

GENERAL SERVICES DEPARTMENT



FY2021 **ZERO BASED BUDGET** **WORKSHOP PRESENTATION**



C.J. Messiah, Jr.
Director

April 14, 2020

PROGRAM ORGANIZATIONAL CHART

GENERAL FUND (1000)
PROJECTED BUDGET \$44,834
FTEs: 154.4

Property Management

FY21 Budget \$25,301
 FTEs: 101.8

- Janitorial / Operations
- Preventive, Corrective and Predictive Maintenance
- Routine and Emergency Repairs
- HVAC, Mechanical, Electrical and Plumbing Repairs
- Contract Compliance

Capital Design/Construction

FY21 Budget \$1,582
 FTEs: 6.5

- CIP Planning
- Design & Construction Projects
- Civic Art Administration
- Job Order Contracting
- Task Order Contracting
- In-House Planning / Design
- In-House Renovation

Security Management

FY21 Budget \$12,271
 FTEs: 38.8

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

Environmental Management

FY21 Budget \$2,157
 FTEs: 4.1

- Environmental Services
- Asbestos/Lead/Mold/Abatement/Demolition
- Soil Remediation
- Underground Storage Tank Removal/Installation
- Remediation and demolition of dangerous buildings

Real Estate Services

FY21 Budget \$3,522
 FTEs: 3.2

- Real Estate
- Acquisition
- Disposition
- Leasing

GENERAL SERVICES DEPARTMENT

REVENUE OVERVIEW

GENERAL FUND (IN THOUSANDS)

BY CATEGORY

Category	FY2019 Actual	FY2020 Projected Current Budget	FY2020 Estimate	FY2021 Projected Budget	Variance FY2021 Prop/FY2020	% of Change
Vending Machine Concessions	256	274	274	284	10	3.54%
Building Space Rental Fees	361	387	387	384	(3)	(0.85%)
Facility Rental Fees	47	67	67	55	(11)	(16.75%)
Charges for Services	664	729	729	724	(5)	(0.65%)
(ARA) - Parking Management Facility	20	78	78	93	15	19.22%
(FMD) - Fleet Management Facilities	276	330	330	393	63	18.96%
(HPW) - Houston Permitting Center	1,002	1,183	1,183	1,057	(126)	(10.68%)
(HPW) - Houston TranStar Facility Maint.	512	824	824	578	(246)	(29.90%)
(HPW) - PWE UMB Management	862	1,160	1,160	993	(167)	(14.40%)
(HPW) - Security Management	1,500	1,931	1,931	1,905	(26)	(1.33%)
Direct Interfund Services	4,172	5,506	5,506	5,018	(488)	(8.86%)
Prior Year Expenditure Recovery	(151)	0	0	0	0	0.00%
Recoveries & Refunds	70	0	0	0	0	0.00%
Miscellaneous Revenue	9	0	0	0	0	0.00%
Transfer from HoustonFirst	366	366	366	366	0	0.00%
Miscellaneous/Other	295	366	366	366		0.00%
Sale of Capital Assets-Land/Streets	943					0.00%
Other Resources	943					0.00%
Total	6,074	6,601	6,601	6,108	(493)	(7.5%)

GENERAL SERVICES DEPARTMENT

EXPENDITURE OVERVIEW

(IN THOUSANDS)

BY CATEGORY

Category	FY2019 Actual	FY2020 Projected Current Budget	FY2020 Estimate	FY2021 Projected Budget	Variance FY2021 Prop/FY2020	% of Change
Personnel	11,953	13,186	13,186	13,245	59	0.5%
Supplies	798	822	839	715	(107)	(12.8%)
Restricted Accounts*	10,678	12,099	11,618	11,113	(986)	(8.5%)
Services (contracts)	15,400	15,848	14,831	16,619	771	0.0%
Equipment	4	0	0	0	0	0.0%
Debt Services/Others	3,142	3,142	3,142	3,142	0	0.0%
Total	41,976	45,097	43,616	44,834	(263)	(0.6%)

*Restricted Accounts -Budget includes service chargeback accounts for items such as fuel, electricity, IT accounts, etc. See appendix A for more details

