

## FINANCE

### Department Description and Mission

The Finance Department's mission is to safeguard the fiscal integrity of the City, its component units, and other dependent entities, and enable other City stakeholders to do the same.

The Finance Department's strategic objectives are to:

- Promote fiscal responsibility.
- Provide high-quality financial services and information to the Mayor's Office, City Council, City departments and citizens.
- Seek maximum disaster recovery reimbursement from all applicable funding sources.
- Improve process execution internally and citywide.
- Engage staff and provide them the resources they need to get the job done.

Department goals include:

- Promote fiscal responsibility
  - Encourage and enable compliance with the City's Financial Policies.
  - Increase collection rates on accounts receivable through improved vendor performance.
  - Implement outcome-based budgeting citywide.
  - Complete in-depth budget reviews on all city departments.
  - Continue using data-driven analysis to provide accurate revenue estimates.
- Provide high-quality financial services and information to the Mayor's Office, City Council, City departments and citizens
  - Develop structurally-budgeted operating and capital budget proposals for the Mayor that maximize City resources and promote the Administration's priorities.
  - Work with operating departments to create efficiencies by centralizing financial work functions.
  - Promote financial transparency to provide useful financial information to all stakeholders.
  - Produce meaningful and useful strategy, planning, budgeting, reporting, and administrative support to council members, staff, and members of the Mayor's administration.
- Seek maximum disaster recovery reimbursement from all applicable sources
  - Continue site inspections in the area of Hazard Mitigation to reduce or eliminate long-term risk to City properties from future disasters.
  - Secure funding opportunities from federal, state and private sources.
  - Ensure compliance with all applicable federal and state requirements.
  - Monitor cash flow forecasting for recovery purposes.
- Effectively manage spend and compliance of the COVID-19 pandemic cost recovery from U.S. Department of Treasury
  - Coronavirus State and Local Fiscal Recovery Fund under the American Rescue Plan Act (ARPA).
- Improve process execution internally and citywide
  - Document controls, written procedures, instruction manuals, training curriculum, and metrics/goals for all remaining financial management and procurement processes.
  - Create a data warehousing environment for operational and financial data that enables citywide access to useful business intelligence and analytics, and external access to open data.
  - Implement new financial forecasting, budgeting, and reporting software system.
  - Identify and achieve savings through procurement, active cost management, centralization and business process improvements.
  - Collaborate with Internal stakeholders to increase engagement with local small business.
  - Streamline contract management and sourcing.

**FISCAL YEAR 2024 BUDGET**

**Business Area Program Summary**

**Business Area:** Finance Department  
**Bus. Area No :** 6400

**Budget By Program (\$ in thousands):**

Program	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	Revs	Exps	Revs	Exps	Revs	Exps
Accounting and Financial Reporting	3,271	6,574	3,550	8,679	3,744	9,057
Administrative Services	0	1,556	0	1,725	0	1,697
Capital Projects and Debt Management	227	1,216	282	1,509	304	1,544
Citywide Procurement and Contract Management	1,603	6,065	1,595	8,442	1,990	8,934
Disaster Cost Recovery Management	0	365	0	389	0	736
Energy Management	216	214	350	350	390	390
Financial Management Services	1,849	2,579	1,694	2,575	1,849	2,718
Financial Planning & Budgetary Services	0	1,934	0	2,795	0	3,005
Grants Management	78	838	80	1,410	77	957
Performance Improvement	0	283	0	445	0	449
Treasury	2,091,054	1,748	2,197,370	1,719	2,270,185	1,754
<b>Total</b>	<b>2,098,297</b>	<b>23,372</b>	<b>2,204,920</b>	<b>30,038</b>	<b>2,278,537</b>	<b>31,242</b>

