

FISCAL YEAR 2015 BUDGET

Fund Summary

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

	<u>FY2014 Current Budget</u>	<u>FY2014 Estimate</u>	<u>FY2015 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	<u>187,302,115</u>	<u>186,508,472</u>	<u>198,308,827</u>
Total Available Resources	<u><u>187,302,115</u></u>	<u><u>186,508,472</u></u>	<u><u>198,308,827</u></u>
Maintenance and Operations	186,702,115	185,854,736	197,655,091
Operating Transfers	<u>600,000</u>	<u>653,736</u>	<u>653,736</u>
Total Expenditures	<u>187,302,115</u>	<u>186,508,472</u>	<u>198,308,827</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>187,302,115</u></u>	<u><u>186,508,472</u></u>	<u><u>198,308,827</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 FY2014 Budget, the FY2014 Estimate and the FY2015 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.

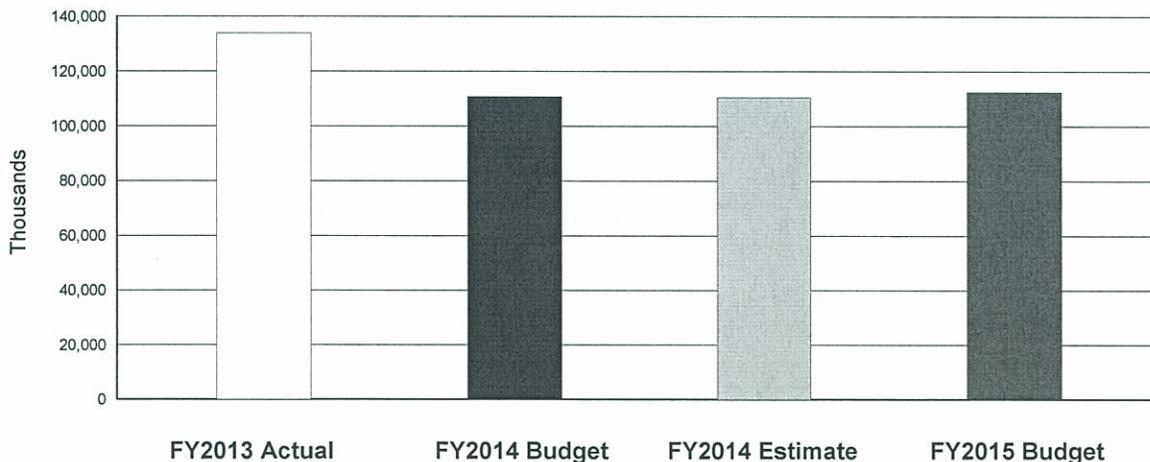
Appropriations for these accounts are made from the respective operating departmental budgets as a part of the general appropriations ordinance. Sufficient appropriations are authorized from each department to allow for minimal encumbrance balances in each supply and service account in the Central Service 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 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 2015 BUDGET

Business Area Budget Summary					
Fund Name : Central Service Revolving Fund					
Business Area Name : General Services					
Fund No./Bus. Area No. : 1002 / 2500					
		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	517,884	388,855	382,392	0
	Supplies	1,817	6,185	6,185	0
	Other Services and Charges	133,534,659	110,432,784	110,248,113	112,591,879
	Total M & O Expenditures	<u>134,054,360</u>	<u>110,827,824</u>	<u>110,636,690</u>	<u>112,591,879</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>134,054,360</u>	<u>110,827,824</u>	<u>110,636,690</u>	<u>112,591,879</u>
Revenues		134,054,360	110,827,824	110,636,690	112,591,879
Staffing	Full-Time Equivalents - Civilian	3.9	4.0	4.0	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>3.9</u>	<u>4.0</u>	<u>4.0</u>	<u>0.0</u>
	Full-Time Equivalents - Overtime	0.0	1.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o In FY2015, 4 FTEs will be transferred to the Finance Department due to consolidated functions of accounts payable and budget management. o The City of Houston has been recognized by the Environmental Protection Agency (EPA) for the fourth year in a row as the number one municipal purchaser of green power. o The City of Houston is listed seventh in the nation by the EPA for metropolitan areas with most buildings certified under the Energy Star Efficiency program. o Houston City Council adopted a five percent stronger set of standards than the statewide building code in order to maintain Houston's leadership role on energy efficiency. 				

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



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Electricity Accounts Paid Electronically	F	64,111	62,000	71,196	72,000
Natural Gas Accounts Paid Electronically	F	4,800	4,800	4,850	4,850
Utility Management (Meter Applications, Connects and Disconnects)	I	250	230	230	260
Expenditures Budget vs Actual Utilization	F	97%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	97%	100%	100%	100%

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

FISCAL YEAR 2015 BUDGET

Division Summary

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

Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
GSD - Energy Management 250004 Provides support for citywide electricity and natural gas activities. In FY2015, 4 FTEs will be transferred to Finance due to consolidated functions of accounts payable and budget management.	3.9	134,054,360	4.0	110,636,690	0.0	112,591,879
Total	3.9	134,054,360	4.0	110,636,690	0.0	112,591,879

FISCAL YEAR 2015 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	0.0	(1.0)
GRADUATE ENGINEER	22	1.0	0.0	(1.0)
MANAGEMENT ANALYST IV	25	1.0	0.0	(1.0)
SENIOR ACCOUNT CLERK	13	1.0	0.0	(1.0)
Total FTEs		4.0	0.0	(4.0)
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		4.0	0.0	(4.0)

FISCAL YEAR 2015 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
2500040001	GSD - Energy Mgmt.			
424110	Other Interfund Services	675,677	565,904	1,018,691
451030	Interfund Natural Gas	6,616,606	6,429,474	7,313,962
457060	Interfund Electricity	103,535,541	103,641,312	104,259,226
Total	GSD - Energy Mgmt.	110,827,824	110,636,690	112,591,879
Total	General Services	110,827,824	110,636,690	112,591,879

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	375,750	272,022	264,721	0
500060	Overtime - Civilian	0	200	0	0
501070	Pension - Civilian	81,899	61,721	62,237	0
502010	FICA - Civilian	27,096	20,825	19,249	0
503010	Health Ins-Act Civilian	31,456	32,406	34,621	0
503015	Basic Life Insurance - Active Civilian	228	210	159	0
503060	Long Term Disability-Civilian	424	340	353	0
503090	Workers Compensation-Civilian-Admin	1,031	956	1,052	0
504030	Unemployment Claims - Administration	0	175	0	0
Total	Personnel Services	517,884	388,855	382,392	0
511045	Computer Supplies	0	3,185	3,185	0
511070	Miscellaneous Office Supplies	1,817	3,000	3,000	0
Total	Supplies	1,817	6,185	6,185	0
520108	Information Resource Services	9,356	8,500	8,500	0
520110	Management Consulting Services	78,000	200,000	100,000	200,000
520119	Computer Equipment/Software Maintenance	1,380	6,000	4,000	0
520510	Mail/Delivery Services	0	5	5	0
520515	Print Shop Services	19	2,000	500	0
520605	Advertising Services	1,698	250	250	0
520765	Membership & Professional Fees	1,673	1,398	1,398	0
520805	Education & Training	1,144	2,000	2,000	0
520905	Travel - Training Related	0	1,000	1,000	0
520910	Travel - Non-Training Related	25	750	750	0
521505	Electricity	127,442,009	103,535,541	103,641,312	104,259,226
521510	Natural Gas	5,986,813	6,616,606	6,429,474	7,313,962
521605	Data Services	0	334	334	0
521610	Voice Services	25	12	12	0
521630	GIS Revolving Fund Services	243	253	253	0
521635	Voice Services -Wireless	0	765	765	0
521905	Legal Services	8,096	50,000	50,000	50,000
522205	Metro Commuter Passes	683	960	960	0
522430	Miscellaneous Other Services & Charges	1,171	3,840	4,030	0
522721	Interfund HR Client Services	2,162	2,404	2,404	0
522722	KRONOS Service Chargeback	162	166	166	0
522795	Other Interfund Services	0	0	0	768,691
Total	Other Services and Charges	133,534,659	110,432,784	110,248,113	112,591,879
Grand Total Expenditures		134,054,360	110,827,824	110,636,690	112,591,879

