

FISCAL YEAR 2014 BUDGET

Fund Summary

Fund Name : Central Service Revolving Fund
Fund No./Bus. Area No. : 1002 / 2500 / 6400 / 6500 / 6800 / 7000 / 8000

	<u>FY2013 Current Budget</u>	<u>FY2013 Estimate</u>	<u>FY2014 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	<u>201,389,370</u>	<u>199,325,946</u>	<u>186,907,549</u>
Total Available Resources	<u><u>201,389,370</u></u>	<u><u>199,325,946</u></u>	<u><u>186,907,549</u></u>
Maintenance and Operations	200,789,370	198,725,946	186,307,549
Operating Transfers	600,000	600,000	600,000
Total Expenditures	<u>201,389,370</u>	<u>199,325,946</u>	<u>186,907,549</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>201,389,370</u></u>	<u><u>199,325,946</u></u>	<u><u>186,907,549</u></u>

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 FY2013 Budget, the FY2013 Estimate and the FY2014 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 large 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 Houston Information Technology Services 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, employee drug and alcohol testing and employee training. The revenue and expenditure summaries include: General Services, Administration and Regulatory Affairs, Houston Information Technology Services, Planning and Development, Human Resources and Finance.

FISCAL YEAR 2014 BUDGET

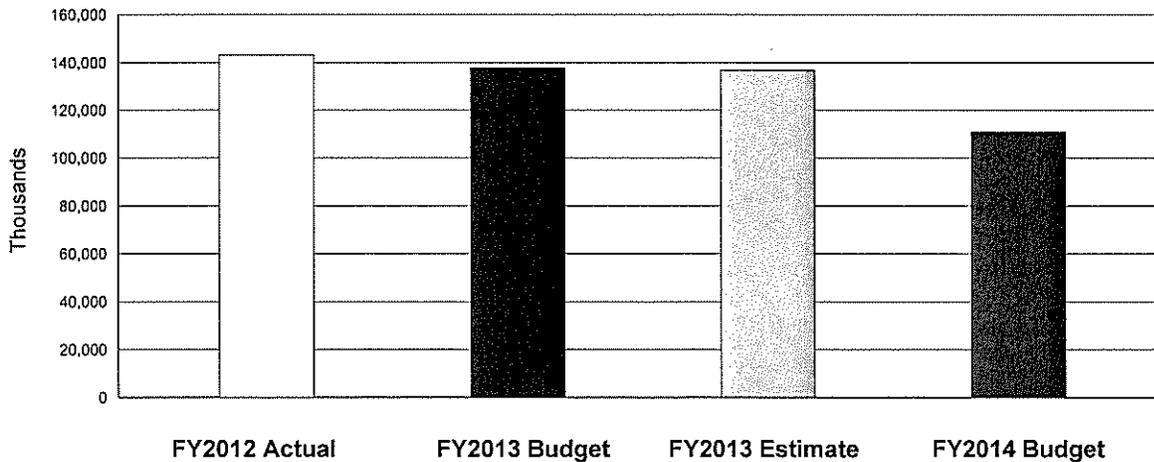
Business Area Budget Summary

Fund Name : Central Service Revolving Fund
 Business Area Name : General Services
 Fund No./Bus. Area No. : 1002 / 2500

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	627,415	571,434	535,926	388,855
	Supplies	3,090	6,000	6,000	6,000
	Other Services and Charges	142,478,836	137,206,017	136,341,178	110,432,969
	Total M & O Expenditures	143,109,341	137,783,451	136,883,104	110,827,824
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	143,109,341	137,783,451	136,883,104	110,827,824
Revenues		143,109,341	137,783,451	136,883,104	110,827,824
Staffing	Full-Time Equivalents - Civilian	3.6	5.0	5.0	4.0
	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	3.6	5.0	5.0	4.0
	Full-Time Equivalents - Overtime	0.0	0.1	0.0	0.0

- Significant Budget Changes and Highlights**
- o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
 - o In FY2014 the City of Houston awarded a contract to Reliant Energy, saving approximately \$27 million in electricity cost over the FY2013 Estimate.
 - o The City of Houston has captured the top spot on the Environmental Protection Agency's (EPA) list of green energy purchases by local governments.
 - o The City of Houston purchases 50 mega watts annually of Renewable Energy Credits (REC) generated almost exclusively from wind power.
 - o The City of Houston is ranked fourth in the nation for total number of Leadership in Energy and Environmental Design (LEED™) projects.

**Central Service Revolving Fund
 General Services
 Expenditure Summary**



FISCAL YEAR 2014 BUDGET

Business Area Performance Measures					
Fund Name : Central Service Revolving Fund					
Business Area Name : General Services					
Fund No./Bus Area No. : 1002 / 2500					
Customer Measures	Priorities	FY2012 Actual	FY2013 Budget	FY2013 Estimate	FY2014 Budget
Invoice processing transactions accuracy rate	F	100%	99%	100%	99%
Business Process Measures					
Utility invoice payments	F	60,505	62,000	65,428	62,000
Utility management (meter applications, connects, and disconnects)	F	1,017	1,000	1,076	1,000
Natural gas invoices paid electronically	F	N/A	N/A	0%	95%
Electricity invoices paid electronically	F	N/A	N/A	98%	95%
People and Technology Measures					
Training hours per employee	F	N/A	N/A	N/A	12
Financial Measures					
Expenditures Budget vs Actual Utilization	F	97%	100%	99%	100%
Revenues Budget vs Actual Utilization	F	97%	100%	99%	100%
MWBE contract participation - Natural Gas	F	N/A	N/A	N/A	24%
MWBE contract participation - Electricity	F	N/A	N/A	N/A	24%
Mayor's Five Priorities: Jobs and Sustainable Development (J) Fiscal Responsibility (F)		Public Safety (P) Quality of Life (Q)		Infrastructure (I)	

FISCAL YEAR 2014 BUDGET

Division Summary

Fund Name : Central Service Revolving Fund
 Business Area Name : General Services
 Fund No./Bus Area No. : 1002 / 2500

Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
GSD - Energy Management 250004 Provide day-to-day administrative support for citywide electricity and natural gas activities.	3.6	143,109,341	5.0	136,883,104	4.0	110,827,824
Total	<u>3.6</u>	<u>143,109,341</u>	<u>5.0</u>	<u>136,883,104</u>	<u>4.0</u>	<u>110,827,824</u>

FISCAL YEAR 2014 BUDGET

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	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	1.0	0.0	(1.0)
GRADUATE ENGINEER	22	1.0	1.0	
MANAGEMENT ANALYST III	21	1.0	0.0	(1.0)
MANAGEMENT ANALYST IV	25	0.0	1.0	1.0
SENIOR ACCOUNT CLERK	13	0.0	1.0	1.0
SENIOR ASSISTANT CITY ATTORNEY IV	35	1.0	0.0	(1.0)
Total FTEs		5.0	4.0	(1.0)
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		5.0	4.0	(1.0)

FISCAL YEAR 2014 BUDGET

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	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
2500040001	GSD - Energy Mgmt.			
424110	Other Interfund Services	965,062	730,672	675,677
451030	Interfund Natural Gas	5,865,109	5,585,109	6,616,606
457060	Interfund Electricity	130,953,280	130,567,323	103,535,541
Total	GSD - Energy Mgmt.	<u>137,783,451</u>	<u>136,883,104</u>	<u>110,827,824</u>
Total	General Services	<u><u>137,783,451</u></u>	<u><u>136,883,104</u></u>	<u><u>110,827,824</u></u>

