

**FISCAL YEAR 2014 BUDGET**

**Fund Summary**

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

	<u>FY2013 Current Budget</u>	<u>FY2013 Estimate</u>	<u>FY2014 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	<u>46,486,321</u>	<u>42,869,945</u>	<u>46,093,089</u>
Total Available Resources	<u><u>46,486,321</u></u>	<u><u>42,869,945</u></u>	<u><u>46,093,089</u></u>
Maintenance and Operations	<u>46,486,321</u>	<u>42,869,945</u>	<u>46,093,089</u>
Total Expenditures	<u>46,486,321</u>	<u>42,869,945</u>	<u>46,093,089</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>46,486,321</u></u>	<u><u>42,869,945</u></u>	<u><u>46,093,089</u></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 FY2013 Budget, FY2013 Estimates and the FY2014 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 that are in direct support of the Street, Stormwater, Traffic, Water & Wastewater 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, as well as, Public Works and Engineering allocated costs. 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.
- 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 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 2014 BUDGET**

**Business Area Budget Summary**

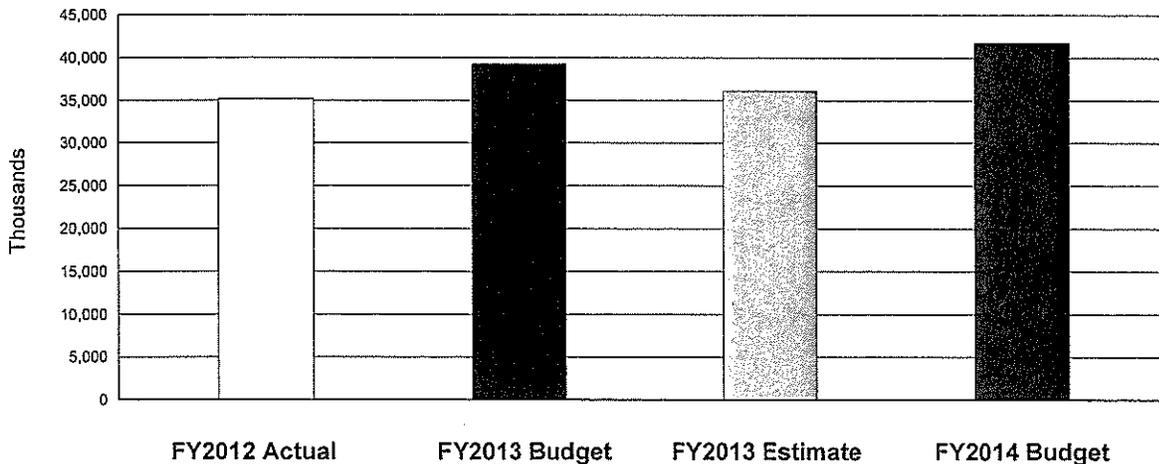
**Fund Name** : Project Cost Recovery Fund  
**Business Area Name** : Public Works & Engineering  
**Fund No./Bus. Area No.** : 1001 / 2000

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	28,910,554	31,261,500	29,567,694	33,049,800
	Supplies	383,454	448,700	423,770	457,300
	Other Services and Charges	5,861,635	7,529,600	6,112,927	8,040,100
	Equipment	0	0	0	134,000
	Non-Capital Equipment	17,528	27,900	25,409	80,200
	<b>Total M &amp; O Expenditures</b>	<b>35,173,171</b>	<b>39,267,700</b>	<b>36,129,800</b>	<b>41,761,400</b>
	Debt Service & Other Uses	0	0	0	0
<b>Total Expenditures</b>	<b>35,173,171</b>	<b>39,267,700</b>	<b>36,129,800</b>	<b>41,761,400</b>	
Revenues		35,173,171	39,267,700	36,129,800	41,761,400
Staffing	Full-Time Equivalents - Civilian	322.1	328.2	305.2	330.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	<b>Total</b>	<b>322.1</b>	<b>328.2</b>	<b>305.2</b>	<b>330.0</b>
	Full-Time Equivalents - Overtime	4.0	6.1	5.6	5.4

**Significant Budget Changes and Highlights**

- o FY2014 Budget provides funding for the health benefits, pension contribution and municipal employees 3% pay increase.
- o Continue concerted effort to update standards for infrastructure.
- o Implementation of 10 year CIP plan for FY2014-2023.
- o 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 parcels by construction award date.
- o Develop mobile applications for the Real Estate Branch technical staff in an effort to improve efficiency and real-time data uploads from the field into the Capital Improvement Management System (CIMS).
- o Funding of \$110,000 is included to purchase a new real estate information system module.

