

FISCAL YEAR 2016 BUDGET

Fund Summary

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

	<u>FY2015 Current Budget</u>	<u>FY2015 Estimate</u>	<u>FY2016 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	204,966,921	203,154,949	203,884,960
Total Available Resources	<u>204,966,921</u>	<u>203,154,949</u>	<u>203,884,960</u>
Maintenance and Operations	204,313,185	202,501,213	203,231,224
Operating Transfers	653,736	653,736	653,736
Total Expenditures	<u>204,966,921</u>	<u>203,154,949</u>	<u>203,884,960</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>204,966,921</u></u>	<u><u>203,154,949</u></u>	<u><u>203,884,960</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 FY2015 Budget, the FY2015 Estimate and the FY2016 Budget for the Central Service Revolving Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Central Service Revolving Fund provides budgetary accounts for a centralized service function that provides for the purchase of goods and/or services for citywide operating departments. This method allows for the purchase of large quantities of goods and services for a large number of departments in a planned and well-managed manner. In addition, it provides for the efficient and effective audit of billings for such purchases.

Appropriations for these accounts are made from the respective operating departmental budgets as a part of the general appropriations ordinance. Sufficient appropriations are authorized from each department to allow for minimal encumbrance balances in each supply and service account in the Central Service Revolving Fund. After the delivery of goods and services, the actual cost is billed to the operating departments. At the end of each fiscal year, the fund is treated as a sub-fund of the General Fund and is not shown as a separate entity in the Comprehensive Annual Financial Report.

The Finance Department is responsible for administering the electricity and natural gas accounts for the City. They are also responsible for overseeing procurement contracts, forecasting, providing price certainty and financial reporting. The role of Energy Management is the responsibility of the General Services Department. The Administration and Regulatory Affairs Department manages the reprographics and office services accounts. The communications and data services fees are administered by the Houston Information Technology Services Department. The Planning and Development Department provides a centralized service for geographic information system purchases. The Human Resources Department administers the accounts for temporary personnel services, client relation services, employee drug and alcohol testing and employee training. The revenue and expenditure summaries include: General Services, Administration and Regulatory Affairs, Houston Information Technology Services, Planning and Development, Human Resources and Finance.

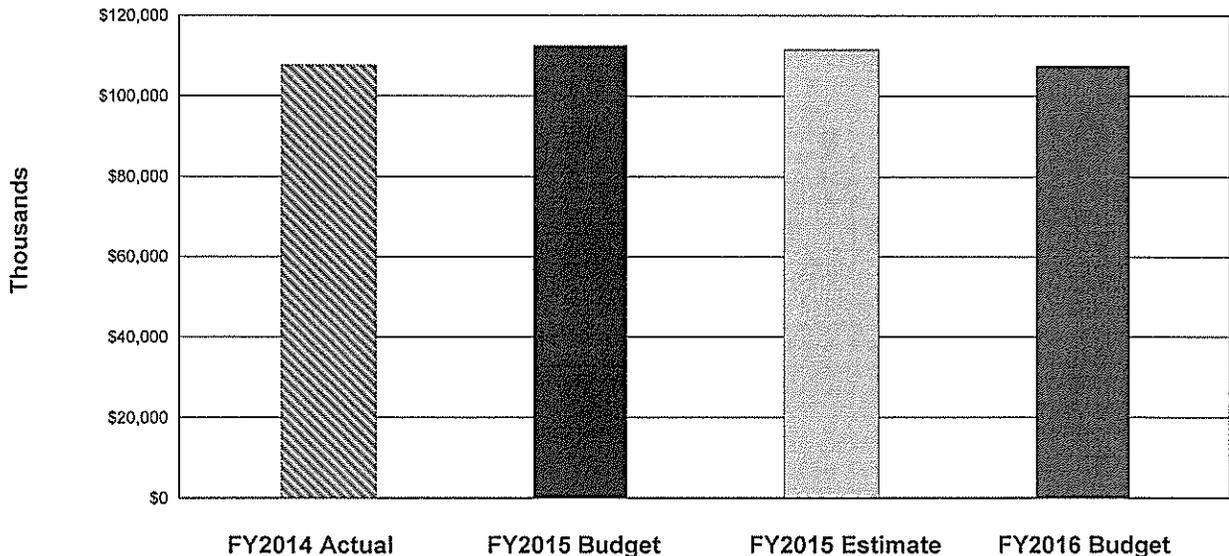
FISCAL YEAR 2016 BUDGET

Business Area Budget Summary

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

		FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
Expenditures	Personnel Services	373,690	0	0	0
	Supplies	5,629	0	0	0
	Other Services and Charges	107,382,196	112,591,879	111,640,547	107,649,963
	Total M & O Expenditures	107,761,515	112,591,879	111,640,547	107,649,963
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	107,761,515	112,591,879	111,640,547	107,649,963
Revenues		107,761,515	112,591,879	111,640,547	107,649,963
Staffing	Full-Time Equivalents - Civilian	3.9	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	3.9	0.0	0.0	0.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2016 Budget provides funding for health benefits and pension contribution.				
	o The City of Houston ranks #1 in REC (Renewable Energy Credits) purchases among municipalities and the nation.				
	o As a result of recent low natural gas market prices, the City of Houston has locked lower rates for both natural gas and electricity in FY2016.				
	o The City of Houston is listed eighth in the nation by the Environmental Protection Agency (EPA) for metropolitan areas with most buildings certified under the Energy Star Efficiency program.				

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



FISCAL YEAR 2016 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : General Services							
Fund No. /Bus Area No. : 1002 / 2500							
Division Description		FY2014 Actual		FY2015 Estimate		FY2016 Budget	
		FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
GSD - Energy Management	250004						
Provides support for citywide electricity and natural gas activities.		3.9	107,761,515	0.0	111,640,547	0.0	107,649,963
Total		3.9	107,761,515	0.0	111,640,547	0.0	107,649,963

FISCAL YEAR 2016 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
2500040001	GSD - Energy Mgmt.			
424110	Other Interfund Services	1,018,691	1,645,937	1,049,209
451030	Interfund Natural Gas	7,313,962	6,469,418	6,200,068
457060	Interfund Electricity	104,259,226	103,525,192	100,400,686
Total	General Services	112,591,879	111,640,547	107,649,963

FISCAL YEAR 2016 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
500010	Salary Base Pay - Civilian	261,066	0	0	0
501070	Pension - Civilian	61,515	0	0	0
502010	FICA - Civilian	19,004	0	0	0
503010	Health Ins-Act Civilian	30,783	0	0	0
503015	Basic Life Insurance - Active Civilian	152	0	0	0
503060	Long Term Disability-Civilian	339	0	0	0
503090	Workers Compensation-Civilian-Admin	831	0	0	0
Total	Personnel Services	373,690	0	0	0
511045	Computer Supplies	3,630	0	0	0
511070	Miscellaneous Office Supplies	499	0	0	0
511130	Weapons Munitions & Supplies	1,500	0	0	0
Total	Supplies	5,629	0	0	0
520105	Accounting & Auditing Services	16,800	0	0	0
520108	Information Resource Services	9,313	8,734	8,735	8,735
520110	Management Consulting Services	5,000	200,000	200,000	200,000
520510	Mail/Delivery Services	5	0	0	0
520765	Membership & Professional Fees	1,159	0	0	0
520805	Education & Training	480	0	0	0
521505	Electricity	100,923,043	104,259,226	104,152,437	100,400,686
521510	Natural Gas	6,423,985	7,313,962	6,469,418	6,200,068
521610	Voice Services	7	0	0	0
521630	GIS Revolving Fund Services	202	0	0	0
521905	Legal Services	0	41,266	41,266	50,000
522205	Metro Commuter Passes	262	0	0	0
522430	Misc Othr Svcs & Chrg	(79)	0	0	0
522721	Interfund HR Client Services	1,846	0	0	0
522722	KRONOS Service Chargeback	173	0	0	0
522795	Other Interfund Services	0	768,691	768,691	790,474
Total	Other Services and Charges	107,382,196	112,591,879	111,640,547	107,649,963
Grand Total Expenditures		107,761,515	112,591,879	111,640,547	107,649,963



