

**FISCAL YEAR 2017 BUDGET**

**Fund Summary**

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

	<u>FY2016 Current Budget</u>	<u>FY2016 Estimate</u>	<u>FY2017 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	202,926,624	200,123,443	<b>198,085,857</b>
Total Available Resources	<u>202,926,624</u>	<u>200,123,443</u>	<u><b>198,085,857</b></u>
Maintenance and Operations	202,272,888	199,469,707	<b>197,432,121</b>
Operating Transfers	653,736	653,736	<b>653,736</b>
Total Expenditures	<u>202,926,624</u>	<u>200,123,443</u>	<u><b>198,085,857</b></u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>202,926,624</u></u>	<u><u>200,123,443</u></u>	<u><u><b>198,085,857</b></u></u>
<b>Fund Balance Distribution</b>			
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 FY2016 Budget, the FY2016 Estimate and the FY2017 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, providing price certainty, 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 and citywide copier services 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 Contingent Workforce Services (formerly known as Temporary Personnel Services), Human Resources Client Relations Division, and Learning and Development Center. The revenue and expenditure summaries include: General Services, Administration and Regulatory Affairs, Houston Information Technology Services, Planning and Development, Human Resources and Finance.

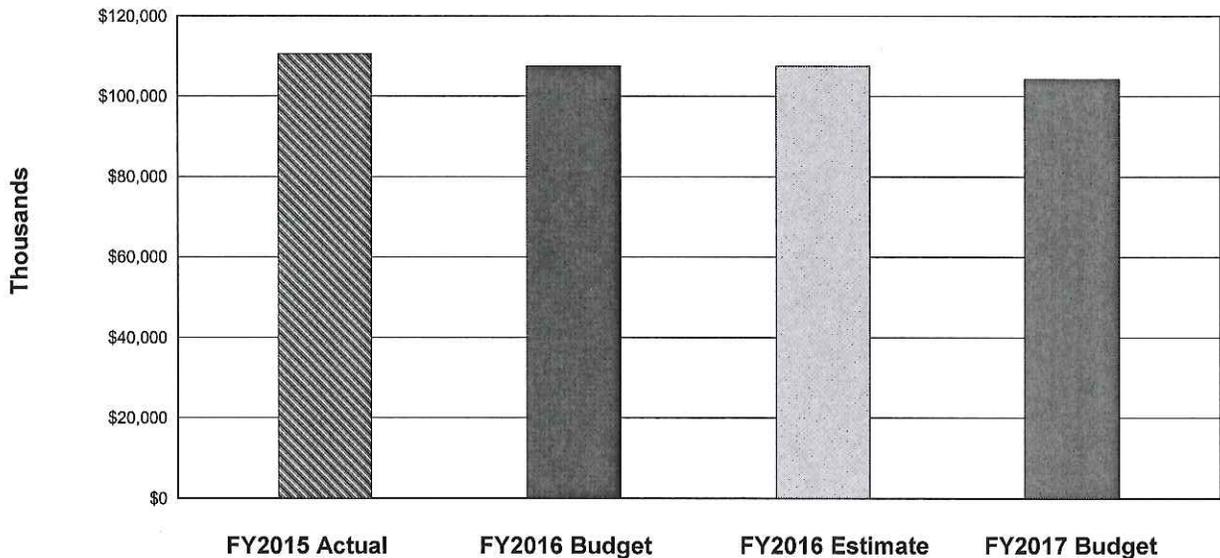
**FISCAL YEAR 2017 BUDGET**

**Business Area Budget Summary**

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

		FY2015 Actual	FY2016 Current Budget	FY2016 Estimate	FY2017 Budget
Expenditures	Other Services and Charges	110,622,909	107,649,963	107,556,153	<b>104,311,852</b>
	Total M & O Expenditures	110,622,909	107,649,963	107,556,153	<b>104,311,852</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	110,622,909	107,649,963	107,556,153	<b>104,311,852</b>
Revenues		110,622,909	107,649,963	107,556,153	<b>104,311,852</b>
Staffing	Full-Time Equivalents - Civilian	0.5	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	0.5	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The City of Houston is using nearly one billion kilowatt hours (kWh) of green power annually which ranks the City 1st on the Environmental Protection Agency (EPA) Top 30 Local Government list of the largest green power users.</li> <li>o The City of Houston is ranked 6th on the EPA's National Top 100 list of the largest green power users. This commitment has also qualified the City of Houston to be recognized as a member of the EPA's Green Power Leadership Club.</li> <li>o The City of Houston has made a commitment to increase its renewable energy portfolio by purchasing 30 megawatts (MW) of solar power beginning December 2016.</li> <li>o As a result of recent low natural gas market prices, the City of Houston has locked lower rates for both natural gas and electricity in FY2017.</li> </ul>				

