

# FISCAL YEAR 2022 BUDGET

## Fund Summary

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

	FY2021 Current Budget	FY2021 Estimate	FY2022 Budget
Beginning Fund Balance	0	0	0
Current Revenues	223,859,769	207,631,439	225,556,599
Total Available Resources	223,859,769	207,631,439	225,556,599
Maintenance and Operations	223,859,769	207,631,439	225,556,599
Operating Transfers	0	0	0
Total Expenditures	223,859,769	207,631,439	225,556,599
Planned Ending Fund Balance	0	0	0
Total Budget	223,859,769	207,631,439	225,556,599
<b>Fund Balance Distribution</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 FY2021 Budget, the FY2021 Estimate and the FY2022 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.

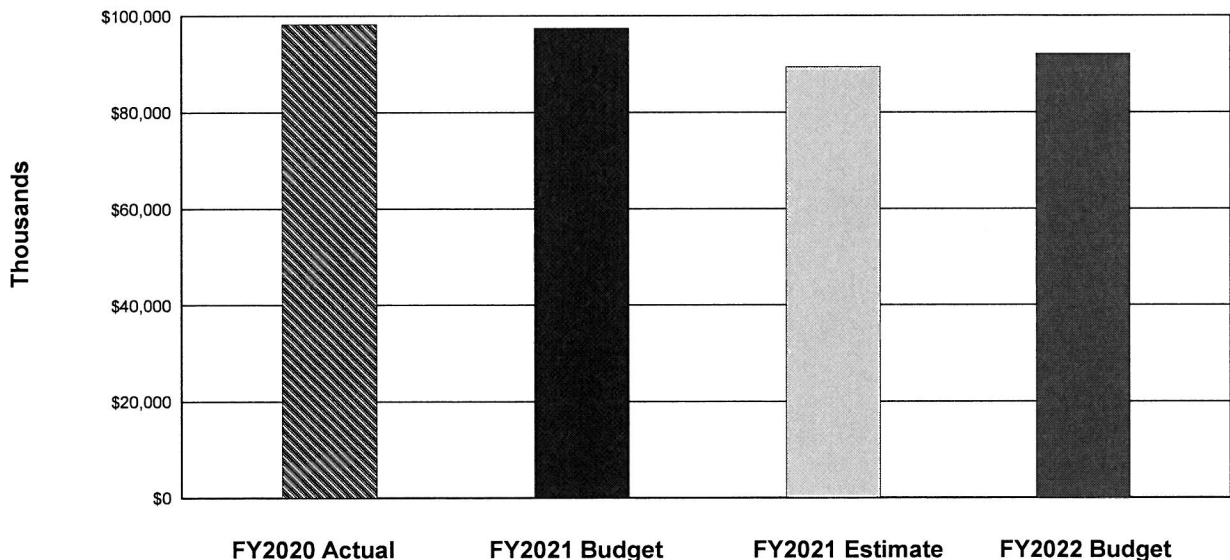
**FISCAL YEAR 2022 BUDGET**

**Business Area Budget Summary**

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

		<b>FY2020 Actual</b>	<b>FY2021 Current Budget</b>	<b>FY2021 Estimate</b>	<b>FY2022 Budget</b>
Expenditures	Other Services and Charges	98,251,145	97,466,949	89,417,149	<b>92,117,610</b>
	Total M & O Expenditures	98,251,145	97,466,949	89,417,149	<b>92,117,610</b>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	98,251,145	97,466,949	89,417,149	<b>92,117,610</b>
Revenues		98,251,145	97,466,949	89,417,149	<b>92,117,610</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	<ul style="list-style-type: none"> <li>o 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 15th in the nation among the top 100 EPA green partners. The City of Houston has also entered into a 5 year 100% renewable electricity supply agreement with Reliant Energy Retail Services LLC, further solidifying its commitment to energy sustainability and responsibility.</li> <li>o FY2022 Electricity Budget is 7% lower than the FY2021 Electricity Budget due to lower estimated consumption.</li> <li>o Streetlight rates were reduced to 27.3% for the first 30 months beginning July 1, 2020 causing savings to continue in the FY2022 Electricity Budget.</li> <li>o FY2022 Budget includes citywide funding for electricity and natural gas.</li> </ul>				

