

FISCAL YEAR 2011 BUDGET

Fund Summary

Fund Name : Project Cost Recovery Fund
Fund No./Bus. Area No. : 1001 / 2000 / 2500 / 6800

	<u>FY2010 Current Budget</u>	<u>FY2010 Estimate</u>	<u>FY2011 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	46,317,505	42,774,495	45,787,505
Total Available Resources	<u>46,317,505</u>	<u>42,774,495</u>	<u>45,787,505</u>
Maintenance and Operations	46,317,505	42,774,495	45,787,505
Total Expenditures	<u>46,317,505</u>	<u>42,774,495</u>	<u>45,787,505</u>
Planned Ending Fund Balance	0	0	0
Total Budget	<u>46,317,505</u>	<u>42,774,495</u>	<u>45,787,505</u>

The above summarizes the FY2010 Budget, FY2010 Estimates and the FY2011 Budget for the Project Cost Recovery Fund. Also included are the projected beginning and ending fund balances, total available resources and total expenditures.

The Project 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 Capital Improvement Project (CIP) program. These activities encompass a variety of divisions within the Department, with the majority of the activities in the Engineering & Construction Division (ECD). The costs of these activities are recovered from the appropriate CIP funds through the use of time sheets provided by the operating divisions. Included in the chargeback 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 the Finance Department.

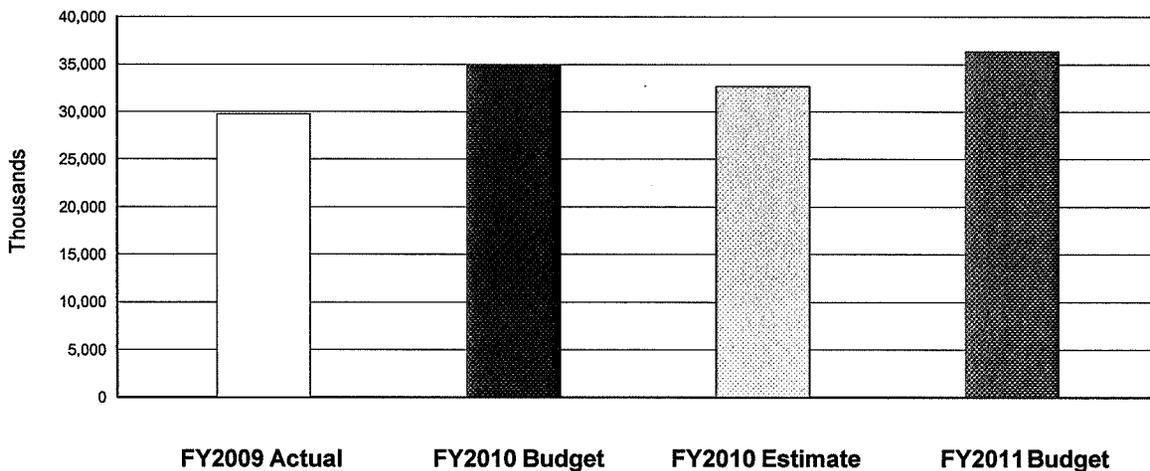
The primary areas of focus for the Project Cost Recovery Fund are:

- o 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.
- o Continue to assess and revise policies and procedures in order to improve efficiency and effectiveness in the management of the City's CIP program.
- o Continue to refine the requirements for City's contractors so as to streamline the delivery of services.
- o Continue to coordinate infrastructure improvements within the City limits sponsored by other governmental entities in order to ensure quality work.

FISCAL YEAR 2011 BUDGET

Business Area Budget Summary					
Fund Name		: Project Cost Recovery Fund			
Business Area Name		: Public Works & Engineering			
Fund No./Bus. Area No.		: 1001 / 2000			
		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	24,158,568	28,612,327	26,583,720	30,322,770
	Supplies	323,802	434,590	341,927	415,200
	Other Services and Charges	5,091,771	5,802,329	5,611,766	5,623,794
	Equipment	37,816	69,858	69,858	10,800
	Non-Capital Equipment	151,322	68,922	41,199	25,200
	Total M & O Expenditures	<u>29,763,279</u>	<u>34,988,026</u>	<u>32,648,470</u>	<u>36,397,764</u>
	Debt Service & Other Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>29,763,279</u>	<u>34,988,026</u>	<u>32,648,470</u>	<u>36,397,764</u>	
Revenues		29,763,279	34,988,026	32,648,470	36,397,764
Staffing	Full-Time Equivalent - Civilian	305.3	349.1	320.7	350.3
	Full-Time Equivalent - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalent - Cadets	0.0	0.0	0.0	0.0
	Total	<u>305.3</u>	<u>349.1</u>	<u>320.7</u>	<u>350.3</u>
	Full-Time Equivalent - Overtime	5.6	7.2	6.0	5.4
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o Concerted 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 Refine procedures for engineer selection and procurement and standard forms for engineering and construction management contracts to improve the timely delivery of quality projects. o Continue to implement electronic filing system. o Continue to implement Standards Review Process related to the Planning Division. o The FY2011 Budget provides funding for the HOPE 3% increase (\$630,309) and 1.25% Pay for Performance increase (\$307,779). 				

