

CITY OF HOUSTON, TEXAS

FY 2023 2 CFR PART 200 COST ALLOCATION PLAN

**Based on Actual Expenditures
For the Fiscal Year Ended
June 30, 2021**



CITY OF HOUSTON

Sylvester Turner, Mayor

FINANCE DEPARTMENT

Tantri Emo

Chief Business Officer/Director of Finance

Arif Rasheed, Deputy Director

www.houstontx.gov

**City of Houston, Texas
FY 2023 2 CFR Part 200 Cost Allocation Plan
Based on Actual Expenditures
For the Fiscal Year Ended
June 30, 2021**

TABLE OF CONTENTS

SECTION I	CERTIFICATE OF COST ALLOCATION PLAN
SECTION II	ORGANIZATION CHART
SECTION III	OVERVIEW
SECTION IV	SUMMARY OF ALLOCATED COSTS AND COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) RECONCILIATION
SECTION V	FY2023 INDIRECT COST RATE PROPOSAL
SECTION VI	FY2023 2 CFR PART 200 COST ALLOCATION PLAN BASED ON ACTUAL EXPENDITURES FOR THE FISCAL YEAR ENDED JUNE 30, 2021

SECTION I – CERTIFICATION

CERTIFICATE OF COST ALLOCATION PLAN

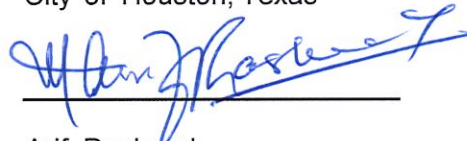
This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal are based on Fiscal Year ended June 30, 2021, to establish cost allocations or billings for use in Fiscal Year 2023, are allowable in accordance with the requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: City of Houston, Texas

Signature:



Name of Official: Arif Rasheed

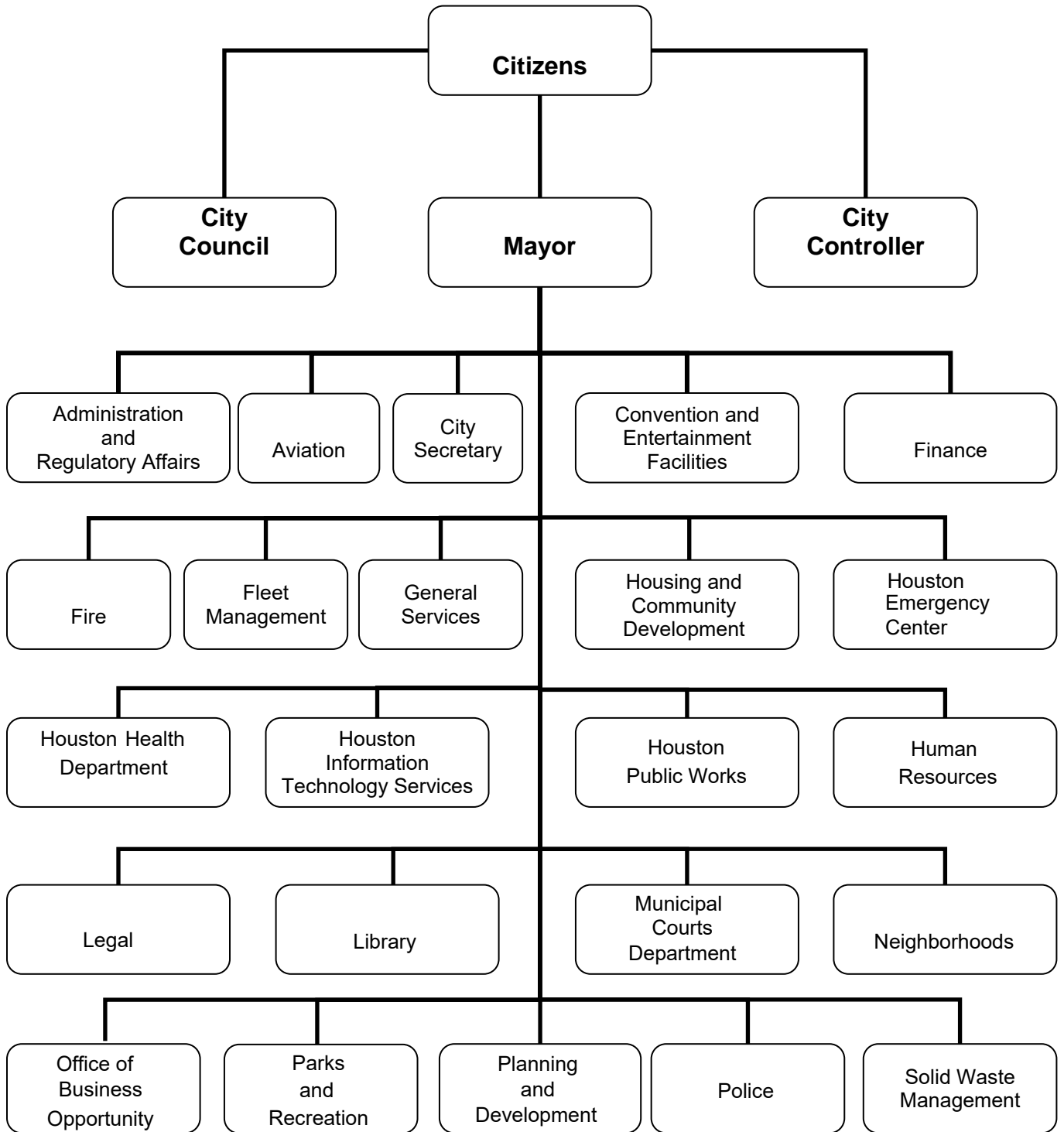
Title: Deputy Director

Date of Execution:

June 14, 2022

SECTION II – ORGANIZATION CHART

Organization Chart



SECTION III – OVERVIEW

City of Houston, Texas
FY2023 2 CFR Part 200 Cost Allocation Plan and
Indirect Cost Rate Proposal
Based on Actual Expenditures
For the Fiscal Year Ended
June 30, 2021

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.

¹2 CFR Part 200.56

2 CFR Part 200 establishes the principles and standards for determining both direct and indirect costs applicable to Federal cost-based awards to governmental units. 2 CFR Part 200 is a directive to the heads of Federal executive departments and agencies instructing them concerning the cost principles to be applied in cost-based awards to state, local, and Indian tribal governments. When a state, local, or Indian tribal government prepares a cost allocation plan in conformance with 2 CFR Part 200, Federal executive departments and agencies accept the cost allocation plan as documentation of indirect costs, unless specific federal legislation exists to the contrary. Moreover, state or local agencies that act as a pass-through agent for federal departments and agencies also accept the cost allocation plan as documentation of indirect costs.

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

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.

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.

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 and 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: FY2021 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.

CERTIFICATION STATEMENT

The cost allocation plan and indirect cost rate proposal described above have been prepared in conformance with 2 CFR Part 200. To attest to this conformance a responsible official of the governmental entity must complete a certification statement. This certification statement is of a standard format as reported in 2 CFR Part 200.

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 IV – SUMMARY OF ALLOCATED COSTS AND
CAFR RECONCILIATION**

City of Houston, Texas
FY 2023 2 CFR Part 200 Cost Allocation Plan
Summary of Allocated Costs and CAFR Reconciliation
Based on Actual Expenditures for the Fiscal Year Ended June 30, 2021

Department	Final GL A = B + C + D	Personnel B	Other Operating C	Transfer D	Adjusted GL F = A - D	CAFR G	CAFR Adjustments* E	Direct Costs H	Allocated Indirect I	Unallocated/DB J
Houston Police Department (HPD)	\$ 922,930,842	\$ 846,830,658	\$ 72,000,184	\$ 4,100,000	\$ 918,830,842	\$ 918,811,813	\$ 19,029	\$ 913,415,795	\$ 5,415,047	\$ -
Dept of Neighborhoods (DON)	9,919,742	7,612,742	2,307,000	-	9,919,742	9,919,742	-	9,919,742		-
Houston Fire Department (HFD)	500,907,162	444,250,649	56,603,509	53,004	500,854,158	500,486,107	368,051	500,854,158		-
Houston Emergency Center (HEC)	9,616,701	-	31	9,616,670	31	31	-	31		-
Municipal Courts Department	27,223,835	21,651,846	5,441,524	130,465	27,093,370	27,093,370	-	27,093,370		-
Houston Public Works (HPW)	24,331,134	747,522	23,583,612	-	24,331,134	24,331,134	-	24,331,134		-
Solid Waste Management	87,683,345	39,214,311	44,556,400	3,912,634	83,770,711	83,770,711	-	83,770,711		-
General Services Department (GSD)	41,746,227	11,282,870	27,321,136	3,142,221	38,604,006	38,604,007	(1)	23,765	35,487,968	3,092,273
Housing and Community Devp.	497,958	81,971	415,987	-	497,958	497,958	-	497,958		-
Library	39,150,776	29,022,393	9,378,383	750,000	38,400,776	38,400,776	-	38,400,776		-
Parks & Recreation	53,980,483	33,599,497	19,315,711	1,065,275	52,915,208	52,915,209	(1)	52,915,208		-
Health & Human Services	57,215,541	35,431,632	21,783,909	-	57,215,541	57,215,541	-	43,388,538	13,721,832	105,171
Mayor's Office	7,286,091	4,858,675	699,544	1,727,872	5,558,219	5,558,219	-	1,027,678	4,313,762	216,779
Office of Business Opportunity (OBO)	3,481,502	3,177,679	303,823	-	3,481,502	3,481,503	(1)	-	3,042,101	439,401
City Council	10,047,772	7,159,820	1,510,493	1,377,459	8,670,313	8,689,342	(19,029)	8,670,313		-
City Controller's Office	7,813,946	6,748,362	1,065,584	-	7,813,946	7,813,946	-	-	6,398,042	1,415,904
Finance	16,317,861	12,424,469	3,893,392	-	16,317,861	16,317,861	-	2,746,566	13,571,295	-
Admn. & Regulatory Affairs	26,812,915	14,020,550	3,248,362	9,544,003	17,268,912	17,268,912	-	4,058,809	12,567,386	642,717
Fleet Management Department	-	-	-	-	-	-	-	-	-	-
Houston Information Tech Svcs	157,786	-	157,786	-	157,786	157,786	-	157,786	-	-
Planning & Development	3,192,092	2,846,929	345,163	-	3,192,092	3,192,093	(1)	1,784,220	593,381	814,491
City Secretary	759,827	607,569	152,258	-	759,827	759,827	-	759,827		-
Human Resources (HR)	2,419,959	2,124,417	295,542	-	2,419,959	2,419,959	-	(71,725)	2,166,580	325,104
Legal Department	14,575,947	13,361,084	1,214,863	-	14,575,947	14,575,947	-	678,469	7,632,867	6,264,611
Citywide General Government	183,122,151	13,289,566	96,894,581	72,938,004	110,184,147	166,134,125	(55,949,978)	94,907,418	15,276,729	
GRAND TOTAL	\$ 2,051,191,595	\$ 1,550,345,211	\$ 392,488,777	\$ 108,357,607	\$ 1,942,833,988	\$ 1,998,415,919	\$ (55,581,931)	\$ 1,809,330,547	\$ 120,186,990	\$ 13,316,451
Cost Adjustment	Building Use								507,351	
Cost Adjustment	Equipment use								1,466,574	
Cost Adjustment	HPW General Fund Credit								(68,926)	
Unallocated Indirect fr disallow functions	Non-Dept								(416,905)	
Unallocated Indirect fr disallow functions	OBO								(21,381)	
Unallocated Indirect fr disallow functions	HR								(863,760)	
Unallocated Indirect fr disallow functions	Legal								(667,071)	
Unallocated Indirect fr disallow functions	Controller's Office								(93,083)	
Unallocated Indirect fr disallow functions	Other Non-Gov-GSD								(1,027,936)	
Summary Schedule Total									119,001,853	

*- CAFR Adjustments includes the amount of Transfers from General Government in the amount of \$55,949,978 during FY21 as well as other adjustments for various departments

SECTION V – FY2023 INDIRECT COST RATE PROPOSAL

City of Houston, Texas
FY 2023 Indirect Cost Rate Proposal
2 CFR Part 200 Rates
Based on Actual Expenditures for the Fiscal Year Ended June 30, 2021

	2 CFRP 200 HAS Department	2 CFRP 200 Library Department	2 CFRP 200 Parks Department	2 CFRP 200 Hlth & Hum Svcs Department	2 CFRP 200 Hsg & Com Dev Department	2 CFRP 200 Planning/Dev Department	2 CFRP 200 Police Department	2 CFRP 200 GSD-Non-GF Department
<u>CARRY FORWARD COMPUTATION</u>								
FY 2021 FIXED RATE(BASED ON FY2019)	2.68%	7.39%	5.96%	17.9%*	15.1%*	46.38%	27.19%	24.40%
FY 2021 ACTUAL DIRECT SALS & BENES	107,059,741	30,523,124	42,676,964	112,347,199	28,062,012	9,404,150	746,238,192	10,231,641
FY 2021 ACTUAL RECOVERY	2,868,106	2,255,746	2,542,226	20,110,149	4,237,364	4,361,842	202,872,600	2,496,597
FY 2021 ROLL FORWARD FROM FY 2019	(137,035)	(11,480)	(1,187,930)	(245,472)	679,907	817,685	(17,783,720)	(57,931)
FY 2021 ACTUAL INDIRECT COSTS	2,293,571	2,269,515	3,773,818	25,388,977	1,881,386	1,090,287	240,185,922	1,739,859
FY 2021 CARRY FORWARD AMOUNT	(711,570)	2,289	43,662	5,033,356	(1,676,071)	(2,453,870)	19,529,602	(814,669)
<u>FY 2021 INDIRECT COST RATE</u>								
ACTUAL FY 2021 INDIRECT COSTS	2,293,571	2,269,515	3,773,818	25,388,977	1,881,386	1,090,287	240,185,922	1,739,859
FY 2019 CARRY FORWARD AMOUNT	(711,570)	2,289	43,662	5,033,356	(1,676,071)	(2,453,870)	19,529,602	(814,669)
TOTAL INDIRECT COST POOL	1,582,001	2,271,804	3,817,480	30,422,333	205,315	(1,363,583)	259,715,524	925,190
FY 2021 DIRECT SALARY BASE	107,059,741	30,523,124	42,676,964	112,347,199	28,062,012	9,404,150	746,238,192	10,231,641
FY 2023 FIXED RATE	1.48%	7.44%	8.95%	27.08%	0.73%	-14.50%	34.80%	9.04%

*- FY21 Fixed Rates for Health and Housing were approved by HUD

**SECTION VI – FY2023 2 CFR PART 200 COST ALLOCATION PLAN
BASED ON ACTUAL EXPENDITURES
FOR THE FISCAL YEAR ENDED
JUNE 30, 2021**

Table of Contents

Schedule Description	Allocation Basis Units	Allocation Basis Source	Page #
Table of Contents			1
Summary Schedule			7
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 Consulting Services	Number of rev, exp, & purch transactions per dept	COH Transaction Report	39
3 Interest Costs	**Not Allocated**	COH Expenditure Report	
3 Other Misc	FY2021 actual GF expenditures excl TIRZ	COH Expenditure Report	41
3 Claims & Judge	**Not Allocated**	Legal Report	
3 Elections	**Not Allocated**	City Charter	
3 Non-Dpt. Legal Svcs/Lobby	**Not Allocated**	COH FTE Report	
3 Walker Rent	Square footage per dept General Fund departments	GSD Space Allocation	43
3 Dept Specific	Dollars expended per department	Expenses	44
3 Gen Govt	**Not Allocated**		
3 Allocation Summary			45
Finance Dir Office			49
4 Department Costs			50
4 Incoming Costs			51
4 Finance Dept Admin	Number of FTE positions supported	COH FTE Report	53
4 Allocation Summary			54

Finance Financial Planning & Analysis			55
5 Department Costs			56
5 Incoming Costs			57
5 Financial Plg & Analysis	Number of rev, exp, & purch transactions per dept	COH Transaction Report	59
5 Allocation Summary			61
Finance City Council			63
6 Department Costs			64
6 Incoming Costs			65
6 Fin City Council Support	Direct allocation to City Council	Direct Allocation	67
6 Allocation Summary			68
Finance Reporting & Ops			69
7 Department Costs			70
7 Incoming Costs			72
7 Gen Acctng	Number of rev, exp, & purch transactions per dept	COH Transaction Report	74
7 Fixed Assets	Number of fixed & controlled assets excl PWE & Airport	Asset Report	76
7 Auditing Svcs	Number of rev, exp, & purch transactions excl enterprise	COH Transaction Report	77
7 Auditing Svcs - Enterprise	Percentage of enterprise audit hours	Finance Report	79
7 Fin Operations	FY2021 expenditures excl TIRZ	COH Expenditure Report	80
7 Allocation Summary			82
Finance Internal Controls			84
8 Department Costs			85
8 Incoming Costs			86
8 Internal Controls	FY2021 actual GF expenditures excl TIRZ	COH Expenditure Report	88
8 Allocation Summary			90
Finance Grants			91
9 Department Costs			92
9 Incoming Costs			93
9 Grants Mgmt	FY2021 Grant Funds expenditures	COH Expenditure Report	95
9 Cost Accounting	FY2021 expenditures excl TIRZ	COH Expenditure Report	96
9 Trust Funds Mgmt (TFM)	FY2021 expenditures excl TIRZ	COH Expenditure Report	98
9 Allocation Summary			100
Finance Perform Mgmt			102
10 Department Costs			103
10 Incoming Costs			104
10 Perf Mgmt Svcs	FY2021 expenditures excl TIRZ	COH Expenditure Report	106
10 Allocation Summary			108
Finance Strategic Purchasing			110
11 Department Costs			111
11 Incoming Costs			112
11 Purchasing	Number of purchasing transactions	COH Transaction Report	114
11 Allocation Summary			116

ARA Director Office			118
12 Department Costs			119
12 Incoming Costs			120
12 ARA Dept Admin	Number of FTE positions supported	COH FTE Report	122
12 ARA Non-Parking	Number of FTE positions supported excl Parking	COH FTE Report	123
12 Allocation Summary			124
ARA Financial Svcs			125
13 Department Costs			126
13 Incoming Costs			127
13 Budgeting & Accounting Support	Number of FTE positions supported	COH FTE Report	129
13 Accounts Payable	Number of FTE positions supported	COH FTE Report	130
13 Allocation Summary			131
ARA Operations			132
14 Department Costs			133
14 Incoming Costs			134
14 Mailroom	Number of FTE positions	Departmental / COH FTE Report	136
14 Property	Percentage of net proceeds from sale of assets	Property Report	137
14 Records	Number of FTE positions all funds	COH FTE Report	138
14 3-1-1 Svcs	Number of contacts per department	Contact Report	140
14 Allocation Summary			141
ARA Payroll Services			143
15 Department Costs			144
15 Incoming Costs			145
15 Payroll Svcs	Number of FTE positions all funds	COH FTE Report	147
15 Allocation Summary			149
HITS CIO			151
16 Department Costs			152
16 Incoming Costs			153
16 IT Dept Admin	Number of FTE positions supported	COH FTE Report	155
16 IT Director	Number of FTE positions supported	COH FTE Report	156
16 Allocation Summary			157
HITS EAS			158
17 Department Costs			159
17 Incoming Costs			160
17 Enterprise Appl	IT application hours per department	HITS Help Desk Report	162
17 IT ERP	Number of SAP licenses	HITS Report	163
17 Allocation Summary			162
			165

HITS EIS			167
18 Department Costs			168
18 Incoming Costs			169
18 Client Svcs	IT Service Now (ITSN) requests submitted per dept	HITS Help Desk Report	171
18 NW Data	IT user count for network svcs	HITS User Report	172
18 NW Voice	IT user count for network svcs excl Airport	HITS User Report	173
18 Enterprise Optns	Number of rev, exp, & purch transactions per dept	COH Transaction Report	174
18 Allocation Summary			176
HITS Radio			178
19 Department Costs			179
19 Incoming Costs			180
19 IT Radio Svcs	Number of radios per department	HITS Radio Report	182
19 Allocation Summary			183
Office Business Opportunity			184
20 Department Costs			186
20 Incoming Costs			188
20 Certification	Number of FTE positions all funds	COH FTE Report	192
20 Contract Compliance	Number of contracts monitored	OBO Report	194
20 Reporting & Analytics	Number of awards with S/MWDBE requirements	OBO Report	195
20 Dept Services	Number of tasks completed by procurement specialists	OBO Report	196
20 External Affairs & Outreach	Number of FTE positions all funds	COH FTE Report	197
20 HAS Services	Direct allocation to HAS	Direct Allocation	199
20 Non-GF	**Not Allocated**		
20 Allocation Summary			200
Mayor			204
21 Department Costs			205
21 Incoming Costs			206
21 City Mayor Admin	Number of FTE positions all funds	COH FTE Report	208
21 Agenda Office	Direct allocation to City Council	Direct Allocation	210
21 I Gov Relats	Direct allocation to Mayor other	Direct Allocation	211
21 Other Svcs	Direct allocation to Mayor other	Direct Allocation	212
21 Allocation Summary			213
Human Resources			215
22 Department Costs			216
22 Incoming Costs			217
22 Selection	Number of selections per department	Selection Analysis	219
22 Personnel Svcs	Number of FTE positions all funds	COH FTE Report	220

22 Non-GF	**Not Allocated**		
22 Allocation Summary			222
Legal			224
23 Department Costs			225
23 Incoming Costs			226
23 Legal Svcs	Number of Legal staff hours per department	Legal Staffing Report	228
23 PWE Legal	HPW Legal chargebacks by area	Legal Chargeback Report	229
23 Inspector General	% of complaints investigated	Complaint Report	230
23 Other	**Not Allocated**		
23 Allocation Summary			231
City Controller's Office			232
24 Department Costs			233
24 Incoming Costs			234
24 Controller Fin Svcs	Number of rev, exp, & purch transactions per dept	COH Transaction Report	236
24 Controller Treasury	**Not Allocated**		
24 Allocation Summary			238
Health Administration			240
25 Department Costs			241
25 Incoming Costs			242
25 Health Admin	Direct allocation to Health Department	Direct Allocation	244
25 Allocation Summary			245
Planning & Dev Admin			246
26 Department Costs			247
26 Incoming Costs			248
26 Planning Admin - FTEs	Planning & Dev FTEs	COH FTE Report	250
26 Planning Admin - Expenditures	Planning & Dev FY2021 Expenditures	COH Expenditure Report	251
26 Allocation Summary			252
HPW Administration Indirect			253
27 Department Costs			254
27 Incoming Costs			255
27 Admin Expenditures	HPW FY2021 Expenditures	COH Expenditure Report	256
27 Admin FTEs	HPW FY2021 FTEs	COH FTE Report	257
27 Allocation Summary			258
CIP Sal Rec HPW			259
28 Department Costs			260
28 Incoming Costs			261
28 CIP Admin Svcs	Number of FTEs supported in CIP Sal Rec	COH FTE Report	263
28 Allocation Summary			264

HPD Police Records			265
29 Department Costs			266
29 Incoming Costs			267
29 Records Mgmt	Number of reports issued per department	Police Department Report	268
29 Allocation Summary			269
General Services			270
30 Department Costs			271
30 Incoming Costs			273
30 Design & Const	GSD Fund 1001 expense per department served	GSD Report	277
30 Building Svcs	GSD expenditures per department served	GSD Report	278
30 Utilities	Dollar amount of utility costs	GSD Report	279
30 In-House Renov	In-house renovation costs for Fund 1003	GSD Report	280
30 Real Estate	Square footage maintained by GSD	GSD Report	281
30 Building Svcs Reimb	Dollar expenses/revenues	GSD Report	282
30 Other Non-GF	**Not Allocated**		
30 Allocation Summary			283
HEC			285
31 Department Costs			286
31 Incoming Costs			290
31 General Svcs	Square footage of occupants in HEC building	GSD Report	298
31 Legal 911	Direct allocation to HEC 911 Network	Direct Allocation	299
31 Legal OIG	Number of HEC FTEs	COH FTE Report	300
31 Citywide Gen Gov	Expenditures of HEC departments	COH Expenditure Report	301
31 ARA 311	Number of HEC FTEs	COH FTE Report	302
31 Fin Strategic Purchasing	Expenditures of HEC departments	COH Expenditure Report	303
31 Fin Grants	Expenditures of HEC dept's excl 911 network	COH Expenditure Report	304
31 Fin Reporting & Ops	Expenditures of HEC departments	COH Expenditure Report	305
31 Fin Pln & Analysis	Expenditures of HEC departments	COH Expenditure Report	306
31 IT Admin & Apps	Expenditures of HEC dept's excl 911 network	COH Expenditure Report	307
31 IT Infrastructure	Number of HEC FTEs excl 911 network	COH FTE Report	308
31 Office Business Opp	Number of HEC FTEs	COH FTE Report	309
31 Mayor's Office	Expenditures of HEC departments	COH Expenditure Report	310
31 Human Resources	Number of HEC FTEs	COH FTE Report	311
31 City Council	Expenditures of HEC departments	COH Expenditure Report	312
31 City Svcs	Number of HEC FTEs	COH FTE Report	313
31 City Controller	Expenditures of HEC departments	COH Expenditure Report	314
31 Fin Operations	Expenditures of HEC departments	COH Expenditure Report	315
31 ARA Payroll Svcs	Expenditures of HEC dept's excl 911 network	COH Expenditure Report	316
31 ARA Operations	Expenditures of HEC departments	COH Expenditure Report	317
31 Allocation Summary			318
HPW General Fund Credit			321
32 Department Costs			322
32 Incoming Costs			323
32 General Fund Credit	Direct allocation to HPW Water & Sewer	Direct Allocation	324
32 Allocation Summary			325

Summary Schedule

Department	Legal Wkr Comp	Mayor Cable TV	Mayor Other	TIRZ	HR Health Benefits	HR Long Term Disability	HPW Bldg Insp	HPW Stormwater	HPW DDSR
1 Building Depreciation	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2 Equipment Depreciation	0	0	0	0	0	0	0	0	0
3 Non-Departmental-Gen Gov	17	36	296	22,571	2,386	1	672	306	696
4 Finance Dir Office	0	0	0	0	0	0	0	0	0
5 Finance FP&A	1,096	2,328	18,875	1,603	152,110	81	42,812	19,470	44,359
6 Finance City Council	0	0	0	0	0	0	0	0	0
7 Finance Reporting & Ops	1,295	3,054	27,505	1,871	215,612	180	56,330	26,240	58,083
8 Finance Internal Controls	0	0	0	0	0	0	0	0	0
9 Finance Grants	29	564	46,913	0	63,764	146	10,660	5,889	10,572
10 Finance Perform Mgmt	17	342	5,566	0	38,717	89	6,472	3,576	6,419
11 Finance Strat Purchasing	0	8,124	152,553	1,354	37,913	903	32,947	68,152	208,970
12 ARA Director Office	0	0	0	0	0	0	0	0	0
13 ARA Financial Svcs	0	31,789	91,861	11,106	0	0	0	0	0
14 ARA Operations	53	2,821	1,742	210	1,327	0	93,182	15,108	147,358
15 ARA Payroll Services	324	3,660	10,578	1,279	8,059	0	53,548	26,425	93,446
16 HITS CIO	0	0	0	0	0	0	0	0	0
17 HITS EAS	0	0	0	0	0	0	0	0	0
18 HITS EIS	0	0	0	0	0	0	0	0	0
19 HITS Radio	0	0	0	0	0	0	0	0	0
20 Office Business Opportuni	158	1,783	5,151	623	3,926	0	58,817	30,875	46,782
21 Mayor	344	3,892	836,537	1,359	8,568	0	128,383	67,394	102,111
22 Human Resources	127	1,435	4,147	502	3,160	0	59,265	34,440	38,667
23 Legal	0	0	0	0	0	0	20,464	23,901	0
24 City Controller's Office	3,502	7,440	60,331	5,123	486,189	257	136,842	62,230	141,787
25 Health Administration	0	0	0	0	0	0	0	0	0
26 Planning & Dev Admin	0	0	0	0	0	0	0	0	0
27 HPW Admin Indirect	0	0	0	0	0	0	322,279	172,515	280,133
28 CIP Sal Rec HPW	0	0	0	0	0	0	0	0	0
29 HPD Police Records	0	0	0	0	0	0	0	0	0
30 General Services	0	61,526	0	0	0	0	0	0	0
31 HEC	0	0	0	0	0	0	0	0	0
32 HPW General Fund Credit	0	0	0	0	0	0	0	0	0
Tot.Current Allocations	\$6,962 =====	\$128,794 =====	\$1,262,055 =====	\$47,601 =====	\$1,021,731 =====	\$1,657 =====	\$1,022,673 =====	\$556,521 =====	\$1,179,383 =====

Summary Schedule

Department	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
2 Equipment Depreciation	0	0	0	0	0	0	0	0	0
3 Non-Departmental-Gen Gov	3,078	50	29,727	130	0	21	24	28	33
4 Finance Dir Office	0	0	0	0	0	0	0	0	0
5 Finance FP&A	196,246	3,186	37,095	8,282	2	1,322	1,554	1,801	2,127
6 Finance City Council	0	0	0	0	0	0	0	0	0
7 Finance Reporting & Ops	283,011	3,949	46,528	10,585	2	2,026	2,569	2,964	2,952
8 Finance Internal Controls	0	0	0	0	0	0	0	0	0
9 Finance Grants	74,804	388	13,190	1,542	0	809	1,264	1,443	786
10 Finance Perform Mgmt	45,204	235	3,295	936	0	491	768	876	477
11 Finance Strat Purchasing	598,926	11,735	91,622	41,071	0	1,805	903	2,256	1,805
12 ARA Director Office	0	0	0	0	0	0	0	0	0
13 ARA Financial Svcs	0	0	0	0	0	0	0	0	0
14 ARA Operations	688,635	288	254	980	0	1,490	2,127	2,228	868
15 ARA Payroll Services	199,819	1,529	1,542	5,952	0	9,047	12,917	13,530	5,269
16 HITS CIO	0	0	0	0	0	0	0	0	0
17 HITS EAS	0	0	0	0	0	0	0	0	0
18 HITS EIS	0	0	0	0	0	0	0	0	0
19 HITS Radio	0	0	0	0	0	0	0	0	0
20 Office Business Opportuni	212,004	852	752	2,899	0	4,406	6,290	6,590	2,565
21 Mayor	462,753	1,861	1,639	6,327	0	9,618	13,732	14,383	5,602
22 Human Resources	227,291	876	13,028	2,333	0	3,547	5,065	5,304	2,066
23 Legal	192,872	0	1,048,864	0	0	287,632	0	0	0
24 City Controller's Office	627,264	10,182	118,565	26,471	7	4,226	4,966	5,758	6,800
25 Health Administration	0	0	0	0	0	0	0	0	0
26 Planning & Dev Admin	0	0	0	0	0	0	0	0	0
27 HPW Admin Indirect	1,571,278	7,328	64,266	27,448	0	24,258	35,891	38,933	17,707
28 CIP Sal Rec HPW	0	0	0	0	0	50,560-	72,185-	75,609-	29,449-
29 HPD Police Records	0	0	0	0	0	0	0	0	0
30 General Services	84,749	22,413	0	106,291	0	0	0	0	0
31 HEC	0	0	0	0	0	0	0	0	0
32 HPW General Fund Credit	68,926-	0	0	0	0	0	0	0	0
Tot.Current Allocations	\$5,399,008 =====	\$64,872 =====	\$1,470,367 =====	\$241,247 =====	\$11 =====	\$300,138 =====	\$15,885 =====	\$20,485 =====	\$19,608 =====

Summary Schedule

Department	Other	2nd Allocation Orphans	Total
1 Building Depreciation	\$ 32,158	\$ 0	\$ 107,649
2 Equipment Depreciation	0	0	1,403,051
3 Non-Departmental-Gen Gov	0	0	11,432,732
4 Finance Dir Office	0	0	1,855,183
5 Finance FP&A	0	0	1,925,839
6 Finance City Council	0	0	740,755
7 Finance Reporting & Ops	0	0	3,267,423
8 Finance Internal Controls	0	0	0
9 Finance Grants	0	0	1,255,675
10 Finance Perform Mgmt	0	0	399,668
11 Finance Strat Purchasing	0	0	5,225,153
12 ARA Director Office	0	0	2,295,422
13 ARA Financial Svcs	0	0	644,753
14 ARA Operations	426,244	0	6,427,179
15 ARA Payroll Services	0	0	3,377,713
16 HITS CIO	0	0	0
17 HITS EAS	0	0	0
18 HITS EIS	0	0	0
19 HITS Radio	0	0	0
20 Office Business Opportuni	0	0	2,370,329
21 Mayor	0	0	5,582,884
22 Human Resources	0	0	2,101,630
23 Legal	104,103	0	4,546,437
24 City Controller's Office	0	0	6,155,598
25 Health Administration	0	0	15,280,427
26 Planning & Dev Admin	0	0	746,876
27 HPW Admin Indirect	0	0	2,600,531
28 CIP Sal Rec HPW	0	0	304,422-
29 HPD Police Records	5,607,703	0	5,618,684
30 General Services	11,261	0	33,498,284
31 HEC	0	0	515,326
32 HPW General Fund Credit	0	0	68,926-
Tot.Current Allocations	\$6,181,469	\$0	\$119,001,853
	=====	=====	=====

**BUILDING DEPRECIATION
FUNCTION AND ALLOCATION BASIS**

The Building Depreciation schedule provides for the allocation of General Fund building depreciation expense for FY 2021. 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 507,351	0	271,077	235,778	496
Subtotal - Services & Supplies	507,351	0	271,077	235,778	496
Department Cost Total	507,351	0	271,077	235,778	496
Adjustments to Cost					
Subtotal - Adjustments	0	0	0	0	0
Total Costs After Adjustments	507,351	0	271,077	235,778	496
General Admin Distribution	0	0	0	0	0
Grand Total	\$ 507,351		\$ 271,077	\$ 235,778	\$ 496

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	16,035	19.6539	\$ 53,277	\$ 0	\$ 53,277	\$ 0	\$ 53,277
21 Mayor	27,300	33.4612	90,706	0	90,706	0	90,706
24 City Controller's Office	23,567	28.8857	78,303	0	78,303	0	78,303
30 General Services	1,570	1.9243	5,216	0	5,216	0	5,216
38 Police	440	0.5393	1,462	0	1,462	0	1,462
39 Dept of Neighborhoods	0	0.0000	0	0	0	0	0
45 Library	1,585	1.9427	5,266	0	5,266	0	5,266
94 HITS Other	1,595	1.9550	5,299	0	5,299	0	5,299
96 Other	9,495	11.6379	31,548	0	31,548	0	31,548
Subtotal	81,587	100.0000	271,077	0	271,077	0	271,077
Direct Bills					0		0
Total					\$271,077		\$271,077
	=====	=====	=====	=====	=====	=====	=====

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	\$ 1,810	\$ 0	\$ 1,810	\$ 0	\$ 1,810
21 Mayor	8,889	7.0704	16,670	0	16,670	0	16,670
23 Legal	63,910	50.8344	119,856	0	119,856	0	119,856
30 General Services	18,043	14.3515	33,838	0	33,838	0	33,838
36 City Secretary	5,540	4.4065	10,390	0	10,390	0	10,390
37 City Council	19,707	15.6751	36,958	0	36,958	0	36,958
39 Dept of Neighborhoods	4,438	3.5300	8,323	0	8,323	0	8,323
49 Fleet Management	3,905	3.1061	7,323	0	7,323	0	7,323
94 HITS Other	0	0.0000	0	0	0	0	0
96 Other	325	0.2585	610	0	610	0	610
Subtotal	125,722	100.0000	235,778	0	235,778	0	235,778
Direct Bills					0		0
Total					\$235,778		\$235,778
	=====	=====	=====	=====	=====	=====	=====

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
23 Legal	3,884	5.2489	\$ 26	\$ 0	\$ 26	\$ 0	\$ 26
38 Police	2,391	3.2312	16	0	16	0	16
41 Municipal Court	54,562	73.7354	366	0	366	0	366
94 HITS Other	13,160	17.7845	88	0	88	0	88
Subtotal	73,997	100.0000	496	0	496	0	496
Direct Bills					0		0
Total					\$496		\$496

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	53,277	1,810	0	55,087
21 Mayor	90,706	16,670	0	107,376
23 Legal	0	119,856	26	119,882
24 City Controller's Office	78,303	0	0	78,303
30 General Services	5,216	33,838	0	39,054
36 City Secretary	0	10,390	0	10,390
37 City Council	0	36,958	0	36,958
38 Police	1,462	0	16	1,478
39 Dept of Neighborhoods	0	8,323	0	8,323
41 Municipal Court	0	0	366	366
45 Library	5,266	0	0	5,266
49 Fleet Management	0	7,323	0	7,323
94 HITS Other	5,299	0	88	5,387
96 Other	31,548	610	0	32,158
Total	\$ 271,077	\$ 235,778	\$ 496	\$ 507,351
	=====	=====	=====	=====

**EQUIPMENT DEPRECIATION
FUNCTION AND ALLOCATION BASIS**

The Equipment Depreciation schedule provides the allocation of General Fund equipment fixed asset depreciation expense for FY 2021. 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 1,466,574	0	1,466,574
Subtotal - Services & Supplies	1,466,574	0	1,466,574
Department Cost Total	1,466,574	0	1,466,574
Adjustments to Cost			
Subtotal - Adjustments		0	0
Total Costs After Adjustments	1,466,574	0	1,466,574
General Admin Distribution		0	0
Grand Total	\$ 1,466,574 =====	=====	\$ 1,466,574 =====

No Indirect Costs

Equip Deprec Allocations

Dept:2 Equipment Depreciation

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
12 ARA Director Office	300	0.0205	\$ 300	\$ 0	\$ 300	\$ 0	\$ 300
25 Health Administration	49,911	3.4032	49,911	0	49,911	0	49,911
28 CIP Sal Rec HPW	2,862	0.1951	2,862	0	2,862	0	2,862
30 General Services	10,450	0.7125	10,450	0	10,450	0	10,450
37 City Council	63,357	4.3201	63,357	0	63,357	0	63,357
38 Police	515,511	35.1507	515,511	0	515,511	0	515,511
39 Dept of Neighborhoods	2,653	0.1809	2,653	0	2,653	0	2,653
40 Fire	589,760	40.2134	589,760	0	589,760	0	589,760
42 Solid Waste	160,210	10.9241	160,210	0	160,210	0	160,210
45 Library	21,654	1.4765	21,654	0	21,654	0	21,654
46 Parks & Recreation	40,176	2.7394	40,176	0	40,176	0	40,176
94 HITS Other	9,730	0.6635	9,730	0	9,730	0	9,730
Subtotal	1,466,574	100.0000	1,466,574	0	1,466,574	0	1,466,574
Direct Bills					0		0
Total					\$1,466,574		\$1,466,574
	=====	=====	=====	=====	=====	=====	=====

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
12 ARA Director Office	300	300
25 Health Administration	49,911	49,911
28 CIP Sal Rec HPW	2,862	2,862
30 General Services	10,450	10,450
37 City Council	63,357	63,357
38 Police	515,511	515,511
39 Dept of Neighborhoods	2,653	2,653
40 Fire	589,760	589,760
42 Solid Waste	160,210	160,210
45 Library	21,654	21,654
46 Parks & Recreation	40,176	40,176
94 HITS Other	9,730	9,730
Total	\$ 1,466,574	\$ 1,466,574
	=====	=====

GENERAL CITYWIDE SERVICES (NON-DEPARTMENTAL) 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							
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							
Advertising	P	186,776	0	0	0	0	0
Print Shop Svcs	P	1,797	0	0	0	0	0
Pub & Printed Materi	P	0	0	0	0	0	0
Other Interest	P	1,057,166	0	0	0	0	1,057,166
Hlth Ins Retire	P	13,286,536	0	13,286,536	0	0	0
Pension-Civilian	P	0	0	0	0	0	0
Pension-Legacy-Civil	P	160	0	0	0	0	0
Workers Comp-Civ Clm	P	2,870	0	0	0	0	0
Health Ins-Act	P	0	0	0	0	0	0
Mgt Consultant	P	1,290,043	0	0	0	33,601	0
MISC Support Svs	P	0	0	0	0	0	0
Banking Services	P	72,217	0	0	0	0	0
Real Estate	P	0	0	0	0	0	0
Application Services	P	0	0	0	0	0	0
Ltd purpose	P	66,151,395	0	0	0	0	0
Criminal Intell	P	0	0	0	0	0	0
Tax Appraisal	P	10,372,051	0	0	0	0	0
Tax Refunds	P	0	0	0	0	0	0
Mgmt Initiative/Cons	P	0	0	0	0	0	0
Elections	P	807,290	0	0	0	0	0
Contributions	P	0	0	0	0	0	0
Membership	P	348,315	0	0	348,315	0	0
Food Supplies	P	0	0	0	0	0	0
AudioVisual Supplies	P	0	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
Personnel Costs							
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							
Advertising	P	186,776	0	0	0	0	0
Print Shop Svcs	P	1,797	0	0	0	0	0
Pub & Printed Materi	P	0	0	0	0	0	0
Other Interest	P	1,057,166	0	0	0	0	0
Hlth Ins Retire	P	13,286,536	0	0	0	0	0
Pension-Civilian	P	0	0	0	0	0	0
Pension-Legacy-Civil	P	160	0	0	0	0	0
Workers Comp-Civ Clm	P	2,870	0	0	0	0	0
Health Ins-Act	P	0	0	0	0	0	0
Mgt Consultant	P	1,290,043	0	0	0	0	0
MISC Support Svcs	P	0	0	0	0	0	0
Banking Services	P	72,217	72,217	0	0	0	0
Real Estate	P	0	0	0	0	0	0
Application Services	P	0	0	0	0	0	0
Ltd purpose	P	66,151,395	0	0	0	0	0
Criminal Intell	P	0	0	0	0	0	0
Tax Appraisal	P	10,372,051	0	0	0	0	0
Tax Refunds	P	0	0	0	0	0	0
Mgmt Initiative/Cons	P	0	0	0	0	0	0
Elections	P	807,290	0	0	807,290	0	0
Contributions	P	0	0	0	0	0	0
Membership	P	348,315	0	0	0	0	0
Food Supplies	P	0	0	0	0	0	0
AudioVisual Supplies	P	0	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
Early Pymt Discount	10,639-	0	0	0	0	0
Voice Svcs	0	0	0	0	0	0
Legal Svcs	971,945	0	0	0	971,945	0
Metro Commut	119,561	119,561	0	0	0	0
Misc Other Svcs	1,742,459	0	0	0	0	0
Claims & Judgements	12,396,045	0	12,396,045	0	0	0
Other IntfdSvcs	1,388,137	0	0	0	0	0
Intfd Engr Services	0	0	0	0	0	0
Transfer to Spec Rev	16,988,027	0	0	0	0	0
Transf - Spec Nonrecr	0	0	0	0	0	0
Transfer to Component	28,864,214	0	0	0	0	0
Transfer to Ike Fund	0	0	0	0	0	0
Ch380 Trans Other Fd	27,085,763	0	0	0	0	0
Transfer to CAP Proj	0	0	0	0	0	0
Voice Labor	0	0	0	0	0	0
Eng Services	0	0	0	0	0	0
Travel- Non Training	0	0	0	0	0	0
Subtotal - Services & Supplies	183,122,128	191,778	12,396,045	807,290	971,945	0
Department Cost Total	183,122,128	191,778	12,396,045	807,290	971,945	0
Adjustments to Cost						
Subtotal - Adjustments		0	0	0	0	0
Total Costs After Adjustments	183,122,128	191,778	12,396,045	807,290	971,945	0
General Admin Distribution		0	0	0	0	0
Grand Total	\$ 183,122,128	\$ 191,778	\$ 12,396,045	\$ 807,290	\$ 971,945	0
			not allocated	not allocated	not allocated	

A. Department Costs

Dept:3 Non-Departmental-Gen Gov

Description		Amount	Dept Specific	Gen Govt
Personnel Costs				
Salaries	S	0	0	0
Salary % Split			.00%	.00%
Benefits	P	0	0	0
Subtotal - Personnel Costs		0	0	0
Services & Supplies Cost				
Advertising	P	186,776	0	186,776
Print Shop Svcs	P	1,797	0	1,797
Pub & Printed Materi	P	0	0	0
Other Interest	P	1,057,166	0	0
Hlth Ins Retire	P	13,286,536	0	0
Pension-Civilian	P	0	0	0
Pension-Legacy-Civil	P	160	0	160
Workers Comp-Civ Clm	P	2,870	0	2,870
Health Ins-Act	P	0	0	0
Mgt Consultant	P	1,290,043	1,256,442	0
MISC Support Svs	P	0	0	0
Banking Services	P	72,217	0	0
Real Estate	P	0	0	0
Application Services	P	0	0	0
Ltd purpose	P	66,151,395	0	66,151,395
Criminal Intell	P	0	0	0
Tax Appraisal	P	10,372,051	0	10,372,051
Tax Refunds	P	0	0	0
Mgmt Initiative/Cons	P	0	0	0
Elections	P	807,290	0	0
Contributions	P	0	0	0
Membership	P	348,315	0	0
Food Supplies	P	0	0	0
AudioVisual Supplies	P	0	0	0

A. Department Costs

Dept:3 Non-Departmental-Gen Gov

Description		Amount	Dept Specific	Gen Govt
Early Pymt Discount	P	10,639-	0	10,639-
Voice Svcs	P	0	0	0
Legal Svcs	P	971,945	0	0
Metro Commut	P	119,561	0	0
Misc Other Svcs	P	1,742,459	160,057	1,582,402
Claims & Judgements	P	12,396,045	0	0
Other IntfdSvcs	P	1,388,137	0	1,388,137
Intfd Engr Services	P	0	0	0
Transfer to Spec Rev	P	16,988,027	0	16,988,027
Transf - Spec Nonrecr	P	0	0	0
Transfer to Component	P	28,864,214	0	28,864,214
Transfer to Ike Fund	P	0	0	0
Ch380 Trans Other Fd	P	27,085,763	0	27,085,763
Transfer to CAP Proj	P	0	0	0
Voice Labor	P	0	0	0
Eng Services	P	0	0	0
Travel- Non Training	P	0	0	0
Subtotal - Services & Supplies		183,122,128	1,416,499	152,612,953
Department Cost Total		183,122,128	1,416,499	152,612,953
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		183,122,128	1,416,499	152,612,953
General Admin Distribution			0	0
Grand Total		\$ 183,122,128	\$ 1,416,499	\$ 152,612,953
		=====	=====	=====
				not allocated

B. Incoming Costs-(Default Spread Expense%)

Dept:3 Non-Departmental-Gen Gov

Department	First Incoming	Second Incoming	Insurance Retirees	Memberships	Consulting Services	Interest Costs	Other Misc
3 Consulting Services	\$ 0	\$ 877	\$ 64	\$ 2	\$ 0	\$ 5	\$ 1
3 Other Misc	0	8,605	624	16	2	50	9
Subtotal - Non-Dept-Gen Gov	0	9,482	688	18	2	55	10
5 Financial Plg & Analysis	0	53,378	3,873	102	10	308	56
Subtotal - Fin Plg & Analysis	0	53,378	3,873	102	10	308	56
7 Gen Acctng	0	34,197	2,481	65	6	197	36
7 Fixed Assets	0	0	0	0	0	0	0
7 Auditing Svcs	0	28,923	2,099	55	5	167	30
7 Fin Operations	0	8,147	591	16	1	47	9
Subtotal - Fin Reporting & Ops	0	71,267	5,171	136	13	411	75
8 Internal Controls	0	0	0	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0	0	0	0
9 Grants Mgmt	0	6,125	444	12	1	35	6
9 Cost Accounting	0	6,589	478	13	1	38	7
9 Trust Funds Mgmt (TFM)	0	7,095	515	14	1	41	7
Subtotal - Fin Grants	0	19,809	1,437	38	4	114	21
10 Perf Mgmt Svcs	0	8,335	605	16	2	48	9
Subtotal - Fin Perform Mgmt	0	8,335	605	16	2	48	9
11 Purchasing	0	42,852	3,109	82	8	247	45
Subtotal - Fin SPD	0	42,852	3,109	82	8	247	45
18 Enterprise Optns	0	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0	0
24 Controller Fin Svcs	0	175,447	12,730	334	32	1,013	184
Subtotal - City Controller's	0	175,447	12,730	334	32	1,013	184
30 Design & Const	0	74,281	5,390	141	14	429	78
Subtotal - General Services	0	74,281	5,390	141	14	429	78
Total Incoming	0	454,851	33,002	865	83	2,626	476
C. Total Allocated		\$ 183,576,979	\$ 13,319,538	\$ 349,180	\$ 33,684	\$ 1,059,792	\$ 192,254
			7.26%	0.19%	0.02%	0.58%	0.10%

B. Incoming Costs-(Default Spread Expense%)

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	\$ 877	\$ 59	\$ 4	\$ 5	\$ 0	\$ 7
3 Other Misc	0	8,605	583	38	46	0	67
Subtotal - Non-Dept-Gen Gov	0	9,482	642	42	50	0	73
5 Financial Plg & Analysis	0	53,378	3,613	235	283	0	413
Subtotal - Fin Plg & Analysis	0	53,378	3,613	235	283	0	413
7 Gen Acctng	0	34,197	2,315	151	182	0	265
7 Fixed Assets	0	0	0	0	0	0	0
7 Auditing Svcs	0	28,923	1,958	128	154	0	224
7 Fin Operations	0	8,147	551	36	43	0	63
Subtotal - Fin Reporting & Ops	0	71,267	4,824	314	378	0	551
8 Internal Controls	0	0	0	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0	0	0	0
9 Grants Mgmt	0	6,125	415	27	33	0	47
9 Cost Accounting	0	6,589	446	29	35	0	51
9 Trust Funds Mgmt (TFM)	0	7,095	480	31	38	0	55
Subtotal - Fin Grants	0	19,809	1,341	87	105	0	153
10 Perf Mgmt Svcs	0	8,335	564	37	44	0	64
Subtotal - Fin Perform Mgmt	0	8,335	564	37	44	0	64
11 Purchasing	0	42,852	2,901	189	227	0	331
Subtotal - Fin SPD	0	42,852	2,901	189	227	0	331
18 Enterprise Optns	0	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0	0
24 Controller Fin Svcs	0	175,447	11,877	773	931	0	1,357
Subtotal - City Controller's	0	175,447	11,877	773	931	0	1,357
30 Design & Const	0	74,281	5,028	327	394	0	575
Subtotal - General Services	0	74,281	5,028	327	394	0	575
Total Incoming	0	454,851	30,790	2,005	2,414	0	3,518
C. Total Allocated		\$ 183,576,979	\$ 12,426,835	\$ 809,295	\$ 974,359		\$ 1,420,017
			6.77%	0.44%	0.53%		0.77%

B. Incoming Costs-(Default Spread Expense%)

Dept:3 Non-Departmental-Gen Gov

Department	First Incoming	Second Incoming	Gen Govt
3 Consulting Services	\$ 0	\$ 877	\$ 731
3 Other Misc	0	8,605	7,171
Subtotal - Non-Dept-Gen Gov	0	9,482	7,902
5 Financial Plg & Analysis	0	53,378	44,485
Subtotal - Fin Plg & Analysis	0	53,378	44,485
7 Gen Acctng	0	34,197	28,500
7 Fixed Assets	0	0	0
7 Auditing Svcs	0	28,923	24,104
7 Fin Operations	0	8,147	6,790
Subtotal - Fin Reporting & Ops	0	71,267	59,393
8 Internal Controls	0	0	0
Subtotal - Fin Int Controls	0	0	0
9 Grants Mgmt	0	6,125	5,105
9 Cost Accounting	0	6,589	5,491
9 Trust Funds Mgmt (TFM)	0	7,095	5,913
Subtotal - Fin Grants	0	19,809	16,509
10 Perf Mgmt Svcs	0	8,335	6,946
Subtotal - Fin Perform Mgmt	0	8,335	6,946
11 Purchasing	0	42,852	35,713
Subtotal - Fin SPD	0	42,852	35,713
18 Enterprise Optns	0	0	0
Subtotal - HITS EIS	0	0	0
24 Controller Fin Svcs	0	175,447	146,216
Subtotal - City Controller's	0	175,447	146,216
30 Design & Const	0	74,281	61,905
Subtotal - General Services	0	74,281	61,905
Total Incoming	0	454,851	379,070
C. Total Allocated		\$ 183,576,979	\$ 152,992,023 83.34%

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	6.91	0.1860	\$ 24,717	\$ 0	\$ 24,717	\$ 61	\$ 24,778
05 Finance Financial Plg & Analys	12.62	0.3398	45,141	0	45,141	112	45,253
06 Finance City Council	4.92	0.1325	17,599	0	17,599	44	17,643
07 Finance Reporting & Ops	17.00	0.4577	60,808	0	60,808	151	60,959
08 Finance Internal Controls	0.00	0.0000	0	0	0	0	0
09 Finance Grants	9.27	0.2496	33,159	0	33,159	82	33,241
10 Finance Rev Perform Mgmt	2.80	0.0754	10,016	0	10,016	25	10,041
11 Finance Strat Purchasing	36.24	0.9756	129,629	0	129,629	322	129,951
12 ARA Director Office	8.14	0.2191	29,117	0	29,117	72	29,189
13 ARA Financial Services	6.00	0.1615	21,462	0	21,462	53	21,515
14 ARA Operations	80.83	2.1761	289,126	0	289,126	718	289,844
15 ARA Payroll Services	36.73	0.9888	131,382	0	131,382	326	131,708
20 Office Business Opportunity	33.96	0.9143	121,474	0	121,474	302	121,776
21 Mayor	34.28	0.9229	122,618	0	122,618	305	122,923
22 Human Resources	14.17	0.3815	50,686	0	50,686	126	50,812
23 Legal	102.68	2.7643	367,283	0	367,283	912	368,195
24 City Controller's Office	50.02	1.3466	178,920	0	178,920	444	179,364
25 Health Administration	44.38	1.1948	158,746	0	158,746	394	159,140
26 Planning & Dev Admin	8.01	0.2156	28,651	0	28,651	71	28,722
29 HPD Police Records	73.93	1.9903	264,445	0	264,445	657	265,102
30 General Services	136.11	3.6643	486,861	0	486,861	1,209	488,070
33 Finance Public Fin	5.71	0.1537	20,424	0	20,424	51	20,475
34 Finance Treasury	4.00	0.1077	14,308	0	14,308	36	14,344
35 ARA Regulatory	3.08	0.0829	11,017	0	11,017	27	11,044
36 City Secretary	7.01	0.1887	25,074	0	25,074	62	25,136
37 City Council	72.84	1.9610	260,546	0	260,546	647	261,193
38 Police	755.78	20.3469	2,703,400	0	2,703,400	6,715	2,710,115
39 Dept of Neighborhoods	85.55	2.3032	306,010	0	306,010	760	306,770
40 Fire	89.41	2.4071	319,817	0	319,817	794	320,611
41 Municipal Court	241.11	6.4911	862,442	0	862,442	2,142	864,584
42 Solid Waste	417.48	11.2393	1,493,312	0	1,493,312	3,709	1,497,021
44 Housing & Community Dev	0.27	0.0073	966	0	966	2	968
45 Library	415.61	11.1889	1,486,623	0	1,486,623	3,693	1,490,316
46 Parks & Recreation	512.26	13.7909	1,832,337	0	1,832,337	4,551	1,836,888
47 Health Department	322.17	8.6734	1,152,391	0	1,152,391	2,862	1,155,253
50 Planning & Dev Other	16.36	0.4404	58,519	0	58,519	145	58,664
53 Finance Other	0.16	0.0043	572	0	572	1	573
57 ARA Other	33.06	0.8900	118,255	0	118,255	294	118,549
58 IT Public Services	0.00	0.0000	0	0	0	0	0
62 Mayor Other	0.00	0.0000	0	0	0	0	0
63 TIRZ	6.24	0.1680	22,320	0	22,320	55	22,375
71 HPW Other	7.37	0.1984	26,362	0	26,362	65	26,427
94 HITS Other	0.00	0.0000	0	0	0	0	0
Subtotal	3,714.47	100.0000	13,286,535	0	13,286,535	33,002	13,319,537
Direct Bills					0		0
Total					\$13,286,535		\$ 13,319,537
	=====	=====	=====	=====	=====	=====	=====