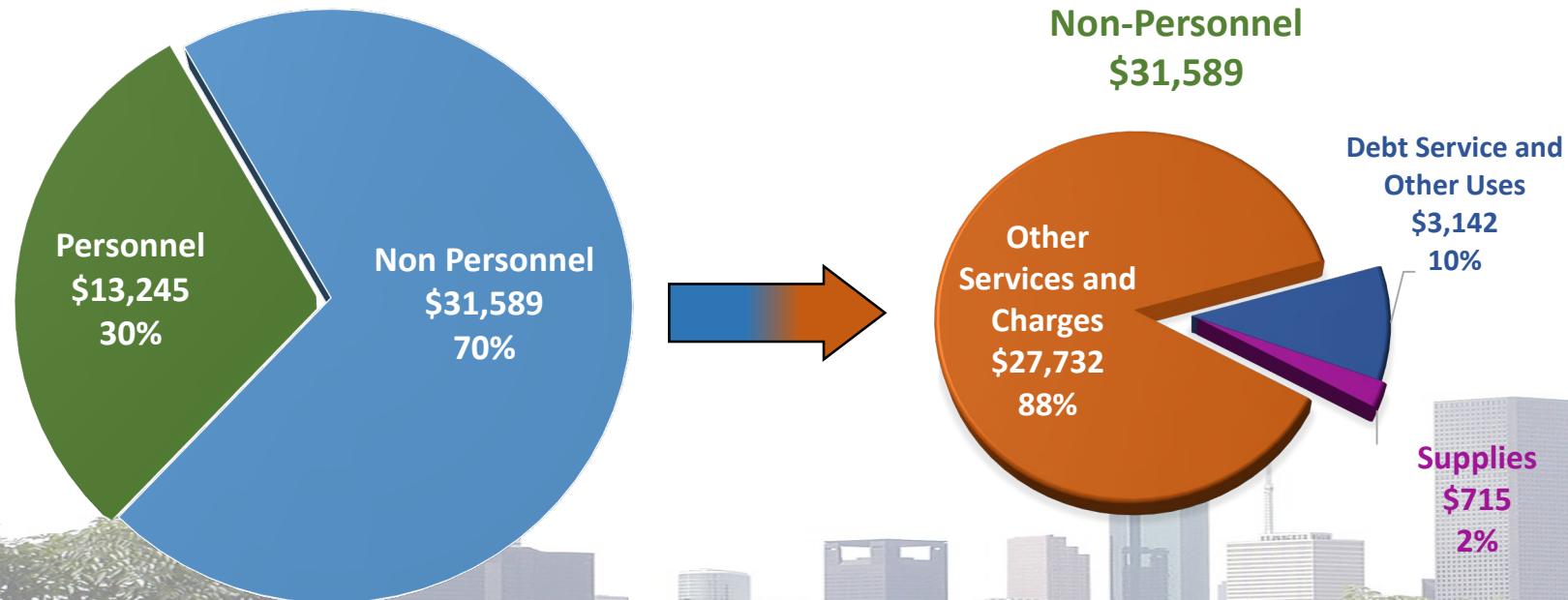


GENERAL SERVICES DEPARTMENT

PERSONNEL VS NON PERSONNEL

GENERAL FUND (IN THOUSANDS)

