**Fund Summary**

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

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

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

The Project Cost Recovery Fund was established to segregate those activities in the General Fund and Combined Utility Service (CUS) Fund that are in direct support of the City's Capital Improvement Project (CIP) program. These activities encompass a variety of divisions within the Department, with the majority of the activities in the Engineering & Construction Division (ECD). The costs of these activities are recovered from the appropriate CIP funds through the use of time sheets provided by the operating divisions. Included in the chargeback is an overhead surcharge that pays for administrative costs provided by the fund's management and support staff. An additional amount is included in the surcharge that pays for the fund's indirect cost allocation as calculated by the Finance Department.

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

- 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**

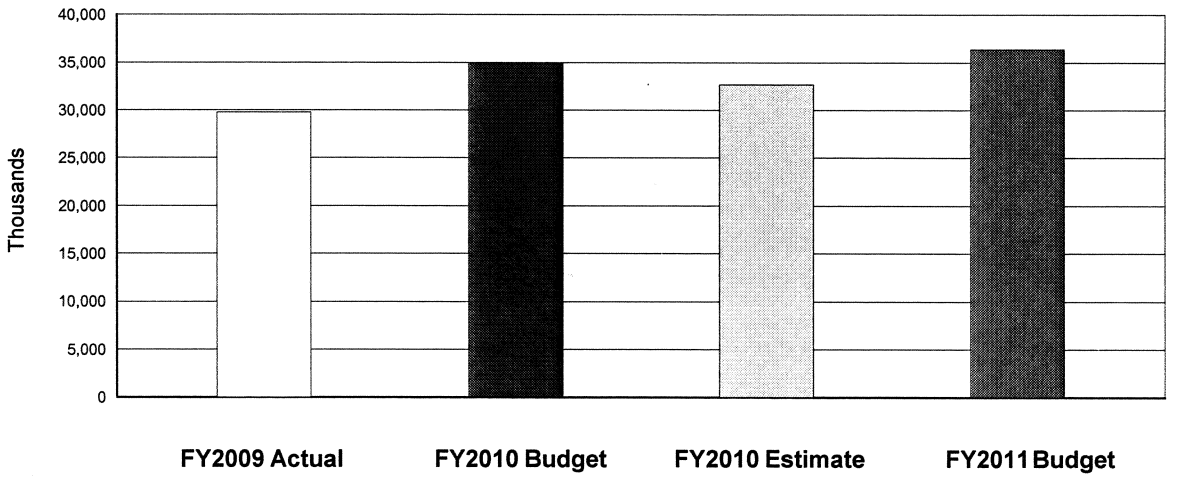
**Fund Name : Project Cost Recovery Fund**
**Business Area Name : Public Works & Engineering**
**Fund No./Bus. Area No. : 1001 / 2000**

| | | FY2009 Actual | FY2010 Current Budget | FY2010 Estimate | FY2011 Budget |
|---|---|---|---|---|---|
| Expenditures | Personnel Services | 24,158,568 | 28,612,327 | 26,583,720 | **30,322,770** |
| | Supplies | 323,802 | 434,590 | 341,927 | **415,200** |
| | Other Services and Charges | 5,091,771 | 5,802,329 | 5,611,766 | **5,623,794** |
| | Equipment | 37,816 | 69,858 | 69,858 | **10,800** |
| | Non-Capital Equipment | 151,322 | 68,922 | 41,199 | **25,200** |
| | Total M & O Expenditures | 29,763,279 | 34,988,026 | 32,648,470 | **36,397,764** |
| | Debt Service & Other Uses | 0 | 0 | 0 | **0** |
| | Total Expenditures | 29,763,279 | 34,988,026 | 32,648,470 | **36,397,764** |
| Revenues | | 29,763,279 | 34,988,026 | 32,648,470 | **36,397,764** |
| Staffing | Full-Time Equivalents - Civilian | 305.3 | 349.1 | 320.7 | **350.3** |
| | 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 | 305.3 | 349.1 | 320.7 | **350.3** |
| | Full-Time Equivalents - Overtime | 5.6 | 7.2 | 6.0 | **5.4** |

**Significant Budget Changes and Highlights**

- o Concerted effort to update standards for infrastructure (design guide details specifications).
- o Further development and implementation of management system for CIP projects and the Department's CIP programs.
- o Refine procedures for engineer selection and procurement and standard forms for engineering and construction management contracts to improve the timely delivery of quality projects.
- o Continue to implement electronic filing system.
- o Continue to implement Standards Review Process related to the Planning Division.
- o The FY2011 Budget provides funding for the HOPE 3% increase ($630,309) and 1.25% Pay for Performance increase ($307,779).