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





**FISCAL YEAR 2014 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : Project Cost Recovery Fund</b> <b>Business Area Name : Public Works &amp; Engineering</b> <b>Fund No./Bus Area No. : 1001 / 2000</b>						
<b>Division Description</b>	<b>FY2012 Actual</b>		<b>FY2013 Estimate</b>		<b>FY2014 Budget</b>	
	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>
<b>Traffic Operations Division 200002</b> Manage and analyze traffic calming plans to support the Neighborhood Traffic Management Program.	2.1	203,464	2.0	218,155	2.0	230,100
<b>Office of the Director 200003</b> Administer the City's Minority/Women/Disadvantaged Business Enterprise Program (M/W/DBE) and Disabilities Business Enterprise Program (PDBE).	0.0	564,134	0.0	682,700	0.0	774,200
<b>Resource Management Division 200005</b> Process pay estimates and project reimbursements in a timely manner. Provide financial reports on project and grant related activities. Monitor and account for CIP related revenues.	15.0	3,145,782	13.0	2,597,148	16.0	2,810,100
<b>Planning &amp; Development Services Division 200006</b> Support the City's Capital Improvement Projects by coordinating planning initiatives, preparing for long-term 10 year planning goals and preparing 5 year rolling plan for water, sanitation, storm drainage, and roadway projects. Acquire land in support of CIP projects.	50.8	5,639,113	51.3	6,187,273	54.5	6,914,700
<b>Engineering &amp; Construction Division 200007</b> 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.	249.2	24,864,545	233.9	25,607,352	252.5	29,837,800
<b>Information Technology 200008</b> Technically assist the PW&E inspectors to perform work and input data into CIPMS from remote sites.	5.0	728,280	5.0	811,072	5.0	1,166,200

**FISCAL YEAR 2014 BUDGET**

Division Summary						
Fund Name : Project Cost Recovery Fund Business Area Name : Public Works & Engineering Fund No./Bus Area No. : 1001 / 2000						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 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	27,853	0.0	26,100	0.0	28,300
Total	322.1	35,173,171	305.2	36,129,800	330.0	41,761,400

**FISCAL YEAR 2014 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	FY2013 Current Budget FTE	FY2014 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	15.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	7.0	7.0	
ADMINISTRATIVE COORDINATOR	24	5.0	5.0	
ADMINISTRATIVE SPECIALIST	20	11.0	11.0	
ADMINISTRATIVE SUPERVISOR	22	4.0	4.0	
ASSISTANT DIRECTOR (EXE LEV)	32	6.0	6.0	
ASSISTANT DIRECTOR-PUBLIC WORKS (EXE LEV)	34	5.0	5.0	
ASSISTANT PROJECT MANAGER	20	3.0	3.0	
ASSISTANT REAL ESTATE ANALYST	17	1.0	1.0	
ASSISTANT REAL ESTATE MANAGER	26	4.0	4.0	
CHIEF INSPECTOR	27	1.0	1.0	
CHIEF SURVEYOR	28	1.0	1.0	
CONTRACT ADMINISTRATOR	22	1.0	0.0	(1.0)
CONTRACT COMPLIANCE SUPERVISOR	22	1.0	1.0	
CUSTOMER SERVICE REP. I	13	1.0	1.0	
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	15.0	17.0	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	1.0	1.0	
FINANCIAL ANALYST IV	25	4.0	4.0	
GIS ANALYST	20	1.0	1.0	
GRADUATE ENGINEER	22	23.0	20.0	(3.0)
INSPECTOR	18	49.0	51.0	2.0
INSTRUMENT PERSON	11	3.0	3.0	
IT PROJECT MANAGER	28	1.0	1.0	
MANAGEMENT ANALYST II	18	3.0	5.0	2.0
MANAGEMENT ANALYST III	21	2.0	2.0	
MANAGEMENT ANALYST IV	25	2.0	2.0	
MANAGING ENGINEER	31	13.0	14.0	1.0
MESSENGER	6	2.0	2.0	
OFFICE SERVICE MANAGER	23	1.0	1.0	
OFFICE SUPERVISOR	17	1.0	1.0	
PARTY CHIEF	19	2.0	2.0	
PLANNER	16	1.0	1.0	
PROGRAMMER ANALYST II	19	1.0	1.0	
PROGRAMMER ANALYST IV	25	2.0	2.0	
PROJECT MANAGER	24	15.0	14.0	(1.0)
PROJECT TECHNICIAN I	8	1.0	2.0	1.0
PROJECT TECHNICIAN II	13	1.0	1.0	
PROJECT TECHNICIAN III	17	8.0	9.0	1.0
PROJECT TECHNICIAN IV	20	4.0	4.0	

