CITY OF HOUSTON, TEXAS

FY 2020 FULL COST ALLOCATION PLAN

Based on Actual Expenditures
For the Fiscal Year Ended
June 30, 2018

CITY OF HOUSTON
Sylvester Turner, Mayor

FINANCE DEPARTMENT
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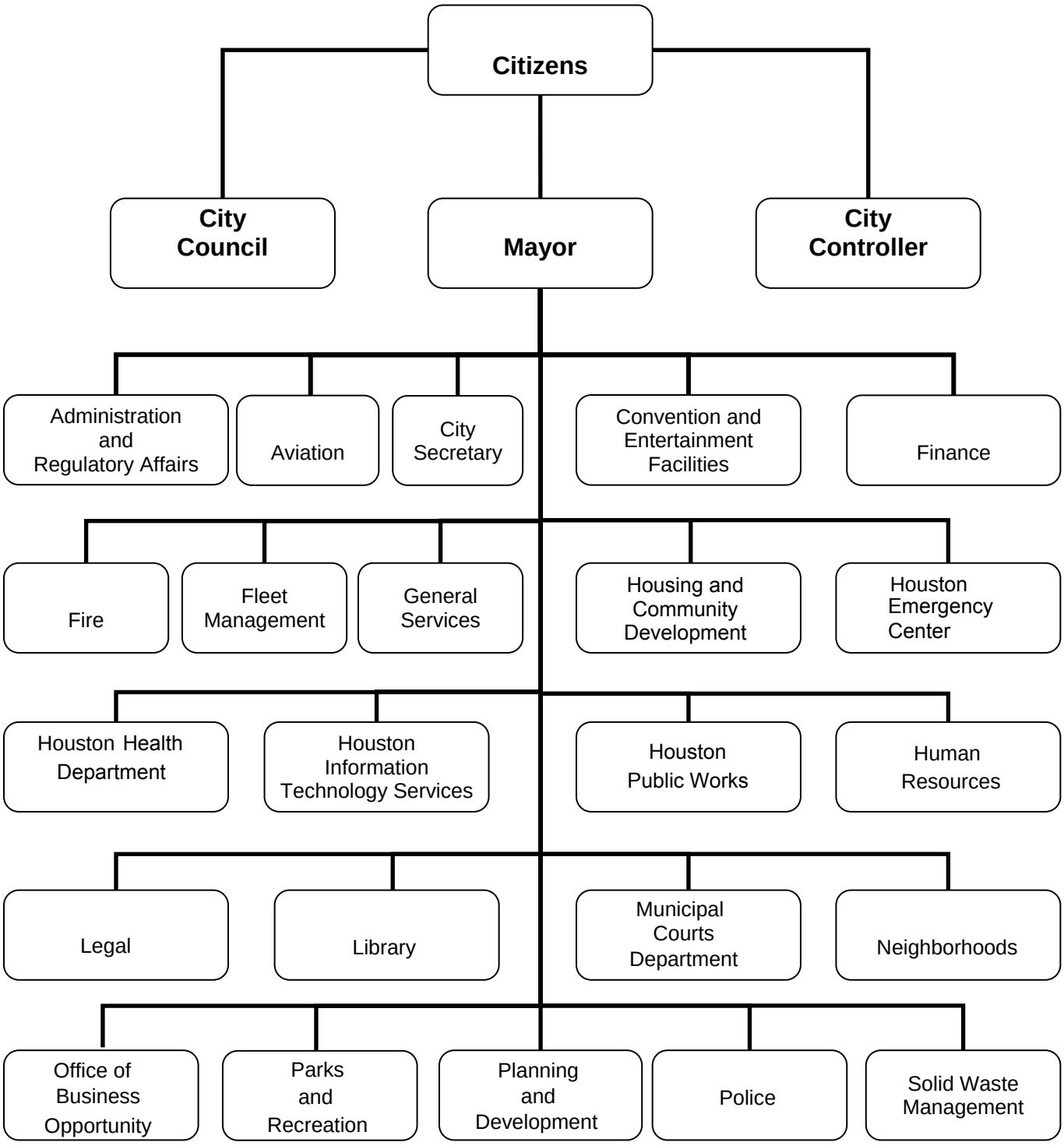
City of Houston, Texas
FY 2020 Full Cost Allocation Plan
Based on Actual Expenditures
For the Fiscal Year Ended
June 30, 2018

TABLE OF CONTENTS

SECTION I	**ORGANIZATION CHART**
SECTION II	**OVERVIEW**
SECTION III	**SUMMARY OF ALLOCATED COSTS AND COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) RECONCILIATION**
SECTION IV	**FY 2020 FULL COST ALLOCATION PLAN BASED ON ACTUAL EXPENDITURES FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

SECTION I – ORGANIZATION CHART

Organization Chart



SECTION II – OVERVIEW

City of Houston, Texas
FY2020 Full Cost Allocation Plan
and Indirect Cost Rate Proposal
Based on Actual Expenditures
For the Fiscal Year Ended
June 30, 2018

OVERVIEW

A cost allocation plan is an accounting report that documents the value of indirect costs provided by central service agencies to other government agencies. Indirect costs are costs:

(a) "incurred for a common or joint purpose benefiting more than one cost objective, and

(b) "not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved."[1]

A central service agency is a unit of government that provides centralized services to other government agencies. For example, generally it would not be cost effective for each government agency to have its own payroll and accounting services. Usually, there are centralized payroll and accounting offices that assist agencies within the government.

[1] 2 CFR Part 200.56

USING A COST ALLOCATION PLAN

A cost allocation plan is primarily used for the recovery of indirect costs expended on behalf of programs of the U.S. Government. Additionally, a cost allocation plan is an important management information tool because it goes beyond budget and year-end accounting documents to describe the actual cost of providing services to the public. When the value of all central services are accumulated and added to the departmental expenditures as per the financial reports, the actual cost of providing the service is the result.[2]

A cost allocation plan is composed of five primary components:

- Central service agencies,
- Benefiting agencies,
- Expenditures of central service agencies,
- Functions or activities carried out by central service agencies, and
- Means of allocating the functions or activities of central service agencies.

For purposes of cost allocation, agencies (departments, divisions, sections, bureaus, etc.) of a governmental entity are separated into two groups, central service agencies and benefiting agencies. As previously stated, a central service agency is a unit of government that provides centralized services to other government agencies. These agencies carry out services that benefit other government agencies. They may also perform services for the general public but it is the functions they perform that help other agencies provide their services that are to be allocated in the cost allocation plan. Benefiting agencies are those units of government that do not provide central services but rather deliver services to the public.

[2] There could be additional costs of providing the service that are not allocated in the cost allocation plan because the costs do not meet federal standards. These additional costs can only be identified if a cost allocation plan is prepared according to Generally Accepted Accounting Principles (GAAP), not principles identified in the 2 CFR Part 200.

The costs of providing central services are identified from the government's financial records. Expenditures of the central service agencies are analyzed to ensure the expenditures are allowable according to federal standards and to identify expenditures that may benefit another agency or agencies disproportionately to others. After analyzing, the expenditures are distributed into cost pools called functions or activities.

One or more function or activity is identified for each central service agency. Examples of functions are payroll services, administrative coordination, building operations, and legal services. The purpose of identifying the various activities within a unit of government is to allow for different allocation bases to be used to distribute the costs of providing the function.

An allocation basis is a reasonable and measurable means of distributing costs to those units of government that benefit from the service. Different allocation bases are required to recognize the value of providing a service proportionate to the service received. It is reasonable to allocate payroll services based upon the number of payroll checks issued. It is most likely not reasonable to allocate payroll based upon square footage of occupied space. The chosen allocation basis reflects the service being provided and reflects those who benefit from the service.

After this is accomplished, the information is entered into the City's financial system. This system performs the mathematical operations of allocating costs from central service providers to benefiting agencies. The system performs two allocations. The first allocation distributes the central service agency's direct expenses to all agencies within the government that benefit from the services provided by that central service agency. Those benefiting agencies may include other central service agencies. The second allocation takes the result of the first allocation to central services agencies, the incoming indirect costs, and reallocates those indirect costs. Using a multiple allocation methodology more equitably distributes central service costs to all agencies, including the indirect costs that come from other central service agencies.

Result of the mathematical operations through the cost allocation plan documents indirect costs. Some of the benefiting agencies may participate in programs that are eligible for recovery from the federal or state government. The sum calculated by benefiting agency is the maximum amount the government should have recovered during the fiscal year in question. In addition, the cost allocation plan provides management information by helping to more closely identify the total costs of providing services to the public.

READING THE COST ALLOCATION PLAN

The cost allocation plan is produced in schedules. Except for the summary schedule, each schedule represents one central service agency. The summary is at the front of the document after the Table of Contents and it accumulates data from each of the subsequent schedules.

The Table of Contents serves to assist the reader in navigating the document but also describes the allocation basis for each function that is allocated.

Each schedule is composed of the following sections:

- Department Costs
- Incoming Costs
- Total Allocated
- Allocations
- Allocation Summary

Department Costs identifies the amount of costs incurred by the agency as reported in the financial records. Costs are categorized as salaries, benefits, and various operating costs, as appropriate. This section also documents the distribution of expenditures between the identified functions. Between the costs categories and the functions, the reader will find the letters “S,” S1”, “P,” or “D.” These are codes that instruct the cost allocation system how to distribute expenditures between functions. “S” stands for salaries as documented in the Personnel Service Analysis, “S1” means based on reported salaries and wages by function, “P” indicates that a percentage has been used, and “D” means that the expenditure has been disallowed from allocation.

Incoming Costs details the indirect costs that are allocated to the agency by other central service agencies. As noted on the previous page, the system uses a multiple allocation approach. This section documents the amount of the first and second allocation and its origin. If the reader is interested in knowing where a cost is derived, the reader can go to the referenced schedule and verify the amount of the allocation and the basis for the allocation.

Total Allocated is the sum of Department Costs plus Incoming Costs. This is the total amount by function that is allocated to benefiting agencies of the services rendered by this central service agency. The Allocation section, documents the distribution of the Total Allocated by each separate function. Benefiting departments are identified as the allocation basis and units. First and second allocations are calculated and any billings made by the central service agency to those agencies that benefit from the services are identified to provide a credit to the allocated amounts. There will be as many allocations as there are different functions that are allocated.

The last page of each schedule will be the Allocation Summary; this section shows the total amount allocated by function to each benefiting agency.

Each schedule of the cost allocation plan is described in the narrative section called Function and Allocation Basis. The purpose of the narrative is to explain what costs are being allocated in the cost allocation plan. The narrative describes any unusual circumstances that may have occurred during the fiscal year, describes the functions or activities that have been identified, and discusses the allocation basis and source for each function. If agencies are billed for the service, that will also be noted.

Note: FY2017 data has been used as the allocation basis in most functions, unless otherwise not available, in which case most recent available data was used.

INDIRECT COST RATE PROPOSAL

An indirect cost rate proposal is required to substantiate the establishment of an indirect cost rate. A cost allocation plan may be used to determine a specific dollar amount that can be recovered from a particular program or grant. An indirect cost rate proposal is used to calculate a specific percentage rate that can be applied against a particular rate base to determine how many dollars can be recovered from the particular program or grant. The City of Houston's indirect cost rate is calculated as the total indirect cost pool divided by the total personnel costs. The resulting equation is the indirect cost rate for that particular program or grant.

ABBREVIATIONS

In the accounting documents in Section III the reader will find abbreviations, such as "svcs" for "services" and "blds" for "buildings" The reader may also find some words that appear to be misspellings, such as "adventre" instead of "adventure" or "assessrs" for "assessors." These abbreviations are necessitated by the formatting limitations that are required to present a complicated accounting document in a consistent manner. Where possible, we have spelled the name of an agency as completely as possible. Where necessary, we have taken liberties to abbreviate words to fit most recognizably into the available space.

ROUNDING METHODOLOGY

The reader may discover that in some of the cost plan schedules the software rounds decimal numbers. However, the software actually calculates using many more decimal places than shown on the printed page. These rounding conventions allow complex, multiple calculations and iterations to be presented in a consistent, simplified manner.

For example, when the software processes allocation calculations for each allocated function, the allocation basis for each individual department is divided by the total number of allocation units for that function. The resulting percentage is displayed with only 4 decimals (e.g. 10.2311%); however, the program uses the entire quotient to multiply against the entire functional cost and fully allocates the cost of the function. This means that the truncated percentages, when added on a calculator, may not always add exactly to 100%. This occurs because the percentages have been rounded to the nearest 10,000th of a percent.

It also means that when the truncated allocation percentage is multiplied by the total function cost, the dollar allocation may be slightly different. The allocation may be slightly different because the program uses a percentage with an extended number of decimal places to make the calculation, instead of the truncated number on the printed page. Hence, the allocations are made with increased accuracy, even though the printed page only shows the truncated amounts. Likewise, the allocations resulting from this calculation are rounded to the nearest dollar for presentation purposes and, when added with a calculator, may or may not add exactly to the allocated amount.

SECTION III – SUMMARY OF ALLOCATED COSTS AND CAFR RECONCILATION

City of Houston,Texas
FY 2020 Full Cost Allocation Plan
Summary of Allocated Costs and CAFR Reconciliation
Based on Actual Expenditures for the Fiscal Year Ended June 30, 2018

Department	Final GL A = B + C + D	Personnel B	Other Operating C	Transfer D	CAFR Adjustments* E	Adjusted GL F = A - D + E	CAFR G	Direct Costs H	Allocated Indirect I	Unallocated/DB J
Houston Police Department (HPD)	$ 1,586,032,200	$ 1,534,489,231	$ 51,542,969	$ -	$ (753,889,999)	$ 832,142,201	$ 1,586,081,181	$ 826,048,088	$ 6,094,113	$ -
Dept of Neighborhoods (DON)	11,011,579	8,466,074	2,545,505	-	-	11,011,579	11,011,579	11,011,579	-	-
Houston Fire Department (HFD)	497,350,681	450,136,630	47,214,051	-	-	497,350,681	497,336,799	497,350,681	-	-
Houston Emergency Center (HEC)	9,762,358	-	-	9,762,358	-	-	-	-	-	-
Municipal Courts Department	29,348,920	22,725,132	6,493,323	130,465	-	29,218,455	29,218,455	29,218,455	-	-
Houston Public Works (HPW)	31,719,838	1,267,481	28,927,857	1,524,500	-	30,195,338	30,195,337	30,195,338	-	-
Solid Waste Management	75,096,425	28,990,477	40,489,894	5,616,054	-	69,480,371	69,500,089	69,480,371	-	-
General Services Department (GSD)	40,260,267	11,122,703	25,995,343	3,142,221	-	37,118,046	37,132,566	8,531	34,183,149	2,926,366
Housing and Community Devp.	438,558	95,881	342,677	-	-	438,558	438,559	438,558	-	-
Library	40,633,025	31,238,787	8,644,238	750,000	-	39,883,025	39,883,025	39,883,025	-	-
Parks & Recreation	75,899,165	43,194,042	31,639,848	1,065,275	-	74,833,890	74,833,890	74,833,890	-	-
Health & Human Services	66,274,946	39,009,754	27,265,192	-	-	66,274,946	66,274,946	35,903,048	11,386,086	18,985,812
Mayor's Office	7,464,939	5,234,041	519,304	1,711,594	-	5,753,345	5,753,345	1,370,607	4,109,052	273,686
Office of Business Opportunity (OBO)	3,074,612	2,579,249	495,363	-	-	3,074,612	3,074,612	-	2,851,404	223,208
City Council	9,360,787	7,176,413	1,702,333	482,041	-	8,878,746	8,812,059	275,423	7,209,629	1,393,694
City Controller's Office	8,793,797	7,931,092	862,705	-	-	8,793,797	8,793,797	4	8,793,793	-
Finance	17,542,353	12,677,057	4,851,296	14,000	-	17,528,353	17,528,353	310,255	16,008,191	1,209,907
Admn. & Regulatory Affairs	26,612,625	15,262,967	3,325,765	8,023,893	-	18,588,732	18,588,732	4,030,825	13,955,847	602,060
Fleet Management Department	4,768	4,768	-	-	-	4,768	4,768	4,768	-	-
Houston Information Tech Svcs	16,206,504	11,679,655	4,526,849	-	-	16,206,504	16,203,764	94,462	16,112,042	-
Planning & Development	3,371,853	2,919,354	452,499	-	-	3,371,853	3,371,852	1,877,369	516,542	977,942
City Secretary	801,397	712,842	88,555	-	-	801,397	801,397	1	801,396	-
Human Resources (HR)	3,018,008	2,499,383	518,625	-	-	3,018,008	3,018,008	10,465	2,676,934	330,609
Legal Department	14,989,978	14,003,437	986,541	-	-	14,989,978	14,989,978	1,428	13,899,012	1,089,538
Citywide General Government	356,095,571	167,420,957	113,947,359	74,727,255	(155,313,201)	126,055,115	305,392,600	76,269,335	49,785,780	-
GRAND TOTAL	**2,931,165,154**	**2,420,837,407**	**403,378,091**	**106,949,656**	**(909,203,200)**	**1,915,012,298**	**2,848,239,691**	**1,698,616,506**	**188,382,970**	**28,012,822**
Cost Adjustment	Building Use								612,933.00	
Cost Adjustment	Equipment use								2,029,728.00	
Cost Adjustment	HPW General Fund Credit								(77,404.00)	
Unallocated Indirect fr disallow functions	Non-Dept								(955,638.00)	
Unallocated Indirect fr disallow functions	OBO								(32,589.00)	
Unallocated Indirect fr disallow functions	HR								(2,154,823.00)	
Unallocated Indirect fr disallow functions	Gen Svcs								(2,489,012.00)	
Summary Schedule Total									**185,316,165.00**	

***- CAFR Adjustments reflects both Pension Bonds for HPOP($753,889,999) and HMEP($155,313,201), respectively that were issued during the FY18.**

SECTION IV – FY 2020 FULL COST ALLOCATION PLAN
BASED ON ACTUAL EXPENDITURES
FOR THE FISCAL YEAR ENDED
JUNE 30, 2018

Table of Contents

Schedule Description	Allocation Basis Units	Allocation Basis Source	Page #
Table of Contents			1
Summary Schedule			8
Building Depreciation			15
1 Department Costs			16
1 Incoming Costs			17
1 City Hall	Square footage per department	GSD Space Allocation	18
1 City Hall Annex	Square footage per department	GSD Space Allocation	19
1 Muni Court Bldg	Square footage per department	GSD Space Allocation	20
1 Allocation Summary			21
Equipment Depreciation			22
2 Department Costs			23
2 Incoming Costs			24
2 Equip Deprec	Current year depreciation by department	Asset Report	25
2 Allocation Summary			26
Non-Departmental-Gen Gov			27
3 Department Costs			28
3 Incoming Costs			34
3 Insurance Retirees	Number of General Fund civilian full time equivalents (FTE)	COH FTE Report	37
3 Memberships	Number of General Fund FTE positions	COH FTE Report	38
3 Consuling Services	Number of rev, exp, & purch transactions per dept	COH Transaction Report	39
3 Interest Costs	FY2017 actual GF expenditures excl TIRZ	COH Expenditure Report	41
3 Other Misc	FY2017 actual GF expenditures excl TIRZ	COH Expenditure Report	43
3 Claims & Judge	Dollar amount of claims & judgments for GF depts	Legal Report	45
3 Elections	Number of elected officials	City Charter	46
3 Non-Dpt. Legal Svcs/Lobby	Number of FTE positions all funds	COH FTE Report	47
3 Walker Rent	Square footage per dept General Fund departments	GSD Space Allocation	49
3 Dept Specific	Dollars expended per department	Expenses	50
3 Gen Govt	**Not Allocated**		
3 Allocation Summary			51
Finance Dir Office			55
4 Department Costs			56
4 Incoming Costs			57
4 Finance Dept Admin	Number of FTE positions supported	COH FTE Report	59
4 Allocation Summary			60

Finance Financial Planning & Analysis				61
5	Department Costs			62
5	Incoming Costs			63
5	Financial Plg & Analysis	Number of rev, exp, & purch transactions per dept	COH Transaction Report	65
5	Allocation Summary			67
Finance City Council				69
6	Department Costs			70
6	Incoming Costs			71
6	Fin City Council Support	Direct allocation to City Council	Direct Allocation	73
6	Allocation Summary			74
Finance Public Fin				75
7	Department Costs			76
7	Incoming Costs			77
7	Debt Svc	Percentage of effort	Finance Department	79
7	Capital Projects	Percentage of effort	Finance Department	80
7	Allocation Summary			81
Finance Reporting & Ops				82
8	Department Costs			83
8	Incoming Costs			85
8	Gen Acctng	Number of rev, exp, & purch transactions per dept	COH Transaction Report	89
8	Fixed Assets	Number of fixed & controlled assets excl PWE & Airport	Asset Report	91
8	Auditing Svcs	Number of rev, exp, & purch transactions excl enterprise	COH Transaction Report	92
8	Auditing Svcs - Enterprise	Percentage of enterprise audit hours	Finance Report	94
8	Fin Operations	FY2017 expenditures excl TIRZ	COH Expenditure Report	95
8	Allocation Summary			97
Finance Internal Controls				99
9	Department Costs			100
9	Incoming Costs			101
9	Internal Controls	FY2017 actual GF expenditures excl TIRZ	COH Expenditure Report	103
9	Allocation Summary			105
Finance Grants				106
10	Department Costs			107
10	Incoming Costs			108
10	Grants Mgmt	FY2017 Grant Funds expenditures	COH Expenditure Report	110
10	Cost Accounting	FY2017 expenditures excl TIRZ	COH Expenditure Report	111
10	Trust Funds Mgmt (TFM)	FY2017 expenditures excl TIRZ	COH Expenditure Report	113
10	Allocation Summary			115
Finance Perform Mgmt				117
11	Department Costs			118
11	Incoming Costs			119
11	Perf Mgmt Svcs	FY2017 expenditures excl TIRZ	COH Expenditure Report	121
11	Allocation Summary			123

Finance Treasury			125
12 Department Costs			126
12 Incoming Costs			127
12 Treasury	FY2017 actual GF expenditures excl TIRZ	COH Expenditure Report	128
12 Collections	**Not Allocated**		129
12 Allocation Summary			131
Finance Strategic Purchasing			132
13 Department Costs			133
13 Incoming Costs			134
13 Purchasing	Number of purchasing transactions	COH Transaction Report	136
13 Allocation Summary			138
ARA Director Office			140
14 Department Costs			141
14 Incoming Costs			142
14 ARA Dept Admin	Number of FTE positions supported	COH FTE Report	144
14 ARA Non-Parking	Number of FTE positions supported excl Parking	COH FTE Report	145
14 Allocation Summary			146
ARA Financial Svcs			147
15 Department Costs			148
15 Incoming Costs			149
15 Budgeting & Accounting Support	Number of FTE positions supported	COH FTE Report	151
15 Accounts Payable	Number of FTE positions supported	COH FTE Report	152
15 Allocation Summary			153
ARA Operations			154
16 Department Costs			155
16 Incoming Costs			156
16 Mailroom	Number of FTE positions	Departmental / COH FTE Report	158
16 Property	Percentage of net proceeds from sale of assets	Property Report	159
16 Records	Number of FTE positions all funds	COH FTE Report	160
16 3-1-1 Svcs	Number of contacts per department	Contact Report	162
16 Allocation Summary			163
ARA Payroll Services			165
17 Department Costs			166
17 Incoming Costs			167
17 Payroll Svcs	Number of FTE positions all funds	COH FTE Report	169
17 Allocation Summary			171
ARA Regulatory			173
18 Department Costs			174
18 Incoming Costs			175
18 Franchise	FY2017 actual GF expenditures excl TIRZ	COH Expenditure Report	177
18 Allocation Summary			179

HITS CIO				180
19	Department Costs			181
19	Incoming Costs			182
19	IT Dept Admin	Number of FTE positions supported	COH FTE Report	184
19	IT Director	Number of FTE positions supported	COH FTE Report	185
19	Allocation Summary			186
HITS EAS				187
20	Department Costs			188
20	Incoming Costs			189
20	Enterprise Appl	IT application hours per department	HITS Help Desk Report	191
20	IT ERP	Number of SAP licenses	HITS Report	192
19	Allocation Summary			194
HITS EIS				196
21	Department Costs			197
21	Incoming Costs			198
21	Client Svcs	IT Service Now (ITSN) requests submitted per dept	HITS Help Desk Report	200
21	NW Data	IT user count for network svcs	HITS User Report	201
21	NW Voice	IT user count for network svcs excl Airport	HITS User Report	202
21	Enterprise Optns	Number of rev, exp, & purch transactions per dept	COH Transaction Report	203
21	Allocation Summary			205
HITS Radio				207
22	Department Costs			208
22	Incoming Costs			209
22	IT Radio Svcs	Number of radios per department	HITS Radio Report	211
22	Allocation Summary			212
Office Business Opportunity				213
23	Department Costs			215
23	Incoming Costs			217
23	Certification	Number of FTE positions all funds	COH FTE Report	221
23	Contract Compliance	Number of contracts monitored	OBO Report	223
23	Reporting & Analytics	Number of awards with S/MWDBE requirements	OBO Report	224
23	Dept Services	Number of tasks completed by procurement specialists	OBO Report	225
23	External Affairs & Outreach	Number of FTE positions all funds	COH FTE Report	226
23	HAS Services	Direct allocation to HAS	Direct Allocation	228
23	Non-GF	**Not Allocated**		
23	Allocation Summary			229

Mayor			233
24 Department Costs			234
24 Incoming Costs			235
24 City Mayor Admin	Number of FTE positions all funds	COH FTE Report	237
24 Agenda Office	Direct allocation to City Council	Direct Allocation	239
24 I Gov Relats	Number of FTE positions all funds	COH FTE Report	240
24 Other Svcs	Direct allocation to Mayor other	Direct Allocation	242
24 Allocation Summary			243
Human Resources			245
25 Department Costs			246
25 Incoming Costs			247
25 Selection	Number of selections per department	Selection Analysis	248
25 Personnel Svcs	Number of FTE positions all funds	COH FTE Report	250
25 Non-GF	**Not Allocated**		
25 Allocation Summary			252
Legal			254
26 Department Costs			255
26 Incoming Costs			256
26 Legal Svcs	Number of Legal staff hours per department	Legal Staffing Report	258
26 HPW Legal	HPW Legal chargebacks by area	Legal Chargeback Report	259
26 Inspector General	% of complaints investigated	Complaint Report	260
26 Allocation Summary			261
City Secretary			262
27 Department Costs			263
27 Incoming Costs			264
27 City Sec Svcs	FY2017 expenditures excl TIRZ	COH Expenditure Report	266
27 Allocation Summary			268
City Council			270
28 Department Costs			271
28 Incoming Costs			272
28 City Council Svcs	FY2017 expenditures excl TIRZ	COH Expenditure Report	274
28 Special Projects	**Not Allocated**		
28 Allocation Summary			276
City Controller's Office			278
29 Department Costs			279
29 Incoming Costs			280
29 Controller Fin Svcs	Number of rev, exp, & purch transactions per dept	COH Transaction Report	282

29 Controller Treasury	FY2017 expenditures excl TIRZ	COH Transaction Report	284
29 Allocation Summary		COH Expenditure Report	286
Health Administration			288
30 Department Costs			289
30 Incoming Costs			290
30 Health Admin	Direct allocation to Health Department	Direct Allocation	292
30 Allocation Summary			293
Planning & Dev Admin			294
31 Department Costs			295
31 Incoming Costs			296
31 Planning Admin - FTEs	Planning & Dev FTEs	COH FTE Report	298
31 Planning Admin - Expenditures	Planning & Dev FY2106 Expenditures	COH Expenditure Report	299
31 Allocation Summary			300
HPW Administration Indirect			301
32 Department Costs			302
32 Incoming Costs			303
32 Admin Expenditures	HPW FY2017 Expenditures	COH Expenditure Report	304
32 Admin FTEs	HPW FTEs	COH FTE Report	305
32 Allocation Summary			306
CIP Sal Rec HPW			307
33 Department Costs			308
33 Incoming Costs			309
33 CIP Admin Svcs	Number of FTEs supported in CIP Sal Rec	COH FTE Report	311
33 Allocation Summary			312
HPD Police Records			313
34 Department Costs			314
34 Incoming Costs			315
34 Records Mgt	Number of reports issued per department	Police Department Report	317
34 Allocation Summary			318
General Services			319
35 Department Costs			320
35 Incoming Costs			322
35 Design & Const	GSD Fund 1001 expense per department served	GSD Report	328
35 Building Svcs	GSD expenditures per department served	GSD Report	329
35 Utilities	Dollar amount of utility costs	GSD Report	330
35 In-House Renov	In-house renovation costs for Fund 1003	GSD Report	331
35 Real Estate	Square footage maintained by GSD	GSD Report	332
35 Building Svcs Reimb	Dollar expenses/revenues	GSD Report	333
35 Other Non-GF	**Not Allocated**		
35 Allocation Summary			334

HEC 336

36 Department Costs			337
36 Incoming Costs			341
36 General Svcs	Square footage of occupants in HEC building	GSD Report	349
36 Legal 911	Direct allocation to HEC 911 Network	Direct Allocation	350
36 Legal OIG	Number of HEC FTEs	COH FTE Report	351
36 Citywide Gen Gov	Expenditures of HEC departments	COH Expenditure Report	352
36 ARA 311	Number of HEC FTEs	COH FTE Report	353
36 Fin Strategic Purchasing	Expenditures of HEC departments	COH Expenditure Report	354
36 Fin Grants	Expenditures of HEC dept's excl 911 network	COH Expenditure Report	355
36 Fin Reporting & Operations	Expenditures of HEC departments	COH Expenditure Report	356
36 Fin Planning & Analysis	Expenditures of HEC departments	COH Expenditure Report	357
36 IT Admin & Apps	Expenditures of HEC dept's excl 911 network	COH FTE Report	358
36 IT Infrastructure	Number of HEC FTEs excl 911 network	COH FTE Report	359
36 Office Business Opp	Number of HEC FTEs	COH Expenditure Report	360
36 Mayor's Office	Expenditures of HEC departments	COH FTE Report	361
36 Human Resources	Number of HEC FTEs	COH Expenditure Report	362
36 City Sec Svcs	Expenditures of HEC departments	COH FTE Report	363
36 City Council Svcs	Number of HEC FTEs	COH Expenditure Report	364
36 City Controller	Expenditures of HEC departments	COH Expenditure Report	365
36 Fin Operations	Expenditures of HEC departments	COH Expenditure Report	366
36 ARA Payroll Svcs	Expenditures of HEC dept's excl 911 network	COH Expenditure Report	367
36 ARA Operations	Expenditures of HEC departments	COH Expenditure Report	368
36 Allocation Summary			369

HPW General Fund Credit 372

37 Department Costs			373
37 Incoming Costs			374
37 General Fund Credit	Direct allocation to HPW Water & Sewer	Direct Allocation	375
37 Allocation Summary			376

Summary Schedule

	Department	Police	Dept of Neighborhood	Fire	Municipal Court	Solid Waste	Houston Airport System (HAS)	Housing & Community Development	Library	Parks & Recreation	Health Department
1	Building Depreciation	$ 6,701	$ 8,133	$ 0	$ 69,811	$ 0	$ 0	$ 0	$ 5,677	$ 0	$ 0
2	Equipment Depreciation	552,612	5,593	1,006,715	4,607	174,116	0	0	46,137	39,109	0
3	Non-Departmental-Gen Gov	20,652,078	370,935	5,577,169	1,055,500	2,351,181	662,555	117,640	1,632,919	2,604,910	1,863,623
4	Finance Dir Office	0	0	0	0	0	0	0	0	0	0
5	Finance FP&A	231,975	10,722	205,429	33,346	48,820	119,420	39,393	27,957	136,242	176,572
6	Finance City Council	0	0	0	0	0	0	0	0	0	0
7	Finance Public Fin	86,431	0	89,383	0	84,661	96,482	79,940	82,005	114,170	13,575
8	Finance Reporting & Ops	529,249	19,286	505,650	48,931	90,531	340,654	58,313	58,180	253,563	250,111
9	Finance Internal Controls	0	0	0	0	0	0	0	0	0	0
10	Finance Grants	247,319	7,978	99,346	5,798	116,389	95,935	111,388	7,181	23,076	143,055
11	Finance Perform Mgmt	124,225	2,006	68,390	4,410	16,457	43,550	7,597	5,422	12,309	17,833
12	Finance Treasury	203,179	2,746	120,715	7,279	16,977	0	109	9,050	18,656	8,944
13	Finance Strat Purchasing	463,165	60,435	100,063	67,369	267,001	576,603	474,062	182,294	312,575	399,759
14	ARA Director Office	0	0	0	0	0	0	0	0	0	0
15	ARA Financial Svcs	0	154,978	0	0	0	0	0	0	0	0
16	ARA Operations	747,408	174,841	242,500	1,812,003	2,175,194	65,445	27,106	27,447	101,428	279,440
17	ARA Payroll Services	1,297,742	28,806	865,449	58,959	88,622	23,220-	30,139	98,988	162,341	249,265
18	ARA Regulatory	438,166	5,921	260,328	15,696	36,612	0	234	19,517	40,233	19,290
19	HITS CIO	0	0	0	0	0	0	0	0	0	0
20	HITS EAS	195,210	9,802	98,170	35,512	20,429	35,465	37,323	26,097	23,655	438,140
21	HITS EIS	430,137	60,285	1,155,948	71,648	155,136	357,971	116,228	197,587	412,605	327,406
22	HITS Radio	3,836,150	0	1,416,463	0	249,486	0	0	0	115,397	0
23	Office Business Opport	677,152	21,969	421,623	33,042	61,075	212,902	22,452	53,806	91,743	148,612
24	Mayor	1,467,375	32,572	978,577	66,666	100,206	261,461	34,080	111,927	183,561	281,848
25	Human Resources	855,358	20,505	529,963	35,895	68,156	136,396	27,911	75,535	205,558	186,600
26	Legal	696,381	611,158	359,231	5,951,308	199,487	209,058	282,585	46,265	214,465	86,223
27	City Secretary	224,409	3,624	123,546	7,967	29,729	78,672	13,724	9,795	22,237	32,214
28	City Council	2,257,611	36,466	1,242,892	80,153	299,078	791,463	138,068	98,534	223,707	324,080
29	City Controller's Office	1,120,306	40,045	861,318	118,788	205,330	512,624	147,830	105,007	467,389	611,646
30	Health Administration	0	0	0	0	0	0	0	0	0	13,131,150
31	Planning & Dev Admin	0	0	0	0	0	0	0	0	0	0
32	HPW Admin Indirect	0	0	0	0	0	0	0	0	0	0
33	CIP Sal Rec HPW	0	0	0	0	0	0	0	0	0	0
34	HPD Police Records	15,876	0	0	0	0	0	0	0	0	0
35	General Services	14,128,781	69,341	6,036,921	204,671	32,832	0	0	5,713,649	377,231	5,573,853
36	HEC	0	0	0	0	0	0	0	0	0	0
37	HPW General Fund Credit	0	0	0	0	0	0	0	0	0	0
	Tot.Current Allocations	$51,484,996	$1,758,147	$22,365,789	$9,789,359	$6,887,505	$4,573,436	$1,766,122	$8,640,976	$6,156,160	$24,563,239

Summary Schedule

	Department	Convention & Entertainmen	Fleet Management	Planning & Development Other	Planning & Development Spec Rev	General Debt	Finance Other	ARA Insurance	ARA BARC	ARA Parking	ARA Other
1	Building Depreciation	$ 0	$ 7,156	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
2	Equipment Depreciation	0	5,547	0	0	0	0	0	0	0	0
3	Non-Departmental-Gen Gov	1,378	304,818	74,998	25,051	3,051	36,526	3,252	61,782	45,476	124,124
4	Finance Dir Office	0	0	0	0	0	1,172,919	0	0	0	0
5	Finance FP&A	3,500	260,652	3,474	6,408	7,747	12,569	1,253	15,952	24,777	14,085
6	Finance City Council	0	0	0	0	0	0	0	0	0	0
7	Finance Public Fin	13,869	0	0	0	0	0	0	0	0	0
8	Finance Reporting & Ops	80,039	382,733	5,056	9,139	10,473	19,405	3,912	22,543	34,272	19,744
9	Finance Internal Controls	0	0	0	0	0	0	0	0	0	0
10	Finance Grants	9	15,374	2,582	941	0	47,902	4,399	1,931	1,532	1,989
11	Finance Perform Mgmt	8	11,922	564	745	0	3,782	3,481	1,528	1,213	1,098
12	Finance Treasury	0	1	468	0	0	74	0	0	0	998
13	Finance Strat Purchasing	2,477	702,425	6,935	6,935	0	4,458	5,449	30,712	24,273	9,412
14	ARA Director Office	0	0	0	0	0	0	62,667	1,260,350	676,053	436,536
15	ARA Financial Svcs	0	0	0	0	0	0	9,692	194,938	125,462	67,519
16	ARA Operations	0	41,712	1,379	1,830	0	2,279	224	4,510	192,595	1,562
17	ARA Payroll Services	0	75,946	6,371	8,463	0	10,535	1,037	20,849	13,419	7,221
18	ARA Regulatory	0	2	1,009	0	0	160	0	0	0	2,151
19	HITS CIO	0	0	0	0	0	0	0	0	0	0
20	HITS EAS	1	24,275	3	5	0	5	1	98	7	13,164
21	HITS EIS	6,489	554,302	6,441	11,882	14,364	23,307	2,323	29,579	45,942	26,116
22	HITS Radio	0	15,034	0	0	0	0	0	0	0	0
23	Office Business Opport	0	79,625	3,249	3,874	0	4,822	474	9,543	6,142	3,305
24	Mayor	0	85,873	7,204	9,570	0	11,911	1,172	23,574	15,173	8,166
25	Human Resources	162	50,022	3,712	6,889	0	4,524	446	8,954	5,763	3,101
26	Legal	2,407	80,116	0	0	0	0	0	0	29,602	0
27	City Secretary	15	21,537	1,018	1,345	0	6,832	6,289	2,759	2,190	1,984
28	City Council	145	216,669	10,237	13,534	0	68,730	63,272	27,757	22,035	19,959
29	City Controller's Office	11,039	857,645	12,701	22,504	24,376	51,437	14,882	54,996	81,774	47,771
30	Health Administration	0	0	0	0	0	0	0	0	0	0
31	Planning & Dev Admin	0	0	1,248,196	676,140	0	0	0	0	0	0
32	HPW Admin Indirect	0	0	0	0	0	0	0	0	0	0
33	CIP Sal Rec HPW	0	0	0	0	0	0	0	0	0	0
34	HPD Police Records	0	0	0	0	0	0	0	0	0	0
35	General Services	0	188,389	0	0	0	0	0	19,781	6,635	0
36	HEC	0	0	0	0	0	0	0	0	0	0
37	HPW General Fund Credit	0	0	0	0	0	0	0	0	0	0
	Tot.Current Allocations	$121,538	$3,981,775	$1,395,597	$805,255	$60,011	$1,482,177	$184,225	$1,792,136	$1,354,335	$810,005

Summary Schedule

	Department	IT Public Services	Legal Insurance	Legal Wkr Comp	Mayor Cable TV	Mayor Other	TIRZ	HR Health Benefits	HR Long Term Disabilty	HPW Bldg Insp	HPW Stormwater
1	Building Depreciation	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
2	Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3	Non-Departmental-Gen Gov	2,485	30,400	1,384	10,865	30,664	31,697	90,263	29	310,866	190,101
4	Finance Dir Office	0	0	0	0	0	0	0	0	0	0
5	Finance FP&A	0	8,400	710	2,508	15,263	1,488	167,015	75	45,457	19,395
6	Finance City Council	0	0	0	0	0	0	0	0	0	0
7	Finance Public Fin	0	0	0	0	0	0	0	0	0	0
8	Finance Reporting & Ops	0	12,489	981	3,722	23,448	2,012	259,105	10	67,675	30,399
9	Finance Internal Controls	0	0	0	0	0	0	0	0	0	0
10	Finance Grants	0	2,241	42	657	30,878	0	65,983	183-	12,315	8,275
11	Finance Perform Mgmt	0	1,773	34	520	4,410	0	52,222	145-	9,747	6,549
12	Finance Treasury	0	0	0	0	0	0	0	0	0	0
13	Finance Strat Purchasing	0	20,805	0	8,917	106,008	495	49,041	991	54,490	46,564
14	ARA Director Office	0	0	0	0	0	0	0	0	0	0
15	ARA Financial Svcs	0	0	0	34,700	86,594	18,687	0	0	0	0
16	ARA Operations	35	2,202	90	3,137	2,003	433	1,990	0	93,886	22,182
17	ARA Payroll Services	159	10,178	415	3,711	9,261	1,999	9,199	0	55,876	36,840
18	ARA Regulatory	0	0	0	0	0	0	0	0	0	0
19	HITS CIO	22,134	0	0	0	0	0	0	0	0	0
20	HITS EAS	0	5	0	2	5	1	5	0	59	35
21	HITS EIS	0	15,576	1,318	4,650	28,300	2,760	309,685	139	84,287	35,962
22	HITS Radio	0	0	0	0	0	0	0	0	0	0
23	Office Business Opport	73	4,659	191	1,699	4,240	915	4,211	0	50,379	31,376
24	Mayor	181	11,509	469	4,197	99,199	2,259	10,401	0	124,444	77,506
25	Human Resources	68	4,371	178	1,594	3,977	858	3,950	0	70,041	47,820
26	Legal	0	0	0	0	0	78,183	0	0	37,392	0
27	City Secretary	0	3,204	60	940	7,967	0	94,337	263-	17,608	11,831
28	City Council	0	32,229	606	9,451	80,147	0	949,051	2,646-	177,134	119,024
29	City Controller's Office	0	32,005	2,340	9,526	61,884	4,684	689,637	221-	173,665	81,608
30	Health Administration	0	0	0	0	0	0	0	0	0	0
31	Planning & Dev Admin	0	0	0	0	0	0	0	0	0	0
32	HPW Admin Indirect	0	0	0	0	0	0	0	0	599,762	385,646
33	CIP Sal Rec HPW	0	0	0	0	0	0	0	0	0	0
34	HPD Police Records	0	0	0	0	0	0	0	0	0	0
35	General Services	0	0	0	12,994	0	0	0	0	0	0
36	HEC	0	0	0	0	0	0	0	0	0	0
37	HPW General Fund Credit	0	0	0	0	0	0	0	0	0	0
	Tot.Current Allocations	$25,135	$192,046	$8,818	$113,790	$594,248	$146,471	$2,756,095	$2,214	$1,985,083	$1,151,113

Summary Schedule

	Department	HPW DDSR	HPW Water & Sewer	HPW Houston Transtar	HPW Other	Houston Permit Center	CIP S/R Planning	CIP Sal Rec RE	CIP S/R Engrg	CIP S/R Constr	CIP S/R Eng/Const
1	Building Depreciation	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
2	Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3	Non-Departmental-Gen Gov	279,812	1,251,538	4,971	118,240	27,845	4,894	19,281	54,473	61,694	14,248
4	Finance Dir Office	0	0	0	0	0	0	0	0	0	0
5	Finance FP&A	53,771	254,410	2,643	77,583	8,735	795	4,088	19,382	12,816	1,773
6	Finance City Council	0	0	0	0	0	0	0	0	0	0
7	Finance Public Fin	0	138,398	0	0	0	0	0	0	0	0
8	Finance Reporting & Ops	79,337	363,440	3,767	109,675	12,685	1,170	5,900	27,172	18,289	2,808
9	Finance Internal Controls	0	0	0	0	0	0	0	0	0	0
10	Finance Grants	13,151	73,737	382	51,782	1,734	188	741	1,911	1,904	810
11	Finance Perform Mgmt	10,408	58,359	302	7,488	1,373	149	586	1,513	1,507	641
12	Finance Treasury	0	0	0	7,530	0	0	0	0	0	0
13	Finance Strat Purchasing	388,366	791,591	22,292	90,156	32,199	0	2,477	495	11,888	991
14	ARA Director Office	0	0	0	0	0	0	0	0	0	0
15	ARA Financial Svcs	0	0	0	0	0	0	0	0	0	0
16	ARA Operations	34,420	140,299	319	572	1,983	372	1,436	3,806	4,604	1,101
17	ARA Payroll Services	51,911	236,475	1,476	2,641	9,168	1,721	6,639	17,597	21,281	5,090
18	ARA Regulatory	0	0	0	16,238	0	0	0	0	0	0
19	HITS CIO	0	0	0	0	0	0	0	0	0	0
20	HITS EAS	52	234	1	0	4	0	5	6	9	2
21	HITS EIS	99,702	471,734	4,901	143,857	16,197	1,474	7,579	35,939	23,764	3,288
22	HITS Radio	68,263	88,174	0	0	0	0	0	0	0	0
23	Office Business Opport	44,475	197,988	676	1,209	4,197	788	3,040	8,054	9,741	2,330
24	Mayor	109,862	489,064	1,669	2,986	10,367	1,947	7,507	19,896	24,062	5,756
25	Human Resources	62,713	289,869	633	1,460	3,937	739	2,851	7,557	9,139	2,186
26	Legal	92,914	755,973	0	809,312	0	0	249,581	0	0	0
27	City Secretary	18,803	105,423	546	13,528	2,480	268	1,059	2,733	2,722	1,158
28	City Council	189,157	1,060,586	5,495	136,090	24,944	2,704	10,651	27,500	27,385	11,650
29	City Controller's Office	201,903	983,922	9,268	267,657	31,799	2,970	14,703	65,745	45,063	7,595
30	Health Administration	0	0	0	0	0	0	0	0	0	0
31	Planning & Dev Admin	0	0	0	0	0	0	0	0	0	0
32	HPW Admin Indirect	575,079	2,863,987	12,383	197,771	64,133	9,286	36,131	94,750	106,419	32,547
33	CIP Sal Rec HPW	0	0	0	0	0	2,480-	9,569-	25,364-	30,675-	7,337-
34	HPD Police Records	0	0	0	0	0	0	0	0	0	0
35	General Services	0	107,140	49,066	0	119,682	0	0	0	0	0
36	HEC	0	0	0	0	0	0	0	0	0	0
37	HPW General Fund Credit	0	77,404-	0	0	0	0	0	0	0	0
	Tot.Current Allocations	$2,374,099	$10,644,937	$120,790	$2,055,775	$373,462	$26,985	$364,686	$363,165	$351,612	$86,637

Summary Schedule

	Department	CIP S/R Geo/Env	CIP S/R Other	CIP S/R GSD	HEC-Director	HEC-IT	HEC-911 Network	HEC-Police Call Takers	HEC-HFD	HEC-Harris County	HEC-Gen Svcs Dept
1	Building Depreciation	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
2	Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3	Non-Departmental-Gen Gov	7,843	18,831	23,216	0	0	0	0	0	0	0
4	Finance Dir Office	0	0	0	0	0	0	0	0	0	0
5	Finance FP&A	3,208	6,055	11,736	0	0	0	0	0	0	0
6	Finance City Council	0	0	0	0	0	0	0	0	0	0
7	Finance Public Fin	0	0	0	0	0	0	0	0	0	0
8	Finance Reporting & Ops	4,468	8,562	16,239	0	0	0	0	0	0	0
9	Finance Internal Controls	0	0	0	0	0	0	0	0	0	0
10	Finance Grants	257	742	736	0	0	0	0	0	0	0
11	Finance Perform Mgmt	204	587	583	0	0	0	0	0	0	0
12	Finance Treasury	0	0	0	0	0	0	0	0	0	0
13	Finance Strat Purchasing	495	3,468	0	0	0	0	0	0	0	0
14	ARA Director Office	0	0	0	0	0	0	0	0	0	0
15	ARA Financial Svcs	0	0	0	0	0	0	0	0	0	0
16	ARA Operations	535	1,336	1,511	0	0	0	0	0	0	0
17	ARA Payroll Services	2,471	6,179	6,985	0	0	0	0	0	0	0
18	ARA Regulatory	0	0	0	0	0	0	0	0	0	0
19	HITS CIO	0	0	0	0	0	0	0	0	0	0
20	HITS EAS	1	4	0	0	0	0	0	0	0	0
21	HITS EIS	5,950	11,228	21,762	0	0	0	0	0	0	0
22	HITS Radio	0	0	0	0	0	0	0	0	0	0
23	Office Business Opport	1,131	2,828	3,198	0	0	0	0	0	0	0
24	Mayor	2,794	6,987	7,898	0	0	0	0	0	0	0
25	Human Resources	1,062	2,654	3,000	0	0	0	0	0	0	0
26	Legal	0	0	0	0	0	0	0	0	0	0
27	City Secretary	369	1,060	1,052	0	0	0	0	0	0	0
28	City Council	3,706	10,670	10,584	0	0	0	0	0	0	0
29	City Controller's Office	10,738	20,899	38,759	0	0	0	0	0	0	0
30	Health Administration	0	0	0	0	0	0	0	0	0	0
31	Planning & Dev Admin	0	0	0	0	0	0	0	0	0	0
32	HPW Admin Indirect	13,090	34,680	0	0	0	0	0	0	0	0
33	CIP Sal Rec HPW	3,562-	8,906-	0	0	0	0	0	0	0	0
34	HPD Police Records	0	0	0	0	0	0	0	0	0	0
35	General Services	0	0	0	0	0	0	0	0	0	0
36	HEC	0	0	0	23,946	82,963	345,235	209,607	0	27,269	11,869
37	HPW General Fund Credit	0	0	0	0	0	0	0	0	0	0
	Tot.Current Allocations	$54,760	$127,864	$147,259	$23,946	$82,963	$345,235	$209,607	$0	$27,269	$11,869

Summary Schedule

	Department	HEC-Homeland Security	HEC-Off of Emg Mgt	HEC-HPD	Hurricane Ike Aid & Recovery	ARRA Reimbursement Fund	HR-W.C.	HITS Other	Legal Other	Other	2nd Allocation Orphans
1	Building Depreciation	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 76,507	$ 0
2	Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3	Non-Departmental-Gen Gov	0	0	0	35	133	24,063	61,357	6	0	0
4	Finance Dir Office	0	0	0	0	0	0	0	0	0	0
5	Finance FP&A	0	0	0	88	337	16,310	36,602	15	0	0
6	Finance City Council	0	0	0	0	0	0	0	0	0	0
7	Finance Public Fin	0	0	0	0	0	0	0	0	0	0
8	Finance Reporting & Ops	0	0	0	119	456	24,072	54,332	20	0	0
9	Finance Internal Controls	0	0	0	0	0	0	0	0	0	0
10	Finance Grants	0	0	0	5	0	4,003	10,128	0	0	0
11	Finance Perform Mgmt	0	0	0	0	0	3,168	7,596	0	0	0
12	Finance Treasury	0	0	0	0	0	0	2	0	0	0
13	Finance Strat Purchasing	0	0	0	0	0	15,356	168,423	0	0	0
14	ARA Director Office	0	0	0	0	0	0	0	0	0	0
15	ARA Financial Svcs	0	0	0	0	0	0	0	0	0	0
16	ARA Operations	0	0	0	0	0	1,434	3,781	0	618,274	0
17	ARA Payroll Services	0	0	0	0	0	6,626	17,478	0	0	0
18	ARA Regulatory	0	0	0	0	0	0	5	0	0	0
19	HITS CIO	0	0	0	0	0	0	2,423,260	0	0	0
20	HITS EAS	0	0	0	0	0	4	10	1	0	0
21	HITS EIS	0	0	0	0	0	30,243	67,869	27	0	0
22	HITS Radio	0	0	0	0	0	0	0	0	8,939	0
23	Office Business Opport	0	0	0	0	0	3,032	8,001	0	393	0
24	Mayor	0	0	0	0	0	7,493	19,762	0	0	0
25	Human Resources	0	0	0	0	0	2,845	7,506	0	0	0
26	Legal	0	0	0	0	0	0	0	0	400,034	0
27	City Secretary	0	0	0	1	0	5,722	13,722	0	0	0
28	City Council	0	0	0	7	0	57,571	138,049	0	0	0
29	City Controller's Office	0	0	0	279	1,061	61,276	139,044	46	0	0
30	Health Administration	0	0	0	0	0	0	0	0	0	0
31	Planning & Dev Admin	0	0	0	0	0	0	0	0	0	0
32	HPW Admin Indirect	0	0	0	0	0	0	0	0	0	0
33	CIP Sal Rec HPW	0	0	0	0	0	0	0	0	0	0
34	HPD Police Records	0	0	0	0	0	0	0	0	5,900,856	0
35	General Services	0	0	0	0	0	0	0	0	12,961	0
36	HEC	26,065	44,479	20,630	27,958	0	0	0	0	0	0
37	HPW General Fund Credit	0	0	0	0	0	0	0	0	0	0
	Tot.Current Allocations	$26,065	$44,479	$20,630	$28,492	$1,987	$263,218	$3,176,927	$115	$7,017,964	$0

Summary Schedule

	Department	Total
1	Building Depreciation	$ 173,985
2	Equipment Depreciation	1,834,436
3	Non-Departmental-Gen Gov	40,240,200
4	Finance Dir Office	1,172,919
5	Finance FP&A	2,150,951
6	Finance City Council	0
7	Finance Public Fin	798,914
8	Finance Reporting & Ops	3,874,136
9	Finance Internal Controls	0
10	Finance Grants	1,216,543
11	Finance Perform Mgmt	496,114
12	Finance Treasury	396,728
13	Finance Strat Purchasing	5,511,910
14	ARA Director Office	2,435,606
15	ARA Financial Svcs	692,570
16	ARA Operations	6,840,644
17	ARA Payroll Services	3,522,308
18	ARA Regulatory	855,562
19	HITS CIO	2,445,394
20	HITS EAS	957,807
21	HITS EIS	5,433,887
22	HITS Radio	5,797,906
23	Office Business Opport	2,244,234
24	Mayor	4,729,131
25	Human Resources	2,756,458
26	Legal	11,191,675
27	City Secretary	896,216
28	City Council	9,016,135
29	City Controller's Office	8,327,263
30	Health Administration	13,131,150
31	Planning & Dev Admin	1,924,336
32	HPW Admin Indirect	5,025,664
33	CIP Sal Rec HPW	87,893-
34	HPD Police Records	5,916,732
35	General Services	32,653,927
36	HEC	820,021
37	HPW General Fund Credit	77,404-
	Tot.Current Allocations	$185,316,165

BUILDING DEPRECIATION
FUNCTION AND ALLOCATION BASIS

The Building Depreciation schedule provides for the allocation of General Fund building depreciation expense for FY 2018. Costs are allocated to user departments occupying City Hall, City Hall Annex, and Municipal Courts buildings. The allocation basis is the total usable square footage occupied by each department.

A. Department Costs **Dept:1 Building Depreciation**

Description		Amount	General Admin	City Hall	City Hall Annex	Muni Court Bldg
Personnel Costs						
Salaries	S	0	0	0	0	0
Salary % Split			.00%	.00%	.00%	.00%
Benefits	S	0	0	0	0	0
Subtotal - Personnel Costs		0	0	0	0	0
Services & Supplies Cost						
Building Depreciation	P	612,933	0	271,077	230,390	111,467
Subtotal - Services & Supplies		612,933	0	271,077	230,390	111,467
Department Cost Total		612,933	0	271,077	230,390	111,467
Adjustments to Cost						
Subtotal - Adjustments		0	0	0	0	0
Total Costs After Adjustments		612,933	0	271,077	230,390	111,467
General Admin Distribution		0	0	0	0	0
Grand Total		$ 612,933		$ 271,077	$ 230,390	$ 111,467

B. Incoming Costs-(Default Spread Custom%)

Dept:1 Building Depreciation

No Indirect Costs

City Hall Allocations **Dept:1 Building Depreciation**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	0	0.0000	$ 0	$ 0	$ 0	$ 0	$ 0
19	HITS CIO	1,595	2.1076	5,713	0	5,713	0	5,713
24	Mayor	27,300	36.0729	97,785	0	97,785	0	97,785
29	City Controller's Office	23,567	31.1403	84,414	0	84,414	0	84,414
35	General Services	0	0.0000	0	0	0	0	0
38	Police	440	0.5814	1,576	0	1,576	0	1,576
45	Library	1,585	2.0943	5,677	0	5,677	0	5,677
96	Other	21,193	28.0034	75,911	0	75,911	0	75,911
	Subtotal	75,680	100.0000	271,076	0	271,076	0	271,076
	Direct Bills					0		0
	Total					$271,076		$271,076

Basis Units: Square footage per department
Source: GSD Space Allocation

City Hall Annex Allocations **Dept:1 Building Depreciation**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	965	0.7676	$ 1,768	$ 0	$ 1,768	$ 0	$ 1,768
24	Mayor	8,889	7.0704	16,289	0	16,289	0	16,289
26	Legal	63,910	50.8344	117,117	0	117,117	0	117,117
27	City Secretary	5,540	4.4065	10,152	0	10,152	0	10,152
28	City Council	19,707	15.6751	36,114	0	36,114	0	36,114
35	General Services	18,043	14.3515	33,064	0	33,064	0	33,064
39	Dept of Neighborhoods	4,438	3.5300	8,133	0	8,133	0	8,133
49	Fleet Management	3,905	3.1061	7,156	0	7,156	0	7,156
96	Other	325	0.2585	596	0	596	0	596
	Subtotal	125,722	100.0000	230,389	0	230,389	0	230,389
	Direct Bills					0		0
	Total					$230,389		$230,389

Basis Units: Square footage per department
Source: GSD Space Allocation

Muni Court Bldg Allocations **Dept:1 Building Depreciation**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
19	HITS CIO	13,160	25.3048	$ 28,206	$ 0	$ 28,206	$ 0	$ 28,206
26	Legal	3,884	7.4684	8,325	0	8,325	0	8,325
38	Police	2,391	4.5975	5,125	0	5,125	0	5,125
41	Municipal Court	32,571	62.6293	69,811	0	69,811	0	69,811
	Subtotal	52,006	100.0000	111,467	0	111,467	0	111,467
	Direct Bills					0		0
	Total					$111,467		$111,467

Basis Units: Square footage per department
Source: GSD Space Allocation

Allocation Summary **Dept:1 Building Depreciation**

	Department	City Hall	City Hall Annex	Muni Court Bldg	Total
0	Direct Billed	$0	$0	$0	$0
04	Finance Dir Office	0	1,768	0	1,768
19	HITS CIO	5,713	0	28,206	33,919
24	Mayor	97,785	16,289	0	114,074
26	Legal	0	117,117	8,325	125,442
27	City Secretary	0	10,152	0	10,152
28	City Council	0	36,114	0	36,114
29	City Controller's Office	84,414	0	0	84,414
35	General Services	0	33,064	0	33,064
38	Police	1,576	0	5,125	6,701
39	Dept of Neighborhoods	0	8,133	0	8,133
41	Municipal Court	0	0	69,811	69,811
45	Library	5,677	0	0	5,677
49	Fleet Management	0	7,156	0	7,156
96	Other	75,911	596	0	76,507
	Total	$ 271,076	$ 230,389	$ 111,467	$ 612,932

EQUIPMENT DEPRECIATION
FUNCTION AND ALLOCATION BASIS

The Equipment Depreciation schedule provides the allocation of General Fund equipment fixed asset depreciation expense for FY 2018. The equipment usage charge is allocated to user departments based upon the equipment usage allowance (current year depreciation) per department.

A. Department Costs

Dept:2 Equipment Depreciation

Description		Amount	General Admin	Equip Deprec
Personnel Costs				
Salaries	S	0	0	0
Salary % Split			.00%	.00%
Benefits	S	0	0	0
Subtotal - Personnel Costs		0	0	0
Services & Supplies Cost				
Equip Use	P	2,029,728	0	2,029,728
Subtotal - Services & Supplies		2,029,728	0	2,029,728
Department Cost Total		2,029,728	0	2,029,728
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		2,029,728	0	2,029,728
General Admin Distribution			0	0
Grand Total		$ 2,029,728		$ 2,029,728

B. Incoming Costs-(Default Spread Custom%)

Dept:2 Equipment Depreciation

No Indirect Costs

Equip Deprec Allocations **Dept:2 Equipment Depreciation**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
14	ARA Director Office	2,488	0.1226	$ 2,488	$ 0	$ 2,488	$ 0	$ 2,488
19	HITS	2,832	0.1395	2,832	0	2,832	0	2,832
25	Human Resources	1,906	0.0939	1,906	0	1,906	0	1,906
28	City Council	31,773	1.5654	31,773	0	31,773	0	31,773
29	City Controller's Office	4,573	0.2253	4,573	0	4,573	0	4,573
30	Health Administration	97,369	4.7971	97,369	0	97,369	0	97,369
33	CIP Sal Rec HPW	28,595	1.4088	28,595	0	28,595	0	28,595
35	General Services	25,756	1.2689	25,756	0	25,756	0	25,756
38	Police	552,612	27.2259	552,612	0	552,612	0	552,612
39	Depart of Neighborhoods	5,593	0.2756	5,593	0	5,593	0	5,593
40	Fire	1,006,715	49.5985	1,006,715	0	1,006,715	0	1,006,715
41	Municipal court	4,607	0.2270	4,607	0	4,607	0	4,607
42	Solid Waste	174,116	8.5783	174,116	0	174,116	0	174,116
45	Library	46,137	2.2731	46,137	0	46,137	0	46,137
46	Parks & Recreation	39,109	1.9268	39,109	0	39,109	0	39,109
49	Fleet Management	5,547	0.2733	5,547	0	5,547	0	5,547
	Subtotal	2,029,728	100.0000	2,029,728	0	2,029,728	0	2,029,728
	Direct Bills					0		0
	Total					$2,029,728		$2,029,728

Basis Units: Current year depreciation by department
Source: Asset Report

Allocation Summary **Dept:2 Equipment Depreciation**

	Department	Equip Deprec	Total
0	Direct Billed	$0	$0
14	ARA Director Office	2,488	2,488
19	HITS	2,832	2,832
25	Human Resources	1,906	1,906
28	City Council	31,773	31,773
29	City Controller's Office	4,573	4,573
30	Health Administration	97,369	97,369
33	CIP Sal Rec HPW	28,595	28,595
35	General Services	25,756	25,756
38	Police	552,612	552,612
39	Depart of Neighborhoods	5,593	5,593
40	Fire	1,006,715	1,006,715
41	Municipal court	4,607	4,607
42	Solid Waste	174,116	174,116
45	Library	46,137	46,137
46	Parks & Recreation	39,109	39,109
49	Fleet Management	5,547	5,547
	Total	$ 2,029,728	$ 2,029,728

GENERAL CITYWIDE SERVICES (NONDEPARTMENTAL) FUNCTION AND ALLOCATION BASIS

The General Citywide Services account includes citywide costs that are not attributable to any specific department. The cost allocation bases are as follows:

- **Insurance, Civilian Retirement** – City contribution for health insurance for civilian retirees for all General Fund departments are allocated based upon the number of General Fund civilian FTE positions.
- **Membership** – Membership fees to organizations that benefit the entire city are allocated based upon the number of FTE positions in General Fund departments.
- **Consulting Services** – Consulting services that benefit the entire city, e.g. annual audit and special studies performed are allocated based on the total number of revenue, expenditure, and purchasing transactions by department.
- **Interest Charges** – Interest expense for tax and revenue anticipation notes are allocated based on departmental General Fund operating expenditures.
- **Other Miscellaneous** – Other general expenditures (i.e. Metro commuter pass, and miscellaneous other services) are allocated based on General Fund operating expenditures.
- **Claims and Judgments** – Claims and settlements for General Fund departments are allocated based on the dollar amount related to litigation and payment of claims for General Fund departments.
- **Elections** – Cost of all city elections are allocated based on the number of elected City officials.
- **Legal Services Contracts/Lobby** – The cost of outside legal services including lobbying are allocated based on the number of FTE positions by department.
- **611 Walker Rent** – Real estate rental costs for General Fund departments located in 611 Walker are allocated to those departments based on their occupied square footage.
- **Department Specific** – The cost of specific services is allocated based on the dollars expended by department.
- **General Government** – Costs such as fund transfers, appraisal fees, and other expenses deemed as general government in nature are not allocated in this plan.

A. Department Costs **Dept:3 Non-Departmental-Gen Gov**

Description		Amount	General Admin	Insurance Retirees	Memberships	Consulting Services	Interest Costs
Personnel Costs			0	0	0	0	0
Salaries	S	0	0	0	0	0	0
Salary % Split			.00%	.00%	.00%	.00%	.00%
Benefits	P	0	0	0	0	0	0
Subtotal - Personnel Costs		0	0	0	0	0	0
Services & Supplies Cost			0	0	0	0	0
Advertising	P	474,056	0	0	0	0	0
Other Interest	P	2,221,040	0	0	0	0	2,221,040
Hlth Ins Retire	P	12,055,647	0	12,055,647	0	0	0
Pension-Civilian	P	0	0	0	0	0	0
Health Ins-Act	P	0	0	0	0	0	0
Mgt Consultant	P	1,509,745	0	0	0	969,836	0
Banking Services	P	7,955	0	0	0	0	0
Real Estate	P	3,951,202	0	0	0	0	0
Application Services	P	0	0	0	0	0	0
Ltd purpose	P	59,182,304	0	0	0	0	0
Criminal Intell	P	0	0	0	0	0	0
Tax Appraisal	P	9,654,311	0	0	0	0	0
Tax Refunds	P	0	0	0	0	0	0
Mgmt Initiative/Cons	P	247,196-	0	0	0	0	0
Elections	P	734,158	0	0	0	0	0
Contributions	P	0	0	0	0	0	0
Membership	P	744,242	0	0	744,242	0	0
Food Supplies	P	0	0	0	0	0	0
AudioVisual Supplies	P	0	0	0	0	0	0
Early Pymt Discount	P	5,249-	0	0	0	0	0

A. Department Costs

Dept:3 Non-Departmental-Gen Gov

Description		Amount	General Admin	Insurance Retirees	Memberships	Consulting Services	Interest Costs
Voice Svcs	P	0	0	0	0	0	0
Legal Svcs	P	11,646,861	0	0	0	0	0
Metro Commut	P	585,877	0	0	0	0	0
Misc Other Svcs	P	8,156,179	0	0	0	0	0
Claims & Judgements	P	12,424,092	0	0	0	0	0
Other IntfdSvcs	P	1,472,718	0	0	0	0	0
Intfd Engr Services	P	0	0	0	0	0	0
Transfer to Spec Rev	P	23,436,003	0	0	0	0	0
Transfer to Component	P	27,266,968	0	0	0	0	0
Transfer to Ike Fund	P	0	0	0	0	0	0
Ch380 Trans Other Fd	P	24,024,284	0	0	0	0	0
Voice Labor	P	239	0	0	0	0	0
Eng Services	P	645,129	0	0	0	0	0
Travel- Non Training	P	2,944	0	0	0	0	0
Subtotal - Services & Supplies		199,943,509	0	12,055,647	744,242	969,836	2,221,040
Department Cost Total		199,943,509	0	12,055,647	744,242	969,836	2,221,040
Adjustments to Cost							
Subtotal - Adjustments			0	0	0	0	0
Total Costs After Adjustments		199,943,509	0	12,055,647	744,242	969,836	2,221,040
General Admin Distribution			0	0	0	0	0
Grand Total		$ 199,943,509	0	$ 12,055,647	$ 744,242	$ 969,836	$ 2,221,040

A. Department Costs **Dept:3 Non-Departmental-Gen Gov**

Description		Amount	Other Misc	Claims & Judge	Elections	Non-Dpt. Legal Svcs/Lobby	Walker Rent
Personnel Costs			0	0	0	0	0
Salaries	S	0	0	0	0	0	0
Salary % Split			.00%	.00%	.00%	.00%	.00%
Benefits	P	0	0	0	0	0	0
Subtotal - Personnel Costs		0	0	0	0	0	0
Services & Supplies Cost			0	0	0	0	0
Advertising	P	474,056	0	0	0	0	0
Other Interest	P	2,221,040	0	0	0	0	0
Hlth Ins Retire	P	12,055,647	0	0	0	0	0
Pension-Civilian	P	0	0	0	0	0	0
Health Ins-Act	P	0	0	0	0	0	0
Mgt Consultant	P	1,509,745	0	0	0	0	0
Banking Services	P	7,955	7,955	0	0	0	0
Real Estate	P	3,951,202	0	0	0	0	3,951,202
Application Services	P	0	0	0	0	0	0
Ltd purpose	P	59,182,304	0	0	0	0	0
Criminal Intell	P	0	0	0	0	0	0
Tax Appraisal	P	9,654,311	0	0	0	0	0
Tax Refunds	P	0	0	0	0	0	0
Mgmt Initiative/Cons	P	247,196-	0	0	0	0	0
Elections	P	734,158	0	0	734,158	0	0
Contributions	P	0	0	0	0	0	0
Membership	P	744,242	0	0	0	0	0
Food Supplies	P	0	0	0	0	0	0
AudioVisual Supplies	P	0	0	0	0	0	0
Early Pymt Discount	P	5,249-	0	0	0	0	0

A. Department Costs **Dept:3 Non-Departmental-Gen Gov**

Description		Amount	Other Misc	Claims & Judge	Elections	Non-Dpt. Legal Svcs/Lobby	Walker Rent
Voice Svcs	P	0	0	0	0	0	0
Legal Svcs	P	11,646,861	0	0	0	11,646,861	0
Metro Commut	P	585,877	585,877	0	0	0	0
Misc Other Svcs	P	8,156,179	0	0	0	0	0
Claims & Judgements	P	12,424,092	0	12,424,092	0	0	0
Other IntfdSvcs	P	1,472,718	0	0	0	0	0
Intfd Engr Services	P	0	0	0	0	0	0
Transfer to Spec Rev	P	23,436,003	0	0	0	0	0
Transfer to Component	P	27,266,968	0	0	0	0	0
Transfer to Ike Fund	P	0	0	0	0	0	0
Ch380 Trans Other Fd	P	24,024,284	0	0	0	0	0
Voice Labor	P	239	0	0	0	0	0
Eng Services	P	645,129	0	0	0	0	0
Travel- Non Training	P	2,944	0	0	0	0	0
Subtotal - Services & Supplies		199,943,509	593,832	12,424,092	734,158	11,646,861	3,951,202
Department Cost Total		199,943,509	593,832	12,424,092	734,158	11,646,861	3,951,202
Adjustments to Cost							
Subtotal - Adjustments			0	0	0	0	0
Total Costs After Adjustments		199,943,509	593,832	12,424,092	734,158	11,646,861	3,951,202
General Admin Distribution			0	0	0	0	0
Grand Total		$ 199,943,509	$ 593,832	$ 12,424,092	$ 734,158	$ 11,646,861	$ 3,951,202

A. Department Costs **Dept:3 Non-Departmental-Gen Gov**

Description		Amount	Dept Specific	Gen Govt
Personnel Costs			0	0
Salaries	S	0	0	0
Salary % Split			.00%	.00%
Benefits	P	0	0	0
Subtotal - Personnel Costs		0	0	0
Services & Supplies Cost			0	0
Advertising	P	474,056	0	474,056
Other Interest	P	2,221,040	0	0
Hlth Ins Retire	P	12,055,647	0	0
Pension-Civilian	P	0	0	0
Health Ins-Act	P	0	0	0
Mgt Consultant	P	1,509,745	539,909	0
Banking Services	P	7,955	0	0
Real Estate	P	3,951,202	0	0
Application Services	P	0	0	0
Ltd purpose	P	59,182,304	0	59,182,304
Criminal Intell	P	0	0	0
Tax Appraisal	P	9,654,311	0	9,654,311
Tax Refunds	P	0	0	0
Mgmt Initiative/Cons	P	247,196-	0	247,196-
Elections	P	734,158	0	0
Contributions	P	0	0	0
Membership	P	744,242	0	0
Food Supplies	P	0	0	0
AudioVisual Supplies	P	0	0	0
Early Pymt Discount	P	5,249-	0	5,249-

A. Department Costs **Dept:3 Non-Departmental-Gen Gov**

Description		Amount	Dept Specific	Gen Govt
Voice Svcs	P	0	0	0
Legal Svcs	P	11,646,861	0	0
Metro Commut	P	585,877	0	0
Misc Other Svcs	P	8,156,179	3,904,961	4,251,218
Claims & Judgements	P	12,424,092	0	0
Other IntfdSvcs	P	1,472,718	0	1,472,718
Intfd Engr Services	P	0	0	0
Transfer to Spec Rev	P	23,436,003	0	23,436,003
Transfer to Component	P	27,266,968	0	27,266,968
Transfer to Ike Fund	P	0	0	0
Ch380 Trans Other Fd	P	24,024,284	0	24,024,284
Voice Labor	P	239	0	239
Eng Services	P	645,129	0	645,129
Travel- Non Training	P	2,944	0	2,944
Subtotal - Services & Supplies		199,943,509	4,444,870	150,157,729
Department Cost Total		199,943,509	4,444,870	150,157,729
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		199,943,509	4,444,870	150,157,729
General Admin Distribution			0	0
Grand Total		$ 199,943,509	$ 4,444,870	$ 150,157,729
				not allocated

B. Incoming Costs-(Default Spread Salary%) Dept:3 Non-Departmental-Gen Gov

	Department	First Incoming	Second Incoming	Insurance Retirees	Memberships	Consulting Services	Interest Costs	Other Misc
3	Consulting Services	$ 0	$ 24,433	$ 1,473	$ 91	$ 119	$ 271	$ 73
3	Interest Costs	0	119,155	7,184	444	578	1,324	354
3	Other Misc	0	31,858	1,921	119	155	354	95
	Subtotal - Non-Dept-Gen Gov	0	175,446	10,578	654	852	1,949	522
5	Financial Plg & Analysis	0	59,090	3,563	220	287	656	175
	Subtotal - Fin Plg & Analysis	0	59,090	3,563	220	287	656	175
8	Gen Acctng	0	37,100	2,237	138	180	412	110
8	Fixed Assets	0	0	0	0	0	0	0
8	Auditing Svcs	0	45,016	2,714	168	218	500	134
8	Fin Operations	0	8,486	512	32	41	94	25
	Subtotal - Fin Reporting & Ops	0	90,602	5,463	338	439	1,006	269
9	Internal Controls	0	0	0	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0	0	0	0
10	Grants Mgmt	0	5,388	325	20	26	60	16
10	Cost Accounting	0	7,519	453	28	36	84	22
10	Trust Funds Mgmt (TFM)	0	9,369	565	35	45	104	28
	Subtotal - Fin Grants	0	22,276	1,343	83	107	248	66
11	Perf Mgmt Svcs	0	13,425	809	50	65	149	40
	Subtotal - Fin Perform Mgmt	0	13,425	809	50	65	149	40
12	Treasury	0	22,591	1,362	84	110	251	67
	Subtotal - Fin Treasury	0	22,591	1,362	84	110	251	67
13	Purchasing	0	71,023	4,282	264	345	789	211
	Subtotal - Fin SPD	0	71,023	4,282	264	345	789	211
18	Franchise	0	50,418	3,040	188	245	560	150
	Subtotal - ARA Regulatory	0	50,418	3,040	188	245	560	150
21	Enterprise Optns	0	110,106	6,639	410	534	1,223	327
	Subtotal - HITS EIS	0	110,106	6,639	410	534	1,223	327
27	City Sec Svcs	0	24,175	1,458	90	117	269	72
	Subtotal - City Secretary	0	24,175	1,458	90	117	269	72
28	City Council Svcs	0	247,463	14,921	921	1,200	2,749	735
	Subtotal - City Council	0	247,463	14,921	921	1,200	2,749	735
29	Controller Fin Svcs	0	192,502	11,607	717	934	2,138	572
29	Controller Treasury	0	43,630	2,631	162	212	485	130
	Subtotal - City Controller's	0	236,132	14,238	879	1,146	2,623	702
35	Design & Const	0	149,740	9,029	557	726	1,663	445
	Subtotal - General Services	0	149,740	9,029	557	726	1,663	445
	Total Incoming	0	1,272,487	76,725	4,738	6,173	14,135	3,781
C.	Total Allocated		$ 201,215,996	$ 12,132,372	$ 748,980	$ 976,009	$ 2,235,175	$ 597,613
				6.03%	0.37%	0.49%	1.11%	0.30%

B. Incoming Costs-(Default Spread Salary%) Dept:3 Non-Departmental-Gen Gov

	Department	First Incoming	Second Incoming	Claims & Judge	Elections	Non-Dpt Legal	Walker Rent	Dept Specific
3	Consulting Services	$ 0	$ 24,433	$1,518	$90	$1,423	$483	$543
3	Interest Costs	0	119,155	7,404	438	6,941	2,355	2,649
3	Other Misc	0	31,858	1,980	117	1,856	630	708
	Subtotal - Non-Dept-Gen Gov	0	175,446	10,902	645	10,220	3,468	3,900
5	Financial Plg & Analysis	0	59,090	3,672	217	3,442	1,168	1,314
	Subtotal - Fin Plg & Analysis	0	59,090	3,672	217	3,442	1,168	1,314
8	Gen Acctng	0	37,100	2,305	136	2,161	733	825
8	Fixed Assets	0	0	0	0	0	0	0
8	Auditing Svcs	0	45,016	2,797	165	2,622	890	1,001
8	Fin Operations	0	8,486	527	31	494	168	189
	Subtotal - Fin Reporting & Ops	0	90,602	5,629	332	5,277	1,791	2,015
9	Internal Controls	0	0	0	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0	0	0	0
10	Grants Mgmt	0	5,388	335	20	314	106	120
10	Cost Accounting	0	7,519	467	28	438	149	167
10	Trust Funds Mgmt (TFM)	0	9,369	582	34	546	185	208
	Subtotal - Fin Grants	0	22,276	1,384	82	1,298	440	495
11	Perf Mgmt Svcs	0	13,425	834	49	782	265	298
	Subtotal - Fin Perform Mgmt	0	13,425	834	49	782	265	298
12	Treasury	0	22,591	1,404	83	1,316	446	502
	Subtotal - Fin Treasury	0	22,591	1,404	83	1,316	446	502
13	Purchasing	0	71,023	4,413	261	4,137	1,404	1,579
	Subtotal - Fin SPD	0	71,023	4,413	261	4,137	1,404	1,579
18	Franchise	0	50,418	3,133	185	2,937	996	1,121
	Subtotal - ARA Regulatory	0	50,418	3,133	185	2,937	996	1,121
21	Enterprise Optns	0	110,106	6,842	404	6,414	2,176	2,448
	Subtotal - HITS EIS	0	110,106	6,842	404	6,414	2,176	2,448
27	City Sec Svcs	0	24,175	1,502	89	1,408	478	537
	Subtotal - City Secretary	0	24,175	1,502	89	1,408	478	537
28	City Council Svcs	0	247,463	15,377	909	14,415	4,890	5,501
	Subtotal - City Council	0	247,463	15,377	909	14,415	4,890	5,501
29	Controller Fin Svcs	0	192,502	11,962	707	11,213	3,804	4,279
29	Controller Treasury	0	43,630	2,711	160	2,541	862	970
	Subtotal - City Controller's	0	236,132	14,673	867	13,754	4,666	5,249
35	Design & Const	0	149,740	9,305	550	8,722	2,959	3,329
	Subtotal - General Services	0	149,740	9,305	550	8,722	2,959	3,329
	Total Incoming	0	1,272,487	79,070	4,673	74,122	25,147	28,288
C.	Total Allocated		$ 201,215,996	$ 12,503,162	$ 738,831	$ 11,720,983	$ 3,976,349	$ 4,473,158
				6.21%	0.37%	5.83%	1.98%	2.22%

B. Incoming Costs-(Default Spread Salary%) **Dept:3 Non-Departmental-Gen Gov**

	Department	First Incoming	Second Incoming	Gen Govt
3	Consulting Services	$ 0	$ 24,433	$18,349
3	Interest Costs	0	119,155	89,486
3	Other Misc	0	31,858	23,925
	Subtotal - Non-Dept-Gen Gov	0	175,446	131,760
5	Financial Plg & Analysis	0	59,090	44,377
	Subtotal - Fin Plg & Analysis	0	59,090	44,377
8	Gen Acctng	0	37,100	27,862
8	Fixed Assets	0	0	0
8	Auditing Svcs	0	45,016	33,807
8	Fin Operations	0	8,486	6,373
	Subtotal - Fin Reporting & Ops	0	90,602	68,042
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Grants Mgmt	0	5,388	4,046
10	Cost Accounting	0	7,519	5,647
10	Trust Funds Mgmt (TFM)	0	9,369	7,036
	Subtotal - Fin Grants	0	22,276	16,729
11	Perf Mgmt Svcs	0	13,425	10,082
	Subtotal - Fin Perform Mgmt	0	13,425	10,082
12	Treasury	0	22,591	16,966
	Subtotal - Fin Treasury	0	22,591	16,966
13	Purchasing	0	71,023	53,338
	Subtotal - Fin SPD	0	71,023	53,338
18	Franchise	0	50,418	37,864
	Subtotal - ARA Regulatory	0	50,418	37,864
21	Enterprise Optns	0	110,106	82,690
	Subtotal - HITS EIS	0	110,106	82,690
27	City Sec Svcs	0	24,175	18,155
	Subtotal - City Secretary	0	24,175	18,155
28	City Council Svcs	0	247,463	185,845
	Subtotal - City Council	0	247,463	185,845
29	Controller Fin Svcs	0	192,502	144,569
29	Controller Treasury	0	43,630	32,766
	Subtotal - City Controller's	0	236,132	177,335
35	Design & Const	0	149,740	112,455
	Subtotal - General Services	0	149,740	112,455
	Total Incoming	0	1,272,487	955,638
C.	Total Allocated		$ 201,215,996	$ 151,113,367
				75.10%

