

# GENERAL SERVICES

## Department Description and Mission

General Services Department's mission is to provide leadership and best practices in managing facilities, supplies, security and resource conservation, maintenance, and other support services to elected officials, City departments and residents in a safe, reliable, and efficient manner.

### Short Term Goals

Provide excellent customer service and satisfaction; provide courteous professional services; maintain and enhance facilities; reduce energy use in GSD managed buildings and increase sustainable and resource conservation in the core civic buildings; work collaboratively across all departments; deliver projects and programs in a timely and cost effective manner.

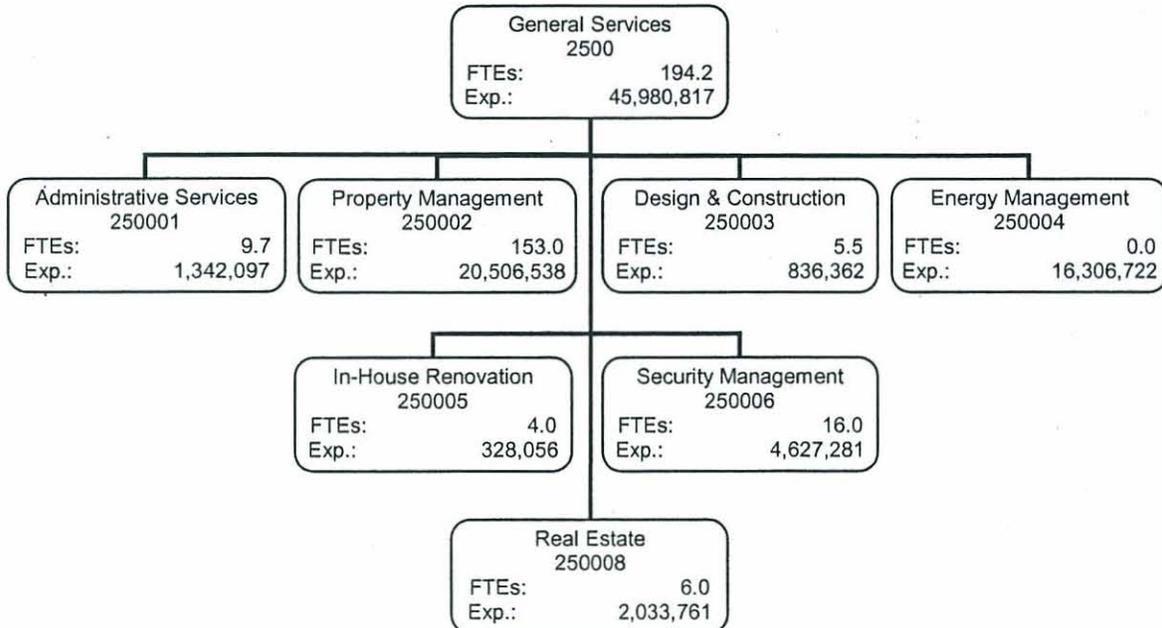
Department has and follows written procedures that, at a minimum, provide for:

- Replacement and selection of equipment;
- Purchase of equipment, supplies and materials;
- Maintenance and operations budget criteria;
- Facilities, security, real estate and design and construction standards.

### Long Term Goals

We will be the Provider of Choice and the premier General Services Department. We will manage and oversee all City owned property. Have established and implemented accountability mechanisms to ensure the performance and efficiency of the maintenance/operations program, real estate services, design and construction, janitorial and security services. All divisions within the department use appropriate performance and cost-efficiency measures and interpretive benchmarks to evaluate each program and use these in management decision making. The department has taken advantage of significant opportunities to improve real estate management, design and construction methods, security enhancements and maintenance operations management, to increase efficiency and effectiveness, and reduce costs. Our buildings are efficient and sustainable as measured by Energy Star and Leadership in Energy and Environmental Design (LEED).