**FISCAL YEAR 2014 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	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
REAL ESTATE ANALYST	20	4.0	5.0	1.0
REAL ESTATE MANAGER	29	3.0	3.0	
REAL ESTATE SUPERVISOR	21	1.0	1.0	
RODPERSON	5	2.0	2.0	
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	11.0	(2.0)
SENIOR PROJECT MANAGER	27	20.0	18.0	(2.0)
SENIOR REAL ESTATE ANALYST	24	15.0	15.0	
SENIOR RODPERSON	9	3.0	3.0	
SENIOR STAFF ANALYST	28	6.0	5.0	(1.0)
STAFF ANALYST	26	1.0	1.0	
STUDENT INTERN II	10	1.0	1.5	0.5
SUPERINTENDENT	24	2.0	2.0	
SUPERVISING ENGINEER	29	30.0	34.0	4.0
SYSTEMS CONSULTANT	26	1.0	1.0	
<b>Total FTEs</b>		<b>344.0</b>	<b>347.5</b>	<b>3.5</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>15.8</b>	<b>17.5</b>	<b>1.7</b>
<b>Full-Time Equivalent</b>		<b>328.2</b>	<b>330.0</b>	<b>1.8</b>

**FISCAL YEAR 2014 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	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
<b>2000020012</b>	<b>PWE - Traffic Neighborhood Programs</b>			
424020	Interfund Engineering Services	431,500	431,500	445,700
<b>2000060007</b>	<b>PWE - Office of the City Engineer</b>			
452030	Miscellaneous Revenue	31,000	29,774	0
<b>2000060010</b>	<b>PWE - Real Estate</b>			
424020	Interfund Engineering Services	0	0	1,645,000
457010	Interfund Land Acquisition	1,676,300	1,676,300	0
<b>Total PWE - Real Estate</b>		<b>1,676,300</b>	<b>1,676,300</b>	<b>1,645,000</b>
<b>2000070001</b>	<b>PWE - Engineering &amp; Construction Support Services</b>			
424020	Interfund Engineering Services	556,400	556,400	602,800
<b>2000070002</b>	<b>PWE - Engineering</b>			
421491	Plan Review - Per Sheet Fee	0	1,226	35,000
423010	Other Grant Awards	0	0	139,700
424020	Interfund Engineering Services	18,829,600	15,691,700	20,314,000
<b>Total PWE - Engineering</b>		<b>18,829,600</b>	<b>15,692,926</b>	<b>20,488,700</b>
<b>2000070003</b>	<b>PWE - Construction</b>			
424020	Interfund Engineering Services	16,228,900	16,228,900	16,751,600
<b>2000070005</b>	<b>PWE - Geo-Environmental Services</b>			
424020	Interfund Engineering Services	1,514,000	1,514,000	1,827,600
<b>Total Public Works &amp; Engineering</b>		<b>39,267,700</b>	<b>36,129,800</b>	<b>41,761,400</b>