FY2021 PROJECTED BUDGET \$44,834



GENERAL SERVICES DEPARTMENT

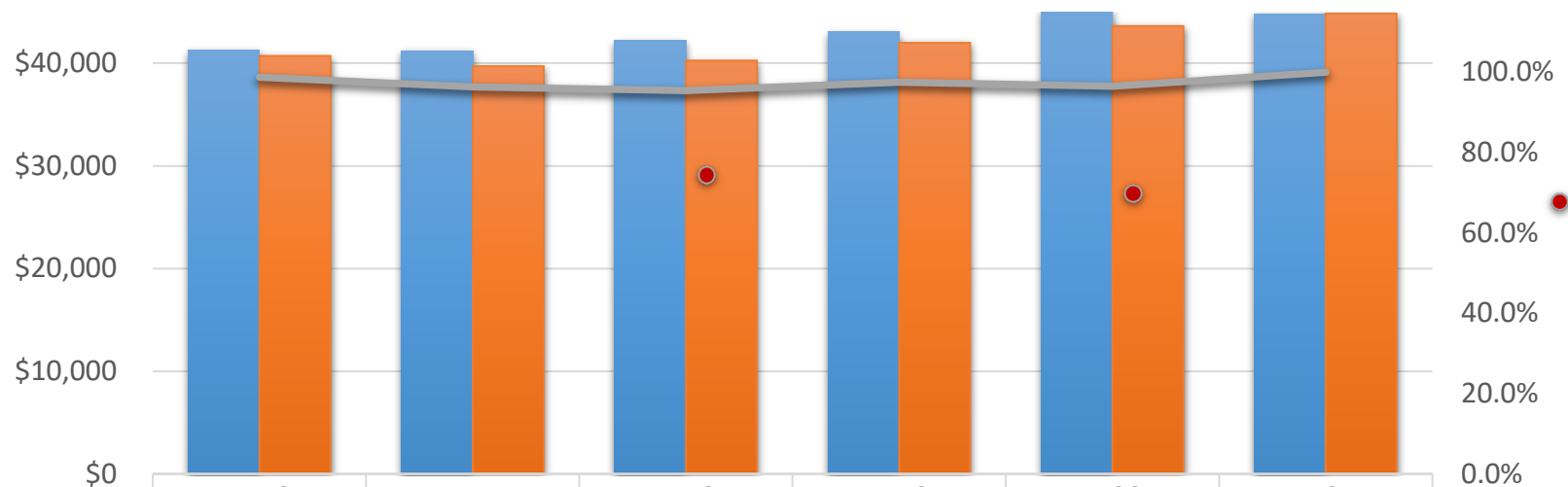
FY2021 BUDGET EXPENDITURES NET CHANGE

FY2020 Adopted Budget	45,197
Transfer to Mayor's Office	(100)
Fuel (511110)	(28)
Insurance Fees (520705)	(2)
Electricity (521505)	(1,427)
Natural Gas (521510)	(208)
Drainage Fee Service Chargeback (522723)	(7)
Interfund Vehicle Services (522845)	192
FY2020 Budget With Personnel Adjustments	43,616
Total Adjustments	(1,580)
Projected Current Budget	43,616
FY2021	
Health Benefits Active Civilian 503010	(80)
Municipal Pension	22
Hope Pay Increases 1% - Full Time	92
Restricted Account	(576)
Approved PBJ - Oil Water Separators/Inspectors	1,300
Approved PBJ - Two Assistant Managers	180
HR Position Transfer	80
Contract Escalations	200
FY2021 Adjustments	1,218
FY2021 Projected Costs	44,834



GENERAL SERVICES DEPARTMENT

FIVE YEAR EXPENDITURE BUDGET HISTORY



	FY16	FY17	FY18	FY19	FY20	FY21
Adopted Budget	\$41,246	\$41,223	\$42,209	\$43,058	\$45,197	\$44,834
Actuals/Estimates	\$40,706	\$39,715	\$40,260	\$41,976	\$43,616	\$44,834
Percentage	98.7%	96.3%	95.4%	97.5%	96.5%	100.0%

DEPARTMENT WIDE

FY2021 PROGRAM DETAILS



GENERAL SERVICES DEPARTMENT

GSD-PROPERTY MANAGEMENT

(IN THOUSANDS)

Program Name:	GSD- Property Management		
Program Description:	Provides operational services to Police, Fire, Health, Library, Administrative & Regulatory Affairs, Municipal Courts, Houston Public Works and Houston TranStar properties. Services include, but are not limited to: janitorial, land and ground maintenance, pest control.		
Program Deliverables:	Provides operation and maintenance services to all GSD managed buildings and facilities		
Plan Houston:	Sustain Quality Infrastructure		
Staffing / FTE Count:	101.8		
Significant Changes:	Increase in contractual obligations including HOPE pay raise and service contract escalations		
FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Projected Budget*
\$24,935	\$26,870	\$27,017	\$25,301
FY2021 Enhanced Package**	Comment		
\$275,000	The enhanced package includes an additional \$275,000 for maintenance and operations at the new HPD Training Academy Tactical Village		

* FY2021 projected budget represents funding to continue the level of services currently provided

** Items that are not included in the FY2021 Projected Budget may include initiatives enhancements to expand program or/and reduction initiatives as part of efficiencies.

GSD-CAPITAL DESIGN/CONSTRUCTION

(IN THOUSANDS)

Program Name:	GSD-Capital Design/Construction		
Program Description:	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 departmental moves; tracks, monitors, and manages civic art administration, and provides in-house planning and design services.		
Program Deliverables:	Vertical design and construction of city buildings and facilities		
Plan Houston:	Sustain Quality Infrastructure		
Staffing / FTE Count:	6.5		
Significant Changes:	Increase in budget to provide computers and software for twelve new Project Manager positions.		
FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Projected Budget*
\$1,541	\$1,389	\$1,433	\$1,582
FY2021 Enhanced Package**	Comment		

* FY2021 projected budget represents funding to continue the level of services currently provided

** Items that are not included in the FY2021 Projected Budget may include initiatives enhancements to expand program or/and reduction initiatives as part of efficiencies.

