Fund Summary

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

	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Beginning Fund Balance	0	0	**0**
Revenues	45,787,505	42,938,540	**49,130,635**
Expenditures	45,787,505	42,938,540	**49,130,635**
Revenues Over/(Under) Expenditures	0	0	**0**
Ending Fund Balance	0	0	**0**
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 FY2011 Budget, FY2011 Estimates and the FY2012 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 an overhead surcharge that pays for administrative costs provided by the fund's management and support staff. An additional amount is included in the surcharge that pays for the fund's indirect cost allocation as calculated by the Finance Department.

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

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

Business Area Budget Summary

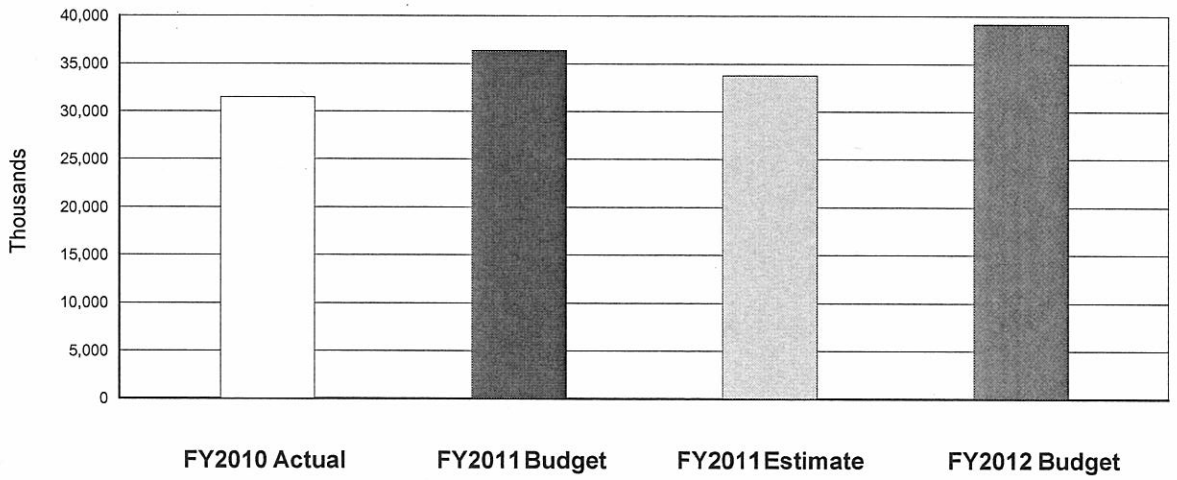
Fund Name : Project Cost Recovery Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 1001 / 2000

		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	26,199,290	30,322,770	27,934,393	**32,248,800**
	Supplies	258,227	408,200	305,850	**439,500**
	Other Services and Charges	4,927,015	5,615,086	5,430,503	**6,474,200**
	Equipment	69,858	10,800	46,000	**0**
	Non-Capital Equipment	16,945	40,908	33,908	**19,200**
	Total M & O Expenditures	31,471,335	36,397,764	33,750,654	**39,181,700**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	31,471,335	36,397,764	33,750,654	**39,181,700**
Revenues		31,471,335	36,397,764	33,750,654	**39,181,700**
Staffing	Full-Time Equivalents - Civilian	317.5	350.3	322.0	**359.2**
	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	317.5	350.3	322.0	**359.2**
	Full-Time Equivalents - Overtime	4.3	5.4	2.7	**6.1**

Significant Budget Changes and Highlights

- o Continue concerted effort to update standards for infrastructure.
- o Added two new graduate engineer positions that will be used to coordinate infrastructure improvements sponsored by other governmental entities within the Houston City limits such as TxDot, Harris County, CDBG and ARRA under Interagency Coordination, as well as, handle additional water and sewer design and construction projects as a result of the Northeast Water Purification Plant expansion.

Project Cost Recovery Fund
Public Works & Engineering
Expenditure Summary



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 operates and maintains Houston's traffic control system according to City codes in a coordinated manner. Provide increased mobility responsibly, effectively, and efficiently to serve the citizens.

Goal: Comply with Federal Highway Administration recommended guidelines.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Signs - 90% of sign work orders comp. in 14 days	N/A	N/A	**90%**
Signals-programmed signal	5,244	5,088	**5,100**
Signal optimizations	873	968	**800**
Pavement Markings (ft)	5,451,072	8,837,600	**7,000,000**

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	FY2010 Actual	FY2011 Estimate	FY2012 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	FY2010 Actual	FY2011 Estimate	FY2012 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%**

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	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Developer participation contracts (DPC) projects	4	6	**6**
Create annual CIP and track appropriation	50%	50%	**50%**
Parcels of land acquired	398	450	**497**