FISCAL YEAR 2016 BUDGET

Business Area Budget Summary

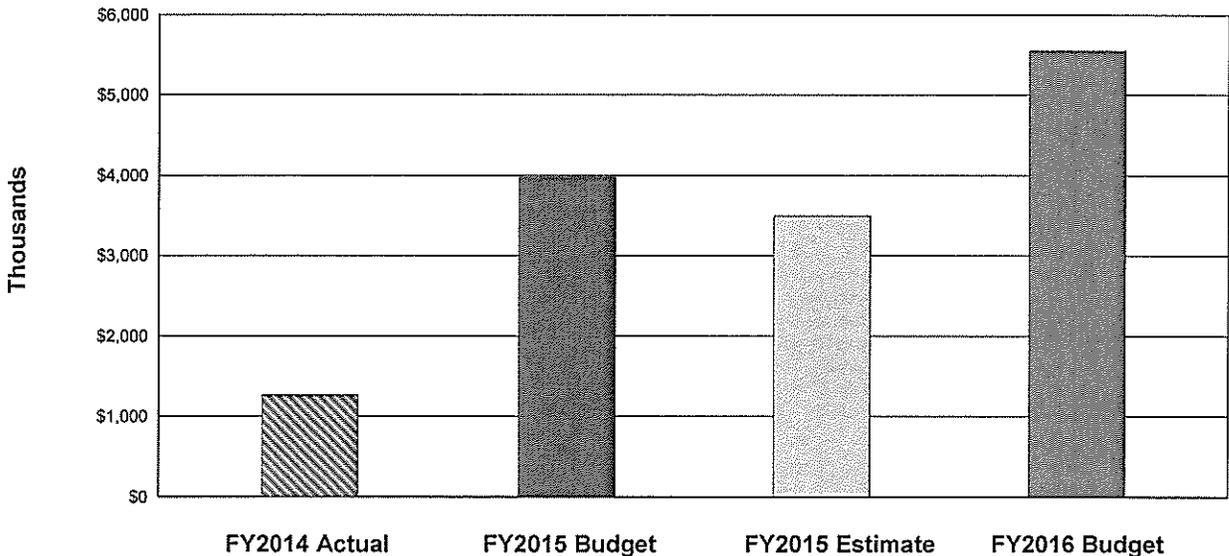
Fund Name : Central Service Revolving Fund
 Business Area : Finance Department
 Fund No. /Bus. Area No. : 1002 / 6400

		FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
Expenditures	Personnel Services	1,186,062	3,634,961	3,168,281	5,140,827
	Supplies	4,890	65,596	63,141	84,660
	Other Services and Charges	74,815	273,545	266,488	324,901
	Total M & O Expenditures	<u>1,265,767</u>	<u>3,974,102</u>	<u>3,497,910</u>	<u>5,550,388</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>1,265,767</u>	<u>3,974,102</u>	<u>3,497,910</u>	<u>5,550,388</u>
Revenues		1,265,767	3,974,102	3,497,910	5,550,388
Staffing	Full-Time Equivalents - Civilian	12.0	38.0	32.5	51.5
	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>12.0</u>	<u>38.0</u>	<u>32.5</u>	<u>51.5</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0

Significant Budget Changes and Highlights

- o The FY2016 Budget provides funding for health benefits and pension contribution.
- o The FY2016 Budget includes funding for Fleet Management support previously reported in Fleet Management Fund (Fund 1005).

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



FISCAL YEAR 2016 BUDGET

Business Area Performance Measures

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

Performance Measure	Priority	FY2014 Actual	FY2015 Budget	FY2015 Estimate	FY2016 Budget
Chargebacks Processed for Departments in 45 days	F	100%	100%	100%	100%
Client Department Expenditures Budget vs Actual Utilization	F	98%	98%	99%	98%
Collection Rate for EMS	F	32%	32%	34%	32%
Collection Rate of Vendor Managed Revenues	F	35%	35%	35%	35%
Cost per Invoice Processed	F	N/A	NA	NA	\$45
Invoice Payments Processed in 30 Days of Receipt	F	96%	95%	95%	95%
Expenditures Budget vs Actual Utilization	F	78%	100%	88%	100%
Revenues Budget vs Actual Utilization	F	78%	100%	88%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
 Fiscal Responsibility (F) Quality of Life (Q)

FISCAL YEAR 2016 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area : Finance Department Fund No. /Bus Area No. : 1002 / 6400						
Division Description	FY2014 Actual		FY2015 Estimate		FY2016 Budget	
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
Treasury and Capital Management 640003 The division coordinates and oversees the City's Capital Improvement Plan. There are dedicated specialists that provide customer service, capital planning and appropriation needs for Houston Information Technology Services, Houston Fire Department and Fleet Management Department.	0.7	71,844	2.0	196,458	3.0	303,334
Financial Planning & Analysis 640004 The division is responsible for budget development and monitoring financial activities, revenue and expense analysis, as well as day-to-day departmental support of routine transactions for Houston Information Technology Services, Houston Fire Department, General Services Department-Energy Management and Fleet Management. In FY2015, Fleet Management was reported in Fund 1005.	4.0	587,896	10.8	1,368,475	17.5	2,232,301
Financial Reporting & Operations 640005 The division provides centralized support in accounts payable, management and process review, analysis, and reporting services for Houston Information Technology, Houston Fire Department, General Services Department-Energy Management and Fleet Management Department. The division also provides accounts receivables & collections function for EMS activity in support of the Houston Fire Department.	5.3	429,604	13.6	1,374,156	20.0	1,975,104
Strategic Purchasing 640007 The division is responsible for all citywide IT related purchases via DIR or competitive/informal bid for Houston Information Technology Services, Fleet Management Department and the Houston Fire Department.	2.0	176,423	6.1	558,821	11.0	1,039,649
Total	12.0	1,265,767	32.5	3,497,910	51.5	5,550,388

FISCAL YEAR 2016 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2015 Current Budget FTE	FY2016 Budget FTE	Change
ACCOUNTANT	17	3.0	4.0	1.0
ACCOUNTANT SUPERVISOR	24	0.0	1.0	1.0
ADMINISTRATION MANAGER	26	1.0	1.0	0.0
ADMINISTRATIVE ASSISTANT	17	1.0	2.0	1.0
ADMINISTRATIVE ASSOCIATE	13	1.0	1.0	0.0
BUYER	16	1.0	1.0	0.0
CUSTOMER SERVICE REP. II	15	2.0	2.0	0.0
DEPUTY ASSISTANT DIRECTOR (EXEC)	30	1.5	2.0	0.5
DEPUTY DIRECTOR (EXEC)	34	0.5	0.5	0.0
DIVISION MANAGER	29	1.5	2.0	0.5
FINANCIAL ANALYST II	18	2.0	2.0	0.0
FINANCIAL ANALYST III	21	5.0	7.0	2.0
FINANCIAL ANALYST IV	25	1.5	5.0	3.5
GRADUATE ENGINEER	22	1.0	0.0	(1.0)
MANAGEMENT ANALYST II	18	1.0	1.0	0.0
MANAGEMENT ANALYST IV	25	2.0	1.0	(1.0)
PROCUREMENT SPECIALIST	24	4.0	7.0	3.0
SENIOR ACCOUNT CLERK	13	1.0	2.0	1.0
SENIOR ACCOUNTANT	20	1.0	1.0	0.0
SENIOR ASSISTANT CITY ATTORNEY II	35	1.0	1.0	0.0
SENIOR PROCUREMENT SPECIALIST	27	2.0	3.0	1.0
SENIOR STAFF ANALYST	28	3.0	3.0	0.0
STAFF ANALYST	26	1.0	2.0	1.0
Total FTEs		38.0	51.5	13.5
Less Adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		38.0	51.5	13.5

