

FISCAL YEAR 2020 BUDGET

Fund Summary

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

	<u>FY2019</u> <u>Current Budget</u>	<u>FY2019</u> <u>Estimate</u>	<u>FY2020</u> <u>Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	206,994,601	204,239,094	229,801,119
Total Available Resources	<u>206,994,601</u>	<u>204,239,094</u>	<u>229,801,119</u>
Maintenance and Operations	206,994,601	204,239,094	229,801,119
Operating Transfers	0	0	0
Total Expenditures	<u>206,994,601</u>	<u>204,239,094</u>	<u>229,801,119</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>206,994,601</u></u>	<u><u>204,239,094</u></u>	<u><u>229,801,119</u></u>
 <u>Fund Balance Distribution</u>			
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 FY2019 Budget, the FY2019 Estimate and the FY2020 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 2020 BUDGET

Business Area Budget Summary

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

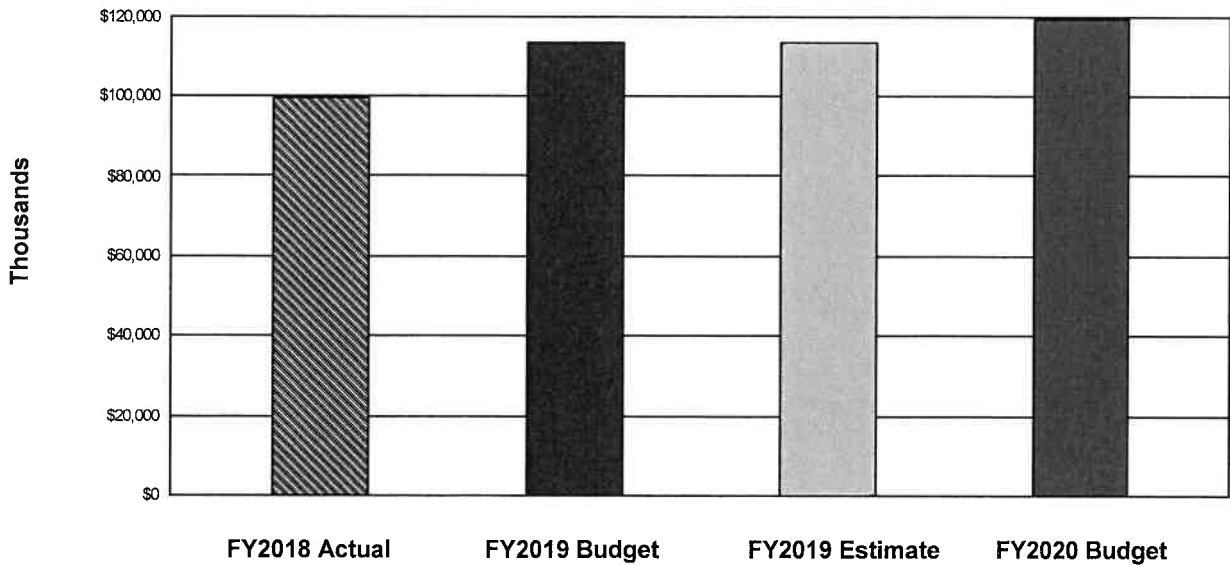
	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget	
Expenditures	Personnel Services	121,035	0	0	
	Other Services and Charges	99,261,605	113,634,740	113,634,740	
	Total M & O Expenditures	<u>99,382,640</u>	<u>113,634,740</u>	<u>113,634,740</u>	
	Debt Service & Other Uses	0	0	0	
	Total Expenditure	<u>99,382,640</u>	<u>113,634,740</u>	<u>113,634,740</u>	<u>119,150,425</u>
Revenues	99,382,640	113,634,740	113,634,740	119,150,425	
Staffing	Full-Time Equivalents - Civilian	0.9	0.0	0.0	
	Full-Time Equivalents - Classified	0.0	0.0	0.0	
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	
	Total	<u>0.9</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0

Significant Budget Changes and Highlights

o The Environmental Protection Agency (EPA) has listed the City of Houston on the EPA's Top 10 Green Power Partners list for using the most renewable electricity in the form of solar and wind. 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 10th in the nation among the top 100 EPA green partners.

o Includes funding for electricity and natural gas.