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	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Prep. prof. svcs actions	60	67	**70**
Prep. contract actions	40	63	**70**
Prep. amendment, ordinance	55	55	**55**
Prep. accept work actions	61	97	**100**
Prep. land boundary survey	300	300	**300**

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	FY2010 Actual	FY2011 Estimate	FY2012 Budget
System availability for enterprise downtime less than .10%	100%	99.99%	**99.90%**
Distributed servers down time less than .50%	N/A	N/A	**99.50%**

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	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Manage funds to maintain program	100%	100%	**100%**

Division Summary

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

Division Description	FY2010 Actual FTEs	FY2010 Actual Cost $	FY2011 Estimate FTEs	FY2011 Estimate Cost $	FY2012 Budget FTEs	FY2012 Budget Cost $
Traffic Operations Division 200002						
Manage and analyze traffic calming plans to support the Neighborhood Traffic Management Program.	0.0	0	7.5	678,757	**3.0**	**311,071**
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	324,436	0.0	394,826	**0.0**	**583,400**
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 activites.	13.8	2,369,616	14.8	2,484,959	**16.8**	**3,219,862**
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.	62.3	6,038,970	58.6	6,356,513	**65.0**	**6,978,390**
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.	234.3	22,113,238	234.6	23,101,022	**266.6**	**27,248,776**
Information Technology 200008						
Technically assist the PW&E's inspectors to perform work and input data into CIPMS from remote sites.	6.7	580,081	6.5	682,169	**7.8**	**795,801**

Division Summary

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

Division Description	FY2010 Actual		FY2011 Estimate		FY2012 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.	0.4	44,994	0.0	52,408	**0.0**	**44,400**
Total	317.5	31,471,335	322.0	33,750,654	**359.2**	**39,181,700**

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	FY2011 Current Budget FTE	FY2012 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	18.0	16.0	(2.0)
ADMINISTRATIVE ASSOCIATE	13	7.0	7.0	
ADMINISTRATIVE COORDINATOR	24	5.0	5.0	
ADMINISTRATIVE SPECIALIST	20	12.0	11.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	5.0	5.0	
ASSISTANT DIRECTOR (EXE LEV)	32	4.0	6.0	2.0
ASSISTANT DIRECTOR-PUBLIC WORKS (EXE LEV)	34	6.0	5.0	(1.0)
ASSISTANT PROJECT MANAGER	20	4.0	4.0	
ASSISTANT REAL ESTATE ANALYST	17	2.0	2.0	
ASSISTANT REAL ESTATE MANAGER	26	4.0	4.0	
ASSOCIATE PLANNER	13	1.0	1.0	
CHIEF INSPECTOR	27	1.0	1.0	
CHIEF SURVEYOR	28	1.0	1.0	
CLERK	5	1.0	1.0	
COMMUNITY SERVICE INSPECTOR	16	1.0	0.0	(1.0)
CONTRACT ADMINISTRATOR	22	0.0	1.0	1.0
CONTRACT COMPLIANCE SUPERVISOR	22	1.0	1.0	
CUSTOMER SERVICE REP. I	13	3.0	3.0	
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	13.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
EXECUTIVE STAFF ANALYST	30	1.0	1.0	
FINANCIAL ANALYST I	15	2.0	2.0	
FINANCIAL ANALYST II	18	2.0	1.8	(0.2)
FINANCIAL ANALYST IV	25	4.0	4.0	
GIS ANALYST	20	1.0	1.0	
GRADUATE ENGINEER	22	21.0	22.0	1.0
INSPECTOR	18	47.0	49.0	2.0
INSTRUMENT PERSON	11	4.0	4.0	
IT PROJECT MANAGER	28	2.0	1.0	(1.0)
MANAGEMENT ANALYST II	18	2.0	4.0	2.0
MANAGEMENT ANALYST III	21	2.0	2.0	
MANAGEMENT ANALYST IV	25	2.0	2.0	
MANAGING ENGINEER	31	15.0	14.0	(1.0)
MESSENGER	6	2.0	2.0	
OFFICE SERVICE MANAGER	23	1.0	1.0	
OFFICE SUPERVISOR	17	3.0	3.0	
PARTY CHIEF	19	4.0	4.0	
PLANNER	16	1.0	1.0	
PLANNER LEADER	24	1.0	1.0	
PROGRAMMER ANALYST II	19	1.0	1.0	
PROGRAMMER ANALYST IV	25	2.0	2.0	
PROJECT MANAGER	24	15.0	17.0	2.0
PROJECT TECHNICIAN I	8	1.0	1.0	

