



Fleet Management Department (FMD)



- Provides effective vehicle maintenance
- Operates 25 maintenance and repair facilities
- Combined municipal fleet of approximately 12,000 units
- Responsible for FleetShare



Employee Discounts



Wide variety available

Some include:

- ☐ T-Mobile
- ☐ AT&T – wireless
- ☐ YMCA
- ☐ Car rentals

Full list at:

<http://www.houstontx.gov/hr/benefits/discounts.html>



Houston Fire Department (HFD)



- Provides fire suppression, emergency medical services, hazardous materials handling, emergency evacuations, and more
- Serves more than 2 million residents
- Largest fire department in Texas
- 93 Fire Stations around the city



Did You Know...Houston Trivia



1. Houston was founded in 1836 by the Allen brothers
2. The Hurricane of 1900 & the oil discovery at Spindletop in 1901 triggered Houston's growth
3. Largest city in Texas, 4th largest in the United States



City Council (CNL)



City Council

**Department does not have a logo.*

- Elected legislative body
- 16 members – 11 districts, 5 at large
- Responsible for:
 - Appropriation & issuance of bonds
 - Contract approval
 - Adopt ordinances for eminent domain/derelict property
 - And more



Houston Metropolitan Federal Credit Union



- Open to membership for all City employees
- Not operated by the City
- Visit: <https://myhmfcu.org/>
- Contact:
 - Main Office: (713)699-0795
 - Downtown Branch: (713)224-6566
 - Promise Branch: (832)239-8599



Office of Business Opportunity (OBO)



- Provides small/minority/women and disadvantaged business certification
- Outreach
- Business training and development
- Contract compliance
- Houston Business Solutions Center



Did You Know...Texas Medical Center



- Largest medical city in the world
- Includes:
 - MD Anderson Cancer Center
 - Texas Children's Hospital
 - 21 hospitals & 8 specialty institutions
 - 4 medical schools
 - And more



Houston Public Library (HPL)



- Maintains over 40 branches
- Technology and training services
- Comprehensive online resources including:
 - Access to ebooks and digital media
 - Online Learning
- Community programs, classes, and more



Combined Municipal Campaign



- Annual city-employee fundraiser for various charities of the employees' choice
- Typically runs during the month of October
- Over 750 agencies and organizations

Visit: <https://cohemployeenews.com/home-cmc>



Mayor's Office (MYR)



Mayor's Office

**Department does not have a logo.*

- 29 Divisions provide support to the Mayor and the City
- Includes:
 - Resilient Houston
 - Public Safety and Homeland Security
 - Complete Communities
 - HTV
 - Mayor's Office of Education
 - Community Relations
 - And more



COVID-19 Important Information



- AP 3-39: Access to City Buildings or Facilities During a Medical Epidemic or Pandemic
- EO 1-71: COVID-19 Mitigation Safety Measures

Entering a city premises (building, facility, etc.)...

- ✓ Wear a mask or face covering
- ✓ Submit to a temperature screening

Applies to anyone (employees, contractors, visitors)

Refusal to comply may result in positive corrective action defined in AP 3-7.

EO 1-71: COVID-19 Mitigation Safety Measures

- All employees submit COVID-19 diagnostic test results bi-monthly
- Policy allows for exemptions
- [COVID-19 Information Page](#)



Human Resources Department (HRD)



- Manages recruitment and supports City's workforce
- Benefits administration
- Safety
- Training & development
- Salary administration
- Communications
- Provides support to management, city officials, and employees



Did You Know...Houston Zoo



- Home to over 6,000 different animals
- 16 different exhibits including:
 - African Forest
 - Bug House
 - Reptile and Amphibian House
 - Sea Lion Habitat
 - And more!
- Located in Hermann Park
- Website:
<https://www.houstonzoo.org/>



General Services Department (GSD)



General Services Department

**Department does not have a logo.*

- Oversees designs, constructs and maintains over 300 City facilities
- Energy management
- Real estate/property management
- Security management
- Sustainable growth
- Provides city electricity and natural gas for City facilities
- Employee Badging Services