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	6.91	0.0544	\$ 190	\$ 0	\$ 190	\$ 0	\$ 190
05 Finance Financial Plg & Analys	12.62	0.0994	346	0	346	1	347
06 Finance City Council	4.92	0.0388	135	0	135	0	135
07 Finance Reporting & Ops	17.00	0.1339	467	0	467	1	468
08 Finance Internal Controls	0.00	0.0000	0	0	0	0	0
09 Finance Grants	9.27	0.0730	254	0	254	1	255
10 Finance Rev Perform Mgmt	2.80	0.0221	77	0	77	0	77
11 Finance Strat Purchasing	36.24	0.2855	995	0	995	2	997
12 ARA Director Office	8.14	0.0641	223	0	223	1	224
13 ARA Financial Services	6.00	0.0473	165	0	165	0	165
14 ARA Operations	80.83	0.6369	2,218	0	2,218	6	2,224
15 ARA Payroll Services	36.73	0.2894	1,008	0	1,008	3	1,011
20 Office Business Opportunity	33.96	0.2676	932	0	932	2	934
21 Mayor	34.28	0.2701	941	0	941	2	943
22 Human Resources	14.17	0.1116	389	0	389	1	390
23 Legal	102.68	0.8090	2,818	0	2,818	7	2,825
24 City Controller's Office	50.02	0.3941	1,373	0	1,373	3	1,376
25 Health Administration	44.38	0.3497	1,218	0	1,218	3	1,221
26 Planning & Dev Admin	8.01	0.0631	220	0	220	1	221
29 HPD Police Records	73.93	0.5825	2,029	0	2,029	5	2,034
30 General Services	136.11	1.0724	3,735	0	3,735	9	3,744
33 Finance Public Fin	5.71	0.0450	157	0	157	0	157
34 Finance Treasury	4.00	0.0315	110	0	110	0	110
35 ARA Regulatory	3.08	0.0243	85	0	85	0	85
36 City Secretary	7.01	0.0552	192	0	192	0	192
37 City Council	72.84	0.5739	1,999	0	1,999	5	2,004
38 Police	6,007.16	47.3319	164,864	0	164,864	410	165,274
39 Dept of Neighborhoods	85.55	0.6741	2,348	0	2,348	6	2,354
40 Fire	3,815.12	30.0603	104,705	0	104,705	260	104,965
41 Municipal Court	241.11	1.8998	6,617	0	6,617	16	6,633
42 Solid Waste	417.48	3.2894	11,458	0	11,458	28	11,486
44 Housing & Community Dev	0.27	0.0021	7	0	7	0	7
45 Library	415.61	3.2747	11,406	0	11,406	28	11,434
46 Parks & Recreation	512.26	4.0362	14,059	0	14,059	35	14,094
47 Health Department	322.17	2.5385	8,842	0	8,842	22	8,864
50 Planning & Dev Other	16.36	0.1289	449	0	449	1	450
53 Finance Other	0.16	0.0013	4	0	4	0	4
57 ARA Other	33.06	0.2605	907	0	907	2	909
58 IT Public Services	0.00	0.0000	0	0	0	0	0
62 Mayor Other	0.00	0.0000	0	0	0	0	0
63 TIRZ	6.24	0.0492	171	0	171	0	171
71 HPW Other	7.37	0.0581	202	0	202	1	203
94 HITS Other	0.00	0.0000	0	0	0	0	0
Subtotal	12,691.56	100.0000	348,315	0	348,315	865	349,180
Direct Bills					0		0
Total	=====	=====	=====	=====	\$348,315	=====	\$ 349,180

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	52,290	2.6103	\$ 877	\$ 0	\$ 877	\$ 0	\$ 877
04 Finance Dir Office	1,979	0.0988	33	0	33	0	33
05 Finance Financial Plg & Analys	443	0.0221	7	0	7	0	7
06 Finance City Council	605	0.0302	10	0	10	0	10
07 Finance Reporting & Ops	1,773	0.0885	30	0	30	0	30
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	719	0.0359	12	0	12	0	12
10 Finance Rev Perform Mgmnt	318	0.0159	5	0	5	0	5
11 Finance Strat Purchasing	715	0.0357	12	0	12	0	12
12 ARA Director Office	4,183	0.2088	70	0	70	0	70
13 ARA Financial Services	451	0.0225	8	0	8	0	8
14 ARA Operations	4,539	0.2266	76	0	76	0	76
15 ARA Payroll Services	687	0.0343	12	0	12	0	12
20 Office Business Opportunity	4,336	0.2165	73	0	73	0	73
21 Mayor	5,163	0.2577	87	0	87	0	87
22 Human Resources	50,679	2.5299	850	0	850	2	852
23 Legal	6,292	0.3141	106	0	106	0	106
24 City Controller's Office	4,162	0.2078	70	0	70	0	70
25 Health Administration	19,347	0.9658	325	0	325	1	326
26 Planning & Dev Admin	1,665	0.0831	28	0	28	0	28
28 CIP Sal Rec HPW	2,887	0.1441	48	0	48	0	48
29 HPD Police Records	1,213	0.0606	20	0	20	0	20
30 General Services	36,257	1.8099	608	0	608	2	610
33 Finance Public Fin	401	0.0200	7	0	7	0	7
34 Finance Treasury	1,591	0.0794	27	0	27	0	27
35 ARA Regulatory	1,668	0.0833	28	0	28	0	28
36 City Secretary	1,675	0.0836	28	0	28	0	28
37 City Council	25,924	1.2941	435	0	435	1	436
38 Police	196,670	9.8177	3,299	0	3,299	8	3,307
39 Dept of Neighborhoods	7,166	0.3577	120	0	120	0	120
40 Fire	173,127	8.6424	2,904	0	2,904	7	2,911
41 Municipal Court	20,106	1.0037	337	0	337	1	338
42 Solid Waste	38,003	1.8971	637	0	637	2	639
43 Houston Airport System (HAS)	113,265	5.6541	1,900	0	1,900	5	1,905
44 Housing & Community Dev	57,815	2.8861	970	0	970	2	972
45 Library	17,064	0.8518	286	0	286	1	287
46 Parks & Recreation	91,902	4.5877	1,542	0	1,542	4	1,546
47 Health Department	213,017	10.6337	3,573	0	3,573	9	3,582
48 Convention & Entertainment	1,690	0.0844	28	0	28	0	28
49 Fleet Management	185,580	9.2641	3,113	0	3,113	8	3,121
50 Planning & Dev Other	3,190	0.1592	54	0	54	0	54
51 Planning & Dev Spec Rev	6,927	0.3458	116	0	116	0	116
52 General Debt	6,539	0.3264	110	0	110	0	110
53 Finance Other	14,726	0.7351	247	0	247	1	248
54 ARA Insurance	1,416	0.0707	24	0	24	0	24
55 ARA BARC	12,920	0.6450	217	0	217	1	218
56 ARA Parking	17,138	0.8555	287	0	287	1	288
57 ARA Other	11,858	0.5919	199	0	199	1	200
58 IT Public Services	0	0.0000	0	0	0	0	0
59 Legal Insurance	5,718	0.2854	96	0	96	0	96
60 Legal Wkr Comp	1,022	0.0510	17	0	17	0	17
61 Mayor Cable TV	2,171	0.1084	36	0	36	0	36
62 Mayor Other	17,604	0.8788	295	0	295	1	296
63 TIRZ	1,495	0.0746	25	0	25	0	25
64 HR Health Benefits	141,865	7.0818	2,380	0	2,380	6	2,386
65 HR Long Term Disability	75	0.0037	1	0	1	0	1

Consulting Services Allocations

Dept:3 Non-Departmental-Gen Gov

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
66 HPW Bldg Insp	39,929	1.9932	670	0	670	2	672
67 HPW Stormwater	18,158	0.9064	305	0	305	1	306
68 HPW DDSR	41,372	2.0653	694	0	694	2	696
69 HPW Water & Sewer	183,029	9.1367	3,070	0	3,070	8	3,078
70 HPW Houston Transtar	2,971	0.1483	50	0	50	0	50
71 HPW Other	34,596	1.7270	580	0	580	1	581
72 Houston Permit Center	7,724	0.3856	130	0	130	0	130
73 CIP S/R Planning	2	0.0001	0	0	0	0	0
74 CIP Sal Rec RE	1,233	0.0616	21	0	21	0	21
75 CIP S/R Engrg	1,449	0.0723	24	0	24	0	24
76 CIP S/R Constr	1,680	0.0839	28	0	28	0	28
77 CIP S/R Eng/Const	1,984	0.0990	33	0	33	0	33
78 CIP S/R Geo/Env	580	0.0290	10	0	10	0	10
79 CIP S/R Other	7,339	0.3664	123	0	123	0	123
80 CIP S/R GSD	1,585	0.0791	27	0	27	0	27
31 HEC	6,384	0.3187	107	0	107	0	107
91 Hurricane Ike Aid & Recovery	99	0.0049	2	0	2	0	2
92 ARRA Reimbursement Fund	266	0.0133	4	0	4	0	4
93 HR-W.C.	16,004	0.7989	268	0	268	1	269
94 HITS Other	44,355	2.2142	744	0	744	2	746
95 Legal Other	455	0.0227	8	0	8	0	8
Subtotal	2,003,225	100.0000	33,603	0	33,603	83	33,686
Direct Bills					0		0
Total					\$33,603		\$ 33,686
	=====	=====	=====	=====	=====	=====	=====

Basis Units: Number of rev, exp, & purch transactions per dept
 Source: COH Transaction 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	83,444,401	4.4872	\$ 8,605	\$ 0	\$ 8,605	\$ 0	\$ 8,605
04 Finance Dir Office	1,917,585	0.1031	198	0	198	1	199
05 Finance Financial Plg & Analys	1,748,817	0.0940	180	0	180	0	180
06 Finance City Council	579,620	0.0312	60	0	60	0	60
07 Finance Reporting & Ops	3,085,677	0.1659	318	0	318	1	319
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	1,080,267	0.0581	111	0	111	0	111
10 Finance Rev Perform Mgmnt	351,508	0.0189	36	0	36	0	36
11 Finance Strat Purchasing	4,807,816	0.2585	496	0	496	1	497
12 ARA Director Office	2,139,732	0.1151	221	0	221	1	222
13 ARA Financial Services	830,305	0.0446	86	0	86	0	86
14 ARA Operations	6,658,736	0.3581	687	0	687	2	689
15 ARA Payroll Services	3,581,329	0.1926	369	0	369	1	370
20 Office Business Opportunity	3,480,775	0.1872	359	0	359	1	360
21 Mayor	4,530,543	0.2436	467	0	467	1	468
22 Human Resources	2,412,654	0.1297	249	0	249	1	250
23 Legal	14,468,457	0.7780	1,492	0	1,492	4	1,496
24 City Controller's Office	7,813,946	0.4202	806	0	806	2	808
25 Health Administration	13,827,000	0.7435	1,426	0	1,426	4	1,430
26 Planning & Dev Admin	1,407,871	0.0757	145	0	145	0	145
29 HPD Police Records	5,415,046	0.2912	558	0	558	1	559
30 General Services	38,580,241	2.0746	3,979	0	3,979	10	3,989
33 Finance Public Fin	872,602	0.0469	90	0	90	0	90
34 Finance Treasury	1,705,702	0.0917	176	0	176	0	176
35 ARA Regulatory	295,092	0.0159	30	0	30	0	30
36 City Secretary	759,827	0.0409	78	0	78	0	78
37 City Council	8,656,245	0.4655	893	0	893	2	895
38 Police	893,865,708	48.0673	92,183	0	92,183	240	92,423
39 Dept of Neighborhoods	9,919,720	0.5334	1,023	0	1,023	3	1,026
40 Fire	482,537,804	25.9483	49,763	0	49,763	129	49,892
41 Municipal Court	27,079,450	1.4562	2,793	0	2,793	7	2,800
42 Solid Waste	82,086,229	4.4142	8,465	0	8,465	22	8,487
44 Housing & Community Dev	483,940	0.0260	50	0	50	0	50
45 Library	34,805,355	1.8716	3,589	0	3,589	9	3,598
46 Parks & Recreation	52,905,548	2.8450	5,456	0	5,456	14	5,470
47 Health Department	31,294,929	1.6829	3,227	0	3,227	8	3,235
49 Fleet Management	0	0.0000	0	0	0	0	0
50 Planning & Dev Other	1,784,211	0.0959	184	0	184	0	184
53 Finance Other	145,068	0.0078	15	0	15	0	15
55 ARA BARC	0	0.0000	0	0	0	0	0
57 ARA Other	3,763,006	0.2024	388	0	388	1	389
58 IT Public Services	0	0.0000	0	0	0	0	0
61 Mayor Cable TV	0	0.0000	0	0	0	0	0
64 HR Health Benefits	0	0.0000	0	0	0	0	0
71 HPW Other	24,331,134	1.3084	2,509	0	2,509	7	2,516
94 HITS Other	157,786	0.0085	16	0	16	0	16
Subtotal	1,859,611,682	100.0000	191,776	0	191,776	476	192,252
Direct Bills					0		0
Total					\$191,776		\$ 192,252
	=====	=====	=====	=====	=====	=====	=====

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	13.1794	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
12 ARA Director Office	22,950	11.7921	0	0	0	0	0
14 ARA Operations-311	10,820	5.5595	0	0	0	0	0
20 Office Business Opportunity	11,675	5.9988	0	0	0	0	0
21 Mayor	0	0.0000	0	0	0	0	0
22 Human Resources	31,605	16.2392	0	0	0	0	0
26 Planning & Dev Admin	30,542	15.6930	0	0	0	0	0
30 General Services	5,965	3.0649	0	0	0	0	0
41 Municipal Court	4,695	2.4124	0	0	0	0	0
42 Solid Waste	12,835	6.5948	0	0	0	0	0
94 HITS Other	35,725	18.3561	0	0	0	0	0
96 Other	2,160	1.1098	0	0	0	0	0
Subtotal	194,622	100.0000	0	0	0	0	0
Direct Bills					0		0
Total					\$0		\$ 0
	=====	=====	=====	=====	=====	=====	=====

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
04 Finance Director Office	1,011,923	71.4383	\$ 1,011,923	\$ 0	\$ 1,011,923	\$ 2,513	\$ 1,014,436
12 ARA Director Office	199,519	14.0854	199,519	0	199,519	496	200,015
20 Office Business Opportunity	45,000	3.1768	45,000	0	45,000	112	45,112
37 City Council	160,057	11.2995	160,057	0	160,057	398	160,455
Subtotal	1,416,499	100.0000	1,416,499	0	1,416,499	3,518	1,420,017
Direct Bills					0		0
Total	=====	=====	=====	=====	\$1,416,499	=====	\$ 1,420,017

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	877	0	8,605	0	0
04 Finance Director Office	24,778	190	33	0	199	0	0
05 Finance Financial Plg & Analys	45,253	347	7	0	180	0	0
06 Finance City Council	17,643	135	10	0	60	0	0
07 Finance Reporting & Ops	60,959	468	30	0	319	0	0
08 Finance Internal Controls	0	0	0	0	0	0	0
09 Finance Grants	33,241	255	12	0	111	0	0
10 Finance Rev Perform Mgmnt	10,041	77	5	0	36	0	0
11 Finance Strat Purchasing	129,951	997	12	0	497	0	0
12 ARA Director Office	29,189	224	70	0	222	0	0
13 ARA Financial Services	21,515	165	8	0	86	0	0
14 ARA Operations-311	289,844	2,224	76	0	689	0	0
15 ARA Payroll Services	131,708	1,011	12	0	370	0	0
20 Office Business Opportunity	121,776	934	73	0	360	0	0
21 Mayor	122,923	943	87	0	468	0	0
22 Human Resources	50,812	390	852	0	250	0	0
23 Legal	368,195	2,825	106	0	1,496	0	0
24 City Controller's Office	179,364	1,376	70	0	808	0	0
25 Health Administration	159,140	1,221	326	0	1,430	0	0
26 Planning & Dev Admin	28,722	221	28	0	145	0	0
28 CIP Sal Rec HPW	0	0	48	0	0	0	0
29 HPD Police Records	265,102	2,034	20	0	559	0	0
30 General Services	488,070	3,744	610	0	3,989	0	0
31 HEC	0	0	107	0	0	0	0
33 Finance Public Fin	20,475	157	7	0	90	0	0
34 Finance Treasury	14,344	110	27	0	176	0	0
35 ARA Regulatory	11,044	85	28	0	30	0	0
36 City Secretary	25,136	192	28	0	78	0	0
37 City Council	261,193	2,004	436	0	895	0	0
38 Police	2,710,11	165,274	3,307	0	92,423	0	0
39 Dept of Neighborhoods	306,770	2,354	120	0	1,026	0	0
40 Fire	320,611	104,965	2,911	0	49,892	0	0
41 Municipal Court	864,584	6,633	338	0	2,800	0	0
42 Solid Waste	1,497,02	11,486	639	0	8,487	0	0
43 Houston Airport System (HAS)	0	0	1,905	0	0	0	0
44 Housing & Community Dev	968	7	972	0	50	0	0
45 Library	1,490,31	11,434	287	0	3,598	0	0
46 Parks & Recreation	1,836,88	14,094	1,546	0	5,470	0	0
47 Health Department	1,155,25	8,864	3,582	0	3,235	0	0
48 Convention & Entertainment	0	0	28	0	0	0	0
49 Fleet Management	0	0	3,121	0	0	0	0
50 Planning & Dev Other	58,664	450	54	0	184	0	0
51 Planning & Dev Spec Rev	0	0	116	0	0	0	0
52 General Debt	0	0	110	0	0	0	0
53 Finance Other	573	4	248	0	15	0	0
54 ARA Insurance	0	0	24	0	0	0	0
55 ARA BARC	0	0	218	0	0	0	0
56 ARA Parking	0	0	288	0	0	0	0
57 ARA Other	118,549	909	200	0	389	0	0
58 IT Public Services	0	0	0	0	0	0	0
59 Legal Insurance	0	0	96	0	0	0	0
60 Legal Wkr Comp	0	0	17	0	0	0	0
61 Mayor Cable TV	0	0	36	0	0	0	0
62 Mayor Other	0	0	296	0	0	0	0
63 TIRZ	22,375	171	25	0	0	0	0
64 HR Health Benefits	0	0	2,386	0	0	0	0

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	9,482
04 Finance Director Office	0	0	1,014,43	0	1,039,636
05 Finance Financial Plg & Analys	0	0	0	0	45,787
06 Finance City Council	0	0	0	0	17,848
07 Finance Reporting & Ops	0	0	0	0	61,776
08 Finance Internal Controls	0	0	0	0	0
09 Finance Grants	0	0	0	0	33,619
10 Finance Rev Perform Mgmt	0	0	0	0	10,159
11 Finance Strat Purchasing	0	0	0	0	131,457
12 ARA Director Office	0	0	200,015	0	229,720
13 ARA Financial Services	0	0	0	0	21,774
14 ARA Operations-311	0	0	0	0	292,833
15 ARA Payroll Services	0	0	0	0	133,101
20 Office Business Opportunity	0	0	45,112	0	168,255
21 Mayor	0	0	0	0	124,421
22 Human Resources	0	0	0	0	52,304
23 Legal	0	0	0	0	372,622
24 City Controller's Office	0	0	0	0	181,618
25 Health Administration	0	0	0	0	162,117
26 Planning & Dev Admin	0	0	0	0	29,116
28 CIP Sal Rec HPW	0	0	0	0	48
29 HPD Police Records	0	0	0	0	267,715
30 General Services	0	0	0	0	496,413
31 HEC	0	0	0	0	107
33 Finance Public Fin	0	0	0	0	20,729
34 Finance Treasury	0	0	0	0	14,657
35 ARA Regulatory	0	0	0	0	11,187
36 City Secretary	0	0	0	0	25,434
37 City Council	0	0	160,455	0	424,983
38 Police	0	0	0	0	2,971,119
39 Dept of Neighborhoods	0	0	0	0	310,270
40 Fire	0	0	0	0	478,379
41 Municipal Court	0	0	0	0	874,355
42 Solid Waste	0	0	0	0	1,517,633
43 Houston Airport System (HAS)	0	0	0	0	1,905
44 Housing & Community Dev	0	0	0	0	1,997
45 Library	0	0	0	0	1,505,635
46 Parks & Recreation	0	0	0	0	1,857,998
47 Health Department	0	0	0	0	1,170,934
48 Convention & Entertainment	0	0	0	0	28
49 Fleet Management	0	0	0	0	3,121
50 Planning & Dev Other	0	0	0	0	59,352
51 Planning & Dev Spec Rev	0	0	0	0	116
52 General Debt	0	0	0	0	110
53 Finance Other	0	0	0	0	840
54 ARA Insurance	0	0	0	0	24
55 ARA BARC	0	0	0	0	218
56 ARA Parking	0	0	0	0	288
57 ARA Other	0	0	0	0	120,047
58 IT Public Services	0	0	0	0	0
59 Legal Insurance	0	0	0	0	96
60 Legal Wkr Comp	0	0	0	0	17
61 Mayor Cable TV	0	0	0	0	36
62 Mayor Other	0	0	0	0	296
63 TIRZ	0	0	0	0	22,571
64 HR Health Benefits	0	0	0	0	2,386

Allocation Summary

Dept:3 Non-Departmental-Gen Gov

Department	Non-Dept Legal	Walker Rent	Dept Specific	Gen Govt	Total
65 HR Long Term Disability	0	0	0	0	1
66 HPW Bldg Insp	0	0	0	0	672
67 HPW Stormwater	0	0	0	0	306
68 HPW DDSR	0	0	0	0	696
69 HPW Water & Sewer	0	0	0	0	3,078
70 HPW Houston Transtar	0	0	0	0	50
71 HPW Other	0	0	0	0	29,727
72 Houston Permit Center	0	0	0	0	130
73 CIP S/R Planning	0	0	0	0	0
74 CIP Sal Rec RE	0	0	0	0	21
75 CIP S/R Engrg	0	0	0	0	24
76 CIP S/R Constr	0	0	0	0	28
77 CIP S/R Eng/Const	0	0	0	0	33
78 CIP S/R Geo/Env	0	0	0	0	10
79 CIP S/R Other	0	0	0	0	123
80 CIP S/R GSD	0	0	0	0	27
91 Hurricane Ike Aid & Recovery	0	0	0	0	2
92 ARRA Reimbursement Fund	0	0	0	0	4
93 HR-W.C.	0	0	0	0	269
94 HITS Other	0	0	0	0	762
95 Legal Other	0	0	0	0	8
96 Other	0	0	0	0	0
Total	\$ 0	\$ 0	\$ 1,420,018	\$ 0	\$ 15,314,660
	=====	=====	=====	=====	=====

**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	630,679	0	630,679
Salary % Split			.00%	100.00%
Benefits	S	290,948	0	290,948
Subtotal - Personnel Costs		921,627	0	921,627
Services & Supplies Cost				
Supplies	S	4,283-	0	4,283-
Temp Personnel Svcs	S	0	0	0
Application Svcs	S	403,430	0	403,430
Intfd HR Client Svcs	S	100,490	0	100,490
Other Svcs	S	496,323	0	496,323
Subtotal - Services & Supplies		995,960	0	995,960
Department Cost Total		1,917,587	0	1,917,587
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		1,917,587	0	1,917,587
General Admin Distribution			0	0
Grand Total		\$ 1,917,587		\$ 1,917,587
		=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:4 Finance Dir Office

Department	First Incoming	Second Incoming	Finance Dept Admin
1 City Hall	\$ 53,277	\$ 0	\$ 53,277
1 City Hall Annex	1,810	0	1,810
Subtotal - Building Depn	55,087	0	55,087
3 Insurance Retirees	24,717	61	24,778
3 Memberships	190	0	190
3 Consulting Services	33	0	33
3 Other Misc	198	1	199
3 Walker Rent	0	0	0
3 Dept Specific	1,011,923	2,513	1,014,436
Subtotal - Non-Dept-Gen Gov	1,037,061	2,576	1,039,637
5 Financial Plg & Analysis	0	2,020	2,020
Subtotal - Fin Plg & Analysis	0	2,020	2,020
7 Gen Acctng	0	1,294	1,294
7 Fixed Assets	0	0	0
7 Auditing Svcs	0	1,095	1,095
7 Fin Operations	0	170	170
Subtotal - Fin Reporting & Ops	0	2,559	2,559
8 Internal Controls	0	0	0
Subtotal - Fin Int Controls	0	0	0
9 Cost Accounting	0	137	137
9 Trust Funds Mgmt (TFM)	0	148	148
Subtotal - Fin Grants	0	285	285
10 Perf Mgmt Svcs	0	173	173
Subtotal - Fin Perform Mgmt	0	173	173
11 Purchasing	0	424	424
Subtotal - Fin SPD	0	424	424
14 Mailroom	0	17,336	17,336
14 Records	0	220	220
14 3-1-1 Svcs	0	1,677	1,677
Subtotal - ARA Operations	0	19,233	19,233
15 Payroll Svcs	0	1,350	1,350
Subtotal - ARA Payroll Svcs	0	1,350	1,350
17 Enterprise Appl	0	0	0
17 IT ERP	0	0	0
Subtotal - HITS EAS	0	0	0
18 Client Svcs	0	0	0
18 NW Data	0	0	0
18 NW Voice	0	0	0
18 Enterprise Optns	0	0	0
Subtotal - HITS EIS	0	0	0
20 Certification	0	420	420
20 Contract Compliance	0	15,900	15,900
20 Reporting & Analytics	0	937	937

B. Incoming Costs-(Default Spread Salary%)

Dept:4 Finance Dir Office

Department	First Incoming	Second Incoming	Finance Dept Admin
20 Dept Services	0	25,486	25,486
20 External Affairs & Outreach	0	250	250
Subtotal - OBO	0	42,993	42,993
21 City Mayor Admin	0	1,222	1,222
Subtotal - Mayor	0	1,222	1,222
22 Selection	0	3,715	3,715
22 Personnel Svcs	0	547	547
Subtotal - Human Resources	0	4,262	4,262
23 Legal Svcs	0	745,313	745,313
23 Inspector General	0	25,693	25,693
Subtotal - Legal	0	771,006	771,006
24 Controller Fin Svcs	0	6,640	6,640
Subtotal - City Controller's	0	6,640	6,640
30 Design & Const	0	0	0
30 Building Svcs	0	137,031	137,031
30 Utilities	0	55,938	55,938
30 Real Estate	0	30,481	30,481
Subtotal - General Services	0	223,450	223,450
Total Incoming	1,092,148	1,078,193	2,170,341
C. Total Allocated		\$ 4,087,928	\$ 4,087,928
			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	12.62	8.3196	\$ 250,398	\$ 0	\$ 250,398	\$ 89,701	\$ 340,099
06 Finance City Council	4.92	3.2435	97,619	0	97,619	34,971	132,590
07 Finance Reporting & Ops	17.00	11.2071	337,303	0	337,303	120,834	458,137
08 Finance Internal Controls	0.00	0.0000	0	0	0	0	0
09 Finance Grants	9.27	6.1111	183,929	0	183,929	65,890	249,819
10 Finance Rev Perform Mgmt	2.80	1.8459	55,556	0	55,556	19,902	75,458
11 Finance Strat Purchasing	36.24	23.8908	719,051	0	719,051	257,589	976,640
33 Finance Public Fin	5.71	3.7643	113,294	0	113,294	40,586	153,880
34 Finance Treasury	4.00	2.6370	79,365	0	79,365	28,431	107,796
53 Finance Other	59.13	38.9808	1,173,219	0	1,173,219	420,288	1,593,507
Subtotal	151.69	100.0000	3,009,734	0	3,009,734	1,078,193	4,087,927
Direct Bills					0		0
Total					\$3,009,734		\$ 4,087,927
	=====	=====	=====	=====	=====	=====	=====

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	340,099	340,099
06 Finance City Council	132,590	132,590
07 Finance Reporting & Ops	458,137	458,137
08 Finance Internal Controls	0	0
09 Finance Grants	249,819	249,819
10 Finance Rev Perform Mgmt	75,458	75,458
11 Finance Strat Purchasing	976,640	976,640
33 Finance Public Fin	153,880	153,880
34 Finance Treasury	107,796	107,796
53 Finance Other	1,593,507	1,593,507
Total	\$ 4,087,926 =====	\$ 4,087,926 =====

**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 long range financial planning. 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	1,164,830	0	1,164,830
Salary % Split			.00%	100.00%
Benefits	S	560,001	0	560,001
Subtotal - Personnel Costs		1,724,830	0	1,724,830
Services & Supplies Cost				
Supplies	S	4,191	0	4,191
Services	S	19,796	0	19,796
Subtotal - Services & Supplies		23,987	0	23,987
Department Cost Total		1,748,817	0	1,748,817
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		1,748,817	0	1,748,817
General Admin Distribution			0	0
Grand Total		\$ 1,748,817		\$ 1,748,817
		=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:5 Fin Plg & Analysis

Department	First Incoming	Second Incoming	Financial Plg & Analysis
3 Insurance Retirees	\$ 45,141	\$ 112	\$ 45,253
3 Memberships	346	1	347
3 Consulting Services	7	0	7
3 Other Misc	180	0	180
Subtotal - Non-Dept-Gen Gov	45,674	113	45,787
4 Finance Dept Admin	250,398	89,701	340,099
Subtotal - Fin Dir Office	250,398	89,701	340,099
5 Financial Plg & Analysis	0	452	452
Subtotal - Fin Plg & Analysis	0	452	452
7 Gen Acctng	0	290	290
7 Auditing Svcs	0	245	245
7 Fin Operations	0	155	155
Subtotal - Fin Reporting & Ops	0	690	690
8 Internal Controls	0	0	0
Subtotal - Fin Int Controls	0	0	0
9 Cost Accounting	0	125	125
9 Trust Funds Mgmt (TFM)	0	135	135
Subtotal - Fin Grants	0	260	260
10 Perf Mgmt Svcs	0	158	158
Subtotal - Fin Perform Mgmt	0	158	158
11 Purchasing	0	0	0
Subtotal - Fin SPD	0	0	0
14 Records	0	401	401
Subtotal - ARA Operations	0	401	401
15 Payroll Svcs	0	2,465	2,465
Subtotal - ARA Payroll Svcs	0	2,465	2,465
17 IT ERP	0	0	0
Subtotal - HITS EAS	0	0	0
18 Enterprise Optns	0	0	0
Subtotal - HITS EIS	0	0	0
20 Certification	0	768	768
20 External Affairs & Outreach	0	456	456
Subtotal - OBO	0	1,224	1,224
21 City Mayor Admin	0	2,231	2,231
Subtotal - Mayor	0	2,231	2,231
22 Personnel Svcs	0	998	998
Subtotal - Human Resources	0	998	998
24 Controller Fin Svcs	0	1,486	1,486
Subtotal - City Controller's	0	1,486	1,486

B. Incoming Costs-(Default Spread Salary%)

Dept:5 Fin Plg & Analysis

Department	First Incoming	Second Incoming	Financial Plg & Analysis
Total Incoming	296,072	100,180	396,252
C. Total Allocated		\$ 2,145,069	\$ 2,145,069
	=====	=====	=====
			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	52,290	2.6103	\$ 53,378	\$ 0	\$ 53,378	\$ 0	\$ 53,378
04 Finance Dir Office	1,979	0.0988	2,020	0	2,020	0	2,020
05 Finance Financial Plg & Analys	443	0.0221	452	0	452	0	452
06 Finance City Council	605	0.0302	618	0	618	31	649
07 Finance Reporting & Ops	1,773	0.0885	1,810	0	1,810	91	1,901
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	719	0.0359	734	0	734	37	771
10 Finance Rev Perform Mgmt	318	0.0159	325	0	325	16	341
11 Finance Strat Purchasing	715	0.0357	730	0	730	37	767
12 ARA Director Office	4,183	0.2088	4,270	0	4,270	215	4,485
13 ARA Financial Services	451	0.0225	460	0	460	23	483
14 ARA Operations	4,539	0.2266	4,633	0	4,633	233	4,866
15 ARA Payroll Services	687	0.0343	701	0	701	35	736
20 Office Business Opportunity	4,336	0.2165	4,426	0	4,426	223	4,649
21 Mayor	5,163	0.2577	5,270	0	5,270	265	5,535
22 Human Resources	50,679	2.5299	51,733	0	51,733	2,606	54,339
23 Legal	6,292	0.3141	6,423	0	6,423	323	6,746
24 City Controller's Office	4,162	0.2078	4,249	0	4,249	214	4,463
25 Health Administration	19,347	0.9658	19,749	0	19,749	995	20,744
26 Planning & Dev Admin	1,665	0.0831	1,700	0	1,700	86	1,786
28 CIP Sal Rec HPW	2,887	0.1441	2,947	0	2,947	148	3,095
29 HPD Police Records	1,213	0.0606	1,238	0	1,238	62	1,300
30 General Services	36,257	1.8099	37,011	0	37,011	1,864	38,875
33 Finance Public Fin	401	0.0200	409	0	409	21	430
34 Finance Treasury	1,591	0.0794	1,624	0	1,624	82	1,706
35 ARA Regulatory	1,668	0.0833	1,703	0	1,703	86	1,789
36 City Secretary	1,675	0.0836	1,710	0	1,710	86	1,796
37 City Council	25,924	1.2941	26,463	0	26,463	1,333	27,796
38 Police	196,670	9.8177	200,760	0	200,760	10,111	210,871
39 Dept of Neighborhoods	7,166	0.3577	7,315	0	7,315	368	7,683
40 Fire	173,127	8.6424	176,728	0	176,728	8,901	185,629
41 Municipal Court	20,106	1.0037	20,524	0	20,524	1,034	21,558
42 Solid Waste	38,003	1.8971	38,793	0	38,793	1,954	40,747
43 Houston Airport System (HAS)	113,265	5.6541	115,621	0	115,621	5,823	121,444
44 Housing & Community Dev	57,815	2.8861	59,017	0	59,017	2,972	61,989
45 Library	17,064	0.8518	17,419	0	17,419	877	18,296
46 Parks & Recreation	91,902	4.5877	93,813	0	93,813	4,725	98,538
47 Health Department	213,017	10.6337	217,447	0	217,447	10,952	228,399
48 Convention & Entertainment	1,690	0.0844	1,725	0	1,725	87	1,812
49 Fleet Management	185,580	9.2641	189,440	0	189,440	9,541	198,981
50 Planning & Dev Other	3,190	0.1592	3,256	0	3,256	164	3,420
51 Planning & Dev Spec Rev	6,927	0.3458	7,071	0	7,071	356	7,427
52 General Debt	6,539	0.3264	6,675	0	6,675	336	7,011
53 Finance Other	14,726	0.7351	15,032	0	15,032	757	15,789
54 ARA Insurance	1,416	0.0707	1,445	0	1,445	73	1,518
55 ARA BARC	12,920	0.6450	13,189	0	13,189	664	13,853
56 ARA Parking	17,138	0.8555	17,494	0	17,494	881	18,375
57 ARA Other	11,858	0.5919	12,105	0	12,105	610	12,715
58 IT Public Services	0	0.0000	0	0	0	0	0
59 Legal Insurance	5,718	0.2854	5,837	0	5,837	294	6,131
60 Legal Wkr Comp	1,022	0.0510	1,043	0	1,043	53	1,096
61 Mayor Cable TV	2,171	0.1084	2,216	0	2,216	112	2,328
62 Mayor Other	17,604	0.8788	17,970	0	17,970	905	18,875
63 TIRZ	1,495	0.0746	1,526	0	1,526	77	1,603
64 HR Health Benefits	141,865	7.0818	144,816	0	144,816	7,294	152,110
65 HR Long Term Disability	75	0.0037	77	0	77	4	81

Financial Plg & Analysis Allocations

Dept:5 Fin Plg & Analysis

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
66 HPW Bldg Insp	39,929	1.9932	40,759	0	40,759	2,053	42,812
67 HPW Stormwater	18,158	0.9064	18,536	0	18,536	934	19,470
68 HPW DDSR	41,372	2.0653	42,232	0	42,232	2,127	44,359
69 HPW Water & Sewer	183,029	9.1367	186,836	0	186,836	9,410	196,246
70 HPW Houston Transtar	2,971	0.1483	3,033	0	3,033	153	3,186
71 HPW Other	34,596	1.7270	35,316	0	35,316	1,779	37,095
72 Houston Permit Center	7,724	0.3856	7,885	0	7,885	397	8,282
73 CIP S/R Planning	2	0.0001	2	0	2	0	2
74 CIP Sal Rec RE	1,233	0.0616	1,259	0	1,259	63	1,322
75 CIP S/R Engrg	1,449	0.0723	1,479	0	1,479	75	1,554
76 CIP S/R Constr	1,680	0.0839	1,715	0	1,715	86	1,801
77 CIP S/R Eng/Const	1,984	0.0990	2,025	0	2,025	102	2,127
78 CIP S/R Geo/Env	580	0.0290	592	0	592	30	622
79 CIP S/R Other	7,339	0.3664	7,492	0	7,492	377	7,869
80 CIP S/R GSD	1,585	0.0791	1,618	0	1,618	81	1,699
31 HEC	6,384	0.3187	6,517	0	6,517	328	6,845
91 Hurricane Ike Aid & Recovery	99	0.0049	101	0	101	5	106
92 ARRA Reimbursement Fund	266	0.0133	272	0	272	14	286
93 HR-W.C.	16,004	0.7989	16,337	0	16,337	823	17,160
94 HITS Other	44,355	2.2142	45,278	0	45,278	2,280	47,558
95 Legal Other	455	0.0227	464	0	464	23	487
Subtotal	2,003,225	100.0000	2,044,888	0	2,044,888	100,180	2,145,068
Direct Bills					0		0
Total					\$2,044,888		\$ 2,145,068
	=====	=====	=====	=====	=====	=====	=====

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	53,378	53,378
04 Finance Dir Office	2,020	2,020
05 Finance Financial Plg & Analys	452	452
06 Finance City Council	649	649
07 Finance Reporting & Ops	1,901	1,901
08 Finance Internal Controls	0	0
09 Finance Grants	771	771
10 Finance Rev Perform Mgmt	341	341
11 Finance Strat Purchasing	767	767
12 ARA Director Office	4,485	4,485
13 ARA Financial Services	483	483
14 ARA Operations	4,866	4,866
15 ARA Payroll Services	736	736
20 Office Business Opportunity	4,649	4,649
21 Mayor	5,535	5,535
22 Human Resources	54,339	54,339
23 Legal	6,746	6,746
24 City Controller's Office	4,463	4,463
25 Health Administration	20,744	20,744
26 Planning & Dev Admin	1,786	1,786
28 CIP Sal Rec HPW	3,095	3,095
29 HPD Police Records	1,300	1,300
30 General Services	38,875	38,875
31 HEC	6,845	6,845
33 Finance Public Fin	430	430
34 Finance Treasury	1,706	1,706
35 ARA Regulatory	1,789	1,789
36 City Secretary	1,796	1,796
37 City Council	27,796	27,796
38 Police	210,871	210,871
39 Dept of Neighborhoods	7,683	7,683
40 Fire	185,629	185,629
41 Municipal Court	21,558	21,558
42 Solid Waste	40,747	40,747
43 Houston Airport System (HAS)	121,444	121,444
44 Housing & Community Dev	61,989	61,989
45 Library	18,296	18,296
46 Parks & Recreation	98,538	98,538
47 Health Department	228,399	228,399
48 Convention & Entertainment	1,812	1,812
49 Fleet Management	198,981	198,981
50 Planning & Dev Other	3,420	3,420
51 Planning & Dev Spec Rev	7,427	7,427
52 General Debt	7,011	7,011
53 Finance Other	15,789	15,789
54 ARA Insurance	1,518	1,518
55 ARA BARC	13,853	13,853
56 ARA Parking	18,375	18,375
57 ARA Other	12,715	12,715
58 IT Public Services	0	0
59 Legal Insurance	6,131	6,131
60 Legal Wkr Comp	1,096	1,096
61 Mayor Cable TV	2,328	2,328
62 Mayor Other	18,875	18,875
63 TIRZ	1,603	1,603
64 HR Health Benefits	152,110	152,110

Allocation Summary

Dept:5 Fin Plg & Analysis

Department	Financial Plg & Analysis	Total
65 HR Long Term Disability	81	81
66 HPW Bldg Insp	42,812	42,812
67 HPW Stormwater	19,470	19,470
68 HPW DDSR	44,359	44,359
69 HPW Water & Sewer	196,246	196,246
70 HPW Houston Transtar	3,186	3,186
71 HPW Other	37,095	37,095
72 Houston Permit Center	8,282	8,282
73 CIP S/R Planning	2	2
74 CIP Sal Rec RE	1,322	1,322
75 CIP S/R Engrg	1,554	1,554
76 CIP S/R Constr	1,801	1,801
77 CIP S/R Eng/Const	2,127	2,127
78 CIP S/R Geo/Env	622	622
79 CIP S/R Other	7,869	7,869
80 CIP S/R GSD	1,699	1,699
91 Hurricane Ike Aid & Recovery	106	106
92 ARRA Reimbursement Fund	286	286
93 HR-W.C.	17,160	17,160
94 HITS Other	47,558	47,558
95 Legal Other	487	487
Total	\$ 2,145,065 =====	\$ 2,145,065 =====

**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	357,431	0	357,431
Salary % Split			.00%	100.00%
Benefits	S	176,987	0	176,987
Subtotal - Personnel Costs		534,418	0	534,418
Services & Supplies Cost				
Supplies	S	1,570	0	1,570
Services	S	12,585	0	12,585
Intfd HR Client Svcs	S	31,049	0	31,049
Subtotal - Services & Supplies		45,204	0	45,204
Department Cost Total		579,622	0	579,622
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		579,622	0	579,622
General Admin Distribution			0	0
Grand Total		\$ 579,622		\$ 579,622
		=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:6 Finance City Council

Department	First Incoming	Second Incoming	Fin City Council Support
3 Insurance Retirees	\$ 17,599	\$ 44	\$ 17,643
3 Memberships	135	0	135
3 Consulting Services	10	0	10
3 Other Misc	60	0	60
Subtotal - Non-Dept-Gen Gov	17,804	44	17,848
4 Finance Dept Admin	97,619	34,971	132,590
Subtotal - Fin Dir Office	97,619	34,971	132,590
5 Financial Plg & Analysis	618	31	649
Subtotal - Fin Plg & Analysis	618	31	649
7 Gen Acctng	0	396	396
7 Auditing Svcs	0	335	335
7 Fin Operations	0	51	51
Subtotal - Fin Reporting & Ops	0	782	782
8 Internal Controls	0	0	0
Subtotal - Fin Int Controls	0	0	0
9 Cost Accounting	0	41	41
9 Trust Funds Mgmt (TFM)	0	45	45
Subtotal - Fin Grants	0	86	86
10 Perf Mgmt Svcs	0	52	52
Subtotal - Fin Perform Mgmt	0	52	52
11 Purchasing	0	4,243	4,243
Subtotal - Fin SPD	0	4,243	4,243
14 Records	0	156	156
Subtotal - ARA Operations	0	156	156
15 Payroll Svcs	0	961	961
Subtotal - ARA Payroll Svcs	0	961	961
17 IT ERP	0	0	0
Subtotal - HITS EAS	0	0	0
18 Enterprise Optns	0	0	0
Subtotal - HITS EIS	0	0	0
20 Certification	0	299	299
20 External Affairs & Outreach	0	178	178
Subtotal - OBO	0	477	477
21 City Mayor Admin	0	870	870
Subtotal - Mayor	0	870	870
22 Personnel Svcs	0	389	389
Subtotal - Human Resources	0	389	389
24 Controller Fin Svcs	0	2,030	2,030
Subtotal - City Controller's	0	2,030	2,030

B. Incoming Costs-(Default Spread Salary%)

Dept:6 Finance City Council

Department	First Incoming	Second Incoming	Fin City Council Support
Total Incoming	116,041	45,092	161,133
C. Total Allocated		\$ 740,755	\$ 740,755
			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
37 City Council	100	100.0000	\$ 695,663	\$ 0	\$ 695,663	\$ 45,092	\$ 740,755
Subtotal	100	100.0000	695,663	0	695,663	45,092	740,755
Direct Bills					0		0
Total					\$695,663		\$ 740,755

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

Allocation Summary

Dept:6 Finance City Council

Department	Fin City Council Support	Total
0 Direct Billed	\$0	\$0
37 City Council	740,755	740,755
Total	<u>\$ 740,755</u> =====	<u>\$ 740,755</u> =====

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, financial operations, and fixed assets. This includes establishing and updating accounting policies, fixed assets, financial operations and coordinating the annual external audit. Costs are identified and allocated as follows:

- **General Accounting** – Costs of the General Accounting division are allocated based upon number of revenues, expenditures, 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 revenues, expenditures, 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.

A. Department Costs

Dept:7 Finance Reporting & Ops

Description		Amount	General Admin	Gen Acctng	Fixed Assets	Auditing Svcs
Personnel Costs						
Salaries	S1	1,154,456	0	692,196	258,919	0
Salary % Split				59.96%	22.43%	
Benefits	S	592,963	0	334,472	125,113	0
Subtotal - Personnel Costs		1,747,419	0	1,026,668	384,032	0
Services & Supplies Cost						
Supplies	P	2,168	0	650	243	0
Services	P	58,394	0	42,498	15,897	0
Audit	P	1,277,697	0	0	0	943,216
Subtotal - Services & Supplies		1,338,259	0	43,148	16,140	943,216
Department Cost Total		3,085,678	0	1,069,816	400,172	943,216
Adjustments to Cost						
Subtotal - Adjustments			0	0	0	0
Total Costs After Adjustments		3,085,678	0	1,069,816	400,172	943,216
General Admin Distribution			0	0	0	0
Grand Total		\$ 3,085,678		\$ 1,069,816	\$ 400,172	\$ 943,216
		=====	=====	=====	=====	=====

A. Department Costs

Dept:7 Finance Reporting & Ops

Description		Amount	Auditing Svcs - Enterprise	Fin Operations
Personnel Costs				
Salaries	S1	1,154,456	0	203,341
Salary % Split				17.61%
Benefits	S	592,963	0	133,378
Subtotal - Personnel Costs		<u>1,747,419</u>	<u>0</u>	<u>336,719</u>
Services & Supplies Cost				
Supplies	P	2,168	0	1,275
Services	P	58,394	0	0
Audit	P	1,277,697	334,481	0
Subtotal - Services & Supplies		<u>1,338,259</u>	<u>334,481</u>	<u>1,275</u>
Department Cost Total		3,085,678	334,481	337,994
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		3,085,678	334,481	337,994
General Admin Distribution			0	0
Grand Total		<u>\$ 3,085,678</u>	<u>\$ 334,481</u>	<u>\$ 337,994</u>
		=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:7 Finance Reporting & Ops

Department	First Incoming	Second Incoming	Gen Acctng	Fixed Assets	Auditing Svcs	Auditing Svcs - Enterprise	Fin Operations
3 Insurance Retirees	\$ 60,808	\$ 151	\$ 36,550	\$ 13,672	\$ 0	\$ 0	\$ 10,737
3 Memberships	467	1	281	105	0	0	82
3 Consulting Services	30	0	18	7	0	0	5
3 Other Misc	318	1	191	72	0	0	56
Subtotal - Non-Dept-Gen Gov	61,623	153	37,040	13,855	0	0	10,881
4 Finance Dept Admin	337,303	120,834	274,692	102,750	0	0	80,694
Subtotal - Fin Dir Office	337,303	120,834	274,692	102,750	0	0	80,694
5 Financial Plg & Analysis	1,810	91	1,140	426	0	0	335
Subtotal - Fin Plg & Analysis	1,810	91	1,140	426	0	0	335
7 Gen Acctng	0	1,160	696	260	0	0	204
7 Auditing Svcs	0	981	588	220	0	0	173
7 Fin Operations	0	273	164	61	0	0	48
Subtotal - Fin Reporting & Ops	0	2,414	1,447	541	0	0	425
8 Internal Controls	0	0	0	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0	0	0	0
9 Cost Accounting	0	221	133	50	0	0	39
9 Trust Funds Mgmt (TFM)	0	238	143	53	0	0	42
Subtotal - Fin Grants	0	459	275	103	0	0	81
10 Perf Mgmt Svcs	0	279	167	63	0	0	49
Subtotal - Fin Perform Mgmt	0	279	167	63	0	0	49
11 Purchasing	0	2,970	1,781	666	0	0	523
Subtotal - Fin SPD	0	2,970	1,781	666	0	0	523
14 Records	0	540	324	121	0	0	95
Subtotal - ARA Operations	0	540	324	121	0	0	95
15 Payroll Svcs	0	3,320	1,991	745	0	0	585
Subtotal - ARA Payroll Svcs	0	3,320	1,991	745	0	0	585
17 IT ERP	0	0	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0	0	0
18 Enterprise Optns	0	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0	0
20 Certification	0	1,034	620	232	0	0	182
20 External Affairs & Outreach	0	614	368	138	0	0	108
Subtotal - OBO	0	1,648	988	370	0	0	290
21 City Mayor Admin	0	3,006	1,802	674	0	0	529
Subtotal - Mayor	0	3,006	1,802	674	0	0	529
22 Personnel Svcs	0	1,345	806	302	0	0	237
Subtotal - Human Resources	0	1,345	806	302	0	0	237
24 Controller Fin Svcs	0	5,949	3,567	1,334	0	0	1,048
Subtotal - City Controller's	0	5,949	3,567	1,334	0	0	1,048

B. Incoming Costs-(Default Spread Salary%)

Dept:7 Finance Reporting & Ops

Department	First Incoming	Second Incoming	Gen Acctng	Fixed Assets	Auditing Svcs	Auditing Svcs - Enterprise	Fin Operations
Total Incoming	400,736	143,008	326,021	121,950	0	0	95,773
C. Total Allocated		\$ 3,629,422	\$ 1,395,837	\$ 522,122	\$ 943,216	\$ 334,481	\$ 433,767
			38.46%	14.39%	25.99%	9.22%	11.95%

Gen Acctng Allocations

Dept:7 Finance Reporting & Ops

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03 Non-Departmental-Gen Gov	52,290	2.6103	\$ 34,197	\$ 0	\$ 34,197	\$ 0	\$ 34,197
04 Finance Dir Office	1,979	0.0988	1,294	0	1,294	0	1,294
05 Finance Financial Plg & Analys	443	0.0221	290	0	290	0	290
06 Finance City Council	605	0.0302	396	0	396	0	396
07 Finance Reporting & Ops	1,773	0.0885	1,160	0	1,160	0	1,160
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	719	0.0359	470	0	470	32	502
10 Finance Rev Perform Mgmnt	318	0.0159	208	0	208	14	222
11 Finance Strat Purchasing	715	0.0357	468	0	468	32	500
12 ARA Director Office	4,183	0.2088	2,736	0	2,736	184	2,920
13 ARA Financial Services	451	0.0225	295	0	295	20	315
14 ARA Operations	4,539	0.2266	2,968	0	2,968	200	3,168
15 ARA Payroll Services	687	0.0343	449	0	449	30	479
20 Office Business Opportunity	4,336	0.2165	2,836	0	2,836	191	3,027
21 Mayor	5,163	0.2577	3,377	0	3,377	227	3,604
22 Human Resources	50,679	2.5299	33,144	0	33,144	2,233	35,377
23 Legal	6,292	0.3141	4,115	0	4,115	277	4,392
24 City Controller's Office	4,162	0.2078	2,722	0	2,722	183	2,905
25 Health Administration	19,347	0.9658	12,653	0	12,653	852	13,505
26 Planning & Dev Admin	1,665	0.0831	1,089	0	1,089	73	1,162
28 CIP Sal Rec HPW	2,887	0.1441	1,888	0	1,888	127	2,015
29 HPD Police Records	1,213	0.0606	793	0	793	53	846
30 General Services	36,257	1.8099	23,712	0	23,712	1,597	25,309
33 Finance Public Fin	401	0.0200	262	0	262	18	280
34 Finance Treasury	1,591	0.0794	1,041	0	1,041	70	1,111
35 ARA Regulatory	1,668	0.0833	1,091	0	1,091	73	1,164
36 City Secretary	1,675	0.0836	1,095	0	1,095	74	1,169
37 City Council	25,924	1.2941	16,954	0	16,954	1,142	18,096
38 Police	196,670	9.8177	128,620	0	128,620	8,665	137,285
39 Dept of Neighborhoods	7,166	0.3577	4,686	0	4,686	316	5,002
40 Fire	173,127	8.6424	113,224	0	113,224	7,628	120,852
41 Municipal Court	20,106	1.0037	13,149	0	13,149	886	14,035
42 Solid Waste	38,003	1.8971	24,854	0	24,854	1,674	26,528
43 Houston Airport System (HAS)	113,265	5.6541	74,074	0	74,074	4,990	79,064
44 Housing & Community Dev	57,815	2.8861	37,811	0	37,811	2,547	40,358
45 Library	17,064	0.8518	11,160	0	11,160	752	11,912
46 Parks & Recreation	91,902	4.5877	60,103	0	60,103	4,049	64,152
47 Health Department	213,017	10.6337	139,311	0	139,311	9,385	148,696
48 Convention & Entertainment	1,690	0.0844	1,105	0	1,105	74	1,179
49 Fleet Management	185,580	9.2641	121,368	0	121,368	8,176	129,544
50 Planning & Dev Other	3,190	0.1592	2,086	0	2,086	141	2,227
51 Planning & Dev Spec Rev	6,927	0.3458	4,530	0	4,530	305	4,835
52 General Debt	6,539	0.3264	4,276	0	4,276	288	4,564
53 Finance Other	14,726	0.7351	9,631	0	9,631	649	10,280
54 ARA Insurance	1,416	0.0707	926	0	926	62	988
55 ARA BARC	12,920	0.6450	8,450	0	8,450	569	9,019
56 ARA Parking	17,138	0.8555	11,208	0	11,208	755	11,963
57 ARA Other	11,858	0.5919	7,755	0	7,755	522	8,277
58 IT Public Services	0	0.0000	0	0	0	0	0
59 Legal Insurance	5,718	0.2854	3,740	0	3,740	252	3,992
60 Legal Wkr Comp	1,022	0.0510	668	0	668	45	713
61 Mayor Cable TV	2,171	0.1084	1,420	0	1,420	96	1,516
62 Mayor Other	17,604	0.8788	11,513	0	11,513	776	12,289
63 TIRZ	1,495	0.0746	978	0	978	66	1,044
64 HR Health Benefits	141,865	7.0818	92,778	0	92,778	6,250	99,028
65 HR Long Term Disability	75	0.0037	49	0	49	3	52

Gen Acctng Allocations

Dept:7 Finance Reporting & Ops

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
66 HPW Bldg Insp	39,929	1.9932	26,113	0	26,113	1,759	27,872
67 HPW Stormwater	18,158	0.9064	11,875	0	11,875	800	12,675
68 HPW DDSR	41,372	2.0653	27,057	0	27,057	1,823	28,880
69 HPW Water & Sewer	183,029	9.1367	119,699	0	119,699	8,064	127,763
70 HPW Houston Transtar	2,971	0.1483	1,943	0	1,943	131	2,074
71 HPW Other	34,596	1.7270	22,625	0	22,625	1,524	24,149
72 Houston Permit Center	7,724	0.3856	5,051	0	5,051	340	5,391
73 CIP S/R Planning	2	0.0001	1	0	1	0	1
74 CIP Sal Rec RE	1,233	0.0616	806	0	806	54	860
75 CIP S/R Engrg	1,449	0.0723	948	0	948	64	1,012
76 CIP S/R Constr	1,680	0.0839	1,099	0	1,099	74	1,173
77 CIP S/R Eng/Const	1,984	0.0990	1,298	0	1,298	87	1,385
78 CIP S/R Geo/Env	580	0.0290	379	0	379	26	405
79 CIP S/R Other	7,339	0.3664	4,800	0	4,800	323	5,123
80 CIP S/R GSD	1,585	0.0791	1,037	0	1,037	70	1,107
31 HEC	6,384	0.3187	4,175	0	4,175	281	4,456
91 Hurricane Ike Aid & Recovery	99	0.0049	65	0	65	4	69
92 ARRA Reimbursement Fund	266	0.0133	174	0	174	12	186
93 HR-W.C.	16,004	0.7989	10,466	0	10,466	705	11,171
94 HITS Other	44,355	2.2142	29,008	0	29,008	1,954	30,962
95 Legal Other	455	0.0227	298	0	298	20	318
Subtotal	2,003,225	100.0000	1,310,093	0	1,310,093	85,744	1,395,837
Direct Bills					0		0
Total					\$1,310,093		\$ 1,395,837
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Basis Units: Number of rev, exp, & purch transactions per dept