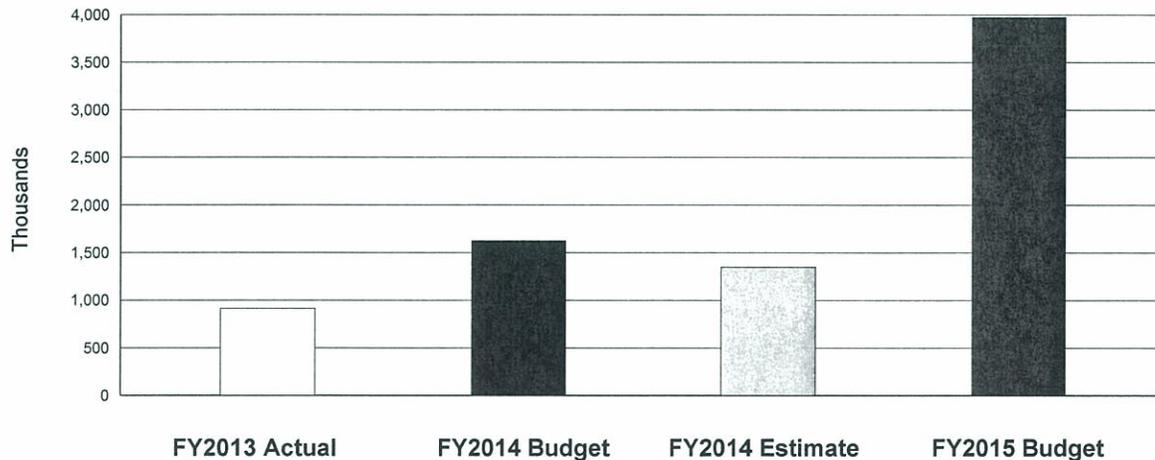
FISCAL YEAR 2015 BUDGET

Business Area Budget Summary

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

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	888,631	1,536,357	1,200,515	3,640,527
	Supplies	3,980	6,970	33,404	88,044
	Other Services and Charges	20,218	80,708	118,161	245,531
	Total M & O Expenditures	<u>912,829</u>	<u>1,624,035</u>	<u>1,352,080</u>	<u>3,974,102</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>912,829</u>	<u>1,624,035</u>	<u>1,352,080</u>	<u>3,974,102</u>
Revenues		912,829	1,624,035	1,352,080	3,974,102
Staffing	Full-Time Equivalents - Civilian	6.4	16.0	12.4	38.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>6.4</u>	<u>16.0</u>	<u>12.4</u>	<u>38.0</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.				
	o FY2015 includes an additional 14 FTEs (\$1.2 million) from the consolidation of the Houston Fire Department's financial personnel which was previously funded in the General Fund.				
	o Funding is provided for the realignment of General Services Department's Energy personnel which includes 4 FTEs (\$400,000).				
	o Four FTEs (\$530,000) have been transferred from Finance General Fund to the Central Service Revolving Fund, as they will perform EMS related services in support of the Houston Fire Department.				

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



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Chargebacks to Departments Processed within 25 Days of Period Close	F	N/A	100%	100%	100%
Client Department Expenditures Budget vs Actual Utilization	F	97%	98%	98%	98%
Client Department Satisfaction Rate	F	N/A	N/A	N/A	95%
Collection Rate for EMS	F	23%	35%	29%	32%
Invoices Processed within 30 Days	F	N/A	95%	96%	100%
Expenditures Budget vs Actual Utilization	F	86%	100%	83%	100%
Revenues Budget vs Actual Utilization	F	86%	100%	83%	100%

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

FISCAL YEAR 2015 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area Name : Finance Department Fund No./Bus Area No. : 1002 / 6400						
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
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 the Houston Information Technology Services and Houston Fire Department.	0.0	0	0.7	75,552	2.0	196,458
Financial Planning & Analysis 640004 The division is responsible for budget development and monitoring, revenue and expense analysis, and day-to-day departmental support of routine transactions and activities for Houston Information Technology Services and Houston Fire Department along with General Services Department-Energy Management.	4.9	717,646	4.2	593,623	13.5	1,630,563
Financial Reporting & Operations 640005 The division provides centralized support in accounts payable, management and process review, analysis, and reporting services for the Houston Information Technology Services, Houston Fire Department and General Services Department-Energy Management.	1.5	195,183	5.5	519,886	15.5	1,508,047
Strategic Purchasing 640007 The division is responsible for all citywide IT related purchases via DIR or competitive/informal bid for Houston Information Technology Services and the Houston Fire Department.	0.0	0	2.0	163,019	7.0	639,034
Total	6.4	912,829	12.4	1,352,080	38.0	3,974,102

FISCAL YEAR 2015 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ACCOUNTANT	17	1.0	3.0	2.0
ACCOUNTANT ASSOCIATE	14	0.5	0.0	(0.5)
ACCOUNTANT MANAGER	27	1.0	0.0	(1.0)
ADMINISTRATION MANAGER	26	0.0	1.0	1.0
ADMINISTRATIVE ASSISTANT	17	0.0	1.0	1.0
ADMINISTRATIVE ASSOCIATE	13	0.5	1.0	0.5
BUYER	16	0.0	1.0	1.0
CUSTOMER SERVICE REP. II	15	0.0	2.0	2.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	0.5	1.5	1.0
DEPUTY DIRECTOR (EXE LEV)	34	0.0	0.5	0.5
DEPUTY DIRECTOR-FINANCE/ADMIN.	36	1.0	0.0	(1.0)
DIVISION MANAGER	29	0.5	1.5	1.0
EXECUTIVE OFFICE ASSISTANT	15	1.0	0.0	(1.0)
FINANCIAL ANALYST I	15	1.0	0.0	(1.0)
FINANCIAL ANALYST II	18	1.0	2.0	1.0
FINANCIAL ANALYST III	21	1.0	5.0	4.0
FINANCIAL ANALYST IV	25	2.0	1.5	(0.5)
GRADUATE ENGINEER	22	0.0	1.0	1.0
MANAGEMENT ANALYST II	18	0.0	1.0	1.0
MANAGEMENT ANALYST IV	25	0.0	2.0	2.0
PROCUREMENT SPECIALIST	24	1.0	4.0	3.0
SENIOR ACCOUNT CLERK	13	0.0	1.0	1.0
SENIOR ACCOUNTANT	20	1.0	1.0	
SENIOR ASSISTANT CITY ATTORNEY II	32	0.0	1.0	1.0
SENIOR ASSISTANT CITY ATTORNEY IV	35	1.0	0.0	(1.0)
SENIOR BUYER	22	1.0	0.0	(1.0)
SENIOR PROCUREMENT SPECIALIST	27	0.0	2.0	2.0
SENIOR STAFF ANALYST	28	0.0	3.0	3.0
STAFF ANALYST	26	0.0	1.0	1.0
STUDENT INTERN II	10	1.0	0.0	(1.0)
Total FTEs		16.0	38.0	22.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalent		16.0	38.0	22.0

