

**FISCAL YEAR 2023 BUDGET**

**Fund Summary**

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

	<u>FY2022 Current Budget</u>	<u>FY2022 Estimate</u>	<u>FY2023 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	225,556,599	223,650,910	<b>244,899,253</b>
Total Available Resources	<u>225,556,599</u>	<u>223,650,910</u>	<u><b>244,899,253</b></u>
Maintenance and Operations	225,556,599	223,650,910	<b>244,899,253</b>
Operating Transfers	0	0	0
Total Expenditures	<u>225,556,599</u>	<u>223,650,910</u>	<u><b>244,899,253</b></u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>225,556,599</u></u>	<u><u>223,650,910</u></u>	<u><u><b>244,899,253</b></u></u>

Fund Balance Distribution

Non-Spendable	0	0	0
Restricted	0	0	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2022 Budget, the FY2022 Estimate and the FY2023 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 Annual Comprehensive Financial Report.

The Finance Department is responsible for administering the electricity and natural gas accounts for the City. They are also responsible for providing funding for financial, procurement, and accounts payable and receivable support to client departments within the City. 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.

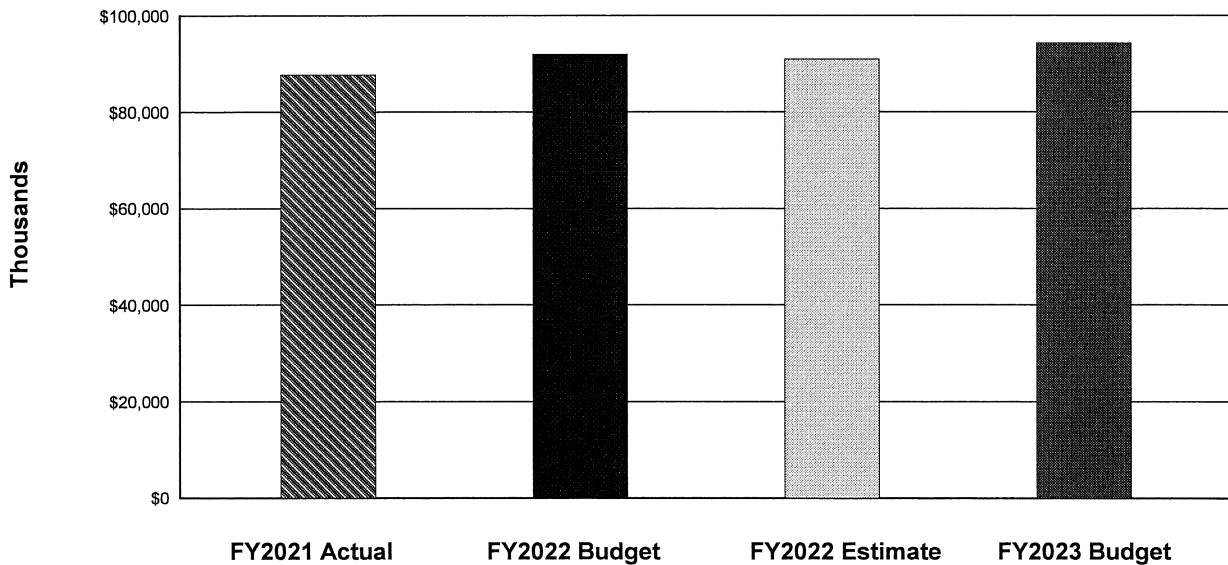
**FISCAL YEAR 2023 BUDGET**

**Business Area Budget Summary**

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

		FY2021 Actual	FY2022 Current Budget	FY2022 Estimate	FY2023 Budget
Expenditures	Supplies	(8,269)	0	0	0
	Other Services and Charges	87,689,812	92,117,610	91,045,794	<b>94,409,000</b>
	Total M & O Expenditures	87,681,543	92,117,610	91,045,794	<b>94,409,000</b>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	87,681,543	92,117,610	91,045,794	<b>94,409,000</b>
Revenues		87,681,543	92,117,610	91,045,794	<b>94,409,000</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 16th in the nation among the top 100 EPA green partners.</li> <li>o FY2023 Electricity Budget is 2.5% higher than the FY2022 Electricity Budget due to higher estimated consumption.</li> <li>o FY2023 Budget includes citywide funding for electricity and natural gas.</li> </ul>				