FISCAL YEAR 2014 BUDGET

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	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	373,136	418,501	388,365	272,022
500060	Overtime - Civilian	6	1,000	200	200
501070	Pension - Civilian	71,217	88,980	84,334	61,721
501120	Termination Pay - Civilian	120,548	0	0	0
502010	FICA - Civilian	31,448	28,131	28,269	20,825
503010	Health Ins-Act Civilian	29,396	32,798	32,798	32,406
503015	Basic Life Insurance - Active Civilian	223	229	241	210
503060	Long Term Disability-Civilian	424	425	448	340
503090	Workers Compensation-Civilian-Admin	1,017	1,195	1,271	956
504030	Unemployment Claims - Administration	0	175	0	175
Total	Personnel Services	627,415	571,434	535,926	388,855
511045	Computer Supplies	507	3,000	3,000	3,000
511060	Postage	0	500	0	0
511070	Miscellaneous Office Supplies	2,566	2,500	3,000	3,000
511120	Clothing	17	0	0	0
Total	Supplies	3,090	6,000	6,000	6,000
520108	Information Resource Services	8,015	8,300	8,300	8,500
520110	Management Consulting Services	47,069	200,000	100,000	200,000
520119	Computer Equipment/Software Maintenance	2,255	6,000	6,000	6,000
520141	Engineering Services	0	98,552	0	0
520515	Print Shop Services	0	2,000	2,000	2,000
520605	Advertising Services	0	1,698	1,698	250
520765	Membership & Professional Fees	1,175	1,398	1,398	1,398
520805	Education & Training	480	2,000	2,000	2,000
520905	Travel - Training Related	0	0	0	1,000
520910	Travel - Non-Training Related	0	750	750	750
521505	Electricity	136,397,338	130,953,280	130,567,323	103,535,541
521510	Natural Gas	5,995,213	5,865,109	5,585,109	6,616,606
521605	Data Services	6	71	71	334
521610	Voice Services	340	588	588	12
521625	Voice Labor	13	0	0	0
521630	GIS Revolving Fund Services	431	238	238	253
521635	Voice Services -Wireless	0	0	0	765
521905	Legal Services	22,942	58,033	58,033	50,000
522205	Metro Commuter Passes	499	960	630	960
522430	Miscellaneous Other Services & Charges	809	4,700	4,700	4,030
522721	Interfund HR Client Services	2,090	2,190	2,190	2,404
522722	KRONOS Service Chargeback	161	150	150	166
Total	Other Services and Charges	142,478,836	137,206,017	136,341,178	110,432,969
Grand Total Expenditures		143,109,341	137,783,451	136,883,104	110,827,824

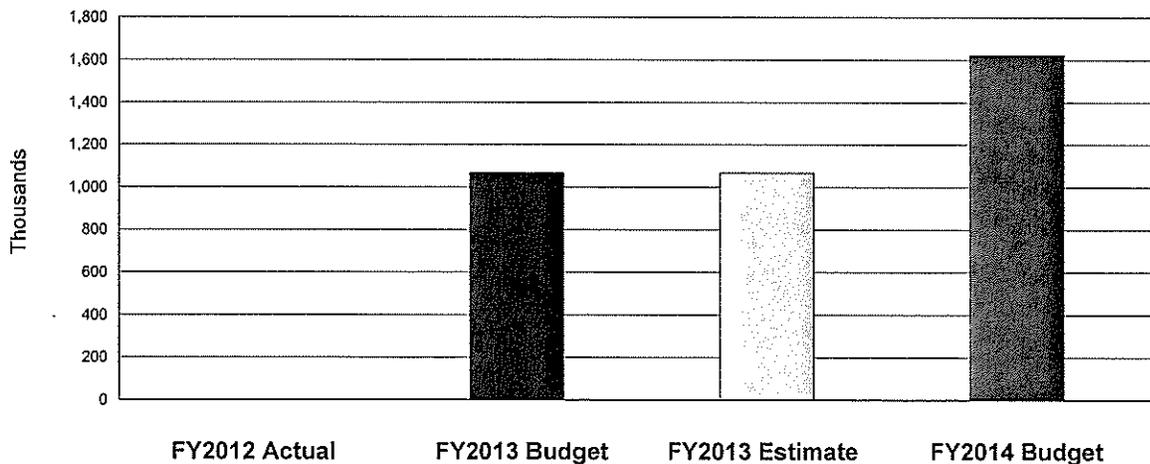
FISCAL YEAR 2014 BUDGET

Business Area Budget Summary

Fund Name : Central Service Revolving Fund
 Business Area Name : Finance Department
 Fund No./Bus. Area No. : 1002 / 6400

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	0	935,225	935,225	1,542,547
	Supplies	0	8,334	8,334	6,970
	Other Services and Charges	0	123,230	123,230	74,518
	Total M & O Expenditures	0	1,066,789	1,066,789	1,624,035
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	0	1,066,789	1,066,789	1,624,035
Revenues		0	1,066,789	1,066,789	1,624,035
Staffing	Full-Time Equivalents - Civilian	0.0	11.5	11.5	16.2
	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	0.0	11.5	11.5	16.2
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases. o Includes funding for 1 FTE responsible for improving and maintaining the technology capital improvement plan and supporting analysis of investment alternatives. o Includes funding for 2 FTEs dedicated to technology purchasing in Strategic Purchasing Division. 				

**Central Service Revolving Fund
 Finance Department
 Expenditure Summary**



FISCAL YEAR 2014 BUDGET

Business Area Performance Measures					
Fund Name : Central Service Revolving Fund					
Business Area Name : Finance Department					
Fund No./Bus Area No. : 1002 / 6400					
Customer Measures	Priorities	FY2012 Actual	FY2013 Budget	FY2013 Estimate	FY2014 Budget
Respond to customer within 24 hours	J	N/A	80%	750%	100%
Customer satisfaction	J	N/A	N/A	N/A	TBD
Business Process Measures					
Process all invoice pmts in 30 days of receipt	F	N/A	N/A	N/A	95%
Process chargebacks to departments in 45 days	F	N/A	100%	100%	100%
People and Technology Measures					
Average training hours per employee	J	N/A	N/A	N/A	17.87
Financial Measures					
Expenditures Budget vs Actual Utilization	F	N/A	100%	100%	100%
Revenues Budget vs Actual Utilization	F	N/A	100%	100%	100%
Mayor's Five Priorities: Jobs and Sustainable Development (J)		Public Safety (P)		Infrastructure (I)	
Fiscal Responsibility (F)		Quality of Life (Q)			

FISCAL YEAR 2014 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area Name : Finance Department Fund No./Bus Area No. : 1002 / 6400						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Public Finance 640003 The division serves the citizens of Houston by providing cost-efficient debt management services to the City and its enterprise funds for short, medium and long-term debt. As well, the division coordinates and oversees the City's CIP.	0.0	0	0.0	0	1.0	103,035
Financial Planning & Analysis 640004 The Central Support Services Division is responsible for the consolidated finance functions requiring budget development, budget monitoring, revenue and expense analysis, and day-to-day departmental support of routine transactions and activities.	0.0	0	5.5	680,372	7.6	855,645
Financial Reporting & Internal Control 640005 This division provides centralized support in accounts payable, management and process review, analysis, and reporting services for the Houston Information Technology Services.	0.0	0	6.0	386,417	5.6	502,336
Strategic Purchasing Group 640007 The division is responsible for all citywide IT related purchases via DIR or competitive/informal bid.	0.0	0	0.0	0	2.0	163,019
Total	0.0	0	11.5	1,066,789	16.2	1,624,035