FISCAL YEAR 2016 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
6400030002 424110	Ctrl Srvs Capital Mgmt - HITS Other Interfund Services	115,919	115,919	117,397
6400030003 424110	Ctrl Srvs Capital Mgmt - Fleet Other Interfund Services	0	0	104,362
6400030004 424110	Ctrl Srvs Capital Mgmt - HFD Other Interfund Services	80,539	80,539	81,575
6400040001 424110	Financial Planning & Analysis Other Interfund Services	138,869	0	0
6400040002 424110	Central Svcs Fin Planning & Analysis - HITS Other Interfund Services	411,016	380,810	595,250
6400040003 424110	Central Svcs Fin Planning & Analysis - Fleet Other Interfund Services	0	0	495,617
6400040004 424110	Central Svcs Fin Planning & Analysis - Energy Other Interfund Services	594,185	522,402	625,589
6400040005 424110	Central Svcs Fin Planning & Analysis - HFD Other Interfund Services	486,493	465,263	515,845
6400050006 424110	Central Accounts Payable Other Interfund Services	515,521	378,521	520,950
6400050007 424110	Central AP - Fleet Management Other Interfund Services	0	0	452,264
6400050008 424110	CDBG Grant Other Interfund Services	84,887	80,761	76,022
6400050010 424110	Financial Reporting & Operations - HFD Other Interfund Services	200,518	200,518	207,713
6400050011 424110	Central Accounts Payable - GSD Other Interfund Services	174,506	174,506	176,120
6400070002 424110	Central Services SPD HITS Other Interfund Services	200,421	200,421	203,549
6400070003 424110	Central Services SPD Fleet Other Interfund Services	0	0	392,364
6400070004 424110	Central Services SPD HFD Other Interfund Services	438,613	358,400	443,736
6400090001 424110	ARC-Fire-EMS Other Interfund Services	532,615	539,850	542,035
Total	Finance Department	3,974,102	3,497,910	5,550,388

FISCAL YEAR 2016 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
500010	Salary Base Pay - Civilian	793,739	2,475,100	2,126,445	3,407,283
500030	Salary Part Time - Civilian	54,686	77,208	77,208	77,827
500060	Overtime - Civilian	224	0	0	0
501070	Pension - Civilian	185,346	629,866	539,626	932,227
501120	Termination Pay - Civilian	18,025	973	20,973	70,320
502010	FICA - Civilian	62,163	194,425	165,906	264,959
503010	Health Ins-Act Civilian	67,903	240,802	224,216	364,655
503015	Basic Life Insurance - Active Civilian	456	1,389	1,240	1,884
503060	Long Term Disability-Civilian	933	3,129	2,603	4,294
503090	Workers Compensation-Civilian-Admin	2,587	10,044	8,039	15,353
503100	Workers Compensation-Civilian-Claim	0	390	390	390
504030	Unemployment Claims - Administration	0	1,635	1,635	1,635
Total	Personnel Services	1,186,062	3,634,961	3,168,281	5,140,827
511045	Computer Supplies	776	12,565	12,565	12,765
511050	Paper & Printing Supplies	0	5,388	5,388	8,000
511055	Publications & Printed Materials	4,050	4,159	4,159	6,779
511060	Postage	0	3,398	3,398	3,500
511070	Miscellaneous Office Supplies	64	40,086	37,631	53,616
Total	Supplies	4,890	65,596	63,141	84,660
520100	Temporary Personnel Services	44,526	84,300	84,300	90,326
520110	Management Consulting Services	0	49,800	49,800	10,000
520114	Miscellaneous Support Services	0	4,837	4,837	5,837
520121	IT Application Svcs	8,465	8,800	8,800	17,828
520510	Mail/Delivery Services	112	312	312	440
520515	Print Shop Services	28	273	273	6,300
520765	Membership & Professional Fees	0	1,150	1,150	2,625
520805	Education & Training	420	33,987	32,412	48,282
520905	Travel - Training Related	3,606	13,300	10,800	16,600
521605	Data Services	81	0	0	180
521610	Voice Services	0	3,760	3,760	4,535
521630	GIS Revolving Fund Services	0	5,083	5,083	7,750
521635	Voice Services -Wireless	407	840	840	1,280
521715	Office Equipment Rental	690	1,192	824	2,000
521730	Parking Space Rental	1,268	6,173	6,100	8,200
521735	Hobby Parking Space Rental	3,750	9,658	9,300	13,638
522205	Metro Commuter Passes	3,386	10,775	10,848	19,659
522430	Misc Othr Svcs & Chrg	0	19,188	16,932	31,079
522721	Interfund HR Client Services	8,076	15,732	15,732	31,957
522722	KRONOS Service Chargeback	0	4,385	4,385	6,385
Total	Other Services and Charges	74,815	273,545	266,488	324,901
Grand Total Expenditures		1,265,767	3,974,102	3,497,910	5,550,388

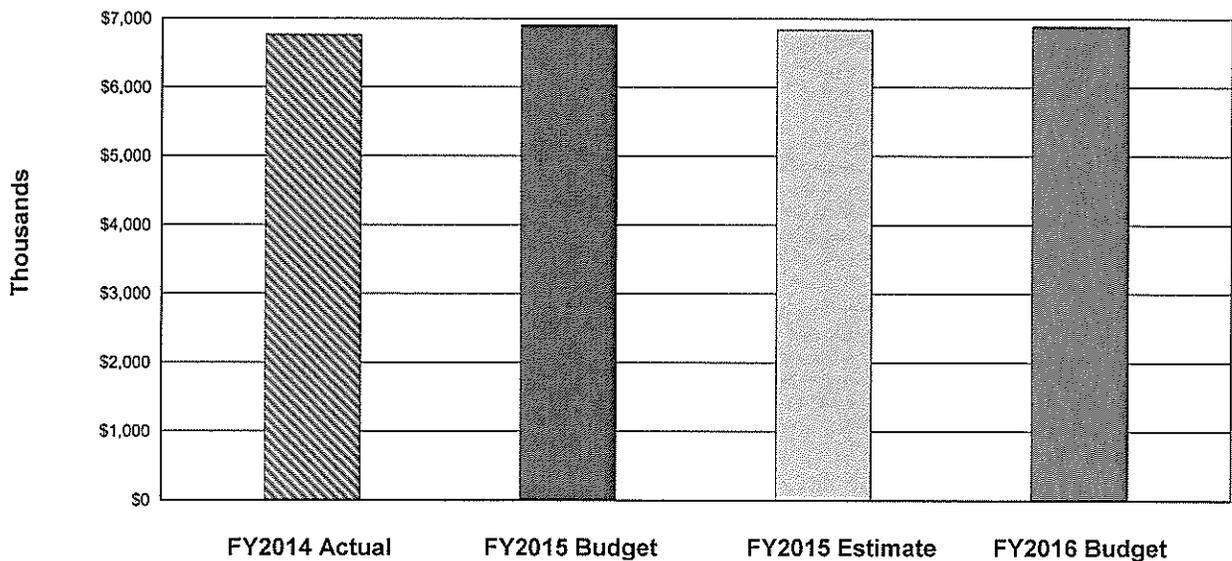
FISCAL YEAR 2016 BUDGET

Business Area Budget Summary

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

		FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
Expenditures	Supplies	365,000	360,000	360,000	375,600
	Other Services and Charges	6,401,232	6,542,348	6,473,348	6,514,154
	Total M & O Expenditures	<u>6,766,232</u>	<u>6,902,348</u>	<u>6,833,348</u>	<u>6,889,754</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>6,766,232</u>	<u>6,902,348</u>	<u>6,833,348</u>	<u>6,889,754</u>
Revenues		6,766,232	6,902,348	6,833,348	6,889,754
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	o The FY2016 budget includes funding for W2 forms and 1095C forms introduced for the first time in 2015 under the Affordable Care Act.				

