

Fund Summary

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

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	0	0	0
Current Revenues	49,130,635	43,622,742	46,486,321
Total Available Resources	<u>49,130,635</u>	<u>43,622,742</u>	<u>46,486,321</u>
Maintenance and Operations	49,130,635	43,622,742	46,486,321
Total Expenditures	<u>49,130,635</u>	<u>43,622,742</u>	<u>46,486,321</u>
Planned Ending Fund Balance	0	0	0
Total Budget	<u>49,130,635</u>	<u>43,622,742</u>	<u>46,486,321</u>

Fund Balance Distribution:

Non-Spendable	0	0	0
Restricted	0	0	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2012 Budget, FY2012 Estimates and the FY2013 Budget for the Project Cost Recovery Fund. Also included are the projected beginning and ending fund balances, total revenues 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 Plan (CIP). 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 overhead 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 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.

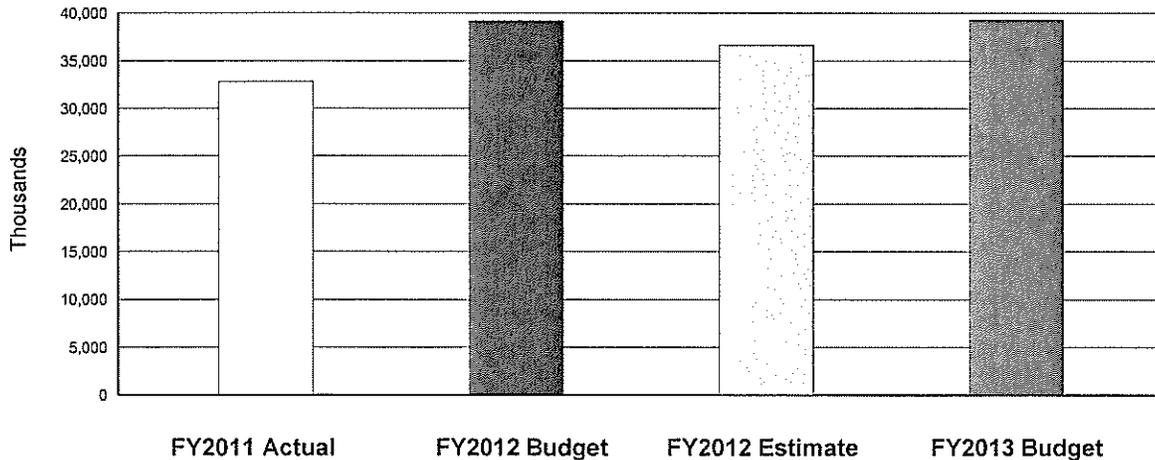
FISCAL YEAR 2013 BUDGET

Business Area Budget Summary

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

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	27,559,836	32,216,434	29,999,975	31,261,500
	Supplies	308,502	433,945	402,720	448,700
	Other Services and Charges	4,864,929	6,506,566	6,225,515	7,532,000
	Equipment	29,488	0	0	0
	Non-Capital Equipment	27,222	24,755	15,512	25,500
	Total M & O Expenditures	32,789,977	39,181,700	36,643,722	39,267,700
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	32,789,977	39,181,700	36,643,722	39,267,700
Revenues		32,855,334	39,181,700	36,643,722	39,267,700
Staffing	Full-Time Equivalents - Civilian	319.9	330.0	330.1	328.2
	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	319.9	330.0	330.1	328.2
	Full-Time Equivalents - Overtime	2.5	6.1	6.1	5.9
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o FY2013 Budget includes funding for expenditure increases in health benefits (\$472,350) and pension contribution (\$672,091). o Continue concerted effort to update standards for infrastructure. o Implementation of first 10 year CIP plan for FY2013-22. o Update upcoming 10 year CIP plan for FY2014-23 and continue to improve CIP processes (planning and programming). o Continue to upgrade Capital Improvement Program Management System (CIPMS), initiate back-end programming, prioritize and schedule future system modifications in an effort to make the system a more reliable baseline data source for project information. o Continue to acquire 90% of parcels by construction award date. o Implement a relocation assistance program within the CIP acquisition process as mandated by Senate Bill 18 which became effective September 1, 2011. 				

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



FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures			
Fund Name : Project Cost Recovery Fund Business Area Name : Public Works & Engineering Fund No./Bus Area No. : 1001 / 2000			
Name: Traffic Operations Division -- 200002			
Mission: The Traffic Operations Division manages the Neighborhood Traffic Management Program (NTMP) with various on-going projects responsively, effectively and efficiently.			
Goal: Ensure that the active on-going projects are properly managed, maintained and meet the City's specifications and standards.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Active on-going projects	14	14	20
Name: Office of the Director -- 200003			
Mission: Provide quality certification, compliance, business development, and training programs while maintaining high standards of customer services and accountability.			
Goal: Monitor payment of prevailing wages on City and federally funded construction contracts.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Program support	100%	100%	100%
Name: Resource Management Division -- 200005			
Mission: Provide financial reporting on Capital Improvement Plan (CIP) projects, grants and revenues.			
Goal: Manage cost recovery function and interfund accounting process.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Pay estimates processed	100%	100%	100%
Financial reporting & docs	100%	100%	100%
Project contract closeout	100%	100%	100%
Joint funded reimb.	100%	100%	100%

FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures			
Fund Name : Project Cost Recovery Fund Business Area Name : Public Works & Engineering Fund No./Bus Area No. : 1001 / 2000			
Name: Planning & Development Division -- 200006			
Mission: Coordinate planning initiatives and prepare long term 10 year planning goals for City's infrastructure improvement, as well as, acquire land in support of Capital Improvement Plan projects.			
Goal: Ensure that projects are properly inspected and meet the City's specifications and standards. Forecast long term funding needs and priorities. Acquire parcels of land for CIP projects.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Developer participation contracts (DPC) projects	4	0	0
Create annual CIP and track appropriation	50%	50%	50%
Parcels of land acquired	398	419	498
Name: Engineering & Construction Division -- 200007			
Mission: Design and construct Houston's public infrastructure so that quality capital projects are delivered timely, within budget, and with minimum inconvenience to the public, while protecting the public health, safety, and welfare of citizens.			
Goal: Enhance project delivery through improved process and increased consistency in practice.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Prep. prof. svcs actions	45	85	70
Prep. contract actions	57	139	70
Prep. amendment, ordinance	44	65	60
Prep. accept work actions	76	92	100
Prep. land boundary survey	300	300	200
Name: Information Technology -- 200008			
Mission: Provide and maintain technology solutions to support planning, design, construction, operation, and maintenance of the public infrastructure systems while maintaining high availability, response time, data accuracy, and integrity to serve the needs of the Department.			
Goal: Assist the Capital Improvement Project Management System (CIPMS) users to track projects, analyze data, produce reports, and evaluate contractors.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
System availability for enterprise downtime less than .10%	99.50%	99.90%	99.90%
Distributed servers down time less than .50%	99.50%	99.50%	99.50%

FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures

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

Name: Management Support Branch -- 200009

Mission: Fund the CIP Cost Recovery payroll function staffed in Administration & Regulatory Affairs Department.

Goal: Provide necessary funding to ensure effective delivery of accurate, reliable and timely bi-weekly payroll reports.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Manage funds to maintain program	100%	100%	100%

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Project Cost Recovery Fund Business Area Name : Public Works & Engineering Fund No./Bus Area No. : 1001 / 2000						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Traffic Operations Division 200002 Manage and analyze traffic calming plans to support the Neighborhood Traffic Management Program.	7.4	665,577	2.0	233,417	2.0	221,891
Office of the Director 200003 Administer the City's Minority/Women/Disadvantaged Business Enterprise Program (M/W/DBE) and Disabilities Business Enterprise Program (PDBE).	0.0	466,671	0.0	564,683	0.0	682,700
Resource Management Division 200005 Monitor and account for CIP related revenues. Process pay estimates and project reimbursements in a timely manner. Provide financial reports on project and grant related activities.	15.0	2,472,347	15.6	3,206,827	16.0	2,743,148
Planning & Development Division 200006 Support the City's Capital Improvement Projects by coordinating planning initiatives and prepare for long term 10 year planning goals and prepare 5 year rolling plan for water, sanitation, storm drainage, and roadway projects. Acquire land in support of CIP projects.	58.5	6,132,853	52.0	5,891,247	53.3	6,460,497
Engineering & Construction Division 200007 The Engineering and Construction Division is responsible for the implementation of engineering and construction of infrastructure projects per the City's adopted five year CIP plan.	232.4	22,404,048	254.7	25,904,214	251.9	28,293,249
Information Technology 200008 Technically assist the PW&E's inspectors to perform work and input data into CIPMS from remote sites.	6.6	599,982	5.8	798,934	5.0	840,115

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Project Cost Recovery Fund Business Area Name : Public Works & Engineering Fund No./Bus Area No. : 1001 / 2000						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Management Support Branch 200009 Provide necessary funding to ensure effective delivery of accurate, reliable and timely bi-weekly payroll reports.	0.0	48,499	0.0	44,400	0.0	26,100
Total	<u>319.9</u>	<u>32,789,977</u>	<u>330.1</u>	<u>36,643,722</u>	<u>328.2</u>	<u>39,267,700</u>

