Fund Summary

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

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

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

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

The General Services Department is responsible for administering the utilities. The Administration and Regulatory Affairs Department manages the reprographics and office services accounts. The communications and data services fees are administered by the Information Technology Department. The Planning and Development Department provides a centralized service for geographic information system purchases. The Human Resources Department administers the accounts for temporary personnel services, client relation services, and employee drug and alcohol testing. The revenue and expenditure summaries include General Services, Administration and Regulatory Affairs, Information Technology, Planning and Development, and Human Resources.

Business Area Budget Summary

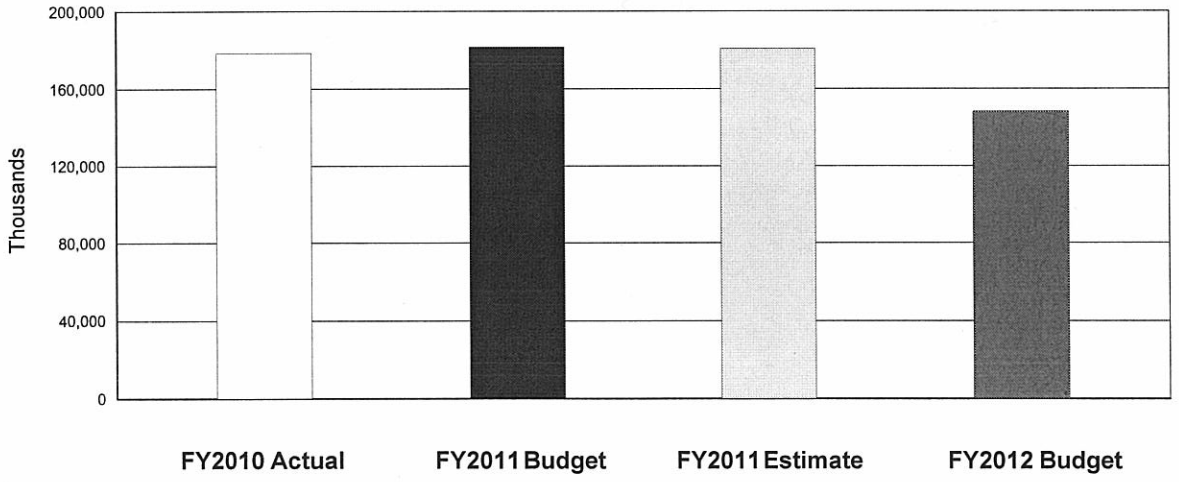
Fund Name : Central Service Revolving Fund
Business Area Name : General Services
Fund No./Bus. Area No. : 1002 / 2500

		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	1,060,878	1,114,621	1,114,621	**617,964**
	Supplies	25,559,275	29,436,686	29,436,686	**6,000**
	Other Services and Charges	151,843,208	150,915,074	150,155,708	**147,503,515**
	Equipment	0	0	0	**0**
	Non-Capital Equipment	1,033	0	0	**0**
	Total M & O Expenditures	178,464,394	181,466,381	180,707,015	**148,127,479**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	178,464,394	181,466,381	180,707,015	**148,127,479**
Revenues		178,464,394	181,466,381	180,707,015	**148,127,479**
Staffing	Full-Time Equivalents - Civilian	11.8	13.0	13.0	**6.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	11.8	13.0	13.0	**6.0**
	Full-Time Equivalents - Overtime	0.0	0.1	0.1	**0.0**

Significant Budget Changes and Highlights

- The Fuel management section moved to the Fleet Management Department effective FY2012.
- Substantial completion of Phase I of the energy performance project with Schneider Electric, 2nd quarter FY2012.
- The City of Houston was ranked 3rd in the nation for purchasers of renewable energy and first among cities by the EPA.