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



**Business Area Cost Center Summary**

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

| Cost Center Description | Cost Center Objectives |
|---|---|
| **PWE - Traffic Neighborhood Programs 2000020012** | |
| The purpose of the City of Houston Neighborhood Traffic Management Program (NTMP) is to improve neighborhood quality of life by implementing "Traffic Calming" measures to reduce cut-through traffic and reduce excessive vehicular speeds on neighborhood streets. | Analyze unique traffic issues within the neighborhood and then select optimum traffic calming measures that will address specific needs of the neighborhood group. New program established during FY2010 in the General Fund. |
| **PWE - Traffic Construction Projects 2000020014** | |
| Oversee the building/rebuilding of traffic signals. Manage traffic signal/intersection redesign. Quiet Zone Projects - Design and Construction. Cost Center formerly reported in the General Fund Signal Engineering & Transportation (2000020005). | Ensure new construction and upgrade to meet City of Houston standards. |
| **PWE - Affimative Action Support Svcs 2000030008** | |
| Provide funding to ensure quality certification, compliance, business development, and training programs. | Provides necessary funding to administer the City's Minority/Women/Disadvantaged Business Enterprise Program (M/W/DBE) & Disabilities Business Enterprise Program (PDBE). |
| **PWE - Small Business Development 2000030009** | |
| Provide funding to implement the program objective of the Mayor's Executive Order 1-7 "contractor's Pay or Play Program" (POP) within the Department. Develop and implement new strategies to expand the Small/Women and Minority Business Enterprises within the Department. | Provide necessary funding to administer department-wide compliance with "Pay or Play Program". Design and manage the POP software system. Set flexible goals to increase the number of PWE contracts awarded to minority and women owned businesses. |
| **PWE - Financial Management 2000050002** | |
| Provide services such as accounting, vouching, expenditure control, budgeting, and reports generation, for the CIP Project groups. | Provide support for the CIP Project groups. |
| **PWE - Payroll Services 2000050021** | |
| Provide overall payroll support in the areas of personnel/payroll and financial information. Cost Center moved to Payroll Time and Attendance (2000090005) in FY2010. | Efficiently deliver accurate, reliable and timely bi-weekly payroll to ensure that all employees are paid correctly. |

**Business Area Cost Center Summary**

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

| Performance Measures | FY2009 Actual Activities | FTEs | Costs $ | FY2010 Estimate Activities | FTEs | Costs $ | FY2011 Budget Activities | FTEs | Costs $ |
|---|---|---|---|---|---|---|---|---|---|
| Ongoing projects | N/A | | | N/A | | | **20** | | |
| | | 0.0 | 0 | | 0.0 | 0 | | **3.0** | **275,010** |
| Construction Inspections | N/A | | | N/A | | | **7,000** | | |
| | | 0.0 | 0 | | 0.0 | 0 | | **6.0** | **517,823** |
| Manage funds to administer program | 100% | | | 100% | | | **100%** | | |
| | | 0.0 | 191,237 | | 0.0 | 174,376 | | **0.0** | **246,300** |
| See Fund 8300-2000030009 | N/A | | | N/A | | | **N/A** | | |
| | | 0.0 | 194,927 | | 0.0 | 296,369 | | **0.0** | **302,700** |
| Expenditure report process | 100% | | | 100% | | | **100%** | | |
| Budgeting report generated | 100% | | | 100% | | | **100%** | | |
| | | 12.4 | 2,734,693 | | 16.0 | 2,301,039 | | **2.0** | **121,734** |
| Quota pay out request processed | 25 | | | N/A | | | **N/A** | | |
| Payroll exemptions processed bi-weekly | 8,417 | | | N/A | | | **N/A** | | |
| | | 0.5 | 42,354 | | 0.0 | 0 | | **0.0** | **0** |