**FTEs by Program:**

Program	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	FTEs	OT FTEs	FTEs	OT FTEs	FTEs	OT FTEs
Accounting and Financial Reporting	47.7	0.0	52.1	0.0	53.4	0.0
Administrative Services	4.0	0.0	3.8	0.0	3.7	0.0
Capital Projects and Debt Management	7.7	0.0	11.1	0.0	10.7	0.0
Citywide Procurement and Contract Management	47.5	0.0	63.0	0.0	67.0	0.0
Disaster Cost Recovery Management	4.5	0.0	3.2	0.0	5.5	0.0
Energy Management	1.3	0.0	2.1	0.0	2.3	0.0
Financial Management Services	16.9	0.0	15.2	0.0	16.1	0.0
Financial Planning & Budgetary Services	12.6	0.0	18.1	0.0	18.5	0.0
Grants Management	6.4	0.0	10.3	0.0	7.2	0.0
Performance Improvement	2.0	0.0	3.0	0.0	3.0	0.0
Treasury	3.5	0.0	3.1	0.0	3.3	0.0
<b>Total:</b>	<b>154.1</b>	<b>0.0</b>	<b>185.0</b>	<b>0.0</b>	<b>190.7</b>	<b>0.0</b>

**FISCAL YEAR 2024 BUDGET**

**Business Area Program Detail**

**Business Area : Finance Department**

**Bus Area No. : 6400**

**Accounting and Financial Reporting**

**Description:**

Directs the financial reporting and operations of internal controls, cost and fee analysis, capital fixed assets, trusts and funds management, accounts receivable, accounts payable and the annual audit for the City of Houston. Develop annual indirect cost allocation plans in accordance with 2 CFR 200.

**Goal:**

Financial Reporting and Operations review and monitoring will result in efficient and accurate outcomes ensuring compliance with standards, laws and regulations in order to be cost effective.

**Mayor's Priority:** Sound Financial Management

(\$ in thousands)

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	Revs	Exps	Revs	Exps	Revs	Exps
Central Service Revolving Fund	3,065	3,060	3,518	3,518	3,713	3,713
General Fund	206	3,514	32	5,162	31	5,345
<b>Total</b>	<b>3,271</b>	<b>6,574</b>	<b>3,550</b>	<b>8,680</b>	<b>3,744</b>	<b>9,058</b>

**Staffing:**

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	FTEs	OT FTEs	FTEs	OT FTEs	FTEs	OT FTEs
Central Service Revolving Fund	30.9	0.0	32.6	0.0	33.2	0.0
General Fund	16.8	0.0	19.5	0.0	20.2	0.0
<b>Total</b>	<b>47.7</b>	<b>0.0</b>	<b>52.1</b>	<b>0.0</b>	<b>53.4</b>	<b>0.0</b>

**Performance Measure:**

Performance	FY2022 Actual	FY2023 Target	FY2023 Estimate	FY2024 Target
Collection rate for EMS	42%	43%	41%	43%
Collection rate for vendor managed revenues	37%	39%	32%	35%
Cost per Invoice	\$36	\$44	\$41	\$45
Invoice payments processed within payment terms	95%	95%	93%	95%

**FISCAL YEAR 2024 BUDGET**

**Business Area Program Detail**

**Business Area : Finance Department**

**Bus Area No. : 6400**

**Administrative Services**

**Description:**

This program provides support for leadership and executive support which includes development, monitoring and recording of the budget, accounts receivables and the procurement of goods and services for the department.

**Goal:**

To ensure executive oversight services, support, and leadership to all functions of the Finance Department. Support the budget process through development, monitoring, and reporting along with receiving and procuring goods and services needed to operate the department efficiently and effectively.

**Mayor's Priority:** Sound Financial Management

(\$ in thousands)

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	Revs	Exps	Revs	Exps	Revs	Exps
General Fund	0	1,556	0	1,725	0	1,697

**Staffing:**

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	FTEs	OT FTEs	FTEs	OT FTEs	FTEs	OT FTEs
General Fund	4.0	0.0	3.8	0.0	3.7	0.0

**Performance Measure:**

Performance	FY2022 Actual	FY2023 Target	FY2023 Estimate	FY2024 Target
Expenditures Adopted Budget vs Actual Utilization	90%	98%	106%	98%
Revenues Adopted Budget vs Actual Utilization	107%	100%	104%	100%

**FISCAL YEAR 2024 BUDGET**

**Business Area Program Detail**

**Business Area : Finance Department**

**Bus Area No. : 6400**

**Capital Projects and Debt Management**

**Description:**

Engage all departments in the annual preparation of the five-year Capital Improvement Plan. Work with Administration and City Council to Adopt the CIP annually. Once adopted, review and approve RCAs in NOVUS as compared to the plan. Monitor capital budgets and spending. Maintain asset replacement models and bring forth the equipment models. Approve RCAs in Novus based on the plan amounts. Maintain asset replacement model for Fleet and IT, with possibility of others coming online. Monitoring and reporting on capital budgets and spending. Serve as chair of the Finance Working Group responsible for all debt issuance and managing liquidity facilities. Analysis of pension and OPEB matters.