FISCAL YEAR 2015 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6400030002	Ctrl Svcs Capital Mgmt - HITS			
424110	Other Interfund Services	103,035	75,552	115,919
6400030004	Ctrl Svcs Capital Mgmt - HFD			
424110	Other Interfund Services	0	0	80,539
6400040001	Financial Planning & Analysis			
424110	Other Interfund Services	0	0	138,869
6400040002	Central Svcs Fin Planning & Analysis - HITS			
424110	Other Interfund Services	456,669	324,493	411,016
6400040004	Central Svcs Fin Planning & Analysis - Energy			
424110	Other Interfund Services	373,022	269,130	594,185
6400040005	Central Svcs Fin Planning & Analysis - HFD			
424110	Other Interfund Services	0	0	486,493
6400050006	Central Accounts Payable			
424110	Other Interfund Services	0	0	515,521
451020	Interfund Billing-Telephone	439,385	439,385	0
Total	Central Accounts Payable	439,385	439,385	515,521
6400050008	CDBG Grant			
424110	Other Interfund Services	88,905	80,501	84,887
6400050010	Financial Reporting & Operations - HFD			
424110	Other Interfund Services	0	0	200,518
6400050011	Central Accounts Payable - GSD			
424110	Other Interfund Services	0	0	174,506
6400070002	Central Services SPD HITS			
424110	Other Interfund Services	163,019	163,019	200,421
6400070004	Central Services SPD HFD			
424110	Other Interfund Services	0	0	438,613
6400090001	ARC-Fire-EMS			
424110	Other Interfund Services	0	0	532,615
Total	Finance Department	1,624,035	1,352,080	3,974,102

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	596,541	994,937	804,146	2,483,704
500030	Salary Part Time - Civilian	18,165	106,392	55,948	77,208
500060	Overtime - Civilian	1,166	121	224	0
501070	Pension - Civilian	128,563	227,182	185,346	629,866
501120	Termination Pay - Civilian	45,046	0	0	0
502010	FICA - Civilian	44,710	83,305	63,946	194,425
503010	Health Ins-Act Civilian	51,332	118,466	86,069	240,762
503015	Basic Life Insurance - Active Civilian	352	732	509	1,389
503060	Long Term Disability-Civilian	704	1,309	1,032	3,129
503090	Workers Compensation-Civilian-Admin	2,052	3,913	3,295	10,044
Total	Personnel Services	888,631	1,536,357	1,200,515	3,640,527
511045	Computer Supplies	0	1,592	1,854	12,615
511050	Paper & Printing Supplies	0	0	10,500	6,400
511055	Publications & Printed Materials	3,980	4,050	4,050	4,159
511060	Postage	0	0	0	18,840
511070	Miscellaneous Office Supplies	0	1,328	17,000	46,030
Total	Supplies	3,980	6,970	33,404	88,044
520100	Temporary Personnel Services	5,952	50,000	57,871	95,000
520110	Management Consulting Services	0	0	0	17,880
520119	Computer Equipment/Software Maintenance	0	0	0	1,000
520121	IT Application Svcs	0	3,400	6,960	9,599
520510	Mail/Delivery Services	0	0	0	150
520515	Print Shop Services	0	0	0	150
520765	Membership & Professional Fees	0	0	0	550
520805	Education & Training	0	9,202	15,000	31,787
520905	Travel - Training Related	0	8,410	7,000	12,100
520910	Travel - Non-Training Related	0	0	0	200
521610	Voice Services	0	1,711	2,711	4,412
521630	GIS Revolving Fund Services	0	0	0	5,083
521635	Voice Services -Wireless	0	685	685	1,568
521730	Parking Space Rental	8,659	3,053	4,292	7,100
521735	Hobby Parking Space Rental	0	2,550	6,450	11,650
522205	Metro Commuter Passes	0	0	2,007	9,775
522430	Miscellaneous Other Services & Charges	5,103	0	10,659	20,988
522721	Interfund HR Client Services	504	1,697	3,111	13,581
522722	KRONOS Service Chargeback	0	0	1,415	2,958
Total	Other Services and Charges	20,218	80,708	118,161	245,531
Grand Total Expenditures		912,829	1,624,035	1,352,080	3,974,102

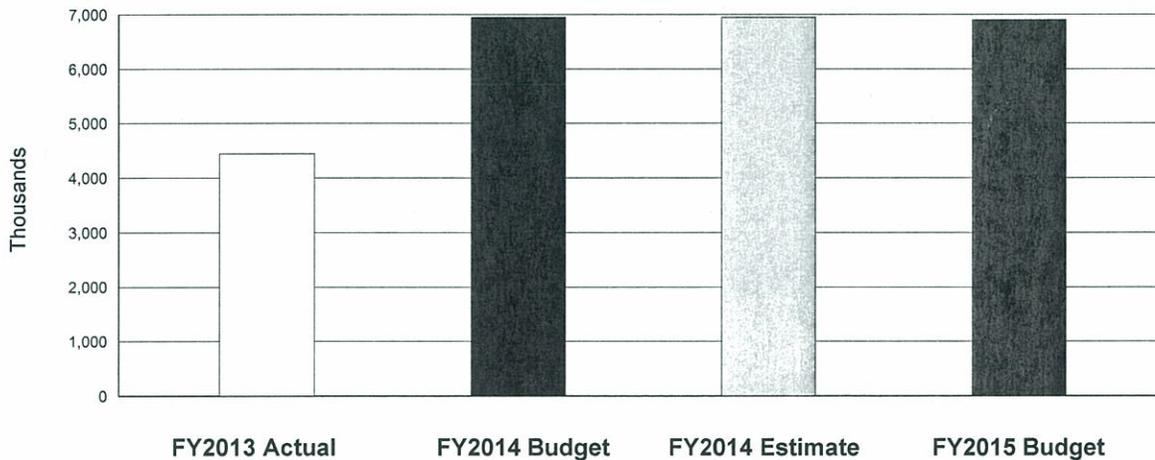
FISCAL YEAR 2015 BUDGET

Business Area Budget Summary

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

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Supplies	360,000	300,000	360,000	360,000
	Other Services and Charges	4,083,307	6,652,228	6,592,228	6,542,348
	Total M & O Expenditures	4,443,307	6,952,228	6,952,228	6,902,348
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	4,443,307	6,952,228	6,952,228	6,902,348
Revenues		4,443,307	6,952,228	6,952,228	6,902,348
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	<ul style="list-style-type: none"> o In FY2015, the budget of \$1M for the hosting and software maintenance of the KRONOS automated time and attendance system will be transferred to Houston Information Technology Services (HITS). o The budget for Metro Passes (Q Cards) of \$720,000 in FY2014 is to cover the bus passes costs for General Fund employees only. The FY2015 budget increase of \$530,000 to \$1.2M is to cover the costs of Citywide employees (all funds). 				

