Fund Summary

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

	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	187,302,115	186,508,472	**198,308,827**
Total Available Resources	187,302,115	186,508,472	**198,308,827**
Maintenance and Operations	186,702,115	185,854,736	**197,655,091**
Operating Transfers	600,000	653,736	**653,736**
Total Expenditures	187,302,115	186,508,472	**198,308,827**
Planned Ending Fund Balance	0	0	**0**
Total Budget	187,302,115	186,508,472	**198,308,827**
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 FY2014 Budget, the FY2014 Estimate and the FY2015 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 Finance Department is responsible for administering the electricity and natural gas accounts for the City. They are also responsible for overseeing procurement contracts, forecasting and financial reporting. The role of Energy Management is the responsibility of the General Services Department. 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.

Business Area Budget Summary

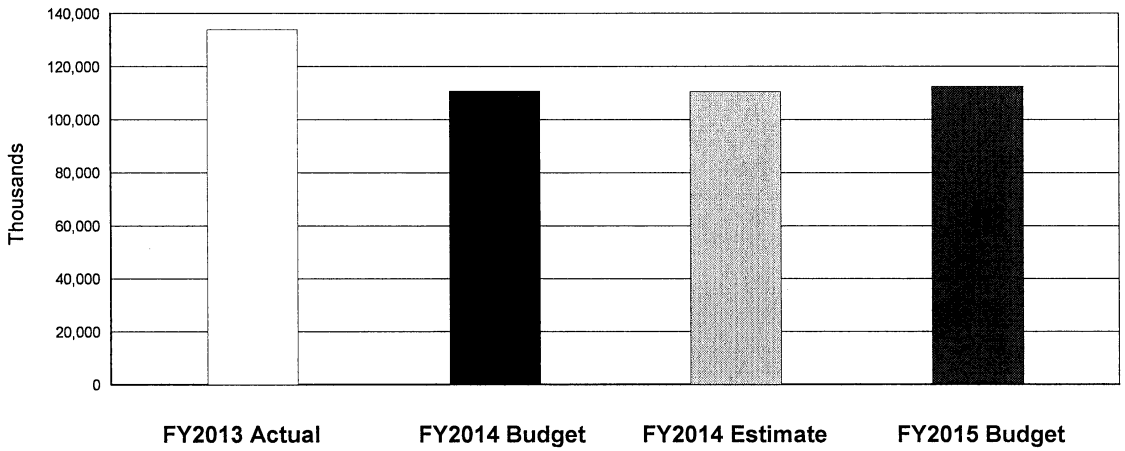
Fund Name : Central Service Revolving Fund
Business Area Name : General Services
Fund No./Bus. Area No. : 1002 / 2500

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	517,884	388,855	382,392	**0**
	Supplies	1,817	6,185	6,185	**0**
	Other Services and Charges	133,534,659	110,432,784	110,248,113	**112,591,879**
	Total M & O Expenditures	134,054,360	110,827,824	110,636,690	**112,591,879**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	134,054,360	110,827,824	110,636,690	**112,591,879**
Revenues		134,054,360	110,827,824	110,636,690	**112,591,879**
Staffing	Full-Time Equivalents - Civilian	3.9	4.0	4.0	**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	3.9	4.0	4.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	1.0	0.0	**0.0**

Significant Budget Changes and Highlights

- In FY2015, 4 FTEs will be transferred to the Finance Department due to consolidated functions of accounts payable and budget management.
- The City of Houston has been recognized by the Environmental Protection Agency (EPA) for the fourth year in a row as the number one municipal purchaser of green power.
- The City of Houston is listed seventh in the nation by the EPA for metropolitan areas with most buildings certified under the Energy Star Efficiency program.
- Houston City Council adopted a five percent stronger set of standards than the statewide building code in order to maintain Houston's leadership role on energy efficiency.

Central Service Revolving Fund
General Services
Expenditure Summary



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Electricity Accounts Paid Electronically	F	64,111	62,000	71,196	72,000
Natural Gas Accounts Paid Electronically	F	4,800	4,800	4,850	4,850
Utility Management (Meter Applications, Connects and Disconnects)	I	250	230	230	260
Expenditures Budget vs Actual Utilization	F	97%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	97%	100%	100%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

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

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget Cost $
GSD - Energy Management 250004						
Provides support for citywide electricity and natural gas activities. In FY2015, 4 FTEs will be transferred to Finance due to consolidated functions of accounts payable and budget management.	3.9	134,054,360	4.0	110,636,690	**0.0**	**112,591,879**
Total	3.9	134,054,360	4.0	110,636,690	**0.0**	**112,591,879**

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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	0.0	(1.0)
GRADUATE ENGINEER	22	1.0	0.0	(1.0)
MANAGEMENT ANALYST IV	25	1.0	0.0	(1.0)
SENIOR ACCOUNT CLERK	13	1.0	0.0	(1.0)
Total FTEs		**4.0**	**0.0**	**(4.0)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**4.0**	**0.0**	**(4.0)**

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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
2500040001	**GSD - Energy Mgmt.**			
424110	Other Interfund Services	675,677	565,904	**1,018,691**
451030	Interfund Natural Gas	6,616,606	6,429,474	**7,313,962**
457060	Interfund Electricity	103,535,541	103,641,312	**104,259,226**
Total	**GSD - Energy Mgmt.**	**110,827,824**	**110,636,690**	**112,591,879**
Total	**General Services**	**110,827,824**	**110,636,690**	**112,591,879**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	375,750	272,022	264,721	**0**
500060	Overtime - Civilian	0	200	0	**0**
501070	Pension - Civilian	81,899	61,721	62,237	**0**
502010	FICA - Civilian	27,096	20,825	19,249	**0**
503010	Health Ins-Act Civilian	31,456	32,406	34,621	**0**
503015	Basic Life Insurance - Active Civilian	228	210	159	**0**
503060	Long Term Disability-Civilian	424	340	353	**0**
503090	Workers Compensation-Civilian-Admin	1,031	956	1,052	**0**
504030	Unemployment Claims - Administration	0	175	0	**0**
Total	**Personnel Services**	**517,884**	**388,855**	**382,392**	**0**
511045	Computer Supplies	0	3,185	3,185	**0**
511070	Miscellaneous Office Supplies	1,817	3,000	3,000	**0**
Total	**Supplies**	**1,817**	**6,185**	**6,185**	**0**
520108	Information Resource Services	9,356	8,500	8,500	**0**
520110	Management Consulting Services	78,000	200,000	100,000	**200,000**
520119	Computer Equipment/Software Maintenance	1,380	6,000	4,000	**0**
520510	Mail/Delivery Services	0	5	5	**0**
520515	Print Shop Services	19	2,000	500	**0**
520605	Advertising Services	1,698	250	250	**0**
520765	Membership & Professional Fees	1,673	1,398	1,398	**0**
520805	Education & Training	1,144	2,000	2,000	**0**
520905	Travel - Training Related	0	1,000	1,000	**0**
520910	Travel - Non-Training Related	25	750	750	**0**
521505	Electricity	127,442,009	103,535,541	103,641,312	**104,259,226**
521510	Natural Gas	5,986,813	6,616,606	6,429,474	**7,313,962**
521605	Data Services	0	334	334	**0**
521610	Voice Services	25	12	12	**0**
521630	GIS Revolving Fund Services	243	253	253	**0**
521635	Voice Services -Wireless	0	765	765	**0**
521905	Legal Services	8,096	50,000	50,000	**50,000**
522205	Metro Commuter Passes	683	960	960	**0**
522430	Miscellaneous Other Services & Charges	1,171	3,840	4,030	**0**
522721	Interfund HR Client Services	2,162	2,404	2,404	**0**
522722	KRONOS Service Chargeback	162	166	166	**0**
522795	Other Interfund Services	0	0	0	**768,691**
Total	**Other Services and Charges**	**133,534,659**	**110,432,784**	**110,248,113**	**112,591,879**
	Grand Total Expenditures	**134,054,360**	**110,827,824**	**110,636,690**	**112,591,879**

