

**FISCAL YEAR 2012 BUDGET**

**Fund Summary**

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

|                                    | <u>FY2011<br/>Current Budget</u> | <u>FY2011<br/>Estimate</u> | <u>FY2012<br/>Budget</u> |
|------------------------------------|----------------------------------|----------------------------|--------------------------|
| Beginning Fund Balance             | 0                                | 0                          | 0                        |
| Revenues                           | 224,171,361                      | 223,141,323                | 196,280,139              |
| Expenditures                       | 224,171,361                      | 223,141,323                | 196,280,139              |
| Revenues Over/(Under) Expenditures | <u>0</u>                         | <u>0</u>                   | <u>0</u>                 |
| Ending Fund Balance                | <u><u>0</u></u>                  | <u><u>0</u></u>            | <u><u>0</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 FY2011 Current Budget, the FY2011 Estimate and the FY2012 Budget for the Central Services Revolving Fund. Also included are the beginning and ending fund balances, total revenues 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.

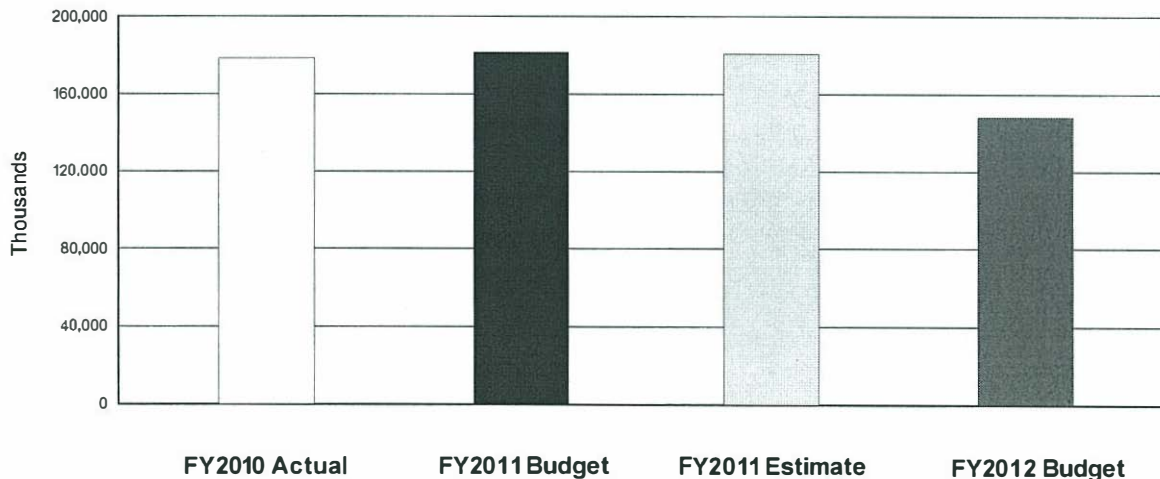
Appropriations for these accounts are made from the respective operating departmental budgets as a part of the general appropriations ordinance. Sufficient appropriations are authorized from each department to allow for minimal encumbrance balances in each supply and service account in the Central Services 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. 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, client relation 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.

**FISCAL YEAR 2012 BUDGET**

| <b>Business Area Budget Summary</b>               |                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                                  |                            |                          |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------|----------------------------|--------------------------|
| <b>Fund Name : Central Service Revolving Fund</b> |                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                                  |                            |                          |
| <b>Business Area Name : General Services</b>      |                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                                  |                            |                          |
| <b>Fund No./Bus. Area No. : 1002 / 2500</b>       |                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                                  |                            |                          |
|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                          | <b>FY2010<br/>Actual</b> | <b>FY2011<br/>Current Budget</b> | <b>FY2011<br/>Estimate</b> | <b>FY2012<br/>Budget</b> |
| Expenditures                                      | Personnel Services                                                                                                                                                                                                                                                                                                                                                                                       | 1,060,878                | 1,114,621                        | 1,114,621                  | <b>617,964</b>           |
|                                                   | Supplies                                                                                                                                                                                                                                                                                                                                                                                                 | 25,559,275               | 29,436,686                       | 29,436,686                 | <b>6,000</b>             |
|                                                   | Other Services and Charges                                                                                                                                                                                                                                                                                                                                                                               | 151,843,208              | 150,915,074                      | 150,155,708                | <b>147,503,515</b>       |
|                                                   | Equipment                                                                                                                                                                                                                                                                                                                                                                                                | 0                        | 0                                | 0                          | <b>0</b>                 |
|                                                   | Non-Capital Equipment                                                                                                                                                                                                                                                                                                                                                                                    | 1,033                    | 0                                | 0                          | <b>0</b>                 |
|                                                   | <b>Total M &amp; O Expenditures</b>                                                                                                                                                                                                                                                                                                                                                                      | <b>178,464,394</b>       | <b>181,466,381</b>               | <b>180,707,015</b>         | <b>148,127,479</b>       |
|                                                   | Debt Service & Other Uses                                                                                                                                                                                                                                                                                                                                                                                | 0                        | 0                                | 0                          | <b>0</b>                 |
| <b>Total Expenditures</b>                         | <b>178,464,394</b>                                                                                                                                                                                                                                                                                                                                                                                       | <b>181,466,381</b>       | <b>180,707,015</b>               | <b>148,127,479</b>         |                          |
| Revenues                                          |                                                                                                                                                                                                                                                                                                                                                                                                          | 178,464,394              | 181,466,381                      | 180,707,015                | <b>148,127,479</b>       |
| Staffing                                          | Full-Time Equivalents - Civilian                                                                                                                                                                                                                                                                                                                                                                         | 11.8                     | 13.0                             | 13.0                       | <b>6.0</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>               |
|                                                   | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                             | <b>11.8</b>              | <b>13.0</b>                      | <b>13.0</b>                | <b>6.0</b>               |
|                                                   | Full-Time Equivalents - Overtime                                                                                                                                                                                                                                                                                                                                                                         | 0.0                      | 0.1                              | 0.1                        | <b>0.0</b>               |
| Significant Budget Changes and Highlights         | <ul style="list-style-type: none"> <li>o The Fuel management section moved to the Fleet Management Department effective FY2012.</li> <li>o Substantial completion of Phase I of the energy performance project with Schneider Electric, 2nd quarter FY2012.</li> <li>o The City of Houston was ranked 3rd in the nation for purchasers of renewable energy and first among cities by the EPA.</li> </ul> |                          |                                  |                            |                          |

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



**FISCAL YEAR 2012 BUDGET**

| <b>Division Mission and Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |                        |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------|----------------------|
| <b>Fund Name</b> : Central Service Revolving Fund<br><b>Business Area Name</b> : General Services<br><b>Fund No./Bus Area No.</b> : 1002 / 2500                                                                                                                                                                                                                                                                                                                             |                      |                        |                      |
| <b>Name: GSD - Energy Management -- 250004</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                        |                      |
| <b>Mission:</b> To provide optimum procurement of electricity and natural gas, and delivery of those commodities to City facilities; to maximize energy savings opportunities citywide; to promote energy awareness programs and practices; and to optimize the efficiency of building operations.                                                                                                                                                                          |                      |                        |                      |
| <b>Goal:</b> 1) Complete phase II by December 2011 for the Energy Performance contract. 2) Complete the procurement process for the new electricity contract that will commence July 1, 2013. 3) Submit the citywide energy efficiency report to the State Energy Conservation Office before April 1, 2012. 4) Manage 4,800 citywide electricity accounts and 389 citywide natural gas accounts. 5) Manage the natural gas contract for 1.5 million mmBTUs of gas annually. |                      |                        |                      |
| <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>FY2010 Actual</b> | <b>FY2011 Estimate</b> | <b>FY2012 Budget</b> |
| Utility invoice payments                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 47,247               | 61,068                 | <b>61,068</b>        |
| Utility management (meter applications, connects, and disconnects)                                                                                                                                                                                                                                                                                                                                                                                                          | 1,134                | 1,200                  | <b>1,000</b>         |
| Transaction accuracy rate                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 99%                  | 99%                    | <b>99%</b>           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |                        |                      |

**FISCAL YEAR 2012 BUDGET**

| Division Summary                                                                                                                                                                                                      |               |                    |                 |                    |               |                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|-----------------|--------------------|---------------|--------------------|
| <b>Fund Name : Central Service Revolving Fund</b><br><b>Business Area Name : General Services</b><br><b>Fund No./Bus Area No. : 1002 / 2500</b>                                                                       |               |                    |                 |                    |               |                    |
| Division Description                                                                                                                                                                                                  | FY2010 Actual |                    | FY2011 Estimate |                    | FY2012 Budget |                    |
|                                                                                                                                                                                                                       | FTEs          | Cost \$            | FTEs            | Cost \$            | FTEs          | Cost \$            |
| <b>GSD - Energy Management</b> <span style="float:right"><b>250004</b></span><br>Provide citywide electricity and natural gas procurement services to include implementing comprehensive energy conservation measures | 11.8          | 178,464,394        | 13.0            | 180,707,015        | 6.0           | 148,127,479        |
| <b>Total</b>                                                                                                                                                                                                          | <b>11.8</b>   | <b>178,464,394</b> | <b>13.0</b>     | <b>180,707,015</b> | <b>6.0</b>    | <b>148,127,479</b> |