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



**FISCAL YEAR 2017 BUDGET**

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : General Services							
Fund No. /Bus Area No. : 1002 / 2500							
Division Description	FY2015 Actual		FY2016 Estimate		FY2017 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
GSD - Energy Management <span style="float:right">250004</span>							
Provides support for citywide electricity and natural gas activities.	0.5	110,622,909	0.0	107,556,153	0.0	104,311,852	
<b>Total</b>	<u>0.5</u>	<u>110,622,909</u>	<u>0.0</u>	<u>107,556,153</u>	<u>0.0</u>	<u>104,311,852</u>	

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**FISCAL YEAR 2017 BUDGET**

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**Business Area Revenues Summary**

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

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<b>Category</b>	<b>FY2015 Actual</b>	<b>FY2016 Current Budget</b>	<b>FY2016 Estimate</b>	<b>FY2017 Budget</b>
Direct Interfund Services	110,622,909	107,649,963	107,556,153	<b>104,311,852</b>
<b>Grand Total Revenues</b>	<u><u>110,622,909</u></u>	<u><u>107,649,963</u></u>	<u><u>107,556,153</u></u>	<u><u>104,311,852</u></u>



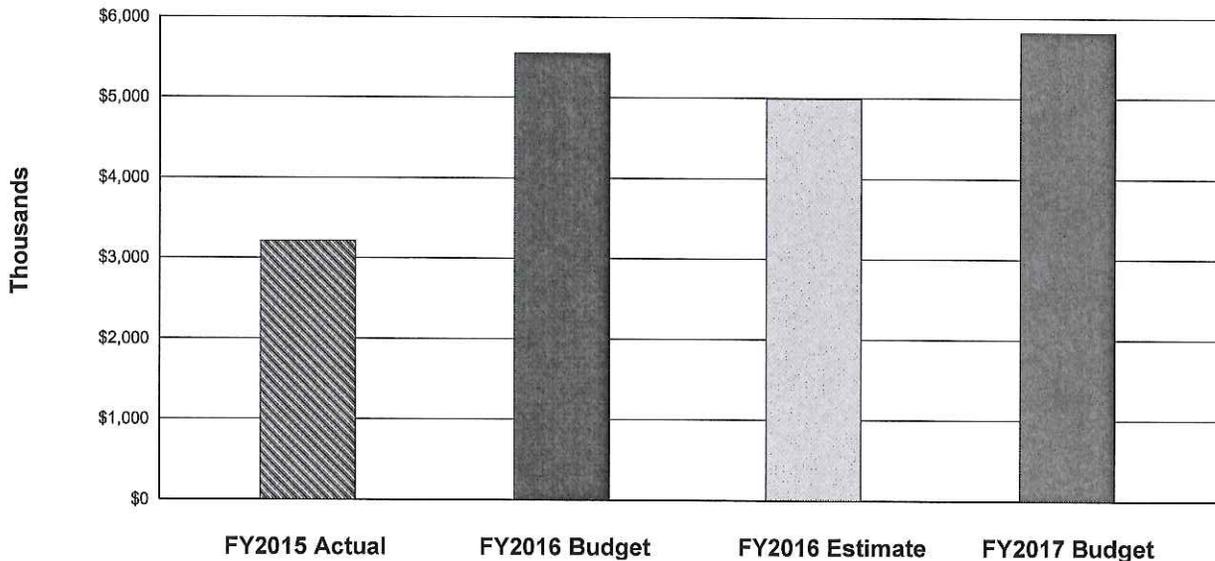
**FISCAL YEAR 2017 BUDGET**

**Business Area Budget Summary**

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

		FY2015 Actual	FY2016 Current Budget	FY2016 Estimate	FY2017 Budget
Expenditures	Personnel Services	3,053,716	5,140,827	4,647,341	5,484,186
	Supplies	10,433	75,660	50,366	69,012
	Other Services and Charges	144,626	333,901	295,469	264,786
	Equipment	2,745	0	0	0
	Total M & O Expenditures	<u>3,211,520</u>	<u>5,550,388</u>	<u>4,993,176</u>	<u>5,817,984</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>3,211,520</u>	<u>5,550,388</u>	<u>4,993,176</u>	<u>5,817,984</u>
Revenues		3,211,520	5,550,388	4,993,176	5,817,984
Staffing	Full-Time Equivalents - Civilian	31.6	51.5	44.5	56.1
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>31.6</u>	<u>51.5</u>	<u>44.5</u>	<u>56.1</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2017 Budget provides funding for health benefits, pension contribution and municipal employees contractual pay increases.</li> <li>o The FY2017 Budget includes a reduction of \$400,127 for department savings initiatives.</li> <li>o Funding for eight positions have been included in FY2017 for the accounts payable consolidation of the Public Works and Engineering Department.</li> </ul>				

