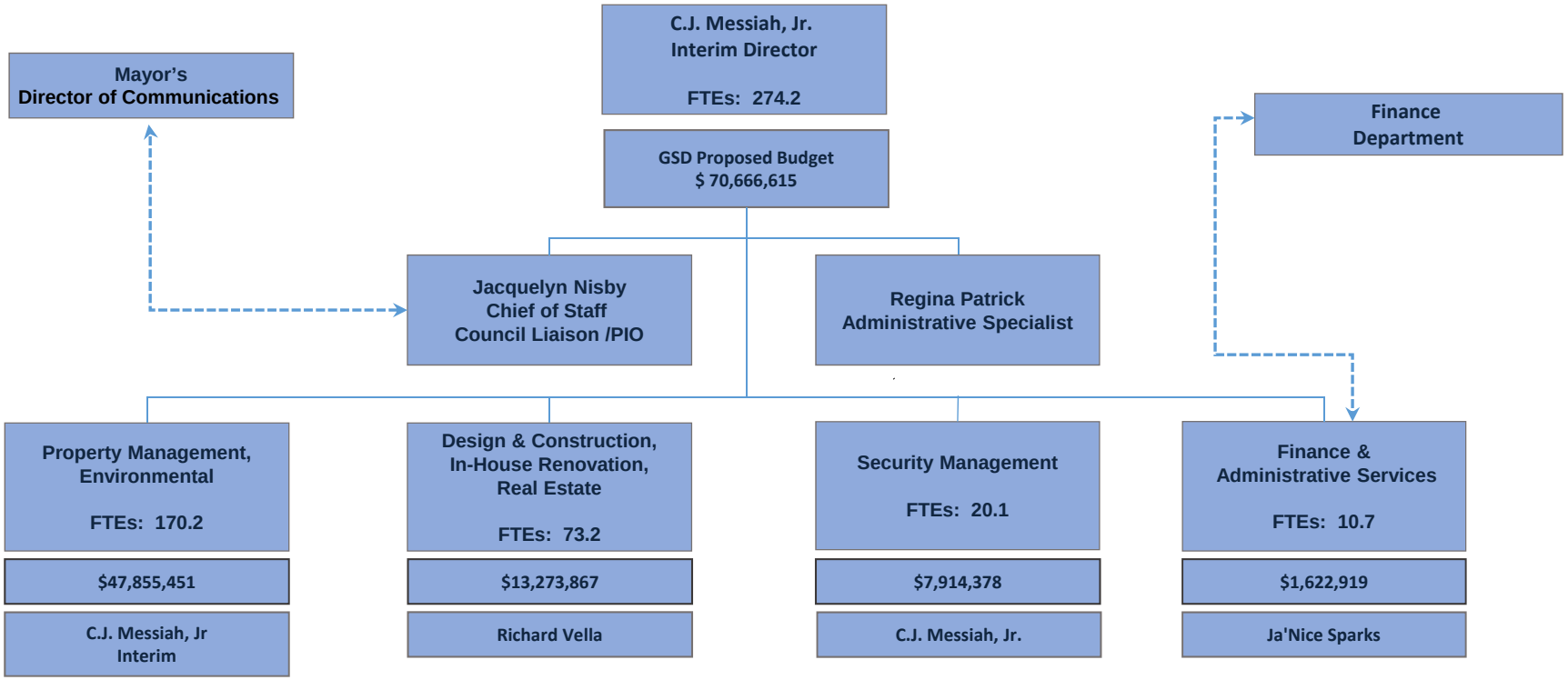
GENERAL SERVICES DEPARTMENT

FY2018 PROPOSED BUDGET
BUDGET PRESENTATION

C.J. MESSIAH, JR.
INTERIM DIRECTOR

MAY 18, 2017

Organizational Structure
- Department Wide -



Total Number of FTEs: 274.2

FY2018 Department Initiatives

Initiative	Mayor 's Priority	Plan Houston Strategy
Develop Long Term Vision for City Hall Civic Complex.	Public Safety; Services & Infrastructure; Sound Financial Management	Provide responsive and efficient public safety services. Ensure that infrastructure accommodates growth and meets community needs. Deliver world class city services in an effective and efficient manner.
Continue to address Facility Condition Assessments (FCA) Priority 1 & 2 building deficiencies.	Services & Infrastructure; Sound Financial Management	Ensure that infrastructure accommodates growth and meets community needs. Improve the City's service delivery infrastructure. Put long-range financial plan into action. Deliver world class city services in an effective and efficient manner.
Convert the former HPD Property Room into citywide warehouse.	Services & Infrastructure; Sound Financial Management	Ensure that infrastructure accommodates growth. Put long-range financial plan into action.
Continue to implement the Project Management Software System to improve project management efficiencies and integrate with other citywide systems.	Services & Infrastructure; Sound Financial Management	Improve the City's service delivery infrastructure. Put long-range financial plan into action.
Develop building standard guidelines and update office furniture standards.	Services & Infrastructure	Ensure that infrastructure accommodates growth and meets community needs.
Continue to evaluate building security, access control, intrusion systems and CCTV security capabilities.	Services & Infrastructure; Sound Financial Management	Improve the City's service delivery infrastructure. Deliver world class city services in an effective and efficient manner.
Utilize other department security operations and dispatch to better serve client departments without adding personnel.	Public Safety; Sound Financial Management	Prepare for, mitigate, and effectively respond to emergencies. Deliver world class city services in an effective and efficient manner. Put long-range financial plan into action.

FY2018 Department Initiatives (Continue)

Initiative	Mayor 's Priority	Plan Houston Strategy
Develop a Quality Analysis/Quality Control process to ensure each building is maintained to operate at peak efficiency.	Services & Infrastructure; Sound Financial Management	Improve the City's service delivery infrastructure. Put long-range financial plan into action.