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



FISCAL YEAR 2020 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : General Services							
Fund No. /Bus Area No. : 1002 / 2500							
Division Description	FY2018 Actual		FY2019 Estimate		FY2020 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
GSD - Energy Management 250004							
Provides support for citywide electricity and natural gas activities.	0.9	99,382,640	0.0	113,634,740	0.0	119,150,425	
Total	<u>0.9</u>	<u>99,382,640</u>	<u>0.0</u>	<u>113,634,740</u>	<u>0.0</u>	<u>119,150,425</u>	

FISCAL YEAR 2020 BUDGET

Business Area Revenues Summary

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

Category	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Direct Interfund Services	99,382,268	113,634,740	113,634,740	119,150,425
Miscellaneous/Other	372	0	0	0
Grand Total Revenues	<u><u>99,382,640</u></u>	<u><u>113,634,740</u></u>	<u><u>113,634,740</u></u>	<u><u>119,150,425</u></u>



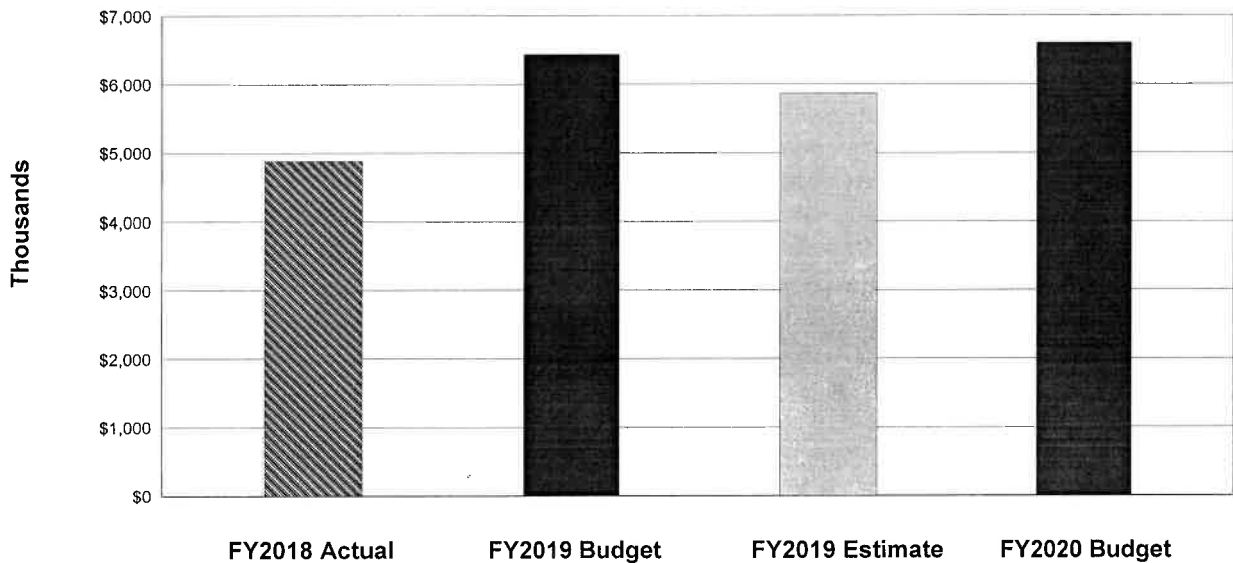
FISCAL YEAR 2020 BUDGET

Business Area Budget Summary

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

		FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Expenditures	Personnel Services	4,561,018	5,948,943	5,438,766	6,134,698
	Supplies	11,674	53,124	53,124	52,777
	Other Services and Charges	308,363	432,031	369,702	413,045
	Total M & O Expenditures	4,881,055	6,434,098	5,861,592	6,600,520
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	4,881,055	6,434,098	5,861,592	6,600,520
Revenues		4,881,055	6,434,098	5,861,592	6,600,520
Staffing	Full-Time Equivalents - Civilian	47.2	60.4	53.3	58.1
	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	47.2	60.4	53.3	58.1
	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 FY2020 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases. o The FY2020 Budget provides funding for financial, procurement, and accounts payable and receivable support to client departments within the City. Client departments include the Houston Fire Department, Fleet Management, Houston Information Technology Services, Houston Public Works, and General Services Department - Energy. 				