GSD-SECURITY MANAGEMENT

(IN THOUSANDS)

Program Name:	GSD-Security Management		
Program Description:	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 processes over 45,000 facility and property access requests annually.		
Program Deliverables:	Protect and secure City of Houston Personnel and Assets		
Plan Houston:	Protect and Conserve Our Resources		
Staffing / FTE Count:	38.8		
Significant Changes:	Rate escalation for security services contract		
FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Projected Budget*
\$11,516	\$12,625	\$10,917	\$12,271

FY2021 Enhanced Package**	Comment

* FY2021 projected budget represents funding to continue the level of services currently provided

** Items that are not included in the FY2021 Projected Budget may include initiatives enhancements to expand program or/and reduction initiatives as part of efficiencies.

GSD-ENVIRONMENT MANAGEMENT

(IN THOUSANDS)

Program Name:	GSD-Environment Management		
Program Description:	Provides environmental services including managing contracts for mold, asbestos, and lead remediation and removal, cleaning, maintaining and monitoring oil/water separators and grease and grit traps, and the removal or replacement of old underground fuel storage tanks including soil remediation and testing.		
Program Deliverables:	Remediation of mold, asbestos and lead from city facilities, demolition of dangerous buildings as well as ensure compliance with state environmental regulations.		
Plan Houston:	Sustain Quality Infrastructure		
Staffing / FTE Count:	4.1		
Significant Changes:	Includes \$1,300,000 for new Oil/Water Separator and Grease/Grit Trap programs to ensure the City's compliance with State environmental regulations.		
FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Projected Budget*
\$498	\$506	\$520	\$2,157

FY2021 Enhanced Package**	Comment
\$144,000	The enhanced package includes an additional \$144,000 for conducting lead remediation at HPD shooting ranges due to increase in firing qualifications.

* FY2021 projected budget represents funding to continue the level of services currently provided

** Items that are not included in the FY2021 Projected Budget may include initiatives enhancements to expand program or/and reduction initiatives as part of efficiencies.

GSD-REAL ESTATE SERVICES

(IN THOUSANDS)

Program Name:	GSD-Real Estate Services
Program Description:	Manages the acquisition, disposition and leasing of the City's real estate assets as well as negotiating and managing the City's long term lease contracts.
Program Deliverables:	Purchase and sale of property, management of city leases
Plan Houston:	Partner With Others, Public and Private
Staffing / FTE Count:	3.2
Significant Changes:	

FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Projected Budget*
\$3,485	\$3,706	\$3,729	\$3,522

FY2021 Enhanced Package**	Comment

* FY2021 projected budget represents funding to continue the level of services currently provided

** Items that are not included in the FY2021 Projected Budget may include initiatives enhancements to expand program or/and reduction initiatives as part of efficiencies.

