Fund Summary

Fund Name : **CIP Cost Recovery**
Fund No./Bus. Area No. : **1001 / 2000 / 2500**

	FY2007 Budget	FY2007 Estimate	FY2008 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	33,705,792	29,800,859	**32,940,798**
Total Available Resources	33,705,792	29,800,859	**32,940,798**
Maintenance and Operations	33,705,792	29,800,859	**32,940,798**
Total Expenditures	33,705,792	29,800,859	**32,940,798**
Planned Ending Fund Balance	0	0	**0**
Total Budget	33,705,792	29,800,859	**32,940,798**

The above summarizes the FY2007 Budget, FY2007 Estimates and the FY2008 Budget for the CIP Cost Recovery Fund. Also included are the projected beginning and ending fund balances, total available resources and total expenditures.

The CIP Cost Recovery Fund was established to segregate those activities in the General Fund and Combined Utility Service (CUS) Fund that are in direct support of the City's CIP program. These activities encompass a variety of divisions within the department, with the majority of the activities being within the Engineering & Construction Division. The costs of these activities are recovered from the appropriate CIP fund through the use of time sheets provided by the operating divisions. Included in the charge-back is an overhead surcharge that pays for administrative costs provided by the fund's management and support staff. An additional amount is included in the surcharge that pays for the fund's indirect cost allocation as calculated by Finance & Administration Department as part of the indirect cost allocation program. Those funds collected for the indirect cost allocation will be remitted to the General Fund's General Government program at fiscal year-end.

The primary areas of focus for the CIP Cost Recovery Fund are:

- Continue to design and construct the City's public infrastructure so that quality capital projects are delivered in a timely fashion, within budget and with minimal inconvenience to the citizens of the City.
- Continue to assess and revise policies and procedures in order to improve efficiency and effectiveness in the management of the City's CIP program.
- Continue to refine the requirements for City's contractors so as to streamline the delivery of services.
- Continue to coordinate infrastructure improvements within the City limits sponsored by other governmental entities in order to ensure quality work.

Business Area Budget Summary

Fund Name : **CIP Cost Recovery**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **1001 / 2000**

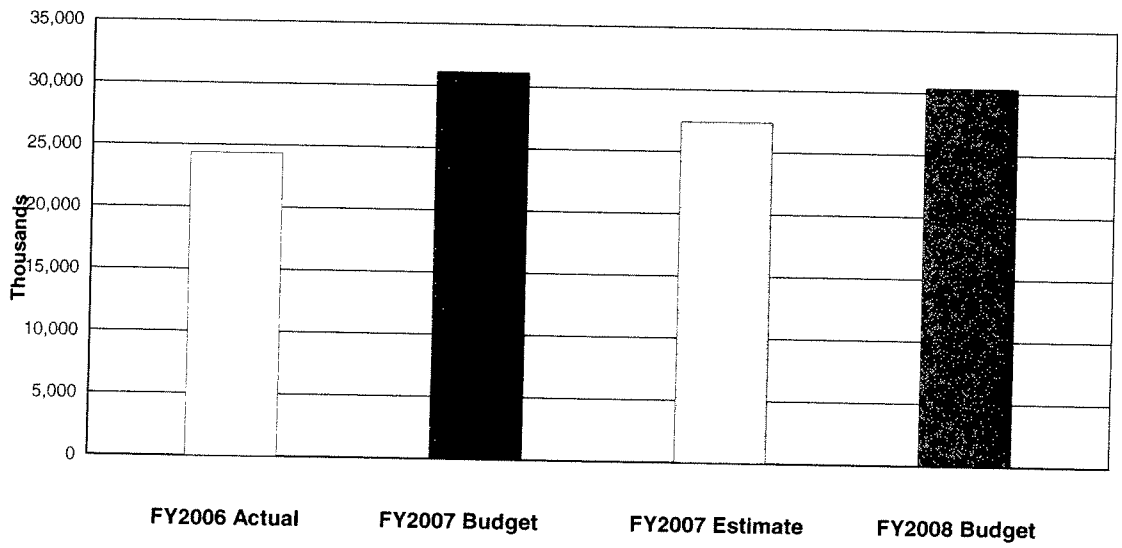
		FY2006 Unaudited	FY2007 Budget	FY2007 Estimate	FY2008 Budget
Expenditures	Personnel Services	18,664,559	24,118,569	21,895,746	**24,595,726**
	Supplies	297,435	371,500	309,205	**383,260**
	Other Services and Charges	5,378,262	6,466,546	5,032,298	**5,236,315**
	Non-Capital Equipment	11,444	165,080	165,080	**151,820**
	Total M & O Expenditures	24,351,700	31,121,695	27,402,329	**30,367,121**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	24,351,700	31,121,695	27,402,329	**30,367,121**
Revenues		24,503,900	31,121,695	27,402,329	**30,367,121**
Staffing	Full-Time Equivalents - Civilian	274.5	336.3	294.5	**328.6**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	274.5	336.3	294.5	**328.6**
	Full-Time Equivalents-Overtime	4.8	4.7	6.0	**7.5**