Source: COH Transaction Report

Fixed Assets Allocations

Dept:7 Finance Reporting & Ops

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
12 ARA Director Office	26.00	1.1295	\$ 5,535	\$ 0	\$ 5,535	\$ 362	\$ 5,897
21 Mayor	13.00	0.5647	2,767	0	2,767	181	2,948
22 Human Resources	2.00	0.0869	426	0	426	28	454
23 Legal	13.00	0.5647	2,767	0	2,767	181	2,948
24 City Controller's Office	5.00	0.2172	1,064	0	1,064	70	1,134
25 Health Administration	164.00	7.1242	34,912	0	34,912	2,285	37,197
26 Planning & Dev Admin	6.00	0.2606	1,277	0	1,277	84	1,361
30 General Services	57.00	2.4761	12,134	0	12,134	794	12,928
31 HEC	1.00	0.0434	213	0	213	14	227
37 City Council	34.00	1.4770	7,238	0	7,238	474	7,712
38 Police	638.00	27.7150	135,817	0	135,817	8,889	144,706
39 Dept of Neighborhoods	17.00	0.7385	3,619	0	3,619	237	3,856
40 Fire	806.00	35.0130	171,581	0	171,581	11,230	182,811
41 Municipal Court	3.00	0.1303	639	0	639	42	681
42 Solid Waste	65.00	2.8236	13,837	0	13,837	906	14,743
44 Housing & Community Dev	1.00	0.0434	213	0	213	14	227
45 Library	83.00	3.6056	17,669	0	17,669	1,156	18,825
46 Parks & Recreation	277.00	12.0330	58,968	0	58,968	3,859	62,827
49 Fleet Management	74.00	3.2146	15,753	0	15,753	1,031	16,784
94 HITS Other	17.00	0.7385	3,619	0	3,619	237	3,856
Subtotal	2,302	100.0000	490,048	0	490,048	32,074	522,122
Direct Bills					0		0
Total					\$490,048		\$ 522,122
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Basis Units: Number of fixed Assets excl HPW & Airport
 Source: Asset Report

Auditing Svcs Allocations

Dept:7 Finance Reporting & Ops

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03 Non-Departmental-Gen Gov	52,290	3.0664	\$ 28,923	\$ 0	\$ 28,923	\$ 0	\$ 28,923
04 Finance Dir Office	1,979	0.1161	1,095	0	1,095	0	1,095
05 Finance Financial Plg & Analys	443	0.0260	245	0	245	0	245
06 Finance City Council	605	0.0355	335	0	335	0	335
07 Finance Reporting & Ops	1,773	0.1040	981	0	981	0	981
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	719	0.0422	398	0	398	0	398
10 Finance Rev Perform Mgmnt	318	0.0186	176	0	176	0	176
11 Finance Strat Purchasing	715	0.0419	395	0	395	0	395
12 ARA Director Office	4,183	0.2453	2,314	0	2,314	0	2,314
13 ARA Financial Services	451	0.0264	249	0	249	0	249
14 ARA Operations	4,539	0.2662	2,511	0	2,511	0	2,511
15 ARA Payroll Services	687	0.0403	380	0	380	0	380
20 Office Business Opportunity	4,336	0.2543	2,398	0	2,398	0	2,398
21 Mayor	5,163	0.3028	2,856	0	2,856	0	2,856
22 Human Resources	50,679	2.9720	28,032	0	28,032	0	28,032
23 Legal	6,292	0.3690	3,480	0	3,480	0	3,480
24 City Controller's Office	4,162	0.2441	2,302	0	2,302	0	2,302
25 Health Administration	19,347	1.1346	10,701	0	10,701	0	10,701
26 Planning & Dev Admin	1,665	0.0976	921	0	921	0	921
28 CIP Sal Rec HPW	2,887	0.1693	1,597	0	1,597	0	1,597
29 HPD Police Records	1,213	0.0711	671	0	671	0	671
30 General Services	36,257	2.1262	20,055	0	20,055	0	20,055
33 Finance Public Fin	401	0.0235	222	0	222	0	222
34 Finance Treasury	1,591	0.0933	880	0	880	0	880
35 ARA Regulatory	1,668	0.0978	923	0	923	0	923
36 City Secretary	1,675	0.0982	926	0	926	0	926
37 City Council	25,924	1.5203	14,339	0	14,339	0	14,339
38 Police	196,670	11.5333	108,784	0	108,784	0	108,784
39 Dept of Neighborhoods	7,166	0.4202	3,964	0	3,964	0	3,964
40 Fire	173,127	10.1526	95,761	0	95,761	0	95,761
41 Municipal Court	20,106	1.1791	11,121	0	11,121	0	11,121
42 Solid Waste	38,003	2.2286	21,021	0	21,021	0	21,021
44 Housing & Community Dev	57,815	3.3904	31,979	0	31,979	0	31,979
45 Library	17,064	1.0007	9,439	0	9,439	0	9,439
46 Parks & Recreation	91,902	5.3894	50,834	0	50,834	0	50,834
47 Health Department	213,017	12.4919	117,826	0	117,826	0	117,826
49 Fleet Management	185,580	10.8829	102,649	0	102,649	0	102,649
50 Planning & Dev Other	3,190	0.1871	1,764	0	1,764	0	1,764
51 Planning & Dev Spec Rev	6,927	0.4062	3,832	0	3,832	0	3,832
52 General Debt	6,539	0.3835	3,617	0	3,617	0	3,617
53 Finance Other	14,726	0.8636	8,145	0	8,145	0	8,145
54 ARA Insurance	1,416	0.0830	783	0	783	0	783
55 ARA BARC	12,920	0.7577	7,146	0	7,146	0	7,146
56 ARA Parking	17,138	1.0050	9,480	0	9,480	0	9,480
57 ARA Other	11,858	0.6954	6,559	0	6,559	0	6,559
58 IT Public Services	0	0.0000	0	0	0	0	0
59 Legal Insurance	5,718	0.3353	3,163	0	3,163	0	3,163
60 Legal Wkr Comp	1,022	0.0599	565	0	565	0	565
61 Mayor Cable TV	2,171	0.1273	1,201	0	1,201	0	1,201
62 Mayor Other	17,604	1.0323	9,737	0	9,737	0	9,737
63 TIRZ	1,495	0.0877	827	0	827	0	827
64 HR Health Benefits	141,865	8.3194	78,469	0	78,469	0	78,469
65 HR Long Term Disability	75	0.0044	41	0	41	0	41
66 HPW Bldg Insp	39,929	2.3415	22,086	0	22,086	0	22,086
67 HPW Stormwater	18,158	1.0648	10,044	0	10,044	0	10,044

Auditing Svcs Allocations

Dept:7 Finance Reporting & Ops

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
68 HPW DDSR	41,372	2.4262	22,884	0	22,884	0	22,884
70 HPW Houston Transtar	2,971	0.1742	1,643	0	1,643	0	1,643
71 HPW Other	34,596	2.0288	19,136	0	19,136	0	19,136
72 Houston Permit Center	7,724	0.4530	4,272	0	4,272	0	4,272
73 CIP S/R Planning	2	0.0001	1	0	1	0	1
74 CIP Sal Rec RE	1,233	0.0723	682	0	682	0	682
75 CIP S/R Engrg	1,449	0.0850	801	0	801	0	801
76 CIP S/R Constr	1,680	0.0985	929	0	929	0	929
77 CIP S/R Eng/Const	1,984	0.1163	1,097	0	1,097	0	1,097
78 CIP S/R Geo/Env	580	0.0340	321	0	321	0	321
79 CIP S/R Other	7,339	0.4304	4,059	0	4,059	0	4,059
80 CIP S/R GSD	1,585	0.0929	877	0	877	0	877
31 HEC	6,384	0.3744	3,531	0	3,531	0	3,531
91 Hurricane Ike Aid & Recovery	99	0.0058	55	0	55	0	55
92 ARRA Reimbursement Fund	266	0.0156	147	0	147	0	147
93 HR-W.C.	16,004	0.9385	8,852	0	8,852	0	8,852
94 HITS Other	44,355	2.6011	24,534	0	24,534	0	24,534
95 Legal Other	455	0.0267	252	0	252	0	252
Subtotal	1,705,241	100.0000	943,215	0	943,215	0	943,215
Direct Bills					0		0
Total					\$943,215		\$ 943,215
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Basis Units: Number of rev, exp, & purch transactions
 Source: COH Transaction Report

Auditing Svcs - Enterprise Allocations

Dept:7 Finance Reporting & Ops

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
43 Houston Airport System (HAS)	50.08	50.0800	\$ 167,508	\$ 0	\$ 167,508	\$ 0	\$ 167,508
48 Convention & Entertainment	16.81	16.8100	56,226	0	56,226	0	56,226
69 HPW Water & Sewer	33.11	33.1100	110,747	0	110,747	0	110,747
Subtotal	100.00	100.0000	334,481	0	334,481	0	334,481
Direct Bills					0		0
Total					\$334,481		\$ 334,481
	=====	=====	=====	=====	=====	=====	=====

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

Fin Operations Allocations

Dept:7 Finance Reporting & Ops

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03 Non-Departmental-Gen Gov	92,117,734	1.9940	\$ 8,147	\$ 0	\$ 8,147	\$ 0	\$ 8,147
04 Finance Dir Office	1,917,585	0.0415	170	0	170	0	170
05 Finance Financial Plg & Analys	1,748,817	0.0379	155	0	155	0	155
06 Finance City Council	579,620	0.0125	51	0	51	0	51
07 Finance Reporting & Ops	3,085,677	0.0668	273	0	273	0	273
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	1,080,267	0.0234	96	0	96	6	102
10 Finance Rev Perform Mgmt	351,508	0.0076	31	0	31	2	33
11 Finance Strat Purchasing	4,807,816	0.1041	425	0	425	27	452
12 ARA Director Office	2,139,732	0.0463	189	0	189	12	201
13 ARA Financial Services	830,305	0.0180	73	0	73	5	78
14 ARA Operations	6,658,736	0.1441	589	0	589	37	626
15 ARA Payroll Services	3,581,329	0.0775	317	0	317	20	337
20 Office Business Opportunity	38,825,955	0.8404	3,434	0	3,434	216	3,650
21 Mayor	4,530,543	0.0981	401	0	401	25	426
22 Human Resources	45,934,805	0.9943	4,063	0	4,063	256	4,319
23 Legal	14,468,457	0.3132	1,280	0	1,280	81	1,361
24 City Controller's Office	7,814,179	0.1691	691	0	691	44	735
25 Health Administration	13,827,000	0.2993	1,223	0	1,223	77	1,300
26 Planning & Dev Admin	1,407,871	0.0305	125	0	125	8	133
28 CIP Sal Rec HPW	4,646,568	0.1006	411	0	411	26	437
29 HPD Police Records	5,415,046	0.1172	479	0	479	30	509
30 General Services	152,566,843	3.3025	13,493	0	13,493	850	14,343
31 HEC	26,351,959	0.5704	2,331	0	2,331	147	2,478
33 Finance Public Fin	872,602	0.0189	77	0	77	5	82
34 Finance Treasury	1,705,702	0.0369	151	0	151	10	161
35 ARA Regulatory	295,092	0.0064	26	0	26	2	28
36 City Secretary	759,827	0.0164	67	0	67	4	71
37 City Council	8,656,245	0.1874	766	0	766	48	814
38 Police	962,590,931	20.8362	85,132	0	85,132	5,363	90,495
39 Dept of Neighborhoods	12,472,753	0.2700	1,103	0	1,103	69	1,172
40 Fire	505,051,996	10.9324	44,667	0	44,667	2,814	47,481
41 Municipal Court	29,937,229	0.6480	2,648	0	2,648	167	2,815
42 Solid Waste	105,943,711	2.2933	9,370	0	9,370	590	9,960
43 Houston Airport System (HAS)	321,378,127	6.9566	28,423	0	28,423	1,791	30,214
44 Housing & Community Dev	369,376,726	7.9955	32,668	0	32,668	2,058	34,726
45 Library	37,090,774	0.8029	3,280	0	3,280	207	3,487
46 Parks & Recreation	79,246,538	1.7154	7,009	0	7,009	442	7,451
47 Health Department	254,244,396	5.5034	22,486	0	22,486	1,417	23,903
48 Convention & Entertainment	100,153	0.0022	9	0	9	1	10
49 Fleet Management	83,412,953	1.8056	7,377	0	7,377	465	7,842
50 Planning & Dev Other	4,342,749	0.0940	384	0	384	24	408
51 Planning & Dev Spec Rev	7,169,889	0.1552	634	0	634	40	674
53 Finance Other	16,777,901	0.3632	1,484	0	1,484	93	1,577
54 ARA Insurance	20,666,869	0.4474	1,828	0	1,828	115	1,943
55 ARA BARC	11,496,376	0.2489	1,017	0	1,017	64	1,081
56 ARA Parking	8,796,436	0.1904	778	0	778	49	827
57 ARA Other	8,205,872	0.1776	726	0	726	46	772
58 IT Public Services	0	0.0000	0	0	0	0	0
59 Legal Insurance	12,829,357	0.2777	1,135	0	1,135	71	1,206
60 Legal Wkr Comp	179,896	0.0039	16	0	16	1	17
61 Mayor Cable TV	3,585,095	0.0776	317	0	317	20	337
62 Mayor Other	58,279,590	1.2615	5,154	0	5,154	325	5,479
64 HR Health Benefits	405,425,327	8.7758	35,856	0	35,856	2,259	38,115
65 HR Long Term Disability	929,317	0.0201	82	0	82	5	87
66 HPW Bldg Insp	67,774,172	1.4670	5,994	0	5,994	378	6,372

Fin Operations Allocations

Dept:7 Finance Reporting & Ops

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
67 HPW Stormwater	37,443,834	0.8105	3,312	0	3,312	209	3,521
68 HPW DDSR	67,216,611	1.4550	5,945	0	5,945	374	6,319
69 HPW Water & Sewer	473,355,544	10.2463	41,864	0	41,864	2,637	44,501
70 HPW Houston Transtar	2,468,121	0.0534	218	0	218	14	232
71 HPW Other	34,502,321	0.7468	3,051	0	3,051	192	3,243
72 Houston Permit Center	9,806,818	0.2123	867	0	867	55	922
73 CIP S/R Planning	0	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	5,141,071	0.1113	455	0	455	29	484
75 CIP S/R Engrg	8,043,181	0.1741	711	0	711	45	756
76 CIP S/R Constr	9,173,641	0.1986	811	0	811	51	862
77 CIP S/R Eng/Const	4,995,299	0.1081	442	0	442	28	470
78 CIP S/R Geo/Env	1,014,644	0.0220	90	0	90	6	96
79 CIP S/R Other	7,745,108	0.1677	685	0	685	43	728
80 CIP S/R GSD	4,734,100	0.1025	419	0	419	26	445
91 Hurricane Ike Aid & Recovery	3,291	0.0001	0	0	0	0	0
92 ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
93 HR-W.C.	30,515,560	0.6605	2,699	0	2,699	170	2,869
94 HITS Other	88,766,460	1.9214	7,851	0	7,851	495	8,346
95 Legal Other	581,662	0.0126	51	0	51	3	54
Subtotal	4,619,790,219	100.0000	408,582	0	408,582	25,185	433,767
Direct Bills					0		0
Total					\$408,582		\$ 433,767

Basis Units: FY2021 expenditures excl TIRZ
 Source: COH Expenditure Report

Allocation Summary

Dept:7 Finance Reporting & Ops

Department	Gen Acctng	Fixed Assets	Auditing Svc	Auditing Svcs Enterprise	Fin Operations	Total
0 Direct Billed	\$0	\$0	\$0	\$0	\$0	
03 Non-Departmental-Gen Gov	34,197	0	28,923	0	8,147	71,267
04 Finance Dir Office	1,294	0	1,095	0	170	2,559
05 Finance Financial Plg & Analys	290	0	245	0	155	690
06 Finance City Council	396	0	335	0	51	782
07 Finance Reporting & Ops	1,160	0	981	0	273	2,414
08 Finance Internal Controls	0	0	0	0	0	0
09 Finance Grants	502	0	398	0	102	1,002
10 Finance Rev Perform Mgmt	222	0	176	0	33	431
11 Finance Strat Purchasing	500	0	395	0	452	1,347
12 ARA Director Office	2,920	5,897	2,314	0	201	11,332
13 ARA Financial Services	315	0	249	0	78	642
14 ARA Operations	3,168	0	2,511	0	626	6,305
15 ARA Payroll Services	479	0	380	0	337	1,196
20 Office Business Opportunity	3,027	0	2,398	0	3,650	9,075
21 Mayor	3,604	2,948	2,856	0	426	9,834
22 Human Resources	35,377	454	28,032	0	4,319	68,182
23 Legal	4,392	2,948	3,480	0	1,361	12,181
24 City Controller's Office	2,905	1,134	2,302	0	735	7,076
25 Health Administration	13,505	37,197	10,701	0	1,300	62,703
26 Planning & Dev Admin	1,162	1,361	921	0	133	3,577
28 CIP Sal Rec HPW	2,015	0	1,597	0	437	4,049
29 HPD Police Records	846	0	671	0	509	2,026
30 General Services	25,309	12,928	20,055	0	14,343	72,635
31 HEC	4,456	227	3,531	0	2,478	10,692
33 Finance Public Fin	280	0	222	0	82	584
34 Finance Treasury	1,111	0	880	0	161	2,152
35 ARA Regulatory	1,164	0	923	0	28	2,115
36 City Secretary	1,169	0	926	0	71	2,166
37 City Council	18,096	7,712	14,339	0	814	40,961
38 Police	137,285	144,706	108,784	0	90,495	481,270
39 Dept of Neighborhoods	5,002	3,856	3,964	0	1,172	13,994
40 Fire	120,852	182,811	95,761	0	47,481	446,905
41 Municipal Court	14,035	681	11,121	0	2,815	28,652
42 Solid Waste	26,528	14,743	21,021	0	9,960	72,252
43 Houston Airport System (HAS)	79,064	0	0	167,508	30,214	276,786
44 Housing & Community Dev	40,358	227	31,979	0	34,726	107,290
45 Library	11,912	18,825	9,439	0	3,487	43,663
46 Parks & Recreation	64,152	62,827	50,834	0	7,451	185,264
47 Health Department	148,696	0	117,826	0	23,903	290,425
48 Convention & Entertainment	1,179	0	0	56,226	10	57,415
49 Fleet Management	129,544	16,784	102,649	0	7,842	256,819
50 Planning & Dev Other	2,227	0	1,764	0	408	4,399
51 Planning & Dev Spec Rev	4,835	0	3,832	0	674	9,341
52 General Debt	4,564	0	3,617	0	0	8,181
53 Finance Other	10,280	0	8,145	0	1,577	20,002
54 ARA Insurance	988	0	783	0	1,943	3,714
55 ARA BARC	9,019	0	7,146	0	1,081	17,246
56 ARA Parking	11,963	0	9,480	0	827	22,270
57 ARA Other	8,277	0	6,559	0	772	15,608
58 IT Public Services	0	0	0	0	0	0
59 Legal Insurance	3,992	0	3,163	0	1,206	8,361
60 Legal Wkr Comp	713	0	565	0	17	1,295
61 Mayor Cable TV	1,516	0	1,201	0	337	3,054
62 Mayor Other	12,289	0	9,737	0	5,479	27,505
63 TIRZ	1,044	0	827	0	0	1,871
64 HR Health Benefits	99,028	0	78,469	0	38,115	215,612

**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:8 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	0
		=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:8 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 Other Misc	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
7 Gen Acctng	0	0	0
7 Auditing Svcs	0	0	0
7 Fin Operations	0	0	0
Subtotal - Fin Reporting & Ops	0	0	0
8 Internal Controls	0	0	0
Subtotal - Fin Int Controls	0	0	0
9 Cost Accounting	0	0	0
9 Trust Funds Mgmt (TFM)	0	0	0
Subtotal - Fin Grants	0	0	0
10 Perf Mgmt Svcs	0	0	0
Subtotal - Fin Perform Mgmt	0	0	0
11 Purchasing	0	0	0
Subtotal - Fin SPD	0	0	0
14 Records	0	0	0
Subtotal - ARA Operations	0	0	0
15 Payroll Svcs	0	0	0
Subtotal - ARA Payroll Svcs	0	0	0
17 IT ERP	0	0	0
Subtotal - HITS EAS	0	0	0
18 Enterprise Optns	0	0	0
Subtotal - HITS EIS	0	0	0
20 Certification	0	0	0
20 External Affairs & Outreach	0	0	0
Subtotal - OBO	0	0	0
21 City Mayor Admin	0	0	0
Subtotal - Mayor	0	0	0
22 Personnel Svcs	0	0	0
Subtotal - Human Resources	0	0	0
24 Controller Fin Svcs	0	0	0
Subtotal - City Controller's	0	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:8 Finance Internal Controls

Department	First Incoming	Second Incoming	Internal Controls
Total Incoming	0	0	0

C. Total Allocated

\$ 0

Internal Controls Allocations

Dept:8 Finance Internal Controls

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03 Non-Departmental-Gen Gov	83,444,401	4.4872	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
04 Finance Dir Office	1,917,585	0.1031	0	0	0	0	0
05 Finance Financial Plg & Analys	1,748,817	0.0940	0	0	0	0	0
06 Finance City Council	579,620	0.0312	0	0	0	0	0
07 Finance Reporting & Ops	3,085,677	0.1659	0	0	0	0	0
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	1,080,267	0.0581	0	0	0	0	0
10 Finance Rev Perform Mgmt	351,508	0.0189	0	0	0	0	0
11 Finance Strat Purchasing	4,807,816	0.2585	0	0	0	0	0
12 ARA Director Office	2,139,732	0.1151	0	0	0	0	0
13 ARA Financial Services	830,305	0.0446	0	0	0	0	0
14 ARA Operations	6,658,736	0.3581	0	0	0	0	0
15 ARA Payroll Services	3,581,329	0.1926	0	0	0	0	0
20 Office Business Opportunity	3,480,775	0.1872	0	0	0	0	0
21 Mayor	4,530,543	0.2436	0	0	0	0	0
22 Human Resources	2,412,654	0.1297	0	0	0	0	0
23 Legal	14,468,457	0.7780	0	0	0	0	0
24 City Controller's Office	7,813,946	0.4202	0	0	0	0	0
25 Health Administration	13,827,000	0.7435	0	0	0	0	0
26 Planning & Dev Admin	1,407,871	0.0757	0	0	0	0	0
29 HPD Police Records	5,415,046	0.2912	0	0	0	0	0
30 General Services	38,580,241	2.0746	0	0	0	0	0
33 Finance Public Fin	872,602	0.0469	0	0	0	0	0
34 Finance Treasury	1,705,702	0.0917	0	0	0	0	0
35 ARA Regulatory	295,092	0.0159	0	0	0	0	0
36 City Secretary	759,827	0.0409	0	0	0	0	0
37 City Council	8,656,245	0.4655	0	0	0	0	0
38 Police	893,865,708	48.0673	0	0	0	0	0
39 Dept of Neighborhoods	9,919,720	0.5334	0	0	0	0	0
40 Fire	482,537,804	25.9483	0	0	0	0	0
41 Municipal Court	27,079,450	1.4562	0	0	0	0	0
42 Solid Waste	82,086,229	4.4142	0	0	0	0	0
44 Housing & Community Dev	483,940	0.0260	0	0	0	0	0
45 Library	34,805,355	1.8716	0	0	0	0	0
46 Parks & Recreation	52,905,548	2.8450	0	0	0	0	0
47 Health Department	31,294,929	1.6829	0	0	0	0	0
49 Fleet Management	0	0.0000	0	0	0	0	0
50 Planning & Dev Other	1,784,211	0.0959	0	0	0	0	0
53 Finance Other	145,068	0.0078	0	0	0	0	0
55 ARA BARC	0	0.0000	0	0	0	0	0
57 ARA Other	3,763,006	0.2024	0	0	0	0	0
58 IT Public Services	0	0.0000	0	0	0	0	0
61 Mayor Cable TV	0	0.0000	0	0	0	0	0
64 HR Health Benefits	0	0.0000	0	0	0	0	0
71 HPW Other	24,331,134	1.3084	0	0	0	0	0
94 HITS Other	157,786	0.0085	0	0	0	0	0
Subtotal	1,859,611,682	100.0000	0	0	0	0	0
Direct Bills					0		0
Total					\$0		\$ 0
	=====	=====	=====	=====	=====	=====	=====

Basis Units: FY2021 actual GF expenditures excl TIRZ
 Source: COH Expenditure Report

Allocation Summary

Dept:8 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 Reporting & Ops	0	0
08 Finance Internal Controls	0	0
09 Finance Grants	0	0
10 Finance Rev Perform Mgmt	0	0
11 Finance Strat Purchasing	0	0
12 ARA Director Office	0	0
13 ARA Financial Services	0	0
14 ARA Operations	0	0
15 ARA Payroll Services	0	0
20 Office Business Opportunity	0	0
21 Mayor	0	0
22 Human Resources	0	0
23 Legal	0	0
24 City Controller's Office	0	0
25 Health Administration	0	0
26 Planning & Dev Admin	0	0
29 HPD Police Records	0	0
30 General Services	0	0
33 Finance Public Fin	0	0
34 Finance Treasury	0	0
35 ARA Regulatory	0	0
36 City Secretary	0	0
37 City Council	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

The 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 20,000 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 and other Trust funds awarded to the City. Costs are allocated based on the operating expenditures by department.

A. Department Costs

Dept:9 Finance Grants

Description		Amount	General Admin	Grants Mgmt	Cost Accounting	Trust Funds Mgmt (TFM)
Personnel Costs						
Salaries	S1	705,193	0	329,585	177,611	197,997
Salary % Split			.00%	46.74%	25.19%	28.08%
Benefits	P	373,702	0	180,764	97,411	95,527
Subtotal - Personnel Costs		1,078,895	0	510,349	275,022	293,524
Services & Supplies Cost						
Supplies	P	598	0	389	209	0
Services	P	774	0	19	10	744
Subtotal - Services & Supplies		1,372	0	408	220	744
Department Cost Total		1,080,267	0	510,757	275,242	294,268
Adjustments to Cost						
Subtotal - Adjustments			0	0	0	0
Total Costs After Adjustments		1,080,267	0	510,757	275,242	294,268
General Admin Distribution			0	0	0	0
Grand Total		\$ 1,080,267		\$ 510,757	\$ 275,242	\$ 294,268
		=====	=====	=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:9 Finance Grants

Department	First Incoming	Second Incoming	Grants Mgmt	Cost Accounting	Trust Funds Mgmt (TFM)
3 Insurance Retirees	\$ 33,159	\$ 82	\$ 15,536	\$ 8,372	\$ 9,333
3 Memberships	254	1	119	64	71
3 Consulting Services	12	0	6	3	3
3 Other Misc	111	0	52	28	31
Subtotal - Non-Dept-Gen Gov	33,536	83	15,713	8,467	9,439
4 Finance Dept Admin	183,929	65,890	116,757	62,920	70,142
Subtotal - Fin Dir Office	183,929	65,890	116,757	62,920	70,142
5 Financial Plg & Analysis	734	37	360	194	216
Subtotal - Fin Plg & Analysis	734	37	360	194	216
7 Gen Acctng	470	32	234	126	141
7 Auditing Svcs	398	0	186	100	112
7 Fin Operations	96	6	48	26	29
Subtotal - Fin Reporting & Ops	964	38	468	252	281
8 Internal Controls	0	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0	0
9 Cost Accounting	0	77	36	19	22
9 Trust Funds Mgmt (TFM)	0	83	39	21	23
Subtotal - Fin Grants	0	160	75	40	45
10 Perf Mgmt Svcs	0	98	46	25	28
Subtotal - Fin Perform Mgmt	0	98	46	25	28
11 Purchasing	0	0	0	0	0
Subtotal - Fin SPD	0	0	0	0	0
14 Records	0	295	138	74	83
Subtotal - ARA Operations	0	295	138	74	83
15 Payroll Svcs	0	1,811	846	456	508
Subtotal - ARA Payroll Svcs	0	1,811	846	456	508
17 IT ERP	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0
18 Enterprise Optns	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0
20 Certification	0	564	264	142	158
20 External Affairs & Outreach	0	335	157	84	94
Subtotal - OBO	0	899	420	226	252
21 City Mayor Admin	0	1,639	766	413	460
Subtotal - Mayor	0	1,639	766	413	460
22 Personnel Svcs	0	733	343	185	206
Subtotal - Human Resources	0	733	343	185	206
24 Controller Fin Svcs	0	2,412	1,127	607	677
Subtotal - City Controller's	0	2,412	1,127	607	677

B. Incoming Costs-(Default Spread Salary%)

Dept:9 Finance Grants

Department	First Incoming	Second Incoming	Grants Mgmt	Cost Accounting	Trust Funds Mgmt (TFM)
Total Incoming	219,163	74,095	137,059	73,861	82,338
C. Total Allocated		\$ 1,373,525	\$ 647,816	\$ 349,103	\$ 376,606
			47.16%	25.42%	27.42%

Grants Mgmt Allocations

Dept:9 Finance Grants

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03 Non-Departmental-Gen Gov	8,386,219	0.9989	\$ 6,125	\$ 0	\$ 6,125	\$ 0	\$ 6,125
20 Office Business Opportunity	35,066,939	4.1767	25,611	0	25,611	1,461	27,072
21 Mayor	0	0.0000	0	0	0	0	0
22 Human Resources	19,851,574	2.3645	14,499	0	14,499	827	15,326
24 City Controller's Office	233	0.0000	0	0	0	0	0
30 General Services	1,901,616	0.2265	1,389	0	1,389	79	1,468
38 Police	43,905,822	5.2295	32,066	0	32,066	1,829	33,895
39 Dept of Neighborhoods	2,295,266	0.2734	1,676	0	1,676	96	1,772
40 Fire	19,964,928	2.3780	14,581	0	14,581	832	15,413
41 Municipal Court	580,013	0.0691	424	0	424	24	448
42 Solid Waste	22,248,889	2.6500	16,249	0	16,249	927	17,176
43 Houston Airport System (HAS)	22,562,443	2.6873	16,478	0	16,478	940	17,418
44 Housing & Community Dev	368,752,367	43.9209	269,317	0	269,317	15,364	284,681
45 Library	656,543	0.0782	480	0	480	27	507
46 Parks & Recreation	16,258,210	1.9365	11,874	0	11,874	677	12,551
47 Health Department	198,783,337	23.6764	145,181	0	145,181	8,282	153,463
49 Fleet Management	242,823	0.0289	177	0	177	10	187
50 Planning & Dev Other	985,857	0.1174	720	0	720	41	761
53 Finance Other	10,166,602	1.2109	7,425	0	7,425	424	7,849
54 ARA Insurance	0	0.0000	0	0	0	0	0
57 ARA Other	783,104	0.0933	572	0	572	33	605
62 Mayor Other	48,893,470	5.8235	35,709	0	35,709	2,037	37,746
69 HPW Water & Sewer	461,843	0.0550	337	0	337	19	356
71 HPW Other	10,055,608	1.1977	7,344	0	7,344	419	7,763
31 HEC	481,244	0.0573	351	0	351	20	371
91 Hurricane Ike Aid & Recovery	3,291	0.0004	2	0	2	0	2
92 ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
94 HITS Other	5,714,020	0.6806	4,173	0	4,173	238	4,411
95 Legal Other	581,043	0.0692	424	0	424	24	448
Subtotal	839,583,304	100.0000	613,184	0	613,184	34,632	647,816
Direct Bills					0		0
Total					\$613,184		\$ 647,816
	=====	=====	=====	=====	=====	=====	=====

Basis Units: FY2021 Grant Funds expenditures
 Source: COH Expenditure Report

Cost Accounting Allocations

Dept:9 Finance Grants

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03 Non-Departmental-Gen Gov	92,117,734	1.9940	\$ 6,589	\$ 0	\$ 6,589	\$ 0	\$ 6,589
04 Finance Dir Office	1,917,585	0.0415	137	0	137	0	137
05 Finance Financial Plg & Analys	1,748,817	0.0379	125	0	125	0	125
06 Finance City Council	579,620	0.0125	41	0	41	0	41
07 Finance Reporting & Ops	3,085,677	0.0668	221	0	221	0	221
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	1,080,267	0.0234	77	0	77	0	77
10 Finance Rev Perform Mgmnt	351,508	0.0076	25	0	25	1	26
11 Finance Strat Purchasing	4,807,816	0.1041	344	0	344	20	364
12 ARA Director Office	2,139,732	0.0463	153	0	153	9	162
13 ARA Financial Services	830,305	0.0180	59	0	59	3	62
14 ARA Operations	6,658,736	0.1441	476	0	476	28	504
15 ARA Payroll Services	3,581,329	0.0775	256	0	256	15	271
20 Office Business Opportunity	38,825,955	0.8404	2,777	0	2,777	160	2,937
21 Mayor	4,530,543	0.0981	324	0	324	19	343
22 Human Resources	45,934,805	0.9943	3,286	0	3,286	190	3,476
23 Legal	14,468,457	0.3132	1,035	0	1,035	60	1,095
24 City Controller's Office	7,814,179	0.1691	559	0	559	32	591
25 Health Administration	13,827,000	0.2993	989	0	989	57	1,046
26 Planning & Dev Admin	1,407,871	0.0305	101	0	101	6	107
28 CIP Sal Rec HPW	4,646,568	0.1006	332	0	332	19	351
29 HPD Police Records	5,415,046	0.1172	387	0	387	22	409
30 General Services	152,566,843	3.3025	10,913	0	10,913	630	11,543
33 Finance Public Fin	872,602	0.0189	62	0	62	4	66
34 Finance Treasury	1,705,702	0.0369	122	0	122	7	129
35 ARA Regulatory	295,092	0.0064	21	0	21	1	22
36 City Secretary	759,827	0.0164	54	0	54	3	57
37 City Council	8,656,245	0.1874	619	0	619	36	655
38 Police	962,590,931	20.8362	68,851	0	68,851	3,976	72,827
39 Dept of Neighborhoods	12,472,753	0.2700	892	0	892	52	944
40 Fire	505,051,996	10.9324	36,125	0	36,125	2,086	38,211
41 Municipal Court	29,937,229	0.6480	2,141	0	2,141	124	2,265
42 Solid Waste	105,943,711	2.2933	7,578	0	7,578	438	8,016
43 Houston Airport System (HAS)	321,378,127	6.9566	22,987	0	22,987	1,327	24,314
44 Housing & Community Dev	369,376,726	7.9955	26,420	0	26,420	1,526	27,946
45 Library	37,090,774	0.8029	2,653	0	2,653	153	2,806
46 Parks & Recreation	79,246,538	1.7154	5,668	0	5,668	327	5,995
47 Health Department	254,244,396	5.5034	18,185	0	18,185	1,050	19,235
48 Convention & Entertainment	100,153	0.0022	7	0	7	0	7
49 Fleet Management	83,412,953	1.8056	5,966	0	5,966	345	6,311
50 Planning & Dev Other	4,342,749	0.0940	311	0	311	18	329
51 Planning & Dev Spec Rev	7,169,889	0.1552	513	0	513	30	543
53 Finance Other	16,777,901	0.3632	1,200	0	1,200	69	1,269
54 ARA Insurance	20,666,869	0.4474	1,478	0	1,478	85	1,563
55 ARA BARC	11,496,376	0.2489	822	0	822	47	869
56 ARA Parking	8,796,436	0.1904	629	0	629	36	665
57 ARA Other	8,205,872	0.1776	587	0	587	34	621
58 IT Public Services	0	0.0000	0	0	0	0	0
59 Legal Insurance	12,829,357	0.2777	918	0	918	53	971
60 Legal Wkr Comp	179,896	0.0039	13	0	13	1	14
61 Mayor Cable TV	3,585,095	0.0776	256	0	256	15	271
62 Mayor Other	58,279,590	1.2615	4,169	0	4,169	241	4,410
64 HR Health Benefits	405,425,327	8.7758	28,999	0	28,999	1,674	30,673
65 HR Long Term Disability	929,317	0.0201	66	0	66	4	70
66 HPW Bldg Insp	67,774,172	1.4670	4,848	0	4,848	280	5,128
67 HPW Stormwater	37,443,834	0.8105	2,678	0	2,678	155	2,833

Cost Accounting Allocations

Dept:9 Finance Grants

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
68 HPW DDSR	67,216,611	1.4550	4,808	0	4,808	278	5,086
69 HPW Water & Sewer	473,355,544	10.2463	33,858	0	33,858	1,955	35,813
70 HPW Houston Transtar	2,468,121	0.0534	177	0	177	10	187
71 HPW Other	34,502,321	0.7468	2,468	0	2,468	143	2,611
72 Houston Permit Center	9,806,818	0.2123	701	0	701	41	742
73 CIP S/R Planning	0	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	5,141,071	0.1113	368	0	368	21	389
75 CIP S/R Engrg	8,043,181	0.1741	575	0	575	33	608
76 CIP S/R Constr	9,173,641	0.1986	656	0	656	38	694
77 CIP S/R Eng/Const	4,995,299	0.1081	357	0	357	21	378
78 CIP S/R Geo/Env	1,014,644	0.0220	73	0	73	4	77
79 CIP S/R Other	7,745,108	0.1677	554	0	554	32	586
80 CIP S/R GSD	4,734,100	0.1025	339	0	339	20	359
31 HEC	26,351,959	0.5704	1,885	0	1,885	109	1,994
91 Hurricane Ike Aid & Recovery	3,291	0.0001	0	0	0	0	0
92 ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
93 HR-W.C.	30,515,560	0.6605	2,183	0	2,183	126	2,309
94 HITS Other	88,766,460	1.9214	6,349	0	6,349	367	6,716
95 Legal Other	581,662	0.0126	42	0	42	2	44
Subtotal	4,619,790,219	100.0000	330,437	0	330,437	18,666	349,102
Direct Bills					0		0
Total					\$330,437		\$ 349,102

Basis Units: FY2021 expenditures excl TIRZ
 Source: COH Expenditure Report

Trust Funds Mgmt (TFM) Allocations

Dept:9 Finance Grants

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03 Non-Departmental-Gen Gov	92,117,734	1.9940	\$ 7,095	\$ 0	\$ 7,095	\$ 0	\$ 7,095
04 Finance Dir Office	1,917,585	0.0415	148	0	148	0	148
05 Finance Financial Plg & Analys	1,748,817	0.0379	135	0	135	0	135
06 Finance City Council	579,620	0.0125	45	0	45	0	45
07 Finance Reporting & Ops	3,085,677	0.0668	238	0	238	0	238
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	1,080,267	0.0234	83	0	83	0	83
10 Finance Rev Perform Mgmt	351,508	0.0076	27	0	27	2	29
11 Finance Strat Purchasing	4,807,816	0.1041	370	0	370	22	392
12 ARA Director Office	2,139,732	0.0463	165	0	165	10	175
13 ARA Financial Services	830,305	0.0180	64	0	64	4	68
14 ARA Operations	6,658,736	0.1441	513	0	513	31	544
15 ARA Payroll Services	3,581,329	0.0775	276	0	276	16	292
20 Office Business Opportunity	38,825,955	0.8404	2,990	0	2,990	179	3,169
21 Mayor	4,530,543	0.0981	349	0	349	21	370
22 Human Resources	45,934,805	0.9943	3,538	0	3,538	211	3,749
23 Legal	14,468,457	0.3132	1,114	0	1,114	67	1,181
24 City Controller's Office	7,814,179	0.1691	602	0	602	36	638
25 Health Administration	13,827,000	0.2993	1,065	0	1,065	64	1,129
26 Planning & Dev Admin	1,407,871	0.0305	108	0	108	6	114
28 CIP Sal Rec HPW	4,646,568	0.1006	358	0	358	21	379
29 HPD Police Records	5,415,046	0.1172	417	0	417	25	442
30 General Services	152,566,843	3.3025	11,750	0	11,750	702	12,452
33 Finance Public Fin	872,602	0.0189	67	0	67	4	71
34 Finance Treasury	1,705,702	0.0369	131	0	131	8	139
35 ARA Regulatory	295,092	0.0064	23	0	23	1	24
36 City Secretary	759,827	0.0164	59	0	59	4	63
37 City Council	8,656,245	0.1874	667	0	667	40	707
38 Police	962,590,931	20.8362	74,136	0	74,136	4,430	78,566
39 Dept of Neighborhoods	12,472,753	0.2700	961	0	961	57	1,018
40 Fire	505,051,996	10.9324	38,898	0	38,898	2,325	41,223
41 Municipal Court	29,937,229	0.6480	2,306	0	2,306	138	2,444
42 Solid Waste	105,943,711	2.2933	8,159	0	8,159	488	8,647
43 Houston Airport System (HAS)	321,378,127	6.9566	24,752	0	24,752	1,479	26,231
44 Housing & Community Dev	369,376,726	7.9955	28,448	0	28,448	1,700	30,148
45 Library	37,090,774	0.8029	2,857	0	2,857	171	3,028
46 Parks & Recreation	79,246,538	1.7154	6,103	0	6,103	365	6,468
47 Health Department	254,244,396	5.5034	19,581	0	19,581	1,170	20,751
48 Convention & Entertainment	100,153	0.0022	8	0	8	0	8
49 Fleet Management	83,412,953	1.8056	6,424	0	6,424	384	6,808
50 Planning & Dev Other	4,342,749	0.0940	334	0	334	20	354
51 Planning & Dev Spec Rev	7,169,889	0.1552	552	0	552	33	585
53 Finance Other	16,777,901	0.3632	1,292	0	1,292	77	1,369
54 ARA Insurance	20,666,869	0.4474	1,592	0	1,592	95	1,687
55 ARA BARC	11,496,376	0.2489	885	0	885	53	938
56 ARA Parking	8,796,436	0.1904	677	0	677	40	717
57 ARA Other	8,205,872	0.1776	632	0	632	38	670
58 IT Public Services	0	0.0000	0	0	0	0	0
59 Legal Insurance	12,829,357	0.2777	988	0	988	59	1,047
60 Legal Wkr Comp	179,896	0.0039	14	0	14	1	15
61 Mayor Cable TV	3,585,095	0.0776	276	0	276	17	293
62 Mayor Other	58,279,590	1.2615	4,489	0	4,489	268	4,757
64 HR Health Benefits	405,425,327	8.7758	31,225	0	31,225	1,866	33,091
65 HR Long Term Disability	929,317	0.0201	72	0	72	4	76
66 HPW Bldg Insp	67,774,172	1.4670	5,220	0	5,220	312	5,532
67 HPW Stormwater	37,443,834	0.8105	2,884	0	2,884	172	3,056

Trust Funds Mgmt (TFM) Allocations

Dept:9 Finance Grants

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
68 HPW DDSR	67,216,611	1.4550	5,177	0	5,177	309	5,486
69 HPW Water & Sewer	473,355,544	10.2463	36,456	0	36,456	2,179	38,635
70 HPW Houston Transtar	2,468,121	0.0534	190	0	190	11	201
71 HPW Other	34,502,321	0.7468	2,657	0	2,657	159	2,816
72 Houston Permit Center	9,806,818	0.2123	755	0	755	45	800
73 CIP S/R Planning	0	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	5,141,071	0.1113	396	0	396	24	420
75 CIP S/R Engrg	8,043,181	0.1741	619	0	619	37	656
76 CIP S/R Constr	9,173,641	0.1986	707	0	707	42	749
77 CIP S/R Eng/Const	4,995,299	0.1081	385	0	385	23	408
78 CIP S/R Geo/Env	1,014,644	0.0220	78	0	78	5	83
79 CIP S/R Other	7,745,108	0.1677	597	0	597	36	633
80 CIP S/R GSD	4,734,100	0.1025	365	0	365	22	387
31 HEC	26,351,959	0.5704	2,030	0	2,030	121	2,151
91 Hurricane Ike Aid & Recovery	3,291	0.0001	0	0	0	0	0
92 ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
93 HR-W.C.	30,515,560	0.6605	2,350	0	2,350	140	2,490
94 HITS Other	88,766,460	1.9214	6,837	0	6,837	409	7,246
95 Legal Other	581,662	0.0126	45	0	45	3	48
Subtotal	4,619,790,219	100.0000	355,806	0	355,806	20,800	376,606
Direct Bills					0		0
Total					\$355,806		\$ 376,606

Basis Units: FY2021 expenditures excl TIRZ

Source: COH Expenditure Report

Allocation Summary

Dept:9 Finance Grants

Department	Grants Mgmt	Cost Accounting	Trust Funds Mgmt (TFM)	Total
0 Direct Billed	\$0	\$0	\$0	\$0
03 Non-Departmental-Gen Gov	6,125	6,589	7,095	19,809
04 Finance Dir Office	0	137	148	285
05 Finance Financial Plg & Analys	0	125	135	260
06 Finance City Council	0	41	45	86
07 Finance Reporting & Ops	0	221	238	459
08 Finance Internal Controls	0	0	0	0
09 Finance Grants	0	77	83	160
10 Finance Rev Perform Mgmt	0	26	29	55
11 Finance Strat Purchasing	0	364	392	756
12 ARA Director Office	0	162	175	337
13 ARA Financial Services	0	62	68	130
14 ARA Operations	0	504	544	1,048
15 ARA Payroll Services	0	271	292	563
20 Office Business Opportunity	27,072	2,937	3,169	33,178
21 Mayor	0	343	370	713
22 Human Resources	15,326	3,476	3,749	22,551
23 Legal	0	1,095	1,181	2,276
24 City Controller's Office	0	591	638	1,229
25 Health Administration	0	1,046	1,129	2,175
26 Planning & Dev Admin	0	107	114	221
28 CIP Sal Rec HPW	0	351	379	730
29 HPD Police Records	0	409	442	851
30 General Services	1,468	11,543	12,452	25,463
31 HEC	371	1,994	2,151	4,516
33 Finance Public Fin	0	66	71	137
34 Finance Treasury	0	129	139	268
35 ARA Regulatory	0	22	24	46
36 City Secretary	0	57	63	120
37 City Council	0	655	707	1,362
38 Police	33,895	72,827	78,566	185,288
39 Dept of Neighborhoods	1,772	944	1,018	3,734
40 Fire	15,413	38,211	41,223	94,847
41 Municipal Court	448	2,265	2,444	5,157
42 Solid Waste	17,176	8,016	8,647	33,839
43 Houston Airport System (HAS)	17,418	24,314	26,231	67,963
44 Housing & Community Dev	284,681	27,946	30,148	342,775
45 Library	507	2,806	3,028	6,341
46 Parks & Recreation	12,551	5,995	6,468	25,014
47 Health Department	153,463	19,235	20,751	193,449
48 Convention & Entertainment	0	7	8	15
49 Fleet Management	187	6,311	6,808	13,306
50 Planning & Dev Other	761	329	354	1,444
51 Planning & Dev Spec Rev	0	543	585	1,128
53 Finance Other	7,849	1,269	1,369	10,487
54 ARA Insurance	0	1,563	1,687	3,250
55 ARA BARC	0	869	938	1,807
56 ARA Parking	0	665	717	1,382
57 ARA Other	605	621	670	1,896
58 IT Public Services	0	0	0	0
59 Legal Insurance	0	971	1,047	2,018
60 Legal Wkr Comp	0	14	15	29
61 Mayor Cable TV	0	271	293	564
62 Mayor Other	37,746	4,410	4,757	46,913
64 HR Health Benefits	0	30,673	33,091	63,764
65 HR Long Term Disability	0	70	76	146
66 HPW Bldg Insp	0	5,128	5,532	10,660

Allocation Summary

Dept:9 Finance Grants

Department	Grants Mgmt	Cost Accounting	Trust Funds Mgmt (TFM)	Total
67 HPW Stormwater	0	2,833	3,056	5,889
68 HPW DDSR	0	5,086	5,486	10,572
69 HPW Water & Sewer	356	35,813	38,635	74,804
70 HPW Houston Transtar	0	187	201	388
71 HPW Other	7,763	2,611	2,816	13,190
72 Houston Permit Center	0	742	800	1,542
73 CIP S/R Planning	0	0	0	0
74 CIP Sal Rec RE	0	389	420	809
75 CIP S/R Engrg	0	608	656	1,264
76 CIP S/R Constr	0	694	749	1,443
77 CIP S/R Eng/Const	0	378	408	786
78 CIP S/R Geo/Env	0	77	83	160
79 CIP S/R Other	0	586	633	1,219
80 CIP S/R GSD	0	359	387	746
91 Hurricane Ike Aid & Recovery	2	0	0	2
92 ARRA Reimbursement Fund	0	0	0	0
93 HR-W.C.	0	2,309	2,490	4,799
94 HITS Other	4,411	6,716	7,246	18,373
95 Legal Other	448	44	48	540
Total	\$ 647,814	\$ 349,105	\$ 376,607	\$ 1,373,526
	=====	=====	=====	=====

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:10 Finance Perform Mgmt

Description		Amount	General Admin	Perf Mgmt Svcs
Personnel Costs				
Salaries	S1	244,143	0	244,143
Salary % Split			.00%	100.00%
Benefits	S	107,364	0	107,364
Subtotal - Personnel Costs		<u>351,508</u>	<u>0</u>	<u>351,508</u>
Services & Supplies Cost				
Supplies	S	0	0	0
Services	S	0	0	0
Other Intfd Services	S	0	0	0
Subtotal - Services & Supplies		<u>0</u>	<u>0</u>	<u>0</u>
Department Cost Total		351,508	0	351,508
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		351,508	0	351,508
General Admin Distribution			0	0
Grand Total		<u>\$ 351,508</u> =====	<u>0</u> =====	<u>\$ 351,508</u> =====

B. Incoming Costs-(Default Spread Salary%)

Dept:10 Finance Perform Mgmt

Department	First Incoming	Second Incoming	Perf Mgmt Svcs
3 Insurance Retirees	\$ 10,016	\$ 25	\$ 10,041
3 Memberships	77	0	77
3 Consulting Services	5	0	5
3 Other Misc	36	0	36
Subtotal - Non-Dept-Gen Gov	10,134	25	10,159
4 Finance Dept Admin	55,556	19,902	75,458
Subtotal - Fin Dir Office	55,556	19,902	75,458
5 Financial Plg & Analysis	325	16	341
Subtotal - Fin Plg & Analysis	325	16	341
7 Gen Acctng	208	14	222
7 Auditing Svcs	176	0	176
7 Fin Operations	31	2	33
Subtotal - Fin Reporting & Ops	415	16	431
8 Internal Controls	0	0	0
Subtotal - Fin Int Controls	0	0	0
9 Cost Accounting	25	1	26
9 Trust Funds Mgmt (TFM)	27	2	29
Subtotal - Fin Grants	52	3	55
10 Perf Mgmt Svcs	0	32	32
Subtotal - Fin Perform Mgmt	0	32	32
11 Purchasing	0	0	0
Subtotal - Fin SPD	0	0	0
14 Records	0	89	89
Subtotal - ARA Operations	0	89	89
15 Payroll Svcs	0	547	547
Subtotal - ARA Payroll Svcs	0	547	547
17 IT ERP	0	0	0
Subtotal - HITS EAS	0	0	0
18 Enterprise Optns	0	0	0
Subtotal - HITS EIS	0	0	0
20 Certification	0	170	170
20 External Affairs & Outreach	0	101	101
Subtotal - OBO	0	271	271
21 City Mayor Admin	0	495	495
Subtotal - Mayor	0	495	495
22 Personnel Svcs	0	222	222
Subtotal - Human Resources	0	222	222
24 Controller Fin Svcs	0	1,067	1,067
Subtotal - City Controller's	0	1,067	1,067

B. Incoming Costs-(Default Spread Salary%)

Dept:10 Finance Perform Mgmt

Department	First Incoming	Second Incoming	Perf Mgmt Svcs
Total Incoming	66,482	22,686	89,168
C. Total Allocated		\$ 440,676	\$ 440,676
	=====	=====	=====
			100.00%

Perf Mgmt Svcs Allocations

Dept:10 Finance Perform Mgmt

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03 Non-Departmental-Gen Gov	92,117,734	1.9940	\$ 8,335	\$ 0	\$ 8,335	\$ 0	\$ 8,335
04 Finance Dir Office	1,917,585	0.0415	173	0	173	0	173
05 Finance Financial Plg & Analys	1,748,817	0.0379	158	0	158	0	158
06 Finance City Council	579,620	0.0125	52	0	52	0	52
07 Finance Reporting & Ops	3,085,677	0.0668	279	0	279	0	279
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	1,080,267	0.0234	98	0	98	0	98
10 Finance Rev Perform Mgmt	351,508	0.0076	32	0	32	0	32
11 Finance Strat Purchasing	4,807,816	0.1041	435	0	435	24	459
12 ARA Director Office	2,139,732	0.0463	194	0	194	11	205
13 ARA Financial Services	830,305	0.0180	75	0	75	4	79
14 ARA Operations	6,658,736	0.1441	602	0	602	33	635
15 ARA Payroll Services	3,581,329	0.0775	324	0	324	18	342
20 Office Business Opportunity	38,825,955	0.8404	3,513	0	3,513	195	3,708
21 Mayor	4,530,543	0.0981	410	0	410	23	433
22 Human Resources	45,934,805	0.9943	4,156	0	4,156	231	4,387
23 Legal	14,468,457	0.3132	1,309	0	1,309	73	1,382
24 City Controller's Office	7,814,179	0.1691	707	0	707	39	746
25 Health Administration	13,827,000	0.2993	1,251	0	1,251	69	1,320
26 Planning & Dev Admin	1,407,871	0.0305	127	0	127	7	134
28 CIP Sal Rec HPW	4,646,568	0.1006	420	0	420	23	443
29 HPD Police Records	5,415,046	0.1172	490	0	490	27	517
30 General Services	152,566,843	3.3025	13,804	0	13,804	766	14,570
33 Finance Public Fin	872,602	0.0189	79	0	79	4	83
34 Finance Treasury	1,705,702	0.0369	154	0	154	9	163
35 ARA Regulatory	295,092	0.0064	27	0	27	1	28
36 City Secretary	759,827	0.0164	69	0	69	4	73
37 City Council	8,656,245	0.1874	783	0	783	43	826
38 Police	962,590,931	20.8362	87,093	0	87,093	4,832	91,925
39 Dept of Neighborhoods	12,472,753	0.2700	1,129	0	1,129	63	1,192
40 Fire	505,051,996	10.9324	45,696	0	45,696	2,535	48,231
41 Municipal Court	29,937,229	0.6480	2,709	0	2,709	150	2,859
42 Solid Waste	105,943,711	2.2933	9,586	0	9,586	532	10,118
43 Houston Airport System (HAS)	321,378,127	6.9566	29,078	0	29,078	1,613	30,691
44 Housing & Community Dev	369,376,726	7.9955	33,421	0	33,421	1,854	35,275
45 Library	37,090,774	0.8029	3,356	0	3,356	186	3,542
46 Parks & Recreation	79,246,538	1.7154	7,170	0	7,170	398	7,568
47 Health Department	254,244,396	5.5034	23,004	0	23,004	1,276	24,280
48 Convention & Entertainment	100,153	0.0022	9	0	9	1	10
49 Fleet Management	83,412,953	1.8056	7,547	0	7,547	419	7,966
50 Planning & Dev Other	4,342,749	0.0940	393	0	393	22	415
51 Planning & Dev Spec Rev	7,169,889	0.1552	649	0	649	36	685
53 Finance Other	16,777,901	0.3632	1,518	0	1,518	84	1,602
54 ARA Insurance	20,666,869	0.4474	1,870	0	1,870	104	1,974
55 ARA BARC	11,496,376	0.2489	1,040	0	1,040	58	1,098
56 ARA Parking	8,796,436	0.1904	796	0	796	44	840
57 ARA Other	8,205,872	0.1776	742	0	742	41	783
58 IT Public Services	0	0.0000	0	0	0	0	0
59 Legal Insurance	12,829,357	0.2777	1,161	0	1,161	64	1,225
60 Legal Wkr Comp	179,896	0.0039	16	0	16	1	17
61 Mayor Cable TV	3,585,095	0.0776	324	0	324	18	342
62 Mayor Other	58,279,590	1.2615	5,273	0	5,273	293	5,566
64 HR Health Benefits	405,425,327	8.7758	36,682	0	36,682	2,035	38,717
65 HR Long Term Disability	929,317	0.0201	84	0	84	5	89
66 HPW Bldg Insp	67,774,172	1.4670	6,132	0	6,132	340	6,472
67 HPW Stormwater	37,443,834	0.8105	3,388	0	3,388	188	3,576

Perf Mgmt Svcs Allocations

Dept:10 Finance Perform Mgmt

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
68 HPW DDSR	67,216,611	1.4550	6,082	0	6,082	337	6,419
69 HPW Water & Sewer	473,355,544	10.2463	42,828	0	42,828	2,376	45,204
70 HPW Houston Transtar	2,468,121	0.0534	223	0	223	12	235
71 HPW Other	34,502,321	0.7468	3,122	0	3,122	173	3,295
72 Houston Permit Center	9,806,818	0.2123	887	0	887	49	936
73 CIP S/R Planning	0	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	5,141,071	0.1113	465	0	465	26	491
75 CIP S/R Engrg	8,043,181	0.1741	728	0	728	40	768
76 CIP S/R Constr	9,173,641	0.1986	830	0	830	46	876
77 CIP S/R Eng/Const	4,995,299	0.1081	452	0	452	25	477
78 CIP S/R Geo/Env	1,014,644	0.0220	92	0	92	5	97
79 CIP S/R Other	7,745,108	0.1677	701	0	701	39	740
80 CIP S/R GSD	4,734,100	0.1025	428	0	428	24	452
31 HEC	26,351,959	0.5704	2,384	0	2,384	132	2,516
91 Hurricane Ike Aid & Recovery	3,291	0.0001	0	0	0	0	0
92 ARRA Reimbursement Fund	0	0.0000	0	0	0	0	0
93 HR-W.C.	30,515,560	0.6605	2,761	0	2,761	153	2,914
94 HITS Other	88,766,460	1.9214	8,031	0	8,031	446	8,477
95 Legal Other	581,662	0.0126	53	0	53	3	56
Subtotal	4,619,790,219	100.0000	417,989	0	417,989	22,686	440,675
Direct Bills					0		0
Total					\$417,989		\$ 440,675

Basis Units: FY2021 expenditures excl TIRZ
 Source: COH Expenditure Report

Allocation Summary

Dept:10 Finance Perform Mgmt

Department	Perf Mgmt Svcs	Total
0 Direct Billed	\$0	\$0
03 Non-Departmental-Gen Gov	8,335	8,335
04 Finance Dir Office	173	173
05 Finance Financial Plg & Analys	158	158
06 Finance City Council	52	52
07 Finance Reporting & Ops	279	279
08 Finance Internal Controls	0	0
09 Finance Grants	98	98
10 Finance Rev Perform Mgmt	32	32
11 Finance Strat Purchasing	459	459
12 ARA Director Office	205	205
13 ARA Financial Services	79	79
14 ARA Operations	635	635
15 ARA Payroll Services	342	342
20 Office Business Opportunity	3,708	3,708
21 Mayor	433	433
22 Human Resources	4,387	4,387
23 Legal	1,382	1,382
24 City Controller's Office	746	746
25 Health Administration	1,320	1,320
26 Planning & Dev Admin	134	134
28 CIP Sal Rec HPW	443	443
29 HPD Police Records	517	517
30 General Services	14,570	14,570
31 HEC	2,516	2,516
33 Finance Public Fin	83	83
34 Finance Treasury	163	163
35 ARA Regulatory	28	28
36 City Secretary	73	73
37 City Council	826	826
38 Police	91,925	91,925
39 Dept of Neighborhoods	1,192	1,192
40 Fire	48,231	48,231
41 Municipal Court	2,859	2,859
42 Solid Waste	10,118	10,118
43 Houston Airport System (HAS)	30,691	30,691
44 Housing & Community Dev	35,275	35,275
45 Library	3,542	3,542
46 Parks & Recreation	7,568	7,568
47 Health Department	24,280	24,280
48 Convention & Entertainment	10	10
49 Fleet Management	7,966	7,966
50 Planning & Dev Other	415	415
51 Planning & Dev Spec Rev	685	685
53 Finance Other	1,602	1,602
54 ARA Insurance	1,974	1,974
55 ARA BARC	1,098	1,098
56 ARA Parking	840	840
57 ARA Other	783	783
58 IT Public Services	0	0
59 Legal Insurance	1,225	1,225
60 Legal Wkr Comp	17	17
61 Mayor Cable TV	342	342
62 Mayor Other	5,566	5,566
64 HR Health Benefits	38,717	38,717
65 HR Long Term Disability	89	89
66 HPW Bldg Insp	6,472	6,472

Allocation Summary

Dept:10 Finance Perform Mgmt

Department	Perf Mgmt Svcs	Total
67 HPW Stormwater	3,576	3,576
68 HPW DDSR	6,419	6,419
69 HPW Water & Sewer	45,204	45,204
70 HPW Houston Transtar	235	235
71 HPW Other	3,295	3,295
72 Houston Permit Center	936	936
73 CIP S/R Planning	0	0
74 CIP Sal Rec RE	491	491
75 CIP S/R Engrg	768	768
76 CIP S/R Constr	876	876
77 CIP S/R Eng/Const	477	477
78 CIP S/R Geo/Env	97	97
79 CIP S/R Other	740	740
80 CIP S/R GSD	452	452
91 Hurricane Ike Aid & Recovery	0	0
92 ARRA Reimbursement Fund	0	0
93 HR-W.C.	2,914	2,914
94 HITS Other	8,477	8,477
95 Legal Other	56	56
Total	\$ 440,671 =====	\$ 440,671 =====

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, and 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 all City departments.