FISCAL YEAR 2014 BUDGET

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	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
ACCOUNT CLERK	10	2.0	0.0	(2.0)
ACCOUNTANT	17	2.0	1.0	(1.0)
ACCOUNTANT ASSOCIATE	14	0.0	0.5	0.5
ACCOUNTANT MANAGER	27	0.0	1.0	1.0
ACCOUNTANT SUPERVISOR	24	1.0	0.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	0.0	0.5	0.5
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	0.0	0.5	0.5
DEPUTY DIRECTOR (EXE LEV)	34	1.0	0.0	(1.0)
DEPUTY DIRECTOR-FINANCE/ADMIN.	36	0.0	1.0	1.0
DIVISION MANAGER	29	0.5	0.5	
EXECUTIVE OFFICE ASSISTANT	15	0.0	1.0	1.0
FINANCIAL ANALYST I	15	1.0	1.0	
FINANCIAL ANALYST II	18	1.0	1.0	
FINANCIAL ANALYST III	21	1.0	1.0	
FINANCIAL ANALYST IV	25	0.0	2.0	2.0
PROCUREMENT SPECIALIST	24	0.0	1.0	1.0
SENIOR ACCOUNTANT	20	0.0	1.0	1.0
SENIOR ASSISTANT CITY ATTORNEY IV	35	0.0	1.0	1.0
SENIOR BUYER	22	0.0	1.0	1.0
STAFF ANALYST	26	2.0	0.0	(2.0)
STUDENT INTERN II	10	0.0	1.0	1.0
Total FTEs		11.5	16.0	4.5
Less adjustment for Civilian Vacancy Factor		0.0	(0.2)	(0.2)
Full-Time Equivalents		11.5	16.2	4.7

FISCAL YEAR 2014 BUDGET

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	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
6400030002	Central Services Public Finance HITS			
424110	Other Interfund Services	0	0	103,035
6400040002	FIN - IT Financial Operations			
424110	Other Interfund Services	396,815	396,815	482,623
6400040004	Energy			
424110	Other Interfund Services	283,557	283,557	373,022
6400050006	Central Accounts Payable			
451020	Interfund Billing-Telephone	296,516	296,516	413,431
6400050008	CDBG Grant			
424110	Other Interfund Services	89,901	89,901	88,905
6400070002	Central Services SPD HITS			
424110	Other Interfund Services	0	0	163,019
Total	Finance Department	<u>1,066,789</u>	<u>1,066,789</u>	<u>1,624,035</u>

FISCAL YEAR 2014 BUDGET

Business Area Expenditure Summary

Fund Name : Central Service Revolving Fund
 Business Area Name : Finance Department
 Fund No./Bus. Area No. : 1002 / 6400

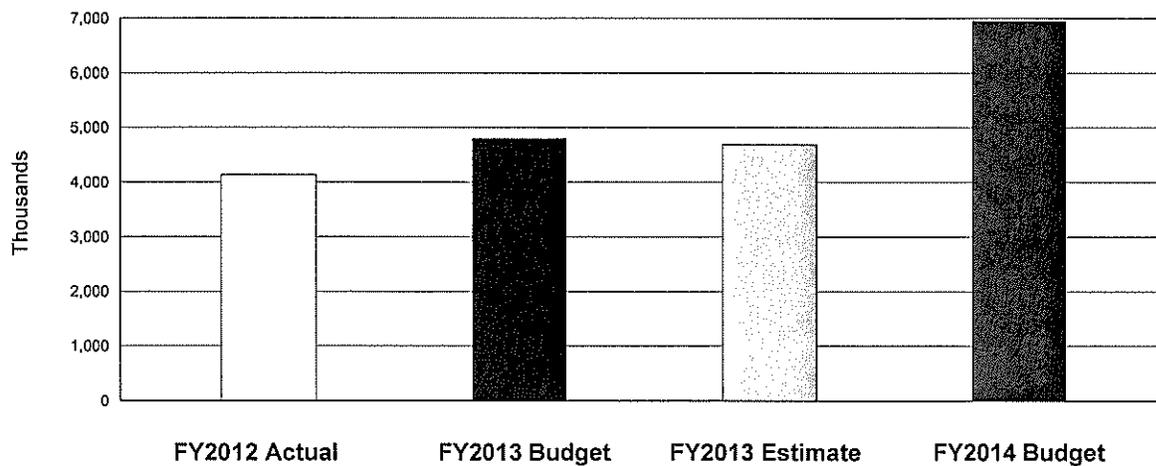
Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	0	651,895	651,895	1,001,248
500030	Salary Part Time - Civilian	0	0	0	106,392
501070	Pension - Civilian	0	161,065	161,065	227,182
502010	FICA - Civilian	0	55,405	55,405	83,305
503010	Health Ins-Act Civilian	0	62,369	62,369	118,466
503015	Basic Life Insurance - Active Civilian	0	436	436	732
503060	Long Term Disability-Civilian	0	981	981	1,309
503090	Workers Compensation-Civilian-Admin	0	2,759	2,759	3,913
504030	Unemployment Claims - Administration	0	315	315	0
Total	Personnel Services	0	935,225	935,225	1,542,547
511045	Computer Supplies	0	2,294	2,294	1,592
511055	Publications & Printed Materials	0	3,980	3,980	3,980
511070	Miscellaneous Office Supplies	0	2,060	2,060	1,398
Total	Supplies	0	8,334	8,334	6,970
520100	Temporary Personnel Services	0	96,772	96,772	50,000
520121	IT Application Svcs	0	2,520	2,520	2,600
520805	Education & Training	0	7,800	7,800	9,202
520905	Travel - Training Related	0	5,629	5,629	6,202
521610	Voice Services	0	1,653	1,653	1,661
521730	Parking Space Rental	0	8,856	8,856	4,853
Total	Other Services and Charges	0	123,230	123,230	74,518
Grand Total Expenditures		0	1,066,789	1,066,789	1,624,035

FISCAL YEAR 2014 BUDGET

Business Area Budget Summary

Fund Name :		Central Service Revolving Fund			
Business Area Name :		Administration and Regulatory Affairs			
Fund No./Bus. Area No. :		1002 / 6500			
		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Supplies	276,903	400,000	300,000	300,000
	Other Services and Charges	3,857,618	4,393,745	4,386,852	6,652,228
	Total M & O Expenditures	4,134,521	4,793,745	4,686,852	6,952,228
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	4,134,521	4,793,745	4,686,852	6,952,228
Revenues		4,134,521	4,793,745	4,686,852	6,952,228
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	<ul style="list-style-type: none"> o In FY2014, a new cost center Employee Transit was set up with a budget of \$2.28M for charge back service of employees' parking program including, Metro bus passes (Q cards), Hobby Center, and HoustonFirst (Tranquility, City Hall Annex, Lot H and Lot C). o 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 \$872,041. 				

