

**FISCAL YEAR 2021 BUDGET**

**Fund Summary**

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

	<u>FY2020 Current Budget</u>	<u>FY2020 Estimate</u>	<u>FY2021 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	56,682,968	50,657,563	<b>58,303,401</b>
Total Available Resources	<u>56,682,968</u>	<u>50,657,563</u>	<u><b>58,303,401</b></u>
Maintenance and Operations	56,682,968	50,657,563	<b>58,303,401</b>
Total Expenditures	<u>56,682,968</u>	<u>50,657,563</u>	<u><b>58,303,401</b></u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>56,682,968</u></u>	<u><u>50,657,563</u></u>	<u><u><b>58,303,401</b></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 FY2020 Budget, the FY2020 Estimate and the FY2021 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 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. Based on infrastructure condition and growth, create processes to deliver necessary CIP candidate projects.
- 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 streets and to promote safe bike usage - Neighborhood Traffic Management Program (NTMP).
- o Implement Project Management principles and methodologies across Houston Public Works.

**FISCAL YEAR 2021 BUDGET**

**Business Area Budget Summary**

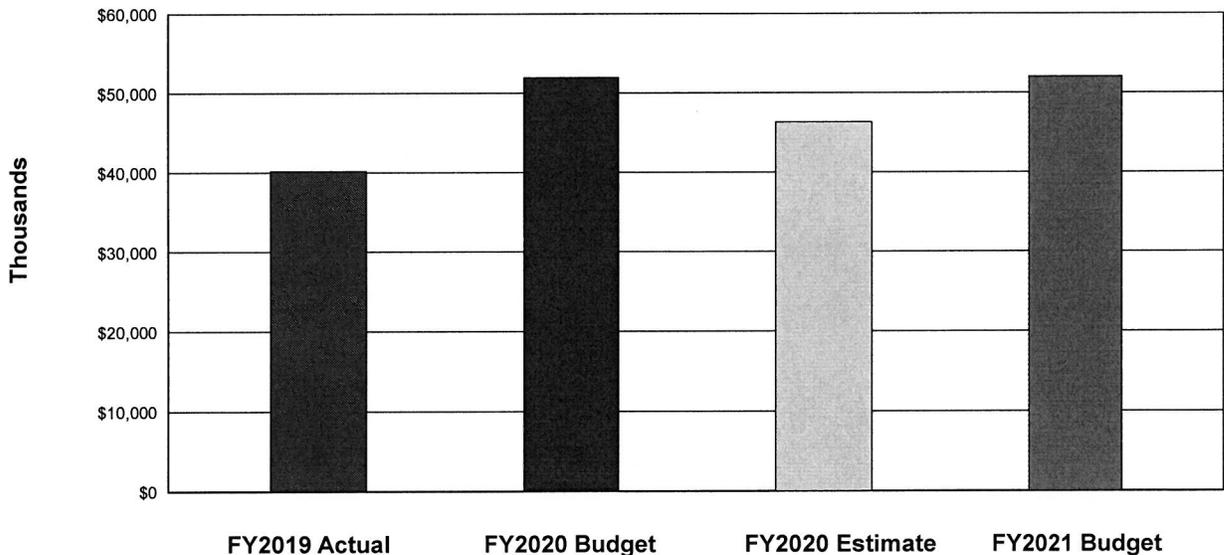
**Fund Name : Project Cost Recovery Fund**

**Business Area : Houston Public Works**

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

		<b>FY2019 Actual</b>	<b>FY2020 Current Budget</b>	<b>FY2020 Estimate</b>	<b>FY2021 Budget</b>
Expenditures	Personnel Services	32,233,931	40,703,400	35,356,039	<b>41,863,200</b>
	Supplies	212,181	693,500	595,314	<b>476,400</b>
	Other Services and Charges	7,310,925	9,063,800	8,859,351	<b>8,134,200</b>
	Equipment	351,201	1,331,475	1,318,000	<b>1,356,100</b>
	Non-Capital Equipment	80,609	154,825	176,300	<b>197,100</b>
	Total M & O Expenditures	<u>40,188,847</u>	<u>51,947,000</u>	<u>46,305,004</u>	<u><b>52,027,000</b></u>
	Debt Service & Other Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u><b>0</b></u>
Total Expenditure	<u>40,188,847</u>	<u>51,947,000</u>	<u>46,305,004</u>	<u><b>52,027,000</b></u>	
Revenues		40,188,847	51,947,000	46,305,004	<b>52,027,000</b>
Staffing	Full-Time Equivalents - Civilian	286.1	356.2	311.0	<b>362.2</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	<u>286.1</u>	<u>356.2</u>	<u>311.0</u>	<u><b>362.2</b></u>
	Full-Time Equivalents - Overtime	2.3	2.5	1.9	<b>2.6</b>
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2021 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.</li> <li>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.</li> <li>o Includes additional resources for 3 new positions to increase the capacity on the in-house drainage project development and traffic modeling to develop more refined project proposals and cost estimates.</li> <li>o Includes 19 new positions for increased Asset Management and GIS Support, as well as, Local Drainage Projects and Maintenance Support.</li> <li>o In FY2021, 10 positions are moving to Water and Sewer Operating Fund 8300 to begin training on the operations of the Northeast Water Purification Plant.</li> <li>o In FY2021, Mayor's Office for People with Disability is moving to Building Inspection Fund 2301.</li> <li>o Implementation of 10-year CIP plan for FY2021 - FY2030.</li> </ul>				