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



FISCAL YEAR 2020 BUDGET

Business Area Performance Measures				
Fund Name : Central Service Revolving Fund Business Area : Finance Department Fund No. /Bus. Area No. : 1002 / 6400				
Performance Measures	FY2018 Actual	FY2019 Target	FY2019 Estimate	FY2020 Target
Chargebacks Processed for Departments in 45 Days	100%	100%	100%	100%
Client Department Expenditures Adopted Budget vs Actual Utilization	100%	98%	99%	98%
Collection Rate for EMS	43%	42%	42%	42%
Collection Rate of Vendor Managed Revenues	45%	45%	45%	45%
Cost per Invoice Processed	\$30	\$41	\$39	\$44
Invoice Payments Processed within Payment Terms	88%	95%	89%	95%
Expenditures Adopted Budget vs Actual Utilization	76%	100%	91%	100%
Revenues Adopted Budget vs Actual Utilization	76%	100%	91%	100%

FISCAL YEAR 2020 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : Finance Department							
Fund No. /Bus Area No. : 1002 / 6400							
Division Description	FY2018 Actual		FY2019 Estimate		FY2020 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
Treasury and Capital Management 640003 The division coordinates and oversees the City's Capital Improvement Plan. There are dedicated specialists that provide customer service, capital planning and appropriation needs for Houston Information Technology Services and Fleet Management Department.	2.0	214,402	2.0	243,722	2.0	249,210	
Financial Planning & Analysis 640004 The division is responsible for budget development and monitoring financial activities, revenue and expense analysis, as well as day-to-day departmental support of routine transactions for Houston Information Technology Services, Houston Fire Department, General Services Department - Energy Management and Fleet Management.	9.0	1,248,910	10.7	1,511,353	13.0	1,955,603	
Financial Reporting & Operations 640005 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 Houston Public Works Departments. Provides centralized support in accounts receivable and collections functions for EMS activity in support of the Houston Fire Department.	27.6	2,564,437	30.8	3,062,246	33.3	3,302,157	
Strategic Procurement 640007 The division is responsible for all citywide IT related purchases via DIR or competitive/informal bid for Houston Information Technology Services, Fleet Management Department and the Houston Fire Department.	8.6	853,306	9.8	1,044,271	9.8	1,093,550	
Total	47.2	4,881,055	53.3	5,861,592	58.1	6,600,520	

FISCAL YEAR 2020 BUDGET

Business Area Revenues Summary

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

Category	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Direct Interfund Services	4,881,055	6,434,098	5,861,592	6,600,520
Grand Total Revenues	<u><u>4,881,055</u></u>	<u><u>6,434,098</u></u>	<u><u>5,861,592</u></u>	<u><u>6,600,520</u></u>

