases due to a leveling in gas prices from the previous year.</p> <p>F) The adopted budget increases by \$278,300 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.</p> <p>G) The adopted budget decreases by (\$250,000) for Vehicle Repairs by Outside Vendors to maintain a 95% fleet availability.</p> <p>H) The adopted budget decreases by (\$147,371) in Other Contractual due to a one time cost for implementing a new software system.</p> <p>I) The adopted budget increases by \$136,721 in Equipment Maintenance.</p> <p>J) The adopted budget decreases by (\$117,227) in ESD Propane based decreasing usage of propane.</p> <p>K) The adopted budget increases by \$89,083 in Oil and Lubricants due to a growing fleet.</p> <p>L) The adopted budget decreases by (\$73,000) in Motor Vehicles due to the one time purchase.</p> <p>M) The adopted budget increases by \$50,925 in Group Health Insurance based on the allocation to this department.</p> <p>N) The adopted budget increases by \$50,025 for Terminal Leave based on prospective retirements.</p> <p>O) The adopted budget increases by \$49,745 for Electric Utility due to the increasing costs of electricity.</p> <p>P) The adopted budget increases by \$49,619 for Motor Fuel for departmental use.</p> <p>Q) The adopted budget decreases by (\$43,500) for Facility Maintenance due to necessary repairs to the existing service centers.</p> <p>R) The adopted budget increases by \$42,780 in ESD Administration fee based on departmental allocations.</p>			

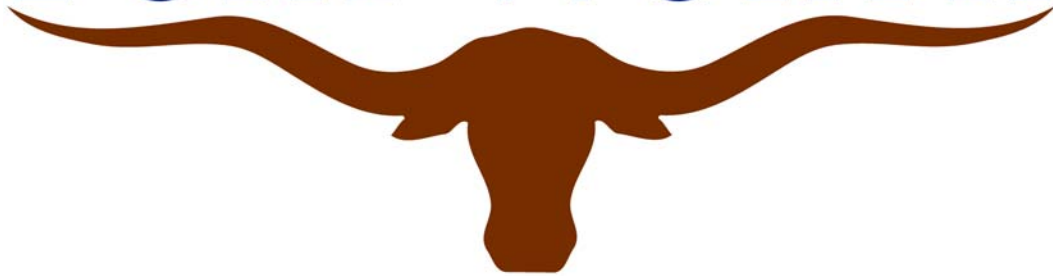
FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT:			
EQUIPMENT SERVICES			
DEPARTMENT PURPOSE			
To Provide the City of Fort Worth with the services and information necessary to optimally manage and utilize the City's equipment required to accomplish our mission and operational tasks.			
FY2007-08 DEPARTMENTAL OBJECTIVES			
Maintain fleet availability for user departments above 95% at present budgetary levels.			
Perform scheduled maintenance above 55% of repairs at present budgetary levels.			
Complete in-shop repairs within three working days above 70% of the time at present budgetary levels.			
Remain in compliance with all Environmental Protection Agency, Texas Commission of Environmental Quality, and City of Fort Worth Environmental Services requirements for fuel and equipment emissions.			
Keep repeat repairs less than 3% of total repairs.			
Keep fuel supply inventory at less than 1%.			
Provide 2500 hours of Technician Training for shop personnel.			
DEPARTMENTAL MEASURES	ACTUAL 2005-06	ESTIMATED 2006-07	PROJECTED 2007-08
Fleet Availability	95.40	95.80	96
Maintenance Scheduled	51.90	52.40	55
In-house Repairs within 3days	77.71	80.65	80
Repeat Repairs	.047	.71	.70
Variance in Fuel Inventory	>1	>1	>1
Employee Training Hours	2080	2500	2500
Alternative Fueled Vehicles	358	372	389

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT EQUIPMENT SERVICES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI61 EQUIPMENT SERVICES FUND		Actual Expenditures 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08	Adopted Budget 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Center	Center Description								
	<u>EQUIPMENT SERVICES</u>								
0212010	ADMINISTRATION	\$ 1,784,880	\$ 2,086,570	\$ 2,484,337	\$ 2,071,531	7.00	7.00	7.00	7.00
0212015	EQUIPMENT MATERIALS	4,262,670	4,201,731	4,452,174	4,464,682	4.00	4.00	5.00	5.00
0212030	JAMES HEAVY	1,914,863	1,821,357	3,809,720	4,012,793	32.00	27.00	57.00	57.00
0212035	SOUTHSIDE SERVICE CENTER	955,911	918,200	976,015	1,014,844	11.00	11.00	11.00	11.00
0212045	BRENNAN STREET	1,585,811	1,805,702	1,784,867	1,858,968	22.00	22.00	21.00	21.00
0212050	WATER & SEWER CENTER	985,044	943,563	972,121	1,017,752	13.00	13.00	13.00	13.00
0212055	JAMES LIGHT	1,815,483	1,749,593	0	0	25.00	30.00	0.00	0.00
0212070	FUEL SERVICES	364,613	419,430	371,172	379,887	4.00	4.00	3.00	3.00
0212071	TECHNICAL SERVICES	308,131	303,608	326,004	338,498	3.00	3.00	4.00	4.00
0212080	TIRE SHOP	258,536	296,389	328,427	345,882	5.00	5.00	5.00	5.00
0212085	PARTS & FUEL INVENTORY	7,237,675	7,938,915	7,806,639	7,806,639	0.00	0.00	0.00	0.00
0212095	NON-DEPARTMENTAL	0	25,000	25,000	25,000	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 21,473,617</u>	<u>\$ 22,510,058</u>	<u>\$ 23,336,476</u>	<u>\$ 23,336,476</u>	<u>126.00</u>	<u>126.00</u>	<u>126.00</u>	<u>126.00</u>
	TOTAL	\$ 21,473,617	\$ 22,510,058	\$ 23,336,476	\$ 23,336,476	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 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
2007-08**

REVENUES:

Computing Services	\$16,504,756
Telephone Services	4,306,086
Radio Services	1,297,216
External Customer Revenue	620,351
Use of Fund Balance	<u>551,500</u>
TOTAL REVENUE	\$23,279,909

EXPENDITURES:

Personal Services	\$10,463,471
Supplies	606,984
Contractual Services	<u>12,042,454</u>
TOTAL RECURRING EXPENSES	\$23,112,909

CAPITAL OUTLAY:

Capital Outlay	<u>\$167,000</u>
TOTAL CAPITAL OUTLAY	\$167,000
TOTAL EXPENDITURES	\$23,279,909