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



**FISCAL YEAR 2017 BUDGET**

**Business Area Performance Measures**

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

<b>Performance Measures</b>	<b>FY2015 Actual</b>	<b>FY2016 Budget</b>	<b>FY2016 Estimate</b>	<b>FY2017 Budget</b>
Chargebacks Processed for Departments in 45 days	100%	100%	100%	100%
Client Department Expenditures Adopted Budget vs Actual Utilization	95%	98%	97%	98%
Collection Rate for EMS	35%	37%	40%	42%
Collection Rate of Vendor Managed Revenues	34%	40%	41%	45%
Cost per Invoice Processed	N/A	\$45	\$41	\$41
Invoice Payments Processed in 30 Days of Receipt	97%	95%	95%	95%
Expenditures Adopted Budget vs Actual Utilization	81%	100%	90%	100%
Revenues Adopted Budget vs Actual Utilization	81%	100%	90%	100%

**FISCAL YEAR 2017 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : Central Service Revolving Fund</b>							
<b>Business Area : Finance Department</b>							
<b>Fund No. /Bus Area No. : 1002 / 6400</b>							
<b>Division Description</b>	<b>FY2015 Actual</b>		<b>FY2016 Estimate</b>		<b>FY2017 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<b>Treasury and Capital Management 640003</b> 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 Houston Information Technology Services, Houston Fire Department and Fleet Management Department.	2.0	185,130	2.0	189,652	3.0	296,325	
<b>Financial Planning &amp; Analysis 640004</b> The division is responsible for budget development and monitoring financial activities, revenue and expense analysis, as well, as day-to-day departmental support of routine transactions for Houston Information Technology Services, Houston Fire Department, General Services Department-Energy Management and Fleet Management.	10.7	1,252,036	14.3	1,958,017	15.0	2,025,550	
<b>Financial Reporting &amp; Operations 640005</b> The division provides centralized support in accounts payable, management and process review, analysis, and reporting services for Houston Information Technology, Houston Fire, General Services - Energy, Fleet Management and Public Work and Engineering Departments. Provides centralized support in accounts receivable and collections function for EMS activity in support of the Houston Fire Department.	12.7	1,219,044	18.5	1,936,458	27.4	2,427,818	
<b>Strategic Purchasing 640007</b> The division is responsible for all citywide IT related purchases via DIR or competitive/informal bid for Houston Information Technology Services, Fleet Management Department and the Houston Fire Department.	6.2	555,310	9.7	909,049	10.7	1,068,291	
<b>Total</b>	<b>31.6</b>	<b>3,211,520</b>	<b>44.5</b>	<b>4,993,176</b>	<b>56.1</b>	<b>5,817,984</b>	

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**FISCAL YEAR 2017 BUDGET**

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**Business Area Revenues Summary**

