

**FISCAL YEAR 2018 BUDGET**

**Fund Summary**

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

	<u>FY2017 Current Budget</u>	<u>FY2017 Estimate</u>	<u>FY2018 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	198,085,857	189,185,473	206,830,554
Total Available Resources	<u>198,085,857</u>	<u>189,185,473</u>	<u>206,830,554</u>
Maintenance and Operations	197,432,121	188,531,737	206,830,554
Operating Transfers	653,736	653,736	0
Total Expenditures	<u>198,085,857</u>	<u>189,185,473</u>	<u>206,830,554</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>198,085,857</u></u>	<u><u>189,185,473</u></u>	<u><u>206,830,554</u></u>
<b><u>Fund Balance Distribution</u></b>			
Non-Spendable	0	0	0
Restricted	0	0	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2017 Budget, the FY2017 Estimate and the FY2018 Budget for the Central Service Revolving Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

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

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

The Finance Department is responsible for administering the electricity and natural gas accounts for the City. They are also responsible for overseeing procurement contracts, forecasting, providing price certainty, and financial reporting. The role of Energy Management is the responsibility of the General Services Department. The Administration and Regulatory Affairs Department manages the reprographics and office services accounts. The communications and data services fees and citywide copier services 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 Contingent Workforce Services (formerly known as Temporary Personnel Services), Human Resources Client Relations Division, and Learning and Development Center. 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 2018 BUDGET**

**Business Area Budget Summary**

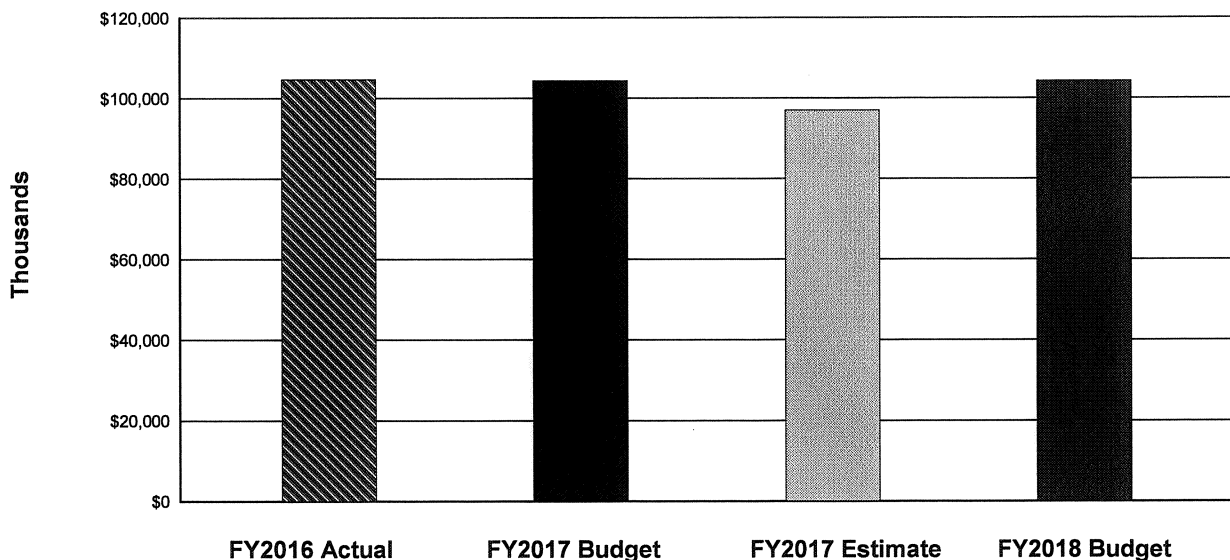
**Fund Name** : Central Service Revolving Fund  
**Business Area** : General Services  
**Fund No. /Bus. Area No.** : 1002 / 2500

		<b>FY2016 Actual</b>	<b>FY2017 Current Budget</b>	<b>FY2017 Estimate</b>	<b>FY2018 Budget</b>
<b>Expenditures</b>	Personnel Services	25,532	116,149	116,148	120,117
	Other Services and Charges	104,605,585	104,195,703	96,870,407	104,125,979
	Total M & O Expenditures	104,631,117	104,311,852	96,986,555	104,246,096
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	104,631,117	104,311,852	96,986,555	104,246,096
<b>Revenues</b>		104,631,117	104,311,852	96,986,555	104,246,096
<b>Staffing</b>	Full-Time Equivalents - Civilian	0.5	1.0	1.0	1.0
	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	0.5	1.0	1.0	1.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0

**Significant  
Budget  
Changes  
and  
Highlights**

- o The FY2018 Budget provides funding for the health benefits, pension contribution and municipal employees contractual pay increases.
- o The Environmental Protection Agency (EPA) has listed Houston on its top 10 list of Green Power Partners in the United States for using the most renewable electricity. According to the EPA's Green Power Partnership, the City of Houston ranks 1st in the nation among government municipalities for green power. In addition, the City of Houston ranks 4th in the nation among the 1,200 EPA green partners.
- o The City of Houston has been honored for using 438,000 megawatt hours (MWh) of Texas Wind green energy.
- o The City of Houston has made a commitment to increase its renewable energy portfolio by purchasing 50 MWh of solar power.