Insurance Retirees Allocations — **Dept:3 Non-Departmental-Gen Gov**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	5.79	0.1251	$ 15,078	$ 0	$ 15,078	$ 96	$ 15,174
05	Finance Financial Plg & Analys	16.69	0.3605	43,464	0	43,464	277	43,741
06	Finance City Council	5.12	0.1106	13,333	0	13,333	85	13,418
07	Finance Public Fin	5.77	0.1246	15,026	0	15,026	96	15,122
08	Finance Reporting & Ops	15.99	0.3454	41,641	0	41,641	265	41,906
09	Finance Internal Controls	0.00	0.0000	0	0	0	0	0
10	Finance Grants	8.98	0.1940	23,386	0	23,386	149	23,535
11	Finance Rev Perform Mgmnt	3.50	0.0756	9,115	0	9,115	58	9,173
12	Finance Treasury	2.94	0.0635	7,656	0	7,656	49	7,705
13	Finance Strat Purchasing	36.81	0.7951	95,860	0	95,860	610	96,470
14	ARA Director Office	5.88	0.1270	15,313	0	15,313	97	15,410
15	ARA Financial Services	5.59	0.1208	14,557	0	14,557	93	14,650
16	ARA Operations	95.27	2.0580	248,101	0	248,101	1,579	249,680
17	ARA Payroll Services	39.46	0.8524	102,761	0	102,761	654	103,415
18	ARA Regulatory	7.00	0.1512	18,229	0	18,229	116	18,345
19	HITS CIO	11.93	0.2577	31,068	0	31,068	198	31,266
20	HITS EAS	14.95	0.3229	38,933	0	38,933	248	39,181
21	HITS EIS	49.96	1.0792	130,105	0	130,105	828	130,933
22	HITS Radio	27.50	0.5940	71,615	0	71,615	456	72,071
23	Office Business Opportunity	27.73	0.5990	72,214	0	72,214	460	72,674
24	Mayor	37.86	0.8178	98,595	0	98,595	627	99,222
25	Human Resources	25.49	0.5506	66,381	0	66,381	422	66,803
26	Legal	108.47	2.3431	282,476	0	282,476	1,798	284,274
27	City Secretary	9.51	0.2054	24,766	0	24,766	158	24,924
28	City Council	73.19	1.5810	190,601	0	190,601	1,213	191,814
29	City Controller's Office	60.31	1.3028	157,059	0	157,059	1,000	158,059
30	Health Administration	48.78	1.0537	127,032	0	127,032	808	127,840
31	Planning & Dev Admin	7.88	0.1702	20,521	0	20,521	131	20,652
34	HPD Police Records	85.74	1.8521	223,283	0	223,283	1,421	224,704
35	General Services	131.77	2.8464	343,154	0	343,154	2,184	345,338
38	Police	1,096.98	23.6963	2,856,743	0	2,856,743	18,181	2,874,924
39	Dept of Neighborhoods	102.06	2.2046	265,783	0	265,783	1,692	267,475
40	Fire	148.74	3.2130	387,347	0	387,347	2,465	389,812
41	Municipal Court	268.39	5.7976	698,938	0	698,938	4,448	703,386
42	Solid Waste	424.35	9.1666	1,105,087	0	1,105,087	7,033	1,112,120
44	Housing & Community Dev	2.77	0.0598	7,214	0	7,214	46	7,260
45	Library	471.74	10.1902	1,228,500	0	1,228,500	7,818	1,236,318
46	Parks & Recreation	678.56	14.6578	1,767,098	0	1,767,098	11,246	1,778,344
47	Health Department	380.50	8.2193	990,894	0	990,894	6,306	997,200
50	Planning & Dev Other	20.10	0.4342	52,344	0	52,344	333	52,677
53	Finance Other	1.15	0.0248	2,995	0	2,995	19	3,014
57	ARA Other	34.83	0.7524	90,704	0	90,704	577	91,281
58	IT Public Services	0.77	0.0166	2,005	0	2,005	13	2,018
62	Mayor Other	0.00	0.0000	0	0	0	0	0
63	TIRZ	9.64	0.2082	25,104	0	25,104	160	25,264
71	HPW Other	12.74	0.2752	33,177	0	33,177	211	33,388
94	HITS Other	0.15	0.0032	391	0	391	2	393
	Subtotal	4,629.33	100.0000	12,055,647	0	12,055,647	76,725	12,132,372
	Direct Bills					0		0
	Total					$12,055,647		$ 12,132,372

Basis Units: Number of General Fund civilian full time equivalents (FTE)
Source: COH FTE Report

Memberships Allocations — **Dept:3 Non-Departmental-Gen Gov**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	5.79	0.0422	$ 314	$ 0	$ 314	$ 2	$ 316
05	Finance Financial Plg & Analys	16.69	0.1217	906	0	906	6	912
06	Finance City Council	5.12	0.0373	278	0	278	2	280
07	Finance Public Fin	5.77	0.0421	313	0	313	2	315
08	Finance Reporting & Ops	15.99	0.1166	868	0	868	6	874
09	Finance Internal Controls	0.00	0.0000	0	0	0	0	0
10	Finance Grants	8.98	0.0655	487	0	487	3	490
11	Finance Rev Perform Mgmnt	3.50	0.0255	190	0	190	1	191
12	Finance Treasury	2.94	0.0214	160	0	160	1	161
13	Finance Strat Purchasing	36.81	0.2684	1,998	0	1,998	13	2,011
14	ARA Director Office	5.88	0.0429	319	0	319	2	321
15	ARA Financial Services	5.59	0.0408	303	0	303	2	305
16	ARA Operations	95.27	0.6947	5,170	0	5,170	33	5,203
17	ARA Payroll Services	39.46	0.2877	2,141	0	2,141	14	2,155
18	ARA Regulatory	7.00	0.0510	380	0	380	2	382
19	HITS CIO	11.93	0.0870	647	0	647	4	651
20	HITS EAS	14.95	0.1090	811	0	811	5	816
21	HITS EIS	49.96	0.3643	2,711	0	2,711	17	2,728
22	HITS Radio	27.50	0.2005	1,492	0	1,492	10	1,502
23	Office Business Opportunity	27.73	0.2022	1,505	0	1,505	10	1,515
24	Mayor	37.86	0.2761	2,055	0	2,055	13	2,068
25	Human Resources	25.49	0.1859	1,383	0	1,383	9	1,392
26	Legal	108.47	0.7909	5,886	0	5,886	37	5,923
27	City Secretary	9.51	0.0693	516	0	516	3	519
28	City Council	73.19	0.5337	3,972	0	3,972	25	3,997
29	City Controller's Office	60.31	0.4398	3,273	0	3,273	21	3,294
30	Health Administration	48.78	0.3557	2,647	0	2,647	17	2,664
31	Planning & Dev Admin	7.88	0.0575	428	0	428	3	431
34	HPD Police Records	85.74	0.6252	4,653	0	4,653	30	4,683
35	General Services	131.77	0.9608	7,151	0	7,151	46	7,197
38	Police	6,156.71	44.8918	334,104	0	334,104	2,127	336,231
39	Dept of Neighborhoods	102.06	0.7442	5,538	0	5,538	35	5,573
40	Fire	4,174.23	30.4365	226,521	0	226,521	1,442	227,963
41	Municipal Court	268.39	1.9570	14,565	0	14,565	93	14,658
42	Solid Waste	424.35	3.0942	23,028	0	23,028	147	23,175
44	Housing & Community Dev	2.77	0.0202	150	0	150	1	151
45	Library	471.74	3.4397	25,600	0	25,600	163	25,763
46	Parks & Recreation	678.56	4.9477	36,823	0	36,823	234	37,057
47	Health Department	380.50	2.7744	20,648	0	20,648	131	20,779
50	Planning & Dev Other	20.10	0.1466	1,091	0	1,091	7	1,098
53	Finance Other	1.15	0.0084	62	0	62	0	62
57	ARA Other	34.83	0.2540	1,890	0	1,890	12	1,902
58	IT Public Services	0.77	0.0056	42	0	42	0	42
62	Mayor Other	0.00	0.0000	0	0	0	0	0
63	TIRZ	9.64	0.0703	523	0	523	3	526
71	HPW Other	12.74	0.0929	691	0	691	4	695
94	HITS Other	0.15	0.0011	8	0	8	0	8
	Subtotal	13,714.55	100.0000	744,241	0	744,241	4,738	748,979
	Direct Bills					0		0
	Total					$744,241		$ 748,979

Basis Units: Number of General Fund FTE positions
Source: COH FTE Report

Consulting Services Allocations **Dept:3 Non-Departmental-Gen Gov**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	51,686	2.5193	$ 24,433	$ 0	$ 24,433	$ 0	$ 24,433
04	Finance Dir Office	1,994	0.0972	943	0	943	6	949
05	Finance Financial Plg & Analys	756	0.0368	357	0	357	2	359
06	Finance City Council	517	0.0252	244	0	244	2	246
07	Finance Public Fin	375	0.0183	177	0	177	1	178
08	Finance Reporting & Ops	1,625	0.0792	768	0	768	5	773
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	687	0.0335	325	0	325	2	327
11	Finance Rev Perform Mgmnt	365	0.0178	173	0	173	1	174
12	Finance Treasury	1,214	0.0592	574	0	574	4	578
13	Finance Strat Purchasing	1,048	0.0511	495	0	495	3	498
14	ARA Director Office	3,305	0.1611	1,562	0	1,562	10	1,572
15	ARA Financial Services	534	0.0260	252	0	252	2	254
16	ARA Operations	4,133	0.2014	1,954	0	1,954	13	1,967
17	ARA Payroll Services	751	0.0366	355	0	355	2	357
18	ARA Regulatory	1,810	0.0882	856	0	856	6	862
19	HITS CIO	1,989	0.0969	940	0	940	6	946
20	HITS EAS	662	0.0323	313	0	313	2	315
21	HITS EIS	1,288	0.0628	609	0	609	4	613
22	HITS Radio	2,402	0.1171	1,135	0	1,135	7	1,142
23	Office Business Opportunity	2,707	0.1319	1,280	0	1,280	8	1,288
24	Mayor	4,824	0.2351	2,280	0	2,280	15	2,295
25	Human Resources	95,141	4.6373	44,975	0	44,975	294	45,269
26	Legal	5,138	0.2504	2,429	0	2,429	16	2,445
27	City Secretary	1,068	0.0521	505	0	505	3	508
28	City Council	17,817	0.8684	8,422	0	8,422	55	8,477
29	City Controller's Office	4,329	0.2110	2,046	0	2,046	13	2,059
30	Health Administration	15,521	0.7565	7,337	0	7,337	48	7,385
31	Planning & Dev Admin	2,170	0.1058	1,026	0	1,026	7	1,033
33	CIP Sal Rec HPW	967	0.0471	457	0	457	3	460
34	HPD Police Records	1,546	0.0754	731	0	731	5	736
35	General Services	33,956	1.6551	16,051	0	16,051	105	16,156
36	HEC	8,946	0.4360	4,229	0	4,229	28	4,257
38	Police	192,008	9.3588	90,765	0	90,765	593	91,358
39	Dept of Neighborhoods	8,875	0.4326	4,195	0	4,195	27	4,222
40	Fire	170,035	8.2878	80,378	0	80,378	525	80,903
41	Municipal Court	27,601	1.3453	13,047	0	13,047	85	13,132
42	Solid Waste	40,408	1.9696	19,101	0	19,101	125	19,226
43	Houston Airport System (HAS)	98,845	4.8179	46,725	0	46,725	305	47,030
44	Housing & Community Dev	32,606	1.5893	15,413	0	15,413	101	15,514
45	Library	23,140	1.1279	10,939	0	10,939	71	11,010
46	Parks & Recreation	112,769	5.4966	53,308	0	53,308	348	53,656
47	Health Department	146,150	7.1236	69,087	0	69,087	451	69,538
48	Convention & Entertainment	2,897	0.1412	1,369	0	1,369	9	1,378
49	Fleet Management	215,744	10.5157	101,985	0	101,985	666	102,651
50	Planning & Dev Other	2,875	0.1401	1,359	0	1,359	9	1,368
51	Planning & Dev Spec Rev	5,304	0.2585	2,507	0	2,507	16	2,523
52	General Debt	6,412	0.3125	3,031	0	3,031	20	3,051
53	Finance Other	10,404	0.5071	4,918	0	4,918	32	4,950
54	ARA Insurance	1,037	0.0505	490	0	490	3	493
55	ARA BARC	13,204	0.6436	6,242	0	6,242	41	6,283
56	ARA Parking	20,508	0.9996	9,694	0	9,694	63	9,757
57	ARA Other	11,658	0.5682	5,511	0	5,511	36	5,547
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	6,953	0.3389	3,287	0	3,287	21	3,308
60	Legal Wkr Comp	588	0.0287	278	0	278	2	280

Consulting Services Allocations **Dept:3 Non-Departmental-Gen Gov**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
61	Mayor Cable TV	2,076	0.1012	981	0	981	6	987
62	Mayor Other	12,633	0.6158	5,972	0	5,972	39	6,011
63	TIRZ	1,232	0.0600	582	0	582	4	586
64	HR Health Benefits	138,240	6.7381	65,348	0	65,348	427	65,775
65	HR Long Term Disability	62	0.0030	29	0	29	0	29
66	HPW Bldg Insp	37,625	1.8339	17,786	0	17,786	116	17,902
67	HPW Stormwater	16,053	0.7825	7,588	0	7,588	50	7,638
68	HPW DDSR	44,506	2.1693	21,039	0	21,039	137	21,176
69	HPW Water & Sewer	210,577	10.2639	99,543	0	99,543	650	100,193
70	HPW Houston Transtar	2,188	0.1066	1,034	0	1,034	7	1,041
71	HPW Other	64,216	3.1300	30,356	0	30,356	198	30,554
72	Houston Permit Center	7,230	0.3524	3,418	0	3,418	22	3,440
73	CIP S/R Planning	658	0.0321	311	0	311	2	313
74	CIP Sal Rec RE	3,383	0.1649	1,599	0	1,599	10	1,609
75	CIP S/R Engrg	16,043	0.7820	7,584	0	7,584	50	7,634
76	CIP S/R Constr	10,608	0.5171	5,015	0	5,015	33	5,048
77	CIP S/R Eng/Const	1,468	0.0716	694	0	694	5	699
78	CIP S/R Geo/Env	2,656	0.1295	1,256	0	1,256	8	1,264
79	CIP S/R Other	5,012	0.2443	2,369	0	2,369	15	2,384
80	CIP S/R GSD	9,714	0.4735	4,592	0	4,592	30	4,622
91	Hurricane Ike Aid & Recovery	73	0.0036	35	0	35	0	35
92	ARRA Reimbursement Fund	279	0.0136	132	0	132	1	133
93	HR-W.C.	13,500	0.6580	6,382	0	6,382	42	6,424
94	HITS Other	30,296	1.4767	14,321	0	14,321	94	14,415
95	Legal Other	12	0.0006	6	0	6	0	6
	Subtotal	2,051,632	100.0000	969,834	0	969,834	6,173	976,007
	Direct Bills					0		0
	Total					$969,834		$ 976,007

Basis Units: Number of rev, exp, & purch transactions per dept
Source: COH Transaction Report

Interest Costs Allocations — **Dept:3 Non-Departmental-Gen Gov**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	98,567,437	5.3648	$ 119,155	$ 0	$ 119,155	$ 0	$ 119,155
04	Finance Dir Office	1,807,118	0.0984	2,185	0	2,185	15	2,200
05	Finance Financial Plg & Analys	2,004,503	0.1091	2,423	0	2,423	16	2,439
06	Finance City Council	612,391	0.0333	740	0	740	5	745
07	Finance Public Fin	808,944	0.0440	978	0	978	7	985
08	Finance Reporting & Ops	3,952,446	0.2151	4,778	0	4,778	32	4,810
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	1,045,854	0.0569	1,264	0	1,264	9	1,273
11	Finance Rev Perform Mgmnt	454,263	0.0247	549	0	549	4	553
12	Finance Treasury	1,547,651	0.0842	1,871	0	1,871	13	1,884
13	Finance Strat Purchasing	4,984,928	0.2713	6,026	0	6,026	41	6,067
14	ARA Director Office	1,985,132	0.1080	2,400	0	2,400	16	2,416
15	ARA Financial Services	949,679	0.0517	1,148	0	1,148	8	1,156
16	ARA Operations	7,139,299	0.3886	8,630	0	8,630	58	8,688
17	ARA Payroll Services	3,648,945	0.1986	4,411	0	4,411	30	4,441
18	ARA Regulatory	834,847	0.0454	1,009	0	1,009	7	1,016
19	HITS CIO	3,409,481	0.1856	4,122	0	4,122	28	4,150
20	HITS EAS	1,513,353	0.0824	1,829	0	1,829	12	1,841
21	HITS EIS	5,992,327	0.3262	7,244	0	7,244	49	7,293
22	HITS Radio	5,196,882	0.2829	6,282	0	6,282	42	6,324
23	Office Business Opportunity	3,074,612	0.1673	3,717	0	3,717	25	3,742
24	Mayor	4,382,740	0.2385	5,298	0	5,298	36	5,334
25	Human Resources	3,012,526	0.1640	3,642	0	3,642	24	3,666
26	Legal	14,988,545	0.8158	18,119	0	18,119	122	18,241
27	City Secretary	801,397	0.0436	969	0	969	7	976
28	City Council	8,603,325	0.4683	10,400	0	10,400	70	10,470
29	City Controller's Office	8,793,797	0.4786	10,631	0	10,631	71	10,702
30	Health Administration	11,499,299	0.6259	13,901	0	13,901	93	13,994
31	Planning & Dev Admin	1,494,486	0.0813	1,807	0	1,807	12	1,819
34	HPD Police Records	6,094,114	0.3317	7,367	0	7,367	50	7,417
35	General Services	37,109,510	2.0198	44,861	0	44,861	302	45,163
38	Police	814,798,406	44.3479	984,985	0	984,985	6,624	991,609
39	Dept of Neighborhoods	11,010,999	0.5993	13,311	0	13,311	90	13,401
40	Fire	484,097,197	26.3485	585,210	0	585,210	3,935	589,145
41	Municipal Court	29,188,568	1.5887	35,285	0	35,285	237	35,522
42	Solid Waste	68,082,700	3.7056	82,303	0	82,303	553	82,856
44	Housing & Community Dev	436,042	0.0237	527	0	527	4	531
45	Library	36,291,662	1.9753	43,872	0	43,872	295	44,167
46	Parks & Recreation	74,815,399	4.0721	90,442	0	90,442	608	91,050
47	Health Department	35,870,264	1.9523	43,362	0	43,362	292	43,654
49	Fleet Management	4,768	0.0003	6	0	6	0	6
50	Planning & Dev Other	1,877,366	0.1022	2,269	0	2,269	15	2,284
53	Finance Other	296,957	0.0162	359	0	359	2	361
55	ARA BARC	0	0.0000	0	0	0	0	0
57	ARA Other	4,000,494	0.2177	4,836	0	4,836	33	4,869
58	IT Public Services	0	0.0000	0	0	0	0	0
61	Mayor Cable TV	26	0.0000	0	0	0	0	0
64	HR Health Benefits	17	0.0000	0	0	0	0	0
71	HPW Other	30,195,337	1.6435	36,502	0	36,502	245	36,747
94	HITS Other	10,661	0.0006	13	0	13	0	13
	Subtotal	1,837,286,694	100.0000	2,221,038	0	2,221,038	14,135	2,235,173
	Direct Bills					0		0
	Total					$2,221,038		$ 2,235,173

Interest Costs Allocations **Dept:3 Non-Departmental-Gen Gov**

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total

Basis Units: FY2018 actual GF expenditures excl TIRZ
Source: COH Expenditure Report

Other Misc Allocations — **Dept:3 Non-Departmental-Gen Gov**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	98,567,437	5.3648	$ 31,858	$ 0	$ 31,858	$ 0	$ 31,858
04	Finance Dir Office	1,807,118	0.0984	584	0	584	4	588
05	Finance Financial Plg & Analys	2,004,503	0.1091	648	0	648	4	652
06	Finance City Council	612,391	0.0333	198	0	198	1	199
07	Finance Public Fin	808,944	0.0440	261	0	261	2	263
08	Finance Reporting & Ops	3,952,446	0.2151	1,277	0	1,277	9	1,286
10	Finance Grants	1,045,854	0.0569	338	0	338	2	340
11	Finance Rev Perform Mgmnt	454,263	0.0247	147	0	147	1	148
12	Finance Treasury	1,547,651	0.0842	500	0	500	3	503
13	Finance Strat Purchasing	4,984,928	0.2713	1,611	0	1,611	11	1,622
14	ARA Director Office	1,985,132	0.1080	642	0	642	4	646
15	ARA Financial Services	949,679	0.0517	307	0	307	2	309
16	ARA Operations	7,139,299	0.3886	2,308	0	2,308	16	2,324
17	ARA Payroll Services	3,648,945	0.1986	1,179	0	1,179	8	1,187
18	ARA Regulatory	834,847	0.0454	270	0	270	2	272
19	HITS CIO	3,409,481	0.1856	1,102	0	1,102	7	1,109
20	HITS EAS	1,513,353	0.0824	489	0	489	3	492
21	HITS EIS	5,992,327	0.3262	1,937	0	1,937	13	1,950
22	HITS Radio	5,196,882	0.2829	1,680	0	1,680	11	1,691
23	Office Business Opportunity	3,074,612	0.1673	994	0	994	7	1,001
24	Mayor	4,382,740	0.2385	1,417	0	1,417	10	1,427
25	Human Resources	3,012,526	0.1640	974	0	974	7	981
26	Legal	14,988,545	0.8158	4,844	0	4,844	33	4,877
27	City Secretary	801,397	0.0436	259	0	259	2	261
28	City Council	8,603,325	0.4683	2,781	0	2,781	19	2,800
29	City Controller's Office	8,793,797	0.4786	2,842	0	2,842	19	2,861
30	Health Administration	11,499,299	0.6259	3,717	0	3,717	25	3,742
31	Planning & Dev Admin	1,494,486	0.0813	483	0	483	3	486
34	HPD Police Records	6,094,114	0.3317	1,970	0	1,970	13	1,983
35	General Services	37,109,510	2.0198	11,994	0	11,994	81	12,075
38	Police	814,798,406	44.3479	263,352	0	263,352	1,772	265,124
39	Dept of Neighborhoods	11,010,999	0.5993	3,559	0	3,559	24	3,583
40	Fire	484,097,197	26.3485	156,466	0	156,466	1,053	157,519
41	Municipal Court	29,188,568	1.5887	9,434	0	9,434	63	9,497
42	Solid Waste	68,082,700	3.7056	22,005	0	22,005	148	22,153
44	Housing & Community Dev	436,042	0.0237	141	0	141	1	142
45	Library	36,291,662	1.9753	11,730	0	11,730	79	11,809
46	Parks & Recreation	74,815,399	4.0721	24,181	0	24,181	163	24,344
47	Health Department	35,870,264	1.9523	11,594	0	11,594	78	11,672
49	Fleet Management	4,768	0.0003	2	0	2	0	2
50	Planning & Dev Other	1,877,366	0.1022	607	0	607	4	611
53	Finance Other	296,957	0.0162	96	0	96	1	97
55	ARA BARC	0	0.0000	0	0	0	0	0
57	ARA Other	4,000,494	0.2177	1,293	0	1,293	9	1,302
58	IT Public Services	0	0.0000	0	0	0	0	0
61	Mayor Cable TV	26	0.0000	0	0	0	0	0
64	HR Health Benefits	17	0.0000	0	0	0	0	0
71	HPW Other	30,195,337	1.6435	9,759	0	9,759	66	9,825
94	HITS Other	10,661	0.0006	3	0	3	0	3
	Subtotal	1,837,286,694	100.0000	593,833	0	593,833	3,781	597,614
	Direct Bills					0		0
	Total					$593,833		$ 597,614

Other Misc Allocations **Dept:3 Non-Departmental-Gen Gov**

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total

Basis Units: FY2018 actual GF expenditures excl TIRZ
Source: COH Expenditure Report

Claims & Judge Allocations **Dept:3 Non-Departmental-Gen Gov**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
14	ARA Director Office	62,130	2.3049	$ 286,368	$ 0	$ 286,368	$ 1,823	$ 288,191
19	HITS CIO	91,548	3.3963	421,961	0	421,961	2,685	424,646
24	Mayor	50,000	1.8549	230,459	0	230,459	1,467	231,926
35	General Services	5,560	0.2063	25,627	0	25,627	163	25,790
38	Police	2,093,320	77.6595	9,648,493	0	9,648,493	61,405	9,709,898
40	Fire	215,956	8.0117	995,380	0	995,380	6,335	1,001,715
42	Solid Waste	112,372	4.1689	517,943	0	517,943	3,296	521,239
44	Housing & Community Developmen	2,978	0.1105	13,726	0	13,726	87	13,813
45	Library	8,700	0.3228	40,100	0	40,100	255	40,355
46	Parks & Recreation	40,600	1.5062	187,133	0	187,133	1,191	188,324
47	Health Department	12,345	0.4580	56,900	0	56,900	362	57,262
	Subtotal	2,695,509	100.0000	12,424,090	0	12,424,090	79,070	12,503,160
	Direct Bills					0		0
	Total					$12,424,090		$ 12,503,160

Basis Units: Dollar amount of claims & judgments for GF depts
Source: Legal Report

Elections Allocations **Dept:3 Non-Departmental-Gen Gov**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
24	Mayor	1	5.5556	$ 40,787	$ 0	$ 40,787	$ 260	$ 41,047
28	City Council	16	88.8889	652,585	0	652,585	4,154	656,739
29	City Controller's Office	1	5.5556	40,787	0	40,787	260	41,047
	Subtotal	18	100.0000	734,159	0	734,159	4,673	738,832
	Direct Bills					0		0
	Total					$734,159		$ 738,832

Basis Units: Number of elected officials
Source: City Charter

Non-Dpt. Legal Svcs/Lobby Allocations

Dept:3 Non-Departmental-Gen Gov

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	5.79	0.0273	$ 3,175	$ 0	$ 3,175	$ 20	$ 3,195
05	Finance Financial Plg & Analys	16.69	0.0786	9,153	0	9,153	58	9,211
06	Finance City Council	5.12	0.0241	2,808	0	2,808	18	2,826
07	Finance Public Fin	5.77	0.0272	3,164	0	3,164	20	3,184
08	Finance Reporting & Ops	15.99	0.0753	8,769	0	8,769	56	8,825
09	Finance Internal Controls	0.00	0.0000	0	0	0	0	0
10	Finance Grants	8.98	0.0423	4,925	0	4,925	31	4,956
11	Finance Rev Perform Mgmnt	3.50	0.0165	1,919	0	1,919	12	1,931
12	Finance Treasury	2.94	0.0138	1,612	0	1,612	10	1,622
13	Finance Strat Purchasing	36.81	0.1733	20,187	0	20,187	128	20,315
14	ARA Director Office	5.88	0.0277	3,225	0	3,225	21	3,246
15	ARA Financial Services	5.59	0.0263	3,066	0	3,066	20	3,086
16	ARA Operations	95.27	0.4486	52,247	0	52,247	333	52,580
17	ARA Payroll Services	39.46	0.1858	21,640	0	21,640	138	21,778
18	ARA Regulatory	7.00	0.0330	3,839	0	3,839	24	3,863
19	HITS CIO	11.93	0.0562	6,543	0	6,543	42	6,585
20	HITS EAS	14.95	0.0704	8,199	0	8,199	52	8,251
21	HITS EIS	49.96	0.2352	27,398	0	27,398	174	27,572
22	HITS Radio	27.50	0.1295	15,081	0	15,081	96	15,177
23	Office Business Opportunity	29.31	0.1380	16,074	0	16,074	102	16,176
24	Mayor	37.86	0.1783	20,763	0	20,763	132	20,895
25	Human Resources	169.48	0.7980	92,944	0	92,944	592	93,536
26	Legal	108.47	0.5107	59,486	0	59,486	379	59,865
27	City Secretary	9.51	0.0448	5,215	0	5,215	33	5,248
28	City Council	73.19	0.3446	40,138	0	40,138	255	40,393
29	City Controller's Office	60.31	0.2840	33,074	0	33,074	210	33,284
30	Health Administration	48.78	0.2297	26,751	0	26,751	170	26,921
31	Planning & Dev Admin	7.88	0.0371	4,321	0	4,321	28	4,349
33	CIP Sal Rec HPW	3.00	0.0141	1,645	0	1,645	10	1,655
34	HPD Police Records	85.74	0.4037	47,020	0	47,020	299	47,319
35	General Services	229.16	1.0790	125,673	0	125,673	800	126,473
36	HEC	221.66	1.0437	121,560	0	121,560	774	122,334
38	Police	6,259.26	29.4725	3,432,619	0	3,432,619	21,846	3,454,465
39	Dept of Neighborhoods	138.94	0.6542	76,196	0	76,196	485	76,681
40	Fire	4,174.23	19.6549	2,289,175	0	2,289,175	14,569	2,303,744
41	Municipal Court	284.37	1.3390	155,950	0	155,950	992	156,942
42	Solid Waste	427.44	2.0127	234,411	0	234,411	1,492	235,903
43	Houston Airport System (HAS)	1,115.29	5.2515	611,632	0	611,632	3,893	615,525
44	Housing & Community Dev	145.37	0.6845	79,722	0	79,722	507	80,229
45	Library	477.44	2.2481	261,831	0	261,831	1,666	263,497
46	Parks & Recreation	783.00	3.6869	429,402	0	429,402	2,733	432,135
47	Health Department	1,202.25	5.6609	659,322	0	659,322	4,196	663,518
49	Fleet Management	366.30	1.7248	200,881	0	200,881	1,278	202,159
50	Planning & Dev Other	30.73	0.1447	16,853	0	16,853	107	16,960
51	Planning & Dev Spec Rev	40.82	0.1922	22,386	0	22,386	142	22,528
53	Finance Other	50.81	0.2392	27,865	0	27,865	177	28,042
54	ARA Insurance	5.00	0.0235	2,742	0	2,742	17	2,759
55	ARA BARC	100.56	0.4735	55,148	0	55,148	351	55,499
56	ARA Parking	64.72	0.3047	35,493	0	35,493	226	35,719
57	ARA Other	34.83	0.1640	19,101	0	19,101	122	19,223
58	IT Public Services	0.77	0.0036	422	0	422	3	425
59	Legal Insurance	49.09	0.2311	26,921	0	26,921	171	27,092
60	Legal Wkr Comp	2.00	0.0094	1,097	0	1,097	7	1,104
61	Mayor Cable TV	17.90	0.0843	9,816	0	9,816	62	9,878
62	Mayor Other	44.67	0.2103	24,497	0	24,497	156	24,653
63	TIRZ	9.64	0.0454	5,287	0	5,287	34	5,321

Non-Dpt. Legal Svcs/Lobby Allocations **Dept:3 Non-Departmental-Gen Gov**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
64	HR Health Benefits	44.37	0.2089	24,333	0	24,333	155	24,488
66	HPW Bldg Insp	530.83	2.4995	291,111	0	291,111	1,853	292,964
67	HPW Stormwater	330.61	1.5567	181,309	0	181,309	1,154	182,463
68	HPW DDSR	468.63	2.2066	257,000	0	257,000	1,636	258,636
69	HPW Water & Sewer	2,086.16	9.8229	1,144,064	0	1,144,064	7,281	1,151,345
70	HPW Houston Transtar	7.12	0.0335	3,905	0	3,905	25	3,930
71	HPW Other	12.74	0.0600	6,987	0	6,987	44	7,031
72	Houston Permit Center	44.22	0.2082	24,251	0	24,251	154	24,405
73	CIP S/R Planning	8.30	0.0391	4,552	0	4,552	29	4,581
74	CIP Sal Rec RE	32.02	0.1508	17,560	0	17,560	112	17,672
75	CIP S/R Engrg	84.87	0.3996	46,543	0	46,543	296	46,839
76	CIP S/R Constr	102.64	0.4833	56,288	0	56,288	358	56,646
77	CIP S/R Eng/Const	24.55	0.1156	13,463	0	13,463	86	13,549
78	CIP S/R Geo/Env	11.92	0.0561	6,537	0	6,537	42	6,579
79	CIP S/R Other	29.80	0.1403	16,343	0	16,343	104	16,447
80	CIP S/R GSD	33.69	0.1586	18,476	0	18,476	118	18,594
93	HR-W.C.	31.96	0.1505	17,527	0	17,527	112	17,639
94	HITS Other	84.30	0.3969	46,231	0	46,231	294	46,525
	Subtotal	21,237.64	100.0000	11,646,863	0	11,646,863	74,122	11,720,985
	Direct Bills					0		0
	Total					$11,646,863		$ 11,720,985

Basis Units: Number of FTE positions all funds
Source: COH FTE Report

Walker Rent Allocations **Dept:3 Non-Departmental-Gen Gov**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	25,650	16.8118	$ 664,270	$ 0	$ 664,270	$ 4,228	$ 668,498
14	ARA Director Office	22,950	15.0422	594,347	0	594,347	3,783	598,130
16	ARA Operations	10,820	7.0918	280,211	0	280,211	1,783	281,994
19	HITS CIO	0	0.0000	0	0	0	0	0
23	Office Business Opportunity	11,675	7.6522	302,353	0	302,353	1,924	304,277
25	Human Resources	27,439	17.9844	710,601	0	710,601	4,523	715,124
31	Planning & Dev Admin	30,542	20.0182	790,960	0	790,960	5,034	795,994
35	General Services	5,965	3.9097	154,478	0	154,478	983	155,461
41	Municipal Court	4,695	3.0773	121,589	0	121,589	774	122,363
42	Solid Waste	12,835	8.4125	332,394	0	332,394	2,115	334,509
	Subtotal	152,571	100.0000	3,951,203	0	3,951,203	25,147	3,976,350
	Direct Bills					0		0
	Total					$3,951,203		$ 3,976,350

Basis Units: Square footage per dept General Fund departments
Source: GSD Space Allocation

Dept Specific Allocations **Dept:3 Non-Departmental-Gen Gov**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
13	Finance Stat Purchasing	35,037	0.7883	$ 35,037	$ 0	$ 35,037	$ 223	$ 35,260
14	ARA Director Office	123,275	2.7734	123,275	0	123,275	785	124,060
19	HITS	47,037	1.0582	47,037	0	47,037	299	47,336
23	Office Business Opportunity	339,634	7.6410	339,634	0	339,634	2,162	341,796
25	Human Resoures	65,000	1.4624	65,000	0	65,000	414	65,414
28	City Council	103,795	2.3352	103,795	0	103,795	661	104,456
38	Police	2,909,950	65.4676	2,909,950	0	2,909,950	18,519	2,928,469
40	Fire	821,142	18.4739	821,142	0	821,142	5,226	826,368
	Subtotal	4,444,870	100.0000	4,444,870	0	4,444,870	28,288	4,473,158
	Direct Bills					0		0
	Total					$4,444,870		$ 4,473,158

Basis Units: Dollars expended per department
Source: Expenses

Allocation Summary **Dept:3 Non-Departmental-Gen Gov**

	Department	Insurance Retirees	Memberships	Consulting Services	Interest Costs	Other Misc	Claims & Judge	Elections
0	Direct Billed	$0	$0	$0	$0	$0	$0	$0
03	Non-Departmental-Gen Gov	0	0	24,433	119,155	31,858	0	0
04	Finance Dir Office	15,174	316	949	2,200	588	0	0
05	Finance Financial Plg & Analys	43,741	912	359	2,439	652	0	0
06	Finance City Council	13,418	280	246	745	199	0	0
07	Finance Public Fin	15,122	315	178	985	263	0	0
08	Finance Reporting & Ops	41,906	874	773	4,810	1,286	0	0
09	Finance Internal Controls	0	0	0	0	0	0	0
10	Finance Grants	23,535	490	327	1,273	340	0	0
11	Finance Rev Perform Mgmnt	9,173	191	174	553	148	0	0
12	Finance Treasury	7,705	161	578	1,884	503	0	0
13	Finance Stat Purchasing	96,470	2,011	498	6,067	1,622	0	0
14	ARA Director Office	15,410	321	1,572	2,416	646	288,191	0
15	ARA Financial Services	14,650	305	254	1,156	309	0	0
16	ARA Operations	249,680	5,203	1,967	8,688	2,324	0	0
17	ARA Payroll Services	103,415	2,155	357	4,441	1,187	0	0
18	ARA Regulatory	18,345	382	862	1,016	272	0	0
19	HITS	31,266	651	946	4,150	1,109	424,646	0
20	HITS EAS	39,181	816	315	1,841	492	0	0
21	HITS EIS	130,933	2,728	613	7,293	1,950	0	0
22	HITS Radio	72,071	1,502	1,142	6,324	1,691	0	0
23	Office Business Opportunity	72,674	1,515	1,288	3,742	1,001	0	0
24	Mayor	99,222	2,068	2,295	5,334	1,427	231,926	41,047
25	Human Resoures	66,803	1,392	45,269	3,666	981	0	0
26	Legal	284,274	5,923	2,445	18,241	4,877	0	0
27	City Secretary	24,924	519	508	976	261	0	0
28	City Council	191,814	3,997	8,477	10,470	2,800	0	656,739
29	City Controller's Office	158,059	3,294	2,059	10,702	2,861	0	41,047
30	Health Administration	127,840	2,664	7,385	13,994	3,742	0	0
31	Planning & Dev Admin	20,652	431	1,033	1,819	486	0	0
33	CIP Sal Rec HPW	0	0	460	0	0	0	0
34	HPD Police Records	224,704	4,683	736	7,417	1,983	0	0
35	General Services	345,338	7,197	16,156	45,163	12,075	25,790	0
36	HEC	0	0	4,257	0	0	0	0
38	Police	2,874,924	336,231	91,358	991,609	265,124	9,709,898	0
39	Dept of Neighborhoods	267,475	5,573	4,222	13,401	3,583	0	0
40	Fire	389,812	227,963	80,903	589,145	157,519	1,001,715	0
41	Municipal Court	703,386	14,658	13,132	35,522	9,497	0	0
42	Solid Waste	1,112,120	23,175	19,226	82,856	22,153	521,239	0
43	Houston Airport System (HAS)	0	0	47,030	0	0	0	0
44	Housing & Community Dev	7,260	151	15,514	531	142	13,813	0
45	Library	1,236,318	25,763	11,010	44,167	11,809	40,355	0
46	Parks & Recreation	1,778,344	37,057	53,656	91,050	24,344	188,324	0
47	Health Department	997,200	20,779	69,538	43,654	11,672	57,262	0
48	Convention & Entertainment	0	0	1,378	0	0	0	0
49	Fleet Management	0	0	102,651	6	2	0	0
50	Planning & Dev Other	52,677	1,098	1,368	2,284	611	0	0
51	Planning & Dev Spec Rev	0	0	2,523	0	0	0	0
52	General Debt	0	0	3,051	0	0	0	0
53	Finance Other	3,014	62	4,950	361	97	0	0
54	ARA Insurance	0	0	493	0	0	0	0
55	ARA BARC	0	0	6,283	0	0	0	0
56	ARA Parking	0	0	9,757	0	0	0	0
57	ARA Other	91,281	1,902	5,547	4,869	1,302	0	0
58	IT Public Services	2,018	42	0	0	0	0	0
59	Legal Insurance	0	0	3,308	0	0	0	0

Allocation Summary **Dept:3 Non-Departmental-Gen Gov**

	Department	Insurance Retirees	Memberships	Consulting Services	Interest Costs	Other Misc	Claims & Judge	Elections
60	Legal Wkr Comp	0	0	280	0	0	0	0
61	Mayor Cable TV	0	0	987	0	0	0	0
62	Mayor Other	0	0	6,011	0	0	0	0
63	TIRZ	25,264	526	586	0	0	0	0
64	HR Health Benefits	0	0	65,775	0	0	0	0
65	HR Long Term Disability	0	0	29	0	0	0	0
66	HPW Bldg Insp	0	0	17,902	0	0	0	0
67	HPW Stormwater	0	0	7,638	0	0	0	0
68	HPW DDSR	0	0	21,176	0	0	0	0
69	HPW Water & Sewer	0	0	100,193	0	0	0	0
70	HPW Houston Transtar	0	0	1,041	0	0	0	0
71	HPW Other	33,388	695	30,554	36,747	9,825	0	0
72	Houston Permit Center	0	0	3,440	0	0	0	0
73	CIP S/R Planning	0	0	313	0	0	0	0
74	CIP Sal Rec RE	0	0	1,609	0	0	0	0
75	CIP S/R Engrg	0	0	7,634	0	0	0	0
76	CIP S/R Constr	0	0	5,048	0	0	0	0
77	CIP S/R Eng/Const	0	0	699	0	0	0	0
78	CIP S/R Geo/Env	0	0	1,264	0	0	0	0
79	CIP S/R Other	0	0	2,384	0	0	0	0
80	CIP S/R GSD	0	0	4,622	0	0	0	0
91	Hurricane Ike Aid & Recovery	0	0	35	0	0	0	0
92	ARRA Reimbursement Fund	0	0	133	0	0	0	0
93	HR-W.C.	0	0	6,424	0	0	0	0
94	HITS Other	393	8	14,415	13	3	0	0
95	Legal Other	0	0	6	0	0	0	0
	Total	$ 12,132,373	$ 748,979	$ 976,007	$ 2,235,175	$ 597,616	$ 12,503,159	$ 738,833

Allocation Summary **Dept:3 Non-Departmental-Gen Gov**

	Department	Non-Dept Legal	Walker Rent	Dept Specific	Gen Govt	Total
0	Direct Billed	$0	$0	$0	$0	$0
03	Non-Departmental-Gen Gov	0	0	0	0	175,446
04	Finance Dir Office	3,195	668,498	0	0	690,920
05	Finance Financial Plg & Analys	9,211	0	0	0	57,314
06	Finance City Council	2,826	0	0	0	17,714
07	Finance Public Fin	3,184	0	0	0	20,047
08	Finance Reporting & Ops	8,825	0	0	0	58,474
09	Finance Internal Controls	0	0	0	0	0
10	Finance Grants	4,956	0	0	0	30,921
11	Finance Rev Perform Mgmnt	1,931	0	0	0	12,170
12	Finance Treasury	1,622	0	0	0	12,453
13	Finance Stat Purchasing	20,315	0	35,260	0	162,243
14	ARA Director Office	3,246	598,130	124,060	0	1,033,992
15	ARA Financial Services	3,086	0	0	0	19,760
16	ARA Operations	52,580	281,994	0	0	602,436
17	ARA Payroll Services	21,778	0	0	0	133,333
18	ARA Regulatory	3,863	0	0	0	24,740
19	HITS	6,585	0	47,336	0	516,689
20	HITS EAS	8,251	0	0	0	50,896
21	HITS EIS	27,572	0	0	0	171,089
22	HITS Radio	15,177	0	0	0	97,907
23	Office Business Opportunity	16,176	304,277	341,796	0	742,469
24	Mayor	20,895	0	0	0	404,214
25	Human Resoures	93,536	715,124	65,414	0	992,185
26	Legal	59,865	0	0	0	375,625
27	City Secretary	5,248	0	0	0	32,436
28	City Council	40,393	0	104,456	0	1,019,146
29	City Controller's Office	33,284	0	0	0	251,306
30	Health Administration	26,921	0	0	0	182,546
31	Planning & Dev Admin	4,349	795,994	0	0	824,764
33	CIP Sal Rec HPW	1,655	0	0	0	2,115
34	HPD Police Records	47,319	0	0	0	286,842
35	General Services	126,473	155,461	0	0	733,653
36	HEC	122,334	0	0	0	126,591
38	Police	3,454,465	0	2,928,469	0	20,652,078
39	Dept of Neighborhoods	76,681	0	0	0	370,935
40	Fire	2,303,744	0	826,368	0	5,577,169
41	Municipal Court	156,942	122,363	0	0	1,055,500
42	Solid Waste	235,903	334,509	0	0	2,351,181
43	Houston Airport System (HAS)	615,525	0	0	0	662,555
44	Housing & Community Dev	80,229	0	0	0	117,640
45	Library	263,497	0	0	0	1,632,919
46	Parks & Recreation	432,135	0	0	0	2,604,910
47	Health Department	663,518	0	0	0	1,863,623
48	Convention & Entertainment	0	0	0	0	1,378
49	Fleet Management	202,159	0	0	0	304,818
50	Planning & Dev Other	16,960	0	0	0	74,998
51	Planning & Dev Spec Rev	22,528	0	0	0	25,051
52	General Debt	0	0	0	0	3,051
53	Finance Other	28,042	0	0	0	36,526
54	ARA Insurance	2,759	0	0	0	3,252
55	ARA BARC	55,499	0	0	0	61,782
56	ARA Parking	35,719	0	0	0	45,476
57	ARA Other	19,223	0	0	0	124,124
58	IT Public Services	425	0	0	0	2,485
59	Legal Insurance	27,092	0	0	0	30,400

Allocation Summary **Dept:3 Non-Departmental-Gen Gov**

	Department	Non-Dept Legal	Walker Rent	Dept Specific	Gen Govt	Total
60	Legal Wkr Comp	1,104	0	0	0	1,384
61	Mayor Cable TV	9,878	0	0	0	10,865
62	Mayor Other	24,653	0	0	0	30,664
63	TIRZ	5,321	0	0	0	31,697
64	HR Health Benefits	24,488	0	0	0	90,263
65	HR Long Term Disability	0	0	0	0	29
66	HPW Bldg Insp	292,964	0	0	0	310,866
67	HPW Stormwater	182,463	0	0	0	190,101
68	HPW DDSR	258,636	0	0	0	279,812
69	HPW Water & Sewer	1,151,345	0	0	0	1,251,538
70	HPW Houston Transtar	3,930	0	0	0	4,971
71	HPW Other	7,031	0	0	0	118,240
72	Houston Permit Center	24,405	0	0	0	27,845
73	CIP S/R Planning	4,581	0	0	0	4,894
74	CIP Sal Rec RE	17,672	0	0	0	19,281
75	CIP S/R Engrg	46,839	0	0	0	54,473
76	CIP S/R Constr	56,646	0	0	0	61,694
77	CIP S/R Eng/Const	13,549	0	0	0	14,248
78	CIP S/R Geo/Env	6,579	0	0	0	7,843
79	CIP S/R Other	16,447	0	0	0	18,831
80	CIP S/R GSD	18,594	0	0	0	23,216
91	Hurricane Ike Aid & Recovery	0	0	0	0	35
92	ARRA Reimbursement Fund	0	0	0	0	133
93	HR-W.C.	17,639	0	0	0	24,063
94	HITS Other	46,525	0	0	0	61,357
95	Legal Other	0	0	0	0	6
	Total	$ 11,720,985	$ 3,976,350	$ 4,473,159	$ 0	$ 50,102,636

FINANCE – DIRECTOR'S OFFICE
FUNCTION AND ALLOCATION BASIS

The Director's Office of the Finance Department implements and monitors policies, procedures, and other controls regarding the financial affairs for the city. This office also ensures the financial integrity of the city by promoting responsible resource allocations, providing oversight of resource usage and improving financial accounting and management processes. Further, this office coordinates City Council agenda activities including request for council action reviews by all financial reviewing divisions. The costs of the Director's Office are allocated based on the number of FTE positions supported.

A. Department Costs

Dept:4 Finance Dir Office

Description		Amount	General Admin	Finance Dept Admin
Personnel Costs				
Salaries	S1	625,536	0	625,536
Salary % Split			.00%	100.00%
Benefits	S	282,608	0	282,608
Subtotal - Personnel Costs		908,143	0	908,143
Services & Supplies Cost				
Supplies	S	22,215	0	22,215
Temp Personnel Svcs	S	4,105	0	4,105
Application Svcs	S	306,292	0	306,292
Intfd HR Client Svcs	S	167,753	0	167,753
Other Svcs	S	398,612	0	398,612
Subtotal - Services & Supplies		898,977	0	898,977
Department Cost Total		1,807,120	0	1,807,120
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		1,807,120	0	1,807,120
General Admin Distribution			0	0
Grand Total		$ 1,807,120		$ 1,807,120

B. Incoming Costs-(Default Spread Salary%) **Dept:4 Finance Dir Office**

	Department	First Incoming	Second Incoming	Finance Dept Admin
1	City Hall	$ 0	$ 0	$ 0
1	City Hall Annex	1,768	0	1,768
	Subtotal - Building Depn	1,768	0	1,768
3	Insurance Retirees	15,078	96	15,174
3	Memberships	314	2	316
3	Consulting Services	943	6	949
3	Interest Costs	2,185	15	2,200
3	Other Misc	584	4	588
3	Non-Dept. Legal Svcs/Lobby	3,175	20	3,195
3	Walker Rent	664,270	4,228	668,498
3	Dept Specific	0	0	0
	Subtotal - Non-Dept-Gen Gov	686,549	4,371	690,920
5	Financial Plg & Analysis	0	2,280	2,280
	Subtotal - Fin Plg & Analysis	0	2,280	2,280
8	Gen Acctng	0	1,431	1,431
8	Fixed Assets	0	0	0
8	Auditing Svcs	0	1,737	1,737
8	Fin Operations	0	151	151
	Subtotal - Fin Reporting & Ops	0	3,319	3,319
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Cost Accounting	0	134	134
10	Trust Funds Mgmt (TFM)	0	167	167
	Subtotal - Fin Grants	0	301	301
11	Perf Mgmt Svcs	0	239	239
	Subtotal - Fin Perform Mgmt	0	239	239
12	Treasury	0	414	414
	Subtotal - Fin Treasury	0	414	414
13	Purchasing	0	2,336	2,336
	Subtotal - Fin SPD	0	2,336	2,336
16	Mailroom	0	17,288	17,288
16	Records	0	245	245
16	3-1-1 Svcs	0	2,143	2,143
	Subtotal - ARA Operations	0	19,676	19,676
17	Payroll Svcs	0	1,145	1,145
	Subtotal - ARA Payroll Svcs	0	1,145	1,145
18	Franchise	0	924	924
	Subtotal - ARA Regulatory	0	924	924
20	Enterprise Appl	0	60,994	60,994
20	IT ERP	0	1	1
	Subtotal - HITS EAS	0	60,995	60,995
21	Client Svcs	0	0	0

B. Incoming Costs-(Default Spread Salary%) **Dept:4 Finance Dir Office**

	Department	First Incoming	Second Incoming	Finance Dept Admin
21	NW Data	$ 0	$ 18,226	$ 18,226
21	NW Voice	0	19,905	19,905
21	Enterprise Optns	0	4,248	4,248
	Subtotal - HITS EIS	0	42,379	42,379
23	Certification	0	333	333
23	Contract Compliance	0	18,356	18,356
23	Reporting & Analytics	0	1,064	1,064
23	Dept Services	0	32,253	32,253
23	External Affairs & Outreach	0	205	205
	Subtotal - OBO	0	52,211	52,211
24	City Mayor Admin	0	989	989
24	Inter Gov Rel	0	154	154
	Subtotal - Mayor	0	1,143	1,143
25	Selection	0	11,164	11,164
25	Personnel Svcs	0	500	500
	Subtotal - Human Resources	0	11,664	11,664
26	Legal Svcs	0	574,932	574,932
26	Inspector General	0	18,533	18,533
	Subtotal - Legal	0	593,465	593,465
27	City Sec Svcs	0	430	430
	Subtotal - City Secretary	0	430	430
28	City Council Svcs	0	4,402	4,402
	Subtotal - City Council	0	4,402	4,402
29	Controller Fin Svcs	0	7,427	7,427
29	Controller Treasury	0	776	776
	Subtotal - City Controller's	0	8,203	8,203
35	Design & Const	0	0	0
35	Building Svcs	0	26,196	26,196
35	Utilities	0	27,390	27,390
35	Real Estate	0	25,486	25,486
	Subtotal - General Services	0	79,072	79,072
	Total Incoming	688,317	888,969	1,577,286
C.	**Total Allocated**		$ 3,384,406	$ 3,384,406
				100.00%

Finance Dept Admin Allocations **Dept:4 Finance Dir Office**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
05	Finance Financial Plg & Analys	16.69	11.3839	$ 284,079	$ 0	$ 284,079	$ 101,200	$ 385,279
06	Finance City Council	5.12	3.4923	87,147	0	87,147	31,045	118,192
07	Finance Public Fin	5.77	3.9356	98,211	0	98,211	34,986	133,197
08	Finance Reporting & Ops	15.99	10.9065	272,165	0	272,165	96,955	369,120
09	Finance Internal Controls	0.00	0.0000	0	0	0	0	0
10	Finance Grants	8.98	6.1251	152,848	0	152,848	54,450	207,298
11	Finance Rev Perform Mgmnt	3.50	2.3873	59,573	0	59,573	21,222	80,795
12	Finance Treasury	2.94	2.0053	50,041	0	50,041	17,827	67,868
13	Finance Strat Purchasing	36.81	25.1074	626,540	0	626,540	223,197	849,737
53	Finance Other	50.81	34.6566	864,833	0	864,833	308,086	1,172,919
	Subtotal	146.61	100.0000	2,495,437	0	2,495,437	888,969	3,384,406
	Direct Bills					0		0
	Total					$2,495,437		$ 3,384,406

Basis Units: Number of FTE positions supported
Source: COH FTE Report

Allocation Summary **Dept:4 Finance Dir Office**

	Department	Finance Dept Admin	Total
0	Direct Billed	$0	$0
05	Finance Financial Plg & Analys	385,279	385,279
06	Finance City Council	118,192	118,192
07	Finance Public Fin	133,197	133,197
08	Finance Reporting & Ops	369,120	369,120
09	Finance Internal Controls	0	0
10	Finance Grants	207,298	207,298
11	Finance Rev Perform Mgmnt	80,795	80,795
12	Finance Treasury	67,868	67,868
13	Finance Strat Purchasing	849,737	849,737
53	Finance Other	1,172,919	1,172,919
	Total	$ 3,384,405	$ 3,384,405

FINANCE – FINANCIAL PLANNING AND ANALYSIS
FUNCTION AND ALLOCATION BASIS

The Financial Planning and Analysis (FP&A) division of the Finance Department coordinates, develops and manages the citywide annual budget and the 5-year plan. It also monitors the financial activities of city departments against the budget and prepares financial reporting monthly. The costs of administering and monitoring budgetary city activities are allocated based on the number of revenue, expenditure, and purchasing transactions by department.

A. Department Costs

Dept:5 Fin Plg & Analysis

Description		Amount	General Admin	Financial Plg & Analysis
Personnel Costs				
Salaries	S1	1,297,570	0	1,297,570
Salary % Split			.00%	100.00%
Benefits	S	633,644	0	633,644
Subtotal - Personnel Costs		1,931,215	0	1,931,215
Services & Supplies Cost				
Supplies	S	9,883	0	9,883
Services	S	63,404	0	63,404
Subtotal - Services & Supplies		73,287	0	73,287
Department Cost Total		2,004,502	0	2,004,502
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		2,004,502	0	2,004,502
General Admin Distribution			0	0
Grand Total		$ 2,004,502		$ 2,004,502

B. Incoming Costs-(Default Spread Salary%) **Dept:5 Fin Plg & Analysis**

	Department	First Incoming	Second Incoming	Financial Plg & Analysis
3	Insurance Retirees	$ 43,464	$ 277	$ 43,741
3	Memberships	906	6	912
3	Consulting Services	357	2	359
3	Interest Costs	2,423	16	2,439
3	Other Misc	648	4	652
3	Non-Dept. Legal Svcs/Lobby	9,153	58	9,211
	Subtotal - Non-Dept-Gen Gov	56,951	364	57,315
4	Finance Dept Admin	284,079	101,200	385,279
	Subtotal - Fin Dir Office	284,079	101,200	385,279
5	Financial Plg & Analysis	0	864	864
	Subtotal - Fin Plg & Analysis	0	864	864
8	Gen Acctng	0	543	543
8	Auditing Svcs	0	658	658
8	Fin Operations	0	167	167
	Subtotal - Fin Reporting & Ops	0	1,368	1,368
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Cost Accounting	0	148	148
10	Trust Funds Mgmt (TFM)	0	185	185
	Subtotal - Fin Grants	0	333	333
11	Perf Mgmt Svcs	0	265	265
	Subtotal - Fin Perform Mgmt	0	265	265
12	Treasury	0	459	459
	Subtotal - Fin Treasury	0	459	459
13	Purchasing	0	2,804	2,804
	Subtotal - Fin SPD	0	2,804	2,804
16	Records	0	706	706
	Subtotal - ARA Operations	0	706	706
17	Payroll Svcs	0	3,302	3,302
	Subtotal - ARA Payroll Svcs	0	3,302	3,302
18	Franchise	0	1,025	1,025
	Subtotal - ARA Regulatory	0	1,025	1,025
20	IT ERP	0	2	2
	Subtotal - HITS EIS	0	2	2
21	Enterprise Optns	0	1,611	1,611
	Subtotal - HITS EIS	0	1,611	1,611
23	Certification	0	959	959
23	External Affairs & Outreach	0	591	591
	Subtotal - OBO	0	1,550	1,550
24	City Mayor Admin	0	2,851	2,851

B. Incoming Costs-(Default Spread Salary%) **Dept:5 Fin Plg & Analysis**

Department	First Incoming	Second Incoming	Financial Plg & Analysis
24 Inter Gov Rel	$ 0	$ 444	$ 444
Subtotal - Mayor	0	3,295	3,295
25 Personnel Svcs	0	1,440	1,440
Subtotal - Human Resources	0	1,440	1,440
27 City Sec Svcs	0	477	477
Subtotal - City Secretary	0	477	477
28 City Council Svcs	0	4,883	4,883
Subtotal - City Council	0	4,883	4,883
29 Controller Fin Svcs	0	2,816	2,816
29 Controller Treasury	0	861	861
Subtotal - City Controller's	0	3,677	3,677
Total Incoming	341,030	129,624	470,654
C. Total Allocated		$ 2,475,156	$ 2,475,156
			100.00%

Financial Plg & Analysis Allocations **Dept:5 Fin Plg & Analysis**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	51,686	2.5193	$ 59,090	$ 0	$ 59,090	$ 0	$ 59,090
04	Finance Dir Office	1,994	0.0972	2,280	0	2,280	0	2,280
05	Finance Financial Plg & Analys	756	0.0368	864	0	864	0	864
06	Finance City Council	517	0.0252	591	0	591	34	625
07	Finance Public Fin	375	0.0183	429	0	429	24	453
08	Finance Reporting & Ops	1,625	0.0792	1,858	0	1,858	105	1,963
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	687	0.0335	785	0	785	45	830
11	Finance Rev Perform Mgmnt	365	0.0178	417	0	417	24	441
12	Finance Treasury	1,214	0.0592	1,388	0	1,388	79	1,467
13	Finance Strat Purchasing	1,048	0.0511	1,198	0	1,198	68	1,266
14	ARA Director Office	3,305	0.1611	3,778	0	3,778	215	3,993
15	ARA Financial Services	534	0.0260	610	0	610	35	645
16	ARA Operations	4,133	0.2014	4,725	0	4,725	268	4,993
17	ARA Payroll Services	751	0.0366	859	0	859	49	908
18	ARA Regulatory	1,810	0.0882	2,069	0	2,069	117	2,186
19	HITS CIO	1,989	0.0969	2,274	0	2,274	129	2,403
20	HITS EAS	662	0.0323	757	0	757	43	800
21	HITS EIS	1,288	0.0628	1,473	0	1,473	84	1,557
22	HITS Radio	2,402	0.1171	2,746	0	2,746	156	2,902
23	Office Business Opportunity	2,707	0.1319	3,095	0	3,095	176	3,271
24	Mayor	4,824	0.2351	5,515	0	5,515	313	5,828
25	Human Resources	95,141	4.6373	108,770	0	108,770	6,175	114,945
26	Legal	5,138	0.2504	5,874	0	5,874	333	6,207
27	City Secretary	1,068	0.0521	1,221	0	1,221	69	1,290
28	City Council	17,817	0.8684	20,369	0	20,369	1,156	21,525
29	City Controller's Office	4,329	0.2110	4,949	0	4,949	281	5,230
30	Health Administration	15,521	0.7565	17,744	0	17,744	1,007	18,751
31	Planning & Dev Admin	2,170	0.1058	2,481	0	2,481	141	2,622
33	CIP Sal Rec HPW	967	0.0471	1,106	0	1,106	63	1,169
34	HPD Police Records	1,546	0.0754	1,767	0	1,767	100	1,867
35	General Services	33,956	1.6551	38,820	0	38,820	2,204	41,024
36	HEC	8,946	0.4360	10,228	0	10,228	581	10,809
38	Police	192,008	9.3588	219,513	0	219,513	12,462	231,975
39	Dept of Neighborhoods	8,875	0.4326	10,146	0	10,146	576	10,722
40	Fire	170,035	8.2878	194,393	0	194,393	11,036	205,429
41	Municipal Court	27,601	1.3453	31,555	0	31,555	1,791	33,346
42	Solid Waste	40,408	1.9696	46,197	0	46,197	2,623	48,820
43	Houston Airport System (HAS)	98,845	4.8179	113,005	0	113,005	6,415	119,420
44	Housing & Community Dev	32,606	1.5893	37,277	0	37,277	2,116	39,393
45	Library	23,140	1.1279	26,455	0	26,455	1,502	27,957
46	Parks & Recreation	112,769	5.4966	128,923	0	128,923	7,319	136,242
47	Health Department	146,150	7.1236	167,086	0	167,086	9,486	176,572
48	Convention & Entertainment	2,897	0.1412	3,312	0	3,312	188	3,500
49	Fleet Management	215,744	10.5157	246,650	0	246,650	14,002	260,652
50	Planning & Dev Other	2,875	0.1401	3,287	0	3,287	187	3,474
51	Planning & Dev Spec Rev	5,304	0.2585	6,064	0	6,064	344	6,408
52	General Debt	6,412	0.3125	7,331	0	7,331	416	7,747
53	Finance Other	10,404	0.5071	11,894	0	11,894	675	12,569
54	ARA Insurance	1,037	0.0505	1,186	0	1,186	67	1,253
55	ARA BARC	13,204	0.6436	15,095	0	15,095	857	15,952
56	ARA Parking	20,508	0.9996	23,446	0	23,446	1,331	24,777
57	ARA Other	11,658	0.5682	13,328	0	13,328	757	14,085
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	6,953	0.3389	7,949	0	7,949	451	8,400
60	Legal Wkr Comp	588	0.0287	672	0	672	38	710

Financial Plg & Analysis Allocations **Dept:5 Fin Plg & Analysis**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
61	Mayor Cable TV	2,076	0.1012	2,373	0	2,373	135	2,508
62	Mayor Other	12,633	0.6158	14,443	0	14,443	820	15,263
63	TIRZ	1,232	0.0600	1,408	0	1,408	80	1,488
64	HR Health Benefits	138,240	6.7381	158,043	0	158,043	8,972	167,015
65	HR Long Term Disability	62	0.0030	71	0	71	4	75
66	HPW Bldg Insp	37,625	1.8339	43,015	0	43,015	2,442	45,457
67	HPW Stormwater	16,053	0.7825	18,353	0	18,353	1,042	19,395
68	HPW DDSR	44,506	2.1693	50,882	0	50,882	2,889	53,771
69	HPW Water & Sewer	210,577	10.2639	240,743	0	240,743	13,667	254,410
70	HPW Houston Transtar	2,188	0.1066	2,501	0	2,501	142	2,643
71	HPW Other	64,216	3.1300	73,415	0	73,415	4,168	77,583
72	Houston Permit Center	7,230	0.3524	8,266	0	8,266	469	8,735
73	CIP S/R Planning	658	0.0321	752	0	752	43	795
74	CIP Sal Rec RE	3,383	0.1649	3,868	0	3,868	220	4,088
75	CIP S/R Engrg	16,043	0.7820	18,341	0	18,341	1,041	19,382
76	CIP S/R Constr	10,608	0.5171	12,128	0	12,128	688	12,816
77	CIP S/R Eng/Const	1,468	0.0716	1,678	0	1,678	95	1,773
78	CIP S/R Geo/Env	2,656	0.1295	3,036	0	3,036	172	3,208
79	CIP S/R Other	5,012	0.2443	5,730	0	5,730	325	6,055
80	CIP S/R GSD	9,714	0.4735	11,106	0	11,106	630	11,736
91	Hurricane Ike Aid & Recovery	73	0.0036	83	0	83	5	88
92	ARRA Reimbursement Fund	279	0.0136	319	0	319	18	337
93	HR-W.C.	13,500	0.6580	15,434	0	15,434	876	16,310
94	HITS Other	30,296	1.4767	34,636	0	34,636	1,966	36,602
95	Legal Other	12	0.0006	14	0	14	1	15
	Subtotal	2,051,632	100.0000	2,345,532	0	2,345,532	129,624	2,475,156
	Direct Bills					0		0
	Total					$2,345,532		$ 2,475,156

Basis Units: Number of rev, exp, & purch transactions per dept
Source: COH Transaction Report

Allocation Summary **Dept:5 Fin Plg & Analysis**

	Department	Financial Plg & Analysis	Total
0	Direct Billed	$0	$0
03	Non-Departmental-Gen Gov	59,090	59,090
04	Finance Dir Office	2,280	2,280
05	Finance Financial Plg & Analys	864	864
06	Finance City Council	625	625
07	Finance Public Fin	453	453
08	Finance Reporting & Ops	1,963	1,963
09	Finance Internal Controls	0	0
10	Finance Grants	830	830
11	Finance Rev Perform Mgmnt	441	441
12	Finance Treasury	1,467	1,467
13	Finance Strat Purchasing	1,266	1,266
14	ARA Director Office	3,993	3,993
15	ARA Financial Services	645	645
16	ARA Operations	4,993	4,993
17	ARA Payroll Services	908	908
18	ARA Regulatory	2,186	2,186
19	HITS CIO	2,403	2,403
20	HITS EAS	800	800
21	HITS EIS	1,557	1,557
22	HITS Radio	2,902	2,902
23	Office Business Opportunity	3,271	3,271
24	Mayor	5,828	5,828
25	Human Resources	114,945	114,945
26	Legal	6,207	6,207
27	City Secretary	1,290	1,290
28	City Council	21,525	21,525
29	City Controller's Office	5,230	5,230
30	Health Administration	18,751	18,751
31	Planning & Dev Admin	2,622	2,622
33	CIP Sal Rec HPW	1,169	1,169
34	HPD Police Records	1,867	1,867
35	General Services	41,024	41,024
36	HEC	10,809	10,809
38	Police	231,975	231,975
39	Dept of Neighborhoods	10,722	10,722
40	Fire	205,429	205,429
41	Municipal Court	33,346	33,346
42	Solid Waste	48,820	48,820
43	Houston Airport System (HAS)	119,420	119,420
44	Housing & Community Dev	39,393	39,393
45	Library	27,957	27,957
46	Parks & Recreation	136,242	136,242
47	Health Department	176,572	176,572
48	Convention & Entertainment	3,500	3,500
49	Fleet Management	260,652	260,652
50	Planning & Dev Other	3,474	3,474
51	Planning & Dev Spec Rev	6,408	6,408
52	General Debt	7,747	7,747
53	Finance Other	12,569	12,569
54	ARA Insurance	1,253	1,253
55	ARA BARC	15,952	15,952
56	ARA Parking	24,777	24,777
57	ARA Other	14,085	14,085
58	IT Public Services	0	0
59	Legal Insurance	8,400	8,400
60	Legal Wkr Comp	710	710
61	Mayor Cable TV	2,508	2,508

Allocation Summary **Dept:5 Fin Plg & Analysis**

	Department	Financial Plg & Analysis	Total
62	Mayor Other	15,263	15,263
63	TIRZ	1,488	1,488
64	HR Health Benefits	167,015	167,015
65	HR Long Term Disability	75	75
66	HPW Bldg Insp	45,457	45,457
67	HPW Stormwater	19,395	19,395
68	HPW DDSR	53,771	53,771
69	HPW Water & Sewer	254,410	254,410
70	HPW Houston Transtar	2,643	2,643
71	HPW Other	77,583	77,583
72	Houston Permit Center	8,735	8,735
73	CIP S/R Planning	795	795
74	CIP Sal Rec RE	4,088	4,088
75	CIP S/R Engrg	19,382	19,382
76	CIP S/R Constr	12,816	12,816
77	CIP S/R Eng/Const	1,773	1,773
78	CIP S/R Geo/Env	3,208	3,208
79	CIP S/R Other	6,055	6,055
80	CIP S/R GSD	11,736	11,736
91	Hurricane Ike Aid & Recovery	88	88
92	ARRA Reimbursement Fund	337	337
93	HR-W.C.	16,310	16,310
94	HITS Other	36,602	36,602
95	Legal Other	15	15
	Total	$ 2,475,155	$ 2,475,155

FINANCE – CITY COUNCIL ADMINISTRATION
FUNCTION AND ALLOCATION BASIS

The City Council Administration division within the Finance Department manages all the administrative functions of the City Council such as payroll, accounts payable, and human resources. The costs are directly allocated to City Council.

A. Department Costs

Dept:6 Finance City Council

Description		Amount	General Admin	Fin City Council Support
Personnel Costs				
Salaries	S1	343,100	0	343,100
Salary % Split			.00%	100.00%
Benefits	S	162,777	0	162,777
Subtotal - Personnel Costs		505,877	0	505,877
Services & Supplies Cost				
Supplies	S	912-	0	912-
Services	S	9,278	0	9,278
Intfd HR Client Svcs	S	98,148	0	98,148
Subtotal - Services & Supplies		106,514	0	106,514
Department Cost Total		612,391	0	612,391
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		612,391	0	612,391
General Admin Distribution			0	0
Grand Total		$ 612,391		$ 612,391

B. Incoming Costs-(Default Spread Salary%) **Dept:6 Finance City Council**

	Department	First Incoming	Second Incoming	Fin City Council Support
3	Insurance Retirees	$ 13,333	$ 85	$ 13,418
3	Memberships	278	2	280
3	Consulting Services	244	2	246
3	Interest Costs	740	5	745
3	Other Misc	198	1	199
3	Non-Dept. Legal Svcs/Lobby	2,808	18	2,826
	Subtotal - Non-Dept-Gen Gov	17,601	112	17,713
4	Finance Dept Admin	87,147	31,045	118,192
	Subtotal - Fin Dir Office	87,147	31,045	118,192
5	Financial Plg & Analysis	591	34	625
	Subtotal - Fin Plg & Analysis	591	34	625
8	Gen Acctng	0	371	371
8	Auditing Svcs	0	450	450
8	Fin Operations	0	51	51
	Subtotal - Fin Reporting & Ops	0	872	872
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Cost Accounting	0	45	45
10	Trust Funds Mgmt (TFM)	0	56	56
	Subtotal - Fin Grants	0	101	101
11	Perf Mgmt Svcs	0	81	81
	Subtotal - Fin Perform Mgmt	0	81	81
12	Treasury	0	140	140
	Subtotal - Fin Treasury	0	140	140
13	Purchasing	0	1,402	1,402
	Subtotal - Fin SPD	0	1,402	1,402
16	Records	0	217	217
	Subtotal - ARA Operations	0	217	217
17	Payroll Svcs	0	1,013	1,013
	Subtotal - ARA Payroll Svcs	0	1,013	1,013
18	Franchise	0	313	313
	Subtotal - ARA Regulatory	0	313	313
20	IT ERP	0	1	1
	Subtotal - HITS EAS	0	1	1
21	Enterprise Optns	0	1,101	1,101
	Subtotal - HITS EIS	0	1,101	1,101
23	Certification	0	294	294
23	External Affairs & Outreach	0	181	181
	Subtotal - OBO	0	475	475
24	City Mayor Admin	0	875	875

B. Incoming Costs-(Default Spread Salary%) **Dept:6 Finance City Council**

	Department	First Incoming	Second Incoming	Fin City Council Support
24	Inter Gov Rel	$ 0	$ 136	$ 136
	Subtotal - Mayor	0	1,011	1,011
25	Personnel Svcs	0	442	442
	Subtotal - Human Resources	0	442	442
27	City Sec Svcs	0	146	146
	Subtotal - City Secretary	0	146	146
28	City Council Svcs	0	1,492	1,492
	Subtotal - City Council	0	1,492	1,492
29	Controller Fin Svcs	0	1,926	1,926
29	Controller Treasury	0	263	263
	Subtotal - City Controller's	0	2,189	2,189
	Total Incoming	105,339	42,187	147,526
C.	Total Allocated		$ 759,917	$ 759,917
				100.00%

Fin City Council Support Allocations **Dept:6 Finance City Council**

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
28 City Council	100	100.0000	$ 717,730	$ 0	$ 717,730	$ 42,187	$ 759,917
Subtotal	100	100.0000	717,730	0	717,730	42,187	759,917
Direct Bills					0		0
Total					$717,730		$ 759,917

Basis Units: Direct allocation to City Council
Source: Direct Allocation

Dept:6 Finance City Council

Allocation Summary

	Department	Fin City Council Support	Total
0	Direct Billed	$0	$0
28	City Council	759,917	759,917
	Total	$ 759,917	$ 759,917

FINANCE – PUBLIC FINANCE
FUNCTION AND ALLOCATION BASIS

Public Finance falls under the Treasury & Capital Management (TCM) division and is responsible for monitoring and administering all debt instruments for the city as well as the Capital Improvement Plan (CIP). It manages all existing and prospective city debt by assessing the need to borrow, monitoring the credit markets and briefing the Finance Director. It also manages the city's CIP process as well as capital budget approvals, reporting, and analysis. Costs are identified and allocated as follows:

- **Debt Services** – Costs associated with administering and monitoring all debt instruments are allocated based on percentage of staff effort.
- **Capital Projects** – Costs associated with assisting in the initial process of the capital projects are allocated based on percentage of staff effort.

A. Department Costs **Dept:7 Finance Public Fin**

Description		Amount	General Admin	Debt Svc	Capital Projects
Personnel Costs					
Salaries	S1	542,550	0	174,071	368,479
Salary % Split			.00%	32.08%	67.92%
Benefits	S	239,760	0	76,915	162,845
Subtotal - Personnel Costs		782,310	0	250,986	531,324
Services & Supplies Cost					
Supplies	S	669	0	215	454
Services	S	25,965	0	8,330	17,636
Deduct Direct Bill(Personnel)	P	17,035-		17,035-	0
Subtotal - Services & Supplies		9,599	0	8,490-	18,090
Department Cost Total		791,909	0	242,496	549,414
Adjustments to Cost					
Subtotal - Adjustments		0	0	0	0
Total Costs After Adjustments		791,909	0	242,496	549,414
Subtotal - Adjustments		0	0	0	0
Grand Total		$ 791,909	0	$ 242,496	$ 549,414

B. Incoming Costs-(Default Spread Salary%) **Dept:7 Finance Public Fin**

	Department	First Incoming	Second Incoming	Debt Svc	Capital Projects
3	Insurance Retirees	$ 15,026	$ 96	$ 4,852	$ 10,270
3	Memberships	313	2	101	214
3	Consulting Services	177	1	57	121
3	Interest Costs	978	7	316	669
3	Other Misc	261	2	84	178
3	Non-Dept. Legal Svcs/Lobby	3,164	20	1,022	2,163
	Subtotal - Non-Dept-Gen Gov	19,919	127	6,432	13,615
4	Finance Dept Admin	98,211	34,986	42,735	90,462
	Subtotal - Fin Dir Office	98,211	34,986	42,735	90,462
5	Financial Plg & Analysis	429	24	145	308
	Subtotal - Fin Plg & Analysis	429	24	145	308
8	Gen Acctng	0	269	86	183
8	Auditing Svcs	0	327	105	222
8	Fin Operations	0	68	22	46
	Subtotal - Fin Reporting & Ops	0	664	213	451
9	Internal Controls	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0
10	Cost Accounting	0	60	19	41
10	Trust Funds Mgmt (TFM)	0	75	24	51
	Subtotal - Fin Grants	0	135	43	92
11	Perf Mgmt Svcs	0	107	34	73
	Subtotal - Fin Perform Mgmt	0	107	34	73
12	Treasury	0	185	59	126
	Subtotal - Fin Treasury	0	185	59	126
13	Purchasing	0	467	150	317
	Subtotal - Fin SPD	0	467	150	317
16	Records	0	244	78	166
	Subtotal - ARA Operations	0	244	78	166
17	Payroll Svcs	0	1,141	366	775
	Subtotal - ARA Payroll Svcs	0	1,141	366	775
18	Franchise	0	414	133	281
	Subtotal - ARA Regulatory	0	414	133	281
20	IT ERP	0	1	0	1
	Subtotal - HITS EAS	0	1	0	1
21	Enterprise Optns	0	799	256	543
	Subtotal - HITS EIS	0	799	256	543
23	Certification	0	332	107	225
23	External Affairs & Outreach	0	204	65	139
	Subtotal - OBO	0	536	172	364
24	City Mayor Admin	0	986	316	670

B. Incoming Costs-(Default Spread Salary%) **Dept:7 Finance Public Fin**

	Department	First Incoming	Second Incoming	Debt Svc	Capital Projects
24	Inter Gov Rel	$ 0	$ 153	$ 49	$ 104
	Subtotal - Mayor	0	1,139	365	774
25	Personnel Svcs	0	498	160	338
	Subtotal - Human Resources	0	498	160	338
27	City Sec Svcs	0	192	62	130
	Subtotal - City Secretary	0	192	62	130
28	City Council Svcs	0	1,970	632	1,338
	Subtotal - City Council	0	1,970	632	1,338
29	Controller Fin Svcs	0	1,397	448	949
29	Controller Treasury	0	347	111	236
	Subtotal - City Controller's	0	1,744	560	1,184
	Total Incoming	118,559	45,374	52,596	111,337
C.	Total Allocated		$ 955,842	$ 295,092	$ 660,751
				30.87%	69.13%

Debt Svc Allocations **Dept:7 Finance Public Fin**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
38	Police	2.7	2.7000	$ 7,574	$ 0	$ 7,574	$ 393	$ 7,967
40	Fire	3.7	3.7000	10,380	0	10,380	539	10,919
42	Solid Waste	2.1	2.1000	5,891	0	5,891	306	6,197
43	Houston Airport System (HAS)	21.5	21.5000	60,315	0	60,315	3,130	63,445
44	Housing & Community Dev	0.5	0.5000	1,403	0	1,403	73	1,476
45	Library	1.2	1.2000	3,366	0	3,366	175	3,541
46	Parks & Recreation	12.1	12.1000	33,945	0	33,945	1,761	35,706
47	Health Department	4.6	4.6000	12,905	0	12,905	670	13,575
48	Covention & Entertainment	4.7	4.7000	13,185	0	13,185	684	13,869
69	HPW Water & Sewer	46.9	46.9000	131,571	0	131,571	6,827	138,398
	Subtotal	100	100.0000	280,535	0	280,535	14,557	295,092
	Direct Bills					0		0
	Total					$280,535		$ 295,092

Basis Units: Percentage of effort
Source: Finance Department

Capital Projects Allocations **Dept:7 Finance Public Fin**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
30	Health Administration	11.875	11.8703	$ 74,775	$ 0	$ 74,775	$ 3,689	$ 78,464
32	HPW Admin Indirect	11.875	11.8703	74,775	0	74,775	3,689	78,464
38	Police	11.875	11.8703	74,775	0	74,775	3,689	78,464
40	HFD	11.875	11.8703	74,775	0	74,775	3,689	78,464
42	Solid Waste	11.875	11.8703	74,775	0	74,775	3,689	78,464
43	Houston Airport System (HAS)	5.000	4.9980	31,484	0	31,484	1,553	33,037
44	Housing & Community Dev	11.875	11.8703	74,775	0	74,775	3,689	78,464
45	Library	11.875	11.8703	74,775	0	74,775	3,689	78,464
46	Parks & Recreation	11.875	11.8703	74,775	0	74,775	3,689	78,464
	Subtotal	100	100.0000	629,684	0	629,684	31,067	660,751
	Direct Bills					0		0
	Total					$629,684		$ 660,751

Basis Units: Percentage of effort
Source: Finance Department

Allocation Summary **Dept:7 Finance Public Fin**

	Department	Debt Svc	Capital Projects	Total
0	Direct Billed	$0	$0	$0
30	Health Administration	0	78,464	78,464
32	HPW Admin Indirect	0	78,464	78,464
38	Police	7,967	78,464	86,431
40	HFD	10,919	78,464	89,383
42	Solid Waste	6,197	78,464	84,661
43	Houston Airport System (HAS)	63,445	33,037	96,482
44	Housing & Community Dev	1,476	78,464	79,940
45	Library	3,541	78,464	82,005
46	Parks & Recreation	35,706	78,464	114,170
47	Health Department	13,575	0	13,575
48	Covention & Entertainment	13,869	0	13,869
69	HPW Water & Sewer	138,398	0	138,398
	Total	$ 295,093	$ 660,749	$ 955,842

FINANCE – FINANCIAL REPORTING AND OPERATIONS
FUNCTION AND ALLOCATION BASIS

The Financial Reporting and Operations division within the Finance Department is responsible for the oversight of accounting, operations, internal controls and fixed assets. This includes establishing and updating accounting policies, fixed assets, operations and coordinating the annual audit. Costs are identified and allocated as follows:

- **General Accounting** – Costs of the General Accounting division are allocated based upon number of revenue, expenditure, and purchasing transactions.

- **Fixed Assets** – Costs associated with fixed assets are allocated based upon the number of fixed and controlled assets.

- **Auditing Services** – Costs associated with the annual audit for all funds excluding enterprise are allocated based upon number of revenue, expenditure, and purchasing transactions.

- **Auditing Services - Enterprise Funds** – Costs associated with the annual audit for enterprise funds are allocated based upon the percentage of audit hours.

- **Financial Operations (Accounts Receivable)** – Costs associated with the financial operations are allocated based upon operating expenditures.

- **Internal Controls** – Costs are allocated based on General Fund operating expenditures. Due to responsibilities as a result of Hurricane Harvey, these costs were moved to Financial Reporting and Operations for this plan.