FISCAL YEAR 2020 BUDGET

Business Area Budget Summary

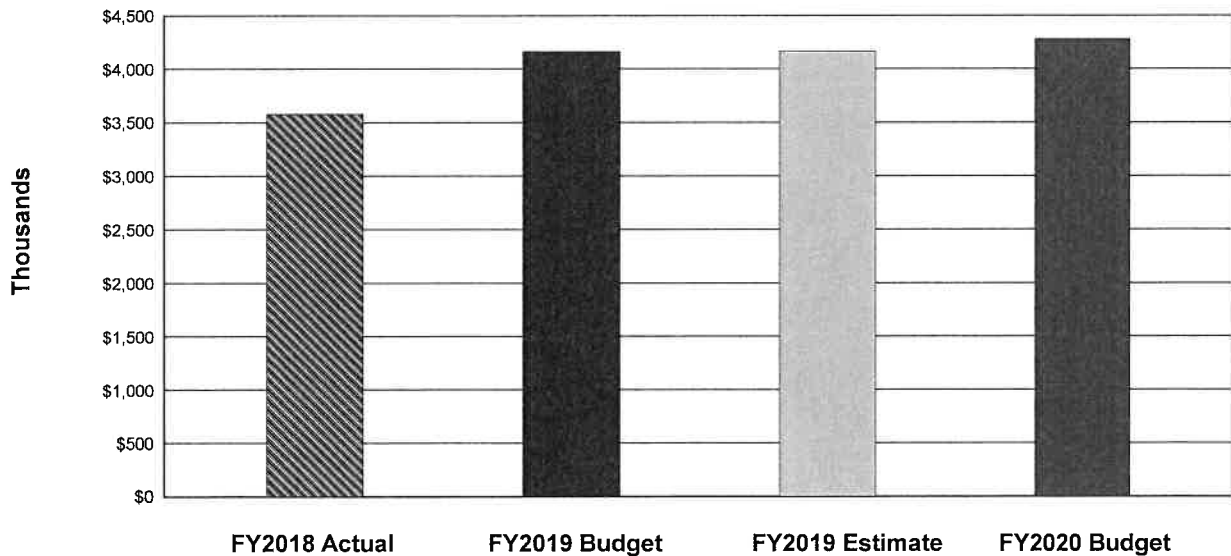
Fund Name : Central Service Revolving Fund
Business Area : Administration and Regulatory Affairs
Fund No. /Bus. Area No. : 1002 / 6500

		FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Expenditures	Supplies	289,489	395,600	395,600	394,750
	Other Services and Charges	3,291,586	3,768,936	3,768,936	3,883,630
	Total M & O Expenditures	<u>3,581,075</u>	<u>4,164,536</u>	<u>4,164,536</u>	<u>4,278,380</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>3,581,075</u>	<u>4,164,536</u>	<u>4,164,536</u>	<u>4,278,380</u>
Revenues		3,581,075	4,164,536	4,164,536	4,278,380
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0

Significant Budget Changes and Highlights

- o The FY2020 Budget includes the rate change for Lot C and Lot H from \$44.33 to \$54.69.
- o The FY2020 Budget includes the rate change at Tranquility Garage as follow:
 - City Pays All Access Card from \$81.00 to \$91.45.
 - City Portion Pay Access Card from \$53.94 to \$64.39.

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



FISCAL YEAR 2020 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : Administration and Regulatory Affairs							
Fund No. /Bus Area No. : 1002 / 6500							
Division Description	FY2018 Actual		FY2019 Estimate		FY2020 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
Central Services 650005 Provides a centralized service function for postage for citywide operating departments. Administers service contracts and processes related service billings.	0.0	332,034	0.0	380,000	0.0	380,000	
Print Shop 650006 Provides cost effective high volume copying services through interlocal agreement with Bayside Printing Inc. Provides printing services to various departments including: design, artwork, offset printing/copying, layout and a variety of finishing services.	0.0	722,683	0.0	1,000,000	0.0	1,000,000	
ARA - Payroll Services 650007 Manages the printing and distribution services of W-2 forms to all City employees.	0.0	14,750	0.0	15,816	0.0	15,000	
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 chargeback services in the Central Service Revolving Fund.	0.0	2,511,608	0.0	2,768,720	0.0	2,883,380	
Total	0.0	3,581,075	0.0	4,164,536	0.0	4,278,380	

FISCAL YEAR 2020 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	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Charges for Services	2,511,609	2,768,720	2,768,720	2,883,380
Direct Interfund Services	1,054,717	1,380,000	1,380,000	1,380,000
Miscellaneous/Other	14,749	15,816	15,816	15,000
Grand Total Revenues	<u>3,581,075</u>	<u>4,164,536</u>	<u>4,164,536</u>	<u>4,278,380</u>