**Project Cost Recovery Fund
Public Works & Engineering
Expenditure Summary**



Business Area Cost Center Summary	
Fund Name : Project Cost Recovery Fund Business Area Name : Public Works & Engineering Fund No./Bus Area No. : 1001 / 2000	
Cost Center Description	Cost Center Objectives
PWE - Traffic Neighborhood Programs 2000020012 The purpose of the City of Houston Neighborhood Traffic Management Program (NTMP) is to improve neighborhood quality of life by implementing "Traffic Calming" measures to reduce cut-through traffic and reduce excessive vehicular speeds on neighborhood streets.	Analyze unique traffic issues within the neighborhood and then select optimum traffic calming measures that will address specific needs of the neighborhood group. New program established during FY2010 in the General Fund. Ensure new construction and upgrade to meet City of Houston standards. Provides necessary funding to administer the City's Minority/Women/Disadvantaged Business Enterprise Program (M/W/DBE) & Disabilities Business Enterprise Program (PDBE). Provide necessary funding to administer department-wide compliance with "Pay or Play Program". Design and manage the POP software system. Set flexible goals to increase the number of PWE contracts awarded to minority and women owned businesses. Provide support for the CIP Project groups.
PWE - Traffic Construction Projects 2000020014 Oversee the building/rebuilding of traffic signals. Manage traffic signal/intersection redesign. Quiet Zone Projects - Design and Construction. Cost Center formerly reported in the General Fund Signal Engineering & Transportation (2000020005).	
PWE - Affirmative Action Support Svcs 2000030008 Provide funding to ensure quality certification, compliance, business development, and training programs.	
PWE - Small Business Development 2000030009 Provide funding to implement the program objective of the Mayor's Executive Order 1-7 "contractor's Pay or Play Program" (POP) within the Department. Develop and implement new strategies to expand the Small/Women and Minority Business Enterprises within the Department.	
PWE - Financial Management 2000050002 Provide services such as accounting, vouching, expenditure control, budgeting, and reports generation, for the CIP Project groups.	
PWE - Payroll Services 2000050021 Provide overall payroll support in the areas of personnel/payroll and financial information. Cost Center moved to Payroll Time and Attendance (2000090005) in FY2010.	Efficiently deliver accurate, reliable and timely bi-weekly payroll to ensure that all employees are paid correctly.

FISCAL YEAR 2011 BUDGET

Business Area Cost Center Summary									
Fund Name : Project Cost Recovery Fund Business Area Name : Public Works & Engineering Fund No./Bus Area No. : 1001 / 2000									
Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Ongoing projects	N/A			N/A			20		
	0.0	0		0.0	0		3.0	275,010	
Construction Inspections	N/A			N/A			7,000		
	0.0	0		0.0	0		6.0	517,823	
Manage funds to administer program	100%			100%			100%		
	0.0	191,237		0.0	174,376		0.0	246,300	
See Fund 8300-2000030009	N/A			N/A			N/A		
	0.0	194,927		0.0	296,369		0.0	302,700	
Expenditure report process	100%			100%			100%		
Budgeting report generated	100%			100%			100%		
	12.4	2,734,693		16.0	2,301,039		2.0	121,734	
Quota pay out request processed	25			N/A			N/A		
Payroll exemptions processed bi-weekly	8,417			N/A			N/A		
	0.5	42,354		0.0	0		0.0	0	

FISCAL YEAR 2011 BUDGET

Business Area Cost Center Summary	
Fund Name : Project Cost Recovery Fund Business Area Name : Public Works & Engineering Fund No./Bus Area No. : 1001 / 2000	
Cost Center Description	Cost Center Objectives
PWE - Capital Projects & Assets 2000050030 Provide financial reporting on CIP projects, grants, and revenues. Maintain cost recovery function and interfund accounting process. Close out projects and contracts. Audit and prepare pay estimates and project reimbursements. Formerly reported in C/C 2000050002.	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 - Office of the City Engineer 2000060007 Receive, scan, copy and store plans and profiles for projects handled by or for the City of Houston such as development plans, CIP, subdivision plats, etc. Manage, inspect, and accept Developer Participation Contract (DPC) projects.	Ensure that plans received are numbered, scanned, and stored in the appropriate media. Provide 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 Coordinate planning initiatives and prepare long term 10 year planning goals for City's infrastructure improvements. Prepare City's 5-year rolling CIP for water, sanitation, storm drainage, and roadway projects including coordination with TIRZ.	Forecast long-term funding needs and priorities. Develop criteria and parameters for project ranking and prioritization. Assess infrastructure needs. Prioritize projects based on public needs. Select ranking criteria and effective utilization of available funds.
PWE - Real Estate 2000060010 Acquire land in support of CIP projects. Recommend estimates 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.
PWE - Administration 2000070001 Manage personnel, training, budget, purchasing, information technology, inventory, and safety for Engineering & Construction (E&C) Division. Investigate and respond timely to 311 requests, coordinate RCA Contract Legal Review and manage Substitute Services.	Provide administrative support for all E&C staff. Provide prompt and thorough investigations of citizen complaints. Coordinate review by Legal Dept. of all RCA with construction contracts. Coordinate service requests for special services. Respond to TPIA requests.
PWE - Engineering 2000070002 Provide engineering design services for street and bridge, water, wastewater and storm water infrastructure and award contracts for the above. Coordinate infrastructure improvements sponsored by other government agencies in the Houston area.	Accomplish engineering and design of CIP projects for street and bridge, drainage, water, and wastewater system infrastructure on time and with quality. Award design contracts within 60 days of approval; award construction within 55 days of bid date.

FISCAL YEAR 2011 BUDGET

Business Area Cost Center Summary									
Fund Name : Project Cost Recovery Fund Business Area Name : Public Works & Engineering Fund No./Bus Area No. : 1001 / 2000									
Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Pay estimate processed		N/A			N/A			100%	
Financial reporting & docs		N/A			N/A			100%	
Project contract closeout		N/A			N/A			100%	
Joint funded reimbursement		N/A			N/A			100%	
		0.0	0		0.0	0		14.5	2,432,728
Customer requests		3,527			3,000			4,500	
DPC Projects		6			4			6	
		14.2	1,471,714		14.8	1,586,250		14.7	1,835,166
Create annual CIP and track appropriation		60%			50%			50%	
		8.1	848,404		11.1	1,128,992		12.0	1,221,527
Parcels of land acquired		586			485			525	
Appraisals prepare/review		676			500			600	
		35.9	3,092,160		36.6	3,560,850		38.2	3,980,594
Respond to 311 requests within 21 days		97%			97%			98%	
Close on Serv. req. SSP		94%			95%			97%	
Close on TPIA request		100%			97%			100%	
Complete status reports		99%			99%			100%	
		19.6	2,441,030		21.3	3,116,118		21.1	2,786,274
Prep. awards eng. contract		34			36			33	
Award const. contracts		64			84			74	
Prep interagency ord.		28			25			30	
Con.asphalt overlay(miles)		65			30			N/A	
Con.sidewalks (miles)		16			30			N/A	
		88.2	7,933,628		89.8	8,734,578		95.8	9,618,637

