

**FISCAL YEAR 2019 BUDGET**

**Fund Summary**

**Fund Name : Project Cost Recovery Fund**

**Fund No./Bus. Area No. : 1001 / 2000 / 2500**

	<u>FY2018</u> <u>Current Budget</u>	<u>FY2018</u> <u>Estimate</u>	<u>FY2019</u> <u>Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	51,947,870	47,503,305	52,292,131
Total Available Resources	<u>51,947,870</u>	<u>47,503,305</u>	<u>52,292,131</u>
Maintenance and Operations	51,947,870	47,503,305	52,292,131
Total Expenditures	<u>51,947,870</u>	<u>47,503,305</u>	<u>52,292,131</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>51,947,870</u></u>	<u><u>47,503,305</u></u>	<u><u>52,292,131</u></u>
<u>Fund Balance Distribution</u>			
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 FY2018 Budget, the FY2018 Estimate and the FY2019 Budget for the Project Cost Recovery Fund. Also included are the 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 service lines within the department, with the majority of the activities in the Capital Projects service line (CP). The costs of these activities are recovered from the appropriate CIP funds through the use of time sheets provided by the service lines. Included in the chargeback is overhead that pays for administrative costs provided by the fund's management and support staff as well as Houston Public Works' 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. Lastly, the General Services Department (GSD) expenditures within this fund are also recovered from CIP funds.

The mission and primary areas of focus for the Project Cost Recovery Fund are: To design and construct Houston's public infrastructure so that quality capital projects are delivered timely, within budget and with minimum inconvenience to the public.

**Short Term Goals**

- o Continue to execute current Capital Improvement Plan workload and meet or exceed performance measure standards.
- o Continue to solidify a reliable/baseline data source for project information
- o Continue to complete Capital Improvement Program Management System (CIPMS) upgrades, initiate back end programming, prioritize and schedule future system modifications.
- o Continue efforts to develop and implement processes to perform need assessments, prioritize needs and develop candidate projects across infrastructure programs.
- o Continue to calibrate and optimize the GIS aligned operational and planning model for the water system. Create a Land Disposition appraiser assignment module within CIMS 3.0 for shared use between GSD and Real Estate Services for all sales transactions.
- o Increase resources to decrease the parcel backlog in support of the Capital Improvement Program.
- o Continue to define and implement a department-wide standard mobile workforce technology platform consisting of proven collaborative tools for communication and tracking installed on standard cellular and tablets.

**Long Term Goals**

- o Utilize manpower analysis as a basis for Capital Projects' level of efforts. Continue to review evaluation reports on consultants and contractors.
- o Develop citywide infrastructure needs based on population growth and regulatory drivers with processes to deliver necessary CIP candidate projects based on infrastructure condition and growth.
- o Develop in-house design capabilities to shorten project delivery term.
- o Refresh and upgrade HPW's computing and communities to increase capabilities and support new technologies.
- o Implement calming devices to improve neighborhood quality of life by reducing cut-through traffic and excessive vehicular speeds on neighborhood street and to promote safe Bike usage.