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





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**FISCAL YEAR 2018 BUDGET**

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**Business Area Revenues Summary**

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

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<b>Category</b>	<b>FY2016 Actual</b>	<b>FY2017 Current Budget</b>	<b>FY2017 Estimate</b>	<b>FY2018 Budget</b>
Direct Interfund Services	104,631,117	104,311,852	96,986,555	104,246,096
<b>Grand Total Revenues</b>	<u><u>104,631,117</u></u>	<u><u>104,311,852</u></u>	<u><u>96,986,555</u></u>	<u><u>104,246,096</u></u>



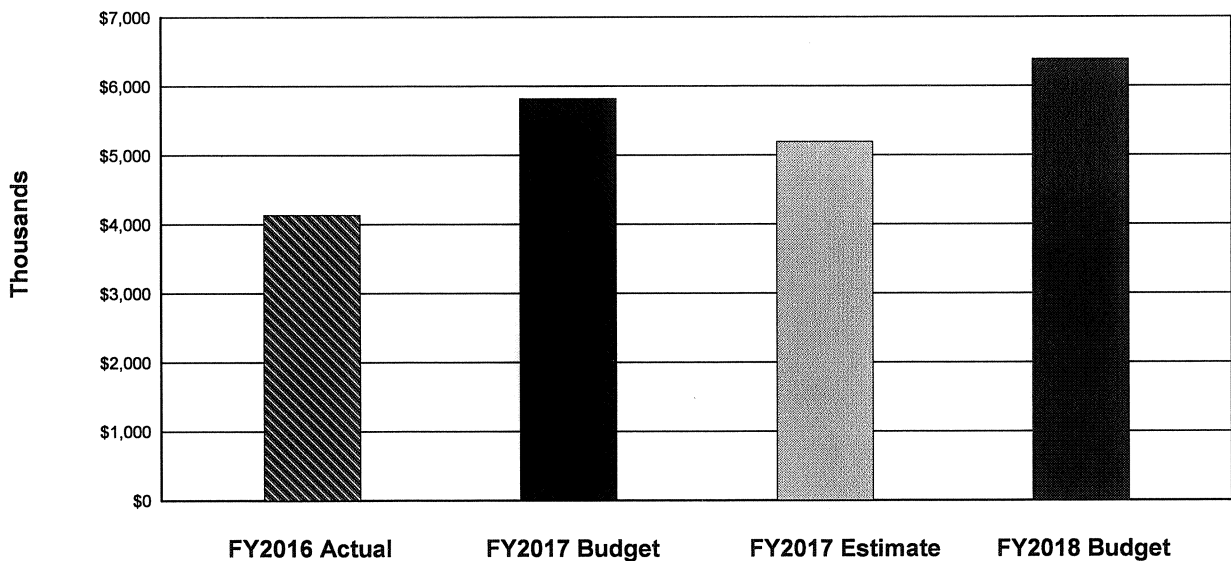
**FISCAL YEAR 2018 BUDGET**

**Business Area Budget Summary**

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

		<b>FY2016 Actual</b>	<b>FY2017 Current Budget</b>	<b>FY2017 Estimate</b>	<b>FY2018 Budget</b>
Expenditures	Personnel Services	3,952,910	5,304,186	4,567,671	6,068,788
	Supplies	7,187	69,012	68,708	53,274
	Other Services and Charges	174,280	444,786	555,294	269,314
	Total M & O Expenditures	4,134,377	5,817,984	5,191,673	6,391,376
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	4,134,377	5,817,984	5,191,673	6,391,376
Revenues		4,134,377	5,817,984	5,191,673	6,391,376
Staffing	Full-Time Equivalents - Civilian	39.2	54.2	47.2	62.5
	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	39.2	54.2	47.2	62.5
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<p>o The FY2018 Budget provides funding for health benefits, pension contribution and municipal employees contractual pay increases.</p> <p>o The FY2018 Budget includes a reduction of \$91,755 for department savings initiatives.</p> <p>o Funding for seven additional positions included in FY2018 for the Public Works and Engineering accounts payable consolidation.</p>				

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



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**FISCAL YEAR 2018 BUDGET**

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Business Area Performance Measures	
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<b>Fund Name</b>	<b>:</b>	<b>Central Service Revolving Fund</b>
<b>Business Area</b>	<b>:</b>	<b>Finance Department</b>
<b>Fund No. /Bus. Area No.</b>	<b>:</b>	<b>1002 / 6400</b>