Central Service Revolving Fund
General Services
Expenditure Summary



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 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 phase II by December 2011 for the Energy Performance contract. 2) Complete the procurement process for the new electricity contract that will commence July 1, 2013. 3) Submit the citywide energy efficiency report to the State Energy Conservation Office before April 1, 2012. 4) Manage 4,800 citywide electricity accounts and 389 citywide natural gas accounts. 5) Manage the natural gas contract for 1.5 million mmBTUs of gas annually.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Utility invoice payments	47,247	61,068	**61,068**
Utility management (meter applications, connects, and disconnects)	1,134	1,200	**1,000**
Transaction accuracy rate	99%	99%	**99%**

Division Summary

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

Division Description	FY2010 Actual FTEs	FY2010 Actual Cost $	FY2011 Estimate FTEs	FY2011 Estimate Cost $	FY2012 Budget FTEs	FY2012 Budget Cost $
GSD - Energy Management **250004**						
Provide citywide electricity and natural gas procurement services to include implementing comprehensive energy conservation measures	11.8	178,464,394	13.0	180,707,015	**6.0**	**148,127,479**
Total	11.8	178,464,394	13.0	180,707,015	**6.0**	**148,127,479**

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	FY2011 Current Budget FTE	FY2012 Budget FTE	Change
ACCOUNTANT ASSOCIATE	14	1.0	0.0	(1.0)
ADMINISTRATION MANAGER	26	1.0	0.0	(1.0)
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	2.0	0.0	(2.0)
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
FINANCIAL ANALYST IV	25	1.0	1.0	
GRADUATE ENGINEER	22	1.0	1.0	
INSPECTOR	18	1.0	0.0	(1.0)
MANAGEMENT ANALYST III	21	2.0	1.0	(1.0)
SENIOR ACCOUNT CLERK	13	1.0	0.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY IV	35	1.0	1.0	
Total FTEs		**13.0**	**6.0**	**(7.0)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**13.0**	**6.0**	**(7.0)**

Business Area Revenue Summary

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

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

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

Business Area Budget Summary

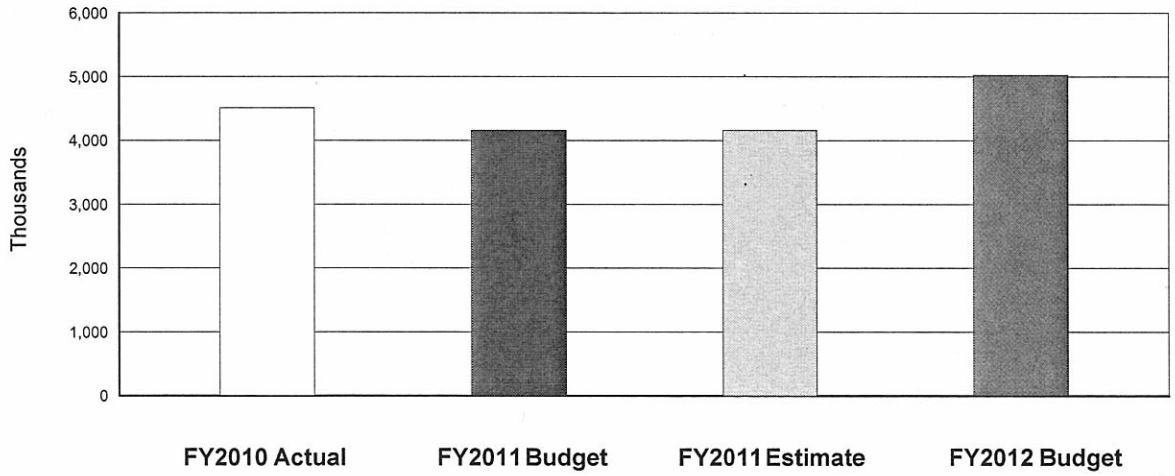
Fund Name : Central Service Revolving Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1002 / 6500

		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	0	0	0	**0**
	Supplies	410,185	400,000	400,000	**400,000**
	Other Services and Charges	4,099,294	3,763,619	3,763,619	**4,623,984**
	Equipment	0	0	0	**0**
	Non-Capital Equipment	0	0	0	**0**
	Total M & O Expenditures	4,509,479	4,163,619	4,163,619	**5,023,984**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	4,509,479	4,163,619	4,163,619	**5,023,984**
Revenues		4,509,479	4,163,619	4,163,619	**5,023,984**
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

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

Central Service Revolving Fund
Administration and Regulatory Affairs
Expenditure Summary



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 copies and postage budgets by monitoring costs and services ensuring the account is balanced.