**Central Service Revolving Fund
Administration and Regulatory Affairs
Expenditure Summary**



FISCAL YEAR 2014 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1002 / 6500							
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget		
	FTEs	Cost \$	FTEs	Cost \$	FTEs	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	2,398,899	0.0	2,800,000	0.0	2,800,000	
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	935,354	0.0	1,001,480	0.0	1,000,000	
ARA - Payroll Services 650007 Manage the hosting and software maintenance of the KRONOS System.	0.0	800,268	0.0	885,372	0.0	872,041	
Employee Transit 650009 Manage the City employee parking program for Metro Bus Passes, Hobby Center, HoustonFirst (Tranquility, City Hall Annex, Lot H and Lot C) through charge back services in the Central Service Revolving Fund.	0.0	0	0.0	0	0.0	2,280,187	
Total	0.0	4,134,521	0.0	4,686,852	0.0	6,952,228	

FISCAL YEAR 2014 BUDGET

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	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
6500050002	ARA - Central Services			
451040	Interfund Postage	400,000	300,000	300,000
457030	Interfund Billing & Collection Service	2,576,000	2,500,000	2,500,000
Total	ARA - Central Services	2,976,000	2,800,000	2,800,000
6500060004	ARA - Print Shop			
451060	Interfund Print Shop Operations	1,001,480	1,001,480	1,000,000
6500070001	ARA - Payroll Services			
424180	Interfund KRONOS	816,265	885,372	872,041
6500090004	ARA - Employee Transit			
447020	Garage Parking Revenue	0	0	1,211,878
447021	Hobby Garage Parking Revenue	0	0	348,309
447022	Metro Passes Revenue	0	0	720,000
Total	ARA - Employee Transit	0	0	2,280,187
Total	Administration and Regulatory Affairs	4,793,745	4,686,852	6,952,228

FISCAL YEAR 2014 BUDGET

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	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
511060	Postage	275,010	400,000	300,000	300,000
511110	Fuel	1,893	0	0	0
Total	Supplies	276,903	400,000	300,000	300,000
520114	Miscellaneous Support Services	157,576	162,560	224,654	248,433
520119	Computer Equipment/Software Maintenance	642,692	653,705	660,718	623,608
520121	IT Application Svcs	446	193	205	0
520123	Vehicle & Motor Equipment Services	606	0	0	0
520515	Print Shop Services	930,707	996,345	996,345	999,967
521605	Data Services	752	1,414	1,414	0
521610	Voice Services	1,665	3,528	3,516	33
521625	Voice Labor	8	0	0	0
521715	Office Equipment Rental	2,123,166	2,576,000	2,500,000	2,500,000
521730	Parking Space Rental	0	0	0	1,211,878
521735	Hobby Parking Space Rental	0	0	0	348,309
522205	Metro Commuter Passes	0	0	0	720,000
Total	Other Services and Charges	3,857,618	4,393,745	4,386,852	6,652,228
Grand Total Expenditures		4,134,521	4,793,745	4,686,852	6,952,228



FISCAL YEAR 2014 BUDGET

Business Area Budget Summary

Fund Name : Central Service Revolving Fund

Business Area Name : Houston Information Technology Services

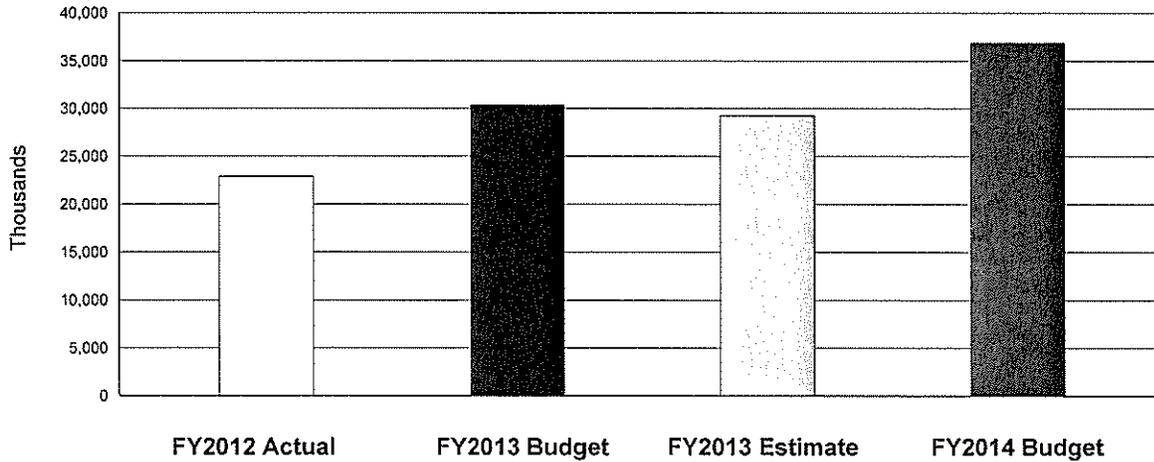
Fund No./Bus. Area No. : 1002 / 6800

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	3,270,444	4,167,847	3,948,018	6,048,095
	Supplies	205,302	125,000	100,000	125,000
	Other Services and Charges	19,396,081	25,313,441	24,550,261	29,993,580
	Equipment	28,578	120,000	71,825	120,000
	Total M & O Expenditures	22,900,405	29,726,288	28,670,104	36,286,675
	Debt Service & Other Uses	0	600,000	600,000	600,000
	Total Expenditures	22,900,405	30,326,288	29,270,104	36,886,675
Revenues		22,900,405	30,326,288	29,270,104	36,886,675
Staffing	Full-Time Equivalents - Civilian	22.7	40.8	35.8	50.6
	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	22.7	40.8	35.8	50.6
	Full-Time Equivalents - Overtime	0.2	0.0	0.0	0.0

Significant Budget Changes and Highlights

- o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- o The increased cost in FY2014 Budget includes supports for:
 - Data Center Consolidation
 - Learning Management System Upgrade
 - HITS Budget support from Finance
 - SAP License Fees
 - Mobile Device Management
 - Network & Telephony Upgrade
 - E-Discovery Records Management including archiving, governance and compliance
 - Microsoft Enterprise License
- o Includes funding for 2 FTEs to support HFD IT operations, 5 FTEs to support CSMART, 2.8 FTEs to support project management, 2 FTEs to support the E-Discovery initiative, and 3 FTEs to support the Data Warehouse Group.

**Central Service Revolving Fund
Houston Information Technology Services
Expenditure Summary**



FISCAL YEAR 2014 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area Name : Houston Information Technology Services Fund No./Bus Area No. : 1002 / 6800						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
HITS - 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	24,665	1.0	1,087,383	1.0	3,766,293
HITS - 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.	0.9	2,030,213	6.8	3,802,472	8.8	4,842,625
HITS - 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	16,426,284	1.0	19,652,298	3.0	21,993,343
HITS - Consulting Services 680006 HEC - IT Provide management of the Houston Emergency Center and facilitation of public education. CSMART - provide technical support of the Municipal Courts Case Management System project (CSMART). BARC - IT Provide compassionate animal care through pet services. Protect the public health and safety by enforcing local and state laws.	21.8	4,419,243	22.0	4,418,418	30.0	5,152,620
HITS - Project Group 680007 Provide support to accounts receivable collection, accounts payable improvement, the citywide scorecard project and data warehouse management. Provides citywide project management services.	0.0	0	5.0	309,533	7.8	1,131,794
Total	22.7	22,900,405	35.8	29,270,104	50.6	36,886,675

FISCAL YEAR 2014 BUDGET

Business Area Roster Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Houston Information Technology Services
Fund No./Bus Area No. : 1002 / 6800