Business Area Budget Summary

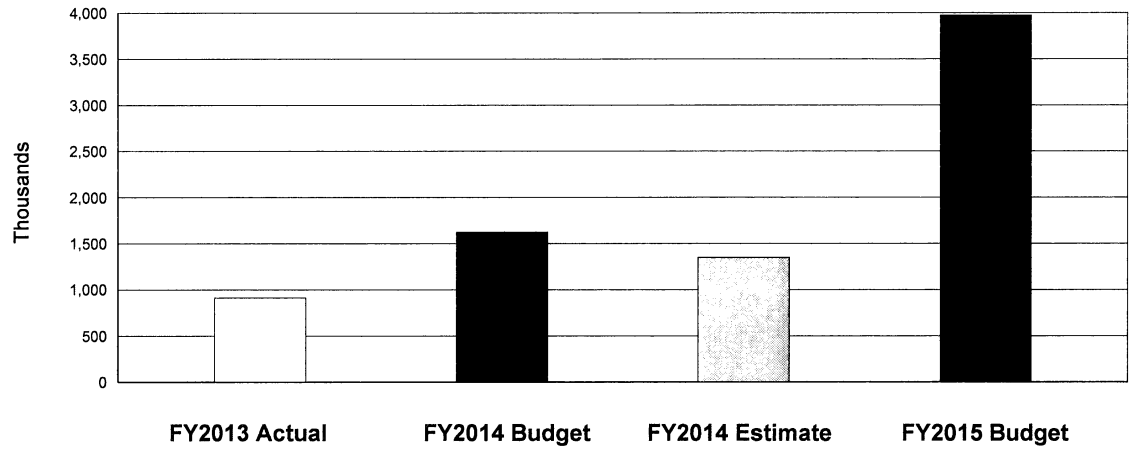
Fund Name : Central Service Revolving Fund
Business Area Name : Finance Department
Fund No./Bus. Area No. : 1002 / 6400

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	888,631	1,536,357	1,200,515	**3,640,527**
	Supplies	3,980	6,970	33,404	**88,044**
	Other Services and Charges	20,218	80,708	118,161	**245,531**
	Total M & O Expenditures	912,829	1,624,035	1,352,080	**3,974,102**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	912,829	1,624,035	1,352,080	**3,974,102**
Revenues		912,829	1,624,035	1,352,080	**3,974,102**
Staffing	Full-Time Equivalents - Civilian	6.4	16.0	12.4	**38.0**
	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	6.4	16.0	12.4	**38.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- o FY2015 includes an additional 14 FTEs ($1.2 million) from the consolidation of the Houston Fire Department's financial personnel which was previously funded in the General Fund.
- o Funding is provided for the realignment of General Services Department's Energy personnel which includes 4 FTEs ($400,000).
- o Four FTEs ($530,000) have been transferred from Finance General Fund to the Central Service Revolving Fund, as they will perform EMS related services in support of the Houston Fire Department.

Central Service Revolving Fund
Finance Department
Expenditure Summary



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Chargebacks to Departments Processed within 25 Days of Period Close	F	N/A	100%	100%	100%
Client Department Expenditures Budget vs Actual Utilization	F	97%	98%	98%	98%
Client Department Satisfaction Rate	F	N/A	N/A	N/A	95%
Collection Rate for EMS	F	23%	35%	29%	32%
Invoices Processed within 30 Days	F	N/A	95%	96%	100%
Expenditures Budget vs Actual Utilization	F	86%	100%	83%	100%
Revenues Budget vs Actual Utilization	F	86%	100%	83%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

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

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget Cost $
Treasury and Capital Management 640003 The division coordinates and oversees the City's Capital Improvement Plan. There are dedicated specialists that provide customer service, capital planning and appropriation needs for the Houston Information Technology Services and Houston Fire Department.	0.0	0	0.7	75,552	**2.0**	**196,458**
Financial Planning & Analysis 640004 The division is responsible for budget development and monitoring, revenue and expense analysis, and day-to-day departmental support of routine transactions and activities for Houston Information Technology Services and Houston Fire Department along with General Services Department-Energy Management.	4.9	717,646	4.2	593,623	**13.5**	**1,630,563**
Financial Reporting & Operations 640005 The division provides centralized support in accounts payable, management and process review, analysis, and reporting services for the Houston Information Technology Services, Houston Fire Department and General Services Department-Energy Management.	1.5	195,183	5.5	519,886	**15.5**	**1,508,047**
Strategic Purchasing 640007 The division is responsible for all citywide IT related purchases via DIR or competitive/informal bid for Houston Information Technology Services and the Houston Fire Department.	0.0	0	2.0	163,019	**7.0**	**639,034**
Total	6.4	912,829	12.4	1,352,080	**38.0**	**3,974,102**

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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ACCOUNTANT	17	1.0	3.0	2.0
ACCOUNTANT ASSOCIATE	14	0.5	0.0	(0.5)
ACCOUNTANT MANAGER	27	1.0	0.0	(1.0)
ADMINISTRATION MANAGER	26	0.0	1.0	1.0
ADMINISTRATIVE ASSISTANT	17	0.0	1.0	1.0
ADMINISTRATIVE ASSOCIATE	13	0.5	1.0	0.5
BUYER	16	0.0	1.0	1.0
CUSTOMER SERVICE REP. II	15	0.0	2.0	2.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	0.5	1.5	1.0
DEPUTY DIRECTOR (EXE LEV)	34	0.0	0.5	0.5
DEPUTY DIRECTOR-FINANCE/ADMIN.	36	1.0	0.0	(1.0)
DIVISION MANAGER	29	0.5	1.5	1.0
EXECUTIVE OFFICE ASSISTANT	15	1.0	0.0	(1.0)
FINANCIAL ANALYST I	15	1.0	0.0	(1.0)
FINANCIAL ANALYST II	18	1.0	2.0	1.0
FINANCIAL ANALYST III	21	1.0	5.0	4.0
FINANCIAL ANALYST IV	25	2.0	1.5	(0.5)
GRADUATE ENGINEER	22	0.0	1.0	1.0
MANAGEMENT ANALYST II	18	0.0	1.0	1.0
MANAGEMENT ANALYST IV	25	0.0	2.0	2.0
PROCUREMENT SPECIALIST	24	1.0	4.0	3.0
SENIOR ACCOUNT CLERK	13	0.0	1.0	1.0
SENIOR ACCOUNTANT	20	1.0	1.0	
SENIOR ASSISTANT CITY ATTORNEY II	32	0.0	1.0	1.0
SENIOR ASSISTANT CITY ATTORNEY IV	35	1.0	0.0	(1.0)
SENIOR BUYER	22	1.0	0.0	(1.0)
SENIOR PROCUREMENT SPECIALIST	27	0.0	2.0	2.0
SENIOR STAFF ANALYST	28	0.0	3.0	3.0
STAFF ANALYST	26	0.0	1.0	1.0
STUDENT INTERN II	10	1.0	0.0	(1.0)
Total FTEs		**16.0**	**38.0**	**22.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**16.0**	**38.0**	**22.0**