FISCAL YEAR 2013 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	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT	17	1.0	1.0	
ACCOUNTANT ASSOCIATE	14	1.0	1.0	
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	3.0	3.0	
ADMINISTRATIVE ASSISTANT	17	16.0	16.0	
ADMINISTRATIVE ASSOCIATE	13	7.0	7.0	
ADMINISTRATIVE COORDINATOR	24	5.0	5.0	
ADMINISTRATIVE SPECIALIST	20	11.0	11.0	
ADMINISTRATIVE SUPERVISOR	22	5.0	4.0	(1.0)
ASSISTANT DIRECTOR (EXE LEV)	32	6.0	6.0	
ASSISTANT DIRECTOR-PUBLIC WORKS (EXE LEV)	34	5.0	5.0	
ASSISTANT PROJECT MANAGER	20	4.0	3.0	(1.0)
ASSISTANT REAL ESTATE ANALYST	17	2.0	1.0	(1.0)
ASSISTANT REAL ESTATE MANAGER	26	4.0	4.0	
ASSOCIATE PLANNER	13	1.0	0.0	(1.0)
CHIEF INSPECTOR	27	1.0	1.0	
CHIEF SURVEYOR	28	1.0	1.0	
CLERK	5	1.0	0.0	(1.0)
CONTRACT ADMINISTRATOR	22	1.0	1.0	
CONTRACT COMPLIANCE SUPERVISOR	22	1.0	1.0	
CUSTOMER SERVICE REP. I	13	3.0	1.0	(2.0)
CUSTOMER SERVICE REP. II	15	1.0	1.0	
CUSTOMER SERVICE REP. III	16	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	
DEPUTY DIRECTOR-PUBLIC WORKS	36	1.0	1.0	
DIVISION MANAGER	29	1.0	1.0	
ENGINEER	26	13.0	15.0	2.0
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
EXECUTIVE STAFF ANALYST (EXE LEV)	30	1.0	1.0	
FINANCIAL ANALYST I	15	2.0	2.0	
FINANCIAL ANALYST II	18	1.8	1.0	(0.8)
FINANCIAL ANALYST IV	25	4.0	4.0	
GIS ANALYST	20	1.0	1.0	
GRADUATE ENGINEER	22	22.0	23.0	1.0
INSPECTOR	18	49.0	49.0	
INSTRUMENT PERSON	11	4.0	3.0	(1.0)
IT PROJECT MANAGER	28	1.0	1.0	
MANAGEMENT ANALYST II	18	4.0	3.0	(1.0)
MANAGEMENT ANALYST III	21	2.0	2.0	
MANAGEMENT ANALYST IV	25	2.0	2.0	
MANAGING ENGINEER	31	14.0	13.0	(1.0)
MESSENGER	6	2.0	2.0	
OFFICE SERVICE MANAGER	23	1.0	1.0	
OFFICE SUPERVISOR	17	3.0	1.0	(2.0)
PARTY CHIEF	19	4.0	2.0	(2.0)
PLANNER	16	1.0	1.0	
PLANNER LEADER	24	1.0	0.0	(1.0)
PROGRAMMER ANALYST II	19	1.0	1.0	
PROGRAMMER ANALYST IV	25	2.0	2.0	
PROJECT MANAGER	24	17.0	15.0	(2.0)
PROJECT TECHNICIAN I	8	1.0	1.0	
PROJECT TECHNICIAN II	13	3.0	1.0	(2.0)

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	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
PROJECT TECHNICIAN III	17	8.0	8.0	
PROJECT TECHNICIAN IV	20	4.0	4.0	
REAL ESTATE ANALYST	20	4.0	4.0	
REAL ESTATE MANAGER	29	3.0	3.0	
REAL ESTATE SUPERVISOR	21	1.0	1.0	
RECORDS SUPERVISOR	18	1.0	0.0	(1.0)
RECORDS TECHNICIAN	9	2.0	0.0	(2.0)
RODPERSON	5	3.0	2.0	(1.0)
SENIOR ACCOUNT CLERK	13	2.0	2.0	
SENIOR CONTRACT ADMINISTRATOR	27	1.0	1.0	
SENIOR GIS TECHNICIAN	17	1.0	1.0	
SENIOR INSPECTOR	22	13.0	13.0	
SENIOR PAVING ASSESSMENT SPECIALIST	20	1.0	0.0	(1.0)
SENIOR PROJECT MANAGER	27	20.0	20.0	
SENIOR REAL ESTATE ANALYST	24	16.0	15.0	(1.0)
SENIOR RODPERSON	9	3.0	3.0	
SENIOR STAFF ANALYST	28	5.0	6.0	1.0
STAFF ANALYST	26	2.0	1.0	(1.0)
STUDENT INTERN II	10	1.0	1.0	
SUPERINTENDENT	24	2.0	2.0	
SUPERVISING ENGINEER	29	30.0	30.0	
SYSTEMS CONSULTANT	26	1.0	1.0	
SYSTEMS SUPPORT ANALYST I	16	1.0	0.0	(1.0)
TECHNICAL HARDWARE ANALYST II	21	1.0	0.0	(1.0)
TECHNICAL HARDWARE ANALYST III	23	0.8	0.0	(0.8)
Total FTEs		<u>369.6</u>	<u>344.0</u>	<u>(25.6)</u>
Less adjustment for Civilian Vacancy Factor		<u>39.6</u>	<u>15.8</u>	<u>(23.8)</u>
Full-Time Equivalents		<u>330.0</u>	<u>328.2</u>	<u>(1.8)</u>