Job Description	Pay Grade	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	0.0	1.0	1.0
ADMINISTRATIVE COORDINATOR	24	1.8	0.8	(1.0)
ADMINISTRATIVE SPECIALIST	20	0.0	1.0	1.0
CENTRAL NETWORK ADMINISTRATOR	26	0.0	1.0	1.0
DEPUTY DIRECTOR (EXE LEV)	34	2.0	1.7	(0.3)
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)
INFORMATION SYSTEMS ADMINISTRATOR	30	2.0	3.0	1.0
IRM MANAGER	29	1.0	1.0	
IS/IT HELP DESK COORDINATOR	10	2.0	0.0	(2.0)
IT PROJECT MANAGER	28	2.0	2.7	0.7
OPERATIONS MANAGER	27	3.0	3.0	
PROGRAMMER ANALYST III	22	2.0	2.0	
PROGRAMMER ANALYST IV	25	1.0	2.0	1.0
SENIOR CENTRAL NETWORK ADMINISTRATOR	28	1.0	1.0	
SENIOR DATA BASE ANALYST	25	0.0	1.0	1.0
SENIOR ERP BUSINESS SYSTEMS ANALYST	26	0.0	1.0	1.0
SENIOR GIS TECHNICIAN	17	1.0	0.0	(1.0)
SENIOR IT PROJECT MANAGER (EXE LEV)	30	0.0	3.4	3.4
SENIOR MICROCOMPUTER ANALYST	23	2.0	5.0	3.0
SENIOR STAFF ANALYST	28	0.0	3.0	3.0
SYSTEMS CONSULTANT	26	5.0	6.0	1.0
SYSTEMS SUPPORT ANALYST II	19	1.0	2.0	1.0
SYSTEMS SUPPORT ANALYST III	22	4.0	4.0	
SYSTEMS SUPPORT ANALYST IV	25	3.0	2.0	(1.0)
TECHNICAL HARDWARE ANALYST II	21	1.0	1.0	
TECHNICAL HARDWARE ANALYST III	23	2.0	2.0	
Total FTEs		40.8	50.6	9.8
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		40.8	50.6	9.8

FISCAL YEAR 2014 BUDGET

Business Area Revenue Summary

Fund Name : Central Service Revolving Fund
 Business Area Name : Houston Information Technology Services
 Fund No./Bus Area No. : 1002 / 6800

Commit Item	Description	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
6800010001	HITS - Director's Office			
424100	Intfd IT Network Svc	0	1,087,383	2,142,371
457020	Interfund Communication Equipment Repair	0	0	720,000
Total	HITS - Director's Office	0	1,087,383	2,862,371
6800010002	HITS - Administration			
424100	Intfd IT Network Svc	500,000	0	0
424110	Other Interfund Services	219,553	0	869,278
Total	HITS - Administration	719,553	0	869,278
6800020001	HITS - Enterprise Applications			
424100	Intfd IT Network Svc	1,248,797	806,539	1,668,298
424110	Other Interfund Services	18,979	18,918	18,979
Total	HITS - Enterprise Applications	1,267,776	825,457	1,687,277
6800020003	HITS - Enterprise Application-311 Support			
424100	Intfd IT Network Svc	972,852	918,847	1,038,653
424110	Other Interfund Services	38	44	39
Total	HITS - Enterprise Application-311 Support	972,890	918,891	1,038,692
6800020004	HITS - ERP Team			
424100	Intfd IT Network Svc	1,340,000	2,058,124	2,135,885
6800020005	HITS - Business Intelligence			
424110	Other Interfund Services	251,681	0	0
6800030001	HITS - Client Services			
424100	Intfd IT Network Svc	0	0	170,301
457020	Interfund Communication Equipment Repair	180,000	144,409	473,900
Total	HITS - Client Services	180,000	144,409	644,201
6800030004	HITS - Network Data Services			
424100	Intfd IT Network Svc	846,447	781,213	0
457020	Interfund Communication Equipment Repair	1,635,954	1,488,878	1,975,000
Total	HITS - Network Data Services	2,482,401	2,270,091	1,975,000
6800030005	HITS - Network Voice Services			
424100	Intfd IT Network Svc	117,165	112,294	123,339
451020	Interfund Billing-Telephone	14,930,467	13,373,680	14,586,646
457020	Interfund Communication Equipment Repair	2,147,363	2,336,682	2,337,532
Total	HITS - Network Voice Services	17,194,995	15,822,656	17,047,517
6800030007	HITS - Enterprise Operations			
424100	Intfd IT Network Svc	351,000	351,000	411,000
457020	Interfund Communication Equipment Repair	1,082,150	1,064,142	1,931,040
Total	HITS - Enterprise Operations	1,433,150	1,415,142	2,342,040
6800060003	HITS - Consulting Public Infrastructure			
424110	Other Interfund Services	4,270,992	4,267,849	4,442,587
6800060004	HITS - Consulting Public Services			
424100	Intfd IT Network Svc	0	68,500	621,213
6800060006	HITS - Consulting Public Administration			
424110	Other Interfund Services	84,432	82,069	88,820
6800070001	HITS - Project Management Office			
424100	Intfd IT Network Svc	0	124,544	476,732
6800070002	HITS - Business Analysis			
424110	Other Interfund Services	128,418	184,989	655,062
Total	Houston Information Technology Services	30,326,288	29,270,104	36,886,675

FISCAL YEAR 2014 BUDGET

Business Area Expenditure Summary

Fund Name : Central Service Revolving Fund
 Business Area Name : Houston Information Technology Services
 Fund No./Bus. Area No. : 1002 / 6800

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	2,308,777	2,867,190	2,603,964	4,131,977
500030	Salary Part Time - Civilian	48,753	60,343	61,045	67,131
500060	Overtime - Civilian	(14)	0	349	0
500180	Temporary Employees	2,445	0	0	0
501070	Pension - Civilian	435,555	613,579	560,633	937,543
501120	Termination Pay - Civilian	29,818	0	195,711	0
501160	Vehicle Allowance - Civilian	1,066	0	0	0
502010	FICA - Civilian	173,598	217,758	198,544	318,105
503010	Health Ins-Act Civilian	234,329	374,529	294,248	552,567
503015	Basic Life Insurance - Active Civilian	1,391	1,743	1,599	3,193
503040	Health/Life Ins.Ret-Classified	6,900	7,000	7,000	7,000
503050	Health/Life Insurance - Retiree Civilian	12,652	13,000	13,000	13,000
503060	Long Term Disability-Civilian	2,453	2,976	2,865	4,255
503090	Workers Compensation-Civilian-Admin	5,905	8,574	9,060	12,169
504030	Unemployment Claims - Administration	6,816	1,155	0	1,155
Total	Personnel Services	3,270,444	4,167,847	3,948,018	6,048,095
511025	Electrical Hardware & Parts	0	2,000	2,000	2,000
511040	Audiovisual Supplies	35	10,000	10,000	10,000
511045	Computer Supplies	160,629	83,500	58,500	83,500
511050	Paper & Printing Supplies	26	2,000	2,000	2,000
511055	Publications & Printed Materials	1,382	3,000	3,000	3,000
511060	Postage	50	500	500	500
511070	Miscellaneous Office Supplies	28,567	5,000	5,000	5,000
511115	Vehicle Repair & Maintenance Supplies	4,750	5,000	5,000	5,000
511120	Clothing	0	2,000	2,000	2,000
511135	Recreational Supplies	90	0	0	0
511145	Small Tools & Minor Equipment	0	2,000	2,000	2,000
511150	Miscellaneous Parts & Supplies	9,773	10,000	10,000	10,000
Total	Supplies	205,302	125,000	100,000	125,000
520100	Temporary Personnel Services	259,503	19,924	83,016	19,924
520107	Computer Info/Contr	0	650,000	650,000	400,000
520110	Management Consulting Services	106,856	40,000	291,690	40,000
520119	Computer Equipment/Software Maintenance	968,836	1,370,612	1,370,612	1,428,301
520120	Communications Equipment Services	820	15,000	15,000	15,000
520121	IT Application Svcs	1,773,571	3,701,522	3,626,352	5,140,025
520122	Office Equipment Services	108,745	8,444	8,444	8,444
520123	Vehicle & Motor Equipment Services	0	1,000	1,000	1,000
520126	Construction Site Work Services	10,560	0	0	0
520510	Mail/Delivery Services	37	1,000	1,000	1,000
520520	Printing & Reproduction Services	448	1,000	1,000	1,000
520765	Membership & Professional Fees	1,000	2,000	2,000	2,000
520805	Education & Training	3,481	11,000	11,000	11,000
520905	Travel - Training Related	0	5,000	5,000	5,000
520910	Travel - Non-Training Related	104	3,000	3,000	3,000
521405	Building Maintenance Services	2,995	40,000	40,000	40,000
521605	Data Services	2,185,494	4,330,424	4,129,749	6,467,260
521610	Voice Services	13,094,482	14,364,467	13,373,680	13,226,368
521620	Voice Equipment	438,563	432,422	432,422	399,161
521625	Voice Labor	420,801	282,621	471,940	506,051
521630	GIS Revolving Fund Services	66	250	250	8,399
521635	Voice Services -Wireless	0	0	0	1,360,278
521725	Other Rental	216	0	0	0