Continue to develop the Sprocket Work Order System reporting capabilities. Provide accurate work order reporting to ensure facility maintenance and repair needs are addressed in a timely efficient manner, enhance capability to forecast future budget needs for property management.	Services & Infrastructure; Sound Financial Management	Improve the City's service delivery infrastructure. Put long-range financial plan into action.
Develop a 24 hour Operations Center. The fully staffed Operations Center will provide immediate response to the needs of client departments, facility emergencies on 24/7 basis. The Center will provide intrusion alarm monitoring and significantly reduce overtime.	Public Safety; Services & Infrastructure ; Sound Financial Management	Prepare for, mitigate, and effectively respond to emergencies. Improve the City's service delivery infrastructure. Put long-range financial plan into action. Deliver world class city services in an effective and efficient manner.
Develop standardized procedures for monitoring of the bayou level during storm incidents. The standard procedure will establish a level at which all storm gates at the facilities will be closed in order to protect City property.	Public Safety; Services & Infrastructure ; Sound Financial Management	Prepare for, mitigate, and effectively respond to emergencies. Improve drainage and flood mitigation. Put long-range financial plan into action.

TOTAL REVENUES BY FUND

($ IN THOUSANDS)

Fund	FY2016 Actual	FY2017 Budget	FY2017 Estimate	FY2018 Proposed	Variance FY2018 Proposed/ FY2017 Estimate	% Change
General Fund	4,265	4,503	6,834	4,513	(2,321)	(34.0%)
Project Cost Recovery Fund	3,952	4,476	4,157	4,414	257	6.2%
In-House Renovation Fund	4,156	4,686	4,686	4,818	132	2.8%
Maintenance, Renewal and Replacement Fund	14,839	16,249	16,255	19,226	2,971	18.3%
Total	27,212	29,914	31,932	32,971	1,039	3.3%

Note: Major revenue changes in the General Fund:

- ($2,133) for revenue collected for the sale of land at 815 Dorsett Street and 7420 Park Place Blvd; and release of earnest money pertaining to the sale of 2001 Dairy Ashford (sold in FY2016)
- ($151) decrease in interest income on the promissory note for the “The Center”(Foundation for the Retarded), which was paid in full on January 11, 2017.

TOTAL EXPENDITURES BY FUND

($ IN THOUSANDS)

Fund	FY2016 Actual	FY2017 Budget	FY2017 Estimate	FY2018 Proposed	Variance FY2018 Proposed/ FY2017 Estimate	% Change
General Fund	40,706	41,276	41,276	42,209	933	2.3%
Project Cost Recovery Fund	3,952	4,476	4,157	4,414	257	6.2%
In-House Renovation Fund	4,156	4,686	4,686	4,818	132	2.8%
Maintenance, Renewal and Replacement Fund	14,027	16,249	16,249	19,226	2,977	18.3%
Total	$62,841	$66,687	$66,368	$70,667	$ 4,299	6.5%

