



# CITY OF HOUSTON

General Services Department

## Interoffice

Correspondence

To: Michelle Mitchell  
Director, Finance Department

From: Issa Z. Dadoush, P.E.  
Director

Date: May 13, 2009

Subject: **April 2009 MFOR**

Attached are the Monthly Financial and Operating Reports (MFOR) for the month of April for the General Services Department. The department's overall General Fund budget expenditures are projected to be over budget by \$200,240. Explanations of the variances within the line item accounts are noted on the Monthly Budget to Actual reports.

The overage in our projected budget is the result of an unplanned emergency fire that occurred on May 1, 2009 on the 26<sup>th</sup> floor at 1200 Travis in the Crime Laboratory. As a result of the fire, extensive smoke and ventilation damage occurred to 15<sup>th</sup> thru the 26<sup>th</sup> floors. This work was required to prevent any additional damage to the facility and to restore normal operations to building and occupants as quickly as possible; Cotton National Disaster Restoration provided continuous emergency services for the restoration throughout the weekend.

As you know, we utilized a zero based approach for the current budget year by only budgeting for routine maintenance and minor equipment repairs and replacement for the facilities we manage. Generally, we are able to absorb a few major repairs during the year by utilizing this approach. However, we have experienced several major repairs that have put a strain on our operating budget, but to-date has been able to absorb these costs and remain within budget by not filling several approved vacant positions. Although substantial efforts are made to project annual expenditures by using historical expenditure trends, equipment failure is not predictable and requires quick action to resolve. We do however; only replace what is absolutely necessary in our efforts to remain within budget. GSD will continue to evaluate our spending each month to identify strategies to absorb the cost of other unplanned/emergency expenditures.

Should you need additional information, please call me at 832.393.8021.

cc: Mike Loftin

**FY2009 - GENERAL SERVICES DEPARTMENT (GSD)**

**General Fund(1000) SUMMARY**

As of May 7, 2009

	<u>FY2008</u> <u>Actuals</u>	<u>FY2009</u> <u>Adopted Budget</u>	<u>Budget</u> <u>Changes</u>	<u>FY2009</u> <u>Current Budget</u>	<u>YTD Expenditures</u>	<u>% Expensed</u>	<u>Open RXs/POs</u>	<u>Available Budget</u>
<b>GENERAL FUND SUMMARY (1000)</b>								
Personnel Services	12,611,679	13,296,568	(1,152,079)	12,144,489	11,330,441	93.30%	0	814,048
Supplies	2,021,202	1,623,224	560,592	2,183,816	2,080,037	95.25%	121,888	(18,109)
Other Services & Charges	29,646,170	33,392,403	856,533	34,248,936	27,417,313	80.05%	5,303,142	1,528,481
Equipment	14,261	0	0	0	0	0.00%	0	0
Non-Capital Equipment	37,187	6,000	6,178	12,178	0	0.00%	6,030	6,148
Debt Service and Other	653,002	123,227	0	123,227	123,227	100.00%	0	0
<b>Total</b>	<b>44,983,502</b>	<b>48,441,422</b>	<b>271,224</b>	<b>48,712,646</b>	<b>40,951,018</b>	<b>84.07%</b>	<b>5,431,060</b>	<b>2,330,568</b>
<b>Administrative Services (2500010001)</b>								
Personnel Services	1,462,203	1,327,674	(44,000)	1,283,674	1,186,065	92.40%	0	97,609
Supplies	40,916	14,256	5,000	19,256	18,052	93.75%	0	1,204
Other Services & Charges	272,705	164,600	35,000	199,600	187,010	93.69%	8,358	4,232
Non-Capital Equipment	21,553	0	4,000	4,000	0	0.00%	3,852	148
Debt Service and Other	136,731	123,227	0	123,227	123,227	100.00%	0	0
<b>Total</b>	<b>1,934,108</b>	<b>1,629,757</b>	<b>0</b>	<b>1,629,757</b>	<b>1,514,355</b>	<b>92.92%</b>	<b>12,210</b>	<b>103,193</b>
<b>Property Management (2500020001)</b>								
Personnel Services	8,151,537	8,755,076	(1,108,079)	7,646,997	7,529,316	98.46%	0	117,681
Supplies	1,909,366	1,182,907	300,000	1,482,907	1,516,717	102.28%	68,935	(102,745)
Other Services & Charges	13,878,282	10,629,546	488,833	11,118,379	8,326,205	74.89%	2,701,301	90,873
Equipment	14,261	0	0	0	0	0.00%	0	0
Non-Capital Equipment	0	0	0	0	0	0.00%	0	0
Debt Service and Other	14,261	0	0	0	0	0.00%	0	0
<b>Total</b>	<b>23,967,707</b>	<b>20,567,529</b>	<b>(319,246)</b>	<b>20,248,283</b>	<b>17,372,238</b>	<b>85.80%</b>	<b>2,770,236</b>	<b>105,809</b>
<b>Design &amp; Construction (2500030001)</b>								
Personnel Services	1,164,993	653,116	0	653,116	532,809	81.58%	0	120,307
Supplies	29,216	15,900	(2,178)	13,722	14,513	105.77%	878	(1,669)
Other Services & Charges	251,440	272,930	0	272,930	171,937	63.00%	63,095	37,898
Non-Capital Equipment	0	0	2,178	2,178	0	0.00%	2,178	0
<b>Total</b>	<b>1,445,648</b>	<b>941,946</b>	<b>0</b>	<b>941,946</b>	<b>719,260</b>	<b>76.36%</b>	<b>66,151</b>	<b>156,536</b>
<b>Energy Management (2500040001)</b>								
Personnel Services	0	0	0	0	0	0.00%	0	0
Supplies	0	209,211	255,908	465,119	449,627	96.67%	0	15,492
Other Services & Charges	13,749,958	15,605,901	334,562	15,940,463	13,999,028	87.82%	728,058	1,213,377
Non-Capital Equipment	0	0	0	0	0	0.00%	0	0
Debt Service and Other	502,010	0	0	0	0	0.00%	0	0
<b>Total</b>	<b>14,251,968</b>	<b>15,815,112</b>	<b>590,470</b>	<b>16,405,582</b>	<b>14,448,655</b>	<b>88.07%</b>	<b>728,058</b>	<b>1,228,869</b>

