CITY OF HOUSTON

ADOPTED OPERATING BUDGET VOLUME I

For the Period
July 1, 2012 to June 30, 2013

Annise D. Parker

Mayor

Section 102.005(b) of the Texas Local Government Code, adopted in September 2007, requires any budget adopted after September 2007 to include the following language on a cover page:

"This budget will raise more total property taxes than last year's budget by $57,719,000, or 6.85%, and of that amount $7,451,413 is tax revenue to be raised from new property added to the tax roll this year."

The increase from last year's estimate will be $33,930,000 or 3.92%.

FY2013 ADOPTED BUDGET

VOLUME I

TABLE OF CONTENTS

Page

Elected Officials iv

GFOA Distinguished Budget Presentation Award v

City of Houston Organization Chart vii

OVERVIEW OF THE CITY AND THE BUDGET PROCESS

Mayor's Budget Message Accompanying Proposed Budget

Citywide Strategic Objectives 9
Table I Budget Expenditure Summary by Department 12
Table II Citywide Revenue Summary 14
Table III Citywide Expenditure Summary 15
Table IV Citywide Personnel Summary 16

Supplementary Information I-1
Guide to Reading the FY2013 Operating Budget I-2
Authority I-6
Brief Description of the Funds Used in Budget Process I-7
Significant Financial and Budgetary Policies I-13
Operating Budget Process I-20
Demographic/Economic Summary of the City I-24

GENERAL FUND

Introduction II-1
General Fund Summary II-2
General Fund Revenue II-4
General Fund Revenue by Category II-18
General Fund Expenditures II-22
General Fund Expenditure Summary II-26

Public Safety Departments III-1
Fire III-2
Houston Emergency Center III-14
Municipal Courts III-18
Police General III-28
Forensic Services III-44

	Page
Development and Maintenance Services Departments	IV-1
General Services	IV-2
Planning and Development	IV-14
Public Works and Engineering	IV-24
Solid Waste Management	IV-34
Human and Cultural Services Departments	V-1
Health and Human Services	V-2
Housing and Community Development	V-16
Library	V-22
Neighborhoods	V-34
Parks and Recreation	V-46
Administrative Services Departments	VI-1
Administration and Regulatory Affairs	VI-2
City Controller's Office	VI-16
City Council	VI-26
City Secretary	VI-32
Finance	VI-40
Human Resources	VI-52
Information Technology	VI-62
Legal	VI-74
Mayor's Office	VI-86
Office of Business Opportunity	VI-96
General Government	VII-1
General Fund Debt Service	VIII-1


CITY OF HOUSTON
TEXAS

FY2013 ADOPTED BUDGET

VOLUME I

Annise D. Parker, Mayor

Council Members

Helena Brown	District A
Jerry Davis	District B
Ellen R. Cohen	District C
Wanda Adams.	District D
Mike Sullivan	District E
Al Hoang	District F
Oliver Pennington	District G
Edward Gonzalez	District H
James G. Rodriguez	District I
Mike Laster	District J
Larry V. Green.	District K
Stephen C. Costello	At-Large, Position 1
Andrew C. Burks, Jr.	At-Large, Position 2
Melissa Noriega.	At-Large, Position 3
C. O. "Brad" Bradford	At-Large, Position 4
Jack Christie, D.C.	At-Large, Position 5

Ronald C. Green, City Controller

Kelly Dowe
Director, Finance

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Houston

Texas

For the Fiscal Year Beginning

July 1, 2011

Linda C. Davidson — Jeffrey P. Ellis

President — Executive Director

DISTINGUISHED BUDGET PRESENTATION AWARD WINNER

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the City of Houston for its annual budget presentation for the fiscal year beginning July 1, 2011.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, an operations guide, a financial plan and a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.

Current and former employees of the Finance Department who contributed to the development of the FY2012 and FY2013 Annual Budgets are listed below:

Erikah Abdu
Janice Alderson
Lisa Alexis
Jaime Alvarez
Valerie Berry
Angie Jones-Browne
Stan Cain
Kiran Chandu
James Clay
Linda Cormier
Ray Cruz
Kelly Dowe
Tantri Erlinawati-Emo
Christopher Gonzales
Wade Jones
Will Jones
Paula Lichanpanit
Veronica Lizama
Levi McGuire
Jim Moncur
Kenneth Noll
Madhumathi Obla
Jennifer Olenick
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Thy-Huyen Ruiz
Andrew Vasquez
Katrina Williams
Julia Zhou

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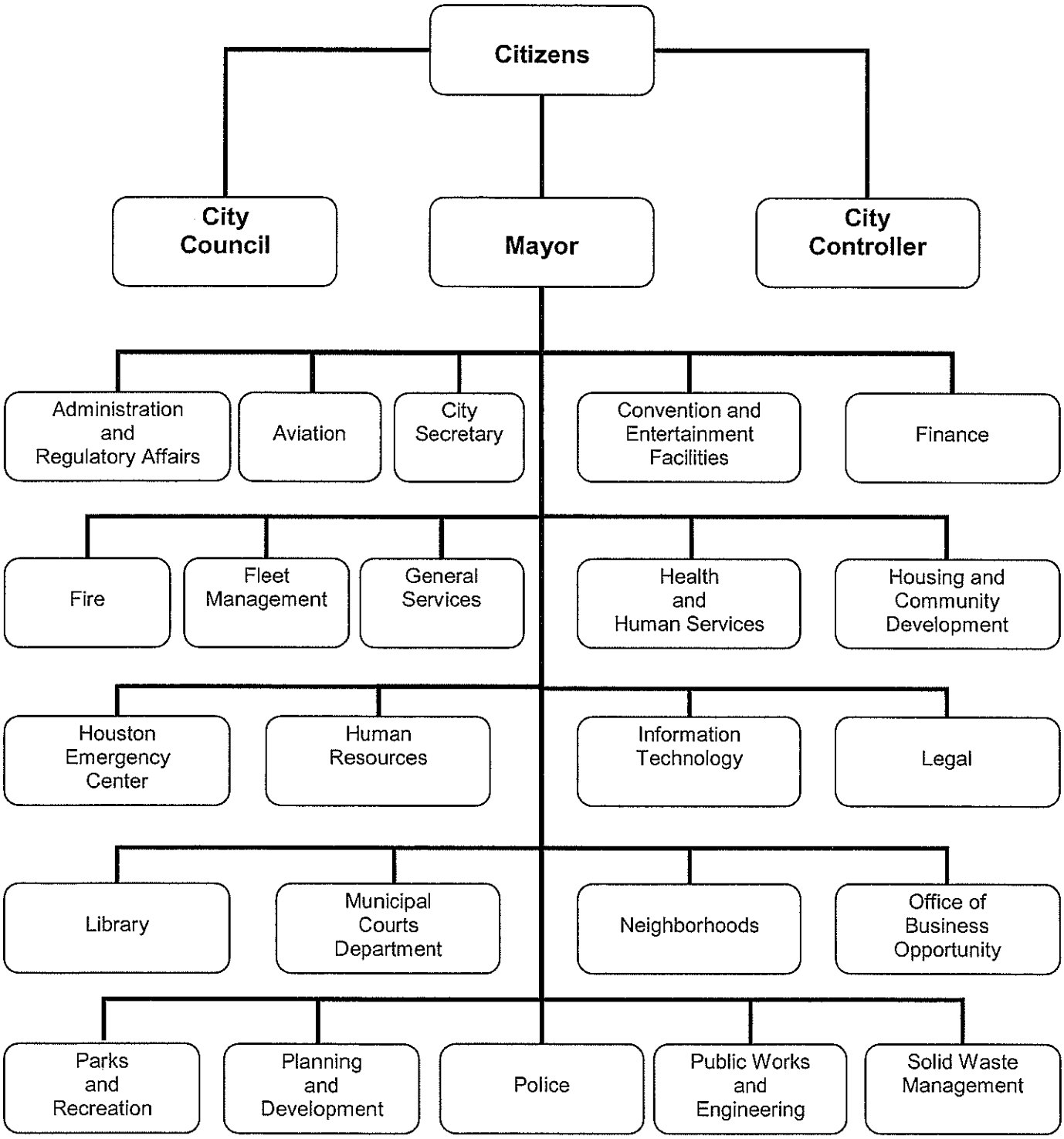
Cover Photograph

The City of Houston would like to thank and credit Gensler/Julia Ideson Library Preservation Partners for this year's cover photograph.

The FY2013 Budget is printed on recycled paper.

ORGANIZATION CHART




CITY OF HOUSTON
TEXAS

CITY OF HOUSTON

Finance Department

Annise D. Parker

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July 31, 2012

To: Honorable Mayor, Members of the City Council, City Controller and Citizens of Houston:

I am pleased to submit the Adopted Budget for the City for the fiscal year, which begins July 1, 2012, and ends June 30, 2013 (FY2013). This document includes budgets for the City's General Fund, the three Enterprise Funds (Aviation, Combined Utility System, and Convention and Entertainment) as well as Special Revenue Funds, Service Chargeback Funds and Internal Service Funds.

Pursuant to the requirements of the City Charter, Mayor Annise Parker's priorities are set out in her letter that accompanied the Proposed Budget that was sent to City Council on May 15, 2012. The purpose of this letter is to describe the budget as adopted by the Houston City Council on June 20, 2012, after in-depth core service assessments, budget presentations, collaborative debates, and amendments. The complete list of amendments is provided as an appendix in this document.

The Adopted Budget for FY2013 is balanced as required by City Charter and State law and is aligned with the priorities set by the Mayor and City Council. For the third year in a row, the General Fund budget was balanced without the use of pension obligation bonds or issuance of any other long-term debt to meet current expenses, while the property tax rate remains the same as last year. Apart from the cost increases for pensions, health benefits, fuel, electricity and information technology, the FY2013 Budget is relatively flat with the same funding levels as FY2012 Budget.

As stated by Mayor Parker in her proposed budget letter, the General Fund Reserves (ending fund balance divided by operating expenditures before debt service) for FY2013 Budget is above the preferred 7.5 percent level. The use of fund balance is included in this budget to offset the cost increases anticipated in FY2013 as mentioned above. Additionally, the FY2013 Budget also includes re-designating another $5 million back into the Rainy Day Fund.

Council Members: Helena Brown Jerry Davis Ellen R. Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez James G. Rodriguez Mike Laster Larry V. Green Stephen C. Costello Andrew C. Burks, Jr. Melissa Noriega C.O. "Brad" Bradford Jack Christie
Controller: Ronald C. Green

FY2013 BUDGET OVERVIEW

The Adopted Budget includes expenditures for all funds of $3.9 billion, which is $174.2 million (4.7%) above the FY2012 estimate. The largest contributors to this increase are mandatory or contractual obligations including pensions, health benefits, fuel, electricity, and information technology licenses.

GENERAL FUND

The City's General Fund is its largest fund and supports the majority of the basic services of the City, such as police and fire protection, health and human services, garbage collection as well as library and parks. The largest sources of revenue for the General Fund are property and sales taxes, which together produce approximately 70.9% of the total resources for the General Fund. The current tax rate for the City of Houston is 63.875 cents per $100 assessed valuation. It is unchanged from last year.

The General Fund budget, by department and by revenue source, is shown in the General Fund Summary on Page II-2. The total General Fund expenditure budget is $2.0 billion, which is $110.8 million (6.0%) above the FY2012 estimate. While this is a relatively flat budget from a services perspective, it incorporates funding for the cost increases previously stated above and includes the transfer of expenditures and revenues for the Mobility Response Team and burglar alarm and false alarm activities from the Police Special Fund. It also reflects an increase in the Mayor's Office budget due to the transfer of funding for Mayor's employees that had resided in other departments. These employees, as well as the cost and budget for the employees, have now been moved into the Mayor's Office. These transfers reflect the Mayor's commitment to financial transparency.

General Fund Revenue Highlights

Overview - The revenues available to support the operations of the General Fund are described in detail starting with Page II-2 of the FY2013 budget. The budget was prepared with conservative revenue projections based on ranges provided by experts such as the Harris County Appraisal District and University of Houston Institute for Regional Forecasting.

Property Tax – As previously mentioned, the FY2013 budget is based on a property tax rate of 63.875 cents per $100 assessed valuation. (Tax rates are adopted in the fall for all jurisdictions in Texas, without regard to date a municipality's fiscal year begins.) Revenue from property taxation is expected to be $900.2 million, which is 3.9% above the FY2012 estimate.

Sales Tax – The FY2013 budget projects a sales tax increase as a result of continuing signs of economic recovery. Revenue from sales tax is expected to be $577.4 million, which is approximately $32.4 million (5.9%) above the FY2012 estimated revenue.

General Fund Expenditure Highlights

Overview – This document contains detailed information on each City department's budget, including a comparison with prior years. In addition, each department has identified specific items or budget highlights which are of particular interest in FY2013.

Public Safety – As part of the Mayor's commitment to public safety, this budget includes $5 million in contingent funding in support of the new independent Houston Forensics Science Center and $2 million in funding for the new Sobering Center. Additionally, it includes three cadet classes for the Police Department and four cadet classes for the Fire Department.

Staffing Levels – Table IV, Page 16-17 demonstrates the level of Full Time Equivalent (FTE) staffing provided in this budget compared to past years. Citywide staffing, including overtime and straight time FTEs, is budgeted primarily flat, with a 1% increase compared to FY2012, while total General Fund staffing increased by 2.1%.

General Fund Ending Balance

The Adopted Budget includes an ending fund balance of $131.9 million after setting aside $10 million designated for the Rainy Day Fund. This ending fund balance is $30 million (18.6%) below the estimated fund balance for FY2012. It represents 7.7% of expenditures excluding debt service, exceeding our goal of 7.5%.

ENTERPRISE FUNDS

Overview – The City has three enterprise funds: The Houston Airport System Fund, the Combined Utility System Fund and the Convention and Entertainment Facilities Operating Fund.

Aviation – The Houston Airport System is responsible for two major hub airports; George Bush Intercontinental and William P. Hobby. Aviation is also responsible for Ellington Field, a joint use civil/military airport. Security at the three airports continues to be a top priority. The Police and Fire Departments provide significant public safety services to the airports, and these costs of services are reimbursed to the General Fund.

The Aviation department budget of $437 million has increased from the FY2012 estimate by approximately $5.3 million (1.2%) with the majority of the increase in system debt transfers. FY2013 revenue is conservatively estimated to be $5.3 million higher than FY2012, reflecting increases in concessions and rental fees.

Combined Utility System (CUS) – The CUS Fund is managed by the Public Works and Engineering Department and is composed of three separate funds; the Water and Sewer System Operating Fund; the CUS Operating Fund and the CUS General Purpose Fund.

The CUS budget of $986.7 million has increased from FY2012 estimate by approximately $29 million (3%) with the majority of the increase in the debt service category, while the revenue is estimated to be $30.6 million higher in FY2013.

Convention and Entertainment Facilities (CEFD) - CEFD Operating Fund is an enterprise fund that accounts for the unpledged revenues as well as other operating and capital expenditures assigned to the Houston First Corporation, which was created in FY2012. The CEFD FY2013 budget is $80.3 million, $20.8 million or 20.6% lower than the FY2012 estimate.

CAPITAL BUDGET

The City is integrating the capital and operating budget processes. On July 27, 2012, City Council approved a five-year Capital Improvement Plan, covering fiscal years 2013 through 2017. This incorporates the $625 million in public improvement bonds that were approved by voters in November 2006. Individual projects are brought to City Council for approval prior to the commencement of construction.

CONCLUSION

The budget described in this document reflects the commitment to persevere through difficult decisions, dedication from stakeholders of tireless hours to prioritize the City's services through critical core assessment teams, and forward planning to implement strong financial stewardship as we move towards a brighter economic future. It is our main priority to maintain and improve the City's core services in a challenging economic time.

Sincerely,

Kelly Dowe

Kelly Dowe, Director

CITY OF HOUSTON

Annise D. Parker
Mayor

P.O. Box 1562
Houston, Texas 77251-1562

Telephone – Dial 311
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May 15, 2012

To: Citizens, Honorable Members of City Council and the Honorable City Controller

I am pleased to submit the proposed budget for the fiscal year which begins July 1, 2012, and ends June 30, 2013 (FY2013). Once again, our budget does not include a property tax increase and it maintains focus on my administration's five priorities: jobs and sustainable development, public safety, infrastructure, quality of life and fiscal responsibility.

In stark contrast to the previous two years, there are no service cuts or layoffs in city departments. Also, for the third year in a row, the budget does not include the use of Pension Obligation Bonds or the issuance of any other long-term debt to meet current expenses. There will be some cost increases for pensions, health benefits, fuel, electricity and information technology but in general, it is a flat budget with funding levels for most departments about the same as last year - a positive starting point for discussions with the public and City Council.

The budget maintains the existing property tax rate of 63.875 cents per $100 of taxable value. Property tax revenue is expected to increase 4.3% in FY2013 as the housing market continues to improve. Sales tax revenues are predicted to increase 5.9% with the strong growth in employment in Houston.

The recovery in property and sales taxes has allowed us to meet the goal I set last year of increasing General Fund Reserves above the preferred 7.5 percent level (fund balance divided by operating expenditures before debt service). We will use reserves above that amount to offset the cost increases mentioned above and we will be able to put another $5 million back into the Rainy Day Fund. With the $5 million contribution we were able to make in FY2012, the total in the Rainy Day Fund will rise to $10 million.

Due to prudent fiscal management of the City during the past two budget cycles, we have sufficient funding to continue delivering on my administration's five priorities below.

Jobs and Sustainable Development

We will continue to support economic growth and job creation through business friendly policies and practices like Hire Houston First, which now includes 250 registered Houston firms. Since my administration took office, the City of Houston has directly incentivized more than $1 billion of economic development and created or saved more than 13,000 jobs.

Council Members: Helena Brown Jerry Davis Ellen R. Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez James G. Rodriguez Mike Laster Larry V. Green Stephen C. Costello Andrew C. Burks, Jr. Melissa Noriega C.O. "Brad" Bradford Jack Christie
Controller: Ronald C. Green

Overall, the city has gained more than 100,000 jobs, as compared to the previous year. Our job growth is the envy of the rest of the nation. Due to several projects currently in the discussion phase, I anticipate more job growth tied to direct city involvement in FY2013.

Public Safety

Over two-thirds of the General Fund budget is devoted to public safety. The budget includes $5 million in contingent funding for the proposed independent Houston Forensics Science Center. City Council will be asked in June to appoint board members and formally create the Local Government Corporation (LGC) that will oversee administration and operation of this new consolidated facility. The steps and the funding we are providing are in keeping with my promise to have an independent crime lab in operation by the end of my second term in office.

There is also $2 million in funding for the new Sobering Center. This will free up jail space for more serious offenders and streamline and reduce processing time. Police officers will be able to return to patrol faster to help increase public safety in our neighborhoods. Eventually, we anticipate it will also generate cost savings in the jail operation.

Infrastructure

We are entering the second year of Rebuild Houston. This new program is transforming the way we do long-term planning for infrastructure improvements, allowing for planning ten years down the road instead of just five. For the first time we have a comprehensive analysis of the condition of every mile of city streets, a watershed level drainage assessment and a plan to address them in a systematic, worst-comes-first, pay-as-you-go manner. Almost 30 new projects for street and drainage improvements valued at approximately $250 million are planned for this year.

Quality of Life

Unlike FY2012, this budget will not include cuts in swimming pool and library hours or health clinic services. We will be adding more homes to the curbside, single stream recycling program – one of the few program expansions planned for next year. In addition, Saturday library hours will continue and, in our parks, we will continue to replant trees lost to the drought of 2011. Overall, our attention will be focused on strengthening neighborhoods, cultivating corporate partnerships for cultural activities and civic celebrations and maintaining the amenities that make Houston a destination for visitors, a magnet for new residents and the best city in America in which to live, work and raise a family.

Fiscal Responsibility

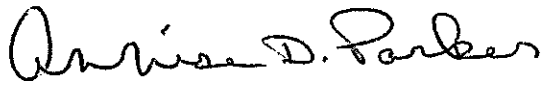
As part of my commitment to financial transparency, the mayor's office budget now more accurately reflects the employees who work directly for me, ending the practice of previous administrations of placing the salaries of mayor's office employees in the budgets of other departments.

This budget also furthers transparency for the Mobility Response Team and burglar alarm and false alarm activities by showing these revenues and expenditures in the General Fund rather than the Police Special Services Fund.

Although our work here is not done, we are emerging from the recession financially stronger. We achieved this not by raising taxes, but with firm fiscal stewardship. We have achieved greater efficiency by consolidating human resource management, information technology and fleet operations that were distributed citywide into the HR, IT and Fleet departments.

I am excited about the progress on these five priorities, and I am excited about the continued progress we will make in FY2013. We know there are still challenges ahead. We must make our pensions more secure and stable for our employees and affordable for our taxpayers, and we will continue our practice of lowering costs through contract renegotiations and streamlining our work processes. I am confident that we will continue to meet our challenges head-on, making the right decisions even when they are tough, and I am confident that we will continue working together to make Houston one of the greatest cities in the world.

Sincerely,



Annise D. Parker
Mayor.


CITY OF HOUSTON
TEXAS

CITYWIDE STRATEGIC OBJECTIVES

The five priorities of the City of Houston are Jobs & Sustainable Development, Public Safety, Infrastructure, Fiscal Responsibility and Quality of Life.

The Mayor, Department Directors and City Leadership developed the Citywide Strategic Objectives, based on the priorities, in order to align department initiatives and employee performance to the City's broad strategic goals. The City is currently using the Strategic Objectives to define City and Department Initiatives, along with short and long term SMART Goals, to track progress toward meeting the Strategic Objectives.

Fiscal Responsibility serves as a foundational priority that ensures the provision of City services and the ability to implement the other four priorities.

Jobs & Sustainable Development

Support Economic Growth and Jobs

- Maintain and bolster Houston's position as a national leader in job creation and economic growth.
- Promote Houston as a center for global and national corporate relocations.
- Incentivize formation of new businesses and attract existing businesses to relocate to Houston.
- Further develop our business-friendly climate leading to a strong private sector and job creation.

Maintain Business Friendly Practices and Policies

- Ensure a comprehensive and customer-centric approach to working with the public.
- Provide a single point of contact and standard processes for businesses operating in Houston.
- Continue to streamline the permitting services to better assist the public, and to provide a more integrated approach to all types of permitting.

Conserve Resources & Reduce Energy Consumption

- Increase energy efficiency of our buildings and bring them to LEED-certification and Energy Star standards.
- Implement electronic systems to reduce paper, water and energy use.
- Proactively reduce energy consumption, procure renewable energy, expand our hybrid and electric fleet vehicles and develop vehicle and bicycle sharing programs to reduce the number of vehicles on the road.
- Maintain building codes that continue to advance energy and resource efficiency.
- Provide incentives to business and residents for conservation and resource management.

Public Safety

Prepare for All Hazards through Planning, Prevention, Protection Mitigation, & Recovery.

- Identify threats & hazards to public safety, assess the risks, and develop appropriate plans and capabilities that align with the National Preparedness Goal.
- Engage in national and regional networks and lead interagency cooperative efforts.

Engage the Whole Community in Preparedness Activities

- Utilize a "whole community" approach to preparedness by engaging all segments of the community, including residents, schools, businesses, faith-based and non-profit groups, government, and non-government organizations.
- Innovate, lead, and set standards for best practices in crime prevention, fire safety, and public health programs.

Respond Quickly and Effectively

- Provide Best in Class police, fire, EMS, and public health services by leveraging technology and the most effective models for emergency and non-emergency response.
- Benchmark ourselves internally and against similar cities to demonstrate our Best in Class service and cost management.
- Provide sound risk management and safety practices for City personnel in emergency situations.

Maintain Order, Enforce the Law, and Protect the Public

- Enforce federal, state and local laws while respecting the rights of all citizens.
- Maintain order and protect life, health and property in a manner that promotes confidence, respect and pride in our service.
- Fairly and effectively administer justice for those found in violation of the law through the courts.

Infrastructure

Rebuild Houston

- Develop and redevelop quality street and drainage infrastructure to meet current requirements and growing demand through a pay-as-you-go financing structure.
- Improve our roads and reduce the effects of flooding.
- Continue to develop and communicate the roadmap and timeline necessary to plan for and deliver needed improvements.

Improve Transportation Alternatives

- Implement a long term coordinated mobility plan that includes all forms and needs of transportation through interagency cooperation led by the City.
- Prioritize City infrastructure projects and support collaborative projects, to create needed mobility capacity with multiple transportation modes.

Modernize and Improve Service Delivery Infrastructure

- Build a strong foundation of City service delivery infrastructure to ensure we provide the best services at the most effective costs.
- Implement a 3-5 year roadmap for improving and rightsizing our inventory of facilities, fleet, and equipment with an A+ repair and preventive maintenance program that enables City employees to safely and effectively deliver services.
- Improve and expand water/sewer utility system and airport infrastructure to increase capacity, serve as a regional partner, and extend efficiencies in delivering key products and services.
- Develop and redevelop Best in Class airport infrastructure.

Fiscal Responsibility

Effectively Manage the Public's Money

- Continue moving towards a balanced five year financial plan.
- Integrate financial and operational performance goals, making such goals visible to the public.
- Provide a consistent and comprehensive method for financial control and reporting.
- Implement the processes and systems to optimize revenue collection and eliminate revenue leakage.
- Develop a fair fee structure for the provision of affordable programs and services.
- Create comprehensive risk management plans and practices.
- Strategically leverage available grant and other funding opportunities to support city priorities.
- Implement capital projects that have the greatest impact.

Improve Cost Effectiveness and Leverage Partnerships

- Fully leverage process improvement techniques and technology to reduce waste and improve efficiency.
- Right-source services using the best combination of internal and external resources, to gain equal or better services at the same or lower price.
- Leverage funds by building partnerships with the private sector and other public agencies to enhance services and reduce costs.
- Develop cost effective procurements and vendor partnerships that provide opportunities to all.

Leverage Human Capital

- Align employee goals and performance to City strategies and objectives and deliver results.
- Create a culture where employees feel empowered to make changes to improve City services.
- Ensure City employees have the skills and tools needed to do their jobs.

Implement Innovative Technologies

- Provide high quality, cost effective, and common citywide IT with a high level of customer satisfaction.
- Develop 3 to 5 year roadmap for improving and innovating through technology.
- Enable development and implementation of advanced technologies to support departmental delivery of improved services to customers.

Quality Of Life

Strengthen Neighborhoods

- Maintain quality level of services across all neighborhoods and be one of the best places to live.
- Partner with the communities we serve to ensure the maintenance of safe and affordable neighborhoods with access to adequate and convenient services.

Improve our Environment, Parks and Green Space

- Advocate for and protect our natural environment by expanding, enhancing and maintaining green space, City parks and urban gardens.
- Lower pollution levels and enforce pollution regulations to improve air and surface water quality.
- Minimize waste, encouraging recycling through business and community partnerships, and increase endeavors to beautify Houston.

Provide Recreational, Wellness, and Educational Opportunities

- Deliver and improve the quantity and quality of diverse recreational, wellness and educational opportunities offered by the City.
- Support healthy living and promote prevention and self-management of chronic diseases and reduce obesity among Houstonians.
- Provide opportunities to improve literacy, increase job readiness, and advance access to technology and the internet.

Cultivate Civic Celebrations and Cultural Activities

- Encourage and promote museums, theaters, libraries, parks, sports teams, music and other varieties of cultural activities and civic celebrations throughout the city to both highlight and celebrate the diversity of Houston's population and;
- Continue to promote Houston as a food lover's destination.

Table I
EXPENDITURE SUMMARY BY DEPARTMENT

	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Public Safety				
Police Department				
General Fund	649,134,879	618,746,105	620,488,531	**676,463,963**
Special Revenue Fund(s)	48,202,840	50,665,114	47,029,113	**30,306,491**
Total Police Department	697,337,719	669,411,219	667,517,644	**706,770,454**
Fire Department				
General Fund	448,175,151	425,136,692	425,136,692	**433,391,234**
Houston Emergency Center				
General Fund	11,171,687	11,549,511	11,549,511	**11,855,355**
Special Revenue Fund(s)	20,496,254	23,592,247	23,592,247	**24,504,804**
Total Houston Emergency Center	31,667,941	35,141,758	35,141,758	**36,360,159**
Municipal Courts Department				
General Fund	22,836,393	22,150,748	22,150,748	**24,135,874**
Special Revenue Fund(s)	3,443,779	3,571,076	3,444,687	**3,772,859**
Total Municipal Courts Department	26,280,172	25,721,824	25,595,435	**27,908,733**
Forensic Services				
General Fund	14,285,074	20,433,324	18,690,898	**21,103,160**
Total Public Safety	**1,217,746,057**	**1,175,844,817**	**1,172,082,427**	**1,225,533,740**
Development & Maintenance Services				
Public Works & Engineering				
General Fund	83,463,815	37,377,283	37,377,283	**35,659,100**
Special Revenue Fund(s)	85,577,785	298,001,850	234,871,424	**292,948,791**
Enterprise Fund(s)	1,084,863,300	1,302,908,600	1,257,417,522	**1,326,107,800**
Total Public Works & Engineering	1,253,904,900	1,638,287,733	1,529,666,229	**1,654,715,691**
Solid Waste Management				
General Fund	65,542,503	65,492,827	65,492,827	**69,373,412**
Special Revenue Fund(s)	738,052	1,346,681	1,346,681	**2,571,432**
Total Solid Waste Management	66,280,555	66,839,508	66,839,508	**71,944,844**
General Services				
General Fund	46,078,792	46,555,006	46,555,006	**49,020,171**
Total General Services	46,078,792	46,555,006	46,555,006	**49,020,171**
Planning & Development				
General Fund	8,173,430	7,208,331	7,208,331	**7,545,302**
Special Revenue Fund(s)	17,336	809,873	103,578	**771,950**
Total Planning & Development	8,190,766	8,018,204	7,311,909	**8,317,252**
Total Development & Maintenance Services	**1,374,455,013**	**1,759,700,451**	**1,650,372,652**	**1,783,997,958**
Human & Cultural Services				
Department of Neighborhoods				
General Fund	0	9,698,147	9,698,147	**10,320,086**
Total Department of Neighborhoods	0	9,698,147	9,698,147	**10,320,086**
Housing & Community Development				
General Fund	860,035	619,779	619,779	**2,429,478**
Library				
General Fund	35,304,931	32,352,534	32,352,534	**33,326,335**
Special Revenue Fund(s)	346,524	1,322,268	1,299,468	**1,027,968**
Total Library	35,651,455	33,674,802	33,652,002	**34,354,303**
Parks and Recreation				
General Fund	63,133,452	66,295,242	66,295,242	**64,402,537**
Special Revenue Fund(s)	7,251,980	7,781,500	7,781,500	**7,905,175**
Total Parks and Recreation	70,385,432	74,076,742	74,076,742	**72,307,712**

Table I
EXPENDITURE SUMMARY BY DEPARTMENT

	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Health and Human Services				
General Fund	45,614,130	40,067,351	40,067,351	**42,381,421**
Special Revenue Fund(s)	356,349	738,500	738,500	**747,835**
Total Health and Human Services	45,970,479	40,805,851	40,805,851	**43,129,256**
Convention & Entertainment				
Enterprise Fund(s)	86,469,801	101,168,802	101,168,802	**80,323,150**
Total Convention & Entertainment	86,469,801	101,168,802	101,168,802	**80,323,150**
Total Human & Cultural Services	**239,337,202**	**260,044,123**	**260,021,323**	**242,863,985**
Administrative Services				
Mayor's Office				
General Fund	2,930,094	5,486,807	5,486,807	**6,113,265**
Special Revenue Fund(s)	2,969,197	6,567,879	4,667,879	**5,557,291**
Total Mayor's Office	5,899,291	12,054,686	10,154,686	**11,670,556**
Office of Business Opportunity				
General Fund	2,403,553	2,102,597	2,102,597	**2,352,405**
City Council				
General Fund	5,007,184	5,732,157	5,732,157	**6,352,048**
City Controller				
General Fund	7,389,260	6,965,281	6,965,281	**7,374,793**
Finance Department				
General Fund	9,802,161	23,087,698	23,087,698	**11,276,606**
Special Revenue Fund(s)	0	0	0	**2,840,215**
Administration and Regulatory Affairs				
General Fund	31,640,700	26,431,395	26,431,395	**28,126,721**
Special Revenue Fund(s)	21,882,815	25,469,842	25,077,448	**27,003,458**
Total Administration and Regulatory Affairs	53,523,515	51,901,237	51,508,843	**55,130,179**
Information Technology				
General Fund	19,073,142	18,094,797	18,094,797	**19,269,066**
Total Information Technology	19,073,142	18,094,797	18,094,797	**19,269,066**
City Secretary				
General Fund	747,691	802,733	802,733	**836,435**
Human Resources				
General Fund	3,151,500	3,191,872	3,191,872	**3,245,868**
Legal				
General Fund	16,973,681	13,675,311	13,675,311	**14,112,402**
Total Administrative Services	**123,970,978**	**137,608,369**	**135,315,975**	**134,460,573**
Other				
Houston Airport System				
Enterprise Fund(s)	425,342,204	431,958,330	431,958,330	**437,233,361**
General Debt Service				
General Fund	220,838,000	220,506,734	220,506,734	**241,100,000**
General Government				
General Fund	87,144,325	107,336,671	107,336,671	**126,330,122**
Total Other	**733,324,529**	**759,801,735**	**759,801,735**	**804,663,483**
Grand Total Expenditures	**3,688,833,779**	**4,092,999,495**	**3,977,594,112**	**4,191,519,739**

* Totals include interfund eliminations
* Totals include General, Special and Enterprise Funds.

TABLE II
CITYWIDE REVENUE SUMMARY

Listed below are the resources for all City funds by category. All City funds include General, Special, and Enterprise and exclude interfund transfers. The largest revenue source for the City is collection from the City's Combined Utility System for water and sewer charges, which are projected to increase by approximately 3.73%. The second largest source of revenues is general property taxes which are projected to increase by approximately 3.93%. Together these two sources account for approximately 51.17% of all City revenues.

CITYWIDE REVENUE BY CATEGORY
($ in Million)

Revenue Category	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget	FY2013 vs. FY2012	% of Total
Water & Sewer	891	882	911	945	3.73%	26.21%
General Property Taxes	859	842	866	900	3.93%	24.96%
Sales Taxes	493	519	545	577	5.87%	16.00%
Aviation	407	420	420	427	1.67%	11.84%
Franchise Fees	195	195	196	197	0.51%	5.46%
Charges for Services	89	209	199	195	-2.01%	5.41%
Intergovernmental	64	120	67	64	-4.48%	1.77%
Other	78	56	65	47	-27.7%	1.30%
Other Tax	72	73	74	77	4.05%	2.14%
Interest Income	31	26	24	23	-4.17%	0.64%
Licenses and Permits	65	74	78	82	5.13%	2.27%
Fines and Forfeits	58	55	53	57	7.55%	1.58%
Industrial Assessment	14	15	15	15	0.00%	0.42%
Total Revenue	**3,316**	**3,486**	**3,513**	**3,606**	**2.65%**	**100.00%**

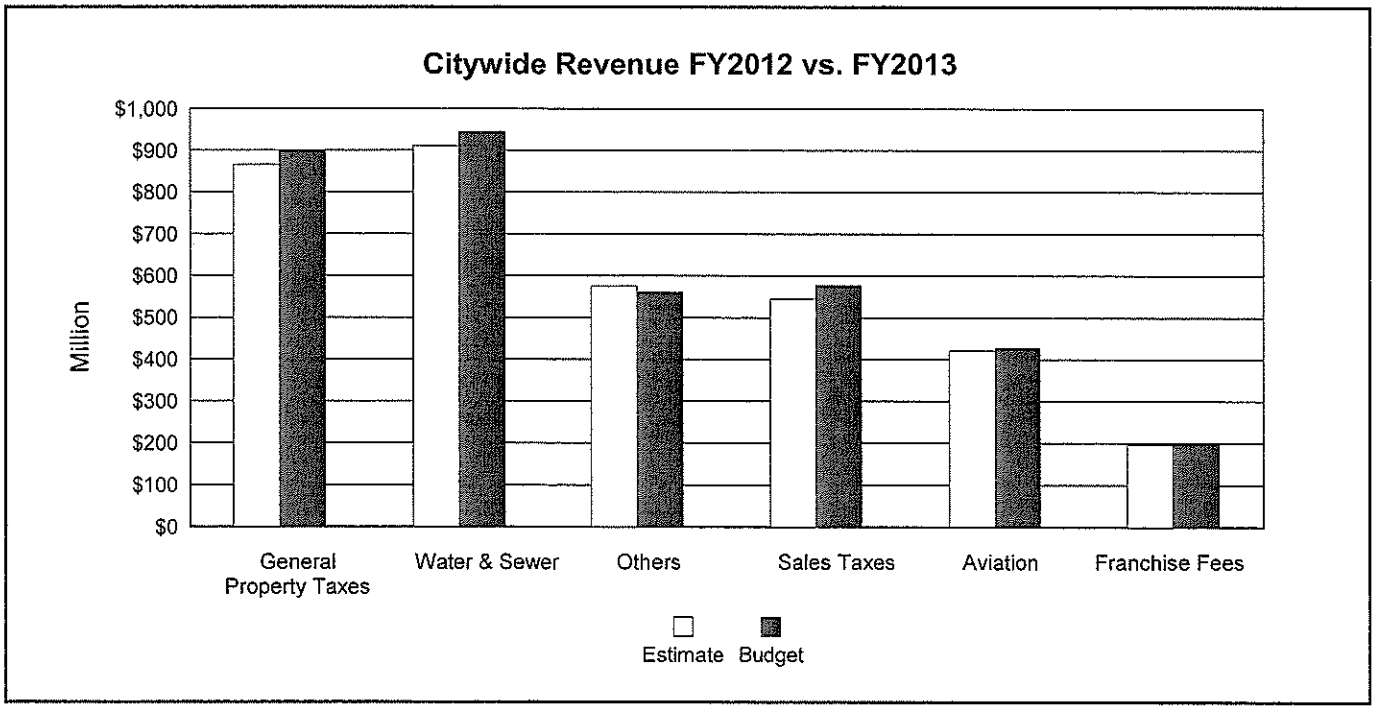


TABLE III
CITYWIDE EXPENDITURE SUMMARY

Listed below are the expenditures for all City funds by category. All City funds include General, Special, and Enterprise Funds and exclude interfund transfers. Personnel services, accounting for more than 50%, is the largest expenditure category projected at 51.18%. The second largest City expenditure is on payment of principal and interest on long-term debt, which is 25.31% of total expenditures. Together these two categories account for approximately 76.49% of all City expenditures.

CITYWIDE EXPENDITURES BY CATEGORY
($ in Million)

Expenditure Category	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget	FY2013 vs. FY2012	% of Total
Personnel Services	1,724	1,645	1,635	1,719	5.14%	51.18%
Debt Service and Other Uses	737	821	780	850	8.97%	25.31%
Other Services and Charges	591	615	618	627	1.46%	18.67%
Supplies	116	123	123	119	-3.25%	3.54%
Equipment	14	29	21	31	47.62%	0.92%
Non-Capital Equipment	10	12	11	13	18.18%	0.38%
Total Expenditure	**3,192**	**3,245**	**3,188**	**3,359**	**5.36%**	**100.00%**

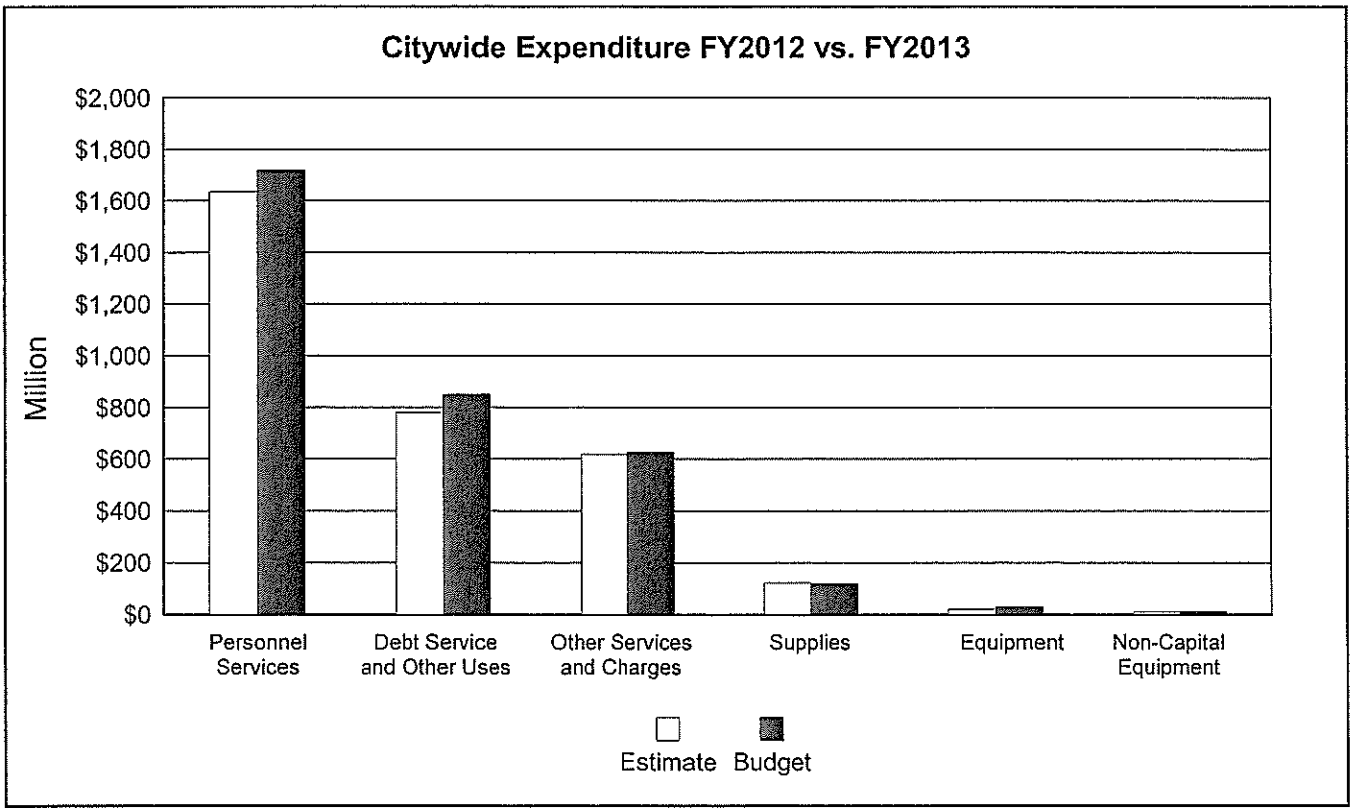


TABLE IV
CITYWIDE PERSONNEL SUMMARY

Fund/Business Area	Full-Time Equivalents (FTEs)				Overtime FTEs		
	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget	FY2011 Actual	FY2012 Current Budget	FY2013 Budget
GENERAL FUND							
Public Safety							
Fire/Civilian	219.3	119.8	119.0	124.5	4.3	0.7	0.7
Fire/Classified	3,853.5	3,796.9	3,812.5	3,746.4	231.6	195.1	193.3
Fire/Cadets	45.1	24.0	14.9	24.2	0.0	0.0	0.0
Forensic Services/Civilian	98.8	109.0	109.1	116.6	2.7	1.0	1.4
Forensic Services/Classified	41.4	81.0	83.0	83.0	2.2	3.3	2.9
Municipal Courts Department	301.7	267.7	270.3	276.4	0.0	0.0	0.2
Police/Civilian	1,270.7	1,055.4	1,025.0	1,093.7	23.6	40.3	26.5
Police/Classified	5,031.4	4,960.1	4,961.6	5,124.0	107.9	65.6	98.6
Police/Cadets	70.4	82.7	72.0	99.5	0.0	0.0	0.0
Total Public Safety	**10,932.3**	**10,496.6**	**10,467.4**	**10,688.3**	**372.3**	**306.0**	**323.6**
Development & Maintenance Services							
General Services	206.6	194.2	191.9	191.6	4.0	6.0	5.0
Planning & Development	97.5	75.5	73.2	76.5	0.0	0.0	0.0
Public Works and Engineering	469.7	9.0	9.0	15.0	35.9	0.0	0.1
Solid Waste Management	595.7	439.1	439.1	444.6	28.2	26.0	21.1
Total Development & Maintenance Services	**1,369.5**	**717.8**	**713.2**	**727.7**	**68.1**	**32.0**	**26.2**
Human & Cultural Services							
Health & Human Services	571.4	450.8	458.0	467.2	3.4	2.4	1.5
Housing & Community Development	2.9	2.0	2.0	2.0	0.0	0.0	0.0
Library	456.4	415.6	414.4	409.7	0.0	0.6	0.0
Neighborhoods	0.0	100.5	100.5	110.7	0.0	2.4	1.9
Parks & Recreation	771.2	693.8	693.8	685.8	3.0	5.8	2.5
Total Human & Cultural Services	**1,801.9**	**1,662.7**	**1,668.7**	**1,675.4**	**6.4**	**11.2**	**5.9**
Administrative Services							
Administration and Regulatory Affairs	292.8	227.5	227.0	243.3	1.5	0.6	0.7
City Controller	74.0	65.6	65.6	65.6	0.0	0.0	0.0
City Council	72.8	83.0	83.0	89.0	0.0	0.0	0.0
City Secretary	11.5	12.4	12.4	11.4	0.4	0.0	0.1
Finance Department	70.7	64.6	64.6	68.6	0.0	0.0	0.0
Human Resources	40.0	36.0	35.0	34.8	0.0	0.0	0.0
Information Technology	157.7	132.7	131.6	141.7	1.1	1.1	1.2
Legal	155.3	119.8	116.3	119.2	0.0	0.0	0.0
Mayor's Office	35.1	51.8	53.8	54.1	0.0	0.0	0.5
Office of Business Opportunity	31.6	25.0	25.0	28.0	0.0	0.0	0.0
Total Administrative Services	**941.5**	**818.4**	**814.3**	**855.7**	**3.0**	**1.7**	**2.5**
Total General Fund	**15,045.2**	**13,695.5**	**13,663.6**	**13,947.1**	**449.8**	**350.9**	**358.2**
ENTERPRISE FUNDS							
Aviation	1,473.7	1,428.0	1,404.0	1,400.0	54.8	45.0	33.8
C & E - Facility Operating Fund	115.5	0.0	0.0	0.0	2.1	0.0	0.0
PW&E - Public Utilities-Water & Sewer	2,085.4	2,207.8	2,119.5	2,251.9	127.6	124.8	131.9
Total Enterprise Funds	**3,674.6**	**3,635.8**	**3,523.5**	**3,651.9**	**184.5**	**169.8**	**165.7**

TABLE IV
CITYWIDE PERSONNEL SUMMARY

Fund/Business Area	Full-Time Equivalents (FTEs)				Overtime FTEs		
	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget	FY2011 Actual	FY2012 Current Budget	FY2013 Budget
SPECIAL REVENUE FUNDS							
ARA - Parking Management	58.0	67.0	67.0	72.0	0.4	0.3	0.5
ARA - BARC Special Revenue	72.5	97.1	98.1	103.1	0.0	0.0	0.2
Finance - Digital Automated Red Light	0.0	0.0	0.0	1.0	0.0	0.0	0.0
HLT - Swimming Pool Safety	0.0	11.9	10.5	10.4	0.0	0.0	0.2
Houston Emergency Center	244.2	238.3	238.3	238.6	3.8	10.8	10.3
Cable Television	11.5	12.9	12.9	17.5	0.1	0.1	0.2
Parks Special Revenue	88.8	10.5	10.5	10.5	3.3	0.0	0.0
Parks Golf Special	0.0	76.0	76.0	80.0	0.0	4.4	4.4
Police - Asset Forfeiture/Civilians	0.0	0.0	0.0	0.0	0.1	0.0	0.0
Police - Asset Forfeiture/Classified	0.0	0.0	0.0	0.0	19.2	25.8	30.6
Police - Auto Dealers/Civilians	6.3	8.0	6.0	8.0	0.2	0.2	0.6
Police - Auto Dealers/Classified	20.0	23.0	19.2	23.0	1.6	1.6	2.0
Police - Digital Automated Red Light/Civilians	6.9	0.0	1.2	0.0	0.0	0.0	0.0
Police - Digital Automated Red Light/Classified	29.2	0.0	0.8	0.0	0.0	0.0	0.0
Police - Special Services/Civilians	8.1	3.0	3.7	3.0	1.1	0.0	0.0
Police - Special Services/Classified	179.5	220.4	202.0	0.0	76.2	111.9	0.0
Police - Mobility Response Team/Civilians	28.0	31.0	28.0	0.0	0.1	0.1	0.0
PW & E - Dedicated Drainage & Street Renewal	0.0	488.3	461.7	485.8	0.0	29.5	27.0
PW & E - Mobility Response Team	5.8	6.0	6.0	0.0	0.2	0.1	0.0
PW & E - Building Inspection	468.1	482.5	471.9	502.7	12.5	15.3	14.8
PW & E - Stormwater Utility	362.2	382.6	353.7	377.2	25.8	25.8	21.2
PW & E - Houston TranStar	6.8	7.0	7.0	8.0	0.0	0.0	0.0
Municipal Courts Juvenile Case Manager Fee	12.1	15.5	15.5	18.0	0.0	0.0	0.0
Municipal Courts Security Fund	20.4	20.2	20.0	18.1	0.0	0.0	0.0
Municipal Courts Technology Fee Fund	7.0	0.0	0.0	0.0	0.0	0.0	0.0
Library - Digital Houston	2.0	2.0	2.0	2.0	0.0	0.0	0.0
Solid Waste - Recycling Expansion Program	1.0	4.0	4.0	5.0	0.0	0.0	0.0
Total Special Revenue Funds	**1,638.4**	**2,207.2**	**2,116.0**	**1,983.9**	**144.6**	**225.9**	**112.0**
Total General, Enterprise and Special Funds	**20,358.2**	**19,538.5**	**19,303.1**	**19,582.9**	**778.9**	**746.6**	**635.9**
INTERNAL SVC./SERVICE CHARGEBACK							
Human Resources - Health Benefits	68.2	48.0	46.1	49.9	0.6	0.1	0.0
General Services - Central Svc Revolving	10.2	6.0	5.0	5.0	0.0	0.1	0.0
Finance - Central Svc Revolving	0.0	0.0	0.0	11.5	0.0	0.0	0.0
Human Resources - Central Svc Revolving	68.5	129.0	121.9	133.0	0.0	0.0	0.0
Information Technology - Central Svc Revolving	2.0	33.6	31.8	40.8	0.0	0.0	0.0
Planning & Development - Central Svc Revolving	8.4	11.5	11.5	12.5	0.0	0.0	0.0
General Services - In-House Renovation	28.0	30.0	28.9	30.0	0.2	0.3	0.7
Finance - Fleet Management	0.0	0.0	0.0	4.5	0.0	0.0	0.0
FMD - Fleet Management	1.5	273.9	253.7	273.0	0.0	10.2	10.1
PW & E - Fleet Management	89.2	92.0	86.0	92.2	6.7	8.1	8.0
PW & E - Project Cost Recovery	319.9	330.0	330.1	328.2	2.5	6.1	5.9
General Services - Project Cost Recovery	26.0	25.0	25.0	25.0	0.0	0.0	0.1
Information Technology - Project Cost Recovery	26.2	22.0	22.0	27.0	0.0	0.0	0.0
ARA - Property and Casualty	4.9	5.0	5.0	5.0	0.0	5.0	0.0
Legal - Property and Casualty	23.9	45.8	45.1	52.4	0.0	0.0	0.0
Human Resources - Workers' Compensation	49.8	29.4	28.3	32.4	0.0	0.0	0.0
Legal - Workers' Compensation	4.9	3.0	3.0	3.0	0.0	0.0	0.0
Total Internal Svc./Service Chargeback	**731.6**	**1,084.2**	**1,043.4**	**1,125.4**	**10.0**	**29.9**	**24.8**
Total FTEs	**21,089.8**	**20,622.7**	**20,346.5**	**20,708.3**	**788.9**	**776.5**	**660.7**


CITY OF HOUSTON
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Tab I

SUPPLEMENTARY INFORMATION

Guide to Reading the FY2013 Budget Document I-2

Authority I-6

Brief Description of the Funds Used in Budget Process I-7

Significant Financial and Budgetary Policies I-13

Operating Budget Process I-20

Demographic/Economic Summary of the City I-24

GUIDE TO READING THE OPERATING BUDGET

This section explains the format and contents of the FY2013 Budget document. The major sections of the budget are described below.

THE MAYOR'S BUDGET MESSAGE

The Mayor's budget message to the City Council outlines the priorities upon which the FY2013 Budget was prepared. Service highlights and significant changes are discussed.

SUPPLEMENTARY INFORMATION

This section provides a City of Houston fact sheet with leading economic indicators, the authorization for the budget, and a detailed discussion of the budget methodology. An economic forecast, overview of the budget, overview of funds, and financial and budgetary policies are also presented. Summary information for all funds is presented by department.

GENERAL FUND

This section includes a fund summary, a General Fund resources summary, and a General Fund expenditure summary. These summaries are followed by General Fund departmental operating budgets.

The General Fund departments are grouped by function. The functions and their component departments are as follows:

PUBLIC SAFETY AND JUSTICE

- Fire
- Houston Emergency Center
- Municipal Courts
- Police

DEVELOPMENT AND MAINTENANCE SERVICES

- General Services
- Planning and Development
- Public Works & Engineering (PWE)
- Solid Waste Management

GENERAL GOVERNMENT

HUMAN AND CULTURAL SERVICES

- Department of Neighborhoods
- Health and Human Services
- Housing and Community Development
- Library
- Parks and Recreation

ADMINISTRATIVE SERVICES

- Administration and Regulatory Affairs
- City Controller
- City Council
- City Secretary
- Finance
- Human Resources
- Information Technology
- Legal
- Mayor's Office
- Office of Business Opportunity

GENERAL FUND DEBT SERVICE

A brief departmental narrative outlines the department's responsibilities, budget, and service level. A departmental organization chart shows divisions and/or programs with staffing and expenditure levels.

Also included is a graph that presents a nine-year departmental expenditure history and the adopted budget. Within a departmental summary, related totals may vary slightly due to rounding.

- Department/Budget Summary

  This form includes summaries of expenditures, revenues, and staffing levels for the FY2011 Actual, FY2012 Budget, FY2012 Estimate, FY2013 Budget and FY2013 highlights of services or new programs. The FY2012 Estimate (FY2012 Projected) is based on the March 2012 Monthly Financial and Operations Report (MFOR) for General, Enterprise, Special Revenue, and Internal Service Funds.

- Programs by Department

  This form summarizes departmental program objectives, expenditures, staffing levels, and performance measures for the FY2011 Actual, FY2012 Estimate, and FY2013 Budget.

- Personnel Summary

  This schedule lists positions by job classification code. The total is adjusted to full-time equivalents (FTEs).

- Department Expenditure Line Item Detail

  This form provides departmental expenditure information by line item for the FY2011 Actual, FY2012 Budget, FY2012 Estimate, and FY2013 Budget.

- Department Revenue Summary

  This form provides departmental revenue information by revenue source for the FY2012 Budget, FY2012 Estimate and FY2013 Budget.

ENTERPRISE FUNDS

The City of Houston has three Enterprise Fund operations: Aviation, Convention and Entertainment Facilities and the Combined Utility System. These funds have the same budget presentation as described for General Fund departments, with the exception of the Fund Summary that follows the departmental narrative. Aviation's Airport Capital Outlay Fund and Combined Utility System's Water and Sewer System Operating Fund are separate funds for the purchase of capital outlay items. The Combined Utility System Water and Sewer Operating Fund pay the debt service, in addition to making operating transfers to the Combined Utility System General Purpose Fund. This fund is used for capital outlays, discretionary payments, transfers to storm water, and other permissible activities. In general, the Fund Summary includes the following items for the FY2012 Budget, the FY2012 Estimate, and the FY2013 Budget:

- Beginning fund balance/equity
- Current and projected revenues
- Current and projected expenditures
- Planned ending fund balance
- Fund balance distribution, where appropriate

SPECIAL REVENUE FUNDS

Special Revenue Funds are established to account for the proceeds of specific revenue sources, which are restricted to expenditures for specified purposes. In FY2013, the Special Revenue Funds include the following:

- Asset Forfeiture
- Auto Dealers
- BARC
- Building Inspection
- Cable Television
- Child Safety
- Digital Automated Red Light Enforcement Program
- Digital Houston
- Historic Preservation Fund
- Houston Emergency Center
- Houston TranStar Center
- Juvenile Case Manager Fund
- Municipal Courts Building Security
- Municipal Courts Technology Fee
- Parking Management
- Parks and Recreation Special Revenue
- Parks Golf Special Fund
- Police Special Services
- Recycling Expansion Program
- Supplemental Environmental Protection
- Swimming Pool Safety Fund

INTERNAL SERVICE FUNDS

Internal Service Funds are established for the purpose of providing services to City departments on a cost-reimbursement basis. Services provided by personnel in this fund type are charged to the department receiving the services. The Internal Service Funds section includes the following operations in FY2013:

- Health Benefits
- Long-Term Disability

The presentation format for the Internal Service Funds is identical to the Enterprise Funds.

CAPITAL AND EQUIPMENT

The Capital and Equipment Program has its own budget cycle. The equipment in this program is financed by the issuance of Commercial Paper (CP). A separate appropriation is established after the issuance of CP.

SERVICE CHARGEBACK FUNDS

Service Chargeback Funds, previously known as Revolving Funds, are also established to provide services on a cost-reimbursement basis and as an administrative convenience. In these funds, supplies and services are delivered or acquired on behalf of a department, which is later billed. For example, the Central Services Revolving Fund pays the electrical bills for departments and is then reimbursed. This procedure also allows for the accurate allocation of costs by departments and funds that use the modified accrual basis of accounting. These funds are sub-funds of the General Fund. The format for the Service Chargeback Funds is identical to the Enterprise Funds.

The Service Chargeback Funds section includes the following operations in FY2013:

- In-House Renovation
- Fleet Management
- Property and Casualty
- Workers' Compensation
- Central Services
- Project Cost Recovery

DEBT SERVICE FUNDS

This section consists of a narrative explaining the purpose of these funds, highlights of the FY2013 Budget, the reserve policy, and Fund Summary tables. In addition, this section includes the Annual Financing Plan (AFP), which outlines the proposed schedule for various debt issuances in the upcoming fiscal year.

APPENDICES

This section includes the glossary, which defines key budget terms and expenditure line item details for the General Fund, and citywide funds, including Enterprise and Special Revenue Funds. These include line item details for the FY2011 Actual, the FY2012 Budget, the FY2012 Estimate, and the FY2013 Budget.

Schedules for revenue supported debt service are included in the appendices. Also included is a summary of Non-Major Special Revenue Funds as well as a summary of the FY2013 City Council actions and FY2013 Budget Ordinance. A departmental cross reference is included in the appendices. This is an alphabetical listing by department, of all funds and where they are located in the FY2013 Operating Budget, by section, and page number.

AUTHORITY

The City of Houston's Operating Budget is proposed and approved in accordance with state law, the City Charter, and the City Code of Ordinances.

- The Mayor submits the Operating Budget and the Capital Improvement Plan (CIP) to the City Council for approval. The Operating Budget and Capital Improvement Plan include the following features:
  - Revenues, expenditures, and fund balances for FY2011 Actual; FY2012 Estimate; and the proposed budget for FY2013,
  - All City funds, over which the City Council has discretionary approval authority,
  - Proposed estimates for the tax rate and the water and sewer rate for the upcoming fiscal year,
  - All projects for which appropriations will be made in the subsequent fiscal year, and
  - All outstanding obligations and indebtedness of the City.
- The City Council then reviews the Operating Budget and Capital Improvement Plan under the following actions:
  - Calls, publicizes, and conducts public hearings on the Operating Budget and CIP,
  - Proposes and approves recommended changes to the Operating Budget and CIP, and
  - Considers a separate ordinance, which approves the Operating Budget, a motion which adopts the Capital Improvement Plan, and an ordinance which appropriates funds for approved budgetary purposes and projects.
- After the City Controller certifies that funds are available for all appropriations, the Council is presented with an appropriation ordinance.

Prior to the first day of the fiscal year, the City Council is authorized by the City Charter to adopt an ordinance appropriating funds to support the operations of City government. The ordinance usually appropriates most of the proposed budget. The level of appropriation will vary by fund, given the fiscal condition of the fund. This appropriation serves as an interim spending plan authorization until the General Appropriation Ordinance is considered by City Council. At the time of General Appropriation, most of the property tax revenue has been received and the City Controller is able to certify that funds are available for the entire budget.

BRIEF DESCRIPTION OF THE FUNDS USED IN BUDGET PROCESS

The City of Houston's financial management and accounting structure encompasses the ongoing operations and capital programs of twenty-three General Fund departments plus General Government and General Fund Debt Service, approximately forty separate funds, and numerous independent entities or operations for which the City acts as trustee.

Governmental Funds

General revenues (i.e., property taxes, sales taxes, franchise fees, Municipal Courts fines, etc.) are budgeted and received in the General Fund for the support of most basic city services. Operations and services for public safety, financial services, libraries, solid waste management, health, most parks and recreation services, street traffic control, esplanade mowing and citywide administration are included in the General Fund.

Enterprise Funds

Three of the City's operating departments operate similar to private enterprises. Their operations and long-term debt are covered entirely by user fees or dedicated revenue sources.

The Public Utilities - Water and Sewer Fund is managed by the Combined Utility System. All maintenance, operation, reserve, and debt service requirements for Public Utilities are accounted for as an Enterprise Fund in the Public Works & Engineering Department. Capital equipment expenses for water and sewer services are recorded in the Public Utilities - Capital Outlay Fund. All capital outlay expense for the Aviation Department is budgeted in the Airport System Capital Outlay Fund in full compliance with bond ordinances. Budgets covering maintenance and operations, reserves, and debt service for each of these funds are presented in the budget.

- Aviation Department
- Airport System Capital Outlay
- Combined Utility System
- Convention & Entertainment Facilities

Special Revenue Funds

The proceeds of dedicated general purpose revenue sources are budgeted and received in several Special Revenue Funds. The following describes the City's Special Revenue Funds:

- Digital Houston Fund. This fund is used by the City of Houston to build a citywide wireless broadband Wi-Fi mesh network that will provide affordable high-speed internet access for residents and visitors to Houston. It will also enable municipal employees to work in the field without having to return to the office to use traditional landlines to complete their task. The fund will be necessary to receive payments and to allow the City to fund inclusion programs for low income and other individuals. This fund is administered by the Library Department.

- Houston Emergency Center Fund. This fund consolidates the City's four separate emergency services into one state of the art facility. This fund is administered by the Houston Emergency Center.

- Parks Golf Special Revenue Fund. This fund was created to receive all City revenues derived from all city-owned golf facilities, whether operated by the City or private entities, including all related concessions fees, to be used exclusively for the maintenance, operating and improvements of any or all such golf courses.

- Cable Television Special Fund. This fund, under certain cable television franchise agreements with the City, receives contributions on a subscriber basis. This fund is used for public access cable television programming and related costs in the Cable Television Special Fund. The Mayor's Office is responsible for administering this fund.

- Municipal Courts Building Security Fund. This fund was established in FY1997 to provide for the safety of civilians and civil service employees conducting business at Municipal Court buildings. This fund generates revenue by charging a fee to every defendant convicted of any offense. The purpose of this fund is to contract security officers and purchase security equipment such as video arraignment equipment, court room cameras and the installation of a card-key security system. This fund is administered by the Municipal Courts Department.

- Municipal Courts Technology Fee Fund. This fund generates a fee charged for convictions on all traffic and non-traffic misdemeanor offenses occurring on or after June 25, 2000. The purpose of the fund is to finance technological enhancements for the Municipal Courts, including computer systems, networks, hardware, software, imaging systems, electronic ticket writers and docket management systems. The FY2013 Budget includes debt repayment on bonds issued to purchase the new case management system and other equipment and services necessary for the operation of the new system. This fund is administered by the Municipal Courts Department.

- Parks Special Revenue Fund. This fund is used to account for revenues and certain expenditures related to operations of the City's municipal golf courses and youth programs. This fund is administered by the Parks and Recreation Department.

- Police Special Service Fund. This fund is used to account for activities that are not covered under the General Fund Budget. The activities include joint police operations, security and traffic control, undercover support services and use of HPD facilities. The Police Department administers this fund.

- The Asset Forfeiture Fund. This fund is administered by the Houston Police Department (HPD). The City receives forfeited funds resulting from HPD's role in drug-related seizures. This fund provides resources beyond HPD's General Fund budget for crime enforcement. Specifically, this fund is used to address the drug problem in a manner consistent with the department's Comprehensive Narcotics Plan.

- Auto Dealers' Special Revenue Fund. This fund is budgeted to pay the license fees paid by tow truck drivers and various automotive sales, repair, storage and salvage dealers to finance a portion of the Police Department's enforcement efforts regarding privately owned storage lots. This fund is also administered by the Police Department.

- The Child Safety Fund. This fund is used to account for monies received for public, parochial and private school crossing guard programs. Revenues to the fund comes from an assessment of Municipal Court fee's on non-criminal municipal violations and a portion of each vehicle registration authorized by Harris County. The Police Department administers this fund.

- Digital Automated Red Light Enforcement Program. This fund tracks the financial and accounting balances from all penalties and fees collected and all costs associated with the operation and enforcement of the photographic traffic monitoring system. While no new tickets will be issued, this fund remains open while the City collects outstanding penalties and fees and pays the fund's expenses. This fund was previously administered by the Police Department. The Finance Department will administer this fund starting in the FY2013 Budget.

- Supplemental Environmental Protection Fund. This fund is for the advancement of the goals of clean air and water and to enhance the community environment impacted by criminal environmental violators. This fund is administered by the Police Department.

- The Building Inspection Special Fund. This fund includes all construction and building permit revenues and expenditures for inspections and permitting activities. Outdoor sign license fees are received in this fund for enforcement of the City's sign ordinance. This fund is administered by the Public Works & Engineering (PWE) Department.

- Houston TranStar Center Fund. This fund was established for the planning, design, operation and maintenance of transportation and emergency management operations within the greater Houston area. Funding is derived from revenue received from member agencies and is prorated based on occupancy and use of center facilities. This fund is administered by the Public Works & Engineering (PWE) Department.

- Mobility Response Team Fund. The mission of the Mobility Response Team is to respond and mitigate significant traffic congestion resulting from malfunctioning traffic signals, accidents and other mobility issues throughout the City. The team is a partnership between the Police and Public Works & Engineering (PWE) Departments.

- Juvenile Case Manager Fund. This fund was established under Article 45.056 of the Texas Code of Criminal procedure to assess a juvenile case manager fee for each defendant convicted of a fine-only misdemeanor offense and may only be used to finance the salary and benefits of juvenile case managers. This fund is administered by the Municipal Courts Department.

- Historic Preservation Fund. This fund is administered by the Planning and Development Department, which was established in FY2010 to utilize funds set aside from the sale of historic fire stations by the City in FY2009. This fund is used to promote historic preservation programs. It utilizes city funds as seed money to encourage private investment, attract grant funds, and support educational programs that will further preservation efforts in Houston.

- Recycling Expansion Program Fund. This fund was created to allocate dedicated funds to be used for the expansion and implementation of the City's Recycling Programs. Efforts include citywide tree waste recycling, additional neighborhood depository sites, curbside recycling and increased education and outreach. These efforts allow the City to improve its current landfill diversion rate. This fund is administered by the Solid Waste Management Department.

- Parking Management Fund. This fund is responsible for managing and providing on-street parking alternatives to the citizens in the Greater Houston area. This fund is administered by the Administration and Regulatory Affairs Department.

- BARC Special Revenue Fund. BARC (Bureau of Animal Regulation and Care) is authorized to receive funds from any source for the purpose of supporting the maintenance and operation of the City's animal shelter facilities and programs. This fund is administered by the Administration and Regulatory Affairs Department.

- Swimming Pool Safety Fund. This fund receives proceeds from enforcing municipal, state and federal pool and spa safety standards. State and federal pool and safety standards apply to all pools and spas serving more than two dwellings; in accordance with the requirements, operators of pool and spas at apartment or condominium projects are required to obtain permits and to comply with the standards. The fees collected in pursuant of swimming pool and spa safety are used for the purposes of activities related to permitting, inspecting, monitoring, abating, controlling, educating and enforcement of municipal, state and federal standards. This fund is administered by the Health and Human Services Department.

Internal Service Funds

Internal Service Funds were established for the purpose of providing services to City departments on a cost-reimbursement basis. These funds are shown in the Internal Service Fund section of the budget document. Included are the following:

- Health Benefits Fund. This fund was created to account for the financial activity of the City's medical and health-related plans. Employee, retiree, and City premium contributions are budgeted as revenues. Medical and dental expenses, some self-insured medical claims, life insurance premiums, payments to employees for dependent care reimbursement, and health benefits program administrative costs are budgeted as expenditures. This fund is administered by the Human Resources Department.

- Long-Term Disability (LTD). This fund was established in FY1985 and is used to account for the long-term sick leave benefits for eligible city employees. The LTD Fund is funded solely by the City through premiums charged to the departments based on the number of employees covered by the plan. Such premiums cover the cost of all benefits (claims) to the employees and third party administrative fees. This fund is administered by the Human Resources Department.

Service Chargeback Funds

Service Chargeback Funds, previously known as Revolving Funds, are established to provide services to other City departments on a cost-reimbursement basis and are shown in the Service Chargeback Funds Section. Included are the following:

- Central Services Revolving Fund. This fund provides goods and services to operating departments. The receiving department's budget is charged for the actual cost incurred by the Central Services Revolving Fund, with the revolving fund revenue account credited by the same amount. As an example, citywide temporary personnel costs are budgeted in this fund.

- In-House Renovation Fund. This fund is used to capture the costs associated with the renovation and reconstruction of fire stations. All costs are charged to the revolving fund in anticipation of billing a bond fund, General Fund or CDBG grant fund for reimbursement. This fund is administered by the General Services Department.

- Fleet Management Fund. This fund is administered by the Fleet Department, which is used to account for fleet maintenance for citywide departments.

- Property and Casualty Fund. This fund records the transactions of the City's self-insurance program for lost and personnel action claims. The Administration & Regulatory Affairs Department oversees the insurance functions while the Legal Department administers the claims portion. Revenue is generated from premiums assessed to other funds; premiums are based on projected expenditures.

- Workers' Compensation Fund. This fund was established to collect and report all costs of compliance to statutes related to Workers Compensation. The revenues are derived through charging the departments an administrative premium semi-monthly per employee plus all direct costs related to claim expenditures, which includes indemnity, medical and disability payments. This fund is administered by the Human Resources Department.

- Project Cost Recovery Fund. This fund is used to pay the costs of department employees who directly and indirectly work on CIP-related projects. These costs are then recovered from the appropriate CIP project fund. This fund is administered by the Finance Department.

Equipment Acquisition Consolidated Fund

The Equipment Acquisition Consolidated Fund supports the acquisition of durable capital assets for all General Fund departments and selected Special Revenue Funds. Historically, funding has come from issuing Commercial Paper for the purchase of such capital assets. Funding continues to come from the issuance of Commercial Paper and other sources such as capital lease financing. This fund is administered by the Finance Department.

Debt Service Funds

General Obligation debt is secured by and payable from the receipts of an annual ad valorem tax levied, within legal limits, on taxable property within the City. The City has covenanted to assess, levy and collect an ad valorem tax in each calendar year, within applicable limitations, sufficient to pay the principal of and interest on all outstanding obligations payable in such Tax Year. Such obligations include: (i) Public improvement bonds, (ii) Certificates of obligation, (iii) Certain obligations to fund a portion of the City's unfunded actuarial accrued liability to the City's pension programs, and (iv) General obligation on commercial paper notes.

The primary source of funds to make obligated payments is the General Fund, which annually transfers the legally required amount into the Debt Service Fund, which the debt service fund accumulates the resources necessary to pay the principal and interest on all outstanding obligations payable in that Fiscal Year. The Debt Service Fund makes payments for arbitrage rebate and administrative fees to administer the debt program.

The City's tax rate for Fiscal Year 2012 (Tax Year 2011) was $0.63875 (per $100 assessed valuation), which includes $0.158041 for debt service. This debt service tax rate is what determines the amount of funds that the General Fund is legally required to transfer into the Debt Service Fund.

Trust and Agency Funds

Trust and Agency Funds are used to account for assets held by a government unit as trustee, or agent for the individuals, private organizations, other governmental units, and/or other funds. The City has created trust and agency funds for Tax Increment Reinvestment Zones (TIRZ) since FY1991. As development occurs in each zone, taxes generated by the increase in value attributable to those improvements, or "tax increment", are captured in separate funds set up for each TIRZ. TIRZ Funds are then used to pay for approved project costs. Examples of typical costs include: infrastructure improvements in water, sanitary sewer, and storm water systems, lighting, paving on public right-of-way, streetscaping, impact fees, and debt service on bonds sold for the same purpose. Contributions from other taxing jurisdictions participating in the TIRZ are collected by each respective jurisdiction and sent to the City for deposit in the TIRZ funds. The Mayor's Office of Economic Development/TIRZ administers the funds.

Capital Project Funds

Funding for major capital improvement projects, regardless of funding source, is presented in the five-year Capital Improvement Plan (CIP). Debt service requirements are budgeted in the General Debt Service Fund or Enterprise Funds where applicable. Funding for each capital project, including site acquisition, engineering and design, construction and initial equipment purchases (including environmental and civic art) required to make a facility operational are included in the CIP. Primary funding sources for the CIP are as follows:

- Commercial paper notes and Public Improvement Bond proceeds,
- Revenue Bond proceeds (e.g., bonds supported by Combined Utility System fees, Airport System revenues, Convention & Entertainment Facilities revenue/hotel occupancy tax),
- Operating funds or capital reserve funds (e.g., operating budget funds),

- Contributions from private or other public sources (e.g., local private developers, other local governments and authorities, and state or federal agencies) participating in City-sponsored projects.

- Grants such as Community Development Block Grant (CDBG),

- Tax Increment Reinvestment Zones (TIRZ).

The Finance Department administers the funds.

Other Financial Funds

Comprehensive budgets for certain entities are not included in the City's budget or the CIP due to City Council's limited authority to program expenditures. They are included in the City's Comprehensive Annual Financial Report.

- Federal and state grants are accepted by the City and accounted for based upon each grant's respective fiscal period, which usually differs from that of the City (July 1 - June 30). If a grant requires a local match or fund payroll costs in whole or in part, the budget includes expenditures and revenues that pertain to these aspects of the grant in the receiving department or fund. These grants and contracts are approved by Council action at the time of the grant award.

- The City's three pension funds are governed by independent boards and are maintained separately from the operating, debt service, and capital funds. Contributions from both the employees and employer (City) are also maintained separately in the case of Deferred Compensation and Long-Term Disability programs.

- Other funds established by City Council or the City Controller to account for contributions from private individuals (e.g., Library Gift Endowment Fund; Houston Parks Board Trust Fund; Water Fund (Water Aid to Elderly Residents); Houston Economic Development; and the Battaglia Trust Fund) are dedicated to specific unbudgeted but public purposes.

SIGNIFICANT FINANCIAL AND BUDGETARY POLICIES

The basic policies related to the City's financial and budgetary policies were formalized on November 10, 1987. These policies were expanded in subsequent years with the adoption of the Integrated Budgeting and Planning Resolution (88-87). The most recent relevant ordinance discussing this part of the City's financial policies is Ordinance No. 2003-474 dated May 21, 2003. The following sections entitled Operating Programs, Capital and Debt Management, and Accounting, Auditing and Financial Planning are largely excerpted from this ordinance and subsequent budget ordinances that have amended these policies:

Operating Policies

Revenues:

- Current revenues/resources will be sufficient to support current expenditures/expenses.
- Each Enterprise Fund will maintain revenues to support the full (direct and indirect) cost of services provided.
- An annual review of all fees and charges will be conducted to determine the extent to which the full cost of associated services is being recovered by revenues.

Expenditures/Expenses:

- The Mayor has the authority to transfer funds to and from the budget accounts within any department without limitation. In addition, the Mayor can authorize the transfer of funds from one department to another department within the same fund; however, such transfer cannot exceed 5% of the department's budget expenditure account group.
- All retirement and employee benefit systems will be financed in a manner to systematically fund liabilities. The City will assure that sufficient funds are provided to pay for current service plus interest on unfunded liabilities plus amortization of the unfunded liabilities over a program period.
- Recurring expenditures/expenses are to be funded with recurring revenue sources.
- The Beginning Fund Balance/Equity reflected in the Budget shall automatically be adjusted to the amount of the Ending Fund Balance/Equity as reported in the Comprehensive Annual Financial Report for the prior year. The revised Beginning Fund Balance/Equity shall thereafter be used to calculate the Ending Fund Balance/Equity. This policy applies to all funds for which an annual budget is adopted by the governing body.
- The Unassigned Fund Balance in the General Fund shall be maintained at a level sufficient to provide for temporary financing of unforeseen needs of an emergency nature and to permit orderly adjustment to changes resulting from the termination of revenue sources. The level of the Unassigned Fund Balance in the General Fund will be a minimum of 5% of total expenditures less debt service, beginning not later than Fiscal Year 1989. To the extent that funds in the General Fund Balance exceed 7.5% of total expenses less debt service, the excess funds are available upon appropriation for non-recurring expenses.

Capital and Debt Management Policies

- Any capital project or equipment funded through the issuance of bonds will be financed for a period not to exceed the expected life of the project/equipment.
- Weighted average general obligation bond maturities will be kept at or below 12 years.
- Annual general obligation debt service (contribution) will not exceed 20% of the total General Fund revenue, excluding state and federal grants.
- The City's practice has been to maintain no more than 20% of the total outstanding debt for each type of debt in a variable rate structure.
- The City will issue short-term securities for the purposes of providing: 1) interim financing for long-term capital projects, 2) financing of short-term assets at or near the useful life 3) interim cash-flow/working capital needs as they arise, and 4) to reduce the overall interest cost of debt financing of the City.

Accounting, Auditing and Financial Planning Policies

- Financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).
- An annual audit is performed by an independent public accounting firm in accordance with Generally Accepted Accounting Principles and their opinion will be included in the Comprehensive Annual Financial Report.
- Full disclosure is provided in the Annual Financial Statements and in Official Statements relating to bond sales.

These policy statements are intended to serve as guidelines for financial practices and budgetary formulation and administration. Therefore, they have been applied in establishing specific assumptions and methods used in preparing the FY2013 Budget, as exhibited by the following methods.

Basis of Budgeting and Accounting

In general, the basis of budgeting and the basis of accounting used in the preparation of the City's annual financial report are the same for all governmental funds, (general fund, special revenue fund, debt service fund, and capital projects), without exception. Revenues and expenditures are budgeted consistent with the City's financial statements, which are prepared in accordance with Generally Accepted Accounting Principles for all governmental funds.

Governmental funds are accounted for on a modified accrual basis. This means that revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, with the exception of long-term liability.

Significant receivables (revenues) and liabilities (expenditures) are recorded in the prior year's budget up to sixty days after fiscal year end if they represent earned income or expenditures as of June 30, the last day of the fiscal year. This includes the cost of employees' time as well as supplies, services, and equipment delivered by June 30.

For Enterprise Funds, the budgeting and accounting basis are the same except for depreciation and non-current expenses. Enterprise Funds are accounted for on a full accrual basis. Revenues and expenses are recorded when they are earned/incurred. Enterprise Funds focus on expenses related to maintenance and operations, equipment purchases, and exclude depreciation and other allocations related to income determination. Revenues received and expenses paid for goods and services delivered by June 30 are credited or charged to the current fiscal year's budget.

Encumbrance accounting is used to reserve funds committed to vendors for supplies, services and equipment throughout the year in all funds. However, encumbrances for items not delivered by June 30 are canceled and re-established against the new fiscal year budget for all operating budgets. Encumbrances do not establish expenditures/expenses or liabilities. Appropriations and encumbrances for capital project funds are maintained in effect until they are liquidated.

Reserves

In every budget since FY1982, the City's fund balance level has been a critical component of the City's financial management program. Likewise, the General Debt Service Fund balances have been budgeted to provide adequate reserves for debt service payments in the first seven months of the subsequent fiscal year. Pension fund contributions and employee health care costs have been funded with reserve components through the budget as well. These budgetary policies were recognized in the adoption by City Council of the financial policies previously mentioned.

Reserves exist in two forms:

- Those specifically created by ordinance, and
- Those maintained as unappropriated or unassigned ending fund balance.

Most of the City's budgetary reserves take the form of ending fund balances and are consequently the result of financial activity as presented in the City's financial statements.

General Fund Reserves

The following table shows the ending unassigned fund balance as well as the actual year end maintenance and operating costs for preceding fiscal years, the estimated year end costs for the current fiscal year and the proposed year end costs for the subsequent fiscal year.

Historical Data FY1995 – FY2013

General Fund Available Fund Balances
($ thousands)

Fiscal Year	Unassigned Ending Fund Balance	M&O Expenditures
FY1995	50,682	849,766
FY1996	69,579	864,668
FY1997	84,105	903,228
FY1998	106,856	956,893
FY1999	80,409	1,030,235
FY2000	66,590	1,064,160
FY2001	79,432	1,105,408
FY2002	80,335	1,206,160
FY2003	83,027	1,199,766
FY2004	88,659	1,235,994
FY2005	120,042	1,279,879
FY2006	175,832	1,368,746
FY2007	234,535	1,459,076
FY2008	253,514	1,567,484
FY2009	236,275	1,668,700
FY2010	165,383	1,676,367
FY2011 Actual	129,040	1,680,038
FY2012 Estimate	161,904	1,616,590
FY2013 Budget	131,875	1,706,797

Debt Service Fund Reserves

The General Debt Service Fund reserves exist to ensure City bondholders that the City of Houston has set aside sufficient resources to meet debt service requirements.

A seven-month reserve is provided for fixed rate obligations. This reserve covers principal and interest amount payable in the first seven months of the following fiscal year for those issues which are funded from ad valorem taxes. This seven-month reserve policy has existed since FY1983 when the current fiscal year (July 1 to June 30) and the tax collection payment date (January 31) were established.

The City is required to maintain additional reserves due to changing interest rates on its variable rate debt (VRD). Reserves on VRDs are based on the amount by which fifteen percent (or the capped rate of the program, if less than 15%) exceeds the budgeted interest rate on the outstanding variable rate debt during the fiscal year. The City also issues variable rate commercial paper notes. The calculation for reserves on commercial paper notes are based on seven months interest on the projected average balance at six percent plus the difference between a cap of six percent and the budgeted interest rate on the amount projected to be outstanding during the twelve month period following the initial seven months. The reserve requirement may not be necessary in the case that the reserves are covered under a credit agreement.

Enterprise Fund Reserves

The City also maintains Enterprise Fund reserves, which in most cases, include:

- One to two months' operating budget (8.33% per month of annual maintenance and operating expenses).
- Up to 5% of the value of each system's property, plant and equipment for purposes of renewing and replacing same.

- Amounts sufficient to pay the maximum annual debt service on outstanding bonds. The City satisfies the reserve requirement for the Enterprise Funds through a combination of cash and surety insurance.

Other Fund Reserves

- Pension Funds – The City makes annual contributions to its three employee pension funds in accordance with state law or with "meet and confer" agreements with the trustees of a pension system as authorized by state law. The annual contributions to each plan are based on actuarial analyses, which are performed by independent actuarial firms selected by the respective pension fund board trustees. Actuarial analyses on each of the three systems must be performed at least once every three years.

  The actuarial assumptions and techniques used in the development of each actuarial valuation are discussed and approved by the respective board of trustees in an open meeting and may also be reviewed by an actuarial firm chosen by the City administration. Details of these assumptions and techniques are summarized in each actuarial valuation which becomes a public document once it is adopted by the board of trustees of a fund.

- Long-Term Disability – The Long-Term Disability Plan is designed to provide City employees with an income protection plan in the event they become disabled. The Long-Term Disability Fund was established in FY1991 as an Internal Service Fund to budget and account for the revenues, expenses, and outstanding liabilities.

  Funds are provided to fully fund the outstanding and projected future liabilities from existing and unreported claims. These reserves will be adjusted annually based on an actuarial study of the funds.

Workers' Compensation Administration

The potential liability for the City employees due to injury while on the job is increasing as the definition of work-related injuries is expanded. To handle this increasingly complex subject, the City has taken a proactive approach to its administration of the workers compensation program. Resources from accident prevention and loss control programs were consolidated to enhance the City's efficiency in handling these matters. Accident prevention works closely with loss control to develop programs to reduce the City's exposure in this area. The inclusion of this area in risk management as a revolving fund has allowed the City to focus attention on quantifying the City's liability on existing and unreported claims.

Emphasis is placed on targeting coordinated accident prevention initiatives, team claims handling approach, enhanced coordination with customer departments, and early intervention to facilitate employees return to work. These efforts should result in decreased amounts paid by the City for workers compensation claims.

Through a needs assessment exercise, the Central Safety Office is committed to tailoring its activities to meet the needs of the customer departments. This is being accomplished by designing programs specific to the department activities and internal resources.

Property and Casualty

The potential liability resulting from injuries, property damage, and torts, which involve City employees, necessitates the property and casualty function. Property and Liability insurance protects the City's financial and physical assets from acts of God and other causes or changes. Contributions to this fund are provided by the General Fund, Enterprise Funds and proceeds from Claims and Judgment Bonds.

Interfund Transfers

Transfers between funds are an integral part of the budget. There are four types of transfers.

- Direct services provided by a department in one fund to a department in another fund, resulting in:
  - Expenditures in the provider fund for all costs incurred in rendering the service;
  - Revenues in interfund billing revenue account in the provider fund; and
  - Expenditures in a single expenditure account in the recipient fund.

The cost billed includes a proportionate share of overhead costs, as well as all direct costs attributable to the service provided. Major services billed directly are as follows:

Service	Provider	Recipient
Airport fire suppression	Fire Department	Aviation Department
Airport police protection	Police Department	Aviation Department
Legal services	Legal Department	Various departments/funds
Land acquisition	Public Works & Engineering (PWE) Engineering Construction and Real Estate (ECRE) Legal Department	Capital Improvement Project Funds
Design and engineering	PWE/ECRE General Services Department (GSD)	Capital Improvement Project Funds, Grant and Enterprise Funds
Signal installation	PWE	Street and bridge bond funds
Building maintenance services	GSD	Various other departments (excluding Aviation funds)
Payroll	ARA	Various other departments funds

- Indirect costs are billed to the Enterprise, Special Revenue, and Grant funds of the City to recover each fund's proportionate share of the City's central administrative and support costs, which are originally borne by the General Fund.

  These costs are based on the annual cost allocation plan prepared by the Finance Department. The City's central service departments provide workload data used in the plan. Costs are taken from the City's audited financial statements. Each administration and support department's full cost, including overhead (i.e., rent, computer support, fringe benefits, and internal administrative costs), is calculated and allocated to all departments that receive the service(s). Certain line items in the Enterprise and Special Revenue Funds reflect the payment of these costs to the General Fund.

- Transfers of Enterprise Fund and operating reserves to sinking funds or reserves for renewal and replacement, maintenance and operations, and debt service are budgeted in the operating budget of each Enterprise Fund.

- Transfers from the General and Water and Sewer Funds to the General Debt Service Fund are based upon each fund's allocation share of the annual debt service requirements.

  - The Water and Sewer Fund and General Fund each pay a portion of previously issued water district debt assumed by the City in annexations, based upon the proportionate amount of assets annexed that fall into three categories: water facilities and improvements, sewer facilities and improvements, and drainage or other general improvements. After each annexation, the City's auditors, accounting, financial management, and utility management staff assume the records and facilities of the annexed districts. The proportions used to allocate each district's outstanding debt are developed in proportion to the then current value of the district's assets.

  - Previously, contract tax obligation payments were paid by the Water and Sewer Fund (Northwest Houston Water Supply Corporation obligations) because those obligations were incurred strictly to provide additional water and sewer system capacity. During FY1994 these obligations were refunded with general obligation refunding bonds. The Water and Sewer Fund continues to pay the refunding debt service related to these obligations.

  - Since 1986, the City has refunded some outstanding annexed water district bonds by issuing new general obligation refunding bonds. A proportionate share of the new debt service resulting from these sales are allocated to Water and Sewer Fund because the annexed water district assets are still held by those systems as a result of the original annexations. After this allocation is made, the Water and Sewer Fund realizes a proportionate share of the savings from the refunding.

  - The General Fund transfer to the General Debt Service Fund is calculated after all of the aforementioned allocations have been made. The transfers are set at a level to ensure that all existing and anticipated debt service obligations will be met and reserve requirements are satisfied.

OPERATING BUDGET PROCESS

The general framework for the Operating Budget process is presented in Exhibit 1. Formalization of the process began in FY1988 with the establishment of basic policies. In FY1989, City Council approved an ordinance requiring a monthly financial status report from the Finance and Administration Department (renamed Finance Department) and the Office of the City Controller.

The budgetary process was further strengthened with the adoption of the integrated budgeting and planning resolution and budget calendar ordinance in FY1989. This resolution includes linking plans and budgets for the General, Enterprise, and Special Revenue Funds and the Capital Improvement Plan (CIP). The integrated approach also calls for service impact information, input from the public and elected officials, and linking current budgets with five-year forecasts. The budget calendar ordinance requires the development of a budget calendar with specific dates for the presentation of several phases of the budget as illustrated in Exhibit 2.

The amendment process for the budget is governed by Section 102.009 (b) (c) of the Texas Local Government Code which stipulates that after final approval of the budget, the City Council must spend funds only in strict compliance with the budget, except in an emergency. The City Council may authorize an emergency expenditure as an amendment to the original budget only in a case of grave public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention. If Council amends the original budget to meet an emergency, Council shall file a copy of the resolution amending the budget with the City Secretary, and the City Secretary shall attach the copy to the original budget.

In January and February 2012, Department Directors presented financial/budgetary information to the Budget and Fiscal Affairs Committee as part of a series of Core Assessment Work Sessions. The purpose of the forum is to allow council members to evaluate information presented and provide guidance to the Administration. In April and May 2012, the Finance Department began briefing Council on the preparation of the FY2013 Budget. After departments submitted their budgets, a series of meetings with the Finance Department were conducted to evaluate and determine the requests that would be incorporated into the Mayor's Budget. Budget workshops were held by the Budget and Fiscal Affairs Committee in May and June.

The base budget for FY2013 was derived from adjustments to the FY2012 budget. These adjustments included additional funds for health benefits, increase in contractual obligations, salary increases, operational support of capital improvement projects, and transfer of functions from one department to another, deletion of one-time expenditures, and consolidation and streamlining of some functions.

CAPITAL IMPROVEMENT PLAN PROCESS

The process to prepare and adopt the five-year Capital Improvement Plan (CIP) for FY2013-FY2017 generally follows the same procedures as the Operating Budget. Refer to Exhibit 3 for this schedule and comparison.

In February and March, public meetings were conducted in all Council districts. During these meetings, citizen comments were received regarding capital project plans. Comments were forwarded to applicable Council Members, Public Works & Engineering (PWE), and other City departments. City departments reviewed projects in the FY2013-FY2017 CIP to determine whether rescheduling of projects and adjustments in funding would be required.

In March and April, departmental CIP submissions were received, reviewed, and evaluated by the Finance Department. CIP reviews and discussions between General Services Department (GSD), GSD Client Departments, PWE and Finance were held in April. Upon completion of the review sessions, a proposed FY2013-FY2017 CIP will be prepared for presentation to City Council for review and adoption.

Enterprise Fund capital projects may vary from FY2012, but would do so only as a result of considerations internal to each respective enterprise/revenue bond fund program. Enterprise projects and Public Improvement Bond (PIB) funded projects will be implemented over the next five years and are included in the FY2013-FY2017 CIP.

EXHIBIT 1
OPERATING BUDGET PROCESS

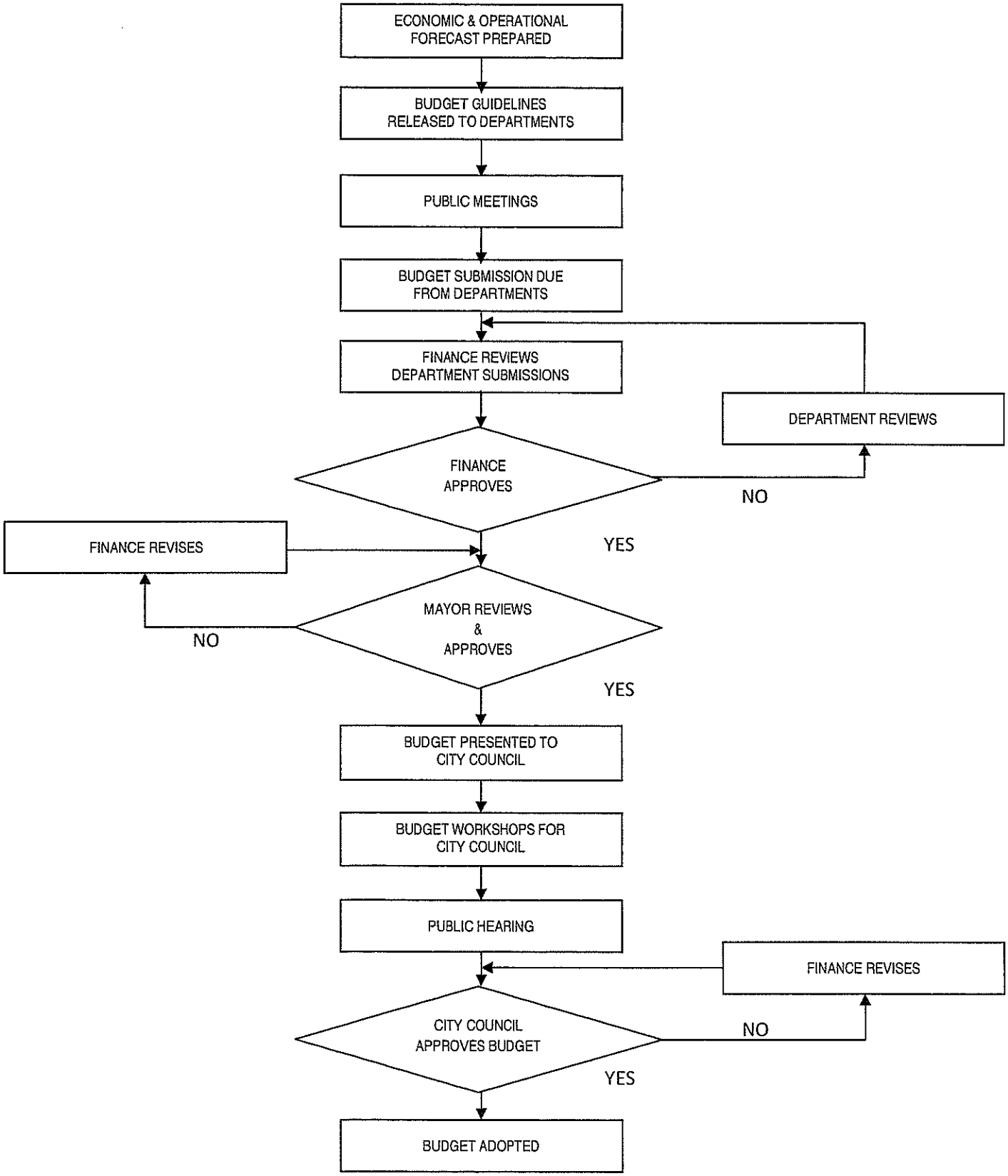
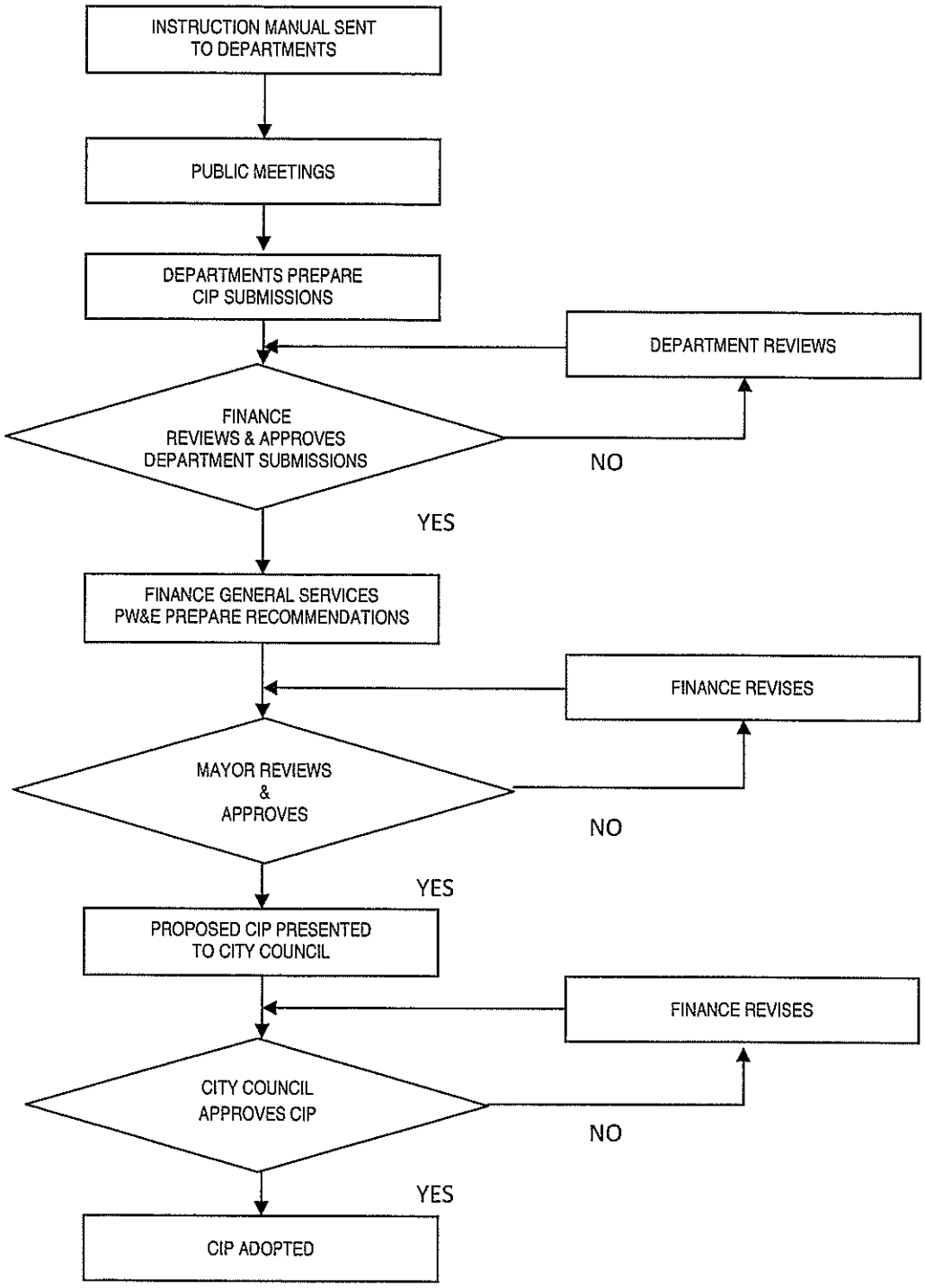


EXHIBIT 2

MONTH	OPERATING BUDGET ACTIVITIES	CAPITAL IMPROVEMENT PLAN ACTIVITIES	GRANT ACTIVITIES
January	Operating budget preparation instructions and materials distributed	CIP preparation instructions and materials distributed to departments	Grant preparation instructions and materials distributed to departments
February – March	Departments submit operating budget requests	Public Meetings on CIP	Public Meetings on Consolidated Plan
		Departments submit CIP requests	HCD develops draft HUD Consolidated Plan (CDBG, HOME, HOPWA & ESG)
		Finance and GSD develop CIP	Departments submit Grant Program information
April	Finance analyzes and consolidates Operating Budget	Mayor proposes CIP Council Approves CIP	Finance & HCD develop Annual Report
May	Mayor proposes Operating Budget		Public Hearing on HUD Consolidated Plan Mayor submits Annual Report
May – June	Council Workshops Public Meetings on Budget		Council Workshops
June	Council approves Operating Budget		HUD Consolidated Plan published and submitted to Council Council approves Community Development Budget and Consolidated Plan CDBG, HOME, HOPWA & ESG application submitted to HUD (in June)

EXHIBIT 3
CIP PREPARATION PROCESS



DEMOGRAPHIC/ECONOMIC SUMMARY OF THE CITY

The City of Houston was founded on August 30, 1836, by brothers Augustus Chapman Allen and John Kirby Allen, and named after General Sam Houston. According to the United States Census Bureau, Houston has a total area of 600 square miles comprising of 579.4 square miles of land and 22.3 square miles of water. Downtown Houston stands about 50 feet above sea level, and the highest point in far northwest Houston is about 125 feet in elevation. Houston is the fourth most populous city in the nation with the estimated population of 2,099,451 (3,502 people per square mile), just behind New York, Los Angeles and Chicago; and is the largest city in the southern US and Texas.

With 5,946,800 inhabitants in 2010, the 10-county Houston-Sugar Land-Baytown Metropolitan Statistical Area (MSA) is the nation's sixth most populous metro area. Its population exceeds that of Montana, North and South Dakota, Alaska, Delaware, Vermont, Wyoming and the District of Columbia combined.

2010 Cities Population				
New York	Los Angeles	Chicago	Houston	Philadelphia
8,175,133	3,792,621	2,695,598	2,099,451	1,526,006

2010 Metro Area Population	
New York, Northern New Jersey, Long Island	18,897,109
Los Angeles, Long Beach, Santa Ana	12,828,837
Chicago, Naperville, Joliet	9,461,105
Dallas, Fort Worth, Arlington	6,371,773
Philadelphia, Camden, Wilmington	5,965,343
Houston, Sugar Land, Baytown	5,946,800
Washington DC, Arlington, Alexandria	5,582,170

Houston is a multicultural city, in part because of its many academic institutions and strong industries as well as being a major port city. The City has the third-largest Hispanic and third-largest Mexican population in the United States. It also has more Hispanics than any other city in Texas. Houston has some of the largest Indian and Pakistani communities in the United States. The Nigerian community of Houston, estimated to be over 2.0% of the city's population, is the largest in the United States. Additionally, over ninety languages are spoken in the City.

According to the US Census Bureau, Houston's population diversity consists of: Whites 50.5%; Blacks (African-Americans) 23.7%; American Indians 0.7%; Asians 6.0%; and Pacific Islanders 0.1%. Individuals from two or more races made up 3.3% of the City's population. Hispanics/Latinos (of any race) made up 43.8% of Houston's population.

From the first census in Texas in 1850 through the 2010 census, the Houston-Sugar Land-Baytown Metropolitan Statistical Area — Harris, the adjoining seven counties, and Austin and San Jacinto counties — has averaged a compound annual growth rate of greater than 3%. Between the 1940 and 1980 censuses, the City of Houston pursued a vigorous annexation policy. The 1990 census was the first since 1920 to find that fewer than half the residents of the 10-county region resided within the city limits of Houston. Over 40% of the region's residents live in the central city. The fact that such a large share of the region's population live and can vote in the City of Houston has helped it avoid the kinds of malaise that afflict many central cities in large metropolitan areas where a much smaller share of the population have such a vested interest in the health of the central city.

Currently, City of Houston has 103 fire stations and 44 police stations. It manages 350 developed municipal parks and more than 200 open spaces, which together encompass approximately 38,959 acres.

Here are just a few of Houston's #1 rankings (from Houston.org):

Top Metros of 2011
Site Selection Magazine – March 1, 2012
Top U.S. Manufacturing Cities
Manufacturers' News, Inc. – January 30, 2012
Fastest Growing Wages in U.S.
Business Insiders – January 12, 2012
Top Technology Job Growth
CyberCoders (as reported by Houston Business Journal) – January 11, 2012
Top Gulf Coast Counties for New Plants & Expansions from Oct. '09-Oct. '11 - Harris County
Conway Data Inc., New Plant Database – January 2012
Best Cities for Manufacturing Jobs
Forbes – December 15, 2011
Best Children's Museums
Parents Magazine – February 7, 2011
Quality of Life in the Southern U.S. – West University Place
On Numbers (as reported by Houston Business Journal) – December 6, 2011
Personal Safety in U.S.
Mercier (as reported by Houston Business Journal) - December 1, 2011
Best-Performing Cities Among Top 10 Largest U.S. MSAs
Milken Institute – December 2011
Fastest Growing Total Personal Income - Houston MSA
On Numbers (as reported by Houston Business Journal) – October 17, 2011
Top Local Government Green Power Purchaser
Environmental Protection Agency – October 5, 2011
Most New Nonfarm Jobs in MSA (August '10 to August '11)
U.S. Bureau of Labor Statistics – September 2011
Best Undergraduate Entrepreneurship Program - University of Houston
The Princeton Review (as reported by Entrepreneur.com) – September 2011
New Housing Construction
Houston Business Journal - August 26, 2011
Highest Quality of Life Among Students - Rice University
Princeton Review (as reported by Houston Business Journal) - August 2, 2011
Top 10 Manufacturing Cities
Business Facilities - July/August 2011
America's Best Hospitals - Cancer, University of Texas M.D. Anderson Cancer Center
U.S News & World Report - July 2011
Fastest Growing Millionaire City in the U.S.
Forbes.com – July 14, 2011
Fastest Growing Metro Area
Rice University's Kinder Institute for Urban Research – July 12, 2011
Green Building Initiatives (Large City Category - population over 100,000)
The U.S. Conference of Mayors – June 17, 2011
America's Best Burger City
Travel+Leisure – May 13, 2011
Top Cities for IT Jobs
Modis – May 13, 2011
Most Affordable City to Do Business - Worldwide
Cities of Opportunities 2011 (as reported by PwC and The Partnership for New York City) – May 3, 2011
2011 Fast City of the Year
Fastcompany.com – May 2011
Top City for Women-Owned Business Revenue
The State of Women-Owned Business Report (commissioned by American Express) – March 2012
Most Radically/Ethnically Diverse Large Metro Area
Kinder Institute for Urban Research & The Hobby Center for the Study of Texas – March 2012

HEALTH

The Houston region's health care system is first-rate. From specialized to routine care, Houston has options for everyone. The Houston MSA has over 12,000 physicians and 115 hospitals (106 general and special, and nine psychiatric) with over 19,000 beds.

Houston is also home to the world renowned Texas Medical Center (TMC), the largest medical center in the world. TMC is comprised of 42 nonprofit and government institutions, including 13 teaching hospitals, 2 medical schools, 4 colleges of nursing, a dental college, a college of pharmacy and a college of optometry. The TMC provides over 4.8 million patient visits per year due to the efforts of over 100,000 health care professionals, including over 16,000 physicians, scientists, researchers, and other degreed professionals in the life sciences.

EDUCATION

Houston Independent School District (HISD) is the 7th largest public school system in the country, with enrollment of over 200,000 students and over 29,000 employees. The Houston MSA contains 66 school districts and 50 charter schools with enrollment of over 1.1 million students, as well as a number of private and parochial schools. In addition, Houston boasts about 100 business and secretarial schools.

Houston is home to more than 40 colleges, universities, and institutions, with a combined enrollment of over 160,000 per academic year, with over 16,000 degrees and certificates awarded.

Community Colleges	Houston area Universities
Alvin Community College	Baylor College of Medicine
Blinn College	Houston Baptist University
Brazosport College	Lamar University
College of the Mainland	Prairie View A&M University
Galveston College	Rice University
Houston Community College System	Sam Houston State University
Lee College	Texas A&M University
North Harris Montgomery College District	Texas A&M University at Galveston
San Jacinto College District	Texas A&M University Health Science Center
Wharton County Junior College	Texas Southern University
	University of Houston
	University of Houston – Clear Lake
	University of Houston – Downtown
	University of Phoenix – Houston Campus
	University of St. Thomas
	University of Texas – M.D. Anderson Cancer Center
	University of Texas Health Science Center
	University of Texas Medical Branch at Galveston

ECONOMIC DRIVERS

The City of Houston's simple 19th century city seal – the noble locomotive (heralding Houston's spirit of progress) and the humble plow (symbol of the agricultural empire of Texas from which Houston would draw her wealth) – clearly speaks to the roots of Houston's economy and to the visionary leadership of its citizens.

The City of Houston, the county seat of Harris County, is the economic center of the Houston – Sugar Land – Baytown Metropolitan Statistical Area (MSA), which ranks as the sixth largest in the United States. The entire MSA includes parts of the counties of Austin, Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, San Jacinto, and Waller. The MSA covers more than 10,000 square miles and has a population of 5,946,800 residents, creating one of the most dynamic urban centers in the United States.

Houston is the US energy headquarters and a world center for virtually every segment of the petroleum industry. More than 3,000 energy-related establishments are located within the Houston MSA, including more than 500 exploration and production firms, more than 150 pipeline transportation establishments and hundreds of manufacturers and wholesalers of energy-sector products.

While energy remains an important part of the local economy, Houston's economic base is significantly diverse. The Port of Houston is a 25-mile-long complex of diversified public and private facilities located just a few hours by ship from the Gulf of Mexico. The port is consistently ranked 1st in the United States in foreign waterborne tonnage, 1st in US imports, 2nd in US export tonnage, and 2nd in the US in total tonnage. It is also the nation's leading break-bulk post, handling 65 percent of all major US project cargo. The Port of Houston is made up of the public terminals owned, managed and leased by the Port of Houston Authority, and the 150-plus private industrial companies along the 52-mile long Houston Ship Channel. Each year, more than 200 million tons of cargo move through the Port of Houston, carried by more than 7,700 vessels and 150,000 barge calls.

All together, the port authority and its neighbors along the ship channel are a large and vibrant component of the regional economy. More than 220 million tons of cargo moved through the Port of Houston each year, with more than 7,700 vessel calls recorded. The Port of Houston has an impressive listing of firsts, from unloading the world's first container ship to becoming the country's first port to receive International Organization for Standardization (ISO) 14001 compliance.

The Houston Ship Channel has been a catalyst for growth in Harris County since the first journey of a steamship up Buffalo Bayou in 1837. The ship channel plays a critical role in today's community as well; it generates jobs and opportunities that allow businesses to flourish. A 2007 study by Martin Associates says ship channel-related businesses contribute to more than 785,000 jobs throughout Texas while generating nearly $118 billion of statewide economic impact. Additionally, more than $3.7 billion in state and local tax revenues are generated by business activities related to the port. It is projected that the Port of Houston will continue to be an important factor as north-south trade expands.

The most modern and environmentally sensitive container terminal on the US Gulf, the Bayport Container Terminal provides customers cost-effective, efficient cargo handling. When fully developed, this state-of-the-art terminal will have a total of seven container berths with the capacity to handle 2.3 million TEUs on a complex which includes 376 acres of container yard and a 123-acre intermodal facility. The terminal's environmental benefits include the preservation of 956 acres of diverse coastal habitat, 200 acres of new marsh, 173 acres of wetlands created or enhanced, and the preservation of a 128-acre buffer zone. The facility will generate more than 32,000 jobs, and add approximately $1.6 billion to the Texas economy through wages and tax revenues.

The Houston Airport System (HAS) is one of North America's largest public airport systems and position Houston as the international and cargo gateway to the south central United States and a primary gateway to Latin America. HAS provides a safe and dynamic air services network that fosters economic vitality for the transportation industry and the greater Houston region. HAS has a mission of helping to ensure that its employment, services, and facilities are accessible to the public, customers, and travelers. To bring air service to Houston, HAS has three facilities: George Bush Intercontinental Airport, William P. Hobby Airport, and Ellington Airport. The three airport systems serve more than 49 million passengers per year, including more than 8 million international travelers.

The Lyndon B. Johnson Space Center (JSC) is the National Aeronautics and Space Administration's center for human spaceflight training, research, and flight control. The center consists of a complex of 100 buildings constructed on 1,620 acres in Houston. It is often popularly referred to by its central function, "Mission Control". The center, originally known as the Manned Spacecraft Center, was constructed on land donated by Rice University and opened in 1963. On February 19, 1973, the center was renamed in honor of the late US president and Texas native, Lyndon B. Johnson. JSC is one of ten major NASA field centers.

ARTS AND ENTERTAINMENT

Houston is home to the Houston Livestock Show and Rodeo, which is the largest rodeo in the world, attracts more than 1.8 million visitors each year. With the nation's fifth largest ballet and opera companies, Houston is also one of only five cities in the United States with permanent professional resident companies in all of the major performing arts disciplines of opera, ballet, music, and theater. Home to nine world-class performing arts organizations, Houston Theater District is second only to New York in the number of theater seats in a concentrated area. The Houston Grand Opera is the only opera company in the US to win a Grammy, a Tony and an Emmy while the Alley Theatre is the only regional theatre in Texas to win a Tony award. Other performing arts companies such as Broadway in Houston, Da Camera of Houston, Houston Symphony, Society for the Performing Arts, Theatre Under the Stars (TUTS), and Uniquely Houston also serve to enrich the lives of Houston area residents.

Houston has a unique museum district offering a range of museums, galleries, art, and cultural institutions, including the City's major museums. The Houston Museum District is one of the most visited and one of the top cultural districts in the country. With its eighteen members within a 1.5 mile radius, the district offers a wide array of exhibits featuring themes of art, history, culture, nature, and science. With fourteen galleries of hands-on activities, The Children's Museum of Houston is ranked by Parents magazine as the #1 children's museum in the country. Houston has more than 500 cultural, visual and performing arts organizations, 90 of which are devoted to multicultural and minority arts and is one of five US cities that offer year-round resident companies in all major performing arts.

Members of Houston Museum Districts:

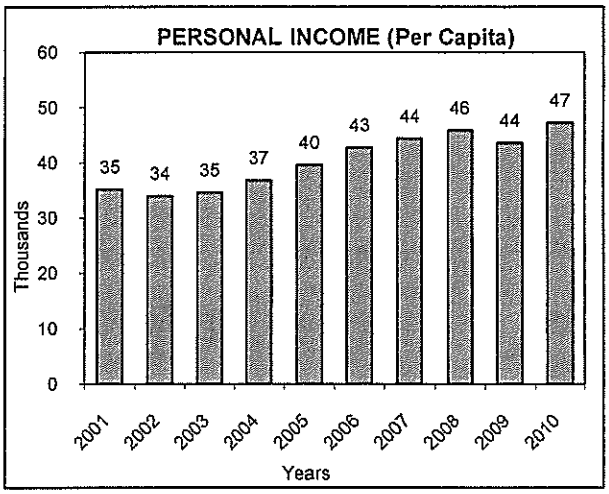
Asia Society Texas Center	Contemporary Arts Museum Houston
Buffalo Soldiers National Museum	Holocaust Museum Houston
Children's Museum of Houston	Houston Center for Photography
Czech Center Museum Houston	Houston Zoo, Inc.
Houston Center for Contemporary Craft	The Health Museum
Houston Museum of Natural Science	Lawndale Art Center
The John C. Freeman Weather Museum	Museum of African American Culture
The Jung Center of Houston	Museum of Fine Arts, Houston
The Menil Collection	The Rothko Chapel
Rice University Art Gallery	

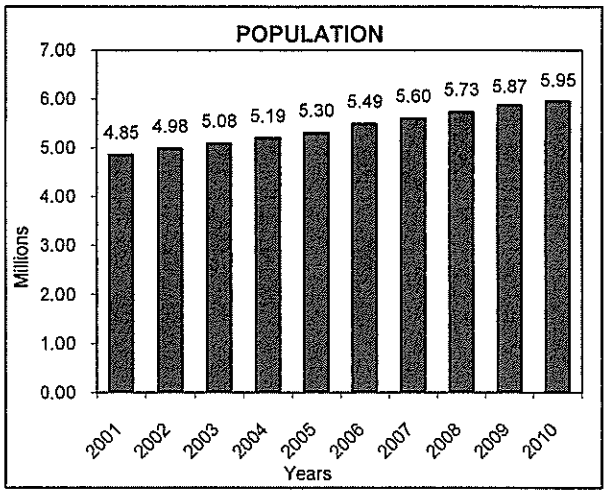
Houston has professional teams representing football, baseball, basketball, soccer, and hockey. Houston is home to a team from nearly every major professional sport and state of the art football, basketball, baseball, and soccer stadiums, is a sports lover's paradise. The city boasts an array of championship teams such as the Houston Dynamo, Houston Rockets, and Houston Astros. Houston entered into an agreement to partner with Major League Soccer's Houston Dynamo, Texas Southern University, and Harris County, to construct a permanent, 21,000 seat soccer facility. The state of the art BBVA Compass stadium opens its doors in May 2012. Houston has established itself as a destination for hosting major sporting events such as Super Bowl XXXVIII, Major League Baseball and National Basketball Association All-Star Games, 2005 World Series, 2005 Big 12 Conference Football Championship, USA Gymnastics 2008 Men's Visa Championships, 2010 NCAA Men's Basketball South Region Tournament, 2010 Major League Soccer All-Star Game, 2011 NCAA Men's Final Four, as well as the annual Shell Houston Open. Additionally, Houston hosted the 2011 Summer National Senior Games, and will host the 2012 Amateur Athletic Union Junior Olympic games, and the 2016 NCAA Men's Final Four.

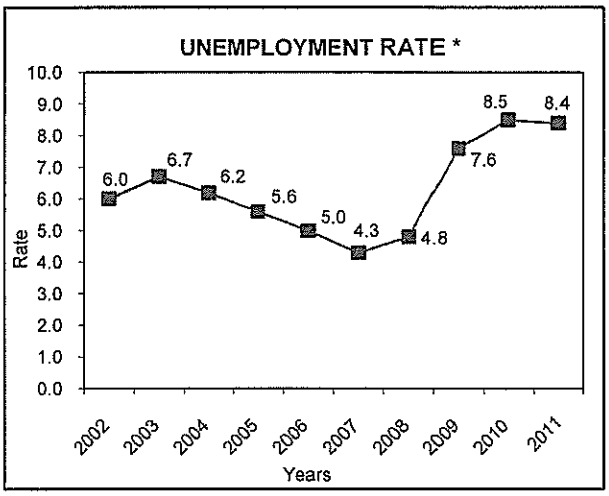
Houston Area Sports Teams:

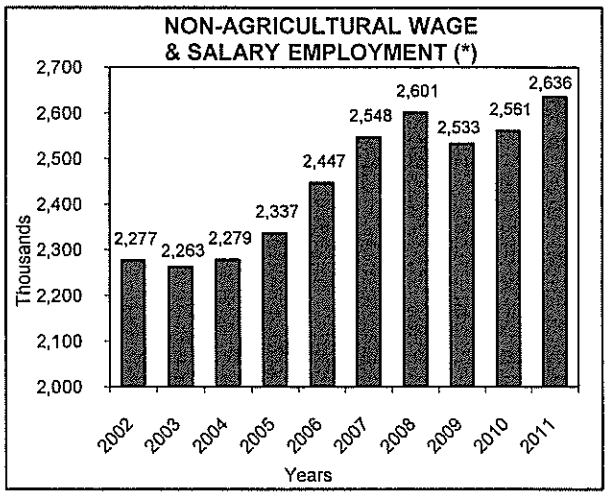
Professional Teams		Collegiate Teams/Mascots
Aeros	International Hockey League	Houston Baptist University – Huskies
Astros	Major League Baseball – National League	Rice University – Owls
Dynamo	Major League Soccer	Texas Southern University – Tigers
Energy	Women's Independent Football League	University of Houston – Cougars
Rockets	National Basketball Association	San Jacinto College – Gators
Texans	National Football League – American Conference	

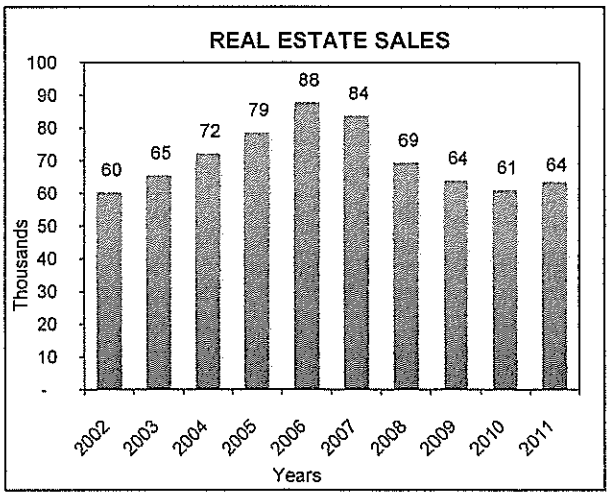
EXHIBIT 4 - HOUSTON MSA AT A GLANCE

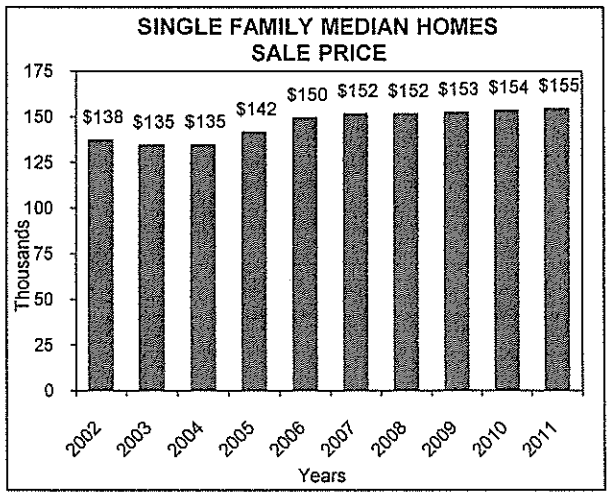












* Not Seasonally Adjusted
Sources: Greater Houston Partnership, US Bureau of Economic Analysis, US Bureau of Labor Statistics

ECONOMIC OUTLOOK

POPULATION

Houston is the nation's sixth largest Metropolitan Statistical Area which includes the following counties: Harris County, Fort Bend County, Montgomery County, Brazoria County, Galveston County, Liberty County, Waller County, Chambers County, Austin County, and San Jacinto County.

HOUSTON POPULATION ESTIMATES — JULY 1, 2010

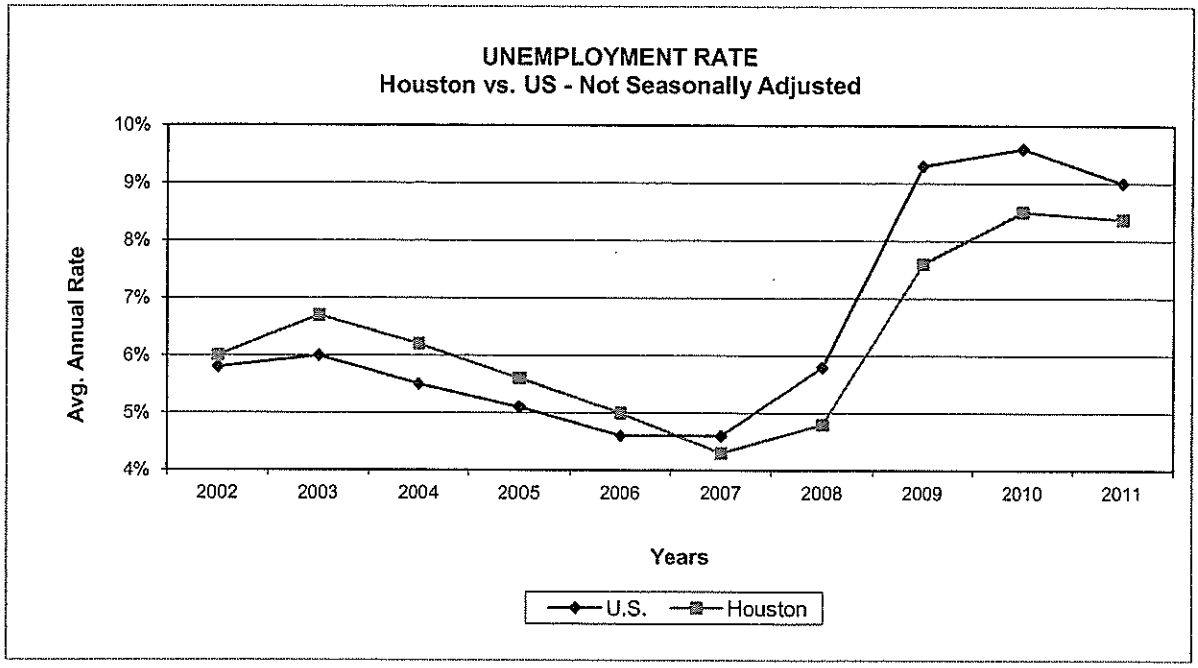
County	Houston Primary Metropolitan Statistical Area (PMSA)	Houston-Galveston-Brazoria Consolidated Metropolitan Statistical Area (CMSA)	Houston- Sugar Land-Baytown Metropolitan Statistical Area (MSA)	Houston-Baytown-Huntsville Combined Statistical Area (CSA)
Austin	*Not in PMSA*	*Not in CMSA*	28,417	28,417
Brazoria	*Not in PMSA*	313,166	313,166	313,166
Chambers	35,096	35,096	35,096	35,096
Fort Bend	585,375	585,375	585,375	585,375
Galveston	*Not in PMSA*	291,309	291,309	291,309
Harris	4,092,459	4,092,459	4,092,459	4,092,459
Liberty	75,643	75,643	75,643	75,643
Matagorda	*Not in PMSA*	*Not in CMSA*	*Not in MSA*	36,702
Montgomery	455,746	455,746	455,746	455,746
San Jacinto	*Not in PMSA*	*Not in CMSA*	26,384	26,384
Walker	*Not in PMSA*	*Not in CMSA*	*Not in MSA*	67,861
Waller	43,205	43,205	43,205	43,205
Total	***5,287,524***	***5,891,999***	***5,946,800***	***6,051,363***

Note: The Office of Management and Budget (OMB) defines metropolitan geography.
The PMSA and CMSA were defined in 1993, and were superseded by the MSA and CSA in 2003.

Source: U.S. Bureau of the Census, American Community Survey 2010

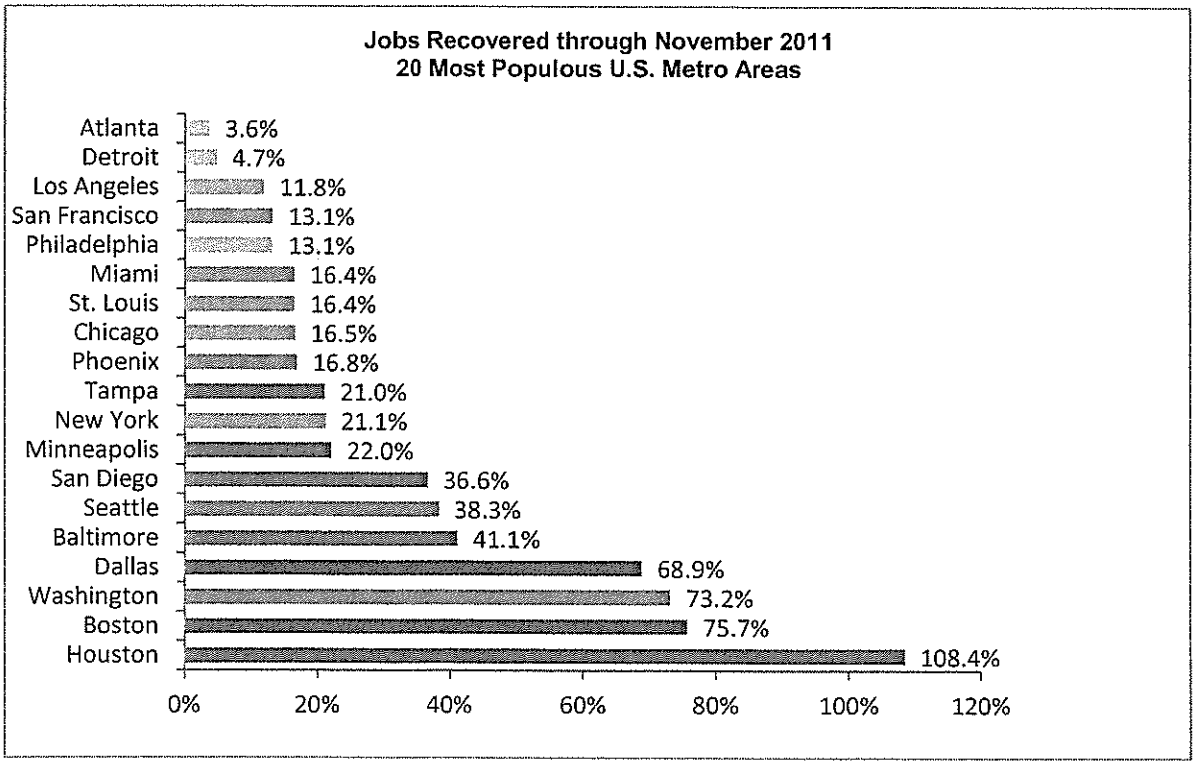
- The Houston MSA contains more people than Maryland, which ranks 19th among the states in population. Between mid-'06 and mid-'07, the Houston MSA surpassed both Maryland and Wisconsin in total population.
- Harris County contains more people than Oregon, which ranks 27th.
- The City of Houston, with 3,075,388 residents in 2010, is the nation's fourth most populous city.
- MSAs larger than Houston, in descending order of population, are New York, Los Angeles, Chicago, Dallas-Fort Worth, and Philadelphia.

The annual average of local unemployment rate (not seasonally adjusted) is 8.4%, 10 basis points lower than 2010 and 60 basis points lower than the national unemployment rate.



JOBS RECOVERY

Among the nation's 20 most populous metropolitan areas, Houston is the first to recover all the jobs it lost in the recession.



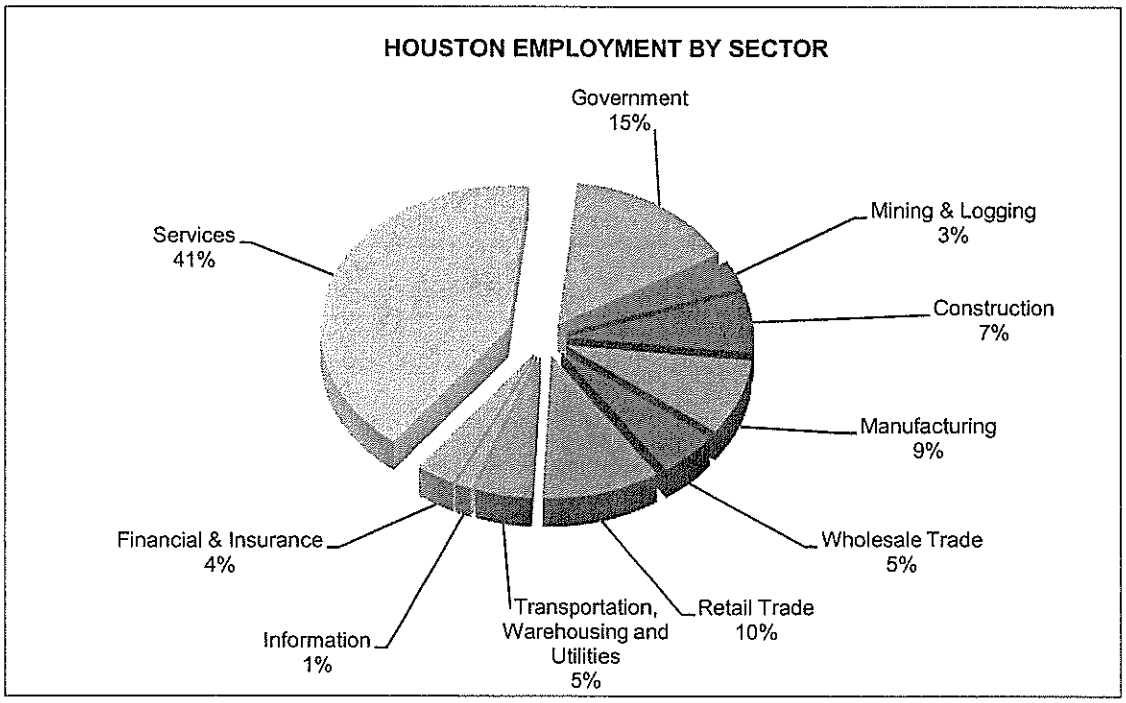
Houston is recovering quicker for several reasons:

- The region lost a smaller portion of its employment during the recession. When the recovery began, Houston had less ground to make up.

- Houston's core industry, oil and gas, is booming again. Employment in oil and gas extraction passed its pre-recession peak in June of 2011. Nearly all the jobs lost in equipment manufacturing have been recovered. Two-thirds have been recouped in oilfield services.

- The region continues to draw residents from other states, both employed and unemployed. Houston's population growth is driving the demand for consumer goods and services, creating jobs and opportunities along the way.

In 2011, jobs in services increased by 2%, while mining & logging decreased by -1% and finance and insurance decreased by -1% compared to 2010.



ENERGY

Houston is the U.S. energy headquarters and a world center for virtually every segment of the oil and gas industry including exploration, production, transmission, marketing, supply, and technology. Houston's high concentration of oil expertise and experience has meant a large number of relocations to the Houston region. Additionally, Houston is the Permanent Secretariat of the World Energy Cities Partnership (WECP); a collaboration among 16 energy cities worldwide providing a platform for information exchange, networking and public relations.

Houston by the numbers:

- 500+ exploration and production firms
- 150+ pipeline transportation establishments
- 42 of the nation's top 137 publicly traded oil and gas exploration/production firms
- 23.2% of US crude operable capacity
- 30% of US jobs in oil and gas extraction
- 15 of top 20 US natural gas transmission companies have offices in Houston
- 12 of top 20 oil pipeline companies have offices in Houston
- 9 refineries in the Houston region produce 2.33 million barrels of crude oil per calendar day

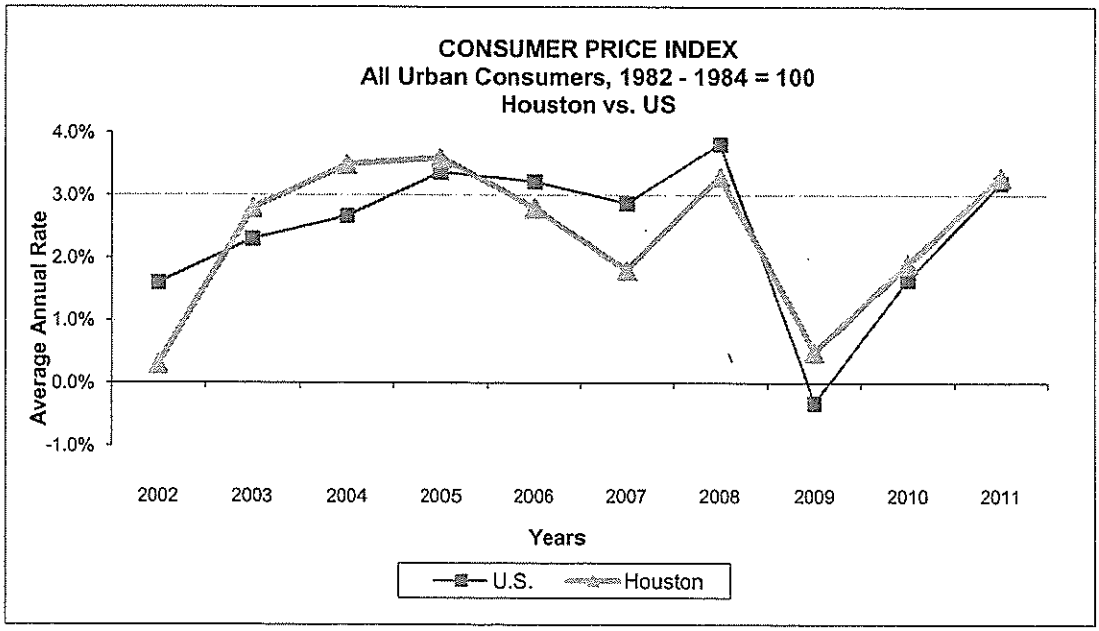
SELECTED ENERGY COMPANIES WITH MAJOR R&D LABORATORIES IN HOUSTON REGION	
Aker Solutions	Huntsman Corporation
Anadarko Petroleum Corporation	Ineos USA
Baker Hughes	Lyondell Basell Industries
Basell USA Incorporated	Marathon Oil Corporation
BASF Corporation	National Oilwell Varco
Bayer Material Science	Schlumberger
BP America, Inc.	Shell Oil Company
Chevron	The Dow Chemical Company
Chevron Phillips Chemical Company	Total Petrochemicals USA, Inc.
ConocoPhillips	Union Carbide Corporation
ExxonMobil	Vestas Wind Systems
FMC Technologies	Weatherford International

INCOME

Per capita income is widely used to compare the standards of living in different regions. In Houston, personal income increased from $43,568 in 2009 to $47,156 in 2010; an 8.2% increase over the previous year.

PRICES

Houston prices, as measured by the Houston Consumer Price Index (CPI), rose 1.4% in 2011 compared to the national increase of 1.55%. Average CPI for the local area in 2011 was 200.5 versus 224.9 for the United States, meaning there is a lower cost of living for Houston residents than is the case nationally.

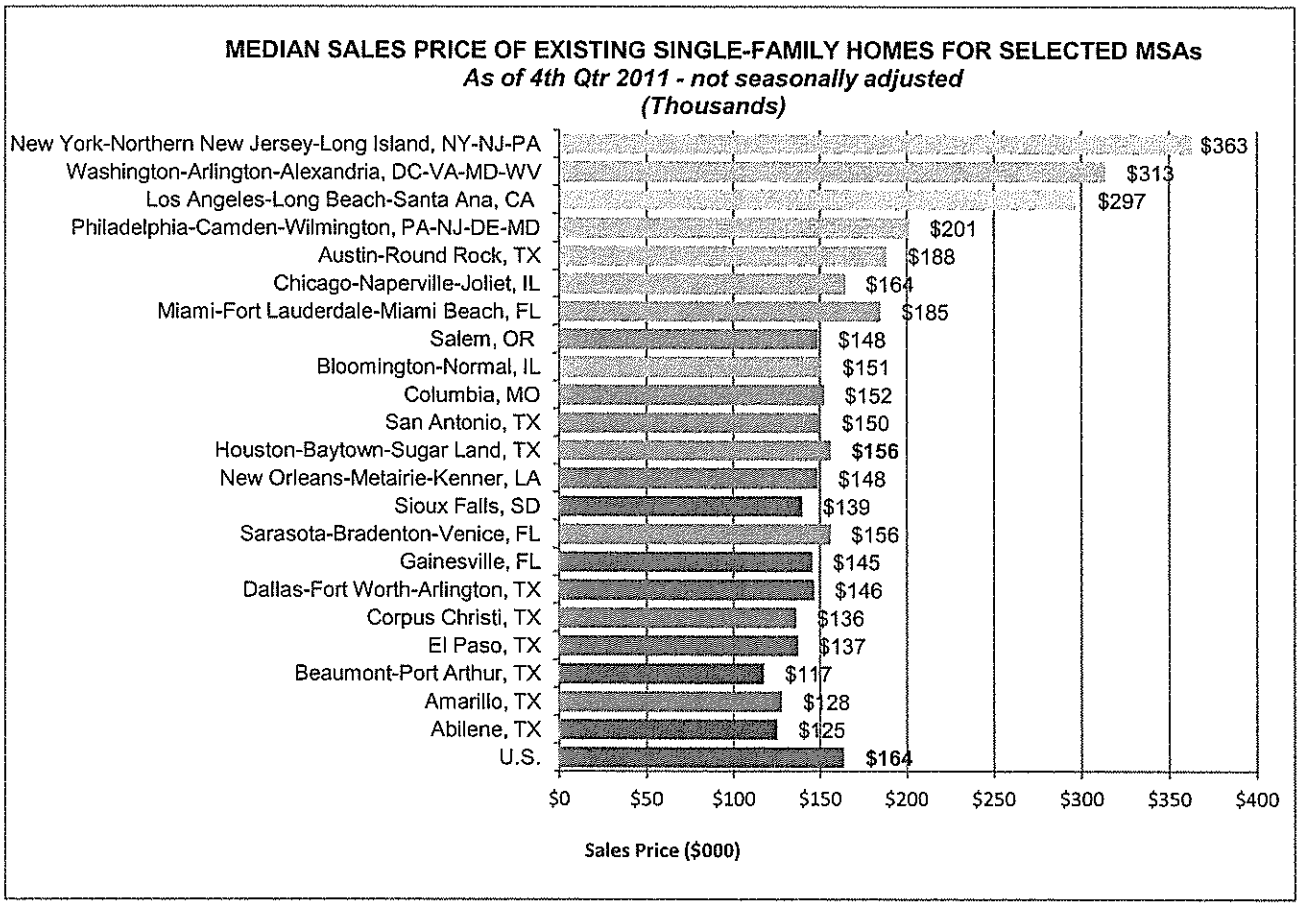


HOUSING COSTS

Houston's housing consists of the following counties: Harris County, Fort Bend County, Montgomery County, Brazoria County, Galveston County, Liberty County, Waller County, Chambers County, Austin County, and San Jacinto County. The sixth largest metropolitan region in the country is also one of the best bargains when it comes to housing costs. Houston's housing costs are 19% below the national average and 36% lower than the average of the 27 metro areas with more than 2 million residents. Low housing costs and a low cost of living are the main reasons Houston's overall living costs are 10.6% below the nationwide average for places of all sizes and 19.5% below the large-metro average.

The National Association of Realtors reports that Houston's fourth quarter 2011 median sales price of $156,000 is $8,000 lower than the national median sales price of existing single-family homes.

Honolulu, HI has the highest median sales price of single-family homes in 2011 at $597,300 (-1.7% from 2010) while Detroit-Warren-Livonia, MI has the lowest at $50,800.



The Houston residential real estate market has seen an increase in total sales, single-family sales, dollar volume, average sales prices, and median sales prices. As of February 2012, the inventory of single-family homes on the market stands at 5.8 months, meaning it would take that many months to deplete current inventory based on sales activity over the prior 12 months. Over the last decade, December inventory has ranged from 5.0 to 7.2 months, averaging 5.7 months.

SUMMARY OF HOUSTON RESIDENTIAL SALES ACTIVITY			
	2011	2010	Percent change
Total Sales	63,610	61,005	4.3
Total dollar volume	$13,012,903,352	$12,364,327,660	5.2
Single-family sales	53,606	51,556	4
Average price*	$213,723	$211,765	0.9
Median price*	$155,000	$153,990	0.7

** Single-family homes.*
Source: Houston Association of Realtors®,

COST OF LIVING

In Houston, the dollar has a much higher buying power than virtually any other major metropolitan areas in the country. The American Chamber of Commerce Research Association (ACCRA) Cost of Living Index third quarter 2011 shows that Houston's overall after-taxes living costs are 10.6% below the nationwide average, largely due to housing costs that are 19% below the average. In the context of the 27 participating metropolitan areas with more than 2 million residents, Houston's cost-of-living advantage is even more pronounced. Houston's housing costs are 36% below the average for the large metro areas, and its overall costs are 19.5% below the average for this group.

COST OF LIVING COMPARISONS Third Quarter 2011 (Average for 309 Urban Areas = 100)							
Metropolitan Statistical Area	Composite	Groceries	Housing	Utilities	Trans-porta-tion	Health Care	Misc Goods & Services
New York-Newark-Edison NY-NJ-PA	155.3	119.7	239.9	134.0	109.9	112.3	120.4
Los Angeles-Long Beach-Santa Ana CA	137.3	107.1	211.9	112.9	107.5	108.8	103.7
Washington-Arlington-Alexandria DC-VA-MD-WV	139.8	112.1	221.2	115.0	110.0	100.4	100.7
Boston-Cambridge-Quincy MA-NH	137.2	117.8	157.8	146.6	110.6	120.9	134.0
Minneapolis-St. Paul-Bloomington MN-WI	111.3	108.6	118.1	100.9	108.0	106.0	111.4
Miami-Fort Lauderdale-Miami Beach FL	109.1	107.5	119.1	93.5	106.0	109.4	106.7
Chicago-Naperville-Joliet IL-IN-WI	107.3	107.4	115.9	101.8	109.7	107.6	100.5
Denver-Aurora CO	105.3	102.6	114.2	89.5	94.0	105.4	106.8
Atlanta-Sandy Springs-Marietta GA	97.4	104.9	85.9	96.2	100.0	104.5	103.4
Houston-Sugar Land-Baytown TX	**89.4**	**82.8**	**80.9**	**92.6**	**94.9**	**99.1**	**95.7**

Source: Council for Community and Economic Research, ACCRA Cost of Living Index, Third Quarter 2011 (published October 2011)
Note: Data are un-weighted averages for all reporting places in each metropolitan area.

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- Downtown Houston Association
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- Houston Downtown Management District
- US Bureau of Labor Statistics
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- US Bureau of Economic Analysis
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- Houston Business Journal
- Fly-2-Houston – The Houston Airport System
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Tab II

GENERAL FUND

Fund Summary II-2

General Fund Revenues II-4

General Fund Revenue by Category II-18

General Fund Expenditures II-22

General Fund Expenditure Summary II-26

Public Safety Departments III-1
Fire III-2
Houston Emergency Center III-14
Municipal Courts III-18
Police General III-28
Forensic Services III-44

Development and Maintenance Services Departments IV-1
General Services IV-2
Planning and Development IV-14
Public Works and Engineering IV-24
Solid Waste Management IV-34

Human and Cultural Services Departments V-1
Health and Human Services V-2
Housing and Community Development V-16
Library V-22
Neighborhoods V-34
Parks and Recreation V-46

Administrative Services Departments VI-1
Administration and Regulatory Affairs VI-2
City Controller's Office VI-16
City Council VI-26
City Secretary VI-32
Finance VI-40
Human Resources VI-52
Information Technology VI-62
Legal VI-74
Mayor's Office VI-86
Office of Business Opportunity VI-96

General Government VII-1

General Fund Debt Service VIII-1

GENERAL FUND SUMMARY

Fund Name: General Fund
Fund No: 1000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance - Unassigned	$	165,382,836	129,040,101	129,040,101	161,903,707
Revenue and Other Sources					
General Property Taxes		859,412,888	842,478,000	866,267,000	900,197,000
Industrial Assessment		14,458,285	14,800,000	14,800,000	14,800,000
Sales Taxes		492,823,996	518,912,000	545,000,000	577,373,000
Other Tax		10,449,851	10,806,000	9,685,000	9,685,000
Electric Franchise		98,107,455	99,693,604	99,693,604	103,696,852
Telephone Franchise		46,722,273	44,482,800	45,437,722	44,606,000
Gas Franchise		21,889,640	22,009,397	22,009,397	19,194,072
Other Franchise		23,844,128	24,043,726	24,490,282	24,174,726
Licenses and Permits		18,713,934	22,241,426	22,052,028	29,501,563
Intergovernmental		58,894,514	11,160,872	12,306,256	10,331,968
Charges for Services		38,166,039	40,364,959	40,497,268	45,320,804
Direct Interfund Services		46,034,001	45,254,529	44,017,869	43,958,996
Indirect Interfund Services		16,328,240	18,522,214	18,505,614	16,849,609
Municipal Courts Fines and Forfeits		36,318,780	35,894,129	33,893,327	34,485,507
Other Fines and Forfeits		2,902,932	2,561,932	2,642,392	5,051,012
Interest		5,787,653	3,000,000	4,000,000	4,000,000
Miscellaneous/Other		11,872,477	6,739,716	7,053,188	8,064,027
Total Revenue and Other Sources		1,802,727,086	1,762,965,304	1,812,350,947	1,891,290,136
Other Resources					
Sale of Capital Assets		13,766,155	13,550,000	12,150,000	4,500,000
Transfers From Other Funds		23,561,391	51,479,934	53,179,592	27,077,909
Total Other Resources		37,327,546	65,029,934	65,329,592	31,577,909
Total Available Resources		2,005,437,468	1,957,035,339	2,006,720,640	2,084,771,752
Expenditures and Other Uses					
Public Safety					
Fire Department		448,175,151	425,136,692	425,136,692	433,391,234
Forensic Services		14,285,074	20,433,324	18,690,898	21,103,160
Houston Emergency Center		11,171,687	11,549,511	11,549,511	11,855,355
Municipal Courts Department		22,836,393	22,150,748	22,150,748	24,135,874
Police Department		649,134,879	618,746,105	620,488,531	676,463,963
Public Safety		1,145,603,184	1,098,016,380	1,098,016,380	1,166,949,586
Development & Maintenance Services					
General Services		46,078,792	46,555,006	46,555,006	49,020,171
Planning & Development		8,173,430	7,208,331	7,208,331	7,545,302
Public Works & Engineering		83,463,815	37,377,283	37,377,283	35,659,100
Solid Waste Management		65,542,503	65,492,827	65,492,827	69,373,412
Development & Maintenance Services		203,258,540	156,633,447	156,633,447	161,597,985

GENERAL FUND SUMMARY

Fund Name: General Fund
Fund No: 1000

	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Human & Cultural Services				
Department of Neighborhoods	0	9,698,147	9,698,147	10,320,086
Health and Human Services	45,614,130	40,067,351	40,067,351	42,381,421
Housing & Community Development	860,035	619,779	619,779	2,429,478
Library	35,304,931	32,352,534	32,352,534	33,326,335
Parks and Recreation	63,133,452	66,295,242	66,295,242	64,402,537
Human & Cultural Services	144,912,548	149,033,053	149,033,053	152,859,857
Administrative Services				
Administration and Regulatory Affairs	31,640,700	26,431,395	26,431,395	28,126,721
City Controller	7,389,260	6,965,281	6,965,281	7,374,793
City Council	5,007,184	5,732,157	5,732,157	6,352,048
City Secretary	747,691	802,733	802,733	836,435
Finance Department	9,802,161	23,087,698	23,087,698	11,276,606
Human Resources	3,151,500	3,191,872	3,191,872	3,245,868
Information Technology	19,073,142	18,094,797	18,094,797	19,269,066
Legal	16,973,681	13,675,311	13,675,311	14,112,402
Mayor's Office	2,930,094	5,486,807	5,486,807	6,113,265
Office of Business Opportunity	2,403,553	2,102,597	2,102,597	2,352,405
Administrative Services	99,118,966	105,570,648	105,570,648	99,059,609
General Government				
General Government	87,144,325	107,336,671	107,336,671	126,330,122
General Government	87,144,325	107,336,671	107,336,671	126,330,122
Total Expenditures Other Than Debt Service	1,680,037,563	1,616,590,199	1,616,590,199	1,706,797,159
Debt Service				
Transfer to PIB Bonds Debt Service	227,214,000	220,506,734	220,506,734	241,100,000
Transfer to Drainage Debt Service	5,331,000	0	0	0
Transfer to Equipment to Departments	(11,707,000)	0	0	0
Debt Service	220,838,000	220,506,734	220,506,734	241,100,000
Total Expenditures and Other Uses	1,900,875,563	1,837,096,933	1,837,096,933	1,947,897,159
Fund Balance - Unassigned	104,561,905	119,938,406	169,623,707	136,874,593
Total Budget	2,005,437,468	1,957,035,339	2,006,720,640	2,084,771,752
Changes to Unassigned Fund Balance	20,000,000	(7,720,000)	(7,720,000)	(5,000,000)
Prepaid Items and Imprest Cash	4,478,196	0	0	0
Ending Fund Balance - Unassigned	129,040,101	112,218,406	161,903,707	131,874,593
Total Ending Fund Balance	$ 129,040,101	112,218,406	161,903,707	131,874,593

Rainy Day Fund of $20 million became unassigned in FY2011.

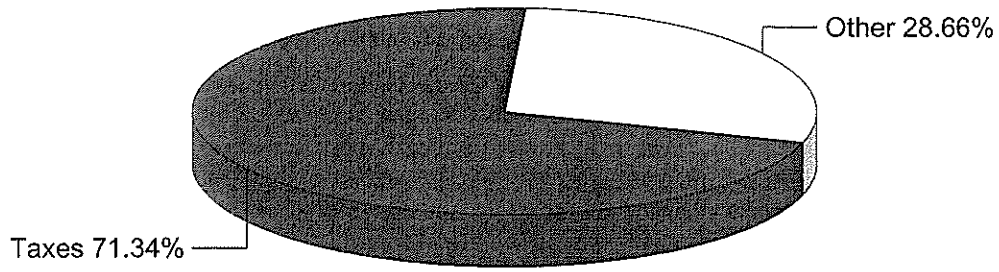
In FY2012, the City reassigned $5 million to the Rainy Day Fund and another $5 million in FY2013 Budget.

The General Fund Summary in some cases may not agree with some of the departmental totals due to prior year restatements.

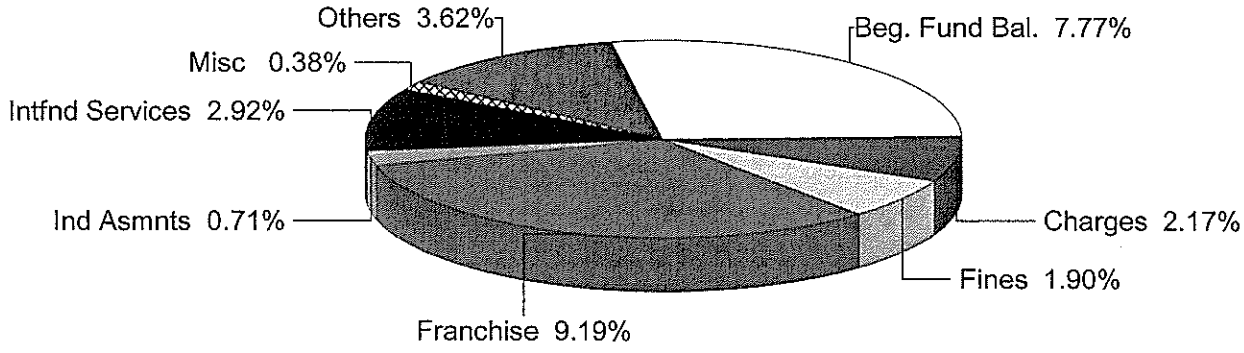
GENERAL FUND RESOURCES SUMMARY

The General Fund is the City of Houston's largest operating fund. With total resources of $2.1 billion budgeted in FY2013, this fund relies heavily on various forms of revenue to finance its operations. As illustrated below, approximately 71% percent of the total resources in the General Fund are from property and sales taxes.

GENERAL FUND RESOURCES FY2013 BUDGET



COMPOSITION OF OTHER (ABOVE)



The composition of the FY2013 General Fund resources is listed below:

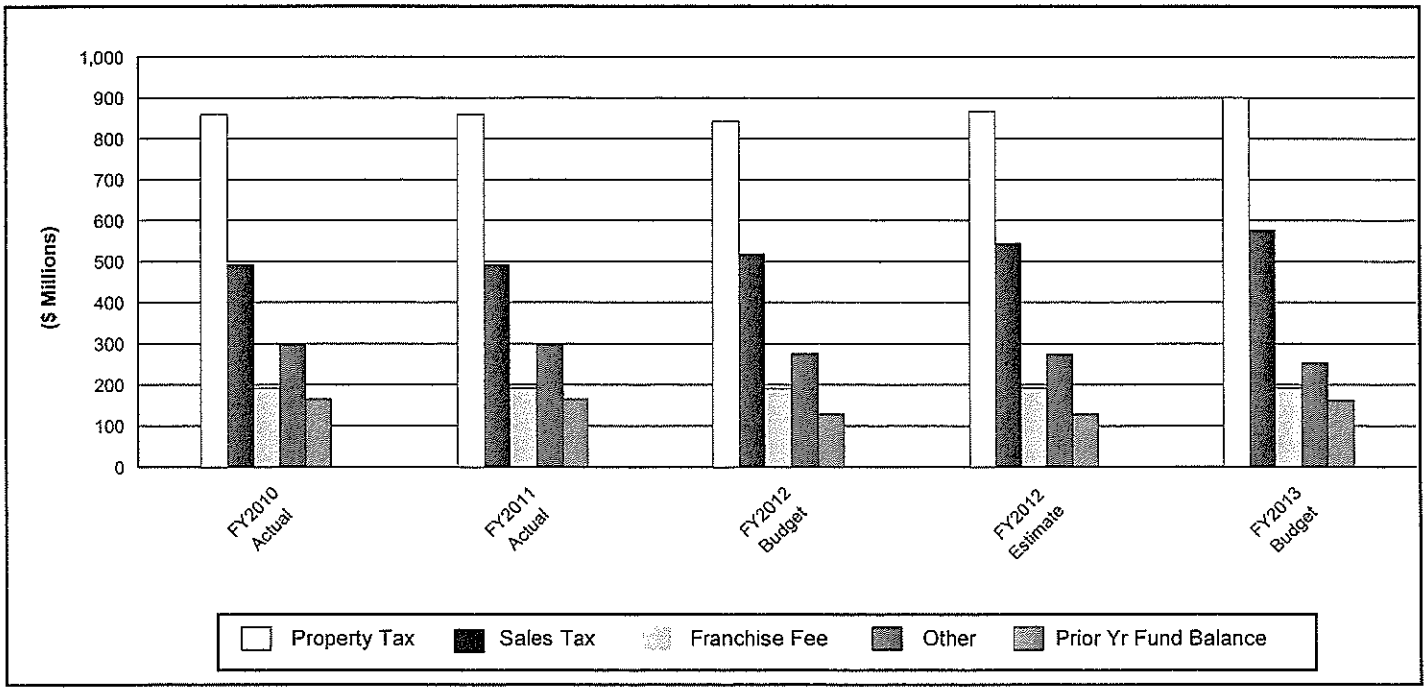
RESOURCE CATEGORIES		RESOURCE FY2013 BUDGET*	% OF TOTAL BUDGET
Taxes:			
Property Taxes	$	900,197	43.18%
Sales Taxes		577,373	27.69%
Other Tax		9,685	0.46%
Franchise Fees		191,672	9.19%
Industrial District		14,800	0.71%
Licenses and Permits		29,502	1.42%
Intergovernmental		10,332	0.50%
Charges for Services		45,321	2.17%
Interfund Services		60,809	2.92%
Fines and Forfeits		39,537	1.90%
Interest		4,000	0.18%
Miscellaneous/Other		8,064	0.38%
Total Revenue		1,891,292	90.72%
Sale of Capital Assets		4,500	0.22%
Transfers In		27,078	1.30%
Beginning FY2013 Fund Balance		161,904	7.77%
TOTAL RESOURCES	$	2,084,774	100.00%

* Dollars in Thousands

Total may reflect slight variances due to rounding.

The graph below provides a four-year comparsion of the City's resources in millions of dollars.

RELATIONSHIP OF GENERAL FUND RESOURCES
FY2010 THROUGH FY2013



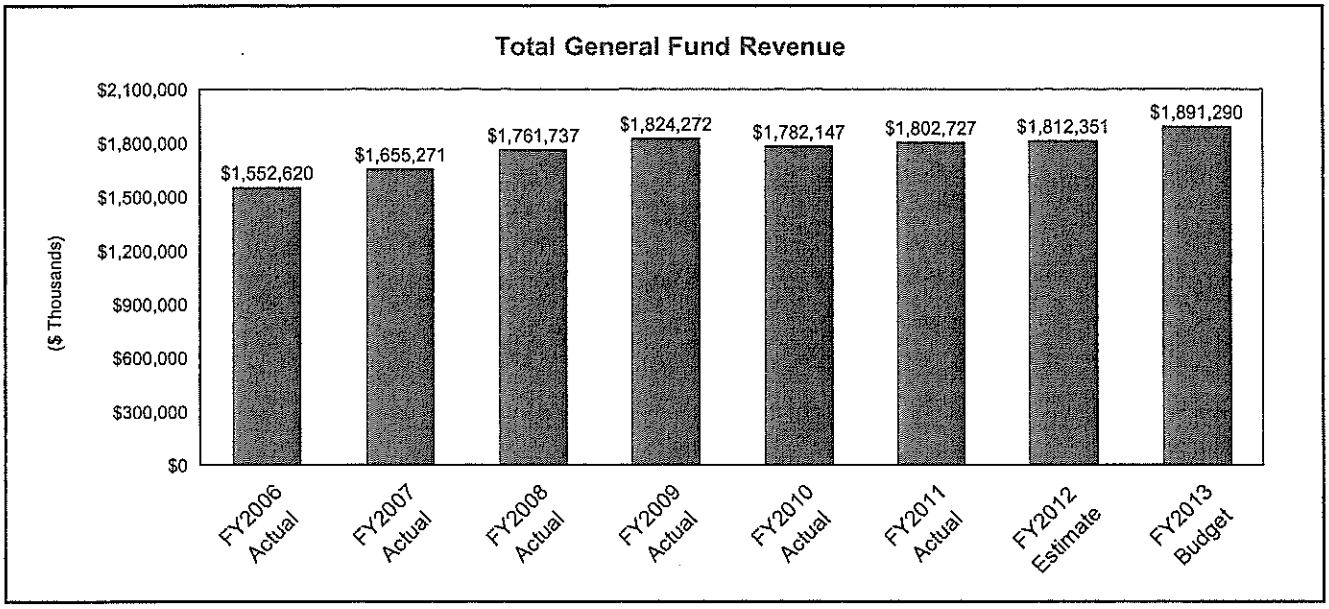


Table I below provides the FY2013 General Fund revenue estimate by categories. As shown, the total revenue is expected to be $1.89 billion or $78.9 million higher than the projected FY2012 revenue.

Table I

FY2013 Revenue Budget
Compared with FY2012 Estimate

Category	Projected Revenue ($ Thousands) FY2012 Estimate	FY2013 Budget	Increase / (Decrease)
General Property Taxes	866,267	900,197	33,930
Industrial Assessment	14,800	14,800	0
Sales Taxes	545,000	577,373	32,373
Other Tax	9,685	9,685	0
Electric Franchise	99,694	103,697	4,003
Telephone Franchise	45,438	44,606	(832)
Gas Franchise	22,009	19,194	(2,815)
Other Franchise	24,490	24,175	(315)
Licenses and Permits	22,052	29,502	7,450
Intergovernmental	12,306	10,332	(1,974)
Charges for Services	40,497	45,321	4,824
Direct Interfund Services	44,018	43,959	(59)
Indirect Interfund Services	18,506	16,850	(1,656)
Municipal Courts Fines and Forfeits	33,893	34,486	593
Other Fines and Forfeits	2,642	5,051	2,409
Interest	4,000	4,000	0
Miscellaneous/Other	7,053	8,064	1,011
Total	**1,812,351**	**1,891,290**	**78,942**

Table II provides the revenue estimate for each distinct revenue source that is expected to produce at least $3 million in FY2013. The remainder of this document describes the projection logic that has been used for each of these items.

Table II

Revenue Estimates for
Revenue Sources over $3 Million

	Projected Revenue ($ Thousands)		
Item	FY2012 Estimate	FY2013 Budget	Increase/ (Decrease)
Property Tax	866,267	900,197	33,930
Sales Tax	545,000	577,373	32,373
Industrial Assessments	14,800	14,800	0
Mixed Beverage Tax	9,500	9,500	0
Electric Franchise	98,194	102,197	4,003
Telephone Franchise	45,402	44,606	(796)
Gas Franchise Fees	22,009	19,194	(2,815)
Cable TV Franchise Fees	18,575	18,439	(136)
Solid Waste Hauler Franchise Fee	5,495	5,674	179
Licenses and Permits	22,052	29,502	7,450
TIRZ Funding	10,013	9,562	(451)
Ambulance Fees	28,117	32,417	4,300
Platting Fees	3,584	3,778	194
Other Charges for Services	8,796	9,126	330
Interfund Police Protection	22,018	22,098	80
Interfund Fire Protection	16,863	16,517	(346)
Other Direct Interfund	5,136	5,344	208
Indirect Cost Recovery	18,506	16,850	(1,656)
Moving Violations	18,616	18,934	318
Other Municipal Courts Fines and Forfeitures	15,277	15,552	275
Interest	4,000	4,000	0
Miscellaneous/Other	7,053	8,064	1,012
All Other Revenues	7,078	7,566	488
Total	**1,812,351**	**1,891,290**	**78,942**

Taxes

Property Taxes

General property taxes are ad valorem taxes levied on the assessed valuation of real and personal property. Taxable values for all real and personal property within the City, depending on their locations, are established by the Harris County Appraisal District (HCAD), Montgomery County Appraisal District (MCAD) or Fort Bend County Appraisal District (FBCAD), collectively County Appraisal Districts (CAD), based upon market values as of January 1st. City Council approves exemptions such as homestead, 65 and over, disabled as well as Freeport exemptions and then sets a tax rate according to the state law. The current tax rate for the City of Houston is 63.875 cents per $100 of taxable value.

CAD notifies taxpayers of appraised values by May 15th of each year or as soon thereafter as practicable. Taxpayers may protest appraised values or the exemption status of their properties. Hearings of protests are conducted by the Appraisal Review Board of CAD. Chief Appraiser of CAD certifies appraisal rolls to the Tax Assessor of the City. The Harris County Tax Office acts as Tax Assessor on behalf of the City.

Based upon the adopted tax rate set by Council and taxable value as assessed by CAD, tax bills are generated and sent to taxpayers by Harris County Tax Office around mid-November. Payment is due by February 1st of the following year. Taxes not paid by the due date are delinquent and subject to penalties and interest charges. Taxpayers who wish to appeal values set by CAD may do so if taxes on the uncontested value are paid timely.

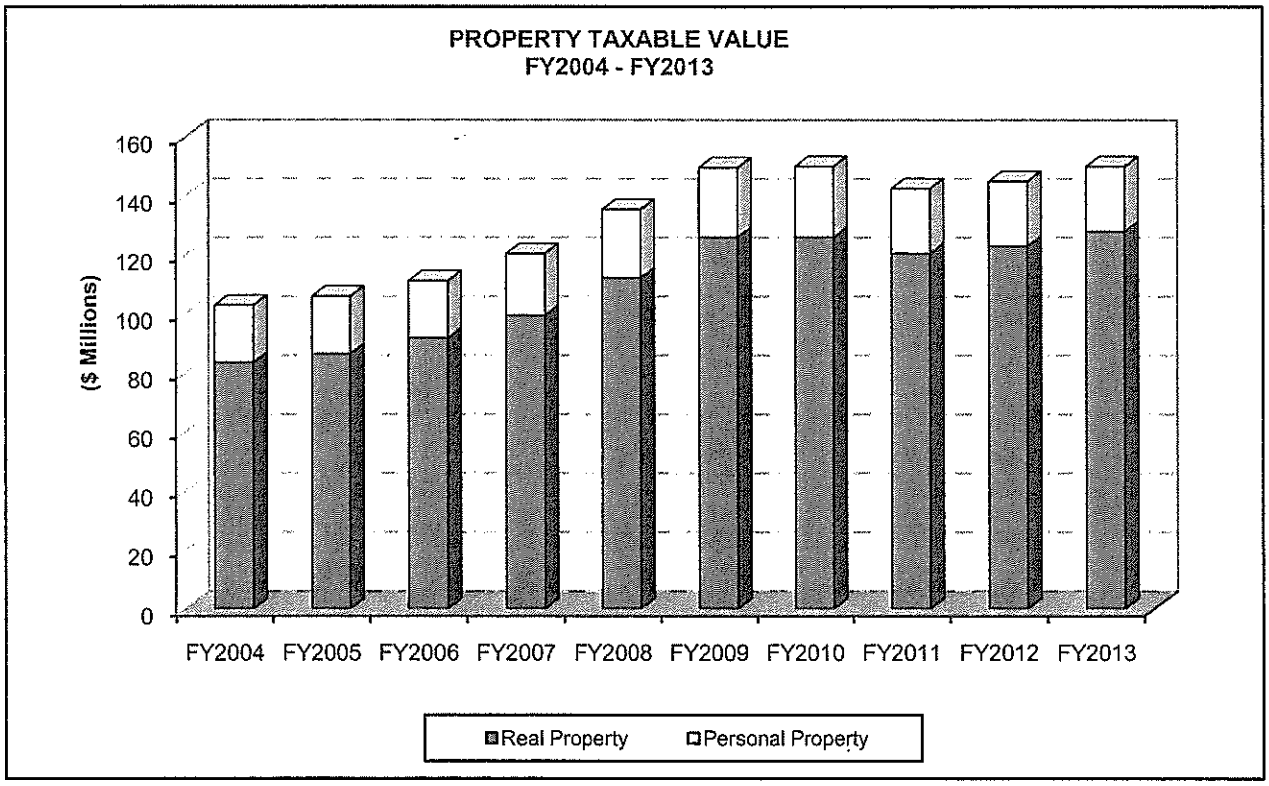
Occasionally, taxes are overpaid as a result of errors in appraisal or an overpayment by a taxpayer. Harris County Tax Office refunds such payments based upon the Texas Property Tax Code and documentation supplied by the taxpayers. Fluctuations in collections reflect changes in assessed property values, collection efforts, and tax rate.

The FY2013 property tax value estimate is derived from CAD projections provided to the City in May 2012. The taxable value used was $151.3 billion. This amount is a net of the senior/disabled exemption, which was $70,862, the same as FY2012. This is projected to exempt as much as $6.38 billion in taxable value from the tax rolls, reducing revenue by an estimated $40.8 million in FY2013.

The estimated taxable value is then reduced by the estimated incremental value of properties within the Tax Increment Reinvestment Zones (TIRZ). The net of TIRZ taxable value is estimated at $140.3 billion.

The Finance Department applied an assumed 63.875 cent per $100 taxable value to this tax base, along with a 97.5% collection ratio and assumptions for prior year taxes collection of $25.6 million, to arrive at a net revenue estimate of $900.2 million. This revenue is approximately 3.92% higher than the estimated FY2012 revenue of $866.3 million.

Below is a graph showing the ten-year history of property taxable values in Houston, with the $151.3 billion estimate shown for FY2013.



CITY OF HOUSTON APPRAISED VALUE
($ Millions)

Fiscal Year	Tax Year	Real Property	Personal Property	Total Value
2003	2002	79,249	19,846	99,096
2004	2003	83,776	19,399	103,175
2005	2004	86,433	19,467	105,900
2006	2005	91,827	19,293	111,120
2007	2006	99,483	20,858	120,341
2008	2007	112,241	23,214	135,455
2009	2008	125,982	23,645	149,627
2010	2009	125,999	24,094	150,093
2011	2010	120,546	22,360	142,906
2012	2011	123,292	22,381	145,579
2013	2012	128,862	22,438	151,300*

*County Appraisal District Estimates, as of May 2012.

In November 2004, Proposition No. 1 was passed, amending the City Charter, to limit the annual increase in total ad valorem tax revenues. The increase is capped at the lower of the increase in Consumer Price Indexes (CPI) plus the growth in population, or 4.5% over the prior fiscal year. In addition, in November 2006, proposition H was passed to further increase the applicable revenue limitations by $90 million.

The proposed budget includes the property tax estimate revenues of $900.2 million, which is under the capped level of $925.04 million, with the following assumptions.

Population	
July 1, 2003 (1)	2,009,669
July 1, 2004 (1)	2,012,626 + 0.1471%
July 1, 2005 (1)	2,076,189 + 3.1582%
July 1, 2006 (1)	2,144,491 + 3.2898%
July 1, 2007 (1)	2,208,180 + 2.9699%
July 1, 2008 (1)	2,244,615 + 1.6500%
July 1, 2009 (1)	2,257,926 + 0.5930%
July 1, 2010 (1)	2,099,451 + 0.0000%
July 1, 2011 (2)	2,119,831 + 0.9707%

CPI (3)	
2003	163.7
2004	169.5 + 3.5431%
2005	175.6 + 3.5988%
2006	180.6 + 2.8474%
2007	183.8 + 1.7929%
2008	189.967 + 3.3339%
2009	190.495 + 0.2779%
2010	194.172 + 1.9302%
2011	200.495 + 3.2564%

	($ In Thousand)
FY2005 Actual	$671,294
Population Increase 2004	0.1471%
CPI Increase 2004	3.5431%
FY2006 CAP	$696,066
Population Increase 2005	3.1582%
CPI Increase 2005	3.5988%
FY2007 CAP	$743,100
Population Increase 2006	3.2898%
CPI Increase 2006	2.8474%
FY2008 CAP	$788,705
Population Increase 2007	2.9699%
CPI Increase 2007	1.7929%
FY2009 CAP	$826,269
Population Increase 2008	1.6500%
CPI Increase 2008	3.3339%
FY2010 CAP	$867,450
Population Increase 2009	0.5930%
CPI Increase 2009	0.2779%
FY2011 CAP	$875,005
Population Increase 2010	0.0000%

CPI Increase 2010	1.9302%
FY2012 CAP	$891,895
Population Increase 2011	0.9707%
CPI Increase 2011	3.2564%
FY2013 CAP	$929,596
FY2012 Estimates	$866,267
FY2013 CAP (Based on 4.5% Increase from FY2012 Estimate)	$905,249
Final FY2013 CAP (the Lower FY13 CAP Plus $19.79 million) (4)	$925,039

(1) Population numbers based upon the U.S. Census Bureau estimate most recently published when deciding limits of each respective year's property tax revenue budget increase.
(2) July 1, 2011 population is the City's estimate. The U.S. Census Bureau figures will be available in late June 2012.
(3) CPI increase based on the change in the CPI-U for the Houston-Galveston-Brazoria, Texas as published by the Bureau of Labor Statistics, for the preceding calendar year.
(4) In accordance to Proposition H, to increase the applicable revenue limitation by $90 million. The remaining applicable revenue to be added for FY2013 is $19.79 million.

Sales Tax

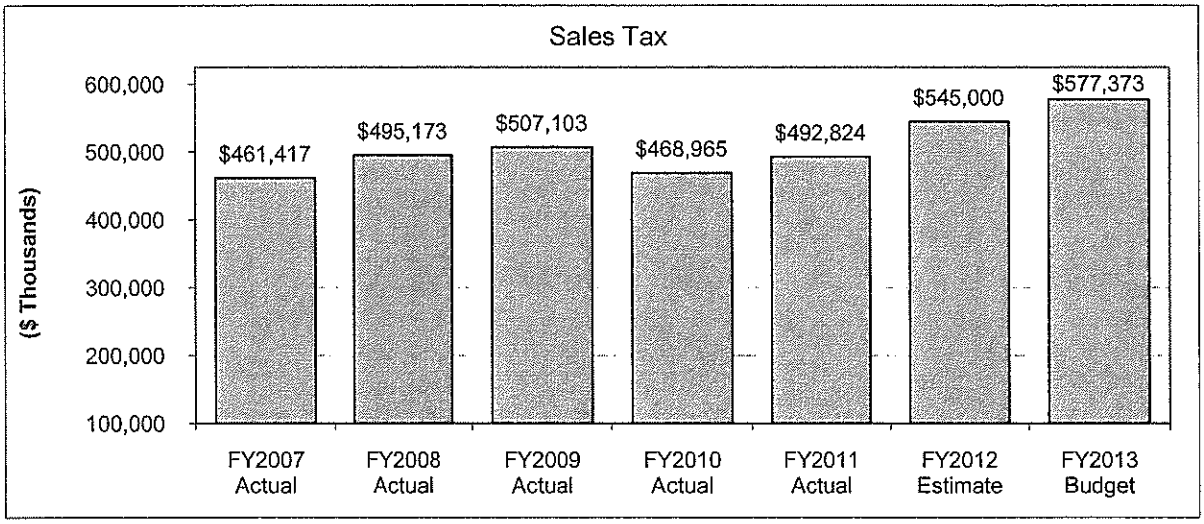
General sales and use taxes are imposed upon the sale or consumption of certain goods and services at the point of sale. In the City of Houston, a $0.0825 sales and use tax is applied for every dollar of sales. The Metropolitan Transit Authority (METRO) receives $0.01, and the State of Texas receives $0.0625. The State Comptroller remits a $0.01 share to the City, after withholding a 2% service charge.

The sales tax projections are based on the "Houston Economic Multi-Sector (HEMS) Model" which takes into account the sectors of the Houston economy and estimates of income, prices, population, and Primary Metropolitan Statistical Area (PMSA) retail sales.

Sales Tax revenue for FY2012 grew much more rapidly than expected a year ago, the strength will continue through the very early portion of FY2013, but year-over-year sales growth will gradually stabilize. The FY2013 budget amount of $577.4 million is approximately $32 million, or 5.94%, higher than FY2012 estimate amount of $545 million.

The nation's manufacturing sector has been showing strength, due to an extraordinary demand for American goods from abroad which has been greatly aided by a weak dollar relative to its levels of a decade ago. National job growth has increased over the past few months and because of the recent improvement in the nation's labor market and increasing hiring, household incomes and consumer confidence have picked up which will add further momentum to a recovery that has struggled to gain traction. The Houston economy is expected to follow the national pattern, aided by the boom in the energy industry.

The graph below provides a seven-year comparison of the City's Sales Tax revenue.



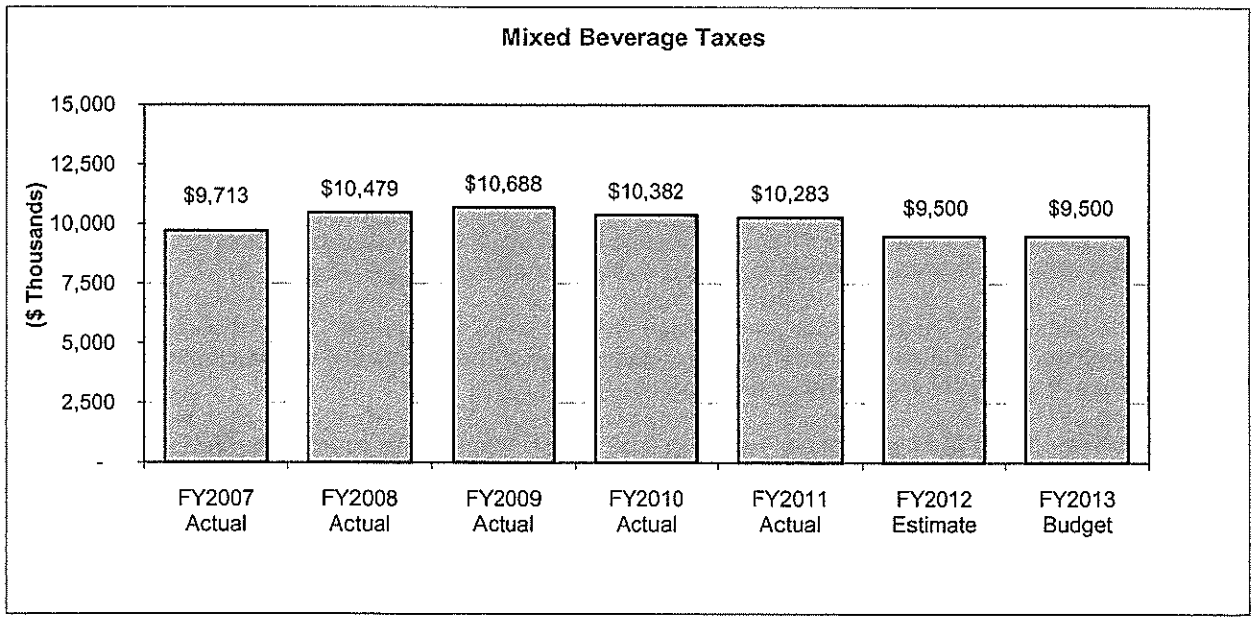
Industrial District Assessments

The City of Houston has Industrial District Contract Agreements having a term of fifteen years with more than 100 companies that are located within the Houston Extra-Territorial Jurisdiction (ETJ). A contractually reduced ad valorem assessed valuation fee is calculated and billed annually to each of those companies in lieu of the property being annexed and subject to City of Houston property taxes. Industrial District Assessments are based on current year property values provided by HCAD. These are contractual revenues, with the current agreements expiring on May 31, 2012. These contract agreements will need to be renewed in the Industrial District. The FY2013 revenue is currently estimated at $14.8 million.

Mixed Beverage Tax

By law, all mixed beverage and private club permit holders remit to the State Comptroller a 14% gross receipts tax on their mixed beverage sales each month. Following the end of each calendar quarter, 10.7143% of the tax paid is allocated to the county where each business is located. For any business located within an incorporated city, another 10.7143% of the tax paid is allocated to the city where it is located. The remaining tax is distributed to the State's General Revenue Fund. Mixed Beverage Tax allocation amounts are dependent upon the timing and accuracy of taxpayer's returns and payments, but generally represent taxes remitted to the Comptroller's Office during the calendar quarter immediately proceeding the month the allocation is distributed.

For the FY2013 projection, we are anticipating the revenue estimate of $9.5 million. The following graph shows the seven-year comparison of the City's mixed beverage tax revenue.



Franchise Fees

Franchise fees are paid by companies, entities, or persons for the privilege of using public property for private purposes. Franchise agreements have been granted to numerous utilities and other enterprises, either directly by the City of Houston or by the State of Texas, including CenterPoint Energy, AT&T, several cable television firms, and others.

Changes in franchise revenue depend on many factors including economic fluctuations, rate charges, customer usage, franchise agreement changes and legislative actions.

Electric Franchise

Electric franchise fees are paid to the City for the right to conduct an electric light and power business and to use the City rights-of-way for that business.

There are two companies in Houston that pay electric franchise fees: CenterPoint Energy Houston Electric ("CenterPoint") and Entergy. CenterPoint pays approximately 99% of the electric franchise fees paid to the City, which represents approximately $102.1 million per year.

Prior to electric deregulation, which became effective on January 1, 2002, electricity franchise payments were calculated as a percentage of the electric company's gross revenues from sales to customers located within the City limits. Under this payment formula, electric franchise fees to the City fluctuated, from $80 million to as much as $90 million per year.

From January 2002 through June 2005, franchise payments were no longer calculated based on a percentage of gross revenues, but instead were based on kilowatt hour consumption by customers within the City limits. During this period, electric franchise revenues dropped significantly, averaging $75 million each year.

In July 2005, or the beginning of FY2006, the City and CenterPoint entered into a new franchise agreement for a term of 30 years. The new agreement establishes a base franchise fee to the City of approximately $96 million per fiscal year, payable monthly, which is adjusted annually by a small adjustment factor based on kilowatt-hours delivered in the City.

The FY2012 electric franchise fee estimate is $98.2 million. The FY2013 electric franchise fee estimate of $102.2 million is approximately 4.1% higher than the FY2012 estimate. Kilowatt-hour consumption for calendar year 2011 was up 3.4% from 2010.

The City of Houston exercises original jurisdiction over the rates, operations and services of these electric utilities for the Houston area.

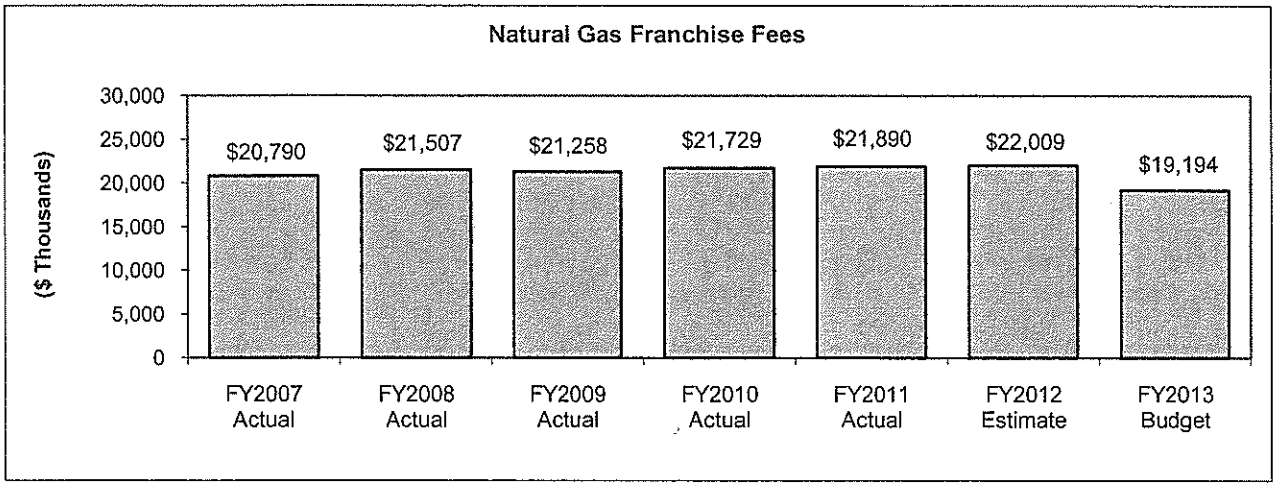
Natural Gas Franchise

Like electric franchise fees, natural gas franchise fees are paid by utilities that use the City rights-of-way for the transportation, delivery, sale and distribution of natural gas to customers in the City.

There is one company in Houston that pays natural gas franchise fees to the City of Houston: CenterPoint Energy Resources Corporation ("CenterPoint" – formerly Entex). These fees are paid monthly and are based on 5% of gross receipts on a rolling 3-year average.

The total estimate for FY2012 natural gas franchise fees from CenterPoint is approximately $22.0 million. The FY2013 natural gas franchise fee estimate is $19.2 million, a decrease of 12.8% from FY2012.

The graph below provides a seven-year comparison of the City's natural gas franchise fee revenue.



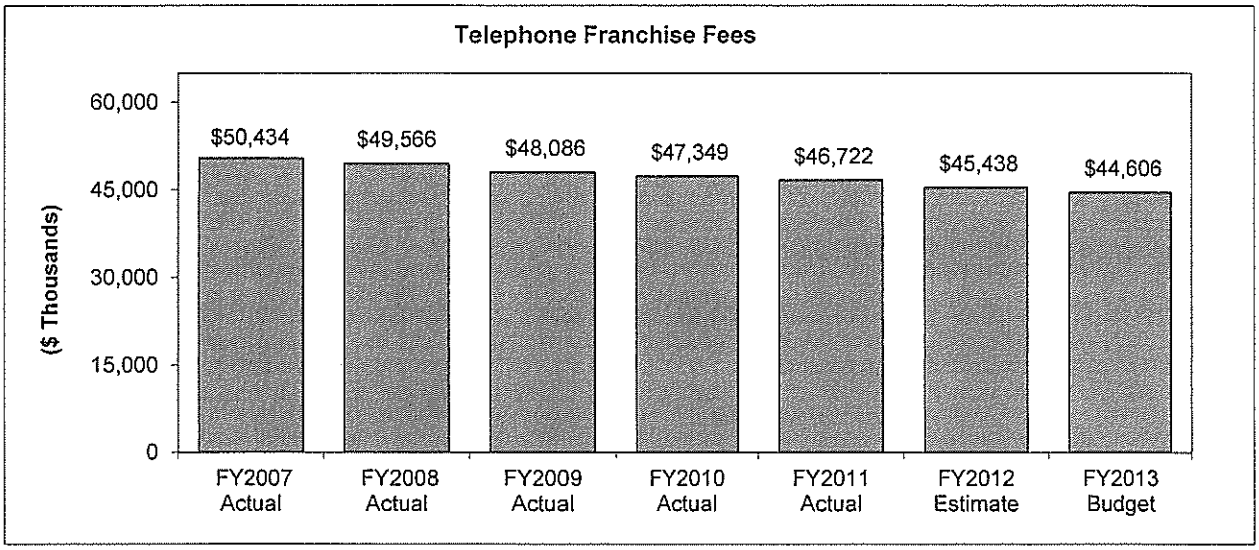
The City of Houston exercises original jurisdiction over the rates, operations and services of these natural gas utilities for the Houston area.

Telephone Franchise

Since deregulation of this industry in 2000, the telephone franchise fee paid to municipalities in Texas has been determined by applying an "access line rate," assigned by the Public Utilities Commission of Texas (PUCT) and adjusted annually for inflation, to the number of access lines in the municipality reported quarterly by each Certificated Telecommunications Provider ("CTP") doing business in that municipality. The access line rates that will be in effect during the fiscal year are as follows: residential - $1.75; non-residential - $5.92; and point-to-point - $16.80.

The FY2012 estimate for telephone franchise fee is $45.4 million, exclusive of audit recoveries. The FY2013 projection of $44.6 million is a 1.8% decrease from FY2012's estimate, and is reflective of the continued decrease in the number of access lines being reported by CTPs.

The following graph below provides a seven-year comparison of the City's telephone franchise fee revenue.



Cable TV Franchise Fees

The City of Houston currently has four active cable franchises with the following cable companies: TVMAX of Houston, SuddenLink Communications, Phonoscope, and Northland. Pursuant to the terms of their franchise agreements, these companies pay franchise fees in the amount of 5% of their gross revenues from sales to Houston customers. In addition, there are two cable television/video service-providers operating in Houston under state-issued certificates of franchise authority: Comcast Cable and AT&T UVerse. Under the terms of the state franchise, these operators also pay the City of Houston 5% of their gross revenues from sales to Houston customers. The largest of either type of franchise is Comcast, which accounts for approximately 58.1% of the total cable franchise revenue projection for FY2012. The four remaining City of Houston cable franchises do not expire until after year 2015. The FY2013 projection of $18.4 million is slightly lower than the FY2012 estimate of $18.6 million.

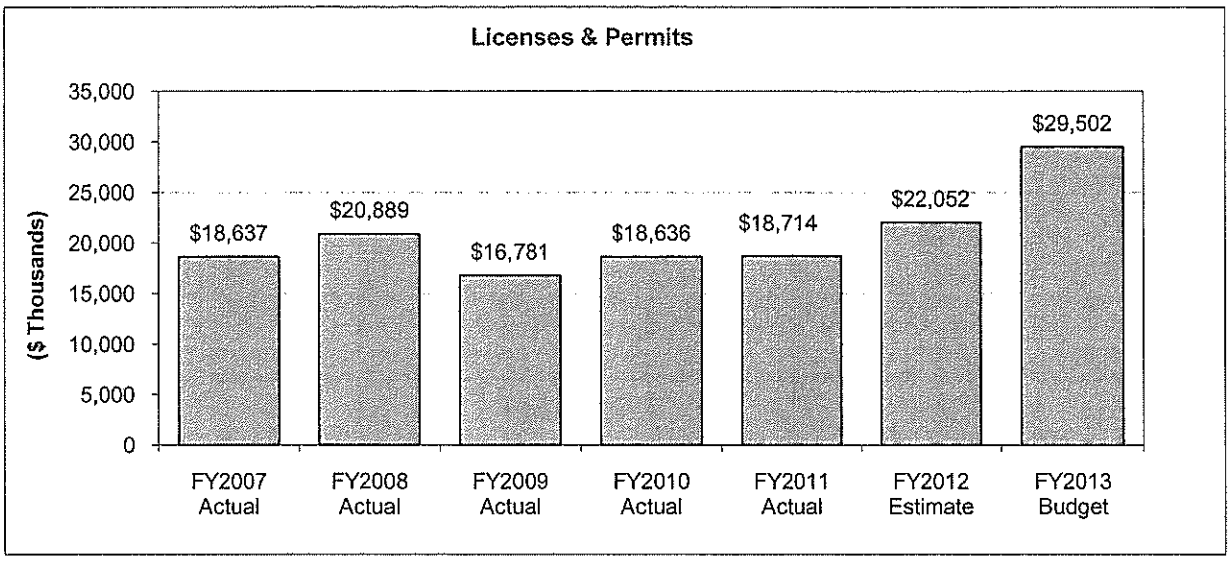
Solid Waste Hauler Franchise Fees

Solid waste haulers pay fees to compensate the City for the use of City streets. Approximately 100 active solid waste hauler franchises pay 4% of gross revenues from transporting commercial solid and industrial wastes that originate within the City limits. The FY2012 estimate for solid waste hauler franchise fees is $5.5 million, exclusive of audit recoveries. The FY2013 estimate of $5.7 million assumes that the waste hauling industry continues to recover from the effects of the recession, as well as improved compliance efforts.

Other Revenues

Licenses and Permits

The Licenses and Permits category includes such items as special fire, food dealer, burglar alarm, dumpster permits, and many other permits. The FY2013 revenue is estimated at $29.5 million, which is approximately $7.5 million higher than FY2012 estimate of $22.05 million.



Ambulance Fees

City of Houston Code of Ordinance Chapter 4 permits the City to provide ambulance transport and related services to the public as well as to recover the cost of providing those services. The base and variable fee structure is addressed under Section 4.13.

The City contracts with a private vendor for the billing and collection of these services. The present contract is with Affiliated Computer Service (ACS). ACS hosts all medical and billing data and provides the hardware and software for the Electronic Patient Care Records (EPCR). The City is currently in the first year of a five-year contract renewal. At the end of the five-year term, the City can again opt to renew the contract.

With the current trend in the transport volume, projection for the FY2013 is $32.42 million (net of collection fees) which is $4.3 million higher than our FY2012 estimates of $28.12 million.

Platting Fees

City of Houston Code of Ordinance Chapter 42 permits the City to collect processing fees that shall be paid by an applicant for a subdivision plat, development plat, general plan and street dedication play. The FY2013 revenues are estimated at $3.78 million, approximately $194,000 or 5.41% higher than the FY2012 estimates of $3.58 million.

Other Charges for Services

Other charges for services include miscellaneous copy fees, public safety report fees, vending machine concessions, vehicle storage, hazardous material response, and others. For FY2013, revenues of $9.13 million are projected, an increase of $330,000 from the FY2012 estimate of $8.8 million.

Interfund Direct Charges

The General Fund charges the Houston Airport System for airport police service, which is the responsibility of Houston Police Department (HPD). The FY2013 projection of $22.1 million is relatively unchanged from the FY2012 estimates of $22.02 million.

The Aviation Enterprise Fund also pays for fire protection provided by the Fire Department to the Houston Airport System. The FY2013 projection of $16.52 million reflects a decrease of $346,000 over the FY2012 estimate of $16.86 million.

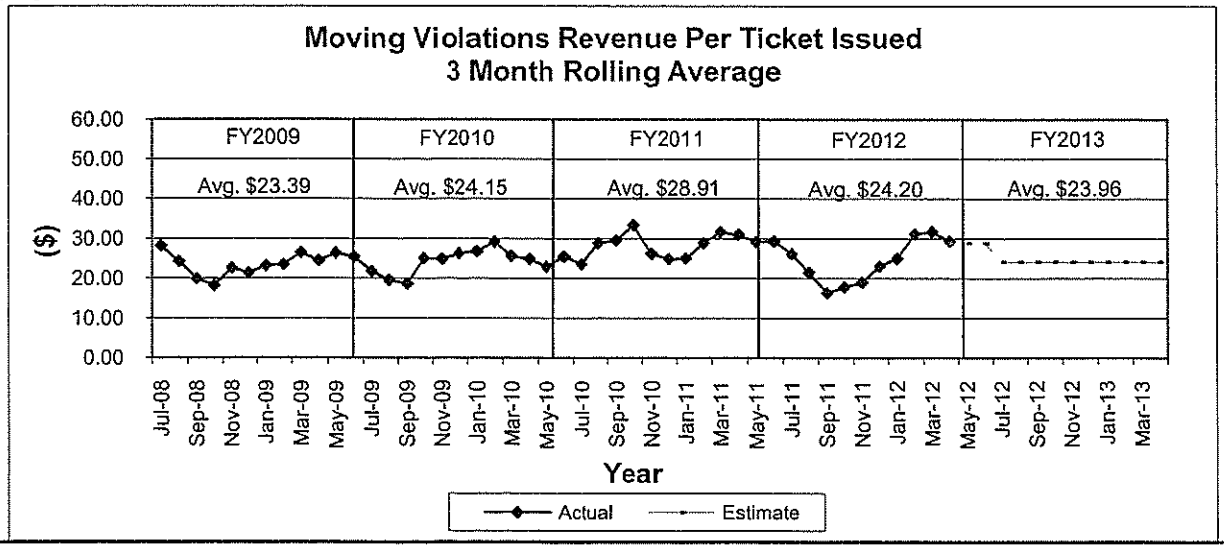
Payments received for other direct services performed by the General Fund are recovered throughout the year. The FY2013 projection of $5.34 million is $208,000 higher than the FY2012 estimate of $5.14 million.

Indirect Cost Recovery

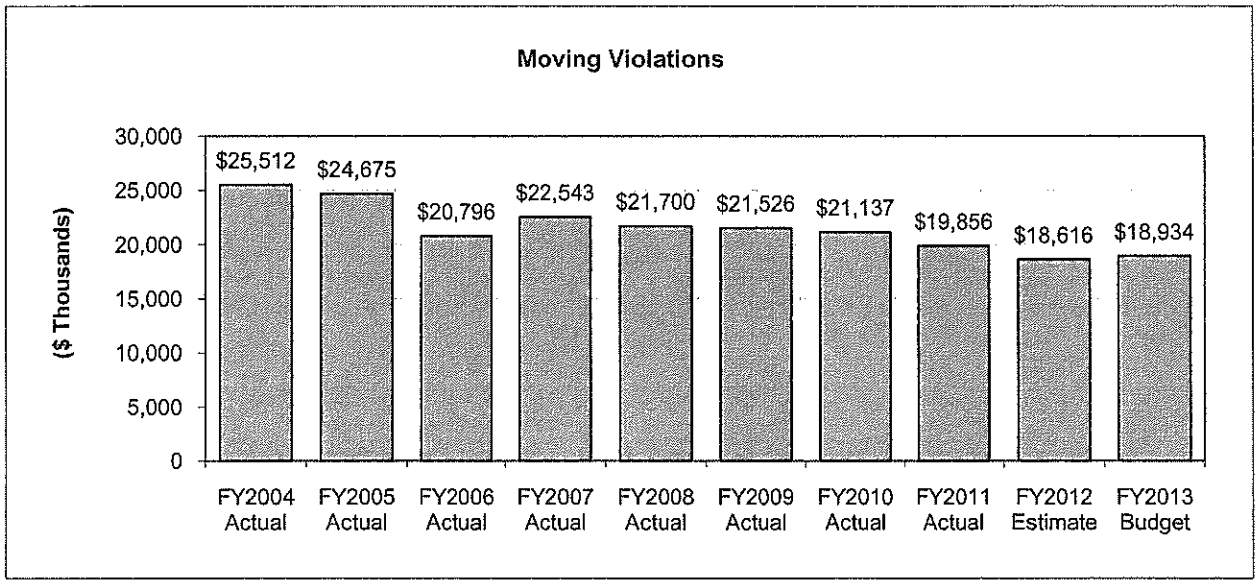
The General Fund provides citywide central support services and recovers the cost of these services through allocation of indirect costs. These amounts are determined through the preparation of an annual cost allocation plan, which distributes administrative overhead costs to General Fund operating departments and to other funds. For FY2013, the proposed plan calls for cost recoveries totaling $16.85 million, a decrease of $1.66 million in indirect interfund revenue from the FY2012 estimate of $18.51 million.

Moving Violations

In FY2013, we expect 790,106 tickets to be issued and 204,213 tickets paid at an average of $92.71 per ticket. Moving violations revenue in FY2013 is projected at $18.93 million, which is $318,000 higher than our FY2012 projection of $18.62 million.



The graph below provides a ten-year comparison of the City's moving violations revenue.



Other Municipal Courts Fines and Forfeitures

Delinquent collection of Municipal Court Fines and Forfeitures is largely privatized and currently projected at $15.55 million.

Interest

The City aggressively invests surplus balances and retains the interest earnings in the General Fund. The amount of such earnings depends on the balance available, the general level of interest rates, and the investment policies (e.g. tolerance for risk, need for liquidity) chosen. The FY2013 interest revenue is currently projected at $4 million.

Miscellaneous/Other

The FY2013 revenue is estimated at $8.06 million, which is $1.01 million higher than FY2012 estimate of $7.05 million.

All Other Revenues

Estimated revenues in remaining categories have been calculated using simple trend analysis, as well as operational and collection information from the collecting department. These revenues increased from $7.08 million in FY2012 to $7.57 million in FY2013.

A detailed listing of General Fund revenues by category are presented on the following pages showing the FY2011 Actual, FY2012 Current Budget and Estimate, and the FY2013 Budget amounts.


CITY OF HOUSTON
TEXAS

General Fund Revenues by Category

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Taxes					
General Property Taxes					
411010	Incremental Property Tax	45	0	0	0
411020	Current Property Tax	777,071,421	759,547,505	782,868,048	813,212,136
411030	Current Year Delinquent Property Tax	54,512,249	60,342,495	59,347,952	61,767,865
411040	Delinquent Property Tax - Prior Years	499,647	520,812	409,003	440,926
411130	Prior Year Delinquent Property Tax-2000	73,523	1,142	0	0
411140	Prior Year Delinquent Property Tax-2001	107,477	62,248	60,185	0
411150	Prior Year Delinquent Property Tax-2002	150,533	82,338	87,979	64,882
411160	Prior Year Delinquent Property Tax-2003	216,874	114,163	123,223	94,845
411170	Prior Year Delinquent Property Tax-2004	307,721	139,976	177,529	132,841
411171	Prior Year Delinquent Property Tax-2005	804,291	246,680	251,895	191,386
411172	Prior Year Delinquent Property Tax-2006	1,799,185	531,499	658,379	271,556
411173	Prior Year Delinquent Property Tax-2007	2,159,306	1,910,306	1,472,783	709,766
411174	Prior Year Delinquent Property Tax-2008	3,423,583	1,781,053	1,767,572	1,587,735
411175	Prior Year Delinquent Property Tax-2009	5,702,491	2,641,226	2,802,488	1,905,533
411176	Prior Year Delinquent Property Tax-2010	0	4,162,559	5,007,964	2,821,225
411177	Prior Year Delinquent Property Tax-2011	0	0	0	4,836,304
411180	Current Delinquent - P & I	4,917,012	4,298,707	4,411,274	4,695,390
411190	Penalty&Interest-Delinq. Property Tax	8,235,819	6,805,291	7,388,726	7,864,610
411210	Property Tax Rebates	(568,289)	(710,000)	(568,000)	(400,000)
Subtotal	General Property Taxes	859,412,888	842,478,000	866,267,000	900,197,000
412010	Sales Tax	492,823,996	518,912,000	545,000,000	577,373,000
Other Tax					
413010	Mixed Beverage Tax	10,282,982	10,621,000	9,500,000	9,500,000
414010	Bingo Tax	166,869	185,000	185,000	185,000
Subtotal	Other Tax	10,449,851	10,806,000	9,685,000	9,685,000
Total Taxes		**1,362,686,735**	**1,372,196,000**	**1,420,952,000**	**1,487,255,000**
Industrial District Assessment					
415010	Industrial District Assessment	14,458,285	14,800,000	14,800,000	14,800,000
Total Industrial District Assessment		**14,458,285**	**14,800,000**	**14,800,000**	**14,800,000**
Franchise Fees					
Electric Franchise					
416010	Electricity Franchise Tax	96,591,383	98,193,604	98,193,604	102,196,852
416020	Miscellaneous Franchise Fee	1,516,072	1,500,000	1,500,000	1,500,000
Subtotal	Electric Franchise	98,107,455	99,693,604	99,693,604	103,696,852
Telephone Franchise					
417010	Telephone Franchise Tax	46,547,807	44,482,800	45,401,556	44,606,000
419090	Telecomm Franchise Fees - Prior Year	174,466	0	36,166	0
Subtotal	Telephone Franchise	46,722,273	44,482,800	45,437,722	44,606,000
Gas Franchise					
418010	Natural Gas Franchise Tax	21,889,640	22,009,397	22,009,397	19,194,072
Other Franchise					
419010	Cable TV Franchise Tax	17,824,679	18,439,200	18,575,370	18,439,200
419040	Solid Waste Hauler Franichise Fee	5,398,798	5,568,000	5,494,804	5,674,000
419050	Spur Track Franchise Fee	20,426	20,426	20,426	20,426
419070	Fiber Optics Franchise Fee	41,216	16,100	41,668	41,100
419110	Cable TV Franchise Fees-Prior Year	163,135	0	145,209	0
419120	Solid Waste Franchise Fees-Prior Year	395,874	0	212,805	0
Subtotal	Other Franchise	23,844,128	24,043,726	24,490,282	24,174,726
Total Franchise Fees		**190,563,496**	**190,229,527**	**191,631,005**	**191,671,650**
Licenses and Permits					
421010	Special Food Permits	968,692	890,300	1,038,200	1,052,300
421020	Food Dealers Permits	3,172,965	3,381,700	3,343,400	3,395,600
421030	Food Managers Permits	431,981	474,100	349,400	354,700
421040	Mobile Food Vendor Licenses	387,370	479,100	351,300	356,100
421060	Miscellaneous Health Permits	1,029,737	1,156,200	850,000	782,500

General Fund Revenues by Category

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
421070	Swimming Pool Operating Permits	203,495	0	0	0
421100	Occupation Licenses	146,971	152,650	158,036	204,573
421110	Sexually Oriented Business Permits	29,265	28,420	38,654	36,713
421130	Decals for Coin-Ope.Amusement Machines	338,224	280,141	304,669	289,999
421140	Dance Licenses	64,610	70,230	54,543	91,254
421150	Liquor Licenses	1,111,213	1,098,212	1,073,153	1,406,574
421170	Burglar Alarm Permits	0	0	0	6,833,520
421180	Special Fire Permits	4,613,867	5,000,000	6,150,000	5,662,500
421200	Other Building & Construction Permits	13,010	20,140	18,936	15,000
421210	Fire Alarm Permits	315,016	288,205	375,000	735,000
421220	School Bus Licenses & Permits	16,895	36,550	40,000	37,214
421230	Taxicab Licenses & Permits	1,155,020	1,134,500	1,280,052	1,280,052
421280	Other Licenses & Permits	71,865	65,700	165,700	171,873
421290	Tower Application Review Fee	3,185	4,620	3,700	3,407
421310	Mobility Permits	856,437	0	0	0
421320	Dumpster Permits	1,881,493	2,600,000	2,400,000	2,436,000
421400	Miscellaneous Sign Fees	28,506	0	0	0
421410	Permit Preparation Fees	27,116	18,000	18,537	0
421490	Plan Review Fees	0	2,500,000	1,000,000	1,000,000
421570	Limousine Permits	588,115	696,000	696,000	723,322
421580	Charter Bus Permits	171,275	177,650	165,000	181,236
421590	Right-of-way Permits	332,014	324,378	319,163	324,974
421600	Jitney Permit & Inspection Fees	6,595	4,010	4,010	7,243
421610	Low Speed Shuttle Permit/Inspection Fees	120	2,300	2,300	4,373
421620	Pedicab Permits & Inspection Fees	9,040	25,000	16,000	14,918
421630	Administrative Fee - Licenses & Permits	739,842	1,333,320	1,836,275	2,100,618
Total Licenses and Permits		**18,713,934**	**22,241,426**	**22,052,028**	**29,501,563**
Intergovernmental					
422010	Medicaid Title XIX	333,721	300,000	300,000	300,000
422020	Medicaid Title XX	928,571	1,200,000	870,000	370,000
422122	Municipal Service Fees - TIRZ	6,743,200	6,233,200	6,233,200	5,533,200
422141	Intergovernmental Revenue - TIRZ	3,208,274	3,427,672	3,779,728	4,028,768
422150	Intergovernmental Revenue - Metro	47,680,748	0	0	0
423010	Other Grant Awards	0	0	0	100,000
429095	Medicare Part D Distribution	0	0	1,123,328	0
Total Intergovernmental		**58,894,514**	**11,160,872**	**12,306,256**	**10,331,968**
Charges for Services					
Direct Interfund Services					
424030	Intfd Computer Dev	314,929	60,000	79,910	0
424050	Interfund Fire Protection Services	16,859,149	17,145,594	16,863,334	16,516,840
424060	Interfund Airport Police Services	23,071,636	22,018,137	22,018,137	22,098,451
424070	Interfund Legal Services	1,111,253	1,110,724	1,110,624	1,175,773
424080	Interfund Payroll Services	1,029,284	1,200,000	800,000	553,905
424110	Other Interfund Services	2,186,983	2,773,084	2,738,084	2,817,108
424120	Interfund Vehicle Fuel	326,272	0	0	0
424130	Interfund Vehicle Repair	302,621	0	0	0
424140	Interfund Inventory	(273,926)	0	0	0
424150	Interfund Auditing Services-601	224,875	229,000	0	0
424160	Interfund Affirmative Action Services	246,300	70,000	279,200	411,419
457010	Interfund Land Acquisition	110,850	110,900	110,900	385,500
457020	Interfund Communication Equipment Repair	523,775	537,090	17,680	0
Subtotal	Direct Interfund Services	46,034,001	45,254,529	44,017,869	43,958,996
Indirect Interfund Services					
425010	Indirect Cost Recovery-Aviation	3,141,680	3,209,709	3,209,709	3,085,666
425020	Indirect Cost Recovery - Civic Center	397,248	881,180	551,180	680,737
425030	Indirect Cost-CUS Fund	3,034,287	3,868,673	3,868,673	3,479,384
425040	Indirect Cost-Houston Area Lib Auto NetWork	99,000	99,000	99,000	99,000
425050	Indirect Cost Recovery-Auto Dealers	673,465	684,231	684,231	696,300
425060	Indirect Cost Recover -Public TV	35,836	39,659	39,659	20,097
425070	Indirect Cost-Building Inspection	1,734,697	1,753,262	1,753,262	1,667,199

General Fund Revenues by Category

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
425080	Indirect Cost Recovery-Street & Drainage	1,158,533	1,257,112	1,257,112	1,131,161
425090	Indirect Cost Recovery-911 Emergency	110,000	110,000	110,000	110,000
425100	Indirect Cost Recovery-Other	1,562,234	2,259,388	2,259,388	1,780,065
425110	Indirect Cost Recovery-Grants	4,381,260	4,360,000	4,673,400	4,100,000
Subtotal	Indirect Interfund Services	16,328,240	18,522,214	18,505,614	16,849,609
Charges for Services					
426010	Hazardous Materials Response	34,301	56,100	56,100	56,100
426020	Hazardous Materials Permit	34,700	36,500	36,700	36,532
426030	Ambulance Fees	24,907,443	27,442,000	28,116,779	32,416,779
426040	Library Service Charges	619	0	12,000	9,500
426060	Clinical Fees	100	0	0	0
426070	Hotel & Motel Ordinance	850	1,200	2,700	2,478
426090	Demolition Fees	780,829	600,000	500,000	716,964
426100	Non-Resident Garbage Fee	462,459	435,000	490,000	500,000
426110	Extra Container Garbage Fee	1,457,818	1,540,000	1,600,000	1,650,000
426120	Weed Cutting Fees	618,297	640,000	350,000	488,448
426130	Dental Fees	7,601	0	5,000	0
426151	Passport Service Fee	0	0	42,000	25,000
426240	Limousine Inspection Fees	43,375	71,425	81,000	73,286
426250	Platting Fees	2,560,717	3,584,191	3,584,191	3,777,542
426260	Police Services	243,508	160,000	160,000	137,000
426290	Other Service Charges	191,798	104,000	105,000	104,000
426300	Certified Copies Fees	2,118,181	2,085,000	1,950,000	1,750,000
426320	City Maps & Related Items	1,721	1,450	1,450	1,750
426330	Miscellaneous Copies Fees	46,537	48,080	55,992	51,663
426340	Public Safety Reports Fees	789,403	765,490	700,000	765,490
426350	Fire Fighting Services	654,690	618,015	618,015	618,015
426370	Training Services	82,211	94,500	72,500	26,500
426390	Misc. Services to Other Agencies	385,713	0	0	0
426420	Building Space Rental Fees	1,418,485	807,821	814,192	910,746
426430	Facility Rental Fees	191,190	216,003	167,397	162,740
426480	Securing/Boarding - Nuisance Abatement	82,296	52,000	55,987	72,374
426485	Visual Blight - Nuisance Abatement	2,372	1,900	499	396
443120	Photocopier Concessions	0	0	500	1,000
443130	Pay Phone Concessions	314,800	301,000	200,000	200,000
443150	Telecommunications Revenue	30	100	100	100
443160	Vending Machine Concessions	235,675	214,449	249,166	242,401
445050	Cell Tower Revenue	252,572	278,735	265,000	323,000
447020	Garage Parking Revenue	245,748	210,000	205,000	201,000
Subtotal	Charges for Services	38,166,039	40,364,959	40,497,268	45,320,804
Total	**Charges for Services**	**100,528,280**	**104,141,702**	**103,020,751**	**106,129,409**
Fines and Forfeits					
Municipal Courts Fines and Forfeits					
427010	Moving Violations	19,855,663	19,593,870	18,615,893	18,933,578
427030	MCTP Monthly Time Payment	942,865	707,210	537,368	541,490
427040	Non-Traffic Fines	2,955,499	2,826,753	2,330,108	2,369,859
427050	Failure to Appear Fines	2,209,838	2,316,830	2,196,287	2,235,099
427060	Scire Facias Forfeitures	1,027,930	1,042,707	544,582	553,982
427070	Bond Handling Fees	2,019	2,067	935	953
427100	Local Court Costs	610,143	599,275	663,123	674,481
427110	Driver Safety Administration Fees	1,324,563	1,309,318	1,675,638	1,723,175
427120	Cash Bond Forfeiture Fees	35	47	632	646
427130	Local Arrest Fees	1,582,112	1,566,026	1,565,172	1,592,520
427140	State Arrest Fees	6	3	1	1
427150	Towing Hearing Filing Fee	19,910	0	0	0
427160	Warrant Fees	243,585	260,289	143,319	145,929
427170	HPD Overtime Fee	8	10	65	66
427180	Capias Pro Fine	3,974	3,991	3,412	3,494
427200	Unclaimed Fines & Forfeitures	7,785	6,590	5,602	5,630
427210	Court Costs/Jury Costs	70	87	60	61
427220	Suspended Sentence Fees	4,364,128	4,521,034	4,176,471	4,244,200

General Fund Revenues by Category

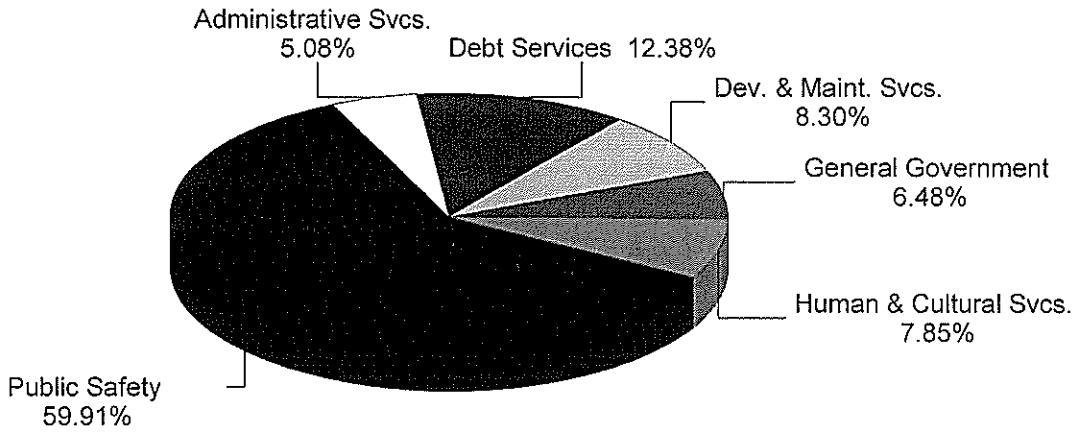
Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
427250	Registration Denial Fee	315,558	306,548	244,190	249,218
427260	Dismissal Fees	853,089	831,474	1,040,898	1,058,187
427280	In-House Collection Fee	0	0	149,571	152,938
Subtotal	Municipal Courts Fines and Forfeits	36,318,780	35,894,129	33,893,327	34,485,507
Other Fines and Forfeits					
428020	Library Fines	681,080	500,000	550,000	575,000
428030	Release of Liens	125,558	126,000	157,360	151,157
428040	Vehicle Tow-Away Fees	4,405	4,200	4,200	1,500
428050	False Alarm Penalties	660,925	1,038,905	625,000	3,240,000
428060	Other Interest Income	229,933	96,616	305,000	305,000
428080	Returned Check Charges	12,033	13,211	11,970	12,915
428090	Miscellaneous Fines & Forfeitures	440,363	52,000	376,985	53,000
428100	Interest on Liens-COH	159,333	131,000	128,000	200,701
428105	Interest on Liens-Contract	589,302	600,000	483,877	511,739
Subtotal	Other Fines and Forfeits	2,902,932	2,561,932	2,642,392	5,051,012
Total Fines and Forfeits		**39,221,712**	**38,456,061**	**36,535,719**	**39,536,519**
Interest					
432010	Interest on Pooled Investments	5,787,653	3,000,000	4,000,000	4,000,000
Total Interest		**5,787,653**	**3,000,000**	**4,000,000**	**4,000,000**
Miscellaneous/Other					
431020	Contributions from Others	150,438	155,460	497,316	155,460
434150	Streets & Bridges Assessments	86,209	75,000	105,849	110,764
434205	Sale of Scrap Metal	84,242	30,000	30,000	30,000
434210	Sale of Scrap Oil & Tires	6,428	0	1,203	0
434225	Sale of Non-Capital Equip. & Merchandise	532,148	325,000	375,000	325,000
434305	Judgments & Claims	147,877	120,000	143,118	120,000
434315	Reimbursement of Court Costs	4,858	0	0	0
434330	Subrogations	0	10,000	10,000	10,000
434335	Recover Damage-Infrastructure	152,244	0	0	0
434340	Cashier Overages	1,896	0	2,516	1,030
434505	Prior Year Expenditure Recovery	473,016	50,000	506,500	50,000
434510	Prior Year Revenue	3,533,055	52,000	2,000	52,000
434515	Street Milling Sale Earnings	958,727	0	0	0
444010	Private Contributions	500	0	0	0
452020	Recoveries & Refunds	4,830,624	5,013,350	4,704,959	6,551,150
452030	Miscellaneous Revenue	911,215	908,906	674,727	658,623
456255	Misc Operating Revenue	(1,000)	0	0	0
Total Miscellaneous/Other		**11,872,477**	**6,739,716**	**7,053,188**	**8,064,027**
Other Resources					
434235	Sale of Capital Assets	196,874	1,000,000	1,000,000	0
434240	Sale of Capital Assets-Land/Streets	13,569,190	12,550,000	11,150,000	4,500,000
434245	Sale of Capital Assets - Vehicles	91	0	0	0
490010	Transfer from General Fund	2,600,000	0	0	0
490020	Transfer from Special Revenue Fund	5,005,333	2,189,600	4,689,600	3,448,391
490030	Transfer from Debt Service Fund	812,497	0	0	0
490060	Transfer from Civic Center	452,855	10,472,463	10,478,221	1,858,221
490070	Transfer from Capital Project Fund	431,577	0	0	0
490080	Other Operating Transfers In	0	17,361,500	17,111,500	0
490110	Transfer from Grant	6,000,000	0	0	0
490120	Transfer from Component Unit	0	12,339,000	12,782,900	13,777,075
490140	Transfer from Parking Management	8,259,129	9,117,371	8,117,371	7,994,222
Total Other Resources		**37,327,546**	**65,029,934**	**65,329,592**	**31,577,909**
Grand Total:		**1,840,054,632**	**1,827,995,238**	**1,877,680,539**	**1,922,868,045**

GENERAL FUND EXPENDITURE/OTHER USES SUMMARY

General Fund Expenditures and other uses make up the largest portion of the City's FY2013 Budget. These expenditures and other uses are funded by revenues from property and sales taxes, franchise fees, licenses and permits, charges for services, miscellaneous categories and other sources. (For a detailed explanation, see the General Fund Resources Summary).