Appendix

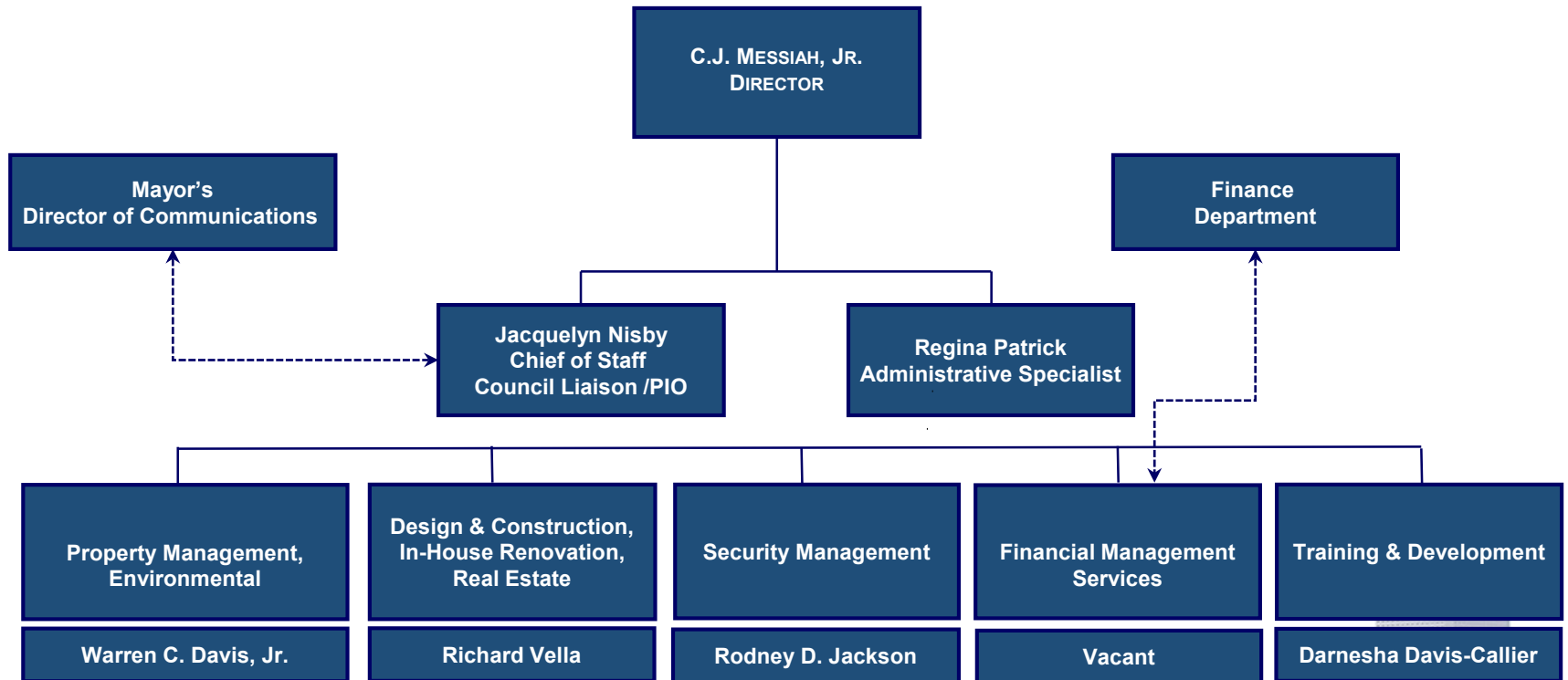


GENERAL SERVICES DEPARTMENT

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 Charge back	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.

