

**FISCAL YEAR 2013 BUDGET**

**Fund Summary**

**Fund Name** : In-House Renovation  
**Business Area Name** : General Services  
**Fund No./Bus. Area No.** : 1003 / 2500

	<u>FY2012 Current Budget</u>	<u>FY2012 Estimate</u>	<u>FY2013 Budget</u>
Beginning Fund Balance	21,161	21,161	21,161
Current Revenues	4,558,600	4,558,600	4,815,524
<b>Total Available Resources</b>	<b>4,579,761</b>	<b>4,579,761</b>	<b>4,836,685</b>
Maintenance and Operations	4,558,600	4,558,600	4,815,524
<b>Total Expenditures</b>	<b>4,558,600</b>	<b>4,558,600</b>	<b>4,815,524</b>
Planned Ending Fund Balance	21,161	21,161	21,161
<b>Total Budget</b>	<b>4,579,761</b>	<b>4,579,761</b>	<b>4,836,685</b>
<b><u>Fund Balance Distribution:</u></b>			
Non-Spendable	0	0	0
Restricted	21,161	21,161	21,161
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The In-House Renovation Fund supports renovation and reconstruction of fire stations, police and other facilities. General Services Department's In-House Renovation Group provides labor and expertise required to address maintenance deficiencies by performing capital improvements to various City facilities and emergency repairs affecting life safety issues. Costs are billed to bond funds for those projects that result in permanent improvement to facilities.

The FY2013 Budget includes funding to renovate and/or reconstruct fire stations and office build-outs, and manage construction of various Houston Fire Department (HFD) and Houston Police Department (HPD) Capital Improvement Projects.

City facilities, including HFD buildings, need to be maintained at a quality standard that meet codes and provide for operational efficiency. City of Houston buildings will also be efficient, high quality, and will use sustainable practices.

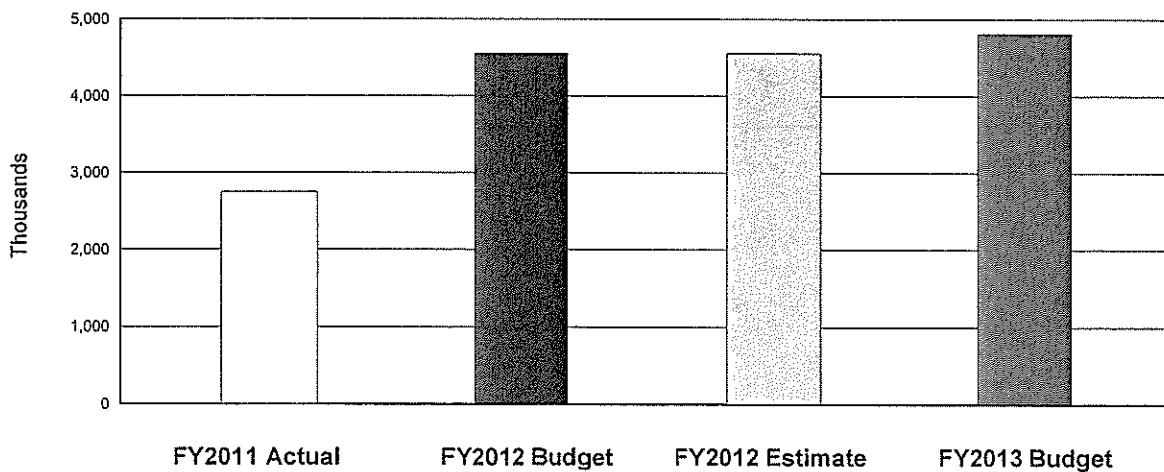
**Business Area Budget Summary**

**Fund Name** : In-House Renovation  
**Business Area Name** : General Services  
**Fund No./Bus. Area No.** : 1003 / 2500

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	1,828,945	2,058,275	2,058,275	2,250,645
	Supplies	490,687	749,121	749,121	733,807
	Other Services and Charges	424,398	1,751,204	1,751,204	1,831,072
	Total M & O Expenditures	<u>2,744,030</u>	<u>4,558,600</u>	<u>4,558,600</u>	<u>4,815,524</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>2,744,030</u>	<u>4,558,600</u>	<u>4,558,600</u>	<u>4,815,524</u>
Revenues		2,744,030	4,558,600	4,558,600	4,815,524
Staffing	Full-Time Equivalents - Civilian	28.0	30.0	28.9	30.0
	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	<u>28.0</u>	<u>30.0</u>	<u>28.9</u>	<u>30.0</u>
	Full-Time Equivalents - Overtime	0.2	0.3	0.3	0.7

- Significant Budget Changes and Highlights**
- o FY2013 Budget includes funding for expenditure increases in health benefits (\$50,724) and pension contribution (\$45,579).
  - o Complete full renovation of Fire Stations 29 and 42.
  - o Complete major structural repairs at the HPD Academy (Indoor Shooting Range and Academic Building) and North West Police Station due to drought conditions.