Business Area Cost Center Summary	
Fund Name : Project Cost Recovery Fund Business Area Name : Public Works & Engineering Fund No./Bus Area No. : 1001 / 2000	
Cost Center Description	Cost Center Objectives
PWE - Construction 2000070003 Provide construction management for streets, bridges, sidewalks, stormwater, water and wastewater infrastructure. Provide land boundary and topographical survey, Right-Of-Way (ROW) document review, and plan reviewed for survey compliance for CIP programs.	Manage CIP construction to complete 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.
PWE - Engineer & Construction Management 2000070004 Provide executive oversight for the Engineering & Construction Division to ensure the efficient implementation of the Capital Improvement Plan (CIP).	Manage and execute capital programs for infrastructure. Schedule projects that are engineered with quality and value. Ensure that projects are built with quality and on time.
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 of the construction contract bid date. Provide technical assistance for environmental issues.
PWE - Information Technology 2000080001 Provide database and CIPMS application maintenance and support services to the Engineering & Construction (E&C) Branches. Provide technical and business development support for ECD CIPMS modules. Provide Systems Development support to E&C.	Assist the Capital Improvement Project Management System (CIPMS) users to track projects, analyze data, produce reports, and evaluate contractors. Technically assist the City's contractors to perform work and input data into CIPMS from remote sites.
PWE - Payroll, Time & Attendance. Sal Cost 2000090005 Fund the CIP Cost Recovery payroll function that was moved to the Administration & Regulatory Affairs Department during FY2010.	Provide necessary funding to ensure effective delivery of accurate, reliable and timely bi-weekly payroll reports.

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Business Area Cost Center Summary									
Fund Name : Project Cost Recovery Fund Business Area Name : Public Works & Engineering Fund No./Bus Area No. : 1001 / 2000									
Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Contract completion on sch		95%			95%			95%	
Initiate survey w/i 5 days		95%			95%			98%	
Proj.completion w/i budget		95%			95%			97%	
Surveys completed		300			300			270	
		109.1	9,039,118		111.1	9,656,068		118.9	10,479,816
Implement CIP		100%			100%			100%	
Maintain project data CIPMS		N/A			N/A			99%	
		2.8	343,397		3.4	449,420		4.3	555,918
Testing con. suppl. issued		94			90			90	
Projects supported		94			90			90	
Assign testing con. 5 days		100%			100%			100%	
Monitoring Well Permits		100			840			1,000	
Enviro/Geo Reports		N/A			N/A			190	
		9.5	934,151		10.0	988,593		12.3	1,246,433
Respond to req. 3 d (avg)		100%			100%			100%	
GIS data updates annually		100%			100%			100%	
Development on schedule		100%			100%			100%	
2 hr respond to help desk		100%			100%			100%	
Deliver maps within 3 days		100%			100%			100%	
		5.0	496,466		6.2	612,323		7.5	730,604
Quota payout request processed		N/A			25			N/A	
Payroll exemptions processed bi-weekly		N/A			8,517			N/A	
Manage funds to maint prog		N/A			N/A			100%	
		0.0	0		0.4	43,494		0.0	46,500
Total		<u>305.3</u>	<u>29,763,279</u>		<u>320.7</u>	<u>32,648,470</u>		<u>350.3</u>	<u>36,397,764</u>

FISCAL YEAR 2011 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
ACCOUNTANT	17	1.0	1.0	
ACCOUNTANT ASSOCIATE	14	1.0	1.0	
ACCOUNTANT MANAGER	27	1.0	0.0	(1.0)
ADMINISTRATION MANAGER	26	2.0	1.0	(1.0)
ADMINISTRATIVE AIDE	10	3.0	3.0	
ADMINISTRATIVE ASSISTANT	17	21.0	18.0	(3.0)
ADMINISTRATIVE ASSOCIATE	13	8.0	7.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	5.0	5.0	
ADMINISTRATIVE SPECIALIST	20	11.0	12.0	1.0
ADMINISTRATIVE SUPERVISOR	22	5.0	5.0	
ASSISTANT DIRECTOR (EXE LEV)	32	5.0	4.0	(1.0)
ASSISTANT DIRECTOR-PUBLIC WORKS (EXE LEV)	34	6.0	6.0	
ASSISTANT PROJECT MANAGER	20	4.0	4.0	
ASSISTANT REAL ESTATE ANALYST	17	3.0	2.0	(1.0)
ASSISTANT REAL ESTATE MANAGER	26	4.0	4.0	
ASSOCIATE PLANNER	13	1.0	1.0	
CHIEF INSPECTOR	27	1.0	1.0	
CHIEF SURVEYOR	28	1.0	1.0	
CLERK	5	1.0	1.0	
COMMUNITY SERVICE INSPECTOR	16	1.0	1.0	
CONTRACT COMPLIANCE SUPERVISOR	22	1.0	1.0	
CUSTOMER SERVICE REPRESENTATIVE I	13	3.0	3.0	
CUSTOMER SERVICE REPRESENTATIVE II	15	1.0	1.0	
CUSTOMER SERVICE REPRESENTATIVE III	16	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	
DEPUTY DIRECTOR-PUBLIC WORKS (EXE LEV)	36	1.0	1.0	
DIVISION MANAGER	29	2.0	1.0	(1.0)
ENGINEER	26	12.0	13.0	1.0
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
EXECUTIVE STAFF ANALYST (EXE LEV)	30	1.0	1.0	
FINANCIAL ANALYST I	15	1.0	2.0	1.0
FINANCIAL ANALYST II	18	2.0	2.0	
FINANCIAL ANALYST IV	25	4.0	4.0	
GIS ANALYST	20	1.0	1.0	
GRADUATE ENGINEER	22	21.5	21.0	(0.5)
INSPECTOR	18	45.0	47.0	2.0
INSPECTOR TRAINEE	12	2.0	0.0	(2.0)
INSTRUMENT PERSON	11	4.0	4.0	
IT PROJECT MANAGER	28	2.0	2.0	
MANAGEMENT ANALYST II	18	2.0	2.0	
MANAGEMENT ANALYST III	21	3.0	2.0	(1.0)
MANAGEMENT ANALYST IV	25	2.0	2.0	
MANAGING ENGINEER	31	14.0	15.0	1.0
MESSENGER	6	2.0	2.0	
OFFICE SERVICE MANAGER	23	1.0	1.0	
OFFICE SUPERVISOR	17	3.0	3.0	
PARTY CHIEF	19	4.0	4.0	
PLANNER	16	0.0	1.0	1.0
PLANNER LEADER	24	1.0	1.0	
PROGRAMMER ANALYST II	19	1.0	1.0	
PROGRAMMER ANALYST IV	25	2.0	2.0	
PROJECT MANAGER	24	13.0	15.0	2.0
PROJECT TECHNICIAN I	8	1.0	1.0	