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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6400030002	**Ctrl Srvs Capital Mgmt - HITS**			
424110	Other Interfund Services	103,035	75,552	**115,919**
6400030004	**Ctrl Srvs Capital Mgmt - HFD**			
424110	Other Interfund Services	0	0	**80,539**
6400040001	**Financial Planning & Analysis**			
424110	Other Interfund Services	0	0	**138,869**
6400040002	**Central Svcs Fin Planning & Analysis - HITS**			
424110	Other Interfund Services	456,669	324,493	**411,016**
6400040004	**Central Svcs Fin Planning & Analysis - Energy**			
424110	Other Interfund Services	373,022	269,130	**594,185**
6400040005	**Central Svcs Fin Planning & Analysis - HFD**			
424110	Other Interfund Services	0	0	**486,493**
6400050006	**Central Accounts Payable**			
424110	Other Interfund Services	0	0	**515,521**
451020	Interfund Billing-Telephone	439,385	439,385	**0**
Total	**Central Accounts Payable**	**439,385**	**439,385**	**515,521**
6400050008	**CDBG Grant**			
424110	Other Interfund Services	88,905	80,501	**84,887**
6400050010	**Financial Reporting & Operations - HFD**			
424110	Other Interfund Services	0	0	**200,518**
6400050011	**Central Accounts Payable - GSD**			
424110	Other Interfund Services	0	0	**174,506**
6400070002	**Central Services SPD HITS**			
424110	Other Interfund Services	163,019	163,019	**200,421**
6400070004	**Central Services SPD HFD**			
424110	Other Interfund Services	0	0	**438,613**
6400090001	**ARC-Fire-EMS**			
424110	Other Interfund Services	0	0	**532,615**
Total	**Finance Department**	**1,624,035**	**1,352,080**	**3,974,102**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	596,541	994,937	804,146	**2,483,704**
500030	Salary Part Time - Civilian	18,165	106,392	55,948	**77,208**
500060	Overtime - Civilian	1,166	121	224	**0**
501070	Pension - Civilian	128,563	227,182	185,346	**629,866**
501120	Termination Pay - Civilian	45,046	0	0	**0**
502010	FICA - Civilian	44,710	83,305	63,946	**194,425**
503010	Health Ins-Act Civilian	51,332	118,466	86,069	**240,762**
503015	Basic Life Insurance - Active Civilian	352	732	509	**1,389**
503060	Long Term Disability-Civilian	704	1,309	1,032	**3,129**
503090	Workers Compensation-Civilian-Admin	2,052	3,913	3,295	**10,044**
Total	**Personnel Services**	**888,631**	**1,536,357**	**1,200,515**	**3,640,527**
511045	Computer Supplies	0	1,592	1,854	**12,615**
511050	Paper & Printing Supplies	0	0	10,500	**6,400**
511055	Publications & Printed Materials	3,980	4,050	4,050	**4,159**
511060	Postage	0	0	0	**18,840**
511070	Miscellaneous Office Supplies	0	1,328	17,000	**46,030**
Total	**Supplies**	**3,980**	**6,970**	**33,404**	**88,044**
520100	Temporary Personnel Services	5,952	50,000	57,871	**95,000**
520110	Management Consulting Services	0	0	0	**17,880**
520119	Computer Equipment/Software Maintenance	0	0	0	**1,000**
520121	IT Application Svcs	0	3,400	6,960	**9,599**
520510	Mail/Delivery Services	0	0	0	**150**
520515	Print Shop Services	0	0	0	**150**
520765	Membership & Professional Fees	0	0	0	**550**
520805	Education & Training	0	9,202	15,000	**31,787**
520905	Travel - Training Related	0	8,410	7,000	**12,100**
520910	Travel - Non-Training Related	0	0	0	**200**
521610	Voice Services	0	1,711	2,711	**4,412**
521630	GIS Revolving Fund Services	0	0	0	**5,083**
521635	Voice Services -Wireless	0	685	685	**1,568**
521730	Parking Space Rental	8,659	3,053	4,292	**7,100**
521735	Hobby Parking Space Rental	0	2,550	6,450	**11,650**
522205	Metro Commuter Passes	0	0	2,007	**9,775**
522430	Miscellaneous Other Services & Charges	5,103	0	10,659	**20,988**
522721	Interfund HR Client Services	504	1,697	3,111	**13,581**
522722	KRONOS Service Chargeback	0	0	1,415	**2,958**
Total	**Other Services and Charges**	**20,218**	**80,708**	**118,161**	**245,531**
	Grand Total Expenditures	**912,829**	**1,624,035**	**1,352,080**	**3,974,102**

Business Area Budget Summary

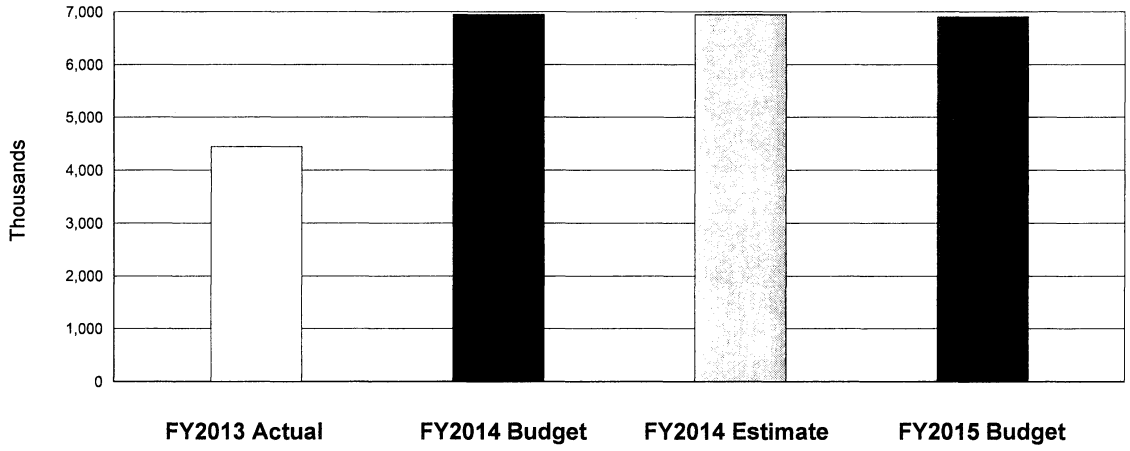
Fund Name : Central Service Revolving Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1002 / 6500

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Supplies	360,000	300,000	360,000	**360,000**
	Other Services and Charges	4,083,307	6,652,228	6,592,228	**6,542,348**
	Total M & O Expenditures	4,443,307	6,952,228	6,952,228	**6,902,348**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	4,443,307	6,952,228	6,952,228	**6,902,348**
Revenues		4,443,307	6,952,228	6,952,228	**6,902,348**
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 In FY2015, the budget of $1M for the hosting and software maintenance of the KRONOS automated time and attendance system will be transferred to Houston Information Technology Services (HITS).
- o The budget for Metro Passes (Q Cards) of $720,000 in FY2014 is to cover the bus passes costs for General Fund employees only. The FY2015 budget increase of $530,000 to $1.2M is to cover the costs of Citywide employees (all funds).

