Fund Summary

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

	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	46,499,398	44,334,779	**48,398,610**
Total Available Resources	46,499,398	44,334,779	**48,398,610**
Maintenance and Operations	46,499,398	44,334,779	**48,398,610**
Total Expenditures	46,499,398	44,334,779	**48,398,610**
Planned Ending Fund Balance	0	0	**0**
Total Budget	46,499,398	44,334,779	**48,398,610**
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 FY2014 Budget, FY2014 Estimates and the FY2015 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:

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

Business Area Budget Summary

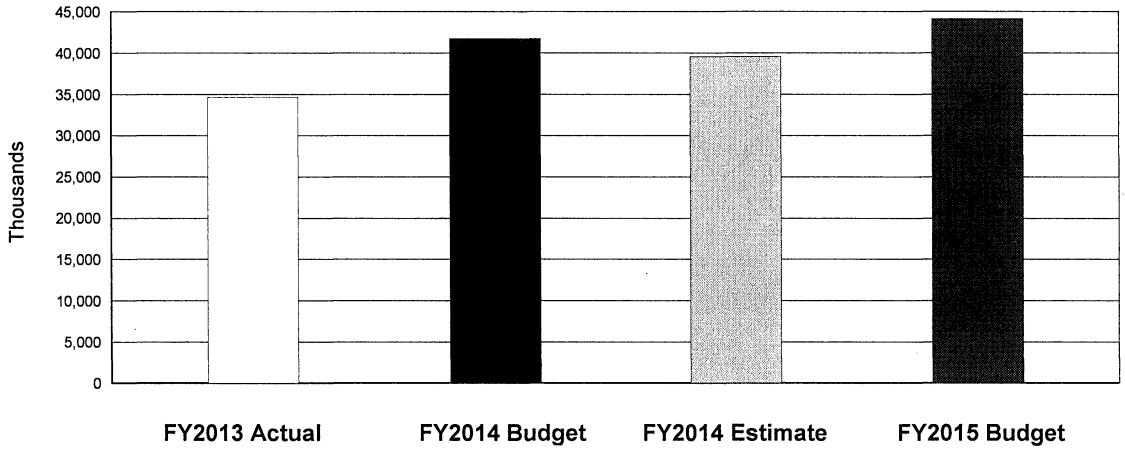
Fund Name : Project Cost Recovery Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 1001 / 2000

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	28,732,022	33,049,800	31,587,702	**34,848,300**
	Supplies	374,440	457,300	442,841	**480,100**
	Other Services and Charges	5,520,801	8,036,689	7,357,965	**8,592,000**
	Equipment	5,442	134,000	134,000	**124,000**
	Non-Capital Equipment	22,828	83,611	74,273	**96,100**
	Total M & O Expenditures	34,655,533	41,761,400	39,596,781	**44,140,500**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	34,655,533	41,761,400	39,596,781	**44,140,500**
Revenues		34,655,533	41,761,400	39,596,781	**44,140,500**
Staffing	Full-Time Equivalents - Civilian	302.4	330.0	312.1	**335.0**
	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	302.4	330.0	312.1	**335.0**
	Full-Time Equivalents - Overtime	4.2	5.4	4.4	**6.0**

Significant Budget Changes and Highlights

- o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- o Implementation of 10-year CIP plan for FY2015-FY2024.
- o Continue to improve CIP processes (planning and programming).
- o Continue to acquire parcels by construction award date.
- o Complete Capital Improvement Program Management System (CIPMS) upgrades, initiate back end programming, prioritize and schedule future system modifications.
- o Additional positions have been added to the budget:
  1. To provide support for ReBuild Houston CIP planning.
  2. To provide support for the NorthEast Plant Expansion.
  3. To handle CIP contract issues.
  4. To meet increased demands for the CIP Planning function for Real Estate land acquisition.

