



GENERAL SERVICES DEPARTMENT

FY2024 BUDGET WORKSHOP PRESENTATION SUBMISSION



Houston
Complete
Communities



C.J. MESSIAH, JR.
DIRECTOR

MAY 18, 2023

DEPARTMENT CORE VALUES



INTEGRITY FIRST

SERVICE BEFORE SELF

EXCELLENCE IN ALL WE DO

GENERAL SERVICES DEPARTMENT

DEPARTMENT EXECUTIVE TEAM



C.J. MESSIAH, JR.

DIRECTOR



Richard Vella



Russell Lee



James Waltmon



Enid Howard



Eric Alexander



Shelli Carter

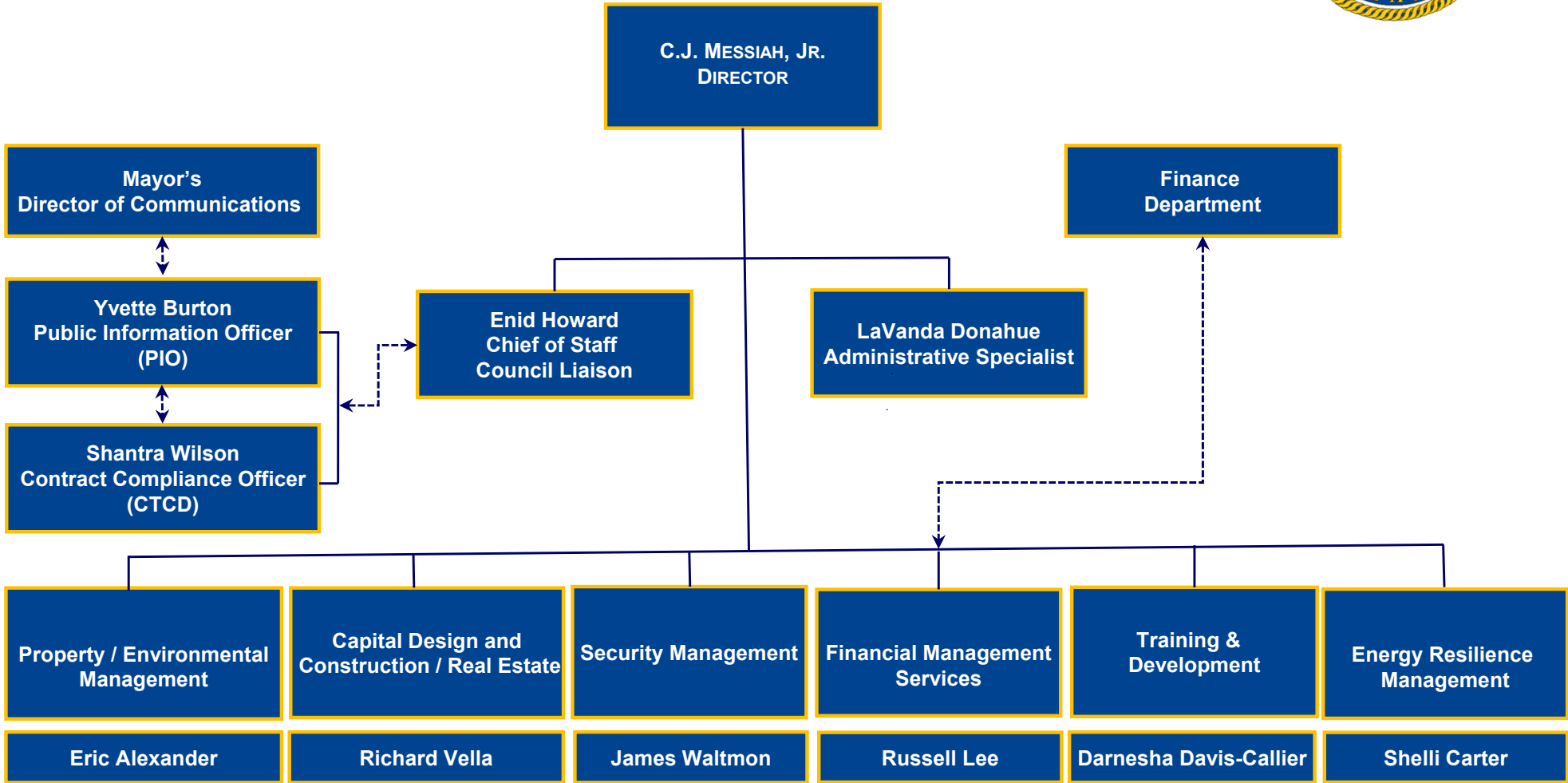


Darnesha Davis-Callier

GENERAL SERVICES DEPARTMENT



DEPARTMENT ORGANIZATION CHART



GENERAL SERVICES DEPARTMENT



DEPARTMENT CORE SERVICES



Property / Environmental Management

Capital Design and Construction / Real Estate

Security Management

Administrative, Financial and Energy Resilience Management

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

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

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

- Administrative Services
- Director's Office
- Energy Resilience Management and Oversight
- Financial Services
- Budgeting
- Payables
- Reporting
- Employee Training and Development

GENERAL SERVICES DEPARTMENT

STRATEGIC GUIDANCE ALIGNMENT



Objective

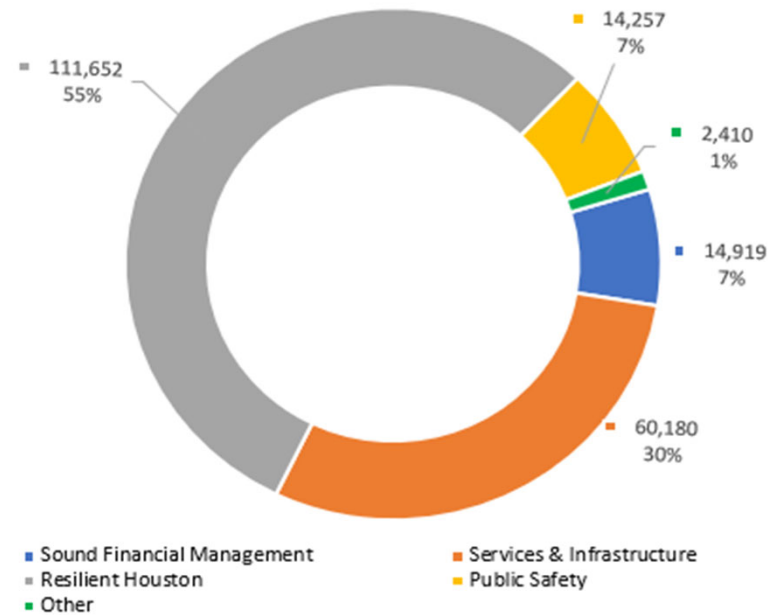
The tables below summarize GSD's alignment to the Mayor's Priorities and Initiatives as defined in his strategic guidance. All programs align to a mayoral priority and the overall department budget is broken down as such.

Sound Financial Management	Public Safety	Complete Communities	Service & Infrastructure	Resilient Houston	Other
14,919	14,257		60,180	111,652	2,410

ALIGNED INITIATIVES

Resilient Houston	Energy Management	111,652
Services & Infrastructure	Facilities Maintenance	51,778
Sound Financial Management	Administrative Services	14,919
Public Safety	Facilities Security	12,494
Services & Infrastructure	Facilities Design and Construction	8,045
Other	Debt Service and Interfund Transfers	2,410