**Goal:**

Adopt the annual Capital Improvement plan before end of preceding fiscal year. Maintain the active CIP in SAP with the most up to date information. Manage any requests from the departments and the Administration in a way that is fiscally responsible, while providing the highest benefit to the citizens. Track and evaluate all debt refunding opportunities to achieve the lowest possible cost of borrowing. Maintain credit ratings and ensure a sufficient debt service fund balance. Ensure compliance with applicable laws and ensure annual actuarial valuation reports are completed.

**Mayor's Priority:** Sound Financial Management

(\$ in thousands)

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	Revs	Exps	Revs	Exps	Revs	Exps
Central Service Revolving Fund	212	208	267	267	289	289
General Fund	14	1,008	15	1,242	15	1,255
<b>Total</b>	<b>226</b>	<b>1,216</b>	<b>282</b>	<b>1,509</b>	<b>304</b>	<b>1,544</b>

**Staffing:**

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	FTEs	OT FTEs	FTEs	OT FTEs	FTEs	OT FTEs
Central Service Revolving Fund	1.3	0.0	2.0	0.0	2.1	0.0
General Fund	6.4	0.0	9.1	0.0	8.6	0.0
<b>Total</b>	<b>7.7</b>	<b>0.0</b>	<b>11.1</b>	<b>0.0</b>	<b>10.7</b>	<b>0.0</b>

**Performance Measure:**

Performance	FY2022 Actual	FY2023 Target	FY2023 Estimate	FY2024 Target
Capital Improvement Plan adopted before end of preceding fiscal year	June 23, 2021	June 30, 2022	June 29, 2022	June 30, 2023
Ensures submission of three actuarial valuation reports to Pension Review Board annually	April 30, 2022	April 30, 2023	April 30, 2023	April 30, 2024
Review all outstanding debt annually for purposes of identifying refunding opportunities	Review 4 credits	Review 4 credits	Review 4 credits	Review 4 credits
Debt Service Expenditures as % of General Fund Revenues	15%	16%	15%	16%

**Business Area Program Detail**

**Business Area : Finance Department**

**Bus Area No. : 6400**

**Citywide Procurement and Contract Management**

**Description:**

On behalf of client departments, manage the full procurement process for the purchase of goods and services and provide oversight for any departmental delegated procurement authority. Assist client departments with developing purchase specifications, scopes of service and all other necessary information for solicitation development. Work with the vendor community, including certified MWBE firms, to competitively procure needed goods and services. Provide contract management and vendor performance evaluations.

**Goal:**

Ensure timely, compliant procurement of necessary goods and services on behalf of client city departments. Protect the city's interests by ensuring public funds are being used to their highest and best use through competitive, open, and fair procurements. Safeguard the city's interest and reduce risks by ensuring procurements are compliant to all state, federal and local procurement policies, and procedures.

**Mayor's Priority:** Sound Financial Management

(\$ in thousands)

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	Revs	Exps	Revs	Exps	Revs	Exps
Central Service Revolving Fund	1,171	1,152	1,095	1,095	1,490	1,490
General Fund	433	4,913	500	7,347	500	7,444
<b>Total</b>	<b>1,604</b>	<b>6,065</b>	<b>1,595</b>	<b>8,442</b>	<b>1,990</b>	<b>8,934</b>

**Staffing:**

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	FTEs	OT FTEs	FTEs	OT FTEs	FTEs	OT FTEs
Central Service Revolving Fund	9.2	0.0	8.3	0.0	11.8	0.0
General Fund	38.3	0.0	54.7	0.0	55.2	0.0
<b>Total</b>	<b>47.5</b>	<b>0.0</b>	<b>63.0</b>	<b>0.0</b>	<b>67.0</b>	<b>0.0</b>