**FISCAL YEAR 2012 BUDGET**

**Business Area Roster Summary**

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

| <b>Job Description</b>                             | <b>Pay Grade</b> | <b>FY2011 Current Budget FTE</b> | <b>FY2012 Budget FTE</b> | <b>Change</b> |
|----------------------------------------------------|------------------|----------------------------------|--------------------------|---------------|
| ACCOUNTANT ASSOCIATE                               | 14               | 1.0                              | 0.0                      | (1.0)         |
| ADMINISTRATION MANAGER                             | 26               | 1.0                              | 0.0                      | (1.0)         |
| ADMINISTRATIVE AIDE                                | 10               | 1.0                              | 1.0                      |               |
| ADMINISTRATIVE ASSISTANT                           | 17               | 2.0                              | 0.0                      | (2.0)         |
| 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                              | 0.0                      | (1.0)         |
| MANAGEMENT ANALYST III                             | 21               | 2.0                              | 1.0                      | (1.0)         |
| SENIOR ACCOUNT CLERK                               | 13               | 1.0                              | 0.0                      | (1.0)         |
| SENIOR ASSISTANT CITY ATTORNEY IV                  | 35               | 1.0                              | 1.0                      |               |
| <b>Total FTEs</b>                                  |                  | <b>13.0</b>                      | <b>6.0</b>               | <b>(7.0)</b>  |
| <b>Less adjustment for Civilian Vacancy Factor</b> |                  | <b>0.0</b>                       | <b>0.0</b>               | <b>0.0</b>    |
| <b>Full-Time Equivalents</b>                       |                  | <b>13.0</b>                      | <b>6.0</b>               | <b>(7.0)</b>  |

**FISCAL YEAR 2012 BUDGET**

**Business Area Revenue Summary**

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

| Commit Item       | Description               | FY2011 Current Budget | FY2011 Estimate    | FY2012 Budget      |
|-------------------|---------------------------|-----------------------|--------------------|--------------------|
| <b>2500040001</b> | <b>GSD - Energy Mgmt.</b> |                       |                    |                    |
| 424110            | Other Interfund Services  | 1,472,214             | 713,470            | <b>1,054,884</b>   |
| 451030            | Interfund Natural Gas     | 9,783,380             | 9,783,380          | <b>8,687,751</b>   |
| 457060            | Interfund Electricity     | 139,916,684           | 139,916,684        | <b>138,384,844</b> |
| <b>Total</b>      | <b>GSD - Energy Mgmt.</b> | <b>151,172,278</b>    | <b>150,413,534</b> | <b>148,127,479</b> |
| <b>2500040002</b> | <b>GSD - Fuel</b>         |                       |                    |                    |
| 424110            | Other Interfund Services  | 1,020,567             | 1,019,945          | <b>0</b>           |
| 424120            | Interfund Vehicle Fuel    | 29,273,536            | 29,273,536         | <b>0</b>           |
| <b>Total</b>      | <b>GSD - Fuel</b>         | <b>30,294,103</b>     | <b>30,293,481</b>  | <b>0</b>           |
| <b>Total</b>      | <b>General Services</b>   | <b>181,466,381</b>    | <b>180,707,015</b> | <b>148,127,479</b> |

**FISCAL YEAR 2012 BUDGET**

**Business Area Expenditure Summary**

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

| <b>Commit Item</b>              | <b>Description</b>                       | <b>FY2010 Actual</b> | <b>FY2011 Current Budget</b> | <b>FY2011 Estimate</b> | <b>FY2012 Budget</b> |
|---------------------------------|------------------------------------------|----------------------|------------------------------|------------------------|----------------------|
| 500010                          | Salary Base Pay - Civilian               | 782,752              | 817,303                      | 822,046                | 460,195              |
| 500060                          | Overtime - Civilian                      | 995                  | 6,000                        | 6,000                  | 0                    |
| 501070                          | Pension - Civilian                       | 118,267              | 117,583                      | 117,583                | 82,835               |
| 502010                          | FICA - Civilian                          | 55,156               | 60,780                       | 60,780                 | 33,714               |
| 503010                          | Health Ins-Act Civilian                  | 98,614               | 103,440                      | 103,440                | 39,026               |
| 503015                          | Basic Life Insurance - Active Civilian   | 462                  | 482                          | 482                    | 274                  |
| 503050                          | Health/Life Insurance - Retiree Civilian | 1,311                | 0                            | 0                      | 0                    |
| 503060                          | Long Term Disability-Civilian            | 1,013                | 1,105                        | 1,105                  | 510                  |
| 503090                          | Workers Compensation-Civilian-Admin      | 2,308                | 2,730                        | 2,730                  | 1,200                |
| 504020                          | Compensation Contingency                 | 0                    | 4,743                        | 0                      | 0                    |
| 504030                          | Unemployment Claims - Administration     | 0                    | 455                          | 455                    | 210                  |
| <b>Total</b>                    | <b>Personnel Services</b>                | <b>1,060,878</b>     | <b>1,114,621</b>             | <b>1,114,621</b>       | <b>617,964</b>       |
| 511010                          | Chemical Gases & Special Fluids          | 8,717                | 4,500                        | 13,946                 | 0                    |
| 511020                          | Construction Materials                   | 143                  | 0                            | 0                      | 0                    |
| 511045                          | Computer Supplies                        | 6,817                | 7,000                        | 8,000                  | 3,000                |
| 511055                          | Publications & Printed Materials         | 0                    | 11,000                       | 11,000                 | 0                    |
| 511060                          | Postage                                  | 0                    | 650                          | 650                    | 500                  |
| 511070                          | Miscellaneous Office Supplies            | 3,827                | 6,000                        | 7,224                  | 2,500                |
| 511110                          | Fuel                                     | 25,513,825           | 29,273,536                   | 29,273,536             | 0                    |
| 511115                          | Vehicle Repair & Maintenance Supplies    | 31                   | 3,000                        | 3,000                  | 0                    |
| 511120                          | Clothing                                 | 92                   | 3,000                        | 3,000                  | 0                    |
| 511145                          | Small Tools & Minor Equipment            | 1,255                | 8,000                        | 8,000                  | 0                    |
| 511150                          | Miscellaneous Parts & Supplies           | 24,568               | 120,000                      | 108,330                | 0                    |
| <b>Total</b>                    | <b>Supplies</b>                          | <b>25,559,275</b>    | <b>29,436,686</b>            | <b>29,436,686</b>      | <b>6,000</b>         |
| 520100                          | Temporary Personnel Services             | 0                    | 12,000                       | 12,000                 | 0                    |
| 520108                          | Information Resource Services            | 13,259               | 5,100                        | 6,000                  | 4,100                |
| 520110                          | Management Consulting Services           | 144,413              | 500,000                      | 10,057                 | 200,000              |
| 520114                          | Miscellaneous Support Services           | 0                    | 9,000                        | 9,000                  | 0                    |
| 520119                          | Computer Equipment/Software Maintenance  | 3,757                | 112,000                      | 106,000                | 6,000                |
| 520123                          | Vehicle & Motor Equipment Services       | 0                    | 0                            | 1,905                  | 0                    |
| 520124                          | Other Equipment Services                 | 0                    | 0                            | 28,824                 | 0                    |
| 520141                          | Engineering Services                     | 179,495              | 200,000                      | 20,014                 | 100,000              |
| 520515                          | Print Shop Services                      | 26                   | 2,500                        | 2,500                  | 2,000                |
| 520605                          | Advertising Services                     | 996                  | 0                            | 0                      | 250                  |
| 520765                          | Membership & Professional Fees           | 1,140                | 550                          | 550                    | 550                  |
| 520805                          | Education & Training                     | 300                  | 14,000                       | 14,000                 | 2,000                |
| 520910                          | Travel - Non-Training Related            | 292                  | 1,000                        | 1,000                  | 750                  |
| 521505                          | Electricity                              | 142,602,030          | 139,916,684                  | 139,916,684            | 138,384,844          |
| 521510                          | Natural Gas                              | 8,835,858            | 9,783,380                    | 9,783,380              | 8,687,751            |
| 521610                          | Voice Services                           | 29                   | 1,050                        | 1,397                  | 1,436                |
| 521630                          | GIS Revolving Fund Services              | 0                    | 0                            | 0                      | 490                  |
| 521730                          | Parking Space Rental                     | 0                    | 1,500                        | 1,500                  | 0                    |
| 521905                          | Legal Services                           | 53,140               | 124,550                      | 9,737                  | 100,000              |
| 522205                          | Metro Commuter Passes                    | 2,742                | 2,060                        | 2,060                  | 960                  |
| 522430                          | Miscellaneous Other Services & Charges   | 5,731                | 229,700                      | 229,100                | 4,700                |
| 522721                          | Interfund HR Client Services             | 0                    | 0                            | 0                      | 7,258                |
| 522722                          | KRONOS Service Chargeback                | 0                    | 0                            | 0                      | 426                  |
| <b>Total</b>                    | <b>Other Services and Charges</b>        | <b>151,843,208</b>   | <b>150,915,074</b>           | <b>150,155,708</b>     | <b>147,503,515</b>   |
| 551015                          | Non-Capital Computer Equipment           | 1,033                | 0                            | 0                      | 0                    |
| <b>Total</b>                    | <b>Non-Capital Equipment</b>             | <b>1,033</b>         | <b>0</b>                     | <b>0</b>               | <b>0</b>             |
| <b>Grand Total Expenditures</b> |                                          | <b>178,464,394</b>   | <b>181,466,381</b>           | <b>180,707,015</b>     | <b>148,127,479</b>   |