Central Service Revolving Fund
Administration and Regulatory Affairs
Expenditure Summary



Division Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1002 / 6500

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget Cost $
Central Services 650005 Provides a centralized service function for Xerox rental and postage for citywide operating departments. Administers service contracts and processes related service billings.	0.0	2,453,016	0.0	2,806,971	**0.0**	**2,860,000**
Print Shop 650006 Provides printing services to various departments including design, artwork, layout, offset printing/copying and a variety of finishing services. Provides cost effective high volume copying services through interlocal agreement with Houston Independent School District.	0.0	1,165,854	0.0	940,000	**0.0**	**1,200,000**
ARA - Payroll Services 650007 Manages the printing and distribution services of W-2 forms to all City employees. The FY2015 budget decrease is due to the transfer of Kronos Project to HITS.	0.0	824,437	0.0	903,379	**0.0**	**10,470**
Employee Transit 650009 Manages the City employees' Metro bus passes and parking program for Hobby Center, HoustonFirst (Tranquility, City Hall Annex, Lot H and Lot C) through charge back services in the Central Service Revolving Fund. The FY2015 budget increase is to extend the coverage of bus passes costs to employees of other funds as well as General Fund.	0.0	0	0.0	2,301,878	**0.0**	**2,831,878**
Total	0.0	4,443,307	0.0	6,952,228	**0.0**	**6,902,348**

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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6500050002	**ARA - Central Services**			
451040	Interfund Postage	300,000	360,000	**360,000**
457030	Interfund Billing & Collection Service	2,500,000	2,446,971	**2,500,000**
Total	**ARA - Central Services**	**2,800,000**	**2,806,971**	**2,860,000**
6500060004	**ARA - Print Shop**			
451060	Interfund Print Shop Operations	1,000,000	940,000	**1,200,000**
6500070001	**ARA - Payroll Services**			
424180	Interfund KRONOS	872,041	893,909	**0**
452030	Miscellaneous Revenue	0	9,470	**10,470**
Total	**ARA - Payroll Services**	**872,041**	**903,379**	**10,470**
6500090004	**ARA - Employee Transit**			
447020	Garage Parking Revenue	1,211,878	1,211,878	**1,211,878**
447021	Hobby Garage Parking Revenue	348,309	370,000	**370,000**
447022	Metro Passes Revenue	720,000	720,000	**1,250,000**
Total	**ARA - Employee Transit**	**2,280,187**	**2,301,878**	**2,831,878**
Total	**Administration and Regulatory Affairs**	**6,952,228**	**6,952,228**	**6,902,348**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
511060	Postage	360,000	300,000	360,000	**360,000**
Total	**Supplies**	**360,000**	**300,000**	**360,000**	**360,000**
520114	Miscellaneous Support Services	163,719	248,433	253,868	**0**
520119	Computer Equipment/Software Maintenance	660,718	623,608	640,041	**0**
520121	IT Application Svcs	260	0	0	**0**
520515	Print Shop Services	1,164,635	999,967	939,957	**1,199,990**
520520	Printing & Reproduction Services	0	0	9,470	**10,470**
521605	Data Services	939	0	10	**0**
521610	Voice Services	19	33	33	**10**
521620	Voice Equipment	1	0	0	**0**
521715	Office Equipment Rental	2,093,016	2,500,000	2,446,971	**2,500,000**
521730	Parking Space Rental	0	1,211,878	1,211,878	**1,211,878**
521735	Hobby Parking Space Rental	0	348,309	370,000	**370,000**
522205	Metro Commuter Passes	0	720,000	720,000	**1,250,000**
Total	**Other Services and Charges**	**4,083,307**	**6,652,228**	**6,592,228**	**6,542,348**
	Grand Total Expenditures	**4,443,307**	**6,952,228**	**6,952,228**	**6,902,348**

Business Area Budget Summary

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

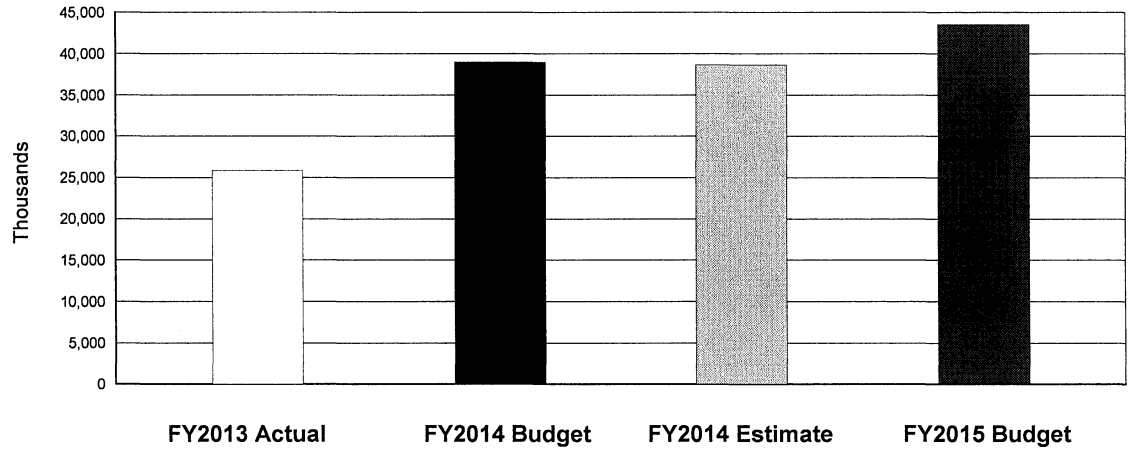
		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	3,527,370	6,946,029	6,277,816	**6,894,551**
	Supplies	38,365	159,041	165,091	**159,436**
	Other Services and Charges	21,613,038	30,788,465	31,167,123	**35,409,569**
	Equipment	71,824	440,345	386,610	**369,720**
	Non-Capital Equipment	0	47,050	0	**60,000**
	Total M & O Expenditures	25,250,597	38,380,930	37,996,640	**42,893,276**
	Debt Service & Other Uses	600,000	600,000	653,736	**653,736**
	Total Expenditures	25,850,597	38,980,930	38,650,376	**43,547,012**
Revenues		25,850,597	38,980,930	38,650,376	**43,547,012**
Staffing	Full-Time Equivalents - Civilian	29.0	58.5	58.5	**55.7**
	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	29.0	58.5	58.5	**55.7**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
o The increased cost in FY2015 Budget includes support for:
- Fleet Department applications and provide additional support for the Chief Information Security Office
- E-Discovery Records Management including: Archiving, Governance and Compliance
- Microsoft Enterprise License
- ARA Kronos Support transfer to HITS
- Court System for Management of Resources Technology (CSMART) system support cost
- CSMART project personnel cost moved to HITS General Fund
- Service NOW (Help Desk)

o Planning Enterprise Geographic Information System (EGIS) cost required to support citywide departments transferred to HITS
- EGIS software upgrade

Central Service Revolving Fund
Houston Information Technology Services
Expenditure Summary



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
HITS Call Center Abandonment Rate	I	N/A	7.13%	7.6%	7.0%
HITS Customer Service Calls Resolved within 5 Days	I	N/A	80%	88.8%	89%
HITS Customer Service First Contact Resolution	I	N/A	58%	58.7%	57%
HITS Customer Service Request/Incidents Received	I	N/A	42,000	42,380	45,000
HITS Customer Service Responses	I	N/A	4.4%	4.46%	4.5%
HITS Customer Service Survey Responses Received	I	N/A	10%	9.56%	11%
Expenditures Budget vs Actual Utilization	F	85%	100%	99%	100%
Revenues Budget vs Actual Utilization	F	85%	100%	99%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

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

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget 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 HITS Department. The common costs include: data services, IT Applications, voice & data services and insurance premiums.	0.7	577,658	1.0	3,830,417	**3.0**	**5,738,336**
HITS - Applications 680002						
Provides solutions for business processes to City departments and responsible for implementing and supporting enterprise systems such as Enterprise Resource Planning (ERP), commercial off-the-shelf applications like 3-1-1, Fleet, the Contact Center, EGIS, as well as custom developed solutions. Manages the citywide scorecard project and data warehouse management.	4.5	3,407,885	15.8	6,963,091	**20.0**	**9,407,385**
HITS - Infrastructure Group 680003						
Provides firewall security, monitoring the network, preventing outsiders from accessing the City's data resources through hardware and software protocols and security criteria.	0.1	17,429,953	3.0	21,471,799	**4.0**	**22,551,094**
HITS - Public Safety 680005						
Mangement of the City's new 700MHz Radio Interoperability Project. This new system improves citywide communications and provides for inter-agency interoperability between City, County, Regional, State and Federal Agencies. HEC - IT - Provides management of the Houston Emergency Center and facilitation of public education.	0.0	0	0.0	0	**23.7**	**4,360,670**
HITS - Consulting Services 680006						
CSMART - Provides technical support of the Municipal Courts Case Management System (CSMART). BARC - IT - Provides application and technical support for ARA's Bureau of Animal Regulation and Care (BARC) division.	21.6	4,251,351	29.7	5,182,915	**1.0**	**770,574**