**In-House Renovation  
General Services  
Expenditure Summary**



**FISCAL YEAR 2013 BUDGET**

**Division Mission and Performance Measures**

**Fund Name** : In-House Renovation  
**Business Area Name** : General Services  
**Fund No./Bus Area No.** : 1003 / 2500

**Name:** GSD - Design & Constr - Sustainability -- 250003

**Mission:** To identify and implement energy conservation measures in City facilities.

**Goal:** Continue to work with the Finance Department to identify funding to implement recommendations from energy audits of City facilities.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Facilities Audited	90	0	0

**Name:** GSD - In-House Renovation -- 250005

**Mission:** To become the "provider of choice" by delivering quality renovation services to our clients which allows them to focus on their core businesses. To professionally execute all renovation projects in an effective and efficient manner while utilizing modern construction methods, adhering to budget allocations and ensuring code requirements are met.

**Goal:** 1) Renovate/reconstruct Fire Stations 29 and 42. 2) Complete major structural repairs at the HPD Academy (Indoor Shooting Range and Academic Building) and NW Police Station. 3) Assess facilities to gain an understanding of building conditions and renovations needed. 4) Prioritize list and begin process of improving facilities based upon data collected.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Customer Service Rating	4.67	4.25	4.3
Square Feet Renovation HFD	25,320	27,505	27,505
Square Feet Renovation HPD	N/A	31,341	31,341
Square Feet Renovation Other	16,500	2,870	2,870
Lost time No. Indicators	2	1	1

**FISCAL YEAR 2013 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : In-House Renovation</b> <b>Business Area Name : General Services</b> <b>Fund No./Bus Area No. : 1003 / 2500</b>						
<b>Division Description</b>	<b>FY2011 Actual</b>		<b>FY2012 Estimate</b>		<b>FY2013 Budget</b>	
	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>
<b>GSD - Design &amp; Constr - Sustainability 250003</b> Manage energy audits performed at city-owned facilities.	0.0	0	0.0	200,000	0.0	0
<b>GSD - In-House Renovation 250005</b> In-house staff perform capital improvements to various City facilities and emergency repairs affecting life safety issues, including the renovation and reconstruction of fire stations, police facilities, and other work space renovations, build-outs, upgrades, structural issues and expansion needs requested by client departments.	28.0	2,744,030	28.9	4,358,600	30.0	4,815,524
<b>Total</b>	<b>28.0</b>	<b>2,744,030</b>	<b>28.9</b>	<b>4,558,600</b>	<b>30.0</b>	<b>4,815,524</b>

FISCAL YEAR 2013 BUDGET

**Business Area Roster Summary**

Fund Name : In-House Renovation  
 Business Area Name : General Services  
 Fund No./Bus Area No. : 1003 / 2500

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
CARPENTER LEADER	19	3.0	3.0	
CHIEF STATIONARY ENGINEER	19	1.0	1.0	
ELECTRICAL SUPERINTENDENT	26	1.0	1.0	
ELECTRICAL SUPERVISOR	24	1.0	1.0	
ELECTRICIAN	18	4.0	4.0	
MAINTENANCE MECHANIC III	14	15.0	14.0	(1.0)
MAINTENANCE SUPERVISOR	16	2.0	2.0	
PLUMBER	14	0.0	1.0	1.0
PLUMBER LEADER	18	1.0	1.0	
SUPERINTENDENT	24	2.0	2.0	
<b>Total FTEs</b>		<b>30.0</b>	<b>30.0</b>	<b>0.0</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Full-Time Equivalents</b>		<b>30.0</b>	<b>30.0</b>	<b>0.0</b>

**Business Area Revenue Summary**

Fund Name : In-House Renovation  
 Business Area Name : General Services  
 Fund No./Bus Area No. : 1003 / 2500

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
<b>2500030001</b>	<b>Capital Design/Construction</b>			
452020	Recoveries & Refunds	200,000	200,000	0
<b>2500050001</b>	<b>GSD - In-House Renovation</b>			
425100	Indirect Cost Recovery-Other	306,302	306,302	145,524
452020	Recoveries & Refunds	4,052,298	4,052,298	4,670,000
<b>Total</b>	<b>GSD - In-House Renovation</b>	<u>4,358,600</u>	<u>4,358,600</u>	<u>4,815,524</u>
<b>Total</b>	<b>General Services</b>	<u><u>4,558,600</u></u>	<u><u>4,558,600</u></u>	<u><u>4,815,524</u></u>

**FISCAL YEAR 2013 BUDGET**

**Business Area Expenditure Summary**

Fund Name : In-House Renovation  
 Business Area Name : General Services  
 Fund No./Bus. Area No. : 1003 / 2500

