

GENERAL SERVICES DEPARTMENT



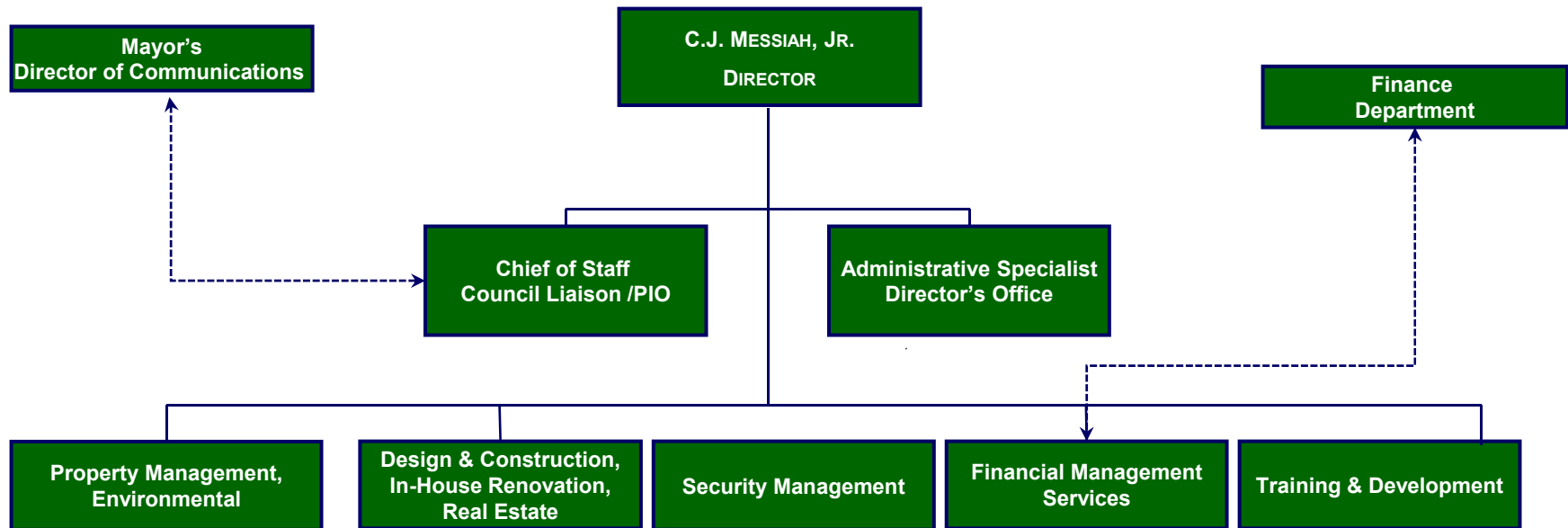
FY2020 Proposed Budget Budget Presentation