Budget Highlights

- o Concerted new effort to update standards for infrastructure (design guide details specifications).
- o Further development and implementation of management system for CIP projects and the Department's CIP programs.
- o The Division and Department refined procedures for engineer selection and procurement, and standard forms for engineering and construction management contracts, to improve the timely deliver of quality projects.
- o Continued implementation of electronic filing system. For at least the next two years, we will operate a hybrid filing system, with a hard-copy file room on each of the two floors at 611 Walker and an electronic filing system on the division's project management system (CIPMS).
- o Planning Division OCE continues to implement Standards Review Process. Planning Branch provides year round planning and appropriation tracking of CIP projects. Stormwater quality support for MS4 permit and pending TMDL improvements with PWE CIP projects.

CIP Cost Recovery
Public Works & Engineering

Expenditure Summary



Business Area Cost Center Summary

Fund Name : **CIP Cost Recovery**
Business Area Name : **Public Works & Engineering**
Fund No./Bus Area No. : **1001 / 2000**

Cost Center Description	Cost Center Objectives
PWE-Affimative Action Support Svcs **2000030008**	
Provide quality certification, compliance, business development, and training programs, while maintaining high standards of customer service and accountability.	Monitors payment of prevailing wages on city and federally funded construction contracts. Administer the City's Minority/Women/Disadvantaged Business Enterprise Program(M/W/DBE) and Disabilities Business Enterprise Program(PDBE).
PWE-Financial Management **2000050002**	
Provide financial reporting on CIP Projects, Grants and Revenues. Maintain cost recovery function and interfund accounting process. Closeout projects and contracts. Audit and prepare pay estimates and project reimbursements.	Process salary recovery timesheets and accounting documents in a timely manner. Monitor and account for CIP related revenues. Process pay estimate and project reimbursements in a timely manner. Provide financial reports on project and grant related activities.
PWE-Information Technology **2000050004**	
Provide project status, conflict analysis to the Engineering and Construction. Provide Technical support for Engineering and Construction CIP Management System. Provide Systems Development for Engineering & Construction Divisions. Provide hardware and software support.	Provide thorough investigation of requests and promptly respond to requests for information. Provide timely GIS updates to PWE GIS and Transtar for uploading to Intra and Internet customers. Provide custom project maps of PWE Capital Projects.
PWE-Office of the City Engineer **2000060007**	
Receives, scans, copies and store plans and profiles for projects handled by or for the City of Houston such as development plans, Capital Improvement Project plans, subdivision plats, etc.Manages, inspects and accepts Developer Participation Contract (DPD) projects.	Ensure that plans received are numbered, scanned, and stored in the appropriate media. Provides customer service by researching and providing copies upon receipt of a fee. Ensure that projects are properly inspected and meet the City's specs and standards.
PWE-Planning **2000060008**	
Coordinates planning initiatives and prepares long term 10 year planning goals for City's infrastructure improvements. Prepares City's 5-year rolling Capital Improve. Prog. for water, sanitary, storm drainage, and roadway projects.	Forecast long term funding needs and priorities; develop criteria and parameters for project ranking and prioritization; assess infrastructure needs; prioritize projects based on public need, selected ranking criteria, and effective utiliz.of available funds.
PWE-Real Estate **2000060010**	
Acquire land in support of CIP projects. Recommend estimates of value for dangerous buildings and properties acquired, sold, exchanged or leased.	Acquire parcels of land for CIP projects. Prepare and review appraisal reports in support of dangerous buildings, CIP programs and sale/lease of City-owned properties.

