

FISCAL YEAR 2021 BUDGET

Fund Summary

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

	<u>FY2020</u> <u>Current Budget</u>	<u>FY2020</u> <u>Estimate</u>	<u>FY2021</u> <u>Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	229,801,119	216,684,202	223,859,769
Total Available Resources	<u>229,801,119</u>	<u>216,684,202</u>	<u>223,859,769</u>
Maintenance and Operations	229,801,119	216,684,202	223,859,769
Operating Transfers	0	0	0
Total Expenditures	<u>229,801,119</u>	<u>216,684,202</u>	<u>223,859,769</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>229,801,119</u></u>	<u><u>216,684,202</u></u>	<u><u>223,859,769</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 FY2020 Budget, the FY2020 Estimate and the FY2021 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 2021 BUDGET

Business Area Budget Summary

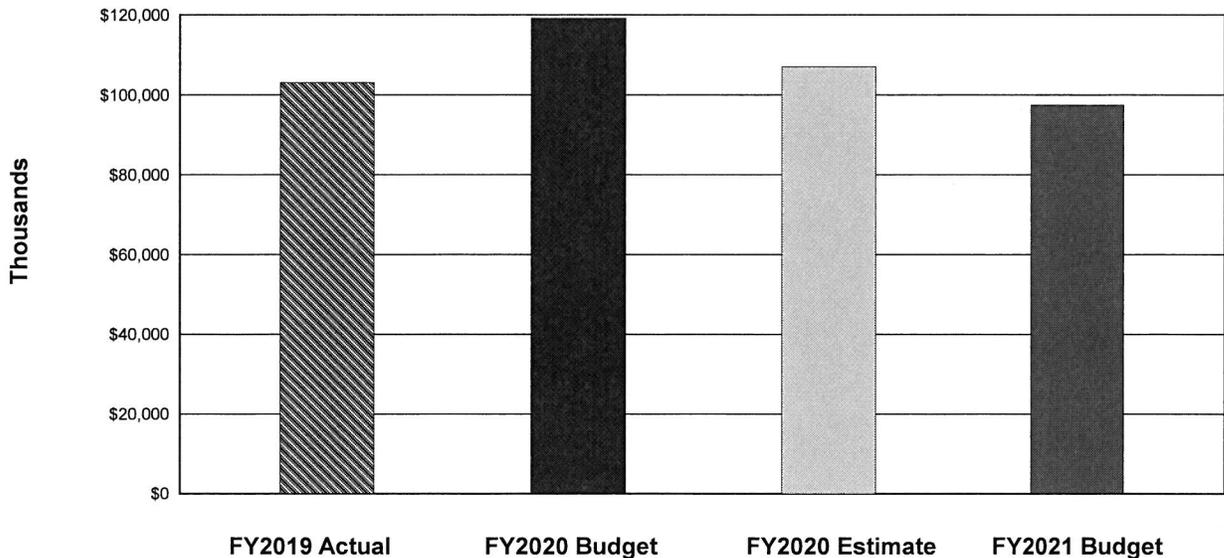
Fund Name : Central Service Revolving Fund
Business Area : General Services
Fund No. /Bus. Area No. : 1002 / 2500

		FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Expenditures	Other Services and Charges	103,030,057	119,150,425	107,045,980	97,466,949
	Total M & O Expenditures	103,030,057	119,150,425	107,045,980	97,466,949
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	103,030,057	119,150,425	107,045,980	97,466,949
Revenues		103,030,057	119,150,425	107,045,980	97,466,949
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0

Significant Budget Changes and Highlights

- o 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 FY2021 Budget is 18% lower than FY2020 Budget mainly due to the new electricity supply agreement.
- o CenterPoint Rate Case was conducted on February 14, 2020 and resulted in new adjusted rates.
- o Streetlight rates will be adjusted by 27.31% for the first 30 months beginning July 1, 2020 causing savings in FY2021 electricity budget.
- o FY2021 Budget includes citywide funding for electricity and natural gas.