**FISCAL YEAR 2014 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	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	20,020,467	20,614,197	19,520,376	21,506,071
500030	Salary Part Time - Civilian	10,290	25,865	11,406	14,156
500060	Overtime - Civilian	287,515	380,900	349,000	385,900
500090	Premium Pay - Civilian	1,383	0	584	0
500110	Bilingual Pay - Civilian	4,380	6,327	4,588	5,424
501050	Employee Awards	671	0	0	0
501070	Pension - Civilian	3,803,217	4,411,441	4,200,948	4,879,732
501120	Termination Pay - Civilian	260,572	628,677	457,161	596,000
501160	Vehicle Allowance - Civilian	48,022	47,900	15,335	9,300
502010	FICA - Civilian	1,511,251	1,598,420	1,497,066	1,667,972
503010	Health Ins-Act Civilian	2,717,152	3,228,636	3,171,149	3,619,985
503015	Basic Life Insurance - Active Civilian	11,821	12,254	11,298	16,555
503050	Health/Life Insurance - Retiree Civilian	77,207	85,165	110,335	117,900
503060	Long Term Disability-Civilian	25,992	27,861	24,828	28,097
503090	Workers Compensation-Civilian-Admin	60,995	78,553	73,500	79,098
503100	Workers Compensation-Civilian-Claim	55,762	103,853	103,872	104,000
504030	Unemployment Claims - Administration	13,857	11,451	16,248	19,610
<b>Total</b>	<b>Personnel Services</b>	<b>28,910,554</b>	<b>31,261,500</b>	<b>29,567,694</b>	<b>33,049,800</b>
511010	Chemical Gases & Special Fluids	0	1,000	1,000	600
511015	Cleaning & Sanitary Supplies	282	1,100	1,100	1,100
511020	Construction Materials	5,972	2,500	2,765	2,500
511025	Electrical Hardware & Parts	2	200	200	200
511040	Audiovisual Supplies	0	6,500	6,235	6,500
511045	Computer Supplies	66,813	85,000	77,870	81,500
511050	Paper & Printing Supplies	18,106	36,100	28,000	27,500
511055	Publications & Printed Materials	7,746	10,900	7,846	8,400
511060	Postage	9,855	19,600	13,754	15,200
511070	Miscellaneous Office Supplies	50,609	53,500	52,324	53,600
511090	Medical & Surgical Supplies	0	1,600	1,500	1,100
511095	Small Technical & Scientific Equipment	200	1,500	1,500	1,500
511110	Fuel	206,541	206,900	205,215	233,700
511115	Vehicle Repair & Maintenance Supplies	0	1,500	3,685	4,000
511120	Clothing	6,027	10,000	9,712	9,600
511125	Food Supplies	556	800	735	800
511145	Small Tools & Minor Equipment	1,158	2,200	2,607	2,200
511150	Miscellaneous Parts & Supplies	9,587	7,800	7,722	7,300
<b>Total</b>	<b>Supplies</b>	<b>383,454</b>	<b>448,700</b>	<b>423,770</b>	<b>457,300</b>
520100	Temporary Personnel Services	144,231	1,285,000	256,000	843,500
520107	Computer Info/Contr	27,811	13,100	15,500	125,500
520108	Information Resource Services	13,389	14,500	14,500	17,500
520109	Medical Dental & Laboratory Services	2,772	4,600	4,627	4,700
520110	Management Consulting Services	0	0	0	40,000
520114	Miscellaneous Support Services	30,090	56,500	47,300	55,500
520115	Real Estate Lease/Office Rental	1,608,486	1,640,300	1,640,300	1,669,600
520119	Computer Equipment/Software Maintenance	40,289	43,600	42,100	0
520120	Communications Equipment Services	0	1,500	1,500	1,000
520121	IT Application Svcs	10,238	42,600	42,600	44,000
520122	Office Equipment Services	2,021	3,800	3,300	3,100
520123	Vehicle & Motor Equipment Services	113,710	120,000	143,254	166,000
520124	Other Equipment Services	1,266	1,400	1,899	1,400
520157	Computer Software Maintenance Services	0	0	0	114,400
520158	Computer Equipment Maintenance Services	0	0	345	0

**FISCAL YEAR 2014 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	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
520510	Mail/Delivery Services	760	3,400	2,087	1,700
520515	Print Shop Services	3,444	20,700	11,779	13,800
520520	Printing & Reproduction Services	1,996	8,700	17,807	16,900
520605	Advertising Services	1,101	3,300	2,400	4,500
520765	Membership & Professional Fees	27,470	42,500	42,040	42,300
520805	Education & Training	21,313	66,000	61,606	67,500
520905	Travel - Training Related	3,910	18,200	14,100	16,600
520910	Travel - Non-Training Related	4,939	20,100	19,204	16,600
521305	Indirect Cost Recovery Payment	1,783,274	1,268,600	1,268,600	1,213,400
521306	PWE Allocated Cost	0	0	0	802,400
521405	Building Maintenance Services	0	2,500	1,490	4,000
521605	Data Services	12,331	27,000	39,499	34,200
521610	Voice Services	126,015	238,700	101,446	75,300
521620	Voice Equipment	1,197	32,900	1,417	30,600
521625	Voice Labor	1,927	10,900	304	18,600
521630	GIS Revolving Fund Services	57,934	199,600	199,600	254,800
521705	Vehicle/Equipment Rental/Lease	1,067	1,500	1,500	1,500
521715	Office Equipment Rental	41,660	60,600	52,300	54,300
521725	Other Rental	83	4,200	4,200	2,200
521730	Parking Space Rental	153,253	174,700	174,700	106,800
521731	Hobby Parking Space Rental	0	0	0	72,800
521905	Legal Services	21,106	238,500	88,327	208,300
521910	Legal Svcs - Crt Report	1,587	1,000	1,000	1,000
522205	Metro Commuter Passes	149,276	210,300	199,300	196,100
522305	Freight Charges	19	0	0	0
522430	Miscellaneous Other Services & Charges	4,773	4,600	5,696	6,000
522720	Interfund Payroll Services	27,853	26,100	26,100	28,300
522721	Interfund HR Client Services	230,078	272,200	272,200	258,400
522722	KRONOS Service Chargeback	11,600	12,200	12,200	12,600
522765	Interfund Legal Services	319,700	330,600	330,600	364,400
522795	Other Interfund Services	722,940	950,900	889,500	987,200
522820	Interfund EB Cape Training	0	5,000	5,000	5,000
522840	Interfund Permit Center Rent Chargeback	134,726	47,200	53,700	35,800
<b>Total</b>	<b>Other Services and Charges</b>	<b>5,861,635</b>	<b>7,529,600</b>	<b>6,112,927</b>	<b>8,040,100</b>
560230	Computer HW and Developed SW	0	0	0	134,000
<b>Total</b>	<b>Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>134,000</b>
551010	Non-Capital Office Furniture & Equipment	5,810	13,800	3,770	11,000
551015	Non-Capital Computer Equipment	11,718	14,100	21,639	69,200
<b>Total</b>	<b>Non-Capital Equipment</b>	<b>17,528</b>	<b>27,900</b>	<b>25,409</b>	<b>80,200</b>
<b>Grand Total Expenditures</b>		<b>35,173,171</b>	<b>39,267,700</b>	<b>36,129,800</b>	<b>41,761,400</b>