A. Department Costs — **Dept:8 Finance Reporting & Ops**

Description		Amount	General Admin	Gen Acctng	Fixed Assets	Auditing Svcs
Personnel Costs						
Salaries	S1	1,240,590	0	798,681	261,907	0
Salary % Split			.00%	64.38%	21.11%	.00%
Benefits	S	640,012	0	406,193	133,204	0
Subtotal - Personnel Costs		1,880,602	0	1,204,874	395,111	0
Services & Supplies Cost						
Supplies	P	10,164	0	6,679	2,190	0
Services	P	65,836	0	47,272	15,502	0
Audit	P	1,995,843	0	0	0	1,514,845
Subtotal - Services & Supplies		2,071,843	0	53,951	17,692	1,514,845
Department Cost Total		3,952,445	0	1,258,825	412,803	1,514,845
Adjustments to Cost						
Subtotal - Adjustments			0	0	0	0
Total Costs After Adjustments		3,952,445	0	1,258,825	412,803	1,514,845
General Admin Distribution			0	0	0	0
Grand Total		$ 3,952,445		$ 1,258,825	$ 412,803	$ 1,514,845

A. Department Costs

Dept:8 Finance Reporting & Ops

Description		Amount	Auditing Svcs - Enterprise	Fin Operations
Personnel Costs				
Salaries	S1	1,240,590	0	180,002
Salary % Split			.00%	14.51%
Benefits	S	640,012	0	100,615
Subtotal - Personnel Costs		1,880,602	0	280,617
Services & Supplies Cost				
Supplies	P	10,164	0	1,294
Services	P	65,836	0	3,062
Audit	P	1,995,843	480,998	0
Subtotal - Services & Supplies		2,071,843	480,998	4,356
Department Cost Total		3,952,445	480,998	284,973
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		3,952,445	480,998	284,973
General Admin Distribution			0	0
Grand Total		$ 3,952,445	$ 480,998	$ 284,973

B. Incoming Costs-(Default Spread Salary%)

Dept:8 Finance Reporting & Ops

	Department	First Incoming	Second Incoming	Gen Acctng	Fixed Assets	Auditing Svcs
3	Insurance Retirees	$ 41,641	$ 265	$ 26,979	$ 8,847	$ 0
3	Memberships	868	6	562	184	0
3	Consulting Services	768	5	498	163	0
3	Interest Costs	4,778	32	3,097	1,015	0
3	Other Misc	1,277	9	828	271	0
3	Non-Dept. Legal Svcs/Lobby	8,769	56	5,681	1,863	0
	Subtotal - Non-Dept-Gen Gov	58,101	372	37,644	12,345	0
4	Finance Dept Admin	272,165	96,955	237,636	77,927	0
	Subtotal - Fin Dir Office	272,165	96,955	237,636	77,927	0
5	Financial Plg & Analysis	1,858	105	1,264	415	0
	Subtotal - Fin Plg & Analysis	1,858	105	1,264	415	0
8	Gen Acctng	0	1,166	751	246	0
8	Auditing Svcs	0	1,415	911	299	0
8	Fin Operations	0	330	212	70	0
	Subtotal - Fin Reporting & Ops	0	2,911	1,874	615	0
9	Internal Controls	0	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0	0
10	Cost Accounting	0	293	189	62	0
10	Trust Funds Mgmt (TFM)	0	364	234	77	0
	Subtotal - Fin Grants	0	657	423	139	0
11	Perf Mgmt Svcs	0	522	336	110	0
	Subtotal - Fin Perform Mgmt	0	522	336	110	0
12	Treasury	0	906	583	191	0
	Subtotal - Fin Treasury	0	906	583	191	0
13	Purchasing	0	2,804	1,805	592	0
	Subtotal - Fin SPD	0	2,804	1,805	592	0
16	Records	0	676	435	143	0
	Subtotal - ARA Operations	0	676	435	143	0
17	Payroll Svcs	0	3,163	2,036	668	0
	Subtotal - ARA Payroll Svcs	0	3,163	2,036	668	0
18	Franchise	0	2,022	1,302	427	0
	Subtotal - ARA Regulatory	0	2,022	1,302	427	0
20	IT ERP	0	2	1	0	0
	Subtotal - HITS EAS	0	2	1	0	0
21	Enterprise Optns	0	3,462	2,229	731	0
	Subtotal - HITS EIS	0	3,462	2,229	731	0
23	Certification	0	919	592	194	0
23	External Affairs & Outreach	0	566	364	119	0
	Subtotal - OBO	0	1,485	956	314	0
24	City Mayor Admin	0	2,731	1,758	577	0

B. Incoming Costs-(Default Spread Salary%) **Dept:8 Finance Reporting & Ops**

Department	First Incoming	Second Incoming	Gen Acctng	Fixed Assets	Auditing Svcs
24 Inter Gov Rel	$ 0	$ 425	$ 274	$ 90	$ 0
Subtotal - Mayor	0	3,156	2,032	666	0
25 Personnel Svcs	0	1,380	888	291	0
Subtotal - Human Resources	0	1,380	888	291	0
27 City Sec Svcs	0	941	606	199	0
Subtotal - City Secretary	0	941	606	199	0
28 City Council Svcs	0	9,627	6,198	2,032	0
Subtotal - City Council	0	9,627	6,198	2,032	0
29 Controller Fin Svcs	0	6,052	3,896	1,278	0
29 Controller Treasury	0	1,697	1,093	358	0
Subtotal - City Controller's	0	7,749	4,989	1,636	0
Total Incoming	332,124	138,896	303,238	99,439	0
C. Total Allocated		$ 4,423,465	$ 1,562,063	$ 512,242	$ 1,514,845
			35.31%	11.58%	34.25%

B. Incoming Costs-(Default Spread Salary%) **Dept:8 Finance Reporting & Ops**

	Department	First Incoming	Second Incoming	Auditing Svcs - Enterprise	Fin Operations
3	Insurance Retirees	$ 41,641	$ 265	$ 0	$ 6,080
3	Memberships	868	6	0	127
3	Consulting Services	768	5	0	112
3	Interest Costs	4,778	32	0	698
3	Other Misc	1,277	9	0	187
3	Non-Dept. Legal Svcs/Lobby	8,769	56	0	1,280
	Subtotal - Non-Dept-Gen Gov	58,101	372	0	8,484
4	Finance Dept Admin	272,165	96,955	0	53,557
	Subtotal - Fin Dir Office	272,165	96,955	0	53,557
5	Financial Plg & Analysis	1,858	105	0	285
	Subtotal - Fin Plg & Analysis	1,858	105	0	285
8	Gen Acctng	0	1,166	0	169
8	Auditing Svcs	0	1,415	0	205
8	Fin Operations	0	330	0	48
	Subtotal - Fin Reporting & Ops	0	2,911	0	422
9	Internal Controls	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0
10	Cost Accounting	0	293	0	43
10	Trust Funds Mgmt (TFM)	0	364	0	53
	Subtotal - Fin Grants	0	657	0	95
11	Perf Mgmt Svcs	0	522	0	76
	Subtotal - Fin Perform Mgmt	0	522	0	76
12	Treasury	0	906	0	131
	Subtotal - Fin Treasury	0	906	0	131
13	Purchasing	0	2,804	0	407
	Subtotal - Fin SPD	0	2,804	0	407
16	Records	0	676	0	98
	Subtotal - ARA Operations	0	676	0	98
17	Payroll Svcs	0	3,163	0	459
	Subtotal - ARA Payroll Svcs	0	3,163	0	459
18	Franchise	0	2,022	0	293
	Subtotal - ARA Regulatory	0	2,022	0	293
20	IT ERP	0	2	0	0
	Subtotal - HITS EAS	0	2	0	0
21	Enterprise Optns	0	3,462	0	502
	Subtotal - HITS EIS	0	3,462	0	502
23	Certification	0	919	0	133
23	External Affairs & Outreach	0	566	0	82
	Subtotal - OBO	0	1,485	0	215
24	City Mayor Admin	0	2,731	0	396

B. Incoming Costs-(Default Spread Salary%) **Dept:8 Finance Reporting & Ops**

	Department	First Incoming	Second Incoming	Auditing Svcs - Enterprise	Fin Operations
24	Inter Gov Rel	$ 0	$ 425	$ 0	$ 62
	Subtotal - Mayor	0	3,156	0	458
25	Personnel Svcs	0	1,380	0	200
	Subtotal - Human Resources	0	1,380	0	200
27	City Sec Svcs	0	941	0	137
	Subtotal - City Secretary	0	941	0	137
28	City Council Svcs	0	9,627	0	1,397
	Subtotal - City Council	0	9,627	0	1,397
29	Controller Fin Svcs	0	6,052	0	878
29	Controller Treasury	0	1,697	0	246
	Subtotal - City Controller's	0	7,749	0	1,124
	Total Incoming	332,124	138,896	0	68,342
C.	Total Allocated		$ 4,423,465	$ 480,998	$ 353,315
				10.87%	7.99%

Gen Acctng Allocations

Dept:8 Finance Reporting & Ops

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	51,686	2.5193	$ 37,100	$ 0	$ 37,100	$ 0	$ 37,100
04	Finance Dir Office	1,994	0.0972	1,431	0	1,431	0	1,431
05	Finance Financial Plg & Analys	756	0.0368	543	0	543	0	543
06	Finance City Council	517	0.0252	371	0	371	0	371
07	Finance Public Fin	375	0.0183	269	0	269	0	269
08	Finance Reporting & Ops	1,625	0.0792	1,166	0	1,166	0	1,166
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	687	0.0335	493	0	493	31	524
11	Finance Rev Perform Mgmnt	365	0.0178	262	0	262	16	278
12	Finance Treasury	1,214	0.0592	871	0	871	54	925
13	Finance Strat Purchasing	1,048	0.0511	752	0	752	47	799
14	ARA Director Office	3,305	0.1611	2,372	0	2,372	148	2,520
15	ARA Financial Services	534	0.0260	383	0	383	24	407
16	ARA Operations	4,133	0.2014	2,967	0	2,967	185	3,152
17	ARA Payroll Services	751	0.0366	539	0	539	34	573
18	ARA Regulatory	1,810	0.0882	1,299	0	1,299	81	1,380
19	HITS CIO	1,989	0.0969	1,428	0	1,428	89	1,517
20	HITS EAS	662	0.0323	475	0	475	30	505
21	HITS EIS	1,288	0.0628	925	0	925	58	983
22	HITS Radio	2,402	0.1171	1,724	0	1,724	108	1,832
23	Office Business Opportunity	2,707	0.1319	1,943	0	1,943	121	2,064
24	Mayor	4,824	0.2351	3,463	0	3,463	216	3,679
25	Human Resources	95,141	4.6373	68,291	0	68,291	4,265	72,556
26	Legal	5,138	0.2504	3,688	0	3,688	230	3,918
27	City Secretary	1,068	0.0521	767	0	767	48	815
28	City Council	17,817	0.8684	12,789	0	12,789	799	13,588
29	City Controller's Office	4,329	0.2110	3,107	0	3,107	194	3,301
30	Health Administration	15,521	0.7565	11,141	0	11,141	696	11,837
31	Planning & Dev Admin	2,170	0.1058	1,558	0	1,558	97	1,655
33	CIP Sal Rec HPW	967	0.0471	694	0	694	43	737
34	HPD Police Records	1,546	0.0754	1,110	0	1,110	69	1,179
35	General Services	33,956	1.6551	24,373	0	24,373	1,522	25,895
36	HEC	8,946	0.4360	6,421	0	6,421	401	6,822
38	Police	192,008	9.3588	137,822	0	137,822	8,608	146,430
39	Dept of Neighborhoods	8,875	0.4326	6,370	0	6,370	398	6,768
40	Fire	170,035	8.2878	122,050	0	122,050	7,623	129,673
41	Municipal Court	27,601	1.3453	19,812	0	19,812	1,237	21,049
42	Solid Waste	40,408	1.9696	29,005	0	29,005	1,811	30,816
43	Houston Airport System (HAS)	98,845	4.8179	70,950	0	70,950	4,431	75,381
44	Housing & Community Dev	32,606	1.5893	23,404	0	23,404	1,462	24,866
45	Library	23,140	1.1279	16,610	0	16,610	1,037	17,647
46	Parks & Recreation	112,769	5.4966	80,945	0	80,945	5,055	86,000
47	Health Department	146,150	7.1236	104,905	0	104,905	6,552	111,457
48	Convention & Entertainment	2,897	0.1412	2,079	0	2,079	130	2,209
49	Fleet Management	215,744	10.5157	154,859	0	154,859	9,672	164,531
50	Planning & Dev Other	2,875	0.1401	2,064	0	2,064	129	2,193
51	Planning & Dev Spec Rev	5,304	0.2585	3,807	0	3,807	238	4,045
52	General Debt	6,412	0.3125	4,602	0	4,602	287	4,889
53	Finance Other	10,404	0.5071	7,468	0	7,468	466	7,934
54	ARA Insurance	1,037	0.0505	744	0	744	46	790
55	ARA BARC	13,204	0.6436	9,478	0	9,478	592	10,070
56	ARA Parking	20,508	0.9996	14,720	0	14,720	919	15,639
57	ARA Other	11,658	0.5682	8,368	0	8,368	523	8,891
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	6,953	0.3389	4,991	0	4,991	312	5,303
60	Legal Wkr Comp	588	0.0287	422	0	422	26	448

Gen Acctng Allocations **Dept:8 Finance Reporting & Ops**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
61	Mayor Cable TV	2,076	0.1012	1,490	0	1,490	93	1,583
62	Mayor Other	12,633	0.6158	9,068	0	9,068	566	9,634
63	TIRZ	1,232	0.0600	884	0	884	55	939
64	HR Health Benefits	138,240	6.7381	99,227	0	99,227	6,197	105,424
65	HR Long Term Disability	62	0.0030	45	0	45	3	48
66	HPW Bldg Insp	37,625	1.8339	27,007	0	27,007	1,687	28,694
67	HPW Stormwater	16,053	0.7825	11,523	0	11,523	720	12,243
68	HPW DDSR	44,506	2.1693	31,946	0	31,946	1,995	33,941
69	HPW Water & Sewer	210,577	10.2639	151,150	0	151,150	9,440	160,590
70	HPW Houston Transtar	2,188	0.1066	1,571	0	1,571	98	1,669
71	HPW Other	64,216	3.1300	46,094	0	46,094	2,879	48,973
72	Houston Permit Center	7,230	0.3524	5,190	0	5,190	324	5,514
73	CIP S/R Planning	658	0.0321	472	0	472	30	502
74	CIP Sal Rec RE	3,383	0.1649	2,428	0	2,428	152	2,580
75	CIP S/R Engrg	16,043	0.7820	11,516	0	11,516	719	12,235
76	CIP S/R Constr	10,608	0.5171	7,614	0	7,614	476	8,090
77	CIP S/R Eng/Const	1,468	0.0716	1,054	0	1,054	66	1,120
78	CIP S/R Geo/Env	2,656	0.1295	1,906	0	1,906	119	2,025
79	CIP S/R Other	5,012	0.2443	3,598	0	3,598	225	3,823
80	CIP S/R GSD	9,714	0.4735	6,973	0	6,973	435	7,408
91	Hurricane Ike Aid & Recovery	73	0.0036	52	0	52	3	55
92	ARRA Reimbursement Fund	279	0.0136	200	0	200	13	213
93	HR-W.C.	13,500	0.6580	9,690	0	9,690	605	10,295
94	HITS Other	30,296	1.4767	21,746	0	21,746	1,358	23,104
95	Legal Other	12	0.0006	9	0	9	1	10
	Subtotal	2,051,632	100.0000	1,472,643	0	1,472,643	89,420	1,562,063
	Direct Bills					0		0
	Total					$1,472,643		$ 1,562,063

Basis Units: Number of rev, exp, & purch transactions per dept
Source: COH Transaction Report

Fixed Assets Allocations **Dept:8 Finance Reporting & Ops**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
14	ARA Director Office	26	1.0475	$ 5,059	$ 0	$ 5,059	$ 307	$ 5,366
19	HITS CIO	19	0.7655	3,697	0	3,697	224	3,921
23	Office Business Opportunity	0	0.0000	0	0	0	0	0
24	Mayor	20	0.8058	3,891	0	3,891	236	4,127
25	Human Resources	2	0.0806	389	0	389	24	413
26	Legal	13	0.5238	2,529	0	2,529	154	2,683
27	City Secretary	0	0.0000	0	0	0	0	0
28	City Council	25	1.0073	4,864	0	4,864	295	5,159
29	City Controller's Office	5	0.2015	973	0	973	59	1,032
30	Health Administration	164	6.6076	31,909	0	31,909	1,937	33,846
31	Planning & Dev Admin	6	0.2417	1,167	0	1,167	71	1,238
35	General Services	66	2.6591	12,842	0	12,842	780	13,622
36	HEC	1	0.0403	195	0	195	12	207
38	Police	661	26.6317	128,610	0	128,610	7,809	136,419
39	Dept of Neighborhoods	17	0.6849	3,308	0	3,308	201	3,509
40	Fire	893	35.9790	173,750	0	173,750	10,550	184,300
41	Municipal Court	5	0.2015	973	0	973	59	1,032
42	Solid Waste	68	2.7397	13,231	0	13,231	803	14,034
44	Housing & Community Dev	1	0.0403	195	0	195	12	207
45	Library	82	3.3038	15,955	0	15,955	969	16,924
46	Parks & Recreation	298	12.0064	57,981	0	57,981	3,520	61,501
49	Fleet Management	110	4.4319	21,403	0	21,403	1,300	22,703
	Subtotal	2,482	100.0000	482,921	0	482,921	29,321	512,242
	Direct Bills					0		0
	Total					$482,921		$ 512,242

Basis Units: Number of fixed Assets excl HPW & Airport
Source: Asset Report

Auditing Svcs Allocations **Dept:8 Finance Reporting & Ops**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	51,686	2.9716	$ 45,016	$ 0	$ 45,016	$ 0	$ 45,016
04	Finance Dir Office	1,994	0.1146	1,737	0	1,737	0	1,737
05	Finance Financial Plg & Analys	756	0.0435	658	0	658	0	658
06	Finance City Council	517	0.0297	450	0	450	0	450
07	Finance Public Fin	375	0.0216	327	0	327	0	327
08	Finance Reporting & Ops	1,625	0.0934	1,415	0	1,415	0	1,415
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	687	0.0395	598	0	598	0	598
11	Finance Rev Perform Mgmnt	365	0.0210	318	0	318	0	318
12	Finance Treasury	1,214	0.0698	1,057	0	1,057	0	1,057
13	Finance Strat Purchasing	1,048	0.0603	913	0	913	0	913
14	ARA Director Office	3,305	0.1900	2,878	0	2,878	0	2,878
15	ARA Financial Services	534	0.0307	465	0	465	0	465
16	ARA Operations	4,133	0.2376	3,600	0	3,600	0	3,600
17	ARA Payroll Services	751	0.0432	654	0	654	0	654
18	ARA Regulatory	1,810	0.1041	1,576	0	1,576	0	1,576
19	HITS CIO	1,989	0.1144	1,732	0	1,732	0	1,732
20	HITS EAS	662	0.0381	577	0	577	0	577
21	HITS EIS	1,288	0.0741	1,122	0	1,122	0	1,122
22	HITS Radio	2,402	0.1381	2,092	0	2,092	0	2,092
23	Office Business Opportunity	2,707	0.1556	2,358	0	2,358	0	2,358
24	Mayor	4,824	0.2774	4,201	0	4,201	0	4,201
25	Human Resources	95,141	5.4700	82,863	0	82,863	0	82,863
26	Legal	5,138	0.2954	4,475	0	4,475	0	4,475
27	City Secretary	1,068	0.0614	930	0	930	0	930
28	City Council	17,817	1.0244	15,518	0	15,518	0	15,518
29	City Controller's Office	4,329	0.2489	3,770	0	3,770	0	3,770
30	Health Administration	15,521	0.8924	13,518	0	13,518	0	13,518
31	Planning & Dev Admin	2,170	0.1248	1,890	0	1,890	0	1,890
33	CIP Sal Rec HPW	967	0.0556	842	0	842	0	842
34	HPD Police Records	1,546	0.0889	1,346	0	1,346	0	1,346
35	General Services	33,956	1.9523	29,574	0	29,574	0	29,574
36	HEC	8,946	0.5143	7,791	0	7,791	0	7,791
38	Police	192,008	11.0393	167,228	0	167,228	0	167,228
39	Dept of Neighborhoods	8,875	0.5103	7,730	0	7,730	0	7,730
40	Fire	170,035	9.7760	148,091	0	148,091	0	148,091
41	Municipal Court	27,601	1.5869	24,039	0	24,039	0	24,039
42	Solid Waste	40,408	2.3232	35,193	0	35,193	0	35,193
44	Housing & Community Dev	32,606	1.8746	28,398	0	28,398	0	28,398
45	Library	23,140	1.3304	20,154	0	20,154	0	20,154
46	Parks & Recreation	112,769	6.4835	98,216	0	98,216	0	98,216
47	Health Department	146,150	8.4027	127,289	0	127,289	0	127,289
49	Fleet Management	215,744	12.4040	187,901	0	187,901	0	187,901
50	Planning & Dev Other	2,875	0.1653	2,504	0	2,504	0	2,504
51	Planning & Dev Spec Rev	5,304	0.3049	4,619	0	4,619	0	4,619
52	General Debt	6,412	0.3687	5,584	0	5,584	0	5,584
53	Finance Other	10,404	0.5982	9,061	0	9,061	0	9,061
54	ARA Insurance	1,037	0.0596	903	0	903	0	903
55	ARA BARC	13,204	0.7592	11,500	0	11,500	0	11,500
56	ARA Parking	20,508	1.1791	17,861	0	17,861	0	17,861
57	ARA Other	11,658	0.6703	10,153	0	10,153	0	10,153
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	6,953	0.3998	6,056	0	6,056	0	6,056
60	Legal Wkr Comp	588	0.0338	512	0	512	0	512
61	Mayor Cable TV	2,076	0.1194	1,808	0	1,808	0	1,808
62	Mayor Other	12,633	0.7263	11,003	0	11,003	0	11,003

Auditing Svcs Allocations **Dept:8 Finance Reporting & Ops**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
63	TIRZ	1,232	0.0708	1,073	0	1,073	0	1,073
64	HR Health Benefits	138,240	7.9480	120,399	0	120,399	0	120,399
65	HR Long Term Disability	62	0.0036	54	0	54	0	54
66	HPW Bldg Insp	37,625	2.1632	32,769	0	32,769	0	32,769
67	HPW Stormwater	16,053	0.9230	13,981	0	13,981	0	13,981
68	HPW DDSR	44,506	2.5588	38,762	0	38,762	0	38,762
70	HPW Houston Transtar	2,188	0.1258	1,906	0	1,906	0	1,906
71	HPW Other	64,216	3.6920	55,929	0	55,929	0	55,929
72	Houston Permit Center	7,230	0.4157	6,297	0	6,297	0	6,297
73	CIP S/R Planning	658	0.0378	573	0	573	0	573
74	CIP Sal Rec RE	3,383	0.1945	2,946	0	2,946	0	2,946
75	CIP S/R Engrg	16,043	0.9224	13,973	0	13,973	0	13,973
76	CIP S/R Constr	10,608	0.6099	9,239	0	9,239	0	9,239
77	CIP S/R Eng/Const	1,468	0.0844	1,279	0	1,279	0	1,279
78	CIP S/R Geo/Env	2,656	0.1527	2,313	0	2,313	0	2,313
79	CIP S/R Other	5,012	0.2882	4,365	0	4,365	0	4,365
80	CIP S/R GSD	9,714	0.5585	8,460	0	8,460	0	8,460
91	Hurricane Ike Aid & Recovery	73	0.0042	64	0	64	0	64
92	ARRA Reimbursement Fund	279	0.0160	243	0	243	0	243
93	HR-W.C.	13,500	0.7762	11,758	0	11,758	0	11,758
94	HITS Other	30,296	1.7418	26,386	0	26,386	0	26,386
95	Legal Other	12	0.0007	10	0	10	0	10
	Subtotal	1,739,313	100.0000	1,514,843	0	1,514,843	0	1,514,843
	Direct Bills					0		0
	Total					$1,514,843		$ 1,514,843

Basis Units: Number of rev, exp, & purch transactions
Source: COH Transaction Report

Auditing Svcs - Enterprise Allocations **Dept:8 Finance Reporting & Ops**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
43	Houston Airport System (HAS)	49.38	49.3800	$ 237,517	$ 0	$ 237,517	$ 0	$ 237,517
48	Convention & Entertainment	16.18	16.1800	77,825	0	77,825	0	77,825
69	HPW Water & Sewer	34.44	34.4400	165,656	0	165,656	0	165,656
	Subtotal	100	100.0000	480,998	0	480,998	0	480,998
	Direct Bills					0		0
	Total					$480,998		$ 480,998

Basis Units: Percentage of enterprise audit hours
Source: Finance Report

Fin Operations Allocations **Dept:8 Finance Reporting & Ops**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	101,595,292	2.5472	$ 8,486	$ 0	$ 8,486	$ 0	$ 8,486
04	Finance Dir Office	1,807,118	0.0453	151	0	151	0	151
05	Finance Financial Plg & Analys	2,004,503	0.0503	167	0	167	0	167
06	Finance City Council	612,391	0.0154	51	0	51	0	51
07	Finance Public Fin	808,944	0.0203	68	0	68	0	68
08	Finance Reporting & Ops	3,952,446	0.0991	330	0	330	0	330
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	1,045,854	0.0262	87	0	87	5	92
11	Finance Rev Perform Mgmnt	454,263	0.0114	38	0	38	2	40
12	Finance Treasury	1,547,651	0.0388	129	0	129	8	137
13	Finance Strat Purchasing	4,984,928	0.1250	416	0	416	26	442
14	ARA Director Office	1,985,132	0.0498	166	0	166	10	176
15	ARA Financial Services	949,679	0.0238	79	0	79	5	84
16	ARA Operations	7,139,299	0.1790	596	0	596	37	633
17	ARA Payroll Services	3,648,945	0.0915	305	0	305	19	324
18	ARA Regulatory	834,847	0.0209	70	0	70	4	74
19	HITS CIO	3,409,481	0.0855	285	0	285	18	303
20	HITS EAS	1,513,353	0.0379	126	0	126	8	134
21	HITS EIS	5,992,327	0.1502	501	0	501	31	532
22	HITS Radio	5,196,882	0.1303	434	0	434	27	461
23	Office Business Opportunity	3,197,709	0.0802	267	0	267	17	284
24	Mayor	4,382,740	0.1099	366	0	366	23	389
25	Human Resources	32,410,674	0.8126	2,707	0	2,707	168	2,875
26	Legal	14,988,545	0.3758	1,252	0	1,252	78	1,330
27	City Secretary	801,397	0.0201	67	0	67	4	71
28	City Council	8,603,325	0.2157	719	0	719	45	764
29	City Controller's Office	8,793,797	0.2205	735	0	735	46	781
30	Health Administration	11,499,299	0.2883	961	0	961	60	1,021
31	Planning & Dev Admin	1,494,486	0.0375	125	0	125	8	133
33	CIP Sal Rec HPW	483,707	0.0121	40	0	40	3	43
34	HPD Police Records	6,094,114	0.1528	509	0	509	32	541
35	General Services	157,363,429	3.9455	13,145	0	13,145	818	13,963
36	HEC	25,390,640	0.6366	2,121	0	2,121	132	2,253
38	Police	892,276,865	22.3716	74,534	0	74,534	4,638	79,172
39	Dept of Neighborhoods	14,412,398	0.3614	1,204	0	1,204	75	1,279
40	Fire	491,228,756	12.3163	41,033	0	41,033	2,553	43,586
41	Municipal Court	31,678,665	0.7943	2,646	0	2,646	165	2,811
42	Solid Waste	118,204,591	2.9637	9,874	0	9,874	614	10,488
43	Houston Airport System (HAS)	312,810,034	7.8429	26,130	0	26,130	1,626	27,756
44	Housing & Community Dev	54,568,851	1.3682	4,558	0	4,558	284	4,842
45	Library	38,943,644	0.9764	3,253	0	3,253	202	3,455
46	Parks & Recreation	88,415,607	2.2168	7,386	0	7,386	460	7,846
47	Health Department	128,086,209	3.2114	10,699	0	10,699	666	11,365
48	Convention & Entertainment	57,515	0.0014	5	0	5	0	5
49	Fleet Management	85,634,393	2.1471	7,153	0	7,153	445	7,598
50	Planning & Dev Other	4,045,982	0.1014	338	0	338	21	359
51	Planning & Dev Spec Rev	5,348,887	0.1341	447	0	447	28	475
53	Finance Other	27,164,296	0.6811	2,269	0	2,269	141	2,410
54	ARA Insurance	25,006,913	0.6270	2,089	0	2,089	130	2,219
55	ARA BARC	10,970,078	0.2750	916	0	916	57	973
56	ARA Parking	8,709,003	0.2184	727	0	727	45	772
57	ARA Other	7,888,353	0.1978	659	0	659	41	700
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	12,738,042	0.3194	1,064	0	1,064	66	1,130
60	Legal Wkr Comp	239,403	0.0060	20	0	20	1	21
61	Mayor Cable TV	3,735,357	0.0937	312	0	312	19	331

Fin Operations Allocations **Dept:8 Finance Reporting & Ops**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
62	Mayor Other	31,676,770	0.7942	2,646	0	2,646	165	2,811
64	HR Health Benefits	375,093,853	9.4045	31,332	0	31,332	1,950	33,282
65	HR Long Term Disability	1,045,804-	0.0262-	87-	0	87-	5.44-	92-
66	HPW Bldg Insp	70,008,799	1.7553	5,848	0	5,848	364	6,212
67	HPW Stormwater	47,041,957	1.1795	3,930	0	3,930	245	4,175
68	HPW DDSR	74,760,579	1.8744	6,245	0	6,245	389	6,634
69	HPW Water & Sewer	419,175,952	10.5098	35,015	0	35,015	2,179	37,194
70	HPW Houston Transtar	2,171,816	0.0545	181	0	181	11	192
71	HPW Other	53,786,572	1.3486	4,493	0	4,493	280	4,773
72	Houston Permit Center	9,858,428	0.2472	823	0	823	51	874
73	CIP S/R Planning	1,068,463	0.0268	89	0	89	6	95
74	CIP Sal Rec RE	4,209,680	0.1055	352	0	352	22	374
75	CIP S/R Engrg	10,868,927	0.2725	908	0	908	56	964
76	CIP S/R Constr	10,823,104	0.2714	904	0	904	56	960
77	CIP S/R Eng/Const	4,604,340	0.1154	385	0	385	24	409
78	CIP S/R Geo/Env	1,464,877	0.0367	122	0	122	8	130
79	CIP S/R Other	4,217,178	0.1057	352	0	352	22	374
80	CIP S/R GSD	4,183,080	0.1049	349	0	349	22	371
91	Hurricane Ike Aid & Recovery	2,896	0.0001	0	0	0	0	0
92	ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
93	HR-W.C.	22,753,670	0.5705	1,901	0	1,901	118	2,019
94	HITS Other	54,561,118	1.3680	4,558	0	4,558	284	4,842
95	Legal Other	0	0.0000	0	0	0	0	0
	Subtotal	3,988,437,294	100.0000	333,161	0	333,161	20,154	353,315
	Direct Bills					0		0
	Total					$333,161		$ 353,315

Basis Units: FY2018 expenditures excl TIRZ
Source: COH Expenditure Report

Allocation Summary **Dept:8 Finance Reporting & Ops**

	Department	Gen Acctng	Fixed Assets	Auditing Svcs	Auditing Svcs Enterprise	Fin Operations	Total
0	Direct Billed	$0	$0	$0	$0	$0	
03	Non-Departmental-Gen Gov	37,100	0	45,016	0	8,486	90,602
04	Finance Dir Office	1,431	0	1,737	0	151	3,319
05	Finance Financial Plg & Analys	543	0	658	0	167	1,368
06	Finance City Council	371	0	450	0	51	872
07	Finance Public Fin	269	0	327	0	68	664
08	Finance Reporting & Ops	1,166	0	1,415	0	330	2,911
09	Finance Internal Controls	0	0	0	0	0	0
10	Finance Grants	524	0	598	0	92	1,214
11	Finance Rev Perform Mgmnt	278	0	318	0	40	636
12	Finance Treasury	925	0	1,057	0	137	2,119
13	Finance Strat Purchasing	799	0	913	0	442	2,154
14	ARA Director Office	2,520	5,366	2,878	0	176	10,940
15	ARA Financial Services	407	0	465	0	84	956
16	ARA Operations	3,152	0	3,600	0	633	7,385
17	ARA Payroll Services	573	0	654	0	324	1,551
18	ARA Regulatory	1,380	0	1,576	0	74	3,030
19	HITS CIO	1,517	3,921	1,732	0	303	7,473
20	HITS EAS	505	0	577	0	134	1,216
21	HITS EIS	983	0	1,122	0	532	2,637
22	HITS Radio	1,832	0	2,092	0	461	4,385
23	Office Business Opportunity	2,064	0	2,358	0	284	4,706
24	Mayor	3,679	4,127	4,201	0	389	12,396
25	Human Resources	72,556	413	82,863	0	2,875	158,707
26	Legal	3,918	2,683	4,475	0	1,330	12,406
27	City Secretary	815	0	930	0	71	1,816
28	City Council	13,588	5,159	15,518	0	764	35,029
29	City Controller's Office	3,301	1,032	3,770	0	781	8,884
30	Health Administration	11,837	33,846	13,518	0	1,021	60,222
31	Planning & Dev Admin	1,655	1,238	1,890	0	133	4,916
33	CIP Sal Rec HPW	737	0	842	0	43	1,622
34	HPD Police Records	1,179	0	1,346	0	541	3,066
35	General Services	25,895	13,622	29,574	0	13,963	83,054
36	HEC	6,822	207	7,791	0	2,253	17,073
38	Police	146,430	136,419	167,228	0	79,172	529,249
39	Dept of Neighborhoods	6,768	3,509	7,730	0	1,279	19,286
40	Fire	129,673	184,300	148,091	0	43,586	505,650
41	Municipal Court	21,049	1,032	24,039	0	2,811	48,931
42	Solid Waste	30,816	14,034	35,193	0	10,488	90,531
43	Houston Airport System (HAS)	75,381	0	0	237,517	27,756	340,654
44	Housing & Community Dev	24,866	207	28,398	0	4,842	58,313
45	Library	17,647	16,924	20,154	0	3,455	58,180
46	Parks & Recreation	86,000	61,501	98,216	0	7,846	253,563
47	Health Department	111,457	0	127,289	0	11,365	250,111
48	Convention & Entertainment	2,209	0	0	77,825	5	80,039
49	Fleet Management	164,531	22,703	187,901	0	7,598	382,733
50	Planning & Dev Other	2,193	0	2,504	0	359	5,056
51	Planning & Dev Spec Rev	4,045	0	4,619	0	475	9,139
52	General Debt	4,889	0	5,584	0	0	10,473
53	Finance Other	7,934	0	9,061	0	2,410	19,405
54	ARA Insurance	790	0	903	0	2,219	3,912
55	ARA BARC	10,070	0	11,500	0	973	22,543
56	ARA Parking	15,639	0	17,861	0	772	34,272
57	ARA Other	8,891	0	10,153	0	700	19,744
58	IT Public Services	0	0	0	0	0	0
59	Legal Insurance	5,303	0	6,056	0	1,130	12,489

Allocation Summary **Dept:8 Finance Reporting & Ops**

	Department	Gen Acctng	Fixed Assets	Auditing Svcs	Auditing Svcs Enterprise	Fin Operations	Total
60	Legal Wkr Comp	448	0	512	0	21	981
61	Mayor Cable TV	1,583	0	1,808	0	331	3,722
62	Mayor Other	9,634	0	11,003	0	2,811	23,448
63	TIRZ	939	0	1,073	0	0	2,012
64	HR Health Benefits	105,424	0	120,399	0	33,282	259,105
65	HR Long Term Disability	48	0	54	0	92-	10
66	HPW Bldg Insp	28,694	0	32,769	0	6,212	67,675
67	HPW Stormwater	12,243	0	13,981	0	4,175	30,399
68	HPW DDSR	33,941	0	38,762	0	6,634	79,337
69	HPW Water & Sewer	160,590	0	0	165,656	37,194	363,440
70	HPW Houston Transtar	1,669	0	1,906	0	192	3,767
71	HPW Other	48,973	0	55,929	0	4,773	109,675
72	Houston Permit Center	5,514	0	6,297	0	874	12,685
73	CIP S/R Planning	502	0	573	0	95	1,170
74	CIP Sal Rec RE	2,580	0	2,946	0	374	5,900
75	CIP S/R Engrg	12,235	0	13,973	0	964	27,172
76	CIP S/R Constr	8,090	0	9,239	0	960	18,289
77	CIP S/R Eng/Const	1,120	0	1,279	0	409	2,808
78	CIP S/R Geo/Env	2,025	0	2,313	0	130	4,468
79	CIP S/R Other	3,823	0	4,365	0	374	8,562
80	CIP S/R GSD	7,408	0	8,460	0	371	16,239
91	Hurricane Ike Aid & Recovery	55	0	64	0	0	119
92	ARRA Reimbursement Fund	213	0	243	0	0	456
93	HR-W.C.	10,295	0	11,758	0	2,019	24,072
94	HITS Other	23,104	0	26,386	0	4,842	54,332
95	Legal Other	10	0	10	0	0	20
	Total	$ 1,562,062	$ 512,243	$ 1,514,843	$ 480,998	$ 353,319	$ 4,423,465

FINANCE – INTERNAL CONTROLS
FUNCTION AND ALLOCATION BASIS

The Internal Controls section within the Financial Reporting and Operations division of the Finance Department provides internal control reviews for programs within various city departments and monitors the implementation of the Enterprise Risk Management project. Due to responsibilities as a result of Hurricane Harvey, these costs were moved to Financial Reporting and Operations. Costs are allocated based on General Fund operating expenditures.

A. Department Costs

Dept:9 Finance Internal Controls

Description		Amount	General Admin	Internal Controls
Personnel Costs				
Salaries	S1	0	0	0
Salary % Split			.00%	100.00%
Benefits	S	0	0	0
Subtotal - Personnel Costs		0	0	0
Services & Supplies Cost				
Supplies	S	0	0	0
Services	S	0	0	0
Mgmt Consulting Svcs	S	0	0	0
Subtotal - Services & Supplies		0	0	0
Department Cost Total		0	0	0
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		0	0	0
General Admin Distribution			0	0
Grand Total		0		0

B. Incoming Costs-(Default Spread Salary%) **Dept:9 Finance Internal Controls**

	Department	First Incoming	Second Incoming	Internal Controls
3	Insurance Retirees	$ 0	$ 0	$ 0
3	Memberships	0	0	0
3	Consulting Services	0	0	0
3	Interest Costs	0	0	0
3	Other Misc	0	0	0
3	Non-Dept. Legal Svcs/Lobby	0	0	0
	Subtotal - Non-Dept-Gen Gov	0	0	0
4	Finance Dept Admin	0	0	0
	Subtotal - Fin Dir Office	0	0	0
5	Financial Plg & Analysis	0	0	0
	Subtotal - Fin Plg & Analysis	0	0	0
8	Gen Acctng	0	0	0
8	Auditing Svcs	0	0	0
8	Fin Operations	0	0	0
	Subtotal - Fin Reporting & Ops	0	0	0
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Cost Accounting	0	0	0
10	Trust Funds Mgmt (TFM)	0	0	0
	Subtotal - Fin Grants	0	0	0
11	Perf Mgmt Svcs	0	0	0
	Subtotal - Fin Perform Mgmt	0	0	0
12	Treasury	0	0	0
	Subtotal - Fin Treasury	0	0	0
13	Purchasing	0	0	0
	Subtotal - Fin SPD	0	0	0
16	Records	0	0	0
	Subtotal - ARA Operations	0	0	0
17	Payroll Svcs	0	0	0
	Subtotal - ARA Payroll Svcs	0	0	0
18	Franchise	0	0	0
	Subtotal - ARA Regulatory	0	0	0
20	IT ERP	0	0	0
	Subtotal - HITS EAS	0	0	0
21	Enterprise Optns	0	0	0
	Subtotal - HITS EIS	0	0	0
23	Certification	0	0	0
23	External Affairs & Outreach	0	0	0
	Subtotal - OBO	0	0	0
24	City Mayor Admin	0	0	0

B. Incoming Costs-(Default Spread Salary%) **Dept:9 Finance Internal Controls**

	Department	First Incoming	Second Incoming	Internal Controls
24	Inter Gov Rel	$ 0	$ 0	$ 0
	Subtotal - Mayor	0	0	0
25	Personnel Svcs	0	0	0
	Subtotal - Human Resources	0	0	0
27	City Sec Svcs	0	0	0
	Subtotal - City Secretary	0	0	0
28	City Council Svcs	0	0	0
	Subtotal - City Council	0	0	0
29	Controller Fin Svcs	0	0	0
29	Controller Treasury	0	0	0
	Subtotal - City Controller's	0	0	0
	Total Incoming	0	0	0

C. Total Allocated $ 0

Internal Controls Allocations — **Dept:9 Finance Internal Controls**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	98,567,437	5.3648	$ 0	$ 0	$ 0	$ 0	$ 0
04	Finance Dir Office	1,807,118	0.0984	0	0	0	0	0
05	Finance Financial Plg & Analys	2,004,503	0.1091	0	0	0	0	0
06	Finance City Council	612,391	0.0333	0	0	0	0	0
07	Finance Public Fin	808,944	0.0440	0	0	0	0	0
08	Finance Reporting & Ops	3,952,446	0.2151	0	0	0	0	0
10	Finance Grants	1,045,854	0.0569	0	0	0	0	0
11	Finance Rev Perform Mgmnt	454,263	0.0247	0	0	0	0	0
12	Finance Treasury	1,547,651	0.0842	0	0	0	0	0
13	Finance Strat Purchasing	4,984,928	0.2713	0	0	0	0	0
14	ARA Director Office	1,985,132	0.1080	0	0	0	0	0
15	ARA Financial Services	949,679	0.0517	0	0	0	0	0
16	ARA Operations	7,139,299	0.3886	0	0	0	0	0
17	ARA Payroll Services	3,648,945	0.1986	0	0	0	0	0
18	ARA Regulatory	834,847	0.0454	0	0	0	0	0
19	HITS CIO	3,409,481	0.1856	0	0	0	0	0
20	HITS EAS	1,513,353	0.0824	0	0	0	0	0
21	HITS EIS	5,992,327	0.3262	0	0	0	0	0
22	HITS Radio	5,196,882	0.2829	0	0	0	0	0
23	Office Business Opportunity	3,074,612	0.1673	0	0	0	0	0
24	Mayor	4,382,740	0.2385	0	0	0	0	0
25	Human Resources	3,012,526	0.1640	0	0	0	0	0
26	Legal	14,988,545	0.8158	0	0	0	0	0
27	City Secretary	801,397	0.0436	0	0	0	0	0
28	City Council	8,603,325	0.4683	0	0	0	0	0
29	City Controller's Office	8,793,797	0.4786	0	0	0	0	0
30	Health Administration	11,499,299	0.6259	0	0	0	0	0
31	Planning & Dev Admin	1,494,486	0.0813	0	0	0	0	0
34	HPD Police Records	6,094,114	0.3317	0	0	0	0	0
35	General Services	37,109,510	2.0198	0	0	0	0	0
38	Police	814,798,406	44.3479	0	0	0	0	0
39	Dept of Neighborhoods	11,010,999	0.5993	0	0	0	0	0
40	Fire	484,097,197	26.3485	0	0	0	0	0
41	Municipal Court	29,188,568	1.5887	0	0	0	0	0
42	Solid Waste	68,082,700	3.7056	0	0	0	0	0
44	Housing & Community Dev	436,042	0.0237	0	0	0	0	0
45	Library	36,291,662	1.9753	0	0	0	0	0
46	Parks & Recreation	74,815,399	4.0721	0	0	0	0	0
47	Health Department	35,870,264	1.9523	0	0	0	0	0
49	Fleet Management	4,768	0.0003	0	0	0	0	0
50	Planning & Dev Other	1,877,366	0.1022	0	0	0	0	0
53	Finance Other	296,957	0.0162	0	0	0	0	0
55	ARA BARC	0	0.0000	0	0	0	0	0
57	ARA Other	4,000,494	0.2177	0	0	0	0	0
58	IT Public Services	0	0.0000	0	0	0	0	0
61	Mayor Cable TV	26	0.0000	0	0	0	0	0
64	HR Health Benefits	17	0.0000	0	0	0	0	0
71	HPW Other	30,195,337	1.6435	0	0	0	0	0
94	HITS Other	10,661	0.0006	0	0	0	0	0
	Subtotal	1,837,286,694	100.0000	0	0	0	0	0
	Direct Bills					0		0
	Total					$0		$ 0

Internal Controls Allocations **Dept:9 Finance Internal Controls**

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total

Basis Units: FY2018 actual GF expenditures excl TIRZ
Source: COH Expenditure Report

Allocation Summary

Dept:9 Finance Internal Controls

	Department	Internal Controls	Total
0	Direct Billed	$0	$0
03	Non-Departmental-Gen Gov	0	0
04	Finance Dir Office	0	0
05	Finance Financial Plg & Analys	0	0
06	Finance City Council	0	0
07	Finance Public Fin	0	0
08	Finance Reporting & Ops	0	0
10	Finance Grants	0	0
11	Finance Rev Perform Mgmnt	0	0
12	Finance Treasury	0	0
13	Finance Strat Purchasing	0	0
14	ARA Director Office	0	0
15	ARA Financial Services	0	0
16	ARA Operations	0	0
17	ARA Payroll Services	0	0
18	ARA Regulatory	0	0
19	HITS CIO	0	0
20	HITS EAS	0	0
21	HITS EIS	0	0
22	HITS Radio	0	0
23	Office Business Opportunity	0	0
24	Mayor	0	0
25	Human Resources	0	0
26	Legal	0	0
27	City Secretary	0	0
28	City Council	0	0
29	City Controller's Office	0	0
30	Health Administration	0	0
31	Planning & Dev Admin	0	0
34	HPD Police Records	0	0
35	General Services	0	0
38	Police	0	0
39	Dept of Neighborhoods	0	0
40	Fire	0	0
41	Municipal Court	0	0
42	Solid Waste	0	0
44	Housing & Community Dev	0	0
45	Library	0	0
46	Parks & Recreation	0	0
47	Health Department	0	0
49	Fleet Management	0	0
50	Planning & Dev Other	0	0
53	Finance Other	0	0
55	ARA BARC	0	0
57	ARA Other	0	0
58	IT Public Services	0	0
61	Mayor Cable TV	0	0
64	HR Health Benefits	0	0
71	HPW Other	0	0
94	HITS Other	0	0
	Total	$ 0	$ 0

FINANCE – GRANTS AND TRUST FUNDS MANAGEMENT
FUNCTION AND ALLOCATION BASIS

Grants Management – Grants Management section within the Financial Reporting and Operations division of the Finance Department, is responsible for monitoring the activity of all federal, state and private grants the city receives. Costs are allocated based upon grant funds expenditures by department.

- **Cost Accounting** – The Cost Accounting section within Grants Management is responsible for the Cost Allocation Plan, the cost of service study and maintaining the city fee schedule. Costs are allocated based on the operating expenditures by department.

- **Trust Funds Management (TFM)** – Provides education and services to more than 23,000 employees, retirees, and their families on retirement security with the administration of the defined contribution plan. In addition, TFM is responsible for the fiscal monitoring and financial reporting of Local Government Corporations. Costs are allocated based on the operating expenditures by department.

A. Department Costs **Dept:10 Finance Grants**

Description		Amount	General Admin	Grants Mgmt	Cost Accounting	Trust Funds Mgmt (TFM)
Personnel Costs						
Salaries	S1	695,533	0	314,873	163,506	217,154
Salary % Split			.00%	45.27%	23.51%	31.22%
Benefits	P	340,291	0	163,489	84,896	91,906
Subtotal - Personnel Costs		1,035,824	0	478,362	248,402	309,060
Services & Supplies Cost						
Supplies	P	1,461	0	961	499	0
Services	P	8,571	0	5,112	2,655	804
Subtotal - Services & Supplies		10,032	0	6,073	3,154	804
Department Cost Total		1,045,856	0	484,435	251,556	309,864
Adjustments to Cost						
Subtotal - Adjustments			0	0	0	0
Total Costs After Adjustments		1,045,856	0	484,435	251,556	309,864
General Admin Distribution			0	0	0	0
Grand Total		$ 1,045,856		$ 484,435	$ 251,556	$ 309,864

B. Incoming Costs-(Default Spread Salary%)

Dept:10 Finance Grants

	Department	First Incoming	Second Incoming	Grants Mgmt	Cost Accounting	Trust Funds Mgmt (TFM)
3	Insurance Retirees	$ 23,386	$ 149	$ 10,654	$ 5,533	$ 7,348
3	Memberships	487	3	222	115	153
3	Consulting Services	325	2	148	77	102
3	Interest Costs	1,264	9	576	299	397
3	Other Misc	338	2	154	80	106
3	Non-Dept. Legal Svcs/Lobby	4,925	31	2,244	1,165	1,547
	Subtotal - Non-Dept-Gen Gov	30,725	196	13,998	7,269	9,654
4	Finance Dept Admin	152,848	54,450	93,845	48,732	64,721
	Subtotal - Fin Dir Office	152,848	54,450	93,845	48,732	64,721
5	Financial Plg & Analysis	785	45	376	195	259
	Subtotal - Fin Plg & Analysis	785	45	376	195	259
8	Gen Acctng	493	31	237	123	164
8	Auditing Svcs	598	0	271	141	187
8	Fin Operations	87	5	42	22	29
	Subtotal - Fin Reporting & Ops	1,178	36	550	285	379
9	Internal Controls	0	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0	0
10	Cost Accounting	0	77	35	18	24
10	Trust Funds Mgmt (TFM)	0	96	43	23	30
	Subtotal - Fin Grants	0	173	78	41	54
11	Perf Mgmt Svcs	0	138	62	32	43
	Subtotal - Fin Perform Mgmt	0	138	62	32	43
12	Treasury	0	240	109	56	75
	Subtotal - Fin Treasury	0	240	109	56	75
13	Purchasing	0	0	0	0	0
	Subtotal - Fin SPD	0	0	0	0	0
16	Records	0	380	172	89	119
	Subtotal - ARA Operations	0	380	172	89	119
17	Payroll Svcs	0	1,776	804	418	554
	Subtotal - ARA Payroll Svcs	0	1,776	804	418	554
18	Franchise	0	535	242	126	167
	Subtotal - ARA Regulatory	0	535	242	126	167
20	IT ERP	0	1	0	0	0
	Subtotal - HITS EAS	0	1	0	0	0
21	Enterprise Optns	0	1,464	663	344	457
	Subtotal - HITS EIS	0	1,464	663	344	457
23	Certification	0	516	234	121	161
23	External Affairs & Outreach	0	318	144	75	99
	Subtotal - OBO	0	834	378	196	260
24	City Mayor Admin	0	1,534	694	361	479

B. Incoming Costs-(Default Spread Salary%) **Dept:10 Finance Grants**

Department	First Incoming	Second Incoming	Grants Mgmt	Cost Accounting	Trust Funds Mgmt (TFM)
24 Inter Gov Rel	$ 0	$ 239	$ 108	$ 56	$ 75
Subtotal - Mayor	0	1,773	803	417	554
25 Personnel Svcs	0	775	351	182	242
Subtotal - Human Resources	0	775	351	182	242
27 City Sec Svcs	0	249	113	59	78
Subtotal - City Secretary	0	249	113	59	78
28 City Council Svcs	0	2,547	1,153	599	795
Subtotal - City Council	0	2,547	1,153	599	795
29 Controller Fin Svcs	0	2,559	1,158	602	799
29 Controller Treasury	0	449	203	106	140
Subtotal - City Controller's	0	3,008	1,362	707	939
Total Incoming	185,536	68,620	115,058	59,747	79,351
C. Total Allocated		$ 1,300,012	$ 599,493	$ 311,303	$ 389,215
			46.11%	23.95%	29.94%

Grants Mgmt Allocations **Dept:10 Finance Grants**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	2,900,409	0.9478	$ 5,388	$ 0	$ 5,388	$ 0	$ 5,388
35	General Services	1,966,584	0.6427	3,653	0	3,653	202	3,855
36	HEC	280,143	0.0915	520	0	520	29	549
38	Police	46,100,807	15.0653	85,635	0	85,635	4,725	90,360
39	Dept of Neighborhoods	2,776,426	0.9073	5,157	0	5,157	285	5,442
40	Fire	6,599,701	2.1567	12,259	0	12,259	676	12,935
41	Municipal Court	115,014	0.0376	214	0	214	12	226
42	Solid Waste	48,771,960	15.9382	90,597	0	90,597	4,999	95,596
43	Houston Airport System (HAS)	20,870,755	6.8204	38,769	0	38,769	2,139	40,908
44	Housing & Community Dev	51,931,447	16.9707	96,466	0	96,466	5,323	101,789
45	Library	168,962	0.0552	314	0	314	17	331
46	Parks & Recreation	3,838,123	1.2543	7,130	0	7,130	393	7,523
47	Health Department	61,490,237	20.0944	114,222	0	114,222	6,302	120,524
49	Fleet Management	158,497	0.0518	294	0	294	16	310
50	Planning & Dev Other	954,596	0.3120	1,773	0	1,773	98	1,871
53	Finance Other	22,001,296	7.1898	40,869	0	40,869	2,255	43,124
57	ARA Other	306,784	0.1003	570	0	570	31	601
62	Mayor Other	12,911,041	4.2192	23,983	0	23,983	1,323	25,306
71	HPW Other	21,590,991	7.0557	40,107	0	40,107	2,213	42,320
91	Hurricane Ike Aid & Recovery	2,896	0.0009	5	0	5	0	5
92	ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
94	HITS Other	270,020	0.0882	502	0	502	28	530
	Subtotal	306,006,689	100.0000	568,427	0	568,427	31,066	599,493
	Direct Bills					0		0
	Total					$568,427		$ 599,493

Basis Units: FY2018 Grant Funds expenditures
Source: COH Expenditure Report

Cost Accounting Allocations **Dept:10 Finance Grants**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	101,595,292	2.5472	$ 7,519	$ 0	$ 7,519	$ 0	$ 7,519
04	Finance Dir Office	1,807,118	0.0453	134	0	134	0	134
05	Finance Financial Plg & Analys	2,004,503	0.0503	148	0	148	0	148
06	Finance City Council	612,391	0.0154	45	0	45	0	45
07	Finance Public Fin	808,944	0.0203	60	0	60	0	60
08	Finance Reporting & Ops	3,952,446	0.0991	293	0	293	0	293
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	1,045,854	0.0262	77	0	77	0	77
11	Finance Rev Perform Mgmnt	454,263	0.0114	34	0	34	2	36
12	Finance Treasury	1,547,651	0.0388	115	0	115	6	121
13	Finance Strat Purchasing	4,984,928	0.1250	369	0	369	21	390
14	ARA Director Office	1,985,132	0.0498	147	0	147	8	155
15	ARA Financial Services	949,679	0.0238	70	0	70	4	74
16	ARA Operations	7,139,299	0.1790	528	0	528	30	558
17	ARA Payroll Services	3,648,945	0.0915	270	0	270	15	285
18	ARA Regulatory	834,847	0.0209	62	0	62	3	65
19	HITS CIO	3,409,481	0.0855	252	0	252	14	266
20	HITS EAS	1,513,353	0.0379	112	0	112	6	118
21	HITS EIS	5,992,327	0.1502	443	0	443	25	468
22	HITS Radio	5,196,882	0.1303	385	0	385	22	407
23	Office Business Opportunity	3,197,709	0.0802	237	0	237	13	250
24	Mayor	4,382,740	0.1099	324	0	324	18	342
25	Human Resources	32,410,674	0.8126	2,399	0	2,399	135	2,534
26	Legal	14,988,545	0.3758	1,109	0	1,109	62	1,171
27	City Secretary	801,397	0.0201	59	0	59	3	62
28	City Council	8,603,325	0.2157	637	0	637	36	673
29	City Controller's Office	8,793,797	0.2205	651	0	651	37	688
30	Health Administration	11,499,299	0.2883	851	0	851	48	899
31	Planning & Dev Admin	1,494,486	0.0375	111	0	111	6	117
33	CIP Sal Rec HPW	483,707	0.0121	36	0	36	2	38
34	HPD Police Records	6,094,114	0.1528	451	0	451	25	476
35	General Services	157,363,429	3.9455	11,646	0	11,646	655	12,301
36	HEC	25,390,640	0.6366	1,879	0	1,879	106	1,985
38	Police	892,276,865	22.3716	66,035	0	66,035	3,712	69,747
39	Dept of Neighborhoods	14,412,398	0.3614	1,067	0	1,067	60	1,127
40	Fire	491,228,756	12.3163	36,354	0	36,354	2,044	38,398
41	Municipal Court	31,678,665	0.7943	2,344	0	2,344	132	2,476
42	Solid Waste	118,204,591	2.9637	8,748	0	8,748	492	9,240
43	Houston Airport System (HAS)	312,810,034	7.8429	23,150	0	23,150	1,302	24,452
44	Housing & Community Dev	54,568,851	1.3682	4,038	0	4,038	227	4,265
45	Library	38,943,644	0.9764	2,882	0	2,882	162	3,044
46	Parks & Recreation	88,415,607	2.2168	6,543	0	6,543	368	6,911
47	Health Department	128,086,209	3.2114	9,479	0	9,479	533	10,012
48	Convention & Entertainment	57,515	0.0014	4	0	4	0	4
49	Fleet Management	85,634,393	2.1471	6,338	0	6,338	356	6,694
50	Planning & Dev Other	4,045,982	0.1014	299	0	299	17	316
51	Planning & Dev Spec Rev	5,348,887	0.1341	396	0	396	22	418
53	Finance Other	27,164,296	0.6811	2,010	0	2,010	113	2,123
54	ARA Insurance	25,006,913	0.6270	1,851	0	1,851	104	1,955
55	ARA BARC	10,970,078	0.2750	812	0	812	46	858
56	ARA Parking	8,709,003	0.2184	645	0	645	36	681
57	ARA Other	7,888,353	0.1978	584	0	584	33	617
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	12,738,042	0.3194	943	0	943	53	996
60	Legal Wkr Comp	239,403	0.0060	18	0	18	1	19
61	Mayor Cable TV	3,735,357	0.0937	276	0	276	16	292

Cost Accounting Allocations **Dept:10 Finance Grants**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
62	Mayor Other	31,676,770	0.7942	2,344	0	2,344	132	2,476
64	HR Health Benefits	375,093,853	9.4045	27,760	0	27,760	1,561	29,321
65	HR Long Term Disability	1,045,804-	0.0262-	77-	0	77-	4.35-	81-
66	HPW Bldg Insp	70,008,799	1.7553	5,181	0	5,181	291	5,472
67	HPW Stormwater	47,041,957	1.1795	3,481	0	3,481	196	3,677
68	HPW DDSR	74,760,579	1.8744	5,533	0	5,533	311	5,844
69	HPW Water & Sewer	419,175,952	10.5098	31,022	0	31,022	1,744	32,766
70	HPW Houston Transtar	2,171,816	0.0545	161	0	161	9	170
71	HPW Other	53,786,572	1.3486	3,981	0	3,981	224	4,205
72	Houston Permit Center	9,858,428	0.2472	730	0	730	41	771
73	CIP S/R Planning	1,068,463	0.0268	79	0	79	4	83
74	CIP Sal Rec RE	4,209,680	0.1055	312	0	312	18	330
75	CIP S/R Engrg	10,868,927	0.2725	804	0	804	45	849
76	CIP S/R Constr	10,823,104	0.2714	801	0	801	45	846
77	CIP S/R Eng/Const	4,604,340	0.1154	341	0	341	19	360
78	CIP S/R Geo/Env	1,464,877	0.0367	108	0	108	6	114
79	CIP S/R Other	4,217,178	0.1057	312	0	312	18	330
80	CIP S/R GSD	4,183,080	0.1049	310	0	310	17	327
91	Hurricane Ike Aid & Recovery	2,896	0.0001	0	0	0	0	0
92	ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
93	HR-W.C.	22,753,670	0.5705	1,684	0	1,684	95	1,779
94	HITS Other	54,561,118	1.3680	4,038	0	4,038	227	4,265
95	Legal Other	0	0.0000	0	0	0	0	0
	Subtotal	3,988,437,294	100.0000	295,174	0	295,174	16,129	311,303
	Direct Bills					0		0
	Total					$295,174		$ 311,303

Basis Units: FY2018 expenditures excl TIRZ
Source: COH Expenditure Report

Trust Funds Mgmt (TFM) Allocations **Dept:10 Finance Grants**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	101,595,292	2.5472	$ 9,369	$ 0	$ 9,369	$ 0	$ 9,369
04	Finance Dir Office	1,807,118	0.0453	167	0	167	0	167
05	Finance Financial Plg & Analys	2,004,503	0.0503	185	0	185	0	185
06	Finance City Council	612,391	0.0154	56	0	56	0	56
07	Finance Public Fin	808,944	0.0203	75	0	75	0	75
08	Finance Reporting & Ops	3,952,446	0.0991	364	0	364	0	364
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	1,045,854	0.0262	96	0	96	0	96
11	Finance Rev Perform Mgmnt	454,263	0.0114	42	0	42	3	45
12	Finance Treasury	1,547,651	0.0388	143	0	143	9	152
13	Finance Strat Purchasing	4,984,928	0.1250	460	0	460	28	488
14	ARA Director Office	1,985,132	0.0498	183	0	183	11	194
15	ARA Financial Services	949,679	0.0238	88	0	88	5	93
16	ARA Operations	7,139,299	0.1790	658	0	658	39	697
17	ARA Payroll Services	3,648,945	0.0915	336	0	336	20	356
18	ARA Regulatory	834,847	0.0209	77	0	77	5	82
19	HITS CIO	3,409,481	0.0855	314	0	314	19	333
20	HITS EAS	1,513,353	0.0379	140	0	140	8	148
21	HITS EIS	5,992,327	0.1502	553	0	553	33	586
22	HITS Radio	5,196,882	0.1303	479	0	479	29	508
23	Office Business Opportunity	3,197,709	0.0802	295	0	295	18	313
24	Mayor	4,382,740	0.1099	404	0	404	24	428
25	Human Resources	32,410,674	0.8126	2,989	0	2,989	179	3,168
26	Legal	14,988,545	0.3758	1,382	0	1,382	83	1,465
27	City Secretary	801,397	0.0201	74	0	74	4	78
28	City Council	8,603,325	0.2157	793	0	793	48	841
29	City Controller's Office	8,793,797	0.2205	811	0	811	49	860
30	Health Administration	11,499,299	0.2883	1,060	0	1,060	64	1,124
31	Planning & Dev Admin	1,494,486	0.0375	138	0	138	8	146
33	CIP Sal Rec HPW	483,707	0.0121	45	0	45	3	48
34	HPD Police Records	6,094,114	0.1528	562	0	562	34	596
35	General Services	157,363,429	3.9455	14,511	0	14,511	870	15,381
36	HEC	25,390,640	0.6366	2,341	0	2,341	140	2,481
38	Police	892,276,865	22.3716	82,281	0	82,281	4,931	87,212
39	Dept of Neighborhoods	14,412,398	0.3614	1,329	0	1,329	80	1,409
40	Fire	491,228,756	12.3163	45,298	0	45,298	2,715	48,013
41	Municipal Court	31,678,665	0.7943	2,921	0	2,921	175	3,096
42	Solid Waste	118,204,591	2.9637	10,900	0	10,900	653	11,553
43	Houston Airport System (HAS)	312,810,034	7.8429	28,846	0	28,846	1,729	30,575
44	Housing & Community Dev	54,568,851	1.3682	5,032	0	5,032	302	5,334
45	Library	38,943,644	0.9764	3,591	0	3,591	215	3,806
46	Parks & Recreation	88,415,607	2.2168	8,153	0	8,153	489	8,642
47	Health Department	128,086,209	3.2114	11,811	0	11,811	708	12,519
48	Convention & Entertainment	57,515	0.0014	5	0	5	0	5
49	Fleet Management	85,634,393	2.1471	7,897	0	7,897	473	8,370
50	Planning & Dev Other	4,045,982	0.1014	373	0	373	22	395
51	Planning & Dev Spec Rev	5,348,887	0.1341	493	0	493	30	523
53	Finance Other	27,164,296	0.6811	2,505	0	2,505	150	2,655
54	ARA Insurance	25,006,913	0.6270	2,306	0	2,306	138	2,444
55	ARA BARC	10,970,078	0.2750	1,012	0	1,012	61	1,073
56	ARA Parking	8,709,003	0.2184	803	0	803	48	851
57	ARA Other	7,888,353	0.1978	727	0	727	44	771
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	12,738,042	0.3194	1,175	0	1,175	70	1,245
60	Legal Wkr Comp	239,403	0.0060	22	0	22	1	23
61	Mayor Cable TV	3,735,357	0.0937	344	0	344	21	365

Trust Funds Mgmt (TFM) Allocations **Dept:10 Finance Grants**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
62	Mayor Other	31,676,770	0.7942	2,921	0	2,921	175	3,096
64	HR Health Benefits	375,093,853	9.4045	34,589	0	34,589	2,073	36,662
65	HR Long Term Disability	1,045,804-	0.0262-	96-	0	96-	5.78-	102-
66	HPW Bldg Insp	70,008,799	1.7553	6,456	0	6,456	387	6,843
67	HPW Stormwater	47,041,957	1.1795	4,338	0	4,338	260	4,598
68	HPW DDSR	74,760,579	1.8744	6,894	0	6,894	413	7,307
69	HPW Water & Sewer	419,175,952	10.5098	38,654	0	38,654	2,317	40,971
70	HPW Houston Transtar	2,171,816	0.0545	200	0	200	12	212
71	HPW Other	53,786,572	1.3486	4,960	0	4,960	297	5,257
72	Houston Permit Center	9,858,428	0.2472	909	0	909	54	963
73	CIP S/R Planning	1,068,463	0.0268	99	0	99	6	105
74	CIP Sal Rec RE	4,209,680	0.1055	388	0	388	23	411
75	CIP S/R Engrg	10,868,927	0.2725	1,002	0	1,002	60	1,062
76	CIP S/R Constr	10,823,104	0.2714	998	0	998	60	1,058
77	CIP S/R Eng/Const	4,604,340	0.1154	425	0	425	25	450
78	CIP S/R Geo/Env	1,464,877	0.0367	135	0	135	8	143
79	CIP S/R Other	4,217,178	0.1057	389	0	389	23	412
80	CIP S/R GSD	4,183,080	0.1049	386	0	386	23	409
91	Hurricane Ike Aid & Recovery	2,896	0.0001	0	0	0	0	0
92	ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
93	HR-W.C.	22,753,670	0.5705	2,098	0	2,098	126	2,224
94	HITS Other	54,561,118	1.3680	5,031	0	5,031	302	5,333
95	Legal Other	0	0.0000	0	0	0	0	0
	Subtotal	3,988,437,294	100.0000	367,790	0	367,790	21,425	389,215
	Direct Bills					0		0
	Total					$367,790		$ 389,215

Basis Units: FY2018 expenditures excl TIRZ
Source: COH Expenditure Report

Allocation Summary **Dept:10 Finance Grants**

	Department	Grants Mgmt	Cost Accounting	Trust Funds Mgmt (TFM)	Total
0	Direct Billed	$0	$0	$0	$0
03	Non-Departmental-Gen Gov	5,388	7,519	9,369	22,276
04	Finance Dir Office	0	134	167	301
05	Finance Financial Plg & Analys	0	148	185	333
06	Finance City Council	0	45	56	101
07	Finance Public Fin	0	60	75	135
08	Finance Reporting & Ops	0	293	364	657
09	Finance Internal Controls	0	0	0	0
10	Finance Grants	0	77	96	173
11	Finance Rev Perform Mgmnt	0	36	45	81
12	Finance Treasury	0	121	152	273
13	Finance Strat Purchasing	0	390	488	878
14	ARA Director Office	0	155	194	349
15	ARA Financial Services	0	74	93	167
16	ARA Operations	0	558	697	1,255
17	ARA Payroll Services	0	285	356	641
18	ARA Regulatory	0	65	82	147
19	HITS CIO	0	266	333	599
20	HITS EAS	0	118	148	266
21	HITS EIS	0	468	586	1,054
22	HITS Radio	0	407	508	915
23	Office Business Opportunity	0	250	313	563
24	Mayor	0	342	428	770
25	Human Resources	0	2,534	3,168	5,702
26	Legal	0	1,171	1,465	2,636
27	City Secretary	0	62	78	140
28	City Council	0	673	841	1,514
29	City Controller's Office	0	688	860	1,548
30	Health Administration	0	899	1,124	2,023
31	Planning & Dev Admin	0	117	146	263
33	CIP Sal Rec HPW	0	38	48	86
34	HPD Police Records	0	476	596	1,072
35	General Services	3,855	12,301	15,381	31,537
36	HEC	549	1,985	2,481	5,015
38	Police	90,360	69,747	87,212	247,319
39	Dept of Neighborhoods	5,442	1,127	1,409	7,978
40	Fire	12,935	38,398	48,013	99,346
41	Municipal Court	226	2,476	3,096	5,798
42	Solid Waste	95,596	9,240	11,553	116,389
43	Houston Airport System (HAS)	40,908	24,452	30,575	95,935
44	Housing & Community Dev	101,789	4,265	5,334	111,388
45	Library	331	3,044	3,806	7,181
46	Parks & Recreation	7,523	6,911	8,642	23,076
47	Health Department	120,524	10,012	12,519	143,055
48	Convention & Entertainment	0	4	5	9
49	Fleet Management	310	6,694	8,370	15,374
50	Planning & Dev Other	1,871	316	395	2,582
51	Planning & Dev Spec Rev	0	418	523	941
53	Finance Other	43,124	2,123	2,655	47,902
54	ARA Insurance	0	1,955	2,444	4,399
55	ARA BARC	0	858	1,073	1,931
56	ARA Parking	0	681	851	1,532
57	ARA Other	601	617	771	1,989
58	IT Public Services	0	0	0	0
59	Legal Insurance	0	996	1,245	2,241
60	Legal Wkr Comp	0	19	23	42

Allocation Summary **Dept:10 Finance Grants**

	Department	Grants Mgmt	Cost Accounting	Trust Funds Mgmt (TFM)	Total
61	Mayor Cable TV	0	292	365	657
62	Mayor Other	25,306	2,476	3,096	30,878
64	HR Health Benefits	0	29,321	36,662	65,983
65	HR Long Term Disability	0	81-	102-	183-
66	HPW Bldg Insp	0	5,472	6,843	12,315
67	HPW Stormwater	0	3,677	4,598	8,275
68	HPW DDSR	0	5,844	7,307	13,151
69	HPW Water & Sewer	0	32,766	40,971	73,737
70	HPW Houston Transtar	0	170	212	382
71	HPW Other	42,320	4,205	5,257	51,782
72	Houston Permit Center	0	771	963	1,734
73	CIP S/R Planning	0	83	105	188
74	CIP Sal Rec RE	0	330	411	741
75	CIP S/R Engrg	0	849	1,062	1,911
76	CIP S/R Constr	0	846	1,058	1,904
77	CIP S/R Eng/Const	0	360	450	810
78	CIP S/R Geo/Env	0	114	143	257
79	CIP S/R Other	0	330	412	742
80	CIP S/R GSD	0	327	409	736
91	Hurricane Ike Aid & Recovery	5	0	0	5
92	ARRA Reimbursement Fund	0	0	0	0
93	HR-W.C.	0	1,779	2,224	4,003
94	HITS Other	530	4,265	5,333	10,128
95	Legal Other	0	0	0	0
	Total	$ 599,493	$ 311,304	$ 389,216	$ 1,300,013

FINANCE – PERFORMANCE MANAGEMENT
FUNCTION AND ALLOCATION BASIS

The Performance Management division works with departments to identify and implement innovative solutions that improve customer service and modernize government operations. This division also implements performance management processes and systems to ensure continued process excellence. Costs are allocated based upon operating expenditures.

A. Department Costs

Dept:11 Finance Perform Mgmt

Description		Amount	General Admin	Perf Mgmt Svcs
Personnel Costs				
Salaries	S1	265,253	0	265,253
Salary % Split			.00%	100.00%
Benefits	S	122,626	0	122,626
Subtotal - Personnel Costs		387,879	0	387,879
Services & Supplies Cost				
Supplies	S	7,098	0	7,098
Services	S	59,286	0	59,286
Other Intfd Services	S	0	0	0
Subtotal - Services & Supplies		66,384	0	66,384
Department Cost Total		454,263	0	454,263
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		454,263	0	454,263
General Admin Distribution			0	0
Grand Total		$ 454,263		$ 454,263

B. Incoming Costs-(Default Spread Salary%) **Dept:11 Finance Perform Mgmt**

	Department	First Incoming	Second Incoming	Perf Mgmt Svcs
3	Insurance Retirees	$ 9,115	$ 58	$ 9,173
3	Memberships	190	1	191
3	Consulting Services	173	1	174
3	Interest Costs	549	4	553
3	Other Misc	147	1	148
3	Non-Dept. Legal Svcs/Lobby	1,919	12	1,931
	Subtotal - Non-Dept-Gen Gov	12,093	77	12,170
4	Finance Dept Admin	59,573	21,222	80,795
	Subtotal - Fin Dir Office	59,573	21,222	80,795
5	Financial Plg & Analysis	417	24	441
	Subtotal - Fin Plg & Analysis	417	24	441
8	Gen Acctng	262	16	278
8	Auditing Svcs	318	0	318
8	Fin Operations	38	2	40
	Subtotal - Fin Reporting & Ops	618	19	637
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Cost Accounting	34	2	36
10	Trust Funds Mgmt (TFM)	42	3	45
	Subtotal - Fin Grants	76	4	80
11	Perf Mgmt Svcs	0	60	60
	Subtotal - Fin Perform Mgmt	0	60	60
12	Treasury	0	104	104
	Subtotal - Fin Treasury	0	104	104
16	Records	0	148	148
	Subtotal - ARA Operations	0	148	148
17	Payroll Svcs	0	692	692
	Subtotal - ARA Payroll Svcs	0	692	692
18	Franchise	0	232	232
	Subtotal - ARA Regulatory	0	232	232
20	IT ERP	0	0	0
	Subtotal - HITS EAS	0	0	0
21	Enterprise Optns	0	778	778
	Subtotal - HITS EIS	0	778	778
23	Certification	0	201	201
23	External Affairs & Outreach	0	124	124
	Subtotal - OBO	0	325	325
24	City Mayor Admin	0	598	598
24	Inter Gov Rel	0	93	93
	Subtotal - Mayor	0	691	691

B. Incoming Costs-(Default Spread Salary%) **Dept:11 Finance Perform Mgmt**

	Department	First Incoming	Second Incoming	Perf Mgmt Svcs
25	Personnel Svcs	$ 0	$ 302	$ 302
	Subtotal - Human Resources	0	302	302
27	City Sec Svcs	0	108	108
	Subtotal - City Secretary	0	108	108
28	City Council Svcs	0	1,106	1,106
	Subtotal - City Council	0	1,106	1,106
29	Controller Fin Svcs	0	1,359	1,359
29	Controller Treasury	0	195	195
	Subtotal - City Controller's	0	1,554	1,554
	Total Incoming	72,777	27,446	100,223
C.	Total Allocated		$ 554,486	$ 554,486
				100.00%

Perf Mgmt Svcs Allocations **Dept:11 Finance Perform Mgmt**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	101,595,292	2.5472	$ 13,425	$ 0	$ 13,425	$ 0	$ 13,425
04	Finance Dir Office	1,807,118	0.0453	239	0	239	0	239
05	Finance Financial Plg & Analys	2,004,503	0.0503	265	0	265	0	265
06	Finance City Council	612,391	0.0154	81	0	81	0	81
07	Finance Public Fin	808,944	0.0203	107	0	107	0	107
08	Finance Reporting & Ops	3,952,446	0.0991	522	0	522	0	522
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	1,045,854	0.0262	138	0	138	0	138
11	Finance Rev Perform Mgmnt	454,263	0.0114	60	0	60	0	60
12	Finance Treasury	1,547,651	0.0388	205	0	205	11	216
13	Finance Strat Purchasing	4,984,928	0.1250	659	0	659	35	694
14	ARA Director Office	1,985,132	0.0498	262	0	262	14	276
15	ARA Financial Services	949,679	0.0238	125	0	125	7	132
16	ARA Operations	7,139,299	0.1790	943	0	943	51	994
17	ARA Payroll Services	3,648,945	0.0915	482	0	482	26	508
18	ARA Regulatory	834,847	0.0209	110	0	110	6	116
19	HITS CIO	3,409,481	0.0855	451	0	451	24	475
20	HITS EAS	1,513,353	0.0379	200	0	200	11	211
21	HITS EIS	5,992,327	0.1502	792	0	792	42	834
22	HITS Radio	5,196,882	0.1303	687	0	687	37	724
23	Office Business Opportunity	3,197,709	0.0802	423	0	423	23	446
24	Mayor	4,382,740	0.1099	579	0	579	31	610
25	Human Resources	32,410,674	0.8126	4,283	0	4,283	229	4,512
26	Legal	14,988,545	0.3758	1,981	0	1,981	106	2,087
27	City Secretary	801,397	0.0201	106	0	106	6	112
28	City Council	8,603,325	0.2157	1,137	0	1,137	61	1,198
29	City Controller's Office	8,793,797	0.2205	1,162	0	1,162	62	1,224
30	Health Administration	11,499,299	0.2883	1,520	0	1,520	81	1,601
31	Planning & Dev Admin	1,494,486	0.0375	197	0	197	11	208
33	CIP Sal Rec HPW	483,707	0.0121	64	0	64	3	67
34	HPD Police Records	6,094,114	0.1528	805	0	805	43	848
35	General Services	157,363,429	3.9455	20,794	0	20,794	1,114	21,908
36	HEC	25,390,640	0.6366	3,355	0	3,355	180	3,535
38	Police	892,276,865	22.3716	117,907	0	117,907	6,318	124,225
39	Dept of Neighborhoods	14,412,398	0.3614	1,904	0	1,904	102	2,006
40	Fire	491,228,756	12.3163	64,912	0	64,912	3,478	68,390
41	Municipal Court	31,678,665	0.7943	4,186	0	4,186	224	4,410
42	Solid Waste	118,204,591	2.9637	15,620	0	15,620	837	16,457
43	Houston Airport System (HAS)	312,810,034	7.8429	41,335	0	41,335	2,215	43,550
44	Housing & Community Dev	54,568,851	1.3682	7,211	0	7,211	386	7,597
45	Library	38,943,644	0.9764	5,146	0	5,146	276	5,422
46	Parks & Recreation	88,415,607	2.2168	11,683	0	11,683	626	12,309
47	Health Department	128,086,209	3.2114	16,926	0	16,926	907	17,833
48	Convention & Entertainment	57,515	0.0014	8	0	8	0	8
49	Fleet Management	85,634,393	2.1471	11,316	0	11,316	606	11,922
50	Planning & Dev Other	4,045,982	0.1014	535	0	535	29	564
51	Planning & Dev Spec Rev	5,348,887	0.1341	707	0	707	38	745
53	Finance Other	27,164,296	0.6811	3,590	0	3,590	192	3,782
54	ARA Insurance	25,006,913	0.6270	3,304	0	3,304	177	3,481
55	ARA BARC	10,970,078	0.2750	1,450	0	1,450	78	1,528
56	ARA Parking	8,709,003	0.2184	1,151	0	1,151	62	1,213
57	ARA Other	7,888,353	0.1978	1,042	0	1,042	56	1,098
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	12,738,042	0.3194	1,683	0	1,683	90	1,773
60	Legal Wkr Comp	239,403	0.0060	32	0	32	2	34
61	Mayor Cable TV	3,735,357	0.0937	494	0	494	26	520

Perf Mgmt Svcs Allocations **Dept:11 Finance Perform Mgmt**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
62	Mayor Other	31,676,770	0.7942	4,186	0	4,186	224	4,410
64	HR Health Benefits	375,093,853	9.4045	49,566	0	49,566	2,656	52,222
65	HR Long Term Disability	1,045,804-	0.0262-	138-	0	138-	7.40-	145-
66	HPW Bldg Insp	70,008,799	1.7553	9,251	0	9,251	496	9,747
67	HPW Stormwater	47,041,957	1.1795	6,216	0	6,216	333	6,549
68	HPW DDSR	74,760,579	1.8744	9,879	0	9,879	529	10,408
69	HPW Water & Sewer	419,175,952	10.5098	55,391	0	55,391	2,968	58,359
70	HPW Houston Transtar	2,171,816	0.0545	287	0	287	15	302
71	HPW Other	53,786,572	1.3486	7,107	0	7,107	381	7,488
72	Houston Permit Center	9,858,428	0.2472	1,303	0	1,303	70	1,373
73	CIP S/R Planning	1,068,463	0.0268	141	0	141	8	149
74	CIP Sal Rec RE	4,209,680	0.1055	556	0	556	30	586
75	CIP S/R Engrg	10,868,927	0.2725	1,436	0	1,436	77	1,513
76	CIP S/R Constr	10,823,104	0.2714	1,430	0	1,430	77	1,507
77	CIP S/R Eng/Const	4,604,340	0.1154	608	0	608	33	641
78	CIP S/R Geo/Env	1,464,877	0.0367	194	0	194	10	204
79	CIP S/R Other	4,217,178	0.1057	557	0	557	30	587
80	CIP S/R GSD	4,183,080	0.1049	553	0	553	30	583
91	Hurricane Ike Aid & Recovery	2,896	0.0001	0	0	0	0	0
92	ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
93	HR-W.C.	22,753,670	0.5705	3,007	0	3,007	161	3,168
94	HITS Other	54,561,118	1.3680	7,210	0	7,210	386	7,596
95	Legal Other	0	0.0000	0	0	0	0	0
	Subtotal	3,988,437,294	100.0000	527,041	0	527,041	27,445	554,486
	Direct Bills					0		0
	Total					$527,041		$ 554,486

Basis Units: FY2018 expenditures excl TIRZ
Source: COH Expenditure Report

Allocation Summary **Dept:11 Finance Perform Mgmt**

	Department	Perf Mgmt Svcs	Total
0	Direct Billed	$0	$0
03	Non-Departmental-Gen Gov	13,425	13,425
04	Finance Dir Office	239	239
05	Finance Financial Plg & Analys	265	265
06	Finance City Council	81	81
07	Finance Public Fin	107	107
08	Finance Reporting & Ops	522	522
09	Finance Internal Controls	0	0
10	Finance Grants	138	138
11	Finance Rev Perform Mgmnt	60	60
12	Finance Treasury	216	216
13	Finance Strat Purchasing	694	694
14	ARA Director Office	276	276
15	ARA Financial Services	132	132
16	ARA Operations	994	994
17	ARA Payroll Services	508	508
18	ARA Regulatory	116	116
19	HITS CIO	475	475
20	HITS EAS	211	211
21	HITS EIS	834	834
22	HITS Radio	724	724
23	Office Business Opportunity	446	446
24	Mayor	610	610
25	Human Resources	4,512	4,512
26	Legal	2,087	2,087
27	City Secretary	112	112
28	City Council	1,198	1,198
29	City Controller's Office	1,224	1,224
30	Health Administration	1,601	1,601
31	Planning & Dev Admin	208	208
33	CIP Sal Rec HPW	67	67
34	HPD Police Records	848	848
35	General Services	21,908	21,908
36	HEC	3,535	3,535
38	Police	124,225	124,225
39	Dept of Neighborhoods	2,006	2,006
40	Fire	68,390	68,390
41	Municipal Court	4,410	4,410
42	Solid Waste	16,457	16,457
43	Houston Airport System (HAS)	43,550	43,550
44	Housing & Community Dev	7,597	7,597
45	Library	5,422	5,422
46	Parks & Recreation	12,309	12,309
47	Health Department	17,833	17,833
48	Convention & Entertainment	8	8
49	Fleet Management	11,922	11,922
50	Planning & Dev Other	564	564
51	Planning & Dev Spec Rev	745	745
53	Finance Other	3,782	3,782
54	ARA Insurance	3,481	3,481
55	ARA BARC	1,528	1,528
56	ARA Parking	1,213	1,213
57	ARA Other	1,098	1,098
58	IT Public Services	0	0
59	Legal Insurance	1,773	1,773
60	Legal Wkr Comp	34	34

Allocation Summary **Dept:11 Finance Perform Mgmt**

	Department	Perf Mgmt Svcs	Total
61	Mayor Cable TV	520	520
62	Mayor Other	4,410	4,410
64	HR Health Benefits	52,222	52,222
65	HR Long Term Disability	145-	145-
66	HPW Bldg Insp	9,747	9,747
67	HPW Stormwater	6,549	6,549
68	HPW DDSR	10,408	10,408
69	HPW Water & Sewer	58,359	58,359
70	HPW Houston Transtar	302	302
71	HPW Other	7,488	7,488
72	Houston Permit Center	1,373	1,373
73	CIP S/R Planning	149	149
74	CIP Sal Rec RE	586	586
75	CIP S/R Engrg	1,513	1,513
76	CIP S/R Constr	1,507	1,507
77	CIP S/R Eng/Const	641	641
78	CIP S/R Geo/Env	204	204
79	CIP S/R Other	587	587
80	CIP S/R GSD	583	583
91	Hurricane Ike Aid & Recovery	0	0
92	ARRA Reimbursement Fund	0	0
93	HR-W.C.	3,168	3,168
94	HITS Other	7,596	7,596
95	Legal Other	0	0
	Total	$ 554,487	$ 554,487

FINANCE – TREASURY
FUNCTION AND ALLOCATION BASIS

The Treasury section of the Treasury and Capital Management division in the Finance Department implements the treasury functions including revenue generation, maintenance and retention. Further this division is responsible for fiduciary accountability of funds, accounts for the collection of city's taxes and oversight of merchant service accounts related to performance, compliance and optimal finance functionality. Costs are identified and allocated as follows:

- **Treasury** – Costs are allocated on General Fund operating expenditures by department.
- **Collections** – Costs associated with Harris County Tax Office billing and collections are not allocated.

