GENERAL SERVICES

Department Description and Mission

General Services Department's (GSD) mission is to provide leadership and best practices in real estate, design, construction, property management, security, and resource conservation to City departments and residents in a safe, reliable, and fiscally responsible manner.

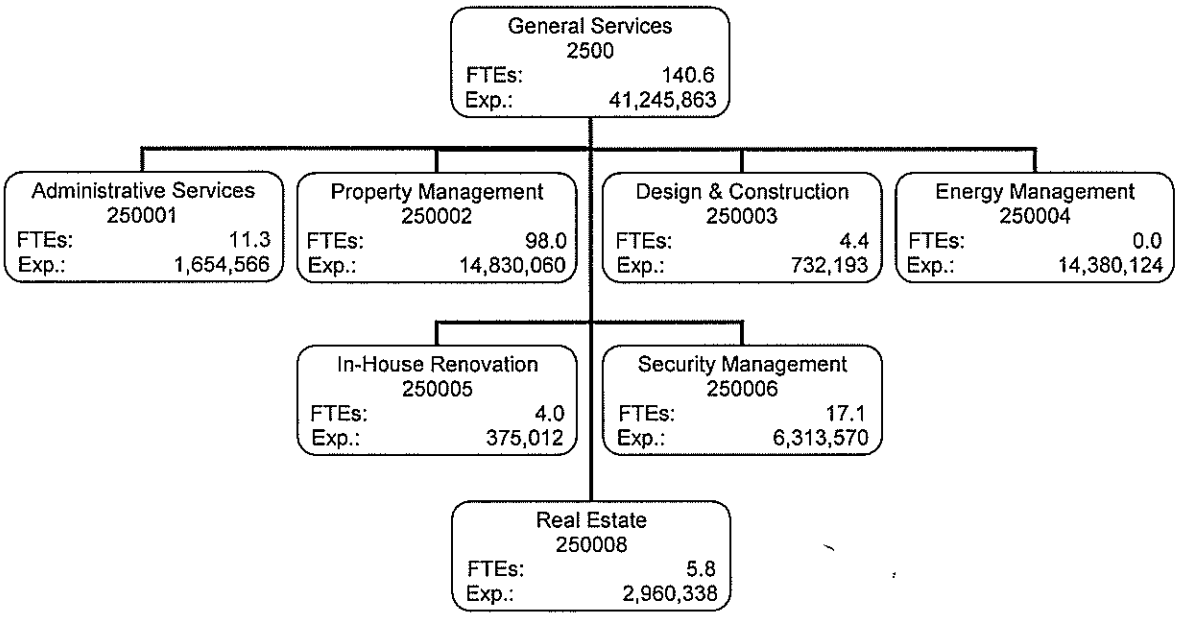
Short Term Goals

- Continue to address Facility Condition Assessments Priority 1 and Priority 2 deficiencies.
- Select new security guard services vendor for FY2016.
- Continue to reduce energy use in GSD managed buildings and increase sustainable and resource conservation in the core civic buildings.
- Complete procurement process for selection of Property Management / Building contract for City buildings occupied by PWE employees.
- Assist with planning, evaluation and alternatives for the Criminal Justice Complex.
- Develop a Space Optimization Plan that can be used citywide.

Long Term Goals

- To be the Provider of Choice and the premier City of Houston department.
- To manage and oversee all City-owned properties, except the Houston Airport System (HAS).
- Implement a department specific cost allocation model for space and energy usage.
- Work with Mayor's Office, City departments and other governmental agencies in aligning department specific Master Plans to identify opportunities for colocation of City facilities and shared resources.
- Identify and ensure sustainable funding for the management of building assets.
- Standardize all security equipment where possible.
- Continue to replace all inoperable security equipment.

