

## **INTERNAL SERVICES FUNDS**

The Internal Services Funds account for internal functions utilized by all Town departments and divisions, and include Information Technology, Facilities Management, and Purchasing and General Services. Each division within the Town is charged according to its actual usage of the services provided by the divisions within the Internal Services Funds, and these funds are fully supported by these internal charges. The Health Insurance Fund, which is supported by employee contributions and internal charges, is also included in this group and consists of the Town's health insurance and related benefit programs for employees.

## Internal Service Funds Summary

### REVENUES

	FY 02-03 ACTUAL	FY 03-04 BUDGET	FY 03-04 PROJECTED	FY 04-05 ADOPTED	% CHANGE PROJECTED TO ADOPTED
<b>Information Technology Services:</b>					
Management Information Systems	\$ 1,015,312	\$ 956,638	\$ 956,686	\$ 983,201	2.77%
<b>Total Information Technology Services</b>	<b>\$ 1,015,312</b>	<b>\$ 956,638</b>	<b>\$ 956,686</b>	<b>\$ 983,201</b>	<b>2.77%</b>
<b>Facilities Management Services:</b>					
Facilities Management	\$ 1,337,688	\$ 1,409,723	\$ 1,368,467	\$ 1,451,263	6.05%
<b>Total Facilities Management Services</b>	<b>\$ 1,337,688</b>	<b>\$ 1,409,723</b>	<b>\$ 1,368,467</b>	<b>\$ 1,451,263</b>	<b>6.05%</b>
<b>Purchasing &amp; General Services:</b>					
Purchasing Services & General Services	\$ 476,003	\$ 590,991	\$ 566,022	\$ 618,959	9.35%
<b>Total Purchasing &amp; General Services</b>	<b>\$ 476,003</b>	<b>\$ 590,991</b>	<b>\$ 566,022</b>	<b>\$ 618,959</b>	<b>9.35%</b>
<b>Health Insurance/Flex Fund:</b>					
Health Insurance	\$ 4,141,942	\$ 4,488,596	\$ 4,370,248	\$ 4,404,332	0.78%
<b>Total Health Insurance/Flex Fund</b>	<b>\$ 4,141,942</b>	<b>\$ 4,488,596</b>	<b>\$ 4,370,248</b>	<b>\$ 4,404,332</b>	<b>0.78%</b>
<b>TOTAL REVENUE</b>	<b>\$ 6,970,945</b>	<b>\$ 7,445,948</b>	<b>\$ 7,261,423</b>	<b>\$ 7,457,755</b>	<b>2.70%</b>