A. Department Costs **Dept:12 Finance Treasury**

Description		Amount	General Admin	Treasury	Collections
Personnel Costs					
Salaries	S1	222,914	0	222,914	0
Salary % Split			.00%	100.00%	.00%
Benefits	P	93,959	0	93,959	0
Subtotal - Personnel Costs		316,873	0	316,873	0
Services & Supplies Cost					
Supplies	P	398	0	398	0
Services	P	37,506	0	37,506	0
Billing & Collection	P	1,192,872	0	0	1,192,872
Subtotal - Services & Supplies		1,230,776	0	37,904	1,192,872
Department Cost Total		1,547,649	0	354,777	1,192,872
Adjustments to Cost					
Subtotal - Adjustments		0	0	0	0
Total Costs After Adjustments		1,547,649	0	354,777	1,192,872
General Admin Distribution		0	0	0	0
Grand Total		$ 1,547,649	0	$ 354,777	$ 1,192,872
					not allocated

B. Incoming Costs-(Default Spread Salary%) **Dept:12 Finance Treasury**

	Department	First Incoming	Second Incoming	Treasury	Collections
3	Insurance Retirees	$ 7,656	$ 49	$ 7,705	$ 0
3	Memberships	160	1	161	0
3	Consulting Services	574	4	578	0
3	Interest Costs	1,871	13	1,884	0
3	Other Misc	500	3	503	0
3	Non-Dept. Legal Svcs/Lobby	1,612	10	1,622	0
	Subtotal - Non-Dept-Gen Gov	12,373	80	12,453	0
4	Finance Dept Admin	50,041	17,827	67,868	0
	Subtotal - Fin Dir Office	50,041	17,827	67,868	0
5	Financial Plg & Analysis	1,388	79	1,467	0
	Subtotal - Fin Plg & Analysis	1,388	79	1,467	0
8	Gen Acctng	871	54	925	0
8	Auditing Svcs	1,057	0	1,057	0
8	Fin Operations	129	8	137	0
	Subtotal - Fin Reporting & Ops	2,057	62	2,119	0
9	Internal Controls	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0
10	Cost Accounting	115	6	121	0
10	Trust Funds Mgmt (TFM)	143	9	152	0
	Subtotal - Fin Grants	258	15	273	0
11	Perf Mgmt Svcs	205	11	216	0
	Subtotal - Fin Perform Mgmt	205	11	216	0
12	Treasury	0	355	355	0
	Subtotal - Fin Treasury	0	355	355	0
13	Purchasing	0	1,869	1,869	0
	Subtotal - Fin SPD	0	1,869	1,869	0
16	Records	0	124	124	0
	Subtotal - ARA Operations	0	124	124	0
17	Payroll Svcs	0	582	582	0
	Subtotal - ARA Payroll Svcs	0	582	582	0
18	Franchise	0	792	792	0
	Subtotal - ARA Regulatory	0	792	792	0
20	IT ERP	0	0	0	0
	Subtotal - HITS EAS	0	0	0	0
21	Enterprise Optns	0	2,586	2,586	0
	Subtotal - HITS EIS	0	2,586	2,586	0
23	Certification	0	169	169	0
23	External Affairs & Outreach	0	104	104	0
	Subtotal - OBO	0	273	273	0
24	City Mayor Admin	0	502	502	0

B. Incoming Costs-(Default Spread Salary%) **Dept:12 Finance Treasury**

Department	First Incoming	Second Incoming	Treasury	Collections
24 Inter Gov Rel	$ 0	$ 78	$ 78	$ 0
Subtotal - Mayor	0	580	580	0
25 Personnel Svcs	0	254	254	0
Subtotal - Human Resources	0	254	254	0
27 City Sec Svcs	0	368	368	0
Subtotal - City Secretary	0	368	368	0
28 City Council Svcs	0	3,770	3,770	0
Subtotal - City Council	0	3,770	3,770	0
29 Controller Fin Svcs	0	4,521	4,521	0
29 Controller Treasury	0	665	665	0
Subtotal - City Controller's	0	5,186	5,186	0
Total Incoming	66,322	34,813	101,135	0
C. Total Allocated		$ 1,648,784	$ 455,912	$ 1,192,872
			27.65%	72.35%

Treasury Allocations — **Dept:12 Finance Treasury**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	98,567,437	5.3648	$ 22,591	$ 0	$ 22,591	$ 0	$ 22,591
04	Finance Dir Office	1,807,118	0.0984	414	0	414	0	414
05	Finance Financial Plg & Analys	2,004,503	0.1091	459	0	459	0	459
06	Finance City Council	612,391	0.0333	140	0	140	0	140
07	Finance Public Fin	808,944	0.0440	185	0	185	0	185
08	Finance Reporting & Ops	3,952,446	0.2151	906	0	906	0	906
10	Finance Grants	1,045,854	0.0569	240	0	240	0	240
11	Finance Rev Perform Mgmnt	454,263	0.0247	104	0	104	0	104
12	Finance Treasury	1,547,651	0.0842	355	0	355	0	355
13	Finance Strat Purchasing	4,984,928	0.2713	1,143	0	1,143	101	1,244
14	ARA Director Office	1,985,132	0.1080	455	0	455	40	495
15	ARA Financial Services	949,679	0.0517	218	0	218	19	237
16	ARA Operations	7,139,299	0.3886	1,636	0	1,636	144	1,780
17	ARA Payroll Services	3,648,945	0.1986	836	0	836	74	910
18	ARA Regulatory	834,847	0.0454	191	0	191	17	208
19	HITS CIO	3,409,481	0.1856	781	0	781	69	850
20	HITS EAS	1,513,353	0.0824	347	0	347	31	378
21	HITS EIS	5,992,327	0.3262	1,373	0	1,373	121	1,494
22	HITS Radio	5,196,882	0.2829	1,191	0	1,191	105	1,296
23	Office Business Opportunity	3,074,612	0.1673	705	0	705	62	767
24	Mayor	4,382,740	0.2385	1,005	0	1,005	88	1,093
25	Human Resources	3,012,526	0.1640	690	0	690	61	751
26	Legal	14,988,545	0.8158	3,435	0	3,435	302	3,737
27	City Secretary	801,397	0.0436	184	0	184	16	200
28	City Council	8,603,325	0.4683	1,972	0	1,972	173	2,145
29	City Controller's Office	8,793,797	0.4786	2,016	0	2,016	177	2,193
30	Health Administration	11,499,299	0.6259	2,636	0	2,636	232	2,868
31	Planning & Dev Admin	1,494,486	0.0813	343	0	343	30	373
34	HPD Police Records	6,094,114	0.3317	1,397	0	1,397	123	1,520
35	General Services	37,109,510	2.0198	8,505	0	8,505	748	9,253
38	Police	814,798,406	44.3479	186,749	0	186,749	16,430	203,179
39	Dept of Neighborhoods	11,010,999	0.5993	2,524	0	2,524	222	2,746
40	Fire	484,097,197	26.3485	110,953	0	110,953	9,762	120,715
41	Municipal Court	29,188,568	1.5887	6,690	0	6,690	589	7,279
42	Solid Waste	68,082,700	3.7056	15,604	0	15,604	1,373	16,977
44	Housing & Community Dev	436,042	0.0237	100	0	100	9	109
45	Library	36,291,662	1.9753	8,318	0	8,318	732	9,050
46	Parks & Recreation	74,815,399	4.0721	17,147	0	17,147	1,509	18,656
47	Health Department	35,870,264	1.9523	8,221	0	8,221	723	8,944
49	Fleet Management	4,768	0.0003	1	0	1	0	1
50	Planning & Dev Other	1,877,366	0.1022	430	0	430	38	468
53	Finance Other	296,957	0.0162	68	0	68	6	74
55	ARA BARC	0	0.0000	0	0	0	0	0
57	ARA Other	4,000,494	0.2177	917	0	917	81	998
58	IT Public Services	0	0.0000	0	0	0	0	0
61	Mayor Cable TV	26	0.0000	0	0	0	0	0
64	HR Health Benefits	17	0.0000	0	0	0	0	0
71	HPW Other	30,195,337	1.6435	6,921	0	6,921	609	7,530
94	HITS Other	10,661	0.0006	2	0	2	0	2
	Subtotal	1,837,286,694	100.0000	421,098	0	421,098	34,814	455,912
	Direct Bills					0		0
	Total					$421,098		$ 455,912

Treasury Allocations **Dept:12 Finance Treasury**

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total

Basis Units: FY2018 actual GF expenditures excl TIRZ
Source: COH Expenditure Report

Allocation Summary **Dept:12 Finance Treasury**

	Department	Treasury	Collections	Total
0	Direct Billed	$0	$0	$0
03	Non-Departmental-Gen Gov	22,591	0	22,591
04	Finance Dir Office	414	0	414
05	Finance Financial Plg & Analys	459	0	459
06	Finance City Council	140	0	140
07	Finance Public Fin	185	0	185
08	Finance Reporting & Ops	906	0	906
10	Finance Grants	240	0	240
11	Finance Rev Perform Mgmnt	104	0	104
12	Finance Treasury	355	0	355
13	Finance Strat Purchasing	1,244	0	1,244
14	ARA Director Office	495	0	495
15	ARA Financial Services	237	0	237
16	ARA Operations	1,780	0	1,780
17	ARA Payroll Services	910	0	910
18	ARA Regulatory	208	0	208
19	HITS CIO	850	0	850
20	HITS EAS	378	0	378
21	HITS EIS	1,494	0	1,494
22	HITS Radio	1,296	0	1,296
23	Office Business Opportunity	767	0	767
24	Mayor	1,093	0	1,093
25	Human Resources	751	0	751
26	Legal	3,737	0	3,737
27	City Secretary	200	0	200
28	City Council	2,145	0	2,145
29	City Controller's Office	2,193	0	2,193
30	Health Administration	2,868	0	2,868
31	Planning & Dev Admin	373	0	373
34	HPD Police Records	1,520	0	1,520
35	General Services	9,253	0	9,253
38	Police	203,179	0	203,179
39	Dept of Neighborhoods	2,746	0	2,746
40	Fire	120,715	0	120,715
41	Municipal Court	7,279	0	7,279
42	Solid Waste	16,977	0	16,977
44	Housing & Community Dev	109	0	109
45	Library	9,050	0	9,050
46	Parks & Recreation	18,656	0	18,656
47	Health Department	8,944	0	8,944
49	Fleet Management	1	0	1
50	Planning & Dev Other	468	0	468
53	Finance Other	74	0	74
55	ARA BARC	0	0	0
57	ARA Other	998	0	998
58	IT Public Services	0	0	0
61	Mayor Cable TV	0	0	0
64	HR Health Benefits	0	0	0
71	HPW Other	7,530	0	7,530
94	HITS Other	2	0	2
	Total	$ 455,914	$ 0	$ 455,914

FINANCE DEPARTMENT – STRATEGIC PROCUREMENT DIVISION
FUNCTION AND ALLOCATION BASIS

The General Fund functions of the Strategic Procurement division (SPD) are to:

- Develop procurement strategy in alignment with the city's strategic vision; promote continuous improvement and provide guidance in the implementation of best practices, State of Texas Bid Laws, the city's and other applicable procurement laws, policies and procedures.

- Manage citywide procurement of goods, work services, and equipment in accordance with applicable laws, city policies and procedures through procurement contracts and P-Card program.

- Minimize costs to the city by leveraging spending authority and improve efficiencies by aggregating similar requirements across city departments.

Costs of procurement division activities are allocated based on the number of purchasing transactions by department.

A. Department Costs **Dept:13 Finance Strategic Purchasing**

Description		Amount	General Admin	Purchasing
Personnel Costs				
Salaries	S1	3,147,552	0	3,147,552
Salary % Split			.00%	100.00%
Benefits	S	1,605,119	0	1,605,119
Subtotal - Personnel Costs		4,752,672	0	4,752,672
Services & Supplies Cost				
Supplies	S	73,834	0	73,834
Services	S	158,422	0	158,422
Subtotal - Services & Supplies		232,256	0	232,256
Department Cost Total		4,984,928	0	4,984,928
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		4,984,928	0	4,984,928
General Admin Distribution			0	0
Grand Total		$ 4,984,928		$ 4,984,928

B. Incoming Costs-(Default Spread Salary%)

Dept:13 Finance Strategic Purchasing

	Department	First Incoming	Second Incoming	Purchasing
3	Insurance Retirees	$ 95,860	$ 610	$ 96,470
3	Memberships	1,998	13	2,011
3	Consulting Services	495	3	498
3	Interest Costs	6,026	41	6,067
3	Other Misc	1,611	11	1,622
3	Non-Dept. Legal Svcs/Lobby	20,187	128	20,315
	Subtotal - Non-Dept-Gen Gov	126,177	806	126,983
4	Finance Dept Admin	626,540	223,197	849,737
	Subtotal - Fin Dir Office	626,540	223,197	849,737
5	Financial Plg & Analysis	1,198	68	1,266
	Subtotal - Fin Plg & Analysis	1,198	68	1,266
8	Gen Acctng	752	47	799
8	Auditing Svcs	913	0	913
8	Fin Operations	416	26	442
	Subtotal - Fin Reporting & Ops	2,081	73	2,154
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Cost Accounting	369	21	390
10	Trust Funds Mgmt (TFM)	460	28	488
	Subtotal - Fin Grants	829	48	877
11	Perf Mgmt Svcs	659	35	694
	Subtotal - Fin Perform Mgmt	659	35	694
12	Treasury	1,143	101	1,244
	Subtotal - Fin Treasury	1,143	101	1,244
13	Purchasing	0	1,402	1,402
	Subtotal - Fin SPD	0	1,402	1,402
16	Records	0	1,557	1,557
	Subtotal - ARA Operations	0	1,557	1,557
17	Payroll Svcs	0	7,282	7,282
	Subtotal - ARA Payroll Svcs	0	7,282	7,282
18	Franchise	0	2,550	2,550
	Subtotal - ARA Regulatory	0	2,550	2,550
20	IT ERP	0	4	4
	Subtotal - HITS EAS	0	4	4
21	Enterprise Optns	0	2,233	2,233
	Subtotal - HITS EIS	0	2,233	2,233
23	Certification	0	2,115	2,115
23	Contract Compliance	0	66,627	66,627
23	Reporting & Analytics	0	1,183	1,183
23	External Affairs & Outreach	0	1,303	1,303
	Subtotal - OBO	0	71,228	71,228

B. Incoming Costs-(Default Spread Salary%) **Dept:13 Finance Strategic Purchasing**

	Department	First Incoming	Second Incoming	Purchasing
24	City Mayor Admin	0	6,288	6,288
24	Inter Gov Rel	0	979	979
	Subtotal - Mayor	0	7,267	7,267
25	Personnel Svcs	0	3,177	3,177
	Subtotal - Human Resources	0	3,177	3,177
27	City Sec Svcs	0	1,186	1,186
	Subtotal - City Secretary	0	1,186	1,186
28	City Council Svcs	0	12,142	12,142
	Subtotal - City Council	0	12,142	12,142
29	Controller Fin Svcs	0	3,903	3,903
29	Controller Treasury	0	2,141	2,141
	Subtotal - City Controller's	0	6,044	6,044
	Total Incoming	758,627	340,400	1,099,027
C.	**Total Allocated**		$ 6,083,955	$ 6,083,955
				100.00%

Purchasing Allocations **Dept:13 Finance Strategic Purchasing**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	152	1.2366	$ 71,023	$ 0	$ 71,023	$ 0	$ 71,023
04	Finance Dir Office	5	0.0407	2,336	0	2,336	0	2,336
05	Finance Financial Plg & Analys	6	0.0488	2,804	0	2,804	0	2,804
06	Finance City Council	3	0.0244	1,402	0	1,402	0	1,402
07	Finance Public Fin	1	0.0081	467	0	467	0	467
08	Finance Reporting & Ops	6	0.0488	2,804	0	2,804	0	2,804
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	0	0.0000	0	0	0	0	0
12	Finance Treasury	4	0.0325	1,869	0	1,869	0	1,869
13	Finance Strat Purchasing	3	0.0244	1,402	0	1,402	0	1,402
14	ARA Director Office	3	0.0244	1,402	0	1,402	84	1,486
16	ARA Operations	14	0.1139	6,542	0	6,542	393	6,935
17	ARA Payroll Services	2	0.0163	935	0	935	56	991
19	HITS CIO	6	0.0488	2,804	0	2,804	169	2,973
20	HITS EAS	0	0.0000	0	0	0	0	0
22	HITS Radio	98	0.7973	45,791	0	45,791	2,754	48,545
23	Office Business Opportunity	7	0.0569	3,271	0	3,271	197	3,468
24	Mayor	10	0.0814	4,673	0	4,673	281	4,954
25	Human Resources	101	0.8217	47,193	0	47,193	2,839	50,032
26	Legal	27	0.2197	12,616	0	12,616	759	13,375
28	City Council	8	0.0651	3,738	0	3,738	225	3,963
29	City Controller's Office	31	0.2522	14,485	0	14,485	871	15,356
30	Health Administration	10	0.0814	4,673	0	4,673	281	4,954
31	Planning & Dev Admin	6	0.0488	2,804	0	2,804	169	2,973
33	CIP Sal Rec HPW	7	0.0569	3,271	0	3,271	197	3,468
35	General Services	646	5.2555	301,850	0	301,850	18,155	320,005
36	HEC	9	0.0732	4,205	0	4,205	253	4,458
38	Police	935	7.6066	436,888	0	436,888	26,277	463,165
39	Dept of Neighborhoods	122	0.9925	57,006	0	57,006	3,429	60,435
40	Fire	202	1.6433	94,386	0	94,386	5,677	100,063
41	Municipal Court	136	1.1064	63,547	0	63,547	3,822	67,369
42	Solid Waste	539	4.3850	251,853	0	251,853	15,148	267,001
43	Houston Airport System (HAS)	1,164	9.4696	543,890	0	543,890	32,713	576,603
44	Housing & Community Dev	957	7.7856	447,167	0	447,167	26,895	474,062
45	Library	368	2.9938	171,952	0	171,952	10,342	182,294
46	Parks & Recreation	631	5.1334	294,841	0	294,841	17,734	312,575
47	Health Department	807	6.5652	377,079	0	377,079	22,680	399,759
48	Convention & Entertainment	5	0.0407	2,336	0	2,336	141	2,477
49	Fleet Management	1,418	11.5360	662,574	0	662,574	39,851	702,425
50	Planning & Dev Other	14	0.1139	6,542	0	6,542	393	6,935
51	Planning & Dev Spec Rev	14	0.1139	6,542	0	6,542	393	6,935
52	General Debt	0	0.0000	0	0	0	0	0
53	Finance Other	9	0.0732	4,205	0	4,205	253	4,458
54	ARA Insurance	11	0.0895	5,140	0	5,140	309	5,449
55	ARA BARC	62	0.5044	28,970	0	28,970	1,742	30,712
56	ARA Parking	49	0.3986	22,896	0	22,896	1,377	24,273
57	ARA Other	19	0.1546	8,878	0	8,878	534	9,412
59	Legal Insurance	42	0.3417	19,625	0	19,625	1,180	20,805
61	Mayor Cable TV	18	0.1464	8,411	0	8,411	506	8,917
62	Mayor Other	214	1.7410	99,994	0	99,994	6,014	106,008
63	TIRZ	1	0.0081	467	0	467	28	495
64	HR Health Benefits	99	0.8054	46,259	0	46,259	2,782	49,041
65	HR Long Term Disability	2	0.0163	935	0	935	56	991
66	HPW Bldg Insp	110	0.8949	51,399	0	51,399	3,091	54,490
67	HPW Stormwater	94	0.7647	43,922	0	43,922	2,642	46,564
68	HPW DDSR	784	6.3781	366,332	0	366,332	22,034	388,366

Purchasing Allocations **Dept:13 Finance Strategic Purchasing**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
69	HPW Water & Sewer	1,598	13.0003	746,681	0	746,681	44,910	791,591
70	HPW Houston Transtar	45	0.3661	21,027	0	21,027	1,265	22,292
71	HPW Other	182	1.4806	85,041	0	85,041	5,115	90,156
72	Houston Permit Center	65	0.5288	30,372	0	30,372	1,827	32,199
73	CIP S/R Planning	0	0.0000	0	0	0	0	0
74	CIP Sal Rec RE	5	0.0407	2,336	0	2,336	141	2,477
75	CIP S/R Engrg	1	0.0081	467	0	467	28	495
76	CIP S/R Constr	24	0.1952	11,214	0	11,214	674	11,888
77	CIP S/R Eng/Const	2	0.0163	935	0	935	56	991
78	CIP S/R Geo/Env	1	0.0081	467	0	467	28	495
79	CIP S/R Other	7	0.0569	3,271	0	3,271	197	3,468
93	HR-W.C.	31	0.2522	14,485	0	14,485	871	15,356
94	HITS Other	340	2.7660	158,868	0	158,868	9,555	168,423
95	Legal Other	0	0.0000	0	0	0	0	0
	Subtotal	12,292	100.0000	5,743,560	0	5,743,560	340,395	6,083,955
	Direct Bills					0		0
	Total					$5,743,560		$ 6,083,955

Basis Units: Number of purchasing transactions
Source: COH Transaction Report

Allocation Summary **Dept:13 Finance Strategic Purchasing**

	Department	Purchasing	Total
0	Direct Billed	$0	$0
03	Non-Departmental-Gen Gov	71,023	71,023
04	Finance Dir Office	2,336	2,336
05	Finance Financial Plg & Analys	2,804	2,804
06	Finance City Council	1,402	1,402
07	Finance Public Fin	467	467
08	Finance Reporting & Ops	2,804	2,804
09	Finance Internal Controls	0	0
10	Finance Grants	0	0
12	Finance Treasury	1,869	1,869
13	Finance Strat Purchasing	1,402	1,402
14	ARA Director Office	1,486	1,486
16	ARA Operations	6,935	6,935
17	ARA Payroll Services	991	991
19	HITS CIO	2,973	2,973
20	HITS EAS	0	0
22	HITS Radio	48,545	48,545
23	Office Business Opportunity	3,468	3,468
24	Mayor	4,954	4,954
25	Human Resources	50,032	50,032
26	Legal	13,375	13,375
28	City Council	3,963	3,963
29	City Controller's Office	15,356	15,356
30	Health Administration	4,954	4,954
31	Planning & Dev Admin	2,973	2,973
33	CIP Sal Rec HPW	3,468	3,468
35	General Services	320,005	320,005
36	HEC	4,458	4,458
38	Police	463,165	463,165
39	Dept of Neighborhoods	60,435	60,435
40	Fire	100,063	100,063
41	Municipal Court	67,369	67,369
42	Solid Waste	267,001	267,001
43	Houston Airport System (HAS)	576,603	576,603
44	Housing & Community Dev	474,062	474,062
45	Library	182,294	182,294
46	Parks & Recreation	312,575	312,575
47	Health Department	399,759	399,759
48	Convention & Entertainment	2,477	2,477
49	Fleet Management	702,425	702,425
50	Planning & Dev Other	6,935	6,935
51	Planning & Dev Spec Rev	6,935	6,935
52	General Debt	0	0
53	Finance Other	4,458	4,458
54	ARA Insurance	5,449	5,449
55	ARA BARC	30,712	30,712
56	ARA Parking	24,273	24,273
57	ARA Other	9,412	9,412
59	Legal Insurance	20,805	20,805
61	Mayor Cable TV	8,917	8,917
62	Mayor Other	106,008	106,008
63	TIRZ	495	495
64	HR Health Benefits	49,041	49,041
65	HR Long Term Disability	991	991
66	HPW Bldg Insp	54,490	54,490
67	HPW Stormwater	46,564	46,564

Allocation Summary **Dept:13 Finance Strategic Purchasing**

	Department	Purchasing	Total
68	HPW DDSR	388,366	388,366
69	HPW Water & Sewer	791,591	791,591
70	HPW Houston Transtar	22,292	22,292
71	HPW Other	90,156	90,156
72	Houston Permit Center	32,199	32,199
73	CIP S/R Planning	0	0
74	CIP Sal Rec RE	2,477	2,477
75	CIP S/R Engrg	495	495
76	CIP S/R Constr	11,888	11,888
77	CIP S/R Eng/Const	991	991
78	CIP S/R Geo/Env	495	495
79	CIP S/R Other	3,468	3,468
93	HR-W.C.	15,356	15,356
94	HITS Other	168,423	168,423
95	Legal Other	0	0
	Total	$ 6,083,953	$ 6,083,953

ADMINISTRATION AND REGULATORY AFFAIRS – DIRECTOR'S OFFICE
FUNCTION AND ALLOCATION BASIS

The Director's Office of the Administration and Regulatory Affairs Department (ARA) is responsible for establishing a vision and a implementation plan for the Department to best achieve the goals of the City of Houston for administrative and regulatory matters including but not limited to: regulatory permitting, regulation of utilities, oversight of the collection and management of ROW franchises, animal control, on-street parking, and 311; for strategic long-term planning for the Department; for the establishment of customer service goals and performance measurement for the Department; and for the implementation and monitoring of policies and procedures for the Department.

• **Department Administration** – Costs are allocated based on the number of FTE positions supported.

• **ARA Administration Non-Parking** – Costs are allocated based upon the number of FTE positions supported.

A. Department Costs **Dept:14 ARA Director Office**

Description		Amount	General Admin	ARA Dept Admin	ARA Non Parking
Personnel Costs					
Salaries	S1	593,337	0	593,337	0
Salary % Split			.00%	100.00%	.00%
Benefits	S	270,013	0	270,013	0
Subtotal - Personnel Costs		863,350	0	863,350	
Services & Supplies Cost					
Supplies	S	32,504	0	32,504	0
Services	S	1,089,280	0	1,089,280	0
Subtotal - Services & Supplies		1,121,784	0	1,121,784	
Department Cost Total		1,985,134	0	1,985,134	
Adjustments to Cost					
Subtotal - Adjustments			0	0	0
Total Costs After Adjustments		1,985,134	0	1,985,134	
General Admin Distribution			0	0	0
Grand Total		$ 1,985,134		$ 1,985,134	

B. Incoming Costs-(Default Spread Salary%) **Dept:14 ARA Director Office**

	Department	First Incoming	Second Incoming	ARA Dept Admin	ARA Non Parking
2	Equip Deprec	$ 2,488	$ 0	$ 2,488	$ 0
	Subtotal - Equipment Depn	2,488	0	2,488	0
3	Insurance Retirees	15,313	97	15,410	0
3	Memberships	319	2	321	0
3	Consulting Services	1,562	10	1,572	0
3	Interest Costs	2,400	16	2,416	0
3	Other Misc	642	4	646	0
3	Claims & Judge	286,368	1,823	288,191	0
3	Non-Dept. Legal Svcs/Lobby	3,225	21	3,246	0
3	Walker Rent	594,347	3,783	598,130	0
3	Dept Specific	123,275	785	124,060	0
	Subtotal - Non-Dept-Gen Gov	1,027,451	6,540	1,033,991	0
5	Financial Plg & Analysis	3,778	215	3,993	0
	Subtotal - Fin Plg & Analysis	3,778	215	3,993	0
8	Gen Acctng	2,372	148	2,520	0
8	Fixed Assets	5,059	307	5,366	0
8	Auditing Svcs	2,878	0	2,878	0
8	Fin Operations	166	10	176	0
	Subtotal - Fin Reporting & Ops	10,475	466	10,941	0
9	Internal Controls	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0
10	Cost Accounting	147	8	155	0
10	Trust Funds Mgmt (TFM)	183	11	194	0
	Subtotal - Fin Grants	330	19	349	0
11	Perf Mgmt Svcs	262	14	276	0
	Subtotal - Fin Perform Mgmt	262	14	276	0
12	Treasury	455	40	495	0
	Subtotal - Fin Treasury	455	40	495	0
13	Purchasing	1,402	84	1,486	0
	Subtotal - Fin SPD	1,402	84	1,486	0
15	Budgeting & Accounting Support	0	4,641	4,641	0
15	Accounts Payable	0	6,291	6,291	0
	Subtotal - ARA Financial Svcs	0	10,932	10,932	0
16	Mailroom	0	44,271	44,271	0
16	Property	0	1,366	1,366	0
16	Records	0	249	249	0
16	3-1-1 Svcs *	0	287,053	0	287,053
	Subtotal - ARA Operations	0	332,939	45,886	287,053
17	Payroll Svcs	0	1,163	1,163	0
	Subtotal - ARA Payroll Svcs	0	1,163	1,163	0
18	Franchise	0	1,015	1,015	0
	Subtotal - ARA Regulatory	0	1,015	1,015	0

B. Incoming Costs-(Default Spread Salary%) **Dept:14 ARA Director Office**

	Department	First Incoming	Second Incoming	ARA Dept Admin	ARA Non Parking
20	Enterprise Appl	$ 0	$ 13,012	$ 13,012	$ 0
20	IT ERP	0	1	1	0
	Subtotal - HITS EAS	0	13,013	13,013	0
21	Client Svcs	0	0	0	0
21	NW Data	0	39,341	39,341	0
21	NW Voice	0	42,966	42,966	0
21	Enterprise Optns	0	7,041	7,041	0
	Subtotal - HITS EIS	0	89,348	89,348	0
23	Certification	0	338	338	0
23	Contract Compliance	0	12,238	12,238	0
23	Reporting & Analytics	0	2,188	2,188	0
23	Dept Services	0	4,608	4,608	0
23	External Affairs & Outreach	0	208	208	0
	Subtotal - OBO	0	19,580	19,580	0
24	City Mayor Admin	0	1,004	1,004	0
24	Inter Gov Rel	0	156	156	0
	Subtotal - Mayor	0	1,160	1,160	0
25	Selection	0	23,429	23,429	0
25	Personnel Svcs	0	507	507	0
	Subtotal - Human Resources	0	23,936	23,936	0
26	Legal Svcs *	0	313,542	0	313,542
26	Inspector General	0	44,570	44,570	0
	Subtotal - Legal	0	358,112	44,570	313,542
27	City Sec Svcs	0	472	472	0
	Subtotal - City Secretary	0	472	472	0
28	City Council Svcs	0	4,835	4,835	0
	Subtotal - City Council	0	4,835	4,835	0
29	Controller Fin Svcs	0	12,309	12,309	0
29	Controller Treasury	0	853	853	0
	Subtotal - City Controller's	0	13,162	13,162	0
35	Building Svcs	0	234,904	234,904	0
35	Utilities	0	116,519	116,519	0
35	Real Estate	0	21,769	21,769	0
	Subtotal - General Services	0	373,192	373,192	0
	Total Incoming	1,046,641	1,250,237	1,696,283	600,595
C.	Total Allocated		$ 4,282,012	$ 3,681,417	$ 600,595
				85.97%	14.03%

ARA Dept Admin Allocations **Dept:14 ARA Director Office**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
15	ARA Financial Services	5.59	1.5861	$ 48,088	$ 0	$ 48,088	$ 10,304	$ 58,392
16	ARA Operations	95.27	27.0323	819,559	0	819,559	175,614	995,173
17	ARA Payroll Services	39.46	11.1965	339,454	0	339,454	72,738	412,192
18	ARA Regulatory	7.00	1.9862	60,217	0	60,217	12,903	73,120
54	ARA Insurance	5.00	1.4187	43,012	0	43,012	9,217	52,229
55	ARA BARC	100.56	28.5333	865,066	0	865,066	185,365	1,050,431
56	ARA Parking	64.72	18.3639	556,753	0	556,753	119,300	676,053
57	ARA Other	34.83	9.8828	299,625	0	299,625	64,203	363,828
	Subtotal	352.43	100.0000	3,031,774	0	3,031,774	649,643	3,681,417
	Direct Bills					0		0
	Total					$3,031,774		$ 3,681,417

Basis Units: Number of FTE positions supported
Source: COH FTE Report

ARA Non-Parking Allocations **Dept:14 ARA Director Office**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
15	ARA Financial Services	5.59	1.9429	$ 0	$ 0	$ 0	$ 11,669	$ 11,669
16	ARA Operations	95.27	33.1132	0	0	0	198,876	198,876
17	ARA Payroll Services	39.46	13.7152	0	0	0	82,373	82,373
18	ARA Regulatory	7.00	2.4330	0	0	0	14,613	14,613
54	ARA Insurance	5.00	1.7379	0	0	0	10,438	10,438
55	ARA BARC	100.56	34.9519	0	0	0	209,919	209,919
57	ARA Other	34.83	12.1059	0	0	0	72,708	72,708
	Subtotal	287.71	100.0000	0	0	0	600,595	600,595
	Direct Bills					0		0
	Total					$0		$ 600,595

Basis Units: Number of FTE positions supported excl Parking
Source: COH FTE Report

Allocation Summary **Dept:14 ARA Director Office**

	Department	ARA Dept Admin	ARA Non Parking	Total
0	Direct Billed	$0	$0	$0
15	ARA Financial Services	58,392	11,669	70,061
16	ARA Operations	995,173	198,876	1,194,049
17	ARA Payroll Services	412,192	82,373	494,565
18	ARA Regulatory	73,120	14,613	87,733
54	ARA Insurance	52,229	10,438	62,667
55	ARA BARC	1,050,431	209,919	1,260,350
56	ARA Parking	676,053	0	676,053
57	ARA Other	363,828	72,708	436,536
	Total	$ 3,681,418	$ 600,596	$ 4,282,014

ADMINISTRATION AND REGULATORY AFFAIRS - FINANCIAL SERVICES FUNCTION AND ALLOCATION BASIS

The Financial Services division provides services for the following departments:

- **Budgeting and Accounting** – Support for Administration and Regulatory Affairs (ARA) and Mayor's Office.
- **Accounts Payable Processing –** Invoice and payments for ARA, Mayor's Office and Department of Neighborhoods.

Costs are allocated based on the number of FTE positions in departments served.

A. Department Costs **Dept:15 ARA Financial Svcs**

Description		Amount	General Admin	Budgeting & Accounting Support	Accounts Payable
Personnel Costs					
Salaries	S1	412,687	0	149,657	263,030
Salary % Split			.00%	36.26%	63.74%
Salaries	S	241,584	0	87,608	153,976
Subtotal - Personnel Costs		654,271	0	237,265	417,006
Services & Supplies Cost					
Supplies	S	1,587	0	575	1,011
Services	S	293,822	0	106,551	187,270
Subtotal - Services & Supplies		295,409	0	107,127	188,281
Department Cost Total		949,680	0	344,392	605,287
Adjustments to Cost					
Subtotal - Adjustments			0	0	0
Total Costs After Adjustments		949,680	0	344,392	605,287
General Admin Distribution			0	0	0
Grand Total		$ 949,680		$ 344,392	$ 605,287

B. Incoming Costs-(Default Spread Salary%) **Dept:15 ARA Financial Svcs**

	Department	First Incoming	Second Incoming	Budgeting & Accounting Support	Accounts Payable
3	Insurance Retirees	$ 14,557	$ 93	$ 5,313	$ 9,337
3	Memberships	303	2	111	194
3	Consulting Services	252	2	92	162
3	Interest Costs	1,148	8	419	737
3	Other Misc	307	2	112	197
3	Non-Dept. Legal Svcs/Lobby	3,066	20	1,119	1,967
	Subtotal - Non-Dept-Gen Gov	19,633	126	7,165	12,593
5	Financial Plg & Analysis	610	35	234	411
	Subtotal - Fin Plg & Analysis	610	35	234	411
8	Gen Acctng	383	24	148	259
8	Auditing Svcs	465	0	169	296
8	Fin Operations	79	5	30	54
	Subtotal - Fin Reporting & Ops	927	29	347	609
9	Internal Controls	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0
10	Cost Accounting	70	4	27	47
10	Trust Funds Mgmt (TFM)	0	93	34	59
	Subtotal - Fin Grants	70	97	61	107
11	Perf Mgmt Svcs	125	7	48	84
	Subtotal - Fin Perform Mgmt	125	7	48	84
12	Treasury	218	19	86	151
	Subtotal - Fin Treasury	218	19	86	151
14	ARA Dept Admin	48,088	10,304	21,175	37,217
14	ARA Non - Parking	0	11,669	4,232	7,437
	Subtotal - ARA Dir Office	48,088	21,973	25,407	44,654
15	Budgeting & Accounting Support	0	4,412	1,600	2,812
15	Accounts Payable	0	5,981	2,169	3,812
	Subtotal - ARA Financial Svcs	0	10,393	3,769	6,624
16	Records	0	236	86	150
	Subtotal - ARA Operations	0	236	86	150
17	Payroll Svcs	0	1,106	401	705
	Subtotal - ARA Payroll Svcs	0	1,106	401	705
18	Franchise	0	486	176	310
	Subtotal - ARA Regulatory	0	486	176	310
20	IT ERP	0	1	0	1
	Subtotal - HITS EAS	0	1	0	1
21	Enterprise Optns	0	1,138	413	725
	Subtotal - HITS EIS	0	1,138	413	725
23	Certification	0	321	116	205
23	External Affairs & Outreach	0	198	72	126
	Subtotal - OBO	0	519	188	331

B. Incoming Costs-(Default Spread Salary%) **Dept:15 ARA Financial Svcs**

	Department	First Incoming	Second Incoming	Budgeting & Accounting Support	Accounts Payable
24	City Mayor Admin	0	955	346	609
24	Inter Gov Rel	0	149	54	95
	Subtotal - Mayor	0	1,104	400	704
25	Personnel Svcs	0	482	175	307
	Subtotal - Human Resources	0	482	175	307
27	City Sec Svcs	0	226	82	144
	Subtotal - City Secretary	0	226	82	144
28	City Council Svcs	0	2,313	839	1,474
	Subtotal - City Council	0	2,313	839	1,474
29	Controller Fin Svcs	0	1,989	721	1,268
29	Controller Treasury	0	408	148	260
	Subtotal - City Controller's	0	2,397	869	1,528
	Total Incoming	69,671	42,686	40,745	71,612
C.	Total Allocated		$ 1,062,037	$ 385,137	$ 676,900
				36.26%	63.74%

Budgeting & Accounting Support Allocations **Dept:15 ARA Financial Svcs**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
14	ARA Director Office	5.88	1.2554	$ 4,641	$ 0	$ 4,641	$ 0	$ 4,641
15	ARA Financial Services	5.59	1.1935	4,412	0	4,412	0	4,412
16	ARA Operations	95.27	20.3403	75,196	0	75,196	3,221	78,417
17	ARA Payroll Services	39.46	8.4248	31,145	0	31,145	1,334	32,479
18	ARA Regulatory	7.00	1.4945	5,525	0	5,525	237	5,762
24	Mayor	37.86	8.0832	29,883	0	29,883	1,280	31,163
54	ARA Insurance	5.00	1.0675	3,946	0	3,946	169	4,115
55	ARA BARC	100.56	21.4697	79,371	0	79,371	3,400	82,771
56	ARA Parking	64.72	13.8178	51,083	0	51,083	2,188	53,271
57	ARA Other	34.83	7.4363	27,491	0	27,491	1,178	28,669
61	Mayor Cable TV	17.90	3.8217	14,128	0	14,128	605	14,733
62	Mayor Other	44.67	9.5371	35,258	0	35,258	1,510	36,768
63	TIRZ	9.64	2.0582	7,609	0	7,609	326	7,935
	Subtotal	468.38	100.0000	369,688	0	369,688	15,449	385,137
	Direct Bills					0		0
	Total					$369,688		$ 385,137

Basis Units: Number of FTE positions supported
Source: COH FTE Report

Accounts Payable Allocations **Dept:15 ARA Financial Svcs**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
14	ARA Director Office	5.88	0.9682	$ 6,291	$ 0	$ 6,291	$ 0	$ 6,291
15	ARA Financial Services	5.59	0.9204	5,981	0	5,981	0	5,981
16	ARA Operations	95.27	15.6870	101,926	0	101,926	4,341	106,267
17	ARA Payroll Services	39.46	6.4974	42,217	0	42,217	1,798	44,015
18	ARA Regulatory	7.00	1.1526	7,489	0	7,489	319	7,808
24	Mayor	37.86	6.2339	40,505	0	40,505	1,725	42,230
39	Dept of Neighborhoods	138.94	22.8776	148,647	0	148,647	6,331	154,978
54	ARA Insurance	5.00	0.8233	5,349	0	5,349	228	5,577
55	ARA BARC	100.56	16.5580	107,585	0	107,585	4,582	112,167
56	ARA Parking	64.72	10.6567	69,242	0	69,242	2,949	72,191
57	ARA Other	34.83	5.7350	37,263	0	37,263	1,587	38,850
61	Mayor Cable TV	17.90	2.9474	19,151	0	19,151	816	19,967
62	Mayor Other	44.67	7.3553	47,791	0	47,791	2,035	49,826
63	TIRZ	9.64	1.5873	10,313	0	10,313	439	10,752
	Subtotal	607.32	100.0000	649,750	0	649,750	27,150	676,900
	Direct Bills					0		0
	Total					$649,750		$ 676,900

Basis Units: Number of FTE positions supported
Source: COH FTE Report

Allocation Summary **Dept:15 ARA Financial Svcs**

	Department	Budgeting & Accounting Support	Accounts Payable	Total
0	Direct Billed	$0	$0	$0
14	ARA Director Office	4,641	6,291	10,932
15	ARA Financial Services	4,412	5,981	10,393
16	ARA Operations	78,417	106,267	184,684
17	ARA Payroll Services	32,479	44,015	76,494
18	ARA Regulatory	5,762	7,808	13,570
24	Mayor	31,163	42,230	73,393
39	Dept of Neighborhoods	0	154,978	154,978
54	ARA Insurance	4,115	5,577	9,692
55	ARA BARC	82,771	112,167	194,938
56	ARA Parking	53,271	72,191	125,462
57	ARA Other	28,669	38,850	67,519
61	Mayor Cable TV	14,733	19,967	34,700
62	Mayor Other	36,768	49,826	86,594
63	TIRZ	7,935	10,752	18,687
	Total	$ 385,136	$ 676,900	$ 1,062,036

ADMINISTRATION AND REGULATORY AFFAIRS - OPERATIONS
FUNCTION AND ALLOCATION BASIS

The Operations division provides various support services for many of the city departments. Responsibilities include providing 3-1-1 Call Center support for most city departments, Records Management services, mailroom services, and the disposition of all assets except real estate property. The identified activities and basis used for cost allocation are as follows:

- **Mailroom –** Costs associated with the mailroom are allocated based upon the number of FTE positions in departments served.

- **Property (Asset Disposition)** – Costs associated with the disposal of city property are allocated based on the percentage of net proceeds from sale of assets.

- **Records Management** – Costs of maintaining records per state statute are allocated based on the total FTE in city departments.

- **3-1-1 Call Center** – Costs associated with the 3-1-1 call center are allocated based upon the number of contacts for each department.

A. Department Costs — **Dept:16 ARA Operations**

Description		Amount	General Admin	Mailroom	Property	Records	3-1-1 Svcs
Personnel Costs							
Salaries	S1	4,463,310	0	154,835	271,759	465,082	3,571,634
Salary % Split			.00%	3.47%	6.09%	10.42%	80.02%
Benefits	P	2,257,631	0	95,041	137,361	229,490	1,795,739
Subtotal - Personnel Costs		6,720,941	0	249,876	409,120	694,572	5,367,373
Services & Supplies Cost							
Supplies	P	8,281	0	2,099	1,705	343	4,133
Services	P	410,078	0	27,002	59,943	34,709	288,425
Subtotal - Services & Supplies		418,359	0	29,100	61,648	35,052	292,558
Department Cost Total		7,139,300	0	278,976	470,768	729,624	5,659,931
Adjustments to Cost							
Subtotal - Adjustments			0	0	0	0	0
Total Costs After Adjustments		7,139,300	0	278,976	470,768	729,624	5,659,931
General Admin Distribution			0	0	0	0	0
Grand Total		$ 7,139,300		$ 278,976	$ 470,768	$ 729,624	$ 5,659,931

B. Incoming Costs-(Default Spread Salary%) Dept:16 ARA Operations

	Department	First Incoming	Second Incoming	Mailroom	Property	Records	3-1-1 Svcs
3	Insurance Retirees	$ 248,101	$ 1,579	$ 8,662	$ 15,202	$ 26,017	$ 199,799
3	Memberships	5,170	33	180	317	542	4,163
3	Consulting Services	1,954	13	68	120	205	1,574
3	Interest Costs	8,630	58	301	529	905	6,952
3	Other Misc	2,308	16	81	141	242	1,859
3	Non-Dept. Legal Svcs/Lobby	52,247	333	1,824	3,201	5,479	42,075
3	Walker Rent *	280,211	1,783	9,783	17,170	29,384	225,658
	Subtotal - Non-Dept-Gen Gov	598,621	3,814	20,899	36,681	62,774	482,081
5	Financial Plg & Analysis	4,725	268	173	304	520	3,996
	Subtotal - Fin Plg & Analysis	4,725	268	173	304	520	3,996
8	Gen Acctng	2,967	185	109	192	328	2,523
8	Auditing Svcs	3,600	0	125	219	375	2,881
8	Fin Operations	596	37	22	39	66	507
	Subtotal - Fin Reporting & Ops	7,163	222	256	450	770	5,910
9	Internal Controls	0	0	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0	0	0
10	Cost Accounting	528	30	19	34	58	446
10	Trust Funds Mgmt (TFM)	658	39	24	42	73	558
	Subtotal - Fin Grants	1,186	69	44	76	131	1,004
11	Perf Mgmt Svcs	943	51	34	60	104	795
	Subtotal - Fin Perform Mgmt	943	51	34	60	104	795
12	Treasury	1,636	144	62	108	185	1,424
	Subtotal - Fin Treasury	1,636	144	62	108	185	1,424
13	Purchasing	6,542	393	241	422	723	5,550
	Subtotal - Fin SPD	6,542	393	241	422	723	5,550
14	ARA Dept Admin	819,559	175,614	34,523	60,593	103,698	796,358
14	ARA Non - Parking	0	198,876	6,899	12,109	20,723	159,145
	Subtotal - ARA Dir Office	819,559	374,490	41,422	72,702	124,421	955,503
15	Budgeting & Accounting Support	75,196	3,221	2,720	4,775	8,171	62,751
15	Accounts Payable	101,926	4,341	3,686	6,470	11,073	85,037
	Subtotal - ARA Financial Svcs	177,122	7,562	6,407	11,245	19,244	147,788
16	Records	0	4,029	140	245	420	3,224
	Subtotal - ARA Operations	0	4,029	140	245	420	3,224
17	Payroll Svcs	0	18,846	654	1,147	1,964	15,081
	Subtotal - ARA Payroll Svcs	0	18,846	654	1,147	1,964	15,081
18	Franchise	0	3,652	127	222	381	2,922
	Subtotal - ARA Regulatory	0	3,652	127	222	381	2,922
20	Enterprise Appl *	0	41,258	0	0	0	41,258
20	IT ERP	0	11	0	1	1	9
	Subtotal - HITS EAS	0	41,269	0	1	1	41,267
21	Client Svcs *	0	0	0	0	0	0

B. Incoming Costs-(Default Spread Salary%) **Dept:16 ARA Operations**

	Department	First Incoming	Second Incoming	Mailroom	Property	Records	3-1-1 Svcs
21	Enterprise Optns	$ 0	$ 8,805	$ 305	$ 536	$ 917	$ 7,046
	Subtotal - HITS EIS	0	8,805	305	536	917	7,046
23	Certification	0	5,474	190	333	570	4,380
23	External Affairs & Outreach	0	3,373	117	205	351	2,699
	Subtotal - OBO	0	8,847	307	539	922	7,080
24	City Mayor Admin	0	16,274	565	991	1,696	13,023
24	Inter Gov Rel	0	2,534	88	154	264	2,028
	Subtotal - Mayor	0	18,808	652	1,145	1,960	15,051
25	Personnel Svcs	0	8,222	285	501	857	6,579
	Subtotal - Human Resources	0	8,222	285	501	857	6,579
27	City Sec Svcs	0	1,699	59	103	177	1,360
	Subtotal - City Secretary	0	1,699	59	103	177	1,360
28	City Council Svcs	0	17,390	603	1,059	1,812	13,916
	Subtotal - City Council	0	17,390	603	1,059	1,812	13,916
29	Controller Fin Svcs	0	15,393	534	937	1,604	12,318
29	Controller Treasury	0	3,066	106	187	319	2,453
	Subtotal - City Controller's	0	18,459	640	1,124	1,923	14,771
35	Real Estate	0	20,549	713	1,251	2,141	16,444
	Subtotal - General Services	0	20,549	713	1,251	2,141	16,444
	Total Incoming	1,617,497	557,589	74,024	129,923	222,347	1,748,792
C.	**Total Allocated**		$ 9,314,386	$ 353,000	$ 600,691	$ 951,971	$ 7,408,723
				3.79%	6.45%	10.22%	79.54%

Mailroom Allocations **Dept:16 ARA Operations**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	152.30	5.1594	$ 17,288	$ 0	$ 17,288	$ 0	$ 17,288
14	ARA Director Office	390.00	13.2118	44,271	0	44,271	0	44,271
19	HITS CIO	123.00	4.1668	13,962	0	13,962	914	14,876
23	Office Business Opportunity	34.00	1.1518	3,860	0	3,860	253	4,113
24	Mayor	68.90	2.3341	7,821	0	7,821	512	8,333
25	Human Resources	176.00	5.9623	19,979	0	19,979	1,308	21,287
26	Legal	159.00	5.3864	18,049	0	18,049	1,182	19,231
27	City Secretary	5.00	0.1694	568	0	568	37	605
28	City Council	76.00	2.5746	8,627	0	8,627	565	9,192
29	City Controller's Office	57.00	1.9310	6,470	0	6,470	424	6,894
31	Planning & Dev Admin	78.00	2.6424	8,854	0	8,854	580	9,434
32	HPW Admin Indirect	7.00	0.2371	795	0	795	52	847
33	CIP Sal Rec HPW	294.00	9.9597	33,374	0	33,374	2,185	35,559
35	General Services	89.00	3.0150	10,103	0	10,103	662	10,765
39	Dept of Neighborhoods	28.00	0.9485	3,178	0	3,178	208	3,386
42	Solid Waste	33.00	1.1179	3,746	0	3,746	245	3,991
49	Fleet Management	25.00	0.8469	2,838	0	2,838	186	3,024
61	Mayor Cable TV	19.30	0.6538	2,191	0	2,191	143	2,334
66	HPW Bldg Insp	579.40	19.6280	65,771	0	65,771	4,307	70,078
67	HPW Stormwater	60.80	2.0597	6,902	0	6,902	452	7,354
68	HPW DDSR	110.80	3.7535	12,578	0	12,578	824	13,402
69	HPW Water & Sewer	386.40	13.0899	43,863	0	43,863	2,872	46,735
	Subtotal	2,951.90	100.0000	335,088	0	335,088	17,912	353,000
	Direct Bills					0		0
	Total					$335,088		$ 353,000

Basis Units: Number of FTE positions
Source: Departmental COH FTE Report

Property Allocations **Dept:16 ARA Operations**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
14	ARA Director Office	0.24	0.2400	$ 1,366	$ 0	$ 1,366	$ 0	$ 1,366
19	HITS CIO	0.71	0.7100	4,042	0	4,042	224	4,266
24	Mayor	0.00	0.0000	0	0	0	0	0
32	HPW Admin Indirect	58.76	58.7600	334,493	0	334,493	18,517	353,010
35	General Services	1.10	1.1000	6,262	0	6,262	347	6,609
36	HEC	0.05	0.0500	285	0	285	16	301
38	Police	12.33	12.3300	70,189	0	70,189	3,886	74,075
39	Dept of Neighborhoods	0.00	0.0000	0	0	0	0	0
40	Fire	5.15	5.1500	29,317	0	29,317	1,623	30,940
42	Solid Waste	12.28	12.2800	69,904	0	69,904	3,870	73,774
43	Houston Airport System (HAS)	2.36	2.3600	13,434	0	13,434	744	14,178
45	Library	0.00	0.0000	0	0	0	0	0
46	Parks & Recreation	3.03	3.0300	17,248	0	17,248	955	18,203
47	Health Department	0.76	0.7600	4,326	0	4,326	240	4,566
48	Convention & Entertainment	0.00	0.0000	0	0	0	0	0
49	Fleet Management	3.23	3.2300	18,387	0	18,387	1,018	19,405
	Subtotal	100.00	100.0000	569,253	0	569,253	31,438	600,691
	Direct Bills					0		0
	Total					$569,253		$ 600,691

Basis Units: Percentage of net proceeds from sale of assets
Source: Property Report

Records Allocations

Dept:16 ARA Operations

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	5.79	0.0273	$ 245	$ 0	$ 245	$ 0	$ 245
05	Finance Financial Plg & Analys	16.69	0.0786	706	0	706	0	706
06	Finance City Council	5.12	0.0241	217	0	217	0	217
07	Finance Public Fin	5.77	0.0272	244	0	244	0	244
08	Finance Reporting & Ops	15.99	0.0753	676	0	676	0	676
09	Finance Internal Controls	0.00	0.0000	0	0	0	0	0
10	Finance Grants	8.98	0.0423	380	0	380	0	380
11	Finance Rev Perform Mgmnt	3.50	0.0165	148	0	148	0	148
12	Finance Treasury	2.94	0.0138	124	0	124	0	124
13	Finance Strat Purchasing	36.81	0.1733	1,557	0	1,557	0	1,557
14	ARA Director Office	5.88	0.0277	249	0	249	0	249
15	ARA Financial Services	5.59	0.0263	236	0	236	0	236
16	ARA Operations	95.27	0.4486	4,029	0	4,029	0	4,029
17	ARA Payroll Services	39.46	0.1858	1,669	0	1,669	101	1,770
18	ARA Regulatory	7.00	0.0330	296	0	296	18	314
19	HITS CIO	11.93	0.0562	505	0	505	31	536
20	HITS EAS	14.95	0.0704	632	0	632	38	670
21	HITS EIS	49.96	0.2352	2,113	0	2,113	128	2,241
22	HITS Radio	27.50	0.1295	1,163	0	1,163	70	1,233
23	Office Business Opportunity	29.31	0.1380	1,240	0	1,240	75	1,315
24	Mayor	37.86	0.1783	1,601	0	1,601	97	1,698
25	Human Resources	169.48	0.7980	7,168	0	7,168	434	7,602
26	Legal	108.47	0.5107	4,587	0	4,587	278	4,865
27	City Secretary	9.51	0.0448	402	0	402	24	426
28	City Council	73.19	0.3446	3,095	0	3,095	187	3,282
29	City Controller's Office	60.31	0.2840	2,551	0	2,551	154	2,705
30	Health Administration	48.78	0.2297	2,063	0	2,063	125	2,188
31	Planning & Dev Admin	7.88	0.0371	333	0	333	20	353
33	CIP Sal Rec HPW	3.00	0.0141	127	0	127	8	135
34	HPD Police Records	85.74	0.4037	3,626	0	3,626	219	3,845
35	General Services	229.16	1.0790	9,691	0	9,691	586	10,277
36	HEC	221.66	1.0437	9,374	0	9,374	567	9,941
38	Police	6,259.26	29.4725	264,713	0	264,713	16,014	280,727
39	Dept of Neighborhoods	138.94	0.6542	5,876	0	5,876	355	6,231
40	Fire	4,174.23	19.6549	176,534	0	176,534	10,679	187,213
41	Municipal Court	284.37	1.3390	12,026	0	12,026	728	12,754
42	Solid Waste	427.44	2.0127	18,077	0	18,077	1,094	19,171
43	Houston Airport System (HAS)	1,115.29	5.2515	47,167	0	47,167	2,853	50,020
44	Housing & Community Dev	145.37	0.6845	6,148	0	6,148	372	6,520
45	Library	477.44	2.2481	20,192	0	20,192	1,221	21,413
46	Parks & Recreation	783.00	3.6869	33,114	0	33,114	2,003	35,117
47	Health Department	1,202.25	5.6609	50,845	0	50,845	3,076	53,921
49	Fleet Management	366.30	1.7248	15,491	0	15,491	937	16,428
50	Planning & Dev Other	30.73	0.1447	1,300	0	1,300	79	1,379
51	Planning & Dev Spec Rev	40.82	0.1922	1,726	0	1,726	104	1,830
53	Finance Other	50.81	0.2392	2,149	0	2,149	130	2,279
54	ARA Insurance	5.00	0.0235	211	0	211	13	224
55	ARA BARC	100.56	0.4735	4,253	0	4,253	257	4,510
56	ARA Parking	64.72	0.3047	2,737	0	2,737	166	2,903
57	ARA Other	34.83	0.1640	1,473	0	1,473	89	1,562
58	IT Public Services	0.77	0.0036	33	0	33	2	35
59	Legal Insurance	49.09	0.2311	2,076	0	2,076	126	2,202
60	Legal Wkr Comp	2.00	0.0094	85	0	85	5	90
61	Mayor Cable TV	17.90	0.0843	757	0	757	46	803
62	Mayor Other	44.67	0.2103	1,889	0	1,889	114	2,003
63	TIRZ	9.64	0.0454	408	0	408	25	433

Records Allocations **Dept:16 ARA Operations**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
64	HR Health Benefits	44.37	0.2089	1,876	0	1,876	114	1,990
66	HPW Bldg Insp	530.83	2.4995	22,450	0	22,450	1,358	23,808
67	HPW Stormwater	330.61	1.5567	13,982	0	13,982	846	14,828
68	HPW DDSR	468.63	2.2066	19,819	0	19,819	1,199	21,018
69	HPW Water & Sewer	2,086.16	9.8229	88,227	0	88,227	5,337	93,564
70	HPW Houston Transtar	7.12	0.0335	301	0	301	18	319
71	HPW Other	12.74	0.0600	539	0	539	33	572
72	Houston Permit Center	44.22	0.2082	1,870	0	1,870	113	1,983
73	CIP S/R Planning	8.30	0.0391	351	0	351	21	372
74	CIP Sal Rec RE	32.02	0.1508	1,354	0	1,354	82	1,436
75	CIP S/R Engrg	84.87	0.3996	3,589	0	3,589	217	3,806
76	CIP S/R Constr	102.64	0.4833	4,341	0	4,341	263	4,604
77	CIP S/R Eng/Const	24.55	0.1156	1,038	0	1,038	63	1,101
78	CIP S/R Geo/Env	11.92	0.0561	504	0	504	31	535
79	CIP S/R Other	29.80	0.1403	1,260	0	1,260	76	1,336
80	CIP S/R GSD	33.69	0.1586	1,425	0	1,425	86	1,511
93	HR-W.C.	31.96	0.1505	1,352	0	1,352	82	1,434
94	HITS Other	84.30	0.3969	3,565	0	3,565	216	3,781
	Subtotal	21,237.64	100.0000	898,170	0	898,170	53,801	951,971
	Direct Bills					0		0
	Total					$898,170		$ 951,971

Basis Units: Number of FTE positions all funds
Source: COH FTE Report

3-1-1 Svcs Allocations **Dept:16 ARA Operations**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	437	0.0308	$ 2,143	$ 0	$ 2,143	$ 0	$ 2,143
14	ARA Director Office	58,536	4.1277	287,053	0	287,053	0	287,053
19	HITS CIO	4,134	0.2915	20,273	0	20,273	1,382	21,655
23	Office Business Opportunity	700	0.0494	3,433	0	3,433	234	3,667
24	Mayor	6,985	0.4926	34,254	0	34,254	2,335	36,589
25	Human Resources	3,790	0.2673	18,586	0	18,586	1,267	19,853
26	Legal	748	0.0527	3,668	0	3,668	250	3,918
27	City Secretary	915	0.0645	4,487	0	4,487	306	4,793
28	City Council	1,966	0.1386	9,641	0	9,641	657	10,298
29	City Controller's Office	225	0.0159	1,103	0	1,103	75	1,178
31	Planning & Dev Admin	1,007	0.0710	4,938	0	4,938	337	5,275
32	HPW Admin Indirect	272,623	19.2243	1,336,910	0	1,336,910	91,153	1,428,063
35	General Services	1,256	0.0886	6,159	0	6,159	420	6,579
36	HEC	1,952	0.1376	9,572	0	9,572	653	10,225
38	Police	74,950	5.2852	367,546	0	367,546	25,060	392,606
39	Dept of Neighborhoods	31,542	2.2242	154,678	0	154,678	10,546	165,224
40	Fire	4,648	0.3278	22,793	0	22,793	1,554	24,347
41	Municipal Court	343,484	24.2211	1,684,403	0	1,684,403	114,846	1,799,249
42	Solid Waste	396,748	27.9770	1,945,603	0	1,945,603	132,655	2,078,258
43	Houston Airport System (HAS)	238	0.0168	1,167	0	1,167	80	1,247
44	Housing & Community Dev	3,930	0.2771	19,272	0	19,272	1,314	20,586
45	Library	1,152	0.0812	5,649	0	5,649	385	6,034
46	Parks & Recreation	9,184	0.6476	45,037	0	45,037	3,071	48,108
47	Health Department	42,181	2.9744	206,850	0	206,850	14,103	220,953
49	Fleet Management	545	0.0384	2,673	0	2,673	182	2,855
56	ARA Parking	36,213	2.5536	177,584	0	177,584	12,108	189,692
96	Other	118,031	8.3231	578,810	0	578,810	39,464	618,274
	Subtotal	1,418,120	100.0000	6,954,285	0	6,954,285	454,438	7,408,723
	Direct Bills					0		0
	Total					$6,954,285		$ 7,408,723

Basis Units: Number of contacts per department
Source: Contact Report

Allocation Summary **Dept:16 ARA Operations**

	Department	Mailroom	Property	Records	3-1-1 Svcs	Total
0	Direct Billed	$0	$0	$0	$0	$0
04	Finance Dir Office	17,288	0	245	2,143	19,676
05	Finance Financial Plg & Analys	0	0	706	0	706
06	Finance City Council	0	0	217	0	217
07	Finance Public Fin	0	0	244	0	244
08	Finance Reporting & Ops	0	0	676	0	676
09	Finance Internal Controls	0	0	0	0	0
10	Finance Grants	0	0	380	0	380
11	Finance Rev Perform Mgmnt	0	0	148	0	148
12	Finance Treasury	0	0	124	0	124
13	Finance Strat Purchasing	0	0	1,557	0	1,557
14	ARA Director Office	44,271	1,366	249	287,053	332,939
15	ARA Financial Services	0	0	236	0	236
16	ARA Operations	0	0	4,029	0	4,029
17	ARA Payroll Services	0	0	1,770	0	1,770
18	ARA Regulatory	0	0	314	0	314
19	HITS CIO	14,876	4,266	536	21,655	41,333
20	HITS EAS	0	0	670	0	670
21	HITS EIS	0	0	2,241	0	2,241
22	HITS Radio	0	0	1,233	0	1,233
23	Office Business Opportunity	4,113	0	1,315	3,667	9,095
24	Mayor	8,333	0	1,698	36,589	46,620
25	Human Resources	21,287	0	7,602	19,853	48,742
26	Legal	19,231	0	4,865	3,918	28,014
27	City Secretary	605	0	426	4,793	5,824
28	City Council	9,192	0	3,282	10,298	22,772
29	City Controller's Office	6,894	0	2,705	1,178	10,777
30	Health Administration	0	0	2,188	0	2,188
31	Planning & Dev Admin	9,434	0	353	5,275	15,062
32	HPW Admin Indirect	847	353,010	0	1,428,063	1,781,920
33	CIP Sal Rec HPW	35,559	0	135	0	35,694
34	HPD Police Records	0	0	3,845	0	3,845
35	General Services	10,765	6,609	10,277	6,579	34,230
36	HEC	0	301	9,941	10,225	20,467
38	Police	0	74,075	280,727	392,606	747,408
39	Dept of Neighborhoods	3,386	0	6,231	165,224	174,841
40	Fire	0	30,940	187,213	24,347	242,500
41	Municipal Court	0	0	12,754	1,799,249	1,812,003
42	Solid Waste	3,991	73,774	19,171	2,078,258	2,175,194
43	Houston Airport System (HAS)	0	14,178	50,020	1,247	65,445
44	Housing & Community Dev	0	0	6,520	20,586	27,106
45	Library	0	0	21,413	6,034	27,447
46	Parks & Recreation	0	18,203	35,117	48,108	101,428
47	Health Department	0	4,566	53,921	220,953	279,440
48	Convention & Entertainment	0	0	0	0	0
49	Fleet Management	3,024	19,405	16,428	2,855	41,712
50	Planning & Dev Other	0	0	1,379	0	1,379
51	Planning & Dev Spec Rev	0	0	1,830	0	1,830
53	Finance Other	0	0	2,279	0	2,279
54	ARA Insurance	0	0	224	0	224
55	ARA BARC	0	0	4,510	0	4,510
56	ARA Parking	0	0	2,903	189,692	192,595
57	ARA Other	0	0	1,562	0	1,562
58	IT Public Services	0	0	35	0	35
59	Legal Insurance	0	0	2,202	0	2,202
60	Legal Wkr Comp	0	0	90	0	90

Allocation Summary **Dept:16 ARA Operations**

	Department	Mailroom	Property	Records	3-1-1 Svcs	Total
61	Mayor Cable TV	2,334	0	803	0	3,137
62	Mayor Other	0	0	2,003	0	2,003
63	TIRZ	0	0	433	0	433
64	HR Health Benefits	0	0	1,990	0	1,990
66	HPW Bldg Insp	70,078	0	23,808	0	93,886
67	HPW Stormwater	7,354	0	14,828	0	22,182
68	HPW DDSR	13,402	0	21,018	0	34,420
69	HPW Water & Sewer	46,735	0	93,564	0	140,299
70	HPW Houston Transtar	0	0	319	0	319
71	HPW Other	0	0	572	0	572
72	Houston Permit Center	0	0	1,983	0	1,983
73	CIP S/R Planning	0	0	372	0	372
74	CIP Sal Rec RE	0	0	1,436	0	1,436
75	CIP S/R Engrg	0	0	3,806	0	3,806
76	CIP S/R Constr	0	0	4,604	0	4,604
77	CIP S/R Eng/Const	0	0	1,101	0	1,101
78	CIP S/R Geo/Env	0	0	535	0	535
79	CIP S/R Other	0	0	1,336	0	1,336
80	CIP S/R GSD	0	0	1,511	0	1,511
93	HR-W.C.	0	0	1,434	0	1,434
94	HITS Other	0	0	3,781	0	3,781
96	Other	0	0	0	618,274	618,274
	Total	$ 352,999	$ 600,693	$ 951,973	$ 7,408,722	$ 9,314,387

ADMINISTRATION AND REGULATORY AFFAIRS – PAYROLL SERVICES FUNCTION AND ALLOCATION BASIS

The Payroll Services division delivers accurate, reliable, and timely payroll and financial services for all the city employees. All costs are allocated based upon the number of FTE positions for all funds. Direct billed services are credited.

A. Department Costs **Dept:17 ARA Payroll Services**

Department		Amount	General Admin	Payroll Svcs
Personnel Costs				
Salaries	S1	2,344,987	0	2,344,987
Salary % Split			.00%	100.00%
Benefits	S	1,275,596	0	1,275,596
Subtotal - Personnel Costs		3,620,583	0	3,620,583
Services & Supplies Cost				
Supplies	S	6,531	0	6,531
Services	S	21,833	0	21,833
Subtotal - Services & Supplies		28,364	0	28,364
Department Cost Total		3,648,947	0	3,648,947
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		3,648,947	0	3,648,947
General Admin Distribution			0	0
Grand Total		$ 3,648,947		$ 3,648,947

B. Incoming Costs-(Default Spread Salary%) **Dept:17 ARA Payroll Services**

	Department	First Incoming	Second Incoming	Payroll Svcs
3	Insurance Retirees	$ 102,761	$ 654	$ 103,415
3	Memberships	2,141	14	2,155
3	Consulting Services	355	2	357
3	Interest Costs	4,411	30	4,441
3	Other Misc	1,179	8	1,187
3	Non-Dept. Legal Svcs/Lobby	21,640	138	21,778
	Subtotal - Non-Dept-Gen Gov	132,487	845	133,332
5	Financial Plg & Analysis	859	49	908
	Subtotal - Fin Plg & Analysis	859	49	908
8	Gen Acctng	539	34	573
8	Auditing Svcs	654	0	654
8	Fin Operations	305	19	324
	Subtotal - Fin Reporting & Ops	1,498	53	1,551
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Cost Accounting	270	15	285
10	Trust Funds Mgmt (TFM)	336	20	356
	Subtotal - Fin Grants	606	35	641
11	Perf Mgmt Svcs	482	26	508
	Subtotal - Fin Perform Mgmt	482	26	508
12	Treasury	836	74	910
	Subtotal - Fin Treasury	836	74	910
13	Purchasing	935	56	991
	Subtotal - Fin SPD	935	56	991
14	ARA Dept Admin	339,454	72,738	412,192
14	ARA Non - Parking	0	82,373	82,373
	Subtotal - ARA Dir Office	339,454	155,110	494,564
15	Budgeting & Accounting Support	31,145	1,334	32,479
15	Accounts Payable	42,217	1,798	44,015
	Subtotal - ARA Financial Svcs	73,362	3,132	76,494
16	Records	1,669	101	1,770
	Subtotal - ARA Operations	1,669	101	1,770
17	Payroll Svcs	0	7,806	7,806
	Subtotal - ARA Payroll Svcs	0	7,806	7,806
18	Franchise	0	1,866	1,866
	Subtotal - ARA Regulatory	0	1,866	1,866
20	IT ERP	0	4	4
	Subtotal - HITS EAS	0	4	4
21	Enterprise Optns	0	1,600	1,600
	Subtotal - HITS EIS	0	1,600	1,600

B. Incoming Costs-(Default Spread Salary%) **Dept:17 ARA Payroll Services**

	Department	First Incoming	Second Incoming	Payroll Svcs
23	Certification	$ 0	$ 2,267	$ 2,267
23	External Affairs & Outreach	0	1,397	1,397
	Subtotal - OBO	0	3,664	3,664
24	City Mayor Admin	0	6,741	6,741
24	Inter Gov Rel	0	1,050	1,050
	Subtotal - Mayor	0	7,791	7,791
25	Personnel Svcs	0	3,406	3,406
	Subtotal - Human Resources	0	3,406	3,406
27	City Sec Svcs	0	868	868
	Subtotal - City Secretary	0	868	868
28	City Council Svcs	0	8,888	8,888
	Subtotal - City Council	0	8,888	8,888
29	Controller Fin Svcs	0	2,797	2,797
29	Controller Treasury	0	1,567	1,567
	Subtotal - City Controller's	0	4,364	4,364
	Total Incoming	552,188	199,738	751,926
C.	Total Allocated		$ 4,400,873	$ 4,400,873
				100.00%

Payroll Svcs Allocations **Dept:17 ARA Payroll Services**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	5.79	0.0273	$ 1,145	$ 0	$ 1,145	$ 0	$ 1,145
05	Finance Financial Plg & Analys	16.69	0.0786	3,302	0	3,302	0	3,302
06	Finance City Council	5.12	0.0241	1,013	0	1,013	0	1,013
07	Finance Public Fin	5.77	0.0272	1,141	0	1,141	0	1,141
08	Finance Reporting & Ops	15.99	0.0753	3,163	0	3,163	0	3,163
09	Finance Internal Controls	0.00	0.0000	0	0	0	0	0
10	Finance Grants	8.98	0.0423	1,776	0	1,776	0	1,776
11	Finance Rev Perform Mgmnt	3.50	0.0165	692	0	692	0	692
12	Finance Treasury	2.94	0.0138	582	0	582	0	582
13	Finance Strat Purchasing	36.81	0.1733	7,282	0	7,282	0	7,282
14	ARA Director Office	5.88	0.0277	1,163	0	1,163	0	1,163
15	ARA Financial Services	5.59	0.0263	1,106	0	1,106	0	1,106
16	ARA Operations	95.27	0.4486	18,846	0	18,846	0	18,846
17	ARA Payroll Services	39.46	0.1858	7,806	0	7,806	0	7,806
18	ARA Regulatory	7.00	0.0330	1,385	0	1,385	67	1,452
19	HITS CIO	11.93	0.0562	2,360	0	2,360	114	2,474
20	HITS EAS	14.95	0.0704	2,957	0	2,957	142	3,099
21	HITS EIS	49.96	0.2352	9,883	0	9,883	475	10,358
22	HITS Radio	27.50	0.1295	5,440	0	5,440	262	5,702
23	Office Business Opportunity	29.31	0.1380	5,798	0	5,798	279	6,077
24	Mayor	37.86	0.1783	7,489	0	7,489	360	7,849
25	Human Resources	169.48	0.7980	33,526	0	33,526	1,613	35,139
26	Legal	108.47	0.5107	21,457	0	21,457	1,032	22,489
27	City Secretary	9.51	0.0448	1,881	0	1,881	91	1,972
28	City Council	73.19	0.3446	14,478	0	14,478	696	15,174
29	City Controller's Office	60.31	0.2840	11,930	0	11,930	574	12,504
30	Health Administration	48.78	0.2297	9,649	0	9,649	464	10,113
31	Planning & Dev Admin	7.88	0.0371	1,559	0	1,559	75	1,634
33	CIP Sal Rec HPW	3.00	0.0141	593	20,415-	19,822-	29	19,793-
34	HPD Police Records	85.74	0.4037	16,961	0	16,961	816	17,777
35	General Services	229.16	1.0790	45,331	0	45,331	2,181	47,512
36	HEC	221.66	1.0437	43,848	0	43,848	2,109	45,957
38	Police	6,259.26	29.4725	1,238,179	0	1,238,179	59,563	1,297,742
39	Dept of Neighborhoods	138.94	0.6542	27,484	0	27,484	1,322	28,806
40	Fire	4,174.23	19.6549	825,727	0	825,727	39,722	865,449
41	Municipal Court	284.37	1.3390	56,253	0	56,253	2,706	58,959
42	Solid Waste	427.44	2.0127	84,554	0	84,554	4,068	88,622
43	Houston Airport System (HAS)	1,115.29	5.2515	220,622	254,455-	33,833-	10,613	23,220-
44	Housing & Community Dev	145.37	0.6845	28,756	0	28,756	1,383	30,139
45	Library	477.44	2.2481	94,445	0	94,445	4,543	98,988
46	Parks & Recreation	783.00	3.6869	154,890	0	154,890	7,451	162,341
47	Health Department	1,202.25	5.6609	237,824	0	237,824	11,441	249,265
49	Fleet Management	366.30	1.7248	72,460	0	72,460	3,486	75,946
50	Planning & Dev Other	30.73	0.1447	6,079	0	6,079	292	6,371
51	Planning & Dev Spec Rev	40.82	0.1922	8,075	0	8,075	388	8,463
53	Finance Other	50.81	0.2392	10,051	0	10,051	484	10,535
54	ARA Insurance	5.00	0.0235	989	0	989	48	1,037
55	ARA BARC	100.56	0.4735	19,892	0	19,892	957	20,849
56	ARA Parking	64.72	0.3047	12,803	0	12,803	616	13,419
57	ARA Other	34.83	0.1640	6,890	0	6,890	331	7,221
58	IT Public Services	0.77	0.0036	152	0	152	7	159
59	Legal Insurance	49.09	0.2311	9,711	0	9,711	467	10,178
60	Legal Wkr Comp	2.00	0.0094	396	0	396	19	415
61	Mayor Cable TV	17.90	0.0843	3,541	0	3,541	170	3,711
62	Mayor Other	44.67	0.2103	8,836	0	8,836	425	9,261
63	TIRZ	9.64	0.0454	1,907	0	1,907	92	1,999

Payroll Svcs Allocations **Dept:17 ARA Payroll Services**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
64	HR Health Benefits	44.37	0.2089	8,777	0	8,777	422	9,199
66	HPW Bldg Insp	530.83	2.4995	105,006	54,181-	50,825	5,051	55,876
67	HPW Stormwater	330.61	1.5567	65,400	31,706-	33,694	3,146	36,840
68	HPW DDSR	468.63	2.2066	92,702	45,251-	47,451	4,460	51,911
69	HPW Water & Sewer	2,086.16	9.8229	412,675	196,052-	216,623	19,852	236,475
70	HPW Houston Transtar	7.12	0.0335	1,408	0	1,408	68	1,476
71	HPW Other	12.74	0.0600	2,520	0	2,520	121	2,641
72	Houston Permit Center	44.22	0.2082	8,747	0	8,747	421	9,168
73	CIP S/R Planning	8.30	0.0391	1,642	0	1,642	79	1,721
74	CIP Sal Rec RE	32.02	0.1508	6,334	0	6,334	305	6,639
75	CIP S/R Engrg	84.87	0.3996	16,789	0	16,789	808	17,597
76	CIP S/R Constr	102.64	0.4833	20,304	0	20,304	977	21,281
77	CIP S/R Eng/Const	24.55	0.1156	4,856	0	4,856	234	5,090
78	CIP S/R Geo/Env	11.92	0.0561	2,358	0	2,358	113	2,471
79	CIP S/R Other	29.80	0.1403	5,895	0	5,895	284	6,179
80	CIP S/R GSD	33.69	0.1586	6,664	0	6,664	321	6,985
93	HR-W.C.	31.96	0.1505	6,322	0	6,322	304	6,626
94	HITS Other	84.30	0.3969	16,676	0	16,676	802	17,478
	Subtotal	21,237.64	100.0000	4,201,133	602,060-	3,599,073	199,740	3,798,813
	Direct Bills					602,060		602,060
	Total					$4,201,133		$ 4,400,873

Basis Units: Number of FTE positions all funds
Source: COH FTE Report

Allocation Summary **Dept:17 ARA Payroll Services**

	Department	Payroll Svcs	Total
0	Direct Billed	$ 602,060	$ 602,060
04	Finance Dir Office	1,145	1,145
05	Finance Financial Plg & Analys	3,302	3,302
06	Finance City Council	1,013	1,013
07	Finance Public Fin	1,141	1,141
08	Finance Reporting & Ops	3,163	3,163
09	Finance Internal Controls	0	0
10	Finance Grants	1,776	1,776
11	Finance Rev Perform Mgmnt	692	692
12	Finance Treasury	582	582
13	Finance Strat Purchasing	7,282	7,282
14	ARA Director Office	1,163	1,163
15	ARA Financial Services	1,106	1,106
16	ARA Operations	18,846	18,846
17	ARA Payroll Services	7,806	7,806
18	ARA Regulatory	1,452	1,452
19	HITS CIO	2,474	2,474
20	HITS EAS	3,099	3,099
21	HITS EIS	10,358	10,358
22	HITS Radio	5,702	5,702
23	Office Business Opportunity	6,077	6,077
24	Mayor	7,849	7,849
25	Human Resources	35,139	35,139
26	Legal	22,489	22,489
27	City Secretary	1,972	1,972
28	City Council	15,174	15,174
29	City Controller's Office	12,504	12,504
30	Health Administration	10,113	10,113
31	Planning & Dev Admin	1,634	1,634
33	CIP Sal Rec HPW	19,793-	19,793-
34	HPD Police Records	17,777	17,777
35	General Services	47,512	47,512
36	HEC	45,957	45,957
38	Police	1,297,742	1,297,742
39	Dept of Neighborhoods	28,806	28,806
40	Fire	865,449	865,449
41	Municipal Court	58,959	58,959
42	Solid Waste	88,622	88,622
43	Houston Airport System (HAS)	23,220-	23,220-
44	Housing & Community Dev	30,139	30,139
45	Library	98,988	98,988
46	Parks & Recreation	162,341	162,341
47	Health Department	249,265	249,265
49	Fleet Management	75,946	75,946
50	Planning & Dev Other	6,371	6,371
51	Planning & Dev Spec Rev	8,463	8,463
53	Finance Other	10,535	10,535
54	ARA Insurance	1,037	1,037
55	ARA BARC	20,849	20,849
56	ARA Parking	13,419	13,419
57	ARA Other	7,221	7,221
58	IT Public Services	159	159
59	Legal Insurance	10,178	10,178
60	Legal Wkr Comp	415	415
61	Mayor Cable TV	3,711	3,711
62	Mayor Other	9,261	9,261

Allocation Summary **Dept:17 ARA Payroll Services**

	Department	Payroll Svcs	Total
63	TIRZ	1,999	1,999
64	HR Health Benefits	9,199	9,199
66	HPW Bldg Insp	55,876	55,876
67	HPW Stormwater	36,840	36,840
68	HPW DDSR	51,911	51,911
69	HPW Water & Sewer	236,475	236,475
70	HPW Houston Transtar	1,476	1,476
71	HPW Other	2,641	2,641
72	Houston Permit Center	9,168	9,168
73	CIP S/R Planning	1,721	1,721
74	CIP Sal Rec RE	6,639	6,639
75	CIP S/R Engrg	17,597	17,597
76	CIP S/R Constr	21,281	21,281
77	CIP S/R Eng/Const	5,090	5,090
78	CIP S/R Geo/Env	2,471	2,471
79	CIP S/R Other	6,179	6,179
80	CIP S/R GSD	6,985	6,985
93	HR-W.C.	6,626	6,626
94	HITS Other	17,478	17,478
	Total	$ 4,400,874	$ 4,400,874

ADMINISTRATION AND REGULATORY AFFAIRS – REGULATORY SERVICES FUNCTION AND ALLOCATION BASIS

The Regulatory Services division handles franchise fee collections; utility regulation; commercial permitting; vehicle for hire licensing; and burglar alarm permitting. However, in the City of Houston's Cost Allocation Plan, only the costs for utility regulation and franchise fee collections are allocated. Since all the General Fund departments benefit from the services provided by these fees, the cost is allocated based on General Fund expenditures, excluding TIRZ. The enterprise funds are excluded because they have their own revenue collection services and are not supported by these fees.