**Business Area Cost Center Summary**

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

| Cost Center Description | Cost Center Objectives |
|---|---|
| **PWE - Capital Projects & Assets 2000050030** | |
| Provide financial reporting on CIP projects, grants, and revenues. Maintain cost recovery function and interfund accounting process. Close out projects and contracts. Audit and prepare pay estimates and project reimbursements. Formerly reported in C/C 2000050002. | Monitor and account for CIP related revenues. Process pay estimate and project reimbursements in a timely manner. Provide financial reports on project and grant related activiites. |
| **PWE - Office of the City Engineer 2000060007** | |
| Receive, scan, copy and store plans and profiles for projects handled by or for the City of Houston such as development plans, CIP, subdivision plats, etc. Manage, inspect, and accept Developer Participation Contract (DPC) projects. | Ensure that plans received are numbered, scanned, and stored in the appropriate media. Provide customer service by researching and providing copies upon receipt of a fee. Ensure that projects are properly inspected and meet the City's specs and standards. |
| **PWE - Planning 2000060008** | |
| Coordinate planning initiatives and prepare long term 10 year planning goals for City's infrastructure improvements. Prepare City's 5-year rolling CIP for water, sanitation, storm drainage, and roadway projects including coordination with TIRZ. | Forecast long-term funding needs and priorities. Develop criteria and parameters for project ranking and prioritization. Assess infrastructure needs. Prioritize projects based on public needs. Select ranking criteria and effective utilization of available funds. |
| **PWE - Real Estate 2000060010** | |
| Acquire land in support of CIP projects. Recommend estimates for dangerous buildings and properties acquired, sold, exchanged or leased. | Acquire parcels of land for CIP projects. Prepare and review appraisal reports in support of dangerous buildings, CIP programs and sale/lease of City-owned properties. |
| **PWE - Administration 2000070001** | |
| Manage personnel, training, budget, purchasing, information technology, inventory, and safety for Engineering & Contruction (E&C) Division. Investigate and respond timely to 311 requests, coordinate RCA Contract Legal Review and manage Substitute Services. | Provide administrative support for all E&C staff. Provide prompt and thorough investigations of citizen complaints. Coordinate review by Legal Dept. of all RCA with construction contracts. Coordinate service requests for special services. Respond to TPIA requests. |
| **PWE - Engineering 2000070002** | |
| Provide engineering design services for street and bridge, water, wastewater and storm water infrastructure and award contracts for the above. Coordinate infrastructure improvements sponsored by other government agencies in the Houston area. | Accomplish engineering and design of CIP projects for street and bridge, drainage, water, and wastewater system infrastructure on time and with quality. Award design contracts within 60 days of approval; award construction within 55 days of bid date. |

**Business Area Cost Center Summary**

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

| Performance Measures | FY2009 Actual | | | FY2010 Estimate | | | FY2011 Budget | | |
|---|---|---|---|---|---|---|---|---|---|
| | Activities | FTEs | Costs $ | Activities | FTEs | Costs $ | Activities | FTEs | Costs $ |
| Pay estimate processed | N/A | | | N/A | | | **100%** | | |
| Financial reporting & docs | N/A | | | N/A | | | **100%** | | |
| Project contract closeout | N/A | | | N/A | | | **100%** | | |
| Joint funded reimbursement | N/A | | | N/A | | | **100%** | | |
| | | 0.0 | 0 | | 0.0 | 0 | | **14.5** | **2,432,728** |
| Customer requests | 3,527 | | | 3,000 | | | **4,500** | | |
| DPC Projects | 6 | | | 4 | | | **6** | | |
| | | 14.2 | 1,471,714 | | 14.8 | 1,586,250 | | **14.7** | **1,835,166** |
| Create annual CIP and track appropriation | 60% | | | 50% | | | **50%** | | |
| | | 8.1 | 848,404 | | 11.1 | 1,128,992 | | **12.0** | **1,221,527** |
| Parcels of land acquired | 586 | | | 485 | | | **525** | | |
| Appraisals prepare/review | 676 | | | 500 | | | **600** | | |
| | | 35.9 | 3,092,160 | | 36.6 | 3,560,850 | | **38.2** | **3,980,594** |
| Respond to 311 requests within 21 days | 97% | | | 97% | | | **98%** | | |
| Close on Serv. req. SSP | 94% | | | 95% | | | **97%** | | |
| Close on TPIA request | 100% | | | 97% | | | **100%** | | |
| Complete status reports | 99% | | | 99% | | | **100%** | | |
| | | 19.6 | 2,441,030 | | 21.3 | 3,116,118 | | **21.1** | **2,786,274** |
| Prep. awards eng. contract | 34 | | | 36 | | | **33** | | |
| Award const. contracts | 64 | | | 84 | | | **74** | | |
| Prep interagency ord. | 28 | | | 25 | | | **30** | | |
| Con.asphalt overlay(miles) | 65 | | | 30 | | | **N/A** | | |
| Con.sidewalks (miles) | 16 | | | 30 | | | **N/A** | | |
| | | 88.2 | 7,933,628 | | 89.8 | 8,734,578 | | **95.8** | **9,618,637** |