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

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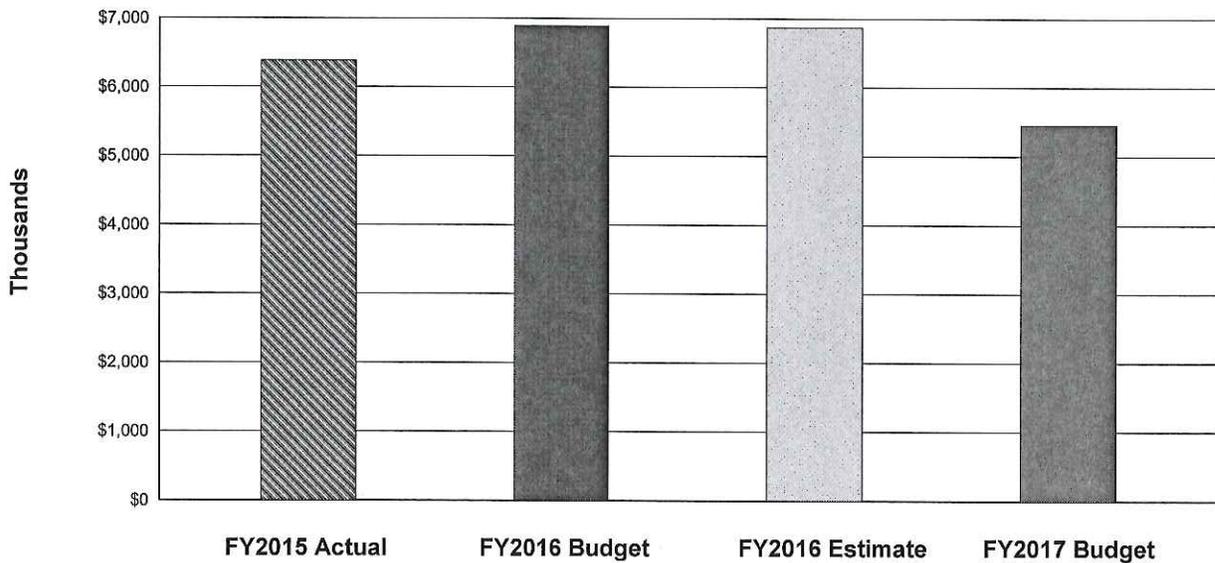
Category	FY2015 Actual	FY2016 Current Budget	FY2016 Estimate	FY2017 Budget
Direct Interfund Services	3,211,520	5,550,388	4,993,176	5,817,984
<b>Grand Total Revenues</b>	<u><u>3,211,520</u></u>	<u><u>5,550,388</u></u>	<u><u>4,993,176</u></u>	<u><u>5,817,984</u></u>

**FISCAL YEAR 2017 BUDGET**

**Business Area Budget Summary**

<b>Fund Name</b> :		<b>Central Service Revolving Fund</b>			
<b>Business Area</b> :		<b>Administration and Regulatory Affairs</b>			
<b>Fund No. /Bus. Area No.</b> :		<b>1002 / 6500</b>			
		<b>FY2015 Actual</b>	<b>FY2016 Current Budget</b>	<b>FY2016 Estimate</b>	<b>FY2017 Budget</b>
Expenditures	Supplies	270,000	375,600	375,600	<b>375,600</b>
	Other Services and Charges	6,120,008	6,514,154	6,496,310	<b>5,083,154</b>
	Total M & O Expenditures	<u>6,390,008</u>	<u>6,889,754</u>	<u>6,871,910</u>	<b><u>5,458,754</u></b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	<u>6,390,008</u>	<u>6,889,754</u>	<u>6,871,910</u>	<b><u>5,458,754</u></b>
Revenues		6,390,008	6,889,754	6,871,910	<b>5,458,754</b>
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<b><u>0.0</u></b>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	o In FY2017, the citywide copier contract will be managed by Houston Information Technology Services Department. As a result, FY2017 Budget is reduced by \$1.4 million.				

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



**FISCAL YEAR 2017 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : Central Service Revolving Fund</b>							
<b>Business Area : Administration and Regulatory Affairs</b>							
<b>Fund No. /Bus Area No. : 1002 / 6500</b>							
<b>Division Description</b>	<b>FY2015 Actual</b>		<b>FY2016 Estimate</b>		<b>FY2017 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<b>Central Services 650005</b> Provides a centralized service function for photo copier rental and postage for citywide operating departments. Administers service contracts and processes related service billings.	0.0	2,596,299	0.0	2,791,000	0.0	1,360,000	
<b>Print Shop 650006</b> 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	1,125,880	0.0	1,239,981	0.0	1,239,981	
<b>ARA - Payroll Services 650007</b> Manages the printing and distribution services of W-2 forms to all City employees.	0.0	6,574	0.0	17,600	0.0	17,600	
<b>Employee Transit 650009</b> Manages the City employees' Metro bus passes and parking program for Hobby Center, HoustonFirst (Tranquility, City Hall Annex, Lot H and Lot C) through chargeback services in the Central Service Revolving Fund.	0.0	2,661,255	0.0	2,823,329	0.0	2,841,173	
<b>Total</b>	<b>0.0</b>	<b>6,390,008</b>	<b>0.0</b>	<b>6,871,910</b>	<b>0.0</b>	<b>5,458,754</b>	

**FISCAL YEAR 2017 BUDGET**

**Business Area Revenues Summary**

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

Category	FY2015 Actual	FY2016 Current Budget	FY2016 Estimate	FY2017 Budget
Charges for Services	2,660,856	2,841,173	2,823,329	<b>2,841,173</b>
Direct Interfund Services	3,707,639	4,030,981	4,030,981	<b>2,599,981</b>
Miscellaneous/Other	21,513	17,600	17,600	<b>17,600</b>
<b>Grand Total Revenues</b>	<b><u>6,390,008</u></b>	<b><u>6,889,754</u></b>	<b><u>6,871,910</u></b>	<b><u>5,458,754</u></b>