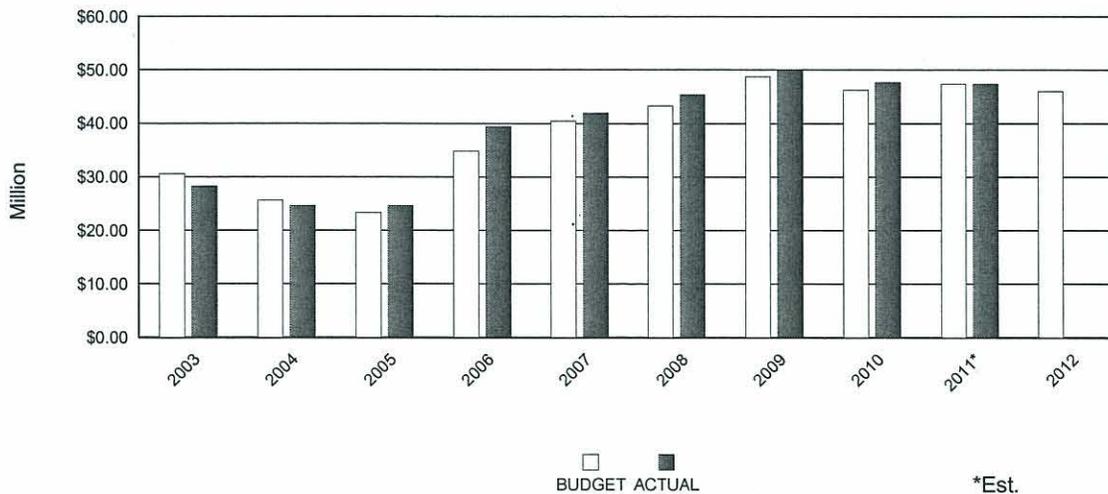
## Department Organization



**FISCAL YEAR 2012 BUDGET**

<b>Business Area Budget Summary</b>					
<b>Fund Name</b> :		<b>General Fund</b>			
<b>Business Area Name</b> :		<b>General Services</b>			
<b>Fund No./Bus. Area No.</b> :		<b>1000 / 2500</b>			
		<b>FY2010 Actual</b>	<b>FY2011 Current Budget</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
Expenditures	Personnel Services	13,787,761	12,975,981	12,981,769	12,642,846
	Supplies	1,754,639	1,587,962	1,588,372	1,434,725
	Other Services and Charges	31,910,206	30,831,504	30,825,306	29,351,933
	Equipment	5,835	0	0	0
	Non-Capital Equipment	33,249	102	102	0
	Total M & O Expenditures	47,491,690	45,395,549	45,395,549	43,429,504
	Debt Service & Other Uses	141,259	1,970,286	1,970,286	2,551,313
	Total Expenditures	47,632,949	47,365,835	47,365,835	45,980,817
Revenues		5,880,943	36,413,326	5,028,043	14,377,891
Staffing	Full-Time Equivalents - Civilian	227.8	220.3	210.8	194.2
	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	227.8	220.3	210.8	194.2
	Full-Time Equivalents - Overtime	5.4	6.0	6.0	5.4
Significant Budget Changes and Highlights	o The FY2012 Budget includes strategic prioritization of services.				
	o Work orders will be prioritized based on safety and preservation of City assets.				
	o Police and Fire operational work orders will receive highest priority. Non-response related work orders will receive 2nd tier priority.				
	o Emergency call-out services will be for facility related problems, such as electrical or HVAC failure, sewage back-ups and life-safety issues.				
	o Expansion of Facility Management with Houston Permitting Center for \$1,079,570, Parking Management Facility for \$86,870, Health Lab at Holcombe and Fondren Police Station for \$500,000.				