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



FISCAL YEAR 2016 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund Business Area : Administration and Regulatory Affairs Fund No. /Bus Area No. : 1002 / 6500							
Division Description	FY2014 Actual		FY2015 Estimate		FY2016 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
Central Services 650005 Provides a centralized service function for photo copier rental and postage for citywide operating departments. Administers service contracts and processes related service billings.	0.0	2,547,011	0.0	2,791,000	0.0	2,791,000	
Print Shop 650006 Provides printing services to various departments including design, artwork, layout, offset printing/copying and a variety of finishing services. Provides cost effective high volume copying services through interlocal agreement with Houston Independent School District.	0.0	1,181,219	0.0	1,239,981	0.0	1,239,981	
ARA - Payroll Services 650007 Manages the printing and distribution services of W-2 forms to all City employees.	0.0	904,538	0.0	10,470	0.0	17,600	
Employee Transit 650009 Manages the City employees' Metro bus passes and parking program for Hobby Center, HoustonFirst (Tranquility, City Hall Annex, Lot H and Lot C) through charge back services in the Central Service Revolving Fund.	0.0	2,133,464	0.0	2,791,897	0.0	2,841,173	
Total	0.0	6,766,232	0.0	6,833,348	0.0	6,889,754	

FISCAL YEAR 2016 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
6500050002	ARA - Central Services			
451040	Interfund Postage	360,000	360,000	360,000
457030	Interfund Billing & Collection Service	2,500,000	2,431,000	2,431,000
6500060004	ARA - Print Shop			
451020	Interfund Billing-Telephone	0	10	9
451060	Interfund Print Shop Operations	1,200,000	1,239,971	1,239,972
6500070001	ARA - Payroll Services			
452030	Miscellaneous Revenue	10,470	10,470	17,600
6500090004	ARA - Employee Transit			
447020	Garage Parking Revenue	1,211,878	985,532	1,034,808
447021	Hobby Garage Parking Revenue	370,000	480,000	480,000
447022	Metro Passes Revenue	1,250,000	1,326,365	1,326,365
Total	Administration and Regulatory Affairs	6,902,348	6,833,348	6,889,754

FISCAL YEAR 2016 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
511060	Postage	365,000	360,000	360,000	360,000
511070	Miscellaneous Office Supplies	0	0	0	15,600
Total	Supplies	365,000	360,000	360,000	375,600
520114	Miscellaneous Support Services	255,028	0	0	0
520119	Computer Eq/SW Mnt	640,041	0	0	0
520515	Print Shop Services	1,181,199	1,199,990	1,239,971	1,239,972
520520	Printing & Reproduction Services	9,469	10,470	10,470	2,000
521605	Data Services	17	0	0	0
521610	Voice Services	3	10	10	9
521715	Office Equipment Rental	2,182,011	2,500,000	2,431,000	2,431,000
521730	Parking Space Rental	1,017,753	1,211,878	985,532	1,034,808
521735	Hobby Parking Space Rental	387,721	370,000	480,000	480,000
522205	Metro Commuter Passes	727,990	1,250,000	1,326,365	1,326,365
Total	Other Services and Charges	6,401,232	6,542,348	6,473,348	6,514,154
Grand Total Expenditures		6,766,232	6,902,348	6,833,348	6,889,754

FISCAL YEAR 2016 BUDGET

Business Area Budget Summary

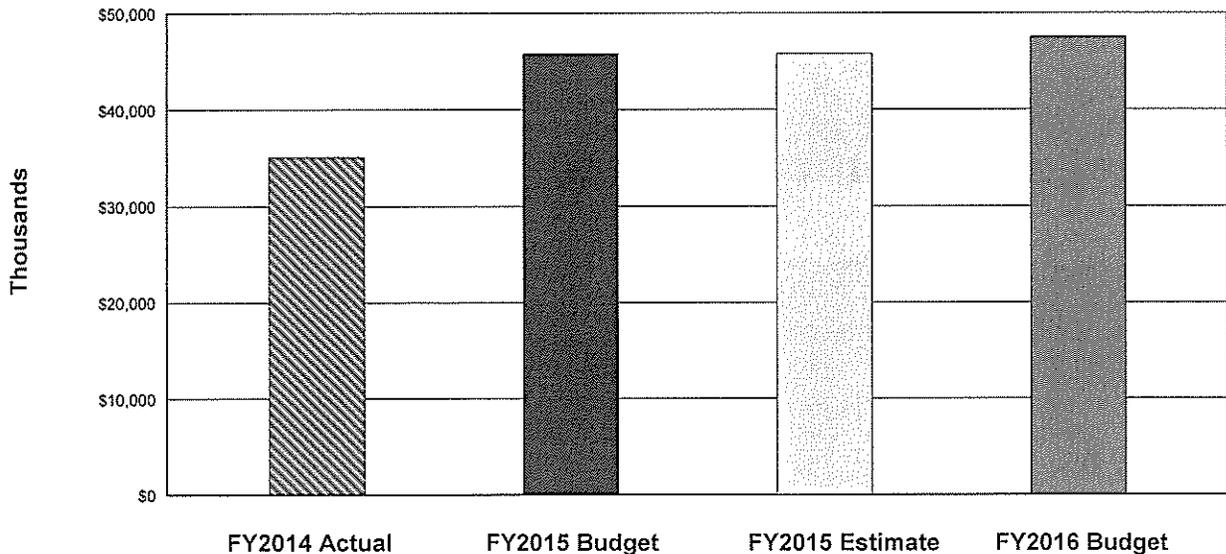
Fund Name : Central Service Revolving Fund
Business Area : Houston Information Technology Services
Fund No. /Bus. Area No. : 1002 / 6800

		FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
Expenditures	Personnel Services	6,054,501	6,380,747	6,380,747	6,897,722
	Supplies	137,312	71,636	71,636	163,390
	Other Services and Charges	27,966,966	38,197,807	38,197,807	39,383,190
	Equipment	263,720	480,520	480,520	369,720
	Non-Capital Equipment	30,977	50,000	50,000	60,000
	Total M & O Expenditures	<u>34,453,476</u>	<u>45,180,710</u>	<u>45,180,710</u>	<u>46,874,022</u>
	Debt Service & Other Uses	653,736	653,736	653,736	653,736
	Total Expenditure	<u>35,107,212</u>	<u>45,834,446</u>	<u>45,834,446</u>	<u>47,527,758</u>
Revenues		35,107,212	45,834,446	45,834,446	47,527,758
Staffing	Full-Time Equivalents - Civilian	47.5	53.7	53.7	56.0
	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>47.5</u>	<u>53.7</u>	<u>53.7</u>	<u>56.0</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0

Significant Budget Changes and Highlights

- o The FY2016 Budget provides funding for health benefits and pension contribution.
- o The FY2016 Budget includes support for:
 - Infor Enterprise Software and Hosting Solution
 - E-Discovery Records Management including: Archiving, Governance and Compliance
 - Microsoft Licensing for the SAP Employee Self Service (ESS) and Manager Self Service (MSS) Environment
 - Telephone Expense Management (TEM) Software Upgrade
 - Microsoft Enterprise Licenses Agreement moved from CIP to Operating
 - Phonoscope Circuit Upgrades and Additions to support the Records Management System (RMS), Court System for Management of Resources and Technology (CSMART), and Internet Protocol (IP) Telephony
 - Payment Card Industry (PCI) Compliance Initiative
 - Transfer of PWE's wireless devices' payment processing to HITS
 - Hexis Cyber Solutions (Security Threat Monitoring for the City's Information Technology Systems)

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



FISCAL YEAR 2016 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : Houston Information Technology Services							
Fund No. /Bus Area No. : 1002 / 6800							
Division Description	FY2014 Actual		FY2015 Estimate		FY2016 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
HITS - 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 the Chief Information Security Office (CISO) with the mission of information security operations, governance, architecture, and cyber threat analysis to assist in ensuring citywide compliance.	0.7	3,356,448	2.0	4,782,038	3.0	5,354,075	
HITS - Applications 680002 Provides solutions for business processes to City departments and responsible for implementing and supporting enterprise systems such as Enterprise Resource Planning (ERP), commercial off-the-shelf applications like 3-1-1, Fleet, the Contact Center, EGIS, as well as custom developed solutions. Manages the citywide scorecard project and data warehouse management.	10.8	6,585,230	19.0	9,235,499	20.0	9,625,434	
HITS - Infrastructure Group 680003 Provides help desk/field support for citywide applications. Manages the City's network/telecommunications infrastructure, internet access and remote connectivity to ensure reliability. Manages server platforms, storage systems, data center facilities, server rooms, e-mail, communication systems, and system management tools.	1.0	19,093,375	4.0	25,875,541	4.0	26,415,720	
HITS - Public Safety 680005 Mangement of the City's new 700MHz Radio Interoperability Project. This new system improves citywide communications and provides for inter-agency interoperability between City, County, Regional, State and Federal Agencies. HEC - IT - Provides management of the Houston Emergency Center and facilitation of public education.	0.5	0	22.7	4,398,127	22.7	4,511,220	
HITS - Consulting Services 680006 Manages operational costs associated with the Court System for Management of Resources and Technology (CSMART). The operational costs include server operation system management, payment and image system management, scanning control and data base management.	25.2	5,013,154	1.0	770,591	0.0	678,600	