FISCAL YEAR 2011 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
PROJECT TECHNICIAN II	13	3.0	3.0	
PROJECT TECHNICIAN III	17	8.0	8.0	
PROJECT TECHNICIAN IV	20	4.0	4.0	
REAL ESTATE ANALYST	20	6.0	4.0	(2.0)
REAL ESTATE MANAGER	29	3.0	3.0	
REAL ESTATE SUPERVISOR	21	1.0	1.0	
RECORDS SUPERVISOR	18	1.0	1.0	
RECORDS TECHNICIAN	9	2.0	2.0	
RODPERSON	5	3.0	3.0	
SENIOR ACCOUNT CLERK	13	3.0	2.0	(1.0)
SENIOR CLERK	8	1.0	0.0	(1.0)
SENIOR CONTRACT ADMINISTRATOR	27	1.0	1.0	
SENIOR GIS TECHNICIAN	17	1.0	1.0	
SENIOR INSPECTOR	22	9.0	13.0	4.0
SENIOR PAVING ASSESSMENT SPECIALIST	20	1.0	1.0	
SENIOR PAYROLL CLERK	13	1.0	0.0	(1.0)
SENIOR PROJECT MANAGER	27	21.0	20.0	(1.0)
SENIOR REAL ESTATE ANALYST	24	14.0	16.0	2.0
SENIOR RODPERSON	9	3.0	3.0	
SENIOR STAFF ANALYST	28	3.0	5.0	2.0
STAFF ANALYST	26	2.0	2.0	
STUDENT INTERN II	10	2.0	1.0	(1.0)
SUPERINTENDENT	24	2.0	2.0	
SUPERVISING ENGINEER	29	28.0	27.0	(1.0)
SYSTEMS SUPPORT ANALYST I	16	3.0	2.0	(1.0)
TECHNICAL HARDWARE ANALYST III	23	0.0	0.5	0.5
Total FTEs		366.5	362.5	(4.0)
Less adjustment for Civilian Vacancy Factor		17.4	12.2	(5.2)
Full-Time Equivalents		349.1	350.3	1.2

FISCAL YEAR 2011 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
2000020012	PWE - Traffic Neighborhood Programs			
424020	Interfund Engineering Services	0	0	275,010
2000020014	PWE - Traffic Construction Projects			
424020	Interfund Engineering Services	0	0	517,823
2000060007	PWE - Office of the City Engineer			
424020	Interfund Engineering Services	205,580	162,981	380,691
452030	Miscellaneous Revenue	0	35,900	31,000
Total PWE - Office of the City Engineer		205,580	198,881	411,691
2000060010	PWE - Real Estate			
424020	Interfund Engineering Services	0	315,192	0
457010	Interfund Land Acquisition	3,614,001	3,086,802	1,622,647
Total PWE - Real Estate		3,614,001	3,401,994	1,622,647
2000070001	PWE - Administration			
421280	Other Licenses & Permits	30,000	134,571	40,000
424020	Interfund Engineering Services	368,280	220,799	436,258
434245	Sale of Capital Assets - Vehicles	0	3,362	0
Total PWE - Administration		398,280	358,732	476,258
2000070002	PWE - Engineering			
424020	Interfund Engineering Services	14,307,177	13,668,583	16,500,122
434245	Sale of Capital Assets - Vehicles	0	1,116	0
Total PWE - Engineering		14,307,177	13,669,699	16,500,122
2000070003	PWE - Construction			
424020	Interfund Engineering Services	14,712,212	13,515,504	14,918,588
434235	Sale of Capital Assets	0	13,843	0
Total PWE - Construction		14,712,212	13,529,347	14,918,588
2000070005	PWE - Geo-Environmental Services			
421300	Facility Permits	23,000	23,000	23,800
424020	Interfund Engineering Services	1,727,776	1,466,253	1,651,825
452030	Miscellaneous Revenue	0	564	0
Total PWE - Geo-Environmental Services		1,750,776	1,489,817	1,675,625
Total Public Works & Engineering		34,988,026	32,648,470	36,397,764