FY2013 General Fund expenditures and other uses are allocated among twenty-four (24) departments and five (5) functional areas, the functional areas include Public Safety, Development and Maintenance Services, Human and Cultural Services, Administrative Services, and General Government. The following graph illustrates the allocation of these expenditures and other uses.

GENERAL FUND EXPENDITURES/OTHER USES
FY2013 BUDGET



Total=$1,947,897,159

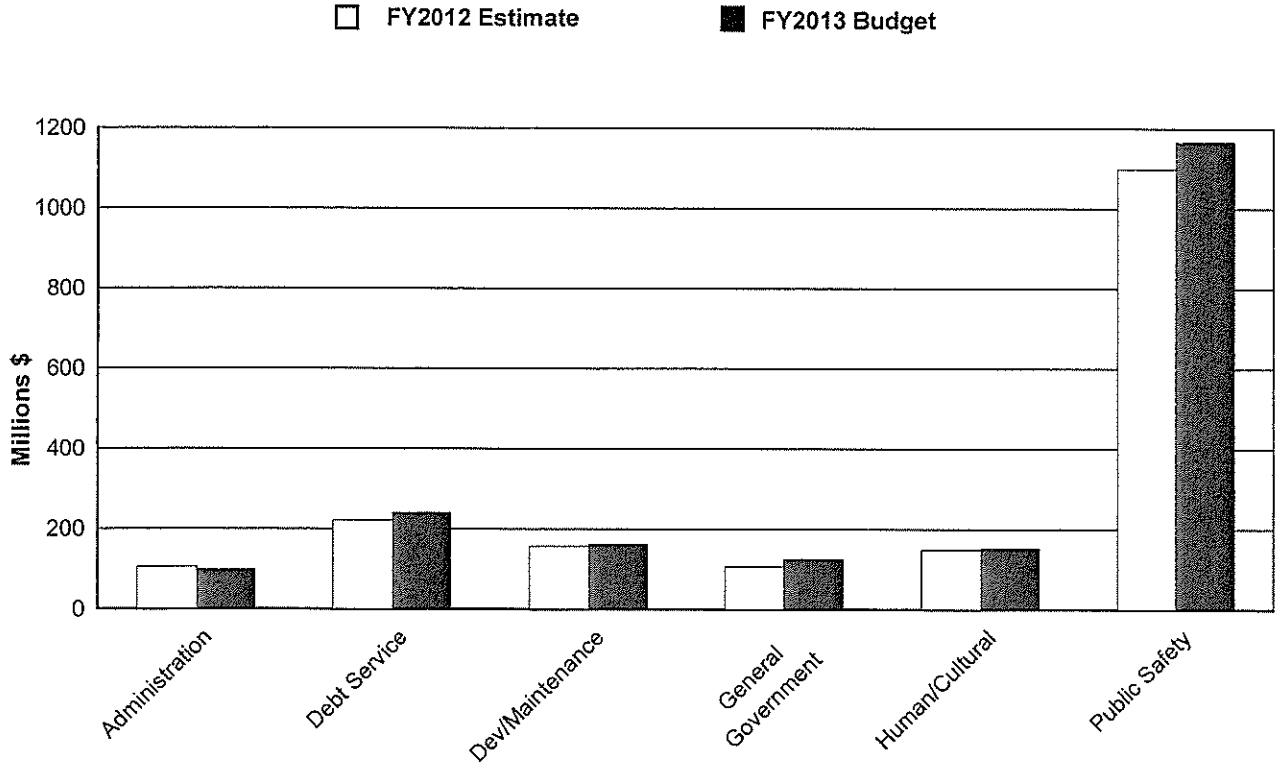
OVERVIEW

The largest single category of expenditures and other uses in FY2013 is Public Safety with 59.91 percent of the total, followed by Debt Service (12.38%), Development and Maintenance Services (8.30%), Human and Cultural Services (7.85%), General Government (6.48%), and Administrative Services (5.08%).

The City will continue to comply with federally mandated regulations resulting from the Americans with Disabilities Act (ADA), rules governing underground storage tanks and the discharge of storm water. The City is subject to increased costs for some contractual services, garbage disposal services, as well as increase for classified staffing, health benefits and classified compensation.

The following graph compares the FY2012 Estimate and FY2013 Budget by functional category. Please refer to the tables at the end of this section for comparisons among departments.

General Fund Expenditures/Other Uses
FY2012 Estimate vs. FY2013 Budget



The FY2012 Estimate for General Fund expenditures/other uses totals $1,837.1 million with the FY2013 Budget increasing by $110.8 million to $1,947.9 million.

The following section provides highlights of FY2013 General Fund expenditures/other uses by functional category and department.

Public Safety

The Public Safety functional category includes the departments of Fire, Houston Emergency Center, Municipal Courts and Police.

- The Fire Department's FY2013 Budget includes 1) four new cadet classes of 30 cadets per class, 2) paramedic training, 3) classified progressive pay increases, and 4) classified overtime to maintain four person staffing on engines and ladders.

- The Houston Emergency Center Department will continue its mission of providing the citizens of Houston with the most efficient, accurate, and professional service when processing life-threatening calls.

- The FY2013 Municipal Courts' Budget provides judicial and support staffing at the planned Sobering Center, increased judicial and administration support for expanded jail arraignment dockets, and the continuation of data cleansing efforts in preparation for Court System Management and Resource Technology (CSMART) to go-live.

- The Police Department's FY2013 Budget includes funding to meet the department's goals of enhancing safety throughout the city, improving public satisfaction, ensuring the department's accountability to the public and maintaining and increasing productivity. It also includes funding for three new cadet classes.

Development and Maintenance Services

The Development and Maintenance Services functional category includes the General Services, Planning and Development, Public Works and Engineering, and Solid Waste Management Departments.

- The General Services Department continues to provide best practices in managing facilities, design, construction, security and resource conservation in core civic buildings to optimize the life of City buildings. The budget also includes maintenance costs for seven facilities; additional funding for security services for Health and Library; and lease and building facility cost for the Sobering Center.

- The Planning and Development Department continues to support an enterprise geospatial system for the City's Geographic Information System (EGIS) that will improve efficiency and effectiveness in the City. In FY2013, the Department will incorporate City Mobility Plan Phase II results into our multi-modal mobility plan.

- The Public Works and Engineering Department's FY2013 Budget includes the Resource Management, Traffic Operations and Planning Divisions. The Planning Division will continue to track progress and effectiveness of the appraisal selection process for sale of City land/interest. In addition, the Mobility Response Team function will be transferring to the General Fund in FY2013.

- The Solid Waste Management Department provides solid waste services to the citizens of Houston through the collection, disposal and recycling of discarded material in a manner that is safe, efficient, environmentally sound and cost-effective. In FY2013 the department continues to expand automated curbside recycling citywide to realize route efficiencies and savings.

Human and Cultural Services

The Human and Cultural Services functional category includes the departments of Health and Human Services, Housing & Community Development, Library, Parks and Recreation, and the Department of Neighborhoods.

- The Health and Human Services Department works with the community to promote and protect the health and social well being of Houstonians. The FY2013 budget includes funding to relocate laboratory services to the new Holcombe facility.

- The Housing and Community Development Department continues to provide services principally to low and moderate income persons. The Department manages and administers both federal and non-federal funds that are earmarked for the development of viable urban communities. FY2013 budget includes general

funds to support personnel costs of individuals who have been assigned in part and/or whole to two citywide initiatives: (1) Land Assemblage Redevelopment Authority (LARA) and (2) Service of the Emergency Aid Resource Center for the Homeless (SEARCH) Mobile Outreach Program.

- The Houston Public Library remains committed to its role as a leader in the state and in the nation. The FY2013 budget will allow us to continue our current level of service hours and continue to retool staff and adjust services to meet emerging customer needs. The budget allows HPL to remain focused on our four customer-driven organizational priorities which are school support, literacy advancement, technology access and instructional and workforce development.

- The Parks and Recreation Department continues to enhance urban life by providing safe, well-maintained parks and offering affordable programs for the community. The Department also stewards the tree canopy in parks and on all City of Houston right-of-ways. Funding continues to provide for adaptive sports and recreation activities offered for children and adults with disabilities at the Metropolitan Multi-Service Center.

- The Department of Neighborhoods was established in FY2012. The FY2013 budget includes funding to meet the department's short term goals to increase the use of technology, and to increase awareness of City ordinances and violations.

Administrative Services

The Administrative Services functional category includes the departments of Administration and Regulatory Affairs, Office of Business Opportunity, City Council, City Secretary, Office of the City Controller, Finance, Human Resources, Information Technology, Legal, and Office of the Mayor.

- The Controller's Office continues to protect the financial integrity of Houston's City government. In FY2013 the department will continue ensuring accurate and timely reporting on the City's current financial condition, assessing the City's future financial condition, and certifying to City Council that funds are available for all appropriations.

- The Finance Department continues to emphasize strategic financial planning and performance reporting while maximizing the effective and efficient use of public funds. The FY2013 budget includes funding to execute the directives and policies of the Administration and City Council, implementation of an SAP module to track the capital budget, and continue implementation of citywide collection practices.

- Administration and Regulatory Affairs serves the citizens by providing support through sound management of the City's financial activities. The department focuses on ensuring policies and procedures are compliant. The FY2013 budget includes funding to update KRONOS Time and attendance as well as, execute citywide procurement upgrades.

- The Information Technology Department continues to improve the organization of information technology throughout the City by leveraging emerging technologies, reducing cost, limiting growth in the workforce and improving services to citizens and employees. The FY2013 budget includes funding for stabilization of HPD Record Management System (RMS), CSMART, and the 700MHz Radio System.

- The Legal Department continues the provision of core legal services, bond issue representation, preparation of ordinances and resolutions, utility regulation, and revenue collection. The FY2013 budget will continue to focus on the citywide debt collection program, assisting civic groups and individuals in the protection of their neighborhoods, handling deed restriction violations, moving to demolish blighted multi-family complexes and closing unlawfully operated sexually oriented businesses.

- The Office of Business Opportunity continues to create a competitive and diverse business environment in the City. The FY2013 budget include funding to promote Hire Houston First initiative, enforce Equal Employment Opportunity, and non-discrimination and prevailing wages.

General Government

The General Government Budget includes citywide costs that are not attributable to any single Department. The FY2013 Budget includes citywide memberships, claims and judgments, interest on short-term borrowing, health insurance for retired civilian employees and the Metro Transit Program.

General Fund Expenditure Summary

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	261,072,532	207,976,108	208,111,668	**216,031,526**
500015	HOPE Union Business Leave	0	0	400	**0**
500020	Salary Base Pay - Classified	523,559,002	522,904,481	524,429,000	**533,414,190**
500030	Salary Part Time - Civilian	3,855,906	4,204,905	3,794,576	**4,572,552**
500040	Salary Assignment Pay - Classified	6,642,420	6,508,415	7,000,547	**7,092,394**
500050	Sal-Edu/Incen-Classfd	15,571,977	15,723,161	15,841,507	**15,902,901**
500060	Overtime - Civilian	5,742,700	3,618,599	3,959,908	**3,307,849**
500070	Overtime - Classified	29,345,180	25,696,225	25,613,504	**29,029,241**
500090	Premium Pay - Civilian	964,677	785,027	706,146	**754,463**
500100	Premium Pay - Classified	0	0	93	**0**
500110	Bilingual Pay - Civilian	601,714	510,782	517,809	**537,647**
500120	Bilingual Pay - Classified	2,973,558	2,975,000	3,003,596	**3,030,765**
500130	Equipment Allowance-Classified	10,648,931	10,607,920	10,648,494	**10,781,307**
500150	Shift Differential Pay-Classified	4,424,028	4,733,525	4,400,000	**4,400,000**
500160	Training Incent.-Classified	31,237,129	31,173,894	31,086,885	**31,086,885**
500170	Weekend Prem Pay-Classified	3,737,227	3,928,694	3,694,080	**3,819,786**
500180	Temporary Employees	1,550,053	1,048,572	967,246	**977,514**
500190	Temporary Higher Class Pay	2,479,147	2,662,983	2,254,714	**2,233,215**
500200	Residency Incentive Payment	267,235	0	3,357	**0**
500210	Pay for Performance-Municipal	172,148	203,341	203,345	**192,483**
500250	HOPE Union Business Usage	15,162	0	34,723	**4,000**
501020	Clothing Allowance - Classified	1,305,700	1,064,451	1,272,900	**1,275,400**
501040	Earned Leave - Classified	1,301,902	1,301,902	1,460,261	**1,500,000**
501050	Employee Awards	1,598	6,500	6,500	**9,200**
501070	Pension - Civilian	41,537,088	37,465,383	37,253,203	**46,233,615**
501080	Pension - Fire	76,351,927	61,757,614	61,719,991	**61,475,030**
501090	Pension - Police	77,533,958	65,519,181	65,519,181	**84,050,000**
501100	Phase Down Classified	10,000,178	9,970,976	10,338,000	**10,500,000**
501110	Strategic Staffing-Classified	709,368	1,000,000	700,000	**1,000,000**
501120	Termination Pay - Civilian	5,549,391	3,641,165	4,196,821	**2,061,519**
501130	Termination Pay - Classified	14,318,781	13,908,582	13,908,582	**13,968,582**
501140	Third Party Disability B-Classified	3,653,760	3,351,434	3,801,143	**3,833,232**
501150	Trainees for Classified Service - Cadets	3,369,592	3,084,457	2,565,351	**3,799,438**
501160	Vehicle Allowance - Civilian	227,476	204,367	131,690	**104,206**
501170	Vehicle Allowance - Classified	194,225	220,000	220,000	**220,000**
502010	FICA - Civilian	20,458,648	17,012,554	16,392,925	**17,242,809**
502020	FICA - Classified	6,680,379	6,757,928	7,026,817	**7,061,758**
503010	Health Ins-Act Civilian	39,036,546	31,891,791	31,990,996	**37,673,433**
503015	Basic Life Insurance - Active Civilian	155,113	123,144	141,031	**128,553**
503020	Health Ins.Act-Classified	80,526,962	87,981,596	87,981,596	**104,073,877**
503025	Basic Life Insurance - Active Classified	324,527	329,174	329,174	**329,504**
503040	Health/Life Ins.Ret-Classified	23,558,528	14,898,843	14,898,843	**16,061,002**
503050	Health/Life Insurance - Retiree Civilian	15,996,420	10,076,620	10,076,620	**12,050,921**
503060	Long Term Disability-Civilian	363	401,296	396,896	**409,412**
503061	Long Term Disability-Classified	0	323,114	323,114	**318,919**
503070	Municipal Pension-Other Classified	262,311	422,994	281,318	**422,994**
503080	Workers Compensation-Classified-Admin	1,784,867	1,882,032	2,008,530	**2,272,851**
503090	Workers Compensation-Civilian-Admin	1,195,875	1,077,530	1,120,418	**1,328,377**
503100	Workers Compensation-Civilian-Claim	2,397,532	1,958,946	1,878,287	**1,836,873**
503110	Workers Compensation-Classified-Claim	9,715,708	9,050,805	9,050,805	**9,050,805**
504020	Compensation Contingency	0	0	0	**562,561**

General Fund Expenditure Summary

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
504030	Unemployment Claims - Administration	994,346	4,265,142	4,359,755	**4,030,296**
504040	Res For Police Enhanc.-Classified	0	100,000	100,000	**100,000**
504060	Health Benefits-Fire	691,170	700,000	700,000	**700,000**
Total Personnel Services		**1,344,694,965**	**1,237,011,153**	**1,238,422,346**	**1,312,853,885**
511010	Chemical Gases & Special Fluids	667,858	311,164	326,422	**313,236**
511015	Cleaning & Sanitary Supplies	836,337	757,996	769,305	**728,136**
511020	Construction Materials	7,950,540	381,547	362,329	**374,449**
511025	Electrical Hardware & Parts	1,902,877	686,930	678,837	**704,654**
511030	Mechanical Hardware & Parts	147,282	154,756	152,124	**168,138**
511035	Meters Hydrants & Plumbing Supplies	136,526	150,089	150,089	**129,589**
511040	Audiovisual Supplies	142,037	241,725	255,508	**243,198**
511045	Computer Supplies	944,279	987,109	993,611	**1,020,914**
511050	Paper & Printing Supplies	536,949	488,582	486,276	**568,043**
511055	Publications & Printed Materials	300,551	371,819	387,473	**395,834**
511060	Postage	549,740	612,648	581,265	**599,191**
511070	Miscellaneous Office Supplies	1,157,271	1,319,996	1,321,630	**1,341,524**
511075	Library Circulation Supplies	39,610	30,120	30,220	**30,120**
511080	General Laboratory Supplies	673,546	561,936	407,110	**448,302**
511085	Drugs & Medical Chemicals	938,523	1,013,352	854,574	**893,648**
511090	Medical & Surgical Supplies	1,263,802	1,287,867	1,366,930	**1,307,840**
511095	Small Technical & Scientific Equipment	274,178	294,117	333,261	**261,987**
511100	Veterinary & Animal Supplies	106,756	85,000	100,000	**110,000**
511105	Trained Police Animals	0	10,000	10,000	**10,000**
511110	Fuel	21,068,239	22,275,953	22,196,451	**24,451,510**
511115	Vehicle Repair & Maintenance Supplies	9,689,460	362,486	368,750	**476,967**
511120	Clothing	2,247,674	2,572,546	2,980,068	**2,915,980**
511125	Food Supplies	152,216	277,457	215,475	**293,647**
511130	Weapons Munitions & Supplies	217,984	310,000	883,801	**310,000**
511135	Recreational Supplies	120,061	223,186	200,919	**182,500**
511140	Landscaping & Gardening Supplies	113,469	145,500	143,600	**143,500**
511145	Small Tools & Minor Equipment	647,583	519,501	521,075	**526,364**
511150	Miscellaneous Parts & Supplies	3,051,575	1,759,518	1,579,267	**1,562,409**
511160	Protective Gear	745,206	704,140	822,347	**908,000**
511164	Breathing Apparatus Repair Supplies	0	290,462	290,462	**291,720**
511165	Fire Fighting Equipment	329,737	345,158	466,761	**453,500**
Total Supplies		**56,951,866**	**39,532,660**	**40,235,940**	**42,164,900**
520100	Temporary Personnel Services	1,360,428	1,220,275	1,347,682	**1,015,946**
520101	Janitorial Services	3,736,020	2,833,586	2,832,686	**3,210,586**
520102	Security Services	4,683,012	4,583,823	4,569,861	**4,737,335**
520103	Subrecipient Contract Services	1,290,467	305,683	308,083	**305,683**
520105	Accounting & Auditing Services	2,946,189	3,295,561	3,308,695	**3,160,184**
520107	Computer Info/Contr	3,868,484	4,329,962	3,923,341	**4,988,429**
520108	Information Resource Services	381,073	505,713	504,882	**499,013**
520109	Medical Dental & Laboratory Services	1,580,270	1,329,964	1,317,072	**1,380,539**
520110	Management Consulting Services	5,836,590	6,545,536	6,445,366	**6,434,984**
520111	Real Estate Services	232,872	138,575	138,574	**229,475**
520112	Banking Services	182,001	280,366	291,891	**292,500**
520113	Photographic Services	9,124	900	1,250	**800**
520114	Miscellaneous Support Services	4,133,827	4,270,634	4,000,808	**3,135,427**
520115	Real Estate Lease/Office Rental	7,083,959	7,916,308	7,495,680	**8,570,526**

General Fund Expenditure Summary

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520116	Parking Services Contract	54,248	62,013	62,013	**72,013**
520118	Refuse Disposal	13,050,798	14,120,958	13,977,783	**14,003,716**
520119	Computer Equipment/Software Maintenance	1,017,492	1,001,417	880,749	**1,113,018**
520120	Communications Equipment Services	60,803	180,998	202,778	**379,028**
520121	IT Application Svcs	2,329,029	2,353,031	2,377,743	**3,802,356**
520122	Office Equipment Services	159,270	22,668	284,366	**206,572**
520123	Vehicle & Motor Equipment Services	6,234,236	1,152,135	1,179,468	**1,209,727**
520124	Other Equipment Services	1,011,648	627,941	506,237	**839,467**
520126	Construction Site Work Services	108,035	71,335	70,427	**24,789**
520127	Structural Construction Work Services	0	7,500	7,500	**7,500**
520128	Other Construction Work Services	0	35,000	35,000	**10,000**
520132	Contracts/Sponsorships	3,511,775	3,564,232	3,566,420	**5,210,856**
520133	Private Investigative Services	31,587	0	0	**0**
520136	Billing & Collection Services	1,051,697	1,135,000	1,135,000	**1,170,000**
520137	C&E Parking Contract Svcs	0	0	0	**300**
520138	Zoo Contract	8,444,124	8,591,552	8,591,552	**8,766,159**
520139	Motor Pool Charges	677	4,900	5,872	**4,900**
520141	Engineering Services	115,285	21,250	28,950	**27,700**
520142	Classified C.S. Arbitration Cost	69,889	99,000	99,000	**99,000**
520144	Limited Purpose Annexation Payment	32,070,526	36,300,000	36,300,000	**38,208,000**
520145	Criminal Intelligence Services	2,019	1,625	1,625	**5,002,050**
520146	Contract Instructor Sports	136,670	74,651	74,651	**88,200**
520152	Telemetry Services	2,101,211	2,171,832	2,171,832	**2,171,832**
520153	Protective Gear Cleaning Services	782,856	778,720	778,720	**675,600**
520155	Construction Management - External Contr	16,482	0	0	**0**
520157	Computer Software Maintenance Services	213,277	42,200	45,700	**63,600**
520158	Computer Equipment Maintenance Services	11,985	11,985	11,985	**11,985**
520159	Non-Sub-Recipient Grant Contract	268,992	277,000	277,000	**165,300**
520162	Baylor College of Medicine Psy Svcs	89,165	0	0	**0**
520510	Mail/Delivery Services	8,589	500,868	495,208	**518,834**
520515	Print Shop Services	209,449	222,626	230,671	**225,914**
520520	Printing & Reproduction Services	301,950	338,265	325,624	**335,419**
520605	Advertising Services	422,353	656,921	486,872	**638,524**
520705	Insurance Fees	1,903,641	2,312,329	2,339,619	**2,779,279**
520710	State/Federal Inspection Fees	16,212	22,240	22,240	**0**
520720	Fines	2,000	0	0	**0**
520725	Assessments - Other Governments	490,602	405,809	405,809	**485,452**
520730	Tax Appraisal Fees	7,779,419	7,690,117	7,690,117	**7,800,000**
520737	Ch380 - Sales Tax Refund	0	250,000	250,000	**262,500**
520740	Document Recording/Filing Fees	100,640	35,100	35,100	**85,100**
520750	Elections	988,964	3,000,000	3,000,000	**0**
520755	Contingency	3,500	3,984,643	3,986,012	**4,105,000**
520760	Contributions	128	12,216,900	12,216,900	**12,791,075**
520765	Membership & Professional Fees	1,065,131	1,871,619	1,864,305	**1,886,823**
520780	Juror Compensation	0	0	0	**117,559**
520805	Education & Training	629,594	567,848	502,555	**658,592**
520806	Paramedic/EMT Continuing Edu	0	78,500	78,500	**78,500**
520807	Initial/Recert EMS Training	0	221,980	221,980	**325,601**
520810	Human Relations Training	67,067	45,711	62,364	**45,711**
520815	Tuition Reimbursement	1,071,048	825,270	1,030,603	**800,000**
520900	CIP-Capital Equipment Acquisition	89	0	0	**0**

General Fund Expenditure Summary

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520905	Travel - Training Related	299,860	417,561	351,354	**415,454**
520910	Travel - Non-Training Related	321,075	324,994	293,779	**365,641**
521310	Small Diff. -GR/IR	2,673	0	0	**0**
521405	Building Maintenance Services	6,903,982	7,581,360	7,646,146	**8,505,757**
521410	Sewer Services	1,836,188	1,485,559	1,576,812	**1,528,112**
521415	Land and Grounds Maintenance	516,680	5,290,162	4,533,909	**2,702,762**
521420	Infrastructure Maintenance Service	2,138,652	0	0	**0**
521435	Water Services	12,315	16,600	16,600	**16,600**
521440	Steam/Chilled Water Services	664,524	500,000	500,000	**100,000**
521505	Electricity	50,657,504	53,164,309	53,158,519	**50,827,600**
521510	Natural Gas	849,063	970,963	970,963	**711,000**
521605	Data Services	1,338,771	1,951,246	1,975,241	**2,495,075**
521610	Voice Services	9,814,440	8,789,162	8,732,926	**9,276,875**
521620	Voice Equipment	453,266	263,519	271,009	**299,773**
521625	Voice Labor	190,881	291,772	295,198	**220,350**
521630	GIS Revolving Fund Services	992,515	1,120,072	1,115,702	**999,054**
521705	Vehicle/Equipment Rental/Lease	123,711	64,340	96,263	**57,850**
521715	Office Equipment Rental	679,649	720,072	681,619	**698,587**
521720	Computer Equipment Rental	23,150	26,000	26,000	**26,000**
521725	Other Rental	1,233,017	1,326,471	1,300,507	**947,536**
521730	Parking Space Rental	1,055,130	1,218,605	1,318,370	**1,265,733**
521905	Legal Services	3,106,600	1,699,611	1,631,893	**1,999,856**
521910	Legal Svcs - Crt Report	0	19,500	9,800	**9,500**
522205	Metro Commuter Passes	695,663	720,000	720,000	**720,000**
522305	Freight Charges	20,465	14,106	15,400	**15,606**
522410	Cashier Shortages	619	444	200	**0**
522420	Petty Cash/Change Special Fund	1,497	1,500	1,600	**1,500**
522430	Miscellaneous Other Services & Charges	8,480,944	3,814,706	3,982,162	**3,934,210**
522431	EMS Equipment Maint	0	102,470	102,470	**100,920**
522432	Life Safety Equipment Maintenance	0	514,388	514,388	**526,042**
522435	Interest Charges Past Due Accounts	7,718	0	27	**0**
522620	Claims & Judgments	5,165,708	10,562,583	10,562,583	**12,077,101**
522710	Interfund Utility Cut Repairs	0	500	0	**500**
522720	Interfund Payroll Services	(11,770)	1,200	(2,814)	**1,500**
522721	Interfund HR Client Services	2,705,367	5,180,069	5,180,069	**6,035,274**
522722	KRONOS Service Chargeback	0	559,072	559,072	**541,448**
522723	Drainage Fee Service Chargeback	0	1,712,579	1,712,579	**1,710,552**
522730	Interfund Engineering Services	142,698	0	0	**0**
522735	Interfund Communication Equipment Repair	400	109,924	109,359	**125,340**
522760	Interfund Billing & Collection Service	17,754	12,260	12,825	**16;597**
522775	Interfund Utility Services	614,529	0	0	**0**
522780	Interfund Photo Copy Services	876,528	990,700	735,066	**859,525**
522790	Interfund Inventory Adjustments	0	8,100	9,400	**10,300**
522795	Other Interfund Services	723,912	1,015,787	1,148,611	**1,719,245**
522835	Scrapping of Inventory for Disposal	47	0	700	**800**
522840	Interfund Permit Center Rent Chargeback	0	1,380,369	1,380,369	**972,189**
522845	Interfund Vehicle Services	6,930	31,278,207	31,278,207	**32,528,871**
Total	**Other Services and Charges**	**227,991,123**	**290,733,417**	**288,927,604**	**300,601,613**
560120	Capital Exp-Building and Bldg Improvement	7,820	0	0	**0**
560140	Improvements other than Buildings	0	0	750,000	**0**
560210	Furniture Fixtures and Equipment	77,793	848,418	17,640	**0**

General Fund Expenditure Summary

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
560220	Vehicles	35,893	0	0	**0**
560230	Computer HW and Developed SW	50,040	40,296	126,901	**0**
Total Equipment		**171,546**	**888,714**	**894,541**	**0**
551010	Non-Capital Office Furniture & Equipment	270,504	300,240	27,180	**9,000**
551015	Non-Capital Computer Equipment	(14,904)	19,905	2,779	**5,500**
551020	Non-Capital Communication Equipment	4,365	9,000	24,000	**0**
551025	Non-Capital Scientific/Medical Equipment	9,602	39,919	2,600	**0**
551030	Non-Capital Machinery & Equipment	11,153	16,111	16,111	**0**
551035	Non-Capital Library books	5,852,967	4,686,500	4,686,500	**4,686,500**
551040	Non-Capital Other	557,783	140,304	138,322	**140,000**
551045	Non-Capital Vehicles/Rolling Stock	4,849	0	0	**0**
Total Non-Capital Equipment		**6,696,319**	**5,211,979**	**4,897,492**	**4,841,000**
531085	Other Interest	932,812	3,645,000	3,645,000	**4,117,500**
532005	Transfers to General Fund	1,905,479	0	0	**0**
532015	Transfers to Convention & Entertainment	100,000	426,632	426,632	**447,963**
532020	Transfers to Capital Projects	1,817,622	4,757,862	4,757,862	**6,767,706**
532025	Transfers to Special Revenues	23,301,678	32,489,526	32,489,526	**33,109,586**
532035	Transf-Spec Nonrecr	450,000	0	0	**0**
532050	Trans to PIB Bonds Debt Service	212,838,000	211,006,734	211,006,734	**230,600,000**
532055	Transfers to Certification of Obligation	8,000,000	9,500,000	9,500,000	**10,500,000**
532100	Trans to CUS Operating	1,896,250	0	0	**0**
532120	Transfer to Fleet/Eq	13,127,903	1,893,256	1,893,256	**1,893,006**
Total Debt Service and Other Uses		**264,369,744**	**263,719,010**	**263,719,010**	**287,435,761**
Grand Total Expenditures		**1,900,875,563**	**1,837,096,933**	**1,837,096,933**	**1,947,897,159**

Totals do not include interfund eliminations

Tab III

PUBLIC SAFETY DEPARTMENTS

Fire III-2

Houston Emergency Center III-14

Municipal Courts III-18

Police General III-28

Forensic Services III-44

FIRE DEPARTMENT

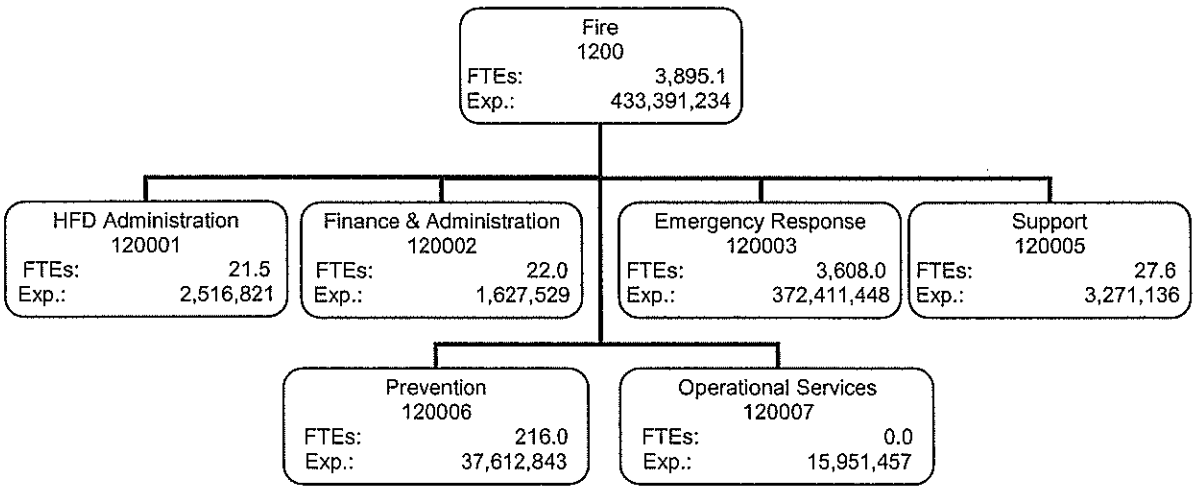
Department Description and Mission

The Fire Department's primary mission is to protect the lives and property of the citizens of Houston. This is accomplished through the delivery of emergency medical services, fire suppression operations and fire prevention through inspections and public education. Additionally, through the special operations division, the Fire Department provides emergency response services for hazardous materials, technical rescue, aircraft fire fighting and rescue incidents at our airports.

The mission of the department is achieved through three operating commands: Emergency Response, Support, and Prevention, which are supported by the Finance and Administration command.

The Houston Fire Department is the largest fire department in the United States to possess a class 1 rating from the Insurance Service Organization (ISO) and is the world's largest fire department to receive accreditation from the Commission on Fire Service International.

Department Organization



Business Area Budget Summary

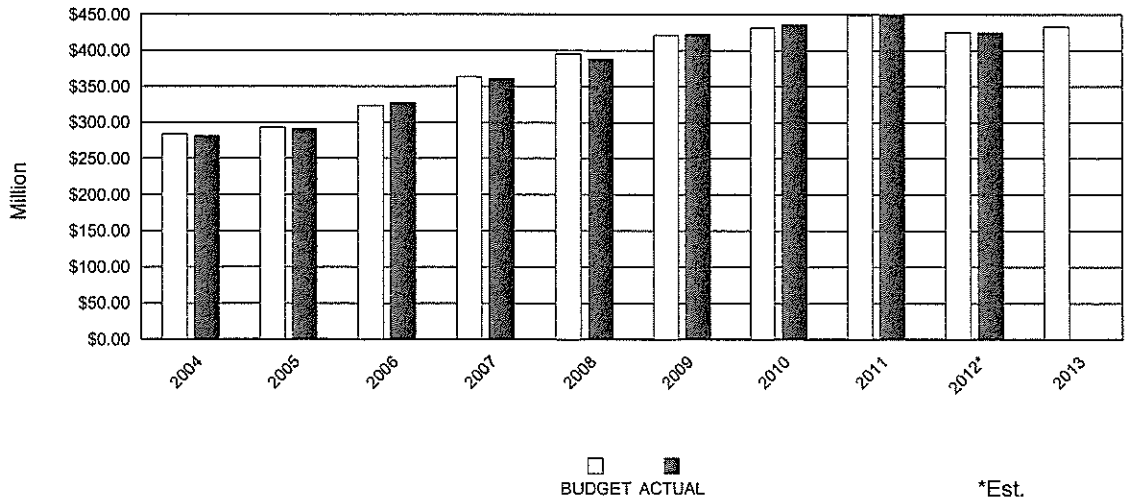
Fund Name : General Fund
Business Area Name : Fire Department
Fund No./Bus. Area No. : 1000 / 1200

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	420,112,352	395,237,569	394,906,471	**401,619,474**
	Supplies	12,979,023	9,793,447	10,381,479	**10,700,059**
	Other Services and Charges	10,437,038	20,096,676	19,839,742	**21,071,701**
	Non-Capital Equipment	22,739	9,000	9,000	**0**
	Total M & O Expenditures	443,551,152	425,136,692	425,136,692	**433,391,234**
	Debt Service & Other Uses	4,623,999	0	0	**0**
	Total Expenditures	448,175,151	425,136,692	425,136,692	**433,391,234**
Revenues		51,144,363	56,522,864	56,763,923	**60,799,124**
Staffing	Full-Time Equivalents - Civilian	219.3	119.8	119.0	**124.5**
	Full-Time Equivalents - Classified	3,853.5	3,796.9	3,812.5	**3,746.4**
	Full-Time Equivalents - Cadets	45.1	24.0	14.9	**24.2**
	Total	4,117.9	3,940.7	3,946.4	**3,895.1**
	Full-Time Equivalents - Overtime	235.9	195.8	187.6	**194.0**

Significant Budget Changes and Highlights

- o The FY2013 Budget includes funding for expenditure increases in health benefits ($7 million) and civilian pension contribution ($208,989).
- o Four "Fast Track" cadet training clases.
- o Full payout of compensable leave balances upon separation.
- o Increased funding for paramedic training and the procurement of protective gear.

Fire Department
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Fire Department
Fund No./Bus Area No. : 1000 / 1200

Name: HFD Administration -- 120001

Mission: The Houston Fire Department (HFD) is a professional organization continually seeking opportunities to serve our community through fire prevention, emergency operations, patient care, and excellent customer service. Provide direction and leadership to all areas of the Houston Fire Department.

Goal: Analyze departmental operations for policy development and evaluation.
Investigate violations of department, city, state and federal laws and regulations by HFD classified personnel.
Provide detailed information to personnel on grievance process, and close all complaints within 180 days.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Analyze Operations	monthly	monthly	**monthly**
Close Incidents / 180 days	180	180	**180**

Name: Finance & Administration -- 120002

Mission: To serve the Houston Fire Department by providing expert and professional accounting and budgeting support to all commands within the Fire Department.

Goal: Provide accounting and budgeting support to all commands of the Houston Fire Department, maintaining appropriate financial controls and management.
Monitor and comply with City of Houston (COH) best practices for account payables procedures.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Financial Reporting	monthly	monthly	**monthly**
Pay Vendors per COH terms	100%	100%	**100%**
Monitor Contract Spending	monthly	monthly	**monthly**

Name: Emergency Response -- 120003

Mission: To save lives and property by providing the very best fire protection and the highest quality of pre-hospital care 24 hours a day, 365 days a year.

Goal: Respond to all emergency calls with a high level of efficiency and preparedness. Manage all emergency services to ensure the safety of all citizens and firefighters.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Unit Hour Utilization	36%	52.2%	**42.0%**
Fire Vehicle Responses	196,217	242,879	**200,000**
EMS Vehicle Responses	351,476	305,300	**350,000**
Rescue Responses	2,341	2,394	**2,000**
Haz Mat Responses	2,385	1,884	**2,000**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Fire Department
Fund No./Bus Area No. : 1000 / 1200

Name: Support -- 120005

Mission: Promote international recognition of HFD from our peers and the public through superior service and accreditation. Promote excellence within the Houston Fire Department and foster pride in our organization from the members, community leaders, and the citizens we serve.

Goal: Increase smoke detector installs and canvassing (to include the hearing impaired community) by 10 percent by 2013 utilizing alliances with community leaders, city government and corporate support.
Increase Public Service Announcements and community speaking engagements by 10 percent by the HFD Public Affairs Division and local fire stations, to reinforce the HFD image of Courage, Commitment and Compassion.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Smoke Detector Installs	3,075	3,800	**4,180**
Community Events	400	600	**660**

Name: Prevention -- 120006

Mission: Will meet established targets for inspection cycles and ensure compliance of existing codes and ordinances. Enhance fire safety awareness through an aggressive public education campaign.

Goal: Provide an active program of inspections to assure compliance with the fire code. Investigate fires of suspicious origin.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Total Arson Investigations	1,149	1,086	**1,450**
Arson Fires Cleared	19.9%	23.4%	**16.5%**
Inspections (New & Repeat)	65,931	59,121	**68,000**

Name: Operational Services -- 120007

Mission: The Central Services Command serves the Houston Fire Department by maintaining and controlling the cost of essential supplies and services including fuel, equipment rental and leases, and telephone and communication lines.

Goal: Provide continuous efficient support to the department by maintaining the costs of essential supplies and services at reasonable levels.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	**N/A**

Division Summary

Fund Name : General Fund
Business Area Name : Fire Department
Fund No./Bus Area No. : 1000 / 1200

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
HFD Administration 120001 Provide administration and direction for all aspects of the Houston Fire Department (HFD) including legal service, finance and administration, operations, logistics, and planning and homeland security.	9.9	960,111	19.3	2,287,395	**21.5**	**2,516,821**
Finance & Administration 120002 Provide administration and direction to the Houston Fire Department (HFD) including accounting and finance.	22.0	1,687,742	20.8	1,552,468	**22.0**	**1,627,529**
Emergency Response 120003 Provides continuous firefighting and first responder emergency medical services, responds to hazardous materials and aircraft rescue incidents, provide immediate treatment to those in need of urgent medical care, and prepare new recruits to be entry level firefighters.	3,718.9	383,897,377	3,660.9	368,052,725	**3,608.0**	**372,411,448**
Support 120005 Provide administration and direction for all aspects of the Houston Fire Department (HFD) related to Recruiting, Special Events, Public Information and Information Technology Operations. This division also supports the Classified Testing Book Committee and Family Support Network.	61.2	5,621,641	28.9	3,558,570	**27.6**	**3,271,136**
Prevention 120006 The Command will organize, support and coordinate the activities of Life Safety Bureau, Fire Investigation and Planning Administration.	305.9	42,514,208	216.5	38,279,235	**216.0**	**37,612,843**
Operational Services 120007 Provides the department with essential supplies and services including fuel, miscellaneous parts and supplies, office equipment rental and leases, and telephone and communication lines.	0.0	13,494,072	0.0	11,406,299	**0.0**	**15,951,457**

Division Summary

Fund Name : General Fund
Business Area Name : Fire Department
Fund No./Bus Area No. : 1000 / 1200

Division	Division Name	FY2011 Actual FTEs	FY2011 Actual Costs $	FY2012 Estimate FTEs	FY2012 Estimate Costs $	FY2013 Budget FTEs	FY2013 Budget Costs $
120001	HFD Administration						
	Civilian	4.6		8.4		**9.0**	
	Classified	5.3		10.9		**12.5**	
	Cadets	0.0		0.0		**0.0**	
	Total	9.9	960,111	19.3	2,287,395	**21.5**	**2,516,821**
120002	Finance & Administration						
	Civilian	22.0		20.8		**22.0**	
	Classified	0.0		0.0		**0.0**	
	Cadets	0.0		0.0		**0.0**	
	Total	22.0	1,687,742	20.8	1,552,468	**22.0**	**1,627,529**
120003	Emergency Response						
	Civilian	39.7		37.0		**40.5**	
	Classified	3,634.1		3,609.0		**3,543.3**	
	Cadets	45.1		14.9		**24.2**	
	Total	3,718.9	383,897,377	3,660.9	368,052,725	**3,608.0**	**372,411,448**
120005	Support						
	Civilian	42.7		15.5		**14.0**	
	Classified	18.5		13.4		**13.6**	
	Cadets	0.0		0.0		**0.0**	
	Total	61.2	5,621,641	28.9	3,558,570	**27.6**	**3,271,136**
120006	Prevention						
	Civilian	110.3		37.3		**39.0**	
	Classified	195.6		179.2		**177.0**	
	Cadets	0.0		0.0		**0.0**	
	Total	305.9	42,514,208	216.5	38,279,235	**216.0**	**37,612,843**
120007	Operational Services						
	Civilian	0.0		0.0		**0.0**	
	Classified	0.0		0.0		**0.0**	
	Cadets	0.0		0.0		**0.0**	
	Total	0.0	13,494,072	0.0	11,406,299	**0.0**	**15,951,457**
	Grand Total						
	Civilian	219.3		119.0		**124.5**	
	Classified	3,853.5		3,812.5		**3,746.4**	
	Cadets	45.1		14.9		**24.2**	
	Grand Total	4,117.9	448,175,151	3,946.4	425,136,692	**3,895.1**	**433,391,234**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Fire Department
Fund No./Bus Area No. : 1000 / 1200

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT SUPERVISOR	24	0.0	0.0	
ADMINISTRATION MANAGER	26	2.0	2.0	
ADMINISTRATIVE AIDE	10	3.0	3.0	
ADMINISTRATIVE ASSISTANT	17	11.0	12.0	1.0
ADMINISTRATIVE ASSOCIATE	13	5.0	4.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	2.0	2.0	
ADMINISTRATIVE SPECIALIST	20	4.0	6.0	2.0
ADMINISTRATIVE SUPERVISOR	22	2.0	2.0	
ARSON INVESTIGATOR	FE08	1.0	0.0	(1.0)
ASSISTANT ARSON INVESTIGATOR	FE07	4.0	5.0	1.0
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
ASSISTANT EMS PHYSICIAN DIRECTOR	33	2.0	2.5	0.5
ASSISTANT FIRE CHIEF	FD09	7.0	6.0	(1.0)
ASSISTANT FIRE MARSHAL	FE08	0.0	1.0	1.0
ASSISTANT SUPERINTENDENT	20	1.0	1.0	
ASSOCIATE EMS PHYSICIAN DIRECTOR	35	1.0	1.0	
BUYER	16	1.0	1.0	
CAPTAIN	FD05	421.0	430.0	9.0
CHIEF COMMUNICATIONS OFFICER	FF07	7.0	8.0	1.0
CHIEF INSPECTOR	FE07	6.0	4.0	(2.0)
COMMUNICATIONS CAPTAIN	FF05	47.0	47.0	
COMMUNICATIONS SENIOR CAPTAIN	FF06	16.0	15.0	(1.0)
CUSTOMER SERVICE REP. I	13	2.0	3.0	1.0
CUSTOMER SERVICE REP. II	15	8.0	9.0	1.0
CUSTOMER SERVICE REP. III	16	1.0	2.0	1.0
CUSTOMER SERVICE SUPERVISOR	18	1.0	1.0	
DEPUTY CHIEF	FD08	6.0	8.0	2.0
DEPUTY CHIEF-COMM. OFFICER	FF08	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	1.0	1.0	
DISTRICT CHIEF	FD07	100.0	103.0	3.0
DIVISION MANAGER	29	2.0	2.0	
EMS EDUCATOR COORDINATOR	24	3.0	2.0	(1.0)
EMS PHYSICIAN DIRECTOR,MD	37	1.0	1.0	
ENGINEER/OPERATOR	FD04	1,043.0	1,052.0	9.0
EXECUTIVE ASSISTANT FIRE CHIEF	FD10	3.0	2.0	(1.0)
EXECUTIVE OFFICE ASSISTANT	15	2.0	2.0	
FINANCIAL ANALYST III	21	2.0	2.0	
FINANCIAL ANALYST IV	25	0.0	1.0	1.0
FIRE ADMINISTRATOR (EXE LEV)	30	0.0	0.0	
FIRE CHIEF	37	1.0	1.0	
FIRE FIGHTER	FD03	1,793.0	1,677.0	(116.0)
FIRE FIGHTER TRAINEE	10	24.0	24.2	0.2
FIRE FIGHTER,PROBATIONARY	FD02	154.0	185.0	31.0
FORENSIC PHOTOGRAPHER	14	1.0	1.0	
GRAPHIC DESIGNER	17	1.0	0.0	(1.0)
HUMAN RESOURCES MANAGER	27	2.0	2.0	
HUMAN RESOURCES SPECIALIST	17	1.0	1.0	

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Fire Department
Fund No./Bus Area No. : 1000 / 1200

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
HUMAN RESOURCES SUPERVISOR	24	0.0	0.0	
INSPECTOR	FE05	95.0	91.0	(4.0)
INVENTORY MANAGEMENT CLERK	9	1.0	1.0	
INVENTORY MANAGEMENT SUPERVISOR	17	3.0	3.0	
INVESTIGATOR-FIRE	FE05	53.0	53.0	
IT PROJECT MANAGER	28	1.0	1.0	
MAINTENANCE MECHANIC II	12	0.0	1.0	1.0
MAINTENANCE MECHANIC III	14	4.0	3.0	(1.0)
MANAGEMENT ANALYST IV	25	4.0	4.0	
MASTER MECHANIC	FG07	1.0	1.0	
MICROCOMPUTER ANALYST	20	0.0	0.0	
OFFICE ASSISTANT	9	4.0	3.0	(1.0)
OFFICE SUPERVISOR	17	2.0	2.0	
PROCUREMENT SPECIALIST	24	3.0	3.0	
PROGRAMMER ANALYST IV	25	2.0	2.0	
PUBLIC INFORMATION OFFICER	26	0.0	1.0	1.0
RECEPTIONIST	7	3.0	3.0	
REGULATORY COMPLIANCE COORDINATOR	17	1.0	1.0	
REGULATORY SUPERVISOR	20	1.0	1.0	
SENIOR AUDITOR	21	1.0	0.0	(1.0)
SENIOR CAPTAIN	FD06	179.0	164.0	(15.0)
SENIOR COMMUNICATIONS SPECIALIST	20	1.0	0.0	(1.0)
SENIOR CONTRACT COMPLIANCE OFFICER	18	1.0	1.0	
SENIOR FIXED ASSET SPECIALIST	17	1.0	1.0	
SENIOR GRAPHIC DESIGNER	21	1.0	1.0	
SENIOR HUMAN RESOURCES SPECIALIST	21	0.0	0.0	
SENIOR INSPECTOR	FE06	13.0	16.0	3.0
SENIOR INVENTORY MANAGEMENT CLERK	12	14.0	14.0	
SENIOR INVESTIGATOR	FE06	8.0	9.0	1.0
SENIOR MICROCOMPUTER ANALYST	23	1.0	1.0	
SENIOR OFFICE ASSISTANT	12	2.0	2.0	
SENIOR PROCUREMENT SPECIALIST	27	1.0	1.0	
SENIOR REGULATORY INVESTIGATOR	14	0.0	0.0	
SENIOR STAFF ANALYST (EXE LEV)	28	0.0	0.0	
SENIOR SUPERINTENDENT	27	0.0	0.0	
SENIOR TELECOMMUNICATIONS SPECIALIST	21	1.0	1.0	
SHOP SUPERVISOR	FG06	1.0	1.0	
STAFF ANALYST	26	2.0	2.0	
STAFF PSYCHOLOGIST	27	1.0	1.0	
SYSTEMS CONSULTANT	26	1.0	1.0	
TELECOMMUNICATIONS SPECIALIST	18	1.0	1.0	
Total FTEs		4,105.0	4,027.7	(77.3)
Less adjustment for Civilian Vacancy Factor		4.4	0.0	(4.4)
Less adjustment for Classified Vacancy Factor		159.9	132.6	(27.3)
Full-Time Equivalents		3,940.7	3,895.1	(45.6)

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Fire Department
Fund No./Bus Area No. : 1000 / 1200

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1200020003	**HFD-Warehouse Ops**			
452030	Miscellaneous Revenue	0	5,000	**5,000**
1200020004	**HFD-Permits and Revenues**			
421180	Special Fire Permits	5,000,000	6,150,000	**5,662,500**
421210	Fire Alarm Permits	288,205	375,000	**735,000**
421280	Other Licenses & Permits	0	3,900	**0**
421630	Administrative Fee - Licenses & Permits	209,820	600,000	**702,000**
426330	Miscellaneous Copies Fees	420	420	**420**
428050	False Alarm Penalties	1,038,905	625,000	**740,000**
428080	Returned Check Charges	480	480	**480**
452030	Miscellaneous Revenue	9,600	18,192	**0**
Total	**HFD-Permits and Revenues**	**6,547,430**	**7,772,992**	**7,840,400**
1200030001	**HFD-Fire Suppression**			
426350	Fire Fighting Services	618,015	618,015	**618,015**
1200030003	**HFD-EMS Administration**			
426030	Ambulance Fees	27,442,000	28,116,779	**32,416,779**
1200040001	**HFD-Life Safety Bureau**			
421490	Plan Review Fees	2,500,000	1,000,000	**1,000,000**
452020	Recoveries & Refunds	2,020,000	2,150,000	**2,150,000**
Total	**HFD-Life Safety Bureau**	**4,520,000**	**3,150,000**	**3,150,000**
1200040002	**HFD-Fire Investigation**			
426340	Public Safety Reports Fees	5,435	5,435	**5,435**
1200050005	**HFD-Dispatch & Records Operations**			
426340	Public Safety Reports Fees	85,055	69,565	**85,055**
1200060002	**HFD-Hazardous Materials Team**			
426010	Hazardous Materials Response	56,100	56,100	**56,100**
426020	Hazardous Materials Permit	35,500	35,500	**35,500**
Total	**HFD-Hazardous Materials Team**	**91,600**	**91,600**	**91,600**
1200060003	**HFD-Airport Operations (AARF)**			
424050	Interfund Fire Protection Services	17,145,594	16,863,334	**16,516,840**
1200070001	**HFD-Operational Services**			
434210	Sale of Scrap Oil & Tires	0	1,203	**0**
445050	Cell Tower Revenue	67,735	70,000	**70,000**
Total	**HFD-Operational Services**	**67,735**	**71,203**	**70,000**
Total	**Fire Department**	**56,522,864**	**56,763,923**	**60,799,124**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Fire Department
Fund No./Bus. Area No. : 1000 / 1200

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	10,447,614	6,185,185	6,100,222	**6,201,706**
500020	Salary Base Pay - Classified	226,097,850	225,250,080	226,000,000	**222,547,404**
500030	Salary Part Time - Civilian	117,766	115,388	235,000	**245,406**
500040	Salary Assignment Pay - Classified	5,871,883	5,878,415	5,900,000	**5,992,394**
500050	Sal-Edu/Incen-Classfd	5,149,805	5,226,560	5,155,000	**5,202,901**
500060	Overtime - Civilian	287,013	37,397	37,397	**37,397**
500070	Overtime - Classified	18,514,638	17,107,325	16,724,604	**18,892,859**
500090	Premium Pay - Civilian	20,401	0	0	**0**
500110	Bilingual Pay - Civilian	19,159	16,325	13,000	**13,554**
500120	Bilingual Pay - Classified	975,132	965,000	965,000	**985,000**
500190	Temporary Higher Class Pay	2,139,301	2,604,030	2,050,000	**2,028,501**
500200	Residency Incentive Payment	267,235	0	3,357	**0**
501020	Clothing Allowance - Classified	64,500	66,500	66,500	**69,000**
501040	Earned Leave - Classified	1,301,902	1,301,902	1,460,261	**1,500,000**
501070	Pension - Civilian	1,660,568	1,116,268	1,096,419	**1,330,070**
501080	Pension - Fire	76,351,927	61,757,614	61,719,991	**61,475,030**
501120	Termination Pay - Civilian	54,241	105,900	105,900	**105,900**
501130	Termination Pay - Classified	13,394,622	12,808,582	12,808,582	**12,868,582**
501150	Trainees for Classified Service - Cadets	1,223,962	646,800	400,000	**652,190**
501160	Vehicle Allowance - Civilian	8,487	8,400	1,164	**0**
502010	FICA - Civilian	913,445	510,130	501,694	**525,909**
502020	FICA - Classified	2,563,524	2,786,797	2,786,797	**2,910,095**
503010	Health Ins-Act Civilian	1,598,601	907,244	890,703	**1,154,631**
503015	Basic Life Insurance - Active Civilian	6,689	3,737	3,737	**3,809**
503020	Health Ins.Act-Classified	32,885,036	36,084,841	36,084,841	**42,390,289**
503025	Basic Life Insurance - Active Classified	142,665	131,678	131,678	**130,356**
503040	Health/Life Ins.Ret-Classified	12,406,377	8,026,961	8,026,961	**8,591,912**
503060	Long Term Disability-Civilian	953	11,903	11,903	**12,378**
503061	Long Term Disability-Classified	0	323,114	323,114	**318,919**
503080	Workers Compensation-Classified-Admin	716,053	728,393	728,393	**900,582**
503090	Workers Compensation-Civilian-Admin	50,116	27,343	27,343	**35,943**
503100	Workers Compensation-Civilian-Claim	96,187	72,000	72,000	**71,000**
503110	Workers Compensation-Classified-Claim	4,022,241	3,600,000	3,600,000	**3,600,000**
504030	Unemployment Claims - Administration	51,289	125,757	174,910	**125,757**
504060	Health Benefits-Fire	691,170	700,000	700,000	**700,000**
Total	**Personnel Services**	**420,112,352**	**395,237,569**	**394,906,471**	**401,619,474**
511010	Chemical Gases & Special Fluids	148,876	145,389	145,389	**129,936**
511015	Cleaning & Sanitary Supplies	276,999	277,318	277,318	**223,350**
511020	Construction Materials	37,263	43,551	51,000	**52,500**
511025	Electrical Hardware & Parts	155,472	188,172	188,172	**189,305**
511030	Mechanical Hardware & Parts	6,236	8,788	10,393	**26,802**
511035	Meters Hydrants & Plumbing Supplies	902	8,389	8,389	**8,389**
511040	Audiovisual Supplies	5,208	19,860	19,860	**24,998**
511045	Computer Supplies	114,477	98,381	98,381	**112,337**
511050	Paper & Printing Supplies	35,494	45,499	45,499	**42,893**
511055	Publications & Printed Materials	29,019	25,071	25,071	**27,891**
511060	Postage	19,351	30,347	30,347	**30,347**
511070	Miscellaneous Office Supplies	122,899	112,997	112,996	**110,972**
511075	Library Circulation Supplies	7	120	120	**120**
511080	General Laboratory Supplies	16,731	9,726	19,000	**9,381**
511085	Drugs & Medical Chemicals	398,620	441,847	455,000	**512,448**
511090	Medical & Surgical Supplies	1,103,918	1,138,488	1,200,000	**1,123,950**
511095	Small Technical & Scientific Equipment	71,709	92,603	92,603	**78,787**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Fire Department
Fund No./Bus. Area No. : 1000 / 1200

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
511110	Fuel	4,459,581	4,507,729	4,507,729	**4,807,108**
511115	Vehicle Repair & Maintenance Supplies	2,463,052	32,223	32,458	**32,223**
511120	Clothing	990,223	809,596	1,107,616	**1,152,369**
511125	Food Supplies	16,913	23,184	23,184	**20,490**
511130	Weapons Munitions & Supplies	0	2,000	2,000	**2,000**
511145	Small Tools & Minor Equipment	116,228	159,077	159,077	**171,369**
511150	Miscellaneous Parts & Supplies	1,331,461	233,832	190,907	**156,874**
511160	Protective Gear	745,193	703,640	821,847	**908,000**
511164	Breathing Apparatus Repair Supplies	0	290,462	290,462	**291,720**
511165	Fire Fighting Equipment	313,191	345,158	466,661	**453,500**
Total	**Supplies**	**12,979,023**	**9,793,447**	**10,381,479**	**10,700,059**
520100	Temporary Personnel Services	4,937	0	0	**0**
520102	Security Services	1,362	10,000	10,000	**52,000**
520105	Accounting & Auditing Services	276	0	0	**0**
520107	Computer Info/Contr	1,124	4,600	4,600	**6,140**
520109	Medical Dental & Laboratory Services	84,164	85,522	85,522	**89,220**
520110	Management Consulting Services	449,517	0	0	**0**
520114	Miscellaneous Support Services	1,165,131	447,838	197,979	**206,029**
520118	Refuse Disposal	29,694	21,960	21,960	**20,000**
520119	Computer Equipment/Software Maintenance	249,047	254,249	254,249	**253,573**
520120	Communications Equipment Services	0	25,000	25,000	**175,000**
520121	IT Application Svcs	48,187	85,384	85,384	**131,406**
520122	Office Equipment Services	2,605	1,300	1,300	**1,300**
520123	Vehicle & Motor Equipment Services	407,280	141,600	141,600	**124,200**
520124	Other Equipment Services	126,127	29,717	29,717	**8,717**
520132	Contracts/Sponsorships	61,590	61,000	61,000	**61,000**
520133	Private Investigative Services	31,587	0	0	**0**
520141	Engineering Services	505	0	0	**0**
520142	Classified C.S. Arbitration Cost	14,352	24,000	24,000	**24,000**
520152	Telemetry Services	2,101,211	2,171,832	2,171,832	**2,171,832**
520153	Protective Gear Cleaning Services	782,856	778,720	778,720	**675,600**
520162	Baylor College of Medicine Psy Svcs	89,165	0	0	**0**
520510	Mail/Delivery Services	119	420	420	**420**
520515	Print Shop Services	6,525	10,680	10,680	**4,130**
520520	Printing & Reproduction Services	25,755	40,947	40,947	**40,947**
520605	Advertising Services	1,928	0	0	**0**
520705	Insurance Fees	207,792	249,152	249,152	**292,652**
520710	State/Federal Inspection Fees	16,212	22,240	22,240	**0**
520725	Assessments - Other Governments	268,616	365,109	365,109	**373,352**
520765	Membership & Professional Fees	19,649	21,229	21,229	**21,635**
520805	Education & Training	144,178	99,520	89,045	**120,453**
520806	Paramedic/EMT Continuing Edu	0	78,500	78,500	**78,500**
520807	Initial/Recert EMS Training	0	221,980	221,980	**325,601**
520815	Tuition Reimbursement	10,189	7,000	7,000	**0**
520905	Travel - Training Related	21,193	34,156	34,156	**32,880**
520910	Travel - Non-Training Related	28,212	1,658	1,658	**1,658**
521405	Building Maintenance Services	7,627	350,000	350,000	**328,500**
521415	Land and Grounds Maintenance	20,042	646	646	**646**
521605	Data Services	173,529	306,725	306,725	**433,709**
521610	Voice Services	2,535,510	2,118,047	2,118,047	**2,459,953**
521620	Voice Equipment	2,741	21,039	21,039	**25,994**
521625	Voice Labor	15,662	20,000	20,000	**19,104**
521630	GIS Revolving Fund Services	134,318	161,000	161,000	**156,203**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Fire Department
Fund No./Bus. Area No. : 1000 / 1200

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521705	Vehicle/Equipment Rental/Lease	1,131	0	0	0
521715	Office Equipment Rental	97,232	100,000	100,000	100,000
521725	Other Rental	9,567	4,300	4,300	5,800
521730	Parking Space Rental	0	3,000	3,000	3,000
522305	Freight Charges	0	2,400	2,400	2,400
522430	Miscellaneous Other Services & Charges	241,271	139,249	142,649	148,249
522431	EMS Equipment Maint	0	102,470	102,470	100,920
522432	Life Safety Equipment Maintenance	0	514,388	514,388	526,042
522435	Interest Charges Past Due Accounts	7,694	0	0	0
522720	Interfund Payroll Services	(1,737)	0	0	0
522721	Interfund HR Client Services	784,436	2,601,679	2,601,679	3,152,536
522722	KRONOS Service Chargeback	0	146,847	146,847	147,530
522723	Drainage Fee Service Chargeback	0	134,257	134,257	134,257
522840	Interfund Permit Center Rent Chargeback	0	246,657	246,657	329,316
522845	Interfund Vehicle Services	6,930	7,828,659	7,828,659	7,705,297
Total	**Other Services and Charges**	**10,437,038**	**20,096,676**	**19,839,742**	**21,071,701**
551010	Non-Capital Office Furniture & Equipment	11,386	0	0	0
551020	Non-Capital Communication Equipment	0	9,000	9,000	0
551030	Non-Capital Machinery & Equipment	11,153	0	0	0
551040	Non-Capital Other	200	0	0	0
Total	**Non-Capital Equipment**	**22,739**	**9,000**	**9,000**	**0**
532120	Transfer to Fleet/Eq	4,623,999	0	0	0
Total	**Debt Service and Other Uses**	**4,623,999**	**0**	**0**	**0**
	Grand Total Expenditures	**448,175,151**	**425,136,692**	**425,136,692**	**433,391,234**

HOUSTON EMERGENCY CENTER

Department Description and Mission

The mission of the Houston Emergency Center (HEC) is to provide the citizens of Houston with the most efficient, accurate and professional service when processing their life-threatening calls. HEC in coordination with the Office of Emergency Management (OEM), protects life and property by operating the public safety communications' system and by coordinating and managing emergency situations. The Information Technology division is responsible for the administration, maintenance and operations of the police, Fire/EMS Computer Aided Dispatch system, radio system and Records Management Systems.

Business Area Budget Summary

Fund Name : General Fund
Business Area Name : Houston Emergency Center
Fund No./Bus. Area No. : 1000 / 1500

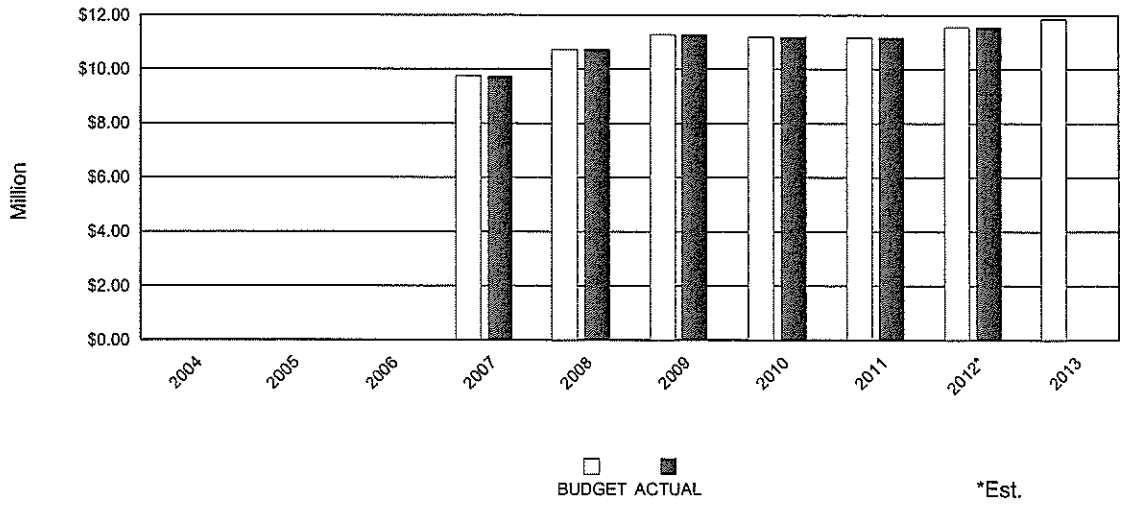
		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	0	0	0	**0**
	Supplies	326	0	0	**0**
	Other Services and Charges	17	0	0	**0**
	Non-Capital Equipment	0	0	0	**0**
	Total M & O Expenditures	343	0	0	**0**
	Debt Service & Other Uses	11,171,344	11,549,511	11,549,511	**11,855,355**
	Total Expenditures	11,171,687	11,549,511	11,549,511	**11,855,355**
Revenues		595	0	0	**0**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

o The Transfer supports the General Fund portion of Houston Emergency Center Special Fund (Fund 2205).

o The FY2013 Transfer Budget includes funding for expenditure increases in health benefits ($83,659) and pension contribution ($222,786).

Houston Emergency Center
Current Budget vs Actual Expenditures



Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Houston Emergency Center
Fund No./Bus. Area No. : 1000 / 1500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
511110	Fuel	326	0	0	**0**
Total	**Supplies**	**326**	**0**	**0**	**0**
521610	Voice Services	17	0	0	**0**
Total	**Other Services and Charges**	**17**	**0**	**0**	**0**
532025	Transfers to Special Revenues	11,165,577	11,549,511	11,549,511	**11,855,355**
532120	Transfer to Fleet/Eq	5,767	0	0	**0**
Total	**Debt Service and Other Uses**	**11,171,344**	**11,549,511**	**11,549,511**	**11,855,355**
	Grand Total Expenditures	**11,171,687**	**11,549,511**	**11,549,511**	**11,855,355**


CITY OF HOUSTON
TEXAS

MUNICIPAL COURTS DEPARTMENT
Department Description and Mission

The mission of the Municipal Courts Department is to provide an accessible legal forum for individuals to have their court matters heard in a fair and efficient manner, while holding to a high standard of integrity, professionalism and customer service. The Department represents the City of Houston's third branch of government and provides a legal venue for individuals charged with jurisdictional violations of State law and/or City ordinance. The Houston Municipal Court system is the largest in Texas with well over one million cases filed annually.

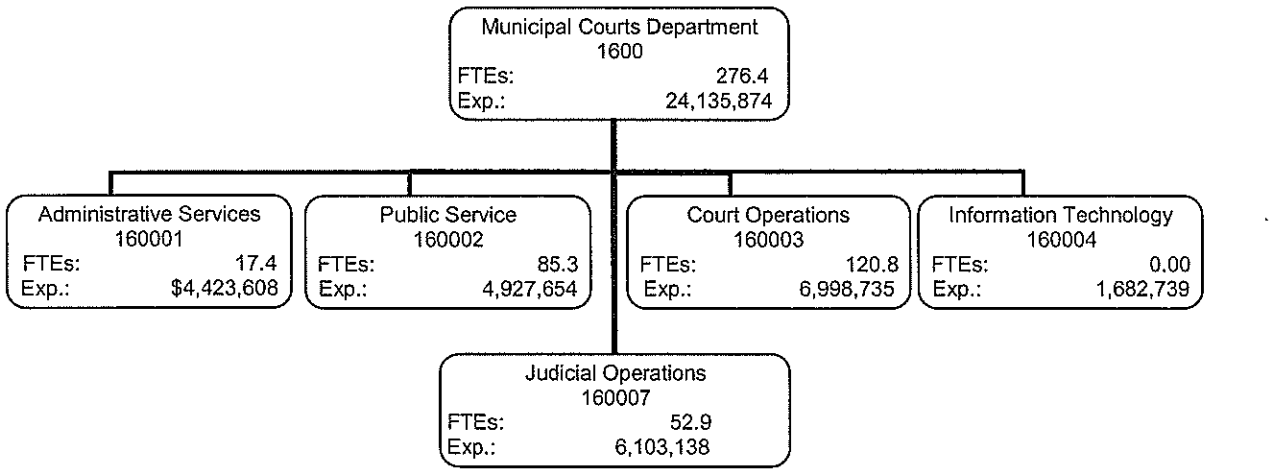
There are five divisions within the Municipal Courts Department: Administrative Services, Court Operations, Public Services, IT System Support, and Judicial Operations, which work together to provide court services to the public. The Department provides magistrate services and approves blood search warrants for law enforcement, and oversees various specialized dockets including Juvenile, Homeless, Truancy, and Impact. Additionally, the Department oversees budgetary and operational functions of three Special Revenue Funds including the Juvenile Case Manager Fund, the Building Court Security Fund and the Court Technology Fee Fund. In partnership with Administrative and Regulatory Affairs Department, the Adjudication Hearing Officers and court staff oversee parking citation hearings Monday through Saturday at the central location. Finally, in partnership with the Department of Neighborhoods, the Municipal Courts Department provides an Adjudication Hearing Officer who oversees the Civil Adjudication hearing process for Ordinance violations related to dangerous buildings.

The Department is compromised of a judicial staff of twenty-one full-time Judges, including the Presiding Judge, Associate Presiding Judge, and Administrative Judge, forty-eight Associate Judges, and three full-time and seven part-time Adjudication Hearing Officers. The Department is administratively supported by the Deputy Director/ Clerk of Court, a second Deputy Director, three Assistant Directors, and one Deputy Assistant Director who each oversee assigned administrative support staff.

Court operations include fourteen day courts and eight night courts. Full service courts are located at the Central, Southeast Command (Courts 13 & 14), Westside Command (Court 18), and North Command (Court 20) locations. These courts handle arraignments, jury trials, and trial by judge dockets as well as functioning as Annex courts handling off-docket matters. Jail arraignments and trials are held seven days per week at two court locations (Central and Southeast Command).There are currently eight jury courts that operate Monday through Friday, and one jury court that is held two days per week (Thursdays/Fridays) at the Westside location.

Finally, the Department oversees Annex court operations at satellite locations including Kingwood and Clear Lake, each operating one day per week. The Annex Courts located at the Southeast, Westside and North Command court locations continue to operate Monday through Friday, while the Central location is open Monday through Saturday.

Department Organization



Business Area Budget Summary

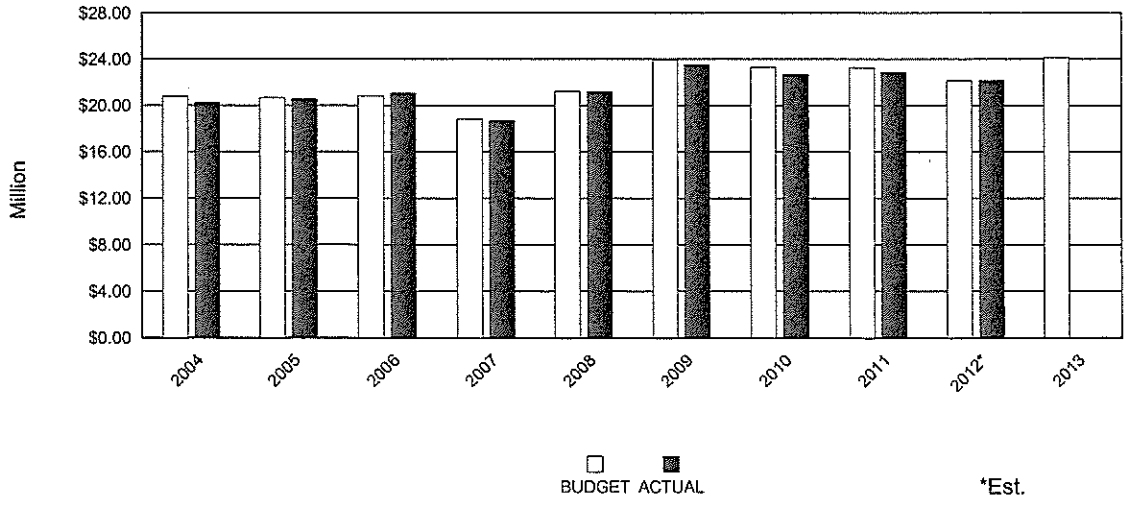
Fund Name : General Fund
Business Area Name : Municipal Courts Department
Fund No./Bus. Area No. : 1000 / 1600

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	18,943,566	17,469,528	17,537,000	**18,977,077**
	Supplies	200,697	231,903	234,913	**239,529**
	Other Services and Charges	3,608,352	4,308,441	4,235,959	**4,786,803**
	Equipment	5,599	0	0	**0**
	Non-Capital Equipment	1,213	2,000	4,000	**2,000**
	Total M & O Expenditures	22,759,427	22,011,872	22,011,872	**24,005,409**
	Debt Service & Other Uses	76,966	138,876	138,876	**130,465**
	Total Expenditures	22,836,393	22,150,748	22,150,748	**24,135,874**
Revenues		36,609,943	36,140,920	34,253,090	**34,772,090**
Staffing	Full-Time Equivalents - Civilian	301.7	267.7	270.3	**276.4**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	301.7	267.7	270.3	**276.4**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.2**

Significant Budget Changes and Highlights

- o The FY2013 Budget includes funding for expenditure increases in health benefits ($446,126) and pension contribution ($405,212).
- o Continuation of increased judicial and administrative support for expanded jail arraignment dockets.
- o Continuation of jury dockets at Court 18 (Westside), two days per week.
- o Contract review and renegotiation to optimize savings for FY2013.
- o Continuation of the Civil Adjudication Court and Dangerous Buildings hearings.
- o Continuation of data cleansing efforts in preparation for CSMART go-live.
- o Provide judicial and support staffing at the planned Sobering Center.
- o Optimize staff work schedules to reduce contract labor costs.
- o Related personnel costs (1/2 yr) for returning staff currently assigned to IT for CSMART development.

Municipal Courts Department
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 1000 / 1600

Name: Administrative Services – 160001

Mission: The mission of the Administrative Services Division is to effectively manage department resources, oversee projects, programs and contract implementation, provide information to internal and external stakeholders related to department information, initiatives, directives and accomplishments, and ensure compliance with State and local laws.

Goal:
- o Provide annual skills-based training for staff.
- o Track % increase rate of paid-to-filed violations.
- o Respond to public information requests within 10 days.
- o Track cost per citation rate.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Annual Staff Training	4 hrs	4 hrs	**4 hrs**
Paid-to-Filed Increase %	2%	2%	**2%**
Public Information Officer Response Rate %	100%	100%	**100%**
Cost per Citation Rate	$16.86	$22.53	**<$24.00**

Name: Public Services – 160002

Mission: The mission of the Public Services Division is to perform the administrative support activities required for the prompt enforcement of judicial rulings by collecting funds due to the City and State conscientiously and with integrity, by promptly and correctly processing Court actions, and by accurately providing Court-related information with a high standard of customer service excellence.

Goal:
- o Process 100% of payments within 24 hours of receipt.
- o Process 100% of Court actions (Driving Safety Course/Deferred Dispositions) within 24 hours.
- o Quality Control review of 350,000 transactions with 97% accuracy.
- o Pre-collection revenues collected in the One Call Solution Center of $100,000/monthly; $1,200,000 annually.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Payments Processed-24 hrs	100%	100%	**100%**
Process Court Actions-24 hrs	100%	100%	**100%**
QC Review Transactions	523,716	348,250	**350,000**
Annual Pre-Collections	$1,093,101	$1,162,836	**$1,200,000**

Name: Court Operations – 160003

Mission: The mission of the Court Operations Division is to perform the administrative support functions required for the efficient operation of judicial proceedings and the due process adjudication of violations filed in the Municipal Courts, and to ensure that these activities are handled accurately, expeditiously, and with a high standard of customer service excellence.

Goal:
- o Prompt and accurate filing of 100% of Cases within 72 hours of receipt.
- o Prompt and accurate filing of 100% of Complaints within 14 days of Court date.
- o Prompt and accurate response to 100% of Warrant Inquiries within 10 minutes.
- o File 100% of Complaints for non-trial cases in compliance with Senate Bill (SB) 410.
- o Quality Control review of 600,000 Cases with 97% accuracy.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Cases Filed - 72 hours	100%	100%	**100%**
Complaints Filed - 14 days	100%	100%	**100%**
Warrant Response - 10 minutes	100%	100%	**100%**
SB 410 Non-Trial Complaints	N/A	100%	**100%**
QC Review of 600,000 Cases	576,459	567,831	**600,000**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 1000 / 1600

Name: Information Technology -- 160004

Mission: The mission of the Information Technology Division is to support the court's case management system and other application programs, desktop and local area network equipment, and telecommunication equipment/services.

Goal: Because there are no FTEs assigned to this cost center for FY2012 and FY2013, there are no performance measures.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Audit Case Accuracy	98%	N/A	N/A
User Survey Response	89.1%	N/A	N/A
Heat Ticket Volume	2,500	N/A	N/A
Heat Ticket Resolution	90.5%	N/A	N/A
IT Cost Control	N/A	N/A	N/A

Name: Judicial Operations -- 160007

Mission: The mission of the Judicial Operations Division is to provide an accesible legal forum for individuals to have their court matters heard in a fair and efficient manner, and in compliance with State and local laws.

Goal:
- o Lower FY2012 benchmark for officer wait time (jury trials): (FY2012 Goal: <3.50 hrs)
- o Lower FY2012 benchmark for defendant wait time (jury trials): (FY2012 Goal: <3.50 hrs)
- o Maintain current benchmark for defendant wait time (bench trials): (FY2012 Goal: <30 mins)
- o Maintain current benchmark for on-demand parking citation hearings: (FY2012 Goal: <30 mins)

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Officer Time in Court	3:26 hrs	2.50 hrs	**<2.75 hrs**
Defendant Time-Jury Trial	2:55 hrs	3.06 hrs	**<3.25 hrs**
Defendant Time-Court Trial	36 mins	31 mins	**<30 mins**
On-Demand Parking Hrgs	26 mins	25 mins	**<30 mins**

Division Summary

Fund Name : General Fund
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 1000 / 1600

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Administrative Services 160001 Oversees facilities and safety, including Bailiffs and private security guards, financial services, human resources, mail services, public information, and training. This division also administratively supports the Court Operations, Public Services, and IT System Support Divisions.	20.0	3,568,958	17.0	4,239,002	**17.4**	**4,423,608**
Public Services 160002 Collects fines & fees and processes court actions at the central location and 5 satellites, as well as by mail, telephone, electronic/on-line and Kiosk payments. Prepares and sends court notices and provides support for Parking Adjudication. The One Call Solution Center contacts and collects on delinquent payments and provides notification of pending cases.	90.1	4,409,290	83.4	4,367,118	**85.3**	**4,927,654**
Court Operations 160003 Provides judicial support and maintains dockets, processes judicial orders, coordinates alternative sentencing, warrant verification, completes booking of prisoners, processes bond forfeitures, appeals, bankruptcies, expunctions, maintains records in compliance with record retention, prepares complaints/subpeonas, and data entry of citations.	124.8	6,826,913	120.0	6,552,030	**120.8**	**6,998,735**
Information Technology 160004 Provides system administration for the court's information system, application support, field services, data management, business analysis, and IT-related administrative support. Funds IT-related costs provided in the Department's target letter.	15.9	2,587,234	0.0	1,221,509	**0.0**	**1,682,739**
Judicial Operations 160007 Oversees daily arraignment, jury and bench trials, juvenile dockets, parking citation/ boot hearings, expanded jail arraignment dockets. Magistrate services to law enforcement. Special dockets: Impact, Homeless, Truancy, Civil Adjudication, Dangerous Buildings, DPS hrgs. Oversees Juvenile Case Mgr Program. Funds salary/benefits of judicial and support staff.	50.9	5,443,998	49.9	5,771,089	**52.9**	**6,103,138**
Total	301.7	22,836,393	270.3	22,150,748	**276.4**	**24,135,874**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 1000 / 1600

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADJUDICATION HEARING OFFICER	27	2.5	2.6	0.1
ADMINISTRATION MANAGER	26	2.0	5.2	3.2
ADMINISTRATIVE AIDE	10	0.6	0.5	(0.1)
ADMINISTRATIVE ASSISTANT	17	7.0	6.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	2.0	2.0	
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	0.0	(1.0)
ADMINISTRATIVE JUDGE OF MUNICIPAL COURTS	31	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	4.0	4.0	
ADMINISTRATIVE SUPERVISOR	22	13.0	13.6	0.6
ASSISTANT DIRECTOR (EXE LEV)	32	3.5	3.5	
ASSOCIATE JUDGE OF MUNICIPAL COURTS	31	6.7	7.2	0.5
ASSOCIATE PRESIDING JUDGE OF MUNICIPAL COURTS	31	1.0	1.0	
COURT INTERPRETER	14	5.0	5.7	0.7
COURT REPORTER	19	5.0	5.7	0.7
CUSTOMER SERVICE REP. I	13	117.0	120.4	3.4
CUSTOMER SERVICE REP. II	15	46.0	46.0	
CUSTOMER SERVICE REP. III	16	17.0	18.0	1.0
CUSTOMER SERVICE SUPERVISOR	18	1.0	0.0	(1.0)
DATA CONTROL CLERK	8	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	2.0	2.0	
DIVISION MANAGER	29	3.0	3.0	
DIVISION MANAGER (EXE LEV)	29	1.0	1.0	
FINANCIAL ANALYST III	21	1.0	1.0	
FINANCIAL ANALYST IV	25	2.0	1.6	(0.4)
IT PROJECT MANAGER	28	1.0	0.0	(1.0)
JUDGE OF MUNICIPAL COURTS	31	18.0	18.5	0.5
LAN SPECIALIST	26	1.0	0.0	(1.0)
MUNICIPAL COURTS ADMINISTRATOR	17	1.0	1.0	
MUNICIPAL COURTS MANAGER	25	1.0	0.0	(1.0)
MUNICIPAL COURTS SUPERVISOR	18	0.0	1.0	1.0
PRESIDING JUDGE OF MUNICIPAL COURTS	35	1.0	1.0	
PROGRAMMER ANALYST I	16	2.0	0.0	(2.0)
PROGRAMMER ANALYST II	19	1.0	0.0	(1.0)
PROGRAMMER ANALYST III	22	1.0	0.0	(1.0)
PROGRAMMER ANALYST IV	25	1.0	0.0	(1.0)
SENIOR CONTRACT ADMINISTRATOR	27	1.0	1.0	
SENIOR INVENTORY MANAGEMENT CLERK	12	2.0	2.0	
SENIOR MICROCOMPUTER ANALYST	23	1.0	0.0	(1.0)
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	
SENIOR SUPERINTENDENT	27	1.0	1.0	
STAFF ANALYST	26	1.0	1.0	
STAFF ANALYST (EXE LEV)	26	0.0	1.0	1.0
SYSTEMS CONSULTANT	26	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST II	19	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST III	22	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST IV	25	2.0	0.0	(2.0)
TECHNICAL HARDWARE ANALYST I	17	2.0	0.0	(2.0)
TECHNICAL HARDWARE ANALYST III	23	1.0	0.0	(1.0)
Total FTEs		289.3	281.5	(7.8)
Less adjustment for Civilian Vacancy Factor		21.6	5.1	(16.5)
Full-Time Equivalents		267.7	276.4	8.7

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 1000 / 1600

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1600010001	**MCD - Administrative Services**			
424030	Intfd Computer Dev	60,000	79,910	**0**
426330	Miscellaneous Copies Fees	13,340	30,458	**31,011**
427010	Moving Violations	19,593,870	18,615,893	**18,933,578**
427030	MCTP Monthly Time Payment	707,210	537,368	**541,490**
427040	Non-Traffic Fines	2,826,753	2,330,108	**2,369,859**
427050	Failure to Appear Fines	2,316,830	2,196,287	**2,235,099**
427060	Scire Facias Forfeitures	1,042,707	544,582	**553,982**
427070	Bond Handling Fees	2,067	935	**953**
427100	Local Court Costs	599,275	663,123	**674,481**
427110	Driver Safety Administration Fees	1,309,318	1,675,638	**1,723,175**
427120	Cash Bond Forfeiture Fees	47	632	**646**
427130	Local Arrest Fees	1,566,026	1,565,172	**1,592,520**
427140	State Arrest Fees	3	1	**1**
427160	Warrant Fees	260,289	143,319	**145,929**
427170	HPD Overtime Fee	10	65	**66**
427180	Capias Pro Fine	3,991	3,412	**3,494**
427200	Unclaimed Fines & Forfeitures	1,590	602	**630**
427210	Court Costs/Jury Costs	87	60	**61**
427220	Suspended Sentence Fees	4,521,034	4,176,471	**4,244,200**
427250	Registration Denial Fee	306,548	244,190	**249,218**
427260	Dismissal Fees	831,474	1,040,898	**1,058,187**
427280	In-House Collection Fee	0	149,571	**152,938**
428080	Returned Check Charges	8,895	8,952	**9,119**
434340	Cashier Overages	0	1,014	**1,030**
452030	Miscellaneous Revenue	169,556	244,429	**250,423**
Total	**MCD - Administrative Services**	**36,140,920**	**34,253,090**	**34,772,090**
Total	**Municipal Courts Department**	**36,140,920**	**34,253,090**	**34,772,090**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Municipal Courts Department
Fund No./Bus. Area No. : 1000 / 1600

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	12,824,491	11,616,662	11,670,044	**11,954,632**
500030	Salary Part Time - Civilian	589,716	631,264	674,516	**848,521**
500060	Overtime - Civilian	2,839	822	2,605	**9,289**
500090	Premium Pay - Civilian	90,341	110,014	76,496	**75,526**
500110	Bilingual Pay - Civilian	69,084	72,754	68,987	**76,154**
501070	Pension - Civilian	2,057,932	2,091,041	2,097,800	**2,558,283**
501120	Termination Pay - Civilian	358,354	64,691	120,662	**94,690**
501160	Vehicle Allowance - Civilian	6,428	4,200	0	**0**
502010	FICA - Civilian	991,381	944,951	911,063	**985,829**
503010	Health Ins-Act Civilian	1,800,742	1,766,908	1,741,377	**2,196,697**
503015	Basic Life Insurance - Active Civilian	6,951	6,869	6,652	**7,045**
503060	Long Term Disability-Civilian	0	22,096	21,350	**22,319**
503090	Workers Compensation-Civilian-Admin	63,902	53,595	67,801	**66,301**
503100	Workers Compensation-Civilian-Claim	31,739	51,291	55,009	**49,421**
504030	Unemployment Claims - Administration	49,666	32,370	22,638	**32,370**
Total	**Personnel Services**	**18,943,566**	**17,469,528**	**17,537,000**	**18,977,077**
511020	Construction Materials	0	0	332	**0**
511025	Electrical Hardware & Parts	0	0	16	**0**
511040	Audiovisual Supplies	1,278	0	433	**0**
511045	Computer Supplies	30,577	36,197	33,256	**33,940**
511050	Paper & Printing Supplies	43,491	56,000	52,795	**54,000**
511055	Publications & Printed Materials	324	1,800	2,262	**5,150**
511060	Postage	70,839	90,000	89,947	**91,947**
511070	Miscellaneous Office Supplies	24,500	36,500	37,435	**31,050**
511110	Fuel	4,279	3,600	3,150	**3,100**
511120	Clothing	18,503	3,106	10,347	**14,000**
511150	Miscellaneous Parts & Supplies	6,906	4,700	4,940	**6,342**
Total	**Supplies**	**200,697**	**231,903**	**234,913**	**239,529**
520100	Temporary Personnel Services	72,930	0	0	**0**
520102	Security Services	650,778	659,372	659,372	**689,372**
520107	Computer Info/Contr	368,714	350,000	350,000	**350,000**
520108	Information Resource Services	(1,755)	112,776	112,776	**112,776**
520109	Medical Dental & Laboratory Services	1,169	1,268	1,022	**1,268**
520110	Management Consulting Services	(3,575)	0	55	**0**
520114	Miscellaneous Support Services	24,772	156,126	102,128	**155,268**
520115	Real Estate Lease/Office Rental	105,707	105,707	105,707	**85,000**
520119	Computer Equipment/Software Maintenance	152,364	9,303	10,258	**14,000**
520121	IT Application Svcs	499,386	830,581	830,581	**1,278,264**
520122	Office Equipment Services	112	200	0	**0**
520123	Vehicle & Motor Equipment Services	5,263	1,600	168	**168**
520126	Construction Site Work Services	0	19,771	18,745	**0**
520157	Computer Software Maintenance Services	205,815	0	0	**0**
520510	Mail/Delivery Services	249	479,877	479,651	**504,945**
520515	Print Shop Services	3,844	4,700	9,377	**9,200**
520520	Printing & Reproduction Services	104,832	101,500	100,000	**101,000**
520605	Advertising Services	271	500	79	**0**
520705	Insurance Fees	45,155	51,148	51,148	**59,153**
520765	Membership & Professional Fees	8,360	12,800	11,078	**12,850**
520780	Juror Compensation	0	0	0	**117,559**
520805	Education & Training	11,285	21,496	18,996	**17,000**
520905	Travel - Training Related	9,976	17,000	16,219	**15,950**
520910	Travel - Non-Training Related	821	3,200	1,234	**3,100**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Municipal Courts Department
Fund No./Bus. Area No. : 1000 / 1600

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521405	Building Maintenance Services	1,572	0	0	**0**
521410	Sewer Services	48,504	25,747	67,000	**65,000**
521505	Electricity	460,906	482,190	482,190	**447,330**
521510	Natural Gas	18,939	16,958	16,958	**18,945**
521605	Data Services	37,788	40,801	40,801	**57,693**
521610	Voice Services	212,854	207,470	207,470	**204,321**
521620	Voice Equipment	7,439	9,054	9,054	**11,187**
521625	Voice Labor	1,873	7,500	7,500	**8,222**
521630	GIS Revolving Fund Services	11,475	12,168	12,168	**11,276**
521715	Office Equipment Rental	77,622	77,248	83,448	**83,448**
521730	Parking Space Rental	63,567	72,365	72,365	**72,365**
521905	Legal Services	3,400	8,000	3,000	**5,000**
521910	Legal Svcs - Crt Report	0	19,500	9,500	**9,500**
522430	Miscellaneous Other Services & Charges	127,185	167,173	122,569	**12,000**
522721	Interfund HR Client Services	268,755	210,915	210,915	**241,620**
522722	KRONOS Service Chargeback	0	12,427	12,427	**12,023**
Total	**Other Services and Charges**	**3,608,352**	**4,308,441**	**4,235,959**	**4,786,803**
560230	Computer HW and Developed SW	5,599	0	0	**0**
Total	**Equipment**	**5,599**	**0**	**0**	**0**
551010	Non-Capital Office Furniture & Equipment	1,213	2,000	4,000	**2,000**
Total	**Non-Capital Equipment**	**1,213**	**2,000**	**4,000**	**2,000**
532020	Transfers to Capital Projects	0	138,876	138,876	**130,465**
532120	Transfer to Fleet/Eq	76,966	0	0	**0**
Total	**Debt Service and Other Uses**	**76,966**	**138,876**	**138,876**	**130,465**
	Grand Total Expenditures	**22,836,393**	**22,150,748**	**22,150,748**	**24,135,874**


CITY OF HOUSTON
TEXAS

POLICE DEPARTMENT
Department Description and Mission

The mission of the Houston Police Department is to enhance the quality of life in the City of Houston by working cooperatively with the public to prevent crime, enforce the laws, preserve the peace, and provide a safe environment.

The mission is obtained by upholding the following values:
- Preserve and Advance Democratic Values
- Improve the Quality of Community Life
- Improve the Quality of Work Life
- Demonstrate Professionalism

Department Short Term Goals

The major goals and short term objectives of the department are based on the current staffing of the department. Depending on the final approved budget, these goals may be modified to match the resources available.

Enhance Safety throughout the City

1. Reduce the per capita violent crime rate 3%.
2. Maintain response times to code 1 calls in the range of 5.5-4.5-3.5 minutes and code 2 calls in the range of 11-12 to 9-11 to 8-9 minutes.
3. Reduce the number of intoxication related traffic fatalities to less than the 5 year average.
4. Increase the number of Part I crime related arrests over the prior five year average.
5. Obtain clearance rates that exceed the past 5 year average for murder, rape, aggravated assaults, burglary, robbery, and auto theft.

Continue Positive Police / Community Relations

1. Reduce Part 1 property crime rate by 3% from the prior year.
2. Maintain response times to code 3 calls in the range of 20-18-16 minutes.
3. Improve citizen satisfaction in all areas of the annual survey by exceeding the two year average and improve citizen satisfaction ratings in the annual Houston Area Survey by Rice University.
4. Reduce the number of calls for services to certain hot spots.
5. Enhance community relations by increasing participation in the department's social media outreach and outreach to those with special needs such as the mentally ill or the non-English speaking communities.

Ensure the Department's Accountability to the Public

1. Maintain Crime Lab accreditation standards in FY2013 by satisfactorily passing independent inspections.
2. Complete a recently commissioned comprehensive work demand analysis for patrol and investigative functions.
3. Continue the International Organization for Standards (ISO) 9001 process for Budget & Finance, Crime Scene Units, and Records to ensure the most efficient and best practices are being utilized.
4. Exercise sound fiscal management in utilizing the funds provided by City Council.

Maintain / Increase Productivity

1. Hire 214 cadets, which will offset the estimated 200 officers expected to attrite in FY2013.

FY2012 / FY2013 Projected Officers

FY12 Beginning Officers	5,291		FY13 Beginning Officers	5,298
FY12 Graduating Cadets (new officers)	207		FY13 Graduating Cadets (new officers)	214
FY12 Projected Attrition/Adj	(200)		FY13 Projected Attrition/Adj	(200)
FY12 Projected Total Officers	5,298		FY13 Projected Total Officers	5,312

FY12 Projected Cadet Hires	218		FY13 Projected Cadet Hires	210

2. Increase the share of calls for service from citizens handled by non-dispatch service alternatives for more efficient use of resources.
3. Increase the number of cases cleared and cases presented to the District Attorney for consideration of felony charges.
4. Reduce employee "at fault" accidents and severity of injuries and damages from "at fault" accidents from the previous year.
5. Complete the development of policies, procedures, and training in support of the sobering center operations.
6. Maintain a positive property disposal rate (the amount of property returned to owners or disposed is more than the property entered into evidence).

Department Long Term Goals

Make Houston the safest major city in America by working toward these long term goals and objectives:

Enhance Safety throughout the City

1. Enhance the Department's response and capabilities in homeland security matters and natural disasters.
2. Enhance crime prevention efforts by educating citizens and conducting youth programs.
3. Develop and maintain programs to reduce crime and increase safety in multi-family communities with high incidents of criminal activity.
4. Enhance public safety by reducing traffic injuries and deaths.

Continue Positive Police / Community Relations

1. Maintain or improve measures of public satisfaction reported on the bi-annual Houston Police Department public satisfaction survey.
2. Enhance the department's capacity to communicate and respond to those with special needs such as the mentally ill or the non-English speaking.
3. Continue to implement strategies to strengthen relationships between the community and the department.

Ensure the Department's Accountability to the Public

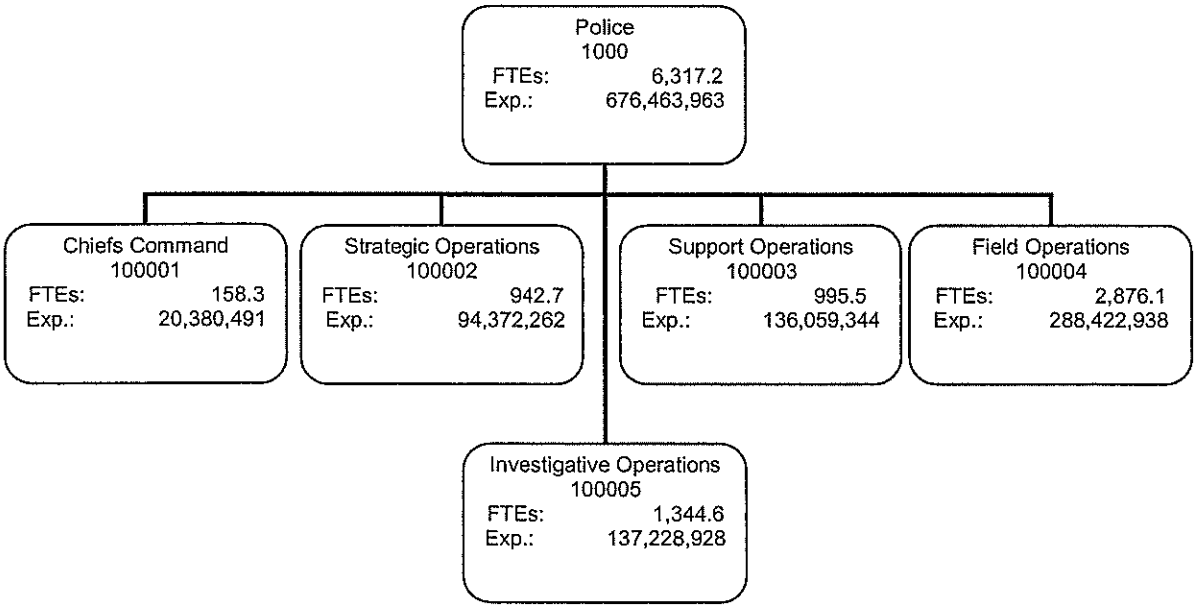
1. Improve the investigative follow-up with complainants and victims; especially at the conclusion of the investigation regarding the outcome and results.
2. Develop and implement a long term plan for processing, collecting and testing of evidence, which will include the use of robotics, other new technologies, and creating a separate entity managing the testing responsibilities.
3. Maintain a state of the art training academy and up to date training curriculum to help assure the public that decisions and actions of officers are based on proper training and procedures.

Maintain/Increase Productivity

1. Utilize department personnel more effectively by merging the jail with the County and establishing diversion programs in the interim.
2. Resolve interoperability and outdated communication technology with a new radio system by the federally mandated date of mid FY2013.
3. Complete the implementation of the Records Management System (RMS) Project to include designing the software, configuring the systems, and training of department personnel.
4. Acquire technology to improve efficiency and serve as a force multiplier as financial resources allow.
5. Continue re-engineering processes such as the ISO certification and civilianization to increase efficiencies and to utilize personnel more effectively as funding allows.
6. Improve internal communications at all levels of the department.

Note: When a range of numbers is indicated (e.g. 5-4-3 years), it implies a minimum, target, and stretch measurement.

POLICE DEPARTMENT
Department Organization



Business Area Budget Summary

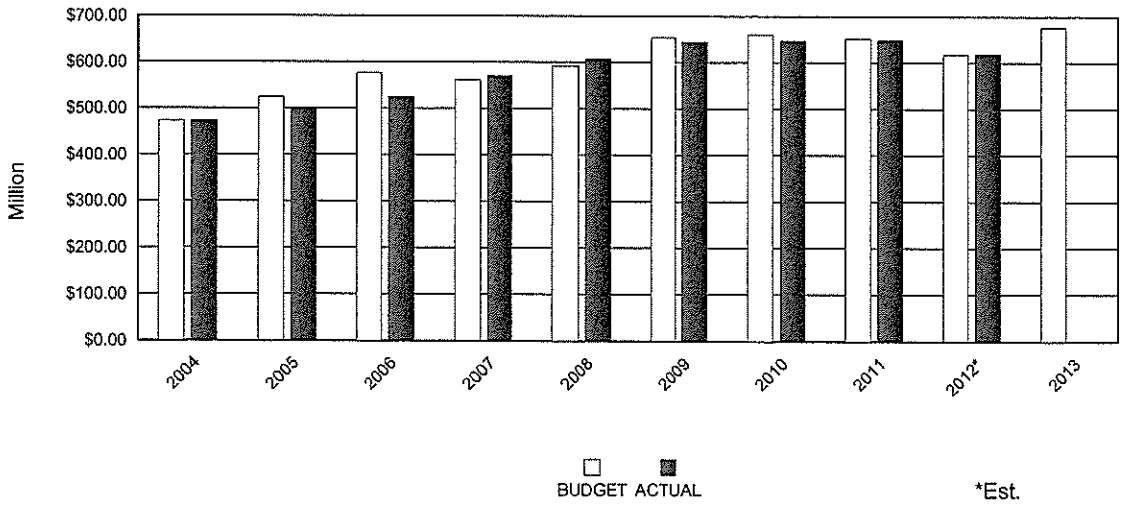
Fund Name : General Fund
Business Area Name : Police Department
Fund No./Bus. Area No. : 1000 / 1000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	611,974,399	581,918,663	583,537,525	**631,725,651**
	Supplies	15,099,752	12,507,126	12,949,265	**16,454,683**
	Other Services and Charges	17,150,131	24,056,586	23,825,951	**28,143,629**
	Equipment	0	50,030	34,790	**0**
	Non-Capital Equipment	176,935	213,700	141,000	**140,000**
	Total M & O Expenditures	644,401,217	618,746,105	620,488,531	**676,463,963**
	Debt Service & Other Uses	4,733,662	0	0	**0**
	Total Expenditures	649,134,879	618,746,105	620,488,531	**676,463,963**
Revenues		25,911,589	26,657,573	26,865,827	**36,295,631**
Staffing	Full-Time Equivalents - Civilian	1,270.7	1,055.4	1,025.0	**1,093.7**
	Full-Time Equivalents - Classified	5,031.4	4,960.1	4,961.6	**5,124.0**
	Full-Time Equivalents - Cadets	70.4	82.7	72.0	**99.5**
	Total	6,372.5	6,098.2	6,058.6	**6,317.2**
	Full-Time Equivalents - Overtime	131.5	105.9	106.2	**125.1**

Significant Budget Changes and Highlights

- o Classified attrition of 200 with an offset of 214 new cadets graduating in FY2013.
- o FY2013 Budget includes funding for expenditure increases in health benefits ($11.4M) and pension contribution ($19.7M) for both civilian and classified.
- o Includes increased classified pension contribution of $18.5M per agreement with the Houston Police Officers Pension System (HPOPS).
- o The Mobility Response Team has been incorporated into the General Fund ($1.9M).
- o Includes $10.9M transfer of revenues for Burglar Alarm Permits, False Alarm Penalties, and Take Home Vehicle from Police Special Services Fund (2201). As a result, expenditures increase by $10.9M offset by an identical expenditure reduction in Fund 2201.
- o Includes transfer of Records Management System (RMS) cost of $2M and Safe Clear cost of $2.9M from Police Special Services Fund (2201).
- o Additional funding for Sobering Center ($1.7M).

Police Department
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 1000 / 1000

Name: Chiefs Command -- 100001

Mission: Define the Department's mission and allocate resources/funds to meet that mission. Enhancement of public safety and policing activities through control and oversight of the Department. Coordinate and facilitate the needs and service deliveries as they relate to crime prevention, crime reduction, and enforcement of laws.

Goal: Ensure departmental operations adhere to local and state statutes. Ensure that departmental operations are efficient and effective in servicing citizen's concerns. Administer and coordinate financial reporting activities. Facilitate the reporting of accurate information to the public for the safety of public welfare.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Public and media activities	220,007	242,015	**266,220**
Internal Affairs Division (IAD) cases reviewed	334	275	**330**
Financial/management reports	12	12	**12**

Name: Strategic Operations -- 100002

Mission: Provide planning, organizing, directing, coordinating, developing, and implementing management strategies that promote efficient and effective solutions to critical strategic issues; including internal investigations, professional development, and training.

Goal: Hire and train replacement cadets for attrition. Maintain or increase in-service training hours for employees. Conduct/resolve IAD "Class 1 & 2" and mediation cases. Conduct departmental and citywide employee investigations.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Cadet trainees (new)	142	214	**210**
Courses offered/hours taught	1,908/30k	1,955/30k	**2,025/31k**
Mediation reviewed/held	109/62	120/65	**130/70**

Name: Support Operations -- 100003

Mission: Serve the community by providing the employees throughout the department with various types of resources inclusive of, but not limited to: emergency communications, information assessments, detention and evidentiary support services, record keeping, human resource services, and technological support.

Goal: Increase Teleserve calls for service referrals by 10%. Increase Automated Fingerprint Identification System (AFIS) scans by 4%. Process 136,000 prisoners.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Increase Teleserve Calls for Service (CFS) report	36,149	36,066	**40,000**
Persons AFIS processed	138,565	125,000	**130,000**
Prisoners processed	130,061	132,000	**136,000**

Division Mission and Performance Measures

Fund Name : **General Fund**
Business Area Name : **Police Department**
Fund No./Bus Area No. : **1000 / 1000**

Name: Field Operations -- 100004

Mission: Enhance public safety and quality of life for all Houstonians by responding to calls-for-service and addressing issues of crime, disorder, traffic mobility, and crime prevention.

Goal: Respond to priority one calls in range of 3.5 to 5.5 minutes and priority two calls in range of 8 to 12 minutes. Assist in improving mobility for the citizens of Houston. Increase Driving While Intoxicated (DWI) arrests by 5%.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Priority 1 avgerage response time	4.4 min	4.7min	**3.5-5.5 min**
Priority 2 avgerage response time	8.8 min	9.5 min	**8-12 min**
Increase DWI arrests	7,694	8,002	**8,400**
Total dispatched calls	1.3M	1.2M	**1.2M-1.5M**

Name: Investigative Operations -- 100005

Mission: Conduct thorough and proper investigations in an effort to reduce the crime rate and work cooperatively with the public to prevent crime, enforce the law, preserve the peace, and provide a safe environment.

Goal: Seize narcotics valued at $275 million during the fiscal year. Maintain drug and vice related arrests/charges. Meet/exceed clearance rates for the following crimes: murder-72%, rape-40%, aggravated assault-45%, burglary-8%, auto theft-7%. Reduce Part I crimes by 10%.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Street value-drugs seized	$339.7M	$290M	**$200M**
Drug-related arrests	18,750	19,000	**19,000**
Vice arrest	2,912	3,411	**3,550**
Burglary/thefts	27k/38k	29k/37k	**30k/37k**

Division Summary

Fund Name : General Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 1000 / 1000

Division Description		FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Chiefs Command	**100001**						
Provide management and support to other commands. This command consists of groups such as the Chief's Office, Budget and Finance, Public Affairs, and Legal Services.		160.1	17,810,165	156.3	19,378,873	**158.3**	**20,380,491**
Strategic Operations	**100002**						
Responsible for hiring and training officers and civilian employees, and personnel activities (record keeping, promotional actions, drug testing, personnel concerns, wellness, and psychological services). Investigates employee misconduct.		851.1	88,095,342	901.2	89,820,257	**942.7**	**94,372,262**
Support Operations	**100003**						
Provide support to partol and investigative activities. Divisions include Crime Analysis, Technology Services, Jail, Records, Property, Employee Services, and Emergency Communications.		1,133.9	138,862,184	965.2	122,149,658	**995.5**	**136,059,344**
Field Operations	**100004**						
Respond to calls for service, perform primary investigations, enforce traffic laws, provide assistance to citizens, target street level criminal activities, and maintain a high degree of police visibility for prevention and reduction of crime.		2,945.7	267,930,094	2,702.2	258,270,024	**2,876.1**	**288,422,938**
Investigative Operations	**100005**						
Responsible for investigative operations of unique and special law enforcement areas. Areas include vice, criminal intelligence, narcotics, major offenders, robberies, auto theft, homicides, assaults, rapes, family violence, burglary/theft, and juvenile crimes.		1,281.7	136,437,094	1,333.7	130,869,719	**1,344.6**	**137,228,928**

Division Summary

Fund Name : General Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 1000 / 1000

Division	Division Name	FY2011 Actual FTEs	FY2011 Actual Costs $	FY2012 Estimate FTEs	FY2012 Estimate Costs $	FY2013 Budget FTEs	FY2013 Budget Costs $
100001	Chiefs Command						
	Civilian	117.3		102.3		**104.3**	
	Classified	42.8		54.0		**54.0**	
	Cadets	0.0		0.0		**0.0**	
	Total	160.1	17,810,165	156.3	19,378,873	**158.3**	**20,380,491**
100002	Strategic Operations						
	Civilian	111.6		88.9		**92.6**	
	Classified	669.1		740.3		**750.6**	
	Cadets	70.4		72.0		**99.5**	
	Total	851.1	88,095,342	901.2	89,820,257	**942.7**	**94,372,262**
100003	Support Operations						
	Civilian	823.8		668.4		**695.5**	
	Classified	310.1		296.8		**300.0**	
	Cadets	0.0		0.0		**0.0**	
	Total	1,133.9	138,862,184	965.2	122,149,658	**995.5**	**136,059,344**
100004	Field Operations						
	Civilian	110.4		54.8		**89.3**	
	Classified	2,835.3		2,647.4		**2,786.8**	
	Cadets	0.0		0.0		**0.0**	
	Total	2,945.7	267,930,094	2,702.2	258,270,024	**2,876.1**	**288,422,938**
100005	Investigative Operations						
	Civilian	107.6		110.6		**112.0**	
	Classified	1,174.1		1,223.1		**1,232.6**	
	Cadets	0.0		0.0		**0.0**	
	Total	1,281.7	136,437,094	1,333.7	130,869,719	**1,344.6**	**137,228,928**
	Grand Total						
	Civilian	1,270.7		1,025.0		**1,093.7**	
	Classified	5,031.4		4,961.6		**5,124.0**	
	Cadets	70.4		72.0		**99.5**	
	Grand Total	6,372.5	649,134,879	6,058.6	620,488,531	**6,317.2**	**676,463,963**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 1000 / 1000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNT CLERK	10	9.0	9.0	
ACCOUNTANT ASSOCIATE	14	1.0	1.0	
ADM.,COMMUNICATIONS DIVISION	PC10	0.0	1.0	1.0
ADMINISTRATION MANAGER	26	12.0	10.5	(1.5)
ADMINISTRATION MANAGER (EXE LEV)	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	15.0	11.0	(4.0)
ADMINISTRATIVE ASSISTANT	17	23.0	23.0	
ADMINISTRATIVE ASSOCIATE	13	44.0	44.8	0.8
ADMINISTRATIVE COORDINATOR	24	7.0	5.0	(2.0)
ADMINISTRATIVE SPECIALIST	20	16.0	13.8	(2.2)
ADMINISTRATIVE SUPERVISOR	22	3.0	3.0	
ASSISTANT DIRECTOR (EXE LEV)	32	2.0	1.0	(1.0)
ASSISTANT OPERATIONS MANAGER	22	1.0	2.0	1.0
ASSISTANT POLICE ADMINISTRATOR (EXE LEV)	26	4.0	3.9	(0.1)
ASSISTANT POLICE CHIEF	PA12	10.0	10.0	
BUYER	16	2.0	2.0	
CAR ATTENDANT	4	8.0	7.0	(1.0)
CAR ATTENDANT SUPERVISOR	13	3.0	3.0	
CLERK	5	1.0	1.0	
CLERK TYPIST	6	12.0	12.8	0.8
COMMUNICATIONS SPECIALIST	15	1.0	1.0	
COMMUNICATIONS SPECIALIST SUPERVISOR	23	1.0	1.0	
COMMUNICATIONS TECHNICIAN SUPERVISOR	25	1.0	1.0	
COMMUNITY LIAISON	18	4.0	5.0	1.0
COMMUNITY SERVICE INSPECTOR	16	3.0	3.0	
COMPUTER OPERATOR	10	2.0	2.0	
COUNSELOR	20	15.0	10.0	(5.0)
CRIMINAL INTELLIGENCE ANALYST	21	19.0	19.0	
CRIMINALIST	20	1.0	1.0	
CRIMINALIST LABORATORY MANAGER	29	3.0	0.0	(3.0)
CRIMINALIST SPECIALIST	25	8.0	0.0	(8.0)
CUSTODIAN	4	1.0	1.0	
CUSTOMER SERVICE CASHIER	12	1.0	0.0	(1.0)
CUSTOMER SERVICE CLERK	10	60.0	48.0	(12.0)
DATA ENTRY OPERATOR	8	64.0	59.0	(5.0)
DEPUTY ADM.,IDENTIFICATION DIV	PB07	2.0	0.0	(2.0)
DEPUTY DIRECTOR (EXE LEV)	34	4.0	3.0	(1.0)
DEPUTY DIRECTOR-FINANCE/ADMIN.	36	2.0	2.0	
DIVISION MANAGER	29	4.0	4.0	
DIVISION MANAGER (EXE LEV)	29	1.0	1.0	
EVIDENCE TECHNICIAN	11	28.0	22.4	(5.6)
EVIDENCE TECHNICIAN SUPERVISOR	22	6.0	7.0	1.0
EXECUTIVE ASSIST. POLICE CHIEF	PA13	4.0	4.0	
EXECUTIVE OFFICE ASSISTANT	15	17.0	18.8	1.8
FINANCIAL ANALYST I	15	1.0	1.0	
FINANCIAL ANALYST III	21	5.0	5.0	

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 1000 / 1000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
FINANCIAL ANALYST IV	25	4.0	4.0	
FINGERPRINT TECHNICIAN	10	1.0	0.0	(1.0)
FINGERPRINT TECHNICIAN SUPERVISOR	16	2.0	0.0	(2.0)
FIXED ASSET CLERK	10	1.0	1.0	
FIXED ASSET SPECIALIST	13	2.0	2.0	
FORENSIC PHOTOGRAPHER	14	3.0	0.0	(3.0)
FORENSIC PHOTOGRAPHER SUPERVISOR	19	1.0	0.0	(1.0)
HUMAN RESOURCES ASSISTANT	13	5.0	5.6	0.6
HUMAN RESOURCES SPECIALIST	17	3.0	3.0	
HUMAN RESOURCES SUPERVISOR	24	1.0	1.0	
HUMAN RESOURCES TECHNICIAN	12	1.0	1.0	
IMAGING TECHNICIAN	5	2.0	0.0	(2.0)
INFORMATION SYSTEMS ADMINISTRATOR	30	0.0	1.5	1.5
INVENTORY MANAGEMENT CLERK	9	5.0	4.0	(1.0)
IRM MANAGER	29	4.0	3.0	(1.0)
IT PROJECT MANAGER	28	4.0	4.0	
JAIL ATTENDANT	9	271.0	269.9	(1.1)
LAN SPECIALIST	26	1.0	1.0	
LAUNDRY WORKER	5	2.0	2.0	
MANAGEMENT ANALYST I	15	1.0	1.0	
MANAGEMENT ANALYST IV	25	2.0	2.0	
MECHANIC III	19	1.0	0.0	(1.0)
MICROCOMPUTER ANALYST	20	0.0	3.0	3.0
MOBILITY SERVICE OFFICER	12	0.0	30.0	30.0
OFFICE ASSISTANT	9	2.0	1.0	(1.0)
OFFICE SERVICE MANAGER	23	3.0	3.0	
OFFICE SUPERVISOR	17	21.0	16.8	(4.2)
OFFSET PRESS OPERATOR	10	2.0	2.0	
OPERATIONS MANAGER	27	2.0	2.0	
OPERATIONS SUPERVISOR	18	2.0	2.0	
PAYROLL CLERK	9	3.0	3.0	
PLANNER LEADER	24	1.0	1.0	
POLICE ADMINISTRATOR (EXE LEV)	30	6.0	5.0	(1.0)
POLICE CAPTAIN	PA09	42.0	42.0	
POLICE CHIEF	39	1.0	1.0	
POLICE COMMUNICATIONS SPEC II	PC07	1.0	1.0	
POLICE COMMUNICATIONS SPEC III	PC08	2.0	0.0	(2.0)
POLICE LIEUTENANT	PA07	196.0	195.0	(1.0)
POLICE OFFICER	PA03	2,015.0	1,995.3	(19.7)
POLICE OFFICER,PROBATIONARY	PA02	132.0	211.5	79.5
POLICE SERGEANT	PA06	944.0	935.0	(9.0)
POLICE SERVICE OFFICER	7	0.0	1.0	1.0
POLICE TELECOMMUNICATOR	14	1.0	1.0	
POLICE TELECOMMUNICATOR SUPERVISOR	21	0.0	2.5	2.5
POLICE TRAINEE	10	83.5	99.1	15.6
PROCUREMENT SPECIALIST	24	2.0	2.0	
PROGRAMMER ANALYST II	19	2.0	1.0	(1.0)

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 1000 / 1000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
PROGRAMMER ANALYST III	22	1.0	1.0	
PROGRAMMER ANALYST IV	25	4.0	4.0	
PUBLIC INFORMATION OFFICER	26	4.0	4.0	
RADIO INSTALLER	6	4.0	4.0	
RECEPTIONIST	7	1.0	1.0	
RECORDS TECHNICIAN	9	2.0	2.0	
SEMI-SKILLED LABORER	6	1.0	1.0	
SENIOR ACCOUNT CLERK	13	5.0	4.8	(0.2)
SENIOR ACCOUNTANT	20	1.0	1.0	
SENIOR AIRCRAFT MECHANIC	21	6.0	6.0	
SENIOR BUYER	22	4.0	4.0	
SENIOR CLERK	8	5.0	5.0	
SENIOR COMMUNICATIONS SPECIALIST	20	3.0	2.0	(1.0)
SENIOR COMMUNICATIONS TECHNICIAN	19	13.0	11.0	(2.0)
SENIOR COMMUNITY LIAISON	23	4.0	4.0	
SENIOR COMPUTER OPERATOR	14	10.0	11.8	1.8
SENIOR CONTRACT ADMINISTRATOR	27	3.0	1.0	(2.0)
SENIOR CUSTOMER SERVICE CLERK	12	2.0	0.0	(2.0)
SENIOR DATA ENTRY OPERATOR	12	13.0	9.0	(4.0)
SENIOR EVIDENCE TECHNICIAN	15	13.0	9.0	(4.0)
SENIOR FINGERPRINT TECHNICIAN	13	1.0	0.0	(1.0)
SENIOR FIXED ASSET SPECIALIST	17	2.0	2.0	
SENIOR GIS TECHNICIAN	17	1.0	1.0	
SENIOR HUMAN RESOURCES SPECIALIST	21	11.0	11.0	
SENIOR IMAGING TECHNICIAN	13	1.0	0.0	(1.0)
SENIOR INSPECTOR	22	3.0	2.0	(1.0)
SENIOR INVENTORY MANAGEMENT CLERK	12	3.0	2.0	(1.0)
SENIOR JAIL ATTENDANT	13	9.0	9.0	
SENIOR MICROCOMPUTER ANALYST	23	10.0	9.0	(1.0)
SENIOR OFFICE ASSISTANT	12	53.0	52.5	(0.5)
SENIOR OFFSET PRESS OPERATOR	13	1.0	1.0	
SENIOR PAYROLL CLERK	13	1.0	1.0	
SENIOR POLICE OFFICER	PA04	1,962.0	1,932.0	(30.0)
SENIOR POLICE SERVICE OFFICER	12	27.0	28.0	1.0
SENIOR POLICE TELECOMMUNICATOR	17	73.0	72.0	(1.0)
SENIOR POLICE TRAINEE	10	0.0	0.4	0.4
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	0.0	(1.0)
SENIOR TRAINER	21	2.0	2.0	
SENIOR WORD PROCESSOR	12	5.0	5.0	
STABLE ATTENDANT	8	0.0	3.0	3.0
STAFF ANALYST	26	4.0	3.0	(1.0)
STAFF PSYCHOLOGIST	27	5.0	5.8	0.8
SYSTEMS ACCOUNTANT II	23	1.0	1.0	
SYSTEMS ACCOUNTANT IV	29	1.0	1.0	
SYSTEMS CONSULTANT	26	5.0	5.0	
SYSTEMS SUPPORT ANALYST I	16	1.0	0.5	(0.5)
SYSTEMS SUPPORT ANALYST IV	25	5.0	5.0	

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 1000 / 1000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
TECHNICAL HARDWARE ANALYST I	17	3.0	2.0	(1.0)
TECHNICAL HARDWARE ANALYST II	21	8.0	8.0	
TECHNICAL HARDWARE ANALYST III	23	1.0	2.0	1.0
TELECOMMUNICATIONS SPECIALIST	18	2.0	2.0	
TRAINER	17	1.0	0.0	(1.0)
TRAINING ADMINISTRATOR	24	1.0	1.0	
TRUCK DRIVER	6	1.0	1.0	
WEB DESIGNER	21	1.0	1.0	
WEB PRODUCTION ASSISTANT	13	1.0	1.0	
WORD PROCESSOR	10	15.0	13.0	(2.0)
Total FTEs		**6,533.5**	**6,518.0**	**(15.5)**
Less adjustment for Civilian Vacancy Factor		**106.6**	**0.0**	**(106.6)**
Less adjustment for Classified Vacancy Factor		**107.5**	**200.8**	**93.3**
Less adjustment for Cadets Vacancy Factor		**0.8**	**0.0**	**(0.8)**
Less allowance for Burglar Alarm Response & Related Cost Paid Through Police Special Services Fund		**73.6**	**0.0**	**(73.6)**
Less allowance for Burglar Alarm Other & Related Cost Paid Through Police Special Services Fund		**55.8**	**0.0**	**(55.8)**
Less allowance for RMS Salary Recovery & Related Cost Paid Through Police Special Services Fund		**37.0**	**0.0**	**(37.0)**
Less allowance for Traffic Enforcement & Related Cost Paid Through METRO		**54.0**	**0.0**	**(54.0)**
Full-Time Equivalents		**6,098.2**	**6,317.2**	**219.0**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 1000 / 1000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1000010002	**HPD - Budget & Finance**			
421170	Burglar Alarm Permits	0	0	**6,833,520**
426430	Facility Rental Fees	47,345	44,940	**46,000**
428050	False Alarm Penalties	0	0	**2,500,000**
452020	Recoveries & Refunds	20,000	0	**0**
452030	Miscellaneous Revenue	500	500	**500**
490020	Transfer from Special Revenue Fund	2,189,600	2,189,600	**1,094,800**
Total	**HPD - Budget & Finance**	**2,257,445**	**2,235,040**	**10,474,820**
1000010015	**HPD - Employee Services**			
452030	Miscellaneous Revenue	100	100	**100**
1000010016	**HPD - Training Academy**			
426370	Training Services	94,000	72,000	**26,000**
1000010022	**HPD - IAH Airport Patrol**			
424060	Interfund Airport Police Services	15,998,084	15,998,084	**16,073,576**
434505	Prior Year Expenditure Recovery	0	454,803	**0**
Total	**HPD - IAH Airport Patrol**	**15,998,084**	**16,452,887**	**16,073,576**
1000010023	**HPD - HOU Airport Patrol**			
424060	Interfund Airport Police Services	6,020,053	6,020,053	**6,024,875**
1000010029	**HPD - Northwest Patrol**			
431020	Contributions from Others	155,460	147,316	**155,460**
1000010044	**HPD - Auto Theft**			
428040	Vehicle Tow-Away Fees	4,200	4,200	**1,500**
428090	Miscellaneous Fines & Forfeitures	0	10,500	**0**
Total	**HPD - Auto Theft**	**4,200**	**14,700**	**1,500**
1000010061	**HPD - Jail**			
443130	Pay Phone Concessions	301,000	200,000	**200,000**
1000010062	**HPD - Fleet Management**			
452020	Recoveries & Refunds	1,000	0	**1,600,000**
1000010063	**HPD - Records**			
426340	Public Safety Reports Fees	675,000	625,000	**675,000**
1000010064	**HPD - Property**			
428090	Miscellaneous Fines & Forfeitures	50,000	94,500	**50,000**
434225	Sale of Non-Capital Equip. & Merchandise	25,000	25,000	**25,000**
Total	**HPD - Property**	**75,000**	**119,500**	**75,000**
1000010069	**HPD - Special Operations**			
490060	Transfer from Civic Center	90,000	90,000	**90,000**
1000010071	**HPD -Traffic**			
428090	Miscellaneous Fines & Forfeitures	2,000	5,000	**3,000**
1000010072	**HPD - Auto Dealers**			
425050	Indirect Cost Recovery-Auto Dealers	684,231	684,231	**696,300**
1000010096	**HPD - Special Crimes Division**			
452020	Recoveries & Refunds	300,000	200,000	**200,000**
Total	**Police Department**	**26,657,573**	**26,865,827**	**36,295,631**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Police Department
Fund No./Bus. Area No. : 1000 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	52,953,012	43,007,977	42,160,311	**44,289,337**
500020	Salary Base Pay - Classified	295,135,539	292,872,385	293,756,957	**305,792,599**
500030	Salary Part Time - Civilian	2,145	0	0	**0**
500040	Salary Assignment Pay - Classified	770,537	630,000	1,098,247	**1,100,000**
500050	Sal-Edu/Incen-Classfd	10,273,238	10,287,459	10,477,248	**10,490,858**
500060	Overtime - Civilian	1,369,013	1,493,174	1,109,360	**1,343,174**
500070	Overtime - Classified	10,605,702	8,297,115	8,660,814	**9,844,597**
500090	Premium Pay - Civilian	546,719	538,919	499,992	**555,159**
500100	Premium Pay - Classified	0	0	93	**0**
500110	Bilingual Pay - Civilian	156,108	107,917	122,478	**125,685**
500120	Bilingual Pay - Classified	1,991,227	1,993,177	2,024,551	**2,028,942**
500130	Equipment Allowance-Classified	10,544,389	10,451,396	10,502,090	**10,624,783**
500150	Shift Differential Pay-Classified	4,405,190	4,690,531	4,366,712	**4,357,006**
500160	Training Incent.-Classified	30,971,560	30,449,371	30,663,985	**30,362,362**
500170	Weekend Prem Pay-Classified	3,718,618	3,890,285	3,665,507	**3,781,377**
500180	Temporary Employees	(568)	0	0	**0**
500190	Temporary Higher Class Pay	314,757	57,372	199,989	**203,133**
500210	Pay for Performance-Municipal	59,500	0	0	**0**
500250	HOPE Union Business Usage	1,247	0	21,019	**0**
501020	Clothing Allowance - Classified	1,200,000	961,118	1,162,000	**1,169,567**
501070	Pension - Civilian	8,373,499	7,806,330	7,668,371	**9,477,884**
501090	Pension - Police	76,761,358	64,524,981	64,546,406	**82,774,610**
501100	Phase Down Classified	9,991,175	9,970,976	10,338,000	**10,500,000**
501110	Strategic Staffing-Classified	709,364	1,000,000	695,120	**1,000,000**
501120	Termination Pay - Civilian	909,565	320,011	582,910	**320,011**
501130	Termination Pay - Classified	925,696	1,098,460	1,099,458	**1,098,460**
501140	Third Party Disability B-Classified	3,621,264	3,320,822	3,737,066	**3,802,620**
501150	Trainees for Classified Service - Cadets	2,145,630	2,437,657	2,165,351	**3,147,248**
501160	Vehicle Allowance - Civilian	8,432	4,200	6,692	**4,200**
501170	Vehicle Allowance - Classified	194,225	220,000	220,000	**220,000**
502010	FICA - Civilian	4,170,308	3,625,745	3,415,552	**3,618,997**
502020	FICA - Classified	4,067,367	3,900,049	4,168,645	**4,070,589**
503010	Health Ins-Act Civilian	8,671,435	6,993,359	7,048,058	**7,762,044**
503015	Basic Life Insurance - Active Civilian	31,505	26,011	26,218	**26,830**
503020	Health Ins.Act-Classified	47,232,835	50,860,585	51,281,495	**60,852,477**
503025	Basic Life Insurance - Active Classified	180,115	194,756	194,909	**196,139**
503040	Health/Life Ins.Ret-Classified	11,152,151	6,871,882	6,871,882	**7,469,090**
503050	Health/Life Insurance - Retiree Civilian	840	0	0	**0**
503060	Long Term Disability-Civilian	250	98,025	85,495	**102,852**
503070	Municipal Pension-Other Classified	262,311	422,994	281,318	**422,994**
503080	Workers Compensation-Classified-Admin	1,059,313	1,138,209	1,263,913	**1,352,432**
503090	Workers Compensation-Civilian-Admin	268,376	332,551	331,645	**415,824**
503100	Workers Compensation-Civilian-Claim	249,865	393,071	356,425	**393,071**
503110	Workers Compensation-Classified-Claim	5,688,093	5,450,805	5,436,170	**5,450,805**
504030	Unemployment Claims - Administration	281,494	1,078,988	1,125,073	**1,077,895**
504040	Res For Police Enhanc.-Classified	0	100,000	100,000	**100,000**
Total	**Personnel Services**	**611,974,399**	**581,918,663**	**583,537,525**	**631,725,651**
511010	Chemical Gases & Special Fluids	110,721	325	380	**3,625**
511015	Cleaning & Sanitary Supplies	43,154	18,073	26,073	**18,985**
511020	Construction Materials	12,141	8,400	8,400	**8,820**
511025	Electrical Hardware & Parts	233,881	75,000	75,000	**75,000**
511030	Mechanical Hardware & Parts	2,655	4,386	4,386	**4,386**
511040	Audiovisual Supplies	67,614	66,386	57,443	**66,386**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Police Department
Fund No./Bus. Area No. : 1000 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
511045	Computer Supplies	381,266	523,218	532,032	**523,218**
511050	Paper & Printing Supplies	337,798	262,102	262,608	**333,802**
511055	Publications & Printed Materials	58,122	105,323	105,323	**105,323**
511060	Postage	193,225	162,306	162,306	**167,175**
511070	Miscellaneous Office Supplies	302,566	462,759	462,960	**467,597**
511080	General Laboratory Supplies	2,795	1,500	1,500	**31,211**
511085	Drugs & Medical Chemicals	0	0	0	**5,000**
511090	Medical & Surgical Supplies	20,182	50,000	50,000	**50,000**
511095	Small Technical & Scientific Equipment	8,764	10,000	33,144	**10,000**
511100	Veterinary & Animal Supplies	106,756	85,000	100,000	**110,000**
511105	Trained Police Animals	0	10,000	10,000	**10,000**
511110	Fuel	9,190,980	7,870,776	7,870,776	**11,678,563**
511115	Vehicle Repair & Maintenance Supplies	2,645,317	285,416	285,416	**401,188**
511120	Clothing	790,032	1,417,916	1,473,076	**1,422,916**
511125	Food Supplies	61,577	199,794	116,794	**199,794**
511130	Weapons Munitions & Supplies	216,513	304,500	878,301	**304,500**
511135	Recreational Supplies	2,995	12,904	5,065	**1,500**
511145	Small Tools & Minor Equipment	44,317	74,629	66,629	**77,629**
511150	Miscellaneous Parts & Supplies	266,381	496,413	361,653	**378,065**
Total	**Supplies**	**15,099,752**	**12,507,126**	**12,949,265**	**16,454,683**
520107	Computer Info/Contr	1,858,713	2,227,397	1,827,397	**2,888,792**
520108	Information Resource Services	5,166	0	15,895	**0**
520109	Medical Dental & Laboratory Services	1,124,437	718,659	832,811	**719,159**
520110	Management Consulting Services	467,662	300,000	84,261	**300,000**
520112	Banking Services	178	0	11,525	**10,000**
520114	Miscellaneous Support Services	1,781,923	1,473,074	1,688,813	**1,555,253**
520115	Real Estate Lease/Office Rental	485,014	50,000	50,000	**348,904**
520118	Refuse Disposal	5,957	0	0	**0**
520119	Computer Equipment/Software Maintenance	66,814	290,800	190,800	**290,800**
520120	Communications Equipment Services	44,587	23,878	23,878	**31,478**
520121	IT Application Svcs	287,148	392,769	392,769	**595,589**
520122	Office Equipment Services	152,814	15,000	279,668	**200,000**
520123	Vehicle & Motor Equipment Services	1,346,748	530,058	395,422	**540,572**
520124	Other Equipment Services	42,936	57,004	7,551	**329,000**
520126	Construction Site Work Services	0	2,385	2,385	**0**
520127	Structural Construction Work Services	0	7,500	7,500	**7,500**
520132	Contracts/Sponsorships	0	0	0	**1,646,624**
520141	Engineering Services	58,159	0	3,700	**3,700**
520142	Classified C.S. Arbitration Cost	55,537	75,000	75,000	**75,000**
520510	Mail/Delivery Services	0	2,000	2,000	**2,000**
520515	Print Shop Services	16,744	2,630	13,075	**2,630**
520520	Printing & Reproduction Services	10,646	28,700	28,700	**28,700**
520605	Advertising Services	5,882	192,000	42,000	**192,000**
520705	Insurance Fees	405,775	460,315	460,315	**534,842**
520740	Document Recording/Filing Fees	100,562	0	0	**0**
520765	Membership & Professional Fees	21,347	14,361	14,361	**14,361**
520805	Education & Training	130,516	163,904	113,904	**163,904**
520810	Human Relations Training	67,067	45,711	62,364	**45,711**
520815	Tuition Reimbursement	1,032,415	800,000	1,000,000	**800,000**
520905	Travel - Training Related	55,471	131,000	80,000	**131,000**
520910	Travel - Non-Training Related	96,083	151,000	99,000	**151,000**
521405	Building Maintenance Services	849,154	706,758	767,615	**770,000**
521605	Data Services	463,480	590,740	590,740	**610,726**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Police Department
Fund No./Bus. Area No. : 1000 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521610	Voice Services	3,500,395	3,111,221	3,111,161	**3,307,858**
521620	Voice Equipment	203,712	116,771	116,771	**119,049**
521625	Voice Labor	57,101	100,000	100,000	**87,177**
521630	GIS Revolving Fund Services	390,045	453,256	453,256	**434,409**
521705	Vehicle/Equipment Rental/Lease	25,027	665	17,588	**0**
521715	Office Equipment Rental	62,259	120,000	50,000	**120,000**
521725	Other Rental	252,205	127,917	127,917	**127,917**
521730	Parking Space Rental	204,647	404,515	493,993	**407,000**
521905	Legal Services	7,392	17,000	17,000	**17,000**
522305	Freight Charges	14,285	9,026	9,026	**9,026**
522430	Miscellaneous Other Services & Charges	286,850	183,445	285,653	**190,161**
522435	Interest Charges Past Due Accounts	0	0	20	**0**
522720	Interfund Payroll Services	(134)	0	0	**0**
522722	KRONOS Service Chargeback	0	260,001	260,001	**261,988**
522723	Drainage Fee Service Chargeback	0	139,940	139,940	**146,709**
522735	Interfund Communication Equipment Repair	0	20,790	20,790	**20,790**
522780	Interfund Photo Copy Services	564,495	675,000	462,166	**505,847**
522795	Other Interfund Services	542,917	500,000	632,824	**500,000**
522840	Interfund Permit Center Rent Chargeback	0	407,235	407,235	**144,187**
522845	Interfund Vehicle Services	0	7,957,161	7,957,161	**8,755,266**
Total	**Other Services and Charges**	**17,150,131**	**24,056,586**	**23,825,951**	**28,143,629**
560210	Furniture Fixtures and Equipment	0	32,880	17,640	**0**
560230	Computer HW and Developed SW	0	17,150	17,150	**0**
Total	**Equipment**	**0**	**50,030**	**34,790**	**0**
551010	Non-Capital Office Furniture & Equipment	119,094	73,700	3,078	**0**
551040	Non-Capital Other	57,841	140,000	137,922	**140,000**
Total	**Non-Capital Equipment**	**176,935**	**213,700**	**141,000**	**140,000**
532025	Transfers to Special Revenues	389,352	0	0	**0**
532035	Transf-Spec Nonrecr	450,000	0	0	**0**
532120	Transfer to Fleet/Eq	3,894,310	0	0	**0**
Total	**Debt Service and Other Uses**	**4,733,662**	**0**	**0**	**0**
	Grand Total Expenditures	**649,134,879**	**618,746,105**	**620,488,531**	**676,463,963**

POLICE DEPARTMENT
Forensic Services Description and Mission

The mission of the Forensic Services is to receive, analyze, and preserve physical evidence while adhering to the highest standards of quality, objectivity, and ethics. Forensic Services consists of the Crime Laboratory and Identification. Forensic examination covers multiple scientific disciplines to include Biology / Serology, Controlled Substances, Firearms, Toxicology, Automated Fingerprints Identification System (AFIS), Digital Forensics, Audio – Video, Latent Prints, Photography and Polygraph.

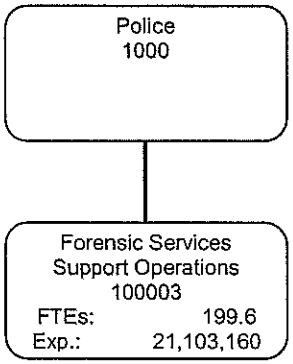
Department Short Term Goals

- Maintain accreditation standards.
- Continue technology enhancements through the use of the Laboratory Information Management System (LIMS).
- Continued technology enhancement in the Biology / DNA Section through the use of robotics to increase capacity and mitigate backlog.

Department Long Term Goals

- Develop and implement strategies to strengthen relationships between academic institutions and the Crime Lab.
- Continue to improve the current methods and procedures of collecting and processing evidence to include the use of robotics, expansion of toxicology, and other new technologies.
- Continue to evolve processes to ensure the Crime Lab can become International Organization of Standards (ISO) 17025 accreditation.
- Continue to work towards processing evidence within 90 days of submission.
- Establish independence from law enforcement.
- Continue to work towards establishing a **City of Houston Forensic Science Center** which is appropriately resourced to meet demand for timely and accurate analysis and be easily accessible to law enforcement.

Department Organization



Business Area Budget Summary

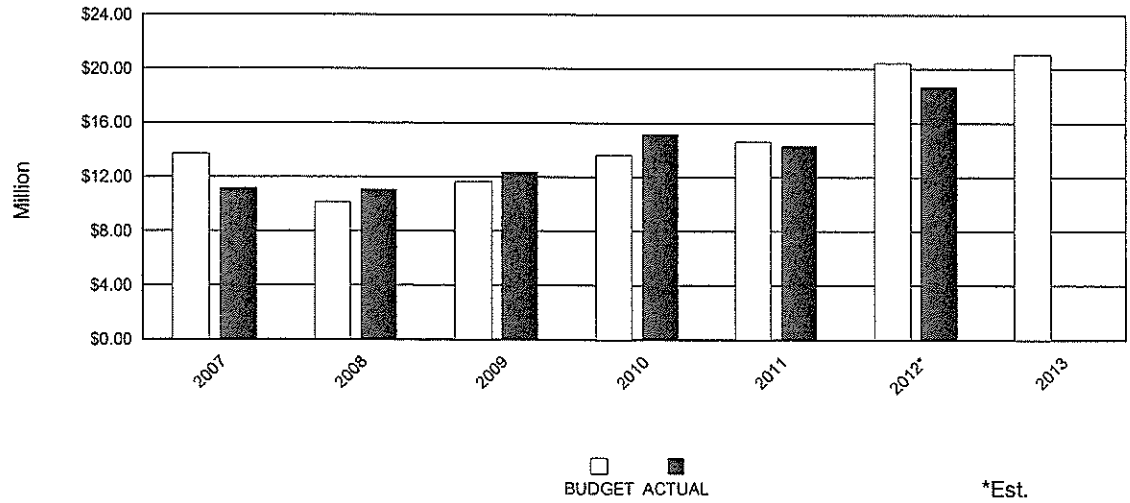
Fund Name : General Fund
Business Area Name : Forensic Services
Fund No./Bus. Area No. : 1000 / 1000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	10,712,431	15,529,834	14,023,414	**16,823,868**
	Supplies	477,695	581,963	633,604	**652,430**
	Other Services and Charges	3,094,948	3,397,972	3,283,880	**3,626,862**
	Equipment	0	726,036	750,000	**0**
	Non-Capital Equipment	0	197,519	0	**0**
	Total M & O Expenditures	14,285,074	20,433,324	18,690,898	**21,103,160**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	14,285,074	20,433,324	18,690,898	**21,103,160**
Revenues		149,986	165,300	165,300	**142,000**
Staffing	Full-Time Equivalents - Civilian	98.8	109.0	109.1	**116.6**
	Full-Time Equivalents - Classified	41.4	81.0	83.0	**83.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	140.2	190.0	192.1	**199.6**
	Full-Time Equivalents - Overtime	4.9	4.3	7.1	**4.3**

Significant Budget Changes and Highlights

- o FY2012 includes the Crime Scene Unit (CSU), Evidence Disposition and Computer Forensics, in the preparation of the proposed independent Houston Forensics Science Center, LGC.
- o Continue to provide technical and analytical expertise in the identification of controlled substances, analysis of firearms, forensic serology, DNA profiles, toxicology, digital forensics, latent prints, and polygraph services.
- o Manage and maintain proficiency testing, audits, certifications, inspections, and performance.
- o Continue to manage caseload in a timely manner while mitigating any backlogs in various forensic disciplines through the proper management of personnel and utilization of technology.

Forensic Services
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Forensic Services
Fund No./Bus Area No. : 1000 / 1000

Name: Support Operations -- 100003

Mission: The mission of Forensic Services is to receive, analyze, and preserve physical evidence while adhering to the highest standards of quality, objectivity, and ethics.

Goal: Increase AFIS scans by 4%. Process 136,000 prisoners. Maintain accreditation standards. Continue technology enhancements through the use of the Laboratory Information Management System (LIMS). Continued technology enhancement in the Biology / DNA Section through the use of robotics to increase capacity and mitigate backlog.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Request completed	39,055	30,070	**39,000**
Proficiency test completed	70	83	**93**
Hours of testimony	570	387	**500**
Breath test supervised	5,341	0	**0**
Prisoners processed/person AFIS	130k/139k	120k/125k	**130k/130k**

Division Summary

Fund Name : General Fund
Business Area Name : Forensic Services
Fund No./Bus Area No. : 1000 / 1000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Support Operations 100003						
Forensic Services consist of the Crime Laboratory and Identification. Forensic examination covers multiple scientific disciplines to include Biology / Serology, Controlled Substances, Firearms, Toxicology, AFIS, Digital Forensics, Audio - Video, Latent Prints, Photography, and Polygraph.	140.2	14,285,074	192.1	18,690,898	**199.6**	**21,103,160**

Division Summary

Fund Name : General Fund
Business Area Name : Forensic Services
Fund No./Bus Area No. : 1000 / 1000

Division	Division Name	FY2011 Actual FTEs	FY2011 Actual Costs $	FY2012 Estimate FTEs	FY2012 Estimate Costs $	FY2013 Budget FTEs	FY2013 Budget Costs $
100003	Support Operations						
	Civilian	98.8		109.1		**116.6**	
	Classified	41.4		83.0		**83.0**	
	Cadets	0.0		0.0		**0.0**	
	Total	140.2	14,285,074	192.1	18,690,898	**199.6**	**21,103,160**
	Grand Total						
	Civilian	98.8		109.1		**116.6**	
	Classified	41.4		83.0		**83.0**	
	Cadets	0.0		0.0		**0.0**	
	Grand Total	140.2	14,285,074	192.1	18,690,898	**199.6**	**21,103,160**

Business Area Roster Summary

Fund Name : **General Fund**
Business Area Name : **Forensic Services**
Fund No./Bus Area No. : **1000 / 1000**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE AIDE	10	4.0	4.0	
ADMINISTRATIVE ASSOCIATE	13	0.0	0.8	0.8
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
CLERK TYPIST	6	1.0	2.0	1.0
CRIMINALIST	20	52.0	52.0	
CRIMINALIST LABORATORY MANAGER	29	3.0	5.0	2.0
CRIMINALIST SPECIALIST	25	8.0	7.0	(1.0)
CUSTOMER SERVICE CASHIER	12	1.0	1.0	
CUSTOMER SERVICE CLERK	10	10.0	10.0	
DATA ENTRY OPERATOR	8	0.0	1.0	1.0
DEPUTY ADM.,IDENTIFICATION DIV	PB07	2.0	1.0	(1.0)
EVIDENCE TECHNICIAN	11	5.0	5.0	
FINGERPRINT TECHNICIAN	10	1.0	1.0	
FINGERPRINT TECHNICIAN SUPERVISOR	16	2.0	2.0	
FORENSIC PHOTOGRAPHER	14	3.0	3.0	
FORENSIC PHOTOGRAPHER SUPERVISOR	19	1.0	1.0	
IMAGING TECHNICIAN	5	2.0	2.0	
OFFICE SUPERVISOR	17	2.0	2.0	
POLICE ADMINISTRATOR (EXE LEV)	30	1.0	2.0	1.0
POLICE CAPTAIN	PA09	0.0	1.0	1.0
POLICE LIEUTENANT	PA07	9.0	10.0	1.0
POLICE OFFICER	PA03	33.0	33.0	
POLICE SERGEANT	PA06	13.0	13.0	
SENIOR CONTRACT ADMINISTRATOR	27	1.0	1.0	
SENIOR CUSTOMER SERVICE CLERK	12	2.0	2.0	
SENIOR DATA ENTRY OPERATOR	12	4.0	3.0	(1.0)
SENIOR EVIDENCE TECHNICIAN	15	2.0	2.0	
SENIOR FINGERPRINT TECHNICIAN	13	1.0	0.8	(0.2)
SENIOR IMAGING TECHNICIAN	13	1.0	1.0	
SENIOR MICROCOMPUTER ANALYST	23	1.0	1.0	
SENIOR OFFICE ASSISTANT	12	2.0	2.0	
SENIOR POLICE OFFICER	PA04	23.0	25.0	2.0
WORD PROCESSOR	10	0.0	1.0	1.0
Total FTEs		**192.0**	**199.6**	**7.6**
Less adjustment for Civilian Vacancy Factor		**2.0**	**0.0**	**(2.0)**
Full-Time Equivalents		**190.0**	**199.6**	**9.6**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Forensic Services
Fund No./Bus Area No. : 1000 / 1000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1000010056	**HPD - Crime Lab**			
426330	Miscellaneous Copies Fees	0	300	**0**
427200	Unclaimed Fines & Forfeitures	5,000	5,000	**5,000**
452030	Miscellaneous Revenue	300	0	**0**
Total	**HPD - Crime Lab**	**5,300**	**5,300**	**5,000**
1000010059	**HPD - Identification**			
426260	Police Services	160,000	160,000	**137,000**
Total	**Forensic Services**	**165,300**	**165,300**	**142,000**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Forensic Services
Fund No./Bus. Area No. : 1000 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	4,470,469	4,738,691	4,500,443	**5,511,018**
500020	Salary Base Pay - Classified	2,325,613	4,782,016	4,672,043	**5,074,187**
500040	Salary Assignment Pay - Classified	0	0	2,300	**0**
500050	Sal-Edu/Incen-Classfd	148,934	209,142	209,259	**209,142**
500060	Overtime - Civilian	138,146	75,356	259,170	**75,356**
500070	Overtime - Classified	224,840	291,785	228,086	**291,785**
500090	Premium Pay - Civilian	0	7,416	0	**7,416**
500110	Bilingual Pay - Civilian	7,947	7,470	6,760	**7,470**
500120	Bilingual Pay - Classified	7,199	16,823	14,045	**16,823**
500130	Equipment Allowance-Classified	104,542	156,524	146,404	**156,524**
500150	Shift Differential Pay-Classified	18,838	42,994	33,288	**42,994**
500160	Training Incent.-Classified	265,569	724,523	422,900	**724,523**
500170	Weekend Prem Pay-Classified	18,609	38,409	28,573	**38,409**
500190	Temporary Higher Class Pay	25,089	1,581	4,725	**1,581**
500250	HOPE Union Business Usage	0	0	758	**0**
501020	Clothing Allowance - Classified	41,200	36,833	44,400	**36,833**
501070	Pension - Civilian	715,086	897,998	717,081	**1,179,362**
501090	Pension - Police	772,600	994,200	972,775	**1,275,390**
501110	Strategic Staffing-Classified	0	0	4,880	**0**
501120	Termination Pay - Civilian	49,681	1,130	17,814	**1,130**
501130	Termination Pay - Classified	(1,537)	1,540	542	**1,540**
501140	Third Party Disability B-Classified	32,496	30,612	64,077	**30,612**
502010	FICA - Civilian	341,634	747,584	332,054	**413,809**
502020	FICA - Classified	49,488	71,082	71,375	**81,074**
503010	Health Ins-Act Civilian	509,087	523,279	550,719	**701,821**
503015	Basic Life Insurance - Active Civilian	2,726	2,627	2,538	**3,271**
503020	Health Ins.Act-Classified	409,091	1,036,170	615,260	**831,111**
503025	Basic Life Insurance - Active Classified	1,747	2,740	2,587	**3,009**
503060	Long Term Disability-Civilian	0	8,074	7,625	**9,931**
503080	Workers Compensation-Classified-Admin	9,501	15,430	16,224	**19,837**
503090	Workers Compensation-Civilian-Admin	19,152	19,010	20,718	**27,925**
503100	Workers Compensation-Civilian-Claim	284	2,710	39,356	**2,710**
503110	Workers Compensation-Classified-Claim	4,400	0	14,635	**0**
504030	Unemployment Claims - Administration	0	46,085	0	**47,275**
Total	**Personnel Services**	**10,712,431**	**15,529,834**	**14,023,414**	**16,823,868**
511010	Chemical Gases & Special Fluids	1,469	55,675	65,620	**65,675**
511015	Cleaning & Sanitary Supplies	1,001	166	166	**166**
511020	Construction Materials	117	0	0	**0**
511040	Audiovisual Supplies	59,441	124,129	133,072	**124,129**
511045	Computer Supplies	19,853	22,824	14,010	**22,824**
511050	Paper & Printing Supplies	6,796	8,296	7,790	**8,296**
511055	Publications & Printed Materials	2,069	1,420	1,420	**1,420**
511070	Miscellaneous Office Supplies	28,392	21,071	20,870	**21,071**
511080	General Laboratory Supplies	292,599	295,610	295,610	**295,610**
511085	Drugs & Medical Chemicals	7,229	5,000	47,274	**5,000**
511090	Medical & Surgical Supplies	5,168	0	0	**0**
511095	Small Technical & Scientific Equipment	20,051	10,000	10,000	**10,000**
511110	Fuel	0	0	0	**70,467**
511115	Vehicle Repair & Maintenance Supplies	63	0	0	**0**
511120	Clothing	230	1,268	1,268	**1,268**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Forensic Services
Fund No./Bus. Area No. : 1000 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
511130	Weapons Munitions & Supplies	438	3,500	3,500	**3,500**
511145	Small Tools & Minor Equipment	762	1,069	1,069	**1,069**
511150	Miscellaneous Parts & Supplies	32,017	31,935	31,935	**21,935**
Total	**Supplies**	**477,695**	**581,963**	**633,604**	**652,430**
520107	Computer Info/Contr	0	510	510	**510**
520109	Medical Dental & Laboratory Services	211,763	422,492	308,340	**422,492**
520110	Management Consulting Services	2,640,440	2,832,036	2,832,036	**2,832,036**
520113	Photographic Services	11,337	0	0	**0**
520114	Miscellaneous Support Services	2,548	3,260	3,260	**3,260**
520118	Refuse Disposal	46,059	16,000	16,000	**16,000**
520121	IT Application Svcs	0	0	0	**8,883**
520123	Vehicle & Motor Equipment Services	41	0	0	**0**
520124	Other Equipment Services	62,162	51,000	51,000	**51,000**
520141	Engineering Services	5,006	0	0	**0**
520765	Membership & Professional Fees	9,093	13,420	13,420	**13,420**
520805	Education & Training	22,675	20,601	20,601	**20,601**
520905	Travel - Training Related	16,442	20,000	20,000	**20,000**
520910	Travel - Non-Training Related	5,549	5,000	5,000	**5,000**
521405	Building Maintenance Services	248	0	0	**0**
521605	Data Services	0	0	0	**34,882**
521610	Voice Services	52	0	60	**88,281**
521620	Voice Equipment	0	0	0	**3,550**
521625	Voice Labor	0	0	0	**2,926**
521705	Vehicle/Equipment Rental/Lease	(179)	0	0	**0**
521725	Other Rental	484	760	760	**760**
522305	Freight Charges	1,822	780	780	**780**
522430	Miscellaneous Other Services & Charges	59,406	12,113	12,113	**12,113**
522780	Interfund Photo Copy Services	0	0	0	**19,153**
522845	Interfund Vehicle Services	0	0	0	**71,215**
Total	**Other Services and Charges**	**3,094,948**	**3,397,972**	**3,283,880**	**3,626,862**
560140	Improvements other than Buildings	0	0	750,000	**0**
560210	Furniture Fixtures and Equipment	0	726,036	0	**0**
Total	**Equipment**	**0**	**726,036**	**750,000**	**0**
551010	Non-Capital Office Furniture & Equipment	0	197,519	0	**0**
Total	**Non-Capital Equipment**	**0**	**197,519**	**0**	**0**
	Grand Total Expenditures	**14,285,074**	**20,433,324**	**18,690,898**	**21,103,160**

Tab IV

DEVELOPMENT AND MAINTENANCE SERVICES DEPARTMENTS

General Services IV-2

Planning and Development IV-14

Public Works and Engineering IV-24

Solid Waste Management IV-34

GENERAL SERVICES

Department Description and Mission

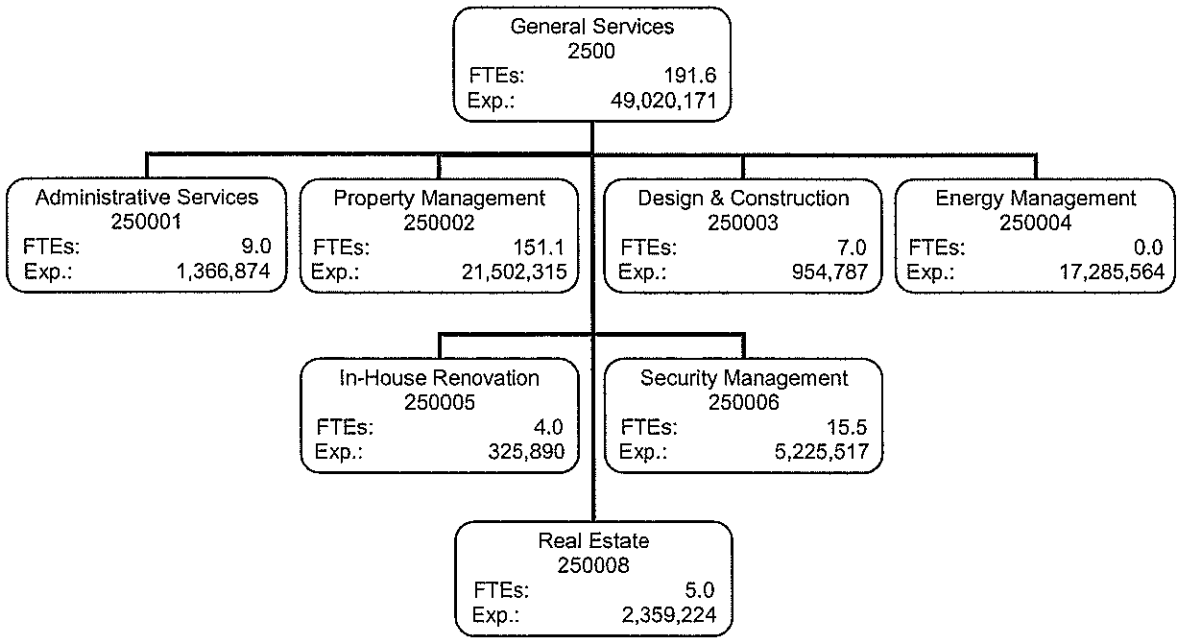
General Services Department's (GSD) mission is to provide leadership and best practices in design, construction, and management of facilities, supplies, security, resource conservation, maintenance, and other support services to City departments and residents in a safe, reliable, and efficient manner.

Short Term Goals
Provide excellent customer service and satisfaction; maintain and enhance facilities; reduce energy use in GSD managed buildings and increase sustainable and resource conservation in the core civic buildings; work collaboratively across all departments to ensure building support meets operational needs and requirements; and deliver projects and programs in a timely and cost effective manner.

Department has and follows written procedures that, at a minimum, provide for:
- Replacement and selection of equipment;
- Purchase of equipment, supplies and materials;
- Maintenance and operations budget criteria;
- Facilities, security, real estate and design and construction standards.

Long Term Goals
We will be the Provider of Choice and the premier General Services Department. We will manage and oversee all City owned properties. Have established and implemented accountability mechanisms to ensure the performance and efficiency of the maintenance/operations program, real estate services, design and construction, janitorial and security services. All divisions within the department use appropriate performance and cost-efficiency measures and interpretive benchmarks to evaluate each program and use these in management decision making. The department has taken advantage of significant opportunities to improve real estate management, design and construction methods, security enhancements and maintenance operations management, to increase efficiency and effectiveness, and reduce costs. Our buildings are efficient and sustainable as measured by Energy Star and Leadership in Energy and Environmental Design (LEED™) standards.

Department Organization



Business Area Budget Summary

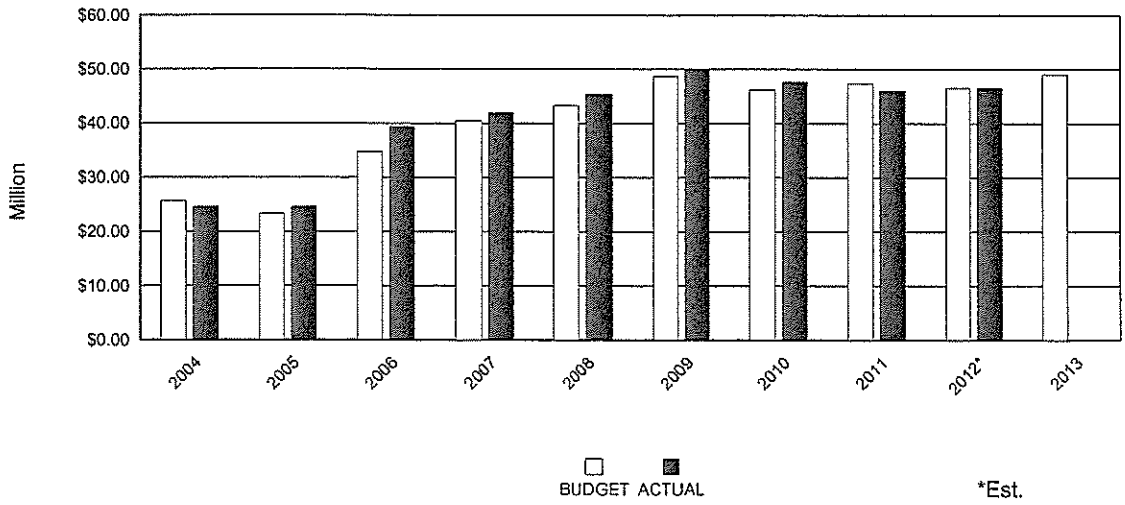
Fund Name : General Fund
Business Area Name : General Services
Fund No./Bus. Area No. : 1000 / 2500

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	13,157,833	12,563,136	12,485,859	**13,109,682**
	Supplies	1,361,660	1,421,326	1,418,495	**1,467,301**
	Other Services and Charges	29,547,197	30,019,231	30,099,339	**30,808,423**
	Non-Capital Equipment	(996)	0	0	**0**
	Total M & O Expenditures	44,065,694	44,003,693	44,003,693	**45,385,406**
	Debt Service & Other Uses	2,013,098	2,551,313	2,551,313	**3,634,765**
	Total Expenditures	46,078,792	46,555,006	46,555,006	**49,020,171**
Revenues		8,959,316	14,377,891	14,626,010	**7,095,188**
Staffing	Full-Time Equivalents - Civilian	206.6	194.2	191.9	**191.6**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	206.6	194.2	191.9	**191.6**
	Full-Time Equivalents - Overtime	4.0	6.0	6.0	**5.0**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($273,823) and pension contribution ($273,471).
- o Funding for lease and building facility cost of $353,376 for the Sobering Center.
- o Maintenance costs of $625,000 was allotted for seven new or renovated facilities totaling 171,119 square feet scheduled to be completed in FY2012 and FY2013.
- o Funding for security guard services for Health ($366,080) and Julia Ideson Library ($63,209).
- o Transfer of Holcombe building lease payments of $169,447 to Health Department.

General Services
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1000 / 2500

Name: GSD - Administrative Services -- 250001

Mission: Efficiently provide proactive, responsive, reliable and timely financial support services for the department with the utmost level of accountability, integrity, and due diligence while in compliance with all City ordinances, policies and procedures.

Goal: 1) To enhance administrative efficiency by streamlining processes through the use of technology. 2) Develop and implement training on SAP system processes related to procurement, budgeting and reporting. 3) Develop a partnership with the Finance Department to identify and utilize cost savings.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Client Survey - Excellent	84%	90%	**90%**
Days to process invoices	10	8	**8**

Name: GSD - Property Management -- 250002

Mission: To become the "provider of choice" by delivering quality maintenance, repair and renovation services to our clients allowing them to focus on their core business.

Goal: 1) Provide effective property management of Police, Fire, Health, Public Works, Library, Administration and Regulatory Affairs (ARA), General Government, Municipal Courts Department (MCD) facilities to ensure city assets are safe, regularly monitored and protected. 2) Enable client departments to focus on their core services while properties receive oversight designed to promote and guard stakeholder operational readiness. 3) Improve work order management system through technology enhancements.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Work Orders Completed	31,635	32,000	**33,000**
Customer Service Rating	4.67	4.75	**4.80**
Work Order Turnaround Time	84.2%	90%	**90%**
Budget Compliance	90%	99%	**99%**
Lost Time Incidents	3	4	**3**

Name: GSD - Design & Construction -- 250003

Mission: To be the project manager "partner of choice" by managing the planning, design and construction of sustainable City buildings, including parks, in a manner consistent with City and State regulations. Implement best practices and the latest development industry standards, alternative delivery methods and transparent processes for fair and equal selection. Maintain project within budget and on schedule while maintaining the highest quality product.

Goal: 1) Work with departments to effectively improve space utilization across all City departments. 2) Review and update the Space Management Guidelines yearly and update clients. 3) Ensure the City is in compliance with environmental guidelines and violations are handled timely.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Design and Planning Projects	N/A	80	**70**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1000 / 2500

Name: GSD - Energy Management -- 250004

Mission: To accurately capture and report monthly expenditures related to utilities, Information Technology services and other restricted accounts.

Goal: To ensure that the funding for restricted accounts are not utilized for other departmental expenditures.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	N/A

Name: GSD - In-House Renovation -- 250005

Mission: To provide administrative and technical support to achieve the goals and objectives of the In-house Renovation Group.

Goal: Utilize best practices in tracking and reporting the labor, material and other services associated with each renovation project completed. Develop project cost reports for clients. Accurately and timely process interdepartmental "bill backs" to monitor costs.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	N/A

Name: GSD - Security Management -- 250006

Mission: To provide and promote a safe and secure workplace while protecting City assets.

Goal: 1) Educate and inform City employees and elected officials regarding security protocol and breaches. 2) Perform regular testing of security procedures and practices. 3) Continue to evaluate current service measures and implement improvements as necessary.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Technical Team Surveys	4.87	4.90	4.50
Operations Team Surveys	4.85	4.90	4.50
Investigations Conducted	1,080	1,020	1,000
Identification Badges	14,041	14,268	14,000
Access Changes Processed	16,281	21,312	21,000

Division Mission and Performance Measures

Fund Name : **General Fund**
Business Area Name : **General Services**
Fund No./Bus Area No. : **1000 / 2500**

Name: GSD - Real Estate -- 250008

Mission: To identify, provide and implement real estate solutions that meet the City of Houston's unique requirements while minimizing cost and maximizing value.

Goal: 1) Continue to expand expertise so that stakeholders and client departments seek advice, market information and recommendations from the Real Estate Group. 2) To acquire, dispose and/or lease real assets that optimize values to the City while exceeding client expectations. 3) Continue to refine policies and procedures for the sale, disposition, and leasing of real estate properties. 4) Improve methods and tools for tracking the real estate portfolio.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Sale of Surplus Properties	7	3	8
Renegotiate Existing - Leases and Occupancy Agreements.	N/A	40	50

Division Summary

Fund Name : General Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1000 / 2500

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
GSD - Administrative Services 250001 Provide overall direction, management, and leadership for the General Services Department (GSD); provide training and professional development to GSD employees; ensure all department funds are appropriately allocated and expended.	14.0	1,519,720	9.4	1,256,286	**9.0**	**1,366,874**
GSD - Property Management 250002 Provide services to Police, Fire, Health, Library, ARA , General Government, MCD and PWE properties, which include, but are not limited to: preventive maintenance of mechanical equipment, routine and emergency repairs of electrical, mechanical, plumbing, HVAC, structural and energy management systems and facility inspections.	155.2	20,781,147	152.0	20,402,014	**151.1**	**21,502,315**
GSD - Design & Construction 250003 Provide CIP planning; manage the design and construction of City facilities for all city departments except Aviation; facilitate tenant improvements; manage construction and coordinate moves; track, monitor, and manage environmental contracts; civic art administration; provide in-house planning and design services and construction project management.	8.4	851,060	6.5	849,467	**7.0**	**954,787**
GSD - Energy Management 250004 These accounts represents the actual cost for fuel, electricity, natural gas consumption and all other restricted accounts; all communications and data services fees administrated by the Information Technology Department.	0.0	15,254,373	0.0	16,643,232	**0.0**	**17,285,564**
GSD - In-House Renovation 250005 Provide overall management and administrative support for the In-House Renovation Group.	7.0	482,416	4.0	307,214	**4.0**	**325,890**
GSD - Security Management 250006 Manage physical security of all city facilities which include closed circuit TV, access control, and intrusion alarm systems; manage citywide security contract; investigate City lost/stolen assets and process over 21,000 access requests annually.	15.0	5,032,769	15.0	5,060,171	**15.5**	**5,225,517**

Division Summary

Fund Name : General Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1000 / 2500

Division Description		FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
GSD - Real Estate	**250008**						
Manage the acquisition, disposition and leasing of the City's real estate assets.		7.0	2,157,307	5.0	2,036,622	**5.0**	**2,359,224**
Total		206.6	46,078,792	191.9	46,555,006	**191.6**	**49,020,171**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1000 / 2500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	2.0	1.0
ADMINISTRATIVE ASSISTANT	17	3.0	2.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	2.0	2.0	
ADMINISTRATIVE COORDINATOR	24	0.0	0.5	0.5
ADMINISTRATIVE SPECIALIST	20	4.0	4.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
ASSISTANT ELECTRICAL SUPERVISOR	22	1.0	1.0	
ASSISTANT REAL ESTATE ANALYST	17	1.0	1.0	
ASSISTANT SUPERINTENDENT	20	3.0	3.0	
BUILDING MAINTENANCE SUPERVISOR	13	6.0	6.0	
CARPENTER	14	11.0	11.0	
CHIEF STATIONARY ENGINEER	19	7.0	7.0	
CONTRACT COMPLIANCE OFFICER	15	1.0	1.0	
CUSTODIAN	4	33.0	35.0	2.0
CUSTODIAN LEADER	8	1.0	1.0	
CUSTOMER SERVICE REP. I	13	3.0	3.0	
DATA BASE ANALYST	22	0.0	1.0	1.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	2.0	
DIVISION MANAGER	29	5.0	5.0	
ELECTRICAL SUPERINTENDENT	26	1.0	1.0	
ELECTRICIAN	18	8.0	8.0	
EXECUTIVE STAFF ANALYST (EXE LEV)	30	1.3	1.0	(0.3)
FINANCIAL ANALYST II	18	1.0	1.0	
FINANCIAL ANALYST IV	25	1.0	1.0	
GENERAL SERVICES DIRECTOR	35	1.0	1.0	
GRADUATE ARCHITECT	22	1.0	1.0	
GROUNDSKEEPER	5	15.0	13.0	(2.0)
INSPECTOR	18	1.0	1.0	
LABORER	4	4.0	4.0	
LAN SPECIALIST	26	1.0	1.0	
MAINTENANCE MECHANIC I	8	3.0	3.0	
MAINTENANCE MECHANIC II	12	1.0	1.0	
MAINTENANCE MECHANIC III	14	9.0	10.0	1.0
MAINTENANCE SUPERVISOR	16	4.0	4.0	
MANAGEMENT ANALYST III	21	1.0	1.0	
OFFICE ASSISTANT	9	1.0	1.0	
OFFICE SUPERVISOR	17	1.0	1.0	
PAINTER	11	9.0	9.0	
PLUMBER	14	3.0	3.0	
PROGRAMMER ANALYST IV	25	1.0	0.0	(1.0)
PROJECT MANAGER	24	2.5	3.0	0.5
PUBLIC LOSS INVESTIGATOR	22	1.0	1.0	
REAL ESTATE MANAGER	29	1.0	1.0	
SENIOR FIXED ASSET SPECIALIST	17	1.0	1.0	
SENIOR INVENTORY MANAGEMENT CLERK	12	2.0	2.0	
SENIOR OFFICE ASSISTANT	12	2.0	2.0	
SENIOR PROJECT MANAGER	27	1.0	1.0	
SENIOR PUBLIC LOSS INVESTIGATOR	24	2.0	2.0	
SENIOR SUPERINTENDENT	27	0.0	1.0	1.0
STAFF ANALYST	26	3.0	2.0	(1.0)
STATIONARY ENGINEER	14	17.0	15.0	(2.0)
SUPERINTENDENT	24	5.0	6.0	1.0

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1000 / 2500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
TECHNICAL HARDWARE ANALYST I	17	2.0	2.0	
TECHNICAL HARDWARE ANALYST II	21	1.0	1.0	
TECHNICAL HARDWARE ANALYST III	23	1.0	1.0	
Total FTEs		**194.8**	**195.5**	**0.7**
Less adjustment for Civilian Vacancy Factor		**0.6**	**3.9**	**3.3**
Full-Time Equivalents		**194.2**	**191.6**	**(2.6)**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1000 / 2500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2500020001	**GSD - Property Mgmnt**			
443160	Vending Machine Concessions	213,949	248,366	**241,601**
452020	Recoveries & Refunds	0	3,290	**0**
490060	Transfer from Civic Center	206,818	197,704	**197,704**
Total	**GSD - Property Mgmnt**	**420,767**	**449,360**	**439,305**
2500020003	**GSD - Houston Permitting Center**			
424110	Other Interfund Services	1,079,570	1,079,570	**1,081,990**
2500020004	**GSD - Parking Management Facility**			
424110	Other Interfund Services	86,870	86,870	**86,870**
2500020005	**PWE- UMB Management**			
424110	Other Interfund Services	658,495	658,495	**664,950**
2500060001	**GSD - Security Management**			
424110	Other Interfund Services	881,349	881,349	**899,170**
2500060002	**GSD - Security - General Fund**			
490060	Transfer from Civic Center	175,645	190,517	**190,517**
2500080001	**GSD - Real Estate**			
426420	Building Space Rental Fees	305,121	300,692	**408,946**
426430	Facility Rental Fees	44,458	29,157	**23,440**
428060	Other Interest Income	75,616	300,000	**300,000**
434235	Sale of Capital Assets	1,000,000	1,000,000	**0**
434240	Sale of Capital Assets-Land/Streets	9,650,000	9,650,000	**3,000,000**
Total	**GSD - Real Estate**	**11,075,195**	**11,279,849**	**3,732,386**
Total	**General Services**	**14,377,891**	**14,626,010**	**7,095,188**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : General Services
Fund No./Bus. Area No. : 1000 / 2500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	8,827,422	8,136,496	8,217,854	**8,190,298**
500030	Salary Part Time - Civilian	0	0	0	**31,946**
500060	Overtime - Civilian	335,203	280,643	290,743	**270,000**
500090	Premium Pay - Civilian	29,002	30,018	30,018	**20,000**
500110	Bilingual Pay - Civilian	3,579	2,712	2,712	**1,808**
500250	HOPE Union Business Usage	2,421	0	0	**0**
501070	Pension - Civilian	1,411,180	1,456,933	1,463,141	**1,752,719**
501120	Termination Pay - Civilian	141,767	140,322	90,322	**60,000**
501160	Vehicle Allowance - Civilian	5,988	4,216	582	**0**
502010	FICA - Civilian	671,852	640,204	642,842	**646,698**
503010	Health Ins-Act Civilian	1,467,535	1,462,735	1,464,352	**1,778,397**
503015	Basic Life Insurance - Active Civilian	5,309	4,781	4,788	**4,830**
503050	Health/Life Insurance - Retiree Civilian	(852)	0	0	**0**
503060	Long Term Disability-Civilian	(16)	16,642	16,642	**16,245**
503090	Workers Compensation-Civilian-Admin	39,099	39,094	39,125	**45,804**
503100	Workers Compensation-Civilian-Claim	215,142	235,700	110,098	**178,297**
504030	Unemployment Claims - Administration	3,202	112,640	112,640	**112,640**
Total	**Personnel Services**	**13,157,833**	**12,563,136**	**12,485,859**	**13,109,682**
511010	Chemical Gases & Special Fluids	5,618	9,500	9,500	**9,500**
511015	Cleaning & Sanitary Supplies	155,554	201,600	201,187	**210,500**
511020	Construction Materials	104,189	81,219	82,220	**77,479**
511025	Electrical Hardware & Parts	152,580	155,549	153,549	**149,049**
511030	Mechanical Hardware & Parts	76,574	79,132	82,000	**71,500**
511035	Meters Hydrants & Plumbing Supplies	69,730	56,000	56,000	**50,500**
511040	Audiovisual Supplies	332	11,480	11,480	**8,950**
511045	Computer Supplies	7,038	17,416	17,416	**19,149**
511050	Paper & Printing Supplies	556	4,100	4,064	**4,100**
511055	Publications & Printed Materials	1,940	733	733	**733**
511060	Postage	1,360	4,100	4,136	**3,900**
511070	Miscellaneous Office Supplies	47,196	64,835	64,135	**57,500**
511090	Medical & Surgical Supplies	2,556	50	463	**50**
511110	Fuel	246,491	220,614	220,614	**276,351**
511115	Vehicle Repair & Maintenance Supplies	7,307	12,000	12,000	**12,000**
511120	Clothing	23,292	17,945	17,945	**11,000**
511125	Food Supplies	4,266	2,623	2,623	**2,500**
511130	Weapons Munitions & Supplies	1,439	0	0	**0**
511135	Recreational Supplies	22	0	0	**0**
511145	Small Tools & Minor Equipment	81,046	59,800	59,800	**44,800**
511150	Miscellaneous Parts & Supplies	356,040	422,630	418,630	**457,740**
511165	Fire Fighting Equipment	16,534	0	0	**0**
Total	**Supplies**	**1,361,660**	**1,421,326**	**1,418,495**	**1,467,301**
520100	Temporary Personnel Services	32,460	50,000	37,256	**50,000**
520101	Janitorial Services	3,574,766	2,696,286	2,697,386	**3,076,886**
520102	Security Services	3,713,307	3,546,738	3,546,689	**3,658,863**
520108	Information Resource Services	197,053	188,437	188,437	**188,437**
520109	Medical Dental & Laboratory Services	2,877	4,520	4,520	**4,500**
520110	Management Consulting Services	4,676	72,600	82,600	**82,600**
520112	Banking Services	62	66	66	**100**
520114	Miscellaneous Support Services	85,250	79,711	79,711	**82,000**
520115	Real Estate Lease/Office Rental	1,411,905	1,429,564	1,429,564	**1,795,828**
520118	Refuse Disposal	523,537	498,310	498,310	**527,705**
520119	Computer Equipment/Software Maintenance	13,033	14,350	14,350	**8,800**
520120	Communications Equipment Services	(393)	0	0	**0**
520121	IT Application Svcs	26,554	32,601	32,621	**50,204**
520123	Vehicle & Motor Equipment Services	182,553	131,180	171,180	**176,200**
520124	Other Equipment Services	24,339	45,581	45,581	**30,650**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : General Services
Fund No./Bus. Area No. : 1000 / 2500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520126	Construction Site Work Services	44,299	29,405	29,405	22,189
520141	Engineering Services	7,905	21,250	21,250	20,000
520155	Construction Management - External Contr	16,482	0	0	0
520158	Computer Equipment Maintenance Services	11,985	11,985	11,985	11,985
520510	Mail/Delivery Services	24	1,000	1,000	1,000
520515	Print Shop Services	1,698	7,000	5,500	7,000
520520	Printing & Reproduction Services	16,433	24,277	24,909	22,160
520605	Advertising Services	33,853	32,752	32,752	33,752
520705	Insurance Fees	117,628	99,888	99,888	124,000
520720	Fines	2,000	0	0	0
520765	Membership & Professional Fees	10,344	22,030	22,030	21,011
520805	Education & Training	6,726	28,000	28,000	33,500
520905	Travel - Training Related	473	1,000	2,000	1,000
520910	Travel - Non-Training Related	21,142	24,137	23,137	24,137
521405	Building Maintenance Services	4,966,969	5,639,477	5,642,477	6,212,492
521410	Sewer Services	809,091	674,673	724,673	674,673
521415	Land and Grounds Maintenance	409,889	300,616	300,616	405,216
521435	Water Services	5,912	9,000	9,000	9,000
521440	Steam/Chilled Water Services	664,524	500,000	500,000	100,000
521505	Electricity	11,290,993	12,108,000	12,108,000	11,860,535
521510	Natural Gas	629,319	759,997	759,997	543,295
521605	Data Services	11,311	16,000	16,000	22,624
521610	Voice Services	115,219	114,090	114,089	111,787
521620	Voice Equipment	5,718	5,156	5,156	6,370
521625	Voice Labor	6,506	5,000	5,000	4,682
521630	GIS Revolving Fund Services	8,465	10,789	10,789	7,702
521705	Vehicle/Equipment Rental/Lease	89	100	100	100
521715	Office Equipment Rental	19,927	31,510	31,510	20,900
521725	Other Rental	41,032	51,517	51,517	51,517
521730	Parking Space Rental	64,375	81,000	78,973	81,000
522305	Freight Charges	0	100	44	100
522430	Miscellaneous Other Services & Charges	169,747	295,542	287,775	323,803
522710	Interfund Utility Cut Repairs	0	500	0	500
522720	Interfund Payroll Services	(2,421)	0	0	0
522721	Interfund HR Client Services	87,109	152,985	152,985	143,074
522722	KRONOS Service Chargeback	0	7,456	7,456	7,154
522723	Drainage Fee Service Chargeback	0	142,045	142,045	142,045
522730	Interfund Engineering Services	142,698	0	0	0
522735	Interfund Communication Equipment Repair	0	6,250	5,685	6,250
522760	Interfund Billing & Collection Service	17,754	12,260	12,825	16,597
522780	Interfund Photo Copy Services	0	1,500	1,500	1,500
522795	Other Interfund Services	0	1,000	1,000	1,000
Total	**Other Services and Charges**	**29,547,197**	**30,019,231**	**30,099,339**	**30,808,423**
551010	Non-Capital Office Furniture & Equipment	102	0	0	0
551015	Non-Capital Computer Equipment	9,841	0	0	0
551020	Non-Capital Communication Equipment	825	0	0	0
551040	Non-Capital Other	(11,764)	0	0	0
Total	**Non-Capital Equipment**	**(996)**	**0**	**0**	**0**
532005	Transfers to General Fund	1,905,479	0	0	0
532020	Transfers to Capital Projects	0	2,551,313	2,551,313	3,634,765
532120	Transfer to Fleet/Eq	107,619	0	0	0
Total	**Debt Service and Other Uses**	**2,013,098**	**2,551,313**	**2,551,313**	**3,634,765**
	Grand Total Expenditures	**46,078,792**	**46,555,006**	**46,555,006**	**49,020,171**

PLANNING AND DEVELOPMENT

Department Description and Mission

The mission of the Planning and Development Department is to work with tools to provide community sustainability, development and the City's Geographical Information System (GIS).

Department Short Term Goals:

o Continue to amend ordinances and policies as a result of the Planning Commission.
o Develop a multi-model mobility plan.
o Conduct community toolbox conference and related ordinances.

Department Long Term Goals:

o Initiate/implement a regional address data sharing/exchange protocol/services.
o Create seamless link between Development Review Coordination (DRC) and the Integrated Land Management System (ILMS) to better monitor development projects and provide improved public information.
o Integrate popular mapping team data requests into My City web services and tools.

The following briefly describes the function of each Section in the Planning and Development Department:

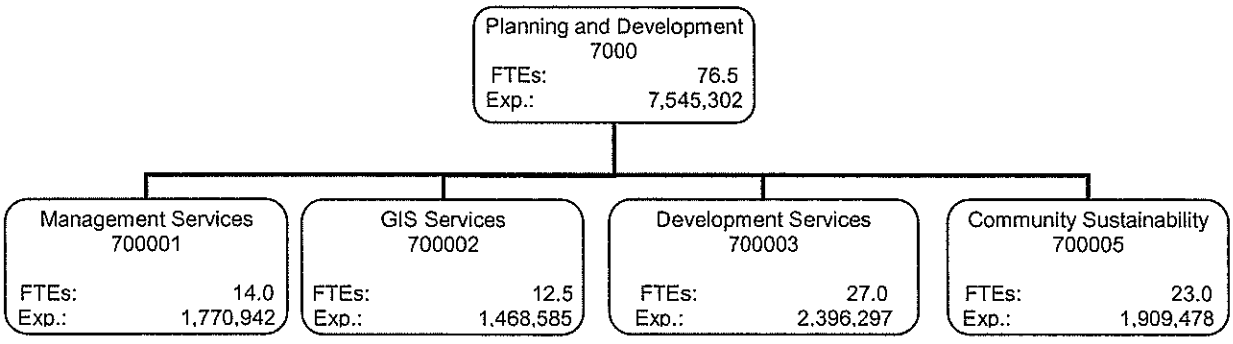
The Management Services Section support core functions of the Planning Department by providing internal administrative, financial and management support.

The Geographical Information Systems Services (GIS) Section serves the geospatial needs of the City of Houston across departments and among all staff and citizens.

The Development Services Section reviews development proposals for compliance with Houston's land development codes, (Chapter 42, towers, parking, landscaping, etc.) provides analysis, forecasting and the development of alternatives for moving people and goods through transportation planning.

The Community Sustainability Section facilitates the long term sustainability of Houston through community maintenance and development tools.

Department Organization



Business Area Budget Summary

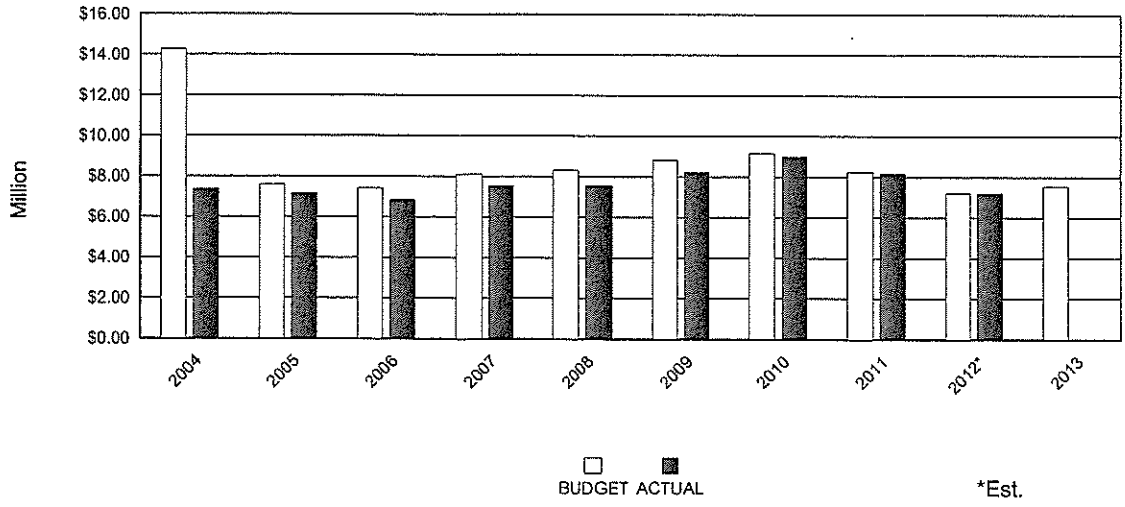
Fund Name : General Fund
Business Area Name : Planning & Development
Fund No./Bus. Area No. : 1000 / 7000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	7,547,706	6,551,918	6,521,108	**6,823,653**
	Supplies	26,454	77,351	88,423	**103,751**
	Other Services and Charges	594,569	579,062	598,800	**617,898**
	Total M & O Expenditures	8,168,729	7,208,331	7,208,331	**7,545,302**
	Debt Service & Other Uses	4,701	0	0	**0**
	Total Expenditures	8,173,430	7,208,331	7,208,331	**7,545,302**
Revenues		2,667,618	3,871,561	3,704,838	**3,968,862**
Staffing	Full-Time Equivalents - Civilian	97.5	75.5	73.2	**76.5**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	97.5	75.5	73.2	**76.5**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- The FY2013 Budget includes funding for expenditure increases in health benefits ($102,604) and pension contribution ($145,095).
- Continued development of an Enterprise Geographical Information System (EGIS), with focus on support of current applications and data.
- Development and implementation of the improved Development Review Coordination (DRC) System, with the goal of making platting information more accessible to the public, streamlining work, and tying into our EGIS.
- Preserve and stabilize communities.
- Facilitate decision-making by providing recommendations through data collection, research and analysis in a variety of disciplines, including but not limited to demographic, statistical, financial, market and legal analysis, and collaboration with internal and external sources.

Planning & Development
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Planning & Development
Fund No./Bus Area No. : 1000 / 7000

Name: PD-Management Services Group -- 700001

Mission: To support the core functions of the Planning Department by providing internal administrative, financial and managerial support. The Division supports the mission of the Department by providing the public with access to resources, information, and addressing public requests on a timely basis while also striving to ensure a high level of customer service.

Goal: To provide the public and department access to resources and information on a timely basis while striving to ensure a high level of customer service.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
HR, finance, accounting, and administrative support	100%	100%	**100%**

Name: PD-GIS Services Group -- 700002

Mission: To serve the Geographic Information Systems (GIS) and geospatial needs of the City of Houston across departments and among all staff and citizens.

Goal: Continue improvement of jurisdictional boundaries, industrial districts, addresses and street centerlines. Establish regional standard for addressing. Support GIS mapping and analysis products for other departments and the public.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Addressing assignment	0	5,000	**5,000**
Citywide tech. training	6	6	**6**
GIS infrastructure upgrade and maintenance	100%	100%	**100%**

Name: PD-Development Services Group -- 700003

Mission: To review development proposals for compliance with Houston's land development codes, (Chapter 42, towers, parking, landscaping, and etc.) and provide analysis, forecasting and the development of alternatives for moving people and goods through transportation planning.

Goal: Enhance service to the land development community by improving on-line communication capabilities between applicants and city/agency reviewers. Continue to play a major role in solving mobility issues in Houston and its Extra Territorial Jurisdiction (ETJ) by strengthing partnerships with numerous public and private regional agencies.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Development plats	840	820	**885**
Subdivision plats	1,638	1,400	**1592**
Plats recorded	850	729	**772**
City Mobility Plan Phase II 3 Areas	N/A	N/A	**June 2013**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Planning & Development
Fund No./Bus Area No. : 1000 / 7000

Name: PD-Planning Services Group -- 700004

Mission: Due to reorganization, this section is moved to 700005 in FY2012.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	N/A

Name: PD-Comm Sustainability -- 700005

Mission: To facilitate the long-term stability of Houston through community sustainability tools.

Goal: Improve accuracy in Strategic Partnership Agreement (SPA) collections, develop improved tools for stabilizing the Houston community and inform the community of the available tools.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Coucil District Snapshots	N/A	1	10
Council District Plans	N/A	1	4
Web-based Area Report	N/A	1	2

Division Summary

Fund Name : General Fund
Business Area Name : Planning & Development
Fund No./Bus Area No. : 1000 / 7000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
PD-Management Services Group 700001 To support the core functions of the Planning Department by providing internal administrative, financial and managerial support. The Division supports the mission of the Department by providing the public with access to resources, information, and addressing public requests on a timely basis while also striving to ensure a high level of customer service.	18.0	1,538,809	13.5	1,662,200	**14.0**	**1,770,942**
PD-GIS Services Group 700002 To serve the GIS and geospatial needs of the City of Houston across departments and among all staff and citizens.	15.0	1,581,222	12.5	1,371,962	**12.5**	**1,468,585**
PD-Development Services Group 700003 To review development proposals for compliance with Houston's land development codes, (Chapter 42, towers, parking, landscaping, and etc.) and provide analysis, forecasting & the development of alternatives for moving people & goods through transportation planning.	57.5	4,459,809	27.8	2,302,047	**27.0**	**2,396,297**
PD-Planning Services Group 700004 Due to reorganization, this section is moved to 700005 in FY2012.	7.0	593,590	0.0	0	**0.0**	**0**
PD-Comm Sustainability 700005 To facilitate the long-term stability of Houston through community sustainability tools.	0.0	0	19.4	1,872,122	**23.0**	**1,909,478**
Total	97.5	8,173,430	73.2	7,208,331	**76.5**	**7,545,302**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Planning & Development
Fund No./Bus Area No. : 1000 / 7000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT	17	1.0	1.0	
ACCOUNTANT MANAGER	27	1.0	1.0	
ADMINISTRATION MANAGER	26	4.0	5.0	1.0
ADMINISTRATIVE ASSISTANT	17	2.0	2.0	
ADMINISTRATIVE COORDINATOR	24	2.0	2.0	
ADMINISTRATIVE SPECIALIST	20	2.0	2.0	
ASSISTANT DIRECTOR (EXE LEV)	32	2.0	2.0	
ASSOCIATE PLANNER	13	2.0	2.0	
CUSTOMER SERVICE REP. III	16	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	
DEPUTY DIRECTOR-PLANNING	35	1.0	1.0	
DIVISION MANAGER	29	2.0	2.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
EXECUTIVE STAFF ANALYST (EXE LEV)	30	1.0	0.0	(1.0)
FINANCIAL ANALYST II	18	1.0	1.0	
GIS ANALYST	20	3.0	3.0	
GIS MANAGER	29	1.0	1.0	
GIS SUPERVISOR	26	1.5	1.5	
PLAN ANALYST	14	2.0	2.0	
PLANNER	16	13.0	13.0	
PLANNER LEADER	24	6.0	6.0	
PLANNING DIRECTOR	36	1.0	1.0	
SENIOR ACCOUNTANT	20	1.0	1.0	
SENIOR GIS ANALYST	24	3.0	3.0	
SENIOR GIS TECHNICIAN	17	2.0	2.0	
SENIOR PLANNER	20	11.0	13.0	2.0
SENIOR STAFF ANALYST	28	2.0	1.0	(1.0)
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	
STAFF ANALYST	26	3.0	3.0	
WEB DESIGNER	21	1.0	1.0	
Total FTEs		**75.5**	**76.5**	**1.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**75.5**	**76.5**	**1.0**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Planning & Development
Fund No./Bus Area No. : 1000 / 7000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
7000010001	**PD-Management Services**			
428080	Returned Check Charges	100	50	**100**
434505	Prior Year Expenditure Recovery	0	497	**0**
452020	Recoveries & Refunds	50	50	**50**
452030	Miscellaneous Revenue	3,250	0	**0**
Total	**PD-Management Services**	**3,400**	**597**	**150**
7000020001	**GIS Services**			
426290	Other Service Charges	3,000	4,000	**3,000**
426320	City Maps & Related Items	1,450	1,450	**1,750**
452030	Miscellaneous Revenue	200,000	18,000	**50,000**
Total	**GIS Services**	**204,450**	**23,450**	**54,750**
7000030001	**Development Services**			
421290	Tower Application Review Fee	4,620	3,700	**3,407**
421630	Administrative Fee - Licenses & Permits	72,700	89,000	**77,175**
424110	Other Interfund Services	0	0	**52,328**
426020	Hazardous Materials Permit	1,000	1,200	**1,032**
426070	Hotel & Motel Ordinance	1,200	2,700	**2,478**
426250	Platting Fees	3,584,191	3,584,191	**3,777,542**
Total	**Development Services**	**3,663,711**	**3,680,791**	**3,913,962**
Total	**Planning & Development**	**3,871,561**	**3,704,838**	**3,968,862**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Planning & Development
Fund No./Bus. Area No. : 1000 / 7000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	5,483,785	4,569,041	4,584,555	**4,559,117**
500030	Salary Part Time - Civilian	(510)	0	0	**0**
500060	Overtime - Civilian	182	0	145	**0**
500090	Premium Pay - Civilian	0	0	40	**0**
500110	Bilingual Pay - Civilian	7,960	7,230	6,942	**6,327**
501070	Pension - Civilian	876,785	811,652	790,039	**975,654**
501120	Termination Pay - Civilian	141,667	90,000	90,000	**90,000**
501160	Vehicle Allowance - Civilian	4,216	4,216	582	**4,216**
502010	FICA - Civilian	401,486	340,352	327,636	**347,714**
503010	Health Ins-Act Civilian	610,264	548,677	540,419	**656,592**
503015	Basic Life Insurance - Active Civilian	3,253	2,707	2,707	**2,692**
503060	Long Term Disability-Civilian	0	6,421	6,421	**6,514**
503090	Workers Compensation-Civilian-Admin	17,839	15,109	15,109	**18,314**
503100	Workers Compensation-Civilian-Claim	779	3,000	3,000	**3,000**
504030	Unemployment Claims - Administration	0	153,513	153,513	**153,513**
Total	**Personnel Services**	**7,547,706**	**6,551,918**	**6,521,108**	**6,823,653**
511040	Audiovisual Supplies	128	0	0	**0**
511045	Computer Supplies	10,098	15,000	26,000	**26,000**
511055	Publications & Printed Materials	0	0	72	**0**
511060	Postage	4,684	35,816	35,816	**40,816**
511070	Miscellaneous Office Supplies	5,226	22,935	22,935	**31,935**
511110	Fuel	2,285	3,600	3,600	**5,000**
511150	Miscellaneous Parts & Supplies	4,033	0	0	**0**
Total	**Supplies**	**26,454**	**77,351**	**88,423**	**103,751**
520105	Accounting & Auditing Services	822	1,350	1,350	**1,350**
520107	Computer Info/Contr	544	2,438	2,438	**2,438**
520109	Medical Dental & Laboratory Services	282	500	500	**500**
520110	Management Consulting Services	42,100	0	37,450	**0**
520112	Banking Services	853	1,000	1,000	**3,000**
520114	Miscellaneous Support Services	54,276	800	800	**800**
520116	Parking Services Contract	27,624	27,552	27,552	**27,552**
520119	Computer Equipment/Software Maintenance	704	2,934	2,934	**2,934**
520121	IT Application Svcs	5,417	37,333	6,799	**10,464**
520123	Vehicle & Motor Equipment Services	2,902	3,500	3,500	**3,500**
520139	Motor Pool Charges	0	0	972	**0**
520510	Mail/Delivery Services	0	200	200	**200**
520515	Print Shop Services	0	3,942	3,942	**7,860**
520605	Advertising Services	3,483	3,100	3,100	**3,100**
520705	Insurance Fees	910	1,400	1,034	**1,190**
520740	Document Recording/Filing Fees	78	5,000	5,000	**5,000**
520765	Membership & Professional Fees	805	0	495	**0**
520805	Education & Training	245	0	36	**5,000**
520905	Travel - Training Related	901	0	667	**0**
520910	Travel - Non-Training Related	1,224	0	0	**0**
521605	Data Services	30,811	53,761	41,000	**57,974**
521610	Voice Services	27,427	25,847	50,028	**49,027**
521620	Voice Equipment	0	464	368	**455**
521625	Voice Labor	93	3,010	1,000	**334**
521630	GIS Revolving Fund Services	212,327	228,386	228,386	**244,692**
521715	Office Equipment Rental	25,080	25,117	25,117	**35,677**
521730	Parking Space Rental	25,610	13,352	13,352	**13,352**
522430	Miscellaneous Other Services & Charges	10,672	8,100	9,804	**10,100**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Planning & Development
Fund No./Bus. Area No. : 1000 / 7000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
522435	Interest Charges Past Due Accounts	12	0	0	**0**
522721	Interfund HR Client Services	81,219	51,926	51,926	**51,828**
522722	KRONOS Service Chargeback	0	3,515	3,515	**2,659**
522780	Interfund Photo Copy Services	38,148	36,000	36,000	**36,000**
522840	Interfund Permit Center Rent Chargeback	0	38,535	38,535	**40,912**
Total	**Other Services and Charges**	**594,569**	**579,062**	**598,800**	**617,898**
532120	Transfer to Fleet/Eq	4,701	0	0	**0**
Total	**Debt Service and Other Uses**	**4,701**	**0**	**0**	**0**
	Grand Total Expenditures	**8,173,430**	**7,208,331**	**7,208,331**	**7,545,302**


CITY OF HOUSTON
TEXAS

PUBLIC WORKS AND ENGINEERING

Department Description and Mission

The Resource Management Division is responsible for the Traffic Signal and Street Light electricity costs and associated debt.

The Planning & Development Division (Real Estate Branch) is responsible for processing the sale of streets, alleys, and easements through the Joint Referral Committee (JRC).

The Traffic Operations Division is responsible for operating and maintaining Houston's traffic control systems according to City codes in a coordinated manner to provide increased mobility.

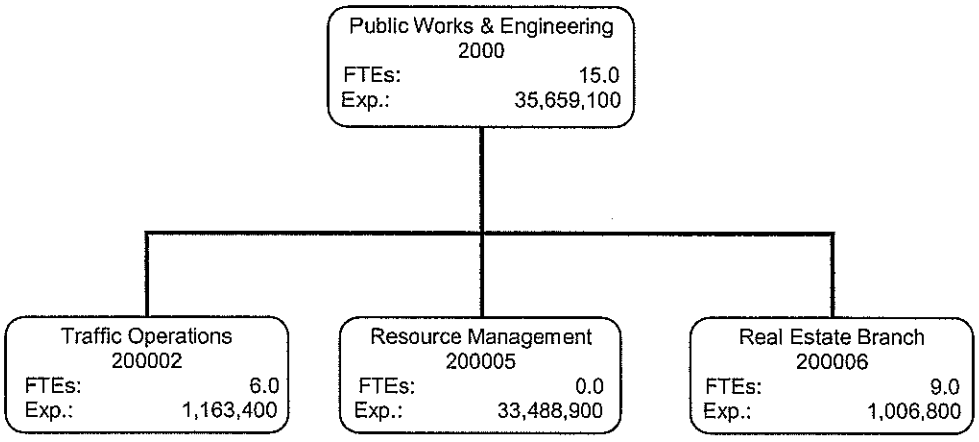
Department Short Term Goals

- Implement streamlined easement abandonment process.
- Generate revenues related to the Sale of Streets and Easements.
- Process Joint Referral Committee (JRC) transaction activities assigned to the department in a timely manner.
- Reduce traffic "bottle-necks" during high usage periods.
- Monitor intersection level of services.

Department Long Term Goals

- Continue to convert paper reports and records to scanned and electronic media.
- Continue to track progress and effectiveness of the new appraiser selection process for sales of City land/interests.
- Continue refinement and modifications of the policies and procedures developed to facilitate more effective operations.

Department Organization



Business Area Budget Summary

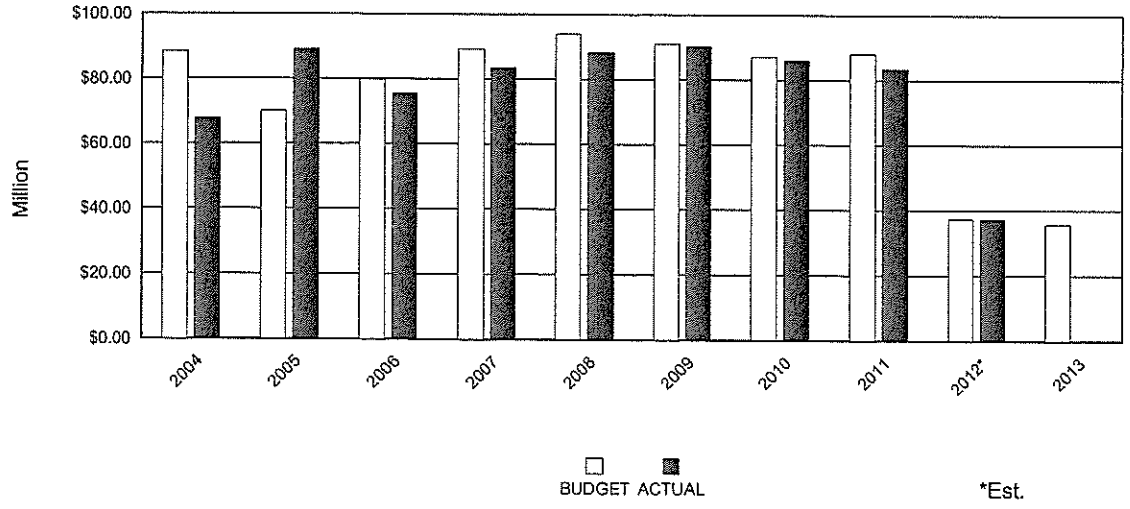
Fund Name : General Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 1000 / 2000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	27,942,952	722,344	722,338	**1,283,700**
	Supplies	10,477,896	11,200	11,207	**69,600**
	Other Services and Charges	42,053,941	34,824,560	34,824,559	**32,487,100**
	Equipment	61,537	0	0	**0**
	Non-Capital Equipment	30,283	479	479	**0**
	Total M & O Expenditures	80,566,609	35,558,583	35,558,583	**33,840,400**
	Debt Service & Other Uses	2,897,206	1,818,700	1,818,700	**1,818,700**
	Total Expenditures	83,463,815	37,377,283	37,377,283	**35,659,100**
Revenues		51,960,723	3,672,300	2,239,400	**2,541,100**
Staffing	Full-Time Equivalents - Civilian	469.7	9.0	9.0	**15.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	469.7	9.0	9.0	**15.0**
	Full-Time Equivalents - Overtime	35.9	0.0	0.0	**0.1**

Significant Budget Changes and Highlights

- The FY2013 Budget includes funding for expenditure increases in health benefits ($14,423) and pension contribution ($14,933).
- In FY2013, the Mobility Response Team Fund will be merged with the General Fund, resulting in an additional 6 FTEs.
- Planning and Development Division will continue to track progress and effectiveness of the appraisal selection process for sale of City land/interest in cooperation with the General Services Department.
- Resource Management Division budget of $33.5M includes: $31.6M for Street Light and Traffic Signal electricity and debt services associated with the LED Traffic Signal project and other equipment of $1.8M.

Public Works & Engineering
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1000 / 2000

Name: Street and Drainage -- 200001

Mission: Manage various areas, such as street maintenance, resurfacing, bridge maintenance and replacement and concrete repair.

Goal: This function was moved to Fund 2310, Dedicated Drainage and Street Renewal Fund, in FY2012.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Programs managed	100%	N/A	**N/A**
Pothole & skin patch (tns)	16,000	N/A	**N/A**
Overlay (lane miles)	193	N/A	**N/A**
Work order completed	4,900	N/A	**N/A**

Name: Traffic Operations -- 200002

Mission: The Traffic Operations Division operates and maintains Houston's traffic control systems and is administered according to City codes in a coordinated manner to provide increased mobility; and we do so responsively, effectively, and efficiently to serve our customers.

Goal: Reduce traffic "bottle-necks" during high usage periods, monitor arterial level of services, and monitor intersection level of services. This function is moving to Fund 1000 in FY2013 from Fund 2304.

Traffic Investigations, Permits Issued and Lighting Fixtures Relamped, etc. were moved to Fund 2310, Dedicated Drainage and Street Renewal Fund, in FY2012.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
MRT 311 calls	N/A	N/A	**1,200**
Incident response (Unit)	N/A	N/A	**500**
Traffic investigations	2,700	N/A	**N/A**
Permits issued	6,210	N/A	**N/A**
Lighting fixtures relamped	15,000	N/A	**N/A**

Name: Resource Management -- 200005

Mission: Keep track and account for the electricity, debt service and other costs.

Goal: Report utility cost billed by General Services Department.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Program supported	100%	100%	**100%**
New street lights authorized	886	800	**800**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1000 / 2000

Name: Planning and Development -- 200006

Mission: Track progress and effectiveness of the new appraiser selection process for sales of City land and interests in cooperation with the General Services Department.

Goal: Generate revenue; process JRC transaction activities assigned to the department in a timely manner.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Street/Land sale revenues	$576,597	$1,647,371	**$1,500,000**

Name: Information Technology Group -- 200008

Mission: Construct and maintain the most innovative, reliable and cost-effective technological solutions available for the public infrastructure systems and administration of the Department of Public Works & Engineering, while providing users with secured data, prompt response and high availability. This function was moved to Fund 2310, the Dedicated Drainage and Street Renewal Fund, in FY2012.

Goal: This function was moved to Fund 2310, Dedicated Drainage and Street Renewal Fund, in FY2012.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Server availability down time less than 1%	99%	N/A	**N/A**
Mainframe system available downtime less than 1%	99%	N/A	**N/A**

Name: Management Support Branch -- 200009

Mission: Provide professional services to employees in the areas of health and safety, respond and support in emergencies created by natural or man-made disasters.