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



**FISCAL YEAR 2022 BUDGET**

**Division Summary**

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

Division Description	FY2020 Actual		FY2021 Estimate		FY2022 Budget	
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
<b>GSD - Energy Management</b> <b>250004</b> Provides support for citywide electricity and natural gas activities.	0.0	98,251,145	0.0	89,417,149	0.0	92,117,610
<b>Total</b>	<b>0.0</b>	<b>98,251,145</b>	<b>0.0</b>	<b>89,417,149</b>	<b>0.0</b>	<b>92,117,610</b>

**FISCAL YEAR 2022 BUDGET**

**Business Area Revenues Summary**

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

Category	FY2020 Actual	FY2021 Current Budget	FY2021 Estimate	FY2022 Budget
Direct Interfund Services	98,243,674	97,466,949	89,417,149	<b>92,117,610</b>
Miscellaneous/Other	7,471	0	0	<b>0</b>
<b>Grand Total Revenues</b>	<b>98,251,145</b>	<b>97,466,949</b>	<b>89,417,149</b>	<b>92,117,610</b>





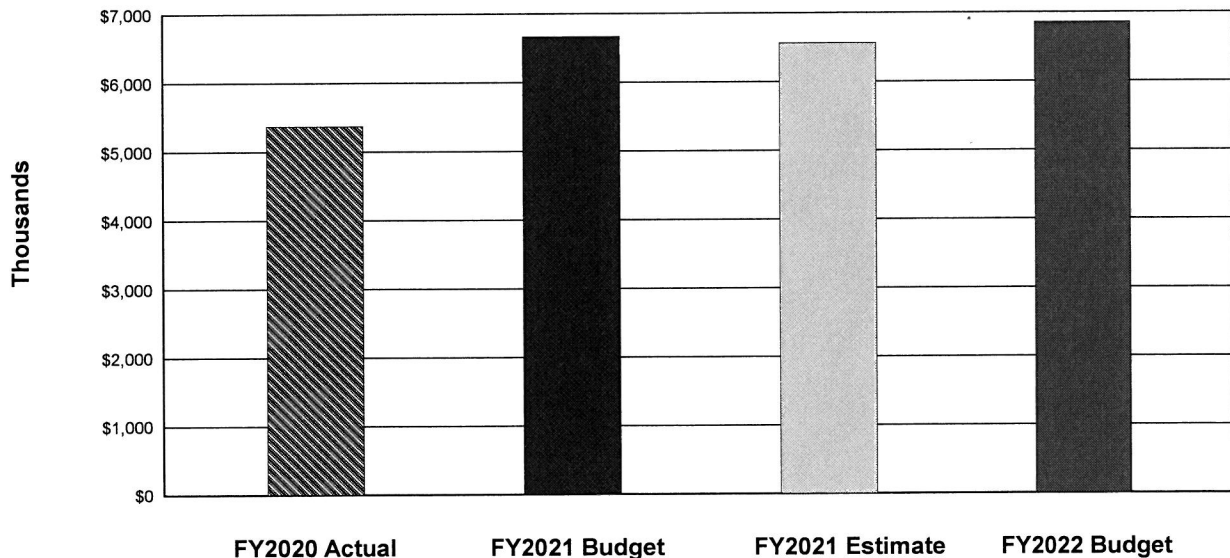
**FISCAL YEAR 2022 BUDGET**

**Business Area Budget Summary**

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

		<b>FY2020 Actual</b>	<b>FY2021 Current Budget</b>	<b>FY2021 Estimate</b>	<b>FY2022 Budget</b>
Expenditures	Personnel Services	4,965,207	6,124,657	6,189,416	<b>6,455,131</b>
	Supplies	7,754	30,202	25,544	<b>20,547</b>
	Other Services and Charges	395,558	515,528	345,874	<b>382,607</b>
	Total M & O Expenditures	5,368,519	6,670,387	6,560,834	<b>6,858,285</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	5,368,519	6,670,387	6,560,834	<b>6,858,285</b>
Revenues		5,368,519	6,670,387	6,560,834	<b>6,858,285</b>
Staffing	Full-Time Equivalents - Civilian	50.2	58.2	58.0	<b>59.6</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	50.2	58.2	58.0	<b>59.6</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 FY2022 Budget provides funding for health benefits, and pension contribution.</li> <li>o The FY2022 Budget includes a reduction of \$136,910 for department savings initiatives.</li> <li>o The FY2022 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.</li> </ul>				