Houston Financial Empowerment Centers



- Part of the Mayor's Office of Complete Communities
- Services in:
 - Banking
 - Credit
 - Debt
 - Savings
- Services always free
- Available in English & Spanish

Contacts:

Sandra Imery, Program Coordinator

Mayor's Office of Complete Communities
City of Houston

Sandra.imery@houstontx.gov

O: 832-393-1072/ M: 832-405-2078

Ana Gonzalez, Program Manager

The Alliance

agonzalez@thealliancetx.org

O: 832-393-1125

Website: <https://www.houstontx.gov/fec/>



Houston Emergency Center (HEC)



Houston Emergency Center

**Department does not have a logo.*

- Provides emergency 911 services
- Emergency communications management
- One of the most impressive and technology advanced emergency communications facilities in the country



Did You Know...Theater District



- 9 major performing arts organizations
- 6 performance halls
- 2nd largest concentration of theater seats in the United States
- Permanent, professional, resident companies include:
 - Houston Grand Opera
 - Houston Ballet
 - Houston Symphony Orchestra
 - The Alley Theatre
 - Theatre Under the Stars



Municipal Courts Department (MCD)



Committed to Justice,
Equality and Service

Provides the public with court services including:

- Ticket payments
- Jury duty
- Notary
- And more



Microsoft Home Use Program



URL: <http://hup.microsoft.com>

Select country & language to view site

Enter corporate email address & code:

AE4B885A40

This code is designed specifically for our organization. Do not share it with anyone outside of our organization.

Place your order



Houston Information Technology Systems (HITS)



Houston Information Technology Systems

**Department does not have a logo.*

- Maintains city-wide IT coordination and oversight
- Divisions:
 - Project Management Office
 - Enterprise Application Services
 - Enterprise Infrastructure Services
 - Enterprise Cyber-Security
 - Radio Communication Services



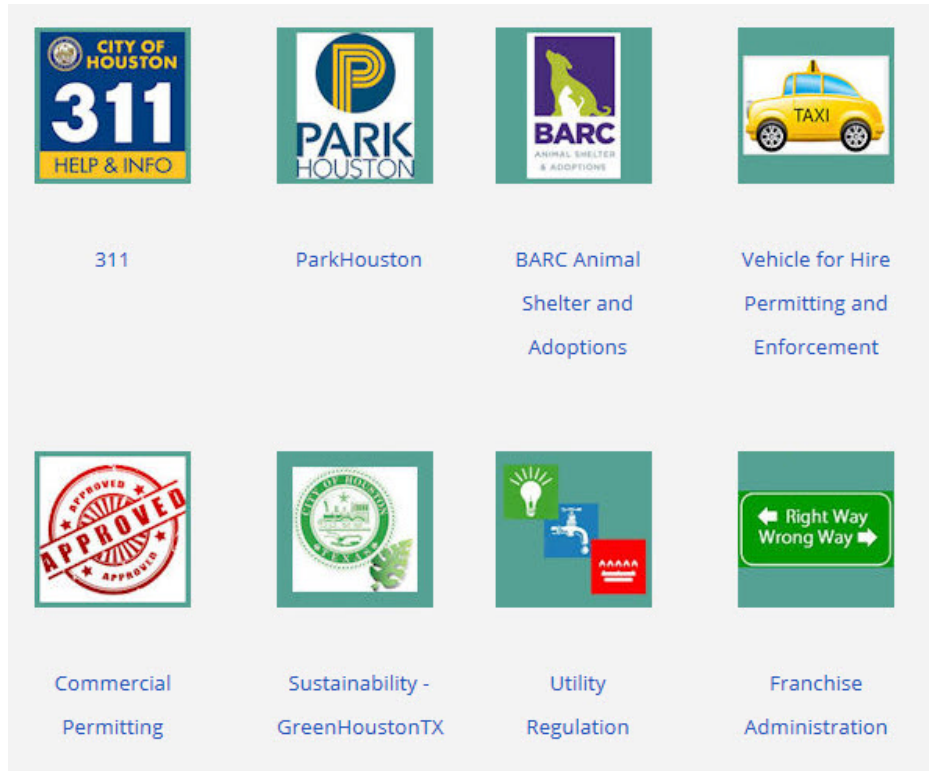
Did You Know...Museum District



- 19 museums, galleries, and cultural centers
- Includes:
 - Children's Museum of Houston
 - Holocaust Museum of Houston
 - Houston Museum of Natural Science
 - Houston Zoo
 - Museum of Fine Arts, Houston
 - And more