A. Department Costs **Dept:18 ARA Regulatory**

Department		Amount	General Admin	Franchise
Personnel Costs				
Salaries	S1	568,886	0	568,886
Salary % Split			.00%	100.00%
Benefits	P	256,020	0	256,020
Subtotal - Personnel Costs		824,906	0	824,906
Services & Supplies Cost				
Supplies	P	1,277	0	1,277
Services	P	8,663	0	8,663
Subtotal - Services & Supplies		9,940	0	9,940
Department Cost Total		834,846	0	834,846
Adjustments to Cost				
Subtotal - Adjustments		0	0	0
Total Costs After Adjustments		834,846	0	834,846
General Admin Distribution		0	0	0
Grand Total		$ 834,846	0	$ 834,846

B. Incoming Costs-(Default Spread Salary%) **Dept:18 ARA Regulatory**

	Department	First Incoming	Second Incoming	Franchise
3	Insurance Retirees	$ 18,229	$ 116	$ 18,345
3	Memberships	380	2	382
3	Consulting Services	856	6	862
3	Interest Costs	1,009	7	1,016
3	Other Misc	270	2	272
3	Non-Dept. Legal Svcs/Lobby	3,839	24	3,863
	Subtotal - Non-Dept-Gen Gov	24,583	157	24,740
5	Financial Plg & Analysis	2,069	117	2,186
	Subtotal - Fin Plg & Analysis	2,069	117	2,186
8	Gen Acctng	1,299	81	1,380
8	Auditing Svcs	1,576	0	1,576
8	Fin Operations	70	4	74
	Subtotal - Fin Reporting & Ops	2,945	85	3,030
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Cost Accounting	62	3	65
10	Trust Funds Mgmt (TFM)	77	5	82
	Subtotal - Fin Grants	139	8	147
11	Perf Mgmt Svcs	110	6	116
	Subtotal - Fin Perform Mgmt	110	6	116
12	Treasury	191	17	208
	Subtotal - Fin Treasury	191	17	208
14	ARA Dept Admin	60,217	12,903	73,120
14	ARA Non - Parking	0	14,613	14,613
	Subtotal - ARA Dir Office	60,217	27,516	87,733
15	Budgeting & Accounting Support	5,525	237	5,762
15	Accounts Payable	7,489	319	7,808
	Subtotal - ARA Financial Svcs	13,014	556	13,570
16	Records	296	18	314
	Subtotal - ARA Operations	296	18	314
17	Payroll Svcs	1,385	67	1,452
	Subtotal - ARA Payroll Svcs	1,385	67	1,452
18	Franchise	0	427	427
	Subtotal - ARA Regulatory	0	427	427
20	IT ERP	0	1	1
	Subtotal - HITS EAS	0	1	1
21	Enterprise Optns	0	3,856	3,856
	Subtotal - HITS EIS	0	3,856	3,856
23	Certification	0	402	402
23	External Affairs & Outreach	0	248	248
	Subtotal - OBO	0	650	650

B. Incoming Costs-(Default Spread Salary%) **Dept:18 ARA Regulatory**

Department	First Incoming	Second Incoming	Franchise
24 City Mayor Admin	0	1,196	1,196
24 Inter Gov Rel	0	186	186
Subtotal - Mayor	0	1,382	1,382
25 Personnel Svcs	0	604	604
Subtotal - Human Resources	0	604	604
27 City Sec Svcs	0	199	199
Subtotal - City Secretary	0	199	199
28 City Council Svcs	0	2,034	2,034
Subtotal - City Council	0	2,034	2,034
29 Controller Fin Svcs	0	6,741	6,741
29 Controller Treasury	0	359	359
Subtotal - City Controller's	0	7,100	7,100
Total Incoming	104,949	44,800	149,749
C. Total Allocated		$ 984,595	$ 984,595
			100.00%

Franchise Allocations **Dept:18 ARA Regulatory**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	98,567,437	5.3648	$ 50,418	$ 0	$ 50,418	$ 0	$ 50,418
04	Finance Dir Office	1,807,118	0.0984	924	0	924	0	924
05	Finance Financial Plg & Analys	2,004,503	0.1091	1,025	0	1,025	0	1,025
06	Finance City Council	612,391	0.0333	313	0	313	0	313
07	Finance Public Fin	808,944	0.0440	414	0	414	0	414
08	Finance Reporting & Ops	3,952,446	0.2151	2,022	0	2,022	0	2,022
10	Finance Grants	1,045,854	0.0569	535	0	535	0	535
11	Finance Rev Perform Mgmnt	454,263	0.0247	232	0	232	0	232
12	Finance Treasury	1,547,651	0.0842	792	0	792	0	792
13	Finance Strat Purchasing	4,984,928	0.2713	2,550	0	2,550	0	2,550
14	ARA Director Office	1,985,132	0.1080	1,015	0	1,015	0	1,015
15	ARA Financial Services	949,679	0.0517	486	0	486	0	486
16	ARA Operations	7,139,299	0.3886	3,652	0	3,652	0	3,652
17	ARA Payroll Services	3,648,945	0.1986	1,866	0	1,866	0	1,866
18	ARA Regulatory	834,847	0.0454	427	0	427	0	427
19	HITS CIO	3,409,481	0.1856	1,744	0	1,744	89	1,833
20	HITS EAS	1,513,353	0.0824	774	0	774	40	814
21	HITS EIS	5,992,327	0.3262	3,065	0	3,065	157	3,222
22	HITS Radio	5,196,882	0.2829	2,658	0	2,658	136	2,794
23	Office Business Opportunity	3,074,612	0.1673	1,573	0	1,573	81	1,654
24	Mayor	4,382,740	0.2385	2,242	0	2,242	115	2,357
25	Human Resources	3,012,526	0.1640	1,541	0	1,541	79	1,620
26	Legal	14,988,545	0.8158	7,667	0	7,667	393	8,060
27	City Secretary	801,397	0.0436	410	0	410	21	431
28	City Council	8,603,325	0.4683	4,401	0	4,401	226	4,627
29	City Controller's Office	8,793,797	0.4786	4,498	0	4,498	231	4,729
30	Health Administration	11,499,299	0.6259	5,882	0	5,882	302	6,184
31	Planning & Dev Admin	1,494,486	0.0813	764	0	764	39	803
34	HPD Police Records	6,094,114	0.3317	3,117	0	3,117	160	3,277
35	General Services	37,109,510	2.0198	18,982	0	18,982	974	19,956
38	Police	814,798,406	44.3479	416,780	0	416,780	21,386	438,166
39	Dept of Neighborhoods	11,010,999	0.5993	5,632	0	5,632	289	5,921
40	Fire	484,097,197	26.3485	247,622	0	247,622	12,706	260,328
41	Municipal Court	29,188,568	1.5887	14,930	0	14,930	766	15,696
42	Solid Waste	68,082,700	3.7056	34,825	0	34,825	1,787	36,612
44	Housing & Community Dev	436,042	0.0237	223	0	223	11	234
45	Library	36,291,662	1.9753	18,564	0	18,564	953	19,517
46	Parks & Recreation	74,815,399	4.0721	38,269	0	38,269	1,964	40,233
47	Health Department	35,870,264	1.9523	18,348	0	18,348	942	19,290
49	Fleet Management	4,768	0.0003	2	0	2	0	2
50	Planning & Dev Other	1,877,366	0.1022	960	0	960	49	1,009
53	Finance Other	296,957	0.0162	152	0	152	8	160
55	ARA BARC	0	0.0000	0	0	0	0	0
57	ARA Other	4,000,494	0.2177	2,046	0	2,046	105	2,151
58	IT Public Services	0	0.0000	0	0	0	0	0
61	Mayor Cable TV	26	0.0000	0	0	0	0	0
64	HR Health Benefits	17	0.0000	0	0	0	0	0
71	HPW Other	30,195,337	1.6435	15,445	0	15,445	793	16,238
94	HITS Other	10,661	0.0006	5	0	5	0	5
	Subtotal	1,837,286,694	100.0000	939,792	0	939,792	44,803	984,595
	Direct Bills					0		0
	Total					$939,792		$ 984,595

Franchise Allocations **Dept:18 ARA Regulatory**

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total

Basis Units: FY2018 actual GF expenditures excl TIRZ
Source: COH Expenditure Report

Allocation Summary **Dept:18 ARA Regulatory**

	Department	Franchise	Total
0	Direct Billed	$0	$0
03	Non-Departmental-Gen Gov	50,418	50,418
04	Finance Dir Office	924	924
05	Finance Financial Plg & Analys	1,025	1,025
06	Finance City Council	313	313
07	Finance Public Fin	414	414
08	Finance Reporting & Ops	2,022	2,022
10	Finance Grants	535	535
11	Finance Rev Perform Mgmnt	232	232
12	Finance Treasury	792	792
13	Finance Strat Purchasing	2,550	2,550
14	ARA Director Office	1,015	1,015
15	ARA Financial Services	486	486
16	ARA Operations	3,652	3,652
17	ARA Payroll Services	1,866	1,866
18	ARA Regulatory	427	427
19	HITS CIO	1,833	1,833
20	HITS EAS	814	814
21	HITS EIS	3,222	3,222
22	HITS Radio	2,794	2,794
23	Office Business Opportunity	1,654	1,654
24	Mayor	2,357	2,357
25	Human Resources	1,620	1,620
26	Legal	8,060	8,060
27	City Secretary	431	431
28	City Council	4,627	4,627
29	City Controller's Office	4,729	4,729
30	Health Administration	6,184	6,184
31	Planning & Dev Admin	803	803
34	HPD Police Records	3,277	3,277
35	General Services	19,956	19,956
38	Police	438,166	438,166
39	Dept of Neighborhoods	5,921	5,921
40	Fire	260,328	260,328
41	Municipal Court	15,696	15,696
42	Solid Waste	36,612	36,612
44	Housing & Community Dev	234	234
45	Library	19,517	19,517
46	Parks & Recreation	40,233	40,233
47	Health Department	19,290	19,290
49	Fleet Management	2	2
50	Planning & Dev Other	1,009	1,009
53	Finance Other	160	160
55	ARA BARC	0	0
57	ARA Other	2,151	2,151
58	IT Public Services	0	0
61	Mayor Cable TV	0	0
64	HR Health Benefits	0	0
71	HPW Other	16,238	16,238
94	HITS Other	5	5
	Total	$ 984,594	$ 984,594

HOUSTON INFORMATION TECHNOLOGY SERVICES (HITS) – CHIEF INFORMATION OFFICER FUNCTION AND ALLOCATION BASIS

The Chief Information Officer is responsible for citywide Information Technology oversight, enterprise and departmental technology contract administration; departmental administrative support in processing procurement, departmental support of human resources and budgetary processes; and other financial planning and reporting for HITS. The costs to operate HITS are allocated based on the number of FTE positions in the sections managed and supported.

A. Department Costs **Dept:19 HITS CIO**

Department		Amount	General Admin	IT Dept Admin	IT Director
Personnel Costs					
Salaries	S1	953,824	0	0	953,824
Salary % Split			.00%	.00%	100.00%
Benefits	P	465,407	0	0	465,407
Subtotal - Personnel Costs		1,419,231	0	0	1,419,231
Services & Supplies Cost					
Supplies	P	30,531	0	20,828	9,703
Services	P	1,959,717	0	1,696,012	263,708
Subtotal - Services & Supplies		1,990,248	0	1,716,840	273,411
Department Cost Total		3,409,479	0	1,716,840	1,692,642
Adjustments to Cost					
Subtotal - Adjustments			0	0	0
Total Costs After Adjustments		3,409,479	0	1,716,840	1,692,642
General Admin Distribution			0	0	0
Grand Total		$ 3,409,479		$ 1,716,840	$ 1,692,642

B. Incoming Costs-(Default Spread Salary%) **Dept:19 HITS CIO**

	Department	First Incoming	Second Incoming	IT Dept Admin	IT Director
1	City Hall	$ 5,713	$ 0	$ 0	$ 5,713
1	Muni Court Bldg	28,206	0	0	28,206
	Subtotal - Building Depn	33,919	0	0	33,919
2	Equip Deprec	2,832	0	0	2,832
	Subtotal - Equipment Depn	2,832	0	0	2,832
3	Insurance Retirees	31,068	198	0	31,266
3	Memberships	647	4	0	651
3	Consulting Services	940	6	0	946
3	Interest Costs	4,122	28	0	4,150
3	Other Misc	1,102	7	0	1,109
3	Claims & Judge	421,961	2,685	0	424,646
3	Non-Dept. Legal Svcs/Lobby	6,543	42	0	6,585
3	Walker Rent	0	0	0	0
	Subtotal - Non-Dept-Gen Gov	466,383	2,970	0	469,353
5	Financial Plg & Analysis	2,274	129	0	2,403
	Subtotal - Fin Plg & Analysis	2,274	129	0	2,403
8	Gen Acctng	1,428	89	0	1,517
8	Fixed Assets	3,697	224	0	3,921
8	Auditing Svcs	1,732	0	0	1,732
8	Fin Operations	285	18	0	303
	Subtotal - Fin Reporting & Ops	7,142	331	0	7,473
9	Internal Controls	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0
10	Cost Accounting	252	14	0	266
10	Trust Funds Mgmt (TFM)	314	19	0	333
	Subtotal - Fin Grants	566	33	0	599
11	Perf Mgmt Svcs	451	24	0	475
	Subtotal - Fin Perform Mgmt	451	24	0	475
12	Treasury	781	69	0	850
	Subtotal - Fin Treasury	781	69	0	850
13	Purchasing	2,804	169	0	2,973
	Subtotal - Fin SPD	2,804	169	0	2,973
16	Mailroom	13,962	914	0	14,876
16	Property	4,042	224	0	4,266
16	Records	505	31	0	536
16	3-1-1 Svcs	20,273	1,382	0	21,655
	Subtotal - ARA Operations	38,782	2,551	0	41,333
17	Payroll Svcs	2,360	114	0	2,474
	Subtotal - ARA Payroll Svcs	2,360	114	0	2,474
18	Franchise	1,744	89	0	1,833
	Subtotal - ARA Regulatory	1,744	89	0	1,833
20	Enterprise Appl	0	164,749	0	164,749

B. Incoming Costs-(Default Spread Salary%) **Dept:19 HITS CIO**

	Department	First Incoming	Second Incoming	IT Dept Admin	IT Director
20	IT ERP	$ 0	$ 6	$ 0	$ 6
	Subtotal - HITS EAS	0	164,755	0	164,755
21	Client Svcs	0	0	0	0
21	NW Data	0	60,234	0	60,234
21	NW Voice	0	65,784	0	65,784
21	Enterprise Optns	0	4,237	0	4,237
	Subtotal - HITS EIS	0	130,255	0	130,255
22	IT Radio Svcs	0	377,194	0	377,194
	Subtotal - HITS Radio	0	377,194	0	377,194
23	Certification	0	685	0	685
23	Contract Compliance	0	19,716	0	19,716
23	Reporting & Analytics	0	1,508	0	1,508
23	Dept Services	0	12,671	0	12,671
23	External Affairs & Outreach	0	422	0	422
	Subtotal - OBO	0	35,002	0	35,002
24	City Mayor Admin	0	2,038	0	2,038
24	Inter Gov Rel	0	317	0	317
	Subtotal - Mayor	0	2,355	0	2,355
25	Selection	0	8,334	0	8,334
25	Personnel Svcs	0	1,030	0	1,030
	Subtotal - Human Resources	0	9,364	0	9,364
26	Legal Svcs	0	137,500	0	137,500
26	Inspector General	0	18,533	0	18,533
	Subtotal - Legal	0	156,033	0	156,033
27	City Sec Svcs	0	811	0	811
	Subtotal - City Secretary	0	811	0	811
28	City Council Svcs	0	8,305	0	8,305
	Subtotal - City Council	0	8,305	0	8,305
29	Controller Fin Svcs	0	7,408	0	7,408
29	Controller Treasury	0	1,464	0	1,464
	Subtotal - City Controller's	0	8,872	0	8,872
35	Building Svcs	0	139,749	0	139,749
35	Utilities	0	69,320	0	69,320
35	Real Estate	0	23,766	0	23,766
	Subtotal - General Services	0	232,835	0	232,835
	Total Incoming	560,038	1,132,260	0	1,692,298
C.	**Total Allocated**		$ 5,101,777	$ 1,716,840	$ 3,384,940
				33.65%	66.35%

IT Dept Admin Allocations **Dept:19 HITS CIO**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
20	HITS EAS	14.95	8.4235	$ 144,618	$ 0	$ 144,618	$ 0	$ 144,618
21	HITS EIS	49.96	28.1497	483,284	0	483,284	0	483,284
22	HITS Radio	27.50	15.4947	266,019	0	266,019	0	266,019
58	IT Public Services	0.77	0.4339	7,449	0	7,449	0	7,449
94	HITS Other	84.30	47.4983	815,470	0	815,470	0	815,470
	Subtotal	177.48	100.0000	1,716,840	0	1,716,840	0	1,716,840
	Direct Bills					0		0
	Total					$1,716,840		$ 1,716,840

Basis Units: Number of FTE positions supported
Source: COH FTE Report

IT Director Allocations **Dept:19 HITS CIO**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
20	HITS EAS	14.95	8.4235	$ 189,754	$ 0	$ 189,754	$ 95,376	$ 285,130
21	HITS EIS	49.96	28.1497	634,121	0	634,121	318,727	952,848
22	HITS Radio	27.50	15.4947	349,046	0	349,046	175,440	524,486
58	IT Public Services	0.77	0.4339	9,773	0	9,773	4,912	14,685
94	HITS Other	84.30	47.4983	1,069,985	0	1,069,985	537,805	1,607,790
	Subtotal	177.48	100.0000	2,252,679	0	2,252,679	1,132,261	3,384,940
	Direct Bills					0		0
	Total					$2,252,679		$ 3,384,940

Basis Units: Number of FTE positions supported
Source: COH FTE Report

Allocation Summary **Dept:19 HITS CIO**

	Department	IT Dept Admin	IT Director	Total
0	Direct Billed	$0	$0	$0
20	HITS EAS	144,618	285,130	429,748
21	HITS EIS	483,284	952,848	1,436,132
22	HITS Radio	266,019	524,486	790,505
58	IT Public Services	7,449	14,685	22,134
94	HITS Other	815,470	1,607,790	2,423,260
	Total	$ 1,716,840	$ 3,384,939	$ 5,101,779

HOUSTON INFORMATION TECHNOLOGY SERVICES
ENTERPRISE APPLICATIONS SERVICES (EAS)
FUNCTION AND ALLOCATION BASIS

Houston Information Technology Services (HITS) – the Enterprise Applications division provides application support and management services for the city's core business systems and numerous departmental applications. Examples of such services include: Enterprise Geographical Information Systems (GIS), INFOR, SharePoint, Municipal Courts systems, Data Management and provides Enterprise Resource Planning (ERP) application support for the city's core business systems and other departmental applications integrated with ERP. The functions and basis used for cost allocation are as follows:

- **Enterprise Applications** – Costs for the support of enterprise applications are allocated based on the number of hours per department served.

- **IT ERP** – Costs of the ERP system support are allocated based on the total number of SAP licenses per department.

A. Department Costs **Dept:20 HITS EAS**

Department		Amount	General Admin	Enterprise Appl	IT ERP
Personnel Costs					
Salaries	S1	958,765	0	958,765	0
Salary % Split			.00%	100.00%	.00%
Benefits	P	530,206	0	530,239	29-
Subtotal - Personnel Costs		1,488,971	0	1,489,004	29-
Services & Supplies Cost					
Supplies	P	3,852	0	3,452	400
Services	P	20,531	0	18,390	2,140
Subtotal - Services & Supplies		24,383	0	21,842	2,540
Department Cost Total		1,513,354	0	1,510,846	2,511
Adjustments to Cost					
Subtotal - Adjustments			0	0	0
Total Costs After Adjustments		1,513,354	0	1,510,846	2,511
General Admin Distribution			0	0	0
Grand Total		$ 1,513,354		$ 1,510,846	$ 2,511

B. Incoming Costs-(Default Spread Salary%) **Dept:20 HITS EAS**

	Department	First Incoming	Second Incoming	Enterprise Appl	IT ERP
3	Insurance Retirees	$ 38,933	$ 248	$ 39,181	$ 0
3	Memberships	811	5	816	0
3	Consulting Services	313	2	315	0
3	Interest Costs	1,829	12	1,841	0
3	Other Misc	489	3	492	0
3	Non-Dept. Legal Svcs/Lobby	8,199	52	8,251	0
	Subtotal - Non-Dept-Gen Gov	50,574	323	50,897	0
5	Financial Plg & Analysis	757	43	800	0
	Subtotal - Fin Plg & Analysis	757	43	800	0
8	Gen Acctng	475	30	505	0
8	Auditing Svcs	577	0	577	0
8	Fin Operations	126	8	134	0
	Subtotal - Fin Reporting & Ops	1,178	38	1,216	0
9	Internal Controls	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0
10	Cost Accounting	112	6	118	0
10	Trust Funds Mgmt (TFM)	140	8	148	0
	Subtotal - Fin Grants	252	15	267	0
11	Perf Mgmt Svcs	200	11	211	0
	Subtotal - Fin Perform Mgmt	200	11	211	0
12	Treasury	347	31	378	0
	Subtotal - Fin Treasury	347	31	378	0
13	Purchasing	0	0	0	0
	Subtotal - Fin SPD	0	0	0	0
16	Records	632	38	670	0
	Subtotal - ARA Operations	632	38	670	0
17	Payroll Svcs	2,957	142	3,099	0
	Subtotal - ARA Payroll Svcs	2,957	142	3,099	0
18	Franchise	774	40	814	0
	Subtotal - ARA Regulatory	774	40	814	0
19	IT Dept Admin	144,618	0	144,618	0
19	IT Director	189,754	95,376	285,130	0
	Subtotal - HITS CIO	334,372	95,376	429,748	0
20	IT ERP	0	1	1	0
	Subtotal - HITS EAS	0	1	1	0
21	Enterprise Optns	0	1,410	1,410	0
	Subtotal - HITS EIS	0	1,410	1,410	0
23	Certification	0	859	859	0
23	External Affairs & Outreach	0	529	529	0
	Subtotal - OBO	0	1,388	1,388	0

B. Incoming Costs-(Default Spread Salary%) **Dept:20 HITS EAS**

	Department	First Incoming	Second Incoming	Enterprise Appl	IT ERP
24	City Mayor Admin	$ 0	$ 2,554	$ 2,554	$ 0
24	Inter Gov Rel	0	398	398	0
	Subtotal - Mayor	0	2,952	2,952	0
25	Personnel Svcs	0	1,290	1,290	0
	Subtotal - Human Resources	0	1,290	1,290	0
27	City Sec Svcs	0	360	360	0
	Subtotal - City Secretary	0	360	360	0
28	City Council Svcs	0	3,686	3,686	0
	Subtotal - City Council	0	3,686	3,686	0
29	Controller Fin Svcs	0	2,466	2,466	0
29	Controller Treasury	0	650	650	0
	Subtotal - City Controller's	0	3,116	3,116	0
	Total Incoming	392,043	110,258	502,301	0
C.	Total Allocated		$ 2,015,655	$ 2,013,147	$ 2,511
				99.88%	0.12%

Enterprise Appl Allocations **Dept:20 HITS EAS**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	39,774	3.2054	$ 60,994	$ 0	$ 60,994	$ 0	$ 60,994
14	ARA Director Office	8,485	0.6838	13,012	0	13,012	0	13,012
16	ARA Operations	26,904	2.1682	41,258	0	41,258	0	41,258
19	HITS CIO	107,432	8.6579	164,749	0	164,749	0	164,749
21	HITS EIS	14,171	1.1420	21,732	0	21,732	1,476	23,208
23	Office Business Opportunity	2,906	0.2342	4,456	0	4,456	303	4,759
24	Mayor	10,203	0.8223	15,647	0	15,647	1,063	16,710
25	Human Resources	86,004	6.9310	131,889	0	131,889	8,961	140,850
26	Legal	5,301	0.4272	8,129	0	8,129	552	8,681
27	City Secretary	544	0.0438	834	0	834	57	891
28	City Council	1,871	0.1508	2,869	0	2,869	195	3,064
29	City Controller's Office	3,096	0.2495	4,748	0	4,748	323	5,071
31	Planning & Dev Admin	7,256	0.5848	11,127	0	11,127	756	11,883
32	HPW Administration Indirect	311,738	25.1227	478,057	0	478,057	32,480	510,537
35	General Services	29,373	2.3671	45,044	0	45,044	3,060	48,104
36	HEC	2,381	0.1919	3,651	0	3,651	248	3,899
38	Police	118,719	9.5675	182,058	0	182,058	12,369	194,427
39	Dept of Neighborhoods	5,976	0.4816	9,164	0	9,164	623	9,787
40	Fire	59,646	4.8068	91,469	0	91,469	6,215	97,684
41	Municipal Court	21,662	1.7457	33,219	0	33,219	2,257	35,476
42	Solid Waste	12,444	1.0029	19,083	0	19,083	1,297	20,380
43	Houston Airport System (HAS)	21,581	1.7392	33,095	0	33,095	2,249	35,344
44	Housing & Community Dev	22,779	1.8357	34,932	0	34,932	2,373	37,305
45	Library	15,900	1.2814	24,383	0	24,383	1,657	26,040
46	Parks & Recreation	14,375	1.1585	22,044	0	22,044	1,498	23,542
47	Health Department	267,454	21.5539	410,147	0	410,147	27,866	438,013
49	Fleet Management	14,797	1.1925	22,692	0	22,692	1,542	24,234
55	ARA BARC	53	0.0043	81	0	81	6	87
57	ARA Other	8,036	0.6476	12,323	0	12,323	837	13,160
	Subtotal	1,240,861	100.0000	1,902,886	0	1,902,886	110,261	2,013,147
	Direct Bills					0		0
	Total					$1,902,886		$ 2,013,147

Basis Units: IT application hours per department
Source: HITS Help Desk Report

IT ERP Allocations **Dept:20 HITS EAS**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	6	0.0263	$ 1	$ 0	$ 1	$ 0	$ 1
05	Finance Financial Plg & Analys	17	0.0746	2	0	2	0	2
06	Finance City Council	5	0.0219	1	0	1	0	1
07	Finance Public Fin	5	0.0219	1	0	1	0	1
08	Finance Reporting & Ops	16	0.0702	2	0	2	0	2
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	10	0.0439	1	0	1	0	1
11	Finance Rev Perform Mgmnt	3	0.0132	0	0	0	0	0
12	Finance Treasury	3	0.0132	0	0	0	0	0
13	Finance Strat Purchasing	40	0.1755	4	0	4	0	4
14	ARA Director Office	7	0.0307	1	0	1	0	1
15	ARA Financial Services	7	0.0307	1	0	1	0	1
16	ARA Operations	101	0.4430	11	0	11	0	11
17	ARA Payroll Services	39	0.1711	4	0	4	0	4
18	ARA Regulatory	8	0.0351	1	0	1	0	1
19	HITS CIO	53	0.2325	6	0	6	0	6
20	HITS EAS	12	0.0526	1	0	1	0	1
21	HITS EIS	45	0.1974	5	0	5	0	5
22	HITS Radio	27	0.1184	3	0	3	0	3
23	Office Business Opportunity	30	0.1316	3	0	3	0	3
24	Mayor	32	0.1404	4	0	4	0	4
25	Human Resources	204	0.8948	22	0	22	0	22
26	Legal	107	0.4693	12	0	12	0	12
27	City Secretary	10	0.0439	1	0	1	0	1
28	City Council	82	0.3597	9	0	9	0	9
29	City Controller's Office	57	0.2500	6	0	6	0	6
30	Health Administration	45	0.1974	5	0	5	0	5
31	Planning and Dev Admin	7	0.0307	1	0	1	0	1
33	CIP Sal REC HPW	48	0.2105	5	0	5	0	5
34	HPD Police Records	87	0.3816	10	0	10	0	10
35	General Services	296	1.2984	33	0	33	0	33
36	HEC	246	1.0790	27	0	27	0	27
38	Police	7,110	31.1869	783	0	783	0	783
39	Dept of Neighborhoods	140	0.6141	15	0	15	0	15
40	Fire	4,412	19.3526	486	0	486	0	486
41	Municipal Court	324	1.4212	36	0	36	0	36
42	Solid Waste	442	1.9388	49	0	49	0	49
43	Houston Airport System (HAS)	1,095	4.8031	121	0	121	0	121
44	Housing & Community Dev	167	0.7325	18	0	18	0	18
45	Library	515	2.2590	57	0	57	0	57
46	Parks & Recreation	1,024	4.4916	113	0	113	0	113
47	Health Department	1,153	5.0575	127	0	127	0	127
48	Convention & Entertainment	6	0.0263	1	0	1	0	1
49	Fleet Management	375	1.6449	41	0	41	0	41
50	Planning & Dev Other	31	0.1360	3	0	3	0	3
51	Planning & Dev Spec Rev	46	0.2018	5	0	5	0	5
53	Finance Other	49	0.2149	5	0	5	0	5
54	ARA Insurance	5	0.0219	1	0	1	0	1
55	ARA BARC	100	0.4386	11	0	11	0	11
56	ARA Parking	66	0.2895	7	0	7	0	7
57	ARA Other	35	0.1535	4	0	4	0	4
59	Legal Insurance	45	0.1974	5	0	5	0	5
60	Legal Wkr Comp	2	0.0088	0	0	0	0	0
61	Mayor Cable TV	18	0.0790	2	0	2	0	2
62	Mayor Other	44	0.1930	5	0	5	0	5
63	TIRZ	10	0.0439	1	0	1	0	1

IT ERP Allocations **Dept:20 HITS EAS**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
64	HR Health Benefits	46	0.2018	5	0	5	0	5
66	HPW Bldg Insp	538	2.3599	59	0	59	0	59
67	HPW Stormwater	317	1.3905	35	0	35	0	35
68	HPW DDSR	470	2.0616	52	0	52	0	52
69	HPW Water & Sewer	2,126	9.3254	234	0	234	0	234
70	HPW Houston Transtar	6	0.0263	1	0	1	0	1
71	HPW Other	3	0.0132	0	0	0	0	0
72	Houston Permit Center	40	0.1755	4	0	4	0	4
74	CIP SAL Rec RE	45	0.1974	5	0	5	0	5
75	CIP S/R Engrg	56	0.2456	6	0	6	0	6
76	CIP S/R Constr	82	0.3597	9	0	9	0	9
77	CIP S/R Eng/Constr	20	0.0877	2	0	2	0	2
78	CIP S/R Geo/Env	11	0.0482	1	0	1	0	1
79	CIP S/R Other	36	0.1579	4	0	4	0	4
93	HR-W.C.	32	0.1404	4	0	4	0	4
94	HITS Other	89	0.3904	10	0	10	0	10
95	Legal Other	12	0.0526	1	0	1	0	1
	Subtotal	22,798	100.0000	2,511	0	2,511	0	2,511
	Direct Bills					0		0
	Total					$2,511		$ 2,511

Basis Units: Number of SAP licenses
Source: HITS Report

Allocation Summary **Dept:20 HITS EAS**

	Department	Enterprise Appl	IT ERP	Total
0	Direct Billed	$0	$0	$0
04	Finance Dir Office	60,994	1	60,995
05	Finance Financial Plg & Analys	0	2	2
06	Finance City Council	0	1	1
07	Finance Public Fin	0	1	1
08	Finance Reporting & Ops	0	2	2
09	Finance Internal Controls	0	0	0
10	Finance Grants	0	1	1
11	Finance Rev Perform Mgmnt	0	0	0
12	Finance Treasury	0	0	0
13	Finance Strat Purchasing	0	4	4
14	ARA Director Office	13,012	1	13,013
15	ARA Financial Services	0	1	1
16	ARA Operations	41,258	11	41,269
17	ARA Payroll Services	0	4	4
18	ARA Regulatory	0	1	1
19	HITS CIO	164,749	6	164,755
20	HITS EAS	0	1	1
21	HITS EIS	23,208	5	23,213
22	HITS Radio	0	3	3
23	Office Business Opportunity	4,759	3	4,762
24	Mayor	16,710	4	16,714
25	Human Resources	140,850	22	140,872
26	Legal	8,681	12	8,693
27	City Secretary	891	1	892
28	City Council	3,064	9	3,073
29	City Controller's Office	5,071	6	5,077
30	Health Administration	0	5	5
31	Planning and Dev Admin	11,883	1	11,884
32	HPW Administration Indirect	510,537	0	510,537
33	CIP Sal REC HPW	0	5	5
34	HPD Police Records	0	10	10
35	General Services	48,104	33	48,137
36	HEC	3,899	27	3,926
38	Police	194,427	783	195,210
39	Dept of Neighborhoods	9,787	15	9,802
40	Fire	97,684	486	98,170
41	Municipal Court	35,476	36	35,512
42	Solid Waste	20,380	49	20,429
43	Houston Airport System (HAS)	35,344	121	35,465
44	Housing & Community Dev	37,305	18	37,323
45	Library	26,040	57	26,097
46	Parks & Recreation	23,542	113	23,655
47	Health Department	438,013	127	438,140
48	Convention & Entertainment	0	1	1
49	Fleet Management	24,234	41	24,275
50	Planning & Dev Other	0	3	3
51	Planning & Dev Spec Rev	0	5	5
53	Finance Other	0	5	5
54	ARA Insurance	0	1	1
55	ARA BARC	87	11	98
56	ARA Parking	0	7	7
57	ARA Other	13,160	4	13,164
59	Legal Insurance	0	5	5
60	Legal Wkr Comp	0	0	0
61	Mayor Cable TV	0	2	2

Allocation Summary **Dept:20 HITS EAS**

	Department	Enterprise Appl	IT ERP	Total
62	Mayor Other	0	5	5
63	TIRZ	0	1	1
64	HR Health Benefits	0	5	5
66	HPW Bldg Insp	0	59	59
67	HPW Stormwater	0	35	35
68	HPW DDSR	0	52	52
69	HPW Water & Sewer	0	234	234
70	HPW Houston Transtar	0	1	1
71	HPW Other	0	0	0
72	Houston Permit Center	0	4	4
74	CIP SAL Rec RE	0	5	5
75	CIP S/R Engrg	0	6	6
76	CIP S/R Constr	0	9	9
77	CIP S/R Eng/Constr	0	2	2
78	CIP S/R Geo/Env	0	1	1
79	CIP S/R Other	0	4	4
93	HR-W.C.	0	4	4
94	HITS Other	0	10	10
95	Legal Other	0	1	1
	Total	$ 2,013,149	$ 2,511	$ 2,015,660

HOUSTON INFORMATION TECHNOLOGY SERVICES
ENTERPRISE INFRASTRUCTURE SERVICES (EIS)
FUNCTION AND ALLOCATION BASIS

Houston Information Technology Services (HITS) – Enterprise Infrastructure Services division develops, implements, and manages the City of Houston's wide area network, telecommunications infrastructure, provides Intra/Internet security monitoring, and performs client server maintenance and support enterprise applications. The functions and basis used for cost allocation are as follows:

• **Network Data** – Costs of the service and maintenance of the citywide network infrastructure are allocated based on the total number of users per department using network services.

• **Network Voice** – Costs of the service and maintenance of the citywide telecommunications systems are allocated based on the total number of users per department using network services, excluding the Airport.

• **Enterprise Operations** –

- Costs of enterprise management, server operations and storage management are allocated based on the number of revenue, expenditure, and purchasing transactions per department, excluding HEC, Municipal Courts, and Hurricane Harvey.
- Costs for user desktop support and help desk functions are allocated based on the number of Information Technology Service Now (ITSN) requests submitted per department.

A. Department Costs — **Dept:21 HITS EIS**

Department		Amount	General Admin	Client Svcs	NW Data	NW Voice	Enterprise Optns
Personnel Costs							
Salaries	S1	3,895,488	0	0	832,087	802,680	2,260,721
Salary % Split			.00%	.00%	21.36%	20.61%	58.03%
Benefits	P	2,055,195	0	0	400,085	431,938	1,223,172
Subtotal - Personnel Costs		5,950,683	0	0	1,232,172	1,234,618	3,483,893
Services & Supplies Cost							
Supplies	P	4,548	0	0	0	2,186	2,361
Services	P	37,095	0	0	35	3,998	33,062
Subtotal - Services & Supplies		41,643	0	0	35	6,184	35,423
Department Cost Total		5,992,326	0	0	1,232,207	1,240,802	3,519,316
Adjustments to Cost							
Subtotal - Adjustments			0	0	0	0	0
Total Costs After Adjustments		5,992,326	0	0	1,232,207	1,240,802	3,519,316
General Admin Distribution			0	0	0	0	0
Grand Total		$ 5,992,326		0	$ 1,232,207	$ 1,240,802	$ 3,519,316

B. Incoming Costs-(Default Spread Salary%) **Dept:21 HITS EIS**

	Department	First Incoming	Second Incoming	Client Svcs	NW Data	NW Voice	Enterprise Optns
3	Insurance Retirees	$ 130,105	$ 828	$ 0	$ 27,968	$ 26,979	$ 75,986
3	Memberships	2,711	17	0	583	562	1,583
3	Consulting Services	609	4	0	131	126	356
3	Interest Costs	7,244	49	0	1,558	1,503	4,232
3	Other Misc	1,937	13	0	417	402	1,132
3	Non-Dept. Legal Svcs/Lobby	27,398	174	0	5,890	5,681	16,001
	Subtotal - Non-Dept-Gen Gov	170,004	1,085	0	36,545	35,254	99,291
5	Financial Plg & Analysis	1,473	84	0	332	321	903
	Subtotal - Fin Plg & Analysis	1,473	84	0	332	321	903
8	Gen Acctng	925	58	0	210	203	570
8	Auditing Svcs	1,122	0	0	240	231	651
8	Fin Operations	501	31	0	114	110	309
	Subtotal - Fin Reporting & Ops	2,548	89	0	563	543	1,530
9	Internal Controls	0	0	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0	0	0
10	Cost Accounting	443	25	0	100	96	272
10	Trust Funds Mgmt (TFM)	553	33	0	125	121	340
	Subtotal - Fin Grants	996	58	0	225	217	612
11	Perf Mgmt Svcs	792	42	0	178	172	484
	Subtotal - Fin Perform Mgmt	792	42	0	178	172	484
12	Treasury	1,373	121	0	319	308	867
	Subtotal - Fin Treasury	1,373	121	0	319	308	867
16	Records	2,113	128	0	479	462	1,300
	Subtotal - ARA Operations	2,113	128	0	479	462	1,300
17	Payroll Svcs	9,883	475	0	2,213	2,134	6,011
	Subtotal - ARA Payroll Svcs	9,883	475	0	2,213	2,134	6,011
18	Franchise	3,065	157	0	688	664	1,870
	Subtotal - ARA Regulatory	3,065	157	0	688	664	1,870
19	IT Dept Admin	483,284	0	0	103,231	99,583	280,470
19	IT Director	634,121	318,727	0	203,531	196,338	552,979
	Subtotal - HITS CIO	1,117,405	318,727	0	306,762	295,921	833,449
20	Enterprise Appl	21,732	1,476	0	4,957	4,782	13,469
20	IT ERP	5	0	0	1	1	3
	Subtotal - HITS EAS	21,737	1,476	0	4,958	4,783	13,472
21	Enterprise Optns	0	2,744	0	586	565	1,592
	Subtotal - HITS EIS	0	2,744	0	586	565	1,592
23	Certification	0	2,871	0	613	592	1,666
23	External Affairs & Outreach	0	1,769	0	378	365	1,027
	Subtotal - OBO	0	4,640	0	991	956	2,693
24	City Mayor Admin	0	8,534	0	1,823	1,758	4,953
24	Inter Gov Rel	0	1,329	0	284	274	771
	Subtotal - Mayor	0	9,863	0	2,107	2,032	5,724

B. Incoming Costs-(Default Spread Salary%) **Dept:21 HITS EIS**

Department	First Incoming	Second Incoming	Client Svcs	NW Data	NW Voice	Enterprise Optns
25 Personnel Svcs	0	4,312	0	921	889	2,502
Subtotal - Human Resources	0	4,312	0	921	889	2,502
27 City Sec Svcs	0	1,426	0	305	294	828
Subtotal - City Secretary	0	1,426	0	305	294	828
28 City Council Svcs	0	14,596	0	3,118	3,008	8,471
Subtotal - City Council	0	14,596	0	3,118	3,008	8,471
29 Controller Fin Svcs	0	4,797	0	1,025	988	2,784
29 Controller Treasury	0	2,573	0	550	530	1,493
Subtotal - City Controller's	0	7,370	0	1,574	1,519	4,277
Total Incoming	1,331,389	367,395	0	362,865	350,041	985,877
C. Total Allocated		$ 7,691,110		$ 1,595,072	$ 1,590,843	$ 4,505,193
				20.74%	20.68%	58.58%

Client Svcs Allocations **Dept:21 HITS EIS**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	1,221	3.8156	$ 0	$ 0	$ 0	$ 0	$ 0
14	ARA Director Office	960	3.0000	0	0	0	0	0
19	HITS CIO	2,322	7.2563	0	0	0	0	0
23	Office Business Opportunity	178	0.5563	0	0	0	0	0
24	Mayor	773	2.4156	0	0	0	0	0
25	Human Resources	1,622	5.0688	0	0	0	0	0
26	Legal	155	0.4844	0	0	0	0	0
27	City Secretary	17	0.0531	0	0	0	0	0
28	City Council	421	1.3156	0	0	0	0	0
29	City Controller's Office	180	0.5625	0	0	0	0	0
30	Health Administration	6,337	19.8031	0	0	0	0	0
31	Planning & Dev Admin	394	1.2313	0	0	0	0	0
32	HPW Admin Indirect	7,049	22.0281	0	0	0	0	0
35	General Services	649	2.0281	0	0	0	0	0
36	HEC	94	0.2938	0	0	0	0	0
38	Police	1,085	3.3906	0	0	0	0	0
39	Depart of Neighborhoods	431	1.3469	0	0	0	0	0
40	Fire	1,100	3.4375	0	0	0	0	0
41	Municipal court	384	1.2000	0	0	0	0	0
42	Solid Waste	307	0.9594	0	0	0	0	0
43	Houston Airport System (HAS)	659	2.0594	0	0	0	0	0
44	Housing & Community Dev	1,019	3.1844	0	0	0	0	0
45	Library	449	1.4031	0	0	0	0	0
46	Parks & Recreation	401	1.2531	0	0	0	0	0
49	Fleet Management	389	1.2156	0	0	0	0	0
96	Other	3,404	10.6375	0	0	0	0	0
	Subtotal	32,000	100.0000	0	0	0	0	0
	Direct Bills					0		0
	Total					$0		$ 0

Basis Units: IT Service Now (ITSN) requests submitted per dept
Source: HITS Help Desk Report

NW Data Allocations **Dept:21 HITS EIS**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	246	1.2018	$ 18,226	$ 0	$ 18,226	$ 0	$ 18,226
14	ARA Director Office	531	2.5940	39,341	0	39,341	0	39,341
19	HITS CIO	813	3.9717	60,234	0	60,234	0	60,234
23	Office Business Opportunity	53	0.2589	3,927	0	3,927	220	4,147
24	Mayor	340	1.6610	25,190	0	25,190	1,413	26,603
25	Human Resources	468	2.2863	34,674	0	34,674	1,945	36,619
26	Legal	247	1.2066	18,300	0	18,300	1,027	19,327
27	City Secretary	11	0.0537	815	0	815	46	861
28	City Council	171	0.8354	12,669	0	12,669	711	13,380
29	City Controller's Office	83	0.4055	6,149	0	6,149	345	6,494
30	Health Administration	1,517	7.4108	112,393	0	112,393	6,306	118,699
31	Planning & Dev Admin	206	1.0064	15,262	0	15,262	856	16,118
32	HPW Administration Indirect	4,957	24.2159	367,258	0	367,258	20,604	387,862
35	General Services	349	1.7049	25,857	0	25,857	1,451	27,308
36	HEC	348	1.7000	25,783	0	25,783	1,446	27,229
39	Dept of Neighborhoods	247	1.2066	18,300	0	18,300	1,027	19,327
40	Fire	4,738	23.1461	351,032	0	351,032	19,694	370,726
41	Municipal Court	438	2.1397	32,451	0	32,451	1,821	34,272
42	Solid Waste	395	1.9297	29,265	0	29,265	1,642	30,907
43	Houston Airport System (HAS)	1,745	8.5247	129,285	0	129,285	7,253	136,538
44	Housing & Community Dev	264	1.2897	19,559	0	19,559	1,097	20,656
45	Library	891	4.3527	66,013	0	66,013	3,704	69,717
46	Parks & Recreation	978	4.7777	72,459	0	72,459	4,065	76,524
49	Fleet Management	434	2.1202	32,154	0	32,154	1,804	33,958
	Subtotal	20,470	100.0000	1,516,596	0	1,516,596	78,476	1,595,072
	Direct Bills					0		0
	Total					$1,516,596		$ 1,595,072

Basis Units: IT user count for network svcs
Source: HITS User Report

NW Voice Allocations **Dept:21 HITS EIS**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	246	1.3138	$ 19,905	$ 0	$ 19,905	$ 0	$ 19,905
14	ARA Director Office	531	2.8358	42,966	0	42,966	0	42,966
19	HITS CIO	813	4.3418	65,784	0	65,784	0	65,784
23	Office Business Opportunity	53	0.2830	4,289	0	4,289	234	4,523
24	Mayor	340	1.8158	27,511	0	27,511	1,502	29,013
25	Human Resources	468	2.4993	37,868	0	37,868	2,068	39,936
26	Legal	247	1.3191	19,986	0	19,986	1,091	21,077
27	City Secretary	11	0.0587	890	0	890	49	939
28	City Council	171	0.9132	13,837	0	13,837	755	14,592
29	City Controller's Office	83	0.4433	6,716	0	6,716	367	7,083
30	Health Administration	1,517	8.1015	122,749	0	122,749	6,702	129,451
31	Planning & Dev Admin	206	1.1001	16,669	0	16,669	910	17,579
32	HPW Administration Indirect	4,957	26.4726	401,097	0	401,097	21,900	422,997
35	General Services	349	1.8638	28,239	0	28,239	1,542	29,781
36	HEC	348	1.8585	28,159	0	28,159	1,537	29,696
39	Dept of Neighborhoods	247	1.3191	19,986	0	19,986	1,091	21,077
40	Fire	4,738	25.3031	383,377	0	383,377	20,932	404,309
41	Municipal Court	438	2.3391	35,441	0	35,441	1,935	37,376
42	Solid Waste	395	2.1095	31,962	0	31,962	1,745	33,707
44	Housing & Community Dev	264	1.4099	21,362	0	21,362	1,166	22,528
45	Library	891	4.7583	72,096	0	72,096	3,936	76,032
46	Parks & Recreation	978	5.2230	79,135	0	79,135	4,321	83,456
49	Fleet Management	434	2.3178	35,117	0	35,117	1,917	37,034
	Subtotal	18,725	100.0000	1,515,141	0	1,515,141	75,702	1,590,843
	Direct Bills					0		0
	Total					$1,515,141		$ 1,590,843

Basis Units: IT user count for network svcs excl Airport
Source: HITS User Report

Enterprise Optns Allocations **Dept:21 HITS EIS**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	51,686	2.5654	$ 110,106	$ 0	$ 110,106	$ 0	$ 110,106
04	Finance Dir Office	1,994	0.0990	4,248	0	4,248	0	4,248
05	Finance Financial Plg & Analys	756	0.0375	1,611	0	1,611	0	1,611
06	Finance City Council	517	0.0257	1,101	0	1,101	0	1,101
07	Finance Public Fin	375	0.0186	799	0	799	0	799
08	Finance Reporting & Ops	1,625	0.0807	3,462	0	3,462	0	3,462
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	687	0.0341	1,464	0	1,464	0	1,464
11	Finance Rev Perform Mgmnt	365	0.0181	778	0	778	0	778
12	Finance Treasury	1,214	0.0603	2,586	0	2,586	0	2,586
13	Finance Strat Purchasing	1,048	0.0520	2,233	0	2,233	0	2,233
14	ARA Director Office	3,305	0.1640	7,041	0	7,041	0	7,041
15	ARA Financial Services	534	0.0265	1,138	0	1,138	0	1,138
16	ARA Operations	4,133	0.2051	8,805	0	8,805	0	8,805
17	ARA Payroll Services	751	0.0373	1,600	0	1,600	0	1,600
18	ARA Regulatory	1,810	0.0898	3,856	0	3,856	0	3,856
19	HITS CIO	1,989	0.0987	4,237	0	4,237	0	4,237
20	HITS EAS	662	0.0329	1,410	0	1,410	0	1,410
21	HITS EIS	1,288	0.0639	2,744	0	2,744	0	2,744
22	HITS Radio	2,402	0.1192	5,117	0	5,117	264	5,381
23	Office Business Opportunity	2,707	0.1344	5,767	0	5,767	298	6,065
24	Mayor	4,824	0.2394	10,277	0	10,277	530	10,807
25	Human Resources	95,141	4.7223	202,679	0	202,679	10,456	213,135
26	Legal	5,138	0.2550	10,945	0	10,945	565	11,510
27	City Secretary	1,068	0.0530	2,275	0	2,275	117	2,392
28	City Council	17,817	0.8843	37,956	0	37,956	1,958	39,914
29	City Controller's Office	4,329	0.2149	9,222	0	9,222	476	9,698
30	Health Administration	15,521	0.7704	33,064	0	33,064	1,706	34,770
31	Planning & Dev Admin	2,170	0.1077	4,623	0	4,623	238	4,861
33	CIP Sal Rec HPW	967	0.0480	2,060	0	2,060	106	2,166
34	HPD Police Records	1,546	0.0767	3,293	0	3,293	170	3,463
35	General Services	33,956	1.6854	72,336	0	72,336	3,732	76,068
38	Police	192,008	9.5302	409,034	0	409,034	21,103	430,137
39	Dept of Neighborhoods	8,875	0.4405	18,906	0	18,906	975	19,881
40	Fire	170,035	8.4396	362,225	0	362,225	18,688	380,913
42	Solid Waste	40,408	2.0056	86,081	0	86,081	4,441	90,522
43	Houston Airport System (HAS)	98,845	4.9061	210,569	0	210,569	10,864	221,433
44	Housing & Community Dev	32,606	1.6184	69,460	0	69,460	3,584	73,044
45	Library	23,140	1.1485	49,295	0	49,295	2,543	51,838
46	Parks & Recreation	112,769	5.5972	240,231	0	240,231	12,394	252,625
47	Health Department	146,150	7.2541	311,343	0	311,343	16,063	327,406
48	Convention & Entertainment	2,897	0.1438	6,171	0	6,171	318	6,489
49	Fleet Management	215,744	10.7083	459,599	0	459,599	23,711	483,310
50	Planning & Dev Other	2,875	0.1427	6,125	0	6,125	316	6,441
51	Planning & Dev Spec Rev	5,304	0.2633	11,299	0	11,299	583	11,882
52	General Debt	6,412	0.3183	13,659	0	13,659	705	14,364
53	Finance Other	10,404	0.5164	22,164	0	22,164	1,143	23,307
54	ARA Insurance	1,037	0.0515	2,209	0	2,209	114	2,323
55	ARA BARC	13,204	0.6554	28,128	0	28,128	1,451	29,579
56	ARA Parking	20,508	1.0179	43,688	0	43,688	2,254	45,942
57	ARA Other	11,658	0.5786	24,835	0	24,835	1,281	26,116
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	6,953	0.3451	14,812	0	14,812	764	15,576
60	Legal Wkr Comp	588	0.0292	1,253	0	1,253	65	1,318
61	Mayor Cable TV	2,076	0.1030	4,422	0	4,422	228	4,650
62	Mayor Other	12,633	0.6270	26,912	0	26,912	1,388	28,300

Enterprise Optns Allocations **Dept:21 HITS EIS**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
63	TIRZ	1,232	0.0611	2,625	0	2,625	135	2,760
64	HR Health Benefits	138,240	6.8615	294,492	0	294,492	15,193	309,685
65	HR Long Term Disability	62	0.0031	132	0	132	7	139
66	HPW Bldg Insp	37,625	1.8675	80,152	0	80,152	4,135	84,287
67	HPW Stormwater	16,053	0.7968	34,198	0	34,198	1,764	35,962
68	HPW DDSR	44,506	2.2090	94,811	0	94,811	4,891	99,702
69	HPW Water & Sewer	210,577	10.4519	448,591	0	448,591	23,143	471,734
70	HPW Houston Transtar	2,188	0.1086	4,661	0	4,661	240	4,901
71	HPW Other	64,216	3.1873	136,799	0	136,799	7,058	143,857
72	Houston Permit Center	7,230	0.3589	15,402	0	15,402	795	16,197
73	CIP S/R Planning	658	0.0327	1,402	0	1,402	72	1,474
74	CIP Sal Rec RE	3,383	0.1679	7,207	0	7,207	372	7,579
75	CIP S/R Engrg	16,043	0.7963	34,176	0	34,176	1,763	35,939
76	CIP S/R Constr	10,608	0.5265	22,598	0	22,598	1,166	23,764
77	CIP S/R Eng/Const	1,468	0.0729	3,127	0	3,127	161	3,288
78	CIP S/R Geo/Env	2,656	0.1318	5,658	0	5,658	292	5,950
79	CIP S/R Other	5,012	0.2488	10,677	0	10,677	551	11,228
80	CIP S/R GSD	9,714	0.4821	20,694	0	20,694	1,068	21,762
93	HR-W.C.	13,500	0.6701	28,759	0	28,759	1,484	30,243
94	HITS Other	30,296	1.5037	64,539	0	64,539	3,330	67,869
95	Legal Other	12	0.0006	26	0	26	1	27
	Subtotal	2,014,733	100.0000	4,291,979	0	4,291,979	213,214	4,505,193
	Direct Bills					0		0
	Total					$4,291,979		$ 4,505,193

Basis Units: Number of rev, exp, & purch transactions per dept
Source: COH Transaction Report

Allocation Summary **Dept:21 HITS EIS**

	Department	Client Svcs	NW Data	NW Voice	Enterprise Optns	Total
0	Direct Billed	$0	$0	$0	$0	$0
03	Non-Departmental-Gen Gov	0	0	0	110,106	110,106
04	Finance Dir Office	0	18,226	19,905	4,248	42,379
05	Finance Financial Plg & Analys	0	0	0	1,611	1,611
06	Finance City Council	0	0	0	1,101	1,101
07	Finance Public Fin	0	0	0	799	799
08	Finance Reporting & Ops	0	0	0	3,462	3,462
09	Finance Internal Controls	0	0	0	0	0
10	Finance Grants	0	0	0	1,464	1,464
11	Finance Rev Perform Mgmnt	0	0	0	778	778
12	Finance Treasury	0	0	0	2,586	2,586
13	Finance Strat Purchasing	0	0	0	2,233	2,233
14	ARA Director Office	0	39,341	42,966	7,041	89,348
15	ARA Financial Services	0	0	0	1,138	1,138
16	ARA Operations	0	0	0	8,805	8,805
17	ARA Payroll Services	0	0	0	1,600	1,600
18	ARA Regulatory	0	0	0	3,856	3,856
19	HITS CIO	0	60,234	65,784	4,237	130,255
20	HITS EAS	0	0	0	1,410	1,410
21	HITS EIS	0	0	0	2,744	2,744
22	HITS Radio	0	0	0	5,381	5,381
23	Office Business Opportunity	0	4,147	4,523	6,065	14,735
24	Mayor	0	26,603	29,013	10,807	66,423
25	Human Resources	0	36,619	39,936	213,135	289,690
26	Legal	0	19,327	21,077	11,510	51,914
27	City Secretary	0	861	939	2,392	4,192
28	City Council	0	13,380	14,592	39,914	67,886
29	City Controller's Office	0	6,494	7,083	9,698	23,275
30	Health Administration	0	118,699	129,451	34,770	282,920
31	Planning & Dev Admin	0	16,118	17,579	4,861	38,558
32	HPW Administration Indirect	0	387,862	422,997	0	810,859
33	CIP Sal Rec HPW	0	0	0	2,166	2,166
34	HPD Police Records	0	0	0	3,463	3,463
35	General Services	0	27,308	29,781	76,068	133,157
36	HEC	0	27,229	29,696	0	56,925
38	Police	0	0	0	430,137	430,137
39	Dept of Neighborhoods	0	19,327	21,077	19,881	60,285
40	Fire	0	370,726	404,309	380,913	1,155,948
41	Municipal Court	0	34,272	37,376	0	71,648
42	Solid Waste	0	30,907	33,707	90,522	155,136
43	Houston Airport System (HAS)	0	136,538	0	221,433	357,971
44	Housing & Community Dev	0	20,656	22,528	73,044	116,228
45	Library	0	69,717	76,032	51,838	197,587
46	Parks & Recreation	0	76,524	83,456	252,625	412,605
47	Health Department	0	0	0	327,406	327,406
48	Convention & Entertainment	0	0	0	6,489	6,489
49	Fleet Management	0	33,958	37,034	483,310	554,302
50	Planning & Dev Other	0	0	0	6,441	6,441
51	Planning & Dev Spec Rev	0	0	0	11,882	11,882
52	General Debt	0	0	0	14,364	14,364
53	Finance Other	0	0	0	23,307	23,307
54	ARA Insurance	0	0	0	2,323	2,323
55	ARA BARC	0	0	0	29,579	29,579
56	ARA Parking	0	0	0	45,942	45,942
57	ARA Other	0	0	0	26,116	26,116
58	IT Public Services	0	0	0	0	0

Allocation Summary **Dept:21 HITS EIS**

	Department	Client Svcs	NW Data	NW Voice	Enterprise Optns	Total
59	Legal Insurance	0	0	0	15,576	15,576
60	Legal Wkr Comp	0	0	0	1,318	1,318
61	Mayor Cable TV	0	0	0	4,650	4,650
62	Mayor Other	0	0	0	28,300	28,300
63	TIRZ	0	0	0	2,760	2,760
64	HR Health Benefits	0	0	0	309,685	309,685
65	HR Long Term Disability	0	0	0	139	139
66	HPW Bldg Insp	0	0	0	84,287	84,287
67	HPW Stormwater	0	0	0	35,962	35,962
68	HPW DDSR	0	0	0	99,702	99,702
69	HPW Water & Sewer	0	0	0	471,734	471,734
70	HPW Houston Transtar	0	0	0	4,901	4,901
71	HPW Other	0	0	0	143,857	143,857
72	Houston Permit Center	0	0	0	16,197	16,197
73	CIP S/R Planning	0	0	0	1,474	1,474
74	CIP Sal Rec RE	0	0	0	7,579	7,579
75	CIP S/R Engrg	0	0	0	35,939	35,939
76	CIP S/R Constr	0	0	0	23,764	23,764
77	CIP S/R Eng/Const	0	0	0	3,288	3,288
78	CIP S/R Geo/Env	0	0	0	5,950	5,950
79	CIP S/R Other	0	0	0	11,228	11,228
80	CIP S/R GSD	0	0	0	21,762	21,762
93	HR-W.C.	0	0	0	30,243	30,243
94	HITS Other	0	0	0	67,869	67,869
95	Legal Other	0	0	0	27	27
96	Other	0	0	0	0	0
	Total	$ 0	$ 1,595,073	$ 1,590,841	$ 4,505,192	$ 7,691,106

HOUSTON INFORMATION TECHNOLOGY SERVICES
RADIO COMMUNICATION SERVICES
FUNCTION AND ALLOCATION BASIS

The Radio Communication Services division of Houston Information Technology Services is responsible for the operation and maintenance of the radio system and all city-owned radios. The costs are allocated based on the number of radios per department. External agencies, identified as other in the plan, are also charged a flat rate per month for each radio they have on the city radio network system.

A. Department Costs **Dept:22 HITS Radio**

Department		Amount	General Admin	IT Radio Svcs
Personnel Costs				
Salaries	S1	1,875,462	0	1,875,462
Salary % Split			.00%	100.00%
Benefits	S	945,308	0	945,308
Subtotal - Personnel Costs		2,820,770	0	2,820,770
Services & Supplies Cost				
Supplies	S	203,432	0	203,432
Services	S	2,172,681	0	2,172,681
Subtotal - Services & Supplies		2,376,113	0	2,376,113
Department Cost Total		5,196,883	0	5,196,883
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		5,196,883	0	5,196,883
General Admin Distribution			0	0
Grand Total		$ 5,196,883		$ 5,196,883

B. Incoming Costs-(Default Spread Salary%) **Dept:22 HITS Radio**

	Department	First Incoming	Second Incoming	IT Radio Svcs
3	Insurance Retirees	$ 71,615	$ 456	$ 72,071
3	Memberships	1,492	10	1,502
3	Consulting Services	1,135	7	1,142
3	Interest Costs	6,282	42	6,324
3	Other Misc	1,680	11	1,691
3	Non-Dept. Legal Svcs/Lobby	15,081	96	15,177
	Subtotal - Non-Dept-Gen Gov	97,285	622	97,907
5	Financial Plg & Analysis	2,746	156	2,902
	Subtotal - Fin Plg & Analysis	2,746	156	2,902
8	Gen Acctng	1,724	108	1,832
8	Auditing Svcs	2,092	0	2,092
8	Fin Operations	434	27	461
	Subtotal - Fin Reporting & Ops	4,250	135	4,385
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Cost Accounting	385	22	407
10	Trust Funds Mgmt (TFM)	479	29	508
	Subtotal - Fin Grants	864	50	914
11	Perf Mgmt Svcs	687	37	724
	Subtotal - Fin Perform Mgmt	687	37	724
12	Treasury	1,191	105	1,296
	Subtotal - Fin Treasury	1,191	105	1,296
13	Purchasing	45,791	2,754	48,545
	Subtotal - Fin SPD	45,791	2,754	48,545
16	Records	1,163	70	1,233
	Subtotal - ARA Operations	1,163	70	1,233
17	Payroll Svcs	5,440	262	5,702
	Subtotal - ARA Payroll Svcs	5,440	262	5,702
18	Franchise	2,658	136	2,794
	Subtotal - ARA Regulatory	2,658	136	2,794
19	IT Dept Admin	266,019	0	266,019
19	IT Director	349,046	175,440	524,486
	Subtotal - HITS CIO	615,065	175,440	790,505
20	IT ERP	3	0	3
	Subtotal - HITS EAS	3	0	3
21	Enterprise Optns	5,117	264	5,381
	Subtotal - HITS EIS	5,117	264	5,381
23	Certification	0	1,580	1,580
23	External Affairs & Outreach	0	974	974
	Subtotal - OBO	0	2,554	2,554
24	City Mayor Admin	0	4,698	4,698

B. Incoming Costs-(Default Spread Salary%) **Dept:22 HITS Radio**

	Department	First Incoming	Second Incoming	IT Radio Svcs
24	Inter Gov Rel	$ 0	$ 731	$ 731
	Subtotal - Mayor	0	5,429	5,429
25	Personnel Svcs	0	2,373	2,373
	Subtotal - Human Resources	0	2,373	2,373
27	City Sec Svcs	0	1,237	1,237
	Subtotal - City Secretary	0	1,237	1,237
28	City Council Svcs	0	12,658	12,658
	Subtotal - City Council	0	12,658	12,658
29	Controller Fin Svcs	0	8,946	8,946
29	Controller Treasury	0	2,232	2,232
	Subtotal - City Controller's	0	11,178	11,178
	Total Incoming	782,260	215,461	997,721
C.	Total Allocated		$ 6,194,604	$ 6,194,604
				100.00%

IT Radio Svcs Allocations **Dept:22 HITS Radio**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
19	HITS CIO	964	6.3085	$ 377,194	$ 0	$ 377,194	$ 0	$ 377,194
24	Mayor	20	0.1309	7,826	0	7,826	301	8,127
36	HEC	28	0.1832	10,956	0	10,956	421	11,377
38	Police	9,441	61.7826	3,694,070	0	3,694,070	142,080	3,836,150
40	Fire	3,486	22.8126	1,364,001	0	1,364,001	52,462	1,416,463
42	Solid Waste	614	4.0181	240,246	0	240,246	9,240	249,486
46	Parks & Recreation	284	1.8585	111,123	0	111,123	4,274	115,397
49	Fleet Management	37	0.2421	14,477	0	14,477	557	15,034
68	HPW DDSR	168	1.0994	65,735	0	65,735	2,528	68,263
69	HPW Water & Sewer	217	1.4201	84,908	0	84,908	3,266	88,174
96	Other	22	0.1440	8,608	0	8,608	331	8,939
	Subtotal	15,281	100.0000	5,979,144	0	5,979,144	215,460	6,194,604
	Direct Bills					0		0
	Total					$5,979,144		$ 6,194,604

Basis Units: Number of radios per department
Source: HITS Radio Report

Allocation Summary **Dept:22 HITS Radio**

	Department	IT Radio Svcs	Total
19	HITS CIO	377,194	377,194
24	Mayor	8,127	8,127
36	HEC	11,377	11,377
38	Police	3,836,150	3,836,150
40	Fire	1,416,463	1,416,463
42	Solid Waste	249,486	249,486
46	Parks & Recreation	115,397	115,397
49	Fleet Management	15,034	15,034
68	HPW DDSR	68,263	68,263
69	HPW Water & Sewer	88,174	88,174
96	Other	8,939	8,939
	Total	$ 6,194,604	$ 6,194,604

OFFICE OF BUSINESS OPPORTUNITY
FUNCTION AND ALLOCATION BASIS

The Office of Business Opportunity (OBO) is committed to cultivating a competitive and diverse business environment in the City of Houston by promoting the success of small businesses and developing Houston's workforce with special emphasis on historically underutilized businesses and disenfranchised individuals. OBO provides business assistance to both start-up and mature companies, helps businesses navigate the city permitting and licensing process, provides referrals for educational and financial resources, as well as certifies Minority, Women, Small and Disadvantaged Business Enterprises (MWSDBE) and Persons with Disabilities Business Enterprises. OBO is also charged with ensuring that city departments and prime contractors identify and connect with certified companies for contracting opportunities on MWSDBE goal-oriented contracts. OBO also monitors those contracts to ensure the utilization of MWSDBEs and compliance with applicable labor standards requirements. The costs are allocated as follows:

- **Certification and Designation Division** – Administers the city's MWSDBE certification program and the Hire Houston First designation process. The costs of these functions are allocated based on the number of FTE positions.

- **Contract Compliance** – Enforces labor standards rules, as well as monitors MWSDBE utilization on contracts with goals. The Contract Compliance division also ensures that subcontractors working on City of Houston projects are paid their pro-rata share each month in a timely manner. Costs are allocated based on the number of contracts monitored per department.

- **Department Services Unit –** This unit is responsible for assisting departments with setting MWSDBE goals on contracts, reviewing RCAs for compliance with MWSDBE and Hire Houston First requirements and training city departments on best practices for compliance with the programs OBO administers. Costs are allocated based on the number of tasks completed by each Procurement Specialist per department.

- **Reporting, Analytics & Technology**– This area is responsible for reporting citywide MWSDBE participation on contracts, Hire Houston First related contracts and other reports that serve to provide analytics that can be used to strengthen the city's administration of it business development program. The Reporting, Analytics & Technology function within OBO is allocated based on the number of contracts awarded with MWSDBE requirements.

OFFICE OF BUSINESS OPPORTUNITY
FUNCTION AND ALLOCATION BASIS
Continued

- **Pay or Play Program** – This area works under the Chief Financial Officer to develop and implement policies and procedures to ensure adherence to the Pay or Play (POP) Program mandates ensuring the optimum efficiency and integrity of the program, train all departments citywide and ensure audits are conducted.

- **External Affairs and Office of Business Opportunity Solution Center (OBOSC) Unit –** External Affairs and OBOSC's objective is to raise program awareness and increase the number of companies seeking certification. The Business Development Services area of External Affairs & OBOSC provides information on contracting opportunities and facilitates the provision of business development resources needed to assist certified firms with increasing their financial and operational readiness. These costs are allocated based on the number of FTE positions.

- **HAS Services –** OBO has the responsibilities of ensuring that contracts are procured, awarded and administered in compliance with Federal regulations for the U.S. Department of Transportation's Disadvantaged Business Enterprise and Airport Concessionaire program. Services are provided by the Department Director and Deputy Director based on a level of effort of 20% and 15% respectively. These costs are directly allocated to HAS.

- **Non-General Fund –** The non-general fund expenses of OBO are not allocated within the plan. They are included for information purposes only.

A. Department Costs **Dept:23 Office Business Opportunity**

Description		Amount	General Admin	Certification	Contract Compliance	Reporting & Analytics
Personnel Costs						
Salaries	S1	2,628,722	734,898	645,756	483,912	108,545
Salary % Split			27.9,565%	24.5,654%	18.4,086%	0.00%
Benefits	S	0	0	0	0	0
Subtotal - Personnel Costs		2,628,722	734,898	645,756	483,912	108,545
Services & Supplies Cost						
Supplies	P	33,654	9,851	8,656	6,487	1,455
Services	P	448,525	131,292	115,366	86,452	19,392
HAS Costs	P	81,842	0	0	0	0
N-GF Svcs	P	3,976	0	0	0	0
Subtotal - Services & Supplies		567,997	141,143	124,022	92,939	20,847
Department Cost Total		3,196,719	876,041	769,778	576,851	129,392
Adjustments to Cost						
Subtotal - Adjustments		0	0	0	0	0
Total Costs After Adjustments		3,196,719	876,041	769,778	576,851	129,392
General Admin Distribution			876,041-	298,712	223,847	50,210
Grand Total		$ 3,196,719		$ 1,068,490	$ 800,698	$ 179,602

A. Department Costs — **Dept:23 Office Business Opportunity**

Description		Amount	Dept Services	External Affairs & Outreach	HAS Services	Non-GF.
Personnel Costs						
Salaries	S1	2,628,722	139,594	397,888	0	118,129
Salary % Split			5.3,103%	15.1,362%	0.0,000%	4.4,938%
Benefits	S	0	0	0	0	0
Subtotal - Personnel Costs		2,628,722	139,594	397,888	0	118,129
Services & Supplies Cost						
Supplies	P	33,654	1,871	5,334	0	993
Services	P	448,525	24,939	71,084	0	0
HAS Costs	P	81,842	0	0	81,842	0
N-GF Svcs	P	3,976	0	0	0	3,976
Subtotal - Services & Supplies		567,997	26,810	76,418	81,842	4,969
Department Cost Total		3,196,719	166,404	474,306	81,842	123,098
Adjustments to Cost						
Subtotal - Adjustments		0	0	0	0	0
Total Costs After Adjustments		3,196,719	166,404	474,306	81,842	123,098
General Admin Distribution			64,573	184,054	0	54,644
Grand Total		$ 3,196,719	$ 230,977	$ 658,360	$ 81,842	$ 177,742
						not allocated

B. Incoming Costs-(Default Spread Salary%) **Dept:23 Office Business Opportunity**

	Description	First Incoming	Second Incoming	Certification	Contract Compliance	Reporting & Analytics	Dept Services	External Affairs & Outreach
3	Insurance Retirees	$ 72,214	$ 460	$ 24,780	$ 18,570	$ 4,165	$ 5,357	$ 15,269
3	Memberships	1,505	10	516	387	87	112	318
3	Consulting Services	1,280	8	439	329	74	95	271
3	Interest Costs	3,717	25	1,276	956	214	276	786
3	Other Misc	994	7	341	256	57	74	210
3	Non-Dept. Legal Svcs/Lobby	16,074	102	5,516	4,133	927	1,192	3,399
3	Walker Rent	302,353	1,924	103,752	77,749	17,440	22,428	63,928
	Subtotal - Non-Dept-Gen Gov	398,137	2,536	136,621	102,380	22,965	29,534	84,181
5	Financial Plg & Analysis	3,095	176	1,115	836	187	241	687
	Subtotal - Fin Plg & Analysis	3,095	176	1,115	836	187	241	687
8	Gen Acctng	1,943	121	704	527	118	152	434
8	Fixed Assets	0	0	0	0	0	0	0
8	Auditing Svcs	2,358	0	804	603	135	174	495
8	Fin Operations	267	17	97	72	16	21	60
	Subtotal - Fin Reporting & Ops	4,568	138	1,605	1,202	270	347	989
9	Internal Controls	0	0	0	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0	0	0	0
10	Cost Accounting	237	13	85	64	14	18	53
10	Trust Funds Mgmt (TFM)	295	18	107	80	18	23	66
	Subtotal - Fin Grants	532	31	192	144	32	42	118
11	Perf Mgmt Svcs	423	23	152	114	26	33	94
	Subtotal - Fin Perform Mgmt	423	23	152	114	26	33	94
12	Treasury	705	62	262	196	44	57	161
	Subtotal - Fin Treasury	705	62	262	196	44	57	161
13	Purchasing	3,271	197	1,182	886	199	256	729
	Subtotal - Fin SPD	3,271	197	1,182	886	199	256	729
16	Mailroom	3,860	253	1,402	1,051	236	303	864
16	Records	1,240	75	448	336	75	97	276
16	3-1-1 Svcs	3,433	234	1,250	937	210	270	770
	Subtotal - ARA Operations	8,533	562	3,101	2,324	521	670	1,911
17	Payroll Svcs	5,798	279	2,072	1,553	348	448	1,277
	Subtotal - ARA Payroll Svcs	5,798	279	2,072	1,553	348	448	1,277
18	Franchise	1,573	81	564	423	95	122	347
	Subtotal - ARA Regulatory	1,573	81	564	423	95	122	347
20	Enterprise Appl	4,456	303	1,623	1,216	273	351	1,000
20	IT ERP	3	0	1	1	0	0	1
	Subtotal - HITS EAS	4,459	303	1,624	1,217	273	351	1,000
21	Client Svcs	0	0	0	0	0	0	0
21	NW Data	3,927	220	1,414	1,060	238	306	871
21	NW Voice	4,289	234	1,542	1,156	259	333	950
21	Enterprise Optns	5,767	298	2,068	1,550	348	447	1,274
	Subtotal - HITS EIS	13,983	752	5,024	3,765	845	1,086	3,096
23	Certification	0	1,684	574	430	97	124	354

B. Incoming Costs-(Default Spread Salary%) **Dept:23 Office Business Opportunity**

Description	First Incoming	Second Incoming	Certification	Contract Compliance	Reporting & Analytics	Dept Services	External Affairs & Outreach
23 Contract Compliance	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
23 Reporting & Analytics	0	59	20	15	3	4	12
23 External Affairs & Outreach	0	1,038	354	265	59	77	218
Subtotal - OBO	0	2,781	948	711	159	205	584
24 City Mayor Admin	0	5,007	1,707	1,279	287	369	1,052
24 I Gov Relats	0	780	266	199	45	57	164
Subtotal - Mayor	0	5,787	1,973	1,479	332	427	1,216
25 Selection	0	1,258	429	321	72	93	264
25 Personnel Svcs	0	2,530	863	646	145	186	532
Subtotal - Human Resources	0	3,788	1,292	968	217	279	796
26 Legal Svcs	0	25,058	8,544	6,403	1,436	1,847	5,265
26 Inspector General	0	3,752	1,279	959	215	277	788
Subtotal - Legal	0	28,810	9,824	7,362	1,651	2,124	6,053
27 City Sec Svcs	0	761	259	194	44	56	160
Subtotal - City Secretary	0	761	259	194	44	56	160
28 City Council Svcs	0	7,789	2,656	1,990	446	574	1,636
Subtotal - City Council	0	7,789	2,656	1,990	446	574	1,636
29 Controller Fin Svcs	0	10,082	3,438	2,576	578	743	2,118
29 Controller Treasury	0	1,373	468	351	79	101	288
Subtotal - City Controller's	0	11,455	3,906	2,927	657	844	2,407
35 Real Estate	0	11,074	3,776	2,830	635	816	2,327
Subtotal - General Services	0	11,074	3,776	2,830	635	816	2,327
Total Incoming	445,077	77,383	178,148	133,500	29,945	38,511	109,768
C. Total Allocated		$ 3,719,179	$ 1,246,638	$ 934,198	$ 209,547	$ 269,488	$ 768,128
			33.52%	25.12%	5.63%	7.25%	20.65%

B. Incoming Costs-(Default Spread Salary%) **Dept:23 Office Business Opportunity**

Description	First Incoming	Second Incoming	HAS Services	Non-GF.
3 Insurance Retirees	$ 72,214	$ 460	$ 0	$ 4,533
3 Memberships	1,505	10	0	94
3 Consulting Services	1,280	8	0	80
3 Interest Costs	3,717	25	0	233
3 Other Misc	994	7	0	62
3 Non-Dept. Legal Svcs/Lobby	16,074	102	0	1,009
3 Walker Rent	302,353	1,924	0	18,980
Subtotal - Non-Dept-Gen Gov	398,137	2,536	0	24,992
5 Financial Plg & Analysis	3,095	176	0	204
Subtotal - Fin Plg & Analysis	3,095	176	0	204
8 Gen Acctng	1,943	121	0	129
8 Fixed Assets	0	0	0	0
8 Auditing Svcs	2,358	0	0	147
8 Fin Operations	267	17	0	18
Subtotal - Fin Reporting & Ops	4,568	138	0	294
9 Internal Controls	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0
10 Cost Accounting	237	13	0	16
10 Trust Funds Mgmt (TFM)	295	18	0	20
Subtotal - Fin Grants	532	31	0	35
11 Perf Mgmt Svcs	423	23	0	28
Subtotal - Fin Perform Mgmt	423	23	0	28
12 Treasury	705	62	0	48
Subtotal - Fin Treasury	705	62	0	48
13 Purchasing	3,271	197	0	216
Subtotal - Fin SPD	3,271	197	0	216
16 Mailroom	3,860	253	0	257
16 Records	1,240	75	0	82
16 3-1-1 Svcs	3,433	234	0	229
Subtotal - ARA Operations	8,533	562	0	567
17 Payroll Svcs	5,798	279	0	379
Subtotal - ARA Payroll Svcs	5,798	279	0	379
18 Franchise	1,573	81	0	103
Subtotal - ARA Regulatory	1,573	81	0	103
20 Enterprise Appl	4,456	303	0	297
20 IT ERP	3	0	0	0
Subtotal - HITS EAS	4,459	303	0	297
21 Client Svcs	0	0	0	0
21 NW Data	3,927	220	0	259
21 NW Voice	4,289	234	0	282
21 Enterprise Optns	5,767	298	0	378
Subtotal - HITS EIS	13,983	752	0	919
23 Certification	0	1,684	0	105

B. Incoming Costs-(Default Spread Salary%) **Dept:23 Office Business Opportunity**

Description	First Incoming	Second Incoming	HAS Services	Non-GF.
23 Contract Compliance	$ 0	$ 0	$ 0	$ 0
23 Reporting & Analytics	0	59	0	4
23 External Affairs & Outreach	0	1,038	0	65
Subtotal - OBO	0	2,781	0	173
24 City Mayor Admin	0	5,007	0	312
24 I Gov Relats	0	780	0	49
Subtotal - Mayor	0	5,787	0	361
25 Selection	0	1,258	0	78
25 Personnel Svcs	0	2,530	0	158
Subtotal - Human Resources	0	3,788	0	236
26 Legal Svcs	0	25,058	0	1,563
26 Inspector General	0	3,752	0	234
Subtotal - Legal	0	28,810	0	1,797
27 City Sec Svcs	0	761	0	47
Subtotal - City Secretary	0	761	0	47
28 City Council Svcs	0	7,789	0	486
Subtotal - City Council	0	7,789	0	486
29 Controller Fin Svcs	0	10,082	0	629
29 Controller Treasury	0	1,373	0	86
Subtotal - City Controller's	0	11,455	0	715
35 Real Estate	0	11,074	0	691
Subtotal - General Services	0	11,074	0	691
Total Incoming	445,077	77,383	0	32,589
C. Total Allocated		$ 3,719,179	$ 81,842	$ 210,331
			2.20%	5.66%

Certification Allocations **Dept:23 Office Business Opportunity**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	5.79	0.0273	$ 333	$ 0	$ 333	$ 0	$ 333
05	Finance Financial Plg & Analys	16.69	0.0786	959	0	959	0	959
06	Finance City Council	5.12	0.0241	294	0	294	0	294
07	Finance Public Fin	5.77	0.0272	332	0	332	0	332
08	Finance Reporting & Ops	15.99	0.0753	919	0	919	0	919
09	Finance Internal Controls	0.00	0.0000	0	0	0	0	0
10	Finance Grants	8.98	0.0423	516	0	516	0	516
11	Finance Rev Perform Mgmnt	3.50	0.0165	201	0	201	0	201
12	Finance Treasury	2.94	0.0138	169	0	169	0	169
13	Finance Strat Purchasing	36.81	0.1733	2,115	0	2,115	0	2,115
14	ARA Director Office	5.88	0.0277	338	0	338	0	338
15	ARA Financial Services	5.59	0.0263	321	0	321	0	321
16	ARA Operations	95.27	0.4486	5,474	0	5,474	0	5,474
17	ARA Payroll Services	39.46	0.1858	2,267	0	2,267	0	2,267
18	ARA Regulatory	7.00	0.0330	402	0	402	0	402
19	HITS CIO	11.93	0.0562	685	0	685	0	685
20	HITS EAS	14.95	0.0704	859	0	859	0	859
21	HITS EIS	49.96	0.2352	2,871	0	2,871	0	2,871
22	HITS Radio	27.50	0.1295	1,580	0	1,580	0	1,580
23	Office Business Opportunity	29.31	0.1380	1,684	0	1,684	0	1,684
24	Mayor	37.86	0.1783	2,175	0	2,175	48	2,223
25	Human Resources	169.48	0.7980	9,738	0	9,738	214	9,952
26	Legal	108.47	0.5107	6,232	0	6,232	137	6,369
27	City Secretary	9.51	0.0448	546	0	546	12	558
28	City Council	73.19	0.3446	4,205	0	4,205	93	4,298
29	City Controller's Office	60.31	0.2840	3,465	0	3,465	76	3,541
30	Health Administration	48.78	0.2297	2,803	0	2,803	62	2,865
31	Planning & Dev Admin	7.88	0.0371	453	0	453	10	463
33	CIP Sal Rec HPW	3.00	0.0141	172	0	172	4	176
34	HPD Police Records	85.74	0.4037	4,926	0	4,926	109	5,035
35	General Services	229.16	1.0790	13,167	0	13,167	290	13,457
36	HEC	221.66	1.0437	12,736	0	12,736	281	13,017
38	Police	6,259.26	29.4725	359,639	0	359,639	7,922	367,561
39	Dept of Neighborhoods	138.94	0.6542	7,983	0	7,983	176	8,159
40	Fire	4,174.23	19.6549	239,839	0	239,839	5,283	245,122
41	Municipal Court	284.37	1.3390	16,339	0	16,339	360	16,699
42	Solid Waste	427.44	2.0127	24,559	0	24,559	541	25,100
43	Houston Airport System (HAS)	1,115.29	5.2515	64,081	0	64,081	1,411	65,492
44	Housing & Community Dev	145.37	0.6845	8,353	0	8,353	184	8,537
45	Library	477.44	2.2481	27,432	0	27,432	604	28,036
46	Parks & Recreation	783.00	3.6869	44,989	0	44,989	991	45,980
47	Health Department	1,202.25	5.6609	69,078	0	69,078	1,522	70,600
49	Fleet Management	366.30	1.7248	21,047	0	21,047	464	21,511
50	Planning & Dev Other	30.73	0.1447	1,766	0	1,766	39	1,805
51	Planning & Dev Spec Rev	40.82	0.1922	2,345	0	2,345	52	2,397
53	Finance Other	50.81	0.2392	2,919	0	2,919	64	2,983
54	ARA Insurance	5.00	0.0235	287	0	287	6	293
55	ARA BARC	100.56	0.4735	5,778	0	5,778	127	5,905
56	ARA Parking	64.72	0.3047	3,719	0	3,719	82	3,801
57	ARA Other	34.83	0.1640	2,001	0	2,001	44	2,045
58	IT Public Services	0.77	0.0036	44	0	44	1	45
59	Legal Insurance	49.09	0.2311	2,821	0	2,821	62	2,883
60	Legal Wkr Comp	2.00	0.0094	115	0	115	3	118
61	Mayor Cable TV	17.90	0.0843	1,028	0	1,028	23	1,051
62	Mayor Other	44.67	0.2103	2,567	0	2,567	57	2,624
63	TIRZ	9.64	0.0454	554	0	554	12	566