**FISCAL YEAR 2012 BUDGET**

**Business Area Budget Summary**

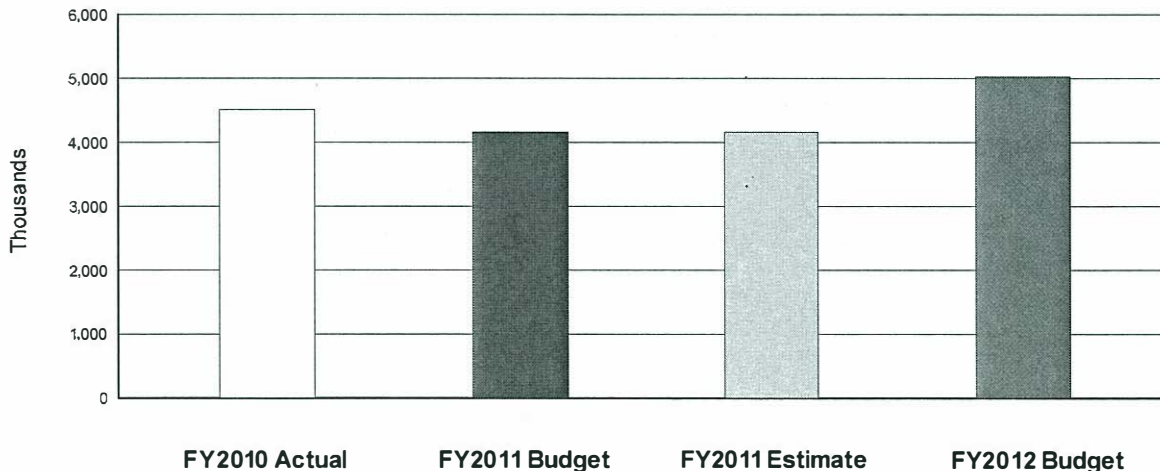
**Fund Name** : Central Service Revolving Fund  
**Business Area Name** : Administration and Regulatory Affairs  
**Fund No./Bus. Area No.** : 1002 / 6500

|                           |                                     | FY2010<br>Actual | FY2011<br>Current Budget | FY2011<br>Estimate | FY2012<br>Budget |
|---------------------------|-------------------------------------|------------------|--------------------------|--------------------|------------------|
| Expenditures              | Personnel Services                  | 0                | 0                        | 0                  | 0                |
|                           | Supplies                            | 410,185          | 400,000                  | 400,000            | 400,000          |
|                           | Other Services and Charges          | 4,099,294        | 3,763,619                | 3,763,619          | 4,623,984        |
|                           | Equipment                           | 0                | 0                        | 0                  | 0                |
|                           | Non-Capital Equipment               | 0                | 0                        | 0                  | 0                |
|                           | <b>Total M &amp; O Expenditures</b> | <u>4,509,479</u> | <u>4,163,619</u>         | <u>4,163,619</u>   | <u>5,023,984</u> |
|                           | Debt Service & Other Uses           | 0                | 0                        | 0                  | 0                |
| <b>Total Expenditures</b> | <u>4,509,479</u>                    | <u>4,163,619</u> | <u>4,163,619</u>         | <u>5,023,984</u>   |                  |
| Revenues                  |                                     | 4,509,479        | 4,163,619                | 4,163,619          | 5,023,984        |
| 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              |
|                           | <b>Total</b>                        | <u>0.0</u>       | <u>0.0</u>               | <u>0.0</u>         | <u>0.0</u>       |
|                           | Full-Time Equivalents - Overtime    | 0.0              | 0.0                      | 0.0                | 0.0              |

**Significant Budget Changes and Highlights**

- o FY2012 revenue and expenditures will be a full year reflection of Print Shop Services that is provided through a FY2011 negotiated interlocal cooperation agreement that became effective October 2010 with HISD at a budget of \$1.2 million.
- o The increase of FY2012 Xerox expenditure budget is primarily due to the increase of Xerox machines used by City departments.
- o FY2012 postage revenue and expenditures remain constant as adopted for FY2011.
- o Includes annual cost for Hosting and Software Maintenance of the KRONOS automated time and attendance system as approved by City Council (Ordinance 2010-0555) in the amount of \$815,365.

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





**FISCAL YEAR 2012 BUDGET**

| <b>Division Mission and Performance Measures</b>                                                                                                                                                                                                                                                    |                      |                        |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------|----------------------|
| <b>Fund Name</b> : Central Service Revolving Fund<br><b>Business Area Name</b> : Administration and Regulatory Affairs<br><b>Fund No./Bus Area No.</b> : 1002 / 6500                                                                                                                                |                      |                        |                      |
| <b>Name: Central Services -- 650005</b>                                                                                                                                                                                                                                                             |                      |                        |                      |
| <b>Mission:</b> To manage the citywide xerox copies and postage budgets by monitoring costs and services ensuring the account is balanced.                                                                                                                                                          |                      |                        |                      |
| <b>Goal:</b> Serve and support all the City departments in monitoring and managing costs and services related to xerox copies and postage, and ensure a zero account balance at year end.                                                                                                           |                      |                        |                      |
| <b>Performance Measures</b>                                                                                                                                                                                                                                                                         | <b>FY2010 Actual</b> | <b>FY2011 Estimate</b> | <b>FY2012 Budget</b> |
| Transaction accuracy rate                                                                                                                                                                                                                                                                           | 99%                  | 99%                    | 99%                  |
| <b>Name: Print Shop -- 650006</b>                                                                                                                                                                                                                                                                   |                      |                        |                      |
| <b>Mission:</b> To manage the citywide printed materials budget by monitoring costs and services and ensure the account is balanced.                                                                                                                                                                |                      |                        |                      |
| <b>Goal:</b> Provide the City with the highest quality of printed materials and services at competitive costs and expedite printing requests to meet specifications and deadlines. Generate revenue through outsourced contracts to recover costs of operation.                                     |                      |                        |                      |
| <b>Performance Measures</b>                                                                                                                                                                                                                                                                         | <b>FY2010 Actual</b> | <b>FY2011 Estimate</b> | <b>FY2012 Budget</b> |
| Outsourced contract goals achieved                                                                                                                                                                                                                                                                  | 100%                 | 100%                   | 100%                 |
| <b>Name: ARA - Payroll Services -- 650007</b>                                                                                                                                                                                                                                                       |                      |                        |                      |
| <b>Mission:</b> To efficiently deliver accurate, reliable, and timely payroll and support services to our employees and department customers through the efforts of a professional and dedicated staff committed to superior customer service and excellence in everything we do.                   |                      |                        |                      |
| <b>Goal:</b> To be the nationally recognized model of excellence in payroll planning, staffing, and operations, where City governments throughout the United States acknowledges the Houston Central Payroll as the beacon of best practices dedicated to delivering responsive, no excuse service. |                      |                        |                      |
| <b>Performance Measures</b>                                                                                                                                                                                                                                                                         | <b>FY2010 Actual</b> | <b>FY2011 Estimate</b> | <b>FY2012 Budget</b> |
| Cust Svc satisfaction                                                                                                                                                                                                                                                                               | 98%                  | 95%                    | 95%                  |
| Payroll consolidation                                                                                                                                                                                                                                                                               | 60%                  | 100%                   | 100%                 |
| Div. SOP for all functions                                                                                                                                                                                                                                                                          | 25%                  | 100%                   | 100%                 |
| Kronos implem citywide                                                                                                                                                                                                                                                                              | N/A                  | 75%                    | 100%                 |
| Payroll Academy - all emps                                                                                                                                                                                                                                                                          | 30%                  | 75%                    | 100%                 |

**FISCAL YEAR 2012 BUDGET**

| <b>Division Summary</b>                                                                                                                                                                                                                                                                                                       |               |               |                  |                 |                  |               |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|------------------|-----------------|------------------|---------------|------------------|
| <b>Fund Name : Central Service Revolving Fund</b><br><b>Business Area Name : Administration and Regulatory Affairs</b><br><b>Fund No./Bus Area No. : 1002 / 6500</b>                                                                                                                                                          |               |               |                  |                 |                  |               |                  |
| Division Description                                                                                                                                                                                                                                                                                                          |               | FY2010 Actual |                  | FY2011 Estimate |                  | FY2012 Budget |                  |
|                                                                                                                                                                                                                                                                                                                               |               | FTEs          | Cost \$          | FTEs            | Cost \$          | FTEs          | Cost \$          |
| <b>Central Services</b>                                                                                                                                                                                                                                                                                                       | <b>650005</b> |               |                  |                 |                  |               |                  |
| Provide a centralized service function for xerox copies and postage for citywide operating departments. Administer service contracts and processes related service billings.                                                                                                                                                  |               | 0.0           | 2,952,870        | 0.0             | 2,990,000        | 0.0           | 2,976,000        |
| <b>Print Shop</b>                                                                                                                                                                                                                                                                                                             | <b>650006</b> |               |                  |                 |                  |               |                  |
| Provide printing services to various departments including design, artwork, layout, offset printing/copying and a variety of finishing services. Provide cost effective high volume copying services through interlocal agreement with Houston Independent School District. The shop has been outsourced to a private vendor. |               | 0.0           | 1,556,609        | 0.0             | 1,173,619        | 0.0           | 1,232,619        |
| <b>ARA - Payroll Services</b>                                                                                                                                                                                                                                                                                                 | <b>650007</b> |               |                  |                 |                  |               |                  |
| Manage employee services and payroll systems processing support for all employees in the City of Houston.                                                                                                                                                                                                                     |               | 0.0           | 0                | 0.0             | 0                | 0.0           | 815,365          |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                  |               | <b>0.0</b>    | <b>4,509,479</b> | <b>0.0</b>      | <b>4,163,619</b> | <b>0.0</b>    | <b>5,023,984</b> |