Performance Measures	FY2016 Actual	FY2017 Budget	FY2017 Estimate	FY2018 Budget
Chargebacks Processed for Departments in 45 Days	100%	100%	100%	100%
Client Department Expenditures Adopted Budget vs Actual Utilization	95%	98%	99%	98%
Collection Rate for EMS	43%	42%	42%	42%
Collection Rate of Vendor Managed Revenues	47%	45%	45%	45%
Cost per Invoice Processed	\$39	\$41	\$39	\$41
Invoice Payments Processed within Payment Terms	96%	95%	95%	95%
Expenditures Adopted Budget vs Actual Utilization	74%	100%	89%	100%
Revenues Adopted Budget vs Actual Utilization	74%	100%	89%	100%

**FISCAL YEAR 2018 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : Central Service Revolving Fund</b> <b>Business Area : Finance Department</b> <b>Fund No. /Bus Area No. : 1002 / 6400</b>						
<b>Division Description</b>	<b>FY2016 Actual</b>		<b>FY2017 Estimate</b>		<b>FY2018 Budget</b>	
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>
<b>Treasury and Capital Management 640003</b> The division coordinates and oversees the City's Capital Improvement Plan. There are dedicated specialists that provide customer service, capital planning and appropriation needs for Houston Information Technology Services and Fleet Management Department.	1.6	161,509	1.8	176,824	2.0	241,321
<b>Financial Planning &amp; Analysis 640004</b> The division is responsible for budget development and monitoring financial activities, revenue and expense analysis, as well as day-to-day departmental support of routine transactions for Houston Information Technology Services, Houston Fire Department, General Services Department - Energy Management and Fleet Management.	11.3	1,517,590	11.9	1,717,265	15.9	2,010,835
<b>Financial Reporting &amp; Operations 640005</b> The division provides centralized support in accounts payable, management and process review, analysis, and reporting services for Finance, Houston Information Technology, Houston Fire, General Services Department - Energy, Fleet Management and Public Works and Engineering Departments. Provides centralized support in accounts receivable and collections functions for EMS activity in support of the Houston Fire Department.	17.9	1,625,729	25.2	2,463,051	34.7	3,097,021
<b>Strategic Procurement 640007</b> The division is responsible for all citywide IT related purchases via DIR or competitive/informal bid for Houston Information Technology Services, Fleet Management Department and the Houston Fire Department.	8.4	829,549	8.3	834,533	9.9	1,042,199
<b>Total</b>	<b>39.2</b>	<b>4,134,377</b>	<b>47.2</b>	<b>5,191,673</b>	<b>62.5</b>	<b>6,391,376</b>



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**FISCAL YEAR 2018 BUDGET**

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**Business Area Revenues Summary**

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

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<b>Category</b>	<b>FY2016 Actual</b>	<b>FY2017 Current Budget</b>	<b>FY2017 Estimate</b>	<b>FY2018 Budget</b>
Direct Interfund Services	4,134,377	5,817,984	5,191,673	6,391,376
<b>Grand Total Revenues</b>	<u><u>4,134,377</u></u>	<u><u>5,817,984</u></u>	<u><u>5,191,673</u></u>	<u><u>6,391,376</u></u>