Certification Allocations **Dept:23 Office Business Opportunity**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
64	HR Health Benefits	44.37	0.2089	2,549	0	2,549	56	2,605
66	HPW Bldg Insp	530.83	2.4995	30,500	0	30,500	672	31,172
67	HPW Stormwater	330.61	1.5567	18,996	0	18,996	418	19,414
68	HPW DDSR	468.63	2.2066	26,926	0	26,926	593	27,519
69	HPW Water & Sewer	2,086.16	9.8229	119,865	0	119,865	2,640	122,505
70	HPW Houston Transtar	7.12	0.0335	409	0	409	9	418
71	HPW Other	12.74	0.0600	732	0	732	16	748
72	Houston Permit Center	44.22	0.2082	2,541	0	2,541	56	2,597
73	CIP S/R Planning	8.30	0.0391	477	0	477	11	488
74	CIP Sal Rec RE	32.02	0.1508	1,840	0	1,840	41	1,881
75	CIP S/R Engrg	84.87	0.3996	4,876	0	4,876	107	4,983
76	CIP S/R Constr	102.64	0.4833	5,897	0	5,897	130	6,027
77	CIP S/R Eng/Const	24.55	0.1156	1,411	0	1,411	31	1,442
78	CIP S/R Geo/Env	11.92	0.0561	685	0	685	15	700
79	CIP S/R Other	29.80	0.1403	1,712	0	1,712	38	1,750
80	CIP S/R GSD	33.69	0.1586	1,936	0	1,936	43	1,979
93	HR-W.C.	31.96	0.1505	1,836	0	1,836	40	1,876
94	HITS Other	84.30	0.3969	4,844	0	4,844	107	4,951
	Subtotal	21,237.64	100.0000	1,220,252	0	1,220,252	26,386	1,246,638
	Direct Bills					0		0
	Total					$1,220,252		$ 1,246,638

Basis Units: Number of FTE positions all funds
Source: COH FTE Report

Contract Compliance Allocations **Dept:23 Office Business Opportunity**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	27	2.0074	$ 18,356	$ 0	$ 18,356	$ 0	$ 18,356
13	Finance Strategic Purchasing	98	7.2862	66,627	0	66,627	0	66,627
14	ARA Director Office	18	1.3383	12,238	0	12,238	0	12,238
19	HITS CIO	29	2.1561	19,716	0	19,716	0	19,716
24	Mayor	9	0.6691	6,119	0	6,119	152	6,271
25	Human Resources	34	2.5279	23,116	0	23,116	573	23,689
26	Legal	4	0.2974	2,719	0	2,719	67	2,786
29	City Controller's Office	14	1.0409	9,518	0	9,518	236	9,754
31	Planning & Dev Admin	4	0.2974	2,719	0	2,719	67	2,786
32	HPW Administration Indirect	849	63.1227	577,209	0	577,209	14,313	591,522
33	CIP Sal Rec HPW	0	0.0000	0	168,564-	168,564-	0	168,564-
35	General Services	144	10.7063	97,901	0	97,901	2,428	100,329
38	Police	45	3.3457	30,594	0	30,594	759	31,353
39	Dept of Neighborhoods	12	0.8922	8,158	0	8,158	202	8,360
40	Fire	4	0.2974	2,719	0	2,719	67	2,786
41	Municipal Court	6	0.4461	4,079	0	4,079	101	4,180
42	Solid Waste	15	1.1152	10,198	0	10,198	253	10,451
45	Library	1	0.0743	680	0	680	17	697
46	Parks & Recreation	11	0.8178	7,479	0	7,479	185	7,664
47	Health Department	6	0.4461	4,079	0	4,079	101	4,180
49	Fleet Management	15	1.1152	10,198	0	10,198	253	10,451
	Subtotal	1,345	100.0000	914,422	168,564-	745,858	19,776	765,633
	Direct Bills					168,564		168,564
	Total					$914,422		$914,422

Basis Units: Number of contracts monitored
Source: OBO Report

Reporting & Analytics Allocations **Dept:23 Office Business Opportunity**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	36	0.5190	$ 1,064	$ 0	$ 1,064	$ 0	$ 1,064
13	Finance Strategic Purchasing	40	0.5766	1,183	0	1,183	0	1,183
14	ARA Director Office	74	1.0667	2,188	0	2,188	0	2,188
19	HITS CIO	51	0.7352	1,508	0	1,508	0	1,508
23	Office Business Opportunity	2	0.0288	59	0	59	0	59
24	Mayor	55	0.7928	1,626	0	1,626	36	1,662
25	Human Resources	109	1.5713	3,223	0	3,223	72	3,295
26	Legal	43	0.6199	1,271	0	1,271	28	1,299
28	City Council	4	0.0577	118	0	118	3	121
29	City Controller's Office	23	0.3316	680	0	680	15	695
32	HPW Admin Indirect	3,020	43.5347	89,295	0	89,295	1,991	91,286
35	General Services	222	3.2002	6,564	0	6,564	146	6,710
36	HEC	6	0.0865	177	0	177	4	181
38	Police	302	4.3535	8,929	0	8,929	199	9,128
39	Dept of Neighborhoods	14	0.2018	414	0	414	9	423
40	Fire	241	3.4741	7,126	0	7,126	159	7,285
41	Municipal Court	62	0.8938	1,833	0	1,833	41	1,874
42	Solid Waste	176	2.5371	5,204	0	5,204	116	5,320
43	Houston Airport System (HAS)	795	11.4603	23,506	0	23,506	524	24,030
44	Housing & Community Dev	208	2.9984	6,150	0	6,150	137	6,287
45	Library	258	3.7192	7,628	0	7,628	170	7,798
46	Parks & Recreation	284	4.0940	8,397	0	8,397	187	8,584
47	Health Department	259	3.7336	7,658	0	7,658	171	7,829
49	Fleet Management	629	9.0673	18,598	0	18,598	415	19,013
50	Planning & Dev Other	11	0.1586	325	0	325	7	332
96	Other	13	0.1874	384	0	384	9	393
	Subtotal	6,937	100.0000	205,108	0	205,108	4,439	209,547
	Direct Bills					0		0
	Total					$205,108		$ 209,547

Basis Units: Number of awards with S/MWDBE requirements
Source: OBO Report

Dept Services Allocations **Dept:23 Office Business Opportunity**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	28	12.2271	$ 32,253	$ 0	$ 32,253	$ 0	$ 32,253
13	Finance Strategic Purchasing	10	4.3668	11,519	0	11,519	0	11,519
14	ARA Director Office	4	1.7467	4,608	0	4,608	0	4,608
19	HITS CIO	11	4.8035	12,671	0	12,671	0	12,671
24	Mayor	3	1.3100	3,456	0	3,456	97	3,553
25	Human Resources	6	2.6201	6,911	0	6,911	194	7,105
26	Legal	2	0.8734	2,304	0	2,304	65	2,369
32	HPW Administration Indirect	65	28.3843	74,873	0	74,873	2,106	76,979
35	General Services	9	3.9301	10,367	0	10,367	292	10,659
36	HEC	2	0.8734	2,304	0	2,304	65	2,369
38	Police	36	15.7205	41,468	0	41,468	1,166	42,634
40	Fire	13	5.6769	14,975	0	14,975	421	15,396
42	Solid Waste	4	1.7467	4,608	0	4,608	130	4,738
43	Houston Airport System (HAS)	1	0.4367	1,152	0	1,152	32	1,184
44	Housing	2	0.8734	2,304	0	2,304	65	2,369
46	Parks & Recreation	1	0.4367	1,152	0	1,152	32	1,184
47	Health Department	19	8.2969	21,886	0	21,886	616	22,502
49	Fleet Management	13	5.6769	14,975	0	14,975	421	15,396
	Subtotal	229	100.0000	263,786	0	263,786	5,702	269,488
	Direct Bills					0		0
	Total					$263,786		$ 269,488

Basis Units: Number of tasks completed by procurement specialists
Source: OBO Report

External Affairs & Outreach Allocations

Dept:23 Office Business Opportunity

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	5.79	0.0273	$ 205	$ 0	$ 205	$ 0	$ 205
05	Finance Financial Plg & Analys	16.69	0.0786	591	0	591	0	591
06	Finance City Council	5.12	0.0241	181	0	181	0	181
07	Finance Public Fin	5.77	0.0272	204	0	204	0	204
08	Finance Reporting & Ops	15.99	0.0753	566	0	566	0	566
09	Finance Internal Controls	0.00	0.0000	0	0	0	0	0
10	Finance Grants	8.98	0.0423	318	0	318	0	318
11	Finance Rev Perform Mgmnt	3.50	0.0165	124	0	124	0	124
12	Finance Treasury	2.94	0.0138	104	0	104	0	104
13	Finance Strat Purchasing	36.81	0.1733	1,303	0	1,303	0	1,303
14	ARA Director Office	5.88	0.0277	208	0	208	0	208
15	ARA Financial Services	5.59	0.0263	198	0	198	0	198
16	ARA Operations	95.27	0.4486	3,373	0	3,373	0	3,373
17	ARA Payroll Services	39.46	0.1858	1,397	0	1,397	0	1,397
18	ARA Regulatory	7.00	0.0330	248	0	248	0	248
19	HITS CIO	11.93	0.0562	422	0	422	0	422
20	HITS EAS	14.95	0.0704	529	0	529	0	529
21	HITS EIS	49.96	0.2352	1,769	0	1,769	0	1,769
22	HITS Radio	27.50	0.1295	974	0	974	0	974
23	Office Business Opportunity	29.31	0.1380	1,038	0	1,038	0	1,038
24	Mayor	37.86	0.1783	1,340	0	1,340	30	1,370
25	Human Resources	169.48	0.7980	6,000	0	6,000	132	6,132
26	Legal	108.47	0.5107	3,840	0	3,840	85	3,925
27	City Secretary	9.51	0.0448	337	0	337	7	344
28	City Council	73.19	0.3446	2,591	0	2,591	57	2,648
29	City Controller's Office	60.31	0.2840	2,135	0	2,135	47	2,182
30	Health Administration	48.78	0.2297	1,727	0	1,727	38	1,765
31	Planning & Dev Admin	7.88	0.0371	279	0	279	6	285
33	CIP Sal Rec HPW	3.00	0.0141	106	0	106	2	108
34	HPD Police Records	85.74	0.4037	3,035	0	3,035	67	3,102
35	General Services	229.16	1.0790	8,113	0	8,113	179	8,292
36	HEC	221.66	1.0437	7,847	0	7,847	173	8,020
38	Police	6,259.26	29.4725	221,595	0	221,595	4,881	226,476
39	Dept of Neighborhoods	138.94	0.6542	4,919	0	4,919	108	5,027
40	Fire	4,174.23	19.6549	147,779	0	147,779	3,255	151,034
41	Municipal Court	284.37	1.3390	10,067	0	10,067	222	10,289
42	Solid Waste	427.44	2.0127	15,133	0	15,133	333	15,466
43	Houston Airport System (HAS)	1,115.29	5.2515	39,484	0	39,484	870	40,354
44	Housing & Community Dev	145.37	0.6845	5,146	0	5,146	113	5,259
45	Library	477.44	2.2481	16,903	0	16,903	372	17,275
46	Parks & Recreation	783.00	3.6869	27,720	0	27,720	611	28,331
47	Health Department	1,202.25	5.6609	42,563	0	42,563	938	43,501
49	Fleet Management	366.30	1.7248	12,968	0	12,968	286	13,254
50	Planning & Dev Other	30.73	0.1447	1,088	0	1,088	24	1,112
51	Planning & Dev Spec Rev	40.82	0.1922	1,445	0	1,445	32	1,477
53	Finance Other	50.81	0.2392	1,799	0	1,799	40	1,839
54	ARA Insurance	5.00	0.0235	177	0	177	4	181
55	ARA BARC	100.56	0.4735	3,560	0	3,560	78	3,638
56	ARA Parking	64.72	0.3047	2,291	0	2,291	50	2,341
57	ARA Other	34.83	0.1640	1,233	0	1,233	27	1,260
58	IT Public Services	0.77	0.0036	27	0	27	1	28
59	Legal Insurance	49.09	0.2311	1,738	0	1,738	38	1,776
60	Legal Wkr Comp	2.00	0.0094	71	0	71	2	73
61	Mayor Cable TV	17.90	0.0843	634	0	634	14	648
62	Mayor Other	44.67	0.2103	1,581	0	1,581	35	1,616
63	TIRZ	9.64	0.0454	341	0	341	8	349

External Affairs & Outreach Allocations **Dept:23 Office Business Opportunity**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
64	HR Health Benefits	44.37	0.2089	1,571	0	1,571	35	1,606
66	HPW Bldg Insp	530.83	2.4995	18,793	0	18,793	414	19,207
67	HPW Stormwater	330.61	1.5567	11,704	0	11,704	258	11,962
68	HPW DDSR	468.63	2.2066	16,591	0	16,591	365	16,956
69	HPW Water & Sewer	2,086.16	9.8229	73,856	0	73,856	1,627	75,483
70	HPW Houston Transtar	7.12	0.0335	252	0	252	6	258
71	HPW Other	12.74	0.0600	451	0	451	10	461
72	Houston Permit Center	44.22	0.2082	1,566	0	1,566	34	1,600
73	CIP S/R Planning	8.30	0.0391	294	0	294	6	300
74	CIP Sal Rec RE	32.02	0.1508	1,134	0	1,134	25	1,159
75	CIP S/R Engrg	84.87	0.3996	3,005	0	3,005	66	3,071
76	CIP S/R Constr	102.64	0.4833	3,634	0	3,634	80	3,714
77	CIP S/R Eng/Const	24.55	0.1156	869	0	869	19	888
78	CIP S/R Geo/Env	11.92	0.0561	422	0	422	9	431
79	CIP S/R Other	29.80	0.1403	1,055	0	1,055	23	1,078
80	CIP S/R GSD	33.69	0.1586	1,193	0	1,193	26	1,219
93	HR-W.C.	31.96	0.1505	1,131	0	1,131	25	1,156
94	HITS Other	84.30	0.3969	2,984	0	2,984	66	3,050
	Subtotal	21,237.64	100.0000	751,869	0	751,869	16,259	768,128
	Direct Bills					0		0
	Total					$751,869		$ 768,128

Basis Units: Number of FTE positions all funds
Source: COH FTE Report

HAS Services Allocations **Dept:23 Office Business Opportunity**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
43	Houston Airport System (HAS)	100	100.0000	$ 81,842	$ 0	$ 81,842	$ 0	$ 81,842
	Subtotal	100	100.0000	81,842	0	81,842	0	81,842
	Direct Bills					0		0
	Total					$81,842		$ 81,842

Basis Units: Direct allocation to HAS
Source: Direct Allocation

Allocation Summary **Dept:23 Office Business Opportunity**

	Department	Certification	Contract Compliance	Reporting & Analytics	Dept Services	External Affairs & Outreach	HAS Services	Non-GF
0	Direct Billed	$0	$ 168,564	$0	$0	$0	$0	$0
04	Finance Dir Office	333	18,356	1,064	32,253	205	0	0
05	Finance Financial Plg & Analys	959	0	0	0	591	0	0
06	Finance City Council	294	0	0	0	181	0	0
07	Finance Public Fin	332	0	0	0	204	0	0
08	Finance Reporting & Ops	919	0	0	0	566	0	0
09	Finance Internal Controls	0	0	0	0	0	0	0
10	Finance Grants	516	0	0	0	318	0	0
11	Finance Rev Perform Mgmnt	201	0	0	0	124	0	0
12	Finance Treasury	169	0	0	0	104	0	0
13	Finance Strat Purchasing	2,115	66,627	1,183	11,519	1,303	0	0
14	ARA Director Office	338	12,238	2,188	4,608	208	0	0
15	ARA Financial Services	321	0	0	0	198	0	0
16	ARA Operations	5,474	0	0	0	3,373	0	0
17	ARA Payroll Services	2,267	0	0	0	1,397	0	0
18	ARA Regulatory	402	0	0	0	248	0	0
19	HITS CIO	685	19,716	1,508	12,671	422	0	0
20	HITS EAS	859	0	0	0	529	0	0
21	HITS EIS	2,871	0	0	0	1,769	0	0
22	HITS Radio	1,580	0	0	0	974	0	0
23	Office Business Opportunity	1,684	0	59	0	1,038	0	0
24	Mayor	2,223	6,271	1,662	3,553	1,370	0	0
25	Human Resources	9,952	23,689	3,295	7,105	6,132	0	0
26	Legal	6,369	2,786	1,299	2,369	3,925	0	0
27	City Secretary	558	0	0	0	344	0	0
28	City Council	4,298	0	121	0	2,648	0	0
29	City Controller's Office	3,541	9,754	695	0	2,182	0	0
30	Health Administration	2,865	0	0	0	1,765	0	0
31	Planning & Dev Admin	463	2,786	0	0	285	0	0
32	HPW Administration Indirect	0	591,522	91,286	76,979	0	0	0
33	CIP Sal Rec HPW	176	168,564-	0	0	108	0	0
34	HPD Police Records	5,035	0	0	0	3,102	0	0
35	General Services	13,457	100,329	6,710	10,659	8,292	0	0
36	HEC	13,017	0	181	2,369	8,020	0	0
38	Police	367,561	31,353	9,128	42,634	226,476	0	0
39	Dept of Neighborhoods	8,159	8,360	423	0	5,027	0	0
40	Fire	245,122	2,786	7,285	15,396	151,034	0	0
41	Municipal Court	16,699	4,180	1,874	0	10,289	0	0
42	Solid Waste	25,100	10,451	5,320	4,738	15,466	0	0
43	Houston Airport System (HAS)	65,492	0	24,030	1,184	40,354	81,842	0
44	Housing & Community Dev	8,537	0	6,287	2,369	5,259	0	0
45	Library	28,036	697	7,798	0	17,275	0	0
46	Parks & Recreation	45,980	7,664	8,584	1,184	28,331	0	0
47	Health Department	70,600	4,180	7,829	22,502	43,501	0	0
49	Fleet Management	21,511	10,451	19,013	15,396	13,254	0	0
50	Planning & Dev Other	1,805	0	332	0	1,112	0	0
51	Planning & Dev Spec Rev	2,397	0	0	0	1,477	0	0
53	Finance Other	2,983	0	0	0	1,839	0	0
54	ARA Insurance	293	0	0	0	181	0	0
55	ARA BARC	5,905	0	0	0	3,638	0	0
56	ARA Parking	3,801	0	0	0	2,341	0	0
57	ARA Other	2,045	0	0	0	1,260	0	0
58	IT Public Services	45	0	0	0	28	0	0
59	Legal Insurance	2,883	0	0	0	1,776	0	0
60	Legal Wkr Comp	118	0	0	0	73	0	0
61	Mayor Cable TV	1,051	0	0	0	648	0	0

Allocation Summary **Dept:23 Office Business Opportunity**

	Department	Certification	Contract Compliance	Reporting & Analytics	Dept Services	External Affairs & Outreach	HAS Services	Non-GF
62	Mayor Other	2,624	0	0	0	1,616	0	0
63	TIRZ	566	0	0	0	349	0	0
64	HR Health Benefits	2,605	0	0	0	1,606	0	0
66	HPW Bldg Insp	31,172	0	0	0	19,207	0	0
67	HPW Stormwater	19,414	0	0	0	11,962	0	0
68	HPW DDSR	27,519	0	0	0	16,956	0	0
69	HPW Water & Sewer	122,505	0	0	0	75,483	0	0
70	HPW Houston Transtar	418	0	0	0	258	0	0
71	HPW Other	748	0	0	0	461	0	0
72	Houston Permit Center	2,597	0	0	0	1,600	0	0
73	CIP S/R Planning	488	0	0	0	300	0	0
74	CIP Sal Rec RE	1,881	0	0	0	1,159	0	0
75	CIP S/R Engrg	4,983	0	0	0	3,071	0	0
76	CIP S/R Constr	6,027	0	0	0	3,714	0	0
77	CIP S/R Eng/Const	1,442	0	0	0	888	0	0
78	CIP S/R Geo/Env	700	0	0	0	431	0	0
79	CIP S/R Other	1,750	0	0	0	1,078	0	0
80	CIP S/R GSD	1,979	0	0	0	1,219	0	0
93	HR-W.C.	1,876	0	0	0	1,156	0	0
94	HITS Other	4,951	0	0	0	3,050	0	0
96	Other	0	0	393	0	0	0	0
	Total	$ 1,246,641	$ 934,196	$ 209,547	$ 269,488	$ 768,128	$ 81,842	$ 0

Allocation Summary **Dept:23 Office Business Opportunity**

	Department	Total
0	Direct Billed	$ 168,564
04	Finance Dir Office	52,211
05	Finance Financial Plg & Analys	1,550
06	Finance City Council	475
07	Finance Public Fin	536
08	Finance Reporting & Ops	1,485
09	Finance Internal Controls	0
10	Finance Grants	834
11	Finance Rev Perform Mgmnt	325
12	Finance Treasury	273
13	Finance Strat Purchasing	82,747
14	ARA Director Office	19,580
15	ARA Financial Services	519
16	ARA Operations	8,847
17	ARA Payroll Services	3,664
18	ARA Regulatory	650
19	HITS CIO	35,002
20	HITS EAS	1,388
21	HITS EIS	4,640
22	HITS Radio	2,554
23	Office Business Opportunity	2,781
24	Mayor	15,079
25	Human Resources	50,173
26	Legal	16,748
27	City Secretary	902
28	City Council	7,067
29	City Controller's Office	16,172
30	Health Administration	4,630
31	Planning & Dev Admin	3,534
32	HPW Administration Indirect	759,787
33	CIP Sal Rec HPW	168,280-
34	HPD Police Records	8,137
35	General Services	139,447
36	HEC	23,587
38	Police	677,152
39	Dept of Neighborhoods	21,969
40	Fire	421,623
41	Municipal Court	33,042
42	Solid Waste	61,075
43	Houston Airport System (HAS)	212,902
44	Housing & Community Dev	22,452
45	Library	53,806
46	Parks & Recreation	91,743
47	Health Department	148,612
49	Fleet Management	79,625
50	Planning & Dev Other	3,249
51	Planning & Dev Spec Rev	3,874
53	Finance Other	4,822
54	ARA Insurance	474
55	ARA BARC	9,543
56	ARA Parking	6,142
57	ARA Other	3,305
58	IT Public Services	73
59	Legal Insurance	4,659
60	Legal Wkr Comp	191
61	Mayor Cable TV	1,699

Allocation Summary **Dept:23 Office Business Opportunity**

	Department	Total
62	Mayor Other	4,240
63	TIRZ	915
64	HR Health Benefits	4,211
66	HPW Bldg Insp	50,379
67	HPW Stormwater	31,376
68	HPW DDSR	44,475
69	HPW Water & Sewer	197,988
70	HPW Houston Transtar	676
71	HPW Other	1,209
72	Houston Permit Center	4,197
73	CIP S/R Planning	788
74	CIP Sal Rec RE	3,040
75	CIP S/R Engrg	8,054
76	CIP S/R Constr	9,741
77	CIP S/R Eng/Const	2,330
78	CIP S/R Geo/Env	1,131
79	CIP S/R Other	2,828
80	CIP S/R GSD	3,198
93	HR-W.C.	3,032
94	HITS Other	8,001
96	Other	393
	Total	$ 3,509,842

MAYOR'S OFFICE - EXECUTIVE
FUNCTION AND ALLOCATION BASIS

The Mayor's Office Executive division provides support to the Mayor as Chief Executive of the city. The staff responds to telephone calls and correspondence from the citizens, provides information and assistance on city service delivery, oversees preparation of the weekly Council agenda, and assists the Mayor in appointments to boards and commissions. The costs are allocated as follows:

- **City Administration** – Provides support functions necessary to fulfill the charter requirements of the Mayor and oversee departmental activity. It also provides timely and effective customer service to the public and City of Houston department. Costs are allocated based on the number of the FTE positions per department.

- **Agenda Office –** Assists with processing contracts, awards, and ordinance amendments through efficient communication with city departments and City Council. Costs are allocated directly to City Council.

- **Intergovernmental Affairs** – These costs are allocated based on FTEs.

- **Other Services** – Costs are allocated to Mayor Other in the plan.

A. Department Costs — **Dept:24 Mayor**

Department		Amount	General Admin	City Mayor Admin	Agenda Office	Inter Gov Rel	Other Svcs
Personnel Costs							
Salaries	S1	2,696,333	0	1,984,015	226,809	318,961	166,548
Salary % Split			.00%	73.58%	8.41%	11.83%	6.18%
Benefits	P	1,260,094	0	909,894	126,872	140,942	82,386
Subtotal - Personnel Costs		3,956,427	0	2,893,909	353,681	459,903	248,934
Services & Supplies Cost							
Supplies	P	27,523	0	22,578	551	1,419	2,975
Services	P	398,788	0	318,008	18,694	40,312	21,777
Credit Direct Expense	P	273,686-	0	0	0	0	273,686-
Subtotal - Services & Supplies		152,625	0	340,586	19,245	41,731	248,934-
Department Cost Total		4,109,052	0	3,234,495	372,926	501,634	0
Adjustments to Cost							
Subtotal - Adjustments			0	0	0	0	0
Total Costs After Adjustments		4,109,052	0	3,234,495	372,926	501,634	0
General Admin Distribution			0	0	0	0	0
Grand Total		$ 4,109,052		$ 3,234,495	$ 372,926	$ 501,634	0

B. Incoming Costs-(Default Spread Salary%) Dept:24 Mayor

	Department	First Incoming	Second Incoming	City Mayor Admin	Agenda Office	Inter Gov Rel	Other Svcs
1	City Hall	$ 97,785	$ 0	$ 71,952	$ 8,225	$ 11,567	$ 6,040
1	City Hall Annex	16,289	0	11,986	1,370	1,927	1,006
	Subtotal - Building Depn	114,074	0	83,938	9,596	13,494	7,046
3	Insurance Retirees	98,595	627	73,010	8,346	11,737	6,129
3	Memberships	2,055	13	1,522	174	245	128
3	Consulting Services	2,280	15	1,689	193	271	142
3	Interest Costs	5,298	36	3,925	449	631	329
3	Other Misc	1,417	10	1,050	120	169	88
3	Elections	40,787	260	30,203	3,453	4,856	2,535
3	Non-Dept. Legal Svcs/Lobby	20,763	132	15,375	1,758	2,472	1,291
3	Dept Specific	0	0	0	0	0	0
	Subtotal - Non-Dept-Gen Gov	171,195	1,092	126,772	14,492	20,381	10,642
5	Financial Plg & Analysis	5,515	313	4,288	490	689	360
	Subtotal - Fin Plg & Analysis	5,515	313	4,288	490	689	360
8	Gen Acctng	3,463	216	2,707	309	435	227
8	Fixed Assets	3,891	236	3,037	347	488	255
8	Auditing Svcs	4,201	0	3,091	353	497	259
8	Fin Operations	366	23	286	33	46	24
	Subtotal - Fin Reporting & Ops	11,921	475	9,121	1,043	1,466	766
9	Internal Controls	0	0	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0	0	0
10	Cost Accounting	324	18	252	29	40	21
10	Trust Funds Mgmt (TFM)	404	24	315	36	51	26
	Subtotal - Fin Grants	728	42	567	65	91	48
11	Perf Mgmt Svcs	579	31	449	51	72	38
	Subtotal - Fin Perform Mgmt	579	31	449	51	72	38
12	Treasury	1,005	88	805	92	129	68
	Subtotal - Fin Treasury	1,005	88	805	92	129	68
13	Purchasing	4,673	281	3,645	417	586	306
	Subtotal - Fin SPD	4,673	281	3,645	417	586	306
15	Budgeting & Accounting Support	29,883	1,280	22,930	2,621	3,686	1,925
15	Accounts Payable	40,505	1,725	31,074	3,552	4,996	2,608
	Subtotal - ARA Financial Svcs	70,388	3,005	54,004	6,174	8,682	4,533
16	Mailroom	7,821	512	6,132	701	986	515
16	Property	0	0	0	0	0	0
16	Records	1,601	97	1,249	143	201	105
16	3-1-1 Svcs	34,254	2,335	26,923	3,078	4,328	2,260
	Subtotal - ARA Operations	43,676	2,945	34,304	3,922	5,515	2,880
17	Payroll Svcs	7,489	360	5,776	660	929	485
	Subtotal - ARA Payroll Svcs	7,489	360	5,776	660	929	485
18	Franchise	2,242	115	1,734	198	279	146
	Subtotal - ARA Regulatory	2,242	115	1,734	198	279	146

B. Incoming Costs-(Default Spread Salary%) **Dept:24 Mayor**

	Department	First Incoming	Second Incoming	City Mayor Admin	Agenda Office	Inter Gov Rel	Other Svcs
20	Enterprise Appl	$ 15,647	$ 1,063	$ 12,296	$ 1,406	$ 1,977	$ 1,032
20	IT ERP	4	0	3	0	0	0
	Subtotal - HITS EAS	15,651	1,063	12,299	1,406	1,977	1,032
21	Client Svcs	0	0	0	0	0	0
21	NW Data	25,190	1,413	19,575	2,238	3,147	1,643
21	NW Voice	27,511	1,502	21,348	2,441	3,432	1,792
21	Enterprise Optns	10,277	530	7,952	909	1,278	668
	Subtotal - HITS EIS	62,978	3,446	48,876	5,587	7,858	4,103
22	IT Radio Svcs	7,826	301	5,980	684	961	502
	Subtotal - HITS Radio	7,826	301	5,980	684	961	502
23	Certification	2,175	48	1,636	187	263	137
23	Contract Compliance	6,119	152	4,614	527	742	387
23	Reporting & Analytics	1,626	36	1,223	140	197	103
23	Dept Services	3,456	97	2,615	299	420	219
23	External Affairs & Outreach	1,340	30	1,008	115	162	85
	Subtotal - OBO	14,716	363	11,095	1,268	1,784	931
24	City Mayor Admin	0	6,467	4,759	544	765	399
24	Inter Gov Rel	0	1,007	741	85	119	62
	Subtotal - Mayor	0	7,474	5,500	629	884	462
25	Selection	0	4,717	3,471	397	558	291
25	Personnel Svcs	0	3,267	2,404	275	386	202
	Subtotal - Human Resources	0	7,984	5,875	672	944	493
26	Legal Svcs	0	575,187	423,234	48,383	68,041	35,528
26	Inspector General	0	7,390	5,438	622	874	456
	Subtotal - Legal	0	582,577	428,672	49,005	68,915	35,985
27	City Sec Svcs	0	1,043	767	88	123	64
	Subtotal - City Secretary	0	1,043	767	88	123	64
28	City Council Svcs	0	10,675	7,855	898	1,263	659
	Subtotal - City Council	0	10,675	7,855	898	1,263	659
29	Controller Fin Svcs	0	17,967	13,220	1,511	2,125	1,110
29	Controller Treasury	0	1,882	1,385	158	223	116
	Subtotal - City Controller's	0	19,849	14,605	1,670	2,348	1,226
35	Building Svcs	0	136,917	100,746	11,517	16,196	8,457
35	Utilities	0	67,915	49,973	5,713	8,034	4,195
35	Real Estate	0	53,439	39,321	4,495	6,322	3,301
	Subtotal - General Services	0	258,271	190,041	21,725	30,552	15,953
	Total Incoming	534,656	901,794	1,056,969	120,831	169,923	88,727
C.	**Total Allocated**		$ 5,545,502	$ 4,291,464	$ 493,757	$ 671,557	$ 88,727
				77.39%	8.90%	12.11%	1.60%

City Mayor Admin Allocations

Dept:24 Mayor

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	5.79	0.0273	$ 989	$ 0	$ 989	$ 0	$ 989
05	Finance Financial Plg & Analys	16.69	0.0786	2,851	0	2,851	0	2,851
06	Finance City Council	5.12	0.0241	875	0	875	0	875
07	Finance Public Fin	5.77	0.0272	986	0	986	0	986
08	Finance Reporting & Ops	15.99	0.0753	2,731	0	2,731	0	2,731
09	Finance Internal Controls	0.00	0.0000	0	0	0	0	0
10	Finance Grants	8.98	0.0423	1,534	0	1,534	0	1,534
11	Finance Rev Perform Mgmnt	3.50	0.0165	598	0	598	0	598
12	Finance Treasury	2.94	0.0138	502	0	502	0	502
13	Finance Strat Purchasing	36.81	0.1733	6,288	0	6,288	0	6,288
14	ARA Director Office	5.88	0.0277	1,004	0	1,004	0	1,004
15	ARA Financial Services	5.59	0.0263	955	0	955	0	955
16	ARA Operations	95.27	0.4486	16,274	0	16,274	0	16,274
17	ARA Payroll Services	39.46	0.1858	6,741	0	6,741	0	6,741
18	ARA Regulatory	7.00	0.0330	1,196	0	1,196	0	1,196
19	HITS CIO	11.93	0.0562	2,038	0	2,038	0	2,038
20	HITS EAS	14.95	0.0704	2,554	0	2,554	0	2,554
21	HITS EIS	49.96	0.2352	8,534	0	8,534	0	8,534
22	HITS Radio	27.50	0.1295	4,698	0	4,698	0	4,698
23	Office Business Opportunity	29.31	0.1380	5,007	0	5,007	0	5,007
24	Mayor	37.86	0.1783	6,467	0	6,467	0	6,467
25	Human Resources	169.48	0.7980	28,951	0	28,951	5,404	34,355
26	Legal	108.47	0.5107	18,529	0	18,529	3,459	21,988
27	City Secretary	9.51	0.0448	1,625	0	1,625	303	1,928
28	City Council	73.19	0.3446	12,503	0	12,503	2,334	14,837
29	City Controller's Office	60.31	0.2840	10,302	0	10,302	1,923	12,225
30	Health Administration	48.78	0.2297	8,333	0	8,333	1,555	9,888
31	Planning & Dev Admin	7.88	0.0371	1,346	0	1,346	251	1,597
33	CIP Sal Rec HPW	3.00	0.0141	512	0	512	96	608
34	HPD Police Records	85.74	0.4037	14,646	0	14,646	2,734	17,380
35	General Services	229.16	1.0790	39,146	0	39,146	7,307	46,453
36	HEC	221.66	1.0437	37,865	0	37,865	7,068	44,933
38	Police	6,259.26	29.4725	1,069,234	0	1,069,234	199,573	1,268,807
39	Dept of Neighborhoods	138.94	0.6542	23,734	0	23,734	4,430	28,164
40	Fire	4,174.23	19.6549	713,060	0	713,060	133,093	846,153
41	Municipal Court	284.37	1.3390	48,577	0	48,577	9,067	57,644
42	Solid Waste	427.44	2.0127	73,017	0	73,017	13,629	86,646
43	Houston Airport System (HAS)	1,115.29	5.2515	190,519	0	190,519	35,560	226,079
44	Housing & Community Dev	145.37	0.6845	24,833	0	24,833	4,635	29,468
45	Library	477.44	2.2481	81,558	0	81,558	15,223	96,781
46	Parks & Recreation	783.00	3.6869	133,755	0	133,755	24,966	158,721
47	Health Department	1,202.25	5.6609	205,374	0	205,374	38,333	243,707
49	Fleet Management	366.30	1.7248	62,573	0	62,573	11,679	74,252
50	Planning & Dev Other	30.73	0.1447	5,249	0	5,249	980	6,229
51	Planning & Dev Spec Rev	40.82	0.1922	6,973	0	6,973	1,302	8,275
53	Finance Other	50.81	0.2392	8,680	0	8,680	1,620	10,300
54	ARA Insurance	5.00	0.0235	854	0	854	159	1,013
55	ARA BARC	100.56	0.4735	17,178	0	17,178	3,206	20,384
56	ARA Parking	64.72	0.3047	11,056	0	11,056	2,064	13,120
57	ARA Other	34.83	0.1640	5,950	0	5,950	1,111	7,061
58	IT Public Services	0.77	0.0036	132	0	132	25	157
59	Legal Insurance	49.09	0.2311	8,386	0	8,386	1,565	9,951
60	Legal Wkr Comp	2.00	0.0094	342	0	342	64	406
61	Mayor Cable TV	17.90	0.0843	3,058	0	3,058	571	3,629
62	Mayor Other	44.67	0.2103	7,631	0	7,631	1,424	9,055
63	TIRZ	9.64	0.0454	1,647	0	1,647	307	1,954

City Mayor Admin Allocations **Dept:24 Mayor**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
64	HR Health Benefits	44.37	0.2089	7,579	0	7,579	1,415	8,994
66	HPW Bldg Insp	530.83	2.4995	90,679	0	90,679	16,925	107,604
67	HPW Stormwater	330.61	1.5567	56,476	0	56,476	10,541	67,017
68	HPW DDSR	468.63	2.2066	80,053	0	80,053	14,942	94,995
69	HPW Water & Sewer	2,086.16	9.8229	356,367	0	356,367	66,516	422,883
70	HPW Houston Transtar	7.12	0.0335	1,216	0	1,216	227	1,443
71	HPW Other	12.74	0.0600	2,176	0	2,176	406	2,582
72	Houston Permit Center	44.22	0.2082	7,554	0	7,554	1,410	8,964
73	CIP S/R Planning	8.30	0.0391	1,418	0	1,418	265	1,683
74	CIP Sal Rec RE	32.02	0.1508	5,470	0	5,470	1,021	6,491
75	CIP S/R Engrg	84.87	0.3996	14,498	0	14,498	2,706	17,204
76	CIP S/R Constr	102.64	0.4833	17,533	0	17,533	3,273	20,806
77	CIP S/R Eng/Const	24.55	0.1156	4,194	0	4,194	783	4,977
78	CIP S/R Geo/Env	11.92	0.0561	2,036	0	2,036	380	2,416
79	CIP S/R Other	29.80	0.1403	5,091	0	5,091	950	6,041
80	CIP S/R GSD	33.69	0.1586	5,755	0	5,755	1,074	6,829
93	HR-W.C.	31.96	0.1505	5,460	0	5,460	1,019	6,479
94	HITS Other	84.30	0.3969	14,400	0	14,400	2,688	17,088
	Subtotal	21,237.64	100.0000	3,627,905	0	3,627,905	663,559	4,291,463
	Direct Bills					0		0
	Total					$3,627,905		$ 4,291,463

Basis Units: Number of FTE positions all funds
Source: COH FTE Report

Agenda Office Allocations **Dept:24 Mayor**

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
28 City Council	100	100.0000	$ 417,900	$ 0	$ 417,900	$ 75,857	$ 493,757
Subtotal	100	100.0000	417,900	0	417,900	75,857	493,757
Direct Bills					0		0
Total					$417,900		$ 493,757

Basis Units: Direct allocation to City Council
Source: Direct Allocation

Inter Gov Rel Allocations **Dept:24 Mayor**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	5.79	0.0273	$ 154	$ 0	$ 154	$ 0	$ 154
05	Finance Financial Plg & Analys	16.69	0.0786	444	0	444	0	444
06	Finance City Council	5.12	0.0241	136	0	136	0	136
07	Finance Public Fin	5.77	0.0272	153	0	153	0	153
08	Finance Reporting & Ops	15.99	0.0753	425	0	425	0	425
09	Finance Internal Controls	0.00	0.0000	0	0	0	0	0
10	Finance Grants	8.98	0.0423	239	0	239	0	239
11	Finance Rev Perform Mgmnt	3.50	0.0165	93	0	93	0	93
12	Finance Treasury	2.94	0.0138	78	0	78	0	78
13	Finance Strat Purchasing	36.81	0.1733	979	0	979	0	979
14	ARA Director Office	5.88	0.0277	156	0	156	0	156
15	ARA Financial Services	5.59	0.0263	149	0	149	0	149
16	ARA Operations	95.27	0.4486	2,534	0	2,534	0	2,534
17	ARA Payroll Services	39.46	0.1858	1,050	0	1,050	0	1,050
18	ARA Regulatory	7.00	0.0330	186	0	186	0	186
19	HITS CIO	11.93	0.0562	317	0	317	0	317
20	HITS EAS	14.95	0.0704	398	0	398	0	398
21	HITS EIS	49.96	0.2352	1,329	0	1,329	0	1,329
22	HITS Radio	27.50	0.1295	731	0	731	0	731
23	Office Business Opportunity	29.31	0.1380	780	0	780	0	780
24	Mayor	37.86	0.1783	1,007	0	1,007	0	1,007
25	Human Resources	169.48	0.7980	4,508	0	4,508	869	5,377
26	Legal	108.47	0.5107	2,885	0	2,885	556	3,441
27	City Secretary	9.51	0.0448	253	0	253	49	302
28	City Council	73.19	0.3446	1,947	0	1,947	375	2,322
29	City Controller's Office	60.31	0.2840	1,604	0	1,604	309	1,913
30	Health Administration	48.78	0.2297	1,297	0	1,297	250	1,547
31	Planning & Dev Admin	7.88	0.0371	210	0	210	40	250
33	CIP Sal Rec HPW	3.00	0.0141	80	0	80	15	95
34	HPD Police Records	85.74	0.4037	2,281	0	2,281	439	2,720
35	General Services	229.16	1.0790	6,095	0	6,095	1,175	7,270
36	HEC	221.66	1.0437	5,896	0	5,896	1,136	7,032
38	Police	6,259.26	29.4725	166,484	0	166,484	32,084	198,568
39	Dept of Neighborhoods	138.94	0.6542	3,696	0	3,696	712	4,408
40	Fire	4,174.23	19.6549	111,027	0	111,027	21,397	132,424
41	Municipal Court	284.37	1.3390	7,564	0	7,564	1,458	9,022
42	Solid Waste	427.44	2.0127	11,369	0	11,369	2,191	13,560
43	Houston Airport System (HAS)	1,115.29	5.2515	29,665	0	29,665	5,717	35,382
44	Housing & Community Dev	145.37	0.6845	3,867	0	3,867	745	4,612
45	Library	477.44	2.2481	12,699	0	12,699	2,447	15,146
46	Parks & Recreation	783.00	3.6869	20,826	0	20,826	4,014	24,840
47	Health Department	1,202.25	5.6609	31,978	0	31,978	6,163	38,141
49	Fleet Management	366.30	1.7248	9,743	0	9,743	1,878	11,621
50	Planning & Dev Other	30.73	0.1447	817	0	817	158	975
51	Planning & Dev Spec Rev	40.82	0.1922	1,086	0	1,086	209	1,295
53	Finance Other	50.81	0.2392	1,351	0	1,351	260	1,611
54	ARA Insurance	5.00	0.0235	133	0	133	26	159
55	ARA BARC	100.56	0.4735	2,675	0	2,675	515	3,190
56	ARA Parking	64.72	0.3047	1,721	0	1,721	332	2,053
57	ARA Other	34.83	0.1640	926	0	926	179	1,105
58	IT Public Services	0.77	0.0036	20	0	20	4	24
59	Legal Insurance	49.09	0.2311	1,306	0	1,306	252	1,558
60	Legal Wkr Comp	2.00	0.0094	53	0	53	10	63
61	Mayor Cable TV	17.90	0.0843	476	0	476	92	568
62	Mayor Other	44.67	0.2103	1,188	0	1,188	229	1,417
63	TIRZ	9.64	0.0454	256	0	256	49	305

Inter Gov Rel Allocations **Dept:24 Mayor**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
64	HR Health Benefits	44.37	0.2089	1,180	0	1,180	227	1,407
66	HPW Bldg Insp	530.83	2.4995	14,119	0	14,119	2,721	16,840
67	HPW Stormwater	330.61	1.5567	8,794	0	8,794	1,695	10,489
68	HPW DDSR	468.63	2.2066	12,465	0	12,465	2,402	14,867
69	HPW Water & Sewer	2,086.16	9.8229	55,488	0	55,488	10,693	66,181
70	HPW Houston Transtar	7.12	0.0335	189	0	189	37	226
71	HPW Other	12.74	0.0600	339	0	339	65	404
72	Houston Permit Center	44.22	0.2082	1,176	0	1,176	227	1,403
73	CIP S/R Planning	8.30	0.0391	221	0	221	43	264
74	CIP Sal Rec RE	32.02	0.1508	852	0	852	164	1,016
75	CIP S/R Engrg	84.87	0.3996	2,257	0	2,257	435	2,692
76	CIP S/R Constr	102.64	0.4833	2,730	0	2,730	526	3,256
77	CIP S/R Eng/Const	24.55	0.1156	653	0	653	126	779
78	CIP S/R Geo/Env	11.92	0.0561	317	0	317	61	378
79	CIP S/R Other	29.80	0.1403	793	0	793	153	946
80	CIP S/R GSD	33.69	0.1586	896	0	896	173	1,069
93	HR-W.C.	31.96	0.1505	850	0	850	164	1,014
94	HITS Other	84.30	0.3969	2,242	0	2,242	432	2,674
	Subtotal	21,237.64	100.0000	564,881	0	564,881	106,676	671,557
	Direct Bills					0		0
	Total					$564,881		$ 671,557

Basis Units: Number of FTE positions all funds
Source: COH FTE Report

Other Svcs Allocations **Dept:24 Mayor**

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
62 Mayor Other	100	100.0000	$ 33,025	$ 0	$ 33,025	$ 55,702	$ 88,727
Subtotal	100	100.0000	33,025	0	33,025	55,702	88,727
Direct Bills					0		0
Total					$33,025		$ 88,727

Basis Units: Direct allocation to Mayor other
Source: Direct Allocation

Allocation Summary **Dept:24 Mayor**

	Department	City Mayor Admin	Agenda Office	Inter Gov Rel	Other Svcs	Total
0	Direct Billed	$0	$0	$0	$0	$0
04	Finance Dir Office	989	0	154	0	1,143
05	Finance Financial Plg & Analys	2,851	0	444	0	3,295
06	Finance City Council	875	0	136	0	1,011
07	Finance Public Fin	986	0	153	0	1,139
08	Finance Reporting & Ops	2,731	0	425	0	3,156
09	Finance Internal Controls	0	0	0	0	0
10	Finance Grants	1,534	0	239	0	1,773
11	Finance Rev Perform Mgmnt	598	0	93	0	691
12	Finance Treasury	502	0	78	0	580
13	Finance Strat Purchasing	6,288	0	979	0	7,267
14	ARA Director Office	1,004	0	156	0	1,160
15	ARA Financial Services	955	0	149	0	1,104
16	ARA Operations	16,274	0	2,534	0	18,808
17	ARA Payroll Services	6,741	0	1,050	0	7,791
18	ARA Regulatory	1,196	0	186	0	1,382
19	HITS CIO	2,038	0	317	0	2,355
20	HITS EAS	2,554	0	398	0	2,952
21	HITS EIS	8,534	0	1,329	0	9,863
22	HITS Radio	4,698	0	731	0	5,429
23	Office Business Opportunity	5,007	0	780	0	5,787
24	Mayor	6,467	0	1,007	0	7,474
25	Human Resources	34,355	0	5,377	0	39,732
26	Legal	21,988	0	3,441	0	25,429
27	City Secretary	1,928	0	302	0	2,230
28	City Council	14,837	493,757	2,322	0	510,916
29	City Controller's Office	12,225	0	1,913	0	14,138
30	Health Administration	9,888	0	1,547	0	11,435
31	Planning & Dev Admin	1,597	0	250	0	1,847
33	CIP Sal Rec HPW	608	0	95	0	703
34	HPD Police Records	17,380	0	2,720	0	20,100
35	General Services	46,453	0	7,270	0	53,723
36	HEC	44,933	0	7,032	0	51,965
38	Police	1,268,807	0	198,568	0	1,467,375
39	Dept of Neighborhoods	28,164	0	4,408	0	32,572
40	Fire	846,153	0	132,424	0	978,577
41	Municipal Court	57,644	0	9,022	0	66,666
42	Solid Waste	86,646	0	13,560	0	100,206
43	Houston Airport System (HAS)	226,079	0	35,382	0	261,461
44	Housing & Community Dev	29,468	0	4,612	0	34,080
45	Library	96,781	0	15,146	0	111,927
46	Parks & Recreation	158,721	0	24,840	0	183,561
47	Health Department	243,707	0	38,141	0	281,848
49	Fleet Management	74,252	0	11,621	0	85,873
50	Planning & Dev Other	6,229	0	975	0	7,204
51	Planning & Dev Spec Rev	8,275	0	1,295	0	9,570
53	Finance Other	10,300	0	1,611	0	11,911
54	ARA Insurance	1,013	0	159	0	1,172
55	ARA BARC	20,384	0	3,190	0	23,574
56	ARA Parking	13,120	0	2,053	0	15,173
57	ARA Other	7,061	0	1,105	0	8,166
58	IT Public Services	157	0	24	0	181
59	Legal Insurance	9,951	0	1,558	0	11,509
60	Legal Wkr Comp	406	0	63	0	469
61	Mayor Cable TV	3,629	0	568	0	4,197
62	Mayor Other	9,055	0	1,417	88,727	99,199

Allocation Summary **Dept:24 Mayor**

	Department	City Mayor Admin	Agenda Office	Inter Gov Rel	Other Svcs	Total
63	TIRZ	1,954	0	305	0	2,259
64	HR Health Benefits	8,994	0	1,407	0	10,401
66	HPW Bldg Insp	107,604	0	16,840	0	124,444
67	HPW Stormwater	67,017	0	10,489	0	77,506
68	HPW DDSR	94,995	0	14,867	0	109,862
69	HPW Water & Sewer	422,883	0	66,181	0	489,064
70	HPW Houston Transtar	1,443	0	226	0	1,669
71	HPW Other	2,582	0	404	0	2,986
72	Houston Permit Center	8,964	0	1,403	0	10,367
73	CIP S/R Planning	1,683	0	264	0	1,947
74	CIP Sal Rec RE	6,491	0	1,016	0	7,507
75	CIP S/R Engrg	17,204	0	2,692	0	19,896
76	CIP S/R Constr	20,806	0	3,256	0	24,062
77	CIP S/R Eng/Const	4,977	0	779	0	5,756
78	CIP S/R Geo/Env	2,416	0	378	0	2,794
79	CIP S/R Other	6,041	0	946	0	6,987
80	CIP S/R GSD	6,829	0	1,069	0	7,898
93	HR-W.C.	6,479	0	1,014	0	7,493
94	HITS Other	17,088	0	2,674	0	19,762
	Total	$ 4,291,466	$ 493,757	$ 671,559	$ 88,727	$ 5,545,509

HUMAN RESOURCES DEPARTMENT
FUNCTION AND ALLOCATION BASIS

The Human Resources Department provides citywide personnel services and support. This includes recruitment/selections, health benefits, workers' compensation, safety, wage and salary administration, employee relations and assistance, learning and development, and records administration. The costs are allocated as follows:

- **Selection** – Costs associated with recruiting and selecting employees for positions are allocated based upon the total number of selections per department.

- **Personnel Services** – Costs associated with the overall policy direction on human resource management issues, personnel classification issues, wage and salary administration, records administration, and employee relations are allocated based upon the number of FTE positions.

- **Non-General Fund** – The non-general fund expenses of Human Resources are not allocated within the plan.

A. Department Costs

Dept:25 Human Resources

Department		Amount	General Admin	Selection	Personnel Svcs	Non-GF
Personnel Costs						
Salaries	S1	10,705,365	236,097	547,115	870,903	9,051,250
Salary % Split			2.21%	5.11%	8.14%	84.55%
Salaries	P	5,632,106	95,979	264,128	480,176	4,791,823
Subtotal - Personnel Costs		16,337,471	332,076	811,243	1,351,079	13,843,073
Services & Supplies Cost						
Supplies	P	99,849	402	2,233	21,083	76,129
Services	P	15,595,063	49,927	15,505	45,703	15,483,925
Restricted Account Services	P	378,292	0	145,945	232,347	0
Subtotal - Services & Supplies		16,073,204	50,328	163,683	299,133	15,560,054
Department Cost Total		32,410,675	382,404	974,926	1,650,212	29,403,127
Adjustments to Cost						
Subtotal - Adjustments			0	0	0	0
Total Costs After Adjustments		32,410,675	382,404	974,926	1,650,212	29,403,127
General Admin Distribution			382,404-	19,984	31,811	330,609
Grand Total		$ 32,410,675		$ 994,910	$ 1,682,023	$ 29,733,736
						not allocated

B. Incoming Costs-(Default Spread Salary%) Dept:25 Human Resources

	Department	First Incoming	Second Incoming	Selection	Personnel Svcs	Non-GF
2	Equip Deprec	$ 1,906	$ 0	$ 100	$ 159	$ 1,648
	Subtotal - Equipment Depn	1,906	0	100	159	1,648
3	Insurance Retirees	66,381	422	3,491	5,557	57,755
3	Memberships	1,383	9	73	116	1,203
3	Consulting Services	44,975	294	2,366	3,766	39,137
3	Interest Costs	3,642	24	192	305	3,170
3	Other Misc	974	7	51	82	848
3	Non-Dept. Legal Svcs/Lobby	92,944	592	4,888	7,781	80,867
3	Walker Rent	710,601	4,523	37,372	59,489	618,263
	Subtotal - Non-Dept-Gen Gov	920,900	5,870	48,432	77,095	801,243
5	Financial Plg & Analysis	108,770	6,175	6,007	9,562	99,376
	Subtotal - Fin Plg & Analysis	108,770	6,175	6,007	9,562	99,376
8	Gen Acctng	68,291	4,265	3,792	6,036	62,729
8	Fixed Assets	389	24	22	34	357
8	Auditing Svcs	82,863	0	4,330	6,893	71,640
8	Fin Operations	2,707	168	150	239	2,486
	Subtotal - Fin Reporting & Ops	154,250	4,457	8,294	13,202	137,211
9	Internal Controls	0	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0	0
10	Cost Accounting	2,399	135	132	211	2,191
10	Trust Funds Mgmt (TFM)	2,989	179	166	264	2,739
	Subtotal - Fin Grants	5,388	314	298	474	4,930
11	Perf Mgmt Svcs	4,283	229	236	375	3,901
	Subtotal - Fin Perform Mgmt	4,283	229	236	375	3,901
12	Treasury	690	61	39	62	649
	Subtotal - Fin Treasury	690	61	39	62	649
13	Purchasing	47,193	2,839	2,615	4,162	43,255
	Subtotal - Fin SPD	47,193	2,839	2,615	4,162	43,255
16	Mailroom	19,979	1,308	1,112	1,771	18,404
16	Records	7,168	434	397	632	6,572
16	3-1-1 Svcs	18,586	1,267	1,038	1,652	17,164
	Subtotal - ARA Operations	45,733	3,009	2,547	4,055	42,140
17	Payroll Svcs	33,526	1,613	1,836	2,923	30,379
	Subtotal - ARA Payroll Svcs	33,526	1,613	1,836	2,923	30,379
18	Franchise	1,541	79	85	135	1,401
	Subtotal - ARA Regulatory	1,541	79	85	135	1,401
20	Enterprise Appl	131,889	8,961	7,361	11,717	121,772
20	IT ERP	22	0	1	2	19
	Subtotal - HITS EAS	131,911	8,961	7,362	11,719	121,791
21	Client Svcs	0	0	0	0	0
21	NW Data	34,674	1,945	1,914	3,046	31,659
21	NW Voice	37,868	2,068	2,087	3,322	34,527

B. Incoming Costs-(Default Spread Salary%) **Dept:25 Human Resources**

	Department	First Incoming	Second Incoming	Selection	Personnel Svcs	Non-GF
21	Enterprise Optns	$ 202,679	$ 10,456	$ 11,138	$ 17,730	$ 184,267
	Subtotal - HITS EIS	275,221	14,469	15,139	24,098	250,453
23	Certification	9,738	214	520	828	8,604
23	Contract Compliance	23,116	573	1,238	1,971	20,481
23	Reporting & Analytics	3,223	72	172	274	2,849
23	Dept Services	6,911	194	371	591	6,143
23	External Affairs & Outreach	6,000	132	320	510	5,302
	Subtotal - OBO	48,988	1,186	2,622	4,174	43,378
24	City Mayor Admin	28,951	5,404	1,795	2,858	29,702
24	I Gov Relats	4,508	869	281	447	4,648
	Subtotal - Mayor	33,459	6,273	2,076	3,305	34,350
25	Selection	0	15,724	822	1,308	13,594
25	Personnel Svcs	0	14,627	764	1,217	12,646
	Subtotal - Human Resources	0	30,351	1,586	2,525	26,240
26	Legal Svcs	0	32,944	1,722	2,741	28,482
26	Inspector General	0	77,998	4,076	6,488	67,433
	Subtotal - Legal	0	110,942	5,798	9,229	95,915
27	City Sec Svcs	0	7,712	403	642	6,667
	Subtotal - City Secretary	0	7,712	403	642	6,667
28	City Council Svcs	0	78,945	4,126	6,567	68,252
	Subtotal - City Council	0	78,945	4,126	6,567	68,252
29	Controller Fin Svcs	0	354,349	18,518	29,477	306,354
29	Controller Treasury	0	13,919	727	1,158	12,034
	Subtotal - City Controller's	0	368,268	19,245	30,635	318,388
35	In-House Renov	0	871	46	72	753
35	Real Estate	0	26,027	1,360	2,165	22,502
	Subtotal - General Services	0	26,898	1,406	2,238	23,255
	Total Incoming	1,813,759	678,651	130,251	207,335	2,154,823
C.	Total Allocated		$ 34,903,085	$ 1,125,161	$ 1,889,358	$ 31,888,559
				3.22%	5.41%	91.36%

Selection Allocations **Dept:25 Human Resources**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	71	1.0245	$ 11,164	$ 0	$ 11,164	$ 0	$ 11,164
14	ARA Director Office	149	2.1501	23,429	0	23,429	0	23,429
19	HITS CIO	53	0.7648	8,334	0	8,334	0	8,334
23	Office Business Opportunity	8	0.1154	1,258	0	1,258	0	1,258
24	Mayor	30	0.4329	4,717	0	4,717	0	4,717
25	Human Resources	100	1.4430	15,724	0	15,724	0	15,724
26	Legal	41	0.5916	6,447	0	6,447	223	6,670
27	City Secretary	0	0.0000	0	0	0	0	0
28	City Council	48	0.6926	7,548	0	7,548	261	7,809
29	City Controller's Office	15	0.2165	2,359	0	2,359	82	2,441
31	Planning & Dev Admin	19	0.2742	2,988	0	2,988	103	3,091
32	HPW Administration Indirect	3	0.0433	472	0	472	16	488
33	CIP Sal Rec HPW	94	1.3564	14,781	0	14,781	511	15,292
35	General Services	75	1.0823	11,793	0	11,793	408	12,201
36	HEC	114	1.6450	17,926	0	17,926	620	18,546
38	Police	1,832	26.4358	288,070	0	288,070	9,967	298,037
39	Dept of Neighborhoods	50	0.7215	7,862	0	7,862	272	8,134
40	Fire	973	14.0404	152,998	0	152,998	5,294	158,292
41	Municipal Court	65	0.9380	10,221	0	10,221	354	10,575
42	Solid Waste	185	2.6696	29,090	0	29,090	1,007	30,097
43	Houston Airport System (HAS)	228	3.2900	35,851	0	35,851	1,240	37,091
44	Housing & Community Dev	92	1.3276	14,466	0	14,466	501	14,967
45	Library	203	2.9293	31,920	0	31,920	1,104	33,024
46	Parks & Recreation	835	12.0491	131,298	0	131,298	4,543	135,841
47	Health Department	489	7.0563	76,892	0	76,892	2,660	79,552
48	Convention & Entertainment	1	0.0144	157	0	157	5	162
49	Fleet Management	107	1.5440	16,825	0	16,825	582	17,407
50	Planning & Dev Other	6	0.0866	943	0	943	33	976
51	Planning & Dev Spec Rev	20	0.2886	3,145	0	3,145	109	3,254
66	HPW Bldg Insp	140	2.0202	22,014	0	22,014	762	22,776
67	HPW Stormwater	113	1.6306	17,768	0	17,768	615	18,383
68	HPW DDSR	129	1.8615	20,284	0	20,284	702	20,986
69	HPW Water & Sewer	640	9.2352	100,636	0	100,636	3,482	104,118
71	HPW Other	2	0.0289	314	0	314	11	325
	Subtotal	6,930	100.0000	1,089,694	0	1,089,694	35,467	1,125,161
	Direct Bills					0		0
	Total					$1,089,694		$ 1,125,161

Basis Units: Number of selections per department
Source: Selection Analysis

Personnel Svcs Allocations **Dept:25 Human Resources**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	5.79	0.0273	$ 500	$ 0	$ 500	$ 0	$ 500
05	Finance Financial Plg & Analys	16.69	0.0786	1,440	0	1,440	0	1,440
06	Finance City Council	5.12	0.0241	442	0	442	0	442
07	Finance Public Fin	5.77	0.0272	498	0	498	0	498
08	Finance Reporting & Ops	15.99	0.0753	1,380	0	1,380	0	1,380
09	Finance Internal Controls	0.00	0.0000	0	0	0	0	0
10	Finance Grants	8.98	0.0423	775	0	775	0	775
11	Finance Rev Perform Mgmnt	3.50	0.0165	302	0	302	0	302
12	Finance Treasury	2.94	0.0138	254	0	254	0	254
13	Finance Strat Purchasing	36.81	0.1733	3,177	0	3,177	0	3,177
14	ARA Director Office	5.88	0.0277	507	0	507	0	507
15	ARA Financial Services	5.59	0.0263	482	0	482	0	482
16	ARA Operations	95.27	0.4486	8,222	0	8,222	0	8,222
17	ARA Payroll Services	39.46	0.1858	3,406	0	3,406	0	3,406
18	ARA Regulatory	7.00	0.0330	604	0	604	0	604
19	HITS CIO	11.93	0.0562	1,030	0	1,030	0	1,030
20	HITS EAS	14.95	0.0704	1,290	0	1,290	0	1,290
21	HITS EIS	49.96	0.2352	4,312	0	4,312	0	4,312
22	HITS Radio	27.50	0.1295	2,373	0	2,373	0	2,373
23	Office Business Opportunity	29.31	0.1380	2,530	0	2,530	0	2,530
24	Mayor	37.86	0.1783	3,267	0	3,267	0	3,267
25	Human Resources	169.48	0.7980	14,627	0	14,627	0	14,627
26	Legal	108.47	0.5107	9,361	0	9,361	297	9,658
27	City Secretary	9.51	0.0448	821	0	821	26	847
28	City Council	73.19	0.3446	6,317	0	6,317	200	6,517
29	City Controller's Office	60.31	0.2840	5,205	0	5,205	165	5,370
30	Health Administration	48.78	0.2297	4,210	0	4,210	133	4,343
31	Planning & Dev Admin	7.88	0.0371	680	0	680	22	702
33	CIP Sal Rec HPW	3.00	0.0141	259	0	259	8	267
34	HPD Police Records	85.74	0.4037	7,400	0	7,400	235	7,635
35	General Services	229.16	1.0790	19,778	0	19,778	627	20,405
36	HEC	221.66	1.0437	19,130	0	19,130	606	19,736
38	Police	6,259.26	29.4725	540,202	0	540,202	17,119	557,321
39	Dept of Neighborhoods	138.94	0.6542	11,991	0	11,991	380	12,371
40	Fire	4,174.23	19.6549	360,255	0	360,255	11,416	371,671
41	Municipal Court	284.37	1.3390	24,542	0	24,542	778	25,320
42	Solid Waste	427.44	2.0127	36,890	0	36,890	1,169	38,059
43	Houston Airport System (HAS)	1,115.29	5.2515	96,255	0	96,255	3,050	99,305
44	Housing & Community Dev	145.37	0.6845	12,546	0	12,546	398	12,944
45	Library	477.44	2.2481	41,205	0	41,205	1,306	42,511
46	Parks & Recreation	783.00	3.6869	67,576	0	67,576	2,141	69,717
47	Health Department	1,202.25	5.6609	103,760	0	103,760	3,288	107,048
49	Fleet Management	366.30	1.7248	31,613	0	31,613	1,002	32,615
50	Planning & Dev Other	30.73	0.1447	2,652	0	2,652	84	2,736
51	Planning & Dev Spec Rev	40.82	0.1922	3,523	0	3,523	112	3,635
53	Finance Other	50.81	0.2392	4,385	0	4,385	139	4,524
54	ARA Insurance	5.00	0.0235	432	0	432	14	446
55	ARA BARC	100.56	0.4735	8,679	0	8,679	275	8,954
56	ARA Parking	64.72	0.3047	5,586	0	5,586	177	5,763
57	ARA Other	34.83	0.1640	3,006	0	3,006	95	3,101
58	IT Public Services	0.77	0.0036	66	0	66	2	68
59	Legal Insurance	49.09	0.2311	4,237	0	4,237	134	4,371
60	Legal Wkr Comp	2.00	0.0094	173	0	173	5	178
61	Mayor Cable TV	17.90	0.0843	1,545	0	1,545	49	1,594
62	Mayor Other	44.67	0.2103	3,855	0	3,855	122	3,977
63	TIRZ	9.64	0.0454	832	0	832	26	858

Personnel Svcs Allocations **Dept:25 Human Resources**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
64	HR Health Benefits	44.37	0.2089	3,829	0	3,829	121	3,950
66	HPW Bldg Insp	530.83	2.4995	45,813	0	45,813	1,452	47,265
67	HPW Stormwater	330.61	1.5567	28,533	0	28,533	904	29,437
68	HPW DDSR	468.63	2.2066	40,445	0	40,445	1,282	41,727
69	HPW Water & Sewer	2,086.16	9.8229	180,045	0	180,045	5,706	185,751
70	HPW Houston Transtar	7.12	0.0335	614	0	614	19	633
71	HPW Other	12.74	0.0600	1,100	0	1,100	35	1,135
72	Houston Permit Center	44.22	0.2082	3,816	0	3,816	121	3,937
73	CIP S/R Planning	8.30	0.0391	716	0	716	23	739
74	CIP Sal Rec RE	32.02	0.1508	2,763	0	2,763	88	2,851
75	CIP S/R Engrg	84.87	0.3996	7,325	0	7,325	232	7,557
76	CIP S/R Constr	102.64	0.4833	8,858	0	8,858	281	9,139
77	CIP S/R Eng/Const	24.55	0.1156	2,119	0	2,119	67	2,186
78	CIP S/R Geo/Env	11.92	0.0561	1,029	0	1,029	33	1,062
79	CIP S/R Other	29.80	0.1403	2,572	0	2,572	82	2,654
80	CIP S/R GSD	33.69	0.1586	2,908	0	2,908	92	3,000
93	HR-W.C.	31.96	0.1505	2,758	0	2,758	87	2,845
94	HITS Other	84.30	0.3969	7,275	0	7,275	231	7,506
	Subtotal	21,237.64	100.0000	1,832,903	0	1,832,903	56,455	1,889,358
	Direct Bills					0		0
	Total					$1,832,903		$ 1,889,358

Basis Units: Number of FTE positions all funds
Source: COH FTE Report

Allocation Summary **Dept:25 Human Resources**

	Department	Selection	Personnel Svcs	Non-GF	Total
0	Direct Billed	$0	$0	$0	$0
04	Finance Dir Office	11,164	500	0	11,664
05	Finance Financial Plg & Analys	0	1,440	0	1,440
06	Finance City Council	0	442	0	442
07	Finance Public Fin	0	498	0	498
08	Finance Reporting & Ops	0	1,380	0	1,380
09	Finance Internal Controls	0	0	0	0
10	Finance Grants	0	775	0	775
11	Finance Rev Perform Mgmnt	0	302	0	302
12	Finance Treasury	0	254	0	254
13	Finance Strat Purchasing	0	3,177	0	3,177
14	ARA Director Office	23,429	507	0	23,936
15	ARA Financial Services	0	482	0	482
16	ARA Operations	0	8,222	0	8,222
17	ARA Payroll Services	0	3,406	0	3,406
18	ARA Regulatory	0	604	0	604
19	HITS CIO	8,334	1,030	0	9,364
20	HITS EAS	0	1,290	0	1,290
21	HITS EIS	0	4,312	0	4,312
22	HITS Radio	0	2,373	0	2,373
23	Office Business Opportunity	1,258	2,530	0	3,788
24	Mayor	4,717	3,267	0	7,984
25	Human Resources	15,724	14,627	0	30,351
26	Legal	6,670	9,658	0	16,328
27	City Secretary	0	847	0	847
28	City Council	7,809	6,517	0	14,326
29	City Controller's Office	2,441	5,370	0	7,811
30	Health Administration	0	4,343	0	4,343
31	Planning & Dev Admin	3,091	702	0	3,793
32	HPW Administration Indirect	488	0	0	488
33	CIP Sal Rec HPW	15,292	267	0	15,559
34	HPD Police Records	0	7,635	0	7,635
35	General Services	12,201	20,405	0	32,606
36	HEC	18,546	19,736	0	38,282
38	Police	298,037	557,321	0	855,358
39	Dept of Neighborhoods	8,134	12,371	0	20,505
40	Fire	158,292	371,671	0	529,963
41	Municipal Court	10,575	25,320	0	35,895
42	Solid Waste	30,097	38,059	0	68,156
43	Houston Airport System (HAS)	37,091	99,305	0	136,396
44	Housing & Community Dev	14,967	12,944	0	27,911
45	Library	33,024	42,511	0	75,535
46	Parks & Recreation	135,841	69,717	0	205,558
47	Health Department	79,552	107,048	0	186,600
48	Convention & Entertainment	162	0	0	162
49	Fleet Management	17,407	32,615	0	50,022
50	Planning & Dev Other	976	2,736	0	3,712
51	Planning & Dev Spec Rev	3,254	3,635	0	6,889
53	Finance Other	0	4,524	0	4,524
54	ARA Insurance	0	446	0	446
55	ARA BARC	0	8,954	0	8,954
56	ARA Parking	0	5,763	0	5,763
57	ARA Other	0	3,101	0	3,101
58	IT Public Services	0	68	0	68
59	Legal Insurance	0	4,371	0	4,371
60	Legal Wkr Comp	0	178	0	178

Allocation Summary **Dept:25 Human Resources**

	Department	Selection	Personnel Svcs	Non-GF	Total
61	Mayor Cable TV	0	1,594	0	1,594
62	Mayor Other	0	3,977	0	3,977
63	TIRZ	0	858	0	858
64	HR Health Benefits	0	3,950	0	3,950
66	HPW Bldg Insp	22,776	47,265	0	70,041
67	HPW Stormwater	18,383	29,437	0	47,820
68	HPW DDSR	20,986	41,727	0	62,713
69	HPW Water & Sewer	104,118	185,751	0	289,869
70	HPW Houston Transtar	0	633	0	633
71	HPW Other	325	1,135	0	1,460
72	Houston Permit Center	0	3,937	0	3,937
73	CIP S/R Planning	0	739	0	739
74	CIP Sal Rec RE	0	2,851	0	2,851
75	CIP S/R Engrg	0	7,557	0	7,557
76	CIP S/R Constr	0	9,139	0	9,139
77	CIP S/R Eng/Const	0	2,186	0	2,186
78	CIP S/R Geo/Env	0	1,062	0	1,062
79	CIP S/R Other	0	2,654	0	2,654
80	CIP S/R GSD	0	3,000	0	3,000
93	HR-W.C.	0	2,845	0	2,845
94	HITS Other	0	7,506	0	7,506
	Total	$ 1,125,161	$ 1,889,359	$ 0	$ 3,014,520

LEGAL SERVICES
FUNCTION AND ALLOCATION BASIS

The Legal Department provides legal counsel, advice, and representation for the Mayor, City Council, city departments, Council committees, and city boards and commissions. Activities include ordinance and resolution preparation, contract negotiations, utility regulation, civil code drafting and enforcement, personnel damage defense, claims, prosecution of criminal offenses, and real property tax collections and deed restriction enforcement.

- **Legal Services** – The Department identifies time spent by individual attorney and department. The number of total actual hours expended for the city departments is the basis for allocation.

- **HPW Legal** – Houston Public Works provides funding for legal representation, and these costs are allocated directly to Houston Public Works.

- **Inspector General** – This office is tasked with conducting investigations of alleged misconduct and violations by city employees. Costs are allocated based on the percentage of complaints investigated by department.

A. Department Costs **Dept:26 Legal**

Department		Amount	General Admin	Legal Svcs	HPW Legal	Inspector General
Personnel Costs						
Salaries	S1	9,399,572	1,524,027	6,582,697	750,763	542,085
Salary % Split			16.21%	70.03%	7.99%	5.77%
Benefits	P	4,603,866	672,304	3,211,338	386,818	333,406
Subtotal - Personnel Costs		14,003,438	2,196,331	9,794,035	1,137,581	875,491
Services & Supplies Cost						
Supplies	P	191,918	191,917	0	0	0
Services	P	793,194	676,931	114,113	35	2,113
Subtotal - Services & Supplies		985,112	868,848	114,113	35	2,113
Department Cost Total		14,988,550	3,065,179	9,908,148	1,137,616	877,604
Adjustments to Cost						
Subtotal - Adjustments			0	0	0	0
Total Costs After Adjustments		14,988,550	3,065,179	9,908,148	1,137,616	877,604
General Admin Distribution			3,065,179-	2,562,002	292,197	210,979
Grand Total		$ 14,988,550		$ 12,470,150	$ 1,429,813	$ 1,088,583

B. Incoming Costs-(Default Spread Salary%) Dept:26 Legal

	Department	First Incoming	Second Incoming	Legal Svcs	HPW Legal	Inspector General
1	City Hall Annex	$ 117,117	$ 0	$ 97,891	$ 11,165	$ 8,061
1	Muni Court Bldg	8,325	0	6,958	794	573
	Subtotal - Building Depn	125,442	0	104,849	11,958	8,634
3	Insurance Retirees	282,476	1,798	237,607	27,099	19,567
3	Memberships	5,886	37	4,951	565	408
3	Consulting Services	2,429	16	2,044	233	168
3	Interest Costs	18,119	122	15,246	1,739	1,256
3	Other Misc	4,844	33	4,076	465	336
3	Non-Dept. Legal Svcs/Lobby	59,486	379	50,037	5,707	4,121
3	Dept Specific	0	0	0	0	0
	Subtotal - Non-Dept-Gen Gov	373,240	2,384	313,962	35,808	25,855
5	Financial Plg & Analysis	5,874	333	5,188	592	427
	Subtotal - Fin Plg & Analysis	5,874	333	5,188	592	427
8	Gen Acctng	3,688	230	3,275	374	270
8	Fixed Assets	2,529	154	2,242	256	185
8	Auditing Svcs	4,475	0	3,740	427	308
8	Fin Operations	1,252	78	1,112	127	92
	Subtotal - Fin Reporting & Ops	11,944	462	10,369	1,183	854
9	Internal Controls	0	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0	0
10	Cost Accounting	1,109	62	979	112	81
10	Trust Funds Mgmt (TFM)	1,382	83	1,224	140	101
	Subtotal - Fin Grants	2,491	145	2,203	251	181
11	Perf Mgmt Svcs	1,981	106	1,745	199	144
	Subtotal - Fin Perform Mgmt	1,981	106	1,745	199	144
12	Treasury	3,435	302	3,124	356	257
	Subtotal - Fin Treasury	3,435	302	3,124	356	257
13	Purchasing	12,616	759	11,179	1,275	921
	Subtotal - Fin SPD	12,616	759	11,179	1,275	921
16	Mailroom	18,049	1,182	16,074	1,833	1,324
16	Records	4,587	278	4,066	464	335
16	3-1-1 Svcs	3,668	250	3,275	374	270
	Subtotal - ARA Operations	26,304	1,710	23,415	2,670	1,928
17	Payroll Svcs	21,457	1,032	18,797	2,144	1,548
	Subtotal - ARA Payroll Svcs	21,457	1,032	18,797	2,144	1,548
18	Franchise	7,667	393	6,737	768	555
	Subtotal - ARA Regulatory	7,667	393	6,737	768	555
20	Enterprise Appl	8,129	552	7,256	828	598
20	IT ERP	12	0	10	1	1
	Subtotal - HITS EAS	8,141	552	7,266	829	598
21	Client Svcs	0	0	0	0	0
21	NW Data	18,300	1,027	16,154	1,842	1,330

B. Incoming Costs-(Default Spread Salary%) **Dept:26 Legal**

	Department	First Incoming	Second Incoming	Legal Svcs	HPW Legal	Inspector General
21	NW Voice	$ 19,986	$ 1,091	$ 17,617	$ 2,009	$ 1,451
21	Enterprise Optns	10,945	565	9,620	1,097	792
	Subtotal - HITS EIS	49,231	2,683	43,391	4,949	3,573
23	Certification	6,232	137	5,324	607	438
23	Contract Compliance	2,719	67	2,329	266	192
23	Reporting & Analytics	1,271	28	1,086	124	89
23	Dept Services	2,304	65	1,980	226	163
23	External Affairs & Outreach	3,840	85	3,280	374	270
	Subtotal - OBO	16,366	382	13,999	1,597	1,153
24	City Mayor Admin	18,529	3,459	18,378	2,096	1,513
24	Inter Gov Rel	2,885	556	2,876	328	237
	Subtotal - Mayor	21,414	4,015	21,254	2,424	1,750
25	Selection	6,447	223	5,575	636	459
25	Personnel Svcs	9,361	297	8,072	921	665
	Subtotal - Human Resources	15,808	520	13,647	1,557	1,124
26	Legal Svcs	0	541,734	452,803	51,643	37,288
26	Inspector General	0	3,752	3,136	358	258
	Subtotal - Legal	0	545,486	455,939	52,000	37,547
27	City Sec Svcs	0	3,567	2,981	340	246
	Subtotal - City Secretary	0	3,567	2,981	340	246
28	City Council Svcs	0	36,509	30,516	3,480	2,513
	Subtotal - City Council	0	36,509	30,516	3,480	2,513
29	Controller Fin Svcs	0	19,136	15,995	1,824	1,317
29	Controller Treasury	0	6,437	5,380	614	443
	Subtotal - City Controller's	0	25,573	21,375	2,438	1,760
34	Records Mgmt	0	438,414	366,444	41,793	30,177
	Subtotal - HPD Police Records	0	438,414	366,444	41,793	30,177
35	Building Svcs	0	220,206	184,057	20,992	15,157
35	Utilities	0	109,228	91,297	10,413	7,518
35	In-House Renov	0	0	0	0	0
35	Real Estate	0	79,790	66,692	7,606	5,492
	Subtotal - General Services	0	409,224	342,046	39,011	28,167
	Total Incoming	703,411	1,474,551	1,820,428	207,622	149,912
C.	**Total Allocated**		$ 17,166,512	$ 14,290,578	$ 1,637,435	$ 1,238,495
				83.25%	9.54%	7.21%

Legal Svcs Allocations **Dept:26 Legal**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	4,520.00	4.4029	$ 574,932	$ 0	$ 574,932	$ 0	$ 574,932
14	ARA Director Office	2,465.00	2.4011	313,542	0	313,542	0	313,542
19	HITS CIO	1,081.00	1.0530	137,500	0	137,500	0	137,500
23	Office Business Opportunity	197.00	0.1919	25,058	0	25,058	0	25,058
24	Mayor	4,522.00	4.4048	575,187	0	575,187	0	575,187
25	Human Resources	259.00	0.2523	32,944	0	32,944	0	32,944
26	Legal	4,259.00	4.1486	541,734	0	541,734	0	541,734
27	City Secretary	674.00	0.6565	85,731	0	85,731	9,732	95,463
28	City Council	584.00	0.5689	74,283	0	74,283	8,433	82,716
29	City Controller's Office	603.00	0.5874	76,700	0	76,700	8,707	85,407
30	Health Administration	2,987.00	2.9096	379,939	0	379,939	43,130	423,069
31	Planning & Dev Admin	3,195.00	3.1122	406,396	0	406,396	46,133	452,529
32	HPW Administration Indirect	4,202.00	4.0931	534,484	0	534,484	60,674	595,158
35	General Services	3,270.00	3.1853	415,936	0	415,936	47,216	463,152
36	HEC	89.00	0.0867	11,321	0	11,321	1,285	12,606
38	Police	4,859.00	4.7331	618,052	0	618,052	70,160	688,212
39	Dept of Neighborhoods	4,228.00	4.1184	537,791	0	537,791	61,049	598,840
40	Fire	970.00	0.9449	123,382	0	123,382	14,006	137,388
41	Municipal court	41,901.00	40.8153	5,329,700	0	5,329,700	605,017	5,934,717
42	Solid Waste	1,002.00	0.9760	127,452	0	127,452	14,468	141,920
43	Houston Airport System (HAS)	751.00	0.7315	95,525	0	95,525	10,844	106,369
44	Housing & Community Dev	1,878.00	1.8293	238,877	0	238,877	27,117	265,994
45	Library	182.00	0.1773	23,150	0	23,150	2,628	25,778
46	Parks & Recreation	1,224.00	1.1923	155,690	0	155,690	17,674	173,364
48	Convention & Entertainment	17.00	0.0166	2,162	0	2,162	245	2,407
49	Fleet Management	421.00	0.4101	53,550	0	53,550	6,079	59,629
56	ARA Parking	209.00	0.2036	26,584	0	26,584	3,018	29,602
63	TIRZ	552.00	0.5377	70,213	0	70,213	7,970	78,183
66	HPW Bldg Insp	264.00	0.2572	33,580	0	33,580	3,812	37,392
68	HPW DDSR	656.00	0.6390	83,442	0	83,442	9,472	92,914
69	HPW Water & Sewer	1,433.00	1.3959	182,274	0	182,274	20,691	202,965
71	HPW Other	5,714.00	5.5659	726,806	0	726,806	82,506	809,312
74	CIP Sal Rec RE	783.00	0.7627	99,596	0	99,596	11,306	110,902
96	Other	2,709.00	2.6388	344,578	0	344,578	39,116	383,694
	Subtotal	102,660.00	100.0000	13,058,091	0	13,058,091	1,232,487	14,290,578
	Direct Bills					0		0
	Total					$13,058,091		$ 14,290,578

Basis Units: Number of Legal staff hours per department
Source: Legal Staffing Report

HPW Legal Allocations **Dept:26 Legal**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
69	HPW Water & Sewer	813,763	74.6888	$ 1,117,993	813,763-	$ 304,230	$ 104,988	$ 409,218
74	CIP Sal Rec RE	275,775	25.3112	378,875	275,775-	103,100	35,579	138,679
	Subtotal	1,089,538.00	100.0000	1,496,868	1,089,538-	407,330	140,567	547,897
	Direct Bills					1,089,538		1,089,538
	Total					$1,496,868		$ 1,637,435

Basis Units: HPW Legal chargebacks by area
Source: Legal Chargeback Report

Inspector General Allocations **Dept:26 Legal**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	1.63	1.6300	$ 18,533	$ 0	$ 18,533	$ 0	$ 18,533
14	ARA Director Office	3.92	3.9200	44,570	0	44,570	0	44,570
19	HITS CIO	1.63	1.6300	18,533	0	18,533	0	18,533
23	Office Business Opportunity	0.33	0.3300	3,752	0	3,752	0	3,752
24	Mayor	0.65	0.6500	7,390	0	7,390	0	7,390
25	Human Resources	6.86	6.8600	77,998	0	77,998	0	77,998
26	Legal	0.33	0.3300	3,752	0	3,752	0	3,752
28	City Council	0.65	0.6500	7,390	0	7,390	779	8,169
29	City Controller's Office	2.29	2.2900	26,037	0	26,037	2,746	28,783
32	HPW Administration Indirect	16.01	16.0100	182,034	0	182,034	19,197	201,231
35	General Services	3.27	3.2700	37,180	0	37,180	3,921	41,101
36	HEC	1.63	1.6300	18,533	0	18,533	1,954	20,487
38	Police	0.65	0.6500	7,390	0	7,390	779	8,169
39	Dept of Neighborhoods	0.98	0.9800	11,143	0	11,143	1,175	12,318
40	Fire	17.65	17.6500	200,680	0	200,680	21,163	221,843
41	Municipal court	1.32	1.3200	15,008	0	15,008	1,583	16,591
42	Solid Waste	4.58	4.5800	52,075	0	52,075	5,492	57,567
43	Houston Airport System (HAS)	8.17	8.1700	92,893	0	92,893	9,796	102,689
44	Housing & Community Dev	1.32	1.3200	15,008	0	15,008	1,583	16,591
45	Library	1.63	1.6300	18,533	0	18,533	1,954	20,487
46	Parks & Recreation	3.27	3.2700	37,180	0	37,180	3,921	41,101
47	Health Department	6.86	6.8600	77,998	0	77,998	8,225	86,223
49	Fleet Management	1.63	1.6300	18,533	0	18,533	1,954	20,487
69	HPW Water & Sewer	11.44	11.4400	130,073	0	130,073	13,717	143,790
96	Other	1.3	1.3000	14,781	0	14,781	1,559	16,340
	Subtotal	100.00	100.0000	1,136,997	0	1,136,997	101,498	1,238,495
	Direct Bills					0		0
	Total					$1,136,997		$ 1,238,495

Basis Units: % of complaints investigated
Source: Complaint Report

Allocation Summary **Dept:26 Legal**

	Department	Legal Svcs	HPW Legal	Inspector General	Total
0	Direct Billed	$0	$ 1,089,538	$0	$ 1,089,538
04	Finance Dir Office	574,932	0	18,533	593,465
14	ARA Director Office	313,542	0	44,570	358,112
19	HITS CIO	137,500	0	18,533	156,033
23	Office Business Opportunity	25,058	0	3,752	28,810
24	Mayor	575,187	0	7,390	582,577
25	Human Resources	32,944	0	77,998	110,942
26	Legal	541,734	0	3,752	545,486
27	City Secretary	95,463	0	0	95,463
28	City Council	82,716	0	8,169	90,885
29	City Controller's Office	85,407	0	28,783	114,190
30	Health Administration	423,069	0	0	423,069
31	Planning & Dev Admin	452,529	0	0	452,529
32	HPW Administration Indirect	595,158	0	201,231	796,389
35	General Services	463,152	0	41,101	504,253
36	HEC	12,606	0	20,487	33,093
38	Police	688,212	0	8,169	696,381
39	Dept of Neighborhoods	598,840	0	12,318	611,158
40	Fire	137,388	0	221,843	359,231
41	Municipal court	5,934,717	0	16,591	5,951,308
42	Solid Waste	141,920	0	57,567	199,487
43	Houston Airport System (HAS)	106,369	0	102,689	209,058
44	Housing & Community Dev	265,994	0	16,591	282,585
45	Library	25,778	0	20,487	46,265
46	Parks & Recreation	173,364	0	41,101	214,465
47	Health Department	0	0	86,223	86,223
48	Convention & Entertainment	2,407	0	0	2,407
49	Fleet Management	59,629	0	20,487	80,116
56	ARA Parking	29,602	0	0	29,602
63	TIRZ	78,183	0	0	78,183
66	HPW Bldg Insp	37,392	0	0	37,392
68	HPW DDSR	92,914	0	0	92,914
69	HPW Water & Sewer	202,965	409,218	143,790	755,973
71	HPW Other	809,312	0	0	809,312
74	CIP Sal Rec RE	110,902	138,679	0	249,581
96	Other	383,694	0	16,340	400,034
	Total	$ 14,290,579	$ 1,637,435	$ 1,238,495	$ 17,166,509

CITY SECRETARY'S OFFICE
FUNCTION AND ALLOCATION BASIS

The City Secretary's Office is responsible for recording and keeping records of Council meetings. This office also processes contracts, deeds, easements, and assist the public with providing information. The City Secretary’s Office prepares Council meeting agenda, administers city elections and places advertising and receives vendor bid proposals and Request for Proposals. The costs of these services are allocated based upon total operating expenditures.