Business Area Cost Center Summary

Fund Name : **CIP Cost Recovery**
Business Area Name : **Public Works & Engineering**
Fund No./Bus Area No. : **1001 / 2000**

Performance Measures	FY2006 Unaudited Activities	FTEs	Costs $	FY2007 Estimate Activities	FTEs	Costs $	FY2008 Budget Activities	FTEs	Costs $
Program supported	100%			100%			**100%**		
		1.4	73,801		2.3	133,083		**0.0**	**183,375**
Salary Recovery Timesheets	100%			100%			**100%**		
Financial Reporting & Docs	100%			100%			**100%**		
Project Contract Closeout	100%			100%			**100%**		
Jt. Funded Reimbursement	100%			100%			**100%**		
Pay Estmates Processed	N/A			100%			**100%**		
		11.6	719,987		13.4	3,394,986		**16.0**	**3,181,796**
Respond to resq. 2day(avg)	100%			100%			**100%**		
GIS data updates 1st mon.	100%			100%			**100%**		
Development on schedule	100%			100%			**100%**		
2 hour respond to helpdesk	100%			100%			**100%**		
Deliver maps w/i 3 days	100%			100%			**100%**		
		6.5	545,569		7.5	655,058		**11.0**	**857,474**
No. customer requests	5,000			7,000			**7,000**		
No. of DPC Projects	30			31			**35**		
		12.4	1,392,999		15.6	1,549,785		**16.7**	**1,629,631**
Create CIP & track targets	100%			100%			**100%**		
		6.0	476,276		7.5	738,486		**9.0**	**832,705**
Parcels of land acquired	416			421			**420**		
Appraisals prepare/review	770			650			**700**		
		25.1	1,766,860		27.3	2,237,489		**33.3**	**2,817,976**

Business Area Cost Center Summary

Fund Name : **CIP Cost Recovery**
Business Area Name : **Public Works & Engineering**
Fund No./Bus Area No. : **1001 / 2000**

Cost Center Description	Cost Center Objectives
PWE-Administration **2000070001**	
Manage personnel, training, budget, purchasing, information technology, inventory,and safety for Engineering and Construction Division. Investigate and respond timely to 311 requests, coordinate RCA Contract Legal Review for division, manage Substitute Services.	Provide administrative support for all E&C staff; provide prompt and thorough investigations of citizen complaints. Ensure accuracy of RCA items and ensure inclusion on council agenda. Coordinate service requests. Respond to TPIA requests within mandated timelines.
PWE-Engineering **2000070002**	
Provide engineering design services for street and bridge, water,wastewater and storm water infrastructure and award construction contracts. In addition, coordinate infrastructure improvements sponsored by other government agencies in the Houston Area.	Accomplish high quality engineering and design CIP projects for street and bridge, drainage, water and wastewater system infrastructure on timely basis. Award design contracts within 75 days of approval; award construction within 55 days of bid date.
PWE-Construction **2000070003**	
Provide construction management for streets, bridges, sidewalks, stormwater, water and wastewater infrastructure. Provide land boundary and topigraphical survey, ROW document review, and plan reviewed for survey compliance for CIP program	Manage CIP construction to accomplish completed projects on time, with quality and minimal adverse impact to the community. Prepare and process pay estimates and change orders timely. Prepare and process Council action for accepting projects with prompt response.
PWE-Engineer & Construction Mgmt. **2000070004**	
Provide executive oversight for Engineering and Construction Division to ensure the efficient implementation of the CIP.	Manage and execute capital program for infrastructure so that scheduled projects are engineered with quality and value and that projects are built timely, with quality, within budget, and with minimum adverse impact on the public.
PWE-Geo-Environmental Services **2000070005**	
Provide functions related to Engineering testing and Environmental contracts, geotechnical investigations, and environmental surveys for items such as asbestos and lead related to construction projects. Issue environmental permits according to City Ordinance.	Effectively manage Construction/Materials testing support, review qualifications of testing labs and assign testing labs to construction projects within 5 business days. Provide technical assistance for environmental issues across the Department.

Business Area Cost Center Summary

Fund Name : **CIP Cost Recovery**
Business Area Name : **Public Works & Engineering**
Fund No./Bus Area No. : **1001 / 2000**