Goal: This function was moved to Fund 2310, Dedicated Drainage and Street Renewal Fund, in FY2012.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Employees trained	1,986	N/A	**N/A**
Crew surveys	1,796	N/A	**N/A**
Facility inspections	95	N/A	**N/A**
Accident investigations	100%	N/A	**N/A**
Tailgates	12,356	N/A	**N/A**

Division Summary

Fund Name : General Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1000 / 2000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Street and Drainage 200001						
This function was moved to Fund 2310, Dedicated Drainage and Street Renewal Fund, in FY2012.	280.5	28,809,876	0.0	0	**0.0**	**0**
Traffic Operations 200002						
Working in conjunction with the Houston Police Department to alleviate traffic congestion during peak periods. This function is moving to Fund 1000 in FY13 from Fund 2304. Traffic Investigations, Permits Issued and Lighting Fixtures Relamped, etc. was moved to Fund 2310, Dedicated Drainage and Street Renewal Fund, in FY2012.	175.0	17,035,950	0.0	0	**6.0**	**1,163,400**
Resource Management 200005						
Pay the electricity, debt service and other costs.	0.0	36,187,733	0.0	36,489,960	**0.0**	**33,488,900**
Planning and Development 200006						
Sell City-owned properties and interests. Handle all matters pertaining to the abandonment, sale and/or exchange of streets, alleys or easements. Handle all matters pertaining to granting of building encroachments into streets and alleys.	8.8	954,027	9.0	887,323	**9.0**	**1,006,800**
Information Technology Group 200008						
This function was moved to Fund 2310, Dedicated Drainage and Street Renewal Fund, in FY2012.	3.6	340,696	0.0	0	**0.0**	**0**

Division Summary

Fund Name : General Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1000 / 2000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Management Support Branch 200009						
This function was moved to Fund 2310, Dedicated Drainage and Street Renewal Fund, in FY2012.	1.8	135,533	0.0	0	**0.0**	**0**
Total	469.7	83,463,815	9.0	37,377,283	**15.0**	**35,659,100**

Business Area Roster Summary

Fund Name : **General Fund**
Business Area Name : **Public Works & Engineering**
Fund No./Bus Area No. : **1000 / 2000**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE ASSOCIATE	13	1.0	1.0	
ASSISTANT REAL ESTATE ANALYST	17	1.0	1.0	
ASSISTANT REAL ESTATE MANAGER	26	1.0	1.0	
GRADUATE ENGINEER	22	0.0	4.0	4.0
REAL ESTATE ANALYST	20	2.0	2.0	
REAL ESTATE MANAGER	29	1.0	1.0	
SENIOR REAL ESTATE ANALYST	24	2.0	2.0	
SUPERVISING ENGINEER	29	0.0	1.0	1.0
TECHNICAL HARDWARE ANALYST III	23	0.0	1.0	1.0
Total FTEs		**9.0**	**15.0**	**6.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**9.0**	**15.0**	**6.0**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1000 / 2000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2000020010	**PWE - Mayor's Mobility Taskforce**			
423010	Other Grant Awards	0	0	**100,000**
2000050031	**PWE - Utility Management**			
452020	Recoveries & Refunds	615,800	615,800	**554,600**
2000060009	**PWE - Land Disposition**			
426420	Building Space Rental Fees	12,700	12,700	**1,000**
426430	Facility Rental Fees	32,900	0	**0**
434240	Sale of Capital Assets-Land/Streets	2,900,000	1,500,000	**1,500,000**
457010	Interfund Land Acquisition	110,900	110,900	**385,500**
Total	**PWE - Land Disposition**	**3,056,500**	**1,623,600**	**1,886,500**
Total	**Public Works & Engineering**	**3,672,300**	**2,239,400**	**2,541,100**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 1000 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	17,930,465	514,280	514,269	871,262
500060	Overtime - Civilian	1,688,076	0	5	10,000
500090	Premium Pay - Civilian	101,551	0	0	551
500110	Bilingual Pay - Civilian	6,186	0	0	0
500250	HOPE Union Business Usage	1,211	0	0	0
501050	Employee Awards	1,598	0	0	0
501070	Pension - Civilian	2,794,230	93,066	93,066	186,452
501120	Termination Pay - Civilian	294,024	0	0	5,000
501160	Vehicle Allowance - Civilian	7,673	0	0	0
502010	FICA - Civilian	1,452,682	37,542	37,542	67,456
503010	Health Ins-Act Civilian	3,177,868	74,544	74,544	135,228
503015	Basic Life Insurance - Active Civilian	10,365	303	303	522
503060	Long Term Disability-Civilian	0	762	762	1,275
503090	Workers Compensation-Civilian-Admin	87,622	1,847	1,847	3,585
503100	Workers Compensation-Civilian-Claim	334,834	0	0	2,000
503110	Workers Compensation-Classified-Claim	981	0	0	0
504030	Unemployment Claims - Administration	53,586	0	0	369
Total	**Personnel Services**	**27,942,952**	**722,344**	**722,338**	**1,283,700**
511010	Chemical Gases & Special Fluids	29,299	0	0	0
511015	Cleaning & Sanitary Supplies	28,418	0	0	0
511020	Construction Materials	7,576,741	0	0	0
511025	Electrical Hardware & Parts	1,077,017	0	0	50,000
511030	Mechanical Hardware & Parts	414	0	0	0
511040	Audiovisual Supplies	(1,395)	0	0	0
511045	Computer Supplies	17,127	7,000	7,000	7,500
511050	Paper & Printing Supplies	15,879	1,200	1,200	1,200
511055	Publications & Printed Materials	4,144	100	100	300
511060	Postage	3,687	400	400	700
511070	Miscellaneous Office Supplies	40,609	2,500	2,500	2,500
511090	Medical & Surgical Supplies	8,296	0	7	0
511095	Small Technical & Scientific Equipment	61	0	0	0
511110	Fuel	1,234,253	0	0	5,800
511115	Vehicle Repair & Maintenance Supplies	48,915	0	0	0
511120	Clothing	131,635	0	0	1,500
511125	Food Supplies	6,822	0	0	0
511140	Landscaping & Gardening Supplies	7,150	0	0	0
511145	Small Tools & Minor Equipment	64,563	0	0	100
511150	Miscellaneous Parts & Supplies	184,261	0	0	0
Total	**Supplies**	**10,477,896**	**11,200**	**11,207**	**69,600**
520100	Temporary Personnel Services	21,175	0	0	0
520101	Janitorial Services	19,171	0	0	0
520105	Accounting & Auditing Services	6,000	0	0	0
520107	Computer Info/Contr	76,005	30,000	30,000	10,600
520109	Medical Dental & Laboratory Services	9,805	100	100	400
520110	Management Consulting Services	24,425	30,000	30,000	558,800
520111	Real Estate Services	201,297	107,000	106,999	194,900
520114	Miscellaneous Support Services	30,510	0	0	0
520118	Refuse Disposal	312,927	0	0	0
520119	Computer Equipment/Software Maintenance	17,627	0	0	500
520121	IT Application Svcs	220,828	2,131	2,131	4,100
520123	Vehicle & Motor Equipment Services	3,196,169	0	0	5,000
520124	Other Equipment Services	5,888	0	0	0
520126	Construction Site Work Services	15,203	0	0	0
520141	Engineering Services	43,710	0	0	0
520510	Mail/Delivery Services	0	0	0	200
520515	Print Shop Services	1,768	0	0	500

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 1000 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520520	Printing & Reproduction Services	1,373	0	0	500
520605	Advertising Services	2,863	0	0	0
520705	Insurance Fees	31,348	0	0	0
520765	Membership & Professional Fees	16,606	500	500	1,600
520805	Education & Training	23,338	0	0	6,600
520905	Travel - Training Related	8,113	0	0	0
520910	Travel - Non-Training Related	295	0	0	0
521405	Building Maintenance Services	54,791	0	0	0
521410	Sewer Services	31,987	0	0	0
521415	Land and Grounds Maintenance	8,532	0	0	0
521420	Infrastructure Maintenance Service	2,138,652	0	0	0
521505	Electricity	33,889,366	34,641,260	34,641,260	31,640,200
521510	Natural Gas	19,835	0	0	0
521605	Data Services	59,212	700	700	2,500
521610	Voice Services	279,113	1,669	1,669	13,500
521620	Voice Equipment	58,828	0	0	700
521625	Voice Labor	20,770	0	0	500
521630	GIS Revolving Fund Services	83,542	0	0	0
521705	Vehicle/Equipment Rental/Lease	1,016	0	0	0
521715	Office Equipment Rental	45,520	0	0	0
521730	Parking Space Rental	73,626	2,200	2,200	1,600
521905	Legal Services	2,000	0	0	0
522305	Freight Charges	140	0	0	0
522430	Miscellaneous Other Services & Charges	97,454	200	200	200
522720	Interfund Payroll Services	0	1,200	1,200	1,500
522721	Interfund HR Client Services	109,504	7,300	7,300	12,500
522722	KRONOS Service Chargeback	0	300	300	500
522775	Interfund Utility Services	614,529	0	0	0
522795	Other Interfund Services	179,080	0	0	29,700
Total	**Other Services and Charges**	**42,053,941**	**34,824,560**	**34,824,559**	**32,487,100**
560120	Capital Exp-Building and Bldg Improvement	7,820	0	0	0
560220	Vehicles	26,008	0	0	0
560230	Computer HW and Developed SW	27,709	0	0	0
Total	**Equipment**	**61,537**	**0**	**0**	**0**
551010	Non-Capital Office Furniture & Equipment	23,844	0	0	0
551015	Non-Capital Computer Equipment	1,590	479	479	0
551045	Non-Capital Vehicles/Rolling Stock	4,849	0	0	0
Total	**Non-Capital Equipment**	**30,283**	**479**	**479**	**0**
532015	Transfers to Convention & Entertainment	50,000	0	0	0
532020	Transfers to Capital Projects	1,817,622	1,818,700	1,818,700	1,818,700
532120	Transfer to Fleet/Eq	1,029,584	0	0	0
Total	**Debt Service and Other Uses**	**2,897,206**	**1,818,700**	**1,818,700**	**1,818,700**
	Grand Total Expenditures	**83,463,815**	**37,377,283**	**37,377,283**	**35,659,100**

SOLID WASTE MANAGEMENT

Department Description and Mission

The mission of the Solid Waste Management Department is to provide the citizens of Houston with cost-effective, environmentally sound and safe solid waste management services. Inherent within this mission are several major tasks: residential garbage collection, heavy trash collection, dead animal pick-up, opportunities for all citizens to reduce waste through direct or indirect participation in recycling opportunities, and performing the disposal functions associated with all of these operations.

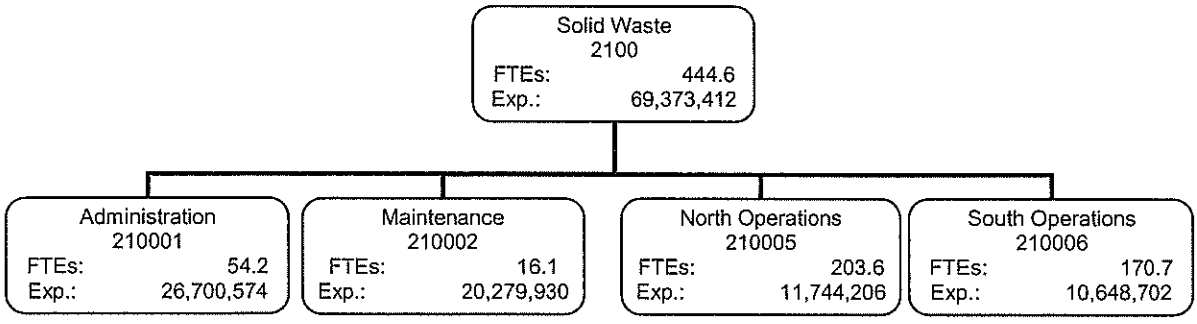
Short-Term Goals

- Expand automated curbside recycling citywide with administration and council approval.
- Implement re-route heavy trash citywide to realize route efficiencies and savings.
- Gain approval and implement updates to Chapters 21 and 39 in the Code of Ordinances with regards to scrap and used tire dealers.

Long-Term Goals

- Complete financial assessment to determine viability of Enterprise funding.
- Partner with Houston Restaurant Association and private haulers to implement voluntary eatery recycling.
- Find appropriate locations to site at least three (3) Neighborhood Depositories and Recycling Centers.

Department Organization



Business Area Budget Summary

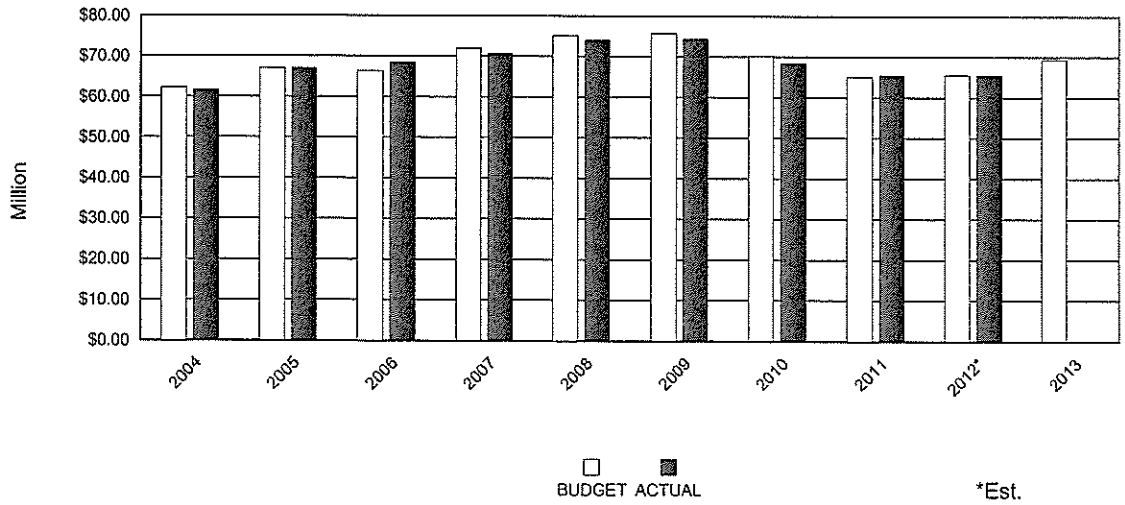
Fund Name : General Fund
Business Area Name : Solid Waste Management
Fund No./Bus. Area No. : 1000 / 2100

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	34,862,803	26,343,286	26,485,971	**28,506,805**
	Supplies	9,276,696	5,271,724	5,125,500	**5,671,714**
	Other Services and Charges	18,141,757	31,861,331	31,868,839	**33,183,386**
	Equipment	22,241	0	0	**0**
	Non-Capital Equipment	513,157	5,524	1,555	**0**
	Total M & O Expenditures	62,816,654	63,481,865	63,481,865	**67,361,905**
	Debt Service & Other Uses	2,725,849	2,010,962	2,010,962	**2,011,507**
	Total Expenditures	65,542,503	65,492,827	65,492,827	**69,373,412**
Revenues		4,056,071	4,901,300	4,882,675	**4,978,675**
Staffing	Full-Time Equivalents - Civilian	595.7	439.1	439.1	**444.6**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	595.7	439.1	439.1	**444.6**
	Full-Time Equivalents - Overtime	28.2	26.0	26.0	**21.1**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($623,001) and pension contribution ($823,883).
- o Expand automated curbside recycling citywide with administration and council approval.
- o Implement heavy trash re-routes citywide to realize route efficiencies and savings.
- o Partner with the Houston Restaurant Association and private haulers to implement voluntary eatery recycling.

Solid Waste Management
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Solid Waste Management
Fund No./Bus Area No. : 1000 / 2100

Name: Administration -- 210001

Mission: To segregate operational costs such as disposal and utilities, to assist the department in accomplishing its mission in a timely and effective manner and to provide administrative, technical and staff support to all operating programs.

Goal: Reduce department expenses through maximization of currently in force contracts. Partner with private contract partners for opportunities for cost reductions and/or revenue enhancements.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Program supported/managed	100%	100%	**100%**
Accounts maintained	300	300	**300**
Dumpster permits issued	16,553	16,400	**16,400**
Extra capacity containers issued	10,815	10,444	**10,444**

Name: Maintenance -- 210002

Mission: To ensure that facilities and physical plants necessary to support the department's activities are maintained.

Goal: Provide health, safety, security and physical appearance of department facilities to meet the needs of internal and external customers.

Maintain response time when responding to the Storm Water Pollution Prevention Plan three (SWP3) spills on city streets.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Physical plant operations	100%	100%	**100%**
Facilities appearance	10	10	**10**
Internal customer service	401	426	**428**
External customer service	602	645	**650**

Name: SWM - North Operations -- 210005

Mission: Provide timely, efficient and quality services for weekly garbage, weekly yard waste recycling, bi-monthly automated curbside recycling where provided, and monthly tree waste or junk waste collection.

Goal: Reduce operations area customer service complaints by 10% for the fiscal (performance) year.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Residential units served	187,040	188,048	**188,988**
Tons collected	305,737	308,575	**310,118**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Solid Waste Management
Fund No./Bus Area No. : 1000 / 2100

Name: SWM - South Operations -- 210006

Mission: Provide timely, efficient and quality services for weekly garbage, weekly yard waste recycling, bi-monthly automated curbside and dual-stream recycling where provided, and monthly tree waste or junk waste collection.

Goal: Reduce operations area customer service complaints by 10% for the fiscal (performance) year.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Residential units served	188,527	190,038	**190,988**
Tons collected	373,678	377,148	**379,033**

Division Summary

Fund Name : General Fund
Business Area Name : Solid Waste Management
Fund No./Bus Area No. : 1000 / 2100

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Administration 210001 Provide the repository for central costs that are direct costs to all of the department's operations and to provide management leadership and administrative support to the entire department.	79.6	25,724,680	53.0	26,050,472	**54.2**	**26,700,574**
Maintenance 210002 Maintain the department's physical plants and provide the leadership and administrative resources needed to maintain the same.	142.2	18,821,172	16.9	18,569,125	**16.1**	**20,279,930**
SWM - North Operations 210005 Provides solid waste services to the north side of the City and includes City Council Districts A, B, E, G, H, and I.	189.3	11,243,594	199.7	10,937,767	**203.6**	**11,744,206**
SWM - South Operations 210006 Provides solid waste services to the south side of the City and includes Council Districts C, D, E, F, G, and I.	184.6	9,753,057	169.5	9,935,463	**170.7**	**10,648,702**
Total	595.7	65,542,503	439.1	65,492,827	**444.6**	**69,373,412**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Solid Waste Management
Fund No./Bus Area No. : 1000 / 2100

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	7.0	8.0	1.0
ADMINISTRATIVE COORDINATOR	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	6.0	4.0	(2.0)
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	0.0	1.0	1.0
ADMINISTRATIVE SUPERVISOR	22	4.0	4.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	3.0	2.0
ASSISTANT SUPERINTENDENT	20	1.0	1.0	
CUSTODIAN	4	5.0	5.0	
CUSTOMER SERVICE REP. I	13	5.0	5.0	
CUSTOMER SERVICE REP. II	15	2.0	2.0	
CUSTOMER SERVICE REP. III	16	11.0	11.0	
CUSTOMER SERVICE SECTION CHIEF	22	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	4.0	4.0	
DEPUTY DIRECTOR (EXE LEV)	34	1.0	1.0	
DIVISION MANAGER	29	4.0	4.0	
ENVIRONMENTAL INVESTIGATOR II	16	2.0	2.0	
EQUIPMENT OPERATOR III	13	35.0	35.0	
EQUIPMENT WORKER	13	2.0	3.0	1.0
FIELD SUPERVISOR	17	1.0	1.0	
GENERAL SUPERINTENDENT	21	1.0	1.0	
GIS ANALYST	20	1.0	1.0	
LABORER	4	20.0	18.0	(2.0)
MAINTENANCE MECHANIC II	12	3.0	3.0	
MAINTENANCE MECHANIC III	14	4.0	4.0	
MAINTENANCE SUPERVISOR	16	1.0	1.0	
MANAGEMENT ANALYST IV	25	1.0	1.0	
PROJECT MANAGER	24	1.0	1.0	
PUBLIC INFORMATION OFFICER	26	1.0	1.0	
PURCHASING MANAGER	27	1.0	1.0	
REFUSE TRUCK DRIVER	6	2.0	0.0	(2.0)
SAFETY REPRESENTATIVE	19	4.0	4.0	
SEMI-SKILLED LABORER	6	19.0	18.0	(1.0)
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR AUDITOR	21	0.0	1.0	1.0
SENIOR BUYER	22	1.0	1.0	
SENIOR COMMUNICATIONS SPECIALIST	20	1.0	1.0	
SENIOR COMMUNITY LIAISON	23	1.0	1.0	
SENIOR CONTRACT ADMINISTRATOR	27	1.0	0.0	(1.0)
SENIOR CONTRACT COMPLIANCE OFFICER	18	1.0	1.0	
SENIOR DISPATCHER	12	4.0	4.0	
SENIOR REFUSE TRUCK DRIVER	8	67.0	68.0	1.0
SENIOR SIDELOADER OPERATOR	9	172.0	174.0	2.0
SENIOR STAFF ANALYST	28	3.0	3.0	
SENIOR SUPERINTENDENT	27	6.0	6.0	
SENIOR TRAINER	21	1.0	1.0	
SIDELOADER OPERATOR	7	29.0	28.0	(1.0)
SOLID WASTE DIRECTOR	37	1.0	1.0	
SOLID WASTE SUPERVISOR	22	23.0	23.0	
STAFF ANALYST	26	1.0	1.0	
Total FTEs		**467.0**	**467.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**27.9**	**22.4**	**(5.5)**
Full-Time Equivalents		**439.1**	**444.6**	**5.5**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Solid Waste Management
Fund No./Bus Area No. : 1000 / 2100

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2100010002	**SWM - Administration Director's Office**			
426100	Non-Resident Garbage Fee	435,000	490,000	**500,000**
426110	Extra Container Garbage Fee	1,540,000	1,600,000	**1,650,000**
428080	Returned Check Charges	800	800	**800**
434305	Judgments & Claims	15,000	15,000	**15,000**
452020	Recoveries & Refunds	500	500	**500**
452030	Miscellaneous Revenue	10,000	10,000	**10,000**
Total	**SWM - Administration Director's Office**	**2,001,300**	**2,116,300**	**2,176,300**
2100010003	**SWM - Administrative Support**			
421320	Dumpster Permits	2,600,000	2,400,000	**2,436,000**
421630	Administrative Fee - Licenses & Permits	300,000	366,375	**366,375**
Total	**SWM - Administrative Support**	**2,900,000**	**2,766,375**	**2,802,375**
Total	**Solid Waste Management**	**4,901,300**	**4,882,675**	**4,978,675**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Solid Waste Management
Fund No./Bus. Area No. : 1000 / 2100

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	21,828,555	16,068,491	16,290,721	**16,923,237**
500030	Salary Part Time - Civilian	139,061	44,370	44,370	**44,370**
500060	Overtime - Civilian	1,368,446	1,252,583	1,253,351	**1,033,288**
500090	Premium Pay - Civilian	79,260	27,405	23,490	**20,887**
500110	Bilingual Pay - Civilian	23,836	19,373	19,373	**19,058**
500180	Temporary Employees	562,685	193,558	88,349	**0**
500210	Pay for Performance-Municipal	112,648	203,341	203,345	**192,483**
501070	Pension - Civilian	3,426,357	2,762,639	2,762,639	**3,621,567**
501120	Termination Pay - Civilian	593,358	459,317	459,317	**238,804**
501160	Vehicle Allowance - Civilian	4,216	4,500	4,500	**1,500**
502010	FICA - Civilian	1,804,447	1,272,830	1,272,830	**1,367,628**
503010	Health Ins-Act Civilian	4,078,165	3,043,073	3,071,877	**3,683,655**
503015	Basic Life Insurance - Active Civilian	12,647	9,081	9,081	**10,069**
503060	Long Term Disability-Civilian	1,557	37,299	37,302	**37,713**
503090	Workers Compensation-Civilian-Admin	120,782	87,927	87,927	**106,263**
503100	Workers Compensation-Civilian-Claim	619,440	375,592	375,592	**336,715**
504020	Compensation Contingency	0	0	0	**544,661**
504030	Unemployment Claims - Administration	87,343	481,907	481,907	**324,907**
Total	**Personnel Services**	**34,862,803**	**26,343,286**	**26,485,971**	**28,506,805**
511010	Chemical Gases & Special Fluids	192,438	1,500	1,500	**1,500**
511015	Cleaning & Sanitary Supplies	110,470	89,085	89,007	**94,035**
511020	Construction Materials	25,097	32,000	10,000	**20,000**
511025	Electrical Hardware & Parts	663	13,500	2,500	**2,500**
511045	Computer Supplies	3,968	3,892	4,366	**4,042**
511050	Paper & Printing Supplies	3,339	2,727	1,950	**1,950**
511055	Publications & Printed Materials	1,208	1,165	1,165	**1,165**
511060	Postage	25,336	20,110	20,110	**20,110**
511070	Miscellaneous Office Supplies	49,245	55,257	42,256	**52,106**
511090	Medical & Surgical Supplies	1,952	4,800	4,120	**4,900**
511095	Small Technical & Scientific Equipment	0	10,000	1,000	**1,000**
511110	Fuel	4,617,217	4,620,137	4,536,679	**5,087,042**
511115	Vehicle Repair & Maintenance Supplies	3,646,273	381	6,088	**1,000**
511120	Clothing	177,391	136,747	155,899	**132,847**
511125	Food Supplies	27,717	36,300	44,603	**52,700**
511140	Landscaping & Gardening Supplies	6,985	5,000	5,100	**5,000**
511145	Small Tools & Minor Equipment	155,381	68,328	64,209	**61,097**
511150	Miscellaneous Parts & Supplies	232,016	170,795	134,948	**128,720**
Total	**Supplies**	**9,276,696**	**5,271,724**	**5,125,500**	**5,671,714**
520100	Temporary Personnel Services	299,174	50,000	50,000	**50,000**
520109	Medical Dental & Laboratory Services	39,122	28,000	28,000	**28,000**
520114	Miscellaneous Support Services	14,246	17,000	17,000	**17,000**
520115	Real Estate Lease/Office Rental	1,462	1,500	1,500	**5,985**
520116	Parking Services Contract	13,685	19,000	19,000	**19,000**
520118	Refuse Disposal	11,890,179	13,394,588	13,251,413	**13,222,091**
520119	Computer Equipment/Software Maintenance	19,195	1,000	1,000	**1,000**
520121	IT Application Svcs	195,191	298,541	298,541	**459,455**
520123	Vehicle & Motor Equipment Services	521,709	4,700	62,302	**4,200**
520124	Other Equipment Services	1,837	0	1,813	**0**
520132	Contracts/Sponsorships	3,422,372	3,503,232	3,503,232	**3,503,232**
520510	Mail/Delivery Services	0	0	190	**0**
520515	Print Shop Services	14,268	14,816	14,547	**15,066**
520520	Printing & Reproduction Services	22,570	7,000	5,728	**7,000**
520605	Advertising Services	1,247	600	600	**600**
520705	Insurance Fees	56,784	67,842	67,842	**87,629**
520725	Assessments - Other Governments	0	0	100	**100**
520765	Membership & Professional Fees	5,121	9,061	9,152	**9,061**
520805	Education & Training	59,504	19,935	13,564	**26,520**

Business Area Expenditure Summary

Fund Name : **General Fund**
Business Area Name : **Solid Waste Management**
Fund No./Bus. Area No. : **1000 / 2100**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520815	Tuition Reimbursement	2,513	8,070	7,903	**0**
520905	Travel - Training Related	3,771	7,100	7,501	**7,100**
520910	Travel - Non-Training Related	9,903	8,800	5,194	**5,800**
521405	Building Maintenance Services	234,531	199,400	200,829	**157,671**
521410	Sewer Services	73,040	68,208	68,208	**68,208**
521415	Land and Grounds Maintenance	4,371	0	576	**0**
521505	Electricity	280,497	377,366	377,366	**278,136**
521510	Natural Gas	25,646	30,771	30,771	**23,154**
521605	Data Services	6,826	10,500	10,500	**14,847**
521610	Voice Services	178,816	177,027	177,027	**173,486**
521620	Voice Equipment	13,713	3,966	3,966	**4,900**
521625	Voice Labor	8,298	6,500	6,500	**3,601**
521630	GIS Revolving Fund Services	20,388	24,291	24,291	**17,435**
521705	Vehicle/Equipment Rental/Lease	15,547	20,000	20,000	**20,000**
521715	Office Equipment Rental	58,717	57,010	57,010	**57,010**
521725	Other Rental	3,128	0	1,695	**0**
521730	Parking Space Rental	39,256	53,610	53,610	**53,610**
522305	Freight Charges	3,152	100	1,850	**1,700**
522430	Miscellaneous Other Services & Charges	287,814	446,701	543,415	**518,531**
522435	Interest Charges Past Due Accounts	7	0	7	**0**
522721	Interfund HR Client Services	292,557	274,562	274,562	**321,916**
522722	KRONOS Service Chargeback	0	23,043	23,043	**16,779**
522723	Drainage Fee Service Chargeback	0	67,781	67,781	**67,781**
522735	Interfund Communication Equipment Repair	400	64,550	64,550	**64,550**
522795	Other Interfund Services	1,200	110,761	110,761	**110,761**
522845	Interfund Vehicle Services	0	12,384,399	12,384,399	**13,740,471**
Total	**Other Services and Charges**	**18,141,757**	**31,861,331**	**31,868,839**	**33,183,386**
560210	Furniture Fixtures and Equipment	12,356	0	0	**0**
560220	Vehicles	9,885	0	0	**0**
Total	**Equipment**	**22,241**	**0**	**0**	**0**
551010	Non-Capital Office Furniture & Equipment	9,243	5,524	1,555	**0**
551015	Non-Capital Computer Equipment	3,952	0	0	**0**
551040	Non-Capital Other	499,962	0	0	**0**
Total	**Non-Capital Equipment**	**513,157**	**5,524**	**1,555**	**0**
532020	Transfers to Capital Projects	0	117,706	117,706	**118,501**
532120	Transfer to Fleet/Eq	2,725,849	1,893,256	1,893,256	**1,893,006**
Total	**Debt Service and Other Uses**	**2,725,849**	**2,010,962**	**2,010,962**	**2,011,507**
	Grand Total Expenditures	**65,542,503**	**65,492,827**	**65,492,827**	**69,373,412**

Tab V

HUMAN AND CULTURAL SERVICES DEPARTMENTS

Health and Human Services V-2

Housing and Community Development..... V-16

Library.. ..... V-22

Neighborhoods..... V-34

Parks and Recreation V-46

HEALTH AND HUMAN SERVICES DEPARTMENT

Department Description and Mission

The Health and Human Services Department (HDHHS) works with the community to promote and protect the health and social well being of Houstonians. To accomplish this mission, the department's programs and activities are structured within seven priority areas:

- Protect the community from communicable disease
- Optimize the health of mothers, infants, and children
- Promote environmental health
- Well being through human services
- Reduce the incidence of chronic disease
- Prepare for a health disaster
- Provide the community with information

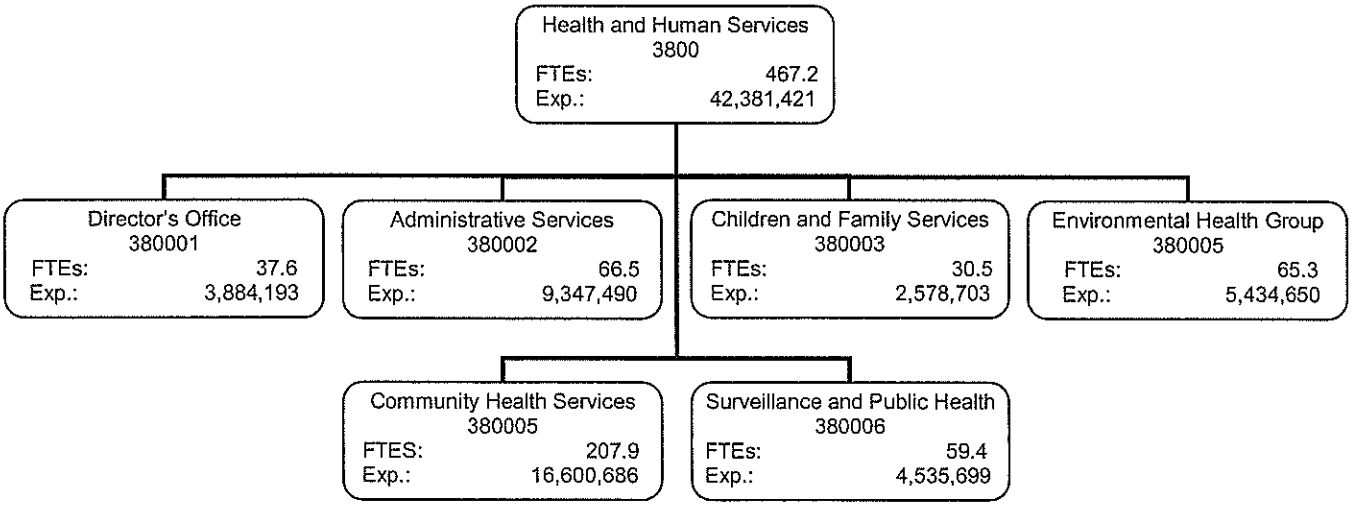
Department Short Term Goals

- Prevent the spread of communicable diseases
- Protect against environmental hazards
- Assure quality and accessible community-wide health and human services
- Educate, promote and encourage healthy behaviors
- Improve the public health infrastructure
- Collect, analyze and disseminate health data
- Provide leadership, planning and policy development
- Assure a competent public health workforce

Department Long Term Goals

- Improve communicable/infectious disease identification and control
- Improve the environment and environmental outcomes in the City
- Improve departmental infrastructure to provide effective and efficient services to the community
- Improve access to health information and dissemination

Department Organization



Business Area Budget Summary

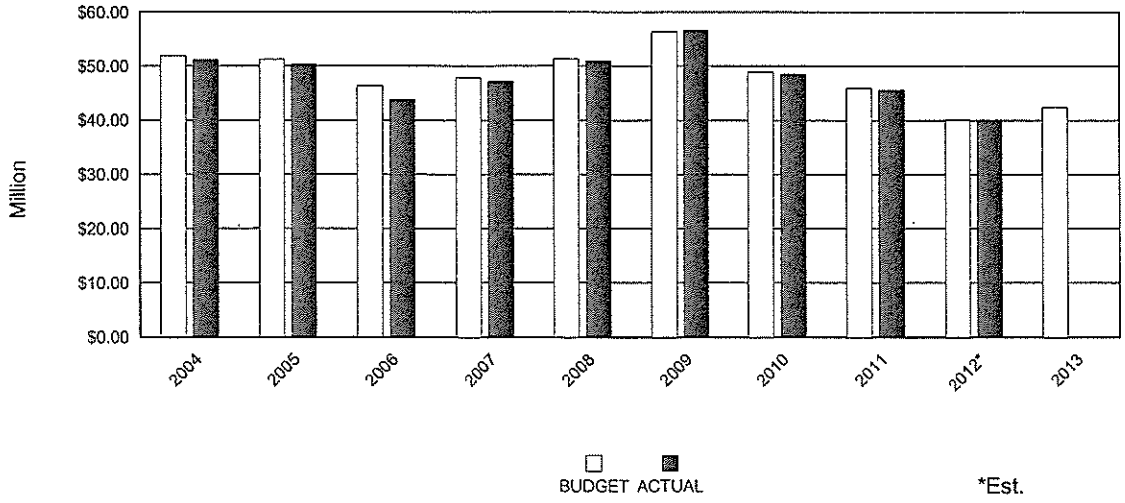
Fund Name : General Fund
Business Area Name : Health and Human Services
Fund No./Bus. Area No. : 1000 / 3800

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	38,409,587	32,961,147	33,770,317	**35,806,150**
	Supplies	1,661,039	1,444,520	1,075,700	**1,061,790**
	Other Services and Charges	5,329,198	5,502,983	5,211,434	**5,505,481**
	Equipment	66,727	89,502	0	**0**
	Non-Capital Equipment	6,607	69,199	9,900	**8,000**
	Total M & O Expenditures	45,473,158	40,067,351	40,067,351	**42,381,421**
	Debt Service & Other Uses	140,972	0	0	**0**
	Total Expenditures	45,614,130	40,067,351	40,067,351	**42,381,421**
Revenues		15,066,839	15,169,700	14,584,900	**13,369,500**
Staffing	Full-Time Equivalents - Civilian	571.4	450.8	458.0	**467.2**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	571.4	450.8	458.0	**467.2**
	Full-Time Equivalents - Overtime	3.4	2.4	2.4	**1.5**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($815,384) and pension contribution ($874,896).
- o Relocate laboratory services from the old Braeswood location to the new Holcombe facility.
- o Additional funding for Tuberculosis Control (TB) Program as a result of federal Community Development Block Grant (CDBG) reductions in the amount of $554,000 (9 FTEs).

Health and Human Services
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Health and Human Services
Fund No./Bus Area No. : 1000 / 3800

Name: Director's Office -- 380001

Mission: Provide direction to the department for administrative management, and programmatic issues. Coordinate strategic planning, program evaluation, project, partnership and policy development support, professional development and emergency response.

Goal: Protect the community from communicable disease. Optimize the health of mothers, infants, and children. Promote environmental health and well-being through human services. Provide the community with information. Prepare for a health disaster and reduce the incidence of chronic disease.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Complete Network Requests	780	406	**929**
Complete Programming Requests	139	106	**205**
Desktop Support Requests	7,277	5,300	**7,168**
Mayor Customer Service Response	124	120	**108**

Name: Administrative Services Division -- 380002

Mission: Support the department in maximizing services through efficient financial reporting, revenue enhancement, exceptional customer service and effective controlling processes.

Goal: Provide all areas of the department with timely and accurate administrative services to maximize resources.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
MFOR and other financial analysis and reports	18	24	**24**
Grant Setups	66	60	**60**
Contract Setups	77	50	**50**

Name: Children and Family Services -- 380003

Mission: Promote and protect the health and social well-being of Houston's children and seniors while encouraging self-sufficiency when possible.

Goal: To promote optimal growth of Houston's at-risk mothers, babies, and small children through nutrition, nutrition education, and referral services.
To promote oral health and community-based primary preventive measures for at-risk Houston children.
To promote the well-being and quality of life for seniors.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Safety Net Dental Encounters	10,701	8,000	**8,000**
Project Saving Smiles	11,004	2,770	**3,000**
Care Houston Encounters	877	1,000	**1,000**
Immunization Clinic Encounters	27,702	20,000	**10,000**
Family Planning Encounters	17,831	12,200	**12,200**

Division Mission and Performance Measures

Fund Name : **General Fund**
Business Area Name : **Health and Human Services**
Fund No./Bus Area No. : **1000 / 3800**

Name: Environmental Health Group -- 380004

Mission: Improve the health and welfare of Houston residents by reducing the impact of environmental and food borne hazards. Provide enforcement and protection for Houston residents in the areas of outdoor air quality, surface water quality, occupational health and safety inspections, indoor air quality, food sanitation and a safe in-home environment.

Goal: Develop a coordinated, integrated complaint intake and response system for the Bureaus within the Environmental Health Division. Develop an integrated database of environmental health data from various stakeholders. Focus program efforts on areas of high risk while maintaining critical complaint response capacity. Maintain all mandated inspection, permitting, monitoring and investigative activities.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Air, Water and Waste Investigations	3,064	2,800	**2,800**
Food Establishments Inspections	25,053	24,000	**37,938**
Food Establishments Complaints	2,159	2,100	**2,200**
Enforcement Cases - BPCP	61	80	**80**
Radiation Inspections	88	150	**175**

Name: Community Health Services -- 380005

Mission: Promote and protect the health and social well-being of Houstonians.

Goal: Provide oversight and input related to legislative and health policy issues. Facilitate department strategic planning. Act as liaison for community stakeholders. Administer Program evaluation and re-engineering services. Assist communities with a "Healthy Community."

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Number of TB Prescriptions	24,865	24,500	**24,500**
Number of Clinic Orders Filled	74,153	45,500	**45,500**
STD Encounters	16,991	15,800	**15,800**
Jail Health Clinic Encounters	187,105	165,700	**165,700**
TB Clinic Encounters	9,669	6,500	**6,500**

Name: Surveillance and Public Health Preparedness -- 380006

Mission: Respond to disasters and epidemics using epidemiological and laboratory resources to prevent and control diseases in support of policies that enable families and individuals to be self-sufficient and live in a safe and healthy community.

Goal: Initiate all high priority disease investigations like meningitis, anthrax, etc. Perform lab tests within established turnaround times. Establish infrastructure that receives, analyzes and transmits public health data. Provide appropriate post exposure prophylaxis when required. Coordinate public health emergency response with community partners.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Number of Diseases Investigated	14,744	40,000	**40,000**
Number of Outbreaks Investigated	42	40	**40**
Laboratory Tests Performed	448,480	486,000	**420,000**

Division Summary

Fund Name : General Fund
Business Area Name : Health and Human Services
Fund No./Bus Area No. : 1000 / 3800

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Director's Office 380001						
The Director's Office provides oversight and input related to legislative and health policy issues, facilitates department strategic planning, acts as liaison for community stakeholders. Instrumental in providing direction for administrative support, management, and programmatic issues. Coordinates strategic planning, program evaluation, project partnership and policy development support.	54.8	3,961,080	39.4	3,868,800	**37.6**	**3,884,193**
Administrative Services Division 380002						
Administrative Services Division consists of General and Special Revenue Funds and Grants Budget Groups, Contracts and Procurement, Business Management, Birth and Death Certificates and Facility Maintenance.	95.3	8,621,531	66.0	8,886,492	**66.5**	**9,347,490**
Children and Family Services 380003						
Instrumental in promoting optimal growth of Houston's at risk mothers, babies and small children through nutrition, nutrition education and referral services. Promotes the well-being and quality of life for seniors and assists with oral health and preventive dental cares for at-risk Houston children.	28.8	3,241,544	32.5	2,389,682	**30.5**	**2,578,703**
Environmental Health Group 380004						
The Environmental Health Division consists of the Bureaus of Air Quality Control (BAQC), Water Resources Protection (BWRP), Consumer Health Services (BCHS), and Community and Children's Environmental Health (BCCEH).	112.9	6,081,509	65.3	5,182,300	**65.3**	**5,434,650**
Community Health Services 380005						
Community Health Services provides public health clinical and social support services to enhance the health and well-being of individuals through a network of Houston area health centers and multi-service centers. Key components include HIV/STD prevention, TB Control, Immunizations, and Jail Health Operations.	239.8	19,128,219	202.1	15,964,817	**207.9**	**16,600,686**

Division Summary

Fund Name : General Fund
Business Area Name : Health and Human Services
Fund No./Bus Area No. : 1000 / 3800

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Surveillance and Public Health Preparedness 380006						
Surveillance and Public Health Preparedness consists of Epidemiology, Laboratory Services and Public Health Preparedness.	39.8	4,580,247	52.7	3,775,260	**59.4**	**4,535,699**
Total	571.4	45,614,130	458.0	40,067,351	**467.2**	**42,381,421**

Business Area Roster Summary

Fund Name : **General Fund**
Business Area Name : **Health and Human Services**
Fund No./Bus Area No. : **1000 / 3800**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNT CLERK	10	2.0	1.0	(1.0)
ADMINISTRATION MANAGER	26	8.0	7.0	(1.0)
ADMINISTRATION MANAGER (EXE LEV)	26	3.0	3.0	
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	7.0	5.8	(1.2)
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	1.0	1.0	
ADMINISTRATIVE ASSOCIATE	13	4.0	4.0	
ADMINISTRATIVE COORDINATOR	24	9.0	9.0	
ADMINISTRATIVE SPECIALIST	20	2.0	1.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	10.0	9.0	(1.0)
ASSISTANT DIRECTOR (EXE LEV)	32	6.8	4.0	(2.8)
ASSISTANT DIRECTOR-PUBLIC HEALTH (EXE LEV)	33	0.0	0.8	0.8
BUREAU CHIEF,PUBLIC HEALTH	30	0.0	1.0	1.0
BUREAU CHIEF,PUBLIC HEALTH (EXE LEV)	30	6.4	6.3	(0.1)
CASHIER	6	2.0	0.0	(2.0)
CENTER ADMINISTRATOR	25	0.0	1.0	1.0
CHEMIST I	14	0.0	1.0	1.0
CHEMIST II	17	5.0	4.0	(1.0)
CHEMIST III	21	3.0	3.0	
CHEMIST IV	23	4.0	4.0	
CHIEF NURSE,RN	25	4.0	4.0	
CHIEF PHARMACIST	27	0.0	1.0	1.0
CHIEF PHYSICIAN,MD	35	2.0	2.0	
CHIEF SANITARIAN	28	2.4	2.4	
CLINIC ASSISTANT	9	25.0	25.0	
COMMUNICATIONS TECHNICIAN	15	0.0	1.0	1.0
COMMUNITY INVOLVEMENT COORDINATOR	22	2.0	1.0	(1.0)
COMMUNITY LIAISON	18	9.0	10.0	1.0
COMMUNITY RELATIONS SPECIALIST	11	13.0	11.7	(1.3)
COUNSELOR	20	3.0	4.0	1.0
CUSTOMER SERVICE CLERK	10	4.0	4.0	
CUSTOMER SERVICE REP. I	13	26.0	25.0	(1.0)
CUSTOMER SERVICE REP. II	15	0.0	2.0	2.0
CUSTOMER SERVICE REP. III	16	1.0	1.8	0.8
CUSTOMER SERVICE SUPERVISOR	18	6.0	6.0	
DATA ENTRY OPERATOR	8	0.0	1.0	1.0
DENTAL ASSISTANT	9	16.0	16.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	2.0	
DEPUTY DIRECTOR (EXE LEV)	34	0.0	1.0	1.0
DIRECTOR OF PUBLIC HEALTH	37	1.0	1.0	
DIVISION MANAGER	29	2.0	1.0	(1.0)
DIVISION MANAGER (EXE LEV)	29	7.7	7.7	
ENGINEER	26	1.0	1.0	
ENVIRONMENTAL INVESTIGATOR II	16	2.0	2.0	
ENVIRONMENTAL INVESTIGATOR III	20	8.0	8.0	
ENVIRONMENTAL INVESTIGATOR IV	23	3.0	3.5	0.5
ENVIRONMENTAL INVESTIGATOR V	28	0.0	0.2	0.2
EPIDEMIOLOGIST MANAGER	27	0.7	0.9	0.2
EXECUTIVE OFFICE ASSISTANT	15	1.0	2.0	1.0
EXECUTIVE STAFF ANALYST (EXE LEV)	30	0.0	0.5	0.5
FINANCIAL ANALYST III	21	0.0	1.0	1.0
FINANCIAL ANALYST IV	25	6.0	6.5	0.5

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Health and Human Services
Fund No./Bus Area No. : 1000 / 3800

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
FIXED ASSET MANAGER	25	0.0	1.0	1.0
FIXED ASSET SPECIALIST	13	1.0	1.0	
GIS ANALYST	20	1.0	1.0	
GRADUATE ENGINEER	22	2.0	2.0	
HEALTH PLANNING CHIEF	24	0.0	1.0	1.0
INVENTORY MANAGEMENT CLERK	9	2.0	1.0	(1.0)
IT PROJECT MANAGER	28	0.0	0.1	0.1
JAIL MEDICAL SPECIALIST	17	16.0	15.0	(1.0)
LABORATORY MANAGER	28	1.0	2.0	1.0
LABORATORY SUPERVISOR	24	4.9	6.5	1.6
LABORATORY TECHNICIAN	6	7.0	8.0	1.0
LICENSED VOCATIONAL NURSE	12	9.0	9.0	
MAILROOM SUPERVISOR	13	1.0	1.0	
MANAGEMENT ANALYST II	18	2.0	2.0	
MANAGEMENT ANALYST III	21	1.0	1.8	0.8
MANAGEMENT ANALYST IV	25	2.7	2.0	(0.7)
MEDICAL RECORDS SUPERVISOR	19	2.0	2.0	
MESSENGER	6	1.0	1.0	
MICROBIOLOGIST I	14	6.0	5.0	(1.0)
MICROBIOLOGIST II	17	6.0	8.0	2.0
MICROBIOLOGIST III	21	6.0	6.0	
MICROBIOLOGIST IV	23	3.0	3.0	
NURSE PRACTITIONER	26	4.0	5.0	1.0
OFFICE SUPERVISOR	17	1.0	0.0	(1.0)
PHARMACY TECHNICIAN	9	1.0	2.0	1.0
PHYSICIAN,MD	33	4.0	4.0	
PROGRAMMER ANALYST IV	25	0.8	0.0	(0.8)
PROJECT MANAGER	24	0.0	1.0	1.0
PUBLIC HEALTH CLERK	8	20.0	20.0	
PUBLIC HEALTH DENTIST,DDS	26	1.0	1.0	
PUBLIC HEALTH INVESTIGATOR	12	3.0	6.0	3.0
PUBLIC HEALTH NURSE III	21	4.0	2.0	(2.0)
PUBLIC HEALTH NURSE IV	22	15.0	16.0	1.0
PUBLIC INFORMATION OFFICER	26	0.5	0.5	
REGISTRAR-VITAL STATISTICS	26	1.0	1.0	
SANITARIAN I	14	8.0	8.0	
SANITARIAN II	17	8.8	8.8	
SANITARIAN III	21	11.2	11.2	
SENIOR ACCOUNT CLERK	13	4.0	5.0	1.0
SENIOR AUDITOR	21	1.0	0.0	(1.0)
SENIOR BUYER	22	2.0	2.0	
SENIOR CLINICAL EDUCATION COORDINATOR	20	1.0	1.0	
SENIOR COMMUNICATIONS SPECIALIST	20	1.0	1.0	
SENIOR COMMUNITY LIAISON	23	4.0	4.0	
SENIOR COMPUTER OPERATOR	14	1.0	1.0	
SENIOR CONTRACT ADMINISTRATOR	27	1.0	1.0	
SENIOR COUNSELOR	22	4.0	7.0	3.0
SENIOR CUSTOMER SERVICE CLERK	12	9.0	6.8	(2.2)
SENIOR DATA BASE ANALYST	25	1.0	1.0	
SENIOR DATA ENTRY OPERATOR	12	0.0	1.0	1.0
SENIOR INVENTORY MANAGEMENT CLERK	12	1.0	2.0	1.0
SENIOR IT PROJECT MANAGER (EXE LEV)	30	1.0	1.0	

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Health and Human Services
Fund No./Bus Area No. : 1000 / 3800

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
SENIOR JAIL MEDICAL SPECIALIST	19	4.0	4.0	
SENIOR MICROCOMPUTER ANALYST	23	1.0	1.0	
SENIOR NUTRITIONIST	18	1.0	1.0	
SENIOR OFFICE ASSISTANT	12	4.0	4.0	
SENIOR PROJECT MANAGER	27	1.0	1.0	
SENIOR PUBLIC HEALTH DENTIST,DDS	28	5.0	5.0	
SENIOR PUBLIC HEALTH EDUCATOR	18	2.0	2.0	
SENIOR PUBLIC HEALTH INVESTIGATOR	16	1.0	8.0	7.0
SENIOR STAFF ANALYST	28	1.0	1.0	
SENIOR STAFF ANALYST (EXE LEV)	28	1.2	2.2	1.0
SENIOR TELECOMMUNICATIONS SPECIALIST	21	1.0	1.0	
SENIOR TRAINER	21	1.0	1.0	
STAFF ANALYST	26	6.8	7.8	1.0
STAFF ANALYST (EXE LEV)	26	1.0	0.0	(1.0)
STAFF EPIDEMIOLOGIST	22	4.6	6.6	2.0
STAFF PHARMACIST	25	2.0	2.0	
SURVEILLANCE INVESTIGATOR-EPIDEMIOLOGY	17	1.0	2.0	1.0
SYSTEMS CONSULTANT	26	2.0	2.8	0.8
SYSTEMS SUPPORT ANALYST II	19	2.0	2.4	0.4
SYSTEMS SUPPORT ANALYST IV	25	1.0	1.0	
TECHNICAL HARDWARE ANALYST I	17	1.0	1.0	
X-RAY TECHNICIAN	13	2.0	2.0	
Total FTEs		**457.5**	**481.6**	**24.1**
Less adjustment for Civilian Vacancy Factor		**6.7**	**14.4**	**7.7**
Full-Time Equivalents		**450.8**	**467.2**	**16.4**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Health and Human Services
Fund No./Bus Area No. : 1000 / 3800

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
3800020009	**HHS - Department Wide Charges**			
425110	Indirect Cost Recovery-Grants	4,300,000	4,613,400	**4,100,000**
426330	Miscellaneous Copies Fees	4,000	3,900	**3,900**
428080	Returned Check Charges	1,300	1,300	**900**
434340	Cashier Overages	0	1,500	**0**
447020	Garage Parking Revenue	150,000	150,000	**146,000**
452030	Miscellaneous Revenue	1,000	0	**0**
Total	**HHS - Department Wide Charges**	**4,456,300**	**4,770,100**	**4,250,800**
3800040003	**HHS - Air Quality**			
421060	Miscellaneous Health Permits	1,156,200	850,000	**782,500**
3800040006	**HHS - Consumer Health**			
421010	Special Food Permits	890,300	1,038,200	**1,052,300**
421020	Food Dealers Permits	3,381,700	3,343,400	**3,395,600**
421030	Food Managers Permits	474,100	349,400	**354,700**
421040	Mobile Food Vendor Licenses	479,100	351,300	**356,100**
421630	Administrative Fee - Licenses & Permits	153,200	150,900	**150,900**
Total	**HHS - Consumer Health**	**5,378,400**	**5,233,200**	**5,309,600**
3800050001	**HHS - Neighborhood Svc**			
426420	Building Space Rental Fees	490,000	490,000	**490,000**
426430	Facility Rental Fees	89,800	89,800	**89,800**
Total	**HHS - Neighborhood Svc**	**579,800**	**579,800**	**579,800**
3800050002	**HHS - Maternal Child Health**			
422010	Medicaid Title XIX	300,000	300,000	**300,000**
422020	Medicaid Title XX	1,200,000	870,000	**370,000**
Total	**HHS - Maternal Child Health**	**1,500,000**	**1,170,000**	**670,000**
3800050017	**HHS - NuevaCasaDeAmigo**			
426130	Dental Fees	0	5,000	**0**
3800060003	**HHS - Vital Statistics**			
426300	Certified Copies Fees	2,085,000	1,950,000	**1,750,000**
426330	Miscellaneous Copies Fees	14,000	0	**0**
452030	Miscellaneous Revenue	0	16,000	**16,000**
Total	**HHS - Vital Statistics**	**2,099,000**	**1,966,000**	**1,766,000**
3800060005	**HHS - Laboratory Admin**			
426420	Building Space Rental Fees	0	10,800	**10,800**
Total	**Health and Human Services**	**15,169,700**	**14,584,900**	**13,369,500**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Health and Human Services
Fund No./Bus. Area No. : 1000 / 3800

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	26,501,268	22,076,210	22,868,134	**23,308,576**
500015	HOPE Union Business Leave	0	0	400	**0**
500030	Salary Part Time - Civilian	275,254	229,614	170,800	**252,218**
500060	Overtime - Civilian	193,240	141,900	272,026	**95,800**
500090	Premium Pay - Civilian	33,313	40,000	40,000	**40,000**
500110	Bilingual Pay - Civilian	145,284	116,081	120,342	**125,476**
500180	Temporary Employees	2,514	0	0	**0**
500250	HOPE Union Business Usage	2,062	0	4,100	**0**
501070	Pension - Civilian	4,235,632	4,055,418	4,114,451	**4,988,042**
501120	Termination Pay - Civilian	775,651	496,400	400,900	**496,400**
501160	Vehicle Allowance - Civilian	33,171	33,600	13,560	**0**
502010	FICA - Civilian	2,007,728	1,759,765	1,756,827	**1,814,345**
503010	Health Ins-Act Civilian	3,728,606	3,210,572	3,179,746	**3,960,702**
503015	Basic Life Insurance - Active Civilian	15,362	13,612	30,419	**13,682**
503060	Long Term Disability-Civilian	(386)	39,596	44,890	**39,682**
503090	Workers Compensation-Civilian-Admin	83,165	91,421	94,164	**112,689**
503100	Workers Compensation-Civilian-Claim	171,846	136,022	138,622	**136,022**
504030	Unemployment Claims - Administration	205,877	520,936	520,936	**422,516**
Total	**Personnel Services**	**38,409,587**	**32,961,147**	**33,770,317**	**35,806,150**
511010	Chemical Gases & Special Fluids	(1,692)	5,200	5,200	**4,300**
511015	Cleaning & Sanitary Supplies	43,971	18,200	16,400	**18,100**
511020	Construction Materials	760	0	2,000	**0**
511025	Electrical Hardware & Parts	65	4,209	100	**300**
511030	Mechanical Hardware & Parts	0	2,000	1,000	**5,000**
511040	Audiovisual Supplies	63	1,000	2,900	**0**
511045	Computer Supplies	22,989	43,200	28,000	**19,000**
511050	Paper & Printing Supplies	10,071	17,500	17,000	**18,700**
511055	Publications & Printed Materials	3,818	5,500	17,000	**5,500**
511060	Postage	119,034	81,049	50,200	**42,600**
511070	Miscellaneous Office Supplies	145,341	102,120	103,600	**84,363**
511075	Library Circulation Supplies	0	0	100	**0**
511080	General Laboratory Supplies	361,421	252,400	85,300	**109,400**
511085	Drugs & Medical Chemicals	532,674	566,505	352,300	**371,200**
511090	Medical & Surgical Supplies	109,525	79,889	97,700	**114,300**
511095	Small Technical & Scientific Equipment	3,834	5,900	5,900	**300**
511110	Fuel	154,695	183,100	183,100	**182,700**
511115	Vehicle Repair & Maintenance Supplies	98	2,100	1,000	**2,500**
511120	Clothing	918	2,500	6,100	**1,000**
511125	Food Supplies	22,958	3,200	11,000	**0**
511135	Recreational Supplies	897	0	100	**0**
511140	Landscaping & Gardening Supplies	3,047	2,000	0	**0**
511145	Small Tools & Minor Equipment	628	2,600	1,600	**6,100**
511150	Miscellaneous Parts & Supplies	125,899	63,848	87,500	**76,427**
511160	Protective Gear	13	500	500	**0**
511165	Fire Fighting Equipment	12	0	100	**0**
Total	**Supplies**	**1,661,039**	**1,444,520**	**1,075,700**	**1,061,790**
520100	Temporary Personnel Services	535,675	475,903	501,500	**511,768**
520101	Janitorial Services	44,928	22,000	20,000	**14,400**
520102	Security Services	59,062	71,913	59,100	**40,700**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Health and Human Services
Fund No./Bus. Area No. : 1000 / 3800

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520103	Subrecipient Contract Services	486,296	171,800	174,200	**171,800**
520105	Accounting & Auditing Services	0	0	300	**0**
520107	Computer Info/Contr	0	0	30,000	**0**
520108	Information Resource Services	24,236	65,200	48,474	**65,200**
520109	Medical Dental & Laboratory Services	61,814	32,036	17,100	**73,800**
520110	Management Consulting Services	29,897	44,800	18,200	**0**
520113	Photographic Services	(2,213)	0	0	**0**
520114	Miscellaneous Support Services	119,294	81,600	83,100	**76,251**
520115	Real Estate Lease/Office Rental	373,740	372,100	172,100	**363,618**
520119	Computer Equipment/Software Maintenance	81,597	51,254	44,000	**38,400**
520120	Communications Equipment Services	0	124,520	146,300	**139,950**
520121	IT Application Svcs	67,676	94,099	94,099	**144,818**
520122	Office Equipment Services	3,669	4,805	1,700	**2,000**
520123	Vehicle & Motor Equipment Services	261,328	240,500	240,400	**240,400**
520124	Other Equipment Services	4,220	27,832	11,500	**2,400**
520126	Construction Site Work Services	19,951	0	0	**0**
520157	Computer Software Maintenance Services	0	42,200	45,700	**63,600**
520159	Non-Sub-Recipient Grant Contract	268,992	277,000	277,000	**165,300**
520510	Mail/Delivery Services	478	7,137	2,500	**0**
520515	Print Shop Services	24,681	11,542	12,200	**13,200**
520520	Printing & Reproduction Services	7,252	11,909	9,000	**8,500**
520605	Advertising Services	1,540	1,000	100	**0**
520705	Insurance Fees	238,077	267,165	267,165	**326,623**
520725	Assessments - Other Governments	221,986	40,700	40,600	**112,000**
520760	Contributions	128	0	0	**0**
520765	Membership & Professional Fees	106,984	84,800	76,800	**79,800**
520805	Education & Training	61,201	73,200	49,000	**62,600**
520815	Tuition Reimbursement	23,431	10,000	10,000	**0**
520905	Travel - Training Related	84,561	114,110	98,100	**86,808**
520910	Travel - Non-Training Related	46,383	43,483	46,900	**37,800**
521310	Small Diff. -GR/IR	2,673	0	0	**0**
521405	Building Maintenance Services	2,028	1,700	400	**10,600**
521415	Land and Grounds Maintenance	0	2,000	0	**0**
521605	Data Services	184,605	225,000	225,000	**318,150**
521610	Voice Services	1,095,035	1,084,086	1,084,086	**1,062,404**
521620	Voice Equipment	30,624	23,796	23,796	**29,400**
521625	Voice Labor	30,397	25,000	25,000	**21,607**
521630	GIS Revolving Fund Services	42,238	50,627	50,627	**38,476**
521705	Vehicle/Equipment Rental/Lease	62,050	1,600	16,600	**1,000**
521715	Office Equipment Rental	30,409	15,100	16,400	**6,500**
521725	Other Rental	27,158	30,000	28,000	**24,100**
521730	Parking Space Rental	2,484	3,400	4,900	**400**
522305	Freight Charges	997	1,100	700	**1,000**
522410	Cashier Shortages	519	344	200	**0**
522420	Petty Cash/Change Special Fund	0	0	100	**0**
522430	Miscellaneous Other Services & Charges	87,057	125,955	130,620	**120,184**
522720	Interfund Payroll Services	(1,650)	0	0	**0**
522721	Interfund HR Client Services	293,038	603,413	603,413	**703,690**
522722	KRONOS Service Chargeback	0	21,338	21,338	**17,341**
522723	Drainage Fee Service Chargeback	0	61,778	61,778	**58,170**
522780	Interfund Photo Copy Services	182,625	158,200	115,400	**183,625**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Health and Human Services
Fund No./Bus. Area No. : 1000 / 3800

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
522790	Interfund Inventory Adjustments	0	8,100	9,400	**10,300**
522835	Scrapping of Inventory for Disposal	47	0	700	**800**
522840	Interfund Permit Center Rent Chargeback	0	195,838	195,838	**55,998**
Total	**Other Services and Charges**	**5,329,198**	**5,502,983**	**5,211,434**	**5,505,481**
560210	Furniture Fixtures and Equipment	49,995	89,502	0	**0**
560230	Computer HW and Developed SW	16,732	0	0	**0**
Total	**Equipment**	**66,727**	**89,502**	**0**	**0**
551010	Non-Capital Office Furniture & Equipment	11,702	9,550	6,600	**7,000**
551015	Non-Capital Computer Equipment	(15,863)	19,426	2,300	**1,000**
551025	Non-Capital Scientific/Medical Equipment	9,602	39,919	600	**0**
551040	Non-Capital Other	1,166	304	400	**0**
Total	**Non-Capital Equipment**	**6,607**	**69,199**	**9,900**	**8,000**
532120	Transfer to Fleet/Eq	140,972	0	0	**0**
Total	**Debt Service and Other Uses**	**140,972**	**0**	**0**	**0**
	Grand Total Expenditures	**45,614,130**	**40,067,351**	**40,067,351**	**42,381,421**


CITY OF HOUSTON
TEXAS

HOUSING AND COMMUNITY DEVELOPMENT

Department Description and Mission

The Housing and Community Development Department's (HCDD) mission is to provide leadership in the preservation, revitalization and improvement of Houston's low and moderate-income neighborhoods by:

1. Expanding the supply of safe, quality, and affordable housing;
2. Improving the infrastructure;
3. Providing financial inducement to encourage economic development and;
4. Providing social and other supportive services necessary for viable neighborhoods.

To maximize results, HCDD leverages financial and other resources with those from the public, private and non-profit sectors for the benefit of the citizens of Houston.

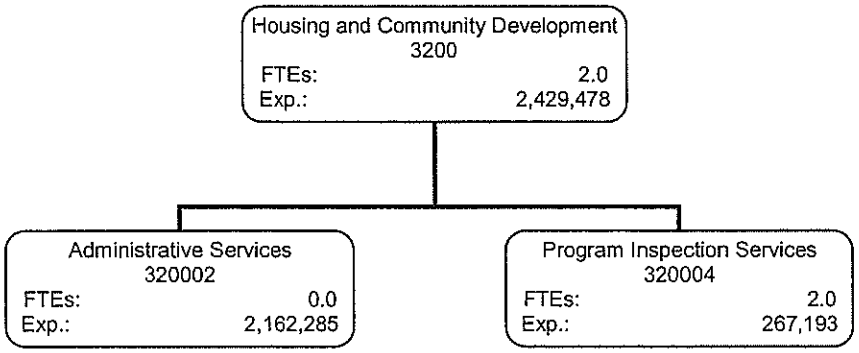
Department Short Term Goals

Develop and execute strategies to rehabilitate and reconstruct owner-occupied units, assist eligible residents to become homebuyers and improve multi-family projects, especially in targeted areas of the City, while providing social and other supportive community services to build and retain healthy neighborhoods.

Department Long Term Goals

Build the City's affordable housing stock through the conservation of owner-occupied housing and improvement of multi-family units and improve economic conditions leading to the sustainable neighborhoods that will benefit all Houstonians, especially low to moderate income persons.

Department Organization



Business Area Budget Summary

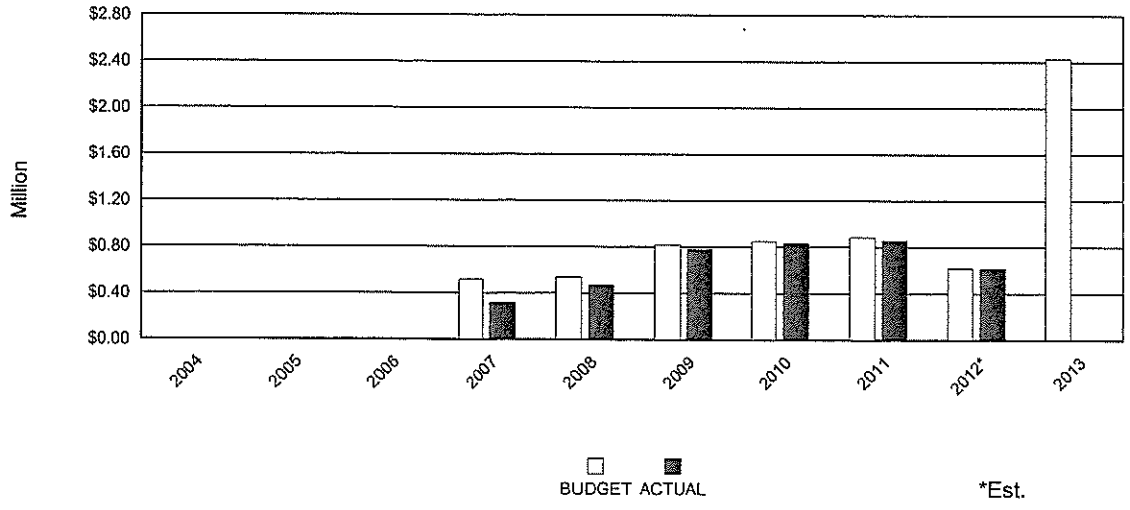
Fund Name : General Fund
Business Area Name : Housing & Community Development
Fund No./Bus. Area No. : 1000 / 3200

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	702,115	252,428	252,428	**267,193**
	Other Services and Charges	157,920	367,351	367,351	**2,162,285**
	Total M & O Expenditures	860,035	619,779	619,779	**2,429,478**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	860,035	619,779	619,779	**2,429,478**
Revenues		331	0	0	**0**
Staffing	Full-Time Equivalents - Civilian	2.9	2.0	2.0	**2.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	2.9	2.0	2.0	**2.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($2,344) and pension contribution ($7,631).
- o FY2013 Budget includes general funds to support personnel costs of individuals who have been assigned in part and/or whole to two citywide initiatives: (1) Land Assemblage Redevelopment Authority (LARA) and (2) Service of the Emergency Aid Resource Center for the Homeless (SEARCH) Mobile Outreach Program.
- o Support affordable housing initiatives through the acquisition of vacant parcels through tax foreclosure sales and redistributing them to affordable housing developers and community housing development organizations.
- o Promote the sale of affordable housing stock to low and moderate income homebuyers in disadvantaged and underserved communities.
- o Continue funding of the SEARCH Mobile Outreach program.
- o FY2013 Budget includes a maximum $1.8M related to repayment of disallowed Housing Opportunities for Persons with AIDS (HOPWA) grant costs and payment of a 2008 settlement agreement with the U.S. Department of Housing and Urban Development for disallowed HOPWA costs. The final cost to the General Fund is still being determined.

Housing & Community Development
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Housing & Community Development
Fund No./Bus Area No. : 1000 / 3200

Name: Administrative Services -- 320002

Mission: SEARCH initiative/program helps Houstonians who are homeless to get back on their feet, move from the streets into safe stable housing and jobs.

Goal: SEARCH's Mobile Outreach Program travels throughout Houston to common gathering areas for individuals who are homeless and provides on-the-spot assessment, assistance, intervention and referrals. By making available food, water, clothing, and blankets, they offer an important lifeline to people who need assistance.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Outreach (Unduplicated)	385	717	**750**
Homeless (Unduplicated)	28	44	**30**
Stabilization (Unduplicated)	590	200	**500**

Name: HCD - Prgm Insp Services -- 320004

Mission: Ensure program compliance of Housing's initiatives. Promote homeownership among low to moderate income individuals and affordable housing assistance/development within low to moderate income areas.

Goal: Revitalize communities which have been disadvantaged and underserved.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Foreclosed Vacant Lots	75	60	**65**
Resale Vacant Lots	26	30	**50**
Homebuyers - Affordable Homebuyers Programs (AHP)	9	10	**10**

Division Summary

Fund Name : General Fund
Business Area Name : Housing & Community Development
Fund No./Bus Area No. : 1000 / 3200

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Administrative Services 320002						
Ensure the grant awarded for SEARCH initiatives equate to the funding for SEARCH's Mobile Outreach Program to support homeless prevention activities Citywide.	0.0	364,730	0.0	367,351	**0.0**	**2,162,285**
HCD - Prgm Insp Services 320004						
Ensure program compliance of HCDD initiatives. Promote affordable housing initiatives through the purchase of vacant tax foreclosed properties and their resale to affordable housing developer/contractors and community housing development organizations. Market "Affordable Housing Programs (AHP)" to potential homebuyers, developer/contractors, and realtors.	2.9	495,305	2.0	252,428	**2.0**	**267,193**
Total	2.9	860,035	2.0	619,779	**2.0**	**2,429,478**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Housing & Community Development
Fund No./Bus Area No. : 1000 / 3200

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE SPECIALIST	20	1.6	0.0	(1.6)
ADMINISTRATIVE SUPERVISOR	22	0.0	1.0	1.0
DEPUTY DIRECTOR (EXE LEV)	34	0.3	1.0	0.7
STAFF ANALYST (EXE LEV)	26	1.0	0.0	(1.0)
Total FTEs		**2.9**	**2.0**	**(0.9)**
Less adjustment for Civilian Vacancy Factor		**0.9**	**0.0**	**(0.9)**
Full-Time Equivalents		**2.0**	**2.0**	**0.0**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Housing & Community Development
Fund No./Bus. Area No. : 1000 / 3200

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	546,984	180,738	180,738	187,738
500030	Salary Part Time - Civilian	20,694	0	0	0
500110	Bilingual Pay - Civilian	0	1,198	1,198	0
501070	Pension - Civilian	67,700	32,532	32,532	40,176
501160	Vehicle Allowance - Civilian	4,216	1,386	1,386	1,386
502010	FICA - Civilian	31,356	13,918	13,918	13,057
503010	Health Ins-Act Civilian	30,075	18,737	18,737	21,082
503015	Basic Life Insurance - Active Civilian	197	81	81	111
503060	Long Term Disability-Civilian	16	252	252	170
503090	Workers Compensation-Civilian-Admin	807	591	591	478
504030	Unemployment Claims - Administration	70	2,995	2,995	2,995
Total	**Personnel Services**	**702,115**	**252,428**	**252,428**	267,193
520103	Subrecipient Contract Services	130,951	133,883	133,883	133,883
520115	Real Estate Lease/Office Rental	0	189,000	189,000	189,000
520116	Parking Services Contract	600	0	0	0
520515	Print Shop Services	91	0	0	0
520910	Travel - Non-Training Related	1,909	0	0	0
521610	Voice Services	5,248	2,585	2,585	2,533
521625	Voice Labor	50	69	69	0
521630	GIS Revolving Fund Services	3,176	3,807	3,807	3,681
522430	Miscellaneous Other Services & Charges	15,180	20,180	20,180	15,391
522620	Claims & Judgments	0	0	0	1,800,000
522722	KRONOS Service Chargeback	0	142	142	112
522795	Other Interfund Services	715	17,685	17,685	17,685
Total	**Other Services and Charges**	**157,920**	**367,351**	**367,351**	2,162,285
	Grand Total Expenditures	**860,035**	**619,779**	**619,779**	2,429,478

LIBRARY

Department Description and Mission

The mission of the Houston Public Library (HPL) is to deliver quality customer service by offering a broadly defined program of education, research, multi-cultural and multi-generational enrichment to meet the needs of Houston's diverse population. Services include an extensive research and circulation book collection; a repository for federal, state, and local documents; information and research assistance by phone, electronically, and in person; collections of non-traditional library materials such as digital media; services to the hearing and visually impaired; and literacy/educational support through various age-appropriate programs to encourage reading among youth and the larger community.

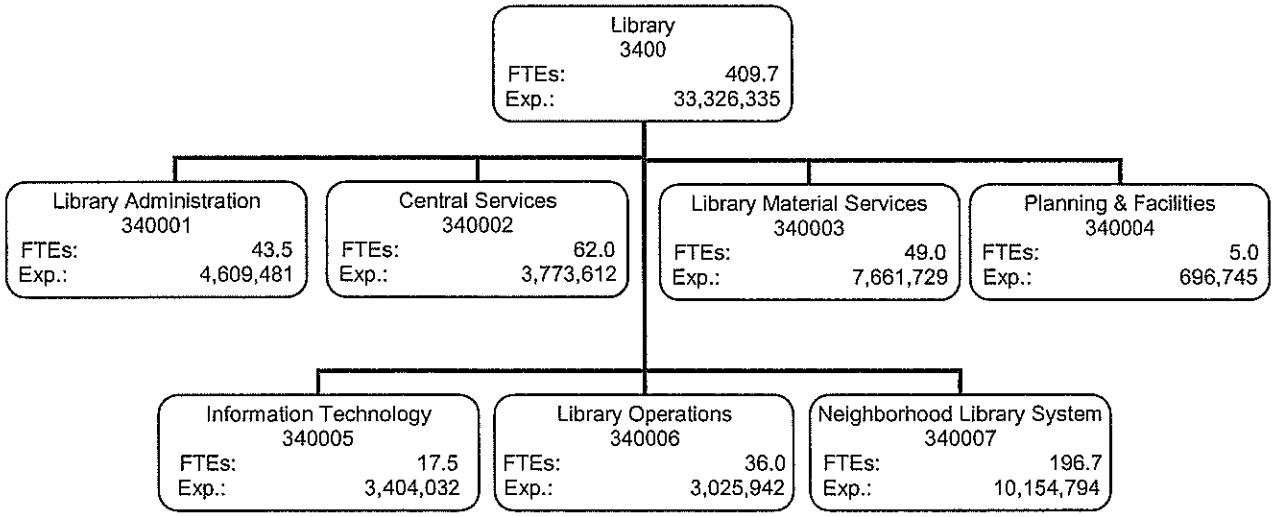
Short-Term Goals

- Expand access to technology, computer instruction, the internet and electronic information resources. Specific projects include:
  - Digitizing materials held in HPL's special collections
  - Expanding the Digital Inclusion Project
  - Increasing the number of computers in HPL facilities
- Place greater emphasis on services to children and teens, with specific new services to support educational success.

Long-Term Goals

- Provide a broad array of innovative, customer driven services through the efficient use of staff, fiscal resources, interdepartmental collaborations and community partnerships.

Department Organization



Business Area Budget Summary

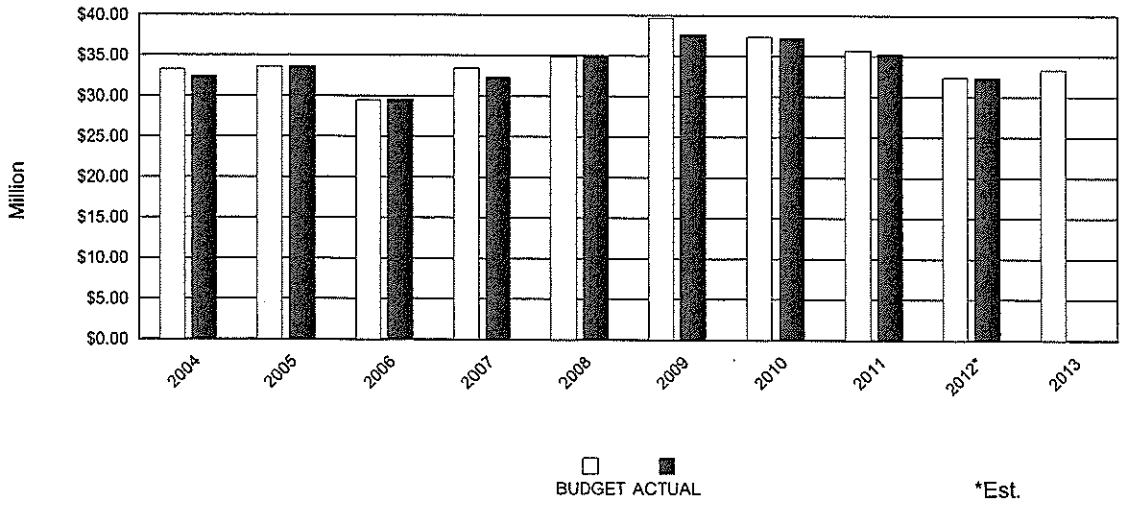
Fund Name : General Fund
Business Area Name : Library
Fund No./Bus. Area No. : 1000 / 3400

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	24,652,694	23,318,023	23,268,151	**23,982,086**
	Supplies	341,015	236,057	265,648	**306,922**
	Other Services and Charges	4,356,346	4,088,808	4,022,484	**4,350,827**
	Equipment	7,490	23,146	109,751	**0**
	Non-Capital Equipment	5,938,163	4,686,500	4,686,500	**4,686,500**
	Total M & O Expenditures	35,295,708	32,352,534	32,352,534	**33,326,335**
	Debt Service & Other Uses	9,223	0	0	**0**
	Total Expenditures	35,304,931	32,352,534	32,352,534	**33,326,335**
Revenues		1,842,222	724,660	848,000	**780,460**
Staffing	Full-Time Equivalents - Civilian	456.4	415.6	414.4	**409.7**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	456.4	415.6	414.4	**409.7**
	Full-Time Equivalents - Overtime	0.0	0.6	0.6	**0.0**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($441,208) and pension contribution ($419,633).
- o In FY2013, HPL will continue to focus on student support, literacy advancement, technology access and instruction, and workforce development.
- o Ensure that the design criteria meets with the Americans with Disabilities Act compliance for all facilities. Manage land acquisitions for new facilities or the replacement of existing library facilities.
- o Programs for youth and adults in school support, literacy advancement, technology access and instruction and workforce development.

Library
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : **General Fund**
Business Area Name : **Library**
Fund No./Bus Area No. : **1000 / 3400**

Name: HPL-Library Administration -- 340001

Mission: To support all administrative functions in the areas of Human Resources, Financial Services, Communications and Fleet Inventory and Distribution Services.

Goal: Ensure maximum utilization of budgeted funds. Recruit and retain staff who demonstrate effective performance. Promote library services, resources and programs

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Promotional Newsletter	N/A	N/A	**40,500**

Name: HPL-Central Services -- 340002

Mission: Offer extraordinary, knowledgeable and in-depth customer service.

Goal: Provide library services through the circulation of materials, reference sevices, and programming for youth and adults

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Reference Transactions	138,372	119,156	**115,000**
Computer Users	199,379	211,000	**200,000**
Circulation	1,086,958	1,056,798	**1,000,000**

Name: HPL-Library Material Services -- 340003

Mission: Acquire, prepare and catalog library materials for system-wide circulation.

Goal: Ensure that materials funds are spent in a timely and efficient manner so that customers have access to the information they need.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Collections Inventoried	N/A	6	**6**
Items Added to Collection	N/A	350,000	**400,000**
New Titles Added	N/A	45,000	**45,000**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Library
Fund No./Bus Area No. : 1000 / 3400

Name: HPL-Planning & Facilities -- 340004

Mission: Provide safe, welcoming exciting facilities conducive to exceptional customer service.

Goal: Enable library facilities to meet current and future needs. Improve library facilities for customer experience.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Design Review Turnaround	N/A	2 Weeks	**10 Days**
Branch Maintenance Review with Manager	N/A	2 Days	**3 Days**

Name: HPL-Information Technology -- 340005

Mission: Support and maintain computer labs and network equipment to provide uninterrrupted service to the public and staff.

Goal: Enhancement of "virtual" library services, maintain technology training classes, and implementation of new computers across the system.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Computer Classes	1,356	960	**900**
Computer Class Attendance	11,109	6,800	**7,200**

Name: HPL-Library Operations -- 340006

Mission: Offer extraordinary, knowledgeable and in-depth customer service.

Goal: Provide system wide library services through circulation of materials, reference services and programming of youths and adults.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Total Circulation	7,334,887	7,100,000	**6,900,000**
Juvenile Circulation	3,841,705	3,253,652	**3,000,000**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Library
Fund No./Bus Area No. : 1000 / 3400

Name: HPL-Neighborhood Library System -- 340007

Mission: Offer extraordinary, knowledgeable and in-depth customer service.

Goal: Provide library services through the circulation of materials, reference sevices, and programming for youth and adults.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Reference	657,420	512,252	**500,000**
Computer Users	1,071,809	997,646	**985,000**
Circulation	6,246,798	6,016,210	**5,900,000**

Division Summary

Fund Name : General Fund
Business Area Name : Library
Fund No./Bus Area No. : 1000 / 3400

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
HPL-Library Administration 340001 Provides policy direction, financial accounting and human resources support. Supports and coordinates all library delivery services and fleet services. Provides financial administrative support for grants, contracts, operational audits and financial audits.	59.3	4,387,512	43.0	3,974,758	**43.5**	**4,609,481**
HPL-Central Services 340002 Provides information and reference assistance in person and by telephone. Provides library materials for in-house use and check out. Provides research materials and user assistance of special research collection.	65.0	3,903,014	62.0	3,980,717	**62.0**	**3,773,612**
HPL-Library Material Services 340003 Acquires and catalogs all new books, journals and other library materials. Processes materials for use by borrowers. Provides inventory control of library materials for all branches. Sorts and distributes mail. Maintains library borrower database.	57.1	8,896,085	49.0	7,623,499	**49.0**	**7,661,729**
HPL-Planning & Facilities 340004 Provides coordination of facilities maintenance, security, programming, design, construction, land acquisition, and management of the capital improvement plan. Maintains furniture and fixture inventory. Coordinates space planning, relocations, openings and closings.	8.0	867,647	5.0	839,087	**5.0**	**696,745**
HPL-Information Technology 340005 Responsible for the development, acquisition, installation, implementation, maintenance, training and technical support of all information and telecommunication technologies.	15.4	3,599,043	17.5	3,143,271	**17.5**	**3,404,032**
HPL-Library Operations 340006 Consists of one Central Library, branch libraries and all special sevice units. Coordinates the selection of library materials for central and branch services.	31.4	2,879,613	35.0	2,702,988	**36.0**	**3,025,942**

Division Summary

Fund Name : **General Fund**
Business Area Name : **Library**
Fund No./Bus Area No. : **1000 / 3400**

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
HPL-Neighborhood Library System 340007						
Neighborhood libraries make up more than half of the total workforce of HPL. We provide full library services at 35 locations throughout Houston.	220.2	10,772,017	202.9	10,088,214	**196.7**	**10,154,794**
Total	456.4	35,304,931	414.4	32,352,534	**409.7**	**33,326,335**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Library
Fund No./Bus Area No. : 1000 / 3400

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT ASSOCIATE	14	2.0	2.0	
ACCOUNTANT SUPERVISOR	24	1.0	1.0	
ACCOUNTING SERVICES SUPERVISOR	17	0.0	1.0	1.0
ADMINISTRATION MANAGER	26	6.0	6.0	
ADMINISTRATIVE AIDE	10	8.0	7.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	5.0	5.0	
ADMINISTRATIVE ASSOCIATE	13	2.0	3.0	1.0
ADMINISTRATIVE COORDINATOR	24	2.5	3.0	0.5
ADMINISTRATIVE SPECIALIST	20	4.0	4.0	
ADMINISTRATIVE SUPERVISOR	22	3.0	3.0	
ARCHIVIST I	16	1.0	1.0	
ARCHIVIST II	21	3.0	3.0	
ASSISTANT DIRECTOR (EXE LEV)	32	2.0	2.0	
ASSISTANT DIRECTOR-LIBRARY (EXE LEV)	32	1.0	1.0	
ASSISTANT SUPERINTENDENT	20	2.0	2.0	
BUYER	16	1.0	1.0	
CLERK	5	0.5	0.5	
COMMUNITY LIAISON	18	0.0	1.0	1.0
CUSTOMER SERVICE CLERK	10	2.0	11.0	9.0
CUSTOMER SERVICE REP. II	15	2.0	1.0	(1.0)
DATA ENTRY OPERATOR	8	2.0	2.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	0.0	1.0	1.0
DEPUTY DIRECTOR (EXE LEV)	34	2.0	2.0	
DIVISION MANAGER	29	2.0	2.0	
DIVISION MANAGER (EXE LEV)	29	1.0	1.0	
FINANCIAL ANALYST III	21	1.0	1.0	
IMAGING TECHNICIAN	5	1.0	0.0	(1.0)
INVENTORY MANAGEMENT CLERK	9	6.0	6.0	
IS/IT HELP DESK COORDINATOR	10	1.5	1.5	
LIBRARIAN I	16	11.0	14.0	3.0
LIBRARIAN II	21	38.0	30.0	(8.0)
LIBRARIAN III	23	38.5	35.0	(3.5)
LIBRARIAN IV	25	8.0	10.0	2.0
LIBRARIAN V	27	2.0	0.0	(2.0)
LIBRARY ASSISTANT	5	99.0	99.0	
LIBRARY ASSISTANT SUPERVISOR	14	10.0	10.0	
LIBRARY CHIEF	29	3.0	2.0	(1.0)
LIBRARY DIRECTOR	35	1.0	1.0	
LIBRARY SERVICE SPECIALIST	13	34.0	29.0	(5.0)
LIBRARY SERVICE SUPERVISOR	21	3.0	5.0	2.0
MANAGEMENT ANALYST III	21	0.5	0.0	(0.5)
MESSENGER	6	4.0	4.0	
MICROCOMPUTER ANALYST	20	3.0	3.0	
OFFICE SUPERVISOR	17	4.0	4.0	
OFFSET PRESS OPERATOR	10	1.0	1.0	
PROGRAMMER ANALYST IV	25	1.0	1.0	
PROJECT MANAGER	24	2.0	1.0	(1.0)
PURCHASING MANAGER	27	1.0	0.0	(1.0)
SAFETY OFFICER	21	0.0	1.0	1.0
SENIOR ACCOUNTANT	20	0.0	1.0	1.0
SENIOR COMMUNICATIONS SPECIALIST	20	2.0	2.0	
SENIOR COMMUNITY LIAISON	23	0.0	1.5	1.5

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Library
Fund No./Bus Area No. : 1000 / 3400

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
SENIOR CONTRACT ADMINISTRATOR	27	0.0	1.0	1.0
SENIOR CUSTOMER SERVICE CLERK	12	0.0	8.0	8.0
SENIOR DATA ENTRY OPERATOR	12	9.0	8.0	(1.0)
SENIOR IMAGING TECHNICIAN	13	2.0	2.0	
SENIOR INVENTORY MANAGEMENT CLERK	12	4.0	4.0	
SENIOR LIBRARY ASSISTANT	9	44.0	42.0	(2.0)
SENIOR LIBRARY SERVICE SPECIALIST	16	23.0	20.0	(3.0)
SENIOR OFFICE ASSISTANT	12	2.5	2.5	
STAFF ANALYST	26	1.0	1.0	
TECHNICAL HARDWARE ANALYST I	17	4.0	4.0	
Total FTEs		**420.0**	**422.0**	**2.0**
Less adjustment for Civilian Vacancy Factor		**4.4**	**12.3**	**7.9**
Full-Time Equivalents		**415.6**	**409.7**	**(5.9)**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Library
Fund No./Bus Area No. : 1000 / 3400

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
3400010002	**HPL-Financial Services**			
425040	Indirect Cost-Houston Area Lib Auto NetWork	99,000	99,000	**99,000**
426151	Passport Service Fee	0	42,000	**25,000**
426430	Facility Rental Fees	1,500	3,500	**3,500**
443150	Telecommunications Revenue	100	100	**100**
443160	Vending Machine Concessions	500	800	**800**
447020	Garage Parking Revenue	60,000	55,000	**55,000**
452020	Recoveries & Refunds	2,000	5,000	**5,000**
452030	Miscellaneous Revenue	1,500	5,000	**3,500**
Total	**HPL-Financial Services**	**164,600**	**210,400**	**191,900**
3400030001	**HPL-Library Material Services**			
426040	Library Service Charges	0	500	**500**
428020	Library Fines	500,000	550,000	**575,000**
428080	Returned Check Charges	60	100	**60**
Total	**HPL-Library Material Services**	**500,060**	**550,600**	**575,560**
3400040001	**HPL-Planning & Facility**			
445050	Cell Tower Revenue	0	15,000	**3,000**
3400060001	**HPL-Public Services**			
425110	Indirect Cost Recovery-Grants	60,000	60,000	**0**
3400060002	**HPL-Special Collections**			
426040	Library Service Charges	0	11,500	**9,000**
443120	Photocopier Concessions	0	500	**1,000**
Total	**HPL-Special Collections**	**0**	**12,000**	**10,000**
Total	**Library**	**724,660**	**848,000**	**780,460**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Library
Fund No./Bus. Area No. : 1000 / 3400

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	16,765,556	15,453,257	15,403,257	**15,165,062**
500030	Salary Part Time - Civilian	770,197	580,282	580,282	**598,169**
500060	Overtime - Civilian	404	50	178	**0**
500090	Premium Pay - Civilian	0	21	21	**0**
500110	Bilingual Pay - Civilian	21,687	21,640	21,640	**21,640**
501070	Pension - Civilian	2,692,337	2,785,472	2,785,472	**3,245,337**
501120	Termination Pay - Civilian	313,784	250,000	250,000	**250,000**
501160	Vehicle Allowance - Civilian	12,649	12,648	12,648	**12,648**
502010	FICA - Civilian	1,298,274	1,215,572	1,215,572	**1,202,481**
503010	Health Ins-Act Civilian	2,565,769	2,501,402	2,501,402	**2,974,475**
503015	Basic Life Insurance - Active Civilian	10,085	9,135	9,135	**8,944**
503060	Long Term Disability-Civilian	0	33,514	33,514	**32,788**
503090	Workers Compensation-Civilian-Admin	90,154	83,105	83,105	**98,617**
503100	Workers Compensation-Civilian-Claim	70,064	75,000	75,000	**75,000**
503110	Workers Compensation-Classified-Claim	(7)	0	0	**0**
504030	Unemployment Claims - Administration	41,741	296,925	296,925	**296,925**
Total	**Personnel Services**	**24,652,694**	**23,318,023**	**23,268,151**	**23,982,086**
511045	Computer Supplies	143,116	42,196	44,564	**63,000**
511050	Paper & Printing Supplies	37,794	30,000	33,703	**40,000**
511055	Publications & Printed Materials	495	0	0	**0**
511060	Postage	7,701	4,000	8,000	**38,000**
511070	Miscellaneous Office Supplies	65,024	75,976	76,192	**77,037**
511075	Library Circulation Supplies	39,603	30,000	30,000	**30,000**
511110	Fuel	30,747	42,000	42,000	**47,000**
511115	Vehicle Repair & Maintenance Supplies	57	3,200	3,200	**3,200**
511120	Clothing	105	0	20,000	**0**
511145	Small Tools & Minor Equipment	595	900	900	**900**
511150	Miscellaneous Parts & Supplies	15,778	7,785	7,089	**7,785**
Total	**Supplies**	**341,015**	**236,057**	**265,648**	**306,922**
520102	Security Services	117,871	130,000	130,000	**130,000**
520107	Computer Info/Contr	1,442,232	1,298,755	1,298,755	**1,303,984**
520109	Medical Dental & Laboratory Services	1,696	1,000	2,000	**1,000**
520110	Management Consulting Services	37,555	20,000	20,000	**40,000**
520114	Miscellaneous Support Services	400,000	400,000	400,000	**400,000**
520115	Real Estate Lease/Office Rental	124,908	135,318	135,318	**146,185**
520116	Parking Services Contract	12,339	15,461	15,461	**25,461**
520119	Computer Equipment/Software Maintenance	61,821	40,000	40,000	**40,000**
520120	Communications Equipment Services	90	1,600	1,600	**1,600**
520121	IT Application Svcs	14,471	19,928	19,928	**30,669**
520123	Vehicle & Motor Equipment Services	35,594	30,000	24,567	**35,000**
520124	Other Equipment Services	671,302	382,082	322,250	**382,000**
520515	Print Shop Services	7,878	1,500	1,500	**1,500**
520520	Printing & Reproduction Services	47,906	8,772	8,252	**8,772**
520705	Insurance Fees	324,097	366,805	366,805	**448,479**
520765	Membership & Professional Fees	735	285	285	**285**
520805	Education & Training	2,031	5,465	5,465	**13,444**
520910	Travel - Non-Training Related	6,894	2,300	2,300	**2,300**
521605	Data Services	37,938	66,337	66,337	**93,801**
521610	Voice Services	326,546	323,281	323,281	**316,815**
521620	Voice Equipment	13,911	19,830	19,830	**24,500**
521625	Voice Labor	13,887	25,000	25,000	**18,006**
521630	GIS Revolving Fund Services	17,569	21,058	21,058	**16,408**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Library
Fund No./Bus. Area No. : 1000 / 3400

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521730	Parking Space Rental	75,871	90,000	90,000	**130,000**
522430	Miscellaneous Other Services & Charges	257,271	299,448	297,909	**319,530**
522721	Interfund HR Client Services	285,869	276,936	276,936	**317,536**
522722	KRONOS Service Chargeback	0	17,149	17,149	**15,731**
522723	Drainage Fee Service Chargeback	0	43,148	43,148	**40,471**
522735	Interfund Communication Equipment Repair	0	1,350	1,350	**1,350**
522780	Interfund Photo Copy Services	18,064	46,000	46,000	**46,000**
Total	**Other Services and Charges**	**4,356,346**	**4,088,808**	**4,022,484**	**4,350,827**
560210	Furniture Fixtures and Equipment	7,490	0	0	**0**
560230	Computer HW and Developed SW	0	23,146	109,751	**0**
Total	**Equipment**	**7,490**	**23,146**	**109,751**	**0**
551010	Non-Capital Office Furniture & Equipment	85,196	0	0	**0**
551035	Non-Capital Library books	5,852,967	4,686,500	4,686,500	**4,686,500**
Total	**Non-Capital Equipment**	**5,938,163**	**4,686,500**	**4,686,500**	**4,686,500**
532120	Transfer to Fleet/Eq	9,223	0	0	**0**
Total	**Debt Service and Other Uses**	**9,223**	**0**	**0**	**0**
	Grand Total Expenditures	**35,304,931**	**32,352,534**	**32,352,534**	**33,326,335**

NEIGHBORHOODS

Department Description and Mission

The Department of Neighborhoods' was established in FY2012. Its mission is to improve the quality of life in neighborhoods through expanded outreach, stronger community partnerships and improved government responsiveness. The divisions include the Director's Office, Inspections and Public Services, Citizens' Assistance Office, Anti-Gang, Volunteer Initiatives Program, Office of International Communities, People with Disabilities, and Education Affairs.

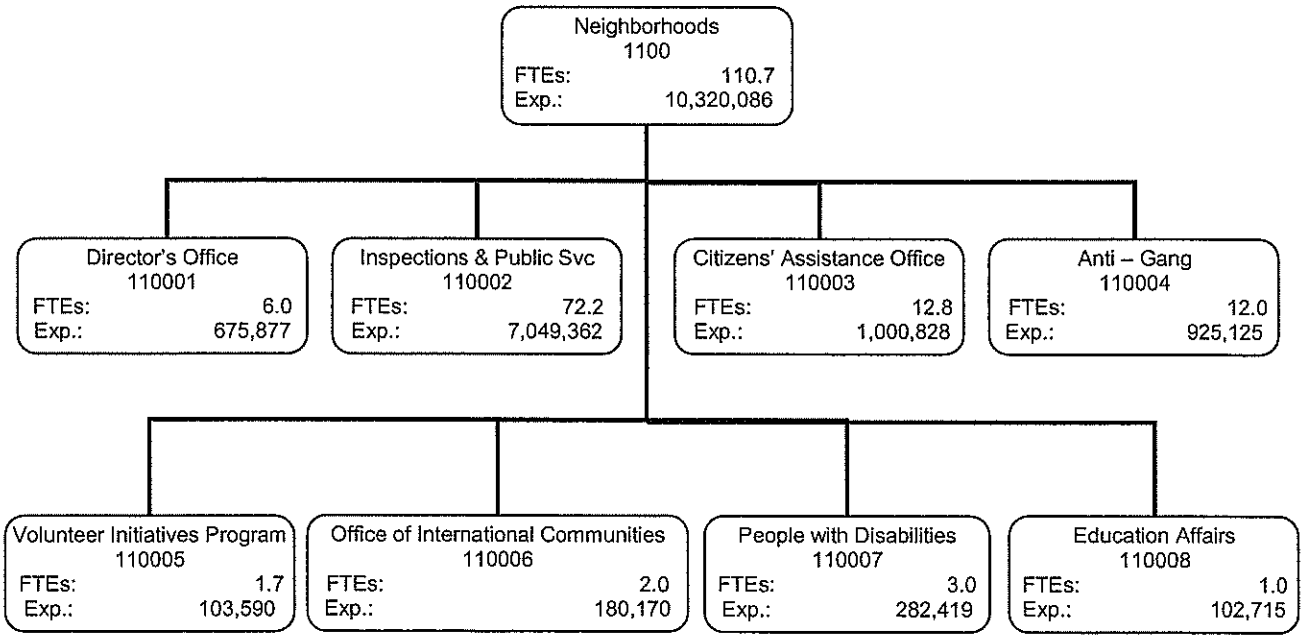
Department Short Term Goals

1. Increase the use of technology by distributing tablets and implementing electronic forms;
2. Increase awareness of City ordinances and violations in an effort to reduce neighborhood blight and structures to be demolished;
3. Reduce fleet from 119 vehicles to 99 vehicles (16.8%).

Department Long Term Goals

1. Strengthen partnerships with Super Neighborhood groups and other community organizations to raise awareness of community involvement and resources offered by the Department of Neighborhoods.

Department Organization



Business Area Budget Summary

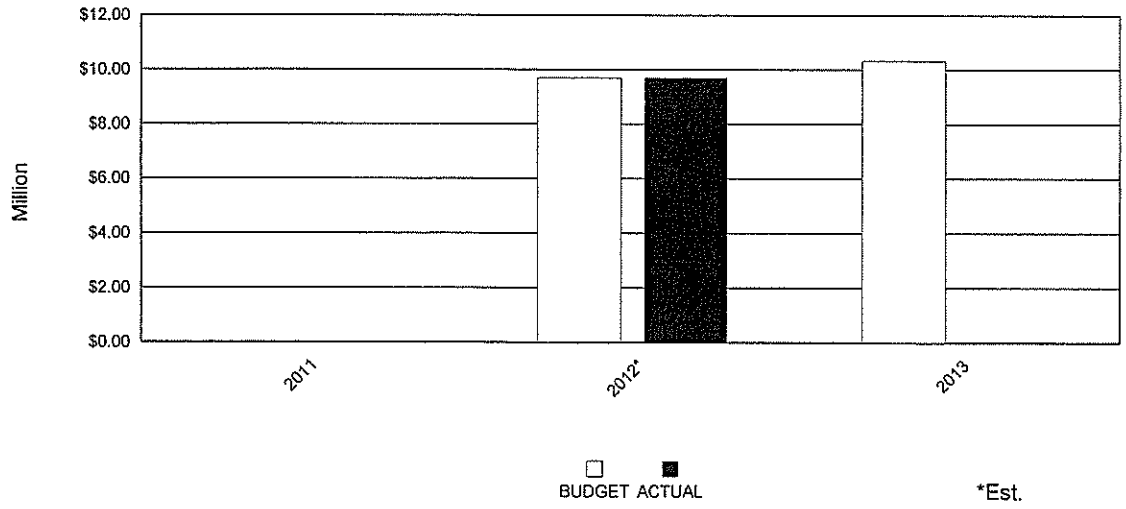
Fund Name : General Fund
Business Area Name : Department of Neighborhoods
Fund No./Bus. Area No. : 1000 / 1100

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	0	7,099,952	7,385,897	**7,688,777**
	Supplies	0	134,347	162,573	**107,254**
	Other Services and Charges	0	2,463,848	2,149,677	**2,524,055**
	Total M & O Expenditures	0	9,698,147	9,698,147	**10,320,086**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	0	9,698,147	9,698,147	**10,320,086**
Revenues		0	86,140	308,902	**370,419**
Staffing	Full-Time Equivalents - Civilian	0.0	100.5	100.5	**110.7**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	100.5	100.5	**110.7**
	Full-Time Equivalents - Overtime	0.0	2.4	2.4	**1.9**

Significant Budget Changes and Highlights

- o Technology upgrade to provide more efficient resources to be used by field personnel.
- o Continued development of programs addressing neighborhood blight, after school education programs, and international cultural awareness.
- o Community outreach aimed at gang intervention.
- o Includes funding for coordination of volunteer initiatives for the City.
- o FY2013 Budget includes funding for expenditure increases in health benefits ($244,657) and pension contribution ($235,664).

Department of Neighborhoods
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Department of Neighborhoods
Fund No./Bus Area No. : 1000 / 1100

Name: DON - Director's Office -- 110001

Mission: Lead the department with integrity and accountability while in compliance with the City's administrative policies and procedures, state grants, federal grants and private donations. Responsible for overseeing departmental financial matters.

Goal: Implement policies and procedures that define and regulate how Neighborhoods operates. Practice fiscal responsibility.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Financial reporting	N/A	monthly	**monthly**
Pay vendors per City of Houston terms	N/A	100%	**100%**
Monitor contract spending	N/A	monthly	**monthly**

Name: DON - Inspections & Public Services -- 110002

Mission: Monitor and improve the quality of life of Houston neighborhoods through the active enforcement of City ordinances and the reduction of blight and substandard living conditions.

Goal: Enforce article IX and Chapter 10 related to the Code of Ordinance for vacant and open buildings, nuisances on private property, weeded lots, junk motor vehicles, and graffiti; enforce Chapter 39 regarding early placement of heavy trash, open storage of collection container in public view, and placing yard waste in proper containers; increase community education, community clean-ups/sustainability and community resourse assistance.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Dangerous buildings demolished	N/A	475	**800**
Dangerous buildings secured	N/A	154	**154**
Junked vehicles resolved	N/A	2,000	**2,000**
Weeded lots cut	N/A	8,000	**9,000**
Administrative hearings	N/A	100	**150**

Name: DON - Citizens Assistance Office -- 110003

Mission: Improve the quality of life for all Houstonians by promoting efficient and effective city services, encouraging community involvement and participation, handling individual citizens' concerns, and supporting neighborhood revitalization efforts throughout the city.

Goal: Encourage citizens to make a positive contribution to their communities by engaging them in civic participation.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Citizen concerns handled	N/A	33,000	**33,500**
Community events held	N/A	60	**65**
City Hall tours	N/A	50	**55**
Site sweeps/site visits	N/A	7,000	**7,100**
Community outreach meetings	N/A	570	**590**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Department of Neighborhoods
Fund No./Bus Area No. : 1000 / 1100

Name: DON - Anti - Gang -- 110004

Mission: To assist youth, families, and stakeholder communities in the prevention and intervention of gang activity and juvenile delinquency through direct services, education and awareness, and policy development.

Goal: To improve identification, assessment and intervention for at-risk and delinquent youth, increase protective factors that will prevent and reduce delinquent behaviors, and deter their involvement in the justice system.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Youth served	N/A	3,000	2,800
Adults served	N/A	550	500
Presentations/trainings	N/A	225	300
Youth/family workshops	N/A	24	24

Name: DON - Volunteer Initiatives Program -- 110005

Mission: Responsible for engaging Houstonians in city government through volunteer service activities and community projects.

Goal: Encourage individuals to explore a variety of programs that allow them to experience the many facets of civic engagement to make their community a better place to live.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Volunteers	N/A	8,000	10,000
Events held	N/A	21	25
Agency partners	N/A	580	600
Volunteer hours	N/A	280,000	300,000
Recognition awards	N/A	232	350

Name: DON - Office of International Communities -- 110006

Mission: The Office of International Communities (OIC) brings together Houston's international community by promoting their well-being and connectedness and facilitating their successful civic, economic, and cultural integration in Houston.

Goal: Build long lasting relations with Houston's international community to promote OIC's presence and foster its ability to achieve its mission. Serve as the City's hub of information benefiting communities and city services served by OIC. Promote cultural diversity and international awareness in Houston. Increase the City's ability to outreach and serve the communities in need. Be the primary resource for the City on immigrant and refugee related issues.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
International advisory group	N/A	1	1
Sponsor events	N/A	2	3
Outreach campaign	N/A	30,000	60,000
Human trafficking initiative	N/A	1	1
Citizenship assistance workshop	N/A	10	11

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Department of Neighborhoods
Fund No./Bus Area No. : 1000 / 1100

Name: DON - People with Disabilities -- 110007

Mission: Serve as the primary advocate for the rights and needs of citizens with disabilities. It also serves as a liaison between the Mayor, City Council, City Departments and other public and private entities on matters pertaining to People with Disabilities (PWD) in Houston.

Goal: To remove architectural, communication, and attitudinal barriers to ensure inclusion and full and equal access to all public and private programs and services for persons with disabilities.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
PWD assisted	N/A	9,000	**10,000**
Programs administered	N/A	8	**10**
Partnerships	N/A	36	**40**
Policy and legislative recommendations	N/A	4	**5**
Events held	N/A	9	**12**

Name: DON - Education Affairs -- 110008

Mission: To support the healthy development of students. Through partnerships with school districts, non-profit organizations and businesses, our programs aim to help strengthen communities, create safe environments for children to develop and extend learning beyond the classroom. Together, we work to help students overcome the obstacles they face and connect Houstonians to resources within our diverse and culturally-rich city.

Goal: Develop partnerships to offer work experience opportunities, including a summer jobs program for youth; expand college and career prep opportunities for students and parents; partner with others to move service mapping initiative to a Geographic Information System platform; expand education resources to include immigrants, refugees, and people with disabilities.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
After school pilot program sites	N/A	5	**15**
Youth served through after school pilot	N/A	100	**400**
College/career prep activities	N/A	4	**10**
City department partnerships to support youth	N/A	10	**20**

Division Summary

Fund Name : General Fund
Business Area Name : Department of Neighborhoods
Fund No./Bus Area No. : 1000 / 1100

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
DON - Director's Office 110001 Provide the Neighborhoods' divisions with services in budget, purchasing, receiving grants, receiving funds and account payables.	0.0	0	5.3	617,173	**6.0**	**675,877**
DON - Inspections & Public Services 110002 Provide dangerous building, weeded lot, junked motor vehicle, and graffiti abatement services on private property when owners have failed to comply with a dangerous building order, or a violation notice. Liens are placed against these properties once the City has performed the work.	0.0	0	64.2	6,936,397	**72.2**	**7,049,362**
DON - Citizens Assistance Office 110003 Ensure acknowledgment of constituent inquiries/requests and coordinate responses and resolutions to community complaints through community liaisons.	0.0	0	12.0	953,752	**12.8**	**1,000,828**
DON - Anti - Gang 110004 Develops and implements programs that provide case management, counseling, court based-assessment, gang education and awareness training, job readiness training, truancy reduction, victims' assistance, and information and referrals.	0.0	0	12.0	666,845	**12.0**	**925,125**
DON - Volunteer Initiatives Program 110005 Develop and implement a city-wide plan to increase volunteerism and target volunteers to address the City's greatest needs.	0.0	0	1.0	50,268	**1.7**	**103,590**
DON - Office of International Communities 110006 Seven key strategies that foster the Office of International Communities ability to achieve its goal.	0.0	0	2.0	159,681	**2.0**	**180,170**

Division Summary

Fund Name : General Fund
Business Area Name : Department of Neighborhoods
Fund No./Bus Area No. : 1000 / 1100

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
DON - People with Disabilities 110007						
Facilitating delivery of services - including city services, acting as liaison to Houston Commission on Disabilities (HCoD), City Council, and other City Departments, making recommendations to public and private entities regarding the development of policy and legislation, establishing fundamental local, state, and national partnerships to promote community awareness.	0.0	0	3.0	215,561	**3.0**	**282,419**
DON - Education Affairs 110008						
Manage partnerships for out of school activities, dropout prevention and college/career preparation. Programs include: City Employee Children's Scholarship, Neighborhood Mapping Initiative, Reach Out to Dropouts Walk, and the Graduation Game Plan. Also provides support for youth service projects, and other education and workforce-related projects in the City.	0.0	0	1.0	98,470	**1.0**	**102,715**
Total	0.0	0	100.5	9,698,147	**110.7**	**10,320,086**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Department of Neighborhoods
Fund No./Bus Area No. : 1000 / 1100

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	5.0	5.0	
ADMINISTRATIVE ASSISTANT	17	7.0	7.0	
ADMINISTRATIVE ASSOCIATE	13	7.0	9.0	2.0
ADMINISTRATIVE COORDINATOR	24	3.0	3.0	
ADMINISTRATIVE SPECIALIST	20	3.0	3.7	0.7
ADMINISTRATIVE SUPERVISOR	22	2.0	2.0	
ASSISTANT CHIEF INSPECTOR	25	2.0	2.0	
CHIEF INSPECTOR	27	4.0	4.0	
CODE ENFORCEMENT OFFICER I	16	4.0	4.0	
CODE ENFORCEMENT OFFICER II	18	10.5	12.0	1.5
CODE ENFORCEMENT OFFICER III	22	7.7	7.0	(0.7)
CODE ENFORCEMENT TRAINEE	12	1.0	1.0	
COMMUNITY LIAISON	18	6.0	7.0	1.0
CONTRACT COMPLIANCE SUPERVISOR	22	1.0	1.0	
COUNSELOR	20	7.0	7.0	
CUSTOMER SERVICE REP. I	13	1.0	1.0	
CUSTOMER SERVICE REP. II	15	1.0	1.0	
CUSTOMER SERVICE REP. III	16	1.0	1.0	
DIRECTOR OF NEIGHBORHOODS	35	0.1	1.0	0.9
DIVISION MANAGER	29	2.9	2.0	(0.9)
DIVISION MANAGER (EXE LEV)	29	4.0	4.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
FINANCIAL ANALYST IV	25	1.0	1.0	
LABORER	4	0.0	8.0	8.0
MAINTENANCE MECHANIC III	14	5.0	5.0	
MANAGEMENT ANALYST IV	25	2.0	2.0	
PUBLIC INFORMATION OFFICER (EXE LEV)	26	0.3	1.0	0.7
SENIOR COMMUNITY LIAISON	23	6.0	6.0	
SENIOR COUNSELOR	22	1.0	1.0	
SENIOR STAFF ANALYST	28	2.0	2.0	
SYSTEMS CONSULTANT	26	1.0	1.0	
Total FTEs		100.5	113.7	13.2
Less adjustment for Civilian Vacancy Factor		0.0	3.0	3.0
Full-Time Equivalents		100.5	110.7	10.2

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Department of Neighborhoods
Fund No./Bus Area No. : 1000 / 1100

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1100020001	**DON - Inspection & Public Service**			
421200	Other Building & Construction Permits	20,140	18,936	**15,000**
421630	Administrative Fee - Licenses & Permits	15,000	5,000	**15,000**
426330	Miscellaneous Copies Fees	3,000	3,000	**3,000**
428030	Release of Liens	48,000	68,562	**55,000**
452020	Recoveries & Refunds	0	4,204	**0**
Total	**DON - Inspection & Public Service**	**86,140**	**99,702**	**88,000**
1100070001	**DON - Ofc of People with Disabilities**			
424160	Interfund Affirmative Action Services	0	209,200	**282,419**
Total	**Department of Neighborhoods**	**86,140**	**308,902**	**370,419**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Department of Neighborhoods
Fund No./Bus. Area No. : 1000 / 1100

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	0	4,799,974	5,025,923	5,018,508
500030	Salary Part Time - Civilian	0	24,432	2,085	0
500060	Overtime - Civilian	0	125,000	125,573	100,000
500090	Premium Pay - Civilian	0	266	0	0
500110	Bilingual Pay - Civilian	0	22,926	27,242	27,120
500250	HOPE Union Business Usage	0	0	957	0
501070	Pension - Civilian	0	863,246	865,743	1,073,961
501120	Termination Pay - Civilian	0	28,860	160,292	0
502010	FICA - Civilian	0	376,930	359,711	393,641
503010	Health Ins-Act Civilian	0	799,828	720,644	1,022,977
503015	Basic Life Insurance - Active Civilian	0	2,836	2,628	2,964
503060	Long Term Disability-Civilian	0	8,791	8,150	9,415
503090	Workers Compensation-Civilian-Admin	0	20,897	20,348	26,470
503100	Workers Compensation-Civilian-Claim	0	12,140	8,240	0
504030	Unemployment Claims - Administration	0	13,826	58,361	13,721
Total	**Personnel Services**	**0**	**7,099,952**	**7,385,897**	**7,688,777**
511040	Audiovisual Supplies	0	0	11,250	0
511045	Computer Supplies	0	2,589	8,214	4,186
511050	Paper & Printing Supplies	0	826	626	200
511055	Publications & Printed Materials	0	1,500	1,450	2,524
511060	Postage	0	60,640	60,440	40,900
511070	Miscellaneous Office Supplies	0	20,934	22,835	22,207
511110	Fuel	0	6,500	13,600	15,237
511115	Vehicle Repair & Maintenance Supplies	0	2,000	1,500	2,000
511120	Clothing	0	30,816	30,816	14,000
511125	Food Supplies	0	206	206	200
511150	Miscellaneous Parts & Supplies	0	8,336	11,636	5,800
Total	**Supplies**	**0**	**134,347**	**162,573**	**107,254**
520100	Temporary Personnel Services	0	118,267	120,467	3,000
520109	Medical Dental & Laboratory Services	0	0	52	0
520110	Management Consulting Services	0	0	32,435	131,000
520114	Miscellaneous Support Services	0	1,093,884	919,868	203,936
520115	Real Estate Lease/Office Rental	0	799,319	578,691	754,106
520118	Refuse Disposal	0	4,000	4,000	6,420
520119	Computer Equipment/Software Maintenance	0	1,910	20	0
520121	IT Application Svcs	0	35,392	35,392	54,469
520122	Office Equipment Services	0	0	385	0
520123	Vehicle & Motor Equipment Services	0	1,707	44,667	3,833
520137	C&E Parking Contract Svcs	0	0	0	300
520145	Criminal Intelligence Services	0	1,625	1,625	2,050
520515	Print Shop Services	0	45,270	43,571	38,400
520520	Printing & Reproduction Services	0	1,100	2,400	1,100
520605	Advertising Services	0	35,000	10,000	10,000
520705	Insurance Fees	0	905	905	1,208
520740	Document Recording/Filing Fees	0	30,000	30,000	80,000
520765	Membership & Professional Fees	0	3,700	3,775	4,000
520805	Education & Training	0	890	16,215	12,460
520905	Travel - Training Related	0	1,500	2,800	6,500
520910	Travel - Non-Training Related	0	15,000	11,750	21,400
521415	Land and Grounds Maintenance	0	0	0	890,000
521605	Data Services	0	9,906	26,784	14,007
521610	Voice Services	0	30,576	36,490	29,964

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Department of Neighborhoods
Fund No./Bus. Area No. : 1000 / 1100

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521620	Voice Equipment	0	2,837	9,800	**3,505**
521625	Voice Labor	0	1,066	1,066	**2,576**
521630	GIS Revolving Fund Services	0	0	0	**4,303**
521715	Office Equipment Rental	0	54,040	54,039	**21,200**
521725	Other Rental	0	0	0	**35,208**
521730	Parking Space Rental	0	25,193	10,558	**14,955**
522430	Miscellaneous Other Services & Charges	0	56,536	57,697	**60,297**
522721	Interfund HR Client Services	0	94,225	94,225	**110,225**
522722	KRONOS Service Chargeback	0	0	0	**3,633**
Total	**Other Services and Charges**	**0**	**2,463,848**	**2,149,677**	**2,524,055**
	Grand Total Expenditures	**0**	**9,698,147**	**9,698,147**	**10,320,086**


CITY OF HOUSTON
TEXAS

PARKS AND RECREATION

Department Description and Mission

The Houston Parks and Recreation Department (HPARD) was created by City ordinance on March 15, 1916 as the Department of Public Parks and began with two facilities – Sam Houston Park and Hermann Park. Since that time, the number of parks has grown to over 360, which offer a wide variety of amenities including swimming pools, community centers, tennis and basketball courts, fitness centers, golf courses, walking/jogging trails, skate parks, dog parks, and nature areas. HPARD also stewards the tree canopy in parks and on all City of Houston right-of-ways. In 2008, the Department became the 74th Parks and Recreation Department among more than 20,000 agencies across the country to receive the Commission for Accreditation of Park and Recreation Agencies-National Recreation and Park Association (CAPRA-NRPA) accreditation at the NRPA Congress held in Baltimore, Maryland by the Commission Chairperson, Ms. Sandra Whitmore. The accreditation is a benchmark achievement that confirms HPARD conducts its business in compliance with national standards and expectations.

The mission of HPARD is to enhance the quality of urban life by providing safe and well maintained parks and offering affordable programs for the community.

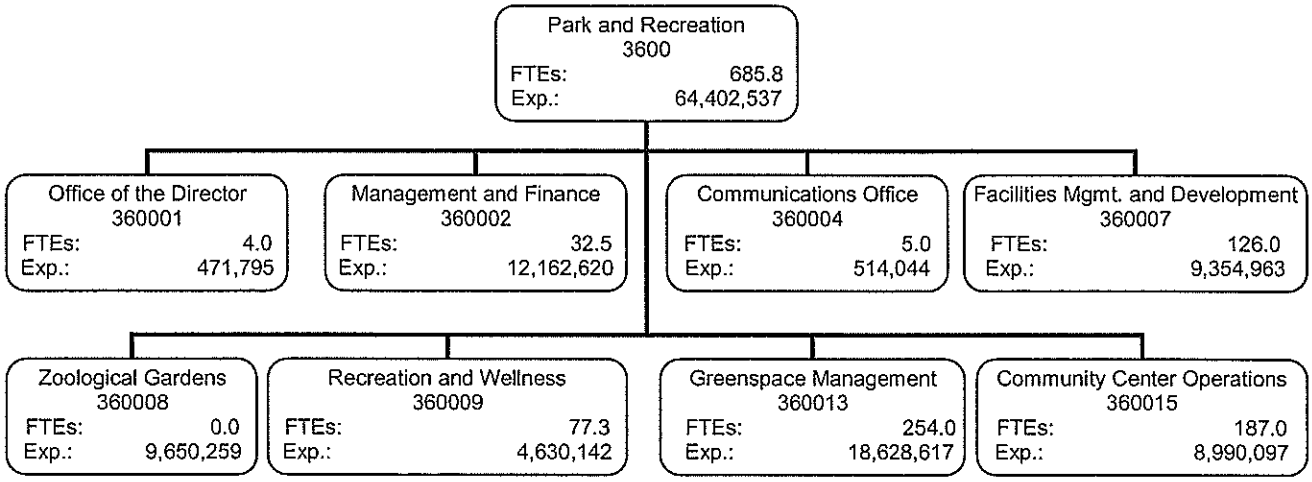
Short-Term Goals

- Maintain and operate facilities and trails within HPARD using existing resources available.
- Develop new strategies to expand the City's Wellness Program.
- Continue offering recreational activities and programs in the Community Centers.
- Develop new partnership with City departments and other agencies to offer additional park enhancements and recreational programs to our citizens.

Long-Term Goals

- Institute the Mayor's strategy of the 5 priorities and Specific, Measurable, Attainable, Realistic, and Timely (SMART) goals.
- Adhere to the NRPA standards so that the department may stay in compliance with accreditation mandates.
- Acquire and develop new park land and facilities with Capital Improvement Plan (CIP) funding, Houston Parks Board (HPB) and private partners.
- Search and apply for grants to supplement funding for recreational and sports programs offered to the public.
- Pursue opportunities with private partners to adopt esplanades and support enhancement of playgrounds and sports fields.

Department Organization



Business Area Budget Summary

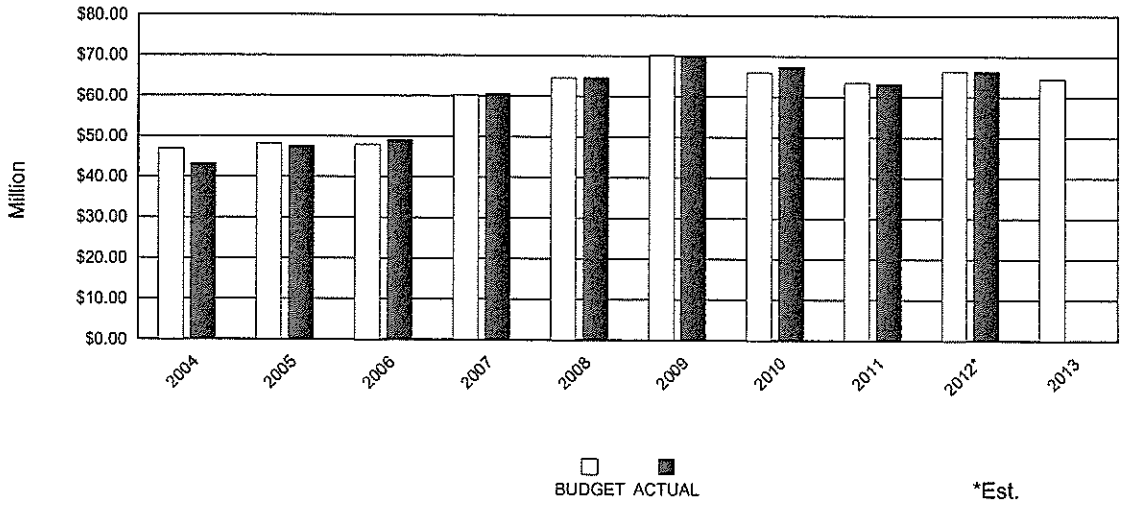
Fund Name : General Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 1000 / 3600

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	40,162,345	35,560,171	36,300,100	**37,602,153**
	Supplies	3,600,581	2,852,563	2,842,238	**2,692,096**
	Other Services and Charges	18,845,881	27,723,183	26,978,579	**23,043,013**
	Non-Capital Equipment	0	28,058	43,058	**0**
	Total M & O Expenditures	62,608,807	66,163,975	66,163,975	**63,337,262**
	Debt Service & Other Uses	524,645	131,267	131,267	**1,065,275**
	Total Expenditures	63,133,452	66,295,242	66,295,242	**64,402,537**
Revenues		1,337,593	1,149,500	1,533,500	**1,149,500**
Staffing	Full-Time Equivalents - Civilian	771.2	693.8	693.8	**685.8**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	771.2	693.8	693.8	**685.8**
	Full-Time Equivalents - Overtime	3.0	5.8	5.8	**2.5**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($750,151) and pension contribution ($638,548).
- o Continue partnering with other City departments such as Library, Health, Planning, and PW&E to offer the best family experience that the City has to offer.
- o Continue to offer great summer programs to the City's youth, including, but not limited to: free swimming, the basics of tennis and golf, baseball, football and basketball leagues, and nature trips to Lake Houston Wilderness Park.
- o Continue adaptive sports and recreation activities offered for children and adults with disabilities at the Metropolitan Multi-Service Center.
- o Newly constructed park facilities will be operated and maintained to offer quality recreational experiences for citizens who will benefit from the community centers, aquatic facilities, sports complexes and playgrounds.

Parks and Recreation
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 1000 / 3600

Name: Office of the Director -- 360001

Mission: Provide direction to the park's staff in achieving the department's mission by making sure all divisions' goals are specific, measureable, attainable, realistic and timely.

Goal: Ensure that financial, communications and human relations activities are conducted at the highest level. To plan, procure, develop, and maintain parks and recreation resources and provide leadership for the effective and satisfactory use of leisure time.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Director division head meetings	26	26	**26**
Monthly leader team meetings	12	9	**9**

Name: Management and Finance -- 360002

Mission: Provide oversight of the department's budget, effectively support administrative services including purchasing, accounts receivables, accounts payable, computer systems, fixed assets, and grants management. Provide support services to the divisions and assist them in accomplishing the department's visions and each division's goals.

Goal: Ensure that budgetary, financial management, information systems, and human relations are conducted at the highest level. Procure supplies and services expeditiously in accordance with City regulations, offer safety training and assist divisions to find grants to supplement their programs.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Financial reports/monthly meetings	12	12	**12**
Active grant projects	45	47	**50**
Safety tailgate sessions	N/A	N/A	**43,000**
Payments processed	6,200	6,400	**6,600**
Purchase orders processed	894	900	**950**

Name: Parks Administration -- 360003

Mission: Merged with Facilities Management and Development; Group 360007 in FY2012; changed cost center numbers in FY2013.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Meetings with directors/interest groups/ contractors	387	335	**N/A**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 1000 / 3600

Name: Communications Office -- 360004

Mission: Support the department's core services and provide a flow of information between HPARD, the public and the press by managing the department's media communications, branding and marketing, web development, printing and communications function of the department.

Goal: Provide support for HPARD core services through media communications and branding for the department in all mediums.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Press releases/media value	$3,105,504	$3,500,000	**$3,700,000**
Graphic requests/web updates	361	375	**400**
Incoming 311 calls	7,801	8,000	**9,000**
Citizen questions managed	398	450	**500**
Public information request	45	35	**50**

Name: Grant, Legislation and Development Office -- 360005

Mission: Merged with Management and Finance Division; Group 360002 in FY2013.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Proposals submitted	47	22	**N/A**
Dollar amount requested	$18,653,372	$34,278,850	**N/A**
Funded projects/value	$1,291,344	$5,594,085	**N/A**
In-kind contribution/value	$387,586	$6,695,101	**N/A**
Active grant project management	45	40	**N/A**

Name: Urban Park Rangers -- 360006

Mission: Merged with Facilities Management and Development; Group 360007 in FY2012.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Hours of park patrol	49,920	51,000	**N/A**
Facilities secured	125	125	**N/A**
Parking citations issued	1,640	1,700	**N/A**
Safety tailgate sessions	58,000	42,000	**N/A**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 1000 / 3600

Name: Facilities Management & Development -- 360007

Mission: To support the mission statement of the department by providing safe well-maintained park facilities.

Goal: Implement the Park System Master Plan and the CIP by providing planning, project direction, coordination, well maintained facilities and a safe environment for both the citizens and employees.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Facility work orders completed	21,000	20,000	**21,500**
Park sites improved	8	25	**13**
Hours of park patrol	N/A	N/A	**53,500**

Name: Zoological Gardens -- 360008

Mission: Make timely payments pursuant to the City of Houston contract with the Houston Zoo. In FY2013 budget, the Zoo's electrical cost is highlighted in this cost center.

Goal: Ensure that the Houston Zoological, Inc. remains in compliance with the contractual agreement. The Consumer Price Index (CPI) increases the contract amount each year.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Monthly deadline met	100%	100%	**100%**

Name: Recreation and Wellness -- 360009

Mission: Enhance the quality of life and wellness of Houstonians and ensuring that their environment and programs remain engaging. Provide youth and adults affordable recreational sports and fitness programs and provide a safe place for participating patrons.

Goal: Provide quality leisure and wellness programs at swimming pools, golf courses and tennis centers. Provide golf, tennis and swim instructions, access to sports and wellness activities for all, including people with physical disabilities.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Youth golf participants	19,450	20,100	**20,725**
Adult fitness participants	367,668	370,000	**390,000**
Youth tennis participants	46,114	47,959	**49,876**
Youth learn to swim participants	3,718	3,800	**4,000**
Aquatics participants	264,000	265,000	**270,000**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 1000 / 3600

Name: Greenspace Management – 360013

Mission: To support the mission of the department by providing safe, well-maintained parks and to be good stewards of the environment in carrying out that mission.

Goal: Adhere to qualitative standards for mowing and delittering City of Houston (COH) parks and facilities. Provide arts, science and the technology of managing trees, forests, and natural resources in and around the City metro area for the health and well being of the communities.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Annual visitors-Lake Houston	N/A	N/A	**25,000**
Parks/plazas mowing cycle	17.15	17.50	**17.50**
Bike/hike mowing cycle	16.10	16.50	**16.50**
Libraries/multi-mow cycle	16.63	17.00	**17.00**
Esplanade	17.57	21.00	**21.00**

Name: Lake Houston Park – 360014

Mission: Merged with Greenspace Division; Group 360013 in FY2013.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Paid visitors	20,894	22,000	**N/A**
Revenue	98,602	86,000	**N/A**

Name: Community Center Operations – 360015

Mission: Operate 59 community centers by operating year-round programs for youth, adults and senior populations. To enrich the lives of our citizens by providing wholesome and affordable recreational, cultural and educational opportunities. The Garden Center serves as a venue for plant shows and garden club meetings that provides horticulture educational opportunities. Memorial Fitness provides cardiovascular equipment for a variety of fitness needs.

Goal: Help build a sense of community among neighborhood residents. Provide opportunities for social activities, education, social development, and nourishment to senior citizens, and lastly, create and coordinate meeting space, programs, information and services that reflect the community's ethnic and economic diversity.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Summer Enrichment Program participants	119,136	120,000	**120,100**
After School Enrichment Program participants	184,792	185,000	**185,500**
Seniors/Adults and crafts participants	90,359	92,000	**92,500**
Teens participants	82,998	85,000	**90,000**

Division Summary

Fund Name : General Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 1000 / 3600

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Office of the Director 360001						
Provide executive direction that enables the department to achieve its stated goals as identified in the department's master plan.	4.6	415,743	4.0	447,319	**4.0**	**471,795**
Management and Finance 360002						
Direct the operations of all budget, finance, all aspects of accounting operations, support services, purchasing functions, management systems and information technology systems including applied technology. This budget includes utilities, insurance, fuel, and drainage fees, for the department.	54.6	11,818,094	32.0	12,648,218	**32.5**	**12,162,620**
Parks Administration 360003						
Merged with Facilities Management and Development; Group 360007 in FY2012; cost center changed in FY2013.	1.6	147,209	1.4	128,075	**0.0**	**0**
Communications Office 360004						
The division is responsible for the flow of information between the department, the public, the press and the community on a daily basis. It supports the department's core functions through branding, marketing programs and events via press releases, publications, the web, social media, email questions and citizens' concerns.	7.0	579,413	4.5	484,830	**5.0**	**514,044**
Grant, Legislation and Development Office 360005						
Merged with Management and Finance Division; Group 360002 in FY2013.	3.0	266,427	0.0	0	**0.0**	**0**

Division Summary

Fund Name : General Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 1000 / 3600

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Urban Park Rangers 360006						
Merged with Facilities Management and Development; Group 360007 in FY2012; cost center changed in FY2013.	37.9	2,286,031	33.0	1,865,938	**0.0**	**0**
Facilities Management & Development 360007						
To plan, direct, coordinate and monitor park planning and expansion, construction and renovation of park facilities and security. Inspect all park amenities and provide routine maintenance of all park department facilities.	109.9	7,519,562	105.0	6,997,459	**126.0**	**9,354,963**
Zoological Gardens 360008						
On June 25, 2002 Houston City Council approved an ordinance privatizing the Houston Zoo (Ordinance 2002-574), which became effective July 8, 2002 in FY2003; utilities for Zoo budgeted in FY2013.	0.0	8,444,124	0.0	8,591,552	**0.0**	**9,650,259**
Recreation and Wellness 360009						
Operate 39 outdoor swimming pools, Soccer Program, 1 junior golf facility, 1 adaptive recreation center, 1 staffed skate park, 143 tennis courts, and 9 disc golf courses. In addition, the division manages all the programs, services, educational, and volunteer opportunities at these facilities year round.	102.4	5,532,644	78.3	4,750,568	**77.3**	**4,630,142**
Greenspace Management 360013						
Provides routine ground maintenance to COH parks, sports fields, trails, trees, libraries, multipurpose centers and other natural resources. Control invasive plants species and provide emergency services during disasters, including Lake Houston Wilderness Park maintenance.	262.7	17,258,706	247.1	21,126,716	**254.0**	**18,628,617**

Division Summary

Fund Name : **General Fund**
Business Area Name : **Parks and Recreation**
Fund No./Bus Area No. : **1000 / 3600**

Division Description		FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Lake Houston Park	**360014**						
Merged with Greenspace Division; Group 360013 in FY2013.		5.2	402,218	5.2	428,454	**0.0**	**0**
Community Center Operations	**360015**						
Operate 59 community centers. Offer year-round programs for youths, adults and senoirs at sites throughout the city.		182.3	8,463,281	183.3	8,826,113	**187.0**	**8,990,097**
Total		771.2	63,133,452	693.8	66,295,242	**685.8**	**64,402,537**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 1000 / 3600

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT MANAGER	27	1.0	1.0	
ACCOUNTING SERVICES SUPERVISOR	17	1.0	1.0	
ADMINISTRATION MANAGER	26	5.0	5.0	
ADMINISTRATIVE AIDE	10	4.0	4.0	
ADMINISTRATIVE ASSISTANT	17	4.0	4.0	
ADMINISTRATIVE ASSOCIATE	13	1.0	1.0	
ADMINISTRATIVE COORDINATOR	24	7.0	7.5	0.5
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	6.0	6.0	
ADMINISTRATIVE SUPERVISOR	22	2.0	2.0	
ASSISTANT BUYER	12	1.0	1.0	
ASSISTANT DIRECTOR-PARKS & RECREATION (EXE LEV)	32	3.0	4.0	1.0
ASSISTANT ELECTRICAL SUPERVISOR	22	2.0	2.0	
ASSISTANT SUPERINTENDENT	20	14.0	14.0	
BUILDING MAINTENANCE SUPERVISOR	13	1.0	1.0	
CARPENTER	14	6.0	6.0	
CASHIER	6	0.0	1.0	1.0
CEMENT FINISHER	11	1.0	1.0	
COMMUNICATIONS TECHNICIAN	15	1.0	1.0	
COMMUNITY INVOLVEMENT COORDINATOR	22	2.0	2.0	
CUSTODIAN	4	21.0	21.0	
CUSTODIAN LEADER	8	1.0	1.0	
CUSTOMER SERVICE CLERK	10	3.0	3.0	
CUSTOMER SERVICE REP. I	13	1.0	1.0	
CUSTOMER SERVICE REP. III	16	1.0	1.0	
CUSTOMER SERVICE SUPERVISOR	18	2.0	2.0	
DEPUTY DIRECTOR-PARKS & REC.	34	4.0	3.0	(1.0)
DIVISION MANAGER	29	14.0	14.0	
DIVISION MANAGER (EXE LEV)	29	2.0	2.0	
ELECTRICAL ESTIMATOR	23	1.0	1.0	
ELECTRICAL SUPERINTENDENT	26	1.0	1.0	
ELECTRICIAN	18	11.0	11.0	
EQUIPMENT WORKER	13	73.0	73.5	0.5
EXECUTIVE OFFICE ASSISTANT	15	2.0	2.0	
FIELD SUPERVISOR	17	59.7	54.0	(5.7)
FINANCIAL ANALYST III	21	2.0	2.0	
FINANCIAL ANALYST IV	25	1.0	0.0	(1.0)
FORESTER	15	2.0	2.0	
GARDENER	8	6.0	6.0	
GIS ANALYST	20	1.0	1.0	
GRAPHIC DESIGNER	17	1.0	1.0	
HEAD LIFEGUARD	9	8.4	8.4	
HEATING & AIR CONDITIONING LEADER	18	1.0	1.0	
HEATING & AIR CONDITIONING REPAIR PERSON	14	4.0	4.0	
HORTICULTURIST	18	3.0	3.0	
INSPECTOR	18	1.0	1.5	0.5
IRON WORKER	13	1.0	1.0	
IRRIGATION INSTALLER	12	1.0	1.0	
IRRIGATION LEADER	18	2.0	2.0	
LABORER	4	1.0	1.0	
LIFEGUARD	8	21.8	21.8	
MAINTENANCE MECHANIC I	8	1.0	1.0	
MAINTENANCE MECHANIC II	12	5.0	4.0	(1.0)
MAINTENANCE MECHANIC III	14	11.0	11.0	
MARKETING SPECIALIST	25	1.0	1.0	

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 1000 / 3600

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
MEDIA REPRESENTATIVE	22	1.0	1.0	
MICROCOMPUTER ANALYST	20	1.0	0.0	(1.0)
OFFICE SUPERVISOR	17	1.0	1.0	
PAINTER	11	2.0	2.0	
PAINTER LEADER	15	1.0	1.0	
PARK MAINTENANCE AIDE	4	12.0	11.5	(0.5)
PARK MAINTENANCE SUPERVISOR	13	1.0	1.0	
PARK NATURALIST	18	1.0	1.0	
PARKS & RECREATION DIRECTOR	36	1.0	1.0	
PLANNER	16	1.0	1.0	
PLUMBER	14	5.0	5.0	
POOL MANAGER	13	1.0	1.0	
POOL SUPERVISOR	10	9.6	9.6	
PROCUREMENT SPECIALIST	24	1.0	1.0	
PROGRAMMER ANALYST IV	25	1.0	1.0	
RECEPTIONIST	7	1.0	1.0	
RECREATION ASSISTANT	6	67.3	65.5	(1.8)
RECREATION FACILITY MANAGER	20	19.0	19.0	
RECREATION SPECIALIST	12	25.0	25.5	0.5
RECREATION SUPERVISOR	16	50.0	50.0	
SAFETY REPRESENTATIVE	19	2.0	2.0	
SEMI-SKILLED LABORER	6	76.0	76.5	0.5
SENIOR ACCOUNT CLERK	13	2.0	2.5	0.5
SENIOR ACCOUNTANT	20	2.0	2.0	
SENIOR BUYER	22	1.0	1.0	
SENIOR CASHIER	10	1.0	1.0	
SENIOR COMMUNITY LIAISON	23	2.0	2.0	
SENIOR CONTRACT COMPLIANCE OFFICER	18	1.0	1.0	
SENIOR DISPATCHER	12	4.0	4.0	
SENIOR FIXED ASSET SPECIALIST	17	1.0	1.0	
SENIOR GIS TECHNICIAN	17	1.0	1.0	
SENIOR MICROCOMPUTER ANALYST	23	2.0	2.0	
SENIOR OFFICE ASSISTANT	12	3.0	3.0	
SENIOR PLANNER	20	1.0	1.0	
SENIOR PROJECT MANAGER	27	1.0	1.0	
SENIOR STAFF ANALYST	28	1.0	1.0	
SENIOR SUPERINTENDENT	27	6.0	6.0	
SENIOR TELECOMMUNICATIONS SPECIALIST	21	1.0	0.0	(1.0)
STAFF ANALYST	26	1.0	1.0	
SUPERINTENDENT	24	19.0	19.0	
SYSTEMS CONSULTANT	26	1.0	1.0	
SYSTEMS SUPPORT ANALYST I	16	1.0	1.0	
URBAN GARDEN MANAGER	23	1.0	1.0	
URBAN PARK RANGER	12	23.0	23.0	
WEB DESIGNER	21	1.0	1.0	
YOUTH SPORTS PROGRAM ASSISTANT MANAGER	20	1.0	1.0	
YOUTH SPORTS PROGRAM MANAGER	25	1.0	1.0	
Total FTEs		**693.8**	**685.8**	**(8.0)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**693.8**	**685.8**	**(8.0)**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 1000 / 3600

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
3600010001	**PRD-Director Office**			
422122	Municipal Service Fees - TIRZ	608,000	608,000	**608,000**
426370	Training Services	500	500	**500**
431020	Contributions from Others	0	350,000	**0**
434510	Prior Year Revenue	2,000	2,000	**2,000**
452020	Recoveries & Refunds	536,000	536,000	**536,000**
452030	Miscellaneous Revenue	3,000	37,000	**3,000**
Total	**PRD-Director Office**	**1,149,500**	**1,533,500**	**1,149,500**
Total	**Parks and Recreation**	**1,149,500**	**1,533,500**	**1,149,500**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 1000 / 3600

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	25,546,111	21,402,982	21,791,524	**21,928,832**
500030	Salary Part Time - Civilian	1,274,180	1,945,734	1,478,546	**1,390,038**
500060	Overtime - Civilian	160,559	89,000	394,000	**150,000**
500090	Premium Pay - Civilian	44,664	22,968	22,968	**21,924**
500110	Bilingual Pay - Civilian	41,692	34,348	34,348	**34,348**
500180	Temporary Employees	899,461	850,381	850,381	**977,514**
500250	HOPE Union Business Usage	5,942	0	2,692	**4,000**
501070	Pension - Civilian	4,084,083	3,852,540	3,924,040	**4,692,753**
501120	Termination Pay - Civilian	560,631	22,875	135,346	**141,291**
501160	Vehicle Allowance - Civilian	17,538	11,153	11,153	**8,600**
502010	FICA - Civilian	2,046,025	1,806,278	1,854,278	**1,871,200**
503010	Health Ins-Act Civilian	4,695,103	4,211,607	4,406,756	**4,989,795**
503015	Basic Life Insurance - Active Civilian	15,318	12,526	12,900	**12,955**
503060	Long Term Disability-Civilian	130	50,860	55,460	**49,045**
503090	Workers Compensation-Civilian-Admin	171,099	140,043	160,981	**165,149**
503100	Workers Compensation-Civilian-Claim	543,329	554,722	539,722	**539,704**
504030	Unemployment Claims - Administration	56,480	552,154	625,005	**625,005**
Total	**Personnel Services**	**40,162,345**	**35,560,171**	**36,300,100**	**37,602,153**
511010	Chemical Gases & Special Fluids	180,954	93,575	98,800	**98,700**
511015	Cleaning & Sanitary Supplies	176,770	153,254	158,854	**162,700**
511020	Construction Materials	194,232	215,600	207,600	**215,000**
511025	Electrical Hardware & Parts	116,083	110,000	109,000	**110,000**
511030	Mechanical Hardware & Parts	61,403	59,800	53,695	**59,800**
511035	Meters Hydrants & Plumbing Supplies	65,894	85,700	85,700	**70,700**
511040	Audiovisual Supplies	1,279	7,800	7,800	**7,800**
511045	Computer Supplies	3,198	16,515	17,198	**34,000**
511050	Paper & Printing Supplies	8,943	15,400	15,400	**14,500**
511055	Publications & Printed Materials	9	5,200	5,200	**4,200**
511060	Postage	2,999	3,700	3,700	**3,700**
511070	Miscellaneous Office Supplies	78,391	51,250	51,450	**66,800**
511080	General Laboratory Supplies	0	2,700	5,700	**2,700**
511090	Medical & Surgical Supplies	12,205	14,400	14,400	**14,400**
511095	Small Technical & Scientific Equipment	1,431	6,900	6,900	**6,900**
511110	Fuel	1,053,581	1,137,887	1,137,887	**977,396**
511115	Vehicle Repair & Maintenance Supplies	877,039	10,100	10,100	**10,100**
511120	Clothing	109,355	147,721	152,221	**159,300**
511125	Food Supplies	2,556	8,300	6,800	**6,200**
511135	Recreational Supplies	116,147	210,282	195,754	**181,000**
511140	Landscaping & Gardening Supplies	96,287	138,500	138,500	**138,500**
511145	Small Tools & Minor Equipment	158,798	140,898	142,498	**143,100**
511150	Miscellaneous Parts & Supplies	283,027	217,081	217,081	**204,600**
Total	**Supplies**	**3,600,581**	**2,852,563**	**2,842,238**	**2,692,096**
520100	Temporary Personnel Services	112,849	203,219	203,219	**104,900**
520101	Janitorial Services	97,155	115,300	115,300	**119,300**
520102	Security Services	132,834	156,800	156,800	**156,800**
520103	Subrecipient Contract Services	523,220	0	0	**0**
520108	Information Resource Services	44,230	55,600	55,600	**52,600**
520109	Medical Dental & Laboratory Services	37,020	32,500	32,500	**36,500**
520110	Management Consulting Services	1,345	0	0	**0**
520113	Photographic Services	0	900	900	**800**
520114	Miscellaneous Support Services	27,170	52,505	52,505	**34,100**
520115	Real Estate Lease/Office Rental	178,149	183,800	183,800	**186,900**
520118	Refuse Disposal	228,205	174,600	174,600	**200,000**
520119	Computer Equipment/Software Maintenance	11,248	10,082	10,082	**9,400**
520120	Communications Equipment Services	6,836	5,000	5,000	**0**
520121	IT Application Svcs	51,490	68,003	68,003	**104,657**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 1000 / 3600

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520123	Vehicle & Motor Equipment Services	186,463	9,000	9,100	**9,000**
520124	Other Equipment Services	72,837	34,725	36,825	**35,700**
520126	Construction Site Work Services	8,329	13,076	13,076	**2,600**
520128	Other Construction Work Services	0	35,000	35,000	**10,000**
520138	Zoo Contract	8,444,124	8,591,552	8,591,552	**8,766,159**
520139	Motor Pool Charges	677	4,900	4,900	**4,900**
520141	Engineering Services	0	0	4,000	**4,000**
520146	Contract Instructor Sports	136,670	74,651	74,651	**88,200**
520510	Mail/Delivery Services	3,493	2,100	2,100	**2,100**
520515	Print Shop Services	11,976	10,100	10,100	**12,800**
520520	Printing & Reproduction Services	1,866	1,500	1,500	**2,499**
520605	Advertising Services	1,295	1,600	1,600	**2,100**
520705	Insurance Fees	426,349	478,654	478,654	**601,745**
520740	Document Recording/Filing Fees	0	100	100	**100**
520765	Membership & Professional Fees	13,189	12,500	12,500	**12,500**
520805	Education & Training	15,541	16,800	16,800	**17,300**
520815	Tuition Reimbursement	1,000	200	200	**0**
520905	Travel - Training Related	6,016	21,800	21,800	**21,800**
520910	Travel - Non-Training Related	13,050	13,700	13,700	**13,700**
521405	Building Maintenance Services	773,426	683,331	684,131	**1,025,800**
521410	Sewer Services	873,566	716,931	716,931	**720,231**
521415	Land and Grounds Maintenance	72,945	4,984,900	4,231,900	**1,404,900**
521435	Water Services	6,403	7,600	7,600	**7,600**
521505	Electricity	4,735,742	5,555,493	5,549,703	**4,703,899**
521510	Natural Gas	155,464	163,237	163,237	**125,606**
521605	Data Services	37,013	45,000	45,000	**63,630**
521610	Voice Services	611,206	605,093	605,093	**592,991**
521620	Voice Equipment	3,881	9,518	9,518	**11,760**
521625	Voice Labor	1,275	10,000	10,000	**8,643**
521630	GIS Revolving Fund Services	28,482	34,140	34,140	**25,791**
521705	Vehicle/Equipment Rental/Lease	13,273	30,225	30,225	**25,000**
521715	Office Equipment Rental	80,139	67,100	67,100	**67,100**
521725	Other Rental	266,070	266,200	266,200	**266,200**
521730	Parking Space Rental	3,106	0	3,200	**3,200**
522305	Freight Charges	69	600	600	**600**
522430	Miscellaneous Other Services & Charges	80,782	108,500	116,500	**116,098**
522720	Interfund Payroll Services	(4,791)	0	(4,014)	**0**
522721	Interfund HR Client Services	313,002	407,476	407,476	**479,590**
522722	KRONOS Service Chargeback	0	29,540	29,540	**24,869**
522723	Drainage Fee Service Chargeback	0	924,754	924,754	**924,754**
522735	Interfund Communication Equipment Repair	0	16,884	16,884	**32,300**
522780	Interfund Photo Copy Services	202	0	0	**0**
522840	Interfund Permit Center Rent Chargeback	0	98,713	98,713	**42,669**
522845	Interfund Vehicle Services	0	2,577,681	2,577,681	**1,756,622**
Total	**Other Services and Charges**	**18,845,881**	**27,723,183**	**26,978,579**	**23,043,013**
551010	Non-Capital Office Furniture & Equipment	0	11,947	11,947	**0**
551020	Non-Capital Communication Equipment	0	0	15,000	**0**
551030	Non-Capital Machinery & Equipment	0	16,111	16,111	**0**
Total	**Non-Capital Equipment**	**0**	**28,058**	**43,058**	**0**
532015	Transfers to Convention & Entertainment	50,000	0	0	**0**
532020	Transfers to Capital Projects	0	131,267	131,267	**1,065,275**
532120	Transfer to Fleet/Eq	474,645	0	0	**0**
Total	**Debt Service and Other Uses**	**524,645**	**131,267**	**131,267**	**1,065,275**
	Grand Total Expenditures	**63,133,452**	**66,295,242**	**66,295,242**	**64,402,537**


CITY OF HOUSTON
TEXAS

Tab VI

ADMINISTRATIVE SERVICES DEPARTMENTS

Administration and Regulatory Affairs VI-2

City Controller's Office VI-16

City Council VI-26

City Secretary VI-32

Finance VI-40

Human Resources VI-52

Information Technology VI-62

Legal VI-74

Mayor's Office VI-86

Office of Business Opportunity VI-96

ADMINISTRATION AND REGULATORY AFFAIRS

Department Description and Mission

The Administration and Regulatory Affairs (ARA) Department serves the citizens of the community and provides support to the City departments through sound management of the City's financial activities. It implements and monitors policies and procedures concerning the administrative, insurance management, procurement and regulatory affairs of the City.

The department's objectives are to:

- Demonstrate integrity, accountability, consistency, and professionalism.
- Provide excellent customer service.
- Emphasize strategic financial planning and performance reporting.
- Maximize the effective and efficient use of public funds.
- Follow directives and policies of City Council and City management.
- Build a cohesive team based on trust, respect, and mutual support.

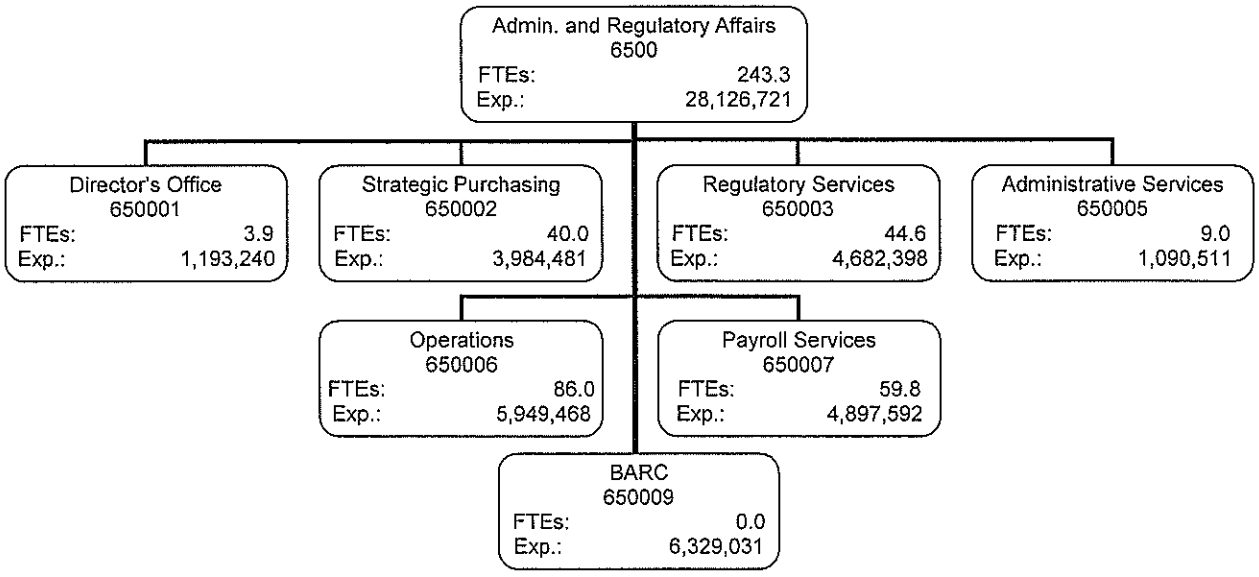
Department Short Term Goals

1. Execute citywide procurement upgrade determined by the Mayor's Procurement Taskforce.
2. Consolidation of smaller departmental purchasing units.
3. Complete permit compliance exercise to ensure payment collection for all commercial and alcohol related businesses.
4. Complete staffing analysis on permitting customer service and revenue.
5. Update KRONOS Time and attendance to version 6.3 and continue the user training to better manage employees.

Department Long Term Goals

1. Transform Bureau of Animal Regulation and Care (BARC) into the top municipal Animal Shelter and Adoptions Center in the United States.
2. Transform the 311 Service Helpline Division into the top citizen engagement center in the United States.
3. Transform the taxicab industry in Houston through technology, training and economic initiatives.
4. Improve and streamline citywide procurement processes.

Department Organization



Business Area Budget Summary

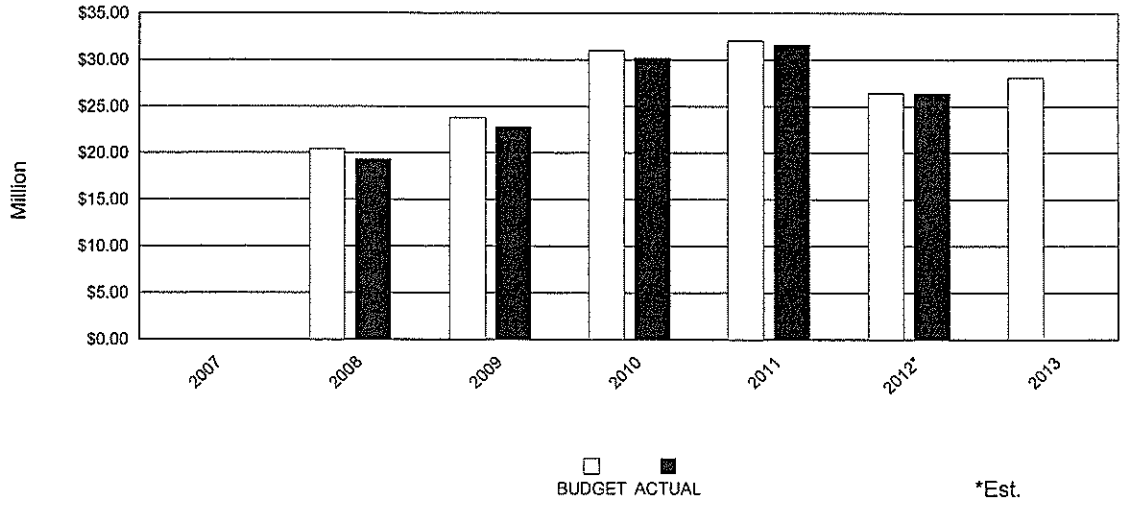
Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1000 / 6500

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	22,658,593	17,103,536	16,997,791	**18,390,387**
	Supplies	256,682	167,969	185,799	**164,687**
	Other Services and Charges	2,944,683	3,038,341	3,124,256	**3,242,616**
	Equipment	7,952	0	0	**0**
	Non-Capital Equipment	20,867	0	2,000	**0**
	Total M & O Expenditures	25,888,777	20,309,846	20,309,846	**21,797,690**
	Debt Service & Other Uses	5,751,923	6,121,549	6,121,549	**6,329,031**
	Total Expenditures	31,640,700	26,431,395	26,431,395	**28,126,721**
Revenues		196,022,426	195,655,789	196,994,111	**196,840,715**
Staffing	Full-Time Equivalents - Civilian	292.8	227.5	227.0	**243.3**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	292.8	227.5	227.0	**243.3**
	Full-Time Equivalents - Overtime	1.5	0.6	0.9	**0.7**

Significant Budget Changes and Highlights

- o City Council Administrative Support budget of $332,545 with 5 FTEs transferred to Finance in FY2012.
- o Executive Services Division budget of $415,570 with 4 FTEs transferred to Mayor's Office in FY2012.
- o Special Events Division budget of $1,172,197 with 10 FTEs transferred to Mayor's Office in FY2012.
- o FY2013 Budget includes funding for 311 Call Center's weekend and evening services.
- o FY2013 Budget includes funding for expenditure increases in health benefits ($369,416) and pension contribution ($369,988).
- o Execute citywide procurement upgrade determined by Mayor's Procurement Taskforce.
- o Update KRONOS Time and Attendance to version 6.3 and continue the user training to better manage employees.

Administration and Regulatory Affairs
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Name: Director's Office -- 650001

Mission: To efficiently deliver superior administration and regulatory affairs services to our customers through the efforts of a highly dedicated and professional staff committed to world class customer service and excellence in everything we do.

Goal: Improve administrative and regulatory functions citywide by exercising sound management through hiring top performers that execute best practices, strategies, logical tactics and excellent customer service.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Revenues realized	100%	100%	**100%**
360°/DISC/Assessment	11	11	**12**
Management and performance initiatives	13	16	**18**
Customer/Employee surveys	9	20	**8**

Name: Strategic Purchasing -- 650002

Mission: To manage, facilitate, and provide the highest quality, value added procurement services that exceed the needs and expectations of our customers.

Goal: Facilitate the purchase of goods and services for user departments in a timely and cost effective manner. Reduce the costs associated with the purchase of goods and services through best practices and continue the citywide consolidation program.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Average days to award contract	96 days	140 days	**160 days**
Customer 360 Survey	N/A	N/A	**12/31/2012**
Upgrade server for E Signature	N/A	N/A	**12/31/2012**

Name: Regulatory Services -- 650003

Mission: To provide service of exceptional quality to the citizens of Houston in the areas of licensing and permitting vehicles for hire in order to safeguard the public's health and safety, permitting over 50 categories of commercial activities to uphold community standards, and administering and collecting franchise fees in order to maximize the public's revenue from private use of the public right-of-way.

Goal: Ensure value is obtained for use of public right-of-way by public entities. Process permitting and licensing requests timely and correctly. Conduct enforcement activities for vehicles for hire and commercial and alcohol licenses and permits to enhance public safety.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Commercial permits issued	35,351	31,753	**31,817**
Vehicle inspections performed	5,045	6,225	**5,650**
Burglar alarm permits	99,677	102,459	**102,459**
Utility customer requests handled	553	483	**500**
Total revenue managed	$193.5M	$195.4M	**$195.6M**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Name: Administrative Services -- 650005

Mission: To efficiently provide pro-active, responsive, reliable, and timely administrative services for the administration functions of budget, financial accounting, policies and procedures, training and asset management to ARA and our client departments with the utmost level of accountability, integrity, due diligence and in compliance with all City ordinances, policies, and procedures.

Goal: Implement best practices and innovative advancements by setting the example for excellent customer service to our fifteen (15) business units and client departments, streamlining the accounting process, ensuring revenues properly recorded, improving policy and procedures process, maintaining accurate fixed assets records and keeping employees abreast of professional training.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Customer Service survey	8	8	8
Accounting uploads	2	2	1
ARA Revenue administered	$241.2M	$246.4M	$251.7M
Policy developed/updated	20	42	40
Fixed Assets managed	599	700	801

Name: Operations -- 650006

Mission: Provide first-class customer service. Facilitate citizen engagement with the City, and increase accountability of City departments. Manage citywide record classification, retention and retrieval. Generate revenue by selling used or excess property via online auction.

Goal: To earn the trust and respect of our clients and customers by providing innovative, effective, and efficient services, and to be known for our expertise, helpfulness, and creativity.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
311 Citizen engagement	2.1M	2.1M	2.4M
Pieces of mail handled	1.8M	1.8M	1.8M
Asset disposition revenue	$749K	$2.1M	$2.4M
Retention schedule updated	300	300	300
Record management certifications	2	4	4

Name: Payoll Services -- 650007

Mission: To efficiently deliver accurate, reliable, and timely payroll and support services to our employees and department customers through the efforts of a professional and dedicated staff committed to superior customer service and excellence in everything we do.

Goal: To be the nationally recognized model of excellence in payroll planning, staffing, and operations, where City governments throughout the United States acknowledges the Houston Central Payroll as the beacon of best practices dedicated to delivering responsive, no excuse service.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Customer service satisfaction	98%	98%	98%
Payroll consolidation	60%	100%	N/A
Divison SOP for all functions	25%	100%	100%
KRONOS implementation citywide	N/A	75%	100%
Payroll Academy - all employees	30%	75%	100%

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Name: BARC -- 650009

Mission: BARC was moved to Special Revenue Fund 2427 in FY2011. The budget line item "Transfer to Special Revenue Fund" is set up in General Fund.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	**N/A**

Name: Transferred Out -- 659999

Mission: City Council Administrative Support, Agenda Office, and Special Events are being transferred out of ARA in FY2012.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	**N/A**

Division Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Director's Office 650001 Executive head of Administration and Regulatory Affairs Department with authority over all policies, procedures, and employees.	6.9	1,287,468	3.9	1,087,593	**3.9**	**1,193,240**
Strategic Purchasing 650002 Manage citywide purchasing of goods and services that are consistent with applicable City policies and procedures and the State of Texas Bid Laws.	43.1	3,798,876	39.7	3,775,911	**40.0**	**3,984,481**
Regulatory Services 650003 Regulate utilities (electricity, natural gas, private water companies). Administer ordinances related to regulation of vehicles for hire and certain commercial permits, as well as licenses for alcohol-related businesses. Manage franchises for the use of City rights-of-way.	41.6	3,792,696	37.4	4,281,220	**44.6**	**4,682,398**
Administrative Services 650005 Provide administrative services including financial accounting, budgeting, policies and procedures, training and asset management for Administration and Regulatory Affairs and various City departments.	12.2	1,187,669	8.4	1,064,169	**9.0**	**1,090,511**
Operations 650006 Manage 311 Call Center and respond to citizens' questions. Organize and manage the citywide records program. Organize, develop and supervise revenue-generating contracts and operations. Sell surplus city property. Provide mail room services to 611 Walker, City Hall / City Hall Annex.	99.2	6,020,010	78.4	5,365,533	**86.0**	**5,949,468**
Payoll Services 650007 Manage employee services and payroll systems processing support for all employees in the City of Houston.	70.0	4,875,604	59.2	4,735,420	**59.8**	**4,897,592**

Division Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
BARC 650009						
BARC was moved to a Special Revenue Fund 2427 in FY2011. The budget line item "Transfer to Special Revenue Fund" is set up in General Fund.	0.0	6,121,278	0.0	6,121,549	**0.0**	**6,329,031**
Transferred Out 659999						
City Council Administrative Support, Agenda Office, and Special Events are being transferred out of ARA in FY2012.	19.8	4,557,099	0.0	0	**0.0**	**0**
Total	292.8	31,640,700	227.0	26,431,395	**243.3**	**28,126,721**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
3-1-1 TELECOMMUNICATOR	13	31.5	38.0	6.5
3-1-1 TELECOMMUNICATOR SUPERVISOR	20	6.0	3.0	(3.0)
ACCOUNTANT	17	2.0	1.0	(1.0)
ACCOUNTANT SUPERVISOR	24	1.0	1.0	
ADMINISTRATION & REGULATORY AFFAIRS DIRECTOR	37	1.0	1.0	
ADMINISTRATION MANAGER	26	7.0	8.0	1.0
ADMINISTRATIVE AIDE	10	5.0	2.0	(3.0)
ADMINISTRATIVE ASSISTANT	17	26.0	16.0	(10.0)
ADMINISTRATIVE ASSOCIATE	13	6.0	3.0	(3.0)
ADMINISTRATIVE COORDINATOR	24	5.0	3.0	(2.0)
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	13.0	13.4	0.4
ADMINISTRATIVE SUPERVISOR	22	10.0	7.0	(3.0)
ASSISTANT CUSTOMER SERVICE MANAGER	26	1.0	0.0	(1.0)
ASSISTANT DIRECTOR (EXE LEV)	32	4.0	3.0	(1.0)
CHIEF INSPECTOR	27	5.0	0.0	(5.0)
CLERK	5	1.0	1.0	
COMMUNITY LIAISON	18	5.0	0.0	(5.0)
COMMUNITY SERVICE INSPECTOR	16	40.0	0.0	(40.0)
CONTRACT ADMINISTRATOR	22	1.0	1.0	
CONTRACT COMPLIANCE SUPERVISOR	22	2.0	0.0	(2.0)
COUNSELOR	20	5.0	0.0	(5.0)
CUSTOMER SERVICE MANAGER	29	1.0	1.0	
CUSTOMER SERVICE REP. I	13	7.0	8.0	1.0
CUSTOMER SERVICE REP. II	15	3.0	2.5	(0.5)
CUSTOMER SERVICE REP. III	16	3.0	2.0	(1.0)
CUSTOMER SERVICE SECTION CHIEF	22	0.0	2.0	2.0
CUSTOMER SERVICE SUPERVISOR	18	0.0	1.0	1.0
DATA ENTRY OPERATOR	8	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	4.0	4.0	
DEPUTY DIRECTOR (EXE LEV)	34	4.0	2.0	(2.0)
DIVISION MANAGER	29	13.0	9.0	(4.0)
DIVISION MANAGER (EXE LEV)	29	1.0	0.0	(1.0)
ERP BUSINESS SYSTEMS CONSULTANT	28	1.0	0.0	(1.0)
EVENT COORDINATOR	19	2.0	0.0	(2.0)
FINANCIAL ANALYST I	15	1.0	0.0	(1.0)
FINANCIAL ANALYST II	18	1.0	0.0	(1.0)
FINANCIAL ANALYST III	21	1.0	1.0	
FINANCIAL ANALYST IV	25	1.0	0.0	(1.0)
FIXED ASSET SPECIALIST	13	1.0	1.0	
HEARING OFFICER	27	1.0	1.0	
HUMAN RESOURCES SPECIALIST	17	5.0	4.0	(1.0)
INVENTORY MANAGEMENT CLERK	9	1.0	1.0	
INVENTORY MANAGEMENT SUPERVISOR	17	1.0	1.0	
MANAGEMENT ANALYST I	15	0.0	1.0	1.0
MANAGEMENT ANALYST II	18	0.0	1.0	1.0
MANAGEMENT ANALYST III	21	2.0	1.7	(0.3)
MANAGEMENT ANALYST IV	25	8.0	4.0	(4.0)
MARKETING SPECIALIST	25	1.0	0.0	(1.0)
OFFICE SERVICE MANAGER	23	1.0	0.0	(1.0)
OFFICE SUPERVISOR	17	2.0	2.0	
PAYROLL CLERK	9	2.0	3.0	1.0
PROCUREMENT SPECIALIST	24	5.0	4.0	(1.0)
PROGRAMMER ANALYST IV	25	1.0	0.0	(1.0)
PURCHASING MANAGER	27	3.0	4.0	1.0

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
RECEPTIONIST	7	0.8	0.0	(0.8)
RECORDS ADMINISTRATOR	23	1.0	1.0	
RECORDS MANAGER	25	1.0	0.0	(1.0)
REGULATORY INVESTIGATOR	11	2.0	4.5	2.5
REGULATORY SUPERVISOR	20	0.0	1.5	1.5
SENIOR 3-1-1 TELECOMMUNICATOR	15	18.5	19.0	0.5
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR ACCOUNTANT	20	0.0	2.0	2.0
SENIOR BUYER	22	5.0	3.0	(2.0)
SENIOR CLERK	8	2.0	2.0	
SENIOR COMMUNICATIONS SPECIALIST	20	1.0	0.0	(1.0)
SENIOR COMMUNITY LIAISON	23	5.0	0.0	(5.0)
SENIOR COUNSELOR	22	1.0	0.0	(1.0)
SENIOR CUSTOMER SERVICE CASHIER	13	1.0	1.0	
SENIOR ERP BUSINESS SYSTEMS ANALYST	26	1.0	0.0	(1.0)
SENIOR INSPECTOR	22	2.0	0.0	(2.0)
SENIOR OFFICE ASSISTANT	12	1.0	1.0	
SENIOR PAYROLL CLERK	13	13.0	11.0	(2.0)
SENIOR PROCUREMENT SPECIALIST	27	11.0	11.0	
SENIOR REGULATORY INVESTIGATOR	14	7.3	7.8	0.5
SENIOR STAFF ANALYST	28	8.0	8.0	
SENIOR SUPERINTENDENT	27	1.0	0.0	(1.0)
STAFF ANALYST	26	4.0	8.0	4.0
STAGE SUPERVISOR	15	1.0	0.0	(1.0)
STUDENT INTERN II	10	0.9	0.0	(0.9)
SYSTEMS CONSULTANT	26	1.0	1.0	
SYSTEMS SUPPORT ANALYST IV	25	1.0	0.0	(1.0)
TRAINER	17	0.0	2.0	2.0
TRAINING ADMINISTRATOR	24	1.0	1.0	
Total FTEs		**349.0**	**249.4**	**(99.6)**
Less adjustment for Civilian Vacancy Factor		**121.5**	**6.1**	**(115.4)**
Full-Time Equivalents		**227.5**	**243.3**	**15.8**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6500020001	**ARA - SPD**			
452030	Miscellaneous Revenue	260,000	260,000	30,000
6500030001	**ARA - Transportation**			
421220	School Bus Licenses & Permits	36,550	40,000	37,214
421230	Taxicab Licenses & Permits	1,134,500	1,280,052	1,280,052
421570	Limousine Permits	696,000	696,000	723,322
421580	Charter Bus Permits	177,650	165,000	181,236
421600	Jitney Permit & Inspection Fees	4,010	4,010	7,243
421610	Low Speed Shuttle Permit/Inspection Fees	2,300	2,300	4,373
421620	Pedicab Permits & Inspection Fees	25,000	16,000	14,918
421630	Administrative Fee - Licenses & Permits	541,000	625,000	155,110
424110	Other Interfund Services	16,800	16,800	16,800
426240	Limousine Inspection Fees	71,425	81,000	73,286
428080	Returned Check Charges	288	0	288
Total	**ARA - Transportation**	**2,705,523**	**2,926,162**	**2,493,842**
6500030002	**ARA - Franchise Administration**			
416010	Electricity Franchise Tax	98,193,604	98,193,604	102,196,852
417010	Telephone Franchise Tax	44,482,800	45,401,556	44,606,000
418010	Natural Gas Franchise Tax	22,009,397	22,009,397	19,194,072
419010	Cable TV Franchise Tax	18,439,200	18,575,370	18,439,200
419040	Solid Waste Hauler Franichise Fee	5,568,000	5,494,804	5,674,000
419050	Spur Track Franchise Fee	20,426	20,426	20,426
419070	Fiber Optics Franchise Fee	16,100	41,668	41,100
419090	Telecomm Franchise Fees - Prior Year	0	36,166	0
419110	Cable TV Franchise Fees-Prior Year	0	145,209	0
419120	Solid Waste Franchise Fees-Prior Year	0	212,805	0
421590	Right-of-way Permits	324,378	319,163	324,974
Total	**ARA - Franchise Administration**	**189,053,905**	**190,450,168**	**190,496,624**
6500030003	**ARA - Commercial Permitting**			
421100	Occupation Licenses	152,650	158,036	204,573
421110	Sexually Oriented Business Permits	28,420	38,654	36,713
421130	Decals for Coin-Ope.Amusement Machines	280,141	304,669	289,999
421140	Dance Licenses	70,230	54,543	91,254
421150	Liquor Licenses	1,098,212	1,073,153	1,406,574
421280	Other Licenses & Permits	65,700	161,800	171,873
421630	Administrative Fee - Licenses & Permits	41,600	0	634,058
426330	Miscellaneous Copies Fees	120	114	132
428080	Returned Check Charges	288	288	168
428090	Miscellaneous Fines & Forfeitures	0	266,985	0
434340	Cashier Overages	0	2	0
Total	**ARA - Commercial Permitting**	**1,737,361**	**2,058,244**	**2,835,344**
6500070001	**ARA - Payroll Services**			
424080	Interfund Payroll Services	1,200,000	800,000	553,905
426290	Other Service Charges	101,000	101,000	101,000
Total	**ARA - Payroll Services**	**1,301,000**	**901,000**	**654,905**
6500070002	**ARA - Administrative Services**			
490080	Other Operating Transfers In	250,000	0	0
6500070007	**ARA - Asset Disposition/PDMO**			

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
434205	Sale of Scrap Metal	30,000	30,000	30,000
434225	Sale of Non-Capital Equip. & Merchandise	300,000	350,000	300,000
Total	**ARA - Asset Disposition/PDMO**	**330,000**	**380,000**	**330,000**
6500080005	**ARA - Special Events**			
421410	Permit Preparation Fees	18,000	18,537	0
Total	**Administration and Regulatory Affairs**	**195,655,789**	**196,994,111**	**196,840,715**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1000 / 6500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	16,010,692	11,749,782	11,633,941	12,110,602
500030	Salary Part Time - Civilian	119,894	111,159	54,175	338,256
500060	Overtime - Civilian	79,624	31,386	86,942	39,886
500090	Premium Pay - Civilian	11,077	0	5,001	5,000
500110	Bilingual Pay - Civilian	57,962	46,061	40,173	46,966
500250	HOPE Union Business Usage	1,424	0	5,197	0
501050	Employee Awards	0	6,500	6,500	6,500
501070	Pension - Civilian	2,601,460	2,084,172	2,106,726	2,591,667
501110	Strategic Staffing-Classified	4	0	0	0
501120	Termination Pay - Civilian	203,907	0	65,432	0
501160	Vehicle Allowance - Civilian	14,861	0	0	0
502010	FICA - Civilian	1,225,160	884,736	895,359	948,258
503010	Health Ins-Act Civilian	2,130,356	1,812,314	1,713,372	1,920,119
503015	Basic Life Insurance - Active Civilian	9,813	6,842	7,416	7,124
503060	Long Term Disability-Civilian	(2,181)	19,345	19,500	19,958
503090	Workers Compensation-Civilian-Admin	60,425	45,511	50,916	58,449
503100	Workers Compensation-Civilian-Claim	46,747	33,518	92,543	39,018
504030	Unemployment Claims - Administration	87,368	272,210	214,598	258,584
Total	**Personnel Services**	**22,658,593**	**17,103,536**	**16,997,791**	**18,390,387**
511010	Chemical Gases & Special Fluids	175	0	33	0
511040	Audiovisual Supplies	8,089	9,135	9,335	9,000
511045	Computer Supplies	14,600	12,539	24,654	10,094
511050	Paper & Printing Supplies	8,667	5,634	5,534	5,534
511055	Publications & Printed Materials	22,593	1,800	3,655	1,800
511060	Postage	17,811	20,700	20,700	20,700
511070	Miscellaneous Office Supplies	65,094	69,604	70,657	70,251
511095	Small Technical & Scientific Equipment	50	0	0	0
511110	Fuel	18,664	19,734	17,090	17,234
511115	Vehicle Repair & Maintenance Supplies	20	1,350	6,272	1,950
511120	Clothing	2,841	4,531	4,780	4,780
511125	Food Supplies	5,747	1,000	1,000	1,000
511130	Weapons Munitions & Supplies	(406)	0	0	0
511145	Small Tools & Minor Equipment	169	0	93	0
511150	Miscellaneous Parts & Supplies	92,568	21,942	21,996	22,344
Total	**Supplies**	**256,682**	**167,969**	**185,799**	164,687
520100	Temporary Personnel Services	104,716	171,857	171,905	108,668
520102	Security Services	7,798	9,000	7,900	9,600
520105	Accounting & Auditing Services	1,101,976	1,029,011	1,041,845	1,028,818
520107	Computer Info/Contr	0	0	40	0
520108	Information Resource Services	34	0	0	0
520109	Medical Dental & Laboratory Services	946	300	1,181	400
520110	Management Consulting Services	55,992	41,731	71,733	41,731
520113	Photographic Services	0	0	350	0
520114	Miscellaneous Support Services	57,968	55,250	55,250	55,250
520115	Real Estate Lease/Office Rental	86,520	0	0	0
520118	Refuse Disposal	14,240	0	0	0
520119	Computer Equipment/Software Maintenance	139,967	124,300	114,621	253,735
520120	Communications Equipment Services	5,055	0	0	0
520121	IT Application Svcs	64,979	10,900	66,078	209,612
520122	Office Equipment Services	0	450	400	450
520123	Vehicle & Motor Equipment Services	16,796	21,905	19,760	21,654
520126	Construction Site Work Services	922	0	0	0

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1000 / 6500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520132	Contracts/Sponsorships	27,813	0	0	0
520145	Criminal Intelligence Services	2,019	0	0	0
520510	Mail/Delivery Services	2,301	760	798	670
520515	Print Shop Services	50,124	15,059	16,691	16,239
520520	Printing & Reproduction Services	11,568	15,140	14,919	15,390
520605	Advertising Services	30,541	57,172	57,000	57,172
520705	Insurance Fees	5,019	6,321	33,977	16,590
520765	Membership & Professional Fees	7,050	10,540	11,402	8,597
520805	Education & Training	24,873	32,657	42,338	32,392
520905	Travel - Training Related	18,084	14,704	15,404	16,604
520910	Travel - Non-Training Related	36,943	7,170	7,970	7,970
521405	Building Maintenance Services	2,317	0	0	0
521510	Natural Gas	(444)	0	0	0
521605	Data Services	66,778	84,612	98,905	130,868
521610	Voice Services	366,340	422,383	334,681	346,250
521620	Voice Equipment	2,501	11,341	11,341	10,122
521625	Voice Labor	10,138	5,720	9,280	7,488
521630	GIS Revolving Fund Services	18,521	22,201	17,831	16,547
521705	Vehicle/Equipment Rental/Lease	5,757	0	0	0
521715	Office Equipment Rental	85,558	71,445	79,961	71,445
521725	Other Rental	3,257	0	0	0
521730	Parking Space Rental	165,815	116,338	138,312	131,696
522410	Cashier Shortages	100	100	0	0
522430	Miscellaneous Other Services & Charges	210,540	71,923	74,332	74,928
522720	Interfund Payroll Services	(1,037)	0	0	0
522721	Interfund HR Client Services	134,298	202,801	202,801	183,222
522722	KRONOS Service Chargeback	0	11,859	11,859	9,401
522840	Interfund Permit Center Rent Chargeback	0	393,391	393,391	359,107
Total	**Other Services and Charges**	**2,944,683**	**3,038,341**	**3,124,256**	**3,242,616**
560210	Furniture Fixtures and Equipment	7,952	0	0	0
Total	**Equipment**	**7,952**	**0**	**0**	**0**
551010	Non-Capital Office Furniture & Equipment	5,001	0	0	0
551015	Non-Capital Computer Equipment	1,948	0	0	0
551020	Non-Capital Communication Equipment	3,540	0	0	0
551025	Non-Capital Scientific/Medical Equipment	0	0	2,000	0
551040	Non-Capital Other	10,378	0	0	0
Total	**Non-Capital Equipment**	**20,867**	**0**	**2,000**	**0**
532015	Transfers to Convention & Entertainment	(391,446)	0	0	0
532025	Transfers to Special Revenues	6,121,549	6,121,549	6,121,549	6,329,031
532120	Transfer to Fleet/Eq	21,820	0	0	0
Total	**Debt Service and Other Uses**	**5,751,923**	**6,121,549**	**6,121,549**	**6,329,031**
	Grand Total Expenditures	**31,640,700**	**26,431,395**	**26,431,395**	**28,126,721**


CITY OF HOUSTON
TEXAS

CITY CONTROLLER

Department Description and Mission

The mission of the Office of the City Controller is to protect the financial integrity of Houston's City government by:

- Accurately and timely reporting on the City's current financial condition.
- Assessing the City's future financial condition with accurate forecasts of projected revenues and expenses.
- Certifying to City Council that funds are available for all appropriations and commitments of funds and keeping accurate books of account to reflect these commitments.
- Certifying that vendors with City contracts are not delinquent on City taxes.
- Auditing the financial activities of the City departments.
- Ensuring that every City dollar is fully and wisely invested at all times.
- Serving as the financial voice for City government, informing the citizens about important financial issues.

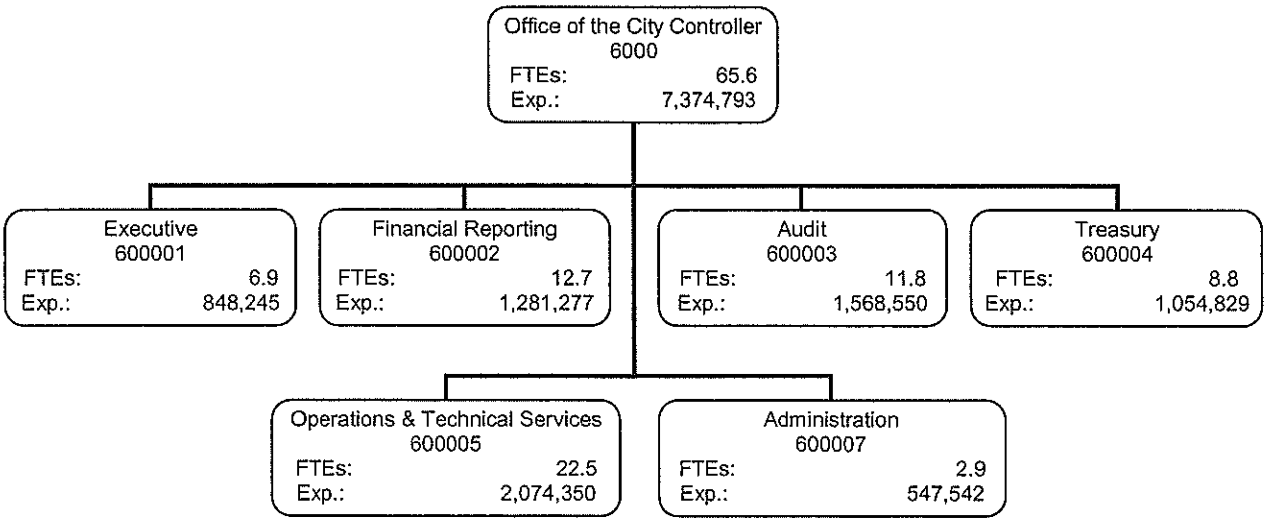
Department Short Term Goals:

- Increase transparency of government spending.
- Automate the City's Comprehensive Annual Financial Report.
- Retain AAA rating from Standard and Poor's for the City's Investment Portfolio.
- Work to implement paperless approval of City Invoices.

Department Long Term Goals:

- Resume expansion of the Audit Division.
- Successfully pass a peer review process for the Audit Division.
- Complete paperless workflow system for financial data.

Department Organization



Business Area Budget Summary

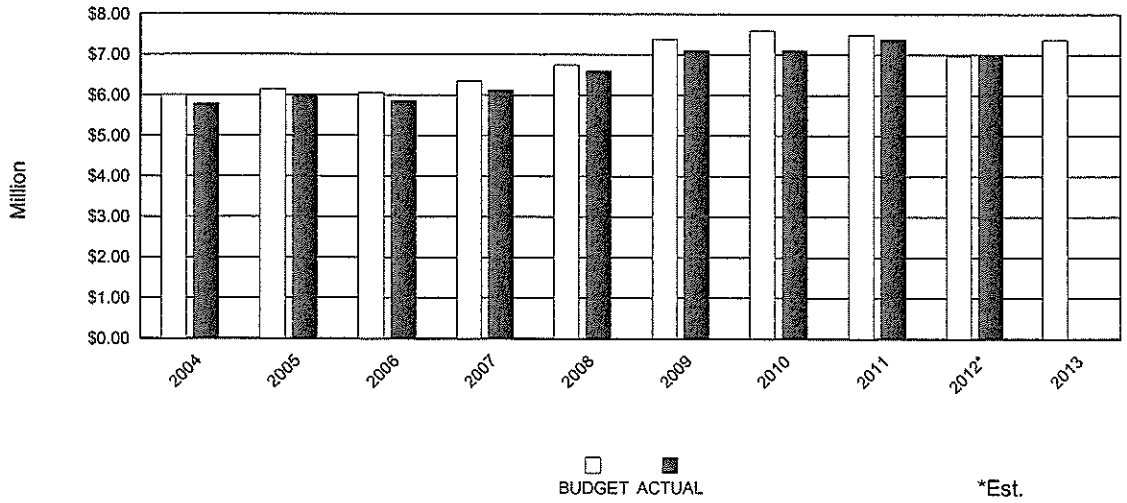
Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus. Area No. : 1000 / 6000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	6,522,486	5,862,423	5,862,423	**6,300,959**
	Supplies	126,554	102,919	102,919	**100,104**
	Other Services and Charges	740,220	999,939	999,939	**973,730**
	Total M & O Expenditures	7,389,260	6,965,281	6,965,281	**7,374,793**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	7,389,260	6,965,281	6,965,281	**7,374,793**
Revenues		156,946	0	0	**0**
Staffing	Full-Time Equivalents - Civilian	74.0	65.6	65.6	**65.6**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	74.0	65.6	65.6	**65.6**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding and expenditure increases in health benefits ($77,140) and pension contribution ($173,775).
- o FY2013 Budget provides funding for the continuation of current service levels.

City Controller
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus Area No. : 1000 / 6000

Name: Executive -- 600001

Mission: Set policy for the City Controller's Office, serve as the independent financial voice for the City of Houston, and provide the communication link between the office and the public.

Goal: Enhance the public's understanding of City finances. Maintain the Controller's Internet and Intranet Websites. Research policy issues for the Controller. Respond promptly to constituent requests, correspondence and inquiries from the media, Mayor's Office and Council.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Superintend and oversee fiscal affairs of the City of Houston as prescribed by the City Charter and Ordinances	100%	100%	**100%**

Name: Financial Reporting -- 600002

Mission: Provide timely and accurate monthly financial reports and prepare the Comprehensive Annual Financial Report (CAFR).

Goal: Work to standardize and streamline financial reporting citywide. Complete annual financial report by December 31.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
To provide monthly and annual financial reports in a timely and accruate manner	100%	100%	**100%**

Name: Audit -- 600003

Mission: Provide the Mayor, City Council and department management with independent analyses, assurances and recommendations concerning the adequacy and effectiveness of the City's internal control structure. Respond to Fraud Hotline.

Goal: Incorporate the IT section and Process Control Documentation (PCD) Section into the 2013 Audit Plan. Continue conducting Performance and Management Audits, while adding IT Risk Analysis and PCD/Control Evaluation Projects.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Complete audits from the annual audit plan and work strategically with external auditors	100%	100%	**100%**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus Area No. : 1000 / 6000

Name: Treasury -- 600004

Mission: Manage all investments of City funds except pension and trust funds. Oversee all debt operations, revolving credit agreements and letters of credit, new debt issuances and refinancing of existing debt. Also, to manage banking operations.

Goal: Invest City funds so as to protect principal, maintain liquidity, and provide maximum return within the limits imposed by our investment policy and state statue. Manage investments to provide timely funding for daily operations. Manage debt issuance and payments.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Manage investments to exceed benchmarks	100%	100%	**100%**
To ensure debt payments are done on time	100%	100%	**100%**

Name: Operations & Technical Services -- 600005

Mission: Review/approve financial transactions relating to disbursements/payroll; maintain archive records of City transactions; perform bank reconcilation; coordinate tax review of City vendors. Certify funds for Council Action. Process unclaimed property.

Goal: Certify funds are available for all city contracts. Ensure that all contracts are properly authorized. Reconcile bank accounts timely. Certify city vendors and make sure they are not delinquent on city tax payments. Process unclaimed property. Fill Open Records requests. Issue vendor/payroll checks.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Certify agenda items	100%	100%	**100%**
Reconciliation bank, travel accts.	100%	100%	**100%**
Review and approve vendor/payroll payments	100%	100%	**100%**
Manage records retention	100%	100%	**100%**

Name: Administration -- 600007

Mission: Provide the Office of the City Controller with services in human resources, budget, purchasing and administrative processes to maximize staff productivity.

Goal: Control and improve the payment of bills for telephone, copier equipment, postage and other shared services in the Controller's Office. Provide timely administrative support services for the office.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Ensure office supplies are maintained weekly	100%	100%	**100%**
Daily invoices paymts.	100%	100%	**100%**
Office budget maintained annually	100%	100%	**100%**

Division Summary

Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus Area No. : 1000 / 6000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Executive 600001 Set policy for the City Controller's Office, serve as the independent financial voice for the City of Houston, and provide the communication link between the office and the public.	6.5	785,982	6.6	735,100	**6.9**	**848,245**
Financial Reporting 600002 Provide timely and accurate monthly financial reports and prepare the Comprehensive Annual Financial Report (CAFR).	13.6	1,243,610	12.3	1,213,555	**12.7**	**1,281,277**
Audit 600003 Provide the Mayor, City Council and department management with independent analyses, assurances and recommendations concerning the adequacy and effectiveness of the City's internal control structure. Respond to Fraud Hotline.	14.4	1,428,585	10.0	1,578,744	**11.8**	**1,568,550**
Treasury 600004 Manage all investments of City funds except pension and trust funds. Oversee all debt operations, revolving credit agreements and letters of credit, new debt issuances and refinancing of existing debt.	8.2	902,614	8.5	936,547	**8.8**	**1,054,829**
Operations & Technical Services 600005 Review/approve financial transactions relating to disbursements/payroll; maintain archive records of City transactions; perform bank reconcilation; coordinate tax review of City vendors. Certify funds for Council Action. Process unclaimed property.	26.6	2,345,041	22.5	1,926,901	**22.5**	**2,074,350**

Division Summary

Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus Area No. : 1000 / 6000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Administration 600007						
Provide the Office of the City Controller with services in human resources, budget, purchasing and administrative processes to maximize staff productivity.	4.7	683,428	5.7	574,434	**2.9**	**547,542**
Total	74.0	7,389,260	65.6	6,965,281	**65.6**	**7,374,793**

Business Area Roster Summary

Fund Name : **General Fund**
Business Area Name : **City Controller**
Fund No./Bus Area No. : **1000 / 6000**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT SUPERVISOR	24	1.0	1.0	
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATION MANAGER (EXE LEV)	26	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	8.0	8.0	
ADMINISTRATIVE ASSOCIATE	13	1.0	1.0	
ADMINISTRATIVE COORDINATOR	24	2.0	2.0	
ADMINISTRATIVE SPECIALIST	20	2.0	2.0	
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	2.0	2.0	
ASSISTANT CITY AUDITOR I	14	1.0	0.0	(1.0)
ASSISTANT CITY AUDITOR III	25	3.0	4.0	1.0
ASSISTANT CITY AUDITOR IV	27	4.0	4.0	
ASSISTANT CITY AUDITOR V	29	3.0	2.0	(1.0)
ASSISTANT CITY CONTROLLER II	19	2.0	2.0	
ASSISTANT CITY CONTROLLER III	25	5.0	5.0	
ASSISTANT CITY CONTROLLER IV	27	5.0	5.0	
ASSISTANT CITY CONTROLLER V	29	2.0	2.0	
CITY AUDITOR (EXE LEV)	34	1.0	1.0	
CITY CONTROLLER		1.0	1.0	
DEPUTY CITY CONTROLLER (EXE LEV)	36	4.0	4.0	
DEPUTY DIRECTOR-CONTROLLER'S OFFICE (EXE LEV)	31	3.0	3.0	
MANAGEMENT ANALYST II	18	1.0	0.0	(1.0)
MANAGEMENT ANALYST IV	25	2.0	2.0	
SENIOR ACCOUNT CLERK	13	3.0	2.0	(1.0)
SENIOR MICROCOMPUTER ANALYST	23	1.0	1.0	
SENIOR STAFF ANALYST (EXE LEV)	28	2.0	2.0	
SENIOR TREASURY ANALYST	26	2.0	2.0	
STAFF ANALYST (EXE LEV)	26	1.0	1.0	
SYSTEMS SUPPORT ANALYST III	22	1.0	1.0	
SYSTEMS SUPPORT ANALYST IV	25	1.0	1.0	
TREASURY ANALYST	21	1.0	2.0	1.0
TREASURY MANAGER	30	1.0	1.0	
Total FTEs		**69.0**	**67.0**	**(2.0)**
Less adjustment for Civilian Vacancy Factor		**3.4**	**1.4**	**(2.0)**
Full-Time Equivalents		**65.6**	**65.6**	**0.0**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus. Area No. : 1000 / 6000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	4,775,283	4,283,568	4,283,568	4,439,294
500030	Salary Part Time - Civilian	932	0	0	0
500060	Overtime - Civilian	91	0	0	0
500110	Bilingual Pay - Civilian	2,661	1,820	1,820	1,820
500250	HOPE Union Business Usage	855	0	0	0
501070	Pension - Civilian	763,032	770,314	770,314	950,005
501120	Termination Pay - Civilian	160,497	0	0	0
501160	Vehicle Allowance - Civilian	4,216	4,200	4,200	4,200
502010	FICA - Civilian	353,348	321,707	321,707	334,467
503010	Health Ins-Act Civilian	444,761	455,482	455,482	543,190
503015	Basic Life Insurance - Active Civilian	2,848	2,540	2,540	2,632
503060	Long Term Disability-Civilian	0	5,578	5,578	5,578
503090	Workers Compensation-Civilian-Admin	13,940	13,119	13,119	15,678
503100	Workers Compensation-Civilian-Claim	22	1,580	1,580	1,580
504030	Unemployment Claims - Administration	0	2,515	2,515	2,515
Total	**Personnel Services**	**6,522,486**	**5,862,423**	**5,862,423**	**6,300,959**
511045	Computer Supplies	51,226	33,300	33,300	32,735
511050	Paper & Printing Supplies	190	2,875	2,875	2,875
511055	Publications & Printed Materials	845	3,500	3,500	3,000
511060	Postage	36,932	32,000	32,000	32,000
511070	Miscellaneous Office Supplies	27,664	27,761	27,761	26,011
511150	Miscellaneous Parts & Supplies	9,697	3,483	3,483	3,483
Total	**Supplies**	**126,554**	**102,919**	**102,919**	**100,104**
520105	Accounting & Auditing Services	162,900	420,700	420,700	325,516
520108	Information Resource Services	112,109	83,000	83,000	80,000
520109	Medical Dental & Laboratory Services	311	200	200	200
520110	Management Consulting Services	19,170	0	0	0
520112	Banking Services	62,510	150,000	150,000	150,000
520114	Miscellaneous Support Services	25,058	20,000	20,000	18,000
520119	Computer Equipment/Software Maintenance	44,821	40,500	40,500	75,041
520120	Communications Equipment Services	0	0	0	6,000
520121	IT Application Svcs	20,735	20,760	20,760	41,820
520123	Vehicle & Motor Equipment Services	301	0	0	0
520126	Construction Site Work Services	8,910	0	0	0
520510	Mail/Delivery Services	217	2,050	2,050	2,050
520515	Print Shop Services	5,190	4,518	4,518	4,473
520520	Printing & Reproduction Services	13,315	16,100	16,100	16,100
520605	Advertising Services	12	0	0	0
520705	Insurance Fees	544	1,147	1,147	932
520765	Membership & Professional Fees	8,137	7,400	7,400	8,865
520805	Education & Training	52,671	17,500	17,500	20,000
520905	Travel - Training Related	31,631	11,283	11,283	15,500
520910	Travel - Non-Training Related	1,810	2,500	2,500	3,500
521605	Data Services	10,025	21,888	21,888	17,675
521610	Voice Services	21,058	23,167	23,167	26,011
521620	Voice Equipment	1,635	1,934	1,934	1,895
521625	Voice Labor	87	472	472	1,393
521630	GIS Revolving Fund Services	2,382	2,855	2,855	2,602
521715	Office Equipment Rental	20,764	27,000	27,000	27,000

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus. Area No. : 1000 / 6000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521720	Computer Equipment Rental	23,150	26,000	26,000	**26,000**
521725	Other Rental	575	1,300	1,300	**1,300**
521730	Parking Space Rental	41,348	48,377	48,377	**48,377**
522430	Miscellaneous Other Services & Charges	3,985	3,598	3,598	**3,598**
522721	Interfund HR Client Services	44,859	42,992	42,992	**47,448**
522722	KRONOS Service Chargeback	0	2,698	2,698	**2,434**
Total	**Other Services and Charges**	**740,220**	**999,939**	**999,939**	**973,730**
	Grand Total Expenditures	**7,389,260**	**6,965,281**	**6,965,281**	**7,374,793**


CITY OF HOUSTON
TEXAS

CITY COUNCIL

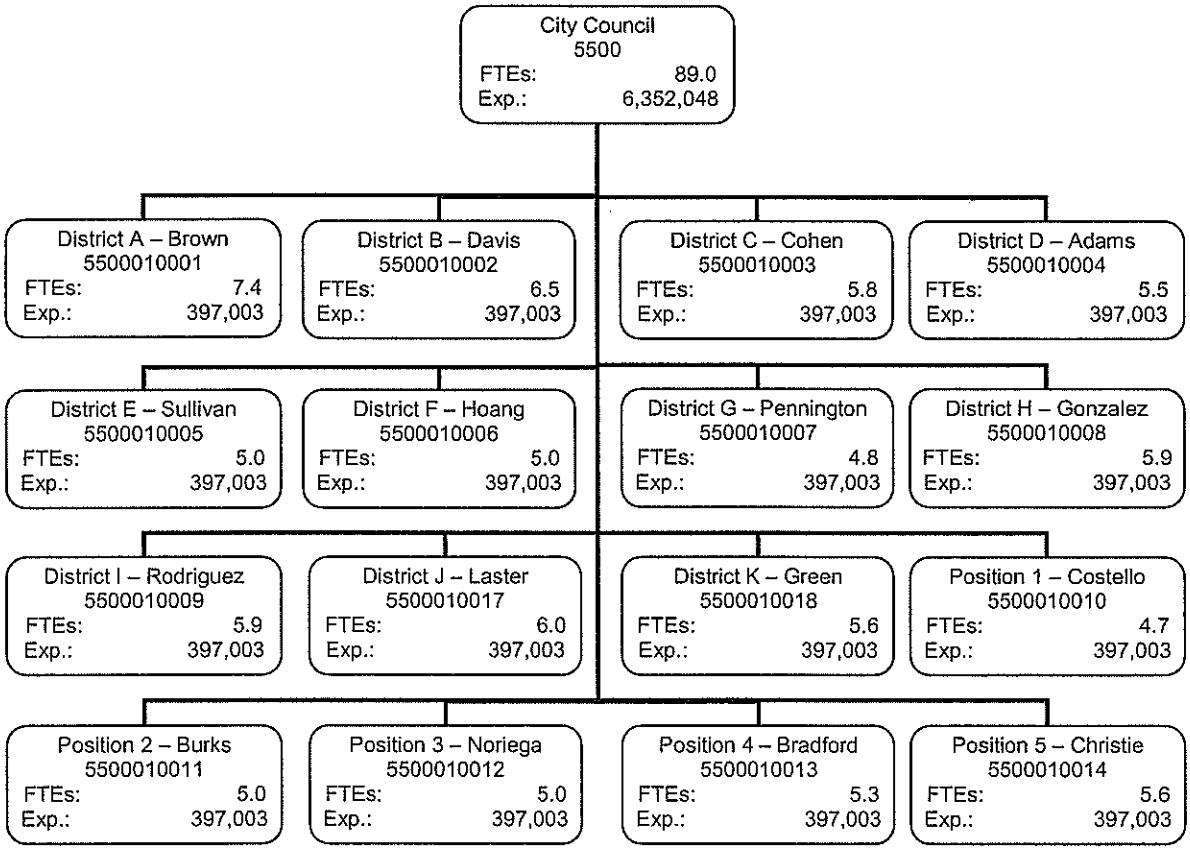
Department Description and Mission

There are sixteen Council Members who represent eleven geographical districts and five at-large positions.

The Houston City Council serves as the legislative body with power to enact all ordinances and resolutions. The Members of Council jointly determine policy and initiate legislation. The City Council convenes twice weekly to administer duties set forth by the City Charter.

The Council Members respond to several thousand constituents' calls and letters weekly, hold community meetings, and attend civic organization meetings. The Administrative Office of City Council provides the administrative support function for City Council.

Department Organization



Business Area Budget Summary

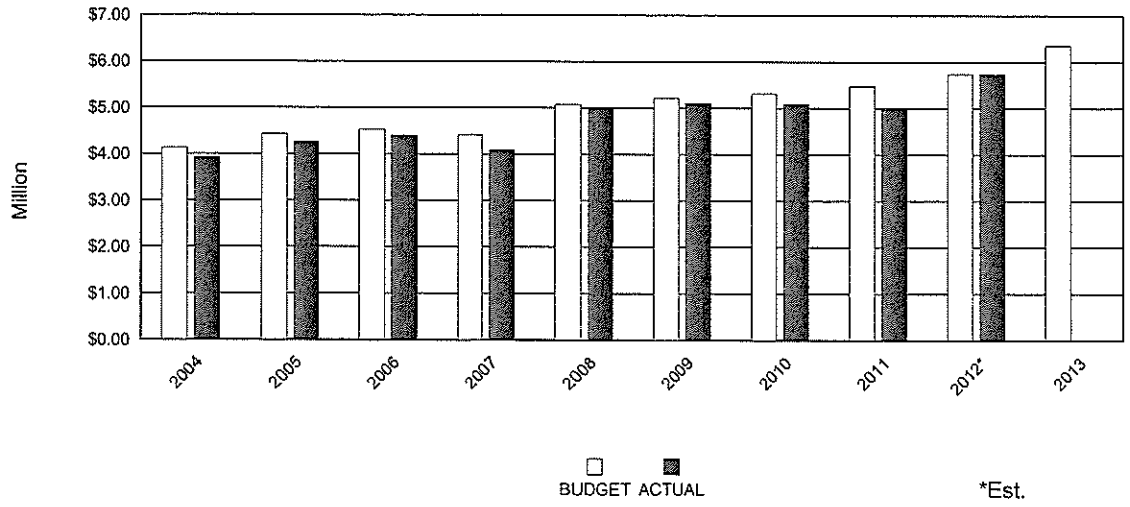
Fund Name : General Fund
Business Area Name : City Council
Fund No./Bus. Area No. : 1000 / 5500

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	4,816,342	5,118,763	5,120,689	**6,075,411**
	Supplies	41,982	29,180	35,979	**58,532**
	Other Services and Charges	151,166	584,214	575,489	**218,105**
	Non-Capital Equipment	(2,306)	0	0	**0**
	Total M & O Expenditures	5,007,184	5,732,157	5,732,157	**6,352,048**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	5,007,184	5,732,157	5,732,157	**6,352,048**
Revenues		1,780	0	0	**0**
Staffing	Full-Time Equivalents - Civilian	72.8	83.0	83.0	**89.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	72.8	83.0	83.0	**89.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

o FY2013 Budget includes funding for expenditure increases in health benefits ($42,657) and pension contribution ($177,351).

City Council
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : City Council
Fund No./Bus Area No. : 1000 / 5500

Name: City Council -- 550001

Mission: Serve as a legislative body with power to enact all ordinances and resolutions. The Council Members determine policy, initiate legislation and administer duties set forth in the City Charter.

Goal: Provide policy leadership on municipal issues, identify and respond to legislative needs of the community, actively seek citizens input through outreach efforts and encourage citizens involvement in the decision-making process.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	N/A

Division Summary

Fund Name : General Fund
Business Area Name : City Council
Fund No./Bus Area No. : 1000 / 5500

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
City Council 550001						
Serve as a legislative body with power to enact all ordinances and resolutions. The Council Members determine policy, initiate legislation and administer duties set forth in the City Charter.	72.8	5,007,184	83.0	5,732,157	**89.0**	**6,352,048**
Total	72.8	5,007,184	83.0	5,732,157	**89.0**	**6,352,048**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : City Council
Fund No./Bus Area No. : 1000 / 5500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
COUNCIL ADMINISTRATIVE ASSISTANT (EXE LEV)	20	15.0	18.0	3.0
COUNCIL INTERN (EXE LEV)	8	7.4	8.3	0.9
COUNCIL MEMBER		14.0	16.0	2.0
COUNCIL RESEARCH ASSISTANT (EXE LEV)	23	10.6	16.5	5.9
COUNCIL SECRETARY (EXE LEV)	15	22.0	12.8	(9.2)
SENIOR COUNCIL AIDE (EXE LEV)	28	14.0	17.0	3.0
STUDENT INTERN I	4	0.0	0.4	0.4
Total FTEs		**83.0**	**89.0**	**6.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**83.0**	**89.0**	**6.0**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : City Council
Fund No./Bus. Area No. : 1000 / 5500

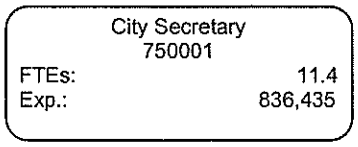
Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	3,314,124	3,410,154	3,440,750	3,828,491
500030	Salary Part Time - Civilian	250,328	335,443	289,583	558,423
500110	Bilingual Pay - Civilian	7,991	7,799	6,328	7,230
500180	Temporary Employees	34,414	4,633	28,516	0
501070	Pension - Civilian	526,064	629,928	619,327	819,302
501100	Phase Down Classified	9,003	0	0	0
501160	Vehicle Allowance - Civilian	59,024	59,204	59,024	67,456
502010	FICA - Civilian	271,541	288,046	288,038	336,153
503010	Health Ins-Act Civilian	326,754	359,276	366,595	429,721
503015	Basic Life Insurance - Active Civilian	1,959	2,122	2,078	2,332
503060	Long Term Disability-Civilian	(60)	4,783	4,590	4,930
503090	Workers Compensation-Civilian-Admin	15,200	17,375	15,860	21,373
Total	**Personnel Services**	**4,816,342**	**5,118,763**	**5,120,689**	**6,075,411**
511045	Computer Supplies	1,927	256	256	850
511050	Paper & Printing Supplies	386	1,455	1,280	6,425
511055	Publications & Printed Materials	3,356	2,063	5,563	16,312
511060	Postage	1,547	4,682	7,170	6,528
511070	Miscellaneous Office Supplies	16,167	17,654	20,610	23,567
511120	Clothing	505	400	0	0
511125	Food Supplies	20	50	0	0
511150	Miscellaneous Parts & Supplies	18,074	2,620	1,100	4,850
Total	**Supplies**	**41,982**	**29,180**	**35,979**	**58,532**
520107	Computer Info/Contr	837	2,687	2,687	5,332
520109	Medical Dental & Laboratory Services	808	567	124	0
520114	Miscellaneous Support Services	419	1,101	2,488	0
520121	IT Application Svcs	3,066	5,184	5,184	7,485
520515	Print Shop Services	9,470	5,199	3,900	10,930
520520	Printing & Reproduction Services	7,705	6,984	3,886	11,115
520605	Advertising Services	2,971	0	0	1,000
520755	Contingency	0	432,852	434,221	0
520765	Membership & Professional Fees	420	800	700	350
520805	Education & Training	13,225	2,924	1,919	13,646
520905	Travel - Training Related	15,122	9,808	7,374	18,900
520910	Travel - Non-Training Related	19,007	15,302	12,199	32,313
521405	Building Maintenance Services	(1,200)	0	0	0
521605	Data Services	12,418	25,914	25,914	34,373
521610	Voice Services	47,766	47,297	47,298	56,066
521620	Voice Equipment	558	4,754	4,754	5,516
521625	Voice Labor	760	778	778	4,054
521630	GIS Revolving Fund Services	2,520	3,026	3,026	3,136
521715	Office Equipment Rental	8,710	8,722	8,722	5,952
522430	Miscellaneous Other Services & Charges	6,584	7,263	7,263	4,785
522722	KRONOS Service Chargeback	0	3,052	3,052	3,152
Total	**Other Services and Charges**	**151,166**	**584,214**	**575,489**	**218,105**
551010	Non-Capital Office Furniture & Equipment	2,022	0	0	0
551015	Non-Capital Computer Equipment	(4,328)	0	0	0
Total	**Non-Capital Equipment**	**(2,306)**	**0**	**0**	**0**
	Grand Total Expenditures	**5,007,184**	**5,732,157**	**5,732,157**	**6,352,048**

CITY SECRETARY

Department Description and Mission

The Office of the City Secretary is responsible for recording the minutes of City Council meetings and maintaining all official City records. The activities of the City Secretary include: preparing the Council meeting agenda, administering City elections, receiving vendor bid proposals, and processing Council motions, resolutions, and ordinances.

Department Organization



Business Area Budget Summary

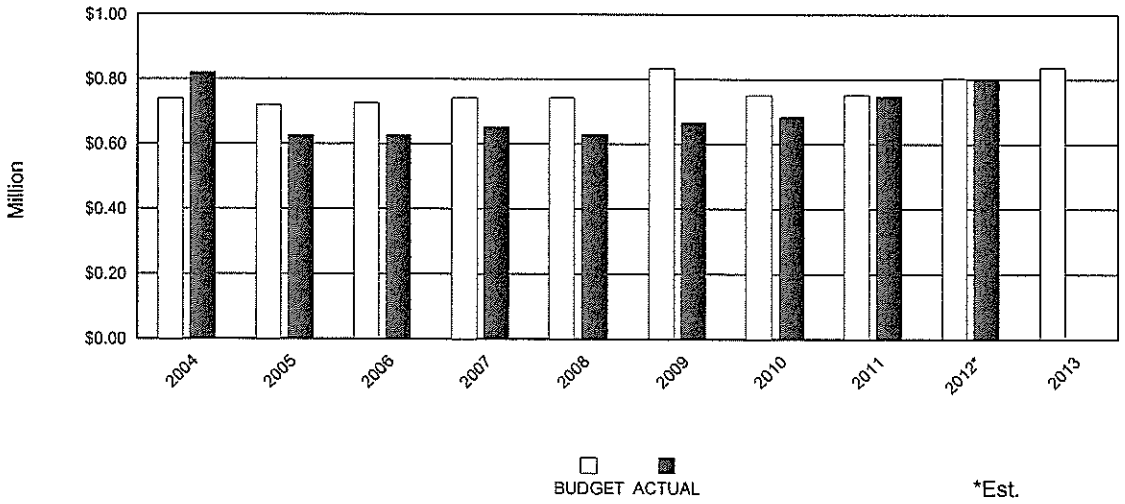
Fund Name : General Fund
Business Area Name : City Secretary
Fund No./Bus. Area No. : 1000 / 7500

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	651,339	678,443	678,443	**681,248**
	Supplies	11,642	12,945	12,945	**32,845**
	Other Services and Charges	84,710	111,345	111,345	**122,342**
	Total M & O Expenditures	747,691	802,733	802,733	**836,435**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	747,691	802,733	802,733	**836,435**
Revenues		6,391	3,000	8,000	**3,000**
Staffing	Full-Time Equivalents - Civilian	11.5	12.4	12.4	**11.4**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	11.5	12.4	12.4	**11.4**
	Full-Time Equivalents - Overtime	0.4	0.0	0.0	**0.1**

Significant Budget Changes and Highlights

- The FY2013 Budget provides funding for the continuation of current service levels.
- The FY2013 Budget includes funding for expenditure increases in health benefits ($14,339) and pension contribution ($14,264).

City Secretary
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : City Secretary
Fund No./Bus Area No. : 1000 / 7500

Name: CSC - City Secretary -- 750001

Mission: The Office of the City Secretary (CSC) acts as the official custodian of the proceedings of City Council meetings. Minutes and motions are prepared in their final form, as well as, the City Council weekly agenda. The Office of CSC is also responsible for receiving vendor bid proposals.