Department Organization



Business Area Budget Summary

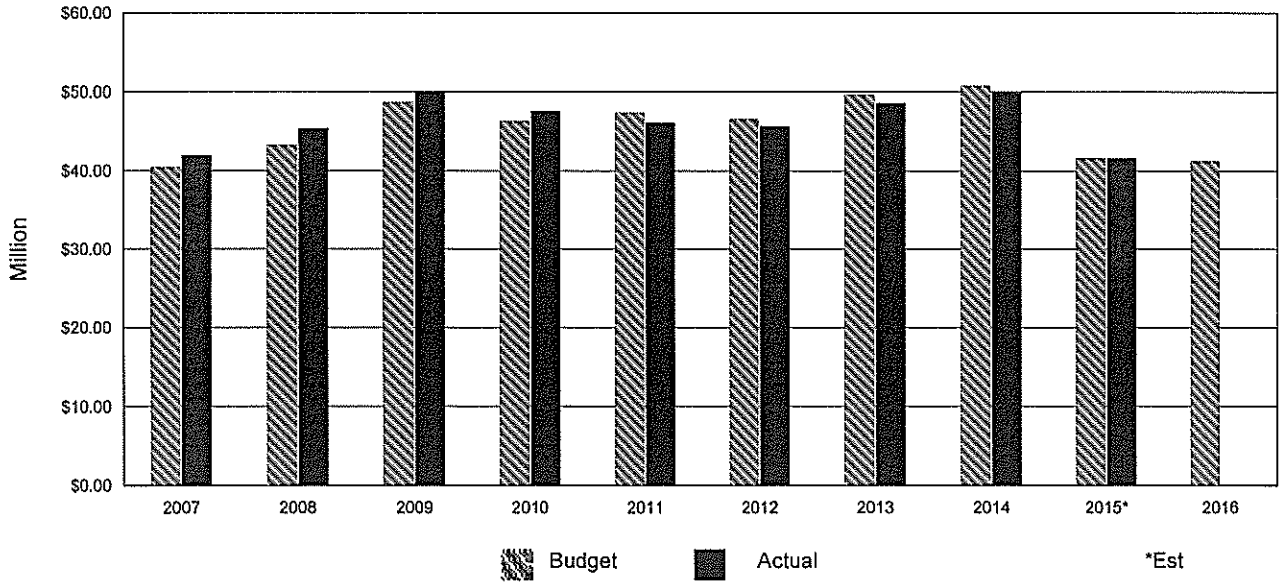
Fund Name : General Fund
Business Area : General Services
Fund No. /Bus. Area No. : 1000 / 2500

		FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
Expenditures	Personnel Services	13,881,441	10,892,575	10,776,563	**10,888,887**
	Supplies	2,070,626	904,305	900,364	**945,958**
	Other Services and Charges	29,922,709	25,982,911	26,102,864	**26,267,797**
	Equipment	24,277	130,218	130,218	**0**
	Non-Capital Equipment	340,559	65,452	65,452	**1,000**
	Total M & O Expenditures	46,239,612	37,975,461	37,975,461	**38,103,642**
	Debt Service & Other Uses	3,634,765	3,634,765	3,634,765	**3,142,221**
	Total Expenditure	49,874,377	41,610,226	41,610,226	**41,245,863**
Revenues		3,721,219	5,430,334	5,499,589	**5,650,290**
Staffing	Full-Time Equivalents - Civilian	193.5	137.6	129.9	**140.6**
	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	193.5	137.6	129.9	**140.6**
	Full-Time Equivalents - Overtime	6.3	3.5	4.2	**3.6**

Significant Budget Changes and Highlights

- The FY2016 Budget provides funding for health benefits and pension contribution.
- Includes funding for Citywide Space Utilization Study.
- Includes funding for contract escalation cost for janitorial services.
- Includes funding to fulfill current contractual obligations for the security guard service contract with G4S Secure Solutions.
- Includes funding to support Operations and Maintenance costs for new facilities.
- Includes funding for rental escalation for various lease facilities.