FISCAL YEAR 2020 BUDGET

Business Area Budget Summary

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

	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget	
Expenditures	Personnel Services	11,433,453	12,325,330	11,239,751	23,949,573
	Supplies	197,745	141,550	124,473	241,220
	Other Services and Charges	38,137,156	42,740,016	42,316,232	47,658,844
	Equipment	437,902	45,094	79,199	0
	Total M & O Expenditures	50,206,256	55,251,990	53,759,655	71,849,637
	Debt Service & Other Uses	585,000	0	0	0
Total Expenditure	50,791,256	55,251,990	53,759,655	71,849,637	

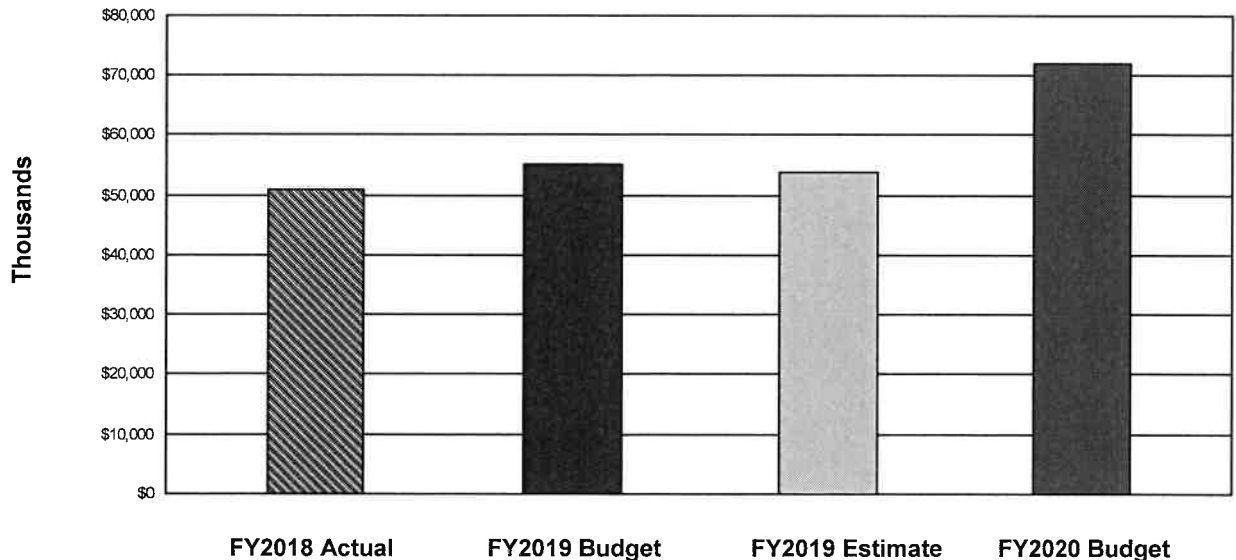
Revenues	50,791,256	55,251,990	53,759,655	71,849,637
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Staffing	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Full-Time Equivalents - Civilian	86.4	96.8	84.0	181.9
Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
Total	86.4	96.8	84.0	181.9
Full-Time Equivalents - Overtime	0.2	0.0	0.0	0.0

Significant Budget Changes and Highlights

- o The FY2020 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.
- o To improve efficiencies and increase transparency, the HITS General Fund was consolidated into the Central Services Revolving Fund in FY2020, with the exception of the Radio Communications Group. This resulted in an increase to budgeted expenditures and FTE's in FY2020.
- o The FY2020 Budget provides additional funding for the Microsoft Enterprise License Agreement, Cyber Security insurance and Wireless Communication Services.
- o Transfer of 7 Information Technology support FTEs from the Houston Fire Department to HITS.