**General Services  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2012 BUDGET**

<b>Division Mission and Performance Measures</b>			
<b>Fund Name</b> : General Fund <b>Business Area Name</b> : General Services <b>Fund No./Bus Area No.</b> : 1000 / 2500			
<b>Name: GSD - Administrative Services -- 250001</b>			
<b>Mission:</b> Efficiently provide pro-active, responsive, reliable and timely financial support services for the department with the utmost level of accountability, integrity, due diligence and in compliance with all City ordinances, policies and procedures.			
<b>Goal:</b> To enhance administrative efficiency through technology optimization. Develop and implement training on SAP system processes related to procurement, budgeting and reporting.			
<b>Performance Measures</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
Client Survey - Excellent	84%	85%	<b>90%</b>
Days to process invoices	10	10	<b>8</b>
<b>Name: GSD - Property Management -- 250002</b>			
<b>Mission:</b> To become the "provider of choice" by delivering quality maintenance, repair and renovation services to our clients which allows them to focus on their core businesses.			
<b>Goal:</b> 1) Understand best practices in facility management and establish baselines for future data tracking. 2) Assess facilities to gain an understanding of building conditions and maintenance repairs needed. 3) Prioritize list and begin process of improving facilities. 4) Work with the Sustainability Division to reduce energy consumption by 3% in ten percent of GSD managed facilities.			
<b>Performance Measures</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
Work Orders Completed	41,498	32,000	<b>35,000</b>
Customer Service Rating	4.56	4.50	<b>4.25</b>
Work Order Turnaround Time	N/A	90%	<b>90%</b>
Budget Compliance	N/A	99%	<b>99%</b>
Lost Time No. Indicators	11	3	<b>3</b>
<b>Name: GSD - Design &amp; Construction -- 250003</b>			
<b>Mission:</b> To be the project manager "partner of choice" by managing the planning, design and construction of sustainable City buildings including parks in a manner consistent with City and State regulations. Implement best practices and the latest development industry standards; alternative delivery methods; transparent processes for fair and equal selection. Maintain project within budget and on schedule while maintaining the highest quality product.			
<b>Goal:</b> 1) Continue implementing LEED standards to improve building quality and their impact on the environment. 2) Conduct Comprehensive Facilities Condition Assessment to better plan capital expenditures. 3) Continue to develop case studies of new City LEED certified buildings. 4) Continue to collaborate with the Houston Arts Alliance to establish a citywide arts master plan 5) Develop metrics to track construction related data.			
<b>Performance Measures</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
Design/Planning Projects	N/A	80	<b>80</b>

Division Mission and Performance Measures			
<b>Fund Name</b> : General Fund <b>Business Area Name</b> : General Services <b>Fund No./Bus Area No.</b> : 1000 / 2500			
<b>Name: GSD - Energy Management -- 250004</b>			
<b>Mission:</b> To create a centralized cost center to accurately capture and report monthly expenditures related to utilities, IT services and other restricted accounts.			
<b>Goal:</b> To provide for a centralized cost center to track, monitor, and report the department's restricted budgetary accounts.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
N/A	N/A	N/A	N/A
<b>Name: GSD - In-House Renovation -- 250005</b>			
<b>Mission:</b> To provide administrative and technical support to achieve the goals and objectives of the In-house Renovation Group.			
<b>Goal:</b> Understand best practices in tracking and reporting the labor, material and other services associated with each renovation project completed. Develop project cost reports for clients. Accurately process interdepartmental "bill backs" to monitor costs.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
N/A	N/A	N/A	N/A
<b>Name: GSD - Security Management -- 250006</b>			
<b>Mission:</b> To promote a safe and secure workplace while protecting City assets.			
<b>Goal:</b> 1) Educate and inform City employees of security protocol. 2) Provide ongoing training to elected officials on procedures and protocol on security breaches. 3) Perform regular testing of security procedures and practices. 4) Continue to evaluate current service measures and make improvements as necessary. 5) Provide semi-annual reports on security effectiveness.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Technical Team Customer	4.72	4.87	4.50
Operation Team Customer	4.75	4.81	4.50
Investigations Conducted	1,355	1,548	1,500
Identification Badges	7,088	14,613	14,000
Access Change Processed	34,755	14,775	14,000