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



## FISCAL YEAR 2022 BUDGET

## Business Area Performance Measures

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

Performance Measures	FY2020 Actual	FY2021 Target	FY2021 Estimate	FY2022 Target
Chargebacks Processed for Departments in 45 Days	100%	100%	99%	100%
Client Department Expenditures Adopted Budget vs Actual Utilization	96%	98%	98%	98%
Collection Rate for EMS	32%	35%	32%	32%
Collection Rate of Vendor Managed Revenues	42%	43%	36%	39%
Cost per Invoice Processed	\$34	\$44	\$38	\$44
Invoice Payments Processed within Payment Terms	91%	95%	93%	95%
Expenditures Adopted Budget vs Actual Utilization	81%	100%	98%	100%
Revenues Adopted Budget vs Actual Utilization	81%	100%	98%	100%

**FISCAL YEAR 2022 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>FY2020 Actual FTEs      Costs \$</b>	<b>FY2021 Estimate FTEs      Costs \$</b>	<b>FY2022 Budget FTEs      Costs \$</b>			
<b>Director's Office 640001</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 and the Houston Fire Department. The reporting of these services were formerly in the Financial Planning & Analysis Division.	0.0      0	0.0      0	8.4      1,231,578			
<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.	1.4      191,027	1.8      237,041	2.0      254,249			
<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 General Services Department - Energy Management and Fleet Management. Reporting of services for Houston Information Technology Services and the Houston Fire Department has moved to the Director's Office.	9.8      1,255,413	13.7      1,931,285	5.6      839,731			
<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 Houston Public Works Departments. Provides centralized support in accounts receivable and collections functions for EMS activity in support of the Houston Fire Department.	29.9      2,876,315	33.5      3,371,291	33.8      3,403,311			
<b>FIN - Strategic Procurement Division 640007</b> The division is responsible for all citywide IT formal and informal procurements as well as all purchases via Texas Department of Information Resources (DIR). The division is also responsible for all purchases on behalf of the Fleet Management Department and the Houston Fire Departments.	9.1      1,045,764	9.0      1,021,217	9.8      1,129,416			
<b>Total</b>	<b>50.2      5,368,519</b>	<b>58.0      6,560,834</b>	<b>59.6      6,858,285</b>			

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**FISCAL YEAR 2022 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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Category	FY2020 Actual	FY2021 Current Budget	FY2021 Estimate	FY2022 Budget
Direct Interfund Services	5,366,480	6,670,387	6,560,834	<b>6,858,285</b>
Miscellaneous/Other	2,039	0	0	<b>0</b>
<b>Grand Total Revenues</b>	<b><u>5,368,519</u></b>	<b><u>6,670,387</u></b>	<b><u>6,560,834</u></b>	<b><u>6,858,285</u></b>