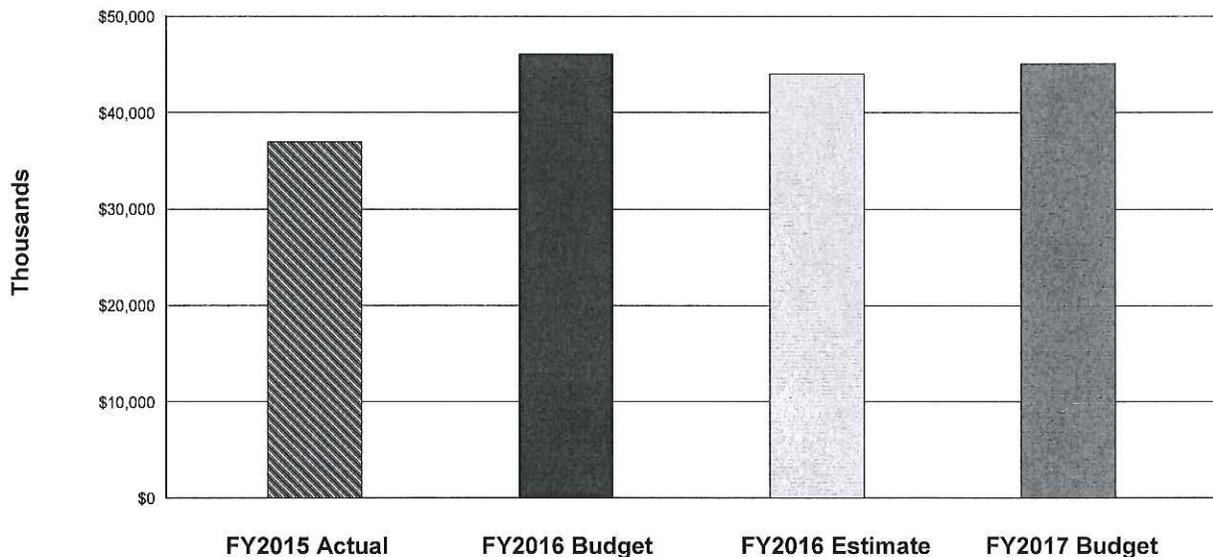
**FISCAL YEAR 2017 BUDGET**

**Business Area Budget Summary**

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

		FY2015 Actual	FY2016 Current Budget	FY2016 Estimate	FY2017 Budget
Expenditures	Personnel Services	6,038,658	6,897,722	6,959,422	6,888,166
	Supplies	51,573	158,570	158,570	163,390
	Other Services and Charges	29,851,967	37,996,525	35,996,774	37,395,681
	Equipment	435,379	375,165	246,000	0
	Non-Capital Equipment	1,800	0	0	0
	Total M & O Expenditures	36,379,377	45,427,982	43,360,766	44,447,237
	Debt Service & Other Uses	653,736	653,736	653,736	653,736
	Total Expenditure	37,033,113	46,081,718	44,014,502	45,100,973
Revenues		37,033,113	46,081,718	44,014,502	45,100,973
Staffing	Full-Time Equivalents - Civilian	51.7	58.0	58.0	54.7
	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	51.7	58.0	58.0	54.7
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2017 Budget provides funding for health benefits, pension contribution and municipal employees contractual pay increases.				
	o The FY2017 Budget includes: <ul style="list-style-type: none"> <li>- Reorganization of the Project Management Office to properly align resources to ensure better project delivery;</li> <li>- Realignment of the Client Services Group to improve service delivery;</li> <li>- Significant reduction in Voice Services expenses;</li> <li>- Transfer of the copier contract from Administration and Regulatory Affairs to HITS.</li> </ul>				