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



**FISCAL YEAR 2023 BUDGET**

<b>Division Summary</b>							
Fund Name : Central Service Revolving Fund							
Business Area : General Services							
Fund No. /Bus Area No. : 1002 / 2500							
Division Description	FY2021 Actual		FY2022 Estimate		FY2023 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
GSD - Energy Management <span style="float:right">250004</span> Provides support for citywide electricity and natural gas activities.	0.0	87,681,543	0.0	91,045,794	0.0	94,409,000	
<b>Total</b>	<u>0.0</u>	<u>87,681,543</u>	<u>0.0</u>	<u>91,045,794</u>	<u>0.0</u>	<u>94,409,000</u>	

**FISCAL YEAR 2023 BUDGET**

**Business Area Revenues Summary**

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

Category	FY2021 Actual	FY2022 Current Budget	FY2022 Estimate	FY2023 Budget
Direct Interfund Services	87,681,521	92,117,610	91,045,794	<b>94,409,000</b>
Miscellaneous/Other	22	0	0	<b>0</b>
<b>Grand Total Revenues</b>	<b><u>87,681,543</u></b>	<b><u>92,117,610</u></b>	<b><u>91,045,794</u></b>	<b><u>94,409,000</u></b>



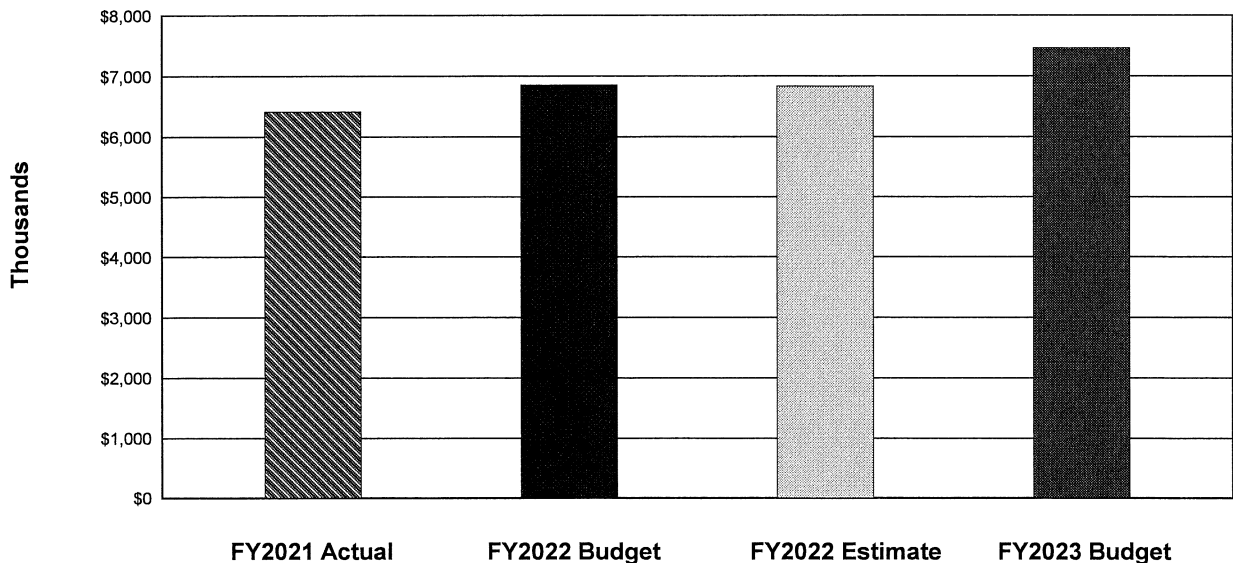
**FISCAL YEAR 2023 BUDGET**

**Business Area Budget Summary**

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

		FY2021 Actual	FY2022 Current Budget	FY2022 Estimate	FY2023 Budget
Expenditures	Personnel Services	6,064,271	6,455,131	6,340,199	<b>6,947,361</b>
	Supplies	9,550	17,047	17,042	<b>20,576</b>
	Other Services and Charges	345,616	386,107	479,935	<b>500,693</b>
	Equipment	1,784	0	0	<b>0</b>
	Total M & O Expenditures	<u>6,421,221</u>	<u>6,858,285</u>	<u>6,837,176</u>	<u><b>7,468,630</b></u>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	<u>6,421,221</u>	<u>6,858,285</u>	<u>6,837,176</u>	<u><b>7,468,630</b></u>
Revenues		6,421,221	6,858,285	6,837,176	<b>7,468,630</b>
Staffing	Full-Time Equivalents - Civilian	57.5	59.6	56.5	<b>60.2</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	<u>57.5</u>	<u>59.6</u>	<u>56.5</u>	<u><b>60.2</b></u>
	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 FY2023 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.</li> <li>o The FY2023 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 2023 BUDGET**