FISCAL YEAR 2013 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	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2000020012	PWE - Traffic Neighborhood Programs			
424020	Interfund Engineering Services	569,304	569,304	431,500
2000060007	PWE - Office of the City Engineer			
424020	Interfund Engineering Services	374,386	374,386	0
452030	Miscellaneous Revenue	31,000	31,000	31,000
Total	PWE - Office of the City Engineer	405,386	405,386	31,000
2000060008	PWE - Planning			
424020	Interfund Engineering Services	0	10,763	0
2000060010	PWE - Real Estate			
424020	Interfund Engineering Services	0	420,384	0
457010	Interfund Land Acquisition	1,757,979	1,757,979	1,676,300
Total	PWE - Real Estate	1,757,979	2,178,363	1,676,300
2000070001	PWE - Engineering & Construction Support Services			
424020	Interfund Engineering Services	530,070	530,070	556,400
2000070002	PWE - Engineering			
424020	Interfund Engineering Services	18,313,470	18,237,902	18,829,600
2000070003	PWE - Construction			
424020	Interfund Engineering Services	16,232,832	13,339,275	16,228,900
2000070005	PWE - Geo-Environmental Services			
424020	Interfund Engineering Services	1,372,659	1,372,659	1,514,000
Total	Public Works & Engineering	39,181,700	36,643,722	39,267,700

FISCAL YEAR 2013 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	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	19,851,742	22,023,344	20,685,810	20,614,197
500030	Salary Part Time - Civilian	40,235	41,580	44,485	25,865
500060	Overtime - Civilian	183,728	385,654	385,654	380,900
500090	Premium Pay - Civilian	0	0	572	0
500110	Bilingual Pay - Civilian	7,577	7,231	6,293	6,327
501070	Pension - Civilian	3,103,236	3,963,738	3,739,350	4,411,441
501120	Termination Pay - Civilian	183,316	592,728	501,471	628,677
501160	Vehicle Allowance - Civilian	55,670	92,950	51,435	47,900
502010	FICA - Civilian	1,479,932	1,704,759	1,578,573	1,598,420
503010	Health Ins-Act Civilian	2,399,650	3,104,707	2,756,286	3,228,636
503015	Basic Life Insurance - Active Civilian	11,651	13,113	12,089	12,254
503050	Health/Life Insurance - Retiree Civilian	93,142	56,000	74,484	85,165
503060	Long Term Disability-Civilian	0	30,447	26,819	27,861
503090	Workers Compensation-Civilian-Admin	59,187	71,963	69,365	78,553
503100	Workers Compensation-Civilian-Claim	62,096	108,853	56,020	103,853
504030	Unemployment Claims - Administration	28,674	19,367	11,269	11,451
Total	Personnel Services	27,559,836	32,216,434	29,999,975	31,261,500
511010	Chemical Gases & Special Fluids	101	2,000	0	1,000
511015	Cleaning & Sanitary Supplies	275	1,150	857	1,100
511020	Construction Materials	1,764	2,500	3,555	2,500
511025	Electrical Hardware & Parts	181	200	2	200
511040	Audiovisual Supplies	4,720	8,500	5,050	6,500
511045	Computer Supplies	70,627	94,700	62,405	85,000
511050	Paper & Printing Supplies	21,064	40,050	28,100	36,100
511055	Publications & Printed Materials	2,245	12,000	9,124	10,900
511060	Postage	6,346	25,900	16,252	19,600
511070	Miscellaneous Office Supplies	38,501	72,445	57,200	53,500
511090	Medical & Surgical Supplies	523	2,000	74	1,600
511095	Small Technical & Scientific Equipment	0	1,000	500	1,500
511110	Fuel	139,743	147,600	196,919	206,900
511115	Vehicle Repair & Maintenance Supplies	0	2,000	0	1,500
511120	Clothing	8,824	9,800	9,300	10,000
511125	Food Supplies	570	800	800	800
511145	Small Tools & Minor Equipment	1,536	2,500	1,700	2,200
511150	Miscellaneous Parts & Supplies	11,482	8,800	10,882	7,800
Total	Supplies	308,502	433,945	402,720	448,700
520100	Temporary Personnel Services	76,654	111,966	141,966	1,285,000
520105	Accounting & Auditing Services	6,528	0	0	0
520107	Computer Info/Contr	32,371	115,500	70,889	15,500
520108	Information Resource Services	19,115	13,500	13,500	14,500
520109	Medical Dental & Laboratory Services	2,838	4,600	3,600	4,600
520110	Management Consulting Services	118,456	0	0	0
520114	Miscellaneous Support Services	6,699	56,500	40,575	56,500
520115	Real Estate Lease/Office Rental	1,577,730	1,535,600	1,535,600	1,640,300
520119	Computer Equipment/Software Maintenance	68,305	82,800	56,600	43,600
520120	Communications Equipment Services	0	2,500	1,500	1,500
520121	IT Application Svcs	18,163	22,100	16,902	42,600
520122	Office Equipment Services	250	3,600	2,731	3,800
520123	Vehicle & Motor Equipment Services	106,266	131,900	124,100	120,000
520124	Other Equipment Services	748	1,000	1,350	1,400
520510	Mail/Delivery Services	883	3,400	1,200	3,400
520515	Print Shop Services	15,735	29,900	15,100	20,700