## Internal Service Funds Summary

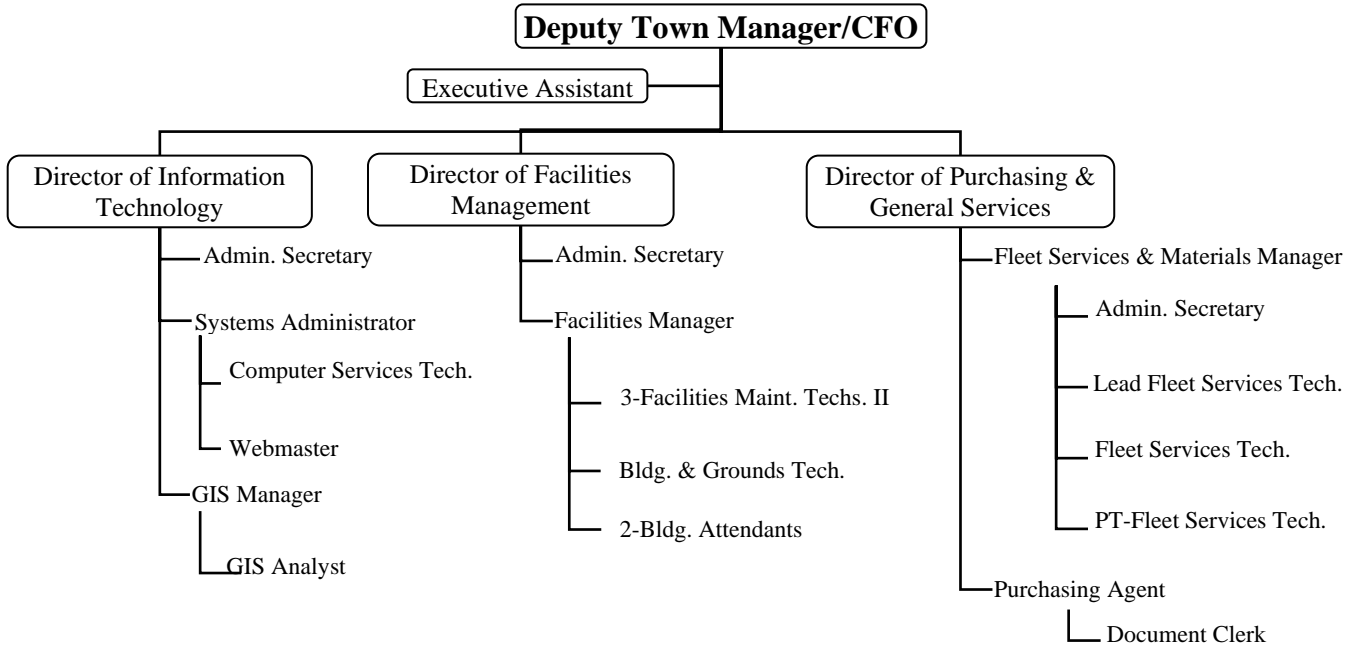
### EXPENDITURES

	FY 02-03 ACTUAL	FY 03-04 BUDGET	FY 03-04 PROJECTED	FY 04-05 ADOPTED	% CHANGE PROJECTED TO ADOPTED
<b>Information Technology Services:</b>					
Management Information Systems	\$ 874,059	\$ 793,444	\$ 794,104	\$ 810,429	2.06%
Geographical Information Systems	141,253	163,194	162,582	172,772	6.27%
<b>Total Information Technology Services</b>	<b>\$ 1,015,312</b>	<b>\$ 956,638</b>	<b>\$ 956,686</b>	<b>\$ 983,201</b>	<b>2.77%</b>
<b>Facilities Management Services:</b>					
Facilities Management	\$ 1,337,688	\$ 1,409,723	\$ 1,368,467	\$ 1,451,263	6.05%
<b>Total Facilities Management Services</b>	<b>\$ 1,337,688</b>	<b>\$ 1,409,723</b>	<b>\$ 1,368,467</b>	<b>\$ 1,451,263</b>	<b>6.05%</b>
<b>Purchasing Services:</b>					
Purchasing & General Services	\$ 202,672	\$ 302,315	\$ 286,949	\$ 296,987	3.50%
Fleet Services	273,330	288,676	279,073	321,972	15.37%
<b>Total Purchasing Services</b>	<b>\$ 476,002</b>	<b>\$ 590,991</b>	<b>\$ 566,022</b>	<b>\$ 618,959</b>	<b>9.35%</b>
<b>Health Insurance/Flex Fund:</b>					
Health Insurance	\$ 3,593,510	\$ 4,488,596	\$ 4,120,130	\$ 4,377,639	6.25%
<b>Total Health Insurance/Flex Fund</b>	<b>\$ 3,593,510</b>	<b>\$ 4,488,596</b>	<b>\$ 4,120,130</b>	<b>\$ 4,377,639</b>	<b>6.25%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,422,512</b>	<b>\$ 7,445,948</b>	<b>\$ 7,011,305</b>	<b>\$ 7,431,062</b>	<b>5.99%</b>
<b>NET CHANGE</b>	<b>\$ 548,433</b>	<b>\$ -</b>	<b>\$ 291,746</b>	<b>\$ 26,693</b>	



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# INTERNAL SERVICES



Town of Flower Mound, Texas  
2004-2005 ANNUAL BUDGET

<b>FUND:</b>	<b>Information Technology Fund</b>
<b>DEPARTMENT:</b>	<b>Internal Services</b>
<b>DIVISION/SUBDIVISION:</b>	<b>Information Technology/MIS</b>
<b>FUNCTION:</b>	<b>General Government</b>

**DESCRIPTION**

The mission of the Information Technology Division is to provide computers, systems, software and telecommunication services in support of the Town's mission while adhering to high standards of ethics, performance, and financial responsibility.