**PROJECTED
FY2007-08 CASH FLOW
INFORMATION SYSTEMS FUND**

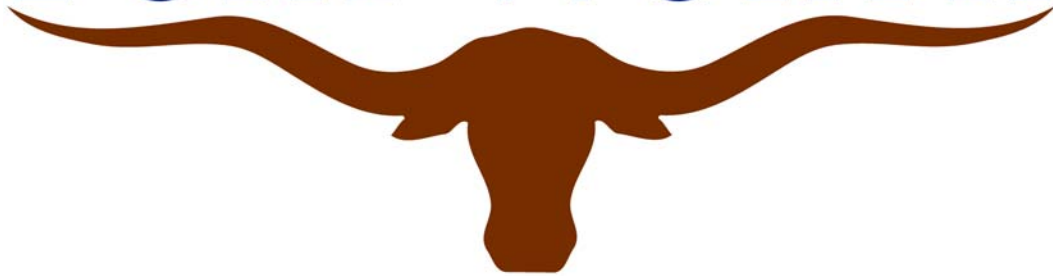
CASH BALANCE AT 9/30/07 *	\$2,698,785
Plus: Projected Revenues	\$22,728,409
Less: Projected Expenditures	(\$23,279,909)
ESTIMATED AVAILABLE CASH AT 9/30/08	\$2,147,285

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

**COMPARISON OF INFORMATION SYSTEMS FUND
EXPENDITURES**

	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	RE-ESTIMATE 2006-07	ADOPTED 2007-08
Administration	\$441,942	\$855,142	\$1,113,948	\$1,095,068	\$813,619
Security	547,728	888,326	1,280,822	\$1,259,114	1,384,934
Infrastructure	3,229,858	3,754,980	4,812,116	\$4,730,557	4,795,602
Finance	760,154	710,026	778,904	\$765,703	924,398
Operations	3,894,091	4,207,938	5,711,590	\$5,614,787	6,994,667
Communications	5,475,933	6,578,902	7,211,336	\$7,089,114	6,916,647
Customer Service	1,449,343	1,341,600	1,391,264	\$1,367,684	1,248,343
Department Overhead	<u>264,555</u>	<u>944,828</u>	<u>299,521</u>	<u>\$294,445</u>	<u>201,699</u>
TOTAL	\$16,063,604	\$19,281,742	\$22,599,501	\$22,216,471	\$23,279,909

FORT WORTH



**COMPARISON OF INFORMATION SYSTEMS FUND
REVENUES**

	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	RE-ESTIMATE 2006-07	ADOPTED 2007-08
Computing Services	10,495,939	13,649,480	16,932,155	15,942,205	16,504,756
Telephone Services	3,984,189	4,526,563	3,257,236	4,221,913	4,306,086
Radio Services	1,471,584	1,496,566	1,802,500	1,496,824	1,297,216
Software Based Charges	2,471	0	0	0	0
External Customers	660,667	659,373	607,610	720,157	620,351
Other Revenue	179,807	2,649	0	808	0
Use of Fund Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$551,500</u>
TOTAL	\$16,794,657	\$20,334,631	\$22,599,501	\$22,381,907	\$23,279,909

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.

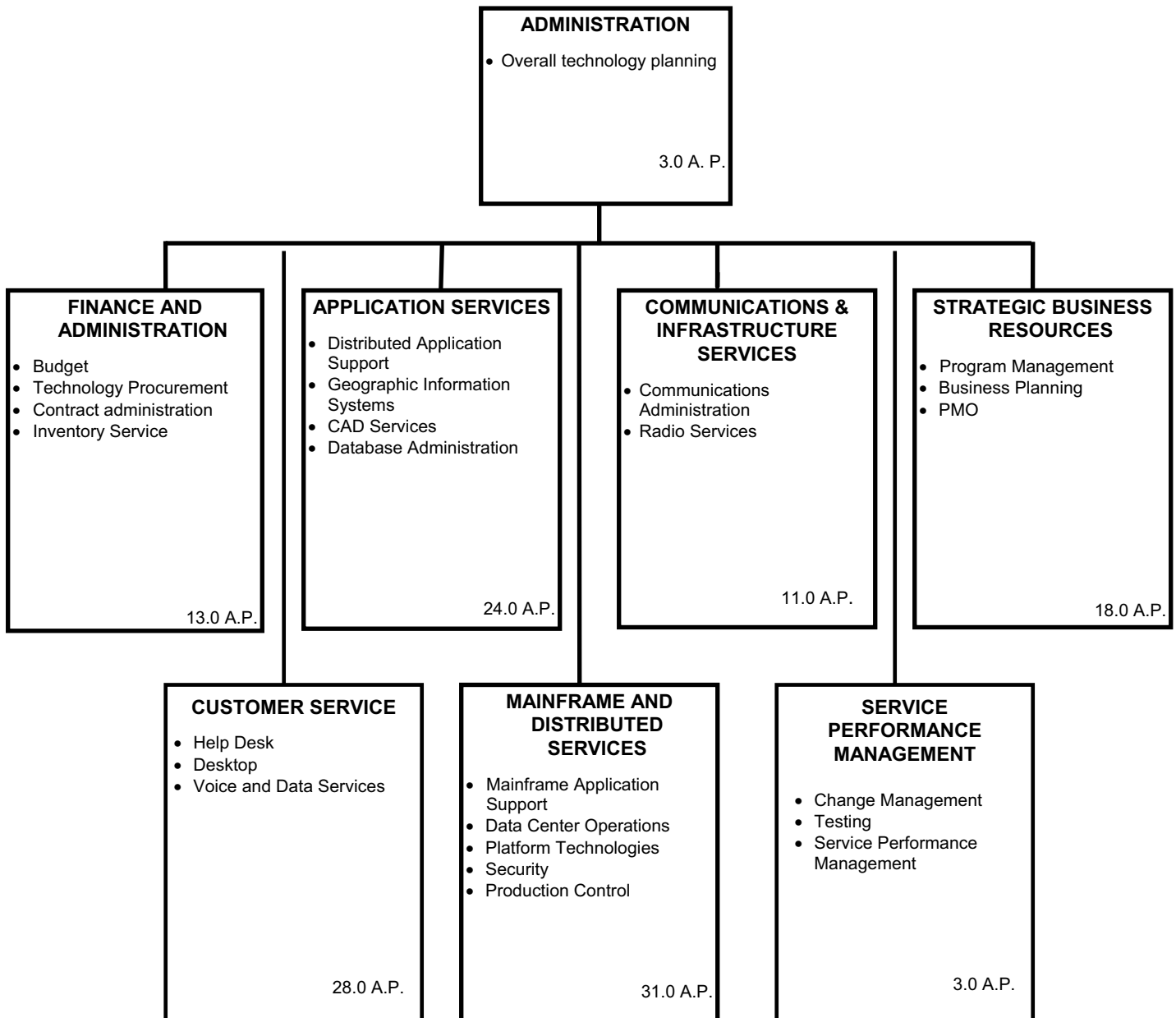
The Communications & Infrastructure Group provides technical management and development of the City's telephone system, radio systems and the public safety Computer-Aided Dispatch system; and technical management and development for the City's network infrastructure, Desktop Support, and IT Security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