FISCAL YEAR 2013 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	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520520	Printing & Reproduction Services	1,993	9,500	5,837	8,700
520605	Advertising Services	879	6,200	1,013	3,300
520710	State/Federal Inspection Fees	0	3,000	0	0
520765	Membership & Professional Fees	27,815	39,100	35,990	42,500
520805	Education & Training	18,724	69,700	45,258	66,000
520905	Travel - Training Related	2,690	12,200	10,400	18,200
520910	Travel - Non-Training Related	11,904	26,100	19,750	20,100
521305	Indirect Cost Recovery Payment	1,272,194	1,783,300	1,783,300	1,268,600
521405	Building Maintenance Services	(250)	5,500	3,000	2,500
521605	Data Services	8,765	19,100	15,033	27,000
521610	Voice Services	140,481	152,900	151,590	238,700
521620	Voice Equipment	21,035	33,600	25,600	32,900
521625	Voice Labor	890	41,400	35,106	10,900
521630	GIS Revolving Fund Services	54,965	65,900	63,500	199,600
521705	Vehicle/Equipment Rental/Lease	1,150	1,600	1,600	1,500
521715	Office Equipment Rental	109,192	138,300	53,900	60,600
521725	Other Rental	1,555	5,200	3,985	4,200
521730	Parking Space Rental	147,920	186,500	153,945	174,700
521905	Legal Services	748	200,500	109,433	238,500
521910	Legal Svcs - Crt Report	0	0	1,019	1,000
522205	Metro Commuter Passes	134,563	216,400	139,160	210,300
522305	Freight Charges	40	0	19	0
522430	Miscellaneous Other Services & Charges	7,308	4,400	4,381	4,600
522720	Interfund Payroll Services	48,499	44,400	44,400	26,100
522721	Interfund HR Client Services	24,423	262,400	262,400	272,200
522722	KRONOS Service Chargeback	0	11,600	11,600	12,200
522765	Interfund Legal Services	305,521	322,100	322,100	330,600
522795	Other Interfund Services	466,671	583,400	749,683	950,900
522820	Interfund EB Cape Training	4,513	9,000	8,500	5,000
522840	Interfund Permit Center Rent Chargeback	0	138,400	138,400	47,200
Total	Other Services and Charges	4,864,929	6,506,566	6,225,515	7,532,000
560230	Computer HW and Developed SW	29,488	0	0	0
Total	Equipment	29,488	0	0	0
551010	Non-Capital Office Furniture & Equipment	5,143	13,855	6,714	11,400
551015	Non-Capital Computer Equipment	22,079	10,900	8,798	14,100
Total	Non-Capital Equipment	27,222	24,755	15,512	25,500
Grand Total Expenditures		32,789,977	39,181,700	36,643,722	39,267,700

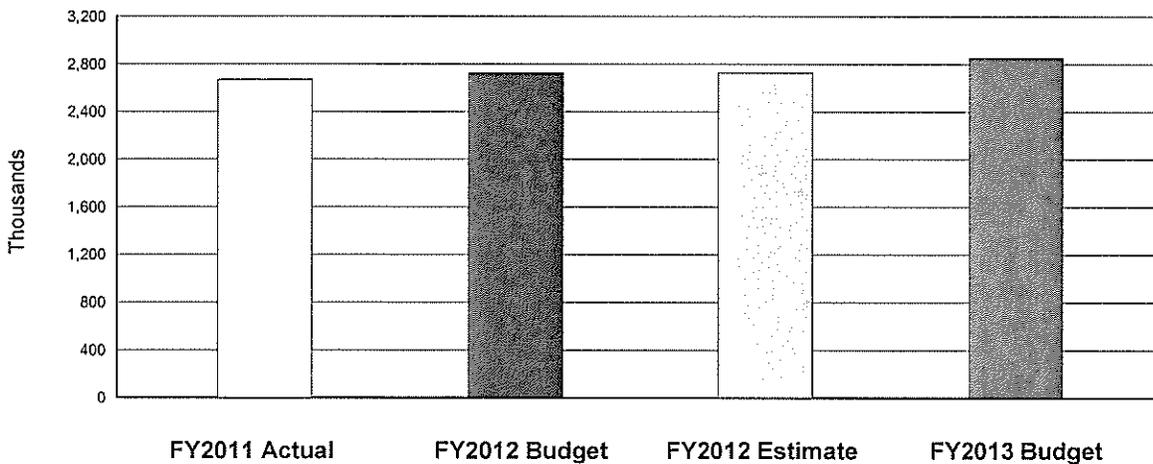


Business Area Budget Summary

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

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	2,669,002	2,727,353	2,727,353	2,851,820
	Other Services and Charges	1,141	0	0	0
	Total M & O Expenditures	2,670,143	2,727,353	2,727,353	2,851,820
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	2,670,143	2,727,353	2,727,353	2,851,820
Revenues		2,669,952	2,727,353	2,727,353	2,851,820
Staffing	Full-Time Equivalents - Civilian	26.0	25.0	25.0	25.0
	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	26.0	25.0	25.0	25.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.1
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o FY2013 Budget includes funding for expenditure increases in health benefits (\$38,444) and pension contribution (\$66,688). o Continue implementing Leadership in Energy and Environmental Design (LEED™) standards to improve the quality of City buildings and their impact on the environment. 				