Division Summary

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

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget Cost $
HITS - Project Group 680007						
Provides support to accounts receivable collection, accounts payable improvement, the citywide scorecard project and data warehouse management. Provides citywide project management services.	2.1	183,750	9.0	1,202,154	**4.0**	**718,953**
Total	29.0	25,850,597	58.5	38,650,376	**55.7**	**43,547,012**

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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE COORDINATOR	24	0.8	0.0	(0.8)
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	0.0	1.0	1.0
CENTRAL NETWORK ADMINISTRATOR	26	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	1.7	2.7	1.0
GIS MANAGER	29	0.0	1.0	1.0
GIS SUPERVISOR	26	0.0	3.0	3.0
INFORMATION SYSTEMS ADMINISTRATOR	30	3.0	2.0	(1.0)
IRM MANAGER	29	1.0	1.0	
IT PROJECT MANAGER	28	2.7	2.0	(0.7)
OPERATIONS MANAGER	27	3.0	3.0	
PROGRAMMER ANALYST III	22	2.0	1.0	(1.0)
PROGRAMMER ANALYST IV	25	2.0	2.0	
SENIOR CENTRAL NETWORK ADMINISTRATOR	28	1.0	1.0	
SENIOR DATA BASE ANALYST	25	1.0	0.0	(1.0)
SENIOR ERP BUSINESS SYSTEMS ANALYST	26	1.0	1.0	
SENIOR GIS ANALYST	24	0.0	1.0	1.0
SENIOR IT PROJECT MANAGER (EXE LEV)	30	3.4	2.0	(1.4)
SENIOR MICROCOMPUTER ANALYST	23	5.0	6.0	1.0
SENIOR STAFF ANALYST	28	3.0	3.0	
STAFF ANALYST	26	0.0	1.0	1.0
SYSTEMS CONSULTANT	26	6.0	5.0	(1.0)
SYSTEMS SUPPORT ANALYST II	19	2.0	1.0	(1.0)
SYSTEMS SUPPORT ANALYST III	22	4.0	5.0	1.0
SYSTEMS SUPPORT ANALYST IV	25	2.0	4.0	2.0
TECHNICAL HARDWARE ANALYST II	21	1.0	1.0	
TECHNICAL HARDWARE ANALYST III	23	2.0	2.0	
WEB DESIGNER	21	0.0	1.0	1.0
Total FTEs		**50.6**	**55.7**	**5.1**
Less adjustment for Civilian Vacancy Factor		**(7.9)**	**0.0**	**7.9**
Full-Time Equivalents		**58.5**	**55.7**	**(2.8)**

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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6800010001	**HITS - Director's Office**			
424100	Intfd IT Network Svc	2,142,371	2,126,495	**2,963,339**
424110	Other Interfund Services	0	0	**1,166,554**
434505	Prior Year Expenditure Recovery	0	(167,878)	**0**
457020	Interfund Communication Equipment Repair	720,000	800,000	**800,000**
Total	**HITS - Director's Office**	**2,862,371**	**2,758,617**	**4,929,893**
6800010002	**HITS - Administration**			
424100	Intfd IT Network Svc	0	34,644	**0**
424110	Other Interfund Services	869,278	869,278	**0**
Total	**HITS - Administration**	**869,278**	**903,922**	**0**
6800010003	**HITS - Cyber Security**			
424100	Intfd IT Network Svc	0	0	**533,443**
457020	Interfund Communication Equipment Repair	0	0	**275,000**
Total	**HITS - Cyber Security**	**0**	**0**	**808,443**
6800020001	**HITS - Enterprise Applications**			
424100	Intfd IT Network Svc	1,668,298	1,511,506	**1,413,167**
424110	Other Interfund Services	18,979	0	**0**
Total	**HITS - Enterprise Applications**	**1,687,277**	**1,511,506**	**1,413,167**
6800020003	**HITS - Enterprise Application-311 Support**			
424100	Intfd IT Network Svc	1,038,653	986,435	**1,079,192**
424110	Other Interfund Services	39	0	**0**
Total	**HITS - Enterprise Application-311 Support**	**1,038,692**	**986,435**	**1,079,192**
6800020004	**HITS - ERP Team**			
424100	Intfd IT Network Svc	2,135,885	2,520,886	**3,261,501**
6800020005	**HITS - EGIS**			
457090	ENT-Geographic Information System	2,094,255	1,944,264	**2,961,353**
6800020006	**HITS - Data Management Services**			
424100	Intfd IT Network Svc	0	0	**692,172**
6800030001	**HITS - Client Services**			
424100	Intfd IT Network Svc	170,301	0	**0**
451020	Interfund Billing-Telephone	0	0	**200,000**
457020	Interfund Communication Equipment Repair	473,900	624,570	**360,670**
Total	**HITS - Client Services**	**644,201**	**624,570**	**560,670**
6800030004	**HITS - Network Data Services**			
457020	Interfund Communication Equipment Repair	1,975,000	1,899,330	**1,885,000**
6800030005	**HITS - Network Voice Services**			
424100	Intfd IT Network Svc	123,339	124,984	**127,538**
451020	Interfund Billing-Telephone	14,586,646	14,260,900	**15,052,860**
457020	Interfund Communication Equipment Repair	2,337,532	2,270,550	**2,386,316**
Total	**HITS - Network Voice Services**	**17,047,517**	**16,656,434**	**17,566,714**
6800030007	**HITS - Enterprise Operations**			
424100	Intfd IT Network Svc	411,000	493,514	**594,535**
424110	Other Interfund Services	0	0	**88,517**
457020	Interfund Communication Equipment Repair	1,931,040	1,965,829	**1,855,658**
Total	**HITS - Enterprise Operations**	**2,342,040**	**2,459,343**	**2,538,710**
6800050002	**HITS- HEC**			
424110	Other Interfund Services	0	0	**4,360,670**
6800060003	**HITS - Consulting Public Infrastructure**			
424110	Other Interfund Services	4,442,587	4,442,587	**0**