BUDGET EXPENDITURES NET CHANGE

FY2018 General Fund Budget Expenditures Net Change to FY2017 Current Budget		
FY2017 Current Budget		
Operating Budget	$	28,737,089
Restricted Budget		12,538,657
FY2017 Current Budget	**$**	**41,275,746**
Explanation of FY2018 Incremental Increase/(Decrease)		
Operating Budget Adjustments		
Budget reduction initiatives	$	(391,923)
Personnel budget utilization savings		(55,863)
Subtotal Operating Budget Adjustments	**$**	**(447,786)**
% Change from FY17 Operating Budget		(1.6%)
Contractual or Mandated Adjustments:		
Pension Allowance	$	(208,587)
Health Benefits		39,156
HOPE Allowance		161,513
Contract Escalation		197,759
Rental Increases		159,854
Electricity		827,912
Natural Gas		160,275
Other Restricted Accounts		42,953
Subtotal Contractual/Mandated Increases	**$**	**1,380,835**
FY2018 Proposed Budget		
Operating and Contractual Adjustments	$	933,049
FY2018 Proposed Budget	**$**	**42,208,795**
% Change from FY17 Current Budget		2.3%

FY2018 Expenditure Highlights

- ($447,786) decrease as approved in GSD's budget reduction submission.
- $161,513 to support HOPE allowance.
- $197,759 to support contract escalation costs for janitorial, refuse disposal and landscaping.
- $159,854 to support lease rental increases.
- $861,709 increase due to various restricted account escalations; e.g., electricity and natural gas cost.

FY2018 Expenditure Highlights

- $400,000 to replace inoperable CCTV, Alarm, and Access Control Equipment at various city facilities.
- $1,700,040 to add 1200 Travis Headquarters and garage to the existing contract with TDIndustries, Inc. for facility operations, maintenance and repair services.
- $230,616 for elevator maintenance and repairs under the Kone Elevator Maintenance and Repair Services contract, due to aging elevator systems.
- $164,561 to address existing deferred maintenance on generators.
- $388,170 for maintenance and repairs for HVAC systems including chillers, boilers and air handler units due to the end of their life cycle.
- $93,074 to support Health Benefits rates and HOPE allowance.

MRR Fund -2105

Maintenance Renewal and Replacement Fund

FY2018 Expenditure Highlights

Project Cost Recovery Fund - 1001

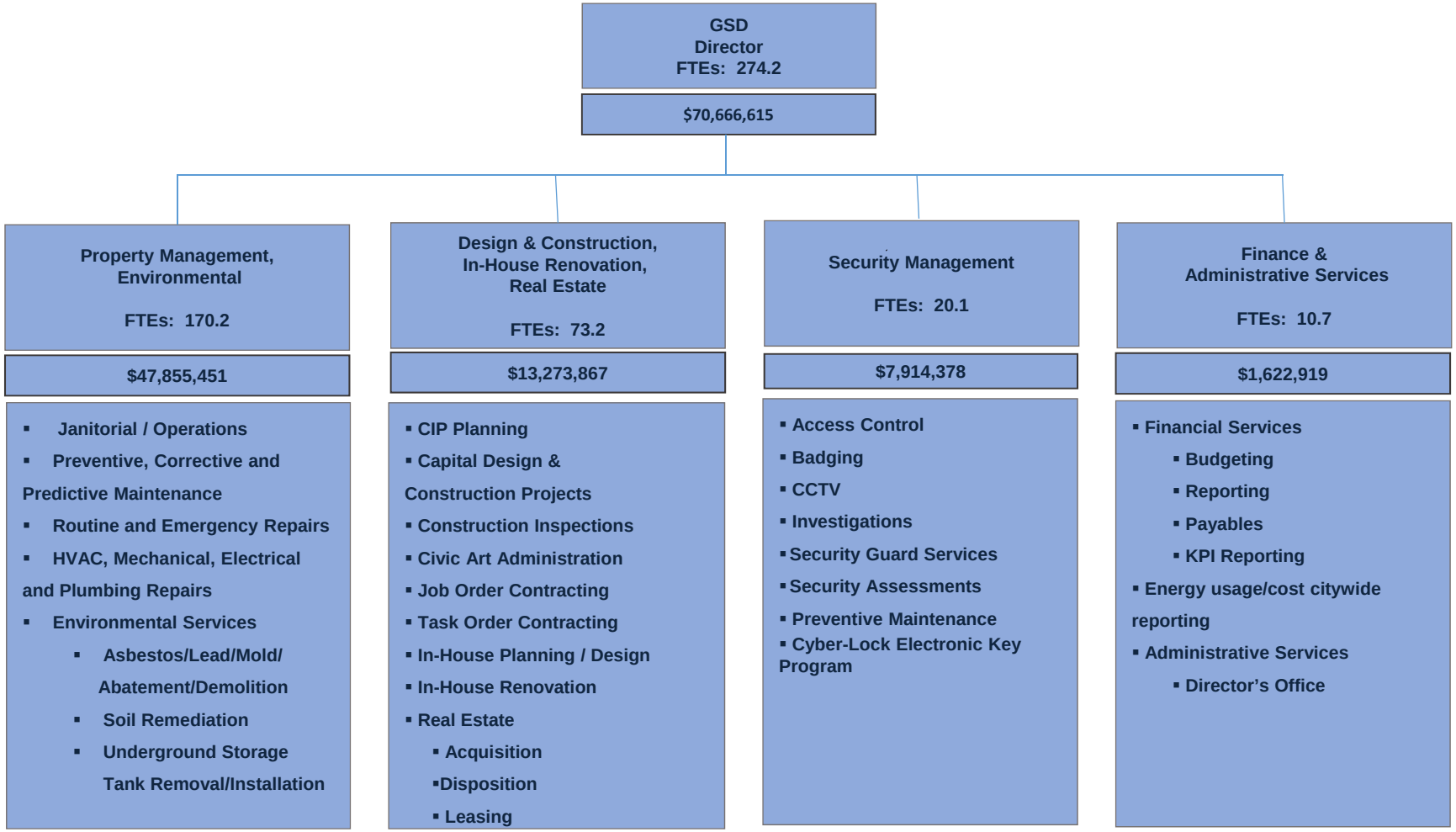
The increase in this fund includes the annualized cost of five vacant positions approved in the FY2017 Adopted Budget.