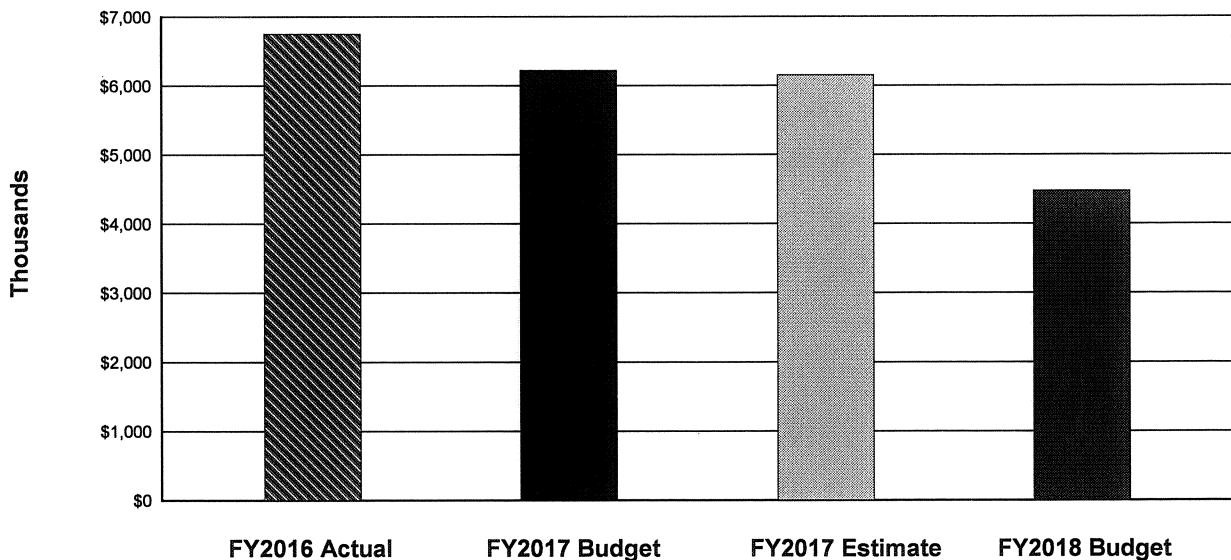
**FISCAL YEAR 2018 BUDGET**

**Business Area Budget Summary**

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

		<b>FY2016 Actual</b>	<b>FY2017 Current Budget</b>	<b>FY2017 Estimate</b>	<b>FY2018 Budget</b>
Expenditures	Supplies	360,074	375,600	375,600	<b>395,600</b>
	Other Services and Charges	6,388,641	5,843,154	5,775,314	<b>4,084,258</b>
	Total M & O Expenditures	6,748,715	6,218,754	6,150,914	<b>4,479,858</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	6,748,715	6,218,754	6,150,914	<b>4,479,858</b>
Revenues		6,748,715	6,218,754	6,150,914	<b>4,479,858</b>
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	o In FY2018, the citywide copier contract will be managed by Houston Information Technology Services Department.				

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



**FISCAL YEAR 2018 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : Central Service Revolving Fund</b> <b>Business Area : Administration and Regulatory Affairs</b> <b>Fund No. /Bus Area No. : 1002 / 6500</b>							
<b>Division Description</b>	<b>FY2016 Actual</b>		<b>FY2017 Estimate</b>		<b>FY2018 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<b>Central Services 650005</b> Provides a centralized service function for postage for citywide operating departments. Administers service contracts and processes related service billings. The citywide copier contract will be managed by Houston Information Technology Services Department in FY2018.	0.0	2,934,710	0.0	2,120,000	0.0	380,000	
<b>Print Shop 650006</b> Provides cost effective high volume copying services through interlocal agreement with Houston Independent School District. Provides printing services to various departments including: design, artwork, layout, offset printing/copying and a variety of finishing services.	0.0	1,108,309	0.0	1,239,981	0.0	1,239,972	
<b>ARA - Payroll Services 650007</b> Manages the printing and distribution services of W-2 forms to all City employees.	0.0	15,106	0.0	17,600	0.0	17,600	
<b>Employee Transit 650009</b> Manages the City employees' Metro bus passes and parking program for Hobby Center, HoustonFirst (Tranquility, City Hall Annex, Lot H and Lot C) through chargeback services in the Central Service Revolving Fund.	0.0	2,690,590	0.0	2,773,333	0.0	2,842,286	
<b>Total</b>	<b>0.0</b>	<b>6,748,715</b>	<b>0.0</b>	<b>6,150,914</b>	<b>0.0</b>	<b>4,479,858</b>	

**FISCAL YEAR 2018 BUDGET**

**Business Area Revenues Summary**

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

Category	FY2016 Actual	FY2017 Current Budget	FY2017 Estimate	FY2018 Budget
Charges for Services	2,690,365	2,841,173	2,773,333	2,842,286
Direct Interfund Services	3,975,569	3,359,981	3,359,981	1,619,972
Miscellaneous/Other	82,781	17,600	17,600	17,600
<b>Grand Total Revenues</b>	<b>6,748,715</b>	<b>6,218,754</b>	<b>6,150,914</b>	<b>4,479,858</b>