Allocations	Actual 2005-06	Adopted 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Personal Services	\$ 8,415,801	\$ 9,842,026	\$ 10,485,876	\$ 10,463,471
Supplies	854,020	728,562	606,984	606,984
Contractual	9,928,558	11,928,913	12,042,454	12,042,454
Capital Outlay	83,363	100,000	167,000	167,000
Total Expenditures	\$ 19,281,742	\$ 22,599,501	\$ 23,302,314	\$ 23,279,909
Authorized Positions	119.00	122.00	131.00	131.00

INFORMATION SYSTEMS FUND - 131.0 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER		
INFORMATION SYSTEMS FUND	PI68/0041000:0049000		
CHANGES FROM 2006-07 ADOPTED TO 2007-08 ADOPTED			
2006-07 ADOPTED:	\$22,599,501	A.P.	122.0
2007-08 ADOPTED:	\$23,279,909	A.P.	131.0
<p>A) The adopted budget increases by \$726,784 in Salaries of Regular Employees based on step increases and the addition of 9 positions. Four of the positions are the conversion of temporaries to fulltime regular positions. Two positions are the conversion of overage positions to regular positions. The last three positions are for the ERP project.</p> <p>B) The adopted budget increases by \$473,898 for Retirement based on the five percent increase in the City's contribution to employee retirement.</p> <p>C) The adopted budget decreases by (\$1,000,000) in Transfers Out for the one time transfer to the ERP project.</p> <p>D) The adopted budget increases by \$719,749 in Miscellaneous Rent for software and licensing agreements.</p> <p>E) The adopted budget increases by (\$497,444) in Salary Savings Budgeted to reflect the historical pattern of vacancy savings.</p> <p>F) The adopted budget increases by \$391,421 in Other Contractual, Disaster Recovery and Business Continuity project, a WIFI Consultant, and the E-GOV project.</p> <p>G) The adopted budget increases by \$332,611 in Straight Lines Leases for the cost of telephone lines for the City.</p> <p>H) The adopted budget decreases by (\$177,555) in IT services.</p> <p>I) The adopted budget decreases by (\$147,000) for Accumulated Leave based on prospective retirements.</p> <p>J) The adopted budget decreases by (\$135,330) For Lease/Maintenance For Computers.</p> <p>K) The adopted budget increases by \$127,767 for Group Health Insurance based on new employees (and/or) based on employee plan selection.</p> <p>L) The adopted budget decreases by (\$123,741) in IT leased equipment based on historical spending patterns.</p> <p>M) The adopted budget decreases by (\$122,726) in Operating Supplies based on historical spending trends.</p> <p>N) The adopted budget decreases by (\$108,442) in Scheduled Temporaries to offset the increase in salaries of regular employees for the conversion of 4 temporary positions.</p> <p>O) the adopted budget increases by \$83,100 in Workshops and Retreats for the Disaster recovery Business Continuity project, ERP Project and the E-GOV project.</p> <p>P) The adopted budget increases by \$60,000 in Motor Vehicles due to the one time purchase.</p>			

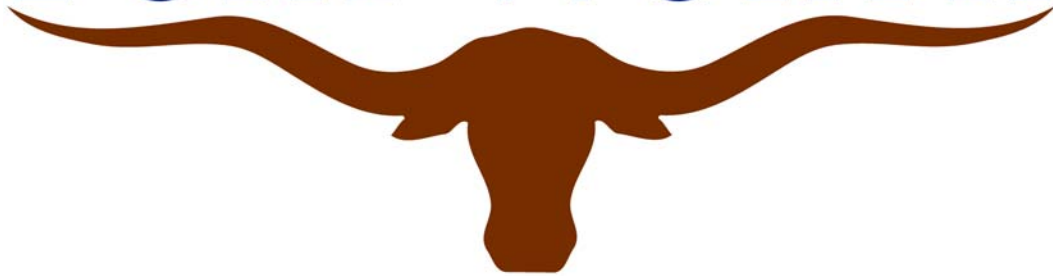
FORT WORTH



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.			
FY2007-08 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 2005-06	ESTIMATED 2006-07	PROJECTED 2007-08
Applications on-line availability	>99%	>99%	>99%
Public Safety Trunked Voice Radio System availability	>99%	>99%	>99%
Customer satisfaction with equipment installation	89%	87%	88%
Good/Excellent customer satisfaction with desktop support	94%	95%	95%
Customer satisfaction for Customer Support Center	95%	96%	96%
First Call Resolution Rate >=70%	68%	75%	75%

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08	Adopted Budget 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Center	Center Description								
	<u>ADMINISTRATION AND IT SECURITY</u>								
0041000	ADMINISTRATION	\$ 855,142	\$ 1,113,948	\$ 1,276,639	\$ 813,619	2.00	3.00	2.00	2.00
	Sub-Total	\$ 855,142	\$ 1,113,948	\$ 1,276,639	\$ 813,619	2.00	3.00	2.00	2.00
	<u>IT SECURITY</u>								
0041100	IT SECURITY	\$ 888,326	\$ 1,280,822	\$ 1,368,062	\$ 1,384,934	6.00	5.00	5.00	5.00
	Sub-Total	\$ 888,326	\$ 1,280,822	\$ 1,368,062	\$ 1,384,934	6.00	5.00	5.00	5.00
	<u>INFRASTRUCTURE</u>								
0043010	PLATFORM TECHNOLOGIES	\$ 1,890,151	\$ 2,612,359	\$ 2,303,984	\$ 2,325,548	5.00	5.00	6.00	6.00
0043020	DATA CENTER OPERATIONS	1,864,829	2,199,757	2,428,410	2,470,054	11.00	12.00	16.00	16.00
	Sub-Total	\$ 3,754,980	\$ 4,812,116	\$ 4,732,394	\$ 4,795,602	16.00	17.00	22.00	22.00
	<u>FINANCE</u>								
0044000	FINANCE & CONTRACT ADMINISTRATION	\$ 710,026	\$ 778,904	\$ 880,672	\$ 924,398	11.00	11.00	13.00	13.00
	Sub-Total	\$ 710,026	\$ 778,904	\$ 880,672	\$ 924,398	11.00	11.00	13.00	13.00
	<u>OPERATIONS</u>								