In-House Renovation Fund - 1003

The increase in this fund is due to the planned renovation of two fire stations (Fire Stations 31 and 43) in the CIP Plan as compared to one station.

Services Chargeback Funds

FUNCTIONS - ALL FUNDS

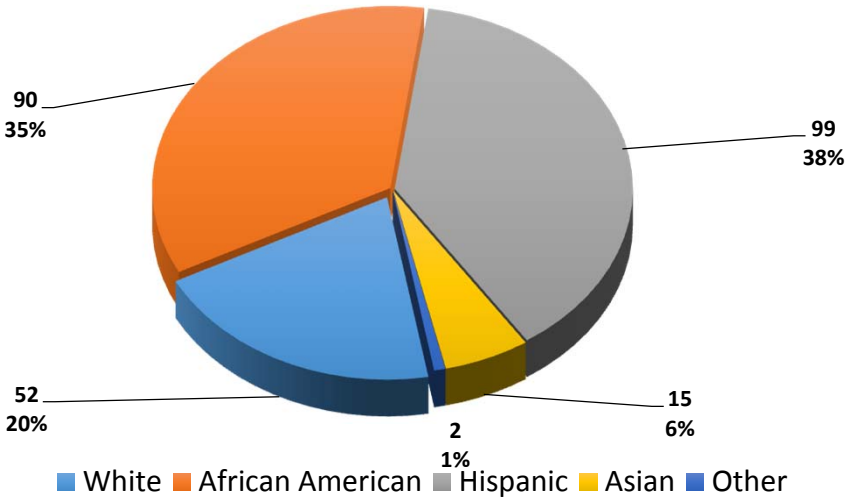


QUESTIONS

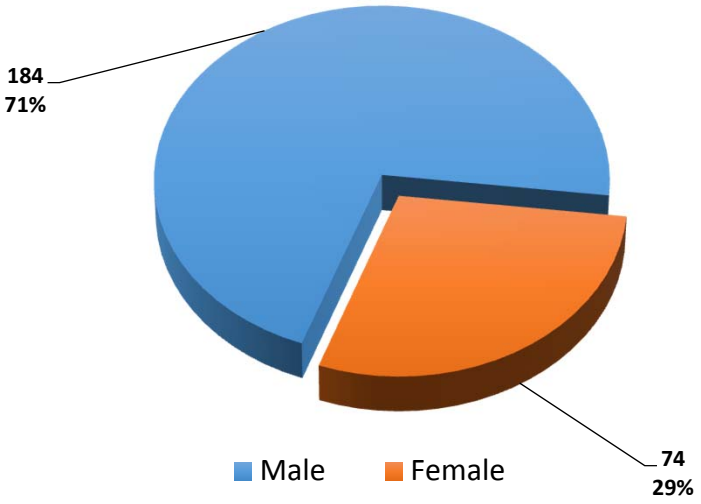
- Demographic Profile
- Building Portfolio
- Overview Of All Funds
- Performance Measures