<b>Business Area Performance Measures</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>Performance Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Target</b>	<b>FY2022 Estimate</b>	<b>FY2023 Target</b>
Chargebacks Processed for Departments in 45 Days	100%	100%	100%	100%
Client Department Expenditures Adopted Budget vs Actual Utilization	95%	98%	101%	98%
Collection Rate for EMS	36%	32%	41%	43%
Collection Rate of Vendor Managed Revenues	37%	39%	36%	39%
Cost per Invoice Processed	\$35	\$44	\$36	\$44
Invoice Payments Processed within Payment Terms	93%	95%	95%	95%
Expenditures Adopted Budget vs Actual Utilization	96%	100%	100%	100%
Revenues Adopted Budget vs Actual Utilization	96%	100%	100%	100%

**FISCAL YEAR 2023 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>FY2021 Actual</b>		<b>FY2022 Estimate</b>		<b>FY2023 Budget</b>	
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>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.	0.0	0	9.0	1,348,487	9.4	1,442,484
<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	211,294	1.6	241,563	2.0	267,247
<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.	13.7	1,929,783	5.0	773,567	5.3	885,516
<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.	33.2	3,245,832	31.3	3,310,868	33.6	3,607,136
<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.	9.0	1,034,312	9.6	1,162,691	9.9	1,266,247
<b>Total</b>	<b>57.5</b>	<b>6,421,221</b>	<b>56.5</b>	<b>6,837,176</b>	<b>60.2</b>	<b>7,468,630</b>



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**FISCAL YEAR 2023 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>FY2021 Actual</b>	<b>FY2022 Current Budget</b>	<b>FY2022 Estimate</b>	<b>FY2023 Budget</b>
Charges for Services	0	78,012	78,012	<b>79,779</b>
Direct Interfund Services	6,421,221	6,780,273	6,759,164	<b>7,388,851</b>
<b>Grand Total Revenues</b>	<u><u>6,421,221</u></u>	<u><u>6,858,285</u></u>	<u><u>6,837,176</u></u>	<u><u>7,468,630</u></u>