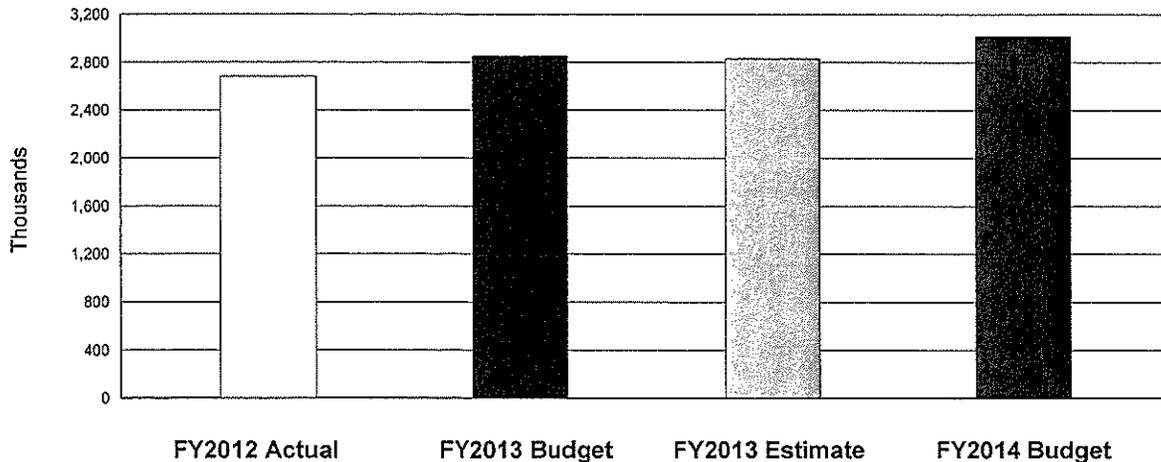
**FISCAL YEAR 2014 BUDGET**

**Business Area Budget Summary**

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

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	2,679,523	2,851,820	2,833,768	3,019,047
	Total M & O Expenditures	2,679,523	2,851,820	2,833,768	3,019,047
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	2,679,523	2,851,820	2,833,768	3,019,047
Revenues		2,679,523	2,851,820	2,833,768	3,019,047
Staffing	Full-Time Equivalents - Civilian	25.4	25.0	24.6	26.0
	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	25.4	25.0	24.6	26.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.1
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.</li> <li>o Continue implementing Leadership in Energy and Environmental Design (LEED™) standards to improve the quality of City buildings and their impact on the environment.</li> </ul>				

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





**FISCAL YEAR 2014 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : Project Cost Recovery Fund</b> <b>Business Area Name : General Services</b> <b>Fund No./Bus Area No. : 1001 / 2500</b>						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
<b>GSD-Design &amp; Construction</b> <span style="float:right">250003</span> 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.	25.4	2,679,523	24.6	2,833,768	26.0	3,019,047
Total	<u>25.4</u>	<u>2,679,523</u>	<u>24.6</u>	<u>2,833,768</u>	<u>26.0</u>	<u>3,019,047</u>

**FISCAL YEAR 2014 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	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	3.0	3.0	
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	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	1.0	(1.0)
DIVISION MANAGER	29	1.0	1.0	
INSPECTOR	18	1.0	0.0	(1.0)
PROJECT MANAGER	24	1.0	4.0	3.0
SENIOR PLANNER	20	1.0	0.0	(1.0)
SENIOR PROJECT MANAGER	27	10.0	11.0	1.0
SENIOR STAFF ANALYST	28	1.0	1.0	
<b>Total FTEs</b>		<b>25.0</b>	<b>26.0</b>	<b>1.0</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Full-Time Equivalent</b>		<b>25.0</b>	<b>26.0</b>	<b>1.0</b>