Project Cost Recovery Fund
Public Works & Engineering
Expenditure Summary



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Construction Projects Completed within Budget	P,I	100%	100%	100%	100%
Accept Work Actions Prepared	J	71	100	58	65
Accident Frequency per 75,000 Miles	P	<1 incident	<1 incident	<1 incident	<1 incident
Construction Projects Completed on Schedule	P,I	92%	98%	97%	95%
Construction Projects Substantially Completed	P,I	85	80	67	70
Engineers & Inspectors with License Renewals	J,P	100%	100%	100%	100%
Parcels of Land Acquired	P,Q	419	498	418	427
Pre-Engineering Needs Identification Completed (Each)	J,P	47	51	65	45
System Availability	I,J	100%	100%	100%	100%
Workers' Compensation Incident Frequency per 3,500 Productive Days Worked	P	<1 incident	<1 incident	<1 incident	<1 incident
Expenditures Budget vs Actual Utilization	F	88%	100%	95%	100%
Revenues Budget vs Actual Utilization	F	88%	100%	95%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

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

Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost $	FTEs	Cost $	FTEs	Cost $
Traffic Operations Division 200002						
Manages and analyzes traffic calming plans to support the Neighborhood Traffic Management Program.	2.0	202,229	2.0	225,731	**2.0**	**243,400**
Office of the Director 200003						
Administers the City's Minority/Women/Disadvantaged Business Enterprise Program (M/W/DBE) and Disabilities Business Enterprise Program (PDBE).	0.0	659,203	0.0	724,954	**0.0**	**801,800**
Resource Management Division 200005						
Processes pay estimates and projects reimbursements in a timely manner. Provides financial reports on project and grant related activites. Monitors and accounts for CIP related revenues.	12.9	2,551,411	13.8	2,685,093	**16.0**	**2,980,600**
Planning & Development Services Division 200006						
Coordinates planning initiatives and prepares long term 10-year planning goals for City's infrastructure improvement as well as acquires land in support of Capital Improvement Plan projects.	51.0	6,037,949	51.2	6,431,932	**56.4**	**7,473,700**
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.	231.9	24,475,339	240.3	28,372,723	**255.6**	**31,420,400**
Information Technology 200008						
Provides and maintains 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. Technically assists the PWE inspectors to perform work and input data into CIPMS from remote sites.	4.6	703,302	4.8	1,128,285	**5.0**	**1,193,700**

Division Summary

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

Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost $	FTEs	Cost $	FTEs	Cost $
Management Support Branch 200009						
Provides necessary funding to ensure effective delivery of accurate, reliable and timely bi-weekly payroll reports.	0.0	26,100	0.0	28,063	**0.0**	**26,900**
Total	302.4	34,655,533	312.1	39,596,781	**335.0**	**44,140,500**

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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ACCOUNTANT	17	1.0	1.0	
ACCOUNTANT ASSOCIATE	14	1.0	2.0	1.0
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	3.0	3.0	
ADMINISTRATIVE ASSISTANT	17	15.0	15.0	
ADMINISTRATIVE ASSOCIATE	13	7.0	7.0	
ADMINISTRATIVE COORDINATOR	24	5.0	6.0	1.0
ADMINISTRATIVE SPECIALIST	20	11.0	10.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	4.0	4.0	
ASSISTANT CITY ATTORNEY II	24	0.0	1.0	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	3.0	3.0	
ASSISTANT REAL ESTATE ANALYST	17	1.0	1.0	
ASSISTANT REAL ESTATE MANAGER	26	4.0	5.0	1.0
CHIEF INSPECTOR	27	1.0	1.0	
CHIEF SURVEYOR	28	1.0	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	17.0	20.0	3.0
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	20.0	19.0	(1.0)
INSPECTOR	18	51.0	53.0	2.0
INSPECTOR TRAINEE	12	0.0	4.0	4.0
INSTRUMENT PERSON	11	3.0	1.0	(2.0)
IT PROJECT MANAGER	28	1.0	1.0	
MANAGEMENT ANALYST II	18	5.0	5.0	
MANAGEMENT ANALYST III	21	2.0	2.0	
MANAGEMENT ANALYST IV	25	2.0	2.0	
MANAGING ENGINEER	31	14.0	14.0	
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	14.0	14.0	
PROJECT TECHNICIAN I	8	2.0	2.0	
PROJECT TECHNICIAN II	13	1.0	1.0	
PROJECT TECHNICIAN III	17	9.0	8.0	(1.0)
PROJECT TECHNICIAN IV	20	4.0	4.0	