**Performance Measure:**

Performance	FY2022 Actual	FY2023 Target	FY2023 Estimate	FY2024 Target
Average days to complete direct award procurements from project acceptance to Council award	70 days	N/A	89 days	45 days
Average days to complete formal invitation to Bid "ITB" procurement projects, from project acceptance to Council award	207 days	N/A	247 days	120 days
Average days to complete formal Requests for Proposals, Requests for Qualifications and Requests for Information	385 days	N/A	389 days	180 days

**FISCAL YEAR 2024 BUDGET**

**Business Area Program Detail**

**Business Area : Finance Department**

**Bus Area No. : 6400**

**Disaster Cost Recovery Management**

**Description:**

Oversee disaster cost recovery for city owned assets. This includes managing and reporting of the federal and state grants related to declared disasters.

**Goal:**

Seek maximum disaster cost recovery reimbursement from all applicable sources. Continue site inspections in Hazard Mitigation to reduce or eliminate long-term risk to City properties from future disasters. Secure funding opportunities from federal, state and other sources. Ensure compliance with all applicable federal and state requirements.

**Mayor's Priority:** Resilient Houston

(\$ in thousands)

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	Revs	Exps	Revs	Exps	Revs	Exps
General Fund	0	365	0	389	0	736

**Staffing:**

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	FTEs	OT FTEs	FTEs	OT FTEs	FTEs	OT FTEs
General Fund	4.5	0.0	3.2	0.0	5.5	0.0

**Performance Measure:**

Performance	FY2022 Actual	FY2023 Target	FY2023 Estimate	FY2024 Target
For new disasters, identify and submit damaged city assets within 60 days of the disaster's recovery scoping meeting	N/A	N/A	N/A	60 days
Number of Project Worksheet (PW) close out requests submitted to the State/FEMA	N/A	N/A	N/A	5

**FISCAL YEAR 2024 BUDGET**

**Business Area Program Detail**

**Business Area : Finance Department**

**Bus Area No. : 6400**

**Energy Management**

**Description:**

This program manages the energy and natural gas costs of the City of Houston. This process includes but is not limited to contract energy and natural gas rates negotiations with companies, monitoring of the respective markets, and annual projections. Additionally, the program supports the City's efforts to increase investments in renewable energy and restore the Houston area's natural resources.

**Goal:**

Support the City's mission to lead the global energy transition through strategic partnerships and fiscal management.

**Mayor's Priority:** Resilient Houston

(\$ in thousands)

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	Revs	Exps	Revs	Exps	Revs	Exps
Central Service Revolving Fund	216	214	350	350	390	390

**Staffing:**

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	FTEs	OT FTEs	FTEs	OT FTEs	FTEs	OT FTEs
Central Service Revolving Fund	1.3	0.0	2.1	0.0	2.3	0.0

**Performance Measure:**

Performance	FY2022 Actual	FY2023 Target	FY2023 Estimate	FY2024 Target
% Renewable Energy for Electricity Contract	100%	100%	100%	100%
Amount (\$) of Utility Rebates Received For Energy Projects	\$66,372	\$15,313	\$15,313	\$30,000
Annual Energy Consumption (kWh)	1,227,359,519	1,234,493,933	1,234,493,933	1,251,393,497
Tree Planting Initiative (Goal of 100,000 Trees Planted by 2024 based on electricity contract incentive)	N/A	20,000	20,000	80,000



**FISCAL YEAR 2024 BUDGET**

**Business Area Program Detail**

**Business Area : Finance Department**

**Bus Area No. : 6400**

**Financial Management Services**

**Description:**

On behalf of client departments, manages all aspects of financial management to ensure fiscal integrity. This process includes: 1) maintaining the fiscal and financial integrity of records and information, 2) providing information that supports the client department's management of public resources through the annual budgeting process and long-term forecasting, 3) providing timely and accurate information to client department to support daily operations, inclusive of, but not limited to, budget management and monitoring, 4) providing support services including improvement reviews of internal financial controls and processes, and 5) preparing and delivering financial information pertaining to client department operations, services, and issues to key stakeholder. Serves as the primary liaison between the various divisions within the Finance Department.

**Goal:**

To champion the Finance Department's mission to safeguard the fiscal integrity of the City, its component units, and other dependent entities by providing the necessary support and guidance to client departments thus ensuring sound fiscal management.