General Services
Current Budget vs Actual Expenditures



Business Area Performance Measures

Fund Name : General Fund
Business Area : General Services
Fund No. /Bus. Area No. : 1000 / 2500

Performance Measure	Priority	FY2014 Actual	FY2015 Budget	FY2015 Estimate	FY2016 Budget
Card Access Changes Processed	P	39,502	45,000	49,847	47,000
City Identification Badges Processed	P	10,933	9,800	10,439	10,650
Environmental Projects Completed	P	281	200	230	200
Expenditures Budget vs Actual Utilization	F	98%	98%	100%	98%
Revenues Budget vs Actual Utilization	F	66%	100%	101%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

Fund Name : General Fund
Business Area : General Services
Fund No. /Bus Area No. : 1000 / 2500

Division Description	FY2014 Actual FTEs	FY2014 Actual Costs $	FY2015 Estimate FTEs	FY2015 Estimate Costs $	FY2016 Budget FTEs	FY2016 Budget Costs $
GSD - Administrative Services 250001						
Provides overall direction, management, and leadership to GSD; provides training and professional development to GSD employees; ensures all the department's funds are appropriately allocated and expended.	11.2	1,360,889	10.7	1,628,690	**11.3**	**1,654,566**
GSD - Property Management 250002						
Provides services to Police, Fire, Health, Library, Administrative & Regulatory Affairs, Municipal Courts, Public Works and Houston TranStar properties, which include, but are not limited to: preventive maintenance of mechanical equipment, routine and emergency repairs of electrical, mechanical, plumbing, HVAC, structural and energy management systems and facility inspections.	146.6	22,634,110	89.7	14,529,247	**98.0**	**14,830,060**
GSD - Design & Construction 250003						
Provides Capital Improvement Project planning; manages the design and construction of City facilities for all departments except HAS; facilitates tenant improvements; manages construction and coordinates moves; tracks, monitors, and manages environmental contracts and civic art administration, provides in-house planning and design services and construction project management.	9.0	1,173,322	4.0	738,374	**4.4**	**732,193**
GSD - Energy Management 250004						
These accounts represent the actual cost for fuel, electricity, natural gas consumption and all other restricted accounts; all communications and data services fees administrated by the Houston Information Technology Services.	1.0	15,234,605	0.0	15,365,036	**0.0**	**14,380,124**
GSD - In-House Renovation 250005						
Provides overall management and administrative support for the In-House Renovation Group.	4.0	346,355	3.6	444,302	**4.0**	**375,012**
GSD - Security Management 250006						
Manages physical security of all City facilities which include closed circuit TV, access control, and intrusion alarm systems; manages citywide security contract; investigates City lost/stolen assets and process over 45,000 access requests annually.	16.9	5,517,630	16.4	6,211,465	**17.1**	**6,313,570**

Division Summary

Fund Name : General Fund
Business Area : General Services
Fund No. /Bus Area No. : 1000 / 2500

Division Description	FY2014 Actual FTEs	FY2014 Actual Costs $	FY2015 Estimate FTEs	FY2015 Estimate Costs $	FY2016 Budget FTEs	FY2016 Budget Costs $
GSD - Real Estate 250008						
Manage the acquisition, disposition and leasing of the City's real estate assets.	4.8	2,283,814	5.5	2,693,112	**5.8**	**2,960,338**
GSD - Maintenance Renewal & Replacement 250010						
Provide maintenance services to Police, Fire, Health, Library, Administrative & Regulatory Affairs, Municipal Courts, Public Works and Houston TranStar properties, which includes: preventive maintenance of mechanical equipment, routine repairs of electrical, mechanical, plumbing, HVAC, structural and energy management systems and facility inspections. This division is reported in Maintenance Renewal and Replacement Fund (Fund 2105).	0.0	1,323,652	0.0	0	**0.0**	**0**
Total	**193.5**	**49,874,377**	**129.9**	**41,610,226**	**140.6**	**41,245,863**

Business Area Roster Summary

Fund Name : General Fund
Business Area : General Services
Fund No./Bus. Area No. : 1000 / 2500