A. Department Costs

Dept:27 City Secretary

Description		Amount	General Admin	City Sec Svcs
Personnel Costs				
Salaries	S1	452,693	0	452,693
Salary % Split			.00%	100.00%
Benefits	S	260,148	0	260,148
Subtotal - Personnel Costs		712,841	0	712,841
Services & Supplies Cost				
Supplies	S	2,044	0	2,044
Services	S	86,511	0	86,511
Subtotal - Services & Supplies		88,555	0	88,555
Department Cost Total		801,396	0	801,396
Adjustments to Cost				
Subtotal - Adjustments		0	0	0
Total Costs After Adjustments		801,396	0	801,396
General Admin Distribution		0	0	0
Grand Total		$ 801,396	0	$ 801,396

B. Incoming Costs-(Default Spread Salary%) **Dept:27 City Secretary**

	Department	First Incoming	Second Incoming	City Sec Svcs
1	City Hall Annex	$ 10,152	$ 0	$ 10,152
	Subtotal - Building Depn	10,152	0	10,152
3	Insurance Retirees	24,766	158	24,924
3	Memberships	516	3	519
3	Consulting Services	505	3	508
3	Interest Costs	969	7	976
3	Other Misc	259	2	261
3	Non-Dept. Legal Svcs/Lobby	5,215	33	5,248
	Subtotal - Non-Dept-Gen Gov	32,230	206	32,436
5	Financial Plg & Analysis	1,221	69	1,290
	Subtotal - Fin Plg & Analysis	1,221	69	1,290
8	Gen Acctng	767	48	815
8	Auditing Svcs	930	0	930
8	Fin Operations	67	4	71
	Subtotal - Fin Reporting & Ops	1,764	52	1,816
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Cost Accounting	59	3	62
10	Trust Funds Mgmt (TFM)	74	4	78
	Subtotal - Fin Grants	133	8	141
11	Perf Mgmt Svcs	106	6	112
	Subtotal - Fin Perform Mgmt	106	6	112
12	Treasury	184	16	200
	Subtotal - Fin Treasury	184	16	200
16	Mailroom	568	37	605
16	Records	402	24	426
16	3-1-1 Svcs	4,487	306	4,793
	Subtotal - ARA Operations	5,457	367	5,824
17	Payroll Svcs	1,881	91	1,972
	Subtotal - ARA Payroll Svcs	1,881	91	1,972
18	Franchise	410	21	431
	Subtotal - ARA Regulatory	410	21	431
20	Enterprise Appl	834	57	891
20	IT ERP	1	0	1
	Subtotal - HITS EAS	835	57	892
21	Client Svcs	0	0	0
21	NW Data	815	46	861
21	NW Voice	890	49	939
21	Enterprise Optns	2,275	117	2,392
	Subtotal - HITS EIS	3,980	212	4,192
23	Certification	546	12	558
23	Reporting & Analytics	0	0	0

B. Incoming Costs-(Default Spread Salary%) **Dept:27 City Secretary**

	Department	First Incoming	Second Incoming	City Sec Svcs
23	External Affairs & Outreach	$ 337	$ 7	$ 344
	Subtotal - OBO	883	19	902
24	City Mayor Admin	1,625	303	1,928
24	Inter Gov Rel	253	49	302
	Subtotal - Mayor	1,878	352	2,230
25	Selection	0	0	0
25	Personnel Svcs	821	26	847
	Subtotal - Human Resources	821	26	847
26	Legal Svcs	85,731	9,732	95,463
26	Inspector General	0	0	0
	Subtotal - Legal	85,731	9,732	95,463
27	City Sec Svcs	0	191	191
	Subtotal - City Secretary	0	191	191
28	City Council Svcs	0	1,952	1,952
	Subtotal - City Council	0	1,952	1,952
29	Controller Fin Svcs	0	3,978	3,978
29	Controller Treasury	0	344	344
	Subtotal - City Controller's	0	4,322	4,322
35	Building Svcs	0	17,995	17,995
35	Utilities	0	8,926	8,926
35	Real Estate	0	6,640	6,640
	Subtotal - General Services	0	33,561	33,561
	Total Incoming	147,666	51,259	198,925
C.	Total Allocated		$ 1,000,322	$ 1,000,322
				100.00%

City Sec Svcs Allocations

Dept:27 City Secretary

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	101,595,292	2.5472	$ 24,175	$ 0	$ 24,175	$ 0	$ 24,175
04	Finance Dir Office	1,807,118	0.0453	430	0	430	0	430
05	Finance Financial Plg & Analys	2,004,503	0.0503	477	0	477	0	477
06	Finance City Council	612,391	0.0154	146	0	146	0	146
07	Finance Public Fin	808,944	0.0203	192	0	192	0	192
08	Finance Reporting & Ops	3,952,446	0.0991	941	0	941	0	941
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	1,045,854	0.0262	249	0	249	0	249
11	Finance Rev Perform Mgmnt	454,263	0.0114	108	0	108	0	108
12	Finance Treasury	1,547,651	0.0388	368	0	368	0	368
13	Finance Strat Purchasing	4,984,928	0.1250	1,186	0	1,186	0	1,186
14	ARA Director Office	1,985,132	0.0498	472	0	472	0	472
15	ARA Financial Services	949,679	0.0238	226	0	226	0	226
16	ARA Operations	7,139,299	0.1790	1,699	0	1,699	0	1,699
17	ARA Payroll Services	3,648,945	0.0915	868	0	868	0	868
18	ARA Regulatory	834,847	0.0209	199	0	199	0	199
19	HITS CIO	3,409,481	0.0855	811	0	811	0	811
20	HITS EAS	1,513,353	0.0379	360	0	360	0	360
21	HITS EIS	5,992,327	0.1502	1,426	0	1,426	0	1,426
22	HITS Radio	5,196,882	0.1303	1,237	0	1,237	0	1,237
23	Office Business Opportunity	3,197,709	0.0802	761	0	761	0	761
24	Mayor	4,382,740	0.1099	1,043	0	1,043	0	1,043
25	Human Resources	32,410,674	0.8126	7,712	0	7,712	0	7,712
26	Legal	14,988,545	0.3758	3,567	0	3,567	0	3,567
27	City Secretary	801,397	0.0201	191	0	191	0	191
28	City Council	8,603,325	0.2157	2,047	0	2,047	117	2,164
29	City Controller's Office	8,793,797	0.2205	2,093	0	2,093	119	2,212
30	Health Administration	11,499,299	0.2883	2,736	0	2,736	156	2,892
31	Planning & Dev Admin	1,494,486	0.0375	356	0	356	20	376
33	CIP Sal Rec HPW	483,707	0.0121	115	0	115	7	122
34	HPD Police Records	6,094,114	0.1528	1,450	0	1,450	83	1,533
35	General Services	157,363,429	3.9455	37,445	0	37,445	2,132	39,577
36	HEC	25,390,640	0.6366	6,042	0	6,042	344	6,386
38	Police	892,276,865	22.3716	212,320	0	212,320	12,089	224,409
39	Dept of Neighborhoods	14,412,398	0.3614	3,429	0	3,429	195	3,624
40	Fire	491,228,756	12.3163	116,890	0	116,890	6,656	123,546
41	Municipal Court	31,678,665	0.7943	7,538	0	7,538	429	7,967
42	Solid Waste	118,204,591	2.9637	28,127	0	28,127	1,602	29,729
43	Houston Airport System (HAS)	312,810,034	7.8429	74,434	0	74,434	4,238	78,672
44	Housing & Community Dev	54,568,851	1.3682	12,985	0	12,985	739	13,724
45	Library	38,943,644	0.9764	9,267	0	9,267	528	9,795
46	Parks & Recreation	88,415,607	2.2168	21,039	0	21,039	1,198	22,237
47	Health Department	128,086,209	3.2114	30,479	0	30,479	1,735	32,214
48	Convention & Entertainment	57,515	0.0014	14	0	14	1	15
49	Fleet Management	85,634,393	2.1471	20,377	0	20,377	1,160	21,537
50	Planning & Dev Other	4,045,982	0.1014	963	0	963	55	1,018
51	Planning & Dev Spec Rev	5,348,887	0.1341	1,273	0	1,273	72	1,345
53	Finance Other	27,164,296	0.6811	6,464	0	6,464	368	6,832
54	ARA Insurance	25,006,913	0.6270	5,950	0	5,950	339	6,289
55	ARA BARC	10,970,078	0.2750	2,610	0	2,610	149	2,759
56	ARA Parking	8,709,003	0.2184	2,072	0	2,072	118	2,190
57	ARA Other	7,888,353	0.1978	1,877	0	1,877	107	1,984
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	12,738,042	0.3194	3,031	0	3,031	173	3,204
60	Legal Wkr Comp	239,403	0.0060	57	0	57	3	60
61	Mayor Cable TV	3,735,357	0.0937	889	0	889	51	940

City Sec Svcs Allocations

Dept:27 City Secretary

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
62	Mayor Other	31,676,770	0.7942	7,538	0	7,538	429	7,967
64	HR Health Benefits	375,093,853	9.4045	89,255	0	89,255	5,082	94,337
65	HR Long Term Disability	1,045,804-	0.0262-	249-	0	249-	14.17-	263-
66	HPW Bldg Insp	70,008,799	1.7553	16,659	0	16,659	949	17,608
67	HPW Stormwater	47,041,957	1.1795	11,194	0	11,194	637	11,831
68	HPW DDSR	74,760,579	1.8744	17,790	0	17,790	1,013	18,803
69	HPW Water & Sewer	419,175,952	10.5098	99,744	0	99,744	5,679	105,423
70	HPW Houston Transtar	2,171,816	0.0545	517	0	517	29	546
71	HPW Other	53,786,572	1.3486	12,799	0	12,799	729	13,528
72	Houston Permit Center	9,858,428	0.2472	2,346	0	2,346	134	2,480
73	CIP S/R Planning	1,068,463	0.0268	254	0	254	14	268
74	CIP Sal Rec RE	4,209,680	0.1055	1,002	0	1,002	57	1,059
75	CIP S/R Engrg	10,868,927	0.2725	2,586	0	2,586	147	2,733
76	CIP S/R Constr	10,823,104	0.2714	2,575	0	2,575	147	2,722
77	CIP S/R Eng/Const	4,604,340	0.1154	1,096	0	1,096	62	1,158
78	CIP S/R Geo/Env	1,464,877	0.0367	349	0	349	20	369
79	CIP S/R Other	4,217,178	0.1057	1,003	0	1,003	57	1,060
80	CIP S/R GSD	4,183,080	0.1049	995	0	995	57	1,052
91	Hurricane Ike Aid & Recovery	2,896	0.0001	1	0	1	0	1
92	ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
93	HR-W.C.	22,753,670	0.5705	5,414	0	5,414	308	5,722
94	HITS Other	54,561,118	1.3680	12,983	0	12,983	739	13,722
95	Legal Other	0	0.0000	0	0	0	0	0
	Subtotal	3,988,437,294	100.0000	949,064	0	949,064	51,258	1,000,322
	Direct Bills					0		0
	Total					$949,064		$ 1,000,322

Basis Units: FY2018 expenditures excl TIRZ
Source: COH Expenditure Report

Allocation Summary **Dept:27 City Secretary**

	Department	City Sec Svcs	Total
0	Direct Billed	$0	$0
03	Non-Departmental-Gen Gov	24,175	24,175
04	Finance Dir Office	430	430
05	Finance Financial Plg & Analys	477	477
06	Finance City Council	146	146
07	Finance Public Fin	192	192
08	Finance Reporting & Ops	941	941
09	Finance Internal Controls	0	0
10	Finance Grants	249	249
11	Finance Rev Perform Mgmnt	108	108
12	Finance Treasury	368	368
13	Finance Strat Purchasing	1,186	1,186
14	ARA Director Office	472	472
15	ARA Financial Services	226	226
16	ARA Operations	1,699	1,699
17	ARA Payroll Services	868	868
18	ARA Regulatory	199	199
19	HITS CIO	811	811
20	HITS EAS	360	360
21	HITS EIS	1,426	1,426
22	HITS Radio	1,237	1,237
23	Office Business Opportunity	761	761
24	Mayor	1,043	1,043
25	Human Resources	7,712	7,712
26	Legal	3,567	3,567
27	City Secretary	191	191
28	City Council	2,164	2,164
29	City Controller's Office	2,212	2,212
30	Health Administration	2,892	2,892
31	Planning & Dev Admin	376	376
33	CIP Sal Rec HPW	122	122
34	HPD Police Records	1,533	1,533
35	General Services	39,577	39,577
36	HEC	6,386	6,386
38	Police	224,409	224,409
39	Dept of Neighborhoods	3,624	3,624
40	Fire	123,546	123,546
41	Municipal Court	7,967	7,967
42	Solid Waste	29,729	29,729
43	Houston Airport System (HAS)	78,672	78,672
44	Housing & Community Dev	13,724	13,724
45	Library	9,795	9,795
46	Parks & Recreation	22,237	22,237
47	Health Department	32,214	32,214
48	Convention & Entertainment	15	15
49	Fleet Management	21,537	21,537
50	Planning & Dev Other	1,018	1,018
51	Planning & Dev Spec Rev	1,345	1,345
53	Finance Other	6,832	6,832
54	ARA Insurance	6,289	6,289
55	ARA BARC	2,759	2,759
56	ARA Parking	2,190	2,190
57	ARA Other	1,984	1,984
58	IT Public Services	0	0
59	Legal Insurance	3,204	3,204
60	Legal Wkr Comp	60	60

Allocation Summary **Dept:27 City Secretary**

	Department	City Sec Svcs	Total
61	Mayor Cable TV	940	940
62	Mayor Other	7,967	7,967
64	HR Health Benefits	94,337	94,337
65	HR Long Term Disability	263-	263-
66	HPW Bldg Insp	17,608	17,608
67	HPW Stormwater	11,831	11,831
68	HPW DDSR	18,803	18,803
69	HPW Water & Sewer	105,423	105,423
70	HPW Houston Transtar	546	546
71	HPW Other	13,528	13,528
72	Houston Permit Center	2,480	2,480
73	CIP S/R Planning	268	268
74	CIP Sal Rec RE	1,059	1,059
75	CIP S/R Engrg	2,733	2,733
76	CIP S/R Constr	2,722	2,722
77	CIP S/R Eng/Const	1,158	1,158
78	CIP S/R Geo/Env	369	369
79	CIP S/R Other	1,060	1,060
80	CIP S/R GSD	1,052	1,052
91	Hurricane Ike Aid & Recovery	1	1
92	ARRA Reimbursement Fund	0	0
93	HR-W.C.	5,722	5,722
94	HITS Other	13,722	13,722
95	Legal Other	0	0
	Total	$ 1,000,322	$ 1,000,322

CITY COUNCIL
FUNCTION AND ALLOCATION BASIS

The City Council serves as the legislative body of the city government with the power to enact all ordinances and resolutions. The costs of City Council are allocated based upon the total operating expenditures. Costs for special projects are not allocated in this plan.

A. Department Costs

Dept:28 City Council

Description		Amount	General Admin	City Council Svcs	Special Projects
Personnel Costs					
Salaries	S1	4,986,963	0	4,559,550	427,413
Salary % Split			.00%	91.43%	8.57%
Benefits	P	2,189,449	0	2,184,115	5,334
Subtotal - Personnel Costs		7,176,412	0	6,743,665	432,747
Services & Supplies Cost					
Supplies	P	240,241	0	115,438	124,803
Services	P	1,186,670	0	350,526	836,144
Subtotal - Services & Supplies		1,426,911	0	465,964	960,947
Department Cost Total		8,603,323	0	7,209,629	1,393,694
Adjustments to Cost					
Subtotal - Adjustments		0	0	0	0
Total Costs After Adjustments		8,603,323	0	7,209,629	1,393,694
General Admin Distribution		0	0	0	0
Grand Total		$ 8,603,323	0	$ 7,209,629	$ 1,393,694
					not allocated

B. Incoming Costs-(Default Spread Salary%) **Dept:28 City Council**

	Department	First Incoming	Second Incoming	City Council Svcs	Special Projects
1	City Hall Annex	$ 36,114	$ 0	$ 36,114	$ 0
	Subtotal - Building Depn	36,114	0	36,114	0
2	Equip Deprec	31,773	0	31,773	0
	Subtotal - Equipment Depn	31,773	0	31,773	0
3	Insurance Retirees	190,601	1,213	191,814	0
3	Memberships	3,972	25	3,997	0
3	Consulting Services	8,422	55	8,477	0
3	Interest Costs	10,400	70	10,470	0
3	Other Misc	2,781	19	2,800	0
3	Elections	652,585	4,154	656,739	0
3	Non-Dept. Legal Svcs/Lobby	40,138	255	40,393	0
3	Dept Specific	103,795	661	104,456	0
3	Health Insurance	0	0	0	0
	Subtotal - Non-Dept-Gen Gov	1,012,694	6,452	1,019,146	0
5	Financial Plg & Analysis	20,369	1,156	21,525	0
	Subtotal - Fin Plg & Analysis	20,369	1,156	21,525	0
6	Fin City Council Support	717,730	42,187	759,917	0
	Subtotal - Fin City Council	717,730	42,187	759,917	0
8	Gen Acctng	12,789	799	13,588	0
8	Fixed Assets	4,864	295	5,159	0
8	Auditing Svcs	15,518	0	15,518	0
8	Fin Operations	719	45	764	0
	Subtotal - Fin Reporting & Ops	33,890	1,139	35,029	0
9	Internal Controls	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0
10	Cost Accounting	637	36	673	0
10	Trust Funds Mgmt (TFM)	793	48	841	0
	Subtotal - Fin Grants	1,430	83	1,513	0
11	Perf Mgmt Svcs	1,137	61	1,198	0
	Subtotal - Fin Perform Mgmt	1,137	61	1,198	0
12	Treasury	1,972	173	2,145	0
	Subtotal - Fin Treasury	1,972	173	2,145	0
13	Purchasing	3,738	225	3,963	0
	Subtotal - Fin SPD	3,738	225	3,963	0
16	Mailroom	8,627	565	9,192	0
16	Records	3,095	187	3,282	0
16	3-1-1 Svcs	9,641	657	10,298	0
	Subtotal - ARA Operations	21,363	1,410	22,773	0
17	Payroll Svcs	14,478	696	15,174	0
	Subtotal - ARA Payroll Svcs	14,478	696	15,174	0
18	Franchise	4,401	226	4,627	0
	Subtotal - ARA Regulatory	4,401	226	4,627	0

B. Incoming Costs-(Default Spread Salary%) **Dept:28 City Council**

	Department	First Incoming	Second Incoming	City Council Svcs	Special Projects
20	Enterprise Appl	$ 2,869	$ 195	$ 3,064	$ 0
20	IT ERP	9	0	9	0
	Subtotal - HITS EAS	2,878	195	3,073	0
21	Client Svcs	0	0	0	0
21	NW Data	12,669	711	13,380	0
21	NW Voice	13,837	755	14,592	0
21	Enterprise Optns	37,956	1,958	39,914	0
	Subtotal - HITS EIS	64,462	3,424	67,886	0
23	Certification	4,205	93	4,298	0
23	Reporting & Analytics	118	3	121	0
23	External Affairs & Outreach	2,591	57	2,648	0
	Subtotal - OBO	6,914	152	7,066	0
24	City Mayor Admin	12,503	2,334	14,837	0
24	Agenda Office	417,900	75,857	493,757	0
24	Inter Gov Rel	1,947	375	2,322	0
	Subtotal - Mayor	432,350	78,566	510,916	0
25	Selection	7,548	261	7,809	0
25	Personnel Svcs	6,317	200	6,517	0
	Subtotal - Human Resources	13,865	461	14,326	0
26	Legal Svcs	74,283	8,433	82,716	0
26	Inspector General	7,390	779	8,169	0
	Subtotal - Legal	81,673	9,212	90,885	0
27	City Sec Svcs	2,047	117	2,164	0
	Subtotal - City Secretary	2,047	117	2,164	0
28	City Council Svcs	0	20,956	20,956	0
	Subtotal - City Council	0	20,956	20,956	0
29	Controller Fin Svcs	0	66,359	66,359	0
29	Controller Treasury	0	3,695	3,695	0
	Subtotal - City Controller's	0	70,054	70,054	0
35	Building Svcs	0	64,012	64,012	0
35	Utilities	0	31,752	31,752	0
35	Real Estate	0	23,618	23,618	0
	Subtotal - General Services	0	119,382	119,382	0
	Total Incoming	2,505,278	356,327	2,861,605	0
C.	Total Allocated		$ 11,464,928	$ 10,071,234	$ 1,393,694
				87.84%	12.16%

City Council Svcs Allocations

Dept:28 City Council

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	101,595,292	2.5472	$ 247,463	$ 0	$ 247,463	$ 0	$ 247,463
04	Finance Dir Office	1,807,118	0.0453	4,402	0	4,402	0	4,402
05	Finance Financial Plg & Analys	2,004,503	0.0503	4,883	0	4,883	0	4,883
06	Finance City Council	612,391	0.0154	1,492	0	1,492	0	1,492
07	Finance Public Fin	808,944	0.0203	1,970	0	1,970	0	1,970
08	Finance Reporting & Ops	3,952,446	0.0991	9,627	0	9,627	0	9,627
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	1,045,854	0.0262	2,547	0	2,547	0	2,547
11	Finance Rev Perform Mgmnt	454,263	0.0114	1,106	0	1,106	0	1,106
12	Finance Treasury	1,547,651	0.0388	3,770	0	3,770	0	3,770
13	Finance Strat Purchasing	4,984,928	0.1250	12,142	0	12,142	0	12,142
14	ARA Director Office	1,985,132	0.0498	4,835	0	4,835	0	4,835
15	ARA Financial Services	949,679	0.0238	2,313	0	2,313	0	2,313
16	ARA Operations	7,139,299	0.1790	17,390	0	17,390	0	17,390
17	ARA Payroll Services	3,648,945	0.0915	8,888	0	8,888	0	8,888
18	ARA Regulatory	834,847	0.0209	2,034	0	2,034	0	2,034
19	HITS CIO	3,409,481	0.0855	8,305	0	8,305	0	8,305
20	HITS EAS	1,513,353	0.0379	3,686	0	3,686	0	3,686
21	HITS EIS	5,992,327	0.1502	14,596	0	14,596	0	14,596
22	HITS Radio	5,196,882	0.1303	12,658	0	12,658	0	12,658
23	Office Business Opportunity	3,197,709	0.0802	7,789	0	7,789	0	7,789
24	Mayor	4,382,740	0.1099	10,675	0	10,675	0	10,675
25	Human Resources	32,410,674	0.8126	78,945	0	78,945	0	78,945
26	Legal	14,988,545	0.3758	36,509	0	36,509	0	36,509
27	City Secretary	801,397	0.0201	1,952	0	1,952	0	1,952
28	City Council	8,603,325	0.2157	20,956	0	20,956	0	20,956
29	City Controller's Office	8,793,797	0.2205	21,420	0	21,420	830	22,250
30	Health Administration	11,499,299	0.2883	28,010	0	28,010	1,086	29,096
31	Planning & Dev Admin	1,494,486	0.0375	3,640	0	3,640	141	3,781
33	CIP Sal Rec HPW	483,707	0.0121	1,178	0	1,178	46	1,224
34	HPD Police Records	6,094,114	0.1528	14,844	0	14,844	575	15,419
35	General Services	157,363,429	3.9455	383,301	0	383,301	14,855	398,156
36	HEC	25,390,640	0.6366	61,846	0	61,846	2,397	64,243
38	Police	892,276,865	22.3716	2,173,379	0	2,173,379	84,232	2,257,611
39	Dept of Neighborhoods	14,412,398	0.3614	35,105	0	35,105	1,361	36,466
40	Fire	491,228,756	12.3163	1,196,519	0	1,196,519	46,373	1,242,892
41	Municipal Court	31,678,665	0.7943	77,162	0	77,162	2,991	80,153
42	Solid Waste	118,204,591	2.9637	287,919	0	287,919	11,159	299,078
43	Houston Airport System (HAS)	312,810,034	7.8429	761,933	0	761,933	29,530	791,463
44	Housing & Community Dev	54,568,851	1.3682	132,917	0	132,917	5,151	138,068
45	Library	38,943,644	0.9764	94,858	0	94,858	3,676	98,534
46	Parks & Recreation	88,415,607	2.2168	215,360	0	215,360	8,347	223,707
47	Health Department	128,086,209	3.2114	311,988	0	311,988	12,092	324,080
48	Convention & Entertainment	57,515	0.0014	140	0	140	5	145
49	Fleet Management	85,634,393	2.1471	208,585	0	208,585	8,084	216,669
50	Planning & Dev Other	4,045,982	0.1014	9,855	0	9,855	382	10,237
51	Planning & Dev Spec Rev	5,348,887	0.1341	13,029	0	13,029	505	13,534
53	Finance Other	27,164,296	0.6811	66,166	0	66,166	2,564	68,730
54	ARA Insurance	25,006,913	0.6270	60,911	0	60,911	2,361	63,272
55	ARA BARC	10,970,078	0.2750	26,721	0	26,721	1,036	27,757
56	ARA Parking	8,709,003	0.2184	21,213	0	21,213	822	22,035
57	ARA Other	7,888,353	0.1978	19,214	0	19,214	745	19,959
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	12,738,042	0.3194	31,027	0	31,027	1,202	32,229
60	Legal Wkr Comp	239,403	0.0060	583	0	583	23	606
61	Mayor Cable TV	3,735,357	0.0937	9,098	0	9,098	353	9,451

City Council Svcs Allocations **Dept:28 City Council**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
62	Mayor Other	31,676,770	0.7942	77,157	0	77,157	2,990	80,147
64	HR Health Benefits	375,093,853	9.4045	913,642	0	913,642	35,409	949,051
65	HR Long Term Disability	1,045,804-	0.0262-	2,547-	0	2,547-	98.73-	2,646-
66	HPW Bldg Insp	70,008,799	1.7553	170,525	0	170,525	6,609	177,134
67	HPW Stormwater	47,041,957	1.1795	114,583	0	114,583	4,441	119,024
68	HPW DDSR	74,760,579	1.8744	182,099	0	182,099	7,058	189,157
69	HPW Water & Sewer	419,175,952	10.5098	1,021,015	0	1,021,015	39,571	1,060,586
70	HPW Houston Transtar	2,171,816	0.0545	5,290	0	5,290	205	5,495
71	HPW Other	53,786,572	1.3486	131,012	0	131,012	5,078	136,090
72	Houston Permit Center	9,858,428	0.2472	24,013	0	24,013	931	24,944
73	CIP S/R Planning	1,068,463	0.0268	2,603	0	2,603	101	2,704
74	CIP Sal Rec RE	4,209,680	0.1055	10,254	0	10,254	397	10,651
75	CIP S/R Engrg	10,868,927	0.2725	26,474	0	26,474	1,026	27,500
76	CIP S/R Constr	10,823,104	0.2714	26,363	0	26,363	1,022	27,385
77	CIP S/R Eng/Const	4,604,340	0.1154	11,215	0	11,215	435	11,650
78	CIP S/R Geo/Env	1,464,877	0.0367	3,568	0	3,568	138	3,706
79	CIP S/R Other	4,217,178	0.1057	10,272	0	10,272	398	10,670
80	CIP S/R GSD	4,183,080	0.1049	10,189	0	10,189	395	10,584
91	Hurricane Ike Aid & Recovery	2,896	0.0001	7	0	7	0	7
92	ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
93	HR-W.C.	22,753,670	0.5705	55,423	0	55,423	2,148	57,571
94	HITS Other	54,561,118	1.3680	132,898	0	132,898	5,151	138,049
95	Legal Other	0	0.0000	0	0	0	0	0
	Subtotal	3,988,437,294	100.0000	9,714,909	0	9,714,909	356,325	10,071,234
	Direct Bills					0		0
	Total					$9,714,909		$ 10,071,234

Basis Units: FY2018 expenditures excl TIRZ
Source: COH Expenditure Report

Allocation Summary **Dept:28 City Council**

	Department	City Council Svcs	Special Projects	Total
0	Direct Billed	$0	$0	$0
03	Non-Departmental-Gen Gov	247,463	0	247,463
04	Finance Dir Office	4,402	0	4,402
05	Finance Financial Plg & Analys	4,883	0	4,883
06	Finance City Council	1,492	0	1,492
07	Finance Public Fin	1,970	0	1,970
08	Finance Reporting & Ops	9,627	0	9,627
09	Finance Internal Controls	0	0	0
10	Finance Grants	2,547	0	2,547
11	Finance Rev Perform Mgmnt	1,106	0	1,106
12	Finance Treasury	3,770	0	3,770
13	Finance Strat Purchasing	12,142	0	12,142
14	ARA Director Office	4,835	0	4,835
15	ARA Financial Services	2,313	0	2,313
16	ARA Operations	17,390	0	17,390
17	ARA Payroll Services	8,888	0	8,888
18	ARA Regulatory	2,034	0	2,034
19	HITS CIO	8,305	0	8,305
20	HITS EAS	3,686	0	3,686
21	HITS EIS	14,596	0	14,596
22	HITS Radio	12,658	0	12,658
23	Office Business Opportunity	7,789	0	7,789
24	Mayor	10,675	0	10,675
25	Human Resources	78,945	0	78,945
26	Legal	36,509	0	36,509
27	City Secretary	1,952	0	1,952
28	City Council	20,956	0	20,956
29	City Controller's Office	22,250	0	22,250
30	Health Administration	29,096	0	29,096
31	Planning & Dev Admin	3,781	0	3,781
33	CIP Sal Rec HPW	1,224	0	1,224
34	HPD Police Records	15,419	0	15,419
35	General Services	398,156	0	398,156
36	HEC	64,243	0	64,243
38	Police	2,257,611	0	2,257,611
39	Dept of Neighborhoods	36,466	0	36,466
40	Fire	1,242,892	0	1,242,892
41	Municipal Court	80,153	0	80,153
42	Solid Waste	299,078	0	299,078
43	Houston Airport System (HAS)	791,463	0	791,463
44	Housing & Community Dev	138,068	0	138,068
45	Library	98,534	0	98,534
46	Parks & Recreation	223,707	0	223,707
47	Health Department	324,080	0	324,080
48	Convention & Entertainment	145	0	145
49	Fleet Management	216,669	0	216,669
50	Planning & Dev Other	10,237	0	10,237
51	Planning & Dev Spec Rev	13,534	0	13,534
53	Finance Other	68,730	0	68,730
54	ARA Insurance	63,272	0	63,272
55	ARA BARC	27,757	0	27,757
56	ARA Parking	22,035	0	22,035
57	ARA Other	19,959	0	19,959
58	IT Public Services	0	0	0
59	Legal Insurance	32,229	0	32,229
60	Legal Wkr Comp	606	0	606

Allocation Summary **Dept:28 City Council**

	Department	City Council Svcs	Special Projects	Total
61	Mayor Cable TV	9,451	0	9,451
62	Mayor Other	80,147	0	80,147
64	HR Health Benefits	949,051	0	949,051
65	HR Long Term Disability	2,646-	0	2,646-
66	HPW Bldg Insp	177,134	0	177,134
67	HPW Stormwater	119,024	0	119,024
68	HPW DDSR	189,157	0	189,157
69	HPW Water & Sewer	1,060,586	0	1,060,586
70	HPW Houston Transtar	5,495	0	5,495
71	HPW Other	136,090	0	136,090
72	Houston Permit Center	24,944	0	24,944
73	CIP S/R Planning	2,704	0	2,704
74	CIP Sal Rec RE	10,651	0	10,651
75	CIP S/R Engrg	27,500	0	27,500
76	CIP S/R Constr	27,385	0	27,385
77	CIP S/R Eng/Const	11,650	0	11,650
78	CIP S/R Geo/Env	3,706	0	3,706
79	CIP S/R Other	10,670	0	10,670
80	CIP S/R GSD	10,584	0	10,584
91	Hurricane Ike Aid & Recovery	7	0	7
92	ARRA Reimbursement Fund	0	0	0
93	HR-W.C.	57,571	0	57,571
94	HITS Other	138,049	0	138,049
95	Legal Other	0	0	0
	Total	$ 10,071,237	$ 0	$ 10,071,237

CONTROLLER'S OFFICE
FUNCTION AND ALLOCATION BASIS

The Office of the City Controller fulfills the fiscal responsibilities through six divisions: Executive, Financial Reporting, Audit, Treasury, Operations and Technical Services, and Administration. The City Controller's Office oversees the debt obligation and disbursement of city funds, provides timely and accurate financial reporting and accounting, manages the city's cash and investments, manages the servicing and retirement of the city's debt and performs audits/reviews of city programs and activities. The transactions used for allocation include all cash receipt, payroll, purchasing, and adjusting journal entry transaction types. The activities of the City Controller's Office are identified and allocated as follows:

- **Controller's Financial Services** – Costs of providing the city with the independent audit and financial reporting services are allocated based on the total number of revenue, expenditure, and purchasing transactions per department.

- **Treasury** – Costs of the City Controller's treasury activities are allocated based on all fund's total operating expenditures.

A. Department Costs **Dept:29 City Controller's Office**

Department		Amount	General Admin	Controller Fin Svcs	Controller Treasury
Personnel Costs					
Salaries	S1	5,230,029	914,888	3,557,637	757,505
Salary % Split			17.49%	68.02%	14.48%
Benefits	P	2,701,059	402,573	1,949,037	349,452
Subtotal - Personnel Costs		7,931,088	1,317,461	5,506,674	1,106,957
Services & Supplies Cost					
Supplies	P	44,210	20,576	20,390	3,243
Services	P	818,495	370,322	243,804	204,370
Subtotal - Services & Supplies		862,705	390,898	264,194	207,613
Department Cost Total		8,793,793	1,708,359	5,770,868	1,314,570
Adjustments to Cost					
Subtotal - Adjustments			0	0	0
Total Costs After Adjustments		8,793,793	1,708,359	5,770,868	1,314,570
General Admin Distribution			1,708,359-	1,408,465	299,896
Grand Total		$ 8,793,793		$ 7,179,333	$ 1,614,466

B. Incoming Costs-(Default Spread Salary%) **Dept:29 City Controller's Office**

	Department	First Incoming	Second Incoming	Controller Fin Svcs	Controller Treasury
1	City Hall	$ 84,414	$ 0	$ 69,596	$ 14,819
	Subtotal - Building Depn	84,414	0	69,596	14,819
2	Equip Deprec	4,573	0	3,770	803
	Subtotal - Equipment Depn	4,573	0	3,770	803
3	Insurance Retirees	157,059	1,000	130,312	27,747
3	Memberships	3,273	21	2,716	578
3	Consulting Services	2,046	13	1,698	362
3	Interest Costs	10,631	71	8,824	1,879
3	Other Misc	2,842	19	2,359	502
3	Elections	40,787	260	33,841	7,206
3	Non-Dept. Legal Svcs/Lobby	33,074	210	27,442	5,843
	Subtotal - Non-Dept-Gen Gov	249,712	1,594	207,191	44,116
5	Financial Plg & Analysis	4,949	281	4,312	918
	Subtotal - Fin Plg & Analysis	4,949	281	4,312	918
8	Gen Acctng	3,107	194	2,722	579
8	Fixed Assets	973	59	851	181
8	Auditing Svcs	3,770	0	3,108	662
8	Fin Operations	735	46	644	137
	Subtotal - Fin Reporting & Ops	8,585	299	7,324	1,560
9	Internal Controls	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0
10	Cost Accounting	651	37	567	121
10	Trust Funds Mgmt (TFM)	811	49	709	151
	Subtotal - Fin Grants	1,462	85	1,276	272
11	Perf Mgmt Svcs	1,162	62	1,009	215
	Subtotal - Fin Perform Mgmt	1,162	62	1,009	215
12	Treasury	2,016	177	1,808	385
	Subtotal - Fin Treasury	2,016	177	1,808	385
13	Purchasing	14,485	871	12,661	2,696
	Subtotal - Fin SPD	14,485	871	12,661	2,696
16	Mailroom	6,470	424	5,684	1,210
16	Records	2,551	154	2,230	475
16	3-1-1 Svcs	1,103	75	971	207
	Subtotal - ARA Operations	10,124	653	8,885	1,892
17	Payroll Svcs	11,930	574	10,309	2,195
	Subtotal - ARA Payroll Svcs	11,930	574	10,309	2,195
18	Franchise	4,498	231	3,899	830
	Subtotal - ARA Regulatory	4,498	231	3,899	830
20	Enterprise Appl	4,748	323	4,180	890
20	IT ERP	6	0	5	1
	Subtotal - HITS EAS	4,754	323	4,185	891
21	Client Svcs	0	0	0	0

B. Incoming Costs-(Default Spread Salary%) **Dept:29 City Controller's Office**

	Department	First Incoming	Second Incoming	Controller Fin Svcs	Controller Treasury
21	NW Data	$ 6,149	$ 345	$ 5,354	$ 1,140
21	NW Voice	6,716	367	5,839	1,243
21	Enterprise Optns	9,222	476	7,995	1,702
	Subtotal - HITS EIS	22,087	1,187	19,189	4,086
23	Certification	3,465	76	2,920	622
23	Contract Compliance	9,518	236	8,042	1,712
23	Reporting & Analytics	680	15	573	122
23	External Affairs & Outreach	2,135	47	1,799	383
	Subtotal - OBO	15,798	375	13,334	2,839
24	City Mayor Admin	10,302	1,923	10,079	2,146
24	Inter Gov Rel	1,604	309	1,577	336
	Subtotal - Mayor	11,906	2,232	11,656	2,482
25	Selection	2,359	82	2,012	428
25	Personnel Svcs	5,205	165	4,427	943
	Subtotal - Human Resources	7,564	247	6,439	1,371
26	Legal Svcs	76,700	8,707	70,414	14,993
	Subtotal - Legal	76,700	8,707	70,414	14,993
27	City Sec Svcs	2,093	119	1,824	388
	Subtotal - City Secretary	2,093	119	1,824	388
28	City Council Svcs	21,420	830	18,344	3,906
	Subtotal - City Council	21,420	830	18,344	3,906
29	Controller Fin Svcs	0	16,123	13,293	2,830
29	Controller Treasury	0	3,776	3,113	663
	Subtotal - City Controller's	0	19,899	16,406	3,493
35	Building Svcs	0	76,549	63,111	13,438
35	Utilities	0	37,971	31,305	6,666
35	Real Estate	0	19,311	15,921	3,390
	Subtotal - General Services	0	133,831	110,338	23,494
	Total Incoming	560,232	172,578	604,169	128,642
C.	Total Allocated		$ 9,526,603	$ 7,783,502	$ 1,743,108
				81.70%	18.30%

Controller Fin Svcs Allocations **Dept:29 City Controller's Office**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	51,686	2.5193	$ 192,502	$ 0	$ 192,502	$ 0	$ 192,502
04	Finance Dir Office	1,994	0.0972	7,427	0	7,427	0	7,427
05	Finance Financial Plg & Analys	756	0.0368	2,816	0	2,816	0	2,816
06	Finance City Council	517	0.0252	1,926	0	1,926	0	1,926
07	Finance Public Fin	375	0.0183	1,397	0	1,397	0	1,397
08	Finance Reporting & Ops	1,625	0.0792	6,052	0	6,052	0	6,052
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	687	0.0335	2,559	0	2,559	0	2,559
11	Finance Rev Perform Mgmnt	365	0.0178	1,359	0	1,359	0	1,359
12	Finance Treasury	1,214	0.0592	4,521	0	4,521	0	4,521
13	Finance Strat Purchasing	1,048	0.0511	3,903	0	3,903	0	3,903
14	ARA Director Office	3,305	0.1611	12,309	0	12,309	0	12,309
15	ARA Financial Services	534	0.0260	1,989	0	1,989	0	1,989
16	ARA Operations	4,133	0.2014	15,393	0	15,393	0	15,393
17	ARA Payroll Services	751	0.0366	2,797	0	2,797	0	2,797
18	ARA Regulatory	1,810	0.0882	6,741	0	6,741	0	6,741
19	HITS CIO	1,989	0.0969	7,408	0	7,408	0	7,408
20	HITS EAS	662	0.0323	2,466	0	2,466	0	2,466
21	HITS EIS	1,288	0.0628	4,797	0	4,797	0	4,797
22	HITS Radio	2,402	0.1171	8,946	0	8,946	0	8,946
23	Office Business Opportunity	2,707	0.1319	10,082	0	10,082	0	10,082
24	Mayor	4,824	0.2351	17,967	0	17,967	0	17,967
25	Human Resources	95,141	4.6373	354,349	0	354,349	0	354,349
26	Legal	5,138	0.2504	19,136	0	19,136	0	19,136
27	City Secretary	1,068	0.0521	3,978	0	3,978	0	3,978
28	City Council	17,817	0.8684	66,359	0	66,359	0	66,359
29	City Controller's Office	4,329	0.2110	16,123	0	16,123	0	16,123
30	Health Administration	15,521	0.7565	57,807	0	57,807	1,198	59,005
31	Planning & Dev Admin	2,170	0.1058	8,082	0	8,082	167	8,249
33	CIP Sal Rec HPW	967	0.0471	3,602	0	3,602	75	3,677
34	HPD Police Records	1,546	0.0754	5,758	0	5,758	119	5,877
35	General Services	33,956	1.6551	126,468	0	126,468	2,621	129,089
36	HEC	8,946	0.4360	33,319	0	33,319	690	34,009
38	Police	192,008	9.3588	715,126	0	715,126	14,819	729,945
39	Dept of Neighborhoods	8,875	0.4326	33,055	0	33,055	685	33,740
40	Fire	170,035	8.2878	633,288	0	633,288	13,123	646,411
41	Municipal Court	27,601	1.3453	102,799	0	102,799	2,130	104,929
42	Solid Waste	40,408	1.9696	150,498	0	150,498	3,119	153,617
43	Houston Airport System (HAS)	98,845	4.8179	368,144	0	368,144	7,629	375,773
44	Housing & Community Dev	32,606	1.5893	121,440	0	121,440	2,517	123,957
45	Library	23,140	1.1279	86,184	0	86,184	1,786	87,970
46	Parks & Recreation	112,769	5.4966	420,004	0	420,004	8,704	428,708
47	Health Department	146,150	7.1236	544,330	0	544,330	11,280	555,610
48	Convention & Entertainment	2,897	0.1412	10,790	0	10,790	224	11,014
49	Fleet Management	215,744	10.5157	803,530	0	803,530	16,651	820,181
50	Planning & Dev Other	2,875	0.1401	10,708	0	10,708	222	10,930
51	Planning & Dev Spec Rev	5,304	0.2585	19,755	0	19,755	409	20,164
52	General Debt	6,412	0.3125	23,881	0	23,881	495	24,376
53	Finance Other	10,404	0.5071	38,749	0	38,749	803	39,552
54	ARA Insurance	1,037	0.0505	3,862	0	3,862	80	3,942
55	ARA BARC	13,204	0.6436	49,178	0	49,178	1,019	50,197
56	ARA Parking	20,508	0.9996	76,381	0	76,381	1,583	77,964
57	ARA Other	11,658	0.5682	43,420	0	43,420	900	44,320
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	6,953	0.3389	25,896	0	25,896	537	26,433
60	Legal Wkr Comp	588	0.0287	2,190	0	2,190	45	2,235

Controller Fin Svcs Allocations **Dept:29 City Controller's Office**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
61	Mayor Cable TV	2,076	0.1012	7,732	0	7,732	160	7,892
62	Mayor Other	12,633	0.6158	47,051	0	47,051	975	48,026
63	TIRZ	1,232	0.0600	4,589	0	4,589	95	4,684
64	HR Health Benefits	138,240	6.7381	514,869	0	514,869	10,669	525,538
65	HR Long Term Disability	62	0.0030	231	0	231	5	236
66	HPW Bldg Insp	37,625	1.8339	140,133	0	140,133	2,904	143,037
67	HPW Stormwater	16,053	0.7825	59,789	0	59,789	1,239	61,028
68	HPW DDSR	44,506	2.1693	165,761	0	165,761	3,435	169,196
69	HPW Water & Sewer	210,577	10.2639	784,285	0	784,285	16,252	800,537
70	HPW Houston Transtar	2,188	0.1066	8,149	0	8,149	169	8,318
71	HPW Other	64,216	3.1300	239,170	0	239,170	4,956	244,126
72	Houston Permit Center	7,230	0.3524	26,928	0	26,928	558	27,486
73	CIP S/R Planning	658	0.0321	2,451	0	2,451	51	2,502
74	CIP Sal Rec RE	3,383	0.1649	12,600	0	12,600	261	12,861
75	CIP S/R Engrg	16,043	0.7820	59,752	0	59,752	1,238	60,990
76	CIP S/R Constr	10,608	0.5171	39,509	0	39,509	819	40,328
77	CIP S/R Eng/Const	1,468	0.0716	5,468	0	5,468	113	5,581
78	CIP S/R Geo/Env	2,656	0.1295	9,892	0	9,892	205	10,097
79	CIP S/R Other	5,012	0.2443	18,667	0	18,667	387	19,054
80	CIP S/R GSD	9,714	0.4735	36,179	0	36,179	750	36,929
91	Hurricane Ike Aid & Recovery	73	0.0036	272	0	272	6	278
92	ARRA Reimbursement Fund	279	0.0136	1,039	0	1,039	22	1,061
93	HR-W.C.	13,500	0.6580	50,280	0	50,280	1,042	51,322
94	HITS Other	30,296	1.4767	112,836	0	112,836	2,338	115,174
95	Legal Other	12	0.0006	45	0	45	1	46
	Subtotal	2,051,632	100.0000	7,641,223	0	7,641,223	142,279	7,783,502
	Direct Bills					0		0
	Total					$7,641,223		$ 7,783,502

Basis Units: Number of rev, exp, & purch transactions per dept
Source: COH Transaction Report

Controller Treasury Allocations — **Dept:29 City Controller's Office**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	101,595,292	2.5472	$ 43,630	$ 0	$ 43,630	$ 0	$ 43,630
04	Finance Dir Office	1,807,118	0.0453	776	0	776	0	776
05	Finance Financial Plg & Analys	2,004,503	0.0503	861	0	861	0	861
06	Finance City Council	612,391	0.0154	263	0	263	0	263
07	Finance Public Fin	808,944	0.0203	347	0	347	0	347
08	Finance Reporting & Ops	3,952,446	0.0991	1,697	0	1,697	0	1,697
09	Finance Internal Controls	0	0.0000	0	0	0	0	0
10	Finance Grants	1,045,854	0.0262	449	0	449	0	449
11	Finance Rev Perform Mgmnt	454,263	0.0114	195	0	195	0	195
12	Finance Treasury	1,547,651	0.0388	665	0	665	0	665
13	Finance Strat Purchasing	4,984,928	0.1250	2,141	0	2,141	0	2,141
14	ARA Director Office	1,985,132	0.0498	853	0	853	0	853
15	ARA Financial Services	949,679	0.0238	408	0	408	0	408
16	ARA Operations	7,139,299	0.1790	3,066	0	3,066	0	3,066
17	ARA Payroll Services	3,648,945	0.0915	1,567	0	1,567	0	1,567
18	ARA Regulatory	834,847	0.0209	359	0	359	0	359
19	HITS CIO	3,409,481	0.0855	1,464	0	1,464	0	1,464
20	HITS EAS	1,513,353	0.0379	650	0	650	0	650
21	HITS EIS	5,992,327	0.1502	2,573	0	2,573	0	2,573
22	HITS Radio	5,196,882	0.1303	2,232	0	2,232	0	2,232
23	Office Business Opportunity	3,197,709	0.0802	1,373	0	1,373	0	1,373
24	Mayor	4,382,740	0.1099	1,882	0	1,882	0	1,882
25	Human Resources	32,410,674	0.8126	13,919	0	13,919	0	13,919
26	Legal	14,988,545	0.3758	6,437	0	6,437	0	6,437
27	City Secretary	801,397	0.0201	344	0	344	0	344
28	City Council	8,603,325	0.2157	3,695	0	3,695	0	3,695
29	City Controller's Office	8,793,797	0.2205	3,776	0	3,776	0	3,776
30	Health Administration	11,499,299	0.2883	4,938	0	4,938	93	5,031
31	Planning & Dev Admin	1,494,486	0.0375	642	0	642	12	654
33	CIP Sal Rec HPW	483,707	0.0121	208	0	208	4	212
34	HPD Police Records	6,094,114	0.1528	2,617	0	2,617	49	2,666
35	General Services	157,363,429	3.9455	67,579	0	67,579	1,266	68,845
36	HEC	25,390,640	0.6366	10,904	0	10,904	204	11,108
38	Police	892,276,865	22.3716	383,183	0	383,183	7,178	390,361
39	Dept of Neighborhoods	14,412,398	0.3614	6,189	0	6,189	116	6,305
40	Fire	491,228,756	12.3163	210,955	0	210,955	3,952	214,907
41	Municipal Court	31,678,665	0.7943	13,604	0	13,604	255	13,859
42	Solid Waste	118,204,591	2.9637	50,762	0	50,762	951	51,713
43	Houston Airport System (HAS)	312,810,034	7.8429	134,335	0	134,335	2,516	136,851
44	Housing & Community Dev	54,568,851	1.3682	23,434	0	23,434	439	23,873
45	Library	38,943,644	0.9764	16,724	0	16,724	313	17,037
46	Parks & Recreation	88,415,607	2.2168	37,970	0	37,970	711	38,681
47	Health Department	128,086,209	3.2114	55,006	0	55,006	1,030	56,036
48	Convention & Entertainment	57,515	0.0014	25	0	25	0	25
49	Fleet Management	85,634,393	2.1471	36,775	0	36,775	689	37,464
50	Planning & Dev Other	4,045,982	0.1014	1,738	0	1,738	33	1,771
51	Planning & Dev Spec Rev	5,348,887	0.1341	2,297	0	2,297	43	2,340
53	Finance Other	27,164,296	0.6811	11,666	0	11,666	219	11,885
54	ARA Insurance	25,006,913	0.6270	10,739	0	10,739	201	10,940
55	ARA BARC	10,970,078	0.2750	4,711	0	4,711	88	4,799
56	ARA Parking	8,709,003	0.2184	3,740	0	3,740	70	3,810
57	ARA Other	7,888,353	0.1978	3,388	0	3,388	63	3,451
58	IT Public Services	0	0.0000	0	0	0	0	0
59	Legal Insurance	12,738,042	0.3194	5,470	0	5,470	102	5,572
60	Legal Wkr Comp	239,403	0.0060	103	0	103	2	105
61	Mayor Cable TV	3,735,357	0.0937	1,604	0	1,604	30	1,634

Controller Treasury Allocations **Dept:29 City Controller's Office**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
62	Mayor Other	31,676,770	0.7942	13,603	0	13,603	255	13,858
64	HR Health Benefits	375,093,853	9.4045	161,082	0	161,082	3,017	164,099
65	HR Long Term Disability	1,045,804-	0.0262-	449-	0	449-	8.41-	457-
66	HPW Bldg Insp	70,008,799	1.7553	30,065	0	30,065	563	30,628
67	HPW Stormwater	47,041,957	1.1795	20,202	0	20,202	378	20,580
68	HPW DDSR	74,760,579	1.8744	32,106	0	32,106	601	32,707
69	HPW Water & Sewer	419,175,952	10.5098	180,013	0	180,013	3,372	183,385
70	HPW Houston Transtar	2,171,816	0.0545	933	0	933	17	950
71	HPW Other	53,786,572	1.3486	23,098	0	23,098	433	23,531
72	Houston Permit Center	9,858,428	0.2472	4,234	0	4,234	79	4,313
73	CIP S/R Planning	1,068,463	0.0268	459	0	459	9	468
74	CIP Sal Rec RE	4,209,680	0.1055	1,808	0	1,808	34	1,842
75	CIP S/R Engrg	10,868,927	0.2725	4,668	0	4,668	87	4,755
76	CIP S/R Constr	10,823,104	0.2714	4,648	0	4,648	87	4,735
77	CIP S/R Eng/Const	4,604,340	0.1154	1,977	0	1,977	37	2,014
78	CIP S/R Geo/Env	1,464,877	0.0367	629	0	629	12	641
79	CIP S/R Other	4,217,178	0.1057	1,811	0	1,811	34	1,845
80	CIP S/R GSD	4,183,080	0.1049	1,796	0	1,796	34	1,830
91	Hurricane Ike Aid & Recovery	2,896	0.0001	1	0	1	0	1
92	ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
93	HR-W.C.	22,753,670	0.5705	9,771	0	9,771	183	9,954
94	HITS Other	54,561,118	1.3680	23,431	0	23,431	439	23,870
95	Legal Other	0	0.0000	0	0	0	0	0
	Subtotal	3,988,437,294	100.0000	1,712,814	0	1,712,814	30,294	1,743,108
	Direct Bills					0		0
	Total					$1,712,814		$ 1,743,108

Basis Units: FY2018 expenditures excl TIRZ
Source: COH Expenditure Report

Allocation Summary **Dept:29 City Controller's Office**

	Department	Controller Fin Svcs	Controller Treasury	Total
0	Direct Billed	$0	$0	$0
03	Non-Departmental-Gen Gov	192,502	43,630	236,132
04	Finance Dir Office	7,427	776	8,203
05	Finance Financial Plg & Analys	2,816	861	3,677
06	Finance City Council	1,926	263	2,189
07	Finance Public Fin	1,397	347	1,744
08	Finance Reporting & Ops	6,052	1,697	7,749
09	Finance Internal Controls	0	0	0
10	Finance Grants	2,559	449	3,008
11	Finance Rev Perform Mgmnt	1,359	195	1,554
12	Finance Treasury	4,521	665	5,186
13	Finance Strat Purchasing	3,903	2,141	6,044
14	ARA Director Office	12,309	853	13,162
15	ARA Financial Services	1,989	408	2,397
16	ARA Operations	15,393	3,066	18,459
17	ARA Payroll Services	2,797	1,567	4,364
18	ARA Regulatory	6,741	359	7,100
19	HITS CIO	7,408	1,464	8,872
20	HITS EAS	2,466	650	3,116
21	HITS EIS	4,797	2,573	7,370
22	HITS Radio	8,946	2,232	11,178
23	Office Business Opportunity	10,082	1,373	11,455
24	Mayor	17,967	1,882	19,849
25	Human Resources	354,349	13,919	368,268
26	Legal	19,136	6,437	25,573
27	City Secretary	3,978	344	4,322
28	City Council	66,359	3,695	70,054
29	City Controller's Office	16,123	3,776	19,899
30	Health Administration	59,005	5,031	64,036
31	Planning & Dev Admin	8,249	654	8,903
33	CIP Sal Rec HPW	3,677	212	3,889
34	HPD Police Records	5,877	2,666	8,543
35	General Services	129,089	68,845	197,934
36	HEC	34,009	11,108	45,117
38	Police	729,945	390,361	1,120,306
39	Dept of Neighborhoods	33,740	6,305	40,045
40	Fire	646,411	214,907	861,318
41	Municipal Court	104,929	13,859	118,788
42	Solid Waste	153,617	51,713	205,330
43	Houston Airport System (HAS)	375,773	136,851	512,624
44	Housing & Community Dev	123,957	23,873	147,830
45	Library	87,970	17,037	105,007
46	Parks & Recreation	428,708	38,681	467,389
47	Health Department	555,610	56,036	611,646
48	Convention & Entertainment	11,014	25	11,039
49	Fleet Management	820,181	37,464	857,645
50	Planning & Dev Other	10,930	1,771	12,701
51	Planning & Dev Spec Rev	20,164	2,340	22,504
52	General Debt	24,376	0	24,376
53	Finance Other	39,552	11,885	51,437
54	ARA Insurance	3,942	10,940	14,882
55	ARA BARC	50,197	4,799	54,996
56	ARA Parking	77,964	3,810	81,774
57	ARA Other	44,320	3,451	47,771
58	IT Public Services	0	0	0
59	Legal Insurance	26,433	5,572	32,005

Allocation Summary **Dept:29 City Controller's Office**

	Department	Controller Fin Svcs	Controller Treasury	Total
60	Legal Wkr Comp	2,235	105	2,340
61	Mayor Cable TV	7,892	1,634	9,526
62	Mayor Other	48,026	13,858	61,884
63	TIRZ	4,684	0	4,684
64	HR Health Benefits	525,538	164,099	689,637
65	HR Long Term Disability	236	457-	221-
66	HPW Bldg Insp	143,037	30,628	173,665
67	HPW Stormwater	61,028	20,580	81,608
68	HPW DDSR	169,196	32,707	201,903
69	HPW Water & Sewer	800,537	183,385	983,922
70	HPW Houston Transtar	8,318	950	9,268
71	HPW Other	244,126	23,531	267,657
72	Houston Permit Center	27,486	4,313	31,799
73	CIP S/R Planning	2,502	468	2,970
74	CIP Sal Rec RE	12,861	1,842	14,703
75	CIP S/R Engrg	60,990	4,755	65,745
76	CIP S/R Constr	40,328	4,735	45,063
77	CIP S/R Eng/Const	5,581	2,014	7,595
78	CIP S/R Geo/Env	10,097	641	10,738
79	CIP S/R Other	19,054	1,845	20,899
80	CIP S/R GSD	36,929	1,830	38,759
91	Hurricane Ike Aid & Recovery	278	1	279
92	ARRA Reimbursement Fund	1,061	0	1,061
93	HR-W.C.	51,322	9,954	61,276
94	HITS Other	115,174	23,870	139,044
95	Legal Other	46	0	46
	Total	$ 7,783,503	$ 1,743,106	$ 9,526,609

HOUSTON HEALTH DEPARTMENT - ADMINISTRATION
FUNCTION AND ALLOCATION BASIS

The Houston Health Department promotes and protects the general health and well-being of the residents of Houston through the administration of programs and activities in accordance with applicable laws and regulations and best practice of public health. Administration costs are allocated directly through the General Fund.

A. Department Costs **Dept:30 Health Administration**

Department		Amount	General Admin	Health Admin
Personnel Costs				
Salaries	S1	3,455,890	0	3,455,890
Salary % Split			.00%	100.00%
Benefits	S	2,347,666	0	2,347,666
Subtotal - Personnel Costs		5,803,556	0	5,803,556
Services & Supplies Cost				
Supplies	S	204,801	0	204,801
Services	S	5,377,729	0	5,377,729
Drainage Chg	D	88,539	0	0
Pmt Chg	D	24,672	0	0
Intergov Exp-1115	D	18,872,601	0	0
Subtotal - Services & Supplies		24,568,342	0	5,582,530
Department Cost Total		30,371,898	0	11,386,086
Adjustments to Cost				
Drainage Chg	D	88,539-	0	0
Pmt Chg	D	24,672-	0	0
Intergov Exp-1115	D	18,872,601-	0	0
Subtotal - Adjustments		18,985,812-	0	0
Total Costs After Adjustments		11,386,086	0	11,386,086
General Admin Distribution		0		0
Grand Total		$ 11,386,086		$ 11,386,086

B. Incoming Costs-(Default Spread Salary%) **Dept:30 Health Administration**

	Department	First Incoming	Second Incoming	Health Admin
2	Equip Deprec	$ 97,369	$ 0	$ 97,369
	Subtotal - Equipment Depn	97,369	0	97,369
3	Insurance Retirees	127,032	808	127,840
3	Memberships	2,647	17	2,664
3	Consulting Services	7,337	48	7,385
3	Interest Costs	13,901	93	13,994
3	Other Misc	3,717	25	3,742
3	Non-Dept. Legal Svcs/Lobby	26,751	170	26,921
	Subtotal - Non-Dept-Gen Gov	181,385	1,162	182,547
5	Financial Plg & Analysis	17,744	1,007	18,751
	Subtotal - Fin Plg & Analysis	17,744	1,007	18,751
7	Capital Projects	74,775	3,689	78,464
	Subtotal - Fin Public Fin	74,775	3,689	78,464
8	Gen Acctng	11,141	696	11,837
8	Fixed Assets	31,909	1,937	33,846
8	Auditing Svcs	13,518	0	13,518
8	Fin Operations	961	60	1,021
	Subtotal - Fin Reporting & Ops	57,529	2,693	60,222
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Cost Accounting	851	48	899
10	Trust Funds Mgmt (TFM)	1,060	64	1,124
	Subtotal - Fin Grants	1,911	111	2,022
11	Perf Mgmt Svcs	1,520	81	1,601
	Subtotal - Fin Perform Mgmt	1,520	81	1,601
12	Treasury	2,636	232	2,868
	Subtotal - Fin Treasury	2,636	232	2,868
13	Purchasing	4,673	281	4,954
	Subtotal - Fin SPD	4,673	281	4,954
16	Records	2,063	125	2,188
	Subtotal - ARA Operations	2,063	125	2,188
17	Payroll Svcs	9,649	464	10,113
	Subtotal - ARA Payroll Svcs	9,649	464	10,113
18	Franchise	5,882	302	6,184
	Subtotal - ARA Regulatory	5,882	302	6,184
20	IT ERP	5	0	5
	Subtotal - HITS EAS	5	0	5
21	Client Svcs	0	0	0
21	NW Data	112,393	6,306	118,699
21	NW Voice	122,749	6,702	129,451
21	Enterprise Optns	33,064	1,706	34,770

B. Incoming Costs-(Default Spread Salary%) **Dept:30 Health Administration**

	Department	First Incoming	Second Incoming	Health Admin
	Subtotal - HITS EIS	$ 268,206	$ 14,713	$ 282,919
22	IT Radio Svcs	0	0	0
	Subtotal - HITS Radio	0	0	0
23	Certification	2,803	62	2,865
23	External Affairs & Outreach	1,727	38	1,765
	Subtotal - OBO	4,530	100	4,630
24	City Mayor Admin	8,333	1,555	9,888
24	Inter Gov Rel	1,297	250	1,547
	Subtotal - Mayor	9,630	1,805	11,435
25	Personnel Svcs	4,210	133	4,343
	Subtotal - Human Resources	4,210	133	4,343
26	Legal Svcs	379,939	43,130	423,069
	Subtotal - Legal	379,939	43,130	423,069
27	City Sec Svcs	2,736	156	2,892
	Subtotal - City Secretary	2,736	156	2,892
28	City Council Svcs	28,010	1,086	29,096
	Subtotal - City Council	28,010	1,086	29,096
29	Controller Fin Svcs	57,807	1,198	59,005
29	Controller Treasury	4,938	93	5,031
	Subtotal - City Controller's	62,745	1,290	64,035
35	Real Estate	0	455,355	455,355
	Subtotal - General Services	0	455,355	455,355
	Total Incoming	1,217,147	527,917	1,745,064
C.	Total Allocated		$ 13,131,150	$ 13,131,150
				100.00%

Health Admin Allocations **Dept:30 Health Administration**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
47	Health Department	100	100.0000	$ 12,603,233	$ 0	$ 12,603,233	$ 527,917	$ 13,131,150
	Subtotal	100	100.0000	12,603,233	0	12,603,233	527,917	13,131,150
	Direct Bills					0		0
	Total					$12,603,233		$ 13,131,150

Basis Units: Direct allocation to Health Department
Source: Direct Allocation

Allocation Summary **Dept:30 Health Administration**

	Department	Health Admin	Total
0	Direct Billed	$0	$0
47	Health Department	13,131,150	13,131,150
	Total	$ 13,131,150	$ 13,131,150

PLANNING AND DEVELOPMENT - ADMINISTRATION
FUNCTION AND ALLOCATION BASIS

The Planning and Development Department is responsible for comprehensive, strategic and long-range planning, development and maintenance of the citywide Geographic Information System (GIS) and proessing subdivision and development plats. Additionally, the department's responsilities include historic preservation planning. The costs of the Planning and Development administration are allocated to Planning and Development other and Planning Special Revenue Fund. In order to calculate and allocate in a more equitable manner, fifty percent of Planning and Development Administration costs are to be allocated based on departmantal total expenditures and the remaining fifty percent of the costs will be allocated based on the number of FTE positions.

A. Department Costs

Dept:31 Planning & Dev Admin

Department		Amount	General Admin	Planning Admin-FTEs	Planning Admin-Expenditures
Personnel Costs					
Salaries	S1	715,030	0	357,515	357,515
Salary % Split			.00%	50.00%	50.00%
Benefits	S	361,602	0	180,801	180,801
Subtotal - Personnel Costs		1,076,632	0	538,316	538,316
Services & Supplies Cost					
Supplies	S	8,126	0	4,063	4,063
Services	S	409,726	0	204,863	204,863
Subtotal - Services & Supplies		417,852	0	208,926	208,926
Department Cost Total		1,494,484	0	747,242	747,242
Adjustments to Cost					
Subtotal - Adjustments			0	0	0
Total Costs After Adjustments		1,494,484	0	747,242	747,242
General Admin Distribution			0	0	0
Grand Total		$ 1,494,484		$ 747,242	$ 747,242

B. Incoming Costs-(Default Spread Salary%) **Dept:31 Planning & Dev Admin**

	Department	First Incoming	Second Incoming	Planning Admin-FTEs	Planning Admin-Expenditures
3	Insurance Retirees	$ 20,521	$ 131	$ 10,326	$ 10,326
3	Memberships	428	3	215	215
3	Consulting Services	1,026	7	516	516
3	Interest Costs	1,807	12	910	910
3	Other Misc	483	3	243	243
3	Non-Dept. Legal Svcs/Lobby	4,321	28	2,174	2,174
3	Walker Rent	790,960	5,034	397,997	397,997
	Subtotal - Non-Dept-Gen Gov	819,546	5,217	412,381	412,381
5	Financial Plg & Analysis	2,481	141	1,311	1,311
	Subtotal - Fin Plg & Analysis	2,481	141	1,311	1,311
8	Gen Acctng	1,558	97	828	828
8	Fixed Assets	1,167	71	619	619
8	Auditing Svcs	1,890	0	945	945
8	Fin Operations	125	8	66	66
	Subtotal - Fin Reporting & Ops	4,740	176	2,458	2,458
9	Internal Controls	0	0	0	0
	Subtotal - Fin Int Controls	0	0	0	0
10	Cost Accounting	111	6	59	59
10	Trust Funds Mgmt (TFM)	138	8	73	73
	Subtotal - Fin Grants	249	14	132	132
11	Perf Mgmt Svcs	197	11	104	104
	Subtotal - Fin Perform Mgmt	197	11	104	104
12	Treasury	343	30	187	187
	Subtotal - Fin Treasury	343	30	187	187
13	Purchasing	2,804	169	1,486	1,486
	Subtotal - Fin SPD	2,804	169	1,486	1,486
16	Mailroom	8,854	580	4,717	4,717
16	Records	333	20	177	177
16	3-1-1 Svcs	4,938	337	2,637	2,637
	Subtotal - ARA Operations	14,125	937	7,531	7,531
17	Payroll Svcs	1,559	75	817	817
	Subtotal - ARA Payroll Svcs	1,559	75	817	817
18	Franchise	764	39	402	402
	Subtotal - ARA Regulatory	764	39	402	402
20	Enterprise Appl	11,127	756	5,942	5,942
20	IT ERP	1	0	1	1
	Subtotal - HITS EAS	11,128	756	5,942	5,942
21	Client Svcs	0	0	0	0
21	NW Data	15,262	856	8,059	8,059
21	NW Voice	16,669	910	8,790	8,790
21	Enterprise Optns	4,623	238	2,431	2,431
	Subtotal - HITS EIS	36,554	2,005	19,279	19,279

B. Incoming Costs-(Default Spread Salary%) **Dept:31 Planning & Dev Admin**

	Department	First Incoming	Second Incoming	Planning Admin-FTEs	Planning Admin-Expenditures
23	Certification	$ 453	$ 10	$ 231	$ 231
23	Contract Compliance	2,719	67	1,393	1,393
23	External Affairs & Outreach	279	6	143	143
	Subtotal - OBO	3,451	84	1,767	1,767
24	City Mayor Admin	1,346	251	799	799
24	Inter Gov Rel	210	40	125	125
	Subtotal - Mayor	1,556	292	924	924
25	Selection	2,988	103	1,546	1,546
25	Personnel Svcs	680	22	351	351
	Subtotal - Human Resources	3,668	125	1,896	1,896
26	Legal Svcs	406,396	46,133	226,265	226,265
26	Inspector General	0	0	0	0
	Subtotal - Legal	406,396	46,133	226,265	226,265
27	City Sec Svcs	356	20	188	188
	Subtotal - City Secretary	356	20	188	188
28	City Council Svcs	3,640	141	1,891	1,891
	Subtotal - City Council	3,640	141	1,891	1,891
29	Controller Fin Svcs	8,082	167	4,125	4,125
29	Controller Treasury	642	12	327	327
	Subtotal - City Controller's	8,724	180	4,452	4,452
35	Real Estate	0	28,970	14,485	14,485
	Subtotal - General Services	0	28,970	14,485	14,485
	Total Incoming	1,322,281	85,513	703,897	703,897
C.	Total Allocated		$ 2,902,278	$ 1,451,139	$ 1,451,139
				50.00%	50.00%

Planning Admin - FTEs Allocations **Dept:31 Planning & Dev Admin**

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
50 Planning & Dev Other	30.73	42.9490	$ 604,886	$ 0	$ 604,886	$ 18,364	$ 623,250
51 Planning & Dev Spec Rev	40.82	57.0510	803,496	0	803,496	24,393	827,889
Subtotal	71.55	100.0000	1,408,382	0	1,408,382	42,757	1,451,139
Direct Bills					0		0
Total					$1,408,382		$ 1,451,139

Basis Units: Planning & Dev FTEs
COH FTE Report

Planning Admin - Expenditures Allocations **Dept:31 Planning & Dev Admin**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
50	Planning & Dev Other	4,045,982	43.0659	$ 606,532	$ 0	$ 606,532	$ 18,414	$ 624,946
51	Planning & Dev Spec Rev	5,348,887	56.9341	801,850	977,942-	176,092-	24,344	151,749-
	Subtotal	9,394,869	100.0000	1,408,382	977,942-	430,440	42,757	473,197
	Direct Bills					977,942		977,942
	Total					$1,408,382		$ 1,451,139

Basis Units: Planning & Dev FY2018 Expenditures
Source: COH Expenditure Report

Dept:31 Planning & Dev Admin

Allocation Summary

	Department	Planning Admin - FTEs	Planning Admin - Expenditures	Total
0	Direct Billed	$0	$ 977,942	$ 977,942
50	Planning & Dev Other	623,250	624,946	1,248,196
51	Planning & Dev Spec Rev	827,889	151,749-	676,140
	Total	$ 1,451,139	$ 1,451,139	$ 2,902,278

HOUSTON PUBLIC WORKS - ADMINISTRATION
FUNCTION AND ALLOCATION BASIS

The responsibilities of Houston Public Works – Administration are distributed among the various HPW divisions and funds it supports. The direct costs of Houston Public Works Director are not within the General Fund and are not allocated in this Plan. Only the indirect costs that have been allocated to Houston Public Works – Administration are being allocated. To calculate and allocate in a more equitable manner, fifty percent of the total departmental costs are to be allocated based on departmental total expenditures and the remaining fifty percent of costs will be allocated based on the number of FTE positions in the HPW divisions and funds administered by the Houston Public Works Administration.

A. Department Costs

Dept:32 HPW Admin Indirect

Department		Amount	General Admin	Admin Exp	Admin FTE
Personnel Costs					
Salaries	S	0	0	0	0
Salary % Split			.00%	.00%	.00%
Benefits	S	0	0	0	0
Subtotal - Personnel Costs		0	0	0	0
Services & Supplies Cost					
Subtotal - Services & Supplies		0	0	0	0
Department Cost Total		0	0	0	0
Adjustments to Cost					
Subtotal - Adjustments			0	0	0
Total Costs After Adjustments		0	0	0	0
General Admin Distribution			0	0	0
Grand Total		0		0	0

B. Incoming Costs-(Default Spread Salary%) **Dept:32 HPW Admin Indirect**

	Department	First Incoming	Second Incoming	Admin Exp	Admin FTE
7	Capital Projects	$ 74,775	$ 3,689	$ 39,232	$ 39,232
	Subtotal - Fin Public Fin	74,775	3,689	39,232	39,232
16	Mailroom	795	52	424	424
16	Property	334,493	18,517	176,505	176,505
16	3-1-1 Svcs	1,336,910	91,153	714,031	714,031
	Subtotal - ARA Operations	1,672,198	109,722	890,960	890,960
20	Enterprise Appl	478,057	32,480	255,269	255,269
	Subtotal - HITS EAS	478,057	32,480	255,269	255,269
21	Client Svcs	0	0	0	0
21	NW Data	367,258	20,604	193,931	193,931
21	NW Voice	401,097	21,900	211,498	211,498
	Subtotal - HITS EIS	768,355	42,504	405,430	405,430
23	Contract Compliance	577,209	14,313	295,761	295,761
23	Reporting & Analytics	89,295	1,991	45,643	45,643
23	Dept Services	74,873	2,106	38,489	38,489
	Subtotal - OBO	741,377	18,410	379,893	379,893
25	Selection	472	16	244	244
	Subtotal - Human Resources	472	16	244	244
26	Legal Svcs	534,484	60,674	297,579	297,579
26	Inspector General	182,034	19,197	100,615	100,615
	Subtotal - Legal	716,518	79,870	398,194	398,194
34	Records Mgmt	0	123,921	61,961	61,961
	Subtotal - HPD Police Records	0	123,921	61,961	61,961
35	In-House Renov	0	3,377	1,689	1,689
35	Real Estate	0	163,622	81,811	81,811
	Subtotal - General Services	0	166,999	83,500	83,500
	Total Incoming	4,451,752	577,612	2,514,682	2,514,682
C.	Total Allocated		$ 5,029,364	$ 2,514,682	$ 2,514,682
				50.00%	50.00%

Admin Exp Allocations **Dept:32 HPW Admin Indirect**

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
33 CIP Sal Rec HPW	483,707	0.0677	$ 1,507	$ 0	$ 1,507	$ 196	$ 1,703
66 HPW Bldg Insp	70,008,799	9.7977	218,084	0	218,084	28,296	246,380
67 HPW Stormwater	47,041,957	6.5835	146,540	0	146,540	19,014	165,554
68 HPW DDSR	74,760,579	10.4627	232,887	0	232,887	30,217	263,104
69 HPW Water & Sewer	419,175,952	58.6634	1,305,774	0	1,305,774	169,423	1,475,197
70 HPW Houston Transtar	2,171,816	0.3039	6,765	0	6,765	878	7,643
71 HPW Other	53,786,572	7.5274	167,550	0	167,550	21,740	189,290
72 Houston Permit Center	9,858,428	1.3797	30,710	0	30,710	3,985	34,695
73 CIP S/R Planning	1,068,463	0.1495	3,328	0	3,328	432	3,760
74 CIP Sal Rec RE	4,209,680	0.5891	13,114	0	13,114	1,701	14,815
75 CIP S/R Engrg	10,868,927	1.5211	33,858	0	33,858	4,393	38,251
76 CIP S/R Constr	10,823,104	1.5147	33,715	0	33,715	4,375	38,090
77 CIP S/R Eng/Const	4,604,340	0.6444	14,343	0	14,343	1,861	16,204
78 CIP S/R Geo/Env	1,464,877	0.2050	4,563	0	4,563	592	5,155
79 CIP S/R Other	4,217,178	0.5902	13,137	0	13,137	1,705	14,842
Subtotal	714,544,379	100.0000	2,225,875	0	2,225,875	288,806	2,514,681
Direct Bills					0		0
Total					$2,225,875		$ 2,514,681

Basis Units: HPW FY2018 operating expenditures
Source: COH Expenditure Report

Admin FTE Allocations **Dept:32 HPW Admin Indirect**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
33	CIP Sal Rec HPW	3.00	0.0794	$ 1,768	$ 0	$ 1,768	$ 229	$ 1,997
66	HPW Bldg Insp	530.83	14.0528	312,797	0	312,797	40,585	353,382
67	HPW Stormwater	330.61	8.7523	194,815	0	194,815	25,277	220,092
68	HPW DDSR	468.63	12.4061	276,145	0	276,145	35,830	311,975
69	HPW Water & Sewer	2,086.16	55.2273	1,229,290	0	1,229,290	159,500	1,388,790
70	HPW Houston Transtar	7.12	0.1885	4,196	0	4,196	544	4,740
71	HPW Other	12.74	0.3373	7,507	0	7,507	974	8,481
72	Houston Permit Center	44.22	1.1706	26,057	0	26,057	3,381	29,438
73	CIP S/R Planning	8.30	0.2197	4,891	0	4,891	635	5,526
74	CIP Sal Rec RE	32.02	0.8477	18,868	0	18,868	2,448	21,316
75	CIP S/R Engrg	84.87	2.2468	50,010	0	50,010	6,489	56,499
76	CIP S/R Constr	102.64	2.7172	60,482	0	60,482	7,847	68,329
77	CIP S/R Eng/Const	24.55	0.6499	14,466	0	14,466	1,877	16,343
78	CIP S/R Geo/Env	11.92	0.3156	7,024	0	7,024	911	7,935
79	CIP S/R Other	29.80	0.7889	17,560	0	17,560	2,278	19,838
	Subtotal	3,777.41	100.0000	2,225,876	0	2,225,876	288,806	2,514,682
	Direct Bills					0		0
	Total					$2,225,876		$ 2,514,682

Basis Units: HPW FY2018 FTEs
Source: COH FTE Report

Allocation Summary **Dept:32 HPW Admin Indirect**

	Department	Admin Exp	Admin FTE	Total
0	Direct Billed	$0	$0	$0
33	CIP Sal Rec HPW	1,703	1,997	3,700
66	HPW Bldg Insp	246,380	353,382	599,762
67	HPW Stormwater	165,554	220,092	385,646
68	HPW DDSR	263,104	311,975	575,079
69	HPW Water & Sewer	1,475,197	1,388,790	2,863,987
70	HPW Houston Transtar	7,643	4,740	12,383
71	HPW Other	189,290	8,481	197,771
72	Houston Permit Center	34,695	29,438	64,133
73	CIP S/R Planning	3,760	5,526	9,286
74	CIP Sal Rec RE	14,815	21,316	36,131
75	CIP S/R Engrg	38,251	56,499	94,750
76	CIP S/R Constr	38,090	68,329	106,419
77	CIP S/R Eng/Const	16,204	16,343	32,547
78	CIP S/R Geo/Env	5,155	7,935	13,090
79	CIP S/R Other	14,842	19,838	34,680
	Total	$ 2,514,683	$ 2,514,681	$ 5,029,364

CIP COST RECOVERY – HPW ADMINISTRATION
FUNCTION AND ALLOCATION BASIS

The City's Capital Improvement Plan (CIP) Cost Recovery Fund was established to account for consulting-type services performed by city employees related to Capital Improvement Projects.