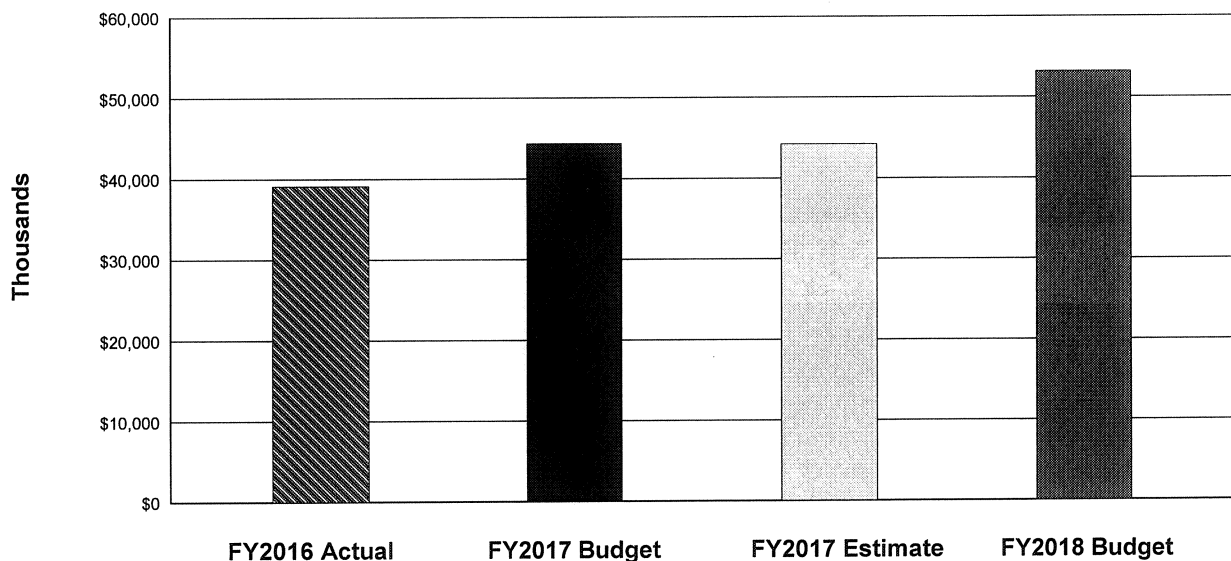


**FISCAL YEAR 2018 BUDGET**

**Business Area Budget Summary**

<b>Fund Name : Central Service Revolving Fund</b> <b>Business Area : Houston Information Technology Services</b> <b>Fund No. /Bus. Area No. : 1002 / 6800</b>					
		<b>FY2016 Actual</b>	<b>FY2017 Current Budget</b>	<b>FY2017 Estimate</b>	<b>FY2018 Budget</b>
Expenditures	Personnel Services	6,728,448	6,888,166	6,799,531	<b>13,030,369</b>
	Supplies	104,780	159,362	179,388	<b>150,220</b>
	Other Services and Charges	31,421,951	36,577,250	36,553,090	<b>39,983,122</b>
	Equipment	236,698	62,459	49,409	<b>0</b>
	Total M & O Expenditures	38,491,877	43,687,237	43,581,418	<b>53,163,711</b>
	Debt Service & Other Uses	653,736	653,736	653,736	<b>0</b>
	Total Expenditure	39,145,613	44,340,973	44,235,154	<b>53,163,711</b>
Revenues		39,145,613	44,340,973	44,235,154	<b>53,163,711</b>
Staffing	Full-Time Equivalents - Civilian	54.9	53.7	54.7	<b>99.7</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	54.9	53.7	54.7	<b>99.7</b>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2018 Budget provides funding for health benefits, pension contribution and municipal employees contractual pay increases.</li> <li>o To properly align resources to ensure better service delivery and to reflect a more accurate service cost, the following services were transferred to the Central Services Revolving fund in FY2018: Project Management Office, Municipal Court Support, Enterprise Geographical Information Services (EGIS) and Enterprise Resource Planning (ERP).</li> </ul>				

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



**FISCAL YEAR 2018 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : Central Service Revolving Fund</b> <b>Business Area : Houston Information Technology Services</b> <b>Fund No. /Bus Area No. : 1002 / 6800</b>						
<b>Division Description</b>	<b>FY2016 Actual</b>		<b>FY2017 Estimate</b>		<b>FY2018 Budget</b>	
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>
<b>HITS - Director's Office Group 680001</b> Citywide IT oversight, administrative support in financial analysis and reporting, cost accounting, capital planning, project staffing, funds management, asset management, procurement, contract compliance, open records and accounts payable. Management of the Chief Information Security Office (CISO) with the mission of information security operations, governance, architecture, and cyber threat analysis to assist in ensuring citywide compliance.	1.5	3,848,173	8.0	4,056,412	9.0	3,979,114
<b>HITS - Applications 680002</b> 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, EGIS, as well as custom developed solutions. Manages the citywide scorecard project and data warehouse management. Manages the data warehousing and a suite of business intelligence platforms, and tools for the City.	18.2	8,693,050	20.0	9,610,505	37.0	12,589,460
<b>HITS - Infrastructure Group 680003</b> Provides help desk and field support for citywide applications. Manages the City's network telecommunications infrastructure, internet access and remote connectivity to ensure reliability. Manages server platforms, storage systems, data center facilities, server rooms, e-mail, communication systems, and system management tools.	6.0	21,238,851	6.0	25,987,917	6.0	28,222,706
<b>HITS - Public Safety 680005</b> Provides planning, management, and operations for mission critical IT systems within the Houston Emergency Center. These systems support Police, Fire, and Emergency Management. Manages infrastructure, applications, and desk tops throughout the center on a 24x7 basis. Also provides 24x7 on-scene support during activations of the City's Emergency Operations Center located within the HEC.	22.2	4,325,630	20.7	4,434,320	20.7	4,486,673
<b>HITS - Client Solutions 680006</b> Manages operational costs associated with the Court System for Management of Resources and Technology (CSMART). The operational costs include server operation system management, payment and image system management, scanning control and data base management.	1.6	197,154	0.0	146,000	11.0	1,689,819