FISCAL YEAR 2011 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	17,424,662	20,233,882	18,819,423	21,184,930
500015	HOPE Union Business Leave	103	0	0	0
500030	Salary Part Time - Civilian	1,270	63,194	25,427	25,082
500060	Overtime - Civilian	381,107	430,377	359,969	394,320
500090	Premium Pay - Civilian	0	10,361	10,361	11,294
500110	Bilingual Pay - Civilian	6,370	6,325	6,325	7,229
500250	HOPE UNION BUSINESS USAGE	0	2,500	2,634	2,580
501070	Pension - Civilian	2,568,332	2,980,157	2,751,813	3,071,849
501120	Termination Pay - Civilian	176,582	528,342	447,542	592,728
501160	Vehicle Allowance - Civilian	92,774	102,000	102,000	100,000
502010	FICA - Civilian	1,330,099	1,582,613	1,512,000	1,646,193
503010	Health Ins-Act Civilian	1,999,468	2,410,910	2,257,486	2,614,279
503015	Basic Life Insurance - Active Civilian	13,073	11,553	11,563	12,556
503050	Health/Life Insurance - Retiree Civilian	54,017	30,228	93,600	129,994
503060	Long Term Disability-Civilian	(2,621)	29,614	29,663	29,798
503090	Workers Compensation-Civilian-Admin	41,414	73,257	73,384	73,707
503100	Workers Compensation-Civilian-Claim	52,756	104,847	68,328	106,189
504020	Compensation Contingency	0	0	0	307,779
504030	Unemployment Claims	19,162	12,167	12,202	12,263
Total	Personnel Services	24,158,568	28,612,327	26,583,720	30,322,770
511010	Chemical Gases & Special Fluids	602	1,000	1,000	2,000
511015	Cleaning & Sanitary Supplies	2,418	200	2,002	1,200
511020	Construction Materials	1,498	3,500	3,500	2,500
511025	Electrical Hardware & Parts	96	350	350	400
511030	Mechanical Hardware & Parts	687	0	0	0
511040	Audiovisual Supplies	2,887	5,000	5,000	4,400
511045	Computer Supplies	97,891	96,000	87,000	96,100
511050	Paper & Printing Supplies	24,748	40,900	31,996	42,400
511055	Publications & Printed Materials	5,197	16,700	8,900	15,200
511060	Postage	7,051	7,500	7,499	7,500
511070	Miscellaneous Office Supplies	64,019	90,000	70,900	84,100
511090	Medical & Surgical Supplies	2,986	100	1,502	600
511095	Small Technical & Scientific Equipment	13	1,500	1,500	2,000
511110	Fuel	86,979	146,040	95,279	133,600
511115	Vehicle Repair & Maintenance Supplies	874	2,000	1,700	2,000
511120	Clothing	17,026	8,200	8,200	7,300
511125	Food Supplies	1,922	800	800	800
511145	Small Tools & Minor Equipment	1,094	4,700	4,700	4,200
511150	Miscellaneous Parts & Supplies	5,695	10,100	10,099	8,900
511165	Fire Fighting Equipment	119	0	0	0
Total	Supplies	323,802	434,590	341,927	415,200
520100	Temporary Personnel Services	162,824	89,000	67,357	89,000
520105	Accounting & Auditing Services	0	19,600	0	19,600
520106	Architectural Services	4,650	0	0	0
520107	Computer Info/Contr	52,927	115,000	70,000	115,500
520108	Information Resource Services	15,444	24,700	24,700	22,600
520109	Medical Dental & Laboratory Services	3,375	4,500	4,500	4,500
520110	Management Consulting Services	35,010	0	100,000	0
520114	Miscellaneous Support Services	56,134	61,500	61,500	56,500
520115	Real Estate Lease/Office Rental	1,450,427	1,599,491	1,599,491	1,577,300
520119	Computer Equipment/Software Maintenance	30,221	51,700	51,700	80,700
520120	Communications Equipment Services	285	5,000	5,000	5,000
520121	IT Application Svcs	24,734	48,474	48,474	22,400
520122	Office Equipment Services	1,917	4,600	4,600	4,600
520123	Vehicle & Motor Equipment Services	127,210	122,000	122,000	150,000
520124	Other Equipment Services	75	500	500	1,000

FISCAL YEAR 2011 BUDGET

Business Area Expenditure Summary

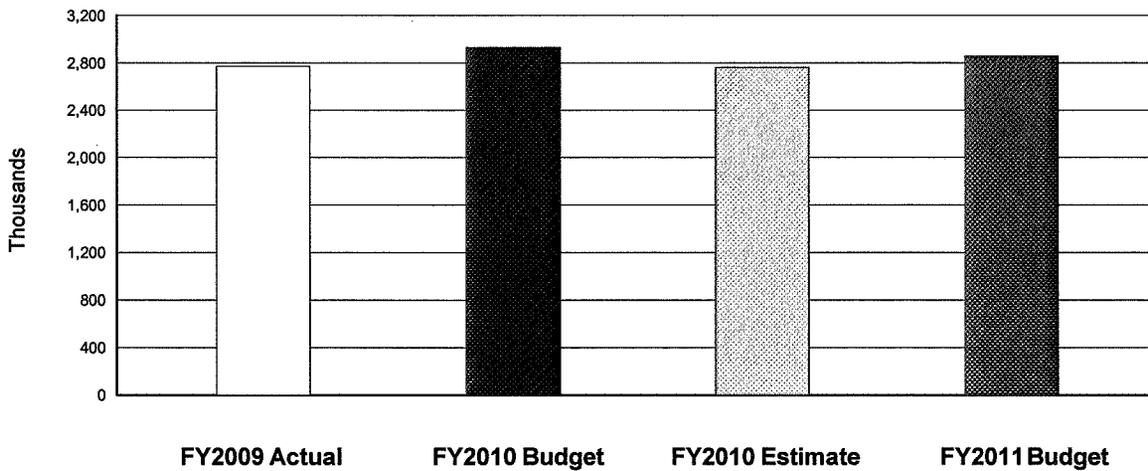
Fund Name : Project Cost Recovery Fund
 Business Area Name : Public Works & Engineering
 Fund No./Bus. Area No. : 1001 / 2000