**FISCAL YEAR 2019 BUDGET**

**Business Area Budget Summary**

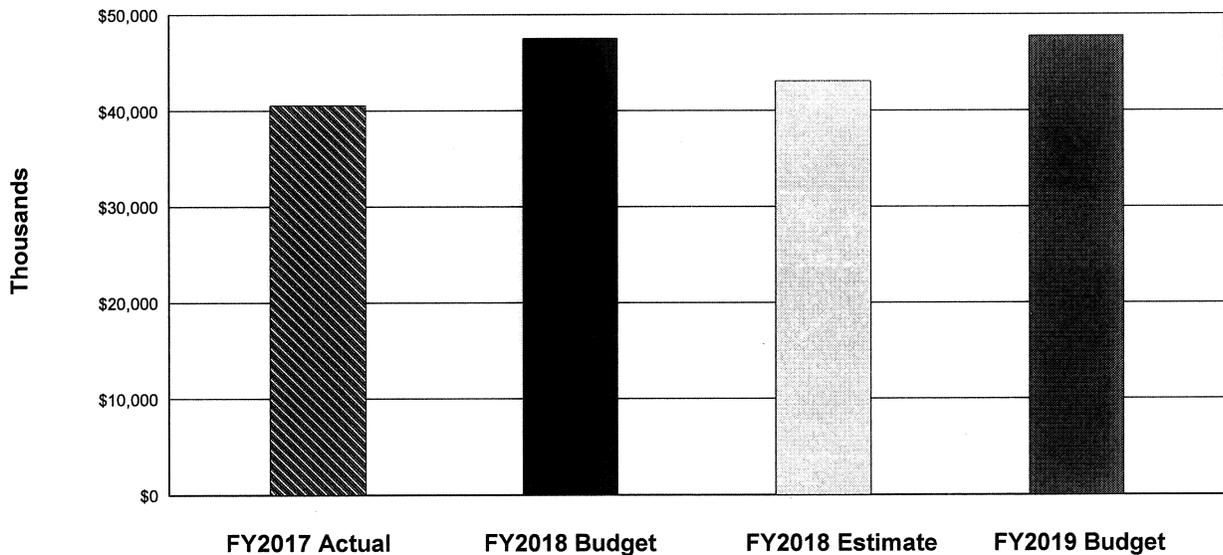
**Fund Name** : Project Cost Recovery Fund  
**Business Area** : Houston Public Works  
**Fund No. /Bus. Area No.** : 1001 / 2000

		FY2017 Actual	FY2018 Current Budget	FY2018 Estimate	FY2019 Budget
Expenditures	Personnel Services	32,730,459	37,656,300	33,653,335	37,482,100
	Supplies	206,365	525,600	483,200	491,500
	Other Services and Charges	7,589,390	8,732,300	8,541,100	9,006,300
	Equipment	23,246	383,300	175,300	568,000
	Non-Capital Equipment	16,734	236,300	236,300	202,100
	Total M & O Expenditures	40,566,194	47,533,800	43,089,235	47,750,000
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	40,566,194	47,533,800	43,089,235	47,750,000
Revenues		40,566,194	47,533,800	43,089,235	47,750,000
Staffing	Full-Time Equivalents - Civilian	308.4	349.0	305.9	341.4
	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	308.4	349.0	305.9	341.4
	Full-Time Equivalents - Overtime	2.4	3.6	2.2	2.4

**Significant Budget Changes and Highlights**

- o The FY2019 Budget provides funding for health benefits and pension contribution.
- o Continue to support the Northeast Water Purification Plant Expansion Project. Most of the costs (84%) will be paid for by the four participating water authorities.
- o Includes additional resources for the Office of Business Opportunity to ensure continued compliance with labor standards.
- o Includes additional resources for consulting services to perform assessments of Capital Projects' Portfolio Program Management.
- o Implementation of 10-year CIP plan for FY2019 - FY2028.

**Project Cost Recovery Fund  
Houston Public Works  
Expenditure Summary**



**FISCAL YEAR 2019 BUDGET**

<b>Business Area Performance Measures</b>				
<b>Fund Name : Project Cost Recovery Fund</b> <b>Business Area : Houston Public Works</b> <b>Fund No. /Bus. Area No. : 1001 / 2000</b>				
<b>Performance Measures</b>	<b>FY2017 Actual</b>	<b>FY2018 Budget</b>	<b>FY2018 Estimate</b>	<b>FY2019 Budget</b>
Accept Work Actions Prepared	47	98	101	85
Construction Projects Completed on Schedule	84%	95%	88%	90%
Construction Projects Completed within Budget	87%	98%	89%	92%
Construction Projects Substantially Completed	76	79	80	78
Engineers and Inspectors with License Renewals	100%	100%	100%	100%
Parcels of Land Acquired	499	450	450	450
Pre-engineering Needs Identification Completed	23	45	24	25
Professional Services Contracts Awarded	41	62	105	75
Systems Availability - CIPMS	99.5%	99.5%	99.5%	99.5%
Expenditures Adopted Budget vs Actual Utilization	89%	98%	91%	98%
Revenues Adopted Budget vs Actual Utilization	89%	100%	91%	100%