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

A. Department Costs

Dept:11 Finance Strategic Purchasing

Description		Amount	General Admin	Purchasing
Personnel Costs				
Salaries	S1	3,063,265	0	3,063,265
Salary % Split			.00%	100.00%
Benefits	S	1,574,280	0	1,574,280
Subtotal - Personnel Costs		4,637,545	0	4,637,545
Services & Supplies Cost				
Supplies	S	47,045	0	47,045
Services	S	123,227	0	123,227
Subtotal - Services & Supplies		170,272	0	170,272
Department Cost Total		4,807,817	0	4,807,817
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		4,807,817	0	4,807,817
General Admin Distribution			0	0
Grand Total		\$ 4,807,817		\$ 4,807,817
		=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:11 Finance Strategic Purchasing

Department	First Incoming	Second Incoming	Purchasing
3 Insurance Retirees	\$ 129,629	\$ 322	\$ 129,951
3 Memberships	995	2	997
3 Consulting Services	12	0	12
3 Other Misc	496	1	497
Subtotal - Non-Dept-Gen Gov	131,132	326	131,458
4 Finance Dept Admin	719,051	257,589	976,640
Subtotal - Fin Dir Office	719,051	257,589	976,640
5 Financial Plg & Analysis	730	37	767
Subtotal - Fin Plg & Analysis	730	37	767
7 Gen Acctng	468	32	500
7 Auditing Svcs	395	0	395
7 Fin Operations	425	27	452
Subtotal - Fin Reporting & Ops	1,288	58	1,346
8 Internal Controls	0	0	0
Subtotal - Fin Int Controls	0	0	0
9 Cost Accounting	344	20	364
9 Trust Funds Mgmt (TFM)	370	22	392
Subtotal - Fin Grants	714	42	756
10 Perf Mgmt Svcs	435	24	459
Subtotal - Fin Perform Mgmt	435	24	459
11 Purchasing	0	1,697	1,697
Subtotal - Fin SPD	0	1,697	1,697
14 Records	0	1,152	1,152
Subtotal - ARA Operations	0	1,152	1,152
15 Payroll Svcs	0	7,078	7,078
Subtotal - ARA Payroll Svcs	0	7,078	7,078
17 IT ERP	0	0	0
Subtotal - HITS EAS	0	0	0
18 Enterprise Optns	0	0	0
Subtotal - HITS EIS	0	0	0
20 Certification	0	2,205	2,205
20 Contract Compliance	0	72,804	72,804
20 Reporting & Analytics	0	1,727	1,727
20 External Affairs & Outreach	0	1,309	1,309
Subtotal - OBO	0	78,045	78,045
21 City Mayor Admin	0	6,407	6,407
Subtotal - Mayor	0	6,407	6,407
22 Personnel Svcs	0	2,867	2,867
Subtotal - Human Resources	0	2,867	2,867
24 Controller Fin Svcs	0	2,399	2,399

B. Incoming Costs-(Default Spread Salary%)

Dept:11 Finance Strategic Purchasing

Department	First Incoming	Second Incoming	Purchasing
Subtotal - City Controller's	0	2,399	2,399
Total Incoming	853,350	357,721	1,211,071
C. Total Allocated		\$ 6,018,888	\$ 6,018,888
			100.00%

Purchasing Allocations

Dept:11 Finance Strategic Purchasing

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03 Non-Departmental-Gen Gov	101	0.7570	\$ 42,852	\$ 0	\$ 42,852	\$ 0	\$ 42,852
04 Finance Dir Office	1	0.0075	424	0	424	0	424
05 Finance Financial Plg & Analys	0	0.0000	0	0	0	0	0
06 Finance City Council	10	0.0749	4,243	0	4,243	0	4,243
07 Finance Reporting & Ops	7	0.0525	2,970	0	2,970	0	2,970
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	0	0.0000	0	0	0	0	0
11 Finance Strat Purchasing	4	0.0300	1,697	0	1,697	0	1,697
12 ARA Director Office	3	0.0225	1,273	0	1,273	81	1,354
14 ARA Operations	13	0.0974	5,516	0	5,516	352	5,868
15 ARA Payroll Services	0	0.0000	0	0	0	0	0
20 Office Business Opportunity	16	0.1199	6,788	0	6,788	433	7,221
21 Mayor	7	0.0525	2,970	0	2,970	189	3,159
22 Human Resources	600	4.4967	254,568	0	254,568	16,235	270,803
23 Legal	13	0.0974	5,516	0	5,516	352	5,868
24 City Controller's Office	57	0.4272	24,184	0	24,184	1,542	25,726
25 Health Administration	36	0.2698	15,274	0	15,274	974	16,248
26 Planning & Dev Admin	1	0.0075	424	0	424	27	451
28 CIP Sal Rec HPW	5	0.0375	2,121	0	2,121	135	2,256
29 HPD Police Records	0	0.0000	0	0	0	0	0
30 General Services	879	6.5877	372,942	0	372,942	23,785	396,727
33 Finance Public Fin	0	0.0000	0	0	0	0	0
34 Finance Treasury	7	0.0525	2,970	0	2,970	189	3,159
36 City Secretary	0	0.0000	0	0	0	0	0
37 City Council	9	0.0675	3,819	0	3,819	244	4,063
38 Police	1,056	7.9143	448,040	0	448,040	28,574	476,614
39 Dept of Neighborhoods	126	0.9443	53,459	0	53,459	3,409	56,868
40 Fire	216	1.6188	91,644	0	91,644	5,845	97,489
41 Municipal Court	95	0.7120	40,307	0	40,307	2,571	42,878
42 Solid Waste	457	3.4250	193,896	0	193,896	12,366	206,262
43 Houston Airport System (HAS)	1,469	11.0095	623,267	0	623,267	39,750	663,017
44 Housing & Community Dev	1,621	12.1487	687,758	0	687,758	43,863	731,621
45 Library	297	2.2259	126,011	0	126,011	8,037	134,048
46 Parks & Recreation	472	3.5374	200,260	0	200,260	12,772	213,032
47 Health Department	1,021	7.6520	433,190	0	433,190	27,627	460,817
48 Convention & Entertainment	2	0.0150	849	0	849	54	903
49 Fleet Management	1,010	7.5695	428,523	0	428,523	27,330	455,853
50 Planning & Dev Other	29	0.2173	12,304	0	12,304	785	13,089
51 Planning & Dev Spec Rev	34	0.2548	14,426	0	14,426	920	15,346
52 General Debt	0	0.0000	0	0	0	0	0
53 Finance Other	15	0.1124	6,364	0	6,364	406	6,770
54 ARA Insurance	6	0.0450	2,546	0	2,546	162	2,708
55 ARA BARC	43	0.3223	18,244	0	18,244	1,164	19,408
56 ARA Parking	35	0.2623	14,850	0	14,850	947	15,797
57 ARA Other	19	0.1424	8,061	0	8,061	514	8,575
59 Legal Insurance	42	0.3148	17,820	0	17,820	1,136	18,956
61 Mayor Cable TV	18	0.1349	7,637	0	7,637	487	8,124
62 Mayor Other	338	2.5332	143,407	0	143,407	9,146	152,553
63 TIRZ	3	0.0225	1,273	0	1,273	81	1,354
64 HR Health Benefits	84	0.6295	35,640	0	35,640	2,273	37,913
65 HR Long Term Disability	2	0.0150	849	0	849	54	903
66 HPW Bldg Insp	73	0.5471	30,972	0	30,972	1,975	32,947
67 HPW Stormwater	151	1.1317	64,066	0	64,066	4,086	68,152
68 HPW DDSR	463	3.4700	196,442	0	196,442	12,528	208,970
69 HPW Water & Sewer	1,327	9.9453	563,019	0	563,019	35,907	598,926
70 HPW Houston Transtar	26	0.1949	11,031	0	11,031	704	11,735

Purchasing Allocations

Dept:11 Finance Strategic Purchasing

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
71 HPW Other	203	1.5214	86,129	0	86,129	5,493	91,622
72 Houston Permit Center	91	0.6820	38,609	0	38,609	2,462	41,071
73 CIP S/R Planning	0	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	4	0.0300	1,697	0	1,697	108	1,805
75 CIP S/R Engrg	2	0.0150	849	0	849	54	903
76 CIP S/R Constr	5	0.0375	2,121	0	2,121	135	2,256
77 CIP S/R Eng/Const	4	0.0300	1,697	0	1,697	108	1,805
78 CIP S/R Geo/Env	0	0.0000	0	0	0	0	0
79 CIP S/R Other	11	0.0824	4,667	0	4,667	298	4,965
31 HEC	13	0.0974	5,516	0	5,516	352	5,868
93 HR-W.C.	28	0.2098	11,880	0	11,880	758	12,638
94 HITS Other	657	4.9239	278,752	0	278,752	17,778	296,530
95 Legal Other	6	0.0450	2,546	0	2,546	162	2,708
Subtotal	13,343	100.0000	5,661,169	0	5,661,169	357,721	6,018,890
Direct Bills					0		0
Total					\$5,661,169		\$ 6,018,890
	=====	=====	=====	=====	=====	=====	=====

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

Allocation Summary

Dept:11 Finance Strategic Purchasing

Department	Purchasing	Total
0 Direct Billed	\$0	\$0
03 Non-Departmental-Gen Gov	42,852	42,852
04 Finance Dir Office	424	424
05 Finance Financial Plg & Analys	0	0
06 Finance City Council	4,243	4,243
07 Finance Reporting & Ops	2,970	2,970
08 Finance Internal Controls	0	0
09 Finance Grants	0	0
11 Finance Strat Purchasing	1,697	1,697
12 ARA Director Office	1,354	1,354
14 ARA Operations	5,868	5,868
15 ARA Payroll Services	0	0
20 Office Business Opportunity	7,221	7,221
21 Mayor	3,159	3,159
22 Human Resources	270,803	270,803
23 Legal	5,868	5,868
24 City Controller's Office	25,726	25,726
25 Health Administration	16,248	16,248
26 Planning & Dev Admin	451	451
28 CIP Sal Rec HPW	2,256	2,256
29 HPD Police Records	0	0
30 General Services	396,727	396,727
31 HEC	5,868	5,868
33 Finance Public Fin	0	0
34 Finance Treasury	3,159	3,159
36 City Secretary	0	0
37 City Council	4,063	4,063
38 Police	476,614	476,614
39 Dept of Neighborhoods	56,868	56,868
40 Fire	97,489	97,489
41 Municipal Court	42,878	42,878
42 Solid Waste	206,262	206,262
43 Houston Airport System (HAS)	663,017	663,017
44 Housing & Community Dev	731,621	731,621
45 Library	134,048	134,048
46 Parks & Recreation	213,032	213,032
47 Health Department	460,817	460,817
48 Convention & Entertainment	903	903
49 Fleet Management	455,853	455,853
50 Planning & Dev Other	13,089	13,089
51 Planning & Dev Spec Rev	15,346	15,346
52 General Debt	0	0
53 Finance Other	6,770	6,770
54 ARA Insurance	2,708	2,708
55 ARA BARC	19,408	19,408
56 ARA Parking	15,797	15,797
57 ARA Other	8,575	8,575
59 Legal Insurance	18,956	18,956
61 Mayor Cable TV	8,124	8,124
62 Mayor Other	152,553	152,553
63 TIRZ	1,354	1,354
64 HR Health Benefits	37,913	37,913
65 HR Long Term Disability	903	903
66 HPW Bldg Insp	32,947	32,947
67 HPW Stormwater	68,152	68,152
68 HPW DDSR	208,970	208,970
69 HPW Water & Sewer	598,926	598,926

Allocation Summary

Dept:11 Finance Strategic Purchasing

Department	Purchasing	Total
70 HPW Houston Transtar	11,735	11,735
71 HPW Other	91,622	91,622
72 Houston Permit Center	41,071	41,071
73 CIP S/R Planning	0	0
74 CIP Sal Rec RE	1,805	1,805
75 CIP S/R Engrg	903	903
76 CIP S/R Constr	2,256	2,256
77 CIP S/R Eng/Const	1,805	1,805
78 CIP S/R Geo/Env	0	0
79 CIP S/R Other	4,965	4,965
93 HR-W.C.	12,638	12,638
94 HITS Other	296,530	296,530
95 Legal Other	2,708	2,708
Total	<u>\$ 6,018,888</u> =====	<u>\$ 6,018,888</u> =====

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 an 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:12 ARA Director Office

Description		Amount	General Admin	ARA Dept Admin	ARA Non Parking
Personnel Costs					
Salaries	S1	684,684	0	684,684	0
Salary % Split			.00%	100.00%	.00%
Benefits	S	160,578	0	160,578	0
Subtotal - Personnel Costs		845,262	0	845,262	
Services & Supplies Cost					
Supplies	S	31,972	0	31,972	0
Services	S	1,262,499	0	1,262,499	0
Subtotal - Services & Supplies		1,294,471	0	1,294,471	
Department Cost Total		2,139,733	0	2,139,733	
Adjustments to Cost					
Subtotal - Adjustments			0	0	0
Total Costs After Adjustments		2,139,733	0	2,139,733	
General Admin Distribution			0	0	0
Grand Total		\$ 2,139,733		\$ 2,139,733	
		=====	=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:12 ARA Director Office

Department	First Incoming	Second Incoming	ARA Dept Admin	ARA Non Parking
1 Equip Deprec	\$ 300	\$ 0	\$ 300	\$ 0
Subtotal - Equipment Depn	300	0	300	0
3 Insurance Retirees	29,117	72	29,189	0
3 Memberships	223	1	224	0
3 Consulting Services	70	0	70	0
3 Other Misc	221	1	222	0
3 Walker Rent	0	0	0	0
3 Dept Specific	199,519	496	200,015	0
Subtotal - Non-Dept-Gen Gov	229,150	569	229,719	0
5 Financial Plg & Analysis	4,270	215	4,485	0
Subtotal - Fin Plg & Analysis	4,270	215	4,485	0
7 Gen Acctng	2,736	184	2,920	0
7 Fixed Assets	5,535	362	5,897	0
7 Auditing Svcs	2,314	0	2,314	0
7 Fin Operations	189	12	201	0
Subtotal - Fin Reporting & Ops	10,774	558	11,332	0
8 Internal Controls	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0
9 Cost Accounting	153	9	162	0
9 Trust Funds Mgmt (TFM)	165	10	175	0
Subtotal - Fin Grants	318	19	337	0
10 Perf Mgmt Svcs	194	11	205	0
Subtotal - Fin Perform Mgmt	194	11	205	0
11 Purchasing	1,273	81	1,354	0
Subtotal - Fin SPD	1,273	81	1,354	0
13 Budgeting & Accounting Support	0	5,162	5,162	0
13 Accounts Payable	0	8,642	8,642	0
Subtotal - ARA Financial Svcs	0	13,804	13,804	0
14 Mailroom	0	42,486	42,486	0
14 Property	0	1,649	1,649	0
14 Records	0	259	259	0
14 3-1-1 Svcs *	0	384,193	0	384,193
Subtotal - ARA Operations	0	428,587	44,394	384,193
15 Payroll Svcs	0	1,590	1,590	0
Subtotal - ARA Payroll Svcs	0	1,590	1,590	0
17 Enterprise Appl	0	0	0	0
17 IT ERP	0	0	0	0
Subtotal - HITS EAS	0	0	0	0
18 Client Svcs	0	0	0	0
18 NW Data	0	0	0	0
18 NW Voice	0	0	0	0
18 Enterprise Optns	0	0	0	0
Subtotal - HITS EIS	0	0	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:12 ARA Director Office

Department	First Incoming	Second Incoming	ARA Dept Admin	ARA Non Parking
20 Certification	0	495	495	0
20 Contract Compliance	0	17,573	17,573	0
20 Reporting & Analytics	0	2,078	2,078	0
20 Dept Services	0	4,369	4,369	0
20 External Affairs & Outreach	0	294	294	0
Subtotal - OBO	0	24,809	24,809	0
21 City Mayor Admin	0	1,439	1,439	0
Subtotal - Mayor	0	1,439	1,439	0
22 Selection	0	10,835	10,835	0
22 Personnel Svcs	0	644	644	0
Subtotal - Human Resources	0	11,479	11,479	0
23 Legal Svcs *	0	467,888	0	467,888
23 Inspector General	0	12,847	12,847	0
Subtotal - Legal	0	480,735	12,847	467,888
24 Controller Fin Svcs	0	14,035	14,035	0
Subtotal - City Controller's	0	14,035	14,035	0
30 Building Svcs	0	258,359	258,359	0
30 Utilities	0	105,467	105,467	0
30 Real Estate	0	17,632	17,632	0
Subtotal - General Services	0	381,458	381,458	0
Total Incoming	246,279	1,359,389	753,587	852,081
C. Total Allocated		\$ 3,745,401	\$ 2,893,320	\$ 852,081
			77.25%	22.75%

ARA Dept Admin Allocations

Dept:12 ARA Director Office

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
13 ARA Financial Services	6.00	1.7779	\$ 42,421	\$ 0	\$ 42,421	\$ 9,019	\$ 51,440
14 ARA Operations	80.83	23.9510	571,475	0	571,475	121,506	692,981
15 ARA Payroll Services	36.73	10.8836	259,684	0	259,684	55,213	314,897
35 ARA Regulatory	3.08	0.9126	21,776	0	21,776	4,630	26,406
54 ARA Insurance	4.34	1.2860	30,684	0	30,684	6,524	37,208
55 ARA BARC	105.46	31.2493	745,611	0	745,611	158,530	904,141
56 ARA Parking	67.98	20.1434	480,624	0	480,624	102,189	582,813
57 ARA Other	33.06	9.7961	233,737	0	233,737	49,697	283,434
Subtotal	337.48	100.0000	2,386,012	0	2,386,012	507,308	2,893,320
Direct Bills					0		0
Total	=====	=====	=====	=====	\$2,386,012	=====	\$ 2,893,320

Basis Units: Number of FTE positions supported

Source: COH FTE Report

ARA Non-Parking Allocations

Dept:12 ARA Director Office

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
13 ARA Financial Services	6.00	2.2263	\$ 0	\$ 0	\$ 0	\$ 18,970	\$ 18,970
14 ARA Operations	80.83	29.9926	0	0	0	255,561	255,561
15 ARA Payroll Services	36.73	13.6289	0	0	0	116,130	116,130
35 ARA Regulatory	3.08	1.1429	0	0	0	9,738	9,738
54 ARA Insurance	4.34	1.6104	0	0	0	13,722	13,722
55 ARA BARC	105.46	39.1317	0	0	0	333,434	333,434
57 ARA Other	33.06	12.2672	0	0	0	104,526	104,526
Subtotal	269.50	100.0000	0	0	0	852,081	852,081
Direct Bills					0		0
Total	=====	=====	=====	=====	\$0	=====	\$ 852,081

Basis Units: Number of FTE positions supported excl Parking

Source: COH FTE Report

Allocation Summary

Dept:12 ARA Director Office

Department	ARA Dept Admin	ARA Non Parking	Total
0 Direct Billed	\$0	\$0	\$0
13 ARA Financial Services	51,440	18,970	70,410
14 ARA Operations	692,981	255,561	948,542
15 ARA Payroll Services	314,897	116,130	431,027
35 ARA Regulatory	26,406	9,738	36,144
54 ARA Insurance	37,208	13,722	50,930
55 ARA BARC	904,141	333,434	1,237,575
56 ARA Parking	582,813	0	582,813
57 ARA Other	283,434	104,526	387,960
Total	\$ 2,893,320 =====	\$ 852,081 =====	\$ 3,745,401 =====

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:13 ARA Financial Svcs

Description		Amount	General Admin	Budgeting & Accounting Support	Accounts Payable
Personnel Costs					
Salaries	S1	395,923	0	127,700	268,223
Salary % Split			.00%	32.25%	67.75%
Salaries	S	202,884	0	65,438	137,446
Subtotal - Personnel Costs		598,807	0	193,138	405,669
Services & Supplies Cost					
Supplies	S	2,155	0	695	1,461
Services	S	229,342	0	73,972	155,370
Subtotal - Services & Supplies		231,497	0	74,667	156,831
Department Cost Total		830,304	0	267,805	562,500
Adjustments to Cost					
Subtotal - Adjustments			0	0	0
Total Costs After Adjustments		830,304	0	267,805	562,500
General Admin Distribution			0	0	0
Grand Total		\$ 830,304		\$ 267,805	\$ 562,500
		=====	=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:13 ARA Financial Svcs

Department	First Incoming	Second Incoming	Budgeting & Accounting Support	Accounts Payable
3 Insurance Retirees	\$ 21,462	\$ 53	\$ 6,940	\$ 14,576
3 Memberships	165	0	53	112
3 Consulting Services	8	0	3	5
3 Other Misc	86	0	28	58
Subtotal - Non-Dept-Gen Gov	21,721	54	7,023	14,752
5 Financial Plg & Analysis	460	23	156	327
Subtotal - Fin Plg & Analysis	460	23	156	327
7 Gen Acctng	295	20	102	213
7 Auditing Svcs	249	0	80	169
7 Fin Operations	73	5	25	53
Subtotal - Fin Reporting & Ops	617	25	207	435
8 Internal Controls	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0
9 Cost Accounting	59	3	20	42
9 Trust Funds Mgmt (TFM)	64	4	22	46
Subtotal - Fin Grants	123	7	42	88
10 Perf Mgmt Svcs	75	4	26	54
Subtotal - Fin Perform Mgmt	75	4	26	54
12 ARA Dept Admin	42,421	9,019	16,592	34,849
12 ARA Non-Parking	0	18,970	6,119	12,852
Subtotal - ARA Dir Office	42,421	27,990	22,710	47,701
13 Budgeting & Accounting Support	0	3,805	1,227	2,578
13 Accounts Payable	0	6,370	2,055	4,315
Subtotal - ARA Financial Svcs	0	10,175	3,282	6,893
14 Records	0	191	62	129
Subtotal - ARA Operations	0	191	62	129
15 Payroll Svcs	0	1,172	378	794
Subtotal - ARA Payroll Svcs	0	1,172	378	794
17 IT ERP	0	0	0	0
Subtotal - HITS EAS	0	0	0	0
18 Enterprise Optns	0	0	0	0
Subtotal - HITS EIS	0	0	0	0
20 Certification	0	365	118	247
20 External Affairs & Outreach	0	217	70	147
Subtotal - OBO	0	582	188	394
21 City Mayor Admin	0	1,061	342	719
Subtotal - Mayor	0	1,061	342	719
22 Personnel Svcs	0	475	153	322
Subtotal - Human Resources	0	475	153	322
24 Controller Fin Svcs	0	1,513	488	1,025

B. Incoming Costs-(Default Spread Salary%)

Dept:13 ARA Financial Svcs

Department	First Incoming	Second Incoming	Budgeting & Accounting Support	Accounts Payable
Subtotal - City Controller's	0	1,513	488	1,025
Total Incoming	65,417	43,272	35,056	73,633
C. Total Allocated		\$ 938,993	\$ 302,862	\$ 636,132
			32.25%	67.75%

Budgeting & Accounting Support Allocations

Dept:13 ARA Financial Svcs

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
12 ARA Director Office	8.14	1.7866	\$ 5,162	\$ 0	\$ 5,162	\$ 0	\$ 5,162
13 ARA Financial Services	6.00	1.3169	3,805	0	3,805	0	3,805
14 ARA Operations	80.83	17.7411	51,255	0	51,255	2,555	53,810
15 ARA Payroll Services	36.73	8.0617	23,291	0	23,291	1,161	24,452
21 Mayor	34.28	7.5240	21,737	0	21,737	1,084	22,821
35 ARA Regulatory	3.08	0.6760	1,953	0	1,953	97	2,050
54 ARA Insurance	4.34	0.9526	2,752	0	2,752	137	2,889
55 ARA BARC	105.46	23.1470	66,873	0	66,873	3,334	70,207
56 ARA Parking	67.98	14.9207	43,107	0	43,107	2,149	45,256
57 ARA Other	33.06	7.2562	20,964	0	20,964	1,045	22,009
61 Mayor Cable TV	17.86	3.9200	11,325	0	11,325	565	11,890
62 Mayor Other	51.61	11.3277	32,726	0	32,726	1,631	34,357
63 TIRZ	6.24	1.3696	3,957	0	3,957	197	4,154
Subtotal	455.61	100.0000	288,907	0	288,907	13,955	302,862
Direct Bills					0		0
Total					\$288,907		\$ 302,862
	=====	=====	=====	=====	=====	=====	=====

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

Accounts Payable Allocations

Dept:13 ARA Financial Svcs

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
12 ARA Director Office	8.14	1.4241	\$ 8,642	\$ 0	\$ 8,642	\$ 0	\$ 8,642
13 ARA Financial Services	6.00	1.0497	6,370	0	6,370	0	6,370
14 ARA Operations	80.83	14.1410	85,810	0	85,810	4,251	90,061
15 ARA Payroll Services	36.73	6.4258	38,993	0	38,993	1,932	40,925
21 Mayor	34.28	5.9972	36,392	0	36,392	1,803	38,195
35 ARA Regulatory	3.08	0.5388	3,270	0	3,270	162	3,432
39 Dept of Neighborhoods	115.99	20.2922	123,136	0	123,136	6,100	129,236
54 ARA Insurance	4.34	0.7593	4,607	0	4,607	228	4,835
55 ARA BARC	105.46	18.4500	111,958	0	111,958	5,546	117,504
56 ARA Parking	67.98	11.8929	72,168	0	72,168	3,575	75,743
57 ARA Other	33.06	5.7838	35,097	0	35,097	1,739	36,836
61 Mayor Cable TV	17.86	3.1246	18,960	0	18,960	939	19,899
62 Mayor Other	51.61	9.0290	54,790	0	54,790	2,714	57,504
63 TIRZ	6.24	1.0917	6,624	0	6,624	328	6,952
Subtotal	571.60	100.0000	606,817	0	606,817	29,315	636,132
Direct Bills					0		0
Total					\$606,817		\$ 636,132
	=====	=====	=====	=====	=====	=====	=====

Basis Units: Number of FTE positions supported

Source: COH FTE Report

Allocation Summary

Dept:13 ARA Financial Svcs

Department	Budgeting & Accounting Support	Accounts Payable	Total
0 Direct Billed	\$0	\$0	\$0
12 ARA Director Office	5,162	8,642	13,804
13 ARA Financial Services	3,805	6,370	10,175
14 ARA Operations	53,810	90,061	143,871
15 ARA Payroll Services	24,452	40,925	65,377
21 Mayor	22,821	38,195	61,016
35 ARA Regulatory	2,050	3,432	5,482
39 Dept of Neighborhoods	0	129,236	129,236
54 ARA Insurance	2,889	4,835	7,724
55 ARA BARC	70,207	117,504	187,711
56 ARA Parking	45,256	75,743	120,999
57 ARA Other	22,009	36,836	58,845
61 Mayor Cable TV	11,890	19,899	31,789
62 Mayor Other	34,357	57,504	91,861
63 TIRZ	4,154	6,952	11,106
Total	<u>\$ 302,862</u> =====	<u>\$ 636,134</u> =====	<u>\$ 938,996</u> =====

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.

B. Incoming Costs-(Default Spread Salary%)

Dept:14 ARA Operations

Department	First Incoming	Second Incoming	Mailroom	Property	Records	3-1-1 Svcs
3 Insurance Retirees	\$ 289,126	\$ 718	\$ 11,387	\$ 21,506	\$ 25,137	\$ 231,814
3 Memberships	2,218	6	87	165	193	1,778
3 Consulting Services	76	0	3	6	7	61
3 Other Misc	687	2	27	51	60	551
3 Walker Rent *	0	0	0	0	0	0
Subtotal - Non-Dept-Gen Gov	292,107	726	11,504	21,728	25,396	234,204
5 Financial Plg & Analysis	4,633	233	191	361	422	3,892
Subtotal - Fin Plg & Analysis	4,633	233	191	361	422	3,892
7 Gen Acctng	2,968	200	124	235	275	2,534
7 Auditing Svcs	2,511	0	99	186	218	2,008
7 Fin Operations	589	37	25	46	54	501
Subtotal - Fin Reporting & Ops	6,068	237	248	468	547	5,043
8 Internal Controls	0	0	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0	0	0
9 Cost Accounting	476	28	20	37	44	403
9 Trust Funds Mgmt (TFM)	513	31	21	40	47	435
Subtotal - Fin Grants	989	58	41	78	91	838
10 Perf Mgmt Svcs	602	33	25	47	55	508
Subtotal - Fin Perform Mgmt	602	33	25	47	55	508
11 Purchasing	5,516	352	231	435	509	4,693
Subtotal - Fin SPD	5,516	352	231	435	509	4,693
12 ARA Dept Admin	571,475	121,506	27,225	51,418	60,100	554,238
12 ARA Non-Parking	0	255,561	10,040	18,962	22,164	204,395
Subtotal - ARA Dir Office	571,475	377,067	37,265	70,381	82,263	758,633
13 Budgeting & Accounting Support	51,255	2,555	2,114	3,993	4,667	43,037
13 Accounts Payable	85,810	4,251	3,538	6,682	7,811	72,030
Subtotal - ARA Financial Svcs	137,065	6,806	5,652	10,675	12,477	115,066
14 Records	0	2,569	101	191	223	2,055
Subtotal - ARA Operations	0	2,569	101	191	223	2,055
15 Payroll Svcs	0	15,787	620	1,171	1,369	12,626
Subtotal - ARA Payroll Service	0	15,787	620	1,171	1,369	12,626
17 Enterprise Appl *	0	0	0	0	0	0
17 IT ERP	0	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0	0
18 Client Svcs *	0	0	0	0	0	0
18 Enterprise Optns	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0
20 Certification	0	4,919	193	365	427	3,934
20 External Affairs & Outreach	0	2,919	115	217	253	2,335
Subtotal - OBO	0	7,838	308	582	680	6,269
21 City Mayor Admin	0	14,291	561	1,060	1,239	11,430

B. Incoming Costs-(Default Spread Salary%)

Dept:14 ARA Operations

Department	First Incoming	Second Incoming	Mailroom	Property	Records	3-1-1 Svcs
Subtotal - Mayor	0	14,291	561	1,060	1,239	11,430
22 Personnel Svcs	0	6,395	251	475	555	5,115
Subtotal - Human Resources	0	6,395	251	475	555	5,115
24 Controller Fin Svcs	0	15,230	598	1,130	1,321	12,181
Subtotal - City Controller's	0	15,230	598	1,130	1,321	12,181
30 Real Estate	0	17,603	692	1,306	1,527	14,079
Subtotal - General Services	0	17,603	692	1,306	1,527	14,079
Total Incoming	1,018,455	465,225	58,288	110,087	128,674	1,186,631
C. Total Allocated		\$ 8,142,416	\$ 347,849	\$ 603,107	\$ 697,807	\$ 6,493,652
			4.27%	7.41%	8.57%	79.75%

Mailroom Allocations

Dept:14 ARA Operations

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	158.60	5.2600	\$ 17,336	\$ 0	\$ 17,336	\$ 0	\$ 17,336
12 ARA Director Office	388.70	12.8914	42,486	0	42,486	0	42,486
20 Office Business Opportunity	38.00	1.2603	4,154	0	4,154	281	4,435
21 Mayor	62.00	2.0562	6,777	0	6,777	459	7,236
22 Human Resources	241.00	7.9928	26,342	0	26,342	1,785	28,127
23 Legal	150.10	4.9781	16,406	0	16,406	1,112	17,518
24 City Controller's Office	53.90	1.7876	5,891	0	5,891	399	6,290
26 Planning & Dev Admin	83.00	2.7527	9,072	0	9,072	615	9,687
27 HPW Admin Indirect	7.00	0.2322	765	0	765	52	817
28 CIP Sal Rec HPW	293.00	9.7174	32,026	0	32,026	2,170	34,196
30 General Services	92.00	3.0512	10,056	0	10,056	681	10,737
36 City Secretary	9.90	0.3283	1,082	0	1,082	73	1,155
37 City Council	73.00	2.4211	7,979	0	7,979	541	8,520
39 Dept of Neighborhoods	30.00	0.9950	3,279	0	3,279	222	3,501
42 Solid Waste	31.00	1.0281	3,388	0	3,388	230	3,618
49 Fleet Management	23.00	0.7628	2,514	0	2,514	170	2,684
61 Mayor Cable TV	19.00	0.6301	2,077	0	2,077	141	2,218
66 HPW Bldg Insp	628.00	20.8278	68,643	0	68,643	4,651	73,294
67 HPW Stormwater	40.00	1.3266	4,372	0	4,372	296	4,668
68 HPW DDSR	74.00	2.4542	8,088	0	8,088	548	8,636
69 HPW Water & Sewer	403.00	13.3656	44,049	0	44,049	2,985	47,034
94 HITS Other	117.00	3.8803	12,789	0	12,789	867	13,656
Subtotal	3,015.20	100.0000	329,571	0	329,571	18,278	347,849
Direct Bills					0		0
Total					\$329,571		\$ 347,849
	=====	=====	=====	=====	=====	=====	=====

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

Property Allocations

Dept:14 ARA Operations

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
12 ARA Director Office	0.29	0.2900	\$ 1,649	\$ 0	\$ 1,649	\$ 0	\$ 1,649
27 HPW Admin Indirect	57.72	57.7200	328,189	0	328,189	19,983	348,172
30 General Services	0.70	0.7000	3,980	0	3,980	242	4,222
38 Police	16.97	16.9700	96,489	0	96,489	5,875	102,364
39 Dept of Neighborhoods	1.47	1.4700	8,358	0	8,358	509	8,867
43 Houston Airport System (HAS)	4.32	4.3200	24,563	0	24,563	1,496	26,059
44 Housing & Community Dev	0.28	0.2800	1,592	0	1,592	97	1,689
46 Parks & Recreation	6.16	6.1600	35,025	0	35,025	2,133	37,158
47 Health Department	0.96	0.9600	5,458	0	5,458	332	5,790
49 Fleet Management	10.72	10.7200	60,953	0	60,953	3,711	64,664
94 HITS Other	0.41	0.4100	2,331	0	2,331	142	2,473
Subtotal	100.00	100.0000	568,587	0	568,587	34,520	603,107
Direct Bills					0		0
Total					\$568,587		\$ 603,107
	=====	=====	=====	=====	=====	=====	=====

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

Records Allocations

Dept:14 ARA Operations

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	6.91	0.0334	\$ 220	\$ 0	\$ 220	\$ 0	\$ 220
05 Finance Financial Plg & Analys	12.62	0.0610	401	0	401	0	401
06 Finance City Council	4.92	0.0238	156	0	156	0	156
07 Finance Reporting & Ops	17.00	0.0822	540	0	540	0	540
08 Finance Internal Controls	0.00	0.0000	0	0	0	0	0
09 Finance Grants	9.27	0.0448	295	0	295	0	295
10 Finance Rev Perform Mgmt	2.80	0.0135	89	0	89	0	89
11 Finance Strat Purchasing	36.24	0.1752	1,152	0	1,152	0	1,152
12 ARA Director Office	8.14	0.0394	259	0	259	0	259
13 ARA Financial Services	6.00	0.0290	191	0	191	0	191
14 ARA Operations	80.83	0.3908	2,569	0	2,569	0	2,569
15 ARA Payroll Services	36.73	0.1776	1,167	0	1,167	72	1,239
20 Office Business Opportunity	35.96	0.1739	1,143	0	1,143	71	1,214
21 Mayor	34.28	0.1657	1,090	0	1,090	67	1,157
22 Human Resources	190.56	0.9213	6,057	0	6,057	375	6,432
23 Legal	102.68	0.4964	3,264	0	3,264	202	3,466
24 City Controller's Office	50.17	0.2425	1,595	0	1,595	99	1,694
25 Health Administration	44.38	0.2146	1,411	0	1,411	87	1,498
26 Planning & Dev Admin	8.01	0.0387	255	0	255	16	271
28 CIP Sal Rec HPW	40.81	0.1973	1,297	0	1,297	80	1,377
29 HPD Police Records	73.93	0.3574	2,350	0	2,350	146	2,496
30 General Services	211.81	1.0240	6,732	0	6,732	417	7,149
33 Finance Public Fin	5.71	0.0276	181	0	181	11	192
34 Finance Treasury	4.00	0.0193	127	0	127	8	135
35 ARA Regulatory	3.08	0.0149	98	0	98	6	104
36 City Secretary	7.01	0.0339	223	0	223	14	237
37 City Council	72.84	0.3521	2,315	0	2,315	143	2,458
38 Police	6,100.90	29.4951	193,918	0	193,918	12,007	205,925
39 Dept of Neighborhoods	115.99	0.5608	3,687	0	3,687	228	3,915
40 Fire	3,815.29	18.4452	121,270	0	121,270	7,509	128,779
41 Municipal Court	251.65	1.2166	7,999	0	7,999	495	8,494
42 Solid Waste	420.19	2.0314	13,356	0	13,356	827	14,183
43 Houston Airport System (HAS)	1,125.02	5.4390	35,759	0	35,759	2,214	37,973
44 Housing & Community Dev	305.71	1.4780	9,717	0	9,717	602	10,319
45 Library	427.01	2.0644	13,573	0	13,573	840	14,413
46 Parks & Recreation	601.03	2.9057	19,104	0	19,104	1,183	20,287
47 Health Department	1,266.11	6.1211	40,244	0	40,244	2,492	42,736
49 Fleet Management	362.37	1.7519	11,518	0	11,518	713	12,231
50 Planning & Dev Other	29.84	0.1443	948	0	948	59	1,007
51 Planning & Dev Spec Rev	47.34	0.2289	1,505	0	1,505	93	1,598
53 Finance Other	59.13	0.2859	1,879	0	1,879	116	1,995
54 ARA Insurance	4.34	0.0210	138	0	138	9	147
55 ARA BARC	105.46	0.5099	3,352	0	3,352	208	3,560
56 ARA Parking	67.98	0.3287	2,161	0	2,161	134	2,295
57 ARA Other	33.06	0.1598	1,051	0	1,051	65	1,116
58 IT Public Services	0.00	0.0000	0	0	0	0	0
59 Legal Insurance	45.85	0.2217	1,457	0	1,457	90	1,547
60 Legal Wkr Comp	1.58	0.0076	50	0	50	3	53
61 Mayor Cable TV	17.86	0.0863	568	0	568	35	603
62 Mayor Other	51.61	0.2495	1,640	0	1,640	102	1,742
63 TIRZ	6.24	0.0302	198	0	198	12	210
64 HR Health Benefits	39.32	0.1901	1,250	0	1,250	77	1,327
66 HPW Bldg Insp	589.19	2.8485	18,728	0	18,728	1,160	19,888
67 HPW Stormwater	309.29	1.4953	9,831	0	9,831	609	10,440
68 HPW DDSR	468.62	2.2656	14,895	0	14,895	922	15,817
69 HPW Water & Sewer	2,123.72	10.2672	67,503	0	67,503	4,180	71,683

Records Allocations

Dept:14 ARA Operations

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
70 HPW Houston Transtar	8.54	0.0413	271	0	271	17	288
71 HPW Other	7.52	0.0364	239	0	239	15	254
72 Houston Permit Center	29.04	0.1404	923	0	923	57	980
73 CIP S/R Planning	0.00	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	44.14	0.2134	1,403	0	1,403	87	1,490
75 CIP S/R Engrg	63.02	0.3047	2,003	0	2,003	124	2,127
76 CIP S/R Constr	66.01	0.3191	2,098	0	2,098	130	2,228
77 CIP S/R Eng/Const	25.71	0.1243	817	0	817	51	868
78 CIP S/R Geo/Env	10.18	0.0492	324	0	324	20	344
79 CIP S/R Other	56.71	0.2742	1,803	0	1,803	112	1,915
80 CIP S/R GSD	36.66	0.1772	1,165	0	1,165	72	1,237
31 HEC	215.52	1.0419	6,850	0	6,850	424	7,274
93 HR-W.C.	44.98	0.2175	1,430	0	1,430	89	1,519
94 HITS Other	178.04	0.8607	5,659	0	5,659	350	6,009
Subtotal	20,684.46	100.0000	657,461	0	657,461	40,346	697,807
Direct Bills					0		0
Total					\$657,461		\$ 697,807
	=====	=====	=====	=====	=====	=====	=====

Basis Units: Number of FTE positions all funds

Source: COH FTE Report

3-1-1 Svcs Allocations

Dept:14 ARA Operations

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	326	0.0274	\$ 1,677	\$ 0	\$ 1,677	\$ 0	\$ 1,677
12 ARA Director Office	74,663	6.2761	384,193	0	384,193	0	384,193
20 Office Business Opportunity	438	0.0368	2,254	0	2,254	146	2,400
21 Mayor	8,119	0.6825	41,778	0	41,778	2,710	44,488
22 Human Resources	2,983	0.2507	15,350	0	15,350	996	16,346
23 Legal	683	0.0574	3,515	0	3,515	228	3,743
24 City Controller's Office	440	0.0370	2,264	0	2,264	147	2,411
26 Planning & Dev Admin	992	0.0834	5,105	0	5,105	331	5,436
27 HPW Admin Indirect	122,068	10.2608	628,125	0	628,125	40,747	668,872
30 General Services	895	0.0752	4,605	0	4,605	299	4,904
36 City Secretary	1,031	0.0867	5,305	0	5,305	344	5,649
37 City Council	3,091	0.2598	15,905	0	15,905	1,032	16,937
38 Police	54,136	4.5506	278,567	0	278,567	18,071	296,638
39 Dept of Neighborhoods	28,609	2.4048	147,213	0	147,213	9,550	156,763
40 Fire	7,190	0.6044	36,998	0	36,998	2,400	39,398
41 Municipal Court	237,597	19.9720	1,222,602	0	1,222,602	79,311	1,301,913
42 Solid Waste	331,329	27.8510	1,704,918	0	1,704,918	110,599	1,815,517
43 Houston Airport System (HAS)	171	0.0144	880	0	880	57	937
44 Housing & Community Dev	2,023	0.1701	10,410	0	10,410	675	11,085
45 Library	793	0.0667	4,081	0	4,081	265	4,346
46 Parks & Recreation	8,878	0.7463	45,684	0	45,684	2,964	48,648
47 Health Department	58,283	4.8992	299,906	0	299,906	19,455	319,361
49 Fleet Management	905	0.0761	4,657	0	4,657	302	4,959
56 ARA Parking	32,814	2.7583	168,851	0	168,851	10,953	179,804
68 HPW DDSR	22,430	1.8854	115,418	0	115,418	7,487	122,905
69 HPW Water & Sewer	104,009	8.7428	535,199	0	535,199	34,719	569,918
31 HEC	1,226	0.1031	6,309	0	6,309	409	6,718
94 HITS Other	5,738	0.4823	29,526	0	29,526	1,915	31,441
96 Other	77,789	6.5388	400,278	0	400,278	25,966	426,244
Subtotal	1,189,649	100.0000	6,121,573	0	6,121,573	372,079	6,493,652
Direct Bills					0		0
Total					\$6,121,573		\$ 6,493,652

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

Allocation Summary

Dept:14 ARA Operations

Department	Mailroom	Property	Records	3-1-1 Svcs	Total
0 Direct Billed	\$0	\$0	\$0	\$0	\$0
04 Finance Dir Office	17,336	0	220	1,677	19,233
05 Finance Financial Plg & Analys	0	0	401	0	401
06 Finance City Council	0	0	156	0	156
07 Finance Reporting & Ops	0	0	540	0	540
08 Finance Internal Controls	0	0	0	0	0
09 Finance Grants	0	0	295	0	295
10 Finance Rev Perform Mgmt	0	0	89	0	89
11 Finance Strat Purchasing	0	0	1,152	0	1,152
12 ARA Director Office	42,486	1,649	259	384,193	428,587
13 ARA Financial Services	0	0	191	0	191
14 ARA Operations	0	0	2,569	0	2,569
15 ARA Payroll Services	0	0	1,239	0	1,239
20 Office Business Opportunity	4,435	0	1,214	2,400	8,049
21 Mayor	7,236	0	1,157	44,488	52,881
22 Human Resources	28,127	0	6,432	16,346	50,905
23 Legal	17,518	0	3,466	3,743	24,727
24 City Controller's Office	6,290	0	1,694	2,411	10,395
25 Health Administration	0	0	1,498	0	1,498
26 Planning & Dev Admin	9,687	0	271	5,436	15,394
27 HPW Admin Indirect	817	348,172	0	668,872	1,017,861
28 CIP Sal Rec HPW	34,196	0	1,377	0	35,573
29 HPD Police Records	0	0	2,496	0	2,496
30 General Services	10,737	4,222	7,149	4,904	27,012
31 HEC	0	0	7,274	6,718	13,992
33 Finance Public Fin	0	0	192	0	192
34 Finance Treasury	0	0	135	0	135
35 ARA Regulatory	0	0	104	0	104
36 City Secretary	1,155	0	237	5,649	7,041
37 City Council	8,520	0	2,458	16,937	27,915
38 Police	0	102,364	205,925	296,638	604,927
39 Dept of Neighborhoods	3,501	8,867	3,915	156,763	173,046
40 Fire	0	0	128,779	39,398	168,177
41 Municipal Court	0	0	8,494	1,301,913	1,310,407
42 Solid Waste	3,618	0	14,183	1,815,517	1,833,318
43 Houston Airport System (HAS)	0	26,059	37,973	937	64,969
44 Housing & Community Dev	0	1,689	10,319	11,085	23,093
45 Library	0	0	14,413	4,346	18,759
46 Parks & Recreation	0	37,158	20,287	48,648	106,093
47 Health Department	0	5,790	42,736	319,361	367,887
49 Fleet Management	2,684	64,664	12,231	4,959	84,538
50 Planning & Dev Other	0	0	1,007	0	1,007
51 Planning & Dev Spec Rev	0	0	1,598	0	1,598
53 Finance Other	0	0	1,995	0	1,995
54 ARA Insurance	0	0	147	0	147
55 ARA BARC	0	0	3,560	0	3,560
56 ARA Parking	0	0	2,295	179,804	182,099
57 ARA Other	0	0	1,116	0	1,116
58 IT Public Services	0	0	0	0	0
59 Legal Insurance	0	0	1,547	0	1,547
60 Legal Wkr Comp	0	0	53	0	53
61 Mayor Cable TV	2,218	0	603	0	2,821
62 Mayor Other	0	0	1,742	0	1,742
63 TIRZ	0	0	210	0	210
64 HR Health Benefits	0	0	1,327	0	1,327
66 HPW Bldg Insp	73,294	0	19,888	0	93,182
67 HPW Stormwater	4,668	0	10,440	0	15,108

Allocation Summary

Dept:14 ARA Operations

Department	Mailroom	Property	Records	3-1-1 Svcs	Total
68 HPW DDSR	8,636	0	15,817	122,905	147,358
69 HPW Water & Sewer	47,034	0	71,683	569,918	688,635
70 HPW Houston Transtar	0	0	288	0	288
71 HPW Other	0	0	254	0	254
72 Houston Permit Center	0	0	980	0	980
73 CIP S/R Planning	0	0	0	0	0
74 CIP Sal Rec RE	0	0	1,490	0	1,490
75 CIP S/R Engrg	0	0	2,127	0	2,127
76 CIP S/R Constr	0	0	2,228	0	2,228
77 CIP S/R Eng/Const	0	0	868	0	868
78 CIP S/R Geo/Env	0	0	344	0	344
79 CIP S/R Other	0	0	1,915	0	1,915
80 CIP S/R GSD	0	0	1,237	0	1,237
93 HR-W.C.	0	0	1,519	0	1,519
94 HITS Other	13,656	2,473	6,009	31,441	53,579
96 Other	0	0	0	426,244	426,244
Total	\$ 347,849	\$ 603,107	\$ 697,807	\$ 6,493,651	\$ 8,142,414
	=====	=====	=====	=====	=====

**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:15 ARA Payroll Services

Department		Amount	General Admin	Payroll Svcs
Personnel Costs				
Salaries	S1	2,330,690	0	2,330,690
Salary % Split			.00%	100.00%
Benefits	S	1,218,621	0	1,218,621
Subtotal - Personnel Costs		3,549,312	0	3,549,312
Services & Supplies Cost				
Supplies	S	5,463	0	5,463
Services	S	26,555	0	26,555
Subtotal - Services & Supplies		32,018	0	32,018
Department Cost Total		3,581,330	0	3,581,330
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		3,581,330	0	3,581,330
General Admin Distribution			0	0
Grand Total		\$ 3,581,330		\$ 3,581,330
		=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:15 ARA Payroll Services

Department	First Incoming	Second Incoming	Payroll Svcs
3 Insurance Retirees	\$ 131,382	\$ 326	\$ 131,708
3 Memberships	1,008	3	1,011
3 Consulting Services	12	0	12
3 Other Misc	369	1	370
Subtotal - Non-Dept-Gen Gov	132,771	330	133,101
5 Financial Plg & Analysis	701	35	736
Subtotal - Fin Plg & Analysis	701	35	736
7 Gen Acctng	449	30	479
7 Auditing Svcs	380	0	380
7 Fin Operations	317	20	337
Subtotal - Fin Reporting & Ops	1,146	50	1,196
8 Internal Controls	0	0	0
Subtotal - Fin Int Controls	0	0	0
9 Cost Accounting	256	15	271
9 Trust Funds Mgmt (TFM)	276	16	292
Subtotal - Fin Grants	532	31	563
10 Perf Mgmt Svcs	324	18	342
Subtotal - Fin Perform Mgmt	324	18	342
11 Purchasing	0	0	0
Subtotal - Fin SPD	0	0	0
12 ARA Dept Admin	259,684	55,213	314,897
12 ARA Non-Parking	0	116,130	116,130
Subtotal - ARA Dir Office	259,684	171,343	431,027
13 Budgeting & Accounting Support	23,291	1,161	24,452
13 Accounts Payable	38,993	1,932	40,925
Subtotal - ARA Financial Svcs	62,284	3,093	65,377
14 Records	1,167	72	1,239
Subtotal - ARA Operations	1,167	72	1,239
15 Payroll Svcs	0	7,174	7,174
Subtotal - ARA Payroll Svcs	0	7,174	7,174
17 IT ERP	0	0	0
Subtotal - HITS EAS	0	0	0
18 Enterprise Optns	0	0	0
Subtotal - HITS EIS	0	0	0
20 Certification	0	2,235	2,235
20 External Affairs & Outreach	0	1,326	1,326
Subtotal - OBO	0	3,561	3,561
21 City Mayor Admin	0	6,494	6,494
Subtotal - Mayor	0	6,494	6,494
22 Personnel Svcs	0	2,906	2,906

B. Incoming Costs-(Default Spread Salary%)

Dept:15 ARA Payroll Services

Department	First Incoming	Second Incoming	Payroll Svcs
Subtotal - Human Resources	0	2,906	2,906
24 Controller Fin Svcs	0	2,305	2,305
Subtotal - City Controller's	0	2,305	2,305
Total Incoming	458,609	197,413	656,022
C. Total Allocated		\$ 4,237,352	\$ 4,237,352
			100.00%