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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6800060004	**HITS - Consulting Public Services**			
424100	Intfd IT Network Svc	621,213	650,467	**678,600**
6800060006	**HITS - Consulting Public Administration**			
424110	Other Interfund Services	88,820	89,860	**91,974**
6800070001	**HITS - Project Management Office**			
424100	Intfd IT Network Svc	476,732	617,836	**718,953**
6800070002	**HITS - Business Analysis**			
424110	Other Interfund Services	655,062	584,319	**0**
Total	**Houston Information Technology Services**	**38,980,930**	**38,650,376**	**43,547,012**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	2,381,996	4,754,898	4,286,197	**4,712,035**
500030	Salary Part Time - Civilian	49,998	67,131	37,714	**0**
500060	Overtime - Civilian	168	0	100	**0**
500210	Pay for Performance-Municipal	0	0	3,000	**0**
501070	Pension - Civilian	513,468	1,085,920	997,300	**1,194,972**
501120	Termination Pay - Civilian	122,391	0	7,154	**0**
502010	FICA - Civilian	187,692	368,199	317,737	**355,933**
503010	Health Ins-Act Civilian	240,260	625,692	579,561	**588,363**
503015	Basic Life Insurance - Active Civilian	1,325	3,689	5,882	**2,743**
503040	Health/Life Ins.Ret-Classified	6,194	7,000	7,787	**7,000**
503050	Health/Life Insurance - Retiree Civilian	14,786	13,000	15,618	**13,000**
503060	Long Term Disability-Civilian	2,546	4,942	4,711	**4,740**
503090	Workers Compensation-Civilian-Admin	6,546	14,101	14,557	**14,610**
504030	Unemployment Claims - Administration	0	1,457	498	**1,155**
Total	**Personnel Services**	**3,527,370**	**6,946,029**	**6,277,816**	**6,894,551**
511025	Electrical Hardware & Parts	0	2,000	2,000	**2,000**
511040	Audiovisual Supplies	322	3,950	10,000	**10,000**
511045	Computer Supplies	18,474	120,071	120,071	**114,416**
511050	Paper & Printing Supplies	0	2,000	2,000	**2,000**
511055	Publications & Printed Materials	442	3,320	3,320	**3,320**
511060	Postage	26	500	500	**500**
511070	Miscellaneous Office Supplies	15,118	8,200	8,200	**8,200**
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	3,983	10,000	10,000	**10,000**
Total	**Supplies**	**38,365**	**159,041**	**165,091**	**159,436**
520100	Temporary Personnel Services	132,912	924	19,924	**0**
520105	Accounting & Auditing Services	7,265	0	0	**0**
520107	Computer Info/Contr	84,000	460,000	460,000	**44,350**
520108	Information Resource Services	75,000	0	0	**0**
520110	Management Consulting Services	266,667	0	0	**0**
520119	Computer Equipment/Software Maintenance	1,525,413	2,180,934	2,266,900	**2,330,909**
520120	Communications Equipment Services	0	15,000	15,000	**15,600**
520121	IT Application Svcs	2,960,411	5,096,025	5,728,534	**7,962,582**
520122	Office Equipment Services	0	2,444	8,444	**8,697**
520123	Vehicle & Motor Equipment Services	0	1,000	1,000	**1,030**
520124	Other Equipment Services	24,789	0	0	**0**
520126	Construction Site Work Services	38,217	0	0	**0**
520157	Computer Software Maintenance Services	10,117	0	0	**0**
520510	Mail/Delivery Services	14	1,000	1,000	**1,000**
520515	Print Shop Services	466	0	0	**0**
520520	Printing & Reproduction Services	0	1,000	1,000	**1,000**
520755	Contingency	0	0	0	**50,000**
520765	Membership & Professional Fees	0	3,250	3,250	**4,000**
520805	Education & Training	70	61,628	61,628	**61,958**
520905	Travel - Training Related	0	14,984	14,984	**17,484**
520910	Travel - Non-Training Related	345	3,000	3,000	**5,000**
521405	Building Maintenance Services	0	0	0	**40,000**
521605	Data Services	3,509,943	6,542,260	6,899,095	**6,657,432**
521610	Voice Services	12,263,576	13,226,368	12,567,157	**13,826,368**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
521620	Voice Equipment	282,906	399,161	373,570	**399,161**
521625	Voice Labor	394,089	506,051	287,614	**506,051**
521630	GIS Revolving Fund Services	255	8,399	8,399	**36,792**
521635	Voice Services -Wireless	0	1,360,278	1,525,865	**1,426,492**
521725	Other Rental	2,587	0	0	**0**
521730	Parking Space Rental	0	1,000	1,000	**1,000**
521735	Hobby Parking Space Rental	0	2,700	2,700	**2,700**
522205	Metro Commuter Passes	4,085	4,773	4,773	**4,773**
522305	Freight Charges	0	500	500	**500**
522430	Miscellaneous Other Services & Charges	8,354	10,000	10,000	**24,017**
522721	Interfund HR Client Services	20,508	31,374	31,374	**56,916**
522722	KRONOS Service Chargeback	1,049	1,134	1,134	**2,461**
522795	Other Interfund Services	0	853,278	869,278	**1,921,296**
Total	**Other Services and Charges**	**21,613,038**	**30,788,465**	**31,167,123**	**35,409,569**
560210	Furniture Fixtures and Equipment	0	74,345	74,345	**0**
560230	Computer HW and Developed SW	71,824	366,000	312,265	**369,720**
Total	**Equipment**	**71,824**	**440,345**	**386,610**	**369,720**
551015	Non-Capital Computer Equipment	0	47,050	0	**20,000**
551040	Non-Capital Other	0	0	0	**40,000**
Total	**Non-Capital Equipment**	**0**	**47,050**	**0**	**60,000**
532020	Transfers to Capital Projects	600,000	600,000	653,736	**653,736**
Total	**Debt Service and Other Uses**	**600,000**	**600,000**	**653,736**	**653,736**
	Grand Total Expenditures	**25,850,597**	**38,980,930**	**38,650,376**	**43,547,012**

CITY OF HOUSTON
TEXAS

Business Area Budget Summary

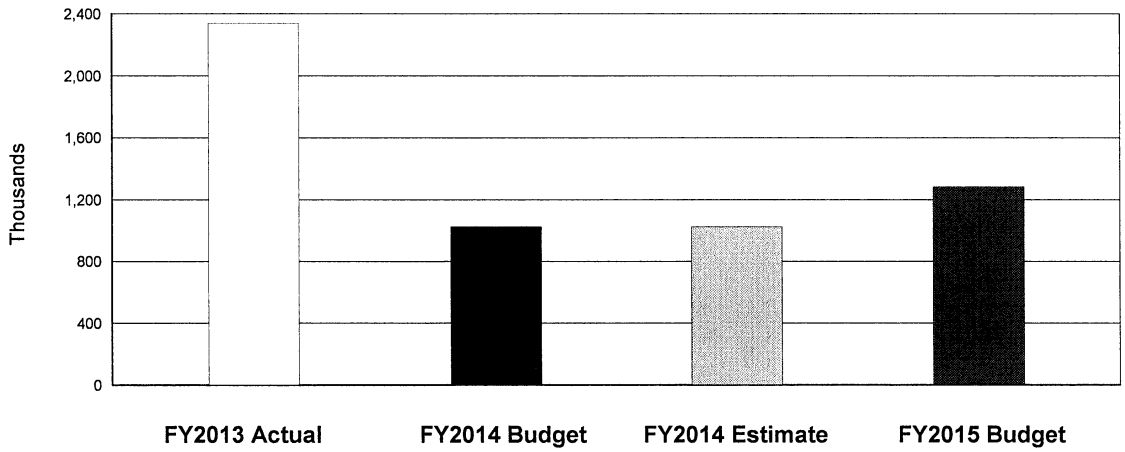
Fund Name : Central Service Revolving Fund
Business Area Name : Planning & Development
Fund No./Bus. Area No. : 1002 / 7000

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	1,385,873	807,909	807,909	**1,016,950**
	Supplies	53,074	21,996	21,996	**21,996**
	Other Services and Charges	889,741	196,762	196,762	**245,314**
	Equipment	9,483	0	0	**0**
	Total M & O Expenditures	2,338,171	1,026,667	1,026,667	**1,284,260**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	2,338,171	1,026,667	1,026,667	**1,284,260**
Revenues		2,338,171	1,026,667	1,026,667	**1,284,260**
Staffing	Full-Time Equivalents - Civilian	11.9	9.5	9.5	**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	11.9	9.5	9.5	**11.5**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- The budget reflects a transfer of 8 GIS Employees to HITS Central Services during FY2014.
- The budget includes the addition of 2 FTEs to accommodate a platting activity increase of 103% over 2 years from 2011 - 2013.