Administration and Regulatory Affairs (ARA)



- Provides administrative services to City of Houston's departments
- Includes:
 - 311
 - Payroll
 - BARC Animal Shelter
 - ParkHouston
 - Commercial Permitting
 - Mail Services
 - Policy Management
 - And more



Transportation Benefit



- For employees who work Downtown
- Free parking/subsidies for public transportation
- Consult with department transportation representative



Houston Health Department (HHD)

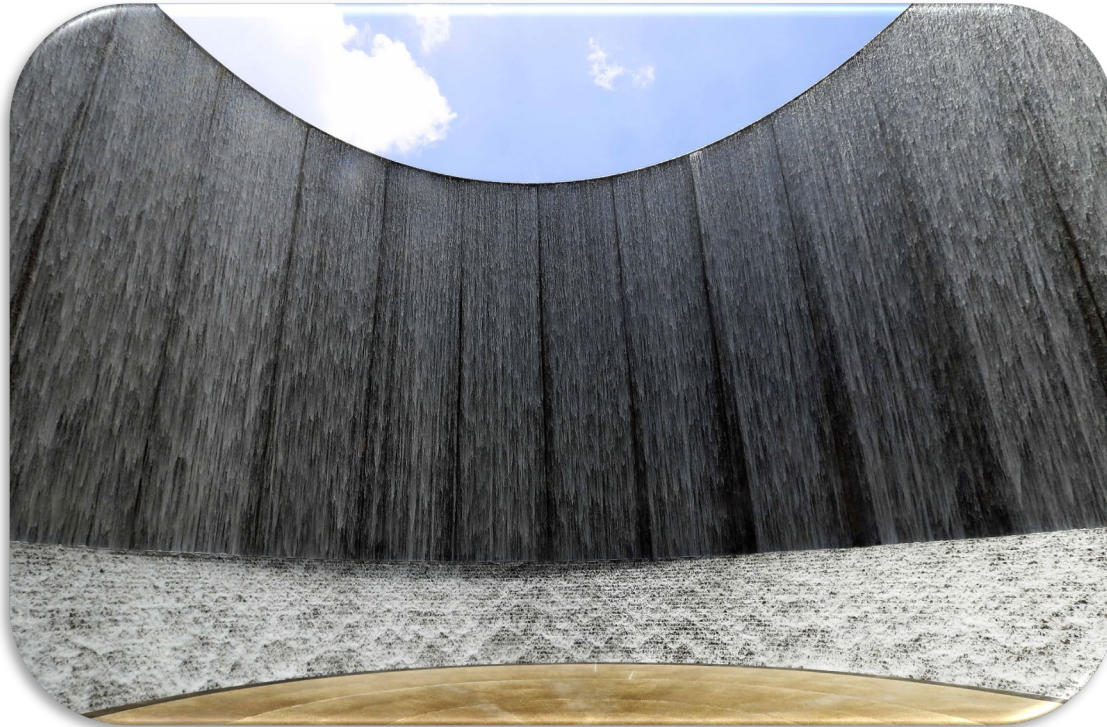


HOUSTON HEALTH
DEPARTMENT

- Provides clinical programs and services
- Environmental Health Services
- Community Support
- Multi-service centers
- Free health education



Did You Know... Waterwall Park



- 64 foot semi-circular
- Re-circulates 11,000 gallons of water per minute
- Surrounded by 186 live oak trees
- Located in Uptown Houston

Website: <https://www.uptown-houston.com/news/page/water-wall-park>



Legal Department (LGL)