Payroll Svcs Allocations

Dept:15 ARA Payroll Services

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	6.91	0.0334	\$ 1,350	\$ 0	\$ 1,350	\$ 0	\$ 1,350
05 Finance Financial Plg & Analys	12.62	0.0610	2,465	0	2,465	0	2,465
06 Finance City Council	4.92	0.0238	961	0	961	0	961
07 Finance Reporting & Ops	17.00	0.0822	3,320	0	3,320	0	3,320
08 Finance Internal Controls	0.00	0.0000	0	0	0	0	0
09 Finance Grants	9.27	0.0448	1,811	0	1,811	0	1,811
10 Finance Rev Perform Mgmt	2.80	0.0135	547	0	547	0	547
11 Finance Strat Purchasing	36.24	0.1752	7,078	0	7,078	0	7,078
12 ARA Director Office	8.14	0.0394	1,590	0	1,590	0	1,590
13 ARA Financial Services	6.00	0.0290	1,172	0	1,172	0	1,172
14 ARA Operations	80.83	0.3908	15,787	0	15,787	0	15,787
15 ARA Payroll Services	36.73	0.1776	7,174	0	7,174	0	7,174
20 Office Business Opportunity	35.96	0.1739	7,023	0	7,023	347	7,370
21 Mayor	34.28	0.1657	6,695	0	6,695	331	7,026
22 Human Resources	190.56	0.9213	37,219	0	37,219	1,838	39,057
23 Legal	102.68	0.4964	20,055	0	20,055	991	21,046
24 City Controller's Office	50.17	0.2425	9,799	0	9,799	484	10,283
25 Health Administration	44.38	0.2146	8,668	0	8,668	428	9,096
26 Planning & Dev Admin	8.01	0.0387	1,564	0	1,564	77	1,641
28 CIP Sal Rec HPW	40.81	0.1973	7,971	32,956-	24,985-	394	24,591-
29 HPD Police Records	73.93	0.3574	14,439	0	14,439	713	15,152
30 General Services	211.81	1.0240	41,369	0	41,369	2,043	43,412
33 Finance Public Fin	5.71	0.0276	1,115	0	1,115	55	1,170
34 Finance Treasury	4.00	0.0193	781	0	781	39	820
35 ARA Regulatory	3.08	0.0149	602	0	602	30	632
36 City Secretary	7.01	0.0339	1,369	0	1,369	68	1,437
37 City Council	72.84	0.3521	14,227	0	14,227	703	14,930
38 Police	6,100.90	29.4951	1,191,584	0	1,191,584	58,857	1,250,441
39 Dept of Neighborhoods	115.99	0.5608	22,654	0	22,654	1,119	23,773
40 Fire	3,815.29	18.4452	745,175	0	745,175	36,807	781,982
41 Municipal Court	251.65	1.2166	49,150	0	49,150	2,428	51,578
42 Solid Waste	420.19	2.0314	82,068	0	82,068	4,054	86,122
43 Houston Airport System (HAS)	1,125.02	5.4390	219,731	267,300-	47,569-	10,853	36,716-
44 Housing & Community Dev	305.71	1.4780	59,709	0	59,709	2,949	62,658
45 Library	427.01	2.0644	83,401	0	83,401	4,119	87,520
46 Parks & Recreation	601.03	2.9057	117,389	0	117,389	5,798	123,187
47 Health Department	1,266.11	6.1211	247,287	0	247,287	12,215	259,502
49 Fleet Management	362.37	1.7519	70,775	0	70,775	3,496	74,271
50 Planning & Dev Other	29.84	0.1443	5,828	0	5,828	288	6,116
51 Planning & Dev Spec Rev	47.34	0.2289	9,246	0	9,246	457	9,703
53 Finance Other	59.13	0.2859	11,549	0	11,549	570	12,119
54 ARA Insurance	4.34	0.0210	848	0	848	42	890
55 ARA BARC	105.46	0.5099	20,598	0	20,598	1,017	21,615
56 ARA Parking	67.98	0.3287	13,277	0	13,277	656	13,933
57 ARA Other	33.06	0.1598	6,457	0	6,457	319	6,776
58 IT Public Services	0.00	0.0000	0	0	0	0	0
59 Legal Insurance	45.85	0.2217	8,955	0	8,955	442	9,397
60 Legal Wkr Comp	1.58	0.0076	309	0	309	15	324
61 Mayor Cable TV	17.86	0.0863	3,488	0	3,488	172	3,660
62 Mayor Other	51.61	0.2495	10,080	0	10,080	498	10,578
63 TIRZ	6.24	0.0302	1,219	0	1,219	60	1,279
64 HR Health Benefits	39.32	0.1901	7,680	0	7,680	379	8,059
66 HPW Bldg Insp	589.19	2.8485	115,076	67,212-	47,864	5,684	53,548
67 HPW Stormwater	309.29	1.4953	60,408	36,967-	23,441	2,984	26,425
68 HPW DDSR	468.62	2.2656	91,527	2,602-	88,925	4,521	93,446
69 HPW Water & Sewer	2,123.72	10.2672	414,790	235,459-	179,331	20,488	199,819

Payroll Svcs Allocations

Dept:15 ARA Payroll Services

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
70 HPW Houston Transtar	8.54	0.0413	1,668	221-	1,447	82	1,529
71 HPW Other	7.52	0.0364	1,469	0	1,469	73	1,542
72 Houston Permit Center	29.04	0.1404	5,672	0	5,672	280	5,952
73 CIP S/R Planning	0.00	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	44.14	0.2134	8,621	0	8,621	426	9,047
75 CIP S/R Engrg	63.02	0.3047	12,309	0	12,309	608	12,917
76 CIP S/R Constr	66.01	0.3191	12,893	0	12,893	637	13,530
77 CIP S/R Eng/Const	25.71	0.1243	5,021	0	5,021	248	5,269
78 CIP S/R Geo/Env	10.18	0.0492	1,988	0	1,988	98	2,086
79 CIP S/R Other	56.71	0.2742	11,076	0	11,076	547	11,623
80 CIP S/R GSD	36.66	0.1772	7,160	0	7,160	354	7,514
31 HEC	215.52	1.0419	42,094	0	42,094	2,079	44,173
93 HR-W.C.	44.98	0.2175	8,785	0	8,785	434	9,219
94 HITS Other	178.04	0.8607	34,773	0	34,773	1,718	36,491
Subtotal	20,684.46	100.0000	4,039,938	642,717-	3,397,221	197,413	3,594,634
Direct Bills					642,717		642,717
Total					\$4,039,938		\$ 4,237,351
	=====	=====	=====	=====	=====	=====	=====

Basis Units: Number of FTE positions all funds

Source: COH FTE Report

Allocation Summary

Dept:15 ARA Payroll Services

Department	Payroll Svcs	Total
0 Direct Billed	\$ 642,717	\$ 642,717
04 Finance Dir Office	1,350	1,350
05 Finance Financial Plg & Analys	2,465	2,465
06 Finance City Council	961	961
07 Finance Reporting & Ops	3,320	3,320
08 Finance Internal Controls	0	0
09 Finance Grants	1,811	1,811
10 Finance Rev Perform Mgmt	547	547
11 Finance Strat Purchasing	7,078	7,078
12 ARA Director Office	1,590	1,590
13 ARA Financial Services	1,172	1,172
14 ARA Operations	15,787	15,787
15 ARA Payroll Services	7,174	7,174
20 Office Business Opportunity	7,370	7,370
21 Mayor	7,026	7,026
22 Human Resources	39,057	39,057
23 Legal	21,046	21,046
24 City Controller's Office	10,283	10,283
25 Health Administration	9,096	9,096
26 Planning & Dev Admin	1,641	1,641
28 CIP Sal Rec HPW	24,591-	24,591-
29 HPD Police Records	15,152	15,152
30 General Services	43,412	43,412
31 HEC	44,173	44,173
33 Finance Public Fin	1,170	1,170
34 Finance Treasury	820	820
35 ARA Regulatory	632	632
36 City Secretary	1,437	1,437
37 City Council	14,930	14,930
38 Police	1,250,441	1,250,441
39 Dept of Neighborhoods	23,773	23,773
40 Fire	781,982	781,982
41 Municipal Court	51,578	51,578
42 Solid Waste	86,122	86,122
43 Houston Airport System (HAS)	36,716-	36,716-
44 Housing & Community Dev	62,658	62,658
45 Library	87,520	87,520
46 Parks & Recreation	123,187	123,187
47 Health Department	259,502	259,502
49 Fleet Management	74,271	74,271
50 Planning & Dev Other	6,116	6,116
51 Planning & Dev Spec Rev	9,703	9,703
53 Finance Other	12,119	12,119
54 ARA Insurance	890	890
55 ARA BARC	21,615	21,615
56 ARA Parking	13,933	13,933
57 ARA Other	6,776	6,776
58 IT Public Services	0	0
59 Legal Insurance	9,397	9,397
60 Legal Wkr Comp	324	324
61 Mayor Cable TV	3,660	3,660
62 Mayor Other	10,578	10,578
63 TIRZ	1,279	1,279
64 HR Health Benefits	8,059	8,059
66 HPW Bldg Insp	53,548	53,548
67 HPW Stormwater	26,425	26,425
68 HPW DDSR	93,446	93,446

Allocation Summary

Dept:15 ARA Payroll Services

Department	Payroll Svcs	Total
69 HPW Water & Sewer	199,819	199,819
70 HPW Houston Transtar	1,529	1,529
71 HPW Other	1,542	1,542
72 Houston Permit Center	5,952	5,952
73 CIP S/R Planning	0	0
74 CIP Sal Rec RE	9,047	9,047
75 CIP S/R Engrg	12,917	12,917
76 CIP S/R Constr	13,530	13,530
77 CIP S/R Eng/Const	5,269	5,269
78 CIP S/R Geo/Env	2,086	2,086
79 CIP S/R Other	11,623	11,623
80 CIP S/R GSD	7,514	7,514
93 HR-W.C.	9,219	9,219
94 HITS Other	36,491	36,491
Total	<u>\$ 4,237,350</u> =====	<u>\$ 4,237,350</u> =====

**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. These costs have been moved to the revolving fund for HITS.

A. Department Costs

Dept:16 HITS CIO

Department		Amount	General Admin	IT Dept Admin	IT Director
Personnel Costs					
Salaries	S1	0	0	0	0
Salary % Split			.00%	.00%	100.00%
Benefits	P	0	0	0	0
Subtotal - Personnel Costs		0	0	0	0
Services & Supplies Cost					
Supplies	P	0	0	0	0
Services	P	0	0	0	0
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	0
		=====	=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:16 HITS CIO

Department	First Incoming	Second Incoming	IT Dept Admin	IT Director
1 City Hall	\$ 0	\$ 0	\$ 0	\$ 0
1 Muni Court Bldg	0	0	0	0
Subtotal - Building Depreciate	0	0	0	0
2 Equip Deprec	0	0	0	0
Subtotal - Equipment Depreciat	0	0	0	0
3 Insurance Retirees	0	0	0	0
3 Memberships	0	0	0	0
3 Consulting Services	0	0	0	0
3 Other Misc	0	0	0	0
3 Walker Rent	0	0	0	0
Subtotal - Non-Dept-Gen Gov	0	0	0	0
5 Financial Plg & Analysis	0	0	0	0
Subtotal - Fin Plg & Analysis	0	0	0	0
7 Gen Acctng	0	0	0	0
7 Fixed Assets	0	0	0	0
7 Auditing Svcs	0	0	0	0
7 Fin Operations	0	0	0	0
Subtotal - Fin Reporting & Ops	0	0	0	0
8 Internal Controls	0	0	0	0
Subtotal - Fin Internal Contro	0	0	0	0
9 Cost Accounting	0	0	0	0
9 Trust Funds Mgmt (TFM)	0	0	0	0
Subtotal - Finance Grants	0	0	0	0
10 Perf Mgmt Svcs	0	0	0	0
Subtotal - Fin Perform Mgmt	0	0	0	0
11 Purchasing	0	0	0	0
Subtotal - Finance SPD	0	0	0	0
14 Mailroom	0	0	0	0
14 Property	0	0	0	0
14 Records	0	0	0	0
14 3-1-1 Svcs	0	0	0	0
Subtotal - ARA Operations	0	0	0	0
15 Payroll Svcs	0	0	0	0
Subtotal - ARA Payroll Svcs	0	0	0	0
17 Enterprise Appl	0	0	0	0
17 IT ERP	0	0	0	0
Subtotal - HITS EAS	0	0	0	0
18 Client Svcs	0	0	0	0
18 NW Data	0	0	0	0
18 NW Voice	0	0	0	0
18 Enterprise Optns	0	0	0	0
Subtotal - HITS EIS	0	0	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:16 HITS CIO

Department	First Incoming	Second Incoming	IT Dept Admin	IT Director
19 IT Radio Svcs	0	0	0	0
Subtotal - HITS Radio	0	0	0	0
20 Certification	0	0	0	0
20 Contract Compliance	0	0	0	0
20 Reporting & Analytics	0	0	0	0
20 Dept Services	0	0	0	0
20 External Affairs & Outreach	0	0	0	0
Subtotal - OBO	0	0	0	0
21 City Mayor Admin	0	0	0	0
Subtotal - Mayor	0	0	0	0
22 Selection	0	0	0	0
22 Personnel Svcs	0	0	0	0
Subtotal - Human Resources	0	0	0	0
23 Legal Svcs	0	0	0	0
23 Inspector General	0	0	0	0
Subtotal - Legal	0	0	0	0
24 Controller Fin Svcs	0	0	0	0
Subtotal - City Control Office	0	0	0	0
30 Building Svcs	0	0	0	0
30 Utilities	0	0	0	0
30 Real Estate	0	0	0	0
Subtotal - General Services	0	0	0	0
Total Incoming	0	0	0	0

C. Total Allocated

\$ 0

IT Dept Admin Allocations

Dept:16 HITS CIO

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
58 IT Public Services	0.00	0.0000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
94 HITS Other	178.04	100.0000	0	0	0	0	0
Subtotal	178.04	100.0000	0	0	0	0	0
Direct Bills					0		0
Total					\$0		\$ 0
	=====	=====	=====	=====	=====	=====	=====

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

IT Director Allocations

Dept:16 HITS CIO

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
58 IT Public Services	0.00	0.0000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
94 HITS Other	178.04	100.0000	0	0	0	0	0
Subtotal	178.04	100.0000	0	0	0	0	0
Direct Bills					0		0
Total					\$0		\$ 0
	=====	=====	=====	=====	=====	=====	=====

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

Allocation Summary

Dept:16 HITS CIO

Department	IT Dept Admin	IT Director	Total
0 Direct Billed	\$0	\$0	\$0
58 IT Public Services	0	0	0
94 HITS Other	0	0	0
Total	<u>\$ 0</u> =====	<u>\$ 0</u> =====	<u>\$ 0</u> =====

**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. These costs have been moved to the revolving fund for HITS. 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:17 HITS EAS

Department		Amount	General Admin	Enterprise Appl	IT ERP
Personnel Costs					
Salaries	S1	0	0	0	0
Salary % Split			.00%	0.00	0.00
Benefits	P	0	0	0	0
Subtotal - Personnel Costs		0	0	0	0
Services & Supplies Cost					
Supplies	P	0	0	0	0
Services	P	0	0	0	0
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	0
		=====	=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:17 HITS EAS

Department	First Incoming	Second Incoming	Enterprise Appl	IT ERP
3 Insurance Retirees	\$ 0	\$ 0	\$ 0	\$ 0
3 Memberships	0	0	0	0
3 Consulting Services	0	0	0	0
3 Other Misc	0	0	0	0
Subtotal - Non-Dept-Gen Gov	0	0	0	0
5 Financial Plg & Analysis	0	0	0	0
Subtotal - Fin Plg & Analysis	0	0	0	0
7 Gen Acctng	0	0	0	0
7 Auditing Svcs	0	0	0	0
7 Fin Operations	0	0	0	0
Subtotal - Fin Reporting & Ops	0	0	0	0
8 Internal Controls	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0
9 Cost Accounting	0	0	0	0
9 Trust Funds Mgmt (TFM)	0	0	0	0
Subtotal - Fin Grants	0	0	0	0
10 Perf Mgmt Svcs	0	0	0	0
Subtotal - Fin Perform Mgmt	0	0	0	0
11 Purchasing	0	0	0	0
Subtotal - Fin SPD	0	0	0	0
14 Records	0	0	0	0
Subtotal - ARA Operations	0	0	0	0
15 Payroll Svcs	0	0	0	0
Subtotal - ARA Payroll Svcs	0	0	0	0
16 IT Dept Admin	0	0	0	0
16 IT Director	0	0	0	0
Subtotal - HITS CIO	0	0	0	0
17 IT ERP	0	0	0	0
Subtotal - HITS EAS	0	0	0	0
18 Enterprise Optns	0	0	0	0
Subtotal - HITS EIS	0	0	0	0
20 Certification	0	0	0	0
20 External Affairs & Outreach	0	0	0	0
Subtotal - OBO	0	0	0	0
21 City Mayor Admin	0	0	0	0
Subtotal - Mayor	0	0	0	0
22 Personnel Svcs	0	0	0	0
Subtotal - Human Resources	0	0	0	0
24 Controller Fin Svcs	0	0	0	0
Subtotal - City Controller's	0	0	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:17 HITS EAS

Department	First Incoming	Second Incoming	Enterprise Appl	IT ERP
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Total Incoming	0	0	0	0
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C. Total Allocated		\$ 0		
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Enterprise Appl Allocations

Dept:17 HITS EAS

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
12 ARA Director Office	0	0.0000	0	0	0	0	0
20 Office Business Opportunity	0	0.0000	0	0	0	0	0
21 Mayor	0	0.0000	0	0	0	0	0
22 Human Resources	0	0.0000	0	0	0	0	0
23 Legal	0	0.0000	0	0	0	0	0
24 City Controller's Office	0	0.0000	0	0	0	0	0
26 Planning & Dev Admin	0	0.0000	0	0	0	0	0
30 General Services	0	0.0000	0	0	0	0	0
36 City Secretary	0	0.0000	0	0	0	0	0
37 City Council	0	0.0000	0	0	0	0	0
38 Police	0	0.0000	0	0	0	0	0
39 Dept of Neighborhoods	0	0.0000	0	0	0	0	0
40 Fire	0	0.0000	0	0	0	0	0
41 Municipal Court	0	0.0000	0	0	0	0	0
42 Solid Waste	0	0.0000	0	0	0	0	0
43 Houston Airport System (HAS)	0	0.0000	0	0	0	0	0
44 Housing & Community Dev	0	0.0000	0	0	0	0	0
45 Library	0	0.0000	0	0	0	0	0
46 Parks & Recreation	0	0.0000	0	0	0	0	0
47 Health Department	0	0.0000	0	0	0	0	0
49 Fleet Management	0	0.0000	0	0	0	0	0
69 HPW Water & Sewer	0	0.0000	0	0	0	0	0
31 HEC	0	0.0000	0	0	0	0	0
Subtotal	0	100.0000	0	0	0	0	0
Direct Bills					0		0
Total					\$0		\$ 0
	=====	=====	=====	=====	=====	=====	=====

Basis Units: IT application hours per department

Source: HITS Help Desk Report

IT ERP Allocations

Dept:17 HITS EAS

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
05 Finance Financial Plg & Analys	0	0.0000	0	0	0	0	0
06 Finance City Council	0	0.0000	0	0	0	0	0
07 Finance Reporting & Ops	0	0.0000	0	0	0	0	0
09 Finance Grants	0	0.0000	0	0	0	0	0
10 Finance Rev Perform Mgmt	0	0.0000	0	0	0	0	0
11 Finance Strat Purchasing	0	0.0000	0	0	0	0	0
12 ARA Director Office	0	0.0000	0	0	0	0	0
13 ARA Financial Services	0	0.0000	0	0	0	0	0
14 ARA Operations	0	0.0000	0	0	0	0	0
15 ARA Payroll Services	0	0.0000	0	0	0	0	0
20 Office Business Opportunity	0	0.0000	0	0	0	0	0
21 Mayor	0	0.0000	0	0	0	0	0
22 Human Resources	0	0.0000	0	0	0	0	0
23 Legal	0	0.0000	0	0	0	0	0
24 City Controller's Office	0	0.0000	0	0	0	0	0
25 Health Administration	0	0.0000	0	0	0	0	0
26 Planning & Dev Admin	0	0.0000	0	0	0	0	0
28 CIP Sal Rec HPW	0	0.0000	0	0	0	0	0
29 HPD Police Records	0	0.0000	0	0	0	0	0
30 General Services	0	0.0000	0	0	0	0	0
33 Finance Public Fin	0	0.0000	0	0	0	0	0
34 Finance Treasury	0	0.0000	0	0	0	0	0
35 ARA Regulatory	0	0.0000	0	0	0	0	0
36 City Secretary	0	0.0000	0	0	0	0	0
37 City Council	0	0.0000	0	0	0	0	0
38 Police	0	0.0000	0	0	0	0	0
39 Dept of Neighborhoods	0	0.0000	0	0	0	0	0
40 Fire	0	0.0000	0	0	0	0	0
41 Municipal Court	0	0.0000	0	0	0	0	0
42 Solid Waste	0	0.0000	0	0	0	0	0
43 Houston Airport System (HAS)	0	0.0000	0	0	0	0	0
44 Housing & Community Dev	0	0.0000	0	0	0	0	0
45 Library	0	0.0000	0	0	0	0	0
46 Parks & Recreation	0	0.0000	0	0	0	0	0
47 Health Department	0	0.0000	0	0	0	0	0
49 Fleet Management	0	0.0000	0	0	0	0	0
50 Planning & Dev Other	0	0.0000	0	0	0	0	0
51 Planning & Dev Spec Rev	0	0.0000	0	0	0	0	0
53 Finance Other	0	0.0000	0	0	0	0	0
54 ARA Insurance	0	0.0000	0	0	0	0	0
55 ARA BARC	0	0.0000	0	0	0	0	0
56 ARA Parking	0	0.0000	0	0	0	0	0
57 ARA Other	0	0.0000	0	0	0	0	0
59 Legal Insurance	0	0.0000	0	0	0	0	0
60 Legal Wkr Comp	0	0.0000	0	0	0	0	0
61 Mayor Cable TV	0	0.0000	0	0	0	0	0
62 Mayor Other	0	0.0000	0	0	0	0	0
64 HR Health Benefits	0	0.0000	0	0	0	0	0
66 HPW Bldg Insp	0	0.0000	0	0	0	0	0
67 HPW Stormwater	0	0.0000	0	0	0	0	0
68 HPW DDSR	0	0.0000	0	0	0	0	0
69 HPW Water & Sewer	0	0.0000	0	0	0	0	0
70 HPW Houston Transtar	0	0.0000	0	0	0	0	0
71 HPW Other	0	0.0000	0	0	0	0	0
72 Houston Permit Center	0	0.0000	0	0	0	0	0

IT ERP Allocations

Dept:17 HITS EAS

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
73 CIP S/R Planning	0	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	0	0.0000	0	0	0	0	0
75 CIP S/R Engrg	0	0.0000	0	0	0	0	0
76 CIP S/R Constr	0	0.0000	0	0	0	0	0
77 CIP S/R Eng/Const	0	0.0000	0	0	0	0	0
78 CIP S/R Geo/Env	0	0.0000	0	0	0	0	0
79 CIP S/R Other	0	0.0000	0	0	0	0	0
31 HEC	0	0.0000	0	0	0	0	0
93 HR-W.C.	0	0.0000	0	0	0	0	0
94 HITS Other	0	0.0000	0	0	0	0	0
Subtotal	0	100.0000	0	0	0	0	0
Direct Bills					0		0
Total					\$0		\$ 0
	=====	=====	=====	=====	=====	=====	=====

Basis Units: Number of SAP licenses

Source: HITS Report

Allocation Summary

Dept:17 HITS EAS

Department	Enterprise Appl	IT ERP	Total
0 Direct Billed	\$0	\$0	\$0
04 Finance Dir Office	0	0	0
05 Finance Financial Plg & Analys	0	0	0
06 Finance City Council	0	0	0
07 Finance Reporting & Ops	0	0	0
09 Finance Grants	0	0	0
10 Finance Rev Perform Mgmt	0	0	0
11 Finance Strat Purchasing	0	0	0
12 ARA Director Office	0	0	0
13 ARA Financial Services	0	0	0
14 ARA Operations	0	0	0
15 ARA Payroll Services	0	0	0
20 Office Business Opportunity	0	0	0
21 Mayor	0	0	0
22 Human Resources	0	0	0
23 Legal	0	0	0
24 City Controller's Office	0	0	0
25 Health Administration	0	0	0
26 Planning & Dev Admin	0	0	0
28 CIP Sal Rec HPW	0	0	0
29 HPD Police Records	0	0	0
30 General Services	0	0	0
31 HEC	0	0	0
33 Finance Public Fin	0	0	0
34 Finance Treasury	0	0	0
35 ARA Regulatory	0	0	0
36 City Secretary	0	0	0
37 City Council	0	0	0
38 Police	0	0	0
39 Dept of Neighborhoods	0	0	0
40 Fire	0	0	0
41 Municipal Court	0	0	0
42 Solid Waste	0	0	0
43 Houston Airport System (HAS)	0	0	0
44 Housing & Community Dev	0	0	0
45 Library	0	0	0
46 Parks & Recreation	0	0	0
47 Health Department	0	0	0
49 Fleet Management	0	0	0
50 Planning & Dev Other	0	0	0
51 Planning & Dev Spec Rev	0	0	0
53 Finance Other	0	0	0
54 ARA Insurance	0	0	0
55 ARA BARC	0	0	0
56 ARA Parking	0	0	0
57 ARA Other	0	0	0
59 Legal Insurance	0	0	0
60 Legal Wkr Comp	0	0	0
61 Mayor Cable TV	0	0	0
62 Mayor Other	0	0	0
64 HR Health Benefits	0	0	0
66 HPW Bldg Insp	0	0	0
67 HPW Stormwater	0	0	0
68 HPW DDSR	0	0	0
69 HPW Water & Sewer	0	0	0
70 HPW Houston Transtar	0	0	0
71 HPW Other	0	0	0

Allocation Summary

Dept:17 HITS EAS

Department	Enterprise Appl	IT ERP	Total
72 Houston Permit Center	0	0	0
73 CIP S/R Planning	0	0	0
74 CIP Sal Rec RE	0	0	0
75 CIP S/R Engrg	0	0	0
76 CIP S/R Constr	0	0	0
77 CIP S/R Eng/Const	0	0	0
78 CIP S/R Geo/Env	0	0	0
79 CIP S/R Other	0	0	0
93 HR-W.C.	0	0	0
94 HITS Other	0	0	0
Total	<u>\$ 0</u> =====	<u>\$ 0</u> =====	<u>\$ 0</u> =====

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. These costs have been moved to the revolving fund for HITS. 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:18 HITS EIS

Department	Amount	General Admin	Client Svcs	NW Data	NW Voice	Enterprise Optns
Personnel Costs						
Salaries	S1 0	0	0	0	0	0
Salary % Split		.00%	0.00	0.00	0.00	0.00
Benefits	P 0	0	0	0	0	0
Subtotal - Personnel Costs	0	0	0	0	0	0
Services & Supplies Cost						
Supplies	P 0	0	0	0	0	0
Services	P 0	0	0	0	0	0
Subtotal - Services & Supplies	0	0	0	0	0	0
Department Cost Total	0	0	0	0	0	0
Adjustments to Cost						
Subtotal - Adjustments		0	0	0	0	0
Total Costs After Adjustments	0	0	0	0	0	0
General Admin Distribution		0	0	0	0	0
Grand Total	0	0	0	0	0	0

=====

B. Incoming Costs-(Default Spread Salary%)

Dept:18 HITS EIS

Department	First Incoming	Second Incoming	Client Svcs	NW Data	NW Voice	Enterprise Optns
3 Insurance Retirees	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
3 Memberships	0	0	0	0	0	0
3 Consulting Services	0	0	0	0	0	0
3 Other Misc	0	0	0	0	0	0
Subtotal - Non-Dept-Gen Gov	0	0	0	0	0	0
5 Financial Plg & Analysis	0	0	0	0	0	0
Subtotal - Fin Plg & Analysis	0	0	0	0	0	0
7 Gen Acctng	0	0	0	0	0	0
7 Auditing Svcs	0	0	0	0	0	0
7 Fin Operations	0	0	0	0	0	0
Subtotal - Fin Reporting & Ops	0	0	0	0	0	0
8 Internal Controls	0	0	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0	0	0
9 Cost Accounting	0	0	0	0	0	0
9 Trust Funds Mgmt (TFM)	0	0	0	0	0	0
Subtotal - Fin Grants	0	0	0	0	0	0
10 Perf Mgmt Svcs	0	0	0	0	0	0
Subtotal - Fin Perform Mgmt	0	0	0	0	0	0
14 Records	0	0	0	0	0	0
Subtotal - ARA Operations	0	0	0	0	0	0
15 Payroll Svcs	0	0	0	0	0	0
Subtotal - ARA Payroll Svcs	0	0	0	0	0	0
16 IT Dept Admin	0	0	0	0	0	0
16 IT Director	0	0	0	0	0	0
Subtotal - HITS CIO	0	0	0	0	0	0
17 Enterprise Appl	0	0	0	0	0	0
17 IT ERP	0	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0	0
18 Enterprise Optns	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0
20 Certification	0	0	0	0	0	0
20 External Affairs & Outreach	0	0	0	0	0	0
Subtotal - OBO	0	0	0	0	0	0
21 City Mayor Admin	0	0	0	0	0	0
Subtotal - Mayor	0	0	0	0	0	0
22 Personnel Svcs	0	0	0	0	0	0
Subtotal - Human Resources	0	0	0	0	0	0
24 Controller Fin Svcs	0	0	0	0	0	0
Subtotal - City Controller's	0	0	0	0	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:18 HITS EIS

Department	First Incoming	Second Incoming	Client Svcs	NW Data	NW Voice	Enterprise Optns
Total Incoming	0	0	0	0	0	0
C. Total Allocated		\$ 0				\$ 0
	=====	=====	=====	=====	=====	=====

Client Svcs Allocations

Dept:18 HITS EIS

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
12 ARA Director Office	0	0.0000	0	0	0	0	0
20 Office Business Opportunity	0	0.0000	0	0	0	0	0
21 Mayor	0	0.0000	0	0	0	0	0
22 Human Resources	0	0.0000	0	0	0	0	0
23 Legal	0	0.0000	0	0	0	0	0
24 City Controller's Office	0	0.0000	0	0	0	0	0
25 Health Administration	0	0.0000	0	0	0	0	0
26 Planning & Dev Admin	0	0.0000	0	0	0	0	0
27 HPW Admin Indirect	0	0.0000	0	0	0	0	0
30 General Services	0	0.0000	0	0	0	0	0
36 City Secretary	0	0.0000	0	0	0	0	0
37 City Council	0	0.0000	0	0	0	0	0
38 Police	0	0.0000	0	0	0	0	0
39 Dept of Neighborhoods	0	0.0000	0	0	0	0	0
40 Fire	0	0.0000	0	0	0	0	0
41 Municipal Court	0	0.0000	0	0	0	0	0
42 Solid Waste	0	0.0000	0	0	0	0	0
43 Houston Airport System (HAS)	0	0.0000	0	0	0	0	0
44 Housing & Community Dev	0	0.0000	0	0	0	0	0
45 Library	0	0.0000	0	0	0	0	0
46 Parks & Recreation	0	0.0000	0	0	0	0	0
49 Fleet Management	0	0.0000	0	0	0	0	0
31 HEC	0	0.0000	0	0	0	0	0
Subtotal	0	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:18 HITS EIS

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
12 ARA Director Office	0	0.0000	0	0	0	0	0
20 Office Business Opportunity	0	0.0000	0	0	0	0	0
21 Mayor	0	0.0000	0	0	0	0	0
22 Human Resources	0	0.0000	0	0	0	0	0
23 Legal	0	0.0000	0	0	0	0	0
24 City Controller's Office	0	0.0000	0	0	0	0	0
25 Health Administration	0	0.0000	0	0	0	0	0
26 Planning & Dev Admin	0	0.0000	0	0	0	0	0
27 HPW Admin Indirect	0	0.0000	0	0	0	0	0
30 General Services	0	0.0000	0	0	0	0	0
36 City Secretary	0	0.0000	0	0	0	0	0
37 City Council	0	0.0000	0	0	0	0	0
39 Dept of Neighborhoods	0	0.0000	0	0	0	0	0
40 Fire	0	0.0000	0	0	0	0	0
41 Municipal Court	0	0.0000	0	0	0	0	0
42 Solid Waste	0	0.0000	0	0	0	0	0
43 Houston Airport System (HAS)	0	0.0000	0	0	0	0	0
44 Housing & Community Dev	0	0.0000	0	0	0	0	0
45 Library	0	0.0000	0	0	0	0	0
46 Parks & Recreation	0	0.0000	0	0	0	0	0
49 Fleet Management	0	0.0000	0	0	0	0	0
31 HEC	0	0.0000	0	0	0	0	0
Subtotal	0	100.0000	0	0	0	0	0
Direct Bills					0		0
Total					\$0		\$ 0
	=====	=====	=====	=====	=====	=====	=====

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

NW Voice Allocations

Dept:18 HITS EIS

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
12 ARA Director Office	0	0.0000	0	0	0	0	0
20 Office Business Opportunity	0	0.0000	0	0	0	0	0
21 Mayor	0	0.0000	0	0	0	0	0
22 Human Resources	0	0.0000	0	0	0	0	0
23 Legal	0	0.0000	0	0	0	0	0
24 City Controller's Office	0	0.0000	0	0	0	0	0
25 Health Administration	0	0.0000	0	0	0	0	0
26 Planning & Dev Admin	0	0.0000	0	0	0	0	0
27 HPW Admin Indirect	0	0.0000	0	0	0	0	0
30 General Services	0	0.0000	0	0	0	0	0
36 City Secretary	0	0.0000	0	0	0	0	0
37 City Council	0	0.0000	0	0	0	0	0
39 Dept of Neighborhoods	0	0.0000	0	0	0	0	0
40 Fire	0	0.0000	0	0	0	0	0
41 Municipal Court	0	0.0000	0	0	0	0	0
42 Solid Waste	0	0.0000	0	0	0	0	0
44 Housing & Community Dev	0	0.0000	0	0	0	0	0
45 Library	0	0.0000	0	0	0	0	0
46 Parks & Recreation	0	0.0000	0	0	0	0	0
49 Fleet Management	0	0.0000	0	0	0	0	0
31 HEC	0	0.0000	0	0	0	0	0
Subtotal	0	100.0000	0	0	0	0	0
Direct Bills					0		0
Total					\$0		\$ 0
	=====	=====	=====	=====	=====	=====	=====

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

Enterprise Optns Allocations

Dept:18 HITS EIS

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03 Non-Departmental-Gen Gov	52,290	2.6458	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
04 Finance Dir Office	1,979	0.1001	0	0	0	0	0
05 Finance Financial Plg & Analys	443	0.0224	0	0	0	0	0
06 Finance City Council	605	0.0306	0	0	0	0	0
07 Finance Reporting & Ops	1,773	0.0897	0	0	0	0	0
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	719	0.0364	0	0	0	0	0
10 Finance Rev Perform Mgmt	318	0.0161	0	0	0	0	0
11 Finance Strat Purchasing	715	0.0362	0	0	0	0	0
12 ARA Director Office	4,183	0.2117	0	0	0	0	0
13 ARA Financial Services	451	0.0228	0	0	0	0	0
14 ARA Operations	4,539	0.2297	0	0	0	0	0
15 ARA Payroll Services	687	0.0348	0	0	0	0	0
20 Office Business Opportunity	4,336	0.2194	0	0	0	0	0
21 Mayor	5,163	0.2612	0	0	0	0	0
22 Human Resources	50,679	2.5642	0	0	0	0	0
23 Legal	6,292	0.3184	0	0	0	0	0
24 City Controller's Office	4,162	0.2106	0	0	0	0	0
25 Health Administration	19,347	0.9789	0	0	0	0	0
26 Planning & Dev Admin	1,665	0.0842	0	0	0	0	0
28 CIP Sal Rec HPW	2,887	0.1461	0	0	0	0	0
29 HPD Police Records	1,213	0.0614	0	0	0	0	0
30 General Services	36,257	1.8345	0	0	0	0	0
33 Finance Public Fin	401	0.0203	0	0	0	0	0
34 Finance Treasury	1,591	0.0805	0	0	0	0	0
35 ARA Regulatory	1,668	0.0844	0	0	0	0	0
36 City Secretary	1,675	0.0848	0	0	0	0	0
37 City Council	25,924	1.3117	0	0	0	0	0
38 Police	196,670	9.9511	0	0	0	0	0
39 Dept of Neighborhoods	7,166	0.3626	0	0	0	0	0
40 Fire	173,127	8.7598	0	0	0	0	0
42 Solid Waste	38,003	1.9229	0	0	0	0	0
43 Houston Airport System (HAS)	113,265	5.7310	0	0	0	0	0
44 Housing & Community Dev	57,815	2.9253	0	0	0	0	0
45 Library	17,064	0.8634	0	0	0	0	0
46 Parks & Recreation	91,902	4.6500	0	0	0	0	0
47 Health Department	213,017	10.7782	0	0	0	0	0
48 Convention & Entertainment	1,690	0.0855	0	0	0	0	0
49 Fleet Management	185,580	9.3899	0	0	0	0	0
50 Planning & Dev Other	3,190	0.1614	0	0	0	0	0
51 Planning & Dev Spec Rev	6,927	0.3505	0	0	0	0	0
52 General Debt	6,539	0.3309	0	0	0	0	0
53 Finance Other	14,726	0.7451	0	0	0	0	0
54 ARA Insurance	1,416	0.0716	0	0	0	0	0
55 ARA BARC	12,920	0.6537	0	0	0	0	0
56 ARA Parking	17,138	0.8671	0	0	0	0	0
57 ARA Other	11,858	0.6000	0	0	0	0	0
58 IT Public Services	0	0.0000	0	0	0	0	0
59 Legal Insurance	5,718	0.2893	0	0	0	0	0
60 Legal Wkr Comp	1,022	0.0517	0	0	0	0	0
61 Mayor Cable TV	2,171	0.1098	0	0	0	0	0
62 Mayor Other	17,604	0.8907	0	0	0	0	0
63 TIRZ	1,495	0.0756	0	0	0	0	0
64 HR Health Benefits	141,865	7.1781	0	0	0	0	0
65 HR Long Term Disability	75	0.0038	0	0	0	0	0
66 HPW Bldg Insp	39,929	2.0203	0	0	0	0	0

Enterprise Optns Allocations

Dept:18 HITS EIS

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
67 HPW Stormwater	18,158	0.9188	0	0	0	0	0
68 HPW DDSR	41,372	2.0933	0	0	0	0	0
69 HPW Water & Sewer	183,029	9.2609	0	0	0	0	0
70 HPW Houston Transtar	2,971	0.1503	0	0	0	0	0
71 HPW Other	34,596	1.7505	0	0	0	0	0
72 Houston Permit Center	7,724	0.3908	0	0	0	0	0
73 CIP S/R Planning	2	0.0001	0	0	0	0	0
74 CIP Sal Rec RE	1,233	0.0624	0	0	0	0	0
75 CIP S/R Engrg	1,449	0.0733	0	0	0	0	0
76 CIP S/R Constr	1,680	0.0850	0	0	0	0	0
77 CIP S/R Eng/Const	1,984	0.1004	0	0	0	0	0
78 CIP S/R Geo/Env	580	0.0293	0	0	0	0	0
79 CIP S/R Other	7,339	0.3713	0	0	0	0	0
80 CIP S/R GSD	1,585	0.0802	0	0	0	0	0
93 HR-W.C.	16,004	0.8098	0	0	0	0	0
94 HITS Other	44,355	2.2443	0	0	0	0	0
95 Legal Other	455	0.0230	0	0	0	0	0
Subtotal	1,976,370	100.0000	0	0	0	0	0
Direct Bills					0		0
Total					\$0		\$ 0
	=====	=====	=====	=====	=====	=====	=====

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

Allocation Summary

Dept:18 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	0	0
04 Finance Dir Office	0	0	0	0	0
05 Finance Financial Plg & Analys	0	0	0	0	0
06 Finance City Council	0	0	0	0	0
07 Finance Reporting & Ops	0	0	0	0	0
08 Finance Internal Controls	0	0	0	0	0
09 Finance Grants	0	0	0	0	0
10 Finance Rev Perform Mgmt	0	0	0	0	0
11 Finance Strat Purchasing	0	0	0	0	0
12 ARA Director Office	0	0	0	0	0
13 ARA Financial Services	0	0	0	0	0
14 ARA Operations	0	0	0	0	0
15 ARA Payroll Services	0	0	0	0	0
20 Office Business Opportunity	0	0	0	0	0
21 Mayor	0	0	0	0	0
22 Human Resources	0	0	0	0	0
23 Legal	0	0	0	0	0
24 City Controller's Office	0	0	0	0	0
25 Health Administration	0	0	0	0	0
26 Planning & Dev Admin	0	0	0	0	0
27 HPW Admin Indirect	0	0	0	0	0
28 CIP Sal Rec HPW	0	0	0	0	0
29 HPD Police Records	0	0	0	0	0
30 General Services	0	0	0	0	0
31 HEC	0	0	0	0	0
33 Finance Public Fin	0	0	0	0	0
34 Finance Treasury	0	0	0	0	0
35 ARA Regulatory	0	0	0	0	0
36 City Secretary	0	0	0	0	0
37 City Council	0	0	0	0	0
38 Police	0	0	0	0	0
39 Dept of Neighborhoods	0	0	0	0	0
40 Fire	0	0	0	0	0
41 Municipal Court	0	0	0	0	0
42 Solid Waste	0	0	0	0	0
43 Houston Airport System (HAS)	0	0	0	0	0
44 Housing & Community Dev	0	0	0	0	0
45 Library	0	0	0	0	0
46 Parks & Recreation	0	0	0	0	0
47 Health Department	0	0	0	0	0
48 Convention & Entertainment	0	0	0	0	0
49 Fleet Management	0	0	0	0	0
50 Planning & Dev Other	0	0	0	0	0
51 Planning & Dev Spec Rev	0	0	0	0	0
52 General Debt	0	0	0	0	0
53 Finance Other	0	0	0	0	0
54 ARA Insurance	0	0	0	0	0
55 ARA BARC	0	0	0	0	0
56 ARA Parking	0	0	0	0	0
57 ARA Other	0	0	0	0	0
58 IT Public Services	0	0	0	0	0
59 Legal Insurance	0	0	0	0	0
60 Legal Wkr Comp	0	0	0	0	0
61 Mayor Cable TV	0	0	0	0	0
62 Mayor Other	0	0	0	0	0
63 TIRZ	0	0	0	0	0

Allocation Summary

Dept:18 HITS EIS

Department	Client Svcs	NW Data	NW Voice	Enterprise Optns	Total
64 HR Health Benefits	0	0	0	0	0
65 HR Long Term Disability	0	0	0	0	0
66 HPW Bldg Insp	0	0	0	0	0
67 HPW Stormwater	0	0	0	0	0
68 HPW DDSR	0	0	0	0	0
69 HPW Water & Sewer	0	0	0	0	0
70 HPW Houston Transtar	0	0	0	0	0
71 HPW Other	0	0	0	0	0
72 Houston Permit Center	0	0	0	0	0
73 CIP S/R Planning	0	0	0	0	0
74 CIP Sal Rec RE	0	0	0	0	0
75 CIP S/R Engrg	0	0	0	0	0
76 CIP S/R Constr	0	0	0	0	0
77 CIP S/R Eng/Const	0	0	0	0	0
78 CIP S/R Geo/Env	0	0	0	0	0
79 CIP S/R Other	0	0	0	0	0
80 CIP S/R GSD	0	0	0	0	0
93 HR-W.C.	0	0	0	0	0
94 HITS Other	0	0	0	0	0
95 Legal Other	0	0	0	0	0
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	=====	=====	=====	=====	=====

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. These costs have been moved to the revolving fund for HITS.

A. Department Costs

Dept:19 HITS Radio

Department		Amount	General Admin	IT Radio Svcs
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
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	0
		=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:19 HITS Radio

Department	First Incoming	Second Incoming	IT Radio Svcs
3 Insurance Retirees	\$ 0	\$ 0	\$ 0
3 Memberships	0	0	0
3 Consulting Services	0	0	0
3 Other Misc	0	0	0
Subtotal - Non-Dept-Gen Gov	0	0	0
5 Financial Plg & Analysis	0	0	0
Subtotal - Fin Plg & Analysis	0	0	0
7 Gen Acctng	0	0	0
7 Auditing Svcs	0	0	0
7 Fin Operations	0	0	0
Subtotal - Fin Reporting & Ops	0	0	0
8 Internal Controls	0	0	0
Subtotal - Fin Int Controls	0	0	0
9 Cost Accounting	0	0	0
9 Trust Funds Mgmt (TFM)	0	0	0
Subtotal - Fin Grants	0	0	0
10 Perf Mgmt Svcs	0	0	0
Subtotal - Fin Perform Mgmt	0	0	0
11 Purchasing	0	0	0
Subtotal - Fin SPD	0	0	0
14 Records	0	0	0
Subtotal - ARA Operations	0	0	0
15 Payroll Svcs	0	0	0
Subtotal - ARA Payroll Service	0	0	0
16 IT Dept Admin	0	0	0
16 IT Director	0	0	0
Subtotal - HITS CIO	0	0	0
17 IT ERP	0	0	0
Subtotal - HITS EAS	0	0	0
18 Enterprise Optns	0	0	0
Subtotal - HITS EIS	0	0	0
20 Certification	0	0	0
20 External Affairs & Outreach	0	0	0
Subtotal - OBO	0	0	0
21 City Mayor Admin	0	0	0
Subtotal - Mayor	0	0	0
22 Personnel Svcs	0	0	0
Subtotal - Human Resources	0	0	0
24 Controller Fin Svcs	0	0	0
Subtotal - City Controller's	0	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:19 HITS Radio

Department	First Incoming	Second Incoming	IT Radio Svcs
Total Incoming	<u>0</u>	<u>0</u>	<u>0</u>
C. Total Allocated		\$ 0	

IT Radio Svcs Allocations

Dept:19 HITS Radio

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
21 Mayor	0	0.0000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
25 Health Administration	0	0.0000	0	0	0	0	0
30 General Services	0	0.0000	0	0	0	0	0
38 Police	0	0.0000	0	0	0	0	0
40 Fire	0	0.0000	0	0	0	0	0
41 Municipal Court	0	0.0000	0	0	0	0	0
42 Solid Waste	0	0.0000	0	0	0	0	0
46 Parks & Recreation	0	0.0000	0	0	0	0	0
49 Fleet Management	0	0.0000	0	0	0	0	0
56 ARA Parking	0	0.0000	0	0	0	0	0
68 HPW DDSR	0	0.0000	0	0	0	0	0
69 HPW Water & Sewer	0	0.0000	0	0	0	0	0
31 HEC	0	0.0000	0	0	0	0	0
96 Other	0	0.0000	0	0	0	0	0
Subtotal	0	100.0000	0	0	0	0	0
Direct Bills					0		0
Total					\$0		\$ 0

Basis Units: Number of radios per department

Source: HITS Radio Report

Allocation Summary

Dept:19 HITS Radio

Department	IT Radio Svcs	Total
21 Mayor	0	0
25 Health Administration	0	0
30 General Services	0	0
31 HEC	0	0
38 Police	0	0
40 Fire	0	0
41 Municipal Court	0	0
42 Solid Waste	0	0
46 Parks & Recreation	0	0
49 Fleet Management	0	0
56 ARA Parking	0	0
68 HPW DDSR	0	0
69 HPW Water & Sewer	0	0
96 Other	0	0
Total	<u> </u> \$ 0 =====	<u> </u> \$ 0 =====

OFFICE OF BUSINESS OPPORTUNITY FUNCTION AND ALLOCATION BASIS (Part 1)

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 Division** – 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 Unit** – 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 its 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
(Part 2)
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, Workforce Development, and Office of Business Opportunity Solutions Center (OBOSC) Unit** – This unit's objective is to raise program awareness, increase the number of companies seeking certification and develop Houston's workforce. The unit 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 and leads OBO's workforce development initiatives. 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 based on a level of effort of 25%. The cost is 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:20 Office Business Opportunity

Description	Amount	General Admin	Certification	Contract Compliance	Reporting & Analytics
Personnel Costs					
Salaries	S1 3,295,572	752,638	837,552	753,419	112,824
Salary % Split		22.84%	25.41%	22.86%	3.42%
Benefits	S 0	0	0	0	0
Subtotal - Personnel Costs	3,295,572	752,638	837,552	753,419	112,824
Services & Supplies Cost					
Supplies	P 5,921	1,425	1,586	1,426	214
Services	P 292,373	70,363	78,302	70,436	10,548
HAS Costs	P 55,111	0	0	0	0
N-GF Svcs	P 35,176,976	0	0	0	0
Subtotal - Services & Supplies	35,530,381	71,788	79,888	71,862	10,762
Department Cost Total	38,825,953	824,426	917,440	825,281	123,586
Adjustments to Cost					
Subtotal - Adjustments	0	0	0	0	0
Total Costs After Adjustments	38,825,953	824,426	917,440	825,281	123,586
General Admin Distribution		824,426-	271,536	244,260	36,578
Grand Total	\$ 38,825,953		\$ 1,188,976	\$ 1,069,541	\$ 160,164

A. Department Costs

Dept:20 Office Business Opportunity

Description	Amount	Dept Services	External Affairs & Outreach	HAS Services	Non-GF.
Personnel Costs					
Salaries	S1 3,295,572	173,953	496,981	0	168,205
Salary % Split		5.28%	15.08%	.00%	5.10%
Benefits	S 0	0	0	0	0
Subtotal - Personnel Costs	3,295,572	173,953	496,981	0	168,205
Services & Supplies Cost					
Supplies	P 5,921	329	941	0	0
Services	P 292,373	16,263	46,462	0	0
HAS Costs	P 55,111	0	0	55,111	0
N-GF Svcs	P 35,176,976	0	0	0	35,176,976
Subtotal - Services & Supplies	35,530,381	16,592	47,403	55,111	35,176,976
Department Cost Total	38,825,953	190,545	544,384	55,111	35,345,181
Adjustments to Cost					
Subtotal - Adjustments	0	0	0	0	0
Total Costs After Adjustments	38,825,953	190,545	544,384	55,111	35,345,181
General Admin Distribution		56,396	161,123	0	54,532
Grand Total	\$ 38,825,953	\$ 246,941	\$ 705,507	\$ 55,111	\$ 35,399,713
	=====	=====	=====	=====	=====
					not allocated

B. Incoming Costs-(Default Spread Salary%)

Dept:20 Office Business Opportunity

Description	First Incoming	Second Incoming	Certification	Contract Compliance	Reporting & Analytics	Dept Services	External Affairs & Outreach
3 Insurance Retirees	\$ 121,474	\$ 302	\$ 40,109	\$ 36,080	\$ 5,403	\$ 8,330	\$ 23,799
3 Memberships	932	2	308	277	41	64	183
3 Consulting Services	73	0	24	22	3	5	14
3 Other Misc	359	1	119	107	16	25	70
3 Walker Rent	0	0	0	0	0	0	0
3 Dept Specific	45,000	112	14,858	13,366	2,002	3,086	8,816
Subtotal - Non-Dept-Gen Gov	167,838	417	55,417	49,850	7,465	11,510	32,883
5 Financial Plg & Analysis	4,426	223	1,531	1,377	206	318	909
Subtotal - Fin Plg & Analysis	4,426	223	1,531	1,377	206	318	909
7 Gen Acctng	2,836	191	997	897	134	207	592
7 Fixed Assets	0	0	0	0	0	0	0
7 Auditing Svcs	2,398	0	790	710	106	164	469
7 Fin Operations	3,434	216	1,202	1,082	162	250	713
Subtotal - Fin Reporting & Ops	8,668	407	2,989	2,689	403	621	1,774
8 Internal Controls	0	0	0	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0	0	0	0
9 Cost Accounting	2,777	160	967	870	130	201	574
9 Trust Funds Mgmt (TFM)	2,990	179	1,044	939	141	217	619
Subtotal - Fin Grants	5,767	339	2,011	1,809	271	418	1,193
10 Perf Mgmt Svcs	3,513	195	1,221	1,099	165	254	725
Subtotal - Fin Perform Mgmt	3,513	195	1,221	1,099	165	254	725
11 Purchasing	6,788	433	2,378	2,139	320	494	1,411
Subtotal - Fin SPD	6,788	433	2,378	2,139	320	494	1,411
14 Mailroom	4,154	281	1,461	1,314	197	303	867
14 Records	1,143	71	400	360	54	83	237
14 3-1-1 Svcs	2,254	146	791	711	106	164	469
Subtotal - ARA Operations	7,551	498	2,651	2,385	357	551	1,573
15 Payroll Svcs	7,023	347	2,427	2,184	327	504	1,440
Subtotal - ARA Payroll Svcs	7,023	347	2,427	2,184	327	504	1,440
17 Enterprise Appl	0	0	0	0	0	0	0
17 IT ERP	0	0	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0	0	0
18 Client Svcs	0	0	0	0	0	0	0
18 NW Data	0	0	0	0	0	0	0
18 NW Voice	0	0	0	0	0	0	0
18 Enterprise Optns	0	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0	0
20 Certification	0	2,188	721	648	97	150	428
20 Contract Compliance	0	2,510	827	744	111	172	491
20 Reporting & Analytics	0	585	193	173	26	40	114
20 External Affairs & Outreach	0	1,298	428	385	58	89	254
Subtotal - OBO	0	6,581	2,168	1,950	292	450	1,286
21 City Mayor Admin	0	6,358	2,094	1,884	282	435	1,243
Subtotal - Mayor	0	6,358	2,094	1,884	282	435	1,243

B. Incoming Costs-(Default Spread Salary%)

Dept:20 Office Business Opportunity

Description	First Incoming	Second Incoming	Certification	Contract Compliance	Reporting & Analytics	Dept Services	External Affairs & Outreach
22 Selection	0	2,291	755	679	102	157	448
22 Personnel Svcs	0	2,845	937	843	126	195	556
Subtotal - Human Resources	0	5,136	1,692	1,522	228	351	1,004
23 Legal Svcs	0	60,830	20,035	18,023	2,699	4,161	11,888
23 Inspector General	0	6,379	2,101	1,890	283	436	1,247
Subtotal - Legal	0	67,209	22,136	19,913	2,982	4,598	13,135
24 Controller Fin Svcs	0	14,548	4,792	4,310	645	995	2,843
Subtotal - City Controller's	0	14,548	4,792	4,310	645	995	2,843
30 Real Estate	0	8,970	2,954	2,658	398	614	1,753
Subtotal - General Services	0	8,970	2,954	2,658	398	614	1,753
Total Incoming	211,574	111,661	106,462	95,768	14,341	22,111	63,172
C. Total Allocated		\$ 39,149,188	\$ 1,295,438	\$ 1,165,309	\$ 174,505	\$ 269,052	\$ 768,679
			3.31%	2.98%	0.45%	0.69%	1.96%

B. Incoming Costs-(Default Spread Salary%)

Dept:20 Office Business Opportunity

Description	First Incoming	Second Incoming	HAS Services	Non-GF.
3 Insurance Retirees	\$ 121,474	\$ 302	\$ 0	\$ 8,055
3 Memberships	932	2	0	62
3 Consulting Services	73	0	0	5
3 Other Misc	359	1	0	24
3 Walker Rent	0	0	0	0
3 Dept Specific	45,000	112	0	2,984
Subtotal - Non-Dept-Gen Gov	167,838	417	0	11,129
5 Financial Plg & Analysis	4,426	223	0	308
Subtotal - Fin Plg & Analysis	4,426	223	0	308
7 Gen Acctng	2,836	191	0	200
7 Fixed Assets	0	0	0	0
7 Auditing Svcs	2,398	0	0	159
7 Fin Operations	3,434	216	0	241
Subtotal - Fin Reporting & Ops	8,668	407	0	600
8 Internal Controls	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0
9 Cost Accounting	2,777	160	0	194
9 Trust Funds Mgmt (TFM)	2,990	179	0	210
Subtotal - Fin Grants	5,767	339	0	404
10 Perf Mgmt Svcs	3,513	195	0	245
Subtotal - Fin Perform Mgmt	3,513	195	0	245
11 Purchasing	6,788	433	0	478
Subtotal - Fin SPD	6,788	433	0	478
14 Mailroom	4,154	281	0	293
14 Records	1,143	71	0	80
14 3-1-1 Svcs	2,254	146	0	159
Subtotal - ARA Operations	7,551	498	0	532
15 Payroll Svcs	7,023	347	0	487
Subtotal - ARA Payroll Svcs	7,023	347	0	487
17 Enterprise Appl	0	0	0	0
17 IT ERP	0	0	0	0
Subtotal - HITS EAS	0	0	0	0
18 Client Svcs	0	0	0	0
18 NW Data	0	0	0	0
18 NW Voice	0	0	0	0
18 Enterprise Optns	0	0	0	0
Subtotal - HITS EIS	0	0	0	0
20 Certification	0	2,188	0	145
20 Contract Compliance	0	2,510	0	166
20 Reporting & Analytics	0	585	0	39
20 External Affairs & Outreach	0	1,298	0	86
Subtotal - OBO	0	6,581	0	435
21 City Mayor Admin	0	6,358	0	421
Subtotal - Mayor	0	6,358	0	421

B. Incoming Costs-(Default Spread Salary%)

Dept:20 Office Business Opportunity

Description	First Incoming	Second Incoming	HAS Services	Non-GF.
22 Selection	0	2,291	0	152
22 Personnel Svcs	0	2,845	0	188
Subtotal - Human Resources	0	5,136	0	340
23 Legal Svcs	0	60,830	0	4,024
23 Inspector General	0	6,379	0	422
Subtotal - Legal	0	67,209	0	4,446
24 Controller Fin Svcs	0	14,548	0	962
Subtotal - City Controller's	0	14,548	0	962
30 Real Estate	0	8,970	0	593
Subtotal - General Services	0	8,970	0	593
Total Incoming	211,574	111,661	0	21,381
C. Total Allocated		\$ 39,149,188	\$ 55,111	\$ 35,421,094
			0.14%	90.48%