C.J. Messiah, Jr.
Director

May 09, 2019



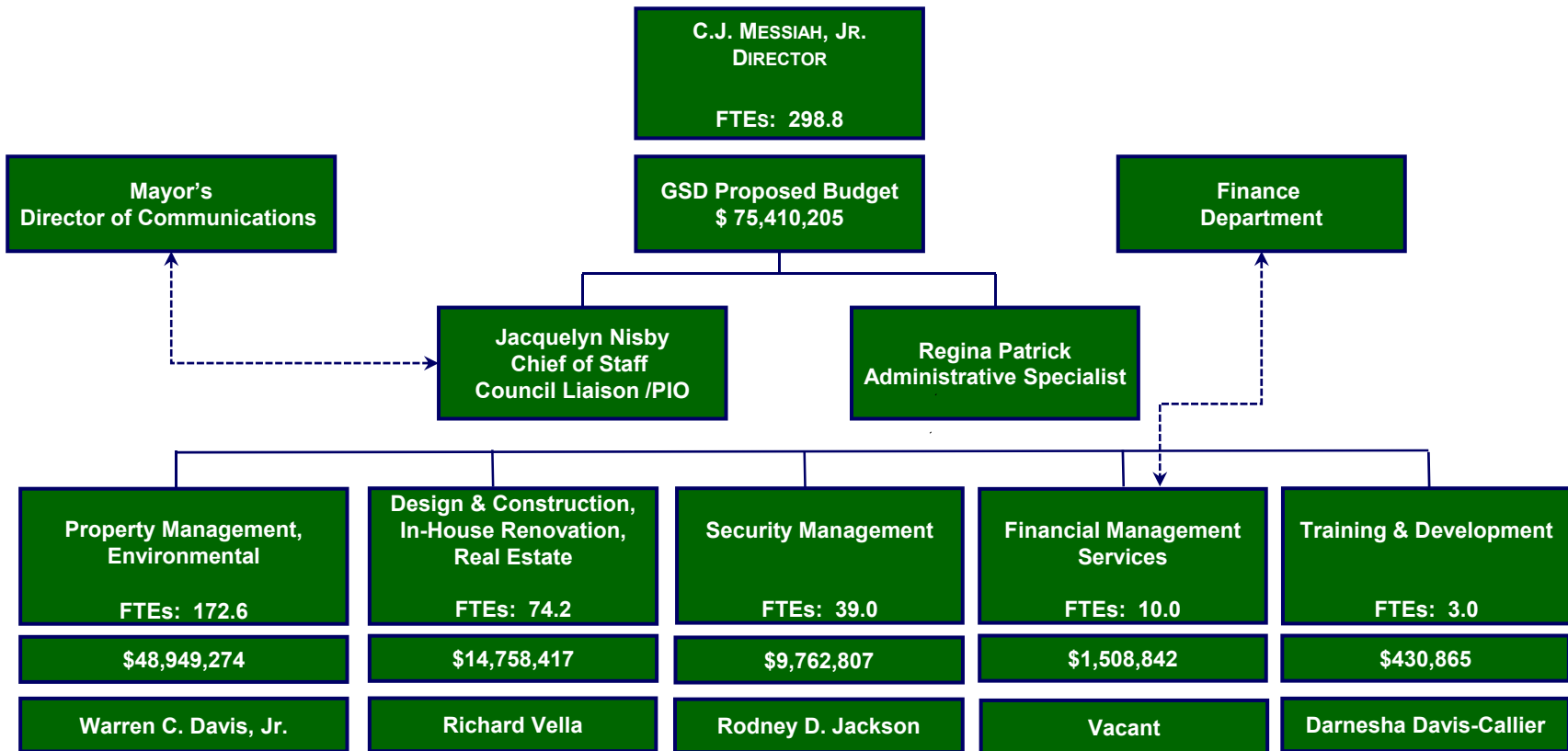
ORGANIZATIONAL STRUCTURE



- DEPARTMENT WIDE -



ORGANIZATIONAL STRUCTURE - DEPARTMENT WIDE -



TOTAL NUMBER OF FTEs: 298.8 3



TOTAL REVENUES BY FUND

(\$ IN THOUSANDS)

Fund	FY2018 Actual	FY2019 Budget	FY2019 Estimate Budget	FY2020 Proposed	Variance FY2020 Proposed/ FY2019 Budget	% Change
General Fund (1000)	\$4,893	\$6,178	\$7,167	\$6,601	(\$566)	(7.9%)
Project Cost Recovery Fund (1001)	\$4,183	\$4,542	\$4,527	\$4,736	\$209	4.6%
In-House Renovation Fund (1003)	\$3,130	\$5,968	\$5,332	\$6,069	\$737	13.8%
Maintenance, Renewal and Replacement Fund (2105)	\$19,296	\$19,226	\$19,375	\$19,265	(\$111)	(0.6%)
Total	\$31,502	\$35,913	\$36,400	\$36,670	\$270	0.7%

Note: Major revenue changes in the General Fund:

- FY2019, sale of land at 12800 block of Fuqua in the amount of \$943
- FY2020, increase in lease agreement monthly payments



