

**FISCAL YEAR 2016 BUDGET**

**Fund Summary**

**Fund Name** : Houston Civic Events Special Revenue Fund  
**Business Area** : Mayor's Office  
**Fund No./Bus. Area No.** : 2429 / 5000

	<u>FY2015 Current Budget</u>	<u>FY2015 Estimate</u>	<u>FY2016 Budget</u>
Beginning Fund Balance	0	0	654
Current Revenues	2,286,317	2,286,317	2,931,696
Total Available Resources	<u>2,286,317</u>	<u>2,286,317</u>	<u>2,932,350</u>
Maintenance and Operations	2,285,663	2,285,663	2,932,350
Total Expenditures	<u>2,285,663</u>	<u>2,285,663</u>	<u>2,932,350</u>
Planned Ending Fund Balance	<u>654</u>	<u>654</u>	<u>0</u>
Total Budget	<u><u>2,286,317</u></u>	<u><u>2,286,317</u></u>	<u><u>2,932,350</u></u>

Fund Balance Distribution

Non-Spendable	0	0	0
Restricted	654	654	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2015 Budget, the FY2015 Estimate and the FY2016 Budget for the Houston Civic Events Special Revenue Fund (2429). Also included are the beginning and ending fund balances, total revenues, and total expenditures.

The City of Houston Mayor's Office of Special Events (MOSE) produces and permits events for the City of Houston. Events coordinated by this office include citywide and neighborhood festivals, dedications, inaugurations, parades, tree plantings, fun runs, galas, ground-breakings, and holiday celebrations.

Civic celebration is vital to the spirit of Houston. The Mayor's Office of Special Events produces and permits produced events that enhance the image of the City and highlight Houston 's diverse culture.

The Mayor's Office of Trade and International Affairs (MOTIA) supports the Mayor of the City of Houston in encouraging and receiving international delegations by drawing attention to Houston's civic attributes. The office also supports outbound delegations led by Mayor or with Mayoral approval to promote and market Houston as a destination for business, travel, and investment.

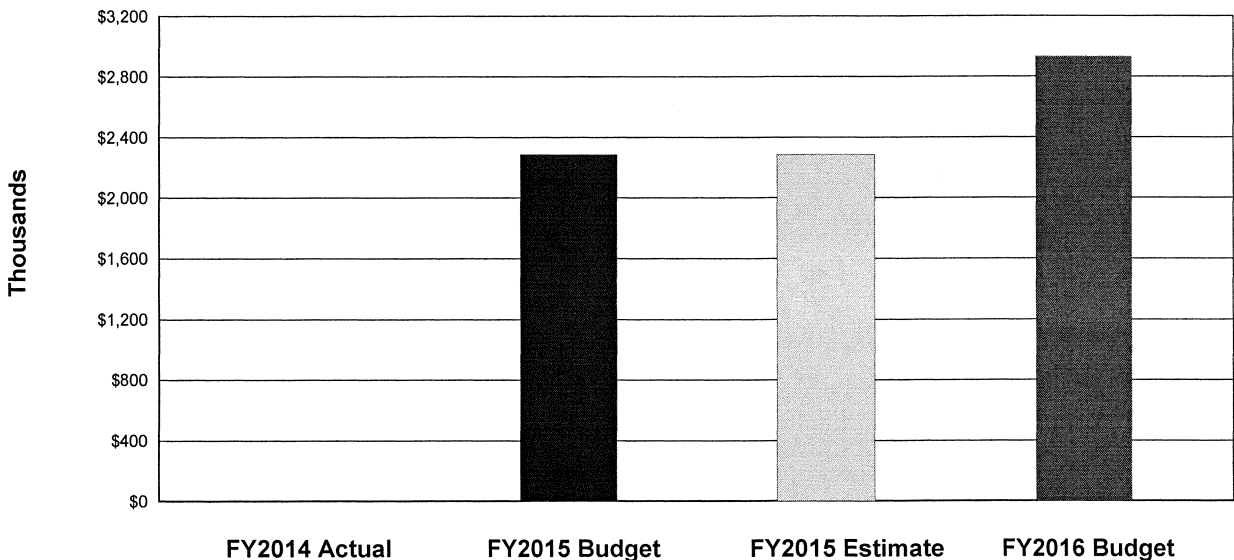
**FISCAL YEAR 2016 BUDGET**

**Business Area Budget Summary**

**Fund Name** : Houston Civic Events Special Revenue Fund  
**Business Area** : Mayor's Office  
**Fund No. /Bus. Area No.** : 2429 / 5000

		FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
Expenditures	Personnel Services	0	1,809,337	1,809,337	2,146,715
	Supplies	0	103,645	103,645	135,721
	Other Services and Charges	0	372,681	372,681	649,914
	Total M & O Expenditures	0	2,285,663	2,285,663	2,932,350
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	0	2,285,663	2,285,663	2,932,350
Revenues		0	2,286,317	2,286,317	2,931,696
Staffing	Full-Time Equivalents - Civilian	0.0	15.7	15.7	21.0
	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	15.7	15.7	21.0
	Full-Time Equivalents - Overtime	0.0	0.5	0.5	0.5
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2016 Budget provides funding for health benefits and pension contribution.</li> <li>o The FY2016 Budget includes funding of \$890,000 for the Trade and International Affairs division (5 FTEs) to manage activities designed to promote business travel and hotel occupancy as well as protocol services for the City of Houston. This division will receive funding from Houston First Local Government Corporation (LGC) funded by Hotel Occupancy Taxes.</li> </ul>				

**Houston Civic Events Special Revenue Fund  
Mayor's Office  
Expenditure Summary**



**FISCAL YEAR 2016 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : Houston Civic Events Special Revenue Fund</b>						
<b>Business Area : Mayor's Office</b>						
<b>Fund No. /Bus Area No. : 2429 / 5000</b>						
<b>Division Description</b>	<b>FY2014 Actual</b>		<b>FY2015 Estimate</b>		<b>FY2016 Budget</b>	
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>
<b>Houston Civic Events</b> <span style="float:right"><b>500003</b></span>						
Produces, co-produces, and permits events that enhance the image of the City and highlights Houston's diverse culture. Facilitates activities designed to promote business travel and hotel occupancy, and maintain protocol services in the City of Houston.	0.0	0	15.7	2,285,663	21.0	2,932,350
<b>Total</b>	<b>0.0</b>	<b>0</b>	<b>15.7</b>	<b>2,285,663</b>	<b>21.0</b>	<b>2,932,350</b>

**FISCAL YEAR 2016 BUDGET**

**Business Area Roster Summary**

**Fund Name** : Houston Civic Events Special Revenue Fund  
**Business Area** : Mayor's Office  
**Fund No./Bus. Area No.** : 2429 / 5000

<b>Job Description</b>	<b>Pay Grade</b>	<b>FY2015 Current Budget FTE</b>	<b>FY2016 Budget FTE</b>	<b>Change</b>
ADMINISTRATION MANAGER	26	1.0	1.0	0.0
ADMINISTRATIVE COORDINATOR	24	2.0	3.0	1.0
ADMINISTRATIVE SPECIALIST	20	0.0	3.0	3.0
ADMINISTRATIVE SPECIALIST (EXEC)	20	1.0	0.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	1.0	1.0	0.0
DEPUTY ASSISTANT DIRECTOR (EXEC)	30	1.0	1.0	0.0
DEPUTY DIRECTOR (EXEC)	34	1.0	0.0	(1.0)
DIVISION MANAGER (EXEC)	29	1.0	1.0	0.0
EVENT COORDINATOR	19	4.0	4.0	0.0
MARKETING SPECIALIST	25	1.0	1.0	0.0
MYR SPECIAL EVENTS DIRECTOR	34	0.0	1.0	1.0
PROJECT MANAGER	24	0.0	1.0	1.0
SENIOR PROJECT MANAGER	27	1.0	1.0	0.0
SENIOR STAFF ANALYST	28	0.0	1.0	1.0
SENIOR SUPERINTENDENT	27	1.0	1.0	0.0
STAGE SUPERVISOR	15	1.0	1.0	0.0
<b>Total FTEs</b>		<b>16.0</b>	<b>21.0</b>	<b>5.0</b>
<b>Less Adjustment for Civilian Vacancy Factor</b>		<b>0.3</b>	<b>0.0</b>	<b>(0.3)</b>
<b>Full-Time Equivalents</b>		<b>15.7</b>	<b>21.0</b>	<b>5.3</b>

**FISCAL YEAR 2016 BUDGET**

**Business Area Revenue Summary**

Fund Name : Houston Civic Events Special Revenue Fund  
 Business Area : Mayor's Office  
 Fund No./Bus. Area No. : 2429 / 5000

Commit Item	Description	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
<b>5000030000</b>	<b>MYR - Special Events</b>			
421410	Permit Preparation Fees	23,654	23,654	22,000
432010	Interest on Pooled Investments	6,000	6,000	10,000
490010	Transfer from General Fund	1,640,507	1,640,507	1,641,265
<b>5000030001</b>	<b>MYR - Houston Civic Events</b>			
490120	Transfer from Component Unit	384,546	384,546	368,431
<b>5000030002</b>	<b>MYR – Trade &amp; International Affairs</b>			
490010	Transfer from General Fund	231,610	231,610	890,000
<b>Total</b>	<b>Mayor's Office</b>	<b>2,286,317</b>	<b>2,286,317</b>	<b>2,931,696</b>