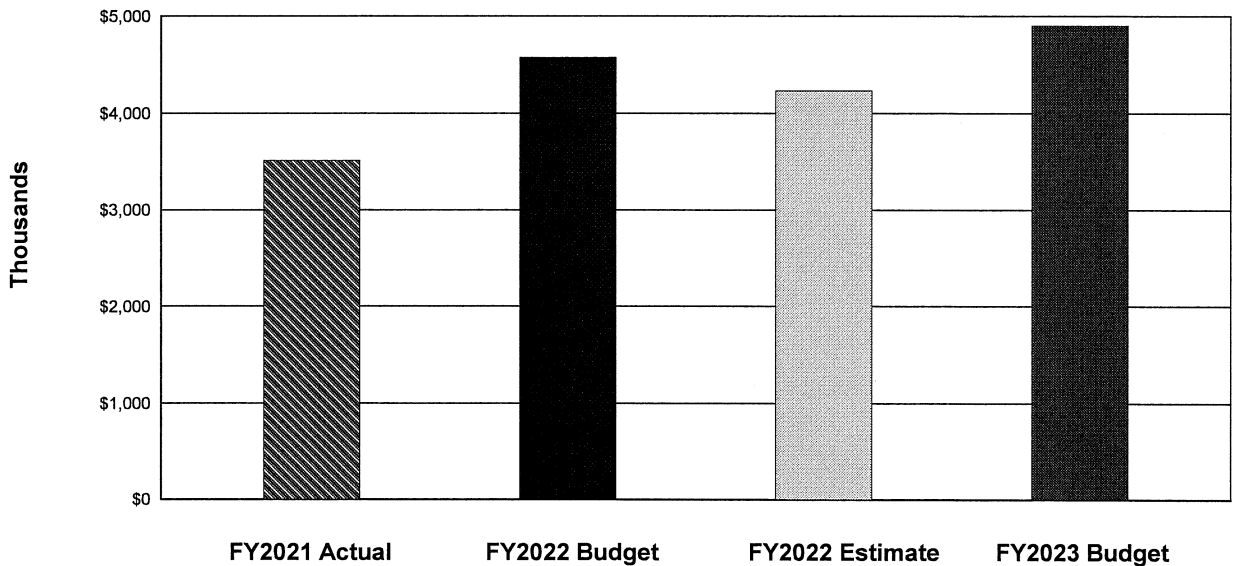
**FISCAL YEAR 2023 BUDGET**

**Business Area Budget Summary**

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

		FY2021 Actual	FY2022 Current Budget	FY2022 Estimate	FY2023 Budget
Expenditures	Supplies	334,875	464,650	464,650	<b>464,650</b>
	Other Services and Charges	3,177,252	4,112,199	3,762,199	<b>4,437,656</b>
	Total M & O Expenditures	<u>3,512,127</u>	<u>4,576,849</u>	<u>4,226,849</u>	<b><u>4,902,306</u></b>
	Debt Service & Other Uses	<u>0</u>	<u>0</u>	<u>0</u>	<b><u>0</u></b>
	Total Expenditure	<u>3,512,127</u>	<u>4,576,849</u>	<u>4,226,849</u>	<b><u>4,902,306</u></b>
Revenues		3,512,127	4,576,849	4,226,849	<b>4,902,306</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	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<b><u>0.0</u></b>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	o The FY2023 monthly garage rates are stated below:				
	<ul style="list-style-type: none"> <li>- Hobby \$79.55.</li> <li>- Tranquility City Pays All Access Card \$103.40.</li> <li>- Tranquility Electric Vehicles \$144.50.</li> <li>- Lot C \$67.55.</li> <li>- City Hall Annex \$51.76.</li> </ul>				

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



**FISCAL YEAR 2023 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>FY2021 Actual</b>		<b>FY2022 Estimate</b>		<b>FY2023 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.	0.0	323,533	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	1,303,167	0.0	1,250,000	0.0	1,250,000
<b>ARA - Payroll Services 650007</b> Manages the printing and distribution services of W-2 forms to all City employees.	0.0	11,506	0.0	15,000	0.0	15,000
<b>Employee Transit 650009</b> Manages the City employees' Metro bus passes and parking program for Hobby Center, Houston First (Tranquility, City Hall Annex, and Lot C) through chargeback services in the Central Service Revolving Fund.	0.0	1,873,921	0.0	2,511,849	0.0	3,187,306
<b>Total</b>	<b>0.0</b>	<b>3,512,127</b>	<b>0.0</b>	<b>4,226,849</b>	<b>0.0</b>	<b>4,902,306</b>

FISCAL YEAR 2023 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	FY2021 Actual	FY2022 Current Budget	FY2022 Estimate	FY2023 Budget
Charges for Services	1,873,921	2,911,849	0	0
Direct Interfund Services	1,626,700	1,650,000	2,951,538	3,166,865
Miscellaneous/Other	11,506	15,000	1,275,311	1,735,441
<b>Grand Total Revenues</b>	<b>3,512,127</b>	<b>4,576,849</b>	<b>4,226,849</b>	<b>4,902,306</b>



**FISCAL YEAR 2023 BUDGET**

**Business Area Budget Summary**

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

	FY2021 Actual	FY2022 Current Budget	FY2022 Estimate	FY2023 Budget
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	FY2021 Actual	FY2022 Current Budget	FY2022 Estimate	FY2023 Budget	
Expenditures	Personnel Services	23,345,301	26,722,737	25,932,297	30,222,787
	Supplies	389,482	648,828	496,874	639,734
	Other Services and Charges	53,672,348	60,781,040	61,827,095	67,060,772
	Equipment	809,779	340,921	237,260	128,122
	Non-Capital Equipment	20,087	0	0	0
	Total M & O Expenditures	78,236,997	88,493,526	88,493,526	98,051,415
	Debt Service & Other Uses	200,000	0	0	0
<b>Total Expenditure</b>	<b>78,436,997</b>	<b>88,493,526</b>	<b>88,493,526</b>	<b>98,051,415</b>	