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



**FISCAL YEAR 2017 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : Central Service Revolving Fund</b>							
<b>Business Area : Houston Information Technology Services</b>							
<b>Fund No. /Bus Area No. : 1002 / 6800</b>							
<b>Division Description</b>	<b>FY2015 Actual</b>		<b>FY2016 Estimate</b>		<b>FY2017 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<b>HITS - Director's Office Group 680001</b> 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 the Chief Information Security Office (CISO) with the mission of information security operations, governance, architecture, and cyber threat analysis to assist in ensuring citywide compliance.	1.5	6,622,618	3.0	4,314,559	8.0	4,774,494	
<b>HITS - Applications 680002</b> 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.	16.2	7,472,143	21.0	9,196,161	21.0	10,031,114	
<b>HITS - Infrastructure Group 680003</b> Provides help desk and field support for citywide applications. Manages the City's network telecommunications infrastructure, internet access and remote connectivity to ensure reliability. Manages server platforms, storage systems, data center facilities, server rooms, e-mail, communication systems, and system management tools.	3.0	17,468,158	4.0	24,463,003	5.0	25,324,045	
<b>HITS - Public Safety 680005</b> Management 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.	22.2	4,382,133	22.7	4,512,915	20.7	4,434,320	
<b>HITS - Consulting Services 680006</b> Manages operational costs associated with the Court System for Management of Resources and Technology (CSMART). The operational costs include server operation system management, payment and image system management, scanning control and data base management.	3.4	348,374	0.0	537,000	0.0	537,000	

**FISCAL YEAR 2017 BUDGET**

**Division Summary**

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

Division Description	FY2015 Actual		FY2016 Estimate		FY2017 Budget	
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
<b>HITS - Project Group</b> <span style="float:right">680007</span> Provides citywide project management services.  This division was realigned and consolidated with other divisions in FY2017.	5.4	739,687	7.3	990,864	0.0	0
<b>Total</b>	<u>51.7</u>	<u>37,033,113</u>	<u>58.0</u>	<u>44,014,502</u>	<u>54.7</u>	<u>45,100,973</u>

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**FISCAL YEAR 2017 BUDGET**

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**Business Area Revenues Summary**

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

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<b>Category</b>	<b>FY2015 Actual</b>	<b>FY2016 Current Budget</b>	<b>FY2016 Estimate</b>	<b>FY2017 Budget</b>
Direct Interfund Services	34,837,520	43,218,033	41,125,365	<b>42,586,058</b>
Miscellaneous/Other	2,195,593	2,863,685	2,889,137	<b>2,514,915</b>
<b>Grand Total Revenues</b>	<u><u>37,033,113</u></u>	<u><u>46,081,718</u></u>	<u><u>44,014,502</u></u>	<u><u>45,100,973</u></u>