Central Service Revolving Fund
Planning & Development
Expenditure Summary



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Subdivision Plats Assigned Addresses Prior to Planning Commission Approval	P,I,Q	N/A	N/A	30.3%	35%
Expenditures Budget vs Actual Utilization	F	95%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	95%	100%	100%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

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

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget 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.	11.9	2,338,171	9.5	1,026,667	**11.5**	**1,284,260**
Total	11.9	2,338,171	9.5	1,026,667	**11.5**	**1,284,260**

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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
GIS ANALYST	20	5.0	7.0	2.0
GIS MANAGER	29	0.5	0.5	
GIS SUPERVISOR	26	1.0	1.0	
SENIOR GIS TECHNICIAN	17	3.0	3.0	
Total FTEs		**9.5**	**11.5**	**2.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**9.5**	**11.5**	**2.0**

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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
7000020001	**PD - GIS Services**			
457090	ENT-Geographic Information System	526,998	526,998	**781,705**
7000020002	**PD - GIS HEC**			
424110	Other Interfund Services	499,669	499,669	**502,555**
Total	**Planning & Development**	**1,026,667**	**1,026,667**	**1,284,260**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	982,780	544,491	544,491	**678,819**
500060	Overtime - Civilian	195	0	0	**0**
500110	Bilingual Pay - Civilian	900	904	904	**904**
501070	Pension - Civilian	209,761	123,542	123,542	**172,149**
501120	Termination Pay - Civilian	0	15,000	15,000	**15,000**
502010	FICA - Civilian	73,023	41,657	41,657	**51,998**
503010	Health Ins-Act Civilian	114,397	78,651	78,651	**93,510**
503015	Basic Life Insurance - Active Civilian	582	401	401	**380**
503060	Long Term Disability-Civilian	1,232	812	812	**985**
503090	Workers Compensation-Civilian-Admin	3,003	2,281	2,281	**3,035**
504030	Unemployment Claims - Administration	0	170	170	**170**
Total	**Personnel Services**	**1,385,873**	**807,909**	**807,909**	**1,016,950**
511045	Computer Supplies	52,628	20,016	20,016	**20,016**
511055	Publications & Printed Materials	131	180	180	**180**
511070	Miscellaneous Office Supplies	315	1,800	1,800	**1,800**
Total	**Supplies**	**53,074**	**21,996**	**21,996**	**21,996**
520100	Temporary Personnel Services	50,463	64,000	64,000	**64,000**
520107	Computer Info/Contr	61,261	97,423	97,423	**111,000**
520116	Parking Services Contract	5,166	0	0	**0**
520119	Computer Equipment/Software Maintenance	740,906	8,900	8,900	**8,900**
520765	Membership & Professional Fees	1,300	2,250	2,250	**2,250**
520805	Education & Training	1,207	10,000	10,000	**10,000**
520905	Travel - Training Related	10,565	5,616	5,616	**5,616**
521610	Voice Services	5	0	0	**0**
521630	GIS Revolving Fund Services	0	0	0	**22,906**
521735	Hobby Parking Space Rental	0	2,700	2,700	**2,700**
522205	Metro Commuter Passes	3,550	2,898	2,898	**7,434**
522430	Miscellaneous Other Services & Charges	6,428	0	0	**0**
522721	Interfund HR Client Services	8,622	2,885	2,885	**10,044**
522722	KRONOS Service Chargeback	268	90	90	**464**
Total	**Other Services and Charges**	**889,741**	**196,762**	**196,762**	**245,314**
560230	Computer HW and Developed SW	9,483	0	0	**0**
Total	**Equipment**	**9,483**	**0**	**0**	**0**
	Grand Total Expenditures	**2,338,171**	**1,026,667**	**1,026,667**	**1,284,260**

Business Area Budget Summary

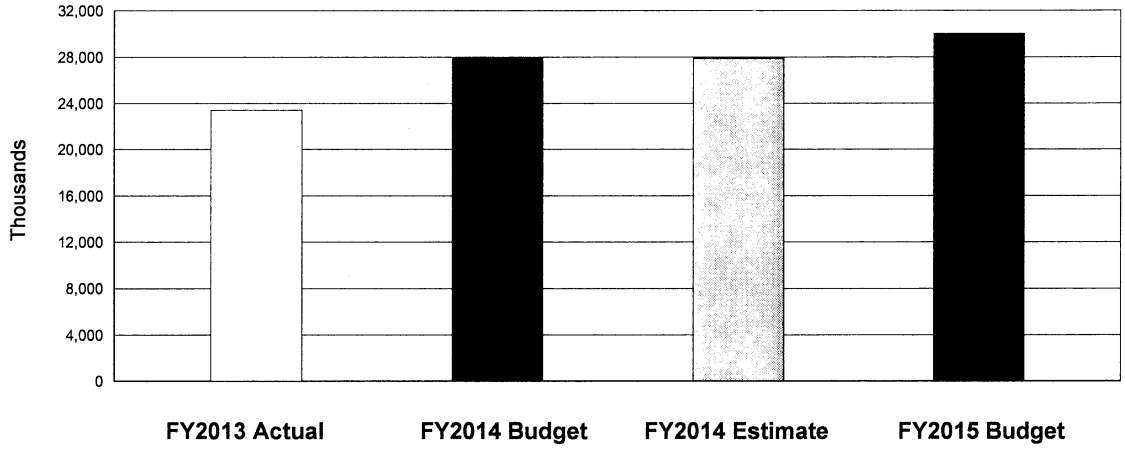
Fund Name : Central Service Revolving Fund
Business Area Name : Human Resources
Fund No./Bus. Area No. : 1002 / 8000

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	10,208,068	12,191,410	12,191,410	**13,151,418**
	Supplies	35,229	86,328	86,328	**104,770**
	Other Services and Charges	13,124,199	15,542,943	15,542,943	**16,712,188**
	Equipment	(8,708)	0	0	**0**
	Non-Capital Equipment	34,936	69,750	69,750	**40,850**
	Total M & O Expenditures	23,393,724	27,890,431	27,890,431	**30,009,226**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	23,393,724	27,890,431	27,890,431	**30,009,226**
Revenues		23,393,724	27,890,431	27,890,431	**30,009,226**
Staffing	Full-Time Equivalents - Civilian	124.8	150.0	141.2	**151.0**
	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	124.8	150.0	141.2	**151.0**
	Full-Time Equivalents - Overtime	0.0	0.1	0.0	**0.0**

Significant Budget Changes and Highlights

- 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 1:124.
- 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 FY2015 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 FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.

Central Service Revolving Fund
Human Resources
Expenditure Summary



Business Area Performance Measures

Fund Name : Central Service Revolving Fund
Business Area Name : Human Resources
Fund No./Bus Area No. : 1002 / 8000

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Classified Recruiting Events	J	546	600	600	600
Temporary Employee FTEs	F	273	260	275	265
Temporary Employee Hours Worked	F	568,024	520,000	500,000	510,000
Expenditures Budget vs Actual Utilization	F	95%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	95%	100%	100%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

Fund Name : Central Service Revolving Fund
Business Area Name : Human Resources
Fund No./Bus Area No. : 1002 / 8000

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget Cost $
Temporary Employee Services 800011 Program is utilized by all departments as a vital component of the staffing strategy for peak load, pilot programs, grants, citywide events and special needs. The city uses 300-500 temporaries at any given time in diverse classifications: professional/technical, IT, administrative and service/maintenance.	4.0	12,791,614	4.0	14,056,400	**4.0**	**15,370,599**
HR Client Relations Division 800020 A consolidated entity that originates and leads Human Resources practices and objectives. The division fosters an employee-oriented, high performance culture that emphasizes goal attainment, team spirit, superior customer service, quality work, high efficiency and productivity.	120.8	10,602,110	120.7	11,962,917	**129.0**	**12,782,786**
Learning and Development Center 800030 The Learning and Development Center is an employee performance improvement organization that provides ongoing learning and development opportunities for employees to better serve the City of Houston's constituencies through the active acquisition and application of value-added knowledge, skills and abilities. The division also provides the LIP and CAPS program.	0.0	0	16.5	1,871,114	**18.0**	**1,855,841**
Total	124.8	23,393,724	141.2	27,890,431	**151.0**	**30,009,226**