TOTAL EXPENDITURES BY FUND

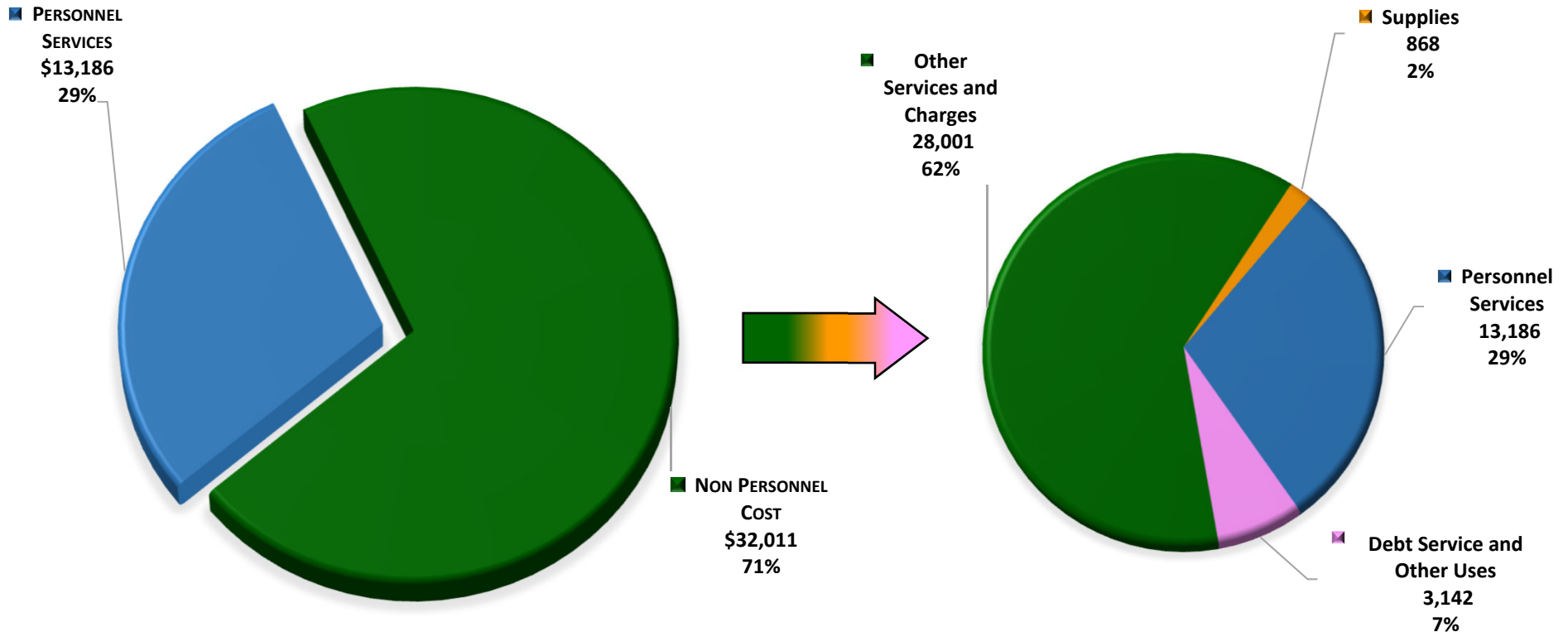
(\$ IN THOUSANDS)

Fund	FY2018 Actual	FY2019 Budget	FY2019 Estimate Budget	FY2020 Proposed	Variance FY2020 Proposed/ FY2019 Budget	% Change
General Fund (1000)	\$40,260	\$44,472	\$44,472	\$45,197	\$725	1.6%
Project Cost Recovery Fund (1001)	\$4,183	\$4,542	\$4,527	\$4,736	\$209	4.6%
In-House Renovation Fund (1003)	\$3,130	\$5,968	\$5,332	\$6,069	\$737	13.8%
Maintenance, Renewal and Replacement Fund (2105)	\$16,013	\$20,063	\$20,063	\$19,409	(\$655)	(3.3%)
Total	\$63,586	\$75,044	\$74,393	\$75,410	\$1,017	1.4%

Fund variance is due to FY2020 Approved Budget Reductions, HOPE Allowances, Contract Escalations and Restricted Accounts adjustments.

GENERAL SERVICES DEPARTMENT

GENERAL FUND (1000)