DEMOGRAPHIC PROFILE

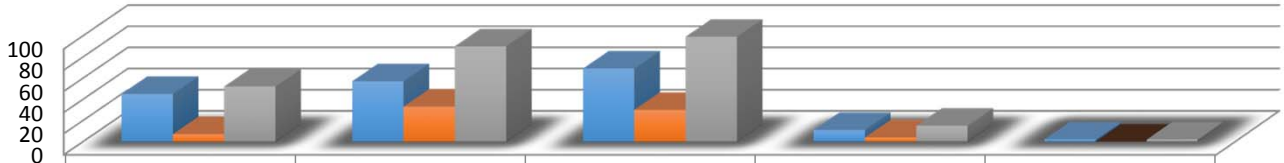
EMPLOYEE ETHNICITY PROFILE



EMPLOYEE GENDER PROFILE



EMPLOYEE ETHNICITY AND GENDER PROFILE



	White	African American	Hispanic	Asian	Other
Male	45	57	69	11	2
Female	7	33	30	4	0
Total	52	90	99	15	2

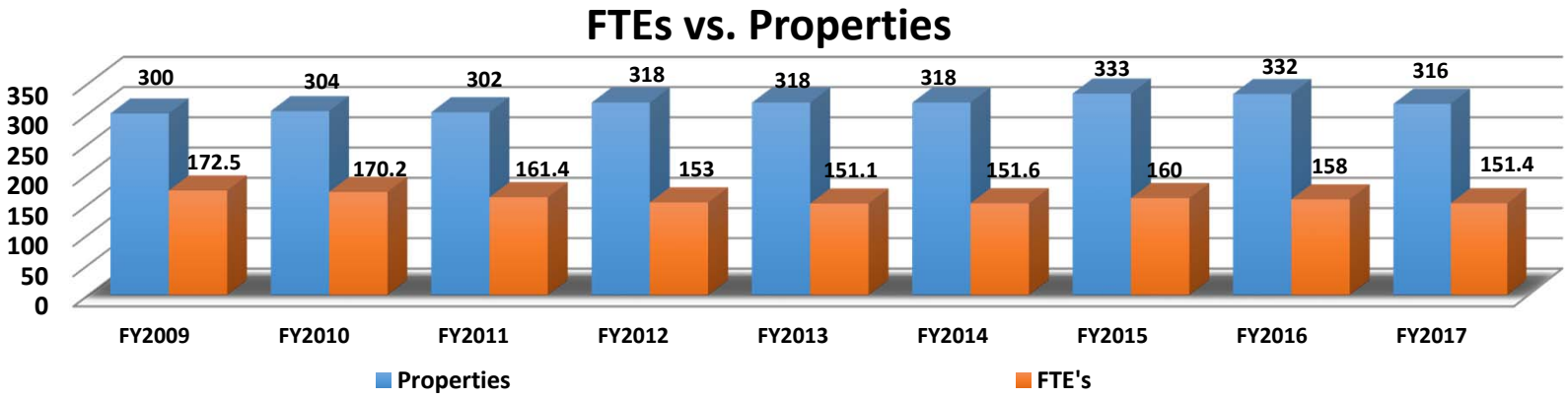
TOTAL NUMBER OF EMPLOYEES: 258

Property Management

Average Age of Buildings

City Building Characteristics	City of Houston	Nationwide *
Average Age	38	42
Median Date Built	1978	N/A
Built before 1950	4%	28%
Built between 1950 and 1969	30%	45%
Built between 1970 and 1984	33%	17%
Built after 1985	33%	10%