**EXPENDITURE SUMMARY**

OBJECT CATEGORIES	FY 2002-2003 ACTUAL EXPENSES	FY 2003-2004 MODIFIED BUDGET	FY 2003-2004 PROJECTED EXPENSES	FY 2004-2005 ADOPTED BUDGET	FY 2005-2006 PROJECTED BUDGET	FY 2006-2007 PROJECTED BUDGET
Personnel Services	\$ 385,295	\$ 337,834	\$ 352,840	\$ 346,512	\$ 360,372	\$ 374,787
Supplies & Materials	34,083	17,605	20,077	40,575	18,902	19,658
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	469	183	30	-	-	-
Contractual Services	448,275	447,622	421,157	423,342	435,373	452,788
Capital Outlay	-	-	-	-	-	-
Internal Services	5,938	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 874,059</b>	<b>\$ 803,244</b>	<b>\$ 794,104</b>	<b>\$ 810,429</b>	<b>\$ 814,647</b>	<b>\$ 847,233</b>

**DECISION PACKAGE REQUESTS**

TITLE	AMOUNT
Computer and Laptop Replacement Program	\$ 22,400
<b>TOTAL</b>	<b>\$ 22,400</b>

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*Town of Flower Mound, Texas*  
2004-2005 ANNUAL BUDGET

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<b>FUND:</b>	<b>Information Technology Fund</b>
<b>DEPARTMENT:</b>	<b>Internal Services</b>
<b>DIVISION/SUBDIVISION:</b>	<b>Information Technology/MIS</b>
<b>FUNCTION:</b>	<b>General Government</b>

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**PERSONNEL SUMMARY**

	<b>FY 2002-2003</b>	<b>FY 2003-2004</b>	<b>FY 2003-2004</b>	<b>FY 2004-2005</b>	<b>FY 2005-2006</b>	<b>FY 2006-2007</b>
	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>PROJECTED</b>	<b>ADOPTED</b>	<b>PROJECTED</b>	<b>PROJECTED</b>
Exempt	2.00	2.00	2.00	2.00	2.00	2.00
Non-Exempt	3.00	3.00	3.00	3.00	4.00	4.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>

Town of Flower Mound, Texas  
2004-2005 ANNUAL BUDGET

<b>FUND:</b>	<b>Information Technology Fund</b>
<b>DEPARTMENT:</b>	<b>Internal Services</b>
<b>DIVISION/SUBDIVISION:</b>	<b>Information Technology/GIS</b>
<b>FUNCTION:</b>	<b>General Government</b>

**DESCRIPTION**

The mission of the Information Technology Division is to provide computers, systems, software and telecommunication services in support of the Town's mission while adhering to high standards of ethics, performance, and financial responsibility.

**EXPENDITURE SUMMARY**

OBJECT CATEGORIES	FY 2002-2003	FY 2003-2004	FY 2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007
	ACTUAL EXPENSES	MODIFIED BUDGET	PROJECTED EXPENSES	ADOPTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET
Personnel Services	\$ 119,632	\$ 125,569	\$ 133,059	\$ 130,089	\$ 135,293	\$ 140,704
Supplies & Materials	6,489	1,330	1,075	8,792	9,144	9,509
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	-	-	-	-	-	-
Contractual Services	15,131	19,268	21,221	22,891	27,187	28,274
Capital Outlay	-	7,227	7,227	11,000	-	-
Internal Services	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 141,252</b>	<b>\$ 153,394</b>	<b>\$ 162,582</b>	<b>\$ 172,772</b>	<b>\$ 171,624</b>	<b>\$ 178,487</b>

**DECISION PACKAGE REQUESTS**

TITLE	AMOUNT
Upgrade ArcView GIS Software	\$ 15,500
<b>TOTAL</b>	<b>\$ 15,500</b>

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*Town of Flower Mound, Texas*  
2004-2005 ANNUAL BUDGET

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<b>FUND:</b>	<b>Information Technology Fund</b>
<b>DEPARTMENT:</b>	<b>Internal Services</b>
<b>DIVISION/SUBDIVISION:</b>	<b>Information Technology/GIS</b>
<b>FUNCTION:</b>	<b>General Government</b>