Public Safety	Facilities Environmental Management	1,763
Services & Infrastructure	Real Estate Management	357

DEPARTMENT BUDGET BY PRIORITY





DEPARTMENT EXPENDITURE BY PROGRAM

[in thousands]

Program	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Proposed	Variance FY24 Proposed/ FY23 Budget	% Change
Administrative Services	11,993	14,106	14,272	14,919	814	5.8%
Debt Service and Interfund Transfers	3,142	2,266	2,266	2,410	144	6.3%
Energy Management	89,363	108,202	108,202	111,652	3,450	3.2%
Facilities Design and Construction	5,406	7,435	6,474	8,045	610	8.2%
Facilities Environmental Management	1,511	1,854	1,850	1,763	(91)	-4.9%
Facilities Maintenance	41,241	46,646	46,265	51,778	5,132	11.0%
Facilities Security	9,493	11,708	11,914	12,494	786	6.7%
Real Estate Management	1,613	341	341	357	16	4.7%
Total	\$ 163,762	\$ 192,558	\$ 191,584	\$ 203,419	\$ 10,861	5.6%

- Admin Services – Increase is due to 3% HOPE pay increase and increases in budget for parking spaces, office supplies and computer and equipment maintenance.
- Energy Management – Increase is due to the rising cost of electricity and natural gas
- Facilities Design & Construction – Increase is due to the 3% HOPE increase and the increase in pay for project managers
- Facilities Environmental Management – Decrease is due to having to stay in compliance with the overall budget target for GSD’s General Fund budget. Additional budget will need to be requested at General Appropriation.
- Facilities Maintenance – Increase is due to the 3% HOPE increase, increased budget for taking over maintenance of Solid Waste facilities in FY2024 and increases in janitorial and other service contracts
- Facilities Security – Increase is due to the 3% HOPE increase and the increase in the security guard services contract rates.
- Real Estate Management – Increase is due to the 3% HOPE increase and an increase in the budget for office supplies and land survey.