**Business Area Cost Center Summary**

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

| Cost Center Description | Cost Center Objectives |
|---|---|
| **PWE - Construction 2000070003** | |
| Provide construction management for streets, bridges, sidewalks, stormwater, water and wastewater infrastructure. Provide land boundary and topographical survey, Right-Of-Way (ROW) document review, and plan reviewed for survey compliance for CIP programs. | Manage CIP construction to complete projects on time with quality and minimal adverse impact to the community. Prepare and process pay estimates and change orders timely. Prepare and process Council action for accepting projects. |
| **PWE - Engineer & Construction Management 2000070004** | |
| Provide executive oversight for the Engineering & Construction Division to ensure the efficient implementation of the Capital Improvement Plan (CIP). | Manage and execute capital programs for infrastructure. Schedule projects that are engineered with quality and value. Ensure that projects are built with quality and on time. |
| **PWE - Geo-Environmental Services 2000070005** | |
| Provide functions related to engineering testing and environmental contracts, geotechnical investigations and environmental surveys for items such as asbestos and lead related to construction projects. Issue environmental permits according to City Ordinance. | Effectively manage construction/materials testing support. Review qualifications of testing labs and assign testing labs to construction projects within 5 business days of the construction contract bid date. Provide technical assistance for enviromental issues. |
| **PWE - Information Technology 2000080001** | |
| Provide database and CIPMS application maintenance and support services to the Engineering & Construction (E&C) Branches. Provide technical and business development support for ECD CIPMS modules. Provide Systems Development support to E&C. | Assist the Capital Improvement Project Management System (CIPMS) users to track projects, analyze data, produce reports, and evaluate contractors. Technically assist the City's contractors to perform work and input data into CIPMS from remote sites. |
| **PWE - Payroll, Time & Attendance. Sal Cost 2000090005** | |
| Fund the CIP Cost Recovery payroll function that was moved to the Administration & Regulatory Affairs Department during FY2010. | Provide necessary funding to ensure effective delivery of accurate, reliable and timely bi-weekly payroll reports. |