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**PERSONNEL SUMMARY**

	<b>FY 2002-2003</b>	<b>FY 2003-2004</b>	<b>FY 2003-2004</b>	<b>FY 2004-2005</b>	<b>FY 2005-2006</b>	<b>FY 2006-2007</b>
	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>PROJECTED</b>	<b>ADOPTED</b>	<b>PROJECTED</b>	<b>PROJECTED</b>
Exempt	1.00	1.00	1.00	1.00	1.00	1.00
Non-Exempt	1.00	1.00	1.00	1.00	2.00	2.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

Town of Flower Mound, Texas  
2004-2005 ANNUAL BUDGET

<b>FUND:</b>	<b>Facilities Management Fund</b>
<b>DEPARTMENT:</b>	<b>Internal Services</b>
<b>DIVISION/SUBDIVISION:</b>	<b>Facilities Management</b>
<b>FUNCTION:</b>	<b>General Government</b>

**DESCRIPTION**

The goal of Facilities Management shall be to operate a comprehensive and versatile time-phased program that will maintain or improve the value and optimize the life cycles of equipment, facilities and grounds in a safe, reliable and attractive condition. The Town's approach is to reduce costs while assuring that quality, reliability, performance and other critical factors will meet or exceed our customer's expectations.

**EXPENDITURE SUMMARY**

OBJECT CATEGORIES	FY 2002-2003 ACTUAL EXPENSES	FY 2003-2004 MODIFIED BUDGET	FY 2003-2004 PROJECTED EXPENSES	FY 2004-2005 ADOPTED BUDGET	FY 2005-2006 PROJECTED BUDGET	FY 2006-2007 PROJECTED BUDGET
Personnel Services	\$ 521,709	\$ 539,783	\$ 498,596	\$ 519,771	\$ 540,562	\$ 562,184
Supplies & Materials	63,805	64,845	64,932	60,899	67,495	70,195
Maintenance of Buildings, Structures Land & Improvements	141,739	122,748	131,000	174,570	135,200	140,608
Maintenance of Equipment & Machinery	23,042	27,614	27,864	26,237	28,080	29,203
Contractual Services	518,546	654,733	646,075	669,786	687,463	714,963
Capital Outlay	-	-	-	-	-	-
Internal Services	68,848	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,337,688</b>	<b>\$ 1,409,723</b>	<b>\$ 1,368,467</b>	<b>\$ 1,451,263</b>	<b>\$ 1,458,801</b>	<b>\$ 1,517,153</b>

**DECISION PACKAGE REQUESTS**

TITLE	AMOUNT
Facilities Projects/Renovations/Improvements	\$ 48,570
<b>TOTAL</b>	<b>\$ 48,570</b>

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*Town of Flower Mound, Texas*  
**2004-2005 ANNUAL BUDGET**

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<b>FUND:</b>	<b>Facilities Management Fund</b>
<b>DEPARTMENT:</b>	<b>Internal Services</b>
<b>DIVISION/SUBDIVISION:</b>	<b>Facilities Management</b>
<b>FUNCTION:</b>	<b>General Government</b>

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**PERSONNEL SUMMARY**

	<b>FY 2002-2003</b>	<b>FY 2003-2004</b>	<b>FY 2003-2004</b>	<b>FY 2004-2005</b>	<b>FY 2005-2006</b>	<b>FY 2006-2007</b>
	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>PROJECTED</b>	<b>ADOPTED</b>	<b>PROJECTED</b>	<b>PROJECTED</b>
Exempt	2.00	2.00	2.00	2.00	2.00	2.00
Non-Exempt	7.00	7.00	7.00	7.00	9.00	10.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
<b>TOTAL</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>11.00</b>	<b>12.00</b>

Town of Flower Mound, Texas  
2004-2005 ANNUAL BUDGET

<b>FUND:</b>	<b>Purchasing Fund</b>
<b>DEPARTMENT:</b>	<b>Internal Services</b>
<b>DIVISION/SUBDIVISION:</b>	<b>Purchasing &amp; General Services</b>
<b>FUNCTION:</b>	<b>General Government</b>