**FISCAL YEAR 2012 BUDGET**

**Business Area Revenue Summary**

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

| Commit Item       | Description                                  | FY2011 Current Budget | FY2011 Estimate  | FY2012 Budget    |
|-------------------|----------------------------------------------|-----------------------|------------------|------------------|
| <b>6500050002</b> | <b>ARA - Central Services</b>                |                       |                  |                  |
| 451040            | Interfund Postage                            | 400,000               | 400,000          | 400,000          |
| 457030            | Interfund Billing & Collection Service       | 2,531,000             | 2,590,000        | 2,576,000        |
| <b>Total</b>      | <b>ARA - Central Services</b>                | <b>2,931,000</b>      | <b>2,990,000</b> | <b>2,976,000</b> |
| <b>6500060004</b> | <b>ARA - Print Shop</b>                      |                       |                  |                  |
| 451060            | Interfund Print Shop Operations              | 1,232,619             | 1,173,619        | 1,232,619        |
| <b>6500070001</b> | <b>ARA - Payroll Services</b>                |                       |                  |                  |
| 424180            | Interfund KRONOS                             | 0                     | 0                | 815,365          |
| <b>Total</b>      | <b>Administration and Regulatory Affairs</b> | <b>4,163,619</b>      | <b>4,163,619</b> | <b>5,023,984</b> |

**FISCAL YEAR 2012 BUDGET**

**Business Area Expenditure Summary**

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

| <b>Commit Item</b>              | <b>Description</b>                      | <b>FY2010 Actual</b> | <b>FY2011 Current Budget</b> | <b>FY2011 Estimate</b> | <b>FY2012 Budget</b> |
|---------------------------------|-----------------------------------------|----------------------|------------------------------|------------------------|----------------------|
| 511060                          | Postage                                 | 410,185              | 400,000                      | 400,000                | 400,000              |
| <b>Total</b>                    | <b>Supplies</b>                         | <b>410,185</b>       | <b>400,000</b>               | <b>400,000</b>         | <b>400,000</b>       |
| 520119                          | Computer Equipment/Software Maintenance | 0                    | 0                            | 0                      | 815,365              |
| 520121                          | IT Application Svcs                     | 6                    | 0                            | 90                     | 10                   |
| 520515                          | Print Shop Services                     | 1,553,441            | 1,229,529                    | 1,169,690              | 1,228,964            |
| 521605                          | Data Services                           | 290                  | 90                           | 339                    | 1,440                |
| 521610                          | Voice Services                          | 2,872                | 3,000                        | 3,500                  | 2,202                |
| 521620                          | Voice Equipment                         | 0                    | 0                            | 0                      | 3                    |
| 521715                          | Office Equipment Rental                 | 2,542,685            | 2,531,000                    | 2,590,000              | 2,576,000            |
| <b>Total</b>                    | <b>Other Services and Charges</b>       | <b>4,099,294</b>     | <b>3,763,619</b>             | <b>3,763,619</b>       | <b>4,623,984</b>     |
| <b>Grand Total Expenditures</b> |                                         | <b>4,509,479</b>     | <b>4,163,619</b>             | <b>4,163,619</b>       | <b>5,023,984</b>     |



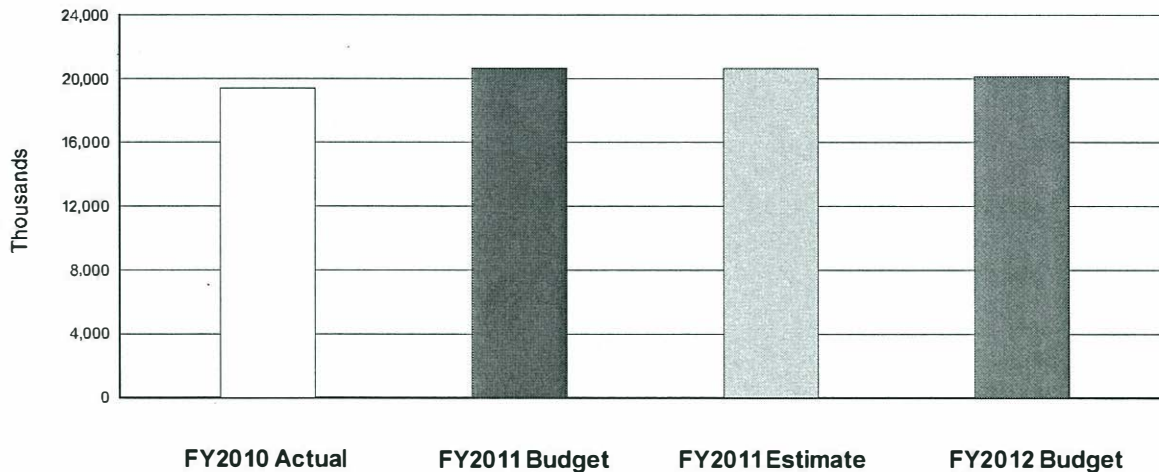
**FISCAL YEAR 2012 BUDGET**

**Business Area Budget Summary**

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

|                                           |                                                                                                                                                                                                                                                                                                                                                                             | FY2010<br>Actual  | FY2011<br>Current Budget | FY2011<br>Estimate | FY2012<br>Budget  |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|--------------------|-------------------|
| Expenditures                              | Personnel Services                                                                                                                                                                                                                                                                                                                                                          | 195,226           | 202,845                  | 203,048            | 607,943           |
|                                           | Supplies                                                                                                                                                                                                                                                                                                                                                                    | 0                 | 0                        | 0                  | 0                 |
|                                           | Other Services and Charges                                                                                                                                                                                                                                                                                                                                                  | 19,195,929        | 20,460,131               | 20,431,977         | 19,539,576        |
|                                           | Equipment                                                                                                                                                                                                                                                                                                                                                                   | 0                 | 0                        | 0                  | 0                 |
|                                           | Total M & O Expenditures                                                                                                                                                                                                                                                                                                                                                    | <u>19,391,155</u> | <u>20,662,976</u>        | <u>20,635,025</u>  | <u>20,147,519</u> |
|                                           | Debt Service & Other Uses                                                                                                                                                                                                                                                                                                                                                   | 0                 | 0                        | 0                  | 0                 |
|                                           | <b>Total Expenditures</b>                                                                                                                                                                                                                                                                                                                                                   | <u>19,391,155</u> | <u>20,662,976</u>        | <u>20,635,025</u>  | <u>20,147,519</u> |
| Revenues                                  |                                                                                                                                                                                                                                                                                                                                                                             | 19,391,155        | 20,662,976               | 20,635,025         | 20,147,519        |
| Staffing                                  | Full-Time Equivalents - Civilian                                                                                                                                                                                                                                                                                                                                            | 2.0               | 2.0                      | 2.0                | 6.3               |
|                                           | 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>2.0</u>        | <u>2.0</u>               | <u>2.0</u>         | <u>6.3</u>        |
|                                           | Full-Time Equivalents - Overtime                                                                                                                                                                                                                                                                                                                                            | 0.0               | 2.0                      | 2.0                | 0.0               |
| Significant Budget Changes and Highlights | <ul style="list-style-type: none"> <li>o Revise and improve the chargeback model to allow departments to effectively manage all IT costs.</li> <li>o Continue to aggregate maintenance and support agreements citywide to reduce cost.</li> <li>o Implement improvements to manage the fund as it relates to accruals, year-end projections, and annual budgets.</li> </ul> |                   |                          |                    |                   |

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



**FISCAL YEAR 2012 BUDGET**

| <b>Division Mission and Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |                        |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------|----------------------|
| <b>Fund Name</b> : Central Service Revolving Fund<br><b>Business Area Name</b> : Information Technology<br><b>Fund No./Bus Area No.</b> : 1002 / 6800                                                                                                                                                                                                                                                                                                                    |                      |                        |                      |
| <b>Name: IT - Solutions Delivery -- 680002</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |                        |                      |
| <b>Mission:</b> Solutions Delivery is responsible for providing citywide applications support to the City's core business systems; as well as, support for selected departmental applications. Solutions Delivery's mission is to ensure that its client departments technology needs are well understood, organized, efficiently delivered, and effectively supported.                                                                                                  |                      |                        |                      |
| <b>Goal:</b> Solutions Delivery is responsible for consulting with client departments to understand their business operations and technology requirements; overseeing the process by which projects are identified and defined, and in conjunction with departments developing cost benefit analysis to justify funding. The primary goal is to develop, deliver, and sustain enterprise and departmental applications that support business user needs across the city. |                      |                        |                      |
| <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>FY2010 Actual</b> | <b>FY2011 Estimate</b> | <b>FY2012 Budget</b> |
| Attribute Work to Clients                                                                                                                                                                                                                                                                                                                                                                                                                                                | 79.5%                | 70.0%                  | 75.0%                |
| Uptime Percentage                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                  | 95.0%                  | 97.5%                |
| Project MGMT Processes                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A                  | N/A                    | 50.0%                |
| Defined Bus. Processes                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A                  | N/A                    | 1,000                |
| Meta-data Fields Defined                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A                  | N/A                    | 1,500                |
| <b>Name: IT - Infrastructure Group -- 680003</b>                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |                        |                      |
| <b>Mission:</b> To improve the quality of services to our customers (citizens and employees) on a daily basis through cross-functional teamwork while minimizing operating expenses and improving the City's business processes.                                                                                                                                                                                                                                         |                      |                        |                      |
| <b>Goal:</b> To provide a reliable and secure network infrastructure, an effective and efficient (secure, reliable, highly available, and scalable) server operations infrastructure and a reliable telecommunications infrastructure and to support the departments' 4,000 desktop users.                                                                                                                                                                               |                      |                        |                      |
| <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>FY2010 Actual</b> | <b>FY2011 Estimate</b> | <b>FY2012 Budget</b> |
| Desktops Supported                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2,800                | 3,250                  | 3,250                |
| User Satisfaction                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 4.6                  | 4.6                    | 4.6                  |
| Network Availability                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 95.0%                | 95.0%                  | 95.0%                |
| Key Systems Availability                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 95.0%                | 95.0%                  | 95.0%                |
| Service Requests                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 9,000                | 11,000                 | 11,000               |