**FY2009 - GENERAL SERVICES DEPARTMENT (GSD)**

**General Fund(1000) SUMMARY**

As of May 7, 2009

	<u>FY2008</u> <u>Actuals</u>	<u>FY2009</u> <u>Adopted Budget</u>	<u>Budget</u> <u>Changes</u>	<u>FY2009</u> <u>Current Budget</u>	<u>YTD Expenditures</u>	<u>% Expensed</u>	<u>Open RXs/POs</u>	<u>Available Budget</u>
<b>In-House Renovation (2500050001)</b>								
Personnel Services	0	472,553	0	472,553	367,038	77.67%	0	105,515
Supplies	0	12,100	0	12,100	48	0.39%	0	12,052
Other Services & Charges	0	1,560	0	1,560	1,453	93.13%	0	107
Non-Capital Equipment	0	0	0	0	0	0.00%	0	0
<b>Total</b>	<b>0</b>	<b>486,213</b>	<b>0</b>	<b>486,213</b>	<b>368,538</b>	<b>75.80%</b>	<b>0</b>	<b>117,675</b>
<b>Security Management - PWE (2500060001)</b>								
Personnel Services	947,866	1,204,726	0	1,204,726	956,297	79.38%	0	248,429
Supplies	37,540	46,400	0	46,400	38,993	84.04%	0	7,407
Other Services & Charges	29,973	28,700	0	28,700	35,421	123.42%	1,891	(8,612)
Non-Capital Equipment	15,634	6,000	0	6,000	0	0.00%	0	6,000
<b>Total</b>	<b>1,031,014</b>	<b>1,285,826</b>	<b>0</b>	<b>1,285,826</b>	<b>1,030,711</b>	<b>80.16%</b>	<b>1,891</b>	<b>253,224</b>
<b>Security Management - GSD (2500060002)</b>								
Personnel Services	0	0	0	0	0	0.00%	0	0
Supplies	0	56,300	0	56,300	11,226	19.94%	34,985	10,089
Other Services & Charges	0	4,650,083	0	4,650,083	3,332,347	71.66%	1,292,396	25,340
Non-Capital Equipment	0	0	0	0	0	0.00%	0	0
<b>Total</b>	<b>0</b>	<b>4,706,383</b>	<b>0</b>	<b>4,706,383</b>	<b>3,343,573</b>	<b>71.04%</b>	<b>1,327,382</b>	<b>35,429</b>
<b>Facilities Management (2500070001)</b>								
Personnel Services	285,804	252,682	0	252,682	199,722	79.04%	0	52,960
Supplies	0	82,200	0	82,200	26,891	32.71%	17,090	38,219
Other Services & Charges	0	620,250	0	620,250	301,401	48.59%	269,224	49,625
Non-Capital Equipment	0	0	0	0	0	0.00%	0	0
<b>Total</b>	<b>285,804</b>	<b>955,132</b>	<b>0</b>	<b>955,132</b>	<b>528,014</b>	<b>55.28%</b>	<b>286,314</b>	<b>140,803</b>
<b>Real Estate (2500080001)</b>								
Personnel Services	599,276	630,741	0	630,741	559,195	88.66%	0	71,547
Supplies	4,164	3,950	1,862	5,812	3,969	68.29%	0	1,843
Other Services & Charges	1,463,811	1,418,833	(1,862)	1,416,971	1,062,510	74.98%	238,819	115,642
Non-Capital Equipment	0	0	0	0	0	0.00%	0	0
<b>Total</b>	<b>2,067,251</b>	<b>2,053,524</b>	<b>0</b>	<b>2,053,524</b>	<b>1,625,674</b>	<b>79.17%</b>	<b>238,819</b>	<b>189,031</b>