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



FISCAL YEAR 2015 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1002 / 6500						
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Central Services 650005 Provides a centralized service function for Xerox rental and postage for citywide operating departments. Administers service contracts and processes related service billings.	0.0	2,453,016	0.0	2,806,971	0.0	2,860,000
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	1,165,854	0.0	940,000	0.0	1,200,000
ARA - Payroll Services 650007 Manages the printing and distribution services of W-2 forms to all City employees. The FY2015 budget decrease is due to the transfer of Kronos Project to HITS.	0.0	824,437	0.0	903,379	0.0	10,470
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. The FY2015 budget increase is to extend the coverage of bus passes costs to employees of other funds as well as General Fund.	0.0	0	0.0	2,301,878	0.0	2,831,878
Total	0.0	4,443,307	0.0	6,952,228	0.0	6,902,348

FISCAL YEAR 2015 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6500050002	ARA - Central Services			
451040	Interfund Postage	300,000	360,000	360,000
457030	Interfund Billing & Collection Service	2,500,000	2,446,971	2,500,000
Total	ARA - Central Services	2,800,000	2,806,971	2,860,000
6500060004	ARA - Print Shop			
451060	Interfund Print Shop Operations	1,000,000	940,000	1,200,000
6500070001	ARA - Payroll Services			
424180	Interfund KRONOS	872,041	893,909	0
452030	Miscellaneous Revenue	0	9,470	10,470
Total	ARA - Payroll Services	872,041	903,379	10,470
6500090004	ARA - Employee Transit			
447020	Garage Parking Revenue	1,211,878	1,211,878	1,211,878
447021	Hobby Garage Parking Revenue	348,309	370,000	370,000
447022	Metro Passes Revenue	720,000	720,000	1,250,000
Total	ARA - Employee Transit	2,280,187	2,301,878	2,831,878
Total	Administration and Regulatory Affairs	6,952,228	6,952,228	6,902,348

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
511060	Postage	360,000	300,000	360,000	360,000
Total	Supplies	360,000	300,000	360,000	360,000
520114	Miscellaneous Support Services	163,719	248,433	253,868	0
520119	Computer Equipment/Software Maintenance	660,718	623,608	640,041	0
520121	IT Application Svcs	260	0	0	0
520515	Print Shop Services	1,164,635	999,967	939,957	1,199,990
520520	Printing & Reproduction Services	0	0	9,470	10,470
521605	Data Services	939	0	10	0
521610	Voice Services	19	33	33	10
521620	Voice Equipment	1	0	0	0
521715	Office Equipment Rental	2,093,016	2,500,000	2,446,971	2,500,000
521730	Parking Space Rental	0	1,211,878	1,211,878	1,211,878
521735	Hobby Parking Space Rental	0	348,309	370,000	370,000
522205	Metro Commuter Passes	0	720,000	720,000	1,250,000
Total	Other Services and Charges	4,083,307	6,652,228	6,592,228	6,542,348
Grand Total Expenditures		4,443,307	6,952,228	6,952,228	6,902,348

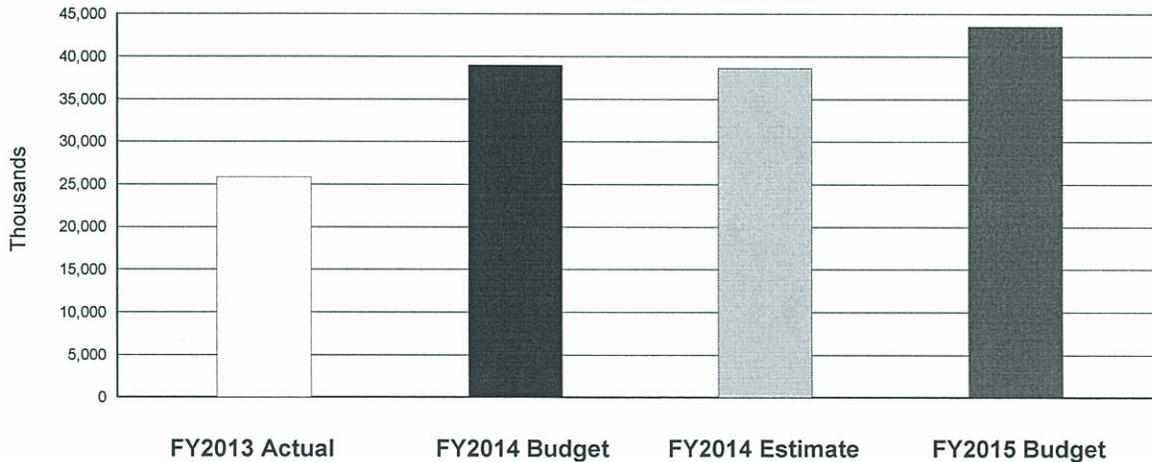
FISCAL YEAR 2015 BUDGET

Business Area Budget Summary

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

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	3,527,370	6,946,029	6,277,816	6,894,551
	Supplies	38,365	159,041	165,091	159,436
	Other Services and Charges	21,613,038	30,788,465	31,167,123	35,409,569
	Equipment	71,824	440,345	386,610	369,720
	Non-Capital Equipment	0	47,050	0	60,000
	Total M & O Expenditures	25,250,597	38,380,930	37,996,640	42,893,276
	Debt Service & Other Uses	600,000	600,000	653,736	653,736
	Total Expenditures	25,850,597	38,980,930	38,650,376	43,547,012
Revenues		25,850,597	38,980,930	38,650,376	43,547,012
Staffing	Full-Time Equivalents - Civilian	29.0	58.5	58.5	55.7
	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	29.0	58.5	58.5	55.7
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases. o The increased cost in FY2015 Budget includes support for: <ul style="list-style-type: none"> - Fleet Department applications and provide additional support for the Chief Information Security Office - E-Discovery Records Management including: Archiving, Governance and Compliance - Microsoft Enterprise License - ARA Kronos Support transfer to HITS - Court System for Management of Resources Technology (CSMART) system support cost - CSMART project personnel cost moved to HITS General Fund - Service NOW (Help Desk) o Planning Enterprise Geographic Information System (EGIS) cost required to support citywide departments transferred to HITS <ul style="list-style-type: none"> - EGIS software upgrade 				

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



Business Area Performance Measures					
Fund Name : Central Service Revolving Fund					
Business Area Name : Houston Information Technology Services					
Fund No./Bus Area No. : 1002 / 6800					
Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
HITS Call Center Abandonment Rate	I	N/A	7.13%	7.6%	7.0%
HITS Customer Service Calls Resolved within 5 Days	I	N/A	80%	88.8%	89%
HITS Customer Service First Contact Resolution	I	N/A	58%	58.7%	57%
HITS Customer Service Request/Incidents Received	I	N/A	42,000	42,380	45,000
HITS Customer Service Responses	I	N/A	4.4%	4.46%	4.5%
HITS Customer Service Survey Responses Received	I	N/A	10%	9.56%	11%
Expenditures Budget vs Actual Utilization	F	85%	100%	99%	100%
Revenues Budget vs Actual Utilization	F	85%	100%	99%	100%

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

FISCAL YEAR 2015 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund Business Area Name : Houston Information Technology Services Fund No./Bus Area No. : 1002 / 6800							
Division Description		FY2013 Actual		FY2014 Estimate		FY2015 Budget	
		FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
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 costs common to entire HITS Department. The common costs include: data services, IT Applications, voice & data services and insurance premiums.		0.7	577,658	1.0	3,830,417	3.0	5,738,336
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.		4.5	3,407,885	15.8	6,963,091	20.0	9,407,385
HITS - Infrastructure Group	680003						
Provides firewall security, monitoring the network, preventing outsiders from accessing the City's data resources through hardware and software protocols and security criteria.		0.1	17,429,953	3.0	21,471,799	4.0	22,551,094
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.		0.0	0	0.0	0	23.7	4,360,670
HEC - IT - Provides management of the Houston Emergency Center and facilitation of public education.							
HITS - Consulting Services	680006						
CSMART - Provides technical support of the Municipal Courts Case Management System (CSMART).		21.6	4,251,351	29.7	5,182,915	1.0	770,574
BARC - IT - Provides application and technical support for ARA's Bureau of Animal Regulation and Care (BARC) division.							