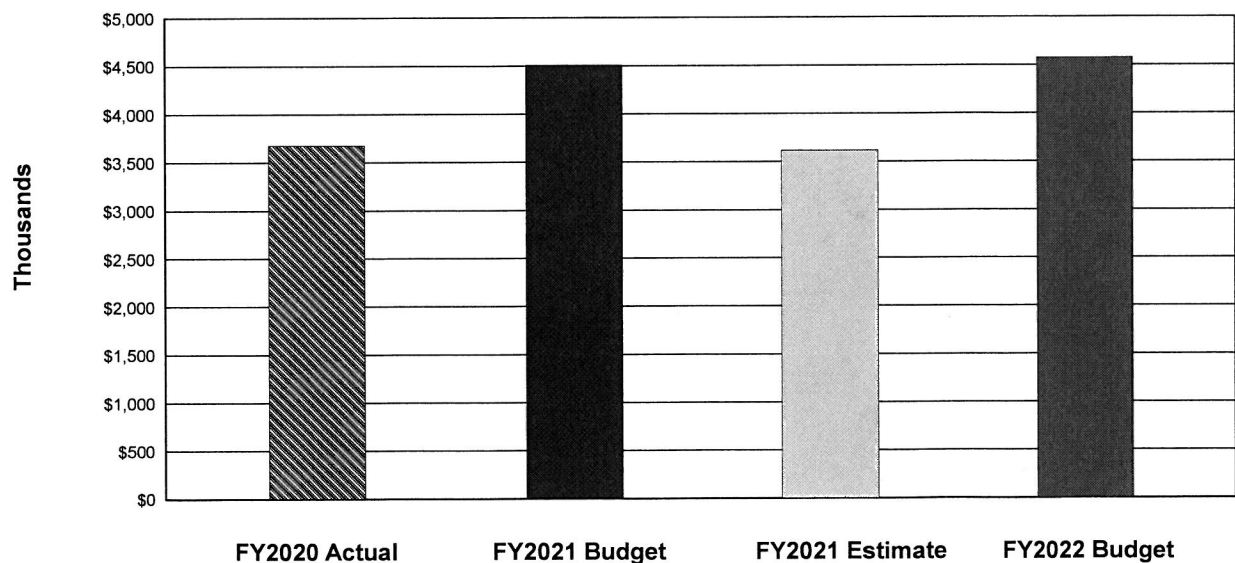
**FISCAL YEAR 2022 BUDGET**

**Business Area Budget Summary**

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

		<b>FY2020 Actual</b>	<b>FY2021 Current Budget</b>	<b>FY2021 Estimate</b>	<b>FY2022 Budget</b>
Expenditures	Supplies	373,434	464,750	464,198	<b>464,650</b>
	Other Services and Charges	3,301,280	4,043,767	3,149,866	<b>4,112,199</b>
	Total M & O Expenditures	3,674,714	4,508,517	3,614,064	<b>4,576,849</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	3,674,714	4,508,517	3,614,064	<b>4,576,849</b>
Revenues		3,674,714	4,508,517	3,614,064	<b>4,576,849</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 The FY2022 garage rates remain the same as FY2021. - Hobby \$79.55. - City Pays All Access Card \$101.40. - City Portion Pay Access Card \$74.34. - Electric Vehicles \$142.00. - Lot C and Lot H \$65.05.				

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



**FISCAL YEAR 2022 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>FY2020 Actual FTEs</b>	<b>FY2020 Actual Costs \$</b>	<b>FY2021 Estimate FTEs</b>	<b>FY2021 Estimate Costs \$</b>	<b>FY2022 Budget FTEs</b>	<b>FY2022 Budget 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.	0.0	364,321	0.0	450,000	0.0	450,000
<b>Print Shop 650006</b> 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	898,809	0.0	1,200,000	0.0	1,200,000
<b>ARA - Payroll Services 650007</b> Manages the printing and distribution services of W-2 forms to all City employees.	0.0	9,777	0.0	14,448	0.0	15,000
<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	2,401,807	0.0	1,949,616	0.0	2,911,849
<b>Total</b>	<b>0.0</b>	<b>3,674,714</b>	<b>0.0</b>	<b>3,614,064</b>	<b>0.0</b>	<b>4,576,849</b>

**FISCAL YEAR 2022 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	FY2020 Actual	FY2021 Current Budget	FY2021 Estimate	FY2022 Budget
Charges for Services	2,401,807	3,043,517	1,949,616	<b>2,911,849</b>
Direct Interfund Services	1,263,130	1,450,000	1,650,000	<b>1,650,000</b>
Miscellaneous/Other	9,777	15,000	14,448	<b>15,000</b>
<b>Grand Total Revenues</b>	<b><u>3,674,714</u></b>	<b><u>4,508,517</u></b>	<b><u>3,614,064</u></b>	<b><u>4,576,849</u></b>