**FISCAL YEAR 2014 BUDGET**

**Business Area Revenue Summary**

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

<b>Commit Item</b>	<b>Description</b>	<b>FY2013 Current Budget</b>	<b>FY2013 Estimate</b>	<b>FY2014 Budget</b>
<b>2500030001</b>	<b>Capital Design/Construction</b>			
424020	Interfund Engineering Services	2,087,841	2,070,034	2,407,312
<b>2500030003</b>	<b>GSD - Job Order Contract</b>			
424020	Interfund Engineering Services	396,451	396,206	414,593
<b>2500030004</b>	<b>GSD - Environment Mgmt</b>			
424020	Interfund Engineering Services	0	0	87,547
<b>2500030005</b>	<b>GSD - Strategic Planning</b>			
424020	Interfund Engineering Services	367,528	367,528	0
<b>2500030006</b>	<b>GSD - In-House Planning</b>			
424020	Interfund Engineering Services	0	0	109,595
<b>Total</b>	<b>General Services</b>	<u>2,851,820</u>	<u>2,833,768</u>	<u>3,019,047</u>

**FISCAL YEAR 2014 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	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	1,923,229	1,968,693	1,972,088	2,055,463
500060	Overtime - Civilian	4,053	6,000	4,955	6,000
501070	Pension - Civilian	365,843	422,983	422,741	466,385
501120	Termination Pay - Civilian	2,893	7,862	7,862	0
502010	FICA - Civilian	141,703	151,669	148,287	157,707
503010	Health Ins-Act Civilian	233,735	267,279	267,279	305,423
503015	Basic Life Insurance - Active Civilian	1,149	1,181	1,181	1,592
503060	Long Term Disability-Civilian	2,146	2,125	2,190	2,210
503090	Workers Compensation-Civilian-Admin	4,772	5,975	7,185	6,214
504030	Unemployment Claims - Administration	0	18,053	0	18,053
<b>Total</b>	<b>Personnel Services</b>	<b>2,679,523</b>	<b>2,851,820</b>	<b>2,833,768</b>	<b>3,019,047</b>
<b>Grand Total Expenditures</b>		<b>2,679,523</b>	<b>2,851,820</b>	<b>2,833,768</b>	<b>3,019,047</b>

**FISCAL YEAR 2014 BUDGET**

**Business Area Budget Summary**

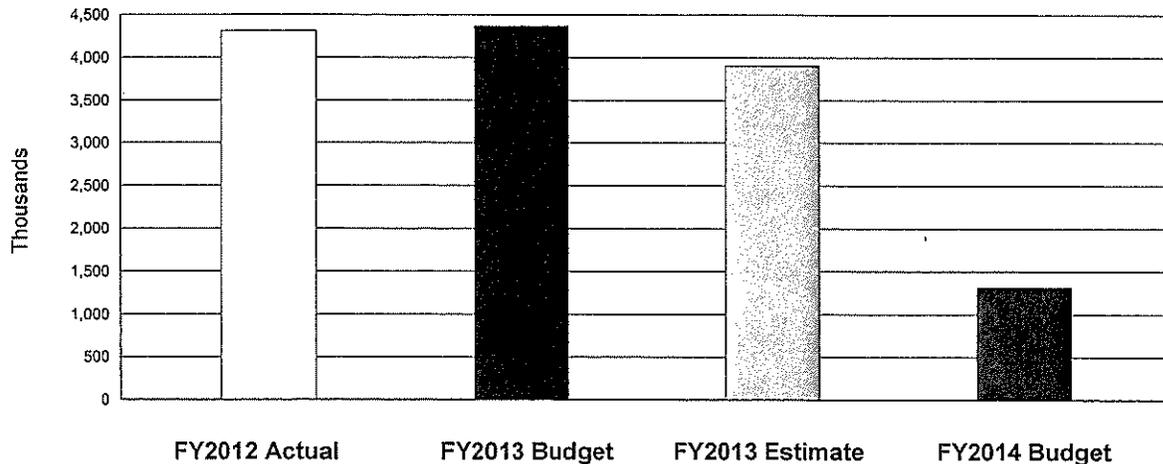
**Fund Name** : Project Cost Recovery Fund

**Business Area Name** : Houston Information Technology Services

**Fund No./Bus. Area No.** : 1001 / 6800

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	2,813,690	3,136,623	2,738,199	754,583
	Supplies	125,966	192,700	125,054	0
	Other Services and Charges	1,335,825	987,478	993,124	558,059
	Equipment	0	14,000	14,000	0
	Non-Capital Equipment	33,498	36,000	36,000	0
	Total M & O Expenditures	4,308,979	4,366,801	3,906,377	1,312,642
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	4,308,979	4,366,801	3,906,377	1,312,642
Revenues		4,308,979	4,366,801	3,906,377	1,312,642
Staffing	Full-Time Equivalents - Civilian	21.4	27.0	19.0	6.6
	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	21.4	27.0	19.0	6.6
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2014 Budget provides funding for the health benefits, pension contribution and municipal employees 3% pay increases.</li> <li>o FY2014 Budget includes expenditure decreases due to project close-outs.</li> <li>o The custom developed Municipal Courts Case Management System to manage the critical processes required to operate a high volume, complex court operation is in final stages.</li> <li>o The new Radio System to provide public safety agencies additional system capacity for critical public safety communications, improved coverage and to ensure equipment reliability is in final stages.</li> </ul>				