Division Mission and Performance Measures			
<b>Fund Name</b> : General Fund <b>Business Area Name</b> : General Services <b>Fund No./Bus Area No.</b> : 1000 / 2500			
<b>Name:</b> GSD - Real Estate -- 250008			
<b>Mission:</b> To implement policies and procedures to expedite the acquisition, disposition, and leasing of real estate assets while realizing the greatest value on all dispositions and acquisitions.			
<b>Goal:</b> 1) Establish clear policies and procedures for disposition and acquisition of properties. 2) Educate key stakeholders on the policies and procedures for the sale and leasing of City properties. 3) Realize the maximum value on all dispositions, acquisitions and leasehold properties. 4) Maintain an inventory of all city-owned land; including buildings, snippets and other parcels and align inventory list with Insurance Management and Public Works.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Sale of Surplus Properties	30	8	10
Renegotiate Existing Lease	N/A	N/A	4
Empty space for additional performance measures			

**FISCAL YEAR 2012 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : General Fund</b> <b>Business Area Name : General Services</b> <b>Fund No./Bus Area No. : 1000 / 2500</b>						
<b>Division Description</b>	<b>FY2010 Actual</b>		<b>FY2011 Estimate</b>		<b>FY2012 Budget</b>	
	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>
<b>GSD - Administrative Services</b> <span style="float:right"><b>250001</b></span> Provide overall direction, management, leadership and communication for the General Services Department (GSD); conduct and/or coordinate GSD business functions; provide training and professional development to GSD employees; ensure all department funds are appropriately allocated and expended.	17.5	1,823,302	14.9	1,581,672	9.7	1,342,097
<b>GSD - Property Management</b> <span style="float:right"><b>250002</b></span> Provide facility management services for 306 City facilities, totaling 8,029,708 sq.ft. of space, to include janitorial and ground maintenance; preventative maintenance of mechanical equipment; routine and emergency repairs of electrical, mechanical, plumbing, HVAC, structural and energy management systems; facility inspections; and ensuring life safety systems are operational.	170.2	21,903,230	157.9	21,081,112	153.0	20,506,538
<b>GSD - Design &amp; Construction</b> <span style="float:right"><b>250003</b></span> Provide CIP planning; manage the design and construction of City facilities for all city departments except Aviation, facilitate tenant improvements; manage construction and coordinate moves; track, monitor, and manage environmental contracts; civic art administration; provide in-house planning and design services and construction project management.	8.4	865,844	8.0	894,344	5.5	836,362
<b>GSD - Energy Management</b> <span style="float:right"><b>250004</b></span> Represents actual cost billed by the Central Service Revolving Fund for fuel, electricity, natural gas consumption and all other restricted accounts; all communications and data services fees administrated by the Information Technology Department.	0.0	15,093,762	0.0	15,424,702	0.0	16,306,722
<b>GSD - In-House Renovation</b> <span style="float:right"><b>250005</b></span> Provide overall management and administrative support for the In-House Renovation Group.	7.0	470,944	6.0	418,350	4.0	328,056
<b>GSD - Security Management</b> <span style="float:right"><b>250006</b></span> Manage physical security of 350 facilities including closed circuit TV, access control and intrusion alarm systems; manages citywide security contracts; investigates City lost/stolen assets and processes over 37,000 access requests annually.	17.7	5,516,128	17.0	5,699,583	16.0	4,627,281

**FISCAL YEAR 2012 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : General Fund</b> <b>Business Area Name : General Services</b> <b>Fund No./Bus Area No. : 1000 / 2500</b>						
<b>Division Description</b>	<b>FY2010 Actual</b>		<b>FY2011 Estimate</b>		<b>FY2012 Budget</b>	
	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>
<b>GSD - Real Estate</b> <span style="float:right"><b>250008</b></span> Manage the acquisition, disposition and leasing of the City's real estate assets.	7.0	1,959,739	7.0	2,266,072	6.0	2,033,761
<b>Total</b>	<b>227.8</b>	<b>47,632,949</b>	<b>210.8</b>	<b>47,365,835</b>	<b>194.2</b>	<b>45,980,817</b>