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



**FISCAL YEAR 2021 BUDGET**

**Business Area Performance Measures**

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

<b>Performance Measures</b>	<b>FY2019 Actual</b>	<b>FY2020 Target</b>	<b>FY2020 Estimate</b>	<b>FY2021 Target</b>
Accept Work Actions Prepared	61	85	70	80
Construct traffic signal, active transportation, & CDSF projects within 90 days of notice to proceed	N/A	90%	90%	90%
Construction Projects Completed on Schedule	91%	92%	92%	92%
Construction Projects Completed within Budget	91%	92%	90%	91%
Construction Projects Substantially Completed	23	36	35	40
Design Concept Reports in Progress	N/A	N/A	N/A	6
Engineers and Inspectors with License Renewals	100%	100%	100%	100%
Interagency plan review comments returned to customers within 15 days	N/A	90%	90%	90%
Parcels of Land Acquired	325	788	732	788
Partnerships created through ILA's and Grant Agreements	N/A	N/A	N/A	5
Pre-engineering Enhancement and Partnership Identification	N/A	12	N/A	N/A
Professional Services Contracts Awarded	61	64	30	64
Systems Availability - CIPMS	99.5%	99.5%	99.5%	99.5%
Traffic Signal Communications Network Uptime	N/A	90%	90%	90%
Expenditures Adopted Budget vs Actual Utilization	84%	98%	89%	98%
Revenues Adopted Budget vs Actual Utilization	84%	100%	89%	100%

**FISCAL YEAR 2021 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>FY2019 Actual</b>		<b>FY2020 Estimate</b>		<b>FY2021 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 in addition to CDSF projects.  FY2021 Budget includes new cost centers for Asset Management and GIS Support, as well as Local Drainage Projects and Maintenance Support.	9.1	1,153,925	56.7	6,726,084	90.6	10,048,300
<b>Office of the Director 200003</b> Administers the City's Minority/Women/Disadvantaged Business Enterprise Program (M/W/DBE). FY2021, Mayor's Office for People with Disability moved to Building Inspection Fund 2301.	3.0	1,086,972	9.1	1,931,576	7.0	1,870,000
<b>Houston Water 200004</b> Manages contractual issues and other required coordination with participating water authorities related to the Northeast Water Plant Expansion.	6.5	1,012,246	10.0	1,447,758	5.0	972,600
<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.	11.1	2,700,218	11.0	3,170,934	18.1	3,132,100
<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.	253.4	33,101,967	220.0	31,621,135	236.5	34,455,300

**FISCAL YEAR 2021 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>FY2019 Actual</b>		<b>FY2020 Estimate</b>		<b>FY2021 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	1,104,149	4.2	1,378,917	5.0	1,518,300	
<b>Management Support Branch 200009</b> Provides necessary funding to ensure effective delivery of accurate, reliable and timely bi-weekly payroll reports.	0.0	29,370	0.0	28,600	0.0	30,400	
<b>Total</b>	<u>286.1</u>	<u>40,188,847</u>	<u>311.0</u>	<u>46,305,004</u>	<u>362.2</u>	<u>52,027,000</u>	

**FISCAL YEAR 2021 BUDGET**

**Business Area Revenues Summary**

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

<b>Category</b>	<b>FY2019 Actual</b>	<b>FY2020 Current Budget</b>	<b>FY2020 Estimate</b>	<b>FY2021 Budget</b>
Licenses and Permits	1,000	0	0	0
Intergovernmental	0	71,100	71,100	0
Charges for Services	0	35,000	35,000	<b>35,000</b>
Direct Interfund Services	40,138,666	51,824,900	46,182,904	<b>51,976,000</b>
Miscellaneous/Other	49,181	16,000	16,000	<b>16,000</b>
<b>Grand Total Revenues</b>	<b><u>40,188,847</u></b>	<b><u>51,947,000</u></b>	<b><u>46,305,004</u></b>	<b><u>52,027,000</u></b>