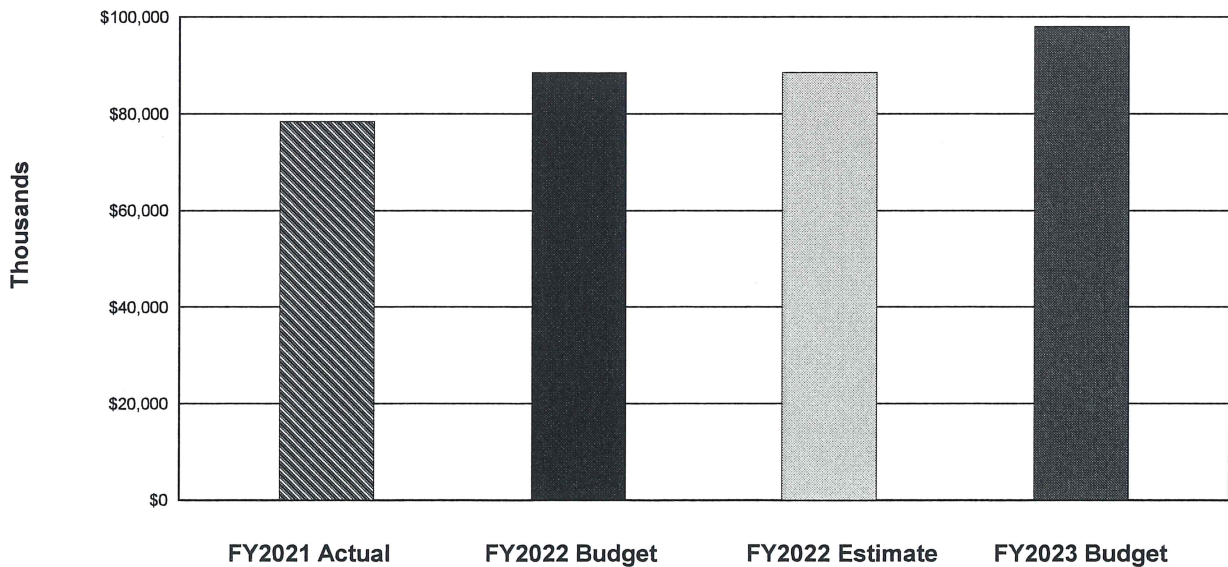
Revenues	78,436,997	88,493,526	88,493,526	98,051,415
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Staffing	Full-Time Equivalents - Civilian	175.9	202.0	179.0	210.6
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	175.9	202.0	179.0	210.6
	Full-Time Equivalents - Overtime	3.2	2.5	3.3	2.5

**Significant Budget Changes and Highlights**

- o The FY2023 Budget provides funding for health benefits, pension contribution, and municipal employee contractual pay increases.
- o The FY2023 Budget includes contractual increases and expenses to mitigate the impact of employee attrition on the support level for major enterprise applications.
- o The FY2023 Budget includes the consolidation of: 1) HHD IT infrastructure, 2) a portion of LGL IT, and 3) HPW cybersecurity.

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



**FISCAL YEAR 2023 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>FY2021 Actual FTEs</b>	<b>FY2021 Actual Costs \$</b>	<b>FY2022 Estimate FTEs</b>	<b>FY2022 Estimate Costs \$</b>	<b>FY2023 Budget FTEs</b>	<b>FY2023 Budget 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.	24.9	9,449,841	26.0	12,570,107	33.1	12,878,015	
<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.	43.8	16,516,072	37.0	21,199,766	45.0	24,175,436	
<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.	44.0	39,693,545	50.0	40,526,530	64.4	45,336,324	
<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.	46.4	9,729,761	46.0	10,863,730	45.1	11,443,994	
<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	1,431,235	9.0	1,320,622	8.3	1,586,963	

**FISCAL YEAR 2023 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>FY2021 Actual</b>		<b>FY2022 Estimate</b>		<b>FY2023 Budget</b>	
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>
<b>HITS - Project Group</b> <span style="float: right;"><b>680007</b></span>						
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.	7.7	1,616,543	11.0	2,012,771	14.7	2,630,683
<b>Total</b>	<b>175.9</b>	<b>78,436,997</b>	<b>179.0</b>	<b>88,493,526</b>	<b>210.6</b>	<b>98,051,415</b>



