

FISCAL YEAR 2013 BUDGET

Fund Summary

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

	<u>FY2012 Current Budget</u>	<u>FY2012 Estimate</u>	<u>FY2013 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	<u>204,373,478</u>	<u>199,802,331</u>	<u>201,389,370</u>
Total Available Resources	<u><u>204,373,478</u></u>	<u><u>199,802,331</u></u>	<u><u>201,389,370</u></u>
Maintenance and Operations	204,373,478	199,802,331	200,789,370
Operating Transfers	0	0	600,000
Total Expenditures	<u>204,373,478</u>	<u>199,802,331</u>	<u>201,389,370</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>204,373,478</u></u>	<u><u>199,802,331</u></u>	<u><u>201,389,370</u></u>

Fund Balance Distribution:

Non-Spendable	0	0	0
Restricted	0	0	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Central Service Revolving Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Central Service Revolving Fund provides budgetary accounts for a centralized service function that provides for the purchase of goods and/or services for citywide operating departments. This method allows for the purchase of large quantities of goods and services for a 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 Service Revolving Fund. After the delivery of goods and services, the actual cost is billed to the operating departments. At the end of each fiscal year, the fund is treated as a sub-fund of the General Fund and is not shown as a separate entity in the Comprehensive Annual Financial Report.

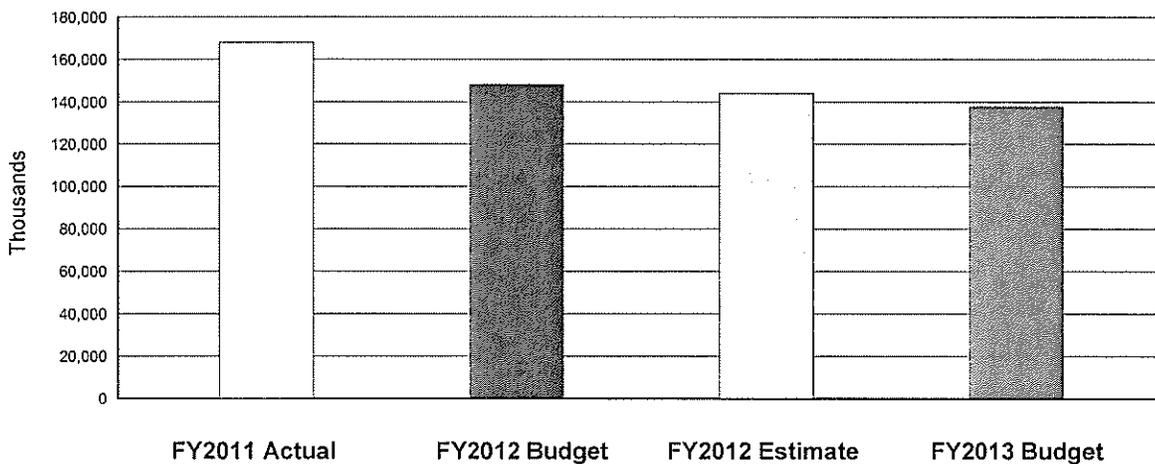
The General Services Department is responsible for administering the electricity and natural gas accounts for the City. The Finance Department oversees procurement contracts and forecasting. The Administration and Regulatory Affairs Department manages the reprographics and office services accounts. The 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.

Business Area Budget Summary

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

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	1,080,194	674,263	674,263	530,067
	Supplies	30,108,803	6,000	6,000	6,000
	Other Services and Charges	136,886,589	147,447,216	143,299,080	137,247,384
	Equipment	(752)	0	0	0
	Total M & O Expenditures	168,074,834	148,127,479	143,979,343	137,783,451
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	168,074,834	148,127,479	143,979,343	137,783,451
Revenues		168,075,492	148,127,479	143,979,343	137,783,451
Staffing	Full-Time Equivalents - Civilian	10.2	6.0	5.0	5.0
	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	10.2	6.0	5.0	5.0
	Full-Time Equivalents - Overtime	0.0	0.1	0.1	0.0
Significant Budget Changes and Highlights	o The City of Houston was ranked sixth in the nation for purchasers of renewable energy and first among cities by the Environmental Protection Agency.				

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



FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures

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

Name: GSD - Energy Management -- 250004

Mission: To provide support and ensure 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.

Goal: 1) Complete the procurement process for natural gas contract to begin January 2013. 2) Submit additional facilities in the EnerNoc demand response energy program. 3) Submit the citywide energy efficiency report to the State Energy Conservation Office before April 1, 2013. 4) Manage 4,800 citywide electricity accounts and 389 citywide natural gas accounts.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Utility invoice payments	60,505	60,505	62,000
Utility management (meter applications, connects, and disconnects)	1,017	1,000	1,000
Transaction accuracy rate	99.6%	99%	99%

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area Name : General Services Fund No./Bus Area No. : 1002 / 2500						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
GSD - Energy Management 250004 Provide day-to-day administrative support for citywide electricity and natural gas activities.	10.2	168,074,834	5.0	143,979,343	5.0	137,783,451
Total	<u>10.2</u>	<u>168,074,834</u>	<u>5.0</u>	<u>143,979,343</u>	<u>5.0</u>	<u>137,783,451</u>

FISCAL YEAR 2013 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	0.0	1.0	1.0
ADMINISTRATIVE AIDE	10	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	0.0	(1.0)
FINANCIAL ANALYST IV	25	1.0	0.0	(1.0)
GRADUATE ENGINEER	22	1.0	1.0	
MANAGEMENT ANALYST III	21	1.0	1.0	
SENIOR ASSISTANT CITY ATTORNEY IV	35	1.0	1.0	
Total FTEs		<u>6.0</u>	<u>5.0</u>	<u>(1.0)</u>
Less adjustment for Civilian Vacancy Factor		<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Full-Time Equivalent		<u>6.0</u>	<u>5.0</u>	<u>(1.0)</u>

FISCAL YEAR 2013 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	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2500040001	GSD - Energy Mgmt.			
424110	Other Interfund Services	1,054,884	1,022,939	965,062
451030	Interfund Natural Gas	8,687,751	6,320,387	5,865,109
457060	Interfund Electricity	138,384,844	136,636,017	130,953,280
Total	GSD - Energy Mgmt.	148,127,479	143,979,343	137,783,451
Total	General Services	148,127,479	143,979,343	137,783,451