ADMINISTRATIVE SERVICES



Priority:	<i>Sound Financial Management</i>
FY2024 FTE Count:	14.0

Administrative Services

This program provides support for leadership and executive support which includes development, monitoring and recording of the department’s budgets, employee’s training and development, accounts receivables and payables, and procurement of goods and services for the department.

Significant Budget Items

- Includes funding for municipal pay increases
- Includes funding for restricted accounts and electricity and natural gas charged to GSD
- Employee Parking/Transportation
- Employee Training and Development

FY24 Prop Budget by Fund

Fund 1000	14,919
Total	14,919

Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Expenditures Adopted Budget vs Actual Utilization	99%	98%	100%	98%
Revenues Adopted Budget vs. Actual Utilization	97%	100%	100%	100%

ENERGY MANAGEMENT



Priority:	<i>Resilient Houston</i>
FY2024 FTE Count:	0.0

Energy Management

This program manages the energy and natural gas costs of the City of Houston. This process includes but is not limited to contract energy and natural gas rates negotiations with companies, monitoring of the respective markets, and annual projections. Additionally, the program supports the City’s efforts to increase investments in renewable energy and restore the Houston area’s natural resources.

Significant Budget Items

- Includes funding for City wide electricity and natural gas payments

FY24 Prop Budget by Fund

Fund 1002	111,652
Total	111,652

Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Increase Electricity production of solar panels at City Hall Annex and Houston Permitting Center through restoration of existing panels	N/A	N/A	N/A	148K (kWH)
Reduce energy consumption at City Hall, City Hall Annex and Houston Permitting Center through LED Lighting Retrofits	97%	100%	100%	100%

FACILITIES DESIGN AND CONSTRUCTION



Priority:	<i>Services & Infrastructure</i>
FY2024 FTE Count:	54.5

Facilities Design and Construction

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 moves; tracks, monitors, and manages civic art administration, and provides in-house planning and design services.

Significant Budget Items

- Includes funding for municipal pay increases
- Includes funding for additional FTE to support program expansion

FY24 Prop Budget by Fund

Fund 1000	679
Fund 1001	7,366
Total	8,045

Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Number of projects per Project Manager	16	8	12	8
Number of Job Order/Task Order projects completed	318	400	350	400
Percentage of vacant Project Manager positions	41%	15%	21%	15%

FACILITIES ENVIRONMENTAL MANAGEMENT



Priority:	<i>Public Safety</i>
FY2024 FTE Count:	4.0

Facilities Environmental Management

Provides general environmental consultation services including managing contracts for mold, asbestos, lead, sampling, remediation, and demolition. Disinfecting facilities, maintaining and monitoring oil/water separators, grease and grit traps, and the removal and replacement of old underground fuel storage tanks including soil and groundwater remediation and testing.

Significant Budget Items

- Includes funding for municipal pay increases
- Includes funding for the Oil/Water Separator and Grit and Grease trap program
- Includes funding for lead remediation at the HPD Firing Ranges

FY24 Prop Budget by Fund

Fund 1000	1,763
Total	1,763

Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Number of dangerous buildings inspected before demolished	22	100	75	300
Number of Environmental projects completed	440	450	390	450

FACILITIES MAINTENANCE



Priority:	<i>Services & Infrastructure</i>
FY2024 FTE Count:	189.7

Facilities Maintenance

Provides operational services to Police, Fire, Health, Library, ARA, and Municipal Courts. Services include, but are not limited to, janitorial, land and ground maintenance, pest control, and alarm monitoring.

Significant Budget Items

- Includes funding for replacement of emergency generators at HPD's Westside Command
- Includes funding for contractual services for City owned facilities.

