



# GENERAL SERVICES DEPARTMENT

## FY25 BUDGET WORKSHOP PRESENTATION SUBMISSION



**C.J. MESSIAH, JR.**  
DIRECTOR

**MAY 16, 2024**

# DEPARTMENT CORE VALUES



INTEGRITY FIRST

SERVICE BEFORE SELF

EXCELLENCE IN ALL WE DO

## GENERAL SERVICES DEPARTMENT

# DEPARTMENT EXECUTIVE TEAM



**C.J. MESSIAH, JR.**

**DIRECTOR**



Chief of Staff  
Council Liaison

**Enid Howard**



Capital Design and  
Construction / Real Estate

**Richard Vella**



Property / Environmental  
Management

**Anzil Ellison  
(Interim)**



Security Management

**James Waltmon**



Training &  
Development

**Darnesha Davis-Callier**



Energy Resilience  
Management

**Shelli Carter**



Financial Management  
Services

**Russell Lee**

# GENERAL SERVICES DEPARTMENT

# DEPARTMENT ORGANIZATION CHART



**C.J. MESSIAH, JR.**  
DIRECTOR

**Mayor's**  
Director of Communications

**Finance**  
Department

**Yvette Burton**  
Public Information Officer  
(PIO)

**Enid Howard**  
Chief of Staff  
Council Liaison

**Kimberly Phelon**  
Administrative Specialist

**Shantra Wilson**  
Contract Compliance Officer  
(CTCD)

**Property / Environmental**  
Management

**Capital Design and**  
Construction / Real Estate

**Security Management**

**Financial Management**  
Services

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Shelli Carter

# GENERAL SERVICES DEPARTMENT



# DEPARTMENT CORE SERVICES



## Property / Environmental Management

## Capital Design and Construction / Real Estate

## Security Management

## Administrative, Financial and Energy Resilience Management

- Janitorial / Operations
- Preventive, Corrective and Predictive Maintenance
- Routine and Emergency Repairs
- HVAC, Mechanical, Electrical and Plumbing Repairs
- Contract Compliance
- Environmental Services
- Asbestos/Lead/Mold/Soil Remediation
- Abatement/Demolition

- CIP Planning
- Design & Construction Projects
- Civic Art Administration
- Job Order Contracting
- Task Order Contracting
- In-House Planning, Design and Renovation
- Real Estate
- Acquisition
- Disposition
- Leasing

- Access Control
- Badging
- CCTV
- Investigations
- Security Guard Services
- Security Assessments
- Preventive Maintenance
- Cyber-Lock Electronic Key Program

- Administrative Services
- Director's Office
- Energy Resilience Management and Oversight
- Financial Services
- Budgeting
- Payables
- Reporting
- Employee Training and Development

# GENERAL SERVICES DEPARTMENT

# STRATEGIC GUIDANCE ALIGNMENT

[in thousands]



## Objective

The tables below summarize GSD's alignment with the Mayor's Priorities and Initiatives as defined in his strategic guidance. All programs align with a mayoral priority and the overall department budget is broken down in accordance with those priorities.

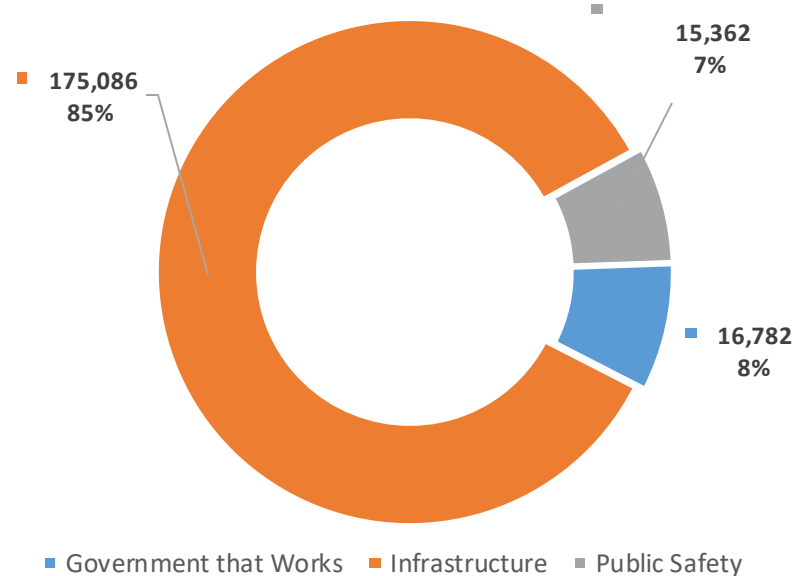
Government that Works	Infrastructure	Public Safety	Total
16,782	175,086	15,362	207,229