Job Description	Pay Grade	FY2015 Current Budget FTE	FY2016 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	0.0
ADMINISTRATIVE ASSISTANT	17	2.0	2.0	0.0
ADMINISTRATIVE ASSOCIATE	13	3.0	2.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	0.5	0.5	0.0
ADMINISTRATIVE SPECIALIST	20	4.0	5.0	1.0
ASSISTANT DIRECTOR (EXE LEV)	32	2.0	2.0	0.0
ASSISTANT PROJECT MANAGER	20	1.0	1.0	0.0
ASSISTANT REAL ESTATE ANALYST	17	1.0	0.8	(0.2)
ASSISTANT REAL ESTATE MANAGER	26	2.0	2.0	0.0
ASSISTANT SUPERINTENDENT	20	2.0	2.0	0.0
BUILDING MAINTENANCE SUPERVISOR	13	6.0	6.0	0.0
CHIEF STATIONARY ENGINEER	19	7.0	6.0	(1.0)
COMMUNICATIONS SPECIALIST	15	1.0	1.0	0.0
CUSTODIAN	4	35.0	36.0	1.0
CUSTODIAN LEADER	8	2.0	2.0	0.0
CUSTOMER SERVICE REP. I	13	2.0	2.0	0.0
CUSTOMER SERVICE REP. II	15	2.0	3.0	1.0
CUSTOMER SERVICE SUPERVISOR	18	1.0	1.0	0.0
DATA BASE ANALYST	22	1.0	0.0	(1.0)
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	2.0	0.0
DIVISION MANAGER	29	5.0	5.0	0.0
ESTIMATOR	17	1.0	1.0	0.0
EXECUTIVE STAFF ANALYST (EXE LEV)	30	1.0	1.0	0.0
FINANCIAL ANALYST III	21	1.0	1.0	0.0
FINANCIAL ANALYST IV	25	1.0	1.0	0.0
GENERAL SERVICES DIRECTOR	35	1.0	1.0	0.0
GROUNDSKEEPER	5	9.0	8.0	(1.0)
LAN SPECIALIST	26	1.0	0.0	(1.0)
MAINTENANCE MECHANIC I	8	0.0	1.0	1.0
MAINTENANCE MECHANIC III	14	3.0	5.0	2.0
MAINTENANCE SUPERVISOR	16	2.0	2.0	0.0
MANAGEMENT ANALYST III	21	1.0	1.0	0.0
PAINTER	11	0.0	1.0	1.0
PROJECT MANAGER	24	1.0	1.0	0.0
PUBLIC LOSS INVESTIGATOR	22	1.0	1.0	0.0
REAL ESTATE MANAGER	29	1.0	1.0	0.0
SECURITY TECH. SUPERVISOR	25	0.0	1.0	1.0
SENIOR ACCOUNT CLERK	13	0.0	1.0	1.0
SENIOR CONTRACT COMPLIANCE OFFICER	18	1.0	1.0	0.0
SENIOR DATA BASE ANALYST	25	0.0	1.0	1.0
SENIOR FIXED ASSET SPECIALIST	17	1.0	1.0	0.0
SENIOR INVENTORY MANAGEMENT CLERK	12	1.0	1.0	0.0
SENIOR OFFICE ASSISTANT	12	2.0	1.0	(1.0)
SENIOR PROJECT MANAGER	27	1.0	1.0	0.0
SENIOR PUBLIC LOSS INVESTIGATOR	24	3.0	3.0	0.0
SENIOR SECURITY TECHNICIAN	23	0.0	3.0	3.0
SENIOR STAFF ANALYST	28	0.0	1.0	1.0
SENIOR SUPERINTENDENT	27	1.0	1.0	0.0
STAFF ANALYST	26	1.0	1.0	0.0

Business Area Roster Summary

Fund Name : General Fund
Business Area : General Services
Fund No./Bus. Area No. : 1000 / 2500