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
520126	Construction Site Work Services	6,711	0	94	0
520141	Engineering Services	0	0	0	6,200
520510	Mail/Delivery Services	4,939	3,600	3,600	3,300
520515	Print Shop Services	10,338	10,900	23,318	14,100
520520	Printing & Reproduction Services	17,015	11,800	11,800	11,300
520605	Advertising Services	10,989	11,400	11,400	9,400
520710	State/Federal Inspection Fees	0	3,000	3,000	3,000
520765	Membership & Professional Fees	35,172	62,360	42,361	40,900
520805	Education & Training	54,895	113,700	59,550	83,650
520815	Tuition Reimbursement	29,877	49,200	37,300	0
520905	Travel - Training Related	15,919	23,100	12,250	19,100
520910	Travel - Non-Training Related	17,170	33,600	27,500	31,900
521305	Indirect Cost Recovery Payment	1,697,518	1,242,171	1,242,171	1,272,194
521405	Building Maintenance Services	7,499	15,500	15,500	26,500
521605	Data Services	10,764	27,568	27,568	10,900
521610	Voice Services	137,573	103,954	111,822	135,800
521620	Voice Equipment	125	126,200	126,200	200
521625	Voice Labor	8,250	10,000	10,000	6,700
521630	GIS Revolving Fund Services	0	0	0	66,400
521705	Vehicle/Equipment Rental/Lease	959	1,500	1,500	1,500
521715	Office Equipment Rental	128,427	128,000	128,000	130,800
521725	Other Rental	0	2,150	2,150	2,200
521730	Parking Space Rental	136,021	120,305	120,305	124,600
521905	Legal Services	26,568	270,500	270,500	250,500
522205	Metro Commuter Passes	107,328	237,408	192,372	241,350
522305	Freight Charges	72	0	275	0
522430	Miscellaneous Other Services & Charges	7,278	5,300	5,301	5,300
522720	Interfund Payroll Services	0	25,521	25,407	46,500
522765	Interfund Legal Services	198,673	364,873	364,873	372,800
522780	Interfund Photo Copy Services	7	0	0	0
522795	Other Interfund Services	456,451	643,704	566,877	549,000
522820	Interfund EB Cape Training	0	8,950	8,950	9,000
Total	Other Services and Charges	5,091,771	5,802,329	5,611,766	5,623,794
560210	Furniture Fixtures and Equipment	0	69,858	69,858	0
560230	Computer HW and Developed SW	37,816	0	0	10,800
Total	Equipment	37,816	69,858	69,858	10,800
551010	Non-Capital Office Furniture & Equipment	34,493	25,490	13,500	9,700
551015	Non-Capital Computer Equipment	116,829	43,432	27,000	15,500
551025	Non-Capital Scientific/Medical Equipment	0	0	699	0
Total	Non-Capital Equipment	151,322	68,922	41,199	25,200
Grand Total Expenditures		29,763,279	34,988,026	32,648,470	36,397,764

FISCAL YEAR 2011 BUDGET

Business Area Budget Summary					
Fund Name : Project Cost Recovery Fund					
Business Area Name : General Services					
Fund No./Bus. Area No. : 1001 / 2500					
		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	2,770,138	2,931,947	2,761,649	2,856,971
	Other Services and Charges	0	0	0	0
	Total M & O Expenditures	<u>2,770,138</u>	<u>2,931,947</u>	<u>2,761,649</u>	<u>2,856,971</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>2,770,138</u>	<u>2,931,947</u>	<u>2,761,649</u>	<u>2,856,971</u>
Revenues		2,770,138	2,931,947	2,761,649	2,856,971
Staffing	Full-Time Equivalents - Civilian	29.9	30.0	29.7	28.0
	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	<u>29.9</u>	<u>30.0</u>	<u>29.7</u>	<u>28.0</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2011 Budget provides funding for the HOPE 3% increase (\$64,757) and 1.25% Pay for Performance increase (\$29,194). o The Design and Construction Division provides services for all general City facility construction projects including: fire, police, multi-service centers, parks, library, water and waste water, and general purpose office and support building facilities. o These city employees are funded by Capital Improvement Project (CIP) funds. 				

**Project Cost Recovery Fund
General Services
Expenditure Summary**



Business Area Cost Center Summary

Fund Name : Project Cost Recovery Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1001 / 2500

Cost Center Description	Cost Center Objectives
<p>GSD - Design & Constr 2500030001</p> <p>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.</p>	<p>Design and construct CIP projects on time and within budget. Implement LEED (Leadership in Energy and Environmental Design) standards to improve the quality of our buildings and their impact on the environment.</p>

FISCAL YEAR 2011 BUDGET

Business Area Cost Center Summary

Fund Name : Project Cost Recovery Fund
 Business Area Name : General Services
 Fund No./Bus Area No. : 1001 / 2500

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Contracts managed and administered		90			90			90	
LEED Certified Projects		N/A			4			9	
Projects Completed		N/A			12			16	
		29.9	2,770,138		29.7	2,761,649		28.0	2,856,971
Total		<u>29.9</u>	<u>2,770,138</u>		<u>29.7</u>	<u>2,761,649</u>		<u>28.0</u>	<u>2,856,971</u>

FISCAL YEAR 2011 BUDGET

Business Area Roster Summary

Fund Name : Project Cost Recovery Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1001 / 2500

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	4.0	3.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	0.0	1.0	1.0
ADMINISTRATIVE SUPERVISOR	22	1.0	1.0	
ARCHITECT	25	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	2.0	2.0	
ASSISTANT PROJECT MANAGER	20	3.0	2.0	(1.0)
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	2.0	
DIVISION MANAGER	29	1.0	1.0	
INSPECTOR	18	1.0	1.0	
PROJECT MANAGER	24	1.0	1.0	
SENIOR PROJECT MANAGER	27	11.0	10.0	(1.0)
SENIOR STAFF ANALYST	28	1.0	1.0	
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	
Total FTEs		30.0	28.0	(2.0)
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		30.0	28.0	(2.0)

FISCAL YEAR 2011 BUDGET

Business Area Revenue Summary

Fund Name : Project Cost Recovery Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1001 / 2500

Commit Item	Description	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
2500030001	GSD - Design & Constr			
424020	Interfund Engineering Services	<u>2,931,947</u>	<u>2,761,649</u>	<u>2,856,971</u>
Total	General Services	<u><u>2,931,947</u></u>	<u><u>2,761,649</u></u>	<u><u>2,856,971</u></u>

FISCAL YEAR 2011 BUDGET

Business Area Expenditure Summary

Fund Name : Project Cost Recovery Fund
Business Area Name : General Services
Fund No./Bus. Area No. : 1001 / 2500