### ALIGNED INITIATIVES

Mayor's Priorities	FY25 Proposed Budget
Government that Works	16,782
Infrastructure	175,086
Public Safety	15,362
<b>Grand Total</b>	<b>207,229</b>

Mayor's Priorities	Program	Budget	Percentages
Government that Works	Administrative Services	16,782	8.1%
Infrastructure	Energy Management	115,578	55.8%
Infrastructure	Facilities Design and Construction	8,477	4.1%
Infrastructure	Facilities Maintenance	50,675	24.5%
Infrastructure	Real Estate Management	357	0.2%
Public Safety	Facilities Environmental Management	2,166	1.0%
Public Safety	Facilities Security	13,195	6.4%
<b>Grand Total</b>		<b>207,229</b>	

### DEPARTMENT BUDGET BY PRIORITY





# DEPARTMENT EXPENDITURE BY PROGRAM

[in thousands]

Program	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Proposed	Variance FY25 Proposed/ FY24 Budget	% Change
Administrative Services	13,954	15,867	15,732	14,343	(1,524)	-9.6%
Energy Management	105,417	111,652	104,820	115,578	3,926	3.5%
Facilities Design and Construction	6,029	8,044	7,412	8,476	432	5.4%
Facilities Environmental Management	1,443	1,759	1,711	2,166	407	23.1%
Facilities Maintenance	45,557	51,814	51,794	50,675	(1,139)	-2.2%
Facilities Security	11,753	12,836	13,022	13,195	359	2.8%
Real Estate Management	350	355	360	357	2	0.4%
Debt Service and Interfund Transfers	2,266	2,439	2,439	2,439	0	0.0%
<b>Total</b>	<b>\$ 186,769</b>	<b>\$ 204,767</b>	<b>\$ 197,290</b>	<b>\$ 207,229</b>	<b>\$ 2,462</b>	<b>1.2%</b>

- Admin Services– Decrease is due to cuts to food supplies and memberships and professional fees as part of the 5% budget cuts.
- Energy Management– Increase is due to the rising cost of electricity and natural gas.
- Facilities Design & Construction – Decrease is due to reclassification of one position to a lower pay grade position.
- Facilities Environmental Management– Increase is due to the need to fully budget for the Oil/Water Separator and Grease and Grit Trap program as well as for lead remediation at HPD firing ranges.
- Facilities Maintenance– Decrease is due to reductions to meet the required 5% budget cuts.
- Facilities Security– Increase is due to the increase in security guard services contract rates.
- Real Estate Management– Decrease is due to reductions to meet the required 5% budget cuts.

# ADMINISTRATIVE SERVICES

[in thousands]



<b>Priority:</b>	<i>Government that Works</i>
<b>FY25 FTE Count:</b>	14.0

## Administrative Services

This program provides support for leadership and executive support which includes development, monitoring and recording of the department’s budgets, employee’s training and development, accounts receivables and payables, and procurement of goods and services for the department.

## Significant Budget Items

- Includes funding for restricted accounts, electricity and natural gas, charged to GSD
- Employee Parking/Transportation
- Employee Training and Development

## FY25 Prop Budget by Fund

Fund 1000	14,343
<b>Total</b>	<b>14,343</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Expenditures Adopted Budget vs Actual Utilization	107%	100%	97%	98%
Revenues Adopted Budget vs. Actual Utilization	108%	100%	96%	100%



# ENERGY MANAGEMENT

[in thousands]



<b>Priority:</b>	<i>Infrastructure</i>
<b>FY25 FTE Count:</b>	0.0

## Energy Management

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.