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	FY2011 Current Budget FTE	FY2012 Budget FTE	Change
PROJECT TECHNICIAN II	13	3.0	3.0	
PROJECT TECHNICIAN III	17	8.0	8.0	
PROJECT TECHNICIAN IV	20	4.0	4.0	
REAL ESTATE ANALYST	20	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	1.0	
RECORDS TECHNICIAN	9	2.0	2.0	
RODPERSON	5	3.0	3.0	
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	1.0	
SENIOR PROJECT MANAGER	27	20.0	20.0	
SENIOR REAL ESTATE ANALYST	24	16.0	16.0	
SENIOR RODPERSON	9	3.0	3.0	
SENIOR STAFF ANALYST	28	5.0	5.0	
STAFF ANALYST	26	2.0	2.0	
STUDENT INTERN II	10	1.0	1.0	
SUPERINTENDENT	24	2.0	2.0	
SUPERVISING ENGINEER	29	27.0	30.0	3.0
SYSTEMS CONSULTANT	26	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST I	16	2.0	1.0	(1.0)
TECHNICAL HARDWARE ANALYST II	21	0.0	1.0	1.0
TECHNICAL HARDWARE ANALYST III	23	0.5	0.8	0.3
Total FTEs		**362.5**	**369.6**	**7.1**
Less adjustment for Civilian Vacancy Factor		**12.2**	**10.4**	**(1.8)**
Full-Time Equivalents		**350.3**	**359.2**	**8.9**

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	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
2000020012	**PWE - Traffic Neighborhood Programs**			
424020	Interfund Engineering Services	275,010	275,010	**569,304**
2000020014	**PWE - Traffic Construction Projects**			
424020	Interfund Engineering Services	517,823	504,823	**0**
2000060007	**PWE - Office of the City Engineer**			
424020	Interfund Engineering Services	380,691	80,691	**374,386**
452030	Miscellaneous Revenue	31,000	30,588	**31,000**
Total	**PWE - Office of the City Engineer**	**411,691**	**111,279**	**405,386**
2000060010	**PWE - Real Estate**			
424020	Interfund Engineering Services	0	300,000	**0**
457010	Interfund Land Acquisition	1,622,647	1,602,471	**1,757,979**
Total	**PWE - Real Estate**	**1,622,647**	**1,902,471**	**1,757,979**
2000070001	**PWE - Engineering & Construction Support Services**			
421280	Other Licenses & Permits	40,000	93,000	**0**
424020	Interfund Engineering Services	436,258	391,187	**530,070**
Total	**PWE - Engineering & Construction Support Se**	**476,258**	**484,187**	**530,070**
2000070002	**PWE - Engineering**			
424020	Interfund Engineering Services	16,500,122	15,001,296	**18,313,470**
2000070003	**PWE - Construction**			
424020	Interfund Engineering Services	14,918,588	13,795,550	**16,232,832**
2000070005	**PWE - Geo-Environmental Services**			
421300	Facility Permits	23,800	23,800	**0**
424020	Interfund Engineering Services	1,651,825	1,651,825	**1,372,659**
452030	Miscellaneous Revenue	0	413	**0**
Total	**PWE - Geo-Environmental Services**	**1,675,625**	**1,676,038**	**1,372,659**
Total	**Public Works & Engineering**	**36,397,764**	**33,750,654**	**39,181,700**