FISCAL YEAR 2015 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area Name : Houston Information Technology Services Fund No./Bus Area No. : 1002 / 6800						
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
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.	2.1	183,750	9.0	1,202,154	4.0	718,953
Total	29.0	25,850,597	58.5	38,650,376	55.7	43,547,012

FISCAL YEAR 2015 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE COORDINATOR	24	0.8	0.0	(0.8)
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	0.0	1.0	1.0
CENTRAL NETWORK ADMINISTRATOR	26	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	1.7	2.7	1.0
GIS MANAGER	29	0.0	1.0	1.0
GIS SUPERVISOR	26	0.0	3.0	3.0
INFORMATION SYSTEMS ADMINISTRATOR	30	3.0	2.0	(1.0)
IRM MANAGER	29	1.0	1.0	
IT PROJECT MANAGER	28	2.7	2.0	(0.7)
OPERATIONS MANAGER	27	3.0	3.0	
PROGRAMMER ANALYST III	22	2.0	1.0	(1.0)
PROGRAMMER ANALYST IV	25	2.0	2.0	
SENIOR CENTRAL NETWORK ADMINISTRATOR	28	1.0	1.0	
SENIOR DATA BASE ANALYST	25	1.0	0.0	(1.0)
SENIOR ERP BUSINESS SYSTEMS ANALYST	26	1.0	1.0	
SENIOR GIS ANALYST	24	0.0	1.0	1.0
SENIOR IT PROJECT MANAGER (EXE LEV)	30	3.4	2.0	(1.4)
SENIOR MICROCOMPUTER ANALYST	23	5.0	6.0	1.0
SENIOR STAFF ANALYST	28	3.0	3.0	
STAFF ANALYST	26	0.0	1.0	1.0
SYSTEMS CONSULTANT	26	6.0	5.0	(1.0)
SYSTEMS SUPPORT ANALYST II	19	2.0	1.0	(1.0)
SYSTEMS SUPPORT ANALYST III	22	4.0	5.0	1.0
SYSTEMS SUPPORT ANALYST IV	25	2.0	4.0	2.0
TECHNICAL HARDWARE ANALYST II	21	1.0	1.0	
TECHNICAL HARDWARE ANALYST III	23	2.0	2.0	
WEB DESIGNER	21	0.0	1.0	1.0
Total FTEs		50.6	55.7	5.1
Less adjustment for Civilian Vacancy Factor		(7.9)	0.0	7.9
Full-Time Equivalent		58.5	55.7	(2.8)

FISCAL YEAR 2015 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6800010001	HITS - Director's Office			
424100	Intfd IT Network Svc	2,142,371	2,126,495	2,963,339
424110	Other Interfund Services	0	0	1,166,554
434505	Prior Year Expenditure Recovery	0	(167,878)	0
457020	Interfund Communication Equipment Repair	720,000	800,000	800,000
	Total HITS - Director's Office	2,862,371	2,758,617	4,929,893
6800010002	HITS - Administration			
424100	Intfd IT Network Svc	0	34,644	0
424110	Other Interfund Services	869,278	869,278	0
	Total HITS - Administration	869,278	903,922	0
6800010003	HITS - Cyber Security			
424100	Intfd IT Network Svc	0	0	533,443
457020	Interfund Communication Equipment Repair	0	0	275,000
	Total HITS - Cyber Security	0	0	808,443
6800020001	HITS - Enterprise Applications			
424100	Intfd IT Network Svc	1,668,298	1,511,506	1,413,167
424110	Other Interfund Services	18,979	0	0
	Total HITS - Enterprise Applications	1,687,277	1,511,506	1,413,167
6800020003	HITS - Enterprise Application-311 Support			
424100	Intfd IT Network Svc	1,038,653	986,435	1,079,192
424110	Other Interfund Services	39	0	0
	Total HITS - Enterprise Application-311 Support	1,038,692	986,435	1,079,192
6800020004	HITS - ERP Team			
424100	Intfd IT Network Svc	2,135,885	2,520,886	3,261,501
6800020005	HITS - EGIS			
457090	ENT-Geographic Information System	2,094,255	1,944,264	2,961,353
6800020006	HITS - Data Management Services			
424100	Intfd IT Network Svc	0	0	692,172
6800030001	HITS - Client Services			
424100	Intfd IT Network Svc	170,301	0	0
451020	Interfund Billing-Telephone	0	0	200,000
457020	Interfund Communication Equipment Repair	473,900	624,570	360,670
	Total HITS - Client Services	644,201	624,570	560,670
6800030004	HITS - Network Data Services			
457020	Interfund Communication Equipment Repair	1,975,000	1,899,330	1,885,000
6800030005	HITS - Network Voice Services			
424100	Intfd IT Network Svc	123,339	124,984	127,538
451020	Interfund Billing-Telephone	14,586,646	14,260,900	15,052,860
457020	Interfund Communication Equipment Repair	2,337,532	2,270,550	2,386,316
	Total HITS - Network Voice Services	17,047,517	16,656,434	17,566,714
6800030007	HITS - Enterprise Operations			
424100	Intfd IT Network Svc	411,000	493,514	594,535
424110	Other Interfund Services	0	0	88,517
457020	Interfund Communication Equipment Repair	1,931,040	1,965,829	1,855,658
	Total HITS - Enterprise Operations	2,342,040	2,459,343	2,538,710
6800050002	HITS- HEC			
424110	Other Interfund Services	0	0	4,360,670
6800060003	HITS - Consulting Public Infrastructure			
424110	Other Interfund Services	4,442,587	4,442,587	0

Business Area Revenue Summary

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

Commit Item	Description	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6800060004	HITS - Consulting Public Services			
424100	Intfd IT Network Svc	621,213	650,467	678,600
6800060006	HITS - Consulting Public Administration			
424110	Other Interfund Services	88,820	89,860	91,974
6800070001	HITS - Project Management Office			
424100	Intfd IT Network Svc	476,732	617,836	718,953
6800070002	HITS - Business Analysis			
424110	Other Interfund Services	655,062	584,319	0
Total	Houston Information Technology Services	38,980,930	38,650,376	43,547,012