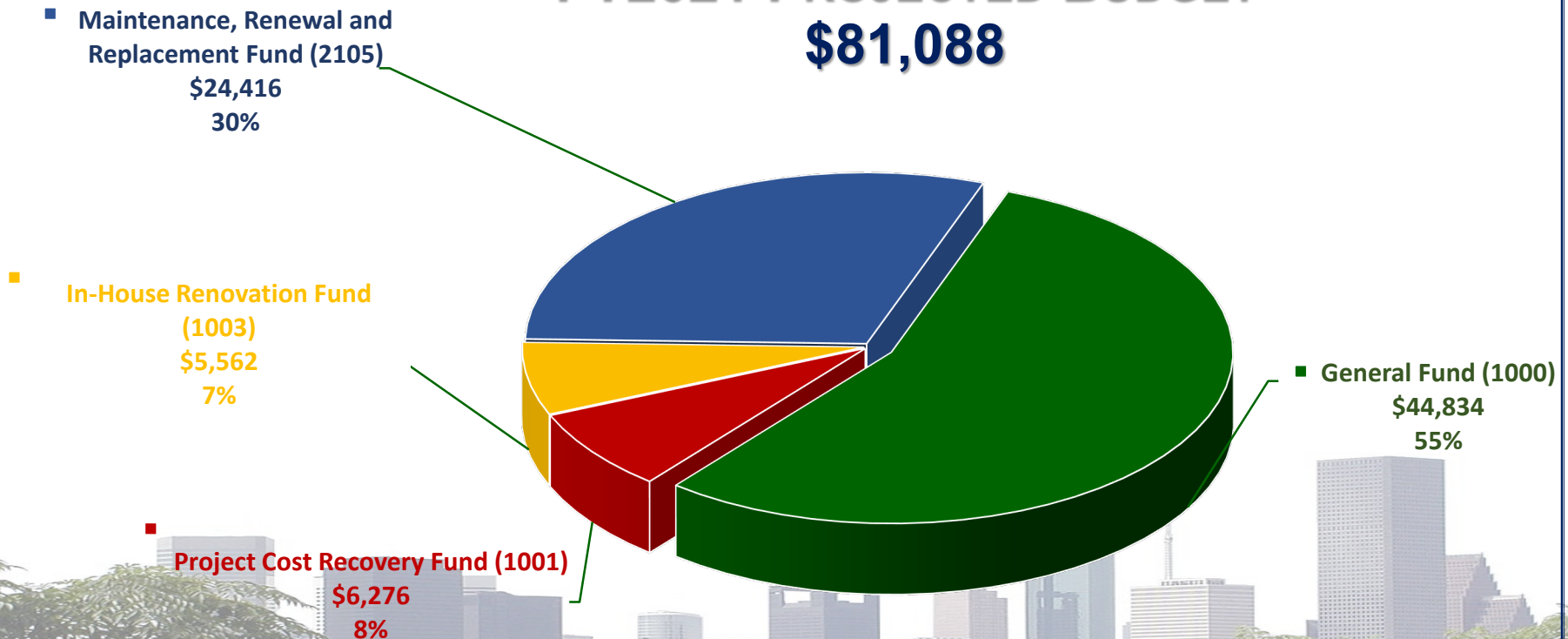
DEPARTMENT ORG CHART



GENERAL SERVICES DEPARTMENT

DEPARTMENT WIDE BUDGET

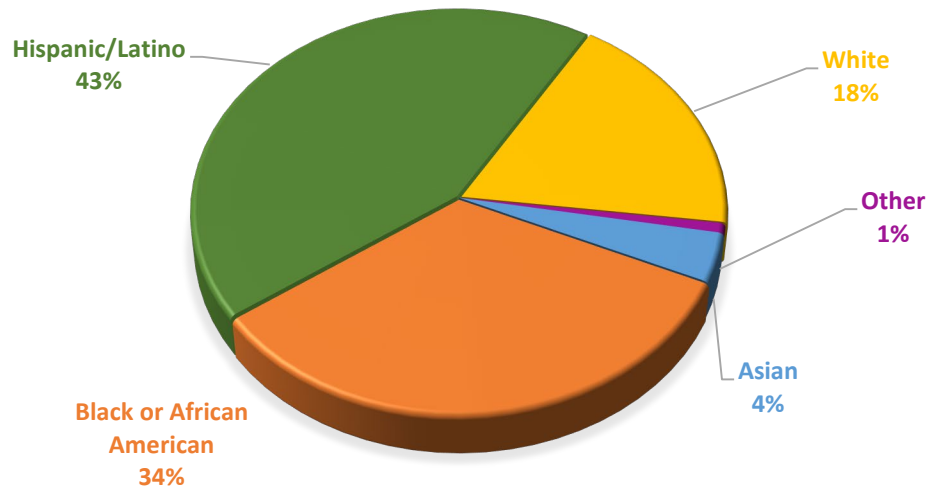
FY2021 PROJECTED BUDGET \$81,088



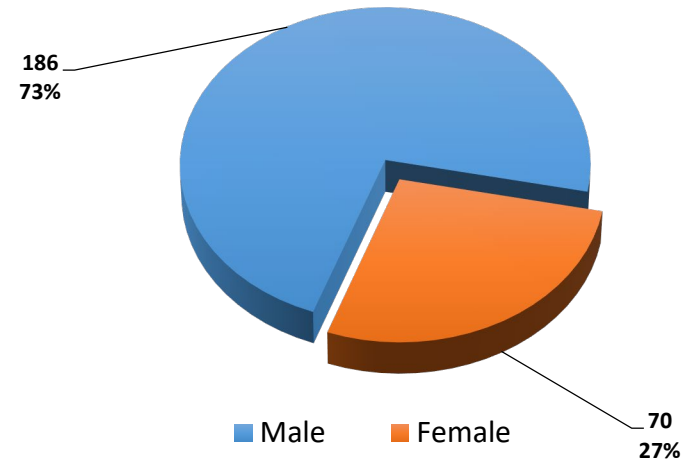
GENERAL SERVICES DEPARTMENT

DEPARTMENT DEMOGRAPHIC

EMPLOYEE ETHNICITY PROFILE



EMPLOYEE GENDER PROFILE



EMPLOYEE ETHNICITY AND GENDER PROFILE