**FISCAL YEAR 2012 BUDGET**

| <b>Division Summary</b>                                                                                                                                                                                                                                                                                    |                      |                   |                        |                   |                      |                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------|------------------------|-------------------|----------------------|-------------------|
| <b>Fund Name : Central Service Revolving Fund</b><br><b>Business Area Name : Information Technology</b><br><b>Fund No./Bus Area No. : 1002 / 6800</b>                                                                                                                                                      |                      |                   |                        |                   |                      |                   |
| <b>Division Description</b>                                                                                                                                                                                                                                                                                | <b>FY2010 Actual</b> |                   | <b>FY2011 Estimate</b> |                   | <b>FY2012 Budget</b> |                   |
|                                                                                                                                                                                                                                                                                                            | <b>FTEs</b>          | <b>Cost \$</b>    | <b>FTEs</b>            | <b>Cost \$</b>    | <b>FTEs</b>          | <b>Cost \$</b>    |
| <b>IT - Solutions Delivery 680002</b><br>Provides solutions for business processes to City departments and responsible for implementing and supporting enterprise systems such as ERP, commercial off-the-shelf applications like 3-1-1, Fleet, the Contact Center, as well as custom developed solutions. | 2.0                  | 2,454,083         | 2.0                    | 2,655,597         | 1.7                  | 2,792,140         |
| <b>IT - Infrastructure Group 680003</b><br>Provide firewall security, monitoring the network, preventing outsiders from accessing the City's data resources through hardware and software protocols and security criteria.                                                                                 | 0.0                  | 16,937,072        | 0.0                    | 17,979,428        | 4.6                  | 17,355,379        |
| <b>Total</b>                                                                                                                                                                                                                                                                                               | <b>2.0</b>           | <b>19,391,155</b> | <b>2.0</b>             | <b>20,635,025</b> | <b>6.3</b>           | <b>20,147,519</b> |



**FISCAL YEAR 2012 BUDGET**

**Business Area Roster Summary**

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

| <b>Job Description</b>                             | <b>Pay Grade</b> | <b>FY2011 Current Budget FTE</b> | <b>FY2012 Budget FTE</b> | <b>Change</b> |
|----------------------------------------------------|------------------|----------------------------------|--------------------------|---------------|
| ADMINISTRATIVE COORDINATOR                         | 24               | 1.0                              | 0.8                      | (0.2)         |
| LAN SPECIALIST                                     | 26               | 0.0                              | 1.0                      | 1.0           |
| OPERATIONS MANAGER                                 | 27               | 1.0                              | 1.0                      |               |
| SENIOR CENTRAL NETWORK ADMINISTRATOR               | 28               | 0.0                              | 1.0                      | 1.0           |
| STUDENT INTERN II                                  | 10               | 0.0                              | 0.8                      | 0.8           |
| SYSTEMS SUPPORT ANALYST I                          | 16               | 0.0                              | 0.7                      | 0.7           |
| SYSTEMS SUPPORT ANALYST IV                         | 25               | 0.0                              | 1.0                      | 1.0           |
| <b>Total FTEs</b>                                  |                  | <b>2.0</b>                       | <b>6.3</b>               | <b>4.3</b>    |
| <b>Less adjustment for Civilian Vacancy Factor</b> |                  | <b>0.0</b>                       | <b>0.0</b>               | <b>0.0</b>    |
| <b>Full-Time Equivalents</b>                       |                  | <b>2.0</b>                       | <b>6.3</b>               | <b>4.3</b>    |

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FISCAL YEAR 2012 BUDGET

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**Business Area Revenue Summary**

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

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| Commit<br>Item    | Description                                    | FY2011<br>Current Budget | FY2011<br>Estimate | FY2012<br>Budget  |
|-------------------|------------------------------------------------|--------------------------|--------------------|-------------------|
| <b>6800020003</b> | <b>IT - Enterprise Application-311 Support</b> |                          |                    |                   |
| 424100            | Intfd IT Network Svc                           | 2,658,894                | 2,660,899          | <b>2,793,264</b>  |
| <b>6800030005</b> | <b>IT - Network Voice Services</b>             |                          |                    |                   |
| 451020            | Interfund Billing-Telephone                    | 13,595,791               | 13,865,835         | <b>13,195,791</b> |
| 457020            | Interfund Communication Equipment Repair       | 4,408,291                | 4,108,291          | <b>4,158,464</b>  |
| <b>Total</b>      | <b>IT - Network Voice Services</b>             | <b>18,004,082</b>        | <b>17,974,126</b>  | <b>17,354,255</b> |
| <b>Total</b>      | <b>Information Technology</b>                  | <b>20,662,976</b>        | <b>20,635,025</b>  | <b>20,147,519</b> |

**FISCAL YEAR 2012 BUDGET**

**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                             | FY2010 Actual     | FY2011 Current Budget | FY2011 Estimate   | FY2012 Budget     |
|---------------------------------|-----------------------------------------|-------------------|-----------------------|-------------------|-------------------|
| 500010                          | Salary Base Pay - Civilian              | 147,617           | 153,451               | 153,451           | 392,143           |
| 500030                          | Salary Part Time - Civilian             | 0                 | 0                     | 0                 | 60,112            |
| 501070                          | Pension - Civilian                      | 21,857            | 21,977                | 22,864            | 70,586            |
| 502010                          | FICA - Civilian                         | 10,886            | 11,751                | 11,465            | 34,597            |
| 503010                          | Health Ins-Act Civilian                 | 14,254            | 14,916                | 14,580            | 48,419            |
| 503015                          | Basic Life Insurance - Active Civilian  | 87                | 90                    | 92                | 253               |
| 503060                          | Long Term Disability-Civilian           | 169               | 170                   | 176               | 473               |
| 503090                          | Workers Compensation-Civilian-Admin     | 356               | 420                   | 420               | 1,290             |
| 504030                          | Unemployment Claims - Administration    | 0                 | 70                    | 0                 | 70                |
| <b>Total</b>                    | <b>Personnel Services</b>               | <b>195,226</b>    | <b>202,845</b>        | <b>203,048</b>    | <b>607,943</b>    |
| 520121                          | IT Application Svcs                     | 2,254,050         | 2,448,973             | 2,448,973         | 2,579,980         |
| 520157                          | Computer Software Maintenance Services  | 517,896           | 0                     | 0                 | 0                 |
| 520158                          | Computer Equipment Maintenance Services | 11,164            | 0                     | 0                 | 0                 |
| 521605                          | Data Services                           | 956,125           | 2,848,291             | 2,848,291         | 2,795,612         |
| 521610                          | Voice Services                          | 14,344,551        | 13,595,791            | 13,867,637        | 13,195,791        |
| 521620                          | Voice Equipment                         | 616,468           | 750,000               | 450,000           | 450,000           |
| 521625                          | Voice Labor                             | 490,868           | 810,000               | 810,000           | 510,000           |
| 521630                          | GIS Revolving Fund Services             | 0                 | 76                    | 76                | 76                |
| 522205                          | Metro Commuter Passes                   | 2,567             | 3,500                 | 3,500             | 3,500             |
| 522430                          | Miscellaneous Other Services & Charges  | 2,240             | 3,500                 | 3,500             | 3,429             |
| 522721                          | Interfund HR Client Services            | 0                 | 0                     | 0                 | 1,117             |
| 522722                          | KRONOS Service Chargeback               | 0                 | 0                     | 0                 | 71                |
| <b>Total</b>                    | <b>Other Services and Charges</b>       | <b>19,195,929</b> | <b>20,460,131</b>     | <b>20,431,977</b> | <b>19,539,576</b> |
| <b>Grand Total Expenditures</b> |                                         | <b>19,391,155</b> | <b>20,662,976</b>     | <b>20,635,025</b> | <b>20,147,519</b> |