**FISCAL YEAR 2012 BUDGET**

**Business Area Roster Summary**

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

Job Description	Pay Grade	FY2011 Current Budget FTE	FY2012 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	1.0	0.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	4.0	3.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	4.0	2.0	(2.0)
ADMINISTRATIVE SPECIALIST	20	5.0	4.0	(1.0)
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
ASSISTANT ELECTRICAL SUPERVISOR	22	1.0	1.0	
ASSISTANT PROJECT MANAGER	20	1.0	0.0	(1.0)
ASSISTANT REAL ESTATE ANALYST	17	1.0	1.0	
ASSISTANT SUPERINTENDENT	20	5.0	3.0	(2.0)
BUILDING MAINTENANCE SUPERVISOR	13	6.0	6.0	
CARPENTER	14	12.0	11.0	(1.0)
CHIEF STATIONARY ENGINEER	19	7.0	7.0	
CONTRACT COMPLIANCE OFFICER	15	1.0	1.0	
CUSTODIAN	4	36.0	33.0	(3.0)
CUSTODIAN LEADER	8	1.0	1.0	
CUSTOMER SERVICE REP. I	13	3.0	3.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	2.0	
DEPUTY DIRECTOR (EXE LEV)	34	1.0	0.0	(1.0)
DIVISION MANAGER	29	7.0	5.0	(2.0)
DIVISION MANAGER (EXE LEV)	29	1.0	0.0	(1.0)
ELECTRICAL SUPERINTENDENT	26	1.0	1.0	
ELECTRICIAN	18	10.0	8.0	(2.0)
EXECUTIVE STAFF ANALYST	30	1.3	1.3	
FINANCIAL ANALYST II	18	0.0	1.0	1.0
FINANCIAL ANALYST IV	25	1.0	1.0	
GENERAL SERVICES DIRECTOR	35	1.0	1.0	
GENERAL SUPERINTENDENT	21	1.0	0.0	(1.0)
GRADUATE ARCHITECT	22	1.0	1.0	
GROUNDSKEEPER	5	15.0	15.0	
HUMAN RESOURCES ASSISTANT	13	1.0	0.0	(1.0)
HUMAN RESOURCES TECHNICIAN	12	1.0	0.0	(1.0)
INSPECTOR	18	1.0	1.0	
INVENTORY MANAGEMENT CLERK	9	1.0	0.0	(1.0)
INVENTORY MANAGEMENT SUPERVISOR	17	1.0	0.0	(1.0)
LABORER	4	4.0	4.0	
LAN SPECIALIST	26	1.0	1.0	
MAINTENANCE MECHANIC I	8	4.0	3.0	(1.0)
MAINTENANCE MECHANIC II	12	1.0	1.0	
MAINTENANCE MECHANIC III	14	11.0	9.0	(2.0)
MAINTENANCE SUPERVISOR	16	5.0	4.0	(1.0)
MANAGEMENT ANALYST III	21	1.0	1.0	
OFFICE ASSISTANT	9	2.0	1.0	(1.0)
OFFICE SUPERVISOR	17	2.0	1.0	(1.0)
PAINTER	11	10.0	9.0	(1.0)
PLUMBER	14	3.0	3.0	
PROGRAMMER ANALYST IV	25	1.0	1.0	
PROJECT MANAGER	24	3.0	2.5	(0.5)
PUBLIC LOSS INVESTIGATOR	22	1.0	1.0	
REAL ESTATE MANAGER	29	1.0	1.0	
SENIOR CLERK	8	1.0	0.0	(1.0)
SENIOR FIXED ASSET SPECIALIST	17	1.0	1.0	