**Mayor's Priority:** Sound Financial Management

(\$ in thousands)

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	Revs	Exps	Revs	Exps	Revs	Exps
Central Service Revolving Fund	1,849	1,879	1,694	1,694	1,849	1,849
General Fund	0	701	0	881	0	869
<b>Total</b>	<b>1,849</b>	<b>2,580</b>	<b>1,694</b>	<b>2,575</b>	<b>1,849</b>	<b>2,718</b>

**Staffing:**

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	FTEs	OT FTEs	FTEs	OT FTEs	FTEs	OT FTEs
Central Service Revolving Fund	12.0	0.0	10.5	0.0	11.5	0.0
General Fund	4.9	0.0	4.7	0.0	4.6	0.0
<b>Total</b>	<b>16.9</b>	<b>0.0</b>	<b>15.2</b>	<b>0.0</b>	<b>16.1</b>	<b>0.0</b>

**Performance Measure:**

Performance	FY2022 Actual	FY2023 Target	FY2023 Estimate	FY2024 Target
# of client departments supported	4	4	4	5
Receive an outstanding rating (5) from client departments	N/A	N/A	N/A	5

**FISCAL YEAR 2024 BUDGET**

**Business Area Program Detail**

**Business Area : Finance Department**

**Bus Area No. : 6400**

**Financial Planning & Budgetary Services**

**Description:**

Develop and manage the City's Operating Budget, long-range financial planning, monthly financial reporting, and ad-hoc financial analysis.

**Goal:**

To improve the City's financial position by providing recommendations based on comprehensive financial analysis.

**Mayor's Priority:** Sound Financial Management

(\$ in thousands)

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	Revs	Exps	Revs	Exps	Revs	Exps
General Fund	0	1,934	0	2,795	0	3,005

**Staffing:**

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	FTEs	OT FTEs	FTEs	OT FTEs	FTEs	OT FTEs
General Fund	12.6	0.0	18.1	0.0	18.5	0.0

**Performance Measure:**

Performance	FY2022 Actual	FY2023 Target	FY2023 Estimate	FY2024 Target
Citywide General Fund Expenditures Adopted Budget vs Actual Utilization	101%	98%	101%	98%
Citywide General Fund Revenues Adopted Budget vs Actual Utilization	104%	100%	103%	100%
Unassigned Fund Balance as % of General Fund Expenditures less Debt Service and PAYGO	16.1%	13.2%	17.2%	16.6%

**FISCAL YEAR 2024 BUDGET**

**Business Area Program Detail**

**Business Area : Finance Department**

**Bus Area No. : 6400**

**Grants Management**

**Description:**

Grants Management is tasked with directing and monitoring grant acquisition, management, and compliance procedures to ensure consistent use by City Departments and compliance with all applicable federal, state and local regulations.

**Goal:**

The goals of Grants management are to: 1) provide written guidelines to ensure consistency in the City's grant acquisition and management process across grant administering departments; 2) encourage departments to responsibly pursue external funding that can be reasonably managed while serving the needs of the City; 3) ensure grant audits are being conducted in an appropriate manner and City departments are audit ready; 4) coordinate grant acquisition among City Departments; 5) generate grant revenue recovery to capture whether grants are being sought by City Departments and reporting their respective revenues; and 6) achieve zero audit findings in each annual audit.

**Mayor's Priority:** Sound Financial Management

(\$ in thousands)

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	Revs	Exps	Revs	Exps	Revs	Exps
Central Service Revolving Fund	78	78	80	80	77	77
General Fund	0	760	0	1,330	0	880
<b>Total</b>	<b>78</b>	<b>838</b>	<b>80</b>	<b>1,410</b>	<b>77</b>	<b>957</b>

**Staffing:**

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	FTEs	OT FTEs	FTEs	OT FTEs	FTEs	OT FTEs
Central Service Revolving Fund	1.0	0.0	1.0	0.0	1.0	0.0
General Fund	5.4	0.0	9.3	0.0	6.2	0.0
<b>Total</b>	<b>6.4</b>	<b>0.0</b>	<b>10.3</b>	<b>0.0</b>	<b>7.2</b>	<b>0.0</b>