**DESCRIPTION**

The Purchasing and General Services Division provides timely service and acquisition of supplies, equipment and services for all administrative and operating functions of the Town by using the optimal balance of cost, quantity, quality and utility and doing so within all applicable legal constraints

**EXPENDITURE SUMMARY**

OBJECT CATEGORIES	FY 2002-2003 ACTUAL EXPENSES	FY 2003-2004 MODIFIED BUDGET	FY 2003-2004 PROJECTED EXPENSES	FY 2004-2005 ADOPTED BUDGET	FY 2005-2006 PROJECTED BUDGET	FY 2006-2007 PROJECTED BUDGET
Personnel Services	\$ 198,224	\$ 203,161	\$ 199,044	\$ 207,565	\$ 215,868	\$ 224,502
Supplies & Materials	3,502	2,818	1,850	2,285	2,376	2,471
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	-	650	200	200	208	216
Contractual Services	946	95,686	85,855	86,937	90,413	94,030
Capital Outlay	-	-	-	-	-	-
Internal Services	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 202,672</b>	<b>\$ 302,315</b>	<b>\$ 286,949</b>	<b>\$ 296,987</b>	<b>\$ 308,866</b>	<b>\$ 321,221</b>

**DECISION PACKAGE REQUESTS**

(No Decision Package Requests are included for this division.)

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*Town of Flower Mound, Texas*  
2004-2005 ANNUAL BUDGET

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<b>FUND:</b>	<b>Purchasing Fund</b>
<b>DEPARTMENT:</b>	<b>Internal Services</b>
<b>DIVISION/SUBDIVISION:</b>	<b>Purchasing &amp; General Services</b>
<b>FUNCTION:</b>	<b>General Government</b>

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**PERSONNEL SUMMARY**

	<b>FY 2002-2003</b>	<b>FY 2003-2004</b>	<b>FY 2003-2004</b>	<b>FY 2004-2005</b>	<b>FY 2005-2006</b>	<b>FY 2006-2007</b>
	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>PROJECTED</b>	<b>ADOPTED</b>	<b>PROJECTED</b>	<b>PROJECTED</b>
Exempt	2.00	2.00	2.00	2.00	2.00	2.00
Non-Exempt	1.00	1.00	1.00	1.00	2.00	3.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>5.00</b>

Town of Flower Mound, Texas  
2004-2005 ANNUAL BUDGET

<b>FUND:</b>	<b>Purchasing Fund</b>
<b>DEPARTMENT:</b>	<b>Internal Services</b>
<b>DIVISION/SUBDIVISION:</b>	<b>Fleet Services</b>
<b>FUNCTION:</b>	<b>General Government</b>

**DESCRIPTION**

Fleet Services manages the service and maintenance of the Town's fleet, including vehicle and/or equipment acquisition and disposal.

**EXPENDITURE SUMMARY**

OBJECT CATEGORIES	FY 2002-2003 ACTUAL EXPENSES	FY 2003-2004 MODIFIED BUDGET	FY 2003-2004 PROJECTED EXPENSES	FY 2004-2005 ADOPTED BUDGET	FY 2005-2006 PROJECTED BUDGET	FY 2006-2007 PROJECTED BUDGET
Personnel Services	\$ 249,385	\$ 257,001	\$ 262,501	\$ 272,145	\$ 283,031	\$ 294,352
Supplies & Materials	24,352	18,970	6,200	14,060	14,622	15,207
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	(7,688)	9,850	8,050	9,435	9,812	10,205
Contractual Services	7,280	2,855	2,322	6,902	7,178	7,465
Capital Outlay	-	-	-	19,430	-	-
Internal Services	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 273,330</b>	<b>\$ 288,676</b>	<b>\$ 279,073</b>	<b>\$ 321,972</b>	<b>\$ 314,644</b>	<b>\$ 327,229</b>

**DECISION PACKAGE REQUESTS**

TITLE	AMOUNT
Fueling Station	\$ 19,430
<b>TOTAL</b>	<b>\$ 19,430</b>

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*Town of Flower Mound, Texas*  
2004-2005 ANNUAL BUDGET

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<b>FUND:</b>	<b>Purchasing Fund</b>
<b>DEPARTMENT:</b>	<b>Internal Services</b>
<b>DIVISION/SUBDIVISION:</b>	<b>Fleet Services</b>
<b>FUNCTION:</b>	<b>General Government</b>

