Fund Summary

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

	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	242,303,809	225,911,117	**230,123,775**
Total Available Resources	242,303,809	225,911,117	**230,123,775**
Maintenance and Operations	242,303,809	225,911,117	**230,123,775**
Total Expenditures	242,303,809	225,911,117	**230,123,775**
Planned Ending Fund Balance	0	0	**0**
Total Budget	242,303,809	225,911,117	**230,123,775**

The above summarizes the FY2010 Current Budget, the FY2010 Estimate and the FY2011 Budget for the Central Services Revolving Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The Central Services 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 high 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 Services Revolving Fund. After the delivery of goods and services, the actual cost is billed to the operating departments. At the end of each fiscal year, the fund is treated as a sub-fund of the General Fund and is not shown as a separate entity in the Comprehensive Annual Financial Report.

The General Services Department is responsible for administering the utilities and bulk fuel accounts. The Administration and Regulatory Affairs Department manages the reprographics and office services accounts. The communications and data services fees are administered by the Information Technology 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 and employee drug and alcohol testing. The revenue and expenditure summaries include General Services, Administration and Regulatory Affairs, Information Technology, Planning and Development, and Human Resources.

Business Area Budget Summary

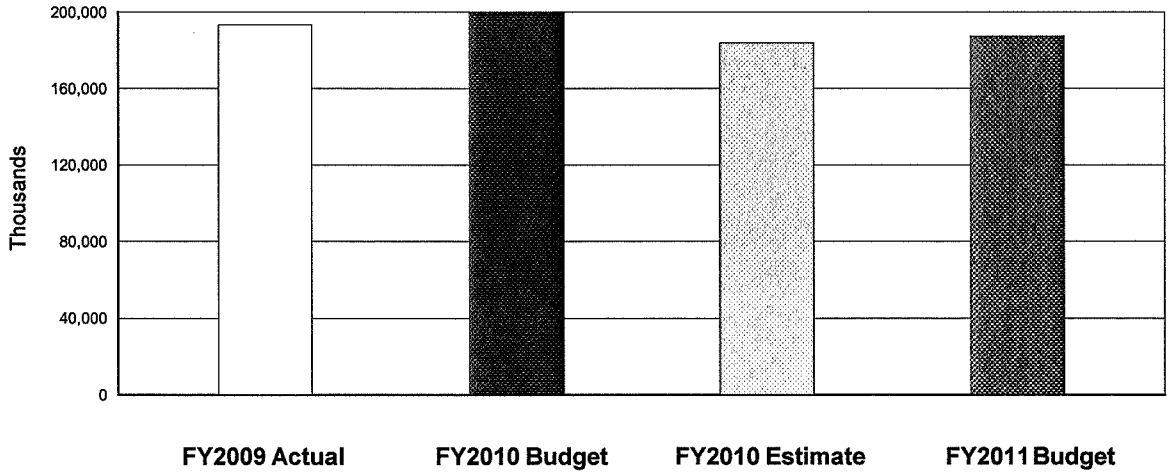
Fund Name : Central Service Revolving Fund
Business Area Name : General Services
Fund No./Bus. Area No. : 1002 / 2500

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	843,723	1,047,725	1,044,565	**1,114,621**
	Supplies	26,614,279	34,360,791	26,660,502	**29,436,686**
	Other Services and Charges	166,003,899	164,189,305	156,228,430	**156,867,488**
	Equipment	16,631	0	0	**0**
	Non-Capital Equipment	0	1,050	1,050	**0**
	Total M & O Expenditures	193,478,532	199,598,871	183,934,547	**187,418,795**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	193,478,532	199,598,871	183,934,547	**187,418,795**
Revenues		193,478,532	199,598,871	183,934,547	**187,418,795**
Staffing	Full-Time Equivalents - Civilian	12.0	13.0	13.0	**13.0**
	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	12.0	13.0	13.0	**13.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.1**

Significant Budget Changes and Highlights

- o Electricity, natural gas and fuel costs are based on market conditions.
- o The FY2011 Budget provides funding for the HOPE 3% ($24,531) increase and 1.25% Pay for Performance ($11,142) increase.

Central Service Revolving Fund
General Services
Expenditure Summary



Business Area Cost Center Summary

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

Cost Center Description	Cost Center Objectives
GSD - Energy Mgmt. 2500040001	
Track, monitor, manage and report the City's electricity and natural gas consumption and select citywide energy conservation projects. Prepare citywide cost projection reports.	Identify and perform analysis on inefficient facilities to comply to acceptable standards; manage utility payment process to avoid late fees (97%); respond to utility management requests within 2 days.
GSD - Fuel 2500040002	
Provide a centralized service function for fuel for citywide operating departments.	Serve and support all the City departments in monitoring and managing costs and services related to fuel.