## Significant Budget Items

- Includes funding for City wide electricity and natural gas payments

## FY25 Prop Budget by Fund

Fund 1002	115,578
<b>Total</b>	<b>115,578</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Increase Electricity production of solar panels at City Hall Annex and Houston Permitting Center through restoration of existing panels	N/A	N/A	N/A	148K (kWH)
Reduce energy consumption at City Hall, City Hall Annex and Houston Permitting Center through LED Lighting Retrofits	N/A	N/A	N/A	22%

# FACILITIES DESIGN AND CONSTRUCTION

[in thousands]



<b>Priority:</b>	<i>Infrastructure</i>
<b>FY25 FTE Count:</b>	55.2

## Facilities Design and Construction

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 civic art administration, and provides in-house planning and design services.

## Significant Budget Items

- Includes funding for CIP planning and management

## FY25 Prop Budget by Fund

Fund 1000	666
Fund 1001	7,810
<b>Total</b>	<b>8,476</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Number of projects per Project Manager	16	8	12	8
Number of Job Order/Task Order projects completed	318	400	350	400
Percentage of vacant Project Manager positions	41%	15%	21%	15%

# FACILITIES ENVIRONMENTAL MANAGEMENT

[in thousands]



<b>Priority:</b>	<i>Public Safety</i>
<b>FY25 FTE Count:</b>	4.0

## Facilities Environmental Management

Provides general environmental consultation services including managing contracts for mold, asbestos, lead, sampling, remediation, and demolition. Disinfecting facilities, maintaining and monitoring oil/water separators, grease and grit traps, and the removal and replacement of old underground fuel storage tanks including soil and groundwater remediation and testing.

## Significant Budget Items

- Includes funding for the Oil/Water Separator and Grit and Grease trap program
- Includes funding for lead remediation at the HPD Firing Ranges

## FY25 Prop Budget by Fund

Fund 1000	2,166
<b>Total</b>	<b>2,166</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Number of dangerous buildings inspected before demolished	22	300	75	300
Number of Environmental projects completed	440	450	390	450

# FACILITIES MAINTENANCE

[in thousands]



<b>Priority:</b>	<i>Infrastructure</i>
<b>FY25 FTE Count:</b>	186.0

## Facilities Maintenance

Provides operational services to Police, Fire, Health, Library, ARA, and Municipal Courts. Services include, but are not limited to, janitorial, land and ground maintenance, pest control, and alarm monitoring.

## Significant Budget Items

- Includes funding for repair and replacement of HVAC units at various Fire Stations.
- Includes funding for contractual services for City owned facilities.

## FY25 Prop Budget by Fund

Fund 1000	16,069
Fund 2105	34,606
<b>Total</b>	<b>50,675</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Expenditures Adopted Budget vs. Actual Utilization	113%	98%	105%	98%
Number of contract amendments	N/A	5	7	5
Number of maintenance work orders completed	13,416	18,000	13,100	18,000
Revenue Adopted Budget vs. Actual Utilization	100%	100%	100%	100%

# FACILITIES SECURITY

[in thousands]



<b>Priority:</b>	<i>Public Safety</i>
<b>FY25 FTE Count:</b>	39.0

## Facilities Security

Manages physical security of all City facilities including closed circuit TV, access control, and intrusion alarm systems; manages citywide security services contract; investigates City lost/stolen assets and employee policy violations. Also provide support and training in workplace security related topics (active shooter, workplace violence prevention, situational awareness, etc.).