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	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
500010	Salary Base Pay - Civilian	18,869,230	21,439,087	20,124,436	**22,023,344**
500030	Salary Part Time - Civilian	23,808	25,082	41,167	**71,631**
500060	Overtime - Civilian	314,993	394,320	197,820	**385,654**
500090	Premium Pay - Civilian	0	11,294	0	**0**
500110	Bilingual Pay - Civilian	7,118	7,229	7,860	**7,231**
501070	Pension - Civilian	2,796,414	3,108,805	3,077,868	**3,963,738**
501120	Termination Pay - Civilian	123,668	592,728	134,237	**592,728**
501160	Vehicle Allowance - Civilian	86,510	100,000	54,763	**92,950**
502010	FICA - Civilian	1,420,916	1,665,439	1,567,600	**1,707,058**
503010	Health Ins-Act Civilian	2,249,857	2,614,279	2,433,972	**3,104,707**
503015	Basic Life Insurance - Active Civilian	11,202	12,556	11,634	**13,129**
503050	Health/Life Insurance - Retiree Civilian	96,503	129,994	93,279	**56,000**
503060	Long Term Disability-Civilian	25,711	29,798	25,435	**30,447**
503090	Workers Compensation-Civilian-Admin	58,251	73,707	67,608	**71,963**
503100	Workers Compensation-Civilian-Claim	66,432	106,189	72,130	**108,853**
504025	Personnel Consolidation	28,540	0	0	**0**
504030	Unemployment Claims - Administration	20,137	12,263	24,584	**19,367**
Total	**Personnel Services**	**26,199,290**	**30,322,770**	**27,934,393**	**32,248,800**
511010	Chemical Gases & Special Fluids	0	2,000	500	**2,000**
511015	Cleaning & Sanitary Supplies	810	1,200	1,200	**1,150**
511020	Construction Materials	1,069	2,500	2,500	**2,500**
511025	Electrical Hardware & Parts	147	400	200	**200**
511040	Audiovisual Supplies	313	4,400	4,400	**8,500**
511045	Computer Supplies	65,750	96,100	75,000	**96,700**
511050	Paper & Printing Supplies	25,353	42,400	30,000	**40,050**
511055	Publications & Printed Materials	2,536	15,200	10,000	**12,000**
511060	Postage	7,184	7,500	7,249	**25,900**
511070	Miscellaneous Office Supplies	44,015	77,100	50,000	**76,000**
511090	Medical & Surgical Supplies	1,522	600	600	**2,000**
511095	Small Technical & Scientific Equipment	480	2,000	2,000	**1,000**
511110	Fuel	90,553	133,600	101,201	**147,600**
511115	Vehicle Repair & Maintenance Supplies	0	2,000	2,000	**2,000**
511120	Clothing	7,551	7,300	6,700	**9,800**
511125	Food Supplies	596	800	800	**800**
511145	Small Tools & Minor Equipment	3,623	4,200	4,200	**2,500**
511150	Miscellaneous Parts & Supplies	6,725	8,900	7,300	**8,800**
Total	**Supplies**	**258,227**	**408,200**	**305,850**	**439,500**
520100	Temporary Personnel Services	42,316	89,000	84,300	**79,600**
520105	Accounting & Auditing Services	0	10,892	550	**0**
520106	Architectural Services	(155)	0	0	**0**
520107	Computer Info/Contr	79,015	115,500	85,500	**115,500**
520108	Information Resource Services	12,984	22,600	13,000	**13,500**
520109	Medical Dental & Laboratory Services	2,571	4,500	4,500	**4,600**
520110	Management Consulting Services	13,234	0	118,214	**0**
520114	Miscellaneous Support Services	32,845	56,500	31,275	**56,500**
520115	Real Estate Lease/Office Rental	1,499,777	1,577,300	1,649,831	**1,535,600**
520119	Computer Equipment/Software Maintenance	35,238	80,700	80,700	**82,800**
520120	Communications Equipment Services	950	5,000	5,000	**2,500**
520121	IT Application Svcs	20,497	22,400	21,002	**22,100**
520122	Office Equipment Services	1,050	4,600	2,600	**3,600**
520123	Vehicle & Motor Equipment Services	119,292	150,000	100,000	**131,900**
520124	Other Equipment Services	287	1,000	1,000	**1,000**

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	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
520126	Construction Site Work Services	94	0	0	**0**
520141	Engineering Services	0	6,200	0	**0**
520510	Mail/Delivery Services	740	3,300	1,500	**3,400**
520515	Print Shop Services	25,159	14,100	14,100	**29,900**
520520	Printing & Reproduction Services	2,198	11,300	8,585	**9,500**
520605	Advertising Services	3,204	9,400	7,276	**6,200**
520710	State/Federal Inspection Fees	0	3,000	3,000	**3,000**
520765	Membership & Professional Fees	26,941	40,900	37,635	**39,100**
520805	Education & Training	30,792	83,650	53,550	**69,700**
520815	Tuition Reimbursement	23,080	0	0	**0**
520905	Travel - Training Related	5,499	19,100	9,950	**12,200**
520910	Travel - Non-Training Related	17,825	31,900	15,750	**26,100**
521305	Indirect Cost Recovery Payment	1,242,171	1,272,194	1,272,194	**1,783,300**
521405	Building Maintenance Services	1,130	26,500	7,500	**5,500**
521605	Data Services	9,161	10,900	12,188	**19,100**
521610	Voice Services	158,483	135,800	162,970	**152,900**
521620	Voice Equipment	108,714	200	19,100	**33,600**
521625	Voice Labor	3,806	6,700	6,698	**41,400**
521630	GIS Revolving Fund Services	0	66,400	66,400	**65,900**
521705	Vehicle/Equipment Rental/Lease	1,579	1,500	1,500	**1,600**
521715	Office Equipment Rental	126,310	130,800	125,700	**138,300**
521725	Other Rental	0	2,200	2,200	**5,200**
521730	Parking Space Rental	140,045	151,600	162,997	**186,500**
521905	Legal Services	274,376	250,500	200,500	**200,500**
522205	Metro Commuter Passes	133,057	214,350	169,287	**216,400**
522305	Freight Charges	275	0	40	**0**
522430	Miscellaneous Other Services & Charges	7,717	5,300	11,382	**4,400**
522720	Interfund Payroll Services	0	46,500	52,408	**44,400**
522721	Interfund HR Client Services	0	0	33,245	**262,400**
522722	KRONOS Service Chargeback	0	0	0	**11,600**
522765	Interfund Legal Services	304,190	372,800	372,800	**322,100**
522795	Other Interfund Services	420,568	549,000	394,826	**583,400**
522820	Interfund EB Cape Training	0	9,000	7,750	**9,000**
522840	Interfund Permit Center Rent Chargeback	0	0	0	**138,400**
Total	**Other Services and Charges**	**4,927,015**	**5,615,086**	**5,430,503**	**6,474,200**
560210	Furniture Fixtures and Equipment	69,858	0	0	**0**
560230	Computer HW and Developed SW	0	10,800	46,000	**0**
Total	**Equipment**	**69,858**	**10,800**	**46,000**	**0**
551010	Non-Capital Office Furniture & Equipment	7,129	13,700	10,700	**10,300**
551015	Non-Capital Computer Equipment	9,117	27,208	23,208	**8,900**
551025	Non-Capital Scientific/Medical Equipment	699	0	0	**0**
Total	**Non-Capital Equipment**	**16,945**	**40,908**	**33,908**	**19,200**
	Grand Total Expenditures	**31,471,335**	**36,397,764**	**33,750,654**	**39,181,700**