**Performance Measure:**

Performance	FY2022 Actual	FY2023 Target	FY2023 Estimate	FY2024 Target
Audit Findings	3	0	0	0
Complete and upload Single Audit Report to the Federal Audit Clearing House within 30 calendar days of receipt of the auditors' report(s)	N/A	N/A	N/A	30 days
Number of Grants placed in closing status in SAP	N/A	N/A	N/A	160

**FISCAL YEAR 2024 BUDGET**

**Business Area Program Detail**

**Business Area : Finance Department**

**Bus Area No. : 6400**

**Performance Improvement**

**Description:**

Performance Improvement program works with departments to identify and implement innovative solutions that improve customer service and modernize government operations. This division also implements performance management processes and systems to ensure continued process excellence.

**Goal:**

To create lasting and substantial improvements in the way the City operates.

**Mayor's Priority:** Sound Financial Management

(\$ in thousands)

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	Revs	Exps	Revs	Exps	Revs	Exps
General Fund	0	283	0	445	0	449

**Staffing:**

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	FTEs	OT FTEs	FTEs	OT FTEs	FTEs	OT FTEs
General Fund	2.0	0.0	3.0	0.0	3.0	0.0

**Performance Measure:**

Performance	FY2022 Actual	FY2023 Target	FY2023 Estimate	FY2024 Target
Client Satisfaction Rating	N/A	N/A	100%	90%
Number of In-House Consulting Engagements	N/A	N/A	28	24
Number of Lean Six Sigma Green Belts Certified	6	6	5	6

**FISCAL YEAR 2024 BUDGET**

**Business Area Program Detail**

**Business Area : Finance Department**

**Bus Area No. : 6400**

**Treasury**

**Description:**

Forecast all City taxes (property, sales, and mixed beverage) based on economic modeling. Collect and account for revenues in SAP. Ensure compliance with all applicable state laws. Perform the annual Truth in Taxation and setting of the property tax rate within 60 days of receipt of the certified roll as provided by state statute. Research, analyze, and provide recommendation of proposed tax laws and ensuring compliance with passed laws. Monitor the General Fund cash flows and ensure sufficient funds are available for day-to-day operations. Manage the merchant services contract for handling of payments via point of sale or web.

**Goal:**

To provide accurate forecasting on Tax Revenues by ensuring estimate is within +/- 2%. Adherence to state statutes on the adoption of the property tax rate and the Truth in Taxation process. Provide accurate recommendation on proposed legislative changes.

**Mayor's Priority:** Sound Financial Management

(\$ in thousands)

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	Revs	Exps	Revs	Exps	Revs	Exps
General Fund	2,091,054	1,748	2,197,370	1,719	2,270,185	1,754

**Staffing:**

Fund	FY2022 Actual		FY2023 Estimate		FY2024 Budget	
	FTEs	OT FTEs	FTEs	OT FTEs	FTEs	OT FTEs
General Fund	3.5	0.0	3.1	0.0	3.3	0.0

**Performance Measure:**

Performance	FY2022 Actual	FY2023 Target	FY2023 Estimate	FY2024 Target
Variance of Mixed Beverage Tax Budget to Actual/Estimate	35.0%	15.1%	15.5%	2.0%
Variance of Property Tax Budget to Actual/Estimate	1.1%	0.2%	0.0%	0.0%
Variance of Sales Tax Budget to Actual/Estimate	16.7%	0.7%	10.6%	7.6%