Business Area Cost Center Summary

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

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Utility invoice payments	49,320			49,400			**49,400**		
Utility management (meter applications, connects, and disconnects)	320			310			**310**		
		5.0	166,363,119		6.0	156,648,109		**6.0**	**157,124,692**
Transaction accuracy rate	99%			99%			**99%**		
		7.0	27,115,413		7.0	27,286,438		**7.0**	**30,294,103**
Total		12.0	193,478,532		13.0	183,934,547		**13.0**	**187,418,795**

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	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
ACCOUNTANT ASSOCIATE	14	1.0	1.0	
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	1.0	2.0	1.0
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
FINANCIAL ANALYST IV	25	1.0	1.0	
GRADUATE ENGINEER	22	1.0	1.0	
INSPECTOR	18	1.0	1.0	
MANAGEMENT ANALYST III	21	2.0	2.0	
SENIOR ACCOUNT CLERK	13	2.0	1.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY IV	35	1.0	1.0	
Total FTEs		**13.0**	**13.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**13.0**	**13.0**	**0.0**

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	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
2500040001	**GSD - Energy Mgmt.**			
424110	Other Interfund Services	1,755,824	1,190,187	**1,472,214**
451030	Interfund Natural Gas	10,881,677	10,077,734	**10,605,196**
457060	Interfund Electricity	151,779,818	145,380,188	**145,047,282**
Total	**GSD - Energy Mgmt.**	**164,417,319**	**156,648,109**	**157,124,692**
2500040002	**GSD - Fuel**			
424110	Other Interfund Services	1,036,361	714,436	**1,020,567**
424120	Interfund Vehicle Fuel	34,145,191	26,572,002	**29,273,536**
Total	**GSD - Fuel**	**35,181,552**	**27,286,438**	**30,294,103**
Total	**General Services**	**199,598,871**	**183,934,547**	**187,418,795**

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	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	613,433	775,558	767,343	**810,904**
500060	Overtime - Civilian	602	1,000	2,500	**6,000**
500210	Pay for Performance-Municipal	2,000	0	0	**0**
501070	Pension - Civilian	90,609	112,800	112,800	**117,583**
502010	FICA - Civilian	44,695	57,292	57,292	**60,780**
503010	Health Ins-Act Civilian	89,734	96,340	96,340	**103,440**
503015	Basic Life Insurance - Active Civilian	474	445	445	**482**
503050	Health/Life Insurance - Retiree Civilian	632	0	0	**0**
503060	Long Term Disability-Civilian	(100)	1,105	1,105	**1,105**
503090	Workers Compensation-Civilian-Admin	1,644	2,730	2,730	**2,730**
504020	Compensation Contingency	0	0	3,555	**11,142**
504030	Unemployment Claims	0	455	455	**455**
Total	**Personnel Services**	**843,723**	**1,047,725**	**1,044,565**	**1,114,621**
511010	Chemical Gases & Special Fluids	4,453	4,500	4,500	**4,500**
511045	Computer Supplies	2,733	8,000	7,500	**8,000**
511055	Publications & Printed Materials	792	7,950	11,000	**11,000**
511060	Postage	0	350	150	**650**
511070	Miscellaneous Office Supplies	6,193	3,300	4,100	**5,000**
511110	Fuel	26,592,394	34,145,191	26,572,002	**29,273,536**
511115	Vehicle Repair & Maintenance Supplies	0	3,000	3,000	**3,000**
511120	Clothing	187	3,000	250	**3,000**
511145	Small Tools & Minor Equipment	0	10,000	8,000	**8,000**
511150	Miscellaneous Parts & Supplies	7,527	175,500	50,000	**120,000**
Total	**Supplies**	**26,614,279**	**34,360,791**	**26,660,502**	**29,436,686**
520100	Temporary Personnel Services	0	3,000	3,000	**12,000**
520108	Information Resource Services	11,195	3,520	4,520	**5,100**
520110	Management Consulting Services	400,679	700,000	228,828	**500,000**
520114	Miscellaneous Support Services	0	8,480	9,000	**9,000**
520119	Computer Equipment/Software Maintenance	58,846	110,000	100,000	**112,000**
520141	Engineering Services	0	300,000	300,000	**200,000**
520515	Print Shop Services	479	4,000	1,000	**2,500**
520765	Membership & Professional Fees	1,505	3,800	800	**550**
520805	Education & Training	1,650	10,500	3,800	**14,000**
520910	Travel - Non-Training Related	434	1,000	600	**1,000**
521505	Electricity	154,853,361	151,779,818	145,380,188	**145,047,282**
521510	Natural Gas	10,512,044	10,881,677	10,077,734	**10,605,196**
521610	Voice Services	(91)	600	600	**600**
521730	Parking Space Rental	0	1,500	1,500	**1,500**
521905	Legal Services	159,864	150,000	60,000	**125,000**
522205	Metro Commuter Passes	2,689	1,710	2,900	**2,060**
522430	Miscellaneous Other Services & Charges	1,244	229,700	53,960	**229,700**
Total	**Other Services and Charges**	**166,003,899**	**164,189,305**	**156,228,430**	**156,867,488**
560230	Computer HW and Developed SW	16,631	0	0	**0**
Total	**Equipment**	**16,631**	**0**	**0**	**0**
551015	Non-Capital Computer Equipment	0	1,050	1,050	**0**
Total	**Non-Capital Equipment**	**0**	**1,050**	**1,050**	**0**
	Grand Total Expenditures	**193,478,532**	**199,598,871**	**183,934,547**	**187,418,795**