Goal: Efficient and effective preparation and management of all agendas by the deadline. Provide timely and courteous services to the public and City departments.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Agenda ready by deadline	100%	100%	**100%**

Division Summary

Fund Name : General Fund
Business Area Name : City Secretary
Fund No./Bus Area No. : 1000 / 7500

Division Description		FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
CSC - City Secretary	750001	11.5	747,691	12.4	802,733	11.4	836,435
Total		11.5	747,691	12.4	802,733	11.4	836,435

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : City Secretary
Fund No./Bus Area No. : 1000 / 7500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.7	1.0	(0.7)
ADMINISTRATIVE ASSOCIATE	13	3.0	3.0	
CITY SECRETARY	34	1.0	1.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
OFFICE ASSISTANT	9	0.8	0.7	(0.1)
OFFICE SUPERVISOR	17	0.7	0.7	
SENIOR CLERK	8	1.0	1.0	
SENIOR WORD PROCESSOR	12	1.0	1.0	
WORD PROCESSOR	10	2.0	2.0	
Total FTEs		**12.2**	**11.4**	**(0.8)**
Less adjustment for Civilian Vacancy Factor		**(0.2)**	**0.0**	**0.2**
Full-Time Equivalents		**12.4**	**11.4**	**(1.0)**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : City Secretary
Fund No./Bus Area No. : 1000 / 7500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
7500010001	CSEC - City Secretary			
426330	Miscellaneous Copies Fees	3,000	8,000	3,000
Total	City Secretary	3,000	8,000	3,000

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : City Secretary
Fund No./Bus. Area No. : 1000 / 7500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	398,685	412,849	412,849	**414,520**
500030	Salary Part Time - Civilian	69,518	81,839	81,839	**47,971**
500060	Overtime - Civilian	19,252	500	500	**7,500**
500110	Bilingual Pay - Civilian	1,765	1,800	1,800	**2,500**
501070	Pension - Civilian	63,784	74,314	74,314	**88,707**
502010	FICA - Civilian	35,953	37,871	37,871	**36,146**
503010	Health Ins-Act Civilian	59,770	65,339	65,339	**79,685**
503015	Basic Life Insurance - Active Civilian	241	241	241	**241**
503060	Long Term Disability-Civilian	0	850	850	**850**
503090	Workers Compensation-Civilian-Admin	2,371	2,490	2,490	**2,778**
504030	Unemployment Claims - Administration	0	350	350	**350**
Total	**Personnel Services**	**651,339**	**678,443**	**678,443**	**681,248**
511060	Postage	765	2,000	2,000	**2,000**
511070	Miscellaneous Office Supplies	7,162	8,445	8,445	**18,345**
511150	Miscellaneous Parts & Supplies	3,715	2,500	2,500	**12,500**
Total	**Supplies**	**11,642**	**12,945**	**12,945**	**32,845**
520111	Real Estate Services	31,575	31,575	31,575	**34,575**
520121	IT Application Svcs	2,083	3,050	3,050	**4,694**
520122	Office Equipment Services	0	913	913	**1,822**
520515	Print Shop Services	4,258	7,500	7,500	**7,500**
520705	Insurance Fees	105	181	181	**200**
521605	Data Services	2,147	4,608	4,608	**6,516**
521610	Voice Services	26,799	34,440	34,440	**33,751**
521620	Voice Equipment	0	602	602	**744**
521625	Voice Labor	0	0	0	**547**
521630	GIS Revolving Fund Services	381	456	456	**484**
521715	Office Equipment Rental	9,287	10,500	10,500	**12,500**
521730	Parking Space Rental	8,075	9,800	9,800	**9,800**
522721	Interfund HR Client Services	0	7,258	7,258	**8,760**
522722	KRONOS Service Chargeback	0	462	462	**449**
Total	**Other Services and Charges**	**84,710**	**111,345**	**111,345**	**122,342**
	Grand Total Expenditures	**747,691**	**802,733**	**802,733**	**836,435**


CITY OF HOUSTON
TEXAS

FINANCE

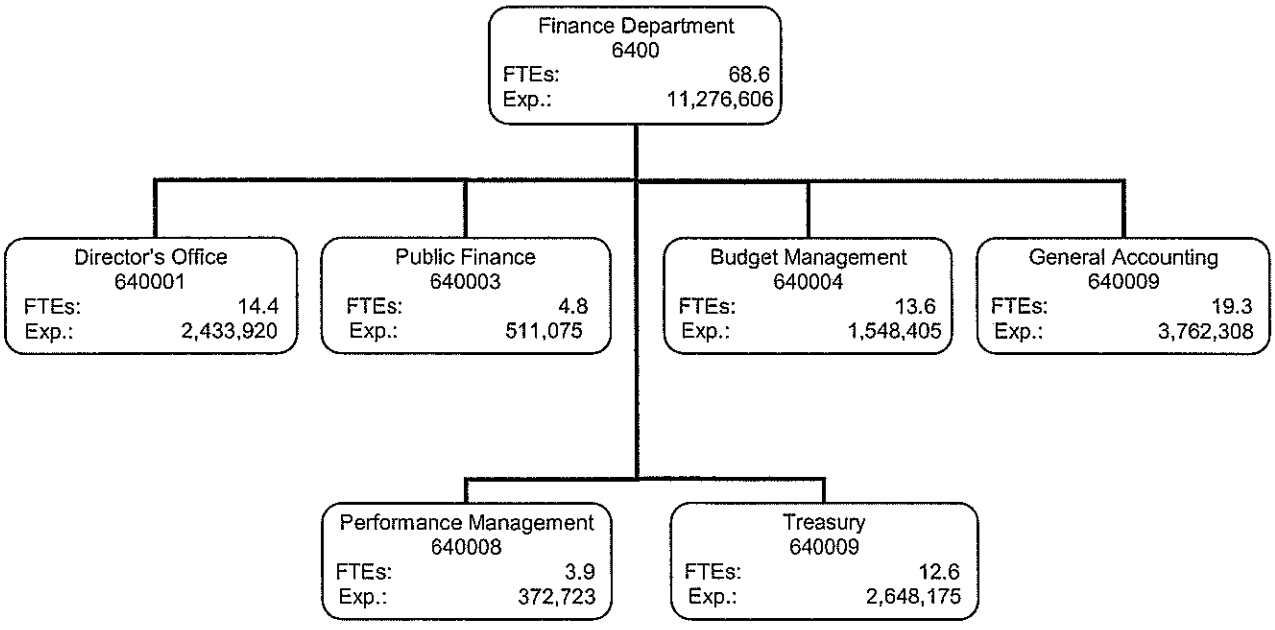
Department Description and Mission

The Finance Department's mission is to serve the citizens of the City of Houston and provide support to City departments through sound management of the City's finances.

The Finance Department's mission objectives are to:

- Demonstrate integrity, accountability, consistency, professionalism and a strong work ethic.
- Emphasize strategic financial planning and performance reporting.
- Maximize the effective and efficient use of public funds.
- Execute directives and policies of the Administration and City Council.
- Build a cohesive team of highly qualified talented professionals based on trust, respect, and mutual support.
- Provide excellent customer service.

Department Organization



Business Area Budget Summary

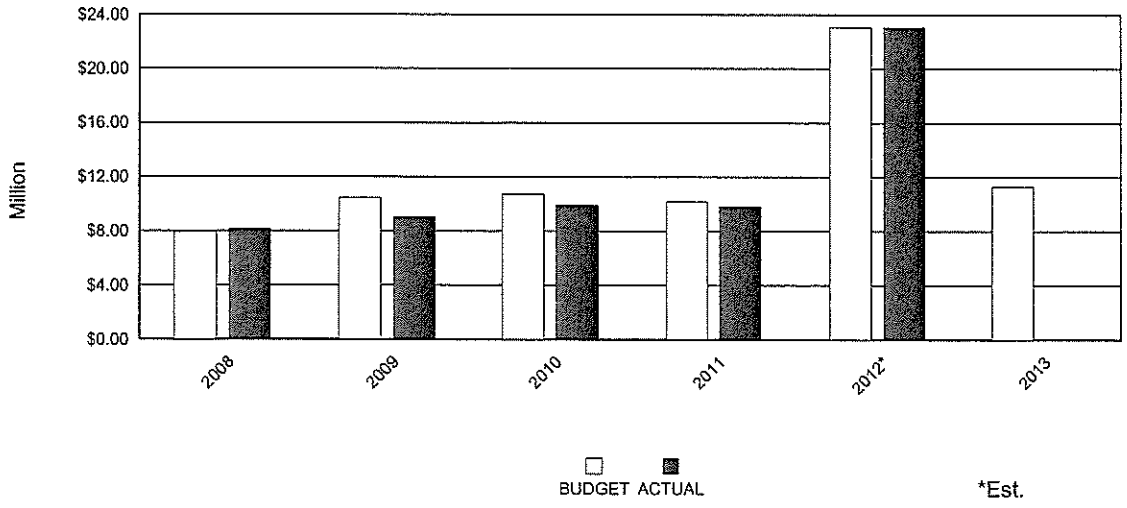
Fund Name : General Fund
Business Area Name : Finance Department
Fund No./Bus. Area No. : 1000 / 6400

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	6,718,285	6,278,404	6,278,404	**6,893,770**
	Supplies	44,601	67,409	67,409	**69,664**
	Other Services and Charges	3,037,574	16,741,885	16,741,885	**4,313,172**
	Non-Capital Equipment	1,701	0	0	**0**
	Total M & O Expenditures	9,802,161	23,087,698	23,087,698	**11,276,606**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	9,802,161	23,087,698	23,087,698	**11,276,606**
Revenues		1,386,097,916	1,389,510,900	1,439,042,910	**1,493,523,543**
Staffing	Full-Time Equivalents - Civilian	70.7	64.6	64.6	**68.6**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	70.7	64.6	64.6	**68.6**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o Implementation of an SAP module to track the capital budget, linking data from the plan to actual appropriations and spending.
- o Continue implementing citywide collections practices for vendor management and performance measurement.
- o Citywide financial oversight of trusts, foundations, and donated funds.
- o FY2013 Budget includes funding for expenditure increases in health benefits ($128,797) and pension contribution ($207,651).
- o Funding for the arts in the amount of ($12.4M), offset by Hotel Occupancy Tax (HOT) revenue from Houston First, was previously reported in FY2012. In FY2013 this is reported in General Government.

Finance Department
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1000 / 6400

Name: Directors Office -- 640001

Mission: Ensure the financial integrity of the City by promoting responsible resource allocation, providing oversight of resource usage, and improving financial accounting and management processes.

Goal: Assess and improve citywide financial internal controls. Design and implement citywide accounts payable process, improving accounts payable accuracy, taking advantage of payment terms and payment methods. Continue improving accounts receivable collections process, systems, and results. Begin transition to performance based budget.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Finance processes new and improved	N/A	6	8
Finance outputs new and Improved	N/A	4	6

Name: Economic Development/TIRZ -- 640002

Mission: Implement and manage citywide policy and procedure for economic development programs including Tax Increment Reinvestment Zones (TIRZ) and tax abatements in addition to other innovative incentive programs. Market Houston as the place to grow or relocate a targeted business. This division was transferred to the Mayor's Office in FY2012.

Goal: Improve policy and procedure for economic development programs and incentives. Ensure transparency on all budgets and financial analyses as they pertain to the various TIRZ. Grow economic activity within the City and support economic activity in the region.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
TIRZ administration	8	N/A	N/A
Tax abatements creation	1	N/A	N/A
Tax abatements recapture	$220,000	N/A	N/A
Economic growth incentives	$81 mil	N/A	N/A
Industrial districts	$19.2 mil	N/A	N/A

Name: Public Finance -- 640003

Mission: Design, issue and manage debt financing needs of General Obligation, Combined Utility System, Houston Airport System, and Convention and Entertainment. Manage the bond funded capital budgets of the Capital Improvement Plan (CIP), the Equipment Acquisition Plan, and the Technology Investment Plan, and compile CIP.

Goal: Proficiently and resourcefully manage capital transactions. Process and approve budget inquiries and Request for Council Actions that require capital funding in a timely and responsive manner.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Debt transactions	7	9	4
General Fund transfer to Debt Service	13.3%	13.5%	15.6%

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1000 / 6400

Name: Budget Management -- 640004

Mission: Monitor the financial activities of City departments. Coordinate, develop, implement and monitor the citywide budget. Administer budget, tax and financial reporting.

Goal: Monitor the City's fiscal activities through financial analysis, review and report preparation.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Financial reports prepared	15	15	**15**
City departments monitored	25	25	**25**
Funds managed	39	40	**42**

Name: General Accounting -- 640005

Mission: Citywide monitoring and oversight of accounting, fixed assets and internal control. Establish and update accounting and internal control policies. Coordinate annual audit. Prepare indirect cost allocation plan and cost of service fee studies. Manage accounting and Federal Emergency Managment Agency (FEMA) compliance for recovery of costs from disasters.

Goal: To assist all departments to properly account for financial transactions and safeguard assets. Develop indirect cost allocation plan for recovering the cost of services from federal grant administrative costs for General Fund.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
City assets/external audit	$29.2B/1	$30.8B/1	**$32.4B/1**
Internal control and audits	31 audits	17 audits	**35 audits**
Indirect cost plan	1	1	**1**
FEMA cost recovery	1	1	**1**

Name: Performance Management Division -- 640008

Mission: Improve financial and operational performance of departments citywide. Implement performance management processes and systems to ensure continued process excellence.

Goal: Partner with department and operational staff to implement standard policies, procedures, and systems citywide with accompanying performance management system in order to improve financial and operational performance.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Dashboard Key Performance Indicators tracked	N/A	5	**25**
Procedure improvement initiatives	N/A	18	**20**
Information Technology Systems implemented	N/A	2	**3**
Revenues generated	N/A	$1.5M	**$6.2M**

Division Mission and Performance Measures

Fund Name : **General Fund**
Business Area Name : **Finance Department**
Fund No./Bus Area No. : **1000 / 6400**

Name: Treasury -- 640009

Mission: Implement the treasury functions for finance including revenue generation and maintenance, fiduciary accountability of funds, strengthen account receivable/collections activities to maximize revenue retention, and provide City departments oversight of vendor accounts receivable activities related to performance ensuring compliance and optimal finance functionality.

Goal: Properly manage General Fund revenue including: property, sales and use taxes and other taxes; as well as maintaining General Fund cash flow. Oversee and manage new fees, maintain existing fees, manage special revenue funds, deferred compensation, pension systems, and trust management. Evaluate and report collection contracts to standards, successfully recognize the City's property taxes in compliance with the State Tax Code and applicable ordinance and statute.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Revenue retention rate	N/A	N/A	**30%**
Vendor risk management	N/A	N/A	**8**
Property tax and cash flow model	$1.363B/1	$1.421B/1	**$1.487B/1**
Fee assessments	N/A	N/A	**99%**
Accounts receivable collection initiatives	N/A	N/A	**$1M**

Division Summary

Fund Name : General Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1000 / 6400

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Directors Office 640001 Provides fiscal leadership developing financial and strategic policies and priorities to promote stability and financial health for the City of Houston. In alignment with the departmental mission to serve the citizens of Houston and City Council, the Director's Office is committed to providing superior financial services through prudent and efficient management of the City's financial affairs.	9.5	1,205,593	14.4	2,645,291	**14.4**	**2,433,920**
Economic Development/TIRZ 640002 The division develops, implements and manages citywide policies and procedures for economic development programs such as Tax Increment Reinvestment Zones (TIRZ) and tax abatements in addition to other innovative incentive programs. This division was transferred to the Mayor's Office in FY2012.	8.5	823,796	0.0	0	**0.0**	**0**
Public Finance 640003 The division serves the citizens of Houston by providing cost-efficient debt management services to the City and City's enterprise funds for short, medium and long-term debt, and coordinating and overseeing the City's Capital Improvement Plan (CIP).	13.2	961,681	5.8	524,702	**4.8**	**511,075**
Budget Management 640004 The primary responsibility of the Budget Management division is the development and management of the City budget and the Five Year Plan. The division works with all other City department's financial management teams to produce the Fiscal Year Budget and Monthly Financial and Operations Report. The Five Year Plan projects the financial position of the General Fund over a five year horizon.	16.2	1,639,336	13.6	1,495,458	**13.6**	**1,548,405**
General Accounting 640005 Citywide monitoring and oversight of accounting, fixed assets, internal control, establish and update accounting and internal control policies. Coordinate annual audit. Prepare indirect cost allocation plan. Manage accounting and FEMA compliance for recovery of costs from disasters.	23.3	5,171,755	16.3	15,689,397	**19.3**	**3,762,308**
Performance Management Division 640008 Leads financial and operational performance improvement projects to increase revenues, optimize expenditures, and improve operational effectiveness.	0.0	0	3.9	356,085	**3.9**	**372,723**

Division Summary

Fund Name : General Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1000 / 6400

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Treasury 640009						
The division provides effective management of the General Fund revenue streams to promote stability and optimization of funds. Additional functions include managerial and fiscal oversight of special revenue funds. Lead the oversight of accounts receivable and collections, including internal processes and external vendor, in managing delinquent accounts to increase cash flow.	0.0	0	10.6	2,376,765	**12.6**	**2,648,175**
Total	70.7	9,802,161	64.6	23,087,698	**68.6**	**11,276,606**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1000 / 6400

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNT CLERK	10	0.0	1.0	1.0
ADMINISTRATION MANAGER (EXE LEV)	26	1.0	0.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	2.0	4.0	2.0
ADMINISTRATIVE ASSOCIATE	13	2.0	2.0	
ADMINISTRATIVE COORDINATOR	24	2.0	1.0	(1.0)
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	4.0	4.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	3.0	2.0
CUSTOMER SERVICE MANAGER	29	0.0	1.0	1.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	3.0	5.0	2.0
DEPUTY DIRECTOR (EXE LEV)	34	3.0	0.0	(3.0)
DIVISION MANAGER	29	11.0	10.0	(1.0)
EXECUTIVE OFFICE ASSISTANT	15	2.0	1.0	(1.0)
FINANCE DIRECTOR	37	1.0	1.0	
FINANCIAL ANALYST I	15	1.0	1.0	
FINANCIAL ANALYST II	18	0.0	1.0	1.0
FINANCIAL ANALYST III	21	4.0	1.0	(3.0)
FINANCIAL ANALYST IV	25	18.0	17.0	(1.0)
MANAGEMENT ANALYST II	18	1.0	2.0	1.0
MANAGEMENT ANALYST III	21	2.0	1.0	(1.0)
MANAGEMENT ANALYST IV	25	2.0	4.0	2.0
SENIOR AUDITOR	21	3.0	3.0	
SENIOR STAFF ANALYST	28	5.0	6.0	1.0
SENIOR STAFF ANALYST (EXE LEV)	28	2.0	0.0	(2.0)
STAFF ANALYST	26	2.0	1.0	(1.0)
SYSTEMS CONSULTANT	26	1.0	1.0	
Total FTEs		**74.0**	**71.0**	**(3.0)**
Less adjustment for Civilian Vacancy Factor		**9.4**	**2.4**	**(7.0)**
Full-Time Equivalents		**64.6**	**68.6**	**4.0**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1000 / 6400

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6400030001	**Public Finance**			
424110	Other Interfund Services	50,000	15,000	**15,000**
6400050001	**General Accounting**			
426090	Demolition Fees	600,000	500,000	**716,964**
426120	Weed Cutting Fees	640,000	350,000	**488,448**
426480	Securing/Boarding - Nuisance Abatement	52,000	55,987	**72,374**
426485	Visual Blight - Nuisance Abatement	1,900	499	**396**
428030	Release of Liens	78,000	88,798	**96,157**
428080	Returned Check Charges	1,000	0	**1,000**
428100	Interest on Liens-COH	131,000	128,000	**200,701**
428105	Interest on Liens-Contract	600,000	483,877	**511,739**
434150	Streets & Bridges Assessments	75,000	105,849	**110,764**
490120	Transfer from Component Unit	11,773,000	12,357,900	**0**
Total	**General Accounting**	**13,951,900**	**14,070,910**	**2,198,543**
6400050002	**Auditing**			
424150	Interfund Auditing Services-601	229,000	0	**0**
6400090003	**FIN - Tax & Revenue**			
411020	Current Property Tax	759,547,505	782,868,048	**813,212,136**
411030	Current Year Delinquent Property Tax	60,342,495	59,347,952	**61,767,865**
411040	Delinquent Property Tax - Prior Years	520,812	409,003	**440,926**
411130	Prior Year Delinquent Property Tax-2000	1,142	0	**0**
411140	Prior Year Delinquent Property Tax-2001	62,248	60,185	**0**
411150	Prior Year Delinquent Property Tax-2002	82,338	87,979	**64,882**
411160	Prior Year Delinquent Property Tax-2003	114,163	123,223	**94,845**
411170	Prior Year Delinquent Property Tax-2004	139,976	177,529	**132,841**
411171	Prior Year Delinquent Property Tax-2005	246,680	251,895	**191,386**
411172	Prior Year Delinquent Property Tax-2006	531,499	658,379	**271,556**
411173	Prior Year Delinquent Property Tax-2007	1,910,306	1,472,783	**709,766**
411174	Prior Year Delinquent Property Tax-2008	1,781,053	1,767,572	**1,587,735**
411175	Prior Year Delinquent Property Tax-2009	2,641,226	2,802,488	**1,905,533**
411176	Prior Year Delinquent Property Tax-2010	4,162,559	5,007,964	**2,821,225**
411177	Prior Year Delinquent Property Tax-2011	0	0	**4,836,304**
411180	Current Delinquent - P & I	4,298,707	4,411,274	**4,695,390**
411190	Penalty&Interest-Delinq. Property Tax	6,805,291	7,388,726	**7,864,610**
411210	Property Tax Rebates	(710,000)	(568,000)	**(400,000)**
412010	Sales Tax	518,912,000	545,000,000	**577,373,000**
413010	Mixed Beverage Tax	10,621,000	9,500,000	**9,500,000**
414010	Bingo Tax	185,000	185,000	**185,000**
428060	Other Interest Income	21,000	5,000	**5,000**
432010	Interest on Pooled Investments	3,000,000	4,000,000	**4,000,000**
452020	Recoveries & Refunds	63,000	0	**50,000**
Total	**FIN - Tax & Revenue**	**1,375,280,000**	**1,424,957,000**	**1,491,310,000**
Total	**Finance Department**	**1,389,510,900**	**1,439,042,910**	**1,493,523,543**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Finance Department
Fund No./Bus. Area No. : 1000 / 6400

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	4,953,322	4,468,681	4,468,681	**4,900,123**
500030	Salary Part Time - Civilian	0	16,480	16,480	**0**
501050	Employee Awards	0	0	0	**2,700**
501070	Pension - Civilian	792,016	850,524	850,524	**1,048,627**
501120	Termination Pay - Civilian	143,625	15,451	15,451	**15,451**
501160	Vehicle Allowance - Civilian	6,429	0	0	**0**
502010	FICA - Civilian	365,353	357,434	357,434	**368,768**
503010	Health Ins-Act Civilian	439,098	488,440	488,440	**482,173**
503015	Basic Life Insurance - Active Civilian	3,061	2,539	2,539	**2,928**
503060	Long Term Disability-Civilian	(26)	5,366	5,366	**5,833**
503090	Workers Compensation-Civilian-Admin	13,274	12,805	12,805	**16,393**
503100	Workers Compensation-Civilian-Claim	0	335	335	**335**
504030	Unemployment Claims - Administration	2,133	60,349	60,349	**50,439**
Total	**Personnel Services**	**6,718,285**	**6,278,404**	**6,278,404**	**6,893,770**
511040	Audiovisual Supplies	0	235	235	**235**
511045	Computer Supplies	8,545	12,239	12,239	**12,539**
511050	Paper & Printing Supplies	5,950	8,642	8,642	**7,842**
511055	Publications & Printed Materials	181	4,291	4,291	**4,291**
511060	Postage	2,646	11,300	11,300	**12,680**
511070	Miscellaneous Office Supplies	16,992	15,386	15,386	**16,471**
511110	Fuel	866	6,100	6,100	**6,300**
511115	Vehicle Repair & Maintenance Supplies	0	3,516	3,516	**3,606**
511125	Food Supplies	(13)	0	0	**0**
511145	Small Tools & Minor Equipment	0	200	200	**200**
511150	Miscellaneous Parts & Supplies	9,434	5,500	5,500	**5,500**
Total	**Supplies**	**44,601**	**67,409**	**67,409**	**69,664**
520100	Temporary Personnel Services	12,761	20,000	20,000	**20,000**
520105	Accounting & Auditing Services	1,674,215	1,844,500	1,844,500	**1,804,500**
520109	Medical Dental & Laboratory Services	31	500	500	**500**
520110	Management Consulting Services	135,455	578,251	578,251	**531,818**
520112	Banking Services	0	1,200	1,200	**1,300**
520114	Miscellaneous Support Services	542	3,860	3,860	**3,260**
520119	Computer Equipment/Software Maintenance	568	15,000	15,000	**15,000**
520121	IT Application Svcs	20,590	66,248	66,248	**55,685**
520123	Vehicle & Motor Equipment Services	2,678	0	0	**0**
520136	Billing & Collection Services	1,051,697	1,135,000	1,135,000	**1,170,000**
520510	Mail/Delivery Services	282	2,550	2,550	**2,350**
520515	Print Shop Services	31,715	45,172	45,172	**43,272**
520520	Printing & Reproduction Services	(1,126)	376	376	**376**
520605	Advertising Services	3,702	22,190	22,190	**21,300**
520705	Insurance Fees	1,094	3,651	3,651	**3,501**
520760	Contributions	0	12,216,900	12,216,900	**0**
520765	Membership & Professional Fees	2,664	3,841	3,841	**4,431**
520805	Education & Training	3,885	14,226	14,226	**12,742**
520905	Travel - Training Related	2,158	10,350	10,350	**10,350**
520910	Travel - Non-Training Related	4,732	9,935	9,935	**7,650**
521405	Building Maintenance Services	0	694	694	**694**
521605	Data Services	472	18,053	18,053	**792**
521610	Voice Services	47,726	100,307	100,307	**46,304**
521620	Voice Equipment	0	984	984	**964**
521625	Voice Labor	45	461	461	**709**
521630	GIS Revolving Fund Services	2,572	75,094	75,094	**2,879**

Business Area Expenditure Summary

Fund Name : **General Fund**
Business Area Name : **Finance Department**
Fund No./Bus. Area No. : **1000 / 6400**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521715	Office Equipment Rental	9,400	17,180	17,180	**17,180**
521730	Parking Space Rental	27,107	27,600	27,600	**33,842**
522430	Miscellaneous Other Services & Charges	2,609	2,800	2,800	**2,800**
522721	Interfund HR Client Services	0	116,065	116,065	**116,065**
522722	KRONOS Service Chargeback	0	2,556	2,556	**2,809**
522795	Other Interfund Services	0	386,341	386,341	**380,099**
Total	**Other Services and Charges**	**3,037,574**	**16,741,885**	**16,741,885**	**4,313,172**
551010	Non-Capital Office Furniture & Equipment	1,701	0	0	**0**
Total	**Non-Capital Equipment**	**1,701**	**0**	**0**	**0**
	Grand Total Expenditures	**9,802,161**	**23,087,698**	**23,087,698**	**11,276,606**


CITY OF HOUSTON
TEXAS

HUMAN RESOURCES

Department Description and Mission

The Human Resources Department (HR) provides overall policy direction on human resource management issues and administrative support functions related to the management of employees for all City departments. The mission of the department is to be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce. The vision is to be universally recognized for Human Resources excellence and as a premier employer.

In addition to providing strategic central human resources functions, the Human Resources Department is responsible for administering the Health Benefits, Workers Compensation, and Long Term Disability programs. Further responsibilities include citywide coordination of the Combined Municipal Campaign program, the Employee Recognition program, temporary employee services, and publishing newsletters reporting City events, activities, and employee information.

The department manages the E.B. Cape Center, whose core curriculum includes professional development, safety and technical training for all City departments.

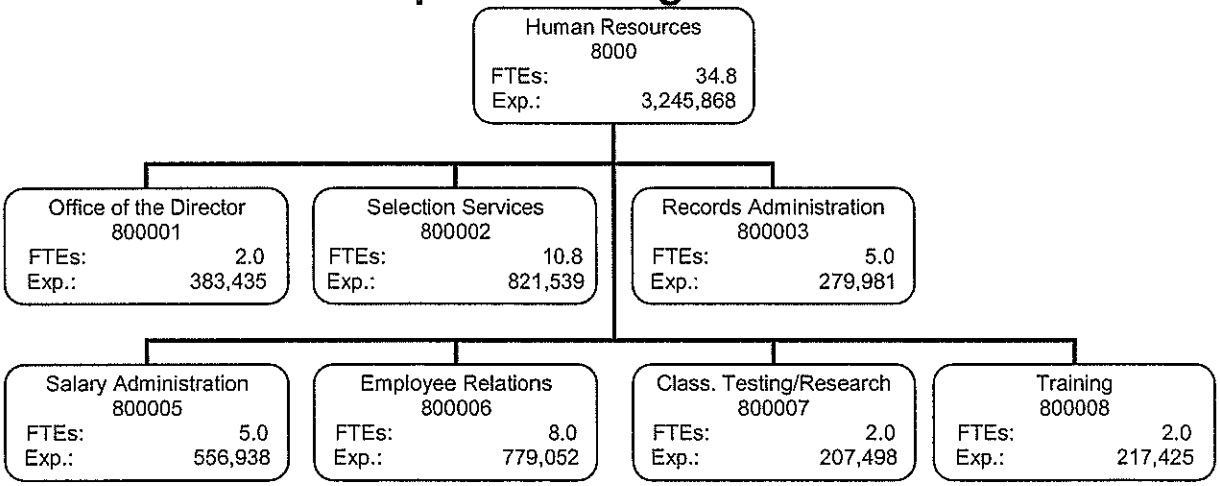
Department Short Term Goals

- To create solutions for needs of the City that are value added, customer focused, matrix driven, and most importantly people centered.
- Continue to pursue technological advances that improve operations, employee access/ communications and transparency.
- Integrate new technologies across divisions to increase efficiency and effectiveness of central HR functions.
- Maximize features of SAP, NEOGOV, salary continuation program, automated personnel transaction program, and the new learning management system to improve operating efficiency in HR and other departments.

Department Long Term Goals

To exceed the expectations of the stake holders by committing to our shared values (Integrity, Customer Service, Accountability, Honesty and Respect), by achieving highest levels of customer service.

Department Organization



Business Area Budget Summary

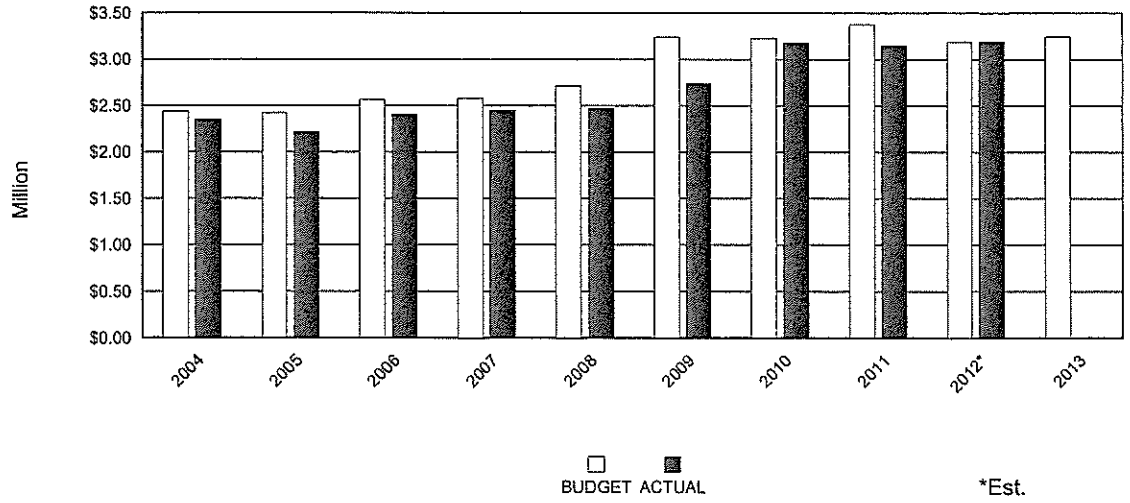
Fund Name : General Fund
Business Area Name : Human Resources
Fund No./Bus. Area No. : 1000 / 8000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	2,746,219	2,724,221	2,723,821	**2,892,262**
	Supplies	36,528	70,995	71,395	**71,395**
	Other Services and Charges	367,418	396,656	396,656	**277,711**
	Non-Capital Equipment	0	0	0	**4,500**
	Total M & O Expenditures	3,150,165	3,191,872	3,191,872	**3,245,868**
	Debt Service & Other Uses	1,335	0	0	**0**
	Total Expenditures	3,151,500	3,191,872	3,191,872	**3,245,868**
Revenues		13,873	6,000	9,200	**6,000**
Staffing	Full-Time Equivalents - Civilian	40.0	36.0	35.0	**34.8**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	40.0	36.0	35.0	**34.8**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o Transformation of the performance management process into a strategic and tactical tool that aligns employee's primary goals with the department's strategic goals and aligns behaviors that support the department's core values, incorporates "best practices" that will serve to enhance employee engagement, and fosters regular communication between the employee and supervisor.
- o Pursue and implement technological advances to improve operations, employee access/communications and transparency.
- o FY2013 Budget includes funding for expenditures increases in health benefits ($45,524) and pension contribution ($68,745).

Human Resources
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : **General Fund**
Business Area Name : **Human Resources**
Fund No./Bus Area No. : **1000 / 8000**

Name: Office of the Director -- 800001

Mission: To be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce.

Goal: Provide support to the functions/responsibilities of the various programs of the departments.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Department Administrator Strategy Sessions	12	24	**24**

Name: Selection Services -- 800002

Mission: To be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce.

Goal: Improve existing procedures and processes. Improve all Human Resources operating systems (SAP, On-Base and Neo-Gov)

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Applications processed	132,871	200,000	**200,000**
Vacancies filled	4,972	5,500	**5,000**
Personnel actions prepared	3,225	10,000	**10,000**

Name: Records Administration -- 800003

Mission: To be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce.

Goal: To maintain custody of the official personnel records of all active and inactive employees. Create standard operating procedures on processes of records management. Design and restructure electronic records systems and integrate with business functions. Put in place compliance and improvement structures for documents/folders retrieved and filed. Developing skills in performance management and process improvement.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Document Record Management requirements/process	5,646	5,693	**8,000**
Performance Management Improvement	7,430	15,061	**18,000**
Restructure Electronic records	7,531	4,154	**3,600**
Record audits and evaluation	39,152	30,884	**50,000**

Division Mission and Performance Measures

Fund Name : **General Fund**
Business Area Name : **Human Resources**
Fund No./Bus Area No. : **1000 / 8000**

Name: Salary Administration -- 800005

Mission: To be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce.

Goal: To administer the City's classification and compensation programs that facilitate the acquisition and retention of an experienced, competitive workforce. To ensure compliance with all applicable laws, regulations and codes.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Review Job Classifications	21	75	**70**
Provide Compensation/ Perfomance Management Training	35	10	**15**
Complete/Conduct Salary Surveys	220	200	**200**

Name: Employee Relations -- 800006

Mission: To be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce.

Goal: Provide strategic, high quality services, advice, and training on matters relating to Employee Relations and Labor Relations. These matters involve the grievance process, the Civil Service Commission, equal employment opportunity, Americans with Disabilities Act compliance, three employee union contracts, Texas Public Information Act requests, and Family and Medical Leave Act requests.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Grievances processed	46	50	**50**
Civil Service Commission hearings/reviews	130	80	**80**
Texas Public Information Act requests	485	350	**350**
Employee Trainings	N/A	5,000	**5,000**

Name: Classified Testing and Research -- 800007

Mission: To assist the Fire Department and the Police Department in filling all Trainee and all Non-Appointed Promotional positions in accordance with all the mandates of Chapter 143, the HFD Collective Barganing Agreement and the HPD Meet and Confer Agreement.

Goal: To develop and administer all classified promotional examinations for Fire and Police Chapter 143 positions within 120 days of receipt of the source material. To assist the Fire and Police departments to achieve the timely hiring of trainees through cooperative efforts in scheduling and administering entrance examinations.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Classified and Uniformed Services Employment and Reemployment Rights Act applicants tested	529	1,335	**1,000**
Police and Fire Trainee aplicants tested	138	1,275	**1,200**
Exams administered	14	13	**10**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Human Resources
Fund No./Bus Area No. : 1000 / 8000

Name: Training – 800008

Mission: To be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce.

Goal: To provide formal training and staff development programs aimed at meeting the special needs of City departments. Especially in areas such as technology, supervisor and manager development, and orientation for new employees.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Web Based Courses	2	3	**6**
Participants Trained	8,748	26,192	**32,000**
Develop New Courses	21	15	**20**
Admin Skills Programs	N/A	1	**2**

Division Summary

Fund Name : General Fund
Business Area Name : Human Resources
Fund No./Bus Area No. : 1000 / 8000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Office of the Director 800001 Provide executive support and leadership to all the divisions of the department.	1.5	363,976	2.0	392,832	**2.0**	**383,435**
Selection Services 800002 Develop and utilize more extensive recruiting networks. Improve the communication of employment opportunities and the quality of service to internal and external applicants, including departments within the City of Houston. Process personnel actions and create reports using the Applicant Tracking System.	16.7	927,536	10.8	842,457	**10.8**	**821,539**
Records Administration 800003 Accurate and timely maintenance of on-site and off site archived employee records. Administration of the employment verification contract, ensuring vendor compliance. Ensure a timely response to Texas Public Information Act (TPIA) requests, subpoenas and social service requests.	4.8	239,595	5.0	269,224	**5.0**	**279,981**
Salary Administration 800005 Develop, administer, review and maintain the job evaluations, job descriptions, pay structures, variable pay programs and salary studies. Report on compensation issues. Administer an organizational management module in SAP. Provide consultive services on job classification and compensation matters to all departments.	5.5	582,691	5.2	555,473	**5.0**	**556,938**
Employee Relations 800006 Design, train, and advise on all matters relating to Organization Development & Employee/Labor Relations. Administer classified/municipal grievance system as mandated by Local Government Code/Code of Ordinances & City employee unions' Meet and Confer Agreements. These Performance Measures are not controllable by the Division. They are just indicators of some of the Division's activities.	4.8	567,074	8.0	737,991	**8.0**	**779,052**
Classified Testing and Research 800007 Fill all non-appointed classified positions in the Fire and Police Departments by developing and administering examinations mandated by Chapter 143 and service contracts with departments. Administer entrance examinations for the Fire and Police Departments per Chapter 143.	2.7	172,768	2.0	177,751	**2.0**	**207,498**

Division Summary

Fund Name : General Fund
Business Area Name : Human Resources
Fund No./Bus Area No. : 1000 / 8000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Training 800008 Provide quality training programs that will enhance the efficiency and productivity of participants and meet specific department and employee needs. Promote City Accreditation Program for Supervisors (CAPS).	4.0	297,860	2.0	216,144	**2.0**	**217,425**
Total	40.0	3,151,500	35.0	3,191,872	**34.8**	**3,245,868**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Human Resources
Fund No./Bus Area No. : 1000 / 8000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE AIDE	10	2.0	1.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	1.0	0.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	0.0	1.0	1.0
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
AFFIRMATIVE ACTION SPECIALIST	20	2.0	0.0	(2.0)
ASSISTANT DIRECTOR-HUMAN RESOURCES (EXE LEV)	32	1.0	1.0	
COMPENSATION SPECIALIST	18	1.0	0.0	(1.0)
CUSTOMER SERVICE CLERK	10	1.0	0.0	(1.0)
DIVISION MANAGER	29	3.8	3.8	
HUMAN RESOURCES ASSISTANT	13	1.0	1.0	
HUMAN RESOURCES DIRECTOR	35	1.0	1.0	
HUMAN RESOURCES SPECIALIST	17	2.0	2.0	
HUMAN RESOURCES SUPERVISOR	24	2.0	2.0	
HUMAN RESOURCES TECHNICIAN	12	2.0	2.0	
MANAGEMENT ANALYST IV	25	1.0	0.0	(1.0)
OFFICE SUPERVISOR	17	1.0	0.0	(1.0)
RECORDS SUPERVISOR	18	1.0	1.0	
RECORDS TECHNICIAN	9	4.0	4.0	
SENIOR CLERK	8	0.8	0.0	(0.8)
SENIOR HUMAN RESOURCES SPECIALIST	21	9.8	12.0	2.2
SENIOR TRAINER	21	1.0	1.0	
STAFF ANALYST	26	0.0	1.0	1.0
Total FTEs		**39.4**	**34.8**	**(4.6)**
Less adjustment for Civilian Vacancy Factor		**3.4**	**0.0**	**(3.4)**
Full-Time Equivalents		**36.0**	**34.8**	**(1.2)**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Human Resources
Fund No./Bus Area No. : 1000 / 8000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
8000010001	Office of the Director			
426330	Miscellaneous Copies Fees	6,000	8,000	6,000
434505	Prior Year Expenditure Recovery	0	1,200	0
Total	Office of the Director	6,000	9,200	6,000
Total	Human Resources	6,000	9,200	6,000

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Human Resources
Fund No./Bus. Area No. : 1000 / 8000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	1,878,319	1,875,674	1,873,375	1,913,679
500030	Salary Part Time - Civilian	141,222	88,900	88,900	72,638
500060	Overtime - Civilian	49	0	0	0
500110	Bilingual Pay - Civilian	5,334	5,422	5,422	4,520
501070	Pension - Civilian	300,676	325,526	337,464	409,528
501120	Termination Pay - Civilian	33,142	0	0	0
501160	Vehicle Allowance - Civilian	4,216	4,200	600	0
502010	FICA - Civilian	145,217	145,397	147,072	148,685
503010	Health Ins-Act Civilian	229,262	235,046	227,053	280,595
503015	Basic Life Insurance - Active Civilian	1,170	1,094	1,125	1,136
503060	Long Term Disability-Civilian	(7)	3,009	2,974	2,890
503090	Workers Compensation-Civilian-Admin	7,455	7,583	7,466	8,321
503100	Workers Compensation-Civilian-Claim	164	0	0	0
504020	Compensation Contingency	0	0	0	17,900
504030	Unemployment Claims - Administration	0	32,370	32,370	32,370
Total	**Personnel Services**	**2,746,219**	**2,724,221**	**2,723,821**	**2,892,262**
511040	Audiovisual Supplies	0	1,500	1,500	1,500
511045	Computer Supplies	2,248	6,200	6,600	6,900
511050	Paper & Printing Supplies	676	7,060	7,060	5,560
511055	Publications & Printed Materials	6,892	19,700	19,700	20,700
511060	Postage	2,822	6,675	6,675	5,275
511070	Miscellaneous Office Supplies	20,817	28,600	28,600	30,200
511110	Fuel	39	0	0	0
511125	Food Supplies	1,609	0	0	0
511150	Miscellaneous Parts & Supplies	1,425	1,260	1,260	1,260
Total	**Supplies**	**36,528**	**70,995**	**71,395**	**71,395**
520100	Temporary Personnel Services	2,608	30,500	30,500	18,000
520110	Management Consulting Services	103,565	51,000	51,000	32,100
520114	Miscellaneous Support Services	118,255	102,146	102,146	65,020
520119	Computer Equipment/Software Maintenance	59,507	91,500	91,500	35,000
520121	IT Application Svcs	12,008	15,683	15,683	24,136
520126	Construction Site Work Services	2,982	0	0	0
520515	Print Shop Services	1,316	4,000	4,000	3,200
520520	Printing & Reproduction Services	0	2,160	2,160	2,660
520605	Advertising Services	18	1,000	1,000	1,000
520705	Insurance Fees	226	1,262	1,262	1,134
520765	Membership & Professional Fees	711	5,375	5,375	9,380
520805	Education & Training	7,544	18,485	18,485	21,285
520905	Travel - Training Related	1,596	1,400	1,400	1,400
520910	Travel - Non-Training Related	12	100	100	100
521605	Data Services	5,317	7,500	7,500	10,605
521610	Voice Services	11,158	26,790	26,790	26,254
521620	Voice Equipment	0	476	476	588
521625	Voice Labor	0	343	343	432
521630	GIS Revolving Fund Services	1,385	1,660	1,660	1,449
521715	Office Equipment Rental	518	0	0	0
521730	Parking Space Rental	12,712	14,000	14,000	10,500
522430	Miscellaneous Other Services & Charges	8,619	1,720	1,720	1,720
522722	KRONOS Service Chargeback	0	2,556	2,556	1,348
522780	Interfund Photo Copy Services	17,361	17,000	17,000	10,400
Total	**Other Services and Charges**	**367,418**	**396,656**	**396,656**	**277,711**
551015	Non-Capital Computer Equipment	0	0	0	4,500
Total	**Non-Capital Equipment**	**0**	**0**	**0**	**4,500**
532120	Transfer to Fleet/Eq	1,335	0	0	0
Total	**Debt Service and Other Uses**	**1,335**	**0**	**0**	**0**
	Grand Total Expenditures	**3,151,500**	**3,191,872**	**3,191,872**	**3,245,868**

INFORMATION TECHNOLOGY DEPARTMENT

Department Description and Mission

The Information Technology Department was created in 2002 to improve technology utilization throughout the City by using proven and emerging strategies to reduce cost, limit growth and improve citizen services, as well as, reduce security and system failure risks.

Primary Objectives of the Department:

1. Create a new Information Technology Department that focuses on delivering services in alignment with its clients' requirements.
2. Consistently deliver innovative solutions to business requirements while minimizing operating expense.
3. Reduce cost of IT services by leveraging resources, streamlining processes, consolidating facilities, adopting new technology and aggregating purchases.
4. Reduce IT spending by eliminating duplication of effort.
5. Improve IT services.

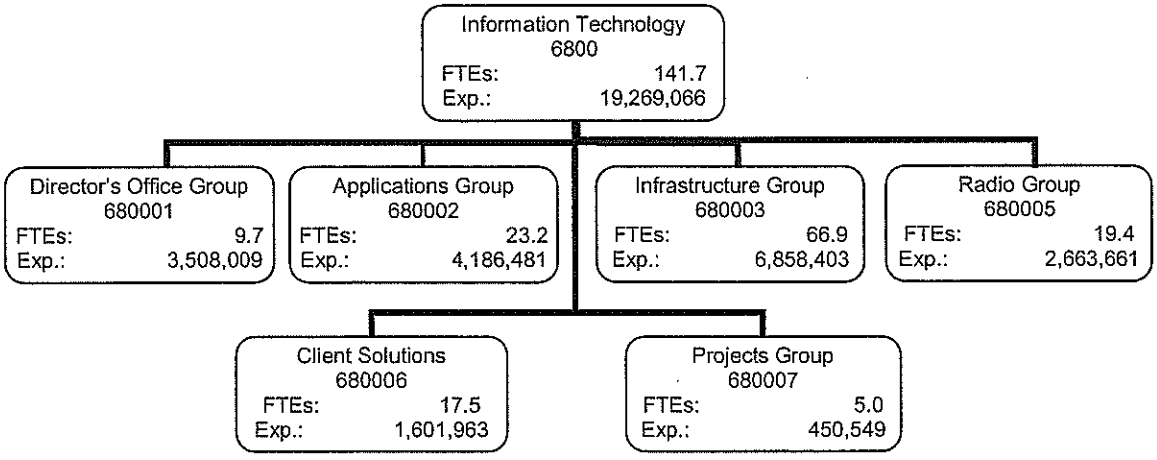
Department Short Term Goals

1. Collaborate to improve Information Security citywide through the hiring of a Chief Information Security Officer.
2. Standardize Project Management Reporting Methodology and Citywide IT Strategic Alignment.
3. Begin IT Asset Inventory Plan, Conversion and Delivery Citywide (Phase I of III).
4. Improve IT services by streamlining processes, consolidating resources, adopting new technology and aggregating purchases.
5. Stabilization of the HPD Records Management System (RMS), MCD Court System for Management of Resources and Technology (CSMART) and the 700 MHz Radio System.
6. Implement a citywide Active Directory Governance Council and Steering Committee to ensure consistent IT Security and Administrative practices across the City.
7. IT Governance Assessment and Roadmap inclusive of IT Organizational Structure Assessment.
8. Investigate an alternative Data Center using a Managed Services provider.

Department Long Term Goals

1. Implement an effective Disaster Recovery Plan and establish a Network Operating Center to provide 24/7 monitoring.
2. Development of a Citywide Security Framework.
3. Implement new service delivery processes that are documented and commit to Service Accountability Standards.
4. Establish capability to operate all of the City's data centers and servers.
5. Significantly improve reliability and stability of email, networks, etc.
6. Reduce cost of IT services by defining and managing performance against defined performance metrics; consolidating processes and facilities; adopting new technology; aggregating purchases across consolidated departments.

Department Organization



Business Area Budget Summary

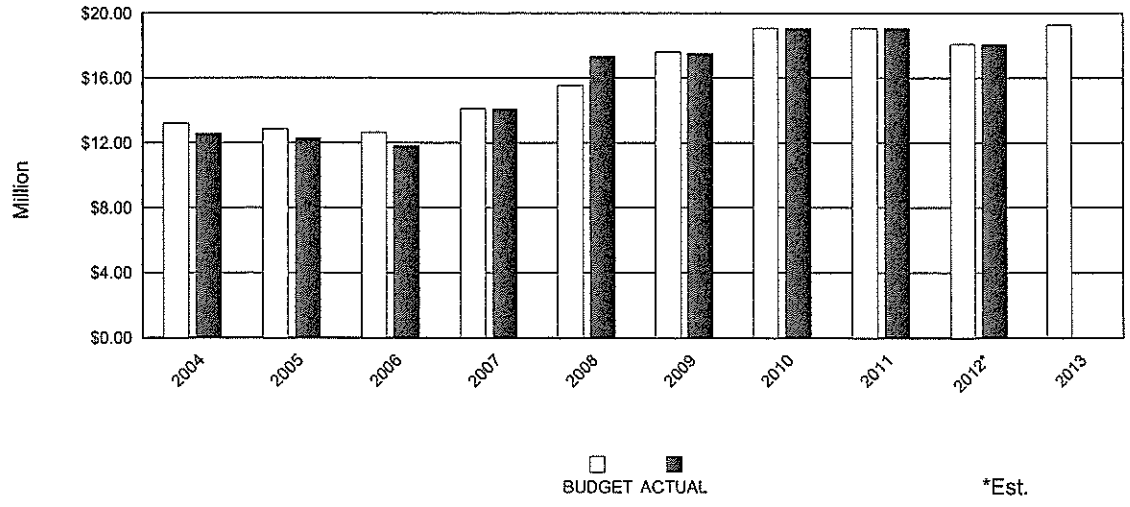
Fund Name : General Fund
Business Area Name : Information Technology
Fund No./Bus. Area No. : 1000 / 6800

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	14,864,299	13,551,374	13,355,403	**14,733,713**
	Supplies	537,739	439,315	502,139	**460,671**
	Other Services and Charges	3,670,534	4,104,108	4,237,255	**4,074,682**
	Total M & O Expenditures	19,072,572	18,094,797	18,094,797	**19,269,066**
	Debt Service & Other Uses	570	0	0	**0**
	Total Expenditures	19,073,142	18,094,797	18,094,797	**19,269,066**
Revenues		596,481	537,090	17,680	**0**
Staffing	Full-Time Equivalents - Civilian	157.7	132.7	131.6	**141.7**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	157.7	132.7	131.6	**141.7**
	Full-Time Equivalents - Overtime	1.1	1.1	1.1	**1.2**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($291,827) and pension contribution ($337,873).
- o Consolidate IT Resources, starting with Phase I Departments, building the foundation for a more responsive and reliable IT.
- o Reduce cost of IT services by leveraging resources, streamlining processes, consolidating facilities, adopting new technology and aggregating purchases.
- o Implement the initial phase for the public service users of the new radio system.
- o Continue to assist HPD in the implementation of next generation records management technology.
- o Begin the process of consolidating data centers/servers to reduce operating and capital expenses and to implement an effective Disaster Recovery Plan over the next three years.
- o Increase in FTEs are due primarily to the creation of the new IT Projects Management Group with five (5) new positions plus an increase of six (6) FTEs to support the IT Radio Group.

Information Technology
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1000 / 6800

Name: IT - Director's Office Group -- 680001

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: To provide citywide leadership for technology management and direction of department and administrative support functions.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
IT staff to COH employees	1:132	1:176	**1:185**
Client satisfaction	N/A	N/A	**90%**
1st call resolution	N/A	70%	**95%**
Cost Benefit Analysis project	N/A	N/A	**75%**

Name: IT - Applications Group -- 680002

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: The primary goal of the Applications Group is to develop, deliver, and sustain citywide and departmental software applications that support the needs of its business users.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Attribute work to clients	70.0%	75%	**75.0%**
Uptime percentage	95.0%	97.5%	**97.5%**
Project Mgmt processes	N/A	50.0%	**50.0%**
Define business processes	N/A	1,000	**1,000**
Meta data fields defines	N/A	1,500	**1,500**

Name: IT - Infrastructure Group -- 680003

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: To provide a reliable and secure network infrastructure, an effective and efficient (secure, reliable, highly available, and scalable) server operations infrastructure and a reliable telecommunications infrastructure and to support the departments' 4,000 desktop users.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Desktops supported	2,800	3,250	**3,250**
User satisfaction	4.6	4.6	**4.6**
Network availability	95.0%	95.0%	**95.0%**
Key systems availability	95.0%	95.0%	**95.0%**
Service requests	9,000	11,000	**11,000**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1000 / 6800

Name: IT - Radio Group -- 680005

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: To provide leadership and direction for converting to a 700MHz radio system. Provide management and oversight of the City's existing radio systems.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Old infrastructure availability	89.0%	95.0%	**95.0%**
Repeaters/rcvrs supported	608	608	**608**
Fire station alert availability	99.9%	99.9%	**99.9%**
New system training	15 Hours	300 Hours	**300 Hours**

Name: IT - Client Solutions -- 680006

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal:
1. Audit accuracy/completeness of cases with electronic images
2. Track response to customer service surveys
3. Track monthly volume of service requests
4. Track % of service requests resolved at point of initial contact
5. Control IT related expenditures (labor/parts) to less than $65 per work station

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Audit case accuracy	N/A	95%	**95%**
User survey response	N/A	97%	**97%**
ITSM volume	N/A	2500	**2500**
ITSM resolution	N/A	80%	**75%**
IT cost control	N/A	$50	**<$65**

Name: IT - Projects Group -- 680007

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: Develop IT Project Management Methodology and Framework

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Develop IT project mgmt platform	N/A	N/A	**95%**
Implement IT project mgmt process & standards	N/A	N/A	**85%**

Division Summary

Fund Name : General Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1000 / 6800

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
IT - Director's Office Group 680001 Citywide IT oversight, administrative support in financial analysis and reporting, cost accounting, capital planning, project staffing, funds management, asset management, procurement, contract compliance, open records and accounts payable. Management of cost common to entire IT Department.	19.5	3,332,506	7.0	2,757,099	**9.7**	**3,508,009**
IT - Applications Group 680002 Provides citywide applications support and IT solutions for business processes to City departments. Responsible for implementing and supporting commercial off-the-shelf applications like 3-1-1, Fleet, the Contact Center, etc. The ERP Team supports Procurement, Human Resources, Financials, and Payroll applications.	43.6	5,307,023	31.9	4,422,633	**23.2**	**4,186,481**
IT - Infrastructure Group 680003 Provides help desk /field support for citywide applications. Manages the City's network/telecommunications infrastructure, internet access and remote connectivity to ensure the reliability. Manages server platforms, storage systems, data center facilities, server rooms, e-mail, communication systems, and system management tools.	76.2	7,259,404	62.6	6,492,013	**66.9**	**6,858,403**
IT - Radio Group 680005 Responsible for upgrading current city radios to 700 MHz. (Radio Interoperability Project). The four existing radio systems will be replaced with a reliable, effective and efficient radio system that will improve Citywide communications and provide for inter-agency interoperability between City, County, Regional, State and Federal agencies.	18.4	3,174,209	13.3	2,699,637	**19.4**	**2,663,661**
IT - Client Solutions 680006 Provides system administration for the Court's information system, application support, field services, data management, business analysis, and IT-related administrative support.	0.0	0	16.8	1,723,415	**17.5**	**1,601,963**

Division Summary

Fund Name : General Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1000 / 6800

Division Description		FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
IT - Projects Group	680007						
Responsible for business continuity and the development and implementation of IT policies, procedures and standards.		0.0	0	0.0	0	**5.0**	**450,549**
Total		157.7	19,073,142	131.6	18,094,797	**141.7**	**19,269,066**

Business Area Roster Summary

Fund Name : **General Fund**
Business Area Name : **Information Technology**
Fund No./Bus Area No. : **1000 / 6800**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT	17	1.0	0.0	(1.0)
ACCOUNTANT MANAGER	27	1.0	0.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	1.0	3.0	2.0
ADMINISTRATIVE ASSOCIATE	13	1.0	1.0	
ADMINISTRATIVE COORDINATOR	24	5.0	4.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	1.0	0.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	0.4	2.0	1.6
ASSISTANT CUSTOMER SERVICE MANAGER	26	0.0	1.0	1.0
ASSISTANT DIRECTOR (EXE LEV)	32	4.0	6.0	2.0
ASSISTANT OPERATIONS MANAGER	22	1.0	2.0	1.0
CENTRAL NETWORK ADMINISTRATOR	26	7.0	7.0	
CHIEF INFORMATION OFFICER (EXE LEV)	36	0.2	1.0	0.8
COMMUNICATIONS TECHNICIAN	15	1.0	1.0	
COMMUNICATIONS TECHNICIAN SUPERVISOR	25	2.5	3.0	0.5
COMPUTER OPERATOR	10	4.0	1.0	(3.0)
DATA BASE ANALYST	22	0.0	1.0	1.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	
DEPUTY CITY CONTROLLER (EXE LEV)	36	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	1.4	2.0	0.6
DIVISION MANAGER	29	3.0	3.0	
ERP BUSINESS SYSTEMS CONSULTANT	28	3.0	3.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
FINANCIAL ANALYST III	21	1.0	0.0	(1.0)
FINANCIAL ANALYST IV	25	0.5	0.0	(0.5)
FIXED ASSET MANAGER	25	1.0	1.0	
INFORMATION SYSTEMS ADMINISTRATOR	30	1.0	1.0	
IRM MANAGER	29	5.6	3.0	(2.6)
IS/IT HELP DESK COORDINATOR	10	0.0	1.0	1.0
IT PROJECT MANAGER	28	5.2	6.0	0.8
LAN SPECIALIST	26	2.0	3.0	1.0
MAINTENANCE MECHANIC III	14	1.0	1.0	
MICROCOMPUTER ANALYST	20	9.0	8.0	(1.0)
OPERATIONS MANAGER	27	4.0	2.0	(2.0)
PROGRAMMER ANALYST I	16	0.0	2.0	2.0
PROGRAMMER ANALYST II	19	0.0	1.0	1.0
PROGRAMMER ANALYST III	22	0.0	1.0	1.0
PROGRAMMER ANALYST IV	25	2.0	4.0	2.0
SENIOR BUYER	22	1.0	1.0	
SENIOR CENTRAL NETWORK ADMINISTRATOR	28	1.0	2.0	1.0
SENIOR COMMUNICATIONS TECHNICIAN	19	2.0	2.0	
SENIOR DATA BASE ANALYST	25	1.0	1.0	
SENIOR FIXED ASSET SPECIALIST	17	1.0	1.0	
SENIOR MICROCOMPUTER ANALYST	23	11.0	11.0	
SENIOR TELECOMMUNICATIONS SPECIALIST	21	5.0	4.0	(1.0)
STAFF ANALYST	26	1.0	1.0	
STUDENT INTERN I	4	1.0	0.0	(1.0)
SYSTEMS ACCOUNTANT IV	29	2.0	2.0	
SYSTEMS CONSULTANT	26	6.9	4.0	(2.9)
SYSTEMS SUPPORT ANALYST I	16	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST II	19	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST III	22	1.0	4.0	3.0
SYSTEMS SUPPORT ANALYST IV	25	5.0	8.0	3.0

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1000 / 6800

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
TECHNICAL HARDWARE ANALYST I	17	3.0	6.0	3.0
TECHNICAL HARDWARE ANALYST II	21	14.0	13.0	(1.0)
TECHNICAL HARDWARE ANALYST III	23	4.0	5.0	1.0
TELECOMMUNICATIONS SPECIALIST	18	3.0	2.0	(1.0)
Total FTEs		**136.7**	**146.0**	**9.3**
Less adjustment for Civilian Vacancy Factor		**4.0**	**4.3**	**0.3**
Full-Time Equivalents		**132.7**	**141.7**	**9.0**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1000 / 6800

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6800050001	**IT - Radio Comm Services**			
457020	Interfund Communication Equipment Repair	537,090	17,680	**0**
Total	**Information Technology**	**537,090**	**17,680**	**0**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Information Technology
Fund No./Bus. Area No. : 1000 / 6800

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	10,511,853	9,508,789	9,282,683	**9,970,159**
500030	Salary Part Time - Civilian	85,578	0	0	**0**
500060	Overtime - Civilian	100,563	55,000	100,459	**100,459**
500090	Premium Pay - Civilian	8,349	8,000	8,120	**8,000**
500110	Bilingual Pay - Civilian	1,871	0	0	**0**
500180	Temporary Employees	51,547	0	0	**0**
501070	Pension - Civilian	1,674,361	1,711,584	1,678,366	**2,133,622**
501120	Termination Pay - Civilian	416,745	50,000	105,000	**50,000**
501160	Vehicle Allowance - Civilian	11,016	22,880	400	**0**
502010	FICA - Civilian	826,632	722,107	691,562	**753,954**
503010	Health Ins-Act Civilian	1,092,374	1,138,266	1,152,289	**1,375,991**
503015	Basic Life Insurance - Active Civilian	6,508	5,557	5,746	**5,930**
503060	Long Term Disability-Civilian	17	11,805	11,842	**12,048**
503090	Workers Compensation-Civilian-Admin	29,301	27,704	29,254	**33,868**
503100	Workers Compensation-Civilian-Claim	14,493	7,500	7,500	**7,500**
504030	Unemployment Claims - Administration	33,091	282,182	282,182	**282,182**
Total	**Personnel Services**	**14,864,299**	**13,551,374**	**13,355,403**	**14,733,713**
511025	Electrical Hardware & Parts	167,116	140,000	150,000	**128,000**
511045	Computer Supplies	46,088	30,547	22,675	**21,800**
511050	Paper & Printing Supplies	280	500	500	**1,000**
511055	Publications & Printed Materials	1,246	800	1,900	**2,700**
511070	Miscellaneous Office Supplies	35,047	26,454	35,600	**38,279**
511095	Small Technical & Scientific Equipment	168,278	158,714	183,714	**155,000**
511110	Fuel	38,699	42,500	42,450	**58,892**
511115	Vehicle Repair & Maintenance Supplies	1,019	5,000	2,000	**2,000**
511120	Clothing	2,644	0	0	**1,000**
511125	Food Supplies	2,044	2,800	4,000	**5,500**
511145	Small Tools & Minor Equipment	25,096	12,000	25,000	**20,000**
511150	Miscellaneous Parts & Supplies	50,182	20,000	34,300	**26,500**
Total	**Supplies**	**537,739**	**439,315**	**502,139**	**460,671**
520100	Temporary Personnel Services	153,665	45,000	157,306	**142,110**
520107	Computer Info/Contr	120,315	413,575	376,914	**420,633**
520109	Medical Dental & Laboratory Services	908	0	800	**800**
520110	Management Consulting Services	992,938	1,329,744	1,361,971	**1,154,525**
520114	Miscellaneous Support Services	934	11,000	5,300	**0**
520119	Computer Equipment/Software Maintenance	78,022	24,535	21,735	**47,735**
520120	Communications Equipment Services	4,205	1,000	1,000	**25,000**
520121	IT Application Svcs	775,239	315,548	315,548	**554,033**
520123	Vehicle & Motor Equipment Services	46,168	18,000	37,700	**26,000**
520126	Construction Site Work Services	0	5,000	5,118	**0**
520157	Computer Software Maintenance Services	7,462	0	0	**0**
520510	Mail/Delivery Services	492	0	75	**125**
520515	Print Shop Services	311	0	200	**200**
520520	Printing & Reproduction Services	1,160	0	0	**0**
520605	Advertising Services	6,886	0	6,444	**6,500**
520705	Insurance Fees	39,684	252,761	252,761	**270,898**
520765	Membership & Professional Fees	30,269	0	2,355	**6,000**
520805	Education & Training	32,006	2,400	7,680	**26,300**
520815	Tuition Reimbursement	1,500	0	5,500	**0**
520900	CIP-Capital Equipment Acquisition	89	0	0	**0**
520905	Travel - Training Related	5,380	100	600	**4,000**
520910	Travel - Non-Training Related	8,273	1,100	9,010	**3,200**

Business Area Expenditure Summary

Fund Name : **General Fund**
Business Area Name : **Information Technology**
Fund No./Bus. Area No. : **1000 / 6800**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521405	Building Maintenance Services	9,321	0	0	**0**
521415	Land and Grounds Maintenance	901	2,000	0	**2,000**
521510	Natural Gas	304	0	0	**0**
521605	Data Services	152,083	336,005	336,005	**476,379**
521610	Voice Services	293,685	209,333	209,333	**205,146**
521620	Voice Equipment	87,552	27,391	27,391	**33,841**
521625	Voice Labor	23,293	78,631	78,631	**24,871**
521630	GIS Revolving Fund Services	5,010	6,005	6,005	**5,029**
521715	Office Equipment Rental	30,788	19,100	24,682	**25,100**
521725	Other Rental	627,659	815,286	790,893	**406,843**
521730	Parking Space Rental	97,788	85,936	82,440	**82,440**
522430	Miscellaneous Other Services & Charges	25,523	8,800	18,000	**16,000**
522721	Interfund HR Client Services	10,721	89,893	89,893	**103,656**
522722	KRONOS Service Chargeback	0	5,965	5,965	**5,318**
Total	**Other Services and Charges**	**3,670,534**	**4,104,108**	**4,237,255**	**4,074,682**
532120	Transfer to Fleet/Eq	570	0	0	**0**
Total	**Debt Service and Other Uses**	**570**	**0**	**0**	**0**
	Grand Total Expenditures	**19,073,142**	**18,094,797**	**18,094,797**	**19,269,066**


CITY OF HOUSTON
TEXAS

LEGAL
Department Description and Mission

The mission of the Legal Department is to provide the City of Houston with the highest quality municipal legal services, facilitate the operations of the City and protect its interests. The department is organized into eight General Fund and three Property & Casualty Fund operating sections to accomplish this mission. The General Fund sections include: Staff Administration, General Counsel, Municipal Prosecution, Real Estate, Neighborhood Services, Contracts, PWE Legal Administration and Office of Inspector General; the Property & Casualty Fund sections include: Claims & Subrogation, General Litigation and Labor, Employment and Civil Rights.

The Legal Department's work is funded primarily from the General Fund (Fund 1000) and the Property and Casualty Fund (Fund 1004). Additionally, some legal services related to workers compensation benefits are funded out of the Workers Compensation Administration Fund.

The central duties of the Legal Department funded from the General Fund include the preparation of City ordinances and resolutions, research and drafting of legal opinions, preparation of contracts, bond issue representation, deed restriction enforcement, support for the dangerous building demolition project, prosecution of violators of City ordinances, and utility regulation. The central duties of the Fund 1004 sections include the collection of revenue on past due accounts, claims resolution, personnel actions, and representing the City in commercial and employment litigation.

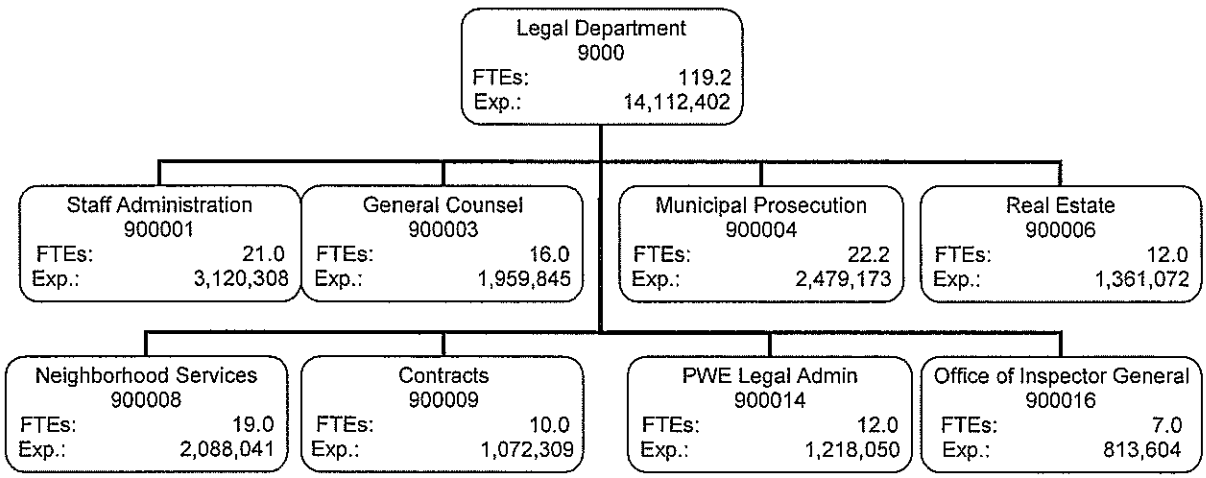
Department Short Term Goals

- Provide greater efficiencies in the provision of high quality and timely legal services.
- Enhance coordination of legal services related to neighborhood preservation and focus attention on consistency in litigation and administrative hearing processes.
- Seek to enhance responsiveness to requests for ordinance and opinion research and drafting.
- Review the department's computer technology and support services to maximize efficient use of resources.
- Recover funds for the City and seek incentives to assist in recruiting and retaining high quality personnel.
- Improve awareness by City employees of liability concerns through training.

Department Long Term Goals

- Reduce turnaround time for assignments and expand use of technology to enhance efficiency of service.
- Continue to improve incentives to aid in recruiting and retaining high quality professionals.

Department Organization



Business Area Budget Summary

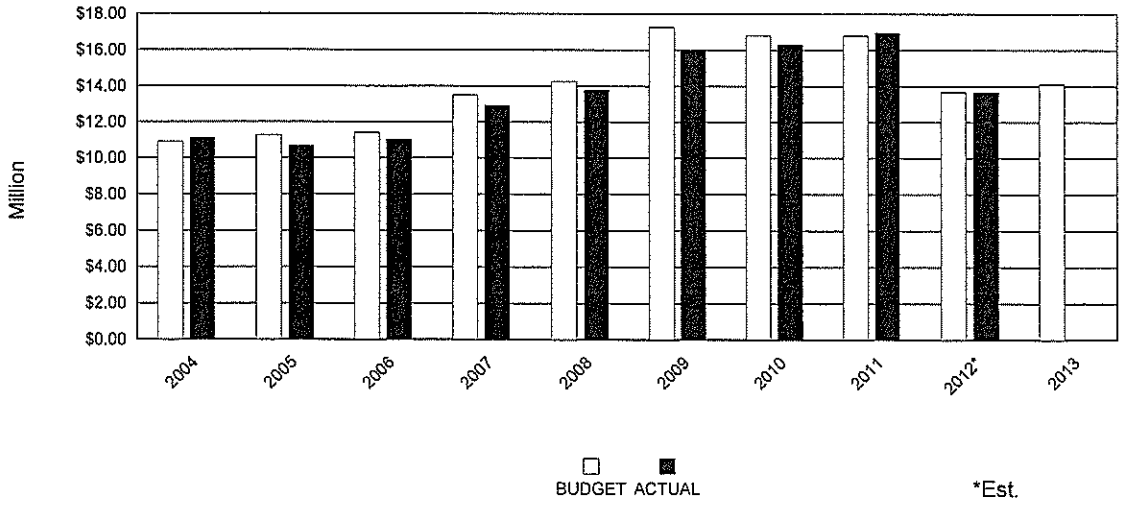
Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus. Area No. : 1000 / 9000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	15,563,034	11,962,944	12,057,891	**13,005,796**
	Supplies	340,558	353,900	343,315	**354,544**
	Other Services and Charges	1,067,322	1,358,467	1,274,105	**752,062**
	Total M & O Expenditures	16,970,914	13,675,311	13,675,311	**14,112,402**
	Debt Service & Other Uses	2,767	0	0	**0**
	Total Expenditures	16,973,681	13,675,311	13,675,311	**14,112,402**
Revenues		1,200,994	1,123,824	1,151,324	**1,188,873**
Staffing	Full-Time Equivalents - Civilian	155.3	119.8	116.3	**119.2**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	155.3	119.8	116.3	**119.2**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($137,763) and pension contribution ($282,349).
- o In FY2012 the City Attorney initiated a major re-organization to have the Legal Department more closely resemble and operate as a law firm.
- o In FY2013, the department wishes to pursue an aggressive move to a paperless technology-oriented law office environment that will impact on the budget by saving considerable supplies costs, dramatically improve the efficiency of personnel, enhance litigation techniques, save on the growing costs to archive and retrieve physical files, and safeguard the department's data management environment simultaneously. The department is woefully behind the private sector in this area which compromises its ability to perform at the level needed to compete effectively with firms which have invested in the technology to operate paperlessly. The department intends to work in unison with ITD and the vendor of its existing primary integrated database management system to enhance and maximize the efficiency that such an initiative is capable of delivering.

Legal
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1000 / 9000

Name: LGL - Staff Administration Section -- 900001

Mission: To facilitate the general operations of the department and to support the efforts of its attorneys and paralegals in completing their primary functions.

Goal: Maintain continuous operation of dept PC environment, control records management from inception to archiving, create/monitor/close POs. Process timely payments to vendors and employee reimbursements, manage petty cash/check book to expedite court payments, respond to all HR matters, coordinate all courthouse/other deliveries, handle facility/conference room needs, coordinate Continuing Legal Education programs and control budget.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
100% data restore after PC failures-0 byte loss	100%	100%	**100%**
Work intake files created	10,807	9,909	**10,300**
Work file aging reports	4	4	**4**

Name: LGL - General Litigation Section -- 900002

Mission: This division was moved to Fund 1004 as part of the department's reorganization in FY2012.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	**N/A**

Name: LGL - General Counsel Section -- 900003

Mission: To prepare Code amendments and other ordinances; research/prepare opinions and advisory memoranda; provide advice to City committees; handle sign code issues; handle ad valorem tax, public information requests, financial disclosure statements, Dept of Justice submissions, municipal finance, legislation, elections, redistricting, annexation, utility franchise/rate setting matters; counsel regulatory boards and commissions.

Goal: Improve response time for ordinances and opinions; track requests and response status; interface with Council and Depts on their needs; attend regulatory board and committee meetings; handle public information and subpoenas requests; assist Planning Dept with MUD strategic partnership agreements; track collection of delinquent taxes; establish mentoring programs on annexation, taxation, utility regulation and public finance.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Bd/Comm.mtgs attended	165	100	**100**
TPIA requests handled	1,346	1,110	**1,105**
Subpoeanas handled	1,525	1,510	**1,500**
Util.regulatory matters	82	65	**109**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1000 / 9000

Name: LGL - Municipal Prosecution Section -- 900004

Mission: To effectively represent the City of Houston as the State's attorney in all cases filed in the municipal courts.

Goal: Work directly with the Presiding Judge to solve problems and establish policy for the municipal courts. Assist citizens regarding the direct filing of non-traffic misdemeanors. Assist, educate and advise police officers, inspectors and other departments regarding statutory and code enforcement.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Cases filed	929,092	879,080	**984,911**
In-house meetings focused on section consistency	6	6	**6**

Name: LGL - Labor, Emply. & Civil Rights Section -- 900005

Mission: This Fund division was moved to Fund 1004 as part of the department's reorganization in FY2012.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	**N/A**

Name: LGL - Real Estate Section -- 900006

Mission: To support the City in the acquisition and disposition of property, economic development activities, regulation of development, environmental regulation and compliance, implementation of state and federal housing and community services programs.

Goal: Maximize revenue, minimize expense and risk in buying and selling land, expend Community Development Block Grants (CDBG) and other grant funds, increase revenues through economic incentives and secure compliance with environmental and land development regulations.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Land use issues	309	112	**125**
Environmental issues	31	18	**25**
Title exams processed	134	178	**190**
General property matters	286	401	**415**
Ordinances/resolutions	224	276	**278**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1000 / 9000

Name: LGL - Neighborhood Services Section -- 900008

Mission: Address quality-of-life issues and help improve neighborhoods.

Goal: Remove blighted structures, proactively file nuisance lawsuits, enforce sexually - oriented businesses regulations and liquor protests, respond to the Mayor and Council inquiries where judgments are obtained and enforce collection of penalties and attorney fees.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Admin.matters resolved	6,110	6,517	**6,313**
Lawsuits resolved	51	57	**54**
Deed restriction complaints resolved	989	1,345	**1,167**
Public meetings attended	253	462	**357**
Title reports provided	3,261	1,240	**2,250**

Name: LGL - Contracts Section -- 900009

Mission: To serve the contract and procurement related legal needs of City departments.

Goal: Speed up production of first draft of routine contracts to 2 weeks, develop form addendum for small computer software contracts and develop a system for tracking engineering contracts.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Contracts prepared	1,024	1,064	**1,110**
Contracts reviewed by paralegals	212	228	**229**
Other-grants, bond claims, opinions and ordinances	530	553	**674**

Name: LGL - PWE Legal Administration Section -- 900014

Mission: N/A

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	**N/A**

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1000 / 9000

Name: LGL - Office of Inspector General Section -- 900016

Mission: Conduct investigations of alleged misconduct and violations by City employees (except HPD), elected officials, Mayoral appointees, vendors and contractors, serve as ombudsman for citizens who allege police misconduct.

Goal: To prevent or uncover evidence of fraud, corruption, waste, mismanagement, conflicts of interest, ethics violations, discrimination and violations of state or federal law, the City Charter, City Ordinances, City Council Code of Conduct, Executive Orders, Administrative Procedures or Mayor's Policies.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Initial complaint intakes	N/A	243	**225**
Complaint investigations	N/A	124	**125**
Written investigative rpts	N/A	124	**125**

Division Summary

Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1000 / 9000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
LGL - Staff Administration Section 900001 This section is responsible for IT, payables, receivables, budget management, facility maintenance, conference rooms, HR assistance, courthouse deliveries, copy services, assignment matter set up, archiving, library organization and management feedback.	26.0	3,594,554	20.4	3,524,671	**21.0**	**3,120,308**
LGL - General Litigation Section 900002 This division was moved to Fund 1004 as part of the department's reorganization in FY2012.	12.0	1,472,712	0.0	0	**0.0**	**0**
LGL - General Counsel Section 900003 Prepare Code amendments/ordinances, research/prepare opinions, provide advice to City Committees, handle sign code issues, ad valorem taxation, public info. requests, financial disclosure statements, Dept. of Justice submissions, subpoenas, muni. finance, legislation, elections, redistricting, annexation, utility franchise/rate setting matters, counsel regulatory boards & commissions.	18.4	1,799,966	15.8	1,798,657	**16.0**	**1,959,845**
LGL - Municipal Prosecution Section 900004 The Municipal Prosecution Section represents the State in municipal court. Handles judge, jury and jail trials, appeals and administrative hearings. Assists officers and inspectors with questions and training related to the operation of the courts, state law and municipal ordinances; interacts daily with citizens who have questions or cases that need to be resolved.	24.0	2,244,348	22.0	2,227,382	**22.2**	**2,479,173**
LGL - Labor, Emply. & Civil Rights Section 900005 This Fund division was moved to Fund 1004 as part of the department's reorganization in FY2012.	10.0	1,334,225	0.0	0	**0.0**	**0**
LGL - Real Estate Section 900006 Provide legal services/draft ordinances, contracts, opinions, title reports and other documents relating to buying/selling/leasing/abandoning real estate, eminent domain proceedings, environmental and land development regulation, economic incentives and federal/state grant programs.	16.9	1,728,877	12.0	1,331,408	**12.0**	**1,361,072**

Division Summary

Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1000 / 9000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
LGL - Neighborhood Services Section 900008 Enforce deed restrictions, respond to citizen complaints and Council and Mayor inquiries, file lawsuits, provide title work for Neighorhood Protection and deed restriction matters, attend dangerous building hearings, investigate Texas Alcohol Beverage Commission complaints, enforce sexually - oriented business ordinances and statutes, attend public hearings.	25.1	2,067,889	17.8	1,957,975	**19.0**	**2,088,041**
LGL - Contracts Section 900009 The section is responsible for preparing, reviewing, negotiating City contracts, drafting budget and appropriation ordinances and opinions, researching and issuing bid irregularity opinions, handle McGregor Act claims and grants greater than $400,000.	11.0	1,059,975	9.6	946,643	**10.0**	**1,072,309**
LGL - PWE Legal Administration Section 900014 This cost center was created to capture the payroll costs of 12 personnel in the Real Estate, Contracts and Labor, Employment and Civil Rights Sections who provide services exclusively to PWE which reimburses the Legal Department for said costs.	11.9	1,047,461	12.0	1,120,355	**12.0**	**1,218,050**
LGL - Office of Inspector General Section 900016 Investigate alleged violations by City employees (excluding employees of HPD), elected officials, Mayoral appointees, vendors and contractors of state or federal laws, City Charter provisions, City Ordinances, City Council Code of Conduct, Executive Orders, Administrative Procedures, ombudsman for citizens with allegations of police misconduct; consult with Independent Police Oversight Board.	0.0	623,674	6.7	768,220	**7.0**	**813,604**
Total	155.3	16,973,681	116.3	13,675,311	**119.2**	**14,112,402**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1000 / 9000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	4.0	4.0	
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	2.0	2.0	
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	3.0	3.0	
ASSISTANT CITY ATTORNEY I	21	16.0	14.0	(2.0)
ASSISTANT CITY ATTORNEY II	24	15.0	16.0	1.0
ASSISTANT CITY ATTORNEY III	27	6.0	6.0	
CITY ATTORNEY	39	1.0	1.0	
CLERK	5	2.0	2.0	
COMMUNITY LIAISON	18	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	1.0	1.0	
DIVISION MANAGER	29	2.0	2.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
FIRST ASSISTANT CITY ATTORNEY	37	2.0	2.0	
LEGAL INVESTIGATOR	18	2.0	2.0	
LEGAL WORD PROCESSOR	11	0.0	1.0	1.0
MESSENGER	6	1.0	1.0	
PARALEGAL I	12	5.0	5.0	
PARALEGAL II	14	2.0	2.0	
PARALEGAL III	16	4.0	4.0	
RECEPTIONIST	7	1.0	1.0	
RECORDS TECHNICIAN	9	1.0	1.0	
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR ASSISTANT CITY ATTORNEY I	30	4.0	4.0	
SENIOR ASSISTANT CITY ATTORNEY II	32	2.0	3.0	1.0
SENIOR ASSISTANT CITY ATTORNEY III	34	7.0	6.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY IV	35	2.0	3.0	1.0
SENIOR ASSISTANT CITY ATTORNEY,SECTION CHIEF	35	5.0	5.0	
SENIOR LEGAL ABSTRACTOR	13	1.0	0.0	(1.0)
SENIOR LEGAL WORD PROCESSOR	13	2.0	1.0	(1.0)
SENIOR OFFICE ASSISTANT	12	1.0	2.0	1.0
SENIOR PARALEGAL	19	12.0	11.5	(0.5)
SENIOR PUBLIC LOSS INVESTIGATOR	24	4.0	4.0	
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	
SYSTEMS CONSULTANT	26	1.0	1.0	
SYSTEMS SUPPORT ANALYST III	22	0.0	1.0	1.0
Total FTEs		**120.0**	**119.5**	**(0.5)**
Less adjustment for Civilian Vacancy Factor		**0.2**	**0.3**	**0.1**
Full-Time Equivalents		**119.8**	**119.2**	**(0.6)**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1000 / 9000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
9000010001	LGL - General Admin of Dept			
424070	Interfund Legal Services	1,110,724	1,110,624	**1,175,773**
426330	Miscellaneous Copies Fees	3,000	600	**3,000**
434305	Judgments & Claims	5,000	37,000	**5,000**
452020	Recoveries & Refunds	5,000	3,000	**5,000**
452030	Miscellaneous Revenue	100	100	**100**
Total	LGL - General Admin of Dept	**1,123,824**	**1,151,324**	**1,188,873**
Total	Legal	**1,123,824**	**1,151,324**	**1,188,873**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus. Area No. : 1000 / 9000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	11,526,815	8,613,055	8,598,880	**9,010,412**
500030	Salary Part Time - Civilian	256	0	78,000	**131,596**
500060	Overtime - Civilian	0	0	3,320	**0**
500110	Bilingual Pay - Civilian	6,344	6,319	6,000	**6,000**
501070	Pension - Civilian	1,847,415	1,550,349	1,549,599	**1,928,222**
501120	Termination Pay - Civilian	318,701	192,842	192,842	**192,842**
501160	Vehicle Allowance - Civilian	4,216	4,200	1,000	**0**
502010	FICA - Civilian	838,742	616,588	648,659	**653,316**
503010	Health Ins-Act Civilian	962,957	846,675	846,675	**945,559**
503015	Basic Life Insurance - Active Civilian	6,892	5,119	5,119	**5,362**
503060	Long Term Disability-Civilian	109	10,099	10,099	**10,051**
503090	Workers Compensation-Civilian-Admin	29,766	23,760	23,760	**28,498**
503100	Workers Compensation-Civilian-Claim	0	1,500	1,500	**1,500**
504030	Unemployment Claims - Administration	20,821	92,438	92,438	**92,438**
Total	**Personnel Services**	**15,563,034**	**11,962,944**	**12,057,891**	**13,005,796**
511045	Computer Supplies	66,353	59,000	59,000	**62,300**
511050	Paper & Printing Supplies	20,639	16,000	16,000	**16,000**
511055	Publications & Printed Materials	163,450	190,000	187,365	**190,000**
511060	Postage	25,706	23,000	19,350	**23,000**
511070	Miscellaneous Office Supplies	42,410	60,000	58,500	**60,000**
511110	Fuel	2,731	2,600	2,600	**3,244**
511115	Vehicle Repair & Maintenance Supplies	300	0	0	**0**
511150	Miscellaneous Parts & Supplies	18,969	3,300	500	**0**
Total	**Supplies**	**340,558**	**353,900**	**343,315**	**354,544**
520108	Information Resource Services	0	700	700	**0**
520109	Medical Dental & Laboratory Services	405	800	800	**800**
520110	Management Consulting Services	18,103	500,000	500,000	**0**
520112	Banking Services	253	300	300	**300**
520114	Miscellaneous Support Services	192,743	250,479	245,600	**240,000**
520119	Computer Equipment/Software Maintenance	21,157	22,000	22,000	**22,000**
520120	Communications Equipment Services	423	0	0	**0**
520121	IT Application Svcs	4,100	6,099	6,099	**9,386**
520122	Office Equipment Services	70	0	0	**0**
520123	Vehicle & Motor Equipment Services	2,322	3,600	3,600	**3,000**
520510	Mail/Delivery Services	800	1,500	800	**1,000**
520515	Print Shop Services	6,963	7,000	5,900	**7,000**
520520	Printing & Reproduction Services	29,817	35,000	32,000	**35,000**
520605	Advertising Services	2,412	0	0	**0**
520705	Insurance Fees	1,542	2,676	2,676	**7,425**
520765	Membership & Professional Fees	28,883	28,800	27,430	**31,500**
520805	Education & Training	17,397	21,300	20,736	**22,800**
520905	Travel - Training Related	15,944	8,250	8,200	**6,200**
520910	Travel - Non-Training Related	4,769	7,100	7,100	**10,100**
521405	Building Maintenance Services	698	0	0	**0**
521605	Data Services	23,577	28,500	28,500	**40,299**
521610	Voice Services	48,933	55,232	55,232	**54,127**
521620	Voice Equipment	278	1,364	1,364	**1,686**
521625	Voice Labor	446	360	360	**1,239**
521630	GIS Revolving Fund Services	5,406	6,480	6,480	**4,712**
521715	Office Equipment Rental	1,956	1,800	3,000	**3,000**
521725	Other Rental	1,307	1,300	109	**0**
521730	Parking Space Rental	110,652	117,000	114,110	**115,000**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus. Area No. : 1000 / 9000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521905	Legal Services	414,776	189,611	126,893	82,856
521910	Legal Svcs - Crt Report	0	0	300	0
522420	Petty Cash/Change Special Fund	1,497	1,500	1,500	1,500
522430	Miscellaneous Other Services & Charges	64,912	8,900	1,500	1,500
522435	Interest Charges Past Due Accounts	5	0	0	0
522722	KRONOS Service Chargeback	0	5,716	5,716	4,532
522735	Interfund Communication Equipment Repair	0	100	100	100
522780	Interfund Photo Copy Services	44,776	45,000	45,000	45,000
Total	Other Services and Charges	1,067,322	1,358,467	1,274,105	752,062
532120	Transfer to Fleet/Eq	2,767	0	0	0
Total	Debt Service and Other Uses	2,767	0	0	0
	Grand Total Expenditures	16,973,681	13,675,311	13,675,311	14,112,402

MAYOR'S OFFICE

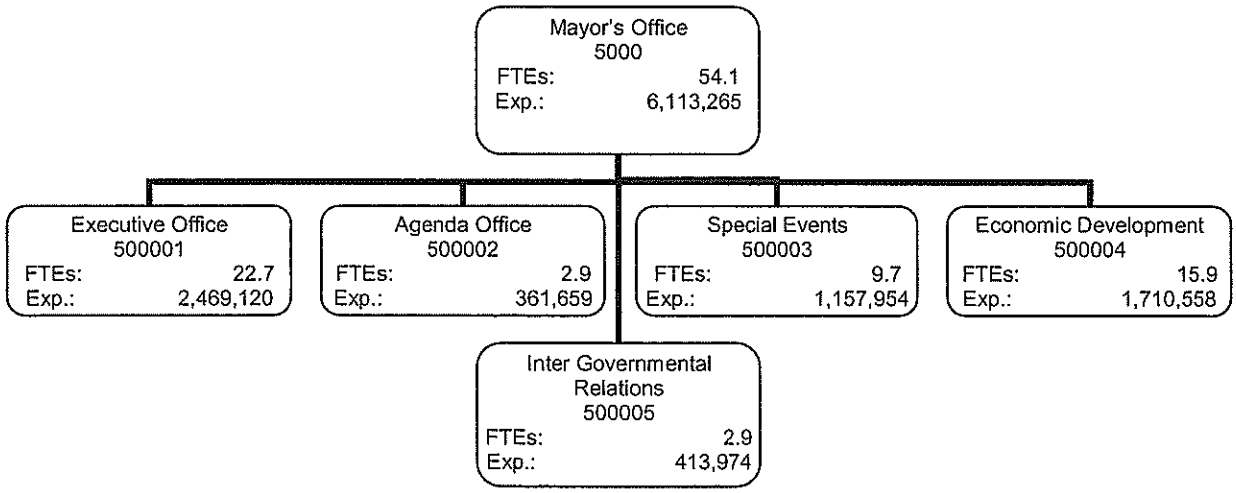
Department Description and Mission

The Mayor of Houston is designated by City Charter as the Chief Executive Officer of the City. The Mayor's Office directs, monitors and coordinates the service delivery and work product of all City departments.

The Mayor's responsibilities include the following:

- Overall City policy development and coordination.
- Directing and monitoring all City services focusing on efficient and responsive delivery of those services.
- Directing management of the City's fiscal policy.
- Responding to information and service inquiries by the public.
- Responding to information inquiries by the press.
- Analyze legislative issues that affect City government at the state and federal level.
- Promoting and encouraging economic development as a source of fiscal strength for the community.
- Protecting and bettering Houstonians' quality of life.
- Providing constituency services to the citizens of Houston.
- Representing the City's interests in international trade development.
- Improving mobility by directing regional transportation policies.
- Directing infrastructure and environmental policies.
- Directing the City's boards and commissions.
- Directing supervision of the Homeland Security Department.
- Directing the agenda for council and presiding over City Council meetings.

Department Organization



Business Area Budget Summary

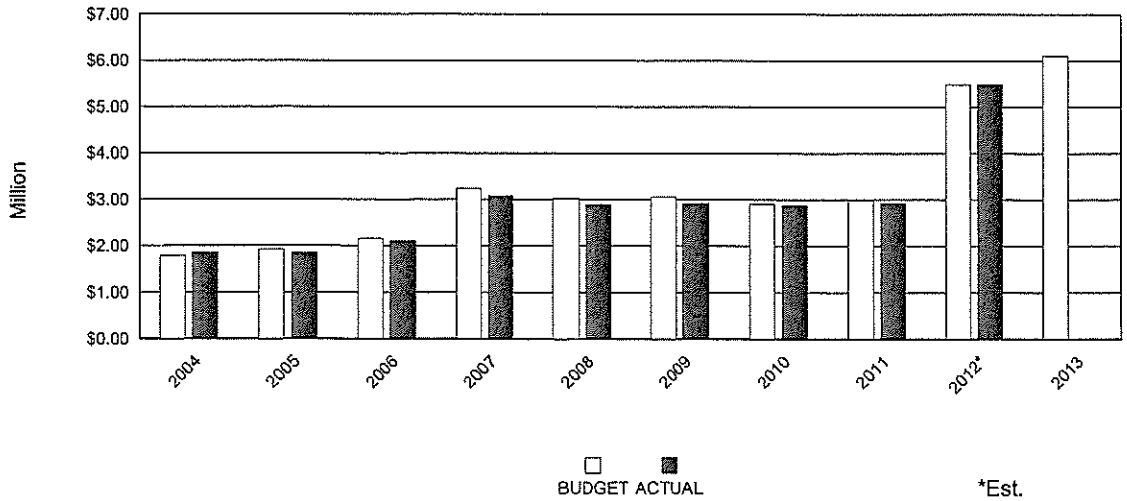
Fund Name : General Fund
Business Area Name : Mayor's Office
Fund No./Bus. Area No. : 1000 / 5000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	2,763,566	4,972,681	4,920,537	**5,497,685**
	Supplies	22,656	93,933	94,427	**96,757**
	Other Services and Charges	143,872	420,193	471,843	**518,823**
	Projection Adjustments	0	0	0	**0**
	Total M & O Expenditures	2,930,094	5,486,807	5,486,807	**6,113,265**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	2,930,094	5,486,807	5,486,807	**6,113,265**
Revenues		1,196	14,941,000	14,800,000	**14,800,000**
Staffing	Full-Time Equivalents - Civilian	35.1	51.8	53.8	**54.1**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	35.1	51.8	53.8	**54.1**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.5**

Significant Budget Changes and Highlights

- FY2013 Budget includes funding for expenditure increases in health benefits ($57,475) and pension contribution ($191,829).
- Includes funding for Legislative Session.

Mayor's Office
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Mayor's Office
Fund No./Bus Area No. : 1000 / 5000

Name: Executive Office -- 500001

Mission: Provide support functions necessary to fulfill the chartered requirements of the Mayor and oversee departmental activity.

Goal: Provide timely and effective customer service to the public and City of Houston departments.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Citizen inquires addressed	N/A	N/A	100%

Name: Agenda Office -- 500002

Mission: Assist and process citywide contracts, awards and ordinance amendments through communication with City departments and Council Members. This division was transferred from the Administration and Regulatory Affairs Department in FY2012.

Goal: To publish a weekly City Council agenda as approved by the Mayor and respond to all Council office agenda related inquiries in a timely manner

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Weekly publication of Council Agenda	48	48	48

Name: Special Events -- 500003

Mission: To enhance the image and highlight the diverse culture in the Houston area. This division was transferred from the Administration and Regulatory Affairs Department in FY2012.

Goal: To provide effective and efficient management and oversight of the City of Houston Civic Celebration program, as prescribed by Chapter 25 of the Code of Ordinance.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	N/A

Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Mayor's Office
Fund No./Bus Area No. : 1000 / 5000

Name: Economic Develop/TIRZ -- 500004

Mission: Implement and manage citywide policy and procedure for economic development programs including Tax Increment Reinvestment Zones (TIRZ) and tax abatements in addition to other innovative incentive programs. Market Houston as the place to grow or relocate a targeted business. This division was transferred from the Finance Department in FY2012.

Goal: Improve policy and procedure for economic development programs and incentives. Ensure transparency on all budgets and financial analyses as they pertain to the various TIRZs. Grow economic activity within the City and support economic activity in the region.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
TIRZ- Administration in House	N/A	2	**1**
Tax Abatements Creation	N/A	3	**3**
Tax Abatements Recapture	N/A	$275,000	**$50,000**
Economic Growth Incentives	N/A	$350M	**$275M**
Industrial Districts	N/A	$22M	**$14.8M**

Name: Inter Government Relations -- 500005

Mission: To develop strategic initiatives to strengthen regional cooperation, provide effective counsel and advocacy for the Mayor's policies and city operations.

Goal: To build and maintain relationships between the City of Houston and elected/appointed state and federal officials. Lead lobby efforts on behalf of the City in the Texas Legislature and the United States Congress.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	**N/A**

Division Summary

Fund Name : General Fund
Business Area Name : Mayor's Office
Fund No./Bus Area No. : 1000 / 5000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Executive Office 500001 Provide support functions necessary to fulfill the chartered requirements of the Mayor and oversee departmental activity. Provide timely and effective customer service to the public and City of Houston departments.	35.1	2,929,592	22.7	2,309,099	**22.7**	**2,469,120**
Agenda Office 500002 Assist with processing contracts, awards and ordinance amendments through efficient communication with City departments and City Council.	0.0	502	2.9	417,283	**2.9**	**361,659**
Special Events 500003 Produce and co-produce events that enhance the image of the City and highlights Houston's diverse culture.	0.0	0	9.7	1,177,689	**9.7**	**1,157,954**
Economic Develop/TIRZ 500004 Develop, implement and manage citywide policies and procedures for economic development programs such as Tax Increment Reinvestment Zones (TIRZ) and tax abatements in addition to other innovative incentive programs.	0.0	0	15.6	1,582,736	**15.9**	**1,710,558**
Inter Government Relations 500005 Provide effective counsel and advocacy for the Mayor's policies and city operations before federal and state governments. Develop strategic initiatives to strengthen regional cooperation.	0.0	0	2.9	0	**2.9**	**413,974**
Total	35.1	2,930,094	53.8	5,486,807	**54.1**	**6,113,265**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Mayor's Office
Fund No./Bus Area No. : 1000 / 5000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	2.0	2.0	
ADMINISTRATIVE AIDE	10	2.0	2.0	
ADMINISTRATIVE ASSISTANT	17	1.0	2.5	1.5
ADMINISTRATIVE COORDINATOR	24	3.0	3.0	
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	3.0	3.0	
ADMINISTRATIVE SPECIALIST	20	4.0	4.0	
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	5.0	5.0	
ADMINISTRATIVE SUPERVISOR	22	2.0	2.0	
ASSISTANT DIRECTOR (EXE LEV)	32	2.5	4.5	2.0
CHIEF OF STAFF-MAYOR'S OFFICE (EXE LEV)	36	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	0.0	(1.0)
DEPUTY DIRECTOR (EXE LEV)	34	3.0	4.0	1.0
DIVISION MANAGER	29	3.0	3.0	
EVENT COORDINATOR	19	2.0	2.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
EXECUTIVE STAFF ANALYST (EXE LEV)	30	1.3	1.3	
FINANCIAL ANALYST III	21	0.0	1.0	1.0
FINANCIAL ANALYST IV	25	1.0	1.0	
MARKETING SPECIALIST	25	1.0	1.0	
MAYOR		1.0	1.0	
SENIOR STAFF ANALYST	28	1.0	1.0	
SENIOR STAFF ANALYST (EXE LEV)	28	3.0	3.0	
SENIOR SUPERINTENDENT	27	1.0	1.0	
STAFF ANALYST	26	3.0	3.0	
STAFF ANALYST (EXE LEV)	26	1.0	1.0	
STAGE SUPERVISOR	15	1.0	1.0	
STUDENT INTERN II	10	2.0	2.0	
Total FTEs		**51.8**	**56.3**	**4.5**
Less adjustment for Civilian Vacancy Factor		**0.0**	**2.2**	**2.2**
Full-Time Equivalents		**51.8**	**54.1**	**2.3**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Mayor's Office
Fund No./Bus Area No. : 1000 / 5000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
5000040000	**MYR - Economic Development - TIRZ**			
415010	Industrial District Assessment	14,800,000	14,800,000	**14,800,000**
490120	Transfer from Component Unit	141,000	0	**0**
Total	**MYR - Economic Development - TIRZ**	**14,941,000**	**14,800,000**	**14,800,000**
Total	**Mayor's Office**	**14,941,000**	**14,800,000**	**14,800,000**

Business Area Expenditure Summary

Fund Name : **General Fund**
Business Area Name : **Mayor's Office**
Fund No./Bus. Area No. : **1000 / 5000**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	2,008,523	3,671,120	3,576,494	3,888,120
500030	Salary Part Time - Civilian	(325)	0	0	13,000
500060	Overtime - Civilian	0	35,636	23,982	35,700
500110	Bilingual Pay - Civilian	9,957	7,937	7,594	7,229
501070	Pension - Civilian	322,803	621,696	633,934	832,058
501120	Termination Pay - Civilian	937	0	1,267	0
501160	Vehicle Allowance - Civilian	10,484	21,164	14,199	0
502010	FICA - Civilian	149,374	252,585	269,422	283,776
503010	Health Ins-Act Civilian	231,589	311,199	348,628	407,196
503015	Basic Life Insurance - Active Civilian	1,274	2,040	2,296	2,284
503060	Long Term Disability-Civilian	7	4,186	4,291	4,567
503090	Workers Compensation-Civilian-Admin	6,161	9,850	9,244	12,965
503100	Workers Compensation-Civilian-Claim	2,597	3,265	1,765	0
504030	Unemployment Claims - Administration	20,185	32,003	27,421	10,790
Total	**Personnel Services**	**2,763,566**	**4,972,681**	**4,920,537**	**5,497,685**
511015	Cleaning & Sanitary Supplies	0	300	300	300
511020	Construction Materials	0	650	650	650
511025	Electrical Hardware & Parts	0	500	500	500
511030	Mechanical Hardware & Parts	0	650	650	650
511040	Audiovisual Supplies	0	200	200	200
511045	Computer Supplies	0	1,800	1,650	1,800
511050	Paper & Printing Supplies	0	2,766	1,750	3,166
511055	Publications & Printed Materials	832	1,553	1,403	2,553
511060	Postage	1,880	8,500	5,345	6,813
511070	Miscellaneous Office Supplies	8,010	27,014	25,963	24,862
511090	Medical & Surgical Supplies	0	240	240	240
511110	Fuel	8,529	6,076	6,076	6,076
511115	Vehicle Repair & Maintenance Supplies	0	5,000	5,000	5,000
511125	Food Supplies	0	0	5,265	5,263
511150	Miscellaneous Parts & Supplies	3,405	38,684	39,435	38,684
Total	**Supplies**	**22,656**	**93,933**	**94,427**	**96,757**
520100	Temporary Personnel Services	0	0	0	7,500
520109	Medical Dental & Laboratory Services	187	0	0	0
520110	Management Consulting Services	0	49,374	49,374	49,374
520114	Miscellaneous Support Services	1,580	4,000	4,000	4,000
520115	Real Estate Lease/Office Rental	0	0	0	45,000
520118	Refuse Disposal	0	11,500	11,500	11,500
520121	IT Application Svcs	6,517	8,223	8,271	15,487
520122	Office Equipment Services	0	0	0	1,000
520123	Vehicle & Motor Equipment Services	13,777	3,785	14,502	8,000
520132	Contracts/Sponsorships	0	0	2,188	0
520510	Mail/Delivery Services	134	1,274	874	1,774
520515	Print Shop Services	3,249	9,974	6,274	9,274
520520	Printing & Reproduction Services	878	13,600	11,547	13,600
520705	Insurance Fees	1,090	530	530	508
520755	Contingency	3,500	5,000	5,000	5,000
520765	Membership & Professional Fees	1,045	55	55	55
520805	Education & Training	418	3,545	3,045	4,045
520905	Travel - Training Related	1,870	2,000	1,500	5,000
520910	Travel - Non-Training Related	3,867	11,009	32,592	33,913
521415	Land and Grounds Maintenance	0	0	171	0
521505	Electricity	0	0	0	500

Business Area Expenditure Summary

Fund Name : **General Fund**
Business Area Name : **Mayor's Office**
Fund No./Bus. Area No. : **1000 / 5000**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521605	Data Services	18,498	51,196	56,781	**42,420**
521610	Voice Services	49,082	46,335	47,706	**47,618**
521620	Voice Equipment	0	1,039	1,662	**2,312**
521625	Voice Labor	0	659	2,535	**1,699**
521630	GIS Revolving Fund Services	1,149	1,377	1,377	**888**
521705	Vehicle/Equipment Rental/Lease	0	11,750	11,750	**11,750**
521715	Office Equipment Rental	15,763	17,200	25,950	**24,575**
521725	Other Rental	575	27,891	27,816	**27,891**
521730	Parking Space Rental	19,962	31,919	38,580	**35,044**
522430	Miscellaneous Other Services & Charges	731	84,985	84,290	**82,685**
522721	Interfund HR Client Services	0	20,659	20,659	**25,549**
522722	KRONOS Service Chargeback	0	1,314	1,314	**862**
Total	**Other Services and Charges**	**143,872**	**420,193**	**471,843**	**518,823**
	Grand Total Expenditures	**2,930,094**	**5,486,807**	**5,486,807**	**6,113,265**


CITY OF HOUSTON
TEXAS

OFFICE OF BUSINESS OPPORTUNITY

Department Description and Mission

The mission of the Office of Business Opportunity (OBO) is to create a competitive and diverse business environment in the City of Houston by promoting the growth and success of local small businesses, with special emphasis on historically underutilized groups by ensuring their meaningful participation in the government procurement process.

The vision for the OBO is to administer a reputable certification process that is easy to complete, and attracts qualified certification candidates. The goal being that these certified companies regularly and successfully participate on City contracts. In addition, the OBO strives to ensure that prime contractors consistently meet and exceed utilization goals on contracts. OBO's accountability will be measured by newly implemented metrics to track achievements and maintain substantial progress toward the goals set in place for the department.

The primary services offered by the Office of Business Opportunity include the following:

- **Certification:** Certifies Small, Minority, Women, Person with Disabilities and Disadvantaged Businesses (S/MWPDBE) to identify historically underutilized groups to ensure utilization on contract opportunities.
- **Contract Compliance:** Conducts audits to ensure S/MWPDBE firms are utilized and receive payment; enforces Equal Employment Opportunity, nondiscrimination, prevailing wages, and other labor standards.
- **External Affairs and Outreach:** Administers programs to raise awareness of business opportunities; promotes S/MWPDBE certification, develops events, newsletters, and maintains business relationships.
- **One Stop Business:** Provides free technical assistance, management consulting, financial advice, and business training workshops for individuals that would like to obtain information on how to start, own and operate their own business. One Stop also administers Hire Houston First which promotes the growth of the local economy by promoting contract opportunities to local companies.
- **Vendor Services:** Provides vendor management, technical assistance and development services for S/MWPDBE firms; provides an assessment of services offered by S/MWPDBE firms and promotes contracts with the City of Houston.

Department Short Term Goals

Maintain Program Visibility

- Rebrand the department to capture the mission and vision.
- Identify key areas for partner development.
- Target outreach eligible companies through partnerships.
- Incorporate feedback received from various sources including Transition Taskforces to improve program process and systems.
- Continue to support the Contract Compliance Commission, and the OBO Advisory Committee.
- Provide a Procurement Indicators Report
- Provide a new S/MWPDBE participation report which identifies the utilization of S/MWPDBE firms.
- Communicate the results of the Disparity Study citywide.

Ideal Certification Process

- Apply new streamlined certification procedures and the expedited certification Memorandum of Understanding (MOU) with community partners Houston Minority Supplier Development Council (HMSDC) and Women's Business Enterprise Alliance (WBEA).
- Develop and publish standard operating procedures for certification process.
- Improve service delivery in certification.
- Promote and increase three year certifications.

Expand Services for Businesses: Educate. Connect. Grow.

- Create frequent networking opportunities to give certified companies access to city purchasers and prime contractors
- Partner with the private sector and educational institutions to provide education and training to businesses.

Hold Prime Contractors Accountable

- Proactively monitor contracts to ensure progress towards meeting goals.
- Provide direct assistance as needed on finding S/MWPDBEs.
- Develop an incentive for establishing Mentor Protégé Programs that create contract opportunities.

Department Long Term Goals

Maintain Program Visibility

- Continue to enhance community awareness of OBO programs and services.

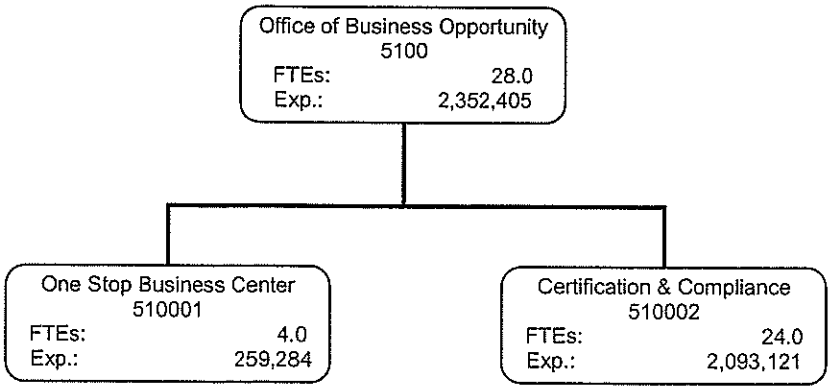
Expand Services for Businesses: Educate. Connect. Grow.

- Develop Vendor Services unit dedicated to assess newly certified firms, alert them of new opportunities, advise them on bids and proposals, and assist them in issue resolution.
- Advocate for policies that assist firms with access to bonding and/or insurance.

Launch New Services for Departments

- Create monthly training sessions on S/MWPDBE program administration for program, project and purchasing staff within the City.
- Pursue policy that requires that each department:
  - Designate S/MWPDBE Liaison with direct access to the Department Director
  - Require annual S/MWPDBE utilization plans by Department
  - Require that Departments works with OBO on setting appropriate contact specific goals
- Develop scorecards to help departments monitor performance on achieving goals.

Department Organization




CITY OF HOUSTON
TEXAS

Business Area Budget Summary

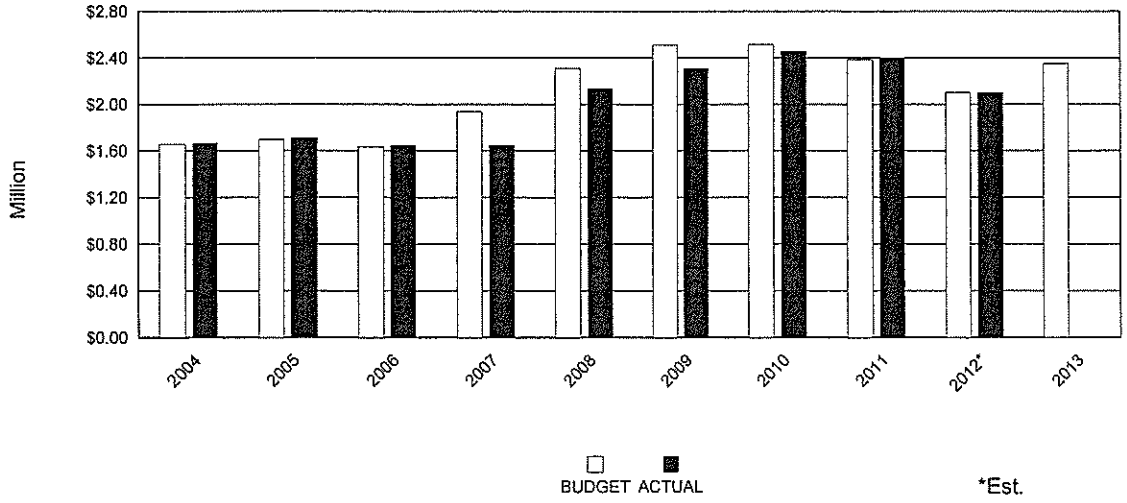
Fund Name : General Fund
Business Area Name : Office of Business Opportunity
Fund No./Bus. Area No. : 1000 / 5100

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	2,213,587	1,765,963	1,765,963	**2,115,464**
	Supplies	30,090	33,568	33,568	**28,572**
	Other Services and Charges	164,144	303,066	303,066	**208,369**
	Non-Capital Equipment	(12,044)	0	0	**0**
	Total M & O Expenditures	2,395,777	2,102,597	2,102,597	**2,352,405**
	Debt Service & Other Uses	7,776	0	0	**0**
	Total Expenditures	2,403,553	2,102,597	2,102,597	**2,352,405**
Revenues		76,381	70,000	110,000	**169,000**
Staffing	Full-Time Equivalents - Civilian	31.6	25.0	25.0	**28.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	31.6	25.0	25.0	**28.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefit ($48,383) and pension contribution ($13,587).
- o The Office of Business Opportunity has received $68,130 for Hire Houston First in FY2012 and $39,951 in FY2013 to continue the administration of Hire Houston First and promote the growth of local businesses and the economy.
- o FY2013 budget also includes $69,851 for 1 FTEs to analyze and produce Procurement and Financial Reporting.
- o Continue marketing and advertising efforts to promote services offered by the Office of Business Opportunity.
- o Launch a new Business Solution Center conveniently located at 611 Walker with open access for individuals to obtain information on how to start and operate their own business.
- o Market and promote our new three year certification, which allows small businesses and historically underserved groups to remain certified for three years ensuring their meaningful participation in government procurement.
- o Includes $40,000 of revenue from auditing contractors that do not comply with the Texas Law regarding prevailing wages and is spent toward the costs to administer and enforce the government code.

Office of Business Opportunity
Current Budget vs Actual Expenditures



Division Mission and Performance Measures

Fund Name : General Fund
Business Area Name : Office of Business Opportunity
Fund No./Bus Area No. : 1000 / 5100

Name: One Stop Business Center -- 510001

Mission: Provide free technical assistance, management consulting, financial advice, and business training workshops for individuals that would like to obtain information on how to start, own and operate their own business. Promote economic opportunity for Houston businesses through Hire Houston First.

Goal: Expand the service delivery of the office to include services that help companies more efficiently start, operate, and grow in the City of Houston.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Business Owners Counseled	9,000	9,000	**10,800**
Bus Ownership, Lics & Permit Packets Distributed	7,500	7,000	**7,500**
Business Workshops and Outreach Events	25	73	**109**
Hire Houston First Applications Processed	0	556	**744**

Name: Certification & Compliance -- 510002

Mission: Provide quality certification, compliance, business development, and training programs to promote equal access, employment and economic opportunity at every level of government, and to ensure compliance with Local, State and Federal mandates. Provide a supportive work environment where all employees are appreciated, encouraged, and respected.

Goal: Promote the new outlook of the department and create a positive perception of the programs. Improve the process for S/MWDBE certifications. Coordinate and review completion of Disparity Study. Coordinate Government Procurement Connections contracting affairs. Continue to enhance Mentor/Protege programs. Coordinate Government Procurement Connections contracting affairs.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Audits of Payrolls to Monitor Prevailing Wages	18,000	18,000	**21,600**
New S/MWPDBE Certification Site Visits	307	284	**341**
Days to Process S/MWPDBE Applications	38	27	**26**
Annual Certification Updates Processed	1,250	1,407	**1,688**
New S/MWDBE Applications Processed	766	574	**689**

Division Summary

Fund Name : General Fund
Business Area Name : Office of Business Opportunity
Fund No./Bus Area No. : 1000 / 5100

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
One Stop Business Center 510001						
The One-Stop Business Center provides free information and referral services for Houston metropolitan area business owners, conducts seminars, and administers the Hire Houston First Program.	3.0	187,895	2.5	271,231	**4.0**	**259,284**
Certification & Compliance 510002						
The Certification and Compliance section consists of; Certification, External Affaris and Outreach, Vendor Services, Contract Compliance and Administration.	28.6	2,215,658	22.5	1,831,366	**24.0**	**2,093,121**
Total	31.6	2,403,553	25.0	2,102,597	**28.0**	**2,352,405**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Office of Business Opportunity
Fund No./Bus Area No. : 1000 / 5100

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	3.0	2.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	2.0	3.0	1.0
ADMINISTRATIVE COORDINATOR	24	2.0	3.0	1.0
AFFIRMATIVE ACTION DIVISION DIRECTOR (EXE LEV)	34	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
CONTRACT COMPLIANCE OFFICER	15	2.0	3.0	1.0
CONTRACT COMPLIANCE SUPERVISOR	22	1.0	1.0	
DIVISION MANAGER	29	2.0	2.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
MANAGEMENT ANALYST I	15	0.0	1.0	1.0
MANAGEMENT ANALYST III	21	1.0	2.0	1.0
PROCUREMENT SPECIALIST	24	1.0	1.0	
SENIOR CONTRACT COMPLIANCE OFFICER	18	4.0	4.0	
SENIOR STAFF ANALYST	28	1.0	0.0	(1.0)
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	0.0	(1.0)
STAFF ANALYST	26	1.0	1.0	
STUDENT INTERN II	10	0.0	1.0	1.0
Total FTEs		**25.0**	**28.0**	**3.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**25.0**	**28.0**	**3.0**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Office of Business Opportunity
Fund No./Bus Area No. : 1000 / 5100

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
5100020001	**Certification and Business Development**			
424160	Interfund Affirmative Action Services	70,000	70,000	**129,000**
5100020002	**Prevailing Wages**			
452030	Miscellaneous Revenue	0	40,000	**40,000**
Total	**Office of Business Opportunity**	**70,000**	**110,000**	**169,000**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Office of Business Opportunity
Fund No./Bus. Area No. : 1000 / 5100

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	1,569,184	1,232,452	1,232,452	1,446,803
500060	Overtime - Civilian	0	152	152	0
500110	Bilingual Pay - Civilian	5,307	3,650	3,650	2,742
501070	Pension - Civilian	250,088	221,841	221,841	309,617
501120	Termination Pay - Civilian	79,114	15,584	15,584	0
502010	FICA - Civilian	116,710	94,282	94,282	110,522
503010	Health Ins-Act Civilian	186,375	117,789	117,789	171,108
503015	Basic Life Insurance - Active Civilian	940	744	744	860
503060	Long Term Disability-Civilian	0	2,040	2,040	2,380
503090	Workers Compensation-Civilian-Admin	5,869	4,800	4,800	6,692
504030	Unemployment Claims - Administration	0	72,629	72,629	64,740
Total	**Personnel Services**	**2,213,587**	**1,765,963**	**1,765,963**	**2,115,464**
511020	Construction Materials	0	127	127	0
511045	Computer Supplies	(415)	2,800	2,800	2,700
511055	Publications & Printed Materials	8	300	300	272
511060	Postage	11,415	11,323	11,323	10,000
511070	Miscellaneous Office Supplies	8,519	9,944	9,944	8,400
511110	Fuel	4,276	6,000	6,000	4,000
511115	Vehicle Repair & Maintenance Supplies	0	200	200	200
511150	Miscellaneous Parts & Supplies	6,287	2,874	2,874	3,000
Total	**Supplies**	**30,090**	**33,568**	**33,568**	**28,572**
520100	Temporary Personnel Services	7,478	55,529	55,529	0
520109	Medical Dental & Laboratory Services	2,525	1,000	1,000	1,000
520110	Management Consulting Services	12,100	15,000	15,000	0
520114	Miscellaneous Support Services	31,208	17,000	17,000	16,000
520119	Computer Equipment/Software Maintenance	0	7,700	7,700	5,100
520121	IT Application Svcs	3,364	4,574	4,574	7,040
520123	Vehicle & Motor Equipment Services	6,144	11,000	11,000	9,000
520126	Construction Site Work Services	7,439	1,698	1,698	0
520515	Print Shop Services	7,380	12,024	12,024	11,540
520520	Printing & Reproduction Services	0	23,200	23,200	20,000
520605	Advertising Services	0	10,007	10,007	10,000
520705	Insurance Fees	422	526	526	570
520765	Membership & Professional Fees	550	5,000	5,000	2,000
520805	Education & Training	335	5,000	5,000	6,000
520905	Travel - Training Related	1,158	12,000	12,000	14,462
520910	Travel - Non-Training Related	10,197	2,500	2,500	1,000
521405	Building Maintenance Services	2,500	0	0	0
521605	Data Services	4,943	7,500	7,500	10,605
521610	Voice Services	14,455	22,886	22,886	22,428
521620	Voice Equipment	20,175	1,203	1,203	735
521625	Voice Labor	200	1,203	1,203	540
521630	GIS Revolving Fund Services	1,164	1,396	1,396	952
521730	Parking Space Rental	19,129	19,000	19,000	18,552
522430	Miscellaneous Other Services & Charges	421	34,000	34,000	21,962
522721	Interfund HR Client Services	0	18,984	18,984	16,059
522722	KRONOS Service Chargeback	0	1,136	1,136	824
522780	Interfund Photo Copy Services	10,857	12,000	12,000	12,000
Total	**Other Services and Charges**	**164,144**	**303,066**	**303,066**	**208,369**
551015	Non-Capital Computer Equipment	(12,044)	0	0	0
Total	**Non-Capital Equipment**	**(12,044)**	**0**	**0**	**0**
532120	Transfer to Fleet/Eq	7,776	0	0	0
Total	**Debt Service and Other Uses**	**7,776**	**0**	**0**	**0**
	Grand Total Expenditures	**2,403,553**	**2,102,597**	**2,102,597**	**2,352,405**

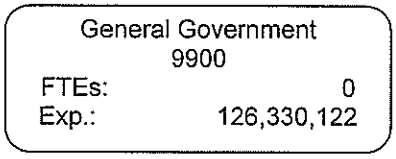
Tab VII

GENERAL GOVERNMENT

Department Description and Mission

The General Government Budget includes citywide costs that are not attributable to any single Department. Expenditures consist of citywide memberships, claims and judgments, interest on short-term borrowing, health insurance for retired civilian employees, and the Metro Transit Program.

Department Organization



Business Area Budget Summary

Fund Name : General Fund
Business Area Name : General Government
Fund No./Bus. Area No. : 1000 / 9900

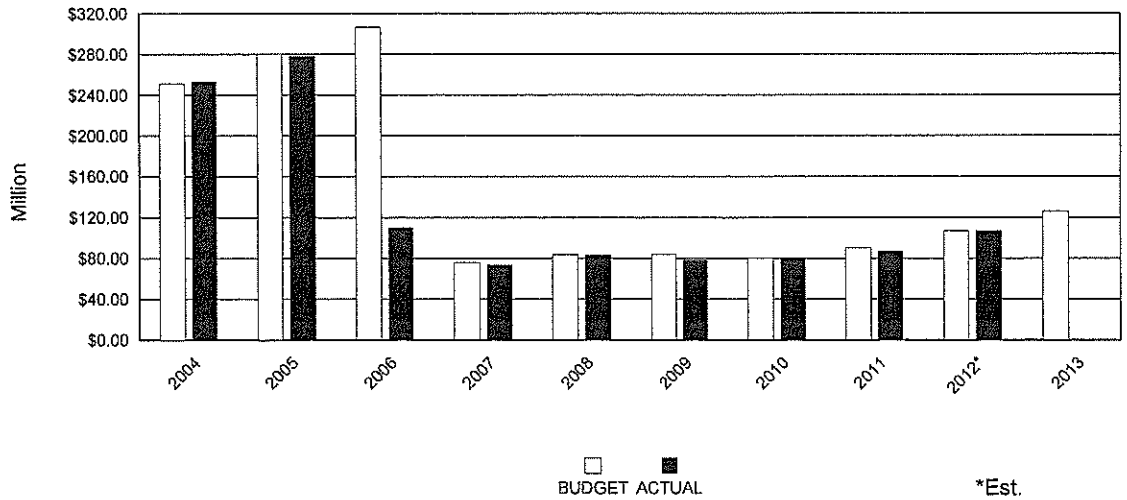
		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	15,996,432	11,464,402	11,464,402	**12,050,921**
	Supplies	0	3,597,000	3,597,000	**1,200,000**
	Other Services and Charges	62,302,185	73,385,171	73,385,171	**93,588,538**
	Total M & O Expenditures	78,298,617	88,446,573	88,446,573	**106,839,459**
	Debt Service & Other Uses	8,845,708	18,890,098	18,890,098	**19,490,663**
	Total Expenditures	87,144,325	107,336,671	107,336,671	**126,330,122**
Revenues		56,174,249	62,707,926	64,770,949	**50,074,365**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

The FY2013 Budget includes:

- o Health Benefits for civilian retirees of $12 million.
- o Anticipated funding for the operations of Houston Forensics Science Center of $5 million.
- o Limited Purpose Annexation Sales Tax payments of $38.2 million.
- o Energy Contingency of $3.1 million (Fuel $1.2 million, Electricity $1.9 million),
- o Contingency funding of $4.1 million for unplanned expenditures in other General Fund Departments.
- o Transfer of $10 million captured revenue to the Dedicated Drainage Street and Renewal Fund.
- o Funding for the arts ($12.8 million), offset by Hotel Occupancy Tax revenue from Houston First, previously reported in the Finance Department.

General Government
Current Budget vs Actual Expenditures



Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : General Government
Fund No./Bus Area No. : 1000 / 9900

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
9900010003	General City Wide			
416020	Miscellaneous Franchise Fee	1,500,000	1,500,000	1,500,000
422122	Municipal Service Fees - TIRZ	5,625,200	5,625,200	4,925,200
422141	Intergovernmental Revenue - TIRZ	3,427,672	3,779,728	4,028,768
425010	Indirect Cost Recovery-Aviation	3,209,709	3,209,709	3,085,666
425020	Indirect Cost Recovery - Civic Center	881,180	551,180	680,737
425030	Indirect Cost-CUS Fund	3,868,673	3,868,673	3,479,384
425060	Indirect Cost Recover -Public TV	39,659	39,659	20,097
425070	Indirect Cost-Building Inspection	1,753,262	1,753,262	1,667,199
425080	Indirect Cost Recovery-Street & Drainage	1,257,112	1,257,112	1,131,161
425090	Indirect Cost Recovery-911 Emergency	110,000	110,000	110,000
425100	Indirect Cost Recovery-Other	2,259,388	2,259,388	1,780,065
426330	Miscellaneous Copies Fees	1,200	1,200	1,200
429095	Medicare Part D Distribution	0	1,123,328	0
434305	Judgments & Claims	100,000	91,118	100,000
434330	Subrogations	10,000	10,000	10,000
434505	Prior Year Expenditure Recovery	50,000	50,000	50,000
434510	Prior Year Revenue	50,000	0	50,000
445050	Cell Tower Revenue	211,000	180,000	250,000
452020	Recoveries & Refunds	1,450,000	1,187,115	1,450,000
452030	Miscellaneous Revenue	250,000	20,406	250,000
490020	Transfer from Special Revenue Fund	0	2,500,000	2,353,591
490060	Transfer from Civic Center	10,000,000	10,000,000	1,380,000
490080	Other Operating Transfers In	17,111,500	17,111,500	0
490120	Transfer from Component Unit	425,000	425,000	13,777,075
490140	Transfer from Parking Management	9,117,371	8,117,371	7,994,222
Total	General City Wide	62,707,926	64,770,949	50,074,365
Total	General Government	62,707,926	64,770,949	50,074,365

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : General Government
Fund No./Bus. Area No. : 1000 / 9900

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
501120	Termination Pay - Civilian	0	1,387,782	1,387,782	**0**
503050	Health/Life Insurance - Retiree Civilian	15,996,432	10,076,620	10,076,620	**12,050,921**
Total	**Personnel Services**	**15,996,432**	**11,464,402**	**11,464,402**	**12,050,921**
511110	Fuel	0	3,597,000	3,597,000	**1,200,000**
Total	**Supplies**	**0**	**3,597,000**	**3,597,000**	**1,200,000**
520103	Subrecipient Contract Services	150,000	0	0	**0**
520110	Management Consulting Services	805,225	681,000	681,000	**681,000**
520112	Banking Services	118,145	127,800	127,800	**127,800**
520115	Real Estate Lease/Office Rental	4,316,554	4,650,000	4,650,000	**4,650,000**
520144	Limited Purpose Annexation Payment	32,070,526	36,300,000	36,300,000	**38,208,000**
520145	Criminal Intelligence Services	0	0	0	**5,000,000**
520605	Advertising Services	323,449	300,000	300,000	**300,000**
520730	Tax Appraisal Fees	7,779,419	7,690,117	7,690,117	**7,800,000**
520737	Ch380 - Sales Tax Refund	0	250,000	250,000	**262,500**
520750	Elections	988,964	3,000,000	3,000,000	**0**
520755	Contingency	0	3,546,791	3,546,791	**4,100,000**
520760	Contributions	0	0	0	**12,791,075**
520765	Membership & Professional Fees	773,169	1,615,122	1,615,122	**1,625,122**
521505	Electricity	0	0	0	**1,897,000**
521905	Legal Services	2,679,032	1,485,000	1,485,000	**1,895,000**
522205	Metro Commuter Passes	695,663	720,000	720,000	**720,000**
522430	Miscellaneous Other Services & Charges	6,436,331	1,727,575	1,727,575	**1,877,575**
522620	Claims & Judgments	5,165,708	10,562,583	10,562,583	**10,277,101**
522723	Drainage Fee Service Chargeback	0	198,876	198,876	**196,365**
522795	Other Interfund Services	0	0	0	**680,000**
522845	Interfund Vehicle Services	0	530,307	530,307	**500,000**
Total	**Other Services and Charges**	**62,302,185**	**73,385,171**	**73,385,171**	**93,588,538**
531085	Other Interest	932,812	3,645,000	3,645,000	**4,117,500**
532015	Transfers to Convention & Entertainment	391,446	426,632	426,632	**447,963**
532025	Transfers to Special Revenues	5,625,200	14,818,466	14,818,466	**14,925,200**
532100	Trans to CUS Operating	1,896,250	0	0	**0**
Total	**Debt Service and Other Uses**	**8,845,708**	**18,890,098**	**18,890,098**	**19,490,663**
	Grand Total Expenditures	**87,144,325**	**107,336,671**	**107,336,671**	**126,330,122**

Tab VIII

GENERAL FUND DEBT SERVICE

The largest revenue source for the General Debt Service Fund is the General Fund, which transfers a portion of ad valorem taxes (property tax receipts) required for principal and interest payments on tax supported debt.

Business Area Budget Summary

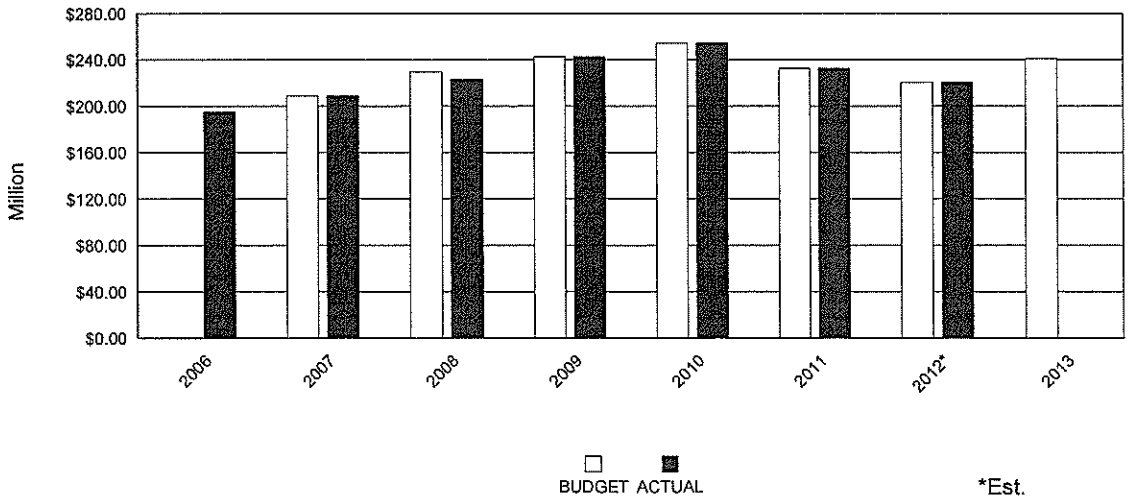
Fund Name : General Fund
Business Area Name : General Debt Service
Fund No./Bus. Area No. : 1000 / 9700

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Debt Service & Other Uses	232,545,000	220,506,734	220,506,734	241,100,000
	Total Expenditures	232,545,000	220,506,734	220,506,734	**241,100,000**
Revenues		0	0	0	**0**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FY2012 the City completed two refinancings of debt resulting in a present value savings of approximately $30 million.
- o Proposition 1 on November 2, 2010 (Rebuild Houston) created the following amendment to the City Charter: "An amount equivalent to proceeds from $0.118 of the City's ad valorem tax levy minus an amount equal to debt service for drainage and streets for any outstanding bonds or notes: (A) Issued prior to December 31, 2011, and (B) Bonds or notes issued to refund them."
- o FY2012 property tax revenue generated by $0.118 of the City's ad valorem tax was $156.6 million.
- o FY2012 debt service for drainage and streets was $147.4 million resulting in $9.2 million of captured revenues.

General Debt Service
Current Budget vs Actual Expenditures



Business Area Expenditure Summary

Fund Name : **General Fund**
Business Area Name : **General Debt Service**
Fund No./Bus. Area No. : **1000 / 9700**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
532050	Trans to PIB Bonds Debt Service	207,507,000	211,006,734	211,006,734	**230,600,000**
532055	Transfer to Certificates of Obligation	8,000,000	9,500,000	9,500,000	**10,500,000**
532120	Transfer to Fleet/Equip Spec. Rev. Fund	11,707,000	0	0	**0**
Total	**Debt Service and Other Uses**	**232,545,000**	**220,506,734**	**220,506,734**	**241,100,000**
532120	Transfer of Equip to Gen Fund	(11,707,000)	0	0	**0**
Total		**220,838,000**	**220,506,734**	**220,506,734**	**241,100,000**


CITY OF HOUSTON
TEXAS

CITY OF HOUSTON

ADOPTED OPERATING BUDGET VOLUME II

For the Period
July 1, 2012 to June 30, 2013

Annise D. Parker

Mayor


CITY OF HOUSTON
TEXAS

FY2013 ADOPTED BUDGET

VOLUME II

TABLE OF CONTENTS

	Page
Enterprise Funds	IX-1
Aviation Fund	IX-2
Airport Capital Outlay Fund	IX-20
Convention and Entertainment Facilities Fund	IX-26
Facilities Operating Fund	IX-27
Combined Utility System	IX-38
Water and Sewer Operating Fund	IX-42
Combined Utility System Operating Fund	IX-56
Combined Utility System General Purpose Fund	IX-60
Dedicated Drainage and Street Renewal Fund	IX-66
Storm Water Fund	IX-82
Special Revenue Funds	X-1
BARC	X-2
Parking Management	X-14
Digital Automated Red Light Enforcement Program	X-22
Swimming Pool Safety Fund	X-36
Digital Houston	X-44
Houston Emergency Center	X-52
Cable Television	X-62
Municipal Courts Building Security	X-70
Municipal Courts Technology Fee	X-78
Juvenile Case Manager Fee	X-84
Park Golf Special Revenue	X-92
Parks Special Revenue	X-100
Historic Preservation	X-112
Asset Forfeiture	X-124
Auto Dealers	X-132
Child Safety Fund	X-142
Police Special Services	X-150
Supplemental Environmental Protection	X-162
Building Inspection	X-170
Houston TranStar Center	X-182
Mobility Response Team	X-190
Recycling Expansion Program	X-206
Internal Service Funds	XI-1
Health Benefits	XI-2
Long Term Disability	XI-12
Service Chargeback Funds	XII-1
In-House Renovation	XII-2
Fleet Management	XII-10
Property and Casualty	XII-32

	Page
Workers' Compensation	XII-48
Central Services	XII-62
Project Cost Recovery	XII-102
Capital and Equipment	XIII-1
Equipment Acquisition Fund Summary	XIII-2
Capital Improvement Plan Summary	XIII-4
Debt and Debt Service	XIV-1
Summary of Outstanding General Obligation Debt	XIV-2
General Debt Service Fund Budget	XIV-8
Annual Financing Plan	XIV-9
Tax Increment Reinvestment Zones	XIV-10
Appendices	XV-1
Glossary	XV-2
General Fund Revenue by Department	XV-15
Citywide Revenues by Category	XV-23
Citywide Expenditures Summary	XV-29
Revenue Supported Debt Service Schedules	XV-34
Non-Major Special Revenue Funds	XV-38
Budget Summary by Fund	XV-48
Summary of FY2013 City Council Actions	XV-54
FY2013 Budget Ordinance	XV-59
Department Cross Reference	XV-66


CITY OF HOUSTON
TEXAS

FY2013 ADOPTED BUDGET

VOLUME II

Annise D. Parker, Mayor

Council Members

Helena Brown	District A
Jerry Davis	District B
Ellen R. Cohen	District C
Wanda Adams.	District D
Mike Sullivan	District E
Al Hoang	District F
Oliver Pennington	District G
Edward Gonzalez	District H
James G. Rodriguez	District I
Mike Laster	District J
Larry V. Green.	District K
Stephen C. Costello	At-Large, Position 1
Andrew C. Burks, Jr.	At-Large, Position 2
Melissa Noriega.	At-Large, Position 3
C. O. "Brad" Bradford	At-Large, Position 4
Jack Christie, D.C.	At-Large, Position 5

Ronald C. Green, City Controller

Kelly Dowe
Director, Finance

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Tab IX

ENTERPRISE FUNDS

Aviation Fund IX-2

Airport Capital Outlay Fund IX-20

Convention and Entertainment Facilities IX-26

Facilities Operating Fund IX-27

Combined Utility System IX-38

Water and Sewer Operating Fund IX-42

Combined Utility System Operating Fund IX-56

Combined Utility System General Purpose Fund IX-60

Dedicated Drainage and Street Renewal Fund* IX-66

Storm Water Fund* IX-82

*The Dedicated Drainage and Street Renewal Fund and the Storm Water Fund are not technically enterprise funds, but are grouped with the Combined Utility System Funds for clarity.

AVIATION FUND

Department Description and Mission

The mission of the Houston Airport System (HAS) is to connect people, businesses, cultures, and economies of the world to Houston.

Our vision is to seek to become a high performance organization that establishes the Houston Airport System as the airport standard of excellence and success in the Americas.

The core values of HAS are employees, integrity, innovation, and excellence, commitment to service and the environment.

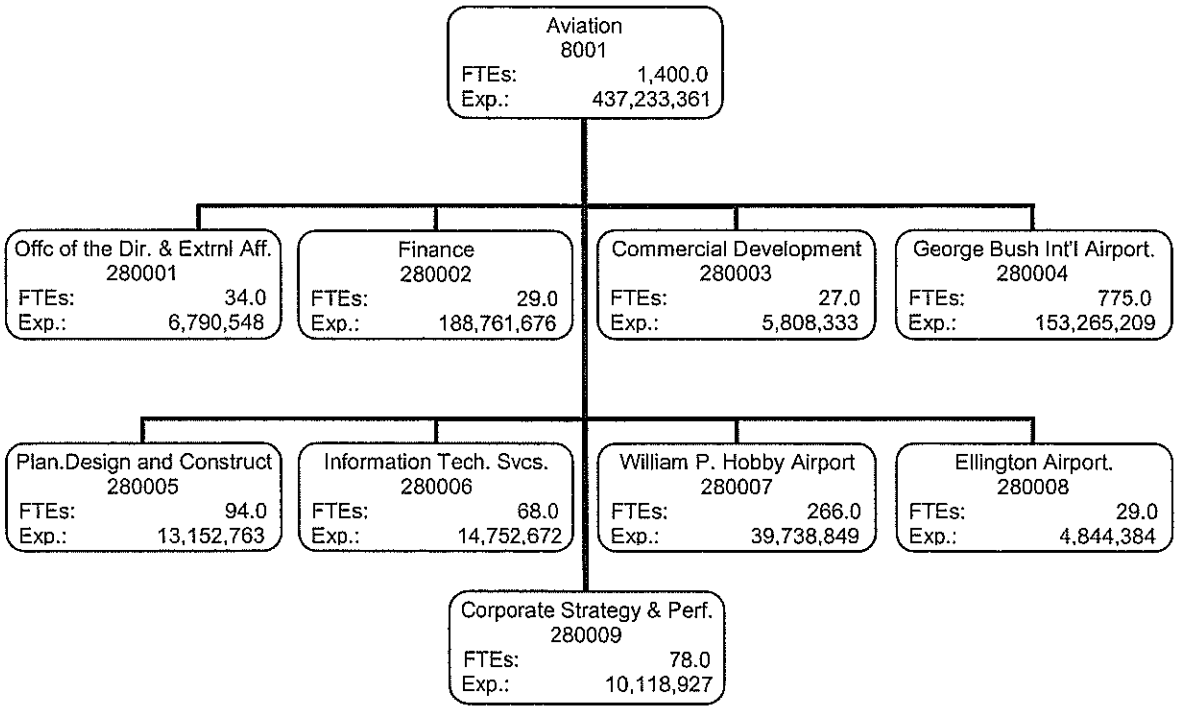
Short-Term Goals

- Build a high performance organization.
- Let's go global.
- Restore and maintain facilities to opening day fresh.
- Fund the future.

Long-Term Goals

- Employee satisfaction - 80% by 2014
- One new nonstop international/global destination over five years
- Relife Terminal D by 2014

Department Organization



Fund Summary

Fund Name : **HAS-Revenue Fund**
Business Area Name : **Houston Airport System**
Fund No./Bus. Area No. : **8001 / 2800**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	431,958,330	431,958,330	**437,233,361**
Total Available Resources	431,958,330	431,958,330	**437,233,361**
Maintenance and Operations	257,956,726	255,017,135	**261,779,003**
Debt Service	120,568,120	105,516,079	**118,394,465**
Renewal/Replacement Cap. Exp.	0	0	**0**
Other Interest	106,500	106,500	**106,500**
System Improvements	53,326,984	71,318,616	**56,953,393**
Total Expenditures	431,958,330	431,958,330	**437,233,361**
Planned Ending Fund Balance	0	0	**0**
Total Budget	431,958,330	431,958,330	**437,233,361**


CITY OF HOUSTON
TEXAS

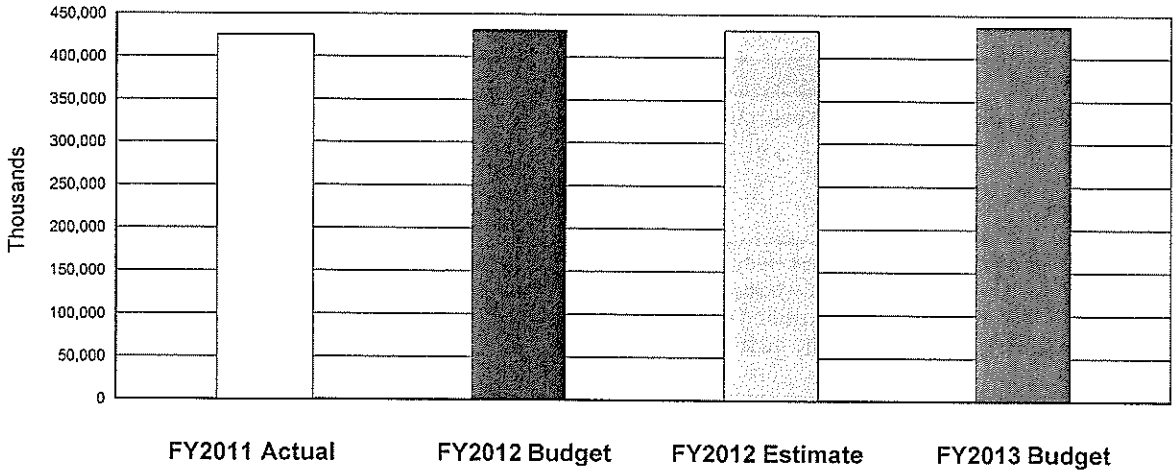
Business Area Budget Summary

Fund Name : **HAS-Revenue Fund**					
Business Area Name : **Houston Airport System**					
Fund No./Bus. Area No. : **8001 / 2800**		**FY2011 Actual**	**FY2012 Current Budget**	**FY2012 Estimate**	**FY2013 Budget**
Expenditures	Personnel Services	111,861,396	100,732,743	97,600,301	**99,099,388**
	Supplies	6,533,558	7,627,908	8,369,511	**8,404,121**
	Other Services and Charges	143,326,863	147,698,575	147,192,259	**152,046,013**
	Non-Capital Equipment	839,339	1,897,500	1,855,064	**2,229,481**
	Total M & O Expenditures	262,561,156	257,956,726	255,017,135	**261,779,003**
	Debt Service & Other Uses	162,781,048	174,001,604	176,941,195	**175,454,358**
	Total Expenditures	425,342,204	431,958,330	431,958,330	**437,233,361**
Revenues		425,300,965	431,958,330	431,958,330	**437,233,361**
Staffing	Full-Time Equivalents - Civilian	1,473.7	1,428.0	1,404.0	**1,400.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	1,473.7	1,428.0	1,404.0	**1,400.0**
	Full-Time Equivalents - Overtime	54.8	45.0	44.6	**33.8**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($1,375,222) and pension contribution ($2,079,142).
- o Concession revenue is anticipated to increase by $3.0 million due to new advertising initiatives as well as new food and beverage and retail receipts.
- o Garage parking revenue is anticipated to increase by $4.2 million due to new parking lots, increased pricing and new initiatives, including valet and ambassador programs.
- o Pursuant to our strategic and business plans, HAS will endeavor to continue efforts toward building a high performance organization that will drive innovation, customer service and bring it constantly closer to the vision of HAS.

HAS-Revenue Fund
Houston Airport System
Expenditure Summary



Division Mission and Performance Measures

Fund Name : **HAS-Revenue Fund**
Business Area Name : **Houston Airport System**
Fund No./Bus Area No. : **8001 / 2800**

Name: Office of the Director & External Affairs -- 280001

Mission: We exist to connect people, businesses, cultures, and economies of the world to Houston.

Goal: Provide essential management and support services to the HAS divisions through oversight, coordination, and communication. Promote HAS as a premier international gateway that provides consistent, high-level customer service, and convey accurate, timely information about the HAS organization, its facilities and operations to the public media, legislators as well as both national and international stakeholders.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Percentage of business unit goals achieved	N/A	N/A	**90**
Enplanements	24,936,306	25,232,895	**25,411,634**

Name: Finance -- 280002

Mission: We exist to connect people, businesses, cultures, and economies of the world to Houston.

Goal: To ensure the airport operating groups have the necessary resources to achieve their objectives and provide world class customer service. To ensure that the budget process strategy is efficient and timely. Process and monitor financial transactions. Provide accurate internal and external financial reporting.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
CAFR accuracy/timeliness/award	Yes	Yes	**Yes**
Percentage of invoices paid within 30 days	100%	100%	**100%**
Debt coverage/ratio	1.58	1.40	**1.36**

Name: Commercial Development -- 280003

Mission: We exist to connect people, businesses, cultures, and economies of the world to Houston.

Goal: Commercial Development meets the needs of the traveling public, airlines, and general aviation-related users by developing new passenger air service between Houston and key unserved markets, providing facilities for use or lease upon reasonable terms, by providing concessions to maximize the customer experience and by providing premier airport parking facilities to the customers.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Parking revenue	$70.7MM	$71.5MM	**$75.7MM**
Parking revenue per originating passenger	$5.31	$5.19	**$5.41**
Concession revenue	$34.4MM	$36.2MM	**$37.5MM**
Concession revenue per enplaned passenger	$1.38	$1.43	**$1.48**
Ground & other building revenue	$21.4MM	$23.9MM	**$24.0MM**

Division Mission and Performance Measures

Fund Name : HAS-Revenue Fund
Business Area Name : Houston Airport System
Fund No./Bus Area No. : 8001 / 2800

Name: George Bush International Airport -- 280004

Mission: We exist to connect people, businesses, cultures, and economies of the world to Houston.

Goal: IAH embraces the Houston Airport System's mission to provide safe, efficient and appealing facilities that satisfy the air transportation needs of the Greater Houston Region at competitive prices while stimulating growth in the economy. IAH is committed to becoming a high performance organization that establishes the airport as a standard of excellence and success for hub airports in the Americas.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
FAR139 violations	2	5	0
TSAR Part 1542 violations	2	0	0
Percentage of PMs completed	92%	93%	100%

Name: Planning, Design & Construction -- 280005

Mission: We exist to connect people, businesses, cultures, and economies of the world to Houston.

Goal: Responsible for managing, documenting, coordinating and scheduling the Capital Improvement Program. Responsible for obtaining Federal Aviation Administration grant funding for the eligible Airport Improvement Projects. Developing a 25-year airfield rehabilitation plan for all three airports in the Houston Airport System.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Construction contracts	6	14	22
Design contracts	10	14	14
Construction contracts awarded	$92.2M	$155.6M	$220.4M
FAA AIP entitlement grant funding	$35.2M	$30.0M	$20.0M
FAA AIP discretionary grant funding	$18.8M	$14.0M	<$5.0M

Name: Information Technology & Services -- 280006

Mission: We exist to connect people, businesses, cultures, and economies of the world to Houston.

Goal: The Technology Division plans, designs, deploys and maintains technology systems, infrastructure and applications that enable or enhance communications and optimize business processes for the Houston Airport System, its tenants, and passengers.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Technology revenue	$563,559	$580,000	$600,000
Customer satisfaction rating	94%	95%	95%
Service level within 1 day	84%	80%	80%
Service level within 5 days	94%	95%	95%

Division Mission and Performance Measures

Fund Name : **HAS-Revenue Fund**
Business Area Name : **Houston Airport System**
Fund No./Bus Area No. : **8001 / 2800**

Name: William P Hobby Airport -- 280007

Mission: We exist to connect people, businesses, cultures, and economies of the world to Houston.

Goal: William P Hobby Airport embraces the Houston Airport System's mission to provide safe, efficient and appealing facilities that satisfy the air transportation needs of the Greater Houston Region at competitive prices while stimulating growth in the economy. William P Hobby Airport is committed to becoming a high performance organization that establishes the airport as a standard of excellence and success for medium hub airports in the Americas.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
FAR139 violations	0	0	**0**
TSAR Part 1542 violations	0	0	**0**
Percentage of PMs completed	100%	100%	**100%**

Name: Ellington Airport -- 280008

Mission: We exist to connect people, businesses, cultures, and economies of the world to Houston.

Goal: Corporate Strategy & Performance leads HAS's strategic initiative of building a high performance organization through right-sizing, organizational transformation from hierarchical to a network talent management model and improvement of organizational behavior and performance. We help business units and organzations of every size and type perform at their highest potential through the wisest investment of resources.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
FAR139 violations	0	0	**0**
Percentage of PMs completed	100%	97%	**100%**

Name: Corporate Strategy & Performance -- 280009

Mission: We exist to connect people, businesses, cultures, and economies of the world to Houston.

Goal: Corporate Strategy & Performance leads HAS's strategic initiative of building a high performance organization through right-sizing, organizational transformation from hierarchical to a network talent management model and improvement of organizational behavior and performance. We help business units and organzations of every size and type perform at their highest potential through the wisest investment of resources.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
# Employees participating in process reviews	N/A	50	**140**
Value of warehouse inventory	N/A	$2.1M	**$1.8M**

Division Summary

Fund Name : HAS-Revenue Fund
Business Area Name : Houston Airport System
Fund No./Bus Area No. : 8001 / 2800

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Office of the Director & External Affairs 280001 This group consists of the Director's Office as well as External Affairs.	29.6	6,980,011	32.0	6,808,695	**34.0**	**6,790,548**
Finance 280002 Directs the financial responsibilities of the following areas: Finance, Debt & Financial Programs, and Accounting. Ensures proper financial controls in all areas.	98.0	193,762,663	46.0	192,060,078	**29.0**	**188,761,676**
Commercial Development 280003 The Commercial Development organization plans and directs parking facilities and products, concession programs, real estate and air service development to maximize customer choice and experience and grow non-airline revenue.	11.8	2,781,312	20.0	4,485,431	**27.0**	**5,808,333**
George Bush International Airport 280004 IAH provides a safe, secure and efficient airport that focuses attention on the needs of its customers, the talent of its employees and the vision of the Aviation department. IAH's objective is to establish the most efficient and cost effective organization possible within the current economic environment.	769.5	152,027,198	782.0	152,678,306	**775.0**	**153,265,209**
Planning, Design & Construction 280005 Initiate, manage, and provide administrative support for all capital project planning, programming, design, and construction. Coordinate all projects with the Federal Aviation Administration as necessary. Review, design and inspect construction of airport facilities.	74.6	8,989,942	82.0	10,207,588	**94.0**	**13,152,763**
Information Technology & Services 280006 Provides technical infrastructure support for HAS personnel, tenants and contractors in the areas of data network, applications, servers and storage, desktops, the technical service desk, application development, telephony, security systems, terminal systems, radio systems and special events audiovisual systems.	63.6	11,276,748	62.0	12,578,328	**68.0**	**14,752,672**

Division Summary

Fund Name : HAS-Revenue Fund
Business Area Name : Houston Airport System
Fund No./Bus Area No. : 8001 / 2800

Division Description		FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
William P Hobby Airport	**280007**						
William P Hobby is composed of: a) management, providing inspirational leadership and management; b) operations, overseeing & ensuring compliance with regulatory requirements outlined in FAR Part 139 & TSAR 1542; c) maintenance division is responsible for maintenance of the airport and its facilities.		304.2	40,605,912	301.0	39,710,867	**266.0**	**39,738,849**
Ellington Airport	**280008**						
This group consists of Supply Chain, Human Performance Technology, Office of Business Opportunity, and Strategic Management.		29.2	3,423,980	29.0	4,426,104	**29.0**	**4,844,384**
Corporate Strategy & Performance	**280009**						
This group consists of Supply Chain, Human Performance Technology, Office of Business Opportunity, and Strategic Management.		93.2	5,494,438	50.0	9,002,933	**78.0**	**10,118,927**
Total		1,473.7	425,342,204	1,404.0	431,958,330	**1,400.0**	**437,233,361**

Business Area Roster Summary

Fund Name : HAS-Revenue Fund
Business Area Name : Houston Airport System
Fund No./Bus Area No. : 8001 / 2800

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT	17	4.0	3.0	(1.0)
ACCOUNTANT ASSOCIATE	14	4.0	4.0	
ACCOUNTANT SUPERVISOR	24	3.0	3.0	
ACCOUNTING SERVICES SUPERVISOR	17	1.0	1.0	
ADMINISTRATION MANAGER	26	2.0	2.0	
ADMINISTRATIVE AIDE	10	4.0	4.0	
ADMINISTRATIVE ASSISTANT	17	19.0	19.0	
ADMINISTRATIVE ASSOCIATE	13	9.0	9.0	
ADMINISTRATIVE COORDINATOR	24	15.0	13.0	(2.0)
ADMINISTRATIVE SPECIALIST	20	20.0	19.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	3.0	3.0	
AIRPORT BUSINESS DEVELOPMENT COORDINATOR	29	9.0	9.0	
AIRPORT COMMUNICATIONS OPERATOR	13	21.0	27.0	6.0
AIRPORT OPERATIONS ASSISTANT	13	73.0	71.0	(2.0)
AIRPORT OPERATIONS COORDINATOR	20	44.0	45.0	1.0
AIRPORT OPERATIONS SPECIALIST	17	40.0	38.0	(2.0)
AIRPORT OPERATIONS SUPERVISOR	23	45.0	46.0	1.0
AIRPORT SECURITY COORDINATOR	25	5.0	5.0	
AIRPORT SECURITY INVESTIGATOR	23	3.0	3.0	
AIRPORT SUPERINTENDENT	25	19.0	21.0	2.0
AIRPORT SUPERVISOR	18	67.0	66.0	(1.0)
AIRPORT SYSTEMS TECHNICIAN	17	8.0	8.0	
ASSISTANT AIRPORT MANAGER	29	4.0	3.0	(1.0)
ASSISTANT AIRPORT SUPERINTENDENT	22	7.0	7.0	
ASSISTANT CITY ATTORNEY III	27	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	14.0	15.0	1.0
ASSISTANT DIRECTOR-AVIATION (EXE LEV)	34	3.0	3.0	
ASSISTANT ELECTRICAL SUPERVISOR	22	7.0	6.0	(1.0)
ASSISTANT PROJECT MANAGER	20	1.0	2.0	1.0
AVIATION DIRECTOR	38	1.0	1.0	
CARPENTER	14	10.0	10.0	
CEMENT FINISHER	11	4.0	4.0	
CHIEF ARCHITECT	31	3.0	3.0	
COMMUNITY RELATIONS SPECIALIST	11	5.0	0.0	(5.0)
CONTRACT ADMINISTRATOR	22	9.0	9.0	
CONTRACT COMPLIANCE OFFICER	15	3.0	3.0	
CONTRACT COMPLIANCE SUPERVISOR	22	1.0	1.0	
CUSTOMER SERVICE CLERK	10	1.0	1.0	
CUSTOMER SERVICE REP. I	13	2.0	2.0	
CUSTOMER SERVICE REP. II	15	3.0	3.0	
CUSTOMER SERVICE REP. III	16	1.0	1.0	
DEPUTY AIRPORT MANAGER (EXE LEV)	31	1.0	2.0	1.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	9.0	9.0	
DEPUTY DIRECTOR (EXE LEV)	34	2.0	2.0	
DEPUTY DIRECTOR-AVIATION	36	4.0	5.0	1.0
DIVISION MANAGER	29	19.0	20.0	1.0
DIVISION MANAGER (EXE LEV)	29	3.0	2.0	(1.0)
ELECTRICAL SUPERINTENDENT	26	3.0	3.0	
ELECTRICIAN	18	29.0	30.0	1.0
ENGINEER	26	1.0	1.0	
ENVIRONMENTAL INVESTIGATOR III	20	1.0	1.0	
ENVIRONMENTAL INVESTIGATOR V	28	1.0	1.0	
EQUIPMENT OPERATOR I	8	34.0	33.0	(1.0)
EQUIPMENT OPERATOR II	10	29.0	28.0	(1.0)
EQUIPMENT OPERATOR III	13	26.0	26.0	

Business Area Roster Summary

Fund Name : HAS-Revenue Fund
Business Area Name : Houston Airport System
Fund No./Bus Area No. : 8001 / 2800

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
EQUIPMENT WORKER	13	3.0	3.0	
EXECUTIVE OFFICE ASSISTANT	15	4.0	4.0	
EXECUTIVE STAFF ANALYST (EXE LEV)	30	2.0	2.0	
FINANCIAL ANALYST II	18	1.0	1.0	
FINANCIAL ANALYST III	21	1.0	1.0	
FINANCIAL ANALYST IV	25	2.0	1.0	(1.0)
GIS ANALYST	20	1.0	2.0	1.0
GIS SUPERVISOR	26	0.0	1.0	1.0
GRADUATE ENGINEER	22	3.0	5.0	2.0
GRAPHIC DESIGNER	17	1.0	1.0	
GROUND TRANSPORTATION REP.	8	56.0	56.0	
INFORMATION SYSTEMS ADMIN. (EXE LEV)	30	1.0	1.0	
INSPECTOR	18	34.0	34.0	
INSTRUMENT PERSON	11	2.0	2.0	
INVENTORY MANAGEMENT CLERK	9	12.0	12.0	
IRM MANAGER	29	1.0	1.0	
IT PROJECT MANAGER	28	9.0	13.0	4.0
LABORER	4	219.0	209.0	(10.0)
MAINTENANCE MECHANIC I	8	21.0	21.0	
MAINTENANCE MECHANIC II	12	4.0	5.0	1.0
MAINTENANCE MECHANIC III	14	45.0	44.0	(1.0)
MAINTENANCE SUPERVISOR	16	3.0	3.0	
MANAGEMENT ANALYST I	15	1.0	1.0	
MANAGEMENT ANALYST II	18	1.0	1.0	
MANAGEMENT ANALYST III	21	5.0	5.0	
MANAGEMENT ANALYST IV	25	2.0	3.0	1.0
MANAGING ENGINEER	31	7.0	7.0	
OFFICE SUPERVISOR	17	1.0	1.0	
PAINTER	11	23.0	23.0	
PAINTER LEADER	15	1.0	1.0	
PARTY CHIEF	19	2.0	2.0	
PLUMBER	14	0.0	2.0	2.0
PROCUREMENT SPECIALIST	24	5.0	5.0	
PROGRAMMER ANALYST IV	25	1.0	1.0	
PROJECT MANAGER	24	11.0	10.0	(1.0)
PROJECT TECHNICIAN III	17	3.0	3.0	
PUBLIC INFORMATION OFFICER (EXE LEV)	26	0.0	1.0	1.0
REGULATORY INVESTIGATOR	11	4.0	4.0	
SAFETY REPRESENTATIVE	19	2.0	2.0	
SECURITY OFFICER	8	66.0	66.0	
SEMI-SKILLED LABORER	6	67.0	65.0	(2.0)
SENIOR ACCOUNTANT	20	5.0	5.0	
SENIOR AIRPORT COMMUNICATIONS OPERATOR	15	15.0	15.0	
SENIOR AIRPORT MANAGER (EXE LEV)	35	1.0	1.0	
SENIOR AIRPORT PROPERTIES REPRESENTATIVE	26	7.0	7.0	
SENIOR AIRPORT SYSTEMS TECHNICIAN	20	6.0	6.0	
SENIOR ARCHITECT	29	1.0	1.0	
SENIOR ASSISTANT CITY ATTORNEY I	30	1.0	2.0	1.0
SENIOR ASSISTANT CITY ATTORNEY III	34	1.0	1.0	
SENIOR COMMUNICATIONS SPECIALIST	20	1.0	1.0	
SENIOR CONTRACT ADMINISTRATOR	27	3.0	3.0	
SENIOR CONTRACT COMPLIANCE OFFICER	18	5.0	5.0	
SENIOR CUSTOMER SERVICE CLERK	12	1.0	0.0	(1.0)
SENIOR GIS ANALYST	24	1.0	2.0	1.0
SENIOR GIS TECHNICIAN	17	1.0	2.0	1.0
SENIOR HUMAN RESOURCES SPECIALIST	21	1.0	1.0	

Business Area Roster Summary

Fund Name : HAS-Revenue Fund
Business Area Name : Houston Airport System
Fund No./Bus Area No. : 8001 / 2800

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
SENIOR INSPECTOR	22	7.0	7.0	
SENIOR INVENTORY MANAGEMENT CLERK	12	5.0	6.0	1.0
SENIOR MARKETING SPECIALIST	28	2.0	2.0	
SENIOR MICROCOMPUTER ANALYST	23	11.0	11.0	
SENIOR OFFICE ASSISTANT	12	9.0	9.0	
SENIOR PARALEGAL	19	1.0	1.0	
SENIOR PAYROLL CLERK	13	5.0	5.0	
SENIOR PROCUREMENT SPECIALIST	27	11.0	11.0	
SENIOR PROJECT MANAGER	27	11.0	11.0	
SENIOR REGULATORY INVESTIGATOR	14	5.0	4.0	(1.0)
SENIOR RODPERSON	9	1.0	1.0	
SENIOR SPECIAL SERVICE REPRESENTATIVE	15	4.0	4.0	
SENIOR STAFF ANALYST	28	5.0	7.0	2.0
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	
SENIOR SUPERINTENDENT	27	16.0	16.0	
SIGN PROCESSOR	9	0.0	1.0	1.0
SPECIAL SERVICE REPRESENTATIVE	13	41.0	41.0	
STAFF ANALYST	26	7.0	9.0	2.0
STAFF ANALYST (EXE LEV)	26	1.0	1.0	
SUPERVISING ENGINEER	29	2.0	2.0	
SYSTEMS ACCOUNTANT II	23	1.0	1.0	
SYSTEMS ACCOUNTANT III	27	7.0	8.0	1.0
SYSTEMS ACCOUNTANT IV	29	2.0	3.0	1.0
SYSTEMS CONSULTANT	26	5.0	6.0	1.0
SYSTEMS SUPPORT ANALYST III	22	2.0	2.0	
SYSTEMS SUPPORT ANALYST IV	25	6.0	6.0	
TRAINING COORDINATOR	24	3.0	3.0	
Total FTEs		**1,508.0**	**1,513.0**	**5.0**
Less adjustment for Civilian Vacancy Factor		**80.0**	**113.0**	**33.0**
Full-Time Equivalents		**1,428.0**	**1,400.0**	**(28.0)**

Business Area Revenue Summary

Fund Name : HAS-Revenue Fund
Business Area Name : Houston Airport System
Fund No./Bus Area No. : 8001 / 2800

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2800020002	**Finance & Accounting**			
428080	Returned Check Charges	48	48	0
429095	Medicare Part D Distribution	55,346	55,346	0
432010	Interest on Pooled Investments	0	0	9,075,854
434245	Sale of Capital Assets - Vehicles	153	153	0
442060	Grounds Rental Fees	7,000	7,000	0
443060	Ground Transport Concessions	545,708	545,708	545,712
456255	Misc Operating Revenue	60,000	60,000	72,924
456260	Oper Recov & Refunds	15,000	15,000	3,816
Total	**Finance & Accounting**	**683,255**	**683,255**	**9,698,306**
2800020004	**Supply Chain Management**			
434225	Sale of Non-Capital Equip. & Merchandise	14,908	14,908	0
434245	Sale of Capital Assets - Vehicles	1,414	1,414	0
Total	**Supply Chain Management**	**16,322**	**16,322**	**0**
2800020009	**HAS-Treasury & Financial Programs**			
432010	Interest on Pooled Investments	10,000,000	10,000,000	0
2800040003	**EFD Operations**			
426420	Building Space Rental Fees	75,074	75,074	73,620
434245	Sale of Capital Assets - Vehicles	16,754	16,754	0
441010	Signatory Landings	66	66	0
441020	Aviation Fuel Revenue	125,971	125,971	261,432
441030	Aircraft Parking Revenue	0	0	420
442050	Hangar Rental Fees	867,224	867,224	853,968
442060	Grounds Rental Fees	377,721	377,721	373,814
443080	Special Events Concessions	23,083	23,083	23,083
456175	Disposal Fees	200	200	96
456253	Badging Fees	1,000	1,000	3,396
456255	Misc Operating Revenue	93,000	93,000	279,624
Total	**EFD Operations**	**1,580,093**	**1,580,093**	**1,869,453**
2800040005	**HOU Management**			
426420	Building Space Rental Fees	227,034	227,034	203,640
434245	Sale of Capital Assets - Vehicles	439	439	0
434510	Prior Year Revenue	88,758	88,758	0
441010	Signatory Landings	12,605,471	12,605,471	13,326,462
441020	Aviation Fuel Revenue	955,524	955,524	844,152
441030	Aircraft Parking Revenue	230,000	230,000	228,888
442030	Terminal Space Rental Fees	22,136,677	22,136,677	22,901,563
442035	Terminal Space Nonair Rental Fees	474,387	474,387	474,384
442040	Cargo Building Rental Fees	177,518	177,518	177,516
442050	Hangar Rental Fees	3,197,350	3,197,350	3,671,850
442060	Grounds Rental Fees	1,339,405	1,339,405	1,399,465
443050	Auto Rental Concessions	7,519,504	7,519,504	7,583,881
443060	Ground Transport Concessions	1,391,282	1,391,282	2,162,089
443190	Retail Concessions	7,449,929	7,449,929	7,975,980
447020	Garage Parking Revenue	16,334,540	16,334,540	16,949,953
456175	Disposal Fees	80,000	80,000	75,984
456253	Badging Fees	121,000	121,000	115,440
456255	Misc Operating Revenue	32,000	32,000	34,236
456260	Oper Recov & Refunds	259,000	259,000	261,276
Total	**HOU Management**	**74,619,818**	**74,619,818**	**78,386,759**
2800040008	**HOU Airfield & Grnd**			
434245	Sale of Capital Assets - Vehicles	7,215	7,215	0
2800040016	**IAH Management**			
426420	Building Space Rental Fees	5,048,103	5,048,103	5,251,615
434245	Sale of Capital Assets - Vehicles	14,110	14,110	0

Business Area Revenue Summary

Fund Name : HAS-Revenue Fund
Business Area Name : Houston Airport System
Fund No./Bus Area No. : 8001 / 2800

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
434510	Prior Year Revenue	1,188,554	1,188,554	0
441010	Signatory Landings	73,168,053	73,168,053	77,027,066
441015	Carrier Incentive Program	(859,756)	(859,756)	(3,500,000)
441020	Aviation Fuel Revenue	242,401	242,401	281,076
441030	Aircraft Parking Revenue	2,300,000	2,300,000	2,302,248
442030	Terminal Space Rental Fees	144,394,625	144,394,625	141,088,541
442035	Terminal Space Nonair Rental Fees	620,995	620,995	635,405
442040	Cargo Building Rental Fees	2,295,780	2,295,780	2,281,850
442050	Hangar Rental Fees	2,098,449	2,098,449	2,475,746
442060	Grounds Rental Fees	6,253,554	6,253,554	6,088,187
443050	Auto Rental Concessions	17,314,970	17,314,970	16,939,021
443060	Ground Transport Concessions	3,983,579	3,983,579	5,211,586
443190	Retail Concessions	28,750,090	28,750,090	29,560,315
445050	Cell Tower Revenue	756,000	756,000	744,984
447020	Garage Parking Revenue	55,164,268	55,164,268	58,702,991
456175	Disposal Fees	219,800	219,800	134,616
456253	Badging Fees	766,000	766,000	814,320
456255	Misc Operating Revenue	375,000	375,000	322,596
456260	Oper Recov & Refunds	926,000	926,000	916,680
Total	**IAH Management**	**345,020,575**	**345,020,575**	347,278,843
2800040017	**IAH Airfied&Grnd**			
434245	Sale of Capital Assets - Vehicles	8,143	8,143	0
2800040022	**IAH Electric Sys**			
434245	Sale of Capital Assets - Vehicles	8,309	8,309	0
2800040023	**IAH PhysPlantMai**			
434245	Sale of Capital Assets - Vehicles	4,947	4,947	0
2800050004	**Project Delivery**			
434245	Sale of Capital Assets - Vehicles	1,762	1,762	0
2800060004	**IAH HPD**			
434245	Sale of Capital Assets - Vehicles	7,891	7,891	0
Total	**Houston Airport System**	**431,958,330**	**431,958,330**	437,233,361

Business Area Expenditure Summary

Fund Name : **HAS-Revenue Fund**
Business Area Name : **Houston Airport System**
Fund No./Bus. Area No. : **8001 / 2800**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	66,052,953	65,572,763	63,417,906	**62,994,155**
500030	Salary Part Time - Civilian	561,025	327,634	297,138	**327,634**
500060	Overtime - Civilian	2,985,161	2,237,337	2,716,602	**1,744,507**
500090	Premium Pay - Civilian	1,921,138	737,429	706,864	**686,695**
500110	Bilingual Pay - Civilian	127,416	136,688	124,387	**121,080**
500210	Pay for Performance-Municipal	250	0	500	**0**
500250	HOPE Union Business Usage	9,294	0	3,868	**0**
501050	Employee Awards	100	31,500	31,500	**31,500**
501060	Moving Expenses	33,250	25,000	30,287	**25,000**
501070	Pension - Civilian	10,333,371	11,803,090	11,401,620	**13,480,762**
501120	Termination Pay - Civilian	242,255	476,068	898,837	**400,000**
501150	Trainees for Classified Service - Cadets	0	0	147	**0**
501160	Vehicle Allowance - Civilian	12,277	12,633	9,799	**0**
502010	FICA - Civilian	5,140,710	5,235,651	4,916,283	**4,993,223**
503010	Health Ins-Act Civilian	9,501,395	10,519,233	9,963,099	**11,338,321**
503015	Basic Life Insurance - Active Civilian	38,164	39,042	37,237	**37,464**
503050	Health/Life Insurance - Retiree Civilian	9,832,829	1,274,704	1,124,639	**1,503,259**
503060	Long Term Disability-Civilian	0	126,145	119,354	**118,691**
503090	Workers Compensation-Civilian-Admin	(432,126)	297,592	306,639	**334,622**
503100	Workers Compensation-Civilian-Claim	517,204	659,134	618,085	**659,135**
504010	Pension - GASB 27 Pension Accrual	4,877,766	0	0	**0**
504020	Compensation Contingency	0	250,000	124,998	**250,000**
504030	Unemployment Claims - Administration	106,964	971,100	750,512	**53,340**
Total	**Personnel Services**	**111,861,396**	**100,732,743**	**97,600,301**	**99,099,388**
511010	Chemical Gases & Special Fluids	233,712	400,476	412,929	**430,177**
511015	Cleaning & Sanitary Supplies	1,161,078	1,236,353	1,263,407	**1,230,268**
511020	Construction Materials	1,132,352	826,665	1,392,589	**1,334,333**
511025	Electrical Hardware & Parts	636,893	1,048,256	1,123,646	**1,027,777**
511030	Mechanical Hardware & Parts	117,075	345,979	244,518	**179,501**
511035	Meters Hydrants & Plumbing Supplies	63,699	225,457	231,668	**133,060**
511040	Audiovisual Supplies	221,336	242,268	236,114	**246,030**
511045	Computer Supplies	120,220	197,602	193,985	**153,333**
511050	Paper & Printing Supplies	64,388	114,728	108,438	**112,336**
511055	Publications & Printed Materials	68,801	220,732	181,575	**160,792**
511060	Postage	11,901	29,176	28,972	**23,876**
511070	Miscellaneous Office Supplies	206,719	251,284	246,801	**228,050**
511085	Drugs & Medical Chemicals	113	0	0	**0**
511090	Medical & Surgical Supplies	19,563	27,070	28,051	**179,697**
511095	Small Technical & Scientific Equipment	5,479	11,950	11,175	**21,096**
511110	Fuel	951,232	1,031,757	1,127,858	**1,099,526**
511115	Vehicle Repair & Maintenance Supplies	30,327	32,632	83,911	**72,870**
511120	Clothing	287,389	563,684	601,998	**580,682**
511125	Food Supplies	22,622	92,821	97,497	**220,466**
511130	Weapons Munitions & Supplies	1,326	5,200	6,184	**4,150**
511135	Recreational Supplies	6	0	0	**0**
511140	Landscaping & Gardening Supplies	7,229	12,000	11,347	**216,600**
511145	Small Tools & Minor Equipment	356,364	205,998	217,501	**175,720**
511150	Miscellaneous Parts & Supplies	769,805	505,820	514,449	**554,581**
511155	Inventory Sales	38,113	0	0	**0**
511160	Protective Gear	4,459	0	23	**0**
511165	Fire Fighting Equipment	1,357	0	4,875	**19,200**
Total	**Supplies**	**6,533,558**	**7,627,908**	**8,369,511**	**8,404,121**

Business Area Expenditure Summary

Fund Name : HAS-Revenue Fund
Business Area Name : Houston Airport System
Fund No./Bus. Area No. : 8001 / 2800

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520100	Temporary Personnel Services	394,145	50,000	71,297	60,000
520101	Janitorial Services	167,929	183,385	161,466	188,479
520102	Security Services	2,080,289	0	0	0
520105	Accounting & Auditing Services	71,527	125,000	122,500	125,000
520106	Architectural Services	141,138	0	2,503	0
520107	Computer Info/Contr	1,440,285	1,515,760	1,514,616	1,383,040
520108	Information Resource Services	8,568	16,220	32,524	16,020
520109	Medical Dental & Laboratory Services	47,988	65,808	61,037	46,819
520110	Management Consulting Services	11,031,216	2,506,625	2,232,017	4,605,175
520111	Real Estate Services	47,122	134,000	134,000	186,000
520112	Banking Services	4,184	6,000	5,933	6,000
520113	Photographic Services	0	7,800	7,650	50
520114	Miscellaneous Support Services	201,962	261,226	291,618	294,789
520115	Real Estate Lease/Office Rental	22,479	22,800	22,611	22,800
520116	Parking Services Contract	12,728,644	13,134,391	13,569,151	17,608,328
520118	Refuse Disposal	778,783	1,080,431	1,062,776	1,068,297
520119	Computer Equipment/Software Maintenance	187,137	1,046,252	691,085	1,345,466
520120	Communications Equipment Services	2,199,154	2,702,090	2,428,535	2,529,636
520121	IT Application Svcs	89,075	81,471	112,919	173,781
520122	Office Equipment Services	225	20,326	22,106	14,950
520123	Vehicle & Motor Equipment Services	2,710,249	2,640,597	2,735,463	2,251,392
520124	Other Equipment Services	288,385	676,455	483,945	391,561
520141	Engineering Services	216,466	0	0	0
520143	Credit/Bank Card Services	1,619,899	1,820,076	1,813,256	2,083,412
520145	Criminal Intelligence Services	416,405	421,004	402,368	420,992
520150	GT EZ Tag Fees	3,041	0	0	0
520151	Parking EZ Tag Fees	9,509	0	0	0
520158	Computer Equipment Maintenance Services	0	0	75	0
520510	Mail/Delivery Services	12,894	21,146	21,709	15,450
520515	Print Shop Services	30,224	19,691	13,968	5,964
520520	Printing & Reproduction Services	70,137	74,291	65,037	57,449
520605	Advertising Services	1,059,414	1,796,598	1,756,085	2,388,715
520705	Insurance Fees	3,211,466	3,598,445	3,520,885	4,236,112
520720	Fines	0	2,000	2,000	2,000
520755	Contingency	0	0	0	43,267
520765	Membership & Professional Fees	208,211	305,972	311,790	295,005
520805	Education & Training	448,514	981,637	987,967	1,249,634
520815	Tuition Reimbursement	125,904	133,284	146,633	0
520905	Travel - Training Related	257,499	317,754	361,274	447,411
520910	Travel - Non-Training Related	220,245	498,057	485,965	476,282
521305	Indirect Cost Recovery Payment	3,141,680	3,209,709	3,209,709	3,085,666
521405	Building Maintenance Services	24,652,386	28,651,727	28,502,619	27,613,670
521410	Sewer Services	1,479,411	1,622,766	1,636,036	1,804,380
521415	Land and Grounds Maintenance	1,536,603	1,505,825	1,480,434	789,311
521435	Water Services	1,409,311	1,788,611	1,653,259	1,585,625
521505	Electricity	19,787,164	19,334,965	19,450,812	18,499,030
521510	Natural Gas	2,175,486	2,358,330	2,491,543	1,782,520
521515	Electricity Fran Fee Exp	453,300	458,560	441,460	394,740
521605	Data Services	147,147	252,163	202,021	285,658
521610	Voice Services	914,912	880,715	884,967	867,268
521615	Radio Communications	0	11,600	0	0
521620	Voice Equipment	2,189	2,225	7,371	8,418
521625	Voice Labor	0	1,235	500	367

Business Area Expenditure Summary

Fund Name : **HAS-Revenue Fund**
Business Area Name : **Houston Airport System**
Fund No./Bus. Area No. : **8001 / 2800**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521630	GIS Revolving Fund Services	158,677	190,198	195,724	**184,432**
521705	Vehicle/Equipment Rental/Lease	20,277	12,000	13,019	**54,000**
521715	Office Equipment Rental	15,329	11,608	8,074	**1,344**
521725	Other Rental	14,453	115,772	117,097	**110,687**
521730	Parking Space Rental	9,123	22,216	13,939	**7,372**
521905	Legal Services	1,530,643	1,016,800	1,547,062	**1,076,800**
522205	Metro Commuter Passes	5,099	5,000	8,271	**3,600**
522305	Freight Charges	105	5,400	5,000	**5,000**
522430	Miscellaneous Other Services & Charges	999,983	1,400,518	1,408,336	**1,699,367**
522620	Claims & Judgments	127,826	175,000	175,000	**175,000**
522720	Interfund Payroll Services	316,093	335,000	330,499	**229,771**
522721	Interfund HR Client Services	610,194	1,070,000	1,070,000	**1,179,045**
522722	KRONOS Service Chargeback	0	54,251	109,815	**52,810**
522723	Drainage Fee Service Chargeback	0	6,194,758	5,500,000	**5,500,000**
522725	Intfd Traf Signal Instal	0	800	800	**0**
522740	Interfund Police Service	23,071,637	22,018,137	22,518,137	**22,917,741**
522755	Interfund Fire Protection Service	16,860,814	17,145,594	17,010,997	**16,516,840**
522765	Interfund Legal Services	0	100,000	75,000	**90,000**
522780	Interfund Photo Copy Services	321,037	331,941	325,860	**282,735**
522790	Interfund Inventory Adjustments	(2,194)	0	(1,948)	**0**
522795	Other Interfund Services	147,916	203,000	202,698	**258,500**
522800	Cost of Goods Sold	31,256	0	905	**0**
522840	Interfund Permit Center Rent Chargeback	0	11,764	10,784	**9,008**
531160	Issuance Expense Cost-Commercial Paper	838,694	933,795	931,695	**936,032**
Total	**Other Services and Charges**	**143,326,863**	**147,698,575**	**147,192,259**	**152,046,013**
551010	Non-Capital Office Furniture & Equipment	141,751	104,078	93,022	**92,754**
551015	Non-Capital Computer Equipment	587,475	845,263	839,090	**1,175,843**
551020	Non-Capital Communication Equipment	99,534	455,159	413,519	**931,566**
551025	Non-Capital Scientific/Medical Equipment	(54)	0	0	**0**
551030	Non-Capital Machinery & Equipment	3,470	13,500	31,997	**22,670**
551040	Non-Capital Other	1,399	423,800	421,458	**948**
551045	Non-Capital Vehicles/Rolling Stock	5,764	55,700	55,978	**5,700**
Total	**Non-Capital Equipment**	**839,339**	**1,897,500**	**1,855,064**	**2,229,481**
531010	Amortization Expense	1,465	1,465	1,465	**1,465**
531085	Other Interest	106,500	106,500	106,500	**106,500**
531090	Arbitrage Rebate Payments	447	0	0	**0**
532080	System Debt Service Transfers	103,523,336	120,566,655	105,514,614	**118,393,000**
532110	System Improvement Transfers	57,923,934	51,326,984	69,318,616	**54,953,393**
532115	System Operating Reserve	1,225,366	2,000,000	2,000,000	**2,000,000**
Total	**Debt Service and Other Uses**	**162,781,048**	**174,001,604**	**176,941,195**	**175,454,358**
	Grand Total Expenditures	**425,342,204**	**431,958,330**	**431,958,330**	**437,233,361**


CITY OF HOUSTON
TEXAS

AIRPORT CAPITAL OUTLAY FUND

The Airport Capital Outlay Fund (8012) is used to budget the Houston Airport System's capital outlay expenditures that support the operations of Bush Intercontinental Airport, William P. Hobby Airport and Ellington Field. This fund receives funding transfers from the Aviation Fund. This fund is a sub-fund of the Airport's Capital Improvement Fund (8011).

Fund Summary

Fund Name : HAS-AIF Capital Outlay
Business Area Name : Houston Airport System
Fund No./Bus. Area No. : 8012 / 2800

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Operating Fund Balance	0	0	0
Current Revenues	8,065,400	8,065,400	12,488,115
Total Available Resources	8,065,400	8,065,400	12,488,115
Maintenance and Operations	8,065,400	8,065,400	12,488,115
Total Expenditures	8,065,400	8,065,400	12,488,115
Planned Ending Operating Fund Balance	0	0	0
Total Budget	8,065,400	8,065,400	12,488,115
Fund Balance Distribution:			
Non-Spendable	0	0	0
Restricted	0	0	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0


CITY OF HOUSTON
TEXAS

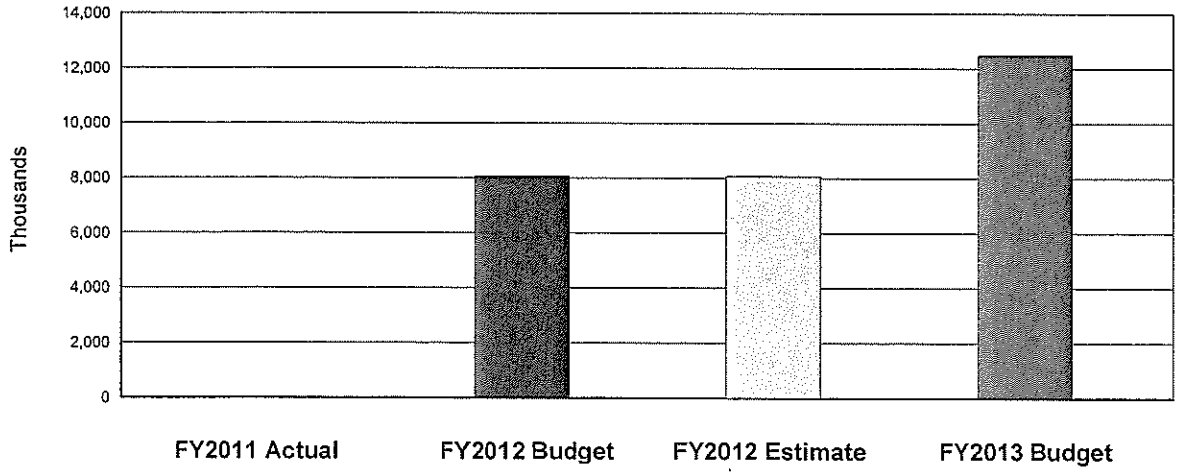
Business Area Budget Summary

Fund Name : HAS-AIF Capital Outlay **Business Area Name** : Houston Airport System **Fund No./Bus. Area No.** : 8012 / 2800		**FY2011 Actual**	**FY2012 Current Budget**	**FY2012 Estimate**	**FY2013 Budget**
Expenditures	Equipment	0	8,065,400	8,065,400	**12,488,115**
	Total M & O Expenditures	0	8,065,400	8,065,400	**12,488,115**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	0	8,065,400	8,065,400	**12,488,115**
Revenues		0	8,065,400	8,065,400	**12,488,115**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- The FY2013 Budget includes $1.97M carryover expenditures for rolling stock items that will not be received before June 30, 2012. FY2013 capital budget primarily consists of a $4.6M digital radio upgrade, and $950,000 for the annual replacement of fire truck and rolling stock used in suppport of airport operations.

HAS-AIF Capital Outlay
Houston Airport System
Expenditure Summary



Business Area Revenue Summary

Fund Name : HAS-AIF Capital Outlay
Business Area Name : Houston Airport System
Fund No./Bus Area No. : 8012 / 2800

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2800010001	**Director's Office**			
490050	Transfer from Aviation Fund	8,065,400	8,065,400	**12,488,115**
Total	**Houston Airport System**	**8,065,400**	**8,065,400**	**12,488,115**

Business Area Expenditure Summary

Fund Name : HAS-AIF Capital Outlay
Business Area Name : Houston Airport System
Fund No./Bus. Area No. : 8012 / 2800

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
560140	Improvements other than Buildings	0	0	0	**253,000**
560210	Furniture Fixtures and Equipment	0	25,500	25,500	**36,500**
560220	Vehicles	0	5,396,832	5,396,832	**5,173,515**
560230	Computer HW and Developed SW	0	1,190,373	1,190,373	**1,150,100**
560240	Communication Equipment	0	1,452,695	1,452,695	**5,875,000**
Total	**Equipment**	**0**	**8,065,400**	**8,065,400**	**12,488,115**
	Grand Total Expenditures	**0**	**8,065,400**	**8,065,400**	**12,488,115**

CONVENTION AND ENTERTAINMENT FACILITIES

Description and Mission

Effective July 1, 2011, the Convention & Entertainment Facilities Department was consolidated into the Houston Convention Center Hotel Corporation with the resulting organization reconstituted and renamed Houston First Corporation. Through an Interlocal Agreement and Lease Agreement, Houston First Corporation has assumed all of the principal roles and responsibilities of the Department, including the responsibility to manage the Department's facilities and Department-managed facilities. Houston First Corporation also acts as the City's agent for the collection of hotel occupancy taxes, including the portion that is pledged to the City's bonds. However, the Consolidation does not affect the pledge of, or the revenues that constitute, the Pledged Revenues under the Ordinances authorizing the Bonds and Parity Bonds; accordingly, all Pledged Revenues continue to be recorded in CEFD's Revenue Fund in compliance with respective Bond Ordinances.

Fund Summary

Fund Name : **C&E - Facility Operating Fund**
Business Area Name : **Convention & Entertainment**
Fund No./Bus. Area No. : **8601 / 4200**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	40,373,255	40,373,255	**14,475,987**
Current Revenues	73,733,049	75,271,534	**78,317,664**
Total Available Resources	114,106,304	115,644,789	**92,793,651**
Maintenance and Operations	1,626,631	1,626,631	**1,197,017**
Debt Service	89,153,950	89,153,950	**75,246,133**
Other Interfund Transfers	10,388,221	10,388,221	**3,880,000**
Total Expenditures	101,168,802	101,168,802	**80,323,150**
Planned Ending Fund Balance	12,937,502	14,475,987	**12,470,501**
Total Budget	114,106,304	115,644,789	**92,793,651**


CITY OF HOUSTON
TEXAS

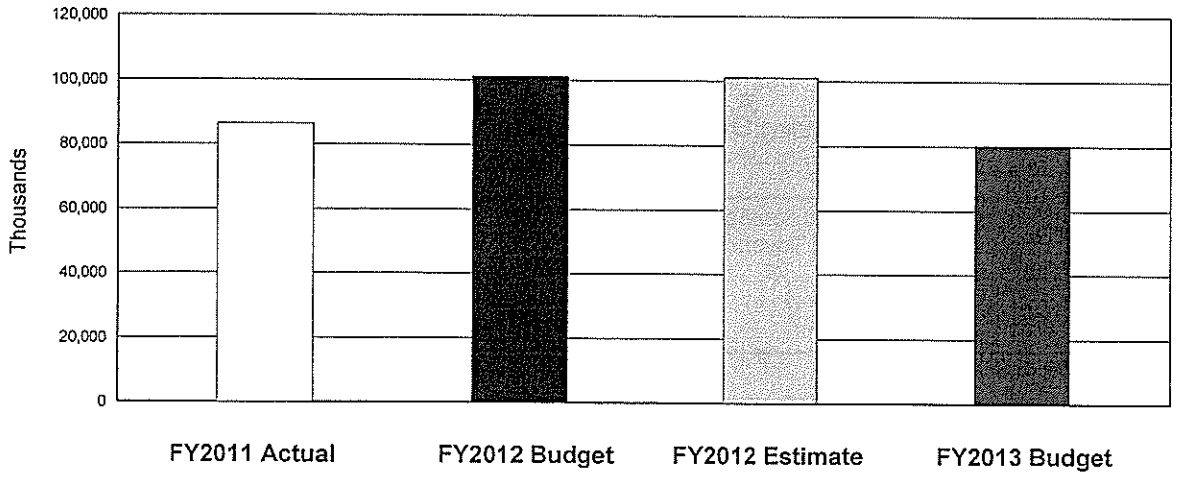
Business Area Budget Summary

Fund Name : **C&E - Facility Operating Fund**					
Business Area Name : **Convention & Entertainment**					
Fund No./Bus. Area No. : **8601 / 4200**		**FY2011 Actual**	**FY2012 Current Budget**	**FY2012 Estimate**	**FY2013 Budget**
Expenditures	Personnel Services	11,481,378	706,149	706,149	**346,704**
	Supplies	644,798	0	0	**0**
	Other Services and Charges	54,425,276	920,482	920,482	**850,313**
	Equipment	215,150	0	0	**0**
	Non-Capital Equipment	111,879	0	0	**0**
	Total M & O Expenditures	66,878,481	1,626,631	1,626,631	**1,197,017**
	Debt Service & Other Uses	19,591,320	99,542,171	99,542,171	**79,126,133**
	Total Expenditures	86,469,801	101,168,802	101,168,802	**80,323,150**
Revenues		94,002,044	73,733,049	75,271,534	**78,317,664**
Staffing	Full-Time Equivalents - Civilian	115.5	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	115.5	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	2.1	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

The adoption of the Interlocal Agreement consolidated the facility operations of the Department with the Houston First Corporation (formerly Houston Convention Center Hotel Corporation) effective July 1, 2011 leaving primarily the Pledged Revenues and Debt Service Expenditures in the Department's budget.

C&E - Facility Operating Fund
Convention & Entertainment
Expenditure Summary



Division Mission and Performance Measures

Fund Name : C&E - Facility Operating Fund
Business Area Name : Convention & Entertainment
Fund No./Bus Area No. : 8601 / 4200

Name: George R Brown Convention Center -- 420001

Mission: To serve as an economic generator for the City by providing a world class destination for conventions and other meetings.

Effective July 1, 2011, the Convention and Entertainment Facilities Department was consolidated into the Houston First Corporation.

Goal:
1. Achieve 100% customer satisfaction rating from clients of the facility
2. Maintain a safe, enjoyable and healthy environment for users of the facility.
3. To maximize the booking of available hotel rooms at surrounding hotels to assist in the sales efforts related to the George R. Brown Convention Center (GRBCC).

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Customer Survey Ratings	95.05	N/A	N/A
Facility Occupancy Days	2,946	N/A	N/A
GRB room nights generated	335,688	N/A	N/A

Name: Theater District Facilities -- 420002

Mission: To promote and strengthen the cultural fabric of Houston by maintaining first class venues for arts groups. To provide secure and efficient parking facilities for downtown workers and customers of the entertainment venues.

Effective July 1, 2011, the Convention and Entertainment Facilities Department was consolidated into the Houston First Corporation.

Goal:
1. Book events in major venues equal to 825 event days.
2. Achieve 100% in customer satisfaction ratings.
3. Maintain Theater District Garage contract parking use at 104% of capacity (3,296 spaces).

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Customer Survey - Wortham	94.24%	N/A	N/A
Customer Survey-Jones Hall	98.25%	N/A	N/A
Average Contract Parkers	3,191	N/A	N/A
Occup. Days - Wortham	567	N/A	N/A
Occup. Days - Jones Hall	240	N/A	N/A

Name: Bayou Place -- 420004

Mission: Serve as the City's landlord representative for these entertainment-related properties.

Effective July 1, 2011, the Convention and Entertainment Facilities Department was consolidated into the Houston First Corporation.

Goal: Ensure maximum rental revenue and compatible usage of the facility to complement downtown entertainment venues (Bayou Place, Toyota Center and Aquarium Restaurant Complex).

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Rental Revenue	560,201	N/A	N/A

Division Mission and Performance Measures

Fund Name : C&E - Facility Operating Fund
Business Area Name : Convention & Entertainment
Fund No./Bus Area No. : 8601 / 4200

Name: Administration Costs -- 420005

Mission: To supervise the management of departmental assets and provide support services and guidance for departmental front-line staff.

Effective July 1, 2011, the Convention and Entertainment Facilities Department was consolidated into the Houston First Corporation.

Goal:
1. Maintain and continually refine current year capital plan and financial forecast.
2. Maintain all labor contracts with no lapse in coverage during the renewal period.
3. To maintain comprehensive accountability reporting of all departmental functions.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Review of monthly Accountability Report w/ Executive Staff	100%	N/A	**N/A**
Update current year Capital Projects monthly	100%	N/A	**N/A**
No lapse in continued coverage	100%	N/A	**N/A**

Name: Regional Tourism Center -- 420007

Mission: To generate significant economic benefits to Houston, to the Region and to Texas, create Houston's real gateway to the Texas Independence Trail, promote historical and archeological sites and offer entertainment and educational opportunities for visitors.
Effective July 1, 2011, the Convention and Entertainment Facilities Department was consolidated into the Houston First Corporation.

Goal: To make every visitor aware of the unique and vast history of our city, region and state as a place of unique opportunity, excitement and mystery.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	**N/A**

Division Summary

Fund Name : C&E - Facility Operating Fund
Business Area Name : Convention & Entertainment
Fund No./Bus Area No. : 8601 / 4200

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
George R Brown Convention Center 420001 A multi-pupose facility that hosts national conventions, trade shows, consumer shows, corporate meetings and religious meetings.	31.6	35,537,210	0.0	20,347,316	**0.0**	**22,246,143**
Theater District Facilities 420002 The Theater District is home of the Houston Symphony, Society for the Performing Arts, Stages Repertory Theater, Houston Grand Opera, Houston Ballet and Miller Outdoor Theater as well as several downtown parks, the Theater District Parking Garage, and the City surface Lots C and H.	42.2	19,275,674	0.0	587,129	**0.0**	**107,716**
Bayou Place 420004 Bayou Place is a renovated entertainment complex that is home of the Angelica and Verizon Wireless Theaters and various restaurants. The Downtown Aquarium is a six-acre public venue under a joint venture agreement between the City and Landry's Inc.	0.0	57,739	0.0	0	**0.0**	**0**
Administration Costs 420005 Provide policies, programs and direction to all personnel associated with sales, marketing and maintenance facilities.	41.7	30,677,678	0.0	80,234,357	**0.0**	**55,469,291**
Regional Tourism Center 420007 Located near the George R. Brown Convention Center, it will provide out-of-town visitors with infomation on local historic sites, entertainment venues, dining options and shopping opportunities.	0.0	921,500	0.0	0	**0.0**	**2,500,000**
Total	115.5	86,469,801	0.0	101,168,802	**0.0**	**80,323,150**

Business Area Revenue Summary

Fund Name : C&E - Facility Operating Fund
Business Area Name : Convention & Entertainment
Fund No./Bus Area No. : 8601 / 4200

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
4200010001	**C&E-AdminGRBConvCntr**			
431020	Contributions from Others	984,000	0	0
432020	Interest Apportionment Transfer In	0	706,618	420,000
434505	Prior Year Expenditure Recovery	0	26,467	0
434510	Prior Year Revenue	0	3,381	0
443190	Retail Concessions	0	63	0
445040	Cultural/Convention Facility Rental	0	(179,750)	0
448010	Custom Services Fees	0	(500)	0
Total	**C&E-AdminGRBConvCntr**	**984,000**	**556,279**	**420,000**
4200020002	**Jesse H. Jones Hall**			
434505	Prior Year Expenditure Recovery	0	28	0
452030	Miscellaneous Revenue	0	17	0
Total	**Jesse H. Jones Hall**	**0**	**45**	**0**
4200020004	**Theater District Parks**			
434505	Prior Year Expenditure Recovery	0	114	0
4200020005	**Gus S. Wortham Theater**			
422040	Federal Emergency Mgmt Agency Grants	0	0	118,725
434505	Prior Year Expenditure Recovery	0	170	0
452030	Miscellaneous Revenue	0	38	0
Total	**Gus S. Wortham Theater**	**0**	**208**	**118,725**
4200020006	**Miller Outdoor Theater**			
443190	Retail Concessions	0	15	0
4200020008	**Theater District Parking**			
422040	Federal Emergency Mgmt Agency Grants	0	0	430,910
447020	Garage Parking Revenue	8,067,614	8,263,285	8,035,319
447030	Surface Parking Revenue	506,768	376,252	372,002
Total	**Theater District Parking**	**8,574,382**	**8,639,537**	**8,838,231**
4200040001	**Bayou Place-Downtown Aquarium**			
434505	Prior Year Expenditure Recovery	0	1,271	0
4200050001	**General Administration**			
426420	Building Space Rental Fees	1,380,000	1,380,000	1,380,000
429095	Medicare Part D Distribution	0	6,696	0
434505	Prior Year Expenditure Recovery	0	3,140	0
449110	Hotel Occupancy Tax	61,000,000	63,300,000	66,275,000
449510	Delinquent Hotel Occupancy Tax	1,220,000	1,220,000	994,125
452030	Miscellaneous Revenue	574,667	164,229	291,583
Total	**General Administration**	**64,174,667**	**66,074,065**	**68,940,708**
Total	**Convention & Entertainment**	**73,733,049**	**75,271,534**	**78,317,664**

Business Area Expenditure Summary

Fund Name : **C&E - Facility Operating Fund**
Business Area Name : **Convention & Entertainment**
Fund No./Bus. Area No. : **8601 / 4200**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	7,295,464	0	0	**0**
500030	Salary Part Time - Civilian	141,496	0	0	**0**
500060	Overtime - Civilian	137,420	0	0	**0**
500090	Premium Pay - Civilian	3,854	0	0	**0**
500110	Bilingual Pay - Civilian	16,263	0	0	**0**
500250	HOPE Union Business Usage	395	0	0	**0**
501050	Employee Awards	779	0	0	**0**
501070	Pension - Civilian	1,128,169	0	0	**0**
501120	Termination Pay - Civilian	45,053	706,149	706,149	**346,704**
501160	Vehicle Allowance - Civilian	12,649	0	0	**0**
502010	FICA - Civilian	541,063	0	0	**0**
503010	Health Ins-Act Civilian	761,988	0	0	**0**
503015	Basic Life Insurance - Active Civilian	4,151	0	0	**0**
503050	Health/Life Insurance - Retiree Civilian	824,989	0	0	**0**
503090	Workers Compensation-Civilian-Admin	18,392	0	0	**0**
503100	Workers Compensation-Civilian-Claim	92	0	0	**0**
504010	Pension - GASB 27 Pension Accrual	533,165	0	0	**0**
504030	Unemployment Claims - Administration	15,996	0	0	**0**
Total	**Personnel Services**	**11,481,378**	**706,149**	**706,149**	**346,704**
511010	Chemical Gases & Special Fluids	16	0	0	**0**
511015	Cleaning & Sanitary Supplies	285,200	0	0	**0**
511020	Construction Materials	15,122	0	0	**0**
511025	Electrical Hardware & Parts	52,580	0	0	**0**
511030	Mechanical Hardware & Parts	2,454	0	0	**0**
511040	Audiovisual Supplies	40,580	0	0	**0**
511045	Computer Supplies	38,182	0	0	**0**
511050	Paper & Printing Supplies	1,146	0	0	**0**
511055	Publications & Printed Materials	3,449	0	0	**0**
511060	Postage	3,954	0	0	**0**
511070	Miscellaneous Office Supplies	46,544	0	0	**0**
511090	Medical & Surgical Supplies	4,222	0	0	**0**
511110	Fuel	23,620	0	0	**0**
511115	Vehicle Repair & Maintenance Supplies	8,870	0	0	**0**
511120	Clothing	4,310	0	0	**0**
511125	Food Supplies	3,098	0	0	**0**
511135	Recreational Supplies	120	0	0	**0**
511145	Small Tools & Minor Equipment	11,140	0	0	**0**
511150	Miscellaneous Parts & Supplies	100,191	0	0	**0**
Total	**Supplies**	**644,798**	**0**	**0**	**0**
520100	Temporary Personnel Services	125,957	0	0	**0**
520101	Janitorial Services	3,002,567	0	0	**0**
520102	Security Services	3,896,290	0	0	**0**
520105	Accounting & Auditing Services	1,496	0	0	**0**
520106	Architectural Services	207,143	0	0	**0**
520109	Medical Dental & Laboratory Services	722	0	0	**0**
520110	Management Consulting Services	290,690	67,961	67,961	**16,875**
520111	Real Estate Services	70,000	0	0	**0**
520112	Banking Services	396,178	794,157	794,157	**797,000**
520114	Miscellaneous Support Services	26,968	0	0	**0**
520118	Refuse Disposal	53,796	0	0	**0**
520119	Computer Equipment/Software Maintenance	66,593	0	0	**0**
520120	Communications Equipment Services	1,495	0	0	**0**

Business Area Expenditure Summary

Fund Name : C&E - Facility Operating Fund
Business Area Name : Convention & Entertainment
Fund No./Bus. Area No. : 8601 / 4200

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520121	IT Application Svcs	12,480	0	0	0
520123	Vehicle & Motor Equipment Services	15,667	0	0	0
520124	Other Equipment Services	87,623	0	0	0
520126	Construction Site Work Services	764,109	18,754	18,754	0
520127	Structural Construction Work Services	700,930	0	0	0
520132	Contracts/Sponsorships	2,683,063	0	0	0
520137	C&E Parking Contract Svcs	2,130,835	0	0	0
520141	Engineering Services	63,264	0	0	0
520143	Credit/Bank Card Services	27,173	0	0	0
520160	CIP-Software	45,326	0	0	0
520510	Mail/Delivery Services	6,422	0	0	0
520515	Print Shop Services	2,357	0	0	0
520520	Printing & Reproduction Services	15,599	0	0	0
520605	Advertising Services	13,153,425	0	0	0
520705	Insurance Fees	1,108,186	0	0	0
520715	Arbitrage Expenses	35,239	7,500	7,500	7,500
520735	Tax Refunds	317,864	0	0	0
520755	Contingency	91,264	0	0	0
520760	Contributions	11,037,271	0	0	0
520765	Membership & Professional Fees	7,030	0	0	0
520805	Education & Training	19,156	0	0	0
520905	Travel - Training Related	12,386	0	0	0
520910	Travel - Non-Training Related	2,726	0	0	0
521305	Indirect Cost Recovery Payment	397,248	0	0	0
521405	Building Maintenance Services	5,632,158	0	0	0
521410	Sewer Services	264,818	0	0	0
521415	Land and Grounds Maintenance	424,610	0	0	0
521435	Water Services	418,325	0	0	0
521505	Electricity	5,024,463	0	0	0
521510	Natural Gas	188,516	0	0	0
521515	Electricity Fran Fee Exp	116,327	0	0	0
521605	Data Services	13,117	0	0	0
521610	Voice Services	358,354	0	0	0
521620	Voice Equipment	954	0	0	0
521625	Voice Labor	50	0	0	0
521630	GIS Revolving Fund Services	3,921	0	0	0
521705	Vehicle/Equipment Rental/Lease	4,379	0	0	0
521715	Office Equipment Rental	68,859	0	0	0
521725	Other Rental	6,300	0	0	0
521905	Legal Services	210,952	0	0	0
522205	Metro Commuter Passes	10,017	0	0	0
522305	Freight Charges	576	0	0	0
522430	Miscellaneous Other Services & Charges	139,327	22,110	22,110	23,188
522620	Claims & Judgments	1,515	0	0	0
522715	Interfund Electrical Maintenance	14,420	0	0	0
522720	Interfund Payroll Services	71,037	0	0	0
522721	Interfund HR Client Services	40,008	0	0	0
522730	Interfund Engineering Services	133,001	0	0	0
522755	Interfund Fire Protection Service	15,411	0	0	0
522760	Interfund Billing & Collection Service	224,875	0	0	0
522795	Other Interfund Services	95	0	0	0
531160	Issuance Expense Cost-Commercial Paper	162,353	10,000	10,000	5,750
Total	**Other Services and Charges**	**54,425,276**	**920,482**	**920,482**	**850,313**

Business Area Expenditure Summary

Fund Name : C&E - Facility Operating Fund
Business Area Name : Convention & Entertainment
Fund No./Bus. Area No. : 8601 / 4200

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
560120	Capital Exp-Building and Bldg Improvement	17,641	0	0	0
560210	Furniture Fixtures and Equipment	139,920	0	0	0
560220	Vehicles	7,259	0	0	0
560230	Computer HW and Developed SW	50,330	0	0	0
Total	**Equipment**	**215,150**	**0**	**0**	**0**
551015	Non-Capital Computer Equipment	13,680	0	0	0
551020	Non-Capital Communication Equipment	33,536	0	0	0
551030	Non-Capital Machinery & Equipment	49,980	0	0	0
551040	Non-Capital Other	14,683	0	0	0
Total	**Non-Capital Equipment**	**111,879**	**0**	**0**	**0**
531085	Other Interest	102,979	110,000	110,000	**122,550**
531135	Interfund Transfers	1,320,500	0	0	0
531140	Transfers for Principal	12,735,833	12,341,667	12,341,667	**16,085,000**
531145	Transfers for Interest	4,792,098	4,422,411	4,422,411	**5,104,137**
532005	Transfers to General Fund	508,176	10,388,221	10,388,221	**1,380,000**
532020	Transfers to Capital Projects	0	0	0	**2,500,000**
532025	Transfers to Special Revenues	131,734	0	0	0
532030	Transfers to Trans Debt Service	0	2,312,092	2,312,092	0
532040	Transfers to Component Unit	0	69,967,780	69,967,780	**53,934,446**
Total	**Debt Service and Other Uses**	**19,591,320**	**99,542,171**	**99,542,171**	**79,126,133**
	Grand Total Expenditures	**86,469,801**	**101,168,802**	**101,168,802**	**80,323,150**


CITY OF HOUSTON
TEXAS

COMBINED UTILITY SYSTEM

Description and Mission

The Combined Utility System of the Public Works & Engineering Department is composed of three separate funds: the Water and Sewer System Operating Fund 8300, the Combined Utility System Operating Fund 8301 and the Combined Utility System General Purpose Fund 8305. The latter fund is described under the appropriate section.

The department's mission is to plan, design and maintain Houston's critical public infrastructure systems to provide excellent drinking water and wastewater collection and treatment, as well as manage and monitor the department's financial, material, and utility billing and collection resources and do so responsively, efficiently, and in an environmentally responsible fashion.

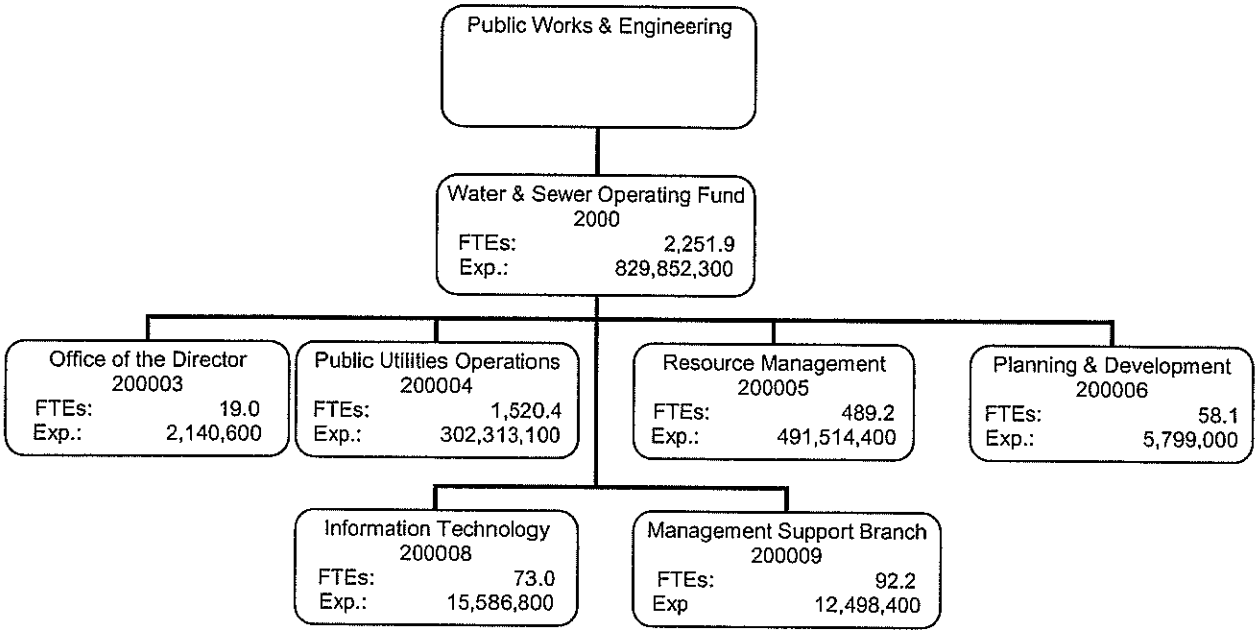
Department Short Term Goals:

- Further reduce the City's use of groundwater to achieve compliance with mandates of Harris Galveston Coastal Subsidence District.
- Maintain compliance with the Texas Commission on Environmental Quality (TCEQ) and Environmental Protection Agency (EPA).
- Complete installation of fixed network system and implementation of automated meter reading functionality to enhance consumption data collection, improve services to water customers through leak identification, usage patterns and billing accuracy.
- Complete expansion of City's WiMax network system.
- Implement an Integrated Disaster Recovery/Data Storage System for consolidated mainframe and open systems.

Department Long Term Goals:

- Continue to train and develop a group of professional water and wastewater managers and operators to ensure continued reliable and efficient operation of the utility in the coming decades.
- Continue neighborhood sanitary sewer rehabilitation program. This will provide a reliable system to the citizens and reduce repair costs in the future.
- Continue fire hydrant rehabilitation program. This will provide reliable water access to City firefighters in response to future fire emergency calls that protect citizen lives and property.
- Implement and support all department wide wireless WiMax initiatives.
- Replace Legacy Water Customer Information System (WCIS) Billing System and Customer Information System (CIS) Hansen Billing System.