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



FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures

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

Name: GSD-Design & Construction -- 250003

Mission: To be the project manager "partner of choice" by managing the planning, design and construction of sustainable City buildings including parks in a manner consistent with City and State regulations. Implement best practices and the latest development industry standards; alternative delivery methods; transparent processes for fair and equal selections. Manage projects within budget and on schedule and produce quality facilities and parks.

Goal: 1) Continue implementing LEED™ standards to improve building quality and their impact on the environment. 2) Continue developing case studies of new City LEED™ certified buildings.3) Continue collaborating with the Houston Arts Alliance to establish a citywide arts master plan. 4) Develop metrics to track construction related data. 5) Solicit and catalog customer survey results to better distribute work among Job Order Contract (JOC) contractors.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Design Projects	37	15	18
Construction Projects	41	43	37
Job Order Contract / Task Order Contract Projects	N/A	130	120
LEED™ Certified Projects	8	4	1
Civic Art Projects	N/A	10	3

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Project Cost Recovery Fund Business Area Name : General Services Fund No./Bus Area No. : 1001 / 2500						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
GSD-Design & Construction 250003 Provide CIP planning; manage the design and construction of City facilities for all departments except Aviation; facilitate tenant improvements; manage construction and coordinate moves; track, monitor, and manage environmental contracts; civic art administration; provide in-house planning and design services and construction project management.	26.0	2,670,143	25.0	2,727,353	25.0	2,851,820
Total	<u>26.0</u>	<u>2,670,143</u>	<u>25.0</u>	<u>2,727,353</u>	<u>25.0</u>	<u>2,851,820</u>

FISCAL YEAR 2013 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	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	2.0	3.0	1.0
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	1.0	1.0	
ARCHITECT	25	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
ASSISTANT PROJECT MANAGER	20	2.0	1.0	(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 PLANNER	20	0.0	1.0	1.0
SENIOR PROJECT MANAGER	27	10.0	10.0	
SENIOR STAFF ANALYST	28	1.0	1.0	
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	0.0	(1.0)
Total FTEs		25.0	25.0	0.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		25.0	25.0	0.0

FISCAL YEAR 2013 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	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2500030001	Capital Design/Construction			
424020	Interfund Engineering Services	2,727,353	2,727,353	2,087,841
2500030003	GSD - Job Order Contract			
424020	Interfund Engineering Services	0	0	396,451
2500030005	GSD - Strategic Planning			
424020	Interfund Engineering Services	0	0	367,528
Total	General Services	<u>2,727,353</u>	<u>2,727,353</u>	<u>2,851,820</u>

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

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

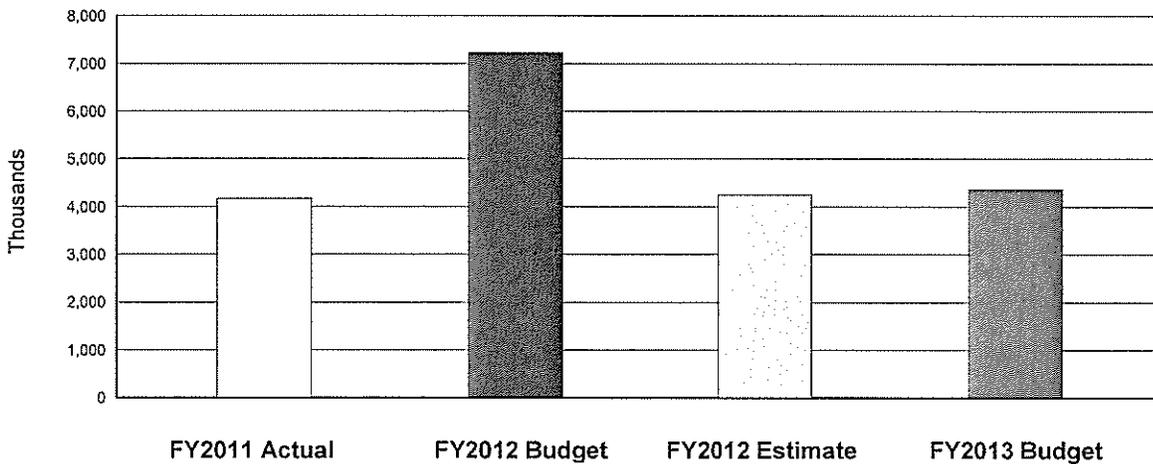
Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	1,987,279	1,958,644	1,958,644	1,976,555
500060	Overtime - Civilian	484	6,000	6,000	6,000
500110	Bilingual Pay - Civilian	163	0	0	0
501070	Pension - Civilian	318,288	356,295	356,295	422,983
501120	Termination Pay - Civilian	632	2,894	2,894	0
502010	FICA - Civilian	145,645	144,265	144,265	151,669
503010	Health Ins-Act Civilian	210,371	228,835	228,835	267,279
503015	Basic Life Insurance - Active Civilian	1,215	1,175	1,175	1,181
503060	Long Term Disability-Civilian	0	2,190	2,190	2,125
503090	Workers Compensation-Civilian-Admin	4,925	5,475	5,475	5,975
504030	Unemployment Claims - Administration	0	21,580	21,580	18,053
Total	Personnel Services	2,669,002	2,727,353	2,727,353	2,851,820
521610	Voice Services	1	0	0	0
522430	Miscellaneous Other Services & Charges	1,140	0	0	0
Total	Other Services and Charges	1,141	0	0	0
Grand Total Expenditures		2,670,143	2,727,353	2,727,353	2,851,820