## Significant Budget Items

- Includes funding for Security Guard services
- Includes funding for maintenance on scanners and X-ray machines in City owned buildings

## FY25 Prop Budget by Fund

Fund 1000	10,862
Fund 2105	2,333
<b>Total</b>	<b>13,195</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Card Access changes processed	19,944	14,000	14,403	14,000
City identification badges processed	8,411	10,000	7,907	10,000
Number of major security projects completed	N/A	15	15	15
Number of investigations	182	180	172	180
Number of security Incidents	122	120	127	120
Number of special events requiring security staffing	58	75	72	75

# REAL ESTATE MANAGEMENT

[in thousands]



<b>Priority:</b>	<i>Infrastructure</i>
<b>FY25 FTE Count:</b>	2.0

## Real Estate Management

Manages the city's real estate portfolio in terms of net present value of real estate, building/facility management and legal considerations. Also reviews cases concerning water and utility easements and eminent domain services, and handles acquisition, disposition and the leasing of the City's real estate portfolio.

## Significant Budget Items

- Includes funding for land surveys associated with purchase of land for the City

## FY25 Prop Budget by Fund

Fund 1000	357
<b>Total</b>	<b>357</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Rental checks received every month	18	18	18	18

# DEBT SERVICE AND INTERFUND TRANSFERS

[in thousands]



<b>Priority:</b>	<i>Other</i>
<b>FY25 FTE Count:</b>	0.0

## Debt Service and Interfund Transfers

Budget allocations included in this section reflect debt service payments and/or interfund transfers. General Services Department is committed to effectively manage these debt service payments and interfund transfers.

## Significant Budget Items

- Includes funding for debt service payments made by Finance

## FY25 Prop Budget by Fund

Fund 1000	2,439
<b>Total</b>	<b>2,439</b>

# EXPENDITURES BY FUND

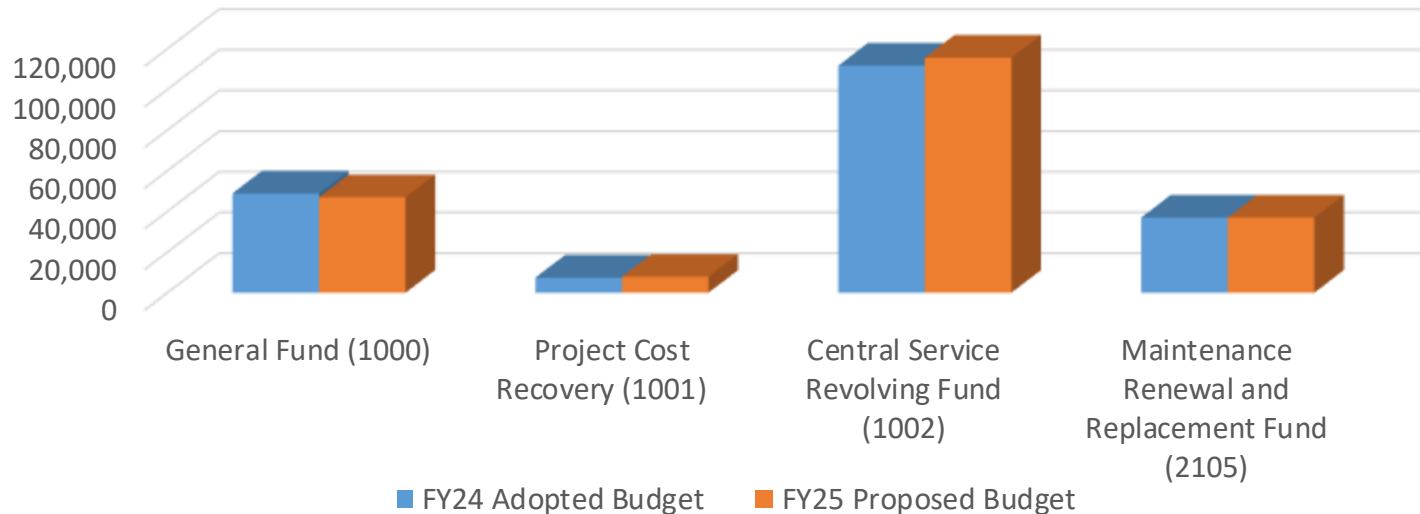
[IN THOUSANDS]