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08	Adopted Budget 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Center	Center Description								
0045000	STRATEGIC BUSINESS RESOURCES	\$ 1,551,359	\$ 2,770,806	\$ 3,973,920	\$ 4,039,262	15.00	17.00	18.00	18.00
0045010	MAINFRAME APPLICATIONS	717,552	762,218	751,728	776,283	7.00	6.00	7.00	7.00
0045020	DISTRIBUTED APPLICATIONS	893,805	1,073,589	1,138,658	1,178,324	10.00	11.00	11.00	11.00
0045050	GEOGRAPHIC INFORMATION SERVICES	1,045,223	1,104,977	971,030	1,000,798	9.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 4,207,938</u>	<u>\$ 5,711,590</u>	<u>\$ 6,835,336</u>	<u>\$ 6,994,667</u>	<u>41.00</u>	<u>43.00</u>	<u>45.00</u>	<u>45.00</u>
	<u>COMMUNICATIONS</u>								
0046000	IT COMMUNICATIONS SERVICES GROUP	\$ 430,376	\$ 403,206	\$ 306,273	\$ 313,293	3.00	3.00	2.00	2.00
0046010	VOICE & DATA SERVICES	4,580,525	4,055,149	4,115,125	4,149,439	10.00	10.00	10.00	10.00
0046020	RADIO SERVICES	1,174,029	1,913,683	1,708,884	1,760,921	10.00	10.00	11.00	11.00
0046040	CAD SERVICES	393,972	839,298	678,612	692,994	2.00	4.00	4.00	4.00
	Sub-Total	<u>\$ 6,578,902</u>	<u>\$ 7,211,336</u>	<u>\$ 6,808,894</u>	<u>\$ 6,916,647</u>	<u>25.00</u>	<u>27.00</u>	<u>27.00</u>	<u>27.00</u>
	<u>CUSTOMER SERVICE</u>								
0048000	CUSTOMER SUPPORT CENTER	\$ 729,839	\$ 591,853	\$ 501,670	\$ 520,843	9.00	7.00	8.00	8.00
0048001	DESKTOP SUPPORT	611,761	799,411	696,948	727,500	9.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 1,341,600</u>	<u>\$ 1,391,264</u>	<u>\$ 1,198,618</u>	<u>\$ 1,248,343</u>	<u>18.00</u>	<u>16.00</u>	<u>17.00</u>	<u>17.00</u>

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT IT SOLUTIONS		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI68	INFORMATION SYSTEMS FUND	Actual Expenditures 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08	Adopted Budget 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Center	Center Description								
0049000	<u>DEPT OVERHEAD</u>								
	DEPT OVERHEAD	\$ 944,828	\$ 299,521	\$ 201,699	\$ 201,699	0.00	0.00	0.00	0.00
	Sub-Total	<u>\$ 944,828</u>	<u>\$ 299,521</u>	<u>\$ 201,699</u>	<u>\$ 201,699</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL	\$ 19,281,742	\$ 22,599,501	\$ 23,302,314	\$ 23,279,909	119.00	122.00	131.00	131.00

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
2007-08

REVENUES:

Surplus Management Fees	\$100,000
Sale of Street Easement Vacations	\$6,500
Easement for Pipelines	\$11,000
Salvage Sales	\$1,000
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	250,000
Aviation Capital Projects	50,000
T/PW Capital Projects	7,951,278
Water Capital Projects	5,693,652
Wastewater Capital Projects	2,078,857
Receipts from Other Funds	179,000
Gas Lease Admin Fees	100,000
Miscellaneous Revenues	<u>\$22,000</u>
TOTAL REVENUE	\$16,590,287

EXPENDITURES:

Personal Services	\$13,211,314
Supplies	\$591,993
Contractual Services	<u>\$2,413,980</u>
TOTAL RECURRING EXPENSES	\$16,217,287

CAPITAL OUTLAY:

Capital Outlay	<u>\$373,000</u>
TOTAL CAPITAL OUTLAY	\$373,000
TOTAL EXPENDITURES	\$16,590,287

**PROJECTED
FY2007-08 CASH FLOW
ENGINEERING FUND**

Cash Balance at 9/30/07*	\$1,093,527
Plus: Projected Revenues	\$16,590,287
Less: Projected Expenditures	(\$16,590,287)
Estimated Cash Balance at 9/30/08	\$1,093,527

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

**COMPARISON OF ENGINEERING SERVICES FUND
EXPENDITURES**

	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	RE-ESTIMATE 2006-07	ADOPTED 2007-08
Engineering Services	<u>\$12,331,182</u>	<u>\$13,491,911</u>	<u>\$14,964,610</u>	<u>\$14,788,439</u>	<u>\$16,590,287</u>
TOTAL	\$12,331,182	\$13,491,911	\$14,964,610	\$14,788,439	\$16,590,287

FORT WORTH



**COMPARISON OF ENGINEERING SERVICES FUND
REVENUES**

	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	RE-ESTIMATE 2006-07	ADOPTED 2007-08
Transfer from Water and Sewer Operating Fund	\$9,979	\$4,185	\$7,000	\$4,258	\$7,000
Transfer from Lake Worth Trust Fund	188,157	182,205	100,000	125,640	100,000
Parks & Community Services Capital Projects-GF	49,536	116,739	40,000	123,462	40,000
T/PW General Fund Programs	256,909	255,717	263,000	299,392	250,000
Environmental Services	54,231	87,232	80,000	45,466	0
Aviation Capital Projects	45,179	37,181	65,000	26,201	50,000
T/PW Capital Projects	3,343,394	3,923,929	4,319,497	4,059,778	7,951,278
Water Capital Projects	3,988,562	4,291,268	5,506,595	4,581,961	5,693,652
Wastewater Capital Projects	3,512,959	3,470,620	3,539,828	2,786,821	2,078,857
Receipts from Other Funds	126,341	173,102	125,000	160,942	179,000
Contract Street Maintenance	890,379	1,807,500	737,190	1,107,691	0
Surplus Management Fees	45,476	46,520	61,000	189,762	100,000
Gas Lease Admin Fees	60,000	30,000	60,000	50,000	100,000
Miscellaneous Revenues	<u>73,396</u>	<u>142,318</u>	<u>60,500</u>	<u>95,882</u>	<u>40,500</u>
TOTAL	\$12,644,498	\$14,568,517	\$14,964,610	\$13,657,256	\$16,590,287

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.