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



FISCAL YEAR 2020 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund Business Area : Houston Information Technology Services Fund No. /Bus Area No. : 1002 / 6800							
Division Description	FY2018 Actual		FY2019 Estimate		FY2020 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
HITS - Director's Office Group 680001 Citywide IT oversight, administrative support in financial analysis and reporting, cost accounting, capital planning, project staffing, funds management, asset management, procurement, contract compliance, open records and accounts payable. Management of the Chief Information Security Office (CISO) with the mission of information security operations, governance, architecture, and cyber threat analysis to assist in ensuring citywide compliance.	6.4	5,532,299	7.0	6,747,540	20.2	8,715,625	
HITS - Applications 680002 Provides solutions for business processes to City departments and responsible for implementing and supporting enterprise systems such as ERP, commercial off-the-shelf applications like 3-1-1, Fleet, the Contact Center, 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.	32.8	11,856,937	32.0	12,123,621	57.0	15,928,623	
HITS - Infrastructure Group 680003 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.	5.3	25,944,446	6.0	27,454,240	57.8	38,409,670	
HITS - Public Safety 680005 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 desktops 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.	20.6	4,445,780	18.0	4,372,757	19.9	4,628,163	
HITS - Client Solutions 680006 Manages operational costs associated with the Court System for Management of Resources and Technology (CSMART). The operational costs include server operation system management, payment and image system management, scanning control and data base management.	10.0	1,423,843	10.0	1,564,827	11.6	1,909,289	

FISCAL YEAR 2020 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund Business Area : Houston Information Technology Services Fund No. /Bus Area No. : 1002 / 6800							
Division Description	FY2018 Actual		FY2019 Estimate		FY2020 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
HITS - Project Group 680007 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.	11.3	1,587,951	11.0	1,496,670	15.4	2,258,267	
Total	86.4	50,791,256	84.0	53,759,655	181.9	71,849,637	

FISCAL YEAR 2020 BUDGET

Business Area Revenues Summary

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

Category	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Direct Interfund Services	47,792,673	52,135,829	50,826,634	68,718,180
Miscellaneous/Other	2,998,583	3,116,161	2,933,021	3,131,457
Grand Total Revenues	<u><u>50,791,256</u></u>	<u><u>55,251,990</u></u>	<u><u>53,759,655</u></u>	<u><u>71,849,637</u></u>