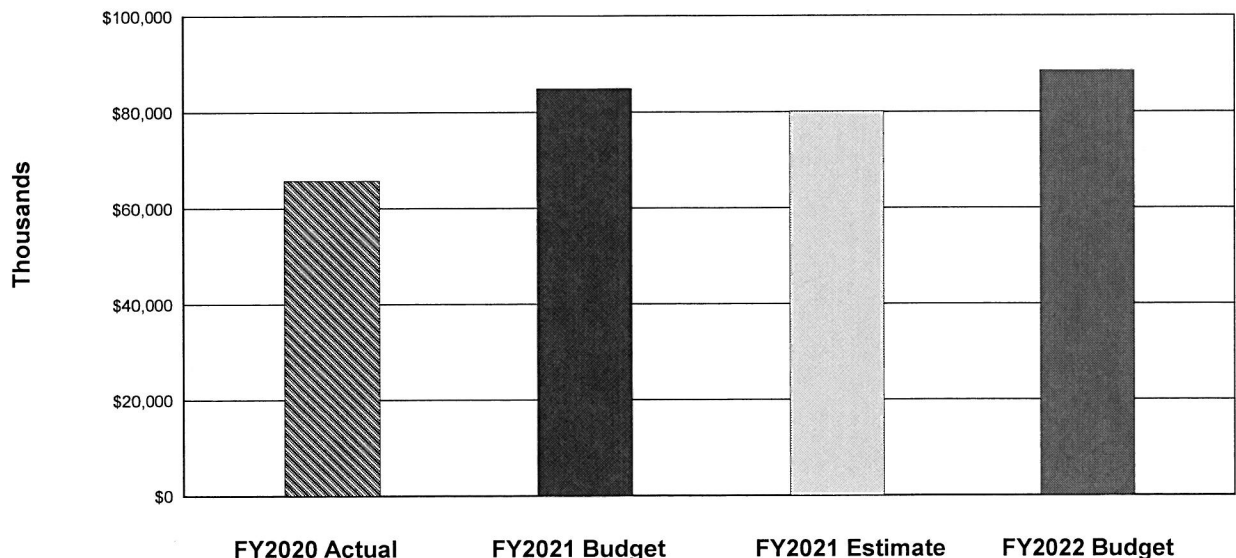


**FISCAL YEAR 2022 BUDGET**

**Business Area Budget Summary**

Fund Name		: Central Service Revolving Fund				
Business Area		: Houston Information Technology Services				
Fund No. /Bus. Area No.		: 1002 / 6800	FY2020 Actual	FY2021 Current Budget	FY2021 Estimate	FY2022 Budget
Expenditures	Personnel Services	19,129,065	28,123,114	24,792,360	27,298,277	
	Supplies	102,238	878,357	853,240	652,234	
	Other Services and Charges	45,513,919	55,530,651	54,302,273	60,475,345	
	Equipment	634,852	334,959	208,000	67,670	
	Total M & O Expenditures	65,380,074	84,867,081	80,155,873	88,493,526	
	Debt Service & Other Uses	400,000	0	0	0	
	Total Expenditure	65,780,074	84,867,081	80,155,873	88,493,526	
Revenues		65,780,074	84,867,081	80,155,873	88,493,526	
Staffing	Full-Time Equivalents - Civilian	146.5	211.7	178.4	202.0	
	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	146.5	211.7	178.4	202.0	
	Full-Time Equivalents - Overtime	0.6	2.5	4.1	2.5	
Significant Budget Changes and Highlights	o The FY2022 Budget provides funding for health benefits and pension contribution.					
	o The FY2022 Budget includes a reduction of \$1.8 million for department savings initiatives.					
	o The FY2022 Budget includes contractual increases and capital improvement projects that now have operational expenses.					

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



**FISCAL YEAR 2022 BUDGET**

Division 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>							
Division Description	FY2020 Actual		FY2021 Estimate		FY2022 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
<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.	17.7	7,627,349	25.0	10,389,082	28.6	11,301,840	
<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.	49.8	16,225,937	43.2	17,025,077	46.1	21,666,160	
<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.	43.9	34,747,518	45.2	38,826,376	57.2	40,537,609	
<b>HITS - Public Safety 680005</b> 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.	18.0	4,330,916	46.0	11,004,835	45.1	10,863,730	
<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 database management.	9.1	1,367,029	9.0	1,750,725	10.2	1,717,094	

**FISCAL YEAR 2022 BUDGET**

Division Summary							
Fund Name : Central Service Revolving Fund							
Business Area : Houston Information Technology Services							
Fund No. /Bus Area No. : 1002 / 6800							
Division Description		FY2020 Actual FTEs      Costs \$		FY2021 Estimate FTEs      Costs \$		FY2022 Budget FTEs      Costs \$	
HITS - Project Group 680007 Provides 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.		8.0	1,481,325	10.0	1,159,778	14.8	2,407,093
Total		146.5	65,780,074	178.4	80,155,873	202.0	88,493,526