The administration of Houston Public Works provides support services to the Capital Projects division which implements the city's Capital Improvement Plan (CIP) by providing capital projects management services. Divisional costs are not funded within the General Fund. Therefore, the direct departmental administrative costs are not included in the plan for allocation. Only the indirect costs attributable to activities have been allocated based on the number of FTE positions in the HPW cost centers benefiting from the division's services within Fund 1001.

A. Department Costs **Dept:33 CIP Sal Rec HPW**

Department		Amount	General Admin	CIP Admin Svcs
Personnel Costs				
Salaries	S	0	0	0
Salary % Split			.00%	.00%
Benefits	S	0	0	0
Subtotal - Personnel Costs		0	0	0
Department Cost Total		0	0	0
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		0	0	0
General Admin Distribution			0	0
Grand Total		0		0

B. Incoming Costs-(Default Spread Salary%) **Dept:33 CIP Sal Rec HPW**

	Department	First Incoming	Second Incoming	CIP Admin Svcs
2	Equip Deprec	$ 28,595	$ 0	$ 28,595
	Subtotal - Equipment Depn	28,595	0	28,595
3	Consulting Services	457	3	460
3	Non-Dept. Legal Svcs/Lobby	1,645	10	1,655
	Subtotal - Non-Dept-Gen Gov	2,102	13	2,115
5	Financial Plg & Analysis	1,106	63	1,169
	Subtotal - Fin Plg & Analysis	1,106	63	1,169
8	Gen Acctng	694	43	737
8	Auditing Svcs	842	0	842
8	Fin Operations	40	3	43
	Subtotal - Fin Reporting & Ops	1,576	46	1,622
10	Cost Accounting	36	2	38
10	Trust Funds Mgmt (TFM)	45	3	48
	Subtotal - Finance Grants	81	5	86
11	Perf Mgmt Svcs	64	3	67
	Subtotal - Fin Perform Mgmt	64	3	67
13	Purchasing	3,271	197	3,468
	Subtotal - Finance SPD	3,271	197	3,468
16	Mailroom	33,374	2,185	35,559
16	Records	127	8	135
	Subtotal - ARA Operations	33,501	2,193	35,694
17	Payroll Svcs	19,822-	29	19,793-
	Subtotal - ARA Payroll Svcs	19,822-	29	19,793-
21	Enterprise Options	2,060	106	2,166
	Subtotal - HITS EIS	2,060	106	2,166
23	Certification	172	4	176
23	Contract Compliance	168,564-	0	168,564-
23	External Affairs & Outreach	106	2	108
	Subtotal - OBO	168,286-	6	168,280-
24	City Mayor Admin	512	96	608
24	I Gov Relats	80	15	95
	Subtotal - Mayor	592	111	703
25	Selection	14,781	511	15,292
25	Personnel Svcs	259	8	267
	Subtotal - Human Resources	15,040	519	15,559
27	City Sec Svcs	115	7	122
	Subtotal - City Secretary	115	7	122
28	City Council Svcs	1,178	46	1,224
	Subtotal - City Council	1,178	46	1,224
29	Controller Fin Svcs	3,602	75	3,677

B. Incoming Costs-(Default Spread Salary%) **Dept:33 CIP Sal Rec HPW**

	Department	First Incoming	Second Incoming	CIP Admin Svcs
29	Controller Treasury	$ 208	$ 4	$ 212
	Subtotal - City Controller's	3,810	79	3,889
32	Admin Exp	1,507	196	1,703
32	Admin FTE	1,768	229	1,997
	Subtotal - HPW Admin Indirect	3,275	425	3,700
	Total Incoming	91,742-	3,848	87,894-
C.	**Total Allocated**		$ 87,894	$ 87,894

CIP Admin Svcs Allocations **Dept:33 CIP Sal Rec HPW**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
73	CIP S/R Planning	8.30	2.8222	2,589-	$ 0	2,589-	$ 109	2,480-
74	CIP Sal Rec RE	32.02	10.8875	9,988-	0	9,988-	419	9,569-
75	CIP S/R Engrg	84.87	28.8575	26,474-	0	26,474-	1,110	25,364-
76	CIP S/R Constr	102.64	34.8997	32,018-	0	32,018-	1,343	30,675-
77	CIP S/R Eng/Const	24.55	8.3475	7,658-	0	7,658-	321	7,337-
78	CIP S/R Geo/Env	11.92	4.0530	3,718-	0	3,718-	156	3,562-
79	CIP S/R Other	29.80	10.1326	9,296-	0	9,296-	390	8,906-
	Subtotal	294.1	100.0000	91,741-	0	91,741-	3,847	87,894-
	Direct Bills					0		0
	Total					$91,741-		$ 87,894-

Basis Units: Number of FTEs supported in CIP Sal Rec
Source: COH FTE Report

Dept:33 CIP Sal Rec HPW

Allocation Summary

	Department	CIP Admin Svcs	Total
0	Direct Billed	$0	$0
73	CIP S/R Planning	2,480-	2,480-
74	CIP Sal Rec RE	9,569-	9,569-
75	CIP S/R Engrg	25,364-	25,364-
76	CIP S/R Constr	30,675-	30,675-
77	CIP S/R Eng/Const	7,337-	7,337-
78	CIP S/R Geo/Env	3,562-	3,562-
79	CIP S/R Other	8,906-	8,906-
	Total	$ 87,893-	$ 87,893-

POLICE - RECORDS
FUNCTION AND ALLOCATION BASIS

The Records Division of the Police Department provides records management services to other city departments as well as the Police Department. The costs of providing records to other city departments are allocated based on the number of reports provided to each department.

A. Department Costs **Dept:34 HPD Police Records**

Department		Amount	General Admin	Records Mgmt
Personnel Costs				
Salaries	S1	3,902,717	0	3,902,717
Salary % Split			.00%	100.00%
Benefits	S	2,178,061	0	2,178,061
Subtotal - Personnel Costs		6,080,778	0	6,080,778
Services & Supplies Cost				
Supplies	S	4,916	0	4,916
Services	S	8,419	0	8,419
Subtotal - Services & Supplies		13,335	0	13,335
Department Cost Total		6,094,113	0	6,094,113
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		6,094,113	0	6,094,113
General Admin Distribution			0	0
Grand Total		$ 6,094,113		$ 6,094,113

B. Incoming Costs-(Default Spread Salary%) **Dept:34 HPD Police Records**

	Department	First Incoming	Second Incoming	Records Mgmt
3	Insurance Retirees	$ 223,283	$ 1,421	$ 224,704
3	Memberships	4,653	30	4,683
3	Consulting Services	731	5	736
3	Interest Costs	7,367	50	7,417
3	Other Misc	1,970	13	1,983
3	Non-Dept. Legal Svcs/Lobby	47,020	299	47,319
	Subtotal - Non-Dept-Gen Gov	285,024	1,817	286,841
5	Financial Plg & Analysis	1,767	100	1,867
	Subtotal - Fin Plg & Analysis	1,767	100	1,867
8	Gen Acctng	1,110	69	1,179
8	Auditing Svcs	1,346	0	1,346
8	Fin Operations	509	32	541
	Subtotal - Fin Reporting & Ops	2,965	101	3,066
9	Internal Controls	0	0	0
	Subtotal - Fin Int Controls	0	0	0
10	Cost Accounting	451	25	476
10	Trust Funds Mgmt (TFM)	562	34	596
	Subtotal - Fin Grants	1,013	59	1,072
11	Perf Mgmt Svcs	805	43	848
	Subtotal - Fin Perform Mgmt	805	43	848
12	Treasury	1,397	123	1,520
	Subtotal - Fin Treasury	1,397	123	1,520
16	Records	3,626	219	3,845
	Subtotal - ARA Operations	3,626	219	3,845
17	Payroll Svcs	16,961	816	17,777
	Subtotal - ARA Payroll Svcs	16,961	816	17,777
18	Franchise	3,117	160	3,277
	Subtotal - ARA Regulatory	3,117	160	3,277
20	IT ERP	10	0	10
	Subtotal - HITS EAS	10	0	10
21	Enterprise Optns	3,293	170	3,463
	Subtotal - HITS EIS	3,293	170	3,463
23	Certification	4,926	109	5,035
23	External Affairs & Outreach	3,035	67	3,102
	Subtotal - OBO	7,961	175	8,136
24	City Mayor Admin	14,646	2,734	17,380
24	Inter Gov Rel	2,281	439	2,720
	Subtotal - Mayor	16,927	3,173	20,100
25	Personnel Svcs	7,400	235	7,635
	Subtotal - Human Resources	7,400	235	7,635

B. Incoming Costs-(Default Spread Salary%) **Dept:34 HPD Police Records**

	Department	First Incoming	Second Incoming	Records Mgmt
27	City Sec Svcs	$ 1,450	$ 83	$ 1,533
	Subtotal - City Secretary	1,450	83	1,533
28	City Council Svcs	14,844	575	15,419
	Subtotal - City Council	14,844	575	15,419
29	Controller Fin Svcs	5,758	119	5,877
29	Controller Treasury	2,617	49	2,666
	Subtotal - City Controller's	8,375	168	8,543
	Total Incoming	376,935	8,018	384,953
C.	Total Allocated		$ 6,479,066	$ 6,479,066
				100.00%

Records Mgmt Allocations **Dept:34 HPD Police Records**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
26	Legal	1,355	6.7750	$ 438,414	$ 0	$ 438,414	$ 0	$ 438,414
32	HPW Administration Indirect	383	1.9150	123,921	0	123,921	0	123,921
38	Police	49	0.2450	15,854	0	15,854	22	15,876
96	Other	18,213	91.0650	5,892,860	0	5,892,860	7,996	5,900,856
	Subtotal	20,000	100.0000	6,471,049	0	6,471,049	8,017	6,479,066
	Direct Bills					0		0
	Total					$6,471,049		$ 6,479,066

Basis Units: Number of reports issued per department
Source: Police Department Report

Allocation Summary **Dept:34 HPD Police Records**

	Department	Records Mgmt	Total
0	Direct Billed	$0	$0
26	Legal	438,414	438,414
32	HPW Administration Indirect	123,921	123,921
38	Police	15,876	15,876
96	Other	5,900,856	5,900,856
	Total	$ 6,479,067	$ 6,479,067

GENERAL SERVICES DEPARTMENT
FUNCTION AND ALLOCATION BASIS

The General Services Department is comprised of four divisions: Property Management/Environmental; Design and Construction/ In-House Renovation/Real Estate; Security Management; and Financial and Administrative Services. The Financial and Administrative Services supports the core divisions through administering, managing and monitoring the department's finances and reporting of energy resources. The Property Management/ Environmental division provides comprehensive operations, maintenance and environmental services at city owned facilities. Security Management manages security for city buildings. The Design and Construction Division manages the design, construction and renovation of projects included in the city's adopted five-year Capital Improvement Plan for all city departments, except for Aviation. The In-House Renovation team supports renovation and/or reconstruction of fire station, police substations, and office build-outs and was moved to the Design & Construction division in FY2017. The Real Estate team handles office space lease negotiations citywide and was also moved to the Design & Construction Division. During the FY2018 fiscal year, the department communication center was relocated to 611 walker due server flood damage.

The identified activities and basis used for cost allocation are as follows:

- **Admin/Design Construction** – Costs related to administration and design construction are allocated based upon Administrative and Design Construction expense per departments served.

- **Building Services** – Costs related to property management and security management are allocated based upon the allocated expenditures to those services to each department served.

- **Utilities** – Utility costs are allocated based upon the amount of utility cost by departments served; which is allocated based on actual usage or consumption at each facility.

- **In-house Renovation** – In-house renovation provides overall management and administrative support for the In-House Renovation Group. Costs are allocated based on total cost by facility per department; expensed in Fund 1003.

- **Real Estate** – Real Estate identifies and implements real estate solutions that meet the City of Houston’s unique requirements while minimizing cost and maximizing value. Costs are allocated based on total square footage maintained by GSD.

- **Building Services Reimbursement** – Reimbursed costs are allocated based upon the amount of actual costs by departments served. Direct costs have been credited, so that only indirect costs are allocated.

- **Other Non-General Fund** – Non-general fund costs are not allocated.

A. Department Costs **Dept:35 General Services**

Description		Amount	General Admin	Design & Const	Building Svcs	Utilities
Personnel Costs						
Salaries	S1	11,719,111	1,018,597	219,096	5,097,511	0
Salary % Split			8.69%	1.87%	43.50%	0.00%
Benefits	P	6,932,616	565,153	148,685	2,980,806	0
Subtotal - Personnel Costs		18,651,727	1,583,750	367,781	8,078,317	0
Services & Supplies Cost						
Supplies	P	2,496,672	32,827	15,212	549,523	218,251
Services	P	25,160,851	102,517	246,209	10,057,137	10,128,083
N-GF Services	D	111,054,182	0	0	0	0
Credit direct Expenses	P	2,180,236-	0	0	0	0
Subtotal - Services & Supplies		136,531,469	135,344	261,421	10,606,660	10,346,334
Department Cost Total		155,183,196	1,719,094	629,202	18,684,977	10,346,334
Adjustments to Cost						
N-GF Services	D	111,054,182-	0	0	0	0
Subtotal - Adjustments	D	111,054,182-	0	0	0	0
Total Costs After Adjustments		44,129,014	1,719,094	629,202	18,684,977	10,346,334
General Admin Distribution			1,719,094-	35,198	818,942	0
Grand Total		$ 44,129,014		$ 664,400	$ 19,503,919	$ 10,346,334

A. Department Costs **Dept:35 General Services**

Description		Amount	In-House Renov	Real Estate Reimb	Building Svcs	Other Non-GF.
Personnel Costs						
Salaries	S1	11,719,111	186,424	352,807	200,386	4,644,290
Salary % Split			1.59%	3.01%	1.71%	39.63%
Benefits	P	6,932,616	89,397	154,316	107,414	2,886,845
Subtotal - Personnel Costs		18,651,727	275,821	507,123	307,800	7,531,135
Services & Supplies Cost						
Supplies	P	2,496,672	0	3,667	8,592	1,668,600
Services	P	25,160,851	0	2,763,061	1,863,844	0
N-GF Services	D	111,054,182	0	0	0	0
Credit direct Expenses	P	2,180,236-	0	0	2,180,236-	0
Subtotal - Services & Supplies		136,531,469	0	2,766,728	307,800-	1,668,600
Department Cost Total		155,183,196	275,821	3,273,851	0	9,199,735
Adjustments to Cost						
N-GF Services	D	111,054,182-	0	0	0	0
Subtotal - Adjustments	D	111,054,182-	0	0	0	0
Total Costs After Adjustments		44,129,014	275,821	3,273,851	0	9,199,735
General Admin Distribution			29,950	56,680	32,193	746,130
Grand Total		$ 44,129,014	$ 305,771	$ 3,330,531	$ 32,193	$ 9,945,865
						not allocated

B. Incoming Costs-(Default Spread Salary%) Dept:35 General Services

	Description	First Incoming	Second Incoming	Design & Const	Building Svcs	Utilities	In-House Renov	Real Estate
1	City Hall	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
1	City Hall Annex	33,064	0	677	15,751	0	576	1,090
	Subtotal - Building Depn	33,064	0	677	15,751	0	576	1,090
2	Equip Deprec	25,756	0	527	12,270	0	449	849
	Subtotal - Equipment Depn	25,756	0	527	12,270	0	449	849
3	Insurance Retirees	343,154	2,184	7,071	164,512	0	6,016	11,386
3	Memberships	7,151	46	147	3,428	0	125	237
3	Consulting Services	16,051	105	331	7,696	0	281	533
3	Interest Costs	44,861	302	925	21,515	0	787	1,489
3	Other Misc	11,994	81	247	5,752	0	210	398
3	Claims & Judge	25,627	163	528	12,286	0	449	850
3	Non-Dept. Legal Svcs/Lobby	125,673	800	2,590	60,249	0	2,203	4,170
3	Walker Rent	154,478	983	3,183	74,059	0	2,708	5,126
	Subtotal - Non-Dept-Gen Gov	728,989	4,663	15,022	349,497	0	12,782	24,189
5	Financial Plg & Analysis	38,820	2,204	840	19,543	0	715	1,353
	Subtotal - Fin Plg & Analysis	38,820	2,204	840	19,543	0	715	1,353
8	Gen Acctng	24,373	1,522	530	12,336	0	451	854
8	Fixed Assets	12,842	780	279	6,489	0	237	449
8	Auditing Svcs	29,574	0	606	14,088	0	515	975
8	Fin Operations	13,145	818	286	6,652	0	243	460
	Subtotal - Fin Reporting & Ops	79,934	3,120	1,701	39,565	0	1,447	2,738
9	Internal Controls	0	0	0	0	0	0	0
	Subtotal - Fin Int. Controls	0	0	0	0	0	0	0
10	Grants Mgmt	3,653	202	79	1,836	0	67	127
10	Cost Accounting	11,646	655	252	5,860	0	214	406
10	Trust Funds Mgmt (TFM)	14,511	870	315	7,327	0	268	507
	Subtotal - Finance Grants	29,810	1,726	646	15,023	0	549	1,040
11	Perf Mgmt Svcs	20,794	1,114	449	10,437	0	382	722
	Subtotal - Fin Perform Mgmt	20,794	1,114	449	10,437	0	382	722
12	Treasury	8,505	748	189	4,408	0	161	305
	Subtotal - Fin Treasury	8,505	748	189	4,408	0	161	305
13	Purchasing	301,850	18,155	6,552	152,444	0	5,575	10,551
	Subtotal - Finance SPD	301,850	18,155	6,552	152,444	0	5,575	10,551
16	Mailroom	10,103	662	220	5,128	0	188	355
16	Property	6,262	347	135	3,148	0	115	218
16	Records	9,691	586	210	4,896	0	179	339
16	3-1-1 Svcs	6,159	420	135	3,134	0	115	217
	Subtotal - ARA Operations	32,215	2,014	701	16,306	0	596	1,129
17	Payroll Svcs	45,331	2,181	973	22,634	0	828	1,567
	Subtotal - ARA Payroll Svcs	45,331	2,181	973	22,634	0	828	1,567
18	Franchise	18,982	974	409	9,507	0	348	658
	Subtotal - ARA Regulatory	18,982	974	409	9,507	0	348	658

B. Incoming Costs-(Default Spread Salary%) Dept:35 General Services

	Description	First Incoming	Second Incoming	Design & Const	Building Svcs	Utilities	In-House Renov	Real Estate
19	IT Dept Admin	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
19	IT Director	0	0	0	0	0	0	0
	Subtotal - HITS CIO	0	0	0	0	0	0	0
20	Enterprise Appl	45,044	3,060	985	22,916	0	838	1,586
20	IT ERP	33	0	1	16	0	1	1
	Subtotal - HITS EAS	45,077	3,060	986	22,932	0	839	1,587
21	Client Svcs	0	0	0	0	0	0	0
21	NW Data	25,857	1,451	559	13,009	0	476	900
21	NW Voice	28,239	1,542	610	14,187	0	519	982
21	Enterprise Optns	72,336	3,732	1,558	36,237	0	1,325	2,508
	Subtotal - HITS EIS	126,432	6,724	2,726	63,433	0	2,320	4,390
22	IT Radio Svcs	0	0	0	0	0	0	0
	Subtotal - HITS Radio	0	0	0	0	0	0	0
23	Certification	13,167	290	276	6,411	0	234	444
23	Contract Compliance	97,901	2,428	2,054	47,795	0	1,748	3,308
23	Reporting & Analytics	6,564	146	137	3,197	0	117	221
23	Dept Services	10,367	292	218	5,078	0	186	351
23	External Affairs & Outreach	8,113	179	170	3,950	0	144	273
	Subtotal - OBO	136,112	3,334	2,855	66,429	0	2,429	4,598
24	City Mayor Admin	39,146	7,307	951	22,129	0	809	1,532
24	I Gov Relats	6,095	1,175	149	3,463	0	127	240
	Subtotal - Mayor	45,241	8,481	1,100	25,592	0	936	1,771
25	Selection	11,793	408	250	5,812	0	213	402
25	Personnel Svcs	19,778	627	418	9,720	0	355	673
	Subtotal - Human Resources	31,571	1,035	668	15,533	0	568	1,075
26	Legal Svcs	415,936	47,216	9,483	220,636	0	8,069	15,271
26	Inspector General	37,180	3,921	842	19,580	0	716	1,355
	Subtotal - Legal	453,116	51,137	10,325	240,216	0	8,785	16,626
27	City Sec Svcs	37,445	2,132	810	18,854	0	690	1,305
	Subtotal - City Secretary	37,445	2,132	810	18,854	0	690	1,305
28	City Council Svcs	383,301	14,855	8,152	189,674	0	6,937	13,128
	Subtotal - City Council	383,301	14,855	8,152	189,674	0	6,937	13,128
29	Controller Fin Svcs	126,468	2,621	2,643	61,495	0	2,249	4,256
29	Controller Treasury	67,579	1,266	1,410	32,796	0	1,199	2,270
	Subtotal - City Controller's	194,047	3,887	4,053	94,292	0	3,448	6,526
35	Design & Const	0	38,189	782	18,192	0	665	1,259
35	Building Svcs	0	513,420	10,512	244,583	0	8,945	16,928
35	Utilities	0	254,672	5,214	121,321	0	4,437	8,397
35	In-House Renov	0	134,160	2,747	63,911	0	2,337	4,423
35	Real Estate	0	84,248	1,725	40,134	0	1,468	2,778
	Subtotal - General Services	0	1,024,689	20,981	488,141	0	17,852	33,785
	Total Incoming	2,816,392	1,156,235	81,341	1,892,480	0	69,211	130,981

B. Incoming Costs-(Default Spread Salary%) **Dept:35 General Services**

Description	First Incoming	Second Incoming	Design & Const	Building Svcs	Utilities	In-House Renov	Real Estate
C. Total Allocated		$ 48,101,641	$ 745,741	$ 21,396,399	$ 10,346,334	$ 374,982	$ 3,461,512
			1.55%	44.48%	21.51%	0.78%	7.20%

B. Incoming Costs-(Default Spread Salary%) **Dept:35 General Services**

	Description	First Incoming	Second Incoming	Building Svcs Reimb	Other Non-GF.
1	City Hall	$ 0	$ 0	$ 0	$ 0
1	City Hall Annex	33,064	0	619	14,351
	Subtotal - Building Depn	33,064	0	619	14,351
2	Equip Deprec	25,756	0	482	11,179
	Subtotal - Equipment Depn	25,756	0	482	11,179
3	Insurance Retirees	343,154	2,184	6,467	149,885
3	Memberships	7,151	46	135	3,123
3	Consulting Services	16,051	105	303	7,012
3	Interest Costs	44,861	302	846	19,602
3	Other Misc	11,994	81	226	5,241
3	Claims & Judge	25,627	163	483	11,194
3	Non-Dept. Legal Svcs/Lobby	125,673	800	2,368	54,892
3	Walker Rent	154,478	983	2,911	67,474
	Subtotal - Non-Dept-Gen Gov	728,989	4,663	13,739	318,423
5	Financial Plg & Analysis	38,820	2,204	768	17,805
	Subtotal - Fin Plg & Analysis	38,820	2,204	768	17,805
8	Gen Acctng	24,373	1,522	485	11,239
8	Fixed Assets	12,842	780	255	5,912
8	Auditing Svcs	29,574	0	554	12,836
8	Fin Operations	13,145	818	261	6,060
	Subtotal - Fin Reporting & Ops	79,934	3,120	1,555	36,047
9	Internal Controls	0	0	0	0
	Subtotal - Fin Int. Controls	0	0	0	0
10	Grants Mgmt	3,653	202	72	1,673
10	Cost Accounting	11,646	655	230	5,339
10	Trust Funds Mgmt (TFM)	14,511	870	288	6,676
	Subtotal - Finance Grants	29,810	1,726	591	13,687
11	Perf Mgmt Svcs	20,794	1,114	410	9,509
	Subtotal - Fin Perform Mgmt	20,794	1,114	410	9,509
12	Treasury	8,505	748	173	4,016
	Subtotal - Fin Treasury	8,505	748	173	4,016
13	Purchasing	301,850	18,155	5,993	138,890
	Subtotal - Finance SPD	301,850	18,155	5,993	138,890
16	Mailroom	10,103	662	202	4,672
16	Property	6,262	347	124	2,868
16	Records	9,691	586	192	4,461
16	3-1-1 Svcs	6,159	420	123	2,855
	Subtotal - ARA Operations	32,215	2,014	641	14,856
17	Payroll Svcs	45,331	2,181	890	20,621
	Subtotal - ARA Payroll Svcs	45,331	2,181	890	20,621
18	Franchise	18,982	974	374	8,661
	Subtotal - ARA Regulatory	18,982	974	374	8,661

B. Incoming Costs-(Default Spread Salary%) **Dept:35 General Services**

Description	First Incoming	Second Incoming	Building Svcs Reimb	Other Non-GF.
19 IT Dept Admin	$ 0	$ 0	$ 0	$ 0
19 IT Director	0	0	0	0
Subtotal - HITS CIO	0	0	0	0
20 Enterprise Appl	45,044	3,060	901	20,879
20 IT ERP	33	0	1	14
Subtotal - HITS EAS	45,077	3,060	901	20,893
21 Client Svcs	0	0	0	0
21 NW Data	25,857	1,451	511	11,852
21 NW Voice	28,239	1,542	558	12,926
21 Enterprise Optns	72,336	3,732	1,425	33,015
Subtotal - HITS EIS	126,432	6,724	2,494	57,793
22 IT Radio Svcs	0	0	0	0
Subtotal - HITS Radio	0	0	0	0
23 Certification	13,167	290	252	5,841
23 Contract Compliance	97,901	2,428	1,879	43,545
23 Reporting & Analytics	6,564	146	126	2,912
23 Dept Services	10,367	292	200	4,626
23 External Affairs & Outreach	8,113	179	155	3,599
Subtotal - OBO	136,112	3,334	2,611	60,523
24 City Mayor Admin	39,146	7,307	870	20,162
24 I Gov Relats	6,095	1,175	136	3,155
Subtotal - Mayor	45,241	8,481	1,006	23,317
25 Selection	11,793	408	228	5,296
25 Personnel Svcs	19,778	627	382	8,856
Subtotal - Human Resources	31,571	1,035	611	14,152
26 Legal Svcs	415,936	47,216	8,673	201,020
26 Inspector General	37,180	3,921	770	17,839
Subtotal - Legal	453,116	51,137	9,443	218,858
27 City Sec Svcs	37,445	2,132	741	17,177
Subtotal - City Secretary	37,445	2,132	741	17,177
28 City Council Svcs	383,301	14,855	7,456	172,810
Subtotal - City Council	383,301	14,855	7,456	172,810
29 Controller Fin Svcs	126,468	2,621	2,417	56,028
29 Controller Treasury	67,579	1,266	1,289	29,880
Subtotal - City Controller's	194,047	3,887	3,707	85,908
35 Design & Const	0	38,189	715	16,575
35 Building Svcs	0	513,420	9,615	222,837
35 Utilities	0	254,672	4,769	110,534
35 In-House Renov	0	134,160	2,512	58,229
35 Real Estate	0	84,248	1,578	36,566
Subtotal - General Services	0	1,024,689	19,189	444,741
Total Incoming	2,816,392	1,156,235	74,395	1,724,219

B. Incoming Costs-(Default Spread Salary%) **Dept:35 General Services**

Description	First Incoming	Second Incoming	Building Svcs Reimb	Other Non-GF.
C. Total Allocated		$ 48,101,641	$ 106,588	$ 11,670,084
			0.22%	24.26%

Design & Const Allocations **Dept:35 General Services**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03	Non-Departmental-Gen Gov	867,476	20.7377	$ 149,740	$ 0	$ 149,740	$ 0	$ 149,740
35	General Services	221,238	5.2889	38,189	0	38,189	0	38,189
38	Police	510,374	12.2009	88,099	0	88,099	3,905	92,004
40	Fire	390,635	9.3384	67,430	0	67,430	2,989	70,419
42	Solid Waste	113,518	2.7137	19,595	0	19,595	868	20,463
45	Library	292,539	6.9934	50,497	0	50,497	2,238	52,735
46	Parks & Recreation	1,125,963	26.9171	194,359	0	194,359	8,614	202,973
47	Health Department	495,318	11.8410	85,500	0	85,500	3,789	89,289
69	HPW Water & Sewer	166,021	3.9689	28,658	0	28,658	1,270	29,928
	Subtotal	4,183,082	100.0000	722,067	0	722,067	23,674	745,741
	Direct Bills					0		0
	Total					$722,067		$ 745,741

Basis Units: GSD Fund 1001 expense per department served
Source: GSD Report

Building Svcs Allocations **Dept:35 General Services**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	15,379	0.1257	$ 26,196	$ 0	$ 26,196	$ 0	$ 26,196
14	ARA Director Office	137,904	1.1269	234,904	0	234,904	0	234,904
19	HITS CIO	82,042	0.6704	139,749	0	139,749	0	139,749
24	Mayor	80,379	0.6568	136,917	0	136,917	0	136,917
26	Legal	129,275	1.0564	220,206	0	220,206	0	220,206
27	City Secretary	10,564	0.0863	17,995	0	17,995	0	17,995
28	City Council	37,579	0.3071	64,012	0	64,012	0	64,012
29	City Controller's Office	44,939	0.3672	76,549	0	76,549	0	76,549
35	General Services	301,411	2.4630	513,420	0	513,420	0	513,420
36	HEC	91,076	0.7442	155,138	0	155,138	4,401	159,539
38	Police	4,964,362	40.5661	8,456,245	0	8,456,245	239,897	8,696,142
39	Dept of Neighborhoods	32,417	0.2649	55,219	0	55,219	1,567	56,786
40	Fire	2,057,437	16.8123	3,504,618	0	3,504,618	99,423	3,604,041
41	Municipal Court	62,109	0.5075	105,796	0	105,796	3,001	108,797
45	Library	2,010,124	16.4257	3,424,025	0	3,424,025	97,137	3,521,162
46	Parks & Recreation	61,884	0.5057	105,413	0	105,413	2,990	108,403
47	Health Department	2,110,365	17.2448	3,594,775	0	3,594,775	101,981	3,696,756
49	Fleet Management	8,463	0.0692	14,416	0	14,416	409	14,825
	Subtotal	12,237,709	100.0000	20,845,593	0	20,845,593	550,806	21,396,399
	Direct Bills					0		0
	Total					$20,845,593		$ 21,396,399

Basis Units: GSD expenditures per department served
Source: GSD Report

Utilities Allocations **Dept:35 General Services**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	35,708	0.2647	$ 27,390	$ 0	$ 27,390	$ 0	$ 27,390
14	ARA Director Office	151,903	1.1262	116,519	0	116,519	0	116,519
19	HITS CIO	90,370	0.6700	69,320	0	69,320	0	69,320
24	Mayor	88,539	0.6564	67,915	0	67,915	0	67,915
26	Legal	142,398	1.0557	109,228	0	109,228	0	109,228
27	City Secretary	11,637	0.0863	8,926	0	8,926	0	8,926
28	City Council	41,394	0.3069	31,752	0	31,752	0	31,752
29	City Controller's Office	49,502	0.3670	37,971	0	37,971	0	37,971
35	General Services	332,009	2.4615	254,672	0	254,672	0	254,672
36	HEC	100,322	0.7438	76,953	0	76,953	0	76,953
38	Police	5,468,319	40.5414	4,194,552	0	4,194,552	0	4,194,552
39	Dept of Neighborhoods	9,322	0.0691	7,151	0	7,151	0	7,151
40	Fire	2,266,298	16.8020	1,738,396	0	1,738,396	0	1,738,396
41	Municipal Court	68,414	0.5072	52,478	0	52,478	0	52,478
45	Library	2,214,182	16.4157	1,698,420	0	1,698,420	0	1,698,420
46	Parks & Recreation	68,166	0.5054	52,288	0	52,288	0	52,288
47	Health Department	2,324,599	17.2343	1,783,117	0	1,783,117	0	1,783,117
49	Fleet Management	8,202	0.0608	6,292	0	6,292	0	6,292
61	Mayor Cable TV	16,940	0.1256	12,994	0	12,994	0	12,994
	Subtotal	13,488,224	100.0000	10,346,334	0	10,346,334	0	10,346,334
	Direct Bills					0		0
	Total					$10,346,334		$ 10,346,334

Basis Units: Dollar amount of utility costs
Source: GSD Report

In-House Renov Allocations **Dept:35 General Services**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
25	Human Resources	7,684	0.2455	$ 871	$ 0	$ 871	$ 0	$ 871
28	City Council	950	0.0304	108	0	108	0	108
32	HPW Admin Indirect	29,785	0.9516	3,377	0	3,377	0	3,377
35	General Services	1,183,410	37.8088	134,160	0	134,160	0	134,160
38	Police	456,543	14.5861	51,757	0	51,757	4,819	56,576
40	Fire	1,396,168	44.6062	158,280	0	158,280	14,738	173,018
41	Municipal Court	14,480	0.4626	1,642	0	1,642	153	1,795
47	Health Department	37,851	1.2093	4,291	0	4,291	400	4,691
70	HPW Houston Transtar	3,112	0.0994	353	0	353	33	386
	Subtotal	3,129,983	100.0000	354,839	0	354,839	20,143	374,982
	Direct Bills					0		0
	Total					$354,839		$ 374,982

Basis Units: In-house rennovation costs for Fund 1003
Source: GSD Report

Real Estate Allocations **Dept:35 General Services**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04	Finance Dir Office	61,943	0.7445	$ 25,486	$ 0	$ 25,486	$ 0	$ 25,486
14	ARA Director Office	52,908	0.6359	21,769	0	21,769	0	21,769
16	ARA Operations	49,944	0.6003	20,549	0	20,549	0	20,549
19	HITS CIO	57,762	0.6942	23,766	0	23,766	0	23,766
23	Office Business Opportunity	26,915	0.3235	11,074	0	11,074	0	11,074
24	Mayor	129,881	1.5610	53,439	0	53,439	0	53,439
25	Human Resources	63,256	0.7603	26,027	0	26,027	0	26,027
26	Legal	193,925	2.3307	79,790	0	79,790	0	79,790
27	City Secretary	16,137	0.1939	6,640	0	6,640	0	6,640
28	City Council	57,403	0.6899	23,618	0	23,618	0	23,618
29	City Controller's Office	46,934	0.5641	19,311	0	19,311	0	19,311
30	Health Administration	1,106,710	13.3013	455,355	0	455,355	0	455,355
31	Planning & Dev Admin	70,410	0.8462	28,970	0	28,970	0	28,970
32	HPW Admin Indirect	397,671	4.7795	163,622	0	163,622	0	163,622
35	General Services	204,759	2.4610	84,248	0	84,248	0	84,248
36	HEC	41,591	0.4999	17,113	0	17,113	274	17,387
38	Police	2,606,220	31.3236	1,072,328	0	1,072,328	17,179	1,089,507
39	Dept of Neighborhoods	12,927	0.1554	5,319	0	5,319	85	5,404
40	Fire	1,078,954	12.9677	443,935	0	443,935	7,112	451,047
41	Municipal Court	99,513	1.1960	40,945	0	40,945	656	41,601
42	Solid Waste	29,589	0.3556	12,174	0	12,174	195	12,369
45	Library	1,055,714	12.6884	434,373	0	434,373	6,959	441,332
46	Parks & Recreation	32,453	0.3900	13,353	0	13,353	214	13,567
49	Fleet Management	376,039	4.5195	154,721	0	154,721	2,479	157,200
55	ARA BARC	47,319	0.5687	19,469	0	19,469	312	19,781
56	ARA Parking	11,400	0.1370	4,691	0	4,691	75	4,766
69	HPW Water & Sewer	120,033	1.4426	49,388	0	49,388	791	50,179
70	HPW Houston Transtar	54,000	0.6490	22,218	0	22,218	356	22,574
72	Houston Permit Center	187,000	2.2475	76,941	0	76,941	1,233	78,174
96	Other	31,004	0.3726	12,757	0	12,757	204	12,961
	Subtotal	8,320,314	100.0000	3,423,389	0	3,423,389	38,123	3,461,512
	Direct Bills					0		0
	Total					$3,423,389		$ 3,461,512

Basis Units: Square footage maintained by GSD
Source: GSD Report

Building Svcs Reimb Allocations **Dept:35 General Services**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
49	Fleet Management	207,560	9.4491	$ 8,026	$ 0	$ 8,026	$ 2,046	$ 10,072
56	ARA Parking	38,510	1.7531	1,489	0	1,489	380	1,869
69	HPW Water & Sewer	557,117	25.3625	21,542	0	21,542	5,491	27,033
70	HPW Houston Transtar	538,021	24.4931	20,803	0	20,803	5,303	26,106
72	Houston Permit Center	855,411	38.9422	33,076	0	33,076	8,432	41,508
	Subtotal	2,196,619	100.0000	84,936	0	84,936	21,652	106,588
	Direct Bills					0		0
	Total					$84,936		$ 106,588

Basis Units: Dollar expenses/revenues
Source: GSD Report

Allocation Summary **Dept:35 General Services**

	Department	Design & Const	Building Svcs	Utilities	In-House Renov	Real Estate	Building Svcs Reimb	Other Non GF
0	Direct Billed	$0	$0	$0	$0	$0	$0	$0
03	Non-Departmental-Gen Gov	149,740	0	0	0	0	0	0
04	Finance Dir Office	0	26,196	27,390	0	25,486	0	0
14	ARA Director Office	0	234,904	116,519	0	21,769	0	0
16	ARA Operations	0	0	0	0	20,549	0	0
19	HITS CIO	0	139,749	69,320	0	23,766	0	0
23	Office Business Opportunity	0	0	0	0	11,074	0	0
24	Mayor	0	136,917	67,915	0	53,439	0	0
25	Human Resources	0	0	0	871	26,027	0	0
26	Legal	0	220,206	109,228	0	79,790	0	0
27	City Secretary	0	17,995	8,926	0	6,640	0	0
28	City Council	0	64,012	31,752	108	23,618	0	0
29	City Controller's Office	0	76,549	37,971	0	19,311	0	0
30	Health Administration	0	0	0	0	455,355	0	0
31	Planning & Dev Admin	0	0	0	0	28,970	0	0
32	HPW Admin Indirect	0	0	0	3,377	163,622	0	0
35	General Services	38,189	513,420	254,672	134,160	84,248	0	0
36	HEC	0	159,539	76,953	0	17,387	0	0
38	Police	92,004	8,696,142	4,194,552	56,576	1,089,507	0	0
39	Dept of Neighborhoods	0	56,786	7,151	0	5,404	0	0
40	Fire	70,419	3,604,041	1,738,396	173,018	451,047	0	0
41	Municipal Court	0	108,797	52,478	1,795	41,601	0	0
42	Solid Waste	20,463	0	0	0	12,369	0	0
45	Library	52,735	3,521,162	1,698,420	0	441,332	0	0
46	Parks & Recreation	202,973	108,403	52,288	0	13,567	0	0
47	Health Department	89,289	3,696,756	1,783,117	4,691	0	0	0
49	Fleet Management	0	14,825	6,292	0	157,200	10,072	0
55	ARA BARC	0	0	0	0	19,781	0	0
56	ARA Parking	0	0	0	0	4,766	1,869	0
61	Mayor Cable TV	0	0	12,994	0	0	0	0
69	HPW Water & Sewer	29,928	0	0	0	50,179	27,033	0
70	HPW Houston Transtar	0	0	0	386	22,574	26,106	0
72	Houston Permit Center	0	0	0	0	78,174	41,508	0
96	Other	0	0	0	0	12,961	0	0
	Total	$ 745,740	$ 21,396,399	$ 10,346,334	$ 374,982	$ 3,461,513	$ 106,588	$ 0

Allocation Summary **Dept:35 General Services**

	Department	Total
0	Direct Billed	$0
03	Non-Departmental-Gen Gov	149,740
04	Finance Dir Office	79,072
14	ARA Director Office	373,192
16	ARA Operations	20,549
19	HITS CIO	232,835
23	Office Business Opportunity	11,074
24	Mayor	258,271
25	Human Resources	26,898
26	Legal	409,224
27	City Secretary	33,561
28	City Council	119,490
29	City Controller's Office	133,831
30	Health Administration	455,355
31	Planning & Dev Admin	28,970
32	HPW Admin Indirect	166,999
35	General Services	1,024,689
36	HEC	253,879
38	Police	14,128,781
39	Dept of Neighborhoods	69,341
40	Fire	6,036,921
41	Municipal Court	204,671
42	Solid Waste	32,832
45	Library	5,713,649
46	Parks & Recreation	377,231
47	Health Department	5,573,853
49	Fleet Management	188,389
55	ARA BARC	19,781
56	ARA Parking	6,635
61	Mayor Cable TV	12,994
69	HPW Water & Sewer	107,140
70	HPW Houston Transtar	49,066
72	Houston Permit Center	119,682
96	Other	12,961
	Total	$ 36,431,556

HOUSTON EMERGENCY CENTER
FUNCTION AND ALLOCATION BASIS

The Houston Emergency Center provides centralized emergency communication and response services for the Houston Police and Fire departments and Greater Harris Count 9-1-1 Emergency Network. This section of the plan is utilized to allocate incoming costs for the Houston Emergency Center to better cost their services to benefiting departments within the city and for Greater Harris County 9-1-1 Network.

A. Department Costs **Dept:36 HEC**

Department		Amount	General Admin	General Sv	Legal 911	Legal OIG	Citywide Gen Gov	ARA 311
Personnel Costs								
Salaries	S	0	0	0	0	0	0	0
Salary % Split			.00%	.00%	.00%	.00%	.00%	.00%
Benefits	S	0	0	0	0	0	0	0
Subtotal - Personnel Costs		0	0	0	0	0	0	0
Services & Supplies Cost		0	0	0	0	0	0	0
Adjustments to Cost								
Subtotal - Adjustments		0	0	0	0	0	0	0
Total Costs After Adjustments		0	0	0	0	0	0	0
General Admin Distribution		0	0	0	0	0	0	0
Grand Total		$0	$0	$0	$0	$0	$0	$0

A. Department Costs

Dept:36 HEC

Department		Amount	Fin SPD	Fin Grants	Fin Rptg & Ops	Fin Plg & Analysis	IT Admin & Apps
Personnel Costs							
Salaries	S	0	0	0	0	0	0
Salary % Split			.00%	.00%	.00%	.00%	.00%
Benefits	S	0	0	0	0	0	0
Subtotal - Personnel Costs		0	0	0	0	0	0
Services & Supplies Cost		0	0	0	0	0	0
Adjustments to Cost							
Subtotal - Adjustments		0	0	0	0	0	0
Total Costs After Adjustments		0	0	0	0	0	0
General Admin Distribution		0	0	0	0	0	0
Grand Total		$0	$0	$0	$0	$0	$0

A. Department Costs **Dept:36 HEC**

Department		Amount	IT Infra	OBO	Mayor's Office	Human Resources	City Sec Svcs
Personnel Costs							
Salaries	S	0	0	0	0	0	0
Salary % Split			.00%	.00%	.00%	.00%	.00%
Benefits	S	0	0	0	0	0	0
Subtotal - Personnel Costs		0	0	0	0	0	0
Services & Supplies Cost		0	0	0	0	0	0
Adjustments to Cost							
Subtotal - Adjustments		0	0	0	0	0	0
Total Costs After Adjustments		0	0	0	0	0	0
General Admin Distribution		0	0	0	0	0	0
Grand Total		$0	$0	$0	$0	$0	$0

A. Department Costs **Dept:36 HEC**

Department		Amount	City Council	City Controller	Fin Operations	ARA Payroll	ARA Ops
Personnel Costs							
Salaries	S	0	0	0	0	0	0
Salary % Split			.00%	.00%	.00%	.00%	.00%
Benefits	S	0	0	0	0	0	0
Subtotal - Personnel Costs		0	0	0	0	0	0
Services & Supplies Cost		0	0	0	0	0	0
Adjustments to Cost							
Subtotal - Adjustments		0	0	0	0	0	0
Total Costs After Adjustments		0	0	0	0	0	0
General Admin Distribution		0	0	0	0	0	0
Grand Total		$0	$0	$0	$0	$0	$0

B. Incoming Costs

Dept:36 HEC

	Department	First Incoming	Second Incoming	Gen Svcs	Legal 911	Legal OIG	Citywide Gen Gov	ARA 311
3	Consulting Services *	$ 4,229	$ 28	$ 0	$ 0	$ 0	$ 4,257	$ 0
3	Non-Dept. Legal Svcs/Lobby *	121,560	774	0	0	0	122,334	0
	Subtotal - Non-Dep-Gen Gov	125,789	801	0	0	0	126,590	0
5	Financial Plg & Analysis	10,228	581	0	0	0	0	0
	Subtotal - Fin Plg & Analysis	10,228	581	0	0	0	0	0
8	Gen Acctng *	6,421	401	0	0	0	0	0
8	Fixed Assets *	195	12	0	0	0	0	0
8	Auditing Svcs *	7,791	0	0	0	0	0	0
8	Fin Operations *	2,121	132	0	0	0	0	0
	Subtotal - Fin Reporting & Ops	16,528	545	0	0	0	0	0
10	Grants Mgmt	520	29	0	0	0	0	0
10	Cost Accounting *	1,879	106	0	0	0	0	0
10	Trust Funds Mgmt (TFM)	2,341	140	0	0	0	0	0
	Subtotal - Fin Grants	4,740	275	0	0	0	0	0
11	Perf Mgmt Svcs *	3,355	180	0	0	0	0	0
	Subtotal - Fin Perform Mgmt	3,355	180	0	0	0	0	0
13	Purchasing *	4,205	253	0	0	0	0	0
	Subtotal - Fin SPD	4,205	253	0	0	0	0	0
16	Records *	9,374	567	0	0	0	0	0
16	3-1-1 Svcs *	9,572	653	0	0	0	0	10,225
	Subtotal - ARA Operations	18,946	1,220	0	0	0	0	10,225
17	Payroll Svcs *	43,848	2,109	0	0	0	0	0
	Subtotal - ARA Payroll Svcs	43,848	2,109	0	0	0	0	0
20	Enterprise Appl *	3,651	248	0	0	0	0	0
20	IT ERP *	27	0	0	0	0	0	0
	Subtotal - HITS EAS	3,678	248	0	0	0	0	0
21	Client Svcs *	0	0	0	0	0	0	0
21	NW Data *	25,783	1,446	0	0	0	0	0
21	NW Voice *	28,159	1,537	0	0	0	0	0
	Subtotal - HITS EIS	53,942	2,984	0	0	0	0	0
22	IT Radio Svcs *	10,956	421	0	0	0	0	0
	Subtotal - HITS Radio	10,956	421	0	0	0	0	0
23	Certification *	12,736	281	0	0	0	0	0
23	Reporting & Analytics	177	4	0	0	0	0	0
23	External Affairs & Outreach *	7,847	173	0	0	0	0	0
	Subtotal - OBO	20,760	457	0	0	0	0	0
24	City Mayor Admin *	37,865	7,068	0	0	0	0	0
24	Inter Gov Rel *	5,896	1,136	0	0	0	0	0
	Subtotal - Mayor	43,761	8,204	0	0	0	0	0
25	Selection *	17,926	620	0	0	0	0	0
25	Personnel Svcs *	19,130	606	0	0	0	0	0
	Subtotal - Human Resources	37,056	1,226	0	0	0	0	0

B. Incoming Costs **Dept:36 HEC**

	Department	First Incoming	Second Incoming	Gen Svcs	Legal 911	Legal OIG	Citywide Gen Gov	ARA 311
26	Legal Svcs *	$ 11,321	$ 1,285	$ 0	$ 12,606	$ 0	$ 0	$ 0
26	Inspector General *	18,533	1,954	0	0	20,487	0	0
	Subtotal - Legal	29,854	3,240	0	12,606	20,487	0	0
27	City Sec Svcs *	6,042	344	0	0	0	0	0
	Subtotal - City Secretary	6,042	344	0	0	0	0	0
28	City Council Svcs *	61,846	2,397	0	0	0	0	0
	Subtotal - City Council	61,846	2,397	0	0	0	0	0
29	Controller Fin Svcs *	33,319	690	0	0	0	0	0
29	Controller Treasury *	10,904	204	0	0	0	0	0
	Subtotal - City Controller's	44,223	895	0	0	0	0	0
35	Design & Const	0	0	0	0	0	0	0
35	Building Svcs *	155,138	4,401	159,539	0	0	0	0
35	Utilities *	76,953	0	76,953	0	0	0	0
35	Real Estate *	17,113	274	17,387	0	0	0	0
	Subtotal - General Services	249,204	4,675	253,879	0	0	0	0
	Total Incoming	788,961	31,055	253,879	12,606	20,487	126,590	10,225
C.	**Total Allocated**		$ 820,016	$ 253,879	$ 12,606	$ 20,487	$ 126,590	$ 10,225
				30.96%	1.54%	2.50%	15.44%	1.25%

B. Incoming Costs

Dept:36 HEC

	Department	First Incoming	Second Incoming	Fin SPD	Fin Grants	Fin Rptg & Ops	Fin Plg & Analysis	IT Admin & Apps
3	Consulting Services *	$ 4,229	$ 28	$ 0	$ 0	$ 0	$ 0	$ 0
3	Non-Dept. Legal Svcs/Lobby *	121,560	774	0	0	0	0	0
	Subtotal - Non-Dep-Gen Gov	125,789	801	0	0	0	0	0
5	Financial Plg & Analysis	10,228	581	0	0	0	10,809	0
	Subtotal - Fin Plg & Analysis	10,228	581	0	0	0	10,809	0
8	Gen Acctng *	6,421	401	0	0	6,822	0	0
8	Fixed Assets *	195	12	0	0	207	0	0
8	Auditing Svcs *	7,791	0	0	0	7,791	0	0
8	Fin Operations *	2,121	132	0	0	2,253	0	0
	Subtotal - Fin Reporting & Ops	16,528	545	0	0	17,073	0	0
10	Grants Mgmt	520	29	0	549	0	0	0
10	Cost Accounting *	1,879	106	0	0	1,985	0	0
10	Trust Funds Mgmt (TFM)	2,341	140	0	0	2,481	0	0
	Subtotal - Fin Grants	4,740	275	0	549	4,466	0	0
11	Perf Mgmt Svcs *	3,355	180	0	0	3,535	0	0
	Subtotal - Fin Perform Mgmt	3,355	180	0	0	3,535	0	0
13	Purchasing *	4,205	253	4,458	0	0	0	0
	Subtotal - Fin SPD	4,205	253	4,458	0	0	0	0
16	Records *	9,374	567	0	0	0	0	0
16	3-1-1 Svcs *	9,572	653	0	0	0	0	0
	Subtotal - ARA Operations	18,946	1,220	0	0	0	0	0
17	Payroll Svcs *	43,848	2,109	0	0	0	0	0
	Subtotal - ARA Payroll Svcs	43,848	2,109	0	0	0	0	0
20	Enterprise Appl *	3,651	248	0	0	0	0	3,899
20	IT ERP *	27	0	0	0	0	0	27
	Subtotal - HITS EAS	3,678	248	0	0	0	0	3,926
21	Client Svcs *	0	0	0	0	0	0	0
21	NW Data *	25,783	1,446	0	0	0	0	0
21	NW Voice *	28,159	1,537	0	0	0	0	0
	Subtotal - HITS EIS	53,942	2,984	0	0	0	0	0
22	IT Radio Svcs *	10,956	421	0	0	0	0	0
	Subtotal - HITS Radio	10,956	421	0	0	0	0	0
23	Certification *	12,736	281	0	0	0	0	0
23	Reporting & Analytics	177	4	0	0	0	0	0
23	External Affairs & Outreach *	7,847	173	0	0	0	0	0
	Subtotal - OBO	20,760	457	0	0	0	0	0
24	City Mayor Admin *	37,865	7,068	0	0	0	0	0
24	Inter Gov Rel *	5,896	1,136	0	0	0	0	0
	Subtotal - Mayor	43,761	8,204	0	0	0	0	0
25	Selection *	17,926	620	0	0	0	0	0
25	Personnel Svcs *	19,130	606	0	0	0	0	0
	Subtotal - Human Resources	37,056	1,226	0	0	0	0	0

B. Incoming Costs **Dept:36 HEC**

Department	First Incoming	Second Incoming	Fin SPD	Fin Grants	Fin Rptg & Ops	Fin Plg & Analysis	IT Admin & Apps
26 Legal Svcs *	$ 11,321	$ 1,285	$ 0	$ 0	$ 0	$ 0	$ 0
26 Inspector General *	18,533	1,954	0	0	0	0	0
Subtotal - Legal	29,854	3,240	0	0	0	0	0
27 City Sec Svcs *	6,042	344	0	0	0	0	0
Subtotal - City Secretary	6,042	344	0	0	0	0	0
28 City Council Svcs *	61,846	2,397	0	0	0	0	0
Subtotal - City Council	61,846	2,397	0	0	0	0	0
29 Controller Fin Svcs *	33,319	690	0	0	0	0	0
29 Controller Treasury *	10,904	204	0	0	0	0	0
Subtotal - City Controller's	44,223	895	0	0	0	0	0
35 Design & Const	0	0	0	0	0	0	0
35 Building Svcs *	155,138	4,401	0	0	0	0	0
35 Utilities *	76,953	0	0	0	0	0	0
35 Real Estate *	17,113	274	0	0	0	0	0
Subtotal - General Services	249,204	4,675	0	0	0	0	0
Total Incoming	788,961	31,055	4,458	549	25,074	10,809	3,926
C. Total Allocated		$ 820,016	$ 4,458	$ 549	$ 25,074	$ 10,809	$ 3,926
			0.54%	0.07%	3.06%	1.32%	0.48%

B. Incoming Costs **Dept:36 HEC**

	Department	First Incoming	Second Incoming	IT Infra	OBO	Mayor's Office	Human Resources	City Sec Svcs
3	Consulting Services *	$ 4,229	$ 28	$ 0	$ 0	$ 0	$ 0	$ 0
3	Non-Dept. Legal Svcs/Lobby *	121,560	774	0	0	0	0	0
	Subtotal - Non-Dep-Gen Gov	125,789	801	0	0	0	0	0
5	Financial Plg & Analysis	10,228	581	0	0	0	0	0
	Subtotal - Fin Plg & Analysis	10,228	581	0	0	0	0	0
8	Gen Acctng *	6,421	401	0	0	0	0	0
8	Fixed Assets *	195	12	0	0	0	0	0
8	Auditing Svcs *	7,791	0	0	0	0	0	0
8	Fin Operations *	2,121	132	0	0	0	0	0
	Subtotal - Fin Reporting & Ops	16,528	545	0	0	0	0	0
10	Grants Mgmt	520	29	0	0	0	0	0
10	Cost Accounting *	1,879	106	0	0	0	0	0
10	Trust Funds Mgmt (TFM)	2,341	140	0	0	0	0	0
	Subtotal - Fin Grants	4,740	275	0	0	0	0	0
11	Perf Mgmt Svcs *	3,355	180	0	0	0	0	0
	Subtotal - Fin Perform Mgmt	3,355	180	0	0	0	0	0
13	Purchasing *	4,205	253	0	0	0	0	0
	Subtotal - Fin SPD	4,205	253	0	0	0	0	0
16	Records *	9,374	567	0	0	0	0	0
16	3-1-1 Svcs *	9,572	653	0	0	0	0	0
	Subtotal - ARA Operations	18,946	1,220	0	0	0	0	0
17	Payroll Svcs *	43,848	2,109	0	0	0	0	0
	Subtotal - ARA Payroll Svcs	43,848	2,109	0	0	0	0	0
20	Enterprise Appl *	3,651	248	0	0	0	0	0
20	IT ERP *	27	0	0	0	0	0	0
	Subtotal - HITS EAS	3,678	248	0	0	0	0	0
21	Client Svcs *	0	0	0	0	0	0	0
21	NW Data *	25,783	1,446	27,229	0	0	0	0
21	NW Voice *	28,159	1,537	29,696	0	0	0	0
	Subtotal - HITS EIS	53,942	2,984	56,926	0	0	0	0
22	IT Radio Svcs *	10,956	421	11,377	0	0	0	0
	Subtotal - HITS Radio	10,956	421	11,377	0	0	0	0
23	Certification *	12,736	281	0	13,017	0	0	0
23	Reporting & Analytics	177	4	0	181	0	0	0
23	External Affairs & Outreach *	7,847	173	0	8,020	0	0	0
	Subtotal - OBO	20,760	457	0	21,217	0	0	0
24	City Mayor Admin *	37,865	7,068	0	0	44,933	0	0
24	Inter Gov Rel *	5,896	1,136	0	0	7,032	0	0
	Subtotal - Mayor	43,761	8,204	0	0	51,965	0	0
25	Selection *	17,926	620	0	0	0	18,546	0
25	Personnel Svcs *	19,130	606	0	0	0	19,736	0
	Subtotal - Human Resources	37,056	1,226	0	0	0	38,282	0

B. Incoming Costs **Dept:36 HEC**

	Department	First Incoming	Second Incoming	IT Infra	OBO	Mayor's Office	Human Resources	City Sec Svcs
26	Legal Svcs *	$ 11,321	$ 1,285	$ 0	$ 0	$ 0	$ 0	$ 0
26	Inspector General *	18,533	1,954	0	0	0	0	0
	Subtotal - Legal	29,854	3,240	0	0	0	0	0
27	City Sec Svcs *	6,042	344	0	0	0	0	6,386
	Subtotal - City Secretary	6,042	344	0	0	0	0	6,386
28	City Council Svcs *	61,846	2,397	0	0	0	0	0
	Subtotal - City Council	61,846	2,397	0	0	0	0	0
29	Controller Fin Svcs *	33,319	690	0	0	0	0	0
29	Controller Treasury *	10,904	204	0	0	0	0	0
	Subtotal - City Controller's	44,223	895	0	0	0	0	0
35	Design & Const	0	0	0	0	0	0	0
35	Building Svcs *	155,138	4,401	0	0	0	0	0
35	Utilities *	76,953	0	0	0	0	0	0
35	Real Estate *	17,113	274	0	0	0	0	0
	Subtotal - General Services	249,204	4,675	0	0	0	0	0
	Total Incoming	788,961	31,055	68,303	21,217	51,965	38,282	6,386
C.	**Total Allocated**		$ 820,016	$ 68,303	$ 21,217	$ 51,965	$ 38,282	$ 6,386
				8.33%	2.59%	6.34%	4.67%	0.78%

B. Incoming Costs

Dept:36 HEC

	Department	First Incoming	Second Incoming	City Council	City Controller	Fin Operations	ARA Payroll	ARA Ops
3	Consulting Services *	$ 4,229	$ 28	$ 0	$ 0	$ 0	$ 0	$ 0
3	Non-Dept. Legal Svcs/Lobby *	121,560	774	0	0	0	0	0
	Subtotal - Non-Dep-Gen Gov	125,789	801	0	0	0	0	0
5	Financial Plg & Analysis	10,228	581	0	0	0	0	0
	Subtotal - Fin Plg & Analysis	10,228	581	0	0	0	0	0
8	Gen Acctng *	6,421	401	0	0	0	0	0
8	Fixed Assets *	195	12	0	0	0	0	0
8	Auditing Svcs *	7,791	0	0	0	0	0	0
8	Fin Operations *	2,121	132	0	0	0	0	0
	Subtotal - Fin Reporting & Ops	16,528	545	0	0	0	0	0
10	Grants Mgmt	520	29	0	0	0	0	0
10	Cost Accounting *	1,879	106	0	0	0	0	0
10	Trust Funds Mgmt (TFM)	2,341	140	0	0	0	0	0
	Subtotal - Fin Grants	4,740	275	0	0	0	0	0
11	Perf Mgmt Svcs *	3,355	180	0	0	0	0	0
	Subtotal - Fin Perform Mgmt	3,355	180	0	0	0	0	0
13	Purchasing *	4,205	253	0	0	0	0	0
	Subtotal - Fin SPD	4,205	253	0	0	0	0	0
16	Records *	9,374	567	0	0	0	0	9,941
16	3-1-1 Svcs *	9,572	653	0	0	0	0	0
	Subtotal - ARA Operations	18,946	1,220	0	0	0	0	9,941
17	Payroll Svcs *	43,848	2,109	0	0	0	45,957	0
	Subtotal - ARA Payroll Svcs	43,848	2,109	0	0	0	45,957	0
20	Enterprise Appl *	3,651	248	0	0	0	0	0
20	IT ERP *	27	0	0	0	0	0	0
	Subtotal - HITS EAS	3,678	248	0	0	0	0	0
21	Client Svcs *	0	0	0	0	0	0	0
21	NW Data *	25,783	1,446	0	0	0	0	0
21	NW Voice *	28,159	1,537	0	0	0	0	0
	Subtotal - HITS EIS	53,942	2,984	0	0	0	0	0
22	IT Radio Svcs *	10,956	421	0	0	0	0	0
	Subtotal - HITS Radio	10,956	421	0	0	0	0	0
23	Certification *	12,736	281	0	0	0	0	0
23	Reporting & Analytics	177	4	0	0	0	0	0
23	External Affairs & Outreach *	7,847	173	0	0	0	0	0
	Subtotal - OBO	20,760	457	0	0	0	0	0
24	City Mayor Admin *	37,865	7,068	0	0	0	0	0
24	Inter Gov Rel *	5,896	1,136	0	0	0	0	0
	Subtotal - Mayor	43,761	8,204	0	0	0	0	0
25	Selection *	17,926	620	0	0	0	0	0
25	Personnel Svcs *	19,130	606	0	0	0	0	0
	Subtotal - Human Resources	37,056	1,226	0	0	0	0	0

B. Incoming Costs **Dept:36 HEC**

	Department	First Incoming	Second Incoming	City Council	City Controller	Fin Operations	ARA Payroll	ARA Ops
26	Legal Svcs *	$ 11,321	$ 1,285	$ 0	$ 0	$ 0	$ 0	$ 0
26	Inspector General *	18,533	1,954	0	0	0	0	0
	Subtotal - Legal	29,854	3,240	0	0	0	0	0
27	City Sec Svcs *	6,042	344	0	0	0	0	0
	Subtotal - City Secretary	6,042	344	0	0	0	0	0
28	City Council Svcs *	61,846	2,397	64,243	0	0	0	0
	Subtotal - City Council	61,846	2,397	64,243	0	0	0	0
29	Controller Fin Svcs *	33,319	690	0	34,009	0	0	0
29	Controller Treasury *	10,904	204	0	11,108	0	0	0
	Subtotal - City Controller's	44,223	895	0	45,118	0	0	0
35	Design & Const	0	0	0	0	0	0	0
35	Building Svcs *	155,138	4,401	0	0	0	0	0
35	Utilities *	76,953	0	0	0	0	0	0
35	Real Estate *	17,113	274	0	0	0	0	0
	Subtotal - General Services	249,204	4,675	0	0	0	0	0
	Total Incoming	788,961	31,055	64,243	45,118	0	45,957	9,941
C. Total Allocated			$ 820,016	$ 64,243	$ 45,118	$ 0	$ 45,957	$ 9,941
				7.83%	5.50%		5.60%	1.21%

General Svcs Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
83	HEC-911 Network	28,269	21.4159	$ 53,369	$ 0	$ 53,369	$ 1,001	$ 54,370
84	HEC-Police Call Takers	41,591	31.5083	78,520	0	78,520	1,473	79,993
86	HED-Harris County	14,178	10.7409	26,767	0	26,767	502	27,269
87	HEC-Genl Svcs Dept	6,171	4.6750	11,650	0	11,650	219	11,869
88	HEC-Homeland Security	13,552	10.2667	25,585	0	25,585	480	26,065
89	HEC-Off of Emg Mgmt	2,977	2.2553	5,620	0	5,620	105	5,725
90	HEC-HPD	10,726	8.1258	20,250	0	20,250	380	20,630
91	Hurricane Ike Aid & Recovery	14,536	11.0121	27,443	0	27,443	515	27,958
	Subtotal	132,000	100.0000	249,204	0	249,204	4,675	253,879
	Direct Bills					0		0
	Total					$249,204		$ 253,879

Basis Units: Square footage of occupants in HEC building
Source: GSD Report

Legal 911 Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
83	HEC-911 Network	100	100.0000	$ 11,321	$ 0	$ 11,321	$ 1,285	$ 12,606
	Subtotal	100	100.0000	11,321	0	11,321	1,285	12,606
	Direct Bills					0		0
	Total					$11,321		$ 12,606

Basis Units: Direct allocation to HEC 911 Network
Source: Direct Allocation

Legal OIG Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	5.92	2.6717	$ 495	$ 0	$ 495	$ 52	$ 547
83	HEC-911 Network	167.62	75.6476	14,020	0	14,020	1,478	15,498
84	HEC-Police Call Takers	39.90	18.0070	3,337	0	3,337	352	3,689
89	HEC-Off of Emg Mgmt	8.14	3.6736	681	0	681	72	753
	Subtotal	221.58	100.0000	18,533	0	18,533	1,954	20,487
	Direct Bills					0		0
	Total					$18,533		$ 20,487

Basis Units: Number of HEC FTEs
Source: COH FTE Report

Citywide Gen Gov Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	783,825	3.0871	$ 3,883	$ 0	$ 3,883	$ 25	$ 3,908
82	HEC-IT	5,276,263	20.7803	26,139	0	26,139	167	26,306
83	HEC-911 Network	14,619,834	57.5796	72,429	0	72,429	461	72,890
84	HEC-Police Call Takers	3,262,246	12.8482	16,162	0	16,162	103	16,265
89	HEC-Off of Emg Mgmt	1,448,472	5.7047	7,176	0	7,176	46	7,222
	Subtotal	25,390,640	100.0000	125,789	0	125,789	801	126,590
	Direct Bills					0		0
	Total					$125,789		$ 126,590

Basis Units: Expenditures of HEC departments
Source: COH Expenditure Report

ARA 311 Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	5.92	2.6717	$ 256	$ 0	$ 256	$ 17	$ 273
83	HEC-911 Network	167.62	75.6476	7,241	0	7,241	493	7,734
84	HEC-Police Call Takers	39.90	18.0070	1,724	0	1,724	117	1,841
89	HEC-Off of Emg Mgmt	8.14	3.6736	352	0	352	24	376
	Subtotal	221.58	100.0000	9,573	0	9,573	652	10,225
	Direct Bills					0		0
	Total					$9,573		$ 10,225

Basis Units: Number of HEC FTEs
Source: COH FTE Report

Finance Strategic Purchasing Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	783,825	3.0871	$ 130	$ 0	$ 130	$ 8	$ 138
82	HEC-IT	5,276,263	20.7803	874	0	874	53	927
83	HEC-911 Network	14,619,834	57.5796	2,421	0	2,421	146	2,567
84	HEC-Police Call Takers	3,262,246	12.8482	540	0	540	33	573
89	HEC-Off of Emg Mgmt	1,448,472	5.7047	240	0	240	14	254
	Subtotal	25,390,640	100.0000	4,205	0	4,205	253	4,458
	Direct Bills					0		0
	Total					$4,205		$ 4,458

Basis Units: Expenditures of HEC departments
Source: COH Expenditure Report

Fin Grants Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	783,825	7.2773	$ 38	$ 0	$ 38	$ 2	$ 40
82	HEC-IT	5,276,263	48.9867	255	0	255	14	269
84	HEC-Police Call Takers	3,262,246	30.2879	157	0	157	9	166
89	HEC-Off of Emg Mgmt	1,448,472	13.4481	70	0	70	4	74
	Subtotal	10,770,806	100.0000	520	0	520	29	549
	Direct Bills					0		0
	Total					$520		$ 549

Basis Units: Expenditures of HEC depts excl 911 network
Source: COH Expenditure Report

Fin Reporting & Ops Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	783,825	3.0871	$ 744	$ 0	$ 744	$ 30	$ 774
82	HEC-IT	5,276,263	20.7803	5,009	0	5,009	202	5,211
83	HEC-911 Network	14,619,834	57.5796	13,878	0	13,878	559	14,437
84	HEC-Police Call Takers	3,262,246	12.8482	3,097	0	3,097	125	3,222
89	HEC-Off of Emg Mgmt	1,448,472	5.7047	1,375	0	1,375	55	1,430
	Subtotal	25,390,640	100.0000	24,103	0	24,103	971	25,074
	Direct Bills					0		0
	Total					$24,103		$ 25,074

Basis Units: Expenditures of HEC departments
Source: COH Expenditure Report

Fin Plg & Analysis Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	783,825	3.0871	$ 316	$ 0	$ 316	$ 18	$ 334
82	HEC-IT	5,276,263	20.7803	2,125	0	2,125	121	2,246
83	HEC-911 Network	14,619,834	57.5796	5,889	0	5,889	335	6,224
84	HEC-Police Call Takers	3,262,246	12.8482	1,314	0	1,314	75	1,389
89	HEC-Off of Emg Mgmt	1,448,472	5.7047	583	0	583	33	616
	Subtotal	25,390,640	100.0000	10,227	0	10,227	582	10,809
	Direct Bills					0		0
	Total					$10,227		$ 10,809

Basis Units: Expenditures of HEC departments
Source: COH Expenditure Report

IT Admin & Apps Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	783,825	7.2773	$ 268	$ 0	$ 268	$ 18	$ 286
82	HEC-IT	5,276,263	48.9867	1,802	0	1,802	121	1,923
84	HEC-Police Call Takers	3,262,246	30.2879	1,114	0	1,114	75	1,189
89	HEC-Off of Emg Mgmt	1,448,472	13.4481	495	0	495	33	528
	Subtotal	10,770,806	100.0000	3,679	0	3,679	247	3,926
	Direct Bills					0		0
	Total					$3,679		$ 3,926

Basis Units: Expenditures of HEC dept's excl 911 network
Source: COH Expenditure Report

IT Infrastructure Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	5.92	10.9711	$ 7,120	$ 0	$ 7,120	$ 374	$ 7,494
84	HEC-Police Call Takers	39.90	73.9437	47,988	0	47,988	2,518	50,506
89	HEC-Off of Emg Mgmt	8.14	15.0852	9,790	0	9,790	514	10,304
	Subtotal	53.96	100.0000	64,898	0	64,898	3,405	68,303
	Direct Bills					0		0
	Total					$64,898		$ 68,303

Basis Units: Number of HEC FTEs excl 911 network
Source: COH FTE Report

Office Business Opp Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	5.92	2.6717	$ 555	$ 0	$ 555	$ 12	$ 567
83	HEC-911 Network	167.62	75.6476	15,704	0	15,704	346	16,050
84	HEC-Police Call Takers	39.90	18.0070	3,738	0	3,738	82	3,820
89	HEC-Off of Emg Mgmt	8.14	3.6736	763	0	763	17	780
	Subtotal	221.58	100.0000	20,760	0	20,760	457	21,217
	Direct Bills					0		0
	Total					$20,760		$ 21,217

Basis Units: Number of HEC FTEs
Source: COH FTE Report

Mayor's Office Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	783,825	3.0871	$ 1,351	$ 0	$ 1,351	$ 253	$ 1,604
82	HEC-IT	5,276,263	20.7803	9,094	0	9,094	1,705	10,799
83	HEC-911 Network	14,619,834	57.5796	25,197	0	25,197	4,724	29,921
84	HEC-Police Call Takers	3,262,246	12.8482	5,623	0	5,623	1,054	6,677
89	HEC-Off of Emg Mgmt	1,448,472	5.7047	2,496	0	2,496	468	2,964
	Subtotal	25,390,640	100.0000	43,761	0	43,761	8,204	51,965
	Direct Bills					0		0
	Total					$43,761		$ 51,965

Basis Units: Expenditures of HEC departments
Source: COH Expenditure Report

Human Resources Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	5.92	2.6717	$ 990	$ 0	$ 990	$ 33	$ 1,023
83	HEC-911 Network	167.62	75.6476	28,032	0	28,032	928	28,960
84	HEC-Police Call Takers	39.90	18.0070	6,673	0	6,673	221	6,894
89	HEC-Off of Emg Mgmt	8.14	3.6736	1,361	0	1,361	45	1,406
	Subtotal	221.58	100.0000	37,056	0	37,056	1,226	38,282
	Direct Bills					0		0
	Total					$37,056		$ 38,282

Basis Units: Number of HEC FTEs
Source: COH FTE Report

City Sec Svcs Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	783,825	3.0871	$ 187	$ 0	$ 187	$ 11	$ 198
82	HEC-IT	5,276,263	20.7803	1,256	0	1,256	71	1,327
83	HEC-911 Network	14,619,834	57.5796	3,479	0	3,479	198	3,677
84	HEC-Police Call Takers	3,262,246	12.8482	776	0	776	44	820
89	HEC-Off of Emg Mgmt	1,448,472	5.7047	345	0	345	20	365
	Subtotal	25,390,640	100.0000	6,043	0	6,043	343	6,386
	Direct Bills					0		0
	Total					$6,043		$ 6,386

Basis Units: Expenditures of HEC departments
Source: COH Expenditure Report

City Council Svcs Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	5.92	2.6717	$ 1,652	$ 0	$ 1,652	$ 64	$ 1,716
83	HEC-911 Network	167.62	75.6476	46,785	0	46,785	1,813	48,598
84	HEC-Police Call Takers	39.90	18.0070	11,137	0	11,137	432	11,569
89	HEC-Off of Emg Mgmt	8.14	3.6736	2,272	0	2,272	88	2,360
	Subtotal	221.58	100.0000	61,846	0	61,846	2,397	64,243
	Direct Bills					0		0
	Total					$61,846		$ 64,243

Basis Units: Number of HEC FTEs
Source: COH FTE Report

City Controller Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	783,825	3.0871	$ 1,365	$ 0	$ 1,365	$ 28	$ 1,393
82	HEC-IT	5,276,263	20.7803	9,190	0	9,190	186	9,376
83	HEC-911 Network	14,619,834	57.5796	25,463	0	25,463	515	25,978
84	HEC-Police Call Takers	3,262,246	12.8482	5,682	0	5,682	115	5,797
89	HEC-Off of Emg Mgmt	1,448,472	5.7047	2,523	0	2,523	51	2,574
	Subtotal	25,390,640	100.0000	44,223	0	44,223	895	45,118
	Direct Bills					0		0
	Total					$44,223		$ 45,118

Basis Units: Expenditures of HEC departments
Source: COH Expenditure Report

Fin Operations Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	783,825	3.0871	$ 0	$ 0	$ 0	$ 0	$ 0
82	HEC-IT	5,276,263	20.7803	0	0	0	0	0
83	HEC-911 Network	14,619,834	57.5796	0	0	0	0	0
84	HEC-Police Call Takers	3,262,246	12.8482	0	0	0	0	0
89	HEC-Off of Emg Mgmt	1,448,472	5.7047	0	0	0	0	0
	Subtotal	25,390,640	100.0000	0	0	0	0	0
	Direct Bills					0		0
	Total					$0		$ 0

Basis Units: Expenditures of HEC departments
Source: COH Expenditure Report

ARA Payroll Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	783,825	7.2773	$ 3,191	$ 0	$ 3,191	$ 153	$ 3,344
82	HEC-IT	5,276,263	48.9867	21,480	0	21,480	1,033	22,513
84	HEC-Police Call Takers	3,262,246	30.2879	13,281	0	13,281	639	13,920
89	HEC-Off of Emg Mgmt	1,448,472	13.4481	5,897	0	5,897	284	6,181
	Subtotal	10,770,806	100.0000	43,849	0	43,849	2,108	45,957
	Direct Bills					0		0
	Total					$43,849		$ 45,957

Basis Units: Expenditures of HEC dept's excl 911 network
Source: COH Expenditure Report

ARA Operations Allocations **Dept:36 HEC**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81	HEC-Director	783,825	3.0871	$ 289	$ 0	$ 289	$ 18	$ 307
82	HEC-IT	5,276,263	20.7803	1,948	0	1,948	118	2,066
83	HEC-911 Network	14,619,834	57.5796	5,398	0	5,398	327	5,725
84	HEC-Police Call Takers	3,262,246	12.8482	1,204	0	1,204	73	1,277
89	HEC-Off of Emg Mgmt	1,448,472	5.7047	535	0	535	32	567
	Subtotal	25,390,640	100.0000	9,374	0	9,374	567	9,941
	Direct Bills					0		0
	Total					$9,374		$ 9,941

Basis Units: Expenditures of HEC departments
Source: COH Expenditure Report

Allocation Summary **Dept:36 HEC**

	Department	General Svcs	Legal 911	Legal OIG	Citywide Gen Gov	ARA 311	Fin SPD	Fin Grants Acctg
0	Direct Billed	$0	$0	$0	$0	$0	$0	$0
81	HEC-Director	0	0	547	3,908	273	138	40
82	HEC-IT	0	0	0	26,306	0	927	269
83	HEC-911 Network	54,370	12,606	15,498	72,890	7,734	2,567	0
84	HEC-Police Call Takers	79,993	0	3,689	16,265	1,841	573	166
86	HED-Harris County	27,269	0	0	0	0	0	0
87	HEC-Genl Svcs Dept	11,869	0	0	0	0	0	0
88	HEC-Homeland Security	26,065	0	0	0	0	0	0
89	HEC-Off of Emg Mgmt	5,725	0	753	7,222	376	254	74
90	HEC-HPD	20,630	0	0	0	0	0	0
91	Hurricane Ike Aid & Recovery	27,958	0	0	0	0	0	0
	Total	$253,879	$12,606	$20,487	$126,590	$10,225	$4,458	$549

Allocation Summary **Dept:36 HEC**

	Department	Fin Rptg & Ops	Fin Plg & Analysis	IT Admin & Apps	IT Infra	OBO	Mayor's Office	Human Resources	City Sec Svcs
0	Direct Billed	$0	$0	$0	$0	$0	$0	$0	$0
81	HEC-Director	774	334	286	7,494	567	1,604	1,023	198
82	HEC-IT	5,211	2,246	1,923	0	0	10,799	0	1,327
83	HEC-911 Network	14,437	6,224	0	0	16,050	29,921	28,960	3,677
84	HEC-Police Call Takers	3,222	1,389	1,189	50,506	3,820	6,677	6,894	820
86	HED-Harris County	0	0	0	0	0	0	0	0
87	HEC-Genl Svcs Dept	0	0	0	0	0	0	0	0
88	HEC-Homeland Security	0	0	0	0	0	0	0	0
89	HEC-Off of Emg Mgmt	1,430	616	528	10,304	780	2,964	1,406	365
90	HEC-HPD	0	0	0	0	0	0	0	0
91	Hurricane Ike Aid & Recovery	0	0	0	0	0	0	0	0
	Total	$25,074	$10,809	$3,926	$68,303	$21,217	$51,965	$38,282	$6,386

Allocation Summary **Dept:36 HEC**

	Department	City Council	City Controller	Fin Operations	ARA Payroll	ARA Ops	Total
0	Direct Billed	$0	$0	$0	$0	$0	$0
81	HEC-Director	1,716	1,393	0	3,344	307	23,946
82	HEC-IT	0	9,376	0	22,513	2,066	82,963
83	HEC-911 Network	48,598	25,978	0	0	5,725	345,235
84	HEC-Police Call Takers	11,569	5,797	0	13,920	1,277	209,607
86	HED-Harris County	0	0	0	0	0	27,269
87	HEC-Genl Svcs Dept	0	0	0	0	0	11,869
88	HEC-Homeland Security	0	0	0	0	0	26,065
89	HEC-Off of Emg Mgmt	2,360	2,574	0	6,181	567	44,479
90	HEC-HPD	0	0	0	0	0	20,630
91	Hurricane Ike Aid & Recovery	0	0	0	0	0	27,958
	Total	$64,243	$45,118	$0	$45,957	$9,941	$820,021

HPW – GENERAL FUND CREDIT
FUNCTION AND ALLOCATION BASIS

This section has been created within the plan to reflect the services that HPW Water/Sewer Fund provides to the HPW General Fund. This credit reflects the cost of services provided excluding street lighting and is allocated directly to HPW Water and Sewer Fund.

A. Department Costs

Dept:37 HPW General Fund Credit

Department		Amount	General Admin	General Fund Credit
Personnel Costs				
Salaries	S	0	0	0
Salary % Split			.00%	.00%
Benefits	S	0	0	0
Subtotal - Personnel Costs		0	0	0
Services & Supplies Cost				
Credit Fund 8300	P	77,404-	0	77,404-
Subtotal - Services & Supplies		77,404-	0	77,404-
Department Cost Total		77,404-	0	77,404-
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		77,404-	0	77,404-
General Admin Distribution			0	0
Grand Total		77,404-		77,404-

B. Incoming Costs-(Default Spread Custom%)

Dept:37 HPW General Fund Credit

No Indirect Costs

General Fund Credit Allocations **Dept:37 HPW General Fund Credit**

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
69	HPW Water & Sewer	100	100.0000	77,404-	$ 0	77,404-	$ 0	77,404-
	Subtotal	100	100.0000	77,404-	0	77,404-	0	77,404-
	Direct Bills					0		0
	Total					$77,404-		$77,404-

Basis Units: Direct allocation to HPW Water & Sewer
Source: Direct Allocation

Dept:37 HPW General Fund Credit

Allocation Summary

	Department	General Fund Credit	Total
0	Direct Billed	$0	$0
69	HPW Water & Sewer	77,404-	77,404-
	Total	$77,404-	$77,404-