**NOTE: Percent of Budget Year =83.3%**

**Excluding Hurricane IKE expenses we're at 82.7%**

Prepared by: Financial Services Division

**FY2009 - GENERAL SERVICES DEPARTMENT (GSD)**  
**Parking Management (1000) SUMMARY**  
**As of May 7, 2009**

	<u>FY2008</u> <u>Actuals</u>	<u>FY2009</u> <u>Adopted Budget</u>	<u>Budget</u> <u>Changes</u>	<u>FY2009</u> <u>Current Budget</u>	<u>YTD Expenditures</u>	<u>% Expensed</u>	<u>Open RXs/POs</u>	<u>Available Budget</u>
<b>PARKING MANAGEMENT SUMMARY (8700)</b>								
Personnel Services	2,569,934	3,173,712	(97,937)	3,075,775	2,141,651	69.63%	0	934,123
Supplies	129,764	302,180	96,113	398,293	158,713	39.85%	187,240	<b>52,340</b>
Other Services & Charges	563,280	2,381,281	(40,019)	2,341,262	393,936	16.83%	204,770	1,742,556
Capital Purchases	131,826	379,786	18,506	398,292	61,726	15.50%	90,395	246,171
Non-Capital Purchases	3,553	43,500	23,337	66,837	11,922	17.84%	13,545	41,370
Debt Service and Other	7,173,987	7,449,211	0	7,449,211	4,875,000	65.44%	0	2,574,211
<b>Total</b>	<b>10,572,344</b>	<b>13,729,670</b>	<b>0</b>	<b>13,729,670</b>	<b>7,642,948</b>	<b>55.67%</b>	<b>495,951</b>	<b>5,590,772</b>
<b>Administration &amp; Customer Service (2500090001)</b>								
Personnel Services	880,917	983,039	(47,153)	935,886	660,345	70.56%		275,541
Supplies	67,907	30,850	0	30,850	16,795	54.44%	2,189	11,866
Other Services & Charges	491,299	1,257,841	30,794	1,288,635	305,320	23.69%	114,839	868,477
Capital Purchases	20,876	240,000	22	240,022		0.00%		240,022
Non-Capital Purchases	3,553	27,500	23,337	50,837	11,922	23.45%	13,545	25,370
Debt Service and Other	7,173,987	7,449,211	0	7,449,211	4,875,000	65.44%		2,574,211
<b>Total</b>	<b>8,638,539</b>	<b>9,988,441</b>	<b>7,000</b>	<b>9,995,441</b>	<b>5,869,382</b>	<b>58.72%</b>	<b>130,573</b>	<b>3,995,486</b>
<b>Meter Enforcement (2500090002)</b>								
Personnel Services	1,144,949	1,500,013	(43,687)	1,456,326	1,042,555	71.59%		413,771
Supplies	28,869	47,900	948	48,848	19,693	40.31%	8,154	<b>21,001</b>
Other Services & Charges	61,265	156,190	17,255	173,445	68,622	39.56%	27,095	77,727
Capital Purchases	62,628	60,475	18,484	78,959	61,726	78.17%	18,381	(1,148)
Non-Capital Purchases	0	0	0	0		0.00%		0
Debt Service and Other	0	0	0	0		0.00%		0
<b>Total</b>	<b>1,297,711</b>	<b>1,764,578</b>	<b>(7,000)</b>	<b>1,757,578</b>	<b>1,192,596</b>	<b>67.85%</b>	<b>53,631</b>	<b>511,352</b>
<b>Meter Shop Operation (2500090003)</b>								
Personnel Services	544,068	690,660	(7,097)	683,563	438,752	64.19%	0	244,811
Supplies	32,988	223,430	95,165	318,595	122,225	38.36%	176,897	<b>19,473</b>
Other Services & Charges	10,716	967,250	(88,068)	879,182	19,994	2.27%	62,836	796,352
Capital Purchases	48,322	79,311	0	79,311		0.00%	72,014	7,297
Non-Capital Purchases	0	16,000	0	16,000		0.00%	0	16,000
Debt Service and Other	0	0	0	0		0.00%		0
<b>Total</b>	<b>636,094</b>	<b>1,976,651</b>	<b>0</b>	<b>1,976,651</b>	<b>580,970</b>	<b>29.39%</b>	<b>311,747</b>	<b>1,083,934</b>

**NOTE: Percent of Budget Year =83.3%**

Prepared by: Financial Services Division

HURRICANE IKE EXPENDITURES  
**POSTED TO**  
**GENERAL SERVICES DEPARTMENT**  
**September 09, 2008 thru May 7, 2009**

<u>Cost Element</u>	<u>Cost Element Description</u>	<u>1000</u>	<u>1001</u>	<u>1002</u>	<u>1003</u>	<u>5206</u>	<u>8700</u>	<u>Grand Total</u>
422040	FEMA Grants							\$ -
	<b>Total Revenues</b>							\$ -
500010	Salary-Base-Civilian	\$ 781	\$ 71,856	\$ 1,801	\$ -	\$ 117,273	\$ 33,947	\$ 225,658
500060	Overtime-Civilian	\$ 642	\$ 1,318	\$ 618	\$ 0	\$ 149,936	\$ 5,040	\$ 157,554
500090	Prem Pay-Civilian	\$ -	\$ -	\$ -	\$ -	\$ 371	\$ 252	\$ 623
501070	Pension-Civilian	\$ 12,877	\$ 31,649	\$ 532	\$ 0	\$ 8,323	\$ 6,128	\$ 59,509
511110	Fuel	\$ -	\$ -	\$ 324,769	\$ -	\$ 1,920	\$ -	\$ 326,689
511115	Veh Rep & Maint Supl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
511125	Food Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,946	\$ -	\$ 1,946
511150	Misc Parts & Supplie	\$ (0)	\$ -	\$ -	\$ (0)	\$ 63,216	\$ -	\$ 63,216
520101	Jantorial Services	\$ 0	\$ -	\$ -	\$ -	\$ 197,412	\$ -	\$ 197,412
520102	Security Services	\$ (0)	\$ -	\$ -	\$ -	\$ 69,972	\$ -	\$ 69,972
520106	Architectural Services	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
520110	Mgmt Consulting Svcs	\$ (0)	\$ -	\$ -	\$ -	\$ 445,825	\$ -	\$ 445,825
520114	Misc Support Svcs	\$ 15,796	\$ -	\$ -	\$ -	\$ 1,027,297	\$ -	\$ 1,043,093
520124	Other Equip Svcs	\$ -	\$ -	\$ -	\$ -	\$ 60,073	\$ -	\$ 60,073
520126	Construction Site Work	\$ 593,575	\$ -	\$ -	\$ -	\$ 886,975	\$ -	\$ 1,480,550
520141	Engineering Services	\$ 1,750	\$ -	\$ -	\$ -	\$ 226,983	\$ -	\$ 228,733
521405	Bldg Maint Svcs	\$ 31,187	\$ -	\$ -	\$ -	\$ 810,292	\$ -	\$ 841,480
521505	Electricity	\$ -	\$ -	\$ -	\$ -	\$ 24,895	\$ -	\$ 24,895
521705	Veh/Equip Rental/lea	\$ 2,014	\$ -	\$ -	\$ -	\$ 182,088	\$ -	\$ 184,102
521730	Parking Space Rental	\$ 2,835	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,835
522430	Misc Othr Svcs & Chr	\$ 3,527	\$ -	\$ -	\$ -	\$ 775,243	\$ -	\$ 778,770
	<b>Sub Total</b>	<b>\$ 664,984</b>	<b>\$ 104,823</b>	<b>\$ 327,720</b>	<b>\$ 0</b>	<b>\$ 5,075,040</b>	<b>\$ 45,367</b>	<b>\$ 6,217,934</b>
	Open Requisitions/ Purchase Orders	\$831,371						\$831,371
	<b>Total Expenditures</b>	<b>\$ 1,496,356</b>	<b>\$ 104,823</b>	<b>\$ 327,720</b>	<b>\$ 0</b>	<b>\$ 5,075,040</b>	<b>\$ 45,367</b>	<b>\$ 7,049,306</b>