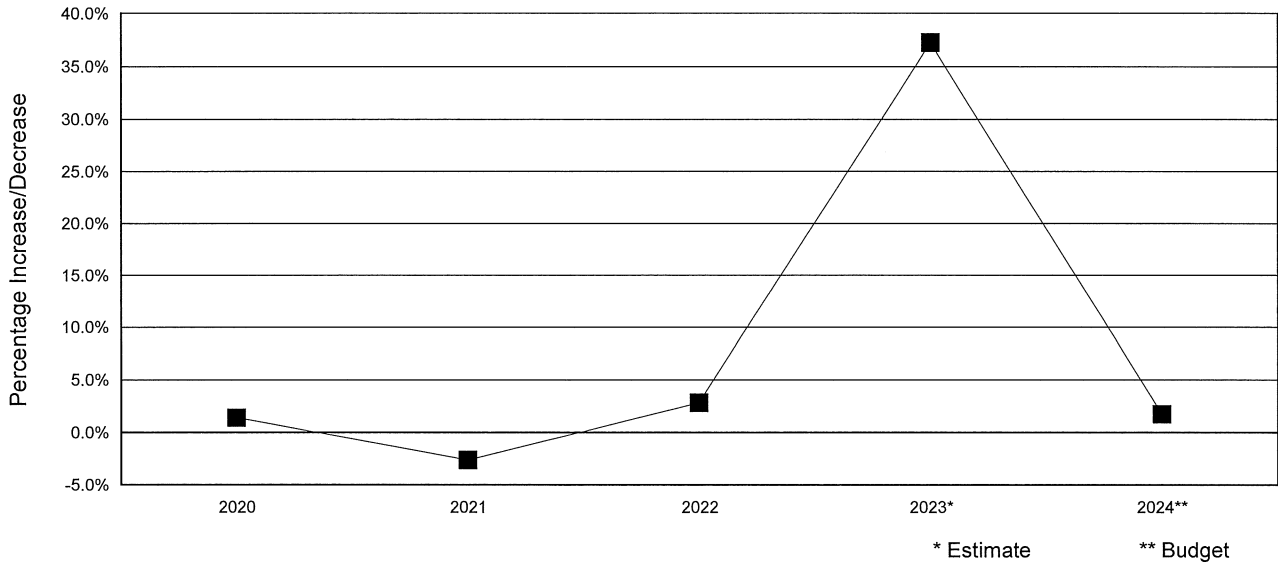
**FISCAL YEAR 2024 BUDGET**

**Business Area Budget Summary**

**Fund Name** : General Fund  
**Business Area** : Finance Department  
**Fund No. /Bus. Area No.** : 1000 / 6400

		FY2022 Actual	FY2023 Current Budget	FY2023 Estimate	FY2024 Budget
Expenditures	Personnel Services	12,746,733	17,484,841	17,292,079	18,008,111
	Supplies	29,253	81,850	85,942	87,997
	Other Services and Charges	3,970,516	5,453,394	5,642,064	5,339,342
	Equipment	12,880	11,054	11,054	0
	Non-Capital Equipment	21,064	3,500	3,500	0
	Total M & O Expenditures	16,780,446	23,034,639	23,034,639	23,435,450
	Debt Service & Other Uses	0	0	0	0
	<b>Total Expenditure</b>	<b>16,780,446</b>	<b>23,034,639</b>	<b>23,034,639</b>	<b>23,435,450</b>
Revenues		2,091,706,038	2,105,737,726	2,197,916,676	2,270,731,025
Staffing	Full-Time Equivalents - Civilian	98.4	129.7	128.5	128.8
	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	98.4	129.7	128.5	128.8
	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 FY2024 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.</li> <li>o The FY2024 Budget includes eleven positions for the procurement restructure and three positions as a result of the Legal Finance consolidation.</li> </ul>				