Business Area Budget Summary

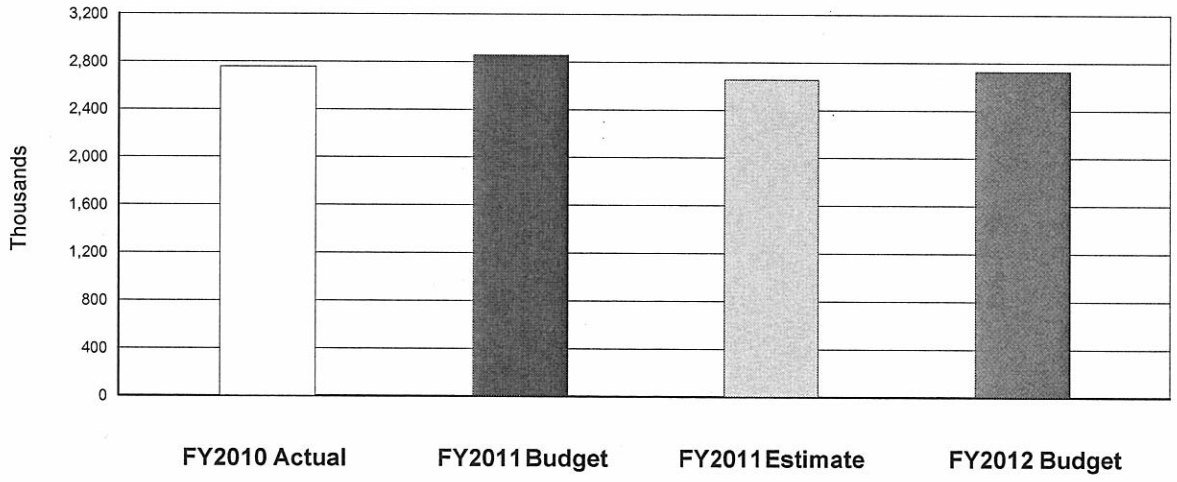
Fund Name : Project Cost Recovery Fund
Business Area Name : General Services
Fund No./Bus. Area No. : 1001 / 2500

		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	2,756,399	2,856,971	2,655,116	**2,727,353**
	Other Services and Charges	5	0	0	**0**
	Total M & O Expenditures	2,756,404	2,856,971	2,655,116	**2,727,353**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	2,756,404	2,856,971	2,655,116	**2,727,353**
Revenues		2,756,404	2,856,971	2,655,116	**2,727,353**
Staffing	Full-Time Equivalents - Civilian	28.0	28.0	28.0	**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	28.0	28.0	28.0	**25.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- 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



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 selection. Maintain projects within budget and on schedule while maintaining the highest quality product.

Goal: 1) Continue implementing LEED standards to improve building quality and their impact on the environment. 2) Conduct Comprehensive Facilities Condition Assessment to plan capital expenditures better. 3) Continue to develop case studies of new City LEED certified buildings. 4) Continue to collaborate with the Houston Arts Alliance to establish a citywide arts master plan 5) Develop metrics to track construction related data.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Design Projects	N/A	N/A	**15**
On-Going Projects	18	38	**25**
Construction Projects	18	38	**43**
LEED Certified Projects	4	9	**4**
Civic Art Projects	N/A	80	**80**

Division Summary

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

Division Description	FY2010 Actual		FY2011 Estimate		FY2012 Budget	
	FTEs	Cost $	FTEs	Cost $	FTEs	Cost $
GSD-Design & Construction 250003						
Provide CIP planning; manage the design and construction of City facilities for all City 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.	28.0	2,756,404	28.0	2,655,116	**25.0**	**2,727,353**
Total	28.0	2,756,404	28.0	2,655,116	**25.0**	**2,727,353**