## Objective

Lists total expenditures by fund in thousands – FY24 Current Budget vs FY25 Proposed (in thousands)

Category	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Proposed	Variance FY25 Proposed/ FY24 Budget	% Change
General Fund (1000)	43,524	48,809	48,809	46,902	-1,907	-3.9%
Project Cost Recovery (1001)	5,671	7,366	6,723	7,810	444	6.0%
Central Service Revolving Fund (1002)	105,417	111,652	104,820	115,578	3,926	3.5%
Maintenance Renewal and Replacement Fund (2105)	32,157	36,939	36,939	36,939	0	0.0%
<b>Total</b>	<b>186,769</b>	<b>204,766</b>	<b>197,291</b>	<b>207,229</b>	<b>2,463</b>	<b>1.20%</b>





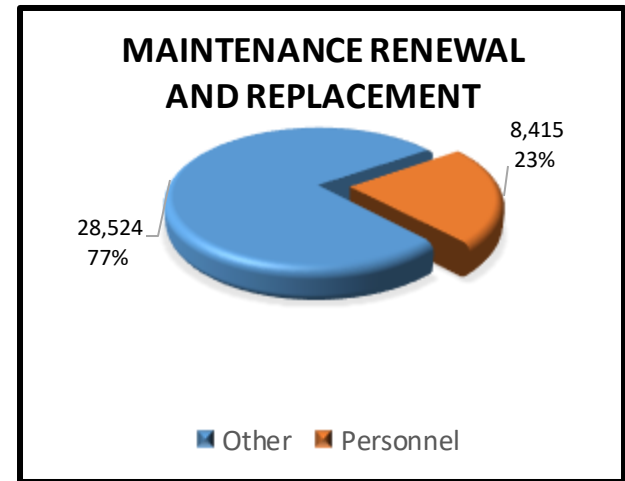
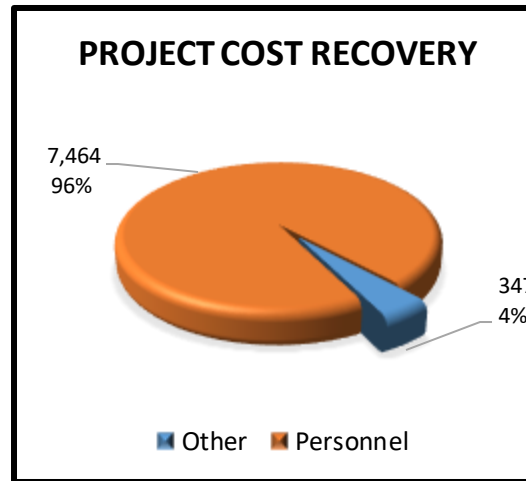
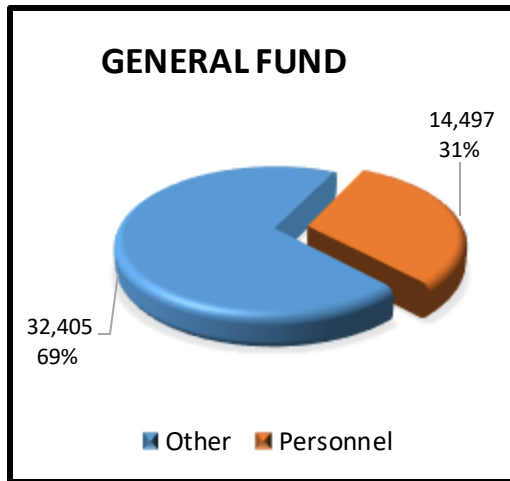
# PERSONNEL VS. NON-PERSONNEL

[IN THOUSANDS]



## Objective

The graphs below are utilized to show how much of the budget is personnel vs. non-personnel. All non-personnel charges are broken out by primary service function.