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	790,822	400,189	400,189	384,010
500060	Overtime - Civilian	317	6	6	1,000
501070	Pension - Civilian	126,242	82,835	82,835	82,178
501120	Termination Pay - Civilian	0	120,548	120,548	0
502010	FICA - Civilian	56,087	33,714	33,714	28,131
503010	Health Ins-Act Civilian	103,193	34,777	34,777	32,724
503015	Basic Life Insurance - Active Civilian	478	274	274	229
503050	Health/Life Insurance - Retiree Civilian	552	0	0	0
503060	Long Term Disability-Civilian	99	510	510	425
503090	Workers Compensation-Civilian-Admin	2,404	1,200	1,200	1,195
504030	Unemployment Claims - Administration	0	210	210	175
Total	Personnel Services	1,080,194	674,263	674,263	530,067
511010	Chemical Gases & Special Fluids	23,862	0	0	0
511045	Computer Supplies	(105)	3,000	3,000	3,000
511055	Publications & Printed Materials	9,845	0	0	0
511060	Postage	0	500	500	500
511070	Miscellaneous Office Supplies	5,540	2,483	2,483	2,500
511110	Fuel	30,055,959	0	0	0
511120	Clothing	135	17	17	0
511150	Miscellaneous Parts & Supplies	13,567	0	0	0
Total	Supplies	30,108,803	6,000	6,000	6,000
520108	Information Resource Services	4,798	6,700	6,700	7,700
520110	Management Consulting Services	10,057	200,000	143,841	200,000
520114	Miscellaneous Support Services	7,701	0	0	0
520119	Computer Equipment/Software Maintenance	66,982	3,400	3,400	6,000
520123	Vehicle & Motor Equipment Services	6,449	0	0	0
520124	Other Equipment Services	8,507	0	0	0
520141	Engineering Services	16,814	100,000	100,000	100,000
520515	Print Shop Services	13	2,000	2,000	2,000
520605	Advertising Services	1,118	250	250	250
520765	Membership & Professional Fees	335	550	675	1,398
520805	Education & Training	825	2,000	1,875	2,000
520910	Travel - Non-Training Related	199	750	750	750
521505	Electricity	129,343,632	138,384,844	136,636,017	130,953,280
521510	Natural Gas	7,257,734	8,687,751	6,320,387	5,865,109
521605	Data Services	0	0	50	71
521610	Voice Services	1,582	1,436	600	588
521630	GIS Revolving Fund Services	0	490	490	238
521905	Legal Services	9,737	43,701	68,701	100,000
522205	Metro Commuter Passes	2,599	960	960	960
522430	Miscellaneous Other Services & Charges	147,507	4,700	4,700	4,700
522721	Interfund HR Client Services	0	7,258	7,258	2,190
522722	KRONOS Service Chargeback	0	426	426	150
Total	Other Services and Charges	136,886,589	147,447,216	143,299,080	137,247,384
560230	Computer HW and Developed SW	(752)	0	0	0
Total	Equipment	(752)	0	0	0
Grand Total Expenditures		168,074,834	148,127,479	143,979,343	137,783,451

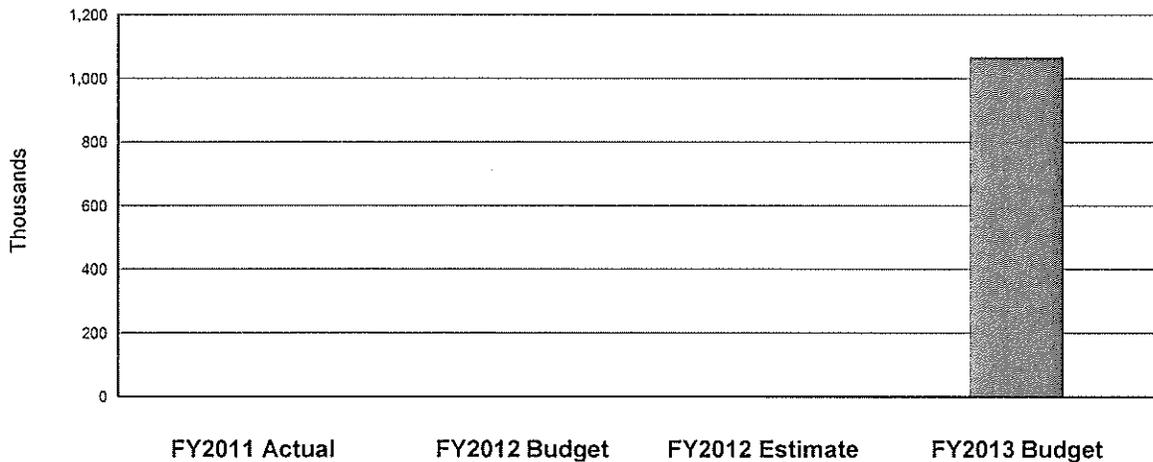
FISCAL YEAR 2013 BUDGET

Business Area Budget Summary

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

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	0	0	0	1,035,977
	Supplies	0	0	0	4,354
	Other Services and Charges	0	0	0	26,458
	Total M & O Expenditures	0	0	0	1,066,789
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	0	0	0	1,066,789
Revenues		0	0	0	1,066,789
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	11.5
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	0.0	0.0	0.0	11.5
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2013 budget includes the consolidation of budgeting, financial accounting, accounts payable, and the technology improvement program accounting functions of the Information Technology Department. o The FY2013 budget includes financial oversight of Energy Management in procurement, forecasting, hedging, and natural gas. o Establish the framework for partnerships with departments, provide accountability of financial projections, accountability and monitoring of citywide activities, maintain fiscal responsibility associated with budgeting and financial accounting for technology and capital equipment needs throughout the city. o Partner with departments to improve communication processes and responsiveness to the end users, and provide accounts payable functions for the Information Technology Department. 				

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



FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures

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

Name: Budget Management -- 640004

Mission: To develop and monitor the Information Technology Department's budget. Manage financial reporting and accounting functions in a transparent and timely manner. Procure, hedge, and contract management for the electricity and natural gas load for the City of Houston. Implement and monitor the hedging of natural gas prices. Create and monitor the budget for electricity and natural gas.

Goal: Work to standardize and eliminate the duplication process of accounting in the Information Technology Department financial transactions. Create a competitive environment for the acquisition of electricity and natural gas, while achieving lowest cost procurement.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Timely financial reporting	N/A	N/A	100%

Name: General Accounting -- 640005

Mission: Manage the accounts payable functions for the Information Technology Department.