Job Description	Pay Grade	FY2015 Current Budget FTE	FY2016 Budget FTE	Change
STATIONARY ENGINEER	14	12.0	12.0	0.0
STATIONARY ENGINEER APPRENTICE	7	3.0	3.0	0.0
STUDENT INTERN I	4	0.6	0.0	(0.6)
STUDENT INTERN II	10	0.6	0.7	0.1
SUPERINTENDENT	24	6.8	6.0	(0.8)
TECHNICAL HARDWARE ANALYST I	17	1.0	0.0	(1.0)
TECHNICAL HARDWARE ANALYST II	21	2.0	1.0	(1.0)
TECHNICAL HARDWARE ANALYST III	23	2.0	0.0	(2.0)
Total FTEs		**145.5**	**148.0**	**2.5**
Less Adjustment for Civilian Vacancy Factor		**7.9**	**7.4**	**(0.5)**
Full-Time Equivalents		**137.6**	**140.6**	**3.0**

Business Area Revenue Summary

Fund Name : General Fund
Business Area : General Services
Fund No./Bus. Area No. : 1000 / 2500

Commit Item	Description	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
2500020001	**GSD - PM Operations**			
443160	Vending Machine Concessions	303,000	188,885	253,697
490120	Transfer from Component Unit	168,979	168,979	168,979
2500020003	**GSD - Houston Permitting Center**			
424110	Other Interfund Services	1,084,068	1,087,124	1,088,396
2500020004	**GSD - Parking Management Facility**			
424110	Other Interfund Services	86,870	73,850	67,120
2500020005	**GSD - PWE UMB Management**			
424110	Other Interfund Services	583,757	583,757	542,610
2500020006	**GSD - Houston TranStar Facility Maint.**			
424110	Other Interfund Services	690,180	687,802	690,524
2500020007	**GSD - FMD Facilities**			
424110	Other Interfund Services	0	166,629	244,186
2500060001	**GSD - Security Management**			
424110	Other Interfund Services	229,720	229,720	229,720
2500060002	**GSD - Security - General Fund**			
490120	Transfer from Component Unit	197,482	197,482	197,482
2500080001	**GSD - Real Estate**			
426420	Building Space Rental Fees	767,304	782,894	839,480
426430	Facility Rental Fees	18,974	26,622	26,452
428060	Other Interest Income	300,000	301,644	301,644
434240	Sale of Capital Assets-Land/Streets	1,000,000	1,000,000	1,000,000
445050	Cell Tower Revenue	0	4,000	0
452030	Miscellaneous Revenue	0	201	0
Total	**General Services**	**5,430,334**	**5,499,589**	**5,650,290**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area : General Services
Fund No./Bus. Area No. : 1000 / 2500