Certification Allocations

Dept:20 Office Business Opportunity

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	6.91	0.0334	\$ 420	\$ 0	\$ 420	\$ 0	\$ 420
05 Finance Financial Plg & Analys	12.62	0.0610	768	0	768	0	768
06 Finance City Council	4.92	0.0238	299	0	299	0	299
07 Finance Reporting & Ops	17.00	0.0822	1,034	0	1,034	0	1,034
08 Finance Internal Controls	0.00	0.0000	0	0	0	0	0
09 Finance Grants	9.27	0.0448	564	0	564	0	564
10 Finance Rev Perform Mgmt	2.80	0.0135	170	0	170	0	170
11 Finance Strat Purchasing	36.24	0.1752	2,205	0	2,205	0	2,205
12 ARA Director Office	8.14	0.0394	495	0	495	0	495
13 ARA Financial Services	6.00	0.0290	365	0	365	0	365
14 ARA Operations	80.83	0.3908	4,919	0	4,919	0	4,919
15 ARA Payroll Services	36.73	0.1776	2,235	0	2,235	0	2,235
20 Office Business Opportunity	35.96	0.1739	2,188	0	2,188	0	2,188
21 Mayor	34.28	0.1657	2,086	0	2,086	62	2,148
22 Human Resources	190.56	0.9213	11,596	0	11,596	343	11,939
23 Legal	102.68	0.4964	6,248	0	6,248	185	6,433
24 City Controller's Office	50.17	0.2425	3,053	0	3,053	90	3,143
25 Health Administration	44.38	0.2146	2,701	0	2,701	80	2,781
26 Planning & Dev Admin	8.01	0.0387	487	0	487	14	501
28 CIP Sal Rec HPW	40.81	0.1973	2,483	0	2,483	73	2,556
29 HPD Police Records	73.93	0.3574	4,499	0	4,499	133	4,632
30 General Services	211.81	1.0240	12,889	0	12,889	381	13,270
33 Finance Public Fin	5.71	0.0276	347	0	347	10	357
34 Finance Treasury	4.00	0.0193	243	0	243	7	250
35 ARA Regulatory	3.08	0.0149	187	0	187	6	193
36 City Secretary	7.01	0.0339	427	0	427	13	440
37 City Council	72.84	0.3521	4,432	0	4,432	131	4,563
38 Police	6,100.90	29.4951	371,243	0	371,243	10,984	382,227
39 Dept of Neighborhoods	115.99	0.5608	7,058	0	7,058	209	7,267
40 Fire	3,815.29	18.4452	232,163	0	232,163	6,869	239,032
41 Municipal Court	251.65	1.2166	15,313	0	15,313	453	15,766
42 Solid Waste	420.19	2.0314	25,569	0	25,569	757	26,326
43 Houston Airport System (HAS)	1,125.02	5.4390	68,458	0	68,458	2,026	70,484
44 Housing & Community Dev	305.71	1.4780	18,603	0	18,603	550	19,153
45 Library	427.01	2.0644	25,984	0	25,984	769	26,753
46 Parks & Recreation	601.03	2.9057	36,573	0	36,573	1,082	37,655
47 Health Department	1,266.11	6.1211	77,043	0	77,043	2,280	79,323
49 Fleet Management	362.37	1.7519	22,050	0	22,050	652	22,702
50 Planning & Dev Other	29.84	0.1443	1,816	0	1,816	54	1,870
51 Planning & Dev Spec Rev	47.34	0.2289	2,881	0	2,881	85	2,966
53 Finance Other	59.13	0.2859	3,598	0	3,598	106	3,704
54 ARA Insurance	4.34	0.0210	264	0	264	8	272
55 ARA BARC	105.46	0.5099	6,417	0	6,417	190	6,607
56 ARA Parking	67.98	0.3287	4,137	0	4,137	122	4,259
57 ARA Other	33.06	0.1598	2,012	0	2,012	60	2,072
58 IT Public Services	0.00	0.0000	0	0	0	0	0
59 Legal Insurance	45.85	0.2217	2,790	0	2,790	83	2,873
60 Legal Wkr Comp	1.58	0.0076	96	0	96	3	99
61 Mayor Cable TV	17.86	0.0863	1,087	0	1,087	32	1,119
62 Mayor Other	51.61	0.2495	3,140	0	3,140	93	3,233
63 TIRZ	6.24	0.0302	380	0	380	11	391
64 HR Health Benefits	39.32	0.1901	2,393	0	2,393	71	2,464
66 HPW Bldg Insp	589.19	2.8485	35,853	0	35,853	1,061	36,914
67 HPW Stormwater	309.29	1.4953	18,820	0	18,820	557	19,377
68 HPW DDSR	468.62	2.2656	28,516	0	28,516	844	29,360
69 HPW Water & Sewer	2,123.72	10.2672	129,230	0	129,230	3,824	133,054

Certification Allocations

Dept:20 Office Business Opportunity

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
70 HPW Houston Transtar	8.54	0.0413	520	0	520	15	535
71 HPW Other	7.52	0.0364	458	0	458	14	472
72 Houston Permit Center	29.04	0.1404	1,767	0	1,767	52	1,819
73 CIP S/R Planning	0.00	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	44.14	0.2134	2,686	0	2,686	79	2,765
75 CIP S/R Engrg	63.02	0.3047	3,835	0	3,835	113	3,948
76 CIP S/R Constr	66.01	0.3191	4,017	0	4,017	119	4,136
77 CIP S/R Eng/Const	25.71	0.1243	1,564	0	1,564	46	1,610
78 CIP S/R Geo/Env	10.18	0.0492	619	0	619	18	637
79 CIP S/R Other	56.71	0.2742	3,451	0	3,451	102	3,553
80 CIP S/R GSD	36.66	0.1772	2,231	0	2,231	66	2,297
31 HEC	215.52	1.0419	13,115	0	13,115	388	13,503
93 HR-W.C.	44.98	0.2175	2,737	0	2,737	81	2,818
94 HITS Other	178.04	0.8607	10,834	0	10,834	321	11,155
Subtotal	20,684.46	100.0000	1,258,661	0	1,258,661	36,777	1,295,438
Direct Bills					0		0
Total	=====	=====	=====	=====	\$1,258,661	=====	\$ 1,295,438

Basis Units: Number of FTE positions all funds

Source: COH FTE Report

Contract Compliance Allocations

Dept:20 Office Business Opportunity

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	19	1.4043	\$ 15,900	\$ 0	\$ 15,900	\$ 0	\$ 15,900
11 Finance Strat Purchasing	87	6.4302	72,804	0	72,804	0	72,804
12 ARA Director Office	21	1.5521	17,573	0	17,573	0	17,573
20 Office Business Opportunity	3	0.2217	2,510	0	2,510	0	2,510
21 Mayor	16	1.1826	13,389	0	13,389	433	13,822
22 Human Resources	27	1.9956	22,594	0	22,594	730	23,324
23 Legal	15	1.1086	12,552	0	12,552	406	12,958
24 City Controller's Office	3	0.2217	2,510	0	2,510	81	2,591
26 Planning & Dev Admin	6	0.4435	5,021	0	5,021	162	5,183
27 HPW Admin Indirect	811	59.9409	678,666	0	678,666	21,939	700,605
28 CIP Sal Rec HPW	0	0.0000	0	384,139-	384,139-	0	384,139-
30 General Services	164	12.1212	137,240	0	137,240	4,437	141,677
38 Police	44	3.2520	36,820	0	36,820	1,190	38,010
39 Dept of Neighborhoods	13	0.9608	10,879	0	10,879	352	11,231
40 Fire	3	0.2217	2,510	0	2,510	81	2,591
41 Municipal Court	6	0.4435	5,021	0	5,021	162	5,183
42 Solid Waste	28	2.0695	23,431	0	23,431	757	24,188
45 Library	4	0.2956	3,347	0	3,347	108	3,455
46 Parks & Recreation	16	1.1826	13,389	0	13,389	433	13,822
47 Health Department	13	0.9608	10,879	0	10,879	352	11,231
49 Fleet Management	24	1.7738	20,084	0	20,084	649	20,733
94 HITS Other	30	2.2173	25,105	0	25,105	812	25,917
Subtotal	1,353	100.0000	1,132,224	384,139-	748,085	33,085	781,170
Direct Bills					384,139		384,139
Total					\$1,132,224		\$ 1,165,309
	=====	=====	=====	=====	=====	=====	=====

Basis Units: Number of contracts monitored
 Source: OBO Report

Reporting & Analytics Allocations

Dept:20 Office Business Opportunity

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	32	0.5524	\$ 937	\$ 0	\$ 937	\$ 0	\$ 937
11 Finance Strat Purchasing	59	1.0185	1,727	0	1,727	0	1,727
12 ARA Director Office	71	1.2256	2,078	0	2,078	0	2,078
20 Office Business Opportunity	20	0.3452	585	0	585	0	585
21 Mayor	38	0.6560	1,112	0	1,112	34	1,146
22 Human Resources	90	1.5536	2,634	0	2,634	79	2,713
23 Legal	46	0.7941	1,346	0	1,346	41	1,387
24 City Controller's Office	25	0.4316	732	0	732	22	754
27 HPW Admin Indirect	2,558	44.1567	74,868	0	74,868	2,259	77,127
30 General Services	210	3.6251	6,146	0	6,146	185	6,331
37 City Council	1	0.0173	29	0	29	1	30
38 Police	237	4.0911	6,937	0	6,937	209	7,146
39 Dept of Neighborhoods	17	0.2935	498	0	498	15	513
40 Fire	167	2.8828	4,888	0	4,888	147	5,035
41 Municipal Court	41	0.7078	1,200	0	1,200	36	1,236
42 Solid Waste	151	2.6066	4,420	0	4,420	133	4,553
43 Houston Airport System (HAS)	725	12.5151	21,219	0	21,219	640	21,859
44 Housing & Community Dev	187	3.2280	5,473	0	5,473	165	5,638
45 Library	131	2.2613	3,834	0	3,834	116	3,950
46 Parks & Recreation	199	3.4352	5,824	0	5,824	176	6,000
47 Health Department	217	3.7459	6,351	0	6,351	192	6,543
49 Fleet Management	518	8.9418	15,161	0	15,161	457	15,618
50 Planning & Dev Other	26	0.4488	761	0	761	23	784
31 HEC	4	0.0690	117	0	117	4	121
94 HITS Other	23	0.3970	673	0	673	20	693
Subtotal	5,793	100.0000	169,550	0	169,550	4,955	174,505
Direct Bills					0		0
Total					\$169,550		\$ 174,505
	=====	=====	=====	=====	=====	=====	=====

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

Dept Services Allocations

Dept:20 Office Business Opportunity

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	35	9.7493	\$ 25,486	\$ 0	\$ 25,486	\$ 0	\$ 25,486
11 Finance Strat Purchasing	16	4.4568	11,651	0	11,651	0	11,651
12 ARA Director Office	6	1.6713	4,369	0	4,369	0	4,369
20 Office Business Opportunity	1	0.2786	728	0	728	0	728
21 Mayor	13	3.6212	9,466	0	9,466	330	9,796
22 Human Resources	10	2.7855	7,282	0	7,282	254	7,536
23 Legal	4	1.1142	2,913	0	2,913	102	3,015
24 City Controller's Office	1	0.2786	728	0	728	25	753
27 HPW Admin Indirect	76	21.1699	55,341	0	55,341	1,929	57,270
30 General Services	14	3.8997	10,194	0	10,194	355	10,549
31 HEC	1	0.2786	728	0	728	25	753
38 Police	46	12.8134	33,496	0	33,496	1,167	34,663
40 Fire	19	5.2925	13,835	0	13,835	482	14,317
41 Municipal Court	2	0.5571	1,456	0	1,456	51	1,507
42 Solid Waste	2	0.5571	1,456	0	1,456	51	1,507
43 Houston Airport System (HAS)	27	7.5209	19,661	0	19,661	685	20,346
44 Housing & Community Dev	5	1.3928	3,641	0	3,641	127	3,768
45 Library	8	2.2284	5,825	0	5,825	203	6,028
46 Parks & Recreation	1	0.2786	728	0	728	25	753
47 Health Department	32	8.9136	23,302	0	23,302	812	24,114
49 Fleet Management	8	2.2284	5,825	0	5,825	203	6,028
94 HITS Other	32	8.9136	23,302	0	23,302	812	24,114
Subtotal	359	100.0000	261,413	0	261,413	7,639	269,052
Direct Bills					0		0
Total					\$261,413		\$ 269,052
	=====	=====	=====	=====	=====	=====	=====

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

External Affairs & Outreach Allocations

Dept:20 Office Business Opportunity

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	6.91	0.0334	\$ 250	\$ 0	\$ 250	\$ 0	\$ 250
05 Finance Financial Plg & Analys	12.62	0.0610	456	0	456	0	456
06 Finance City Council	4.92	0.0238	178	0	178	0	178
07 Finance Reporting & Ops	17.00	0.0822	614	0	614	0	614
08 Finance Internal Controls	0.00	0.0000	0	0	0	0	0
09 Finance Grants	9.27	0.0448	335	0	335	0	335
10 Finance Rev Perform Mgmt	2.80	0.0135	101	0	101	0	101
11 Finance Strat Purchasing	36.24	0.1752	1,309	0	1,309	0	1,309
12 ARA Director Office	8.14	0.0394	294	0	294	0	294
13 ARA Financial Services	6.00	0.0290	217	0	217	0	217
14 ARA Operations	80.83	0.3908	2,919	0	2,919	0	2,919
15 ARA Payroll Services	36.73	0.1776	1,326	0	1,326	0	1,326
20 Office Business Opportunity	35.96	0.1739	1,298	0	1,298	0	1,298
21 Mayor	34.28	0.1657	1,238	0	1,238	37	1,275
22 Human Resources	190.56	0.9213	6,881	0	6,881	204	7,085
23 Legal	102.68	0.4964	3,707	0	3,707	110	3,817
24 City Controller's Office	50.17	0.2425	1,811	0	1,811	54	1,865
25 Health Administration	44.38	0.2146	1,602	0	1,602	47	1,649
26 Planning & Dev Admin	8.01	0.0387	289	0	289	9	298
28 CIP Sal Rec HPW	40.81	0.1973	1,474	0	1,474	44	1,518
29 HPD Police Records	73.93	0.3574	2,669	0	2,669	79	2,748
30 General Services	211.81	1.0240	7,648	0	7,648	226	7,874
33 Finance Public Fin	5.71	0.0276	206	0	206	6	212
34 Finance Treasury	4.00	0.0193	144	0	144	4	148
35 ARA Regulatory	3.08	0.0149	111	0	111	3	114
36 City Secretary	7.01	0.0339	253	0	253	7	260
37 City Council	72.84	0.3521	2,630	0	2,630	78	2,708
38 Police	6,100.90	29.4951	220,286	0	220,286	6,517	226,803
39 Dept of Neighborhoods	115.99	0.5608	4,188	0	4,188	124	4,312
40 Fire	3,815.29	18.4452	137,759	0	137,759	4,076	141,835
41 Municipal Court	251.65	1.2166	9,086	0	9,086	269	9,355
42 Solid Waste	420.19	2.0314	15,172	0	15,172	449	15,621
43 Houston Airport System (HAS)	1,125.02	5.4390	40,621	0	40,621	1,202	41,823
44 Housing & Community Dev	305.71	1.4780	11,038	0	11,038	327	11,365
45 Library	427.01	2.0644	15,418	0	15,418	456	15,874
46 Parks & Recreation	601.03	2.9057	21,701	0	21,701	642	22,343
47 Health Department	1,266.11	6.1211	45,716	0	45,716	1,353	47,069
49 Fleet Management	362.37	1.7519	13,084	0	13,084	387	13,471
50 Planning & Dev Other	29.84	0.1443	1,077	0	1,077	32	1,109
51 Planning & Dev Spec Rev	47.34	0.2289	1,709	0	1,709	51	1,760
53 Finance Other	59.13	0.2859	2,135	0	2,135	63	2,198
54 ARA Insurance	4.34	0.0210	157	0	157	5	162
55 ARA BARC	105.46	0.5099	3,808	0	3,808	113	3,921
56 ARA Parking	67.98	0.3287	2,455	0	2,455	73	2,528
57 ARA Other	33.06	0.1598	1,194	0	1,194	35	1,229
58 IT Public Services	0.00	0.0000	0	0	0	0	0
59 Legal Insurance	45.85	0.2217	1,656	0	1,656	49	1,705
60 Legal Wkr Comp	1.58	0.0076	57	0	57	2	59
61 Mayor Cable TV	17.86	0.0863	645	0	645	19	664
62 Mayor Other	51.61	0.2495	1,863	0	1,863	55	1,918
63 TIRZ	6.24	0.0302	225	0	225	7	232
64 HR Health Benefits	39.32	0.1901	1,420	0	1,420	42	1,462
66 HPW Bldg Insp	589.19	2.8485	21,274	0	21,274	629	21,903
67 HPW Stormwater	309.29	1.4953	11,168	0	11,168	330	11,498
68 HPW DDSR	468.62	2.2656	16,921	0	16,921	501	17,422
69 HPW Water & Sewer	2,123.72	10.2672	76,681	0	76,681	2,269	78,950

External Affairs & Outreach Allocations

Dept:20 Office Business Opportunity

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
70 HPW Houston Transtar	8.54	0.0413	308	0	308	9	317
71 HPW Other	7.52	0.0364	272	0	272	8	280
72 Houston Permit Center	29.04	0.1404	1,049	0	1,049	31	1,080
73 CIP S/R Planning	0.00	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	44.14	0.2134	1,594	0	1,594	47	1,641
75 CIP S/R Engrg	63.02	0.3047	2,275	0	2,275	67	2,342
76 CIP S/R Constr	66.01	0.3191	2,383	0	2,383	71	2,454
77 CIP S/R Eng/Const	25.71	0.1243	928	0	928	27	955
78 CIP S/R Geo/Env	10.18	0.0492	368	0	368	11	379
79 CIP S/R Other	56.71	0.2742	2,048	0	2,048	61	2,109
80 CIP S/R GSD	36.66	0.1772	1,324	0	1,324	39	1,363
31 HEC	215.52	1.0419	7,782	0	7,782	230	8,012
93 HR-W.C.	44.98	0.2175	1,624	0	1,624	48	1,672
94 HITS Other	178.04	0.8607	6,429	0	6,429	190	6,619
Subtotal	20,684.46	100.0000	746,858	0	746,858	21,821	768,679
Direct Bills					0		0
Total					\$746,858		\$ 768,679
	=====	=====	=====	=====	=====	=====	=====

Basis Units: Number of FTE positions all funds

Source: COH FTE Report

HAS Services Allocations

Dept:20 Office Business Opportunity

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
43 Houston Airport System (HAS)	100	100.0000	\$ 55,111	\$ 0	\$ 55,111	\$ 0	\$ 55,111
Subtotal	100	100.0000	55,111	0	55,111	0	55,111
Direct Bills					0		0
Total					\$55,111		\$ 55,111

Basis Units: Direct allocation to HAS

Source: Direct Allocation

Allocation Summary

Dept:20 Office Business Opportunity

Department	Certification	Contract Compliance	Reporting & Analytics	Dept Services	External Affairs & Outreach	HAS Services	Non-GF
0 Direct Billed	\$0	\$ 384,139	\$0	\$0	\$0	\$0	\$0
04 Finance Dir Office	420	15,900	937	25,486	250	0	0
05 Finance Financial Plg & Analys	768	0	0	0	456	0	0
06 Finance City Council	299	0	0	0	178	0	0
07 Finance Reporting & Ops	1,034	0	0	0	614	0	0
08 Finance Internal Controls	0	0	0	0	0	0	0
09 Finance Grants	564	0	0	0	335	0	0
10 Finance Rev Perform Mgmnt	170	0	0	0	101	0	0
11 Finance Strat Purchasing	2,205	72,804	1,727	11,651	1,309	0	0
12 ARA Director Office	495	17,573	2,078	4,369	294	0	0
13 ARA Financial Services	365	0	0	0	217	0	0
14 ARA Operations	4,919	0	0	0	2,919	0	0
15 ARA Payroll Services	2,235	0	0	0	1,326	0	0
20 Office Business Opportunity	2,188	2,510	585	728	1,298	0	0
21 Mayor	2,148	13,822	1,146	9,796	1,275	0	0
22 Human Resources	11,939	23,324	2,713	7,536	7,085	0	0
23 Legal	6,433	12,958	1,387	3,015	3,817	0	0
24 City Controller's Office	3,143	2,591	754	753	1,865	0	0
25 Health Administration	2,781	0	0	0	1,649	0	0
26 Planning & Dev Admin	501	5,183	0	0	298	0	0
27 HPW Admin Indirect	0	700,605	77,127	57,270	0	0	0
28 CIP Sal Rec HPW	2,556	384,139-	0	0	1,518	0	0
29 HPD Police Records	4,632	0	0	0	2,748	0	0
30 General Services	13,270	141,677	6,331	10,549	7,874	0	0
31 HEC	13,503	0	121	753	8,012	0	0
33 Finance Public Fin	357	0	0	0	212	0	0
34 Finance Treasury	250	0	0	0	148	0	0
35 ARA Regulatory	193	0	0	0	114	0	0
36 City Secretary	440	0	0	0	260	0	0
37 City Council	4,563	0	30	0	2,708	0	0
38 Police	382,227	38,010	7,146	34,663	226,803	0	0
39 Dept of Neighborhoods	7,267	11,231	513	0	4,312	0	0
40 Fire	239,032	2,591	5,035	14,317	141,835	0	0
41 Municipal Court	15,766	5,183	1,236	1,507	9,355	0	0
42 Solid Waste	26,326	24,188	4,553	1,507	15,621	0	0
43 Houston Airport System (HAS)	70,484	0	21,859	20,346	41,823	55,111	0
44 Housing & Community Dev	19,153	0	5,638	3,768	11,365	0	0
45 Library	26,753	3,455	3,950	6,028	15,874	0	0
46 Parks & Recreation	37,655	13,822	6,000	753	22,343	0	0
47 Health Department	79,323	11,231	6,543	24,114	47,069	0	0
49 Fleet Management	22,702	20,733	15,618	6,028	13,471	0	0
50 Planning & Dev Other	1,870	0	784	0	1,109	0	0
51 Planning & Dev Spec Rev	2,966	0	0	0	1,760	0	0
53 Finance Other	3,704	0	0	0	2,198	0	0
54 ARA Insurance	272	0	0	0	162	0	0
55 ARA BARC	6,607	0	0	0	3,921	0	0
56 ARA Parking	4,259	0	0	0	2,528	0	0
57 ARA Other	2,072	0	0	0	1,229	0	0
58 IT Public Services	0	0	0	0	0	0	0
59 Legal Insurance	2,873	0	0	0	1,705	0	0
60 Legal Wkr Comp	99	0	0	0	59	0	0
61 Mayor Cable TV	1,119	0	0	0	664	0	0
62 Mayor Other	3,233	0	0	0	1,918	0	0
63 TIRZ	391	0	0	0	232	0	0
64 HR Health Benefits	2,464	0	0	0	1,462	0	0
66 HPW Bldg Insp	36,914	0	0	0	21,903	0	0
67 HPW Stormwater	19,377	0	0	0	11,498	0	0

Allocation Summary

Dept:20 Office Business Opportunity

Department	Certification	Contract Compliance	Reporting & Analytics	Dept Services	External Affairs & Outreach	HAS Services	Non-GF
68 HPW DDSR	29,360	0	0	0	17,422	0	0
69 HPW Water & Sewer	133,054	0	0	0	78,950	0	0
70 HPW Houston Transtar	535	0	0	0	317	0	0
71 HPW Other	472	0	0	0	280	0	0
72 Houston Permit Center	1,819	0	0	0	1,080	0	0
73 CIP S/R Planning	0	0	0	0	0	0	0
74 CIP Sal Rec RE	2,765	0	0	0	1,641	0	0
75 CIP S/R Engrg	3,948	0	0	0	2,342	0	0
76 CIP S/R Constr	4,136	0	0	0	2,454	0	0
77 CIP S/R Eng/Const	1,610	0	0	0	955	0	0
78 CIP S/R Geo/Env	637	0	0	0	379	0	0
79 CIP S/R Other	3,553	0	0	0	2,109	0	0
80 CIP S/R GSD	2,297	0	0	0	1,363	0	0
93 HR-W.C.	2,818	0	0	0	1,672	0	0
94 HITS Other	11,155	25,917	693	24,114	6,619	0	0
Total	\$ 1,295,438	\$ 1,165,308	\$ 174,504	\$ 269,051	\$ 768,682	\$ 55,111	\$ 0

Allocation Summary

Dept:20 Office Business Opportunity

Department	Total
0 Direct Billed	\$ 384,139
04 Finance Dir Office	42,993
05 Finance Financial Plg & Analys	1,224
06 Finance City Council	477
07 Finance Reporting & Ops	1,648
08 Finance Internal Controls	0
09 Finance Grants	899
10 Finance Rev Perform Mgmt	271
11 Finance Strat Purchasing	89,696
12 ARA Director Office	24,809
13 ARA Financial Services	582
14 ARA Operations	7,838
15 ARA Payroll Services	3,561
20 Office Business Opportunity	7,309
21 Mayor	28,187
22 Human Resources	52,597
23 Legal	27,610
24 City Controller's Office	9,106
25 Health Administration	4,430
26 Planning & Dev Admin	5,982
27 HPW Admin Indirect	835,002
28 CIP Sal Rec HPW	380,065-
29 HPD Police Records	7,380
30 General Services	179,701
31 HEC	22,389
33 Finance Public Fin	569
34 Finance Treasury	398
35 ARA Regulatory	307
36 City Secretary	700
37 City Council	7,301
38 Police	688,849
39 Dept of Neighborhoods	23,323
40 Fire	402,810
41 Municipal Court	33,047
42 Solid Waste	72,195
43 Houston Airport System (HAS)	209,623
44 Housing & Community Dev	39,924
45 Library	56,060
46 Parks & Recreation	80,573
47 Health Department	168,280
49 Fleet Management	78,552
50 Planning & Dev Other	3,763
51 Planning & Dev Spec Rev	4,726
53 Finance Other	5,902
54 ARA Insurance	434
55 ARA BARC	10,528
56 ARA Parking	6,787
57 ARA Other	3,301
58 IT Public Services	0
59 Legal Insurance	4,578
60 Legal Wkr Comp	158
61 Mayor Cable TV	1,783
62 Mayor Other	5,151
63 TIRZ	623
64 HR Health Benefits	3,926
66 HPW Bldg Insp	58,817
67 HPW Stormwater	30,875

Allocation Summary

Dept:20 Office Business Opportunity

Department	Total
68 HPW DDSR	46,782
69 HPW Water & Sewer	212,004
70 HPW Houston Transtar	852
71 HPW Other	752
72 Houston Permit Center	2,899
73 CIP S/R Planning	0
74 CIP Sal Rec RE	4,406
75 CIP S/R Engrg	6,290
76 CIP S/R Constr	6,590
77 CIP S/R Eng/Const	2,565
78 CIP S/R Geo/Env	1,016
79 CIP S/R Other	5,662
80 CIP S/R GSD	3,660
93 HR-W.C.	4,490
94 HITS Other	68,498
Total	\$ 3,728,094
	=====

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: 21 Mayor

Department	Amount	General Admin	City Mayor Admin	Agenda Office	Inter Gov Rel	Other Svcs
Personnel Costs						
Salaries	S1 2,695,534	0	1,993,425	229,083	342,457	130,569
Salary % Split		.00%	73.95%	8.50%	12.70%	4.84%
Benefits	P 1,266,386	0	920,344	118,369	162,691	64,982
Subtotal - Personnel Costs	3,961,920	0	2,913,769	347,452	505,148	195,551
Services & Supplies Cost						
Supplies	P 20,438	0	19,020	675	742	0
Services	P 548,183	0	434,487	40,692	51,777	21,228
Credit Direct Expense	P 216,779-	0	0	0	0	216,779-
Subtotal - Services & Supplies	351,842	0	453,506	41,367	52,519	195,551-
Department Cost Total	4,313,762	0	3,367,275	388,819	557,667	0
Adjustments to Cost						
Subtotal - Adjustments		0	0	0	0	0
Total Costs After Adjustments	4,313,762	0	3,367,275	388,819	557,667	0
General Admin Distribution		0	0	0	0	0
Grand Total	\$ 4,313,762 =====	0 =====	\$ 3,367,275 =====	\$ 388,819 =====	\$ 557,667 =====	0 =====

B. Incoming Costs-(Default Spread Salary%)

Dept:21 Mayor

Department	First Incoming	Second Incoming	City Mayor Admin	Agenda Office	Inter Gov Rel	Other Svcs
1 City Hall	\$ 90,706	\$ 0	\$ 67,080	\$ 7,709	\$ 11,524	\$ 4,394
1 City Hall Annex	16,670	0	12,328	1,417	2,118	807
Subtotal - Building Depn	107,376	0	79,408	9,125	13,642	5,201
3 Insurance Retirees	122,618	305	90,905	10,447	15,617	5,954
3 Memberships	941	2	698	80	120	46
3 Consulting Services	87	0	65	7	11	4
3 Other Misc	467	1	346	40	59	23
3 Dept Specific	0	0	0	0	0	0
Subtotal - Non-Dept-Gen Gov	124,113	308	92,013	10,574	15,807	6,027
5 Financial Plg & Analysis	5,270	265	4,094	470	703	268
Subtotal - Fin Plg & Analysis	5,270	265	4,094	470	703	268
7 Gen Acctng	3,377	227	2,666	306	458	175
7 Fixed Assets	2,767	181	2,180	251	375	143
7 Auditing Svcs	2,856	0	2,112	243	363	138
7 Fin Operations	401	25	315	36	54	21
Subtotal - Fin Reporting & Ops	9,401	434	7,273	836	1,249	476
8 Internal Controls	0	0	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0	0	0
9 Cost Accounting	324	19	253	29	44	17
9 Trust Funds Mgmt (TFM)	349	21	274	31	47	18
Subtotal - Fin Grants	673	40	527	61	91	35
10 Perf Mgmt Svcs	410	23	320	37	55	21
Subtotal - Fin Perform Mgmt	410	23	320	37	55	21
11 Purchasing	2,970	189	2,336	269	401	153
Subtotal - Fin SPD	2,970	189	2,336	269	401	153
13 Budgeting & Accounting Support	21,737	1,084	16,876	1,939	2,899	1,105
13 Accounts Payable	36,392	1,803	28,246	3,246	4,852	1,850
Subtotal - ARA Financial Svcs	58,129	2,886	45,123	5,185	7,752	2,956
14 Mailroom	6,777	459	5,351	615	919	351
14 Property	0	0	0	0	0	0
14 Records	1,090	67	856	98	147	56
14 3-1-1 Svcs	41,778	2,710	32,900	3,781	5,652	2,155
Subtotal - ARA Operations	49,645	3,237	39,108	4,494	6,718	2,562
15 Payroll Svcs	6,695	331	5,196	597	893	340
Subtotal - ARA Payroll Svcs	6,695	331	5,196	597	893	340
17 Enterprise Appl	0	0	0	0	0	0
17 IT ERP	0	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0	0
18 Client Svcs	0	0	0	0	0	0
18 NW Data	0	0	0	0	0	0
18 NW Voice	0	0	0	0	0	0
18 Enterprise Optns	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:21 Mayor

Department	First Incoming	Second Incoming	City Mayor Admin	Agenda Office	Inter Gov Rel	Other Svcs
19 IT Radio Svcs	0	0	0	0	0	0
Subtotal - HITS Radio	0	0	0	0	0	0
20 Certification	2,086	62	1,588	183	273	104
20 Contract Compliance	13,389	433	10,222	1,175	1,756	670
20 Reporting & Analytics	1,112	34	847	97	146	55
20 Dept Services	9,466	330	7,244	833	1,245	475
20 External Affairs & Outreach	1,238	37	943	108	162	62
Subtotal - OBO	27,291	895	20,844	2,395	3,581	1,365
21 City Mayor Admin	0	6,061	4,482	515	770	294
Subtotal - Mayor	0	6,061	4,482	515	770	294
22 Selection	0	3,343	2,472	284	425	162
22 Personnel Svcs	0	2,712	2,006	230	345	131
Subtotal - Human Resources	0	6,055	4,478	515	769	293
23 Legal Svcs	0	798,170	590,270	67,833	101,404	38,663
23 Inspector General	0	19,226	14,218	1,634	2,443	931
Subtotal - Legal	0	817,396	604,488	69,467	103,847	39,594
24 Controller Fin Svcs	0	17,323	12,811	1,472	2,201	839
Subtotal - City Controller's	0	17,323	12,811	1,472	2,201	839
30 Building Svcs	0	160,480	118,680	13,639	20,388	7,773
30 Utilities	0	80,844	59,786	6,871	10,271	3,916
30 Real Estate	0	36,315	26,856	3,086	4,614	1,759
Subtotal - General Services	0	277,639	205,322	23,595	35,273	13,449
Total Incoming	391,973	1,133,082	1,127,822	129,608	193,752	73,872
C. Total Allocated		\$ 5,838,817	\$ 4,495,097	\$ 518,427	\$ 751,419	\$ 73,872
			76.99%	8.88%	12.87%	1.27%

City Mayor Admin Allocations

Dept:21 Mayor

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	6.91	0.0334	\$ 1,222	\$ 0	\$ 1,222	\$ 0	\$ 1,222
05 Finance Financial Plg & Analys	12.62	0.0610	2,231	0	2,231	0	2,231
06 Finance City Council	4.92	0.0238	870	0	870	0	870
07 Finance Reporting & Ops	17.00	0.0822	3,006	0	3,006	0	3,006
08 Finance Internal Controls	0.00	0.0000	0	0	0	0	0
09 Finance Grants	9.27	0.0448	1,639	0	1,639	0	1,639
10 Finance Rev Perform Mgmt	2.80	0.0135	495	0	495	0	495
11 Finance Strat Purchasing	36.24	0.1752	6,407	0	6,407	0	6,407
12 ARA Director Office	8.14	0.0394	1,439	0	1,439	0	1,439
13 ARA Financial Services	6.00	0.0290	1,061	0	1,061	0	1,061
14 ARA Operations	80.83	0.3908	14,291	0	14,291	0	14,291
15 ARA Payroll Services	36.73	0.1776	6,494	0	6,494	0	6,494
20 Office Business Opportunity	35.96	0.1739	6,358	0	6,358	0	6,358
21 Mayor	34.28	0.1657	6,061	0	6,061	0	6,061
22 Human Resources	190.56	0.9213	33,692	0	33,692	7,830	41,522
23 Legal	102.68	0.4964	18,154	0	18,154	4,219	22,373
24 City Controller's Office	50.17	0.2425	8,870	0	8,870	2,062	10,932
25 Health Administration	44.38	0.2146	7,847	0	7,847	1,824	9,671
26 Planning & Dev Admin	8.01	0.0387	1,416	0	1,416	329	1,745
28 CIP Sal Rec HPW	40.81	0.1973	7,215	0	7,215	1,677	8,892
29 HPD Police Records	73.93	0.3574	13,071	0	13,071	3,038	16,109
30 General Services	211.81	1.0240	37,449	0	37,449	8,703	46,152
33 Finance Public Fin	5.71	0.0276	1,010	0	1,010	235	1,245
34 Finance Treasury	4.00	0.0193	707	0	707	164	871
35 ARA Regulatory	3.08	0.0149	545	0	545	127	672
36 City Secretary	7.01	0.0339	1,239	0	1,239	288	1,527
37 City Council	72.84	0.3521	12,879	0	12,879	2,993	15,872
38 Police	6,100.90	29.4951	1,078,680	0	1,078,680	250,689	1,329,369
39 Dept of Neighborhoods	115.99	0.5608	20,508	0	20,508	4,766	25,274
40 Fire	3,815.29	18.4452	674,569	0	674,569	156,772	831,341
41 Municipal Court	251.65	1.2166	44,493	0	44,493	10,340	54,833
42 Solid Waste	420.19	2.0314	74,292	0	74,292	17,266	91,558
43 Houston Airport System (HAS)	1,125.02	5.4390	198,911	0	198,911	46,228	245,139
44 Housing & Community Dev	305.71	1.4780	54,052	0	54,052	12,562	66,614
45 Library	427.01	2.0644	75,498	0	75,498	17,546	93,044
46 Parks & Recreation	601.03	2.9057	106,266	0	106,266	24,697	130,963
47 Health Department	1,266.11	6.1211	223,857	0	223,857	52,025	275,882
49 Fleet Management	362.37	1.7519	64,069	0	64,069	14,890	78,959
50 Planning & Dev Other	29.84	0.1443	5,276	0	5,276	1,226	6,502
51 Planning & Dev Spec Rev	47.34	0.2289	8,370	0	8,370	1,945	10,315
53 Finance Other	59.13	0.2859	10,455	0	10,455	2,430	12,885
54 ARA Insurance	4.34	0.0210	767	0	767	178	945
55 ARA BARC	105.46	0.5099	18,646	0	18,646	4,333	22,979
56 ARA Parking	67.98	0.3287	12,019	0	12,019	2,793	14,812
57 ARA Other	33.06	0.1598	5,845	0	5,845	1,358	7,203
58 IT Public Services	0.00	0.0000	0	0	0	0	0
59 Legal Insurance	45.85	0.2217	8,107	0	8,107	1,884	9,991
60 Legal Wkr Comp	1.58	0.0076	279	0	279	65	344
61 Mayor Cable TV	17.86	0.0863	3,158	0	3,158	734	3,892
62 Mayor Other	51.61	0.2495	9,125	0	9,125	2,121	11,246
63 TIRZ	6.24	0.0302	1,103	0	1,103	256	1,359
64 HR Health Benefits	39.32	0.1901	6,952	0	6,952	1,616	8,568
66 HPW Bldg Insp	589.19	2.8485	104,173	0	104,173	24,210	128,383
67 HPW Stormwater	309.29	1.4953	54,685	0	54,685	12,709	67,394
68 HPW DDSR	468.62	2.2656	82,855	0	82,855	19,256	102,111
69 HPW Water & Sewer	2,123.72	10.2672	375,488	0	375,488	87,265	462,753

City Mayor Admin Allocations

Dept: 21 Mayor

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
70 HPW Houston Transtar	8.54	0.0413	1,510	0	1,510	351	1,861
71 HPW Other	7.52	0.0364	1,330	0	1,330	309	1,639
72 Houston Permit Center	29.04	0.1404	5,134	0	5,134	1,193	6,327
73 CIP S/R Planning	0.00	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	44.14	0.2134	7,804	0	7,804	1,814	9,618
75 CIP S/R Engrg	63.02	0.3047	11,142	0	11,142	2,590	13,732
76 CIP S/R Constr	66.01	0.3191	11,671	0	11,671	2,712	14,383
77 CIP S/R Eng/Const	25.71	0.1243	4,546	0	4,546	1,056	5,602
78 CIP S/R Geo/Env	10.18	0.0492	1,800	0	1,800	418	2,218
79 CIP S/R Other	56.71	0.2742	10,027	0	10,027	2,330	12,357
80 CIP S/R GSD	36.66	0.1772	6,482	0	6,482	1,506	7,988
31 HEC	215.52	1.0419	38,105	0	38,105	8,856	46,961
93 HR-W.C.	44.98	0.2175	7,953	0	7,953	1,848	9,801
94 HITS Other	178.04	0.8607	31,479	0	31,479	7,316	38,795
Subtotal	20,684.46	100.0000	3,657,149	0	3,657,149	837,948	4,495,097
Direct Bills					0		0
Total					\$3,657,149		\$ 4,495,097
	=====	=====	=====	=====	=====	=====	=====

Basis Units: Number of FTE positions all funds

Source: COH FTE Report

Agenda Office Allocations

Dept: 21 Mayor

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
37 City Council	100	100.0000	\$ 422,131	\$ 0	\$ 422,131	\$ 96,296	\$ 518,427
Subtotal	100	100.0000	422,131	0	422,131	96,296	518,427
Direct Bills					0		0
Total					\$422,131		\$ 518,427

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

Inter Gov Rel Allocations

Dept: 21 Mayor

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
62 Mayor Other	100	100.0000	\$ 607,466	\$ 0	\$ 607,466	\$ 143,953	\$ 751,419
Subtotal	100	100.0000	607,466	0	607,466	143,953	751,419
Direct Bills					0		0
Total					\$607,466		\$ 751,419

Basis Units: Direct allocation to Mayor other

Source: Direct Allocation

Other Svcs Allocations

Dept: 21 Mayor

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
62 Mayor Other	100	100.0000	\$ 18,987	\$ 0	\$ 18,987	\$ 54,885	\$ 73,872
Subtotal	100	100.0000	18,987	0	18,987	54,885	73,872
Direct Bills					0		0
Total					\$18,987		\$ 73,872

Basis Units: Direct allocation to Mayor other

Source: Direct Allocation

Allocation Summary

Dept: 21 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	1,222	0	0	0	1,222
05 Finance Financial Plg & Analys	2,231	0	0	0	2,231
06 Finance City Council	870	0	0	0	870
07 Finance Reporting & Ops	3,006	0	0	0	3,006
08 Finance Internal Controls	0	0	0	0	0
09 Finance Grants	1,639	0	0	0	1,639
10 Finance Rev Perform Mgmnt	495	0	0	0	495
11 Finance Strat Purchasing	6,407	0	0	0	6,407
12 ARA Director Office	1,439	0	0	0	1,439
13 ARA Financial Services	1,061	0	0	0	1,061
14 ARA Operations	14,291	0	0	0	14,291
15 ARA Payroll Services	6,494	0	0	0	6,494
20 Office Business Opportunity	6,358	0	0	0	6,358
21 Mayor	6,061	0	0	0	6,061
22 Human Resources	41,522	0	0	0	41,522
23 Legal	22,373	0	0	0	22,373
24 City Controller's Office	10,932	0	0	0	10,932
25 Health Administration	9,671	0	0	0	9,671
26 Planning & Dev Admin	1,745	0	0	0	1,745
28 CIP Sal Rec HPW	8,892	0	0	0	8,892
29 HPD Police Records	16,109	0	0	0	16,109
30 General Services	46,152	0	0	0	46,152
31 HEC	46,961	0	0	0	46,961
33 Finance Public Fin	1,245	0	0	0	1,245
34 Finance Treasury	871	0	0	0	871
35 ARA Regulatory	672	0	0	0	672
36 City Secretary	1,527	0	0	0	1,527
37 City Council	15,872	518,427	0	0	534,299
38 Police	1,329,369	0	0	0	1,329,369
39 Dept of Neighborhoods	25,274	0	0	0	25,274
40 Fire	831,341	0	0	0	831,341
41 Municipal Court	54,833	0	0	0	54,833
42 Solid Waste	91,558	0	0	0	91,558
43 Houston Airport System (HAS)	245,139	0	0	0	245,139
44 Housing & Community Dev	66,614	0	0	0	66,614
45 Library	93,044	0	0	0	93,044
46 Parks & Recreation	130,963	0	0	0	130,963
47 Health Department	275,882	0	0	0	275,882
49 Fleet Management	78,959	0	0	0	78,959
50 Planning & Dev Other	6,502	0	0	0	6,502
51 Planning & Dev Spec Rev	10,315	0	0	0	10,315
53 Finance Other	12,885	0	0	0	12,885
54 ARA Insurance	945	0	0	0	945
55 ARA BARC	22,979	0	0	0	22,979
56 ARA Parking	14,812	0	0	0	14,812
57 ARA Other	7,203	0	0	0	7,203
58 IT Public Services	0	0	0	0	0
59 Legal Insurance	9,991	0	0	0	9,991
60 Legal Wkr Comp	344	0	0	0	344
61 Mayor Cable TV	3,892	0	0	0	3,892
62 Mayor Other	11,246	0	751,419	73,872	836,537
63 TIRZ	1,359	0	0	0	1,359
64 HR Health Benefits	8,568	0	0	0	8,568
66 HPW Bldg Insp	128,383	0	0	0	128,383
67 HPW Stormwater	67,394	0	0	0	67,394
68 HPW DDSR	102,111	0	0	0	102,111

Allocation Summary

Dept: 21 Mayor

Department	City Mayor Admin	Agenda Office	Inter Gov Rel	Other Svcs	Total
69 HPW Water & Sewer	462,753	0	0	0	462,753
70 HPW Houston Transtar	1,861	0	0	0	1,861
71 HPW Other	1,639	0	0	0	1,639
72 Houston Permit Center	6,327	0	0	0	6,327
73 CIP S/R Planning	0	0	0	0	0
74 CIP Sal Rec RE	9,618	0	0	0	9,618
75 CIP S/R Engrg	13,732	0	0	0	13,732
76 CIP S/R Constr	14,383	0	0	0	14,383
77 CIP S/R Eng/Const	5,602	0	0	0	5,602
78 CIP S/R Geo/Env	2,218	0	0	0	2,218
79 CIP S/R Other	12,357	0	0	0	12,357
80 CIP S/R GSD	7,988	0	0	0	7,988
93 HR-W.C.	9,801	0	0	0	9,801
94 HITS Other	38,795	0	0	0	38,795
Total	\$ 4,495,097	\$ 518,427	\$ 751,419	\$ 73,872	\$ 5,838,815
	=====	=====	=====	=====	=====

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.

B. Incoming Costs-(Default Spread Salary%)

Dept:22 Human Resources

Department	First Incoming	Second Incoming	Selection	Personnel Svcs	Non-GF
2 Equip Deprec	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal - Equipment Depn	0	0	0	0	0
3 Insurance Retirees	50,686	126	1,501	3,599	45,711
3 Memberships	389	1	12	28	351
3 Consulting Services	850	2	25	60	767
3 Other Misc	249	1	7	18	225
3 Walker Rent	0	0	0	0	0
Subtotal - Non-Dept-Gen Gov	52,174	130	1,546	3,705	47,053
5 Financial Plg & Analysis	51,733	2,606	1,606	3,849	48,884
Subtotal - Fin Plg & Analysis	51,733	2,606	1,606	3,849	48,884
7 Gen Acctng	33,144	2,233	1,045	2,506	31,826
7 Fixed Assets	426	28	13	32	408
7 Auditing Svcs	28,032	0	828	1,986	25,218
7 Fin Operations	4,063	256	128	306	3,885
Subtotal - Fin Reporting & Ops	65,665	2,517	2,015	4,829	61,337
8 Internal Controls	0	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0	0
9 Cost Accounting	3,286	190	103	246	3,127
9 Trust Funds Mgmt (TFM)	3,538	211	111	266	3,373
Subtotal - Fin Grants	6,824	401	214	512	6,500
10 Perf Mgmt Svcs	4,156	231	130	311	3,946
Subtotal - Fin Perform Mgmt	4,156	231	130	311	3,946
11 Purchasing	254,568	16,235	8,002	19,182	243,620
Subtotal - Fin SPD	254,568	16,235	8,002	19,182	243,620
14 Mailroom	26,342	1,785	831	1,992	25,304
14 Records	6,057	375	190	456	5,786
14 3-1-1 Svcs	15,350	996	483	1,158	14,705
Subtotal - ARA Operations	47,749	3,156	1,504	3,606	45,795
15 Payroll Svcs	37,219	1,838	1,154	2,767	35,137
Subtotal - ARA Payroll Service	37,219	1,838	1,154	2,767	35,137
17 Enterprise Appl	0	0	0	0	0
17 IT ERP	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0
18 Client Svcs	0	0	0	0	0
18 NW Data	0	0	0	0	0
18 NW Voice	0	0	0	0	0
18 Enterprise Optns	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0
20 Certification	11,596	343	353	846	10,741
20 Contract Compliance	22,594	730	689	1,652	20,983
20 Reporting & Analytics	2,634	79	80	192	2,441
20 Dept Services	7,282	254	223	534	6,779
20 External Affairs & Outreach	6,881	204	209	502	6,373

B. Incoming Costs-(Default Spread Salary%)

Dept: 22 Human Resources

Department	First Incoming	Second Incoming	Selection	Personnel Svcs	Non-GF
Subtotal - OBO	50,987	1,610	1,554	3,726	47,318
21 City Mayor Admin	33,692	7,830	1,227	2,941	37,354
Subtotal - Mayor	33,692	7,830	1,227	2,941	37,354
22 Selection	0	6,996	207	496	6,294
22 Personnel Svcs	0	15,076	445	1,068	13,563
Subtotal - Human Resources	0	22,072	652	1,563	19,856
23 Legal Svcs	0	95,969	2,836	6,798	86,335
23 Inspector General	0	9,657	285	684	8,688
Subtotal - Legal	0	105,626	3,121	7,482	95,023
24 Controller Fin Svcs	0	170,041	5,025	12,044	152,972
Subtotal - City Controller's	0	170,041	5,025	12,044	152,972
30 In-House Renov	0	0	0	0	0
30 Real Estate	0	21,081	623	1,493	18,965
Subtotal - General Services	0	21,081	623	1,493	18,965
Total Incoming	604,767	355,374	28,372	68,009	863,760
C. Total Allocated		\$ 27,104,406	\$ 601,393	\$ 1,661,569	\$ 24,841,446
			2.22%	6.13%	91.65%

Selection Allocations

Dept:22 Human Resources

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	60	0.6287	\$ 3,715	\$ 0	\$ 3,715	\$ 0	\$ 3,715
12 ARA Director Office	175	1.8336	10,835	0	10,835	0	10,835
20 Office Business Opportunity	37	0.3877	2,291	0	2,291	0	2,291
21 Mayor	54	0.5658	3,343	0	3,343	0	3,343
22 Human Resources	113	1.1840	6,996	0	6,996	0	6,996
23 Legal	112	1.1735	6,934	0	6,934	129	7,063
24 City Controller's Office	12	0.1257	743	0	743	14	757
26 Planning & Dev Admin	7	0.0733	433	0	433	8	441
27 HPW Admin Indirect	22	0.2305	1,362	0	1,362	25	1,387
28 CIP Sal Rec HPW	109	1.1421	6,748	0	6,748	126	6,874
30 General Services	97	1.0163	6,005	0	6,005	112	6,117
36 City Secretary	2	0.0210	124	0	124	2	126
37 City Council	100	1.0478	6,191	0	6,191	115	6,306
38 Police	2,731	28.6148	169,083	0	169,083	3,149	172,232
39 Dept of Neighborhoods	74	0.7754	4,582	0	4,582	85	4,667
40 Fire	1,198	12.5524	74,171	0	74,171	1,381	75,552
41 Municipal Court	85	0.8906	5,263	0	5,263	98	5,361
42 Solid Waste	298	3.1224	18,450	0	18,450	344	18,794
43 Houston Airport System (HAS)	618	6.4753	38,262	0	38,262	713	38,975
44 Housing & Community Dev	135	1.4145	8,358	0	8,358	156	8,514
45 Library	199	2.0851	12,321	0	12,321	229	12,550
46 Parks & Recreation	473	4.9560	29,285	0	29,285	545	29,830
47 Health Department	975	10.2158	60,365	0	60,365	1,124	61,489
49 Fleet Management	108	1.1316	6,687	0	6,687	125	6,812
50 Planning & Dev Other	4	0.0419	248	0	248	5	253
51 Planning & Dev Spec Rev	30	0.3143	1,857	0	1,857	35	1,892
66 HPW Bldg Insp	189	1.9803	11,701	0	11,701	218	11,919
67 HPW Stormwater	152	1.5926	9,411	0	9,411	175	9,586
68 HPW DDSR	16	0.1676	991	0	991	18	1,009
69 HPW Water & Sewer	898	9.4091	55,597	0	55,597	1,035	56,632
70 HPW Houston Transtar	3	0.0314	186	0	186	3	189
71 HPW Other	197	2.0641	12,197	0	12,197	227	12,424
31 HEC	211	2.2108	13,064	0	13,064	243	13,307
94 HITS Other	50	0.5239	3,096	0	3,096	58	3,154
Subtotal	9,544	100.0000	590,895	0	590,895	10,498	601,393
Direct Bills					0		0
Total					\$590,895		\$ 601,393

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

Personnel Svcs Allocations

Dept:22 Human Resources

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	6.91	0.0334	\$ 547	\$ 0	\$ 547	\$ 0	\$ 547
05 Finance Financial Plg & Analys	12.62	0.0610	998	0	998	0	998
06 Finance City Council	4.92	0.0238	389	0	389	0	389
07 Finance Reporting & Ops	17.00	0.0822	1,345	0	1,345	0	1,345
08 Finance Internal Controls	0.00	0.0000	0	0	0	0	0
09 Finance Grants	9.27	0.0448	733	0	733	0	733
10 Finance Rev Perform Mgmt	2.80	0.0135	222	0	222	0	222
11 Finance Strat Purchasing	36.24	0.1752	2,867	0	2,867	0	2,867
12 ARA Director Office	8.14	0.0394	644	0	644	0	644
13 ARA Financial Services	6.00	0.0290	475	0	475	0	475
14 ARA Operations	80.83	0.3908	6,395	0	6,395	0	6,395
15 ARA Payroll Services	36.73	0.1776	2,906	0	2,906	0	2,906
20 Office Business Opportunity	35.96	0.1739	2,845	0	2,845	0	2,845
21 Mayor	34.28	0.1657	2,712	0	2,712	0	2,712
22 Human Resources	190.56	0.9213	15,076	0	15,076	0	15,076
23 Legal	102.68	0.4964	8,123	0	8,123	128	8,251
24 City Controller's Office	50.17	0.2425	3,969	0	3,969	63	4,032
25 Health Administration	44.38	0.2146	3,511	0	3,511	55	3,566
26 Planning & Dev Admin	8.01	0.0387	634	0	634	10	644
28 CIP Sal Rec HPW	40.81	0.1973	3,229	0	3,229	51	3,280
29 HPD Police Records	73.93	0.3574	5,849	0	5,849	92	5,941
30 General Services	211.81	1.0240	16,757	0	16,757	264	17,021
33 Finance Public Fin	5.71	0.0276	452	0	452	7	459
34 Finance Treasury	4.00	0.0193	316	0	316	5	321
35 ARA Regulatory	3.08	0.0149	244	0	244	4	248
36 City Secretary	7.01	0.0339	555	0	555	9	564
37 City Council	72.84	0.3521	5,763	0	5,763	91	5,854
38 Police	6,100.90	29.4951	482,657	0	482,657	7,601	490,258
39 Dept of Neighborhoods	115.99	0.5608	9,176	0	9,176	145	9,321
40 Fire	3,815.29	18.4452	301,837	0	301,837	4,754	306,591
41 Municipal Court	251.65	1.2166	19,909	0	19,909	314	20,223
42 Solid Waste	420.19	2.0314	33,242	0	33,242	524	33,766
43 Houston Airport System (HAS)	1,125.02	5.4390	89,003	0	89,003	1,402	90,405
44 Housing & Community Dev	305.71	1.4780	24,185	0	24,185	381	24,566
45 Library	427.01	2.0644	33,782	0	33,782	532	34,314
46 Parks & Recreation	601.03	2.9057	47,549	0	47,549	749	48,298
47 Health Department	1,266.11	6.1211	100,165	0	100,165	1,577	101,742
49 Fleet Management	362.37	1.7519	28,668	0	28,668	451	29,119
50 Planning & Dev Other	29.84	0.1443	2,361	0	2,361	37	2,398
51 Planning & Dev Spec Rev	47.34	0.2289	3,745	0	3,745	59	3,804
53 Finance Other	59.13	0.2859	4,678	0	4,678	74	4,752
54 ARA Insurance	4.34	0.0210	343	0	343	5	348
55 ARA BARC	105.46	0.5099	8,343	0	8,343	131	8,474
56 ARA Parking	67.98	0.3287	5,378	0	5,378	85	5,463
57 ARA Other	33.06	0.1598	2,615	0	2,615	41	2,656
58 IT Public Services	0.00	0.0000	0	0	0	0	0
59 Legal Insurance	45.85	0.2217	3,627	0	3,627	57	3,684
60 Legal Wkr Comp	1.58	0.0076	125	0	125	2	127
61 Mayor Cable TV	17.86	0.0863	1,413	0	1,413	22	1,435
62 Mayor Other	51.61	0.2495	4,083	0	4,083	64	4,147
63 TIRZ	6.24	0.0302	494	0	494	8	502
64 HR Health Benefits	39.32	0.1901	3,111	0	3,111	49	3,160
66 HPW Bldg Insp	589.19	2.8485	46,612	0	46,612	734	47,346
67 HPW Stormwater	309.29	1.4953	24,469	0	24,469	385	24,854
68 HPW DDSR	468.62	2.2656	37,074	0	37,074	584	37,658
69 HPW Water & Sewer	2,123.72	10.2672	168,013	0	168,013	2,646	170,659

Personnel Svcs Allocations

Dept:22 Human Resources

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
70 HPW Houston Transtar	8.54	0.0413	676	0	676	11	687
71 HPW Other	7.52	0.0364	595	0	595	9	604
72 Houston Permit Center	29.04	0.1404	2,297	0	2,297	36	2,333
73 CIP S/R Planning	0.00	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	44.14	0.2134	3,492	0	3,492	55	3,547
75 CIP S/R Engrg	63.02	0.3047	4,986	0	4,986	79	5,065
76 CIP S/R Constr	66.01	0.3191	5,222	0	5,222	82	5,304
77 CIP S/R Eng/Const	25.71	0.1243	2,034	0	2,034	32	2,066
78 CIP S/R Geo/Env	10.18	0.0492	805	0	805	13	818
79 CIP S/R Other	56.71	0.2742	4,486	0	4,486	71	4,557
80 CIP S/R GSD	36.66	0.1772	2,900	0	2,900	46	2,946
31 HEC	215.52	1.0419	17,050	0	17,050	269	17,319
93 HR-W.C.	44.98	0.2175	3,558	0	3,558	56	3,614
94 HITS Other	178.04	0.8607	14,085	0	14,085	222	14,307
Subtotal	20,684.46	100.0000	1,636,399	0	1,636,399	25,170	1,661,569
Direct Bills					0		0
Total	=====	=====	=====	=====	\$1,636,399	=====	\$ 1,661,569

Basis Units: Number of FTE positions all funds

Source: COH FTE Report

Allocation Summary

Dept:22 Human Resources

Department	Selection	Personnel Svcs	Non-GF	Total
0 Direct Billed	\$0	\$0	\$0	\$0
04 Finance Dir Office	3,715	547	0	4,262
05 Finance Financial Plg & Analys	0	998	0	998
06 Finance City Council	0	389	0	389
07 Finance Reporting & Ops	0	1,345	0	1,345
08 Finance Internal Controls	0	0	0	0
09 Finance Grants	0	733	0	733
10 Finance Rev Perform Mgmt	0	222	0	222
11 Finance Strat Purchasing	0	2,867	0	2,867
12 ARA Director Office	10,835	644	0	11,479
13 ARA Financial Services	0	475	0	475
14 ARA Operations	0	6,395	0	6,395
15 ARA Payroll Services	0	2,906	0	2,906
20 Office Business Opportunity	2,291	2,845	0	5,136
21 Mayor	3,343	2,712	0	6,055
22 Human Resources	6,996	15,076	0	22,072
23 Legal	7,063	8,251	0	15,314
24 City Controller's Office	757	4,032	0	4,789
25 Health Administration	0	3,566	0	3,566
26 Planning & Dev Admin	441	644	0	1,085
27 HPW Admin Indirect	1,387	0	0	1,387
28 CIP Sal Rec HPW	6,874	3,280	0	10,154
29 HPD Police Records	0	5,941	0	5,941
30 General Services	6,117	17,021	0	23,138
31 HEC	13,307	17,319	0	30,626
33 Finance Public Fin	0	459	0	459
34 Finance Treasury	0	321	0	321
35 ARA Regulatory	0	248	0	248
36 City Secretary	126	564	0	690
37 City Council	6,306	5,854	0	12,160
38 Police	172,232	490,258	0	662,490
39 Dept of Neighborhoods	4,667	9,321	0	13,988
40 Fire	75,552	306,591	0	382,143
41 Municipal Court	5,361	20,223	0	25,584
42 Solid Waste	18,794	33,766	0	52,560
43 Houston Airport System (HAS)	38,975	90,405	0	129,380
44 Housing & Community Dev	8,514	24,566	0	33,080
45 Library	12,550	34,314	0	46,864
46 Parks & Recreation	29,830	48,298	0	78,128
47 Health Department	61,489	101,742	0	163,231
49 Fleet Management	6,812	29,119	0	35,931
50 Planning & Dev Other	253	2,398	0	2,651
51 Planning & Dev Spec Rev	1,892	3,804	0	5,696
53 Finance Other	0	4,752	0	4,752
54 ARA Insurance	0	348	0	348
55 ARA BARC	0	8,474	0	8,474
56 ARA Parking	0	5,463	0	5,463
57 ARA Other	0	2,656	0	2,656
58 IT Public Services	0	0	0	0
59 Legal Insurance	0	3,684	0	3,684
60 Legal Wkr Comp	0	127	0	127
61 Mayor Cable TV	0	1,435	0	1,435
62 Mayor Other	0	4,147	0	4,147
63 TIRZ	0	502	0	502
64 HR Health Benefits	0	3,160	0	3,160
66 HPW Bldg Insp	11,919	47,346	0	59,265
67 HPW Stormwater	9,586	24,854	0	34,440

Allocation Summary

Dept: 22 Human Resources

Department	Selection	Personnel Svcs	Non-GF	Total
68 HPW DDSR	1,009	37,658	0	38,667
69 HPW Water & Sewer	56,632	170,659	0	227,291
70 HPW Houston Transtar	189	687	0	876
71 HPW Other	12,424	604	0	13,028
72 Houston Permit Center	0	2,333	0	2,333
73 CIP S/R Planning	0	0	0	0
74 CIP Sal Rec RE	0	3,547	0	3,547
75 CIP S/R Engrg	0	5,065	0	5,065
76 CIP S/R Constr	0	5,304	0	5,304
77 CIP S/R Eng/Const	0	2,066	0	2,066
78 CIP S/R Geo/Env	0	818	0	818
79 CIP S/R Other	0	4,557	0	4,557
80 CIP S/R GSD	0	2,946	0	2,946
93 HR-W.C.	0	3,614	0	3,614
94 HITS Other	3,154	14,307	0	17,461
Total	\$ 601,392	\$ 1,661,572	\$ 0	\$ 2,262,964
	=====	=====	=====	=====

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.
- **Legal Chargebacks** – Houston Public Works, Planning and Houston Airport System provide funding for legal representation, and these costs are allocated directly to those departments.
- **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.
- **Other** – The costs associated with other activities such as criminal law are included in this function are not allocated.