Goal: Improve efficiencies and synergies.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Ensure timely vendor payments	N/A	N/A	95%
Process charge back less than 30 days	N/A	N/A	95%

FISCAL YEAR 2013 BUDGET

Division Summary

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

Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Budget Management 640004 Develop a reliable chargeback model to ensure accuracy of charges to other city departments for the use of services provided by the Central Service Revolving Fund. Accurately forecast and maintain budget models.	0.0	0	0.0	0	5.5	680,372
General Accounting 640005 Consolidate accounts payable functions for the Information Technology Department.	0.0	0	0.0	0	6.0	386,417
Total	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>11.5</u>	<u>1,066,789</u>

Business Area Roster Summary

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

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNT CLERK	10	0.0	2.0	2.0
ACCOUNTANT	17	0.0	2.0	2.0
ACCOUNTANT SUPERVISOR	24	0.0	1.0	1.0
DEPUTY DIRECTOR (EXE LEV)	34	0.0	1.0	1.0
DIVISION MANAGER	29	0.0	0.5	0.5
FINANCIAL ANALYST I	15	0.0	1.0	1.0
FINANCIAL ANALYST II	18	0.0	1.0	1.0
FINANCIAL ANALYST III	21	0.0	1.0	1.0
STAFF ANALYST	26	0.0	2.0	2.0
Total FTEs		0.0	11.5	11.5
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		0.0	11.5	11.5

Business Area Revenue Summary

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

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6400040002	FIN - IT Financial Operations			
424110	Other Interfund Services	0	0	396,815
6400040004	Energy			
424110	Other Interfund Services	0	0	283,557
6400050006	Central Accounts Payable			
451020	Interfund Billing-Telephone	0	0	296,516
6400050008	CDBG Grant			
424110	Other Interfund Services	0	0	89,901
Total	Finance Department	<u>0</u>	<u>0</u>	<u>1,066,789</u>

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

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

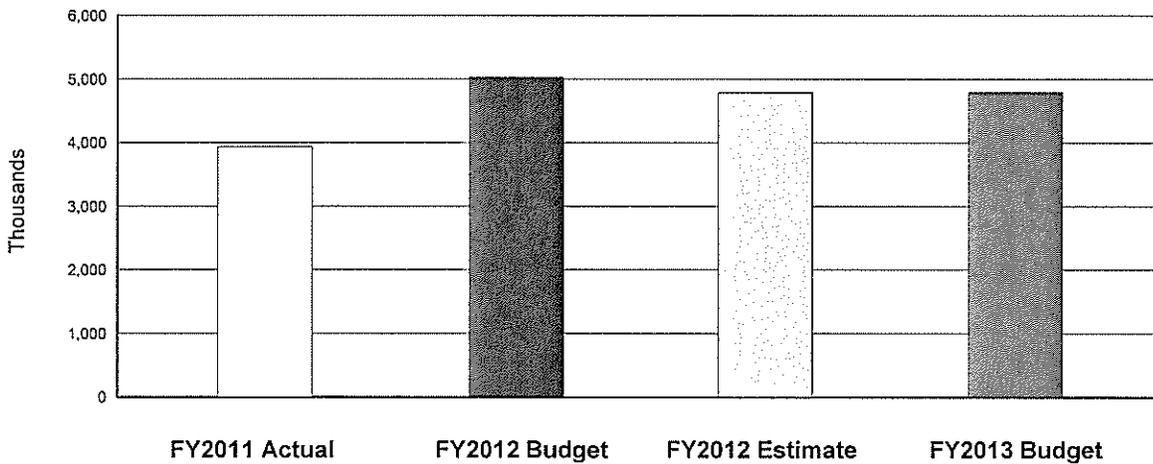
Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	0	0	0	752,647
501070	Pension - Civilian	0	0	0	161,065
502010	FICA - Civilian	0	0	0	55,405
503010	Health Ins-Act Civilian	0	0	0	62,369
503015	Basic Life Insurance - Active Civilian	0	0	0	436
503060	Long Term Disability-Civilian	0	0	0	981
503090	Workers Compensation-Civilian-Admin	0	0	0	2,759
504030	Unemployment Claims - Administration	0	0	0	315
Total	Personnel Services	0	0	0	1,035,977
511045	Computer Supplies	0	0	0	2,294
511070	Miscellaneous Office Supplies	0	0	0	2,060
Total	Supplies	0	0	0	4,354
520121	IT Application Svcs	0	0	0	2,520
520805	Education & Training	0	0	0	7,800
520905	Travel - Training Related	0	0	0	5,629
521610	Voice Services	0	0	0	1,653
521730	Parking Space Rental	0	0	0	8,856
Total	Other Services and Charges	0	0	0	26,458
Grand Total Expenditures		0	0	0	1,066,789

Business Area Budget Summary

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

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Supplies	365,185	400,000	400,000	400,000
	Other Services and Charges	3,570,187	4,623,984	4,391,365	4,393,745
	Total M & O Expenditures	<u>3,935,372</u>	<u>5,023,984</u>	<u>4,791,365</u>	<u>4,793,745</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>3,935,372</u>	<u>5,023,984</u>	<u>4,791,365</u>	<u>4,793,745</u>
Revenues		4,023,430	5,023,984	4,791,365	4,793,745
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<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	<ul style="list-style-type: none"> o FY2013 Budget includes the 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 \$816,265. o The Print Shop Services budget is lowered to \$1.0 million in FY2013 to reflect the current usage and lower printing costs. Most jobs are done in-house by Houston Independent School District (HISD), with lower prices. o The FY2013 Xerox and Postage budgets remain the same as in FY2012. 				

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



Division Mission and Performance Measures			
Fund Name : Central Service Revolving Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1002 / 6500			
Name: Central Services -- 650005			
Mission: To manage the citywide Xerox rental and postage budgets by monitoring payments and charge backs ensuring the account is balanced.			
Goal: Serve and support all the City departments in monitoring payments and charge backs related to Xerox rental and postage, and ensure a zero account balance at year end.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Transaction accuracy rate	99%	99%	99%
Name: Print Shop -- 650006			
Mission: To manage the citywide printed materials budget by monitoring payments and charge backs and ensure the account is balanced.			
Goal: 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.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Outsourced contract goals achieved	100%	100%	100%
Name: ARA - Payroll Services -- 650007			
Mission: To manage the cost of KRONOS (Automated Time & Attendance System) hosting and maintenance services for the City of Houston			
Goal: To monitor and verify cost, ensure timely payments to KRONOS, allocate cost to all departments, and ensure that the revolving fund has a zero balance at year end.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Transaction charge back accuracy rate	100%	100%	100%

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1002 / 6500						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Central Services 650005 Provide a centralized service function for Xerox rental and postage for citywide operating departments. Administer service contracts and processes related service billings.	0.0	2,927,856	0.0	2,976,000	0.0	2,976,000
Print Shop 650006 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.	0.0	1,007,516	0.0	1,000,000	0.0	1,001,480
ARA - Payroll Services 650007 To manage the hosting and software maintenance of the KRONOS System.	0.0	0	0.0	815,365	0.0	816,265
Total	0.0	3,935,372	0.0	4,791,365	0.0	4,793,745