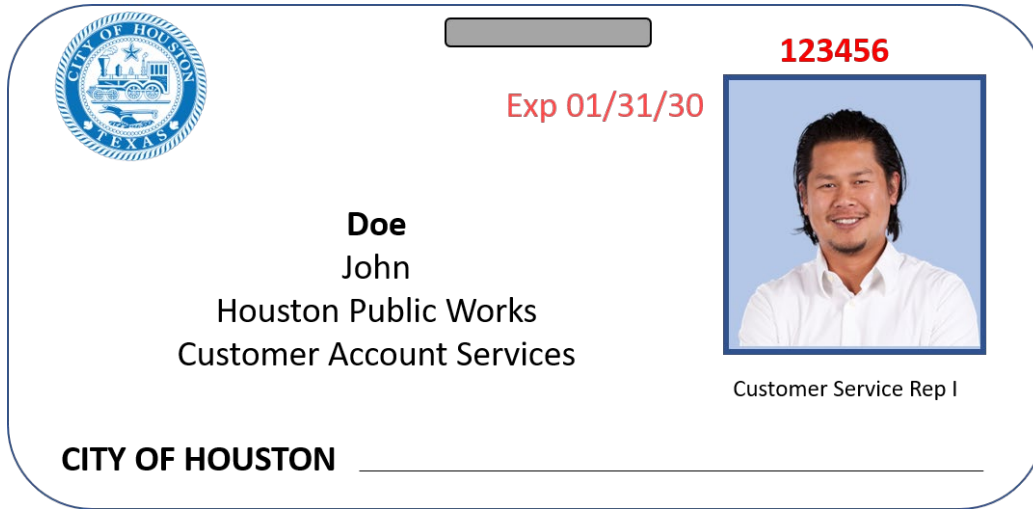
Legal Department

**Department does not have a logo.*

- Provides legal services in business litigation, contracts, criminal law, and more
- Houses the Office of Inspector General
- Defends the City, its officers and employees in litigation involving claims against the City
- Headed by the City Attorney



Badging Office



Process:

1. Complete the badge form (found on the website below)
2. Make sure form is authorized by a COH supervisor/manager.
3. Scan the form.
4. Email scanned form to badgingoffice@houstontx.gov
5. Badging office will let you know when badge is ready to be picked up. Photo ID required to pick up.
6. If replacing, return old badge

Hours:

- M – 8:30 am – 12:00 pm
- T – Th – 8:30 am – 12:00 pm, 1:00 pm – 4:00 pm
- Closed Fridays

Location: 611 Walker, 3rd Floor Annex

Phone: (832)393-8471 or (832)393-8472

Website:

<http://www.houstontx.gov/generalservices/security.html>



Planning & Development Department (PD)



PLANNING & DEVELOPMENT DEPARTMENT

- Provides implementation of a variety of ordinances, polices, contracts, programs, and studies
- Regulates land development



Did You Know... Museums



- Buffalo Soldiers National Museum
- Freedmen's Town National Historic District
- Houston Museum of African American Culture
- Rutherford B. H. Yates Museum



Housing & Community Development (HCD)



- Manages federal funds to provide programs for low and moderate incomes
- Down payment assistance
- Single family home repair
- Commercial housing development
- Public services



Public Service Recognition Week



- Occurs 1st week of May
- Essay Contest
- Poster Contest

Website: <https://cohemployeenews.com/home-psrw>



Solid Waste Management (SWM)



- Provides collection, disposal and recycling of discarded material
- Maintains environmental service centers
- Develops Green Projects



Did You Know...Museums



Art Car Museum



**National Museum of
Funeral History**



Lone Star Flight Museum



Houston Public Works (HPW)



- Largest department in the City of Houston
- Provides design and construction of infrastructure projects
- Provides permitting and inspection services for buildings and signs
- Manages the City's Water and Wastewater utilities
- Maintains city streets, bridges, storm sewers, drainage ditches
- Maintains transportation infrastructure



Employee Communications

CITYSAVVY

- Broadcast Emails
- City Savvy
- Benefits Pulse
- Extra Milers

Website: <https://cohemployeenews.com/>



Houston Airport System (HAS)