FISCAL YEAR 2014 BUDGET

Business Area Expenditure Summary

Fund Name : Central Service Revolving Fund
 Business Area Name : Houston Information Technology Services
 Fund No./Bus. Area No. : 1002 / 6800

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
521730	Parking Space Rental	0	1,000	1,000	1,000
522205	Metro Commuter Passes	1,906	2,302	1,708	2,371
522305	Freight Charges	0	500	500	500
522430	Miscellaneous Other Services & Charges	2,913	10,000	10,000	10,000
522721	Interfund HR Client Services	14,657	18,979	18,918	26,245
522722	KRONOS Service Chargeback	27	974	980	975
522795	Other Interfund Services	0	0	0	869,278
Total	Other Services and Charges	19,396,081	25,313,441	24,550,261	29,993,580
560230	Computer HW and Developed SW	28,578	120,000	71,825	120,000
Total	Equipment	28,578	120,000	71,825	120,000
532020	Transfers to Capital Projects	0	600,000	600,000	600,000
Total	Debt Service and Other Uses	0	600,000	600,000	600,000
Grand Total Expenditures		22,900,405	30,326,288	29,270,104	36,886,675



FISCAL YEAR 2014 BUDGET

Business Area Budget Summary

Fund Name : Central Service Revolving Fund
 Business Area Name : Planning & Development
 Fund No./Bus. Area No. : 1002 / 7000

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	1,065,447	1,636,169	1,636,169	1,736,843
	Supplies	23,297	34,932	34,932	56,432
	Other Services and Charges	764,668	990,415	990,415	1,081,647
	Equipment	14,320	9,500	9,500	246,000
	Total M & O Expenditures	<u>1,867,732</u>	<u>2,671,016</u>	<u>2,671,016</u>	<u>3,120,922</u>
	Debt Service & Other Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u>1,867,732</u>	<u>2,671,016</u>	<u>2,671,016</u>	<u>3,120,922</u>

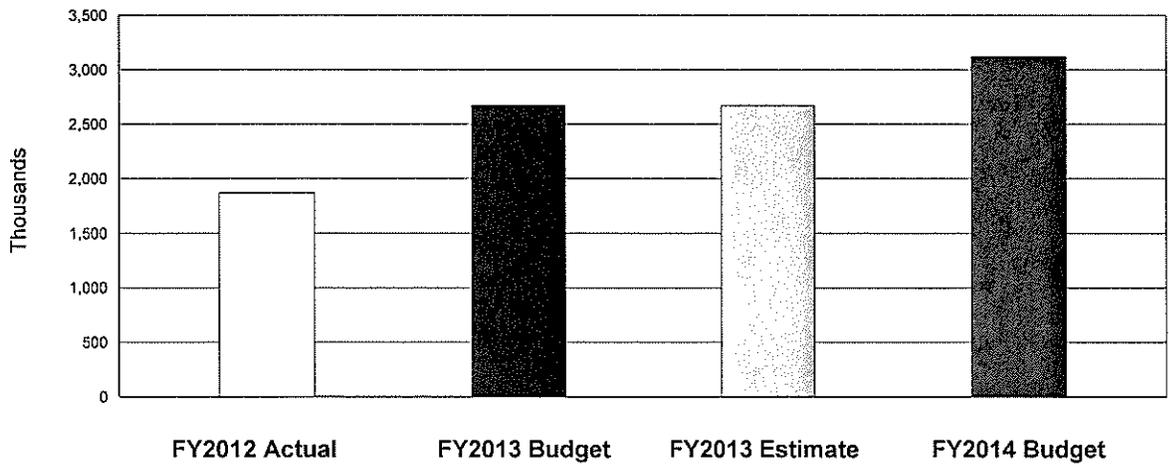
Revenues		1,867,732	2,671,016	2,671,016	3,120,922
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Staffing	Full-Time Equivalents - Civilian	9.3	16.5	16.5	17.5
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>9.3</u>	<u>16.5</u>	<u>16.5</u>	<u>17.5</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0

Significant Budget Changes and Highlights

- o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- o Upgrade Geographic Information System (GIS) applications and services to use the newest Environmental System Research Institute (ESRI) GIS software release.
- o Replace aging hardware infrastructure to support Enterprise GIS needs for more applications, analysis, virtualization, and mobile technology solutions.
- o Enhance Houston Plat Tracker to include more business functionality and improvements.

**Central Service Revolving Fund
 Planning & Development
 Expenditure Summary**



FISCAL YEAR 2014 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund Business Area Name : Planning & Development Fund No./Bus Area No. : 1002 / 7000							
Division Description		FY2012 Actual		FY2013 Estimate		FY2014 Budget	
		FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
PD - GIS Services	700002						
Enterprise GIS (EGIS) centralizes data for interdepartmental and public access via web and desktop services and tools; It includes ESRI ELA, training, technical support, reporting, analysis, hardware, software, application and data development, addressing and 911 road maintenance, and GIS consultation.		9.3	1,867,732	16.5	2,671,016	17.5	3,120,922
Total		<u>9.3</u>	<u>1,867,732</u>	<u>16.5</u>	<u>2,671,016</u>	<u>17.5</u>	<u>3,120,922</u>

FISCAL YEAR 2014 BUDGET

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	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
GIS ANALYST	20	2.0	5.0	3.0
GIS MANAGER	29	1.0	1.5	0.5
GIS SUPERVISOR	26	3.5	4.0	0.5
INFORMATION SYSTEMS ADMINISTRATOR	30	1.0	1.0	
SENIOR GIS ANALYST	24	2.0	1.0	(1.0)
SENIOR GIS TECHNICIAN	17	1.0	3.0	2.0
SYSTEMS SUPPORT ANALYST IV	25	1.0	1.0	
WEB DESIGNER	21	1.0	1.0	
Total FTEs		12.5	17.5	5.0
Less adjustment for Civilian Vacancy Factor		(4.0)	0.0	4.0
Full-Time Equivalents		16.5	17.5	1.0

FISCAL YEAR 2014 BUDGET

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	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
7000020001	PD - GIS Services			
457090	ENT-Geographic Information System	2,177,188	2,177,188	2,621,253
7000020002	PD - GIS HEC			
424110	Other Interfund Services	493,828	493,828	499,669
Total	Planning & Development	<u><u>2,671,016</u></u>	<u><u>2,671,016</u></u>	<u><u>3,120,922</u></u>