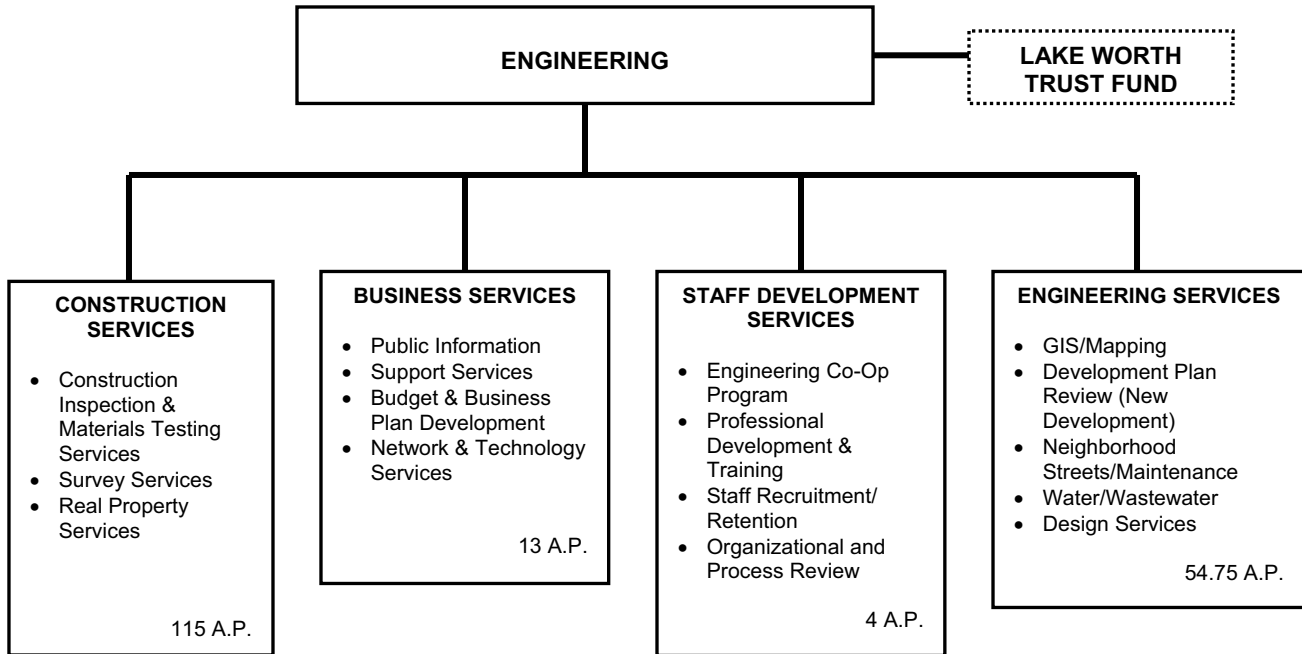
The Construction Service Delivery Group provides quality control and construction inspection services for most City projects to ensure compliance with approved plans, specifications, and contract documents. Real Property is responsible for the purchase, sale or lease of real property on behalf of all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

Allocations	Actual 2005-06	Adopted 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Personal Services	\$ 10,821,597	\$ 12,109,171	\$ 13,236,284	\$ 13,211,314
Supplies	541,448	500,860	591,993	591,993
Contractual	1,827,935	2,009,579	2,413,980	2,413,980
Capital Outlay	330,431	345,000	373,000	373,000
Total Expenditures	\$ 13,521,411	\$ 14,964,610	\$ 16,615,257	\$ 16,590,287
Authorized Positions	179.75	179.75	186.75	186.75

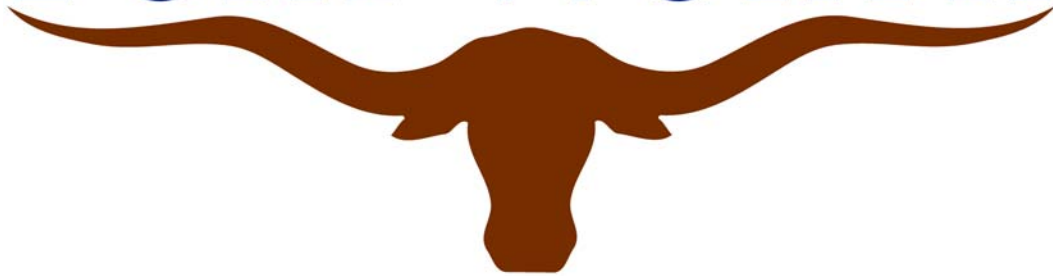
ENGINEERING SERVICES FUND – 186.75 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:	FUND/CENTER		
ENGINEERING SERVICES FUND	PI19/0301000:0307010		
CHANGES FROM 2006-07 ADOPTED TO 2007-08 ADOPTED			
2006-07 ADOPTED:	\$14,964,610	A.P.	179.75
2007-08 ADOPTED:	\$16,590,287	A.P.	186.75
<p>A) The adopted budget increases by \$466,921 for Salaries of Regular Employees for the addition of six Construction Inspectors for the Construction Services Division and one Administrative Assistant for the Gas Well Revenue Program</p> <p>B) The adopted budget increases by \$521,173 for the City's contribution to employee retirement based on the addition of new positions and the five percent increase in the City's contribution to employee retirement.</p> <p>C) The adopted budget decreases by (\$242,983) for Scheduled Temporaries used for a one-time document scanning project.</p> <p>D) The adopted budget increases by \$171,449 for Facility Rental for additional leased office spaced acquired in FY2006-07.</p> <p>E) The adopted budget increases by \$122,000 for Overtime for Inspector certification training classes.</p> <p>F) The adopted budget increases by \$81,432 for Worker's Compensation expense on the cost allocation to this department.</p> <p>G) The adopted budget increases by \$76,203 for Salary Savings due to a reduction in budgeted salary savings.</p> <p>H) The adopted budget increases by \$70,985 for IT Leased Equipment.</p> <p>I) The adopted budget increases by \$48,438 for Cellular/Mobile Telephones based on the cost allocation to this department.</p> <p>J) The adopted budget increases by \$45,900 for Operating Supplies.</p> <p>K) The adopted budget increases by \$42,257 for Workshops/Retreats.</p> <p>L) The adopted budget increases by \$41,600 for Mileage Reimbursement.</p> <p>M) The adopted budget increases by \$38,854 for Contractual Services.</p> <p>N) The adopted budget increases by \$32,386 for Group Health Insurance.</p> <p>O) The adopted budget increases by \$31,000 for Motor Vehicle Fuel.</p> <p>P) The adopted budget increases by \$26,733 for Minor Equipment</p> <p>Q) The adopted budget decreases by (\$24,604) for IT Solutions Department Charges based on the citywide cost allocation plan.</p> <p>R) The adopted budget decreases by (\$21,000) for Temporary Labor pool.</p>			

FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT:

ENGINEERING SERVICES FUND

DEPARTMENT PURPOSE

To build, restore and revitalize our community.

FY2007-08 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.

DEPARTMENTAL MEASURES	ACUTAL 2005-06	ESTIMATED 2006-07	PROJECTED 2007-08
Percent of capital projects completed within agreed upon schedule/budget	N/A	100%	100%
Infrastructure plan reviews completed within period	95%	98%	98%
Response to citizen construction related calls within 1hr.	100%	100%	100%
Average hours of on-site inspection	N/A	1.6	1.8