**General Fund  
Finance Department  
Year over Year Expenditure Change**

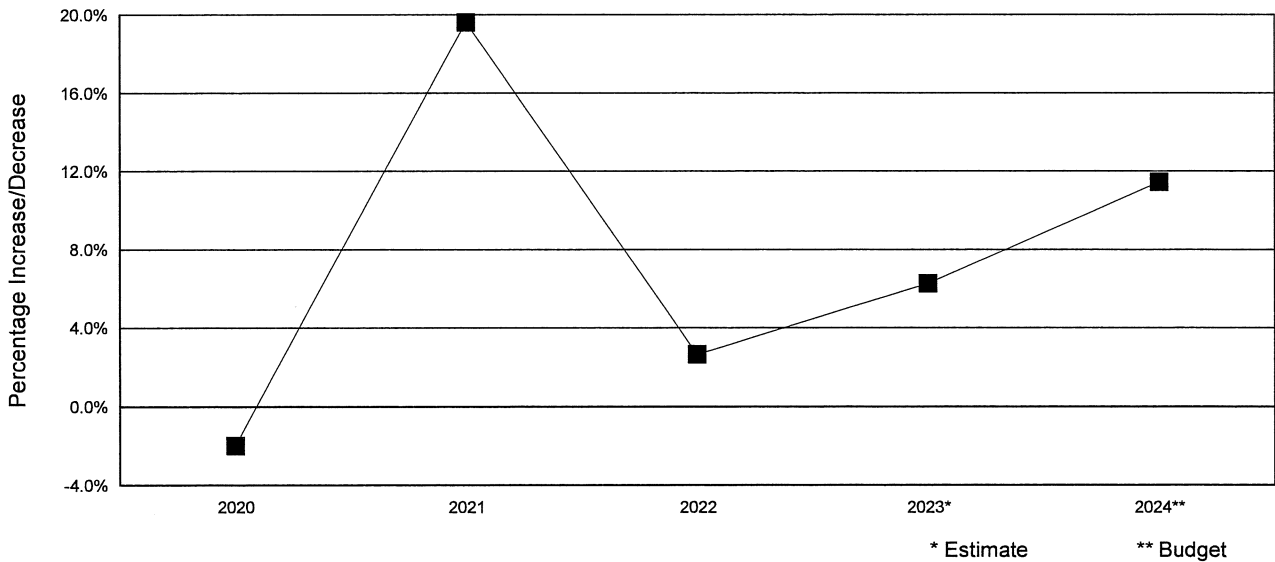


**FISCAL YEAR 2024 BUDGET**

**Business Area Budget Summary**

<b>Fund Name</b> :		<b>Central Service Revolving Fund</b>			
<b>Business Area</b> :		<b>Finance Department</b>			
<b>Fund No. /Bus. Area No.</b> :		<b>1002 / 6400</b>		<b>FY2022</b>	<b>FY2023</b>
		<b>Actual</b>	<b>Current Budget</b>	<b>FY2023</b>	<b>FY2024</b>
				<b>Estimate</b>	<b>Budget</b>
Expenditures	Personnel Services	6,105,008	6,947,361	6,479,450	7,247,125
	Supplies	6,074	20,576	20,576	17,279
	Other Services and Charges	465,777	500,693	503,604	541,736
	Equipment	14,490	0	0	0
	Total M & O Expenditures	6,591,349	7,468,630	7,003,630	7,806,140
	Debt Service & Other Uses	0	0	0	0
	<b>Total Expenditure</b>	<b>6,591,349</b>	<b>7,468,630</b>	<b>7,003,630</b>	<b>7,806,140</b>
Revenues		6,591,349	7,468,630	7,003,630	7,806,140
Staffing	Full-Time Equivalents - Civilian	55.7	60.2	56.5	61.9
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	55.7	60.2	56.5	61.9
	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 FY2024 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.</li> <li>o The FY2024 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> <li>o Two new positions have been included in the Citywide Procurement and Contract Management program to support the Houston Airport System (HAS) with procurement services.</li> </ul>				

**Central Service Revolving Fund  
Finance Department  
Year over Year Expenditure Change**



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**FISCAL YEAR 2024 BUDGET**

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**Business Area Revenues Summary**

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**Business Area : Finance Department**

**Business Area No. : 6400**

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<b>Category</b>	<b>FY2022 Actual</b>	<b>FY2023 Current Budget</b>	<b>FY2023 Estimate</b>	<b>FY2024 Budget</b>
Charges for Services	78,000	79,779	79,779	<b>76,586</b>
Direct Interfund Services	6,527,498	7,403,851	6,938,851	<b>7,744,554</b>
General Property Taxes	1,244,721,532	1,271,767,638	1,271,767,638	<b>1,369,113,847</b>
Interest	3,287,564	4,704,000	8,459,179	<b>9,533,000</b>
Miscellaneous/Other	1,408,454	1,558,000	1,543,424	<b>1,556,000</b>
Other Fines and Forfeits	68,250	30,000	25,000	<b>25,000</b>
Other Tax	21,584,505	20,743,036	23,956,000	<b>24,895,585</b>
Sales Taxes	820,621,584	806,920,052	892,150,435	<b>865,592,593</b>
<b>Grand Total</b>	<b><u>2,098,297,387</u></b>	<b><u>2,113,206,356</u></b>	<b><u>2,204,920,306</u></b>	<b><u>2,278,537,165</u></b>