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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
REAL ESTATE ANALYST	20	5.0	5.0	
REAL ESTATE MANAGER	29	3.0	3.0	
REAL ESTATE SUPERVISOR	21	1.0	0.0	(1.0)
RODPERSON	5	2.0	0.0	(2.0)
SENIOR ACCOUNT CLERK	13	2.0	1.0	(1.0)
SENIOR CONTRACT ADMINISTRATOR	27	1.0	1.0	
SENIOR GIS TECHNICIAN	17	1.0	1.0	
SENIOR INSPECTOR	22	11.0	10.0	(1.0)
SENIOR PROJECT MANAGER	27	18.0	20.0	2.0
SENIOR REAL ESTATE ANALYST	24	15.0	15.0	
SENIOR RODPERSON	9	3.0	3.0	
SENIOR STAFF ANALYST	28	5.0	4.0	(1.0)
STAFF ANALYST	26	1.0	1.0	
STUDENT INTERN II	10	1.5	1.5	
SUPERINTENDENT	24	2.0	2.0	
SUPERVISING ENGINEER	29	34.0	35.0	1.0
SYSTEMS CONSULTANT	26	1.0	1.0	
Total FTEs		**347.5**	**352.5**	**5.0**
Less adjustment for Civilian Vacancy Factor		**17.5**	**17.5**	**0.0**
Full-Time Equivalents		**330.0**	**335.0**	**5.0**