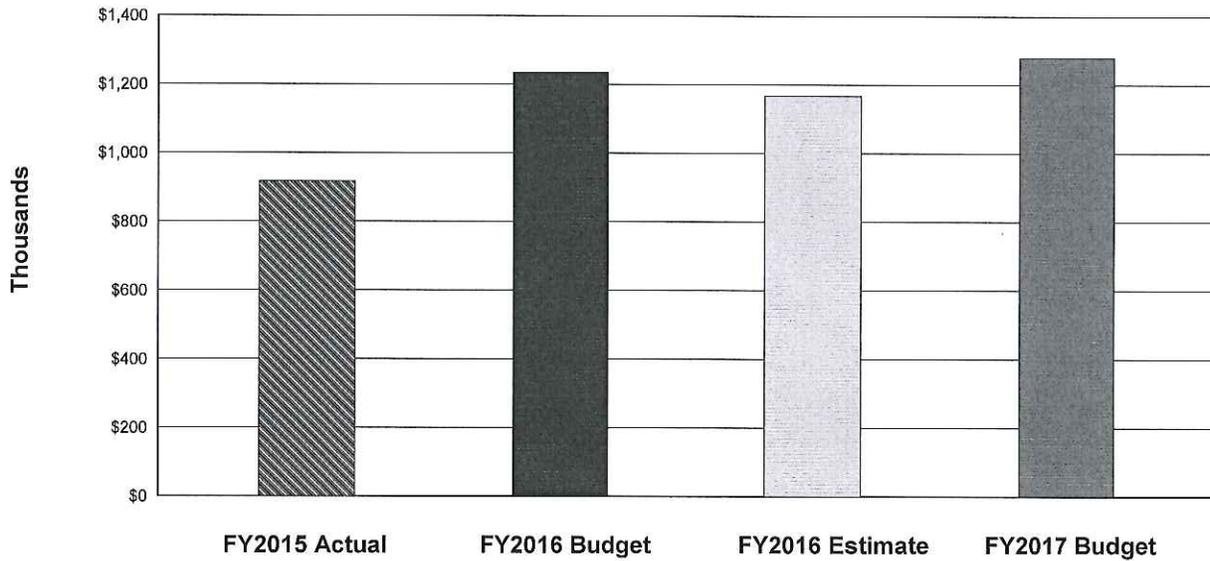
**FISCAL YEAR 2017 BUDGET**

**Business Area Budget Summary**

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

		FY2015 Actual	FY2016 Current Budget	FY2016 Estimate	FY2017 Budget
Expenditures	Personnel Services	760,852	973,519	960,299	<b>1,069,772</b>
	Supplies	3,956	21,996	21,996	<b>21,996</b>
	Other Services and Charges	152,694	238,437	184,558	<b>188,114</b>
	Total M & O Expenditures	917,502	1,233,952	1,166,853	<b>1,279,882</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	917,502	1,233,952	1,166,853	<b>1,279,882</b>
Revenues		917,502	1,233,952	1,166,853	<b>1,279,882</b>
Staffing	Full-Time Equivalents - Civilian	8.2	11.5	9.4	<b>10.5</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	8.2	11.5	9.4	<b>10.5</b>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	o The FY2017 Budget provides funding for health benefits, pension contribution and municipal employees contractual pay increases.				

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



**FISCAL YEAR 2017 BUDGET**

**Business Area Performance Measures**

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

Performance Measures	FY2015 Actual	FY2016 Budget	FY2016 Estimate	FY2017 Budget
Percentage of Property Addresses Assigned Prior to Planning Commission Approval	30%	35%	59%	59%
Expenditures Adopted Budget vs Actual Utilization	71%	100%	95%	100%
Revenues Adopted Budget vs Actual Utilization	71%	100%	95%	100%

**FISCAL YEAR 2017 BUDGET**

**Division Summary**

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

Division Description	FY2015 Actual		FY2016 Estimate		FY2017 Budget	
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
<b>PD - GIS Services</b> <span style="float:right"><b>700002</b></span>						
The EGIS Revolving Fund work group creates and maintains the City's underlying geospatial data for all departments applications and map requests. The group also coordinates with emergency providers within the city, county, and regional agencies to ensure accurate, effective emergency services; and provides mapping and analysis for data, training, testing and debugging to ensure product quality.	8.2	917,502	9.4	1,166,853	10.5	1,279,882
<b>Total</b>	<u>8.2</u>	<u>917,502</u>	<u>9.4</u>	<u>1,166,853</u>	<u>10.5</u>	<u>1,279,882</u>

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**FISCAL YEAR 2017 BUDGET**

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**Business Area Revenues Summary**

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

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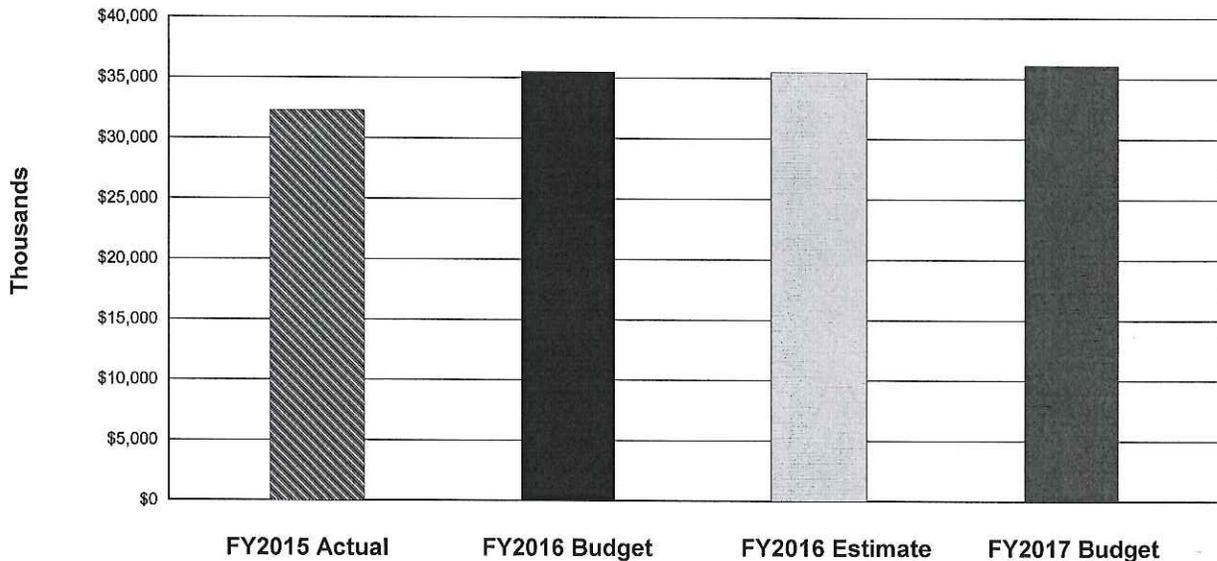
Category	FY2015 Actual	FY2016 Current Budget	FY2016 Estimate	FY2017 Budget
Direct Interfund Services	440,661	507,830	523,853	588,765
Miscellaneous/Other	476,841	726,122	643,000	691,117
<b>Grand Total Revenues</b>	<u><u>917,502</u></u>	<u><u>1,233,952</u></u>	<u><u>1,166,853</u></u>	<u><u>1,279,882</u></u>