**Business Area Cost Center Summary**

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

| Performance Measures | FY2009 Actual | | | FY2010 Estimate | | | FY2011 Budget | | |
|---|---|---|---|---|---|---|---|---|---|
| | Activities | FTEs | Costs $ | Activities | FTEs | Costs $ | Activities | FTEs | Costs $ |
| Contract completion on sch | 95% | | | 95% | | | **95%** | | |
| Initiate survey w/i 5 days | 95% | | | 95% | | | **98%** | | |
| Proj.completion w/i budget | 95% | | | 95% | | | **97%** | | |
| Surveys completed | 300 | | | 300 | | | **270** | | |
| | | 109.1 | 9,039,118 | | 111.1 | 9,656,068 | | **118.9** | **10,479,816** |
| Implement CIP | 100% | | | 100% | | | **100%** | | |
| Maintain projct data CIPMS | N/A | | | N/A | | | **99%** | | |
| | | 2.8 | 343,397 | | 3.4 | 449,420 | | **4.3** | **555,918** |
| Testing con. suppl. issued | 94 | | | 90 | | | **90** | | |
| Projects supported | 94 | | | 90 | | | **90** | | |
| Assign testing con. 5 days | 100% | | | 100% | | | **100%** | | |
| Monitoring Well Permits | 100 | | | 840 | | | **1,000** | | |
| Enviro/Geo Reports | N/A | | | N/A | | | **190** | | |
| | | 9.5 | 934,151 | | 10.0 | 988,593 | | **12.3** | **1,246,433** |
| Respond to req. 3 d (avg) | 100% | | | 100% | | | **100%** | | |
| GIS data updates annually | 100% | | | 100% | | | **100%** | | |
| Development on schedule | 100% | | | 100% | | | **100%** | | |
| 2 hr respond to help desk | 100% | | | 100% | | | **100%** | | |
| Deliver maps within 3 days | 100% | | | 100% | | | **100%** | | |
| | | 5.0 | 496,466 | | 6.2 | 612,323 | | **7.5** | **730,604** |
| Quota payout request processed | N/A | | | 25 | | | **N/A** | | |
| Payroll exemptions processed bi-weekly | N/A | | | 8,517 | | | **N/A** | | |
| Manage funds to maint prog | N/A | | | N/A | | | **100%** | | |
| | | 0.0 | 0 | | 0.4 | 43,494 | | **0.0** | **46,500** |
| Total | | 305.3 | 29,763,279 | | 320.7 | 32,648,470 | | **350.3** | **36,397,764** |

**Business Area Roster Summary**

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

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

**Business Area Roster Summary**

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

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

**Business Area Revenue Summary**

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

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

**Business Area Expenditure Summary**

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

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

**Business Area Expenditure Summary**

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

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

**Business Area Budget Summary**

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

| | | FY2009 Actual | FY2010 Current Budget | FY2010 Estimate | FY2011 Budget |
|---|---|---|---|---|---|
| Expenditures | Personnel Services | 2,770,138 | 2,931,947 | 2,761,649 | **2,856,971** |
| | Other Services and Charges | 0 | 0 | 0 | **0** |
| | Total M & O Expenditures | 2,770,138 | 2,931,947 | 2,761,649 | **2,856,971** |
| | Debt Service & Other Uses | 0 | 0 | 0 | **0** |
| | Total Expenditures | 2,770,138 | 2,931,947 | 2,761,649 | **2,856,971** |
| Revenues | | 2,770,138 | 2,931,947 | 2,761,649 | **2,856,971** |
| Staffing | Full-Time Equivalents - Civilian | 29.9 | 30.0 | 29.7 | **28.0** |
| | Full-Time Equivalents - Classified | 0.0 | 0.0 | 0.0 | **0.0** |
| | Full-Time Equivalents - Cadets | 0.0 | 0.0 | 0.0 | **0.0** |
| | Total | 29.9 | 30.0 | 29.7 | **28.0** |
| | Full-Time Equivalents - Overtime | 0.0 | 0.0 | 0.0 | **0.0** |

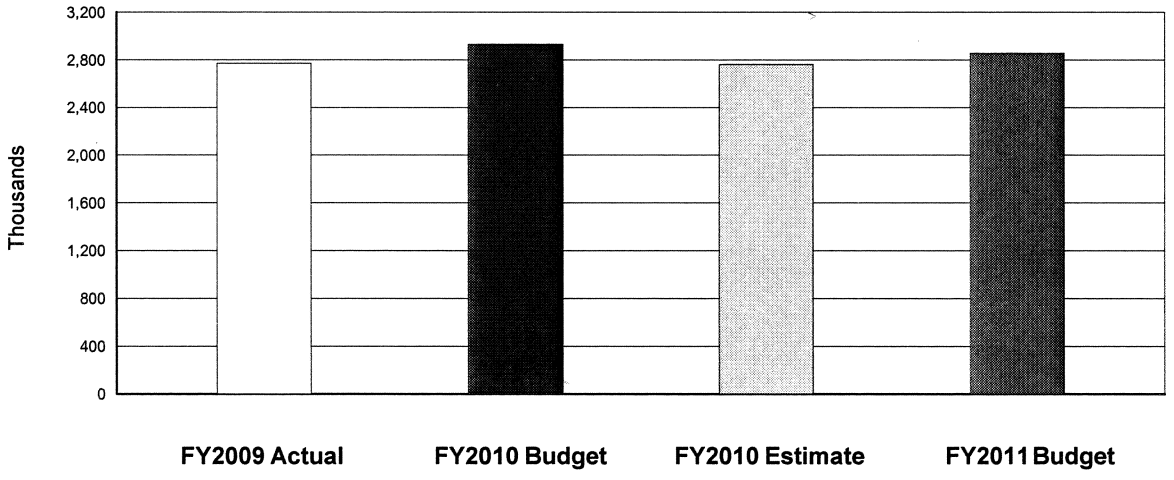
**Significant Budget Changes and Highlights**