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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	0.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	11.0	10.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	5.0	5.0	
ADMINISTRATIVE COORDINATOR	24	6.0	4.0	(2.0)
ADMINISTRATIVE SPECIALIST	20	3.0	5.0	2.0
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	0.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	1.0	1.0	
ASSISTANT DIRECTOR-HUMAN RESOURCES (EXE LEV)	32	1.0	0.0	(1.0)
BUYER	16	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	0.0	1.0	1.0
DIVISION MANAGER	29	7.0	7.0	
GRAPHIC DESIGNER	17	1.0	0.0	(1.0)
HUMAN RESOURCES ASSISTANT	13	4.0	5.0	1.0
HUMAN RESOURCES GENERALIST	17	21.0	17.0	(4.0)
HUMAN RESOURCES MANAGER	27	19.0	20.0	1.0
HUMAN RESOURCES SUPERVISOR	24	9.0	7.0	(2.0)
HUMAN RESOURCES TECHNICIAN	12	2.0	1.0	(1.0)
MANAGEMENT ANALYST II	18	1.0	2.0	1.0
SENIOR ACCOUNT CLERK	13	2.0	2.0	
SENIOR COMMUNICATIONS SPECIALIST	20	0.0	1.0	1.0
SENIOR HUMAN RESOURCES GENERALIST	21	41.7	44.0	2.3
SENIOR HUMAN RESOURCES SPECIALIST	21	2.0	4.0	2.0
SENIOR STAFF ANALYST	28	1.0	2.0	1.0
SENIOR TRAINER	21	5.0	6.0	1.0
STAFF ANALYST	26	1.0	4.0	3.0
TRAINING ADMINISTRATOR	24	2.0	1.0	(1.0)
TRAINING COORDINATOR	24	1.3	1.0	(0.3)
Total FTEs		**150.0**	**151.0**	**1.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**150.0**	**151.0**	**1.0**

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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
8000110001	**Temporary Personnel Service**			
426290	Other Service Charges	256,400	256,400	**370,599**
457070	Interfund Temporary Personnel	13,800,000	13,800,000	**15,000,000**
Total	**Temporary Personnel Service**	**14,056,400**	**14,056,400**	**15,370,599**
8000210001	**HR - Client Relations Administration**			
424170	Interfind HR Client Servicess	11,662,917	11,662,917	**12,482,786**
451050	Interfund Lab Services	300,000	300,000	**300,000**
Total	**HR - Client Relations Administration**	**11,962,917**	**11,962,917**	**12,782,786**
8000310001	**Learning & Dev Ctr**			
424110	Other Interfund Services	1,721,114	1,721,114	**1,705,841**
426370	Training Services	150,000	150,000	**150,000**
Total	**Learning & Dev Ctr**	**1,871,114**	**1,871,114**	**1,855,841**
Total	**Human Resources**	**27,890,431**	**27,890,431**	**30,009,226**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	6,788,939	7,874,270	7,874,270	**8,793,646**
500030	Salary Part Time - Civilian	163,182	151,939	151,939	**0**
500060	Overtime - Civilian	1,908	6,000	6,000	**0**
500110	Bilingual Pay - Civilian	12,969	11,747	11,747	**13,558**
500250	HOPE Union Business Usage	521	0	0	**0**
501070	Pension - Civilian	1,460,889	1,888,616	1,888,616	**2,230,068**
501120	Termination Pay - Civilian	207,531	249,600	249,600	**3,650**
502010	FICA - Civilian	519,960	637,392	637,392	**672,851**
503010	Health Ins-Act Civilian	980,510	1,269,798	1,269,798	**1,309,933**
503015	Basic Life Insurance - Active Civilian	4,042	6,295	6,295	**5,092**
503050	Health/Life Insurance - Retiree Civilian	14,055	34,563	34,563	**59,212**
503060	Long Term Disability-Civilian	10,192	12,327	12,327	**12,842**
503090	Workers Compensation-Civilian-Admin	26,413	35,780	35,780	**39,586**
503100	Workers Compensation-Civilian-Claim	10,720	2,103	2,103	**0**
504030	Unemployment Claims - Administration	6,237	10,980	10,980	**10,980**
Total	**Personnel Services**	**10,208,068**	**12,191,410**	**12,191,410**	**13,151,418**
511040	Audiovisual Supplies	0	3,900	3,900	**3,000**
511045	Computer Supplies	13,580	28,445	28,445	**31,445**
511050	Paper & Printing Supplies	0	4,200	4,200	**4,000**
511055	Publications & Printed Materials	148	6,325	6,325	**3,325**
511060	Postage	0	500	500	**500**
511070	Miscellaneous Office Supplies	20,550	40,308	40,308	**40,500**
511120	Clothing	0	300	300	**4,800**
511150	Miscellaneous Parts & Supplies	951	2,350	2,350	**17,200**
Total	**Supplies**	**35,229**	**86,328**	**86,328**	**104,770**
520100	Temporary Personnel Services	12,253,126	14,096,189	14,096,189	**15,139,000**
520109	Medical Dental & Laboratory Services	33,979	50,300	50,300	**56,500**
520110	Management Consulting Services	2,729	116,791	116,791	**236,073**
520114	Miscellaneous Support Services	211,496	360,509	360,509	**120,678**
520119	Computer Equipment/Software Maintenance	81,262	246,288	246,288	**348,394**
520120	Communications Equipment Services	0	2,600	2,600	**2,600**
520121	IT Application Svcs	96,736	101,655	101,655	**163,508**
520126	Construction Site Work Services	552	70,000	70,000	**0**
520133	Private Investigative Services	0	0	0	**85,000**
520515	Print Shop Services	5,319	8,300	8,300	**6,300**
520520	Printing & Reproduction Services	0	2,300	2,300	**35,000**
520605	Advertising Services	0	0	0	**15,000**
520705	Insurance Fees	123	300	300	**300**
520765	Membership & Professional Fees	1,800	10,925	10,925	**7,240**
520805	Education & Training	23,288	36,059	36,059	**31,094**
520905	Travel - Training Related	320	7,631	7,631	**5,481**
520910	Travel - Non-Training Related	6,193	9,490	9,490	**21,760**
521605	Data Services	0	4,946	4,946	**11,259**
521610	Voice Services	10,301	423	423	**459**
521620	Voice Equipment	1,482	0	0	**1,432**
521625	Voice Labor	599	0	0	**1,815**
521630	GIS Revolving Fund Services	5,219	6,728	6,728	**8,339**
521635	Voice Services -Wireless	0	15,288	15,288	**18,494**
521715	Office Equipment Rental	0	25,000	25,000	**25,000**
521730	Parking Space Rental	16,524	15,332	15,332	**15,487**
521735	Hobby Parking Space Rental	0	5,650	5,650	**7,450**

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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
522205	Metro Commuter Passes	30,945	40,259	40,259	**37,559**
522430	Miscellaneous Other Services & Charges	327,336	304,000	304,000	**301,900**
522720	Interfund Payroll Services	(521)	0	0	**0**
522721	Interfund HR Client Services	0	0	0	**2,221**
522722	KRONOS Service Chargeback	2,125	5,752	5,752	**6,617**
522780	Interfund Photo Copy Services	0	228	228	**228**
522795	Other Interfund Services	13,266	0	0	**0**
Total	**Other Services and Charges**	**13,124,199**	**15,542,943**	**15,542,943**	**16,712,188**
560230	Computer HW and Developed SW	(8,708)	0	0	**0**
Total	**Equipment**	**(8,708)**	**0**	**0**	**0**
551010	Non-Capital Office Furniture & Equipment	6,048	28,500	28,500	**9,500**
551015	Non-Capital Computer Equipment	27,240	37,400	37,400	**27,500**
551020	Non-Capital Communication Equipment	1,648	3,850	3,850	**3,850**
Total	**Non-Capital Equipment**	**34,936**	**69,750**	**69,750**	**40,850**
	Grand Total Expenditures	**23,393,724**	**27,890,431**	**27,890,431**	**30,009,226**