Business Area Budget Summary

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

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	3,555,432	4,166,524	2,847,724	3,136,623
	Supplies	66,231	165,711	153,200	192,700
	Other Services and Charges	506,732	2,853,347	1,191,493	987,478
	Equipment	5,936	0	0	14,000
	Non-Capital Equipment	31,518	36,000	59,250	36,000
	Total M & O Expenditures	4,165,849	7,221,582	4,251,667	4,366,801
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	4,165,849	7,221,582	4,251,667	4,366,801
Revenues		4,165,849	7,221,582	4,251,667	4,366,801
Staffing	Full-Time Equivalents - Civilian	26.2	22.0	22.0	27.0
	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	26.2	22.0	22.0	27.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o FY2013 Budget includes funding for expenditure increases in health benefits (\$1,088) and pension contributions (\$114,382) o Implement a custom developed Municipal Courts Case Management System to manage the critical processes required to operate a high volume, complex court operation. 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. 				

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



FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures			
Fund Name : Project Cost Recovery Fund Business Area Name : Information Technology Fund No./Bus Area No. : 1001 / 6800			
Name: IT - Applications -- 680002			
Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.			
Goal: To efficiently manage the Municipal Courts Case Management System project (CSMART).			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Attribute work to clients	79.5%	75.0%	75.0%
Uptime Percentage	95.0%	97.5%	97.5%
Project MGMT processes	N/A	50%	50.0%
Defined bus. processes	N/A	1,000	1,000
Meta-data fields defined	N/A	1,500	1,500
Name: IT - Infrastructure Group -- 680003			
Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.			
Goal: Enhance server platforms, storage systems, data center facilities and server rooms, e-mail, communication systems, and system management tools through refresh.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Desktops supported	2,800	3,250	N/A
User satisfaction	4.02	4.25	N/A
Network availability	95.0%	95.0%	N/A
Key systems availability	95.0%	95.0%	N/A
Service requests	9,000	11,000	N/A
Name: IT-Radio Communications Services -- 680005			
Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.			
Goal: 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.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Old infrastructure avail.	95.0%	95.0%	95.0%
Repeaters/Rcvrs supported	608	608	608
Fire Station alert avail.	99.9%	99.9%	99.9%

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Project Cost Recovery Fund Business Area Name : Information Technology Fund No./Bus Area No. : 1001 / 6800						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
IT - Applications 680002 Responsible for providing citywide applications support to the City's core business systems and management of the Municipal Courts Case Management System project (CSMART).	14.5	2,070,175	11.0	1,636,472	19.0	2,409,765
IT - Infrastructure Group 680003 Manage server platforms, storage systems, data center facilities and server rooms, e-mail, communication systems, and system management tools.	1.7	606,757	0.8	69,179	0.0	0
IT-Radio Communications Services 680005 Responsible for upgrading current City radios to 700 MHz Radio System. Provide management and oversight of the City's existing radio system.	10.0	1,488,917	10.2	2,546,016	8.0	1,957,036
Total	26.2	4,165,849	22.0	4,251,667	27.0	4,366,801

FISCAL YEAR 2013 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	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	2.0	2.0	
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	1.6	1.0	(0.6)
ASSISTANT DIRECTOR (EXE LEV)	32	3.0	4.0	1.0
ASSISTANT PROJECT MANAGER	20	1.0	0.0	(1.0)
DEPUTY DIRECTOR (EXE LEV)	34	0.6	0.0	(0.6)
FINANCIAL ANALYST IV	25	1.0	1.0	
INFORMATION SYSTEMS ADMINISTRATOR	30	1.0	1.0	
IT PROJECT MANAGER	28	1.8	1.0	(0.8)
PROJECT MANAGER	24	3.0	0.0	(3.0)
SENIOR DATA BASE ANALYST	25	2.0	4.0	2.0
SENIOR IT PROJECT MANAGER (EXE LEV)	30	2.0	1.0	(1.0)
SENIOR PARALEGAL	19	1.0	1.0	
SENIOR PROJECT MANAGER	27	1.0	2.0	1.0
STUDENT INTERN II	10	1.0	0.0	(1.0)
SYSTEMS CONSULTANT	26	2.0	2.0	
SYSTEMS SUPPORT ANALYST II	19	1.0	1.0	
TECHNICAL HARDWARE ANALYST II	21	2.0	2.0	
TECHNICAL HARDWARE ANALYST III	23	3.0	2.0	(1.0)
Total FTEs		32.0	27.0	(5.0)
Less adjustment for Civilian Vacancy Factor		10.0	0.0	(10.0)
Full-Time Equivalents		22.0	27.0	5.0