COMBINED UTILITY SYSTEM
Department Organization



Fund Summary

Fund Name	:	**Water and Sewer Operating Fund**
Business Area Name	:	**Public Works & Engineering**
Fund No./Bus. Area No.	:	**8300 / 2000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	34,562,733	34,562,733	**156,888,925**
Provision for Bad Debt	0	0	**0**
Current Revenues	890,243,700	917,173,900	**950,409,700**
Total Available Resources	924,806,433	951,736,633	**1,107,298,625**
Maintenance and Operations	414,752,800	424,798,959	**420,117,800**
Debt Service	80,647,000	70,395,254	**70,367,400**
Operating Transfers	320,623,300	299,653,495	**339,367,100**
Total Expenditures	816,023,100	794,847,708	**829,852,300**
Planned Ending Fund Balance	108,783,333	156,888,925	**277,446,325**
Total Budget	924,806,433	951,736,633	**1,107,298,625**

Business Area Budget Summary

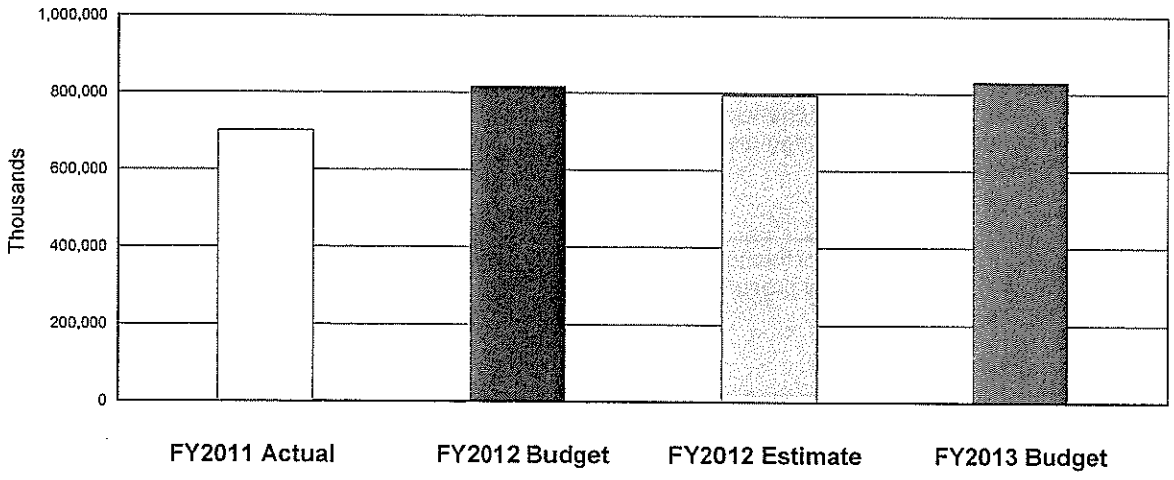
Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 8300 / 2000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	141,322,089	152,873,200	149,913,848	**162,045,200**
	Supplies	39,905,478	50,836,500	50,349,946	**46,397,200**
	Other Services and Charges	174,420,317	207,654,500	221,484,338	**208,763,600**
	Equipment	0	0	0	**0**
	Non-Capital Equipment	1,626,855	3,388,600	3,050,827	**2,911,800**
	Total M & O Expenditures	357,274,739	414,752,800	424,798,959	**420,117,800**
	Debt Service & Other Uses	343,407,680	401,270,300	370,048,749	**409,734,500**
	Total Expenditures	700,682,419	816,023,100	794,847,708	**829,852,300**
Revenues		901,261,323	890,243,700	917,173,900	**950,409,700**
Staffing	Full-Time Equivalents - Civilian	2,085.4	2,207.8	2,119.5	**2,251.9**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	2,085.4	2,207.8	2,119.5	**2,251.9**
	Full-Time Equivalents - Overtime	127.6	124.8	167.8	**131.9**

Significant Budget Changes and Highlights

- The FY2013 Budget includes funding for expenditure increases in health benefits ($4,019,286) and pension contribution ($4,452,274).
- Maintain compliance with Texas Commission on Environmental Quality (TCEQ) and Environmental Protection Agency (EPA) permits for wastewater collection systems operations and industrial wastewater treatment.
- Further reduce the City's use of groundwater to achieve compliance with mandates of Harris Galveston Coastal Subsidence District.
- Expand fixed network system coverage and implementation of automated meter reading functionality to enhance consumption data collection, improve services to water customers through leak identification, usage patterns and billing accuracy.
- Replace Legacy WCIS Billing System with CIS Hansen Billing System.
- Revenue increase is primarily due to higher water demand from various water authorities and the annual Consumer Price Index (CPI) rate increase.

Water and Sewer Operating Fund
Public Works & Engineering
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 8300 / 2000

Name: Office of the Director -- 200003

Mission: Provide executive leadership and strategic planning for all divisions within the department related to, but not limited to, the operation and maintenance of the City's streets and drainage, traffic systems, production and distribution of water, collection and treatment of wastewater, permitting and regulation of public and private construction; to promote equal procurement opportunities for Small/Minority/Women Business Enterprises (S/MWBE).

Goal: Oversee the department's services to Houston citizens through the planning, operation, maintenance, construction management and technical engineering of the City's public infrastructure, as well as, improve POP program compliance on all PWE contracts.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Response time to Mayor service request (days)	6.4	6.4	7
Monitor Pay or Play contracts	250	275	275
Mgt support to divisions	100%	100%	100%
Open records request(days)	5	5	5

Name: Public Utilities Division -- 200004

Mission: Be the nation's leading Public Utility and champion for the environment, providing reliable service of exceptional quality to the most satisfied customers in the nation.

Goal: Deliver the most cost-effective and efficient water and wastewater products and services, as compared to the ten largest utilities in the nation.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
TSS/BOD/NH3 Treatment Prmt	15/10/4	15/10/4	15/10/4
TCEQ Pipe Renwl/Cleaning	629K/3M LF	600K/2M LF	600K/4M LF
DW TCEQ Permit Violations	1	4	0
GRP Permits- Areas1/2/3(%)	100/92/46	100/80/30	100/95/30
UMB Water/WW Repairs	11.6K/2.1K	19K/2.1K	12K/2.1K

Name: Resource Management Division -- 200005

Mission: Provide timely, effective and efficient financial, purchasing and warehousing support to all PWE divisions; provide timely payments to all PWE vendors; and provide superior customer service to all water/sewer and drainage customers in the City of Houston.

Goal: Ensure the accuracy and timeliness of financial statements; improve customer services through additional training; improve inventory turnover and timely procurement of goods.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Meters located and read	96.7%	97.3%	98.0%
Collection rate	100.4%	99.0%	99.0%
Inventory turnover rate	1.30	1.50	1.40
Process Invoice w/in10days	100%	100%	100%
Proc. Salary Rec w/in10dys	100%	100%	100%

Division Mission and Performance Measures

Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 8300 / 2000

Name: Planning & Development Services -- 200006

Mission: Oversee infrastructure planning to meet the City's short and long term needs for streets, storm drainage, water, and wastewater systems. Provide protection of the sanitary sewer collection system and wastewater treatment plants through issuance of wastewater capacity reservations. Review requests for new water districts and long range planning for water/sewer projects. Manage the Brownsfield Redevelopment Program.

Goal: Connect water and waste capacity allocations to GIS system for improved tracking and analysis; develop a database to efficiently track impact fees, water service requests and capacity allocation; integrate Utility Analysis payment method into a single point of sale service at the Washington Facility; integrate Wastewater Capacity Reservation (WCR) application records with the Integrated Land Management System (ILMS) and improve customer service.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Respond to reservation applications w/in 12 days	98%	98%	**98%**
Research/application for Brownsfield proposals	50%	100%	**100%**

Name: Information Technology -- 200008

Mission: Create, build and maintain the most innovative, reliable and cost-effective technological solutions available for the public infrastructure systems; thereby, providing users with secure data, prompt response time and high availability.

Goal: Align technology with business needs by streamlining systems and applications; thereby, reducing lease data line dependency, the number of physical servers, and overall departmental costs.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Enterprise server avail (downtime less than 0.1%)	100.00%	99.95%	**99.95%**
Distributed servers avail (downtime less than 0.5%)	N/A	99.85%	**99.90%**

Name: Management Support Branch -- 200009

Mission: Build and sustain partnerships with the department's leaders to address resource management needs, issues and challenges that arise in the process of accomplishing the department's core services.

Goal: Accomplish the mission through leadership on human resources issues, training, development, recruitment, performance management and measurements, as well as expert advice and counsel; provide training opportunities for the Department's employees and other organizations.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Facility inspections	172	170	**170**
Injury cases processed	289	346	**346**
Security survey reports	1,539	1,200	**1,500**
Operational/contract audit	50	50	**53**
Total attendance at EBCape	26,978	27,500	**32,000**

Division Summary

Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 8300 / 2000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Office of the Director 200003						
Assist the Director in the daily administrative operation of the PWE Department; provide oversight for the Chief of Staff Office, Management Support and Information Technology Branches. Review departmental correspondence and requests for action. Provide information to the broadcast media, respond to citizens' inquiries and open record requests. Manage contracts awarded to small businesses.	30.3	2,917,236	18.5	1,961,419	**19.0**	**2,140,600**
Public Utilities Division 200004						
Produce and supply potable drinking water throughout Harris County and portions of surrounding counties. Treat domestic and industrial wastewater, meet all regulatory mandates and requirements and plan future water supplies for the region.	1,391.1	257,490,542	1,426.7	313,093,280	**1,520.4**	**302,313,100**
Resource Management Division 200005						
Manage, monitor and control the department's finances; read and maintain customers' water/sewer meters; produce water/sewer and drainage bills; receive and process invoice payments; process and coordinate procurement and contract-related activities, as well as, warehouse and distribute general inventory items for the department.	478.6	415,925,497	486.3	450,802,537	**489.2**	**491,514,400**
Planning & Development Services 200006						
Respond to 90% of reservation applications within 12 days. Work with non-profit organizations, developers and private land owners to revitalize environmentally challenged sites.	57.9	5,094,415	51.6	5,075,744	**58.1**	**5,799,000**
Information Technology 200008						
Implement, install, configure, support, and maintain computer hardware, software, telecommunication, SCADA, WIMAX network, and security systems that enable the development, modification and maintenance of core application programs for mission critical systems. Provide data management, business continuity and disaster recovery services.	65.2	11,633,175	71.4	14,906,045	**73.0**	**15,586,800**

Division Summary

Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 8300 / 2000

Division Description		FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Management Support Branch	**200009**						
Provide support in the areas of Safety, Security, Workers' Compensation, Records Management, Internal Audit, Contract Compliance, and Training at the EB Cape Learning Center.		62.3	7,621,554	65.0	9,008,683	**92.2**	**12,498,400**
Total		2,085.4	700,682,419	2,119.5	794,847,708	**2,251.9**	**829,852,300**

Business Area Roster Summary

Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 8300 / 2000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNT CLERK	10	3.0	2.0	(1.0)
ACCOUNTANT	17	6.0	5.0	(1.0)
ACCOUNTANT ASSOCIATE	14	10.5	9.5	(1.0)
ACCOUNTANT MANAGER	27	1.0	1.0	
ACCOUNTANT SUPERVISOR	24	2.0	2.0	
ADMINISTRATION MANAGER	26	12.0	11.0	(1.0)
ADMINISTRATIVE AIDE	10	8.0	8.0	
ADMINISTRATIVE ASSISTANT	17	52.0	49.0	(3.0)
ADMINISTRATIVE ASSOCIATE	13	31.0	28.0	(3.0)
ADMINISTRATIVE COORDINATOR	24	19.0	18.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	22.0	22.0	
ADMINISTRATIVE SUPERVISOR	22	7.0	7.0	
ASSISTANT CHIEF INSPECTOR	25	2.0	2.0	
ASSISTANT CUSTOMER SERVICE MANAGER	26	3.0	3.0	
ASSISTANT DIRECTOR (EXE LEV)	32	6.0	6.0	
ASSISTANT DIRECTOR-PUBLIC WORKS (EXE LEV)	34	7.0	7.0	
ASSISTANT INDUSTRIAL MECHANIC	11	2.0	2.0	
ASSISTANT OPERATIONS MANAGER	22	1.0	1.0	
ASSISTANT PUBLIC WORKS MAINTENANCE MANAGER	26	12.0	15.0	3.0
ASSISTANT PUBLIC WORKS OPERATIONS MANAGER	26	9.0	9.0	
ASSISTANT SUPERINTENDENT	20	2.0	3.0	1.0
AUDITOR	17	1.0	0.0	(1.0)
AUDITOR MANAGER	28	1.0	1.0	
BUILDING MAINTENANCE SUPERVISOR	13	1.0	1.0	
BUYER	16	7.0	8.0	1.0
CAR ATTENDANT LEADER	10	2.0	2.0	
CAR ATTENDANT SUPERVISOR	13	1.0	1.0	
CARPENTER	14	1.0	1.0	
CHEMIST I	14	1.0	1.0	
CHEMIST II	17	12.0	12.0	
CHEMIST III	21	10.0	11.0	1.0
CHEMIST IV	23	5.0	4.0	(1.0)
CHIEF INSPECTOR	27	1.0	1.0	
CLERK	5	1.0	1.0	
COLLECTIONS SUPERVISOR	18	1.0	1.0	
COMMUNITY INVOLVEMENT COORDINATOR	22	1.0	1.0	
COMPUTER OPERATOR	10	5.0	4.0	(1.0)
CONTRACT ADMINISTRATOR	22	3.0	3.0	
CONTRACT COMPLIANCE OFFICER	15	4.0	2.0	(2.0)
CONTRACT COMPLIANCE SUPERVISOR	22	5.0	5.0	
CUSTOMER SERVICE CASHIER	12	3.0	3.0	
CUSTOMER SERVICE CLERK	10	1.0	1.0	
CUSTOMER SERVICE MANAGER	29	2.0	3.0	1.0
CUSTOMER SERVICE REP. I	13	62.6	69.1	6.5
CUSTOMER SERVICE REP. II	15	34.0	35.0	1.0
CUSTOMER SERVICE REP. III	16	35.0	36.0	1.0
CUSTOMER SERVICE SECTION CHIEF	22	9.0	9.0	
CUSTOMER SERVICE SUPERVISOR	18	11.5	13.0	1.5
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	8.0	8.0	
DEPUTY DIRECTOR-PUBLIC WORKS	36	2.0	2.0	
DIVISION MANAGER	29	13.0	15.0	2.0
ELECTRICAL ESTIMATOR	23	1.0	1.0	
ELECTRICAL SUPERINTENDENT	26	1.0	3.0	2.0
ELECTRICIAN	18	9.0	10.0	1.0
ENGINEER	26	18.0	26.0	8.0

Business Area Roster Summary

Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 8300 / 2000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ENVIRONMENTAL INVESTIGATOR I	14	1.0	1.0	
ENVIRONMENTAL INVESTIGATOR II	16	2.0	3.0	1.0
ENVIRONMENTAL INVESTIGATOR III	20	8.0	8.0	
ENVIRONMENTAL INVESTIGATOR IV	23	5.0	5.0	
ENVIRONMENTAL INVESTIGATOR V	28	5.0	5.0	
EXECUTIVE OFFICE ASSISTANT	15	4.0	4.0	
EXECUTIVE STAFF ANALYST (EXE LEV)	30	3.5	3.5	
FACILITIES TECHNICIAN I	9	19.0	18.0	(1.0)
FIELD SUPERVISOR	17	77.0	77.0	
FINANCIAL ANALYST I	15	2.0	2.0	
FINANCIAL ANALYST II	18	7.0	3.0	(4.0)
FINANCIAL ANALYST III	21	5.0	10.0	5.0
FINANCIAL ANALYST IV	25	8.0	8.0	
FIXED ASSET SPECIALIST	13	1.0	2.0	1.0
GENERAL SUPERINTENDENT	21	3.0	2.0	(1.0)
GIS ANALYST	20	6.0	6.0	
GIS MANAGER	29	1.0	1.0	
GIS SUPERVISOR	26	1.0	1.0	
GRADUATE ENGINEER	22	34.0	29.0	(5.0)
GRAPHIC DESIGNER	17	1.0	1.0	
HUMAN RESOURCES ASSISTANT	13	2.0	2.0	
HUMAN RESOURCES MANAGER	27	3.0	3.0	
HUMAN RESOURCES SUPERVISOR	24	2.0	2.0	
HUMAN RESOURCES TECHNICIAN	12	3.0	3.0	
INDUSTRIAL MECHANIC	17	4.0	4.0	
INFORMATION SYSTEMS ADMIN. (EXE LEV)	30	1.0	2.0	1.0
INFORMATION SYSTEMS ADMINISTRATOR	30	2.0	1.0	(1.0)
INSPECTOR	18	59.0	70.0	11.0
INVENTORY MANAGEMENT CLERK	9	11.0	12.0	1.0
INVENTORY MANAGEMENT SUPERVISOR	17	10.0	10.0	
IRM MANAGER	29	2.0	2.0	
IRON WORKER	13	1.0	1.0	
IT PROJECT MANAGER	28	4.0	4.0	
LABORATORY MANAGER	28	2.0	2.0	
LABORATORY SUPERVISOR	24	3.0	3.0	
LABORER	4	3.0	2.0	(1.0)
LAN SPECIALIST	26	4.0	4.0	
MAINTENANCE MECHANIC II	12	4.0	4.0	
MAINTENANCE MECHANIC III	14	8.0	7.0	(1.0)
MAINTENANCE SUPERVISOR	16	3.0	5.0	2.0
MANAGEMENT ANALYST I	15	1.0	1.0	
MANAGEMENT ANALYST II	18	5.0	6.0	1.0
MANAGEMENT ANALYST III	21	7.5	8.0	0.5
MANAGEMENT ANALYST IV	25	9.0	10.0	1.0
MANAGING ENGINEER	31	14.0	15.0	1.0
MECHANIC III	19	1.0	1.0	
METER READER	7	8.0	5.0	(3.0)
MICROBIOLOGIST I	14	0.0	1.0	1.0
MICROBIOLOGIST III	21	1.0	1.0	
OFFICE SERVICE MANAGER	23	3.0	3.0	
OFFICE SUPERVISOR	17	7.0	6.0	(1.0)
OPERATIONS MANAGER	27	1.0	1.0	
OPERATIONS SUPERVISOR	18	2.0	2.0	
PAINTER	11	1.0	1.0	
PAINTER LEADER	15	1.0	1.0	
PBX ATTENDANT	8	1.0	1.0	

Business Area Roster Summary

Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 8300 / 2000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
PLANT OPERATOR	11	48.0	44.0	(4.0)
PLANT OPERATOR SUPERVISOR	19	36.0	36.0	
PLANT OPERATOR TRAINEE	6	29.0	30.0	1.0
PLUMBER LEADER	18	1.0	1.0	
PROCUREMENT SPECIALIST	24	3.8	4.8	1.0
PROGRAMMER ANALYST II	19	3.0	2.0	(1.0)
PROGRAMMER ANALYST III	22	4.0	3.0	(1.0)
PROGRAMMER ANALYST IV	25	12.0	12.0	
PROJECT MANAGER	24	22.0	24.0	2.0
PROJECT TECHNICIAN I	8	1.0	1.0	
PROJECT TECHNICIAN II	13	2.0	3.0	1.0
PROJECT TECHNICIAN III	17	13.0	14.0	1.0
PROJECT TECHNICIAN IV	20	9.0	11.0	2.0
PUBLIC LOSS INVESTIGATOR	22	1.0	1.0	
PUBLIC WORKS DIRECTOR	39	1.0	1.0	
PUBLIC WORKS MAINTENANCE MANAGER	29	15.0	15.0	
PUBLIC WORKS MAINTENANCE SECTION CHIEF	22	32.0	32.0	
PUBLIC WORKS OPERATIONS MANAGER	29	6.0	6.0	
PUBLIC WORKS OPERATIONS SECTION CHIEF	22	14.0	14.0	
RECORDS SUPERVISOR	18	1.0	1.0	
RECORDS TECHNICIAN	9	2.0	2.0	
SAFETY ADMINISTRATOR	27	1.0	1.0	
SAFETY COORDINATOR	15	2.0	2.0	
SAFETY OFFICER	21	2.0	2.0	
SAFETY REPRESENTATIVE	19	10.0	10.0	
SAFETY SUPERVISOR	24	1.0	1.0	
SECURITY OFFICER LEADER	12	6.0	6.0	
SEMI-SKILLED LABORER	6	30.0	27.0	(3.0)
SENIOR ACCOUNT CLERK	13	5.0	5.0	
SENIOR ACCOUNTANT	20	2.0	2.0	
SENIOR AUDITOR	21	4.0	5.0	1.0
SENIOR BUYER	22	12.0	10.0	(2.0)
SENIOR CLERK	8	4.0	4.0	
SENIOR COMMUNICATIONS SPECIALIST	20	1.0	1.0	
SENIOR COMMUNITY LIAISON	23	1.0	1.0	
SENIOR COMPUTER OPERATOR	14	7.0	7.0	
SENIOR CONTRACT ADMINISTRATOR	27	1.0	3.0	2.0
SENIOR CONTRACT COMPLIANCE OFFICER	18	7.0	7.0	
SENIOR CUSTOMER SERVICE CLERK	12	4.0	4.0	
SENIOR DATA CONTROL CLERK	12	3.0	2.0	(1.0)
SENIOR DATA ENTRY OPERATOR	12	6.0	7.0	1.0
SENIOR DISPATCHER	12	14.0	12.0	(2.0)
SENIOR FIXED ASSET SPECIALIST	17	2.0	2.0	
SENIOR GIS ANALYST	24	2.0	2.0	
SENIOR GIS TECHNICIAN	17	13.0	13.0	
SENIOR IMAGING TECHNICIAN	13	1.0	0.0	(1.0)
SENIOR INSPECTOR	22	13.5	13.5	
SENIOR INSTRUMENT TECHNICIAN	14	3.0	3.0	
SENIOR INVENTORY MANAGEMENT CLERK	12	26.0	25.0	(1.0)
SENIOR IT PROJECT MANAGER (EXE LEV)	30	1.0	1.0	
SENIOR MICROCOMPUTER ANALYST	23	1.0	1.0	
SENIOR PLAN ANALYST	18	9.0	9.0	
SENIOR PLANT OPERATOR	15	67.0	68.0	1.0
SENIOR PROCUREMENT SPECIALIST	27	2.0	2.0	
SENIOR PROJECT MANAGER	27	24.0	22.0	(2.0)
SENIOR PUBLIC LOSS INVESTIGATOR	24	2.0	2.0	

Business Area Roster Summary

Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 8300 / 2000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
SENIOR SLUDGE PROCESSOR	15	13.0	13.0	
SENIOR STAFF ANALYST	28	6.5	5.5	(1.0)
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	2.0	1.0
SENIOR SUPERINTENDENT	27	1.0	1.0	
SENIOR TELECOMMUNICATIONS SPECIALIST	21	3.0	3.0	
SENIOR TRAINER	21	8.0	9.0	1.0
SENIOR UTILITY MECHANIC	16	65.0	67.0	2.0
SLUDGE PROCESSOR	11	2.0	2.0	
STAFF ANALYST	26	7.0	6.0	(1.0)
STUDENT INTERN II	10	2.0	3.0	1.0
SUPERINTENDENT	24	7.0	8.0	1.0
SUPERVISING ENGINEER	29	22.0	22.0	
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
SYSTEMS CONSULTANT	26	15.0	15.0	
SYSTEMS SUPPORT ANALYST I	16	3.0	5.0	2.0
SYSTEMS SUPPORT ANALYST II	19	8.0	6.0	(2.0)
SYSTEMS SUPPORT ANALYST IV	25	4.0	4.0	
TECHNICAL HARDWARE ANALYST I	17	12.0	10.0	(2.0)
TECHNICAL HARDWARE ANALYST II	21	46.0	42.0	(4.0)
TECHNICAL HARDWARE ANALYST III	23	21.0	20.8	(0.2)
TELECOMMUNICATIONS SPECIALIST	18	1.0	1.0	
TRAINER	17	2.0	1.0	(1.0)
TRAINING ADMINISTRATOR	24	4.0	4.0	
TRAINING COORDINATOR	24	1.0	1.0	
UTILITY MECHANIC	12	45.0	47.0	2.0
UTILITY WORKER	12	529.0	518.0	(11.0)
WATER SERVICE INSPECTOR I	11	72.0	72.0	
WATER SERVICE INSPECTOR II	15	23.0	22.0	(1.0)
WATER SERVICE INSPECTOR III	17	15.0	15.0	
WEB COORDINATOR	17	1.0	1.0	
WEBMASTER	26	1.0	1.0	
Total FTEs		**2,364.4**	**2,368.7**	**4.3**
Less adjustment for Civilian Vacancy Factor		**156.6**	**116.8**	**(39.8)**
Full-Time Equivalents		**2,207.8**	**2,251.9**	**44.1**

Business Area Revenue Summary

Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 8300 / 2000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2000030009	**PWE - Small Business Development**			
424110	Other Interfund Services	334,300	334,300	**354,700**
2000040003	**PWE - Business Services Branch**			
445050	Cell Tower Revenue	25,000	25,000	**25,000**
2000040004	**PWE - Management & Quality Control**			
456115	Industrial Waste Discharge Permits	7,000	7,000	**5,000**
456180	Fertilizer Sales	160,000	160,000	**160,000**
Total	**PWE - Management & Quality Control**	**167,000**	**167,000**	**165,000**
2000040021	**PWE - System Maintenance**			
434245	Sale of Capital Assets - Vehicles	200,000	180,000	**150,000**
2000050002	**PWE - Financial Management**			
421630	Administrative Fee - Licenses & Permits	0	14,425	**20,000**
426330	Miscellaneous Copies Fees	15,000	15,000	**5,000**
426420	Building Space Rental Fees	1,600	1,800	**1,600**
426430	Facility Rental Fees	6,831,400	6,831,400	**6,746,900**
428030	Release of Liens	500	500	**100**
428080	Returned Check Charges	260,000	260,000	**250,000**
428090	Miscellaneous Fines & Forfeitures	0	3,600	**4,000**
429095	Medicare Part D Distribution	0	181,208	**0**
432010	Interest on Pooled Investments	6,700,000	4,512,861	**3,306,000**
434205	Sale of Scrap Metal	65,000	171,952	**100,000**
434215	Sale of Non-Capital Rolling Stock .	10,000	10,000	**0**
434225	Sale of Non-Capital Equip. & Merchandise	8,000	8,000	**0**
434235	Sale of Capital Assets	25,000	25,000	**50,000**
434240	Sale of Capital Assets-Land/Streets	0	118,040	**100,000**
434305	Judgments & Claims	12,000	12,000	**12,000**
434335	Recover Damage-Infrastructure	100,000	100,000	**75,000**
434505	Prior Year Expenditure Recovery	0	4,950	**0**
434510	Prior Year Revenue	0	3,965	**0**
452020	Recoveries & Refunds	50,000	428,338	**50,000**
452030	Miscellaneous Revenue	30,000	30,000	**30,000**
453010	Retail Water Sales	343,902,000	368,559,325	**378,588,900**
453012	Con Treat Wat NonGov	27,894,700	29,087,556	**34,549,400**
453013	Ret Wat Bill Adjusts	0	0	**(5,000,000)**
453020	Bulk Water Sales - Treated	34,218,300	35,916,236	**41,153,200**
453030	Bulk Water Sales - Untreated	43,222,700	46,237,904	**45,469,300**
453116	In City MUD Water Rebates Government	(800,000)	(800,000)	**(747,400)**
453120	Con Tr Bulk Wat Gov	2,583,900	2,583,900	**0**
454010	Sewer Service Revenue	423,464,600	418,751,044	**442,255,500**
454012	Sewer Bill Adjusts	(10,000,000)	(10,000,000)	**(14,000,000)**
454116	In City MUD Sewer Rebates Government	(1,000,000)	(1,000,000)	**(1,136,700)**
455010	Sewer Service Penalties	4,500,000	4,750,000	**5,000,000**
455020	Water Service Penalties	3,500,000	3,640,000	**4,000,000**
456125	Fire Sprinkler Fees	588,000	2,660,815	**5,156,700**
456130	Water Meter Rental Fees	75,000	85,926	**100,000**
456135	Delinquent Reconnection Fees	500,000	500,000	**500,000**
456140	Tap Installation Fees	5,000	5,000	**5,000**
456145	Meter Installation Fees	435,000	435,000	**500,000**
456150	Engineering Inspection Fees	300,000	300,000	**300,000**
456155	Meter Testing Fees	300	2,303	**2,000**
456160	Transient Meter Relocation Fee	5,000	5,000	**2,500**
456165	New Customer Fees	250,000	250,000	**250,000**
456170	Account Record Fees	1,500	1,605	**1,500**
456185	Contract Revenue from Water Authority	1,150,000	1,150,000	**1,131,500**
456210	Missed Appointment	5,000	5,000	**5,000**
456220	Tenant Notice	25,000	25,000	**2,000**

Business Area Revenue Summary

Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 8300 / 2000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
456225	Failure to Apply	90,000	90,000	**90,000**
456230	Illegal Turn On	1,200	1,200	**1,200**
456235	Lock Device Damage/Repair	0	47	**100**
456240	Submeter Application	6,500	6,500	**7,000**
456245	Evaporation Credit Processing Fee	150,000	150,000	**150,000**
456250	Sewage Disposal	11,000	11,000	**11,000**
Total	**PWE - Financial Management**	**889,193,200**	**916,143,400**	**949,098,300**
2000050022	**PWE - EB Cape Center**			
426370	Training Services	85,000	85,000	**97,000**
2000060005	**PWE - Utilities Analysis**			
421410	Permit Preparation Fees	2,000	2,000	**1,000**
426270	Utility District Application Review	12,000	12,000	**12,000**
426320	City Maps & Related Items	200	200	**100**
456105	Oil and Gas Well Permits	5,000	5,000	**2,500**
456120	Development Permits	185,000	185,000	**200,000**
456265	Municipal Setting Designation Application	35,000	35,000	**20,000**
Total	**PWE - Utilities Analysis**	**239,200**	**239,200**	**235,600**
2000080001	**PWE - Information Technology**			
424110	Other Interfund Services	0	0	**284,100**
Total	**Public Works & Engineering**	**890,243,700**	**917,173,900**	**950,409,700**

Business Area Expenditure Summary

Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 8300 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	90,548,479	95,780,040	92,445,785	**98,221,010**
500030	Salary Part Time - Civilian	472,825	440,766	371,761	**360,656**
500060	Overtime - Civilian	7,018,422	6,606,362	10,443,680	**6,913,175**
500090	Premium Pay - Civilian	254,768	393,354	254,652	**521,635**
500110	Bilingual Pay - Civilian	107,042	119,325	105,291	**118,421**
500180	Temporary Employees	76,808	75,990	19,018	**0**
500210	Pay for Performance-Municipal	6,276	21,000	0	**0**
500250	HOPE Union Business Usage	3,857	0	528	**11,700**
501050	Employee Awards	0	0	0	**21,000**
501070	Pension - Civilian	14,145,012	17,238,277	16,566,993	**21,019,267**
501120	Termination Pay - Civilian	995,730	1,838,900	1,790,845	**1,860,200**
501160	Vehicle Allowance - Civilian	8,432	9,700	9,256	**9,700**
502010	FICA - Civilian	7,240,303	7,883,700	7,701,927	**8,096,809**
503010	Health Ins-Act Civilian	14,094,885	16,860,703	15,315,045	**19,334,331**
503015	Basic Life Insurance - Active Civilian	52,633	56,664	52,152	**58,080**
503050	Health/Life Insurance - Retiree Civilian	5,575,915	3,566,500	3,282,698	**3,536,576**
503060	Long Term Disability-Civilian	0	186,596	165,203	**191,009**
503090	Workers Compensation-Civilian-Admin	(367,993)	442,023	440,858	**539,221**
503100	Workers Compensation-Civilian-Claim	897,571	1,108,500	736,492	**990,800**
504030	Unemployment Claims - Administration	191,124	244,800	211,664	**241,610**
Total	**Personnel Services**	**141,322,089**	**152,873,200**	**149,913,848**	**162,045,200**
511010	Chemical Gases & Special Fluids	23,370,817	32,785,800	30,133,472	**28,269,500**
511015	Cleaning & Sanitary Supplies	195,353	203,900	230,449	**203,800**
511020	Construction Materials	2,485,364	2,950,700	3,687,830	**2,950,700**
511025	Electrical Hardware & Parts	876,597	1,003,600	981,932	**1,111,300**
511030	Mechanical Hardware & Parts	1,765,015	1,730,400	1,838,892	**1,736,400**
511035	Meters Hydrants & Plumbing Supplies	1,316,477	1,519,600	2,128,256	**1,519,600**
511040	Audiovisual Supplies	20,891	54,400	53,600	**33,400**
511045	Computer Supplies	456,685	498,300	432,632	**455,400**
511050	Paper & Printing Supplies	146,011	149,100	138,600	**134,400**
511055	Publications & Printed Materials	39,321	113,500	105,555	**96,000**
511060	Postage	1,723,482	2,081,200	2,073,846	**2,078,700**
511070	Miscellaneous Office Supplies	356,417	328,700	381,321	**356,400**
511080	General Laboratory Supplies	335,103	412,000	408,603	**407,000**
511085	Drugs & Medical Chemicals	50	4,700	3,063	**3,200**
511090	Medical & Surgical Supplies	57,140	32,600	91,030	**38,700**
511095	Small Technical & Scientific Equipment	125,776	221,700	135,717	**197,900**
511110	Fuel	3,980,524	4,663,100	4,846,308	**4,623,800**
511115	Vehicle Repair & Maintenance Supplies	74,699	106,600	238,790	**100,800**
511120	Clothing	399,670	382,600	452,181	**440,300**
511125	Food Supplies	40,070	42,800	53,557	**57,300**
511140	Landscaping & Gardening Supplies	187,426	154,300	334,300	**184,300**
511145	Small Tools & Minor Equipment	1,119,182	1,054,300	898,722	**1,054,100**
511150	Miscellaneous Parts & Supplies	826,405	342,600	701,290	**344,200**
511165	Fire Fighting Equipment	7,003	0	0	**0**
Total	**Supplies**	**39,905,478**	**50,836,500**	**50,349,946**	**46,397,200**
520100	Temporary Personnel Services	814,149	414,900	1,533,310	**414,900**
520101	Janitorial Services	946,925	847,900	1,014,292	**918,500**
520102	Security Services	1,751,836	1,692,400	1,692,400	**1,809,300**
520105	Accounting & Auditing Services	22,816	85,000	75,000	**85,000**
520106	Architectural Services	36,839	1,000	2,001	**1,000**
520107	Computer Info/Contr	1,021,964	2,020,900	2,017,400	**1,954,600**

Business Area Expenditure Summary

Fund Name : Water and Sewer Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 8300 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520108	Information Resource Services	867,167	122,600	118,598	620,600
520109	Medical Dental & Laboratory Services	70,509	38,400	82,393	44,800
520110	Management Consulting Services	1,058,701	1,815,710	1,369,088	1,552,000
520111	Real Estate Services	0	12,000	12,000	6,000
520112	Banking Services	144,059	200,000	200,000	200,000
520114	Miscellaneous Support Services	3,636,311	4,189,500	3,569,399	4,097,100
520115	Real Estate Lease/Office Rental	507,566	489,900	550,400	260,700
520118	Refuse Disposal	4,958,605	6,254,000	5,950,369	6,799,700
520119	Computer Equipment/Software Maintenance	266,898	692,700	477,700	1,068,600
520120	Communications Equipment Services	163	177,600	77,600	7,600
520121	IT Application Svcs	195,288	168,700	103,023	325,700
520122	Office Equipment Services	3,297	23,100	22,700	13,700
520123	Vehicle & Motor Equipment Services	6,126,510	4,718,000	6,814,716	5,673,200
520124	Other Equipment Services	7,454,220	13,717,500	13,731,381	14,232,400
520126	Construction Site Work Services	852,667	2,815,361	7,115,961	1,137,500
520127	Structural Construction Work Services	(17,588)	0	0	0
520128	Other Construction Work Services	0	174,000	100,000	50,000
520129	Sewer Authority Contracts	1,008,817	1,424,400	1,143,919	855,100
520130	Water Authority Contracts	25,148,819	30,242,700	27,742,700	30,447,600
520131	Water Authority Contracts Debt Service	21,285,083	19,130,600	20,413,825	19,663,000
520132	Contracts/Sponsorships	343,819	556,000	429,000	327,000
520136	Billing & Collection Services	213,224	462,000	362,000	362,000
520141	Engineering Services	47,642	384,600	184,595	215,000
520157	Computer Software Maintenance Services	1,837,358	3,913,500	3,261,038	3,712,900
520158	Computer Equipment Maintenance Services	80,022	663,800	609,964	644,800
520170	Generator Equipment Services	0	2,894,400	723,600	2,894,400
520510	Mail/Delivery Services	278,395	670,800	668,900	669,600
520515	Print Shop Services	62,573	93,000	44,289	77,500
520520	Printing & Reproduction Services	85,069	103,900	101,047	145,400
520605	Advertising Services	36,122	94,600	70,681	213,300
520705	Insurance Fees	4,230,358	5,130,600	4,517,287	5,900,200
520710	State/Federal Inspection Fees	3,902,256	3,924,400	3,701,561	3,927,600
520715	Arbitrage Expenses	4,043	2,000	2,000	2,000
520720	Fines	0	20,000	2,460	20,000
520725	Assessments - Other Governments	695,784	1,225,500	1,150,000	1,226,000
520740	Document Recording/Filing Fees	0	600	600	600
520755	Contingency	0	158,800	158,800	60,000
520765	Membership & Professional Fees	121,662	531,600	504,993	499,400
520805	Education & Training	256,314	535,858	261,660	529,000
520905	Travel - Training Related	24,009	133,100	82,898	137,600
520910	Travel - Non-Training Related	23,907	48,200	32,028	41,300
521305	Indirect Cost Recovery Payment	3,034,287	3,868,700	3,868,700	3,479,400
521405	Building Maintenance Services	3,779,357	3,391,671	5,318,725	4,853,800
521415	Land and Grounds Maintenance	2,003,331	2,253,000	2,075,000	2,403,000
521420	Infrastructure Maintenance Service	5,325,840	10,290,200	17,631,582	8,770,000
521505	Electricity	53,653,331	55,092,500	58,792,681	54,359,700
521510	Natural Gas	3,995,832	4,655,200	3,260,752	3,241,200
521515	Electricity Fran Fee Exp	742,027	773,400	572,484	954,100
521605	Data Services	493,269	564,500	509,076	633,700
521610	Voice Services	2,369,351	2,182,900	2,933,506	3,954,200
521620	Voice Equipment	140,301	41,200	82,424	49,300
521625	Voice Labor	66,738	59,600	77,786	22,600
521630	GIS Revolving Fund Services	383,514	507,500	476,400	422,200

Business Area Expenditure Summary

Fund Name : **Water and Sewer Operating Fund**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **8300 / 2000**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521705	Vehicle/Equipment Rental/Lease	236,744	330,300	548,477	**279,300**
521715	Office Equipment Rental	420,761	457,500	408,559	**375,200**
521720	Computer Equipment Rental	215,142	0	3,000	**0**
521725	Other Rental	183,260	939,900	844,712	**900,000**
521730	Parking Space Rental	227,865	250,500	228,670	**210,800**
521905	Legal Services	180,180	712,000	452,547	**769,600**
521910	Legal Svcs - Crt Report	0	6,500	4,630	**5,500**
522205	Metro Commuter Passes	143,290	211,000	195,074	**233,800**
522305	Freight Charges	16,899	29,000	15,278	**24,000**
522410	Cashier Shortages	0	200	200	**200**
522430	Miscellaneous Other Services & Charges	248,960	199,500	372,181	**306,400**
522435	Interest Charges Past Due Accounts	653	1,000	1,000	**0**
522620	Claims & Judgments	119,812	400,000	400,000	**1,400,000**
522705	Interfund Environmental Inspection	350,000	347,700	347,700	**340,000**
522710	Interfund Utility Cut Repairs	437,450	420,000	642,034	**420,000**
522720	Interfund Payroll Services	454,290	283,500	283,500	**166,500**
522721	Interfund HR Client Services	1,122,791	1,716,400	1,691,280	**1,758,700**
522722	KRONOS Service Chargeback	0	75,700	73,214	**79,100**
522723	Drainage Fee Service Chargeback	0	785,400	1,952,400	**0**
522730	Interfund Engineering Services	1,592	25,000	25,000	**0**
522740	Interfund Police Service	576,726	605,200	605,200	**605,200**
522750	Interfund Land/Property Appraisal Service	110,850	110,900	110,900	**385,500**
522765	Interfund Legal Services	747,459	788,600	788,600	**826,400**
522790	Interfund Inventory Adjustments	(31,595)	0	0	**0**
522795	Other Interfund Services	1,540,146	1,351,400	2,180,690	**1,609,600**
522800	Cost of Goods Sold	34,557	0	0	**0**
522810	Interfund Carpentry & Painting	691,129	658,500	658,500	**658,500**
522840	Interfund Permit Center Rent Chargeback	0	252,300	252,300	**421,900**
Total	**Other Services and Charges**	**174,420,317**	**207,654,500**	**221,484,338**	**208,763,600**
551010	Non-Capital Office Furniture & Equipment	16,695	87,300	68,216	**98,600**
551015	Non-Capital Computer Equipment	792,854	2,170,900	1,703,000	**1,603,100**
551020	Non-Capital Communication Equipment	404,165	433,400	435,397	**362,600**
551025	Non-Capital Scientific/Medical Equipment	170,769	206,400	215,593	**194,500**
551030	Non-Capital Machinery & Equipment	238,252	469,600	605,287	**653,000**
551040	Non-Capital Other	0	21,000	23,334	**0**
551045	Non-Capital Vehicles/Rolling Stock	4,120	0	0	**0**
Total	**Non-Capital Equipment**	**1,626,855**	**3,388,600**	**3,050,827**	**2,911,800**
531085	Other Interest	(1,271,218)	0	0	**0**
532080	System Debt Service Transfers	74,364,373	80,647,000	70,395,254	**70,367,400**
532100	Trans to CUS Operating	270,314,525	320,623,300	299,653,495	**339,367,100**
Total	**Debt Service and Other Uses**	**343,407,680**	**401,270,300**	**370,048,749**	**409,734,500**
	Grand Total Expenditures	**700,682,419**	**816,023,100**	**794,847,708**	**829,852,300**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name	:	**Combined Utility System Operating Fund**
Business Area Name	:	**Public Works & Engineering**
Fund No./Bus. Area No.	:	**8301 / 2000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	34,562,733	34,562,733	**34,562,733**
Provision for Bad Debt	0	0	**0**
Current Revenues	334,623,300	319,604,808	**356,659,100**
Total Available Resources	369,186,033	354,167,541	**391,221,833**
Maintenance and Operations	0	0	**0**
Debt Service	334,623,300	319,604,808	**356,659,100**
Operating Transfers	0	0	**0**
Total Expenditures	334,623,300	319,604,808	**356,659,100**
Planned Ending Fund Balance	34,562,733	34,562,733	**34,562,733**
Total Budget	369,186,033	354,167,541	**391,221,833**

Business Area Budget Summary

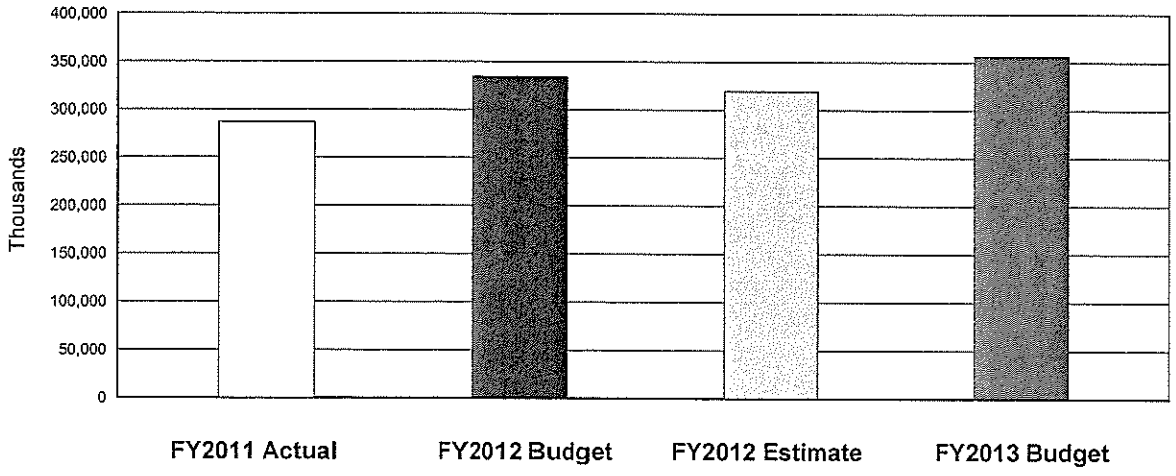
Fund Name : Combined Utility System Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 8301 / 2000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Other Services and Charges	58,410	0	0	0
	Total M & O Expenditures	58,410	0	0	0
	Debt Service & Other Uses	286,870,278	334,623,300	319,604,808	356,659,100
	Total Expenditures	286,928,688	334,623,300	319,604,808	356,659,100
Revenues		284,249,081	334,623,300	319,604,808	356,659,100
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0

Significant Budget Changes and Highlights

- Water and sewer impact fees are increasing due to a better economic outlook in the Houston environment that will encourage more development projects.

Combined Utility System Operating Fund
Public Works & Engineering
Expenditure Summary



Business Area Revenue Summary

Fund Name : Combined Utility System Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 8301 / 2000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2000050002	**PWE - Financial Management**			
432010	Interest on Pooled Investments	4,900,000	3,300,451	**4,292,000**
458030	Impact Fee Transfer	9,100,000	16,650,862	**13,000,000**
490040	Transfer from Water & Sewer Fund	320,623,300	299,653,495	**339,367,100**
Total	**PWE - Financial Management**	**334,623,300**	**319,604,808**	**356,659,100**
Total	**Public Works & Engineering**	**334,623,300**	**319,604,808**	**356,659,100**

Business Area Expenditure Summary

Fund Name : Combined Utility System Operating Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 8301 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520715	Arbitrage Expenses	58,410	0	0	0
Total	**Other Services and Charges**	**58,410**	**0**	**0**	**0**
531065	Revenue Bonds Interest	3,468,471	0	0	0
531170	Rev Bonds COI	19,444	0	0	0
532080	System Debt Service Transfers	283,382,363	334,623,300	319,604,808	356,659,100
Total	**Debt Service and Other Uses**	**286,870,278**	**334,623,300**	**319,604,808**	**356,659,100**
	Grand Total Expenditures	**286,928,688**	**334,623,300**	**319,604,808**	**356,659,100**

COMBINED UTILITY SYSTEM GENERAL PURPOSE FUND

Description and Mission

The Combined Utility System (CUS) General Purpose Fund is used to budget the water and sewer capital outlay expenditures and other items such as discretionary debt and transfers to support storm water functions.

The FY2013 CUS General Purpose Fund Budget totals $139,596,400. The largest transactions and allocations are $21,467,900 for capital outlay, $43,799,300 for the Storm Water Fund, $21,154,200 for debt service and $50,000,000 for 'pay as you go' funding for CUS Capital Projects.


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name : **Combined Utility System Gen Pur Fund**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **8305 / 2000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	430,799,579	430,799,579	**287,834,573**
Provision for Bad Debt	0	0	**0**
Current Revenues	0	0	**0**
Total Available Resources	430,799,579	430,799,579	**287,834,573**
Maintenance and Operations	25,758,400	20,122,717	**24,642,900**
Debt Service	26,387,900	26,387,900	**21,154,200**
Operating Transfers	100,115,900	96,454,389	**93,799,300**
Total Expenditures	152,262,200	142,965,006	**139,596,400**
Planned Ending Fund Balance	278,537,379	287,834,573	**148,238,173**
Total Budget	430,799,579	430,799,579	**287,834,573**

Business Area Budget Summary

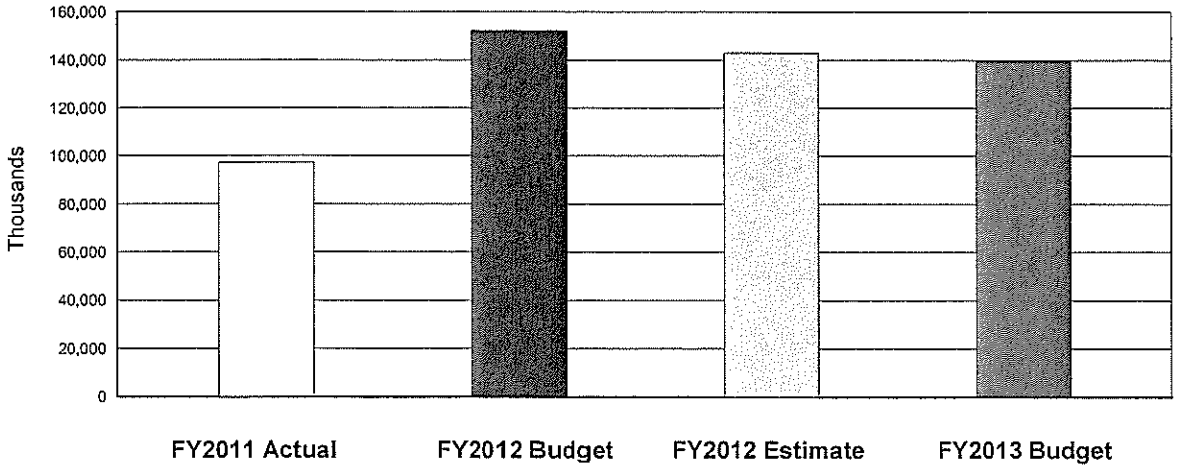
Fund Name : **Combined Utility System Gen Pur Fund**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **8305 / 2000**

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Other Services and Charges	2,182,011	5,141,636	3,751,745	**3,175,000**
	Equipment	12,093,262	20,616,764	16,370,972	**21,467,900**
	Total M & O Expenditures	14,275,273	25,758,400	20,122,717	**24,642,900**
	Debt Service & Other Uses	82,976,920	126,503,800	122,842,289	**114,953,500**
	Total Expenditures	97,252,193	152,262,200	142,965,006	**139,596,400**
Revenues		0	0	0	**0**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o Capital Acquisition budget of $3.1 million carried forward from FY2012.
- o Water Conservation Rebate Program is decreasing by $2.0 million due to planned phase down of the program.
- o Transfer to Stormwater is decreased by $6.3 million due to Dedicated Drainage and Street Renewal Fund (DDSRF) starting partial funding to cover Stormwater Fund's operating and maintenance expenses in FY2013.

Combined Utility System Gen Pur Fund
Public Works & Engineering
Expenditure Summary



Business Area Expenditure Summary

Fund Name : Combined Utility System Gen Pur Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 8305 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520106	Architectural Services	39,653	0	0	**0**
520110	Management Consulting Services	281,121	475,000	475,000	**475,000**
520119	Computer Equipment/Software Maintenance	22,186	0	0	**0**
520124	Other Equipment Services	252,141	0	0	**0**
520126	Construction Site Work Services	(948,648)	0	0	**0**
520160	CIP-Software	836,458	0	576,745	**0**
521316	Water Conservation Rebate	1,629,386	4,466,636	2,500,000	**2,500,000**
521905	Legal Services	121,439	200,000	200,000	**200,000**
522790	Interfund Inventory Adjustments	(51,813)	0	0	**0**
522800	Cost of Goods Sold	88	0	0	**0**
Total	**Other Services and Charges**	**2,182,011**	**5,141,636**	**3,751,745**	**3,175,000**
560120	Capital Exp-Building and Bldg Improvement	223,107	850,100	720,100	**579,000**
560140	Improvements other than Buildings	29,911	0	0	**110,000**
560210	Furniture Fixtures and Equipment	2,446,465	2,731,500	2,546,300	**1,475,900**
560220	Vehicles	4,445,356	8,207,043	6,010,296	**10,260,500**
560230	Computer HW and Developed SW	569,806	2,535,300	1,958,555	**1,694,000**
560240	Communication Equipment	115,455	638,200	634,700	**402,000**
560260	Infrastructure	4,263,162	5,654,621	4,501,021	**6,946,500**
Total	**Equipment**	**12,093,262**	**20,616,764**	**16,370,972**	**21,467,900**
531085	Other Interest	4,930,309	3,813,700	3,813,700	**3,813,700**
531170	Rev Bonds COI	67,830	300,000	300,000	**300,000**
531175	Allen's Creek & Wallisville Principal	106,218	109,700	109,700	**113,200**
531180	Allen's Creek & Wallisville Interest	1,280,512	1,001,500	1,001,500	**1,120,700**
532020	Transfers to Capital Projects	0	50,000,000	50,000,000	**50,000,000**
532050	Trans to PIB Bonds Debt Service	21,743,718	21,163,000	21,163,000	**15,806,600**
532095	Transfer to Stormwater Fund	54,848,333	50,115,900	46,454,389	**43,799,300**
Total	**Debt Service and Other Uses**	**82,976,920**	**126,503,800**	**122,842,289**	**114,953,500**
	Grand Total Expenditures	**97,252,193**	**152,262,200**	**142,965,006**	**139,596,400**


CITY OF HOUSTON
TEXAS

DEDICATED DRAINAGE AND STREET RENEWAL FUND

Description and Mission

The Dedicated Drainage & Street Renewal Fund (DDSRF) was established beginning in FY2012. The DDSRF provides a dedicated, pay-as-you-go fund for enhancement, improvement and ongoing renewal of Houston's drainage and streets, as well as traffic control operations.

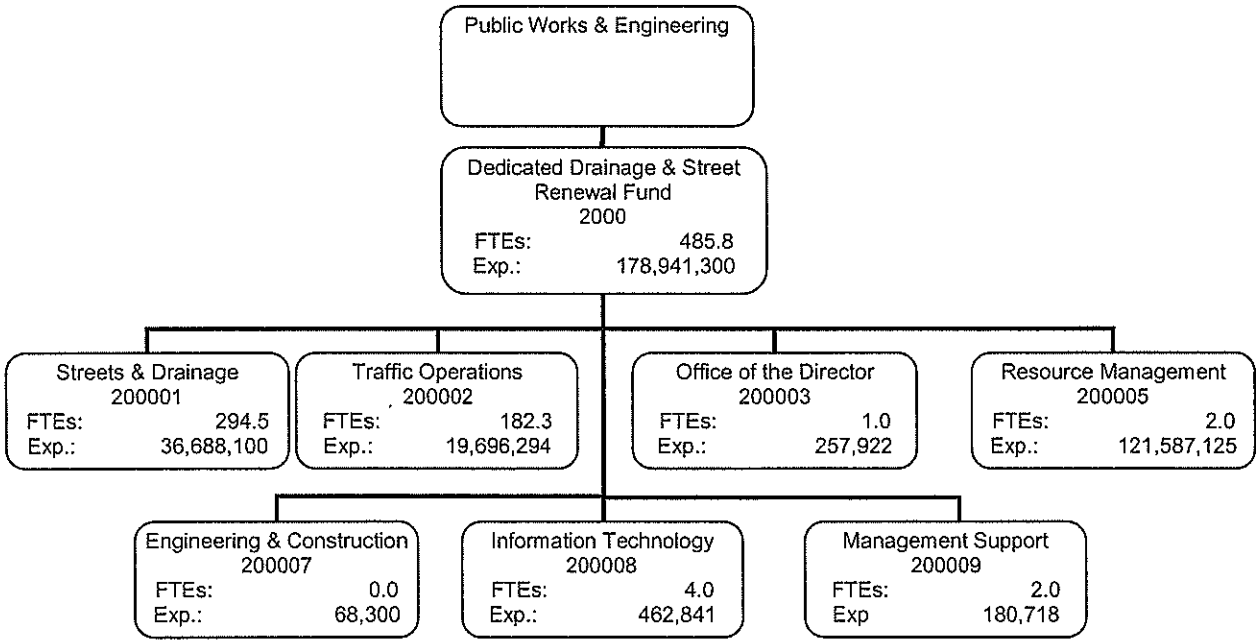
Department Short Term Goals

- Community involvement
  - Adopt-a-ROW
  - Meet all our Performance Measures as indicated in the budget book
- Maintain the overlay lane miles at 140
- Preventive maintenance on traffic signals, school beacons and freeway lighting
- Successfully implement drainage billing

Department Long Term Goals

- Be responsive to the requests of the public - 311 Houston Service Helpline
- Be efficient and provide quality service in our daily operation
- Compliance with Federal Highway Administration recommended guidelines
- Develop and train Traffic Operations personnel
- Meet our budget requirements
- Ensure ongoing effective communication, billing accuracy and processing of drainage charges

Department Organization



Fund Summary

Fund Name	:	**Dedicated Drainage & Street Renewal Fund**
Business Area Name	:	**Public Works & Engineering**
Fund No./Bus. Area No.	:	**2310 / 2000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	0	0	**65,476,896**
Current Revenues	235,954,500	182,153,868	**169,590,300**
Total Available Resources	235,954,500	182,153,868	**235,067,196**
Maintenance and Operations	59,220,400	56,865,203	**60,487,600**
Operating Transfers	117,248,400	59,811,769	**118,453,700**
Total Expenditures	176,468,800	116,676,972	**178,941,300**
Planned Ending Fund Balance	59,485,700	65,476,896	**56,125,896**
Total Budget	235,954,500	182,153,868	**235,067,196**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	59,485,700	65,476,896	**56,125,896**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate, and the FY2013 Budget for the Dedicated Drainage & Street Renewal Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.


CITY OF HOUSTON
TEXAS

Business Area Budget Summary

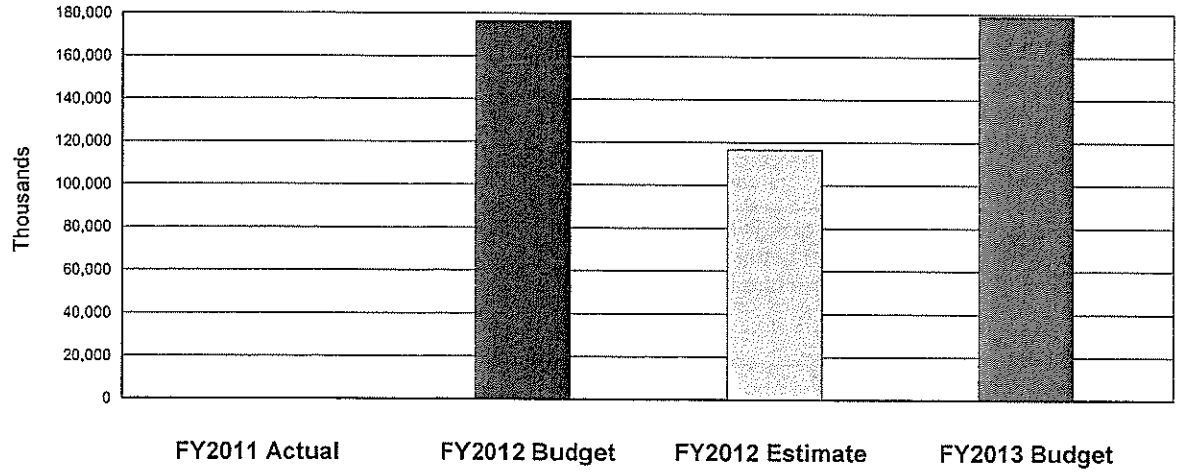
Fund Name : Dedicated Drainage & Street Renewal Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2310 / 2000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	0	29,972,295	28,497,035	**30,727,500**
	Supplies	0	14,092,940	13,281,033	**13,407,000**
	Other Services and Charges	0	12,923,585	14,010,575	**13,004,300**
	Equipment	0	2,059,960	878,100	**3,293,000**
	Non-Capital Equipment	0	171,620	198,460	**55,800**
	Total M & O Expenditures	0	59,220,400	56,865,203	**60,487,600**
	Debt Service & Other Uses	0	117,248,400	59,811,769	**118,453,700**
	Total Expenditures	0	176,468,800	116,676,972	**178,941,300**
Revenues		0	235,954,500	182,153,868	**169,590,300**
Staffing	Full-Time Equivalents - Civilian	0.0	488.3	461.7	**485.8**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	488.3	461.7	**485.8**
	Full-Time Equivalents - Overtime	0.0	29.5	32.6	**27.0**

Significant Budget Changes and Highlights

- o The FY2013 Budget includes funding for expenditure increases in health benefits ($786,100) and pension contributions ($824,758).
- o This fund includes $7.7 million transfer to the Stormwater Fund to partially cover Stormwater Fund's operating and maintenance expenses.
- o Continuation of the Metro reimbursements for asphalt tonnage, street resurfacing, street maintenance, concrete repair, bridge maintenance, signal maintenance, signal engineering and traffic operation (total $51.2 million from METRO).
- o Convert eight existing timber bridges to concrete culvert structures.
- o Temporary Personnel is decreasing due to the completion of the drainage implementation process.
- o Continuation of signal maintenance along the Downtown Light Rail lines and additional signal maintenance along the upcoming North Corridor Light Rail lines scheduled to be operational in the first quarter of FY2013.
- o Includes $10.0 million transfer of captured revenue from General Fund.

Dedicated Drainage & Street Renewal Fund
Public Works & Engineering
Expenditure Summary



Division Mission and Performance Measures

Fund Name : **Dedicated Drainage & Street Renewal Fund**
Business Area Name : **Public Works & Engineering**
Fund No./Bus Area No. : **2310 / 2000**

Name: Streets and Drainage Division -- 200001

Mission: Deliver quality services, in a safe and timely manner, that provides for the smooth operation and high-level maintenance of public infrastructure in the City's right-of-way.

Goal: 1. Be responsive to the requests of the public - 311 Houston Service Helpline .
2. Be efficient and provide quality services in our daily operation.
3. Meet our performance measures.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Skin patching tonnage	N/A	16,000	**16,000**
Bridge maintenance cycles	N/A	5,350	**5,350**
Concrete st. repair (CuFt)	N/A	262,000	**262,000**
Bridges replaced	N/A	8	**8**
Overlay lane miles	N/A	140	**140**

Name: Traffic Operations Division -- 200002

Mission: Operate and maintain Houston's traffic control systems according to City codes and standard engineering practices in a coordinated manner to provide improved mobility; and do so in a responsive, effective, and efficient manner to serve our citizens.

Goal: Compliance with Federal Highway Administration recommended guidelines.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Sign completed in 14 days	N/A	90%	**90%**
Install & Maintain Signs	N/A	56,000	**60,000**
Signal Maintenance & Optimization	N/A	100%	**100%**
Traffic plan review (2 weeks)	N/A	90%	**90%**
Mobility Permit Investigations	N/A	10,000	**10,000**

Name: Office of the Director -- 200003

Mission: Effectively respond to and administer the "ReBuild Houston" (RBH) voter initiative in accordance with the City's Charter and Ordinance that enhance our quality of life by minimizing flooding and improving mobility, public safety and economic vitality.

Goal: Contribute to a quality street and drainage CIP program that reflects the City's Charter and Ordinance. Administer the Communication Concept Plan to better inform the public and stakeholders on ReBuild Houston. Foster opportunities to improve our infrastructure by means of prioritization, standards and intergovernmental relationships.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Submit a 10-year plan for ReBuild Houston to City Council/Finance Dept.	NA	100%	**100%**

Division Mission and Performance Measures

Fund Name : Dedicated Drainage & Street Renewal Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2310 / 2000

Name: Resource Management Division -- 200005

Mission: Accurately bill and provide customer service for the drainage utility charge.

Goal: Ensure effective communication, billing accuracy, and processing of drainage charges.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Calls answered within 5 minutes	N/A	80%	80%

Name: Engineering and Construction -- 200007

Mission: Design and construct Houston's street and drainage public infrastructure so that quality capital projects are delivered timely, within budget, and with minimum inconvenience to the public, while protecting the public health, safety, and welfare of citizens.

Goal: Enhance project delivery through improved process and increased consistency in practice.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	N/A

Name: IT Division -- 200008

Mission: Provide and maintain technology solutions to support planning, design, construction, operation, and maintenance of the street and drainage public infrastructure systems and administration for the Department of Public Works & Engineering while maintaining high availability, response time, data accuracy and integrity to our customers.

Goal: Provide support with mainframe, desktop, software application, programming, and other pertinent technology related to this fund.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
System availability mainframe	N/A	99.99%	99.99%
System availability distributed servers	N/A	99.99%	99.99%

Division Mission and Performance Measures

Fund Name : Dedicated Drainage & Street Renewal Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2310 / 2000

Name: Management Support Branch -- 200009

Mission: Reduce workers' compensation claims; conduct field inspection surveys; provide training support and statistical analysis reporting; and manage Texas Pollutant Discharge Elimination System (TPDES) Permit compliance issues relating to spill response.

Goal: Provide professional services related to employee health and safety, response support in emergencies created by natural or man-made disasters, spill response, contractor compliance, accident and injury investigations, and field surveys/inspections.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
PWE employees trained	N/A	2,000	**2,000**
Crew surveys	N/A	2,000	**2,000**
Facility inspections	N/A	115	**115**
Accident investigation	N/A	100%	**100%**
Tailgates	N/A	14,000	**14,000**

Division Summary

Fund Name : Dedicated Drainage & Street Renewal Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2310 / 2000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Streets and Drainage Division 200001						
Street and Bridge - maintain a smooth riding surface free of obstacles and debris.	0.0	0	277.8	33,573,079	**294.5**	**36,688,100**
Traffic Operations Division 200002						
Responsible for the installation, operation, and maintenance of the traffic signal system; installation and maintenance of traffic control signs, pavement markings, and flashing school beacons; maintenance of roadway lighting on major highways; conducting studies involving speed zones, traffic counts, stop signs warrants, street lighting installations and parking.	0.0	0	176.2	18,593,290	**182.3**	**19,696,294**
Office of the Director 200003						
Responsible for the RBH Initiative which is the City of Houston's plan to rebuild the city's drainage and street infrastructure in order to improve the quality of life and mobility for residents of the city through drainage and street improvements and maintenance. This position is to help with the administration responsibilities associated with the Mayor and Council appointed Oversight Committee.	0.0	0	0.6	154,088	**1.0**	**257,922**
Resource Management Division 200005						
Provide customer billing and support; manage fund transfers for CIP projects.	0.0	0	1.9	63,783,483	**2.0**	**121,587,125**
Engineering and Construction 200007						
Responsible for the implementation of engineering and construction of infrastructure projects per the City's adopted five year CIP plan.	0.0	0	0.0	48,900	**0.0**	**68,300**
IT Division 200008						
Provide helpdesk, desktop, application & work management system support; along with other systems support.	0.0	0	3.2	352,432	**4.0**	**462,841**

Division Summary

Fund Name : Dedicated Drainage & Street Renewal Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2310 / 2000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Management Support Branch 200009						
Provision of professional services related to employee health and safety, response support in emergencies created by natural or man-made disasters, spill response, contractor compliance, accident and injury investigations, and field surveys/inspections.	0.0	0	2.0	171,700	**2.0**	**180,718**
Total	0.0	0	461.7	116,676,972	**485.8**	**178,941,300**

Business Area Roster Summary

Fund Name : Dedicated Drainage & Street Renewal Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2310 / 2000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT	17	1.0	1.0	
ADMINISTRATION MANAGER	26	2.0	3.0	1.0
ADMINISTRATIVE AIDE	10	3.0	3.0	
ADMINISTRATIVE ASSISTANT	17	9.0	10.0	1.0
ADMINISTRATIVE ASSOCIATE	13	13.0	13.0	
ADMINISTRATIVE COORDINATOR	24	2.0	2.0	
ADMINISTRATIVE SPECIALIST	20	2.0	2.0	
ADMINISTRATIVE SUPERVISOR	22	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	3.0	3.0	
ASSISTANT ELECTRICAL SUPERVISOR	22	1.0	1.0	
BUYER	16	1.0	1.0	
CARPENTER	14	4.0	4.0	
CEMENT FINISHER	11	3.0	2.0	(1.0)
CEMENT FINISHER SUPERVISOR	15	2.0	2.0	
CONTRACT ADMINISTRATOR	22	0.0	1.0	1.0
CUSTODIAN	4	1.0	1.0	
CUSTOMER SERVICE REP. I	13	3.0	2.0	(1.0)
CUSTOMER SERVICE REP. II	15	2.0	2.0	
CUSTOMER SERVICE REP. III	16	2.0	2.0	
CUSTOMER SERVICE SUPERVISOR	18	3.0	3.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	
DEPUTY DIRECTOR-PUBLIC WORKS	36	2.0	3.0	1.0
DISPATCHER	8	0.0	1.0	1.0
ELECTRICAL ESTIMATOR	23	3.0	3.0	
ELECTRICAL SUPERINTENDENT	26	1.0	1.0	
ELECTRICAL SUPERVISOR	24	2.0	2.0	
ELECTRICIAN	18	28.0	27.0	(1.0)
ENGINEER	26	1.0	1.0	
EQUIPMENT WORKER	13	92.0	94.0	2.0
FIELD SUPERVISOR	17	29.0	29.0	
GENERAL SUPERINTENDENT	21	1.0	1.0	
GRADUATE ENGINEER	22	7.0	8.0	1.0
INSPECTOR	18	5.0	5.0	
INSTRUMENT PERSON	11	1.0	1.0	
IRON WORKER	13	3.0	3.0	
LABORER	4	86.0	85.0	(1.0)
MANAGEMENT ANALYST IV	25	1.0	1.0	
MESSENGER	6	1.0	1.0	
MICROCOMPUTER ANALYST	20	1.0	0.0	(1.0)
OFFICE SUPERVISOR	17	1.0	1.0	
PAINTER	11	4.0	4.0	
PAVING ASSESSMENT SPECIALIST	16	2.0	2.0	
PROCUREMENT SPECIALIST	24	1.0	1.0	
PROJECT MANAGER	24	2.0	2.0	
PROJECT TECHNICIAN III	17	3.0	3.0	
PROJECT TECHNICIAN IV	20	5.0	4.0	(1.0)
PUBLIC WORKS MAINTENANCE MANAGER	29	5.0	4.0	(1.0)
PUBLIC WORKS MAINTENANCE SECTION CHIEF	22	10.0	12.0	2.0
SAFETY OFFICER	21	1.0	1.0	
SAFETY SUPERVISOR	24	1.0	1.0	
SEMI-SKILLED LABORER	6	25.0	29.0	4.0
SENIOR BUYER	22	1.0	1.0	

Business Area Roster Summary

Fund Name : Dedicated Drainage & Street Renewal Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2310 / 2000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
SENIOR DATA ENTRY OPERATOR	12	3.0	2.0	(1.0)
SENIOR DISPATCHER	12	6.0	7.0	1.0
SENIOR GIS TECHNICIAN	17	1.0	0.0	(1.0)
SENIOR INSPECTOR	22	3.0	2.0	(1.0)
SENIOR INVENTORY MANAGEMENT CLERK	12	3.0	2.0	(1.0)
SENIOR PAYROLL CLERK	13	2.0	2.0	
SENIOR PROJECT MANAGER	27	3.0	3.0	
SENIOR TRAFFIC ANALYST	13	7.0	6.0	(1.0)
SIGN PROCESSOR	9	6.0	6.0	
STAFF ANALYST	26	1.0	0.0	(1.0)
STUDENT INTERN II	10	2.0	1.0	(1.0)
SUPERVISING ENGINEER	29	4.0	4.0	
SYSTEMS CONSULTANT	26	1.0	1.0	
SYSTEMS SUPPORT ANALYST II	19	1.0	1.0	
TECHNICAL HARDWARE ANALYST I	17	13.0	13.0	
TECHNICAL HARDWARE ANALYST II	21	7.0	10.0	3.0
TECHNICAL HARDWARE ANALYST III	23	4.0	6.0	2.0
TRAFFIC ANALYST	7	2.0	3.0	1.0
TRAFFIC SIGNAL SUPERVISOR	22	4.0	4.0	
TRUCK DRIVER	6	48.0	44.0	(4.0)
Total FTEs		**505.0**	**508.0**	**3.0**
Less adjustment for Civilian Vacancy Factor		**16.7**	**22.2**	**5.5**
Full-Time Equivalents		**488.3**	**485.8**	**(2.5)**

Business Area Revenue Summary

Fund Name : Dedicated Drainage & Street Renewal Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2310 / 2000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2000010002	**PWE - Street Maintenance**			
422150	Intergovernmental Revenue - Metro	33,264,300	33,264,300	**33,654,300**
434245	Sale of Capital Assets - Vehicles	0	18,100	**6,000**
Total	**PWE - Street Maintenance**	**33,264,300**	**33,282,400**	**33,660,300**
2000010003	**PWE - Street Resurfacing**			
434335	Recover Damage-Infrastructure	29,000	35,000	**29,000**
434515	Street Milling Sale Earnings	800,000	900,000	**900,000**
Total	**PWE - Street Resurfacing**	**829,000**	**935,000**	**929,000**
2000010008	**PWE - Concrete Repair**			
422150	Intergovernmental Revenue - Metro	0	1,600,000	**0**
2000010018	**PWE - Special Project**			
424110	Other Interfund Services	1,425,000	1,425,000	**845,000**
2000010020	**PWE - Brick Street Maintenance**			
422122	Municipal Service Fees - TIRZ	0	0	**10,000**
2000020003	**PWE - Signs and Marking Maintenance**			
421400	Miscellaneous Sign Fees	16,800	28,000	**28,000**
434335	Recover Damage-Infrastructure	20,400	103,000	**93,000**
Total	**PWE - Signs and Marking Maintenance**	**37,200**	**131,000**	**121,000**
2000020004	**PWE - Signal Maintenance**			
422150	Intergovernmental Revenue - Metro	17,335,700	17,335,700	**17,545,700**
426290	Other Service Charges	81,500	81,500	**31,000**
426390	Misc. Services to Other Agencies	385,800	385,800	**380,800**
434205	Sale of Scrap Metal	10,000	36,602	**10,000**
434335	Recover Damage-Infrastructure	0	7,000	**7,000**
Total	**PWE - Signal Maintenance**	**17,813,000**	**17,846,602**	**17,974,500**
2000020007	**PWE - Mobility Permitting**			
421310	Mobility Permits	995,600	665,000	**670,000**
428080	Returned Check Charges	0	600	**500**
Total	**PWE - Mobility Permitting**	**995,600**	**665,600**	**670,500**
2000050002	**PWE - Financial Management**			
422140	Metro Grant Awards	54,590,400	0	**0**
423010	Other Grant Awards	2,000,000	0	**0**
424190	Interfund Drainage Fee	9,173,900	16,900,000	**1,879,000**
426500	Drainage Charge Revenue	115,826,100	99,900,000	**103,001,000**
432010	Interest on Pooled Investments	0	275,000	**500,000**
Total	**PWE - Financial Management**	**181,590,400**	**117,075,000**	**105,380,000**
2000050033	**PWE - Captured Tax Revenues for CIP Projects**			
490010	Transfer from General Fund	0	9,193,266	**10,000,000**
Total	**Public Works & Engineering**	**235,954,500**	**182,153,868**	**169,590,300**

Business Area Expenditure Summary

Fund Name : Dedicated Drainage & Street Renewal Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2310 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	0	18,517,060	17,538,715	**18,487,220**
500060	Overtime - Civilian	0	1,705,874	1,883,174	**1,605,449**
500090	Premium Pay - Civilian	0	119,538	100,999	**116,638**
500110	Bilingual Pay - Civilian	0	4,590	7,167	**7,231**
500250	HOPE Union Business Usage	0	0	574	**0**
501050	Employee Awards	0	3,500	3,500	**3,500**
501070	Pension - Civilian	0	3,333,867	3,131,480	**3,956,238**
501120	Termination Pay - Civilian	0	259,000	348,000	**213,600**
501160	Vehicle Allowance - Civilian	0	8,410	3,198	**8,410**
502010	FICA - Civilian	0	1,552,307	1,450,003	**1,539,104**
503010	Health Ins-Act Civilian	0	3,773,928	3,329,639	**4,115,739**
503015	Basic Life Insurance - Active Civilian	0	17,260	9,803	**10,912**
503050	Health/Life Insurance - Retiree Civilian	0	0	8,266	**0**
503060	Long Term Disability-Civilian	0	41,714	36,640	**41,320**
503090	Workers Compensation-Civilian-Admin	0	98,116	94,075	**116,162**
503100	Workers Compensation-Civilian-Claim	0	458,374	510,282	**458,374**
504030	Unemployment Claims - Administration	0	78,757	41,520	**47,603**
Total	**Personnel Services**	**0**	**29,972,295**	**28,497,035**	**30,727,500**
511010	Chemical Gases & Special Fluids	0	23,900	23,900	**24,900**
511015	Cleaning & Sanitary Supplies	0	30,900	30,800	**30,800**
511020	Construction Materials	0	10,371,900	9,511,900	**9,923,700**
511025	Electrical Hardware & Parts	0	1,228,640	1,249,450	**1,114,600**
511030	Mechanical Hardware & Parts	0	1,600	20,886	**9,100**
511045	Computer Supplies	0	44,400	24,171	**39,000**
511050	Paper & Printing Supplies	0	19,700	19,700	**17,800**
511055	Publications & Printed Materials	0	7,000	5,400	**9,300**
511060	Postage	0	375,500	354,500	**202,800**
511070	Miscellaneous Office Supplies	0	67,300	57,799	**68,100**
511085	Drugs & Medical Chemicals	0	500	500	**500**
511090	Medical & Surgical Supplies	0	6,300	12,490	**9,000**
511095	Small Technical & Scientific Equipment	0	0	0	**13,700**
511110	Fuel	0	1,416,300	1,493,557	**1,428,800**
511115	Vehicle Repair & Maintenance Supplies	0	27,800	56,400	**27,300**
511120	Clothing	0	135,900	116,450	**139,300**
511125	Food Supplies	0	15,800	15,800	**20,800**
511140	Landscaping & Gardening Supplies	0	8,700	8,700	**8,700**
511145	Small Tools & Minor Equipment	0	122,300	100,726	**121,300**
511150	Miscellaneous Parts & Supplies	0	188,500	177,904	**197,500**
Total	**Supplies**	**0**	**14,092,940**	**13,281,033**	**13,407,000**
520100	Temporary Personnel Services	0	2,221,100	2,135,477	**1,721,100**
520101	Janitorial Services	0	20,400	20,400	**21,600**
520106	Architectural Services	0	1,687	25	**0**
520107	Computer Info/Contr	0	26,380	41,380	**38,400**
520108	Information Resource Services	0	24,500	24,500	**24,500**
520109	Medical Dental & Laboratory Services	0	12,100	12,019	**12,100**
520110	Management Consulting Services	0	20,800	128,555	**22,800**
520114	Miscellaneous Support Services	0	10,100	14,894	**12,100**
520115	Real Estate Lease/Office Rental	0	355,800	355,800	**368,100**
520118	Refuse Disposal	0	227,700	227,700	**317,700**
520119	Computer Equipment/Software Maintenance	0	239,700	314,600	**363,900**
520120	Communications Equipment Services	0	25,000	0	**0**
520121	IT Application Svcs	0	286,300	359,206	**540,200**

Business Area Expenditure Summary

Fund Name : Dedicated Drainage & Street Renewal Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2310 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520123	Vehicle & Motor Equipment Services	0	3,844,800	3,215,408	**3,808,800**
520124	Other Equipment Services	0	7,500	7,500	**7,500**
520126	Construction Site Work Services	0	22,500	22,500	**22,500**
520136	Billing & Collection Services	0	114,000	94,000	**0**
520141	Engineering Services	0	82,000	40,000	**50,500**
520157	Computer Software Maintenance Services	0	247,000	247,000	**275,000**
520510	Mail/Delivery Services	0	95,400	108,000	**242,400**
520515	Print Shop Services	0	4,700	7,600	**5,700**
520520	Printing & Reproduction Services	0	4,000	29,754	**5,700**
520605	Advertising Services	0	500	500	**2,000**
520705	Insurance Fees	0	36,900	34,829	**42,400**
520720	Fines	0	0	3,080	**0**
520765	Membership & Professional Fees	0	27,300	26,299	**25,100**
520805	Education & Training	0	118,900	93,900	**114,000**
520905	Travel - Training Related	0	15,500	13,422	**13,700**
520910	Travel - Non-Training Related	0	3,400	1,900	**1,900**
521405	Building Maintenance Services	0	116,613	104,310	**125,900**
521410	Sewer Services	0	28,700	28,700	**28,700**
521415	Land and Grounds Maintenance	0	20,000	20,000	**0**
521420	Infrastructure Maintenance Service	0	2,058,300	3,608,300	**2,068,300**
521505	Electricity	0	382,500	367,901	**318,700**
521510	Natural Gas	0	23,100	19,672	**20,700**
521605	Data Services	0	106,700	106,700	**150,900**
521610	Voice Services	0	354,000	354,000	**497,800**
521620	Voice Equipment	0	11,100	8,805	**10,800**
521625	Voice Labor	0	10,600	10,600	**7,800**
521630	GIS Revolving Fund Services	0	100,100	100,100	**84,500**
521705	Vehicle/Equipment Rental/Lease	0	57,200	58,835	**90,100**
521715	Office Equipment Rental	0	57,100	45,053	**51,100**
521730	Parking Space Rental	0	92,300	81,434	**59,500**
521905	Legal Services	0	1,300	1,300	**1,300**
521910	Legal Svcs - Crt Report	0	700	1,214	**700**
522205	Metro Commuter Passes	0	5,000	26,036	**50,600**
522305	Freight Charges	0	1,000	1,000	**1,000**
522430	Miscellaneous Other Services & Charges	0	76,105	85,776	**72,500**
522720	Interfund Payroll Services	0	61,900	61,900	**36,400**
522721	Interfund HR Client Services	0	373,700	373,700	**386,200**
522722	KRONOS Service Chargeback	0	16,200	16,200	**17,200**
522723	Drainage Fee Service Chargeback	0	6,200	6,200	**23,800**
522735	Interfund Communication Equipment Repair	0	115,500	104,398	**115,500**
522775	Interfund Utility Services	0	577,700	577,700	**548,900**
522790	Interfund Inventory Adjustments	0	0	170	**0**
522795	Other Interfund Services	0	174,000	174,000	**175,700**
522800	Cost of Goods Sold	0	0	700	**0**
522840	Interfund Permit Center Rent Chargeback	0	0	85,623	**0**
Total	**Other Services and Charges**	**0**	**12,923,585**	**14,010,575**	**13,004,300**
560210	Furniture Fixtures and Equipment	0	20,060	30,000	**0**
560220	Vehicles	0	1,441,000	248,100	**3,101,000**
560230	Computer HW and Developed SW	0	598,900	600,000	**192,000**
Total	**Equipment**	**0**	**2,059,960**	**878,100**	**3,293,000**
551010	Non-Capital Office Furniture & Equipment	0	22,800	5,800	**5,000**
551015	Non-Capital Computer Equipment	0	148,820	178,820	**50,800**

Business Area Expenditure Summary

Fund Name : Dedicated Drainage & Street Renewal Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2310 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
551030	Non-Capital Machinery & Equipment	0	0	13,840	**0**
Total	**Non-Capital Equipment**	**0**	**171,620**	**198,460**	**55,800**
531110	Commercial Paper Agent Fees	0	1,800,000	603,769	**800,000**
532020	Transfers to Capital Projects	0	112,559,000	59,208,000	**110,000,000**
532025	Transfers to Special Revenues	0	2,889,400	0	**0**
532095	Transfer to Stormwater Fund	0	0	0	**7,653,700**
Total	**Debt Service and Other Uses**	**0**	**117,248,400**	**59,811,769**	**118,453,700**
	Grand Total Expenditures	**0**	**176,468,800**	**116,676,972**	**178,941,300**


CITY OF HOUSTON
TEXAS

STORM WATER FUND

Description and Mission

The Storm Water Fund is not technically an enterprise fund; however, it is closely associated with the Combined Utility System Fund, so it is grouped with the enterprise funds for clarity. The Combined Utility System transfer funds to this fund to support storm water drainage operation and maintenance activities.

The Department Mission is to provide the best level of maintenance to the storm water infrastructure with the resources provided and to maintain flow of storm water free of debris and foreign objects that cause flooding.

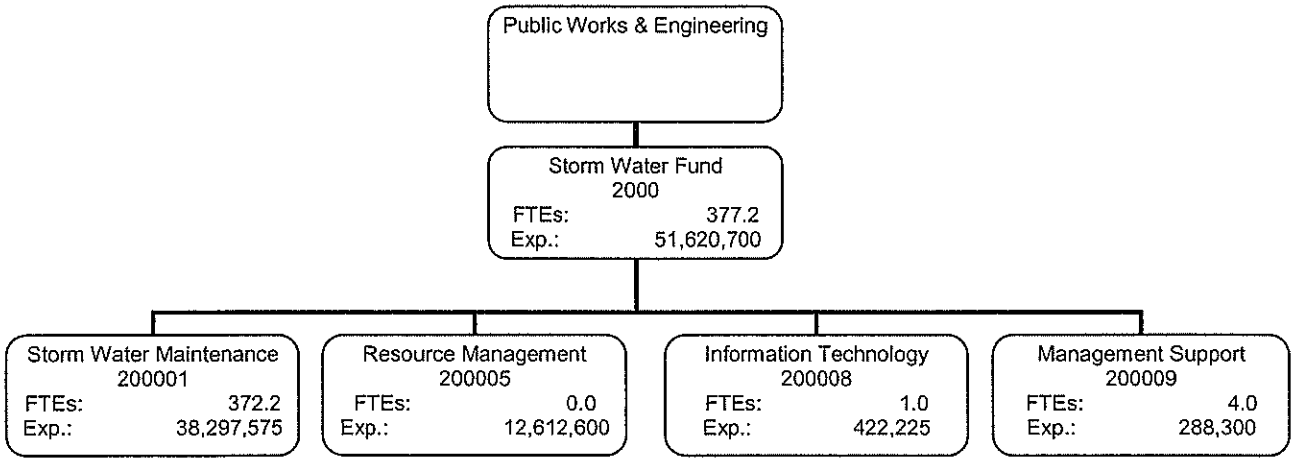
Department Short Term Goals

- Achieve the Storm Water Maintenance Branch's annual performance targets with the resources provided and to be responsive to 311 requests from the citizens
- Community involvement:
  - Performance Measure
  - Storm Water Education

Department Long Term Goals

- Increase productivity and reduce costs with improved technology, equipment and work procedures
- Reduce storm sewer pollution and environmental concerns
- Continue to improve services and responses to 311 requests
- Continue to expand the Glider Kit Program

Organization



Fund Summary

Fund Name : Storm Water
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2302 / 2000

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	19,226,961	19,226,961	**1,999,999**
Current Revenues	50,150,900	47,049,389	**51,620,700**
Total Available Resources	69,377,861	66,276,350	**53,620,699**
Maintenance and Operations	37,731,950	35,749,930	**38,916,300**
Debt Service	28,544,400	28,526,421	**12,704,400**
Total Expenditures	66,276,350	64,276,351	**51,620,700**
Planned Ending Fund Balance	3,101,511	1,999,999	**1,999,999**
Total Budget	69,377,861	66,276,350	**53,620,699**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	3,101,511	1,999,999	**1,999,999**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Storm Water Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

In FY2013, $38.9 million is expected to be spent for the maintenance of rights-of-way and drainage infrastructure, such as storm sewers and roadside ditches and $12.7 million in debt service, which includes the interest on the drainage debt and pension obligation bonds. Also included in the expenditures are approximately $2.2 million for the Texas Pollutant Discharge Elimination System (TPDES) permit previously known as the National Pollutant Discharge Elimination System Program.


CITY OF HOUSTON
TEXAS

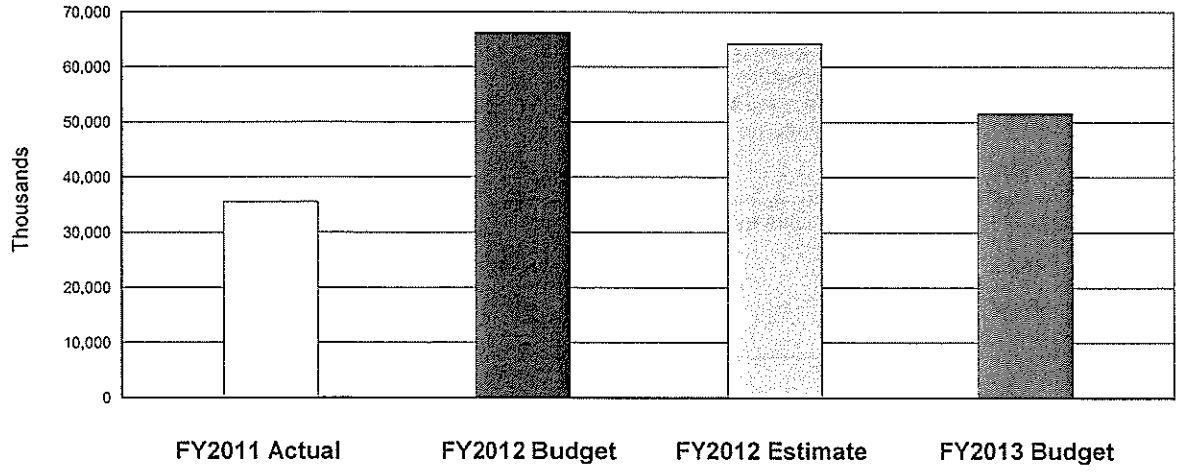
Business Area Budget Summary

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Fund Name : Storm Water					
Business Area Name : Public Works & Engineering					
Fund No./Bus. Area No. : 2302 / 2000					
Expenditures	Personnel Services	18,569,212	20,104,750	19,298,049	**20,843,700**
	Supplies	2,575,308	2,435,850	2,445,308	**2,327,500**
	Other Services and Charges	12,907,227	11,974,232	12,204,673	**12,132,900**
	Equipment	652,085	3,028,950	1,742,700	**3,559,800**
	Non-Capital Equipment	152,425	188,168	59,200	**52,400**
	Total M & O Expenditures	34,856,257	37,731,950	35,749,930	**38,916,300**
	Debt Service & Other Uses	631,827	28,544,400	28,526,421	**12,704,400**
	Total Expenditures	35,488,084	66,276,350	64,276,351	**51,620,700**
Revenues		54,851,883	50,150,900	47,049,389	**51,620,700**
Staffing	Full-Time Equivalents - Civilian	362.2	382.6	353.7	**377.2**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	362.2	382.6	353.7	**377.2**
	Full-Time Equivalents - Overtime	25.8	25.8	28.6	**21.2**

Significant Budget Changes and Highlights

- o The FY2013 Budget includes funding for expenditure increase in health benefits ($581,420) and pension contribution ($581,651).
- o This fund includes funding to maintain the City's TPDES Storm Water Permit through February 2014.
- o Provide for the de-silting, regrading and establishment of proper elevation in roadside ditches.
- o Provide for the inspection, repair and maintenance of damaged inlets, manholes and storm sewers.
- o Provide for the maintenance, mowing and desilting of off-road and esplanade ditches, drainage easements and for the mowing and herbicide application in the City's right-of-way.
- o Provide for the sweeping of the City's downtown streets and major thoroughfares.
- o This fund includes $7.7M from the Dedicated Drainage & Street Renewal (DD&SR) Fund to partially cover Stormwater Fund's operating and maintenance expenses.

Storm Water
Public Works & Engineering
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Storm Water
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2302 / 2000

Name: Storm Water Maintenance -- 200001

Mission: Provide the best level of maintenance to the storm water infrastructure with the resources provided and to maintain the flow of storm water by eliminating debris and foreign objects that cause flooding.

Goal: Deliver quality services, in a safe and timely manner, that provide for the smooth operation and high-level maintenance of public infrastructure.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Manhole inspection	62,920	60,000	**40,000**
Ditch de-silted (miles)	284.3	275	**275**
Ditches inspected (miles)	244.6	244	**244**
Environmental inspection	1,402	1,400	**700**
Line/Leads Inspect (miles)	267	240	**320**

Name: Resouce Management -- 200005

Mission: Provide a Drainage Impact Fee study to adequately address costs associated with providing access to and expansion of the City's storm drainage system.

Goal: To complete the Drainage Impact Fee study in FY13.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Manage funds to purchase drainage billing sftware	100%	100%	**N/A**
Finalize the Drainage Fee study	N/A	100%	**100%**

Name: Information Technology -- 200008

Mission: Construct and maintain the most innovative, reliable and cost-effective technological solutions available for the public infrastructure systems and the administration of PW&E Department while providing users with secure data, prompt response time and high availability.

Goal: Provide management and administrative support for personnel. Provide telecommunication and voice communication services and support.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
System for ent. server downtime less 0.10%	N/A	100%	**99.95%**
System for distri. down-time less than 0.50%	N/A	99.85%	**99.90%**

Division Mission and Performance Measures

Fund Name : Storm Water
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2302 / 2000

Name: PWE -Management Support Branch -- 200009

Mission: Provide professional services to employees in the areas of health and safety; to respond and provide support in emergencies caused by natural or man-made disasters.

Goal: Provide field safety audits; provide training to PW&E employees; maintain safety training records; coordinate safety awareness to new hires; and customize safety courses upon request.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Facility management	7	7	7
Permit compliance	35	35	35
Environment contract compliance	350	350	350
Facility inspections	612	612	612

Division Summary

Fund Name : Storm Water
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2302 / 2000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Storm Water Maintenance 200001 De-silt, re-grade and establish proper elevations in roadside ditches. Clean and flush culverts.	358.4	32,271,742	349.1	62,714,030	**372.2**	**38,297,575**
Resouce Management 200005 Fund the implementation of the Drainage Impact Fee study.	0.0	2,852,229	0.0	1,108,109	**0.0**	**12,612,600**
Information Technology 200008 Provide support and maintenance of software and hardware used for the Storm Water maintenance operations.	1.0	178,286	1.0	206,225	**1.0**	**422,225**
PWE -Management Support Branch 200009 Provide training in DDC, HAZCOM, HAZWOPPER, CPR, back injury, first aid and various safety practices. Provide safety awareness initiatives, review annual permits relating to TPDES, act as liaison between divisions, state and local regulatory agencies.	2.8	185,827	3.6	247,987	**4.0**	**288,300**
Total	362.2	35,488,084	353.7	64,276,351	**377.2**	**51,620,700**

Business Area Roster Summary

Fund Name : Storm Water
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2302 / 2000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	0.0	1.0	1.0
ADMINISTRATIVE AIDE	10	4.0	2.0	(2.0)
ADMINISTRATIVE ASSISTANT	17	4.0	5.0	1.0
ADMINISTRATIVE ASSOCIATE	13	8.0	8.0	
ADMINISTRATIVE COORDINATOR	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	2.0	3.0	1.0
ADMINISTRATIVE SUPERVISOR	22	1.0	0.0	(1.0)
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
CEMENT FINISHER	11	3.0	3.0	
CREW LEADER	11	4.0	4.0	
CUSTODIAN LEADER	8	1.0	1.0	
CUSTOMER SERVICE REP. I	13	0.8	0.8	
CUSTOMER SERVICE REP. III	16	1.0	1.0	
DIVISION MANAGER	29	2.0	2.0	
ENVIRONMENTAL INVESTIGATOR I	14	1.0	1.0	
ENVIRONMENTAL INVESTIGATOR II	16	7.0	6.0	(1.0)
ENVIRONMENTAL INVESTIGATOR III	20	2.0	2.0	
ENVIRONMENTAL INVESTIGATOR IV	23	1.0	1.0	
ENVIRONMENTAL INVESTIGATOR V	28	1.0	1.0	
EQUIPMENT WORKER	13	101.0	105.0	4.0
FIELD SUPERVISOR	17	26.0	26.0	
GIS ANALYST	20	1.0	1.0	
INSPECTOR	18	2.0	2.0	
INSTRUMENT PERSON	11	4.0	4.0	
LABORER	4	106.0	100.0	(6.0)
OFFICE SERVICE MANAGER	23	1.0	0.0	(1.0)
PROCUREMENT SPECIALIST	24	1.0	1.0	
PROJECT TECHNICIAN I	8	3.0	3.0	
PROJECT TECHNICIAN III	17	1.0	1.0	
PUBLIC WORKS MAINTENANCE MANAGER	29	3.0	3.0	
PUBLIC WORKS MAINTENANCE SECTION CHIEF	22	7.0	7.0	
SAFETY REPRESENTATIVE	19	1.0	1.0	
SEMI-SKILLED LABORER	6	18.0	18.0	
SENIOR CLERK	8	1.0	2.0	1.0
SENIOR DATA BASE ANALYST	25	1.0	1.0	
SENIOR DISPATCHER	12	1.0	2.0	1.0
SENIOR INVENTORY MANAGEMENT CLERK	12	1.0	1.0	
SENIOR OFFICE ASSISTANT	12	1.0	1.0	
SENIOR PAYROLL CLERK	13	1.0	1.0	
STUDENT INTERN II	10	0.0	1.0	1.0
TRUCK DRIVER	6	73.0	75.0	2.0
Total FTEs		398.8	399.8	1.0
Less adjustment for Civilian Vacancy Factor		16.2	22.6	6.4
Full-Time Equivalents		382.6	377.2	(5.4)

Business Area Revenue Summary

Fund Name : Storm Water
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2302 / 2000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2000010009	**PWE - Mowing Maintenance**			
432010	Interest on Pooled Investments	15,000	250,000	**0**
434215	Sale of Non-Capital Rolling Stock	5,000	0	**0**
434335	Recover Damage-Infrastructure	10,000	10,000	**10,000**
452030	Miscellaneous Revenue	5,000	5,000	**5,000**
490100	Transfer from Combined Utility General	50,115,900	46,454,389	**0**
Total	**PWE - Mowing Maintenance**	**50,150,900**	**46,719,389**	**15,000**
2000010013	**PWE - Major Ditch Maintenance**			
434245	Sale of Capital Assets - Vehicles	0	30,000	**15,000**
2000010018	**PWE - Special Project**			
424110	Other Interfund Services	0	300,000	**87,700**
2000050002	**PWE - Financial Management**			
432010	Interest on Pooled Investments	0	0	**50,000**
490020	Transfer from Special Revenue Fund	0	0	**7,653,700**
490100	Transfer from Combined Utility General	0	0	**43,799,300**
Total	**PWE - Financial Management**	**0**	**0**	**51,503,000**
Total	**Public Works & Engineering**	**50,150,900**	**47,049,389**	**51,620,700**

Business Area Expenditure Summary

Fund Name : Storm Water
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2302 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	11,465,004	12,084,712	11,435,148	**12,133,878**
500030	Salary Part Time - Civilian	29,140	24,211	27,494	**24,444**
500060	Overtime - Civilian	1,182,950	1,163,584	1,288,584	**1,196,541**
500090	Premium Pay - Civilian	44,428	49,013	37,504	**49,013**
500110	Bilingual Pay - Civilian	2,652	2,712	2,539	**2,712**
500210	Pay for Performance-Municipal	0	9,427	0	**0**
500250	HOPE Union Business Usage	1,564	0	(1,364)	**0**
501070	Pension - Civilian	1,777,104	2,174,826	2,014,978	**2,596,629**
501120	Termination Pay - Civilian	54,655	93,428	230,000	**93,337**
502010	FICA - Civilian	924,288	1,017,642	950,553	**1,024,327**
503010	Health Ins-Act Civilian	2,325,003	2,780,329	2,423,444	**3,004,864**
503015	Basic Life Insurance - Active Civilian	6,653	7,186	6,289	**7,088**
503050	Health/Life Insurance - Retiree Civilian	374,293	239,300	213,198	**239,300**
503060	Long Term Disability-Civilian	0	32,490	28,537	**32,027**
503090	Workers Compensation-Civilian-Admin	67,323	76,592	72,897	**90,242**
503100	Workers Compensation-Civilian-Claim	268,788	294,700	533,739	**294,700**
503110	Workers Compensation-Classified-Claim	150	0	0	**0**
504030	Unemployment Claims - Administration	45,217	54,598	34,509	**54,598**
Total	**Personnel Services**	**18,569,212**	**20,104,750**	**19,298,049**	**20,843,700**
511010	Chemical Gases & Special Fluids	174,115	168,400	183,636	**168,400**
511015	Cleaning & Sanitary Supplies	19,520	17,300	17,300	**17,300**
511020	Construction Materials	565,848	600,100	600,100	**600,100**
511025	Electrical Hardware & Parts	2,492	6,600	6,248	**6,600**
511030	Mechanical Hardware & Parts	4,432	8,600	10,979	**8,600**
511035	Meters Hydrants & Plumbing Supplies	11	500	500	**500**
511040	Audiovisual Supplies	0	300	0	**300**
511045	Computer Supplies	28,514	3,000	3,000	**3,000**
511050	Paper & Printing Supplies	4,114	5,800	5,300	**5,800**
511055	Publications & Printed Materials	739	800	0	**800**
511060	Postage	240,079	1,500	2,000	**1,500**
511070	Miscellaneous Office Supplies	4,896	5,800	13,100	**5,800**
511080	General Laboratory Supplies	10,238	13,300	13,300	**13,300**
511090	Medical & Surgical Supplies	13,449	8,900	14,461	**8,900**
511095	Small Technical & Scientific Equipment	59	600	33	**600**
511110	Fuel	1,163,722	1,235,200	1,224,381	**1,117,500**
511115	Vehicle Repair & Maintenance Supplies	7,662	18,100	35,700	**18,100**
511120	Clothing	90,895	85,100	85,100	**85,100**
511125	Food Supplies	5,743	7,000	7,000	**7,000**
511140	Landscaping & Gardening Supplies	10,867	5,700	5,700	**5,700**
511145	Small Tools & Minor Equipment	25,784	56,950	31,170	**66,400**
511150	Miscellaneous Parts & Supplies	202,129	186,300	186,300	**186,200**
Total	**Supplies**	**2,575,308**	**2,435,850**	**2,445,308**	**2,327,500**
520100	Temporary Personnel Services	526,415	95,000	95,000	**95,000**
520102	Security Services	8,525	91,000	2,000	**0**
520105	Accounting & Auditing Services	139,886	100,000	58,900	**0**
520106	Architectural Services	0	16,500	0	**16,500**
520107	Computer Info/Contr	0	150,000	150,000	**200,000**
520108	Information Resource Services	753,227	75,300	40,591	**17,300**
520109	Medical Dental & Laboratory Services	7,292	12,700	12,700	**12,700**
520110	Management Consulting Services	880	149,500	145,000	**544,500**
520114	Miscellaneous Support Services	302,211	5,000	27,771	**5,000**
520115	Real Estate Lease/Office Rental	76,233	128,300	128,300	**157,100**

Business Area Expenditure Summary

Fund Name : Storm Water
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2302 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520118	Refuse Disposal	2,140,203	838,600	977,882	**938,600**
520119	Computer Equipment/Software Maintenance	22,770	12,732	12,851	**232,900**
520121	IT Application Svcs	9,346	6,500	6,500	**12,500**
520123	Vehicle & Motor Equipment Services	4,505,264	4,435,400	4,305,606	**4,904,800**
520124	Other Equipment Services	6,171	14,800	14,800	**14,800**
520126	Construction Site Work Services	430,103	351,300	501,300	**501,300**
520128	Other Construction Work Services	33,864	199,600	665,022	**199,600**
520141	Engineering Services	17,093	358,100	81,788	**258,100**
520157	Computer Software Maintenance Services	490,460	836,200	873,550	**0**
520510	Mail/Delivery Services	0	3,800	0	**3,800**
520515	Print Shop Services	617	800	4,750	**800**
520520	Printing & Reproduction Services	0	300	300	**300**
520605	Advertising Services	35,708	0	500	**0**
520705	Insurance Fees	14,650	16,000	16,826	**18,400**
520720	Fines	0	0	4,080	**0**
520765	Membership & Professional Fees	3,846	2,400	5,406	**2,400**
520805	Education & Training	14,704	19,000	15,890	**28,800**
520905	Travel - Training Related	6,080	8,100	8,100	**8,200**
520910	Travel - Non-Training Related	60	0	100	**0**
521305	Indirect Cost Recovery Payment	1,158,533	1,257,100	1,257,100	**1,131,200**
521405	Building Maintenance Services	109,088	83,600	83,600	**83,600**
521415	Land and Grounds Maintenance	2,793	2,300	3,410	**2,300**
521420	Infrastructure Maintenance Service	1,550,502	1,903,700	1,842,128	**1,903,700**
521605	Data Services	3	900	95	**400**
521610	Voice Services	33,063	12,700	112,929	**149,500**
521615	Radio Communications	0	30,000	0	**0**
521620	Voice Equipment	7,468	0	1,613	**1,200**
521625	Voice Labor	0	100	377	**200**
521630	GIS Revolving Fund Services	59,563	72,000	72,000	**23,000**
521705	Vehicle/Equipment Rental/Lease	20,104	1,300	1,300	**1,300**
521715	Office Equipment Rental	13,375	12,200	13,640	**12,200**
521725	Other Rental	11,259	13,000	13,000	**13,000**
521730	Parking Space Rental	16,728	31,100	32,392	**18,900**
521905	Legal Services	1,602	500	500	**500**
521910	Legal Svcs - Crt Report	0	200	200	**200**
522205	Metro Commuter Passes	3,518	2,000	3,868	**8,800**
522430	Miscellaneous Other Services & Charges	46,105	32,700	19,308	**32,700**
522720	Interfund Payroll Services	64,899	48,100	48,100	**28,300**
522721	Interfund HR Client Services	34,801	291,600	291,600	**296,200**
522722	KRONOS Service Chargeback	0	12,800	12,800	**13,100**
522723	Drainage Fee Service Chargeback	0	122,800	122,800	**122,800**
522735	Interfund Communication Equipment Repair	0	200	200	**200**
522765	Interfund Legal Services	0	200	0	**0**
522790	Interfund Inventory Adjustments	(645)	600	600	**600**
522795	Other Interfund Services	228,860	115,600	115,600	**115,600**
Total	**Other Services and Charges**	**12,907,227**	**11,974,232**	**12,204,673**	**12,132,900**
560210	Furniture Fixtures and Equipment	39,996	0	0	**0**
560220	Vehicles	593,442	3,007,700	1,730,700	**3,559,800**
560230	Computer HW and Developed SW	18,647	21,250	12,000	**0**
Total	**Equipment**	**652,085**	**3,028,950**	**1,742,700**	**3,559,800**
551010	Non-Capital Office Furniture & Equipment	77,866	2,000	2,000	**0**
551015	Non-Capital Computer Equipment	70,210	117,468	57,200	**52,400**

Business Area Expenditure Summary

Fund Name : Storm Water
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2302 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
551020	Non-Capital Communication Equipment	4,349	68,700	0	0
Total	**Non-Capital Equipment**	**152,425**	**188,168**	**59,200**	**52,400**
531150	Discretionary Debt	0	10,800,100	10,782,100	12,072,600
532005	Transfers to General Fund	0	17,111,500	17,111,500	0
532020	Transfers to Capital Projects	66,506	67,500	67,500	66,500
532050	Trans to PIB Bonds Debt Service	565,321	565,300	565,321	565,300
Total	**Debt Service and Other Uses**	**631,827**	**28,544,400**	**28,526,421**	**12,704,400**
	Grand Total Expenditures	**35,488,084**	**66,276,350**	**64,276,351**	**51,620,700**


CITY OF HOUSTON
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Tab X

SPECIAL REVENUE FUNDS

Administration and Regulatory Affairs
- BARC X-2
- Parking Management X-14

Finance/Police
- Digital Automated Red Light Enforcement Program X-22

Health
- Swimming Pool Safety Fund X-36

Library
- Digital Houston X-44

Mayor's Office
- Houston Emergency Center X-52
- Cable Television X-62

Municipal Courts
- Municipal Courts Building Security X-70
- Municipal Courts Technology Fee X-78
- Juvenile Case Manager Fee X-84

Parks and Recreation
- Park Golf Special Fund X-92
- Parks Special Revenue X-100

Planning & Development/Library
- Historic Preservation X-112

Police
- Asset Forfeiture X-124
- Auto Dealers X-132
- Child Safety Fund X-142
- Special Services X-150
- Supplemental Environmental Protection X-162

Public Works and Engineering
- Building Inspection X-170
- Houston TranStar Center X-182

Police/Public Works and Engineering
- Mobility Response Team X-190

Solid Waste
- Recycling Expansion Program X-206

Fund Summary

Fund Name	:	**BARC Special Revenue**
Business Area Name	:	**Administration and Regulatory Affairs**
Fund No./Bus. Area No.	:	**2427 / 6500**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	1,119,439	1,119,439	**740,658**
Current Revenues	7,201,747	7,366,552	**7,712,709**
Total Available Resources	8,321,186	8,485,991	**8,453,367**
Maintenance and Operations	8,137,727	7,745,333	**8,453,367**
Total Expenditures	8,137,727	7,745,333	**8,453,367**
Planned Ending Fund Balance	183,459	740,658	**0**
Total Budget	8,321,186	8,485,991	**8,453,367**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	183,459	740,658	**0**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Bureau of Animal Regulation and Care (BARC) Special Revenue Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

In an attempt to raise additional funding to meet per capita requirements for the City of Houston, Mayor Parker requested City Council to create the BARC Special Revenue Fund. On November 3, 2010 City Council approved Ordinance 2010-856 creating the BARC Special Revenue Fund transferring a total of $6.1 million from Administration and Regulatory Affair's General Fund. In FY2013, BARC will also receive an additional $120,000 from the General Fund to help offset expenditure related to animal assistance provided to the Houston Police Department. The FY2013 budget represents $3.98 per capita, a significant improvement from previous years.

As part of a long-term initiative for the FY2012 budget, BARC hoped to establish an in-house wellness clinic dedicated to the prevention of various animal related diseases and illnesses. On September 3, 2011, BARC accomplished this and began providing low cost veterinary services as part of the newly implemented Animal Wellness Clinic. The wellness clinic is projected to generate $57,000 in revenue for the FY2013 budget.

Furthermore, BARC has begun the initial phases of bringing the pet licensing program in-house. Currently, the program is outsourced to a local vendor who requires a certain percentage of the revenue collected. In order to retain the maximum amount of revenue generated, BARC has decided to bring the initiative in-house. In doing so, the FY2013 revenue budget is estimated to increase 15% from $850,000 to $977,000 in pet licensing sales.

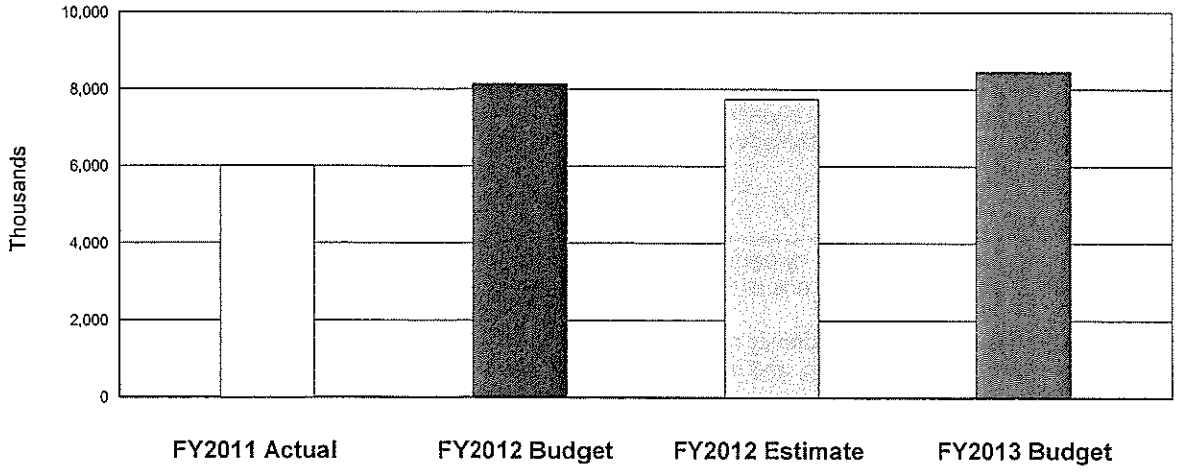
Business Area Budget Summary

Fund Name	:	**BARC Special Revenue**			
Business Area Name	:	**Administration and Regulatory Affairs**			
Fund No./Bus. Area No.	:	**2427 / 6500**	**FY2011 Actual**	**FY2012 Current Budget**	**FY2012 Estimate**	**FY2013 Budget**
Expenditures	Personnel Services		4,068,988	5,832,147	5,430,306	**6,432,349**
	Supplies		627,530	737,391	736,653	**783,289**
	Other Services and Charges		1,303,206	1,563,189	1,570,444	**1,232,629**
	Non-Capital Equipment		1,894	5,000	7,930	**5,100**
	Total M & O Expenditures		6,001,618	8,137,727	7,745,333	**8,453,367**
	Debt Service & Other Uses		0	0	0	**0**
	Total Expenditures		6,001,618	8,137,727	7,745,333	**8,453,367**
Revenues			7,121,557	7,201,747	7,366,552	**7,712,709**
Staffing	Full-Time Equivalents - Civilian		72.5	97.1	98.1	**103.1**
	Full-Time Equivalents - Classified		0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets		0.0	0.0	0.0	**0.0**
	Total		72.5	97.1	98.1	**103.1**
	Full-Time Equivalents - Overtime		0.0	0.0	0.4	**0.2**

Significant Budget Changes and Highlights

- o Includes additional funding in personnel for in-house licensing program and additional veterinary staff to help perform spay/neuter required by state law as well as services for new Animal Wellness Clinic.
- o Includes an additional $120K from the General Fund to help offset expenditure related to animal assistance provided to the Houston Police Department.
- o Includes an estimated $57K in revenue from the new implemented BARC Animal Wellness Clinic.
- o Includes an estimated 15% increase from $850K to $977K in pet licensing sales due to the program being brought in-house.
- o FY2013 Budget includes funding for expenditure increases in health benefits ($212,876) and pension contribution ($224,704).

BARC Special Revenue
Administration and Regulatory Affairs
Expenditure Summary



Division Mission and Performance Measures

Fund Name : BARC Special Revenue
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 2427 / 6500

Name: ARA - BARC -- 650008

Mission: To promote humane animal care and protect Public Health and Safety in the City of Houston, including shelter, pet placement, ownership, education and enforcement.
In FY2012, BARC established six separate cost centers to reflect the duties and responsiblities of each division.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	**N/A**

Name: ARA -Administration Expenses -- 650081

Mission: To exemplify leadership qualities by providing exceptional customer service, and support to the Medical, Shelter, Animal Enforcement, Marketing & Outreach, Dispatch, and Pet Licensing staff.

Goal: Continue to improve partnerships with local non-profit organizations to increase donations and fundraising efforts to go towards the care of the animals in our shelter.

Provide exceptional customer service to each division to ensure daily operational needs are met.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Customer Satisfaction	N/A	N/A	**85%**
Donations and Contributions	N/A	12,000	**35,000**

Name: ARA - Medical and Shelter -- 650082

Mission: To establish and maintain an animal shelter environment that exemplifies disease control and promotes the health and welfare of our animals through the advancement of shelter medicine.

Goal: To increase in-house spay services by performing spay and neuter seven days a week to ensure a manageable population that is parallel to the citizens of Houston.

Continue to provide exceptional customer service to every citizen and care to every animal that comes through our shelter doors by assisting, educating, and maintaining a clean and safe environment.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Spay and Neuter	5,021	6,986	**8,426**
Animal Intakes	22,829	26,055	**29,281**

Division Mission and Performance Measures

Fund Name : BARC Special Revenue
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 2427 / 6500

Name: ARA - Animal Enforcement -- 650083

Mission: To enforce laws and regulations of the City of Houston and the State of Texas pertaining to the well being of animals in our care.

Goal: Continue to work with local, state, and federal government agencies to better serve the needs of the residents of the City of Houston.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Priority 1 Calls Completed	2,549	2,574	**2,599**
Priority 2 Calls Completed	3,576	3,628	**3,680**
Priority 3 Calls Completed	5,684	5,740	**5,797**

Name: ARA - Marketing Outreach -- 650084

Mission: To be a nationally recognized brand, setting benchmarks for animal placement, building leadership distinction with respect to our peer institutions, creating unusually high quality and dedication of our staff, and positioning BARC as a compelling choice for potential pet owners, rescue groups and other constituencies.

Goal: Increase the number of live releases including adoptions, fosters, rescues, and transfers to make certain that every animal in our shelter is placed in a safe and loving home.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Adoptions	4,419	5,607	**6,448**
Fosters	1,936	2,331	**2,564**
Rescue/Transfers	2,667	3,249	**3,737**

Name: ARA -Customer Service -- 650085

Mission: To provide elite customer service for customer inquiries regarding the well being of the animals in the City of Houston.

Goal: Continue to educate and inform pet owners who are considering surrendering their pets about other alternatives, such as low-cost veterinary services and organizations that assist with various needs.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Incoming Calls Received	120,000	120,000	**120,000**

Division Mission and Performance Measures

Fund Name : BARC Special Revenue
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 2427 / 6500

Name: ARA - Licensing -- 650086

Mission: To assign each animal within the City of Houston a license to indicate their compliance, owner, and health status as it relates to rabies control.

Goal: Build and maintain a state of the art licensing program that is both affordable and beneficial to the citizens of Houston as well as local government.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Unaltered Licenses	5,038	5,793	**6,662**
Altered Licenses	27,659	31,807	**36,579**

Division Summary

Fund Name : BARC Special Revenue
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 2427 / 6500

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
ARA - BARC 650008 To promote humane animal care and protect Public Health and Safety in the City of Houston, including shelter, pet placement, ownership, education and enforcement. In FY2012, BARC established six separate cost centers to reflect the duties and responsiblities of each division.	72.5	6,001,618	0.0	0	**0.0**	**0**
ARA -Administration Expenses 650081 Assist and control values related to purchasing, policy, training, budget, and warehousing for operations within the BARC division.	0.0	0	9.0	2,086,449	**10.5**	**1,800,456**
ARA - Medical and Shelter 650082 Provide medical and shelter services to the homeless animals of the City of Houston, while holding a high level of standards for kennel sanitation, disease control, animal husbandry, and inventory control.	0.0	0	49.9	3,359,597	**51.6**	**3,898,288**
ARA - Animal Enforcement 650083 Protect the health and safety of the residents of the City of Houston by actively amending and enforcing existing laws and attempting to control the stray animal population.	0.0	0	20.3	1,115,124	**22.0**	**1,330,920**
ARA - Marketing Outreach 650084 Create community awareness of BARC initiatives and programs through the leadership, design and implementation of targeted education programs.	0.0	0	4.0	518,826	**9.0**	**645,293**
ARA -Customer Service 650085 Process and assist the citizens of Houston with animal intakes, adoptions, pet licensing, and other customer related activities.	0.0	0	11.9	384,709	**7.0**	**398,391**

Division Summary

Fund Name : BARC Special Revenue
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 2427 / 6500

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
ARA - Licensing 650086						
Responsible for reaching out to the Houston community as well as local veterinary clinics to ensure proper identification of animals vaccinated and tagged.	0.0	0	3.0	280,628	**3.0**	**380,019**
Total	72.5	6,001,618	98.1	7,745,333	**103.1**	**8,453,367**

Business Area Roster Summary

Fund Name : BARC Special Revenue
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 2427 / 6500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	0.0	2.0	2.0
ADMINISTRATIVE ASSISTANT	17	2.0	2.0	
ADMINISTRATIVE ASSOCIATE	13	0.0	1.0	1.0
ADMINISTRATIVE SPECIALIST	20	5.0	5.0	
ADMINISTRATIVE SUPERVISOR	22	3.0	0.0	(3.0)
ANIMAL CARE TECHNICIAN	11	12.0	16.0	4.0
ANIMAL CONTROL MANAGER	25	2.0	0.0	(2.0)
ANIMAL CONTROL OFFICER	13	17.0	15.0	(2.0)
ANIMAL CONTROL OFFICER TRAINEE	11	6.0	2.0	(4.0)
ANIMAL CONTROL SUPERVISOR	22	0.0	2.0	2.0
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
CHIEF VETERINARIAN,DVM	30	1.0	1.0	
CUSTOMER SERVICE REP. I	13	6.0	6.0	
CUSTOMER SERVICE REP. II	15	4.0	5.0	1.0
CUSTOMER SERVICE REP. III	16	4.0	2.0	(2.0)
CUSTOMER SERVICE SUPERVISOR	18	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	
DIVISION MANAGER	29	1.0	2.0	1.0
INVENTORY MANAGEMENT CLERK	9	1.0	1.0	
KENNEL ATTENDANT	8	10.0	4.0	(6.0)
MANAGEMENT ANALYST II	18	1.0	2.0	1.0
MANAGEMENT ANALYST III	21	1.0	0.0	(1.0)
MECHANIC III	19	1.0	1.0	
SECURITY OFFICER	8	0.0	1.0	1.0
SENIOR ANIMAL CARE TECHNICIAN	15	10.0	9.0	(1.0)
SENIOR ANIMAL CONTROL OFFICER	16	2.0	2.0	
SHELTER SUPERVISOR	22	0.0	3.0	3.0
STAFF VETERINARIAN,DVM	28	2.2	2.6	0.4
SYSTEMS SUPPORT ANALYST III	22	1.0	0.0	(1.0)
TRAINER	17	1.0	0.0	(1.0)
VETERINARIAN TECHNICIAN SUPERVISOR	21	1.0	1.0	
VETERINARY TECHNICIAN	15	9.0	13.0	4.0
Total FTEs		**106.2**	**103.6**	**(2.6)**
Less adjustment for Civilian Vacancy Factor		**9.1**	**0.5**	**(8.6)**
Full-Time Equivalents		**97.1**	**103.1**	**6.0**

Business Area Revenue Summary

Fund Name : BARC Special Revenue
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 2427 / 6500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6500080008	ARA - BARC			
421080	Rabies Control Licenses	700,000	850,000	**977,506**
426050	Animal Control Fees	122,200	122,200	**122,200**
426060	Clinical Fees	(2)	60,000	**57,500**
432010	Interest on Pooled Investments	48,000	48,000	**48,672**
434230	Animal Adoption	190,000	140,000	**142,800**
434510	Prior Year Revenue	0	10,694	**0**
444010	Private Contributions	20,000	12,000	**35,000**
452030	Miscellaneous Revenue	0	2,109	**0**
490010	Transfer from General Fund	6,121,549	6,121,549	**6,329,031**
Total	**ARA - BARC**	**7,201,747**	**7,366,552**	**7,712,709**
Total	**Administration and Regulatory Affairs**	**7,201,747**	**7,366,552**	**7,712,709**

Business Area Expenditure Summary

Fund Name : **BARC Special Revenue**
Business Area Name : **Administration and Regulatory Affairs**
Fund No./Bus. Area No. : **2427 / 6500**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	2,613,309	3,877,649	3,603,063	**4,090,856**
500030	Salary Part Time - Civilian	229,598	101,979	123,366	**168,359**
500060	Overtime - Civilian	11,662	30,000	29,937	**20,000**
500090	Premium Pay - Civilian	2,829	4,176	6,267	**9,396**
500110	Bilingual Pay - Civilian	17,462	18,976	15,666	**18,975**
500210	Pay for Performance-Municipal	0	0	0	**5,750**
501070	Pension - Civilian	407,984	697,977	650,746	**875,450**
501120	Termination Pay - Civilian	42,033	0	13,129	**0**
502010	FICA - Civilian	214,027	304,140	284,416	**328,405**
503010	Health Ins-Act Civilian	430,098	665,523	550,303	**763,179**
503015	Basic Life Insurance - Active Civilian	1,479	2,327	2,026	**2,507**
503060	Long Term Disability-Civilian	2,040	8,388	7,671	**8,458**
503090	Workers Compensation-Civilian-Admin	13,440	20,442	19,956	**24,654**
503100	Workers Compensation-Civilian-Claim	73,069	97,000	102,000	**102,000**
504030	Unemployment Claims - Administration	9,958	3,570	21,760	**14,360**
Total	**Personnel Services**	**4,068,988**	**5,832,147**	**5,430,306**	**6,432,349**
511010	Chemical Gases & Special Fluids	1,357	1,500	1,500	**1,530**
511015	Cleaning & Sanitary Supplies	50,009	53,500	53,500	**54,570**
511020	Construction Materials	1,652	2,000	2,000	**2,040**
511025	Electrical Hardware & Parts	86	500	500	**510**
511030	Mechanical Hardware & Parts	105	500	150	**510**
511040	Audiovisual Supplies	3,235	3,000	3,000	**4,590**
511045	Computer Supplies	2,850	3,000	3,000	**4,080**
511050	Paper & Printing Supplies	3,816	4,000	4,000	**4,080**
511055	Publications & Printed Materials	2,745	3,000	3,000	**6,120**
511060	Postage	3,190	3,998	2,088	**17,340**
511070	Miscellaneous Office Supplies	20,347	27,500	27,500	**30,090**
511085	Drugs & Medical Chemicals	10,725	35,000	35,000	**35,800**
511090	Medical & Surgical Supplies	28,198	35,000	35,000	**35,700**
511095	Small Technical & Scientific Equipment	11,791	0	510	**510**
511100	Veterinary & Animal Supplies	336,330	335,791	335,791	**342,507**
511110	Fuel	104,119	141,102	141,102	**143,924**
511115	Vehicle Repair & Maintenance Supplies	198	1,000	1,000	**1,020**
511120	Clothing	8,322	28,000	28,000	**15,531**
511125	Food Supplies	1,223	0	1,012	**0**
511145	Small Tools & Minor Equipment	4,567	5,000	5,000	**5,100**
511150	Miscellaneous Parts & Supplies	30,768	50,000	50,000	**73,657**
511160	Protective Gear	1,897	4,000	4,000	**4,080**
Total	**Supplies**	**627,530**	**737,391**	**736,653**	**783,289**
520100	Temporary Personnel Services	394,540	300,000	300,000	**170,247**
520102	Security Services	23,914	36,181	36,181	**36,905**
520103	Subrecipient Contract Services	305,847	296,000	296,000	**207,962**
520106	Architectural Services	0	5,000	4,947	**0**
520109	Medical Dental & Laboratory Services	693	1,000	1,000	**1,020**
520110	Management Consulting Services	39,633	100,350	102,262	**46,500**
520114	Miscellaneous Support Services	3,024	10,000	10,000	**11,220**
520118	Refuse Disposal	0	3,000	3,000	**3,060**
520119	Computer Equipment/Software Maintenance	24,000	50,000	50,000	**44,000**
520120	Communications Equipment Services	0	0	635	**1,020**
520121	IT Application Svcs	0	3,756	3,756	**5,000**
520123	Vehicle & Motor Equipment Services	8,037	15,000	15,000	**15,810**
520124	Other Equipment Services	0	0	598	**1,020**

Business Area Expenditure Summary

Fund Name : **BARC Special Revenue**
Business Area Name : **Administration and Regulatory Affairs**
Fund No./Bus. Area No. : **2427 / 6500**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520126	Construction Site Work Services	6,342	3,000	4,275	**3,060**
520143	Credit/Bank Card Services	0	0	0	**10,133**
520510	Mail/Delivery Services	510	500	500	**510**
520515	Print Shop Services	4,207	5,000	5,000	**5,100**
520520	Printing & Reproduction Services	6,557	6,500	6,500	**11,730**
520605	Advertising Services	305	0	316	**20,000**
520705	Insurance Fees	11,849	32,388	32,388	**10,936**
520765	Membership & Professional Fees	917	2,000	2,000	**3,735**
520805	Education & Training	2,745	25,000	25,000	**25,500**
520905	Travel - Training Related	8,711	23,000	23,000	**23,460**
520910	Travel - Non-Training Related	134	0	0	**0**
521405	Building Maintenance Services	31,150	80,174	75,065	**0**
521505	Electricity	180,586	170,483	170,483	**152,347**
521510	Natural Gas	15,509	22,000	22,000	**14,201**
521605	Data Services	0	4,660	5,847	**8,000**
521610	Voice Services	73,625	70,000	70,000	**88,200**
521620	Voice Equipment	16,122	687	2,881	**3,000**
521625	Voice Labor	929	0	2,818	**2,500**
521630	GIS Revolving Fund Services	0	0	0	**7,500**
521705	Vehicle/Equipment Rental/Lease	9,016	2,000	2,000	**2,040**
521730	Parking Space Rental	0	0	1,482	**1,482**
522305	Freight Charges	58,013	81,000	81,000	**83,640**
522430	Miscellaneous Other Services & Charges	12,150	35,000	35,000	**36,720**
522721	Interfund HR Client Services	44,938	77,081	77,081	**70,077**
522722	KRONOS Service Chargeback	0	2,627	2,627	**3,596**
522780	Interfund Photo Copy Services	19,203	20,000	20,000	**20,400**
522795	Other Interfund Services	0	79,802	79,802	**80,998**
Total	**Other Services and Charges**	**1,303,206**	**1,563,189**	**1,570,444**	**1,232,629**
551010	Non-Capital Office Furniture & Equipment	1,894	3,074	778	**5,100**
551025	Non-Capital Scientific/Medical Equipment	0	1,926	1,926	**0**
551040	Non-Capital Other	0	0	5,226	**0**
Total	**Non-Capital Equipment**	**1,894**	**5,000**	**7,930**	**5,100**
	Grand Total Expenditures	**6,001,618**	**8,137,727**	**7,745,333**	**8,453,367**


CITY OF HOUSTON
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Fund Summary

Fund Name	:	**Parking Management**
Business Area Name	:	**Administration and Regulatory Affairs**
Fund No./Bus. Area No.	:	**8700 / 6500**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	1,633,838	1,633,838	**1,105,507**
Current Revenues	19,941,194	16,803,784	**17,693,232**
Total Available Resources	21,575,032	18,437,622	**18,798,739**
Maintenance and Operations	7,701,722	7,701,722	**9,042,847**
Debt Service	1,513,022	1,513,022	**1,513,022**
Other Interfund Transfers	8,117,371	8,117,371	**7,994,222**
Total Expenditures	17,332,115	17,332,115	**18,550,091**
Planned Ending Fund Balance	4,242,917	1,105,507	**248,648**
Total Budget	21,575,032	18,437,622	**18,798,739**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	4,242,917	1,105,507	**248,648**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Parking Management Special Revenue Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Parking Management Operating Fund was reclassified as a Special Revenue Fund in FY2011. This fund supports the activities of the Parking Management Division. This division is also responsible for the enforcement of ordinances that govern vehicles parked in the public right-of-way and the management and distribution of a variety of permits.

The Parking Management Division is dedicated to enhancing the quality of life for residents and visitors of the City of Houston by encouraging the efficient movement of people and goods throughout the City. Parking Management is also responsible for all downtown employee parking and transit administration.

Parking Management is responsible for managing and providing on-street parking alternatives to the citizens in the greater Houston area. It is the division's goal to provide safe and sufficient parking to residents, businesses and guests.

Business Area Budget Summary

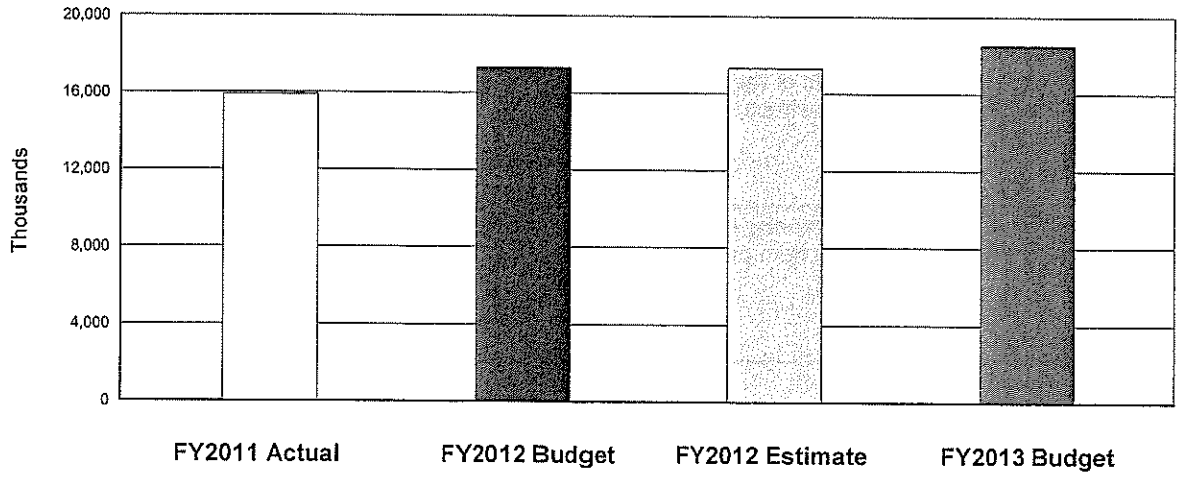
Fund Name : Parking Management
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 8700 / 6500

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	3,144,276	3,649,425	3,782,475	**4,426,034**
	Supplies	536,738	504,457	344,960	**883,575**
	Other Services and Charges	2,615,579	3,431,515	3,457,308	**3,695,038**
	Equipment	0	85,100	85,100	**25,000**
	Non-Capital Equipment	47,127	31,225	31,879	**13,200**
	Total M & O Expenditures	6,343,720	7,701,722	7,701,722	**9,042,847**
	Debt Service & Other Uses	9,537,477	9,630,393	9,630,393	**9,507,244**
	Total Expenditures	15,881,197	17,332,115	17,332,115	**18,550,091**
Revenues		15,859,203	19,941,194	16,803,784	**17,693,232**
Staffing	Full-Time Equivalents - Civilian	58.0	67.0	67.0	**72.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	58.0	67.0	67.0	**72.0**
	Full-Time Equivalents - Overtime	0.4	0.3	0.3	**0.5**

Significant Budget Changes and Highlights

- o Continue commitment to transfer funding to support the General Fund. Proposed transfer at $8.0M.
- o Propose to purchase 100 additional state of the art meter pay stations that is funded by the issuance of Commercial Paper that will allow the division to increase contribution to the General Fund.
- o Include $300,000 for completion of the parking master plan which began in FY2010.
- o Include $149,000 to construct additional accessible parking spaces for Americans with Disabilities.
- o Include funds to transition pay station modems from WiFi network to Sprint Communication network.
- o Debt service payment of $1.5M related to the 2006 Commercial Paper borrowed for 1,000 parking meters.
- o Improvements to the three University of Houston-Downtown surface lots to be funded by the issuance of Commercial Paper that will allow the division to increase contribution to the General Fund.
- o FY2013 Budget includes funding for expenditure increases in health benefits ($141,500) and pension contribution ($148,135).

Parking Management
Administration and Regulatory Affairs
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Parking Management
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 8700 / 6500

Name: Administration & Customer Service -- 650091

Mission: To promote parking industry's best practices and to promote the parking experience for its diverse customer base.

Goal: To effectively handle customer's inquiries and needs in a timely manner as it pertains to processing parking permits and collecting parking fees, and increase the City's potential revenue stream through the addition of new programs and benefits.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Process permit application and payments for residential parking	3,311	3,250	**3,300**
Valet parking	129	125	**125**
Commercial vehicles zoned	736	700	**792**

Name: Meter Enforcement -- 650092

Mission: The Meter Enforcement staff serve as ambassadors to the public and as a city resource to promote the safe flow of traffic by enforcing the compliance to the City of Houston ordinances relative to on-street parking.

Goal: To improve the quality of life for motorists and residents by enforcing parking ordinances throughout neighborhoods and the City's business community.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Citations issued for violations of on-street parking ordinances	208,970	200,000	**220,000**
Detect and boot eligible vehicles for non-payments	1,659	1,700	**2,035**

Name: Meter Operation -- 650093

Mission: To effectively manage the City's right of way and curb space, help promote the economic development of adjacent venues, and maintain the City's infrastructure and equipment which provides and supports an efficient operation of metered parking.

Goal: To assure that parking meter equipment is in proper working condition for the acceptance of parking payments, and to safeguard the revenues collected from parking meters.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Luke meters installed	750	250	**100**
Meter spaces in service	6,979	7,300	**8,050**
Meter payment percentages cash (bills & coins)	63.3%	65%	**62%**
Credit card payments	36.7%	35%	**38%**

Division Summary

Fund Name : Parking Management
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 8700 / 6500

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Administration & Customer Service 650091						
Responsible for managing and monitoring the City of Houston's parking programs. Duties include management of citation database and sale of permits: commercial vehicle loading/unloading zones, valet parking operators, meter bagging and news racks and bank deposits of all meter and permit payments received.	15.0	12,908,179	19.0	12,972,727	**20.0**	**13,794,265**
Meter Enforcement 650092						
Meter Enforcement is staffed with employees responsible for monitoring citizens compliance with the City of Houston's on-street parking ordinances. Search for and boot vehicles for failure to issue payment of applicable fees associated with on-street parking violations.	30.0	1,584,727	33.0	1,834,735	**35.0**	**2,105,465**
Meter Operation 650093						
Meter Operations is responsible for the collection of coins and bills inserted into the on-street meters and deliver the collections to the division's business office. It provides regular maintenance of infrastructure equipment associated with on-street metered parking spaces.	13.0	1,388,291	15.0	2,524,653	**17.0**	**2,650,361**
Total	58.0	15,881,197	67.0	17,332,115	**72.0**	**18,550,091**

Business Area Roster Summary

Fund Name : Parking Management
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 8700 / 6500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	0.0	1.0	1.0
ADMINISTRATIVE ASSOCIATE	13	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	3.0	3.0	
ADMINISTRATIVE SUPERVISOR	22	1.0	0.0	(1.0)
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	0.0	(1.0)
COLLECTIONS SUPERVISOR	18	0.0	1.0	1.0
CUSTOMER SERVICE REP. I	13	3.0	5.0	2.0
CUSTOMER SERVICE REP. II	15	1.0	1.0	
CUSTOMER SERVICE SUPERVISOR	18	2.0	2.0	
DATA CONTROL CLERK	8	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	0.0	1.0	1.0
DIVISION MANAGER	29	4.0	4.0	
EQUIPMENT WORKER	13	0.0	1.0	1.0
FINANCIAL ANALYST III	21	1.0	1.0	
MAINTENANCE MECHANIC II	12	5.0	5.0	
MAINTENANCE MECHANIC III	14	1.0	1.0	
MAINTENANCE SUPERVISOR	16	0.0	1.0	1.0
OFFICE SUPERVISOR	17	3.0	3.0	
PARKING ENFORCEMENT LEADER	14	3.0	3.0	
PARKING ENFORCEMENT OFFICER	10	26.0	27.0	1.0
PARKING METER COLLECTOR	10	6.0	5.0	(1.0)
PROJECT MANAGER	24	0.0	1.0	1.0
SECURITY OFFICER	8	1.0	0.0	(1.0)
SEMI-SKILLED LABORER	6	0.0	1.0	1.0
SENIOR DATA CONTROL CLERK	12	1.0	0.0	(1.0)
SENIOR DISPATCHER	12	1.0	1.0	
SIGN PROCESSOR	9	1.0	0.0	(1.0)
STAFF ANALYST	26	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST III	22	0.0	1.0	1.0
Total FTEs		**67.0**	**72.0**	**5.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**67.0**	**72.0**	**5.0**

Business Area Revenue Summary

Fund Name : Parking Management
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 8700 / 6500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6500090001	**ARA - Parking Customer Services**			
421250	Valet Parking Operator Permits	35,610	45,000	**45,034**
421280	Other Licenses & Permits	246,750	246,750	**254,106**
427020	Parking Violations	10,222,000	8,681,943	**9,097,943**
427090	Residential Parking Permit	54,000	66,064	**66,064**
427230	Boot Fees	216,750	260,125	**509,282**
427240	Administrative Boot Fees	216,750	249,157	**0**
428080	Returned Check Charges	2,000	2,000	**2,000**
432010	Interest on Pooled Investments	50,000	50,000	**50,000**
434215	Sale of Non-Capital Rolling Stock	0	8,902	**0**
434505	Prior Year Expenditure Recovery	0	156,213	**0**
447010	Metered Parking Revenue	7,276,000	5,479,501	**6,100,186**
447030	Surface Parking Revenue	1,056,000	961,632	**1,152,932**
447031	Commerce Surface Lot Revenue	19,800	25,000	**25,000**
447033	Commerce Street Annex Surfact Lot Revenue	0	22,680	**22,680**
447040	Contract Parking Revenue	545,034	545,034	**367,800**
452030	Miscellaneous Revenue	0	3,583	**0**
456256	NewSrack Permit and Decal Fees	500	200	**205**
Total	**ARA - Parking Customer Services**	**19,941,194**	**16,803,784**	**17,693,232**
Total	**Administration and Regulatory Affairs**	**19,941,194**	**16,803,784**	**17,693,232**

Business Area Expenditure Summary

Fund Name : Parking Management
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 8700 / 6500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	2,108,768	2,522,286	2,479,310	**2,871,084**
500060	Overtime - Civilian	24,685	17,000	30,200	**26,574**
500090	Premium Pay - Civilian	7,448	8,050	6,749	**8,320**
500110	Bilingual Pay - Civilian	10,219	9,040	11,593	**11,748**
501050	Employee Awards	0	1,000	1,000	**1,000**
501070	Pension - Civilian	332,386	420,041	446,276	**614,411**
501120	Termination Pay - Civilian	2,229	0	63,708	**0**
501160	Vehicle Allowance - Civilian	4,216	4,216	0	**0**
502010	FICA - Civilian	154,381	194,121	189,667	**221,028**
503010	Health Ins-Act Civilian	396,386	409,350	464,618	**606,118**
503015	Basic Life Insurance - Active Civilian	1,243	1,493	1,371	**1,719**
503050	Health/Life Insurance - Retiree Civilian	4,711	5,135	3,219	**3,219**
503060	Long Term Disability-Civilian	0	5,695	5,427	**6,120**
503090	Workers Compensation-Civilian-Admin	10,907	13,400	13,410	**17,208**
503100	Workers Compensation-Civilian-Claim	75,843	30,618	60,927	**35,000**
504030	Unemployment Claims - Administration	10,854	7,980	5,000	**2,485**
Total	**Personnel Services**	**3,144,276**	**3,649,425**	**3,782,475**	**4,426,034**
511010	Chemical Gases & Special Fluids	1,928	3,585	1,883	**3,585**
511015	Cleaning & Sanitary Supplies	14,067	15,080	3,532	**36,855**
511020	Construction Materials	78,589	54,870	13,787	**54,870**
511025	Electrical Hardware & Parts	193,920	109,253	127,549	**469,387**
511030	Mechanical Hardware & Parts	21,314	41,500	16,500	**25,000**
511035	Meters Hydrants & Plumbing Supplies	19,472	4,200	0	**10,200**
511045	Computer Supplies	4,246	4,000	6,746	**8,950**
511050	Paper & Printing Supplies	77,918	123,830	37,000	**123,830**
511055	Publications & Printed Materials	470	1,000	1,000	**1,000**
511060	Postage	4,958	7,996	7,996	**8,155**
511070	Miscellaneous Office Supplies	14,332	13,975	17,185	**19,000**
511090	Medical & Surgical Supplies	0	300	300	**300**
511110	Fuel	25,647	55,775	55,775	**60,000**
511115	Vehicle Repair & Maintenance Supplies	3,860	5,000	2,114	**2,000**
511120	Clothing	36,068	41,150	41,150	**48,000**
511125	Food Supplies	1,767	1,000	4,500	**4,500**
511145	Small Tools & Minor Equipment	9,894	6,500	3,500	**3,500**
511150	Miscellaneous Parts & Supplies	28,288	15,443	4,443	**4,443**
Total	**Supplies**	**536,738**	**504,457**	**344,960**	**883,575**
520100	Temporary Personnel Services	0	0	5,200	**10,000**
520102	Security Services	13,520	53,820	53,820	**53,820**
520108	Information Resource Services	53,836	55,880	55,880	**65,090**
520109	Medical Dental & Laboratory Services	659	0	1,500	**1,500**
520110	Management Consulting Services	36,272	139,000	141,238	**300,000**
520112	Banking Services	51,869	100,000	100,000	**100,000**
520114	Miscellaneous Support Services	39,702	534,041	534,041	**495,000**
520115	Real Estate Lease/Office Rental	68,466	248,520	231,376	**248,520**
520118	Refuse Disposal	460	700	700	**700**
520119	Computer Equipment/Software Maintenance	139,449	160,000	160,000	**159,998**
520120	Communications Equipment Services	621	130,100	118,939	**129,700**
520121	IT Application Svcs	28,737	13,368	33,993	**55,513**
520123	Vehicle & Motor Equipment Services	29,626	62,250	43,750	**62,700**
520124	Other Equipment Services	11,505	5,000	500	**2,500**
520125	Demolition Services	2,468	0	0	**0**
520126	Construction Site Work Services	605,299	147,366	161,031	**13,396**
520128	Other Construction Work Services	121,763	359,180	361,744	**249,000**
520141	Engineering Services	0	45,220	59,960	**0**
520143	Credit/Bank Card Services	207,460	192,400	192,400	**204,400**
520157	Computer Software Maintenance Services	0	9,000	5,460	**0**

Business Area Expenditure Summary

Fund Name : Parking Management
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 8700 / 6500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520510	Mail/Delivery Services	61,063	113,200	113,200	138,120
520515	Print Shop Services	6,842	10,000	10,000	10,000
520520	Printing & Reproduction Services	77,183	64,395	66,775	67,475
520605	Advertising Services	700	4,000	1,600	3,000
520705	Insurance Fees	0	1,451	1,451	1,669
520725	Assessments - Other Governments	(156)	0	0	0
520755	Contingency	0	7,258	5,274	0
520765	Membership & Professional Fees	4,335	1,545	4,719	3,989
520805	Education & Training	2,534	2,700	9,382	9,500
520905	Travel - Training Related	9,261	8,600	9,126	12,000
521305	Indirect Cost Recovery Payment	181,124	349,755	349,755	403,634
521405	Building Maintenance Services	5,280	0	10,668	25,000
521410	Sewer Services	453	1,116	2,000	2,000
521415	Land and Grounds Maintenance	4,005	5,000	5,000	20,000
521505	Electricity	6,315	25,020	25,000	31,020
521510	Natural Gas	0	3,600	3,600	3,600
521605	Data Services	13,275	61,921	13,007	6,463
521610	Voice Services	99,480	50,000	103,612	279,772
521620	Voice Equipment	19,359	0	0	0
521625	Voice Labor	8,336	0	248	182
521630	GIS Revolving Fund Services	1,920	2,318	2,318	2,657
521705	Vehicle/Equipment Rental/Lease	6,548	2,700	9,750	6,510
521715	Office Equipment Rental	12,549	22,100	12,059	12,059
521725	Other Rental	1,824	1,988	1,467	5,564
521730	Parking Space Rental	600	0	0	0
522205	Metro Commuter Passes	2,468	5,000	5,000	5,000
522305	Freight Charges	700	8,250	8,291	8,250
522430	Miscellaneous Other Services & Charges	13,492	15,160	13,660	12,750
522721	Interfund HR Client Services	0	33,501	33,501	48,178
522722	KRONOS Service Chargeback	0	2,166	2,166	2,434
522730	Interfund Engineering Services	6,433	0	0	0
522795	Other Interfund Services	657,944	366,826	366,826	416,275
522820	Interfund EB Cape Training	0	6,100	6,321	6,100
Total	**Other Services and Charges**	**2,615,579**	**3,431,515**	**3,457,308**	**3,695,038**
560220	Vehicles	0	85,100	85,100	25,000
Total	**Equipment**	**0**	**85,100**	**85,100**	**25,000**
551010	Non-Capital Office Furniture & Equipment	22,248	950	0	0
551015	Non-Capital Computer Equipment	24,879	18,275	12,756	4,200
551020	Non-Capital Communication Equipment	0	12,000	13,456	0
551025	Non-Capital Scientific/Medical Equipment	0	0	1,913	0
551030	Non-Capital Machinery & Equipment	0	0	3,754	0
551040	Non-Capital Other	0	0	0	9,000
Total	**Non-Capital Equipment**	**47,127**	**31,225**	**31,879**	**13,200**
531145	Transfers for Interest	1,278,348	1,513,022	1,513,022	1,513,022
532005	Transfers to General Fund	8,165,529	8,117,371	8,117,371	7,994,222
532025	Transfers to Special Revenues	93,600	0	0	0
Total	**Debt Service and Other Uses**	**9,537,477**	**9,630,393**	**9,630,393**	**9,507,244**
	Grand Total Expenditures	**15,881,197**	**17,332,115**	**17,332,115**	**18,550,091**

Fund Summary

Fund Name	:	**Digital Automated Red Light Enforcement Program**
Business Area Name	:	**Finance Department**
Fund No./Bus. Area No.	:	**2212 / 6400 / 1000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	480,272	480,272	**533,926**
Current Revenues	449,179	1,627,510	**4,106,870**
Total Available Resources	929,451	2,107,782	**4,640,796**
Maintenance and Operations	2,107,782	1,573,856	**2,840,215**
Other InterFund Transfers	0	0	**0**
Total Expenditures	2,107,782	1,573,856	**2,840,215**
Planned Ending Fund Balance	(1,178,331)	533,926	**1,800,581**
Total Budget	929,451	2,107,782	**4,640,796**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	(1,178,331)	533,926	**1,800,581**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The Digital Automated Red Light Enforcement Program (DARLEP) Fund was created to account for funds according to Senate Bill 1119, which requires the City to share, with the State of Texas, 50% of net proceeds collected from violations captured by red light cameras on or after September 1, 2007.

Effective August 24, 2011 by ordinance number 2011-748 passed and approved by City Council of the City of Houston, photographic traffic signal enforcement was repealed except for the limited purpose of continuing application to any violation that occurred before November 15, 2010, and during the period July 24 - August 24, 2011. Thus, the City of Houston is committed to supporting the collection efforts to reduce outstanding debt of approximately $27 million in unpaid Red Light violations.

Business Area Budget Summary

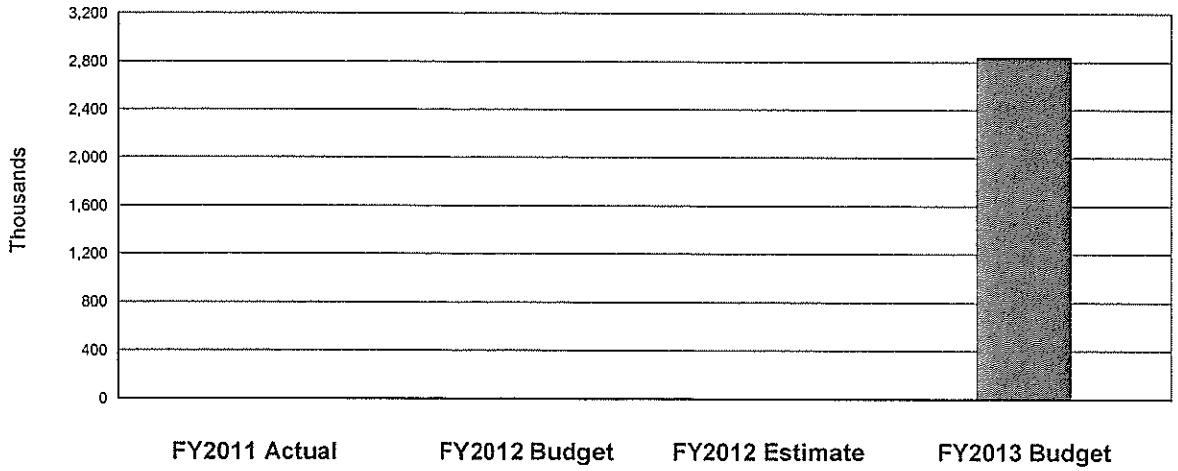
Fund Name : **Digital Automated Red Light Enforcement Program**
Business Area Name : **Finance Department**
Fund No./Bus. Area No. : **2212 / 6400**

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	0	0	0	**81,430**
	Supplies	0	0	0	**2,500**
	Other Services and Charges	0	0	0	**2,756,285**
	Total M & O Expenditures	0	0	0	**2,840,215**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	0	0	0	**2,840,215**
Revenues		0	0	0	**4,106,870**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**1.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**1.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o Effective FY2013, funds management of DARLEP moved to the Finance Department's Accounts Receivable and Collections Division.
- o Implement collection efforts and structured metrics by Accounts Receivable Collections Division.
- o Continue the agreement between the Texas Department of Transportation and the City of Houston for purposes of scofflaw services of placing registration holds by marking Texas Motor Vehicle Registration Records.
- o Fund management of delinquent accounts receivable estimated at $27 million.

Digital Automated Red Light Enforcement Program
Finance Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Digital Automated Red Light Enforcement Program
Business Area Name : Finance Department
Fund No./Bus Area No. : 2212 / 6400

Name: Treasury -- 640009

Mission: To establish fund management and structure collection activities compliant to the amended and restated agreement of the photo red light camera enforcement system.

Goal: Reduce accounts receivable implement efforts to maximize collection of funds, including data cleansing.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Collectable notices	N/A	N/A	**175,177**
Value per violation	N/A	N/A	**$100**
Collection rate	N/A	N/A	**23%**
Estimated collection	N/A	N/A	**$4,065,194**

Division Summary

Fund Name : Digital Automated Red Light Enforcement Program
Business Area Name : Finance Department
Fund No./Bus Area No. : 2212 / 6400

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Treasury 640009						
Execution of amended and restated agreement of photo red light camera enforcement system and services along with inter-departmental collaboration with Administration & Regulatory Affairs 311 Services, Legal Department, Municipal Courts Department, and Mayor's directives.	0.0	0	0.0	0	**1.0**	**2,840,215**
Total	0.0	0	0.0	0	**1.0**	**2,840,215**

Business Area Roster Summary

Fund Name : Digital Automated Red Light Enforcement Program
Business Area Name : Finance Department
Fund No./Bus Area No. : 2212 / 6400

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
FINANCIAL ANALYST III	21	0.0	1.0	1.0
Total FTEs		**0.0**	**1.0**	**1.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**0.0**	**1.0**	**1.0**

Business Area Revenue Summary

Fund Name : Digital Automated Red Light Enforcement Program
Business Area Name : Finance Department
Fund No./Bus Area No. : 2212 / 6400

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6400090002	FIN - Accounts Receivable & Collections			
428095	Red Light Enforcement	0	0	4,065,000
432010	Interest on Pooled Investments	0	0	41,870
Total	FIN - Accounts Receivable & Collections	0	0	4,106,870
Total	Finance Department	0	0	4,106,870

Business Area Expenditure Summary

Fund Name : **Digital Automated Red Light Enforcement Program**
Business Area Name : **Finance Department**
Fund No./Bus. Area No. : **2212 / 6400**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	0	0	0	**47,920**
501070	Pension - Civilian	0	0	0	**10,255**
502010	FICA - Civilian	0	0	0	**3,666**
503010	Health Ins-Act Civilian	0	0	0	**9,236**
503015	Basic Life Insurance - Active Civilian	0	0	0	**29**
503060	Long Term Disability-Civilian	0	0	0	**85**
503090	Workers Compensation-Civilian-Admin	0	0	0	**239**
504030	Unemployment Claims - Administration	0	0	0	**10,000**
Total	**Personnel Services**	**0**	**0**	**0**	**81,430**
511045	Computer Supplies	0	0	0	**2,000**
511070	Miscellaneous Office Supplies	0	0	0	**500**
Total	**Supplies**	**0**	**0**	**0**	**2,500**
520121	IT Application Svcs	0	0	0	**2,000**
520136	Billing & Collection Services	0	0	0	**217,500**
520725	Assessments - Other Governments	0	0	0	**1,224,785**
521605	Data Services	0	0	0	**500**
521610	Voice Services	0	0	0	**1,000**
521625	Voice Labor	0	0	0	**500**
522620	Claims & Judgments	0	0	0	**1,120,000**
522760	Interfund Billing & Collection Service	0	0	0	**120,000**
522795	Other Interfund Services	0	0	0	**70,000**
Total	**Other Services and Charges**	**0**	**0**	**0**	**2,756,285**
	Grand Total Expenditures	**0**	**0**	**0**	**2,840,215**

Business Area Budget Summary

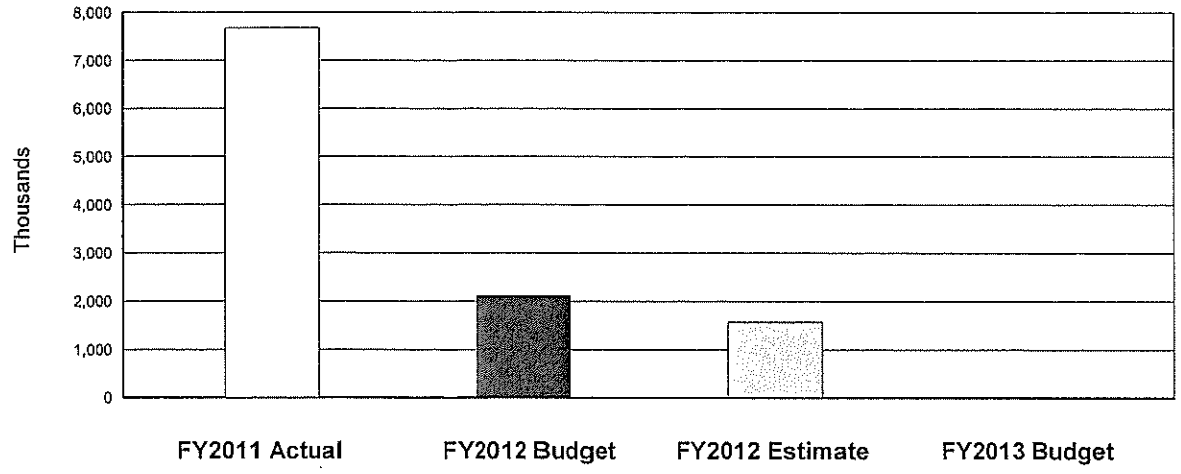
Fund Name : Digital Automated Red Light Enforcement Program
Business Area Name : Police Department
Fund No./Bus. Area No. : 2212 / 1000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	2,235,885	0	107,826	**0**
	Supplies	11,291	500	6,000	**0**
	Other Services and Charges	4,058,924	2,107,282	1,460,030	**0**
	Equipment	(55,844)	0	0	**0**
	Total M & O Expenditures	6,250,256	2,107,782	1,573,856	**0**
	Debt Service & Other Uses	1,427,253	0	0	**0**
	Total Expenditures	7,677,509	2,107,782	1,573,856	**0**
Revenues		6,249,173	449,179	1,627,510	**0**
Staffing	Full-Time Equivalents - Civilian	6.9	0.0	1.2	**0.0**
	Full-Time Equivalents - Classified	29.2	0.0	0.8	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	36.1	0.0	2.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

o Effective FY2013, funds management of DARLEP moved to the Finance Department's Accounts Receivable and Collections Division.

Digital Automated Red Light Enforcement Program
Police Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : **Digital Automated Red Light Enforcement Program**
Business Area Name : **Police Department**
Fund No./Bus Area No. : **2212 / 1000**

Name: Chiefs Command -- 100001

Mission: DARLEP ceased operations on August 24, 2011.

Goal: To phase out DARLEP and move collection efforts to the Finance Department's Accounts Receivable and Collections Division.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Camera sites	68	0	**0**
Violations	97,669	23,557	**0**

Division Summary

Fund Name : Digital Automated Red Light Enforcement Program
Business Area Name : Police Department
Fund No./Bus Area No. : 2212 / 1000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Chiefs Command 100001						
Effective FY2013, funds management of DARLEP, has moved to the Finance Department's Accounts Receivable and Collections Division.	36.1	7,677,509	2.0	1,573,856	0.0	0

Division Summary

Fund Name : **Digital Automated Red Light Enforcement Program**
Business Area Name : **Police Department**
Fund No./Bus Area No. : **2212 / 1000**

Division	Division Name	FY2011 Actual FTEs	FY2011 Actual Costs $	FY2012 Estimate FTEs	FY2012 Estimate Costs $	FY2013 Budget FTEs	FY2013 Budget Costs $
100001	Chiefs Command						
	Civilian	6.9		1.2		**0.0**	
	Classified	29.2		0.8		**0.0**	
	Cadets	0.0		0.0		**0.0**	
	Total	36.1	7,677,509	2.0	1,573,856	**0.0**	**0**
Grand Total							
	Civilian	6.9		1.2		**0.0**	
	Classified	29.2		0.8		**0.0**	
	Cadets	0.0		0.0		**0.0**	
	Grand Total	36.1	7,677,509	2.0	1,573,856	**0.0**	**0**

Business Area Revenue Summary

Fund Name : Digital Automated Red Light Enforcement Program
Business Area Name : Police Department
Fund No./Bus Area No. : 2212 / 1000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1000010077	HPD - Red Light Enforcement			
428095	Red Light Enforcement	440,700	1,600,000	0
432010	Interest on Pooled Investments	8,479	27,510	0
Total	HPD - Red Light Enforcement	449,179	1,627,510	0
Total	Police Department	449,179	1,627,510	0

Business Area Expenditure Summary

Fund Name : Digital Automated Red Light Enforcement Program
Business Area Name : Police Department
Fund No./Bus. Area No. : 2212 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	280,893	0	49,908	0
500020	Salary Base Pay - Classified	1,576,257	0	44,192	0
500030	Salary Part Time - Civilian	110,106	0	0	0
500050	Sal-Edu/Incen-Classfd	963	0	0	0
500060	Overtime - Civilian	1,619	0	0	0
500070	Overtime - Classified	16,341	0	2,755	0
500090	Premium Pay - Civilian	9,079	0	0	0
500110	Bilingual Pay - Civilian	2,114	0	0	0
500120	Bilingual Pay - Classified	476	0	0	0
500130	Equipment Allowance-Classified	4,129	0	0	0
500150	Shift Differential Pay-Classified	476	0	0	0
500160	Training Incent.-Classified	16,939	0	0	0
500170	Weekend Prem Pay-Classified	476	0	0	0
501070	Pension - Civilian	39,388	0	0	0
501090	Pension - Police	32,724	0	0	0
501120	Termination Pay - Civilian	6,212	0	0	0
501140	Third Party Disability B-Classified	1,200	0	0	0
502010	FICA - Civilian	31,329	0	0	0
502020	FICA - Classified	1,010	0	0	0
503010	Health Ins-Act Civilian	61,595	0	0	0
503015	Basic Life Insurance - Active Civilian	175	0	0	0
503020	Health Ins.Act-Classified	16,842	0	0	0
503025	Basic Life Insurance - Active Classified	78	0	0	0
503040	Health/Life Ins.Ret-Classified	405	0	0	0
503060	Long Term Disability-Civilian	(85)	0	0	0
503080	Workers Compensation-Classified-Admin	404	0	0	0
503090	Workers Compensation-Civilian-Admin	2,016	0	0	0
504030	Unemployment Claims - Administration	22,724	0	10,971	0
Total	**Personnel Services**	**2,235,885**	**0**	**107,826**	**0**
511025	Electrical Hardware & Parts	125	0	0	0
511040	Audiovisual Supplies	6,625	0	0	0
511045	Computer Supplies	18	0	5,500	0
511055	Publications & Printed Materials	4,523	0	0	0
511070	Miscellaneous Office Supplies	0	500	500	0
Total	**Supplies**	**11,291**	**500**	**6,000**	**0**
520100	Temporary Personnel Services	2,835	0	12,500	0
520110	Management Consulting Services	(19,795)	0	0	0
520113	Photographic Services	1,004,247	0	0	0
520114	Miscellaneous Support Services	148,948	0	200,000	0
520136	Billing & Collection Services	589,204	100,504	60,000	0
520725	Assessments - Other Governments	2,079,339	117,496	26,145	0
520910	Travel - Non-Training Related	4,670	0	0	0
521610	Voice Services	2,605	0	750	0
522205	Metro Commuter Passes	205	0	0	0
522430	Miscellaneous Other Services & Charges	510	0	0	0
522620	Claims & Judgments	0	1,889,282	1,033,557	0
522760	Interfund Billing & Collection Service	246,156	0	39,828	0
522795	Other Interfund Services	0	0	87,250	0
Total	**Other Services and Charges**	**4,058,924**	**2,107,282**	**1,460,030**	**0**

Business Area Expenditure Summary

Fund Name : Digital Automated Red Light Enforcement Program
Business Area Name : Police Department
Fund No./Bus. Area No. : 2212 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
560220	Vehicles	(55,844)	0	0	0
Total	**Equipment**	**(55,844)**	**0**	**0**	**0**
521930	Contingency/Reserve	1,277,253	0	0	0
532035	Transf-Spec Nonrecr	150,000	0	0	0
Total	**Debt Service and Other Uses**	**1,427,253**	**0**	**0**	**0**
	Grand Total Expenditures	**7,677,509**	**2,107,782**	**1,573,856**	**0**

Fund Summary

Fund Name : **Swimming Pool Safety**
Business Area Name : **Health and Human Services**
Fund No./Bus. Area No. : **2009 / 3800**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	98,388	98,388	**99,788**
Current Revenues	925,300	739,900	**748,900**
Total Available Resources	1,023,688	838,288	**848,688**
Maintenance and Operations	738,500	738,500	**747,835**
Total Expenditures	738,500	738,500	**747,835**
Planned Ending Fund Balance	285,188	99,788	**100,853**
Total Budget	1,023,688	838,288	**848,688**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	285,188	99,788	**100,853**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Swimming Pool Safety Fund. Also included are the beginning and ending fund balance, total revenues and total expenditures.

Created in FY2011, the Swimming Pool Safety Fund receives proceeds from enforcing municipal, state and federal pool and spa safety standards.

State and federal pool and safety standards apply to all pools and spas serving more than two dwellings. In accordance with these requirements, operators of pools and spas at apartment or condominium projects are required to obtain permits and comply with the requisite standards. The fees collected in pursuant of swimming pool and spa safety are used for the purposes of activities related to permitting, inspecting, monitoring, abating, controlling, educating and enforcement of municipal, state and federal standards.

Business Area Budget Summary

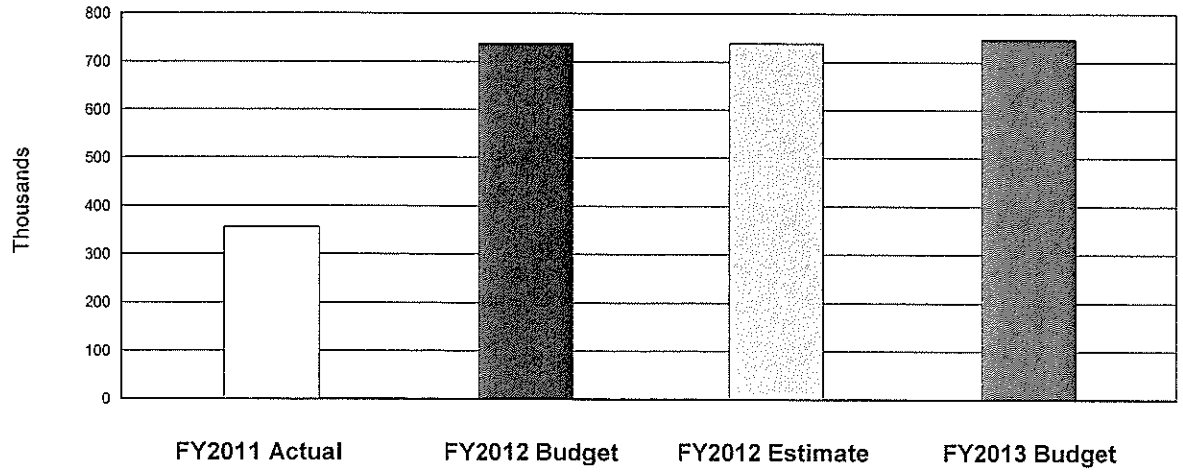
Fund Name : Swimming Pool Safety
Business Area Name : Health and Human Services
Fund No./Bus. Area No. : 2009 / 3800

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	304,290	653,683	673,000	**665,207**
	Supplies	13,484	20,800	17,700	**23,509**
	Other Services and Charges	14,316	64,017	47,800	**44,119**
	Equipment	0	0	0	**15,000**
	Non-Capital Equipment	24,259	0	0	**0**
	Total M & O Expenditures	356,349	738,500	738,500	**747,835**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	356,349	738,500	738,500	**747,835**
Revenues		454,737	925,300	739,900	**748,900**
Staffing	Full-Time Equivalents - Civilian	0.0	11.9	10.5	**10.4**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	11.9	10.5	**10.4**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.2**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($22,889) and pension contribution ($14,964).
- o This budget reflects improved inspections compliance resulting in a projected reduction in reinspection fees.

Swimming Pool Safety
Health and Human Services
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Swimming Pool Safety
Business Area Name : Health and Human Services
Fund No./Bus Area No. : 2009 / 3800

Name: HHS - Environmental Health Group -- 380004

Mission: To effectively utilize available resources to administer the public health ordinances of the City of Houston and of the State of Texas toward the prevention of disease and disability resulting from water borne illness and drownings through enforcement and education.

Goal: *Increase surveillance of high risk facilities and those with previous poor performance through increased inspections.
*Increase continuing education of staff through the presentation of in-house training.
*Improve response to citizen complaints by reducing the response time between filing a complaint and investigation.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Swimming Pool Inspections	5,215	5,101	**5,600**
Swimming Pool Permits	4,024	3,535	**3,642**

Division Summary

Fund Name : Swimming Pool Safety
Business Area Name : Health and Human Services
Fund No./Bus Area No. : 2009 / 3800

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
HHS - Environmental Health Group 380004						
The Bureau of Consumer Health Services-POOLS consists of 9 technical staff and 2 related administrative positions.	0.0	356,349	10.5	738,500	**10.4**	**747,835**
Total	0.0	356,349	10.5	738,500	**10.4**	**747,835**

Business Area Roster Summary

Fund Name : Swimming Pool Safety
Business Area Name : Health and Human Services
Fund No./Bus Area No. : 2009 / 3800

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	0.7	0.5	(0.2)
ADMINISTRATIVE AIDE	10	1.0	0.0	(1.0)
ASSISTANT DIRECTOR (EXE LEV)	32	0.2	0.0	(0.2)
BUREAU CHIEF,PUBLIC HEALTH (EXE LEV)	30	0.3	0.0	(0.3)
CASHIER	6	1.0	0.0	(1.0)
DIVISION MANAGER (EXE LEV)	29	0.2	0.0	(0.2)
ENVIRONMENTAL INVESTIGATOR II	16	2.0	2.0	
ENVIRONMENTAL INVESTIGATOR III	20	3.0	3.5	0.5
ENVIRONMENTAL INVESTIGATOR IV	23	1.0	0.0	(1.0)
SANITARIAN I	14	1.5	0.0	(1.5)
SANITARIAN II	17	0.5	0.0	(0.5)
SANITARIAN III	21	0.0	0.2	0.2
SENIOR CUSTOMER SERVICE CLERK	12	0.0	4.0	4.0
STAFF ANALYST	26	0.5	0.2	(0.3)
Total FTEs		**11.9**	**10.4**	**(1.5)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**11.9**	**10.4**	**(1.5)**

Business Area Revenue Summary

Fund Name : Swimming Pool Safety
Business Area Name : Health and Human Services
Fund No./Bus Area No. : 2009 / 3800

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
3800040005	HHS - Water Quality			
421070	Swimming Pool Operating Permits	789,000	638,700	647,700
421630	Administrative Fee - Licenses & Permits	136,300	100,200	100,200
432010	Interest on Pooled Investments	0	1,000	1,000
Total	HHS - Water Quality	925,300	739,900	748,900
Total	Health and Human Services	925,300	739,900	748,900

Business Area Expenditure Summary

Fund Name : Swimming Pool Safety
Business Area Name : Health and Human Services
Fund No./Bus. Area No. : 2009 / 3800

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	218,112	450,044	450,000	**420,397**
500030	Salary Part Time - Civilian	0	0	0	**13,645**
500060	Overtime - Civilian	4	11,000	9,000	**13,999**
500110	Bilingual Pay - Civilian	517	1,800	1,700	**900**
501070	Pension - Civilian	34,563	75,023	75,000	**89,964**
501120	Termination Pay - Civilian	0	15,063	15,000	**0**
502010	FICA - Civilian	15,705	33,899	33,800	**34,345**
503010	Health Ins-Act Civilian	34,250	63,096	63,000	**85,889**
503015	Basic Life Insurance - Active Civilian	132	260	1,000	**225**
503050	Health/Life Insurance - Retiree Civilian	0	0	1,200	**0**
503060	Long Term Disability-Civilian	87	1,040	1,000	**875**
503090	Workers Compensation-Civilian-Admin	920	2,458	2,200	**2,514**
503100	Workers Compensation-Civilian-Claim	0	0	5,100	**2,052**
504030	Unemployment Claims - Administration	0	0	15,000	**402**
Total	**Personnel Services**	**304,290**	**653,683**	**673,000**	**665,207**
511010	Chemical Gases & Special Fluids	0	200	200	**0**
511015	Cleaning & Sanitary Supplies	2,898	800	800	**1,000**
511045	Computer Supplies	0	1,200	0	**2,400**
511050	Paper & Printing Supplies	1,488	600	1,000	**900**
511055	Publications & Printed Materials	0	300	200	**200**
511060	Postage	3,545	1,200	4,500	**4,000**
511070	Miscellaneous Office Supplies	4,605	2,000	1,500	**1,500**
511080	General Laboratory Supplies	0	1,000	0	**0**
511090	Medical & Surgical Supplies	80	500	0	**0**
511110	Fuel	588	4,000	4,000	**8,000**
511115	Vehicle Repair & Maintenance Supplies	0	2,000	2,000	**2,009**
511120	Clothing	0	1,000	0	**0**
511150	Miscellaneous Parts & Supplies	280	6,000	3,500	**3,500**
Total	**Supplies**	**13,484**	**20,800**	**17,700**	**23,509**
520100	Temporary Personnel Services	0	15,000	11,058	**0**
520109	Medical Dental & Laboratory Services	0	1,500	0	**0**
520123	Vehicle & Motor Equipment Services	77	5,000	0	**0**
520159	Non-Sub-Recipient Grant Contract	6,735	0	12,600	**16,000**
520515	Print Shop Services	0	2,500	100	**0**
520520	Printing & Reproduction Services	0	3,800	1,000	**700**
520605	Advertising Services	0	0	0	**100**
520765	Membership & Professional Fees	0	0	0	**700**
520805	Education & Training	2,100	2,600	0	**1,100**
520905	Travel - Training Related	1,668	600	0	**800**
520910	Travel - Non-Training Related	0	300	0	**100**
521605	Data Services	0	3,900	3,900	**3,900**
521610	Voice Services	3,673	8,600	8,600	**8,428**
521620	Voice Equipment	0	400	400	**400**
521630	GIS Revolving Fund Services	0	0	0	**1,016**
522205	Metro Commuter Passes	0	0	2,000	**0**
522430	Miscellaneous Other Services & Charges	63	2,100	1,000	**200**
522721	Interfund HR Client Services	0	6,142	6,142	**7,300**
522722	KRONOS Service Chargeback	0	0	0	**375**
522780	Interfund Photo Copy Services	0	5,000	0	**3,000**

Business Area Expenditure Summary

Fund Name : Swimming Pool Safety
Business Area Name : Health and Human Services
Fund No./Bus. Area No. : 2009 / 3800

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
522795	Other Interfund Services	0	6,575	1,000	0
Total	**Other Services and Charges**	**14,316**	**64,017**	**47,800**	**44,119**
560220	Vehicles	0	0	0	15,000
Total	**Equipment**	**0**	**0**	**0**	**15,000**
551015	Non-Capital Computer Equipment	23,779	0	0	0
551045	Non-Capital Vehicles/Rolling Stock	480	0	0	0
Total	**Non-Capital Equipment**	**24,259**	**0**	**0**	**0**
	Grand Total Expenditures	**356,349**	**738,500**	**738,500**	**747,835**

Fund Summary

Fund Name	:	**Digital Houston**
Business Area Name	:	**Library**
Fund No./Bus. Area No.	:	**2422 / 3400**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	2,401,879	2,401,879	**1,170,611**
Current Revenues	140,000	25,000	**25,000**
Total Available Resources	2,541,879	2,426,879	**1,195,611**
Maintenance and Operations	1,256,268	1,256,268	**958,968**
Debt Service	0	0	**0**
Total Expenditures	1,256,268	1,256,268	**958,968**
Planned Ending Fund Balance	1,285,611	1,170,611	**236,643**
Total Budget	2,541,879	2,426,879	**1,195,611**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	1,285,611	1,170,611	**236,643**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, FY2012 Estimate and FY2013 Budget for the Digital Houston Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Digital Inclusion Initiative began as a part of a citywide wireless project, and is being implemented by the Houston Public Library (HPL), with the vision to create a digital future for Houstonians through a digital literacy effort in support of achieving Houston's educational workforce and educational goals.

Business Area Budget Summary

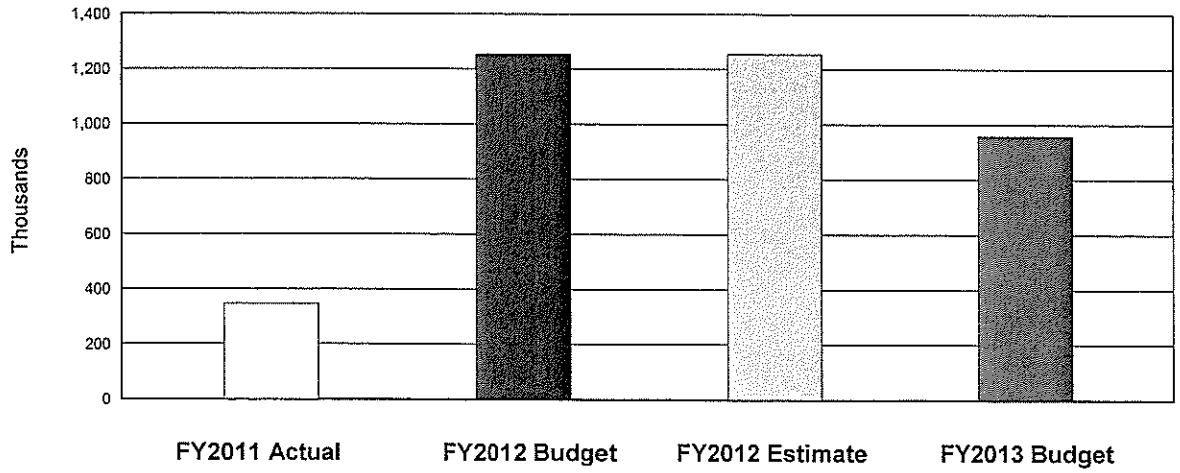
Fund Name : Digital Houston
Business Area Name : Library
Fund No./Bus. Area No. : 2422 / 3400

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	186,703	196,762	196,762	**205,412**
	Supplies	2,919	5,000	5,000	**5,000**
	Other Services and Charges	138,846	595,081	483,483	**400,881**
	Equipment	0	177,789	26,376	**0**
	Non-Capital Equipment	18,056	281,636	544,647	**347,675**
	Total M & O Expenditures	346,524	1,256,268	1,256,268	**958,968**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	346,524	1,256,268	1,256,268	**958,968**
Revenues		47,066	140,000	25,000	**25,000**
Staffing	Full-Time Equivalents - Civilian	2.0	2.0	2.0	**2.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	2.0	2.0	2.0	**2.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($3,622) and pension contribution ($4,838).
- o Reduction in expenditure in equipment maintenance and labor deployment for development of WiFi Network and Computer Access Locations (CAL) as most of them are projected for completion in FY2012 and thus fewer deployments in FY2013.
- o Support the Houston Public Library's finalized build out of Wireless Empowered Community Access Network (WeCAN) Gulfton super neighborhood network pilot project.
- o Support the expansion of WeCAN Digital Inclusion (DI) network through the launch of three super neighborhood networks.
- o Support phased implementation of WeCAN Works pilot workforce development and digital literacy training program.

Digital Houston
Library
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Digital Houston
Business Area Name : Library
Fund No./Bus Area No. : 2422 / 3400

Name: HPL - Digital Inclusion Initiative – 340001

Mission: Provide technology based opportunities for underserved citizens through the City of Houston's Digital Inclusion Initiative which is managed by the Houston Public Library.

Goal: Facilitate the expansion of WeCAN DI network through phased implementation of Computer Access Location establishment and WiFi Zone deployment in targeted DI neighborhoods.
Support the phased implementation of Broadband Technology Opportunity Program (BTOP) grant for public computer establishment; digital literacy and workforce development training at the Houston Community College and City libraries, community center and multi-service centers.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Neighborhoods with WiMAX	7	3	**0**
Expansion of DI Network	3	4	**3**
Sites impleted with BTOP grant	0	0	**83**
Citizens benefited by DI	180,000	180,000	**180,000**

Division Summary

Fund Name : Digital Houston
Business Area Name : Library
Fund No./Bus Area No. : 2422 / 3400

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
HPL - Digital Inclusion Initiative 340001						
Deployment of a comprehensive community broadband infrastructure for public community access, public safety and public service.	2.0	346,524	2.0	1,256,268	**2.0**	**958,968**
Total	2.0	346,524	2.0	1,256,268	**2.0**	**958,968**

Business Area Roster Summary

Fund Name : Digital Houston
Business Area Name : Library
Fund No./Bus Area No. : 2422 / 3400

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
COMMUNITY INVOLVEMENT COORDINATOR	22	1.0	1.0	
SENIOR IT PROJECT MANAGER (EXE LEV)	30	1.0	1.0	
Total FTEs		**2.0**	**2.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**2.0**	**2.0**	**0.0**

Business Area Revenue Summary

Fund Name : Digital Houston
Business Area Name : Library
Fund No./Bus Area No. : 2422 / 3400

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
3400010007	**HPL-Digital Inclusion Initiative**			
432010	Interest on Pooled Investments	140,000	25,000	**25,000**
Total	**Library**	**140,000**	**25,000**	**25,000**

Business Area Expenditure Summary

Fund Name : Digital Houston
Business Area Name : Library
Fund No./Bus. Area No. : 2422 / 3400

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	138,639	141,645	141,645	**141,749**
501070	Pension - Civilian	22,109	25,496	25,496	**30,334**
502010	FICA - Civilian	10,050	10,836	10,836	**10,844**
503010	Health Ins-Act Civilian	15,456	18,060	18,060	**21,682**
503015	Basic Life Insurance - Active Civilian	84	85	85	**85**
503060	Long Term Disability-Civilian	0	170	170	**170**
503090	Workers Compensation-Civilian-Admin	365	400	400	**478**
504030	Unemployment Claims - Administration	0	70	70	**70**
Total	**Personnel Services**	**186,703**	**196,762**	**196,762**	**205,412**
511045	Computer Supplies	85	0	0	**500**
511055	Publications & Printed Materials	1,035	1,500	1,500	**150**
511060	Postage	22	201	201	**100**
511070	Miscellaneous Office Supplies	0	250	250	**750**
511150	Miscellaneous Parts & Supplies	1,777	3,049	3,049	**3,500**
Total	**Supplies**	**2,919**	**5,000**	**5,000**	**5,000**
520100	Temporary Personnel Services	61,535	75,000	74,700	**105,000**
520110	Management Consulting Services	1,170	65,000	65,000	**35,000**
520114	Miscellaneous Support Services	54,307	246,250	246,250	**100,000**
520141	Engineering Services	0	5,000	5,000	**0**
520515	Print Shop Services	0	0	0	**1,500**
520605	Advertising Services	632	30,000	30,000	**30,000**
520805	Education & Training	1,828	2,500	2,500	**1,500**
520905	Travel - Training Related	1,748	0	0	**1,000**
520910	Travel - Non-Training Related	410	5,000	5,000	**2,500**
521605	Data Services	0	0	300	**5,024**
521610	Voice Services	16,822	15,100	15,100	**14,798**
521630	GIS Revolving Fund Services	94	114	114	**79**
522430	Miscellaneous Other Services & Charges	300	150,000	38,402	**102,945**
522721	Interfund HR Client Services	0	1,117	1,117	**1,460**
522722	KRONOS Service Chargeback	0	0	0	**75**
Total	**Other Services and Charges**	**138,846**	**595,081**	**483,483**	**400,881**
560230	Computer HW and Developed SW	0	0	26,376	**0**
560240	Communication Equipment	0	177,789	0	**0**
Total	**Equipment**	**0**	**177,789**	**26,376**	**0**
551015	Non-Capital Computer Equipment	13,345	281,636	255,260	**200,000**
551020	Non-Capital Communication Equipment	4,711	0	289,387	**147,675**
Total	**Non-Capital Equipment**	**18,056**	**281,636**	**544,647**	**347,675**
	Grand Total Expenditures	**346,524**	**1,256,268**	**1,256,268**	**958,968**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name : **Houston Emergency Center**
Business Area Name : **Houston Emergency Center**
Fund No./Bus. Area No. : **2205 / 1500**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	1,342,679	1,342,679	**1,342,679**
Current Revenues	23,592,247	23,592,247	**24,504,804**
Total Available Resources	24,934,926	24,934,926	**25,847,483**
Maintenance and Operations	23,592,247	23,592,247	**24,504,804**
Total Expenditures	23,592,247	23,592,247	**24,504,804**
Planned Ending Fund Balance	1,342,679	1,342,679	**1,342,679**
Total Budget	24,934,926	24,934,926	**25,847,483**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	1,342,679	1,342,679	**1,342,679**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, FY2012 Estimate and FY2013 Budget for the Houston Emergency Center (HEC) Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The mission of the Houston Emergency Center is to provide the citizens of Houston with the most efficient, accurate, and professional service when processing their life-threatening calls. The City of Houston's Houston Emergency Center, in coordination with the Office of Emergency Management (OEM), protects life and property by operating the Public Safety Communications System and by coordinating and managing emergency situations. The Information Technology Department is responsible for the administration, maintenance and operations of the police, Fire/EMS Computer Aided Dispatch (CAD) System, radio system and Records Management Systems (RMS).

Department Short Term Goals:
- o Answer 90% of 9-1-1 emergency calls within 10 seconds.
- o Answer 80% of non-emergency calls within 10 seconds.
- o Expansion of the Quality Assurance Program.
- o Expansion of the Training Programs to provide on-going professional growth opportunities of HEC employees including technical teamwork enhancement and required certification of all employees.
- o Cross train employees to improve call flow.
- o Conduct at least one Table Top Exercise (TTX) and one Functional/Full Scale Exercise.
- o Maintain City's Grant eligibility by submitting EMPG and NIMSCAST Reports.
- o Accreditations of Houston Emergency Center.
  - CALEA (Commission on Accreditation for Law Enforcement Agencies).

Department Long Term Goals:
- o Improve efficiency over FY2012 baseline.
- o Accreditations of Houston Emergency Center.
  - National Academy of Emergency Medical Dispatch (NAEMD).
  - National Emergency Number Association Emergency Number Personnel (NENA ENP).
- o Establish Houston Emergency Communications State-Certified Academy.
- o Civilianization of the Houston Emergency Center.
- o Create a Disaster Recovery site for the CAD.
- o Develop an inter-jurisdictional collaboration portal to facilitate secure information sharing.

Business Area Budget Summary

Fund Name : **Houston Emergency Center**
Business Area Name : **Houston Emergency Center**
Fund No./Bus. Area No. : **2205 / 1500**

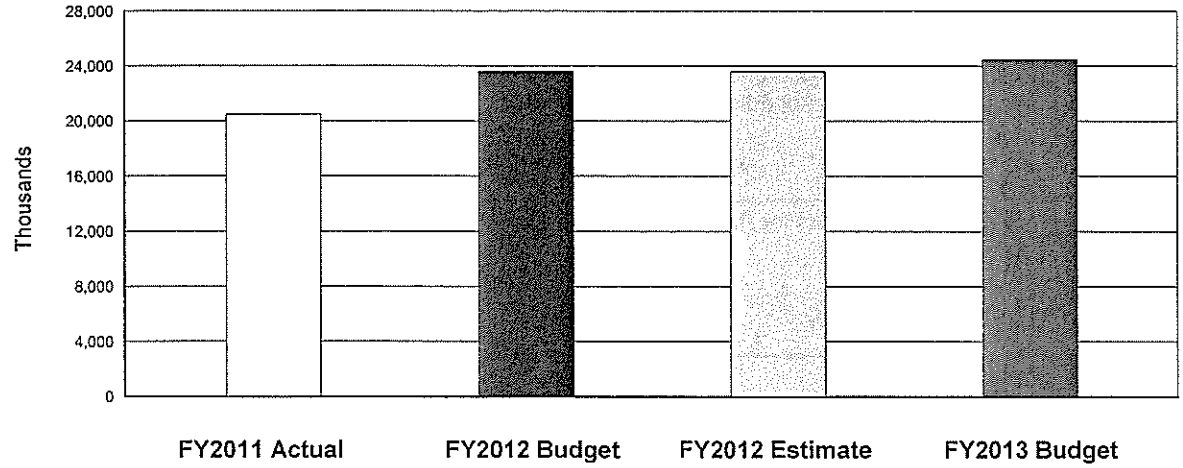
		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	17,373,510	16,747,968	16,572,968	**17,483,540**
	Supplies	279,765	201,590	201,590	**209,035**
	Other Services and Charges	2,783,426	6,642,689	6,817,689	**6,812,229**
	Equipment	40,763	0	0	**0**
	Non-Capital Equipment	18,790	0	0	**0**
	Total M & O Expenditures	20,496,254	23,592,247	23,592,247	**24,504,804**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	20,496,254	23,592,247	23,592,247	**24,504,804**
Revenues		21,715,897	23,592,247	23,592,247	**24,504,804**
Staffing	Full-Time Equivalents - Civilian	244.2	238.3	238.3	**238.6**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	244.2	238.3	238.3	**238.6**
	Full-Time Equivalents - Overtime	3.8	10.8	8.8	**10.3**

Significant Budget Changes and Highlights

o The FY2013 Budget includes Funding for expenditure increases in health benefits ($83,659) and pension contribution ($222,786).

o The FY2013 Budget supports the continuation of current service levels.

Houston Emergency Center
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Houston Emergency Center
Business Area Name : Houston Emergency Center
Fund No./Bus Area No. : 2205 / 1500

Name: HEC-Office of the Director Group -- 150001

Mission: To ensure efficient, cost-effective management of the Houston Emergency Center while maintaining the Houston Emergency Center's position as the leading combined emergency call taking and dispatching facility in the country.

Goal: Efficient and effective management of the Houston Emergency Center. Facilitate the reporting of accurate information to the public. Investigate and resolve complaints.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Manage & direct the operations of the department	100%	100%	**100%**
Public & media activities	486	525	**550**

Name: HEC-Information Technology Group -- 150002

Mission: To ensure maximum uptime of computer systems used at the Houston Emergency Center (HEC) for public safety and to leverage technology to improve operations within HEC.

Goal: Maintain 99.9% availability on Computer Aided Dispatch (CAD) System, Fire Department's legacy Records Management System (RMS), and Emergency Alerting System (EAS). Provide application and worksheet support for all HEC personnel. Maintain 100% availability on Orbacom radio system.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
EAS, CAD/RMS and ACS system availability	99.9%	99.9%	**N/A**
Orbacom availability	100%	100%	**N/A**

Name: HEC-Police Call Taking Group -- 150003

Mission: To answer the Police Department's non-emergency phone line in an efficient manner while providing the highest level of citizen service possible in responding to their requests.

Goal: Answer and process 80% of requests for Police-related non-emergency services within 10 seconds.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Process Police-related non-emergency calls 80% within 10 seconds	900,117	900,000	**900,000**

Division Mission and Performance Measures

Fund Name : Houston Emergency Center
Business Area Name : Houston Emergency Center
Fund No./Bus Area No. : 2205 / 1500

Name: HEC-9-1-1 Network Group -- 150004

Mission: To answer the Police Department and Fire Department emergency phone lines in an efficient manner while effectively gathering and providing necessary information to the City's First Responders in the field to ensure a successful resolution of citizen's emergencies.

Goal: Answer 90% of 9-1-1 emergency calls within 10 seconds. Administer and coordinate financial activities such as payroll, budgets and procurement, HR activities, hiring, and training of personnel. Enhancement of the quality assurance program by monitoring calls.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Answer 90% of 9-1-1 calls within 10 seconds	1,956,586	2,000,000	**2,100,000**
Citizens complaints	20	15	**15**
Records requested	9,410	10,000	**10,500**

Name: HEC - OEM -- 150005

Mission: To develop and implement a holistic emergency management program designed to facilitate mitigation and preparedness activities before a disaster strikes and coordinate response and recovery efforts when a disaster threatens or impacts our community. This is achieved through comprehensive planning, training, and exercise activities conducted with local, state, federal, NGO, and private sector stakeholders.

Goal: Coordinate the City's preparedness and recovery from disaster.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Conduct Presentations	N/A	50	**50**
Emerg Preparedness Materl.	N/A	50,000	**70,000**
Conduct local training	N/A	4	**8**
Update Emerg Mgmt Plans	N/A	4	**4**
Community events	N/A	20	**20**

Division Summary

Fund Name : Houston Emergency Center
Business Area Name : Houston Emergency Center
Fund No./Bus Area No. : 2205 / 1500

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
HEC-Office of the Director Group 150001 Provide management of the Houston Emergency Center and facilitation of public education.	5.7	665,718	5.0	1,175,405	**5.0**	**1,193,297**
HEC-Information Technology Group 150002 Provide management of the Houston Emergency Center and facilitation of public education.	29.6	5,145,069	0.0	4,895,723	**0.0**	**5,008,826**
HEC-Police Call Taking Group 150003 Answer and process police non-emergency number phone calls.	71.3	4,225,115	74.9	4,924,612	**73.6**	**5,051,072**
HEC-9-1-1 Network Group 150004 The City of Houston's Public Safety Answering Point's responsibility is to answer and process 9-1-1 emergency assistance requests from the citizens of Houston. Provide administrative support to HEC which includes budget and finance, HR, training, and hiring of personnel.	137.6	10,460,352	152.0	11,766,032	**152.0**	**12,179,203**
HEC - OEM 150005 Oversee the City's emergency and non-emergency response centers.	0.0	0	6.4	830,475	**8.0**	**1,072,406**
Total	244.2	20,496,254	238.3	23,592,247	**238.6**	**24,504,804**

Business Area Roster Summary

Fund Name : Houston Emergency Center
Business Area Name : Houston Emergency Center
Fund No./Bus Area No. : 2205 / 1500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
9-1-1 CUSTODIAN OF RECORDS	17	3.0	3.0	
9-1-1 PSAP SUPERVISOR	21	22.0	23.0	1.0
9-1-1 PSAP SUPERVISOR-FIRE/EMS	23	9.0	9.0	
9-1-1 TELECOMMUNICATOR	14	67.0	68.0	1.0
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	2.0	2.0	
ADMINISTRATIVE ASSISTANT	17	6.0	6.0	
ADMINISTRATIVE COORDINATOR	24	5.0	4.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	2.0	1.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	2.0	3.0	1.0
ASSISTANT DIRECTOR (EXE LEV)	32	2.0	4.0	2.0
CUSTOMER SERVICE REP. III	16	2.0	2.0	
DEPUTY DIRECTOR (EXE LEV)	34	2.0	1.0	(1.0)
DIVISION MANAGER	29	4.0	3.0	(1.0)
DIVISION MANAGER (EXE LEV)	29	1.0	1.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
GIS ANALYST	20	2.0	0.0	(2.0)
GIS SUPERVISOR	26	1.0	0.0	(1.0)
GIS TECHNICIAN	12	1.0	0.0	(1.0)
H.E.C. TELECOMM. SHIFT MANAGER	26	4.0	3.0	(1.0)
INFORMATION SYSTEMS ADMINISTRATOR	30	2.0	0.0	(2.0)
IRM MANAGER	29	1.0	0.0	(1.0)
IT PROJECT MANAGER	28	1.0	0.0	(1.0)
MANAGEMENT ANALYST I	15	1.0	0.0	(1.0)
MANAGEMENT ANALYST II	18	0.0	1.0	1.0
MANAGEMENT ANALYST III	21	2.0	1.0	(1.0)
MANAGEMENT ANALYST IV	25	0.0	1.0	1.0
OPERATIONS MANAGER	27	2.0	0.0	(2.0)
POLICE TELECOMMUNICATOR	14	62.0	59.0	(3.0)
PROGRAMMER ANALYST III	22	2.0	0.0	(2.0)
PROGRAMMER ANALYST IV	25	1.0	0.0	(1.0)
SENIOR 9-1-1 TELECOMMUNICATOR	16	40.0	40.0	
SENIOR GIS ANALYST	24	1.0	1.0	
SENIOR GIS TECHNICIAN	17	1.0	0.0	(1.0)
SENIOR MICROCOMPUTER ANALYST	23	2.0	0.0	(2.0)
SENIOR OFFICE ASSISTANT	12	0.0	1.0	1.0
STAFF ANALYST	26	1.0	1.0	
SYSTEMS CONSULTANT	26	3.0	0.0	(3.0)
SYSTEMS SUPPORT ANALYST II	19	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST III	22	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST IV	25	2.0	0.0	(2.0)
TECHNICAL HARDWARE ANALYST II	21	1.0	0.0	(1.0)
TECHNICAL HARDWARE ANALYST III	23	2.0	0.0	(2.0)
TRAINING COORDINATOR	24	4.0	4.0	
Total FTEs		**272.0**	**244.0**	**(28.0)**
Less adjustment for Civilian Vacancy Factor		**33.7**	**5.4**	**(28.3)**
Full-Time Equivalents		**238.3**	**238.6**	**0.3**

Business Area Revenue Summary

Fund Name : Houston Emergency Center
Business Area Name : Houston Emergency Center
Fund No./Bus Area No. : 2205 / 1500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1500010001	**HEC-Director**			
426360	Reimbursement for 911 Staff	76,704	76,704	**76,704**
490010	Transfer from General Fund	1,098,727	1,098,727	**1,116,593**
Total	**HEC-Director**	**1,175,431**	**1,175,431**	**1,193,297**
1500020001	**HEC-IT**			
490010	Transfer from General Fund	4,895,697	4,895,697	**5,008,826**
1500030001	**HEC-Police Call Take**			
424060	Interfund Airport Police Services	200,000	200,000	**200,000**
490010	Transfer from General Fund	4,724,612	4,724,612	**4,851,072**
Total	**HEC-Police Call Take**	**4,924,612**	**4,924,612**	**5,051,072**
1500040001	**HEC-9-1-1 Network**			
426360	Reimbursement for 911 Staff	11,766,032	11,766,032	**12,179,203**
1500050001	**HEC - OEM**			
423010	Other Grant Awards	0	0	**193,542**
490010	Transfer from General Fund	830,475	830,475	**878,864**
Total	**HEC - OEM**	**830,475**	**830,475**	**1,072,406**
Total	**Houston Emergency Center**	**23,592,247**	**23,592,247**	**24,504,804**

Business Area Expenditure Summary

Fund Name : Houston Emergency Center
Business Area Name : Houston Emergency Center
Fund No./Bus. Area No. : 2205 / 1500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	11,780,263	10,476,141	10,383,857	**10,659,432**
500020	Salary Base Pay - Classified	133,309	0	0	**0**
500040	Salary Assignment Pay - Classified	21,573	34,860	34,860	**34,860**
500060	Overtime - Civilian	221,316	602,775	602,775	**602,775**
500090	Premium Pay - Civilian	188,798	242,892	242,892	**242,892**
500110	Bilingual Pay - Civilian	42,082	47,338	47,338	**47,338**
500250	HOPE Union Business Usage	5,693	0	0	**0**
501070	Pension - Civilian	1,851,723	1,885,706	1,885,706	**2,281,118**
501120	Termination Pay - Civilian	286,404	487,090	437,090	**490,590**
501130	Termination Pay - Classified	3,922	0	0	**0**
501160	Vehicle Allowance - Civilian	6,253	7,716	0	**0**
501170	Vehicle Allowance - Classified	4,216	0	0	**0**
502010	FICA - Civilian	916,473	867,247	867,247	**906,866**
502020	FICA - Classified	8,610	0	0	**0**
503010	Health Ins-Act Civilian	1,509,484	1,736,243	1,736,243	**1,898,777**
503015	Basic Life Insurance - Active Civilian	6,786	6,200	6,200	**6,317**
503020	Health Ins.Act-Classified	11,560	0	0	**0**
503025	Basic Life Insurance - Active Classified	80	0	0	**0**
503040	Health/Life Ins.Ret-Classified	13,806	0	0	**0**
503050	Health/Life Insurance - Retiree Civilian	123,472	113,880	113,880	**94,742**
503060	Long Term Disability-Civilian	0	20,257	20,257	**20,283**
503061	Long Term Disability-Classified	(3)	0	0	**0**
503070	Municipal Pension-Other Classified	21,178	0	0	**0**
503080	Workers Compensation-Classified-Admin	182	0	0	**0**
503090	Workers Compensation-Civilian-Admin	46,601	47,657	47,657	**57,026**
503100	Workers Compensation-Civilian-Claim	13,071	95,200	70,200	**63,793**
504030	Unemployment Claims - Administration	156,658	76,766	76,766	**40,816**
504031	Unemployment Claims	0	0	0	**35,915**
Total	**Personnel Services**	**17,373,510**	**16,747,968**	**16,572,968**	**17,483,540**
511015	Cleaning & Sanitary Supplies	0	1,000	1,000	**1,000**
511040	Audiovisual Supplies	29,486	6,700	6,700	**6,700**
511045	Computer Supplies	125,667	37,500	37,500	**37,500**
511050	Paper & Printing Supplies	4,411	6,000	6,000	**8,500**
511055	Publications & Printed Materials	2,589	2,387	2,387	**2,387**
511060	Postage	691	5,500	5,500	**8,945**
511070	Miscellaneous Office Supplies	60,363	63,500	63,500	**65,000**
511090	Medical & Surgical Supplies	69	8,500	8,500	**8,500**
511110	Fuel	(3,341)	7,700	7,700	**7,700**
511115	Vehicle Repair & Maintenance Supplies	50	1,000	1,000	**1,000**
511120	Clothing	12,835	7,500	7,500	**7,500**
511125	Food Supplies	18,800	14,200	14,200	**14,200**
511135	Recreational Supplies	2,804	1,650	1,650	**1,650**
511145	Small Tools & Minor Equipment	(5,166)	6,500	6,500	**6,500**
511150	Miscellaneous Parts & Supplies	30,507	31,953	31,953	**31,953**
Total	**Supplies**	**279,765**	**201,590**	**201,590**	**209,035**
520100	Temporary Personnel Services	382,208	322,949	495,633	**322,949**
520105	Accounting & Auditing Services	91,053	0	0	**0**
520106	Architectural Services	88,149	0	0	**0**
520107	Computer Info/Contr	8,160	0	0	**0**
520108	Information Resource Services	4,040	0	0	**0**
520109	Medical Dental & Laboratory Services	1,102	1,650	1,650	**1,650**
520110	Management Consulting Services	430,231	0	0	**0**
520112	Banking Services	62	0	0	**0**
520114	Miscellaneous Support Services	6,755	248,450	248,450	**241,805**
520115	Real Estate Lease/Office Rental	0	10,967	10,967	**10,967**
520119	Computer Equipment/Software Maintenance	1,148,086	114,906	114,906	**114,906**
520120	Communications Equipment Services	0	7,403	7,403	**7,403**

Business Area Expenditure Summary

Fund Name : **Houston Emergency Center**
Business Area Name : **Houston Emergency Center**
Fund No./Bus. Area No. : **2205 / 1500**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520121	IT Application Svcs	10,556	8,993	13,573	**17,365**
520122	Office Equipment Services	79,000	500	500	**500**
520123	Vehicle & Motor Equipment Services	2,584	10,500	10,500	**10,500**
520124	Other Equipment Services	184	0	0	**0**
520126	Construction Site Work Services	(26,754)	1,500	1,500	**1,500**
520510	Mail/Delivery Services	(434)	1,700	1,700	**1,700**
520515	Print Shop Services	1,308	7,000	7,000	**7,000**
520520	Printing & Reproduction Services	0	21,686	21,686	**65,451**
520605	Advertising Services	0	3,000	3,000	**3,000**
520705	Insurance Fees	74,271	101,056	101,056	**101,056**
520765	Membership & Professional Fees	14,734	18,975	18,975	**18,975**
520805	Education & Training	41,776	78,800	78,800	**112,500**
520815	Tuition Reimbursement	5,879	13,000	13,000	**0**
520905	Travel - Training Related	24,516	58,740	58,740	**58,740**
520910	Travel - Non-Training Related	1,815	22,000	22,000	**22,000**
521305	Indirect Cost Recovery Payment	110,000	110,000	110,000	**110,000**
521420	Infrastructure Maintenance Service	60,750	0	0	**0**
521435	Water Services	0	1,800	1,800	**1,800**
521505	Electricity	0	7,200	7,200	**7,200**
521510	Natural Gas	0	1,000	1,000	**1,000**
521605	Data Services	18,072	34,722	34,722	**49,097**
521610	Voice Services	88,834	158,194	158,194	**155,030**
521615	Radio Communications	(30,375)	3,000	3,000	**5,000**
521620	Voice Equipment	0	10,946	8,682	**10,727**
521625	Voice Labor	2,012	9,110	9,110	**6,695**
521630	GIS Revolving Fund Services	30,355	36,384	36,384	**36,384**
521715	Office Equipment Rental	25,082	25,000	25,000	**25,000**
521725	Other Rental	0	7,140	7,140	**7,140**
521730	Parking Space Rental	2,463	26,587	26,587	**26,587**
521905	Legal Services	135	0	0	**0**
522430	Miscellaneous Other Services & Charges	90,786	363,241	363,241	**343,484**
522720	Interfund Payroll Services	(3,969)	0	0	**0**
522722	KRONOS Service Chargeback	0	8,841	8,841	**8,240**
522723	Drainage Fee Service Chargeback	0	10,929	10,929	**10,929**
522735	Interfund Communication Equipment Repair	0	10,000	10,000	**10,000**
522795	Other Interfund Services	0	4,764,820	4,764,820	**4,877,949**
Total	**Other Services and Charges**	**2,783,426**	**6,642,689**	**6,817,689**	**6,812,229**
560230	Computer HW and Developed SW	40,763	0	0	**0**
Total	**Equipment**	**40,763**	**0**	**0**	**0**
551010	Non-Capital Office Furniture & Equipment	11,839	0	0	**0**
551020	Non-Capital Communication Equipment	2,131	0	0	**0**
551030	Non-Capital Machinery & Equipment	4,820	0	0	**0**
Total	**Non-Capital Equipment**	**18,790**	**0**	**0**	**0**
	Grand Total Expenditures	**20,496,254**	**23,592,247**	**23,592,247**	**24,504,804**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name	:	**Cable Televsion**
Business Area Name	:	**Mayor's Office**
Fund No./Bus. Area No.	:	**2401 / 2428 / 5000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	2,027,538	2,027,538	**2,149,712**
Current Revenues	4,790,053	4,790,053	**3,697,178**
Total Available Resources	6,817,591	6,817,591	**5,846,890**
Maintenance and Operations	4,776,779	2,806,670	**3,764,629**
Contract With Non-Profit	1,791,100	1,861,209	**1,792,662**
Total Expenditures	6,567,879	4,667,879	**5,557,291**
Planned Ending Fund Balance	249,712	2,149,712	**289,599**
Total Budget	6,817,591	6,817,591	**5,846,890**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	249,712	2,149,712	**289,599**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Cable Television Fund (2401 and 2428). Also included are the beginning and ending fund balances, total revenues and total expenditures.

The purpose of Houston Television (HTV) is to produce and cablecast informational programming, describing services provided by both City departments and related community agencies, and educating the public on utilization of those services.

HTV began operations in 1986 as The Municipal Channel, with the distribution of Houston City Council meetings through a closed circuit network. Now, HTV provides a variety of informative, educational and feature programs. HTV produces both live and recorded taped programming, including live gavel-to-gavel coverage of City Council, Planning Commision and other special events. Live streaming of HTV programming 24/7, and on demand streaming of meetings such as City Council, Planning and Parking Commission, is also available to the public through our website: www.htvhouston.net.

The 82nd legislature passed SB1087, which was signed by the Governor on June 17, 2011, and was effective September 1, 2011. SB1087 requires, going forward, that fees paid under state franchises be maintained in a separate account and not commingled with revenue from any other source. Any unspent Public, Educational, and Governmental (PEG) fees previously collected from State franchises must be transferred to the separate account. As a result, Ordinance #2011-731 established the Cable TV State Fund (2428).

Business Area Budget Summary

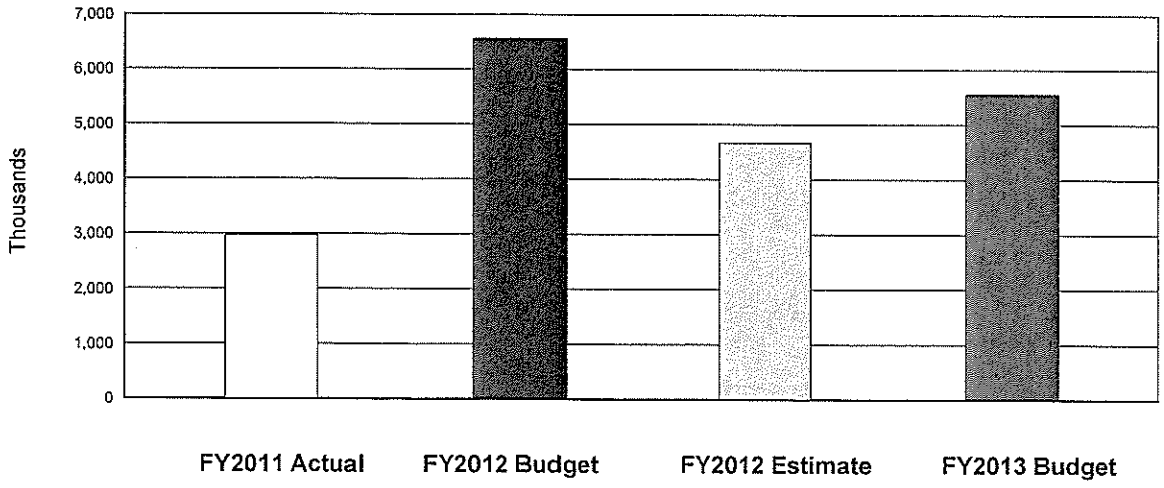
Fund Name : Cable Television
Business Area Name : Mayor's Office
Fund No./Bus. Area No. : 2401 / 2428 / 5000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	819,349	941,650	973,760	**1,314,674**
	Supplies	19,141	30,800	29,800	**34,500**
	Other Services and Charges	2,015,171	4,958,583	3,372,274	**3,958,117**
	Equipment	115,536	546,556	201,755	**250,000**
	Non-Capital Equipment	0	90,290	90,290	**0**
	Total M & O Expenditures	2,969,197	6,567,879	4,667,879	**5,557,291**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	2,969,197	6,567,879	4,667,879	**5,557,291**
Revenues		3,586,111	4,790,053	4,790,053	**3,697,178**
Staffing	Full-Time Equivalents - Civilian	11.5	12.9	12.9	**17.5**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	11.5	12.9	12.9	**17.5**
	Full-Time Equivalents - Overtime	0.1	0.1	0.1	**0.2**

Significant Budget Changes and Highlights

- o Build out two studios and renovate offices and facilities on the first floor of City Hall.
- o Complete purchase production equipment to convert from Standard Definition to High Definition as mandated by the Federal Communications Commission.
- o Develop a partnership with the Public, Education, and Governmental (PEG) community and share opportunities.
- o Develop inter-local agreements and memorandum of understanding with local government and corporate partners.
- o Leverage marketing and production assets to assist departments in promoting city services, educate citizens and local business partners about new initiatives and offerings. Includes 4 FTEs in FY2013 to support the increase of HTV program services.
- o FY2013 Budget includes funding for expenditure increases in health benefits ($41,589) and pension contribution ($76,029).

Cable Television
Mayor's Office
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Cable Televsion
Business Area Name : Mayor's Office
Fund No./Bus Area No. : 2401 / 2428 / 5000

Name: HTV Houston Television -- 500002

Mission: To effectively communicate relevant information about the City of Houston and its municipal, governmental and community services. HTV assists city departments and elected officials to promote local events and disseminate information about services and legislative issues.