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	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6500050002	ARA - Central Services			
451040	Interfund Postage	400,000	400,000	400,000
457030	Interfund Billing & Collection Service	2,576,000	2,576,000	2,576,000
Total	ARA - Central Services	<u>2,976,000</u>	<u>2,976,000</u>	<u>2,976,000</u>
6500060004	ARA - Print Shop			
451060	Interfund Print Shop Operations	1,232,619	1,000,000	1,001,480
6500070001	ARA - Payroll Services			
424180	Interfund KRONOS	815,365	815,365	816,265
Total	Administration and Regulatory Affairs	<u>5,023,984</u>	<u>4,791,365</u>	<u>4,793,745</u>

FISCAL YEAR 2013 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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
511060	Postage	365,185	400,000	400,000	400,000
Total	Supplies	365,185	400,000	400,000	400,000
520114	Miscellaneous Support Services	0	0	161,660	162,560
520119	Computer Equipment/Software Maintenance	0	815,365	653,705	653,705
520121	IT Application Svcs	110	10	120	193
520515	Print Shop Services	1,003,237	1,228,964	996,235	996,345
521605	Data Services	528	1,440	1,440	1,414
521610	Voice Services	3,641	2,202	2,202	3,528
521620	Voice Equipment	0	3	3	0
521715	Office Equipment Rental	2,562,671	2,576,000	2,576,000	2,576,000
Total	Other Services and Charges	3,570,187	4,623,984	4,391,365	4,393,745
Grand Total Expenditures		3,935,372	5,023,984	4,791,365	4,793,745



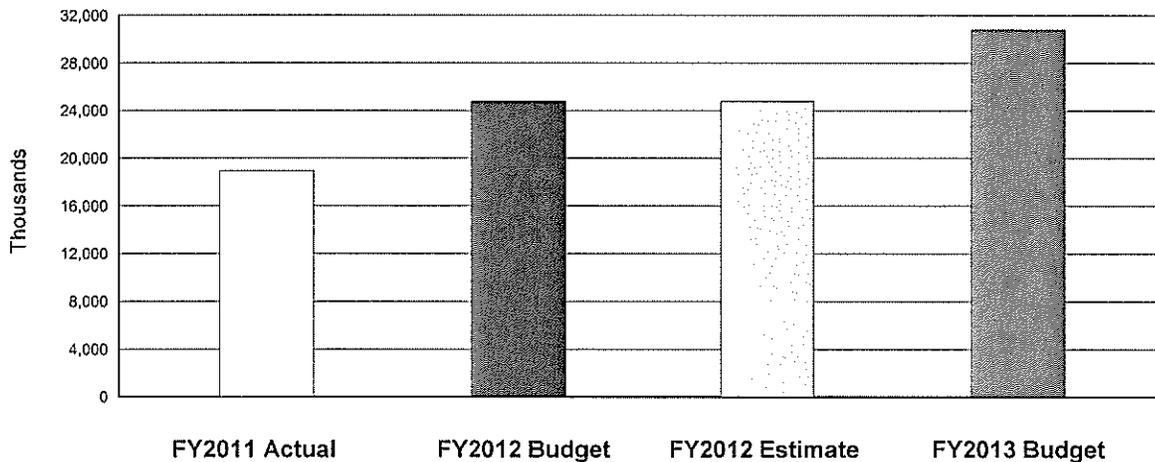
FISCAL YEAR 2013 BUDGET

Business Area Budget Summary

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

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	204,653	3,429,415	3,235,336	4,574,251
	Supplies	0	145,000	145,000	125,000
	Other Services and Charges	18,707,089	21,129,960	21,324,040	25,520,865
	Equipment	0	99,515	99,514	0
	Total M & O Expenditures	18,911,742	24,803,890	24,803,890	30,220,116
	Debt Service & Other Uses	0	0	0	600,000
	Total Expenditures	18,911,742	24,803,890	24,803,890	30,820,116
Revenues		18,911,742	24,803,890	24,803,890	30,820,116
Staffing	Full-Time Equivalents - Civilian	2.0	33.6	31.8	40.8
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	2.0	33.6	31.8	40.8
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o FY2013 Budget includes funding for expenditure increases in health benefits (\$130,259) and pension contribution (\$208,536). o The FY2013 Budget includes the effect of the prior year consolidation of HEC and BARC plus additional staff which includes one executive position over IT security as well as three project support staff and five additional staff to support 311. o The FY2013 Budget includes increased operating and maintenance costs of \$4M for the Microsoft Enterprise license agreement, SAP licenses and maintenance, 311 support, and Active Directory & Exchange. 				

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



FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures			
Fund Name : Central Service Revolving Fund			
Business Area Name : Information Technology			
Fund No./Bus Area No. : 1002 / 6800			
Name: IT - Director's Office Group -- 680001			
Mission: 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.			
Goal: To provide citywide leadership for systems' security and technology management.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Design/Implement security meas/policies/procedures	N/A	N/A	90%
Coordinate prep. of security operating budget	N/A	N/A	100%
Develop a Cyber Security Framework	N/A	N/A	50%
Build citywide security working group	N/A	N/A	50%
Name: IT - Applications -- 680002			
Mission: 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.			
Goal: The Applications group 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.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
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
Name: IT - Infrastructure Group -- 680003			
Mission: 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.			
Goal: 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.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Desktops Supported	2,800	3,250	3,250
User Satisfaction - 5 max.	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 2013 BUDGET

Division Mission and Performance Measures

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

Name: IT - Consulting Services -- 680006

Mission: 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.

Goal: The goal of the Consulting Services group is to maintain efficient response time to issues regarding Computer Aided Dispatch (CAD) System, Fire Dept. Records Management System (RMS), Emergency Alerting System (EAS), Orbacom as well as provide positive live release trend, low cost services and enforce pet licensing requirements.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
EAS, CAD/RMS and ACS			
System Availability	99.9%	99.9%	99.9%
Orbacom Availability	100.0%	100.0%	100.0%

Name: IT - Project Group -- 680007

Mission: 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.