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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
2000020012	**PWE - Traffic Neighborhood Programs**			
424020	Interfund Engineering Services	445,700	445,700	**470,200**
2000060010	**PWE - Real Estate**			
424020	Interfund Engineering Services	1,645,000	1,594,718	**1,999,800**
2000070001	**PWE - Engineering & Construction Support Services**			
424020	Interfund Engineering Services	602,800	602,800	**675,500**
2000070002	**PWE - Engineering**			
421491	Plan Review - Per Sheet Fee	35,000	35,000	**35,000**
423010	Other Grant Awards	139,700	139,700	**139,700**
424020	Interfund Engineering Services	20,314,000	18,915,840	**21,411,300**
452020	Recoveries & Refunds	0	980	**0**
Total	**PWE - Engineering**	**20,488,700**	**19,091,520**	**21,586,000**
2000070003	**PWE - Construction**			
424020	Interfund Engineering Services	16,751,600	16,034,443	**17,525,300**
2000070005	**PWE - Geo-Environmental Services**			
424020	Interfund Engineering Services	1,827,600	1,827,600	**1,883,700**
Total	**Public Works & Engineering**	**41,761,400**	**39,596,781**	**44,140,500**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	19,197,000	21,506,071	20,568,236	**22,497,537**
500030	Salary Part Time - Civilian	11,169	14,156	10,536	**14,154**
500060	Overtime - Civilian	309,703	385,900	317,024	**385,900**
500090	Premium Pay - Civilian	390	0	160	**0**
500110	Bilingual Pay - Civilian	4,716	5,424	5,437	**5,424**
501050	Employee Awards	0	0	175	**0**
501070	Pension - Civilian	4,127,673	4,879,732	4,794,442	**5,705,367**
501120	Termination Pay - Civilian	240,993	596,000	297,460	**596,000**
501160	Vehicle Allowance - Civilian	10,223	9,300	0	**9,300**
502010	FICA - Civilian	1,432,376	1,667,972	1,549,570	**1,743,986**
503010	Health Ins-Act Civilian	3,034,157	3,619,985	3,308,228	**3,398,743**
503015	Basic Life Insurance - Active Civilian	11,320	16,555	13,669	**13,072**
503050	Health/Life Insurance - Retiree Civilian	110,343	117,900	138,585	**138,600**
503060	Long Term Disability-Civilian	24,864	28,097	26,413	**28,553**
503090	Workers Compensation-Civilian-Admin	63,484	79,098	78,390	**88,103**
503100	Workers Compensation-Civilian-Claim	131,285	104,000	449,851	**204,000**
504030	Unemployment Claims - Administration	22,326	19,610	29,526	**19,561**
Total	**Personnel Services**	**28,732,022**	**33,049,800**	**31,587,702**	**34,848,300**
511010	Chemical Gases & Special Fluids	285	600	500	**600**
511015	Cleaning & Sanitary Supplies	41	1,100	999	**1,100**
511020	Construction Materials	4,845	2,500	1,000	**2,500**
511025	Electrical Hardware & Parts	26	200	200	**200**
511040	Audiovisual Supplies	4,828	6,500	3,700	**5,600**
511045	Computer Supplies	67,276	81,500	78,750	**87,400**
511050	Paper & Printing Supplies	17,438	27,500	33,400	**26,500**
511055	Publications & Printed Materials	4,256	8,400	6,500	**9,600**
511060	Postage	6,099	15,200	11,317	**13,700**
511070	Miscellaneous Office Supplies	39,567	53,600	46,500	**48,800**
511090	Medical & Surgical Supplies	419	1,100	1,100	**1,200**
511095	Small Technical & Scientific Equipment	337	1,500	350	**1,500**
511110	Fuel	204,836	233,700	232,700	**233,600**
511115	Vehicle Repair & Maintenance Supplies	3,185	4,000	3,210	**4,000**
511120	Clothing	7,934	9,600	8,600	**28,100**
511125	Food Supplies	660	800	800	**1,000**
511145	Small Tools & Minor Equipment	2,002	2,200	8,163	**8,200**
511150	Miscellaneous Parts & Supplies	10,406	7,300	5,052	**6,500**
Total	**Supplies**	**374,440**	**457,300**	**442,841**	**480,100**
520100	Temporary Personnel Services	174,162	843,500	349,735	**843,500**
520107	Computer Info/Contr	0	125,500	125,500	**125,500**
520108	Information Resource Services	14,965	17,500	24,380	**15,800**
520109	Medical Dental & Laboratory Services	2,845	4,700	4,700	**6,400**
520110	Management Consulting Services	0	40,000	0	**0**
520114	Miscellaneous Support Services	30,407	55,500	31,342	**56,400**
520115	Real Estate Lease/Office Rental	1,524,121	1,669,600	1,669,600	**1,734,200**
520119	Computer Equipment/Software Maintenance	1,022	0	110	**300**
520120	Communications Equipment Services	0	1,000	1,000	**1,000**
520121	IT Application Svcs	36,710	44,000	90,898	**97,800**
520122	Office Equipment Services	1,260	3,100	3,020	**3,100**
520123	Vehicle & Motor Equipment Services	160,345	166,000	154,779	**0**
520124	Other Equipment Services	1,397	1,400	770	**1,400**
520157	Computer Software Maintenance Services	0	113,400	100,535	**114,400**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
520158	Computer Equipment Maintenance Services	825	0	690	**3,000**
520510	Mail/Delivery Services	937	1,700	1,200	**1,700**
520515	Print Shop Services	9,783	13,800	10,707	**13,800**
520520	Printing & Reproduction Services	6,676	16,900	16,900	**19,900**
520605	Advertising Services	0	3,880	1,815	**3,900**
520765	Membership & Professional Fees	25,977	42,300	41,427	**49,000**
520805	Education & Training	31,184	67,500	53,125	**63,800**
520905	Travel - Training Related	12,875	15,945	8,945	**27,600**
520910	Travel - Non-Training Related	744	15,600	14,500	**16,100**
521305	Indirect Cost Recovery Payment	1,268,592	1,213,400	1,213,400	**1,311,000**
521306	PWE Allocated Cost	0	802,400	802,400	**1,222,700**
521405	Building Maintenance Services	179	4,000	1,820	**24,000**
521605	Data Services	30,275	34,200	70,516	**70,200**
521610	Voice Services	62,478	15,400	19,927	**19,600**
521620	Voice Equipment	23,594	30,600	16,063	**14,500**
521625	Voice Labor	3,189	18,600	15,400	**18,600**
521630	GIS Revolving Fund Services	203,552	254,800	254,800	**198,300**
521635	Voice Services -Wireless	0	59,900	53,944	**62,000**
521705	Vehicle/Equipment Rental/Lease	0	1,500	1,500	**1,500**
521715	Office Equipment Rental	51,892	54,300	50,800	**56,800**
521725	Other Rental	0	2,064	2,064	**1,700**
521730	Parking Space Rental	150,043	106,800	106,800	**100,300**
521735	Hobby Parking Space Rental	0	72,800	72,800	**74,300**
521905	Legal Services	12,650	208,300	140,180	**208,300**
521910	Legal Svcs - Crt Report	0	1,000	1,000	**1,000**
522205	Metro Commuter Passes	141,254	196,100	178,346	**191,000**
522305	Freight Charges	0	0	10	**0**
522430	Miscellaneous Other Services & Charges	3,642	6,000	3,700	**5,400**
522720	Interfund Payroll Services	26,100	28,300	28,063	**26,900**
522721	Interfund HR Client Services	245,846	258,400	258,400	**252,000**
522722	KRONOS Service Chargeback	13,198	12,600	12,600	**14,500**
522765	Interfund Legal Services	340,847	364,400	364,400	**292,000**
522795	Other Interfund Services	852,702	987,200	937,954	**1,003,700**
522820	Interfund EB Cape Training	0	5,000	4,500	**4,500**
522825	3-1-1 Services	860	0	0	**0**
522840	Houston Permitting Center Rent Chargeback	53,673	35,800	40,900	**53,200**
522845	Interfund Vehicle Services	0	0	0	**165,400**
Total	**Other Services and Charges**	**5,520,801**	**8,036,689**	**7,357,965**	**8,592,000**
560230	Computer HW and Developed SW	5,442	134,000	134,000	**124,000**
Total	**Equipment**	**5,442**	**134,000**	**134,000**	**124,000**
551010	Non-Capital Office Furniture & Equipment	3,393	14,411	16,955	**20,100**
551015	Non-Capital Computer Equipment	19,435	69,200	57,318	**76,000**
Total	**Non-Capital Equipment**	**22,828**	**83,611**	**74,273**	**96,100**
	Grand Total Expenditures	**34,655,533**	**41,761,400**	**39,596,781**	**44,140,500**