**FISCAL YEAR 2018 BUDGET**

**Division Summary**

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

Division Description	FY2016 Actual		FY2017 Estimate		FY2018 Budget	
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
<b>HITS - Project Group 680007</b> Provide IT project governance, scope development, and performance metrics; while also ensuring IT projects are on schedule and on budget and are in alignment with Plan Houston and the HITS technology strategic plan. The division experienced a reduction in force in FY2017 and remaining personnel were consolidated within other divisions. FY2018 exhibits the initial steps to reconstruct this division.	5.4	842,755	0.0	0	16.0	2,195,939
<b>Total</b>	<b>54.9</b>	<b>39,145,613</b>	<b>54.7</b>	<b>44,235,154</b>	<b>99.7</b>	<b>53,163,711</b>



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**FISCAL YEAR 2018 BUDGET**

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**Business Area Revenues Summary**

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

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Category	FY2016 Actual	FY2017 Current Budget	FY2017 Estimate	FY2018 Budget
Direct Interfund Services	37,576,947	41,826,058	41,906,351	<b>50,585,422</b>
Miscellaneous/Other	1,568,666	2,514,915	2,328,803	<b>2,578,289</b>
<b>Grand Total Revenues</b>	<b>39,145,613</b>	<b>44,340,973</b>	<b>44,235,154</b>	<b>53,163,711</b>

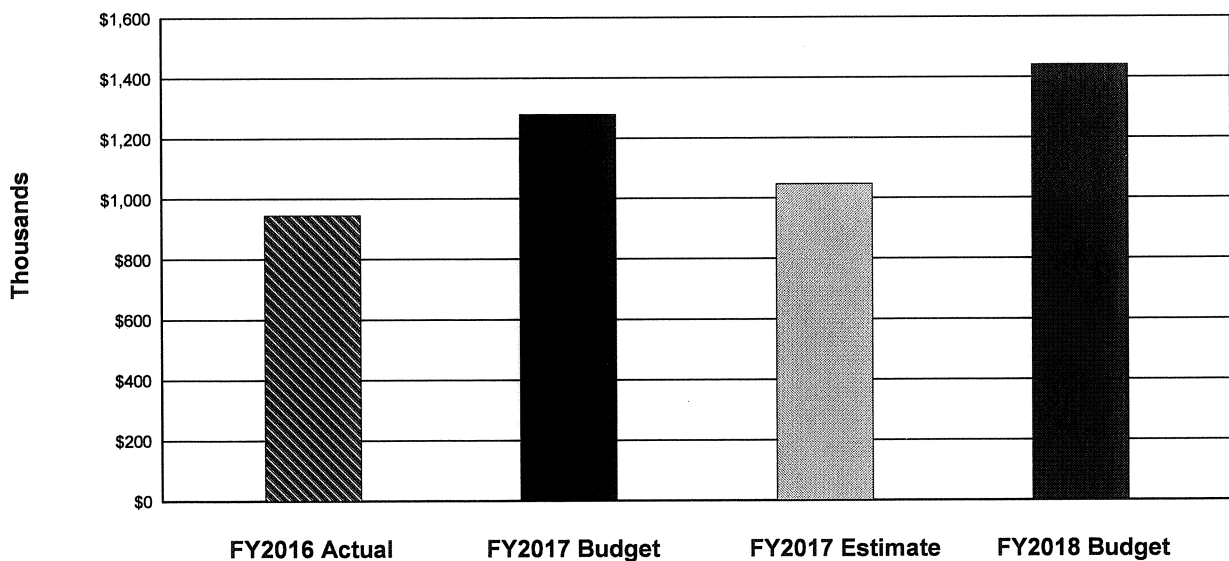
**FISCAL YEAR 2018 BUDGET**

**Business Area Budget Summary**

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

		<b>FY2016 Actual</b>	<b>FY2017 Current Budget</b>	<b>FY2017 Estimate</b>	<b>FY2018 Budget</b>
<b>Expenditures</b>	Personnel Services	842,087	1,069,772	851,110	1,227,412
	Supplies	987	21,996	21,996	25,366
	Other Services and Charges	102,501	188,114	174,705	188,495
	Total M & O Expenditures	945,575	1,279,882	1,047,811	1,441,273
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	945,575	1,279,882	1,047,811	1,441,273
<b>Revenues</b>		945,575	1,279,882	1,047,811	1,441,273
<b>Staffing</b>	Full-Time Equivalents - Civilian	9.5	10.5	7.5	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	9.5	10.5	7.5	11.5
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
<b>Significant Budget Changes and Highlights</b>	<ul style="list-style-type: none"> <li>o The FY2018 Budget provides funding for health benefits, pension contribution and municipal employees contractual pay increases.</li> <li>o The FY2018 Budget includes funding of four GIS analysts transferred from the General Fund. GIS analysts support and handle requests for mapping and analysis, utilizing the Enterprise GIS for all internal departments within the City.</li> </ul>				