FY24 Prop Budget by Fund

Fund 1000	17,075
Fund 2105	34,703
Total	51,778

Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Expenditures Adopted Budget vs. Actual Utilization	113%	98%	105%	98%
Number of contract amendments	N/A	7	7	5
Number of maintenance work orders completed	13,416	17,000	13,100	18,000
Revenue Adopted Budget vs. Actual Utilization	100%	100%	100%	100%

FACILITIES SECURITY



Priority:	<i>Public Safety</i>
FY2024 FTE Count:	39.0

Facilities Security

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 employee policy violations. Also provide support and training in workplace security related topics (active shooter, workplace violence prevention, situational awareness, etc.).

Significant Budget Items

- Includes funding for municipal pay increases
- Includes funding for Security Guard services
- Includes funding for maintenance on scanners and X-ray machines in City owned buildings

FY24 Prop Budget by Fund

Fund 1000	10,258
Fund 2105	2,236
Total	12,494

Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Card Access changes processed	19,944	13,000	14,403	14,000
City identification badges processed	8,411	10,000	7,907	10,000
Number of major security projects completed	N/A	13	15	15
Number of investigations	182	180	172	180
Number of security incidents	122	120	127	120
Number of special events requiring security staffing	58	75	72	75

REAL ESTATE MANAGEMENT



Priority:	<i>Services & Infrastructure</i>
FY2024 FTE Count:	2.0

Real Estate Management

Manages the city's real estate portfolio in terms of net present value of real estate, building/facility management and legal considerations. Also reviews cases concerning water and utility easements and eminent domain services, and handles acquisition, disposition and the leasing of the City's real estate portfolio.

Significant Budget Items

- Includes funding for municipal pay increases
- Includes funding for land surveys associated with purchase of land for the City

FY24 Prop Budget by Fund

Fund 1000	357
Total	357

Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Rental checks received every month	18	18	18	18

DEBT SERVICE AND INTERFUND TRANSFERS



Priority:	<i>Other</i>
FY2024 FTE Count:	0.0

Debt Service and Interfund Transfers

Budget allocations included in this section reflect debt service payments and/or interfund transfers. General Services Department is committed to effectively manage these debt service payments and interfund transfers.

Significant Budget Items

- Includes funding for debt service payments made by Finance

FY24 Prop Budget by Fund

Fund 1000	2,410
Total	2,410

EXPENDITURES BY FUND

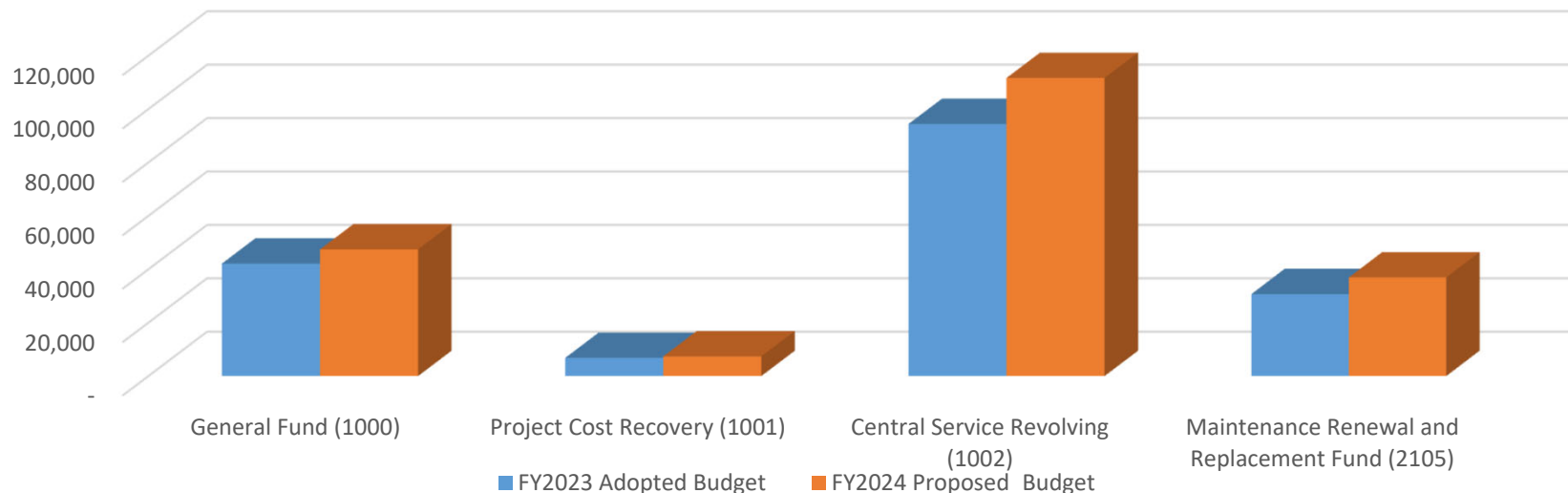
[IN THOUSANDS]