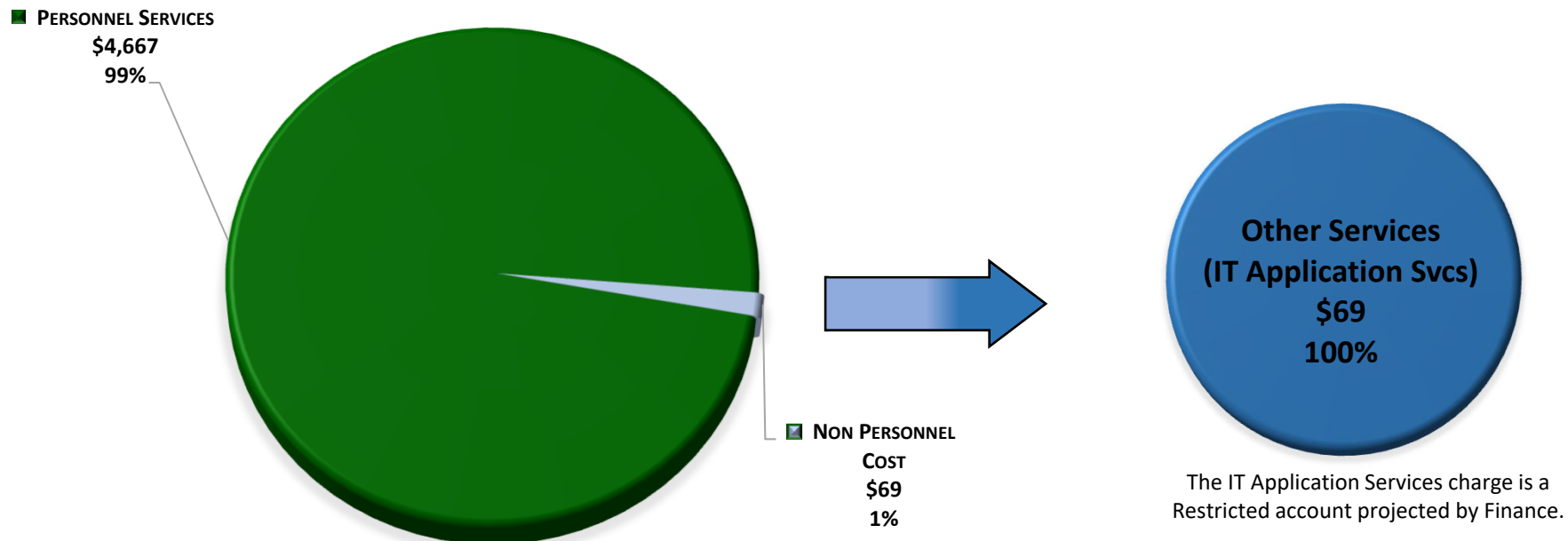


FY2020 PROPOSED BUDGET OF \$45,197

PERSONNEL VS NON PERSONNEL COSTS

PROJECT COST RECOVERY FUND (1001)

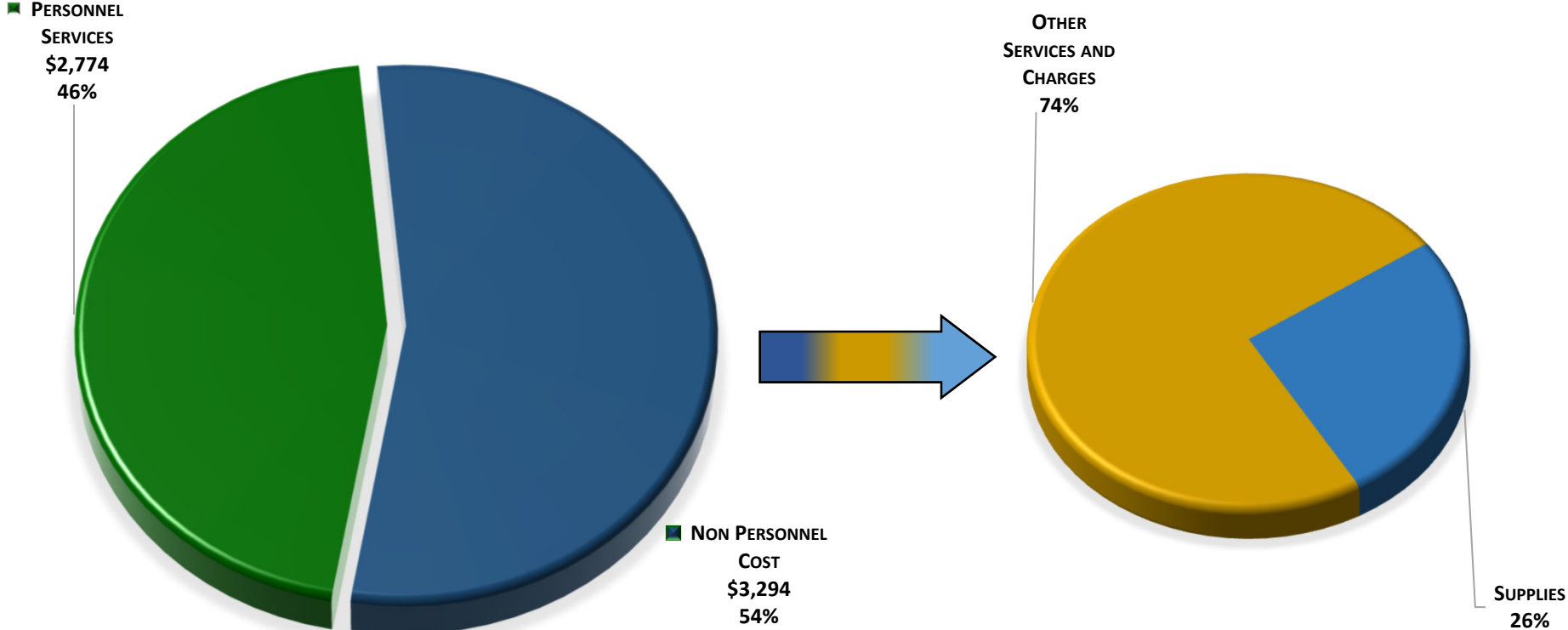
All expenses for this fund are reimbursed from Capital Improvement Plan(CIP) bond funds for the actual cost of project management services performed by architects, engineers, project managers and administrators.