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



**FISCAL YEAR 2018 BUDGET**

**Business Area Performance Measures**

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

Performance Measures	FY2016 Actual	FY2017 Budget	FY2017 Estimate	FY2018 Budget
Property Addresses Assigned Prior to Planning Commission Approval	58%	59%	59%	60%
Expenditures Adopted Budget vs Actual Utilization	77%	100%	82%	100%
Revenues Adopted Budget vs Actual Utilization	77%	100%	82%	100%

**FISCAL YEAR 2018 BUDGET**

Division Summary						
<b>Fund Name : Central Service Revolving Fund</b> <b>Business Area : Planning &amp; Development</b> <b>Fund No. /Bus Area No. : 1002 / 7000</b>						
Division Description	FY2016 Actual		FY2017 Estimate		FY2018 Budget	
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
<b>PD - GIS Services 700002</b> The EGIS Revolving Fund work group creates and maintains the City's underlying geospatial data for all departments applications and map requests. The group also coordinates with emergency providers within the city, county, and regional agencies to ensure accurate, effective emergency services; and provides mapping and analysis for data, training, testing and debugging to ensure product quality.	9.5	945,575	7.5	1,047,811	11.5	1,441,273
<b>Total</b>	<b>9.5</b>	<b>945,575</b>	<b>7.5</b>	<b>1,047,811</b>	<b>11.5</b>	<b>1,441,273</b>

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**FISCAL YEAR 2018 BUDGET**

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**Business Area Revenues Summary**

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

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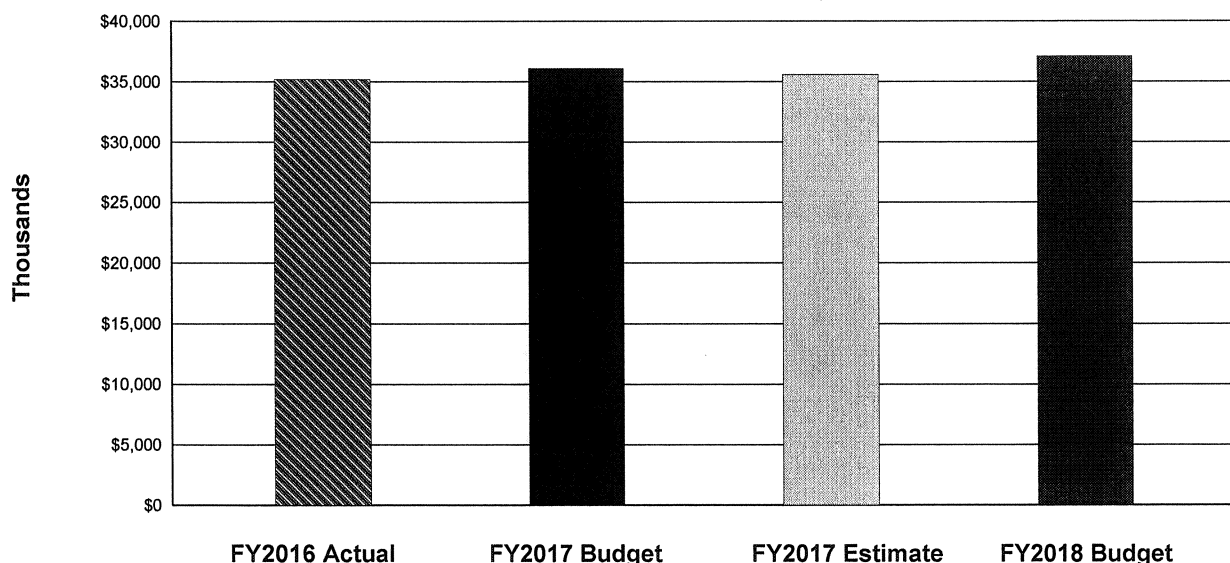
<b>Category</b>	<b>FY2016 Actual</b>	<b>FY2017 Current Budget</b>	<b>FY2017 Estimate</b>	<b>FY2018 Budget</b>
Direct Interfund Services	444,233	588,765	475,550	<b>478,796</b>
Miscellaneous/Other	501,342	691,117	572,261	<b>962,477</b>
<b>Grand Total Revenues</b>	<b>945,575</b>	<b>1,279,882</b>	<b>1,047,811</b>	<b>1,441,273</b>