Business Area Budget Summary

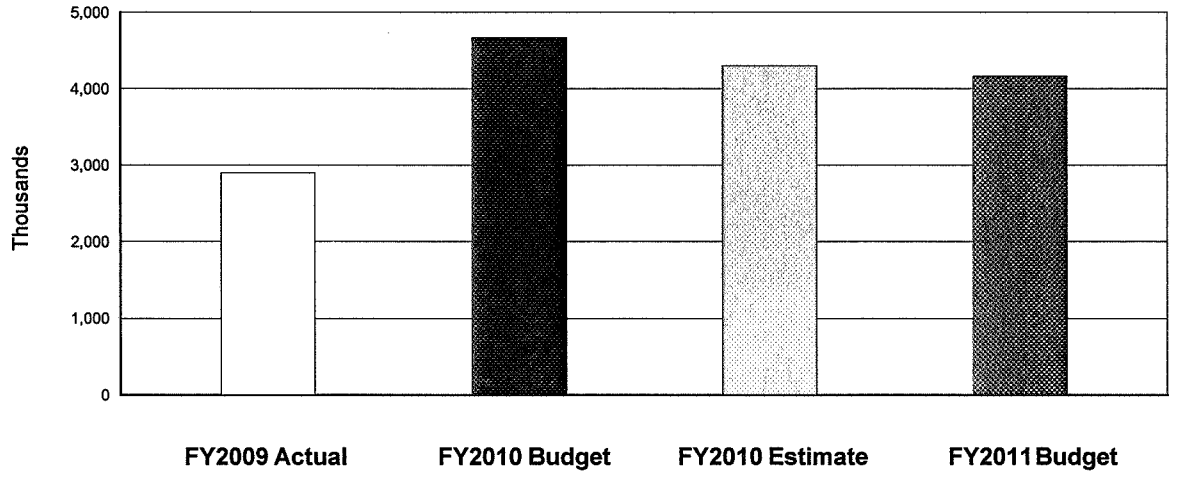
Fund Name : **Central Service Revolving Fund**
Business Area Name : **Administration and Regulatory Affairs**
Fund No./Bus. Area No. : **1002 / 6500**

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	0	0	0	**0**
	Supplies	379,272	450,000	400,000	**400,000**
	Other Services and Charges	2,520,353	4,217,267	3,903,533	**3,763,619**
	Equipment	0	0	0	**0**
	Non-Capital Equipment	0	0	0	**0**
	Total M & O Expenditures	2,899,625	4,667,267	4,303,533	**4,163,619**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	2,899,625	4,667,267	4,303,533	**4,163,619**
Revenues		2,899,625	4,667,267	4,303,533	**4,163,619**
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 Image Solutions will continue to provide the City with copying services.
- o Print Shop Services expenditure budget of $1.2 million created for vendor payments.

Central Service Revolving Fund
Administration and Regulatory Affairs
Expenditure Summary



Business Area Cost Center Summary

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

Cost Center Description	Cost Center Objectives
ARA - Central Services 6500050002	
Provide a centralized service function for xerox copies and postage for citywide operating departments. Administer service contracts and process related service billings.	Serve and support all the City departments in monitoring and managing costs and services related to xerox copies and postage.
ARA - Print Shop 6500060004	
Provide printing services to various departments including design, artwork, layout, offset printing/copying and a variety of finishing services. Provide cost effective high volume copying services with on-site facility. The shop has been outsourced to a private vendor.	Provide City with highest quality of printed materials and service at competitive costs and expedite printing requests to meet specifications and deadlines. Generate revenue through outsourced contract to recover cost of operation.

Business Area Cost Center Summary

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

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Transaction accuracy rate	99%			99%			**99%**		
		0.0	2,895,719		0.0	2,931,000		**0.0**	**2,931,000**
Outsourced contract goals achieved	100%			100%			**100%**		
		0.0	3,906		0.0	1,372,533		**0.0**	**1,232,619**
Total		0.0	2,899,625		0.0	4,303,533		**0.0**	**4,163,619**

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	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
6500050002	**ARA - Central Services**			
451040	Interfund Postage	450,000	400,000	**400,000**
457030	Interfund Billing & Collection Service	2,500,000	2,531,000	**2,531,000**
Total	**ARA - Central Services**	2,950,000	2,931,000	**2,931,000**
6500060004	**ARA - Print Shop**			
451060	Interfund Print Shop Operations	1,717,267	1,369,233	**1,232,619**
452030	Miscellaneous Revenue	0	3,300	**0**
Total	**ARA - Print Shop**	1,717,267	1,372,533	**1,232,619**
Total	**Administration and Regulatory Affairs**	4,667,267	4,303,533	**4,163,619**