Goal: Serve and support all the City departments in monitoring and managing costs and services related to xerox copies and postage, and ensure a zero account balance at year end.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Transaction accuracy rate	99%	99%	**99%**

Name: Print Shop -- 650006

Mission: To manage the citywide printed materials budget by monitoring costs and services 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	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Outsourced contract goals achieved	100%	100%	**100%**

Name: ARA - Payroll Services -- 650007

Mission: To efficiently deliver accurate, reliable, and timely payroll and support services to our employees and department customers through the efforts of a professional and dedicated staff committed to superior customer service and excellence in everything we do.

Goal: To be the nationally recognized model of excellence in payroll planning, staffing, and operations, where City governments throughout the United States acknowledges the Houston Central Payroll as the beacon of best practices dedicated to delivering responsive, no excuse service.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Cust Svc satisfaction	98%	95%	**95%**
Payroll consolidation	60%	100%	**100%**
Div. SOP for all functions	25%	100%	**100%**
Kronos implem citywide	N/A	75%	**100%**
Payroll Academy - all emps	30%	75%	**100%**

Division Summary

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

Division Description	FY2010 Actual FTEs	FY2010 Actual Cost $	FY2011 Estimate FTEs	FY2011 Estimate Cost $	FY2012 Budget FTEs	FY2012 Budget Cost $
Central Services 650005						
Provide a centralized service function for xerox copies and postage for citywide operating departments. Administer service contracts and processes related service billings.	0.0	2,952,870	0.0	2,990,000	**0.0**	**2,976,000**
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. The shop has been outsourced to a private vendor.	0.0	1,556,609	0.0	1,173,619	**0.0**	**1,232,619**
ARA - Payroll Services 650007						
Manage employee services and payroll systems processing support for all employees in the City of Houston.	0.0	0	0.0	0	**0.0**	**815,365**
Total	0.0	4,509,479	0.0	4,163,619	**0.0**	**5,023,984**

Business Area Revenue Summary

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

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

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

Business Area Budget Summary

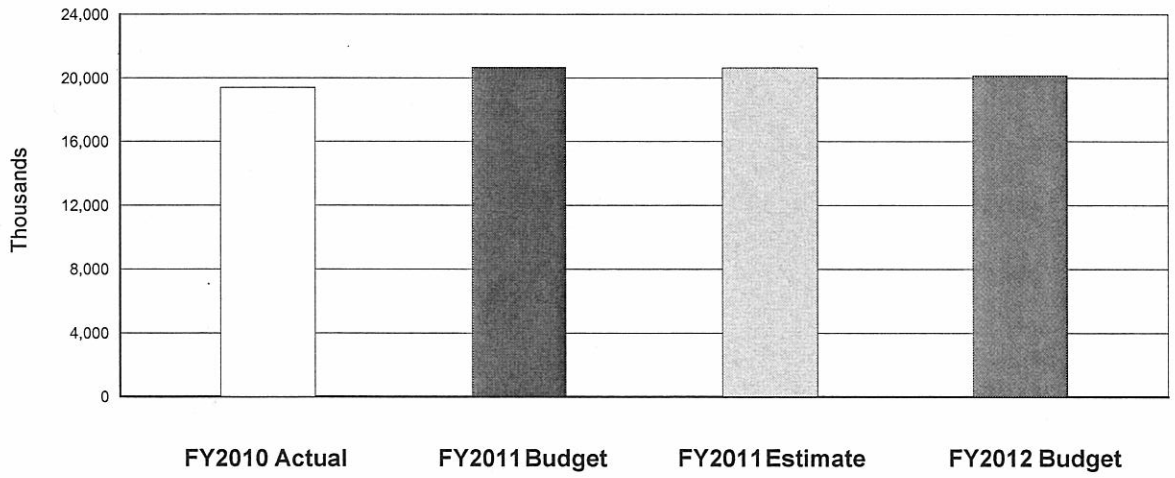
Fund Name : Central Service Revolving Fund
Business Area Name : Information Technology
Fund No./Bus. Area No. : 1002 / 6800