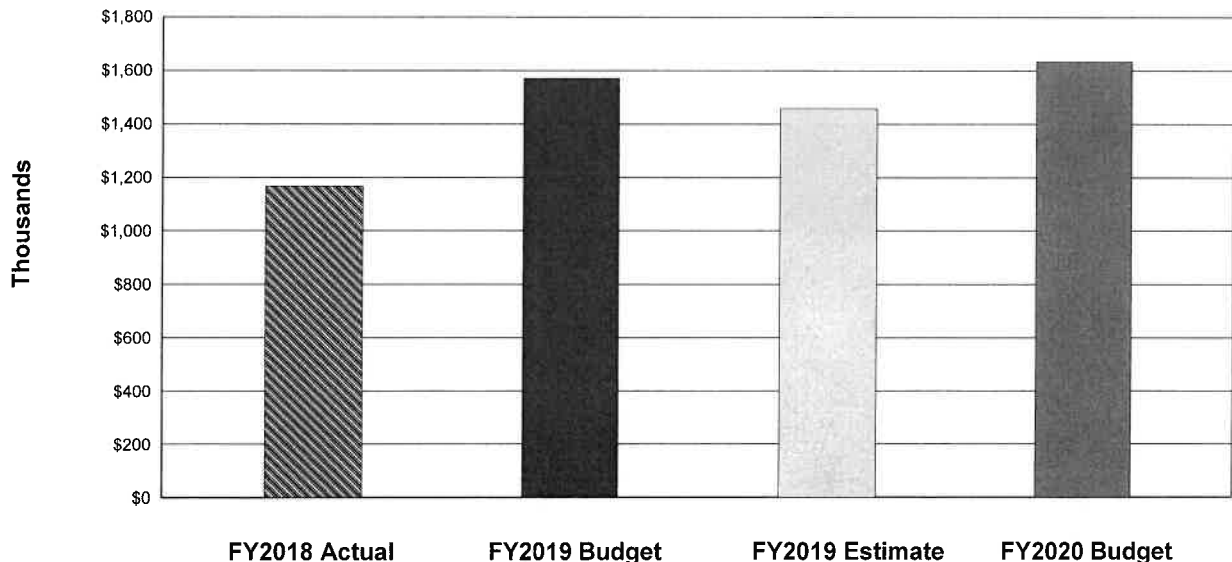
FISCAL YEAR 2020 BUDGET

Business Area Budget Summary

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

		FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Expenditures	Personnel Services	1,049,357	1,335,494	1,272,726	1,373,268
	Supplies	15,173	25,466	25,466	25,466
	Other Services and Charges	95,020	209,773	159,497	234,463
	Equipment	7,713	0	0	0
	Total M & O Expenditures	<u>1,167,263</u>	<u>1,570,733</u>	<u>1,457,689</u>	<u>1,633,197</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>1,167,263</u>	<u>1,570,733</u>	<u>1,457,689</u>	<u>1,633,197</u>
Revenues		1,167,263	1,570,733	1,457,689	1,633,197
Staffing	Full-Time Equivalents - Civilian	10.5	11.5	10.5	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	<u>10.5</u>	<u>11.5</u>	<u>10.5</u>	<u>11.5</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2020 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.				

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



FISCAL YEAR 2020 BUDGET

Business Area Performance Measures

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

Performance Measures	FY2018 Actual	FY2019 Target	FY2019 Estimate	FY2020 Target
Property Addresses Assigned Prior to Planning Commission Approval	58%	58%	58%	58%
Expenditures Adopted Budget vs Actual Utilization	81%	100%	93%	100%
Revenues Adopted Budget vs Actual Utilization	81%	100%	93%	100%

FISCAL YEAR 2020 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : Planning & Development							
Fund No. /Bus Area No. : 1002 / 7000							
Division Description	FY2018 Actual		FY2019 Estimate		FY2020 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
PD - GIS Services 700002							
This division 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.	10.5	1,167,263	10.5	1,457,689	11.5	1,633,197	
Total	10.5	1,167,263	10.5	1,457,689	11.5	1,633,197	

FISCAL YEAR 2020 BUDGET

Business Area Revenues Summary

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

Category	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Direct Interfund Services	319,821	543,890	452,800	555,846
Miscellaneous/Other	847,442	1,026,843	1,004,889	1,077,351
Grand Total Revenues	<u><u>1,167,263</u></u>	<u><u>1,570,733</u></u>	<u><u>1,457,689</u></u>	<u><u>1,633,197</u></u>