FISCAL YEAR 2014 BUDGET

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	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	773,767	1,142,151	1,142,151	1,198,412
500110	Bilingual Pay - Civilian	900	904	904	904
501070	Pension - Civilian	147,437	244,419	244,419	271,919
501120	Termination Pay - Civilian	0	15,000	15,000	15,000
502010	FICA - Civilian	58,655	87,445	87,445	91,751
503010	Health Ins-Act Civilian	81,053	139,425	139,425	151,776
503015	Basic Life Insurance - Active Civilian	477	671	671	897
503060	Long Term Disability-Civilian	980	1,490	1,490	1,499
503090	Workers Compensation-Civilian-Admin	2,178	4,192	4,192	4,213
504030	Unemployment Claims - Administration	0	472	472	472
Total	Personnel Services	1,065,447	1,636,169	1,636,169	1,736,843
511045	Computer Supplies	22,550	29,432	29,432	50,932
511055	Publications & Printed Materials	46	500	500	500
511070	Miscellaneous Office Supplies	701	5,000	5,000	5,000
Total	Supplies	23,297	34,932	34,932	56,432
520100	Temporary Personnel Services	0	87,424	87,424	64,000
520107	Computer Info/Contr	23,531	134,500	134,500	157,423
520110	Management Consulting Services	56	0	0	0
520116	Parking Services Contract	4,520	5,200	5,200	0
520119	Computer Equipment/Software Maintenance	675,703	670,000	670,000	761,533
520765	Membership & Professional Fees	1,615	3,500	3,500	3,500
520805	Education & Training	19,707	62,500	62,500	60,628
520905	Travel - Training Related	7,660	15,600	15,600	15,600
521610	Voice Services	3	0	0	0
521735	Hobby Parking Space Rental	0	0	0	5,400
522205	Metro Commuter Passes	5,617	5,300	5,300	5,300
522430	Miscellaneous Other Services & Charges	20,708	0	0	0
522721	Interfund HR Client Services	5,454	6,142	6,142	8,014
522722	KRONOS Service Chargeback	94	249	249	249
Total	Other Services and Charges	764,668	990,415	990,415	1,081,647
560230	Computer HW and Developed SW	14,320	9,500	9,500	246,000
Total	Equipment	14,320	9,500	9,500	246,000
Grand Total Expenditures		1,867,732	2,671,016	2,671,016	3,120,922

FISCAL YEAR 2014 BUDGET

Business Area Budget Summary

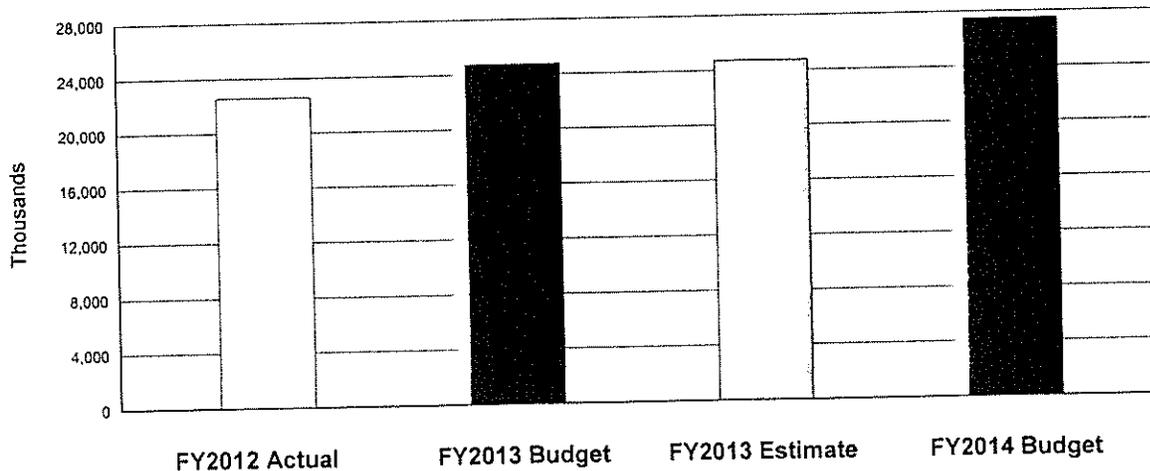
Fund Name : Central Service Revolving Fund

Business Area Name : Human Resources

Fund No./Bus. Area No. : 1002 / 8000

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	9,461,714	10,569,472	10,429,928	12,519,373
	Supplies	17,740	93,786	92,757	123,625
	Other Services and Charges	13,077,816	14,068,107	14,206,480	14,814,617
	Non-Capital Equipment	24,999	16,716	18,916	38,250
	Total M & O Expenditures	22,582,269	24,748,081	24,748,081	27,495,865
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	22,582,269	24,748,081	24,748,081	27,495,865
Revenues		22,582,269	24,748,081	24,748,081	27,495,865
Staffing	Full-Time Equivalents - Civilian	121.0	133.0	123.5	150.0
	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	121.0	133.0	123.5	150.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.1
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o Provide HR services (employee relations, benefits support, retirement, staffing, succession planning, monitoring of legal compliance, reporting and transactional duties). HR to employee ratio is 1:117. o Through prudent management, the Client Relations section was able to resolve 85% of the grievance cases at the department level. o The rollout of the KRONOS Workforce Absence Manager module in FY2014 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. o 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. o Includes funding for the Learning and Development center that was previously managed by the Public Works and Engineering Department. o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases. 				

**Central Service Revolving Fund
Human Resources
Expenditure Summary**



FISCAL YEAR 2014 BUDGET

Business Area Performance Measures					
Fund Name : Central Service Revolving Fund					
Business Area Name : Human Resources					
Fund No./Bus Area No. : 1002 / 8000					
Customer Measures	Priorities	FY2012 Actual	FY2013 Budget	FY2013 Estimate	FY2014 Budget
Non-classified recruiting events	J	N/A	N/A	4	6
Classified recruiting events	J	N/A	120	560	600
Temporary employee hours worked	F	507,634	520,000	517,500	520,000
Temporary employee FTEs	F	252.8	260	255	260
City Accreditation Program for Supervisors (CAPS) and Leadership Institute Program (LIP) offered at the Learning & Development Center	J	6	5	6	8
Business Process Measures					
Standardization of processes (New Hire Tracking, FMLA, SAP1st)	F	N/A	12	5	3
Continuing Professional Education accredited courses	J	0	4	5	6
Professional development hours (PDH) seminars for professional engineers	J	6	6	8	12
People and Technology Measures					
Training/meetings/presentations by subject matter experts	J	N/A	12	12	12
Memorandum of understanding with external clients at the Learning and Development Center	F	1	2	1	2
Financial Measures					
Expenditures Budget vs Actual Utilization	F	93%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	93%	100%	100%	100%
Mayor's Five Priorities: Jobs and Sustainable Development (J)		Public Safety (P)		Infrastructure (I)	
Fiscal Responsibility (F)		Quality of Life (Q)			