**FISCAL YEAR 2019 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : Project Cost Recovery Fund</b>							
<b>Business Area : Houston Public Works</b>							
<b>Fund No. /Bus Area No. : 1001 / 2000</b>							
<b>Division Description</b>	<b>FY2017 Actual</b>		<b>FY2018 Estimate</b>		<b>FY2019 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<b>Transportation &amp; Drainage Operations 200001</b> Manages and analyzes traffic calming plans to support the Neighborhood Traffic Management Program.	3.0	389,099	6.1	707,231	15.0	1,795,400	
<b>Office of the Director 200003</b> Administers the City's Minority/Women/Disadvantaged Business Enterprise Program (M/W/DBE) and Persons with Disabilities Business Enterprises Program (PDBE).	0.0	711,132	3.0	929,082	3.0	1,392,600	
<b>Houston Water 200004</b> Manages contractual issues and other required coordination with participating water authorities related to the Northeast Water Plant Expansion.	3.0	465,959	7.1	1,179,044	8.4	1,184,000	
<b>Financial Management Services 200005</b> Processes pay estimates and project reimbursements in a timely manner. Provides financial reports on project and grant related activities. Monitors and accounts for CIP related revenues and expenses.	13.5	3,073,418	13.9	3,285,659	15.5	3,399,300	
<b>Houston Permitting Center 200006</b> 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.  In FY19, this function is merging with Capital Projects.	47.7	6,100,098	43.9	6,254,676	0.0	0	
<b>Capital Projects 200007</b> Responsible for the implementation of engineering and construction of infrastructure projects per the City's adopted five-year CIP plan.  In FY19, the Houston Permitting Center function is merging with Capital Projects.	238.2	28,935,509	228.4	29,607,303	294.5	38,498,000	

**FISCAL YEAR 2019 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : Project Cost Recovery Fund</b>							
<b>Business Area : Houston Public Works</b>							
<b>Fund No. /Bus Area No. : 1001 / 2000</b>							
<b>Division Description</b>	<b>FY2017 Actual</b>		<b>FY2018 Estimate</b>		<b>FY2019 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<b>Information Technology 200008</b>							
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 HPW inspectors to perform work and input data into CIPMS from remote sites.	3.0	864,908	3.5	1,097,940	5.0	1,452,100	
<b>Management Support Branch 200009</b>							
Provides necessary funding to ensure effective delivery of accurate, reliable and timely bi-weekly payroll reports.	0.0	26,071	0.0	28,300	0.0	28,600	
<b>Total</b>	<b>308.4</b>	<b>40,566,194</b>	<b>305.9</b>	<b>43,089,235</b>	<b>341.4</b>	<b>47,750,000</b>	

FISCAL YEAR 2019 BUDGET

**Business Area Revenues Summary**

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

Category	FY2017 Actual	FY2018 Current Budget	FY2018 Estimate	FY2019 Budget
Intergovernmental	0	71,100	71,100	71,100
Charges for Services	36,511	35,000	35,000	35,000
Direct Interfund Services	40,508,378	47,411,700	42,967,135	47,627,900
Miscellaneous/Other	21,305	16,000	16,000	16,000
<b>Grand Total Revenues</b>	<b><u>40,566,194</u></b>	<b><u>47,533,800</u></b>	<b><u>43,089,235</u></b>	<b><u>47,750,000</u></b>