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**PERSONNEL SUMMARY**

	<b>FY 2002-2003</b>	<b>FY 2003-2004</b>	<b>FY 2003-2004</b>	<b>FY 2004-2005</b>	<b>FY 2005-2006</b>	<b>FY 2006-2007</b>
	<b>ACTUAL</b>	<b>MODIFIED</b>	<b>PROJECTED</b>	<b>ADOPTED</b>	<b>PROJECTED</b>	<b>PROJECTED</b>
Exempt	1.00	1.00	1.00	1.00	1.00	1.00
Non-Exempt	3.00	3.00	3.00	3.00	8.00	8.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	0.50	0.50	0.50	0.50	-	-
<b>TOTAL</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>9.00</b>	<b>9.00</b>

Town of Flower Mound, Texas  
2004-2005 ANNUAL BUDGET

<b>FUND:</b>	<b>Health/Flex Fund</b>
<b>DEPARTMENT:</b>	<b>Internal Services</b>
<b>DIVISION/SUBDIVISION:</b>	<b>Health Insurance</b>
<b>FUNCTION:</b>	<b>General Government</b>

**DESCRIPTION**

The Health Fund is to account for the Town's health insurance program and flexible benefit accounts for medical and childcare costs.

**REVENUE SUMMARY**

OBJECT CATEGORIES	FY 2002-2003 ACTUAL REVENUES	FY 2003-2004 MODIFIED BUDGET	FY 2003-2004 PROJECTED REVENUES	FY 2004-2005 ADOPTED BUDGET	FY 2005-2006 PROJECTED BUDGET	FY 2006-2007 PROJECTED BUDGET
Interest and Rent	\$ 10,018	\$ 11,022	\$ 13,150	\$ 11,300	\$ 11,752	\$ 12,222
Health Insurance Premiums	3,807,472	4,382,984	4,176,577	4,211,022	4,379,463	4,554,641
Employee Flex Care	13,187	15,165	14,583	14,703	15,291	15,903
Employee Flex Medical	68,560	79,425	76,019	76,646	79,712	82,900
Reinsurance Revenues	242,704	-	89,919	90,661	94,287	98,059
<b>TOTAL</b>	<b>\$ 4,141,942</b>	<b>\$ 4,488,596</b>	<b>\$ 4,370,248</b>	<b>\$ 4,404,332</b>	<b>\$ 4,580,505</b>	<b>\$ 4,763,725</b>

Town of Flower Mound, Texas  
2004-2005 ANNUAL BUDGET

<b>FUND:</b>	<b>Health/Flex Fund</b>
<b>DEPARTMENT:</b>	<b>Internal Services</b>
<b>DIVISION/SUBDIVISION:</b>	<b>Health Insurance</b>
<b>FUNCTION:</b>	<b>General Government</b>

**EXPENDITURE SUMMARY**

OBJECT CATEGORIES	FY 2002-2003 ACTUAL EXPENSES	FY 2003-2004 MODIFIED BUDGET	FY 2003-2004 PROJECTED EXPENSES	FY 2004-2005 PROPOSED BUDGET	FY 2005-2006 PROJECTED BUDGET	FY 2006-2007 PROJECTED BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	-	-	-	-	-	-
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	-	-	-	-	-	-
Contractual Services	-	-	-	12,160	12,646	13,152
Capital Outlay	-	-	-	-	-	-
Internal Services	3,593,510	4,488,596	4,120,130	4,365,479	4,540,098	4,721,702
<b>TOTAL</b>	<b>\$ 3,593,510</b>	<b>\$ 4,488,596</b>	<b>\$ 4,120,130</b>	<b>\$ 4,377,639</b>	<b>\$ 4,552,745</b>	<b>\$ 4,734,854</b>

Projected Fund Balance 10/1/04	\$ 1,151,292
Revenue	4,404,332
Expenditure	4,377,639
Projected Fund Balance 9/30/05	\$ 1,177,985

**DECISION PACKAGE REQUESTS**

(No Decision Package Requests are included for this division.)

**PERSONNEL SUMMARY**

(No Personnel are included for this division.)



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