FY2020 PROPOSED BUDGET OF \$4,736

PERSONNEL VS NON PERSONNEL COSTS

IN-HOUSE RENOVATION FUND (1003)

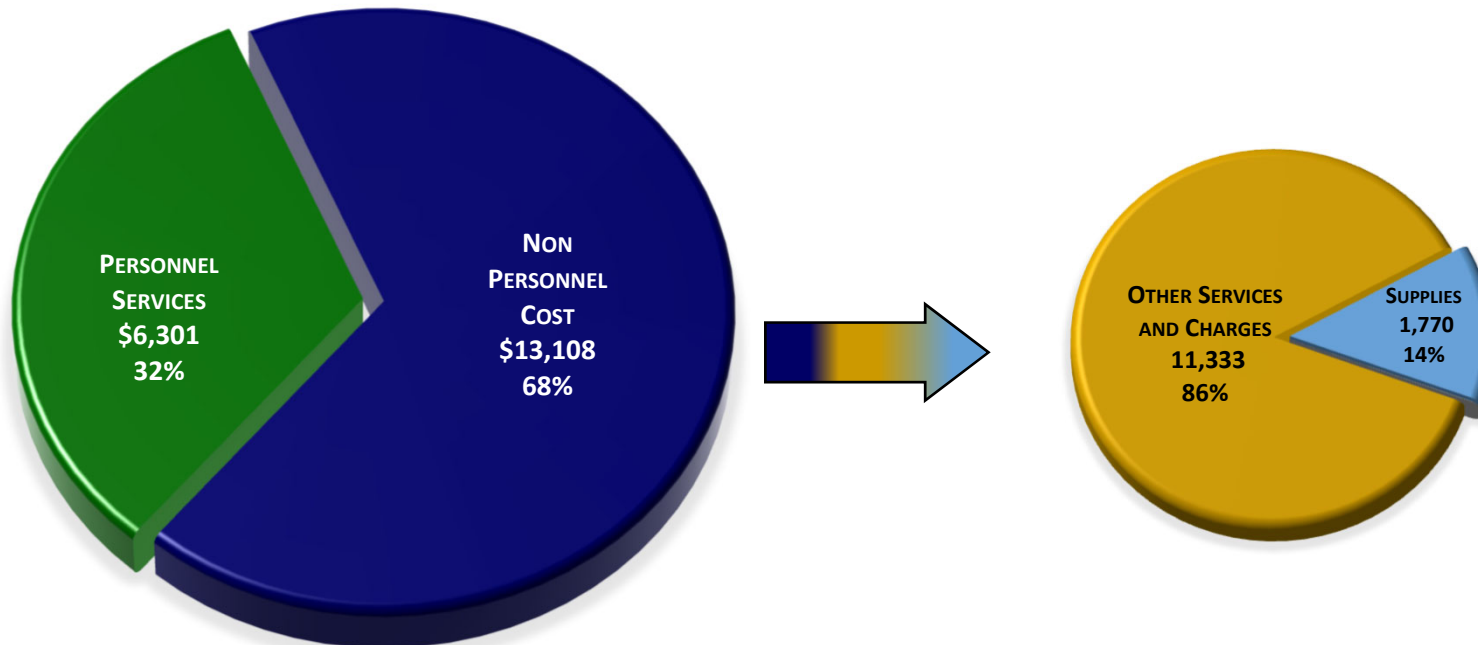


FY2020 PROPOSED BUDGET OF \$6,069

PERSONNEL VS NON PERSONNEL COSTS

MRR FUND (2105)