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	2,381,996	4,754,898	4,286,197	4,712,035
500030	Salary Part Time - Civilian	49,998	67,131	37,714	0
500060	Overtime - Civilian	168	0	100	0
500210	Pay for Performance-Municipal	0	0	3,000	0
501070	Pension - Civilian	513,468	1,085,920	997,300	1,194,972
501120	Termination Pay - Civilian	122,391	0	7,154	0
502010	FICA - Civilian	187,692	368,199	317,737	355,933
503010	Health Ins-Act Civilian	240,260	625,692	579,561	588,363
503015	Basic Life Insurance - Active Civilian	1,325	3,689	5,882	2,743
503040	Health/Life Ins.Ret-Classified	6,194	7,000	7,787	7,000
503050	Health/Life Insurance - Retiree Civilian	14,786	13,000	15,618	13,000
503060	Long Term Disability-Civilian	2,546	4,942	4,711	4,740
503090	Workers Compensation-Civilian-Admin	6,546	14,101	14,557	14,610
504030	Unemployment Claims - Administration	0	1,457	498	1,155
Total	Personnel Services	3,527,370	6,946,029	6,277,816	6,894,551
511025	Electrical Hardware & Parts	0	2,000	2,000	2,000
511040	Audiovisual Supplies	322	3,950	10,000	10,000
511045	Computer Supplies	18,474	120,071	120,071	114,416
511050	Paper & Printing Supplies	0	2,000	2,000	2,000
511055	Publications & Printed Materials	442	3,320	3,320	3,320
511060	Postage	26	500	500	500
511070	Miscellaneous Office Supplies	15,118	8,200	8,200	8,200
511115	Vehicle Repair & Maintenance Supplies	0	5,000	5,000	5,000
511120	Clothing	0	2,000	2,000	2,000
511145	Small Tools & Minor Equipment	0	2,000	2,000	2,000
511150	Miscellaneous Parts & Supplies	3,983	10,000	10,000	10,000
Total	Supplies	38,365	159,041	165,091	159,436
520100	Temporary Personnel Services	132,912	924	19,924	0
520105	Accounting & Auditing Services	7,265	0	0	0
520107	Computer Info/Contr	84,000	460,000	460,000	44,350
520108	Information Resource Services	75,000	0	0	0
520110	Management Consulting Services	266,667	0	0	0
520119	Computer Equipment/Software Maintenance	1,525,413	2,180,934	2,266,900	2,330,909
520120	Communications Equipment Services	0	15,000	15,000	15,600
520121	IT Application Svcs	2,960,411	5,096,025	5,728,534	7,962,582
520122	Office Equipment Services	0	2,444	8,444	8,697
520123	Vehicle & Motor Equipment Services	0	1,000	1,000	1,030
520124	Other Equipment Services	24,789	0	0	0
520126	Construction Site Work Services	38,217	0	0	0
520157	Computer Software Maintenance Services	10,117	0	0	0
520510	Mail/Delivery Services	14	1,000	1,000	1,000
520515	Print Shop Services	466	0	0	0
520520	Printing & Reproduction Services	0	1,000	1,000	1,000
520755	Contingency	0	0	0	50,000
520765	Membership & Professional Fees	0	3,250	3,250	4,000
520805	Education & Training	70	61,628	61,628	61,958
520905	Travel - Training Related	0	14,984	14,984	17,484
520910	Travel - Non-Training Related	345	3,000	3,000	5,000
521405	Building Maintenance Services	0	0	0	40,000
521605	Data Services	3,509,943	6,542,260	6,899,095	6,657,432
521610	Voice Services	12,263,576	13,226,368	12,567,157	13,826,368

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
521620	Voice Equipment	282,906	399,161	373,570	399,161
521625	Voice Labor	394,089	506,051	287,614	506,051
521630	GIS Revolving Fund Services	255	8,399	8,399	36,792
521635	Voice Services -Wireless	0	1,360,278	1,525,865	1,426,492
521725	Other Rental	2,587	0	0	0
521730	Parking Space Rental	0	1,000	1,000	1,000
521735	Hobby Parking Space Rental	0	2,700	2,700	2,700
522205	Metro Commuter Passes	4,085	4,773	4,773	4,773
522305	Freight Charges	0	500	500	500
522430	Miscellaneous Other Services & Charges	8,354	10,000	10,000	24,017
522721	Interfund HR Client Services	20,508	31,374	31,374	56,916
522722	KRONOS Service Chargeback	1,049	1,134	1,134	2,461
522795	Other Interfund Services	0	853,278	869,278	1,921,296
Total	Other Services and Charges	21,613,038	30,788,465	31,167,123	35,409,569
560210	Furniture Fixtures and Equipment	0	74,345	74,345	0
560230	Computer HW and Developed SW	71,824	366,000	312,265	369,720
Total	Equipment	71,824	440,345	386,610	369,720
551015	Non-Capital Computer Equipment	0	47,050	0	20,000
551040	Non-Capital Other	0	0	0	40,000
Total	Non-Capital Equipment	0	47,050	0	60,000
532020	Transfers to Capital Projects	600,000	600,000	653,736	653,736
Total	Debt Service and Other Uses	600,000	600,000	653,736	653,736
Grand Total Expenditures		25,850,597	38,980,930	38,650,376	43,547,012



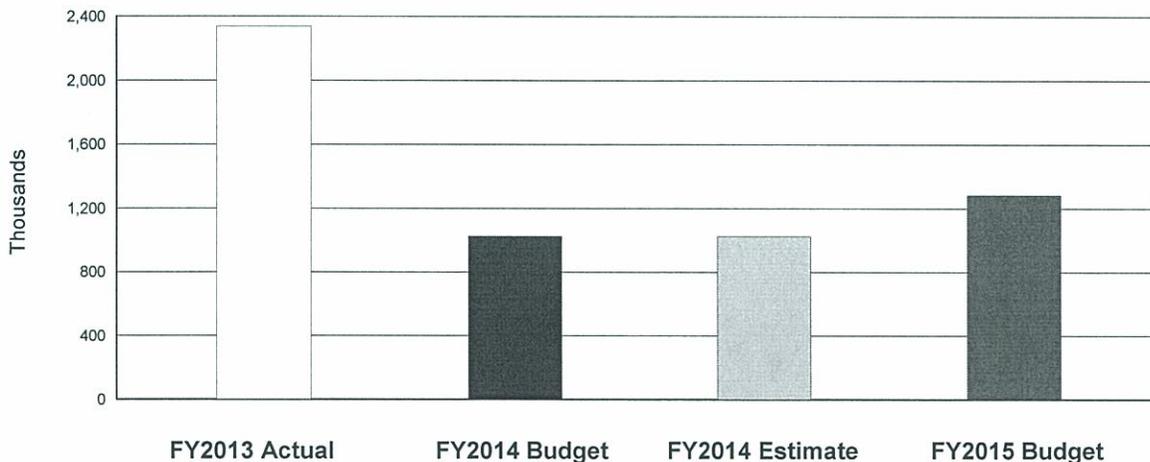
FISCAL YEAR 2015 BUDGET

Business Area Budget Summary

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

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	1,385,873	807,909	807,909	1,016,950
	Supplies	53,074	21,996	21,996	21,996
	Other Services and Charges	889,741	196,762	196,762	245,314
	Equipment	9,483	0	0	0
	Total M & O Expenditures	2,338,171	1,026,667	1,026,667	1,284,260
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	2,338,171	1,026,667	1,026,667	1,284,260
Revenues		2,338,171	1,026,667	1,026,667	1,284,260
Staffing	Full-Time Equivalents - Civilian	11.9	9.5	9.5	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	11.9	9.5	9.5	11.5
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases. o The budget reflects a transfer of 8 GIS Employees to HITS Central Services during FY2014. o The budget includes the addition of 2 FTEs to accommodate a platting activity increase of 103% over 2 years from 2011- 2013. 				