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





**FISCAL YEAR 2014 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : Project Cost Recovery Fund</b> <b>Business Area Name : Houston Information Technology Services</b> <b>Fund No./Bus Area No. : 1001 / 6800</b>						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
<b>HITS - Applications 680002</b> Responsible for providing citywide applications support to the City's core business systems and management of the Municipal Courts Case Management System project (CSMART).	13.6	1,602,890	10.8	2,105,042	3.0	324,375
<b>HITS - Infrastructure Group 680003</b> Manage server platforms, storage systems, data center facilities and server rooms, e-mail, communication systems, and system management tools.	1.0	97,980	0.0	0	0.0	0
<b>HITS - Radio Communications Services 680005</b> Responsible for upgrading current City radios to 700 MHz Radio System. Provide management and oversight of the City's existing radio system.	6.8	2,608,109	8.2	1,801,335	2.4	780,457
<b>HITS - Project Group 680007</b> Responsible for business continuity and the development and implementation of IT policies, procedures and standards.	0.0	0	0.0	0	1.2	207,810
<b>Total</b>	<b>21.4</b>	<b>4,308,979</b>	<b>19.0</b>	<b>3,906,377</b>	<b>6.6</b>	<b>1,312,642</b>

**FISCAL YEAR 2014 BUDGET**

**Business Area Roster Summary**

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

<b>Job Description</b>	<b>Pay Grade</b>	<b>FY2013 Current Budget FTE</b>	<b>FY2014 Budget FTE</b>	<b>Change</b>
ADMINISTRATION MANAGER	26	2.0	1.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	1.0	0.3	(0.7)
ADMINISTRATIVE SUPERVISOR	22	1.0	0.5	(0.5)
ASSISTANT DIRECTOR (EXE LEV)	32	4.0	0.8	(3.2)
DEPUTY DIRECTOR (EXE LEV)	34	0.0	0.3	0.3
FINANCIAL ANALYST IV	25	1.0	0.5	(0.5)
INFORMATION SYSTEMS ADMINISTRATOR	30	1.0	0.0	(1.0)
IT PROJECT MANAGER	28	1.0	0.3	(0.7)
SENIOR DATA BASE ANALYST	25	4.0	0.0	(4.0)
SENIOR IT PROJECT MANAGER (EXE LEV)	30	1.0	0.9	(0.1)
SENIOR PARALEGAL	19	1.0	0.5	(0.5)
SENIOR PROJECT MANAGER	27	2.0	0.3	(1.7)
SYSTEMS CONSULTANT	26	2.0	0.0	(2.0)
SYSTEMS SUPPORT ANALYST II	19	1.0	0.0	(1.0)
TECHNICAL HARDWARE ANALYST II	21	2.0	0.6	(1.4)
TECHNICAL HARDWARE ANALYST III	23	2.0	0.6	(1.4)
<b>Total FTEs</b>		<b>27.0</b>	<b>6.6</b>	<b>(20.4)</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Full-Time Equivalent</b>		<b>27.0</b>	<b>6.6</b>	<b>(20.4)</b>

**FISCAL YEAR 2014 BUDGET**

**Business Area Revenue Summary**

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

Commit Item	Description	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
6800020001	HITS - Enterprise Applications			
424030	Intfd Computer Dev	2,409,765	2,105,042	324,375
6800050001	HITS - Radio Comm Services			
424030	Intfd Computer Dev	1,957,036	1,801,335	780,457
6800070001	HITS - Project Management Office			
424030	Intfd Computer Dev	0	0	207,810
<b>Total</b>	<b>Houston Information Technology Services</b>	<u><u>4,366,801</u></u>	<u><u>3,906,377</u></u>	<u><u>1,312,642</u></u>