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	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
511060	Postage	379,211	450,000	400,000	**400,000**
511070	Miscellaneous Office Supplies	61	0	0	**0**
Total	**Supplies**	**379,272**	**450,000**	**400,000**	**400,000**
520515	Print Shop Services	0	1,713,667	1,369,233	**1,229,529**
521605	Data Services	418	200	300	**90**
521610	Voice Services	3,422	3,300	3,000	**3,000**
521620	Voice Equipment	5	100	0	**0**
521715	Office Equipment Rental	2,516,508	2,500,000	2,531,000	**2,531,000**
Total	**Other Services and Charges**	**2,520,353**	**4,217,267**	**3,903,533**	**3,763,619**
	Grand Total Expenditures	**2,899,625**	**4,667,267**	**4,303,533**	**4,163,619**

Business Area Budget Summary

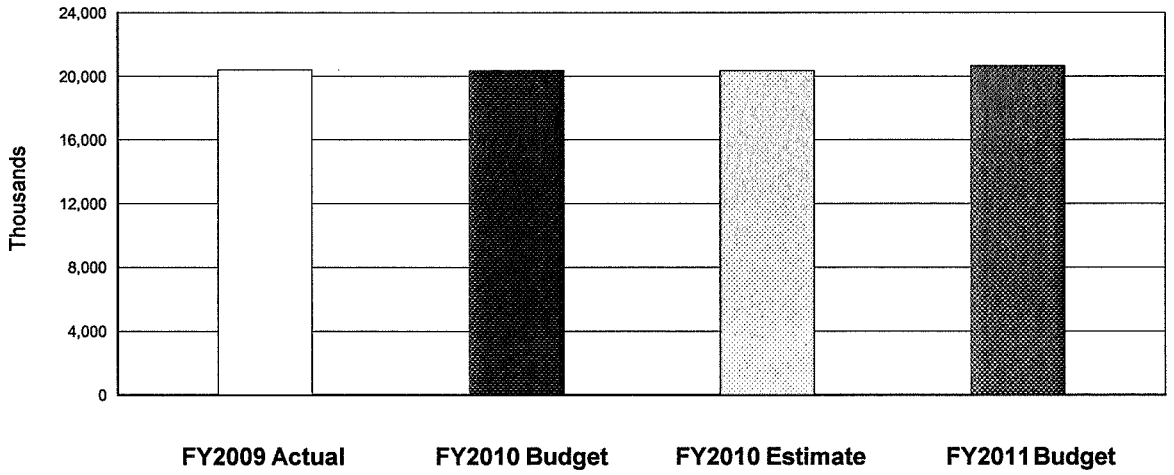
Fund Name : **Central Service Revolving Fund**
Business Area Name : **Information Technology**
Fund No./Bus. Area No. : **1002 / 6800**

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	338,492	193,327	193,327	**202,845**
	Supplies	3,723	3,500	3,500	**0**
	Other Services and Charges	20,060,253	20,164,753	20,164,753	**20,460,131**
	Equipment	0	0	0	**0**
	Total M & O Expenditures	20,402,468	20,361,580	20,361,580	**20,662,976**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	20,402,468	20,361,580	20,361,580	**20,662,976**
Revenues		20,402,468	20,361,580	20,361,580	**20,662,976**
Staffing	Full-Time Equivalents - Civilian	2.9	2.0	2.0	**2.0**
	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	2.9	2.0	2.0	**2.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o FY2011 includes plans to upgrade the chargeback system.
- o The FY2011 Budget provides funding for the HOPE 3% increase ($4,415) and 1.25% Pay for Performance ($2,040) increase.

Central Service Revolving Fund
Information Technology
Expenditure Summary



Business Area Cost Center Summary

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

Cost Center Description	Cost Center Objectives
IT - Enterprise Applications 6800020001	
Supports centralized citywide and core application service and function per Exec 1-44 including enterprise maintenance, technical support, service contracts and related utility management.	Support and maintain various tools and applications used in providing citywide services for fleet maintenance and data warehouse software.
IT - Enterprise Application-311 Support 6800020003	
Supports centralized citywide and core application service and function per Exec 1-44 including enterprise maintenance, technical support, service contracts and related utility management.	Support citywide procurement and accounts payables associated with Enterprise Applications for 3-1-1 Call Center effectively and efficiently.
IT - ERP Team 6800020004	
Responsible for providing citywide ERP applications support to the City's core business systems. Support integration of selected departmental applications with ERP.	To insure adequate maintenance and support of SAP system.
IT - Client Services 6800030001	
The primary point of contact and escalation for system outages and technical support requests. Provides help desk support for citywide applications (i.e. Financial, Payroll, Purchasing, Email and Office systems). Also provides desktop field support.	Insure maintenance of various tools used to provide citywide services.
IT - Network Data Services 6800030004	
Service and maintenance of citywide network infrastructure. Provide internet access, network security, monitoring, management, intrusion detection and remote connectivity.	Insure maintenance of the systems used to provide citywide services related to data services.
IT - Network Voice Services 6800030005	
Network Services supports centralized IT voice communication services and functions per Exec 1-44 including enterprise maintenance, technical support, service contracts and related utility management.	Support citywide procurement and accounts payable associated with centralized IT Network Services effectively and efficiently.