**GENERAL SERVICES DEPARTMENT - FISCAL YEAR 2009**

**For the month ending April 2009**

Department Performance Measure	FY2008			FY2009		
	Actual	YTD	% Actual	Objective	YTD	% Objective
<b>Design &amp; Construction</b>						
Days to issue Notice to Proceed (NTP)	30	30	100.0%	30	30	100.0%
<b>Property Management</b>						
Work Orders Completed	43,420	37,179	85.6%	42,000	33,040	78.7%
<b>Security Management</b>						
Number of Reported Incidents Investigated upon Receipt	782	629	80.4%	850	841	98.9%
<b>Parking Management</b>						
Number Citations Issued	210,607	173,979	82.6%	218,000	179,461	82.3%
Number Booted Vehicles	1,367	1,207	88.3%	1,400	1,025	73.2%
Number Commercial Zone Permits	863	569	65.9%	885	599	67.7%
Number Residential Permits	957	408	42.6%	2,500	664	26.6%
Number Valet Permits	40	15	37.5%	70	97	138.6%

Number of Meter Spaces - 6,275

**General Services Department (GSD)**  
**Retiree Monthly Report**  
For the period ended April 2009

**GENERAL FUND**

**Number of Retirees**

<u>Business Area</u>	<u>Fund Center</u>	<u>Adopted Budget</u>	<u>YTD</u>	<u>Projection</u>	<u>Variance from Adopted Budget</u>	<u>Explanation</u>
25	2500010001	1	1	1	0	
25	2500020001	12	12	16	(4)	
25	2500030001	0	1	1	(1)	
25	2500050001	0	0	0	0	
25	2500060001	0	0	0	0	
25	2500070001	1	0	0	1	
25	2500080001	0	2	2	(2)	
<b>Total</b>		14	16	20	(6)	

\* = budgeted number of retirees

\*\* = number of retirees as of ytd

\*\*\* = projected number of retirees at the end of the fiscal year

<u>Business Area</u>	<u>Fund Center</u>	<u>FY2009 Current Budget</u>	<u>YTD</u>	<u>Projection</u>	<u>Variance from Adopted Budget</u>	<u>Explanation</u>
25	2500010001	3,000	1,122	3,000	0	
25	2500020001	100,000	139,786	149,226	(49,226)	
25	2500030001	0	49	49	(49)	
25	2500050001	0	0	0	0	
25	2500060001	0	0	0	0	
25	2500070001	4,424	0	0	4,424	
25	2500080001	0	516	516	(516)	
<b>Total</b>		107,424	141,473	152,790	(45,366)	

\* = budgeted expenditures

\*\* = ytd expenditures

\*\*\* = projected expenditures at the end of the fiscal year

Provide an explanation for any variance from the adopted budget.

**Projected Retiree Expenditures By Month**

<u>Month</u>	<u>FY2009 Adopted Budget</u>		<u>FY2009 Year End Projection</u>		<u>Explanation *</u>
	<u># of Retirees</u>	<u>Cost</u>	<u># of Retirees</u>	<u>Cost</u>	
July	1	8,493	1	93	* Cornell Specks resigned in FY2008
August	1	8,493	4	2,647	* Two employee retired and two employee terminated.
September	1	8,219	-5	(2,740)	* FY2008 Accrual reversal.
October	2	11,493	4	43,663	* James Burke retired in Property Management
November	1	8,219	1	42,199	* Frank Stewart retired in Property Management
December	1	8,493	2	1,561	* K. Sams retired and one employee terminated.
January	1	8,493	1	529	* An employee terminated in Property Management.
February	1	7,671	1	622	* J. Soto resigned from Real Estate
March	2	12,917	2	2,792	* C. Fisher retired from Design & Construction
April	1	8,219	5	50,108	* W. Hauch, A. Gazdyszyn, L. Vasquez were among the March retirees.
May	1	8,493	1	3,457	
June	1	8,221	1	3,589	
June (1)	0	0	2	4,271	
<b>Total</b>	<b>14</b>	<b>107,424</b>	<b>20</b>	<b>152,791</b>	