Goal: To support the accounts receivable collection efforts, accounts payable activities, and the citywide scorecard.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Attribute Work to Clients	N/A	N/A	95%
Project MGMT Processes	N/A	N/A	95%

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area Name : Information Technology Fund No./Bus Area No. : 1002 / 6800						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
IT - Director's Office Group 680001 Citywide IT oversight, administrative support in financial analysis and reporting, cost accounting, capital planning, project staffing, funds management, asset management, procurement, contract compliance, open records and accounts payable. Management of costs common to entire IT Department. The common costs include: data services, IT Applications, voice & data services and insurance premiums.	0.0	0	0.0	0	1.0	719,553
IT - Applications 680002 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	2,147,741	1.0	2,928,709	6.0	3,579,730
IT - Infrastructure Group 680003 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	16,764,001	1.8	17,182,263	1.8	21,290,546
IT - Consulting Services 680006 HEC - IT Provide management of the Houston Emergency Center and facilitation of public education. BARC - IT Provide compassionate animal care through pet services. Protect the public health and safety by enforcing local and state laws.	0.0	0	29.0	4,692,918	29.0	4,850,188
IT - Project Group 680007 Provide support to accounts receivable collection, accounts payable improvement and the citywide scorecard project.	0.0	0	0.0	0	3.0	380,099
Total	2.0	18,911,742	31.8	24,803,890	40.8	30,820,116

Business Area Roster Summary

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

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE COORDINATOR	24	0.8	1.8	1.0
DEPUTY DIRECTOR (EXE LEV)	34	2.0	2.0	
GIS ANALYST	20	2.0	2.0	
GIS SUPERVISOR	26	1.0	1.0	
GIS TECHNICIAN	12	0.0	1.0	1.0
INFORMATION SYSTEMS ADMINISTRATOR	30	2.0	2.0	
IRM MANAGER	29	0.0	1.0	1.0
IS/IT HELP DESK COORDINATOR	10	2.0	2.0	
IT PROJECT MANAGER	28	2.0	2.0	
LAN SPECIALIST	26	1.0	0.0	(1.0)
OPERATIONS MANAGER	27	4.0	3.0	(1.0)
PROGRAMMER ANALYST III	22	2.0	2.0	
PROGRAMMER ANALYST IV	25	0.0	1.0	1.0
SENIOR CENTRAL NETWORK ADMINISTRATOR	28	1.0	1.0	
SENIOR GIS TECHNICIAN	17	0.0	1.0	1.0
SENIOR MICROCOMPUTER ANALYST	23	2.0	2.0	
STUDENT INTERN II	10	0.8	0.0	(0.8)
SYSTEMS CONSULTANT	26	3.3	5.0	1.7
SYSTEMS SUPPORT ANALYST I	16	0.7	0.0	(0.7)
SYSTEMS SUPPORT ANALYST II	19	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST III	22	4.0	4.0	
SYSTEMS SUPPORT ANALYST IV	25	3.0	3.0	
TECHNICAL HARDWARE ANALYST II	21	0.0	1.0	1.0
TECHNICAL HARDWARE ANALYST III	23	0.0	2.0	2.0
Total FTEs		33.6	40.8	7.2
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		33.6	40.8	7.2

Business Area Revenue Summary

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

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6800010002	IT - Administration			
424100	Intfd IT Network Svc	0	0	500,000
424110	Other Interfund Services	0	0	219,553 ^c
Total	IT - Administration	0	0	719,553
6800020001	IT - Enterprise Applications			
424100	Intfd IT Network Svc	0	1,201,314	1,248,797
424110	Other Interfund Services	0	0	18,979
Total	IT - Enterprise Applications	0	1,201,314	1,267,776
6800020003	IT - Enterprise Application-311 Support			
424100	Intfd IT Network Svc	2,793,264	1,017,395	972,852
424110	Other Interfund Services	0	0	38
Total	IT - Enterprise Application-311 Support	2,793,264	1,017,395	972,890
6800020004	IT - ERP Team			
424100	Intfd IT Network Svc	0	710,000	1,340,000
6800020005	IT - Business Intelligence			
424110	Other Interfund Services	0	0	251,681
6800030001	IT - Client Services			
457020	Interfund Communication Equipment Repair	0	180,000	180,000
6800030004	IT - Network Data Services			
424100	Intfd IT Network Svc	0	63,616	846,447
457020	Interfund Communication Equipment Repair	0	1,600,319	1,635,954
Total	IT - Network Data Services	0	1,663,935	2,482,401
6800030005	IT - Network Voice Services			
424100	Intfd IT Network Svc	0	220,682	117,165
424110	Other Interfund Services	0	8,431	0
451020	Interfund Billing-Telephone	13,195,791	13,195,791	14,930,467
457020	Interfund Communication Equipment Repair	4,158,464	1,201,666	2,147,363
Total	IT - Network Voice Services	17,354,255	14,626,570	17,194,995
6800030007	IT - Enterprise Operations			
424100	Intfd IT Network Svc	0	0	351,000
457020	Interfund Communication Equipment Repair	0	711,758	1,082,150
Total	IT - Enterprise Operations	0	711,758	1,433,150
6800060003	IT - Consulting Public Infrastructure			
424110	Other Interfund Services	4,576,382	4,612,929	4,764,820
6800060006	IT - Consulting Public Administration			
424110	Other Interfund Services	79,989	79,989	84,432
6800070002	IT - Business Analysis			
424110	Other Interfund Services	0	0	128,418
Total	Information Technology	24,803,890	24,803,890	30,820,116

FISCAL YEAR 2013 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	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	153,316	2,448,292	2,298,523	3,149,724
500030	Salary Part Time - Civilian	0	60,112	56,731	60,343
500060	Overtime - Civilian	0	0	(177)	0
500180	Temporary Employees	0	0	2,445	0
501070	Pension - Civilian	24,435	436,725	410,829	674,041
501120	Termination Pay - Civilian	0	31,084	31,084	0
501160	Vehicle Allowance - Civilian	0	1,066	1,066	0
502010	FICA - Civilian	11,284	182,653	170,009	239,372
503010	Health Ins-Act Civilian	15,161	239,116	235,018	414,537
503015	Basic Life Insurance - Active Civilian	92	2,333	2,283	1,911
503040	Health/Life Ins.Ret-Classified	0	5,999	5,999	7,000
503050	Health/Life Insurance - Retiree Civilian	0	11,998	11,998	13,000
503060	Long Term Disability-Civilian	0	2,474	2,350	3,400
503090	Workers Compensation-Civilian-Admin	365	7,493	7,108	9,768
504030	Unemployment Claims - Administration	0	70	70	1,155
Total	Personnel Services	204,653	3,429,415	3,235,336	4,574,251
511025	Electrical Hardware & Parts	0	2,000	2,000	2,000
511040	Audiovisual Supplies	0	10,000	10,000	10,000
511045	Computer Supplies	0	81,326	81,326	83,500
511050	Paper & Printing Supplies	0	2,000	2,000	2,000
511055	Publications & Printed Materials	0	3,000	3,000	3,000
511060	Postage	0	500	500	500
511070	Miscellaneous Office Supplies	0	27,174	27,174	5,000
511115	Vehicle Repair & Maintenance Supplies	0	5,000	5,000	5,000
511120	Clothing	0	2,000	2,000	2,000
511145	Small Tools & Minor Equipment	0	2,000	2,000	2,000
511150	Miscellaneous Parts & Supplies	0	10,000	10,000	10,000
Total	Supplies	0	145,000	145,000	125,000
520100	Temporary Personnel Services	0	142,604	178,460	107,348
520110	Management Consulting Services	0	40,000	40,000	40,000
520119	Computer Equipment/Software Maintenance	0	1,197,975	1,353,828	1,370,612
520120	Communications Equipment Services	0	15,000	15,000	15,000
520121	IT Application Svcs	1,938,443	2,579,980	2,756,282	3,905,522
520122	Office Equipment Services	0	108,745	0	8,444
520123	Vehicle & Motor Equipment Services	0	1,000	1,000	1,000
520126	Construction Site Work Services	0	10,560	0	0
520157	Computer Software Maintenance Services	(290)	0	0	0
520158	Computer Equipment Maintenance Services	(102)	0	0	0
520510	Mail/Delivery Services	0	1,000	1,000	1,000
520520	Printing & Reproduction Services	0	1,000	1,000	1,000
520765	Membership & Professional Fees	0	2,000	2,000	2,000
520805	Education & Training	0	10,000	10,000	10,000
520815	Tuition Reimbursement	0	1,000	1,000	1,000
520905	Travel - Training Related	0	5,000	5,000	5,000
520910	Travel - Non-Training Related	0	3,000	3,000	3,000
521405	Building Maintenance Services	0	40,000	40,000	40,000
521605	Data Services	1,864,891	2,795,612	2,941,628	4,330,424
521610	Voice Services	14,252,672	13,195,791	13,195,791	14,930,467
521620	Voice Equipment	362,628	450,000	350,000	432,422
521625	Voice Labor	286,242	510,000	402,115	282,621
521630	GIS Revolving Fund Services	63	76	76	250
521730	Parking Space Rental	0	1,000	1,000	1,000