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT ENGINEERING DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19	ENGINEERING SERVICES FUND	Actual Expenditures 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08	Adopted Budget 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Center	Center Description								
	<u>ENGINEERING ADMINIS- TRATION DIVISION</u>								
0301000	ADMINISTRATION	\$ 939,912	\$ 1,157,730	\$ 2,047,405	\$ 1,442,808	12.00	12.00	14.00	14.00
	Sub-Total	<u>\$ 939,912</u>	<u>\$ 1,157,730</u>	<u>\$ 2,047,405</u>	<u>\$ 1,442,808</u>	<u>12.00</u>	<u>12.00</u>	<u>14.00</u>	<u>14.00</u>
	<u>CONSTRUCTION DIVI- SION</u>								
0302010	INSPECTION & SURVEY SECTION	\$ 5,513,034	\$ 5,641,478	\$ 6,514,204	\$ 6,762,936	64.00	63.00	71.00	71.00
0302030	LABORATORY SECTION	480,341	608,141	623,206	655,135	9.00	9.00	9.00	9.00
	Sub-Total	<u>\$ 5,993,375</u>	<u>\$ 6,249,619</u>	<u>\$ 7,137,410</u>	<u>\$ 7,418,071</u>	<u>73.00</u>	<u>72.00</u>	<u>80.00</u>	<u>80.00</u>
	<u>ENGINEERING SER- VICES</u>								
0303020	DESIGN SERVICES	\$ 2,755,320	\$ 3,246,463	\$ 3,144,215	\$ 3,277,752	38.00	38.00	36.00	36.00
0303030	MAPPING SERVICES	1,157,990	1,268,657	1,011,810	1,056,897	16.75	16.75	14.75	14.75
	Sub-Total	<u>\$ 3,913,310</u>	<u>\$ 4,515,120</u>	<u>\$ 4,156,025</u>	<u>\$ 4,334,649</u>	<u>54.75</u>	<u>54.75</u>	<u>50.75</u>	<u>50.75</u>
	<u>SURVEY DIVISION</u>								
0305010	SURVEY SECTION	\$ 1,319,572	\$ 1,530,512	\$ 1,479,208	\$ 1,540,703	22.00	22.00	21.00	21.00
	Sub-Total	<u>\$ 1,319,572</u>	<u>\$ 1,530,512</u>	<u>\$ 1,479,208</u>	<u>\$ 1,540,703</u>	<u>22.00</u>	<u>22.00</u>	<u>21.00</u>	<u>21.00</u>

DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT ENGINEERING DEPARTMENT		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI19	ENGINEERING SERVICES FUND	Actual Expenditures 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08	Adopted Budget 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Center	Center Description								
0306010	<u>REAL PROPERTY</u>								
	REAL PROPERTY SER- VICES	\$ 1,051,819	\$ 1,166,986	\$ 1,354,696	\$ 1,399,347	14.00	15.00	16.00	16.00
	Sub-Total	<u>\$ 1,051,819</u>	<u>\$ 1,166,986</u>	<u>\$ 1,354,696</u>	<u>\$ 1,399,347</u>	<u>14.00</u>	<u>15.00</u>	<u>16.00</u>	<u>16.00</u>
0307010	<u>STAFF DEVELOPMENT</u>								
	STAFF DEVELOPMENT	\$ 303,424	\$ 344,643	\$ 440,513	\$ 454,709	4.00	4.00	5.00	5.00
	Sub-Total	<u>\$ 303,424</u>	<u>\$ 344,643</u>	<u>\$ 440,513</u>	<u>\$ 454,709</u>	<u>4.00</u>	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>
	TOTAL	\$ 13,521,411	\$ 14,964,610	\$ 16,615,257	\$ 16,590,287	179.75	179.75	186.75	186.75

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 entities. To achieve efficiency and cost-effectiveness, the Print Shop and Graphics were merged in 1990, and the Mailroom was added in 1992. Currently, the Office Services Fund is the City's in-house Reprographics 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, fabricates identification cards for City employees, provides high-speed copying, creates blue line reproductions, and completes spot-color work. However, all "four-color" process work is contracted to outside firms. Since FY2003-04, the Print Shop has produced both banners and street signs on a limited basis for City Departments. This function 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 invoices 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
2007-08

REVENUES:

Gain/Loss On Assets	4,500
Office Copy Charges	957,261
Received From Others	23,193
Sale of Business Cards	35,144
Invoice Entry	29,405
Printing	48,319
Labor - Inter-Departmental Billing	333,408
Rush - Inter-Departmental Billing	4,950
Supplies - Inter-Departmental Billing	440,075
Kodak Printing	266,828
Translation Services	1,000
Customer Alteration	495
Errands	600
Interest Earned - Office Services	11,700
Postage	156,968
Fax Revenue-Office Services	100
Mail and Messenger	39,120
Miscellaneous Revenue	<u>167,434</u>
TOTAL REVENUE	\$2,520,500

EXPENDITURES:

Personal Services	\$1,029,257
Supplies	\$331,936
Contractual Services	<u>\$1,159,307</u>
TOTAL EXPENDITURES	\$2,520,500

**PROJECTED
2007-08 CASH FLOW
OFFICE SERVICES FUND**

CASH BALANCE AT 09/30/2007*	\$62,547
Plus: Projected Revenues	\$2,520,500
Less: Projected Expenditures	(\$2,520,500)
ESTIMATED AVAILABLE CASH AT 09/30/08	\$62,547

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

**COMPARISON OF OFFICE SERVICES FUND
EXPENDITURES**

	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	RE-ESTIMATE 2006-07	ADOPTED 2007-08
Print Shop	\$1,826,309	\$1,413,696	\$1,710,534	\$1,701,730	\$ 1,843,299
Graphics	233,886	\$208,685	252,312	\$259,987	253,913
Mailroom	<u>368,911</u>	<u>337,392</u>	<u>400,985</u>	<u>401,797</u>	<u>423,288</u>
Total	\$2,429,106	\$1,959,773	\$2,363,831	\$2,363,514	\$2,520,500

FORT WORTH



**COMPARISON OF OFFICE SERVICES FUND
REVENUES**

	ACTUAL 2004-05	ACTUAL 2005-06	Budget 2006-07	RE-ESTIMATE 2006-07	ADOPTED 2007-08
Interest On Investments	\$2,394	4,289	11,700	2,895	\$11,700
Unrealized Gain	0	-1,383	4,500	0	
Gain/Loss On Assets		0	0	0	4,500
Postage	121,723	147,342	153,015	144,279	156,968
Office Copy Charges	823,690	813,253	947,103	845,040	957,261
Received from Others-Taxable	20,922	23,706	0	11,216	23,193
Fax Revenue-Office Service	-	0	100	0	100
Mail And Messenger Service	28,684	31,470	31,740	35,715	39,120
Misc Revenue	148,918	151,585	154,461	157,863	167,434
Business Cards	26,272	32,393	29,617	33,930	35,144
Translation Services	-	0	1,000	0	1,000
Customer Alterations	-	5	0	523	495
Invoice Entry	19,909	21,093	28,905	20,157	29,405
Printing	16,097	2,668	48,319	9,807	48,319
Labor - IDB Revenue	274,440	270,709	321,001	281,536	333,408
Rush - IDB Revenue	1,129	1,852	3,800	3,744	4,950
Supplies - IDB Revenue	332,066	301,765	373,114	376,145	440,075
Errands	590	269	600	523	600
Printing Kodak	<u>186,640</u>	<u>223,392</u>	<u>254,856</u>	<u>226,260</u>	<u>266,828</u>
Total	\$2,003,474	\$2,024,409	\$2,363,831	\$2,149,632	\$2,520,500

FORT WORTH



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

NON-DEPARTMENTAL: REPROGRAPHICS

PI60/0901310:0901330

SUMMARY OF FUND RESPONSIBILITIES:

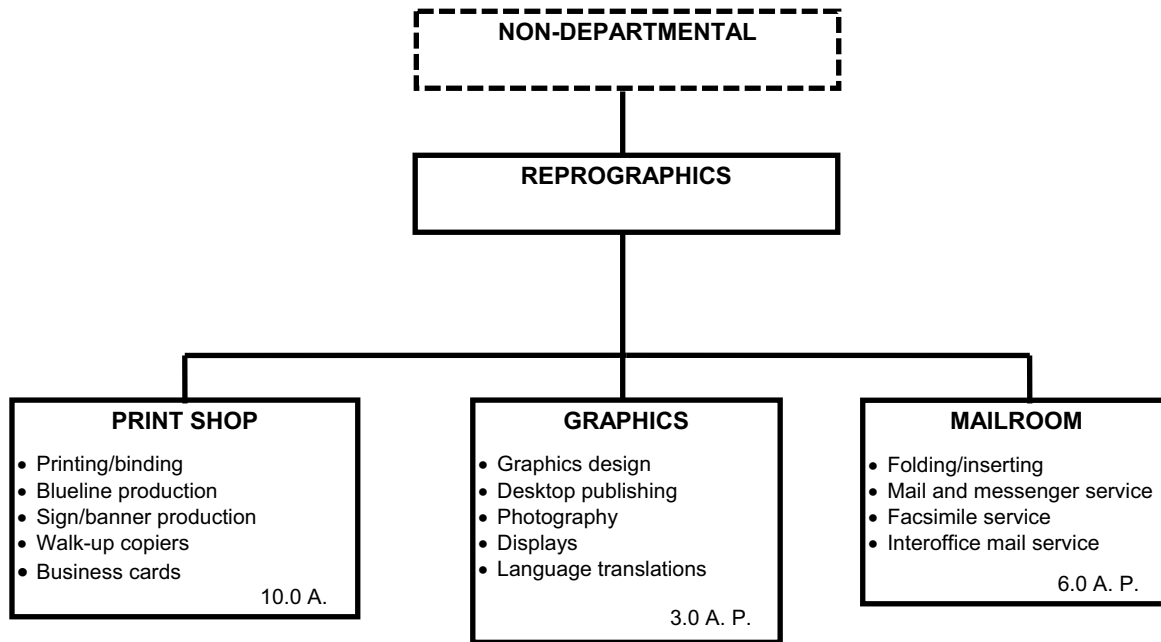
The Office Services Fund consists of three respective divisions: the Print Shop, Graphics, and the Mailroom. The Print Shop is responsible for typesetting, printing, binding, engineering copy production, small scale sign and banner production, and walk-up copier service.

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 2005-06	Adopted 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Personal Services	\$ 837,046	\$ 928,014	\$ 1,075,919	\$ 1,029,257
Supplies	307,698	290,920	331,936	331,936
Contractual	800,034	1,144,897	1,159,307	1,159,307
Capital Outlay	14,995	0	0	0
Total Expenditures	\$ 1,959,773	\$ 2,363,831	\$ 2,567,162	\$ 2,520,500
Authorized Positions	19.00	19.00	19.00	19.00

OFFICE SERVICES FUND - 19.0 A. P.



SIGNIFICANT BUDGET CHANGES

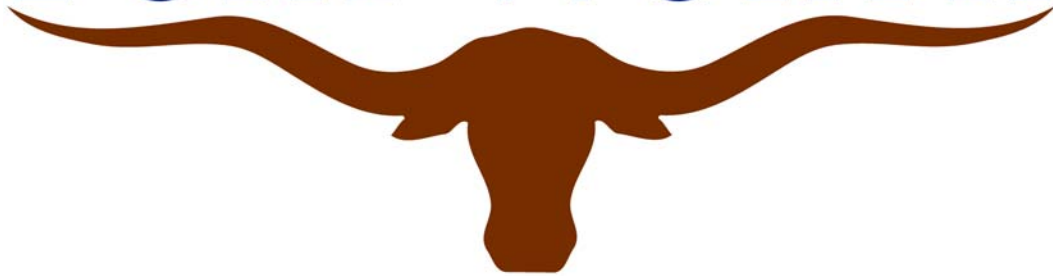
DEPARTMENT:	FUND/CENTER
NON-DEPARTMENTAL - REPROGRAPHICS	PI60/0901310:0901330

CHANGES FROM 2006-07 ADOPTED TO 2007-08 ADOPTED

2006-07 ADOPTED:	\$2,363,831	A.P.	19.0
2007-08 ADOPTED:	\$2,520,500	A.P.	19.0

- A) The proposed budget increases by \$13,210 based on the ITS allocation to this department.
- B) The proposed budget increases by \$11,100 based on the Worker's Compensation allocation to this department.
- C) The proposed budget increases by \$2,500 for Minor Equipment replacement.
- D) The proposed budget decreases by (\$20,540) for Purchase for Resale based on historical expenditures.
- E) The proposed budget decreases by (\$15,423) for Lab & Shop Equipment for one time FY2005-06 equipment replacements.
- F) The proposed budget decreases by (\$12,880) for Miscellaneous Rent to reflect the implementation of the copy machine contract.

FORT WORTH



DEPARTMENTAL OBJECTIVES AND MEASURES

DEPARTMENT:			
OFFICE SERVICES FUND			
DEPARTMENT PURPOSE			
<p>Reprographics' employees provide desktop publishing, printing, and mail service. Each individual in Reprographics is dedicated to supporting City departments with quality, cost-effective and timely service.</p>			
FY2007-08 DEPARTMENTAL OBJECTIVES			
<p>To attain excellent customer satisfaction ratings in Print and Graphics shop turnaround.</p> <p>To attain excellent customer satisfaction ratings in Reprographics' overall service.</p> <p>To save City dollars on in-plant printing versus outsourcing to private industry.</p> <p>To save City dollars by sending mail to presort company.</p> <p>To meet or exceed the in-plant national average of \$65,000 per employee revenue to ensure proper staffing levels and equipment usage.</p>			
DEPARTMENTAL MEASURES	ACTUAL 2005-06	ESTIMATED 2006-07	PROJECTED 2007-08
Percentage of customers rating print and graphics turnaround as excellent	98%	98%	98%
Percentage rating overall satisfaction with Reprographics' services as excellent	97%	98%	98%
Percentage of savings with inplant printing over outsourcing	37%	37%	35%
Number of dollars saved by sending mail to presort firm	\$135,226	\$183,174	\$183,174
Revenue per employee	\$109,100	\$106,511	\$106,511

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT NON-DEPARTMENTAL		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI60 OFFICE SERVICES FUND		Actual Expenditures 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08	Adopted Budget 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Center	Center Description								
	<u>PUBLIC INFORMATION</u>								
0901310	PRINT SHOP	\$ 1,413,696	\$ 1,710,535	\$ 1,917,494	\$ 1,843,299	10.00	10.00	10.00	10.00
0901320	GRAPHICS	208,685	252,312	243,469	253,913	3.00	3.00	3.00	3.00
0901330	MAILROOM	337,392	400,985	406,199	423,288	6.00	6.00	6.00	6.00
	Sub-Total	<u>\$ 1,959,773</u>	<u>\$ 2,363,831</u>	<u>\$ 2,567,162</u>	<u>\$ 2,520,500</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>
	TOTAL	\$ 1,959,773	\$ 2,363,831	\$ 2,567,162	\$ 2,520,500	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, 75 temporary employees working in a variety of City departments during any given pay period.