Business Area Budget Summary

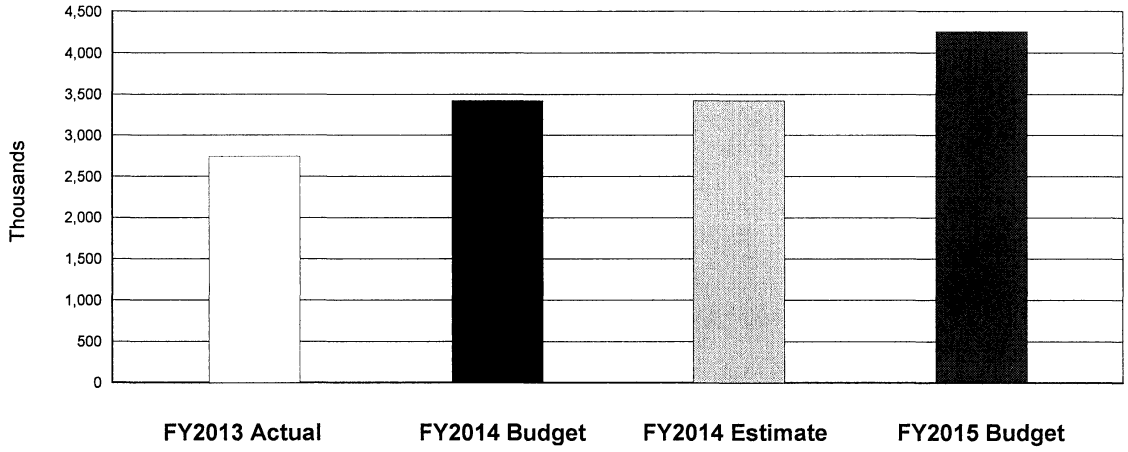
Fund Name : Project Cost Recovery Fund
Business Area Name : General Services
Fund No./Bus. Area No. : 1001 / 2500