B. Incoming Costs-(Default Spread Salary%)

Dept:23 Legal

Department	First Incoming	Second Incoming	Legal Svcs	Legal ChargeB	Inspector General	Other
1 City Hall Annex	\$ 119,856	\$ 0	\$ 59,881	\$ 5,193	\$ 6,838	\$ 47,944
1 Muni Court Bldg	26	0	13	1	1	10
Subtotal - Building Depn	119,882	0	59,894	5,194	6,840	47,955
3 Insurance Retirees	367,283	912	183,953	15,952	21,006	147,284
3 Memberships	2,818	7	1,411	122	161	1,130
3 Consulting Services	106	0	53	5	6	43
3 Other Misc	1,492	4	747	65	85	598
3 Dept Specific	0	0	0	0	0	0
Subtotal - Non-Dept-Gen Gov	371,699	923	186,164	16,144	21,259	149,055
5 Financial Plg & Analysis	6,423	323	3,371	292	385	2,699
Subtotal - Fin Plg & Analysis	6,423	323	3,371	292	385	2,699
7 Gen Acctng	4,115	277	2,194	190	251	1,757
7 Fixed Assets	2,767	181	1,473	128	168	1,179
7 Auditing Svcs	3,480	0	1,739	151	199	1,392
7 Fin Operations	1,280	81	680	59	78	544
Subtotal - Fin Reporting & Ops	11,642	539	6,086	528	695	4,873
8 Internal Controls	0	0	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0	0	0
9 Cost Accounting	1,035	60	547	47	62	438
9 Trust Funds Mgmt (TFM)	1,114	67	590	51	67	472
Subtotal - Fin Grants	2,149	126	1,137	99	130	910
10 Perf Mgmt Svcs	1,309	73	690	60	79	553
Subtotal - Fin Perform Mgmt	1,309	73	690	60	79	553
11 Purchasing	5,516	352	2,932	254	335	2,347
Subtotal - Fin SPD	5,516	352	2,932	254	335	2,347
14 Mailroom	16,406	1,112	8,752	759	999	7,007
14 Records	3,264	202	1,732	150	198	1,386
14 3-1-1 Svcs	3,515	228	1,870	162	214	1,497
Subtotal - ARA Operations	23,185	1,542	12,354	1,071	1,411	9,891
15 Payroll Svcs	20,055	991	10,515	912	1,201	8,419
Subtotal - ARA Payroll Svcs	20,055	991	10,515	912	1,201	8,419
17 Enterprise Appl	0	0	0	0	0	0
17 IT ERP	0	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0	0
18 Client Svcs	0	0	0	0	0	0
18 NW Data	0	0	0	0	0	0
18 NW Voice	0	0	0	0	0	0
18 Enterprise Optns	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0
20 Certification	6,248	185	3,214	279	367	2,573
20 Contract Compliance	12,552	406	6,474	561	739	5,183
20 Reporting & Analytics	1,346	41	693	60	79	555
20 Dept Services	2,913	102	1,506	131	172	1,206

B. Incoming Costs-(Default Spread Salary%)

Dept:23 Legal

Department	First Incoming	Second Incoming	Legal Svcs	Legal ChargeB	Inspector General	Other
20 External Affairs & Outreach	3,707	110	1,907	165	218	1,527
Subtotal - OBO	26,766	842	13,793	1,196	1,575	11,044
21 City Mayor Admin	18,154	4,219	11,178	969	1,276	8,950
Subtotal - Mayor	18,154	4,219	11,178	969	1,276	8,950
22 Selection	6,934	129	3,529	306	403	2,825
22 Personnel Svcs	8,123	128	4,122	357	471	3,301
Subtotal - Human Resources	15,057	257	7,651	663	874	6,126
23 Legal Svcs	0	554,998	277,280	24,046	31,664	222,008
23 Inspector General	0	0	0	0	0	0
Subtotal - Legal	0	554,998	277,280	24,046	31,664	222,008
24 Controller Fin Svcs	0	21,111	10,547	915	1,204	8,445
Subtotal - City Controller's	0	21,111	10,547	915	1,204	8,445
29 Records Mgt	0	48,536	24,249	2,103	2,769	19,415
Subtotal - HPD Police Records	0	48,536	24,249	2,103	2,769	19,415
30 Building Svcs	0	242,194	121,002	10,493	13,818	96,881
30 Utilities	0	98,868	49,395	4,284	5,641	39,549
30 Real Estate	0	69,879	34,912	3,028	3,987	27,953
Subtotal - General Services	0	410,941	205,309	17,804	23,445	164,383
Total Incoming	621,837	1,045,774	833,148	72,250	95,141	667,071
C. Total Allocated		\$ 16,136,072	\$ 8,048,687	\$ 664,927	\$ 945,634	\$ 6,476,814
			49.88%	4.12%	5.86%	40.14%

Legal Svcs Allocations

Dept:23 Legal

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	5,048.00	9.9029	\$ 745,313	\$ 0	\$ 745,313	\$ 0	\$ 745,313
12 ARA Director Office	3,169.00	6.2168	467,888	0	467,888	0	467,888
20 Office Business Opportunity	412.00	0.8082	60,830	0	60,830	0	60,830
21 Mayor	5,406.00	10.6052	798,170	0	798,170	0	798,170
22 Human Resources	650.00	1.2751	95,969	0	95,969	0	95,969
23 Legal	3,759.00	7.3742	554,998	0	554,998	0	554,998
24 City Controller's Office	346.00	0.6788	51,085	0	51,085	5,557	56,642
25 Health Administration	4,328.00	8.4904	639,008	0	639,008	69,511	708,519
26 Planning & Dev Admin	386.00	0.7572	56,991	0	56,991	6,199	63,190
27 HPW Admin Indirect	2,185.00	4.2864	322,605	0	322,605	35,093	357,698
30 General Services	2,395.00	4.6984	353,610	0	353,610	38,466	392,076
36 City Secretary	387.00	0.7592	57,139	0	57,139	6,216	63,355
37 City Council	201.00	0.3943	29,677	0	29,677	3,228	32,905
38 Police	4,247.00	8.3315	627,049	0	627,049	68,210	695,259
39 Dept of Neighborhoods	1,988.00	3.9000	293,519	0	293,519	31,929	325,448
40 Fire	800.00	1.5694	118,116	0	118,116	12,849	130,965
41 Municipal Court	262.00	0.5140	38,683	0	38,683	4,208	42,891
42 Solid Waste	294.00	0.5768	43,408	0	43,408	4,722	48,130
43 Houston Airport System (HAS)	280.00	0.5493	41,341	0	41,341	4,497	45,838
44 Housing & Community Dev	828.00	1.6243	122,250	0	122,250	13,298	135,548
45 Library	725.00	1.4223	107,043	0	107,043	11,644	118,687
46 Parks & Recreation	1,293.00	2.5365	190,905	0	190,905	20,767	211,672
49 Fleet Management	128.00	0.2511	18,899	0	18,899	2,056	20,955
56 ARA Parking	160.00	0.3139	23,623	0	23,623	2,570	26,193
66 HPW Bldg Insp	125.00	0.2452	18,456	0	18,456	2,008	20,464
67 HPW Stormwater	146.00	0.2864	21,556	0	21,556	2,345	23,901
69 HPW Water & Sewer	600.00	1.1770	88,587	0	88,587	9,636	98,223
71 HPW Other	6,407.00	12.5689	945,963	0	945,963	102,901	1,048,864
74 CIP Sal Rec RE	1,757.00	3.4468	259,413	0	259,413	28,219	287,632
31 HEC	87.00	0.1707	12,845	0	12,845	1,397	14,242
94 HITS Other	1,561.00	3.0623	230,474	0	230,474	25,071	255,545
96 Other	615.00	1.2065	90,802	0	90,802	9,877	100,679
Subtotal	50,975.00	100.0000	7,526,215	0	7,526,215	522,472	8,048,687
Direct Bills					0		0
Total					\$7,526,215		\$ 8,048,687
	=====	=====	=====	=====	=====	=====	=====

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

Legal Chargebacks Allocations

Dept: 23 Legal

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
43 Houston Airport System (HAS)	95,020	20.8896	\$ 129,436	95,020-	\$ 34,416	\$ 9,465	\$ 43,881
51 Planning & Dev Spec Rev	304,243	66.8860	414,438	304,243-	110,195	30,305	140,500
69 HPW Water & Sewer	55,605	12.2244	75,745	55,605-	20,140	5,539	25,679
Subtotal	454,868	100.0000	619,619	454,868-	164,751	45,308	210,059
Direct Bills					454,868		454,868
Total					\$619,619		\$ 664,927
	=====	=====	=====	=====	=====	=====	=====

Basis Units: HPW Legal chargebacks by area

Source: Legal Chargeback Report

Inspector General Allocations

Dept:23 Legal

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	2.90	2.9000	\$ 25,693	\$ 0	\$ 25,693	\$ 0	\$ 25,693
12 ARA Director Office	1.45	1.4500	12,847	0	12,847	0	12,847
20 Office Business Opportunity	0.72	0.7200	6,379	0	6,379	0	6,379
21 Mayor	2.17	2.1700	19,226	0	19,226	0	19,226
22 Human Resources	1.09	1.0900	9,657	0	9,657	0	9,657
23 Legal	0.36	0.3600	3,189	0	3,189	0	3,189
27 HPW Admin Indirect	21.74	21.7400	192,610	0	192,610	14,206	206,816
30 General Services	2.90	2.9000	25,693	0	25,693	1,895	27,588
37 City Council	0.36	0.3600	3,189	0	3,189	235	3,424
39 Dept of Neighborhoods	0.72	0.7200	6,379	0	6,379	470	6,849
40 Fire	20.29	20.2900	179,763	0	179,763	13,258	193,021
41 Municipal Court	0.72	0.7200	6,379	0	6,379	470	6,849
42 Solid Waste	7.61	7.6100	67,422	0	67,422	4,973	72,395
43 Houston Airport System (HAS)	4.36	4.3600	38,628	0	38,628	2,849	41,477
44 Housing & Community Dev	4.35	4.3500	38,540	0	38,540	2,842	41,382
45 Library	5.43	5.4300	48,108	0	48,108	3,548	51,656
46 Parks & Recreation	2.90	2.9000	25,693	0	25,693	1,895	27,588
47 Health Department	5.80	5.8000	51,386	0	51,386	3,790	55,176
49 Fleet Management	2.90	2.9000	25,693	0	25,693	1,895	27,588
69 HPW Water & Sewer	7.25	7.2500	64,233	0	64,233	4,737	68,970
31 HEC	3.26	3.2600	28,883	0	28,883	2,130	31,013
94 HITS Other	0.36	0.3600	3,189	0	3,189	235	3,424
96 Other	0.36	0.3600	3,189	0	3,189	235	3,424
Subtotal	100.00	100.0000	885,968	0	885,968	59,666	945,634
Direct Bills					0		0
Total	=====	=====	=====	=====	\$885,968	=====	\$ 945,634

Basis Units: % of complaints investigated
 Source: Complaint Report

Allocation Summary

Dept: 23 Legal

Department	Legal Svcs	Legal ChargeB	Inspector General	Other	Total
0 Direct Billed	\$0	\$ 454,868	\$0	\$0	\$ 454,868
04 Finance Dir Office	745,313	0	25,693	0	771,006
12 ARA Director Office	467,888	0	12,847	0	480,735
20 Office Business Opportunity	60,830	0	6,379	0	67,209
21 Mayor	798,170	0	19,226	0	817,396
22 Human Resources	95,969	0	9,657	0	105,626
23 Legal	554,998	0	3,189	0	558,187
24 City Controller's Office	56,642	0	0	0	56,642
25 Health Administration	708,519	0	0	0	708,519
26 Planning & Dev Admin	63,190	0	0	0	63,190
27 HPW Admin Indirect	357,698	0	206,816	0	564,514
30 General Services	392,076	0	27,588	0	419,664
31 HEC	14,242	0	31,013	0	45,255
36 City Secretary	63,355	0	0	0	63,355
37 City Council	32,905	0	3,424	0	36,329
38 Police	695,259	0	0	0	695,259
39 Dept of Neighborhoods	325,448	0	6,849	0	332,297
40 Fire	130,965	0	193,021	0	323,986
41 Municipal Court	42,891	0	6,849	0	49,740
42 Solid Waste	48,130	0	72,395	0	120,525
43 Houston Airport System (HAS)	45,838	43,881	41,477	0	131,196
44 Housing & Community Dev	135,548	0	41,382	0	176,930
45 Library	118,687	0	51,656	0	170,343
46 Parks & Recreation	211,672	0	27,588	0	239,260
47 Health Department	0	0	55,176	0	55,176
49 Fleet Management	20,955	0	27,588	0	48,543
51 Planning & Dev Spec Rev	0	140,500	0	0	140,500
56 ARA Parking	26,193	0	0	0	26,193
66 HPW Bldg Insp	20,464	0	0	0	20,464
67 HPW Stormwater	23,901	0	0	0	23,901
69 HPW Water & Sewer	98,223	25,679	68,970	0	192,872
71 HPW Other	1,048,864	0	0	0	1,048,864
74 CIP Sal Rec RE	287,632	0	0	0	287,632
94 HITS Other	255,545	0	3,424	0	258,969
96 Other	100,679	0	3,424	0	104,103
Total	\$ 8,048,689	\$ 664,928	\$ 945,631	\$ 0	\$ 9,659,248
	=====	=====	=====	=====	=====

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:24 City Controllers Office

Department		Amount	General Admin	Controller Fin Svcs	Controller Treasury
Personnel Costs					
Salaries	S1	4,563,279	851,716	3,083,534	628,029
Salary % Split			18.66%	67.57%	13.76%
Benefits	P	2,185,314	365,928	1,519,531	299,856
Subtotal - Personnel Costs		6,748,593	1,217,645	4,603,065	927,885
Services & Supplies Cost					
Supplies	P	45,461	26,953	13,272	5,236
Services	P	1,020,122	524,162	312,467	183,493
Subtotal - Services & Supplies		1,065,583	551,115	325,739	188,729
Department Cost Total		7,814,176	1,768,760	4,928,805	1,116,615
Adjustments to Cost					
Subtotal - Adjustments			0	0	0
Total Costs After Adjustments		7,814,176	1,768,760	4,928,805	1,116,615
General Admin Distribution			1,768,760-	1,469,470	299,290
Grand Total		\$ 7,814,176		\$ 6,398,274	\$ 1,415,904
		=====	=====	=====	=====
					not allocated

B. Incoming Costs-(Default Spread Salary%)

Dept:24 City Controllers Office

Department	First Incoming	Second Incoming	Controller Fin Svcs	Controller Treasury
1 City Hall	\$ 78,303	\$ 0	\$ 65,053	\$ 13,250
Subtotal - Building Depn	78,303	0	65,053	13,250
2 Equip Deprec	0	0	0	0
Subtotal - Equipment Depn	0	0	0	0
3 Insurance Retirees	178,920	444	149,014	30,350
3 Memberships	1,373	3	1,144	233
3 Consulting Services	70	0	58	12
3 Other Misc	806	2	671	137
Subtotal - Non-Dept-Gen Gov	181,169	450	150,888	30,732
5 Financial Plg & Analysis	4,249	214	3,708	755
Subtotal - Fin Plg & Analysis	4,249	214	3,708	755
7 Gen Acctng	2,722	183	2,414	492
7 Fixed Assets	1,064	70	942	192
7 Auditing Svcs	2,302	0	1,912	390
7 Fin Operations	691	44	610	124
Subtotal - Fin Reporting & Ops	6,779	297	5,878	1,197
8 Internal Controls	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0
9 Cost Accounting	559	32	491	100
9 Trust Funds Mgmt (TFM)	602	36	530	108
Subtotal - Fin Grants	1,161	68	1,021	208
10 Perf Mgmt Svcs	707	39	620	126
Subtotal - Fin Perform Mgmt	707	39	620	126
11 Purchasing	24,184	1,542	21,373	4,353
Subtotal - Fin SPD	24,184	1,542	21,373	4,353
14 Mailroom	5,891	399	5,226	1,064
14 Records	1,595	99	1,407	287
14 3-1-1 Svcs	2,264	147	2,003	408
Subtotal - ARA Operations	9,750	645	8,636	1,759
15 Payroll Svcs	9,799	484	8,543	1,740
Subtotal - ARA Payroll Svcs	9,799	484	8,543	1,740
17 Enterprise Appl	0	0	0	0
17 IT ERP	0	0	0	0
Subtotal - HITS EAS	0	0	0	0
18 Client Svcs	0	0	0	0
18 NW Data	0	0	0	0
18 NW Voice	0	0	0	0
18 Enterprise Optns	0	0	0	0
Subtotal - HITS EIS	0	0	0	0
20 Certification	3,053	90	2,611	532
20 Contract Compliance	2,510	81	2,153	438
20 Reporting & Analytics	732	22	626	128

B. Incoming Costs-(Default Spread Salary%)

Dept:24 City Controllers Office

Department	First Incoming	Second Incoming	Controller Fin Svcs	Controller Treasury
20 External Affairs & Outreach	1,811	54	1,549	316
Subtotal - OBO	8,106	247	6,940	1,413
21 City Mayor Admin	8,870	2,062	9,082	1,850
Subtotal - Mayor	8,870	2,062	9,082	1,850
22 Selection	743	14	629	128
22 Personnel Svcs	3,969	63	3,349	682
Subtotal - Human Resources	4,712	76	3,978	810
23 Legal Svcs	51,085	5,557	47,058	9,584
Subtotal - Legal	51,085	5,557	47,058	9,584
24 Controller Fin Svcs	0	13,965	11,602	2,363
Subtotal - City Controller's	0	13,965	11,602	2,363
30 Building Svcs	0	84,193	69,947	14,246
30 Utilities	0	34,369	28,553	5,816
30 Real Estate	0	17,026	14,145	2,881
Subtotal - General Services	0	135,588	112,645	22,943
Total Incoming	388,874	161,234	457,025	93,083
C. Total Allocated		\$ 8,364,284	\$ 6,855,299	\$ 1,508,987
			81.96%	18.04%

Controller Fin Svcs Allocations

Dept:24 City Controllers Office

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03 Non-Departmental-Gen Gov	52,290	2.6103	\$ 175,447	\$ 0	\$ 175,447	\$ 0	\$ 175,447
04 Finance Dir Office	1,979	0.0988	6,640	0	6,640	0	6,640
05 Finance Financial Plg & Analys	443	0.0221	1,486	0	1,486	0	1,486
06 Finance City Council	605	0.0302	2,030	0	2,030	0	2,030
07 Finance Reporting & Ops	1,773	0.0885	5,949	0	5,949	0	5,949
08 Finance Internal Controls	0	0.0000	0	0	0	0	0
09 Finance Grants	719	0.0359	2,412	0	2,412	0	2,412
10 Finance Rev Perform Mgmt	318	0.0159	1,067	0	1,067	0	1,067
11 Finance Strat Purchasing	715	0.0357	2,399	0	2,399	0	2,399
12 ARA Director Office	4,183	0.2088	14,035	0	14,035	0	14,035
13 ARA Financial Services	451	0.0225	1,513	0	1,513	0	1,513
14 ARA Operations	4,539	0.2266	15,230	0	15,230	0	15,230
15 ARA Payroll Services	687	0.0343	2,305	0	2,305	0	2,305
20 Office Business Opportunity	4,336	0.2165	14,548	0	14,548	0	14,548
21 Mayor	5,163	0.2577	17,323	0	17,323	0	17,323
22 Human Resources	50,679	2.5299	170,041	0	170,041	0	170,041
23 Legal	6,292	0.3141	21,111	0	21,111	0	21,111
24 City Controller's Office	4,162	0.2078	13,965	0	13,965	0	13,965
25 Health Administration	19,347	0.9658	64,914	0	64,914	1,390	66,304
26 Planning & Dev Admin	1,665	0.0831	5,587	0	5,587	120	5,707
28 CIP Sal Rec HPW	2,887	0.1441	9,687	0	9,687	207	9,894
29 HPD Police Records	1,213	0.0606	4,070	0	4,070	87	4,157
30 General Services	36,257	1.8099	121,652	0	121,652	2,606	124,258
33 Finance Public Fin	401	0.0200	1,345	0	1,345	29	1,374
34 Finance Treasury	1,591	0.0794	5,338	0	5,338	114	5,452
35 ARA Regulatory	1,668	0.0833	5,597	0	5,597	120	5,717
36 City Secretary	1,675	0.0836	5,620	0	5,620	120	5,740
37 City Council	25,924	1.2941	86,982	0	86,982	1,863	88,845
38 Police	196,670	9.8177	659,880	0	659,880	14,134	674,014
39 Dept of Neighborhoods	7,166	0.3577	24,044	0	24,044	515	24,559
40 Fire	173,127	8.6424	580,887	0	580,887	12,442	593,329
41 Municipal Court	20,106	1.0037	67,461	0	67,461	1,445	68,906
42 Solid Waste	38,003	1.8971	127,510	0	127,510	2,731	130,241
43 Houston Airport System (HAS)	113,265	5.6541	380,034	0	380,034	8,140	388,174
44 Housing & Community Dev	57,815	2.8861	193,985	0	193,985	4,155	198,140
45 Library	17,064	0.8518	57,254	0	57,254	1,226	58,480
46 Parks & Recreation	91,902	4.5877	308,355	0	308,355	6,605	314,960
47 Health Department	213,017	10.6337	714,728	0	714,728	15,309	730,037
48 Convention & Entertainment	1,690	0.0844	5,670	0	5,670	121	5,791
49 Fleet Management	185,580	9.2641	622,670	0	622,670	13,337	636,007
50 Planning & Dev Other	3,190	0.1592	10,703	0	10,703	229	10,932
51 Planning & Dev Spec Rev	6,927	0.3458	23,242	0	23,242	498	23,740
52 General Debt	6,539	0.3264	21,940	0	21,940	470	22,410
53 Finance Other	14,726	0.7351	49,410	0	49,410	1,058	50,468
54 ARA Insurance	1,416	0.0707	4,751	0	4,751	102	4,853
55 ARA BARC	12,920	0.6450	43,350	0	43,350	929	44,279
56 ARA Parking	17,138	0.8555	57,502	0	57,502	1,232	58,734
57 ARA Other	11,858	0.5919	39,787	0	39,787	852	40,639
58 IT Public Services	0	0.0000	0	0	0	0	0
59 Legal Insurance	5,718	0.2854	19,185	0	19,185	411	19,596
60 Legal Wkr Comp	1,022	0.0510	3,429	0	3,429	73	3,502
61 Mayor Cable TV	2,171	0.1084	7,284	0	7,284	156	7,440
62 Mayor Other	17,604	0.8788	59,066	0	59,066	1,265	60,331
63 TIRZ	1,495	0.0746	5,016	0	5,016	107	5,123
64 HR Health Benefits	141,865	7.0818	475,994	0	475,994	10,195	486,189
65 HR Long Term Disability	75	0.0037	252	0	252	5	257

Controller Fin Svcs Allocations

Dept:24 City Controllers Office

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
66 HPW Bldg Insp	39,929	1.9932	133,972	0	133,972	2,870	136,842
67 HPW Stormwater	18,158	0.9064	60,925	0	60,925	1,305	62,230
68 HPW DDSR	41,372	2.0653	138,814	0	138,814	2,973	141,787
69 HPW Water & Sewer	183,029	9.1367	614,110	0	614,110	13,154	627,264
70 HPW Houston Transtar	2,971	0.1483	9,968	0	9,968	214	10,182
71 HPW Other	34,596	1.7270	116,079	0	116,079	2,486	118,565
72 Houston Permit Center	7,724	0.3856	25,916	0	25,916	555	26,471
73 CIP S/R Planning	2	0.0001	7	0	7	0	7
74 CIP Sal Rec RE	1,233	0.0616	4,137	0	4,137	89	4,226
75 CIP S/R Engrg	1,449	0.0723	4,862	0	4,862	104	4,966
76 CIP S/R Constr	1,680	0.0839	5,637	0	5,637	121	5,758
77 CIP S/R Eng/Const	1,984	0.0990	6,657	0	6,657	143	6,800
78 CIP S/R Geo/Env	580	0.0290	1,946	0	1,946	42	1,988
79 CIP S/R Other	7,339	0.3664	24,624	0	24,624	527	25,151
80 CIP S/R GSD	1,585	0.0791	5,318	0	5,318	114	5,432
31 HEC	6,384	0.3187	21,420	0	21,420	459	21,879
91 Hurricane Ike Aid & Recovery	99	0.0049	332	0	332	7	339
92 ARRA Reimbursement Fund	266	0.0133	893	0	893	19	912
93 HR-W.C.	16,004	0.7989	53,698	0	53,698	1,150	54,848
94 HITS Other	44,355	2.2142	148,823	0	148,823	3,188	152,011
95 Legal Other	455	0.0227	1,527	0	1,527	33	1,560
Subtotal	2,003,225	100.0000	6,721,347	0	6,721,347	133,952	6,855,299
Direct Bills					0		0
Total					\$6,721,347		\$ 6,855,299
	=====	=====	=====	=====	=====	=====	=====

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

Allocation Summary

Dept:24 City Controller's Office

Department	Controller Fin Svcs	Controller Treasury	Total
0 Direct Billed	\$0	\$0	\$0
03 Non-Departmental-Gen Gov	175,447	0	175,447
04 Finance Dir Office	6,640	0	6,640
05 Finance Financial Plg & Analys	1,486	0	1,486
06 Finance City Council	2,030	0	2,030
07 Finance Reporting & Ops	5,949	0	5,949
08 Finance Internal Controls	0	0	0
09 Finance Grants	2,412	0	2,412
10 Finance Rev Perform Mgmt	1,067	0	1,067
11 Finance Strat Purchasing	2,399	0	2,399
12 ARA Director Office	14,035	0	14,035
13 ARA Financial Services	1,513	0	1,513
14 ARA Operations	15,230	0	15,230
15 ARA Payroll Services	2,305	0	2,305
20 Office Business Opportunity	14,548	0	14,548
21 Mayor	17,323	0	17,323
22 Human Resources	170,041	0	170,041
23 Legal	21,111	0	21,111
24 City Controller's Office	13,965	0	13,965
25 Health Administration	66,304	0	66,304
26 Planning & Dev Admin	5,707	0	5,707
28 CIP Sal Rec HPW	9,894	0	9,894
29 HPD Police Records	4,157	0	4,157
30 General Services	124,258	0	124,258
31 HEC	21,879	0	21,879
33 Finance Public Fin	1,374	0	1,374
34 Finance Treasury	5,452	0	5,452
35 ARA Regulatory	5,717	0	5,717
36 City Secretary	5,740	0	5,740
37 City Council	88,845	0	88,845
38 Police	674,014	0	674,014
39 Dept of Neighborhoods	24,559	0	24,559
40 Fire	593,329	0	593,329
41 Municipal Court	68,906	0	68,906
42 Solid Waste	130,241	0	130,241
43 Houston Airport System (HAS)	388,174	0	388,174
44 Housing & Community Dev	198,140	0	198,140
45 Library	58,480	0	58,480
46 Parks & Recreation	314,960	0	314,960
47 Health Department	730,037	0	730,037
48 Convention & Entertainment	5,791	0	5,791
49 Fleet Management	636,007	0	636,007
50 Planning & Dev Other	10,932	0	10,932
51 Planning & Dev Spec Rev	23,740	0	23,740
52 General Debt	22,410	0	22,410
53 Finance Other	50,468	0	50,468
54 ARA Insurance	4,853	0	4,853
55 ARA BARC	44,279	0	44,279
56 ARA Parking	58,734	0	58,734
57 ARA Other	40,639	0	40,639
58 IT Public Services	0	0	0
59 Legal Insurance	19,596	0	19,596
60 Legal Wkr Comp	3,502	0	3,502
61 Mayor Cable TV	7,440	0	7,440
62 Mayor Other	60,331	0	60,331
63 TIRZ	5,123	0	5,123
64 HR Health Benefits	486,189	0	486,189

Allocation Summary

Dept:24 City Controller's Office

Department	Controller Fin Svcs	Controller Treasury	Total
65 HR Long Term Disability	257	0	257
66 HPW Bldg Insp	136,842	0	136,842
67 HPW Stormwater	62,230	0	62,230
68 HPW DDSR	141,787	0	141,787
69 HPW Water & Sewer	627,264	0	627,264
70 HPW Houston Transtar	10,182	0	10,182
71 HPW Other	118,565	0	118,565
72 Houston Permit Center	26,471	0	26,471
73 CIP S/R Planning	7	0	7
74 CIP Sal Rec RE	4,226	0	4,226
75 CIP S/R Engrg	4,966	0	4,966
76 CIP S/R Constr	5,758	0	5,758
77 CIP S/R Eng/Const	6,800	0	6,800
78 CIP S/R Geo/Env	1,988	0	1,988
79 CIP S/R Other	25,151	0	25,151
80 CIP S/R GSD	5,432	0	5,432
91 Hurricane Ike Aid & Recovery	339	0	339
92 ARRA Reimbursement Fund	912	0	912
93 HR-W.C.	54,848	0	54,848
94 HITS Other	152,011	0	152,011
95 Legal Other	1,560	0	1,560
Total	<u>\$ 6,855,298</u> =====	<u>\$ 0</u> =====	<u>\$ 6,855,298</u> =====

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:25 Health Administration

Department		Amount	General Admin	Health Admin
Personnel Costs				
Salaries	S1	3,580,076	0	3,580,076
Salary % Split			.00%	100.00%
Benefits	S	2,326,331	0	2,326,331
Subtotal - Personnel Costs		5,906,407	0	5,906,407
Services & Supplies Cost				
Supplies	S	302,232	0	302,232
Services	S	7,513,193	0	7,513,193
Drainage Chg	D	86,044	0	0
Pmt Chg	D	19,127	0	0
Intergov Exp-1115	D	0	0	0
Subtotal - Services & Supplies		7,920,596	0	7,815,425
Department Cost Total		13,827,003	0	13,721,832
Adjustments to Cost				
Drainage Chg	D	86,044-	0	0
Pmt Chg	D	19,127-	0	0
Intergov Exp-1115	D	0	0	0
Subtotal - Adjustments		105,171-	0	0
Total Costs After Adjustments		13,721,832	0	13,721,832
General Admin Distribution		0	0	0
Grand Total		\$ 13,721,832	\$ 13,721,832	\$ 13,721,832

B. Incoming Costs-(Default Spread Salary%)

Dept:25 Health Administration

Department	First Incoming	Second Incoming	Health Admin
2 Equip Deprec	\$ 49,911	\$ 0	\$ 49,911
Subtotal - Equipment Depn	49,911	0	49,911
3 Insurance Retirees	158,746	394	159,140
3 Memberships	1,218	3	1,221
3 Consulting Services	325	1	326
3 Other Misc	1,426	4	1,430
Subtotal - Non-Dept-Gen Gov	161,715	402	162,117
5 Financial Plg & Analysis	19,749	995	20,744
Subtotal - Fin Plg & Analysis	19,749	995	20,744
7 Gen Acctng	12,653	852	13,505
7 Fixed Assets	34,912	2,285	37,197
7 Auditing Svcs	10,701	0	10,701
7 Fin Operations	1,223	77	1,300
Subtotal - Fin Reporting & Ops	59,489	3,214	62,703
8 Internal Controls	0	0	0
Subtotal - Fin Int Controls	0	0	0
9 Cost Accounting	989	57	1,046
9 Trust Funds Mgmt (TFM)	1,065	64	1,129
Subtotal - Fin Grants	2,054	121	2,175
10 Perf Mgmt Svcs	1,251	69	1,320
Subtotal - Fin Perform Mgmt	1,251	69	1,320
11 Purchasing	15,274	974	16,248
Subtotal - Fin SPD	15,274	974	16,248
14 Records	1,411	87	1,498
Subtotal - ARA Operations	1,411	87	1,498
15 Payroll Svcs	8,668	428	9,096
Subtotal - ARA Payroll Service	8,668	428	9,096
17 IT ERP	0	0	0
Subtotal - HITS EAS	0	0	0
18 Client Svcs	0	0	0
18 NW Data	0	0	0
18 NW Voice	0	0	0
18 Enterprise Optns	0	0	0
Subtotal - HITS EIS	0	0	0
19 IT Radio Svcs	0	0	0
Subtotal - HITS Radio	0	0	0
20 Certification	2,701	80	2,781
20 External Affairs & Outreach	1,602	47	1,649
Subtotal - OBO	4,303	127	4,430
21 City Mayor Admin	7,847	1,824	9,671
Subtotal - Mayor	7,847	1,824	9,671

B. Incoming Costs-(Default Spread Salary%)

Dept:25 Health Administration

Department	First Incoming	Second Incoming	Health Admin
22 Personnel Svcs	3,511	55	3,566
Subtotal - Human Resources	3,511	55	3,566
23 Legal Svcs	639,008	69,511	708,519
Subtotal - Legal	639,008	69,511	708,519
24 Controller Fin Svcs	64,914	1,390	66,304
Subtotal - City Controller's	64,914	1,390	66,304
30 Real Estate	0	440,292	440,292
Subtotal - General Services	0	440,292	440,292
Total Incoming	1,039,105	519,490	1,558,595
C. Total Allocated		\$ 15,280,427	\$ 15,280,427
	=====	=====	=====
			100.00%

Health Admin Allocations

Dept:25 Health Administration

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
47 Health Department	100	100.0000	\$ 14,760,937	\$ 0	\$ 14,760,937	\$ 519,490	\$ 15,280,427
Subtotal	100	100.0000	14,760,937	0	14,760,937	519,490	15,280,427
Direct Bills					0		0
Total					\$14,760,937		\$ 15,280,427

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

Allocation Summary

Dept:25 Health Administration

Department	Health Admin	Total
0 Direct Billed	\$0	\$0
47 Health Department	15,280,427	15,280,427
Total	<u>\$ 15,280,427</u> =====	<u>\$ 15,280,427</u> =====

PLANNING AND DEVELOPMENT - ADMINISTRATION FUNCTION AND ALLOCATION BASIS

The Planning and Development Department is responsible for: comprehensive; strategic and long-range land use and transportation planning; reviewing subdivision and development plats; and development and maintenance of the citywide Geographic Information System (GIS). Additionally, the department's responsibilities include the Houston Office of Preservation, and community engagement. 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 departmental total expenditures and the remaining fifty percent of the costs will be allocated based on the number of FTE positions.

A. Department Costs

Dept:26 Planning & Dev Admin

Department	Amount	General Admin	Planning Admin-FTEs	Planning Admin-Expenditures
Personnel Costs				
Salaries	S1 748,335	0	374,168	374,168
Salary % Split		.00%	50.00%	50.00%
Benefits	S 338,329	0	169,165	169,165
Subtotal - Personnel Costs	1,086,664	0	543,332	543,332
Services & Supplies Cost				
Supplies	S 1,083	0	542	542
Services	S 320,125	0	160,063	160,063
Subtotal - Services & Supplies	321,208	0	160,604	160,604
Department Cost Total	1,407,872	0	703,936	703,936
Adjustments to Cost				
Subtotal - Adjustments		0	0	0
Total Costs After Adjustments	1,407,872	0	703,936	703,936
General Admin Distribution		0	0	0
Grand Total	\$ 1,407,872		\$ 703,936	\$ 703,936
	=====	=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:26 Planning & Dev Admin

Department	First Incoming	Second Incoming	Planning Admin-FTEs	Planning Admin-Expenditures
3 Insurance Retirees	\$ 28,651	\$ 71	\$ 14,361	\$ 14,361
3 Memberships	220	1	110	110
3 Consulting Services	28	0	14	14
3 Other Misc	145	0	73	73
3 Walker Rent	0	0	0	0
Subtotal - Non-Dept-Gen Gov	29,044	72	14,558	14,558
5 Financial Plg & Analysis	1,700	86	893	893
Subtotal - Fin Plg & Analysis	1,700	86	893	893
7 Gen Acctng	1,089	73	581	581
7 Fixed Assets	1,277	84	680	680
7 Auditing Svcs	921	0	461	461
7 Fin Operations	125	8	66	66
Subtotal - Fin Reporting & Ops	3,412	165	1,788	1,788
8 Internal Controls	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0
9 Cost Accounting	101	6	53	53
9 Trust Funds Mgmt (TFM)	108	6	57	57
Subtotal - Fin Grants	209	12	111	111
10 Perf Mgmt Svcs	127	7	67	67
Subtotal - Fin Perform Mgmt	127	7	67	67
11 Purchasing	424	27	226	226
Subtotal - Fin SPD	424	27	226	226
14 Mailroom	9,072	615	4,843	4,843
14 Records	255	16	135	135
14 3-1-1 Svcs	5,105	331	2,718	2,718
Subtotal - ARA Operations	14,432	962	7,697	7,697
15 Payroll Svcs	1,564	77	821	821
Subtotal - ARA Payroll Svcs	1,564	77	821	821
17 Enterprise Appl	0	0	0	0
17 IT ERP	0	0	0	0
Subtotal - HITS EAS	0	0	0	0
18 Client Svcs	0	0	0	0
18 NW Data	0	0	0	0
18 NW Voice	0	0	0	0
18 Enterprise Optns	0	0	0	0
Subtotal - HITS EIS	0	0	0	0
20 Certification	487	14	251	251
20 Contract Compliance	5,021	162	2,592	2,592
20 External Affairs & Outreach	289	9	149	149
Subtotal - OBO	5,797	185	2,991	2,991
21 City Mayor Admin	1,416	329	873	873
Subtotal - Mayor	1,416	329	873	873

B. Incoming Costs-(Default Spread Salary%)

Dept:26 Planning & Dev Admin

Department	First Incoming	Second Incoming	Planning Admin-FTEs	Planning Admin-Expenditures
22 Selection	433	8	221	221
22 Personnel Svcs	634	10	322	322
Subtotal - Human Resources	1,067	18	543	543
23 Legal Svcs *	56,991	6,199	31,595	31,595
23 Inspector General	0	0	0	0
Subtotal - Legal	56,991	6,199	31,595	31,595
24 Controller Fin Svcs	5,587	120	2,853	2,853
Subtotal - City Controller's	5,587	120	2,853	2,853
30 Real Estate	0	23,465	11,733	11,733
Subtotal - General Services	0	23,465	11,733	11,733
Total Incoming	121,770	31,724	76,747	76,747
C. Total Allocated		\$ 1,561,366	\$ 780,683	\$ 780,683
			50.00%	50.00%

Planning Admin - FTEs Allocations

Dept:26 Planning & Dev Admin

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
50 Planning & Dev Other	29.84	38.6629	\$ 295,702	\$ 0	\$ 295,702	\$ 6,133	\$ 301,835
51 Planning & Dev Spec Rev	47.34	61.3371	469,119	0	469,119	9,729	478,848
Subtotal	77.18	100.0000	764,821	0	764,821	15,862	780,683
Direct Bills					0		0
Total					\$764,821		\$ 780,683
	=====	=====	=====	=====	=====	=====	=====

Basis Units: Planning & Dev FTEs
COH FTE Report

Planning Admin - Expenditures Allocations

Dept:26 Planning & Dev Admin

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
50 Planning & Dev Other	4,342,749	37.7216	\$ 288,503	\$ 0	\$ 288,503	\$ 5,984	\$ 294,487
51 Planning & Dev Spec Rev	7,169,889	62.2784	476,318	814,491-	338,173-	9,879	328,294-
Subtotal	11,512,638	100.0000	764,821	814,491-	49,670-	15,862	33,808-
Direct Bills					814,491		814,491
Total	=====	=====	=====	=====	\$764,821	=====	\$ 780,683

Basis Units: Planning & Dev FY2021 Expenditures

Source: COH Expenditure Report

Allocation Summary

Dept:26 Planning & Dev Admin

Department	Planning Admin - FTEs	Planning Admin - Expenditures	Total
0 Direct Billed	\$0	\$ 814,491	\$ 814,491
50 Planning & Dev Other	301,835	294,487	596,322
51 Planning & Dev Spec Rev	478,848	328,294-	150,554
Total	\$ 780,683 =====	\$ 780,684 =====	\$ 1,561,367 =====

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:27 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	0
		=====	=====	=====	=====

B. Incoming Costs-(Default Spread Custom%)

Dept:27 HPW Admin Indirect

Department	First Incoming	Second Incoming	Admin Exp	Admin FTE
14 Mailroom	\$ 765	\$ 52	\$ 408	\$ 408
14 Property	328,189	19,983	174,086	174,086
14 3-1-1 Svcs	628,125	40,747	334,436	334,436
Subtotal - ARA Operations	957,079	60,782	508,930	508,930
17 Enterprise Appl	0	0	0	0
Subtotal - HITS EAS	0	0	0	0
18 Client Svcs	0	0	0	0
18 NW Data	0	0	0	0
18 NW Voice	0	0	0	0
Subtotal - HITS EIS	0	0	0	0
20 Contract Compliance	678,666	21,939	350,303	350,303
20 Reporting & Analytics	74,868	2,259	38,564	38,564
20 Dept Services	55,341	1,929	28,635	28,635
Subtotal - OBO	808,875	26,127	417,501	417,501
22 Selection	1,362	25	694	694
Subtotal - Human Resources	1,362	25	694	694
23 Legal Svcs *	322,605	35,093	178,849	178,849
23 Inspector General	192,610	14,206	103,408	103,408
Subtotal - Legal	515,215	49,299	282,257	282,257
29 Records Mgmt	0	71,474	35,737	35,737
Subtotal - HPD Police Records	0	71,474	35,737	35,737
30 In-House Renov	0	0	0	0
30 Real Estate	0	132,531	66,266	66,266
Subtotal - General Services	0	132,531	66,266	66,266
Total Incoming	2,282,531	340,238	1,311,385	1,311,385
C. Total Allocated		\$ 2,622,769	\$ 1,311,385	\$ 1,311,385
			50.00%	50.00%

Admin Exp Allocations

Dept:27 HPW Admin Indirect

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
28 CIP Sal Rec HPW	4,646,568	0.6336	\$ 7,231	\$ 0	\$ 7,231	\$ 1,078	\$ 8,309
66 HPW Bldg Insp	67,774,172	9.2420	105,476	0	105,476	15,722	121,198
67 HPW Stormwater	37,443,834	5.1060	58,273	0	58,273	8,686	66,959
68 HPW DDSR	67,216,611	9.1660	104,608	0	104,608	15,593	120,201
69 HPW Water & Sewer	473,355,544	64.5490	736,676	0	736,676	109,810	846,486
70 HPW Houston Transtar	2,468,121	0.3366	3,841	0	3,841	573	4,414
71 HPW Other	34,502,321	4.7049	53,695	0	53,695	8,004	61,699
72 Houston Permit Center	9,806,818	1.3373	15,262	0	15,262	2,275	17,537
73 CIP S/R Planning	0	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	5,141,071	0.7011	8,001	0	8,001	1,193	9,194
75 CIP S/R Engrg	8,043,181	1.0968	12,517	0	12,517	1,866	14,383
76 CIP S/R Constr	9,173,641	1.2510	14,277	0	14,277	2,128	16,405
77 CIP S/R Eng/Const	4,995,299	0.6812	7,774	0	7,774	1,159	8,933
78 CIP S/R Geo/Env	1,014,644	0.1384	1,579	0	1,579	235	1,814
79 CIP S/R Other	7,745,108	1.0562	12,054	0	12,054	1,797	13,851
Subtotal	733,326,933	100.0000	1,141,264	0	1,141,264	170,119	1,311,383
Direct Bills					0		0
Total	=====	=====	=====	=====	\$1,141,264	=====	\$ 1,311,383

Basis Units: HPW FY2021 operating expenditures
Source: COH Expenditure Report

Admin FTE Allocations

Dept:27 HPW Admin Indirect

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
28 CIP Sal Rec HPW	40.81	1.0621	\$ 12,121	\$ 0	\$ 12,121	\$ 1,807	\$ 13,928
66 HPW Bldg Insp	589.19	15.3335	174,996	0	174,996	26,085	201,081
67 HPW Stormwater	309.29	8.0492	91,863	0	91,863	13,693	105,556
68 HPW DDSR	468.62	12.1957	139,185	0	139,185	20,747	159,932
69 HPW Water & Sewer	2,123.72	55.2692	630,769	0	630,769	94,023	724,792
70 HPW Houston Transtar	8.54	0.2223	2,536	0	2,536	378	2,914
71 HPW Other	7.52	0.1957	2,234	0	2,234	333	2,567
72 Houston Permit Center	29.04	0.7558	8,625	0	8,625	1,286	9,911
73 CIP S/R Planning	0.00	0.0000	0	0	0	0	0
74 CIP Sal Rec RE	44.14	1.1487	13,110	0	13,110	1,954	15,064
75 CIP S/R Engrg	63.02	1.6401	18,718	0	18,718	2,790	21,508
76 CIP S/R Constr	66.01	1.7179	19,606	0	19,606	2,922	22,528
77 CIP S/R Eng/Const	25.71	0.6691	7,636	0	7,636	1,138	8,774
78 CIP S/R Geo/Env	10.18	0.2649	3,024	0	3,024	451	3,475
79 CIP S/R Other	56.71	1.4759	16,844	0	16,844	2,511	19,355
Subtotal	3,842.50	100.0000	1,141,267	0	1,141,267	170,119	1,311,386
Direct Bills					0		0
Total	=====	=====	=====	=====	\$1,141,267	=====	\$ 1,311,386

Basis Units: HPW FY2021 FTEs
 Source: COH FTE Report

Allocation Summary

Dept:27 HPW Admin Indirect

Department	Admin Exp	Admin FTE	Total
0 Direct Billed	\$0	\$0	\$0
28 CIP Sal Rec HPW	8,309	13,928	22,237
66 HPW Bldg Insp	121,198	201,081	322,279
67 HPW Stormwater	66,959	105,556	172,515
68 HPW DDSR	120,201	159,932	280,133
69 HPW Water & Sewer	846,486	724,792	1,571,278
70 HPW Houston Transtar	4,414	2,914	7,328
71 HPW Other	61,699	2,567	64,266
72 Houston Permit Center	17,537	9,911	27,448
73 CIP S/R Planning	0	0	0
74 CIP Sal Rec RE	9,194	15,064	24,258
75 CIP S/R Engrg	14,383	21,508	35,891
76 CIP S/R Constr	16,405	22,528	38,933
77 CIP S/R Eng/Const	8,933	8,774	17,707
78 CIP S/R Geo/Env	1,814	3,475	5,289
79 CIP S/R Other	13,851	19,355	33,206
Total	\$ 1,311,383	\$ 1,311,385	\$ 2,622,768
	=====	=====	=====

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:28 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	<u>0</u>	<u>0</u>	<u>0</u>
Department Cost Total	0	0	0
Adjustments to Cost			
Subtotal - Adjustments	<u>0</u>	<u>0</u>	<u>0</u>
Total Costs After Adjustments	0	0	0
General Admin Distribution		0	0
Grand Total	<u>0</u>	<u>0</u>	<u>0</u>
	=====	=====	=====

B. Incoming Costs-(Default Spread Custom%)

Dept:28 CIP Sal Rec HPW

Department	First Incoming	Second Incoming	CIP Admin Svcs
2 Equip Deprec	\$ 2,862	\$ 0	\$ 2,862
Subtotal - Equipment Depreciat	2,862	0	2,862
3 Consulting Services	48	0	48
Subtotal - Non-Dept-Gen Gov	48	0	48
5 Financial Plg & Analysis	2,947	148	3,095
Subtotal - Fin Plg & Analysis	2,947	148	3,095
7 Gen Acctng	1,888	127	2,015
7 Auditing Svcs	1,597	0	1,597
7 Fin Operations	411	26	437
Subtotal - Fin Reporting & Ops	3,896	153	4,049
9 Cost Accounting	332	19	351
9 Trust Funds Mgmt (TFM)	358	21	379
Subtotal - Finance Grants	690	41	730
10 Perf Mgmt Svcs	420	23	443
Subtotal - Fin Perform Mgmt	420	23	443
11 Purchasing	2,121	135	2,256
Subtotal - Finance SPD	2,121	135	2,256
14 Mailroom	32,026	2,170	34,196
14 Records	1,297	80	1,377
Subtotal - ARA Operations	33,323	2,250	35,573
15 Payroll Svcs	24,985-	394	24,591-
Subtotal - ARA Payroll Svcs	24,985-	394	24,591-
18 Enterprise Optns	0	0	0
Subtotal - HITS EIS	0	0	0
20 Certification	2,483	73	2,556
20 Contract Compliance	384,139-	0	384,139-
20 External Affairs & Outreach	1,474	44	1,518
Subtotal - OBO	380,182-	117	380,065-
21 City Mayor Admin	7,215	1,677	8,892
Subtotal - Mayor	7,215	1,677	8,892
22 Selection	6,748	126	6,874
22 Personnel Svcs	3,229	51	3,280
Subtotal - Human Resources	9,977	177	10,154
24 Controller Fin Svcs	9,687	207	9,894
Subtotal - City Control Office	9,687	207	9,894
27 Admin Exp	7,231	1,078	8,309
27 Admin FTE	12,121	1,807	13,928
Subtotal - HPW Admin Indirect	19,352	2,885	22,237

B. Incoming Costs-(Default Spread Custom%)

Dept:28 CIP Sal Rec HPW

Department	First Incoming	Second Incoming	CIP Admin Svcs
Total Incoming	312,629-	8,208	304,423-
C. Total Allocated		\$ 304,421	\$ 304,423
	=====	=====	=====

CIP Admin Svcs Allocations

Dept:28 CIP Sal Rec HPW

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
73 CIP S/R Planning	0.00	0.0000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
74 CIP Sal Rec RE	44.14	16.6083	51,923-	0	51,923-	1,363	50,560-
75 CIP S/R Engrg	63.02	23.7122	74,131-	0	74,131-	1,946	72,185-
76 CIP S/R Constr	66.01	24.8373	77,648-	0	77,648-	2,039	75,609-
77 CIP S/R Eng/Const	25.71	9.6738	30,243-	0	30,243-	794	29,449-
78 CIP S/R Geo/Env	10.18	3.8304	11,975-	0	11,975-	314	11,661-
79 CIP S/R Other	56.71	21.3380	66,709-	0	66,709-	1,751	64,958-
Subtotal	265.77	100.0000	312,629-	0	312,629-	8,208	304,421-
Direct Bills					0		0
Total					\$312,629-		\$ 304,421
	=====	=====	=====	=====	=====	=====	=====

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

Allocation Summary

Dept:28 CIP Sal Rec HPW

Department	CIP Admin Svcs	Total
0 Direct Billed	\$0	\$0
73 CIP S/R Planning	0	0
74 CIP Sal Rec RE	50,560-	50,560-
75 CIP S/R Engrg	72,185-	72,185-
76 CIP S/R Constr	75,609-	75,609-
77 CIP S/R Eng/Const	29,449-	29,449-
78 CIP S/R Geo/Env	11,661-	11,661-
79 CIP S/R Other	64,958-	64,958-
Total	\$ 304,422 =====	\$ 304,422 =====

**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:29 HPD Police Records

Department		Amount	General Admin	Records Mgmt
Personnel Costs				
Salaries	S1	3,450,184	0	3,450,184
Salary % Split			.00%	100.00%
Benefits	S	1,959,475	0	1,959,475
Subtotal - Personnel Costs		5,409,659	0	5,409,659
Services & Supplies Cost				
Supplies	S	2,850	0	2,850
Services	S	2,538	0	2,538
Subtotal - Services & Supplies		5,388	0	5,388
Department Cost Total		5,415,047	0	5,415,047
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		5,415,047	0	5,415,047
General Admin Distribution			0	0
Grand Total		\$ 5,415,047		\$ 5,415,047
		=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:29 HPD Police Records

Department	First Incoming	Second Incoming	Records Mgmt
3 Insurance Retirees	\$ 264,445	\$ 657	\$ 265,102
3 Memberships	2,029	5	2,034
3 Consulting Services	20	0	20
3 Other Misc	558	1	559
Subtotal - Non-Dept-Gen Gov	267,052	663	267,715
5 Financial Plg & Analysis	1,238	62	1,300
Subtotal - Fin Plg & Analysis	1,238	62	1,300
7 Gen Acctng	793	53	846
7 Auditing Svcs - General Fund	671	0	671
7 Fin Operations	479	30	509
Subtotal - Fin Reporting & Ops	1,943	84	2,027
8 Internal Controls	0	0	0
Subtotal - Fin Int Controls	0	0	0
9 Cost Accounting	387	22	409
9 Trust Funds Mgmt (TFM)	417	25	442
Subtotal - Fin Grants	804	47	851
10 Perf Mgmt Svcs	490	27	517
Subtotal - Fin Perform Mgmt	490	27	517
14 Records	2,350	146	2,496
Subtotal - ARA Operations	2,350	146	2,496
15 Payroll Svcs	14,439	713	15,152
Subtotal - ARA Payroll Svcs	14,439	713	15,152
17 IT ERP	0	0	0
Subtotal - HITS EAS	0	0	0
18 Enterprise Optns	0	0	0
Subtotal - HITS EIS	0	0	0
20 Certification	4,499	133	4,632
20 External Affairs & Outreach	2,669	79	2,748
Subtotal - OBO	7,168	212	7,380
21 City Mayor Admin	13,071	3,038	16,109
Subtotal - Mayor	13,071	3,038	16,109
22 Personnel Svcs	5,849	92	5,941
Subtotal - Human Resources	5,849	92	5,941
24 Controller Fin Svcs	4,070	87	4,157
Subtotal - City Controller's	4,070	87	4,157

Total Incoming 318,474 5,172 323,646

C. Total Allocated \$ 5,738,693 \$ 5,738,693
 =====
 100.00%

Records Mgmt Allocations

Dept:29 HPD Police Records

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
23 Legal	146	0.8465	\$ 48,536	\$ 0	\$ 48,536	\$ 0	\$ 48,536
27 HPW Admin Indirect	215	1.2466	71,474	0	71,474	0	71,474
38 Police	22	0.1276	7,314	0	7,314	7	7,321
40 Fire	11	0.0638	3,657	0	3,657	3	3,660
96 Other	16,853	97.7155	5,602,541	0	5,602,541	5,162	5,607,703
Subtotal	17,247	100.0000	5,733,522	0	5,733,522	5,172	5,738,694
Direct Bills					0		0
Total	=====	=====	=====	=====	\$5,733,522	=====	\$ 5,738,694

Basis Units: Number of reports issued per department

Source: Police Department Report

Allocation Summary

Dept:29 HPD Police Records

Department	Records Mgmt	Total
0 Direct Billed	\$0	\$0
23 Legal	48,536	48,536
27 HPW Admin Indirect	71,474	71,474
38 Police	7,321	7,321
40 Fire	3,660	3,660
96 Other	5,607,703	5,607,703
Total	<u>\$ 5,738,694</u> =====	<u>\$ 5,738,694</u> =====

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 Houston Public Works Security Division was consolidated with General Services Department Security Management Division. The Real Estate team handles office space lease negotiations citywide and was also moved to the Design & Construction Division.