FISCAL YEAR 2016 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : Houston Information Technology Services							
Fund No. /Bus Area No. : 1002 / 6800							
Division Description	FY2014 Actual		FY2015 Estimate		FY2016 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
HITS - Project Group 680007 Provides support to accounts receivable collection, accounts payable improvement, the citywide scorecard project and data warehouse management. Provides citywide project management services.	9.3	1,059,005	5.0	772,650	6.3	942,709	
Total	<u>47.5</u>	<u>35,107,212</u>	<u>53.7</u>	<u>45,834,446</u>	<u>56.0</u>	<u>47,527,758</u>	

FISCAL YEAR 2016 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2015 Current Budget FTE	FY2016 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	0.0
ASSIST. DIRECTOR-C & E FACILITIES (EXEC)	32	0.0	1.0	1.0
ASSISTANT DIRECTOR (EXEC)	32	1.0	0.0	(1.0)
CENTRAL NETWORK ADMINISTRATOR	26	1.0	1.0	0.0
CUSTOMER SERVICE REP. III	16	0.0	1.0	1.0
DEPUTY DIRECTOR (EXEC)	34	2.7	2.7	0.0
GIS MANAGER	29	1.0	1.0	0.0
GIS SUPERVISOR	26	3.0	3.0	0.0
INFORMATION SYSTEMS ADMINISTRATOR	30	2.0	2.0	0.0
IRM MANAGER	29	1.0	1.0	0.0
IT PROJECT MANAGER	28	2.0	2.0	0.0
OPERATIONS MANAGER	27	3.0	3.0	0.0
PROGRAMMER ANALYST III	22	1.0	1.0	0.0
PROGRAMMER ANALYST IV	25	2.0	1.0	(1.0)
SENIOR CENTRAL NETWORK ADMINISTRATOR	28	1.0	1.0	0.0
SENIOR ERP BUSINESS SYSTEMS ANALYST	26	1.0	1.0	0.0
SENIOR GIS ANALYST	24	1.0	1.0	0.0
SENIOR IT PROJECT MANAGER (EXEC)	30	2.0	2.0	0.0
SENIOR MICROCOMPUTER ANALYST	23	6.0	6.0	0.0
SENIOR STAFF ANALYST	28	3.0	4.0	1.0
SENIOR STAFF ANALYST (EXEC)	28	0.0	1.0	1.0
STAFF ANALYST	26	1.0	2.3	1.3
SYSTEMS CONSULTANT	26	5.0	6.0	1.0
SYSTEMS SUPPORT ANALYST II	19	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST III	22	5.0	4.0	(1.0)
SYSTEMS SUPPORT ANALYST IV	25	4.0	3.0	(1.0)
TECHNICAL HARDWARE ANALYST II	21	1.0	1.0	0.0
TECHNICAL HARDWARE ANALYST III	23	2.0	2.0	0.0
WEB DESIGNER	21	1.0	1.0	0.0
Total FTEs		55.7	56.0	0.3
Less Adjustment for Civilian Vacancy Factor		2.0	0.0	(2.0)
Full-Time Equivalent		53.7	56.0	2.3

FISCAL YEAR 2016 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
6800010001	HITS - Director's Office			
424100	Intfd IT Network Svc	3,390,477	3,390,477	3,071,804
457020	Interfund Communication Equip Repair	800,000	800,000	1,250,000
6800010003	HITS - Cyber Security			
424100	Intfd IT Network Svc	533,443	533,443	739,697
457020	Interfund Communication Equip Repair	275,000	275,000	292,574
6800020001	HITS - Enterprise Applications			
424100	Intfd IT Network Svc	1,413,167	1,413,167	1,415,069
6800020003	HITS - Enterprise Application-311 Support			
424100	Intfd IT Network Svc	987,031	987,031	1,003,586
6800020004	HITS - ERP Team			
424100	Intfd IT Network Svc	3,261,501	3,261,501	3,599,109
6800020005	HITS - EGIS			
457090	ENT-Geographic Information System	2,961,353	2,961,353	2,923,685
6800020006	HITS - Data Management Services			
424110	Other Interfund Services	692,172	692,172	683,985
6800030001	HITS - Client Services			
451020	Interfund Billing-Telephone	200,000	200,000	200,000
457020	Interfund Communication Equip Repair	360,670	360,670	360,670
6800030004	HITS - Network Data Services			
457020	Interfund Communication Equip Repair	1,885,000	1,885,000	1,700,000
6800030005	HITS - Network Voice Services			
424100	Intfd IT Network Svc	127,538	127,538	128,502
451020	Interfund Billing-Telephone	15,171,340	15,171,340	14,692,168
457020	Interfund Communication Equip Repair	2,732,612	2,732,612	3,514,944
6800030007	HITS - Enterprise Operations			
424100	Intfd IT Network Svc	3,333,737	3,333,737	3,804,862
424110	Other Interfund Services	88,517	88,517	75,897
457020	Interfund Communication Equip Repair	1,855,658	1,855,658	1,938,677
6800050002	HITS- HEC			
424110	Other Interfund Services	4,275,703	4,275,703	4,511,220
6800060004	HITS - Consulting Public Services			
424100	Intfd IT Network Svc	678,600	678,600	678,600
6800060006	HITS - Consulting Public Administration			
424110	Other Interfund Services	91,974	91,974	0
6800070001	HITS - Project Management Office			
424100	Intfd IT Network Svc	718,953	718,953	942,709
Total	Houston Information Technology Services	45,834,446	45,834,446	47,527,758

FISCAL YEAR 2016 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
500010	Salary Base Pay - Civilian	4,207,189	4,370,700	4,370,700	4,717,464
500030	Salary Part Time - Civilian	36,918	0	0	0
500060	Overtime - Civilian	99	555	555	0
500210	Pay for Performance-Municipal	5,000	0	0	0
501070	Pension - Civilian	980,190	1,107,859	1,107,859	1,290,700
501120	Termination Pay - Civilian	9,574	4,722	4,722	0
502010	FICA - Civilian	311,395	332,258	332,258	356,658
503010	Health Ins-Act Civilian	464,785	520,363	520,363	487,721
503015	Basic Life Insurance - Active Civilian	2,466	3,610	3,610	2,732
503040	Health/Life Ins.Ret-Classified	6,986	7,000	7,000	7,000
503050	Health/Life Insurance - Retiree Civilian	14,148	13,000	13,000	13,000
503060	Long Term Disability-Civilian	4,229	4,849	4,849	4,770
503090	Workers Compensation-Civilian-Admin	10,727	14,676	14,676	16,557
504030	Unemployment Claims - Administration	795	1,155	1,155	1,120
Total	Personnel Services	6,054,501	6,380,747	6,380,747	6,897,722
511025	Electrical Hardware & Parts	0	2,000	2,000	2,000
511040	Audiovisual Supplies	5,421	10,000	10,000	10,000
511045	Computer Supplies	105,058	33,616	33,616	114,416
511050	Paper & Printing Supplies	2,131	2,000	2,000	2,000
511055	Publications & Printed Materials	3,139	3,320	3,320	3,320
511060	Postage	29	500	500	500
511070	Miscellaneous Office Supplies	16,591	8,200	8,200	12,154
511115	Vehicle Repair & Maintenance Supplies	0	0	0	5,000
511120	Clothing	0	0	0	2,000
511145	Small Tools & Minor Equipment	0	2,000	2,000	2,000
511150	Miscellaneous Parts & Supplies	4,943	10,000	10,000	10,000
Total	Supplies	137,312	71,636	71,636	163,390
520100	Temporary Personnel Services	0	90,000	90,000	0
520107	Computer Info/Contr	438,091	644,350	644,350	44,350
520110	Management Consulting Services	0	789,785	789,786	604,619
520119	Computer Eq/SW Mnt	2,232,934	2,462,560	2,462,560	2,538,704
520120	Communications Equipment Services	0	15,600	15,600	15,600
520121	IT Application Svcs	5,714,971	8,402,582	8,402,582	9,724,155
520122	Office Equipment Services	0	8,697	8,697	8,697
520123	Vehicle & Motor Equipment Services	0	1,030	1,030	1,030
520124	Other Equipment Services	29,289	0	0	0
520126	Construction Site Work Services	(38,526)	0	0	0
520510	Mail/Delivery Services	0	1,000	1,000	1,000
520515	Print Shop Services	781	0	0	0
520520	Printing & Reproduction Services	0	1,000	0	1,000
520755	Contingency	0	29,487	47,864	213,972
520765	Membership & Professional Fees	579	4,000	4,000	4,000
520805	Education & Training	22,737	61,958	61,958	98,518
520905	Travel - Training Related	3,893	17,484	17,484	17,484
520910	Travel - Non-Training Related	66	5,000	5,000	5,000
521405	Building Maintenance Services	0	5,000	5,000	40,000
521605	Data Services	5,083,715	7,327,771	7,327,770	8,156,865