## Other Category Breakdown

Restricted Accounts	10,461
Supplies	374
Services	21,570
<b>Total</b>	<b>32,405</b>

Restricted Accounts	302
Supplies	0
Services	45
<b>Total</b>	<b>347</b>

Restricted Accounts	363
Supplies	742
Services	27,419
<b>Total</b>	<b>28,524</b>

# REVENUE BY PROGRAM

[IN THOUSANDS]



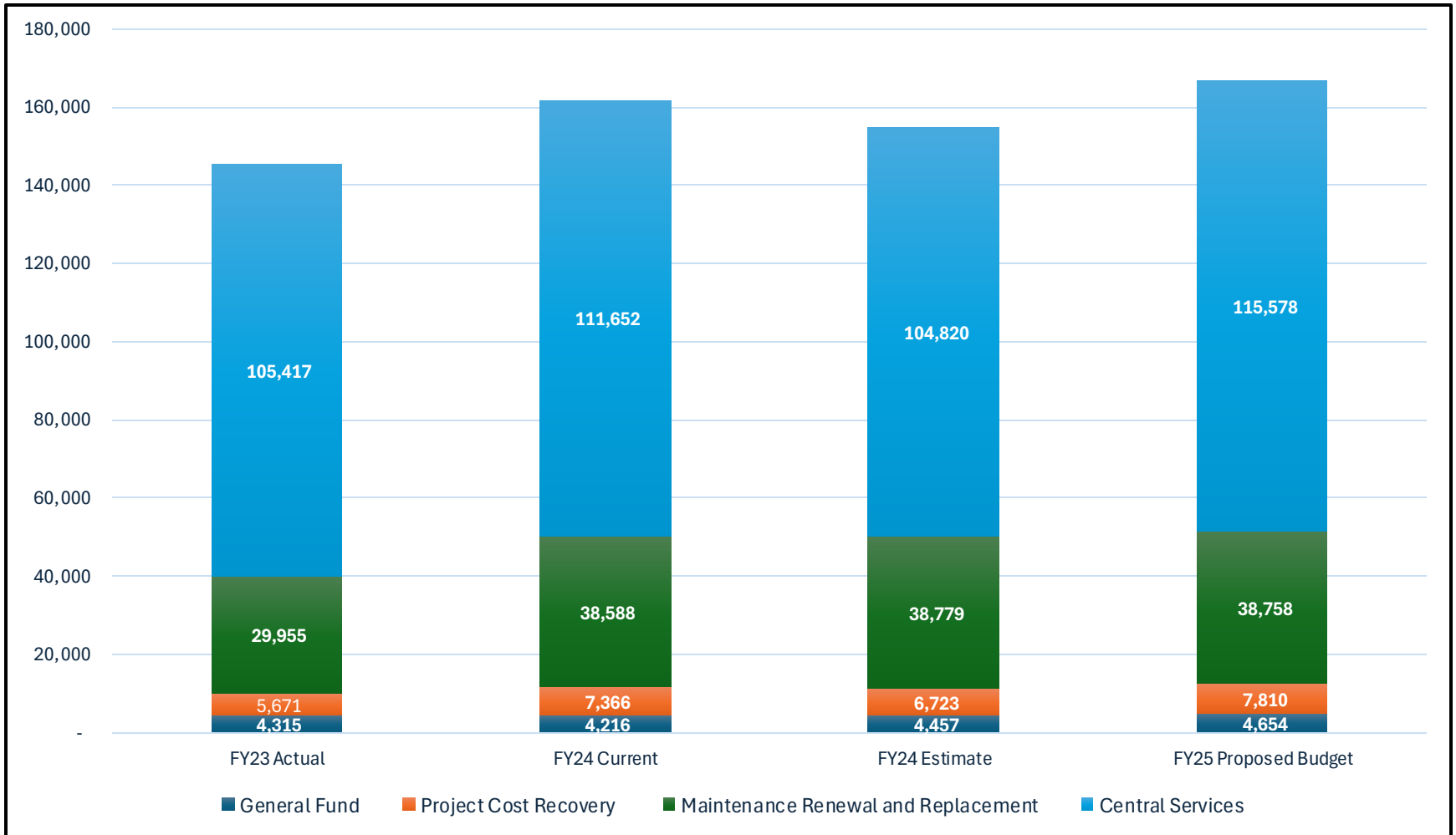
## Objective

List of program revenue budgets for FY24 Current Budget vs FY25 Proposed in thousands