**FISCAL YEAR 2017 BUDGET**

**Business Area Budget Summary**

<b>Fund Name</b> :		<b>Central Service Revolving Fund</b>			
<b>Business Area</b> :		<b>Human Resources</b>			
<b>Fund No. /Bus. Area No.</b> :		<b>1002 / 8000</b>			
		<b>FY2015 Actual</b>	<b>FY2016 Current Budget</b>	<b>FY2016 Estimate</b>	<b>FY2017 Budget</b>
Expenditures	Personnel Services	12,342,142	13,085,369	13,085,369	14,439,807
	Supplies	60,307	69,231	69,231	74,832
	Other Services and Charges	19,899,579	22,322,749	22,322,749	21,569,923
	Non-Capital Equipment	29,667	43,500	43,500	31,850
	Total M & O Expenditures	<u>32,331,695</u>	<u>35,520,849</u>	<u>35,520,849</u>	<u>36,116,412</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>32,331,695</u>	<u>35,520,849</u>	<u>35,520,849</u>	<u>36,116,412</u>
Revenues		32,331,695	35,520,849	35,520,849	36,116,412
Staffing	Full-Time Equivalents - Civilian	142.1	149.5	149.5	158.5
	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>142.1</u>	<u>149.5</u>	<u>149.5</u>	<u>158.5</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2017 Budget provides funding for health benefits, pension contribution and municipal employees contractual pay increases.				
	o Provides HR services (employee relations, benefits support, retirement, staffing, succession planning, monitoring of legal compliance, reporting, and transactional duties). The HR to employee ratio is 1:116.				
	o The FY2017 Budget includes funding for Classified Testing (CT) that was transferred from the General Fund, which currently has 5 FTEs. CT primarily provides testing services to the Houston Fire Department. These services include, but are not limited to, job analysis, test creation, administration, defense and item analyses, and generation of technical reports.				
	o In FY2017 Temporary Personnel Services will be permanently renamed Contingent Workforce Services. This change directly aligns the City of Houston with the current nomenclature used by the US Department of Labor.				

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



**FISCAL YEAR 2017 BUDGET**

**Business Area Performance Measures**

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

Performance Measures	FY2015 Actual	FY2016 Budget	FY2016 Estimate	FY2017 Budget
Classified Recruiting Events	779	600	500	500
Temporary Employee FTEs (average)	303	360	425	408
Temporary Employee Hours Worked	632,191	750,000	885,000	850,000
Expenditures Adopted Budget vs Actual Utilization	108%	100%	101%	100%
Revenues Adopted Budget vs Actual Utilization	108%	100%	101%	100%

**FISCAL YEAR 2017 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : Central Service Revolving Fund</b>							
<b>Business Area : Human Resources</b>							
<b>Fund No. /Bus Area No. : 1002 / 8000</b>							
<b>Division Description</b>	<b>FY2015 Actual</b>		<b>FY2016 Estimate</b>		<b>FY2017 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<b>Contingent Workforce Services 800011</b> 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 temporary employees at any given time in diverse classifications: professional/technical, IT, administrative, and service/maintenance.	3.7	18,495,456	4.0	19,850,590	4.0	20,005,220	
<b>HR Client Relations Division 800020</b> 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.	123.6	12,206,808	128.5	13,950,579	137.0	14,259,837	
<b>Learning and Development Center 800030</b> 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 Leadership Institute Program (LIP) and City Accreditation Program for Supervisors (CAPS).	14.8	1,629,431	17.0	1,719,680	17.5	1,851,355	
<b>Total</b>	<b>142.1</b>	<b>32,331,695</b>	<b>149.5</b>	<b>35,520,849</b>	<b>158.5</b>	<b>36,116,412</b>	

FISCAL YEAR 2017 BUDGET

Business Area Revenues Summary

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

Category	FY2015 Actual	FY2016 Current Budget	FY2016 Estimate	FY2017 Budget
Charges for Services	12,240,499	14,101,169	14,101,169	14,565,057
Direct Interfund Services	20,091,196	21,419,680	21,419,680	21,551,355
<b>Grand Total Revenues</b>	<b><u>32,331,695</u></b>	<b><u>35,520,849</u></b>	<b><u>35,520,849</u></b>	<b><u>36,116,412</u></b>