\* Note: Amounts represents estimate of gross pay and not the month termination pay was posted

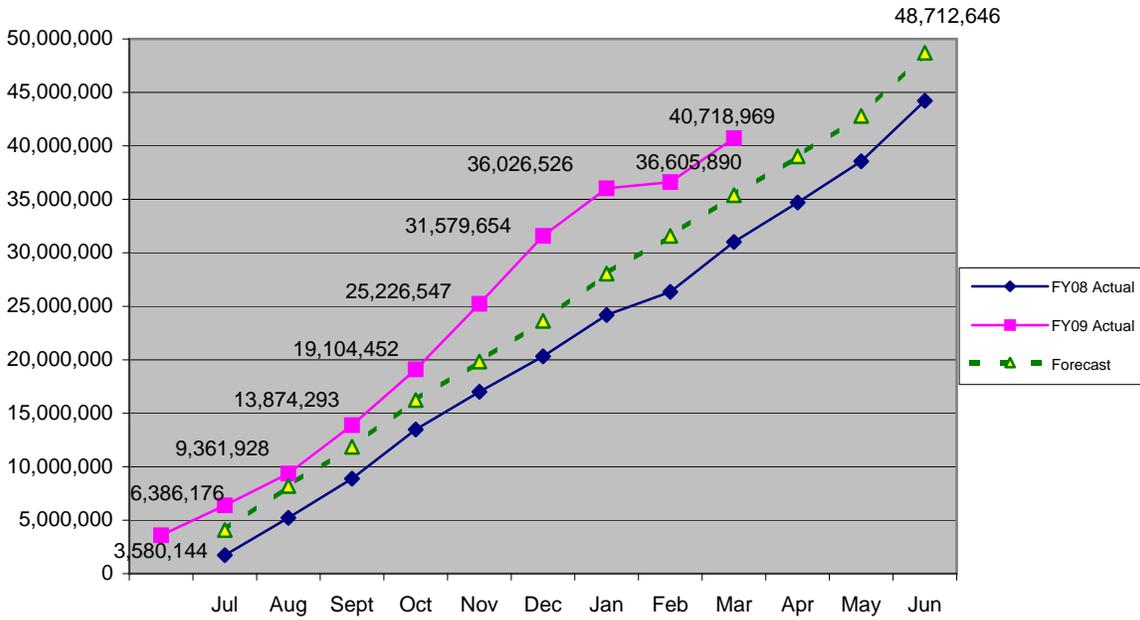
\*\* Includes Retiree Pay and Termination Pay

\* Actuals

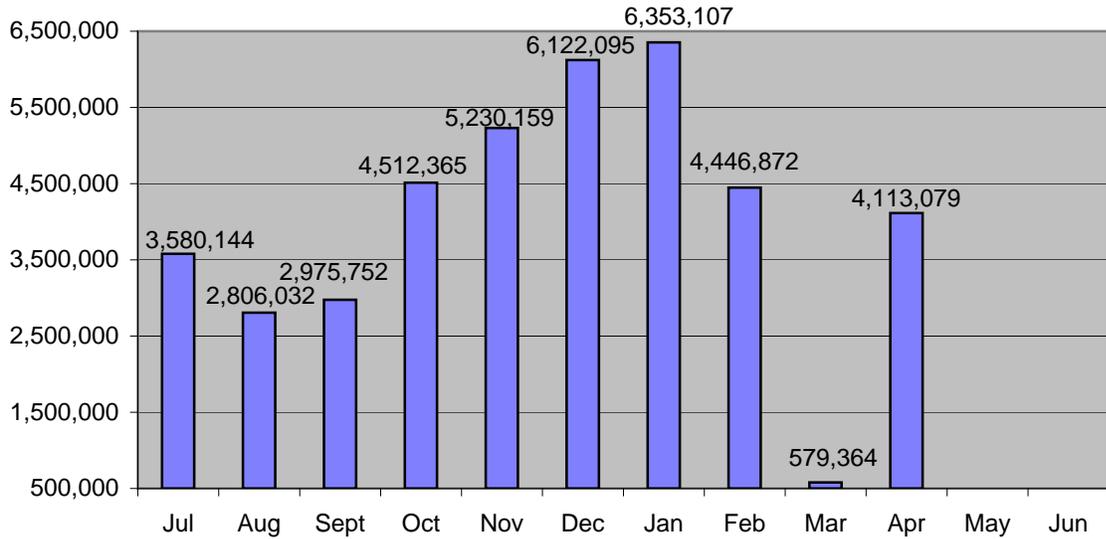
**Notes**

Please provide supporting documentation for all calculations.