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**FISCAL YEAR 2023 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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<b>Category</b>	<b>FY2021 Actual</b>	<b>FY2022 Current Budget</b>	<b>FY2022 Estimate</b>	<b>FY2023 Budget</b>
Charges for Services	1,291,659	1,666,288	1,351,317	<b>1,462,105</b>
Direct Interfund Services	76,987,527	86,827,238	87,142,209	<b>96,589,310</b>
Miscellaneous/Other	157,811	0	0	<b>0</b>
<b>Grand Total Revenues</b>	<b><u>78,436,997</u></b>	<b><u>88,493,526</u></b>	<b><u>88,493,526</u></b>	<b><u>98,051,415</u></b>

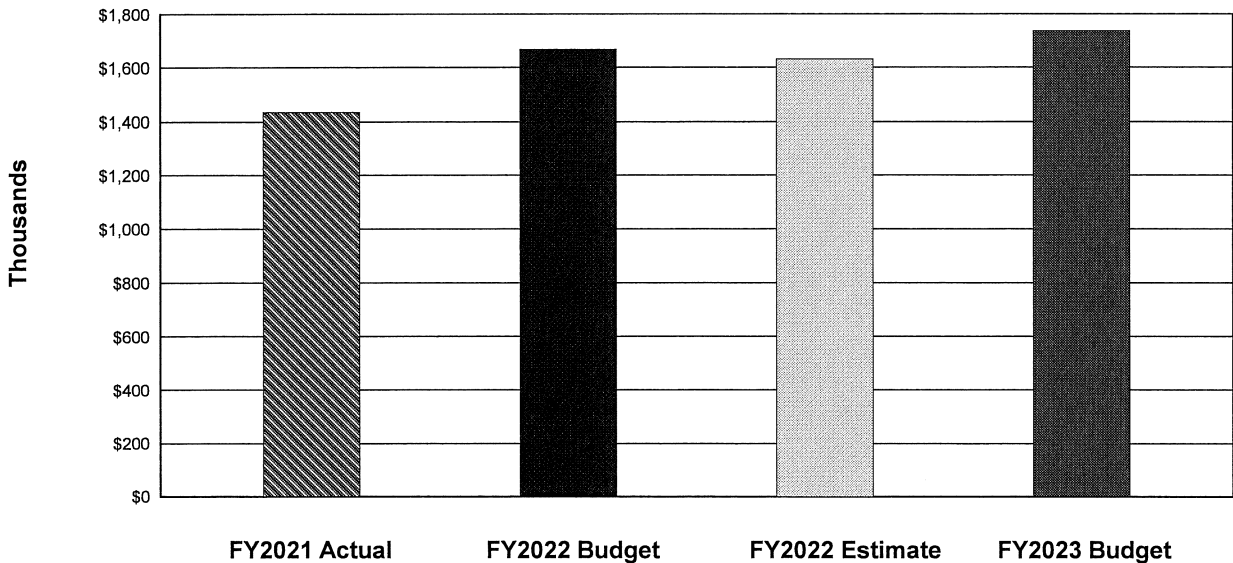
**FISCAL YEAR 2023 BUDGET**

**Business Area Budget Summary**

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

		FY2021 Actual	FY2022 Current Budget	FY2022 Estimate	FY2023 Budget
Expenditures	Personnel Services	1,274,958	1,427,765	1,429,808	1,497,714
	Supplies	4,361	25,466	25,464	25,466
	Other Services and Charges	155,725	214,959	175,153	213,667
	Total M & O Expenditures	<u>1,435,044</u>	<u>1,668,190</u>	<u>1,630,425</u>	<u>1,736,847</u>
	Debt Service & Other Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditure	<u>1,435,044</u>	<u>1,668,190</u>	<u>1,630,425</u>	<u>1,736,847</u>
Revenues		1,435,044	1,668,190	1,630,425	1,736,847
Staffing	Full-Time Equivalents - Civilian	11.0	11.5	11.5	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>11.0</u>	<u>11.5</u>	<u>11.5</u>	<u>11.5</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2023 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.				