Performance Measures	FY2006 Unaudited			FY2007 Estimate			FY2008 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Respond to 3-1-1 requests within 21 days	96.6%			97%			**97%**		
Closure on Serv. req. SSP	100%			97%					
Closure on TPIA Request	100%			95%			**95%**		
Complete status reports	99%			100%			**100%**		
		15.5	5,190,407	99%	15.9	1,990,698	**99%**	**16.4**	**2,094,056**
Prep. awards eng. contract	40			21			**20**		
Award Const. contracts	91			80			**80**		
Prep Interagency Ord.	15			30			**30**		
Con.asphalt overlay(miles)	70			75			**75**		
Con.sidewalks (miles)	16			16			**16**		
		89.0	6,268,541		90.2	7,423,610		**95.5**	**8,270,955**
Contract Completion on Sch	95%			95%			**95%**		
Process pay estimates	15			15			**15**		
Proj.completion w/i budget	95%			95%			**95%**		
No. of Surveys completed	300			300			**300**		
Initiate survey w/i 5 days	95%			95%			**95%**		
		93.6	6,727,607		100.5	7,849,423		**112.7**	**8,804,419**
Implement CIP	100%			100%			**100%**		
		3.1	325,840		3.4	433,217		**6.0**	**646,105**
Testing con. suppl. issued	79			80			**80**		
Projects Supported	111			100			**100**		
Assign testing con. 5 days	100%			100%			**100%**		
Issue environmental monitoring well permits	N/A			100			**100**		
		10.3	863,813		10.9	996,494		**12.0**	**1,048,629**
Total		274.5	24,351,700		294.5	27,402,329		**328.6**	**30,367,121**

Fund Name : CIP Cost Recovery
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1001 / 2000

JOB DESCRIPTION	PAY GRADE	FY2007 Budget FTE	FY2008 Budget FTE	Change
ACCOUNTANT ASSOCIATE	14	1.0	1.0	
ADMINISTRATION MANAGER	26	5.0	5.0	
ADMINISTRATIVE AIDE	10	6.0	5.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	21.0	20.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	8.0	9.0	1.0
ADMINISTRATIVE COORDINATOR	24	12.0	14.0	2.0
ADMINISTRATIVE SPECIALIST	20	13.0	12.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	4.0	3.0	(1.0)
ASSISTANT DIRECTOR(EXE LEV)	32	2.0	2.0	
ASSISTANT DIRECTOR-PUBLIC WORKS(EXE LEV)	34	5.0	5.0	
ASSISTANT PROJECT MANAGER	20	4.0	4.0	
CHIEF INSPECTOR	27	1.0	1.0	
CHIEF SURVEYOR	28	1.0	1.0	
CLERK	05	0.0	1.0	1.0
COMMUNITY SERVICE INSPECTOR	16	1.0	1.0	
CONTRACT COMPLIANCE OFFICER	15	1.0	0.0	(1.0)
CUSTOMER SERVICE REPRESENTATIVE I	13	3.0	2.0	(1.0)
CUSTOMER SERVICE REPRESENTATIVE III	16	0.0	1.0	1.0
DEPUTY DIRECTOR-PUBLIC WORKS(EXE LEV)	36	1.0	1.0	
DIVISION MANAGER	29	4.0	4.0	
ENGINEER	26	16.0	18.0	2.0
ESTIMATOR	17	3.0	0.0	(3.0)
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
EXECUTIVE STAFF ANALYST(EXE LEV)	30	1.0	1.0	
FINANCIAL ANALYST II	18	2.0	0.0	(2.0)
FINANCIAL ANALYST III	21	2.0	2.0	
FINANCIAL ANALYST IV	25	1.0	1.0	
GIS ANALYST	20	1.0	1.0	
GIS TECHNICIAN	12	1.0	1.0	
GRADUATE ENGINEER	22	16.0	15.0	(1.0)
INSPECTOR	18	41.0	41.0	
INSPECTOR TRAINEE	12	6.0	6.0	
INSTRUMENT PERSON	11	4.0	4.0	
IS PROJECT MANAGER	28	0.0	1.0	1.0
MANAGEMENT ANALYST II	18	3.0	1.0	(2.0)
MANAGEMENT ANALYST III	21	2.0	5.0	3.0
MANAGEMENT ANALYST IV	25	3.0	3.0	
MANAGING ENGINEER	31	13.0	12.0	(1.0)
MESSENGER	06	2.0	2.0	
OFFICE SERVICE MANAGER	23	0.0	1.0	1.0
OFFICE SUPERVISOR	17	2.0	3.0	1.0
PARTY CHIEF	19	4.0	4.0	
PLANNER LEADER	24	1.0	1.0	
PROGRAMMER ANALYST II	19	1.0	1.0	
PROGRAMMER ANALYST III	22	1.0	1.0	
PROGRAMMER ANALYST IV	25	1.0	0.0	(1.0)
PROJECT MANAGER	24	14.0	14.0	
PROJECT TECHNICIAN I	08	1.0	1.0	
PROJECT TECHNICIAN II	13	3.0	3.0	
PROJECT TECHNICIAN III	17	8.0	9.0	1.0
PROJECT TECHNICIAN IV	20	2.0	4.0	2.0