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



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Subdivision Plats Assigned Addresses Prior to Planning Commission Approval	P,I,Q	N/A	N/A	30.3%	35%
Expenditures Budget vs Actual Utilization	F	95%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	95%	100%	100%	100%

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

FISCAL YEAR 2015 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund Business Area Name : Planning & Development Fund No./Bus Area No. : 1002 / 7000							
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 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. It includes ESRI ELA, training, technical support, reporting, analysis, hardware, software, application and data development, addressing and 911 road maintenance, and GIS consultation.	11.9	2,338,171	9.5	1,026,667	11.5	1,284,260	
Total	<u>11.9</u>	<u>2,338,171</u>	<u>9.5</u>	<u>1,026,667</u>	<u>11.5</u>	<u>1,284,260</u>	

FISCAL YEAR 2015 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
GIS ANALYST	20	5.0	7.0	2.0
GIS MANAGER	29	0.5	0.5	
GIS SUPERVISOR	26	1.0	1.0	
SENIOR GIS TECHNICIAN	17	3.0	3.0	
Total FTEs		9.5	11.5	2.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		9.5	11.5	2.0

FISCAL YEAR 2015 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
7000020001	PD - GIS Services			
457090	ENT-Geographic Information System	526,998	526,998	781,705
7000020002	PD - GIS HEC			
424110	Other Interfund Services	499,669	499,669	502,555
Total	Planning & Development	<u><u>1,026,667</u></u>	<u><u>1,026,667</u></u>	<u><u>1,284,260</u></u>

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

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

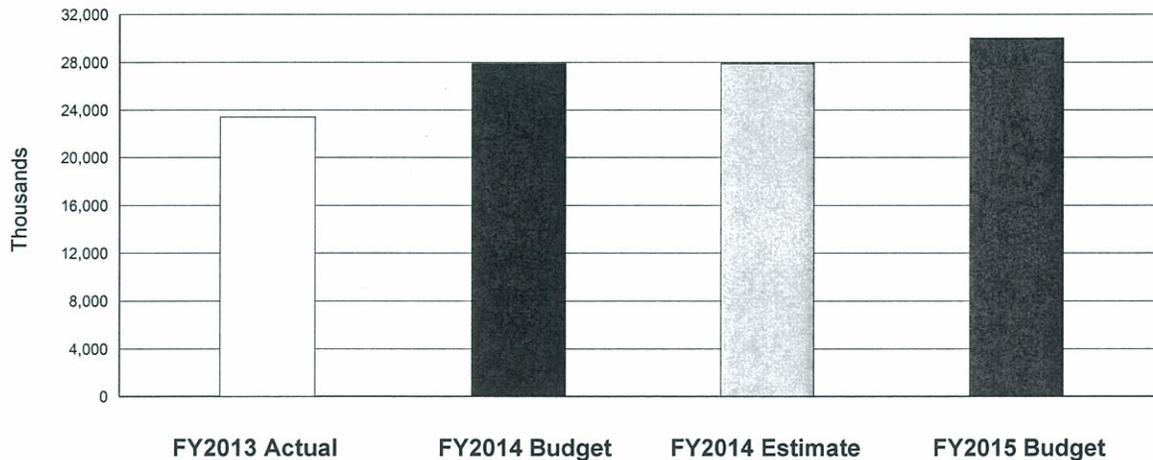
Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	982,780	544,491	544,491	678,819
500060	Overtime - Civilian	195	0	0	0
500110	Bilingual Pay - Civilian	900	904	904	904
501070	Pension - Civilian	209,761	123,542	123,542	172,149
501120	Termination Pay - Civilian	0	15,000	15,000	15,000
502010	FICA - Civilian	73,023	41,657	41,657	51,998
503010	Health Ins-Act Civilian	114,397	78,651	78,651	93,510
503015	Basic Life Insurance - Active Civilian	582	401	401	380
503060	Long Term Disability-Civilian	1,232	812	812	985
503090	Workers Compensation-Civilian-Admin	3,003	2,281	2,281	3,035
504030	Unemployment Claims - Administration	0	170	170	170
Total	Personnel Services	1,385,873	807,909	807,909	1,016,950
511045	Computer Supplies	52,628	20,016	20,016	20,016
511055	Publications & Printed Materials	131	180	180	180
511070	Miscellaneous Office Supplies	315	1,800	1,800	1,800
Total	Supplies	53,074	21,996	21,996	21,996
520100	Temporary Personnel Services	50,463	64,000	64,000	64,000
520107	Computer Info/Contr	61,261	97,423	97,423	111,000
520116	Parking Services Contract	5,166	0	0	0
520119	Computer Equipment/Software Maintenance	740,906	8,900	8,900	8,900
520765	Membership & Professional Fees	1,300	2,250	2,250	2,250
520805	Education & Training	1,207	10,000	10,000	10,000
520905	Travel - Training Related	10,565	5,616	5,616	5,616
521610	Voice Services	5	0	0	0
521630	GIS Revolving Fund Services	0	0	0	22,906
521735	Hobby Parking Space Rental	0	2,700	2,700	2,700
522205	Metro Commuter Passes	3,550	2,898	2,898	7,434
522430	Miscellaneous Other Services & Charges	6,428	0	0	0
522721	Interfund HR Client Services	8,622	2,885	2,885	10,044
522722	KRONOS Service Chargeback	268	90	90	464
Total	Other Services and Charges	889,741	196,762	196,762	245,314
560230	Computer HW and Developed SW	9,483	0	0	0
Total	Equipment	9,483	0	0	0
Grand Total Expenditures		2,338,171	1,026,667	1,026,667	1,284,260

Business Area Budget Summary

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

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	10,208,068	12,191,410	12,191,410	13,151,418
	Supplies	35,229	86,328	86,328	104,770
	Other Services and Charges	13,124,199	15,542,943	15,542,943	16,712,188
	Equipment	(8,708)	0	0	0
	Non-Capital Equipment	34,936	69,750	69,750	40,850
	Total M & O Expenditures	23,393,724	27,890,431	27,890,431	30,009,226
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	23,393,724	27,890,431	27,890,431	30,009,226
Revenues		23,393,724	27,890,431	27,890,431	30,009,226
Staffing	Full-Time Equivalents - Civilian	124.8	150.0	141.2	151.0
	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	150.0	141.2	151.0
	Full-Time Equivalents - Overtime	0.0	0.1	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o Provide HR services (employee relations, benefits support, retirement, staffing, succession planning, monitoring of legal compliance, reporting and transactional duties). HR to employee ratio is 1:124. o Through prudent management, the Client Relations section was able to resolve 85% of the grievance cases at the department level. o The rollout of the KRONOS Workforce Absence Manager module in FY2015 will ensure consistent enforcement of attendance policies. The Family and Medical Leave Act (FMLA) will be tracked to ensure compliance with the law and standardization throughout the City. o The Temporary Employee Service Program (TESP) web based system will continue to further promote administration efficiency by reducing paper usage, improving service delivery, record keeping and management reports. o Includes funding for the Learning and Development Center that was previously managed by the Public Works and Engineering Department. o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases. 				