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



FISCAL YEAR 2021 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : General Services							
Fund No. /Bus Area No. : 1002 / 2500							
Division Description		FY2019 Actual		FY2020 Estimate		FY2021 Budget	
		FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
GSD - Energy Management	250004						
Provides support for citywide electricity and natural gas activities.		0.0	103,030,057	0.0	107,045,980	0.0	97,466,949
Total		0.0	103,030,057	0.0	107,045,980	0.0	97,466,949

FISCAL YEAR 2021 BUDGET

Business Area Revenues Summary

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

Category	FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Direct Interfund Services	103,030,057	119,150,425	107,045,980	97,466,949
Grand Total Revenues	<u><u>103,030,057</u></u>	<u><u>119,150,425</u></u>	<u><u>107,045,980</u></u>	<u><u>97,466,949</u></u>



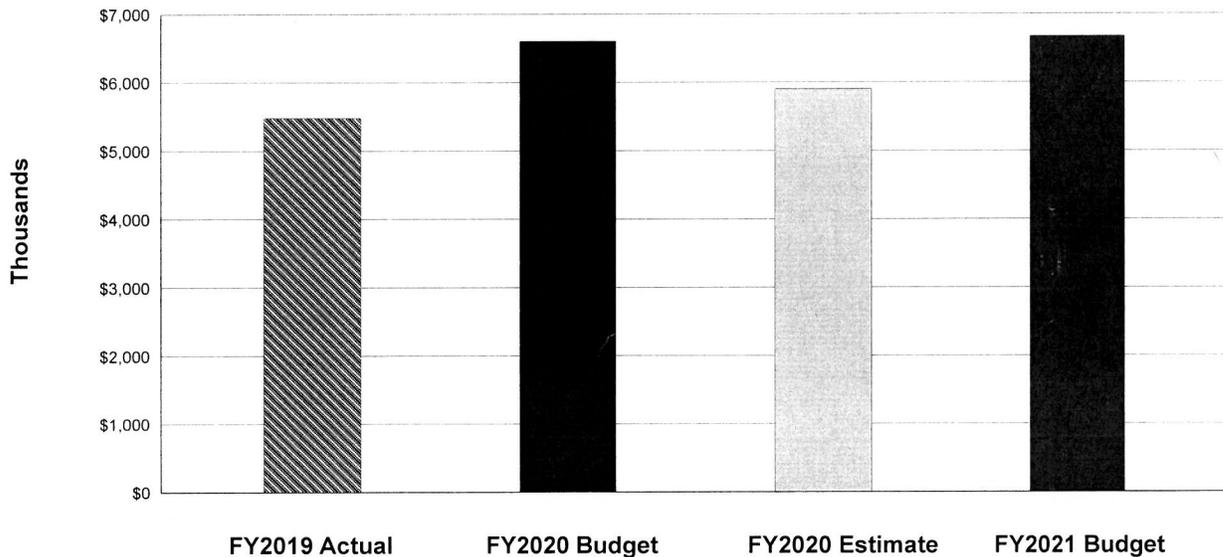
FISCAL YEAR 2021 BUDGET

Business Area Budget Summary

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

		FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Expenditures	Personnel Services	5,216,009	6,102,698	5,416,080	6,154,657
	Supplies	5,654	47,777	31,390	30,202
	Other Services and Charges	255,722	450,045	449,662	485,528
	Total M & O Expenditures	<u>5,477,385</u>	<u>6,600,520</u>	<u>5,897,132</u>	<u>6,670,387</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>5,477,385</u>	<u>6,600,520</u>	<u>5,897,132</u>	<u>6,670,387</u>
Revenues		5,477,385	6,600,520	5,897,132	6,670,387
Staffing	Full-Time Equivalents - Civilian	49.4	58.1	52.2	58.2
	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>49.4</u>	<u>58.1</u>	<u>52.2</u>	<u>58.2</u>
	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 FY2021 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases. o The FY2021 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 2021 BUDGET

