

Appendix A: Corporate Services

Cost Center	Cost Center Name	Cost Center	Function	Major Activities / Cost Center Overview	Assignment Method	Basis of Assignment	Type / Charge	Allocation Driver
156104	FM Building Operations - Houston Division	156104 FM Building Operations - Houston Division	Facilities Management	Facilities Management Operations Division will provide management oversight of building operations services at general locations such as service centers and outlying Houston area complexes as described below: •Building exterior and interior repairs and maintenance •Building systems repairs & maintenance •Site repairs & maintenance such as fencing and paving •Operational needs such as grounds keeping, janitorial services, pest control, ice machine maintenance and other tenant services •Utilities: •Electricity Management (procurement leadership, budget/usage monitoring & analysis, account management, billing reconciliation) •Water & sewer •Assist Facilities Project Management Division with employee relocations & moves •Assist Facilities Project Management Division with projects, including furniture	Energy Management services are billed to clients based on time sheets. Building Operations Management is billed based on the square footage of locations managed.	The majority of the costs incurred by this cost center are labor related. The Energy Management man-hour rate is calculated by dividing the service budget by the number of man-hours available for billing. Men-hours are transfer priced as actually incurred on behalf of the client. The Building Operations management costs are proportioned to clients each month based of the total square footage of each client location to all locations managed.	Direct	Directly Assigned
156111	FM ECDC Building Services	156111 FM ECDC Building Services	Facilities Management	Facilities Management Operations Division will provide building operations services at the ECDC facility and CEHE/Technology Operations Addicks Operations Center (AOC).	Facilities Operations internal costs in support of each location are directly assigned first to CEHE/Technology Operations for the new Addicks Operations Center with the remainder assigned 100% to CNP Properties, Inc. Direct Client Incurred: Third party costs associated with each vendor providing services are coded directly to the CEHE/Technology Operations AOC and Properties Building cost objects.	The costs incurred by this cost center are for dedicated internal labor and internal support allocations that are directly assignable to the CEHE/Technology Operations AOC and Properties ECDC building locations.	Direct	Directly Assigned
156124	OSS Houston Travel & Office Support Svcs	156124 OSS Houston Travel & Office Support Svcs	Facilities Management	Management oversight of the Corporate Travel Management Company contract Management oversight of Houston Office Support Services functional areas Coordination and oversight of regulatory issues and rate case filings affecting Business & Operations Support A third-party Travel Management Company (TMC) provides corporate travel services for CenterPoint Energy travelers. Services offered to travelers include, but are not limited to: •air, hotel, auto rental, and limousine rental arrangements in accordance with CenterPoint Energy's Corporate Travel Policy •assistance with visa and passport processing •assistance with meeting planning •participation in new hire travel orientation •participation in CenterPoint Energy's Emergency Operations Plans •vendor issue resolution and contract negotiation assistance	Time sheets for any hours spent unrelated to the Corporate Travel Office & Office Support Services Allocation based on time used for the distribution of general management oversight and internal support for each functional area and be proportioned to business units based on the Office Support Services billings and Corporate Travel Office direct costs. Corporate Travel office direct costs will be calculated for the individual business units based on percentage of monthly total transaction volume and charged directly to the business unit by the Travel Management Company.	An hourly rate is calculated based on the portion of total operational costs not directly related to Travel Office and Office Support Services Management oversight divided by the number of available hours, which is billed monthly based on actual direct support provided to clients. Cost of management oversight and related internal support costs for the Travel Office are allocated based on the annual planned travel office expenses to be incurred directly by clients. The amounts billed by each managed office support services functional area to the business units are used as the basis for proportioning the cost centers' general management of Office Support Services and internal support costs between the business units.	Direct	Directly Assigned
156132	OSS Houston Mail Services	156132 OSS Houston Mail Services	Facilities Management	Mail Services: •Provide pick-up and delivery of all Interoffice Mail, U.S. Mail, Certified Mail and Overnight Mail for all company locations. •Provide mail metering service. •Obtain and maintain PO boxes and postal permits. •Consult on Company and U. S. Postal Service processes	Number of Mail Pieces. Direct Client Incurred: Postage, courier, and mail box rental fees will be paid directly by the appropriate client.	Mail Services' total operations budget divided by the total estimated annual number of mail pieces multiplied by the actual number of mail pieces by specific client each month. Any over/under cost recovery each month is allocated to clients in proportion to their annual planned Mail Services billings.	Direct	Directly Assigned