Program	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Proposed	Variance FY25 Proposed/ FY24 Budget	% Change
Administrative Services	160	-	75	-	-	0.0%
Energy Management	105,417	111,652	104,820	115,578	3,926	3.5%
Facilities Design and Construction	5,671	7,366	6,723	7,810	444	6.0%
Facilities Maintenance	29,285	38,187	38,371	38,532	345	0.9%
Facilities Security	4,626	4,476	4,649	4,729	253	5.7%
Real Estate Management	200	141	141	151	10	7.0%
<b>Total</b>	<b>145,358</b>	<b>161,823</b>	<b>154,779</b>	<b>166,801</b>	<b>4,978</b>	<b>3.1%</b>

# REVENUE BY FUND

[IN THOUSANDS]



# REVENUE HIGHLIGHTS

[IN THOUSANDS]



## Revenue Highlights

Describe any significant revenue changes from FY24 Estimates – FY25 Proposed and provide context to the financial figures presented.

- Fund 2105 (MRR) has increased \$170,000 due to the Finance Department's calculation of the revenue to be transferred into the fund.
- Fund 1000 has increased \$438,000 due to an increase in building maintenance and security services expected to be charged back to other departments.
- Fund 1002 (Central Service Revolving Fund) increased by \$3.9M based on the higher energy cost for electricity and natural gas. Facility electricity and natural gas payments are charged back to City departments.



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# Questions



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# Appendix

# Restricted Account Details



GL Description	Justification & Cost Drivers
Fuel	Fuel Program operates and manages all City owned fuel sites. Expense explanation - Fuel services are driven primarily by market pricing
Application Services	Costs include Microsoft Enterprise licenses, 3-1-1 maintenance support and applications, SAP licenses maintenance and support, various Enterprise Application and Server support personnel, CSMART (MCD Only), eSignature, Project Management, Infor, eDiscovery, Cyber Security Office software and support, HITS Budget support via the Finance Department, eSignature
Insurance Fees	Cost increase for property insurance premium.
Electricity	Responsible for administering the electricity accounts for the City. Program is responsible for overseeing procurement contracts, forecasting, providing price certainty, and financial reporting. Electricity expenses are projected to be lower than the previous year as a function of the competitive bidding process.
Natural Gas	Responsible for administering the natural gas accounts for the City. Program is responsible for overseeing procurement contracts, forecasting, providing price certainty, and financial reporting. Natural gas expenses are projected to be lower than the previous year due to current market conditions and locking in a rate favorable to the City.
Data Services	Costs associated with software and maintenance support contracts required to maintain city networks, applications, desktop devices, servers, payment card industry security, storage devices, cloud services, telephone systems and network equipment including Phonoscope circuits. Contracts cover Antivirus, Firewall and Network backup systems. Also, the Data Center costs are included in the Data Services restricted account.
Voice Services	Monthly costs for Voice/Communication Services. The services include: Local landlines, voice/data circuits, long distance, 1-800 numbers, calling cards, language lines, Citywide ISP/Internet Access. The major vendors are ATT, Department of Information Resources (DIR), Verizon and Century Link.
Voice Labor	Labor costs and parts needed to perform work associated with installation and/or upgrades of telephone systems and cabling. The sole vendor is Selrico.
GIS Revolving Fund Services	Personnel, software licenses and maintenance costs associated with the city of Houston's Enterprise Geographic Information System (EGIS)
Voice Services - Wireless	Monthly charges for Verizon Business services and mobile devices including cell phones, air cards and tablets.
Interfund HR Client Services	Include HR operation cost reflecting health benefits and restricted accounts increase.
KRONOS Service Chargeback	Software license and maintenance costs associated with the city of Houston's Time and Attendance System (KRONOS)
Drainage Fee Service Chargeback	Fee is based on impervious service.
Interfund Permit Center Rent Chargeback	The cost include the HPC Point of Sale cost increase for credit card merchant fee, and lease cost increase.
Interfund Vehicle Services	Provides repair, maintenance, and administrative support for all city departments' rolling stock equipment. Expense explanation - Vehicle Services are projected to increase driven by part cost, contractual increases, and an aging vehicle population.
Interfund Radio System Access	Due to the consolidation of the radio group in General Fund to revolving fund for HITS. This group is responsible for the operation and maintenance of the City's public safety radio system.