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	2,743,222	3,425,356	3,425,356	**4,258,110**
	Total M & O Expenditures	2,743,222	3,425,356	3,425,356	**4,258,110**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	2,743,222	3,425,356	3,425,356	**4,258,110**
Revenues		2,743,222	3,425,356	3,425,356	**4,258,110**
Staffing	Full-Time Equivalents - Civilian	25.0	24.0	32.8	**38.0**
	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	25.0	24.0	32.8	**38.0**
	Full-Time Equivalents - Overtime	0.1	0.0	0.0	**0.1**

Significant Budget Changes and Highlights

- The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- 12 FTEs were approved in FY2014 to support Facility Condition Assessment projects and Capital Improvement projects.
- 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



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Job Order Contract/Task Order Contract Projects	J,I,Q	175	250	206	300
Expenditures Budget vs Actual Utilization	F	96%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	96%	100%	100%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

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

Division Description	FY2013 Actual		FY2014 Estimate		FY2015 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.	25.0	2,743,222	32.8	3,425,356	**38.0**	**4,258,110**
Total	25.0	2,743,222	32.8	3,425,356	**38.0**	**4,258,110**

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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	3.0	3.0	
ADMINISTRATIVE SPECIALIST	20	1.0	4.0	3.0
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	4.0	3.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	0.0	(1.0)
DIVISION MANAGER	29	1.0	4.0	3.0
PROJECT MANAGER	24	4.0	9.0	5.0
SENIOR PROJECT MANAGER	27	11.0	11.0	
SENIOR STAFF ANALYST	28	1.0	0.0	(1.0)
Total FTEs		**26.0**	**38.0**	**12.0**
Less adjustment for Civilian Vacancy Factor		**2.0**	**0.0**	**(2.0)**
Full-Time Equivalents		**24.0**	**38.0**	**14.0**

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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
2500030001	**Capital Design/Construction**			
424020	Interfund Engineering Services	2,707,467	3,340,980	**4,166,040**
2500030003	**GSD - Job Order Contract**			
424020	Interfund Engineering Services	487,680	0	**0**
2500030004	**GSD - Environment Mgmt**			
424020	Interfund Engineering Services	84,376	84,376	**92,070**
2500030006	**GSD - In-House Planning**			
424020	Interfund Engineering Services	145,833	0	**0**
Total	**General Services**	**3,425,356**	**3,425,356**	**4,258,110**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	1,906,851	2,346,501	2,346,501	**2,894,615**
500060	Overtime - Civilian	6,029	1,751	1,751	**6,000**
501070	Pension - Civilian	409,868	548,216	548,216	**734,072**
501120	Termination Pay - Civilian	7,862	30,055	30,055	**0**
502010	FICA - Civilian	139,715	162,522	172,140	**221,877**
502020	FICA - Classified	0	9,618	0	**0**
503010	Health Ins-Act Civilian	261,340	315,164	315,164	**368,859**
503015	Basic Life Insurance - Active Civilian	1,138	1,273	1,273	**1,693**
503050	Health/Life Insurance - Retiree Civilian	2,409	0	0	**0**
503060	Long Term Disability-Civilian	2,073	2,583	2,579	**3,230**
503090	Workers Compensation-Civilian-Admin	5,937	7,673	7,677	**9,956**
504030	Unemployment Claims - Administration	0	0	0	**17,808**
Total	**Personnel Services**	**2,743,222**	**3,425,356**	**3,425,356**	**4,258,110**
	Grand Total Expenditures	**2,743,222**	**3,425,356**	**3,425,356**	**4,258,110**