**FISCAL YEAR 2022 BUDGET**

**Business Area Revenues Summary**

<b>Fund Name</b>	:	<b>Central Service Revolving Fund</b>		
<b>Business Area</b>	:	<b>Houston Information Technology Services</b>		
<b>Fund No./Bus. Area No.</b>	:	<b>1002 / 6800</b>		
<b>Category</b>	<b>FY2020 Actual</b>	<b>FY2021 Current Budget</b>	<b>FY2021 Estimate</b>	<b>FY2022 Budget</b>
Charges for Services	276,195	1,300,000	1,300,000	<b>1,666,288</b>
Direct Interfund Services	62,460,733	79,894,082	75,152,545	<b>83,188,108</b>
Miscellaneous/Other	3,043,146	3,672,999	3,703,328	<b>3,639,130</b>
<b>Grand Total Revenues</b>	<b>65,780,074</b>	<b>84,867,081</b>	<b>80,155,873</b>	<b>88,493,526</b>

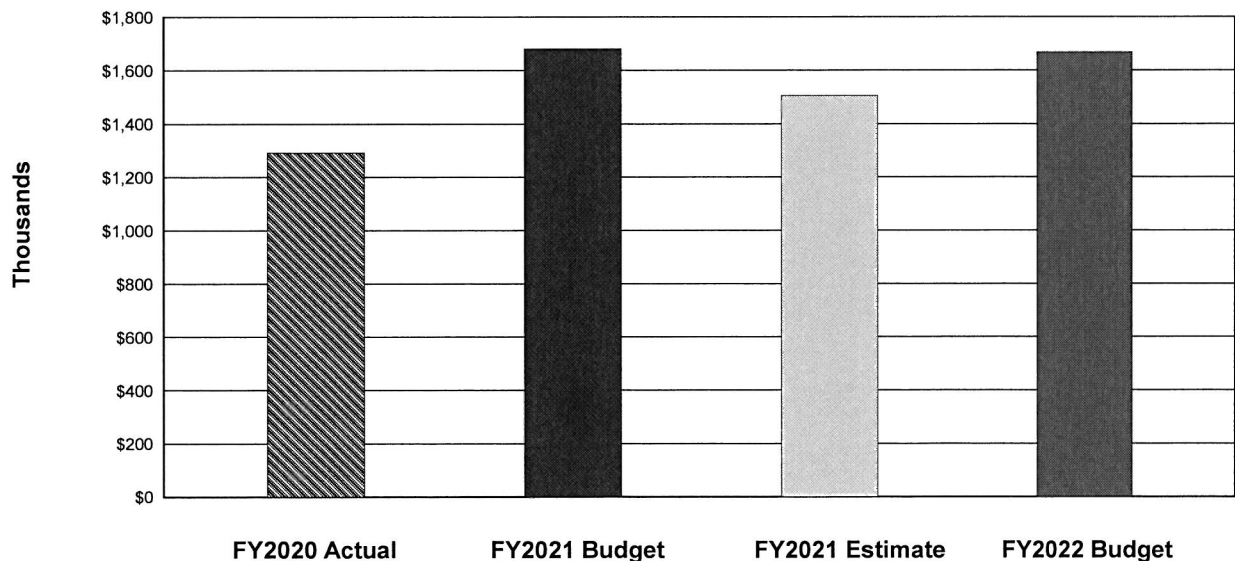
**FISCAL YEAR 2022 BUDGET**

**Business Area Budget Summary**

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

		<b>FY2020 Actual</b>	<b>FY2021 Current Budget</b>	<b>FY2021 Estimate</b>	<b>FY2022 Budget</b>
Expenditures	Personnel Services	1,177,566	1,413,862	1,312,786	<b>1,427,765</b>
	Supplies	10,856	25,466	15,270	<b>25,466</b>
	Other Services and Charges	103,385	241,887	176,535	<b>214,959</b>
	Total M & O Expenditures	1,291,807	1,681,215	1,504,591	<b>1,668,190</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	1,291,807	1,681,215	1,504,591	<b>1,668,190</b>
Revenues		1,291,807	1,681,215	1,504,591	<b>1,668,190</b>
Staffing	Full-Time Equivalents - Civilian	10.8	11.5	11.3	<b>11.5</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	10.8	11.5	11.3	<b>11.5</b>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	o The FY2022 Budget provides funding for health benefits and pension contribution.				