Business Area Performance Measures				
Fund Name : Central Service Revolving Fund Business Area : Finance Department Fund No. /Bus. Area No. : 1002 / 6400				
Performance Measures	FY2019 Actual	FY2020 Target	FY2020 Estimate	FY2021 Target
Chargebacks Processed for Departments in 45 Days	100%	100%	100%	100%
Client Department Expenditures Adopted Budget vs Actual Utilization	97%	98%	99%	98%
Collection Rate for EMS	37%	42%	35%	35%
Collection Rate of Vendor Managed Revenues	43%	45%	42%	43%
Cost per Invoice Processed	\$34	\$44	\$40	\$44
Invoice Payments Processed within Payment Terms	89%	95%	90%	95%
Expenditures Adopted Budget vs Actual Utilization	85%	100%	89%	100%
Revenues Adopted Budget vs Actual Utilization	85%	100%	89%	100%

FISCAL YEAR 2021 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund						
Business Area : Finance Department						
Fund No. /Bus Area No. : 1002 / 6400						
Division Description	FY2019 Actual		FY2020 Estimate		FY2021 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.	1.9	239,392	1.4	201,124	2.0	258,225
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.	9.3	1,278,717	8.5	1,337,213	12.9	1,853,601
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.	28.8	2,969,667	32.5	3,311,990	33.5	3,415,317
Strategic Procurement 640007 The division is responsible for all citywide IT formal and informal procurements as well as all purchases via DIR. The division is also responsible for all purchases on behalf of the Fleet Management Department and the Houston Fire Departments.	9.4	989,609	9.8	1,046,805	9.8	1,143,244
Total	49.4	5,477,385	52.2	5,897,132	58.2	6,670,387

FISCAL YEAR 2021 BUDGET

Business Area Revenues Summary

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

Category	FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Direct Interfund Services	5,474,689	6,600,520	5,897,132	6,670,387
Miscellaneous/Other	2,696	0	0	0
Grand Total Revenues	<u><u>5,477,385</u></u>	<u><u>6,600,520</u></u>	<u><u>5,897,132</u></u>	<u><u>6,670,387</u></u>

FISCAL YEAR 2021 BUDGET

Business Area Budget Summary

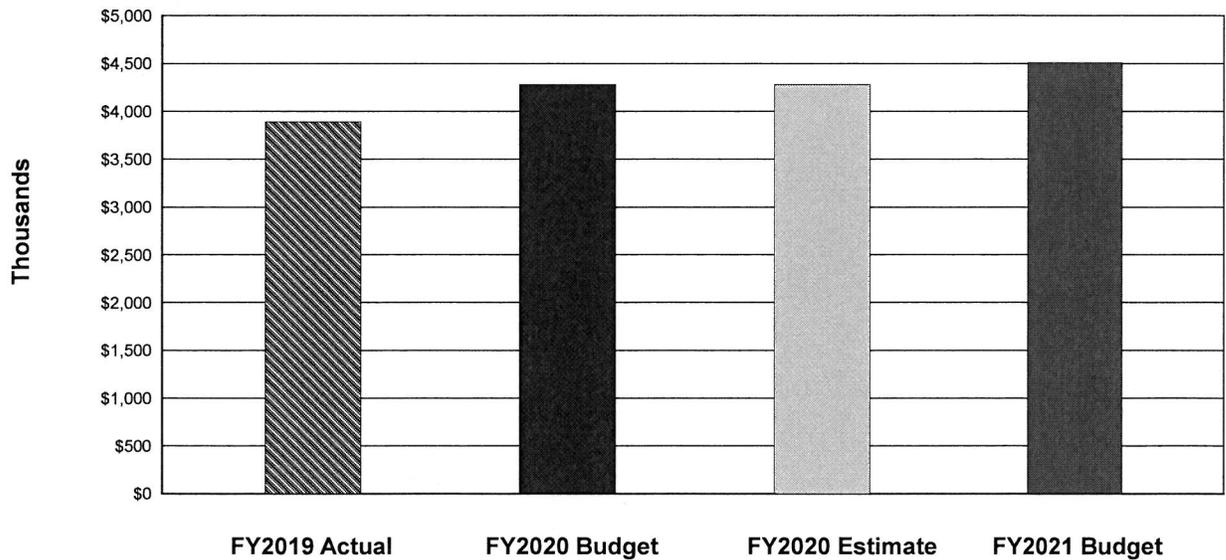
Fund Name : Central Service Revolving Fund
Business Area : Administration and Regulatory Affairs
Fund No. /Bus. Area No. : 1002 / 6500

		FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Expenditures	Supplies	374,000	394,750	394,750	464,750
	Other Services and Charges	3,515,688	3,883,630	3,883,630	4,043,767
	Total M & O Expenditures	<u>3,889,688</u>	<u>4,278,380</u>	<u>4,278,380</u>	<u>4,508,517</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>3,889,688</u>	<u>4,278,380</u>	<u>4,278,380</u>	<u>4,508,517</u>
Revenues		3,889,688	4,278,380	4,278,380	4,508,517
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 FY2021 Budget includes the rate change for Lot C and Lot H from \$54.69 to \$65.05.
- o The FY2021 Budget includes the rate change at Tranquility Garage as follow:
 - City Pays All Access Card from \$91.45 to \$101.40.
 - City Portion Pay Access Card from \$64.39 to \$74.34.

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



FISCAL YEAR 2021 BUDGET

Division Summary

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

Division Description	FY2019 Actual		FY2020 Estimate		FY2021 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	365,000	0.0	380,000	0.0	450,000
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	977,041	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	9,182	0.0	15,000	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	2,538,465	0.0	2,883,380	0.0	3,043,517
Total	0.0	3,889,688	0.0	4,278,380	0.0	4,508,517

FISCAL YEAR 2021 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	FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Charges for Services	2,538,465	2,883,380	2,883,380	3,043,517
Direct Interfund Services	1,336,326	1,380,000	1,380,000	1,450,000
Miscellaneous/Other	14,897	15,000	15,000	15,000
Grand Total Revenues	<u><u>3,889,688</u></u>	<u><u>4,278,380</u></u>	<u><u>4,278,380</u></u>	<u><u>4,508,517</u></u>