Business Area Budget Summary

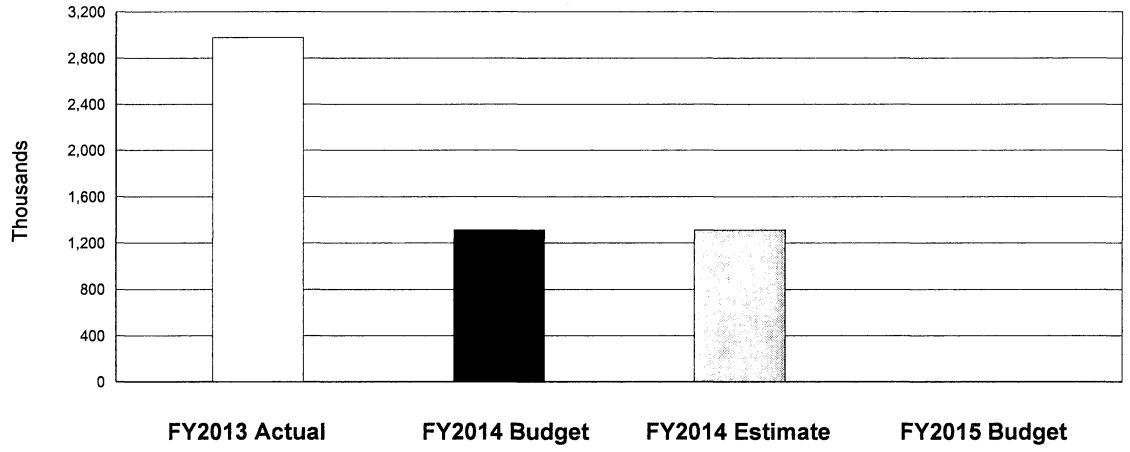
Fund Name : Project Cost Recovery Fund
Business Area Name : Houston Information Technology Services
Fund No./Bus. Area No. : 1001 / 6800

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	1,967,673	754,583	754,583	**0**
	Supplies	120,696	0	0	**0**
	Other Services and Charges	890,331	558,059	558,059	**0**
	Total M & O Expenditures	2,978,700	1,312,642	1,312,642	**0**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	2,978,700	1,312,642	1,312,642	**0**
Revenues		2,978,700	1,312,642	1,312,642	**0**
Staffing	Full-Time Equivalents - Civilian	16.5	27.0	19.0	**0.0**
	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	16.5	27.0	19.0	**0.0**
	Full-Time Equivalents - Overtime	0.1	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

o In FY2015, Radio System and CSMART project maintenance and operational costs required to support the implementation are reported in the General Fund.

Project Cost Recovery Fund
Houston Information Technology Services
Expenditure Summary



Division Summary

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

Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost $	FTEs	Cost $	FTEs	Cost $
HITS - 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).	10.2	1,241,887	10.8	324,375	**0.0**	**0**
HITS - Public Safety 680005						
Responsible for upgrading current City radios to 700 MHz Radio System. Provide management and oversight of the City's existing radio system.	5.3	1,736,813	8.2	780,457	**0.0**	**0**
HITS - Project Group 680007						
Responsible for business continuity and the development and implementation of IT policies, procedures and standards.	1.0	0	0.0	207,810	**0.0**	**0**
Total	16.5	2,978,700	19.0	1,312,642	**0.0**	**0**

Business Area Roster Summary

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

Job Description	Pay Grade	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	0.3	0.0	(0.3)
ADMINISTRATIVE SUPERVISOR	22	0.5	0.0	(0.5)
ASSISTANT DIRECTOR (EXE LEV)	32	0.8	0.0	(0.8)
DEPUTY DIRECTOR (EXE LEV)	34	0.3	0.0	(0.3)
FINANCIAL ANALYST IV	25	0.5	0.0	(0.5)
IT PROJECT MANAGER	28	0.3	0.0	(0.3)
SENIOR IT PROJECT MANAGER (EXE LEV)	30	0.9	0.0	(0.9)
SENIOR PARALEGAL	19	0.5	0.0	(0.5)
SENIOR PROJECT MANAGER	27	0.3	0.0	(0.3)
TECHNICAL HARDWARE ANALYST II	21	0.6	0.0	(0.6)
TECHNICAL HARDWARE ANALYST III	23	0.6	0.0	(0.6)
Total FTEs		**6.6**	**0.0**	**(6.6)**
Less adjustment for Civilian Vacancy Factor		**(20.4)**	**0.0**	**20.4**
Full-Time Equivalents		**27.0**	**0.0**	**(27.0)**