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	1,183,914	1,326,869	1,326,869	1,340,681
500060	Overtime - Civilian	41,615	25,000	25,000	50,000
500110	Bilingual Pay - Civilian	163	0	0	0
501070	Pension - Civilian	196,115	241,329	241,329	286,908
501120	Termination Pay - Civilian	36,782	6,969	6,969	0
502010	FICA - Civilian	93,767	103,334	103,334	106,389
503010	Health Ins-Act Civilian	234,639	292,678	292,678	343,402
503015	Basic Life Insurance - Active Civilian	728	796	796	795
503050	Health/Life Insurance - Retiree Civilian	12,092	14,000	14,000	14,000
503060	Long Term Disability-Civilian	0	2,550	2,550	2,550
503090	Workers Compensation-Civilian-Admin	5,191	6,000	6,000	7,170
503100	Workers Compensation-Civilian-Claim	23,101	37,700	37,700	97,700
504030	Unemployment Claims - Administration	838	1,050	1,050	1,050
<b>Total</b>	<b>Personnel Services</b>	<b>1,828,945</b>	<b>2,058,275</b>	<b>2,058,275</b>	<b>2,250,645</b>
511010	Chemical Gases & Special Fluids	1,557	0	0	0
511020	Construction Materials	193,807	334,000	334,000	288,512
511025	Electrical Hardware & Parts	121,537	125,411	125,411	194,432
511030	Mechanical Hardware & Parts	5,119	17,000	17,000	10,976
511035	Meters Hydrants & Plumbing Supplies	74,166	85,967	85,967	37,535
511045	Computer Supplies	2,656	0	0	0
511050	Paper & Printing Supplies	108	142	142	0
511055	Publications & Printed Materials	(4,714)	100	100	0
511060	Postage	24	15	15	0
511070	Miscellaneous Office Supplies	10,223	9,751	9,751	7,840
511110	Fuel	2,944	5,000	5,000	7,840
511115	Vehicle Repair & Maintenance Supplies	2,661	4,500	4,500	7,056
511120	Clothing	(1,185)	3,350	3,350	4,000
511145	Small Tools & Minor Equipment	5,969	37,000	37,000	18,816
511150	Miscellaneous Parts & Supplies	75,815	126,885	126,885	156,800
<b>Total</b>	<b>Supplies</b>	<b>490,687</b>	<b>749,121</b>	<b>749,121</b>	<b>733,807</b>
520100	Temporary Personnel Services	0	8,000	8,000	20,000
520101	Janitorial Services	0	5,000	5,000	7,840
520105	Accounting & Auditing Services	(2,361)	200,000	200,000	0
520106	Architectural Services	44,916	117,000	117,000	125,440
520109	Medical Dental & Laboratory Services	0	100	100	157
520112	Banking Services	0	20	20	0
520114	Miscellaneous Support Services	0	110	110	0
520118	Refuse Disposal	0	5,000	5,000	7,840
520120	Communications Equipment Services	13,196	60,000	60,000	31,360
520123	Vehicle & Motor Equipment Services	17,212	20,000	20,000	31,360
520124	Other Equipment Services	23,229	2,000	2,000	3,136
520126	Construction Site Work Services	42,437	108,180	108,180	62,720
520127	Structural Construction Work Services	0	1,000	1,000	724,483
520128	Other Construction Work Services	85,331	92,320	92,320	120,864
520141	Engineering Services	49,261	111,767	111,767	104,691
520520	Printing & Reproduction Services	4,895	971	971	5,488
520765	Membership & Professional Fees	773	1,000	1,000	1,568
520805	Education & Training	245	470	470	470
521405	Building Maintenance Services	94,043	982,658	982,658	493,920
521415	Land and Grounds Maintenance	2,999	4,000	4,000	6,272
521605	Data Services	0	50	50	50
521610	Voice Services	1,125	1,000	1,000	980

**FISCAL YEAR 2013 BUDGET**

**Business Area Expenditure Summary**

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<b>Commit Item</b>	<b>Description</b>	<b>FY2011 Actual</b>	<b>FY2012 Current Budget</b>	<b>FY2012 Estimate</b>	<b>FY2013 Budget</b>
521620	Voice Equipment	(162)	8,000	8,000	0
521625	Voice Labor	6,611	4,000	4,000	2,940
521630	GIS Revolving Fund Services	944	0	0	1,190
521705	Vehicle/Equipment Rental/Lease	719	1,000	1,000	0
521725	Other Rental	14,967	3,852	3,852	3,920
522430	Miscellaneous Other Services & Charges	23,163	13,706	13,706	51,360
522721	Interfund HR Client Services	0	0	0	21,899
522722	KRONOS Service Chargeback	0	0	0	1,124
522760	Interfund Billing & Collection Service	855	0	0	0
<b>Total</b>	<b>Other Services and Charges</b>	<b>424,398</b>	<b>1,751,204</b>	<b>1,751,204</b>	<b>1,831,072</b>
<b>Grand Total Expenditures</b>		<b>2,744,030</b>	<b>4,558,600</b>	<b>4,558,600</b>	<b>4,815,524</b>