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



**FISCAL YEAR 2022 BUDGET**

**Business Area Performance Measures**

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

Performance Measures	FY2020 Actual	FY2021 Target	FY2021 Estimate	FY2022 Target
Projects completed within 3 days	N/A	100%	100%	100%
Property Addresses Assigned Prior to Planning Commission Approval	58%	58%	60%	60%
Expenditures Adopted Budget vs Actual Utilization	79%	100%	89%	100%
Revenues Adopted Budget vs Actual Utilization	79%	100%	89%	100%

**FISCAL YEAR 2022 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		FY2020 Actual		FY2021 Estimate		FY2022 Budget	
		FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
<b>PD - GIS Services 700002</b> 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.		10.8	1,291,807	11.3	1,504,591	11.5	1,668,190
<b>Total</b>		<b>10.8</b>	<b>1,291,807</b>	<b>11.3</b>	<b>1,504,591</b>	<b>11.5</b>	<b>1,668,190</b>



**FISCAL YEAR 2022 BUDGET**

**Business Area Revenues Summary**

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

Category	FY2020 Actual	FY2021 Current Budget	FY2021 Estimate	FY2022 Budget
Direct Interfund Services	413,510	573,267	516,850	<b>535,962</b>
Miscellaneous/Other	878,297	1,107,948	987,741	<b>1,132,228</b>
<b>Grand Total Revenues</b>	<u><u>1,291,807</u></u>	<u><u>1,681,215</u></u>	<u><u>1,504,591</u></u>	<u><u>1,668,190</u></u>