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
500010	Salary Base Pay - Civilian	8,649,462	6,722,557	6,524,733	**6,775,520**
500030	Salary Part Time - Civilian	32,744	34,202	34,640	**34,034**
500060	Overtime - Civilian	476,821	210,532	275,106	**222,000**
500090	Premium Pay - Civilian	21,571	20,000	15,806	**20,000**
500110	Bilingual Pay - Civilian	2,707	1,808	1,808	**1,808**
500250	HOPE Union Business Usage	82	123	123	**123**
501070	Pension - Civilian	2,022,570	1,712,611	1,684,079	**1,853,782**
501120	Termination Pay - Civilian	121,941	166,665	387,601	**77,665**
502010	FICA - Civilian	667,888	529,883	502,374	**534,644**
503010	Health Ins-Act Civilian	1,709,753	1,240,104	1,222,605	**1,219,634**
503015	Basic Life Insurance - Active Civilian	4,960	3,890	3,861	**3,936**
503060	Long Term Disability-Civilian	15,853	11,683	11,630	**11,920**
503090	Workers Compensation-Civilian-Admin	40,508	36,148	37,293	**41,525**
503100	Workers Compensation-Civilian-Claim	110,466	177,064	65,144	**66,991**
504020	Compensation Contingency	0	9,760	9,760	**9,760**
504030	Unemployment Claims - Administration	4,115	15,545	0	**15,545**
Total	**Personnel Services**	**13,881,441**	**10,892,575**	**10,776,563**	**10,888,887**
511010	Chemical Gases & Special Fluids	21,884	1,500	1,500	**1,150**
511015	Cleaning & Sanitary Supplies	160,780	162,212	162,212	**162,212**
511020	Construction Materials	64,776	9,650	32,474	**7,400**
511025	Electrical Hardware & Parts	234,257	6,000	6,000	**6,200**
511030	Mechanical Hardware & Parts	33,494	8,044	8,044	**8,044**
511035	Meters Hydrants & Plumbing Supplies	38,273	6,000	6,000	**6,000**
511040	Audiovisual Supplies	11,989	350	350	**350**
511045	Computer Supplies	15,774	22,490	22,490	**23,990**
511050	Paper & Printing Supplies	27,233	500	500	**500**
511055	Publications & Printed Materials	321	133	133	**133**
511060	Postage	600	2,794	2,794	**2,794**
511070	Miscellaneous Office Supplies	66,777	56,926	55,802	**66,270**
511080	General Laboratory Supplies	28	0	0	**0**
511085	Drugs & Medical Chemicals	1,579	0	0	**0**
511090	Medical & Surgical Supplies	4,855	0	0	**0**
511110	Fuel	399,827	378,794	353,794	**375,172**
511115	Vehicle Repair & Maintenance Supplies	(1,073)	11,000	11,000	**11,000**
511120	Clothing	13,773	22,141	21,500	**22,141**
511125	Food Supplies	2,293	7,344	7,344	**7,000**
511130	Weapons Munitions & Supplies	784	0	0	**0**
511145	Small Tools & Minor Equipment	121,151	4,546	4,546	**4,546**
511150	Miscellaneous Parts & Supplies	848,830	203,881	203,881	**241,056**
511165	Fire Fighting Equipment	2,421	0	0	**0**
Total	**Supplies**	**2,070,626**	**904,305**	**900,364**	**945,958**
520100	Temporary Personnel Services	59,610	50,000	50,000	**37,536**
520101	Janitorial Services	3,202,206	3,896,567	3,822,703	**4,181,500**
520102	Security Services	3,674,535	4,011,245	4,310,866	**4,390,473**
520103	Subrecipient Contract Services	10,000	10,000	10,000	**10,000**
520105	Accounting & Auditing Services	11,000	0	0	**0**
520106	Architectural Services	12,034	0	0	**0**
520108	Information Resource Services	186,966	5,902	5,902	**5,135**
520109	Medical Dental & Laboratory Services	4,306	4,500	4,500	**3,000**
520110	Management Consulting Services	131,617	318,783	299,205	**515,000**
520111	Real Estate Services	1,988	3,531	3,531	**0**
520112	Banking Services	0	100	100	**100**
520114	Miscellaneous Support Services	101,072	81,973	67,854	**71,880**
520115	Real Estate Lease/Office Rental	1,708,599	1,724,119	1,728,145	**1,756,375**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area : General Services
Fund No./Bus. Area No. : 1000 / 2500