A temporary assignment typically lasts from one day to six months. However, extensions beyond a six-month period may be granted on an as-needed basis.

FORT WORTH



**TEMPORARY LABOR FUND BUDGET SUMMARY
FISCAL YEAR
2007-08**

REVENUES:

Labor Charges	<u>\$1,815,269</u>
TOTAL REVENUE	\$1,815,269

EXPENDITURES:

Personal Services	\$1,787,858
Supplies	800
Contractual Services	<u>26,611</u>
TOTAL EXPENDITURES	\$1,815,269

**PROJECTED
2007-08 CASH FLOW
TEMPORARY LABOR FUND**

Cash Balance as of 9/30/07 *	\$477,700
Plus: Projected Revenues	\$1,815,269
Less: Projected Expenditures	(\$1,815,269)
Estimated Available Cash as of 9/30/08	\$477,700

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

**COMPARISON OF TEMPORARY LABOR FUND
EXPENDITURES**

	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	RE-ESTIMATE 2006-07	ADOPTED 2007-08
Temporary Labor Services	<u>\$1,200,547</u>	<u>\$1,284,387</u>	<u>\$1,011,371</u>	<u>\$1,883,381</u>	<u>\$1,815,269</u>
Total	\$1,284,385	\$1,872,791	\$1,011,371	\$1,883,381	\$1,815,269

FORT WORTH



**COMPARISON OF TEMPORARY LABOR FUND
REVENUES**

	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	RE-ESTIMATE 2006-07	ADOPTED 2007-08
Labor Charges	\$1,109,507	\$1,720,522	\$835,925	\$1,708,391	\$1,671,693
Labor Overhead	<u>234,065</u>	<u>150,227</u>	<u>175,446</u>	<u>182,788</u>	<u>143,576</u>
TOTAL	\$1,343,572	\$1,870,749	\$1,011,371	\$1,891,179	\$1,815,269

FORT WORTH



FUND BUDGET SUMMARY**DEPARTMENT:**

TEMPORARY LABOR FUND

FUND/CENTER

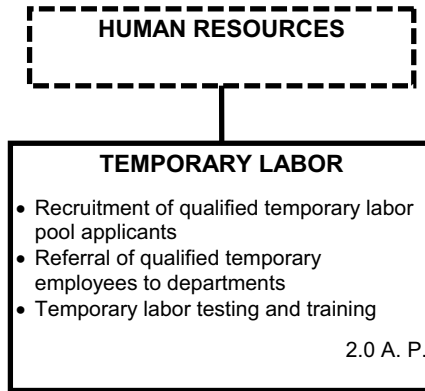
PI17/0140000

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.

Allocations	Actual 2005-06	Adopted 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Personal Services	\$ 1,851,104	\$ 985,030	\$ 1,787,818	\$ 1,787,858
Supplies	213	800	800	800
Contractual	21,474	25,541	26,611	26,611
Total Expenditures	\$ 1,872,791	\$ 1,011,371	\$ 1,815,229	\$ 1,815,269
Authorized Positions	2.00	2.00	2.00	2.00

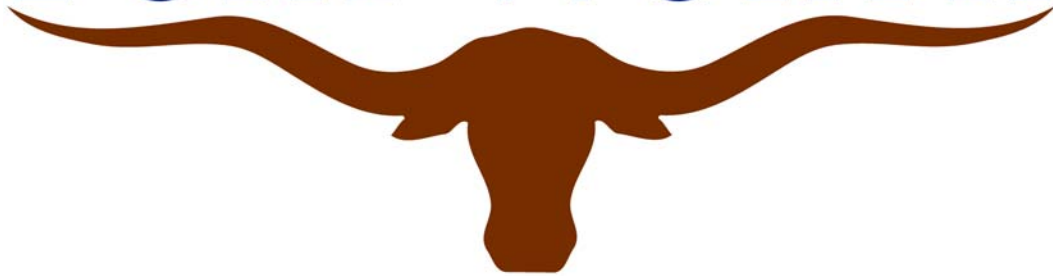
TEMPORARY LABOR FUND- 2.0 A. P.



SIGNIFICANT BUDGET CHANGES

DEPARTMENT:		FUND/CENTER	
TEMPORARY LABOR FUND		PI17/0140000	
CHANGES FROM 2006-07 ADOPTED TO 2007-08 ADOPTED			
2006-07 ADOPTED:	\$1,011,371	A.P.	2.00
2007-08 ADOPTED:	\$1,815,269	A.P.	2.00
<p>A) The adopted budget increases by \$835,768 for Scheduled Temporaries based on the City's current and anticipated demand for temporary employees.</p> <p>B) The adopted budget decreases by (\$33,063) for the Workers' Compensation cost allocation to this department.</p> <p>C) The adopted budget increases by \$4,056 for Retirement based on the five percent increase in the City's contribution to employee retirement.</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.

FY2007-08 DEPARTMENTAL OBJECTIVES

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

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

To create an online Temporary Request Form.

To provide temporary employees with optional interviewing skills by conducting training classes.

DEPARTMENTAL MEASURES	ACTUAL 2005-06	ESTIMATED 2006-07	PROJECTED 2007-08
Percent Temporary Labor Fund costs below those of private agencies	34%	35%	35%
Number of days to fill temporary labor requests	3	3	3
Percent of temporary workers placed in authorized positions in City	30%	30%	30%

FORT WORTH



DEPARTMENTAL SUMMARY BY CENTER

DEPARTMENT HUMAN RESOURCES		ALLOCATIONS				AUTHORIZED POSITIONS			
FUND PI17 TEMPORARY LABOR FUND		Actual Expenditures 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08	Adopted Budget 2005-06	Adopted Budget 2006-07	Proposed Budget 2007-08	Adopted Budget 2007-08
Center	Center Description								
0140000	<u>HUMAN RESOURCES</u>								
	HUMAN RESOURCES	\$ 1,872,791	\$ 1,011,371	\$ 1,815,229	\$ 1,815,269	2.00	2.00	2.00	2.00
	Sub-Total	<u>\$ 1,872,791</u>	<u>\$ 1,011,371</u>	<u>\$ 1,815,229</u>	<u>\$ 1,815,269</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
	TOTAL	\$ 1,872,791	\$ 1,011,371	\$ 1,815,229	\$ 1,815,269	2.00	2.00	2.00	2.00

FORT WORTH