### FY2009 OVERALL BUDGET EXPENDITURES

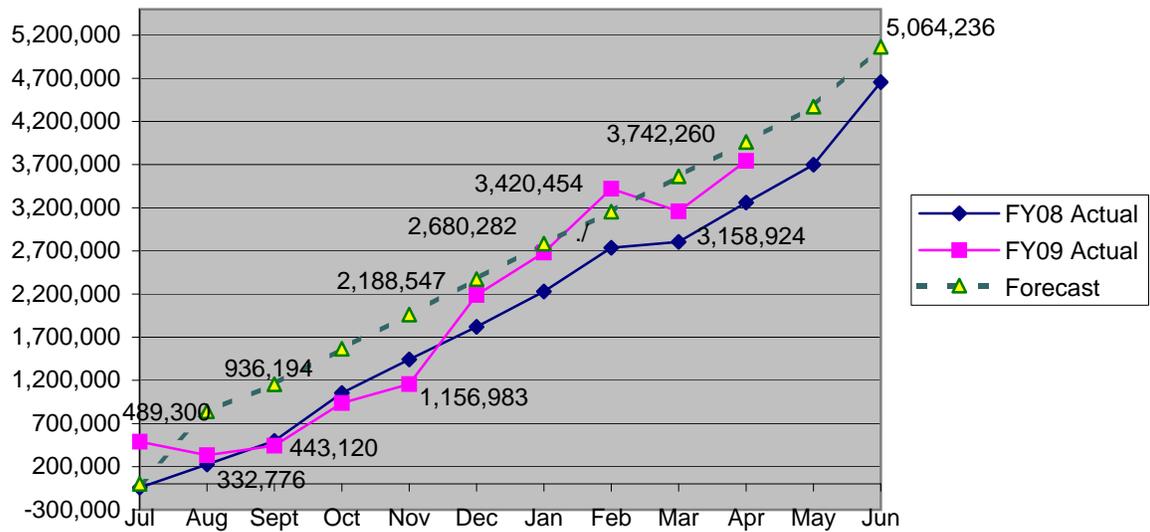


### FY2009 MONTHLY BUDGET EXPENDITURES

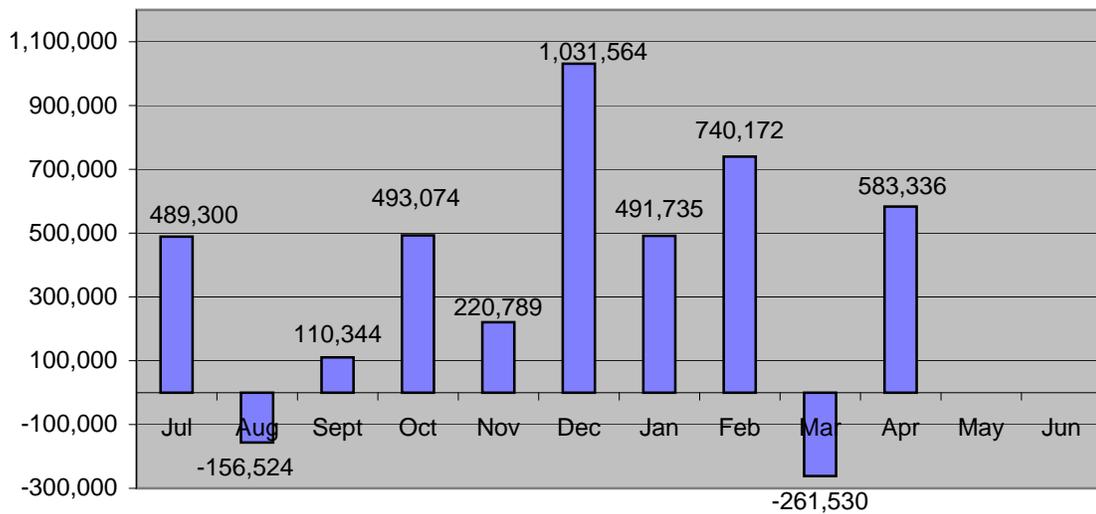


**Total Adopted Budget = 48,441,422**

### FY2009 BUILDING MAINTENANCE SERVICES EXPENDITURES

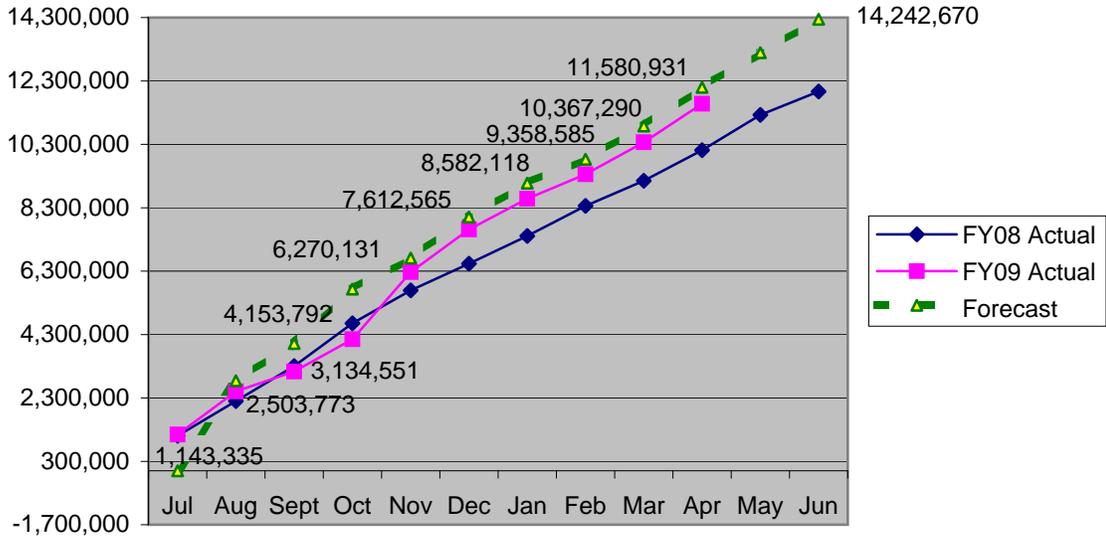