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



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Classified Recruiting Events	J	546	600	600	600
Temporary Employee FTEs	F	273	260	275	265
Temporary Employee Hours Worked	F	568,024	520,000	500,000	510,000
Expenditures Budget vs Actual Utilization	F	95%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	95%	100%	100%	100%

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

FISCAL YEAR 2015 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund Business Area Name : Human Resources Fund No./Bus Area No. : 1002 / 8000						
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
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 temporaries at any given time in diverse classifications: professional/technical, IT, administrative and service/maintenance.	4.0	12,791,614	4.0	14,056,400	4.0	15,370,599
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	10,602,110	120.7	11,962,917	129.0	12,782,786
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	0	16.5	1,871,114	18.0	1,855,841
Total	124.8	23,393,724	141.2	27,890,431	151.0	30,009,226

FISCAL YEAR 2015 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	0.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	11.0	10.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	5.0	5.0	
ADMINISTRATIVE COORDINATOR	24	6.0	4.0	(2.0)
ADMINISTRATIVE SPECIALIST	20	3.0	5.0	2.0
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	0.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	1.0	1.0	
ASSISTANT DIRECTOR-HUMAN RESOURCES (EXE LEV)	32	1.0	0.0	(1.0)
BUYER	16	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	0.0	1.0	1.0
DIVISION MANAGER	29	7.0	7.0	
GRAPHIC DESIGNER	17	1.0	0.0	(1.0)
HUMAN RESOURCES ASSISTANT	13	4.0	5.0	1.0
HUMAN RESOURCES GENERALIST	17	21.0	17.0	(4.0)
HUMAN RESOURCES MANAGER	27	19.0	20.0	1.0
HUMAN RESOURCES SUPERVISOR	24	9.0	7.0	(2.0)
HUMAN RESOURCES TECHNICIAN	12	2.0	1.0	(1.0)
MANAGEMENT ANALYST II	18	1.0	2.0	1.0
SENIOR ACCOUNT CLERK	13	2.0	2.0	
SENIOR COMMUNICATIONS SPECIALIST	20	0.0	1.0	1.0
SENIOR HUMAN RESOURCES GENERALIST	21	41.7	44.0	2.3
SENIOR HUMAN RESOURCES SPECIALIST	21	2.0	4.0	2.0
SENIOR STAFF ANALYST	28	1.0	2.0	1.0
SENIOR TRAINER	21	5.0	6.0	1.0
STAFF ANALYST	26	1.0	4.0	3.0
TRAINING ADMINISTRATOR	24	2.0	1.0	(1.0)
TRAINING COORDINATOR	24	1.3	1.0	(0.3)
Total FTEs		150.0	151.0	1.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		150.0	151.0	1.0

FISCAL YEAR 2015 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
8000110001	Temporary Personnel Service			
426290	Other Service Charges	256,400	256,400	370,599
457070	Interfund Temporary Personnel	13,800,000	13,800,000	15,000,000
Total	Temporary Personnel Service	14,056,400	14,056,400	15,370,599
8000210001	HR - Client Relations Administration			
424170	Interfund HR Client Services	11,662,917	11,662,917	12,482,786
451050	Interfund Lab Services	300,000	300,000	300,000
Total	HR - Client Relations Administration	11,962,917	11,962,917	12,782,786
8000310001	Learning & Dev Ctr			
424110	Other Interfund Services	1,721,114	1,721,114	1,705,841
426370	Training Services	150,000	150,000	150,000
Total	Learning & Dev Ctr	1,871,114	1,871,114	1,855,841
Total	Human Resources	27,890,431	27,890,431	30,009,226

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	6,788,939	7,874,270	7,874,270	8,793,646
500030	Salary Part Time - Civilian	163,182	151,939	151,939	0
500060	Overtime - Civilian	1,908	6,000	6,000	0
500110	Bilingual Pay - Civilian	12,969	11,747	11,747	13,558
500250	HOPE Union Business Usage	521	0	0	0
501070	Pension - Civilian	1,460,889	1,888,616	1,888,616	2,230,068
501120	Termination Pay - Civilian	207,531	249,600	249,600	3,650
502010	FICA - Civilian	519,960	637,392	637,392	672,851
503010	Health Ins-Act Civilian	980,510	1,269,798	1,269,798	1,309,933
503015	Basic Life Insurance - Active Civilian	4,042	6,295	6,295	5,092
503050	Health/Life Insurance - Retiree Civilian	14,055	34,563	34,563	59,212
503060	Long Term Disability-Civilian	10,192	12,327	12,327	12,842
503090	Workers Compensation-Civilian-Admin	26,413	35,780	35,780	39,586
503100	Workers Compensation-Civilian-Claim	10,720	2,103	2,103	0
504030	Unemployment Claims - Administration	6,237	10,980	10,980	10,980
Total	Personnel Services	10,208,068	12,191,410	12,191,410	13,151,418
511040	Audiovisual Supplies	0	3,900	3,900	3,000
511045	Computer Supplies	13,580	28,445	28,445	31,445
511050	Paper & Printing Supplies	0	4,200	4,200	4,000
511055	Publications & Printed Materials	148	6,325	6,325	3,325
511060	Postage	0	500	500	500
511070	Miscellaneous Office Supplies	20,550	40,308	40,308	40,500
511120	Clothing	0	300	300	4,800
511150	Miscellaneous Parts & Supplies	951	2,350	2,350	17,200
Total	Supplies	35,229	86,328	86,328	104,770
520100	Temporary Personnel Services	12,253,126	14,096,189	14,096,189	15,139,000
520109	Medical Dental & Laboratory Services	33,979	50,300	50,300	56,500
520110	Management Consulting Services	2,729	116,791	116,791	236,073
520114	Miscellaneous Support Services	211,496	360,509	360,509	120,678
520119	Computer Equipment/Software Maintenance	81,262	246,288	246,288	348,394
520120	Communications Equipment Services	0	2,600	2,600	2,600
520121	IT Application Svcs	96,736	101,655	101,655	163,508
520126	Construction Site Work Services	552	70,000	70,000	0
520133	Private Investigative Services	0	0	0	85,000
520515	Print Shop Services	5,319	8,300	8,300	6,300
520520	Printing & Reproduction Services	0	2,300	2,300	35,000
520605	Advertising Services	0	0	0	15,000
520705	Insurance Fees	123	300	300	300
520765	Membership & Professional Fees	1,800	10,925	10,925	7,240
520805	Education & Training	23,288	36,059	36,059	31,094
520905	Travel - Training Related	320	7,631	7,631	5,481
520910	Travel - Non-Training Related	6,193	9,490	9,490	21,760
521605	Data Services	0	4,946	4,946	11,259
521610	Voice Services	10,301	423	423	459
521620	Voice Equipment	1,482	0	0	1,432
521625	Voice Labor	599	0	0	1,815
521630	GIS Revolving Fund Services	5,219	6,728	6,728	8,339
521635	Voice Services -Wireless	0	15,288	15,288	18,494
521715	Office Equipment Rental	0	25,000	25,000	25,000
521730	Parking Space Rental	16,524	15,332	15,332	15,487
521735	Hobby Parking Space Rental	0	5,650	5,650	7,450

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
522205	Metro Commuter Passes	30,945	40,259	40,259	37,559
522430	Miscellaneous Other Services & Charges	327,336	304,000	304,000	301,900
522720	Interfund Payroll Services	(521)	0	0	0
522721	Interfund HR Client Services	0	0	0	2,221
522722	KRONOS Service Chargeback	2,125	5,752	5,752	6,617
522780	Interfund Photo Copy Services	0	228	228	228
522795	Other Interfund Services	13,266	0	0	0
Total	Other Services and Charges	13,124,199	15,542,943	15,542,943	16,712,188
560230	Computer HW and Developed SW	(8,708)	0	0	0
Total	Equipment	(8,708)	0	0	0
551010	Non-Capital Office Furniture & Equipment	6,048	28,500	28,500	9,500
551015	Non-Capital Computer Equipment	27,240	37,400	37,400	27,500
551020	Non-Capital Communication Equipment	1,648	3,850	3,850	3,850
Total	Non-Capital Equipment	34,936	69,750	69,750	40,850
Grand Total Expenditures		23,393,724	27,890,431	27,890,431	30,009,226