FISCAL YEAR 2016 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
521610	Voice Services	11,304,025	12,074,702	12,074,702	12,262,216
521620	Voice Equipment	174,106	399,161	399,161	120,000
521625	Voice Labor	477,674	506,051	506,051	780,000
521630	GIS Revolving Fund Services	7,682	36,792	36,792	36,146
521635	Voice Services -Wireless	1,548,639	3,296,638	3,296,638	2,629,952
521725	Other Rental	2,372	0	0	0
521730	Parking Space Rental	900	1,000	1,000	1,000
521735	Hobby Parking Space Rental	900	2,700	2,700	2,700
522205	Metro Commuter Passes	3,587	4,773	4,773	4,773
522305	Freight Charges	0	500	500	500
522430	Misc Othr Svcs & Chrg	5,506	26,018	8,641	17,554
522721	Interfund HR Client Services	39,744	56,916	56,916	56,468
522722	KRONOS Service Chargeback	1,178	3,956	3,956	2,997
522795	Other Interfund Services	912,123	1,921,296	1,921,296	1,993,890
Total	Other Services and Charges	27,966,966	38,197,807	38,197,807	39,383,190
560210	Furniture Fixtures and Equipment	69,040	0	0	0
560230	Computer HW and Developed SW	194,680	480,520	480,520	369,720
Total	Equipment	263,720	480,520	480,520	369,720
551015	Non-Capital Computer Equipment	30,977	20,000	20,000	20,000
551040	Non-Capital Other	0	30,000	30,000	40,000
Total	Non-Capital Equipment	30,977	50,000	50,000	60,000
532020	Transfers to Capital Projects	653,736	653,736	653,736	653,736
Total	Debt Service and Other Uses	653,736	653,736	653,736	653,736
Grand Total Expenditures		35,107,212	45,834,446	45,834,446	47,527,758



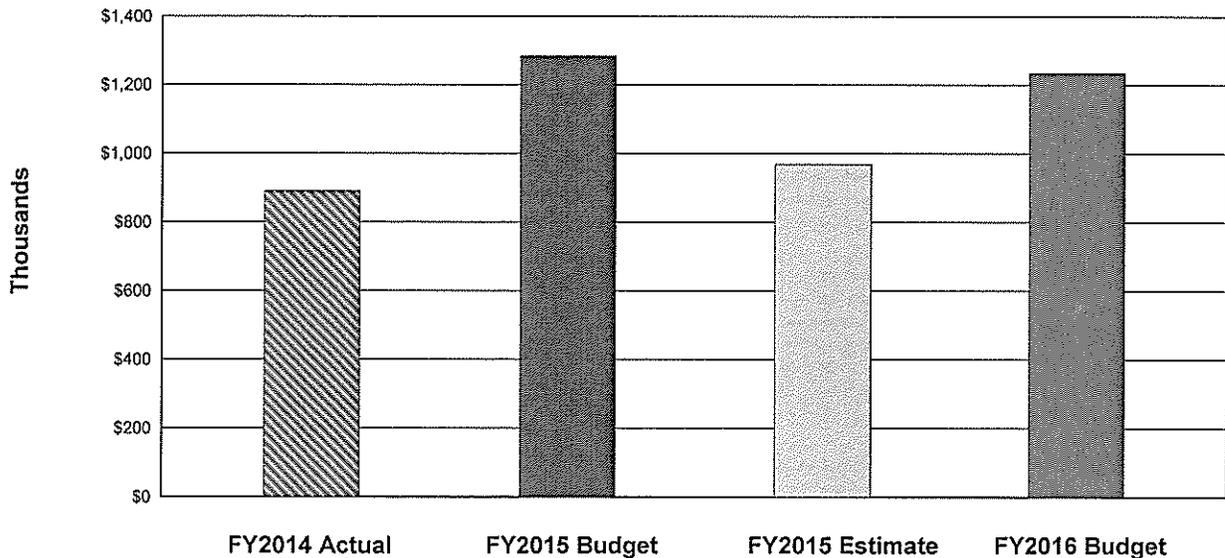
FISCAL YEAR 2016 BUDGET

Business Area Budget Summary

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

		FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
Expenditures	Personnel Services	809,883	1,016,950	792,769	973,519
	Supplies	2,683	21,996	11,980	21,996
	Other Services and Charges	78,299	245,314	164,063	238,437
	Total M & O Expenditures	<u>890,865</u>	<u>1,284,260</u>	<u>968,812</u>	<u>1,233,952</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>890,865</u>	<u>1,284,260</u>	<u>968,812</u>	<u>1,233,952</u>
Revenues		890,865	1,284,260	968,812	1,233,952
Staffing	Full-Time Equivalents - Civilian	11.6	11.5	8.7	10.5
	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>11.6</u>	<u>11.5</u>	<u>8.7</u>	<u>10.5</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2016 Budget provides funding for health benefits and pension contribution.				

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



FISCAL YEAR 2016 BUDGET

Business Area Performance Measures

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

Performance Measure	Priority	FY2014 Actual	FY2015 Budget	FY2015 Estimate	FY2016 Budget
Subdivision Plats assigned addresses prior to planning commission approval	P,I,Q	30%	35%	35%	40%
Expenditures Budget vs Actual Utilization	F	87%	100%	75%	100%
Revenues Budget vs Actual Utilization	F	87%	100%	75%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
 Fiscal Responsibility (F) Quality of Life (Q)

FISCAL YEAR 2016 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund						
Business Area : Planning & Development						
Fund No. /Bus Area No. : 1002 / 7000						
Division Description	FY2014 Actual		FY2015 Estimate		FY2016 Budget	
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
PD - GIS Services 700002 The EGIS Revolving Fund work group creates and maintains the City's underlying geospatial data for all departments and applications. The group also: Coordinates with emergency providers within the city, county, and regional agencies to ensure accurate, effective emergency services. Provides mapping and analysis for data, training, testing and debugging to ensure product quality.	11.6	890,865	8.7	968,812	10.5	1,233,952
Total	11.6	890,865	8.7	968,812	10.5	1,233,952

FISCAL YEAR 2016 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2015 Current Budget FTE	FY2016 Budget FTE	Change
GIS ANALYST	20	7.0	5.0	(2.0)
GIS MANAGER	29	0.5	0.5	0.0
GIS SUPERVISOR	26	1.0	1.0	0.0
SENIOR GIS ANALYST	24	0.0	1.0	1.0
SENIOR GIS TECHNICIAN	17	3.0	3.0	0.0
Total FTEs		11.5	10.5	(1.0)
Less Adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		11.5	10.5	(1.0)

FISCAL YEAR 2016 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
7000020001 457090	PD - GIS Services ENT-Geographic Information System	781,705	533,148	726,122
7000020002 424110	PD - GIS HEC Other Interfund Services	502,555	435,664	507,830
Total	Planning & Development	<u>1,284,260</u>	<u>968,812</u>	<u>1,233,952</u>