		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	195,226	202,845	203,048	**607,943**
	Supplies	0	0	0	**0**
	Other Services and Charges	19,195,929	20,460,131	20,431,977	**19,539,576**
	Equipment	0	0	0	**0**
	Total M & O Expenditures	19,391,155	20,662,976	20,635,025	**20,147,519**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	19,391,155	20,662,976	20,635,025	**20,147,519**
Revenues		19,391,155	20,662,976	20,635,025	**20,147,519**
Staffing	Full-Time Equivalents - Civilian	2.0	2.0	2.0	**6.3**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	2.0	2.0	2.0	**6.3**
	Full-Time Equivalents - Overtime	0.0	2.0	2.0	**0.0**

Significant Budget Changes and Highlights

- o Revise and improve the chargeback model to allow departments to effectively manage all IT costs.
- o Continue to aggregate maintenance and support agreements citywide to reduce cost.
- o Implement improvements to manage the fund as it relates to accruals, year-end projections, and annual budgets.

Central Service Revolving Fund
Information Technology
Expenditure Summary



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 - Delivery Solutions -- 680002

Mission: Solutions Delivery is responsible for providing citywide applications support to the City's core business systems; as well as, support for selected departmental applications. Solutions Delivery's mission is to ensure that its client departments technology needs are well understood, organized, efficiently delivered, and effectively supported.

Goal: Solutions Delivery is responsible for consulting with client departments to understand their business operations and technology requirements; overseeing the process by which projects are identified and defined, and in conjunction with departments developing cost benefit analysis to justify funding. The primary goal is to develop, deliver, and sustain enterprise and departmental applications that support business user needs across the city.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 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	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Desktops Supported	2,800	3,250	**3,250**
User Satisfaction	4.6	4.6	**4.6**
Network Availability	95.0%	95.0%	**95.0%**
Key Systems Availability	95.0%	95.0%	**95.0%**
Service Requests	9,000	11,000	**11,000**

Division Summary

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

Division Description	FY2010 Actual		FY2011 Estimate		FY2012 Budget	
	FTEs	Cost $	FTEs	Cost $	FTEs	Cost $
IT - Delivery Solutions 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	2,454,083	2.0	2,655,597	**1.7**	**2,792,140**
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	16,937,072	0.0	17,979,428	**4.6**	**17,355,379**
Total	2.0	19,391,155	2.0	20,635,025	**6.3**	**20,147,519**

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

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

Business Area Expenditure Summary

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

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

Business Area Budget Summary

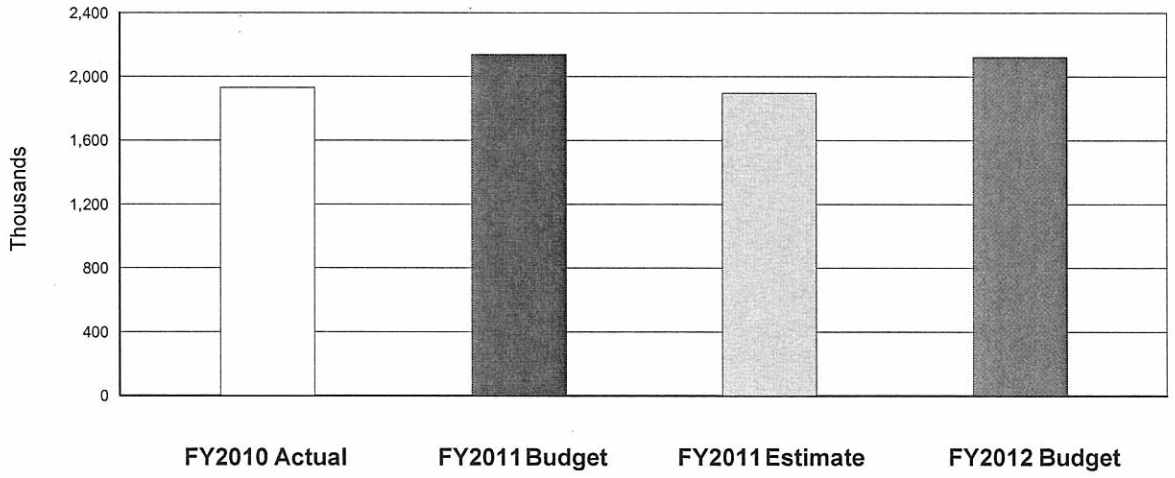
Fund Name : Central Service Revolving Fund
Business Area Name : Planning & Development
Fund No./Bus. Area No. : 1002 / 7000