Goal: Provide viewers with quality, locally-produced programs that inform, educate and entertain. Provide internet streaming services to the community through HTV website.
Establish an income through sponsorships and production services that can be offered to city departments and the community at large.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Maintain production levels	581	595	**641**
Maintain program hours	1,300	1,417	**1,538**
Increase Internet visitors	N/A	23,575	**28,290**
Increase Internet page views	N/A	84,395	**88,615**
Increase time on website (hh:mm:ss)	N/A	4,350:19:48	**4,557:50:48**

Division Summary

Fund Name : Cable Televsion
Business Area Name : Mayor's Office
Fund No./Bus Area No. : 2401 / 2428 / 5000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
HTV Houston Television 500002						
Instrumental in providing quality services to our viewers and meet programming goals. Provide DVD programming copies to city departments and viewers as requested.	11.5	2,969,197	12.9	4,667,879	**17.5**	**5,667,669**
Total	11.5	2,969,197	12.9	4,667,879	**18.0**	**5,667,669**

Business Area Roster Summary

Fund Name : **State Cable TV Franchise Fee**
Business Area Name : **Mayor's Office**
Fund No./Bus Area No. : **2401 / 2428 / 5000**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	0.0
ASSISTANT DIRECTOR (EXE LEV)	32	0.5	0.5	0.0
CABLE ACCESS OPERATIONS SUPERVISOR	22	1.0	1.0	0.0
CABLE ACCESS PROGRAM SUPERVISOR	22	1.0	1.0	0.0
COMMUNICATIONS SPECIALIST SUPERVISOR	23	0.0	1.0	1.0
COMMUNICATIONS TECHNICIAN	15	1.4	1.0	-0.4
DIVISION MANAGER (EXE LEV)	29	1.0	1.0	0.0
PRODUCTION SPECIALIST	15	1.0	2.0	1.0
SENIOR COMMUNICATIONS SPECIALIST	20	3.0	3.0	0.0
SENIOR COMMUNICATIONS TECHNICIAN	19	3.0	6.0	3.0
Total FTEs		**12.9**	**17.5**	**4.6**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**12.9**	**17.5**	**4.6**

Business Area Revenue Summary

Fund Name : Cable Televsion
Business Area Name : Mayor's Office
Fund No./Bus Area No. : 2401 / 2428 / 5000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
5000020001	**MYR- Muni Cable T.V.**			
444020	PEG Contributions - Ongoing Support	156,653	156,653	**145,325**
452030	Miscellaneous Revenue	80,000	80,000	**80,000**
5000020002	**MYR- Capital Only**			
444030	PEG Contributions - State Franchises	2,200,047	1,365,000	**1,358,600**
5000020003	**MYR - Operational**			
424110	Other Interfund Services	0	1,096,000	**0**
432010	Interest on Pooled Investments	31,853	31,853	**31,853**
444030	PEG Contributions - State Franchises	2,321,500	2,060,547	**2,081,400**
Total	**Mayor's Office**	4,790,053	4,790,053	**3,697,178**

Business Area Expenditure Summary

Fund Name : Cable Televsion
Business Area Name : Mayor's Office
Fund No./Bus. Area No. : 2401 / 2428 / 5000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	552,684	604,256	604,256	**863,523**
500030	Salary Part Time - Civilian	26,886	39,933	39,933	**0**
500060	Overtime - Civilian	5,368	10,000	10,000	**10,000**
500090	Premium Pay - Civilian	0	200	150	**200**
501070	Pension - Civilian	88,718	108,764	108,764	**184,793**
501120	Termination Pay - Civilian	0	2,000	2,000	**2,000**
501160	Vehicle Allowance - Civilian	1,131	2,100	2,100	**2,100**
502010	FICA - Civilian	42,961	50,060	50,060	**66,843**
503010	Health Ins-Act Civilian	75,838	90,532	90,532	**132,121**
503015	Basic Life Insurance - Active Civilian	341	345	340	**496**
503050	Health/Life Insurance - Retiree Civilian	9,421	5,908	6,981	**5,908**
503060	Long Term Disability-Civilian	25	981	981	**1,493**
503090	Workers Compensation-Civilian-Admin	2,395	2,593	2,593	**4,197**
503100	Workers Compensation-Civilian-Claim	13,581	23,558	50,000	**35,000**
504030	Unemployment Claims - Administration	0	420	5,070	**6,000**
Total	**Personnel Services**	**819,349**	**941,650**	**973,760**	**1,314,674**
511025	Electrical Hardware & Parts	1,938	2,000	1,500	**2,000**
511030	Mechanical Hardware & Parts	111	500	500	**500**
511040	Audiovisual Supplies	3,025	10,000	10,000	**10,000**
511045	Computer Supplies	855	2,000	1,500	**2,000**
511050	Paper & Printing Supplies	0	200	200	**200**
511055	Publications & Printed Materials	0	100	100	**300**
511060	Postage	6	200	200	**200**
511070	Miscellaneous Office Supplies	2,137	3,000	3,000	**5,000**
511110	Fuel	339	1,000	1,000	**1,000**
511120	Clothing	0	500	500	**2,000**
511145	Small Tools & Minor Equipment	297	300	300	**300**
511150	Miscellaneous Parts & Supplies	10,433	11,000	11,000	**11,000**
Total	**Supplies**	**19,141**	**30,800**	**29,800**	**34,500**
520100	Temporary Personnel Services	32,496	20,000	20,371	**13,917**
520114	Miscellaneous Support Services	33,434	40,000	40,000	**40,000**
520115	Real Estate Lease/Office Rental	54,477	57,201	60,298	**83,585**
520119	Computer Equipment/Software Maintenance	234	500	500	**500**
520120	Communications Equipment Services	19,199	42,000	42,000	**45,000**
520121	IT Application Svcs	548	24	1,339	**1,448**
520122	Office Equipment Services	0	200	200	**200**
520123	Vehicle & Motor Equipment Services	633	2,000	2,000	**2,000**
520132	Contracts/Sponsorships	1,737,008	1,791,100	1,861,209	**1,792,662**
520510	Mail/Delivery Services	226	200	150	**300**
520515	Print Shop Services	174	200	150	**1,000**
520605	Advertising Services	28,727	74,300	70,000	**30,000**
520705	Insurance Fees	2,202	2,621	2,621	**3,014**
520755	Contingency	30,589	2,816,924	65,000	**1,819,622**
520765	Membership & Professional Fees	1,305	1,305	1,365	**2,000**
520905	Travel - Training Related	3,148	6,000	5,000	**6,000**
520910	Travel - Non-Training Related	0	500	500	**500**
521305	Indirect Cost Recovery Payment	35,836	39,659	39,659	**39,659**
521605	Data Services	20	156	176	**191**

Business Area Expenditure Summary

Fund Name : Cable Televsion
Business Area Name : Mayor's Office
Fund No./Bus. Area No. : 2401 / 2428 / 5000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521610	Voice Services	7,795	6,312	6,844	**12,066**
521620	Voice Equipment	812	1,564	1,564	**1,564**
521625	Voice Labor	0	1,618	1,618	**0**
521630	GIS Revolving Fund Services	346	415	415	**512**
521705	Vehicle/Equipment Rental/Lease	0	6,700	6,700	**10,000**
521715	Office Equipment Rental	2,350	3,500	3,500	**3,500**
522305	Freight Charges	0	250	250	**250**
522430	Miscellaneous Other Services & Charges	23,612	35,650	35,000	**38,650**
522721	Interfund HR Client Services	0	7,258	7,258	**9,490**
522722	KRONOS Service Chargeback	0	426	587	**487**
522795	Other Interfund Services	0	0	1,096,000	**0**
Total	**Other Services and Charges**	**2,015,171**	**4,958,583**	**3,372,274**	**3,958,117**
560220	Vehicles	16,854	21,755	21,755	**0**
560240	Communication Equipment	98,682	524,801	180,000	**250,000**
Total	**Equipment**	**115,536**	**546,556**	**201,755**	**250,000**
551020	Non-Capital Communication Equipment	0	90,290	90,290	**0**
Total	**Non-Capital Equipment**	**0**	**90,290**	**90,290**	**0**
	Grand Total Expenditures	**2,969,197**	**6,567,879**	**4,667,879**	**5,557,291**

Fund Summary

Fund Name : **Municipal Court Bldg Security Fund**
Business Area Name : **Municipal Courts Department**
Fund No./Bus. Area No. : **2206 / 1600**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	100,418	100,418	**24,789**
Current Revenues	950,022	900,245	**900,245**
Total Available Resources	1,050,440	1,000,663	**925,034**
Maintenance and Operations	1,000,663	975,874	**925,034**
Total Expenditures	1,000,663	975,874	**925,034**
Planned Ending Fund Balance	49,777	24,789	**0**
Total Budget	1,050,440	1,000,663	**925,034**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	49,777	24,789	**0**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Municipal Courts Building Security Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Municipal Courts Department is responsible for administering the Courts Building Security Fund at the direction of City Council. The Courts Building Security Fund began in FY1997 generating revenue from a $3.00 fee charged on all convictions.

The mission of the Municipal Court Building Security Fund is to protect the health and welfare of civilians and employees by ensuring that adequate equipment, procedures, and personnel are present at all court facilities. Additionally, personnel funded through this Special Revenue Fund assist in ensuring courtroom efficiency and expedient service delivery.

Business Area Budget Summary

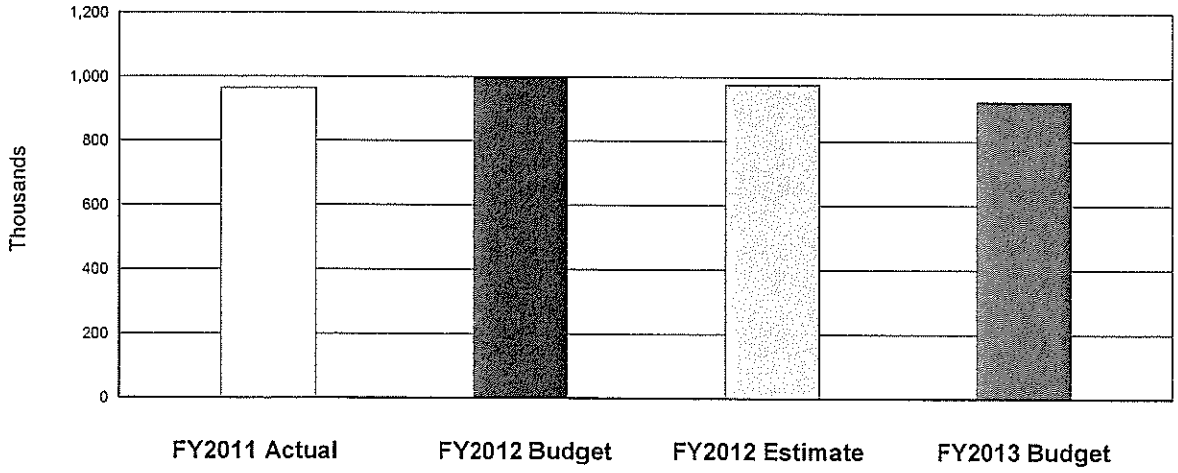
Fund Name : Municipal Court Bldg Security Fund
Business Area Name : Municipal Courts Department
Fund No./Bus. Area No. : 2206 / 1600

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	962,703	998,867	974,609	**923,238**
	Supplies	0	0	0	**0**
	Other Services and Charges	1,276	1,796	1,265	**1,796**
	Non-Capital Equipment	0	0	0	**0**
	Total M & O Expenditures	963,979	1,000,663	975,874	**925,034**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	963,979	1,000,663	975,874	**925,034**
Revenues		940,764	950,022	900,245	**900,245**
Staffing	Full-Time Equivalents - Civilian	20.4	20.2	20.0	**18.1**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	20.4	20.2	20.0	**18.1**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

o There are 19 Municipal Courts Security Officer positions, which includes 1 supervisor.

Municipal Court Bldg Security Fund
Municipal Courts Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Municipal Court Bldg Security Fund
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 2206 / 1600

Name: MCD - Administrative Services -- 160001

Mission: Protect the health and welfare of civilians and employees by ensuring that adequate equipment, procedures, and personnel are present at buildings, housing municipal courts. Ensure courtroom management is efficient and conducive to expedient services.

Goal: Report security incidents as per Department/State guidelines.
Annual Court Security Officer (CSO) Training.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Incident reporting	w/in 24hrs	w/in 24 hrs	**w/in 24 hrs**
Hours of officer training (per CSO) per year	4 hours	4 hours	**4 hours**

Division Summary

Fund Name : Municipal Court Bldg Security Fund
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 2206 / 1600

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
MCD - Administrative Services 160001						
The Texas Code of Criminal Procedure Article 102.017 and City of Houston Ordinance Article I Section 16-10 are the basis for the building security fund/fee. Convicted defendants are required to pay a $3 fee.	20.4	963,979	20.0	975,874	**18.1**	**925,034**
Total	20.4	963,979	20.0	975,874	**18.1**	**925,034**

Business Area Roster Summary

Fund Name : Municipal Court Bldg Security Fund
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 2206 / 1600

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
MUNICIPAL COURTS SECURITY OFFICER	12	19.0	18.0	(1.0)
MUNICIPAL COURTS SUPERVISOR	18	2.0	1.0	(1.0)
Total FTEs		**21.0**	**19.0**	**(2.0)**
Less adjustment for Civilian Vacancy Factor		**0.8**	**0.9**	**0.1**
Full-Time Equivalents		**20.2**	**18.1**	**(2.1)**

Business Area Revenue Summary

Fund Name : Municipal Court Bldg Security Fund
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 2206 / 1600

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1600010001	**MCD - Administrative Services**			
432010	Interest on Pooled Investments	2,032	426	**426**
452030	Miscellaneous Revenue	947,990	899,819	**899,819**
Total	**MCD - Administrative Services**	**950,022**	**900,245**	**900,245**
Total	**Municipal Courts Department**	**950,022**	**900,245**	**900,245**

Business Area Expenditure Summary

Fund Name : **Municipal Court Bldg Security Fund**
Business Area Name : **Municipal Courts Department**
Fund No./Bus. Area No. : **2206 / 1600**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	658,230	651,158	642,094	**582,166**
500060	Overtime - Civilian	572	0	81	**0**
500090	Premium Pay - Civilian	7,346	12,000	5,283	**5,114**
500110	Bilingual Pay - Civilian	8,026	8,136	8,144	**8,139**
501070	Pension - Civilian	105,767	117,210	117,031	**124,585**
501120	Termination Pay - Civilian	142	3,224	3,224	**3,224**
502010	FICA - Civilian	48,599	51,354	48,008	**45,550**
503010	Health Ins-Act Civilian	120,530	134,313	127,974	**131,957**
503015	Basic Life Insurance - Active Civilian	402	405	380	**345**
503040	Health/Life Ins.Ret-Classified	4,711	5,100	3,500	**4,000**
503050	Health/Life Insurance - Retiree Civilian	4,585	5,100	1,800	**2,300**
503060	Long Term Disability-Civilian	0	1,768	1,699	**1,539**
503090	Workers Compensation-Civilian-Admin	3,793	4,160	5,398	**4,326**
503100	Workers Compensation-Civilian-Claim	0	4,939	4,939	**4,939**
504030	Unemployment Claims - Administration	0	0	5,054	**5,054**
Total	**Personnel Services**	**962,703**	**998,867**	**974,609**	**923,238**
522205	Metro Commuter Passes	1,276	1,796	1,265	**1,796**
Total	**Other Services and Charges**	**1,276**	**1,796**	**1,265**	**1,796**
	Grand Total Expenditures	**963,979**	**1,000,663**	**975,874**	**925,034**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name	:	**Municipal Court Technology Fee Fund**
Business Area Name	:	**Municipal Courts Department**
Fund No./Bus. Area No.	:	**2207 / 1600**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	508,120	508,120	**292,926**
Current Revenues	1,444,198	1,305,552	**1,305,552**
Total Available Resources	1,952,318	1,813,672	**1,598,478**
Maintenance and Operations	1,272,346	1,170,746	**1,243,997**
Debt Service	350,000	350,000	**350,000**
Total Expenditures	1,622,346	1,520,746	**1,593,997**
Planned Ending Fund Balance	329,972	292,926	**4,481**
Total Budget	1,952,318	1,813,672	**1,598,478**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	329,972	292,926	**4,481**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Municipal CourtsTechnology Fee Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Municipal Courts Department is responsible for administering the Municipal Courts Technology Fee Fund at the direction of City Council. The Municipal Courts Technology Fee Fund was established in FY2001 to account for revenue generated from a $4.00 technology fee for convictions on all traffic and non-traffic misdemeanor offenses occurring on or after June 26, 2000. The purpose of the fund is to finance technological enhancements for the Municipal Courts and maintaining systems to operate in an efficient manner.

Business Area Budget Summary

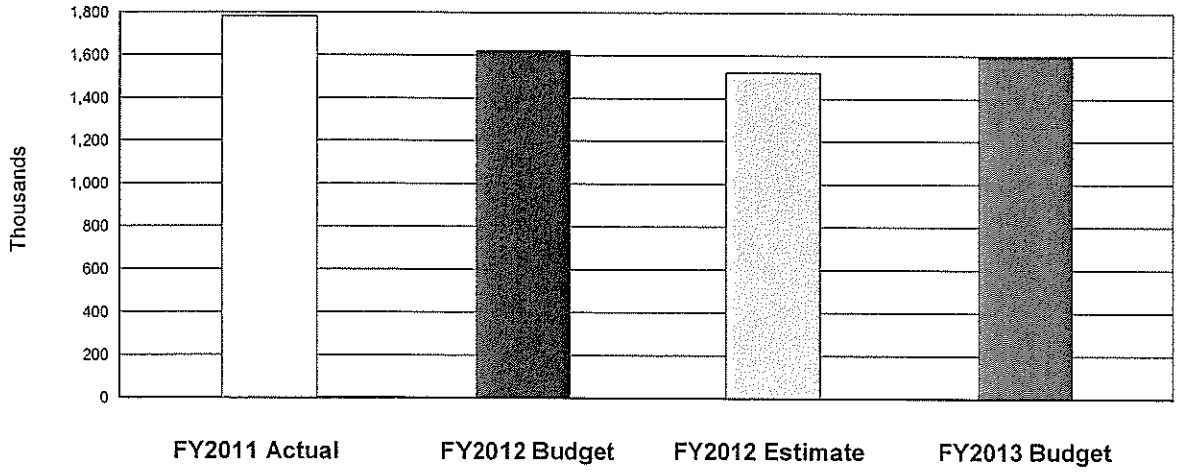
Fund Name : Municipal Court Technology Fee Fund
Business Area Name : Municipal Courts Department
Fund No./Bus. Area No. : 2207 / 1600

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	563,679	0	0	**0**
	Supplies	0	0	0	**0**
	Other Services and Charges	819,742	1,272,346	1,170,746	**1,243,997**
	Non-Capital Equipment	0	0	0	**0**
	Total M & O Expenditures	1,383,421	1,272,346	1,170,746	**1,243,997**
	Debt Service & Other Uses	400,000	350,000	350,000	**350,000**
	Total Expenditures	1,783,421	1,622,346	1,520,746	**1,593,997**
Revenues		1,436,260	1,444,198	1,305,552	**1,305,552**
Staffing	Full-Time Equivalents - Civilian	7.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	7.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

o Funds used to support the court's case management system and other application programs.

Municipal Court Technology Fee Fund
Municipal Courts Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Municipal Court Technology Fee Fund
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 2207 / 1600

Name: MCD - Administrative Services -- 160001

Mission: This fund is designed for the purchase of technological enhancements for the Municipal Courts system and maintaining systems to operate in an efficient manner. Partner with the Information Technology Department and continue development of the Court System Management And Resource Technology (CSMART) system.

Goal: * Maintain existing systems in support of departmental activities.
* In partnership with the Houston Police Department, deployment of the next generation of electronic citation writers.
* Coordinate purchase of kiosk to assist in the clearing of vehicle registration holds at Harris County pending implementation of the vehicle registration scofflaw program.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
NA	NA	NA	NA

Division Summary

Fund Name : Municipal Court Technology Fee Fund
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 2207 / 1600

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
MCD - Administrative Services 160001						
The Texas Code of Criminal Procedure Article 102.0172 and City of Houston Ordinance Article I Section 16-13 are the basis for the Technology Fee Fund. Convicted defendants are required to pay a $4.00 court fee on all traffic and non-traffic misdemeanors.	7.0	1,783,421	0.0	1,520,746	**0.0**	**1,593,997**
Total	7.0	1,783,421	0.0	1,520,746	**0.0**	**1,593,997**

Business Area Revenue Summary

Fund Name : Municipal Court Technology Fee Fund
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 2207 / 1600

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1600010001	**MCD - Administrative Services**			
427080	Municipal Courts Technology	1,423,256	1,296,426	**1,296,426**
432010	Interest on Pooled Investments	20,942	9,126	**9,126**
Total	**MCD - Administrative Services**	**1,444,198**	**1,305,552**	**1,305,552**
Total	**Municipal Courts Department**	**1,444,198**	**1,305,552**	**1,305,552**

Business Area Expenditure Summary

Fund Name : Municipal Court Technology Fee Fund
Business Area Name : Municipal Courts Department
Fund No./Bus. Area No. : 2207 / 1600

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	408,418	0	0	0
500060	Overtime - Civilian	22	0	0	0
500110	Bilingual Pay - Civilian	894	0	0	0
501070	Pension - Civilian	64,910	0	0	0
502010	FICA - Civilian	29,772	0	0	0
503010	Health Ins-Act Civilian	58,152	0	0	0
503015	Basic Life Insurance - Active Civilian	249	0	0	0
503090	Workers Compensation-Civilian-Admin	1,262	0	0	0
Total	**Personnel Services**	**563,679**	**0**	**0**	**0**
520107	Computer Info/Contr	598,277	746,276	641,869	**580,120**
520119	Computer Equipment/Software Maintenance	75,064	359,544	194,677	**204,677**
520157	Computer Software Maintenance Services	144,039	166,526	334,200	**459,200**
522205	Metro Commuter Passes	2,362	0	0	**0**
Total	**Other Services and Charges**	**819,742**	**1,272,346**	**1,170,746**	**1,243,997**
532055	Transfers to Certification of Obligation	400,000	350,000	350,000	**350,000**
Total	**Debt Service and Other Uses**	**400,000**	**350,000**	**350,000**	**350,000**
	Grand Total Expenditures	**1,783,421**	**1,622,346**	**1,520,746**	**1,593,997**

Fund Summary

Fund Name	:	**Juvenile Case Manager Fee**
Business Area Name	:	**Municipal Courts Department**
Fund No./Bus. Area No.	:	**2211 / 1600**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	1,467,942	1,467,942	**1,612,299**
Current Revenues	870,000	1,092,424	**1,470,173**
Total Available Resources	2,337,942	2,560,366	**3,082,472**
Maintenance and Operations	948,067	948,067	**1,253,828**
Total Expenditures	948,067	948,067	**1,253,828**
Planned Ending Fund Balance	1,389,875	1,612,299	**1,828,644**
Total Budget	2,337,942	2,560,366	**3,082,472**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	1,389,875	1,612,299	**1,828,644**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Municipal Courts Juvenile Case Manager Fee Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Municipal Courts Department is responsible for administering the Municipal Courts Juvenile Case Manager Fee Fund at the direction of City Council. The Municipal Courts Juvenile Case Manager Fee Fund was established in FY2008, and is funded by the collection of a $5 fee per paid conviction. This funding allows for the salary, benefits, and operational costs related to the Juvenile Case Manager staff.

The mission of the Juvenile Case Manager Fee Fund is to partner with school districts within the City of Houston in an effort to increase school attendance and reduce truancy through early identification, assessment and prevention services, to enhance the accountability of students and families, and to limit a juvenile's exposure to the criminal justice system.

Business Area Budget Summary

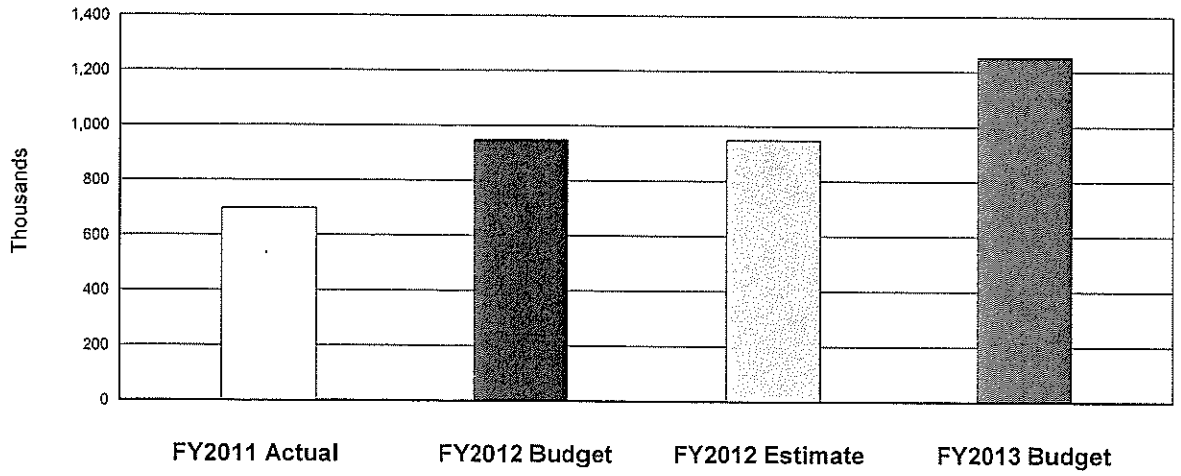
Fund Name : Juvenile Case Manager Fee
Business Area Name : Municipal Courts Department
Fund No./Bus. Area No. : 2211 / 1600

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	665,069	914,007	914,007	**1,113,982**
	Supplies	0	2,000	2,000	**3,000**
	Other Services and Charges	31,310	32,060	32,060	**136,846**
	Non-Capital Equipment	0	0	0	**0**
	Total M & O Expenditures	696,379	948,067	948,067	**1,253,828**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	696,379	948,067	948,067	**1,253,828**
Revenues		887,081	870,000	1,092,424	**1,470,173**
Staffing	Full-Time Equivalents - Civilian	12.1	15.5	15.5	**18.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	12.1	15.5	15.5	**18.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FTEs have increased due to expansion of the program, supported by higher revenues.
- o FY2013 includes the one-time purchase of case management software necessary for program operations. All other non personnel expenditures will remain consistent with FY2012 levels.

Juvenile Case Manager Fee
Municipal Courts Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Juvenile Case Manager Fee
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 2211 / 1600

Name: MCD - Judicial Operations Group -- 160007

Mission: The mission of the Juvenile Case Manager Fee Fund is to partner with school districts within the City of Houston in an effort to increase school attendance and reduce truancy through early identification, assessment and prevention services, to enhance the accountability of students and families, and to limit a juvenile's exposure to the criminal justice system.

Goal:
- o Attend regularly scheduled meetings with HISD officials and campus administrators.
- o Expand summer programs to summer and after school and develop additional creative sanctioning options.
- o Provide social service referrals and expand community outreach efforts.
- o Conduct annual review of target campus attendance rates to phase out those with improved attendance and provide services to additional at-risk campuses.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Regular Meetings with HISD	Weekly	Weekly	**Weekly**
Expand Programs	Summer Prog	Summer Prog	**Sum/Aft Sch**
Social Service Referrals	Monthly	Weekly	**Weekly**
Evaluate Attendance Levels	Annual	Annual	**Annual**
Target Campuses Served	8	11	**13**

Division Summary

Fund Name : Juvenile Case Manager Fee
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 2211 / 1600

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
MCD - Judicial Operations Group 160007						
The objective of the Juvenile Case Manager Program is to increase attendance and reduce truancy levels at target schools by providing education, counseling and referrals to students and families, creative sanctioning alternatives, and limiting a juvenile's exposure to the criminal justice system.	12.1	696,379	15.5	948,067	**18.0**	**1,253,828**
Total	12.1	696,379	15.5	948,067	**18.0**	**1,253,828**

Business Area Roster Summary

Fund Name : Juvenile Case Manager Fee
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 2211 / 1600

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
JUVENILE CASE MANAGER	20	16.0	17.0	1.0
SENIOR JUVENILE CASE MANAGER	23	1.0	1.0	
Total FTEs		**17.0**	**18.0**	**1.0**
Less adjustment for Civilian Vacancy Factor		**1.5**	**0.0**	**(1.5)**
Full-Time Equivalents		**15.5**	**18.0**	**2.5**

Business Area Revenue Summary

Fund Name : Juvenile Case Manager Fee
Business Area Name : Municipal Courts Department
Fund No./Bus Area No. : 2211 / 1600

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1600070001	MCD - Judicial Operations Group			
427270	Juvenile Case Manager Revenue	844,000	1,070,811	**1,445,177**
432010	Interest on Pooled Investments	26,000	21,613	**24,996**
Total	MCD - Judicial Operations Group	**870,000**	**1,092,424**	**1,470,173**
Total	Municipal Courts Department	**870,000**	**1,092,424**	**1,470,173**

Business Area Expenditure Summary

Fund Name : **Juvenile Case Manager Fee**
Business Area Name : **Municipal Courts Department**
Fund No./Bus. Area No. : **2211 / 1600**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	474,336	648,806	649,532	**760,401**
500110	Bilingual Pay - Civilian	6,878	9,036	7,744	**8,132**
501070	Pension - Civilian	75,301	116,785	116,971	**162,727**
501120	Termination Pay - Civilian	7,423	200	0	**2,000**
502010	FICA - Civilian	36,231	50,327	49,822	**58,793**
503010	Health Ins-Act Civilian	62,351	84,513	85,208	**115,015**
503015	Basic Life Insurance - Active Civilian	299	350	287	**452**
503060	Long Term Disability-Civilian	0	1,190	1,310	**1,530**
503090	Workers Compensation-Civilian-Admin	2,250	2,800	3,133	**4,302**
504030	Unemployment Claims - Administration	0	0	0	**630**
Total	**Personnel Services**	**665,069**	**914,007**	**914,007**	**1,113,982**
511070	Miscellaneous Office Supplies	0	2,000	2,000	**3,000**
Total	**Supplies**	**0**	**2,000**	**2,000**	**3,000**
520119	Computer Equipment/Software Maintenance	0	0	0	**100,000**
520515	Print Shop Services	18	100	100	**200**
520765	Membership & Professional Fees	0	0	0	**1,000**
520805	Education & Training	0	150	441	**1,000**
520905	Travel - Training Related	0	100	3,000	**3,000**
520910	Travel - Non-Training Related	16,004	16,660	16,772	**19,000**
521610	Voice Services	5,040	5,400	2,200	**2,156**
521620	Voice Equipment	860	500	397	**490**
521625	Voice Labor	256	0	0	**0**
521730	Parking Space Rental	9,132	9,150	9,150	**10,000**
Total	**Other Services and Charges**	**31,310**	**32,060**	**32,060**	**136,846**
	Grand Total Expenditures	**696,379**	**948,067**	**948,067**	**1,253,828**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name : **Parks Golf Special Fund**
Business Area Name : **Parks and Recreation**
Fund No./Bus. Area No. : **2104 / 3600**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	0	0	**843,845**
Current Revenues	5,991,800	6,622,925	**6,205,600**
Total Available Resources	5,991,800	6,622,925	**7,049,445**
Maintenance and Operations	5,779,080	5,779,080	**5,941,610**
Total Expenditures	5,779,080	5,779,080	**5,941,610**
Planned Ending Fund Balance	212,720	843,845	**1,107,835**
Total Budget	5,991,800	6,622,925	**7,049,445**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	212,720	843,845	**1,107,835**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Current Budget, the FY2012 Estimate and the FY2013 Budget for the Parks Golf Special Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

On June 22, 2011, City Council approved ordinance no. 2011-547, which allowed the separation of the golf courses activities from the existing Park Special Revenue Fund and to create a self-sustaining Parks Golf Special Fund.

The Parks Golf Special Fund was created with a zero beginning fund balance to receive all City revenues derived from all city-owned golf facilities, whether operated by the City or Private entities, including all related concession fees, to be used exclusively for the maintenance, operation and improvements of any or all of such golf courses.

Business Area Budget Summary

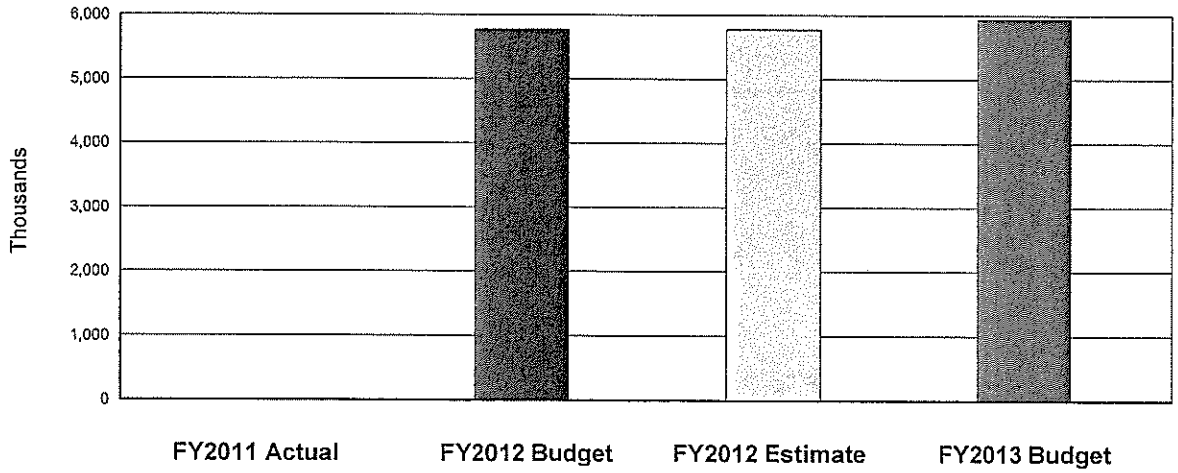
Fund Name : Parks Golf Special Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 2104 / 3600

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	0	4,026,473	4,026,473	**4,119,486**
	Supplies	0	856,177	856,177	**857,129**
	Other Services and Charges	0	896,430	896,430	**964,995**
	Total M & O Expenditures	0	5,779,080	5,779,080	**5,941,610**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	0	5,779,080	5,779,080	**5,941,610**
Revenues		0	5,991,800	6,622,925	**6,205,600**
Staffing	Full-Time Equivalents - Civilian	0.0	76.0	76.0	**80.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	76.0	76.0	**80.0**
	Full-Time Equivalents - Overtime	0.0	4.4	4.4	**4.4**

Significant Budget Changes and Highlights

- FY2013 Budget includes funding for expenditure increases in health benefits ($98,847) and pension contribution ($67,196).
- The Parks Golf Special Revenue Fund 2104 was created in FY2012 to separate the golf courses activities from the existing Parks Special Revenue Fund 2100 and to create a self-sustaining Golf Fund.
- Continue to provide well-maintained, attractive and safe golf courses in spite of drought.
- A new Food and Beverage Concessionaire was conferred in FY2012 for City of Houston Municipal Golf Courses. The implementation of the new concessionaire at Brock, Gus Wortham and Sharpstown locations brings anticipation of increasing customer satisfaction and revenues for FY2013.

Parks Golf Special Fund
Parks and Recreation
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Parks Golf Special Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 2104 / 3600

Name: PRD - Golf Courses -- 360011

Mission: The mission of the Golf Operation Division is to ensure the continued growth, use and development of the golf courses through leadership, stewardship of resources and maintaining high customer satisfaction by providing quality maintenance with sustainable fees that are enticing to patrons.

Goal: Maintain golf courses at championship caliber levels, provide competitively priced merchandise and amenities, conduct golf tournaments and instructional programs, monitor contract managed courses and improve revenue opportunities while maintaining the highest possible customer service level.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Golf revenue generated	N/A	$2,695,700	**$2,650,200**
Rounds of golf	N/A	101,300	**103,693**
Privatized golf courses - annual inspections	N/A	6	**6**

Name: PRD - Memorial Golf Courses -- 360012

Mission: To ensure the continued growth, use and development of the course through leadership, stewardship of resources and maintaining high customer satisfaction by providing championship level maintenance and sustainable fees for the citizens.

Goal: To maintain golf course at championship caliber level and provide competitively priced merchandise and amenities. Conduct golf events, instructional programs, and improve revenue opportunities while maintaining the highest possible customer service levels.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Rounds of golf	N/A	64,399	**63,101**
Golf course revenue	N/A	$3,662,200	**$3,213,800**

Division Summary

Fund Name : Parks Golf Special Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 2104 / 3600

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
PRD - Golf Courses 360011 Administer the operations and maintenance of City operated and privatized golf courses to achieve the highest standard both in performance and customer service. COH operated Golf Courses in this group are; Sharptown, Brock and Gus Wortham whereas, privatized includes Glenbrook, Melrose and Hermann Park Golf Courses.	0.0	0	38.0	2,995,305	**40.0**	**3,065,272**
PRD - Memorial Golf Courses 360012 Manage the operation and maintenance of the City's premier Memorial golf course; including the pro shop, customer service staff, driving range, and practice facilities.	0.0	0	38.0	2,783,775	**40.0**	**2,876,338**
Total	0.0	0	76.0	5,779,080	**80.0**	**5,941,610**

Business Area Roster Summary

Fund Name : Parks Golf Special Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 2104 / 3600

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	2.0	2.0	
ASSISTANT SUPERINTENDENT	20	3.0	3.0	
CREW LEADER	11	2.0	2.0	
DIVISION MANAGER	29	1.0	1.0	
EQUIPMENT WORKER	13	7.0	7.0	
FIELD SUPERVISOR	17	3.0	3.0	
GARDENER	8	1.0	1.0	
GROUNDSKEEPER	5	8.0	8.0	
LABORER	4	8.0	8.0	
MAINTENANCE MECHANIC III	14	3.0	3.0	
MAINTENANCE SUPERVISOR	16	1.0	1.0	
MANAGEMENT ANALYST III	21	1.0	1.0	
OFFICE SUPERVISOR	17	2.0	2.0	
PARK MAINTENANCE AIDE	4	0.5	0.5	
RECREATION ASSISTANT	6	21.5	21.5	
SECURITY OFFICER	8	1.0	1.0	
SEMI-SKILLED LABORER	6	5.0	5.0	
SENIOR CASHIER	10	5.0	5.0	
SENIOR SUPERINTENDENT	27	2.0	2.0	
SUPERINTENDENT	24	2.0	2.0	
Total FTEs		**80.0**	**80.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**4.0**	**0.0**	**(4.0)**
Full-Time Equivalents		**76.0**	**80.0**	**4.0**

Business Area Revenue Summary

Fund Name : Parks Golf Special Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 2104 / 3600

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
3600110001	**PRD-Golf Admin.**			
428080	Returned Check Charges	0	25	0
432010	Interest on Pooled Investments	0	4,000	5,000
443030	Terminal Operation Agreement	197,400	261,000	261,000
Total	**PRD-Golf Admin.**	**197,400**	**265,025**	**266,000**
3600110002	**PRD-ShrptownGolfCrse**			
426190	Golf Fees	977,400	918,700	954,700
426370	Training Services	1,500	1,400	1,800
434510	Prior Year Revenue	0	89,000	0
442070	Other Rental Fees	348,300	323,000	348,200
443010	Temporary park Concessions	6,500	600	3,700
443040	Other Recreational Concessions	7,900	7,900	8,300
443190	Retail Concessions	54,500	49,700	53,500
452030	Miscellaneous Revenue	2,700	3,400	4,100
Total	**PRD-ShrptownGolfCrse**	**1,398,800**	**1,393,700**	**1,374,300**
3600110003	**PRD-Brock Golf Course**			
426190	Golf Fees	348,100	322,400	348,100
434510	Prior Year Revenue	0	37,200	0
442070	Other Rental Fees	168,100	149,800	172,000
443010	Temporary park Concessions	3,100	600	1,400
443040	Other Recreational Concessions	6,600	7,000	7,400
443190	Retail Concessions	21,600	16,000	21,100
Total	**PRD-Brock Golf Course**	**547,500**	**533,000**	**550,000**
3600110004	**PRD-Gus Wortham Golf Course**			
426190	Golf Fees	467,300	460,500	470,100
426370	Training Services	0	900	1,000
434510	Prior Year Revenue	0	43,900	0
442070	Other Rental Fees	210,600	201,200	216,000
443010	Temporary park Concessions	5,300	1,100	1,900
443040	Other Recreational Concessions	40,300	40,200	44,100
443190	Retail Concessions	21,200	21,200	22,500
Total	**PRD-Gus Wortham Golf Course**	**744,700**	**769,000**	**755,600**
3600120001	**PRD-Memorial ProShop Admin.**			
426190	Golf Fees	1,722,400	1,822,500	1,823,000
426370	Training Services	28,000	35,700	36,200
434340	Cashier Overages	100	100	100
434510	Prior Year Revenue	0	403,700	0
442070	Other Rental Fees	404,500	425,000	425,000
443020	Terminal Concession Agreements	122,800	129,400	129,400
443040	Other Recreational Concessions	603,200	617,200	617,400
443190	Retail Concessions	222,400	228,600	228,600
Total	**PRD-Memorial ProShop Admin.**	**3,103,400**	**3,662,200**	**3,259,700**
Total	**Parks and Recreation**	**5,991,800**	**6,622,925**	**6,205,600**

Business Area Expenditure Summary

Fund Name : Parks Golf Special Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 2104 / 3600

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	0	2,156,779	2,156,779	**2,128,117**
500030	Salary Part Time - Civilian	0	378,170	378,170	**366,457**
500060	Overtime - Civilian	0	187,600	187,600	**187,600**
500090	Premium Pay - Civilian	0	15,660	15,660	**15,660**
500110	Bilingual Pay - Civilian	0	1,808	1,808	**1,808**
501070	Pension - Civilian	0	388,219	388,219	**455,415**
501120	Termination Pay - Civilian	0	31,455	31,455	**0**
502010	FICA - Civilian	0	209,628	209,628	**206,541**
503010	Health Ins-Act Civilian	0	497,162	497,162	**596,009**
503015	Basic Life Insurance - Active Civilian	0	1,268	1,268	**1,252**
503050	Health/Life Insurance - Retiree Civilian	0	115,834	115,834	**115,834**
503060	Long Term Disability-Civilian	0	5,440	5,440	**5,355**
503090	Workers Compensation-Civilian-Admin	0	16,615	16,615	**19,443**
503100	Workers Compensation-Civilian-Claim	0	17,930	17,930	**17,930**
504030	Unemployment Claims - Administration	0	2,905	2,905	**2,065**
Total	**Personnel Services**	**0**	**4,026,473**	**4,026,473**	**4,119,486**
511010	Chemical Gases & Special Fluids	0	161,500	161,500	**164,200**
511015	Cleaning & Sanitary Supplies	0	16,500	16,500	**19,600**
511020	Construction Materials	0	57,000	57,000	**56,300**
511025	Electrical Hardware & Parts	0	5,300	5,300	**4,600**
511030	Mechanical Hardware & Parts	0	2,600	1,100	**2,300**
511035	Meters Hydrants & Plumbing Supplies	0	28,000	28,000	**27,500**
511040	Audiovisual Supplies	0	400	100	**300**
511045	Computer Supplies	0	800	400	**800**
511050	Paper & Printing Supplies	0	1,600	1,600	**1,300**
511055	Publications & Printed Materials	0	4,200	4,200	**3,500**
511060	Postage	0	200	200	**200**
511070	Miscellaneous Office Supplies	0	5,100	5,100	**4,800**
511080	General Laboratory Supplies	0	400	0	**300**
511085	Drugs & Medical Chemicals	0	100	100	**0**
511090	Medical & Surgical Supplies	0	500	500	**500**
511095	Small Technical & Scientific Equipment	0	1,500	200	**1,000**
511110	Fuel	0	63,577	63,577	**61,629**
511115	Vehicle Repair & Maintenance Supplies	0	57,900	57,200	**55,700**
511120	Clothing	0	13,700	13,100	**13,200**
511125	Food Supplies	0	100	700	**0**
511135	Recreational Supplies	0	42,600	42,600	**39,800**
511140	Landscaping & Gardening Supplies	0	44,500	44,500	**43,100**
511145	Small Tools & Minor Equipment	0	12,700	12,700	**11,500**
511150	Miscellaneous Parts & Supplies	0	54,100	58,700	**51,800**
511155	Inventory Sales	0	281,300	281,300	**293,200**
Total	**Supplies**	**0**	**856,177**	**856,177**	**857,129**
520102	Security Services	0	114,500	114,500	**116,600**
520104	Claims Payment Services	0	5,000	5,000	**5,000**
520107	Computer Info/Contr	0	1,400	1,400	**1,200**
520112	Banking Services	0	0	0	**47,900**
520118	Refuse Disposal	0	28,700	28,700	**27,800**
520119	Computer Equipment/Software Maintenance	0	24,900	24,900	**24,900**
520121	IT Application Svcs	0	1,701	1,701	**3,284**
520122	Office Equipment Services	0	100	100	**100**
520123	Vehicle & Motor Equipment Services	0	15,400	15,400	**13,400**
520124	Other Equipment Services	0	10,200	10,200	**8,300**

Business Area Expenditure Summary

Fund Name : Parks Golf Special Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 2104 / 3600

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520127	Structural Construction Work Services	0	1,200	1,200	**900**
520128	Other Construction Work Services	0	3,500	3,500	**2,900**
520510	Mail/Delivery Services	0	13,500	13,500	**13,800**
520515	Print Shop Services	0	100	100	**100**
520520	Printing & Reproduction Services	0	16,200	16,200	**16,300**
520605	Advertising Services	0	18,100	20,052	**17,700**
520705	Insurance Fees	0	13,052	11,100	**12,631**
520765	Membership & Professional Fees	0	4,400	4,400	**3,900**
520805	Education & Training	0	200	200	**200**
520905	Travel - Training Related	0	9,000	9,000	**7,100**
520910	Travel - Non-Training Related	0	900	900	**700**
521405	Building Maintenance Services	0	11,000	11,000	**6,200**
521410	Sewer Services	0	59,200	59,200	**61,200**
521415	Land and Grounds Maintenance	0	6,500	6,500	**4,700**
521435	Water Services	0	3,500	3,500	**3,400**
521605	Data Services	0	1,920	1,920	**2,715**
521610	Voice Services	0	7,646	7,646	**8,824**
521620	Voice Equipment	0	63	63	**98**
521625	Voice Labor	0	17	17	**37**
521630	GIS Revolving Fund Services	0	4,545	4,545	**3,649**
521705	Vehicle/Equipment Rental/Lease	0	414,600	414,600	**434,900**
521715	Office Equipment Rental	0	5,300	5,300	**5,300**
521725	Other Rental	0	23,600	23,600	**22,300**
522305	Freight Charges	0	9,000	9,000	**9,000**
522430	Miscellaneous Other Services & Charges	0	12,036	12,036	**10,800**
522721	Interfund HR Client Services	0	55,450	55,450	**67,157**
Total	**Other Services and Charges**	**0**	**896,430**	**896,430**	**964,995**
	Grand Total Expenditures	**0**	**5,779,080**	**5,779,080**	**5,941,610**

Fund Summary

Fund Name : Parks Special Revenue Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 2100 / 3600

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	4,739,618	4,739,618	**4,560,498**
Current Revenues	1,790,000	1,823,300	**1,974,000**
Total Available Resources	6,529,618	6,562,918	**6,534,498**
Maintenance and Operations	2,002,420	2,002,420	**1,963,565**
Transfer to Special Non-Recurring Projects	0	0	**0**
Total Expenditures	2,002,420	2,002,420	**1,963,565**
Planned Ending Fund Balance	4,527,198	4,560,498	**4,570,933**
Total Budget	6,529,618	6,562,918	**6,534,498**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	4,527,198	4,560,498	**4,570,933**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Current Budget, the FY2012 Estimate and the FY2013 Budget for the Parks Special Revenue Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

In 1981, City Council directed that revenues from revenue generating activities should be deposited in a "Parks Special Revenue Fund." These funds should be used for repairs, replacement, and renovation of parks revenue producing facilities, equipment, and for maintaining and operation of parks revenue producing facilities and activities.

Presently, revenue-generating activities include, but are not limited to:
- Tennis, fitness and garden center.
- Community center and ball field rentals.
- Adult sports league registrations.
- Youth summer enrichment programs.
- Park concessions.
- Lake Houston Wilderness Park Entrance and Reservations.

Business Area Budget Summary

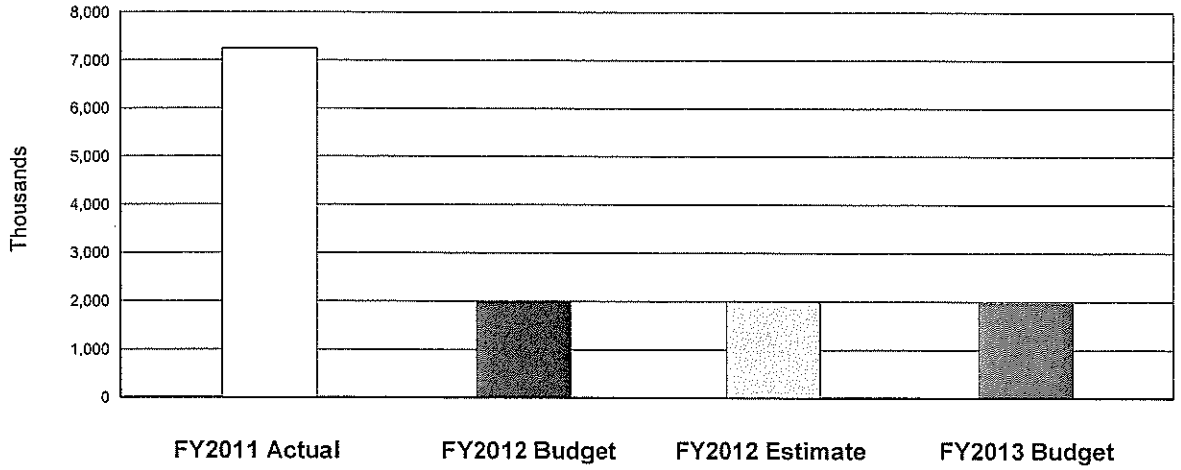
Fund Name : Parks Special Revenue Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 2100 / 3600

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	4,395,554	432,482	432,482	**481,348**
	Supplies	1,177,409	598,900	586,900	**585,500**
	Other Services and Charges	1,253,217	971,038	983,038	**896,717**
	Equipment	15,350	0	0	**0**
	Total M & O Expenditures	6,841,530	2,002,420	2,002,420	**1,963,565**
	Debt Service & Other Uses	410,450	0	0	**0**
	Total Expenditures	7,251,980	2,002,420	2,002,420	**1,963,565**
Revenues		7,794,182	1,790,000	1,823,300	**1,974,000**
Staffing	Full-Time Equivalents - Civilian	88.8	10.5	10.5	**10.5**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	88.8	10.5	10.5	**10.5**
	Full-Time Equivalents - Overtime	3.3	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($2,020) and pension contribution ($8,388).
- o In FY2012, all golf activities were moved to the newly created Parks Golf Special Fund (2104) through Ordinance No. 2011-547.
- o Continue to provide well-maintained, attractive and safe tennis facilities.
- o Promote tennis programs through the website, media, town hall meetings and citizens community base.
- o Supplement Lake Houston Wilderness Park operational and maintenance costs through the utilization of revenues received from this location.
- o Supplement summer programs budgeted by purchasing t-shirts, sponsoring field trips and day camping nature trips, and making improvements to Memorial Tennis Center.
- o Enhance and strengthen existing public and private partnerships.

Parks Special Revenue Fund
Parks and Recreation
Expenditure Summary



Division Mission and Performance Measures

Fund Name : **Parks Special Revenue Fund**
Business Area Name : **Parks and Recreation**
Fund No./Bus Area No. : **2100 / 3600**

Name: Recreation and Wellness -- 360009

Mission: Enhance the quality of life and wellness of Houstonians and ensuring that their environment and recreational programs remains engaging. Provide youth and adults affordable recreational sports, fitness and leisure programs and offer a safe place for participating patrons.

Goal: Supply annualized recreational programs, as well as various adult sports functions and activities that meet the expectations of citywide leagues and participants.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Teams registered	2,378	1,300	**1,500**
Total fees/revenue collected	$650,699	$539,400	**$483,500**

Name: Tennis Centers -- 360011

Mission: To make certain the growth, use and development of the tennis centers through leadership, stewardship of resources and through retaining customer satisfaction. To offer quality maintenance and sustainable fees for the citizens throughout the three facilities, namely; Homer Ford, Memorial and Lee LeClear Tennis Centers.

Goal: To maintain championship caliber Tennis Centers, competitively priced merchandise and amenities. Provide a place for instructional programs and tournaments through the Tennis Centers. Strive to maintain the highest customer satisfaction while improving revenue opportunities. Golf Courses that were a part of this fund were moved to Fund 2104 in FY2012.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Privatized golf courses - Annual inspection	6	N/A	**N/A**
Golf revenue generated	$2,639,489	N/A	**N/A**
Rounds of golf	97,789	N/A	**N/A**
Tennis court rentals	41,225	41,750	**39,495**

Name: Memorial Golf Course -- 360012

Mission: This function was moved to Fund 2104, the newly created Parks Golf Special Fund in FY2012 through Ordinance No. 2011-547.

Goal: See Fund 2104 for the FY2013 Goals.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Rounds of golf	63,553	N/A	**N/A**
Golf course revenue	$3,092,321	N/A	**N/A**

Division Mission and Performance Measures

Fund Name : Parks Special Revenue Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 2100 / 3600

Name: Greenspace Management -- 360013

Mission: To make available safe, well-maintained and aesthetically pleasing parks, trails and other green spaces for the citizens and visitors who play and work in Houston. To be good stewards of the resources and facilities that enhances parks, gardens, trails, and other green spaces.

Goal: To adhere and maintain qualitative standards for mowing and de-littering the City of Houston (COH) parks and facilities. To implement arts, science and technology for managing trees, forests and natural resources around the metropolitan area for the health and well-being of the citizens. Lake Houston Wilderness Park was merged to this Cost Center Group in FY2012.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Ball field prep cycle Level 1	N/A	6.97	**7.00**
Paid visitors-Lake Houston	N/A	N/A	**25,000**
Revenue- Lake Houston	N/A	N/A	**$105,000**

Name: PRD - Lake Houston -- 360014

Mission: Lake Houston was merged with Greenspace Division in FY2012.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Paid visitors	20,894	22,000	**N/A**
Revenue	$98,602	$92,000	**N/A**

Name: PRD - Community Center Operations -- 360015

Mission: Encourage interest in all phases of gardening; promote better horticulture practices, civic beauty and conservation of natural resources. To enhance the quality of life and wellness of Houstonians by providing affordable facilities and enriching programs at Houston Parks and Community Centers.

Goal: Increase the utilization of the Community Centers by 3% and promote leisure and fitness programs. Escalate the usage of the Houston Garden Center by hosting monthly meetings and horticulture educational activities. To improve the Memorial Fitness Center customer base by promoting memberships to build up revenue for the department.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Garden center rentals	11,972	11,700	**12,900**

Division Summary

Fund Name : Parks Special Revenue Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 2100 / 3600

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Recreation and Wellness 360009						
Administer the operations of citywide fee-based Adult Sports programs, pay sports officials and purchase recreational supplies.	0.0	426,568	0.0	546,800	**0.0**	**232,600**
Tennis Centers 360011						
Oversee the operations of three tennis centers and to achieve the utmost performance and customer service. Golf Courses that were a part of this fund were moved to Fund 2104 in FY2012 by City Ordinance No. 2011-547.	52.1	3,549,876	10.5	690,582	**10.5**	**651,665**
Memorial Golf Course 360012						
Move to Fund 2104 in FY2012.	36.7	2,916,758	0.0	0	**0.0**	**0**
Greenspace Management 360013						
The division offers cyclical ground maintenance of COH parks, sports fields, trails, trees, libraries, multipurpose centers, esplanades and other natural resources. Control invasive plants species and make available emergency services during disasters. Enhance the customer satisfaction of patrons to Lake Houston which was merged with the Greenspace Group in FY2013.	0.0	258,290	0.0	625,400	**0.0**	**760,900**
PRD - Lake Houston 360014						
All financial activities merged with Greenspace in FY2012 whereas, all budgetary allocations and functions were merged in FY2013.	0.0	24,159	0.0	125,000	**0.0**	**0**

Division Summary

Fund Name : Parks Special Revenue Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 2100 / 3600

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
PRD - Community Center Operations 360015						
Community Center Operations includes Houston Garden Center and Memorial Park Fitness Center expenses, such as; t-shirts, recreational supplies, etc. The Summer Programs as well as transportation service expenses are included in this Division.	0.0	76,329	0.0	14,638	**0.0**	**318,400**
Total	88.8	7,251,980	10.5	2,002,420	**10.5**	**1,963,565**

Business Area Roster Summary

Fund Name : **Parks Special Revenue Fund**
Business Area Name : **Parks and Recreation**
Fund No./Bus Area No. : **2100 / 3600**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ASSISTANT TENNIS CENTER MANAGER	17	1.0	1.0	
LABORER	4	1.0	1.0	
RECREATION ASSISTANT	6	5.5	5.5	
RECREATION FACILITY MANAGER	20	2.0	2.0	
TENNIS CENTER MANAGER	21	1.0	1.0	
Total FTEs		**10.5**	**10.5**	**0.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**10.5**	**10.5**	**0.0**

Business Area Revenue Summary

Fund Name : Parks Special Revenue Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 2100 / 3600

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
3600020004	**PRD-Financial Services**			
421530	Special Event Permits	95,000	95,000	100,000
421540	Closed Use Permits	81,000	80,000	0
426170	Recreation Sports & Education Program	434,400	430,900	0
426420	Building Space Rental Fees	80,100	74,100	0
426440	Park Facility Use Fees	333,800	333,800	0
428080	Returned Check Charges	100	100	100
432010	Interest on Pooled Investments	100,000	70,000	90,000
434205	Sale of Scrap Metal	6,000	11,000	7,000
443010	Temporary park Concessions	45,000	45,000	0
443020	Terminal Concession Agreements	220,000	220,000	240,000
443160	Vending Machine Concessions	42,000	42,000	42,000
452030	Miscellaneous Revenue	500	5,500	500
Total	**PRD-Financial Services**	**1,437,900**	**1,407,400**	**479,600**
3600090002	**PRD-Park Fac. Permit**			
421540	Closed Use Permits	0	0	92,900
426170	Recreation Sports & Education Program	0	0	13,500
426440	Park Facility Use Fees	0	0	344,600
443010	Temporary park Concessions	0	0	46,500
Total	**PRD-Park Fac. Permit**	**0**	**0**	**497,500**
3600090003	**PRD-AdultSportsPrgm**			
426170	Recreation Sports & Education Program	0	0	370,600
3600090012	**PRD-Adaptive Recreation**			
426420	Building Space Rental Fees	0	15,000	16,600
3600110005	**PRD-Homer Ford Tennis Ctr**			
426180	Tennis Court Fees	21,000	21,100	21,500
426290	Other Service Charges	200	300	300
426370	Training Services	800	700	800
443190	Retail Concessions	2,000	2,000	2,000
Total	**PRD-Homer Ford Tennis Ctr**	**24,000**	**24,100**	**24,600**
3600110006	**PRD-Memorial Tennis Ctr**			
426180	Tennis Court Fees	81,000	89,600	89,600
426290	Other Service Charges	21,500	22,200	21,800
426370	Training Services	9,900	19,000	14,000
434340	Cashier Overages	100	100	100
443020	Terminal Concession Agreements	18,000	18,000	18,000
443190	Retail Concessions	7,600	8,400	8,400
Total	**PRD-Memorial Tennis Ctr**	**138,100**	**157,300**	**151,900**
3600110007	**PRD-Lee LeClear Tennis Ctr**			
426180	Tennis Court Fees	63,000	74,300	74,300
426290	Other Service Charges	500	600	600
426370	Training Services	2,000	2,100	2,300
443190	Retail Concessions	2,200	2,100	2,300
Total	**PRD-Lee LeClear Tennis Ctr**	**67,700**	**79,100**	**79,500**
3600120002	**PRD-Memorial Course Maint.**			
434215	Sale of Non-Capital Rolling Stock	500	500	500
3600130001	**PRD-Ground Maint. Admin.**			
452030	Miscellaneous Revenue	5,000	0	5,200
3600130021	**PRD-Lake Houston**			
426170	Recreation Sports & Education Program	0	0	5,000
426200	Admission and User Fees	0	0	34,000
426430	Facility Rental Fees	0	0	84,600
443040	Other Recreational Concessions	0	0	4,800
Total	**PRD-Lake Houston**	**0**	**0**	**128,400**
3600140001	**PRD-Lake Houston**			

Business Area Revenue Summary

Fund Name : Parks Special Revenue Fund
Business Area Name : Parks and Recreation
Fund No./Bus Area No. : 2100 / 3600

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
426170	Recreation Sports & Education Program	1,500	5,000	0
426200	Admission and User Fees	34,000	34,000	0
426430	Facility Rental Fees	45,500	50,100	0
452030	Miscellaneous Revenue	0	15,000	0
Total	**PRD-Lake Houston**	**81,000**	**104,100**	**0**
3600150001	**PRD-Community Center Administration**			
426170	Recreation Sports & Education Program	0	0	100,000
426420	Building Space Rental Fees	0	0	82,800
Total	**PRD-Community Center Administration**	**0**	**0**	**182,800**
3600150040	**PRD-Houston Garden Center**			
421540	Closed Use Permits	1,100	2,100	1,100
426420	Building Space Rental Fees	12,500	11,500	12,900
452030	Miscellaneous Revenue	4,000	4,000	4,100
Total	**PRD-Houston Garden Center**	**17,600**	**17,600**	**18,100**
3600150041	**PRD-Memorial Fitness**			
426200	Admission and User Fees	17,000	17,000	17,500
426290	Other Service Charges	1,200	1,200	1,200
Total	**PRD-Memorial Fitness**	**18,200**	**18,200**	**18,700**
Total	**Parks and Recreation**	**1,790,000**	**1,823,300**	**1,974,000**

Business Area Expenditure Summary

Fund Name : Parks Special Revenue Fund
Business Area Name : Parks and Recreation
Fund No./Bus. Area No. : 2100 / 3600

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	2,483,359	266,612	266,612	263,455
500030	Salary Part Time - Civilian	354,384	32,136	32,136	70,798
500060	Overtime - Civilian	149,421	300	300	300
500090	Premium Pay - Civilian	28,908	1,704	1,704	1,704
500110	Bilingual Pay - Civilian	2,711	904	904	904
501070	Pension - Civilian	389,161	47,990	47,990	56,378
501120	Termination Pay - Civilian	99,150	0	0	0
502010	FICA - Civilian	224,173	23,079	23,079	25,794
503010	Health Ins-Act Civilian	509,572	49,280	49,280	51,300
503015	Basic Life Insurance - Active Civilian	1,447	156	156	154
503050	Health/Life Insurance - Retiree Civilian	118,626	4,744	5,844	5,744
503060	Long Term Disability-Civilian	0	765	765	680
503090	Workers Compensation-Civilian-Admin	20,917	2,127	2,127	2,557
503100	Workers Compensation-Civilian-Claim	13,665	2,300	1,200	1,300
504030	Unemployment Claims - Administration	60	385	385	280
Total	**Personnel Services**	**4,395,554**	**432,482**	**432,482**	**481,348**
511010	Chemical Gases & Special Fluids	237,230	115,200	115,300	115,300
511015	Cleaning & Sanitary Supplies	39,835	20,700	20,700	22,600
511020	Construction Materials	57,434	60,300	54,100	52,000
511025	Electrical Hardware & Parts	8,329	5,900	6,900	4,600
511030	Mechanical Hardware & Parts	8,258	600	700	1,000
511035	Meters Hydrants & Plumbing Supplies	56,544	15,500	15,500	15,400
511040	Audiovisual Supplies	44	0	0	0
511045	Computer Supplies	28,070	300	300	300
511050	Paper & Printing Supplies	661	300	300	300
511070	Miscellaneous Office Supplies	8,282	1,500	1,000	800
511080	General Laboratory Supplies	571	0	0	0
511085	Drugs & Medical Chemicals	501	0	0	0
511090	Medical & Surgical Supplies	24,347	200	200	200
511095	Small Technical & Scientific Equipment	28,336	0	0	0
511110	Fuel	58,597	0	0	0
511115	Vehicle Repair & Maintenance Supplies	75,998	0	300	300
511120	Clothing	10,472	57,600	57,200	57,300
511125	Food Supplies	21,023	0	0	0
511135	Recreational Supplies	127,586	97,400	91,400	91,200
511140	Landscaping & Gardening Supplies	121,355	200,000	200,000	200,000
511145	Small Tools & Minor Equipment	36,581	9,200	5,700	5,700
511150	Miscellaneous Parts & Supplies	34,495	5,700	8,800	9,900
511155	Inventory Sales	192,703	8,500	8,500	8,600
511165	Fire Fighting Equipment	157	0	0	0
Total	**Supplies**	**1,177,409**	**598,900**	**586,900**	**585,500**
520101	Janitorial Services	24,150	28,964	29,464	33,900
520102	Security Services	116,857	3,000	3,000	2,700
520106	Architectural Services	0	26,180	26,180	0
520108	Information Resource Services	0	0	0	6,800
520110	Management Consulting Services	0	0	238	0
520112	Banking Services	866	0	100	100
520114	Miscellaneous Support Services	7,622	52,200	52,200	35,200
520118	Refuse Disposal	16,350	4,500	4,500	5,100
520119	Computer Equipment/Software Maintenance	24,885	0	0	0
520121	IT Application Svcs	1,901	0	0	0
520123	Vehicle & Motor Equipment Services	732	0	0	0

Business Area Expenditure Summary

Fund Name : **Parks Special Revenue Fund**
Business Area Name : **Parks and Recreation**
Fund No./Bus. Area No. : **2100 / 3600**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520124	Other Equipment Services	22,078	400	400	**400**
520126	Construction Site Work Services	0	213,370	213,370	**250,000**
520128	Other Construction Work Services	48,487	13,000	13,000	**8,000**
520146	Contract Instructor Sports	201,897	200,000	200,000	**200,000**
520510	Mail/Delivery Services	22,400	9,200	9,200	**9,500**
520515	Print Shop Services	76	0	0	**0**
520520	Printing & Reproduction Services	4,857	100	100	**200**
520605	Advertising Services	11,420	0	0	**0**
520705	Insurance Fees	12,339	2,519	2,281	**2,523**
520755	Contingency	0	9,250	9,250	**9,300**
520765	Membership & Professional Fees	15,202	8,600	20,600	**20,500**
520805	Education & Training	299	0	0	**0**
520905	Travel - Training Related	804	0	0	**0**
520910	Travel - Non-Training Related	6	300	300	**300**
521405	Building Maintenance Services	119,063	147,800	182,900	**97,400**
521410	Sewer Services	59,044	0	0	**0**
521415	Land and Grounds Maintenance	1,223	0	0	**0**
521435	Water Services	3,466	0	0	**0**
521605	Data Services	548	0	0	**0**
521610	Voice Services	9,549	2,118	2,118	**2,058**
521630	GIS Revolving Fund Services	3,792	0	0	**0**
521705	Vehicle/Equipment Rental/Lease	477,102	165,700	166,000	**165,100**
521715	Office Equipment Rental	8,032	300	300	**200**
521725	Other Rental	21,886	4,800	4,800	**5,600**
522305	Freight Charges	5,392	0	0	**0**
522410	Cashier Shortages	4,345	0	0	**0**
522430	Miscellaneous Other Services & Charges	6,547	70,500	34,500	**34,500**
522721	Interfund HR Client Services	0	8,201	8,201	**7,300**
522722	KRONOS Service Chargeback	0	36	36	**36**
Total	**Other Services and Charges**	**1,253,217**	**971,038**	**983,038**	**896,717**
560220	Vehicles	15,350	0	0	**0**
Total	**Equipment**	**15,350**	**0**	**0**	**0**
532035	Transf-Spec Nonrecr	410,450	0	0	**0**
Total	**Debt Service and Other Uses**	**410,450**	**0**	**0**	**0**
	Grand Total Expenditures	**7,251,980**	**2,002,420**	**2,002,420**	**1,963,565**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name : Historic Preservation Fund
Fund No./Bus. Area No. : 2306 / 3400 / 7000

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	853,527	853,527	**811,749**
Current Revenues	120,600	105,000	**118,000**
Total Available Resources	974,127	958,527	**929,749**
Maintenance and Operations	875,873	146,778	**840,950**
Total Expenditures	875,873	146,778	**840,950**
Planned Ending Fund Balance	98,254	811,749	**88,799**
Total Budget	974,127	958,527	**929,749**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	98,254	811,749	**88,799**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, FY2012 Estimate and FY2013 Budget for the Historic Preservation Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

Historic Preservation Fund was established to utilize funds set aside from the sale, which is administered by Planning & Development (P&D) Department, of historic fire stations by the City to promote historic preservation of residential and commercial programs. The program utilizes City funds as seed money to encourage private investment, attract grant funds, and support educational programs that will further preservation efforts in Houston.

This fund also provides future funding for the maintenance needs of the historic Julia Ideson Building and administered by Houston Public Library (HPL). The building re-opened to the public on December 5, 2011 after a four-year expansion and restoration project made possible by a successful $32 million capital campaign conducted by the non-profit Julia Ideson Library Preservation Partners.

The Fund was created to help ensure a high level of care for investment on restoration made by taxpayers, private contributors and a grant from National Park Service United States Department of the Interior. Rental revenues will be deposited into this fund and related expenses paid out of it. The net revenues will be available for the maintenance needs of the building. The Julia Ideson Building rentals program was launched in November 2011 with the Julia Ideson Library Preservation as Partners. A special events manager was hired to work closely with the Houston Public Library and the Mayor's Office of Special Events

Business Area Budget Summary

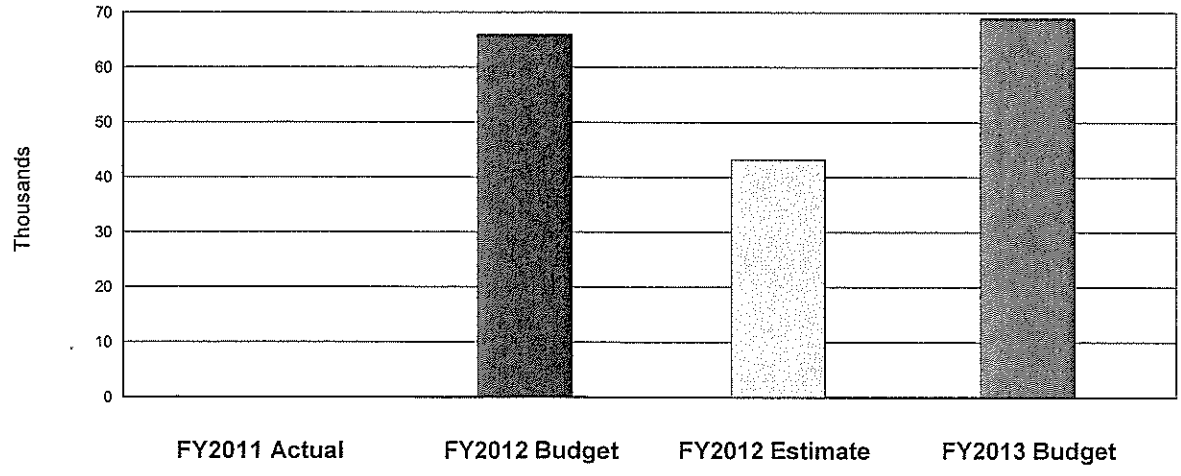
Fund Name : Historic Preservation Fund
Business Area Name : Library
Fund No./Bus. Area No. : 2306 / 3400

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Supplies	0	1,000	1,000	**2,000**
	Other Services and Charges	0	65,000	42,200	**67,000**
	Total M & O Expenditures	0	66,000	43,200	**69,000**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	0	66,000	43,200	**69,000**
Revenues		0	100,600	85,000	**100,000**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o Provide a rental program for the Houston Public Library Special Collection locations (Julia Ideson Building, African American Library at the Gregory School and Clayton Library Center for Genealogical Research).
- o Generate funds to provide maintenance services for the Houston Public Library Special Collections locations.
- o Promote the preservation of the Houston Public Library Special Collections locations.

Historic Preservation Fund
Library
Expenditure Summary



Division Mission and Performance Measures

Fund Name : **Historic Preservation Fund**
Business Area Name : **Library**
Fund No./Bus Area No. : **2306 / 3400**

Name: HPL-Library Operations – 340006

Mission: To promote the preservation and enhancement of the City's historic resources.

Goal: To promote and preserve the City's historic sources and make event spaces available for use by the public for private events and expand the benefits of the buildings.
To generate revenue for the future upkeep of the buildings and payment of expenses related to the renting of facilities.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Events	N/A	15	**45**

Division Summary

Fund Name : Historic Preservation Fund
Business Area Name : Library
Fund No./Bus Area No. : 2306 / 3400

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
HPL-Library Operations 340006						
To generate revenue by renting of event spaces at Julia Ideson Building and utilize the funding for maintenance and enhancement of the historic building.	0.0	0	0.0	43,200	**0.0**	**69,000**
Total	0.0	0	0.0	43,200	**0.0**	**69,000**

Business Area Revenue Summary

Fund Name : Historic Preservation Fund
Business Area Name : Library
Fund No./Bus Area No. : 2306 / 3400

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
3400060002	**HPL-Special Collections**			
426420	Building Space Rental Fees	100,600	60,000	**100,000**
444010	Private Contributions	0	25,000	**0**
Total	**HPL-Special Collections**	**100,600**	**85,000**	**100,000**
Total	**Library**	**100,600**	**85,000**	**100,000**

Business Area Expenditure Summary

Fund Name : Historic Preservation Fund
Business Area Name : Library
Fund No./Bus. Area No. : 2306 / 3400

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
511070	Miscellaneous Office Supplies	0	500	500	1,000
511150	Miscellaneous Parts & Supplies	0	500	500	1,000
Total	**Supplies**	**0**	**1,000**	**1,000**	**2,000**
520101	Janitorial Services	0	5,000	500	5,000
520102	Security Services	0	7,000	1,500	7,000
520114	Miscellaneous Support Services	0	50,000	38,000	50,000
520605	Advertising Services	0	1,000	0	0
521405	Building Maintenance Services	0	2,000	2,200	5,000
Total	**Other Services and Charges**	**0**	**65,000**	**42,200**	**67,000**
	Grand Total Expenditures	**0**	**66,000**	**43,200**	**69,000**

Business Area Budget Summary

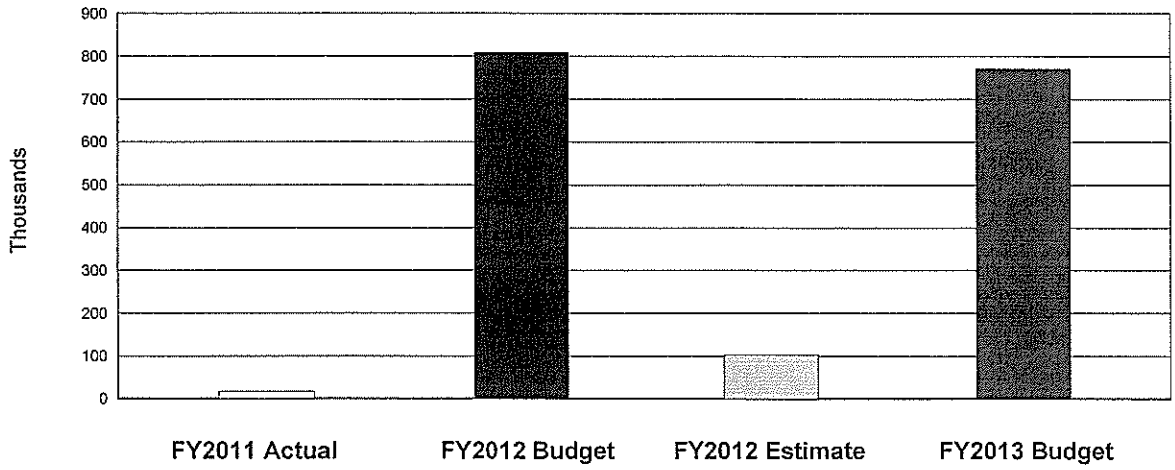
Fund Name : Historic Preservation Fund
Business Area Name : Planning & Development
Fund No./Bus. Area No. : 2306 / 7000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Supplies	3,566	0	0	**3,000**
	Other Services and Charges	13,770	809,873	103,578	**768,950**
	Total M & O Expenditures	17,336	809,873	103,578	**771,950**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	17,336	809,873	103,578	**771,950**
Revenues		29,586	20,000	20,000	**18,000**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o Develop programs that utilize City funds as seed money to encourage private investment, attract grant funds and support educational programs that will further preservation efforts in Houston.
- o Promote preservation of City owned historic buildings.

Historic Preservation Fund
Planning & Development
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Historic Preservation Fund
Business Area Name : Planning & Development
Fund No./Bus Area No. : 2306 / 7000

Name: PD-Development Services -- 700003

Mission: To strengthen and support historic preservation in the City

Goal: To develop historic preservation of educational materials, historic district design guidlines and revolving preservation loan fund.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Develop educational materials	100%	100%	100%
Create and update design guidelines	2	1	2

Division Summary

Fund Name : Historic Preservation Fund
Business Area Name : Planning & Development
Fund No./Bus Area No. : 2306 / 7000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
PD-Development Services 700003						
Historic Preservation Fund was established to utilize funds set aside from the sale of historic fire stations by the City to promote historic preservation of residential and commercial programs. The program utilizes City funds as seed money to encourage private investment, attract grant funds, and support educational programs that will further preservation efforts in Houston.	0.0	17,336	0.0	103,578	**0.0**	**771,950**
Total	0.0	17,336	0.0	103,578	**0.0**	**771,950**

Business Area Revenue Summary

Fund Name : Historic Preservation Fund
Business Area Name : Planning & Development
Fund No./Bus Area No. : 2306 / 7000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
7000030001	Development Services			
432010	Interest on Pooled Investments	20,000	20,000	18,000
Total	Planning & Development	20,000	20,000	18,000

Business Area Expenditure Summary

Fund Name : Historic Preservation Fund
Business Area Name : Planning & Development
Fund No./Bus. Area No. : 2306 / 7000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
511060	Postage	3,566	0	0	3,000
Total	**Supplies**	**3,566**	**0**	**0**	**3,000**
520114	Miscellaneous Support Services	5,725	779,873	103,578	768,950
520126	Construction Site Work Services	0	30,000	0	0
520515	Print Shop Services	304	0	0	0
522430	Miscellaneous Other Services & Charges	188	0	0	0
522795	Other Interfund Services	7,553	0	0	0
Total	**Other Services and Charges**	**13,770**	**809,873**	**103,578**	**768,950**
	Grand Total Expenditures	**17,336**	**809,873**	**103,578**	**771,950**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name	:	**Asset Forfeiture**
Business Area Name	:	**Police Department**
Fund No./Bus. Area No.	:	**2202 / 2203 / 2204 / 1000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	2,749,570	2,749,570	**2,609,088**
Current Revenues	5,906,649	6,714,518	**6,390,912**
Total Available Resources	8,656,219	9,464,088	**9,000,000**
Maintenance and Operations	7,200,000	6,855,000	**9,000,000**
Other InterFund Transfers	0	0	**0**
Total Expenditures	7,200,000	6,855,000	**9,000,000**
Planned Ending Fund Balance	1,456,219	2,609,088	**0**
Total Budget	8,656,219	9,464,088	**9,000,000**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	1,456,219	2,609,088	**0**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Asset Forfeiture Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Asset Forfeiture Special Revenue Fund was established to account for asset forfeiture proceeds. The Houston Police Department (HPD) receives asset forfeiture proceeds under guidelines set forth by the US Department of Justice, the US Treasury Department, and the State of Texas. These forfeiture proceeds are generated as a result of law enforcement efforts against illegal and criminal activity. Proceeds received under the various guidelines must be used for law enforcement purposes.

Asset forfeiture funds are used for overtime expenditures for HPD officers budgeted in the General Fund, and for purchases of supplies and materials related to law enforcement programs.

Business Area Budget Summary

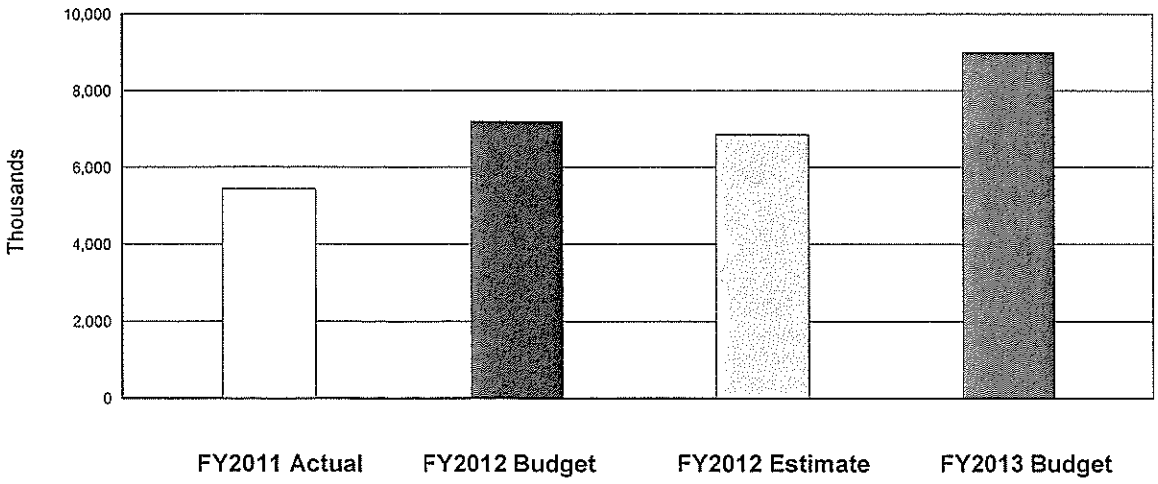
Fund Name : Asset Forfeiture
Business Area Name : Police Department
Fund No./Bus. Area No. : 2202 / 2203 / 2204 / 1000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	1,950,534	2,618,300	2,618,300	**3,100,000**
	Supplies	1,568,438	1,754,993	1,797,272	**1,864,100**
	Other Services and Charges	1,560,077	2,603,630	2,229,573	**2,043,600**
	Equipment	209,686	96,900	112,802	**300,000**
	Non-Capital Equipment	144,723	126,177	97,053	**1,692,300**
	Total M & O Expenditures	5,433,458	7,200,000	6,855,000	**9,000,000**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	5,433,458	7,200,000	6,855,000	**9,000,000**
Revenues		6,993,065	5,906,649	6,714,518	**6,390,912**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	19.3	25.8	25.8	**30.6**

Significant Budget Changes and Highlights

- o Operates programs against drug dealers and money launderers.
- o Funds overtime for law enforcement activities.
- o Provides support for investigations and other law enforcement activities.
- o FY2013 Budget includes funding for expenditure increases in classified overtime ($491,623) and non-capital other for vehicle dash cameras ($1,499,737).

Asset Forfeiture
Police Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : **Asset Forfeiture**
Business Area Name : **Police Department**
Fund No./Bus Area No. : **2202 / 2203 / 2204 / 1000**

Name: Asset Forfeiture Funds -- 100001

Mission: To reduce criminal activity by suppressing possession, manufacture, and distribution of controlled substances. To work cooperatively with other local, state, and federal law enforcement agencies, TX District Attorney, and US District Attorney offices to ensure that seizures are made, processed, and awarded in a timely manner.

Goal: Conduct narcotic operations against drug dealers.
Supplement funding of overtime to respond to Priority 1 Calls - Life threatening situations, and Priority 2 Calls - In progress/property crimes.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Cash seizures	$16.2M	$17M	**$17.5M**
Priority 1 average response time	4.9 min	3.5-5.5 min	**3.5-5.5 min**
Priority 2 average response time	9.6 min	8 - 12 min	**8 - 12 min**

Division Summary

Fund Name : Asset Forfeiture
Business Area Name : Police Department
Fund No./Bus Area No. : 2202 / 2203 / 2204 / 1000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Asset Forfeiture Funds 100001						
Provide funding for the enhancement of law enforcement activities.	0.0	5,433,458	0.0	6,855,000	**0.0**	**9,000,000**

Division Summary

Fund Name : Asset Forfeiture
Business Area Name : Police Department
Fund No./Bus Area No. : 2202 / 2203 / 2204 / 1000

Division	Division Name	FY2011 Actual FTEs	FY2011 Actual Costs $	FY2012 Estimate FTEs	FY2012 Estimate Costs $	FY2013 Budget FTEs	FY2013 Budget Costs $
100001	Asset Forfeiture Funds						
	Civilian	0.0		0.0		**0.0**	
	Classified	0.0		0.0		**0.0**	
	Cadets	0.0		0.0		**0.0**	
		0.0	5,433,458	0.0	6,855,000	**0.0**	**9,000,000**
	Grand Total						
	Civilian	0.0		0.0		**0.0**	
	Classified	0.0		0.0		**0.0**	
	Cadets	0.0		0.0		**0.0**	
	Grand Total	0.0	5,433,458	0.0	6,855,000	**0.0**	**9,000,000**

Business Area Revenue Summary

Fund Name : Asset Forfeiture
Business Area Name : Police Department
Fund No./Bus Area No. : 2202 / 2203 / 2204 / 1000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1000010053	HPD - Narcotics			
432010	Interest on Pooled Investments	34,000	57,000	54,912
435510	Confiscations	5,872,649	6,657,518	6,336,000
Total	Police Department	5,906,649	6,714,518	6,390,912

Business Area Expenditure Summary

Fund Name : **Asset Forfeiture**
Business Area Name : **Police Department**
Fund No./Bus. Area No. : **2202 / 2203 / 2204 / 1000**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	0	0	101	**0**
500060	Overtime - Civilian	3,737	0	3,546	**0**
500070	Overtime - Classified	1,945,668	2,618,300	2,608,377	**3,100,000**
500090	Premium Pay - Civilian	15	0	25	**0**
501070	Pension - Civilian	1,183	0	6,251	**0**
502010	FICA - Civilian	(6)	0	0	**0**
502020	FICA - Classified	(63)	0	0	**0**
Total	**Personnel Services**	1,950,534	2,618,300	2,618,300	**3,100,000**
511025	Electrical Hardware & Parts	0	14,000	14,000	**0**
511040	Audiovisual Supplies	5,651	10,000	10,000	**20,000**
511045	Computer Supplies	265,995	146,913	148,246	**252,000**
511055	Publications & Printed Materials	1,636	2,100	2,175	**2,100**
511070	Miscellaneous Office Supplies	3,291	0	1,985	**0**
511080	General Laboratory Supplies	19,070	3,100	9,977	**0**
511090	Medical & Surgical Supplies	4,364	5,000	5,000	**5,000**
511100	Veterinary & Animal Supplies	7,101	8,000	8,000	**9,000**
511105	Trained Police Animals	7,000	8,000	8,000	**7,000**
511115	Vehicle Repair & Maintenance Supplies	26,613	255,000	255,000	**0**
511120	Clothing	402,466	440,000	465,000	**520,000**
511130	Weapons Munitions & Supplies	720,556	725,000	725,000	**875,000**
511145	Small Tools & Minor Equipment	81,050	9,880	9,880	**54,000**
511150	Miscellaneous Parts & Supplies	23,645	128,000	135,009	**120,000**
Total	**Supplies**	1,568,438	1,754,993	1,797,272	**1,864,100**
520100	Temporary Personnel Services	65,438	0	0	**0**
520105	Accounting & Auditing Services	0	7,000	7,000	**7,000**
520107	Computer Info/Contr	164,181	500,000	377,000	**400,000**
520109	Medical Dental & Laboratory Services	(178)	0	0	**0**
520114	Miscellaneous Support Services	7,664	14,000	14,000	**14,000**
520119	Computer Equipment/Software Maintenance	0	85,300	85,934	**0**
520120	Communications Equipment Services	98,657	310,000	240,000	**300,000**
520123	Vehicle & Motor Equipment Services	50,039	0	0	**0**
520124	Other Equipment Services	0	100,000	100,000	**75,000**
520145	Criminal Intelligence Services	350,000	475,000	475,000	**475,000**
520520	Printing & Reproduction Services	4,186	0	0	**0**
520805	Education & Training	23,453	10,500	16,120	**7,000**
520905	Travel - Training Related	5,004	6,230	6,355	**5,000**
520910	Travel - Non-Training Related	1,460	5,000	5,000	**5,000**
521610	Voice Services	0	65,000	65,000	**65,000**
521705	Vehicle/Equipment Rental/Lease	322,566	395,000	350,000	**355,000**
522305	Freight Charges	423	600	1,173	**600**
522430	Miscellaneous Other Services & Charges	467,184	630,000	486,991	**335,000**
Total	**Other Services and Charges**	1,560,077	2,603,630	2,229,573	**2,043,600**
560210	Furniture Fixtures and Equipment	41,700	96,900	80,902	**100,000**
560220	Vehicles	0	0	0	**200,000**
560230	Computer HW and Developed SW	64,758	0	31,900	**0**

Business Area Expenditure Summary

Fund Name : Asset Forfeiture
Business Area Name : Police Department
Fund No./Bus. Area No. : 2202 / 2203 / 2204 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
560240	Communication Equipment	103,228	0	0	**0**
Total	**Equipment**	209,686	96,900	112,802	**300,000**
551010	Non-Capital Office Furniture & Equipment	7,385	0	0	**0**
551015	Non-Capital Computer Equipment	94,838	86,177	64,490	**155,000**
551020	Non-Capital Communication Equipment	0	5,000	0	**5,000**
551040	Non-Capital Other	16,902	35,000	32,563	**1,532,300**
551045	Non-Capital Vehicles/Rolling Stock	25,598	0	0	**0**
Total	**Non-Capital Equipment**	144,723	126,177	97,053	**1,692,300**
	Grand Total Expenditures	**5,433,458**	**7,200,000**	**6,855,000**	**9,000,000**

Fund Summary

Fund Name : Auto Dealers Fund
Business Area Name : Police Department
Fund No./Bus. Area No. : 2200 / 1000

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	2,513,881	2,513,881	**2,790,215**
Current Revenues	6,470,745	6,465,700	**6,455,700**
Total Available Resources	8,984,626	8,979,581	**9,245,915**
Maintenance and Operations	5,163,542	3,999,766	**5,785,812**
Debt Service	2,189,600	2,189,600	**1,094,800**
Total Expenditures	7,353,142	6,189,366	**6,880,612**
Planned Ending Fund Balance	1,631,484	2,790,215	**2,365,303**
Total Budget	8,984,626	8,979,581	**9,245,915**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	1,631,484	2,790,215	**2,365,303**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Auto Dealers Fund. Also included are the beginning fund balances, total revenues and total expenditures.

The Auto Dealers Fund was established to account for the funds that the Houston Police Department (HPD) received during its enforcement of Chapter 8 of the City's Code of Ordinances. This ordinance was passed in compliance with the Senate Bill 226 of 45th Regular Session of the Texas Legislature. This bill gives cities the right to enact laws regulating automotive dealers and to fix penalties for the violation of these laws. The Auto Dealers' Division is also responsible for coordinating the licensing of tow truck drivers and regulating storage lots.

Senate Bill 226 also requires that "all sums collected from such dealers shall be used by the City for the enforcement, hereof, and for the enforcement of all provisions of the law regulating the sale, theft, or exchange of motor vehicles or parts, or accessories thereto and for no other purpose."

Business Area Budget Summary

Fund Name : Auto Dealers Fund
Business Area Name : Police Department
Fund No./Bus. Area No. : 2200 / 1000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	2,544,980	2,857,561	2,553,235	**3,116,232**
	Supplies	114,896	217,550	217,800	**304,080**
	Other Services and Charges	878,148	1,232,431	1,228,731	**1,245,500**
	Equipment	0	856,000	0	**1,120,000**
	Total M & O Expenditures	3,538,024	5,163,542	3,999,766	**5,785,812**
	Debt Service & Other Uses	0	2,189,600	2,189,600	**1,094,800**
	Total Expenditures	3,538,024	7,353,142	6,189,366	**6,880,612**
Revenues		5,758,316	6,470,745	6,465,700	**6,455,700**
Staffing	Full-Time Equivalents - Civilian	6.3	8.0	6.0	**8.0**
	Full-Time Equivalents - Classified	20.0	23.0	19.2	**23.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	26.3	31.0	25.2	**31.0**
	Full-Time Equivalents - Overtime	1.8	1.8	2.6	**2.6**

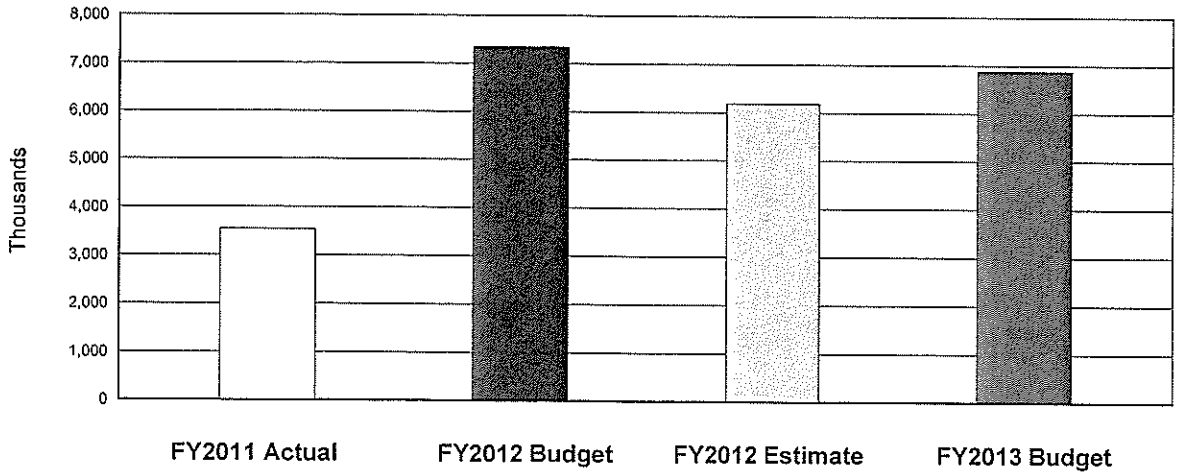
Significant Budget Changes and Highlights

o The FY2013 budget continues the FY2012 service levels.

o Funding totalling $310,000 is provided for rent and shared services for Auto Dealers personnel that are located in the Houston Permitting Center.

o FY2013 Budget includes funding for expenditure increases in health benefits ($81,762) and pension contribution ($202,518).

Auto Dealers Fund
Police Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Auto Dealers Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 2200 / 1000

Name: Auto Dealers -- 100001

Mission: To provide for the regulation, supervision, control and licensing of all persons, firms or corporations engaged primarily or incidentally in the sale, barter, or exchange of motor vehicles, parts, or accessories within the corporate limits of the City, and to fix penalties for the violations thereof.

Goal: Issue licenses and regulate all automotive businesses and salesmen. Auction all unclaimed abandoned vehicles collected by the department. Regulate storage lots and license tow trucks.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Licenses issued	11,865	12,482	**12,400**
Vehicles auctioned	21,211	16,800	**17,500**
Notification letters	16,692	31,944	**32,000**
Storage lots regulated	169	89	**100**
Tow truck licenses	1,298	1,300	**1,300**

Division Summary

Fund Name : Auto Dealers Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 2200 / 1000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Auto Dealers 100001						
Issue licenses and regulate automotive businesses and salesmen as provided by Chapter 8 of the Code of Ordinances, Houston, Texas, established on July 5, 1945. Auction abandoned motor vehicles as prescribed by Chapter 683 of the Texas Transportation Code.	26.3	3,538,024	25.2	6,189,366	**31.0**	**6,880,612**

Division Summary

Fund Name : **Auto Dealers Fund**
Business Area Name : **Police Department**
Fund No./Bus Area No. : **2200 / 1000**

Division	Division Name	FY2011 Actual FTEs	FY2011 Actual Costs $	FY2012 Estimate FTEs	FY2012 Estimate Costs $	FY2013 Budget FTEs	FY2013 Budget Costs $
100001	Auto Dealers						
	Civilian	6.3		6.0		**8.0**	
	Classified	20.0		19.2		**23.0**	
	Cadets	0.0		0.0		**0.0**	
	Total	26.3	3,538,024	25.2	6,189,366	**31.0**	**6,880,612**
	Grand Total						
	Civilian	6.3		6.0		**8.0**	
	Classified	20.0		19.2		**23.0**	
	Cadets	0.0		0.0		**0.0**	
	Grand Total	26.3	3,538,024	25.2	6,189,366	**31.0**	**6,880,612**

Business Area Roster Summary

Fund Name : **Auto Dealers Fund**
Business Area Name : **Police Department**
Fund No./Bus Area No. : **2200 / 1000**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
CUSTOMER SERVICE CLERK	10	6.0	6.0	
OFFICE SUPERVISOR	17	1.0	1.0	
POLICE LIEUTENANT	PA07	1.0	1.0	
POLICE OFFICER	PA03	3.0	2.0	(1.0)
POLICE SERGEANT	PA06	5.0	5.0	
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR POLICE OFFICER	PA04	14.0	15.0	1.0
Total FTEs		**31.0**	**31.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Less adjustment for Classified Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**31.0**	**31.0**	**0.0**

Business Area Revenue Summary

Fund Name : Auto Dealers Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 2200 / 1000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1000010072	**HPD - Auto Dealers**			
421161	Auto Dealers Licenses	2,315,840	2,450,000	**2,500,000**
421240	Wrecker Licenses & Permits	804,135	619,000	**620,000**
421630	Administrative Fee - Licenses & Permits	126,000	174,000	**0**
426220	Vehicle Storage Notification	310,000	216,000	**218,000**
426230	Vehicle Auction Fees	293,170	218,000	**220,000**
428080	Returned Check Charges	2,000	1,700	**1,700**
432010	Interest on Pooled Investments	30,000	35,000	**35,000**
434220	Sale of Impounded Vehicles	400,000	671,000	**671,000**
452030	Miscellaneous Revenue	2,189,600	2,081,000	**2,190,000**
Total	**HPD - Auto Dealers**	**6,470,745**	**6,465,700**	**6,455,700**
Total	**Police Department**	**6,470,745**	**6,465,700**	**6,455,700**

Business Area Expenditure Summary

Fund Name : **Auto Dealers Fund**
Business Area Name : **Police Department**
Fund No./Bus. Area No. : **2200 / 1000**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	178,187	211,096	170,000	215,038
500020	Salary Base Pay - Classified	1,289,002	1,467,913	1,253,000	1,473,604
500040	Salary Assignment Pay - Classified	2,000	0	0	0
500050	Sal-Edu/Incen-Classfd	47,358	51,000	51,700	52,000
500060	Overtime - Civilian	10,082	10,000	30,000	30,000
500070	Overtime - Classified	167,148	160,000	200,000	200,000
500110	Bilingual Pay - Civilian	4,792	4,300	4,800	4,800
500120	Bilingual Pay - Classified	7,228	7,400	5,900	7,400
500130	Equipment Allowance-Classified	39,998	42,000	40,000	42,000
500150	Shift Differential Pay-Classified	0	600	600	600
500160	Training Incent.-Classified	160,705	156,000	156,000	156,000
500190	Temporary Higher Class Pay	707	1,500	1,500	1,500
501020	Clothing Allowance - Classified	16,000	16,800	16,800	16,800
501070	Pension - Civilian	28,195	37,997	23,500	46,018
501090	Pension - Police	323,187	305,070	270,000	450,000
501120	Termination Pay - Civilian	116	500	500	500
501130	Termination Pay - Classified	344	5,000	5,000	5,000
501140	Third Party Disability B-Classified	12,432	13,000	15,300	16,000
502010	FICA - Civilian	14,147	17,243	14,500	19,113
502020	FICA - Classified	12,818	13,238	12,100	14,813
503010	Health Ins-Act Civilian	33,794	48,613	38,000	56,557
503015	Basic Life Insurance - Active Civilian	100	124	124	126
503020	Health Ins.Act-Classified	161,552	207,885	188,000	251,205
503025	Basic Life Insurance - Active Classified	757	862	862	865
503040	Health/Life Ins.Ret-Classified	20,512	23,000	23,000	23,000
503050	Health/Life Insurance - Retiree Civilian	14,865	5,000	5,000	5,000
503060	Long Term Disability-Civilian	0	680	680	680
503080	Workers Compensation-Classified-Admin	3,633	4,600	4,600	5,497
503090	Workers Compensation-Civilian-Admin	1,239	1,600	1,600	1,912
503100	Workers Compensation-Civilian-Claim	0	31,576	10,000	10,000
503110	Workers Compensation-Classified-Claim	(5,918)	9,924	9,924	9,924
504020	Compensation Contingency	0	2,795	0	0
504030	Unemployment Claims - Administration	0	245	245	280
Total	**Personnel Services**	**2,544,980**	**2,857,561**	**2,553,235**	**3,116,232**
511040	Audiovisual Supplies	551	0	1,500	1,500
511045	Computer Supplies	5,006	16,700	16,000	27,200
511050	Paper & Printing Supplies	0	0	3,300	3,500
511060	Postage	100,310	160,000	170,000	170,000
511070	Miscellaneous Office Supplies	8,859	20,000	10,000	20,000
511115	Vehicle Repair & Maintenance Supplies	0	17,000	14,000	52,040
511145	Small Tools & Minor Equipment	0	1,000	1,000	1,000
511150	Miscellaneous Parts & Supplies	170	2,850	2,000	28,840
Total	**Supplies**	**114,896**	**217,550**	**217,800**	**304,080**
520100	Temporary Personnel Services	11,838	7,000	7,000	0
520105	Accounting & Auditing Services	0	0	15,000	15,000
520109	Medical Dental & Laboratory Services	602	0	0	0
520114	Miscellaneous Support Services	1,200	2,300	2,300	2,300
520115	Real Estate Lease/Office Rental	0	55,637	55,637	55,637
520121	IT Application Svcs	0	1,800	1,800	1,800
520515	Print Shop Services	3,195	0	1,000	3,000
520520	Printing & Reproduction Services	0	0	1,500	0
520605	Advertising Services	17,839	30,000	21,000	30,000

Business Area Expenditure Summary

Fund Name : Auto Dealers Fund
Business Area Name : Police Department
Fund No./Bus. Area No. : 2200 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520905	Travel - Training Related	0	5,000	5,000	**5,000**
520910	Travel - Non-Training Related	0	1,000	1,000	**1,000**
521305	Indirect Cost Recovery Payment	673,465	684,231	684,231	**696,300**
521605	Data Services	0	1,000	1,000	**1,000**
521610	Voice Services	96	6,000	6,000	**6,000**
521705	Vehicle/Equipment Rental/Lease	153,453	156,100	154,000	**156,100**
521715	Office Equipment Rental	13,715	25,000	15,000	**15,000**
522205	Metro Commuter Passes	2,378	3,000	2,900	**3,000**
522305	Freight Charges	30	0	0	**0**
522430	Miscellaneous Other Services & Charges	337	1,000	1,000	**1,000**
522840	Interfund Permit Center Rent Chargeback	0	253,363	253,363	**253,363**
Total	**Other Services and Charges**	**878,148**	**1,232,431**	**1,228,731**	**1,245,500**
560220	Vehicles	0	690,000	0	**720,000**
560230	Computer HW and Developed SW	0	166,000	0	**400,000**
Total	**Equipment**	**0**	**856,000**	**0**	**1,120,000**
532005	Transfers to General Fund	0	2,189,600	2,189,600	**1,094,800**
Total	**Debt Service and Other Uses**	**0**	**2,189,600**	**2,189,600**	**1,094,800**
	Grand Total Expenditures	**3,538,024**	**7,353,142**	**6,189,366**	**6,880,612**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name	:	**Child Safety Fund**
Business Area Name	:	**Police Department**
Fund No./Bus. Area No.	:	**2209 / 1000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	99,750	99,750	**0**
Current Revenues	3,082,000	3,052,000	**3,052,000**
Total Available Resources	3,181,750	3,151,750	**3,052,000**
Maintenance and Operations	3,151,750	3,151,750	**3,052,000**
Total Expenditures	3,151,750	3,151,750	**3,052,000**
Planned Ending Fund Balance	30,000	0	**0**
Total Budget	3,181,750	3,151,750	**3,052,000**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	30,000	0	**0**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Child Safety Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

In 1991, the Texas legislature required each municipality with a population greater than 850,000 to create a Child Safety Fund. The purpose of this fund is to provide funding for public, parochial, and private school crossing guard programs inside the City. Revenues to the fund come from an assessment of a Municipal Court fee of $5.00 on each parking violation, a $1.50 fee for each vehicle registration authorized by Harris County, and up to $25 court costs assessed when an offense occurs within a school crossing zone or a parent contributes to school non-attendance.

Adopted in 1991, City Ordinance No. 91-939 stipulates that the first priority for the Child Safety Fund expenditures should be for elementary school crossing guards. Funding is apportioned based on each school district's percentage of the total number of school crossings with paid guards within the City. The ordinance also states that if excess funds are available, funding for secondary school crossing guard services is apportioned in the same manner.

The legislation creating the fund also provides that if a surplus exists after the payment of all covered contract expenses, the excess can be used to pay for programs designed to enhance child safety, health, or nutrition.

The City of Houston pays out 100% of all revenues that come into this fund. The City does not charge administrative expenses for managing this fund, though they are allowable by law. The City has no obligation (or means) for paying out more from the fund than the fund takes in from revenue.

Business Area Budget Summary

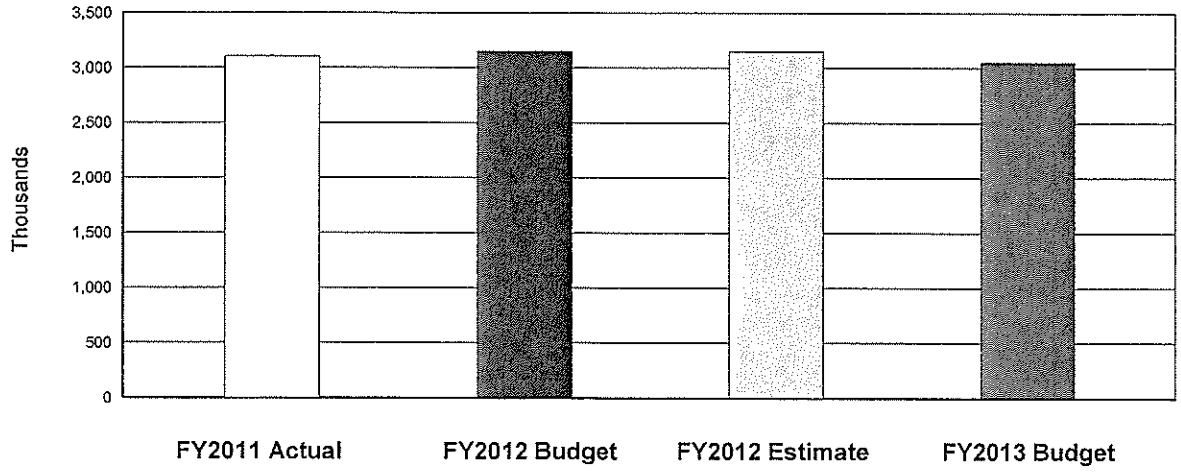
Fund Name : Child Safety Fund
Business Area Name : Police Department
Fund No./Bus. Area No. : 2209 / 1000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Supplies	3,000	3,000	3,000	**3,000**
	Other Services and Charges	3,102,975	3,148,750	3,148,750	**3,049,000**
	Total M & O Expenditures	3,105,975	3,151,750	3,151,750	**3,052,000**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	3,105,975	3,151,750	3,151,750	**3,052,000**
Revenues		3,181,750	3,082,000	3,052,000	**3,052,000**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

Continue maintaining crossing guards in accordance with City Ordinance No. 91-939, which established crossing guard services for elementary schools as priority followed by services for secondary schools.

Child Safety Fund
Police Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Child Safety Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 2209 / 1000

Name: HPD - Office of Budget and Finance -- 100001

Mission: To abide and provide services set forth in section 106.003(b) of the Texas Local Government Code and the City of Houston Code of Ordinance Section 16-8 - Child Safety Fund.

Goal: To fund schools/school districts for their Crossing Guard Progam.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
School Crossing Guards	744	743	**743**
Number of participating schools/school districts	10	15	**15**

Division Summary

Fund Name : Child Safety Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 2209 / 1000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
HPD - Office of Budget and Finance 100001						
Revenues derived from the $5.00 court fee assessed on each parking violation, the $1.50 fee for each vehicle registration authorized by Harris County, and up to $25 court costs assessed when offenses occur in a school zone or a parent contributing to non-attendance.	0.0	3,105,975	0.0	3,151,750	**0.0**	**3,052,000**

Division Summary

Fund Name : Child Safety Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 2209 / 1000

Division	Division Name	FY2011 Actual FTEs	FY2011 Actual Costs $	FY2012 Estimate FTEs	FY2012 Estimate Costs $	FY2013 Budget FTEs	FY2013 Budget Costs $
100001	HPD - Office of Budget and Finance						
	Civilian	0.0		0.0		**0.0**	
	Classified	0.0		0.0		**0.0**	
	Cadets	0.0		0.0		**0.0**	
	Total	0.0	3,105,975	0.0	3,151,750	**0.0**	**3,052,000**
	Grand Total						
	Civilian	0.0		0.0		**0.0**	
	Classified	0.0		0.0		**0.0**	
	Cadets	0.0		0.0		**0.0**	
	Grand Total	0.0	3,105,975	0.0	3,151,750	**0.0**	**3,052,000**

Business Area Revenue Summary

Fund Name : Child Safety Fund
Business Area Name : Police Department
Fund No./Bus Area No. : 2209 / 1000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1000010002	**HPD - Budget & Finance**			
428090	Miscellaneous Fines & Forfeitures	732,000	732,000	**732,000**
432010	Interest on Pooled Investments	50,000	20,000	**20,000**
452030	Miscellaneous Revenue	2,300,000	2,300,000	**2,300,000**
Total	**HPD - Budget & Finance**	**3,082,000**	**3,052,000**	**3,052,000**
Total	**Police Department**	**3,082,000**	**3,052,000**	**3,052,000**

Business Area Expenditure Summary

Fund Name : Child Safety Fund
Business Area Name : Police Department
Fund No./Bus. Area No. : 2209 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
511060	Postage	2,500	2,500	2,500	2,500
511070	Miscellaneous Office Supplies	500	500	500	500
Total	**Supplies**	**3,000**	**3,000**	**3,000**	**3,000**
520114	Miscellaneous Support Services	3,102,359	3,146,750	3,146,750	3,047,000
520605	Advertising Services	616	2,000	2,000	2,000
Total	**Other Services and Charges**	**3,102,975**	**3,148,750**	**3,148,750**	**3,049,000**
	Grand Total Expenditures	**3,105,975**	**3,151,750**	**3,151,750**	**3,052,000**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name : Police Special Services
Business Area Name : Police Department
Fund No./Bus. Area No. : 2201 / 1000

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	6,947,633	6,947,633	**2,799,293**
Current Revenues	25,323,657	23,228,351	**8,394,554**
Total Available Resources	32,271,290	30,175,984	**11,193,847**
Maintenance and Operations	28,723,862	27,376,691	**11,169,879**
Debt Service	0	0	**0**
Total Expenditures	28,723,862	27,376,691	**11,169,879**
Planned Ending Fund Balance	3,547,428	2,799,293	**23,968**
Total Budget	32,271,290	30,175,984	**11,193,847**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	3,547,428	2,799,293	**23,968**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate, and the FY2013 Budget for the Police Special Services Fund. Also included are the beginning and ending fund balances, total revenues, and total expenditures.

The Police Special Services Fund was created to properly account for monies received by the Houston Police Department (HPD) that are not covered by other funds. These funds include monies received from other agencies or organizations to reimburse HPD for cost of supplies and services. As a sub-grantee for monies restricted to a specific law enforcement purpose, HPD uses these funds which are dedicated to specific purposes.

Examples of reimbursable services include HPD participation in joint police operations; security and traffic control for such activities as fun runs and parades; traffic management at airports; staffing for training facilities when used by other agencies; and contracted services as with the Immigration Customs Enforcement. Examples of restricted funds include certain court awards and state training funds. An example of a donation is a contribution from an organization or citizen for the purchase of police equipment or vehicles.

Business Area Budget Summary

Fund Name : Police Special Services
Business Area Name : Police Department
Fund No./Bus. Area No. : 2201 / 1000

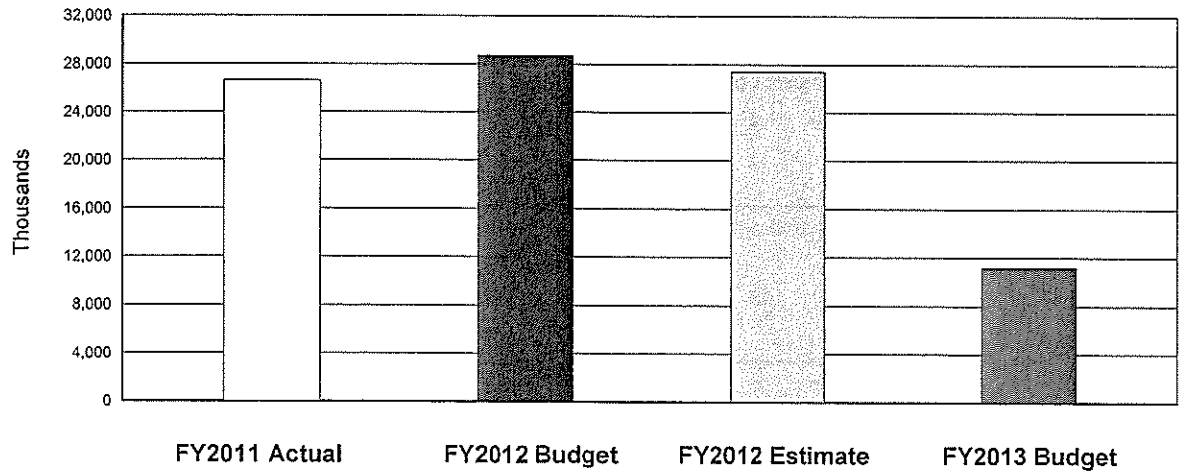
		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	18,993,863	23,336,585	22,118,518	**7,506,363**
	Supplies	3,757,658	2,952,295	2,728,526	**121,300**
	Other Services and Charges	3,758,958	2,343,576	2,488,036	**2,238,800**
	Equipment	94,559	9,996	4,347	**0**
	Non-Capital Equipment	9,884	81,410	37,264	**1,303,416**
	Total M & O Expenditures	26,614,922	28,723,862	27,376,691	**11,169,879**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	26,614,922	28,723,862	27,376,691	**11,169,879**
Revenues		25,367,095	25,323,657	23,228,351	**8,394,554**
Staffing	Full-Time Equivalents - Civilian	8.1	3.0	3.7	**3.0**
	Full-Time Equivalents - Classified	179.5	220.4	202.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	187.6	223.4	205.7	**3.0**
	Full-Time Equivalents - Overtime	77.3	111.9	108.7	**0.0**

Significant Budget Changes and Highlights

The budget continues FY2012 service levels with associated accounting for:

- o Law Enforcement Officers Standards in Education (L.E.O.S.E.) – Funds received by the State and designated for training of police personnel.
- o Donations and contributions from private companies (Ex. Wal-Mart, Sam's) to designated divisions/commands.
- o TIRZ – Municipal Service Fees from various zones/districts per agreements to defray some of the costs incurred for programs specifically in the districts.
- o Includes transfer of revenues for Burglar Alarm Permits, False Alarm Penalties, and Take Home Vehicle to General Fund (1000). As a result, expenditures decrease by $10.9M (Burglar/False Alarm cost $9.3M and Fuel $1.6M).
- o Includes transfer of Records Management System (RMS) cost of $2M and Safe Clear cost of $2.9M to General Fund (1000).

Police Special Services
Police Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Police Special Services
Business Area Name : Police Department
Fund No./Bus Area No. : 2201 / 1000

Name: Police Fleet Services -- 100001

Mission: Allocate funding to offset General Fund fuel and vehicle repair costs related to employees assigned take home vehicles. (This activity has been moved to the General Fund for FY2013)

Goal: Accounting for number of employees reimbursing cost to the City with assigned take home vehicles - $98 - Bi-Weekly.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Other departments serviced	12	N/A	**N/A**
Employees paying $98 Bi-Weekly	609	572	**N/A**

Name: Police Services -- 100002

Mission: To provide security for public safety at special events and other designated geographical areas.

Goal: Provide security at parades, fun runs, and other events. Provide supervision during the use of HPD facilities. Provide officers to other agencies for activities. Capture accounting data associated with activities. Provide assurance to entities on use of funds.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Events	80	80	**80**
Outside groups	16	15	**15**
TIRZ districts serviced	11	11	**11**

Name: Alarm Ordinance -- 100003

Mission: Account for collection and use of monies collected from alarm permits and fines. (This activity has been moved to the General Fund for FY2013)

Goal: Fund General Fund salary transfers and other police uses due to limited resources..

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
General Fund Classified FTEs funded	179.5	202.0	**N/A**

Division Mission and Performance Measures

Fund Name : Police Special Services
Business Area Name : Police Department
Fund No./Bus Area No. : 2201 / 1000

Name: LEOSE Training Funds -- 100004

Mission: To provide law enforcement education and traning resources.

Goal: Provide supplemental equipment and training for Police personnel.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Classroom hours to train 7,000+ employees	29,600	30,314	30,870

Name: Police Mobility Services -- 100005

Mission: To continue training for air support safety.

Goal: Provide funds for training and travel for the Air Support Division.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Helicopters added	1	N/A	N/A
Air Support Division training classes	5	8	8

Name: Safe Clear -- 100006

Mission: The Safe Clear Program ended in FY2011.

Goal: To reduce the impact of freeway incidents on the regional transportation system. This program is no longer managed by HPD.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Roadside tows provided	37	N/A	N/A
Free tows to public	56,808	N/A	N/A

Division Summary

Fund Name : Police Special Services
Business Area Name : Police Department
Fund No./Bus Area No. : 2201 / 1000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Police Fleet Services 100001						
Accounting for the Take Home Vehicle program. (This activity has been moved to General Fund for FY2013)	0.0	1,542,254	0.0	1,600,000	**0.0**	**0**
Police Services 100002						
Provide services to outside entities, organizations, and other law enforcement activities. These services include providing security at fun runs and parades, plus cover assignments for other agencies. Account for TIRZ funds.	67.9	13,007,355	44.5	12,954,126	**3.0**	**10,704,146**
Alarm Ordinance 100003						
Supplement General Fund resources for classified salaries, overtime initiatives, and other police uses. (This activity has been moved to the General Fund for FY2013)	109.2	7,255,377	157.5	12,341,226	**0.0**	**0**
LEOSE Training Funds 100004						
Law Enforcement Officers Standards in Education (LEOSE). Disburse restricted funds for law enforcment trainng activities.	0.0	165,362	0.0	223,236	**0.0**	**360,000**
Police Mobility Services 100005						
Street Closure Permits and Traffic Control Permits.	2.4	965,856	3.7	258,103	**0.0**	**105,733**
Safe Clear 100006						
The use of real time cameras affixed to "roving" aircraft (helicopter and fixed wing) will allow rapid detection of incidents and allow tow operators to quickly respond to inoperable vehicles on freeways.	8.1	3,678,718	0.0	0	**0.0**	**0**

Division Summary

Fund Name : Police Special Services
Business Area Name : Police Department
Fund No./Bus Area No. : 2201 / 1000

Division	Division Name	FY2011 Actual FTEs	FY2011 Actual Costs $	FY2012 Estimate FTEs	FY2012 Estimate Costs $	FY2013 Budget FTEs	FY2013 Budget Costs $
100001	Police Fleet Services						
	Civilian	0.0		0.0		0.0	
	Classified	0.0		0.0		0.0	
	Cadets	0.0		0.0		0.0	
	Total	0.0	1,542,254	0.0	1,600,000	0.0	0
100002	Police Services						
	Civilian	4.9		0.0		3.0	
	Classified	63.0		44.5		0.0	
	Cadets	0.0		0.0		0.0	
	Total	67.9	13,007,355	44.5	12,954,126	3.0	10,704,146
100003	Alarm Ordinance						
	Civilian	0.0		0.0		0.0	
	Classified	109.2		157.5		0.0	
	Cadets	0.0		0.0		0.0	
	Total	109.2	7,255,377	157.5	12,341,226	0.0	0
100004	LEOSE Training Funds						
	Civilian	0.0		0.0		0.0	
	Classified	0.0		0.0		0.0	
	Cadets	0.0		0.0		0.0	
	Total	0.0	165,362	0.0	223,236	0.0	360,000
100005	Police Mobility Services						
	Civilian	2.4		3.7		0.0	
	Classified	0.0		0.0		0.0	
	Cadets	0.0		0.0		0.0	
	Total	2.4	965,856	3.7	258,103	0.0	105,733
100006	Safe Clear						
	Civilian	0.8		0.0		0.0	
	Classified	7.3		0.0		0.0	
	Cadets	0.0		0.0		0.0	
	Total	8.1	3,678,718	0.0	0	0.0	0
	Grand Total						
	Civilian	8.1		3.7		3.0	
	Classified	179.5		202.0		0.0	
	Cadets	0.0		0.0		0.0	
	Grand Total	187.6	26,614,922	205.7	27,376,691	3.0	11,169,879

Business Area Roster Summary

Fund Name : Police Special Services
Business Area Name : Police Department
Fund No./Bus Area No. : 2201 / 1000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
FINANCIAL ANALYST III	21	2.0	2.0	
SENIOR ACCOUNT CLERK	13	1.0	1.0	
Total FTEs		3.0	3.0	0.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Less adjustment for Classified Vacancy Factor		0.0	0.0	0.0
Plus allowance for Burglar Alarm Response & Related Cost Transferred from the General Fund		73.6	0.0	(73.6)
Plus allowance for Burglar Alarm Other & Related Cost Paid Through Police Special Services Fund		55.8	0.0	(55.8)
Plus allowance for RMS Salary Recovery & Related Cost Paid Through Police Special Services Fund		37.0	0.0	(37.0)
Plus allowance for Traffic Enforcement & Related Cost Paid Through METRO		54.0	0.0	(54.0)
Full-Time Equivalents		223.4	3.0	(220.4)

Business Area Revenue Summary

Fund Name : Police Special Services
Business Area Name : Police Department
Fund No./Bus Area No. : 2201 / 1000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1000010002	**HPD - Budget & Finance**			
432010	Interest on Pooled Investments	200,000	200,000	200,000
452030	Miscellaneous Revenue	25,000	25,000	25,000
Total	**HPD - Budget & Finance**	**225,000**	**225,000**	**225,000**
1000010004	**HPD - Public Affairs**			
431020	Contributions from Others	5,000	5,000	5,000
1000010016	**HPD - Training Academy**			
426260	Police Services	12,000	12,000	12,000
1000010017	**HPD - Cadets**			
422110	Criminal Justice Division Grant Awards	387,631	0	0
1000010019	**HPD - Field Operations Command**			
421350	Site Inspection Fees	20,000	15,200	0
434510	Prior Year Revenue	0	(61,118)	0
490010	Transfer from General Fund	5,625,200	5,625,200	4,925,200
Total	**HPD - Field Operations Command**	**5,645,200**	**5,579,282**	**4,925,200**
1000010021	**HPD - North Patrol Command**			
431020	Contributions from Others	0	475,100	0
1000010022	**HPD - IAH Airport Patrol**			
424060	Interfund Airport Police Services	300,000	300,000	300,000
1000010023	**HPD - HOU Airport Patrol**			
424060	Interfund Airport Police Services	200,000	200,000	200,000
1000010027	**HPD - North Patrol**			
426260	Police Services	275,000	240,000	240,000
431020	Contributions from Others	0	10,000	0
Total	**HPD - North Patrol**	**275,000**	**250,000**	**240,000**
1000010029	**HPD - Northwest Patrol**			
431020	Contributions from Others	0	2,000	0
1000010043	**HPD - Robbery**			
426260	Police Services	52,955	52,955	49,000
1000010044	**HPD - Auto Theft**			
426260	Police Services	35,400	35,400	35,400
1000010046	**HPD - Burglary & Theft**			
426260	Police Services	64,405	76,100	76,100
1000010047	**HPD - Juvenile**			
426260	Police Services	50,000	45,000	52,000
1000010049	**HPD - Major Offenders**			
426260	Police Services	320,000	320,000	326,000
1000010051	**HPD - Vice**			
426260	Police Services	32,960	34,000	35,400
435510	Confiscations	100,000	350,000	120,000
Total	**HPD - Vice**	**132,960**	**384,000**	**155,400**
1000010052	**HPD - Criminal Intelligence**			
426260	Police Services	198,881	127,094	191,468
1000010053	**HPD - Narcotics**			
426260	Police Services	300,000	347,000	347,000
1000010054	**HPD - Gangs**			
426260	Police Services	200,000	52,000	40,000
1000010057	**HPD - Technology Services**			
424020	Interfund Engineering Services	2,740,000	2,740,000	0
1000010061	**HPD - Jail**			

Business Area Revenue Summary

Fund Name : Police Special Services
Business Area Name : Police Department
Fund No./Bus Area No. : 2201 / 1000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
431020	Contributions from Others	0	50,000	0
1000010062	**HPD - Fleet Management**			
452020	Recoveries & Refunds	0	300,000	0
1000010069	**HPD - Special Operations**			
426260	Police Services	400,073	403,761	411,836
431020	Contributions from Others	0	1,659	0
Total	**HPD - Special Operations**	**400,073**	**405,420**	**411,836**
1000010070	**HPD - Tactical Operation**			
426260	Police Services	73,000	12,000	12,000
431020	Contributions from Others	0	8,330	0
Total	**HPD - Tactical Operation**	**73,000**	**20,330**	**12,000**
1000010071	**HPD -Traffic**			
490020	Transfer from Special Revenue Fund	2,889,352	0	0
1000010074	**HPD - Fleet Vehicle Recovery**			
452020	Recoveries & Refunds	1,921,000	1,600,000	0
1000010075	**HPD - Mobility Initiative**			
421310	Mobility Permits	148,000	81,150	81,150
426290	Other Service Charges	10,000	10,000	10,000
427230	Boot Fees	27,400	0	0
427240	Administrative Boot Fees	27,400	0	0
490140	Transfer from Parking Management	183,000	0	0
Total	**HPD - Mobility Initiative**	**395,800**	**91,150**	**91,150**
1000010078	**HPD - Special Events**			
431020	Contributions from Others	700,000	200,000	700,000
1000010091	**HPD - Alarm Ordinance**			
421170	Burglar Alarm Permits	6,000,000	6,833,520	0
428050	False Alarm Penalties	1,800,000	2,500,000	0
Total	**HPD - Alarm Ordinance**	**7,800,000**	**9,333,520**	**0**
Total	**Police Department**	**25,323,657**	**23,228,351**	**8,394,554**

Business Area Expenditure Summary

Fund Name : **Police Special Services**
Business Area Name : **Police Department**
Fund No./Bus. Area No. : **2201 / 1000**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	152,893	134,076	134,076	134,232
500020	Salary Base Pay - Classified	10,676,644	11,789,352	10,889,164	0
500040	Salary Assignment Pay - Classified	3,190	0	0	0
500050	Sal-Edu/Incen-Classfd	5,544	0	0	0
500060	Overtime - Civilian	53,166	0	0	0
500070	Overtime - Classified	7,741,048	11,336,874	11,018,995	7,286,709
500090	Premium Pay - Civilian	24	0	0	0
500120	Bilingual Pay - Classified	173	0	0	0
500130	Equipment Allowance-Classified	13,484	0	0	0
500150	Shift Differential Pay-Classified	6,833	0	0	0
500160	Training Incent.-Classified	55,095	0	0	0
500170	Weekend Prem Pay-Classified	4,753	0	0	0
501070	Pension - Civilian	30,953	24,134	24,134	28,726
501090	Pension - Police	110,133	0	0	0
501140	Third Party Disability B-Classified	4,704	0	0	0
501170	Vehicle Allowance - Classified	8,500	0	0	0
502010	FICA - Civilian	10,806	10,256	10,256	10,268
502020	FICA - Classified	4,370	0	0	0
503010	Health Ins-Act Civilian	28,961	26,313	26,313	30,836
503015	Basic Life Insurance - Active Civilian	94	79	79	79
503020	Health Ins.Act-Classified	66,810	0	0	0
503025	Basic Life Insurance - Active Classified	259	0	0	0
503050	Health/Life Insurance - Retiree Civilian	11,428	10,922	10,922	10,922
503060	Long Term Disability-Civilian	0	255	255	255
503070	Municipal Pension-Other Classified	1,649	0	0	0
503080	Workers Compensation-Classified-Admin	1,270	0	0	0
503090	Workers Compensation-Civilian-Admin	688	600	600	717
503100	Workers Compensation-Civilian-Claim	0	514	514	514
503110	Workers Compensation-Classified-Claim	391	0	0	0
504020	Compensation Contingency	0	3,000	3,000	3,000
504030	Unemployment Claims - Administration	0	210	210	105
Total	**Personnel Services**	**18,993,863**	**23,336,585**	**22,118,518**	**7,506,363**
511025	Electrical Hardware & Parts	251	171	171	0
511040	Audiovisual Supplies	5,110	1,896	11,896	10,000
511045	Computer Supplies	13,210	70,924	67,988	32,500
511050	Paper & Printing Supplies	0	1,635	2,000	2,000
511055	Publications & Printed Materials	321	0	0	0
511070	Miscellaneous Office Supplies	16,882	17,406	20,050	14,500
511090	Medical & Surgical Supplies	28	143	143	0
511095	Small Technical & Scientific Equipment	0	1,463	476,463	0
511100	Veterinary & Animal Supplies	0	0	8,330	0
511110	Fuel	2,759,319	1,821,000	1,500,000	0
511115	Vehicle Repair & Maintenance Supplies	166,335	110,750	100,750	0
511120	Clothing	655,857	849,455	449,455	2,000
511125	Food Supplies	3,130	0	0	0
511130	Weapons Munitions & Supplies	91,008	798	798	0
511145	Small Tools & Minor Equipment	13,316	44,443	55,301	0
511150	Miscellaneous Parts & Supplies	32,891	32,211	35,181	60,300
Total	**Supplies**	**3,757,658**	**2,952,295**	**2,728,526**	**121,300**
520100	Temporary Personnel Services	416,248	600,000	600,000	400,000
520107	Computer Info/Contr	21,575	18,402	18,402	0
520108	Information Resource Services	19,995	0	0	0

Business Area Expenditure Summary

Fund Name : Police Special Services
Business Area Name : Police Department
Fund No./Bus. Area No. : 2201 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520110	Management Consulting Services	0	49,500	300,000	**0**
520112	Banking Services	(160)	0	0	**0**
520114	Miscellaneous Support Services	630	400	400	**1,900**
520115	Real Estate Lease/Office Rental	31,837	0	0	**0**
520123	Vehicle & Motor Equipment Services	2,935,581	100,870	1,000	**20,000**
520520	Printing & Reproduction Services	27,460	12,040	12,040	**0**
520605	Advertising Services	6,430	6,000	6,000	**7,500**
520765	Membership & Professional Fees	1,893	0	0	**0**
520805	Education & Training	117,995	494,451	244,451	**252,000**
520815	Tuition Reimbursement	90,517	100,000	100,000	**100,000**
520905	Travel - Training Related	42,699	109,900	105,000	**100,000**
520910	Travel - Non-Training Related	11,158	52,581	52,788	**52,000**
521610	Voice Services	38	1	0	**0**
521630	GIS Revolving Fund Services	0	7,393	7,393	**15,433**
521705	Vehicle/Equipment Rental/Lease	26,671	63,053	93,260	**124,008**
521905	Legal Services	0	150,000	0	**0**
522205	Metro Commuter Passes	2,179	630	630	**630**
522430	Miscellaneous Other Services & Charges	6,212	534,279	598,534	**1,165,029**
522722	KRONOS Service Chargeback	0	710	710	**300**
522795	Other Interfund Services	0	43,366	347,428	**0**
Total	**Other Services and Charges**	**3,758,958**	**2,343,576**	**2,488,036**	**2,238,800**
560220	Vehicles	0	4,347	4,347	**0**
560230	Computer HW and Developed SW	0	5,649	0	**0**
560240	Communication Equipment	94,559	0	0	**0**
Total	**Equipment**	**94,559**	**9,996**	**4,347**	**0**
551010	Non-Capital Office Furniture & Equipment	1,999	74,146	10,000	**0**
551015	Non-Capital Computer Equipment	0	7,264	7,264	**0**
551040	Non-Capital Other	5,891	0	20,000	**1,303,416**
551045	Non-Capital Vehicles/Rolling Stock	1,994	0	0	**0**
Total	**Non-Capital Equipment**	**9,884**	**81,410**	**37,264**	**1,303,416**
	Grand Total Expenditures	**26,614,922**	**28,723,862**	**27,376,691**	**11,169,879**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name : **Supplemental Environmental Protection**
Business Area Name : **Police Department**
Fund No./Bus. Area No. : **2404 / 1000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	199,659	199,659	**102,040**
Current Revenues	150,000	102,500	**102,500**
Total Available Resources	349,659	302,159	**204,540**
Maintenance and Operations	272,000	200,119	**204,000**
Total Expenditures	272,000	200,119	**204,000**
Planned Ending Fund Balance	77,659	102,040	**540**
Total Budget	349,659	302,159	**204,540**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	77,659	102,040	**540**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Houston Police Department Supplemental Environmental Protection Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

Environmental Investigations, or Rat-On-A-Rat (ROAR), use the Supplemental Environmental Protection Fund for the advancement of the goals of clean air, water, and to enhance the community environment impacted by criminal environmental violators.

Business Area Budget Summary

Fund Name : Supplemental Environmental Protection
Business Area Name : Police Department
Fund No./Bus. Area No. : 2404 / 1000

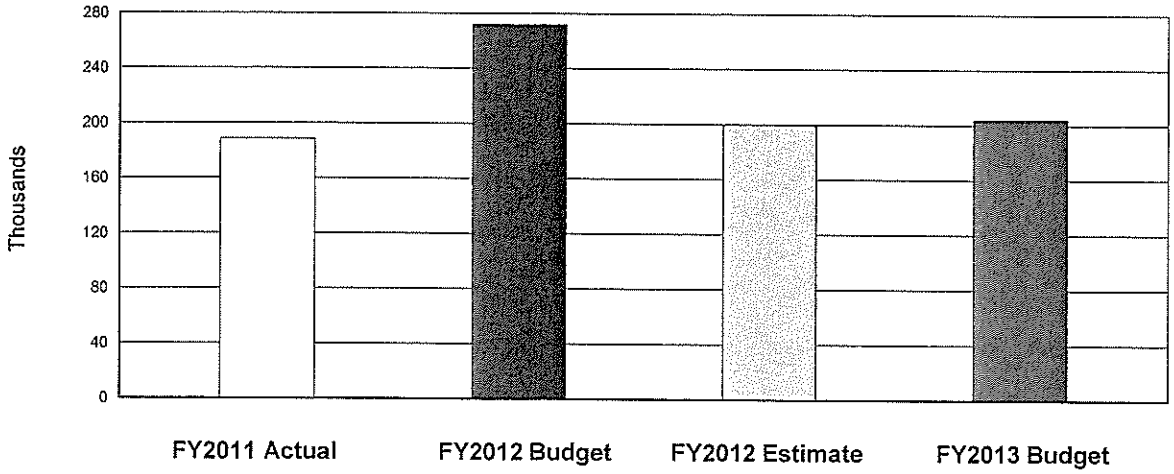
		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Supplies	38,120	22,000	10,000	**4,000**
	Other Services and Charges	7,448	85,000	24,100	**40,000**
	Equipment	112,169	145,300	139,319	**160,000**
	Non-Capital Equipment	30,550	19,700	26,700	**0**
	Total M & O Expenditures	188,287	272,000	200,119	**204,000**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	188,287	272,000	200,119	**204,000**
Revenues		115,970	150,000	102,500	**102,500**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

o The FY2013 Budget includes funding for ten school environmental projects.

o Funding to acquire surveillance cameras and vehicles to aid in investigating environmental crimes.

Supplemental Environmental Protection
Police Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Supplemental Environmental Protection
Business Area Name : Police Department
Fund No./Bus Area No. : 2404 / 1000

Name: Supplemental Environmental Protection -- 100001

Mission: For the advancement of clean air and water, and to enhance the community environment impacted by criminal environmental violators.

Goal: Funding for ten school environmental projects.
To create or enhance school children's knowledge about the need to preserve and conserve natural resources by creating ponds or wetland habitats.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
School Environmental Projects	0	0	10

Division Summary

Fund Name : Supplemental Environmental Protection
Business Area Name : Police Department
Fund No./Bus Area No. : 2404 / 1000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Supplemental Environmental Protection 100001						
Advancement of the goals of clean air and water, and to enhance the community environment impacted by criminal environmental violators. Environmental Investigations or Rat-On-A-Rat (ROAR) also seeks to minimize environmental violations.	0.0	188,287	0.0	200,119	**0.0**	**204,000**

Division Summary

Fund Name : Supplemental Environmental Protection
Business Area Name : Police Department
Fund No./Bus Area No. : 2404 / 1000

Division	Division Name	FY2011 Actual FTEs	FY2011 Actual Costs $	FY2012 Estimate FTEs	FY2012 Estimate Costs $	FY2013 Budget FTEs	FY2013 Budget Costs $
100001	Supplemental Environmental Protection						
	Civilian	0.0		0.0		**0.0**	
	Classified	0.0		0.0		**0.0**	
	Cadets	0.0		0.0		**0.0**	
	Total	0.0	188,287	0.0	200,119	**0.0**	**204,000**
	Grand Total						
	Civilian	0.0		0.0		**0.0**	
	Classified	0.0		0.0		**0.0**	
	Cadets	0.0		0.0		**0.0**	
	Grand Total	0.0	188,287	0.0	200,119	**0.0**	**204,000**

Business Area Revenue Summary

Fund Name : Supplemental Environmental Protection
Business Area Name : Police Department
Fund No./Bus Area No. : 2404 / 1000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1000010050	**HPD - Environ. Protection**			
432010	Interest on Pooled Investments	5,000	2,500	**2,500**
452030	Miscellaneous Revenue	145,000	100,000	**100,000**
Total	**HPD - Environ. Protection**	**150,000**	**102,500**	**102,500**
Total	**Police Department**	**150,000**	**102,500**	**102,500**

Business Area Expenditure Summary

Fund Name : Supplemental Environmental Protection
Business Area Name : Police Department
Fund No./Bus. Area No. : 2404 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
511050	Paper & Printing Supplies	0	4,000	0	1,000
511060	Postage	0	1,000	0	1,000
511095	Small Technical & Scientific Equipment	21,946	0	0	0
511145	Small Tools & Minor Equipment	0	7,000	7,000	1,000
511150	Miscellaneous Parts & Supplies	16,174	10,000	3,000	1,000
Total	**Supplies**	**38,120**	**22,000**	**10,000**	**4,000**
520114	Miscellaneous Support Services	2,741	3,000	100	1,000
520123	Vehicle & Motor Equipment Services	600	10,000	0	1,000
520520	Printing & Reproduction Services	2,170	30,000	21,000	15,000
520805	Education & Training	240	4,000	0	0
520905	Travel - Training Related	1,452	4,000	3,000	3,000
521610	Voice Services	245	0	0	0
522430	Miscellaneous Other Services & Charges	0	34,000	0	20,000
Total	**Other Services and Charges**	**7,448**	**85,000**	**24,100**	**40,000**
560120	Capital Exp-Building and Bldg Improvement	0	0	0	150,000
560210	Furniture Fixtures and Equipment	0	20,981	15,000	10,000
560220	Vehicles	112,169	124,319	124,319	0
Total	**Equipment**	**112,169**	**145,300**	**139,319**	**160,000**
551010	Non-Capital Office Furniture & Equipment	0	10,000	0	0
551015	Non-Capital Computer Equipment	0	9,700	9,700	0
551040	Non-Capital Other	30,550	0	17,000	0
Total	**Non-Capital Equipment**	**30,550**	**19,700**	**26,700**	**0**
	Grand Total Expenditures	**188,287**	**272,000**	**200,119**	**204,000**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name : Building Inspection Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2301 / 2000

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	6,056,625	6,056,625	**7,715,704**
Current Revenues	46,515,700	53,150,882	**54,741,700**
Total Available Resources	52,572,325	59,207,507	**62,457,404**
Maintenance and Operations	45,867,700	44,215,958	**52,930,000**
Debt Service	0	0	**0**
Other Interfund Transfers	6,070,700	7,275,845	**4,737,500**
Total Expenditures	51,938,400	51,491,803	**57,667,500**
Planned Ending Fund Balance	633,925	7,715,704	**4,789,904**
Total Budget	52,572,325	59,207,507	**62,457,404**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	633,925	7,715,704	**4,789,904**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate, and the FY2013 Budget for the Building Inspection Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Building Inspection Fund of the Public Works & Engineering Department ensures that buildings and structures constructed and maintained within the City adhere to the standards set by the City of Houston's Building Code.

In addition, Building Inspection will continue to enhance the level of services to:

- Review 100% of residential plans within 7 days and 90% of commercial plans within 11 days.
- Further encourage customers to meet with plan analysts by increasing available meeting time.
- Continue to update database on the Geographical Information System (GIS) applications to increase data viewing/sharing across the Division and the Department.

Business Area Budget Summary

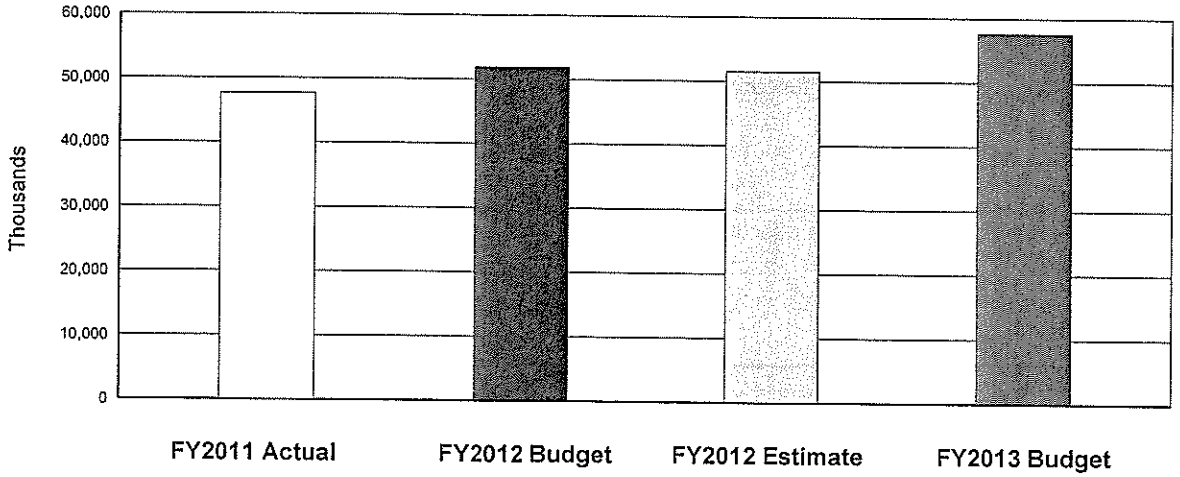
Fund Name : Building Inspection Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2301 / 2000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	35,198,031	37,544,200	36,376,825	**40,451,400**
	Supplies	639,743	725,700	770,441	**878,000**
	Other Services and Charges	5,287,510	7,504,000	6,999,662	**9,968,500**
	Equipment	225,203	0	0	**532,000**
	Non-Capital Equipment	40,468	93,800	69,030	**100,100**
	Total M & O Expenditures	41,390,955	45,867,700	44,215,958	**51,930,000**
	Debt Service & Other Uses	6,276,698	6,070,700	7,275,845	**5,737,500**
	Total Expenditures	47,667,653	51,938,400	51,491,803	**57,667,500**
Revenues		45,053,630	46,515,700	53,150,882	**54,741,700**
Staffing	Full-Time Equivalents - Civilian	468.1	482.5	471.9	**502.7**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	468.1	482.5	471.9	**502.7**
	Full-Time Equivalents - Overtime	12.5	15.3	15.1	**14.8**

Significant Budget Changes and Highlights

- o The FY2013 Budget includes funding for expenditure increases in health benefits ($1,012,432) and pension contributions ($1,089,324).
- o Continue streamlining the plan review process to maintain a goal of 7 days residential and 11 days commercial.
- o Permitting revenues are increasing due to an anticipated Consumer Price Index rate increase, as well as, anticipated increase in permit activities.
- o Upgrade the Integrated Land Management System.
- o The increase in FTEs are due to nine new positions and transfer of the Imaging group with 6 positions to support code enforcement, permit issuance and other duties of the Planning and Development Division as well as the transfer of two IT employees.

Building Inspection Fund
Public Works & Engineering
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Building Inspection Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2301 / 2000

Name: Planning & Development -- 200006

Mission: Ensure that buildings and structures constructed and maintained within the City adhere to the standards set by the City of Houston Construction Code.

Goal: Assist designers, contractors, developers and other permit applicants throughout the application and permitting process.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Site inspections	4,200	4,300	**4,300**
Floodplain area inspection	1,900	3,000	**3,000**
Support division operation	100%	100%	**100%**
Provide timely assistance	100%	100%	**100%**

Name: Information Technology -- 200008

Mission: Provide and maintain technology solutions to support planning, design, construction, operation, and maintenance of the public infrastructure systems and administration for the Department of Public Works & Engineering while maintaining high availability, prompt response, data accuracy and integrity to serve the users.

Goal: Provide support for the Intergrated Land Management System (ILMS) and subsystems that support the permitting process, inspection tracking, and plan review process.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Syst. avail. for enter. downtime less 0.10%	99.85%	99.90%	**99.90%**
Syst. avail. for distrib. servers downtime less than 0.50%	99.50%	99.50%	**99.50%**

Name: Management Support Branch -- 200009

Mission: Fund the Building Inspection payroll function.

Goal: Provide necessary funding to ensure effective delivery of accurate, reliable, and timely bi-weekly reports.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Manage funds to maintain program	100%	100%	**100%**

Division Summary

Fund Name : Building Inspection Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2301 / 2000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Planning & Development 200006 Provide leadership, issue permits, ensure compliance, administer the Houston Building Code, manage development activities and schedule inspections at all properties managed by the Code Enforcement's Occupancy Branch.	455.6	44,911,669	458.2	48,453,137	**485.7**	**53,011,200**
Information Technology 200008 Provide support with mainframe, desktop, software application, programming, and other pertinent technology to the users of this division.	12.5	2,707,999	13.7	2,975,066	**17.0**	**4,618,900**
Management Support Branch 200009 Provide necessary funding to ensure effective delivery of accurate, reliable, and timely bi-weekly reports.	0.0	47,985	0.0	63,600	**0.0**	**37,400**
Total	468.1	47,667,653	471.9	51,491,803	**502.7**	**57,667,500**

Business Area Roster Summary

Fund Name : Building Inspection Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2301 / 2000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	9.0	9.0	
ADMINISTRATIVE AIDE	10	2.0	2.0	
ADMINISTRATIVE ASSISTANT	17	13.0	10.0	(3.0)
ADMINISTRATIVE COORDINATOR	24	4.0	4.0	
ADMINISTRATIVE SPECIALIST	20	7.8	9.0	1.2
ASSISTANT BUYER	12	0.0	1.0	1.0
ASSISTANT CHIEF INSPECTOR	25	9.0	8.0	(1.0)
ASSISTANT DIRECTOR (EXE LEV)	32	2.0	2.0	
ASSISTANT DIRECTOR-PUBLIC WORKS (EXE LEV)	34	1.0	1.0	
ASSISTANT PROJECT MANAGER	20	1.8	2.0	0.2
COMMUNITY SERVICE INSPECTOR	16	1.0	1.0	
CUSTOMER SERVICE CASHIER	12	2.0	6.0	4.0
CUSTOMER SERVICE REP. I	13	17.0	19.0	2.0
CUSTOMER SERVICE REP. II	15	30.0	27.0	(3.0)
CUSTOMER SERVICE REP. III	16	26.0	25.0	(1.0)
CUSTOMER SERVICE SECTION CHIEF	22	7.0	7.0	
CUSTOMER SERVICE SUPERVISOR	18	0.0	1.0	1.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	3.0	1.0
DEPUTY DIRECTOR-PUBLIC WORKS	36	1.0	1.0	
DIVISION MANAGER	29	8.0	7.0	(1.0)
ENGINEER	26	8.0	8.0	
EXECUTIVE STAFF ANALYST (EXE LEV)	30	1.8	0.0	(1.8)
GRADUATE ENGINEER	22	13.0	11.0	(2.0)
INFORMATION SYSTEMS ADMIN. (EXE LEV)	30	1.0	1.0	
INSPECTOR	18	181.0	184.0	3.0
INSPECTOR TRAINEE	12	0.0	1.0	1.0
IRM MANAGER	29	1.0	1.0	
IT PROJECT MANAGER	28	2.0	2.0	
LAN SPECIALIST	26	1.0	1.0	
MAINTENANCE MECHANIC II	12	1.0	0.0	(1.0)
MANAGEMENT ANALYST II	18	0.0	1.0	1.0
MANAGING ENGINEER	31	3.0	3.0	
MESSENGER	6	1.0	1.0	
MICROCOMPUTER ANALYST	20	0.0	1.0	1.0
MULTI-DISCIPLINE INSPECTOR	21	5.0	4.0	(1.0)
OFFICE SUPERVISOR	17	0.0	2.0	2.0
PLAN ANALYST	14	1.0	0.0	(1.0)
PLAN ANALYST SUPERVISOR	22	9.0	9.0	
PROCUREMENT SPECIALIST	24	1.0	1.0	
PROGRAMMER ANALYST IV	25	2.0	2.0	
PROJECT MANAGER	24	2.0	2.0	
PROJECT TECHNICIAN III	17	2.0	3.0	1.0
PROJECT TECHNICIAN IV	20	3.0	3.0	
RECORDS SUPERVISOR	18	0.0	1.0	1.0
RECORDS TECHNICIAN	9	0.0	2.0	2.0
REGULATORY COMPLIANCE COORDINATOR	17	0.0	1.0	1.0
SANITARIAN III	21	1.0	1.0	
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR BUYER	22	0.0	1.0	1.0
SENIOR CUSTOMER SERVICE CASHIER	13	1.0	2.0	1.0
SENIOR IMAGING TECHNICIAN	13	6.0	7.0	1.0
SENIOR INSPECTOR	22	39.0	39.0	

Business Area Roster Summary

Fund Name : Building Inspection Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2301 / 2000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
SENIOR PLAN ANALYST	18	48.0	48.0	
SENIOR PROJECT MANAGER	27	0.0	1.0	1.0
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	
STAFF ANALYST (EXE LEV)	26	1.0	1.0	
STUDENT INTERN II	10	0.0	1.0	1.0
SUPERINTENDENT	24	1.0	0.0	(1.0)
SUPERVISING ENGINEER	29	5.0	5.0	
SYSTEMS CONSULTANT	26	6.0	6.0	
SYSTEMS SUPPORT ANALYST I	16	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST II	19	1.0	2.0	1.0
TECHNICAL HARDWARE ANALYST II	21	1.0	0.0	(1.0)
TRUCK DRIVER	6	3.0	3.0	
Total FTEs		**497.4**	**510.0**	**12.6**
Less adjustment for Civilian Vacancy Factor		**14.9**	**7.3**	**(7.6)**
Full-Time Equivalents		**482.5**	**502.7**	**20.2**

Business Area Revenue Summary

Fund Name : Building Inspection Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2301 / 2000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2000060001	**PWE - Management Support**			
432010	Interest on Pooled Investments	0	0	**169,900**
434240	Sale of Capital Assets-Land/Streets	0	2,499,800	**0**
Total	**PWE - Management Support**	**0**	**2,499,800**	**169,900**
2000060002	**PWE - Permit Applications & CACD**			
421630	Administrative Fee - Licenses & Permits	0	4,644,800	**4,794,800**
426310	City Charter & Code Fees	800	0	**0**
426330	Miscellaneous Copies Fees	14,900	12,516	**13,000**
426490	Alternate Method Review Fee	14,700	7,900	**14,700**
428080	Returned Check Charges	6,200	0	**0**
434340	Cashier Overages	0	9,037	**0**
452030	Miscellaneous Revenue	282,700	200,329	**245,200**
Total	**PWE - Permit Applications & CACD**	**319,300**	**4,874,582**	**5,067,700**
2000060003	**PWE - Electrical Inspection**			
421190	Construction Permits	14,388,100	15,345,400	**0**
421210	Fire Alarm Permits	163,000	10,000	**0**
421420	A/C Boiler Cons Prmt	4,275,600	4,674,700	**0**
421430	Annual Boiler Fees	110,500	164,800	**0**
421440	Elevator Permits	422,800	493,900	**0**
421450	House Moving Permits	10,000	8,600	**0**
421460	Mobile Home Permits	371,900	351,100	**0**
421470	Occupancy Fees	4,157,400	3,692,600	**0**
421480	Reinspections Fees	19,000	25,000	**0**
421500	Electrical Permits	4,077,400	6,533,600	**6,744,700**
421510	Plumbing Permits	4,219,700	4,191,400	**0**
421520	Heliport/Helistop Inspection Fees	10,800	18,099	**0**
421560	Flood Plain Dev Prmt	0	103	**0**
426495	Investigation Fee	542,200	511,300	**0**
434245	Sale of Capital Assets - Vehicles	0	13,269	**0**
434335	Recover Damage-Infrastructure	0	14,098	**0**
452030	Miscellaneous Revenue	0	280	**0**
Total	**PWE - Electrical Inspection**	**32,768,400**	**36,048,249**	**6,744,700**
2000060004	**PWE - Office of the Building Official**			
432010	Interest on Pooled Investments	180,000	165,000	**0**
2000060006	**PWE - City Engineer's Office**			
419080	Encroachment Franchise Fee	424,000	364,800	**305,000**
421200	Other Building & Construction Permits	500	1,628	**500**
421280	Other Licenses & Permits	91,000	163,100	**84,000**
421300	Facility Permits	18,200	18,200	**18,200**
421490	Plan Review Fees	102,000	118,400	**122,200**
421491	Plan Review - Per Sheet Fee	813,700	1,040,800	**1,077,900**
421550	Street Cut Permit	796,000	939,200	**969,600**
421560	Flood Plain Dev Prmt	600,000	667,197	**688,800**
421630	Administrative Fee - Licenses & Permits	0	177,200	**182,900**
426320	City Maps & Related Items	43,500	41,900	**43,500**
452030	Miscellaneous Revenue	0	900	**0**
456110	Stormwater Quality Mgmt Permits	160,100	204,000	**210,600**
Total	**PWE - City Engineer's Office**	**3,049,000**	**3,737,325**	**3,703,200**
2000060011	**PWE - Sign Administration**			
421162	Electric Signs Fee	280,000	315,800	**392,000**
421330	Impounded Sign Fees	200	200	**200**
421340	Sign Construction Fees	450,000	514,800	**463,500**
421350	Site Inspection Fees	300,000	339,400	**351,400**
421360	Electrical Shop Fees	0	150	**0**
421370	Sign Operation Fees	1,208,200	1,208,200	**2,920,600**

Business Area Revenue Summary

Fund Name : Building Inspection Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2301 / 2000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
421371	Sign Op Fee-Off Perm	33,000	48,500	53,400
421372	Sign Op Fee-Off Perm	10,500	10,500	26,700
421373	Sign Operation Fees-New Operating-City	400,000	443,300	352,400
421380	Sign Contractor Licenses	60,000	82,600	80,000
421390	Sign Plan Examination Fees	210,000	434,400	448,600
421400	Miscellaneous Sign Fees	0	4,178	0
421630	Administrative Fee - Licenses & Permits	0	544,000	774,000
421640	LED Changeable Message Sign	70,000	70,000	43,100
426330	Miscellaneous Copies Fees	0	28,200	0
434335	Recover Damage-Infrastructure	0	7,995	0
Total	**PWE - Sign Administration**	**3,021,900**	**4,052,223**	**5,905,900**
2000060013	**PWE - Multi-Family Habitability**			
421700	Multi-Family Rental Building Inspections	54,800	62,400	54,800
434335	Recover Damage-Infrastructure	0	641	0
Total	**PWE - Multi-Family Habitability**	**54,800**	**63,041**	**54,800**
2000060016	**PWE - HPC Shared Services**			
421630	Administrative Fee - Licenses & Permits	5,430,400	0	0
424110	Other Interfund Services	331,900	333,400	393,900
424200	Interfund Permit Center Rent	1,360,000	1,366,678	0
426330	Miscellaneous Copies Fees	0	1,184	0
428080	Returned Check Charges	0	9,400	9,400
Total	**PWE - HPC Shared Services**	**7,122,300**	**1,710,662**	**403,300**
2000060018	**PWE - HPC Imaging Shared Services**			
426290	Other Service Charges	0	0	1,206,000
426320	City Maps & Related Items	0	0	43,200
Total	**PWE - HPC Imaging Shared Services**	**0**	**0**	**1,249,200**
2000060019	**PWE - HPC Shared Facility/Motor Pool Serv.**			
424200	Interfund Permit Center Rent	0	0	1,300,500
2000060020	**PWE - Occupancy Inspection**			
421470	Occupancy Fees	0	0	3,811,800
421520	Heliport/Helistop Inspection Fees	0	0	10,900
Total	**PWE - Occupancy Inspection**	**0**	**0**	**3,822,700**
2000060021	**PWE - Plumbing Inspection**			
421510	Plumbing Permits	0	0	4,233,300
2000060022	**PWE - Structural Inspection**			
421190	Construction Permits	0	0	15,557,500
421210	Fire Alarm Permits	0	0	8,800
421450	House Moving Permits	0	0	7,900
421460	Mobile Home Permits	0	0	361,400
421480	Reinspections Fees	0	0	112,600
426495	Investigation Fee	0	0	561,100
Total	**PWE - Structural Inspection**	**0**	**0**	**16,609,300**
2000060023	**PWE - Mechanical Inspection**			
421420	A/C Boiler Cons Prmt	0	0	4,825,700
421430	Annual Boiler Fees	0	0	141,600
421440	Elevator Permits	0	0	509,900
Total	**PWE - Mechanical Inspection**	**0**	**0**	**5,477,200**
Total	**Public Works & Engineering**	**46,515,700**	**53,150,882**	**54,741,700**

Business Area Expenditure Summary

Fund Name : Building Inspection Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2301 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	23,826,736	24,604,090	24,053,501	**25,395,316**
500030	Salary Part Time - Civilian	101,005	162,477	64,248	**102,025**
500060	Overtime - Civilian	952,976	1,103,227	1,088,743	**1,131,555**
500090	Premium Pay - Civilian	72,650	37,280	77,905	**118,843**
500110	Bilingual Pay - Civilian	74,128	74,998	76,405	**75,901**
500180	Temporary Employees	374	0	0	**0**
500210	Pay for Performance-Municipal	0	516	516	**516**
500250	HOPE Union Business Usage	2,270	0	901	**0**
501070	Pension - Civilian	3,733,056	4,427,439	4,345,273	**5,434,597**
501120	Termination Pay - Civilian	172,003	394,000	221,471	**584,652**
501160	Vehicle Allowance - Civilian	0	0	3,554	**0**
502010	FICA - Civilian	1,844,732	1,983,776	1,867,541	**2,049,128**
503010	Health Ins-Act Civilian	3,519,735	4,074,878	3,877,890	**4,890,322**
503015	Basic Life Insurance - Active Civilian	14,063	14,673	13,901	**15,001**
503050	Health/Life Insurance - Retiree Civilian	749,285	477,300	474,737	**435,600**
503060	Long Term Disability-Civilian	0	40,826	37,516	**42,633**
503090	Workers Compensation-Civilian-Admin	87,159	96,563	96,566	**120,326**
503100	Workers Compensation-Civilian-Claim	30,918	35,600	51,250	**37,600**
504030	Unemployment Claims - Administration	16,941	16,557	24,907	**17,385**
Total	**Personnel Services**	**35,198,031**	**37,544,200**	**36,376,825**	**40,451,400**
511010	Chemical Gases & Special Fluids	132	100	100	**100**
511015	Cleaning & Sanitary Supplies	205	300	300	**300**
511020	Construction Materials	0	0	299	**0**
511025	Electrical Hardware & Parts	76	800	278	**1,400**
511030	Mechanical Hardware & Parts	0	0	432	**0**
511040	Audiovisual Supplies	5,893	9,100	1,994	**10,500**
511045	Computer Supplies	86,401	113,200	70,904	**112,300**
511050	Paper & Printing Supplies	19,216	37,200	24,850	**78,700**
511055	Publications & Printed Materials	13,180	11,600	64,010	**26,900**
511060	Postage	44,542	37,700	34,550	**47,500**
511070	Miscellaneous Office Supplies	26,357	50,900	34,800	**50,100**
511090	Medical & Surgical Supplies	305	600	850	**600**
511095	Small Technical & Scientific Equipment	0	0	32	**0**
511110	Fuel	419,727	428,600	511,853	**504,200**
511115	Vehicle Repair & Maintenance Supplies	429	0	12	**0**
511120	Clothing	8,396	13,900	7,279	**19,500**
511125	Food Supplies	1,263	0	0	**0**
511145	Small Tools & Minor Equipment	493	6,100	3,053	**5,700**
511150	Miscellaneous Parts & Supplies	13,128	15,600	14,845	**20,200**
Total	**Supplies**	**639,743**	**725,700**	**770,441**	**878,000**
520100	Temporary Personnel Services	0	20,000	111,500	**20,000**
520101	Janitorial Services	194,252	0	0	**0**
520102	Security Services	230,271	268,600	281,447	**345,000**
520105	Accounting & Auditing Services	50,550	0	24,487	**0**
520106	Architectural Services	0	0	3,228	**46,000**
520107	Computer Info/Contr	464,689	700,000	600,000	**1,516,000**
520108	Information Resource Services	74,330	0	0	**0**
520109	Medical Dental & Laboratory Services	2,747	3,900	3,170	**3,900**
520110	Management Consulting Services	201,284	130,000	128,500	**73,000**
520111	Real Estate Services	25,000	0	0	**0**
520112	Banking Services	9,572	8,300	8,300	**8,300**
520114	Miscellaneous Support Services	107,880	169,300	74,400	**207,900**

Business Area Expenditure Summary

Fund Name : **Building Inspection Fund**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **2301 / 2000**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520115	Real Estate Lease/Office Rental	172,970	288,700	288,700	88,000
520118	Refuse Disposal	982	1,600	900	900
520119	Computer Equipment/Software Maintenance	473,228	658,200	655,840	0
520120	Communications Equipment Services	20,985	0	0	0
520121	IT Application Svcs	17,597	15,300	13,670	29,500
520122	Office Equipment Services	0	5,000	3,000	5,000
520123	Vehicle & Motor Equipment Services	282,310	370,100	411,900	397,400
520126	Construction Site Work Services	0	100,000	104,100	100,000
520141	Engineering Services	0	0	3,758	40,000
520157	Computer Software Maintenance Services	29,469	110,000	111,835	646,200
520158	Computer Equipment Maintenance Services	0	0	0	222,700
520510	Mail/Delivery Services	6	0	0	0
520515	Print Shop Services	47,044	81,300	57,738	101,400
520520	Printing & Reproduction Services	5,435	12,500	1,017	1,166,500
520605	Advertising Services	779	0	0	0
520705	Insurance Fees	54,159	72,000	53,236	82,800
520755	Contingency	0	0	0	250,000
520765	Membership & Professional Fees	13,254	21,900	15,350	47,900
520805	Education & Training	26,882	62,900	47,400	69,000
520905	Travel - Training Related	6,209	42,900	24,800	52,900
520910	Travel - Non-Training Related	53	100	5,883	200
521305	Indirect Cost Recovery Payment	1,734,697	1,753,300	1,753,300	1,667,200
521315	Reimbursement for Energy Leakage Testing	27,000	285,300	18,000	20,000
521405	Building Maintenance Services	17,119	979,600	983,330	1,090,400
521505	Electricity	261,067	219,300	35,700	2,000
521510	Natural Gas	2,387	3,200	2,015	2,000
521605	Data Services	27,859	49,700	50,310	70,300
521610	Voice Services	301,137	280,700	277,502	435,900
521620	Voice Equipment	3,268	2,500	2,510	2,500
521625	Voice Labor	1,398	7,800	7,400	1,500
521630	GIS Revolving Fund Services	59,466	23,500	12,700	38,400
521715	Office Equipment Rental	40,118	22,200	46,462	182,400
521725	Other Rental	528	101,100	97,504	3,300
521730	Parking Space Rental	52,423	34,900	99,557	80,200
521905	Legal Services	0	0	0	500
521910	Legal Svcs - Crt Report	0	0	1,434	2,600
522205	Metro Commuter Passes	26,986	63,700	70,752	105,600
522305	Freight Charges	1,172	100	816	200
522430	Miscellaneous Other Services & Charges	54,340	54,400	30,161	57,500
522620	Claims & Judgments	0	0	0	100,000
522720	Interfund Payroll Services	47,985	63,600	63,600	37,400
522721	Interfund HR Client Services	115,329	383,500	383,500	383,700
522722	KRONOS Service Chargeback	0	16,800	16,800	17,400
522723	Drainage Fee Service Chargeback	0	6,300	6,300	3,300
522780	Interfund Photo Copy Services	1,294	4,300	0	0
522795	Other Interfund Services	0	5,600	5,600	143,700
522805	Interfund Network Services	0	0	250	0
Total	**Other Services and Charges**	**5,287,510**	**7,504,000**	**6,999,662**	**9,968,500**
560220	Vehicles	0	0	0	532,000
560230	Computer HW and Developed SW	225,203	0	0	0
Total	**Equipment**	**225,203**	**0**	**0**	**532,000**
551010	Non-Capital Office Furniture & Equipment	1,515	500	3,842	7,700

Business Area Expenditure Summary

Fund Name : Building Inspection Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2301 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
551015	Non-Capital Computer Equipment	38,953	93,300	65,188	**87,400**
551020	Non-Capital Communication Equipment	0	0	0	**5,000**
Total	**Non-Capital Equipment**	**40,468**	**93,800**	**69,030**	**100,100**
521930	Contingency/Reserve	0	0	0	**1,000,000**
532005	Transfers to General Fund	0	2,499,800	2,499,800	**0**
532020	Transfers to Capital Projects	5,479,347	2,773,500	3,253,145	**3,940,100**
532025	Transfers to Special Revenues	0	0	725,500	**0**
532050	Trans to PIB Bonds Debt Service	797,351	797,400	797,400	**797,400**
Total	**Debt Service and Other Uses**	**6,276,698**	**6,070,700**	**7,275,845**	**5,737,500**
	Grand Total Expenditures	**47,667,653**	**51,938,400**	**51,491,803**	**57,667,500**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name	:	**Houston TranStar**
Business Area Name	:	**Public Works & Engineering**
Fund No./Bus. Area No.	:	**2402 / 2000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	1,336,855	1,336,855	**2,065,845**
Current Revenues	2,031,200	2,369,959	**2,228,200**
Total Available Resources	3,368,055	3,706,814	**4,294,045**
Maintenance and Operations	2,308,800	1,640,969	**2,365,700**
Total Expenditures	2,308,800	1,640,969	**2,365,700**
Planned Ending Fund Balance	1,059,255	2,065,845	**1,928,345**
Total Budget	3,368,055	3,706,814	**4,294,045**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	1,059,255	2,065,845	**1,928,345**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Houston TranStar Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Houston TranStar Center was built through a cooperative effort between the City of Houston, Harris County, the Metropolitan Transit Authority (METRO) and the Texas Department of Transportation (TxDOT). The Center houses personnel responsible for and/or involved with transportation and emergency management planning and operations in the Houston/Harris County area. The Center is part of a national effort to establish an Intelligent Transportation System. Many state-of-the-art technologies are in use to help managers improve mobility conditions. These technologies and programs include: Closed Circuit Television Cameras (CCTV), Dynamic Message Signs (DMS), Synchronized Traffic Signals, Speed Sensors, Traveler Information Devices, the MAP/Safe Clear Traffic Incident Response Program and much more.

This partnership of agencies streamlines emergency identification and response. When emergency conditions occur such as hurricanes, floods, chemical plant explosions or terrorist acts, the Emergency Operations Center (EOC) at the Houston TranStar Center is activated. Representatives from all four partner agencies come together in concert with Federal and State Agencies and Private Organizations to coordinate a quick and efficient response. Some of the technologies include: the Automated Flood Warning System, Doppler Radar Imagery, Satellite Weather Maps, Roadway Flood Warning System, HAM Radio, the National Weather Service and the Regional Incident Management Systems (RIMS). The Center is funded from revenue received from the member agencies with the cost to each member prorated based on occupancy and use of the Center facilities. The City of Houston's prorated share of the TranStar operation is budgeted within the Public Works & Engineering Department.

Through agreement of all the member agencies, the City of Houston is the financial manager of the Center's funds and is responsible for maintaining the financial records and processing the expenditures. The Center's operating budget covers costs associated with building maintenance and operations such as cleaning, maintenance, supplies, utilities and computer maintenance. The budget also includes salaries and associated costs for the Center's eight staff members who are employed through the City of Houston.

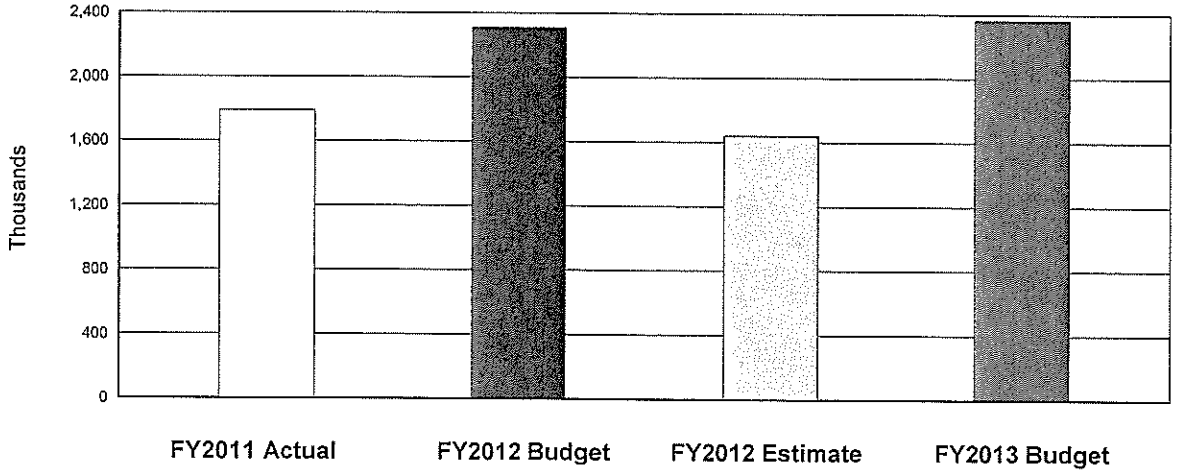
Business Area Budget Summary

Fund Name : **Houston TranStar**					
Business Area Name : **Public Works & Engineering**					
Fund No./Bus. Area No. : **2402 / 2000**		**FY2011 Actual**	**FY2012 Current Budget**	**FY2012 Estimate**	**FY2013 Budget**
Expenditures	Personnel Services	706,391	753,400	753,120	**850,900**
	Supplies	100,860	114,000	82,400	**129,000**
	Other Services and Charges	948,544	1,373,800	761,724	**1,332,800**
	Equipment	26,575	37,000	15,325	**30,000**
	Non-Capital Equipment	6,926	30,600	28,400	**23,000**
	Total M & O Expenditures	1,789,296	2,308,800	1,640,969	**2,365,700**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	1,789,296	2,308,800	1,640,969	**2,365,700**
Revenues		2,516,398	2,031,200	2,369,959	**2,228,200**
Staffing	Full-Time Equivalents - Civilian	6.8	7.0	7.0	**8.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	6.8	7.0	7.0	**8.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o The FY2013 Budget includes funding for expenditure increases in health benefits ($21,537) and pension contributions ($27,194).
- o Provide safe and clear dispatch services to the public.
- o Provide police and transit dispatch services to transit systems.
- o Provide incident management services to first responders (police, fire, EMS, maintenance).
- o Provide emergency management for natural disaster and Homeland Security threats.
- o Provide traveler information to the public (travel times, construction status, rail positioning, incident status, amber alerts, school closures, camera views, ferry times, news media reports).
- o Provide transportation and communication design services.

Houston TranStar
Public Works & Engineering
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Houston TranStar
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2402 / 2000

Name: Traffic Operations Division -- 200002

Mission: Manage, operate and maintain the Houston TranStar Center.

Goal: Effectively support the operation and maintenance of the Center.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Support Center operation and maintain facility	100%	100%	100%

Division Summary

Fund Name : Houston TranStar
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2402 / 2000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Traffic Operations Division 200002						
Manage, operate and maintain the Houston TranStar Center.	6.8	1,789,296	7.0	1,640,969	**8.0**	**2,365,700**
Total	6.8	1,789,296	7.0	1,640,969	**8.0**	**2,365,700**

Business Area Roster Summary

Fund Name : **Houston TranStar**
Business Area Name : **Public Works & Engineering**
Fund No./Bus Area No. : **2402 / 2000**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ASSISTANT BUYER	12	0.0	1.0	1.0
ASSISTANT DIRECTOR-PUBLIC WORKS (EXE LEV)	34	1.0	1.0	
EXECUTIVE STAFF ANALYST (EXE LEV)	30	1.0	1.0	
FINANCIAL ANALYST IV	25	1.0	1.0	
PROCUREMENT SPECIALIST	24	1.0	0.0	(1.0)
SENIOR GIS ANALYST	24	1.0	1.0	
SENIOR PROCUREMENT SPECIALIST	27	0.0	1.0	1.0
SYSTEMS CONSULTANT	26	1.0	1.0	
Total FTEs		**7.0**	**8.0**	**1.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**7.0**	**8.0**	**1.0**

Business Area Revenue Summary

Fund Name : Houston TranStar
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2402 / 2000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2000020009	**PWE - Houston TranStar**			
422030	Department of Transportation Grants	0	315,400	**307,200**
423010	Other Grant Awards	1,406,000	1,326,600	**1,300,100**
426290	Other Service Charges	610,200	610,200	**605,900**
432010	Interest on Pooled Investments	15,000	23,700	**15,000**
452020	Recoveries & Refunds	0	94,059	**0**
Total	**PWE - Houston TranStar**	**2,031,200**	**2,369,959**	**2,228,200**
Total	**Public Works & Engineering**	**2,031,200**	**2,369,959**	**2,228,200**

Business Area Expenditure Summary

Fund Name : **Houston TranStar**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **2402 / 2000**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	531,302	556,527	552,893	**595,217**
501070	Pension - Civilian	84,916	100,174	100,182	**127,376**
502010	FICA - Civilian	38,447	41,183	40,361	**44,340**
503010	Health Ins-Act Civilian	47,727	51,439	54,197	**75,734**
503015	Basic Life Insurance - Active Civilian	321	323	325	**347**
503050	Health/Life Insurance - Retiree Civilian	2,401	1,500	3,133	**5,000**
503060	Long Term Disability-Civilian	0	603	593	**692**
503090	Workers Compensation-Civilian-Admin	1,277	1,416	1,436	**1,942**
504030	Unemployment Claims - Administration	0	235	0	**252**
Total	**Personnel Services**	**706,391**	**753,400**	**753,120**	**850,900**
511015	Cleaning & Sanitary Supplies	2,503	1,500	1,800	**1,800**
511020	Construction Materials	204	9,000	5,500	**7,000**
511025	Electrical Hardware & Parts	12,776	8,000	7,000	**8,000**
511030	Mechanical Hardware & Parts	1,251	7,000	3,000	**7,000**
511040	Audiovisual Supplies	21,302	0	0	**0**
511045	Computer Supplies	25,849	22,000	22,000	**22,000**
511050	Paper & Printing Supplies	6,065	8,400	8,400	**8,400**
511055	Publications & Printed Materials	2,828	1,500	500	**1,500**
511060	Postage	2,936	1,300	1,300	**1,300**
511070	Miscellaneous Office Supplies	11,196	33,000	13,000	**28,700**
511090	Medical & Surgical Supplies	3,630	4,200	5,438	**4,200**
511110	Fuel	2,819	2,500	6,300	**28,500**
511115	Vehicle Repair & Maintenance Supplies	0	500	500	**500**
511120	Clothing	0	5,000	0	**0**
511125	Food Supplies	0	5,000	2,500	**5,000**
511140	Landscaping & Gardening Supplies	90	100	162	**100**
511145	Small Tools & Minor Equipment	4,262	5,000	5,000	**5,000**
511150	Miscellaneous Parts & Supplies	3,149	0	0	**0**
Total	**Supplies**	**100,860**	**114,000**	**82,400**	**129,000**
520101	Janitorial Services	48,041	60,000	50,000	**60,000**
520107	Computer Info/Contr	8,976	63,000	38,750	**51,000**
520109	Medical Dental & Laboratory Services	0	100	100	**100**
520110	Management Consulting Services	2,999	20,000	7,500	**10,000**
520113	Photographic Services	0	1,000	0	**1,000**
520118	Refuse Disposal	4,503	3,600	3,600	**3,600**
520119	Computer Equipment/Software Maintenance	83,148	90,400	83,000	**83,000**
520121	IT Application Svcs	1,140	1,300	1,568	**2,400**
520122	Office Equipment Services	783	1,000	1,000	**1,000**
520123	Vehicle & Motor Equipment Services	2,749	500	1,900	**500**
520124	Other Equipment Services	349	0	0	**0**
520127	Structural Construction Work Services	17,470	25,000	10,324	**0**
520141	Engineering Services	147,725	350,000	5,000	**340,000**
520510	Mail/Delivery Services	2,040	8,000	1,600	**3,000**
520520	Printing & Reproduction Services	978	10,000	3,000	**10,000**
520605	Advertising Services	31,967	25,000	37,900	**36,700**
520755	Contingency	0	100,000	0	**100,000**
520765	Membership & Professional Fees	305	1,800	500	**600**
520805	Education & Training	195	1,000	2,500	**1,900**
520815	Tuition Reimbursement	860	0	0	**0**
520905	Travel - Training Related	139	1,000	1,988	**1,000**
520910	Travel - Non-Training Related	0	5,500	400	**5,500**
521305	Indirect Cost Recovery Payment	0	20,000	0	**0**

Business Area Expenditure Summary

Fund Name : Houston TranStar
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2402 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521405	Building Maintenance Services	215,333	200,000	160,121	**235,000**
521410	Sewer Services	3,375	2,800	3,300	**3,300**
521415	Land and Grounds Maintenance	21,497	19,000	16,741	**19,000**
521435	Water Services	7,954	12,000	10,500	**12,000**
521505	Electricity	230,406	221,900	202,161	**228,300**
521510	Natural Gas	4,121	6,900	4,800	**5,100**
521605	Data Services	2,217	8,200	4,887	**6,900**
521610	Voice Services	93,391	90,000	93,400	**94,900**
521620	Voice Equipment	600	800	784	**800**
521625	Voice Labor	0	500	500	**400**
521630	GIS Revolving Fund Services	1,102	1,300	1,300	**0**
521715	Office Equipment Rental	4,392	7,000	4,200	**7,000**
521725	Other Rental	5,110	11,300	4,900	**4,900**
521730	Parking Space Rental	0	600	0	**600**
522205	Metro Commuter Passes	2,378	3,000	3,000	**3,000**
522430	Miscellaneous Other Services & Charges	2,301	0	0	**0**
522722	KRONOS Service Chargeback	0	300	500	**300**
Total	**Other Services and Charges**	**948,544**	**1,373,800**	**761,724**	**1,332,800**
560230	Computer HW and Developed SW	26,575	37,000	15,325	**30,000**
Total	**Equipment**	**26,575**	**37,000**	**15,325**	**30,000**
551010	Non-Capital Office Furniture & Equipment	0	17,000	7,400	**13,000**
551015	Non-Capital Computer Equipment	3,431	8,000	13,000	**5,000**
551020	Non-Capital Communication Equipment	3,495	5,600	8,000	**5,000**
Total	**Non-Capital Equipment**	**6,926**	**30,600**	**28,400**	**23,000**
	Grand Total Expenditures	**1,789,296**	**2,308,800**	**1,640,969**	**2,365,700**

Fund Summary

Fund Name : Mobility Response Team
Fund No./Bus. Area No. : 2304 / 1000 / 2000

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	4,371,251	4,371,251	**2,353,591**
Current Revenues	145,000	450,000	**0**
Total Available Resources	4,516,251	4,821,251	**2,353,591**
Maintenance and Operations	2,866,078	2,467,660	**0**
Total Expenditures	2,866,078	2,467,660	**2,353,591**
Planned Ending Fund Balance	1,650,173	2,353,591	**0**
Total Budget	4,516,251	4,821,251	**2,353,591**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	1,650,173	2,353,591	**0**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Mobility Response Team Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Mobility Response Team responds to and mitigates significant traffic congestion resulting from malfunctioning traffic signals, accidents, and other mobility issues throughout the City. The team is a partnership between the Police and Public Works and Engineering (PWE) Departments. Dedicated resources will specifically 1) respond to and mitigate acute traffic congestion throughout the City, 2) be dispatched via personnel at TranStar to identified areas, 3) Traffic Engineering staff will diagnose and provide solutions to operational and design problems, and 4) work together with PWE engineers to develop long term traffic management solutions.

In FY2013, the Mobility Response Team's function will be reported in General Fund (Fund 1000). Therefore, the operating revenues and expenditues will be budgeted in General Fund. Additionally, the Mobility Response Team projected ending fund balance of $2,353,591 will be transferred to General Fund.

Business Area Budget Summary

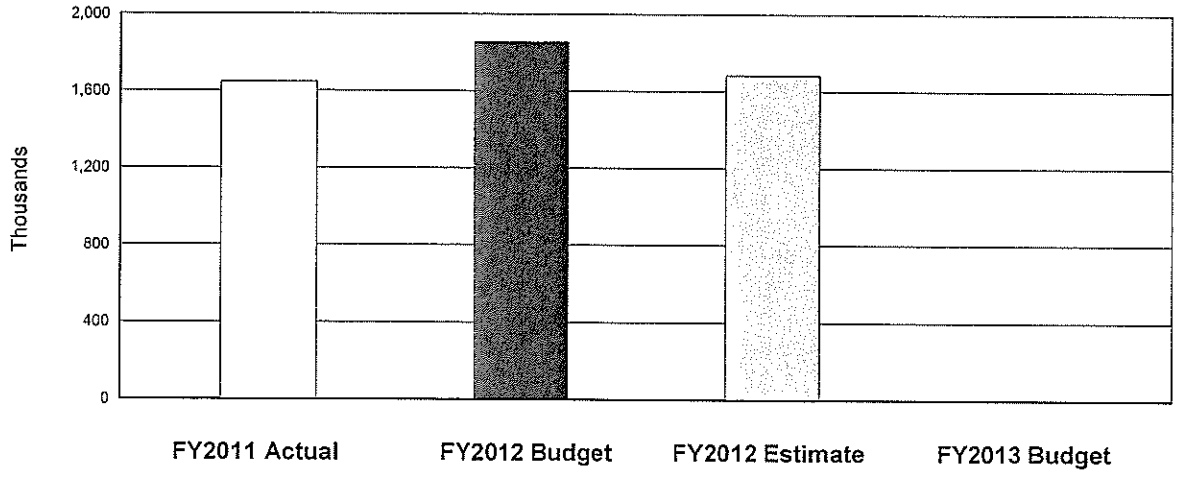
Fund Name : **Mobility Response Team**
Business Area Name : **Police Department**
Fund No./Bus. Area No. : **2304 / 1000**

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	1,598,832	1,800,378	1,626,131	0
	Supplies	38,245	48,600	48,600	0
	Other Services and Charges	7,588	7,600	7,600	0
	Total M & O Expenditures	1,644,665	1,856,578	1,682,331	0
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	1,644,665	1,856,578	1,682,331	0
Revenues		732,771	100,000	100,000	0
Staffing	Full-Time Equivalents - Civilian	28.0	31.0	28.0	0.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	28.0	31.0	28.0	0.0
	Full-Time Equivalents - Overtime	0.1	0.1	0.1	0.0

Significant Budget Changes and Highlights

- In FY2013, the Mobility Response Team's functions and remaining fund balance will be transferred to the General Fund (1000); thereby, closing out the fund.

Mobility Response Team
Police Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Mobility Response Team
Business Area Name : Police Department
Fund No./Bus Area No. : 2304 / 1000

Name: Mobility Response Team -- 100001

Mission: Provide traffic control by mitigating traffic congestion throughout the City.

Goal: Transfer the remaining fund balance and functions to the General Fund in FY2013.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Provide traffic control	3,570	9,800	N/A
Disabled vehicle assistance	860	570	N/A
Road hazard actions	1,300	400	N/A

Division Summary

Fund Name : Mobility Response Team
Business Area Name : Police Department
Fund No./Bus Area No. : 2304 / 1000

Division Description		FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Mobility Response Team	100001						
HPD - Traffic	1000010071	28.0	1,644,665	28.0	1,682,331	0.0	0

The Mobility Response Team is a unit composed of mainly civilian employees trained in traffic signal timing, design, and repair, as well as manual traffic direction.

Division Summary

Fund Name : Mobility Response Team
Business Area Name : Police Department
Fund No./Bus Area No. : 2304 / 1000

Division	Division Name	FY2011 Actual FTEs	FY2011 Actual Costs $	FY2012 Estimate FTEs	FY2012 Estimate Costs $	FY2013 Budget FTEs	FY2013 Budget Costs $
100001	Mobility Response Team						
	Civilian	28.0		28.0		0.0	
	Classified	0.0		0.0		0.0	
	Cadets	0.0		0.0		0.0	
	Total	28.0	1,644,665	28.0	1,682,331	0.0	0
	Grand Total						
	Civilian	28.0		28.0		0.0	
	Classified	0.0		0.0		0.0	
	Cadets	0.0		0.0		0.0	
	Grand Total	28.0	1,644,665	28.0	1,682,331	0.0	0

Business Area Roster Summary

Fund Name : Mobility Response Team
Business Area Name : Police Department
Fund No./Bus Area No. : 2304 / 1000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
MOBILITY SERVICE OFFICER	12	31.0	0.0	(31.0)
Total FTEs		**31.0**	**0.0**	**(31.0)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Less adjustment for Classified Vacancy Factor				
Full-Time Equivalents		**31.0**	**0.0**	**(31.0)**

Business Area Revenue Summary

Fund Name : Mobility Response Team
Business Area Name : Police Department
Fund No./Bus Area No. : 2304 / 1000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
1000010071	HPD -Traffic			
490060	Transfer from Civic Center	100,000	100,000	0
Total	Police Department	100,000	100,000	0

Business Area Expenditure Summary

Fund Name : Mobility Response Team
Business Area Name : Police Department
Fund No./Bus. Area No. : 2304 / 1000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	1,129,074	1,233,099	1,072,000	0
500060	Overtime - Civilian	3,026	4,500	4,500	0
500070	Overtime - Classified	0	5,000	1,000	0
500090	Premium Pay - Civilian	11,381	16,240	16,240	0
500110	Bilingual Pay - Civilian	2,238	3,500	3,500	0
501070	Pension - Civilian	159,224	221,958	167,000	0
501120	Termination Pay - Civilian	2,250	1,000	1,000	0
501130	Termination Pay - Classified	(26)	0	0	0
502010	FICA - Civilian	97,498	96,188	96,188	0
502020	FICA - Classified	0	392	392	0
503010	Health Ins-Act Civilian	177,257	206,925	206,925	0
503015	Basic Life Insurance - Active Civilian	693	741	741	0
503060	Long Term Disability-Civilian	0	2,635	2,635	0
503090	Workers Compensation-Civilian-Admin	5,579	6,200	6,200	0
503100	Workers Compensation-Civilian-Claim	7,318	1,000	42,000	0
504030	Unemployment Claims - Administration	3,320	1,000	5,810	0
Total	**Personnel Services**	**1,598,832**	**1,800,378**	**1,626,131**	**0**
511070	Miscellaneous Office Supplies	398	0	0	0
511110	Fuel	37,079	28,400	28,400	0
511115	Vehicle Repair & Maintenance Supplies	75	7,000	7,000	0
511120	Clothing	80	5,000	5,000	0
511145	Small Tools & Minor Equipment	0	4,000	4,000	0
511150	Miscellaneous Parts & Supplies	613	4,200	4,200	0
Total	**Supplies**	**38,245**	**48,600**	**48,600**	**0**
520120	Communications Equipment Services	7,588	7,600	7,600	0
Total	**Other Services and Charges**	**7,588**	**7,600**	**7,600**	**0**
	Grand Total Expenditures	**1,644,665**	**1,856,578**	**1,682,331**	**0**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CITY OF HOUSTON

Business Area Budget Summary

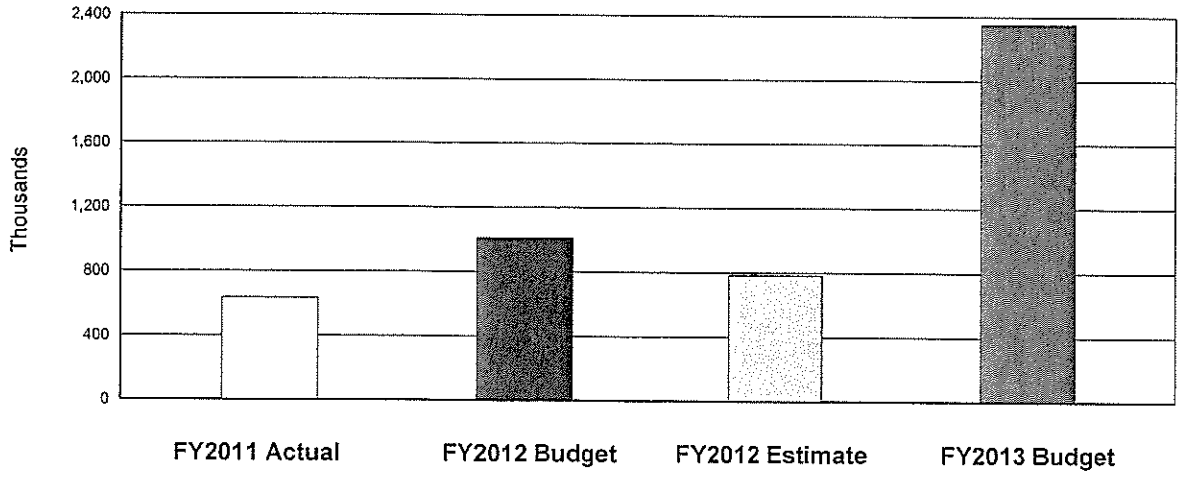
Fund Name : Mobility Response Team
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 2304 / 2000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	464,428	178,583	501,676	0
	Supplies	35,399	56,800	40,300	0
	Other Services and Charges	40,361	774,117	243,353	0
	Equipment	92,564	0	0	0
	Total M & O Expenditures	632,752	1,009,500	785,329	0
	Debt Service & Other Uses	0	0	0	2,353,591
	Total Expenditures	632,752	1,009,500	785,329	2,353,591
Revenues		182,644	45,000	350,000	0
Staffing	Full-Time Equivalents - Civilian	5.8	6.0	6.0	0.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	5.8	6.0	6.0	0.0
	Full-Time Equivalents - Overtime	0.2	0.1	0.1	0.0

Significant Budget Changes and Highlights

- In FY2013, the Mobility Response Team's functions and remaining fund balance will be transferred to the General Fund (1000); thereby, closing out the fund.

Mobility Response Team
Public Works & Engineering
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Mobility Response Team
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2304 / 2000

Name: Traffic Operations Division -- 200002

Mission: The Traffic Operations Division operates and maintains Houston's traffic control sytems according to City codes in a coordinated manner to provide increased mobility; and do so responsively, effectively, and efficiently to serve the citizens.

Goal: Transfer the remaining fund balance and functions to the General Fund in FY2013.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Incident response (unit)	466	500	N/A
MRT 311 calls	1,263	1,100	N/A
Incident response time	1 hour	1 hour	N/A
Arterials level of service	every 6mon	every 6mon	N/A
Intersections level of service	every 6mon	every 6mon	N/A

Division Summary

Fund Name : Mobility Response Team
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2304 / 2000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Traffic Operations Division 200002						
In FY2013, the Mobility Response Team's functions will move to the General Fund (1000).	5.8	632,752	6.0	785,329	**0.0**	**2,353,591**
Total	5.8	632,752	6.0	785,329	**0.0**	**2,353,591**

Business Area Roster Summary

Fund Name : Mobility Response Team
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2304 / 2000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
GRADUATE ENGINEER	22	4.0	0.0	(4.0)
SUPERVISING ENGINEER	29	1.0	0.0	(1.0)
TECHNICAL HARDWARE ANALYST III	23	1.0	0.0	(1.0)
Total FTEs		**6.0**	**0.0**	**(6.0)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**6.0**	**0.0**	**(6.0)**

Business Area Revenue Summary

Fund Name : Mobility Response Team
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 2304 / 2000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2000020010	PWE - Mayor's Mobility Taskforce			
423010	Other Grant Awards	0	300,000	0
432010	Interest on Pooled Investments	45,000	50,000	0
Total	PWE - Mayor's Mobility Taskforce	45,000	350,000	0
Total	Public Works & Engineering	45,000	350,000	0

Business Area Expenditure Summary

Fund Name : **Mobility Response Team**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **2304 / 2000**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	330,139	121,275	358,549	0
500060	Overtime - Civilian	12,853	10,000	10,000	0
500090	Premium Pay - Civilian	3,084	2,000	287	0
501070	Pension - Civilian	53,332	21,830	64,835	0
502010	FICA - Civilian	25,832	10,312	26,925	0
503010	Health Ins-Act Civilian	37,893	11,008	39,128	0
503015	Basic Life Insurance - Active Civilian	200	213	213	0
503060	Long Term Disability-Civilian	0	510	508	0
503090	Workers Compensation-Civilian-Admin	1,095	1,200	1,231	0
504030	Unemployment Claims - Administration	0	235	0	0
Total	**Personnel Services**	**464,428**	**178,583**	**501,676**	**0**
511025	Electrical Hardware & Parts	30,350	50,000	35,000	0
511090	Medical & Surgical Supplies	150	0	0	0
511110	Fuel	4,899	5,000	5,000	0
511120	Clothing	0	1,200	300	0
511145	Small Tools & Minor Equipment	0	600	0	0
Total	**Supplies**	**35,399**	**56,800**	**40,300**	**0**
520109	Medical Dental & Laboratory Services	62	100	100	0
520110	Management Consulting Services	0	728,817	200,000	0
520121	IT Application Svcs	41	0	0	0
520123	Vehicle & Motor Equipment Services	4,081	6,000	4,000	0
520765	Membership & Professional Fees	235	200	200	0
520805	Education & Training	0	2,900	1,000	0
521610	Voice Services	1,326	500	3,100	0
521620	Voice Equipment	590	0	0	0
522720	Interfund Payroll Services	1,073	800	800	0
522721	Interfund HR Client Services	0	4,900	4,200	0
522722	KRONOS Service Chargeback	0	200	253	0
522795	Other Interfund Services	32,953	29,700	29,700	0
Total	**Other Services and Charges**	**40,361**	**774,117**	**243,353**	**0**
560220	Vehicles	92,564	0	0	0
Total	**Equipment**	**92,564**	**0**	**0**	**0**
532005	Transfers to General Fund	0	0	0	2,353,591
Total	**Debt Service and Other Uses**	**0**	**0**	**0**	**2,353,591**
	Grand Total Expenditures	**632,752**	**1,009,500**	**785,329**	**2,353,591**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name : **Recycling Expansion Program**
Business Area Name : **Solid Waste Management**
Fund No./Bus. Area No. : **2305 / 2100**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	2,220,929	2,220,929	**1,991,216**
Current Revenues	1,194,646	1,116,968	**1,437,589**
Total Available Resources	3,415,575	3,337,897	**3,428,805**
Maintenance and Operations	879,987	879,987	**1,424,920**
Other Interfund Transfers	466,694	466,694	**1,146,512**
Total Expenditures	1,346,681	1,346,681	**2,571,432**
Planned Ending Fund Balance	2,068,894	1,991,216	**857,373**
Total Budget	3,415,575	3,337,897	**3,428,805**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	2,068,894	1,991,216	**857,373**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Current Budget, the FY2012 Estimate and the FY2013 Budget for the Recycling Expansion Program. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Recycling Expansion Program was created September 9, 2008 by Ordinance No. 2008-792, to receive funds to be used for the expansion and implementation of the City's Recycling Programs and related services including but not limited to; equipment and materials acquisition, recycling education, and hiring of staff.

Presently, the revenue generating activity is for the sale of recyclable materials sold by the City, although it is not limited to this activity.

The department's mission for the Recycling Expansion Program is to expand the recycling program to increase the convenience to the citizens and maximize the diversion of the City's waste stream by expanding the curbside recycling program to all residents using single-stream recycling.

Business Area Budget Summary

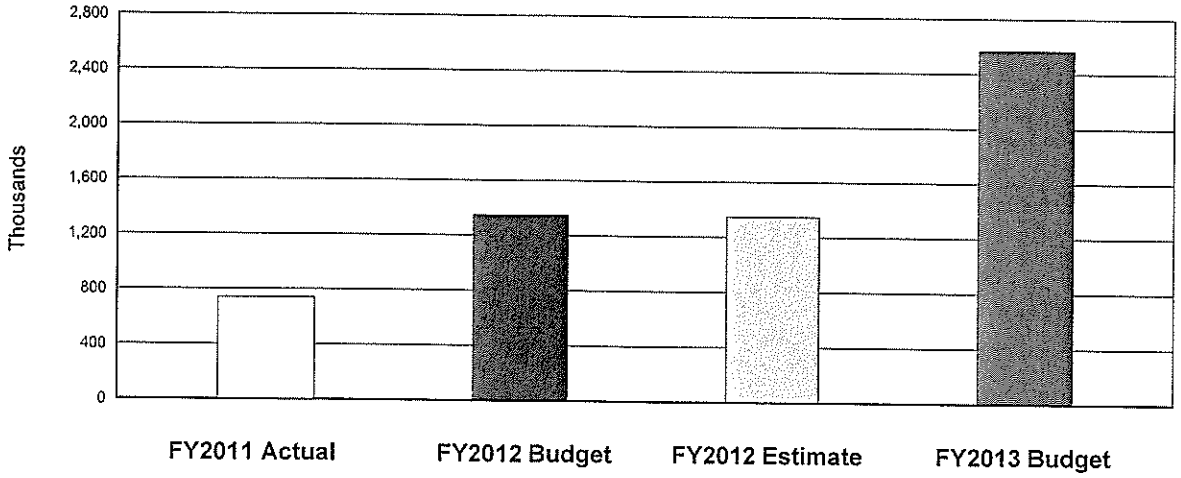
Fund Name : **Recycling Expansion Program**
Business Area Name : **Solid Waste Management**
Fund No./Bus. Area No. : **2305 / 2100**

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	64,283	286,877	289,288	**443,995**
	Supplies	4,262	5,539	11,946	**7,600**
	Other Services and Charges	338,118	569,799	571,646	**973,325**
	Non-Capital Equipment	0	17,772	7,107	**0**
	Total M & O Expenditures	406,663	879,987	879,987	**1,424,920**
	Debt Service & Other Uses	331,389	466,694	466,694	**1,146,512**
	Total Expenditures	738,052	1,346,681	1,346,681	**2,571,432**
Revenues		1,352,627	1,194,646	1,116,968	**1,437,589**
Staffing	Full-Time Equivalents - Civilian	1.0	4.0	4.0	**5.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	1.0	4.0	4.0	**5.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($14,190) and pension contribution ($28,452).
- o Educate and promote the recycling program to the community through the distribution of marketing materials, media ad placements, and direct mail.
- o Forge new partnerships and pilot projects with multi-family dwelling owners to divert waste from landfills and implement recycling programs.
- o Provide incentive rewards for automated curbside recycling participants through the Recycle Rewards program.

Recycling Expansion Program
Solid Waste Management
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Recycling Expansion Program
Business Area Name : Solid Waste Management
Fund No./Bus Area No. : 2305 / 2100

Name: SWM - SW Collections -- 210009

Mission: To increase the convenience of recycling to the citizens and maximize the diversion of the city's waste stream by expanding the curbside recycling program to all residents using single-stream recycling.

Goal: Expand curbside recycling collection program with automation trucks and rolling bins. Create partnerships with business management districts to incentivize small business recycling served either by city forces or private haulers.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Attend community events	199	86	**95**
Direct mail advertising/yr	240,000	10,000	**120,000**
Ads and announcements	336,000	500,625	**648,000**

Division Summary

Fund Name : Recycling Expansion Program
Business Area Name : Solid Waste Management
Fund No./Bus Area No. : 2305 / 2100

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
SWM - SW Collections 210009						
Educate and promote the recycling program to the community.	1.0	738,052	4.0	1,346,681	**5.0**	**2,571,432**
Total	1.0	738,052	4.0	1,346,681	**5.0**	**2,571,432**

Business Area Roster Summary

Fund Name : Recycling Expansion Program
Business Area Name : Solid Waste Management
Fund No./Bus Area No. : 2305 / 2100

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	0.0	1.0	1.0
MANAGEMENT ANALYST IV	25	1.0	1.0	
WEB DESIGNER	21	1.0	1.0	
Total FTEs		**4.0**	**5.0**	**1.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**4.0**	**5.0**	**1.0**

Business Area Revenue Summary

Fund Name : Recycling Expansion Program
Business Area Name : Solid Waste Management
Fund No./Bus Area No. : 2305 / 2100

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2100090004	**SWM - SW Curbside Recycle**			
432010	Interest on Pooled Investments	45,500	45,500	**50,300**
434205	Sale of Scrap Metal	107,680	108,087	**114,895**
434235	Sale of Capital Assets	1,006,466	918,381	**1,157,394**
452030	Miscellaneous Revenue	35,000	40,000	**25,000**
456165	New Customer Fees	0	5,000	**90,000**
Total	**SWM - SW Curbside Recycle**	**1,194,646**	**1,116,968**	**1,437,589**
Total	**Solid Waste Management**	**1,194,646**	**1,116,968**	**1,437,589**

Business Area Expenditure Summary

Fund Name : **Recycling Expansion Program**
Business Area Name : **Solid Waste Management**
Fund No./Bus. Area No. : **2305 / 2100**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	48,529	203,058	202,422	**303,752**
500060	Overtime - Civilian	0	0	2,145	**2,500**
500110	Bilingual Pay - Civilian	0	0	902	**904**
501070	Pension - Civilian	7,782	36,550	36,550	**65,002**
502010	FICA - Civilian	3,517	15,534	15,534	**25,233**
503010	Health Ins-Act Civilian	4,244	30,473	30,473	**44,663**
503015	Basic Life Insurance - Active Civilian	29	122	122	**181**
503060	Long Term Disability-Civilian	0	340	340	**425**
503090	Workers Compensation-Civilian-Admin	182	800	800	**1,195**
504030	Unemployment Claims - Administration	0	0	0	**140**
Total	**Personnel Services**	**64,283**	**286,877**	**289,288**	**443,995**
511040	Audiovisual Supplies	0	0	868	**1,000**
511120	Clothing	372	524	524	**600**
511145	Small Tools & Minor Equipment	338	0	5,539	**0**
511150	Miscellaneous Parts & Supplies	3,552	5,015	5,015	**6,000**
Total	**Supplies**	**4,262**	**5,539**	**11,946**	**7,600**
520100	Temporary Personnel Services	0	0	32,000	**128,000**
520114	Miscellaneous Support Services	0	0	519	**500**
520123	Vehicle & Motor Equipment Services	0	0	26,030	**57,266**
520132	Contracts/Sponsorships	0	89,343	63,533	**100,000**
520520	Printing & Reproduction Services	18,272	25,000	25,000	**25,000**
520605	Advertising Services	318,592	410,000	404,910	**607,500**
521630	GIS Revolving Fund Services	0	147	147	**159**
522305	Freight Charges	20	30	30	**30**
522430	Miscellaneous Other Services & Charges	1,234	44,685	18,204	**51,800**
522721	Interfund HR Client Services	0	558	1,237	**2,920**
522722	KRONOS Service Chargeback	0	36	36	**150**
Total	**Other Services and Charges**	**338,118**	**569,799**	**571,646**	**973,325**
551040	Non-Capital Other	0	17,772	7,107	**0**
Total	**Non-Capital Equipment**	**0**	**17,772**	**7,107**	**0**
532120	Transfer to Fleet/Eq	331,389	466,694	466,694	**1,146,512**
Total	**Debt Service and Other Uses**	**331,389**	**466,694**	**466,694**	**1,146,512**
	Grand Total Expenditures	**738,052**	**1,346,681**	**1,346,681**	**2,571,432**

Tab XI

INTERNAL SERVICE FUNDS

Health Benefits XI-2

Long Term Disability XI-12

Fund Summary

Fund Name : **Health Benefits**
Business Area Name : **Human Resources**
Fund No./Bus. Area No. : **9000 / 8000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	2,837,674	2,837,674	**(5,826,670)**
Current Revenues	303,702,572	296,999,143	**343,881,163**
Total Available Resources	306,540,246	299,836,817	**338,054,493**
Maintenance and Operations	297,877,121	305,663,487	**344,215,931**
Total Expenditures	297,877,121	305,663,487	**344,215,931**
Planned Ending Fund Balance	8,663,125	(5,826,670)	**(6,161,438)**
Total Budget	306,540,246	299,836,817	**338,054,493**

Subsequent to a highly competitive proposal process, effective May 1, 2011, the City awarded CIGNA a three year contract with two one-year renewal options for administrative services only (ASO). The new health benefits model is composed of four plans, all of which have heavy emphasis on a wellness component, and includes; 1) a limited network HMO-type plan, 2) an open access PPO-type plan with no out-of-network coverage, 3) a Consumer Driven high deductible Health Plan (CDHP), partnered with a Health Reimbursement Account, and 4) a special plan for retirees not eligible for Medicare, mostly those under age 65, who live outside the limited network service area but who live in Texas. The Plan combines the copayment benefits of the limited plan and the network and contributions of the open access plan.

The City continues to provide six Medicare plans with five different vendors, and has made these plans mandatory for all retirees over age 65 who are eligible for Medicare. The medical plans are supported by contributions from the City and subscribers. The Fund also includes two dental plans, funded entirely by participants, a dental health maintenance organization (DHMO) and dental indemnity plan. Basic Life Insurance is paid by the City and Voluntary Life Insurance is paid by the subscribers. A Healthcare Flexible Spending Account (HFSA), in addition to the Dependent Care Account, is also in the Health Benefits Fund. Employees and the City benefit from the pre-tax advantages.

Simultaneously with implementation of the new health benefits vendor, the City changed its funding method from fully insured to self-insured. Both individual and aggregate stop-loss coverage have been purchased to limit the financial risk of catastrophic claims. Enrollment distribution in the medical plans is predicted to be 80% in the limited network plan, 17% in the open access plan, and 3% in the CDHP.

Dental Insurance

Effective May 1, 2011, the City awarded a three year contract with two one year renewal options to United Healthcare Insurance Company to provide dental benefits for employees and retirees. Participants pay the full cost for the coverage. The City retained the current plan model: a managed care (DHMO) plan and an indemnity plan with an underlying network of dentists providing discounted fees. There is no cost to the City for the dental program. Plan participants pay the full premium. FY2013 DHMO and Indemnity rates will the same as FY2012.

Life Insurance

Effective October 1, 2008, the City awarded a three year contract with two one-year renewal options to Standard Insurance Company. Standard offered the most competitive proposal to improve benefits and reduced the basic life insurance premium rate by 54%. Under such contract, the Basic Coverage is one times basic salary of the employee and the rates are guaranteed for three years and extendable for two optional years. Premiums for Basic Coverage are paid for by the City, with employees funding Voluntary Coverage.

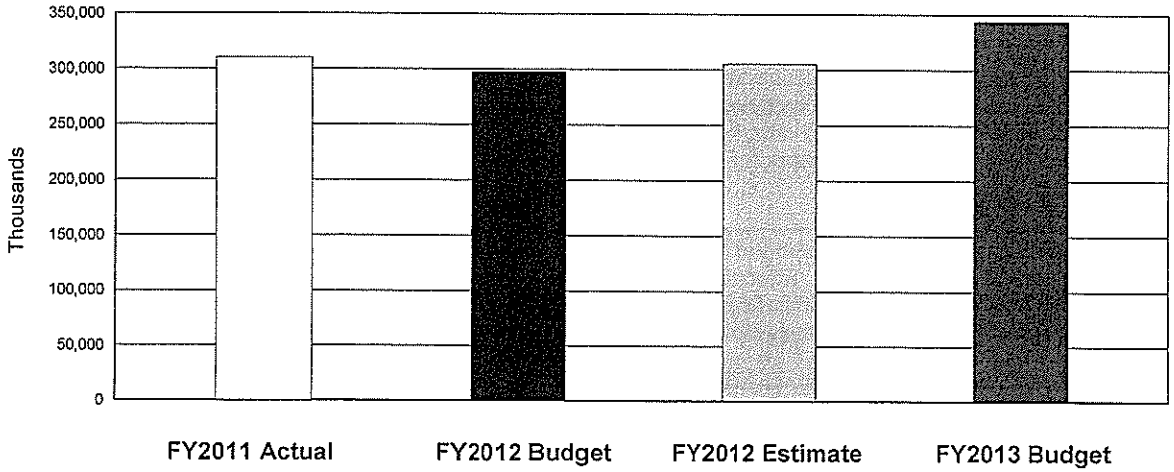
Business Area Budget Summary

Fund Name : **Health Benefits**					
Business Area Name : **Human Resources**					
Fund No./Bus. Area No. : **9000 / 8000**		**FY2011 Actual**	**FY2012 Current Budget**	**FY2012 Estimate**	**FY2013 Budget**
Expenditures	Personnel Services	3,170,168	3,451,769	3,451,769	**3,961,985**
	Supplies	47,585	107,500	107,500	**110,900**
	Other Services and Charges	306,992,294	294,295,452	302,081,818	**340,130,146**
	Non-Capital Equipment	4,621	22,400	22,400	**12,900**
	Total M & O Expenditures	310,214,668	297,877,121	305,663,487	**344,215,931**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	310,214,668	297,877,121	305,663,487	**344,215,931**
Revenues		309,400,381	303,702,572	296,999,143	**343,881,163**
Staffing	Full-Time Equivalents - Civilian	68.2	48.0	46.1	**49.9**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	68.2	48.0	46.1	**49.9**
	Full-Time Equivalents - Overtime	0.6	0.1	0.1	**0.0**

Significant Budget Changes and Highlights

- o Expand Employee Assistance Program (EAP) to address employee demands.
- o Procure and implement data warehouse for benefits management and cost controls.
- o As a self insured organization, emphasis is placed on strategic planning for long term cost/health control as well as the internal administrative planning and operations support.
- o Enhanced staff to establish self-insured accounting requirements, reporting and internal controls.
- o FY2013 Budget includes funding for expenditures increases in health benefits ($44,659) and pension contribution ($137,043).
- o Increased expenditures in FY2013 is mainly due to higher medical plan expense.

Health Benefits
Human Resources
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Health Benefits
Business Area Name : Human Resources
Fund No./Bus Area No. : 9000 / 8000

Name: HR - Benefits Administration -- 800012

Mission: Provide a Healthcare Delivery System for which the City manages current and escalating costs within the City's fiscal constraints; help members achieve health improvement by providing easy access to safe, cost-effective, high-quality healthcare and health-improvement tools that help to protect their finances against health-related risks; and well-being through wellness programs.

Goal: Maintain and analyze health benefits delivery plan, monitor contract compliance, analyze the fund's financial status, and educate employees on how to inform consumers of their City-sponsored health and welfare plans; while utilizing a holistic wellness approach to improve the quality of lives of our employees in the physical, mental, and social dimensions.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Employee Education/Lifestyle Management Meetings	506	500	**1200**
Employee Education Encounters/Screenings	N/A	3,700	**19,000**
Members/Vendor Inquiries/Changes	50,000	58,000	**44,000**
Wellness Engagement Phase I & II	N/A	14,500	**19,000**

Name: HR - Employee Assistance Program -- 800013

Mission: The EAP is a confidential, no cost service for City employees, retirees and their families. Encourage ongoing individual and organizational development, while contributing to the health and well-being of the City of Houston. EAP does this by providing grief counseling and coaching services, conciliation services, crisis intervention, assessment and referral, education and training programs, and supervisory staff, and team consultation.

Goal: Promote a productive workforce by reducing employee problems of a personal nature; train supervisors to recognize problem employees and refer to the EAP; and support a drug and violence free work place. Consult with managers to improve morale, productivity and workplace well being.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Supervisory training	171	90	**120**
Assess and Refer employees	693	700	**800**
Employee oriented/seminar attendance	2,897	1,000	**600**

Name: HR - Communications -- 800014

Mission: As a tool for employee engagement, empowerment and communication, we provide accurate information including citywide news, benefits guidance and other important, need-to-know information, recognize employees for exemplary work, and create a framework for employees to give back to the community through the Combined Municipal Campaign.

Goal: Communicate to employees their role in the organization and the importance of providing excellent customer service. Instill pride in being a city employee. Educate employees and retirees about being active healthcare consumers. Educate employees about wellness initiatives and available programs. Engage employees, improve employee morale, foster teamwork and recognize employee achievements programs.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Wellness communications	N/A	12	**12**
Combined Municipal Campaign	1	1	**1**
Public Service Recognition	1	1	**1**
Benefits communications	16	10	**2**
Newsletters	3	9	**10**

Division Mission and Performance Measures

Fund Name : Health Benefits
Business Area Name : Human Resources
Fund No./Bus Area No. : 9000 / 8000

Name: HR - Benefits Financial/Reporting -- 800015

Mission: To manage a self-insured financial system that is reponsive, accurate, timely and protects the city assets.