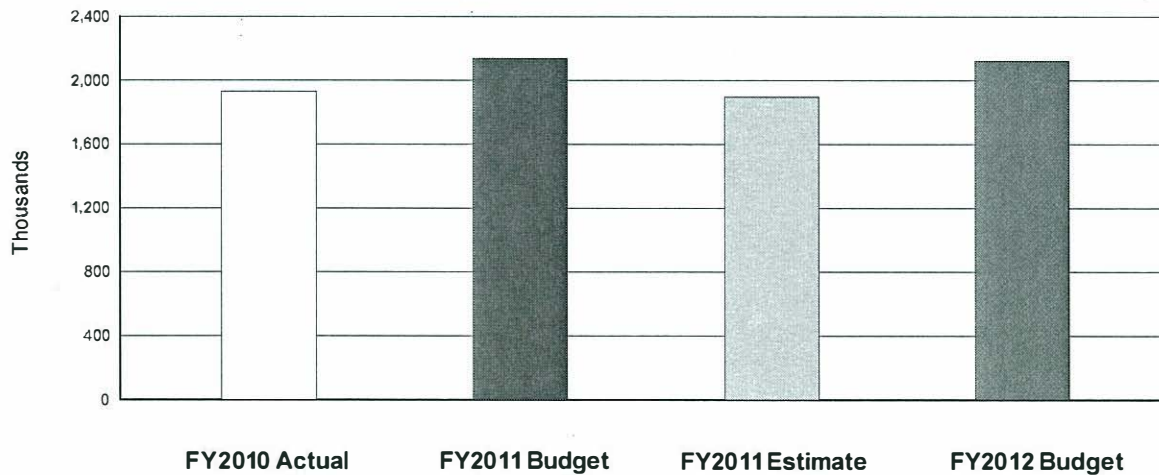
**FISCAL YEAR 2012 BUDGET**

**Business Area Budget Summary**

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

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>FY2010<br/>Actual</b> | <b>FY2011<br/>Current Budget</b> | <b>FY2011<br/>Estimate</b> | <b>FY2012<br/>Budget</b> |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------|----------------------------|--------------------------|
| Expenditures                              | Personnel Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1,106,907                | 1,163,160                        | 1,022,056                  | <b>1,077,951</b>         |
|                                           | Supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 13,466                   | 51,919                           | 51,919                     | <b>50,930</b>            |
|                                           | Other Services and Charges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 795,254                  | 881,799                          | 780,182                    | <b>994,042</b>           |
|                                           | Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5,500                    | 42,290                           | 42,290                     | <b>0</b>                 |
|                                           | Non-Capital Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 9,822                    | 0                                | 0                          | <b>0</b>                 |
|                                           | <b>Total M &amp; O Expenditures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <u>1,930,949</u>         | <u>2,139,168</u>                 | <u>1,896,447</u>           | <u><b>2,122,923</b></u>  |
|                                           | Debt Service & Other Uses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0                        | 0                                | 0                          | <b>0</b>                 |
| <b>Total Expenditures</b>                 | <u>1,930,949</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <u>2,139,168</u>         | <u>1,896,447</u>                 | <u><b>2,122,923</b></u>    |                          |
| Revenues                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1,930,949                | 2,139,168                        | 1,896,447                  | <b>2,122,923</b>         |
| Staffing                                  | Full-Time Equivalents - Civilian                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 8.0                      | 12.5                             | 11.1                       | <b>11.5</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>               |
|                                           | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <u>8.0</u>               | <u>12.5</u>                      | <u>11.1</u>                | <u><b>11.5</b></u>       |
|                                           | 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 Improve the look and functionality of the Geographic Information System (GIS) My City application integrating Public Works Geographic Information Management System (GIMS) and simplifying the data layers, refining search tools for ease of use and improved performance.</li> <li>o Continue development and testing of new Electronic Digital Review Coordination (EDRC), which includes integration with GIS and online payments.</li> <li>o Implement new server and Demilitarized Zone (DMZ) infrastructure to support Enterprise Geographical Information System (EGIS) at the Houston Emergency Center (HEC) data center and upgrade the ArcGeographic Information System (ArcGIS) environment to latest version (ArcGIS 10).</li> </ul> |                          |                                  |                            |                          |

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



**Division Mission and Performance Measures**

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

**Name:** PD - GIS Services -- 700002

**Mission:** To serve the Geographic Information System and Geospatial needs of the City of Houston across departments and among all staff and citizens.

**Goal:** Continue development and support of GIS data integrations; support and develop where feasible specialized Information System (IS) applications for business units. Continue development of replacement for Legacy Development Review Coordination (DRC) with new web based, GIS centric application. Implement official address assignment within city limits; continue address and street road maintenance in Extra Territorial Jurisdiction (ETJ).

| Performance Measures     | FY2010 Actual | FY2011 Estimate | FY2012 Budget |
|--------------------------|---------------|-----------------|---------------|
| GIS Training             | 391           | 325             | 325           |
| New Application/Services | 19            | 10              | 10            |
| New Data Migration       | 14            | 5               | 5             |
| New Data Layers          | 10            | 25              | 25            |

**FISCAL YEAR 2012 BUDGET**

**Division Summary**

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

| Division Description                                                                                                                                                                                                                                                                                                | FY2010 Actual |           | FY2011 Estimate |           | FY2012 Budget |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|-----------------|-----------|---------------|-----------|
|                                                                                                                                                                                                                                                                                                                     | FTEs          | Cost \$   | FTEs            | Cost \$   | FTEs          | Cost \$   |
| <b>PD - GIS Services</b> <span style="float: right;"><b>700002</b></span><br>Enterprise GIS (EGIS) centralizes data for interdepartmental and public access, via web and desktop services and tools; Includes training, technical support, hardware, software, application and data development and GIS consulting. | 8.0           | 1,930,949 | 11.1            | 1,896,447 | 11.5          | 2,122,923 |
| Total                                                                                                                                                                                                                                                                                                               | 8.0           | 1,930,949 | 11.1            | 1,896,447 | 11.5          | 2,122,923 |

**FISCAL YEAR 2012 BUDGET**

**Business Area Roster Summary**

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

| <b>Job Description</b>                             | <b>Pay Grade</b> | <b>FY2011 Current Budget FTE</b> | <b>FY2012 Budget FTE</b> | <b>Change</b> |
|----------------------------------------------------|------------------|----------------------------------|--------------------------|---------------|
| GIS ANALYST                                        | 20               | 3.0                              | 2.0                      | (1.0)         |
| GIS MANAGER                                        | 29               | 2.0                              | 0.0                      | (2.0)         |
| GIS SUPERVISOR                                     | 26               | 3.5                              | 3.5                      |               |
| INFORMATION SYSTEMS ADMINISTRATOR                  | 30               | 0.0                              | 1.0                      | 1.0           |
| SENIOR GIS ANALYST                                 | 24               | 1.0                              | 1.0                      |               |
| SENIOR GIS TECHNICIAN                              | 17               | 0.0                              | 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                      |               |
| <b>Total FTEs</b>                                  |                  | <b>12.5</b>                      | <b>11.5</b>              | <b>(1.0)</b>  |
| <b>Less adjustment for Civilian Vacancy Factor</b> |                  | <b>0.0</b>                       | <b>0.0</b>               | <b>0.0</b>    |
| <b>Full-Time Equivalent</b>                        |                  | <b>12.5</b>                      | <b>11.5</b>              | <b>(1.0)</b>  |

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FISCAL YEAR 2012 BUDGET

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**Business Area Revenue Summary**

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

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| Commit Item  | Description                       | FY2011 Current Budget | FY2011 Estimate  | FY2012 Budget    |
|--------------|-----------------------------------|-----------------------|------------------|------------------|
| 7000020001   | GIS Services                      |                       |                  |                  |
| 457090       | ENT-Geographic Information System | 2,139,168             | 1,896,447        | 2,122,923        |
| <b>Total</b> | <b>Planning &amp; Development</b> | <u>2,139,168</u>      | <u>1,896,447</u> | <u>2,122,923</u> |



**FISCAL YEAR 2012 BUDGET**

**Business Area Expenditure Summary**

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

| <b>Commit Item</b>              | <b>Description</b>                      | <b>FY2010 Actual</b> | <b>FY2011 Current Budget</b> | <b>FY2011 Estimate</b> | <b>FY2012 Budget</b> |
|---------------------------------|-----------------------------------------|----------------------|------------------------------|------------------------|----------------------|
| 500010                          | Salary Base Pay - Civilian              | 842,649              | 885,896                      | 772,323                | 783,132              |
| 500060                          | Overtime - Civilian                     | (136)                | 0                            | 0                      | 0                    |
| 500110                          | Bilingual Pay - Civilian                | 904                  | 904                          | 867                    | 904                  |
| 501070                          | Pension - Civilian                      | 125,056              | 128,460                      | 120,936                | 140,964              |
| 501120                          | Termination Pay - Civilian              | 2,709                | 3,000                        | 3,000                  | 15,000               |
| 502010                          | FICA - Civilian                         | 62,738               | 67,841                       | 57,534                 | 59,980               |
| 503010                          | Health Ins-Act Civilian                 | 69,182               | 72,406                       | 63,181                 | 73,787               |
| 503015                          | Basic Life Insurance - Active Civilian  | 499                  | 516                          | 456                    | 457                  |
| 503060                          | Long Term Disability-Civilian           | 1,056                | 1,066                        | 957                    | 981                  |
| 503090                          | Workers Compensation-Civilian-Admin     | 2,250                | 2,634                        | 2,365                  | 2,309                |
| 504030                          | Unemployment Claims - Administration    | 0                    | 437                          | 437                    | 437                  |
| <b>Total</b>                    | <b>Personnel Services</b>               | <b>1,106,907</b>     | <b>1,163,160</b>             | <b>1,022,056</b>       | <b>1,077,951</b>     |
| 511040                          | Audiovisual Supplies                    | 585                  | 0                            | 0                      | 0                    |
| 511045                          | Computer Supplies                       | 11,821               | 41,919                       | 41,919                 | 41,919               |
| 511055                          | Publications & Printed Materials        | 99                   | 2,500                        | 2,500                  | 2,500                |
| 511070                          | Miscellaneous Office Supplies           | 961                  | 7,500                        | 7,500                  | 6,511                |
| <b>Total</b>                    | <b>Supplies</b>                         | <b>13,466</b>        | <b>51,919</b>                | <b>51,919</b>          | <b>50,930</b>        |
| 520107                          | Computer Info/Contr                     | 16,595               | 138,210                      | 44,600                 | 185,500              |
| 520116                          | Parking Services Contract               | 0                    | 0                            | 0                      | 3,500                |
| 520119                          | Computer Equipment/Software Maintenance | 512,974              | 662,600                      | 656,795                | 691,232              |
| 520765                          | Membership & Professional Fees          | 1,300                | 3,500                        | 1,000                  | 3,500                |
| 520805                          | Education & Training                    | 23,787               | 62,500                       | 62,500                 | 62,500               |
| 520905                          | Travel - Training Related               | 14,078               | 10,600                       | 10,600                 | 10,600               |
| 521610                          | Voice Services                          | 7                    | 0                            | 0                      | 0                    |
| 521630                          | GIS Revolving Fund Services             | 0                    | 0                            | 0                      | 26,119               |
| 522205                          | Metro Commuter Passes                   | 5,912                | 4,389                        | 4,687                  | 4,700                |
| 522430                          | Miscellaneous Other Services & Charges  | 220,601              | 0                            | 0                      | 0                    |
| 522721                          | Interfund HR Client Services            | 0                    | 0                            | 0                      | 6,142                |
| 522722                          | KRONOS Service Chargeback               | 0                    | 0                            | 0                      | 249                  |
| <b>Total</b>                    | <b>Other Services and Charges</b>       | <b>795,254</b>       | <b>881,799</b>               | <b>780,182</b>         | <b>994,042</b>       |
| 560210                          | Furniture Fixtures and Equipment        | 5,500                | 0                            | 0                      | 0                    |
| 560230                          | Computer HW and Developed SW            | 0                    | 42,290                       | 42,290                 | 0                    |
| <b>Total</b>                    | <b>Equipment</b>                        | <b>5,500</b>         | <b>42,290</b>                | <b>42,290</b>          | <b>0</b>             |
| 551015                          | Non-Capital Computer Equipment          | 5,332                | 0                            | 0                      | 0                    |
| 551040                          | Non-Capital Other                       | 4,490                | 0                            | 0                      | 0                    |
| <b>Total</b>                    | <b>Non-Capital Equipment</b>            | <b>9,822</b>         | <b>0</b>                     | <b>0</b>               | <b>0</b>             |
| <b>Grand Total Expenditures</b> |                                         | <b>1,930,949</b>     | <b>2,139,168</b>             | <b>1,896,447</b>       | <b>2,122,923</b>     |