Fund Name : CIP Cost Recovery
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1001 / 2000

JOB DESCRIPTION	PAY GRADE	FY2007 Budget FTE	FY2008 Budget FTE	Change
PROPERTY AGENT	17	5.0	3.0	(2.0)
REAL ESTATE SUPERVISOR	21	1.0	1.0	
RECORDS SUPERVISOR	18	1.0	1.0	
RECORDS TECHNICIAN	09	2.0	2.0	
RODPERSON	05	2.0	2.0	
SENIOR ACCOUNT CLERK	13	3.0	3.0	
SENIOR ACCOUNTANT	20	1.0	0.0	(1.0)
SENIOR CLERK	08	1.0	1.0	
SENIOR CONTRACT ADMINISTRATOR	27	1.0	1.0	
SENIOR GIS TECHNICIAN	17	1.0	1.0	
SENIOR INSPECTOR	22	9.0	9.0	
SENIOR OFFICE ASSISTANT	12	2.0	1.0	(1.0)
SENIOR PAVING ASSESSMENT SPECIALIST	20	1.0	0.0	(1.0)
SENIOR PROJECT MANAGER	27	12.0	17.0	5.0
SENIOR PROPERTY AGENT	19	1.0	5.0	4.0
SENIOR RIGHT-OF-WAY APPRAISER	19	2.0	0.0	(2.0)
SENIOR RODPERSON	09	4.0	4.0	
SENIOR STAFF ANALYST	28	2.0	1.0	(1.0)
SENIOR IT PROJECT MANAGER(EXEC LEV)	30	1.0	1.0	
STAFF ANALYST	26	3.0	4.0	1.0
STUDENT INTERN II	10	4.0	4.0	
SUPERINTENDENT	24	1.0	1.0	
SUPERVISING ENGINEER	29	37.0	37.0	
SYSTEMS CONSULTANT	26	1.0	1.0	
SYSTEMS SUPPORT ANALYST I	16	3.0	3.0	
Total FTEs		**350.0**	**352.0**	**2.0**
Less adjustment for Civilian Vacancy Factor		**13.7**	**23.4**	**9.7**
Full-Time Equivalents		**336.3**	**328.6**	**(7.7)**

Business Area Revenue Summary

Fund Name : **CIP Cost Recovery**
Business Area Name : **Public Works & Engineering**
Fund No./Bus Area No. : **1001 / 2000**

Commit Item	Description	FY2007 Budget	FY2007 Estimate	**FY2008 Budget**
2000060007	**PWE-Office of the City Engineer**			
424020	Interfund Engineering Services	364,110	200,295	**213,918**
452030	Miscellaneous Revenue	45,000	0	**0**
Total	**PWE-Office of the City Engineer**	409,110	200,295	**213,918**
2000060010	**PWE-Real Estate**			
457010	Interfund Land Acquisition	3,697,537	2,955,414	**3,749,771**
2000070001	**PWE-Administration**			
424020	Interfund Engineering Services	214,624	210,800	**277,033**
2000070002	**PWE-Engineering**			
424020	Interfund Engineering Services	12,648,625	11,248,815	**12,247,293**
2000070003	**PWE-Construction**			
424020	Interfund Engineering Services	12,563,212	11,328,534	**12,315,334**
2000070005	**PWE-Geo-Environmental Services**			
424020	Interfund Engineering Services	1,588,587	1,458,471	**1,563,772**
Total	**Public Works & Engineering**	31,121,695	27,402,329	**30,367,121**

Business Area Expenditure Summary

Fund Name : **CIP Cost Recovery**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **1001 / 2000**