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 General Services Department.
- **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:30 General Services

Description		Amount	General Admin	Design & Const	Building Svcs	Utilities
Personnel Costs						
Salaries	S1	10,598,339	897,322	102,910	5,426,325	0
Salary % Split			8.47%	0.97%	51.20%	.00%
Benefits	P	6,315,426	601,282	48,109	3,335,245	161,428-
Subtotal - Personnel Costs		16,913,765	1,498,604	151,019	8,761,570	161,428-
Services & Supplies Cost						
Supplies	P	2,074,189	14,929	66,663	485,558	142,017
Services	P	26,590,825	163,405	103,872	11,972,121	9,505,358
N-GF Services	D	106,988,067	0	0	0	0
Credit direct Expenses	P	2,489,317-	0	0	0	0
Subtotal - Services & Supplies		133,163,764	178,334	170,535	12,457,679	9,647,375
Department Cost Total		150,077,529	1,676,938	321,554	21,219,249	9,485,947
Adjustments to Cost						
N-GF Services	D	106,988,067-	0	0	0	0
Subtotal - Adjustments	D	106,988,067-	0	0	0	0
Total Costs After Adjustments		43,089,462	1,676,938	321,554	21,219,249	9,485,947
General Admin Distribution			1,676,938-	17,789	938,005	0
Grand Total		\$ 43,089,462		\$ 339,343	\$ 22,157,254	\$ 9,485,947
		=====	=====	=====	=====	=====

B. Incoming Costs-(Default Spread Salary%)

Dept:30 General Services

Description	First Incoming	Second Incoming	Design & Const	Building Svcs	Utilities	In-House Renov	Real Estate
1 City Hall	\$ 5,216	\$ 0	\$ 55	\$ 2,918	\$ 0	\$ 139	\$ 111
1 City Hall Annex	33,838	0	359	18,927	0	902	721
Subtotal - Building Depn	39,054	0	414	21,845	0	1,041	832
2 Equip Deprec	10,450	0	111	5,845	0	278	223
Subtotal - Equipment Depn	10,450	0	111	5,845	0	278	223
3 Insurance Retirees	486,861	1,209	5,178	273,005	0	13,005	10,395
3 Memberships	3,735	9	40	2,094	0	100	80
3 Consulting Services	608	2	6	341	0	16	13
3 Other Misc	3,979	10	42	2,231	0	106	85
3 Walker Rent	0	0	0	0	0	0	0
Subtotal - Non-Dept-Gen Gov	495,183	1,230	5,266	277,672	0	13,227	10,572
5 Financial Plg & Analysis	37,011	1,864	412	21,745	0	1,036	828
Subtotal - Fin Plg & Analysis	37,011	1,864	412	21,745	0	1,036	828
7 Gen Acctng	23,712	1,597	268	14,157	0	674	539
7 Fixed Assets	12,134	794	137	7,231	0	344	275
7 Auditing Svcs	20,055	0	213	11,218	0	534	427
7 Fin Operations	13,493	850	152	8,023	0	382	305
Subtotal - Fin Reporting & Ops	69,394	3,242	771	40,629	0	1,935	1,547
8 Internal Controls	0	0	0	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0	0	0	0
9 Grants Mgmt	1,389	79	16	821	0	39	31
9 Cost Accounting	10,913	630	122	6,457	0	308	246
9 Trust Funds Mgmt (TFM)	11,750	702	132	6,965	0	332	265
Subtotal - Fin Grants	24,052	1,412	270	14,243	0	679	542
10 Perf Mgmt Svcs	13,804	766	155	8,150	0	388	310
Subtotal - Fin Perform Mgmt	13,804	766	155	8,150	0	388	310
11 Purchasing	372,942	23,785	4,209	221,912	0	10,571	8,449
Subtotal - Fin SPD	372,942	23,785	4,209	221,912	0	10,571	8,449
14 Mailroom	10,056	681	114	6,006	0	286	229
14 Property	3,980	242	45	2,362	0	113	90
14 Records	6,732	417	76	3,999	0	190	152
14 3-1-1 Svcs	4,605	299	52	2,743	0	131	104
Subtotal - ARA Operations	25,373	1,639	287	15,110	0	720	575
15 Payroll Svcs	41,369	2,043	461	24,283	0	1,157	925
Subtotal - ARA Payroll Svcs	41,369	2,043	461	24,283	0	1,157	925
17 Enterprise Appl	0	0	0	0	0	0	0
17 IT ERP	0	0	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0	0	0
18 Client Svcs	0	0	0	0	0	0	0
18 NW Data	0	0	0	0	0	0	0
18 NW Voice	0	0	0	0	0	0	0
18 Enterprise Optns	0	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:30 General Services

Description	First Incoming	Second Incoming	Design & Const	Building Svcs	Utilities	In-House Renov	Real Estate
19 IT Radio Svcs	0	0	0	0	0	0	0
Subtotal - HITS Radio	0	0	0	0	0	0	0
20 Certification	12,889	381	141	7,423	0	354	283
20 Contract Compliance	137,240	4,437	1,503	79,248	0	3,775	3,017
20 Reporting & Analytics	6,146	185	67	3,542	0	169	135
20 Dept Services	10,194	355	112	5,901	0	281	225
20 External Affairs & Outreach	7,648	226	84	4,405	0	210	168
Subtotal - OBO	174,117	5,585	1,906	100,517	0	4,788	3,827
21 City Mayor Admin	37,449	8,703	490	25,816	0	1,230	983
Subtotal - Mayor	37,449	8,703	490	25,816	0	1,230	983
22 Selection	6,005	112	65	3,421	0	163	130
22 Personnel Svcs	16,757	264	181	9,521	0	454	363
Subtotal - Human Resources	22,762	376	245	12,942	0	617	493
23 Legal Svcs	353,610	38,466	4,159	219,310	0	10,447	8,350
23 Inspector General	25,693	1,895	293	15,432	0	735	588
Subtotal - Legal	379,303	40,360	4,452	234,741	0	11,182	8,938
24 Controller Fin Svcs	121,652	2,606	1,318	69,504	0	3,311	2,646
Subtotal - City Controller's	121,652	2,606	1,318	69,504	0	3,311	2,646
30 Design & Const	0	0	0	0	0	0	0
30 Building Svcs	0	585,997	6,216	327,781	0	15,614	12,480
30 Utilities	0	239,215	2,538	133,806	0	6,374	5,095
30 In-House Renov	0	0	0	0	0	0	0
30 Real Estate	0	76,149	808	42,594	0	2,029	1,622
Subtotal - General Services	0	901,361	9,562	504,182	0	24,018	19,197
Total Incoming	1,863,915	994,973	30,328	1,599,136	0	76,178	60,887
C. Total Allocated		\$ 45,948,350	\$ 369,671	\$ 23,756,390	\$ 9,485,947	\$ 511,714	\$ 3,092,985
			0.80%	51.70%	20.64%	1.11%	6.73%

B. Incoming Costs-(Default Spread Salary%)

Dept:30 General Services

Description	First Incoming	Second Incoming	Building Svcs Reimb	Other Non-GF.
1 City Hall	\$ 5,216	\$ 0	\$ 118	\$ 1,875
1 City Hall Annex	33,838	0	763	12,167
Subtotal - Building Depn	39,054	0	880	14,042
2 Equip Deprec	10,450	0	235	3,757
Subtotal - Equipment Depn	10,450	0	235	3,757
3 Insurance Retirees	486,861	1,209	10,998	175,490
3 Memberships	3,735	9	84	1,346
3 Consulting Services	608	2	14	219
3 Other Misc	3,979	10	90	1,434
3 Walker Rent	0	0	0	0
Subtotal - Non-Dept-Gen Gov	495,183	1,230	11,186	178,489
5 Financial Plg & Analysis	37,011	1,864	876	13,978
Subtotal - Fin Plg & Analysis	37,011	1,864	876	13,978
7 Gen Acctng	23,712	1,597	570	9,100
7 Fixed Assets	12,134	794	291	4,648
7 Auditing Svcs	20,055	0	452	7,211
7 Fin Operations	13,493	850	323	5,157
Subtotal - Fin Reporting & Ops	69,394	3,242	1,637	26,117
8 Internal Controls	0	0	0	0
Subtotal - Fin Int Controls	0	0	0	0
9 Grants Mgmt	1,389	79	33	528
9 Cost Accounting	10,913	630	260	4,150
9 Trust Funds Mgmt (TFM)	11,750	702	281	4,477
Subtotal - Fin Grants	24,052	1,412	574	9,156
10 Perf Mgmt Svcs	13,804	766	328	5,239
Subtotal - Fin Perform Mgmt	13,804	766	328	5,239
11 Purchasing	372,942	23,785	8,940	142,646
Subtotal - Fin SPD	372,942	23,785	8,940	142,646
14 Mailroom	10,056	681	242	3,861
14 Property	3,980	242	95	1,518
14 Records	6,732	417	161	2,570
14 3-1-1 Svcs	4,605	299	111	1,763
Subtotal - ARA Operations	25,373	1,639	609	9,713
15 Payroll Svcs	41,369	2,043	978	15,609
Subtotal - ARA Payroll Svcs	41,369	2,043	978	15,609
17 Enterprise Appl	0	0	0	0
17 IT ERP	0	0	0	0
Subtotal - HITS EAS	0	0	0	0
18 Client Svcs	0	0	0	0
18 NW Data	0	0	0	0
18 NW Voice	0	0	0	0
18 Enterprise Optns	0	0	0	0
Subtotal - HITS EIS	0	0	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:30 General Services

Description	First Incoming	Second Incoming	Building Svcs Reimb	Other Non-GF.
19 IT Radio Svcs	0	0	0	0
Subtotal - HITS Radio	0	0	0	0
20 Certification	12,889	381	299	4,771
20 Contract Compliance	137,240	4,437	3,193	50,941
20 Reporting & Analytics	6,146	185	143	2,277
20 Dept Services	10,194	355	238	3,793
20 External Affairs & Outreach	7,648	226	177	2,831
Subtotal - OBO	174,117	5,585	4,049	64,613
21 City Mayor Admin	37,449	8,703	1,040	16,594
Subtotal - Mayor	37,449	8,703	1,040	16,594
22 Selection	6,005	112	138	2,199
22 Personnel Svcs	16,757	264	384	6,120
Subtotal - Human Resources	22,762	376	521	8,319
23 Legal Svcs	353,610	38,466	8,835	140,974
23 Inspector General	25,693	1,895	622	9,919
Subtotal - Legal	379,303	40,360	9,457	150,893
24 Controller Fin Svcs	121,652	2,606	2,800	44,678
Subtotal - City Controller's	121,652	2,606	2,800	44,678
30 Design & Const	0	0	0	0
30 Building Svcs	0	585,997	13,205	210,700
30 Utilities	0	239,215	5,390	86,012
30 In-House Renov	0	0	0	0
30 Real Estate	0	76,149	1,716	27,380
Subtotal - General Services	0	901,361	20,311	324,092
Total Incoming	1,863,915	994,973	64,422	1,027,936
C. Total Allocated		\$ 45,948,350	\$ 102,210	\$ 8,629,430
			0.22%	18.78%

Design & Const Allocations

Dept:30 General Services

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
03 Non-Departmental-Gen Gov	987,687	20.6843	\$ 74,281	\$ 0	\$ 74,281	\$ 0	\$ 74,281
38 Police	789,889	16.5420	59,405	0	59,405	2,201	61,606
40 Fire	695,940	14.5745	52,339	0	52,339	1,939	54,278
42 Solid Waste	52,831	1.1064	3,973	0	3,973	147	4,120
45 Library	511,877	10.7198	38,497	0	38,497	1,427	39,924
46 Parks & Recreation	985,966	20.6483	74,151	0	74,151	2,748	76,899
47 Health Department	657,670	13.7730	49,461	0	49,461	1,833	51,294
69 HPW Water & Sewer	93,198	1.9518	7,009	0	7,009	260	7,269
Subtotal	4,775,058	100.0000	359,116	0	359,116	10,555	369,671
Direct Bills					0		0
Total	=====	=====	=====	=====	\$359,116	=====	\$ 369,671

Basis Units: GSD Fund 1001 expense per department served

Source: GSD Report

Building Svcs Allocations

Dept:30 General Services

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	73,070	0.5907	\$ 137,031	\$ 0	\$ 137,031	\$ 0	\$ 137,031
12 ARA Director Office	137,767	1.1136	258,359	0	258,359	0	258,359
21 Mayor	85,574	0.6917	160,480	0	160,480	0	160,480
23 Legal	129,147	1.0439	242,194	0	242,194	0	242,194
24 City Controller's Office	44,895	0.3629	84,193	0	84,193	0	84,193
30 General Services	312,476	2.5259	585,997	0	585,997	0	585,997
36 City Secretary	10,554	0.0853	19,792	0	19,792	507	20,299
37 City Council	37,542	0.3035	70,404	0	70,404	1,803	72,207
38 Police	4,959,446	40.0891	9,300,619	0	9,300,619	238,188	9,538,807
39 Dept of Neighborhoods	16,396	0.1325	30,748	0	30,748	787	31,535
40 Fire	2,055,400	16.6146	3,854,562	0	3,854,562	98,715	3,953,277
41 Municipal Court	70,991	0.5738	133,132	0	133,132	3,409	136,541
45 Library	2,008,133	16.2325	3,765,921	0	3,765,921	96,445	3,862,366
46 Parks & Recreation	61,823	0.4997	115,939	0	115,939	2,969	118,908
47 Health Department	2,108,275	17.0420	3,953,720	0	3,953,720	101,254	4,054,974
49 Fleet Management	13,051	0.1055	24,475	0	24,475	627	25,102
61 Mayor Cable TV	20,029	0.1619	37,561	0	37,561	962	38,523
31 HEC	90,986	0.7355	170,629	0	170,629	4,370	174,999
94 HITS Other	135,491	1.0952	254,091	0	254,091	6,507	260,598
Subtotal	12,371,046	100.0000	23,199,847	0	23,199,847	556,543	23,756,390
Direct Bills					0		0
Total	=====	=====	=====	=====	\$23,199,847	=====	\$ 23,756,390

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

Utilities Allocations

Dept:30 General Services

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	74,468	0.5897	\$ 55,938	\$ 0	\$ 55,938	\$ 0	\$ 55,938
12 ARA Director Office	140,403	1.1118	105,467	0	105,467	0	105,467
21 Mayor	107,624	0.8523	80,844	0	80,844	0	80,844
23 Legal	131,618	1.0423	98,868	0	98,868	0	98,868
24 City Controller's Office	45,754	0.3623	34,369	0	34,369	0	34,369
30 General Services	318,455	2.5218	239,215	0	239,215	0	239,215
36 City Secretary	10,756	0.0852	8,080	0	8,080	0	8,080
37 City Council	38,260	0.3030	28,740	0	28,740	0	28,740
38 Police	5,054,341	40.0243	3,796,688	0	3,796,688	0	3,796,688
39 Dept of Neighborhoods	16,710	0.1323	12,552	0	12,552	0	12,552
40 Fire	2,094,728	16.5877	1,573,505	0	1,573,505	0	1,573,505
41 Municipal Court	72,350	0.5729	54,347	0	54,347	0	54,347
45 Library	2,046,557	16.2063	1,537,320	0	1,537,320	0	1,537,320
46 Parks & Recreation	63,006	0.4989	47,328	0	47,328	0	47,328
47 Health Department	2,148,615	17.0145	1,613,983	0	1,613,983	0	1,613,983
49 Fleet Management	13,301	0.1053	9,991	0	9,991	0	9,991
61 Mayor Cable TV	20,412	0.1616	15,333	0	15,333	0	15,333
31 HEC	92,727	0.7343	69,654	0	69,654	0	69,654
94 HITS Other	138,083	1.0935	103,724	0	103,724	0	103,724
Subtotal	12,628,168	100.0000	9,485,946	0	9,485,946	0	9,485,946
Direct Bills					0		0
Total					\$9,485,946		\$ 9,485,946

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

In-House Renov Allocations

Dept:30 General Services

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
21 Mayor	166,431	100.0000	\$ 485,202	\$ 0	\$ 485,202	\$ 0	\$ 485,202
Subtotal	166,431	100.0000	485,202	0	485,202	26,512	485,202
Direct Bills					0		0
Total					\$485,202		\$ 485,202

Basis Units: In-house rennovation costs for Fund 1003

Source: GSD Report

Real Estate Allocations

Dept:30 General Services

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
04 Finance Dir Office	82,030	0.9923	\$ 30,481	\$ 0	\$ 30,481	\$ 0	\$ 30,481
12 ARA Director Office	47,452	0.5740	17,632	0	17,632	0	17,632
14 ARA Operations	47,372	0.5730	17,603	0	17,603	0	17,603
20 Office Business Opportunity	24,139	0.2920	8,970	0	8,970	0	8,970
21 Mayor	97,730	1.1822	36,315	0	36,315	0	36,315
22 Human Resources	56,733	0.6863	21,081	0	21,081	0	21,081
23 Legal	188,057	2.2749	69,879	0	69,879	0	69,879
24 City Controller's Office	45,820	0.5543	17,026	0	17,026	0	17,026
25 Health Administration	1,184,902	14.3334	440,292	0	440,292	0	440,292
26 Planning & Dev Admin	63,149	0.7639	23,465	0	23,465	0	23,465
27 HPW Admin Indirect	356,664	4.3145	132,531	0	132,531	0	132,531
30 General Services	204,931	2.4790	76,149	0	76,149	0	76,149
36 City Secretary	15,628	0.1890	5,807	0	5,807	56	5,863
37 City Council	55,593	0.6725	20,658	0	20,658	201	20,859
38 Police	2,587,184	31.2964	961,360	0	961,360	9,344	970,704
39 Dept of Neighborhoods	21,630	0.2617	8,037	0	8,037	78	8,115
40 Fire	1,103,024	13.3429	409,868	0	409,868	3,984	413,852
41 Municipal Court	98,397	1.1903	36,563	0	36,563	355	36,918
42 Solid Waste	26,538	0.3210	9,861	0	9,861	96	9,957
45 Library	909,722	11.0046	338,039	0	338,039	3,286	341,325
46 Parks & Recreation	79,769	0.9649	29,641	0	29,641	288	29,929
49 Fleet Management	383,991	4.6450	142,685	0	142,685	1,387	144,072
55 ARA BARC	57,919	0.7006	21,522	0	21,522	209	21,731
56 ARA Parking	11,400	0.1379	4,236	0	4,236	41	4,277
61 Mayor Cable TV	20,442	0.2473	7,596	0	7,596	74	7,670
69 HPW Water & Sewer	122,118	1.4772	45,377	0	45,377	441	45,818
72 Houston Permit Center	187,000	2.2621	69,486	0	69,486	675	70,161
31 HEC	41,591	0.5031	15,455	0	15,455	150	15,605
94 HITS Other	115,787	1.4006	43,025	0	43,025	418	43,443
96 Other	30,015	0.3631	11,153	0	11,153	108	11,261
Subtotal	8,266,727	100.0000	3,071,793	0	3,071,793	21,192	3,092,985
Direct Bills					0		0
Total	=====	=====	=====	=====	\$3,071,793	=====	\$ 3,092,985

Basis Units: Square footage maintained by GSD

Source: GSD Report

Building Svcs Reimb Allocations

Dept:30 General Services

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
49 Fleet Management	277,950	11.1657	\$ 8,909	\$ 0	\$ 8,909	\$ 2,504	\$ 11,413
56 ARA Parking	14,459	0.5808	463	0	463	130	593
69 HPW Water & Sewer	771,116	30.9770	24,716	0	24,716	6,946	31,662
70 HPW Houston Transtar	545,859	21.9281	17,496	0	17,496	4,917	22,413
72 Houston Permit Center	879,931	35.3483	28,204	0	28,204	7,926	36,130
Subtotal	2,489,315	100.0000	79,788	0	79,788	22,422	102,210
Direct Bills					0		0
Total	=====	=====	=====	=====	\$79,788	=====	\$ 102,210

Basis Units: Dollar expenses/revenues

Source: GSD Report

Allocation Summary

Dept:30 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	74,281	0	0	0	0	0	0
04 Finance Dir Office	0	137,031	55,938	0	30,481	0	0
12 ARA Director Office	0	258,359	105,467	0	17,632	0	0
14 ARA Operations	0	0	0	0	17,603	0	0
20 Office Business Opportunity	0	0	0	0	8,970	0	0
21 Mayor	0	160,480	80,844	485,202	36,315	0	0
22 Human Resources	0	0	0	0	21,081	0	0
23 Legal	0	242,194	98,868	0	69,879	0	0
24 City Controller's Office	0	84,193	34,369	0	17,026	0	0
25 Health Administration	0	0	0	0	440,292	0	0
26 Planning & Dev Admin	0	0	0	0	23,465	0	0
27 HPW Admin Indirect	0	0	0	0	132,531	0	0
30 General Services	0	585,997	239,215	0	76,149	0	0
31 HEC	0	174,999	69,654	0	15,605	0	0
36 City Secretary	0	20,299	8,080	0	5,863	0	0
37 City Council	0	72,207	28,740	0	20,859	0	0
38 Police	61,606	9,538,807	3,796,688	0	970,704	0	0
39 Dept of Neighborhoods	0	31,535	12,552	0	8,115	0	0
40 Fire	54,278	3,953,277	1,573,505	0	413,852	0	0
41 Municipal Court	0	136,541	54,347	0	36,918	0	0
42 Solid Waste	4,120	0	0	0	9,957	0	0
45 Library	39,924	3,862,366	1,537,320	0	341,325	0	0
46 Parks & Recreation	76,899	118,908	47,328	0	29,929	0	0
47 Health Department	51,294	4,054,974	1,613,983	0	0	0	0
49 Fleet Management	0	25,102	9,991	0	144,072	11,413	0
55 ARA BARC	0	0	0	0	21,731	0	0
56 ARA Parking	0	0	0	0	4,277	593	0
61 Mayor Cable TV	0	38,523	15,333	0	7,670	0	0
69 HPW Water & Sewer	7,269	0	0	0	45,818	31,662	0
70 HPW Houston Transtar	0	0	0	0	0	22,413	0
72 Houston Permit Center	0	0	0	0	70,161	36,130	0
94 HITS Other	0	260,598	103,724	0	43,443	0	0
96 Other	0	0	0	0	11,261	0	0
Total	\$ 369,671	\$ 23,756,390	\$ 9,485,946	\$ 485,202	\$ 3,092,984	\$ 102,211	\$ 0

Allocation Summary

Dept:30 General Services

Department	Total
0 Direct Billed	\$0
03 Non-Departmental-Gen Gov	74,281
04 Finance Dir Office	223,450
12 ARA Director Office	381,458
14 ARA Operations	17,603
20 Office Business Opportunity	8,970
21 Mayor	762,841
22 Human Resources	21,081
23 Legal	410,941
24 City Controller's Office	135,588
25 Health Administration	440,292
26 Planning & Dev Admin	23,465
27 HPW Admin Indirect	132,531
30 General Services	901,361
31 HEC	260,258
36 City Secretary	34,242
37 City Council	121,806
38 Police	14,367,805
39 Dept of Neighborhoods	52,202
40 Fire	5,994,912
41 Municipal Court	227,806
42 Solid Waste	14,077
45 Library	5,780,935
46 Parks & Recreation	273,064
47 Health Department	5,720,251
49 Fleet Management	190,578
55 ARA BARC	21,731
56 ARA Parking	4,870
61 Mayor Cable TV	61,526
69 HPW Water & Sewer	84,749
70 HPW Houston Transtar	22,413
72 Houston Permit Center	106,291
94 HITS Other	407,765
96 Other	11,261
Total	\$ 37,292,404 =====

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 County 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: 31 HEC

Department	Amount	General Admin	Gen Svcs	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: 31 HEC

Department	Amount	Finance 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: 31 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: 31 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-(Default Spread Salary%)

Dept:31 HEC

Department	First Incoming	Second Incoming	Gen Svcs	Legal 911	Legal OIG	Citywide Gen Gov	ARA 311
3 Consulting Services *	\$ 107	\$ 0	\$ 0	\$ 0	\$ 0	\$ 107	\$ 0
Subtotal - Non-Dept-Gen Gov	107	0	0	0	0	107	0
5 Financial Plg & Analysis	6,517	328	0	0	0	0	0
Subtotal - Fin Plg & Analysis	6,517	328	0	0	0	0	0
7 Gen Acctng *	4,175	281	0	0	0	0	0
7 Fixed Assets *	213	14	0	0	0	0	0
7 Auditing Svcs *	3,531	0	0	0	0	0	0
7 Fin Operations *	2,331	147	0	0	0	0	0
Subtotal - Fin Reporting & Ops	10,250	442	0	0	0	0	0
9 Grants Mgmt	351	20	0	0	0	0	0
9 Cost Accounting *	1,885	109	0	0	0	0	0
9 Trust Funds Mgmt (TFM)	2,030	121	0	0	0	0	0
Subtotal - Fin Grants	4,266	250	0	0	0	0	0
10 Perf Mgmt Svcs *	2,384	132	0	0	0	0	0
Subtotal - Fin Perform Mgmt	2,384	132	0	0	0	0	0
11 Purchasing *	5,516	352	0	0	0	0	0
Subtotal - Fin SPD	5,516	352	0	0	0	0	0
14 Records *	6,850	424	0	0	0	0	0
14 3-1-1 Svcs *	6,309	409	0	0	0	0	6,718
Subtotal - ARA Operations	13,159	833	0	0	0	0	6,718
15 Payroll Svcs *	42,094	2,079	0	0	0	0	0
Subtotal - ARA Payroll Svcs	42,094	2,079	0	0	0	0	0
17 Enterprise Appl *	0	0	0	0	0	0	0
17 IT ERP *	0	0	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0	0	0
18 Client Svcs *	0	0	0	0	0	0	0
18 NW Data *	0	0	0	0	0	0	0
18 NW Voice *	0	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0	0
19 IT Radio Svcs *	0	0	0	0	0	0	0
Subtotal - HITS Radio	0	0	0	0	0	0	0
20 Certification *	13,115	388	0	0	0	0	0
20 Reporting & Analytics	117	4	0	0	0	0	0
20 External Affairs & Outreach *	7,782	230	0	0	0	0	0
Subtotal - OBO	21,014	622	0	0	0	0	0
21 City Mayor Admin *	38,105	8,856	0	0	0	0	0
Subtotal - Mayor	38,105	8,856	0	0	0	0	0
22 Selection *	13,064	243	0	0	0	0	0
22 Personnel Svcs *	17,050	269	0	0	0	0	0
Subtotal - Human Resources	30,114	512	0	0	0	0	0
23 Legal Svcs *	12,845	1,397	0	14,242	0	0	0
23 Inspector General *	28,883	2,130	0	0	31,013	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:31 HEC

Department	First Incoming	Second Incoming	Gen Svcs	Legal 911	Legal OIG	Citywide Gen Gov	ARA 311
Subtotal - Legal	41,728	3,528	0	14,242	31,013	0	0
24 Controller Fin Svcs *	21,420	459	0	0	0	0	0
Subtotal - City Controller's	21,420	459	0	0	0	0	0
30 Design & Const	0	0	0	0	0	0	0
30 Building Svcs *	170,629	4,370	174,999	0	0	0	0
30 Utilities *	69,654	0	69,654	0	0	0	0
30 Real Estate *	15,455	150	15,605	0	0	0	0
Subtotal - General Services	255,738	4,520	260,258	0	0	0	0
Total Incoming	492,412	22,913	260,258	14,242	31,013	107	6,718
C. Total Allocated	\$ 515,325	\$ 260,258	\$ 14,242	\$ 31,013	\$ 107	\$ 6,718	
	=====	=====	=====	=====	=====	=====	=====
			50.50%	2.76%	6.02%	0.02%	1.30%

B. Incoming Costs-(Default Spread Salary%)

Dept:31 HEC

Department	First Incoming	Second Incoming	Fin SPD	Fin Grants	Fin Rptg & Ops	Fin Plg & Analysis	IT Admin & Apps
3 Consulting Services *	\$ 107	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal - Non-Dept-Gen Gov	107	0	0	0	0	0	0
5 Financial Plg & Analysis	6,517	328	0	0	0	6,845	0
Subtotal - Fin Plg & Analysis	6,517	328	0	0	0	6,845	0
7 Gen Acctng *	4,175	281	0	0	4,456	0	0
7 Fixed Assets *	213	14	0	0	227	0	0
7 Auditing Svcs *	3,531	0	0	0	3,531	0	0
7 Fin Operations *	2,331	147	0	0	2,478	0	0
Subtotal - Fin Reporting & Ops	10,250	442	0	0	10,692	0	0
9 Grants Mgmt	351	20	0	371	0	0	0
9 Cost Accounting *	1,885	109	0	0	1,994	0	0
9 Trust Funds Mgmt (TFM)	2,030	121	0	0	2,151	0	0
Subtotal - Fin Grants	4,266	250	0	371	4,145	0	0
10 Perf Mgmt Svcs *	2,384	132	0	0	2,516	0	0
Subtotal - Fin Perform Mgmt	2,384	132	0	0	2,516	0	0
11 Purchasing *	5,516	352	5,868	0	0	0	0
Subtotal - Fin SPD	5,516	352	5,868	0	0	0	0
14 Records *	6,850	424	0	0	0	0	0
14 3-1-1 Svcs *	6,309	409	0	0	0	0	0
Subtotal - ARA Operations	13,159	833	0	0	0	0	0
15 Payroll Svcs *	42,094	2,079	0	0	0	0	0
Subtotal - ARA Payroll Svcs	42,094	2,079	0	0	0	0	0
17 Enterprise Appl *	0	0	0	0	0	0	0
17 IT ERP *	0	0	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0	0	0
18 Client Svcs *	0	0	0	0	0	0	0
18 NW Data *	0	0	0	0	0	0	0
18 NW Voice *	0	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0	0
19 IT Radio Svcs *	0	0	0	0	0	0	0
Subtotal - HITS Radio	0	0	0	0	0	0	0
20 Certification *	13,115	388	0	0	0	0	0
20 Reporting & Analytics	117	4	0	0	0	0	0
20 External Affairs & Outreach *	7,782	230	0	0	0	0	0
Subtotal - OBO	21,014	622	0	0	0	0	0
21 City Mayor Admin *	38,105	8,856	0	0	0	0	0
Subtotal - Mayor	38,105	8,856	0	0	0	0	0
22 Selection *	13,064	243	0	0	0	0	0
22 Personnel Svcs *	17,050	269	0	0	0	0	0
Subtotal - Human Resources	30,114	512	0	0	0	0	0
23 Legal Svcs *	12,845	1,397	0	0	0	0	0
23 Inspector General *	28,883	2,130	0	0	0	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:31 HEC

Department	First Incoming	Second Incoming	Fin SPD	Fin Grants	Fin Rptg & Ops	Fin Plg & Analysis	IT Admin & Apps
Subtotal - Legal	41,728	3,528	0	0	0	0	0
24 Controller Fin Svcs *	21,420	459	0	0	0	0	0
Subtotal - City Controller's	21,420	459	0	0	0	0	0
30 Design & Const	0	0	0	0	0	0	0
30 Building Svcs *	170,629	4,370	0	0	0	0	0
30 Utilities *	69,654	0	0	0	0	0	0
30 Real Estate *	15,455	150	0	0	0	0	0
Subtotal - General Services	255,738	4,520	0	0	0	0	0
Total Incoming	492,412	22,913	5,868	371	17,353	6,845	0
C. Total Allocated	\$ 515,325	\$ 5,868	\$ 371	\$ 17,353	\$ 6,845	\$ 0	
	=====	=====	=====	=====	=====	=====	=====
			1.14%	0.07%	3.37%	1.33%	

B. Incoming Costs-(Default Spread Salary%)

Dept:31 HEC

Department	First Incoming	Second Incoming	IT Infra	OBO	Mayor's Office	Human Resources	City Sec Svcs
3 Consulting Services *	\$ 107	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal - Non-Dept-Gen Gov	107	0	0	0	0	0	0
5 Financial Plg & Analysis	6,517	328	0	0	0	0	0
Subtotal - Fin Plg & Analysis	6,517	328	0	0	0	0	0
7 Gen Acctng *	4,175	281	0	0	0	0	0
7 Fixed Assets *	213	14	0	0	0	0	0
7 Auditing Svcs *	3,531	0	0	0	0	0	0
7 Fin Operations *	2,331	147	0	0	0	0	0
Subtotal - Fin Reporting & Ops	10,250	442	0	0	0	0	0
9 Grants Mgmt	351	20	0	0	0	0	0
9 Cost Accounting *	1,885	109	0	0	0	0	0
9 Trust Funds Mgmt (TFM)	2,030	121	0	0	0	0	0
Subtotal - Fin Grants	4,266	250	0	0	0	0	0
10 Perf Mgmt Svcs *	2,384	132	0	0	0	0	0
Subtotal - Fin Perform Mgmt	2,384	132	0	0	0	0	0
11 Purchasing *	5,516	352	0	0	0	0	0
Subtotal - Fin SPD	5,516	352	0	0	0	0	0
14 Records *	6,850	424	0	0	0	0	0
14 3-1-1 Svcs *	6,309	409	0	0	0	0	0
Subtotal - ARA Operations	13,159	833	0	0	0	0	0
15 Payroll Svcs *	42,094	2,079	0	0	0	0	0
Subtotal - ARA Payroll Svcs	42,094	2,079	0	0	0	0	0
17 Enterprise Appl *	0	0	0	0	0	0	0
17 IT ERP *	0	0	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0	0	0
18 Client Svcs *	0	0	0	0	0	0	0
18 NW Data *	0	0	0	0	0	0	0
18 NW Voice *	0	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0	0
19 IT Radio Svcs *	0	0	0	0	0	0	0
Subtotal - HITS Radio	0	0	0	0	0	0	0
20 Certification *	13,115	388	0	13,503	0	0	0
20 Reporting & Analytics	117	4	0	121	0	0	0
20 External Affairs & Outreach *	7,782	230	0	8,012	0	0	0
Subtotal - OBO	21,014	622	0	21,636	0	0	0
21 City Mayor Admin *	38,105	8,856	0	0	46,961	0	0
Subtotal - Mayor	38,105	8,856	0	0	46,961	0	0
22 Selection *	13,064	243	0	0	0	13,307	0
22 Personnel Svcs *	17,050	269	0	0	0	17,319	0
Subtotal - Human Resources	30,114	512	0	0	0	30,626	0
23 Legal Svcs *	12,845	1,397	0	0	0	0	0
23 Inspector General *	28,883	2,130	0	0	0	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:31 HEC

Department	First Incoming	Second Incoming	IT Infra	OBO	Mayor's Office	Human Resources	City Sec Svcs
Subtotal - Legal	41,728	3,528	0	0	0	0	0
24 Controller Fin Svcs *	21,420	459	0	0	0	0	0
Subtotal - City Controller's	21,420	459	0	0	0	0	0
30 Design & Const	0	0	0	0	0	0	0
30 Building Svcs *	170,629	4,370	0	0	0	0	0
30 Utilities *	69,654	0	0	0	0	0	0
30 Real Estate *	15,455	150	0	0	0	0	0
Subtotal - General Services	255,738	4,520	0	0	0	0	0
Total Incoming	492,412	22,913	0	21,636	46,961	30,626	0
C. Total Allocated	=====	\$ 515,325 =====	\$ 0 =====	\$ 21,636 =====	\$ 46,961 =====	\$ 30,626 =====	\$ 0 =====
				4.20%	9.11%	5.94%	

B. Incoming Costs-(Default Spread Salary%)

Dept:31 HEC

Department	First Incoming	Second Incoming	City Council	City Controller	Fin Operations	ARA Payroll	ARA Ops
3 Consulting Services *	\$ 107	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal - Non-Dept-Gen Gov	107	0	0	0	0	0	0
5 Financial Plg & Analysis	6,517	328	0	0	0	0	0
Subtotal - Fin Plg & Analysis	6,517	328	0	0	0	0	0
7 Gen Acctng *	4,175	281	0	0	0	0	0
7 Fixed Assets *	213	14	0	0	0	0	0
7 Auditing Svcs *	3,531	0	0	0	0	0	0
7 Fin Operations *	2,331	147	0	0	0	0	0
Subtotal - Fin Reporting & Ops	10,250	442	0	0	0	0	0
9 Grants Mgmt	351	20	0	0	0	0	0
9 Cost Accounting *	1,885	109	0	0	0	0	0
9 Trust Funds Mgmt (TFM)	2,030	121	0	0	0	0	0
Subtotal - Fin Grants	4,266	250	0	0	0	0	0
10 Perf Mgmt Svcs *	2,384	132	0	0	0	0	0
Subtotal - Fin Perform Mgmt	2,384	132	0	0	0	0	0
11 Purchasing *	5,516	352	0	0	0	0	0
Subtotal - Fin SPD	5,516	352	0	0	0	0	0
14 Records *	6,850	424	0	0	0	0	7,274
14 3-1-1 Svcs *	6,309	409	0	0	0	0	0
Subtotal - ARA Operations	13,159	833	0	0	0	0	7,274
15 Payroll Svcs *	42,094	2,079	0	0	0	44,173	0
Subtotal - ARA Payroll Svcs	42,094	2,079	0	0	0	44,173	0
17 Enterprise Appl *	0	0	0	0	0	0	0
17 IT ERP *	0	0	0	0	0	0	0
Subtotal - HITS EAS	0	0	0	0	0	0	0
18 Client Svcs *	0	0	0	0	0	0	0
18 NW Data *	0	0	0	0	0	0	0
18 NW Voice *	0	0	0	0	0	0	0
Subtotal - HITS EIS	0	0	0	0	0	0	0
19 IT Radio Svcs *	0	0	0	0	0	0	0
Subtotal - HITS Radio	0	0	0	0	0	0	0
20 Certification *	13,115	388	0	0	0	0	0
20 Reporting & Analytics	117	4	0	0	0	0	0
20 External Affairs & Outreach *	7,782	230	0	0	0	0	0
Subtotal - OBO	21,014	622	0	0	0	0	0
21 City Mayor Admin *	38,105	8,856	0	0	0	0	0
Subtotal - Mayor	38,105	8,856	0	0	0	0	0
22 Selection *	13,064	243	0	0	0	0	0
22 Personnel Svcs *	17,050	269	0	0	0	0	0
Subtotal - Human Resources	30,114	512	0	0	0	0	0
23 Legal Svcs *	12,845	1,397	0	0	0	0	0
23 Inspector General *	28,883	2,130	0	0	0	0	0

B. Incoming Costs-(Default Spread Salary%)

Dept:31 HEC

Department	First Incoming	Second Incoming	City Council	City Controller	Fin Operations	ARA Payroll	ARA Ops
Subtotal - Legal	41,728	3,528	0	0	0	0	0
24 Controller Fin Svcs *	21,420	459	0	21,879	0	0	0
Subtotal - City Controller's	21,420	459	0	21,879	0	0	0
30 Design & Const	0	0	0	0	0	0	0
30 Building Svcs *	170,629	4,370	0	0	0	0	0
30 Utilities *	69,654	0	0	0	0	0	0
30 Real Estate *	15,455	150	0	0	0	0	0
Subtotal - General Services	255,738	4,520	0	0	0	0	0
Total Incoming	492,412	22,913	0	21,879	0	44,173	7,274
C. Total Allocated	=====	\$ 515,325	\$ 0	\$ 21,879	\$ 0	\$ 44,173	\$ 7,274
		=====	=====	=====	=====	=====	=====
				4.25%		8.57%	1.41%

General Svcs Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
83 HEC-911 Network	28,269	21.4159	\$ 54,769	\$ 0	\$ 54,769	\$ 968	\$ 55,737
84 HEC-Police Call Takers	41,591	31.5083	80,579	0	80,579	1,424	82,003
86 HED-Harris County	14,178	10.7409	27,469	0	27,469	485	27,954
87 HEC-Genl Svcs Dept	6,171	4.6750	11,956	0	11,956	211	12,167
88 HEC-Homeland Security	13,552	10.2667	26,256	0	26,256	464	26,720
89 HEC-Off of Emg Mgmt	2,977	2.2553	5,768	0	5,768	102	5,870
90 HEC-HPD	10,726	8.1258	20,781	0	20,781	367	21,148
91 Hurricane Ike Aid & Recovery	14,536	11.0121	28,162	0	28,162	498	28,660
Subtotal	132,000	100.0000	255,740	0	255,740	4,518	260,258
Direct Bills					0		0
Total	=====	=====	=====	=====	\$255,740	=====	\$ 260,258

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

Legal 911 Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
83 HEC-911 Network	100	100.0000	\$ 12,845	\$ 0	\$ 12,845	\$ 1,397	\$ 14,242
Subtotal	100	100.0000	12,845	0	12,845	1,397	14,242
Direct Bills					0		0
Total					\$12,845		\$ 14,242

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

Legal OIG Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	2.62	1.2157	\$ 351	\$ 0	\$ 351	\$ 26	\$ 377
83 HEC-911 Network	169.03	78.4289	22,653	0	22,653	1,671	24,324
84 HEC-Police Call Takers	35.87	16.6435	4,807	0	4,807	355	5,162
89 HEC-Off of Emg Mgmt	8.00	3.7120	1,072	0	1,072	79	1,151
Subtotal	215.52	100.0000	28,883	0	28,883	2,130	31,013
Direct Bills					0		0
Total					\$28,883		\$ 31,013
	=====	=====	=====	=====	=====	=====	=====

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

Citywide Gen Gov Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	512,961	1.9466	\$ 2	\$ 0	\$ 2	\$ 0	\$ 2
82 HEC-IT	5,653,055	21.4521	23	0	23	0	23
83 HEC-911 Network	15,818,866	60.0292	64	0	64	0	64
84 HEC-Police Call Takers	2,967,963	11.2628	12	0	12	0	12
89 HEC-Off of Emg Mgmt	1,399,114	5.3093	6	0	6	0	6
Subtotal	26,351,959	100.0000	107	0	107	0	107
Direct Bills					0		0
Total	=====	=====	=====	=====	\$107	=====	\$ 107

Basis Units: Expenditures of HEC departments

Source: COH Expenditure Report

ARA 311 Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	2.62	1.2157	\$ 77	\$ 0	\$ 77	\$ 5	\$ 82
83 HEC-911 Network	169.03	78.4289	4,948	0	4,948	321	5,269
84 HEC-Police Call Takers	35.87	16.6435	1,050	0	1,050	68	1,118
89 HEC-Off of Emg Mgmt	8.00	3.7120	234	0	234	15	249
Subtotal	215.52	100.0000	6,309	0	6,309	409	6,718
Direct Bills					0		0
Total					\$6,309		\$ 6,718
	=====	=====	=====	=====	=====	=====	=====

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

Finance Strategic Purchasing Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	512,961	1.9466	\$ 107	\$ 0	\$ 107	\$ 7	\$ 114
82 HEC-IT	5,653,055	21.4521	1,183	0	1,183	76	1,259
83 HEC-911 Network	15,818,866	60.0292	3,311	0	3,311	212	3,523
84 HEC-Police Call Takers	2,967,963	11.2628	621	0	621	40	661
89 HEC-Off of Emg Mgmt	1,399,114	5.3093	293	0	293	19	312
Subtotal	26,351,959	100.0000	5,515	0	5,515	353	5,868
Direct Bills					0		0
Total	=====	=====	=====	=====	\$5,515	=====	\$ 5,868

Basis Units: Expenditures of HEC departments

Source: COH Expenditure Report

Fin Grants Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	512,961	4.7518	\$ 17	\$ 0	\$ 17	\$ 1	\$ 18
82 HEC-IT	5,653,055	52.3670	184	0	184	10	194
83 HEC-911 Network	261,977	2.4268	9	0	9	0	9
84 HEC-Police Call Takers	2,967,963	27.4937	97	0	97	5	102
89 HEC-Off of Emg Mgmt	1,399,114	12.9607	45	0	45	2	47
Subtotal	10,795,070	100.0000	352	0	352	19	371
Direct Bills					0		0
Total	=====	=====	=====	=====	\$352	=====	\$ 371

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

Fin Reporting & Ops Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	512,961	1.9466	\$ 322	\$ 0	\$ 322	\$ 16	\$ 338
82 HEC-IT	5,653,055	21.4521	3,550	0	3,550	173	3,723
83 HEC-911 Network	15,818,866	60.0292	9,934	0	9,934	483	10,417
84 HEC-Police Call Takers	2,967,963	11.2628	1,864	0	1,864	91	1,955
89 HEC-Off of Emg Mgmt	1,399,114	5.3093	879	0	879	43	922
Subtotal	26,351,959	100.0000	16,549	0	16,549	804	17,353
Direct Bills					0		0
Total	=====	=====	=====	=====	\$16,549	=====	\$ 17,353

Basis Units: Expenditures of HEC departments

Source: COH Expenditure Report

Fin Plg & Analysis Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	512,961	1.9466	\$ 127	\$ 0	\$ 127	\$ 6	\$ 133
82 HEC-IT	5,653,055	21.4521	1,398	0	1,398	70	1,468
83 HEC-911 Network	15,818,866	60.0292	3,912	0	3,912	197	4,109
84 HEC-Police Call Takers	2,967,963	11.2628	734	0	734	37	771
89 HEC-Off of Emg Mgmt	1,399,114	5.3093	346	0	346	17	363
Subtotal	26,351,959	100.0000	6,517	0	6,517	328	6,845
Direct Bills					0		0
Total	=====	=====	=====	=====	\$6,517	=====	\$ 6,845

Basis Units: Expenditures of HEC departments

Source: COH Expenditure Report

IT Admin & Apps Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	512,961	4.7518	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
82 HEC-IT	5,653,055	52.3670	0	0	0	0	0
83 HEC-911 Network	261,977	2.4268	0	0	0	0	0
84 HEC-Police Call Takers	2,967,963	27.4937	0	0	0	0	0
89 HEC-Off of Emg Mgmt	1,399,114	12.9607	0	0	0	0	0
Subtotal	10,795,070	100.0000	0	0	0	0	0
Direct Bills					0		0
Total	=====	=====	=====	=====	\$0	=====	\$ 0

Basis Units: Expenditures of HEC dept's excl 911 network

Source: COH Expenditure Report

IT Infrastructure Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	2.62	5.6356	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
84 HEC-Police Call Takers	35.87	77.1564	0	0	0	0	0
89 HEC-Off of Emg Mgmt	8.00	17.2080	0	0	0	0	0
Subtotal	46.49	100.0000	0	0	0	0	0
Direct Bills					0		0
Total					\$0		\$ 0
	=====	=====	=====	=====	=====	=====	=====

Basis Units: Number of HEC FTEs excl 911 network

Source: COH FTE Report

Office Business Opp Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	2.62	1.2157	\$ 255	\$ 0	\$ 255	\$ 8	\$ 263
83 HEC-911 Network	169.03	78.4289	16,481	0	16,481	488	16,969
84 HEC-Police Call Takers	35.87	16.6435	3,497	0	3,497	104	3,601
89 HEC-Off of Emg Mgmt	8.00	3.7120	780	0	780	23	803
Subtotal	215.52	100.0000	21,013	0	21,013	623	21,636
Direct Bills					0		0
Total					\$21,013		\$ 21,636
	=====	=====	=====	=====	=====	=====	=====

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

Mayor's Office Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	512,961	1.9466	\$ 742	\$ 0	\$ 742	\$ 172	\$ 914
82 HEC-IT	5,653,055	21.4521	8,174	0	8,174	1,900	10,074
83 HEC-911 Network	15,818,866	60.0292	22,874	0	22,874	5,316	28,190
84 HEC-Police Call Takers	2,967,963	11.2628	4,292	0	4,292	997	5,289
89 HEC-Off of Emg Mgmt	1,399,114	5.3093	2,023	0	2,023	470	2,493
Subtotal	26,351,959	100.0000	38,105	0	38,105	8,856	46,961
Direct Bills					0		0
Total	=====	=====	=====	=====	\$38,105	=====	\$ 46,961

Basis Units: Expenditures of HEC departments

Source: COH Expenditure Report

Human Resources Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	2.62	1.2157	\$ 366	\$ 0	\$ 366	\$ 6	\$ 372
83 HEC-911 Network	169.03	78.4289	23,618	0	23,618	401	24,019
84 HEC-Police Call Takers	35.87	16.6435	5,012	0	5,012	85	5,097
89 HEC-Off of Emg Mgmt	8.00	3.7120	1,118	0	1,118	19	1,137
Subtotal	215.52	100.0000	30,114	0	30,114	512	30,626
Direct Bills					0		0
Total					\$30,114		\$ 30,626
	=====	=====	=====	=====	=====	=====	=====

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

City Council Svcs Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	2.62	1.2157	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
83 HEC-911 Network	169.03	78.4289	0	0	0	0	0
84 HEC-Police Call Takers	35.87	16.6435	0	0	0	0	0
89 HEC-Off of Emg Mgmt	8.00	3.7120	0	0	0	0	0
Subtotal	215.52	100.0000	0	0	0	0	0
Direct Bills					0		0
Total	=====	=====	=====	=====	\$0	=====	\$ 0

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

City Svcs Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	512,961	1.9466	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
82 HEC-IT	5,653,055	21.4521	0	0	0	0	0
83 HEC-911 Network	15,818,866	60.0292	0	0	0	0	0
84 HEC-Police Call Takers	2,967,963	11.2628	0	0	0	0	0
89 HEC-Off of Emg Mgmt	1,399,114	5.3093	0	0	0	0	0
Subtotal	26,351,959	100.0000	0	0	0	0	0
Direct Bills					0		0
Total	=====	=====	=====	=====	\$0	=====	\$ 0

Basis Units: Number of HEC FTEs

Source: COH FTE Report

City Controller Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	512,961	1.9466	\$ 417	\$ 0	\$ 417	\$ 9	\$ 426
82 HEC-IT	5,653,055	21.4521	4,595	0	4,595	99	4,694
83 HEC-911 Network	15,818,866	60.0292	12,858	0	12,858	276	13,134
84 HEC-Police Call Takers	2,967,963	11.2628	2,412	0	2,412	52	2,464
89 HEC-Off of Emg Mgmt	1,399,114	5.3093	1,137	0	1,137	24	1,161
Subtotal	26,351,959	100.0000	21,419	0	21,419	460	21,879
Direct Bills					0		0
Total	=====	=====	=====	=====	\$21,419	=====	\$ 21,879

Basis Units: Expenditures of HEC departments

Source: COH Expenditure Report

Fin Operations Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	512,961	1.9466	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
82 HEC-IT	5,653,055	21.4521	0	0	0	0	0
83 HEC-911 Network	15,818,866	60.0292	0	0	0	0	0
84 HEC-Police Call Takers	2,967,963	11.2628	0	0	0	0	0
89 HEC-Off of Emg Mgmt	1,399,114	5.3093	0	0	0	0	0
Subtotal	26,351,959	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 Svcs Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	512,961	4.7518	\$ 2,000	\$ 0	\$ 2,000	\$ 99	\$ 2,099
82 HEC-IT	5,653,055	52.3670	22,043	0	22,043	1,089	23,132
83 HEC-911 Network	261,977	2.4268	1,022	0	1,022	50	1,072
84 HEC-Police Call Takers	2,967,963	27.4937	11,573	0	11,573	572	12,145
89 HEC-Off of Emg Mgmt	1,399,114	12.9607	5,456	0	5,456	269	5,725
Subtotal	10,795,070	100.0000	42,094	0	42,094	2,079	44,173
Direct Bills					0		0
Total	=====	=====	=====	=====	\$42,094	=====	\$ 44,173

Basis Units: Expenditures of HEC dept's excl 911 network

Source: COH Expenditure Report

ARA Operations Allocations

Dept: 31 HEC

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
81 HEC-Director	512,961	1.9466	\$ 133	\$ 0	\$ 133	\$ 8	\$ 141
82 HEC-IT	5,653,055	21.4521	1,469	0	1,469	91	1,560
83 HEC-911 Network	15,818,866	60.0292	4,112	0	4,112	255	4,367
84 HEC-Police Call Takers	2,967,963	11.2628	772	0	772	48	820
89 HEC-Off of Emg Mgmt	1,399,114	5.3093	364	0	364	23	387
Subtotal	26,351,959	100.0000	6,850	0	6,850	424	7,274
Direct Bills					0		0
Total	=====	=====	=====	=====	\$6,850	=====	\$ 7,274

Basis Units: Expenditures of HEC departments

Source: COH Expenditure Report

Allocation Summary

Dept: 31 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	0	426	0	2,099	141	5,279
82 HEC-IT	0	4,694	0	23,132	1,560	46,127
83 HEC-911 Network	0	13,134	0	1,072	4,367	205,445
84 HEC-Police Call Takers	0	2,464	0	12,145	820	121,200
86 HED-Harris County	0	0	0	0	0	27,954
87 HEC-Genl Svcs Dept	0	0	0	0	0	12,167
88 HEC-Homeland Security	0	0	0	0	0	26,720
89 HEC-Off of Emg Mgmt	0	1,161	0	5,725	387	20,626
90 HEC-HPD	0	0	0	0	0	21,148
91 Hurricane Ike Aid & Recovery	0	0	0	0	0	28,660
Total	\$0	\$21,879	\$0	\$44,173	\$7,274	\$515,326
	=====	=====	=====	=====	=====	=====

**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:32 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	68,926-	0	68,926-
Subtotal - Services & Supplies		68,926-	0	68,926-
Department Cost Total		68,926-	0	68,926-
Adjustments to Cost				
Subtotal - Adjustments			0	0
Total Costs After Adjustments		68,926-	0	68,926-
General Admin Distribution			0	0
Grand Total		68,926-		68,926-
		=====	=====	=====

No Indirect Costs

General Fund Credit Allocations

Dept:32 HPW General Fund Credit

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
69 HPW Water & Sewer	100	100.0000	68,926-	\$ 0	68,926-	\$ 0	68,926-
Subtotal	100	100.0000	68,926-	0	68,926-	0	68,926-
Direct Bills					0		0
Total					\$68,926-		\$68,926-

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

Allocation Summary

Dept:32 HPW General Fund Credit

Department	General Fund Credit	Total
0 Direct Billed	\$0	\$0
69 HPW Water & Sewer	68,926-	68,926-
Total	<u>\$68,926-</u> =====	<u>\$68,926-</u> =====