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	2,097,924	2,205,485	2,058,752	2,131,090
500060	Overtime - Civilian	338	700	700	0
500110	Bilingual Pay - Civilian	904	904	904	904
500210	Pay for Performance-Municipal	1,000	0	0	0
501070	Pension - Civilian	310,226	321,961	318,447	309,010
501120	Termination Pay - Civilian	0	16,075	2,459	0
502010	FICA - Civilian	157,606	167,618	154,299	163,098
503010	Health Ins-Act Civilian	196,526	208,035	216,283	213,161
503015	Basic Life Insurance - Active Civilian	1,648	1,269	1,279	1,274
503060	Long Term Disability-Civilian	(282)	2,550	2,486	2,380
503090	Workers Compensation-Civilian-Admin	4,248	6,300	6,040	5,880
504020	Compensation Contingency	0	0	0	29,194
504030	Unemployment Claims	0	1,050	0	980
Total	Personnel Services	2,770,138	2,931,947	2,761,649	2,856,971
Grand Total Expenditures		2,770,138	2,931,947	2,761,649	2,856,971

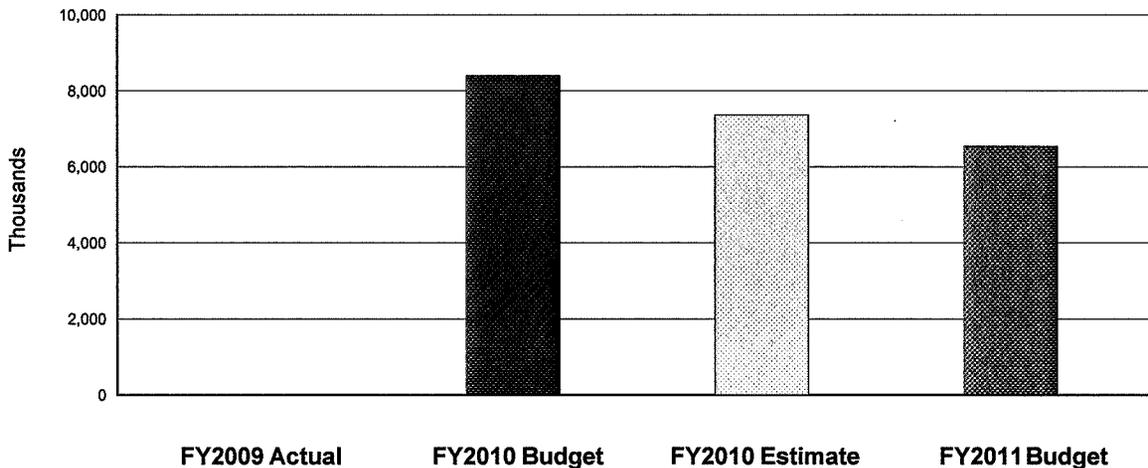
FISCAL YEAR 2011 BUDGET

Business Area Budget Summary

Fund Name : Project Cost Recovery Fund
Business Area Name : Information Technology
Fund No./Bus. Area No. : 1001 / 6800

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	0	3,286,428	2,552,892	3,951,342
	Supplies	0	39,500	24,184	87,805
	Other Services and Charges	0	4,966,396	4,724,081	2,438,623
	Non-Capital Equipment	0	105,208	63,219	55,000
	Total M & O Expenditures	0	8,397,532	7,364,376	6,532,770
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	0	8,397,532	7,364,376	6,532,770
Revenues		0	8,397,532	7,364,376	6,532,770
Staffing	Full-Time Equivalents - Civilian	0.0	25.5	25.7	38.1
	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	0.0	25.5	25.7	38.1
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o Develop a citywide core competence for call center technologies and deploy a centrally managed platform that all City departments can leverage according to their own needs, budgets, and timelines. o Design and build a custom developed Municipal Courts Case Management System to manage the critical processes required to operate a high volume, complex court operation. o Design and deploy an enterprise Active Directory and Email solution based on industry best practices. o Implement a new 700 MHz Radio System to provide public safety agencies additional system capacity for critical public safety communications, improved coverage and to ensure equipment reliability. o Manage Fleet Management System upgrade to support the departments citywide. Management includes vehicle procurement, maintenance and disposition-citywide. o The FY2011 Budget provides funding for the HOPE 3% increase (\$86,934) and 1.25% (\$39,884) Pay for Performance increase. 				

**Project Cost Recovery Fund
Information Technology
Expenditure Summary**



FISCAL YEAR 2011 BUDGET

Business Area Cost Center Summary	
Fund Name : Project Cost Recovery Fund Business Area Name : Information Technology Fund No./Bus Area No. : 1001 / 6800	
Cost Center Description	Cost Center Objectives
IT - Enterprise Applications 6800020001 Responsible for providing citywide applications support to the City's core business systems; support selected departmental applications and project management for: (1) Call Center, (2) Municipal Courts Case Management System, and (3) Fleet Management System.	Develop citywide core competence for Call Center technology. Design a Municipal Courts Case Management System to manage the high volume, complex court operation. Implement a Fleet Management system to support vehicle procurement, maintenance and disposition citywide. Design and deploy an enterprise Active Directory and Email solution based on industry best practices. Implement the new 700 MHz Radio System to provide public safety agencies additional system capacity for critical public safety communications, improved coverage, and ensure equipment reliability.
IT - Enterprise Operations Services 6800030007 Manage server platforms; storage systems, data center facilities and server rooms; email, communication systems, and system management tools.	
IT - Radio Comm Services 6800050001 Responsible for upgrading current City radios to 700 MHz.	