Business Area Cost Center Summary

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

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Timely software renewals	99%			99%			**99%**		
Timely invoice payment	99%			99%			**99%**		
Accurate chargebacks	99%			99%			**99%**		
		0.1	646,132		0.0	558,897		**0.0**	**557,808**
Transaction accuracy rate	99%			99%			**99%**		
Prompt invoice pmt	99%			99%			**99%**		
		2.0	1,444,913		2.0	1,322,965		**2.0**	**1,338,586**
Timely software renewals	99%			99%			**99%**		
Timely invoice payment	99%			99%			**99%**		
Accurate chargebacks	99%			99%			**99%**		
		0.0	644,458		0.0	628,062		**0.0**	**759,000**
Timely software renewals	99%			99%			**99%**		
Timely invoice payment	99%			99%			**99%**		
Accurate chargebacks	99%			99%			**99%**		
		0.0	46,411		0.0	88,316		**0.0**	**147,300**
Timely sofware renewals	99%			99%			**99%**		
Timely invoice payment	99%			99%			**99%**		
Accurate chargebacks	99%			99%			**99%**		
		0.0	1,250,448		0.0	1,448,784		**0.0**	**2,700,991**
Transaction accuracy rate	99%			99%			**99%**		
Prompt telecom invoice pmt	99%			99%			**99%**		
		0.0	15,528,147		0.0	15,853,056		**0.0**	**15,159,291**

Business Area Cost Center Summary

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

Cost Center Description	Cost Center Objectives
IT - Enterprise Operations Services 6800030007	
Focuses on the capabilities necessary to operate and maintain enterprise operations including: server platforms, storage systems, data center facilities, server rooms, email, communication systems, and system management tools.	Insure maintenance of all tools and equipment used to support citywide operations for related software applications.
IT - Radio Comm Services 6800050001	
Responsible for upgrading current city radios to 700 MHz. In FY2010, this function moved to the General Fund.	Provide leadership and direction for converting to 700 MHz radio system. Provide management and oversight of the City's existing radio system infrastructure.

Business Area Cost Center Summary

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

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Timely software renewals	99%			99%			**99%**		
Timely invoice payment	99%			99%			**99%**		
Accurate chargebacks	99%			99%			**99%**		
		0.0	687,247		0.0	461,500		**0.0**	**0**
Comp contract negotiations	99%			N/A			**N/A**		
Rec City Council approval	99%			N/A			**N/A**		
Comp organization analysis	99%			N/A			**N/A**		
Comp design review	99%			N/A			**N/A**		
		0.8	154,712		0.0	0		**0.0**	**0**
Total		2.9	20,402,468		2.0	20,361,580		**2.0**	**20,662,976**

Business Area Roster Summary

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

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
ADMINISTRATIVE COORDINATOR	24	1.0	1.0	
OPERATIONS MANAGER	27	1.0	1.0	
Total FTEs		**2.0**	**2.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**2.0**	**2.0**	**0.0**

Business Area Revenue Summary

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

Commit Item	Description	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
6800020003	**IT - Enterprise Application-311 Support**			
424100	Intfd IT Network Svc	2,933,979	2,516,924	**2,658,894**
6800030005	**IT - Network Voice Services**			
451020	Interfund Billing-Telephone	12,700,000	14,320,387	**13,595,791**
457020	Interfund Communication Equipment Repair	4,727,601	3,524,269	**4,408,291**
Total	**IT - Network Voice Services**	17,427,601	17,844,656	**18,004,082**
Total	**Information Technology**	20,361,580	20,361,580	**20,662,976**

Business Area Expenditure Summary

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

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	249,694	146,084	146,084	**151,567**
500060	Overtime - Civilian	253	0	0	**0**
501070	Pension - Civilian	40,290	21,209	21,209	**21,977**
502010	FICA - Civilian	18,001	11,037	11,037	**11,595**
503010	Health Ins-Act Civilian	29,651	14,254	14,254	**14,916**
503015	Basic Life Insurance - Active Civilian	118	83	83	**90**
503060	Long Term Disability-Civilian	(33)	170	170	**170**
503090	Workers Compensation-Civilian-Admin	518	420	420	**420**
504020	Compensation Contingency	0	0	0	**2,040**
504030	Unemployment Claims	0	70	70	**70**
Total	**Personnel Services**	**338,492**	**193,327**	**193,327**	**202,845**
511025	Electrical Hardware & Parts	201	0	0	**0**
511045	Computer Supplies	3,484	3,500	3,500	**0**
511150	Miscellaneous Parts & Supplies	38	0	0	**0**
Total	**Supplies**	**3,723**	**3,500**	**3,500**	**0**
520108	Information Resource Services	6,625	0	0	**0**
520121	IT Application Svcs	2,520,651	2,738,952	2,314,897	**2,448,973**
520157	Computer Software Maintenance Services	576,678	653,100	400,000	**0**
520158	Computer Equipment Maintenance Services	0	263,983	58,000	**0**
520805	Education & Training	26	0	0	**0**
521605	Data Services	1,557,439	2,674,700	1,537,100	**2,848,291**
521610	Voice Services	13,722,697	12,700,000	14,320,387	**13,595,791**
521620	Voice Equipment	820,489	419,650	820,000	**750,000**
521625	Voice Labor	853,648	709,168	709,169	**810,000**
521630	GIS Revolving Fund Services	0	0	0	**76**
522205	Metro Commuter Passes	2,000	1,700	1,700	**3,500**
522430	Miscellaneous Other Services & Charges	0	3,500	3,500	**3,500**
Total	**Other Services and Charges**	**20,060,253**	**20,164,753**	**20,164,753**	**20,460,131**
	Grand Total Expenditures	**20,402,468**	**20,361,580**	**20,361,580**	**20,662,976**

