

**FISCAL YEAR 2020 BUDGET**

**Fund Summary**

**Fund Name** : Project Cost Recovery Fund

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

	<u>FY2019</u> <u>Current Budget</u>	<u>FY2019</u> <u>Estimate</u>	<u>FY2020</u> <u>Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	52,292,131	48,082,134	56,682,968
Total Available Resources	<u>52,292,131</u>	<u>48,082,134</u>	<u>56,682,968</u>
Maintenance and Operations	52,292,131	48,082,134	56,682,968
Total Expenditures	<u>52,292,131</u>	<u>48,082,134</u>	<u>56,682,968</u>
 Planned Ending Fund Balance	 <u>0</u>	 <u>0</u>	 <u>0</u>
 Total Budget	 <u><u>52,292,131</u></u>	 <u><u>48,082,134</u></u>	 <u><u>56,682,968</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 FY2019 Budget, the FY2019 Estimate and the FY2020 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. 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 Implement Aurigo Platform for CIP Capital Improvement design and construction projects
- o Increase resources to decrease the parcel backlog in support of the Capital Improvement Program.
- o Create a more efficient and transparent Pedestrian Accessibility Review process
- o Execute current Northeast Water Plant Project expansion design and construction plan to meet or exceed performance measure standards.

**Long Term Goals**

- o Develop mobile applications for the real estate staff in connection with the Capital Improvement Management System and the Master Data Management project.
- o Utilize manpower analysis as a basis for Capital Projects' level of efforts.
- o 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 regional re-use plan for indirect re-use water rights.
- o Develop in-house design capabilities to shorten project delivery term.
- 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- Neighborhood Traffic Management Program (NTMP).
- o Develop and implement new technology and programs that allow for the rapid identification of people with disabilities in need during disasters.
- o Implement Project Management principles and methodologies across Houston Public Works.

**FISCAL YEAR 2020 BUDGET**

**Business Area Budget Summary**

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

		FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Expenditures	Personnel Services	32,489,709	37,482,100	33,749,956	40,703,400
	Supplies	197,215	491,500	432,600	693,500
	Other Services and Charges	6,786,824	9,174,300	8,602,957	9,032,800
	Equipment	187,220	400,000	568,000	1,318,000
	Non-Capital Equipment	34,374	202,100	202,100	199,300
	Total M & O Expenditures	39,695,342	47,750,000	43,555,613	51,947,000
	Debt Service & Other Uses	0	0	0	0
	<b>Total Expenditure</b>	<b>39,695,342</b>	<b>47,750,000</b>	<b>43,555,613</b>	<b>51,947,000</b>

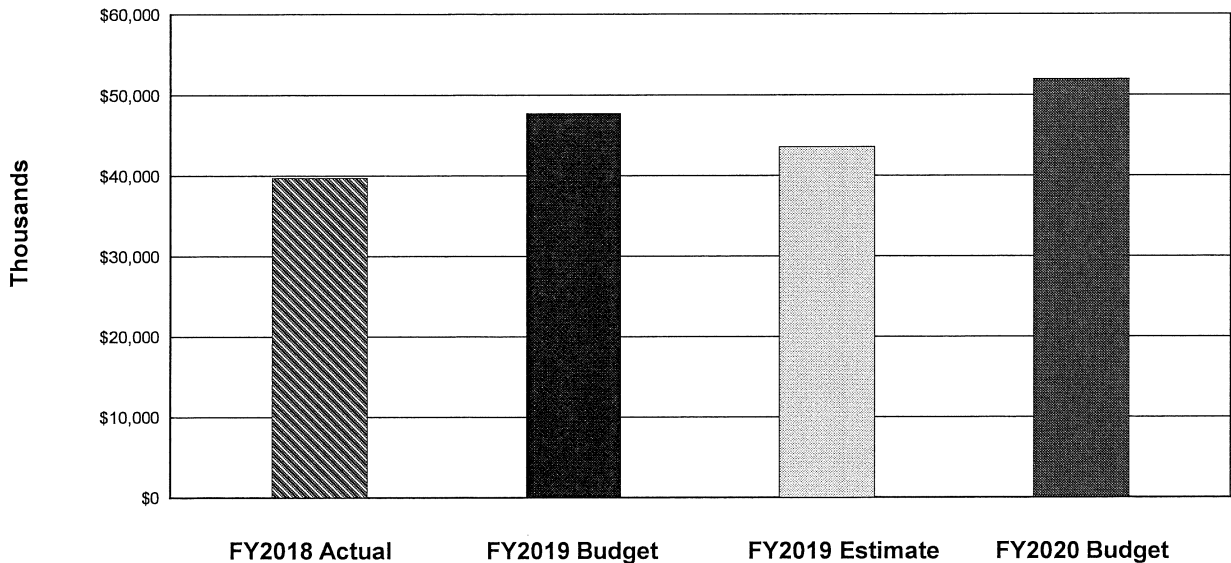
Revenues		39,695,342	47,750,000	43,555,613	51,947,000
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		FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Staffing	Full-Time Equivalents - Civilian	297.1	341.4	298.4	356.2
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	297.1	341.4	298.4	356.2
	Full-Time Equivalents - Overtime	2.0	2.4	2.2	2.5