FISCAL YEAR 2016 BUDGET

Business Area Expenditure Summary

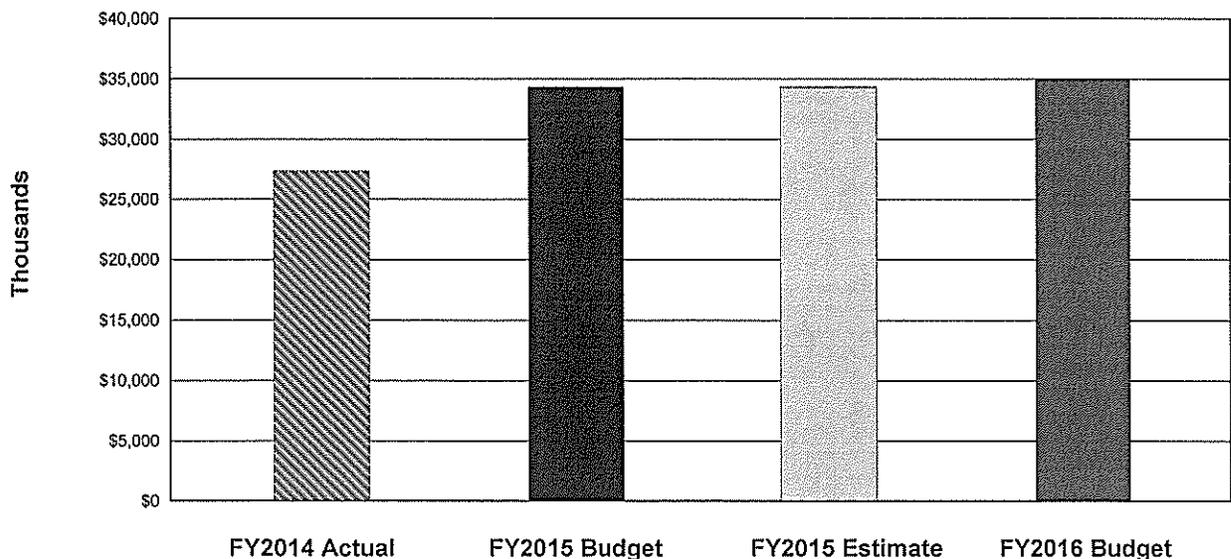
Fund Name : Central Service Revolving Fund
Business Area : Planning & Development
Fund No./Bus. Area No. : 1002 / 7000

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
500010	Salary Base Pay - Civilian	560,541	678,819	541,739	644,170
500030	Salary Part Time - Civilian	4,009	0	0	0
500060	Overtime - Civilian	61	0	0	0
500110	Bilingual Pay - Civilian	904	904	904	904
501070	Pension - Civilian	131,258	172,149	137,555	176,243
501120	Termination Pay - Civilian	7,544	15,000	15,000	15,000
502010	FICA - Civilian	42,030	51,998	41,350	49,347
503010	Health Ins-Act Civilian	60,075	93,510	51,651	83,274
503015	Basic Life Insurance - Active Civilian	330	380	380	356
503060	Long Term Disability-Civilian	832	985	985	908
503090	Workers Compensation-Civilian-Admin	2,299	3,035	3,035	3,147
504030	Unemployment Claims - Administration	0	170	170	170
Total	Personnel Services	809,883	1,016,950	792,769	973,519
511045	Computer Supplies	2,683	20,016	10,000	20,016
511055	Publications & Printed Materials	0	180	180	180
511070	Miscellaneous Office Supplies	0	1,800	1,800	1,800
Total	Supplies	2,683	21,996	11,980	21,996
520100	Temporary Personnel Services	38,473	64,000	37,000	64,000
520107	Computer Info/Contr	20,550	111,000	61,000	100,123
520119	Computer Eq/SW Mnt	8,900	8,900	8,900	8,900
520765	Membership & Professional Fees	1,000	2,250	2,250	2,250
520805	Education & Training	0	10,000	1,365	5,616
520905	Travel - Training Related	3,287	5,616	10,000	10,000
521630	GIS Revolving Fund Services	0	22,906	22,906	22,906
521735	Hobby Parking Space Rental	600	2,700	2,700	2,700
522205	Metro Commuter Passes	1,134	7,434	7,434	11,434
522721	Interfund HR Client Services	4,262	10,044	10,044	10,044
522722	KRONOS Service Chargeback	93	464	464	464
Total	Other Services and Charges	78,299	245,314	164,063	238,437
Grand Total Expenditures		890,865	1,284,260	968,812	1,233,952

FISCAL YEAR 2016 BUDGET

Business Area Budget Summary					
Fund Name : Central Service Revolving Fund					
Business Area : Human Resources					
Fund No. /Bus. Area No. : 1002 / 8000					
		FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
Expenditures	Personnel Services	11,558,662	13,112,787	13,006,302	13,279,112
	Supplies	48,617	88,811	76,531	66,465
	Other Services and Charges	15,717,737	21,123,138	21,259,109	21,661,068
	Non-Capital Equipment	41,072	55,150	37,944	26,500
	Total M & O Expenditures	27,366,088	34,379,886	34,379,886	35,033,145
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	27,366,088	34,379,886	34,379,886	35,033,145
Revenues		27,366,088	34,379,886	34,379,886	35,033,145
Staffing	Full-Time Equivalents - Civilian	124.8	151.0	151.0	153.0
	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	124.8	151.0	151.0	153.0
	Full-Time Equivalents - Overtime	0.0	0.1	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2016 Budget provides funding for health benefits and pension contributions. o Provides HR services (employee relations, benefits support, retirement, staffing, succession planning, monitoring of legal compliance, reporting and transactional duties). HR to employee ratio is 1:114. o Through prudent management, the Client Relations section was able to resolve 84% of grievance cases at the department level. o The rollout of the KRONOS Workforce Absence Manager module in FY2016 will ensure consistent enforcement of attendance policies. The Family and Medical Leave Act (FMLA) will be tracked to ensure compliance with the law as well as standardization throughout the City. o The replacement of the existing aged web based system will further promote administration efficiency by reducing paper usage, and improving service delivery, through record keeping and management reports. 				

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



FISCAL YEAR 2016 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : Human Resources							
Fund No. /Bus Area No. : 1002 / 8000							
Division Description	FY2014 Actual		FY2015 Estimate		FY2016 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
Temporary Employee Services 800011							
Program is utilized by all departments as a vital component of the staffing strategy for peak load, pilot programs, grants, citywide events and special needs. The city uses 300-500 temporary employees at any given time in diverse classifications: professional/technical, IT, administrative and service/maintenance.	4.0	14,438,404	4.0	19,818,222	4.0	18,001,238	
HR Client Relations Division 800020							
A consolidated entity that originates and leads Human Resources practices and objectives. The division fosters an employee-oriented, high performance culture that emphasizes goal attainment, team spirit, superior customer service, quality work, high efficiency and productivity.	120.8	11,264,228	129.0	12,751,360	130.0	14,995,695	
Learning and Development Center 800030							
The Learning and Development Center is an employee performance improvement organization that provides ongoing learning and development opportunities for employees to better serve the City of Houston's constituencies through the active acquisition and application of value-added knowledge, skills and abilities. The division also provides the LIP and CAPS program.	0.0	1,663,456	18.0	1,810,304	19.0	2,036,212	
Total	124.8	27,366,088	151.0	34,379,886	153.0	35,033,145	