- Maintains Bush Intercontinental, Hobby, and Ellington Field Airports
- Provides maintenance, safety, customer service, and capital improvements at all airport facilities
- Serves over 55 million passengers
- Hosts annual Wings Over Houston Airshow at Ellington Field



Did You Know...Downtown Aquarium



- 6 acres of entertainment including:
 - White Tigers of the Maharaja's Temple
 - Underwater Rig
 - Aquarium Adventure Exhibit
 - Rainforest
 - Carnival-style games
 - Amusement Rides
 - And more!
- Located in Downtown Houston

Website: <https://www.aquariumrestaurants.com/downtownaquariumhouston/default.asp>



City Secretary's Office (CSC)



City Secretary's Office

**Department does not have a logo.*

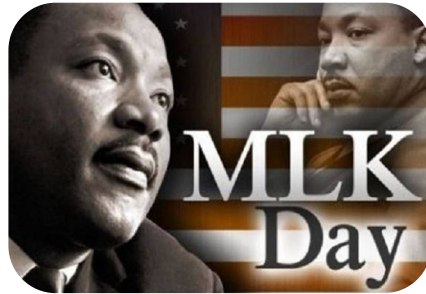
- Keeps, records, and preserves City Council Meeting Minutes and proceedings
- Custodian of City Records and documents of Council proceedings
- Certifies authenticity of city council proceedings



City Recognized Holidays



New Year's Day



MLK Day



Memorial Day



Juneteenth



Independence Day



Labor Day



Veterans Day



Thanksgiving &
Day After



Christmas Eve &
Christmas Day



Finance (FIN)



Finance Department

**Department does not have a logo.*

- Oversees budget management
- Accounting and internal control
- Economic development
- Capital Improvement Plan
- Ensures City's financial transactions and reporting are secure and trustworthy



Did You Know...Johnson Space Center



- NASA's center for human spaceflight
- Includes:
 - Mission Control Center
 - Space Center Houston
 - NASA's astronaut training



Houston Police Department (HPD)



- Maintains crime prevention, investigation, and enforcement activities
- Manages jails and the Crime Lab
- 5th largest municipal police department in the US
- Strives to enhance the quality of life in Houston by providing a safe environment



Employee Recognition



Mayor's Service Awards

Awards presented based on years of service
beginning with 5 years
Annual luncheon hosted by Mayor's Office and
HR for 30+ years

Bravo Awards

Highest recognition program for city employees
Awarded annually
Recognizes outstanding work and contribute to
communities



Parks & Recreation Department (PRD)



HPARD
HOUSTON PARKS
AND RECREATION DEPARTMENT
A CAPRA Accredited Agency

- Maintains 38,992 acres of parkland
- Provides recreation facilities and programming
- Organizes learning opportunities
- Issues permits for use of different venues



Did You Know...Professional Sports





Department of Neighborhoods (DON)



Department of Neighborhoods

**Department does not have a logo.*

- Enforces city ordinances regarding reduction of blight and substandard living conditions
- Includes:
 - Mayor's Anti-Gang Office
 - Mayor's Assistance Office
 - Office of Education Initiatives
 - Mayor's Office for People with Disabilities
 - Mayor's Volunteer Initiatives Program
 - Inspections and Public Service
 - Office of New Americans and Immigrant Communities



Calendar Years

Calendar Year



January 1 – December 31

Floating Holiday

Standard Calendar

Fiscal Year



July 1 – June 30

Budget Year

HEAR Plans

Benefit Year



September 1 – August 31

Wellness Leave

Personal Days

Insurance Year



May 1 – April 30

Medical Benefits

The City of Houston recognizes 4 calendar years: Calendar Year, Fiscal Year, Benefit Year, and Insurance Year



Controller's Office (CTR)



- Balances the fiscal needs of Houston
- Certifies availability of city funds
- Monitors disbursement
- Conducts internal audits
- Maintains city's financial management system
- Conducts sale of city's public improvement and revenue bonds