**Significant Budget Changes and Highlights**

- o The FY2020 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.
- o Continues 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 implementation of Aurigo design and construction project management software system.
  - the design and construction of traffic signals and use of Intelligent Transportation System (ITS).
  - in-house drainage project development and traffic modeling to develop more refined project proposals and cost estimates.
- o Includes 7 additional FTEs for legal support, including 3 FTEs transferred from Legal Department.
- o Implementation of 10-year CIP plan for FY2020 - FY2029.

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



**FISCAL YEAR 2020 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>FY2018 Actual</b>	<b>FY2019 Target</b>	<b>FY2019 Estimate</b>	<b>FY2020 Target</b>
Accept Work Actions Prepared	62	85	85	85
Construct traffic signal, active transportation, & CDSF projects within 90 days of notice to proceed	N/A	N/A	N/A	90%
Construction Projects Completed on Schedule	90%	90%	89%	92%
Construction Projects Completed within Budget	90%	92%	94%	92%
Construction Projects Substantially Completed	39	78	79	36
Engineers and Inspectors with License Renewals	100%	100%	100%	100%
Interagency plan review comments returned to customers within 15 days	N/A	N/A	N/A	90%
Parcels of Land Acquired	325	450	308	788
Pre-engineering Enhancement and Partnership Identification	N/A	N/A	N/A	12
Pre-engineering needs identification completed	23	25	N/A	N/A
Professional Services Contracts Awarded	61	75	30	64
Systems Availability - CIPMS	99.5%	99.5%	99.5%	99.5%
Traffic Signal Communications Network Uptime	N/A	N/A	N/A	90%
Expenditures Adopted Budget vs Actual Utilization	84%	98%	91%	98%
Revenues Adopted Budget vs Actual Utilization	84%	100%	91%	100%

**FISCAL YEAR 2020 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>FY2018 Actual</b>		<b>FY2019 Estimate</b>		<b>FY2020 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 NTMP. Collects data, coordinates with regional partners/stakeholders to develop transportation and drainage projects that address community needs for resilient and sustainable growth. Design and construct Traffic Signal, (ITS), Active Transportation, and CDSF projects. FY2020 Budget includes restructuring of several cost center from Capital Project.	6.1	708,692	10.3	1,320,218	69.3	8,105,300	
<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).	3.0	877,882	3.0	1,302,819	12.0	2,321,100	
<b>Houston Water 200004</b> Manages contractual issues and other required coordination with participating water authorities related to the Northeast Water Plant Expansion.	4.6	722,685	7.0	1,173,712	11.4	1,592,100	
<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	2,917,206	12.0	3,061,563	16.5	3,635,100	
<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 FY2019, this function merged with Capital Projects.	40.3	5,326,247	0.0	0	0.0	0	

**FISCAL YEAR 2020 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>FY2018 Actual</b>		<b>FY2019 Estimate</b>		<b>FY2020 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<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 FY2020, budget includes restructuring of several cost center to Transportation Drainage and Operation.	226.6	28,472,504	262.6	35,462,307	242.0	34,804,500	
<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	649,711	3.5	1,206,394	5.0	1,460,300	
<b>Management Support Branch 200009</b>							
Provides necessary funding to ensure effective delivery of accurate, reliable and timely bi-weekly payroll reports.	0.0	20,415	0.0	28,600	0.0	28,600	
<b>Total</b>	<b>297.1</b>	<b>39,695,342</b>	<b>298.4</b>	<b>43,555,613</b>	<b>356.2</b>	<b>51,947,000</b>	

**FISCAL YEAR 2020 BUDGET**

**Business Area Revenues Summary**

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

Category	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Intergovernmental	0	71,100	71,100	71,100
Charges for Services	15,677	35,000	8,146	35,000
Direct Interfund Services	39,670,452	47,627,900	43,433,513	51,824,900
Miscellaneous/Other	9,213	16,000	42,854	16,000
<b>Grand Total Revenues</b>	<b>39,695,342</b>	<b>47,750,000</b>	<b>43,555,613</b>	<b>51,947,000</b>