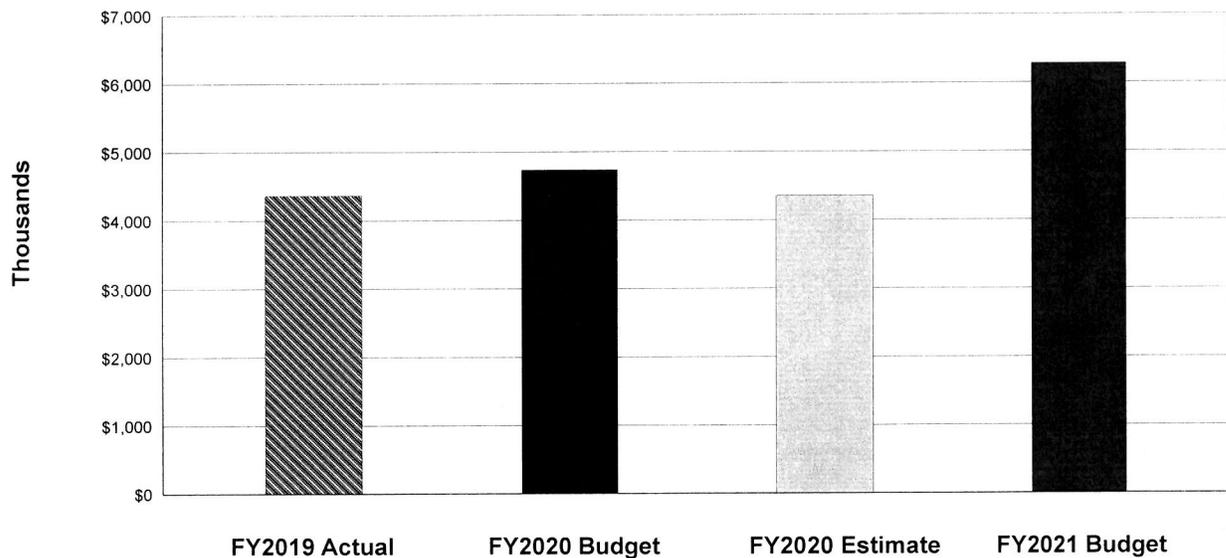
**FISCAL YEAR 2021 BUDGET**

**Business Area Budget Summary**

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

		FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Expenditures	Personnel Services	4,364,025	4,652,435	4,269,026	6,160,259
	Other Services and Charges	105	83,533	83,533	116,142
	Total M & O Expenditures	4,364,130	4,735,968	4,352,559	6,276,401
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	4,364,130	4,735,968	4,352,559	6,276,401
Revenues		4,364,130	4,735,968	4,352,559	6,276,401
Staffing	Full-Time Equivalents - Civilian	34.6	36.2	33.2	47.4
	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	34.6	36.2	33.2	47.4
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2021 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.</li> <li>o Continue executing major and minor facility condition assessments priorities 1 &amp; 2.</li> <li>o FY2021 includes 12 new positions in the Design &amp; Construction program to increase efficiency and reduce outsourcing costs.</li> </ul>				

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



**FISCAL YEAR 2021 BUDGET**

**Business Area Performance Measures**

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

Performance Measures	FY2019 Actual	FY2020 Target	FY2020 Estimate	FY2021 Target
Job Order Contract/Task Order Contract Projects	275	300	356	400
Expenditures Adopted Budget vs Actual Utilization	96%	100%	92%	100%
Revenues Adopted Budget vs Actual Utilization	96%	100%	92%	100%

**FISCAL YEAR 2021 BUDGET**

Division Summary						
Fund Name : Project Cost Recovery Fund						
Business Area : General Services						
Fund No. /Bus Area No. : 1001 / 2500						
Division Description	FY2019 Actual		FY2020 Estimate		FY2021 Budget	
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
<b>GSD-Design &amp; Construction</b> <span style="float:right"><b>250003</b></span>						
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.	33.4	4,364,130	33.2	4,352,559	47.4	6,276,401
<b>Total</b>	<u>33.4</u>	<u>4,364,130</u>	<u>33.2</u>	<u>4,352,559</u>	<u>47.4</u>	<u>6,276,401</u>

**FISCAL YEAR 2021 BUDGET**

**Business Area Revenues Summary**

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

Category	FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Direct Interfund Services	4,364,025	4,735,968	4,352,559	6,276,401
Miscellaneous/Other	105	0	0	0
<b>Grand Total Revenues</b>	<u><u>4,364,130</u></u>	<u><u>4,735,968</u></u>	<u><u>4,352,559</u></u>	<u><u>6,276,401</u></u>