Goal: Provide, prepare and review financial documents accurately and in a timely manner.
Post, analyze, monitor, prepare and review financial documents associated with employee/retiree benefits and long term disability.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Prepare monthly financial report	12	12	12
Prepare budget	1	1	1

Division Summary

Fund Name : Health Benefits
Business Area Name : Human Resources
Fund No./Bus Area No. : 9000 / 8000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
HR - Benefits Administration 800012 Administer and analyze City-sponsored benefits by utilizing a customer focused approach for employees, retirees, and their dependents to create a healthy culture throughout the City of Houston that positively affects employee productivity and morale, leading to the City being an "employer of choice."	52.0	2,694,907	28.6	2,956,669	**32.4**	**3,756,939**
HR - Employee Assistance Program 800013 Offer confidential assessment, referral and short-term counseling to employees with personal concerns that may adversely affect work performance. Serve as a leader in compliance with the Drug Free Workplace Act. Provide consultation and education to supervisors/managers. Serve as a key resource in the prevention and management of workplace violence.	4.0	378,564	4.0	391,494	**4.0**	**616,780**
HR - Communications 800014 Communicate to employees their roles in the organization and the importance of providing excellent customer service. Improve employee morale, foster teamwork, recognize employee achievements, inform citizens about City services.	5.0	447,459	5.5	496,613	**5.5**	**548,694**
HR - Benefits Financial/Reporting 800015 Assist in the design, maintenance and interpretation of management reports on operational and financial matter. Prepare the budget and monitor the various benefit plans' financial impact.	7.2	306,693,738	8.0	301,818,711	**8.0**	**339,293,518**
Total	68.2	310,214,668	46.1	305,663,487	**49.9**	**344,215,931**

Business Area Roster Summary

Fund Name : Health Benefits
Business Area Name : Human Resources
Fund No./Bus Area No. : 9000 / 8000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTING SERVICES SUPERVISOR	17	1.0	0.0	(1.0)
ADMINISTRATIVE AIDE	10	1.0	0.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	5.0	6.0	1.0
ADMINISTRATIVE ASSOCIATE	13	1.0	0.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	2.0	3.0	1.0
ADMINISTRATIVE SPECIALIST	20	2.0	2.0	
ADMINISTRATIVE SUPERVISOR	22	2.0	4.0	2.0
ASSISTANT DIRECTOR-HUMAN RESOURCES (EXE LEV)	32	0.0	1.0	1.0
COMMUNICATIONS SPECIALIST SUPERVISOR	23	1.0	1.0	
CUSTOMER SERVICE CLERK	10	1.0	2.0	1.0
CUSTOMER SERVICE REP. I	13	1.0	1.0	
CUSTOMER SERVICE REP. II	15	3.0	2.0	(1.0)
DEPUTY DIRECTOR (EXE LEV)	34	2.0	1.0	(1.0)
DIVISION MANAGER	29	1.0	2.0	1.0
EAP MANAGER	26	1.0	1.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
FINANCIAL ANALYST III	21	1.0	1.0	
FINANCIAL ANALYST IV	25	1.0	0.0	(1.0)
GRAPHIC DESIGNER	17	1.0	1.0	
HUMAN RESOURCES ASSISTANT	13	4.0	4.0	
HUMAN RESOURCES MANAGER	27	1.0	0.0	(1.0)
HUMAN RESOURCES SPECIALIST	17	1.0	1.0	
HUMAN RESOURCES SUPERVISOR	24	1.0	1.0	
MANAGEMENT ANALYST III	21	0.0	1.0	1.0
SENIOR CLERK	8	1.0	0.0	(1.0)
SENIOR COMMUNICATIONS SPECIALIST	20	2.0	2.0	
SENIOR COUNSELOR	22	2.0	2.0	
SENIOR HUMAN RESOURCES GENERALIST	21	1.0	0.0	(1.0)
SENIOR PUBLIC HEALTH EDUCATOR	18	0.0	2.4	2.4
SENIOR STAFF ANALYST	28	2.0	2.0	
STAFF ANALYST	26	4.0	3.0	(1.0)
STUDENT INTERN II	10	0.0	0.5	0.5
SYSTEMS ACCOUNTANT III	27	1.0	2.0	1.0
Total FTEs		**48.0**	**49.9**	**1.9**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**48.0**	**49.9**	**1.9**

Business Area Revenue Summary

Fund Name : Health Benefits
Business Area Name : Human Resources
Fund No./Bus Area No. : 9000 / 8000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
8000120001	**Benefits Administration**			
432010	Interest on Pooled Investments	180,000	361,728	**200,000**
8000150003	**Texan Plus (SelectCare of Texas)**			
429030	Retirees - City Insurance Contribution	2,043,611	1,183,344	**1,266,140**
429080	Retirees Insurance Contribution	631,544	342,584	**445,813**
Total	**Texan Plus (SelectCare of Texas)**	**2,675,155**	**1,525,928**	**1,711,953**
8000150004	**Texas HealthSprings**			
429030	Retirees - City Insurance Contribution	2,334,189	1,503,815	**1,518,288**
429080	Retirees Insurance Contribution	722,475	377,251	**526,289**
Total	**Texas HealthSprings**	**3,056,664**	**1,881,066**	**2,044,577**
8000150005	**Retiree Plan A**			
429080	Retirees Insurance Contribution	2,900	2,852	**2,900**
8000150006	**Active Employee - PPO**			
434505	Prior Year Expenditure Recovery	0	214,393	**0**
8000150009	**Dental DHMO**			
429040	Active Employees-Insurance Contribution	2,693,530	2,734,705	**2,787,866**
429080	Retirees Insurance Contribution	530,233	512,582	**536,392**
Total	**Dental DHMO**	**3,223,763**	**3,247,287**	**3,324,258**
8000150010	**Dental Indemnity**			
429040	Active Employees-Insurance Contribution	4,379,192	4,706,743	**4,689,046**
429080	Retirees Insurance Contribution	1,854,174	1,675,351	**1,725,432**
Total	**Dental Indemnity**	**6,233,366**	**6,382,094**	**6,414,478**
8000150011	**Dependent Care Reimbursement**			
429050	Active Employees Dependent Care	240,000	250,000	**260,000**
8000150012	**Health Flexible Spending Account**			
429055	Active Employees-Health Flex Account	1,200,000	2,000,000	**2,100,000**
8000150013	**Employee Basic Life**			
429020	Active Employees-City Insurance Contrib.	646,812	628,283	**674,032**
8000150014	**Active Employee Voluntary Life**			
429040	Active Employees-Insurance Contribution	5,003,909	5,024,400	**5,105,140**
8000150015	**Retiree Voluntary Life $5,000**			
429080	Retirees Insurance Contribution	30,030	31,337	**33,045**
8000150017	**Kelsey HMO**			
429030	Retirees - City Insurance Contribution	1,315,922	2,133,043	**2,815,864**
429080	Retirees Insurance Contribution	383,885	608,512	**976,795**
Total	**Kelsey HMO**	**1,699,807**	**2,741,555**	**3,792,659**
8000150019	**Kelsey POS (Point-of-Service)**			
429030	Retirees - City Insurance Contribution	405,695	576,398	**746,961**
429080	Retirees Insurance Contribution	124,260	149,391	**268,809**
Total	**Kelsey POS (Point-of-Service)**	**529,955**	**725,789**	**1,015,770**
8000150020	**UHC Medicare**			
429030	Retirees - City Insurance Contribution	1,766,731	3,938,648	**4,379,339**
429080	Retirees Insurance Contribution	571,594	1,165,335	**1,611,203**
Total	**UHC Medicare**	**2,338,325**	**5,103,983**	**5,990,542**
8000150021	**AETNA ESA PPO**			
429030	Retirees - City Insurance Contribution	4,164,544	3,869,182	**4,040,235**
429080	Retirees Insurance Contribution	1,347,257	1,163,609	**1,481,778**

Business Area Revenue Summary

Fund Name : Health Benefits
Business Area Name : Human Resources
Fund No./Bus Area No. : 9000 / 8000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Total	AETNA ESA PPO	5,511,801	5,032,791	5,522,013
8000150022	CIGNA Kelseycare - EPO Limited			
429020	Active Employees-City Insurance Contrib.	80,565,117	138,606,036	171,066,794
429030	Retirees - City Insurance Contribution	9,284,345	12,242,514	13,984,906
429040	Active Employees-Insurance Contribution	17,502,084	29,395,418	35,640,277
429080	Retirees Insurance Contribution	11,550,291	14,382,885	16,991,679
429110	Active Employee Health Surcharge	0	189,946	310,175
Total	CIGNA Kelseycare - EPO Limited	118,901,837	194,816,799	237,993,831
8000150023	CIGNA Open Access Plan - EPO Full			
429020	Active Employees-City Insurance Contrib.	77,694,967	34,351,427	33,363,967
429030	Retirees - City Insurance Contribution	3,512,320	2,529,833	2,490,740
429040	Active Employees-Insurance Contribution	27,071,630	11,551,190	10,962,055
429080	Retirees Insurance Contribution	15,713,905	8,158,889	8,499,385
429110	Active Employee Health Surcharge	0	94,867	154,850
Total	CIGNA Open Access Plan - EPO Full	123,992,822	56,686,206	55,470,997
8000150024	CIGNA Consumer Driven Health Plan			
429020	Active Employees-City Insurance Contrib.	18,112,172	5,199,197	5,606,485
429030	Retirees - City Insurance Contribution	2,284,036	1,591,102	1,857,971
429040	Active Employees-Insurance Contribution	2,272,619	658,195	666,268
429080	Retirees Insurance Contribution	2,103,722	1,378,570	1,791,478
429110	Active Employee Health Surcharge	0	6,067	9,975
Total	CIGNA Consumer Driven Health Plan	24,772,549	8,833,131	9,932,177
8000150025	CIGNA - Out of Area			
429030	Retirees - City Insurance Contribution	770,715	558,405	523,162
429080	Retirees Insurance Contribution	2,692,162	951,116	1,769,629
Total	CIGNA - Out of Area	3,462,877	1,509,521	2,292,791
Total	Human Resources	303,702,572	296,999,143	343,881,163

Business Area Expenditure Summary

Fund Name : Health Benefits
Business Area Name : Human Resources
Fund No./Bus. Area No. : 9000 / 8000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	2,271,716	2,454,858	2,454,858	**2,690,207**
500030	Salary Part Time - Civilian	0	1,748	1,748	**138,482**
500060	Overtime - Civilian	31,395	4,484	4,484	**0**
500110	Bilingual Pay - Civilian	6,211	3,906	3,906	**5,424**
500180	Temporary Employees	331	0	0	**0**
501070	Pension - Civilian	348,029	438,662	438,662	**575,705**
501120	Termination Pay - Civilian	59,376	73,062	73,062	**0**
501160	Vehicle Allowance - Civilian	4,216	745	745	**0**
502010	FICA - Civilian	165,508	186,316	186,316	**214,908**
503010	Health Ins-Act Civilian	246,639	249,136	249,136	**296,891**
503015	Basic Life Insurance - Active Civilian	1,300	1,453	1,453	**1,598**
503050	Health/Life Insurance - Retiree Civilian	27,768	24,313	24,313	**21,217**
503060	Long Term Disability-Civilian	27	3,633	3,633	**3,995**
503090	Workers Compensation-Civilian-Admin	7,652	8,999	8,999	**11,948**
503100	Workers Compensation-Civilian-Claim	0	454	454	**0**
504030	Unemployment Claims - Administration	0	0	0	**1,610**
Total	**Personnel Services**	**3,170,168**	**3,451,769**	**3,451,769**	**3,961,985**
511040	Audiovisual Supplies	0	1,500	1,500	**1,000**
511045	Computer Supplies	9,222	17,700	17,700	**14,400**
511050	Paper & Printing Supplies	7,048	16,200	16,200	**17,400**
511055	Publications & Printed Materials	415	5,100	5,100	**6,600**
511060	Postage	18,084	35,700	35,700	**35,700**
511070	Miscellaneous Office Supplies	18,424	19,400	19,400	**22,800**
511110	Fuel	0	300	300	**1,000**
511150	Miscellaneous Parts & Supplies	(5,608)	11,600	11,600	**12,000**
Total	**Supplies**	**47,585**	**107,500**	**107,500**	**110,900**
520100	Temporary Personnel Services	21,212	76,229	76,229	**55,000**
520108	Information Resource Services	0	2,000	2,000	**6,000**
520109	Medical Dental & Laboratory Services	62	100	100	**100**
520110	Management Consulting Services	509,941	445,000	445,000	**445,000**
520114	Miscellaneous Support Services	14,049	19,000	19,000	**75,000**
520115	Real Estate Lease/Office Rental	138,210	168,210	168,210	**168,210**
520119	Computer Equipment/Software Maintenance	11,597	5,500	5,500	**209,500**
520121	IT Application Svcs	12,762	43,182	43,182	**66,458**
520122	Office Equipment Services	0	500	500	**500**
520123	Vehicle & Motor Equipment Services	0	500	500	**1,900**
520126	Construction Site Work Services	58,544	10,000	10,000	**15,000**
520515	Print Shop Services	34,835	12,000	12,000	**17,300**
520520	Printing & Reproduction Services	111,165	117,300	117,300	**126,400**
520605	Advertising Services	901	2,500	2,500	**6,200**
520705	Insurance Fees	659,285	629,017	629,017	**674,500**
520765	Membership & Professional Fees	3,532	6,500	6,500	**9,626**
520770	Insurance Administration Fees	203,282	0	0	**0**
520771	Cigna - Active Ins Administration Fees	1,136,716	7,387,890	7,387,890	**7,701,970**
520772	Cigna - Reti <65 Ins Administration Fees	233,324	1,592,781	1,592,781	**1,679,931**
520773	Cigna - Reti >65 No Med Ins Admin Fees	3,241	27,919	27,919	**36,105**
520774	Cigna - Reti >65 with Med Ins Admin Fees	8,596	24,274	24,274	**7,091**
520805	Education & Training	6,593	22,000	22,000	**35,000**
520905	Travel - Training Related	224	7,000	7,000	**19,000**
520910	Travel - Non-Training Related	4,058	8,500	8,500	**11,000**
521605	Data Services	3,685	6,833	6,833	**9,662**
521610	Voice Services	16,556	35,700	35,700	**36,576**

Business Area Expenditure Summary

Fund Name : Health Benefits
Business Area Name : Human Resources
Fund No./Bus. Area No. : 9000 / 8000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521620	Voice Equipment	321	992	992	1,226
521625	Voice Labor	105	688	688	506
521630	GIS Revolving Fund Services	1,441	1,728	1,728	1,728
521715	Office Equipment Rental	9,605	8,500	8,500	8,500
521730	Parking Space Rental	27,431	24,372	24,372	25,272
521905	Legal Services	2,104	25,000	25,000	25,000
522205	Metro Commuter Passes	15,771	17,500	17,500	18,000
522430	Miscellaneous Other Services & Charges	12,232	10,000	10,000	209,400
522445	Wellness Initiative	114,840	160,000	160,000	160,000
522505	Employee Premiums	189,501,858	7,274,133	7,274,133	7,465,140
522510	Retiree Premiums	54,916,188	16,387,767	16,387,767	19,222,925
522515	Medicare Health Plan Alternative	83	0	0	0
522520	Stop loss Premiums	389,699	0	0	0
522525	Cigna - Active Individual Stop Loss Fees	561,778	3,802,008	3,802,008	4,698,540
522526	Cigna - Retiree <65 Indv Stop Loss Fees	113,161	807,663	807,663	1,006,005
522527	Cigna - Retiree >65 No Med Indv Stop Loss Fees	1,501	13,590	13,590	20,559
522528	Cigna - Retiree >65 with Med Indv Stop Loss Fees	0	2,920	2,920	10,164
522530	Cigna - Active Aggregate Stop Loss Fees	1,234,266	8,166,761	8,166,761	9,172,527
522531	Cigna - Retiree<65 Aggregate Stop Loss Fees	248,622	1,735,012	1,735,012	1,963,930
522532	Cigna - Retiree>65 No Med Aggr Stop Loss Fees	3,300	29,044	29,044	40,135
522533	Cigna - Retiree>65 with Med Aggr Stop Loss Fees	0	6,017	6,017	19,842
522535	Cigna - Retiree>65 with Medi Hlth Care Acct	0	1,435	1,435	1,435
522536	Cigna - Retiree<65 Health Care Acct	0	225,666	225,666	230,681
522537	Cigna - Active Health Care Account	0	444,139	444,139	448,162
522538	Cigna - Retiree>65 No Medi Hlth Care Acct	0	3,600	3,600	3,600
522605	Active Employee Incurred Claims	11,791,489	7,456,099	7,456,099	7,476,912
522610	Retiree Insurred Claims	4,757,709	2,173,281	2,173,281	2,261,824
522615	Retiree "A" Medical Claims	908	0	0	0
522625	Cigna - Active Medical Claims Expense	34,152,591	197,159,614	203,696,095	232,043,253
522630	Cigna - Retiree<65 Medical Claims Expense	5,402,019	35,530,250	36,708,198	40,133,494
522635	Cigna - Retiree>65 No Med Medical Claims Expens	147,346	1,171,473	1,210,312	1,714,321
522640	Cigna - Retiree>65 with Med Medical Claims	393,556	998,309	1,031,407	326,080
522722	KRONOS Service Chargeback	0	1,456	1,456	1,456
522780	Interfund Photo Copy Services	0	6,000	6,000	6,500
Total	**Other Services and Charges**	**306,992,294**	**294,295,452**	**302,081,818**	**340,130,146**
551010	Non-Capital Office Furniture & Equipment	4,621	10,500	10,500	2,000
551015	Non-Capital Computer Equipment	0	8,900	8,900	9,900
551020	Non-Capital Communication Equipment	0	3,000	3,000	1,000
Total	**Non-Capital Equipment**	**4,621**	**22,400**	**22,400**	**12,900**
	Grand Total Expenditures	**310,214,668**	**297,877,121**	**305,663,487**	**344,215,931**

Fund Summary

Fund Name : **Long Term Disability**
Business Area Name : **Human Resources**
Fund No./Bus. Area No. : **9001 / 8000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	968,189	968,189	**944,526**
Current Revenues	1,290,679	1,347,661	**1,359,968**
Total Available Resources	2,258,868	2,315,850	**2,304,494**
Maintenance and Operations	1,413,124	1,371,324	**1,419,968**
Total Expenditures	1,413,124	1,371,324	**1,419,968**
Planned Ending Fund Balance	845,744	944,526	**884,526**
Total Budget	2,258,868	2,315,850	**2,304,494**

The Long Term Disability (LTD) plan is a self-insured program which is accounted for as an internal service fund. The plan was established in 1985 and modified several times since then. In 2001, classified police officers were removed from the plan as a result of Meet and Confer negotiations, which replaced their disability plan with a Paid Time Off (PTO) program. Effective September 1, 2008, each new permanent full time employee (other than classified police officers) is eligible for LTD coverage after one year of employment (previously two years).

The plan is actuarially funded, which means that each year's expenditures are a combination of current payments to disabled employees and an amount needed to ensure the long-term financial soundness of the fund. An independent actuary makes a determination of the most likely future trends in expenditures and investment return and suggests an appropriate contribution.

The Human Resources Department administers the plan and coordinates benefits to disabled employees in a way to avoid possible duplication of benefits with other insurance programs. A third-party administrator determines eligibility and pays claims.

Like all internal service funds, the Long Term Disability Fund derives its revenue from other City departments by transfer, through premium charges contained in each department's budget (GL expense acct 503060 & 503061). These premium charges cover the actuarially-determined contributions as discussed above plus an amount for third-party administrative fees.

Business Area Budget Summary

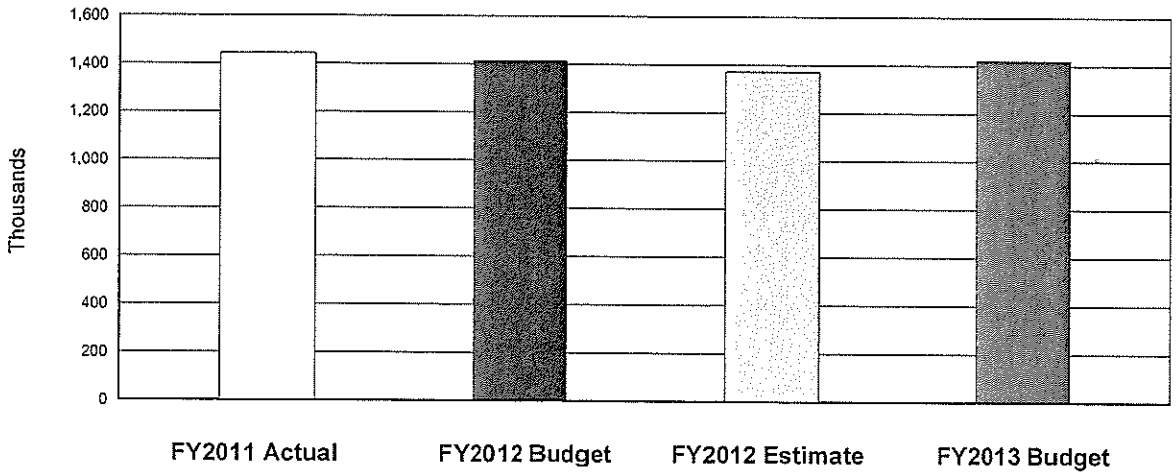
Fund Name : Long Term Disability
Business Area Name : Human Resources
Fund No./Bus. Area No. : 9001 / 8000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Other Services and Charges	924,720	1,413,124	1,371,324	**1,419,968**
	Total M & O Expenditures	924,720	1,413,124	1,371,324	**1,419,968**
	Debt Service & Other Uses	519,168	0	0	**0**
	Total Expenditures	1,443,888	1,413,124	1,371,324	**1,419,968**
Revenues		189,677	1,290,679	1,347,661	**1,359,968**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- The FY2013 Budget continues funding on a full accrual basis supported by actuarial valuation and includes benefits for eligible employees in the Long Term Disability (LTD) program.
- The FY2013 contributions from City departments are based on FY2012 contribution rate of $7.06/month per eligible employee. The FY2013 average eligible employee base is estimated at 14,400 employees.

Long Term Disability
Human Resources
Expenditure Summary



Division Mission and Performance Measures

Fund Name : **Long Term Disability**
Business Area Name : **Human Resources**
Fund No./Bus Area No. : **9001 / 8000**

Name: Benefits Administration – 800012

Mission: Administer, analyze, and fund the City's Long Term Disability Plan for eligible employees.

Goal: Provide benefits to employees as required by the Plan.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Manage LTD claimants	198	200	**215**
Actuarial valuation	1	1	**1**

Division Summary

Fund Name : Long Term Disability
Business Area Name : Human Resources
Fund No./Bus Area No. : 9001 / 8000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Benefits Administration 800012 Process long term disability claims for eligible employees. The claim costs are actuarially determined.	0.0	1,443,888	0.0	1,371,324	**0.0**	**1,419,968**
Total	0.0	1,443,888	0.0	1,371,324	**0.0**	**1,419,968**

Business Area Revenue Summary

Fund Name : Long Term Disability
Business Area Name : Human Resources
Fund No./Bus Area No. : 9001 / 8000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
8000120001	**Benefits Administration**			
429010	Interfund Billing - Long Term Disability	1,110,679	1,217,661	**1,219,968**
432010	Interest on Pooled Investments	180,000	130,000	**140,000**
Total	**Benefits Administration**	**1,290,679**	**1,347,661**	**1,359,968**
Total	**Human Resources**	**1,290,679**	**1,347,661**	**1,359,968**

Business Area Expenditure Summary

Fund Name : Long Term Disability
Business Area Name : Human Resources
Fund No./Bus. Area No. : 9001 / 8000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520104	Claims Payment Services	128,280	170,000	170,000	170,000
520110	Management Consulting Services	15,250	57,800	16,000	58,800
522605	Active Employee Incurred Claims	781,190	1,185,324	1,185,324	1,191,168
Total	Other Services and Charges	924,720	1,413,124	1,371,324	1,419,968
531135	Interfund Transfers	519,168	0	0	0
Total	Debt Service and Other Uses	519,168	0	0	0
	Grand Total Expenditures	1,443,888	1,413,124	1,371,324	1,419,968


CITY OF HOUSTON
TEXAS

Tab XII

SERVICE CHARGEBACK FUNDS

In-House Renovation XII-2
Fleet Management XII-10
Property and Casualty XII-32
Workers' Compensation XII-48
Central Services XII-62
Project Cost Recovery XII-102

Fund Summary

Fund Name	:	**In-House Renovation**
Business Area Name	:	**General Services**
Fund No./Bus. Area No.	:	**1003 / 2500**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	21,161	21,161	**21,161**
Current Revenues	4,558,600	4,558,600	**4,815,524**
Total Available Resources	4,579,761	4,579,761	**4,836,685**
Maintenance and Operations	4,558,600	4,558,600	**4,815,524**
Total Expenditures	4,558,600	4,558,600	**4,815,524**
Planned Ending Fund Balance	21,161	21,161	**21,161**
Total Budget	4,579,761	4,579,761	**4,836,685**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	21,161	21,161	**21,161**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The In-House Renovation Fund supports renovation and reconstruction of fire stations, police and other facilities. General Services Department's In-House Renovation Group provides labor and expertise required to address maintenance deficiencies by performing capital improvements to various City facilities and emergency repairs affecting life safety issues. Costs are billed to bond funds for those projects that result in permanent improvement to facilities.

The FY2013 Budget includes funding to renovate and/or reconstruct fire stations and office build-outs, and manage construction of various Houston Fire Department (HFD) and Houston Police Department (HPD) Capital Improvement Projects.

City facilities, including HFD buildings, need to be maintained at a quality standard that meet codes and provide for operational efficiency. City of Houston buildings will also be efficient, high quality, and will use sustainable practices.

Business Area Budget Summary

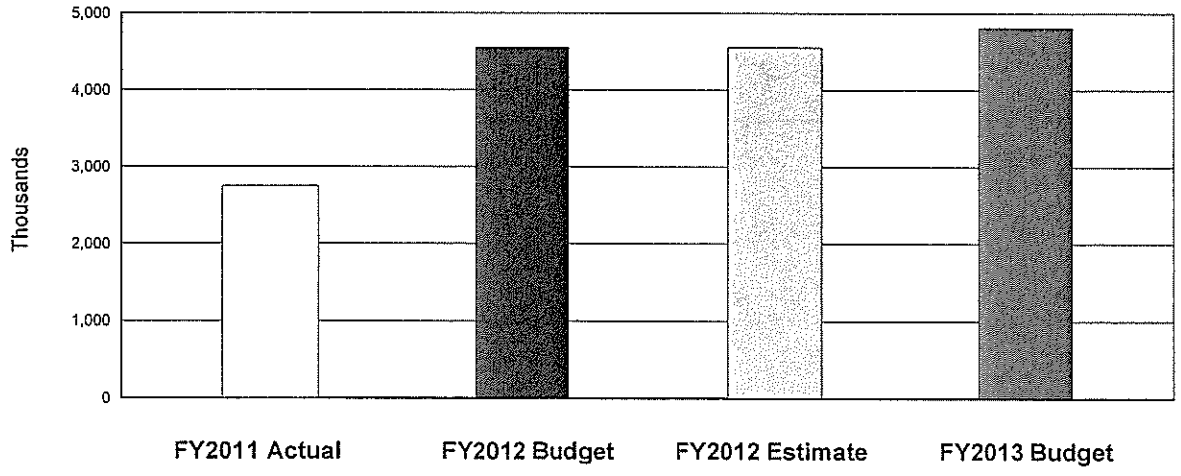
Fund Name : In-House Renovation
Business Area Name : General Services
Fund No./Bus. Area No. : 1003 / 2500

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	1,828,945	2,058,275	2,058,275	**2,250,645**
	Supplies	490,687	749,121	749,121	**733,807**
	Other Services and Charges	424,398	1,751,204	1,751,204	**1,831,072**
	Total M & O Expenditures	2,744,030	4,558,600	4,558,600	**4,815,524**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	2,744,030	4,558,600	4,558,600	**4,815,524**
Revenues		2,744,030	4,558,600	4,558,600	**4,815,524**
Staffing	Full-Time Equivalents - Civilian	28.0	30.0	28.9	**30.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	28.0	30.0	28.9	**30.0**
	Full-Time Equivalents - Overtime	0.2	0.3	0.3	**0.7**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($50,724) and pension contribution ($45,579).
- o Complete full renovation of Fire Stations 29 and 42.
- o Complete major structural repairs at the HPD Academy (Indoor Shooting Range and Academic Building) and North West Police Station due to drought conditions.

In-House Renovation
General Services
Expenditure Summary



Division Mission and Performance Measures

Fund Name : In-House Renovation
Business Area Name : General Services
Fund No./Bus Area No. : 1003 / 2500

Name: GSD - Design & Constr - Sustainability -- 250003

Mission: To identify and implement energy conservation measures in City facilities.

Goal: Continue to work with the Finance Department to identify funding to implement recommendations from energy audits of City facilities.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Facilities Audited	90	0	0

Name: GSD - In-House Renovation -- 250005

Mission: To become the "provider of choice" by delivering quality renovation services to our clients which allows them to focus on their core businesses. To professionally execute all renovation projects in an effective and efficient manner while utilizing modern construction methods, adhering to budget allocations and ensuring code requirements are met.

Goal: 1) Renovate/reconstruct Fire Stations 29 and 42. 2) Complete major structural repairs at the HPD Academy (Indoor Shooting Range and Academic Building) and NW Police Station. 3) Assess facilities to gain an understanding of building conditions and renovations needed. 4) Prioritize list and begin process of improving facilities based upon data collected.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Customer Service Rating	4.67	4.25	**4.3**
Square Feet Renovation HFD	25,320	27,505	**27,505**
Square Feet Renovation HPD	N/A	31,341	**31,341**
Square Feet Renovation Other	16,500	2,870	**2,870**
Lost time No. Indicators	2	1	**1**

Division Summary

Fund Name : In-House Renovation
Business Area Name : General Services
Fund No./Bus Area No. : 1003 / 2500

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
GSD - Design & Constr - Sustainability 250003						
Manage energy audits performed at city-owned facilities.	0.0	0	0.0	200,000	**0.0**	**0**
GSD - In-House Renovation 250005						
In-house staff perform capital improvements to various City facilities and emergency repairs affecting life safety issues, including the renovation and reconstruction of fire stations, police facilities, and other work space renovations, build-outs, upgrades, structural issues and expansion needs requested by client departments.	28.0	2,744,030	28.9	4,358,600	**30.0**	**4,815,524**
Total	28.0	2,744,030	28.9	4,558,600	**30.0**	**4,815,524**

Business Area Roster Summary

Fund Name : **In-House Renovation**
Business Area Name : **General Services**
Fund No./Bus Area No. : **1003 / 2500**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
CARPENTER LEADER	19	3.0	3.0	
CHIEF STATIONARY ENGINEER	19	1.0	1.0	
ELECTRICAL SUPERINTENDENT	26	1.0	1.0	
ELECTRICAL SUPERVISOR	24	1.0	1.0	
ELECTRICIAN	18	4.0	4.0	
MAINTENANCE MECHANIC III	14	15.0	14.0	(1.0)
MAINTENANCE SUPERVISOR	16	2.0	2.0	
PLUMBER	14	0.0	1.0	1.0
PLUMBER LEADER	18	1.0	1.0	
SUPERINTENDENT	24	2.0	2.0	
Total FTEs		**30.0**	**30.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**30.0**	**30.0**	**0.0**

Business Area Revenue Summary

Fund Name : In-House Renovation
Business Area Name : General Services
Fund No./Bus Area No. : 1003 / 2500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2500030001	**Capital Design/Construction**			
452020	Recoveries & Refunds	200,000	200,000	**0**
2500050001	**GSD - In-House Renovation**			
425100	Indirect Cost Recovery-Other	306,302	306,302	**145,524**
452020	Recoveries & Refunds	4,052,298	4,052,298	**4,670,000**
Total	**GSD - In-House Renovation**	**4,358,600**	**4,358,600**	**4,815,524**
Total	**General Services**	**4,558,600**	**4,558,600**	**4,815,524**

Business Area Expenditure Summary

Fund Name : **In-House Renovation**
Business Area Name : **General Services**
Fund No./Bus. Area No. : **1003 / 2500**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	1,183,914	1,326,869	1,326,869	**1,340,681**
500060	Overtime - Civilian	41,615	25,000	25,000	**50,000**
500110	Bilingual Pay - Civilian	163	0	0	**0**
501070	Pension - Civilian	196,115	241,329	241,329	**286,908**
501120	Termination Pay - Civilian	36,782	6,969	6,969	**0**
502010	FICA - Civilian	93,767	103,334	103,334	**106,389**
503010	Health Ins-Act Civilian	234,639	292,678	292,678	**343,402**
503015	Basic Life Insurance - Active Civilian	728	796	796	**795**
503050	Health/Life Insurance - Retiree Civilian	12,092	14,000	14,000	**14,000**
503060	Long Term Disability-Civilian	0	2,550	2,550	**2,550**
503090	Workers Compensation-Civilian-Admin	5,191	6,000	6,000	**7,170**
503100	Workers Compensation-Civilian-Claim	23,101	37,700	37,700	**97,700**
504030	Unemployment Claims - Administration	838	1,050	1,050	**1,050**
Total	**Personnel Services**	**1,828,945**	**2,058,275**	**2,058,275**	**2,250,645**
511010	Chemical Gases & Special Fluids	1,557	0	0	**0**
511020	Construction Materials	193,807	334,000	334,000	**288,512**
511025	Electrical Hardware & Parts	121,537	125,411	125,411	**194,432**
511030	Mechanical Hardware & Parts	5,119	17,000	17,000	**10,976**
511035	Meters Hydrants & Plumbing Supplies	74,166	85,967	85,967	**37,535**
511045	Computer Supplies	2,656	0	0	**0**
511050	Paper & Printing Supplies	108	142	142	**0**
511055	Publications & Printed Materials	(4,714)	100	100	**0**
511060	Postage	24	15	15	**0**
511070	Miscellaneous Office Supplies	10,223	9,751	9,751	**7,840**
511110	Fuel	2,944	5,000	5,000	**7,840**
511115	Vehicle Repair & Maintenance Supplies	2,661	4,500	4,500	**7,056**
511120	Clothing	(1,185)	3,350	3,350	**4,000**
511145	Small Tools & Minor Equipment	5,969	37,000	37,000	**18,816**
511150	Miscellaneous Parts & Supplies	75,815	126,885	126,885	**156,800**
Total	**Supplies**	**490,687**	**749,121**	**749,121**	**733,807**
520100	Temporary Personnel Services	0	8,000	8,000	**20,000**
520101	Janitorial Services	0	5,000	5,000	**7,840**
520105	Accounting & Auditing Services	(2,361)	200,000	200,000	**0**
520106	Architectural Services	44,916	117,000	117,000	**125,440**
520109	Medical Dental & Laboratory Services	0	100	100	**157**
520112	Banking Services	0	20	20	**0**
520114	Miscellaneous Support Services	0	110	110	**0**
520118	Refuse Disposal	0	5,000	5,000	**7,840**
520120	Communications Equipment Services	13,196	60,000	60,000	**31,360**
520123	Vehicle & Motor Equipment Services	17,212	20,000	20,000	**31,360**
520124	Other Equipment Services	23,229	2,000	2,000	**3,136**
520126	Construction Site Work Services	42,437	108,180	108,180	**62,720**
520127	Structural Construction Work Services	0	1,000	1,000	**724,483**
520128	Other Construction Work Services	85,331	92,320	92,320	**120,864**
520141	Engineering Services	49,261	111,767	111,767	**104,691**
520520	Printing & Reproduction Services	4,895	971	971	**5,488**
520765	Membership & Professional Fees	773	1,000	1,000	**1,568**
520805	Education & Training	245	470	470	**470**
521405	Building Maintenance Services	94,043	982,658	982,658	**493,920**
521415	Land and Grounds Maintenance	2,999	4,000	4,000	**6,272**
521605	Data Services	0	50	50	**50**
521610	Voice Services	1,125	1,000	1,000	**980**

Business Area Expenditure Summary

Fund Name : In-House Renovation
Business Area Name : General Services
Fund No./Bus. Area No. : 1003 / 2500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521620	Voice Equipment	(162)	8,000	8,000	**0**
521625	Voice Labor	6,611	4,000	4,000	**2,940**
521630	GIS Revolving Fund Services	944	0	0	**1,190**
521705	Vehicle/Equipment Rental/Lease	719	1,000	1,000	**0**
521725	Other Rental	14,967	3,852	3,852	**3,920**
522430	Miscellaneous Other Services & Charges	23,163	13,706	13,706	**51,360**
522721	Interfund HR Client Services	0	0	0	**21,899**
522722	KRONOS Service Chargeback	0	0	0	**1,124**
522760	Interfund Billing & Collection Service	855	0	0	**0**
Total	**Other Services and Charges**	**424,398**	**1,751,204**	**1,751,204**	**1,831,072**
	Grand Total Expenditures	**2,744,030**	**4,558,600**	**4,558,600**	**4,815,524**

Fund Summary

Fund Name : **Fleet Management Fund**
Business Area Name : **Public Works & Engineering / Finance / Fleet Management**
Fund No./Bus. Area No. : **1005 / 2000 / 6400 / 6700**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	81,832,252	80,190,489	**86,647,256**
Total Available Resources	81,832,252	80,190,489	**86,647,256**
Maintenance and Operations	81,832,252	80,190,489	**86,647,256**
Debt Services	0	0	**0**
Total Expenditures	81,832,252	80,190,489	**86,647,256**
Planned Ending Fund Balance	0	0	**0**
Total Budget	81,832,252	80,190,489	**86,647,256**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	0	0	**0**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Fleet Management Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Fleet Management consist of three departments which are Fleet, Finance and Public Works and Engineering. The overall goal of these departments are to improve the efficiency and administration of Fleet Management.

The Fleet Department has two primary functions which is (1) to consolidate management of the fleet maintenance operations formerly under the Fire, Police, Solid Waste, and Parks departments, and (2) to administer the citywide fuel program including procurement and delivery of fuel and monitoring, maintenance and repair of fuel sites.

The Finance Department provides resources to the Fleet Management Department by consolidating financial responsibilities into the Finance Department providing transparent, reliable and timely information, thus enhancing the department's ability to focus on operations.

The Public Works and Engineering Department's mission is to improve effectiveness of maintenance operations and constantly strive to be as cost effective as possible while maintaining the highest level of services.

Business Area Budget Summary

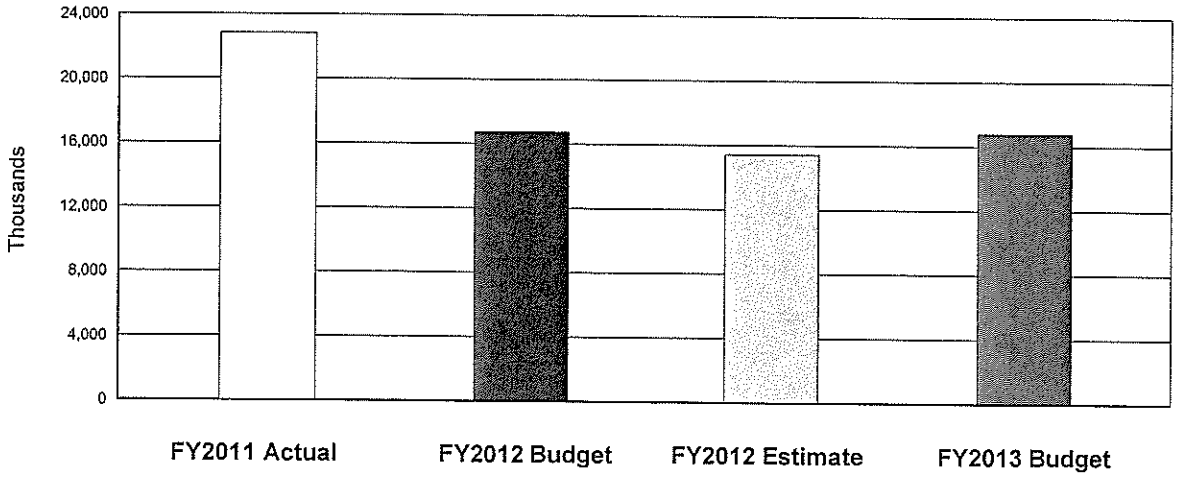
Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 1005 / 2000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	6,381,678	7,143,600	6,387,990	**7,358,100**
	Supplies	13,361,132	5,747,200	5,619,508	**5,694,100**
	Other Services and Charges	3,074,511	3,815,500	3,426,403	**3,607,000**
	Equipment	(154)	0	0	**106,200**
	Non-Capital Equipment	9,858	35,300	3,000	**37,500**
	Total M & O Expenditures	22,827,025	16,741,600	15,436,901	**16,802,900**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	22,827,025	16,741,600	15,436,901	**16,802,900**
Revenues		22,891,327	16,741,600	15,436,901	**16,802,900**
Staffing	Full-Time Equivalents - Civilian	89.2	92.0	86.0	**92.2**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	89.2	92.0	86.0	**92.2**
	Full-Time Equivalents - Overtime	6.7	8.1	8.1	**8.0**

Significant Budget Changes and Highlights

- o The FY2013 Budget includes funding for expenditure increases in health benefits ($194,380) and pension contributions ($186,753).
- o Continue service life project for heavy/medium units.
- o Meet with user-department vehicle coordinators to evaluate equipment needs.
- o Improve effectiveness of maintenance operation by updating diagnostic equipment and providing mechanic training.

Fleet Management Fund
Public Works & Engineering
Expenditure Summary



Division Mission and Performance Measures

Fund Name : **Fleet Management Fund**
Business Area Name : **Public Works & Engineering**
Fund No./Bus Area No. : **1005 / 2000**

Name: R.O.W/Fleet Maintenance -- 200001

Mission: Maintain vehicles for PW&E and other City departments with minimum downtime.

Goal:
1. Reduce equipment downtime.
2. Be efficient and provide quality customer services in our daily operation.
3. Minimize fleet maintenance cost.
4. Meet performance measures.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Vehicle availability rate	95.0%	94.0%	**95.0%**
Average repair time (days)	4.9	4.5	**5.0**
Fleet operations supported	100%	100%	**100%**
Lubes performed	5,400	6,000	**6,000**
Labor hours billed	100,819	95,500	**99,000**

Division Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1005 / 2000

Division Description		FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
R.O.W/Fleet Maintenance	200001						
Deliver high quality services, in a safe and timely manner, that provide for excellent maintenance of PW&E's and other City Departments' vehicles and equipment.		89.2	22,827,025	86.0	15,436,901	**92.2**	**16,802,900**
Total		89.2	22,827,025	86.0	15,436,901	**92.2**	**16,802,900**

Business Area Roster Summary

Fund Name : **Fleet Management Fund**
Business Area Name : **Public Works & Engineering**
Fund No./Bus Area No. : **1005 / 2000**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	0.0	(1.0)
AUTOMOTIVE SERVICE WRITER	15	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	0.0	1.0	1.0
DIVISION MANAGER	29	1.0	1.0	
MECHANIC I	11	7.0	7.0	
MECHANIC II	15	16.0	16.0	
MECHANIC III	19	46.0	46.0	
PROCUREMENT SPECIALIST	24	3.0	3.0	
SENIOR INVENTORY MANAGEMENT CLERK	12	2.0	2.0	
SENIOR PROCUREMENT SPECIALIST	27	1.0	1.0	
SHOP MANAGER	23	10.0	10.0	
STAFF ANALYST	26	1.0	1.0	
STUDENT INTERN II	10	0.0	1.0	1.0
SUPERINTENDENT	24	2.0	2.0	
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
Total FTEs		**95.0**	**96.0**	**1.0**
Less adjustment for Civilian Vacancy Factor		**3.0**	**3.8**	**0.8**
Full-Time Equivalents		**92.0**	**92.2**	**0.2**

Business Area Revenue Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1005 / 2000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2000010015	**PWE - Fleet Maintenance Direct**			
424130	Interfund Vehicle Repair	8,300,000	7,985,477	**8,386,000**
432010	Interest on Pooled Investments	40,000	16,661	**0**
434245	Sale of Capital Assets - Vehicles	0	17,487	**0**
452020	Recoveries & Refunds	0	15,056	**5,000**
457040	Interfund Fleet Maintenance	8,401,600	7,402,220	**8,411,900**
Total	**PWE - Fleet Maintenance Direct**	**16,741,600**	**15,436,901**	**16,802,900**
Total	**Public Works & Engineering**	**16,741,600**	**15,436,901**	**16,802,900**

Business Area Expenditure Summary

Fund Name : **Fleet Management Fund**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **1005 / 2000**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	3,838,259	4,049,292	3,706,311	**4,007,197**
500060	Overtime - Civilian	424,054	491,552	491,552	**488,199**
500090	Premium Pay - Civilian	0	10,000	3,000	**10,000**
500250	HOPE Union Business Usage	328	0	0	**0**
501070	Pension - Civilian	603,308	728,683	670,781	**857,534**
501120	Termination Pay - Civilian	85,492	126,129	100,000	**126,129**
502010	FICA - Civilian	312,492	347,284	306,444	**344,664**
503010	Health Ins-Act Civilian	741,103	878,243	819,432	**1,013,812**
503015	Basic Life Insurance - Active Civilian	2,274	2,392	2,126	**2,365**
503050	Health/Life Insurance - Retiree Civilian	341,174	403,619	167,543	**403,619**
503060	Long Term Disability-Civilian	0	7,820	6,518	**7,838**
503090	Workers Compensation-Civilian-Admin	16,608	18,399	17,448	**22,036**
503100	Workers Compensation-Civilian-Claim	16,586	71,474	88,122	**71,474**
504030	Unemployment Claims - Administration	0	8,713	8,713	**3,233**
Total	**Personnel Services**	**6,381,678**	**7,143,600**	**6,387,990**	**7,358,100**
511010	Chemical Gases & Special Fluids	5,305	6,700	6,700	**6,700**
511015	Cleaning & Sanitary Supplies	6,983	22,000	7,100	**10,000**
511020	Construction Materials	163	12,800	1,000	**2,000**
511025	Electrical Hardware & Parts	2,044	9,000	2,500	**2,000**
511030	Mechanical Hardware & Parts	230	3,500	1,000	**500**
511035	Meters Hydrants & Plumbing Supplies	0	2,900	0	**0**
511040	Audiovisual Supplies	0	400	0	**0**
511045	Computer Supplies	4,928	32,500	1,000	**5,000**
511050	Paper & Printing Supplies	7,588	6,500	6,500	**6,500**
511055	Publications & Printed Materials	0	2,100	0	**0**
511060	Postage	44	100	100	**100**
511070	Miscellaneous Office Supplies	9,948	21,200	5,100	**5,000**
511085	Drugs & Medical Chemicals	7	0	0	**0**
511090	Medical & Surgical Supplies	1,727	4,200	4,200	**4,200**
511095	Small Technical & Scientific Equipment	44	6,000	300	**0**
511110	Fuel	7,291,937	100,000	61,100	**73,300**
511115	Vehicle Repair & Maintenance Supplies	5,923,979	5,400,000	5,400,108	**5,465,000**
511120	Clothing	20,692	19,300	19,300	**19,300**
511125	Food Supplies	420	4,000	500	**500**
511145	Small Tools & Minor Equipment	33,415	44,000	54,000	**44,000**
511150	Miscellaneous Parts & Supplies	51,678	50,000	49,000	**50,000**
Total	**Supplies**	**13,361,132**	**5,747,200**	**5,619,508**	**5,694,100**
520100	Temporary Personnel Services	2,106	10,000	6,000	**0**
520101	Janitorial Services	63,204	68,000	54,000	**68,000**
520102	Security Services	78,074	89,000	0	**0**
520109	Medical Dental & Laboratory Services	3,190	3,900	3,900	**3,900**
520114	Miscellaneous Support Services	0	0	29	**0**
520115	Real Estate Lease/Office Rental	50,830	21,100	21,100	**21,100**
520118	Refuse Disposal	18,453	16,400	12,000	**16,400**
520121	IT Application Svcs	7,379	6,800	7,500	**13,100**
520123	Vehicle & Motor Equipment Services	2,440,738	2,900,000	2,707,504	**2,932,000**
520124	Other Equipment Services	45,794	56,700	15,000	**15,000**
520125	Demolition Services	0	0	1,700	**0**
520126	Construction Site Work Services	385	4,800	400	**0**
520515	Print Shop Services	1,795	9,400	1,000	**1,000**
520720	Fines	0	0	4,000	**0**
520765	Membership & Professional Fees	1,574	2,800	1,500	**2,800**

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 1005 / 2000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520805	Education & Training	4,749	28,800	10,059	28,800
520905	Travel - Training Related	374	11,900	5,950	11,900
521405	Building Maintenance Services	60,113	151,200	127,000	85,000
521410	Sewer Services	10,253	6,200	6,200	6,200
521505	Electricity	151,549	208,600	208,600	155,100
521510	Natural Gas	26,819	20,400	36,447	36,400
521605	Data Services	22,765	44,600	44,600	63,100
521610	Voice Services	18,347	10,200	24,939	37,900
521620	Voice Equipment	808	200	200	200
521625	Voice Labor	0	100	175	100
521630	GIS Revolving Fund Services	15,257	18,300	18,300	0
521705	Vehicle/Equipment Rental/Lease	0	400	0	0
521715	Office Equipment Rental	5,883	6,000	6,000	6,000
521730	Parking Space Rental	2,591	6,800	3,600	1,700
521905	Legal Services	0	200	200	0
521910	Legal Svcs - Crt Report	0	200	200	0
522205	Metro Commuter Passes	2,405	4,000	2,500	2,000
522430	Miscellaneous Other Services & Charges	22,985	15,500	2,500	15,500
522720	Interfund Payroll Services	16,091	12,100	16,100	7,100
522721	Interfund HR Client Services	0	73,900	73,900	69,900
522722	KRONOS Service Chargeback	0	3,300	3,300	3,100
522735	Interfund Communication Equipment Repair	0	3,700	0	3,700
Total	**Other Services and Charges**	**3,074,511**	**3,815,500**	**3,426,403**	**3,607,000**
560220	Vehicles	(154)	0	0	106,200
Total	**Equipment**	**(154)**	**0**	**0**	**106,200**
551010	Non-Capital Office Furniture & Equipment	0	0	441	0
551015	Non-Capital Computer Equipment	9,888	17,300	2,559	33,900
551020	Non-Capital Communication Equipment	0	18,000	0	3,600
551030	Non-Capital Machinery & Equipment	(30)	0	0	0
Total	**Non-Capital Equipment**	**9,858**	**35,300**	**3,000**	**37,500**
	Grand Total Expenditures	**22,827,025**	**16,741,600**	**15,436,901**	**16,802,900**


CITY OF HOUSTON
TEXAS

Business Area Budget Summary

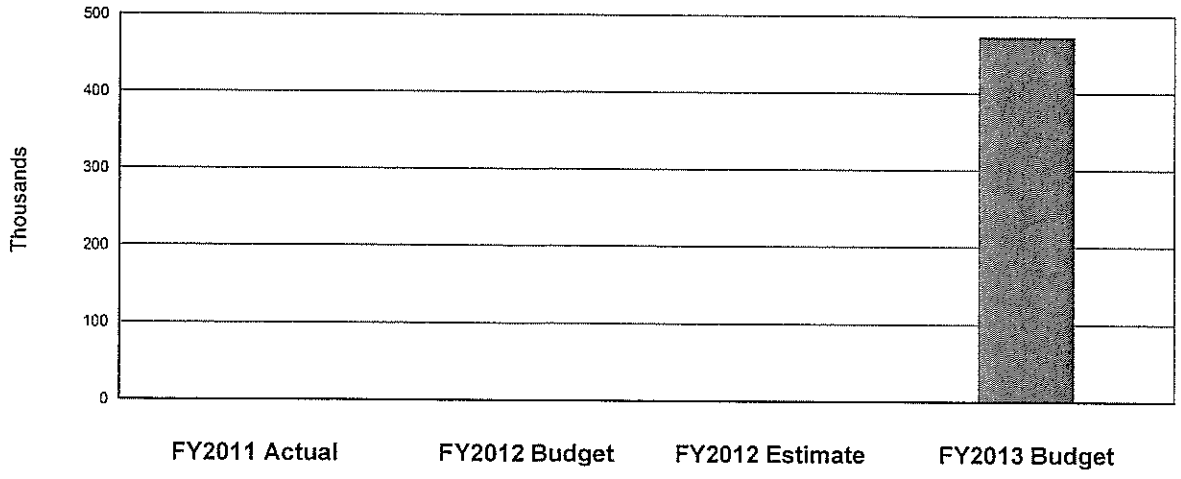
Fund Name : Fleet Management Fund
Business Area Name : Finance Department
Fund No./Bus. Area No. : 1005 / 6400

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	0	0	0	**465,927**
	Supplies	0	0	0	**1,813**
	Other Services and Charges	0	0	0	**5,356**
	Total M & O Expenditures	0	0	0	**473,096**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	0	0	0	**473,096**
Revenues		0	0	0	**473,096**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**4.5**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**4.5**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- Consolidate the accounts payable functions for the Fleet Management Department in the Finance Department.
- To provide greater resources to Fleet Management by consolidating the financial responsibilities into the Finance Department that ensure timeliness of financial information and transactions.
- Improve Fleet Management Department's financial data by providing transparent, reliable and timely information, thus enhancing the department's ability to focus on operations.

Fleet Management Fund
Finance Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Fleet Management Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1005 / 6400

Name: Budget Management -- 640004

Mission: Provide strategic financial business services for Fleet Management that include budget preparation, budget management/oversight, financial data analysis and reporting.

Goal: Improve financial reporting to the Fleet Management and Finance Departments, through transparency, accuracy and timeliness of information produced.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Financial reports prepared	N/A	N/A	**12**
Budget development and coordination	N/A	N/A	**95%**

Name: General Accounting -- 640005

Mission: Manage the accounts payable functions for the Fleet Management Department.

Goal: Improve efficiencies and synergies.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Consolidate accounts payable for Fleet Management	N/A	N/A	**1**

Division Summary

Fund Name : Fleet Management Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1005 / 6400

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Budget Management 640004 The Budget Management service chargeback section provides centralized financial oversight to Fleet Management. The section will provide centralized support in budget development, management, analysis and reporting.	0.0	0	0.0	0	**1.5**	**174,891**
General Accounting 640005 This section provide accounts payable services for the Fleet Management Department.	0.0	0	0.0	0	**3.0**	**298,205**
Total	0.0	0	0.0	0	**4.5**	**473,096**

Business Area Roster Summary

Fund Name : Fleet Management Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1005 / 6400

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT	17	0.0	1.0	1.0
ACCOUNTANT ASSOCIATE	14	0.0	1.0	1.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	0.0	1.0	1.0
DIVISION MANAGER	29	0.0	0.5	0.5
FINANCIAL ANALYST IV	25	0.0	1.0	1.0
Total FTEs		**0.0**	**4.5**	**4.5**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**0.0**	**4.5**	**4.5**

Business Area Revenue Summary

Fund Name : Fleet Management Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1005 / 6400

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6400040003	Fleet - Finance Operations			
424110	Other Interfund Services	0	0	174,891
6400050007	Central AP - Fleet Management			
424110	Other Interfund Services	0	0	298,205
Total	Finance Department	0	0	473,096

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
Business Area Name : Finance Department
Fund No./Bus. Area No. : 1005 / 6400

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	0	0	0	327,450
501070	Pension - Civilian	0	0	0	70,073
502010	FICA - Civilian	0	0	0	25,051
503010	Health Ins-Act Civilian	0	0	0	41,699
503015	Basic Life Insurance - Active Civilian	0	0	0	182
503060	Long Term Disability-Civilian	0	0	0	386
503090	Workers Compensation-Civilian-Admin	0	0	0	1,086
Total	**Personnel Services**	**0**	**0**	**0**	**465,927**
511045	Computer Supplies	0	0	0	784
511070	Miscellaneous Office Supplies	0	0	0	1,029
Total	**Supplies**	**0**	**0**	**0**	**1,813**
520121	IT Application Svcs	0	0	0	1,120
521610	Voice Services	0	0	0	792
521730	Parking Space Rental	0	0	0	3,444
Total	**Other Services and Charges**	**0**	**0**	**0**	**5,356**
	Grand Total Expenditures	**0**	**0**	**0**	**473,096**

Business Area Budget Summary

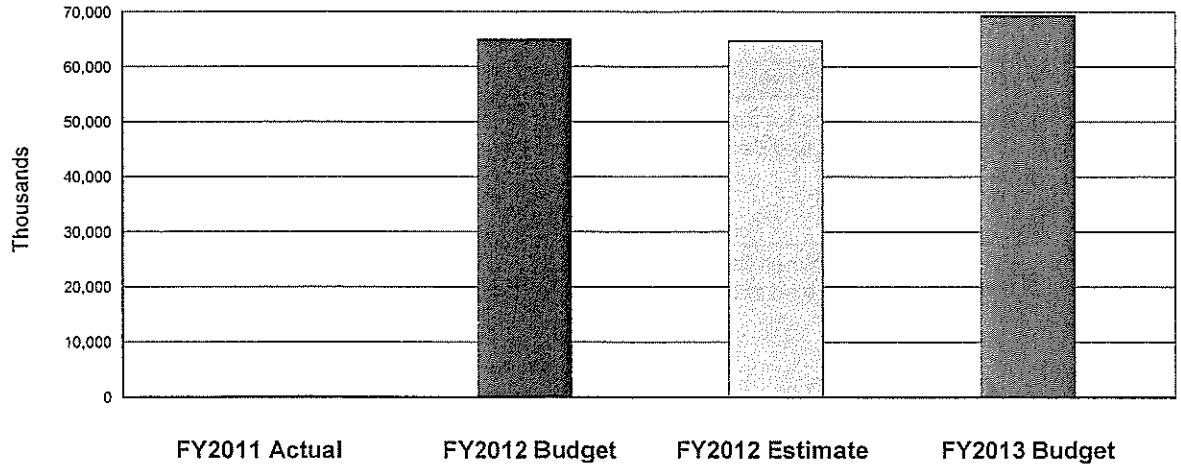
		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Fund Name : Fleet Management Fund **Business Area Name** : Fleet Management Department **Fund No./Bus. Area No.** : 1005 / 6700					
Expenditures	Personnel Services	237,234	18,430,485	17,191,329	**18,732,206**
	Supplies	5,672	43,694,267	45,280,243	**47,627,680**
	Other Services and Charges	7,566	2,960,500	2,279,016	**3,011,374**
	Non-Capital Equipment	0	5,400	3,000	**0**
	Total M & O Expenditures	250,472	65,090,652	64,753,588	**69,371,260**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	250,472	65,090,652	64,753,588	**69,371,260**
Revenues		250,472	65,090,652	64,753,588	**69,371,260**
Staffing	Full-Time Equivalents - Civilian	1.5	273.9	253.7	**273.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	1.5	273.9	253.7	**273.0**
	Full-Time Equivalents - Overtime	0.0	10.2	10.2	**10.1**

Significant Budget Changes and Highlights

The FY2013 budget provides continued support of the Fire, Police, Solid Waste, and Parks Departments through Fleet Maintenance and includes the following:

o Fuel increase of $2.5M in anticipation of increased prices per gallon. City wide fuel is $34.0M
o Increased staffing of approximately 20 FTEs at $1M to replace FY2012 attrition
o Fleet maintenance supplies and services of approximately $15.0M
o Pay disparity adjustments for all technician levels.

Fleet Management Fund
Fleet Management Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Fleet Management Fund
Business Area Name : Fleet Management Department
Fund No./Bus Area No. : 1005 / 6700

Name: FMD - Director's Office -- 670001

Mission: Maximize the use and value of the City's vehicle assets. We will accomplish this by partnering with departments to provide quality services and reliable, safe, and environmentally efficient vehicles in a cost effective and transparent manner.

Goal: Provide management and support to Finance, Business, and Operations divisions. Provide financial support to all Fleet divisions through accounts payable, budget, and contract administration functions in partnership with City Finance.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Reduce greenhouse gas emissions	N/A	N/A	**2%**
Fully implemented motor pool	N/A	N/A	**12/31/2012**

Name: FMD - Fleet Operation -- 670002

Mission: Maintain a fleet of over 13,000 vehicles and pieces of equipment utilizing 21 separate repair facilities at various locations within the City. Out-source selected repairs to specialized vendors when necessary. Perform customer service with our partnering departments within the City. Provide leadership and administrative support to over 250 FTEs including Fleet Coordinators, Shop Managers, Mechanics, Service Writers, and Customer Service Reps.

Goal: Maintain effective maintenance programs, utilizing in-house resources. Maintain effective maintenance repairs and warranty programs, utilizing outside vendors. Conduct effective customer service for partnering departments.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Preventive maintenance compliance	N/A	N/A	**90%**
Mechanics direct hours	N/A	N/A	**65%**
Labor hours billed	N/A	N/A	**266,000**
Vehicle availability	N/A	N/A	**90%**

Name: FMD - Fleet Administration -- 670003

Mission: Provide strategic business services for the department that include asset management, fuel management, parts vendor relationship management, and data analysis and reporting.

Goal: To successfully consolidate and launch the business services and functions for the division ensuring the highest quality service and data analysis used in the decision making process for the department.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Daily fuel compliance	N/A	N/A	**100%**
Parts availability	N/A	N/A	**85%**

Division Summary

Fund Name : Fleet Management Fund
Business Area Name : Fleet Management Department
Fund No./Bus Area No. : 1005 / 6700

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
FMD - Director's Office 670001						
Instrumental in the overall success of the department by providing guidance on administrative, financial, and operational issues including the long term vision for the City's overall fleet. Manage the repair of City equipment by outside vendors.	1.5	250,472	9.5	1,028,489	**9.0**	**893,595**
FMD - Fleet Operation 670002						
Primary responsiblity is to maintain and repair all fleet equipment.	0.0	0	224.0	30,343,489	**242.0**	**32,277,456**
FMD - Fleet Administration 670003						
Responsible for asset management, fuel management, parts vendor relationship management and data analysis and reporting.	0.0	0	20.2	33,381,610	**22.0**	**36,200,209**
Total	1.5	250,472	253.7	64,753,588	**273.0**	**69,371,260**

Business Area Roster Summary

Fund Name : **Fleet Management Fund**
Business Area Name : **Fleet Management Department**
Fund No./Bus Area No. : **1005 / 6700**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT	17	1.0	0.0	(1.0)
ACCOUNTANT ASSOCIATE	14	1.0	0.0	(1.0)
ADMINISTRATION MANAGER	26	2.0	2.0	
ADMINISTRATIVE ASSISTANT	17	5.0	6.0	1.0
ADMINISTRATIVE COORDINATOR	24	3.0	3.0	
ADMINISTRATIVE SPECIALIST	20	2.0	2.0	
ADMINISTRATIVE SUPERVISOR	22	1.0	3.0	2.0
ASSISTANT DIRECTOR (EXE LEV)	32	0.0	1.0	1.0
ASSISTANT FIELD SUPERVISOR	15	0.0	1.0	1.0
AUTOMOTIVE SERVICE WRITER	15	8.0	10.0	2.0
CONTRACT ADMINISTRATOR	22	1.0	1.0	
CUSTOMER SERVICE REP. II	15	2.0	3.0	1.0
CUSTOMER SERVICE REP. III	16	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	2.0	
DEPUTY DIRECTOR (EXE LEV)	34	1.0	0.0	(1.0)
DIVISION MANAGER	29	4.0	4.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
FINANCIAL ANALYST II	18	1.0	0.0	(1.0)
FINANCIAL ANALYST III	21	1.0	0.0	(1.0)
FLEET MANAGEMENT DIRECTOR	35	1.0	1.0	
INSPECTOR	18	2.0	2.0	
IRON WORKER	13	2.0	2.0	
MAINTENANCE MECHANIC I	8	2.0	0.0	(2.0)
MAINTENANCE MECHANIC II	12	1.0	0.0	(1.0)
MAINTENANCE MECHANIC III	14	4.0	5.0	1.0
MANAGEMENT ANALYST III	21	1.0	2.0	1.0
MANAGEMENT ANALYST IV	25	1.0	1.0	
MECHANIC HELPER	5	16.0	15.0	(1.0)
MECHANIC I	11	24.0	25.0	1.0
MECHANIC II	15	23.0	22.0	(1.0)
MECHANIC III	19	122.9	122.0	(0.9)
SEMI-SKILLED LABORER	6	6.0	4.0	(2.0)
SENIOR ACCOUNT CLERK	13	1.0	0.0	(1.0)
SENIOR FIXED ASSET SPECIALIST	17	3.0	2.0	(1.0)
SENIOR STAFF ANALYST	28	1.0	1.0	
SHOP MANAGER	23	18.0	19.0	1.0
TRUCK DRIVER	6	8.0	10.0	2.0
Total FTEs		**273.9**	**273.0**	**(0.9)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**273.9**	**273.0**	**(0.9)**

Business Area Revenue Summary

Fund Name : Fleet Management Fund
Business Area Name : Fleet Management Department
Fund No./Bus Area No. : 1005 / 6700

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6700020001	**FMD - Fleet Operation**			
424110	Other Interfund Services	125,246	125,246	**0**
424130	Interfund Vehicle Repair	11,276,777	11,276,777	**13,332,000**
457040	Interfund Fleet Maintenance	20,541,516	20,541,516	**20,845,131**
Total	**FMD - Fleet Operation**	**31,943,539**	**31,943,539**	**34,177,131**
6700030002	**FMD - Fuel**			
424110	Other Interfund Services	1,569,513	1,232,449	**0**
424120	Interfund Vehicle Fuel	31,577,600	31,577,600	**35,194,129**
Total	**FMD - Fuel**	**33,147,113**	**32,810,049**	**35,194,129**
Total	**Fleet Management Department**	**65,090,652**	**64,753,588**	**69,371,260**

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
Business Area Name : Fleet Management Department
Fund No./Bus. Area No. : 1005 / 6700

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	136,300	11,261,951	10,752,300	**11,521,910**
500030	Salary Part Time - Civilian	0	39,389	39,389	**43,196**
500060	Overtime - Civilian	1,193	600,540	600,540	**600,540**
500090	Premium Pay - Civilian	0	380,388	66,800	**66,295**
500110	Bilingual Pay - Civilian	0	4,519	1,600	**1,808**
501070	Pension - Civilian	25,536	2,027,149	1,935,250	**2,465,688**
501120	Termination Pay - Civilian	62,452	565,000	500,000	**53,800**
501160	Vehicle Allowance - Civilian	969	4,216	0	**0**
502010	FICA - Civilian	5,980	939,023	876,750	**932,740**
503010	Health Ins-Act Civilian	8,829	2,361,164	2,137,200	**2,577,863**
503015	Basic Life Insurance - Active Civilian	62	6,657	6,150	**6,809**
503050	Health/Life Insurance - Retiree Civilian	0	0	15,000	**17,130**
503060	Long Term Disability-Civilian	(3,759)	23,205	20,100	**23,120**
503090	Workers Compensation-Civilian-Admin	(1,036)	54,799	54,000	**65,247**
503100	Workers Compensation-Civilian-Claim	708	149,920	27,500	**149,920**
504020	Compensation Contingency	0	0	0	**193,575**
504030	Unemployment Claims - Administration	0	12,565	158,750	**12,565**
Total	**Personnel Services**	**237,234**	**18,430,485**	**17,191,329**	**18,732,206**
511010	Chemical Gases & Special Fluids	0	12,000	35	**0**
511020	Construction Materials	0	0	5,500	**5,000**
511030	Mechanical Hardware & Parts	0	24,000	600	**0**
511045	Computer Supplies	275	20,286	2,000	**42,232**
511050	Paper & Printing Supplies	0	25,626	1,000	**2,000**
511055	Publications & Printed Materials	0	13,600	12,000	**12,000**
511070	Miscellaneous Office Supplies	0	64,800	30,000	**57,500**
511080	General Laboratory Supplies	0	0	1,008	**0**
511110	Fuel	0	31,577,600	31,577,600	**34,012,768**
511115	Vehicle Repair & Maintenance Supplies	3,129	11,429,490	13,500,000	**13,332,000**
511120	Clothing	0	41,300	64,000	**26,480**
511125	Food Supplies	0	10,500	6,500	**3,000**
511145	Small Tools & Minor Equipment	0	15,000	0	**0**
511150	Miscellaneous Parts & Supplies	2,268	460,065	80,000	**134,700**
Total	**Supplies**	**5,672**	**43,694,267**	**45,280,243**	**47,627,680**
520100	Temporary Personnel Services	0	21,000	35,000	**35,000**
520101	Janitorial Services	0	0	15,600	**28,375**
520109	Medical Dental & Laboratory Services	311	600	2,000	**2,000**
520110	Management Consulting Services	0	0	40	**0**
520114	Miscellaneous Support Services	0	298,853	40	**0**
520118	Refuse Disposal	0	33,200	57,000	**117,320**
520119	Computer Equipment/Software Maintenance	0	278,466	161,100	**264,669**
520121	IT Application Svcs	0	0	0	**5,000**
520123	Vehicle & Motor Equipment Services	0	1,636,200	1,600,000	**1,765,000**
520124	Other Equipment Services	0	30,000	10,000	**141,285**
520151	Parking EZ Tag Fees	38	0	1,000	**1,200**
520515	Print Shop Services	1,236	2,200	2,200	**2,200**
520705	Insurance Fees	0	0	0	**110,909**
520710	State/Federal Inspection Fees	0	9,191	30,000	**36,000**
520765	Membership & Professional Fees	0	2,000	200	**1,500**
520805	Education & Training	0	35,600	10,000	**52,220**

Business Area Expenditure Summary

Fund Name : **Fleet Management Fund**
Business Area Name : **Fleet Management Department**
Fund No./Bus. Area No. : **1005 / 6700**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520905	Travel - Training Related	0	9,500	700	**10,650**
520910	Travel - Non-Training Related	0	9,625	120	**4,000**
521605	Data Services	0	0	100	**1,000**
521610	Voice Services	3,392	6,100	15,000	**15,410**
521620	Voice Equipment	0	0	4,000	**5,300**
521625	Voice Labor	1,712	0	1,000	**2,500**
521705	Vehicle/Equipment Rental/Lease	0	19,630	11,416	**7,224**
521715	Office Equipment Rental	0	60,000	14,500	**24,000**
521730	Parking Space Rental	600	5,000	5,000	**5,000**
522205	Metro Commuter Passes	0	8,000	6,000	**6,000**
522430	Miscellaneous Other Services & Charges	277	495,335	140,000	**182,200**
522721	Interfund HR Client Services	0	0	157,000	**185,412**
Total	**Other Services and Charges**	**7,566**	**2,960,500**	**2,279,016**	**3,011,374**
551010	Non-Capital Office Furniture & Equipment	0	3,000	3,000	**0**
551015	Non-Capital Computer Equipment	0	2,400	0	**0**
Total	**Non-Capital Equipment**	**0**	**5,400**	**3,000**	**0**
	Grand Total Expenditures	**250,472**	**65,090,652**	**64,753,588**	**69,371,260**

Fund Summary

Fund Name : Property & Casualty Fund
Fund No./Bus. Area No. : 1004 / 6500 / 9000

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	67,804	67,804	**67,804**
Current Revenues	35,297,003	34,100,118	**35,770,072**
Total Available Resources	35,364,807	34,167,922	**35,837,876**
Maintenance and Operations	35,297,093	34,100,118	**35,770,072**
Total Expenditures	35,297,093	34,100,118	**35,770,072**
Planned Ending Fund Balance	67,714	67,804	**67,804**
Total Budget	35,364,807	34,167,922	**35,837,876**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	67,714	67,804	**67,804**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The information above summarizes the FY2012 Budget, FY2012 Estimate and FY2013 Budget of the Property and Casualty Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The Property and Casualty Fund was established to monitor the financial requirements of the Property and Risk Management Programs. Revenue in this fund is generated from assessed premiums to the other funds. These premiums are based upon projected expenditures. It has two distinct parts; one managed by the Legal Department to account for claims against the City, and one managed by Administration and Regulatory Affairs to account for property insurance costs.

The mission of the Legal Department's portion of the Property and Casualty Fund (Claims and Subrogation, General Litigation, and Labor, Employment and Civil Rights Sections) is to defend the City against claims and tort lawsuits filed against the City, minimize the City's financial exposure, and file affirmative claims on behalf of the City for property damage and subrogation. The Claims and Subrogation, General Litigation, and Labor, Employment and Civil Rights Sections of the Legal Department are responsible for the investigation and defense of claims against the City, case settlement, and payment of claims and judgments.

The Insurance Management Division of the Administration and Regulatory Affairs Department is responsible for administering all citywide non-health related insurance services including, but not limited to, property, flood, fine arts, terrorism, boiler and machinery, crime, electronic equipment protection, notary, fidelity and surety bond insurance. All risks to the City's assets (except Worker's Compensation, Life, and Long-Term Disability) falls within the scope of this fund.

Goals for the divisions where the activity is accounted for in the Property and Casualty Fund are to:

- manage risk through identification and analysis of exposure to determine level of risk assumption or transfer of risk through commercial insurance for City departments and related agencies;
- procure, monitor, and maintain commercial insurance policies to control and minimize the City's exposure to financial risk;
- maximize commercial insurance claim recoveries;
- reduce the average amount paid per liability claim and civil rights lawsuits filed against the City;
- advise City departments on risk management issues to reduce or eliminate tort claim exposure;
- aggressively defend the City in all matters filed against it to deter meritless lawsuits with exaggerated claims;
- reduce tort claims exposure by working with the Human Resources Department to identify safety problems and educate employees on how to perform their jobs safely to avoid incidents that damage City property, employees and third parties;
- identify delinquent accounts owed to the City and increase recoveries on affirmative claims.

Business Area Budget Summary

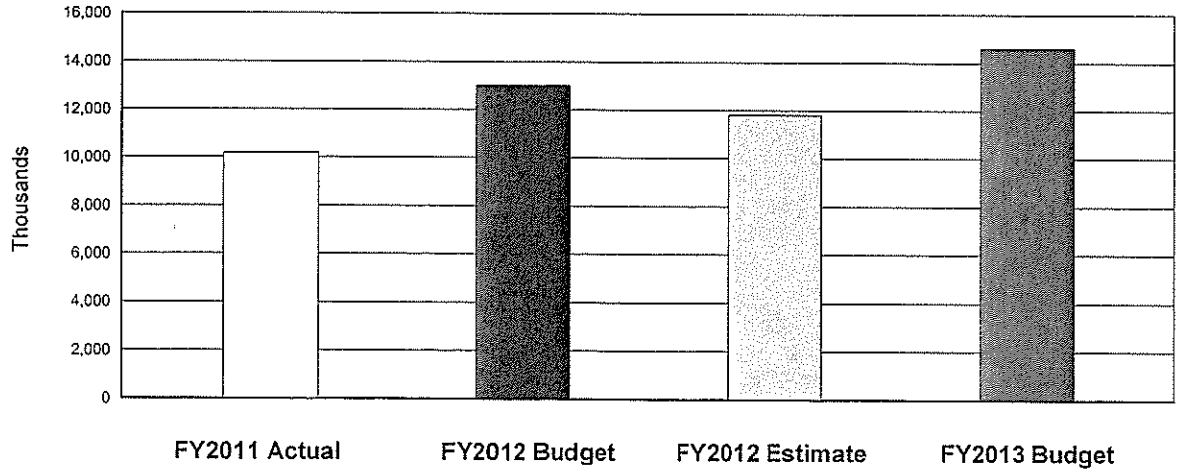
Fund Name : **Property & Casualty Fund**
Business Area Name : **Administration and Regulatory Affairs**
Fund No./Bus. Area No. : **1004 / 6500**

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	497,158	537,883	555,315	**587,606**
	Supplies	2,932	3,430	3,430	**2,977**
	Other Services and Charges	9,694,198	12,467,132	11,252,725	**14,034,049**
	Total M & O Expenditures	10,194,288	13,008,445	11,811,470	**14,624,632**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	10,194,288	13,008,445	11,811,470	**14,624,632**
Revenues		10,194,288	13,008,445	11,811,470	**14,624,632**
Staffing	Full-Time Equivalents - Civilian	4.9	5.0	5.0	**5.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	4.9	5.0	5.0	**5.0**
	Full-Time Equivalents - Overtime	0.0	5.0	5.0	**0.0**

Significant Budget Changes and Highlights

- o Property Insurance projects a rate increase of 10% due to decreasing availability of insurance carriers and increasing cost of property insurance.
- o Insurance coverage for Information Technology's communication equipment budgeted at $230,000.
- o Obtaining National Flood Insurance Program preliminary coverage budgeted at $500,000.
- o FY2013 Budget includes funding for expenditure increases in health benefits ($10,942) and pension contribution ($13,401).

Property & Casualty Fund
Administration and Regulatory Affairs
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Property & Casualty Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1004 / 6500

Name: Accounting Services Group -- 650005

Mission: Administer all citywide non-health related insurance services including, but not limited to, property, flood, fine arts, terrorism, boiler and machinery, crime and electronic equipment protection insurance, Notary Public program, fidelity and surety bond insurance. All risk to the City's assets (except Worker's Compensation, Life, and Long-Term Disability) falls within the scope of this division.

Goal:
- Manage risk through identification and analysis of exposure to determine level of risk assumption or transfer of risk through commerical insurance for City departments and related agencies.
- Procure, monitor, and maintain commercial insurance policies to control and minimize the City's exposure to financial risk.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Insurance policies	15	15	**15**
Notary bonds	495	490	**445**
Public official bonds	10	12	**10**

Division Summary

Fund Name : Property & Casualty Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1004 / 6500

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Accounting Services Group 650005						
Administer all non-health related insurance to the City and associated groups including, but not limited to, property, flood, fine arts, terrorism, boiler and machinery, electronic equipment protection, fidelity, surety, inland marine, and Notary Public program.	4.9	10,194,288	5.0	11,811,470	**5.0**	**14,624,632**
Total	4.9	10,194,288	5.0	11,811,470	**5.0**	**14,624,632**

Business Area Roster Summary

Fund Name : Property & Casualty Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1004 / 6500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	0.0	1.0	1.0
ASSISTANT DIRECTOR (EXE LEV)	32	0.0	1.0	1.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	0.0	(1.0)
FINANCIAL ANALYST IV	25	1.0	0.0	(1.0)
SENIOR STAFF ANALYST	28	2.0	2.0	
STAFF ANALYST	26	0.0	1.0	1.0
Total FTEs		**5.0**	**5.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**5.0**	**5.0**	**0.0**

Business Area Revenue Summary

Fund Name : Property & Casualty Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1004 / 6500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6500050003	ARA - Insurance Management			
424070	Interfund Legal Services	13,008,445	11,811,470	14,624,632
Total	Administration and Regulatory Affairs	13,008,445	11,811,470	14,624,632

Business Area Expenditure Summary

Fund Name : **Property & Casualty Fund**
Business Area Name : **Administration and Regulatory Affairs**
Fund No./Bus. Area No. : **1004 / 6500**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	353,628	362,478	385,500	**389,726**
501070	Pension - Civilian	56,551	65,245	70,000	**83,401**
502010	FICA - Civilian	25,654	27,730	28,000	**29,706**
503010	Health Ins-Act Civilian	49,766	58,860	60,000	**70,942**
503015	Basic Life Insurance - Active Civilian	214	215	215	**231**
503050	Health/Life Insurance - Retiree Civilian	10,433	17,955	6,000	**8,000**
503060	Long Term Disability-Civilian	0	425	425	**425**
503090	Workers Compensation-Civilian-Admin	912	1,000	1,200	**1,195**
503100	Workers Compensation-Civilian-Claim	0	3,800	3,800	**3,800**
504030	Unemployment Claims - Administration	0	175	175	**180**
Total	**Personnel Services**	**497,158**	**537,883**	**555,315**	**587,606**
511045	Computer Supplies	1,050	1,053	1,053	**600**
511050	Paper & Printing Supplies	734	737	737	**737**
511055	Publications & Printed Materials	149	400	400	**400**
511060	Postage	189	240	240	**240**
511070	Miscellaneous Office Supplies	810	1,000	1,000	**1,000**
Total	**Supplies**	**2,932**	**3,430**	**3,430**	**2,977**
520100	Temporary Personnel Services	0	50,000	50,000	**50,000**
520109	Medical Dental & Laboratory Services	0	0	0	**95**
520110	Management Consulting Services	0	40,000	40,000	**40,000**
520115	Real Estate Lease/Office Rental	0	17,916	17,916	**17,916**
520121	IT Application Svcs	134	486	486	**290**
520122	Office Equipment Services	0	0	0	**72**
520510	Mail/Delivery Services	0	200	200	**200**
520515	Print Shop Services	246	2,330	2,330	**2,330**
520605	Advertising Services	1,528	3,212	3,212	**3,212**
520705	Insurance Fees	9,325,636	11,904,860	10,721,457	**13,482,156**
520765	Membership & Professional Fees	430	640	640	**575**
520770	Insurance Administration Fees	249,080	297,960	266,344	**297,960**
520805	Education & Training	2,004	2,869	2,869	**3,000**
520905	Travel - Training Related	526	3,157	3,157	**9,657**
520910	Travel - Non-Training Related	0	250	250	**250**
521305	Indirect Cost Recovery Payment	108,916	126,379	126,379	**107,839**
521605	Data Services	4,357	9,984	9,984	**9,427**
521610	Voice Services	8	191	191	**98**
521620	Voice Equipment	0	44	44	**0**
521625	Voice Labor	0	17	17	**0**
521630	GIS Revolving Fund Services	309	373	373	**353**
521730	Parking Space Rental	0	2,352	2,964	**3,144**
522205	Metro Commuter Passes	1,024	852	852	**1,638**
522430	Miscellaneous Other Services & Charges	0	90	90	**0**
522721	Interfund HR Client Services	0	2,792	2,792	**3,650**
522722	KRONOS Service Chargeback	0	178	178	**187**
Total	**Other Services and Charges**	**9,694,198**	**12,467,132**	**11,252,725**	**14,034,049**
	Grand Total Expenditures	**10,194,288**	**13,008,445**	**11,811,470**	**14,624,632**

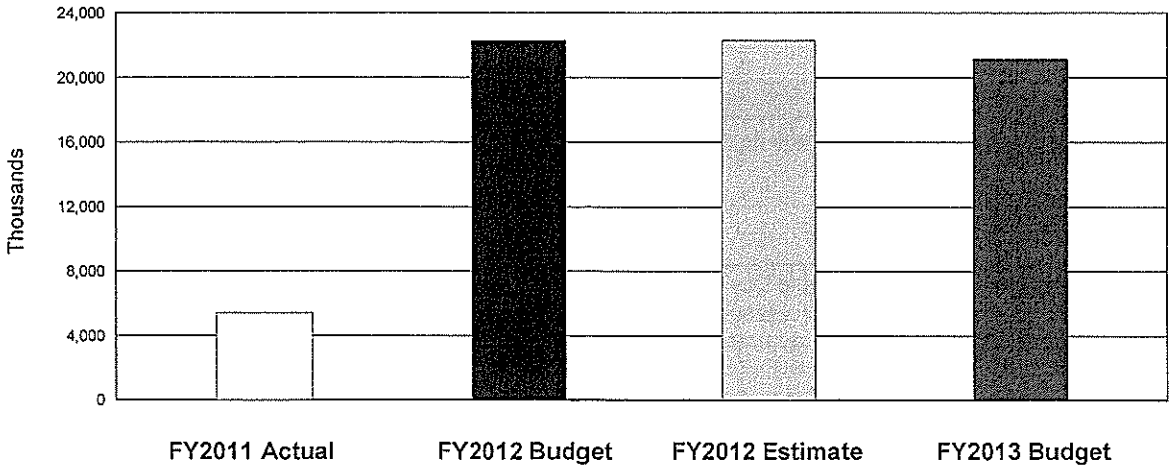
Business Area Budget Summary

Fund Name	:	**Property & Casualty Fund**			
Business Area Name	:	**Legal**			
Fund No./Bus. Area No.	:	**1004 / 9000**	**FY2011 Actual**	**FY2012 Current Budget**	**FY2012 Estimate**	**FY2013 Budget**
Expenditures	Personnel Services		2,359,753	5,324,368	5,324,368	**6,550,452**
	Supplies		159,807	156,284	156,284	**159,800**
	Other Services and Charges		2,900,847	16,807,996	16,807,996	**14,435,188**
	Total M & O Expenditures		5,420,407	22,288,648	22,288,648	**21,145,440**
	Debt Service & Other Uses		0	0	0	**0**
	Total Expenditures		5,420,407	22,288,648	22,288,648	**21,145,440**
Revenues			5,420,407	22,288,558	22,288,648	**21,145,440**
Staffing	Full-Time Equivalents - Civilian		23.9	45.8	45.1	**52.4**
	Full-Time Equivalents - Classified		0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets		0.0	0.0	0.0	**0.0**
	Total		23.9	45.8	45.1	**52.4**
	Full-Time Equivalents - Overtime		0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- FY2013 Budget includes funding for expenditure increases in health benefits ($132,748) and pension contribution ($291,797).
- The City Attorney instituted a significant re-organization to have the Legal Department more closely resemble and operate as a law firm. Along with the improved efficiency and effectiveness of the legal services provided by the department, this focus has drastically reduced the need to employ outside counsel while increasing the burden on in-house staff. The additional increase of personnel produces a significant decrease in legal services.
- Settlements and judgments are projected to decrease by 18.7% from a total of $14,496,120 in FY2012 to a total of $11,779,860 in FY2013.

Property & Casualty Fund
Legal
Expenditure Summary



Division Mission and Performance Measures

Fund Name : **Property & Casualty Fund**
Business Area Name : **Legal**
Fund No./Bus Area No. : **1004 / 9000**

Name: LGL - Staff Administration Section -- 900001

Mission: To capture personnel costs associated with broad oversight of all the litigation sections and activities related to those sections.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	**N/A**

Name: LGL - General Litigation Section -- 900002

Mission: To defend the City and collect money owed to the City.

Goal: Bringing and defending lawsuits in the area of responsibilities.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Lost revenue recovered	$1,123,714	$1,400,000	**$1,600,000**
New litigation filed	26	30	**35**
Matters in litigation	113	120	**125**

Name: LGL - Labor, Emply. & Civil Rights Section -- 900005

Mission: To provide legal services to the City and its departments.

Goal: Provide legal counsel and assistance to City departments on all labor and employment issues such as fair labor standards, title VII discrimination, policy issues, and use of excessive force. Represent the City and its departments in labor, employment and civil rights lawsuits.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
EEOC/TWD matters	445	400	**400**
Personnel actions/hearings	717	500	**800**
Pending litigation	38	40	**40**
Opinions/special issues	15	20	**35**

Division Mission and Performance Measures

Fund Name : Property & Casualty Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1004 / 9000

Name: LGL - Claims & Subrogation Section -- 900010

Mission: To promptly resolve liability tort claims and subrogation matters at the claim stage which reduces the City's costs by avoiding expensive and protracted litigation.

Goal: Investigate and recommend the resolution of property and personal injury claims filed against the City. Investigate and process property and workers' compensation subrogation matters.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Claims closed-no pymt	854	849	850
Subro claims handled	2,150	1,565	1,500
Liability claims processed	1,318	1,268	1,300
Liability claims settled	331	302	300

Name: LGL - Defense Litigation (dissolved) -- 900011

Mission: This section was dissolved and split between the General Litigation and the Labor, Employment and Civil Rights Sections.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	N/A

Name: LGL - Litigation Costs Section -- 900012

Mission: This cost center has no personnel and has the sole function of capturing all supplies and services expenditures related to litigation matters in which the City is involved.

Goal: N/A

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	N/A

Division Summary

Fund Name : Property & Casualty Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1004 / 9000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
LGL - Staff Administration Section 900001						
This cost center captures personnel costs associated with broad oversight of all the litigation sections and activities related to those sections.	0.0	2,878	1.0	238,217	**1.0**	**246,975**
LGL - General Litigation Section 900002						
Responsible for litigation related to animal law, annexation, bankruptcy, building and standards commission appeals, Code enforcement, collections, constitutional challenges to ordinances, contract disputes, election contests, environmental, Fed False Claims Act, forcible entry and etainer, Intergovernmental disputes, inverse condemnation, probate, Private Real Property Preservation Act and more.	0.0	0	16.8	2,112,086	**20.7**	**2,672,925**
LGL - Labor, Emply. & Civil Rights Section 900005						
The section is responsible for representing the City on all labor, employment and civil rights lawsuits.	0.0	0	17.3	2,021,694	**20.7**	**2,640,227**
LGL - Claims & Subrogation Section 900010						
This section is responsible for liability tort claims, subrogation matters and general affirmative claim matters at the claim stage.	9.8	811,840	10.0	983,971	**10.0**	**1,028,015**
LGL - Defense Litigation (dissolved) 900011						
Defend the City in personal injury, contractual, constitutional and land use lawsuits, and respresent the City in any pending injuctions. This section was dissolved at the end of FY2011. Section presented in this budget to show FY2011 Actual Cost only.	14.1	1,545,730	0.0	0	**0.0**	**0**

Division Summary

Fund Name : Property & Casualty Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1004 / 9000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
LGL - Litigation Costs Section 900012						
This section capture cost directly related to the payment of claims and judgments including legal services and other services.	0.0	3,059,959	0.0	16,932,680	**0.0**	**14,557,298**
Total	23.9	5,420,407	45.1	22,288,648	**52.4**	**21,145,440**

Business Area Roster Summary

Fund Name : Property & Casualty Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1004 / 9000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ASSISTANT CITY ATTORNEY I	21	0.0	3.0	3.0
ASSISTANT CITY ATTORNEY II	24	2.0	3.0	1.0
ASSISTANT CITY ATTORNEY III	27	3.0	4.0	1.0
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
FIRST ASSISTANT CITY ATTORNEY	37	1.0	1.0	
LEGAL WORD PROCESSOR	11	1.0	1.0	
PARALEGAL I	12	4.0	5.0	1.0
PARALEGAL II	14	1.0	0.0	(1.0)
PARALEGAL III	16	2.0	2.0	
SENIOR ASSISTANT CITY ATTORNEY I	30	7.0	8.0	1.0
SENIOR ASSISTANT CITY ATTORNEY II	32	6.0	6.0	
SENIOR ASSISTANT CITY ATTORNEY III	34	3.0	5.0	2.0
SENIOR ASSISTANT CITY ATTORNEY IV	35	1.0	0.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY,SECTION CHIEF	35	3.0	3.0	
SENIOR CLAIMS COORDINATOR	21	4.0	4.0	
SENIOR LEGAL WORD PROCESSOR	13	3.0	3.0	
SENIOR PARALEGAL	19	3.0	3.0	
Total FTEs		**47.0**	**53.0**	**6.0**
Less adjustment for Civilian Vacancy Factor		**1.2**	**0.6**	**(0.6)**
Full-Time Equivalents		**45.8**	**52.4**	**6.6**

Business Area Revenue Summary

Fund Name : Property & Casualty Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1004 / 9000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
9000010001	**LGL - General Admin of Dept**			
424070	Interfund Legal Services	238,127	238,217	**246,975**
9000020001	**LGL - Genl Litigation**			
424070	Interfund Legal Services	2,112,086	2,112,086	**2,672,925**
9000050001	**LGL - Labor,Employ, Civ. Rights**			
424070	Interfund Legal Services	2,021,694	2,021,694	**2,640,227**
9000100001	**LGL - Claims & Subrog.**			
424070	Interfund Legal Services	983,971	983,971	**1,028,015**
9000120001	**LGL - Litigation Costs**			
424070	Interfund Legal Services	16,932,680	16,932,680	**14,557,298**
Total Legal		**22,288,558**	**22,288,648**	**21,145,440**

Business Area Expenditure Summary

Fund Name : Property & Casualty Fund
Business Area Name : Legal
Fund No./Bus. Area No. : 1004 / 9000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	1,761,322	3,856,037	3,856,037	4,606,911
500110	Bilingual Pay - Civilian	880	910	910	910
501070	Pension - Civilian	281,982	694,087	694,087	985,884
501120	Termination Pay - Civilian	6,188	161,446	161,446	150,000
502010	FICA - Civilian	126,126	268,133	268,133	325,856
503010	Health Ins-Act Civilian	115,326	243,880	243,880	376,628
503015	Basic Life Insurance - Active Civilian	988	2,122	2,122	2,750
503050	Health/Life Insurance - Retiree Civilian	50,335	37,500	37,500	37,500
503060	Long Term Disability-Civilian	0	3,953	3,953	4,455
503090	Workers Compensation-Civilian-Admin	4,492	9,300	9,300	12,523
504030	Unemployment Claims - Administration	12,114	47,000	47,000	47,035
Total	**Personnel Services**	**2,359,753**	**5,324,368**	**5,324,368**	**6,550,452**
511045	Computer Supplies	21,273	21,000	21,000	21,000
511050	Paper & Printing Supplies	2,000	7,000	7,000	7,000
511055	Publications & Printed Materials	116,593	110,000	110,000	110,000
511060	Postage	2,905	3,384	3,384	3,500
511070	Miscellaneous Office Supplies	16,190	14,500	14,500	17,500
511110	Fuel	317	400	400	800
511150	Miscellaneous Parts & Supplies	529	0	0	0
Total	**Supplies**	**159,807**	**156,284**	**156,284**	**159,800**
520107	Computer Info/Contr	4,109	4,500	4,500	30,000
520108	Information Resource Services	16,479	16,000	16,000	17,000
520110	Management Consulting Services	266	0	0	0
520114	Miscellaneous Support Services	124,611	119,851	119,851	120,000
520119	Computer Equipment/Software Maintenance	27,656	28,500	28,500	35,000
520133	Private Investigative Services	2,952	3,200	3,200	3,200
520510	Mail/Delivery Services	4,269	3,700	3,700	3,800
520515	Print Shop Services	0	400	400	1,200
520520	Printing & Reproduction Services	18,292	16,000	16,000	60,000
520605	Advertising Services	0	300	300	0
520740	Document Recording/Filing Fees	43,739	36,250	36,250	38,000
520765	Membership & Professional Fees	5,185	10,800	10,800	19,990
520805	Education & Training	3,048	10,000	10,000	20,900
520905	Travel - Training Related	2,847	2,500	2,500	4,000
520910	Travel - Non-Training Related	6,272	9,000	9,000	12,000
521605	Data Services	0	100	100	141
521610	Voice Services	10,010	13,296	13,296	13,030
521630	GIS Revolving Fund Services	906	1,086	1,086	1,844
521730	Parking Space Rental	29,640	35,000	35,000	35,000
521905	Legal Services	577,689	350,000	350,000	500,000
521910	Legal Svcs - Crt Report	145,331	145,500	145,500	150,000
521915	Legal Svcs - Atty Fee	16,800	200,000	200,000	200,000
521920	Legal Svcs -Med Svcs	21,490	24,000	24,000	30,000
521925	Legal Svcs -Ex Wit	65,213	150,000	150,000	150,000
521935	Legal Svcs -Claims	696,090	1,000,000	1,000,000	1,000,000
521940	Legal Svcs -Judgemt	5,349	4,783,720	4,783,720	2,944,965
521945	Legal Svcs -Settleme	917,598	9,712,400	9,712,400	8,834,895
521950	Legal Svcs -Doc Rec	140,924	121,741	121,741	190,000
522205	Metro Commuter Passes	819	800	800	1,000
522430	Miscellaneous Other Services & Charges	8,263	3,500	3,500	7,500
522722	KRONOS Service Chargeback	0	852	852	1,723
522780	Interfund Photo Copy Services	5,000	5,000	5,000	10,000
Total	**Other Services and Charges**	**2,900,847**	**16,807,996**	**16,807,996**	**14,435,188**
	Grand Total Expenditures	**5,420,407**	**22,288,648**	**22,288,648**	**21,145,440**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name : **Workers' Compensation**
Fund No./Bus. Area No. : **1011 / 8000 / 9000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	18,190,278	18,190,278	**19,368,669**
Total Available Resources	18,190,278	18,190,278	**19,368,669**
Maintenance and Operations	18,190,278	18,190,278	**19,368,669**
Total Expenditures	18,190,278	18,190,278	**19,368,669**
Planned Ending Fund Balance	0	0	**0**
Total Budget	18,190,278	18,190,278	**19,368,669**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	0	0	**0**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Workers' Compensation Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Workers' Compensation Fund is a revolving fund administered by the Human Resources Department. The Fund was established to centralize the financial transactions in the areas of Workers' Compensation, Accident Prevention, and Loss Control.

The City's Workers' Compensation Program is self-insured and has a contract with a third party administrator to manage claims activity. All financial liability for indemnity payments, medical costs, and other claims related payments are processed directly to the departments. Department premium rates are based on projected external Third Party Administrator (TPA) fees and internal administrative costs allocated on staffing levels.

The administrative portion of the budget includes staff for an accident prevention unit in the Human Resources Department and a litigation unit in the Legal Department. A prime objective is the elimination/reduction of accidents via the implementation, monitoring and assessment of departments' Accident Prevention Plans. These cooperative efforts have reduced accidents and returned years of productivity and saved millions in workers' compensation payments. Emphasis on the "return to work" program was accomplished by the adoption of the Work Ability Guidelines, effective April 1, 1995, with a comprehensive revision effective December 16, 2006. These guidelines institute a transitional duty program, which focuses on returning injured employees to work as soon as medically possible, while complying with all federal, state, and local laws.

The overall goal of the program is to create an atmosphere of safety awareness and a risk free environment. Specific initiatives are listed in the budget highlights.

Business Area Budget Summary

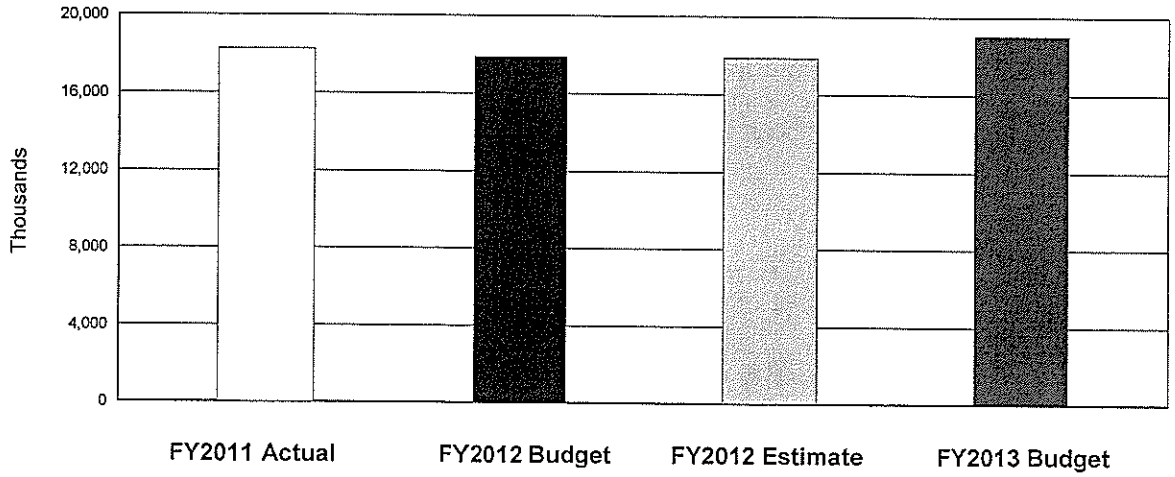
Fund Name : Workers' Compensation
Business Area Name : Human Resources
Fund No./Bus. Area No. : 1011 / 8000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	2,133,741	2,224,624	2,218,961	**2,569,210**
	Supplies	23,513	30,010	30,010	**45,160**
	Other Services and Charges	16,093,278	15,598,929	15,597,449	**16,378,440**
	Equipment	0	0	0	**42,000**
	Non-Capital Equipment	6,669	28,550	26,604	**5,700**
	Total M & O Expenditures	18,257,201	17,882,113	17,873,024	**19,040,510**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	18,257,201	17,882,113	17,873,024	**19,040,510**
Revenues		17,370,839	18,190,278	18,190,278	**19,368,669**
Staffing	Full-Time Equivalents - Civilian	49.8	29.4	28.3	**32.4**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	49.8	29.4	28.3	**32.4**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o Improve safety assessments for departments via department specific programs, technology and external resources.
- o Continue promotion of the Resource Allocation Program (RAP) to reduce incidents and claims.
- o Perform in depth case management review to obtain a shorter claim cycle and return the employee to work in a pre-injury condition.
- o Develop an injury/safety panel to promote awareness and prevention.
- o FY2013 Budget includes funding for expenditures increases in health benefits ($65,809) and pension contribution ($90,404).

Workers' Compensation
Human Resources
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Workers' Compensation
Business Area Name : Human Resources
Fund No./Bus Area No. : 1011 / 8000

Name: HR - Workers' Compensation Group -- 800010

Mission: To be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce. To be recognized for Human Resources excellence and to be a premier employer.

Goal: To create a workplace of safety awareness and a risk free environment.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Safety Inspections	2,598	1,907	**2,100**
Number of Claims	2,120	1,875	**1,775**
Lost Time Injuries	605	645	**625**
Case Management Reviews	1,500	1,095	**1,047**
Injury Workers Return To Work	1,416	1,324	**1,522**

Division Summary

Fund Name : Workers' Compensation
Business Area Name : Human Resources
Fund No./Bus Area No. : 1011 / 8000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
HR - Workers' Compensation Group 800010						
Provide statistical data in areas of accident prevention, workers' compensation claims losses and unemployment compensation. Provide financial reporting and budget management for the Human Resources Department.	49.8	18,257,201	28.3	17,873,024	**32.4**	**19,040,510**
Total	49.8	18,257,201	28.3	17,873,024	**32.4**	**19,040,510**

Business Area Roster Summary

Fund Name : Workers' Compensation
Business Area Name : Human Resources
Fund No./Bus Area No. : 1011 / 8000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	2.0	2.0	
ADMINISTRATIVE AIDE	10	2.0	0.0	(2.0)
ADMINISTRATIVE ASSISTANT	17	3.0	3.0	
ADMINISTRATIVE COORDINATOR	24	3.0	3.8	0.8
ADMINISTRATIVE SPECIALIST	20	1.0	2.0	1.0
CLAIMS COORDINATOR	17	2.0	1.0	(1.0)
CUSTOMER SERVICE CLERK	10	1.0	1.0	
DIVISION MANAGER	29	2.0	2.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	0.0	(1.0)
FINANCIAL ANALYST III	21	1.0	1.0	
HUMAN RESOURCES ASSISTANT	13	0.0	1.0	1.0
HUMAN RESOURCES TECHNICIAN	12	1.0	0.0	(1.0)
LICENSED VOCATIONAL NURSE	12	0.0	0.8	0.8
MESSENGER	6	1.0	1.0	
PUBLIC HEALTH NURSE IV	22	1.0	1.0	
SAFETY ADMINISTRATOR	27	0.0	0.8	0.8
SAFETY OFFICER	21	5.0	5.0	
SAFETY SUPERVISOR	24	4.0	4.0	
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR CLAIMS COORDINATOR	21	0.0	1.0	1.0
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
Total FTEs		**32.0**	**32.4**	**0.4**
Less adjustment for Civilian Vacancy Factor		**2.6**	**0.0**	**(2.6)**
Full-Time Equivalents		**29.4**	**32.4**	**3.0**

Business Area Revenue Summary

Fund Name : Workers' Compensation
Business Area Name : Human Resources
Fund No./Bus Area No. : 1011 / 8000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
8000100006	Administrators Office			
426370	Training Services	3,000	3,000	3,000
432010	Interest on Pooled Investments	20,000	20,000	30,000
451010	Interfund Billing-Workers' Comp Admin	4,483,135	4,483,135	5,085,669
451015	Interfund Billing-Workers' Comp Claims	13,684,143	13,684,143	14,250,000
Total	Administrators Office	18,190,278	18,190,278	19,368,669
Total	Human Resources	18,190,278	18,190,278	19,368,669

Business Area Expenditure Summary

Fund Name : **Workers' Compensation**
Business Area Name : **Human Resources**
Fund No./Bus. Area No. : **1011 / 8000**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	1,481,561	1,522,787	1,521,931	**1,723,906**
500030	Salary Part Time - Civilian	8,408	19,800	19,800	**32,967**
500060	Overtime - Civilian	40	13	13	**0**
500110	Bilingual Pay - Civilian	1,769	1,808	1,808	**1,808**
501070	Pension - Civilian	240,043	278,513	278,513	**368,917**
501120	Termination Pay - Civilian	39,284	25,147	25,147	**0**
502010	FICA - Civilian	109,538	119,927	119,844	**134,537**
503010	Health Ins-Act Civilian	199,753	178,936	177,265	**240,308**
503015	Basic Life Insurance - Active Civilian	941	961	934	**1,014**
503050	Health/Life Insurance - Retiree Civilian	45,735	35,535	35,140	**37,906**
503060	Long Term Disability-Civilian	0	2,703	2,703	**2,692**
503090	Workers Compensation-Civilian-Admin	5,784	6,204	6,065	**7,763**
503100	Workers Compensation-Civilian-Claim	885	2,492	0	**2,492**
504030	Unemployment Claims - Administration	0	29,798	29,798	**14,900**
Total	**Personnel Services**	**2,133,741**	**2,224,624**	**2,218,961**	**2,569,210**
511015	Cleaning & Sanitary Supplies	0	0	0	**200**
511045	Computer Supplies	1,149	3,150	3,150	**3,700**
511050	Paper & Printing Supplies	1,290	4,000	4,000	**4,500**
511055	Publications & Printed Materials	50	960	960	**2,960**
511060	Postage	3,249	5,400	5,400	**6,100**
511070	Miscellaneous Office Supplies	4,423	5,800	5,800	**8,300**
511080	General Laboratory Supplies	0	300	300	**600**
511095	Small Technical & Scientific Equipment	634	400	400	**8,800**
511110	Fuel	12,128	10,000	10,000	**10,000**
511125	Food Supplies	376	0	0	**0**
511150	Miscellaneous Parts & Supplies	214	0	0	**0**
Total	**Supplies**	**23,513**	**30,010**	**30,010**	**45,160**
520100	Temporary Personnel Services	16,753	13,980	13,980	**20,000**
520104	Claims Payment Services	1,388,793	1,573,031	1,573,031	**1,673,000**
520108	Information Resource Services	0	225	225	**225**
520109	Medical Dental & Laboratory Services	126	200	100	**100**
520110	Management Consulting Services	47,020	33,700	33,700	**122,500**
520114	Miscellaneous Support Services	8,406	13,500	13,500	**13,500**
520115	Real Estate Lease/Office Rental	170,000	150,000	150,000	**150,000**
520119	Computer Equipment/Software Maintenance	8,328	13,000	13,000	**11,000**
520121	IT Application Svcs	8,219	3,889	2,509	**3,862**
520123	Vehicle & Motor Equipment Services	10,218	9,000	9,000	**9,000**
520126	Construction Site Work Services	5,726	0	0	**0**
520515	Print Shop Services	3,211	2,900	2,500	**3,000**
520605	Advertising Services	0	3,000	3,000	**3,000**
520705	Insurance Fees	200	400	400	**400**
520765	Membership & Professional Fees	2,165	3,950	3,950	**5,705**
520805	Education & Training	11,561	11,745	11,745	**19,000**
520905	Travel - Training Related	1,337	1,700	1,700	**3,700**
520910	Travel - Non-Training Related	10	100	500	**1,000**
521605	Data Services	5,266	10,560	10,560	**14,932**
521610	Voice Services	14,192	28,500	28,500	**27,930**
521620	Voice Equipment	(110)	262	262	**735**
521625	Voice Labor	0	268	268	**197**
521630	GIS Revolving Fund Services	1,064	1,275	1,275	**1,275**
521730	Parking Space Rental	19,547	18,500	18,500	**19,626**
522205	Metro Commuter Passes	9,681	12,500	12,500	**16,152**

Business Area Expenditure Summary

Fund Name : Workers' Compensation
Business Area Name : Human Resources
Fund No./Bus. Area No. : 1011 / 8000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
522430	Miscellaneous Other Services & Charges	37,512	0	0	0
522605	Active Employee Incurred Claims	14,322,988	13,684,143	13,684,143	14,250,000
522722	KRONOS Service Chargeback	0	1,101	1,101	1,101
522780	Interfund Photo Copy Services	1,065	7,500	7,500	7,500
Total	**Other Services and Charges**	**16,093,278**	**15,598,929**	**15,597,449**	**16,378,440**
560220	Vehicles	0	0	0	42,000
Total	**Equipment**	**0**	**0**	**0**	**42,000**
551010	Non-Capital Office Furniture & Equipment	6,669	28,550	26,604	0
551015	Non-Capital Computer Equipment	0	0	0	4,800
551030	Non-Capital Machinery & Equipment	0	0	0	900
Total	**Non-Capital Equipment**	**6,669**	**28,550**	**26,604**	**5,700**
	Grand Total Expenditures	**18,257,201**	**17,882,113**	**17,873,024**	**19,040,510**


CITY OF HOUSTON
TEXAS

Business Area Budget Summary

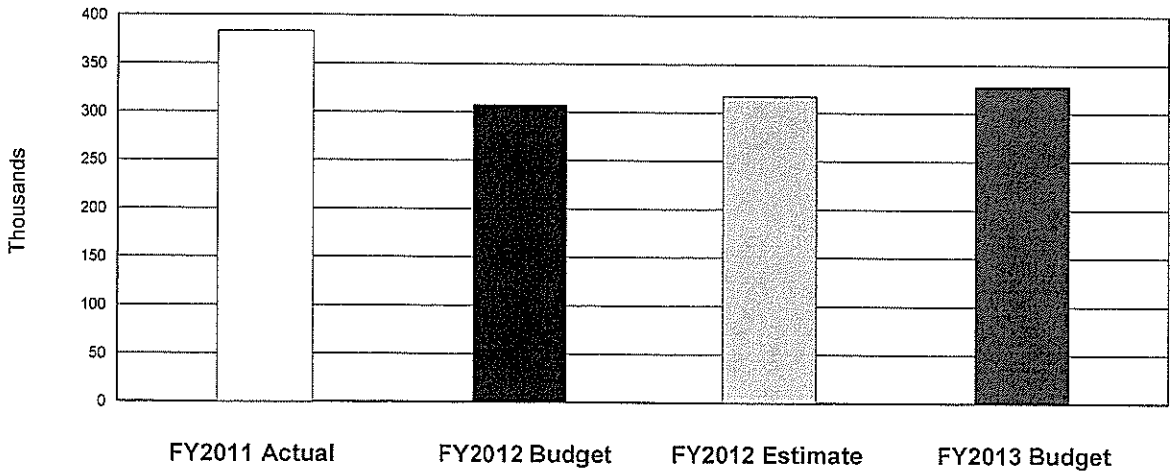
Fund Name : Workers' Compensation
Business Area Name : Legal
Fund No./Bus. Area No. : 1011 / 9000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	364,659	288,497	297,595	**309,309**
	Supplies	13,327	13,400	13,400	**13,400**
	Other Services and Charges	5,690	6,268	6,259	**5,450**
	Total M & O Expenditures	383,676	308,165	317,254	**328,159**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	383,676	308,165	317,254	**328,159**
Revenues		1,288,230	0	0	**0**
Staffing	Full-Time Equivalents - Civilian	4.9	3.0	3.0	**3.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	4.9	3.0	3.0	**3.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- Continue providing the highest level services to the Workers' Compensation Benefits Program.
- FY2013 Budget includes funding for expenditure increases in health benefits ($2,604) and pension contribution ($6,329).

Workers' Compensation
Legal
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Workers' Compensation
Business Area Name : Legal
Fund No./Bus Area No. : 1011 / 9000

Name: LGL - Workers' Compensation Litigation -- 900013

Mission: To provide the highest quality and comprehensive legal services for the City's Workers' Compensation Benefits Program.

Goal: Aggressively defend workers' compensation contested claims and vigorously pursue workers' compensation subrogation claims; provide general legal counsel relating to workers' compensation benefits program.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Contested cases/Subrogations handled	71	116	90

Division Summary

Fund Name : Workers' Compensation
Business Area Name : Legal
Fund No./Bus Area No. : 1011 / 9000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
LGL - Workers' Compensation Litigation 900013 This section is responsible for providing comprehensive legal services for the City's Workers' Compensation Benefits Program including defending contested claims, pursuing subrogation matters, and providing general counsel relating to the Program.	4.9	383,676	3.0	317,254	3.0	328,159
Total	4.9	383,676	3.0	317,254	3.0	328,159

Business Area Roster Summary

Fund Name : Workers' Compensation
Business Area Name : Legal
Fund No./Bus Area No. : 1011 / 9000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE AIDE	10	1.0	1.0	
ASSISTANT CITY ATTORNEY I	21	1.0	1.0	
SENIOR ASSISTANT CITY ATTORNEY I	30	1.0	1.0	
Total FTEs		3.0	3.0	0.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		3.0	3.0	0.0

Business Area Expenditure Summary

Fund Name : Workers' Compensation
Business Area Name : Legal
Fund No./Bus. Area No. : 1011 / 9000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	268,608	185,153	185,153	197,526
501070	Pension - Civilian	42,950	33,327	33,327	42,270
501120	Termination Pay - Civilian	2,621	19,200	17,708	5,000
502010	FICA - Civilian	19,528	14,164	14,164	15,110
503010	Health Ins-Act Civilian	29,878	20,966	20,966	23,570
503015	Basic Life Insurance - Active Civilian	162	109	109	118
503060	Long Term Disability-Civilian	0	425	425	255
503090	Workers Compensation-Civilian-Admin	912	1,000	1,000	717
503100	Workers Compensation-Civilian-Claim	0	3,363	3,363	3,363
504030	Unemployment Claims - Administration	0	10,790	21,380	21,380
Total	**Personnel Services**	**364,659**	**288,497**	**297,595**	**309,309**
511045	Computer Supplies	3,627	3,700	3,700	3,700
511055	Publications & Printed Materials	6,400	6,400	6,400	6,400
511070	Miscellaneous Office Supplies	3,300	3,300	3,300	3,300
Total	**Supplies**	**13,327**	**13,400**	**13,400**	**13,400**
520114	Miscellaneous Support Services	3,400	3,400	3,400	3,400
520515	Print Shop Services	0	0	25	25
520605	Advertising Services	0	0	809	0
520765	Membership & Professional Fees	600	750	400	400
520805	Education & Training	495	1,500	1,000	1,000
520905	Travel - Training Related	445	0	100	100
520910	Travel - Non-Training Related	107	0	0	0
521610	Voice Services	8	0	7	7
521630	GIS Revolving Fund Services	157	190	190	190
522205	Metro Commuter Passes	478	250	150	150
522722	KRONOS Service Chargeback	0	178	178	178
Total	**Other Services and Charges**	**5,690**	**6,268**	**6,259**	**5,450**
	Grand Total Expenditures	**383,676**	**308,165**	**317,254**	**328,159**

Fund Summary

Fund Name : **Central Service Revolving Fund**
Fund No./Bus. Area No. : **1002 / 2500 / 6400 / 6500 / 6800 / 7000 / 8000**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	204,373,478	199,802,331	**201,389,370**
Total Available Resources	204,373,478	199,802,331	**201,389,370**
Maintenance and Operations	204,373,478	199,802,331	**200,789,370**
Operating Transfers	0	0	**600,000**
Total Expenditures	204,373,478	199,802,331	**201,389,370**
Planned Ending Fund Balance	0	0	**0**
Total Budget	204,373,478	199,802,331	**201,389,370**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	0	0	**0**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Central Service Revolving Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Central Service Revolving Fund provides budgetary accounts for a centralized service function that provides for the purchase of goods and/or services for citywide operating departments. This method allows for the purchase of large quantities of goods and services for a high number of departments in a planned and well-managed manner. In addition, it provides for the efficient and effective audit of billings for such purchases.

Appropriations for these accounts are made from the respective operating departmental budgets as a part of the general appropriations ordinance. Sufficient appropriations are authorized from each department to allow for minimal encumbrance balances in each supply and service account in the Central Service Revolving Fund. After the delivery of goods and services, the actual cost is billed to the operating departments. At the end of each fiscal year, the fund is treated as a sub-fund of the General Fund and is not shown as a separate entity in the Comprehensive Annual Financial Report.

The General Services Department is responsible for administering the electricity and natural gas accounts for the City. The Finance Department oversees procurement contracts and forecasting. The Administration and Regulatory Affairs Department manages the reprographics and office services accounts. The communications and data services fees are administered by the Information Technology Department. The Planning and Development Department provides a centralized service for geographic information system purchases. The Human Resources Department administers the accounts for temporary personnel services, client relation services, and employee drug and alcohol testing. The revenue and expenditure summaries include General Services, Administration and Regulatory Affairs, Information Technology, Planning and Development, and Human Resources.

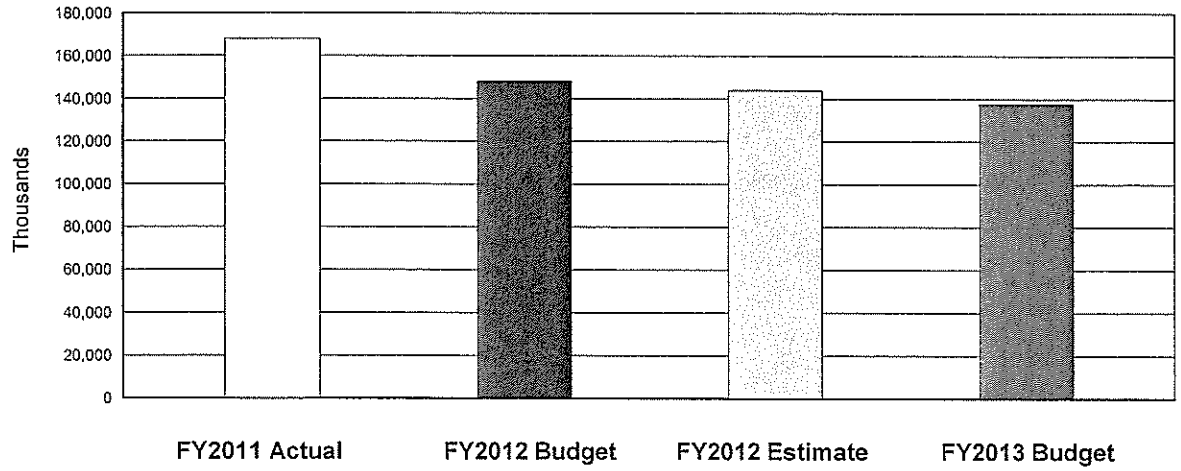
Business Area Budget Summary

Fund Name : **Central Service Revolving Fund**					
Business Area Name : **General Services**					
Fund No./Bus. Area No. : **1002 / 2500**		**FY2011 Actual**	**FY2012 Current Budget**	**FY2012 Estimate**	**FY2013 Budget**
Expenditures	Personnel Services	1,080,194	674,263	674,263	**530,067**
	Supplies	30,108,803	6,000	6,000	**6,000**
	Other Services and Charges	136,886,589	147,447,216	143,299,080	**137,247,384**
	Equipment	(752)	0	0	**0**
	Total M & O Expenditures	168,074,834	148,127,479	143,979,343	**137,783,451**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	168,074,834	148,127,479	143,979,343	**137,783,451**
Revenues		168,075,492	148,127,479	143,979,343	**137,783,451**
Staffing	Full-Time Equivalents - Civilian	10.2	6.0	5.0	**5.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	10.2	6.0	5.0	**5.0**
	Full-Time Equivalents - Overtime	0.0	0.1	0.1	**0.0**

Significant Budget Changes and Highlights

- The City of Houston was ranked sixth in the nation for purchasers of renewable energy and first among cities by the Environmental Protection Agency.

Central Service Revolving Fund
General Services
Expenditure Summary



Division Mission and Performance Measures

Fund Name : **Central Service Revolving Fund**
Business Area Name : **General Services**
Fund No./Bus Area No. : **1002 / 2500**

Name: GSD - Energy Management -- 250004

Mission: To provide support and ensure optimum procurement of electricity and natural gas, and delivery of those commodities to City facilities; to maximize energy savings opportunities citywide; to promote energy awareness programs and practices; and to optimize the efficiency of building operations.

Goal: 1) Complete the procurement process for natural gas contract to begin January 2013. 2) Submit additional facilities in the EnerNoc demand response energy program. 3) Submit the citywide energy efficiency report to the State Energy Conservation Office before April 1, 2013. 4) Manage 4,800 citywide electricity accounts and 389 citywide natural gas accounts.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Utility invoice payments	60,505	60,505	**62,000**
Utility management (meter applications, connects, and disconnects)	1,017	1,000	**1,000**
Transaction accuracy rate	99.6%	99%	**99%**

Division Summary

Fund Name : Central Service Revolving Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1002 / 2500

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
GSD - Energy Management 250004						
Provide day-to-day administrative support for citywide electricity and natural gas activities.	10.2	168,074,834	5.0	143,979,343	**5.0**	**137,783,451**
Total	10.2	168,074,834	5.0	143,979,343	**5.0**	**137,783,451**

Business Area Roster Summary

Fund Name : Central Service Revolving Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1002 / 2500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	0.0	1.0	1.0
ADMINISTRATIVE AIDE	10	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	0.0	(1.0)
FINANCIAL ANALYST IV	25	1.0	0.0	(1.0)
GRADUATE ENGINEER	22	1.0	1.0	
MANAGEMENT ANALYST III	21	1.0	1.0	
SENIOR ASSISTANT CITY ATTORNEY IV	35	1.0	1.0	
Total FTEs		**6.0**	**5.0**	**(1.0)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**6.0**	**5.0**	**(1.0)**

Business Area Revenue Summary

Fund Name : Central Service Revolving Fund
Business Area Name : General Services
Fund No./Bus Area No. : 1002 / 2500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2500040001	**GSD - Energy Mgmt.**			
424110	Other Interfund Services	1,054,884	1,022,939	**965,062**
451030	Interfund Natural Gas	8,687,751	6,320,387	**5,865,109**
457060	Interfund Electricity	138,384,844	136,636,017	**130,953,280**
Total	**GSD - Energy Mgmt.**	**148,127,479**	**143,979,343**	**137,783,451**
Total	**General Services**	**148,127,479**	**143,979,343**	**137,783,451**

Business Area Expenditure Summary

Fund Name : **Central Service Revolving Fund**
Business Area Name : **General Services**
Fund No./Bus. Area No. : **1002 / 2500**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	790,822	400,189	400,189	**384,010**
500060	Overtime - Civilian	317	6	6	**1,000**
501070	Pension - Civilian	126,242	82,835	82,835	**82,178**
501120	Termination Pay - Civilian	0	120,548	120,548	**0**
502010	FICA - Civilian	56,087	33,714	33,714	**28,131**
503010	Health Ins-Act Civilian	103,193	34,777	34,777	**32,724**
503015	Basic Life Insurance - Active Civilian	478	274	274	**229**
503050	Health/Life Insurance - Retiree Civilian	552	0	0	**0**
503060	Long Term Disability-Civilian	99	510	510	**425**
503090	Workers Compensation-Civilian-Admin	2,404	1,200	1,200	**1,195**
504030	Unemployment Claims - Administration	0	210	210	**175**
Total	**Personnel Services**	**1,080,194**	**674,263**	**674,263**	**530,067**
511010	Chemical Gases & Special Fluids	23,862	0	0	**0**
511045	Computer Supplies	(105)	3,000	3,000	**3,000**
511055	Publications & Printed Materials	9,845	0	0	**0**
511060	Postage	0	500	500	**500**
511070	Miscellaneous Office Supplies	5,540	2,483	2,483	**2,500**
511110	Fuel	30,055,959	0	0	**0**
511120	Clothing	135	17	17	**0**
511150	Miscellaneous Parts & Supplies	13,567	0	0	**0**
Total	**Supplies**	**30,108,803**	**6,000**	**6,000**	**6,000**
520108	Information Resource Services	4,798	6,700	6,700	**7,700**
520110	Management Consulting Services	10,057	200,000	143,841	**200,000**
520114	Miscellaneous Support Services	7,701	0	0	**0**
520119	Computer Equipment/Software Maintenance	66,982	3,400	3,400	**6,000**
520123	Vehicle & Motor Equipment Services	6,449	0	0	**0**
520124	Other Equipment Services	8,507	0	0	**0**
520141	Engineering Services	16,814	100,000	100,000	**100,000**
520515	Print Shop Services	13	2,000	2,000	**2,000**
520605	Advertising Services	1,118	250	250	**250**
520765	Membership & Professional Fees	335	550	675	**1,398**
520805	Education & Training	825	2,000	1,875	**2,000**
520910	Travel - Non-Training Related	199	750	750	**750**
521505	Electricity	129,343,632	138,384,844	136,636,017	**130,953,280**
521510	Natural Gas	7,257,734	8,687,751	6,320,387	**5,865,109**
521605	Data Services	0	0	50	**71**
521610	Voice Services	1,582	1,436	600	**588**
521630	GIS Revolving Fund Services	0	490	490	**238**
521905	Legal Services	9,737	43,701	68,701	**100,000**
522205	Metro Commuter Passes	2,599	960	960	**960**
522430	Miscellaneous Other Services & Charges	147,507	4,700	4,700	**4,700**
522721	Interfund HR Client Services	0	7,258	7,258	**2,190**
522722	KRONOS Service Chargeback	0	426	426	**150**
Total	**Other Services and Charges**	**136,886,589**	**147,447,216**	**143,299,080**	**137,247,384**
560230	Computer HW and Developed SW	(752)	0	0	**0**
Total	**Equipment**	**(752)**	**0**	**0**	**0**
	Grand Total Expenditures	**168,074,834**	**148,127,479**	**143,979,343**	**137,783,451**

Business Area Budget Summary

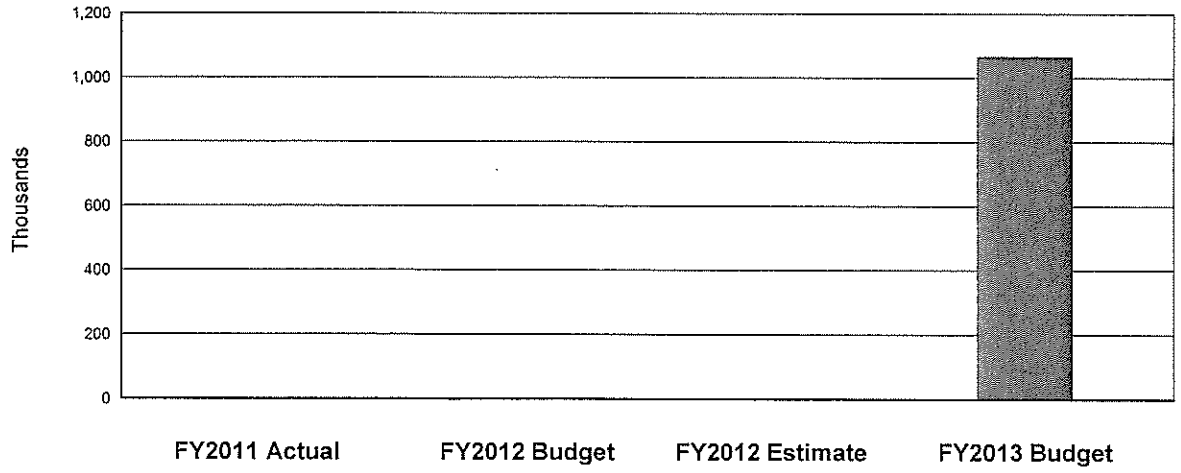
Fund Name : Central Service Revolving Fund
Business Area Name : Finance Department
Fund No./Bus. Area No. : 1002 / 6400

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	0	0	0	**1,035,977**
	Supplies	0	0	0	**4,354**
	Other Services and Charges	0	0	0	**26,458**
	Total M & O Expenditures	0	0	0	**1,066,789**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	0	0	0	**1,066,789**
Revenues		0	0	0	**1,066,789**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**11.5**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**11.5**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- The FY2013 budget includes the consolidation of budgeting, financial accounting, accounts payable, and the technology improvement program accounting functions of the Information Technology Department.
- The FY2013 budget includes financial oversight of Energy Management in procurement, forecasting, hedging, and natural gas.
- Establish the framework for partnerships with departments, provide accountability of financial projections, accountability and monitoring of citywide activities, maintain fiscal responsibilitiy associated with budgeting and financial accounting for technology and capital equipment needs througout the city.
- Partner with departments to improve communmication processess and responsiveness to the end users, and provide accounts payable functions for the Information Technology Department.

Central Service Revolving Fund
Finance Department
Expenditure Summary



Division Mission and Performance Measures

Fund Name : **Central Service Revolving Fund**
Business Area Name : **Finance Department**
Fund No./Bus Area No. : **1002 / 6400**

Name: Budget Management -- 640004

Mission: To develop and monitor the Information Technology Department's budget. Manage financial reporting and accounting functions in a transparent and timely manner. Procure, hedge, and contract management for the electricity and natural gas load for the City of Houston. Implement and monitor the hedging of natural gas prices. Create and monitor the budget for electricity and natural gas.

Goal: Work to standardize and eliminate the duplication process of accounting in the Information Technology Department financial transactions. Create a competitive environment for the acquisition of electricity and natural gas, while achieving lowest cost procurement.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Timely financial reporting	N/A	N/A	**100%**

Name: General Accounting -- 640005

Mission: Manage the accounts payable functions for the Information Technology Department.

Goal: Improve effieciencies and snyergies.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Ensure timely vendor payments	N/A	N/A	**95%**
Process charge back less than 30 days	N/A	N/A	**95%**

Division Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1002 / 6400

Division Description		FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Budget Management	640004						
Develop a reliable chargeback model to ensure accuracy of charges to other city departments for the use of services provided by the Central Service Revolving Fund. Accurately forecast and maintain budget models.		0.0	0	0.0	0	**5.5**	**680,372**
General Accounting	640005						
Consolidate accounts payable functions for the Information Technology Department.		0.0	0	0.0	0	**6.0**	**386,417**
Total		0.0	0	0.0	0	**11.5**	**1,066,789**

Business Area Roster Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1002 / 6400

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNT CLERK	10	0.0	2.0	2.0
ACCOUNTANT	17	0.0	2.0	2.0
ACCOUNTANT SUPERVISOR	24	0.0	1.0	1.0
DEPUTY DIRECTOR (EXE LEV)	34	0.0	1.0	1.0
DIVISION MANAGER	29	0.0	0.5	0.5
FINANCIAL ANALYST I	15	0.0	1.0	1.0
FINANCIAL ANALYST II	18	0.0	1.0	1.0
FINANCIAL ANALYST III	21	0.0	1.0	1.0
STAFF ANALYST	26	0.0	2.0	2.0
Total FTEs		**0.0**	**11.5**	**11.5**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**0.0**	**11.5**	**11.5**

Business Area Revenue Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1002 / 6400

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6400040002	**FIN - IT Financial Operations**			
424110	Other Interfund Services	0	0	**396,815**
6400040004	**Energy**			
424110	Other Interfund Services	0	0	**283,557**
6400050006	**Central Accounts Payable**			
451020	Interfund Billing-Telephone	0	0	**296,516**
6400050008	**CDBG Grant**			
424110	Other Interfund Services	0	0	**89,901**
Total	**Finance Department**	**0**	**0**	**1,066,789**

Business Area Expenditure Summary

Fund Name : **Central Service Revolving Fund**
Business Area Name : **Finance Department**
Fund No./Bus. Area No. : **1002 / 6400**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	0	0	0	**752,647**
501070	Pension - Civilian	0	0	0	**161,065**
502010	FICA - Civilian	0	0	0	**55,405**
503010	Health Ins-Act Civilian	0	0	0	**62,369**
503015	Basic Life Insurance - Active Civilian	0	0	0	**436**
503060	Long Term Disability-Civilian	0	0	0	**981**
503090	Workers Compensation-Civilian-Admin	0	0	0	**2,759**
504030	Unemployment Claims - Administration	0	0	0	**315**
Total	**Personnel Services**	**0**	**0**	**0**	**1,035,977**
511045	Computer Supplies	0	0	0	**2,294**
511070	Miscellaneous Office Supplies	0	0	0	**2,060**
Total	**Supplies**	**0**	**0**	**0**	**4,354**
520121	IT Application Svcs	0	0	0	**2,520**
520805	Education & Training	0	0	0	**7,800**
520905	Travel - Training Related	0	0	0	**5,629**
521610	Voice Services	0	0	0	**1,653**
521730	Parking Space Rental	0	0	0	**8,856**
Total	**Other Services and Charges**	**0**	**0**	**0**	**26,458**
	Grand Total Expenditures	**0**	**0**	**0**	**1,066,789**

Business Area Budget Summary

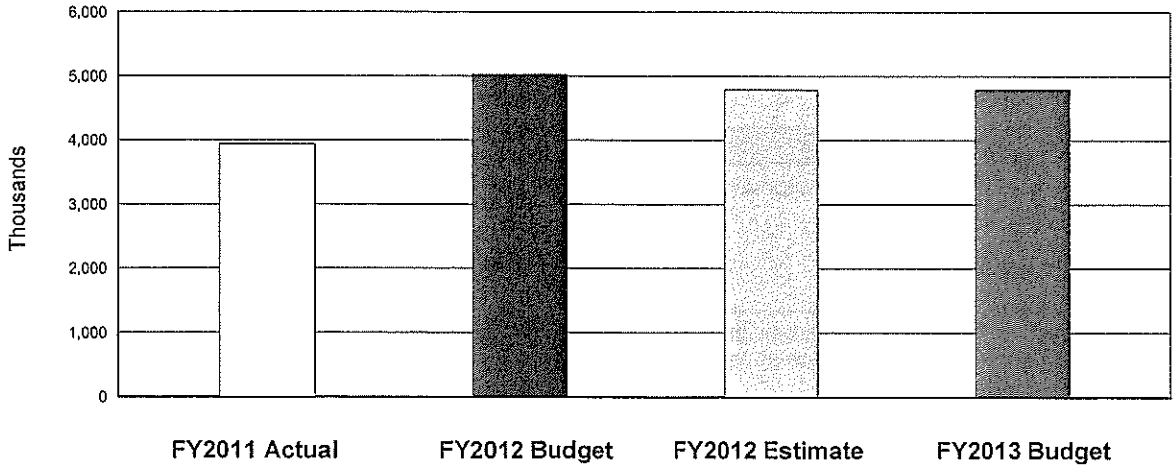
Fund Name : Central Service Revolving Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1002 / 6500

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Supplies	365,185	400,000	400,000	**400,000**
	Other Services and Charges	3,570,187	4,623,984	4,391,365	**4,393,745**
	Total M & O Expenditures	3,935,372	5,023,984	4,791,365	**4,793,745**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	3,935,372	5,023,984	4,791,365	**4,793,745**
Revenues		4,023,430	5,023,984	4,791,365	**4,793,745**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FY2013 Budget includes the annual cost for Hosting and Software Maintenance of the KRONOS automated time and attendance system as approved by City Council (Ordinance 2010-0555) in the amount of $816,265.
- o The Print Shop Services budget is lowered to $1.0 million in FY2013 to reflect the current usage and lower printing costs. Most jobs are done in-house by Houston Independent School District (HISD), with lower prices.
- o The FY2013 Xerox and Postage budgets remain the same as in FY2012.

Central Service Revolving Fund
Administration and Regulatory Affairs
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Central Service Revolving Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1002 / 6500

Name: Central Services -- 650005

Mission: To manage the citywide Xerox rental and postage budgets by monitoring payments and charge backs ensuring the account is balanced.

Goal: Serve and support all the City departments in monitoring payments and charge backs related to Xerox rental and postage, and ensure a zero account balance at year end.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Transaction accuracy rate	99%	99%	**99%**

Name: Print Shop -- 650006

Mission: To manage the citywide printed materials budget by monitoring payments and charge backs and ensure the account is balanced.

Goal: Provide the City with the highest quality of printed materials and services at competitive costs and expedite printing requests to meet specifications and deadlines. Generate revenue through outsourced contracts to recover costs of operation.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Outsourced contract goals achieved	100%	100%	**100%**

Name: ARA - Payroll Services -- 650007

Mission: To manage the cost of KRONOS (Automated Time & Attendace System) hosting and maintenance services for the City of Houston

Goal: To monitor and verify cost, ensure timely payments to KRONOS, allocate cost to all departments, and ensure that the revolving fund has a zero balance at year end.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Transaction charge back accuracy rate	100%	100%	**100%**

Division Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1002 / 6500

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Central Services 650005 Provide a centralized service function for Xerox rental and postage for citywide operating departments. Administer service contracts and processes related service billings.	0.0	2,927,856	0.0	2,976,000	**0.0**	**2,976,000**
Print Shop 650006 Provide printing services to various departments including design, artwork, layout, offset printing/copying and a variety of finishing services. Provide cost effective high volume copying services through interlocal agreement with Houston Independent School District.	0.0	1,007,516	0.0	1,000,000	**0.0**	**1,001,480**
ARA - Payroll Services 650007 To manage the hosting and software maintenance of the KRONOS System.	0.0	0	0.0	815,365	**0.0**	**816,265**
Total	0.0	3,935,372	0.0	4,791,365	**0.0**	**4,793,745**

Business Area Revenue Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1002 / 6500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6500050002	**ARA - Central Services**			
451040	Interfund Postage	400,000	400,000	**400,000**
457030	Interfund Billing & Collection Service	2,576,000	2,576,000	**2,576,000**
Total	**ARA - Central Services**	**2,976,000**	**2,976,000**	**2,976,000**
6500060004	**ARA - Print Shop**			
451060	Interfund Print Shop Operations	1,232,619	1,000,000	**1,001,480**
6500070001	**ARA - Payroll Services**			
424180	Interfund KRONOS	815,365	815,365	**816,265**
Total	**Administration and Regulatory Affairs**	**5,023,984**	**4,791,365**	**4,793,745**

Business Area Expenditure Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1002 / 6500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
511060	Postage	365,185	400,000	400,000	400,000
Total	**Supplies**	**365,185**	**400,000**	**400,000**	**400,000**
520114	Miscellaneous Support Services	0	0	161,660	162,560
520119	Computer Equipment/Software Maintenance	0	815,365	653,705	653,705
520121	IT Application Svcs	110	10	120	193
520515	Print Shop Services	1,003,237	1,228,964	996,235	996,345
521605	Data Services	528	1,440	1,440	1,414
521610	Voice Services	3,641	2,202	2,202	3,528
521620	Voice Equipment	0	3	3	0
521715	Office Equipment Rental	2,562,671	2,576,000	2,576,000	2,576,000
Total	**Other Services and Charges**	**3,570,187**	**4,623,984**	**4,391,365**	**4,393,745**
	Grand Total Expenditures	**3,935,372**	**5,023,984**	**4,791,365**	**4,793,745**


CITY OF HOUSTON
TEXAS

Business Area Budget Summary

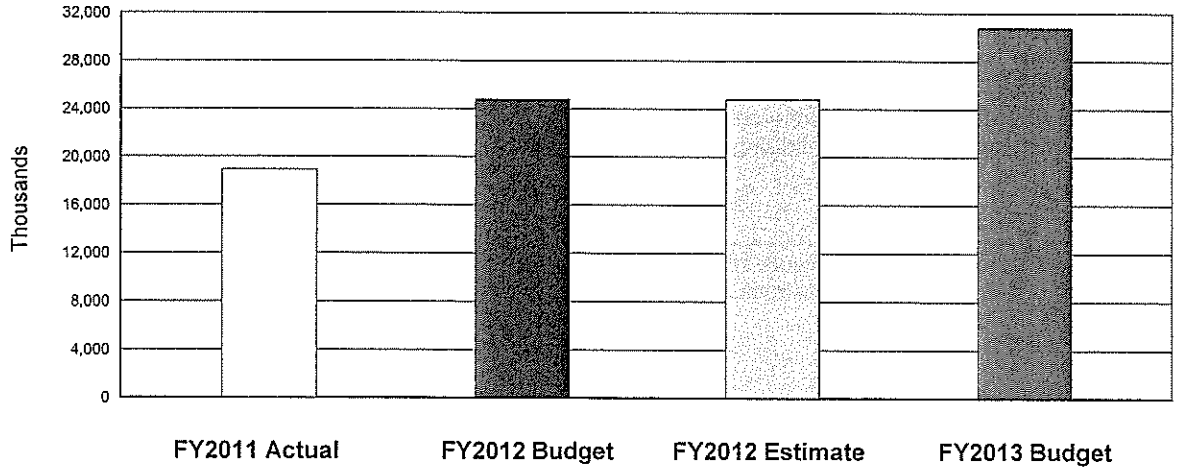
Fund Name : Central Service Revolving Fund
Business Area Name : Information Technology
Fund No./Bus. Area No. : 1002 / 6800

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	204,653	3,429,415	3,235,336	**4,574,251**
	Supplies	0	145,000	145,000	**125,000**
	Other Services and Charges	18,707,089	21,129,960	21,324,040	**25,520,865**
	Equipment	0	99,515	99,514	**0**
	Total M & O Expenditures	18,911,742	24,803,890	24,803,890	**30,220,116**
	Debt Service & Other Uses	0	0	0	**600,000**
	Total Expenditures	18,911,742	24,803,890	24,803,890	**30,820,116**
Revenues		18,911,742	24,803,890	24,803,890	**30,820,116**
Staffing	Full-Time Equivalents - Civilian	2.0	33.6	31.8	**40.8**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	2.0	33.6	31.8	**40.8**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($130,259) and pension contribution ($208,536).
- o The FY2013 Budget includes the effect of the prior year consolidation of HEC and BARC plus additional staff which includes one executive position over IT security as well as three project support staff and five additional staff to support 311.
- o The FY2013 Budget includes increased operating and maintenance costs of $4M for the Microsoft Enterprise license agreement, SAP licenses and maintenance, 311 support, and Active Directory & Exchange.

Central Service Revolving Fund
Information Technology
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Central Service Revolving Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1002 / 6800

Name: IT - Director's Office Group -- 680001

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: To provide citywide leadership for systems' security and technology management.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Design/Implement security meas/policies/procedures	N/A	N/A	**90%**
Coordinate prep. of security operating budget	N/A	N/A	**100%**
Develop a Cyber Security Framework	N/A	N/A	**50%**
Build citywide security working group	N/A	N/A	**50%**

Name: IT - Applications -- 680002

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: The Applications group is responsible for consulting with client departments to understand their business operations and technology requirements; overseeing the process by which projects are identified and defined, and in conjunction with departments developing cost benefit analysis to justify funding. The primary goal is to develop, deliver, and sustain enterprise and departmental applications that support business user needs across the city.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Attribute Work to Clients	79.5%	70.0%	**75.0%**
Uptime Percentage	N/A	95.0%	**97.5%**
Project MGMT Processes	N/A	N/A	**50.0%**
Defined Bus. Processes	N/A	N/A	**1,000**
Meta-data Fields Defined	N/A	N/A	**1,500**

Name: IT - Infrastructure Group -- 680003

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: To provide a reliable and secure network infrastructure, an effective and efficient (secure, reliable, highly available, and scalable) server operations infrastructure and a reliable telecommunications infrastructure and to support the departments' 4,000 desktop users.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Desktops Supported	2,800	3,250	**3,250**
User Satisfaction - 5 max.	4.6	4.6	**4.6**
Network Availability	95.0%	95.0%	**95.0%**
Key Systems Availability	95.0%	95.0%	**95.0%**
Service Requests	9,000	11,000	**11,000**

Division Mission and Performance Measures

Fund Name : Central Service Revolving Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1002 / 6800

Name: IT - Consulting Services -- 680006

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: The goal of the Consulting Services group is to maintain efficient response time to issues regarding Computer Aided Dispatch (CAD) System, Fire Dept. Records Management System (RMS), Emergency Alerting System (EAS), Orbacom as well as provide positive live release trend, low cost services and enforce pet licensing requirements.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
EAS, CAD/RMS and ACS System Availability	99.9%	99.9%	**99.9%**
Orbacom Availability	100.0%	100.0%	**100.0%**

Name: IT - Project Group -- 680007

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: To support the accounts receivable collection efforts, accounts payable activities, and the citywide scorecard.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Attribute Work to Clients	N/A	N/A	**95%**
Project MGMT Processes	N/A	N/A	**95%**

Division Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1002 / 6800

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
IT - Director's Office Group 680001 Citywide IT oversight, administrative support in financial analysis and reporting, cost accounting, capital planning, project staffing, funds management, asset management, procurement, contract compliance, open records and accounts payable. Management of costs common to entire IT Department. The common costs include: data services, IT Applications, voice & data services and insurance premiums.	0.0	0	0.0	0	**1.0**	**719,553**
IT - Applications 680002 Provides solutions for business processes to City departments and responsible for implementing and supporting enterprise systems such as ERP, commercial off-the-shelf applications like 3-1-1, Fleet, the Contact Center, as well as custom developed solutions.	2.0	2,147,741	1.0	2,928,709	**6.0**	**3,579,730**
IT - Infrastructure Group 680003 Provide firewall security, monitoring the network, preventing outsiders from accessing the City's data resources through hardware and software protocols and security criteria.	0.0	16,764,001	1.8	17,182,263	**1.8**	**21,290,546**
IT - Consulting Services 680006 HEC - IT Provide management of the Houston Emergency Center and facilitation of public education. BARC - IT Provide compassionate animal care through pet services. Protect the public health and safety by enforcing local and state laws.	0.0	0	29.0	4,692,918	**29.0**	**4,850,188**
IT - Project Group 680007 Provide support to accounts receivable collection, accounts payable improvement and the citywide scorecard project.	0.0	0	0.0	0	**3.0**	**380,099**
Total	2.0	18,911,742	31.8	24,803,890	**40.8**	**30,820,116**

Business Area Roster Summary

Fund Name : **Central Service Revolving Fund**
Business Area Name : **Information Technology**
Fund No./Bus Area No. : **1002 / 6800**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE COORDINATOR	24	0.8	1.8	1.0
DEPUTY DIRECTOR (EXE LEV)	34	2.0	2.0	
GIS ANALYST	20	2.0	2.0	
GIS SUPERVISOR	26	1.0	1.0	
GIS TECHNICIAN	12	0.0	1.0	1.0
INFORMATION SYSTEMS ADMINISTRATOR	30	2.0	2.0	
IRM MANAGER	29	0.0	1.0	1.0
IS/IT HELP DESK COORDINATOR	10	2.0	2.0	
IT PROJECT MANAGER	28	2.0	2.0	
LAN SPECIALIST	26	1.0	0.0	(1.0)
OPERATIONS MANAGER	27	4.0	3.0	(1.0)
PROGRAMMER ANALYST III	22	2.0	2.0	
PROGRAMMER ANALYST IV	25	0.0	1.0	1.0
SENIOR CENTRAL NETWORK ADMINISTRATOR	28	1.0	1.0	
SENIOR GIS TECHNICIAN	17	0.0	1.0	1.0
SENIOR MICROCOMPUTER ANALYST	23	2.0	2.0	
STUDENT INTERN II	10	0.8	0.0	(0.8)
SYSTEMS CONSULTANT	26	3.3	5.0	1.7
SYSTEMS SUPPORT ANALYST I	16	0.7	0.0	(0.7)
SYSTEMS SUPPORT ANALYST II	19	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST III	22	4.0	4.0	
SYSTEMS SUPPORT ANALYST IV	25	3.0	3.0	
TECHNICAL HARDWARE ANALYST II	21	0.0	1.0	1.0
TECHNICAL HARDWARE ANALYST III	23	0.0	2.0	2.0
Total FTEs		**33.6**	**40.8**	**7.2**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**33.6**	**40.8**	**7.2**

Business Area Revenue Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1002 / 6800

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6800010002	**IT - Administration**			
424100	Intfd IT Network Svc	0	0	**500,000**
424110	Other Interfund Services	0	0	**219,553**
Total	**IT - Administration**	**0**	**0**	**719,553**
6800020001	**IT - Enterprise Applications**			
424100	Intfd IT Network Svc	0	1,201,314	**1,248,797**
424110	Other Interfund Services	0	0	**18,979**
Total	**IT - Enterprise Applications**	**0**	**1,201,314**	**1,267,776**
6800020003	**IT - Enterprise Application-311 Support**			
424100	Intfd IT Network Svc	2,793,264	1,017,395	**972,852**
424110	Other Interfund Services	0	0	**38**
Total	**IT - Enterprise Application-311 Support**	**2,793,264**	**1,017,395**	**972,890**
6800020004	**IT - ERP Team**			
424100	Intfd IT Network Svc	0	710,000	**1,340,000**
6800020005	**IT - Business Intelligence**			
424110	Other Interfund Services	0	0	**251,681**
6800030001	**IT - Client Services**			
457020	Interfund Communication Equipment Repair	0	180,000	**180,000**
6800030004	**IT - Network Data Services**			
424100	Intfd IT Network Svc	0	63,616	**846,447**
457020	Interfund Communication Equipment Repair	0	1,600,319	**1,635,954**
Total	**IT - Network Data Services**	**0**	**1,663,935**	**2,482,401**
6800030005	**IT - Network Voice Services**			
424100	Intfd IT Network Svc	0	220,682	**117,165**
424110	Other Interfund Services	0	8,431	**0**
451020	Interfund Billing-Telephone	13,195,791	13,195,791	**14,930,467**
457020	Interfund Communication Equipment Repair	4,158,464	1,201,666	**2,147,363**
Total	**IT - Network Voice Services**	**17,354,255**	**14,626,570**	**17,194,995**
6800030007	**IT - Enterprise Operations**			
424100	Intfd IT Network Svc	0	0	**351,000**
457020	Interfund Communication Equipment Repair	0	711,758	**1,082,150**
Total	**IT - Enterprise Operations**	**0**	**711,758**	**1,433,150**
6800060003	**IT - Consulting Public Infrastructure**			
424110	Other Interfund Services	4,576,382	4,612,929	**4,764,820**
6800060006	**IT - Consulting Public Administration**			
424110	Other Interfund Services	79,989	79,989	**84,432**
6800070002	**IT - Business Analysis**			
424110	Other Interfund Services	0	0	**128,418**
Total	**Information Technology**	**24,803,890**	**24,803,890**	**30,820,116**

Business Area Expenditure Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Information Technology
Fund No./Bus. Area No. : 1002 / 6800

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	153,316	2,448,292	2,298,523	**3,149,724**
500030	Salary Part Time - Civilian	0	60,112	56,731	**60,343**
500060	Overtime - Civilian	0	0	(177)	**0**
500180	Temporary Employees	0	0	2,445	**0**
501070	Pension - Civilian	24,435	436,725	410,829	**674,041**
501120	Termination Pay - Civilian	0	31,084	31,084	**0**
501160	Vehicle Allowance - Civilian	0	1,066	1,066	**0**
502010	FICA - Civilian	11,284	182,653	170,009	**239,372**
503010	Health Ins-Act Civilian	15,161	239,116	235,018	**414,537**
503015	Basic Life Insurance - Active Civilian	92	2,333	2,283	**1,911**
503040	Health/Life Ins.Ret-Classified	0	5,999	5,999	**7,000**
503050	Health/Life Insurance - Retiree Civilian	0	11,998	11,998	**13,000**
503060	Long Term Disability-Civilian	0	2,474	2,350	**3,400**
503090	Workers Compensation-Civilian-Admin	365	7,493	7,108	**9,768**
504030	Unemployment Claims - Administration	0	70	70	**1,155**
Total	**Personnel Services**	**204,653**	**3,429,415**	**3,235,336**	**4,574,251**
511025	Electrical Hardware & Parts	0	2,000	2,000	**2,000**
511040	Audiovisual Supplies	0	10,000	10,000	**10,000**
511045	Computer Supplies	0	81,326	81,326	**83,500**
511050	Paper & Printing Supplies	0	2,000	2,000	**2,000**
511055	Publications & Printed Materials	0	3,000	3,000	**3,000**
511060	Postage	0	500	500	**500**
511070	Miscellaneous Office Supplies	0	27,174	27,174	**5,000**
511115	Vehicle Repair & Maintenance Supplies	0	5,000	5,000	**5,000**
511120	Clothing	0	2,000	2,000	**2,000**
511145	Small Tools & Minor Equipment	0	2,000	2,000	**2,000**
511150	Miscellaneous Parts & Supplies	0	10,000	10,000	**10,000**
Total	**Supplies**	**0**	**145,000**	**145,000**	**125,000**
520100	Temporary Personnel Services	0	142,604	178,460	**107,348**
520110	Management Consulting Services	0	40,000	40,000	**40,000**
520119	Computer Equipment/Software Maintenance	0	1,197,975	1,353,828	**1,370,612**
520120	Communications Equipment Services	0	15,000	15,000	**15,000**
520121	IT Application Svcs	1,938,443	2,579,980	2,756,282	**3,905,522**
520122	Office Equipment Services	0	108,745	0	**8,444**
520123	Vehicle & Motor Equipment Services	0	1,000	1,000	**1,000**
520126	Construction Site Work Services	0	10,560	0	**0**
520157	Computer Software Maintenance Services	(290)	0	0	**0**
520158	Computer Equipment Maintenance Services	(102)	0	0	**0**
520510	Mail/Delivery Services	0	1,000	1,000	**1,000**
520520	Printing & Reproduction Services	0	1,000	1,000	**1,000**
520765	Membership & Professional Fees	0	2,000	2,000	**2,000**
520805	Education & Training	0	10,000	10,000	**11,000**
520815	Tuition Reimbursement	0	1,000	1,000	**0**
520905	Travel - Training Related	0	5,000	5,000	**5,000**
520910	Travel - Non-Training Related	0	3,000	3,000	**3,000**
521405	Building Maintenance Services	0	40,000	40,000	**40,000**
521605	Data Services	1,864,891	2,795,612	2,941,628	**4,330,424**
521610	Voice Services	14,252,672	13,195,791	13,195,791	**14,930,467**
521620	Voice Equipment	362,628	450,000	350,000	**432,422**
521625	Voice Labor	286,242	510,000	402,115	**282,621**
521630	GIS Revolving Fund Services	63	76	76	**250**
521730	Parking Space Rental	0	1,000	1,000	**1,000**

Business Area Expenditure Summary

Fund Name : **Central Service Revolving Fund**
Business Area Name : **Information Technology**
Fund No./Bus. Area No. : **1002 / 6800**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
522205	Metro Commuter Passes	2,473	3,500	3,500	**2,302**
522305	Freight Charges	0	500	500	**500**
522430	Miscellaneous Other Services & Charges	69	13,429	13,429	**10,000**
522721	Interfund HR Client Services	0	1,117	8,360	**18,979**
522722	KRONOS Service Chargeback	0	71	71	**974**
Total	**Other Services and Charges**	**18,707,089**	**21,129,960**	**21,324,040**	**25,520,865**
560230	Computer HW and Developed SW	0	99,515	99,514	**0**
Total	**Equipment**	**0**	**99,515**	**99,514**	**0**
532020	Transfers to Capital Projects	0	0	0	**600,000**
Total	**Debt Service and Other Uses**	**0**	**0**	**0**	**600,000**
	Grand Total Expenditures	**18,911,742**	**24,803,890**	**24,803,890**	**30,820,116**

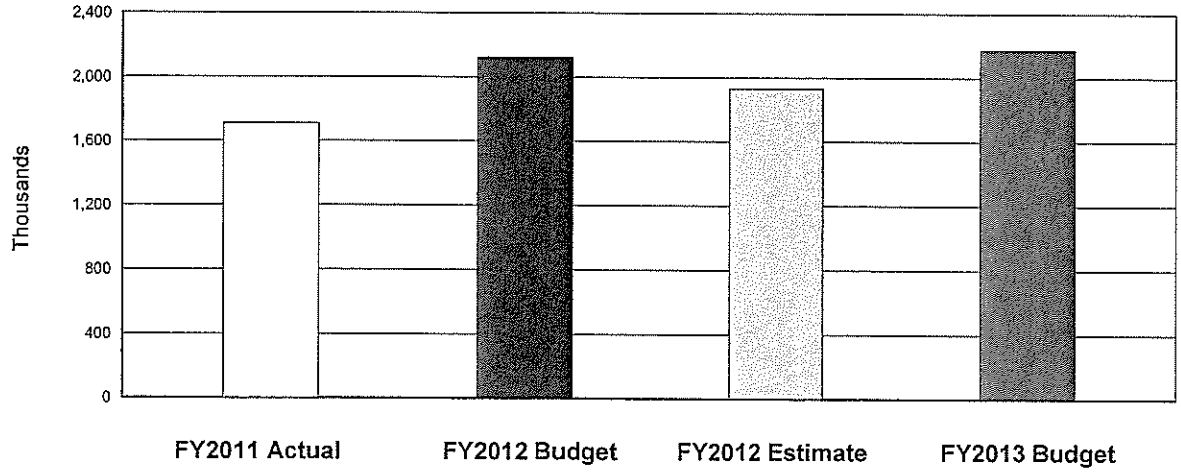
Business Area Budget Summary

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Fund Name : Central Service Revolving Fund					
Business Area Name : Planning & Development					
Fund No./Bus. Area No. : 1002 / 7000					
Expenditures	Personnel Services	1,003,493	1,077,951	1,076,882	**1,229,765**
	Supplies	13,866	50,930	30,930	**44,432**
	Other Services and Charges	694,013	994,042	804,719	**902,991**
	Equipment	0	0	20,000	**0**
	Total M & O Expenditures	1,711,372	2,122,923	1,932,531	**2,177,188**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	1,711,372	2,122,923	1,932,531	**2,177,188**
Revenues		1,711,146	2,122,923	1,932,531	**2,177,188**
Staffing	Full-Time Equivalents - Civilian	8.4	11.5	11.5	**12.5**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	8.4	11.5	11.5	**12.5**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o The FY2013 Budget includes funding for expenditure increase in health benefits ($24,253) and pension contributions ($40,725).
- o Improve the look and functionality of the Geographic Information System (GIS) My City applications.
- o Implement new Electronic Digital Review Coordination (EDRC), which includes integration with GIS and online payments.
- o Upgrade and virtualize server infrastructure and upgrade Data Base GIS to ArcGIS 10.

Central Service Revolving Fund
Planning & Development
Expenditure Summary



Division Mission and Performance Measures

Fund Name : **Central Service Revolving Fund**
Business Area Name : **Planning & Development**
Fund No./Bus Area No. : **1002 / 7000**

Name: PD - GIS Services -- 700002

Mission: To serve the Geographic Information System and Geospatial needs of the City of Houston across departments and among all staff and citizens.

Goal: Continue development and support of GIS data integrations; support and develop where feasible specialized Information System (IS) applications for business units. Continue development of replacement for Legacy Development Review Coordination (DRC) with new web based, GIS centric application. Implement official address assignment within city limits; continue address and street road maintenance in Extra Territorial Jurisdiction (ETJ).

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
GIS Training	391	150	**150**
New Application/Services	19	20	**10**
New Data Migration	14	2	**5**
New Data Layers	10	35	**15**

Division Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Planning & Development
Fund No./Bus Area No. : 1002 / 7000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
PD - GIS Services 700002						
Enterprise GIS (EGIS) centralizes data for interdepartmental and public access, via web and desktop services and tools; Includes training, technical support, hardware, software, application and data development and GIS consulting.	8.4	1,711,372	11.5	1,932,531	**12.5**	**2,177,188**
Total	8.4	1,711,372	11.5	1,932,531	**12.5**	**2,177,188**

Business Area Roster Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Planning & Development
Fund No./Bus Area No. : 1002 / 7000

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
GIS ANALYST	20	2.0	2.0	
GIS MANAGER	29	0.0	1.0	1.0
GIS SUPERVISOR	26	3.5	3.5	
INFORMATION SYSTEMS ADMINISTRATOR	30	1.0	1.0	
SENIOR GIS ANALYST	24	1.0	2.0	1.0
SENIOR GIS TECHNICIAN	17	1.0	1.0	
SYSTEMS SUPPORT ANALYST IV	25	1.0	1.0	
WEB DESIGNER	21	1.0	1.0	
WEBMASTER	26	1.0	0.0	(1.0)
Total FTEs		**11.5**	**12.5**	**1.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**11.5**	**12.5**	**1.0**

Business Area Revenue Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Planning & Development
Fund No./Bus Area No. : 1002 / 7000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
7000020001	GIS Services			
457090	ENT-Geographic Information System	2,122,923	1,932,531	2,177,188
Total	Planning & Development	2,122,923	1,932,531	2,177,188

Business Area Expenditure Summary

Fund Name : **Central Service Revolving Fund**
Business Area Name : **Planning & Development**
Fund No./Bus. Area No. : **1002 / 7000**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	758,426	783,132	779,917	**859,617**
500110	Bilingual Pay - Civilian	882	904	900	**904**
501070	Pension - Civilian	121,428	140,964	143,232	**183,957**
501120	Termination Pay - Civilian	1,136	15,000	15,000	**15,000**
502010	FICA - Civilian	56,447	59,980	58,485	**65,831**
503010	Health Ins-Act Civilian	62,609	73,787	75,164	**99,417**
503015	Basic Life Insurance - Active Civilian	463	457	457	**503**
503060	Long Term Disability-Civilian	49	981	981	**1,066**
503090	Workers Compensation-Civilian-Admin	2,053	2,309	2,309	**2,998**
504030	Unemployment Claims - Administration	0	437	437	**472**
Total	**Personnel Services**	**1,003,493**	**1,077,951**	**1,076,882**	**1,229,765**
511045	Computer Supplies	12,112	41,919	21,919	**38,932**
511055	Publications & Printed Materials	225	2,500	2,500	**500**
511070	Miscellaneous Office Supplies	1,529	6,511	6,511	**5,000**
Total	**Supplies**	**13,866**	**50,930**	**30,930**	**44,432**
520107	Computer Info/Contr	15,500	185,500	45,400	**134,500**
520116	Parking Services Contract	0	3,500	3,500	**5,200**
520119	Computer Equipment/Software Maintenance	658,695	691,232	670,200	**670,000**
520765	Membership & Professional Fees	1,000	3,500	1,000	**3,500**
520805	Education & Training	8,464	62,500	62,500	**62,500**
520905	Travel - Training Related	5,720	10,600	10,600	**15,600**
521610	Voice Services	12	0	0	**0**
521630	GIS Revolving Fund Services	0	26,119	0	**0**
522205	Metro Commuter Passes	3,654	4,700	5,128	**5,300**
522430	Miscellaneous Other Services & Charges	968	0	0	**0**
522721	Interfund HR Client Services	0	6,142	6,142	**6,142**
522722	KRONOS Service Chargeback	0	249	249	**249**
Total	**Other Services and Charges**	**694,013**	**994,042**	**804,719**	**902,991**
560230	Computer HW and Developed SW	0	0	20,000	**0**
Total	**Equipment**	**0**	**0**	**20,000**	**0**
	Grand Total Expenditures	**1,711,372**	**2,122,923**	**1,932,531**	**2,177,188**

Business Area Budget Summary

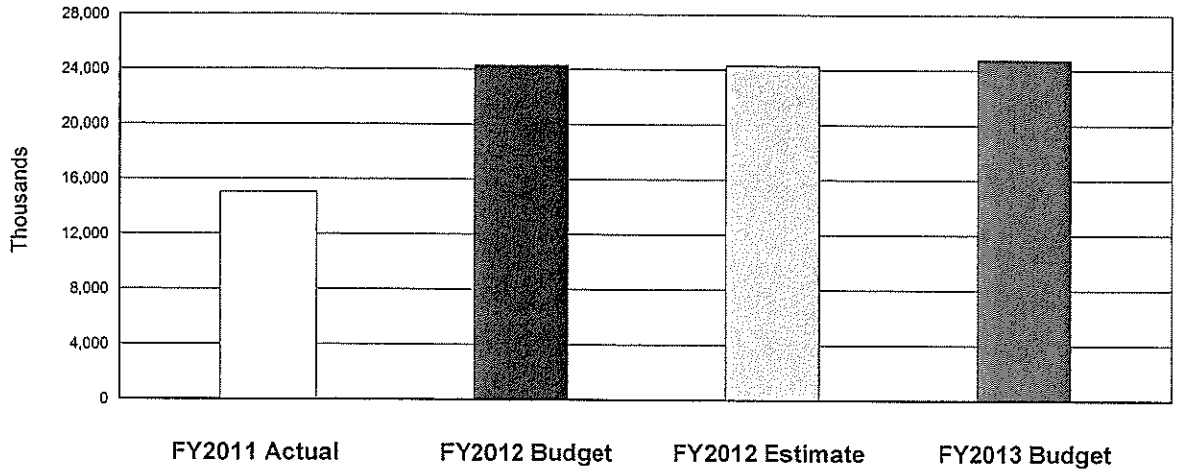
Fund Name : **Central Service Revolving Fund**
Business Area Name : **Human Resources**
Fund No./Bus. Area No. : **1002 / 8000**

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	4,904,411	9,549,457	9,549,457	**10,569,472**
	Supplies	3,002	85,887	85,887	**94,002**
	Other Services and Charges	10,135,376	14,643,758	14,643,758	**14,074,607**
	Non-Capital Equipment	0	16,100	16,100	**10,000**
	Total M & O Expenditures	15,042,789	24,295,202	24,295,202	**24,748,081**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	15,042,789	24,295,202	24,295,202	**24,748,081**
Revenues		15,042,789	24,295,202	24,295,202	**24,748,081**
Staffing	Full-Time Equivalents - Civilian	68.5	129.0	121.9	**133.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	68.5	129.0	121.9	**133.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- Provide HR services (employee relations, benefits support, retirement, staffing, succession planning, monitoring of legal compliance, reporting and transactional duties.) HR to employee ratio will be 1:113 from 1:120 in FY2012.
- Through prudent management, the Client Relations section significantly improved the indefinite suspension overturn rate from 26.79% to 11.11%.
- The rollout of the KRONOS Workforce Absence Manager module in FY2013 will ensure consistent enforcement of attendance policies. The Family and Medical Leave Act (FMLA) will be tracked to ensure compliance with the law and standardization throughout the City.
- The Temporary Employee Service Program (TESP) web based system will continue to further promote administration efficiency by reducing paper usage, improving service delivery, record keeping and management reports.
- Internal administrative overhead will be 2.7% in FY2013.
- FY2013 Budget includes funding for expenditures increases in health benefits ($166,204) and pension contribution ($331,380).

Central Service Revolving Fund
Human Resources
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Central Service Revolving Fund
Business Area Name : Human Resources
Fund No./Bus Area No. : 1002 / 8000

Name: Temporary Employee Services/Drug Testing -- 800011

Mission: To be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce.

Goal: To administer to the acquisition of temporary employee staffing services, perform ongoing contract maintenance, and monitor contract compliance to allow city departments to accomplish their mission and project deadlines.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Invoice Review Process	20,070	12,500	**13,000**
95% fill of assignments	1,936	1,987	**2,146**
Compliance/Internal Control Reviews	84	91	**102**
Customer Training/Special Projects	30	25	**35**
Drug Tests	7,690	7,489	**7,500**

Name: HR Client Relations Division -- 800020

Mission: To be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce.

Goal: Provide streamlined processes for Human Resources procedures. Work collectively with Salary Administration and Selection Services to create Personnel Action Request (PAR) manual. Develop high performance training strategies. Redesign jobs to improve accountability and productivity.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Performance Level Surveys	1	2	**4**
Classified Recruitment Events	N/A	N/A	**120**
Process Evaluations and Standardization	0	28	**12**
Strategy Development	20	260	**720**

Division Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Human Resources
Fund No./Bus Area No. : 1002 / 8000

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Temporary Employee Services/Drug Testing 800011						
Provide needed temporary employees to city department's at the best cost possible, while maintaining the quality of temporary employees and meeting department needs.	4.0	10,364,402	3.3	14,563,554	**4.5**	**13,786,579**
HR Client Relations Division 800020						
Provide Human Resources client services consulting, expertise and support to department leaders. Provide Human Resources services and support to citywide personnel.	64.5	4,678,387	118.6	9,731,648	**128.5**	**10,961,502**
Total	68.5	15,042,789	121.9	24,295,202	**133.0**	**24,748,081**

Business Area Roster Summary

Fund Name : **Central Service Revolving Fund**
Business Area Name : **Human Resources**
Fund No./Bus Area No. : **1002 / 8000**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	2.0	2.0	
ADMINISTRATIVE ASSISTANT	17	12.0	13.0	1.0
ADMINISTRATIVE ASSOCIATE	13	6.0	5.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	6.0	9.0	3.0
ADMINISTRATIVE SPECIALIST	20	9.0	3.0	(6.0)
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	3.0	0.0	(3.0)
ASSISTANT DIRECTOR-HUMAN RESOURCES (EXE LEV)	32	1.0	1.0	
DIVISION MANAGER	29	12.0	6.0	(6.0)
EXECUTIVE OFFICE ASSISTANT	15	1.0	0.0	(1.0)
HUMAN RESOURCES ASSISTANT	13	4.0	3.0	(1.0)
HUMAN RESOURCES GENERALIST	17	12.0	11.0	(1.0)
HUMAN RESOURCES MANAGER	27	9.0	18.0	9.0
HUMAN RESOURCES SPECIALIST	17	1.0	0.0	(1.0)
HUMAN RESOURCES SUPERVISOR	24	7.0	9.0	2.0
HUMAN RESOURCES TECHNICIAN	12	4.0	2.0	(2.0)
MANAGEMENT ANALYST II	18	0.0	1.0	1.0
MANAGEMENT ANALYST III	21	2.0	0.0	(2.0)
SENIOR ACCOUNT CLERK	13	3.0	3.5	0.5
SENIOR HEALTH PLANNER	20	0.0	1.0	1.0
SENIOR HUMAN RESOURCES GENERALIST	21	31.0	41.2	10.2
SENIOR HUMAN RESOURCES SPECIALIST	21	1.0	1.0	
SENIOR STAFF ANALYST	28	0.0	1.0	1.0
STAFF ANALYST	26	1.0	0.0	(1.0)
TRAINING COORDINATOR	24	0.0	0.3	0.3
Total FTEs		**129.0**	**133.0**	**4.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**129.0**	**133.0**	**4.0**

Business Area Revenue Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Human Resources
Fund No./Bus Area No. : 1002 / 8000

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
8000110001	**Temporary Personnel Service**			
426290	Other Service Charges	252,554	252,554	**286,579**
451050	Interfund Lab Services	300,000	300,000	**300,000**
457070	Interfund Temporary Personnel	14,011,000	14,011,000	**13,200,000**
Total	**Temporary Personnel Service**	**14,563,554**	**14,563,554**	**13,786,579**
8000210001	**HR - Client Relations Administration**			
424110	Other Interfund Services	9,731,648	9,731,648	**10,961,502**
Total	**Human Resources**	**24,295,202**	**24,295,202**	**24,748,081**

Business Area Expenditure Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Human Resources
Fund No./Bus. Area No. : 1002 / 8000

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	3,601,108	6,712,284	6,712,284	**7,189,925**
500030	Salary Part Time - Civilian	19,081	135,254	135,254	**172,597**
500060	Overtime - Civilian	85	0	0	**0**
500090	Premium Pay - Civilian	32	0	0	**0**
500110	Bilingual Pay - Civilian	7,400	15,034	15,034	**15,240**
500250	HOPE Union Business Usage	215	0	0	**0**
501070	Pension - Civilian	550,528	1,207,264	1,207,264	**1,538,644**
501120	Termination Pay - Civilian	10,462	30,285	30,285	**0**
502010	FICA - Civilian	267,514	501,558	501,558	**564,029**
503010	Health Ins-Act Civilian	430,618	841,190	841,190	**1,006,615**
503015	Basic Life Insurance - Active Civilian	1,971	4,138	4,138	**4,303**
503050	Health/Life Insurance - Retiree Civilian	1,710	4,806	4,806	**5,585**
503060	Long Term Disability-Civilian	(555)	10,906	10,906	**11,043**
503090	Workers Compensation-Civilian-Admin	11,325	26,755	26,755	**31,847**
503100	Workers Compensation-Civilian-Claim	2,917	2,355	2,355	**0**
504030	Unemployment Claims - Administration	0	57,628	57,628	**29,644**
Total	**Personnel Services**	**4,904,411**	**9,549,457**	**9,549,457**	**10,569,472**
511040	Audiovisual Supplies	0	1,135	1,135	**1,135**
511045	Computer Supplies	418	23,373	23,373	**50,628**
511050	Paper & Printing Supplies	0	600	600	**600**
511055	Publications & Printed Materials	0	1,125	1,125	**1,125**
511060	Postage	0	100	100	**100**
511070	Miscellaneous Office Supplies	2,294	57,114	57,114	**37,974**
511120	Clothing	210	0	0	**0**
511150	Miscellaneous Parts & Supplies	80	2,440	2,440	**2,440**
Total	**Supplies**	**3,002**	**85,887**	**85,887**	**94,002**
520100	Temporary Personnel Services	9,846,769	14,011,000	14,011,000	**13,200,000**
520109	Medical Dental & Laboratory Services	62	20,227	20,227	**200**
520110	Management Consulting Services	3,688	4,000	4,000	**4,000**
520114	Miscellaneous Support Services	2,718	164,392	164,392	**372,000**
520119	Computer Equipment/Software Maintenance	0	42,196	42,196	**99,196**
520121	IT Application Svcs	1,677	778	778	**2,280**
520520	Printing & Reproduction Services	0	200	200	**200**
520765	Membership & Professional Fees	180	11,994	11,994	**10,533**
520805	Education & Training	70	21,797	21,797	**21,237**
520905	Travel - Training Related	0	5,361	5,361	**5,361**
520910	Travel - Non-Training Related	25	13,690	13,690	**13,690**
521605	Data Services	0	0	0	**283**
521610	Voice Services	2,455	9,264	9,264	**9,800**
521620	Voice Equipment	330	563	563	**563**
521625	Voice Labor	0	0	0	**184**
521630	GIS Revolving Fund Services	189	228	228	**228**
521730	Parking Space Rental	1,807	31,849	31,849	**30,769**
522205	Metro Commuter Passes	919	3,926	3,926	**1,890**
522430	Miscellaneous Other Services & Charges	274,702	300,000	300,000	**300,000**
522720	Interfund Payroll Services	(215)	0	0	**0**
522722	KRONOS Service Chargeback	0	2,065	2,065	**1,965**
522780	Interfund Photo Copy Services	0	228	228	**228**
Total	**Other Services and Charges**	**10,135,376**	**14,643,758**	**14,643,758**	**14,074,607**
551010	Non-Capital Office Furniture & Equipment	0	5,100	5,100	**0**
551015	Non-Capital Computer Equipment	0	11,000	11,000	**10,000**
Total	**Non-Capital Equipment**	**0**	**16,100**	**16,100**	**10,000**
	Grand Total Expenditures	**15,042,789**	**24,295,202**	**24,295,202**	**24,748,081**


CITY OF HOUSTON
TEXAS

Fund Summary

Fund Name : **Project Cost Recovery Fund**
Fund No./Bus. Area No. : **1001 / 2000 / 2500 / 6800**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	49,130,635	43,622,742	**46,486,321**
Total Available Resources	49,130,635	43,622,742	**46,486,321**
Maintenance and Operations	49,130,635	43,622,742	**46,486,321**
Total Expenditures	49,130,635	43,622,742	**46,486,321**
Planned Ending Fund Balance	0	0	**0**
Total Budget	49,130,635	43,622,742	**46,486,321**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	0	0	**0**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, FY2012 Estimates and the FY2013 Budget for the Project Cost Recovery Fund. Also included are the projected beginning and ending fund balances, total revenues and total expenditures.

The Project Cost Recovery Fund was established to segregate those activities in the General Fund and Combined Utility Service (CUS) Fund that are in direct support of the City's Capital Improvement Plan (CIP). These activities encompass a variety of divisions within the department, with the majority of the activities in the Engineering & Construction Division (ECD). The costs of these activities are recovered from the appropriate CIP funds through the use of time sheets provided by the operating divisions. Included in the chargeback is overhead that pays for administrative costs provided by the fund's management and support staff. An additional amount is included in the surcharge that pays for the fund's indirect cost allocation as calculated by the Finance Department.

The primary areas of focus for the Project Cost Recovery Fund are:

- Continue to design and construct the City's public infrastructure so that quality capital projects are delivered in a timely fashion, within budget and with minimal inconvenience to the citizens of the City.
- Continue to assess and revise policies and procedures in order to improve efficiency and effectiveness in the management of the City's CIP program.
- Continue to refine the requirements for City contractors so as to streamline the delivery of services.
- Continue to coordinate infrastructure improvements within the City limits sponsored by other governmental entities in order to ensure quality work.

Business Area Budget Summary

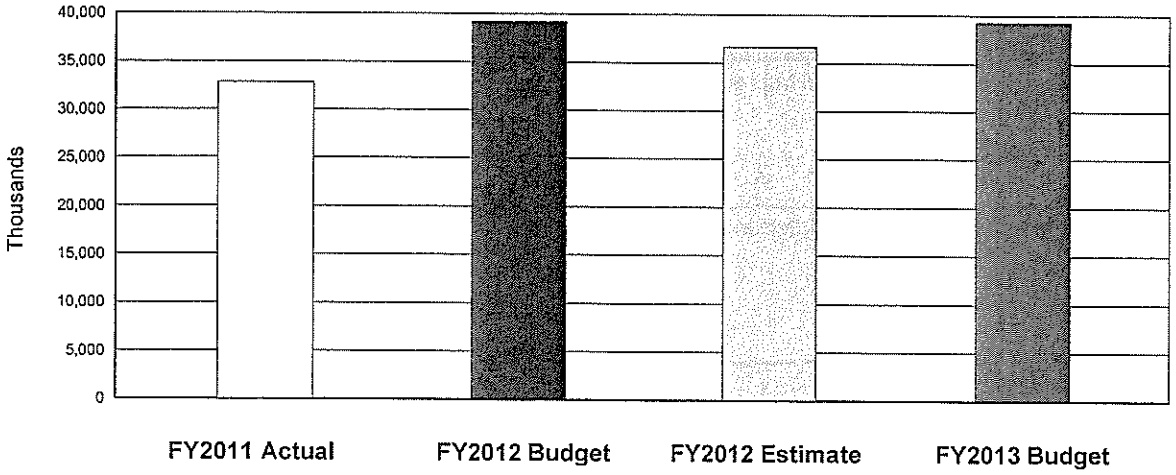
Fund Name : **Project Cost Recovery Fund**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **1001 / 2000**

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	27,559,836	32,216,434	29,999,975	**31,261,500**
	Supplies	308,502	433,945	402,720	**448,700**
	Other Services and Charges	4,864,929	6,506,566	6,225,515	**7,532,000**
	Equipment	29,488	0	0	**0**
	Non-Capital Equipment	27,222	24,755	15,512	**25,500**
	Total M & O Expenditures	32,789,977	39,181,700	36,643,722	**39,267,700**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	32,789,977	39,181,700	36,643,722	**39,267,700**
Revenues		32,855,334	39,181,700	36,643,722	**39,267,700**
Staffing	Full-Time Equivalents - Civilian	319.9	330.0	330.1	**328.2**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	319.9	330.0	330.1	**328.2**
	Full-Time Equivalents - Overtime	2.5	6.1	6.1	**5.9**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($472,350) and pension contribution ($672,091).
- o Continue concerted effort to update standards for infrastructure.
- o Implementation of first 10 year CIP plan for FY2013-22.
- o Update upcoming 10 year CIP plan for FY2014-23 and continue to improve CIP processes (planning and programming).
- o Continue to upgrade Capital Improvement Program Management System (CIPMS), initiate back-end programming, prioritize and schedule future system modifications in an effort to make the system a more reliable baseline data source for project information.
- o Continue to acquire 90% of parcels by construction award date.
- o Implement a relocation assistance program within the CIP acquisition process as mandated by Senate Bill 18 which became effective September 1, 2011.

Project Cost Recovery Fund
Public Works & Engineering
Expenditure Summary



Division Mission and Performance Measures

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

Name: Traffic Operations Division -- 200002

Mission: The Traffic Operations Division manages the Neighborhood Traffic Management Program (NTMP) with various on-going projects responsively, effectively and efficiently.

Goal: Ensure that the active on-going projects are properly managed, maintained and meet the City's specifications and standards.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Active on-going projects	14	14	**20**

Name: Office of the Director -- 200003

Mission: Provide quality certification, compliance, business development, and training programs while maintaining high standards of customer services and accountability.

Goal: Monitor payment of prevailing wages on City and federally funded construction contracts.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Program support	100%	100%	**100%**

Name: Resource Management Division -- 200005

Mission: Provide financial reporting on Capital Improvement Plan (CIP) projects, grants and revenues.

Goal: Manage cost recovery function and interfund accounting process.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Pay estimates processed	100%	100%	**100%**
Financial reporting & docs	100%	100%	**100%**
Project contract closeout	100%	100%	**100%**
Joint funded reimb.	100%	100%	**100%**

Division Mission and Performance Measures

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

Name: Planning & Development Division -- 200006

Mission: Coordinate planning initiatives and prepare long term 10 year planning goals for City's infrastructure improvement, as well as, acquire land in support of Capital Improvement Plan projects.

Goal: Ensure that projects are properly inspected and meet the City's specifications and standards. Forecast long term funding needs and priorities. Acquire parcels of land for CIP projects.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Developer participation contracts (DPC) projects	4	0	0
Create annual CIP and track appropriation	50%	50%	50%
Parcels of land acquired	398	419	498

Name: Engineering & Construction Division -- 200007

Mission: Design and construct Houston's public infrastructure so that quality capital projects are delivered timely, within budget, and with minimum inconvenience to the public, while protecting the public health, safety, and welfare of citizens.

Goal: Enhance project delivery through improved process and increased consistency in practice.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Prep. prof. svcs actions	45	85	70
Prep. contract actions	57	139	70
Prep. amendment, ordinance	44	65	60
Prep. accept work actions	76	92	100
Prep. land boundary survey	300	300	200

Name: Information Technology -- 200008

Mission: Provide and maintain technology solutions to support planning, design, construction, operation, and maintenance of the public infrastructure systems while maintaining high availability, response time, data accuracy, and integrity to serve the needs of the Department.

Goal: Assist the Capital Improvement Project Management System (CIPMS) users to track projects, analyze data, produce reports, and evaluate contractors.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
System availability for enterprise downtime less than .10%	99.50%	99.90%	99.90%
Distributed servers down time less than .50%	99.50%	99.50%	99.50%

Division Mission and Performance Measures

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

Name: Management Support Branch -- 200009

Mission: Fund the CIP Cost Recovery payroll function staffed in Administration & Regulatory Affairs Department.

Goal: Provide necessary funding to ensure effective delivery of accurate, reliable and timely bi-weekly payroll reports.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Manage funds to maintain program	100%	100%	**100%**

Division Summary

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

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Traffic Operations Division 200002 Manage and analyze traffic calming plans to support the Neighborhood Traffic Management Program.	7.4	665,577	2.0	233,417	**2.0**	**221,891**
Office of the Director 200003 Administer the City's Minority/Women/Disadvantaged Business Enterprise Program (M/W/DBE) and Disabilities Business Enterprise Program (PDBE).	0.0	466,671	0.0	564,683	**0.0**	**682,700**
Resource Management Division 200005 Monitor and account for CIP related revenues. Process pay estimates and project reimbursements in a timely manner. Provide financial reports on project and grant related activites.	15.0	2,472,347	15.6	3,206,827	**16.0**	**2,743,148**
Planning & Development Division 200006 Support the City's Capital Improvement Projects by coordinating planning initiatives and prepare for long term 10 year planning goals and prepare 5 year rolling plan for water, sanitation, storm drainage, and roadway projects. Acquire land in support of CIP projects.	58.5	6,132,853	52.0	5,891,247	**53.3**	**6,460,497**
Engineering & Construction Division 200007 The Engineering and Construction Division is responsible for the implementation of engineering and construction of infrastructure projects per the City's adopted five year CIP plan.	232.4	22,404,048	254.7	25,904,214	**251.9**	**28,293,249**
Information Technology 200008 Technically assist the PW&E's inspectors to perform work and input data into CIPMS from remote sites.	6.6	599,982	5.8	798,934	**5.0**	**840,115**

Division Summary

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

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
Management Support Branch 200009						
Provide necessary funding to ensure effective delivery of accurate, reliable and timely bi-weekly payroll reports.	0.0	48,499	0.0	44,400	**0.0**	**26,100**
Total	319.9	32,789,977	330.1	36,643,722	**328.2**	**39,267,700**

Business Area Roster Summary

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

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT	17	1.0	1.0	
ACCOUNTANT ASSOCIATE	14	1.0	1.0	
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	3.0	3.0	
ADMINISTRATIVE ASSISTANT	17	16.0	16.0	
ADMINISTRATIVE ASSOCIATE	13	7.0	7.0	
ADMINISTRATIVE COORDINATOR	24	5.0	5.0	
ADMINISTRATIVE SPECIALIST	20	11.0	11.0	
ADMINISTRATIVE SUPERVISOR	22	5.0	4.0	(1.0)
ASSISTANT DIRECTOR (EXE LEV)	32	6.0	6.0	
ASSISTANT DIRECTOR-PUBLIC WORKS (EXE LEV)	34	5.0	5.0	
ASSISTANT PROJECT MANAGER	20	4.0	3.0	(1.0)
ASSISTANT REAL ESTATE ANALYST	17	2.0	1.0	(1.0)
ASSISTANT REAL ESTATE MANAGER	26	4.0	4.0	
ASSOCIATE PLANNER	13	1.0	0.0	(1.0)
CHIEF INSPECTOR	27	1.0	1.0	
CHIEF SURVEYOR	28	1.0	1.0	
CLERK	5	1.0	0.0	(1.0)
CONTRACT ADMINISTRATOR	22	1.0	1.0	
CONTRACT COMPLIANCE SUPERVISOR	22	1.0	1.0	
CUSTOMER SERVICE REP. I	13	3.0	1.0	(2.0)
CUSTOMER SERVICE REP. II	15	1.0	1.0	
CUSTOMER SERVICE REP. III	16	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	
DEPUTY DIRECTOR-PUBLIC WORKS	36	1.0	1.0	
DIVISION MANAGER	29	1.0	1.0	
ENGINEER	26	13.0	15.0	2.0
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
EXECUTIVE STAFF ANALYST (EXE LEV)	30	1.0	1.0	
FINANCIAL ANALYST I	15	2.0	2.0	
FINANCIAL ANALYST II	18	1.8	1.0	(0.8)
FINANCIAL ANALYST IV	25	4.0	4.0	
GIS ANALYST	20	1.0	1.0	
GRADUATE ENGINEER	22	22.0	23.0	1.0
INSPECTOR	18	49.0	49.0	
INSTRUMENT PERSON	11	4.0	3.0	(1.0)
IT PROJECT MANAGER	28	1.0	1.0	
MANAGEMENT ANALYST II	18	4.0	3.0	(1.0)
MANAGEMENT ANALYST III	21	2.0	2.0	
MANAGEMENT ANALYST IV	25	2.0	2.0	
MANAGING ENGINEER	31	14.0	13.0	(1.0)
MESSENGER	6	2.0	2.0	
OFFICE SERVICE MANAGER	23	1.0	1.0	
OFFICE SUPERVISOR	17	3.0	1.0	(2.0)
PARTY CHIEF	19	4.0	2.0	(2.0)
PLANNER	16	1.0	1.0	
PLANNER LEADER	24	1.0	0.0	(1.0)
PROGRAMMER ANALYST II	19	1.0	1.0	
PROGRAMMER ANALYST IV	25	2.0	2.0	
PROJECT MANAGER	24	17.0	15.0	(2.0)
PROJECT TECHNICIAN I	8	1.0	1.0	
PROJECT TECHNICIAN II	13	3.0	1.0	(2.0)

Business Area Roster Summary

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

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
PROJECT TECHNICIAN III	17	8.0	8.0	
PROJECT TECHNICIAN IV	20	4.0	4.0	
REAL ESTATE ANALYST	20	4.0	4.0	
REAL ESTATE MANAGER	29	3.0	3.0	
REAL ESTATE SUPERVISOR	21	1.0	1.0	
RECORDS SUPERVISOR	18	1.0	0.0	(1.0)
RECORDS TECHNICIAN	9	2.0	0.0	(2.0)
RODPERSON	5	3.0	2.0	(1.0)
SENIOR ACCOUNT CLERK	13	2.0	2.0	
SENIOR CONTRACT ADMINISTRATOR	27	1.0	1.0	
SENIOR GIS TECHNICIAN	17	1.0	1.0	
SENIOR INSPECTOR	22	13.0	13.0	
SENIOR PAVING ASSESSMENT SPECIALIST	20	1.0	0.0	(1.0)
SENIOR PROJECT MANAGER	27	20.0	20.0	
SENIOR REAL ESTATE ANALYST	24	16.0	15.0	(1.0)
SENIOR RODPERSON	9	3.0	3.0	
SENIOR STAFF ANALYST	28	5.0	6.0	1.0
STAFF ANALYST	26	2.0	1.0	(1.0)
STUDENT INTERN II	10	1.0	1.0	
SUPERINTENDENT	24	2.0	2.0	
SUPERVISING ENGINEER	29	30.0	30.0	
SYSTEMS CONSULTANT	26	1.0	1.0	
SYSTEMS SUPPORT ANALYST I	16	1.0	0.0	(1.0)
TECHNICAL HARDWARE ANALYST II	21	1.0	0.0	(1.0)
TECHNICAL HARDWARE ANALYST III	23	0.8	0.0	(0.8)
Total FTEs		**369.6**	**344.0**	**(25.6)**
Less adjustment for Civilian Vacancy Factor		**39.6**	**15.8**	**(23.8)**
Full-Time Equivalents		**330.0**	**328.2**	**(1.8)**

Business Area Revenue Summary

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

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2000020012	**PWE - Traffic Neighborhood Programs**			
424020	Interfund Engineering Services	569,304	569,304	**431,500**
2000060007	**PWE - Office of the City Engineer**			
424020	Interfund Engineering Services	374,386	374,386	**0**
452030	Miscellaneous Revenue	31,000	31,000	**31,000**
Total	**PWE - Office of the City Engineer**	**405,386**	**405,386**	**31,000**
2000060008	**PWE - Planning**			
424020	Interfund Engineering Services	0	10,763	**0**
2000060010	**PWE - Real Estate**			
424020	Interfund Engineering Services	0	420,384	**0**
457010	Interfund Land Acquisition	1,757,979	1,757,979	**1,676,300**
Total	**PWE - Real Estate**	**1,757,979**	**2,178,363**	**1,676,300**
2000070001	**PWE - Engineering & Construction Support Services**			
424020	Interfund Engineering Services	530,070	530,070	**556,400**
2000070002	**PWE - Engineering**			
424020	Interfund Engineering Services	18,313,470	18,237,902	**18,829,600**
2000070003	**PWE - Construction**			
424020	Interfund Engineering Services	16,232,832	13,339,275	**16,228,900**
2000070005	**PWE - Geo-Environmental Services**			
424020	Interfund Engineering Services	1,372,659	1,372,659	**1,514,000**
Total	**Public Works & Engineering**	**39,181,700**	**36,643,722**	**39,267,700**

Business Area Expenditure Summary

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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	19,851,742	22,023,344	20,685,810	**20,614,197**
500030	Salary Part Time - Civilian	40,235	41,580	44,485	**25,865**
500060	Overtime - Civilian	183,728	385,654	385,654	**380,900**
500090	Premium Pay - Civilian	0	0	572	**0**
500110	Bilingual Pay - Civilian	7,577	7,231	6,293	**6,327**
501070	Pension - Civilian	3,103,236	3,963,738	3,739,350	**4,411,441**
501120	Termination Pay - Civilian	183,316	592,728	501,471	**628,677**
501160	Vehicle Allowance - Civilian	55,670	92,950	51,435	**47,900**
502010	FICA - Civilian	1,479,932	1,704,759	1,578,573	**1,598,420**
503010	Health Ins-Act Civilian	2,399,650	3,104,707	2,756,286	**3,228,636**
503015	Basic Life Insurance - Active Civilian	11,651	13,113	12,089	**12,254**
503050	Health/Life Insurance - Retiree Civilian	93,142	56,000	74,484	**85,165**
503060	Long Term Disability-Civilian	0	30,447	26,819	**27,861**
503090	Workers Compensation-Civilian-Admin	59,187	71,963	69,365	**78,553**
503100	Workers Compensation-Civilian-Claim	62,096	108,853	56,020	**103,853**
504030	Unemployment Claims - Administration	28,674	19,367	11,269	**11,451**
Total	**Personnel Services**	**27,559,836**	**32,216,434**	**29,999,975**	**31,261,500**
511010	Chemical Gases & Special Fluids	101	2,000	0	**1,000**
511015	Cleaning & Sanitary Supplies	275	1,150	857	**1,100**
511020	Construction Materials	1,764	2,500	3,555	**2,500**
511025	Electrical Hardware & Parts	181	200	2	**200**
511040	Audiovisual Supplies	4,720	8,500	5,050	**6,500**
511045	Computer Supplies	70,627	94,700	62,405	**85,000**
511050	Paper & Printing Supplies	21,064	40,050	28,100	**36,100**
511055	Publications & Printed Materials	2,245	12,000	9,124	**10,900**
511060	Postage	6,346	25,900	16,252	**19,600**
511070	Miscellaneous Office Supplies	38,501	72,445	57,200	**53,500**
511090	Medical & Surgical Supplies	523	2,000	74	**1,600**
511095	Small Technical & Scientific Equipment	0	1,000	500	**1,500**
511110	Fuel	139,743	147,600	196,919	**206,900**
511115	Vehicle Repair & Maintenance Supplies	0	2,000	0	**1,500**
511120	Clothing	8,824	9,800	9,300	**10,000**
511125	Food Supplies	570	800	800	**800**
511145	Small Tools & Minor Equipment	1,536	2,500	1,700	**2,200**
511150	Miscellaneous Parts & Supplies	11,482	8,800	10,882	**7,800**
Total	**Supplies**	**308,502**	**433,945**	**402,720**	**448,700**
520100	Temporary Personnel Services	76,654	111,966	141,966	**1,285,000**
520105	Accounting & Auditing Services	6,528	0	0	**0**
520107	Computer Info/Contr	32,371	115,500	70,889	**15,500**
520108	Information Resource Services	19,115	13,500	13,500	**14,500**
520109	Medical Dental & Laboratory Services	2,838	4,600	3,600	**4,600**
520110	Management Consulting Services	118,456	0	0	**0**
520114	Miscellaneous Support Services	6,699	56,500	40,575	**56,500**
520115	Real Estate Lease/Office Rental	1,577,730	1,535,600	1,535,600	**1,640,300**
520119	Computer Equipment/Software Maintenance	68,305	82,800	56,600	**43,600**
520120	Communications Equipment Services	0	2,500	1,500	**1,500**
520121	IT Application Svcs	18,163	22,100	16,902	**42,600**
520122	Office Equipment Services	250	3,600	2,731	**3,800**
520123	Vehicle & Motor Equipment Services	106,266	131,900	124,100	**120,000**
520124	Other Equipment Services	748	1,000	1,350	**1,400**
520510	Mail/Delivery Services	883	3,400	1,200	**3,400**
520515	Print Shop Services	15,735	29,900	15,100	**20,700**

Business Area Expenditure Summary

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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520520	Printing & Reproduction Services	1,993	9,500	5,837	**8,700**
520605	Advertising Services	879	6,200	1,013	**3,300**
520710	State/Federal Inspection Fees	0	3,000	0	**0**
520765	Membership & Professional Fees	27,815	39,100	35,990	**42,500**
520805	Education & Training	18,724	69,700	45,258	**66,000**
520905	Travel - Training Related	2,690	12,200	10,400	**18,200**
520910	Travel - Non-Training Related	11,904	26,100	19,750	**20,100**
521305	Indirect Cost Recovery Payment	1,272,194	1,783,300	1,783,300	**1,268,600**
521405	Building Maintenance Services	(250)	5,500	3,000	**2,500**
521605	Data Services	8,765	19,100	15,033	**27,000**
521610	Voice Services	140,481	152,900	151,590	**238,700**
521620	Voice Equipment	21,035	33,600	25,600	**32,900**
521625	Voice Labor	890	41,400	35,106	**10,900**
521630	GIS Revolving Fund Services	54,965	65,900	63,500	**199,600**
521705	Vehicle/Equipment Rental/Lease	1,150	1,600	1,600	**1,500**
521715	Office Equipment Rental	109,192	138,300	53,900	**60,600**
521725	Other Rental	1,555	5,200	3,985	**4,200**
521730	Parking Space Rental	147,920	186,500	153,945	**174,700**
521905	Legal Services	748	200,500	109,433	**238,500**
521910	Legal Svcs - Crt Report	0	0	1,019	**1,000**
522205	Metro Commuter Passes	134,563	216,400	139,160	**210,300**
522305	Freight Charges	40	0	19	**0**
522430	Miscellaneous Other Services & Charges	7,308	4,400	4,381	**4,600**
522720	Interfund Payroll Services	48,499	44,400	44,400	**26,100**
522721	Interfund HR Client Services	24,423	262,400	262,400	**272,200**
522722	KRONOS Service Chargeback	0	11,600	11,600	**12,200**
522765	Interfund Legal Services	305,521	322,100	322,100	**330,600**
522795	Other Interfund Services	466,671	583,400	749,683	**950,900**
522820	Interfund EB Cape Training	4,513	9,000	8,500	**5,000**
522840	Interfund Permit Center Rent Chargeback	0	138,400	138,400	**47,200**
Total	**Other Services and Charges**	**4,864,929**	**6,506,566**	**6,225,515**	**7,532,000**
560230	Computer HW and Developed SW	29,488	0	0	**0**
Total	**Equipment**	**29,488**	**0**	**0**	**0**
551010	Non-Capital Office Furniture & Equipment	5,143	13,855	6,714	**11,400**
551015	Non-Capital Computer Equipment	22,079	10,900	8,798	**14,100**
Total	**Non-Capital Equipment**	**27,222**	**24,755**	**15,512**	**25,500**
	Grand Total Expenditures	**32,789,977**	**39,181,700**	**36,643,722**	**39,267,700**


CITY OF HOUSTON
TEXAS

Business Area Budget Summary

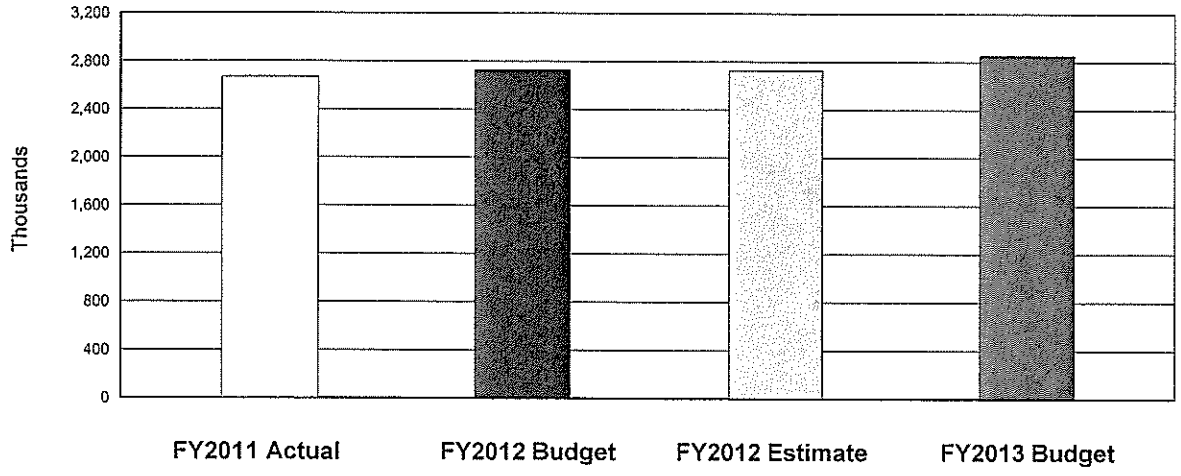
Fund Name : **Project Cost Recovery Fund**
Business Area Name : **General Services**
Fund No./Bus. Area No. : **1001 / 2500**

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	2,669,002	2,727,353	2,727,353	**2,851,820**
	Other Services and Charges	1,141	0	0	**0**
	Total M & O Expenditures	2,670,143	2,727,353	2,727,353	**2,851,820**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	2,670,143	2,727,353	2,727,353	**2,851,820**
Revenues		2,669,952	2,727,353	2,727,353	**2,851,820**
Staffing	Full-Time Equivalents - Civilian	26.0	25.0	25.0	**25.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	26.0	25.0	25.0	**25.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.1**

Significant Budget Changes and Highlights

- o FY2013 Budget includes funding for expenditure increases in health benefits ($38,444) and pension contribution ($66,688).
- o Continue implementing Leadership in Energy and Environmental Design (LEED™) standards to improve the quality of City buildings and their impact on the environment.

Project Cost Recovery Fund
General Services
Expenditure Summary



Division Mission and Performance Measures

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

Name: GSD-Design & Construction -- 250003

Mission: To be the project manager "partner of choice" by managing the planning, design and construction of sustainable City buildings including parks in a manner consistent with City and State regulations. Implement best practices and the latest development industry standards; alternative delivery methods; transparent processes for fair and equal selections. Manage projects within budget and on schedule and produce quality facilities and parks.

Goal: 1) Continue implementing LEED™ standards to improve building quality and their impact on the environment. 2) Continue developing case studies of new City LEED™ certified buildings.3) Continue collaborating with the Houston Arts Alliance to establish a citywide arts master plan. 4) Develop metrics to track construction related data. 5) Solicit and catalog customer survey results to better distribute work among Job Order Contract (JOC) contractors.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Design Projects	37	15	**18**
Construction Projects	41	43	**37**
Job Order Contract / Task Order Contract Projects	N/A	130	**120**
LEED™ Certified Projects	8	4	**1**
Civic Art Projects	N/A	10	**3**

Division Summary

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

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
GSD-Design & Construction 250003						
Provide CIP planning; manage the design and construction of City facilities for all departments except Aviation; facilitate tenant improvements; manage construction and coordinate moves; track, monitor, and manage environmental contracts; civic art administration; provide in-house planning and design services and construction project management.	26.0	2,670,143	25.0	2,727,353	**25.0**	**2,851,820**
Total	26.0	2,670,143	25.0	2,727,353	**25.0**	**2,851,820**

Business Area Roster Summary

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

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	2.0	3.0	1.0
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	1.0	1.0	
ARCHITECT	25	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
ASSISTANT PROJECT MANAGER	20	2.0	1.0	(1.0)
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	2.0	
DIVISION MANAGER	29	1.0	1.0	
INSPECTOR	18	1.0	1.0	
PROJECT MANAGER	24	1.0	1.0	
SENIOR PLANNER	20	0.0	1.0	1.0
SENIOR PROJECT MANAGER	27	10.0	10.0	
SENIOR STAFF ANALYST	28	1.0	1.0	
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	0.0	(1.0)
Total FTEs		**25.0**	**25.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**25.0**	**25.0**	**0.0**

Business Area Revenue Summary

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

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2500030001	**Capital Design/Construction**			
424020	Interfund Engineering Services	2,727,353	2,727,353	**2,087,841**
2500030003	**GSD - Job Order Contract**			
424020	Interfund Engineering Services	0	0	**396,451**
2500030005	**GSD - Strategic Planning**			
424020	Interfund Engineering Services	0	0	**367,528**
Total	**General Services**	**2,727,353**	**2,727,353**	**2,851,820**

Business Area Expenditure Summary

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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	1,987,279	1,958,644	1,958,644	**1,976,555**
500060	Overtime - Civilian	484	6,000	6,000	**6,000**
500110	Bilingual Pay - Civilian	163	0	0	**0**
501070	Pension - Civilian	318,288	356,295	356,295	**422,983**
501120	Termination Pay - Civilian	632	2,894	2,894	**0**
502010	FICA - Civilian	145,645	144,265	144,265	**151,669**
503010	Health Ins-Act Civilian	210,371	228,835	228,835	**267,279**
503015	Basic Life Insurance - Active Civilian	1,215	1,175	1,175	**1,181**
503060	Long Term Disability-Civilian	0	2,190	2,190	**2,125**
503090	Workers Compensation-Civilian-Admin	4,925	5,475	5,475	**5,975**
504030	Unemployment Claims - Administration	0	21,580	21,580	**18,053**
Total	**Personnel Services**	**2,669,002**	**2,727,353**	**2,727,353**	**2,851,820**
521610	Voice Services	1	0	0	**0**
522430	Miscellaneous Other Services & Charges	1,140	0	0	**0**
Total	**Other Services and Charges**	**1,141**	**0**	**0**	**0**
	Grand Total Expenditures	**2,670,143**	**2,727,353**	**2,727,353**	**2,851,820**

Business Area Budget Summary

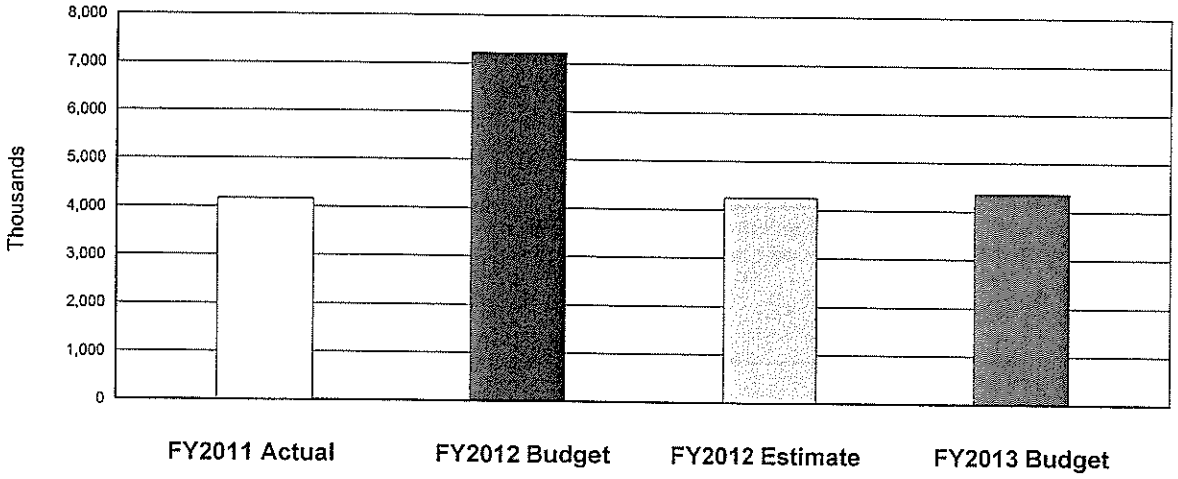
Fund Name : Project Cost Recovery Fund
Business Area Name : Information Technology
Fund No./Bus. Area No. : 1001 / 6800

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	3,555,432	4,166,524	2,847,724	**3,136,623**
	Supplies	66,231	165,711	153,200	**192,700**
	Other Services and Charges	506,732	2,853,347	1,191,493	**987,478**
	Equipment	5,936	0	0	**14,000**
	Non-Capital Equipment	31,518	36,000	59,250	**36,000**
	Total M & O Expenditures	4,165,849	7,221,582	4,251,667	**4,366,801**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	4,165,849	7,221,582	4,251,667	**4,366,801**
Revenues		4,165,849	7,221,582	4,251,667	**4,366,801**
Staffing	Full-Time Equivalents - Civilian	26.2	22.0	22.0	**27.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	26.2	22.0	22.0	**27.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- FY2013 Budget includes funding for expenditure increases in health benefits ($1,088) and pension contributions ($114,382)
- Implement a custom developed Municipal Courts Case Management System to manage the critical processes required to operate a high volume, complex court operation.
- Implement a new 700 MHz Radio System to provide public safety agencies additional system capacity for critical public safety communications, improved coverage and to ensure equipment reliability.

Project Cost Recovery Fund
Information Technology
Expenditure Summary



Division Mission and Performance Measures

Fund Name : Project Cost Recovery Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1001 / 6800

Name: IT - Applications -- 680002

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: To efficiently manage the Municipal Courts Case Management System project (CSMART).

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Attribute work to clients	79.5%	75.0%	**75.0%**
Uptime Percentage	95.0%	97.5%	**97.5%**
Project MGMT processes	N/A	50%	**50.0%**
Defined bus. processes	N/A	1,000	**1,000**
Meta-data fields defined	N/A	1,500	**1,500**

Name: IT - Infrastructure Group -- 680003

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: Enhance server platforms, storage systems, data center facilities and server rooms, e-mail, communication systems, and system management tools throught refresh.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Desktops supported	2,800	3,250	**N/A**
User satisfaction	4.02	4.25	**N/A**
Network availability	95.0%	95.0%	**N/A**
Key systems availability	95.0%	95.0%	**N/A**
Service requests	9,000	11,000	**N/A**

Name: IT-Radio Communications Services -- 680005

Mission: To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.