MAINTENANCE, RENEWAL AND REPLACEMENT FUND



FY2020 PROPOSED BUDGET OF \$19,409

PERSONNEL VS NON PERSONNEL COSTS

MRR FUND (2105)

MAINTENANCE, RENEWAL AND REPLACEMENT

Budget Allocations	Amount	Percentage
MRR - Security Maintenance	1,309	6.7%
MRR - Reactive-Emergency	3,725	19.2%
MRR - Preventive Maintenance	14,375	74.1%
	19,409	100.0%

PROPOSED BUDGET OF \$19,409

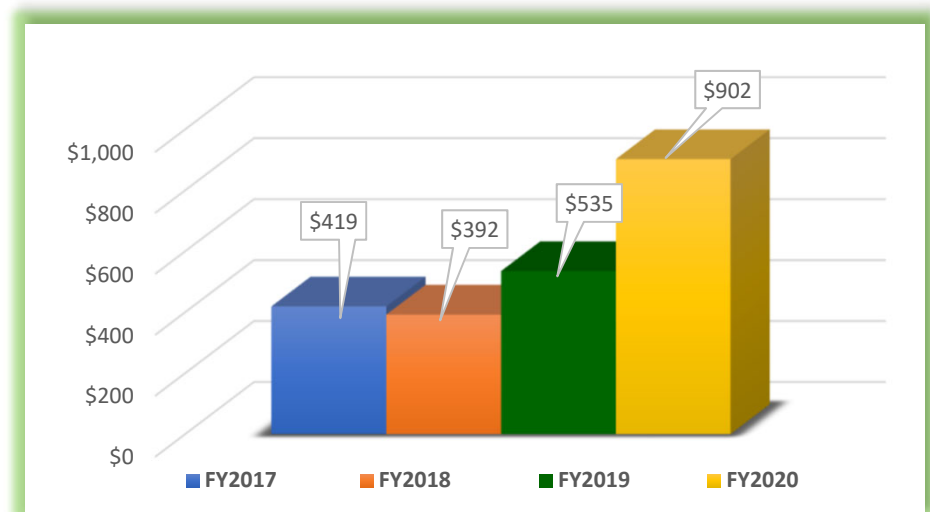
FY2020 ALLOCATION

DEPARTMENT BUDGET REDUCTIONS

(\$ IN THOUSANDS)

Fund/Category	FY2017	FY2018	FY2019	FY2020	4 - Year Total
General Fund (1000)	\$419	\$392	\$535	\$902	\$2,248
Services	\$127	\$286	\$506	\$412	\$1,331
Personnel - Civilian Cost	\$292	\$106	\$29	\$490	\$917
Full-Time Equivalents - Civilian (FTE's)	2.60	1.50	0.50	7.00	11.60

- **FY2017** – Eliminated 2.6 FTEs, reduced Supplies and Services.
- **FY2018** - Eliminated 1.5 FTEs, reduced Security Services, frequency in Land and Ground Services and Consultant Services.
- **FY2019** - Eliminated .5 FTE, reduced travel for training, funding for project management software implementation maintenance for FY2019, terminated the ESCO contract with Schneider, which canceled the annual Performance Assurance Support Services (PASS) payment.
- **FY2020**- Initiatives include the elimination of 7.0 FTEs; reduction in Subrecipient Contract Services; City Hall/Herman Square security patrol; travel for training; temporary personnel services and printing services.



BUDGET EXPENDITURES NET CHANGE



FY2019 Adopted Budget	\$ 43,058
HOPE Allowances Adjustment	\$ 259
Restricted Accounts Adjustment	\$ (194)
Health Benefits Adjustment	\$ (78)
Electricity Adjustment	\$ 1,426
FY2019 Current Projected Budget	\$ 44,472
FY2020 Budget Allowances	
Approved Budget Reductions	\$ (902)
HOPE Allowances	\$ 189
Contract Escalations Adjustment	\$ 655
Restricted Accounts	\$ 784
Sub-Total	\$ 725
FY2020 Preliminary Budget	\$ 45,197
% Change from FY2019 Adopted Budget	4.97%



GENERAL FUND - 1000

FY2020 EXPENDITURE HIGHLIGHTS



- (\$902) – Decrease as approved in GSD’s budget reduction submission.
- \$189 - Contractual HOPE agreement increase.
- \$654 - Contractual Service agreements escalation.
- \$784 - Restricted Accounts adjustment.