Business Area Budget Summary

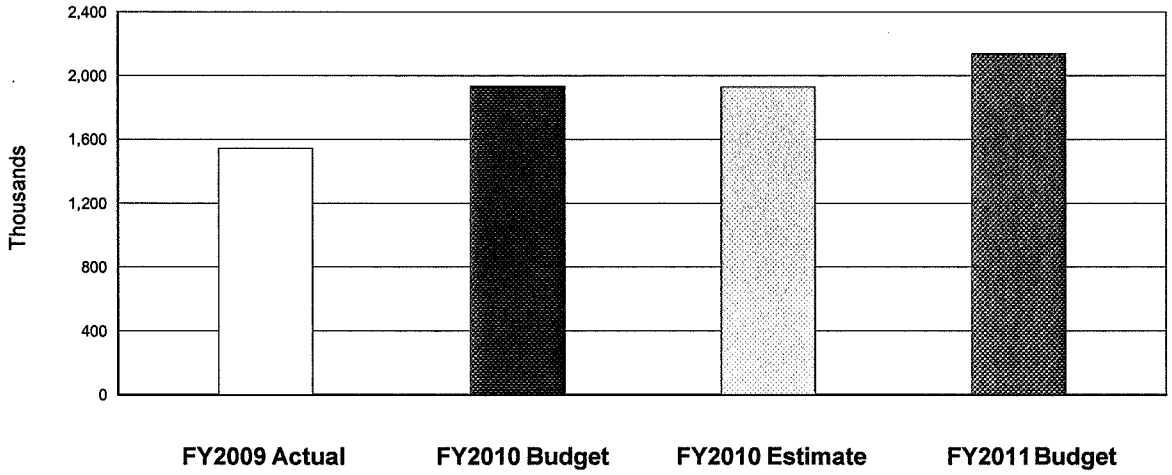
Fund Name : **Central Service Revolving Fund**
Business Area Name : **Planning & Development**
Fund No./Bus. Area No. : **1002 / 7000**

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	886,934	1,105,538	1,107,005	**1,163,160**
	Supplies	20,975	35,699	45,099	**51,919**
	Other Services and Charges	621,514	772,340	763,023	**924,089**
	Equipment	0	9,400	6,000	**0**
	Non-Capital Equipment	14,795	10,056	9,822	**0**
	Total M & O Expenditures	1,544,218	1,933,033	1,930,949	**2,139,168**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	1,544,218	1,933,033	1,930,949	**2,139,168**
Revenues		1,544,218	1,933,033	1,930,949	**2,139,168**
Staffing	Full-Time Equivalents - Civilian	6.5	12.5	12.5	**12.5**
	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	6.5	12.5	12.5	**12.5**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o Continuous Development of Enterprise Geographical Information System (GIS).
- o Enterprise GIS is a framework to collaborate and communicate by providing a common frame of reference-location and allowing people to share GIS data. It includes customized internet and desktop applications to support both decision making as well as daily operations.
- o Enterprise GIS enables design, development and deployment of web-based applications for improved public access to public information.
- o Provide In-House Training and Certification Program for GIS users.
- o The FY2011 Budget provides funding for the HOPE 3% increase ($27,362) and 1.25% Pay for Performance increase ($13,382).

Central Service Revolving Fund
Planning & Development
Expenditure Summary



Business Area Cost Center Summary

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

Cost Center Description	Cost Center Objectives
GIS Services **7000020001** Enterprise GIS centralizes data for interdepartmental access, via Web and desktop services. Includes training, tech support, hardware, software and consulting.	Broaden scope of ETL process. Develop specialized GIS applications for business units. Replace Legacy DRC System with updated application. Begin performing address assignment role for City of Houston and select areas within Harris County.

Business Area Cost Center Summary

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

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
GIS Training	NA			NA			**NA**		
* ARCGIS	NA			175			**200**		
* MYCITY / Other	NA			137			**375**		
New Applications	10			10			**10**		
Data Layers	NA			400			**250**		
		6.5	1,544,218		12.5	1,930,949		**12.5**	**2,139,168**
Total		6.5	1,544,218		12.5	1,930,949		**12.5**	**2,139,168**

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	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
GIS ANALYST	20	3.0	3.0	
GIS MANAGER	29	2.0	2.0	
GIS SUPERVISOR	26	3.5	3.5	
SENIOR GIS ANALYST	24	1.0	1.0	
SYSTEMS SUPPORT ANALYST IV	25	1.0	1.0	
WEB DESIGNER	21	1.0	1.0	
WEBMASTER	26	1.0	1.0	
Total FTEs		**12.5**	**12.5**	**0.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**12.5**	**12.5**	**0.0**