Commit Item	Description	FY2006 Unaudited	FY2007 Budget	FY2007 Estimate	**FY2008 Budget**
500010	Salary Base Pay - Civilian	13,332,458	16,632,887	15,256,921	**16,780,741**
500030	Salary Part Time - Civilian	1,880	0	0	**0**
500060	Overtime - Civilian	290,550	260,161	420,823	**399,268**
500090	Premium Pay - Civilian	14,635	10,000	10,300	**15,350**
500110	Bilingual Pay - Civilian	4,277	5,204	6,613	**5,104**
501070	Pension - Civilian	2,181,525	2,729,138	2,588,280	**2,651,351**
501120	Termination Pay - Civilian	83,005	655,700	285,500	**674,200**
501160	Vehicle Allowance - Civilian	112,890	120,000	134,203	**132,200**
502010	FICA - Civilian	1,021,330	1,288,197	1,175,169	**1,310,448**
503010	Health/Life Insurance - Active Civilian	1,457,918	1,979,446	1,837,524	**2,144,284**
503050	Health/Life Insurance - Retiree Civilian	0	0	17,000	**17,000**
503060	Long Term Disability	42,146	84,406	47,762	**47,090**
503090	Workers Compensation-Civilian-Admin	119,013	123,860	87,277	**77,701**
503100	Workers Compensation-Civilian-Clm	0	0	0	**98,547**
504020	Compensation Contingency	0	203,655	0	**230,943**
504030	Unemployment Claims	2,932	25,915	28,374	**11,499**
Total	**Personnel Services**	**18,664,559**	**24,118,569**	**21,895,746**	**24,595,726**
511010	Chemical Gases & Special Fluids	16	0	1,000	**1,000**
511015	Cleaning & Sanitary Supplies	0	0	300	**0**
511020	Construction Materials	2,880	5,000	4,000	**4,000**
511025	Electrical Hardware & Parts	0	2,500	2,615	**150**
511030	Mechanical Hardware & Parts	0	0	100	**0**
511040	Audiovisual Supplies	1,601	4,200	2,785	**6,700**
511045	Computer Supplies	66,067	124,500	83,900	**117,360**
511050	Paper & Printing Supplies	19,020	35,900	31,240	**38,800**
511055	Publications & Printed Materials	1,407	4,800	5,300	**6,000**
511060	Postage	9,476	9,000	8,500	**9,350**
511070	Miscellaneous Office Supplies	95,561	91,300	75,660	**92,600**
511090	Medical & Surgical Supplies	69	200	0	**100**
511095	Small Technical & Scientific Equipment	1,202	3,800	3,300	**800**
511110	Fuel	74,078	63,100	63,355	**81,700**
511115	Vehicle Repair & Maintenance Supplies	790	2,500	1,800	**2,200**
511120	Clothing	9,046	11,100	11,100	**9,200**
511125	Food Supplies	863	0	0	**0**
511145	Small Tools & Minor Equipment	2,188	4,500	4,400	**3,500**
511150	Miscellaneous Parts & Supplies	13,171	9,100	9,850	**9,800**
Total	**Supplies**	**297,435**	**371,500**	**309,205**	**383,260**
520100	Temporary Personnel Services	0	101,050	17,500	**80,000**
520105	Accounting & Auditing Services	2,055	13,600	25,000	**19,600**
520107	Computer Info/Contr	0	44,000	34,000	**95,000**
520108	Information Resource Services	8,892	25,100	24,500	**24,100**
520109	Medical Dental & Laboratory Services	3,177	4,800	4,200	**3,400**
520110	Management Consulting Services	19,570	37,600	17,600	**0**
520111	Real Estate Services	385	0	0	**0**
520114	Miscellaneous Support Services	12,830	66,950	70,754	**52,000**
520115	Real Estate Lease/Office Rental	1,220,525	1,506,300	1,506,300	**1,391,117**
520119	Computer Equipment/Software Maintenance	14,268	58,700	58,200	**61,100**
520120	Communications Equipment Services	0	2,800	1,400	**1,400**
520121	IT Application Svcs	27,988	48,000	100	**26,551**

Business Area Expenditure Summary

Fund Name : **CIP Cost Recovery**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **1001 / 2000**