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
520118	Refuse Disposal	592,507	593,891	573,811	**571,455**
520119	Computer Eq/SW Mnt	5,591	14,736	234,736	**21,101**
520120	Communications Equipment Services	800	628	114	**800**
520121	IT Application Svcs	200,149	153,778	153,778	**166,637**
520123	Vehicle & Motor Equipment Services	82,955	0	0	**0**
520124	Other Equipment Services	105,561	2,860	13,020	**3,010**
520126	Construction Site Work Services	103,495	17,770	17,770	**0**
520128	Other Construction Work Services	0	0	7,500	**0**
520141	Engineering Services	30,048	20,000	20,000	**20,000**
520510	Mail/Delivery Services	234	330	330	**430**
520515	Print Shop Services	7,234	7,504	8,304	**8,100**
520520	Printing & Reproduction Services	7,546	17,160	13,660	**14,360**
520605	Advertising Services	46,526	48,000	43,000	**46,000**
520705	Insurance Fees	95,156	113,252	113,252	**99,404**
520765	Membership & Professional Fees	18,919	28,348	29,050	**24,967**
520805	Education & Training	28,003	47,700	41,417	**62,175**
520905	Travel - Training Related	20,401	26,475	30,975	**29,232**
520910	Travel - Non-Training Related	21,869	21,937	21,937	**20,737**
521405	Building Maintenance Services	7,053,694	2,438,828	2,420,203	**2,677,271**
521410	Sewer Services	826,378	674,673	674,673	**674,673**
521415	Land and Grounds Maintenance	400,357	38,216	38,216	**44,500**
521435	Water Services	21,592	9,004	16,287	**27,856**
521440	Steam/Chilled Water Services	256,900	467,507	204,305	**204,305**
521505	Electricity	8,918,580	9,277,906	9,277,906	**8,729,622**
521510	Natural Gas	631,539	569,810	569,810	**547,926**
521605	Data Services	64,950	78,617	78,617	**131,067**
521610	Voice Services	60,012	54,677	54,677	**47,701**
521620	Voice Equipment	19,492	5,880	5,880	**1,768**
521625	Voice Labor	22,993	7,455	7,455	**11,490**
521630	GIS Revolving Fund Services	8,731	12,236	12,236	**12,870**
521635	Voice Services -Wireless	88,769	58,325	58,325	**93,555**
521715	Office Equipment Rental	26,345	24,240	24,240	**10,240**
521725	Other Rental	53,129	50,297	50,297	**50,297**
521730	Parking Space Rental	48,931	49,125	49,125	**49,125**
521735	Hobby Parking Space Rental	20,175	31,875	31,875	**31,875**
522405	Management Savings	(30)	0	0	**0**
522430	Misc Othr Svcs & Chrg	284,565	183,532	177,477	**181,163**
522435	Interest Charges Past Due Accounts	929	0	0	**0**
522710	Interfund Utility Cut Repairs	0	500	500	**500**
522720	Interfund Payroll Services	(82)	0	0	**0**
522721	Interfund HR Client Services	170,887	246,637	246,637	**199,898**
522722	KRONOS Service Chargeback	9,188	10,217	10,217	**12,441**
522723	Drainage Fee Service Chargeback	145,855	146,000	146,000	**146,900**
522730	Interfund Engineering Services	126,860	0	0	**0**
522735	Interfund Communication Equipment Repair	0	6,250	6,250	**6,000**
522760	Interfund Billing & Collection Service	17,163	48,091	44,272	**43,772**
522845	Interfund Vehicle Services	173,880	271,924	271,924	**271,575**
Total	**Other Services and Charges**	**29,922,709**	**25,982,911**	**26,102,864**	**26,267,797**
560210	Furniture Fixtures and Equipment	0	65,139	65,139	**0**
560220	Vehicles	10,902	65,079	65,079	**0**
560230	Computer HW and Developed SW	8,246	0	0	**0**
560240	Communication Equipment	5,129	0	0	**0**
Total	**Equipment**	**24,277**	**130,218**	**130,218**	**0**
551005	Fixed Assets Restatement	0	1,000	1,000	**1,000**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area : General Services
Fund No./Bus. Area No. : 1000 / 2500

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
551010	Non-Cap Office Furniture & Equipment	268,414	45,543	45,543	0
551015	Non-Capital Computer Equipment	72,145	18,909	18,909	0
Total	**Non-Capital Equipment**	**340,559**	**65,452**	**65,452**	**1,000**
532020	Transfers to Capital Projects	3,634,765	3,634,765	3,634,765	3,142,221
Total	**Debt Service and Other Uses**	**3,634,765**	**3,634,765**	**3,634,765**	**3,142,221**
	Grand Total Expenditures	**49,874,377**	**41,610,226**	**41,610,226**	**41,245,863**