FISCAL YEAR 2013 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	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
522205	Metro Commuter Passes	2,473	3,500	3,500	2,302
522305	Freight Charges	0	500	500	500
522430	Miscellaneous Other Services & Charges	69	13,429	13,429	10,000
522721	Interfund HR Client Services	0	1,117	8,360	18,979
522722	KRONOS Service Chargeback	0	71	71	974
Total	Other Services and Charges	18,707,089	21,129,960	21,324,040	25,520,865
560230	Computer HW and Developed SW	0	99,515	99,514	0
Total	Equipment	0	99,515	99,514	0
532020	Transfers to Capital Projects	0	0	0	600,000
Total	Debt Service and Other Uses	0	0	0	600,000
Grand Total Expenditures		18,911,742	24,803,890	24,803,890	30,820,116

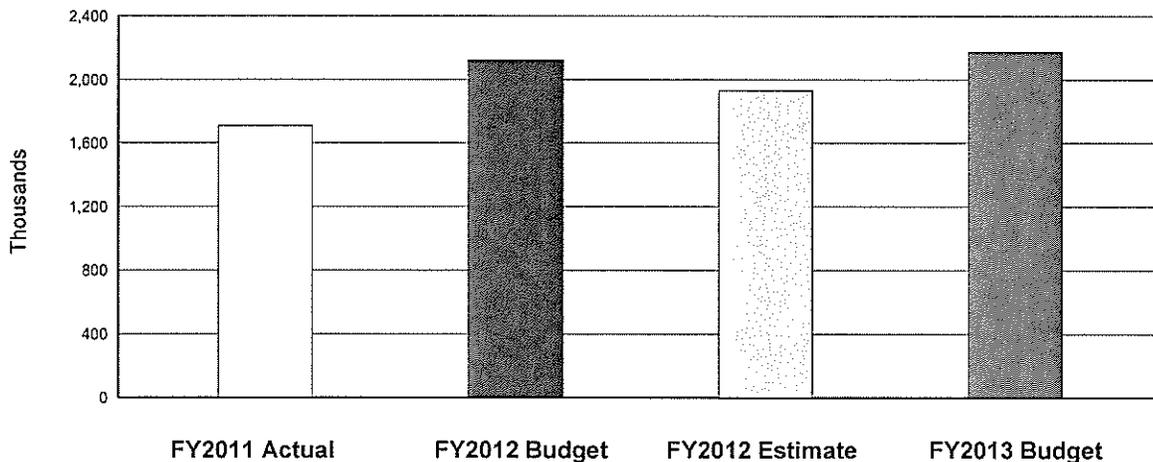
FISCAL YEAR 2013 BUDGET

Business Area Budget Summary

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

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	1,003,493	1,077,951	1,076,882	1,229,765
	Supplies	13,866	50,930	30,930	44,432
	Other Services and Charges	694,013	994,042	804,719	902,991
	Equipment	0	0	20,000	0
	Total M & O Expenditures	<u>1,711,372</u>	<u>2,122,923</u>	<u>1,932,531</u>	<u>2,177,188</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>1,711,372</u>	<u>2,122,923</u>	<u>1,932,531</u>	<u>2,177,188</u>
Revenues		1,711,146	2,122,923	1,932,531	2,177,188
Staffing	Full-Time Equivalents - Civilian	8.4	11.5	11.5	12.5
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>8.4</u>	<u>11.5</u>	<u>11.5</u>	<u>12.5</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2013 Budget includes funding for expenditure increase in health benefits (\$24,253) and pension contributions (\$40,725).				
	o Improve the look and functionality of the Geographic Information System (GIS) My City applications.				
	o Implement new Electronic Digital Review Coordination (EDRC), which includes integration with GIS and online payments.				
	o Upgrade and virtualize server infrastructure and upgrade Data Base GIS to ArcGIS 10.				

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



FISCAL YEAR 2013 BUDGET

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	FY2011 Actual	FY2012 Estimate	FY2013 Budget
GIS Training	391	150	150
New Application/Services	19	20	10
New Data Migration	14	2	5
New Data Layers	10	35	15

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area Name : Planning & Development Fund No./Bus Area No. : 1002 / 7000						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
PD - GIS Services 700002 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.	8.4	1,711,372	11.5	1,932,531	12.5	2,177,188
Total	<u>8.4</u>	<u>1,711,372</u>	<u>11.5</u>	<u>1,932,531</u>	<u>12.5</u>	<u>2,177,188</u>

FISCAL YEAR 2013 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
GIS ANALYST	20	2.0	2.0	
GIS MANAGER	29	0.0	1.0	1.0
GIS SUPERVISOR	26	3.5	3.5	
INFORMATION SYSTEMS ADMINISTRATOR	30	1.0	1.0	
SENIOR GIS ANALYST	24	1.0	2.0	1.0
SENIOR GIS TECHNICIAN	17	1.0	1.0	
SYSTEMS SUPPORT ANALYST IV	25	1.0	1.0	
WEB DESIGNER	21	1.0	1.0	
WEBMASTER	26	1.0	0.0	(1.0)
Total FTEs		11.5	12.5	1.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		11.5	12.5	1.0