Commit Item	Description	FY2006 Unaudited	FY2007 Budget	FY2007 Estimate	**FY2008 Budget**
520122	Office Equipment Services	7,549	11,500	8,150	**8,500**
520123	Vehicle & Motor Equipment Services	95,145	105,500	83,500	**108,500**
520124	Other Equipment Services	125	0	500	**500**
520141	Engineering Services	25,000	2,100	2,100	**3,000**
520510	Mail/Delivery Services	750	4,500	4,100	**3,100**
520515	Print Shop Services	4,847	11,400	9,650	**9,800**
520520	Printing & Reproduction Services	15,685	14,200	12,600	**18,000**
520605	Advertising Services	2,621	13,300	15,150	**12,200**
520710	State/Federal Inspection Fees	2,310	7,500	4,000	**4,000**
520765	Membership & Professional Fees	54,651	74,480	48,780	**66,600**
520805	Education & Training	29,459	94,575	53,900	**94,100**
520815	Tuition Reimbursement	5,724	22,600	21,200	**18,000**
520905	Travel - Training Related	2,915	12,525	10,650	**14,100**
520910	Travel - Non-Training Related	19,015	16,200	19,300	**21,600**
521305	Indirect Cost Recovery Payment	3,449,743	3,494,744	2,585,000	**2,206,263**
521405	Building Maintenance Services	834	7,500	7,100	**20,000**
521605	Data Services	20,389	11,400	200	**32,325**
521610	Voice Services	77,496	130,200	4,500	**114,000**
521620	Voice Equipment	0	0	0	**13,435**
521705	Vehicle/Equipment Rental/Lease	0	2,500	1,500	**1,500**
521715	Office Equipment Rental	128,783	136,600	114,500	**131,600**
521725	Other Rental	128	1,000	100	**0**
521730	Parking Space Rental	45,552	87,248	20,075	**98,900**
521905	Legal Services	9,134	500	9,000	**500**
522205	Metro Commuter Passes	16,128	100,290	37,675	**90,300**
522305	Freight Charges	0	400	0	**0**
522430	Miscellaneous Other Services & Charges	51,895	5,900	5,530	**7,365**
522735	Interfund Communication Equipment Repair	1,381	4,000	4,000	**3,100**
522765	Interfund Legal Services	0	184,984	184,984	**184,984**
522795	Other Interfund Services	0	0	0	**183,375**
522820	Interfund EB Cape Training	1,313	0	5,000	**12,400**
Total	**Other Services and Charges**	**5,378,262**	**6,466,546**	**5,032,298**	**5,236,315**
551010	Non-Capital Office Furniture & Equipment	11,444	29,080	29,080	**20,180**
551015	Non-Capital Computer Equipment	0	136,000	136,000	**131,640**
Total	**Non-Capital Equipment**	**11,444**	**165,080**	**165,080**	**151,820**
	Grand Total Expenditures	**24,351,700**	**31,121,695**	**27,402,329**	**30,367,121**

Business Area Budget Summary

Fund Name : **CIP Cost Recovery**
Business Area Name : **Building Services**
Fund No./Bus. Area No. : **1001 / 2500**

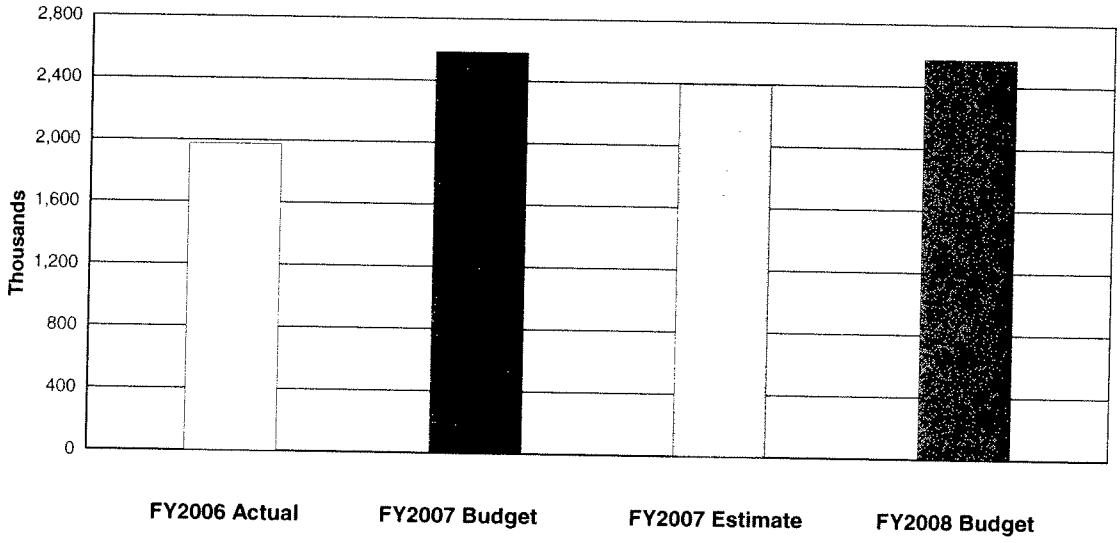
		FY2006 Unaudited	FY2007 Budget	FY2007 Estimate	FY2008 Budget
Expenditures	Personnel Services	1,975,360	2,584,097	2,398,530	**2,573,677**
	Total M & O Expenditures	1,975,360	2,584,097	2,398,530	**2,573,677**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	1,975,360	2,584,097	2,398,530	**2,573,677**
Revenues		1,823,160	2,584,097	2,398,530	**2,573,677**
Staffing	Full-Time Equivalents - Civilian	19.5	28.0	25.0	**29.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	19.5	28.0	25.0	**29.0**
	Full-Time Equivalents-Overtime	0.1	0.0	0.0	**0.0**

Budget Highlights

- o The Design and Construction Division has reduced contract personnel to 4% of the division's personnel. Qualified professional City personnel are providing services for a savings of over 30% per position.
- o The division is awarding 78 design and construction contracts during FY2007, and managing approximately 100 design and construction contracts.
- o These city employees are funded by CIP funds.