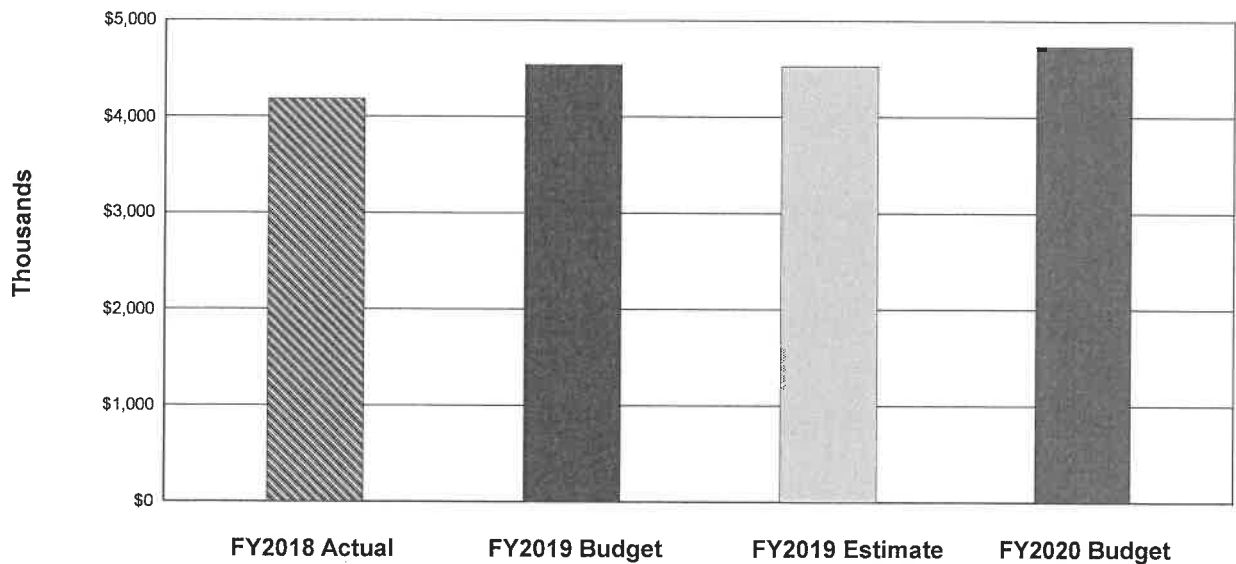
**FISCAL YEAR 2020 BUDGET**

**Business Area Budget Summary**

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

	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget	
Expenditures	Personnel Services	4,183,080	4,473,396	4,457,226	<b>4,667,233</b>
	Other Services and Charges	0	68,735	69,295	<b>68,735</b>
	Total M & O Expenditures	4,183,080	4,542,131	4,526,521	<b>4,735,968</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	4,183,080	4,542,131	4,526,521	<b>4,735,968</b>
Revenues	4,183,080	4,542,131	4,526,521	<b>4,735,968</b>	
Staffing	Full-Time Equivalents - Civilian	33.7	36.2	34.2	<b>36.2</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	33.7	36.2	34.2	<b>36.2</b>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	o The FY2020 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.				
	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 2020 BUDGET**

**Business Area Performance Measures**

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

Performance Measures	FY2018 Actual	FY2019 Target	FY2019 Estimate	FY2020 Target
Job Order Contract/Task Order Contract Projects	297	300	275	300
Expenditures Adopted Budget vs Actual Utilization	95%	100%	100%	100%
Revenues Adopted Budget vs Actual Utilization	95%	100%	100%	100%

**FISCAL YEAR 2020 BUDGET**

Division Summary							
<b>Fund Name : Project Cost Recovery Fund</b> <b>Business Area : General Services</b> <b>Fund No. /Bus Area No. : 1001 / 2500</b>							
Division Description	FY2018 Actual		FY2019 Estimate		FY2020 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
<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.	33.7	4,183,080	34.2	4,526,521	36.2	4,735,968	
<b>Total</b>	<b>33.7</b>	<b>4,183,080</b>	<b>34.2</b>	<b>4,526,521</b>	<b>36.2</b>	<b>4,735,968</b>	

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**FISCAL YEAR 2020 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	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Direct Interfund Services	4,183,080	4,542,131	4,526,521	4,735,968
<b>Grand Total Revenues</b>	<u><u>4,183,080</u></u>	<u><u>4,542,131</u></u>	<u><u>4,526,521</u></u>	<u><u>4,735,968</u></u>