FISCAL YEAR 2013 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
7000020001	GIS Services			
457090	ENT-Geographic Information System	<u>2,122,923</u>	<u>1,932,531</u>	<u>2,177,188</u>
Total	Planning & Development	<u><u>2,122,923</u></u>	<u><u>1,932,531</u></u>	<u><u>2,177,188</u></u>

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

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

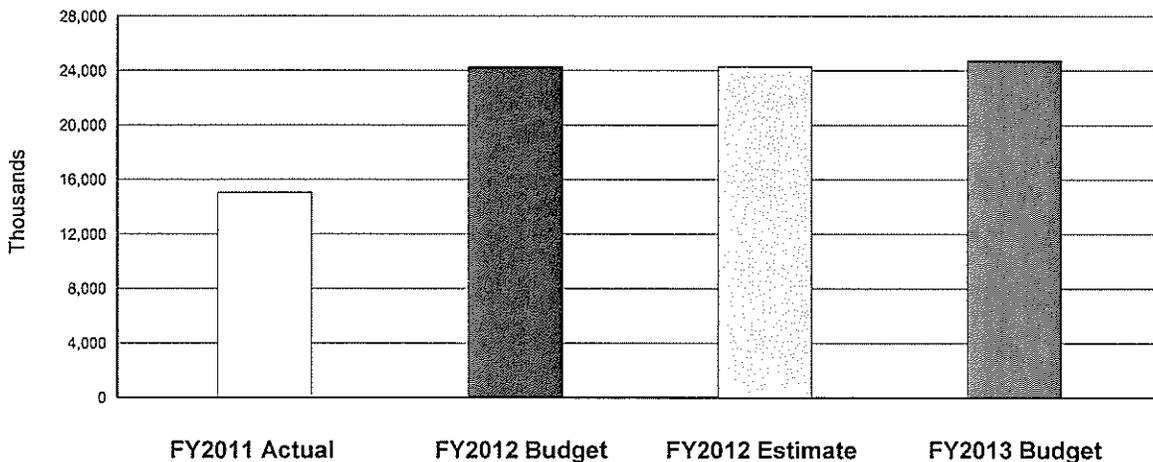
Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	758,426	783,132	779,917	859,617
500110	Bilingual Pay - Civilian	882	904	900	904
501070	Pension - Civilian	121,428	140,964	143,232	183,957
501120	Termination Pay - Civilian	1,136	15,000	15,000	15,000
502010	FICA - Civilian	56,447	59,980	58,485	65,831
503010	Health Ins-Act Civilian	62,609	73,787	75,164	99,417
503015	Basic Life Insurance - Active Civilian	463	457	457	503
503060	Long Term Disability-Civilian	49	981	981	1,066
503090	Workers Compensation-Civilian-Admin	2,053	2,309	2,309	2,998
504030	Unemployment Claims - Administration	0	437	437	472
Total	Personnel Services	1,003,493	1,077,951	1,076,882	1,229,765
511045	Computer Supplies	12,112	41,919	21,919	38,932
511055	Publications & Printed Materials	225	2,500	2,500	500
511070	Miscellaneous Office Supplies	1,529	6,511	6,511	5,000
Total	Supplies	13,866	50,930	30,930	44,432
520107	Computer Info/Contr	15,500	185,500	45,400	134,500
520116	Parking Services Contract	0	3,500	3,500	5,200
520119	Computer Equipment/Software Maintenance	658,695	691,232	670,200	670,000
520765	Membership & Professional Fees	1,000	3,500	1,000	3,500
520805	Education & Training	8,464	62,500	62,500	62,500
520905	Travel - Training Related	5,720	10,600	10,600	15,600
521610	Voice Services	12	0	0	0
521630	GIS Revolving Fund Services	0	26,119	0	0
522205	Metro Commuter Passes	3,654	4,700	5,128	5,300
522430	Miscellaneous Other Services & Charges	968	0	0	0
522721	Interfund HR Client Services	0	6,142	6,142	6,142
522722	KRONOS Service Chargeback	0	249	249	249
Total	Other Services and Charges	694,013	994,042	804,719	902,991
560230	Computer HW and Developed SW	0	0	20,000	0
Total	Equipment	0	0	20,000	0
Grand Total Expenditures		1,711,372	2,122,923	1,932,531	2,177,188

Business Area Budget Summary

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

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	4,904,411	9,549,457	9,549,457	10,569,472
	Supplies	3,002	85,887	85,887	94,002
	Other Services and Charges	10,135,376	14,643,758	14,643,758	14,074,607
	Non-Capital Equipment	0	16,100	16,100	10,000
	Total M & O Expenditures	15,042,789	24,295,202	24,295,202	24,748,081
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	15,042,789	24,295,202	24,295,202	24,748,081
Revenues		15,042,789	24,295,202	24,295,202	24,748,081
Staffing	Full-Time Equivalents - Civilian	68.5	129.0	121.9	133.0
	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	68.5	129.0	121.9	133.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o Provide HR services (employee relations, benefits support, retirement, staffing, succession planning, monitoring of legal compliance, reporting and transactional duties.) HR to employee ratio will be 1:113 from 1:120 in FY2012. o Through prudent management, the Client Relations section significantly improved the indefinite suspension overturn rate from 26.79% to 11.1%. o The rollout of the KRONOS Workforce Absence Manager module in FY2013 will ensure consistent enforcement of attendance policies. The Family and Medical Leave Act (FMLA) will be tracked to ensure compliance with the law and standardization throughout the City. o The Temporary Employee Service Program (TESP) web based system will continue to further promote administration efficiency by reducing paper usage, improving service delivery, record keeping and management reports. o Internal administrative overhead will be 2.7% in FY2013. o FY2013 Budget includes funding for expenditures increases in health benefits (\$166,204) and pension contribution (\$331,380). 				