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	FY2011 Current Budget FTE	FY2012 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	3.0	2.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	1.0	0.0	(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	2.0	1.0	(1.0)
ASSISTANT PROJECT MANAGER	20	2.0	2.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	2.0	
DIVISION MANAGER	29	1.0	1.0	
INSPECTOR	18	1.0	1.0	
PROJECT MANAGER	24	1.0	1.0	
SENIOR PROJECT MANAGER	27	10.0	10.0	
SENIOR STAFF ANALYST	28	1.0	1.0	
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	
Total FTEs		**28.0**	**25.0**	**(3.0)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**28.0**	**25.0**	**(3.0)**

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	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
2500030001	**GSD - Design & Constr**			
424020	Interfund Engineering Services	2,856,971	2,655,116	**2,727,353**
Total	**General Services**	**2,856,971**	**2,655,116**	**2,727,353**

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	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
500010	Salary Base Pay - Civilian	2,063,973	2,159,880	1,987,094	**1,967,367**
500060	Overtime - Civilian	875	397	397	**0**
500110	Bilingual Pay - Civilian	904	904	904	**0**
501070	Pension - Civilian	305,341	309,010	294,988	**354,128**
501120	Termination Pay - Civilian	15,646	0	0	**0**
502010	FICA - Civilian	153,298	163,098	152,113	**150,400**
503010	Health Ins-Act Civilian	207,688	213,161	209,099	**225,578**
503015	Basic Life Insurance - Active Civilian	1,225	1,274	1,274	**1,175**
503060	Long Term Disability-Civilian	2,393	2,380	2,380	**2,125**
503090	Workers Compensation-Civilian-Admin	5,056	5,880	5,880	**5,000**
503100	Workers Compensation-Civilian-Claim	0	7	7	**0**
504030	Unemployment Claims - Administration	0	980	980	**21,580**
Total	**Personnel Services**	**2,756,399**	**2,856,971**	**2,655,116**	**2,727,353**
521610	Voice Services	5	0	0	**0**
Total	**Other Services and Charges**	**5**	**0**	**0**	**0**
	Grand Total Expenditures	**2,756,404**	**2,856,971**	**2,655,116**	**2,727,353**

Business Area Budget Summary

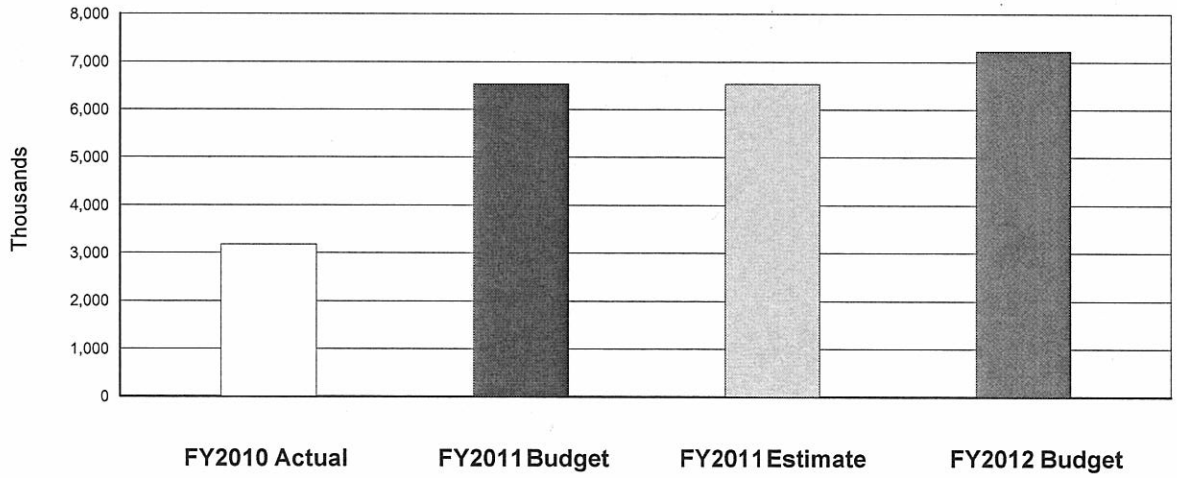
Fund Name : Project Cost Recovery Fund
Business Area Name : Information Technology
Fund No./Bus. Area No. : 1001 / 6800

		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	2,498,802	3,951,342	3,951,342	**4,166,524**
	Supplies	18,969	87,805	87,805	**99,700**
	Other Services and Charges	642,726	2,428,004	2,428,004	**2,919,358**
	Equipment	0	5,936	5,936	**0**
	Non-Capital Equipment	10,254	59,683	59,683	**36,000**
	Total M & O Expenditures	3,170,751	6,532,770	6,532,770	**7,221,582**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	3,170,751	6,532,770	6,532,770	**7,221,582**
Revenues		3,170,751	6,532,770	6,532,770	**7,221,582**
Staffing	Full-Time Equivalents - Civilian	13.6	38.1	38.1	**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	13.6	38.1	38.1	**38.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.3**

Significant Budget Changes and Highlights

- Develop a citywide core competence for call center technologies and deploy a centrally managed platform that all City departments can leverage according to their own needs, budgets, and timelines.
- Implement a custom developed Municipal Courts Case Management System to manage the critical processes required to operate a high volume, complex court operation.
- Deploy an enterprise Active Directory and Email solution based on industry best practices.
- 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



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 - Solutions Delivery -- 680002

Mission: Responsible for providing citywide applications in support of the City's core business systems.