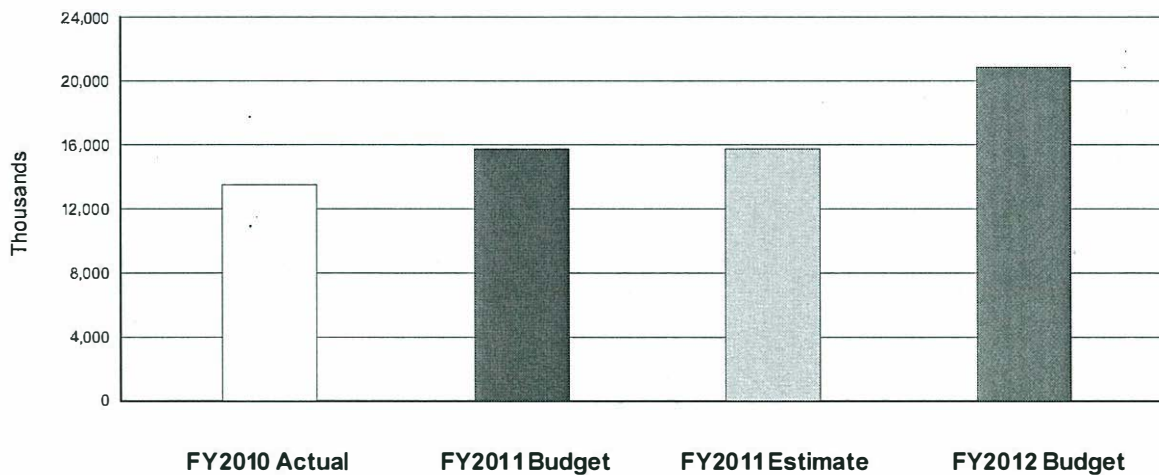
**FISCAL YEAR 2012 BUDGET**

**Business Area Budget Summary**

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

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>FY2010<br/>Actual</b> | <b>FY2011<br/>Current Budget</b> | <b>FY2011<br/>Estimate</b> | <b>FY2012<br/>Budget</b> |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------|----------------------------|--------------------------|
| Expenditures                              | Personnel Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 301,922                  | 5,437,891                        | 5,437,891                  | 9,733,016                |
|                                           | Supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 788                      | 3,628                            | 3,628                      | 60,038                   |
|                                           | Other Services and Charges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 13,201,612               | 10,297,698                       | 10,297,698                 | 11,009,080               |
|                                           | Non-Capital Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0                        | 0                                | 0                          | 56,100                   |
|                                           | Total M & O Expenditures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <u>13,504,322</u>        | <u>15,739,217</u>                | <u>15,739,217</u>          | <u>20,858,234</u>        |
|                                           | Debt Service & Other Uses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 0                        | 0                                | 0                          | 0                        |
|                                           | Total Expenditures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <u>13,504,322</u>        | <u>15,739,217</u>                | <u>15,739,217</u>          | <u>20,858,234</u>        |
| Revenues                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 13,504,322               | 15,739,217                       | 15,739,217                 | 20,858,234               |
| Staffing                                  | Full-Time Equivalents - Civilian                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 6.0                      | 75.7                             | 68.5                       | 129.0                    |
|                                           | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <u>6.0</u>               | <u>75.7</u>                      | <u>68.5</u>                | <u>129.0</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 Provide Human Resources client services consulting, expertise and support to department leadership and Human Resources services and support to citywide personnel.</li> <li>o The services include most of the mandated activities associated with Human Resources such as: the citywide processing of personnel transactions, records updates, employee relations, grievances, benefits support, retirement, staffing, separations planning, development and monitoring of legal compliance.</li> <li>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.</li> <li>o Internal administrative overhead will remain at a low 2.4% in FY2012.</li> <li>o The FY2012 increase in budget and FTE's includes Human Resources client services consolidation.</li> </ul> |                          |                                  |                            |                          |

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



**FISCAL YEAR 2012 BUDGET**

**Division Mission and Performance Measures**

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

**Name:** Temporary Employee Services/Drug Testing --800011

**Mission:** To be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce.

**Goal:** Administrate the acquisition of temporary employee staffing services, perform ongoing contract maintenance, and monitor contract compliance to allow City departments to focus on their mission and project deadlines.

| Performance Measures   | FY2010 Actual | FY2011 Estimate | FY2012 Budget |
|------------------------|---------------|-----------------|---------------|
| Invoice review process | 20,070        | 12,500          | 13,000        |
| Vendor payments        | 3,518         | 3,225           | 3,450         |
| Drug tests             | 298           | 305             | 275           |

**Name:** HR Client Relations Division -- 800020

**Mission:** To be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce.

**Goal:** Analyze and redefine Human Resources processes to reduce time and labor costs while improving Human Resources services to our customers.

| Performance Measures                    | FY2010 Actual | FY2011 Estimate | FY2012 Budget |
|-----------------------------------------|---------------|-----------------|---------------|
| Performance level surveys               | N/A           | 1               | 4             |
| CRM strategy sessions                   | N/A           | 20              | 240           |
| Process evaluations/<br>standardization | N/A           | 2               | 60            |

**FISCAL YEAR 2012 BUDGET**

| <b>Division Summary</b>                                                                                                                                                                                                             |                      |                   |                        |                   |                      |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------|------------------------|-------------------|----------------------|-------------------|
| <b>Fund Name : Central Service Revolving Fund</b><br><b>Business Area Name : Human Resources</b><br><b>Fund No./Bus Area No. : 1002 / 8000</b>                                                                                      |                      |                   |                        |                   |                      |                   |
| <b>Division Description</b>                                                                                                                                                                                                         | <b>FY2010 Actual</b> |                   | <b>FY2011 Estimate</b> |                   | <b>FY2012 Budget</b> |                   |
|                                                                                                                                                                                                                                     | <b>FTEs</b>          | <b>Cost \$</b>    | <b>FTEs</b>            | <b>Cost \$</b>    | <b>FTEs</b>          | <b>Cost \$</b>    |
| <b>Temporary Employee Services/Drug Testing 800011</b><br>Provide needed temporary employees to the City department's at the best cost possible, while maintaining the quality of temporary employees and meeting department needs. | 6.0                  | 13,504,322        | 4.0                    | 10,529,315        | 4.0                  | 11,052,554        |
| <b>HR Client Relations Division 800020</b><br>Provide Human Resources client services consulting, expertise and support to department leadership and Human Resources services and support to citywide personnel.                    | 0.0                  | 0                 | 64.5                   | 5,209,902         | 125.0                | 9,805,680         |
| <b>Total</b>                                                                                                                                                                                                                        | <b>6.0</b>           | <b>13,504,322</b> | <b>68.5</b>            | <b>15,739,217</b> | <b>129.0</b>         | <b>20,858,234</b> |

