Fund Summary

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

| | FY2015 Current Budget | FY2015 Estimate | FY2016 Budget |
|---|---|---|---|
| Beginning Fund Balance | 21,161 | 21,161 | **21,161** |
| Current Revenues | 5,342,394 | 5,136,787 | **5,100,235** |
| Total Available Resources | 5,363,555 | 5,157,948 | **5,121,396** |
| Maintenance and Operations | 5,342,394 | 5,136,787 | **5,100,235** |
| Total Expenditures | 5,342,394 | 5,136,787 | **5,100,235** |
| Planned Ending Fund Balance | 21,161 | 21,161 | **21,161** |
| Total Budget | 5,363,555 | 5,157,948 | **5,121,396** |
| Fund Balance Distribution | | | |
| 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 substations 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 FY2016 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. The City facilities, including HFD buildings, are to be maintained at a quality standard that meets code and provides for operational efficiency.

**Business Area Budget Summary**

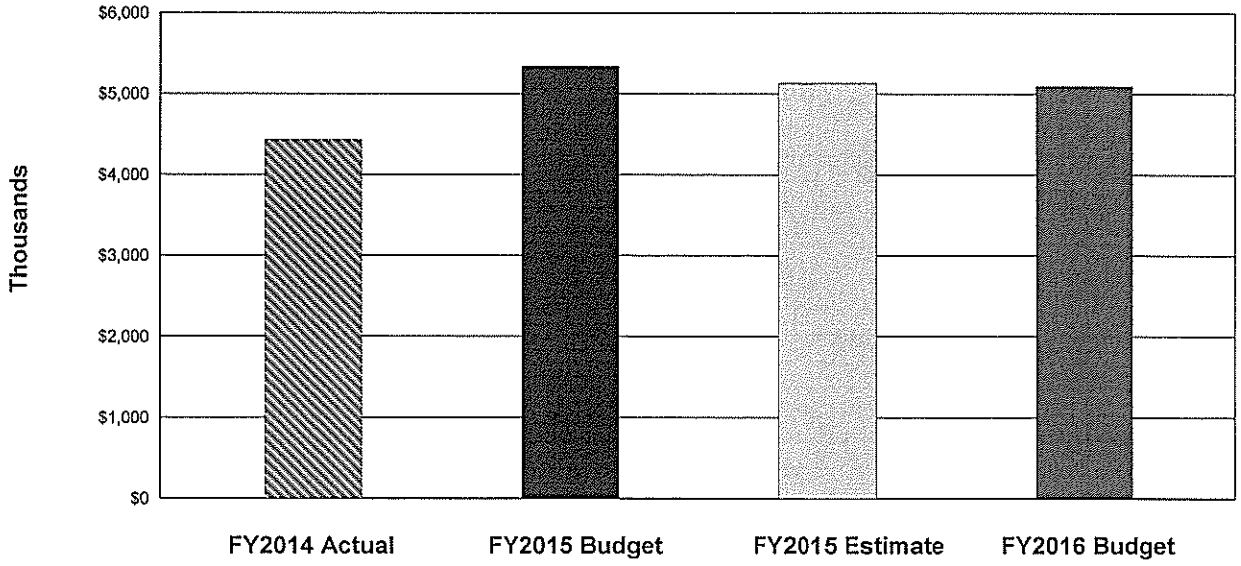
**Fund Name : In-House Renovation**
**Business Area : General Services**
**Fund No. /Bus. Area No. : 1003 / 2500**

| | | FY2014 Actual | FY2015 Current Budget | FY2015 Estimate | FY2016 Budget |
|---|---|---|---|---|---|
| Expenditures | Personnel Services | 2,184,390 | 2,356,548 | 2,182,439 | **2,379,884** |
| | Supplies | 653,959 | 779,095 | 698,172 | **752,047** |
| | Other Services and Charges | 1,594,178 | 2,206,751 | 2,256,176 | **1,968,304** |
| | Total M & O Expenditures | 4,432,527 | 5,342,394 | 5,136,787 | **5,100,235** |
| | Debt Service & Other Uses | 0 | 0 | 0 | **0** |
| | Total Expenditure | 4,432,527 | 5,342,394 | 5,136,787 | **5,100,235** |
| Revenues | | 4,432,527 | 5,342,394 | 5,136,787 | **5,100,235** |
| Staffing | Full-Time Equivalents - Civilian | 30.0 | 30.0 | 28.6 | **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 | 30.0 | 30.0 | 28.6 | **30.0** |
| | Full-Time Equivalents - Overtime | 0.0 | 0.3 | 0.1 | **0.4** |

**Significant Budget Changes and Highlights**

- The FY2016 Budget provides funding for health benefits and pension contribution.
- Complete full renovation of Fire Station 68.
- Address priority 1 and priority 2 needs for HFD and HPD from the Facility Assessment Report.