GENERAL FUND - 1000

FY2020 EXPENDITURE HIGHLIGHTS



- (\$654) Decrease due to emergency projects prioritization in FY2020

The Maintenance, Renewal and Replacement Fund provides funding to maintain and replace systems in buildings as they approach the end of their useful life cycle. It allows the department to address development and maintenance of the physical infrastructure of these facilities.

MRR FUND -2105
MAINTENANCE, RENEWAL AND REPLACEMENT FUND

FY2020 EXPENDITURE HIGHLIGHTS

PROJECT COST RECOVERY FUND - 1001



The increase in this fund is due to personnel, pension obligation and restricted accounts as approved by Finance.

IN-HOUSE RENOVATION FUND - 1003



The increase in this fund is due to the planned renovation of two Fire Stations 31 and 43 in the CIP Plan that was delayed due to Hurricane Harvey, along with the planned renovations of Fire Stations 17 and 19 in FY2020.

SERVICES CHARGEBACK FUNDS



Functions/Responsibilities

DIRECTOR

CHIEF OF STAFF

- Council Liaison
- Public Information Officer

**Property Management,
Environmental**

- Janitorial / Operations
- Preventive, Corrective and Predictive Maintenance
- Routine and Emergency Repairs
- HVAC, Mechanical, Electrical and Plumbing Repairs
- Environmental Services
- Asbestos/Lead/Mold/Abatement/Demolition
- Soil Remediation
- Underground Storage Tank Removal/Installation
- Contract Compliance

**Design & Construction,
In-House Renovation,
Real Estate**

- CIP Planning
- Capital Design & Construction Projects
- Construction Inspections
- Civic Art Administration
- Job Order Contracting
- Task Order Contracting
- In-House Planning / Design
- In-House Renovation
- Real Estate
 - Acquisition
 - Disposition
 - Leasing

Security Management

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

**Financial Management
Services**

- Financial Services
 - Budgeting
 - Financial Reporting
 - Account Payables
 - Account Receivables
 - KPI Reporting

Training & Development

- Training
- Professional Development
- Employee Engagement & Recognition
- New Employee Orientation and On Boarding
- Policy Development
- Process Improvement

GENERAL SERVICES DEPARTMENT



QUESTIONS

FY2020 PROPOSED BUDGET



BUDGET HISTORY BY FUND

(\$ IN THOUSANDS)

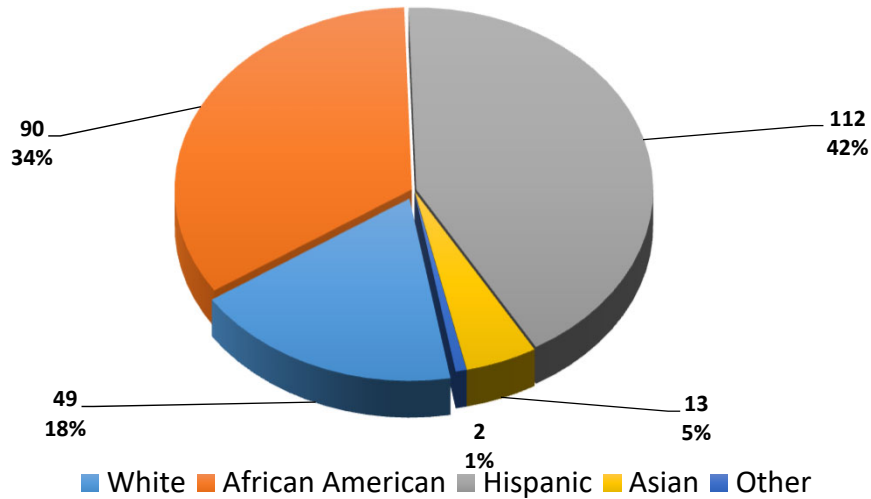
		1000 General Fund	1001 Project Cost Recovery Fund	1003 In-House Renovation Fund	2105 Maint., Renewal & Replacement Fund
FY2015	Current Budget	41,610	4,258	5,342	12,817
	Actual	41,817	4,149	3,758	12,247
	+/- Variance	(0.2)	0.1	1.6	0.6
FY2016	Current Budget	41,383	4,271	5,100	14,782
	Actual	40,706	3,952	4,156	14,027
	+/- Variance	0.7	0.3	0.9	0.8
FY2017	Current Budget	41,276	4,476	4,686	16,249
	Actual	39,715	3,822	4,086	14,624
	+/- Variance	1.6	0.7	0.6	1.6
FY2018	Current Budget	42,002	4,414	4,818	20,723
	Actual	40,260	4,183	3,130	16,013
	+/- Variance	1.7	0.2	1.7	4.7
FY2019	Current Budget	44,472	4,542	5,968	20,063
	Actual	30,197	3,598	3,038	13,050
	+/- Variance	14.3	0.9	2.9	7.0
5 Year Total	Current Budget	42,148	4,392	5,183	16,927
	Actual	38,539	3,941	3,634	13,992
	+/- Variance	3.6	0.5	1.5	2.9
FY2020	Current Proposed Budget	45,197	4,736	6,069	19,409