**FISCAL YEAR 2014 BUDGET**

**Business Area Expenditure Summary**

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

<b>Commit Item</b>	<b>Description</b>	<b>FY2012 Actual</b>	<b>FY2013 Current Budget</b>	<b>FY2013 Estimate</b>	<b>FY2014 Budget</b>
500010	Salary Base Pay - Civilian	1,978,551	2,192,427	1,913,937	513,166
500060	Overtime - Civilian	19,635	0	0	0
501070	Pension - Civilian	375,826	469,181	409,584	116,439
501120	Termination Pay - Civilian	59,668	0	0	0
501160	Vehicle Allowance - Civilian	678	0	0	0
502010	FICA - Civilian	146,926	162,714	142,046	39,258
503010	Health Ins-Act Civilian	224,129	301,195	262,936	82,320
503015	Basic Life Insurance - Active Civilian	1,125	1,308	1,142	166
503060	Long Term Disability-Civilian	2,192	2,295	2,004	572
503090	Workers Compensation-Civilian-Admin	4,960	6,453	5,633	1,612
504030	Unemployment Claims - Administration	0	1,050	917	1,050
<b>Total</b>	<b>Personnel Services</b>	<b>2,813,690</b>	<b>3,136,623</b>	<b>2,738,199</b>	<b>754,583</b>
511020	Construction Materials	0	5,000	5,000	0
511025	Electrical Hardware & Parts	19,720	0	25,500	0
511030	Mechanical Hardware & Parts	304	0	0	0
511045	Computer Supplies	2,479	7,500	7,500	0
511055	Publications & Printed Materials	1,170	0	500	0
511060	Postage	0	200	200	0
511070	Miscellaneous Office Supplies	10,400	12,000	12,000	0
511095	Small Technical & Scientific Equipment	11,072	25,000	9,354	0
511110	Fuel	2,250	30,000	3,000	0
511115	Vehicle Repair & Maintenance Supplies	432	3,000	1,500	0
511145	Small Tools & Minor Equipment	0	5,000	500	0
511150	Miscellaneous Parts & Supplies	78,139	105,000	60,000	0
<b>Total</b>	<b>Supplies</b>	<b>125,966</b>	<b>192,700</b>	<b>125,054</b>	<b>0</b>
520100	Temporary Personnel Services	74,297	0	10,282	0
520105	Accounting & Auditing Services	16,500	17,250	17,250	0
520106	Architectural Services	(500)	37,500	37,500	0
520107	Computer Info/Contr	133,419	150,000	150,000	0
520110	Management Consulting Services	11,865	25,000	25,000	0
520114	Miscellaneous Support Services	6,328	7,000	7,000	0
520115	Real Estate Lease/Office Rental	0	5,000	5,000	0
520119	Computer Equipment/Software Maintenance	1,907	1,000	1,000	0
520120	Communications Equipment Services	0	5,000	5,000	0
520126	Construction Site Work Services	10,888	34,500	34,500	0
520128	Other Construction Work Services	0	10,000	10,000	0
520141	Engineering Services	487,587	0	0	0
520157	Computer Software Maintenance Services	0	3,000	3,000	0
520158	Computer Equipment Maintenance Services	0	5,000	5,000	0
520510	Mail/Delivery Services	0	500	500	0
520515	Print Shop Services	0	2,500	2,500	0
520520	Printing & Reproduction Services	181	0	0	0
520705	Insurance Fees	216,038	216,500	216,500	112,500
520765	Membership & Professional Fees	113	500	500	0
520805	Education & Training	278	4,000	4,000	0
520905	Travel - Training Related	1,056	180,000	180,000	0
520910	Travel - Non-Training Related	7,235	8,000	8,000	0
521405	Building Maintenance Services	1,019	500	500	0
521505	Electricity	126,629	68,216	68,216	95,000

**FISCAL YEAR 2014 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
521510	Natural Gas	71,454	5,500	5,500	0
521605	Data Services	9,624	71	71	0
521610	Voice Services	6,909	3,136	3,136	0
521620	Voice Equipment	1,305	2,940	2,940	0
521625	Voice Labor	1,156	2,205	2,205	0
521630	GIS Revolving Fund Services	574	1,507	1,507	0
521715	Office Equipment Rental	0	500	4,078	0
521725	Other Rental	0	0	0	339,750
521730	Parking Space Rental	0	4,000	4,000	0
522430	Miscellaneous Other Services & Charges	143,686	169,023	150,000	0
522721	Interfund HR Client Services	5,901	16,789	27,598	10,809
522722	KRONOS Service Chargeback	376	841	841	0
<b>Total</b>	<b>Other Services and Charges</b>	<b>1,335,825</b>	<b>987,478</b>	<b>993,124</b>	<b>558,059</b>
560240	Communication Equipment	0	14,000	14,000	0
<b>Total</b>	<b>Equipment</b>	<b>0</b>	<b>14,000</b>	<b>14,000</b>	<b>0</b>
551010	Non-Capital Office Furniture & Equipment	0	5,000	5,000	0
551015	Non-Capital Computer Equipment	10,727	25,000	25,000	0
551020	Non-Capital Communication Equipment	22,771	0	0	0
551040	Non-Capital Other	0	6,000	6,000	0
<b>Total</b>	<b>Non-Capital Equipment</b>	<b>33,498</b>	<b>36,000</b>	<b>36,000</b>	<b>0</b>
<b>Grand Total Expenditures</b>		<b>4,308,979</b>	<b>4,366,801</b>	<b>3,906,377</b>	<b>1,312,642</b>