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



**Business Area Performance Measures**

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

| Performance Measure | Priority | FY2014 Actual | FY2015 Budget | FY2015 Estimate | FY2016 Budget |
|---|---|---|---|---|---|
| Build-Out Projects and Facility Improvements/Repairs | I | 46 | 35 | 53 | 45 |
| Facility Condition Assessment (FCA) Repairs | I | 22 | 31 | 31 | 3 |
| Expenditures Budget vs Actual Utilization | F | 76% | 100% | 96% | 100% |
| Revenues Budget vs Actual Utilization | F | 76% | 100% | 96% | 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 : In-House Renovation
Business Area : General Services
Fund No. /Bus Area No. : 1003 / 2500

| Division Description | FY2014 Actual FTEs | FY2014 Actual Costs $ | FY2015 Estimate FTEs | FY2015 Estimate Costs $ | FY2016 Budget FTEs | FY2016 Budget Costs $ |
|---|---|---|---|---|---|---|
| **GSD - In-House Renovation 250005** | | | | | | |
| In-house staff performs 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. | 30.0 | 4,432,527 | 28.6 | 5,136,787 | **30.0** | **5,100,235** |
| Total | 30.0 | 4,432,527 | 28.6 | 5,136,787 | 30.0 | 5,100,235 |

Business Area Roster Summary

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

| Job Description | Pay Grade | FY2015 Current Budget FTE | FY2016 Budget FTE | Change |
|---|---|---|---|---|
| CARPENTER LEADER | 19 | 3.0 | 3.0 | 0.0 |
| CHIEF STATIONARY ENGINEER | 19 | 1.0 | 1.0 | 0.0 |
| ELECTRICAL SUPERINTENDENT | 26 | 1.0 | 1.0 | 0.0 |
| ELECTRICAL SUPERVISOR | 24 | 1.0 | 1.0 | 0.0 |
| ELECTRICIAN | 18 | 4.0 | 4.0 | 0.0 |
| MAINTENANCE MECHANIC III | 14 | 14.0 | 14.0 | 0.0 |
| MAINTENANCE SUPERVISOR | 16 | 2.0 | 2.0 | 0.0 |
| MANAGEMENT ANALYST I | 15 | 1.0 | 1.0 | 0.0 |
| PLUMBER | 14 | 1.0 | 1.0 | 0.0 |
| PLUMBER LEADER | 18 | 1.0 | 1.0 | 0.0 |
| SUPERINTENDENT | 24 | 1.0 | 1.0 | 0.0 |
| **Total FTEs** | | **30.0** | **30.0** | **0.0** |
| **Less Adjustment for Civilian Vacancy Factor** | | **0.0** | **0.0** | **0.0** |
| **Full-Time Equivalents** | | **30.0** | **30.0** | **0.0** |

Business Area Revenue Summary

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

| Commit Item | Description | FY2015 Current Budget | FY2015 Estimate | FY2016 Budget |
|---|---|---|---|---|
| 2500050001 | GSD - In-House Renovation | | | |
| 425100 | Indirect Cost Recovery-Other | 191,464 | 955,070 | 281,275 |
| 452020 | Recoveries & Refunds | 5,150,930 | 4,181,717 | 4,818,960 |
| Total | General Services | 5,342,394 | 5,136,787 | 5,100,235 |