FISCAL YEAR 2013 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	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6800020001	IT - Enterprise Applications			
424030	Intfd Computer Dev	2,315,257	1,636,472	2,409,765
6800030007	IT - Enterprise Operations			
424030	Intfd Computer Dev	665,591	69,179	0
6800050001	IT - Radio Comm Services			
424030	Intfd Computer Dev	4,240,734	2,546,016	1,957,036
Total	Information Technology	<u>7,221,582</u>	<u>4,251,667</u>	<u>4,366,801</u>

FISCAL YEAR 2013 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	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	2,507,122	3,009,071	1,963,556	2,192,427
500030	Salary Part Time - Civilian	12,024	25,108	0	0
500060	Overtime - Civilian	6,084	20,000	21,275	0
500210	Pay for Performance-Municipal	91,594	0	0	0
501070	Pension - Civilian	401,141	541,634	354,799	469,181
501120	Termination Pay - Civilian	86,322	0	54,342	0
501160	Vehicle Allowance - Civilian	0	4,000	678	0
502010	FICA - Civilian	189,777	227,192	144,221	162,714
503010	Health Ins-Act Civilian	254,469	326,957	300,107	301,195
503015	Basic Life Insurance - Active Civilian	1,357	1,766	1,246	1,308
503060	Long Term Disability-Civilian	(85)	3,159	2,052	2,295
503090	Workers Compensation-Civilian-Admin	5,627	7,637	5,448	6,453
504030	Unemployment Claims - Administration	0	0	0	1,050
Total	Personnel Services	3,555,432	4,166,524	2,847,724	3,136,623
511020	Construction Materials	5,375	0	0	5,000
511030	Mechanical Hardware & Parts	0	304	304	0
511045	Computer Supplies	7,823	7,500	4,958	7,500
511055	Publications & Printed Materials	0	703	703	0
511060	Postage	0	200	200	200
511070	Miscellaneous Office Supplies	5,525	12,000	8,678	12,000
511095	Small Technical & Scientific Equipment	0	11,072	11,072	25,000
511110	Fuel	0	30,000	30,000	30,000
511115	Vehicle Repair & Maintenance Supplies	2,982	432	432	3,000
511145	Small Tools & Minor Equipment	0	0	0	5,000
511150	Miscellaneous Parts & Supplies	44,526	103,500	96,853	105,000
Total	Supplies	66,231	165,711	153,200	192,700
520100	Temporary Personnel Services	52,171	481,043	104,172	0
520105	Accounting & Auditing Services	16,500	16,500	16,500	17,250
520106	Architectural Services	35,437	0	(500)	37,500
520107	Computer Info/Contr	79,239	150,000	150,000	150,000
520110	Management Consulting Services	47,040	250,000	250,000	25,000
520114	Miscellaneous Support Services	7,758	3,100	4,799	7,000
520115	Real Estate Lease/Office Rental	0	5,000	14,945	5,000
520119	Computer Equipment/Software Maintenance	469	835	835	1,000
520120	Communications Equipment Services	0	2,500	2,500	5,000
520126	Construction Site Work Services	34,497	8,035	8,035	34,500
520128	Other Construction Work Services	0	0	0	10,000
520157	Computer Software Maintenance Services	0	0	0	3,000
520158	Computer Equipment Maintenance Services	0	5,000	500	5,000
520510	Mail/Delivery Services	0	500	500	500
520515	Print Shop Services	0	5,000	5,000	2,500
520520	Printing & Reproduction Services	132	53	53	0
520705	Insurance Fees	0	216,500	216,038	216,500
520765	Membership & Professional Fees	660	500	500	500
520805	Education & Training	4,009	1,500	1,500	4,000
520905	Travel - Training Related	6,485	8,709	2,500	180,000
520910	Travel - Non-Training Related	1,242	8,000	8,000	8,000
521405	Building Maintenance Services	385	1,019	1,019	500
521505	Electricity	54,928	140,101	140,101	68,216

FISCAL YEAR 2013 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	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521510	Natural Gas	600	73,925	73,925	5,500
521605	Data Services	0	50	50	71
521610	Voice Services	2,185	2,585	3,200	3,136
521620	Voice Equipment	3,323	3,128	2,380	2,940
521625	Voice Labor	1,546	3,438	3,000	2,205
521630	GIS Revolving Fund Services	544	653	653	1,507
521715	Office Equipment Rental	0	0	0	500
521725	Other Rental	0	1,273,899	0	0
521730	Parking Space Rental	3,378	4,000	4,000	4,000
522430	Miscellaneous Other Services & Charges	154,204	167,238	158,512	169,023
522721	Interfund HR Client Services	0	19,542	17,782	16,789
522722	KRONOS Service Chargeback	0	994	994	841
Total	Other Services and Charges	506,732	2,853,347	1,191,493	987,478
560240	Communication Equipment	5,936	0	0	14,000
Total	Equipment	5,936	0	0	14,000
551010	Non-Capital Office Furniture & Equipment	4,227	5,000	5,000	5,000
551015	Non-Capital Computer Equipment	22,608	25,000	25,000	25,000
551020	Non-Capital Communication Equipment	4,683	0	23,250	0
551040	Non-Capital Other	0	6,000	6,000	6,000
Total	Non-Capital Equipment	31,518	36,000	59,250	36,000
Grand Total Expenditures		4,165,849	7,221,582	4,251,667	4,366,801