### FY2009 MONTHLY BUILDING MAINTENANCE SERVICES EXPENDITURES

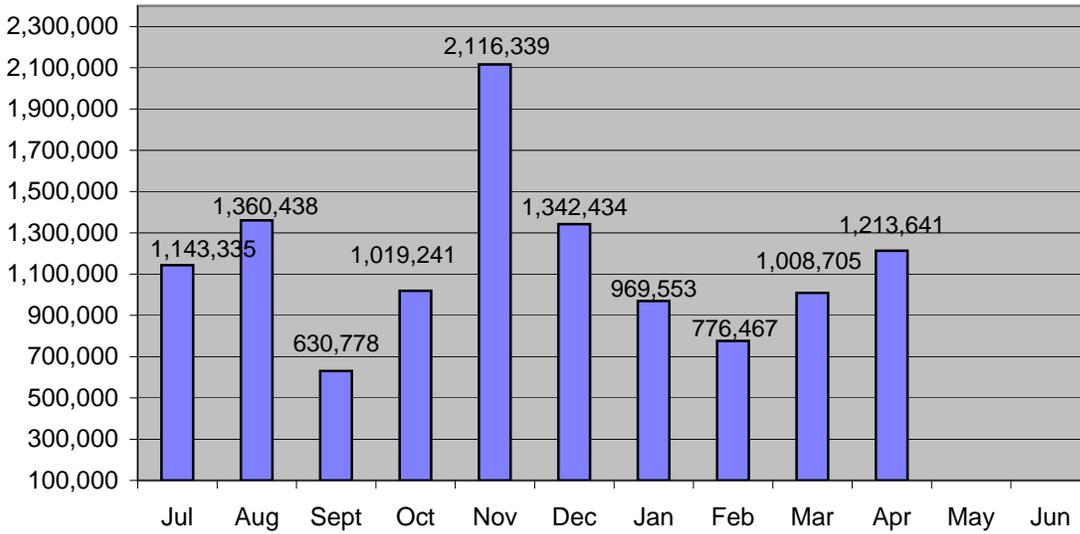


**Total Adopted Budget - G/L Account: 521405 = \$5,468,222**

### FY2009 ELECTRICITY EXPENDITURES

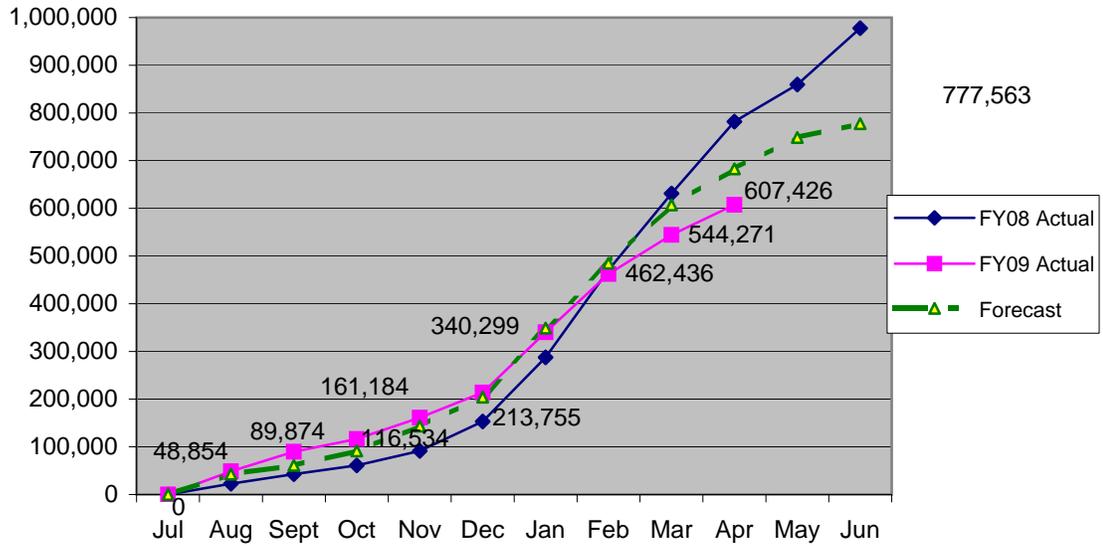


### FY2009 MONTHLY ELECTRICITY EXPENDITURES

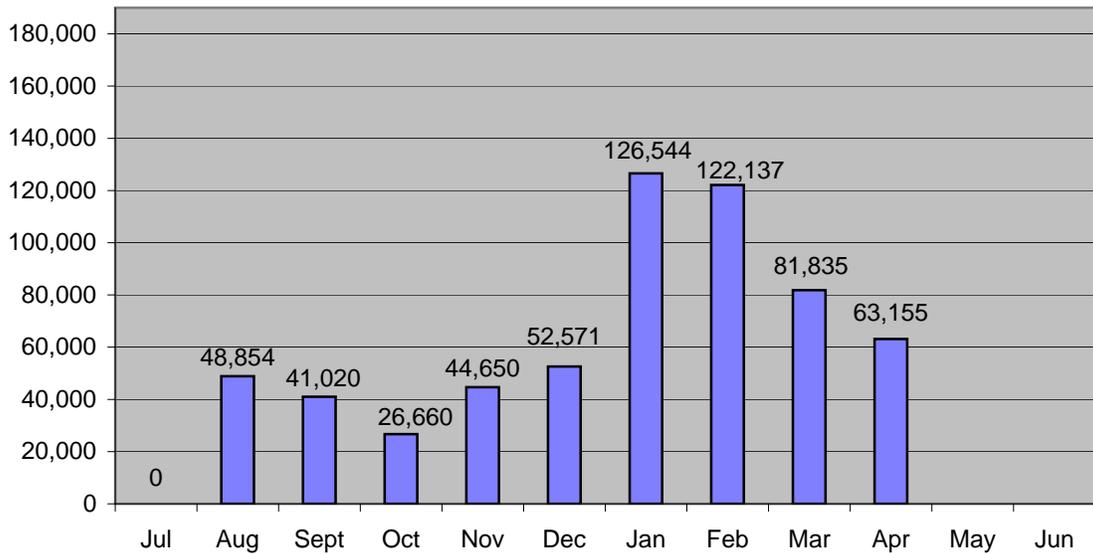


**Total Adopted Budget - G/L Account: 521505 = \$13,653,567**

