

FISCAL YEAR 2014 BUDGET

Fund Summary

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

	<u>FY2013 Current Budget</u>	<u>FY2013 Estimate</u>	<u>FY2014 Budget</u>
Beginning Fund Balance	21,161	21,161	21,161
Current Revenues	<u>5,795,524</u>	<u>5,795,524</u>	<u>5,798,078</u>
Total Available Resources	<u>5,816,685</u>	<u>5,816,685</u>	<u>5,819,239</u>
Maintenance and Operations	<u>5,795,524</u>	<u>5,795,524</u>	<u>5,798,078</u>
Total Expenditures	<u>5,795,524</u>	<u>5,795,524</u>	<u>5,798,078</u>
Planned Ending Fund Balance	<u>21,161</u>	<u>21,161</u>	<u>21,161</u>
Total Budget	<u>5,816,685</u>	<u>5,816,685</u>	<u>5,819,239</u>
<u>Fund Balance Distribution:</u>			
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 FY2014 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, need to be maintained at a quality standard that meet codes and provide for operational efficiency.

Business Area Budget Summary

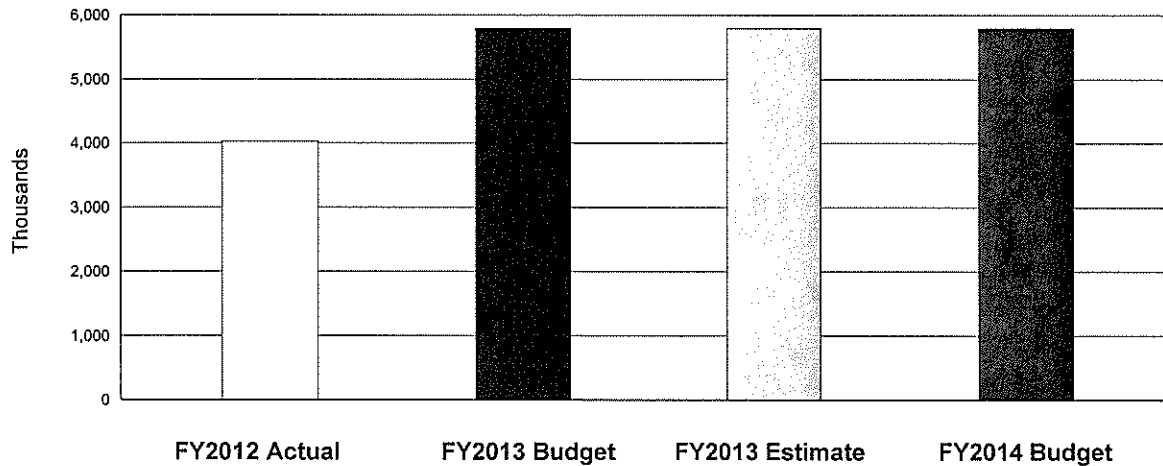
Fund Name : In-House Renovation
Business Area Name : General Services
Fund No./Bus. Area No. : 1003 / 2500

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	1,993,619	2,250,645	2,170,645	2,328,885
	Supplies	725,758	733,807	808,807	734,807
	Other Services and Charges	1,307,404	2,811,072	2,816,072	2,734,386
	Total M & O Expenditures	<u>4,026,781</u>	<u>5,795,524</u>	<u>5,795,524</u>	<u>5,798,078</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>4,026,781</u>	<u>5,795,524</u>	<u>5,795,524</u>	<u>5,798,078</u>
Revenues		4,026,781	5,795,524	5,795,524	5,798,078
Staffing	Full-Time Equivalents - Civilian	28.7	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>28.7</u>	<u>30.0</u>	<u>28.9</u>	<u>30.0</u>
	Full-Time Equivalents - Overtime	0.1	0.3	0.1	0.7

Significant Budget Changes and Highlights

- o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- o Complete full renovation of Fire Stations 66 and 68.
- o Address priority needs for HFD and HPD from the Facility Assessment Report.

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



FISCAL YEAR 2014 BUDGET

Business Area Performance Measures					
Fund Name : In-House Renovation Business Area Name : General Services Fund No./Bus Area No. : 1003 / 2500					
Customer Measures	Priorities	FY2012 Actual	FY2013 Budget	FY2013 Estimate	FY2014 Budget
Avg Customer Service Rating per Project (out of 5)	Q	4.8	4.3	4.8	4.8
Business Process Measures					
Square Feet Renovations- HFD	I	27,682	27,505	40,215	40,215
Square Feet Renovations- HPD	I	31,636	31,341	25,757	25,757
Square Feet Renovations- Others	I	4,185	2,870	25,138	25,138
Build-Out Projects	I,Q	N/A	N/A	36	35
Facility Improvement/Repairs	I,Q	N/A	N/A	22	62
Major Fire Station Renovations	I,Q	N/A	N/A	2	2
People and Technology Measures					
FTEs Overtime Usage	F	0.3	0.7	0.1	0.7
Financial Measures					
Expenditures Budget vs Actual Utilization	F	88%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	115%	100%	100%	100%
Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I) Fiscal Responsibility (F) Quality of Life (Q)					

FISCAL YEAR 2014 BUDGET

Division Summary							
Fund Name : In-House Renovation Business Area Name : General Services Fund No./Bus Area No. : 1003 / 2500							
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget		
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$	
GSD - In-House Renovation 250005 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.	28.7	4,026,781	28.9	5,795,524	30.0	5,798,078	
Total	28.7	4,026,781	28.9	5,795,524	30.0	5,798,078	