Goal: Implement the new 700 MHz Radio System to provide public safety agencies additional system capacity for critical public safety communications, improved coverage, and ensure equipment reliability.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Old infrastructure avail.	95.0%	95.0%	**95.0%**
Repeaters/Rcvrs supported	608	608	**608**
Fire Station alert avail.	99.9%	99.9%	**99.9%**

Division Summary

Fund Name : Project Cost Recovery Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1001 / 6800

Division Description	FY2011 Actual FTEs	FY2011 Actual Cost $	FY2012 Estimate FTEs	FY2012 Estimate Cost $	FY2013 Budget FTEs	FY2013 Budget Cost $
IT - Applications 680002 Responsible for providing citywide applications support to the City's core business systems and management of the Municipal Courts Case Management System project (CSMART).	14.5	2,070,175	11.0	1,636,472	**19.0**	**2,409,765**
IT - Infrastructure Group 680003 Manage server platforms, storage systems, data center facilities and server rooms, e-mail, communication systemss, and system management tools.	1.7	606,757	0.8	69,179	**0.0**	**0**
IT-Radio Communications Services 680005 Responsible for upgrading current City radios to 700 MHz Radio System. Provide management and oversight of the City's existing radio system.	10.0	1,488,917	10.2	2,546,016	**8.0**	**1,957,036**
Total	26.2	4,165,849	22.0	4,251,667	**27.0**	**4,366,801**

Business Area Roster Summary

Fund Name : **Project Cost Recovery Fund**
Business Area Name : **Information Technology**
Fund No./Bus Area No. : **1001 / 6800**

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	2.0	2.0	
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	1.6	1.0	(0.6)
ASSISTANT DIRECTOR (EXE LEV)	32	3.0	4.0	1.0
ASSISTANT PROJECT MANAGER	20	1.0	0.0	(1.0)
DEPUTY DIRECTOR (EXE LEV)	34	0.6	0.0	(0.6)
FINANCIAL ANALYST IV	25	1.0	1.0	
INFORMATION SYSTEMS ADMINISTRATOR	30	1.0	1.0	
IT PROJECT MANAGER	28	1.8	1.0	(0.8)
PROJECT MANAGER	24	3.0	0.0	(3.0)
SENIOR DATA BASE ANALYST	25	2.0	4.0	2.0
SENIOR IT PROJECT MANAGER (EXE LEV)	30	2.0	1.0	(1.0)
SENIOR PARALEGAL	19	1.0	1.0	
SENIOR PROJECT MANAGER	27	1.0	2.0	1.0
STUDENT INTERN II	10	1.0	0.0	(1.0)
SYSTEMS CONSULTANT	26	2.0	2.0	
SYSTEMS SUPPORT ANALYST II	19	1.0	1.0	
TECHNICAL HARDWARE ANALYST II	21	2.0	2.0	
TECHNICAL HARDWARE ANALYST III	23	3.0	2.0	(1.0)
Total FTEs		**32.0**	**27.0**	**(5.0)**
Less adjustment for Civilian Vacancy Factor		**10.0**	**0.0**	**(10.0)**
Full-Time Equivalents		**22.0**	**27.0**	**5.0**

Business Area Revenue Summary

Fund Name : Project Cost Recovery Fund
Business Area Name : Information Technology
Fund No./Bus Area No. : 1001 / 6800

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6800020001	**IT - Enterprise Applications**			
424030	Intfd Computer Dev	2,315,257	1,636,472	**2,409,765**
6800030007	**IT - Enterprise Operations**			
424030	Intfd Computer Dev	665,591	69,179	**0**
6800050001	**IT - Radio Comm Services**			
424030	Intfd Computer Dev	4,240,734	2,546,016	**1,957,036**
Total	**Information Technology**	**7,221,582**	**4,251,667**	**4,366,801**

Business Area Expenditure Summary

Fund Name : **Project Cost Recovery Fund**
Business Area Name : **Information Technology**
Fund No./Bus. Area No. : **1001 / 6800**

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	2,507,122	3,009,071	1,963,556	**2,192,427**
500030	Salary Part Time - Civilian	12,024	25,108	0	**0**
500060	Overtime - Civilian	6,084	20,000	21,275	**0**
500210	Pay for Performance-Municipal	91,594	0	0	**0**
501070	Pension - Civilian	401,141	541,634	354,799	**469,181**
501120	Termination Pay - Civilian	86,322	0	54,342	**0**
501160	Vehicle Allowance - Civilian	0	4,000	678	**0**
502010	FICA - Civilian	189,777	227,192	144,221	**162,714**
503010	Health Ins-Act Civilian	254,469	326,957	300,107	**301,195**
503015	Basic Life Insurance - Active Civilian	1,357	1,766	1,246	**1,308**
503060	Long Term Disability-Civilian	(85)	3,159	2,052	**2,295**
503090	Workers Compensation-Civilian-Admin	5,627	7,637	5,448	**6,453**
504030	Unemployment Claims - Administration	0	0	0	**1,050**
Total	**Personnel Services**	**3,555,432**	**4,166,524**	**2,847,724**	**3,136,623**
511020	Construction Materials	5,375	0	0	**5,000**
511030	Mechanical Hardware & Parts	0	304	304	**0**
511045	Computer Supplies	7,823	7,500	4,958	**7,500**
511055	Publications & Printed Materials	0	703	703	**0**
511060	Postage	0	200	200	**200**
511070	Miscellaneous Office Supplies	5,525	12,000	8,678	**12,000**
511095	Small Technical & Scientific Equipment	0	11,072	11,072	**25,000**
511110	Fuel	0	30,000	30,000	**30,000**
511115	Vehicle Repair & Maintenance Supplies	2,982	432	432	**3,000**
511145	Small Tools & Minor Equipment	0	0	0	**5,000**
511150	Miscellaneous Parts & Supplies	44,526	103,500	96,853	**105,000**
Total	**Supplies**	**66,231**	**165,711**	**153,200**	**192,700**
520100	Temporary Personnel Services	52,171	481,043	104,172	**0**
520105	Accounting & Auditing Services	16,500	16,500	16,500	**17,250**
520106	Architectural Services	35,437	0	(500)	**37,500**
520107	Computer Info/Contr	79,239	150,000	150,000	**150,000**
520110	Management Consulting Services	47,040	250,000	250,000	**25,000**
520114	Miscellaneous Support Services	7,758	3,100	4,799	**7,000**
520115	Real Estate Lease/Office Rental	0	5,000	14,945	**5,000**
520119	Computer Equipment/Software Maintenance	469	835	835	**1,000**
520120	Communications Equipment Services	0	2,500	2,500	**5,000**
520126	Construction Site Work Services	34,497	8,035	8,035	**34,500**
520128	Other Construction Work Services	0	0	0	**10,000**
520157	Computer Software Maintenance Services	0	0	0	**3,000**
520158	Computer Equipment Maintenance Services	0	5,000	500	**5,000**
520510	Mail/Delivery Services	0	500	500	**500**
520515	Print Shop Services	0	5,000	5,000	**2,500**
520520	Printing & Reproduction Services	132	53	53	**0**
520705	Insurance Fees	0	216,500	216,038	**216,500**
520765	Membership & Professional Fees	660	500	500	**500**
520805	Education & Training	4,009	1,500	1,500	**4,000**
520905	Travel - Training Related	6,485	8,709	2,500	**180,000**
520910	Travel - Non-Training Related	1,242	8,000	8,000	**8,000**
521405	Building Maintenance Services	385	1,019	1,019	**500**
521505	Electricity	54,928	140,101	140,101	**68,216**

Business Area Expenditure Summary

Fund Name : Project Cost Recovery Fund
Business Area Name : Information Technology
Fund No./Bus. Area No. : 1001 / 6800

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521510	Natural Gas	600	73,925	73,925	5,500
521605	Data Services	0	50	50	71
521610	Voice Services	2,185	2,585	3,200	3,136
521620	Voice Equipment	3,323	3,128	2,380	2,940
521625	Voice Labor	1,546	3,438	3,000	2,205
521630	GIS Revolving Fund Services	544	653	653	1,507
521715	Office Equipment Rental	0	0	0	500
521725	Other Rental	0	1,273,899	0	0
521730	Parking Space Rental	3,378	4,000	4,000	4,000
522430	Miscellaneous Other Services & Charges	154,204	167,238	158,512	169,023
522721	Interfund HR Client Services	0	19,542	17,782	16,789
522722	KRONOS Service Chargeback	0	994	994	841
Total	**Other Services and Charges**	**506,732**	**2,853,347**	**1,191,493**	**987,478**
560240	Communication Equipment	5,936	0	0	14,000
Total	**Equipment**	**5,936**	**0**	**0**	**14,000**
551010	Non-Capital Office Furniture & Equipment	4,227	5,000	5,000	5,000
551015	Non-Capital Computer Equipment	22,608	25,000	25,000	25,000
551020	Non-Capital Communication Equipment	4,683	0	23,250	0
551040	Non-Capital Other	0	6,000	6,000	6,000
Total	**Non-Capital Equipment**	**31,518**	**36,000**	**59,250**	**36,000**
	Grand Total Expenditures	**4,165,849**	**7,221,582**	**4,251,667**	**4,366,801**


CITY OF HOUSTON
TEXAS

Tab XIII

CAPITAL AND EQUIPMENT

Equipment Acquisition Fund Summary XIII-2

Capital Improvement Plan Summary XIII-4

EQUIPMENT ACQUISITION FUND SUMMARY

The Equipment Acquisition Fund (EAF) was created in FY1987 to purchase capital equipment. The EAF acquires the majority of capital equipment for all General Fund departments. Capital equipment eligible for funding in the EAF includes light duty passenger cars, patrol cars, ladder trucks, pumper trucks, refuse trucks, maintenance equipment, furniture, computers, communication equipment, construction equipment and other items that have an average useful life of 3 to 15 years.

In FY1997, City Council approved Ordinance No. 96-1178, which authorizes the issuance of commercial paper to finance the purchase of capital equipment, budgeted in the EAF. This technique provides "on-time" financing (i.e., commercial paper issuance timed to payments to vendors) at traditionally lower interest rates.

FIVE-YEAR REPLACEMENT PLAN

Historically City Council has adopted a five year Equipment Acquisition Plan (EAP) which consisted of three major categories: fleet, technology and other equipment. The EAF has been a major funding source of this plan. Beginning in FY2013, this plan will be included as part of the overall Capital Improvement Plan.

At the direction of the Mayor, the Fleet Management Department (FMD) requested each department to prepare a Five-Year Fleet Acquisition Plan. The first step in the development of the fleet plan is a needs assessment. The departments evaluated their fleets based on operational requirements to determine: (a) do they have all the equipment they need, (b) could they remove from their fleet excess vehicles, or (c) do they require additional vehicles to perform their assigned City services. Then, departments reviewed their fleets to determine an optimum replacement schedule for all vehicles and other equipment.

FMD analysts performed a review of the departments' submissions to evaluate the current fleet size, reserve fleet size, maintenance procedures and replacement criteria used by the departments. This independent analysis enabled FMD to develop a logical and supportable plan for vehicle replacement. Department submissions are prioritized and adjusted annually into a five-year plan submission to ensure that the replacement requests were reasonable.

The Information Technology Department worked with all City departments to determine the appropriate number of technology assets needed to perform City business along with maintaining a standard configuration for desktop components. The Chief Technology Officers of the City departments worked together on the Technology Steering Committee (TSC) to identity technology replacement needs (both hardware and software), and establish a list of IT projects that require funding. This process produced a set of guidelines for computer asset replacement and a prioritized list of information and projects for improvements to City's technology infrastructure.

Finance works with various departments to identify other equipment acquisition needs of the City to develop a five year plan.

APPROVAL PROCESS

All three of these categories will be included in the overall Capital Improvement Plan beginning in FY 2013. This Capital Improvement Plan is a document passed by resolution and is not an appropriation of funds. The actual purchases of equipment must separately be presented to City Council for an appropriation.

The FY2013 – 17 Capital Improvement Plan will be presented to Council in early June and is expected to be adopted by the end of FY2012.

EQUIPMENT TYPES

The following is an overview of the categories of equipment in this fund:

Rolling Stock Replacement – the City's rolling stock is comprised of a wide array of equipment ranging from light duty passenger cars, tractors, mowers and trailers to patrol cars, refuse trucks, and fire apparatus. Emphasis is being placed on identifying replacement of vehicles that will cost more to repair than the annual debt service cost if these vehicles are replaced. Solid Waste Management is requesting replacement of side-loader refuse trucks with high maintenance costs. The Police Department is replacing high mileage marked patrol cars and investigative units while the Fire Department is targeting the replacement of ambulances, some fire-fighting apparatus, and squad vehicles for paramedics. Additionally, the City continues its initiative to purchase hybrid alternatives within vehicle categories where there is a financially viable alternative. The City accomplished its goal of 50% of the light duty non-specialized fleet being hybrid or other alternative fuel source in FY2010. During FY2011, the City stepped up its process in alternative fuel with the acquisition of Electric Vehicles (EV). During the five-year plan, the goal will be to increase the use of alternative fuel/energy source vehicles within the City's light duty passenger fleet.

Other Equipment – this category is comprised of all items that are not rolling stock or computer equipment. Typically, the Fire Department will request replacement bunker gear and other incidental equipment.

Information Technology (IT) – this category is comprised of all IT hardware and voice/data communications technology. This equipment ranges from network infrastructure enhancements to the replacement of obsolete hardware, software, and data communication components. The replacement of desktop components (computers, printers, scanners, and monitors), servers and data storage arrays will continue as the manufacturer no longer supports the older components, and maintenance costs become prohibitive.

CAPITAL IMPROVEMENT PLAN SUMMARY

In November 1983, the City Council established a five-year capital improvement planning process for physical improvements to public facilities and infrastructure. By resolution, it became City policy to engage in a continuous five-year capital improvement planning process that includes annual review, revision, and adoption of a five-year Capital Improvement Plan (CIP). The five-year CIP is revised annually to include new projects, reflect changes in priorities, and extend the plan an additional year. The first year of the plan is the current Capital Budget, and it is revised throughout the year as needs dictate or when changes are made to existing approved capital projects.

The CIP provides a schedule for capital project implementation and anticipated project allocations. Details on capital projects for public improvement programs which include Fire, General Government, Library, Parks, Police, Health, Solid Waste Management, Storm Sewer, Streets and Traffic Control, and Housing projects are included as well as enterprise capital programs which are Airport, Convention & Entertainment (C&E), Wastewater, and Water.

Presented below is a summary of the planned appropriations for the FY2012-16 CIP*:

($ Thousands)

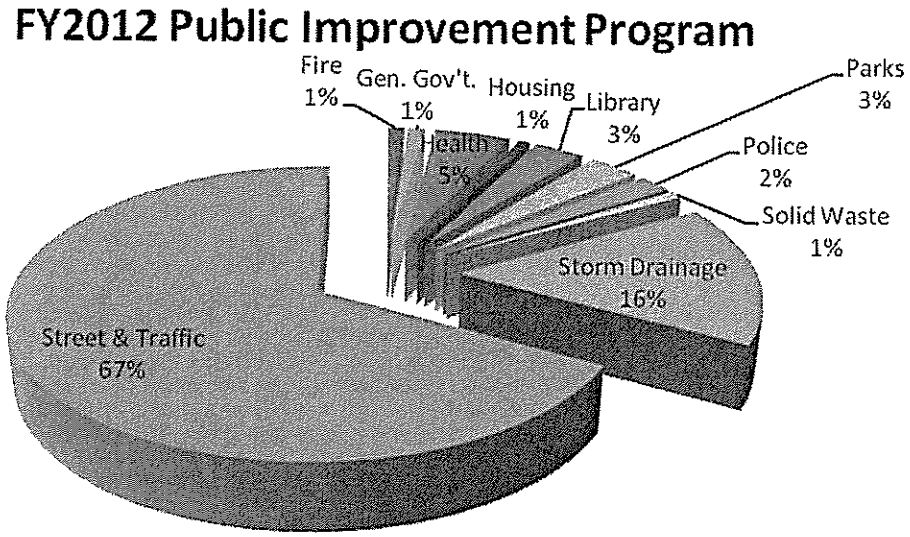
	2012	2013	2014	2015	2016	Total
Enterprise Programs						
Aviation	322,750	211,065	106,527	10,800	255,623	906,765
Conv. & Ent.	5,285	6,593	4,980	5,185	6,820	28,863
WasteWater	258,440	187,161	183,470	186,255	184,213	999,539
Water	251,965	189,396	186,290	219,457	219,214	1,066,322
Total:	**838,440**	**594,215**	**481,267**	**421,697**	**665,870**	**3,001,489**
Public Improvement Programs						
Fire	4,612	17,458	12,725	10,725	10,825	56,345
Gen. Gov't.	4,598	3,220	2,125	2,275	2,250	14,468
Health	22,343	6,300	3,979	5,700	5,700	44,022
Housing	3,184	3,000	3,000	3,000	3,000	15,184
Library	14,459	7,350	7,791	8,150	8,570	46,320
Parks	14,510	22,308	13,512	11,200	10,225	71,755
Police	9,583	36,716	23,450	28,275	14,245	112,269
Solid Waste	3,596	1,134	3,766	2,100	2,975	13,571
Storm Drainage	72,853	50,350	55,277	53,929	48,633	281,042
Street & Traffic	307,720	138,242	145,466	166,691	118,460	876,579
Total:	**457,458**	**286,078**	**271,091**	**292,045**	**224,883**	**1,531,555**

* Tax Increment Reinvestment Zones (TIRZ) projects are not included.

The FY2012 Capital Budget calls for the appropriation of $1.3 billion in FY2012. Of the total appropriations planned, $838 million is for enterprise programs funded with user-fee supported revenue bonds and the remaining $457 million addresses a full range of capital facility and infrastructure improvements that use the issuance of tax-supported Public Improvement Bonds (PIBs). The citizens of Houston approved a Bond Election for $625 million in November 2006.

Of the public improvement programs, the Streets and Traffic Control program is the largest with $308 million of planned appropriations in FY2012 (See Figure 1), followed by Storm Drainage with $73 million of the FY2012 total.

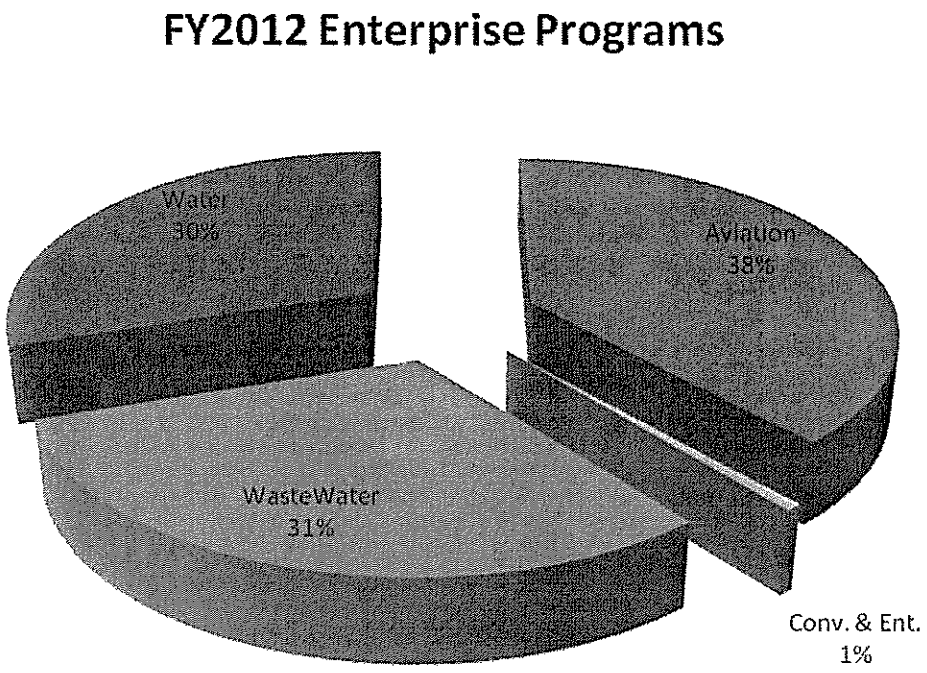
Figure 1.



Public improvement projects include vertical and horizontal construction projects for general public use, services, and safety. Significant projects are the continued construction, rehabilitation and renovation of the library system; continued implementation of the "Parks Master Plan" program; upgrading or replacing of the police department radio infrastructure and system, and other public safety facilities; replacement, rehabilitation and construction of fire stations; and replacement or upgrading of Solid Waste Facilities. In addition, the FY2012 plan places continued emphasis on the construction of various drainage systems, paving and reconstruction of many major thoroughfares and transit streets, bridge rehabilitation, street lighting improvements, railroad crossing improvements and continuation of the neighborhood street reconstruction and Safe School Sidewalk program.

The enterprise programs include projects that are primarily funded from user-fee supported revenue bonds. The enterprise capital programs for FY2012 total $838 million. This is distributed among the four programs as illustrated in Figure 2. Airport Facilities Improvements constitute the largest enterprise program and represents $323 million of the planned appropriations. Wastewater Treatment Facilities and Water System Improvements represent $510 million combined, while C&E projects comprise the remaining $5.3 million.

Figure 2.



Bond proceeds and commercial paper will provide most of the funding for these projects. Other funding sources which support the CIP include: Community Development Block Grants, Metropolitan Transit Authority funds, Harris County funds, Federal Aviation Administration funds, the Airport Improvement funds, Environmental Protection Agency funds, Texas Department of Transportation funds, and Airport, Wastewater, and Water Renewal and Replacement funds. The City is also considering a new bond authorization to be approved by voters.

Capital improvement costs in the CIP are classified into two categories: direct project costs and associated increases to annual operational costs. Examples of direct project costs include purchases of land or facilities, design and construction of new facilities or renovation of existing facilities, and initial equipment purchases for new or renovated facilities. Operating cost includes staffing, maintenance or service (including electrical) costs related to new, renovated or expanded facilities, and also debt expenditures related to Tax Supported and Revenue bonds. The impacts of operating costs are monitored closely for inclusion in each department's annual operating budget.

The FY2013-17 Capital Improvement Plan is expected to be presented to City Council for adoption by the end of FY2012.

The following chart outlines anticipated appropriations within the Capital Improvement Plan for Fiscal Year 2012 for both Public and Enterprise programs over $10 million. These projects include all funding sources available to the City of Houston, including partnerships with other governments and private entities. Planned appropriations are correlated to spending, however, due to the nature and length of construction timelines, spending can span multiple fiscal years.

Project Name	Planned Appropriations ($ Thousands)
A-000483 TERMINAL D REMODELING - GBIAH	116,929
S-000035 Neighborhood Water Main Replacement Program	99,870
R-000265 Wastewater Treatment and Sludge Plant Improvements Program	49,430
A-000565 TERMINAL B EXPANSION PROGRAM - GBIAH	47,919
S-000900 Surface Water Transmission Program	46,450
A-000091 MODIFY/EXPAND CENTRAL PLANT - GBIAH	44,491
R-000266 Neighborhood Sewer Rehabilitation Program in various Service Areas	39,523
R-000267 Lift Station Renewal and Replacement Improvements Program	36,887
N-000785 Bridges Replacement/Expansion along Brays and Sims Bayou	32,250
S-000056 East Water Purification Plant	29,212
R-000509 69th Street Wastewater Treatment Plant Improvements Program	28,116
N-001318 Elysian Viaduct from IH10 to Commerce Street (TxDOT Led Project)	23,000
R-000295 Citywide TCEQ Compliance Program	21,572
N-000420 Hike & Bike Trail Program	18,373
N-000791 Greens Road Paving and Drainage: SH249 to City Limit (Burlington Northern Railroad Tracks)	16,577
N-000611 TXDOT Street Systems Projects	14,400
R-002003 Northside Sewer Relief Tunnel Rehabilitation Program	13,795
M-000247 Nottingham and Yorkshire Drainage and Paving	13,175
N-000582 S. Shaver Paving & Drainage: IH-45 to S.H. 3	13,138
M-000287 Wirt Road Drainage and Paving	12,906
N-000381 Neighborhood Street Reconstruction Project 449	11,938
A-000571 REHABILITATE TAXIWAY WA AND WB - GBIAH	11,280
A-000557 TERMINAL A POWER SUPPLY ELECTRICAL VAULTS - GBIAH	11,270
N-000784 Buffalo Speedway Paving & Drainage: Holmes Rd. to Airport Blvd. Sub-Project 1: Road Construction Sub-Project 2: Grade Separation at Holmes	11,047
A-000568 NEW IAH RUNWAY MASTER PLAN (INCLUDING ARFF) - GBIAH	11,000
A-000597 ROADWAY SIGNAGE - GBIAH	10,573
R-IT2008 Safety Radio System Upgrade	10,296
N-000533 Ella (Wheatley) Paving and Drainage: W. Little York to W. Gulf Bank	10,275
N-000670 Railroad Crossing Improvements - Harrisburg Overpass/Underpass at Union Pacific Railroad Tracks.	10,000


CITY OF HOUSTON
TEXAS

Tab XIV

DEBT AND DEBT SERVICES

Summary of Outstanding General Obligation Debt XIV-2

General Debt Service Fund Budget XIV-8

Annual Financing Plan XIV-9

Tax Increment Reinvestment Zones XIV-10

GENERAL OBLIGATION DEBT SERVICE SUMMARY

General Obligation debt is secured by and payable from the receipts of annual ad valorem taxes, within legal limits, on taxable property within the City. The City has covenanted to assess, levy and collect an ad valorem tax in each calendar year, within applicable limitations, sufficient to pay the principal of and interest on all outstanding obligations payable in such tax year. Such obligations include (1) Public Improvement Bonds, (ii) Certificates of Obligation, (iii) Certain obligations to fund a portion of the City's unfunded actuarially accrued liability to the City's pension programs, and (iv) General obligation commercial paper notes. The debt service requirements for FY2013 are estimated to be $306 million.

The largest revenue source for the General Debt Service Funds is the General Fund, which transfers a portion of ad valorem taxes (property tax receipts) required for debt service on the Obligations. Within the limits prescribed by law, the City is obligated to assess, levy, and collect annual ad valorem taxes sufficient to pay the principal of, and interest, on the Obligations. The Constitution of the State of Texas limits the maximum ad valorem tax rate to $2.50 per $100 assessed valuation for home-rule cities such as the City of Houston (the "City"). In addition, Proposition 1 limits increases in the City's ad valorem tax revenues by requiring voter approval for increases in ad valorem taxes in future years above a limit equal to the lesser of the actual revenues in the proceeding Fiscal year, plus 4.5%, or a formula that is based upon the actual revenues received in Fiscal Year 2005 adjusted for the cumulative combined rate of inflation and the City's population growth plus credits for previous years that fall under the cap. The City's tax rate for Fiscal Year 2012 (tax year 2011) was $0.63875 (per $100 assessed valuation), which consists of $0.480709 for general purposes and $0.158041 for debt service. The proposed Fiscal Year 2013 Budget includes a tax rate of $0.63875 (per $100 assessed valuation) for Fiscal Year 2013 (tax year 2012).

The City's current policy states that the annual contribution from the General Fund for general obligation debt service should not exceed 20% of the total General Fund revenues, excluding state and federal grants. The budgeted FY2013 General Fund transfer to pay debt service is approximately 12.8% of expected General Fund revenues.

The second largest source of revenue for the Fund are annual charges to the Combined Utility System to compensate the Debt Service Fund for the cost of paying debt service on assumed annexed water district debt. The Combined Utility System, via the Storm Water Fund, is also charged for debt service payments on certain tax bonds issued for storm water purposes.

In past years, another source of revenue for the Fund was third party reimbursements, which primarily consisted of the Metro Transit Authority of Harris County (METRO). The City used various commercial paper programs to initially fund certain projects and then received reimbursements to retire the appropriate portion of the commercial paper. The City is still participating with METRO to complete certain projects; however, there is a new agreement for METRO to provide the funds before project initiation, rather than as a reimbursement. Therefore, going forward, funding from METRO will primarily be a source of revenue for the Capital Projects Funds.

Other sources include but are not limited to debt service reimbursement for special financings that vary from year to year. Examples of special financings include projects managed by the City but funded by Tax Increment Reinvestment Zones (TIRZ). Interest earned on construction funds (as a result of bonds issued) may be used as a revenue source to help fund debt service and may also be used for expenditures incurred for administering bond programs.

The FY2013 Annual Financing Plan is presented to outline the anticipated sale of City bonds, certificates of obligation, pension bonds, tax and revenue anticipation notes and commercial paper notes for the upcoming fiscal year. It is expected that the City will issue a total ranging from $0.78 to $1.6 billion, depending on needs and market conditions.

The obligations are issued in both fixed and variable rate structures. The City's current policy is to maintain no more than 20% of the obligations in a variable rate structure and currently issues variable rate commercial paper notes to initially fund various projects. When the amount of outstanding commercial paper notes reaches a level of 20% of total outstanding debt, or is otherwise deemed prudent, the commercial paper notes are

refunded with fixed rate bonds to lock in a portion of the outstanding commercial paper notes at fixed rates to minimize interest rate exposure.

Tax Bonds and Certificates of Obligation

The Obligations issued as fixed rate debt bear yields ranging from 0.20% up to 6.29%, which are established at the time of issuance and are based on market rates. The City's policy is to keep the combined weighted average life of the fixed rate debt at or below 12 years. The City issues Tax Bonds to provide for permanent financing through refunding of commercial paper notes or refunding previously issued and outstanding Tax Obligations of the City. The City issued Pension Obligation Bonds in FY2005 - FY2010 and is not expected to issue more in FY2013. Pension Obligations Bonds are payable from and secured by ad valorem taxes and/or revenues to fund unfunded actuarial accrued liabilities ("UAAL") associated with its pension funds.

The City may also issue Certificates of Obligation payable from ad valorem taxes and, in some cases, a pledge of certain City revenues for the purpose of paying any contractual obligations. Certificates of Obligation are issued for special financings and demolitions of dangerous buildings.

The budget includes a seven-month reserve for Tax Bonds and Certificates of Obligation. This reserve covers principal and interest payable in the first seven months of the following fiscal year.

Variable Rate Debt - Commercial Paper Notes

Commercial paper programs provide for the issuance of voter-authorized obligations related to the 2001 and 2006 bond elections and these series have been implemented to fund various public improvement projects in the Capital Improvement Plan (CIP). These commercial paper programs include the:

- Series G with a total authorization of $200 million,
- Series H with a total authorization of $200 million, and
- Series J with a total authorization of $125 million.

The City has also authorized two other commercial paper programs under Chapter 1431, Texas Government Code, as amended, which does not require voter authorization. These programs and their uses are:

- Series E with a total authorization of $250 million is used to fund equipment acquisitions, and
- Series K with a total authorization of $200 million is used to fund capital improvements related to drainage and streets.

The commercial paper programs serve as a management tool to access the credit market to meet cash needs while minimizing the rebate liability on unspent proceeds. The commercial paper notes are refunded periodically into fixed rate tax bonds to limit the City's variable rate exposure and to match the average life of bonds to the life of the assets purchased. Interest on the notes varies depending on the market conditions. The notes may be issued for a period not to exceed 270 days and will bear interest based upon the specified terms, but initially not to exceed 6.5%. The reserves for the notes are based on the amount projected to be outstanding during the fiscal year. The budget includes reserves for interest on commercial paper notes to provide for fluctuations in interest rates at a rate of 6.0% of the estimated amount to be outstanding during the fiscal year.

Assumed Bonds

Prior to FY1991, the City had an aggressive annexation program. However, no annexations took place during FY1991 and FY1992 until the period from FY1993 to FY1997 during which the City completed seven new annexations. Although annexations have benefited the City in economic growth, no additional annexations have occurred since FY1997. Since FY1999, the legislation requires the City to adopt a three-year annexation plan, and with certain exceptions, only those areas identified in such plan would be eligible for annexation. The City does not currently have a plan in place to annex additional districts. Debt assumed by the City from annexations of various districts within the extra-territorial jurisdiction becomes a part of the City's debt service requirements. As of FY2007, all of the debt related to annexation has been refunded.

Interest Rate Swaps

As part of its debt management program, the City considers and reviews various interest rate swap proposals, including tax supported interest rate swaps, consistent with the guidelines set forth in its Interest Rate Swap Policy adopted on November 25, 2003. On February 20, 2004, with respect to certain outstanding Tax Bonds, the City entered into a tax supported interest rate swap agreement with Rice Financial Products Corp. LLC (RFP). Under this Swap Agreement, the counter party (RFP) effectively paid a variable interest rate based on the London Interbank Offered Rate ("LIBOR") plus a fixed spread, and the City paid a variable interest rate based on a Securities Industry and Financial Markets Association ("SIFMA," formerly Bond Market Association "BMA") tax exempt rate, times a notional principal amount equal to $200 million. The underlying bonds were Public Improvement Bonds (PIB) issued between 1998 and 2005 with various maturities. The initial payment date was March 1, 2005, and thereafter payments continued every September 1 and March 1 through 2009. This swap was terminated at the City's option on August 25, 2009. An accumulated profit of approximately $8 million was earned on this swap. No swaps are being contemplated at this time.

Rebuild Houston

On November 2, 2010, voters approved an amendment to the City Charter which requires the City to establish a dedicated pay-as-you-go drainage and street renewal fund to provide for enhancement, improvement and ongoing renewal of the City's drainage and streets. Among other sources of funding, Proposition 1 (2010) requires the City to capture an amount equal to revenues from 11.8 cents per $100 of assessed valuation in property taxes, which is the amount currently levied for debt service on bonds issued for streets and drainage purposes. This revenue has two authorized uses under Proposition 1. First, the 11.8 cents of captured property tax revenue must be used to pay debt service on tax supported bonds for drainage and street improvements that were issued prior to December 31, 2011. To the extent that any of the 11.8 cents of captured property tax revenue is left over after the payment of debt service, that remaining captured tax revenue will be deposited into a dedicated drainage and street improvement fund to provide cash funding for pay-as-you-go drainage and street improvements.

Ad Valorem Tax Obligations of the City

State law permits the City to incur total bonded indebtedness through the issuance of ad valorem tax bonds in an amount not to exceed 10% of the total appraised valuation of property in the City. The schedule below shows an estimate for the current fiscal year of outstanding debt applicable to the statutory limitation.

(in thousands of dollars)

Appraised Value (1)		$ 192,795,522,343
Debt Limit, 10% of Appraised Value		$ 19,279,552,234
Debt applicable to limitation (2)		
Public Improvement Bonds	$2,408,290	
Commercial Paper Notes	326,900	
Pension Obligation	607,775	
Certificates of Obligation	56,935	
Total Debt Applicable to Limitation	$3,399,900	
Less:		
Amount available for repayment of general obligation debt (2)	(143,885)	
Total debt applicable to limitation		$ 3,256,015

(1) Appraised value for the Fiscal Year 2012 (Tax Year 2011), as of April 13, 2012.

(2) Balance as of March 31, 2012.

Outstanding General Obligation Debt

(in thousands of dollars)	FY2010 Actual	FY2011 Actual	FY2012 Estimate	FY2013 Budget
OUTSTANDING DEBT:				
Public Improvement Bonds	$2,319,930	$2,468,160	$2,408,290	$2,329,855
Commercial Paper Notes	$ 360,500	$ 237,400	$ 300,000	$ 370,000
Pension Obligation	$ 607,625	$ 607,625	$ 607,775	$ 607,775
Certificates of Obligation	$ 79,870	$ 75,990	$ 56,935	$ 46,495
TOTAL OUTSTANDING DEBT	$3,367,925	$3,389,175	$3,373,000	$3,354,125

The strength of the City's general obligation debt is reflected in the statements of the ratings agencies:

***Standard & Poor's* (AA) -** The stable outlook reflects the City's "sizable, deep, and diverse economic base, which has shown resiliency, and reserves that remain at a good level, despite ongoing financial challenges and revenue pressure." The rating is partially constrained by "self-imposed revenue-raising restrictions, coupled with a large capital program that will keep debt ratios at an elevated level."

Moody's (Aa2) - "The rating reflects the city's large taxbase that is expected to have stabilized in fiscal 2012, a financial position that remains adequate following significant draw downs in fiscal 2010 and 2011 and an above average yet manageable debt burden. The stable outlook reflects Moody's expectation that 2011 reflects a low point and that the trend of narrowing reserves will be reversed in 2012 following improving economic conditions and management commitment to improving financial margins."

Fitch (AA) - Key rating drivers include weak fiscal 2011 results, recent improvement; large benefit liabilities; a large, diverse regional economy; and budget pressures to continue.

Principal and Interest Payable from Ad Valorem Taxes

Existing debt as of May 4, 2012

Fiscal	Tax Bonds		Pension Obligations	
Year	Principal	Interest (1)	Principal	Interest
2013	128,435,000	116,126,336	0	36,297,353
2014	134,360,000	113,151,947	6,345,000	36,297,353
2015	169,870,000	106,984,541	6,790,000	35,898,252
2016	172,975,000	100,824,647	7,265,000	35,471,161
2017	209,070,000	93,296,748	7,770,000	35,014,193
2018	214,485,000	84,058,001	8,315,000	34,525,460
2019	184,315,000	73,736,694	8,895,000	34,002,446
2020	186,045,000	64,855,606	9,520,000	33,442,951
2021	152,205,000	55,991,528	20,145,000	32,844,143
2022	147,360,000	48,711,358	21,440,000	31,577,022
2023	159,400,000	41,658,043	22,805,000	30,228,446
2024	110,135,000	34,132,050	24,265,000	28,794,012
2025	114,390,000	28,968,401	25,820,000	27,267,743
2026	81,610,000	23,409,193	27,475,000	25,643,665
2027	102,270,000	19,487,139	29,235,000	23,915,488
2028	101,285,000	14,466,722	31,100,000	22,076,606
2029	69,780,000	9,823,920	41,425,000	20,120,416
2030	35,845,000	6,876,300	43,995,000	17,596,516
2031	15,850,000	5,262,490	58,135,000	14,915,274
2032	19,100,000	4,466,834	61,650,000	11,438,498
2033	13,110,000	3,512,215	22,965,000	7,750,357
2034	11,040,000	2,866,246	0	6,505,750
2035	14,305,000	2,322,765	44,345,000	6,505,750
2036	12,155,000	1,612,884	35,400,000	4,078,572
2037	9,340,000	1,029,834	22,425,000	2,122,367
2038	6,235,000	584,548	0	880,470
2039	3,570,000	295,316	0	880,470
2040	1,210,000	151,200	0	880,470
2041	1,260,000	102,800	20,250,000	880,470
	2,581,010,000	**1,058,766,304**	**607,775,000**	**597,851,672**

(1) Net of Build America Subsidies

Tax Certificates		TOTAL		Total
Principal	Interest	Principal	Interest	Debt Service
10,440,000	824,900	138,875,000	153,248,589	292,123,589
2,210,000	324,150	142,915,000	149,773,449	292,688,449
2,300,000	235,750	178,960,000	143,118,543	322,078,543
2,415,000	120,750	182,655,000	136,416,558	319,071,558
0	0	216,840,000	128,310,941	345,150,941
0	0	222,800,000	118,583,461	341,383,461
0	0	193,210,000	107,739,140	300,949,140
0	0	195,565,000	98,298,557	293,863,557
0	0	172,350,000	88,835,671	261,185,671
0	0	168,800,000	80,288,380	249,088,380
0	0	182,205,000	71,886,489	254,091,489
0	0	134,400,000	62,926,062	197,326,062
0	0	140,210,000	56,236,144	196,446,144
0	0	109,085,000	49,052,859	158,137,859
0	0	131,505,000	43,402,627	174,907,627
0	0	132,385,000	36,543,328	168,928,328
0	0	111,205,000	29,944,336	141,149,336
0	0	79,840,000	24,472,815	104,312,815
0	0	73,985,000	20,177,764	94,162,764
0	0	80,750,000	15,905,332	96,655,332
0	0	36,075,000	11,262,572	47,337,572
0	0	11,040,000	9,371,996	20,411,996
0	0	58,650,000	8,828,514	67,478,514
0	0	47,555,000	5,691,456	53,246,456
0	0	31,765,000	3,152,201	34,917,201
0	0	6,235,000	1,465,018	7,700,018
0	0	3,570,000	1,175,786	4,745,786
0	0	1,210,000	1,031,670	2,241,670
0	0	21,510,000	983,270	22,493,270
17,365,000	**1,505,550**	**3,206,150,000**	**1,658,123,526**	**4,864,273,526**

DEBT SERVICE FUND BUDGET

Tax Bonds Debt Service Fund Budget

($ Thousands)	FY2011 Actual	FY2012 Budget	FY2012 Estimate	FY2013 Budget
RESOURCES				
Transfers In:				
General Fund for Tax Bonds and COs	212,838	220,200	211,007	230,600
General Fund for COs	8,000	9,500	9,500	10,500
General Fund for Drainage Debt Service Fund	-	-	-	-
Fleet/Equip. Spec. Rev. Fund	11,707	-	-	-
Combined Utility System	21,744	32,013	31,161	27,593
Other Sources	18,006	24,841	24,841	23,463
Third Party Reimbursements	-	-	10,377	3,600
Interest Earnings	369	2,800	-	-
Net Bond Proceeds	3,257	-	-	-
Other	3,961	-	6,214	-
Total Current Revenues	315,085	289,354	293,099	295,755
Beginning Fund Balance	181,958	160,944	143,885	153,064
Total Resources	497,043	450,298	436,983	448,819
EXPENDITURES				
Debt Service Requirements				
Principal Retirement for Tax Bonds	140,650	113,715	110,000	128,435
Principal Retirement for COs	3,250	5,620	-	10,440
Principal Retirement for Commercial Paper	48,100	-	8,400	2,700
Interest	153,151	158,685	158,888	153,249
Projected Future Debt Service	-	5,177	-	-
Commercial Paper Fees	3,183	8,137	5,609	5,000
Cost of Issuance Expenses	3,804	-	722	-
Other	1,020	300	300	300
Total Expenditures	353,158	291,634	283,919	300,124
Ending Fund Balance	143,885	158,664	153,064	148,696
Total Expenditures and Ending Fund Balance	497,043	450,298	436,983	448,819

* "COs" are Certificates of Obligations

FY2013 ANNUAL FINANCING PLAN

The FY2013 Annual Financing Plan (AFP) is a projected schedule for the sale of City bonds, notes and other financings expected in FY2013. The AFP lists the projected amount of issuance, the timing of the sale, the security for the issue, the issue type (a new issue, redemption or refunding) and the method of sale.

In FY2013, six transactions are being planned (separate or combined) along with continued issuance under the City's commercial paper programs for a total ranging from $0.78 billion to $1.6 billion. The uses for the proceeds from the debt issuances include capital improvements, equipment purchases, and cash flow needs. In addition to these transactions, there are eleven liquidity facilities with expiration dates in FY2013 that will need to be either renewed or replaced after a review of whether such liquidity is still needed.

As the name expresses, the AFP is a plan. The timing and amounts of the sales may vary, but the stated programs will generally be carried out within the parameters cited. The FY2013 AFP is outlined below.

Issue	Planned Issue Size ($millions)	Timing of Sale	Security for Issue	Issue Type	Planned Method of Sale	Notes
CUS CP Refunding	200-400	Sum '12	System Revenues	Refunding	Negotiated	
CUS Series 2008D-1	132	Late Fall '12	System Revenues	Refunding	Negotiated	Converting from taxable to tax-exempt on Dec. 1, 2012, at which time, they can be refunded into a fixed rate structure from a variable rate structure.
GO CP Refunding	50-200	Spr '13	Tax Revenue	Refunding	Negotiated	
Tax and Revenue Anticipation Notes	100-300	Spr '13	Tax Revenue	New	Competitive	
GO CP	100-150	Various	Tax Revenue	New	Competitive	
CUS CP	200-400	Various	System Revenues	New	Competitive	

FY2013 Liquidity Needs

Series	Size ($millions)	Expiration Date	Purpose
CUS CP Series B-2	75	14-Dec-12	CIP
HAS VRDO Series 2010A	93	21-Dec-12	Variable Rate Debt Obligation
GO CP Series K-2	100	28-Dec-12	CIP
GO CP Series H-1	100	11-Feb-13	Voter Authorized CIP
CUS VRDO Series 2010B	249	22-Mar-13	SIFMA Index Floater
CUS VRDO Series 2004B-2,B-4,B-5	275	5-Apr-13	Variable Rate Debt Obligation
GO CP Series E-1,E-2	250	28-Apr-13	CIP
GO CP Series J	125	20-May-13	Voter Authorized CIP

Abbreviations

CP – Commercial Paper
CUS – Combined Utility System
GO – General Obligation

TAX INCREMENT REINVESTMENT ZONES

The City of Houston accomplishes a portion of its Capital Improvement Plan through a financing mechanism called a Tax Increment Reinvestment Zone (TIRZ). Each of the City's twenty-three TIRZ share common characteristics:

- Each zone is created by action of City Council pursuant to a project and financing plan approved by City Council.
- Each zone has defined geographical boundaries.
- At the time each zone is created, the property taxes due to the City based on the current property valuation within the zone is "frozen", and for the life of the zone, any incremental property tax revenue resulting from revaluation of property is dedicated to public improvements within the zone.
- Each TIRZ has a Board of Directors that is responsible for its activities.
- Each TIRZ has a termination date incorporated into the ordinance that created it.

TIRZs are reinvestment zones created by the City that use tax increment revenue generated by increased value in the zone to promote development and redevelopment in that zone. As development occurs in each zone, the taxes generated by the increase in value attributable to those improvements, or "tax increment", are captured in separate funds set up for each TIRZ. These funds are then used to pay for approved project costs. For a majority of these TIRZs, the City has created a companion redevelopment authority (RDA) to implement the project and financing plan.

The Mayor's Office of Economic Development/TIRZ coordinates the preparation and presentation of the budgets to City Council. These budgets are approved separately from the City's budget.

TIRZ/Authority	Created	Termination	Size (acres)
#1 / St. George Place RDA	12/12/1990	12/31/2031	121.57
#2 / Midtown RDA	12/14/1994	12/31/2025	764.52
#3 / Main St./Market Sq. RDA	12/13/1995	12/31/2025	335.39
#4 / Village Enclaves RDA	09/25/1996	12/31/2016	1,189.86
#5 / Memorial Heights RDA	12/18/1996	12/31/2016	915.73
#6 / Eastside RDA	01/15/1997	12/31/2027	769.98
#7 / OST/Almeda Corridors RDA	05/07/1997	12/31/2028	1,728.91
#8 / Gulfgate RDA	12/10/1997	12/31/2027	296.18
#9 / South Post Oak RDA	12/17/1997	12/31/2022	262.70
#10/ Lake Houston TIRZ	12/17/1997	12/31/2027	1,934.81
#11 / Greater Greenspoint RDA	08/26/1998	12/31/2028	3,396.75
#12 / City Park RDA	12/02/1998	12/31/2028	91.71
#13 / Old Sixth Ward RDA	12/22/1998	12/31/2028	151.18
#14 / Fourth Ward RDA	06/09/1999	12/31/2029	157.67
#15 / East Downtown RDA	07/04/1999	12/31/2040	387.02
#16 / Uptown RDA	07/07/1999	12/31/2029	1,045.87
#17 / Memorial City RDA	07/21/1999	12/31/2029	944.11
#18 / Fifth Ward RDA	07/21/1999	12/31/2029	498.97
#19 / Upper Kirby RDA	07/21/1999	12/31/2029	838.78
#20 / Southwest Houston RDA	12/15/1999	12/31/2029	3,167.41
#21 / Hardy Place TIRZ	12/17/2003	12/31/2033	326.10
#22 / Leland Woods RDA	12/23/2003	12/31/2033	80.33
#23 / Harrisburg TIRZ	10/25/2011	12/31/2040	1,600.00

Tab XV

APPENDICES

Glossary XV-2

General Fund Revenue by Department XV-15

Citywide Revenues by Category XV-23

Citywide Expenditures Summary XV-29

Revenue Supported Debt Service Schedules XV-34

Non-Major Special Revenue Funds XV-38

Budget Summary by Fund XV-48

Summary of FY2013 City Council Actions XV-54

FY2013 Budget Ordinance XV-59

Department Cross Reference XV-66

GLOSSARY

ACCOUNT: An accounting unit established to record expenditures or revenues by detailed categories.

ACCOUNTING SYSTEM: The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

ACCRUAL BASIS: The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).

ACTIVITY: A specific unit of work or service performed (e.g., response to medical emergencies).

ACTIVITY INDICATOR: A quantitative measure of an activity, which assists in analyzing the effectiveness and efficiency of a budget activity unit or program. Indicators may include quality, productivity, or workload measures.

AD VALOREM PROPERTY TAX: General property taxes levied on the assessed valuation of real and personal property.

ADVANTAGE FINANCIAL MANAGEMENT SYSTEM 2000 (ADV2): The Advantage Financial 2.0, from American Management Systems Inc. (AMS) is the Financial Management System for State and Local Governments. Also known as Advantage 2000, the system was used through FY2006 for purchasing and general accounting and through March 2007 for payroll. It has been replaced by the SAP system.

ADOPT-A-LOT PROGRAM: The Adopt-a-Lot Program provides funding for community groups to purchase tools and equipment to maintain public and privately owned vacant lots in target areas identified by the Neighborhood Protection Program, which have been neglected by the property owners.

ANNEXATION: A process by which a city adds land to its jurisdiction. The city then extends its services, laws and voting privileges to meet the needs of residents living in the annexed area.

APPROPRIATION: An authorization by City Council, which permits officials to incur obligations and expend City resources. Appropriations are usually made for fixed amounts which extend for a fiscal year. Appropriations for capital improvement projects, however, extend until completion, which usually extends beyond the current fiscal year.

APPROPRIATION ORDINANCE: The official enactment by City Council establishing the legal authority for City officials to obligate and expend City resources.

ARBITRAGE: Classically, the simultaneous purchase and sale of the same or an equivalent security to profit from price discrepancies. In government finance, the most common occurrence of arbitrage involves the investment of bond proceeds in an investment that yields a higher interest rate, resulting in interest revenue in excess of interest costs.

ASSESSED VALUATION: The value placed upon real and personal property by the chief appraiser of the appraisal district as the basis for levying property taxes.

ASSETS: Property with monetary value owned by the City that can be converted to cash.

AUDIT: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to accomplish some or all the following:

- ascertain whether financial statements fairly represent financial positions and results of operations;
- test whether transactions have been legally performed;
- ascertain whether transactions have been recorded accurately and consistently;
- ascertain the stewardship of officials responsible for governmental resources; and
- identify areas for possible improvements in accounting practices and procedures.

BALANCED BUDGET: A balanced budget occurs when the total sources of funds in the City is equal to the amount it spends on personnel, supplies, services, and debt.

BALANCE SHEET: A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities and equities as of a specified date.

BASE LAYER: A set of data that other data layers and attributes are referenced to or associated with. Example: A road has three base layers, a right-of-way, a certain type of surface/paving material, and a certain number of lanes.

BASIS: Figure or value that is the starting point in computing gain or loss, depreciation, depletion, and amortization. For example, in an asset sale, gain in proceeds minus basis, where basis is the amount on which depreciation is calculated.

BOND: A municipality will issue this debt instrument and agree to repay the face amount of the bond on the designated maturity date. Bonds are primarily used to finance capital projects.

- General Obligation (GO) Bond: This type of bond is secured by the full faith, credit, and taxing power of the municipality.
- Revenue Bond: This type of bond is secured by the revenues from a specific source such as water revenues.

BUDGET: A plan of financial operations including an estimate of proposed expenditures and revenues for a fiscal period. The budget establishes funding levels for continuing service programs, operation and maintenance of public facilities, and principal and interest payments on bonded indebtedness. Recurring replacement of capital outlay and minor new capital outlay items are included.

BUDGET CALENDAR: The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

BUDGET DOCUMENT: The document used by the authority responsible for preparing the budget to present a comprehensive financial program to City Council or another legislative body.

BUDGET AMENDMENT: Transfer of unencumbered appropriation balance or any portion within a department office or agency to another. Budget Amendments can be made to the annual budget ordinance by the vote of the Mayor and City Council, or through a separate ordinance submitted to City Council.

BUDGET ORDINANCE: An ordinance considered and adopted by City Council to formally enact the annual operating budget for a fiscal year.

BUDGET UNITS: The basic building blocks of the department budget requests; the principal subdivision of a department's activities for budget preparation.

BUDGETED FUNDS: Funds that are planned for certain uses but have not been formally or legally appropriated by City Council. The budget document that is submitted for Council approval is composed of budgeted operating funds.

BUSINESS AREA: An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated.

CAD SYSTEM: Computerized Assisted Dispatch System (Police and Fire Department). A Computer Aided Dispatch (CAD) System, which performs the decision-making process which allows the Dispatcher to perform the functions required in a more expedient manner. The Computer Aided Dispatch system records incident details and updates, prioritizes events, and identifies the most appropriate units to respond to each incident.

CAFR - The Comprehensive Annual Financial Report: Official annual report of a government. In addition to a combined, combining (assembling of data for all funds within a type) and individual balance sheet, the following are also presented as appropriate: (1) statement of revenues, expenditures, and changes in fund balance (all funds); (2) statement of revenues, expenditures, and changes in fund balance, budget and actual (for general and special revenue funds); (3) statement of revenues, expenses, and changes in retained earnings (for proprietary funds); and (4) statement of changes in financial position (for proprietary funds).

CAPITAL ASSETS: Assets of significant value and having a useful life of several years. Capital assets are also referred to as fixed assets.

CAPITAL EXPENDITURES: Funds expended for additions or physical improvements to public facilities, infrastructure, plants or equipment.

CAPITAL IMPROVEMENT PLAN (CIP): Five-year plan for capital improvement projects detailing the schedule for design, land acquisition, and construction. Funding sources for the projects are also identified.

CAPITAL IMPROVEMENT PROJECT: An investment in the infrastructure or physical plant of the City. Examples include streets and drainage facility construction, fire stations, and major reconstruction or repair of buildings.

CAPITAL OUTLAY: Expenditures for the acquisition of capital assets. Includes the cost of land, buildings, permanent improvements, machinery, large tools and rolling and stationary equipment.

CAPITAL PROGRAM: A group of capital projects classified according to common purpose and common funding sources.

CAPITAL PROJECT: Any substantial nonrecurring physical improvement with a 15-to-20 year life expectancy. This includes land purchases, new facilities, initial equipment purchases to furnish new facilities, and all related planning, engineering, and architectural design.

CARRY-OVER BALANCE: Balances in each fund at the end of the fiscal year that will be the beginning fund balances of the next fiscal year. Generally this includes savings (total expenditures that are less than appropriations), canceled encumbrances (contracts completed for less than the encumbered amount), and actual revenues which exceed estimates.

CARRY-OVER EXPENDITURES: Expenditures budgeted and encumbered in one fiscal year for materials, equipment, etc., but not spent until the following fiscal year. These expenditures are re-encumbered at the beginning of the new fiscal year. Therefore, these expenditures must be "carried over," i.e., re-budgeted in the new fiscal year to provide funds when the goods are delivered.

CASH BASIS: The method of accounting in which revenues are recorded when received in cash and expenditures are recorded when actually paid.

CASE MANAGEMENT SYSTEM: An integrated computer system that will network with various systems within several departments such as the Police Department, Municipal Courts Department and the Legal Department to bring about a paperless work environment.

CDBG: Community Development Block Grant. The creation of several grants to replace categorical grant programs, reducing the role of the federal government and reducing administrative costs by consolidating fifty-seven categorical programs into several block grants.

CERTIFICATES OF OBLIGATION: Debt sold for the purchase of major capital outlay, building demolition, and infrastructure improvements. Property tax and mixed beverage tax receipts are pledged for repayment of principal and interest.

CHART OF ACCOUNTS: Standard classifications by which all financial transactions are recorded and summarized for budgetary and reporting purposes. Revenue and expenditures are classified according to responsible department or division, expenditure or revenue type, and asset or liability (or balance sheet) type.

CIP: Capital Improvement Plan - A long range plan (5 years), which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan to provide a link between the city and other local government entities with a comprehensive and strategic plan and annual budget.

CLAIMS LAG LIABILITY: An estimate of the value of health insurance claims costs that have not been received and reported at a given time. This lag is caused by delays in billings by doctors and hospitals and by payment requests by health plan participants. This is also sometimes called IBNR (Incurred But Not Reported).

CLEAN NEIGHBORHOOD PROGRAM: Administered by the Solid Waste Management Department. The goal of this program is to make Houston the cleanest large city in the nation.

CLEARANCE RATE: A comparison of the number of cases solved to the actual number of incidents reported to the police and fire departments.

COHGIS: City of Houston Geographic Information System is a database used to capture, store and update geographic data and attributes related to the data. COHGIS is used to analyze, manipulate and display the data in map or report form.

COMBINED UTILITY SYSTEM: The Combined Utility System is composed of three separate funds: the Water and Sewer System Operating Fund: the Combined Utility System Operating Fund and the Combined Utility System General Purpose Fund.

COMMERCIAL PAPER (TAX-EXEMPT): Issued by various municipalities as an interim funding tool for capital expenditures. A promissory note secured by pledged revenues and a revolving credit agreement. Maturities range from 1 to 270 days.

COMMITMENT ITEM: Reflect the functional structure of an organization individual revenues and expenditure line items within a financial management area.

COMMITMENT ITEM GROUP: A group of commitment items for the purpose of evaluation, such as Personnel, Supplies, etc.

COMPONENT UNIT: As defined in GASB Statement No. 14, component units are legally separate organizations for which the elected officials of the primary government are financially accountable. They may be a governmental organization (except those that meet the definition of a primary government), a nonprofit corporation, or a for-profit corporation.

CONTINGENCY: A budgetary reserve usually set aside for emergencies or unforeseen expenditures not otherwise budgeted. A contingency may also be set for a program or service for which the exact costs are not determined.

CONTRACTS: Agreements between the City and vendors covering the purchase of supplies or services.

CONTRACTUAL SERVICES: Expenditure items for services the City receives from an internal service fund or an outside company or governmental agency. Utilities and rent are examples of contractual services.

COST ALLOCATION PLAN: Based on cost accounting principles, costs incurred by General Fund central services departments (e.g. Legal, Human Resources, Finance and Administration) are calculated and allocated to funds that benefit from the services. Costs allocated are from audited, actual expenditures. However, allocations may be performed on a budget basis also. There are two types of cost allocation plans: full cost and OMB-A87. The OMB-A87 plan is implemented according to restrictive federal guidelines. The full cost plan generally recovers additional costs not allowed under the OMB-A87 plan.

COST CENTER: An organizational unit within a controlling area that represents a defined location of cost incurrence.

COST CENTER GROUP: Hierarchical grouping of cost centers created to facilitate data entry and reporting.

COST CENTER OBJECTIVE: A responsibility center in which the manager has the authority to incur costs and is evaluated on the basis of how well costs are controlled.

DEBT SERVICE: Principal and interest payments on outstanding bonds. The series of payments of interest and principal required on a debt over a given period of time to repay an outstanding debt on an obligation resulting from the issuance of bonds, certificates of obligation notes or other debt.

DEBT SERVICE FUND: A governmental fund established to repay principal and interest on outstanding debt.

DEMAND BONDS: Debt issuances with a demand ("put") provision that requires the issuer to repurchase the bonds upon notice from the bondholder at a price equal to the principal plus accrued interest. To ensure their ability to redeem the bonds, issuers of demand bonds frequently enter into standby purchase agreements and purchase and re-marketing agreements.

DEPARTMENT: A major administrative division of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area.

DEVELOPER ADVANCES: Initial investment provided by developers for tax increment reinvestment zone improvements before "tax increment" is generated.

EFFECTIVE TAX RATE (ETR): The tax rate that produces the same tax levy as the previous year's levy for property taxed both years, excluding new construction. The calculation of the ETR follows a formula, stipulated by State law, that factors in changes in tax value, exemptions and debt service requirements. Increases above the effective tax rate that exceed three percent and eight percent require special public notices and City Council action.

E-GOVERNMENT: The Internet has made it possible for government to provide services electronically on a seven-day-a-week, twenty-four-hour basis or non-stop government. Government services like permits, paying water bills, and paying traffic or parking fines can be done over the Internet. In the future, the City may expand these services to include other services like purchasing and courts case management.

EMS: Emergency Medical Service. The EMS program is integrated into and administered through Houston Fire Department (HFD). As a result, all EMS personnel are also fire fighters experienced in emergency rescue, extrication, and the suppression and confinement of hazardous materials.

ENCUMBRANCES: Obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is released.

ENTERPRISE FUND: A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services, which are entirely or predominantly self-supporting by user charges. This type of fund uses the accrual basis of accounting. The City has three enterprise funds: Aviation, Public Utilities and Convention and Entertainment Facilities. These funds are also known as proprietary funds.

EPA: Environmental Protection Agency. An agency of the federal government charged with a variety of responsibilities relating to protection of the quality of the natural environment, including research and monitoring, promulgation of standards for air and water quality, and control of the introduction of pesticides and other hazardous materials into the environment.

EQUIPMENT ACQUISITION CONSOLIDATED FUND: The Equipment Acquisition Consolidated Fund supports the acquisition of durable capital assets for all General Fund departments and selected Special Revenue Funds. Historically, funding has come from issuing Commercial Paper for the purchase of such capital assets. In FY2008, a transition began where the cost for capital assets were transferred to the respective departments who are now responsible for the respective debt service. Funding will still come from the issuance of Commercial Paper and other sources. This fund is administered by the Finance Department.

EQUIPMENT ACQUISITION PROGRAM: A program used by the City as an alternative to acquiring capital equipment through cash purchase. This program is financed by certificates of obligation/commercial paper to procure major capital outlay items such as automobiles, trucks, tractors and computer equipment.

EQUITY PAY ADJUSTMENT: Changes in the rate of compensation for similar positions in a class based on the following: evidence of high levels of employee turnover; disparities between similar jobs within or outside the organization; and/or pay differences among individuals with the same job that are not based on experience or education.

ERP: Enterprise Resource Planning. ERP utilizes ERP software applications to improve the performance of organizations' resource planning, management control and operational control. ERP software is multi-module application software that integrates activities across functional departments, from product planning, parts purchasing, inventory control, and product distribution to order tracking. ERP software may include application modules for the finance, accounting and human resources aspects of a business.

ESTIMATE: Annualized projections of either revenues or expenditures.

ETJ: Extra-Territorial Jurisdiction: Extra Territorial Jurisdiction gives a municipality the right to apply its zoning and sub-division ordinances to nearby properties that are not within the municipality and not incorporated in another municipality.

ETL: Extract Transform Load: Technology used to load data into an information technology system.

EXPENDITURES: Costs of goods received or services rendered that are recorded in the accounting system. Accounts are kept on an accrual or modified accrual basis and expenditures are recognized whether or not cash payments have been made. Where accounts are kept on a cash basis they are recognized only when cash payments have been made.

EXTRA BOARD ASSIGNMENT: An optional work assignment, which constitutes hours, worked in excess of the fire fighter's regular work hours, but less than 182 hours worked within any 24-day work cycle.

FIDUCIARY FUNDS: This category of funds includes Trust and Agency funds that account for assets held by a government as a trustee or agent. Examples of this fund include pension and benefit funds. These funds, depending on their use, can either be on an accrual or modified accrual basis of accounting.

FISCAL YEAR: A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The City of Houston's fiscal year is from July 1 to June 30.

FIXED RATE OBLIGATION: Debt which bears interest at a fixed rate.

FRANCHISE FEES: A fee levied by the City Council on businesses that use the City's right-of-way to deliver services. This fee is usually charged as a percentage of gross receipts.

FULL FAITH AND CREDIT: A pledge of the general taxing power for payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full-faith-and-credit bonds.

FULL-TIME EQUIVALENT (FTE): Total estimated annual person-hours for all employees expected to fill positions within an organization for all or a portion of a year divided by 2,088. The annual paid hours for a full-time employee working 26.1 pay periods are 2,088, including holidays, vacation, and sick leave. For example, a seasonal employee who works for eight pay periods (approximately four months) would have an FTE of .31 (8pp x 80 hours/2,088). Other terms synonymous with FTE include worker year, staff year, or man year.

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts for recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying out specific activities or attaining certain objectives.

FUND BALANCE: Unexpended and unencumbered monies left over in any fund from previous years and available for appropriation.

GAAP - Generally Accepted Accounting Principles: Uniform minimum standards and guidelines used for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local government is the GASB (Governmental Accounting Standards Board).

GFOA – Government Finance Officers Association: It is a professional association of approximately 17,500 state, provincial, and local government finance officers in the Unites States and Canada that awards the Distinguished Budget Presentation Award.

GENERAL FUND: The largest fund within the City. It was established to finance and account for the general receipts and expenditures and is operated under a modified accrual basis. This fund may be used for any legitimate municipal purpose. The sources of revenues for this fund include property and sales taxes, licenses and permits, fines, fees, and others. This fund is used for most basic operating services such as public safety, human and cultural services, parks and recreation, public works, and general government administration.

GENERAL OBLIGATION BONDS: A municipal bond backed by the credit and "taxing power" of the issuing jurisdiction rather than the revenue from a given project.

GIMS: Geographic Information Management System – A computerized map of the water, wastewater and storm water infrastructure systems, whereby the intelligence of the software provides answers to queries about the various systems.

GOVERNMENTAL FUND: A category of funds that include General, Special Revenue, Capital Projects, and Debt Service funds. Usually under the modified accrual basis of accounting these funds account for the customary governmental activities.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD – STATEMENT 34 (GASB 34): A governmental accounting standard board statement that requires two financial statements of governmental funds: a balance sheet and a statement of revenues, expenditures, and changes in fund balances. In addition, Management's Discussion and Analysis (MD&A) is required. Funds have been redefined and account groups have been eliminated. Major funds will be reported instead of fund types.

GRANT: Contribution by one government unit of funding source to another. The contribution is usually made to aid in the support of a specified function, i.e., library materials, drug enforcement, etc.

GREEN LIGHTS PROGRAM: A program that promotes energy efficiency and reduction of energy consumption, resulting in lower energy costs.

HALAN: Houston Area Library Automated Network. A customer-service computer network that serves seven public libraries and one community college library in the Houston area.

HAWC: Houston Area Water Corporation. The Houston Area Water Corporation was created under Chapter 431 Transportation Code to aid and assist the City of Houston in establishing Houston's regional groundwater reduction plan for Area Three of the Harris-Galveston Coastal Subsidence District.

HAZCOM: Hazardous Communications Act. A communication program that requires information about the hazards of chemicals used in the workplace is communicated to the employees.

HEALTH BENEFITS FUND: A fund established to account for the City's employee health, dental and life insurance programs. Through assessment to other funds based on payroll, this fund receives revenues which defray claims costs of the City's medical plans and life and dental insurance. Employees and retirees also contribute based on the cost of the insurance plan or HMO in which they are enrolled. This fund includes costs for employees who handle the administrative activity and manage the third party administrative contract.

HCAD: Harris County Appraisal District.

HISTORIC PRESERVATION FUND: Provides seed funding, the involvement of the private sector and the local funding agencies in developing historic preservation programs.

IBNR: Incurred But Not Reported is a measurement of the value of outstanding claims costs that have not been received and reported.

INCEPTION-TO-DATE: The period during which financial activity has occurred for a multi-year capital project or grant. Such period begins with the initial authorization of funding by City Council which only rarely coincides with the beginning of the City's fiscal year, July 1.

INDUSTRIAL ASSESSMENT: The industrial assessment's end product is a final report that identifies recommendations of potential energy and energy-related cost-saving measures as well as productivity improvements. The report also estimates the conceptual costs to implement the findings. The list of energy conservation measures (ECMs), which include productivity improvements, will be prioritized in an action plan for the site to consider for implementation.

INTERFUND TRANSFERS: Transfers of resources from one fund to another, usually for the reimbursement of services provided or for debt service or capital outlay funds.

INTERGOVERNMENTAL REVENUE: Funds received from federal, state and other local government sources in the form of grants, shared revenues and payment in lieu of taxes.

INTERIM FINANCIAL REPORTING: For the City of Houston, this term means monthly financial reports.

INTERNAL SERVICE FUND: The Fleet and Equipment Acquisition Fund was created in FY2008 and is being used to account for the purchase of the City's fleet and other capital equipment. Over the next few years, the acquisition of equipment will be gradually shifted to the operating budgets in the general fund. Departments will make payments to the Fleet and Equipment Acquisition Fund for the use of specific capital equipment, which will then pay the debt service associated with the equipment. This fund will be administered by the Finance Department and the General Services Department.

IP TELEPHONY: IP Telephony is an abbreviated form of the phrase Internet Protocol Telephony. IP Telephony is a technology term that refers to the combining of the use of voice and data communication lines into a single communication network. Instead of voice and data communications using two separate mediums, the technology consolidates to use one communications network.

JUDGMENT: An amount to be paid or collected by a government as the result of a court decision, including a condemnation award in payment for private property taken for public use.

JUDGMENT BONDS: Bonds issued to finance legal judgments.

JUDGMENT PAYABLE: The liability incurred as the result of a legal judgment.

LARA: (LAND ASSEMBLAGE REDEVELOPMENT AUTHORITY): The Land Assemblage Redevelopment Authority (LARA) is a 13-member board appointed by the Mayor, City Council, Harris County and the Houston Independent School District. The LARA Authority is organized for the purpose of aiding, assisting and acting on behalf of the City in the performance of its governmental functions to promote the common good and general welfare of the City and in undertaking and completing one or more projects, as may be defined or determined by the City Council of the City.

LEPC: The Local Emergency Planning Committee is composed of representatives of various Police, Fire, EMS, Hospitals, Public Health, Private Industry, Red Cross, Salvation Army, Military, Coast Guard, Colleges and private ambulance services, Offices of Emergency Management, and the Public. They do not function in actual emergency situations, but attempt to identify and catalogue potential hazards, identify available resources, mitigate hazards when feasible, and write emergency plans. The role of the LEPC is to anticipate and plan the initial response for foreseeable disasters in their jurisdiction.

LIABILITY: Debt or other legal obligation arising out of a transaction in the past, which must be liquidated, renewed or refunded at some future date. This term does not include encumbrances.

LIMITED PURPOSE ANNEXATION: A Strategic Partnership Agreement with local utility districts. The City may annex properties within the district for "limited purposes". Within these areas, the City levies a 1% sale tax, which is typically split with the utility district. Further, the City collects no ad valium taxes and provides limited services and in most cases the City provides only health inspection services. Another condition of the Agreement is a deferral of "full purpose" annexation for a period of thirty years.

LGC: Local Government Corporation.

LONG-TERM DEBT: Debt with a maturity date beyond one year after the date of issuance.

M & O: Maintenance and Operation.

MAGNET SCHOOL: A school (public elementary school, public secondary school, public elementary education center or public secondary education center) of choice that provide the standard required curriculum of general education to students while using special learning themes, such as science and technology. These themes serve to attract students to the magnet schools.

MATURITY: The date on which the principal or stated value of investments or debt obligations is due and may be reclaimed.

MDT: Mobile Data Terminal.

MEET & CONFER AGREEMENT: The statutorily created process and procedure that allows for election of a majority bargaining agent that has sole and exclusive authority to negotiate with a public employer concerning wages, salaries, rates of pay, hours, working conditions, grievance, labor disputes, other terms and conditions of employment and other administrative matters of interest to police officers and municipal employees at the City of Houston.

METRO: Metropolitan Transit Authority (MTA). A local transit authority in the Houston area that operates bus, light rail, future commuter rail, and METROLIFT (paratransit) service.

MISSION: A specific task or duty assigned to a person or group of people.

MODIFIED ACCRUAL BASIS: The method of accounting under which revenues are recorded when measurable and available and expenditures are recorded when the transaction is measurable, the liability is incurred and current resources will liquidate the liability.

MOTION: An order or decision of City Council, which is less formal than an ordinance. Motions are used to accept work on construction, issue purchase orders, and appoint members to a board or commission.

MSC: Multi-Service Center.

MUD: Municipal Utility District.

MWDBE: Minority/Women/Disadvantaged Business Enterprise.

NEIGHBORHOOD ORIENTED GOVERNMENT (NOG): A philosophy and/or concept about the delivery of City services. The goal is to make City services more accessible to the people by engaging them in a meaningful way to identify and solve problems in the neighborhoods.

NEIGHBORHOODS-TO-STANDARD: A neighborhood improvement program that brings together a conglomerate of entities, such as local utility companies, local transportation agencies and any other entity that works in conjunction with the City of Houston to revitalize and stabilize older neighborhoods.

OBJECTIVE: A clear statement of a desirable accomplishment within a short-term time span, which represents an interim step or measured progress toward a goal.

OPEB: Other Post Employment Benefits.

OPERATING BUDGET: Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and services delivery activities of the City are controlled, and is required by state law.

OPERATING EXPENDITURE: An ongoing cost for running a product, business, or system. May also include the cost of workers and facility expenses such as rent and utilities.

OPERATING FUNDS: Resources are derived from recurring revenue sources and used to finance on-going operating expenditures and pay-as-you-go capital projects.

ORDINANCE: A formal written document signed by the Mayor. An ordinance is the equivalent of a municipal statute, passed by the City Council, or equivalent body, and governing matters not already covered by federal or state law. Ordinances commonly govern matters of municipalities such as zoning, building, safety, etc. Ordinances are used to award contracts, appropriate funds, establish tax abatement districts, amend or add new materials to the Code of Ordinances, or revise anything already done by ordinance.

PAID TIME OFF (PTO): A leave program governing police officers' use of sick and vacation time that became effective in September 2001.

PARKS-TO-STANDARD: A parks improvement program that brings currently developed parks up to a uniform condition, including typical amenities, security, safety, and accessibility. The program also develops and implements standards for programming design and construction; commonly used materials and equipment; compliance with state and national mandates, compliance with the American with Disabilities Act (ADA); and hazardous material abatement.

PAY FOR PERFORMANCE: A performance-based program for municipal employees. Under the program, employees are eligible for a performance-based increase.

PERFORMANCE BASED BUDGETING: A budgeting method focusing on program accomplishments in addition to program costs.

PERFORMANCE MEASURE: A unit of measure for determining a program's effectiveness in achieving its objectives.

PERSONNEL ORDINANCE: A City ordinance that defines the maximum number and type of authorized employee positions.

PERSONNEL ROSTER: A list of positions by type and number, which sets an upper limit on the number of employees that, can be on the current payroll or in the process of being hired. All rostered positions must first appear on the Personnel Ordinance.

PERSONNEL SERVICES: The costs associated with compensating employees for their labor (e.g., salaries, wages, insurance, payroll taxes, and retirement contributions).

PHASE DOWN PROGRAM: A program that provides an option to the current lump sum cash distribution of sick, vacation and compensatory time leave balances by allowing police officers to take leave and extend the payment of their accrued Paid Time Off (PTO) and compensatory accounts over a period of time up to and including their total leave balances.

PRIME ACCOUNTS: Accounts established to record expenditures or revenues by major categories.

PRIORITIES: Established preferences in the allocation of resources and services.

PROGRAM: A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the City is responsible.

PROGRAMMATIC BUDGETING: A budgeting method focusing on outputs relating to proposed expenditures grouped into programs, which identify goals and objectives to be accomplished if the program is funded.

PROJECT COST RECOVERY: A revolving fund used to pay the costs of department employees who directly and indirectly work on CIP-related projects. These costs are then recovered from the appropriate CIP project fund.

PROMPT PAYMENT ACT: Act 1993, 73rd Texas State Legislature, ch. 268 effective September 1, 1993 requires that local governments make every effort to pay vendors within 30 days after the receipt of invoice, receipt of goods or performance of service. Any payment made after 30 days is considered overdue and an interest penalty of 1% per month of the payment amount shall be imposed. This penalty is to be paid automatically without the vendor requesting payment.

PROPOSITION 1: Charter Amendment approved by voters in November 2004, which limits the growth of Property Tax revenue to the lower of the increase in population and CPI, or 4.5%.

PROPRIETARY FUNDS: A category of funds that include Public Works and Engineering - Public Utilities, Aviation, and Convention and Entertainment Facilities activities. These activities have characteristics (i.e., self-supporting through user fees and charges) similar to private sector entities. These funds are accounted for using the full accrual basis of accounting. These funds are also known as enterprise funds.

PUBLIC IMPROVEMENT BONDS (PIBs): Long-term debt issued to finance the capital improvement projects. Also known as general obligation bonds, these bonds are repaid with property tax receipts.

QUINT: A term used to describe a fire vehicle that has the basic capabilities of both an engine and ladder company. It is equipped with a 500-gallon water tank, 1,500 GPM pump, and storage space for supply/attack hose replicating an engine company. It also has a 75-100 foot aerial ladder, hydraulic extrication tools, and an assortment of ladder truck equipment/tools.

QC/QA: Quality Control/Quality Assurance.

RATING: The credit-worthiness of the City as evaluated by independent agencies. The ratings are performed by Standard and Poor's, Fitch, and Moody's Investors Service, usually before the sale of debt.

RECYCLING EXPANSION FUND: Created to receive funds to be used for the expansion and implementation of the City's Recycling Programs and related services i.e., equipment and materials acquisition and recycling education.

RESERVE: An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.

RESOLUTION: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality that an ordinance or statue.

RESOURCES: Total dollars available for appropriation including estimated revenues, fund transfers and beginning fund balances.

REVENUE: An increase in (sources of) fund financial resources other than from interfund transfers and debt issue proceeds. Revenues should be classified by fund and source.

REVENUE BOND: Legal debt instruments which finance public projects for such services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds. In Texas, revenue bonds may or may not be authorized by public referenda.

REVENUE ESTIMATE: A formal estimate of how much revenue will be earned from a specific revenue source for some future period, typically, a future fiscal year, or an end-of-year estimate.

REVOLVING FUND: A special type of fund established to promote improved financial reporting and administrative convenience. The City has six revolving funds: Central Services, In-House Renovation, Fleet Maintenance, Property and Casualty, and Workers Compensation. For annual comprehensive financial reporting purposes, funds of this type are considered sub-funds of the General Fund.

RISK MANAGEMENT FUND: To account for the operation of a self-insured retention fund for health services for all City employees and that relate to workers' compensation claims. Claims are primarily administered by an outside agency.

ROW: Right-of-Way.

SAP: Systems, Applications and Products in Data Processing - The integrated financial purchasing, human resources and payroll system implemented in fiscal year 2007 as the City's financial system for all expenditures and revenues. SAP accesses and unifies data from a full spectrum of enterprise resources, including document management systems including detailed accounting for operating expenditures and revenues, and inception-to-date accounting and reporting for capital projects and grants.

SCHOOLS-TO-STANDARD PROGRAM: This program focuses on the City's infrastructure, such as crossing signs/lights, sidewalks, streetlights, etc. around schools.

SELF-INSURANCE FUND: All or most costs associated with workers compensation and legal claims are funded by the City without insurance policies issued by outside vendors. The City, in effect, is assuming all associated risks and claims and is operating as its own insurance company. Self-insurance became prevalent after policy coverage became unavailable or prohibitively expensive.

SOURCE OF REVENUES: Classification of revenues according to their source or point of origin.

SPA (SPECIAL PURPOSE ANNEXATION): This type of annexation, authorized in the 1999 Legislature, may be conducted as part of a Strategic Partnership Agreement (SPA) with a utility district. It carries less stringent public notice requirements. The annexation typically includes commercial property only. Property (ad valorem) taxes are not levied on properties included in this type of annexation, but the City may levy a sales tax on retail sales conducted in the area. Properties annexed as part of a SPA do not carry the three-year requirement. The SPA identifies which regulations and services, if any, are imposed in the area annexed. It also identifies the amount of sales tax to be levied and how much, if any, will be shared with the district. Finally, the SPA identifies the length of the agreement and the City's options for when and if the City might make the property subject to general-purpose annexation.

SPECIAL REVENUE FUND: A governmental fund established to account for the proceeds of special revenue sources, which are restricted to expenditures for specific purposes.

STRATEGIC OFFICER STAFFING PROGRAM (SOSP): A program designed to provide temporary staffing throughout the Police Department for positions created by the absence of other officers, or for special assignments established by the department. Police officers volunteering to work SOSP positions are compensated with straight time pay (base salary and longevity) or compensatory time at the department's discretion.

STATUE: A type of federal or state law that restricts the time within which legal proceedings may be brought.

TAX AND REVENUE ANTICIPATION NOTES (TRAN): Notes issued prior to the receipt of taxes or other revenue. These notes are issued to meet temporary cash flow requirements that are repaid with revenue receipts expected later in the year.

TAX INCREMENT REINVESTMENT ZONES (TIRZ): Reinvestment Zones created by the City that use tax increment revenue generated by increased value in the zone to promote development and redevelopment in that zone.

TIRZ REVENUE: Revenue generated by increased value in Tax Increment Reinvestment Zones (TIRZ), created by the City to promote development and redevelopment. As development in each zone occurs, the property taxes generated by the increase in value attributable to those improvements, or "tax increments," are placed in separate funds designated for each zone. In addition to the City of Houston, contributions from Harris County and HISD are collected and deposited to the TIRZ fund.

TAX LEVY: The total amount to be billed for general property taxes for operating and debt service purposes. Revenues will be less than the levy because of delinquencies, tax roll errors, and court cases contesting assessed property value.

TAX RATE: The amount of tax levied for each $100 of assessed property value. The tax rate is applied to the assessed valuation to derive the tax levy.

TAX RATE LIMIT: The maximum legal property tax rate at which a municipality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

TECHNOLOGY IMPROVEMENT PROGRAM (TIP): The Technology Improvement Program (TIP) provides for the orderly and systematic acquisition of information technology improvements to support the county strategic plan. The TIP is the city's principle tool for communicating and coordinating strategic information technology planning.

TELEMETRY: The science of technology of automatic measurement and transmission of data by wire, radio or other means of remote sources.

UNDESIGNATED FUND BALANCE: The portion of fund's balance that is not designated for a specific purpose and is available for general appropriation.

UNIT COST: The cost required to produce a specific product or unit of service.

URBAN FORESTRY PROGRAM: A program in the Parks and Recreation Department's Field Operation Division. Urban Forestry is responsible for a healthy urban forest through tree planting, pruning and needed tree removal.

USER FEES: The payment of a fee for direct receipt of a public service by the party benefiting from the service.

VARIABLE RATE DEBT (VRD): Debt, which bears interest that changes or varies at predetermined intervals (daily, weekly, monthly, etc.) selected by the issuer. The issuer may also have the option to convert the variable rate to a fixed rate. The issue then becomes a fixed-rate obligation and cannot be returned to the variable rate mode.

VISION: Aspirational description of what an organization would like to achieve or accomplish in the mid-term or long-term future. It is intended to serve as a clear guide for choosing current and future courses of action.

WHISTLE BLOWER'S HOTLINE: A telephone service that is available 24 hours a day to provide anonymity in reporting allegations of employee misconduct that is criminal and administrative in nature.

WORKING CAPITAL: The amount by which total current assets exceed total current liabilities.

YIELD: The rate earned on an investment based on the cost of the investment, the interest earned during the period held, and the sell price or redemption value of the investment.

ZERO-BASED BUDGETING (ZBB): A type of program budget. It is designed to require managers to start at zero budget levels every year and justify all costs as if the programs involved were being initiated for the first time.

General Fund Revenues By Business Area	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Public Safety				
Fire Department				
421180 Special Fire Permits	4,613,867	5,000,000	6,150,000	**5,662,500**
421210 Fire Alarm Permits	315,016	288,205	375,000	**735,000**
421280 Other Licenses & Permits	0	0	3,900	**0**
421490 Plan Review Fees	0	2,500,000	1,000,000	**1,000,000**
421630 Administrative Fee - Licenses & Permits	124,717	209,820	600,000	**702,000**
424030 Intfd Computer Dev	819	0	0	**0**
424050 Interfund Fire Protection Services	16,859,149	17,145,594	16,863,334	**16,516,840**
424120 Interfund Vehicle Fuel	251,074	0	0	**0**
424130 Interfund Vehicle Repair	302,621	0	0	**0**
424140 Interfund Inventory	(62,219)	0	0	**0**
426010 Hazardous Materials Response	34,301	56,100	56,100	**56,100**
426020 Hazardous Materials Permit	33,950	35,500	35,500	**35,500**
426030 Ambulance Fees	24,907,443	27,442,000	28,116,779	**32,416,779**
426330 Miscellaneous Copies Fees	165	420	420	**420**
426340 Public Safety Reports Fees	90,132	90,490	75,000	**90,490**
426350 Fire Fighting Services	654,690	618,015	618,015	**618,015**
428050 False Alarm Penalties	660,925	1,038,905	625,000	**740,000**
428080 Returned Check Charges	358	480	480	**480**
434210 Sale of Scrap Oil & Tires	6,428	0	1,203	**0**
434505 Prior Year Expenditure Recovery	108,714	0	0	**0**
445050 Cell Tower Revenue	142,812	67,735	70,000	**70,000**
452020 Recoveries & Refunds	2,019,424	2,020,000	2,150,000	**2,150,000**
452030 Miscellaneous Revenue	79,977	9,600	23,192	**5,000**
Subtotal	**51,144,363**	**56,522,864**	**56,763,923**	**60,799,124**
Forensic Services				
426260 Police Services	135,028	160,000	160,000	**137,000**
426330 Miscellaneous Copies Fees	6,380	0	300	**0**
427200 Unclaimed Fines & Forfeitures	5,425	5,000	5,000	**5,000**
434505 Prior Year Expenditure Recovery	3,153	0	0	**0**
452030 Miscellaneous Revenue	0	300	0	**0**
Subtotal	**149,986**	**165,300**	**165,300**	**142,000**
Houston Emergency Center				
434510 Prior Year Revenue	(595)	0	0	**0**
Subtotal	**(595)**	**0**	**0**	**0**
Municipal Courts Department				
424030 Intfd Computer Dev	88,434	60,000	79,910	**0**
426330 Miscellaneous Copies Fees	13,715	13,340	30,458	**31,011**
426340 Public Safety Reports Fees	51	0	0	**0**
427010 Moving Violations	19,855,663	19,593,870	18,615,893	**18,933,578**
427030 MCTP Monthly Time Payment	942,865	707,210	537,368	**541,490**
427040 Non-Traffic Fines	2,955,499	2,826,753	2,330,108	**2,369,859**
427050 Failure to Appear Fines	2,209,838	2,316,830	2,196,287	**2,235,099**
427060 Scire Facias Forfeitures	1,027,930	1,042,707	544,582	**553,982**
427070 Bond Handling Fees	2,019	2,067	935	**953**
427100 Local Court Costs	610,143	599,275	663,123	**674,481**
427110 Driver Safety Administration Fees	1,324,563	1,309,318	1,675,638	**1,723,175**
427120 Cash Bond Forfeiture Fees	35	47	632	**646**
427130 Local Arrest Fees	1,582,112	1,566,026	1,565,172	**1,592,520**
427140 State Arrest Fees	6	3	1	**1**
427150 Towing Hearing Filing Fee	19,910	0	0	**0**
427160 Warrant Fees	243,585	260,289	143,319	**145,929**

General Fund Revenues By Business Area		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
427170	HPD Overtime Fee	8	10	65	**66**
427180	Capias Pro Fine	3,974	3,991	3,412	**3,494**
427200	Unclaimed Fines & Forfeitures	2,170	1,590	602	**630**
427210	Court Costs/Jury Costs	70	87	60	**61**
427220	Suspended Sentence Fees	4,364,128	4,521,034	4,176,471	**4,244,200**
427250	Registration Denial Fee	315,558	306,548	244,190	**249,218**
427260	Dismissal Fees	853,089	831,474	1,040,898	**1,058,187**
427280	In-House Collection Fee	0	0	149,571	**152,938**
428080	Returned Check Charges	8,722	8,895	8,952	**9,119**
434340	Cashier Overages	0	0	1,014	**1,030**
434505	Prior Year Expenditure Recovery	9,846	0	0	**0**
434510	Prior Year Revenue	(89)	0	0	**0**
452030	Miscellaneous Revenue	176,099	169,556	244,429	**250,423**
Subtotal		**36,609,943**	**36,140,920**	**34,253,090**	**34,772,090**
Police Department					
421110	Sexually Oriented Business Permits	4,200	0	0	**0**
421170	Burglar Alarm Permits	0	0	0	**6,833,520**
421200	Other Building & Construction Permits	13,010	0	0	**0**
421630	Administrative Fee - Licenses & Permits	200	0	0	**0**
424060	Interfund Airport Police Services	23,071,636	22,018,137	22,018,137	**22,098,451**
425050	Indirect Cost Recovery-Auto Dealers	673,465	684,231	684,231	**696,300**
426260	Police Services	108,480	0	0	**0**
426330	Miscellaneous Copies Fees	1,416	0	0	**0**
426340	Public Safety Reports Fees	699,220	675,000	625,000	**675,000**
426370	Training Services	82,211	94,000	72,000	**26,000**
426430	Facility Rental Fees	43,554	47,345	44,940	**46,000**
427200	Unclaimed Fines & Forfeitures	190	0	0	**0**
428030	Release of Liens	31,023	0	0	**0**
428040	Vehicle Tow-Away Fees	4,405	4,200	4,200	**1,500**
428050	False Alarm Penalties	0	0	0	**2,500,000**
428080	Returned Check Charges	72	0	0	**0**
428090	Miscellaneous Fines & Forfeitures	69,593	52,000	110,000	**53,000**
431020	Contributions from Others	150,438	155,460	147,316	**155,460**
434225	Sale of Non-Capital Equip. & Merchandise	33,061	25,000	25,000	**25,000**
434245	Sale of Capital Assets - Vehicles	91	0	0	**0**
434305	Judgments & Claims	53,519	0	0	**0**
434335	Recover Damage-Infrastructure	339	0	0	**0**
434505	Prior Year Expenditure Recovery	199,828	0	454,803	**0**
434510	Prior Year Revenue	19,870	0	0	**0**
443130	Pay Phone Concessions	314,800	301,000	200,000	**200,000**
452020	Recoveries & Refunds	261,319	321,000	200,000	**1,800,000**
452030	Miscellaneous Revenue	1,056	600	600	**600**
490020	Transfer from Special Revenue Fund	0	2,189,600	2,189,600	**1,094,800**
490060	Transfer from Civic Center	74,593	90,000	90,000	**90,000**
Subtotal		**25,911,589**	**26,657,573**	**26,865,827**	**36,295,631**
Total Public Safety		**113,815,286**	**119,486,657**	**118,048,140**	**132,008,845**
Development & Maintenance Services					
General Services					
424110	Other Interfund Services	1,479,620	2,706,284	2,706,284	**2,732,980**
426420	Building Space Rental Fees	551,554	305,121	300,692	**408,946**
426430	Facility Rental Fees	38,941	44,458	29,157	**23,440**
428060	Other Interest Income	224,384	75,616	300,000	**300,000**
434235	Sale of Capital Assets	0	1,000,000	1,000,000	**0**

General Fund Revenues By Business Area		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
434240	Sale of Capital Assets-Land/Streets	6,026,996	9,650,000	9,650,000	**3,000,000**
434505	Prior Year Expenditure Recovery	7,303	0	0	**0**
443160	Vending Machine Concessions	234,837	213,949	248,366	**241,601**
452020	Recoveries & Refunds	15,336	0	3,290	**0**
452030	Miscellaneous Revenue	2,083	0	0	**0**
490060	Transfer from Civic Center	378,262	382,463	388,221	**388,221**
Subtotal		**8,959,316**	**14,377,891**	**14,626,010**	**7,095,188**
Planning & Development					
421290	Tower Application Review Fee	3,185	4,620	3,700	**3,407**
421630	Administrative Fee - Licenses & Permits	42,229	72,700	89,000	**77,175**
424110	Other Interfund Services	0	0	0	**52,328**
426020	Hazardous Materials Permit	750	1,000	1,200	**1,032**
426070	Hotel & Motel Ordinance	850	1,200	2,700	**2,478**
426250	Platting Fees	2,560,717	3,584,191	3,584,191	**3,777,542**
426290	Other Service Charges	4,517	3,000	4,000	**3,000**
426320	City Maps & Related Items	1,721	1,450	1,450	**1,750**
428080	Returned Check Charges	72	100	50	**100**
434505	Prior Year Expenditure Recovery	3,304	0	497	**0**
434510	Prior Year Revenue	82	0	0	**0**
452020	Recoveries & Refunds	403	50	50	**50**
452030	Miscellaneous Revenue	49,788	203,250	18,000	**50,000**
Subtotal		**2,667,618**	**3,871,561**	**3,704,838**	**3,968,862**
Public Works & Engineering					
421310	Mobility Permits	856,437	0	0	**0**
421400	Miscellaneous Sign Fees	28,506	0	0	**0**
422150	Intergovernmental Revenue - Metro	47,680,748	0	0	**0**
423010	Other Grant Awards	0	0	0	**100,000**
424110	Other Interfund Services	428,575	0	0	**0**
424140	Interfund Inventory	(75)	0	0	**0**
426290	Other Service Charges	87,674	0	0	**0**
426390	Misc. Services to Other Agencies	385,713	0	0	**0**
426420	Building Space Rental Fees	7,480	12,700	12,700	**1,000**
426430	Facility Rental Fees	32,880	32,900	0	**0**
428080	Returned Check Charges	216	0	0	**0**
434205	Sale of Scrap Metal	46,127	0	0	**0**
434240	Sale of Capital Assets-Land/Streets	576,597	2,900,000	1,500,000	**1,500,000**
434305	Judgments & Claims	100	0	0	**0**
434335	Recover Damage-Infrastructure	151,905	0	0	**0**
434505	Prior Year Expenditure Recovery	16,304	0	0	**0**
434515	Street Milling Sale Earnings	958,727	0	0	**0**
452020	Recoveries & Refunds	581,702	615,800	615,800	**554,600**
452030	Miscellaneous Revenue	3	0	0	**0**
457010	Interfund Land Acquisition	110,850	110,900	110,900	**385,500**
490020	Transfer from Special Revenue Fund	10,254	0	0	**0**
Subtotal		**51,960,723**	**3,672,300**	**2,239,400**	**2,541,100**
Solid Waste Management					
421320	Dumpster Permits	1,881,493	2,600,000	2,400,000	**2,436,000**
421630	Administrative Fee - Licenses & Permits	123,405	300,000	366,375	**366,375**
424120	Interfund Vehicle Fuel	75,198	0	0	**0**
426100	Non-Resident Garbage Fee	462,459	435,000	490,000	**500,000**
426110	Extra Container Garbage Fee	1,457,818	1,540,000	1,600,000	**1,650,000**
428080	Returned Check Charges	1,033	800	800	**800**
434305	Judgments & Claims	21,908	15,000	15,000	**15,000**

General Fund Revenues By Business Area		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
434505	Prior Year Expenditure Recovery	19,876	0	0	**0**
452020	Recoveries & Refunds	3,831	500	500	**500**
452030	Miscellaneous Revenue	9,050	10,000	10,000	**10,000**
Subtotal		**4,056,071**	**4,901,300**	**4,882,675**	**4,978,675**
Total Development & Maintenance Services		**67,643,728**	**26,823,052**	**25,452,923**	**18,583,825**
Human & Cultural Services					
Department of Neighborhoods					
421200	Other Building & Construction Permits	0	20,140	18,936	**15,000**
421630	Administrative Fee - Licenses & Permits	0	15,000	5,000	**15,000**
424160	Interfund Affirmative Action Services	0	0	209,200	**282,419**
426330	Miscellaneous Copies Fees	0	3,000	3,000	**3,000**
428030	Release of Liens	0	48,000	68,562	**55,000**
452020	Recoveries & Refunds	0	0	4,204	**0**
Subtotal		**0**	**86,140**	**308,902**	**370,419**
Health and Human Services					
421010	Special Food Permits	968,692	890,300	1,038,200	**1,052,300**
421020	Food Dealers Permits	3,172,965	3,381,700	3,343,400	**3,395,600**
421030	Food Managers Permits	432,071	474,100	349,400	**354,700**
421040	Mobile Food Vendor Licenses	387,370	479,100	351,300	**356,100**
421060	Miscellaneous Health Permits	1,029,737	1,156,200	850,000	**782,500**
421070	Swimming Pool Operating Permits	203,495	0	0	**0**
421630	Administrative Fee - Licenses & Permits	76,875	153,200	150,900	**150,900**
422010	Medicaid Title XIX	333,721	300,000	300,000	**300,000**
422020	Medicaid Title XX	928,571	1,200,000	870,000	**370,000**
424140	Interfund Inventory	(211,632)	0	0	**0**
424160	Interfund Affirmative Action Services	172,500	0	0	**0**
425110	Indirect Cost Recovery-Grants	4,312,861	4,300,000	4,613,400	**4,100,000**
426060	Clinical Fees	100	0	0	**0**
426130	Dental Fees	7,601	0	5,000	**0**
426300	Certified Copies Fees	2,118,181	2,085,000	1,950,000	**1,750,000**
426330	Miscellaneous Copies Fees	3,874	18,000	3,900	**3,900**
426420	Building Space Rental Fees	692,784	490,000	500,800	**500,800**
426430	Facility Rental Fees	71,695	89,800	89,800	**89,800**
428080	Returned Check Charges	1,484	1,300	1,300	**900**
434240	Sale of Capital Assets-Land/Streets	141,673	0	0	**0**
434305	Judgments & Claims	510	0	0	**0**
434340	Cashier Overages	1,893	0	1,500	**0**
434505	Prior Year Expenditure Recovery	20,084	0	0	**0**
447020	Garage Parking Revenue	180,500	150,000	150,000	**146,000**
452030	Miscellaneous Revenue	19,234	1,000	16,000	**16,000**
Subtotal		**15,066,839**	**15,169,700**	**14,584,900**	**13,369,500**
Housing & Community Development					
434505	Prior Year Expenditure Recovery	101	0	0	**0**
434510	Prior Year Revenue	230	0	0	**0**
Subtotal		**331**	**0**	**0**	**0**
Library					
425040	Indirect Cost-Houston Area Lib Auto NetWork	99,000	99,000	99,000	**99,000**
425110	Indirect Cost Recovery-Grants	68,399	60,000	60,000	**0**
426040	Library Service Charges	619	0	12,000	**9,500**
426151	Passport Service Fee	0	0	42,000	**25,000**
426430	Facility Rental Fees	4,120	1,500	3,500	**3,500**
428020	Library Fines	681,080	500,000	550,000	**575,000**

General Fund Revenues By Business Area		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
428080	Returned Check Charges	48	60	100	60
434235	Sale of Capital Assets	196,874	0	0	0
434240	Sale of Capital Assets-Land/Streets	698,006	0	0	0
434505	Prior Year Expenditure Recovery	15,304	0	0	0
434510	Prior Year Revenue	(39)	0	0	0
443120	Photocopier Concessions	0	0	500	1,000
443150	Telecommunications Revenue	30	100	100	100
443160	Vending Machine Concessions	838	500	800	800
444010	Private Contributions	500	0	0	0
445050	Cell Tower Revenue	0	0	15,000	3,000
447020	Garage Parking Revenue	65,248	60,000	55,000	55,000
452020	Recoveries & Refunds	5,996	2,000	5,000	5,000
452030	Miscellaneous Revenue	6,199	1,500	5,000	3,500
Subtotal		**1,842,222**	**724,660**	**848,000**	**780,460**
Parks and Recreation					
422122	Municipal Service Fees - TIRZ	608,000	608,000	608,000	608,000
426370	Training Services	0	500	500	500
426420	Building Space Rental Fees	166,667	0	0	0
431020	Contributions from Others	0	0	350,000	0
434505	Prior Year Expenditure Recovery	23,143	0	0	0
434510	Prior Year Revenue	586	2,000	2,000	2,000
452020	Recoveries & Refunds	536,262	536,000	536,000	536,000
452030	Miscellaneous Revenue	2,935	3,000	37,000	3,000
Subtotal		**1,337,593**	**1,149,500**	**1,533,500**	**1,149,500**
Total Human & Cultural Services		**18,246,985**	**17,130,000**	**17,275,302**	**15,669,879**
Administrative Services					
Administration and Regulatory Affairs					
412010	Sales Tax	(293,584)	0	0	0
413010	Mixed Beverage Tax	(97,861)	0	0	0
416010	Electricity Franchise Tax	96,591,383	98,193,604	98,193,604	102,196,852
417010	Telephone Franchise Tax	46,547,807	44,482,800	45,401,556	44,606,000
418010	Natural Gas Franchise Tax	21,889,640	22,009,397	22,009,397	19,194,072
419010	Cable TV Franchise Tax	17,824,679	18,439,200	18,575,370	18,439,200
419040	Solid Waste Hauler Franichise Fee	5,398,798	5,568,000	5,494,804	5,674,000
419050	Spur Track Franchise Fee	20,426	20,426	20,426	20,426
419070	Fiber Optics Franchise Fee	41,216	16,100	41,668	41,100
419090	Telecomm Franchise Fees - Prior Year	174,466	0	36,166	0
419110	Cable TV Franchise Fees-Prior Year	163,135	0	145,209	0
419120	Solid Waste Franchise Fees-Prior Year	395,874	0	212,805	0
421030	Food Managers Permits	(90)	0	0	0
421100	Occupation Licenses	146,971	152,650	158,036	204,573
421110	Sexually Oriented Business Permits	25,065	28,420	38,654	36,713
421130	Decals for Coin-Ope.Amusement Machines	338,224	280,141	304,669	289,999
421140	Dance Licenses	64,610	70,230	54,543	91,254
421150	Liquor Licenses	1,111,213	1,098,212	1,073,153	1,406,574
421200	Other Building & Construction Permits	0	0	0	0
421220	School Bus Licenses & Permits	16,895	36,550	40,000	37,214
421230	Taxicab Licenses & Permits	1,155,020	1,134,500	1,280,052	1,280,052
421280	Other Licenses & Permits	71,865	65,700	161,800	171,873
421410	Permit Preparation Fees	27,116	18,000	18,537	0
421570	Limousine Permits	588,115	696,000	696,000	723,322
421580	Charter Bus Permits	171,275	177,650	165,000	181,236
421590	Right-of-way Permits	332,014	324,378	319,163	324,974

General Fund Revenues By Business Area		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
421600	Jitney Permit & Inspection Fees	6,595	4,010	4,010	**7,243**
421610	Low Speed Shuttle Permit/Inspection Fees	120	2,300	2,300	**4,373**
421620	Pedicab Permits & Inspection Fees	9,040	25,000	16,000	**14,918**
421630	Administrative Fee - Licenses & Permits	372,416	582,600	625,000	**789,168**
424030	Intfd Computer Dev	158,990	0	0	**0**
424080	Interfund Payroll Services	1,029,284	1,200,000	800,000	**553,905**
424110	Other Interfund Services	278,788	16,800	16,800	**16,800**
426240	Limousine Inspection Fees	43,375	71,425	81,000	**73,286**
426290	Other Service Charges	99,607	101,000	101,000	**101,000**
426330	Miscellaneous Copies Fees	132	120	114	**132**
428030	Release of Liens	0	0	0	**0**
428080	Returned Check Charges	408	576	288	**456**
428090	Miscellaneous Fines & Forfeitures	370,770	0	266,985	**0**
434205	Sale of Scrap Metal	38,115	30,000	30,000	**30,000**
434225	Sale of Non-Capital Equip. & Merchandise	499,087	300,000	350,000	**300,000**
434340	Cashier Overages	3	0	2	**0**
434505	Prior Year Expenditure Recovery	12,867	0	0	**0**
434510	Prior Year Revenue	(4,515)	0	0	**0**
452020	Recoveries & Refunds	30,964	0	0	**0**
452030	Miscellaneous Revenue	372,108	260,000	260,000	**30,000**
490080	Other Operating Transfers In	0	250,000	0	**0**
Subtotal		**196,022,426**	**195,655,789**	**196,994,111**	**196,840,715**
City Controller					
434505	Prior Year Expenditure Recovery	2,254	0	0	**0**
452030	Miscellaneous Revenue	154,692	0	0	**0**
Subtotal		**156,946**	**0**	**0**	**0**
City Council					
434505	Prior Year Expenditure Recovery	1,780	0	0	**0**
Subtotal		**1,780**	**0**	**0**	**0**
City Secretary					
426330	Miscellaneous Copies Fees	6,022	3,000	8,000	**3,000**
434505	Prior Year Expenditure Recovery	235	0	0	**0**
452030	Miscellaneous Revenue	134	0	0	**0**
Subtotal		**6,391**	**3,000**	**8,000**	**3,000**
Finance Department					
411010	Incremental Property Tax	45	0	0	**0**
411020	Current Property Tax	777,071,421	759,547,505	782,868,048	**813,212,136**
411030	Current Year Delinquent Property Tax	54,512,249	60,342,495	59,347,952	**61,767,865**
411040	Delinquent Property Tax - Prior Years	499,647	520,812	409,003	**440,926**
411130	Prior Year Delinquent Property Tax-2000	73,523	1,142	0	**0**
411140	Prior Year Delinquent Property Tax-2001	107,477	62,248	60,185	**0**
411150	Prior Year Delinquent Property Tax-2002	150,533	82,338	87,979	**64,882**
411160	Prior Year Delinquent Property Tax-2003	216,874	114,163	123,223	**94,845**
411170	Prior Year Delinquent Property Tax-2004	307,721	139,976	177,529	**132,841**
411171	Prior Year Delinquent Property Tax-2005	804,291	246,680	251,895	**191,386**
411172	Prior Year Delinquent Property Tax-2006	1,799,185	531,499	658,379	**271,556**
411173	Prior Year Delinquent Property Tax-2007	2,159,306	1,910,306	1,472,783	**709,766**
411174	Prior Year Delinquent Property Tax-2008	3,423,583	1,781,053	1,767,572	**1,587,735**
411175	Prior Year Delinquent Property Tax-2009	5,702,491	2,641,226	2,802,488	**1,905,533**
411176	Prior Year Delinquent Property Tax-2010	0	4,162,559	5,007,964	**2,821,225**
411177	Prior Year Delinquent Property Tax-2011	0	0	0	**4,836,304**
411180	Current Delinquent - P & I	4,917,012	4,298,707	4,411,274	**4,695,390**
411190	Penalty&Interest-Delinq. Property Tax	8,235,819	6,805,291	7,388,726	**7,864,610**

General Fund Revenues By Business Area	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
411210 Property Tax Rebates	(568,289)	(710,000)	(568,000)	(400,000)
412010 Sales Tax	493,117,580	518,912,000	545,000,000	577,373,000
413010 Mixed Beverage Tax	10,380,843	10,621,000	9,500,000	9,500,000
414010 Bingo Tax	166,869	185,000	185,000	185,000
415010 Industrial District Assessment	14,458,285	0	0	0
424110 Other Interfund Services	0	50,000	15,000	15,000
424150 Interfund Auditing Services-601	224,875	229,000	0	0
426090 Demolition Fees	780,829	600,000	500,000	716,964
426120 Weed Cutting Fees	618,297	640,000	350,000	488,448
426480 Securing/Boarding - Nuisance Abatement	82,296	52,000	55,987	72,374
426485 Visual Blight - Nuisance Abatement	2,372	1,900	499	396
428030 Release of Liens	94,535	78,000	88,798	96,157
428060 Other Interest Income	5,549	21,000	5,000	5,000
428080 Returned Check Charges	(380)	1,000	0	1,000
428100 Interest on Liens-COH	159,333	131,000	128,000	200,701
428105 Interest on Liens-Contract	589,302	600,000	483,877	511,739
432010 Interest on Pooled Investments	5,787,653	3,000,000	4,000,000	4,000,000
434150 Streets & Bridges Assessments	86,209	75,000	105,849	110,764
434315 Reimbursement of Court Costs	4,858	0	0	0
434505 Prior Year Expenditure Recovery	2,121	0	0	0
434510 Prior Year Revenue	64,319	0	0	0
452020 Recoveries & Refunds	23,966	63,000	0	50,000
452030 Miscellaneous Revenue	36,317	0	0	0
456255 Misc Operating Revenue	(1,000)	0	0	0
490120 Transfer from Component Unit	0	11,773,000	12,357,900	0
Subtotal	**1,386,097,916**	**1,389,510,900**	**1,439,042,910**	**1,493,523,543**
Human Resources				
426330 Miscellaneous Copies Fees	12,682	6,000	8,000	6,000
434505 Prior Year Expenditure Recovery	1,191	0	1,200	0
Subtotal	**13,873**	**6,000**	**9,200**	**6,000**
Information Technology				
424030 Intfd Computer Dev	66,686	0	0	0
434505 Prior Year Expenditure Recovery	5,179	0	0	0
452030 Miscellaneous Revenue	841	0	0	0
457020 Interfund Communication Equipment Repair	523,775	537,090	17,680	0
Subtotal	**596,481**	**537,090**	**17,680**	**0**
Legal				
424070 Interfund Legal Services	1,111,253	1,110,724	1,110,624	1,175,773
426330 Miscellaneous Copies Fees	967	3,000	600	3,000
434305 Judgments & Claims	71,840	5,000	37,000	5,000
434505 Prior Year Expenditure Recovery	5,137	0	0	0
434510 Prior Year Revenue	665	0	0	0
452020 Recoveries & Refunds	11,160	5,000	3,000	5,000
452030 Miscellaneous Revenue	(28)	100	100	100
Subtotal	**1,200,994**	**1,123,824**	**1,151,324**	**1,188,873**
Mayor's Office				
415010 Industrial District Assessment	0	14,800,000	14,800,000	14,800,000
434505 Prior Year Expenditure Recovery	1,196	0	0	0
490120 Transfer from Component Unit	0	141,000	0	0
Subtotal	**1,196**	**14,941,000**	**14,800,000**	**14,800,000**
Office of Business Opportunity				
424160 Interfund Affirmative Action Services	73,800	70,000	70,000	129,000
426330 Miscellaneous Copies Fees	66	0	0	0

General Fund Revenues By Business Area		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
434505	Prior Year Expenditure Recovery	1,068	0	0	**0**
452030	Miscellaneous Revenue	1,447	0	40,000	**40,000**
Subtotal		**76,381**	**70,000**	**110,000**	**169,000**
Total Administrative Services		**1,584,174,384**	**1,601,847,603**	**1,652,133,225**	**1,706,531,131**
General Government					
General Government					
416020	Miscellaneous Franchise Fee	1,516,072	1,500,000	1,500,000	**1,500,000**
422122	Municipal Service Fees - TIRZ	6,135,200	5,625,200	5,625,200	**4,925,200**
422141	Intergovernmental Revenue - TIRZ	3,208,274	3,427,672	3,779,728	**4,028,768**
425010	Indirect Cost Recovery-Aviation	3,141,680	3,209,709	3,209,709	**3,085,666**
425020	Indirect Cost Recovery - Civic Center	397,248	881,180	551,180	**680,737**
425030	Indirect Cost-CUS Fund	3,034,287	3,868,673	3,868,673	**3,479,384**
425060	Indirect Cost Recover -Public TV	35,836	39,659	39,659	**20,097**
425070	Indirect Cost-Building Inspection	1,734,697	1,753,262	1,753,262	**1,667,199**
425080	Indirect Cost Recovery-Street & Drainage	1,158,533	1,257,112	1,257,112	**1,131,161**
425090	Indirect Cost Recovery-911 Emergency	110,000	110,000	110,000	**110,000**
425100	Indirect Cost Recovery-Other	1,562,234	2,259,388	2,259,388	**1,780,065**
426330	Miscellaneous Copies Fees	1,118	1,200	1,200	**1,200**
429095	Medicare Part D Distribution	0	0	1,123,328	**0**
434240	Sale of Capital Assets-Land/Streets	6,125,918	0	0	**0**
434305	Judgments & Claims	0	100,000	91,118	**100,000**
434330	Subrogations	0	10,000	10,000	**10,000**
434505	Prior Year Expenditure Recovery	13,028	50,000	50,000	**50,000**
434510	Prior Year Revenue	3,452,541	50,000	0	**50,000**
445050	Cell Tower Revenue	109,760	211,000	180,000	**250,000**
452020	Recoveries & Refunds	1,340,261	1,450,000	1,187,115	**1,450,000**
452030	Miscellaneous Revenue	(720)	250,000	20,406	**250,000**
490010	Transfer from General Fund	2,600,000	0	0	**0**
490020	Transfer from Special Revenue Fund	4,995,079	0	2,500,000	**2,353,591**
490030	Transfer from Debt Service Fund	812,497	0	0	**0**
490060	Transfer from Civic Center	0	10,000,000	10,000,000	**1,380,000**
490070	Transfer from Capital Project Fund	431,577	0	0	**0**
490080	Other Operating Transfers In	0	17,111,500	17,111,500	**0**
490110	Transfer from Grant	6,000,000	0	0	**0**
490120	Transfer from Component Unit	0	425,000	425,000	**13,777,075**
490140	Transfer from Parking Management	8,259,129	9,117,371	8,117,371	**7,994,222**
Subtotal		**56,174,249**	**62,707,926**	**64,770,949**	**50,074,365**
Total General Government		**56,174,249**	**62,707,926**	**64,770,949**	**50,074,365**
Grand Total:		**1,840,054,632**	**1,827,995,238**	**1,877,680,539**	**1,922,868,045**

Citywide Revenues by Category

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Taxes					
General Property Taxes					
411010	Incremental Property Tax	45	0	0	0
411020	Current Property Tax	777,071,421	759,547,505	782,868,048	813,212,136
411030	Current Year Delinquent Property Tax	54,512,249	60,342,495	59,347,952	61,767,865
411040	Delinquent Property Tax - Prior Years	499,647	520,812	409,003	440,926
411130	Prior Year Delinquent Property Tax-2000	73,523	1,142	0	0
411140	Prior Year Delinquent Property Tax-2001	107,477	62,248	60,185	0
411150	Prior Year Delinquent Property Tax-2002	150,533	82,338	87,979	64,882
411160	Prior Year Delinquent Property Tax-2003	216,874	114,163	123,223	94,845
411170	Prior Year Delinquent Property Tax-2004	307,721	139,976	177,529	132,841
411171	Prior Year Delinquent Property Tax-2005	804,291	246,680	251,895	191,386
411172	Prior Year Delinquent Property Tax-2006	1,799,185	531,499	658,379	271,556
411173	Prior Year Delinquent Property Tax-2007	2,159,306	1,910,306	1,472,783	709,766
411174	Prior Year Delinquent Property Tax-2008	3,423,583	1,781,053	1,767,572	1,587,735
411175	Prior Year Delinquent Property Tax-2009	5,702,491	2,641,226	2,802,488	1,905,533
411176	Prior Year Delinquent Property Tax-2010	0	4,162,559	5,007,964	2,821,225
411177	Prior Year Delinquent Property Tax-2011	0	0	0	4,836,304
411180	Current Delinquent - P & I	4,917,012	4,298,707	4,411,274	4,695,390
411190	Penalty&Interest-Delinq. Property Tax	8,235,819	6,805,291	7,388,726	7,864,610
411210	Property Tax Rebates	(568,289)	(710,000)	(568,000)	(400,000)
Subtotal	General Property Taxes	859,412,888	842,478,000	866,267,000	900,197,000
412010	Sales Tax	492,823,996	518,912,000	545,000,000	577,373,000
Other Tax					
413010	Mixed Beverage Tax	10,282,982	10,621,000	9,500,000	9,500,000
414010	Bingo Tax	166,869	185,000	185,000	185,000
449110	Hotel Occupancy Tax	59,435,458	61,000,000	63,300,000	66,275,000
449510	Delinquent Hotel Occupancy Tax	2,167,857	1,220,000	1,220,000	994,125
Subtotal	Other Tax	72,053,166	73,026,000	74,205,000	76,954,125
Total Taxes		**1,424,290,050**	**1,434,416,000**	**1,485,472,000**	**1,554,524,125**
Industrial District Assessment					
415010	Industrial District Assessment	14,458,285	14,800,000	14,800,000	14,800,000
Total Industrial District Assessment		**14,458,285**	**14,800,000**	**14,800,000**	**14,800,000**
Franchise Fees					
Electric Franchise					
416010	Electricity Franchise Tax	96,591,383	98,193,604	98,193,604	102,196,852
416020	Miscellaneous Franchise Fee	1,516,072	1,500,000	1,500,000	1,500,000
Subtotal	Electric Franchise	98,107,455	99,693,604	99,693,604	103,696,852
Telephone Franchise					
417010	Telephone Franchise Tax	46,547,807	44,482,800	45,401,556	44,606,000
419090	Telecomm Franchise Fees - Prior Year	174,466	0	36,166	0
Subtotal	Telephone Franchise	46,722,273	44,482,800	45,437,722	44,606,000
Gas Franchise					
418010	Natural Gas Franchise Tax	21,889,640	22,009,397	22,009,397	19,194,072
Other Franchise					
419010	Cable TV Franchise Tax	17,824,679	18,439,200	18,575,370	18,439,200
419040	Solid Waste Hauler Franichise Fee	5,398,798	5,568,000	5,494,804	5,674,000
419050	Spur Track Franchise Fee	20,426	20,426	20,426	20,426
419070	Fiber Optics Franchise Fee	41,216	16,100	41,668	41,100
419110	Cable TV Franchise Fees-Prior Year	163,135	0	145,209	0
419120	Solid Waste Franchise Fees-Prior Year	395,874	0	212,805	0
421330	Impounded Sign Fees	190	200	200	200
421340	Sign Construction Fees	514,877	450,000	514,800	463,500
421390	Sign Plan Examination Fees	304,687	210,000	434,400	448,600
421430	Annual Boiler Fees	114,752	110,500	164,800	141,600
421470	Occupancy Fees	3,581,809	4,157,400	3,692,600	3,811,800
421520	Heliport/Helistop Inspection Fees	17,024	10,800	18,099	10,900
Subtotal	Other Franchise	28,377,467	28,982,626	29,315,181	29,051,326
Total Franchise Fees		**195,096,835**	**195,168,427**	**196,455,904**	**196,548,250**

Citywide Revenues by Category

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Licenses and Permits					
419080	Encroachment Franchise Fee	346,898	424,000	364,800	305,000
421010	Special Food Permits	968,692	890,300	1,038,200	1,052,300
421020	Food Dealers Permits	3,172,965	3,381,700	3,343,400	3,395,600
421030	Food Managers Permits	431,981	474,100	349,400	354,700
421040	Mobile Food Vendor Licenses	387,370	479,100	351,300	356,100
421060	Miscellaneous Health Permits	1,029,737	1,156,200	850,000	782,500
421070	Swimming Pool Operating Permits	596,857	789,000	638,700	647,700
421080	Rabies Control Licenses	698,080	700,000	850,000	977,506
421100	Occupation Licenses	146,971	152,650	158,036	204,573
421110	Sexually Oriented Business Permits	29,265	28,420	38,654	36,713
421130	Decals for Coin-Ope.Amusement Machines	338,224	280,141	304,669	289,999
421140	Dance Licenses	64,610	70,230	54,543	91,254
421150	Liquor Licenses	1,111,213	1,098,212	1,073,153	1,406,574
421161	Auto Dealers Licenses	1,946,872	2,315,840	2,450,000	2,500,000
421162	Electric Signs Fee	315,826	280,000	315,800	392,000
421170	Burglar Alarm Permits	6,565,966	6,000,000	6,833,520	6,833,520
421180	Special Fire Permits	4,613,867	5,000,000	6,150,000	5,662,500
421190	Construction Permits	12,738,142	14,388,100	15,345,400	15,557,500
421200	Other Building & Construction Permits	13,291	20,640	20,564	15,500
421210	Fire Alarm Permits	488,928	451,205	385,000	743,800
421220	School Bus Licenses & Permits	16,895	36,550	40,000	37,214
421230	Taxicab Licenses & Permits	1,155,020	1,134,500	1,280,052	1,280,052
421240	Wrecker Licenses & Permits	742,359	804,135	619,000	620,000
421250	Valet Parking Operator Permits	39,490	35,610	45,000	45,034
421280	Other Licenses & Permits	325,902	403,450	575,550	509,979
421290	Tower Application Review Fee	3,185	4,620	3,700	3,407
421300	Facility Permits	0	18,200	18,200	18,200
421310	Mobility Permits	987,217	1,143,600	746,150	751,150
421320	Dumpster Permits	1,881,493	2,600,000	2,400,000	2,436,000
421350	Site Inspection Fees	342,534	320,000	354,600	351,400
421360	Electrical Shop Fees	0	0	150	0
421370	Sign Operation Fees	1,121,085	1,208,200	1,208,200	2,920,600
421371	Sign Op Fee-Off Perm	23,380	33,000	48,500	53,400
421372	Sign Op Fee-Off Perm	13,078	10,500	10,500	26,700
421373	Sign Operation Fees-New Operating-City	443,297	400,000	443,300	352,400
421380	Sign Contractor Licenses	88,252	60,000	82,600	80,000
421400	Miscellaneous Sign Fees	28,553	16,800	32,178	28,000
421410	Permit Preparation Fees	3,539,012	20,000	20,537	1,000
421420	A/C Boiler Cons Prmt	3,977,096	4,275,600	4,674,700	4,825,700
421440	Elevator Permits	488,012	422,800	493,900	509,900
421450	House Moving Permits	8,484	10,000	8,600	7,900
421460	Mobile Home Permits	293,601	371,900	351,100	361,400
421480	Reinspections Fees	18,664	19,000	25,000	112,600
421490	Plan Review Fees	105,201	2,602,000	1,118,400	1,122,200
421491	Plan Review - Per Sheet Fee	835,617	813,700	1,040,800	1,077,900
421500	Electrical Permits	4,120,304	4,077,400	6,533,600	6,744,700
421510	Plumbing Permits	4,098,881	4,219,700	4,191,400	4,233,300
421530	Special Event Permits	106,100	95,000	95,000	100,000
421540	Closed Use Permits	99,327	82,100	82,100	94,000
421550	Street Cut Permit	752,301	796,000	939,200	969,600
421560	Flood Plain Dev Prmt	656,597	600,000	667,300	688,800
421570	Limousine Permits	588,115	696,000	696,000	723,322
421580	Charter Bus Permits	171,275	177,650	165,000	181,236
421590	Right-of-way Permits	332,014	324,378	319,163	324,974
421600	Jitney Permit & Inspection Fees	6,595	4,010	4,010	7,243
421610	Low Speed Shuttle Permit/Inspection Fees	120	2,300	2,300	4,373
421620	Pedicab Permits & Inspection Fees	9,040	25,000	16,000	14,918
421630	Administrative Fee - Licenses & Permits	877,002	7,026,020	7,490,900	7,972,518
421640	LED Changeable Message Sign	12,460	70,000	70,000	43,100
421700	Multi-Family Rental Building Inspections	39,315	54,800	62,400	54,800
456105	Oil and Gas Well Permits	4,960	5,000	5,000	2,500

Citywide Revenues by Category

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
456110	Stormwater Quality Mgmt Permits	186,020	160,100	204,000	210,600
456115	Industrial Waste Discharge Permits	5,850	7,000	7,000	5,000
456120	Development Permits	200,314	185,000	185,000	200,000
Total Licenses and Permits		**64,749,772**	**73,751,461**	**78,291,229**	**81,712,459**
Intergovernmental					
422010	Medicaid Title XIX	333,721	300,000	300,000	300,000
422020	Medicaid Title XX	928,571	1,200,000	870,000	370,000
422030	Department of Transportation Grants	19,592	0	315,400	307,200
422040	Federal Emergency Mgmt Agency Grants	0	0	0	549,635
422110	Criminal Justice Division Grant Awards	387,631	387,631	0	0
422122	Municipal Service Fees - TIRZ	6,743,200	6,233,200	6,233,200	5,543,200
422140	Metro Grant Awards	0	54,590,400	0	0
422141	Intergovernmental Revenue - TIRZ	3,208,274	3,427,672	3,779,728	4,028,768
422150	Intergovernmental Revenue - Metro	50,570,100	50,600,000	52,200,000	51,200,000
422155	Intergovernmental Revenue - Other	129,575	0	0	0
423010	Other Grant Awards	1,553,283	3,406,000	1,626,600	1,593,642
429095	Medicare Part D Distribution	0	55,346	1,366,578	0
Total Intergovernmental		**63,873,947**	**120,200,249**	**66,691,506**	**63,892,445**
Charges for Services					
Charges for Services					
424190	Interfund Drainage Fee	0	9,173,900	16,900,000	1,879,000
424200	Interfund Permit Center Rent	0	1,360,000	1,366,678	1,300,500
426010	Hazardous Materials Response	34,301	56,100	56,100	56,100
426020	Hazardous Materials Permit	34,700	36,500	36,700	36,532
426030	Ambulance Fees	24,907,443	27,442,000	28,116,779	32,416,779
426040	Library Service Charges	619	0	12,000	9,500
426050	Animal Control Fees	108,029	122,200	122,200	122,200
426060	Clinical Fees	600	(2)	60,000	57,500
426070	Hotel & Motel Ordinance	850	1,200	2,700	2,478
426090	Demolition Fees	780,829	600,000	500,000	716,964
426100	Non-Resident Garbage Fee	462,459	435,000	490,000	500,000
426110	Extra Container Garbage Fee	1,457,818	1,540,000	1,600,000	1,650,000
426120	Weed Cutting Fees	618,297	640,000	350,000	488,448
426130	Dental Fees	7,601	0	5,000	0
426151	Passport Service Fee	0	0	42,000	25,000
426170	Recreation Sports & Education Program	561,375	435,900	435,900	489,100
426180	Tennis Court Fees	188,129	165,000	185,000	185,400
426190	Golf Fees	3,323,220	3,515,200	3,524,100	3,595,900
426200	Admission and User Fees	52,569	51,000	51,000	51,500
426220	Vehicle Storage Notification	245,800	310,000	216,000	218,000
426230	Vehicle Auction Fees	234,512	293,170	218,000	220,000
426240	Limousine Inspection Fees	43,375	71,425	81,000	73,286
426250	Platting Fees	2,560,717	3,584,191	3,584,191	3,777,542
426260	Police Services	2,013,533	2,174,674	1,917,310	1,965,204
426270	Utility District Application Review	27,200	12,000	12,000	12,000
426290	Other Service Charges	1,191,807	829,100	831,000	1,980,800
426300	Certified Copies Fees	2,118,181	2,085,000	1,950,000	1,750,000
426310	City Charter & Code Fees	531	800	0	0
426320	City Maps & Related Items	47,114	45,150	43,550	88,550
426330	Miscellaneous Copies Fees	84,163	77,980	112,892	69,663
426340	Public Safety Reports Fees	789,403	765,490	700,000	765,490
426350	Fire Fighting Services	654,690	618,015	618,015	618,015
426360	Reimbursement for 911 Staff	10,506,486	11,842,736	11,842,736	12,255,907
426370	Training Services	227,982	221,700	217,300	179,600
426390	Misc. Services to Other Agencies	385,713	385,800	385,800	380,800
426420	Building Space Rental Fees	7,193,758	7,732,832	7,706,803	8,033,521
426430	Facility Rental Fees	6,639,822	7,092,903	7,048,897	6,994,240
426440	Park Facility Use Fees	397,042	333,800	333,800	344,600
426480	Securing/Boarding - Nuisance Abatement	82,296	52,000	55,987	72,374
426485	Visual Blight - Nuisance Abatement	2,372	1,900	499	396
426490	Alternate Method Review Fee	2,972	14,700	7,900	14,700

Citywide Revenues by Category

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
426495	Investigation Fee	277,119	542,200	511,300	561,100
426500	Drainage Charge Revenue	0	115,826,100	99,900,000	103,001,000
441010	Signatory Landings	87,413,522	85,773,590	85,773,590	90,353,528
441015	Carrier Incentive Program	(250,699)	(859,756)	(859,756)	(3,500,000)
441020	Aviation Fuel Revenue	1,378,025	1,323,896	1,323,896	1,386,660
441030	Aircraft Parking Revenue	1,843,317	2,530,000	2,530,000	2,531,556
442030	Terminal Space Rental Fees	159,796,783	166,531,302	166,531,302	163,990,104
442035	Terminal Space Nonair Rental Fees	766,816	1,095,382	1,095,382	1,109,789
442040	Cargo Building Rental Fees	2,510,890	2,473,298	2,473,298	2,459,366
442050	Hangar Rental Fees	5,445,703	6,163,023	6,163,023	7,001,564
442060	Grounds Rental Fees	7,595,486	7,977,680	7,977,680	7,861,466
442070	Other Rental Fees	1,016,071	1,131,500	1,099,000	1,161,200
443010	Temporary park Concessions	45,428	59,900	47,300	53,500
443020	Terminal Concession Agreements	393,393	360,800	367,400	387,400
443030	Terminal Operation Agreement	208,114	197,400	261,000	261,000
443040	Other Recreational Concessions	659,268	658,000	672,300	682,000
443050	Auto Rental Concessions	23,932,188	24,834,474	24,834,474	24,522,902
443060	Ground Transport Concessions	5,945,835	5,920,569	5,920,569	7,919,387
443080	Special Events Concessions	33,301	23,083	23,083	23,083
443090	Food & Drink Concessions	3,525,668	0	0	0
443100	Audio Visual Concessions	883,064	0	0	0
443110	Utility Concessions	1,163,472	0	0	0
443120	Photocopier Concessions	0	0	500	1,000
443130	Pay Phone Concessions	314,800	301,000	200,000	200,000
443140	Telephone Setup Concessions	459,492	0	0	0
443150	Telecommunications Revenue	68,877	100	100	100
443160	Vending Machine Concessions	310,703	256,449	291,166	284,401
443170	Other Concession Income	2,838	0	0	0
443190	Retail Concessions	34,726,585	36,531,519	36,528,097	37,874,695
445010	Talp Operation Agreement	75,000	0	0	0
445020	Houston Aquarium Agreement Revenue	250,000	0	0	0
445030	Houston Arena Agreement Revenue	234,159	0	0	0
445040	Cultural/Convention Facility Rental	5,292,147	0	(179,750)	0
445050	Cell Tower Revenue	278,967	1,059,735	1,046,000	1,092,984
447010	Metered Parking Revenue	5,088,316	7,276,000	5,479,501	6,100,186
447020	Garage Parking Revenue	79,662,052	79,776,422	79,967,093	83,889,263
447030	Surface Parking Revenue	2,190,716	1,562,768	1,337,884	1,524,934
447031	Commerce Surface Lot Revenue	40,826	19,800	25,000	25,000
447032	Bolsover Surface Lot Revenue	7,218	0	0	0
447033	Commerce Street Annex Surfact Lot Revenue	48,302	0	22,680	22,680
447040	Contract Parking Revenue	683,887	545,034	545,034	367,800
448010	Custom Services Fees	308,140	0	(500)	0
453010	Retail Water Sales	357,466,760	343,902,000	368,559,325	378,588,900
453012	Con Treat Wat NonGov	25,339,028	27,894,700	29,087,556	34,549,400
453013	Ret Wat Bill Adjusts	(4,089,630)	0	0	(5,000,000)
453014	Area 1&2GRPFeesNnGv	377,115	0	0	0
453015	Area3 GRP Fees Nngov	6,841,165	0	0	0
453020	Bulk Water Sales - Treated	0	34,218,300	35,916,236	41,153,200
453022	Con Tr Ind WatNonGov	3,117,081	0	0	0
453030	Bulk Water Sales - Untreated	3,405,901	43,222,700	46,237,904	45,469,300
453032	ConUntCWAHWY225NnGv	23,913,500	0	0	0
453033	ConUntLkHousIndNonGv	5,619,136	0	0	0
453035	ConUntSoCanIndNonGv	4,684,937	0	0	0
453036	ConUntSoCanAgriNonGv	58,288	0	0	0
453038	ConUntCWABportNonGov	6,254,218	0	0	0
453039	ConUntCWANWLATNonGv	129,553	0	0	0
453116	In City MUD Water Rebates Government	(599,433)	(800,000)	(800,000)	(747,400)
453118	Ground Water Certificate Credits	435,385	0	0	0
453120	Con Tr Bulk Wat Gov	26,308,002	2,583,900	2,583,900	0
454010	Sewer Service Revenue	424,706,250	423,464,600	418,751,044	442,255,500
454012	Sewer Bill Adjusts	(12,752,770)	(10,000,000)	(10,000,000)	(14,000,000)
454116	In City MUD Sewer Rebates Government	(1,012,253)	(1,000,000)	(1,000,000)	(1,136,700)
455010	Sewer Service Penalties	5,450,480	4,500,000	4,750,000	5,000,000

Citywide Revenues by Category

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
455020	Water Service Penalties	4,420,612	3,500,000	3,640,000	4,000,000
456125	Fire Sprinkler Fees	501,098	588,000	2,660,815	5,156,700
456130	Water Meter Rental Fees	122,344	75,000	85,926	100,000
456135	Delinquent Reconnection Fees	510,695	500,000	500,000	500,000
456140	Tap Installation Fees	2,640	5,000	5,000	5,000
456145	Meter Installation Fees	490,068	435,000	435,000	500,000
456150	Engineering Inspection Fees	334,835	300,000	300,000	300,000
456155	Meter Testing Fees	50	300	2,303	2,000
456160	Transient Meter Relocation Fee	4,319	5,000	5,000	2,500
456165	New Customer Fees	245,380	250,000	255,000	340,000
456170	Account Record Fees	1,560	1,500	1,605	1,500
456175	Disposal Fees	0	300,000	300,000	210,696
456180	Fertilizer Sales	125,057	160,000	160,000	160,000
456185	Contract Revenue from Water Authority	1,211,780	1,150,000	1,150,000	1,131,500
456210	Missed Appointment	4,300	5,000	5,000	5,000
456220	Tenant Notice	27,200	25,000	25,000	2,000
456225	Failure to Apply	118,800	90,000	90,000	90,000
456230	Illegal Turn On	1,675	1,200	1,200	1,200
456235	Lock Device Damage/Repair	105	0	47	100
456240	Submeter Application	8,250	6,500	6,500	7,000
456245	Evaporation Credit Processing Fee	149,480	150,000	150,000	150,000
456250	Sewage Disposal	9,138	11,000	11,000	11,000
456253	Badging Fees	0	888,000	888,000	933,156
456256	NewSrack Permit and Decal Fees	18,374	500	200	205
456260	Oper Recov & Refunds	106,806	1,200,000	1,200,000	1,181,772
456265	Municipal Setting Designation Application	27,000	35,000	35,000	20,000
Subtotal	Charges for Services	1,386,708,376	1,511,678,832	1,529,646,044	1,567,490,766
Total	**Charges for Services**	**1,386,708,376**	**1,511,678,832**	**1,529,646,044**	**1,567,490,766**
Fines and Forfeits					
Municipal Courts Fines and Forfeits					
427010	Moving Violations	19,855,663	19,593,870	18,615,893	18,933,578
427020	Parking Violations	6,658,583	10,222,000	8,681,943	9,097,943
427030	MCTP Monthly Time Payment	942,865	707,210	537,368	541,490
427040	Non-Traffic Fines	2,955,499	2,826,753	2,330,108	2,369,859
427050	Failure to Appear Fines	2,209,838	2,316,830	2,196,287	2,235,099
427060	Scire Facias Forfeitures	1,027,930	1,042,707	544,582	553,982
427070	Bond Handling Fees	2,019	2,067	935	953
427080	Municipal Courts Technology	1,416,257	1,423,256	1,296,426	1,296,426
427090	Residential Parking Permit	57,839	54,000	66,064	66,064
427100	Local Court Costs	610,143	599,275	663,123	674,481
427110	Driver Safety Administration Fees	1,324,563	1,309,318	1,675,638	1,723,175
427120	Cash Bond Forfeiture Fees	35	47	632	646
427130	Local Arrest Fees	1,582,112	1,566,026	1,565,172	1,592,520
427140	State Arrest Fees	6	3	1	1
427150	Towing Hearing Filing Fee	19,910	0	0	0
427160	Warrant Fees	243,585	260,289	143,319	145,929
427170	HPD Overtime Fee	8	10	65	66
427180	Capias Pro Fine	3,974	3,991	3,412	3,494
427200	Unclaimed Fines & Forfeitures	7,785	6,590	5,602	5,630
427210	Court Costs/Jury Costs	70	87	60	61
427220	Suspended Sentence Fees	4,364,128	4,521,034	4,176,471	4,244,200
427230	Boot Fees	185,277	244,150	260,125	509,282
427240	Administrative Boot Fees	178,910	244,150	249,157	0
427250	Registration Denial Fee	315,558	306,548	244,190	249,218
427260	Dismissal Fees	853,089	831,474	1,040,898	1,058,187
427270	Juvenile Case Manager Revenue	861,726	844,000	1,070,811	1,445,177
427280	In-House Collection Fee	0	0	149,571	152,938
Subtotal	Municipal Courts Fines and Forfeits	45,677,372	48,925,685	45,517,853	46,900,399
Other Fines and Forfeits					
428020	Library Fines	681,080	500,000	550,000	575,000
428030	Release of Liens	125,742	126,500	157,860	151,257

Citywide Revenues by Category

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
428040	Vehicle Tow-Away Fees	4,405	4,200	4,200	1,500
428050	False Alarm Penalties	2,701,603	2,838,905	3,125,000	3,240,000
428060	Other Interest Income	229,981	96,616	305,000	305,000
428080	Returned Check Charges	239,170	283,559	285,843	276,615
428090	Miscellaneous Fines & Forfeitures	1,263,116	784,000	1,112,585	789,000
428095	Red Light Enforcement	6,184,662	440,700	1,600,000	4,065,000
428100	Interest on Liens-COH	159,333	131,000	128,000	200,701
428105	Interest on Liens-Contract	589,302	600,000	483,877	511,739
Subtotal	Other Fines and Forfeits	12,178,394	5,805,480	7,752,365	10,115,812
Total	**Fines and Forfeits**	**57,855,766**	**54,731,165**	**53,270,218**	**57,016,211**
Interest					
432010	Interest on Pooled Investments	30,942,663	25,666,806	23,245,540	22,117,409
432020	Interest Apportionment Transfer In	0	0	706,618	420,000
434130	Gain/Loss on Investment Sale	125,092	0	0	0
Total	**Interest**	**31,067,755**	**25,666,806**	**23,952,158**	**22,537,409**
Miscellaneous/Other					
431020	Contributions from Others	4,529,681	1,844,460	1,249,405	860,460
434150	Streets & Bridges Assessments	86,209	75,000	105,849	110,764
434205	Sale of Scrap Metal	339,989	218,680	357,641	261,895
434210	Sale of Scrap Oil & Tires	6,428	0	1,203	0
434215	Sale of Non-Capital Rolling Stock	0	15,500	19,402	500
434220	Sale of Impounded Vehicles	976,060	400,000	671,000	671,000
434225	Sale of Non-Capital Equip. & Merchandise	616,979	347,908	397,908	325,000
434230	Animal Adoption	140,353	190,000	140,000	142,800
434250	Sale of Capital Assets-Intergovernmental	720	0	0	0
434305	Judgments & Claims	248,105	132,000	155,118	132,000
434315	Reimbursement of Court Costs	4,858	0	0	0
434330	Subrogations	0	10,000	10,000	10,000
434335	Recover Damage-Infrastructure	275,024	159,400	277,734	214,000
434340	Cashier Overages	9,968	200	11,753	1,230
434505	Prior Year Expenditure Recovery	970,697	50,000	698,853	50,000
434510	Prior Year Revenue	9,536,521	1,329,312	1,810,034	52,000
434515	Street Milling Sale Earnings	958,727	800,000	900,000	900,000
435510	Confiscations	6,976,270	5,972,649	7,007,518	6,456,000
444010	Private Contributions	20,348	20,000	37,000	35,000
444020	PEG Contributions - Ongoing Support	2,416,584	156,653	156,653	145,325
444030	PEG Contributions - State Franchises	1,114,852	4,521,547	3,425,547	3,440,000
452020	Recoveries & Refunds	7,701,529	6,984,350	7,127,356	6,601,150
452030	Miscellaneous Revenue	6,797,979	7,536,063	6,634,931	6,864,125
456255	Misc Operating Revenue	3,743,684	560,000	560,000	709,380
456530	Revenue Bond Proceeds	(4,321,328)	0	0	0
458030	Impact Fee Transfer	9,248,051	9,100,000	16,650,862	13,000,000
Total	**Miscellaneous/Other**	**52,398,288**	**40,423,722**	**48,405,767**	**40,982,629**
Other Resources					
434235	Sale of Capital Assets	1,800,669	2,031,466	1,943,381	1,207,394
434240	Sale of Capital Assets-Land/Streets	23,698,019	12,550,000	13,767,840	4,600,000
434245	Sale of Capital Assets - Vehicles	199,467	271,137	312,506	171,000
456560	Liquidated Damages	5,200	0	0	0
Total	**Other Resources**	**25,703,355**	**14,852,603**	**16,023,727**	**5,978,394**
Grand Total:		**3,316,202,429**	**3,485,689,265**	**3,513,008,553**	**3,605,482,688**

Citywide Expenditure Summary

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	484,348,303	448,789,280	440,919,820	**457,340,444**
500015	HOPE Union Business Leave	0	0	400	**0**
500020	Salary Base Pay - Classified	537,234,214	536,161,746	536,615,356	**534,887,794**
500030	Salary Part Time - Civilian	5,882,371	5,712,211	5,128,822	**6,006,570**
500040	Salary Assignment Pay - Classified	6,669,183	6,543,275	7,035,407	**7,127,254**
500050	Sal-Edu/Incen-Classfd	15,625,842	15,774,161	15,893,207	**15,954,901**
500060	Overtime - Civilian	18,517,162	17,318,158	22,300,775	**16,792,824**
500070	Overtime - Classified	39,215,385	39,816,399	39,444,631	**39,615,950**
500090	Premium Pay - Civilian	3,520,427	2,424,563	2,179,327	**2,530,573**
500100	Premium Pay - Classified	0	0	93	**0**
500110	Bilingual Pay - Civilian	1,027,148	953,933	937,697	**966,640**
500120	Bilingual Pay - Classified	2,981,435	2,982,400	3,009,496	**3,038,165**
500130	Equipment Allowance-Classified	10,706,542	10,649,920	10,688,494	**10,823,307**
500150	Shift Differential Pay-Classified	4,431,337	4,734,125	4,400,600	**4,400,600**
500160	Training Incent.-Classified	31,469,868	31,329,894	31,242,885	**31,242,885**
500170	Weekend Prem Pay-Classified	3,742,456	3,928,694	3,694,080	**3,819,786**
500180	Temporary Employees	1,627,235	1,124,562	986,264	**977,514**
500190	Temporary Higher Class Pay	2,479,854	2,664,483	2,256,214	**2,234,715**
500200	Residency Incentive Payment	267,235	0	3,357	**0**
500210	Pay for Performance-Municipal	178,674	234,284	204,361	**198,749**
500250	HOPE Union Business Usage	38,235	0	39,230	**15,700**
501020	Clothing Allowance - Classified	1,321,700	1,081,251	1,289,700	**1,292,200**
501040	Earned Leave - Classified	1,301,902	1,301,902	1,460,261	**1,500,000**
501050	Employee Awards	2,477	42,500	42,500	**66,200**
501060	Moving Expenses	33,250	25,000	30,287	**25,000**
501070	Pension - Civilian	76,431,395	80,768,736	78,998,198	**97,873,660**
501080	Pension - Fire	76,351,927	61,757,614	61,719,991	**61,475,030**
501090	Pension - Police	78,000,002	65,824,251	65,789,181	**84,500,000**
501100	Phase Down Classified	10,000,178	9,970,976	10,338,000	**10,500,000**
501110	Strategic Staffing-Classified	709,368	1,000,000	700,000	**1,000,000**
501120	Termination Pay - Civilian	7,505,046	7,949,242	8,959,229	**6,058,326**
501130	Termination Pay - Classified	14,323,021	13,913,582	13,913,582	**13,973,582**
501140	Third Party Disability B-Classified	3,672,096	3,364,434	3,816,443	**3,849,232**
501150	Trainees for Classified Service - Cadets	3,369,592	3,084,457	2,565,498	**3,799,438**
501160	Vehicle Allowance - Civilian	272,434	249,142	159,597	**124,416**
501170	Vehicle Allowance - Classified	206,941	220,000	220,000	**220,000**
502010	FICA - Civilian	38,063,686	36,671,037	35,249,559	**36,953,029**
502020	FICA - Classified	6,707,124	6,771,558	7,039,309	**7,076,571**
503010	Health Ins-Act Civilian	72,843,140	74,023,705	70,977,529	**84,976,083**
503015	Basic Life Insurance - Active Civilian	284,851	272,460	275,130	**271,412**
503020	Health Ins.Act-Classified	80,783,726	88,189,481	88,169,596	**104,325,082**
503025	Basic Life Insurance - Active Classified	325,701	330,036	330,036	**330,369**
503040	Health/Life Ins.Ret-Classified	23,597,962	14,926,943	14,925,343	**16,088,002**
503050	Health/Life Insurance - Retiree Civilian	33,643,240	15,902,447	15,447,971	**18,014,325**
503060	Long Term Disability-Civilian	2,430	879,784	833,877	**883,732**
503061	Long Term Disability-Classified	(3)	323,114	323,114	**318,919**
503070	Municipal Pension-Other Classified	285,138	422,994	281,318	**422,994**
503080	Workers Compensation-Classified-Admin	1,790,356	1,886,632	2,013,130	**2,278,348**
503090	Workers Compensation-Civilian-Admin	683,556	2,212,884	2,256,809	**2,671,660**
503100	Workers Compensation-Civilian-Claim	4,308,652	4,819,889	4,692,945	**4,550,010**
503110	Workers Compensation-Classified-Claim	9,710,331	9,060,729	9,060,729	**9,060,729**
504010	Pension - GASB 27 Pension Accrual	5,410,931	0	0	**0**
504020	Compensation Contingency	0	255,795	127,998	**815,561**
504030	Unemployment Claims - Administration	1,574,162	5,724,975	5,572,113	**4,527,771**

Citywide Expenditure Summary

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
504031	Unemployment Claims	0	0	0	**35,915**
504040	Res For Police Enhanc.-Classified	0	100,000	100,000	**100,000**
504060	Health Benefits-Fire	691,170	700,000	700,000	**700,000**
Total	**Personnel Services**	**1,724,170,388**	**1,645,169,638**	**1,635,359,489**	**1,718,631,967**
511010	Chemical Gases & Special Fluids	24,687,165	33,971,825	31,360,842	**29,490,928**
511015	Cleaning & Sanitary Supplies	2,607,005	2,355,829	2,409,393	**2,348,029**
511020	Construction Materials	12,287,105	15,314,082	15,687,434	**15,355,492**
511025	Electrical Hardware & Parts	3,719,290	4,169,950	4,238,311	**4,455,428**
511030	Mechanical Hardware & Parts	2,067,297	2,294,035	2,289,781	**2,138,049**
511035	Meters Hydrants & Plumbing Supplies	1,592,729	1,943,346	2,554,013	**1,835,849**
511040	Audiovisual Supplies	505,766	579,789	591,280	**587,518**
511045	Computer Supplies	2,146,132	2,148,948	2,027,483	**2,176,177**
511050	Paper & Printing Supplies	866,183	965,675	846,964	**1,071,089**
511055	Publications & Printed Materials	442,188	741,538	759,075	**706,883**
511060	Postage	2,695,422	3,321,819	3,269,618	**3,170,307**
511070	Miscellaneous Office Supplies	1,949,396	2,214,711	2,223,021	**2,245,114**
511075	Library Circulation Supplies	39,610	30,120	30,220	**30,120**
511080	General Laboratory Supplies	1,038,528	991,736	838,990	**868,902**
511085	Drugs & Medical Chemicals	949,912	1,053,652	893,237	**933,148**
511090	Medical & Surgical Supplies	1,419,347	1,417,680	1,568,893	**1,599,137**
511095	Small Technical & Scientific Equipment	467,565	531,330	957,391	**496,793**
511100	Veterinary & Animal Supplies	450,187	428,791	452,121	**461,507**
511105	Trained Police Animals	7,000	18,000	18,000	**17,000**
511110	Fuel	30,597,129	33,180,964	33,213,262	**33,536,089**
511115	Vehicle Repair & Maintenance Supplies	10,084,576	1,004,768	1,224,427	**810,606**
511120	Clothing	4,164,806	5,204,359	5,310,805	**4,846,993**
511125	Food Supplies	270,955	456,178	412,241	**622,913**
511130	Weapons Munitions & Supplies	1,030,874	1,040,998	1,615,783	**1,189,150**
511135	Recreational Supplies	250,577	364,836	336,569	**315,150**
511140	Landscaping & Gardening Supplies	440,436	570,800	748,309	**802,000**
511145	Small Tools & Minor Equipment	2,305,685	2,077,272	1,893,667	**2,043,184**
511150	Miscellaneous Parts & Supplies	5,179,975	3,358,359	3,530,405	**3,271,983**
511155	Inventory Sales	230,816	289,800	289,800	**301,800**
511160	Protective Gear	751,562	708,140	826,370	**912,080**
511164	Breathing Apparatus Repair Supplies	0	290,462	290,462	**291,720**
511165	Fire Fighting Equipment	338,254	345,158	471,636	**472,700**
Total	**Supplies**	**115,583,472**	**123,384,950**	**123,179,803**	**119,403,838**
520100	Temporary Personnel Services	4,588,232	5,361,224	6,852,728	**4,477,059**
520101	Janitorial Services	8,119,884	3,979,235	4,108,808	**4,438,065**
520102	Security Services	12,804,514	6,850,324	6,754,709	**7,108,660**
520103	Subrecipient Contract Services	1,596,314	601,683	604,083	**513,645**
520104	Claims Payment Services	0	5,000	5,000	**5,000**
520105	Accounting & Auditing Services	3,323,517	3,612,561	3,611,582	**3,392,184**
520106	Architectural Services	512,922	50,367	38,884	**63,500**
520107	Computer Info/Contr	7,596,591	10,072,080	9,324,158	**11,112,789**
520108	Information Resource Services	2,162,236	800,213	776,975	**1,249,323**
520109	Medical Dental & Laboratory Services	1,712,468	1,467,222	1,492,741	**1,505,128**
520110	Management Consulting Services	19,190,992	12,813,799	11,807,725	**14,115,834**
520111	Real Estate Services	374,994	284,575	284,574	**421,475**
520112	Banking Services	788,631	1,388,823	1,400,381	**1,451,800**
520113	Photographic Services	1,013,371	9,700	8,900	**1,850**
520114	Miscellaneous Support Services	11,823,270	14,033,024	12,615,478	**12,561,191**
520115	Real Estate Lease/Office Rental	8,017,987	9,574,133	9,199,769	**9,865,935**
520116	Parking Services Contract	12,782,892	13,196,404	13,631,164	**17,680,341**

Citywide Expenditure Summary

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520118	Refuse Disposal	21,004,480	22,563,789	22,237,910	**23,169,173**
520119	Computer Equipment/Software Maintenance	3,551,170	4,536,551	3,746,742	**4,855,865**
520120	Communications Equipment Services	2,408,665	3,582,791	3,125,490	**3,399,387**
520121	IT Application Svcs	2,695,738	2,942,244	3,030,791	**4,972,847**
520122	Office Equipment Services	242,575	72,894	333,972	**242,022**
520123	Vehicle & Motor Equipment Services	22,908,975	17,388,552	18,782,141	**18,428,495**
520124	Other Equipment Services	9,134,304	15,159,796	14,855,561	**15,572,948**
520125	Demolition Services	2,468	0	0	**0**
520126	Construction Site Work Services	1,791,153	3,774,486	8,213,218	**2,054,045**
520127	Structural Construction Work Services	700,812	33,700	19,024	**8,400**
520128	Other Construction Work Services	204,114	784,280	1,178,266	**519,500**
520129	Sewer Authority Contracts	1,008,817	1,424,400	1,143,919	**855,100**
520130	Water Authority Contracts	25,148,819	30,242,700	27,742,700	**30,447,600**
520131	Water Authority Contracts Debt Service	21,285,083	19,130,600	20,413,825	**19,663,000**
520132	Contracts/Sponsorships	8,275,665	6,000,675	5,920,162	**7,430,518**
520133	Private Investigative Services	31,587	0	0	**0**
520136	Billing & Collection Services	1,854,125	1,811,504	1,651,000	**1,749,500**
520137	C&E Parking Contract Svcs	2,130,835	0	0	**300**
520138	Zoo Contract	8,444,124	8,591,552	8,591,552	**8,766,159**
520139	Motor Pool Charges	677	4,900	5,872	**4,900**
520141	Engineering Services	607,475	1,246,170	409,051	**931,300**
520142	Classified C.S. Arbitration Cost	69,889	99,000	99,000	**99,000**
520143	Credit/Bank Card Services	1,854,532	2,012,476	2,005,656	**2,297,945**
520144	Limited Purpose Annexation Payment	32,070,526	36,300,000	36,300,000	**38,208,000**
520145	Criminal Intelligence Services	768,424	897,629	878,993	**5,898,042**
520146	Contract Instructor Sports	338,567	274,651	274,651	**288,200**
520150	GT EZ Tag Fees	3,041	0	0	**0**
520151	Parking EZ Tag Fees	9,509	0	0	**0**
520152	Telemetry Services	2,101,211	2,171,832	2,171,832	**2,171,832**
520153	Protective Gear Cleaning Services	782,856	778,720	778,720	**675,600**
520155	Construction Management - External Contr	16,482	0	0	**0**
520157	Computer Software Maintenance Services	2,714,603	5,324,426	4,878,783	**5,156,900**
520158	Computer Equipment Maintenance Services	92,007	675,785	622,024	**879,485**
520159	Non-Sub-Recipient Grant Contract	275,727	277,000	289,600	**181,300**
520160	CIP-Software	881,784	0	576,745	**0**
520162	Baylor College of Medicine Psy Svcs	89,165	0	0	**0**
520170	Generator Equipment Services	0	2,894,400	723,600	**2,894,400**
520510	Mail/Delivery Services	392,111	1,438,314	1,433,667	**1,617,014**
520515	Print Shop Services	368,388	447,017	382,466	**445,178**
520520	Printing & Reproduction Services	619,853	722,977	697,580	**1,922,624**
520605	Advertising Services	15,125,029	3,152,019	2,911,416	**4,030,039**
520705	Insurance Fees	10,623,121	11,319,361	10,633,579	**13,191,020**
520710	State/Federal Inspection Fees	3,918,468	3,946,640	3,723,801	**3,927,600**
520715	Arbitrage Expenses	97,692	9,500	9,500	**9,500**
520720	Fines	2,000	22,000	11,620	**22,000**
520725	Assessments - Other Governments	3,265,569	1,748,805	1,581,954	**2,936,237**
520730	Tax Appraisal Fees	7,779,419	7,690,117	7,690,117	**7,800,000**
520735	Tax Refunds	317,864	0	0	**0**
520737	Ch380 - Sales Tax Refund	0	250,000	250,000	**262,500**
520740	Document Recording/Filing Fees	100,640	35,700	35,700	**85,700**
520750	Elections	988,964	3,000,000	3,000,000	**0**
520755	Contingency	125,353	7,076,875	4,224,336	**6,387,189**
520760	Contributions	11,037,399	12,216,900	12,216,900	**12,791,075**
520765	Membership & Professional Fees	1,458,060	2,799,616	2,780,902	**2,812,027**

Citywide Expenditure Summary

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520780	Juror Compensation	0	0	0	**117,559**
520805	Education & Training	1,588,329	2,910,944	2,289,766	**3,061,226**
520806	Paramedic/EMT Continuing Edu	0	78,500	78,500	**78,500**
520807	Initial/Recert EMS Training	0	221,980	221,980	**325,601**
520810	Human Relations Training	67,067	45,711	62,364	**45,711**
520815	Tuition Reimbursement	1,294,208	1,071,554	1,290,236	**900,000**
520900	CIP-Capital Equipment Acquisition	89	0	0	**0**
520905	Travel - Training Related	705,193	1,167,085	1,071,057	**1,301,365**
520910	Travel - Non-Training Related	603,723	984,492	924,315	**993,923**
521305	Indirect Cost Recovery Payment	10,466,870	11,292,454	11,272,454	**10,613,059**
521310	Small Diff. -GR/IR	2,673	0	0	**0**
521315	Reimbursement for Energy Leakage Testing	27,000	285,300	18,000	**20,000**
521316	Water Conservation Rebate	1,629,386	4,466,636	2,500,000	**2,500,000**
521405	Building Maintenance Services	41,464,916	41,245,545	43,080,684	**42,641,727**
521410	Sewer Services	3,643,289	3,200,141	3,306,048	**3,427,692**
521415	Land and Grounds Maintenance	4,510,742	9,101,787	8,140,994	**5,941,073**
521420	Infrastructure Maintenance Service	9,075,744	14,252,200	23,082,010	**12,742,000**
521435	Water Services	1,851,371	1,822,511	1,685,659	**1,619,425**
521440	Steam/Chilled Water Services	664,524	500,000	500,000	**100,000**
521505	Electricity	129,800,836	128,618,177	132,210,457	**124,425,897**
521510	Natural Gas	7,230,914	8,044,293	6,776,345	**5,781,321**
521515	Electricity Fran Fee Exp	1,311,654	1,231,960	1,013,944	**1,348,840**
521605	Data Services	2,054,298	3,041,688	2,909,202	**3,719,823**
521610	Voice Services	14,193,776	12,985,048	13,838,394	**15,919,775**
521615	Radio Communications	(30,375)	44,600	3,000	**5,000**
521620	Voice Equipment	645,789	335,504	388,503	**389,070**
521625	Voice Labor	270,600	382,352	406,172	**263,131**
521630	GIS Revolving Fund Services	1,695,265	2,065,986	2,025,242	**1,818,975**
521705	Vehicle/Equipment Rental/Lease	1,400,571	1,670,993	1,914,204	**1,736,208**
521715	Office Equipment Rental	1,304,211	1,368,880	1,268,766	**1,388,890**
521720	Computer Equipment Rental	238,292	26,000	29,000	**26,000**
521725	Other Rental	1,477,637	2,545,071	2,414,727	**2,020,027**
521730	Parking Space Rental	1,373,464	1,685,958	1,811,581	**1,681,174**
521905	Legal Services	5,151,551	3,780,211	3,833,302	**4,048,556**
521910	Legal Svcs - Crt Report	0	26,900	17,278	**18,500**
522205	Metro Commuter Passes	897,819	1,020,126	1,038,796	**1,135,826**
522305	Freight Charges	103,795	148,736	137,238	**147,576**
522410	Cashier Shortages	4,964	644	400	**200**
522420	Petty Cash/Change Special Fund	1,497	1,500	1,600	**1,500**
522430	Miscellaneous Other Services & Charges	10,594,575	7,527,690	7,557,602	**8,278,743**
522431	EMS Equipment Maint	0	102,470	102,470	**100,920**
522432	Life Safety Equipment Maintenance	0	514,388	514,388	**526,042**
522435	Interest Charges Past Due Accounts	8,371	1,000	1,027	**0**
522620	Claims & Judgments	5,414,861	13,026,865	12,171,140	**14,872,101**
531160	Issuance Expense Cost-Commercial Paper	1,001,047	943,795	941,695	**941,782**
Total	**Other Services and Charges**	**591,869,265**	**614,761,386**	**617,952,537**	**627,049,983**
560120	Capital Exp-Building and Bldg Improvement	248,568	850,100	720,100	**729,000**
560140	Improvements other than Buildings	29,911	0	750,000	**110,000**
560210	Furniture Fixtures and Equipment	2,745,874	3,717,859	2,689,842	**1,585,900**
560220	Vehicles	5,263,043	13,581,264	8,224,617	**18,413,300**
560230	Computer HW and Developed SW	1,046,122	3,404,395	2,771,057	**2,316,000**
560240	Communication Equipment	411,924	1,340,790	814,700	**652,000**
560260	Infrastructure	4,263,162	5,654,621	4,501,021	**6,946,500**
Total	**Equipment**	**14,008,604**	**28,549,029**	**20,471,337**	**30,752,700**

Citywide Expenditure Summary

Commitment Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
551010	Non-Capital Office Furniture & Equipment	553,696	622,088	218,238	**231,154**
551015	Non-Capital Computer Equipment	1,648,540	3,806,708	3,208,547	**3,339,243**
551020	Non-Capital Communication Equipment	556,286	1,079,149	1,274,049	**1,456,841**
551025	Non-Capital Scientific/Medical Equipment	180,317	248,245	222,032	**194,500**
551030	Non-Capital Machinery & Equipment	307,675	499,211	670,989	**675,670**
551035	Non-Capital Library books	5,852,967	4,686,500	4,686,500	**4,686,500**
551040	Non-Capital Other	627,208	637,876	665,010	**2,985,664**
551045	Non-Capital Vehicles/Rolling Stock	42,805	55,700	55,978	**5,700**
Total	**Non-Capital Equipment**	**9,769,494**	**11,635,477**	**11,001,343**	**13,575,272**
521930	Contingency/Reserve	1,277,253	0	0	**1,000,000**
531010	Amortization Expense	1,465	1,465	1,465	**1,465**
531065	Revenue Bonds Interest	3,468,471	0	0	**0**
531085	Other Interest	4,801,382	7,675,200	7,675,200	**8,160,250**
531090	Arbitrage Rebate Payments	447	0	0	**0**
531110	Commercial Paper Agent Fees	0	1,800,000	603,769	**800,000**
531135	Interfund Transfers	1,320,500	0	0	**0**
531140	Transfers for Principal	12,735,833	12,341,667	12,341,667	**16,085,000**
531145	Transfers for Interest	6,070,446	5,935,433	5,935,433	**6,617,159**
531150	Discretionary Debt	0	10,800,100	10,782,100	**12,072,600**
531170	Rev Bonds COI	87,274	300,000	300,000	**300,000**
531175	Allen's Creek & Wallisville Principal	106,218	109,700	109,700	**113,200**
531180	Allen's Creek & Wallisville Interest	1,280,512	1,001,500	1,001,500	**1,120,700**
532030	Transfers to Trans Debt Service	0	2,312,092	2,312,092	**0**
532050	Trans to PIB Bonds Debt Service	235,944,390	233,532,434	233,532,455	**247,769,300**
532055	Transfers to Certification of Obligation	8,400,000	9,850,000	9,850,000	**10,850,000**
532080	System Debt Service Transfers	461,270,072	535,836,955	495,514,676	**545,419,500**
Total	**Debt Service and Other Uses**	**736,764,263**	**821,496,546**	**779,960,057**	**850,309,174**
Grand Total Expenditures		**3,192,165,486**	**3,244,997,026**	**3,187,924,566**	**3,359,722,934**

Totals include interfund eliminations

REVENUE SUPPORTED DEBT SERVICE
Combined Utility System
Includes Existing Previous Lien and First Lien Bonds as of April 30,2012

Fiscal Year	Principal	Interest	Total
2013	80,278,354	304,988,079	385,266,433
2014	128,495,000	258,373,078	386,868,078
2015	137,085,000	252,056,289	389,141,289
2016	147,065,000	245,535,256	392,600,256
2017	164,140,000	238,075,904	402,215,904
2018	174,200,000	230,164,166	404,364,166
2019	184,840,000	221,863,419	406,703,419
2020	174,789,984	231,953,865	406,743,849
2021	186,195,853	223,792,407	409,988,260
2022	199,387,094	210,488,142	409,875,235
2023	207,768,536	202,689,577	410,458,114
2024	216,141,264	194,227,242	410,368,506
2025	227,128,525	183,315,603	410,444,128
2026	237,624,875	172,545,554	410,170,429
2027	238,432,293	170,609,082	409,041,375
2028	248,519,307	158,913,663	407,432,970
2029	250,395,964	156,687,446	407,083,410
2030	297,555,000	109,956,540	407,511,540
2031	310,875,000	96,805,623	407,680,623
2032	325,880,000	82,923,220	408,803,220
2033	339,760,000	68,428,218	408,188,218
2034	355,555,000	53,366,698	408,921,698
2035	181,860,000	37,272,173	219,132,173
2036	191,525,000	27,613,322	219,138,322
2037	178,380,000	17,999,813	196,379,813
2038	99,675,000	10,830,395	110,505,395
2039	99,015,000	5,774,495	104,789,495
2040	33,095,000	2,437,931	35,532,931
2041	33,990,000	822,118	34,812,118
	5,615,662,048	**4,169,687,200**	**9,785,349,248**

Notes:

Debt service for the hedged 2004B bonds is calculated at the fixed rate of the associated swap, which is 3.78%.

Debt service for the hedged 2010B bonds is calculated at 5.061% until March 2013, and 3.761% thereafter.

Series 2008D-1 interest estimated at 3.00% until conversion; 5.00% upon conversion.

Debt Service excludes variable rate fees.

REVENUE SUPPORTED DEBT SERVICE
Combined Utility System
Bonds Payable From Gross System Revenue as of April 30, 2012

Fiscal Year	Principal	Interest	Total
2013	13,420,000	6,242,905	19,662,905
2014	13,420,000	5,455,214	18,875,214
2015	13,410,000	4,653,946	18,063,946
2016	14,025,000	3,826,148	17,851,148
2017	4,060,000	3,312,240	7,372,240
2018	3,420,000	3,151,513	6,571,513
2019	3,550,000	3,004,975	6,554,975
2020	3,710,000	2,842,700	6,552,700
2021	3,905,000	2,662,025	6,567,025
2022	4,070,000	2,477,850	6,547,850
2023	4,240,000	2,285,300	6,525,300
2024	4,450,000	2,068,050	6,518,050
2025	4,670,000	1,840,050	6,510,050
2026	9,465,000	1,486,675	10,951,675
2027	2,360,000	1,191,050	3,551,050
2028	2,480,000	1,070,050	3,550,050
2029	2,605,000	942,925	3,547,925
2030	2,735,000	812,844	3,547,844
2031	2,865,000	679,844	3,544,844
2032	3,000,000	540,550	3,540,550
2033	3,140,000	394,725	3,534,725
2034	3,290,000	242,013	3,532,013
2035	3,450,000	81,938	3,531,938
	125,740,000	**51,265,528**	**177,005,528**

REVENUE SUPPORTED DEBT SERVICE
Convention and Entertainment Facilities
Hotel Occupancy Tax and Special Revenue Bonds as of April 30, 2012

Fiscal Year	Principal	Interest	Total
2013	27,530,000	16,395,081	43,925,081
2014	26,215,000	15,533,231	41,748,231
2015	25,835,000	14,231,981	40,066,981
2016	23,473,712	16,496,336	39,970,048
2017	18,870,930	22,225,052	41,095,981
2018	19,750,376	21,986,299	41,736,675
2019	20,659,207	21,548,860	42,208,066
2020	21,921,952	21,236,194	43,158,146
2021	22,168,250	20,583,126	42,751,376
2022	19,817,154	24,354,290	44,171,444
2023	20,015,674	24,672,486	44,688,161
2024	20,337,310	25,146,662	45,483,972
2025	20,817,980	25,431,574	46,249,554
2026	21,327,381	25,843,491	47,170,872
2027	22,175,836	26,090,961	48,266,797
2028	22,700,221	26,282,491	48,982,711
2029	22,449,265	26,609,620	49,058,885
2030	22,609,774	26,784,904	49,394,679
2031	22,450,392	27,059,250	49,509,641
2032	22,524,127	27,081,608	49,605,735
2033	23,119,936	26,591,505	49,711,441
2034	23,845,119	25,999,823	49,844,941
	490,614,594	**508,184,825**	**998,799,419**

Notes:

Series 2001C Bonds assumed interest at 3.5%.

REVENUE SUPPORTED DEBT SERVICE
Houston Airport System
Existing debt as of April 30, 2012

Fiscal Year	Principal	Interest	Total
2013	59,560,000	116,986,743	176,546,743
2014	63,335,000	115,233,186	178,568,186
2015	75,065,000	112,776,108	187,841,108
2016	79,105,000	108,544,493	187,649,493
2017	82,720,000	104,863,987	187,583,987
2018	80,895,000	100,237,552	181,132,552
2019	84,950,000	96,165,337	181,115,337
2020	88,935,000	92,179,970	181,114,970
2021	94,005,000	87,449,518	181,454,518
2022	98,940,000	82,842,550	181,782,550
2023	103,660,000	77,275,082	180,935,082
2024	108,530,000	72,419,771	180,949,771
2025	113,870,000	66,558,507	180,428,507
2026	121,930,000	60,819,107	182,749,107
2027	125,585,000	54,731,831	180,316,831
2028	131,855,000	48,157,224	180,012,224
2029	140,350,000	41,469,890	181,819,890
2030	147,655,000	34,097,547	181,752,547
2031	151,995,000	26,564,592	178,559,592
2032	163,525,000	18,763,727	182,288,727
2033	22,750,000	10,344,125	33,094,125
2034	24,000,000	9,092,875	33,092,875
2035	25,320,000	7,772,875	33,092,875
2036	26,715,000	6,380,275	33,095,275
2037	28,185,000	4,910,950	33,095,950
2038	29,735,000	3,360,775	33,095,775
2039	31,370,000	1,725,350	33,095,350
	2,304,540,000	**1,561,723,948**	**3,866,263,948**

Notes:

Series 2002P-1 and P-2 at 5.85%.

Series 2002C, D-1 and D-2 bonds at 5.30%.

Series 2010 bonds at 5.25%.

Not reduced for capitalized interest funded from Series 2009 bond proceeds.

Includes inferior lien lease obligation.

7/15 Lease Payments assumed paid in prior fiscal year, since funds must be accrued in prior fiscal year.

NON-MAJOR SPECIAL REVENUE FUNDS

Description

Non-Major Special Revenue Funds are multi-year funds, which operate year-to-year under separate ordinances. The funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for its stated purposes.

Fund Summary

Fund Name	:	**Community Health & Assessment**
Business Area Name	:	**Health and Human Services**
Fund No./Bus. Area No.	:	**2020 / 3800**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Estimate
Beginning Fund Balance	277,992	277,992	**277,992**
Current Revenues	0	0	**0**
Total Available Resources	277,992	277,992	**277,992**
Maintenance and Operations	0	0	**28,900**
Total Expenditures	0	0	**28,900**
Planned Ending Fund Balance	277,992	277,992	**249,092**
Total Budget	277,992	277,992	**277,992**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	277,992	277,992	**249,092**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Current Budget, the FY2012 Estimate and the FY2013 Estimate for the Community Health & Assessment. Also included are the beginning and ending fund balances, total revenues ad total expenditures.

The Community Health and Assessment Special Revenue Fund was established to address the Department's priority of preventing the spread of communicable diseases and optimizing well being through Human Services. This fund was utilized during Hurricane Ike and was established to function similar to a trust fund, therefore it has no current revenue and expenditures will be based on public health emergencies.

Fund Summary

Fund Name	:	**Contractor Responsibility Health Benefit**
Business Area Name	:	**Office of Business Opportunity**
Fund No./Bus. Area No.	:	**2424 / 5100**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Estimate
Beginning Fund Balance	2,169,777	2,169,777	**2,190,521**
Current Revenues	620,653	770,692	**818,580**
Total Available Resources	2,790,430	2,940,469	**3,009,101**
Maintenance and Operations	700,000	749,948	**535,794**
Total Expenditures	700,000	749,948	**535,794**
Planned Ending Fund Balance	2,090,430	2,190,521	**2,473,307**
Total Budget	2,790,430	2,940,469	**3,009,101**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	2,090,430	2,190,521	**2,473,307**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Current Budget, the FY2012 Estimate and the FY2013 Estimate for the Contractor Responsibility Health Benefit. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Contractor Responsibility Fund was established with ordinance 2007-534 in July 2007 through the implementation Executive Order 1-7, the City of Houston created the Pay or Play Program which is administered by the Office of Business Opportunity.

The Pay or Play program is designed to foster health care options for the citizens of Houston and Harris County area, create a level playing field for contractors bidding on City of Houston projects and defray the cost of the local uninsured workforce. Pursuant to Executive Order 1-7, contractors subject to Pay or Play are required to offer employees a minimal level of health benefits. Contractors who do not provide health benefits to their employees will contribute $1.00 for each hour of work performed by covered employees on City jobs.

The revenue collected from the Contractor Responsibility Fund is used to offset the cost of uninsured citizens in the Houston and Harris County area. Currently, the revenue is used to support the cost of implementing the Pay or Play program and other programs such as the Care Houston Program. It was also used to support the TexHealth Harris County 3-Share Plan.

The Care Houston Program is a collaboration between the Houston Fire Department (HFD) and Health & Human Services Department (HHS) to decrease the volume of non-emergency calls for Emergency Medical Services (EMS) and reduce the use of HFD personnel for non-emergency responses. The program requires EMS to identify residents who have made more than five emergency calls in a 90-period and forward the information to HHS. HHS staff contacts the resident and if she/he agrees to participate in the program, a nurse case manager makes a home visit, conducts a needs assessment, assists the resident in devising a service plan, and provides social and medical referrals as needed. A report commissioned by HFD revealed that HFD was able to save $4.5 million annually in additional cost because of the Care Houston Program.

The TexHealth Harris County 3-Share Plan uses the Contractor Responsibility Fund to subsidize insurance premiums for small business owners who have been unable to provide health coverage to their employees due to high premiums and administrative costs. This plan has afforded businesses an opportunity to participate in a low-cost program that benefits not only the employee but the employer as well.

Fund Summary

Fund Name	:	**Fire Training Services Fund**
Business Area Name	:	**Fire Department**
Fund No./Bus. Area No.	:	**2210 / 1200**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Estimate
Beginning Fund Balance	199,877	199,877	**350,877**
Current Revenues	65,000	301,000	**100,000**
Total Available Resources	264,877	500,877	**450,877**
Maintenance and Operations	80,000	150,000	**80,000**
Total Expenditures	80,000	150,000	**80,000**
Planned Ending Fund Balance	184,877	350,877	**370,877**
Total Budget	264,877	500,877	**450,877**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	184,877	350,877	**370,877**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Estimate for the Fire Department Training Services Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Fire Department Training Services Fund receives all funds generated by the Houston Fire Department from fees charged to non-City of Houston entities for training in various fire protection disciplines including rescue and hazardous materials. Revenue collected will be used to support and provide resources useful to the Val Jahnke Training Facility.

Fund Summary

Fund Name : **Health Special Revenue Fund**
Business Area Name : **Health and Human Services**
Fund No./Bus. Area No. : **2002 / 3800**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Estimate
Beginning Fund Balance	2,666,314	2,666,314	**2,904,414**
Current Revenues	1,543,000	1,600,000	**1,750,000**
Total Available Resources	4,209,314	4,266,314	**4,654,414**
Maintenance and Operations	824,100	1,361,900	**1,550,000**
Total Expenditures	824,100	1,361,900	**1,550,000**
Planned Ending Fund Balance	3,385,214	2,904,414	**3,104,414**
Total Budget	4,209,314	4,266,314	**4,654,414**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	3,385,214	2,904,414	**3,104,414**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Current Budget, the FY2012 Estimate and the FY2013 Estimate for the Health Special Revenue Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures. The Health Special Revenue Fund contains several revenue generating activities that are supported by ordinances, including the following:

1. Consumer Foods Technology Fee - Sec. 20 - 38: The Health Special Revenue Fund is the revenue stream that includes the $10/permit technology fee and the $200/mobile unit surveillance monitoring fees established in 2007. These fees are dedicated to the purchase and maintenance of technology used by inspection staff. These fees also provide funding for maintenance of the application software used by field and office staff. The $200 mobile unit surveillance fee supports the application software and hardware that tracks the frequency of visits of mobile food units to any of the 14 approved servicing commissaries in the City.

2. Ambulance Permit Fee - Sec. 4 - 19 - Disposition of certain fees: All fees collected under sections 4-3 and 4-16 of this Code shall be allocated to the Health & Human Services Department (HHS) to fund the inspection of ambulances and permitting of ambulance operators as required by this chapter.

3. Vital Statistics - Sec. 21 - 225 - Certified copies of records, searches, amendments: Upon receipt of a completed application form and the applicable fee prescribed by law, the registrar of births, deaths and stillbirths shall provide certified copies of birth certificates (conventional or wallet size), death certificates and fetal death certificates. The fee for the foregoing certificates shall be an amount equal to that imposed by the Texas Department of Health or Texas Health and Safety Code, whichever is greater. The expedited processing requires an additional fee of $15.00 to defray the added costs associated with the special handling of the application. The aforesaid expedited processing fee shall be payable for each separate request for document copies submitted on an expedited basis, regardless of the number of different documents or the number of copies specified in the request.

4. Specific public health purposes for HHS as appropriated by ordinance no. 2010-692 for Tuberculosis, Re-Entry and Kid's Village Initiative.

5. Donated funds for community activities or special events coordinated by Children and Family Services Division and Community Health Services Division.

6. Geriatric Dental Program - 2012-0254 ordinance approving and authorizing deposit of all revenue generated from the Geriatric Dental Program, including Medicaid fee-for-services payments and other fees generated from the operation and administration of the program, into the Health Special Revenue Fund to be used exclusively to defray the costs associated with the administration and operation of the program.

Fund Summary

Fund Name	:	**Housing Special Revenue Fund**
Business Area Name	:	**Housing & Community Development**
Fund No./Bus. Area No.	:	**2000 / 3200**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Estimate
Beginning Fund Balance	715,255	715,255	**996,435**
Current Revenues	0	293,293	**0**
Total Available Resources	715,255	1,008,548	**996,435**
Maintenance and Operations	774,520	12,113	**15,000**
Total Expenditures	774,520	12,113	**15,000**
Planned Ending Fund Balance	(59,265)	996,435	**981,435**
Total Budget	715,255	1,008,548	**996,435**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	0	996,435	**981,435**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	(59,265)	0	**0**

The above summarizes the FY2012 Current Budget, FY2012 Estimate and the FY2013 Estimate for the Housing and Community Development Special Revenue Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The Housing and Community Development Special Revenue Fund originated as a result of proceeds from the sale of City owned multifamily properties under what was previously known as the Resolution Trust Corporation. The Housing and Community Development uses these funds to support emergent housing needs and promote affordable housing initiatives.

Fund Summary

Fund Name : **Laboratory Operations & Maintenance**
Business Area Name : **Health and Human Services**
Fund No./Bus. Area No. : **2008 / 3800**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Estimate
Beginning Fund Balance	328,833	328,833	**129,633**
Current Revenues	420,100	386,900	**391,600**
Total Available Resources	748,933	715,733	**521,233**
Maintenance and Operations	445,200	586,100	**470,500**
Total Expenditures	445,200	586,100	**470,500**
Planned Ending Fund Balance	303,733	129,633	**50,733**
Total Budget	748,933	715,733	**521,233**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	303,733	129,633	**50,733**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Current Budget, the FY2012 Estimate and the FY2013 Estimate for the Laboratory Operations & Maintenance Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Laboratory Operations & Maintenance Fund pertains to Ordinance Amending Chapter 21 of the Code of Ordinances, which the Health & Human Services Department (HHS) requested City Council approval of an ordinance amending Chapter 21 of the Code relating to laboratory fees. This fund is solely designated for laboratory operations and maintenance for the retention of all revenue from laboratory fees.

Fund Summary

Fund Name	:	**Library Special Revenue**
Business Area Name	:	**Library**
Fund No./Bus. Area No.	:	**2500 / 3400**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Estimate
Beginning Fund Balance	111,545	111,545	**111,545**
Current Revenues	75,000	75,000	**150,000**
Total Available Resources	186,545	186,545	**261,545**
Maintenance and Operations	75,000	75,000	**150,000**
Total Expenditures	75,000	75,000	**150,000**
Planned Ending Fund Balance	111,545	111,545	**111,545**
Total Budget	186,545	186,545	**261,545**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	111,545	111,545	**111,545**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, FY2012 Estimate and FY2013 Estimate for the Library Special Revenue Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

This fund is known as the "Slaughter Fund." The Houston Public Library is the recipient of Henry Lee Slaughter, Jr. Trust Fund. The fund was received and deposited by the City in FY2007. This fund is utilized by the Library for purchase of materials and to implement programs for children and teenagers, literacy programs and the Houston Oral History Project.

Fund Summary

Fund Name : **REEP Program**
Business Area Name : **General Services**
Fund No./Bus. Area No. : **2007 / 2500**

	FY2012 Current Budget	FY2012 Estimate	FY2013 Estimate
Beginning Fund Balance	588,565	588,565	**487,685**
Current Revenues	550,000	468,230	**412,500**
Total Available Resources	1,138,565	1,056,795	**900,185**
Maintenance and Operations	550,000	569,110	**412,500**
Total Expenditures	550,000	569,110	**412,500**
Planned Ending Fund Balance	588,565	487,685	**487,685**
Total Budget	1,138,565	1,056,795	**900,185**
Fund Balance Distribution:			
Non-Spendable	0	0	**0**
Restricted	588,565	487,685	**487,685**
Committed	0	0	**0**
Assigned	0	0	**0**
Unassigned	0	0	**0**

The above summarizes the FY2012 Budget, FY2012 Estimate and FY2013 Estimate for the Residential Energy Efficiency Program (REEP). Also included are the beginning and ending fund balances, total revenues and total expenditures.

CenterPoint Energy has engaged the services of Frontier Associates, LLC to administer its Agencies in Action (AIA) Program. The AIA Program provides energy efficiency measures for homeowners who are at or below 125% of the federal poverty line. CenterPoint has approved the City of Houston to continue as an agency to participate in the program and has currently allocated $550,000 in calendar year 2012 to fund weatherization services for citizens in this category. The City is obligated to spend 25% or $137,500 by June 30, 2012 and the remaining $412,500 by the end of the calendar year. Under the AIA Program, Frontier Associates, LLC will reimburse the City up to $4,000 per home in accordance with the AIA Program guidelines.

Fund Summary

Fund Name	:	Special Waste
Business Area Name	:	Health and Human Services
Fund No./Bus. Area No.	:	2423 / 3800

	FY2012 Current Budget	FY2012 Estimate	FY2013 Estimate
Beginning Fund Balance	2,008,071	2,008,071	2,002,471
Current Revenues	1,779,600	1,779,600	1,959,200
Total Available Resources	3,787,671	3,787,671	3,961,671
Maintenance and Operations	2,240,400	1,785,200	1,931,600
Total Expenditures	2,240,400	1,785,200	1,931,600
Planned Ending Fund Balance	1,547,271	2,002,471	2,030,071
Total Budget	3,787,671	3,787,671	3,961,671
Fund Balance Distribution:			
Non-Spendable	0	0	0
Restricted	1,547,271	2,002,471	2,030,071
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2012 Current Budget, the FY2012 Estimate and the FY2013 Estimate for the Special Waste. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Health and Human Service Special Waste Fund pertains to Ordinance Sec. 47-423 - Fees; issuance of permit or registration certificate.

The Fats, Oil, and Grease (FOG) section is responsible for the permitting of all special waste generators, transporters, and biological pretreaters in the City of Houston. The mentioned entities are regulated by Environmental Investigators who are charged with the responsibility of conducting routine inspections, and providing technical knowledge for complaint investigations. Investigators conduct routine inspections to assure that generators are complying with the cleaning requirements and other regulations mandated by the FOG ordinance. Special Waste transporters and biological pretreaters are monitored to assure that waste loads from generators are treated and dispose of properly. The goal of the FOG program is to prevent the infiltration of fats, oils, and grease into the sanitary sewer, and to assure that the City's infrastructure and the health of the citizens are protected. The FOG program is responsible for conducting over 15,000 inspections annually on commercial establishments that includes restaurants, carwashes, laundry mats, and dry cleaners.

Revenue from permitting and collaboration with the Public Works and Engineering Department is based on inspections and investigations conducted. The revenue is used for numerous reasons to support and provide resources useful to the program, such as personnel cost. Field investigators are supplied with tools such as laptops and network equipment to input daily field activities. In addition, sampling equipment and other supplies are necessary to conduct proper and efficient field investigations. Print shop cost are also pertinent for supplying stakeholders with manifest that are purchased by the section and sold to the stakeholders on an as-needed basis to document the collection, transportation, and disposal of City-regulated waste.

BUDGET SUMMARY BY FUND
($Thousands)

	General Fund	Airport System *	Child Safety	Conven. & Entertain. Facilities *	Houston Emergency Center
Beginning Fund Balance - Unassigned	161,904	0	0	14,476	1,343
Revenues and Other Sources	1,922,868	437,233	3,052	78,318	24,505
Total Available Resources	2,084,772	437,233	3,052	92,794	25,848
Maintenance & Operating Expenditures/Expenses					
Personnel Services	1,312,854	99,099	0	347	17,484
Supplies	42,165	8,404	3	0	209
Other Services and Charges	300,602	152,046	3,049	850	6,812
Equipment	0	1	0	0	0
Non-Capital Equipment	4,841	2,229	0	0	0
Total Maintenance & Operating Expenditures/Expense	1,660,462	261,779	3,052	1,197	24,505
Debt Services & Other Uses	287,436	175,454	0	79,126	0
Total Expenditures/Expenses & Other Uses	1,947,898	437,233	3,052	80,323	24,505
Fund Balance - Unassigned	136,874	0	0	12,471	1,343
Total Budget	2,084,772	437,233	3,052	92,794	25,848
Changes to Designated Fund Balance	(5,000)	0	0	0	0
Ending Fund Balance - Unassigned	131,874	0	0	12,471	1,343

* Denotes Beginning Operating Fund Balance

Totals do not include interfund eliminations and may reflect slight variances due to rounding.

BUDGET SUMMARY BY FUND
($Thousands)

	Municipal Building Security	Municipal Technology Fee	Police Asset Forfeit.	Police Auto Dealers	Police Special Services
Beginning Fund Balance - Unassigned	25	293	2,609	2,790	2,799
Revenues and Other Sources	900	1,305	6,391	6,456	8,395
Total Available Resources	925	1,598	9,000	9,246	11,194
Maintenance & Operating Expenditures/Expenses					
Personnel Services	923	0	3,100	3,116	7,506
Supplies	0	0	1,864	304	121
Other Services and Charges	2	1,244	2,044	1,246	2,239
Equipment	0	0	300	1,120	0
Non-Capital Equipment	0	0	1,692	0	1,304
Total Maintenance & Operating Expenditures/Expense	925	1,244	9,000	5,786	11,170
Debt Services & Other Uses	0	350	0	1,095	0
Total Expenditures/Expenses & Other Uses	925	1,594	9,000	6,881	11,170
Fund Balance - Unassigned	0	4	0	2,365	24
Total Budget	925	1,598	9,000	9,246	11,194
Ending Fund Balance - Unassigned	0	4	0	2,365	24

Totals do not include interfund eliminations and may reflect slight variances due to rounding.

BUDGET SUMMARY BY FUND
($Thousands)

	Police Suppl. Environ.	Digital Automated Red Light	Mobility Response Team	PW&E Storm Water	PW&E Building Inspection
Beginning Fund Balance - Unassigned	102	534	2,354	2,000	7,716
Revenues and Other Sources	103	4,107	0	51,621	54,742
Total Available Resources	205	4,641	2,354	53,621	62,458
Maintenance & Operating Expenditures/Expenses					
Personnel Services	0	81	0	20,844	40,451
Supplies	4	3	0	2,328	878
Other Services and Charges	40	2,756	0	12,133	9,969
Equipment	160	0	0	3,560	532
Non-Capital Equipment	0	0	0	52	100
Total Maintenance & Operating Expenditures/Expense	204	2,840	0	38,917	51,930
Debt Services & Other Uses	0	0	2,354	12,704	5,738
Total Expenditures/Expenses & Other Uses	204	2,840	2,354	51,621	57,668
Ending Fund Balance - Unassigned	1	1,801	0	2,000	4,790
Total Budget	205	4,641	2,354	53,621	62,458
Ending Fund Balance - Unassigned	1	1,801	0	2,000	4,790

Totals do not include interfund eliminations and may reflect slight variances due to rounding.

BUDGET SUMMARY BY FUND
($Thousands)

	Digital Houston	Juvenile Case Manager Fee	Parks Special	Parking Management	PW&E Water & Sewer *
Beginning Fund Balance - Unassigned	1,171	1,612	4,560	1,106	479,286
Revenues and Other Sources	25	1,470	1,974	17,693	967,702
Total Available Resources	1,196	3,082	6,534	18,799	1,446,988
Maintenance & Operating Expenditures/Expenses					
Personnel Services	205	1,114	481	4,426	162,045
Supplies	5	3	586	884	46,397
Other Services and Charges	401	137	897	3,695	211,938
Equipment	0	0	0	25	21,467
Non-Capital Equipment	348	0	0	13	2,912
Total Maintenance & Operating Expenditures/Expense	959	1,254	1,964	9,043	444,759
Debt Services & Other Uses	0	0	0	9,507	541,980
Total Expenditures/Expenses & Other Uses	959	1,254	1,964	18,550	986,739
Fund Balance - Unassigned	237	1,828	4,570	249	460,249
Total Budget	1,196	3,082	6,534	18,799	1,446,988
Changes to Designated Fund Balance	0	0	0	0	0
Ending Fund Balance - Unassigned	237	1,828	4,570	249	460,249

* Denotes Beginning Operating Fund Balance
Totals do not include interfund eliminations and may reflect slight variances due to rounding.

BUDGET SUMMARY BY FUND
($Thousands)

	Swimming Pool Safety	Dedicated Drainage & Street	Recycling Expansion Program	BARC Special Revenue
Beginning Fund Balance - Unassigned	100	65,477	1,991	740
Revenues and Other Sources	749	169,590	1,438	7,713
Total Available Resources	849	235,067	3,429	8,453
Maintenance & Operating Expenditures/Expenses				
Personnel Services	665	30,728	444	6,432
Supplies	24	13,407	8	783
Other Services and Charges	44	13,004	973	1,233
Equipment	15	3,293	0	0
Non-Capital Equipment	0	56	0	5
Total Maintenance & Operating Expenditures/Expense	748	60,488	1,425	8,453
Debt Services & Other Uses	0	118,454	1,147	0
Total Expenditures/Expenses & Other Uses	748	178,942	2,572	8,453
Fund Balance - Unassigned	101	56,125	857	0
Total Budget	849	235,067	3,429	8,453
Ending Fund Balance - Unassigned	101	56,125	857	0

Total Expenditure/Expenses do not include transfers of debt and interfund transfers.
Totals do not include interfund eliminations and may reflect slight variances due to rounding.

BUDGET SUMMARY BY FUND
($Thousands)

	Parks Golf Special	Planning Historic Preserv.	Houston TranStar Center	Cable TV	Total Gen. Fund Enterprise & Special
Beginning Fund Balance - Unassigned	844	812	2,066	2,150	760,860
Revenues and Other Sources	6,206	118	2,228	3,697	3,780,599
Total Available Resources	7,050	930	4,294	5,847	4,541,459
Maintenance & Operating Expenditures/Expenses					
Personnel Services	4,120	0	851	1,315	1,718,631
Supplies	857	5	129	35	119,406
Other Services and Charges	965	836	1,333	3,958	734,446
Equipment	0	0	30	250	30,753
Non-Capital Equipment	0	0	23	0	13,575
Total Maintenance & Operating Expenditures/Expense	5,942	841	2,366	5,558	2,616,811
Debt Services & Other Uses	0	0	0	0	1,235,345
Total Expenditures/Expenses & Other Uses	5,942	841	2,366	5,558	3,852,156
Fund Balance - Unassigned	1,108	89	1,928	289	689,303
Total Budget	7,050	930	4,294	5,847	4,541,459
Changes to Designated Fund Balance	0	0	0	0	(5,000)
Ending Fund Balance - Unassigned	1,108	89	1,928	289	684,303

Totals do not include interfund eliminations and may reflect slight variances due to rounding.

SUMMARY OF FY2013 CITY COUNCIL ACTIONS

ORDINANCE NUMBER	DATE ADOPTED	SUMMARY
ORD. #2012-0565	June 13, 2012	Adoption of Interim Spending Plan Appropriation Ordinance for the Fiscal Year beginning July 1, 2012.
ORD. #2012-0589	June 20, 2012	Ordinance approving Annual Budget for Fiscal Year 2013 (July 1, 2012-June 30, 2013).
Motion #2012-0462	June 20, 2012	If the Administrations Monthly Financial and Operational Report's FY2013 projected fund balance exceeds 7.8%, up to $2,000,000 of fund balance shall be used to fund one or more independent third-party analyses on: • Long-Range Financial Management Task Force suggestions related to pension sustainability and health benefits. • The quality, efficiency, and cost-effectiveness of citywide operations and support processes. The third-party analysis shall include recommended improvements and a suggested plan for implementing those improvements, and the firm that would be used for this work would be barred from contracting with the City to do any of their recommendations. Council Member Brown moved to amend the above motion to provide that if funds do not exceed 7.8% within 90 days the administration would return to Council with a recommendation of an appropriate funding source.
Motion #2012-0463	June 20, 2012	Provide $160,000 for Supplemental Nutrition Assistance Program (SNAP) outreach. Within 90 days, the City of Houston will contract with the Houston Food Bank to increase the number SNAP participants in Houston. The Houston Food Bank is the only State-certified subcontractor (outside a State field office) eligible to issue SNAP electronic benefits transfer cards. Funds will be used to pay for trained staff to identify, assist, and distribute benefits to eligible SNAP for staff salaries for a period of one year until such time the Houston Food Bank may apply for Community Development Block Grant funding. The source of funds for this purpose will be grant/private funding to be determined by the administration.

SUMMARY OF FY2013 CITY COUNCIL ACTIONS

ORDINANCE NUMBER	DATE ADOPTED	SUMMARY
Motion #2012-0466	June 20, 2012	The IT Department shall evaluate methods and the cost/savings to the City's general fund to provide electronic delivery of Agenda and Committee documents. Electronic access must be available to Council Members and staff 24 hours a day and at all City Council and Committee meetings. The Director of IT shall provide his finds and recommendations to the TTI Committee and the Administration no later than November 16, 2012.
Motion #2012-0468	June 20, 2012	If the combination of property tax and sales tax revenues in Fiscal Year 2013 exceeds the projected $1,477,570,000, all revenues over projection must be applied towards funding the City's general fund contributions to the Governmental Accounting Standards Board actuarially required contribution for the Houston Municipal Employees Pension System; the Houston Police Officers' Pension System; and the Houston Firefighters Relief and Retirement Fund.
Motion #2012-0470	June 20, 2012	All Departments – General Fund: Any FTE position that has gone unfilled for more than 3 months as of July 1, 2012 shall be eliminated. Reinstatement of the position will be made only with written justification and budgetary impact to be submitted to the Mayor or the Mayor's designee for approval and classified positions be exempted.
Motion #2012-0481	June 20, 2012	Within 60 days the Administration shall establish an Illegal Dumping Task Force (IDTF). The objective of the task force shall be to develop a set of recommendations to reduce the incidence of illegal dumping. The Illegal Dumping Task Force membership shall include, but is not limited to staff from the Houston Police Department, Solid Waste Department, Mayor's Office of Sustainability, Department of Neighborhoods, 3 Council Members, and other members of the community that the Mayor deems appropriate. County, State and Federal officials will be invited to participate.

SUMMARY OF FY2013 CITY COUNCIL ACTIONS

ORDINANCE NUMBER	DATE ADOPTED	SUMMARY
		The Illegal Dumping Task Force shall examine and make recommendations related to: • Improving interagency coordination • Expanding public education and prevention efforts • Identifying the gaps in ordinances and laws for authority and enforcement. • Increasing support for the prosecution of environmental crimes • Evaluating Department needs and appropriate staffing levels. The Illegal Dumping Task Force shall meet regularly to examine and make recommendations to address the objective and until such a time that the Mayor deems the Task Force no longer necessary.
Motion #2012-0486	June 20, 2012	ARA and Legal will view the current regulations on 8 Liner Operators. Provide information on whether 8 Liner Establishments can be regulated to certain hours of operations.
Motion #2012-0487	June 20, 2012	In 90 days HFD will present to Public Safety Committee an update on All Hazard Response to see if the change in how HFD response to emergencies decreased or increased the response times. Also review the current policy on the use of the 8 BLS units that were removed from out of service 2010 budget year and the cost of overtime saved.
Motion #2012-0488	June 20, 2012	Provide staffing for the Proclamation Office, which will allow a two week turnaround on proclamations.
Motion #2012-0490	June 20, 2012	Require that any costs for permitted street closures or parade permits for events not sponsored by CoH or covered by first amendment protections be fully reimbursed to be effective as of January 1, 2013.
Motion #2012-0493	June 20, 2012	Eliminate funding for Tuition Reimbursements not required by contract.
Motion #2012-0497	June 20, 2012	Maintain funding for Bay Area Houston Economic Partnership at $100,000 for FY13.

SUMMARY OF FY2013 CITY COUNCIL ACTIONS

ORDINANCE NUMBER	DATE ADOPTED	SUMMARY
Motion #2012-0501	June 20, 2012	Review take-home vehicle policy for all non-public safety personnel, and if there have been no after-hours call out within the last 30 days (or pick some other arbitrary period of time) evaluate the need for that employee to continue to take a vehicle home. Consider a vehicle allowance, or reimbursement policy, for any legitimate city business for after-hours use as an alternative policy.
Motion #2012-0503	June 20, 2012	Allocate $2,000,000 to the buffalo bayou erosion control project near Memorial Park. Such funds to be matched by Harris County Flood Control District and private interest. The Administration will work with PWE, as the lead department on this project, to determine an appropriate funding source.
Motion #2012-0504	June 20, 2012	I move to reconfigure at least one (1) FTE from Director Dowe's Performance Management group. This motion will expand their role beyond financial analysis and will allow them to conduct departmental performance evaluations and ensure that departments are meeting performance measures, are operating efficiently, and are planning for the future growth of the City of Houston. No additional funding should be necessary, as the performance management group already exists.
Motion #2012-0505	June 20, 2012	I move to designate a liaison within the Planning Department who will be available to each Super Neighborhood and will interface on their behalf with Public Works, Planning, and other stakeholders to provide information on major development projects.
Motion #2012-0507	June 20, 2012	I move that the administration allocate the funds necessary for two (2) additional case managers for the Chronic Consumer Stabilization Initiative.
Motion #2012-0510	June 20, 2012	I move that ARA designate a liaison between music/entertainment businesses and the affected departments. This liaison should help ensure compliance with and understanding of city code and ordinances.
Motion #2012-0511	June 20, 2012	I move that the City of Houston addresses the littering by plastic bags or the phasing out of plastic bags city-wide. This proposal will be taken to the appropriate committee for proper vetting, consideration and input from businesses, residents, and environmental advocates.

SUMMARY OF FY2013 CITY COUNCIL ACTIONS

ORDINANCE NUMBER	DATE ADOPTED	SUMMARY
Motion #2012-0512	June 20, 2012	I move that the Administration create an Innovation and Technology Advisory Board. This group of volunteers shall advise the mayor and make recommendations to ensure the growth and development of the creative class in the City of Houston. This advisory board will act as advocates and ambassadors for our city, and help draw in entrepreneurs, thought-leaders, innovators. Their goal will be to help make Houston an international hub for innovation and technology. No additional funding sources should be necessary at this time. This panel will be comprised of volunteers with an expertise in the relevant fields.
Motion #2012-0517	June 20, 2012	Within 6 months, Houston Fire Department will work with administration and Council Members to identify necessary source of revenue within Houston Fire Department budget to return 2 Basic Life Support and 1 Advanced Life Support units to service.
Motion #2012-0520	June 20, 2012	Respectfully maintain the current tax rate for the City of Houston at 63.875 cents per $100 of taxable value.
Motion #2012-0522	June 20, 2012	Respectfully limit purchasing of the number of non-gas efficient vehicles (i.e. Ford Explorers); especially for one department over another department and also consider purchase of GNC vehicles.
Motion #2012-0523	June 20, 2012	Respectfully increase game-room fees from its current rate.
Motion #2012-0526	June 20, 2012	Respectfully create stand-alone Department for the Office of Business Opportunity. Afford this separate entity the opportunity to introduce their own budget (set-aside from the Mayor's Office) and justify their assistance separate from the authority of the Mayor's Office.

Mayor's Office

To the Honorable City Council of the City of Houston:

In accordance with the provisions of Article VII, Section 7 of the Charter of the City of Houston, I submit and introduce to you the Ordinance set out below with the request that it be passed finally on the date of its introduction. There exists a public emergency requiring such action and I accordingly request that you pass the same if it meets with your approval.

Date: June 20 **, 2012**

Mayor of the City of Houston

City of Houston, Texas Ordinance No. 2012-589

AN ORDINANCE RELATED TO THE FISCAL AFFAIRS OF THE CITY; APPROVING THE ANNUAL BUDGETS OF THE CITY OF HOUSTON, TEXAS, FOR FISCAL YEAR 2013, INCLUDING PROVISIONS FOR FUTURE ADJUSTMENT TO CERTAIN FUND BALANCES; MAKING VARIOUS AMENDMENTS TO THE PROPOSED BUDGETS; AUTHORIZING CERTAIN TRANSFERS; DESIGNATING A CASH RESERVE IN THE FUND BALANCE; AMENDING SECTION 11-77 OF THE CODE OF ORDINANCES, HOUSTON, TEXAS RELATING TO BURGLAR ALARM FEES AND PENALTIES; VALIDATING AND RATIFYING CERTAIN CITY FEES; ESTABLISHING A COST FOR COPIES OF THE BUDGET; MAKING OTHER PROVISIONS RELATED TO THE SUBJECT; MAKING CERTAIN FINDINGS RELATED THERETO; PROVIDING A REPEALING CLAUSE; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

* * * *

WHEREAS, on May 15, 2012, the Mayor of the City of Houston, Texas, filed with the City Secretary a proposed budget of the expenditures of the City of Houston General, Enterprise and Special Revenue Funds for the Fiscal Year beginning July 1, 2012, and ending June 30, 2013, (the "Proposed Budget"); and

WHEREAS, pursuant to a resolution of the City Council of the City of Houston, and after notice was provided as required by law, a public hearing on the Proposed Budget was held in the Council Chamber in the City Hall on Tuesday, June 5, 2012, at which hearing all residents and all taxpayers, had the right to be present and to be heard, and those who requested to be heard were heard; and

WHEREAS, the City Council has considered the Proposed Budget and has made those changes to the Proposed Budget that in the City Council's judgment are warranted by law and demanded by the best interest of the taxpayers of the City; and

WHEREAS, the City Council desires to approve and adopt the final Budget as set out herein; **NOW, THEREFORE,**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOUSTON, TEXAS:

Section 1. That the findings contained in the preamble of this Ordinance are determined to be true and correct and are adopted as a part of this Ordinance.

Section 2. That in accordance with the City Charter and Sections 102.001 through 102.011, Tex. Loc. Gov't Code (Vernon's), the City Council hereby approves and adopts the Proposed Budget as amended herein as the Fiscal Year 2013 City of Houston, Texas, Budget, the same being contained in the budget document on file with the City Secretary in a volume entitled "Proposed Budget For Fiscal Year 2013," as amended and supplemented herein, but specifically not including as part of the Budget, the Overview, the description of the General Fund other than the Fund Summary, data relative to any Fiscal Years prior to 2013, the General Obligation Debt Service Fund, the Internal Service and Service Chargeback Fund budgets, and the Appendices or information concerning Full-Time Equivalents, all of which is provided for background, accounting convenience and reference purposes only (the "Budget"). The City Secretary is hereby directed to attach to the Budget a copy of this ordinance, any motions amending the Proposed Budget and an endorsement reading "The Official Budget of the City of Houston, for the General, Enterprise and Special Revenue Funds for the Fiscal Year Beginning July 1, 2012 and ending June 30, 2013" and to keep the Budget on file in her office as a public record. In addition, in accordance with Section 102.009(d), Tex. Loc. Gov't Code (Vernon's), the City Secretary is hereby directed to file a true copy of the approved Budget in the offices of the county clerks of the counties in which the City is located.

Section 3. That the City Council hereby incorporates into the final approved Budget the revisions to the Proposed Budget contained in Exhibit A, attached hereto and incorporated herein for all purposes. Further, this ordinance is amended by the Motions or Amendments approved by City Council, if any, which shall be attached as Exhibit B and become a part of this ordinance for all purposes. Any non-substantive changes necessitated by adoption of these amendments, such as changed page numbers, are also approved.

Section 4. That the Beginning Fund Balance reflected in the Budget for each fund for which a budget is adopted hereby automatically shall be adjusted to be the amount of the Ending Fund Balance for Fiscal Year 2012 included in the final Comprehensive Annual

Financial Report for Fiscal Year 2012 for each respective fund, when released. The revised Beginning Fund Balance shall thereafter be used to calculate the Fiscal Year 2013 Ending Fund Balance for each such fund, which also shall be adjusted automatically. No adjustment to the expenditure budgets is authorized by this Section.

Section 5 That the City Council hereby designates a cash reserve of up to $10,000,000 in the General Fund fund balance, the Rainy Day Fund, to be available for unforeseen contingencies consistent with City of Houston Ordinance No. 2003-0474. Each use of this designated portion of the fund balance must be approved and funds appropriated therefor by City Council.

Section 6. That the City Council hereby authorizes for each City Department the positions listed for that Department on the Personnel Summary included in the budget for that Department, including as applicable positions authorized in connection with Internal Service and Service Chargeback Funds over which the Department has control. In addition, the City Council previously has authorized classified positions subject to Chapter 143, Tex. Loc. Gov't Code, through individual personnel ordinances, which shall continue to regulate those positions. The City Council further authorizes the currently existing grant funded positions. In the future, additional grant funded positions will be authorized by acceptance or modification of a grant whether by City Council or administratively. The City Council takes cognizance of the fact that in order to facilitate the operations of the various City departments the numbers and types of positions needed to carry out the functions of the departments may vary through the year. Accordingly, the Mayor is hereby authorized to alter the numbers and types of positions authorized herein (classified positions subject to Chapter 143, Tex. Loc. Gov't Code not being authorized herein, but by separate personnel ordinances) in order to accomplish the program goals of each department; provided, however, that in so doing, all such positions must have been established by City Council in the Master Classification Ordinance and the total departmental expenditures for the affected department must remain within authorized budgetary limits, or in the case of grant funded positions, within the funding levels of the grant. The Personnel Summaries adopted by this Section are not to be considered part of the Budget adopted by this Ordinance for purposes of amendments to the Budget.

Section 7. That all expenditures heretofore made for Fiscal Year 2013, if any, are hereby approved, ratified and confirmed and because it is the intention of the City Council that the Budget hereby approved be inclusive of previous expenditures and commitments for Fiscal Year 2013, the City Controller is hereby directed to apply the amounts thereof to the appropriate accounts in the Budget.

Section 8. That the City Council takes cognizance of the fact that in order to facilitate operations of the various City departments established in the Code of Ordinances of the City of Houston (singularly "department"), and to make adjustments occasioned by events transpiring during the year, some transfers will be necessary to and from some of the accounts contained in the Budget as adopted herein. Accordingly, the Mayor shall have authority to transfer funds to and from the Budget accounts within any department

without limitation. In addition, for transfers among departments within a Fund, the Mayor shall have authority to transfer funds from any Budget account (whether one or more) in one department to any other account or accounts in any other department within the Fund, but for each department, such aggregate interdepartmental transfers from any Budget Expenditure Account Group in that department's budget shall not exceed 5% of the total amount shown for such Budget Expenditure Account group in the adopted budget for such department. Provided, however, that any such transfers shall not be subjected to or be included within the foregoing 5% limit if such transfers are approved by City Council through this ordinance or, subsequent to adoption, in compliance with Section 102.001 through 102.011, Local Government Code (Vernon's).

As used in this Section the term "Budget Expenditure Account Group" means a group of accounts within a department or a group of nondepartmental accounts which have similar purposes (for example, the Budget Expenditure Account Group for "Personnel Services" within a given department might include all of the following accounts: 500010, 500030, 500090, 500060, 501120, 501070, 502010, 503010, 501010, 501160, 500020, 500040, 500050, 500190, 500070, 501040, 501130, 501090, 501080, 503070, 502020, 503020, 501020, 501170, 503090, 503080, 504030, 503060)

Section 9. That the City Council approves and authorizes the transfer, in the aggregate, of up to $4,100,000 from the General Fund-General Government budget to other General Fund departmental budgets in the event that the amount included in the respective budget is inadequate to pay actual expenses for electricity, fuel, natural gas or other requirements of the City.

Section 10. That the City Council approves the increase, during FY2013, of the adopted budget for the Aviation Revenue Fund (Fund 8001) by the amount of any increase in revenue over that projected for the Fund as certified by the City Controller, but only for the purpose of transfer of such increased revenue, if any, to the HAS-Airports Improvement Fund, and hereby approves and authorizes any such transfer.

Section 11. That the City Council approves the increase, during FY2013, of the adopted budget for the Public Works & Engineering Water & Sewer Operating Fund (Fund 8300) by the amount of any increase in revenue over that projected for the Fund as certified by the City Controller, but only for the purpose of transfer of such increase, if any, to the Combined Utility Systems Operating Fund (Fund 8301), which must subsequently transfer such increase, if any, to the Combined Utility System General Purpose Fund (Fund 8305). The City Council approves the increase, during FY2013, of the adopted budget for the Combined Utility Systems Operating Fund (Fund 8301) by the amount of increased revenue transferred from the Public Works & Engineering Water & Sewer Operating Fund (Fund 8300) pursuant to this section, but only for the purpose of transfer of such increase, if any, to the Combined Utility Systems General Purpose Fund (Fund 8305).

Section 12. That City Council hereby directs and authorizes that the ending Fund Balance of any Fund that receives revenue during FY2013 over and above that projected

for the Fund as certified by the City Controller, shall be increased by an amount equal to the additional revenue received and that such fund balance shall be available for appropriation and transfer for any lawful purpose of the Fund.

Section 13. That Section 11-77 of the Code of Ordinances, Houston, Texas, relating to the deposit of revenues from burglar alarm permit fees and penalties in the police special services fund is hereby amended to read as follows:

"**Sec. 11-77. – Use and allocation of revenues.**

Revenues from alarm permit fees and penalties collected pursuant to this article shall be placed in the General Fund and used to defray the costs associated with administering this article, including the costs of responding to alarm calls, and for other purposes of the department or the police department, except as may be limited by state law, including Local Government Code, Chapter 214, Subchapter F."

Section 14. That all fees for city goods or services that have been charged to the public by city departments in good faith during Fiscal Year 2012, provided that such fees have been calculated according to city policy to reflect the actual cost of providing the goods or services and that such fees have been charged on a uniform basis to members of the public, are hereby validated, ratified and confirmed as if the fees had been charged as authorized by applicable law, including the City Charter. City Council hereby adopts and establishes such fees as the official city fees for such goods and services and authorizes the affected departments to place such fees on the citywide fee schedule located on the City of Houston website at www.houstontx.gov.

Section 15. That the City Council approves the payment of the City's general debt service obligations created elsewhere by separate Council action from funds in the General Obligation Debt Service Fund.

Section 16. That the City Council hereby establishes the price to purchase for the Budget documents by the public at $35.00 plus tax and postage, if any.

Section 17. That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict only. The Budget adopted by this ordinance replaces the FY2012 Budget.

Section 18. That the City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Sec. 551.001 et. seq. Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this ordinance and the subject matter

thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 19. That if any provision, section, subsection, sentence, clause or phrase of this ordinance, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this ordinance or their application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council in adopting this ordinance that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness or invalidity of any other portion hereof, and all provisions of this ordinance are declared to be severable for that purpose.

Section 20. That there exists a public emergency requiring that this Ordinance be passed finally on the date of its introduction as requested in writing by the Mayor; therefore, this Ordinance shall be passed finally on such date and shall take effect immediately upon its passage and approval by the Mayor or July 1, 2012, whichever is later.

PASSED AND APPROVED this 20th day of June, 2012.

Mayor of the City of Houston, Texas

(Prepared by Legal Dept. : Lan P. Nguyen)
(LPN\ln 5/21/12) Senior Assistant City Attorney
(Requested by Kelly Dowe, Director of Finance Department)
L.D. File No. 0391200162001
G\Contracts\LPN\Budget\Annual Budget Ordinance_FY2013

AYE	NO	
✓		**MAYOR PARKER**
••••	••••	**COUNCIL MEMBERS**
	✓	BROWN
✓		DAVIS
✓		COHEN
✓		ADAMS
✓		SULLIVAN
✓		HOANG
✓		PENNINGTON
	ABSENT	GONZALEZ
	ABSENT	RODRIGUEZ
✓		LASTER
✓		GREEN
✓		COSTELLO
✓		BURKS
✓		NORIEGA
✓		BRADFORD
✓		CHRISTIE
CAPTION	ADOPTED	

DEPARTMENTAL CROSS REFERENCE

DEPARTMENT/FUND	DOCUMENT	SECTION	PAGE
Administration and Regulatory Affairs			
General Fund	Operating Budget	VI	2
Property & Casualty	Operating Budget	XII	26
Central Services Revolving Fund	Operating Budget	XII	63
BARC	Operating Budget	X	2
Parking Management	Operating Budget	X	14
Aviation			
Aviation – Operating Fund	Operating Budget	IX	2
Airport Capital Outlay	Operating Budget	IX	20
City Controller's Office			
General Fund	Operating Budget	VI	16
City Council			
General Fund	Operating Budget	VI	26
City Secretary			
General Fund	Operating Budget	VI	32
Convention & Entertainment Facilities			
Facilities Operating	Operating Budget	IX	27
Finance			
General Fund	Operating Budget	VI	40
Central Services Revolving Fund	Operating Budget	XII	62
Digital Automated Red Light	Operating Budget	X	22
Fleet Management Fund	Operating Budget	XII	10
Fire			
General Fund	Operating Budget	III	2
Fleet Management			
Fleet Management Fund	Operating Budget	XII	10
General Government			
General Fund	Operating Budget	VII	1
General Debt Service			
General Fund Debt Service	Operating Budget	VIII	1
General Debt Service Fund	Operating Budget	XIV	8
General Services			
General Fund	Operating Budget	IV	2
In-House Renovation	Operating Budget	XII	2
Central Services Revolving Fund	Operating Budget	XII	62
Project Cost Recovery	Operating Budget	XII	102
Health & Human Services			
General Fund	Operating Budget	V	2
Swimming Pool Safety	Operating Budget	X	36

DEPARTMENTAL CROSS REFERENCE

DEPARTMENT/FUND	DOCUMENT	SECTION	PAGE
Housing & Community Development			
General Fund	Operating Budget	V	16
Houston Emergency Center			
General Fund	Operating Budget	III	14
Operating Fund	Operating Budget	X	52
Human Resources			
General Fund	Operating Budget	VI	52
Health Benefits	Operating Budget	XI	2
Long-Term Disability	Operating Budget	XI	12
Workers' Compensation	Operating Budget	XII	48
Central Services Revolving Fund	Operating Budget	XII	62
Information Technology			
General Fund	Operating Budget	VI	62
Central Services Revolving Fund	Operating Budget	XII	62
Project Cost Recovery	Operating Budget	XII	102
Legal			
General Fund	Operating Budget	VI	74
Property & Casualty	Operating Budget	XII	32
Workers' Compensation	Operating Budget	XII	48
Library			
General Fund	Operating Budget	V	22
Digital Houston	Operating Budget	X	44
Historic Preservation	Operating Budget	X	112
Mayor's Office			
General Fund	Operating Budget	VI	86
Cable Television	Operating Budget	X	62
Municipal Courts			
General Fund	Operating Budget	III	18
Building Security Services	Operating Budget	X	70
Technology Fee Fund	Operating Budget	X	78
Juvenile Case Manager Fund	Operating Budget	X	84
Neighborhoods			
General Fund	Operating Budget	V	34
Office of Business Opportunity			
General Fund	Operating Budget	VI	96
Parks & Recreation			
General Fund	Operating Budget	V	46
Park Golf Special	Operating Budget	X	92

DEPARTMENTAL CROSS REFERENCE

DEPARTMENT/FUND	DOCUMENT	SECTION	PAGE
Planning & Development			
General Fund	Operating Budget	IV	14
Central Service Revolving	Operating Budget	XII	62
Historic Preservation	Operating Budget	X	112
Tax Increment Reinvestment Zones	Operating Budget	XIV	10
Police			
General Fund	Operating Budget	III	28
Forensic Services	Operating Budget	III	44
Asset Forfeiture	Operating Budget	X	124
Auto Dealers	Operating Budget	X	132
Child Safety	Operating Budget	X	142
Special Services	Operating Budget	X	150
Supplemental Environmental Protection	Operating Budget	X	162
Mobility Response Team	Operating Budget	X	190
Public Works & Engineering			
General Fund	Operating Budget	IV	24
Water and Sewer Operating Fund	Operating Budget	IX	42
Combined Utility System Operating Fund	Operating Budget	IX	56
Combined Utility System General Purpose Fund	Not Applicable	IX	60
Dedicated Drainage and Street Renewal	Operating Budget	IX	66
Storm Water Fund	Operating Budget	IX	82
Building Inspection	Operating Budget	X	170
Houston TranStar Center	Operating Budget	X	182
Mobility Response Team	Operating Budget	X	190
Fleet Management	Operating Budget	XII	10
Project Cost Recovery	Operating Budget	XII	102
Solid Waste Management			
General Fund	Operating Budget	IV	34
Recycling Expansion Program	Operating Budget	X	206