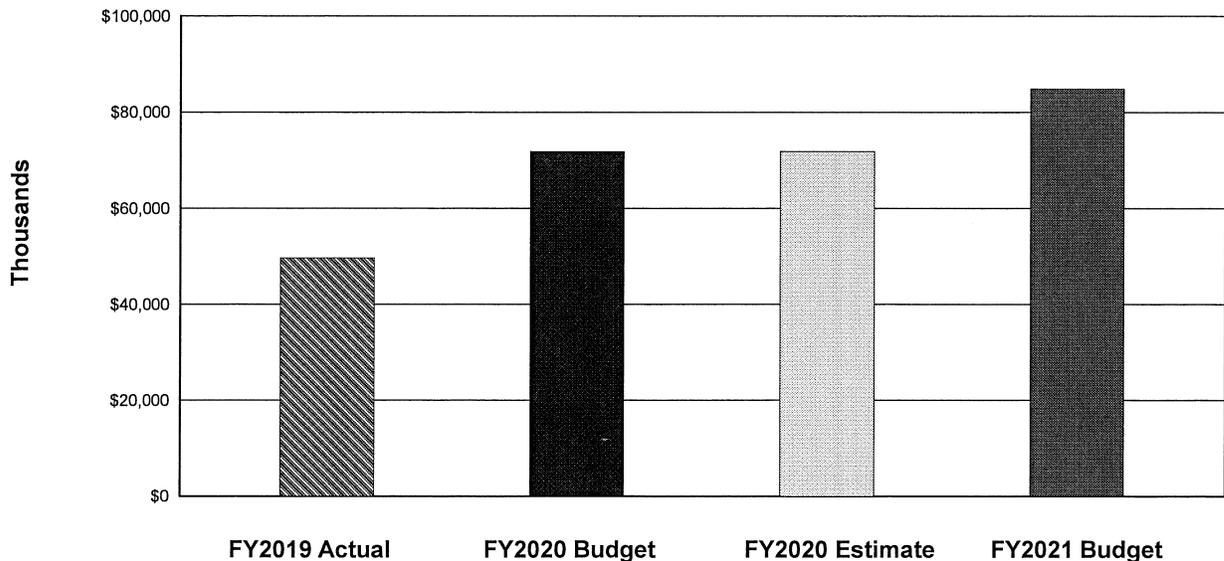
FISCAL YEAR 2021 BUDGET

Business Area Budget Summary

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

		FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Expenditures	Personnel Services	11,082,997	21,620,298	21,801,150	28,653,114
	Supplies	(10,285)	238,894	221,646	880,637
	Other Services and Charges	37,476,223	49,749,788	49,668,605	55,153,330
	Equipment	690,732	240,657	158,236	180,000
	Total M & O Expenditures	<u>49,239,667</u>	<u>71,849,637</u>	<u>71,849,637</u>	<u>84,867,081</u>
	Debt Service & Other Uses	412,000	0	0	0
	Total Expenditure	<u>49,651,667</u>	<u>71,849,637</u>	<u>71,849,637</u>	<u>84,867,081</u>
Revenues		49,651,667	71,849,637	71,849,637	84,867,081
Staffing	Full-Time Equivalents - Civilian	87.4	181.9	143.5	211.7
	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	<u>87.4</u>	<u>181.9</u>	<u>143.5</u>	<u>211.7</u>
	Full-Time Equivalents - Overtime	0.1	0.0	0.0	2.5
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2021 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases. o To improve efficiencies and increase transparency, HITS consolidated their remaining division (Radio Communications) from the General Fund to the Central Services Revolving Fund in FY2021. This resulted in an increase to budgeted expenditures and FTE's in FY2021. o The FY2021 Budget includes transfer of 1 FTE to the Houston Health Department. 				

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



FISCAL YEAR 2021 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund Business Area : Houston Information Technology Services Fund No. /Bus Area No. : 1002 / 6800							
Division Description	FY2019 Actual		FY2020 Estimate		FY2021 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.	7.6	5,713,013	18.5	10,145,897	29.0	11,092,231	
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.	35.1	12,085,156	50.0	15,950,530	52.2	18,073,599	
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.	5.8	24,483,786	40.5	37,907,664	55.1	39,667,045	
HITS - Public Safety 680005 Provides planning, management, and operations for mission critical IT systems within the Houston Emergency Center and over 30 external agencies. Supports Police, Fire, Emergency Management, Public Works and other departments. Manages infrastructure, applications and radio communications on 24X7 basis. Provides on-scene support during activations of the City's Emergency Operations Center and special events.	18.5	4,204,767	18.0	4,472,708	49.3	11,602,653	
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 database management.	9.7	1,419,968	9.0	1,513,095	11.6	1,970,403	

FISCAL YEAR 2021 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : Houston Information Technology Services							
Fund No. /Bus Area No. : 1002 / 6800							
Division Description	FY2019 Actual		FY2020 Estimate		FY2021 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.	10.7	1,744,977	7.5	1,859,743	14.5	2,461,150	
Total	87.4	49,651,667	143.5	71,849,637	211.7	84,867,081	

FISCAL YEAR 2021 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	FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Charges for Services	0	0	1,253,370	1,300,000
Direct Interfund Services	46,641,878	68,718,180	67,498,460	79,894,082
Miscellaneous/Other	3,009,789	3,131,457	3,097,807	3,672,999
Grand Total Revenues	<u><u>49,651,667</u></u>	<u><u>71,849,637</u></u>	<u><u>71,849,637</u></u>	<u><u>84,867,081</u></u>