***2012 Parsons Facilities Condition Assessment Report**

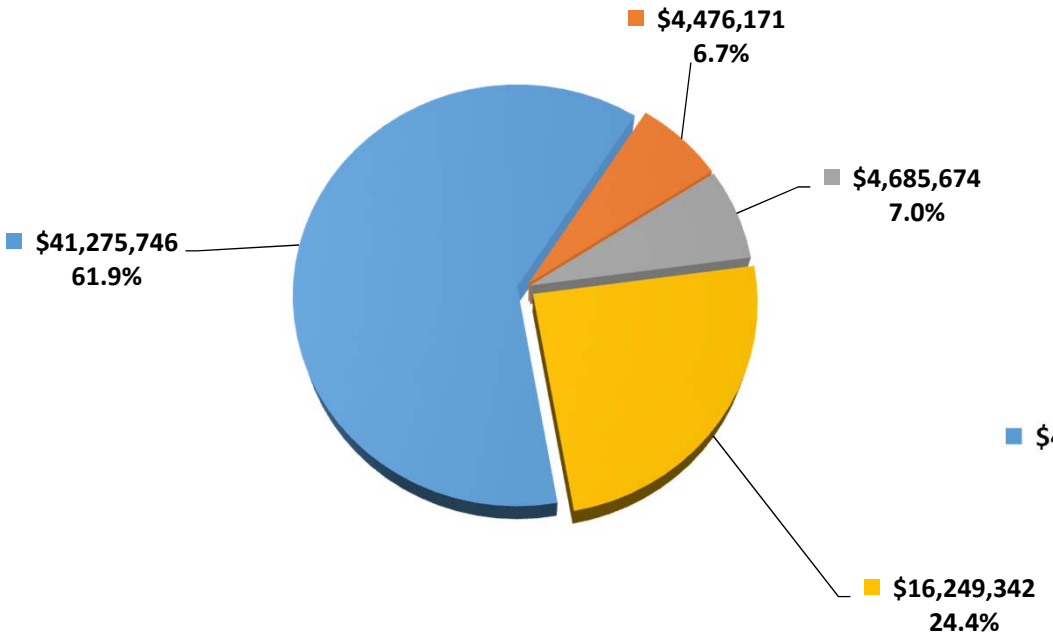


PERFORMANCE MEASURES

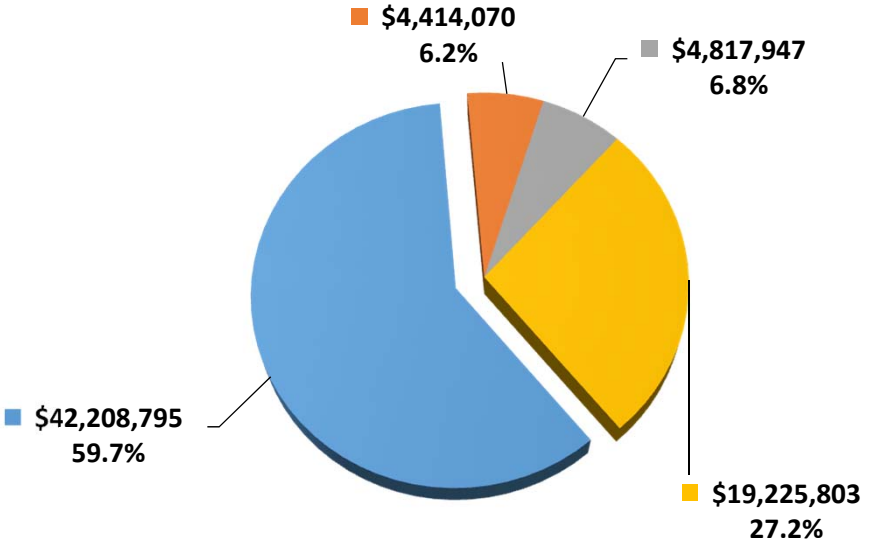
Fund	Customer Measures	FY2016 Actual	FY2017 Budget	FY2017 Estimate	FY2018 Budget
1000	Building Operations Work Orders Completed	4,415	3,300	3,009	3,300
2105	Maintenance Work Orders Completed	23,301	18,500	18,850	18,500
1000	Card Access Changes Processed	51,484	22,600	23,738	18,000
1000	City Identification Badges Processed	9,036	7,200	7,295	6,400
1000	Special Events Requiring Security Staffing	95	80	56	55
	Business Process Measures				
1000	Environmental Projects Completed	204	200	185	200
1001	Job Order Contract/Task Order Contract Projects	203	285	246	280
1003	Build-Out Projects and Facility Improvements/Repairs	101	64	78	65
1003	Facility Condition Assessment (FCA) Repairs	7	13	6	10
2105	Facility Conversion Cyber Locks Installed	36	10	8	12
2105	Facility Security Equipment Assessments	0	20	27	24

Overview Of All Funds

FY2017 Current Budget



FY2018 Proposed Budget



$66,686,933

$70,666,615

$3,979,682

Fund 1000 - General Fund | Fund 1001 - Project Cost Recovery | Fund 1003 - In-House Renovation | Fund 2105 - MRR

Total All Funds: $70,666,615