GENERAL SERVICES DEPARTMENT

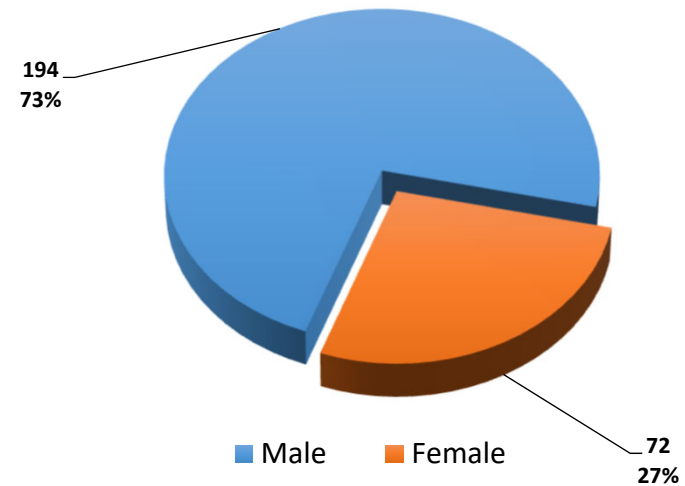
FY2020 DEMOGRAPHIC PROFILE



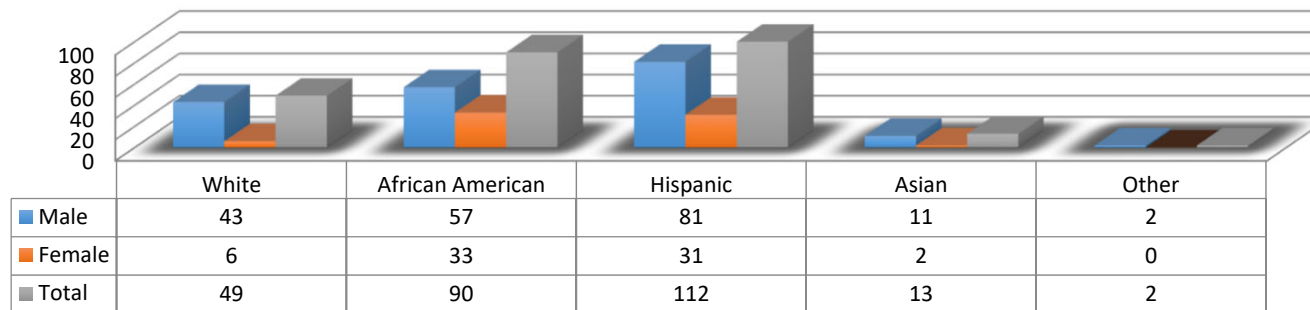
EMPLOYEE ETHNICITY PROFILE



EMPLOYEE GENDER PROFILE



EMPLOYEE ETHNICITY AND GENDER PROFILE



TOTAL NUMBER OF EMPLOYEES: 266

PERFORMANCE MEASURES



Fund	Customer Measures	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
1000	Building Operations Work Orders Completed	3,015	3,060	3,000	3,060
2105	Maintenance Work Orders Completed	19,970	16,555	15,433	16,555
1000	Card Access Changes Processed	15,387	16,555	12,000	15,000
1000	City Identification Badges Processed	10,149	8,000	7,604	8,000
1000	Special Events Requiring Security Staffing	65	75	86	80
Business Process Measures					
1000	Environmental Projects Completed	225	200	240	200
1001	Job Order Contract/Task Order Contract Projects	225	280	285	300
1003	Build-Out Projects and Facility Improvements/Repairs	124	60	20	25
1003	Facility Condition Assessment (FCA) Repairs	3	0	1	0
2105	Facility Conversion Cyber Locks Installed	5	6	4	4
2105	Facility Security Equipment Assessments	36	75	60	60

GENERAL SERVICES DEPARTMENT