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



**FISCAL YEAR 2023 BUDGET**

<b>Business Area Performance Measures</b>				
<b>Fund Name : Central Service Revolving Fund</b> <b>Business Area : Planning &amp; Development</b> <b>Fund No. /Bus. Area No. : 1002 / 7000</b>				
<b>Performance Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Target</b>	<b>FY2022 Estimate</b>	<b>FY2023 Target</b>
Projects completed within 3 days	100%	100%	100%	100%
Property Addresses Assigned Prior to Planning Commission Approval	57%	60%	60%	60%
Expenditures Adopted Budget vs Actual Utilization	85%	100%	98%	100%
Revenues Adopted Budget vs Actual Utilization	85%	100%	98%	100%

**FISCAL YEAR 2023 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : Central Service Revolving Fund</b>							
<b>Business Area : Planning &amp; Development</b>							
<b>Fund No. /Bus Area No. : 1002 / 7000</b>							
<b>Division Description</b>	<b>FY2021 Actual</b>		<b>FY2022 Estimate</b>		<b>FY2023 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<b>PD - GIS Services</b> <span style="float:right"><b>700002</b></span>							
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	1,435,044	11.5	1,630,425	11.5	1,736,847	
<b>Total</b>	<b>11.0</b>	<b>1,435,044</b>	<b>11.5</b>	<b>1,630,425</b>	<b>11.5</b>	<b>1,736,847</b>	

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**FISCAL YEAR 2023 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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Category	FY2021 Actual	FY2022 Current Budget	FY2022 Estimate	FY2023 Budget
Direct Interfund Services	1,430,035	1,668,190	1,630,425	1,736,847
Miscellaneous/Other	5,009	0	0	0
<b>Grand Total Revenues</b>	<u><u>1,435,044</u></u>	<u><u>1,668,190</u></u>	<u><u>1,630,425</u></u>	<u><u>1,736,847</u></u>