**Business Area Roster Summary**

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

Job Description	Pay Grade	FY2011 Current Budget FTE	FY2012 Budget FTE	Change
SENIOR HUMAN RESOURCES SPECIALIST	21	1.0	0.0	(1.0)
SENIOR INSPECTOR	22	1.0	0.0	(1.0)
SENIOR INVENTORY MANAGEMENT CLERK	12	2.0	2.0	
SENIOR OFFICE ASSISTANT	12	2.0	2.0	
SENIOR PROJECT MANAGER	27	1.0	1.0	
SENIOR PUBLIC LOSS INVESTIGATOR	24	2.0	2.0	
SENIOR SUPERINTENDENT	27	1.0	0.0	(1.0)
STAFF ANALYST	26	3.0	3.0	
STATIONARY ENGINEER	14	18.0	17.0	(1.0)
SUPERINTENDENT	24	5.0	5.0	
TECHNICAL HARDWARE ANALYST I	17	2.0	2.0	
TECHNICAL HARDWARE ANALYST II	21	1.0	1.0	
TECHNICAL HARDWARE ANALYST III	23	1.0	1.0	
<b>Total FTEs</b>		<b>229.3</b>	<b>194.8</b>	<b>(34.5)</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>9.0</b>	<b>0.6</b>	<b>(8.4)</b>
<b>Full-Time Equivalents</b>		<b>220.3</b>	<b>194.2</b>	<b>(26.1)</b>

FISCAL YEAR 2012 BUDGET

**Business Area Revenue Summary**

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

Commit Item	Description	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
<b>2500020001</b>	<b>GSD - Property Mgmt</b>			
426430	Facility Rental Fees	47,844	7,974	0
443160	Vending Machine Concessions	204,000	218,173	213,949
452020	Recoveries & Refunds	0	116	0
490060	Transfer from Civic Center	396,294	206,818	206,818
<b>Total</b>	<b>GSD - Property Mgmt</b>	<b>648,138</b>	<b>433,081</b>	<b>420,767</b>
<b>2500020003</b>	<b>GSD - Houston Permitting Center</b>			
424110	Other Interfund Services	0	0	1,079,570
<b>2500020004</b>	<b>GSD - Parking Management Facility</b>			
424110	Other Interfund Services	0	0	86,870
<b>2500020005</b>	<b>GSD - Facility Management</b>			
424110	Other Interfund Services	667,372	667,372	658,495
<b>2500060001</b>	<b>GSD - Security Management</b>			
424110	Other Interfund Services	886,900	886,900	881,349
<b>2500060002</b>	<b>GSD - Security - General Fund</b>			
490060	Transfer from Civic Center	0	171,444	175,645
<b>2500080001</b>	<b>GSD - Real Estate</b>			
426420	Building Space Rental Fees	597,729	600,404	305,121
426430	Facility Rental Fees	63,187	44,458	44,458
428060	Other Interest Income	0	224,384	75,616
434235	Sale of Capital Assets	0	200,000	1,000,000
434240	Sale of Capital Assets-Land/Streets	33,550,000	1,800,000	9,650,000
<b>Total</b>	<b>GSD - Real Estate</b>	<b>34,210,916</b>	<b>2,869,246</b>	<b>11,075,195</b>
<b>Total</b>	<b>General Services</b>	<b>36,413,326</b>	<b>5,028,043</b>	<b>14,377,891</b>