		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	1,106,907	1,163,160	1,022,056	**1,077,951**
	Supplies	13,466	51,919	51,919	**50,930**
	Other Services and Charges	795,254	881,799	780,182	**994,042**
	Equipment	5,500	42,290	42,290	**0**
	Non-Capital Equipment	9,822	0	0	**0**
	Total M & O Expenditures	1,930,949	2,139,168	1,896,447	**2,122,923**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	1,930,949	2,139,168	1,896,447	**2,122,923**
Revenues		1,930,949	2,139,168	1,896,447	**2,122,923**
Staffing	Full-Time Equivalents - Civilian	8.0	12.5	11.1	**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	8.0	12.5	11.1	**11.5**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o Improve the look and functionality of the Geographic Information System (GIS) My City application integrating Public Works Geographic Information Management System (GIMS) and simplifying the data layers, refining search tools for ease of use and improved performance.
- o Continue development and testing of new Electronic Digital Review Coordination (EDRC), which includes integration with GIS and online payments.
- o Implement new server and Demilitarized Zone (DMZ) infrastructure to support Enterprise Geographical Information System (EGIS) at the Houston Emergency Center (HEC) data center and upgrade the ArcGeographic Information System (ArcGIS) environment to latest version (ArcGIS 10).

Central Service Revolving Fund
Planning & Development
Expenditure Summary



Division Mission and Performance Measures

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

Name: PD - GIS Services -- 700002

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

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

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

Division Summary

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

Division Description	FY2010 Actual		FY2011 Estimate		FY2012 Budget	
	FTEs	Cost $	FTEs	Cost $	FTEs	Cost $
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.	8.0	1,930,949	11.1	1,896,447	**11.5**	**2,122,923**
Total	8.0	1,930,949	11.1	1,896,447	**11.5**	**2,122,923**

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	FY2011 Current Budget FTE	FY2012 Budget FTE	Change
GIS ANALYST	20	3.0	2.0	(1.0)
GIS MANAGER	29	2.0	0.0	(2.0)
GIS SUPERVISOR	26	3.5	3.5	
INFORMATION SYSTEMS ADMINISTRATOR	30	0.0	1.0	1.0
SENIOR GIS ANALYST	24	1.0	1.0	
SENIOR GIS TECHNICIAN	17	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST IV	25	1.0	1.0	
WEB DESIGNER	21	1.0	1.0	
WEBMASTER	26	1.0	1.0	
Total FTEs		**12.5**	**11.5**	**(1.0)**
Less adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**12.5**	**11.5**	**(1.0)**

Business Area Revenue Summary

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

Commit Item	Description	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
7000020001	**GIS Services**			
457090	ENT-Geographic Information System	2,139,168	1,896,447	**2,122,923**
Total	**Planning & Development**	**2,139,168**	**1,896,447**	**2,122,923**