FISCAL YEAR 2014 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area Name : Human Resources Fund No./Bus Area No. : 1002 / 8000						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Temporary Employee Services/Drug Testing 800011 Provide quality temporary employees to city department's at the best cost possible, while meeting department needs.	3.4	13,122,547	4.0	13,786,579	4.0	13,556,400
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.	117.6	9,459,722	119.5	10,961,502	128.0	12,130,105
Learning and Development Center 800030 Provide quality training programs that will enhance the efficiency and productivity of participants and meet specific department and employee needs. Promote LIP and CAPS program. This program was previously managed by the Public Works and Engineering Department.	0.0	0	0.0	0	18.0	1,809,360
Total	121.0	22,582,269	123.5	24,748,081	150.0	27,495,865

FISCAL YEAR 2014 BUDGET

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	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	2.0	0.0	(2.0)
ADMINISTRATIVE ASSISTANT	17	13.0	11.0	(2.0)
ADMINISTRATIVE ASSOCIATE	13	5.0	5.0	
ADMINISTRATIVE COORDINATOR	24	9.0	6.0	(3.0)
ADMINISTRATIVE SPECIALIST	20	3.0	3.0	
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	0.0	1.0	1.0
ASSISTANT DIRECTOR-HUMAN RESOURCES (EXE LEV)	32	1.0	1.0	
BUYER	16	0.0	1.0	1.0
DIVISION MANAGER	29	6.0	7.0	1.0
GRAPHIC DESIGNER	17	0.0	1.0	1.0
HUMAN RESOURCES ASSISTANT	13	3.0	4.0	1.0
HUMAN RESOURCES GENERALIST	17	11.0	21.0	10.0
HUMAN RESOURCES MANAGER	27	18.0	19.0	1.0
HUMAN RESOURCES SUPERVISOR	24	9.0	9.0	
HUMAN RESOURCES TECHNICIAN	12	2.0	2.0	
MANAGEMENT ANALYST II	18	1.0	1.0	
SENIOR ACCOUNT CLERK	13	3.5	2.0	(1.5)
SENIOR HEALTH PLANNER	20	1.0	0.0	(1.0)
SENIOR HUMAN RESOURCES GENERALIST	21	41.2	41.7	0.5
SENIOR HUMAN RESOURCES SPECIALIST	21	1.0	2.0	1.0
SENIOR STAFF ANALYST	28	1.0	1.0	
SENIOR TRAINER	21	0.0	5.0	5.0
STAFF ANALYST	26	0.0	1.0	1.0
TRAINING ADMINISTRATOR	24	0.0	2.0	2.0
TRAINING COORDINATOR	24	0.3	1.3	1.0
Total FTEs		133.0	150.0	17.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		133.0	150.0	17.0

FISCAL YEAR 2014 BUDGET

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	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
8000110001	Temporary Personnel Service			
426290	Other Service Charges	286,579	286,579	356,400
451050	Interfund Lab Services	300,000	300,000	0
457070	Interfund Temporary Personnel	13,200,000	13,200,000	13,200,000
Total	Temporary Personnel Service	13,786,579	13,786,579	13,556,400
8000210001	HR - Client Relations Administration			
424170	Interfund HR Client Services	10,961,502	10,961,502	11,830,105
451050	Interfund Lab Services	0	0	300,000
Total	HR - Client Relations Administration	10,961,502	10,961,502	12,130,105
8000310001	Learning & Dev Ctr			
426370	Training Services	0	0	150,000
490010	Transfer from General Fund	0	0	859,360
490040	Transfer from Water & Sewer Fund	0	0	800,000
Total	Learning & Dev Ctr	0	0	1,809,360
Total	Human Resources	24,748,081	24,748,081	27,495,865

FISCAL YEAR 2014 BUDGET

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	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	6,585,419	7,189,925	6,926,482	8,398,963
500030	Salary Part Time - Civilian	133,234	172,597	172,550	151,939
500060	Overtime - Civilian	332	0	847	6,000
500110	Bilingual Pay - Civilian	14,577	15,240	13,124	11,747
500250	HOPE Union Business Usage	63	0	522	0
501070	Pension - Civilian	1,249,471	1,538,644	1,479,090	1,905,720
501120	Termination Pay - Civilian	31,094	0	183,455	3,650
502010	FICA - Civilian	495,426	564,029	549,759	655,355
503010	Health Ins-Act Civilian	860,880	1,006,615	1,034,071	1,290,962
503015	Basic Life Insurance - Active Civilian	3,902	4,303	4,264	6,507
503050	Health/Life Insurance - Retiree Civilian	4,380	5,585	12,198	28,190
503060	Long Term Disability-Civilian	9,969	11,043	10,142	12,534
503090	Workers Compensation-Civilian-Admin	23,730	31,847	30,942	35,904
503100	Workers Compensation-Civilian-Claim	18,358	0	7,405	365
504030	Unemployment Claims - Administration	30,879	29,644	5,077	11,537
Total	Personnel Services	9,461,714	10,569,472	10,429,928	12,519,373
511040	Audiovisual Supplies	0	1,135	0	3,900
511045	Computer Supplies	3,542	50,412	49,878	46,550
511050	Paper & Printing Supplies	0	600	0	4,200
511055	Publications & Printed Materials	124	1,125	1,125	6,325
511060	Postage	9	100	0	500
511070	Miscellaneous Office Supplies	13,520	37,974	39,474	58,400
511120	Clothing	0	0	0	300
511150	Miscellaneous Parts & Supplies	545	2,440	2,280	3,450
Total	Supplies	17,740	93,786	92,757	123,625
520100	Temporary Personnel Services	12,630,299	13,282,500	13,278,500	13,269,000
520109	Medical Dental & Laboratory Services	11,186	26,200	26,400	40,300
520110	Management Consulting Services	0	4,000	4,000	119,500
520114	Miscellaneous Support Services	87,865	251,560	341,401	637,400
520119	Computer Equipment/Software Maintenance	3,609	99,196	144,196	201,642
520120	Communications Equipment Services	0	0	0	2,600
520121	IT Application Svcs	0	2,280	2,280	29,815
520126	Construction Site Work Services	0	552	560	0
520515	Print Shop Services	1,782	0	6,860	8,300
520520	Printing & Reproduction Services	143	200	200	2,300
520705	Insurance Fees	92	0	100	200
520765	Membership & Professional Fees	2,413	10,533	4,070	8,640
520805	Education & Training	15,858	21,237	20,874	39,094
520905	Travel - Training Related	0	5,361	5,011	7,631
520910	Travel - Non-Training Related	990	13,690	9,990	9,590
521605	Data Services	154	283	283	24,950
521610	Voice Services	7,457	9,800	9,800	9,070
521620	Voice Equipment	0	563	563	1,995
521625	Voice Labor	1,169	184	184	1,816
521630	GIS Revolving Fund Services	199	5,116	228	6,956
521635	Voice Services -Wireless	0	0	0	8,497
521715	Office Equipment Rental	0	0	0	25,000
521730	Parking Space Rental	11,672	30,769	22,201	21,487
522205	Metro Commuter Passes	1,796	1,890	26,586	28,854
522430	Miscellaneous Other Services & Charges	300,551	300,000	300,000	304,000
522720	Interfund Payroll Services	(63)	0	0	0
522722	KRONOS Service Chargeback	644	1,965	1,965	5,752

FISCAL YEAR 2014 BUDGET

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	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
522780	Interfund Photo Copy Services	0	228	228	228
Total	Other Services and Charges	13,077,816	14,068,107	14,206,480	14,814,617
551010	Non-Capital Office Furniture & Equipment	15,208	6,500	5,000	10,750
551015	Non-Capital Computer Equipment	9,791	10,216	13,916	27,500
Total	Non-Capital Equipment	24,999	16,716	18,916	38,250
Grand Total Expenditures		22,582,269	24,748,081	24,748,081	27,495,865