CIP Cost Recovery
Building Services

Expenditure Summary



Business Area Cost Center Summary

Fund Name : **CIP Cost Recovery**
Business Area Name : **Building Services**
Fund No./Bus Area No. : **1001 / 2500**

Cost Center Description	Cost Center Objectives
BSD-Design&Constr **2500030001** This fund recovers salary and benefit costs for City employees managing capital projects in the CIP. Personnel time is recorded and assigned to City assets.	Meet or exceed performance standards related to executing management of design and construction contracts.

Business Area Cost Center Summary

Fund Name : CIP Cost Recovery
Business Area Name : Building Services
Fund No./Bus Area No. : 1001 / 2500

Performance Measures	FY2006 Unaudited			FY2007 Estimate			FY2008 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
		19.5	1,975,360		25.0	2,398,530		**29.0**	**2,573,677**
Total		19.5	1,975,360		25.0	2,398,530		**29.0**	**2,573,677**

Fund Name : **CIP Cost Recovery**
Business Area Name : **Building Services**
Fund No./Bus Area No. : **1001 / 2500**

JOB DESCRIPTION	PAY GRADE	FY2007 Budget FTE	FY2008 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	4.0	6.0	2.0
ADMINISTRATIVE SPECIALIST(EXE LEV)	20	1.0	0.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	0.0	1.0	1.0
ASSISTANT DIRECTOR(EXE LEV)	32	1.0	2.0	1.0
ASSISTANT PROJECT MANAGER	20	1.0	4.0	3.0
DEPUTY ASSISTANT DIRECTOR(EXE LEV)	30	2.0	2.0	
DIVISION MANAGER	29	0.0	1.0	1.0
EXECUTIVE OFFICE ASSISTANT	15	1.0	0.0	(1.0)
MANAGING ENGINEER	31	2.0	0.0	(2.0)
PROJECT MANAGER	24	4.0	4.0	
SENIOR INSPECTOR	22	1.0	0.0	(1.0)
SENIOR PROJECT MANAGER	27	10.0	9.0	(1.0)
STAFF ANALYST	26	1.0	0.0	(1.0)
Total FTEs		**28.0**	**29.0**	**1.0**
Less adjustment for Civilian Vacancy Factor				**0.0**
Full-Time Equivalents		**28.0**	**29.0**	**1.0**

Business Area Revenue Summary

Fund Name : CIP Cost Recovery
Business Area Name : Building Services
Fund No./Bus Area No. : 1001 / 2500

Commit Item	Description	FY2007 Budget	FY2007 Estimate	**FY2008 Budget**
2500030001	**BSD-Design&Constr**			
424020	Interfund Engineering Services	2,584,097	2,398,530	**2,573,677**
Total	**Building Services**	2,584,097	2,398,530	**2,573,677**

Business Area Expenditure Summary

Fund Name : **CIP Cost Recovery**
Business Area Name : **Building Services**
Fund No./Bus. Area No. : **1001 / 2500**

Commit Item	Description	FY2006 Unaudited	FY2007 Budget	FY2007 Estimate	**FY2008 Budget**
500010	Salary Base Pay - Civilian	1,478,976	1,923,322	1,799,363	**1,937,507**
500060	Overtime - Civilian	4,403	0	233	**0**
501070	Pension - Civilian	241,882	315,426	294,548	**306,124**
501120	Termination Pay - Civilian	1,275	0	11,985	**0**
502010	FICA - Civilian	110,900	147,084	135,720	**148,221**
503010	Health/Life Insurance - Active Civilian	129,183	186,729	139,352	**169,819**
503050	Health/Life Insurance - Retiree Civilian	818	0	8,539	**0**
503060	Long Term Disability	3,427	4,872	3,604	**4,147**
503090	Workers Compensation-Civilian-Admin	4,496	6,664	5,186	**6,844**
504030	Unemployment Claims	0	0	0	**1,015**
Total	**Personnel Services**	**1,975,360**	**2,584,097**	**2,398,530**	**2,573,677**
	Grand Total Expenditures	**1,975,360**	**2,584,097**	**2,398,530**	**2,573,677**