o The FY2011 Budget provides funding for the HOPE 3% increase ($64,757) and 1.25% Pay for Performance increase ($29,194).

o The Design and Construction Division provides services for all general City facility construction projects including: fire, police, multi-service centers, parks, library, water and waste water, and general purpose office and support building facilities.

o These city employees are funded by Capital Improvement Project (CIP) funds.

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



**Business Area Cost Center Summary**

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

| Cost Center Description | Cost Center Objectives |
|---|---|
| **GSD - Design & Constr 2500030001**<br><br>This fund recovers salary and benefit costs for City employees managing capital projects in the CIP. Personnel time is recorded and assigned to City assets. | Design and construct CIP projects on time and within budget. Implement LEED (Leadership in Energy and Environmental Design) standards to improve the quality of our buildings and their impact on the environment. |

**Business Area Cost Center Summary**

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

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

**Business Area Roster Summary**

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

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

**Business Area Revenue Summary**

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

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

**Business Area Expenditure Summary**

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

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

**Business Area Budget Summary**

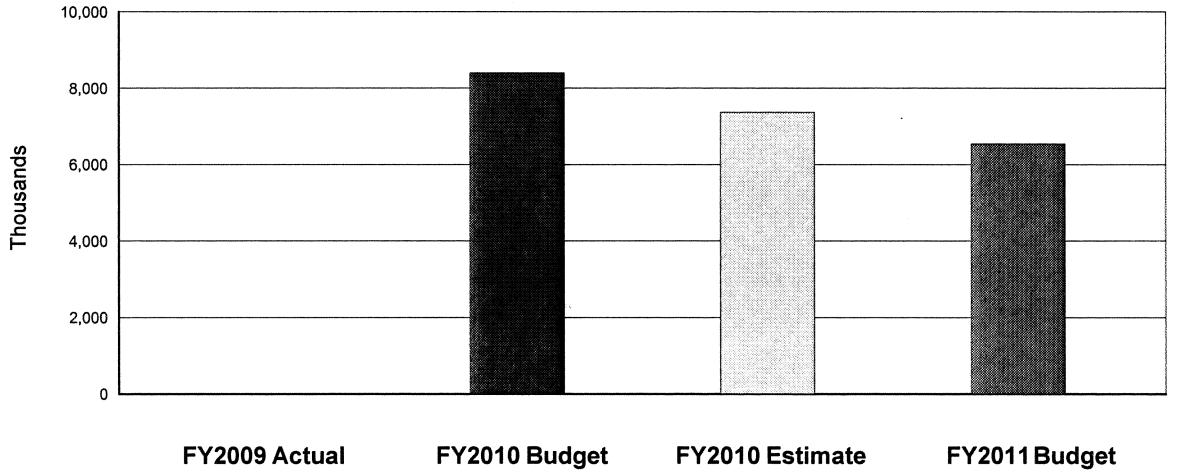
**Fund Name : Project Cost Recovery Fund**
**Business Area Name : Information Technology**
**Fund No./Bus. Area No. : 1001 / 6800**