**FISCAL YEAR 2018 BUDGET**

**Business Area Budget Summary**

<b>Fund Name</b> :		<b>Central Service Revolving Fund</b>			
<b>Business Area</b> :		<b>Human Resources</b>			
<b>Fund No. /Bus. Area No.</b> :		<b>1002 / 8000</b>			
		<b>FY2016 Actual</b>	<b>FY2017 Current Budget</b>	<b>FY2017 Estimate</b>	<b>FY2018 Budget</b>
Expenditures	Personnel Services	13,035,187	14,439,807	14,080,677	<b>14,647,183</b>
	Supplies	49,301	78,528	62,047	<b>95,945</b>
	Other Services and Charges	22,075,168	21,569,123	21,403,627	<b>22,327,772</b>
	Non-Capital Equipment	29,899	28,954	27,015	<b>37,340</b>
	Total M & O Expenditures	35,189,555	36,116,412	35,573,366	<b>37,108,240</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	35,189,555	36,116,412	35,573,366	<b>37,108,240</b>
Revenues		35,189,555	36,116,412	35,573,366	<b>37,108,240</b>
Staffing	Full-Time Equivalents - Civilian	151.2	158.5	155.0	<b>157.0</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	151.2	158.5	155.0	<b>157.0</b>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY 2018 Budget provides funding for health benefits, pension contribution and municipal employees' contractual pay increases.</li> <li>o Provides HR services (employee relations, benefits support, retirement, staffing, succession planning, monitoring of legal compliance, reporting, and transactional duties).</li> <li>o The FY 2018 Budget includes funding for the Special Projects Unit transferred from Health Benefits Fund. This unit currently has 3 FTEs and provides citywide programs such as the "Find Your Path" Career Day Expo, "Hire Houston Youth" (HHY) which is part of the Mayor's Initiative for the City of Houston Summer Youth program, and other initiatives under the "Grow Your Own Workforce" umbrella.</li> <li>o The FY 2018 Budget includes mandated bi-annual classified testing of HFD Fire Captain and Senior Fire Captain. These examinations ensure compliance with state and federal laws.</li> </ul>				

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



**FISCAL YEAR 2018 BUDGET**

**Business Area Performance Measures**

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

Performance Measures	FY2016 Actual	FY2017 Budget	FY2017 Estimate	FY2018 Budget
Temporary Employee Pay Rate	N/A	\$26	\$26	\$26
Temporary Employee Utilization by Headcount	N/A	539	539	539
Temporary Employee Utilization by Hours Worked	N/A	14,000	14,000	14,000
Expenditures Adopted Budget vs Actual Utilization	100%	100%	98%	100%
Revenues Adopted Budget vs Actual Utilization	100%	100%	98%	100%

**FISCAL YEAR 2018 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : Central Service Revolving Fund</b> <b>Business Area : Human Resources</b> <b>Fund No. /Bus Area No. : 1002 / 8000</b>						
<b>Division Description</b>	<b>FY2016 Actual</b>		<b>FY2017 Estimate</b>		<b>FY2018 Budget</b>	
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>
<b>Contingent Workforce Services 800011</b> This 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 more than 500 temporary employees at any given time in diverse classifications (professional/technical, IT, administrative, and service/maintenance).	3.7	20,314,462	3.0	19,925,107	3.0	19,926,083
<b>HR Client Relations Division 800020</b> 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.	132.7	13,299,379	135.0	13,838,223	137.5	15,384,149
<b>Learning and Development Center 800030</b> Learning and Development Center is an employee performance improvement organization that provides ongoing learning and development opportunities for employees through numerous stand-alone classes and four multi-session signature programs. The Center's Organizational Development program provides consultation services, custom-designed improvement programs, and results-based solutions.	14.8	1,575,714	17.0	1,810,036	16.5	1,798,008
<b>Total</b>	<b>151.2</b>	<b>35,189,555</b>	<b>155.0</b>	<b>35,573,366</b>	<b>157.0</b>	<b>37,108,240</b>



**FISCAL YEAR 2018 BUDGET**

**Business Area Revenues Summary**

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

Category	FY2016 Actual	FY2017 Current Budget	FY2017 Estimate	FY2018 Budget
Charges for Services	13,429,787	14,565,057	13,974,323	15,960,232
Direct Interfund Services	21,744,368	21,551,355	21,599,043	21,148,008
Miscellaneous/Other	15,400	0	0	0
<b>Grand Total Revenues</b>	<b>35,189,555</b>	<b>36,116,412</b>	<b>35,573,366</b>	<b>37,108,240</b>