### FY2009 NATURAL GAS EXPENDITURES

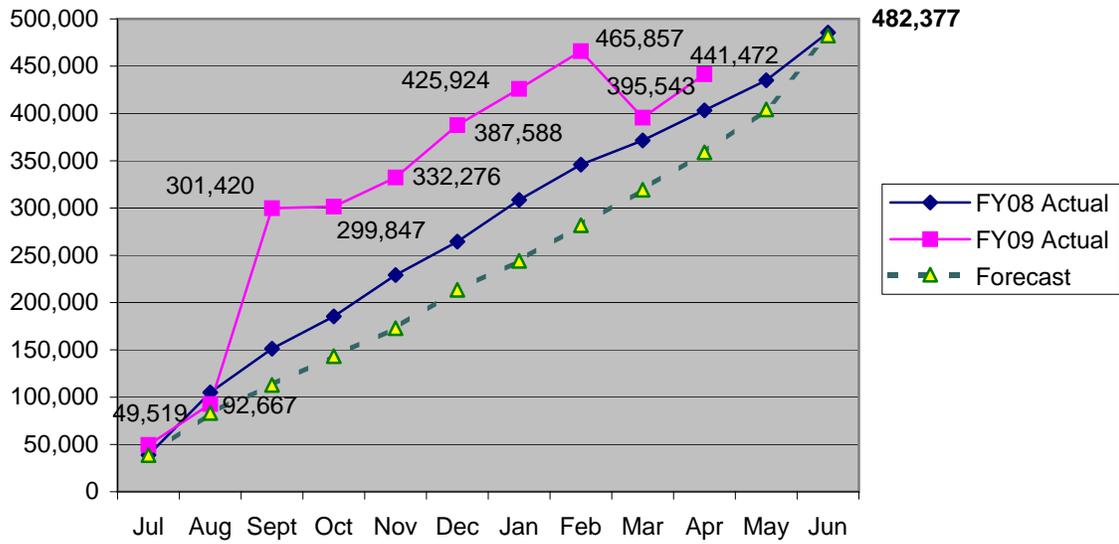


### FY2009 MONTHLY NATURAL GAS EXPENDITURES

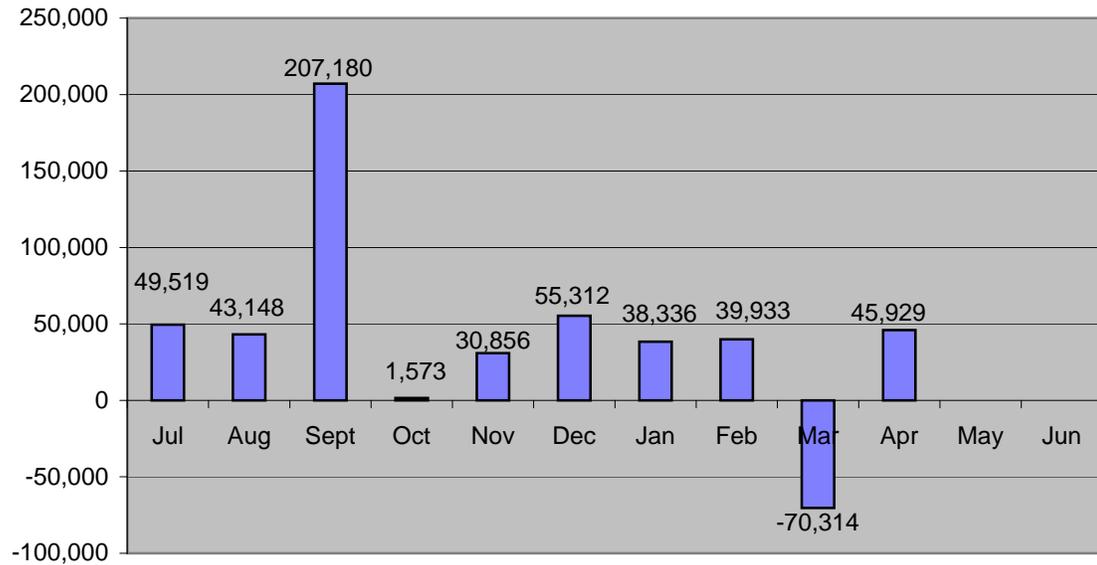


**Total Adopted Budget - G/L Account: 521510 = \$1,147,946**

### FY2009 OVERTIME



### FY2009 MONTHLY OVERTIME



**Total Adopted Budget - G/L Account: 500060 = \$410,000**