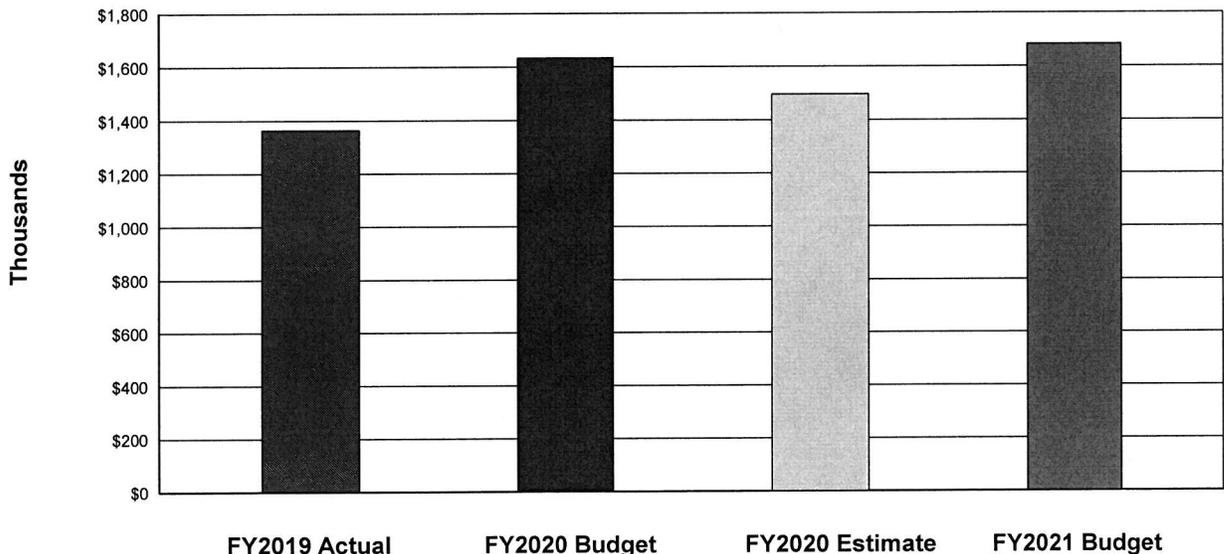
FISCAL YEAR 2021 BUDGET

Business Area Budget Summary

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

		FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Expenditures	Personnel Services	1,219,634	1,373,268	1,268,269	1,413,862
	Supplies	16,040	25,466	25,466	25,466
	Other Services and Charges	128,076	234,463	201,468	241,887
	Total M & O Expenditures	<u>1,363,750</u>	<u>1,633,197</u>	<u>1,495,203</u>	<u>1,681,215</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>1,363,750</u>	<u>1,633,197</u>	<u>1,495,203</u>	<u>1,681,215</u>
Revenues		1,363,750	1,633,197	1,495,203	1,681,215
Staffing	Full-Time Equivalents - Civilian	11.0	11.5	11.0	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>11.0</u>	<u>11.5</u>	<u>11.0</u>	<u>11.5</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2021 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.				

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



FISCAL YEAR 2021 BUDGET

Business Area Performance Measures

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

Performance Measures	FY2019 Actual	FY2020 Target	FY2020 Estimate	FY2021 Target
Projects completed within 3 days	N/A	N/A	N/A	100%
Property Addresses Assigned Prior to Planning Commission Approval	58%	58%	58%	58%
Expenditures Adopted Budget vs Actual Utilization	87%	100%	92%	100%
Revenues Adopted Budget vs Actual Utilization	87%	100%	92%	100%

FISCAL YEAR 2021 BUDGET

Division Summary						
Fund Name : Central Service Revolving Fund						
Business Area : Planning & Development						
Fund No. /Bus Area No. : 1002 / 7000						
Division Description	FY2019 Actual		FY2020 Estimate		FY2021 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 assigns official City addresses and 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.	11.0	1,363,750	11.0	1,495,203	11.5	1,681,215
Total	11.0	1,363,750	11.0	1,495,203	11.5	1,681,215

FISCAL YEAR 2021 BUDGET

Business Area Revenues Summary

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

Category	FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Direct Interfund Services	409,619	555,846	440,507	573,267
Miscellaneous/Other	954,131	1,077,351	1,054,696	1,107,948
Grand Total Revenues	<u><u>1,363,750</u></u>	<u><u>1,633,197</u></u>	<u><u>1,495,203</u></u>	<u><u>1,681,215</u></u>