FISCAL YEAR 2014 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	FY2013 Current Budget FTE	FY2014 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	14.0	14.0	
MAINTENANCE SUPERVISOR	16	2.0	2.0	
PLUMBER	14	1.0	1.0	
PLUMBER LEADER	18	1.0	1.0	
SUPERINTENDENT	24	2.0	2.0	
Total FTEs		30.0	30.0	0.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalent		30.0	30.0	0.0

FISCAL YEAR 2014 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
2500050001	GSD - In-House Renovation			
425100	Indirect Cost Recovery-Other	145,524	145,524	148,078
452020	Recoveries & Refunds	5,650,000	5,650,000	5,650,000
Total	GSD - In-House Renovation	<u>5,795,524</u>	<u>5,795,524</u>	<u>5,798,078</u>
Total	General Services	<u><u>5,795,524</u></u>	<u><u>5,795,524</u></u>	<u><u>5,798,078</u></u>

FISCAL YEAR 2014 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	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	1,297,686	1,340,681	1,370,696	1,383,295
500060	Overtime - Civilian	20,951	48,000	8,000	48,000
500090	Premium Pay - Civilian	0	2,000	2,000	2,000
501070	Pension - Civilian	246,406	286,908	293,715	313,871
501120	Termination Pay - Civilian	6,970	0	0	0
502010	FICA - Civilian	94,195	106,389	96,940	109,648
503010	Health Ins-Act Civilian	295,775	343,402	350,518	410,170
503015	Basic Life Insurance - Active Civilian	750	795	788	1,064
503050	Health/Life Insurance - Retiree Civilian	6,253	14,000	7,376	14,000
503060	Long Term Disability-Civilian	2,478	2,550	2,562	2,550
503090	Workers Compensation-Civilian-Admin	5,500	7,170	7,233	7,170
503100	Workers Compensation-Civilian-Claim	16,655	97,700	30,817	36,067
504030	Unemployment Claims - Administration	0	1,050	0	1,050
Total	Personnel Services	1,993,619	2,250,645	2,170,645	2,328,885
511020	Construction Materials	323,865	288,512	318,512	288,512
511025	Electrical Hardware & Parts	95,517	194,432	194,432	194,432
511030	Mechanical Hardware & Parts	37,273	60,976	60,976	60,976
511035	Meters Hydrants & Plumbing Supplies	88,605	37,535	77,535	37,535
511045	Computer Supplies	0	500	500	500
511050	Paper & Printing Supplies	142	0	1,000	1,000
511055	Publications & Printed Materials	47	0	0	0
511060	Postage	15	0	0	0
511070	Miscellaneous Office Supplies	8,734	7,840	11,840	7,840
511110	Fuel	0	7,840	7,840	7,840
511115	Vehicle Repair & Maintenance Supplies	(3,303)	7,056	7,056	7,056
511120	Clothing	3,129	4,000	4,000	4,000
511145	Small Tools & Minor Equipment	30,633	18,816	18,816	18,816
511150	Miscellaneous Parts & Supplies	141,101	106,300	106,300	106,300
Total	Supplies	725,758	733,807	808,807	734,807
520100	Temporary Personnel Services	8,788	20,000	20,000	20,000
520101	Janitorial Services	0	7,840	7,840	7,840
520106	Architectural Services	99,319	125,440	106,470	125,440
520109	Medical Dental & Laboratory Services	0	157	157	157
520112	Banking Services	167	50	52	50
520114	Miscellaneous Support Services	110	0	0	0
520118	Refuse Disposal	0	7,840	7,840	7,840
520120	Communications Equipment Services	50,443	101,360	101,360	101,360
520123	Vehicle & Motor Equipment Services	3,401	31,360	31,360	31,360
520124	Other Equipment Services	240	3,136	3,136	3,136
520126	Construction Site Work Services	71,860	112,720	142,720	112,720
520127	Structural Construction Work Services	0	944,433	914,434	949,434
520128	Other Construction Work Services	78,464	120,864	125,392	120,864
520141	Engineering Services	83,946	104,691	104,691	104,691
520520	Printing & Reproduction Services	3,524	5,488	5,488	5,488
520765	Membership & Professional Fees	1,297	1,568	1,568	1,568
520805	Education & Training	582	470	942	1,470
521405	Building Maintenance Services	874,191	1,133,920	1,133,920	1,010,118
521415	Land and Grounds Maintenance	0	6,272	6,272	6,272
521605	Data Services	6	50	50	3,226
521610	Voice Services	1,267	980	980	215
521620	Voice Equipment	7,400	0	11,867	13,846
521625	Voice Labor	2,617	2,940	2,940	17,554

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Business Area Expenditure Summary

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Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
521630	GIS Revolving Fund Services	0	1,190	1,190	1,518
521635	Voice Services -Wireless	0	0	0	2,326
521705	Vehicle/Equipment Rental/Lease	2,178	0	4,900	2,326
521725	Other Rental	3,106	3,920	6,120	6,920
522430	Miscellaneous Other Services & Charges	13,979	51,360	51,360	51,360
522721	Interfund HR Client Services	0	21,899	21,899	24,041
522722	KRONOS Service Chargeback	0	1,124	1,124	1,246
522760	Interfund Billing & Collection Service	519	0	0	0
Total	Other Services and Charges	1,307,404	2,811,072	2,816,072	2,734,386
Grand Total Expenditures		4,026,781	5,795,524	5,795,524	5,798,078