## GENERAL SERVICES DEPARTMENT



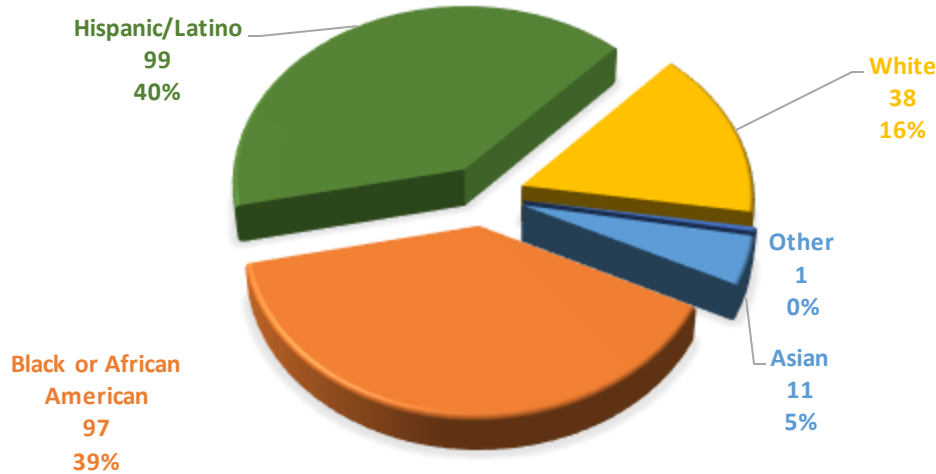
## RESTRICTED ACCOUNT DETAILS

THE RESTRICTED ACCOUNTS BUDGET INCLUDES SERVICE CHARGEBACK ACCOUNTS FOR ITEMS SUCH AS FUEL, ELECTRICITY, NATURAL GAS, IT SERVICE ACCOUNTS, HUMAN RESOURCE SERVICES, ETC.. THE BUDGET PROJECTIONS ARE PROVIDED BY THE FINANCE DEPARTMENT.

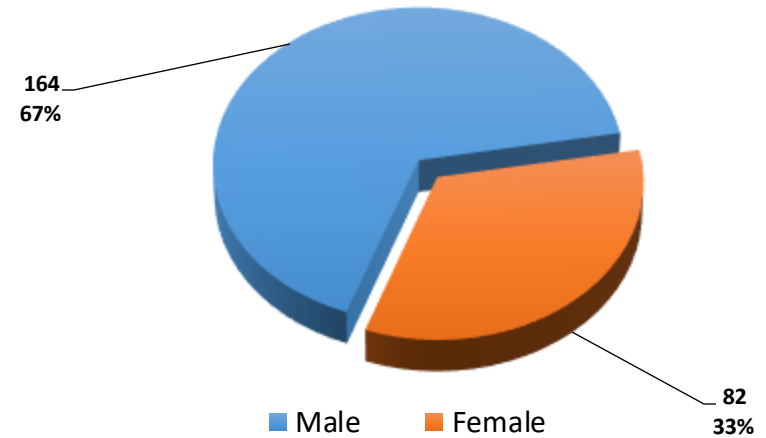
Appendix  
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# DEPARTMENT DEMOGRAPHIC

## EMPLOYEE ETHNICITY PROFILE



## EMPLOYEE GENDER PROFILE



## EMPLOYEE ETHNICITY AND GENDER PROFILE