**FISCAL YEAR 2012 BUDGET**

**Business Area Roster Summary**

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

| <b>Job Description</b>                             | <b>Pay Grade</b> | <b>FY2011 Current Budget FTE</b> | <b>FY2012 Budget FTE</b> | <b>Change</b> |
|----------------------------------------------------|------------------|----------------------------------|--------------------------|---------------|
| ADMINISTRATION MANAGER                             | 26               | 0.0                              | 1.0                      | 1.0           |
| ADMINISTRATIVE AIDE                                | 10               | 0.0                              | 2.0                      | 2.0           |
| ADMINISTRATIVE ASSISTANT                           | 17               | 1.0                              | 12.0                     | 11.0          |
| ADMINISTRATIVE ASSOCIATE                           | 13               | 0.0                              | 6.0                      | 6.0           |
| ADMINISTRATIVE COORDINATOR                         | 24               | 0.0                              | 6.0                      | 6.0           |
| ADMINISTRATIVE SPECIALIST                          | 20               | 0.0                              | 9.0                      | 9.0           |
| ADMINISTRATIVE SPECIALIST (EXE LEV)                | 20               | 0.0                              | 1.0                      | 1.0           |
| ADMINISTRATIVE SUPERVISOR                          | 22               | 0.0                              | 3.0                      | 3.0           |
| ASSISTANT DIRECTOR-HUMAN RESOURCES (EXE LEV)       | 32               | 0.0                              | 1.0                      | 1.0           |
| CONTRACT ADMINISTRATOR                             | 22               | 1.0                              | 0.0                      | (1.0)         |
| DIVISION MANAGER                                   | 29               | 0.0                              | 12.0                     | 12.0          |
| EXECUTIVE OFFICE ASSISTANT                         | 15               | 0.0                              | 1.0                      | 1.0           |
| HUMAN RESOURCES ASSISTANT                          | 13               | 0.0                              | 4.0                      | 4.0           |
| HUMAN RESOURCES GENERALIST                         | 17               | 0.0                              | 12.0                     | 12.0          |
| HUMAN RESOURCES MANAGER                            | 27               | 0.0                              | 9.0                      | 9.0           |
| HUMAN RESOURCES SPECIALIST                         | 17               | 0.0                              | 1.0                      | 1.0           |
| HUMAN RESOURCES SUPERVISOR                         | 24               | 1.0                              | 7.0                      | 6.0           |
| HUMAN RESOURCES TECHNICIAN                         | 12               | 0.0                              | 4.0                      | 4.0           |
| MANAGEMENT ANALYST III                             | 21               | 0.0                              | 2.0                      | 2.0           |
| SENIOR ACCOUNT CLERK                               | 13               | 3.0                              | 3.0                      |               |
| SENIOR HUMAN RESOURCES GENERALIST                  | 21               | 0.0                              | 31.0                     | 31.0          |
| SENIOR HUMAN RESOURCES SPECIALIST                  | 21               | 0.0                              | 1.0                      | 1.0           |
| STAFF ANALYST                                      | 26               | 0.0                              | 1.0                      | 1.0           |
| <b>Total FTEs</b>                                  |                  | <b>6.0</b>                       | <b>129.0</b>             | <b>123.0</b>  |
| <b>Less adjustment for Civilian Vacancy Factor</b> |                  | <b>(69.7)</b>                    | <b>0.0</b>               | <b>69.7</b>   |
| <b>Full-Time Equivalent</b>                        |                  | <b>75.7</b>                      | <b>129.0</b>             | <b>53.3</b>   |

**FISCAL YEAR 2012 BUDGET**

**Business Area Revenue Summary**

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

| Commit Item       | Description                                 | FY2011 Current Budget | FY2011 Estimate   | FY2012 Budget     |
|-------------------|---------------------------------------------|-----------------------|-------------------|-------------------|
| <b>8000110001</b> | <b>Temporary Personnel Service</b>          |                       |                   |                   |
| 426290            | Other Service Charges                       | 249,315               | 249,315           | 252,554           |
| 451050            | Interfund Lab Services                      | 262,000               | 262,000           | 300,000           |
| 457070            | Interfund Temporary Personnel               | 10,018,000            | 10,018,000        | 10,500,000        |
| <b>Total</b>      | <b>Temporary Personnel Service</b>          | <b>10,529,315</b>     | <b>10,529,315</b> | <b>11,052,554</b> |
| <b>8000210001</b> | <b>HR - Client Relations Administration</b> |                       |                   |                   |
| 424110            | Other Interfund Services                    | 5,209,902             | 5,209,902         | 9,805,680         |
| <b>Total</b>      | <b>Human Resources</b>                      | <b>15,739,217</b>     | <b>15,739,217</b> | <b>20,858,234</b> |

**FISCAL YEAR 2012 BUDGET**

**Business Area Expenditure Summary**

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

| Commit Item                     | Description                              | FY2010 Actual     | FY2011 Current Budget | FY2011 Estimate   | FY2012 Budget     |
|---------------------------------|------------------------------------------|-------------------|-----------------------|-------------------|-------------------|
| 500010                          | Salary Base Pay - Civilian               | 225,657           | 3,990,200             | 3,946,199         | 6,900,401         |
| 500030                          | Salary Part Time - Civilian              | 0                 | 18,948                | 18,948            | 52,774            |
| 500060                          | Overtime - Civilian                      | 355               | 0                     | 0                 | 0                 |
| 500110                          | Bilingual Pay - Civilian                 | 0                 | 8,734                 | 8,671             | 14,458            |
| 501070                          | Pension - Civilian                       | 33,613            | 598,235               | 589,235           | 1,242,074         |
| 501120                          | Termination Pay - Civilian               | 0                 | 0                     | 60,000            | 0                 |
| 502010                          | FICA - Civilian                          | 16,792            | 309,294               | 307,295           | 531,871           |
| 503010                          | Health Ins-Act Civilian                  | 23,787            | 488,095               | 483,152           | 950,450           |
| 503015                          | Basic Life Insurance - Active Civilian   | 143               | 2,356                 | 2,356             | 4,098             |
| 503060                          | Long Term Disability-Civilian            | 508               | 6,066                 | 6,072             | 10,880            |
| 503090                          | Workers Compensation-Civilian-Admin      | 1,067             | 15,753                | 15,753            | 25,800            |
| 504030                          | Unemployment Claims - Administration     | 0                 | 210                   | 210               | 210               |
| <b>Total</b>                    | <b>Personnel Services</b>                | <b>301,922</b>    | <b>5,437,891</b>      | <b>5,437,891</b>  | <b>9,733,016</b>  |
| 511040                          | Audiovisual Supplies                     | 0                 | 0                     | 0                 | 1,135             |
| 511045                          | Computer Supplies                        | 0                 | 628                   | 628               | 15,373            |
| 511050                          | Paper & Printing Supplies                | 0                 | 0                     | 0                 | 15,405            |
| 511055                          | Publications & Printed Materials         | 0                 | 0                     | 0                 | 1,125             |
| 511060                          | Postage                                  | 0                 | 0                     | 0                 | 6,660             |
| 511070                          | Miscellaneous Office Supplies            | 788               | 3,000                 | 3,000             | 18,000            |
| 511150                          | Miscellaneous Parts & Supplies           | 0                 | 0                     | 0                 | 2,340             |
| <b>Total</b>                    | <b>Supplies</b>                          | <b>788</b>        | <b>3,628</b>          | <b>3,628</b>      | <b>60,038</b>     |
| 520100                          | Temporary Personnel Services             | 12,909,842        | 10,018,000            | 10,018,000        | 10,500,000        |
| 520110                          | Management Consulting Services           | 11,832            | 5,000                 | 5,000             | 4,000             |
| 520114                          | Miscellaneous Support Services           | 0                 | 5,000                 | 5,000             | 10,000            |
| 520119                          | Computer Equipment/Software Maintenance  | 371               | 0                     | 0                 | 42,196            |
| 520121                          | IT Application Svcs                      | 0                 | 679                   | 679               | 778               |
| 520515                          | Print Shop Services                      | 76                | 0                     | 0                 | 0                 |
| 520765                          | Membership & Professional Fees           | 0                 | 0                     | 0                 | 3,500             |
| 520805                          | Education & Training                     | 780               | 1,000                 | 602               | 16,625            |
| 520905                          | Travel - Training Related                | 0                 | 0                     | 0                 | 3,500             |
| 520910                          | Travel - Non-Training Related            | 0                 | 100                   | 100               | 9,700             |
| 521610                          | Voice Services                           | 730               | 518                   | 518               | 31,302            |
| 521620                          | Voice Equipment                          | 0                 | 892                   | 892               | 563               |
| 521630                          | GIS Revolving Fund Services              | 0                 | 228                   | 228               | 228               |
| 521730                          | Parking Space Rental                     | 4,094             | 4,281                 | 4,281             | 30,280            |
| 522205                          | Metro Commuter Passes                    | 315               | 0                     | 398               | 32,829            |
| 522430                          | Miscellaneous Other Services & Charges   | 273,572           | 262,000               | 262,000           | 300,000           |
| 522722                          | KRONOS Service Chargeback                | 0                 | 0                     | 0                 | 1,704             |
| 522780                          | Interfund Photo Copy Services            | 0                 | 0                     | 0                 | 21,875            |
| <b>Total</b>                    | <b>Other Services and Charges</b>        | <b>13,201,612</b> | <b>10,297,698</b>     | <b>10,297,698</b> | <b>11,009,080</b> |
| 551010                          | Non-Capital Office Furniture & Equipment | 0                 | 0                     | 0                 | 5,100             |
| 551015                          | Non-Capital Computer Equipment           | 0                 | 0                     | 0                 | 51,000            |
| <b>Total</b>                    | <b>Non-Capital Equipment</b>             | <b>0</b>          | <b>0</b>              | <b>0</b>          | <b>56,100</b>     |
| <b>Grand Total Expenditures</b> |                                          | <b>13,504,322</b> | <b>15,739,217</b>     | <b>15,739,217</b> | <b>20,858,234</b> |