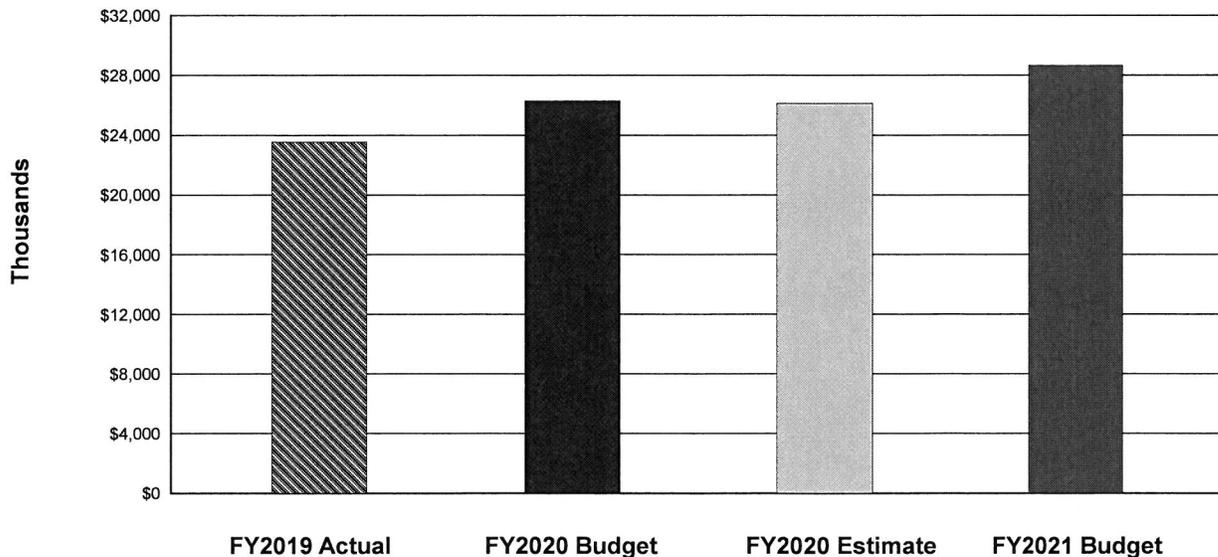
FISCAL YEAR 2021 BUDGET

Business Area Budget Summary

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

		FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Expenditures	Personnel Services	15,111,670	16,869,140	16,471,315	18,025,760
	Supplies	103,062	70,806	75,600	114,159
	Other Services and Charges	8,299,330	9,309,618	9,538,095	10,441,161
	Equipment	15,969	0	0	0
	Non-Capital Equipment	7,184	39,396	32,860	84,540
	Total M & O Expenditures	<u>23,537,215</u>	<u>26,288,960</u>	<u>26,117,870</u>	<u>28,665,620</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>23,537,215</u>	<u>26,288,960</u>	<u>26,117,870</u>	<u>28,665,620</u>
Revenues		23,537,215	26,288,960	26,117,870	28,665,620
Staffing	Full-Time Equivalents - Civilian	174.0	170.3	168.0	178.0
	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>174.0</u>	<u>170.3</u>	<u>168.0</u>	<u>178.0</u>
	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 FY2021 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases. o Contingent Workforce will continue to manage annual spending of \$6.4 million in FY2021. o FY2021 Budget includes funding for Captain and Sr. Captain bi-annual exams. o Physical Exam and Drug Testing is being realigned to Physical & Drug Testing Division from Workers' Compensation (Fund 1011). o Learning and Development Center was reorganized to become a Corporate University with a new name of Talent and Organizational Development in FY2021. 				