| | | FY2009 Actual | FY2010 Current Budget | FY2010 Estimate | FY2011 Budget |
|---|---|---|---|---|---|
| Expenditures | Personnel Services | 0 | 3,286,428 | 2,552,892 | **3,951,342** |
| | Supplies | 0 | 39,500 | 24,184 | **87,805** |
| | Other Services and Charges | 0 | 4,966,396 | 4,724,081 | **2,438,623** |
| | Non-Capital Equipment | 0 | 105,208 | 63,219 | **55,000** |
| | Total M & O Expenditures | 0 | 8,397,532 | 7,364,376 | **6,532,770** |
| | Debt Service & Other Uses | 0 | 0 | 0 | **0** |
| | Total Expenditures | 0 | 8,397,532 | 7,364,376 | **6,532,770** |
| Revenues | | 0 | 8,397,532 | 7,364,376 | **6,532,770** |
| Staffing | Full-Time Equivalents - Civilian | 0.0 | 25.5 | 25.7 | **38.1** |
| | Full-Time Equivalents - Classified | 0.0 | 0.0 | 0.0 | **0.0** |
| | Full-Time Equivalents - Cadets | 0.0 | 0.0 | 0.0 | **0.0** |
| | Total | 0.0 | 25.5 | 25.7 | **38.1** |
| | Full-Time Equivalents - Overtime | 0.0 | 0.0 | 0.0 | **0.0** |

**Significant Budget Changes and Highlights**

- o Develop a citywide core competence for call center technologies and deploy a centrally managed platform that all City departments can leverage according to their own needs, budgets, and timelines.
- o Design and build a custom developed Municipal Courts Case Management System to manage the critical processes required to operate a high volume, complex court operation.
- o Design and deploy an enterprise Active Directory and Email solution based on industry best practices.
- o Implement a new 700 MHz Radio System to provide public safety agencies additional system capacity for critical public safety communications, improved coverage and to ensure equipment reliability.
- o Manage Fleet Management System upgrade to support the departments citywide. Management includes vehicle procurement, maintenance and disposition-citywide.
- o The FY2011 Budget provides funding for the HOPE 3% increase ($86,934) and 1.25% ($39,884) Pay for Performance increase.

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



**Business Area Cost Center Summary**

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

| Cost Center Description | Cost Center Objectives |
|---|---|
| **IT - Enterprise Applications 6800020001** | |
| Responsible for providing citywide applications support to the City's core business systems; support selected departmental applications and project management for: (1) Call Center, (2) Municipal Courts Case Management System, and (3) Fleet Management System. | Develop citywide core competence for Call Center technology. Design a Municipal Courts Case Management System to manage the high volume, complex court operation. Implement a Fleet Management system to support vehicle procurement, maintenance and disposition citywide. |
| **IT - Enterprise Operations Services 6800030007** | |
| Manage server platforms; storage systems, data center facilities and server rooms; email, communication systems, and system management tools. | Design and deploy an enterprise Active Directory and Email solution based on industry best practices. |
| **IT - Radio Comm Services 6800050001** | |
| Responsible for upgrading current City radios to 700 MHz. | 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. |

**Business Area Cost Center Summary**

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

| Performance Measures | FY2009 Actual | | | FY2010 Estimate | | | FY2011 Budget | | |
|---|---|---|---|---|---|---|---|---|---|
| | Activities | FTEs | Costs $ | Activities | FTEs | Costs $ | Activities | FTEs | Costs $ |
| Appropriation meet target | N/A | | | 95% | | | **95%** | | |
| Project on schedule | N/A | | | 95% | | | **95%** | | |
| Project within budget | N/A | | | 95% | | | **95%** | | |
| | 0.0 | | 0 | 16.5 | | 5,208,261 | **16.5** | | **1,875,444** |
| Project on schedule | N/A | | | 95% | | | **95%** | | |
| Project within budget | N/A | | | 95% | | | **95%** | | |
| | 0.0 | | 0 | 5.0 | | 502,983 | **6.1** | | **766,640** |
| Complete design review | N/A | | | Aug 2009 | | | **N/A** | | |
| Radio Project - Civil Construction Phase 1 | N/A | | | N/A | | | **Jan 2011** | | |
| | 0.0 | | 0 | 4.2 | | 1,653,132 | **15.5** | | **3,890,686** |
| Total | 0.0 | | 0 | 25.7 | | 7,364,376 | **38.1** | | **6,532,770** |

**Business Area Roster Summary**

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

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

**Business Area Revenue Summary**

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

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

**Business Area Expenditure Summary**

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

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