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	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
7000020001	**GIS Services**			
457090	ENT-Geographic Information System	1,933,033	1,930,949	**2,139,168**
Total	**Planning & Development**	**1,933,033**	**1,930,949**	**2,139,168**

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	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	682,138	845,844	843,670	**874,944**
500060	Overtime - Civilian	135	0	(135)	**0**
500110	Bilingual Pay - Civilian	908	904	901	**904**
500210	Pay for Performance-Municipal	1,000	0	0	**0**
501070	Pension - Civilian	100,619	124,341	123,716	**126,869**
501120	Termination Pay - Civilian	5,583	0	3,000	**3,000**
502010	FICA - Civilian	51,787	64,777	62,927	**67,002**
503010	Health Ins-Act Civilian	42,885	65,058	68,306	**72,406**
503015	Basic Life Insurance - Active Civilian	455	477	483	**516**
503060	Long Term Disability-Civilian	(94)	1,066	1,066	**1,066**
503090	Workers Compensation-Civilian-Admin	1,518	2,634	2,634	**2,634**
504020	Compensation Contingency	0	0	0	**13,382**
504030	Unemployment Claims	0	437	437	**437**
Total	**Personnel Services**	**886,934**	**1,105,538**	**1,107,005**	**1,163,160**
511040	Audiovisual Supplies	0	0	753	**0**
511045	Computer Supplies	20,975	25,699	34,346	**41,919**
511055	Publications & Printed Materials	0	2,500	2,500	**2,500**
511070	Miscellaneous Office Supplies	0	7,500	7,500	**7,500**
Total	**Supplies**	**20,975**	**35,699**	**45,099**	**51,919**
520100	Temporary Personnel Services	0	14,200	0	**0**
520107	Computer Info/Contr	32,000	166,300	178,872	**180,500**
520119	Computer Equipment/Software Maintenance	531,953	512,600	506,795	**662,600**
520765	Membership & Professional Fees	1,175	3,500	3,500	**3,500**
520805	Education & Training	32,256	62,500	54,161	**62,500**
520905	Travel - Training Related	19,608	10,600	13,600	**10,600**
521610	Voice Services	2	0	0	**0**
522205	Metro Commuter Passes	4,520	2,640	6,095	**4,389**
Total	**Other Services and Charges**	**621,514**	**772,340**	**763,023**	**924,089**
560230	Computer HW and Developed SW	0	9,400	6,000	**0**
Total	**Equipment**	**0**	**9,400**	**6,000**	**0**
551015	Non-Capital Computer Equipment	11,999	5,556	5,332	**0**
551040	Non-Capital Other	2,796	4,500	4,490	**0**
Total	**Non-Capital Equipment**	**14,795**	**10,056**	**9,822**	**0**
	Grand Total Expenditures	**1,544,218**	**1,933,033**	**1,930,949**	**2,139,168**

Business Area Budget Summary

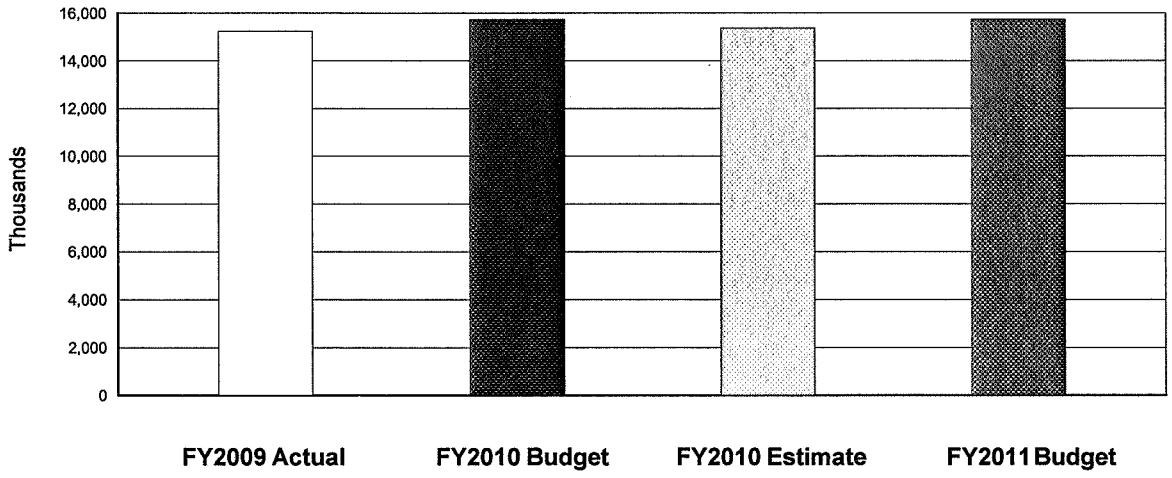
Fund Name : Central Service Revolving Fund
Business Area Name : Human Resources
Fund No./Bus. Area No. : 1002 / 8000