FISCAL YEAR 2016 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2015 Current Budget FTE	FY2016 Budget FTE	Change
ADMINISTRATION MANAGER	26	0.0	2.0	2.0
ADMINISTRATIVE AIDE	10	0.0	1.0	1.0
ADMINISTRATIVE ASSISTANT	17	10.0	10.0	0.0
ADMINISTRATIVE ASSOCIATE	13	5.0	4.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	4.0	5.0	1.0
ADMINISTRATIVE SPECIALIST	20	5.0	7.0	2.0
ADMINISTRATIVE SUPERVISOR	22	1.0	0.0	(1.0)
BUYER	16	1.0	1.0	0.0
DEPUTY DIRECTOR (EXEC)	34	1.0	1.0	0.0
DIVISION MANAGER	29	7.0	7.0	0.0
EXECUTIVE RECRUITER	27	0.0	1.0	1.0
HUMAN RESOURCES ASSISTANT	13	5.0	4.0	(1.0)
HUMAN RESOURCES GENERALIST	17	17.0	18.0	1.0
HUMAN RESOURCES MANAGER	27	20.0	18.0	(2.0)
HUMAN RESOURCES SUPERVISOR	24	7.0	5.0	(2.0)
HUMAN RESOURCES TECHNICIAN	12	1.0	0.0	(1.0)
MANAGEMENT ANALYST II	18	2.0	1.0	(1.0)
SENIOR ACCOUNT CLERK	13	2.0	2.0	0.0
SENIOR COMMUNICATIONS SPECIALIST	20	1.0	1.0	0.0
SENIOR HUMAN RESOURCES GENERALIST	21	44.0	50.0	6.0
SENIOR HUMAN RESOURCES SPECIALIST	21	4.0	0.0	(4.0)
SENIOR STAFF ANALYST	28	2.0	3.0	1.0
SENIOR TRAINER	21	6.0	4.0	(2.0)
STAFF ANALYST	26	4.0	4.0	0.0
TRAINER	17	0.0	2.0	2.0
TRAINING ADMINISTRATOR	24	1.0	2.0	1.0
TRAINING COORDINATOR	24	1.0	0.0	(1.0)
Total FTEs		<u>151.0</u>	<u>153.0</u>	<u>2.0</u>
Less Adjustment for Civilian Vacancy Factor		<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Full-Time Equivalent		<u>151.0</u>	<u>153.0</u>	<u>2.0</u>

FISCAL YEAR 2016 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
8000110001	Temporary Personnel Service			
426290	Other Service Charges	370,599	318,222	501,238
457070	Interfund Temporary Personnel	19,370,660	19,500,000	17,500,000
8000210001	HR - Client Relations Administration			
424170	Interfund HR Client Services	12,482,786	809,291	816,556
451050	Interfund Lab Services	300,000	0	0
8000210028	HR - Client Relations City Wide Special Accounts			
424170	Interfund HR Client Services	0	388,678	642,770
451050	Interfund Lab Services	0	350,000	350,000
8000210042	HR - Client Relations Adm - HFD HR Support			
424170	Interfund HR Client Services	0	2,167,920	4,162,946
8000220001	HR - Client Services - Governmental			
424170	Interfund HR Client Services	0	5,198,296	5,226,480
8000220020	HR - Client Services - Enterprise 2000			
424170	Interfund HR Client Services	0	2,747,382	2,700,773
8000220028	HR - Client Services - Enterprise 2800			
424170	Interfund HR Client Services	0	1,038,192	1,045,114
8000240042	HR - Shared Services -Enterprise 4200			
424170	Interfund HR Client Services	0	51,601	51,056
8000310001	Learning & Dev Ctr			
424110	Other Interfund Services	1,705,841	1,660,304	1,886,212
426370	Training Services	150,000	150,000	150,000
Total	Human Resources	34,379,886	34,379,886	35,033,145

FISCAL YEAR 2016 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
500010	Salary Base Pay - Civilian	7,617,604	8,755,015	8,673,852	8,738,308
500030	Salary Part Time - Civilian	195,968	0	0	161,090
500060	Overtime - Civilian	2,718	0	3,520	3,000
500110	Bilingual Pay - Civilian	12,237	13,558	13,558	13,558
501070	Pension - Civilian	1,782,991	2,230,068	2,213,059	2,390,800
501120	Termination Pay - Civilian	214,223	3,650	83,358	3,650
502010	FICA - Civilian	588,056	672,851	667,882	680,145
503010	Health Ins-Act Civilian	1,054,953	1,309,933	1,230,639	1,153,787
503015	Basic Life Insurance - Active Civilian	4,508	5,092	5,051	5,157
503050	Health/Life Insurance - Retiree Civilian	37,508	59,212	49,916	59,212
503060	Long Term Disability-Civilian	11,218	12,842	12,724	12,757
503090	Workers Compensation-Civilian-Admin	29,132	39,586	39,190	45,162
503100	Workers Compensation-Civilian-Claim	3,451	0	1,506	1,506
504030	Unemployment Claims - Administration	4,095	10,980	12,047	10,980
Total	Personnel Services	11,558,662	13,112,787	13,006,302	13,279,112
511040	Audiovisual Supplies	2,743	3,000	2,000	2,000
511045	Computer Supplies	13,757	31,161	28,161	22,165
511050	Paper & Printing Supplies	1,411	4,000	4,000	4,000
511055	Publications & Printed Materials	291	2,000	2,000	2,000
511060	Postage	0	500	0	0
511070	Miscellaneous Office Supplies	28,920	38,150	27,512	24,000
511120	Clothing	203	1,000	1,103	500
511125	Food Supplies	0	300	3,300	3,300
511150	Miscellaneous Parts & Supplies	1,292	8,700	8,455	8,500
Total	Supplies	48,617	88,811	76,531	66,465
520100	Temporary Personnel Services	14,354,769	19,557,237	19,695,023	17,651,432
520105	Accounting & Auditing Services	6,941	0	0	0
520109	Medical Dental & Laboratory Services	50,823	56,500	56,400	56,400
520110	Management Consulting Services	97,206	221,073	217,750	2,220,460
520114	Miscellaneous Support Services	244,195	98,678	117,000	121,867
520119	Computer Eq/SW Mnt	166,378	406,112	354,366	711,000
520120	Communications Equipment Services	0	2,600	1,500	1,500
520121	IT Application Svcs	155,109	163,508	175,737	173,003
520122	Office Equipment Services	0	0	1,000	1,000
520126	Construction Site Work Services	32,762	0	1,398	0
520133	Private Investigative Services	0	85,000	85,000	85,000
520515	Print Shop Services	4,626	7,260	4,260	3,000
520520	Printing & Reproduction Services	0	2,000	1,500	1,500
520605	Advertising Services	0	7,500	11,000	10,500
520705	Insurance Fees	234	300	200	200
520765	Membership & Professional Fees	6,814	3,740	6,260	13,806
520805	Education & Training	30,598	19,510	19,510	42,774
520905	Travel - Training Related	205	23,241	12,793	28,375
520910	Travel - Non-Training Related	6,671	28,019	18,419	16,200
521605	Data Services	0	11,259	11,259	44,582
521610	Voice Services	568	459	459	401
521620	Voice Equipment	1,105	1,432	1,432	431

FISCAL YEAR 2016 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
521625	Voice Labor	1,792	1,815	1,816	2,799
521630	GIS Revolving Fund Services	5,361	8,339	8,277	8,193
521635	Voice Services -Wireless	16,403	18,494	18,493	21,962
521715	Office Equipment Rental	16,343	25,000	22,000	22,000
521730	Parking Space Rental	13,587	15,487	6,500	11,500
521735	Hobby Parking Space Rental	10,350	7,450	20,099	20,099
522205	Metro Commuter Passes	34,930	40,559	29,661	29,661
522405	Management Savings	(92)	0	0	0
522430	Misc Othr Svcs & Chrg	453,774	301,500	351,000	351,000
522721	Interfund HR Client Services	0	2,221	2,221	2,221
522722	KRONOS Service Chargeback	5,968	6,617	6,548	7,974
522730	Interfund Engineering Services	317	0	0	0
522780	Interfund Photo Copy Services	0	228	228	228
Total	Other Services and Charges	15,717,737	21,123,138	21,259,109	21,661,068
551010	Non-Cap Office Furniture & Equipment	17,086	23,800	22,148	8,500
551015	Non-Capital Computer Equipment	23,986	27,500	14,796	17,000
551020	Non-Capital Communication Equipment	0	3,850	1,000	1,000
Total	Non-Capital Equipment	41,072	55,150	37,944	26,500
Grand Total Expenditures		27,366,088	34,379,886	34,379,886	35,033,145