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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6800020001	**HITS - Enterprise Applications**			
424030	Intfd Computer Dev	324,375	324,375	**0**
6800050001	**HITS - Radio Comm Services**			
424030	Intfd Computer Dev	780,457	780,457	**0**
6800070001	**HITS - Project Management Office**			
424030	Intfd Computer Dev	207,810	207,810	**0**
Total	**Houston Information Technology Services**	**1,312,642**	**1,312,642**	**0**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	1,343,866	513,166	513,166	0
500060	Overtime - Civilian	12,884	0	0	0
500090	Premium Pay - Civilian	440	0	0	0
501070	Pension - Civilian	292,726	116,439	116,439	0
501120	Termination Pay - Civilian	22,145	0	0	0
502010	FICA - Civilian	97,793	39,258	39,258	0
503010	Health Ins-Act Civilian	191,330	82,320	82,320	0
503015	Basic Life Insurance - Active Civilian	743	166	166	0
503060	Long Term Disability-Civilian	1,522	572	572	0
503090	Workers Compensation-Civilian-Admin	3,798	1,612	1,612	0
504030	Unemployment Claims - Administration	426	1,050	1,050	0
Total	**Personnel Services**	**1,967,673**	**754,583**	**754,583**	**0**
511025	Electrical Hardware & Parts	15,646	0	0	0
511045	Computer Supplies	6,510	0	0	0
511055	Publications & Printed Materials	457	0	0	0
511070	Miscellaneous Office Supplies	5,813	0	0	0
511110	Fuel	981	0	0	0
511115	Vehicle Repair & Maintenance Supplies	517	0	0	0
511150	Miscellaneous Parts & Supplies	90,772	0	0	0
Total	**Supplies**	**120,696**	**0**	**0**	**0**
520100	Temporary Personnel Services	22,378	0	0	0
520106	Architectural Services	87,937	0	0	0
520107	Computer Info/Contr	61,755	0	0	0
520109	Medical Dental & Laboratory Services	55	0	0	0
520114	Miscellaneous Support Services	2,457	0	0	0
520119	Computer Equipment/Software Maintenance	6,764	0	0	0
520120	Communications Equipment Services	26,154	0	0	0
520123	Vehicle & Motor Equipment Services	232	0	0	0
520126	Construction Site Work Services	8,965	0	0	0
520510	Mail/Delivery Services	10	0	0	0
520705	Insurance Fees	122,180	112,500	112,500	0
520765	Membership & Professional Fees	353	0	0	0
520805	Education & Training	1,150	0	0	0
520910	Travel - Non-Training Related	3,186	0	0	0
521405	Building Maintenance Services	2,900	0	0	0
521505	Electricity	161,917	95,000	95,000	0
521510	Natural Gas	10,973	0	0	0
521605	Data Services	19,100	0	0	0
521610	Voice Services	11,668	0	0	0
521615	Radio Communications	191,740	0	0	0
521630	GIS Revolving Fund Services	1,537	0	0	0
521715	Office Equipment Rental	3,306	0	0	0
521725	Other Rental	0	339,750	339,750	0
522430	Miscellaneous Other Services & Charges	130,790	0	0	0
522721	Interfund HR Client Services	11,915	10,809	10,809	0
522722	KRONOS Service Chargeback	909	0	0	0
Total	**Other Services and Charges**	**890,331**	**558,059**	**558,059**	**0**
Grand Total Expenditures		**2,978,700**	**1,312,642**	**1,312,642**	**0**