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



FISCAL YEAR 2021 BUDGET

Business Area Performance Measures				
Fund Name : Central Service Revolving Fund Business Area : Human Resources Fund No. /Bus. Area No. : 1002 / 8000				
Performance Measures	FY2019 Actual	FY2020 Target	FY2020 Estimate	FY2021 Target
Cycle Time to design & develop training	N/A	N/A	N/A	48 hrs
Talent & Organizational Development Activity & Utilization	N/A	N/A	N/A	95%
Talent & Organizational Development Training Effectiveness	N/A	N/A	N/A	95%
Temporary Employee Pay Rate	\$20	\$20	\$20	\$20
Temporary Employee Utilization by Headcount	536	650	678	650
Temporary Employee Utilization by Hours Worked	70,770	80,000	97,514	80,000
Time that it takes to design & develop training	N/A	N/A	N/A	15-30 days
Expenditures Adopted Budget vs Actual Utilization	91%	100%	99%	100%
Revenues Adopted Budget vs Actual Utilization	91%	100%	99%	100%

FISCAL YEAR 2021 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : Human Resources							
Fund No. /Bus Area No. : 1002 / 8000							
Division Description	FY2019 Actual		FY2020 Estimate		FY2021 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
HR - 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).	1.0	6,317,364	1.0	7,578,330	1.0	6,414,956	
HR - Client Relations Group 800020 A consolidated entity that originates and leads Human Resources practices and objectives. This division fosters an employee-oriented, high performance culture that emphasizes goal attainment, team spirit, superior customer service, quality work, high efficiency, and productivity for the Governmental Division.	70.4	7,177,716	77.0	8,477,709	69.0	7,902,376	
HR - Physical & Drug Testing 800021 The Physical Exam and Drug Testing section provides citywide drug testing for all applicants and employees. Additional services include timely medical screenings for individuals who require adequate vision and hearing to execute job functions.	0.0	0	0.0	0	4.0	889,197	
HR - Client Services HPW Group 800022 A consolidated entity that originates and leads Human Resources practices and objectives. This division fosters an employee-oriented, high performance culture that emphasizes goal attainment, team spirit, superior customer service, quality work, high efficiency, and productivity for the Houston Public Works Division.	34.0	2,991,501	33.5	3,219,580	34.0	3,225,889	
HR - Client Services HAS Group 800023 A consolidated entity that originates and leads Human Resources practices and objectives. This division fosters an employee-oriented, high performance culture that emphasizes goal attainment, team spirit, superior customer service, quality work, high efficiency, and productivity for the Houston Airport System Division.	14.8	985,011	14.0	1,044,543	14.0	1,602,105	
HR - Client Services Classified Group 800024 A consolidated entity that originates and leads Human Resources practices and objectives. This division fosters an employee-oriented, high performance culture that emphasizes goal attainment, team spirit, superior customer service, quality work, high efficiency, and productivity for the Houston Fire & Police Department Division.	35.2	4,365,679	26.0	3,971,114	29.0	4,370,218	

FISCAL YEAR 2021 BUDGET

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : Human Resources							
Fund No. /Bus Area No. : 1002 / 8000							
Division Description	FY2019 Actual		FY2020 Estimate		FY2021 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
HR - Revolving Fund Restricted 800025 The financial support and services for the client services division.	0.0	0	0.0	0	1.0	1,042,168	
HR - Information Management 800026 The HR Information Management Division is the hub and go-to resource for all matters of systems enhancement, data exchange, employee data and project management. The team's key focus is to drive innovation and transform processes that help lead the organization into the future. This division also includes Employee Records.	0.0	0	0.0	0	8.0	815,552	
HR - Talent & Organizational Development 800031 The Office of Talent & Organizational Development promotes and fosters a culture of continuous learning through an array of advanced and diverse programs in support of the organization's commitment to employee development and enrichment that maximizes efficiency linked to professional and organizational goals.	18.6	1,699,944	16.5	1,826,594	18.0	2,403,159	
Total	174.0	23,537,215	168.0	26,117,870	178.0	28,665,620	

FISCAL YEAR 2021 BUDGET

Business Area Revenues Summary

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

Category	FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Charges for Services	15,669,192	17,116,943	16,916,172	20,162,461
Direct Interfund Services	7,692,536	9,172,017	9,201,698	8,503,159
Interest	172,217	0	0	0
Miscellaneous/Other	3,270	0	0	0
Grand Total Revenues	<u><u>23,537,215</u></u>	<u><u>26,288,960</u></u>	<u><u>26,117,870</u></u>	<u><u>28,665,620</u></u>