**FISCAL YEAR 2012 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
500010	Salary Base Pay - Civilian	9,386,777	8,723,302	8,723,299	8,099,072
500030	Salary Part Time - Civilian	2,148	0	0	0
500060	Overtime - Civilian	296,862	306,500	312,292	280,000
500090	Premium Pay - Civilian	32,178	30,000	30,000	30,000
500110	Bilingual Pay - Civilian	8,779	10,102	10,102	2,712
501070	Pension - Civilian	1,390,493	1,336,523	1,336,523	1,457,841
501120	Termination Pay - Civilian	154,288	97,710	97,710	140,322
501160	Vehicle Allowance - Civilian	7,736	8,432	8,432	4,216
502010	FICA - Civilian	715,060	697,358	697,357	639,842
503010	Health Ins-Act Civilian	1,545,441	1,494,109	1,494,109	1,520,365
503015	Basic Life Insurance - Active Civilian	5,524	5,434	5,434	4,758
503050	Health/Life Insurance - Retiree Civilian	3,202	0	0	0
503060	Long Term Disability-Civilian	18,417	18,565	18,565	16,516
503090	Workers Compensation-Civilian-Admin	41,455	45,856	45,856	38,862
503100	Workers Compensation-Civilian-Claim	163,011	183,523	183,523	235,700
504030	Unemployment Claims - Administration	16,390	18,567	18,567	172,640
<b>Total</b>	<b>Personnel Services</b>	<b>13,787,761</b>	<b>12,975,981</b>	<b>12,981,769</b>	<b>12,642,846</b>
511010	Chemical Gases & Special Fluids	6,986	9,000	9,000	9,500
511015	Cleaning & Sanitary Supplies	213,276	202,000	202,000	203,000
511020	Construction Materials	12,102	94,883	94,883	84,479
511025	Electrical Hardware & Parts	142,246	167,548	167,548	155,549
511030	Mechanical Hardware & Parts	89,718	79,314	79,314	79,000
511035	Meters Hydrants & Plumbing Supplies	31,434	56,000	56,000	56,000
511040	Audiovisual Supplies	7,555	12,015	12,015	11,683
511045	Computer Supplies	749	17,417	17,416	17,416
511050	Paper & Printing Supplies	0	3,556	3,555	5,100
511055	Publications & Printed Materials	133	1,729	1,729	1,733
511060	Postage	4,819	4,673	4,673	3,900
511070	Miscellaneous Office Supplies	89,292	57,892	57,891	54,835
511090	Medical & Surgical Supplies	517	0	0	50
511100	Veterinary & Animal Supplies	961	0	0	0
511110	Fuel	194,150	228,928	228,928	220,614
511115	Vehicle Repair & Maintenance Supplies	44,745	12,000	12,000	12,000
511120	Clothing	33,992	58,632	59,048	11,000
511125	Food Supplies	517	276	276	300
511145	Small Tools & Minor Equipment	28,322	79,982	79,981	64,800
511150	Miscellaneous Parts & Supplies	850,643	488,965	488,963	443,766
511165	Fire Fighting Equipment	2,482	13,152	13,152	0
<b>Total</b>	<b>Supplies</b>	<b>1,754,639</b>	<b>1,587,962</b>	<b>1,588,372</b>	<b>1,434,725</b>
520100	Temporary Personnel Services	54,544	30,731	31,035	50,000
520101	Janitorial Services	3,529,323	3,868,029	3,742,913	2,694,886
520102	Security Services	4,012,973	4,179,299	4,179,298	3,117,435
520108	Information Resource Services	245,888	187,817	188,029	188,437
520109	Medical Dental & Laboratory Services	3,012	4,500	4,500	4,500
520110	Management Consulting Services	18,152	82,560	82,560	82,600
520112	Banking Services	0	62	62	0
520114	Miscellaneous Support Services	58,480	87,587	87,586	82,000
520115	Real Estate Lease/Office Rental	1,229,963	1,501,223	1,501,223	1,429,564
520118	Refuse Disposal	489,522	458,620	396,294	498,310
520119	Computer Equipment/Software Maintenance	7,716	12,200	12,200	12,200
520120	Communications Equipment Services	54	0	0	0
520121	IT Application Svcs	35,912	12,300	32,300	13,125
520123	Vehicle & Motor Equipment Services	195,192	151,577	151,576	137,200
520124	Other Equipment Services	65,768	15,012	15,369	15,581
520125	Demolition Services	18,725	0	0	0
520126	Construction Site Work Services	(7,157)	22,189	22,189	22,189