Goal: Go live with the Municipal Courts Case Management System and upgrade 3-1-1.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Attribute work to clients	79.5%	70.0%	**75.0%**
Uptime Percentage	N/A	95.0%	**97.5%**
Project MGMT processes	N/A	N/A	**50.0%**
Defined bus. processes	N/A	N/A	**1,000**
Meta-data fields defined	N/A	N/A	**1,500**

Name: IT - Infrastructure Group -- 680003

Mission: Deploy an enterprise Active Directory solution based on industry best practices; develop infrastructure strategic plan and project milestones designed to maximize service and cost savings.

Goal: Enhance server platforms, storage systems, data center facilities and server rooms, e-mail, communication systems, and system management tools through refresh.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Desktops supported	2,800	3,250	**3,250**
User satisfaction	4.02	N/A	**4.25**
Network availability	95.0%	95.0%	**95.0%**
Key systems availability	95.0%	95.0%	**95.0%**
Service requests	9,000	11,000	**11,000**

Name: IT - Radio Communictions Services -- 680005

Mission: 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.

Goal: Responsible for upgrading current City radios to 700 MHz Radio System. Provide management and oversight of the City's existing radio systems through transitioning.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Old infrastructure avail.	89.0%	95.0%	**95.0%**
Repeaters/Rcvrs supported	608	608	**608**
Fire Station alert avail.	99.9%	99.9%	**99.9%**

Division Summary

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

Division Description	FY2010 Actual FTEs	FY2010 Actual Cost $	FY2011 Estimate FTEs	FY2011 Estimate Cost $	FY2012 Budget FTEs	FY2012 Budget Cost $
IT - Solutions Delivery 680002						
Responsible for providing citywide applications support to the City's core business systems.	8.6	1,808,494	16.5	1,875,444	**19.0**	**2,315,257**
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	540,740	6.1	766,640	**6.8**	**665,591**
IT - Radio Communictions Services 680005						
Responsible for upgrading current City radios to 700 MHz Radio System. Provide management and oversight of the City's existing radio system.	3.3	821,517	15.5	3,890,686	**12.2**	**4,240,734**
Total	13.6	3,170,751	38.1	6,532,770	**38.0**	**7,221,582**

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	FY2011 Current Budget FTE	FY2012 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	1.0	1.6	0.6
ASSISTANT CHIEF CLERK (EXE LEV)	32	1.0	0.0	(1.0)
ASSISTANT DIRECTOR (EXE LEV)	32	3.0	5.0	2.0
ASSISTANT PROJECT MANAGER	20	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	0.5	0.6	0.1
EXECUTIVE OFFICE ASSISTANT	15	1.0	0.0	(1.0)
FINANCIAL ANALYST IV	25	1.0	1.0	
INFORMATION SYSTEMS ADMINISTRATOR	30	1.0	1.0	
IRM MANAGER	29	2.7	0.0	(2.7)
IT PROJECT MANAGER	28	1.0	3.8	2.8
LAN SPECIALIST	26	1.0	0.0	(1.0)
PROJECT MANAGER	24	0.9	3.0	2.1
SENIOR DATA BASE ANALYST	25	0.0	4.0	4.0
SENIOR IT PROJECT MANAGER (EXE LEV)	30	2.0	2.0	
SENIOR PARALEGAL	19	1.0	1.0	
SENIOR PROJECT MANAGER	27	1.0	1.0	
STUDENT INTERN II	10	0.0	1.0	1.0
SYSTEMS CONSULTANT	26	5.0	2.0	(3.0)
SYSTEMS SUPPORT ANALYST II	19	1.0	1.0	
SYSTEMS SUPPORT ANALYST IV	25	0.5	0.0	(0.5)
TECHNICAL HARDWARE ANALYST II	21	0.0	2.0	2.0
TECHNICAL HARDWARE ANALYST III	23	8.5	3.0	(5.5)
Total FTEs		**38.1**	**38.0**	**(0.1)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**38.1**	**38.0**	**(0.1)**

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	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
6800020001	**IT - Enterprise Applications**			
424030	Intfd Computer Dev	1,874,100	1,874,100	**2,315,257**
6800030007	**IT - Enterprise Operations Services**			
424030	Intfd Computer Dev	766,091	766,091	**665,591**
6800050001	**IT - Radio Comm Services**			
424030	Intfd Computer Dev	3,892,579	3,892,579	**4,240,734**
Total	**Information Technology**	**6,532,770**	**6,532,770**	**7,221,582**