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



FISCAL YEAR 2013 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: To administer to the acquisition of temporary employee staffing services, perform ongoing contract maintenance, and monitor contract compliance to allow city departments to accomplish their mission and project deadlines.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Invoice Review Process	20,070	12,500	13,000
95% fill of assignments	1,936	1,987	2,146
Compliance/Internal Control Reviews	84	91	102
Customer Training/Special Projects	30	25	35
Drug Tests	7,690	7,489	7,500

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: Provide streamlined processes for Human Resources procedures. Work collectively with Salary Administration and Selection Services to create Personnel Action Request (PAR) manual. Develop high performance training strategies. Redesign jobs to improve accountability and productivity.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Performance Level Surveys	1	2	4
Classified Recruitment Events	N/A	N/A	120
Process Evaluations and Standardization	0	28	12
Strategy Development	20	260	720

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area Name : Human Resources Fund No./Bus Area No. : 1002 / 8000						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Temporary Employee Services/Drug Testing 800011 Provide needed temporary employees to city department's at the best cost possible, while maintaining the quality of temporary employees and meeting department needs.	4.0	10,364,402	3.3	14,563,554	4.5	13,786,579
HR Client Relations Division 800020 Provide Human Resources client services consulting, expertise and support to department leaders. Provide Human Resources services and support to citywide personnel.	64.5	4,678,387	118.6	9,731,648	128.5	10,961,502
Total	68.5	15,042,789	121.9	24,295,202	133.0	24,748,081

FISCAL YEAR 2013 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	2.0	2.0	
ADMINISTRATIVE ASSISTANT	17	12.0	13.0	1.0
ADMINISTRATIVE ASSOCIATE	13	6.0	5.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	6.0	9.0	3.0
ADMINISTRATIVE SPECIALIST	20	9.0	3.0	(6.0)
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	3.0	0.0	(3.0)
ASSISTANT DIRECTOR-HUMAN RESOURCES (EXE LEV)	32	1.0	1.0	
DIVISION MANAGER	29	12.0	6.0	(6.0)
EXECUTIVE OFFICE ASSISTANT	15	1.0	0.0	(1.0)
HUMAN RESOURCES ASSISTANT	13	4.0	3.0	(1.0)
HUMAN RESOURCES GENERALIST	17	12.0	11.0	(1.0)
HUMAN RESOURCES MANAGER	27	9.0	18.0	9.0
HUMAN RESOURCES SPECIALIST	17	1.0	0.0	(1.0)
HUMAN RESOURCES SUPERVISOR	24	7.0	9.0	2.0
HUMAN RESOURCES TECHNICIAN	12	4.0	2.0	(2.0)
MANAGEMENT ANALYST II	18	0.0	1.0	1.0
MANAGEMENT ANALYST III	21	2.0	0.0	(2.0)
SENIOR ACCOUNT CLERK	13	3.0	3.5	0.5
SENIOR HEALTH PLANNER	20	0.0	1.0	1.0
SENIOR HUMAN RESOURCES GENERALIST	21	31.0	41.2	10.2
SENIOR HUMAN RESOURCES SPECIALIST	21	1.0	1.0	
SENIOR STAFF ANALYST	28	0.0	1.0	1.0
STAFF ANALYST	26	1.0	0.0	(1.0)
TRAINING COORDINATOR	24	0.0	0.3	0.3
Total FTEs		129.0	133.0	4.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		129.0	133.0	4.0

FISCAL YEAR 2013 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	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
8000110001	Temporary Personnel Service			
426290	Other Service Charges	252,554	252,554	286,579
451050	Interfund Lab Services	300,000	300,000	300,000
457070	Interfund Temporary Personnel	14,011,000	14,011,000	13,200,000
Total	Temporary Personnel Service	14,563,554	14,563,554	13,786,579
8000210001	HR - Client Relations Administration			
424110	Other Interfund Services	9,731,648	9,731,648	10,961,502
Total	Human Resources	24,295,202	24,295,202	24,748,081

FISCAL YEAR 2013 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	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	3,601,108	6,712,284	6,712,284	7,189,925
500030	Salary Part Time - Civilian	19,081	135,254	135,254	172,597
500060	Overtime - Civilian	85	0	0	0
500090	Premium Pay - Civilian	32	0	0	0
500110	Bilingual Pay - Civilian	7,400	15,034	15,034	15,240
500250	HOPE Union Business Usage	215	0	0	0
501070	Pension - Civilian	550,528	1,207,264	1,207,264	1,538,644
501120	Termination Pay - Civilian	10,462	30,285	30,285	0
502010	FICA - Civilian	267,514	501,558	501,558	564,029
503010	Health Ins-Act Civilian	430,618	841,190	841,190	1,006,615
503015	Basic Life Insurance - Active Civilian	1,971	4,138	4,138	4,303
503050	Health/Life Insurance - Retiree Civilian	1,710	4,806	4,806	5,585
503060	Long Term Disability-Civilian	(555)	10,906	10,906	11,043
503090	Workers Compensation-Civilian-Admin	11,325	26,755	26,755	31,847
503100	Workers Compensation-Civilian-Claim	2,917	2,355	2,355	0
504030	Unemployment Claims - Administration	0	57,628	57,628	29,644
Total	Personnel Services	4,904,411	9,549,457	9,549,457	10,569,472
511040	Audiovisual Supplies	0	1,135	1,135	1,135
511045	Computer Supplies	418	23,373	23,373	50,628
511050	Paper & Printing Supplies	0	600	600	600
511055	Publications & Printed Materials	0	1,125	1,125	1,125
511060	Postage	0	100	100	100
511070	Miscellaneous Office Supplies	2,294	57,114	57,114	37,974
511120	Clothing	210	0	0	0
511150	Miscellaneous Parts & Supplies	80	2,440	2,440	2,440
Total	Supplies	3,002	85,887	85,887	94,002
520100	Temporary Personnel Services	9,846,769	14,011,000	14,011,000	13,200,000
520109	Medical Dental & Laboratory Services	62	20,227	20,227	200
520110	Management Consulting Services	3,688	4,000	4,000	4,000
520114	Miscellaneous Support Services	2,718	164,392	164,392	372,000
520119	Computer Equipment/Software Maintenance	0	42,196	42,196	99,196
520121	IT Application Svcs	1,677	778	778	2,280
520520	Printing & Reproduction Services	0	200	200	200
520765	Membership & Professional Fees	180	11,994	11,994	10,533
520805	Education & Training	70	21,797	21,797	21,237
520905	Travel - Training Related	0	5,361	5,361	5,361
520910	Travel - Non-Training Related	25	13,690	13,690	13,690
521605	Data Services	0	0	0	283
521610	Voice Services	2,455	9,264	9,264	9,800
521620	Voice Equipment	330	563	563	563
521625	Voice Labor	0	0	0	184
521630	GIS Revolving Fund Services	189	228	228	228
521730	Parking Space Rental	1,807	31,849	31,849	30,769
522205	Metro Commuter Passes	919	3,926	3,926	1,890
522430	Miscellaneous Other Services & Charges	274,702	300,000	300,000	300,000
522720	Interfund Payroll Services	(215)	0	0	0
522722	KRONOS Service Chargeback	0	2,065	2,065	1,965
522780	Interfund Photo Copy Services	0	228	228	228
Total	Other Services and Charges	10,135,376	14,643,758	14,643,758	14,074,607
551010	Non-Capital Office Furniture & Equipment	0	5,100	5,100	0
551015	Non-Capital Computer Equipment	0	11,000	11,000	10,000
Total	Non-Capital Equipment	0	16,100	16,100	10,000
Grand Total Expenditures		15,042,789	24,295,202	24,295,202	24,748,081