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

Business Area Budget Summary

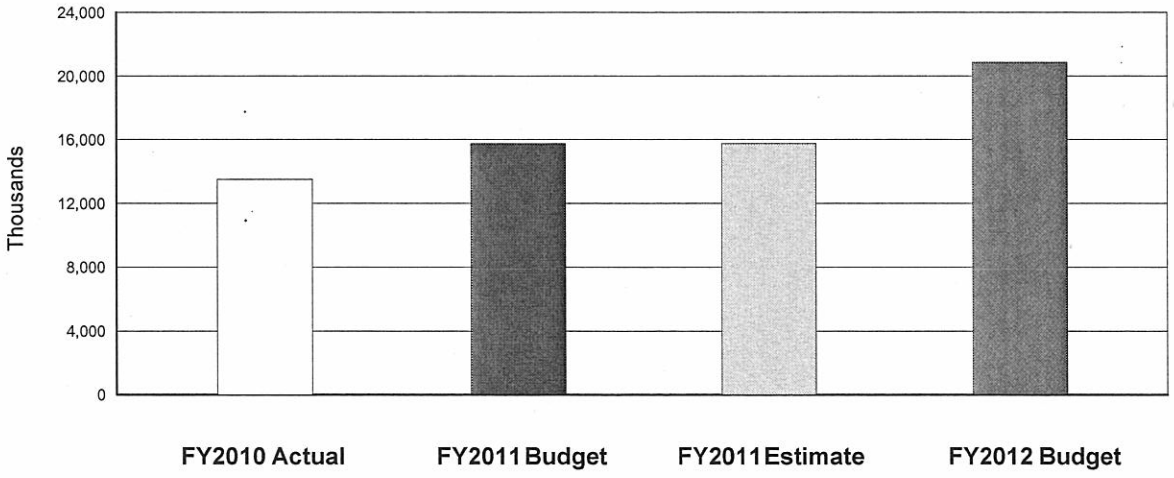
Fund Name : Central Service Revolving Fund
Business Area Name : Human Resources
Fund No./Bus. Area No. : 1002 / 8000

		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	301,922	5,437,891	5,437,891	**9,733,016**
	Supplies	788	3,628	3,628	**60,038**
	Other Services and Charges	13,201,612	10,297,698	10,297,698	**11,009,080**
	Non-Capital Equipment	0	0	0	**56,100**
	Total M & O Expenditures	13,504,322	15,739,217	15,739,217	**20,858,234**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	13,504,322	15,739,217	15,739,217	**20,858,234**
Revenues		13,504,322	15,739,217	15,739,217	**20,858,234**
Staffing	Full-Time Equivalents - Civilian	6.0	75.7	68.5	**129.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	6.0	75.7	68.5	**129.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- o Provide Human Resources client services consulting, expertise and support to department leadership and Human Resources services and support to citywide personnel.
- o The services include most of the mandated activities associated with Human Resources such as: the citywide processing of personnel transactions, records updates, employee relations, grievances, benefits support, retirement, staffing, separations planning, development and monitoring of legal compliance.
- 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 remain at a low 2.4% in FY2012.
- o The FY2012 increase in budget and FTE's includes Human Resources client services consolidation.

Central Service Revolving Fund
Human Resources
Expenditure Summary



Division Mission and Performance Measures

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

Name: Temporary Employee Services/Drug Testing -- 800011

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

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

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

Name: HR Client Relations Division -- 800020

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

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

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

Division Summary

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

Division Description	FY2010 Actual FTEs	FY2010 Actual Cost $	FY2011 Estimate FTEs	FY2011 Estimate Cost $	FY2012 Budget FTEs	FY2012 Budget Cost $
Temporary Employee Services/Drug Testing 800011						
Provide needed temporary employees to the City department's at the best cost possible, while maintaining the quality of temporary employees and meeting department needs.	6.0	13,504,322	4.0	10,529,315	**4.0**	**11,052,554**
HR Client Relations Division 800020						
Provide Human Resources client services consulting, expertise and support to department leadership and Human Resources services and support to citywide personnel.	0.0	0	64.5	5,209,902	**125.0**	**9,805,680**
Total	6.0	13,504,322	68.5	15,739,217	**129.0**	**20,858,234**

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

Business Area Revenue Summary

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

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

Business Area Expenditure Summary

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

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