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	245,671	323,826	323,872	**338,891**
	Supplies	1,532	2,628	2,600	**2,628**
	Other Services and Charges	15,002,156	15,416,604	15,054,036	**15,397,698**
	Non-Capital Equipment	710	0	0	**0**
	Total M & O Expenditures	15,250,069	15,743,058	15,380,508	**15,739,217**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	15,250,069	15,743,058	15,380,508	**15,739,217**
Revenues		15,250,069	15,743,058	15,380,508	**15,739,217**
Staffing	Full-Time Equivalents - Civilian	4.6	6.0	6.0	**6.0**
	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	4.6	6.0	6.0	**6.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o Temporary personnel utilization to the City continues to be managed through contract allocations, budget process, vendor management, and department authorization.
- o The Temporary Employee Services 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 Internal administrative overhead will remain at a low 2.4% in FY2011.
- o The FY2011 Budget provides funding for the Hope 3% increase ($7,861) and 1.25% Pay for Performance increase ($4,150).

Central Service Revolving Fund
Human Resources
Expenditure Summary



Business Area Cost Center Summary

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

Cost Center Description	Cost Center Objectives
Temporary Personnel Service 8000110001 Provide temporary employees to all departments as needed. Administer substance abuse testing for all departments.	Provide temporary employees to departments through approved contracts. Charge back substance abuse test costs to the appropriate department.

Business Area Cost Center Summary

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

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Payment Invoices	3,020			3,100			**3,200**		
Intergovernmental Invoices	40,000			35,000			**36,580**		
Invoices processed	23,000			21,000			**26,855**		
Average temporaries	450			480			**430**		
Substance tests conducted	9,900			10,000			**10,000**		
		4.6	15,250,069		6.0	15,380,508		**6.0**	**15,739,217**
Total		4.6	15,250,069		6.0	15,380,508		**6.0**	**15,739,217**

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	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE COORDINATOR	24	1.0	0.0	(1.0)
CONTRACT ADMINISTRATOR	22	1.0	1.0	
HUMAN RESOURCES SUPERVISOR	24	0.0	1.0	1.0
SENIOR ACCOUNT CLERK	13	3.0	3.0	
Total FTEs		**6.0**	**6.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**6.0**	**6.0**	**0.0**

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	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
8000110001	**Temporary Personnel Service**			
426290	Other Service Charges	358,058	335,900	**354,217**
451050	Interfund Lab Services	385,000	264,608	**385,000**
457070	Interfund Temporary Personnel	15,000,000	14,780,000	**15,000,000**
Total	**Temporary Personnel Service**	**15,743,058**	**15,380,508**	**15,739,217**
Total	**Human Resources**	**15,743,058**	**15,380,508**	**15,739,217**

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	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	183,999	238,914	242,080	**250,711**
500060	Overtime - Civilian	167	0	0	**0**
501070	Pension - Civilian	27,170	35,119	35,582	**36,353**
502010	FICA - Civilian	13,609	18,277	18,007	**19,180**
503010	Health Ins-Act Civilian	20,060	25,247	26,294	**26,370**
503015	Basic Life Insurance - Active Civilian	126	139	139	**147**
503060	Long Term Disability-Civilian	(41)	510	510	**510**
503090	Workers Compensation-Civilian-Admin	581	1,260	1,260	**1,260**
504020	Compensation Contingency	0	4,150	0	**4,150**
504030	Unemployment Claims	0	210	0	**210**
Total	**Personnel Services**	**245,671**	**323,826**	**323,872**	**338,891**
511045	Computer Supplies	0	628	600	**628**
511070	Miscellaneous Office Supplies	1,532	2,000	2,000	**2,000**
Total	**Supplies**	**1,532**	**2,628**	**2,600**	**2,628**
520100	Temporary Personnel Services	14,588,683	15,000,000	14,780,000	**15,000,000**
520110	Management Consulting Services	40,808	5,000	0	**5,000**
520114	Miscellaneous Support Services	61	6,421	0	**0**
520119	Computer Equipment/Software Maintenance	5,150	10,000	0	**0**
520121	IT Application Svcs	751	1,236	663	**679**
520515	Print Shop Services	0	99	99	**0**
520605	Advertising Services	502	600	2,600	**0**
520805	Education & Training	276	1,000	1,000	**1,000**
520910	Travel - Non-Training Related	0	100	50	**100**
521605	Data Services	0	721	0	**0**
521610	Voice Services	525	1,775	505	**518**
521620	Voice Equipment	900	0	870	**892**
521630	GIS Revolving Fund Services	0	0	0	**228**
521730	Parking Space Rental	2,125	3,200	3,562	**4,281**
522205	Metro Commuter Passes	894	1,452	79	**0**
522430	Miscellaneous Other Services & Charges	361,481	385,000	264,608	**385,000**
Total	**Other Services and Charges**	**15,002,156**	**15,416,604**	**15,054,036**	**15,397,698**
551010	Non-Capital Office Furniture & Equipment	710	0	0	**0**
Total	**Non-Capital Equipment**	**710**	**0**	**0**	**0**
	Grand Total Expenditures	**15,250,069**	**15,743,058**	**15,380,508**	**15,739,217**