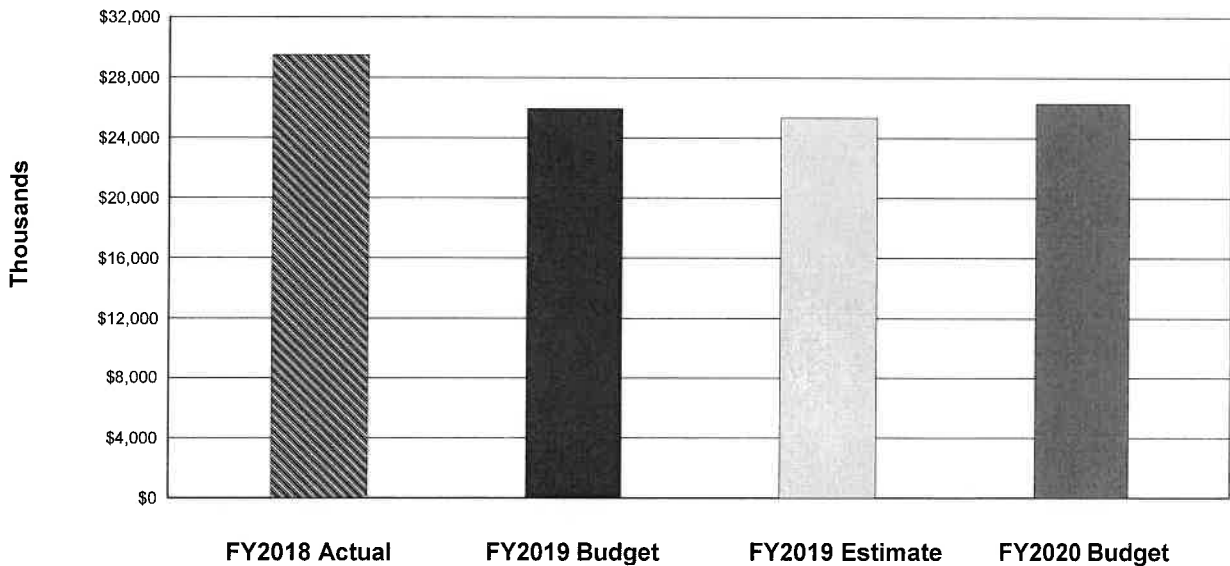
FISCAL YEAR 2020 BUDGET

Business Area Budget Summary

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

		FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Expenditures	Personnel Services	13,917,482	16,013,886	15,774,944	16,869,140
	Supplies	76,129	129,752	91,069	76,806
	Other Services and Charges	15,483,909	9,719,979	9,459,648	9,313,129
	Equipment	0	34,316	19,316	0
	Non-Capital Equipment	15,142	40,571	15,905	29,885
	Total M & O Expenditures	29,492,662	25,938,504	25,360,882	26,288,960
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	29,492,662	25,938,504	25,360,882	26,288,960
Revenues		29,492,662	25,938,504	25,360,882	26,288,960
Staffing	Full-Time Equivalents - Civilian	146.2	172.0	164.9	170.3
	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	146.2	172.0	164.9	170.3
	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 FY2020 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases. o Contingent Workforce will continue to manage annual spending of \$7.6 million in FY2020. o Captain & Sr. Captain exams (for Houston Fire Department) facilitated by HR Client Services are not required in FY2020 resulting in a reduction of \$545,000 in contractual services. 				

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



FISCAL YEAR 2020 BUDGET

Business Area Performance Measures

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

Performance Measures	FY2018 Actual	FY2019 Target	FY2019 Estimate	FY2020 Target
Temporary Employee Pay Rate	\$20	\$20	\$20	\$20
Temporary Employee Utilization by Headcount	536	539	678	650
Temporary Employee Utilization by Hours Worked	70,770	70,770	97,514	80,000
Expenditures Adopted Budget vs Actual Utilization	79%	100%	98%	100%
Revenues Adopted Budget vs Actual Utilization	79%	100%	98%	100%

FISCAL YEAR 2020 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : Human Resources							
Fund No. /Bus Area No. : 1002 / 8000							
Division Description		FY2018 Actual		FY2019 Estimate		FY2020 Budget	
		FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
Contingent Workforce Services	800011						
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).		1.5	14,172,010	1.0	7,588,365	1.0	7,590,954
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.		130.6	13,632,992	147.4	15,933,262	152.8	16,780,252
Learning and Development Center	800030						
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 five multi-session signature programs. The Center's Organizational Development program provides consultation services, custom-designed improvement programs, and results-based solutions.		14.1	1,687,660	16.5	1,839,255	16.5	1,917,754
Total		146.2	29,492,662	164.9	25,360,882	170.3	26,288,960

FISCAL YEAR 2020 BUDGET

Business Area Revenues Summary

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

Category	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Charges for Services	14,091,636	16,840,949	16,256,671	17,116,943
Direct Interfund Services	15,351,201	9,097,555	9,104,211	9,172,017
Miscellaneous/Other	49,825	0	0	0
Grand Total Revenues	29,492,662	25,938,504	25,360,882	26,288,960