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	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
500010	Salary Base Pay - Civilian	1,882,534	2,979,953	2,979,953	**3,009,071**
500030	Salary Part Time - Civilian	0	14,884	14,884	**25,108**
500060	Overtime - Civilian	0	6,000	6,000	**20,000**
500110	Bilingual Pay - Civilian	0	904	904	**0**
500210	Pay for Performance-Municipal	2,610	0	0	**0**
501070	Pension - Civilian	277,246	429,779	429,779	**541,634**
501120	Termination Pay - Civilian	4,568	0	0	**0**
501160	Vehicle Allowance - Civilian	0	4,000	4,000	**4,000**
502010	FICA - Civilian	139,318	226,197	226,197	**227,192**
503010	Health Ins-Act Civilian	185,570	275,276	275,276	**326,957**
503015	Basic Life Insurance - Active Civilian	949	1,697	1,697	**1,766**
503060	Long Term Disability-Civilian	1,952	3,261	3,261	**3,159**
503090	Workers Compensation-Civilian-Admin	4,055	8,062	8,062	**7,637**
504030	Unemployment Claims - Administration	0	1,329	1,329	**0**
Total	**Personnel Services**	**2,498,802**	**3,951,342**	**3,951,342**	**4,166,524**
511020	Construction Materials	4,177	10,000	10,000	**0**
511045	Computer Supplies	1,037	9,500	9,500	**7,500**
511060	Postage	0	0	0	**200**
511070	Miscellaneous Office Supplies	10,119	18,000	18,000	**12,000**
511110	Fuel	0	10,205	10,205	**30,000**
511150	Miscellaneous Parts & Supplies	3,636	40,100	40,100	**50,000**
Total	**Supplies**	**18,969**	**87,805**	**87,805**	**99,700**
520100	Temporary Personnel Services	235,415	88,920	88,920	**481,043**
520106	Architectural Services	808	5,600	5,600	**0**
520107	Computer Info/Contr	0	150,000	150,000	**150,000**
520110	Management Consulting Services	145,315	50,000	50,000	**0**
520114	Miscellaneous Support Services	3,028	6,500	6,500	**3,100**
520115	Real Estate Lease/Office Rental	14,900	15,000	15,000	**5,000**
520119	Computer Equipment/Software Maintenance	0	1,000	1,000	**0**
520120	Communications Equipment Services	0	11,024	11,024	**0**
520126	Construction Site Work Services	0	34,497	34,497	**0**
520141	Engineering Services	203,290	0	0	**0**
520158	Computer Equipment Maintenance Services	0	0	0	**5,000**
520510	Mail/Delivery Services	40	0	0	**500**
520515	Print Shop Services	0	10,000	10,000	**5,000**
520520	Printing & Reproduction Services	305	10,000	10,000	**0**
520705	Insurance Fees	0	0	0	**270,000**
520765	Membership & Professional Fees	2,293	1,000	1,000	**500**
520805	Education & Training	1,395	6,000	6,000	**1,500**
520905	Travel - Training Related	9,956	173,180	173,180	**186,102**
520910	Travel - Non-Training Related	453	8,000	8,000	**8,000**
521505	Electricity	42	464,357	464,357	**0**
521510	Natural Gas	0	206,114	206,114	**0**
521610	Voice Services	2,244	17,409	17,409	**2,585**
521620	Voice Equipment	6,034	5,000	5,000	**3,128**
521625	Voice Labor	9,097	0	0	**3,438**
521630	GIS Revolving Fund Services	0	658	658	**653**
521725	Other Rental	0	1,000,000	1,000,000	**1,594,000**
521730	Parking Space Rental	0	8,400	8,400	**4,000**

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	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
522430	Miscellaneous Other Services & Charges	8,111	155,345	155,345	**175,273**
522721	Interfund HR Client Services	0	0	0	**19,542**
522722	KRONOS Service Chargeback	0	0	0	**994**
Total	**Other Services and Charges**	**642,726**	**2,428,004**	**2,428,004**	**2,919,358**
560240	Communication Equipment	0	5,936	5,936	**0**
Total	**Equipment**	**0**	**5,936**	**5,936**	**0**
551010	Non-Capital Office Furniture & Equipment	0	15,000	15,000	**5,000**
551015	Non-Capital Computer Equipment	10,254	30,000	30,000	**25,000**
551020	Non-Capital Communication Equipment	0	4,683	4,683	**0**
551040	Non-Capital Other	0	10,000	10,000	**6,000**
Total	**Non-Capital Equipment**	**10,254**	**59,683**	**59,683**	**36,000**
	Grand Total Expenditures	**3,170,751**	**6,532,770**	**6,532,770**	**7,221,582**