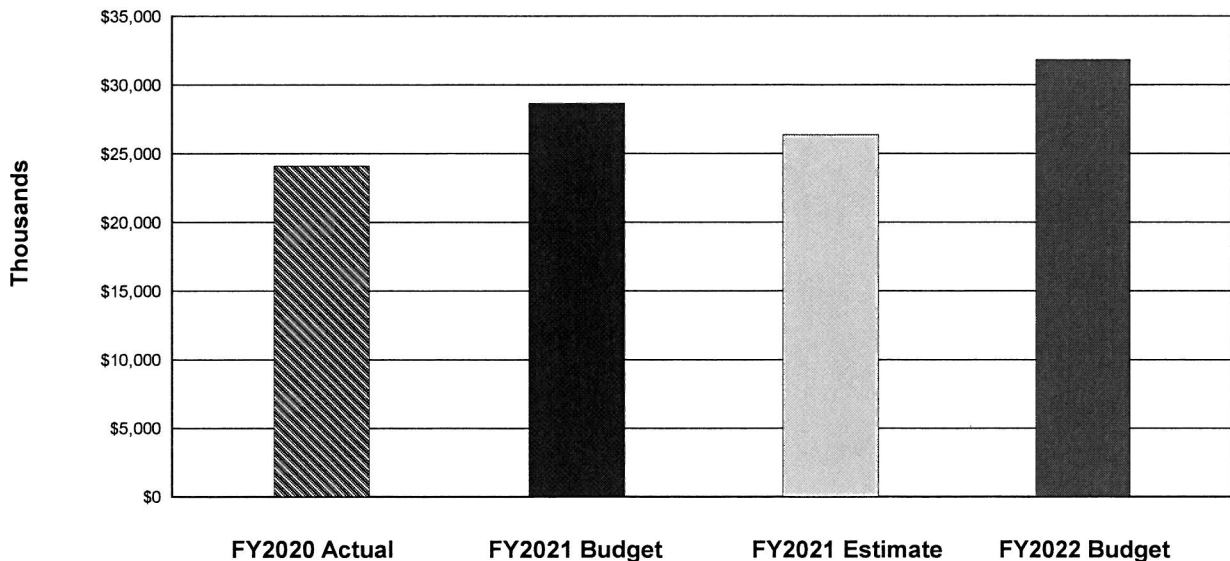
**FISCAL YEAR 2022 BUDGET**

**Business Area Budget Summary**

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

		<b>FY2020 Actual</b>	<b>FY2021 Current Budget</b>	<b>FY2021 Estimate</b>	<b>FY2022 Budget</b>
Expenditures	Personnel Services	15,120,332	18,025,760	15,578,329	<b>18,102,767</b>
	Supplies	35,468	109,159	55,845	<b>107,000</b>
	Other Services and Charges	8,893,401	10,452,911	10,727,866	<b>13,623,668</b>
	Equipment	17,600	0	0	<b>0</b>
	Non-Capital Equipment	32,892	77,790	16,888	<b>8,704</b>
	Total M & O Expenditures	24,099,693	28,665,620	26,378,928	<b>31,842,139</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	24,099,693	28,665,620	26,378,928	<b>31,842,139</b>
Revenues		24,099,693	28,665,620	26,378,928	<b>31,842,139</b>
Staffing	Full-Time Equivalents - Civilian	167.7	178.0	168.0	<b>178.0</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	167.7	178.0	168.0	<b>178.0</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 FY2022 Budget provides funding for health benefits and pension contribution.</li> <li>o FY2022 Budget includes a decrease of \$950,000 as a result of the Captain and Sr. Captain exams for Houston Fire Department not being required.</li> <li>o The FY2022 Budget includes an additional contingent workforce contract to supply dedicated temporary services to grants, special and enterprise funds in the amount of \$3.2 million.</li> </ul>				

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



**FISCAL YEAR 2022 BUDGET**

**Business Area Performance Measures**

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

Performance Measures	FY2020 Actual	FY2021 Target	FY2021 Estimate	FY2022 Target
Time To Fill (days)	127	N/A	125	<90
Turnover Rate	10%	N/A	7%	<10%
Veterans Hired	9.8%	N/A	10%	12%
Expenditures Adopted Budget vs Actual Utilization	92%	100%	92%	100%
Revenues Adopted Budget vs Actual Utilization	92%	100%	92%	100%

**FISCAL YEAR 2022 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>FY2020 Actual</b>		<b>FY2021 Estimate</b>		<b>FY2022 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<b>HR - 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).	1.0	7,107,271	1.0	6,547,495	2.0	9,363,468	
<b>HR - Client Relations Group 800020</b> 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.	69.0	7,192,720	77.0	6,325,868	72.0	8,268,619	
<b>HR - Physical &amp; Drug Testing 800021</b> 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	796,778	4.0	870,650	
<b>HR - Client Services HPW Group 800022</b> 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.	35.3	3,136,136	33.5	3,266,245	32.0	3,283,103	
<b>HR - Client Services HAS Group 800023</b> 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.	15.1	1,144,865	14.0	1,269,162	13.0	1,317,398	
<b>HR - Client Services Classified Group 800024</b> 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.	32.3	3,877,205	26.0	4,539,511	28.0	3,330,162	

**FISCAL YEAR 2022 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>FY2020 Actual</b>		<b>FY2021 Estimate</b>		<b>FY2022 Budget</b>	
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>
<b>HR - Revolving Fund Restricted 800025</b> The financial support and services for the client services division. The FY2022 budget includes the Human Resources initiative HROne. This initiative includes SAP SuccessFactors which will be implemented in the City in partnership with Houston Information Technology Services (HITS).	0.0	0	0.0	782,563	1.0	2,261,174
<b>HR - Information Management 800026</b> 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. The FY2022 Budget reallocated positions to other divisions such as Talent and Organizational Development.	0.0	0	0.0	1,387,535	7.0	848,999
<b>HR - Talent &amp; Organizational Development 800031</b> 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. The FY2022 Budget reallocated positions from other divisions such as the HR Information Management division to this one.	15.0	1,641,496	16.5	1,463,771	19.0	2,298,566
<b>Total</b>	<b>167.7</b>	<b>24,099,693</b>	<b>168.0</b>	<b>26,378,928</b>	<b>178.0</b>	<b>31,842,139</b>

**FISCAL YEAR 2022 BUDGET**

**Business Area Revenues Summary**

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

Category	FY2020 Actual	FY2021 Current Budget	FY2021 Estimate	FY2022 Budget
Charges for Services	15,675,464	19,737,461	17,941,723	19,822,923
Direct Interfund Services	8,421,167	8,928,159	8,437,205	12,019,216
Miscellaneous/Other	3,062	0	0	0
<b>Grand Total Revenues</b>	<b>24,099,693</b>	<b>28,665,620</b>	<b>26,378,928</b>	<b>31,842,139</b>