Business Area Expenditure Summary

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

| Commit Item | Description | FY2014 Actual | FY2015 Current Budget | FY2015 Estimate | FY2016 Budget |
|---|---|---|---|---|---|
| 500010 | Salary Base Pay - Civilian | 1,326,049 | 1,423,942 | 1,323,527 | **1,419,894** |
| 500060 | Overtime - Civilian | 1,559 | 7,500 | 7,500 | **30,000** |
| 500090 | Premium Pay - Civilian | 2,647 | 2,500 | 2,499 | **2,800** |
| 501070 | Pension - Civilian | 309,363 | 361,140 | 338,074 | **388,483** |
| 501120 | Termination Pay - Civilian | 0 | 113 | 113 | **2,822** |
| 502010 | FICA - Civilian | 93,745 | 109,704 | 94,045 | **111,132** |
| 503010 | Health Ins-Act Civilian | 376,019 | 389,295 | 355,556 | **348,763** |
| 503015 | Basic Life Insurance - Active Civilian | 786 | 827 | 1,097 | **821** |
| 503050 | Health/Life Insurance - Retiree Civilian | 8,534 | 14,000 | 14,000 | **8,957** |
| 503060 | Long Term Disability-Civilian | 2,499 | 2,550 | 2,426 | **2,550** |
| 503090 | Workers Compensation-Civilian-Admin | 6,126 | 7,860 | 7,535 | **8,850** |
| 503100 | Workers Compensation-Civilian-Claim | 57,063 | 36,067 | 36,067 | **36,189** |
| 504020 | Compensation Contingency | 0 | 0 | 0 | **17,573** |
| 504030 | Unemployment Claims - Administration | 0 | 1,050 | 0 | **1,050** |
| **Total** | **Personnel Services** | **2,184,390** | **2,356,548** | **2,182,439** | **2,379,884** |
| 511020 | Construction Materials | 278,923 | 310,917 | 310,917 | **371,887** |
| 511025 | Electrical Hardware & Parts | 157,785 | 194,432 | 159,130 | **138,130** |
| 511030 | Mechanical Hardware & Parts | 29,542 | 60,976 | 53,754 | **35,000** |
| 511035 | Meters Hydrants & Plumbing Supplies | 98,248 | 87,535 | 78,667 | **92,891** |
| 511045 | Computer Supplies | 773 | 500 | 500 | **662** |
| 511050 | Paper & Printing Supplies | 1,254 | 1,000 | 1,000 | **1,000** |
| 511070 | Miscellaneous Office Supplies | 7,343 | 7,840 | 7,840 | **7,840** |
| 511110 | Fuel | 0 | 0 | 0 | **557** |
| 511120 | Clothing | (576) | 13,561 | 13,561 | **1,746** |
| 511145 | Small Tools & Minor Equipment | 22,909 | 27,000 | 9,976 | **27,000** |
| 511150 | Miscellaneous Parts & Supplies | 57,758 | 75,334 | 62,827 | **75,334** |
| **Total** | **Supplies** | **653,959** | **779,095** | **698,172** | **752,047** |
| 520100 | Temporary Personnel Services | 12,397 | 20,000 | 20,000 | **20,000** |
| 520101 | Janitorial Services | 0 | 7,840 | 7,840 | **3,000** |
| 520106 | Architectural Services | 38,589 | 125,440 | 125,440 | **72,799** |
| 520109 | Medical Dental & Laboratory Services | 0 | 157 | 157 | **157** |
| 520112 | Banking Services | 390 | 400 | 400 | **400** |
| 520118 | Refuse Disposal | 0 | 2,840 | 2,840 | **2,400** |
| 520120 | Communications Equipment Services | 41,818 | 101,360 | 86,028 | **58,248** |
| 520121 | IT Application Svcs | 0 | 8,685 | 8,685 | **10,128** |
| 520123 | Vehicle & Motor Equipment Services | 1,802 | 31,360 | 31,360 | **3,800** |
| 520124 | Other Equipment Services | 918 | 3,136 | 3,136 | **2,000** |
| 520126 | Construction Site Work Services | 40,854 | 612,720 | 669,958 | **238,330** |
| 520127 | Structural Construction Work Services | 268,280 | 293,734 | 293,734 | **293,734** |
| 520128 | Other Construction Work Services | 119,414 | 120,864 | 170,864 | **120,864** |
| 520141 | Engineering Services | 72,130 | 104,691 | 104,691 | **75,915** |
| 520520 | Printing & Reproduction Services | 10,610 | 15,488 | 15,488 | **8,604** |
| 520605 | Advertising Services | 831 | 0 | 0 | **0** |
| 520765 | Membership & Professional Fees | 481 | 1,568 | 1,568 | **1,000** |
| 520805 | Education & Training | 24 | 1,470 | 1,470 | **735** |
| 521405 | Building Maintenance Services | 904,189 | 579,118 | 536,637 | **898,620** |
| 521415 | Land and Grounds Maintenance | 655 | 6,272 | 6,272 | **312** |

Business Area Expenditure Summary

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

| Commit Item | Description | FY2014 Actual | FY2015 Current Budget | FY2015 Estimate | FY2016 Budget |
|---|---|---|---|---|---|
| 521605 | Data Services | 0 | 2,612 | 2,612 | **9,345** |
| 521610 | Voice Services | 25 | 52 | 52 | **45** |
| 521620 | Voice Equipment | 4,508 | 13,846 | 13,846 | **4,163** |
| 521625 | Voice Labor | 0 | 17,554 | 17,554 | **27,057** |
| 521630 | GIS Revolving Fund Services | 1,209 | 1,668 | 1,668 | **1,638** |
| 521635 | Voice Services -Wireless | 0 | 1,341 | 1,341 | **2,929** |
| 521705 | Vehicle/Equipment Rental/Lease | 2,621 | 7,326 | 7,326 | **4,326** |
| 521715 | Office Equipment Rental | 369 | 0 | 0 | **0** |
| 521725 | Other Rental | 19,911 | 38,976 | 38,976 | **35,000** |
| 522405 | Management Savings | (79) | 0 | 0 | **0** |
| 522430 | Misc Othr Svcs & Chrg | 29,285 | 51,360 | 51,360 | **38,302** |
| 522721 | Interfund HR Client Services | 21,655 | 33,480 | 33,480 | **32,757** |
| 522722 | KRONOS Service Chargeback | 1,292 | 1,393 | 1,393 | **1,696** |
| **Total** | **Other Services and Charges** | **1,594,178** | **2,206,751** | **2,256,176** | **1,968,304** |
| | **Grand Total Expenditures** | **4,432,527** | **5,342,394** | **5,136,787** | **5,100,235** |