**FISCAL YEAR 2012 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
520141	Engineering Services	39,075	7,305	7,305	5,000
520158	Computer Equipment Maintenance Services	0	11,985	11,985	11,985
520510	Mail/Delivery Services	286	24	24	1,000
520515	Print Shop Services	3,511	6,976	6,976	7,000
520520	Printing & Reproduction Services	17,226	22,160	22,160	22,160
520605	Advertising Services	37,345	32,752	32,752	32,752
520705	Insurance Fees	91,619	118,790	118,790	142,521
520765	Membership & Professional Fees	13,268	19,035	19,035	18,590
520805	Education & Training	4,818	14,853	14,853	18,500
520905	Travel - Training Related	2,347	1,000	1,000	1,000
520910	Travel - Non-Training Related	16,255	24,138	24,137	24,137
521405	Building Maintenance Services	5,118,954	5,027,908	5,269,934	5,749,256
521410	Sewer Services	903,690	652,170	652,170	674,673
521415	Land and Grounds Maintenance	405,326	507,114	452,529	375,216
521435	Water Services	8,038	4,500	4,500	9,000
521440	Steam/Chilled Water Services	768,442	700,000	700,000	500,000
521505	Electricity	12,872,697	11,587,340	11,587,340	11,814,414
521510	Natural Gas	853,978	745,501	745,501	756,997
521605	Data Services	9,703	13,257	13,257	24,192
521610	Voice Services	114,978	122,397	122,397	118,226
521620	Voice Equipment	861	11,823	11,823	4,007
521625	Voice Labor	5,262	15,487	15,487	8,412
521630	GIS Revolving Fund Services	0	9,730	9,730	10,789
521705	Vehicle/Equipment Rental/Lease	188	89	89	100
521715	Office Equipment Rental	17,035	18,798	18,798	20,900
521725	Other Rental	85,465	58,595	58,594	44,417
521730	Parking Space Rental	59,330	81,000	81,000	81,000
522305	Freight Charges	0	100	100	100
522430	Miscellaneous Other Services & Charges	464,401	207,830	207,167	234,239
522435	Interest Charges Past Due Accounts	16	0	0	0
522710	Interfund Utility Cut Repairs	0	500	500	500
522721	Interfund HR Client Services	0	147,729	147,729	152,985
522722	KRONOS Service Chargeback	0	0	0	7,456
522723	Drainage Fee Service Chargeback	0	0	0	111,372
522735	Interfund Communication Equipment Repair	13,500	6,250	6,250	6,250
522760	Interfund Billing & Collection Service	4,435	11,760	11,760	12,260
522780	Interfund Photo Copy Services	0	1,500	1,500	1,500
522795	Other Interfund Services	20,090	27,402	1,000	1,000
<b>Total</b>	<b>Other Services and Charges</b>	<b>31,910,206</b>	<b>30,831,504</b>	<b>30,825,306</b>	<b>29,351,933</b>
560210	Furniture Fixtures and Equipment	5,835	0	0	0
<b>Total</b>	<b>Equipment</b>	<b>5,835</b>	<b>0</b>	<b>0</b>	<b>0</b>
551010	Non-Capital Office Furniture & Equipment	2,634	102	102	0
551015	Non-Capital Computer Equipment	4,889	0	0	0
551030	Non-Capital Machinery & Equipment	18,226	0	0	0
551040	Non-Capital Other	7,500	0	0	0
<b>Total</b>	<b>Non-Capital Equipment</b>	<b>33,249</b>	<b>102</b>	<b>102</b>	<b>0</b>
531145	Transfers for Interest	42,812	0	0	0
532020	Transfers to Capital Projects	0	1,905,479	1,905,479	2,551,313
532120	Transfer to Fleet/Eq	98,447	64,807	64,807	0
<b>Total</b>	<b>Debt Service and Other Uses</b>	<b>141,259</b>	<b>1,970,286</b>	<b>1,970,286</b>	<b>2,551,313</b>
<b>Grand Total Expenditures</b>		<b>47,632,949</b>	<b>47,365,835</b>	<b>47,365,835</b>	<b>45,980,817</b>