**FISCAL YEAR 2019 BUDGET**

**Business Area Budget Summary**

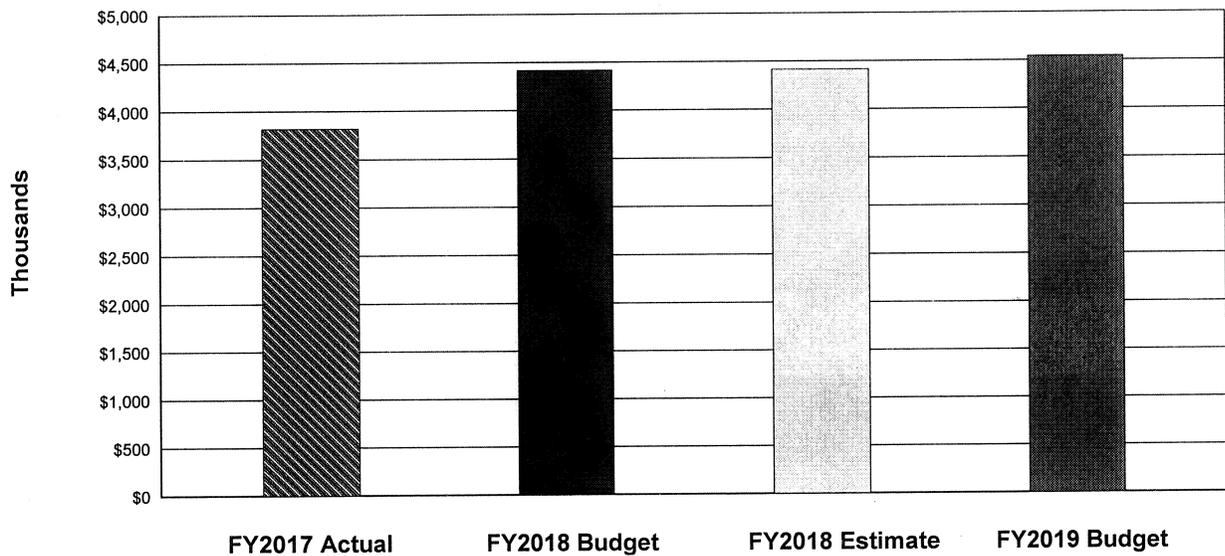
Fund Name : Project Cost Recovery Fund  
 Business Area : General Services  
 Fund No. /Bus. Area No. : 1001 / 2500

		FY2017 Actual	FY2018 Current Budget	FY2018 Estimate	FY2019 Budget
Expenditures	Personnel Services	3,821,668	4,414,070	4,414,070	4,473,396
	Other Services and Charges	0	0	0	68,735
	Total M & O Expenditures	<u>3,821,668</u>	<u>4,414,070</u>	<u>4,414,070</u>	<u>4,542,131</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>3,821,668</u>	<u>4,414,070</u>	<u>4,414,070</u>	<u>4,542,131</u>
Revenues		3,821,668	4,414,070	4,414,070	4,542,131
Staffing	Full-Time Equivalents - Civilian	34.1	36.2	36.2	36.2
	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	<u>34.1</u>	<u>36.2</u>	<u>36.2</u>	<u>36.2</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0

Significant Budget Changes and Highlights

- o The FY2019 Budget provides funding for health benefits and pension contribution.
- o Continue implementing Leadership in Energy and Environmental Design (LEED™) standards to improve the quality of City buildings and their impact on the environment.

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



**FISCAL YEAR 2019 BUDGET**

<b>Business Area Performance Measures</b>				
Fund Name : Project Cost Recovery Fund				
Business Area : General Services				
Fund No. /Bus. Area No. : 1001 / 2500				
<b>Performance Measures</b>	<b>FY2017 Actual</b>	<b>FY2018 Budget</b>	<b>FY2018 Estimate</b>	<b>FY2019 Budget</b>
Job Order Contract/Task Order Contract Projects	283	280	285	300
Expenditures Adopted Budget vs Actual Utilization	85%	100%	100%	100%
Revenues Adopted Budget vs Actual Utilization	85%	100%	100%	100%

**FISCAL YEAR 2019 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : Project Cost Recovery Fund</b>							
<b>Business Area : General Services</b>							
<b>Fund No. /Bus Area No. : 1001 / 2500</b>							
<b>Division Description</b>	<b>FY2017 Actual</b>		<b>FY2018 Estimate</b>		<b>FY2019 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<b>GSD-Design &amp; Construction 250003</b>							
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 project management.	34.1	3,821,668	36.2	4,414,070	36.2	4,542,131	
<b>Total</b>	<b>34.1</b>	<b>3,821,668</b>	<b>36.2</b>	<b>4,414,070</b>	<b>36.2</b>	<b>4,542,131</b>	

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FISCAL YEAR 2019 BUDGET

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**Business Area Revenues Summary**

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

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Category	FY2017 Actual	FY2018 Current Budget	FY2018 Estimate	FY2019 Budget
Direct Interfund Services	3,821,931	4,414,070	4,414,070	4,542,131
Miscellaneous/Other	(263)	0	0	0
<b>Grand Total Revenues</b>	<u><u>3,821,668</u></u>	<u><u>4,414,070</u></u>	<u><u>4,414,070</u></u>	<u><u>4,542,131</u></u>