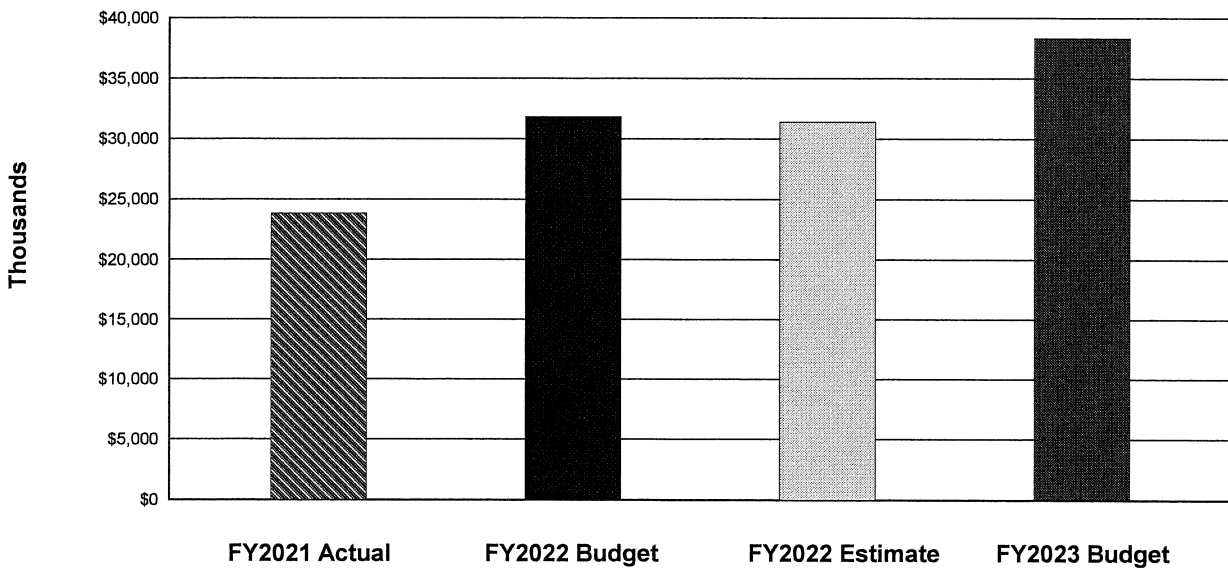
**FISCAL YEAR 2023 BUDGET**

**Business Area Budget Summary**

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

		FY2021 Actual	FY2022 Current Budget	FY2022 Estimate	FY2023 Budget
Expenditures	Personnel Services	15,296,991	18,102,767	16,481,387	20,172,878
	Supplies	34,380	116,675	58,993	125,993
	Other Services and Charges	8,471,148	13,595,517	14,859,352	18,019,184
	Equipment	0	8,676	5,359	0
	Non-Capital Equipment	15,548	18,504	12,049	13,000
	Total M & O Expenditures	<u>23,818,067</u>	<u>31,842,139</u>	<u>31,417,140</u>	<u>38,331,055</u>
	Debt Service & Other Uses	0	0	0	0
Total Expenditure	<u>23,818,067</u>	<u>31,842,139</u>	<u>31,417,140</u>	<u>38,331,055</u>	
Revenues		23,818,067	31,842,139	31,417,140	38,331,055
Staffing	Full-Time Equivalents - Civilian	168.3	178.0	157.0	185.0
	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>168.3</u>	<u>178.0</u>	<u>157.0</u>	<u>185.0</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2023 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.</li> <li>o The FY2023 Budget includes HR General Fund operational functions transferring to this fund to align activities performed by the Client Service Program.</li> <li>o The FY2023 Budget includes funding of \$1.2 million for Captain and Sr. Captain ranking exams for the Houston Fire Department.</li> <li>o The FY2023 Budget includes funding of \$12.3 million for two contingent workforce contracts. One contract for special, enterprise and grant funded departments. The second contract for General Fund departments.</li> <li>o The FY2023 Budget includes funding for the new background checks contract awarded to Sterling for \$390,000.</li> </ul>				

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



**FISCAL YEAR 2023 BUDGET**

**Business Area Performance Measures**

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

Performance Measures	FY2021 Actual	FY2022 Target	FY2022 Estimate	FY2023 Target
Time To Fill (days)	127	<90	125	<90
Turnover Rate	10%	<10%	7%	<10%
Veterans Hired	9.8%	12%	10%	12%
Expenditures Adopted Budget vs Actual Utilization	83%	100%	99%	100%
Revenues Adopted Budget vs Actual Utilization	83%	100%	99%	100%

**FISCAL YEAR 2023 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>FY2021 Actual</b>		<b>FY2022 Estimate</b>		<b>FY2023 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 services.	1.2	5,809,700	2.0	11,605,951	2.0	12,488,528
<b>HR - Client Relations Group 800020</b> Guides and manages the overall provision of Human Resources (HR) services, compensations, policies, programs and civil services for the entire city. Responsible for executive support and leadership to all of the divisions of the HR department.	51.3	6,013,306	68.0	6,593,177	70.0	9,160,526
<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.	1.3	748,713	0.0	765,719	12.0	1,684,881
<b>HR - Client Services HPW Group 800022</b> A consolidated entity that originates and leads Human Resources practices and objectives. This HR 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 Department.	33.5	3,047,115	25.0	2,939,142	32.0	3,428,105
<b>HR - Client Services HAS Group 800023</b> A consolidated entity that originates and leads Human Resources practices and objectives. This HR 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.	21.7	1,250,958	14.0	1,271,928	15.0	1,674,437
<b>HR - Client Services Classified Group 800024</b> A consolidated entity that originates and leads Human Resources practices and objectives. This HR 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 Departments.	42.4	4,118,389	26.0	4,135,659	27.0	4,327,760



**FISCAL YEAR 2023 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>FY2021 Actual</b>		<b>FY2022 Estimate</b>		<b>FY2023 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 budget, monitor, reconcile and reallocate all citywide restricted accounts chargebacks to the Human Resources Department.	0.0	850,441	1.0	1,806,484	1.0	2,254,443
<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 Management. The FY2023 budget includes the Human Resources initiative HROne.	5.9	583,284	8.0	625,900	8.0	970,952
<b>HR - Talent &amp; Organizational Development 800031</b> Our purpose is to build a first-class responsive and results-oriented workforce by providing learning that meets critical business goals and lifelong learning opportunities that will prepare employees in an evolving technological society.	11.0	1,396,161	13.0	1,673,180	18.0	2,341,423
<b>Total</b>	<b>168.3</b>	<b>23,818,067</b>	<b>157.0</b>	<b>31,417,140</b>	<b>185.0</b>	<b>38,331,055</b>

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**FISCAL YEAR 2023 BUDGET**

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**Business Area Revenues Summary**

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

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<b>Category</b>	<b>FY2021 Actual</b>	<b>FY2022 Current Budget</b>	<b>FY2022 Estimate</b>	<b>FY2023 Budget</b>
Charges for Services	16,595,776	19,822,923	18,169,459	<b>23,555,945</b>
Direct Interfund Services	7,222,291	12,019,216	13,247,681	<b>14,775,110</b>
<b>Grand Total Revenues</b>	<u><u>23,818,067</u></u>	<u><u>31,842,139</u></u>	<u><u>31,417,140</u></u>	<u><u>38,331,055</u></u>