FISCAL YEAR 2011 BUDGET

Business Area Cost Center Summary									
Fund Name : Project Cost Recovery Fund Business Area Name : Information Technology Fund No./Bus Area No. : 1001 / 6800									
Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Appropriation meet target		N/A			95%			95%	
Project on schedule		N/A			95%			95%	
Project within budget		N/A			95%			95%	
		0.0	0		16.5	5,208,261		16.5	1,875,444
Project on schedule		N/A			95%			95%	
Project within budget		N/A			95%			95%	
		0.0	0		5.0	502,983		6.1	766,640
Complete design review		N/A		Aug 2009				N/A	
Radio Project - Civil		N/A		N/A				Jan 2011	
Construction Phase 1		N/A							
		0.0	0		4.2	1,653,132		15.5	3,890,686
Total		<u>0.0</u>	<u>0</u>		<u>25.7</u>	<u>7,364,376</u>		<u>38.1</u>	<u>6,532,770</u>

FISCAL YEAR 2011 BUDGET

Business Area Roster Summary

Fund Name : Project Cost Recovery Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1001 / 6800

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
ADMINISTRATION MANAGER	26	0.0	2.0	2.0
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	0.8	1.0	0.2
ADMINISTRATIVE SUPERVISOR	22	0.0	1.0	1.0
ASSISTANT CHIEF CLERK (EXE LEV)	32	0.0	1.0	1.0
ASSISTANT DIRECTOR (EXE LEV)	32	0.8	3.0	2.2
ASSISTANT PROJECT MANAGER	20	0.0	1.0	1.0
DEPUTY DIRECTOR (EXE LEV)	34	0.0	0.5	0.5
EXECUTIVE OFFICE ASSISTANT	15	0.0	1.0	1.0
FINANCIAL ANALYST IV	25	0.0	1.0	1.0
INFORMATION SYSTEMS ADMINISTRATOR	30	0.0	1.0	1.0
IRM MANAGER	29	3.0	2.7	(0.3)
IT PROJECT MANAGER	28	0.6	1.0	0.4
LAN SPECIALIST	26	1.0	1.0	
PROGRAMMER ANALYST IV	25	1.0	0.0	(1.0)
PROJECT MANAGER	24	0.0	0.9	0.9
SENIOR IT PROJECT MANAGER (EXE LEV)	30	1.8	2.0	0.2
SENIOR PARALEGAL	19	0.0	1.0	1.0
SENIOR PROJECT MANAGER	27	1.0	1.0	
SENIOR TELECOMMUNICATIONS SPECIALIST	21	1.0	0.0	(1.0)
SYSTEMS CONSULTANT	26	1.3	5.0	3.7
SYSTEMS SUPPORT ANALYST II	19	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST IV	25	0.0	0.5	0.5
TECHNICAL HARDWARE ANALYST III	23	4.0	8.5	4.5
Total FTEs		17.3	38.1	20.8
Less adjustment for Civilian Vacancy Factor		(8.2)	0.0	8.2
Full-Time Equivalents		25.5	38.1	12.6

FISCAL YEAR 2011 BUDGET

Business Area Revenue Summary

Fund Name : Project Cost Recovery Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1001 / 6800

Commit Item	Description	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
6800020001	IT - Enterprise Applications			
424030	Intfd Computer Dev	5,969,164	5,208,261	1,874,100
6800030007	IT - Enterprise Operations Services			
424030	Intfd Computer Dev	541,368	502,983	766,091
6800050001	IT - Radio Comm Services			
424030	Intfd Computer Dev	1,887,000	1,653,132	3,892,579
Total	Information Technology	<u>8,397,532</u>	<u>7,364,376</u>	<u>6,532,770</u>

FISCAL YEAR 2011 BUDGET

Business Area Expenditure Summary

Fund Name : Project Cost Recovery Fund
Business Area Name : Information Technology
Fund No./Bus. Area No. : 1001 / 6800

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	0	2,460,602	1,907,555	2,964,004
500110	Bilingual Pay - Civilian	0	0	208	904
500210	Pay for Performance-Municipal	0	0	870	0
501070	Pension - Civilian	0	376,422	299,758	429,779
501160	Vehicle Allowance - Civilian	0	0	0	4,000
502010	FICA - Civilian	0	192,808	145,928	223,146
503010	Health Ins-Act Civilian	0	244,273	189,702	275,276
503015	Basic Life Insurance - Active Civilian	0	1,374	1,530	1,697
503060	Long Term Disability-Civilian	0	2,978	2,015	3,261
503090	Workers Compensation-Civilian-Admin	0	7,372	5,078	8,062
504020	Compensation Contingency	0	0	0	39,884
504030	Unemployment Claims	0	599	248	1,329
Total	Personnel Services	0	3,286,428	2,552,892	3,951,342
511020	Construction Materials	0	0	4,177	10,000
511045	Computer Supplies	0	0	466	9,500
511070	Miscellaneous Office Supplies	0	22,000	14,841	18,000
511110	Fuel	0	0	0	32,305
511150	Miscellaneous Parts & Supplies	0	17,500	4,700	18,000
Total	Supplies	0	39,500	24,184	87,805
520100	Temporary Personnel Services	0	96,600	0	0
520106	Architectural Services	0	808	0	0
520107	Computer Info/Contr	0	100,000	100,000	150,000
520110	Management Consulting Services	0	1,725,883	1,783,882	0
520114	Miscellaneous Support Services	0	0	800	0
520115	Real Estate Lease/Office Rental	0	0	31,845	0
520121	IT Application Svcs	0	221,000	0	0
520141	Engineering Services	0	0	175,803	0
520515	Print Shop Services	0	0	0	10,000
520520	Printing & Reproduction Services	0	34,481	425	10,000
520755	Contingency	0	1,710,000	1,710,000	0
520765	Membership & Professional Fees	0	0	2,293	0
520905	Travel - Training Related	0	0	0	173,180
520910	Travel - Non-Training Related	0	33,600	7,866	8,000
521505	Electricity	0	110,880	100	476,000
521510	Natural Gas	0	0	0	206,114
521610	Voice Services	0	15,883	7,120	17,409
521620	Voice Equipment	0	200	200	0
521630	GIS Revolving Fund Services	0	0	0	658
521715	Office Equipment Rental	0	6,932	0	0
521725	Other Rental	0	773,947	773,947	1,183,420
521730	Parking Space Rental	0	20,190	0	8,400
522430	Miscellaneous Other Services & Charges	0	115,992	129,800	195,442
Total	Other Services and Charges	0	4,966,396	4,724,081	2,438,623
551010	Non-Capital Office Furniture & Equipment	0	7,750	0	15,000
551015	Non-Capital Computer Equipment	0	26,549	15,219	30,000
551040	Non-Capital Other	0	70,909	48,000	10,000
Total	Non-Capital Equipment	0	105,208	63,219	55,000
Grand Total Expenditures		0	8,397,532	7,364,376	6,532,770