**FISCAL YEAR 2016 BUDGET**

**Business Area Expenditure Summary**

**Fund Name :** Houston Civic Events Special Revenue Fund  
**Business Area :** Mayor's Office  
**Fund No./Bus. Area No. :** 2429 / 5000

<b>Commit Item</b>	<b>Description</b>	<b>FY2014 Actual</b>	<b>FY2015 Current Budget</b>	<b>FY2015 Estimate</b>	<b>FY2016 Budget</b>
500010	Salary Base Pay - Civilian	0	1,215,039	1,215,039	1,442,323
500060	Overtime - Civilian	0	35,700	35,700	35,700
500090	Premium Pay - Civilian	0	11	11	0
500110	Bilingual Pay - Civilian	0	2,711	2,711	2,711
501070	Pension - Civilian	0	304,623	304,623	394,621
502010	FICA - Civilian	0	94,646	94,646	111,626
503010	Health Ins-Act Civilian	0	147,684	147,684	150,907
503015	Basic Life Insurance - Active Civilian	0	703	703	831
503060	Long Term Disability-Civilian	0	1,222	1,222	1,789
503090	Workers Compensation-Civilian-Admin	0	4,560	4,560	6,207
503100	Workers Compensation-Civilian-Claim	0	2,438	2,438	0
<b>Total</b>	<b>Personnel Services</b>	<b>0</b>	<b>1,809,337</b>	<b>1,809,337</b>	<b>2,146,715</b>
511045	Computer Supplies	0	10,500	10,500	500
511050	Paper & Printing Supplies	0	1,016	1,016	14,420
511055	Publications & Printed Materials	0	0	0	3,000
511060	Postage	0	1,200	1,200	6,700
511070	Miscellaneous Office Supplies	0	14,000	14,000	16,947
511110	Fuel	0	14,957	14,957	4,154
511115	Vehicle Repair & Maintenance Supplies	0	1,500	1,500	2,500
511120	Clothing	0	472	472	0
511125	Food Supplies	0	0	0	15,000
511150	Miscellaneous Parts & Supplies	0	60,000	60,000	72,500
<b>Total</b>	<b>Supplies</b>	<b>0</b>	<b>103,645</b>	<b>103,645</b>	<b>135,721</b>
520114	Miscellaneous Support Services	0	24,833	24,833	0
520118	Refuse Disposal	0	1,000	1,000	1,000
520121	IT Application Svcs	0	22,668	22,668	5,844
520123	Vehicle & Motor Equipment Services	0	319	319	0
520132	Contracts/Sponsorships	0	30,000	30,000	55,000
520510	Mail/Delivery Services	0	700	700	2,200
520515	Print Shop Services	0	4,500	4,500	4,500
520520	Printing & Reproduction Services	0	13,600	13,600	13,600
520765	Membership & Professional Fees	0	17,438	17,438	145,000
520910	Travel - Non-Training Related	0	40,500	40,500	90,974
521605	Data Services	0	23,251	23,251	3,138
521610	Voice Services	0	7,951	7,951	0
521620	Voice Equipment	0	469	469	0
521625	Voice Labor	0	595	595	0
521630	GIS Revolving Fund Services	0	0	0	1,863
521635	Voice Services -Wireless	0	7,365	7,365	0
521705	Vehicle/Equipment Rental/Lease	0	22,000	22,000	22,000
521715	Office Equipment Rental	0	6,252	6,252	6,252
521725	Other Rental	0	16,891	16,891	27,141
521730	Parking Space Rental	0	10,559	10,559	14,285
521735	Hobby Parking Space Rental	0	975	975	0
522205	Metro Commuter Passes	0	710	710	945
522430	Misc Othr Svcs & Chrg	0	98,000	98,000	236,386
522721	Interfund HR Client Services	0	0	0	15,811
522722	KRONOS Service Chargeback	0	105	105	0
522845	Interfund Vehicle Services	0	22,000	22,000	3,975
<b>Total</b>	<b>Other Services and Charges</b>	<b>0</b>	<b>372,681</b>	<b>372,681</b>	<b>649,914</b>
<b>Grand Total Expenditures</b>		<b>0</b>	<b>2,285,663</b>	<b>2,285,663</b>	<b>2,932,350</b>