Objective

Lists total expenditures by fund in thousands – FY23 Current Budget vs FY24 Proposed (in thousands)

Category	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Proposed	Variance FY24 Proposed/ FY23 Budget	% Change
General Fund (1000)	41,497	45,164	45,164	47,461	2,297	5.1%
Project Cost Recovery (1001)	5,085	6,800	5,826	7,366	567	8.3%
Central Service Revolving Fund (1002)	89,363	108,202	108,202	111,652	3,450	3.2%
Maintenance Renewal and Replacement Fund (2105)	27,817	32,392	32,392	36,939	4,547	14.0%
Total	163,762	192,558	191,584	203,419	10,861	5.6%

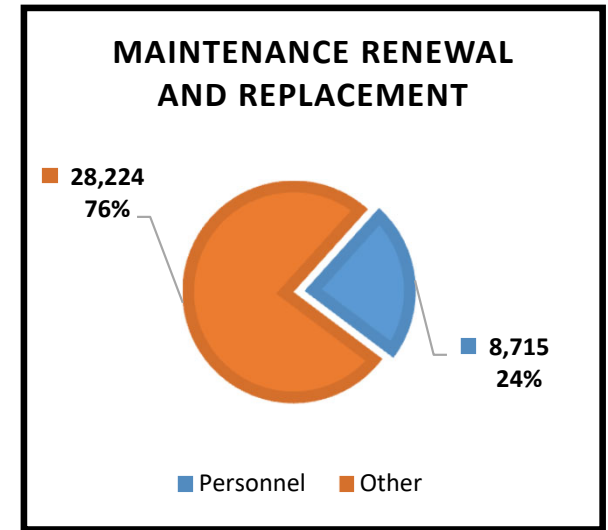
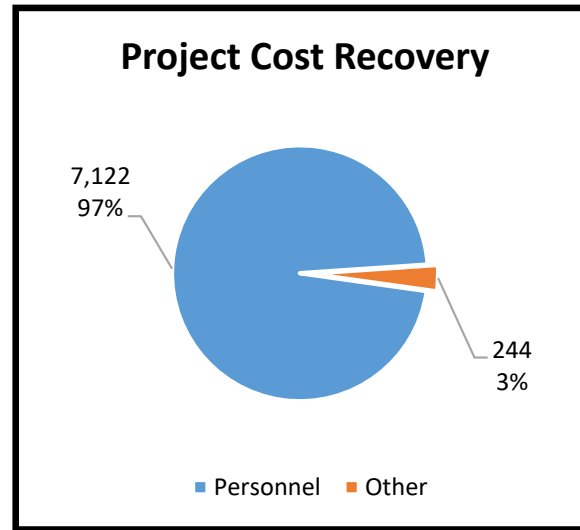
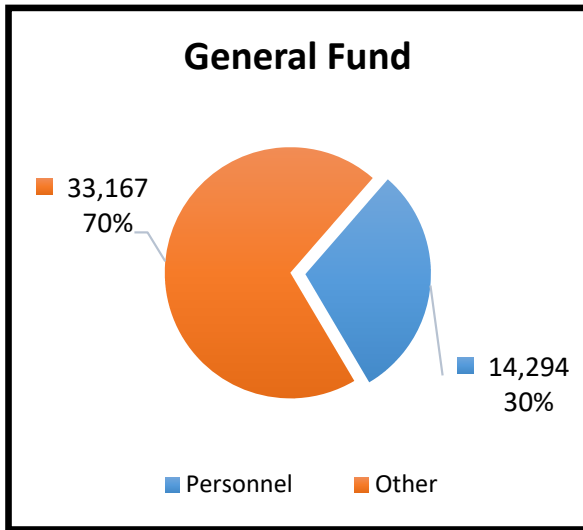


PERSONNEL VS. NON-PERSONNEL [IN THOUSANDS]



Objective

The graphs below are utilized to show how much of the budget is personnel vs. non-personnel. All non-personnel charges are broken out by primary service function.



Other Category Breakdown

Restricted Accounts	11,534
Supplies	415
Services	21,218
Total	33,167

Restricted Accounts	199
Supplies	0
Services	45
Total	244

Restricted Accounts	368
Supplies	2,691
Services	25,166
Total	28,224

REVENUE BY PROGRAM

[IN THOUSANDS]



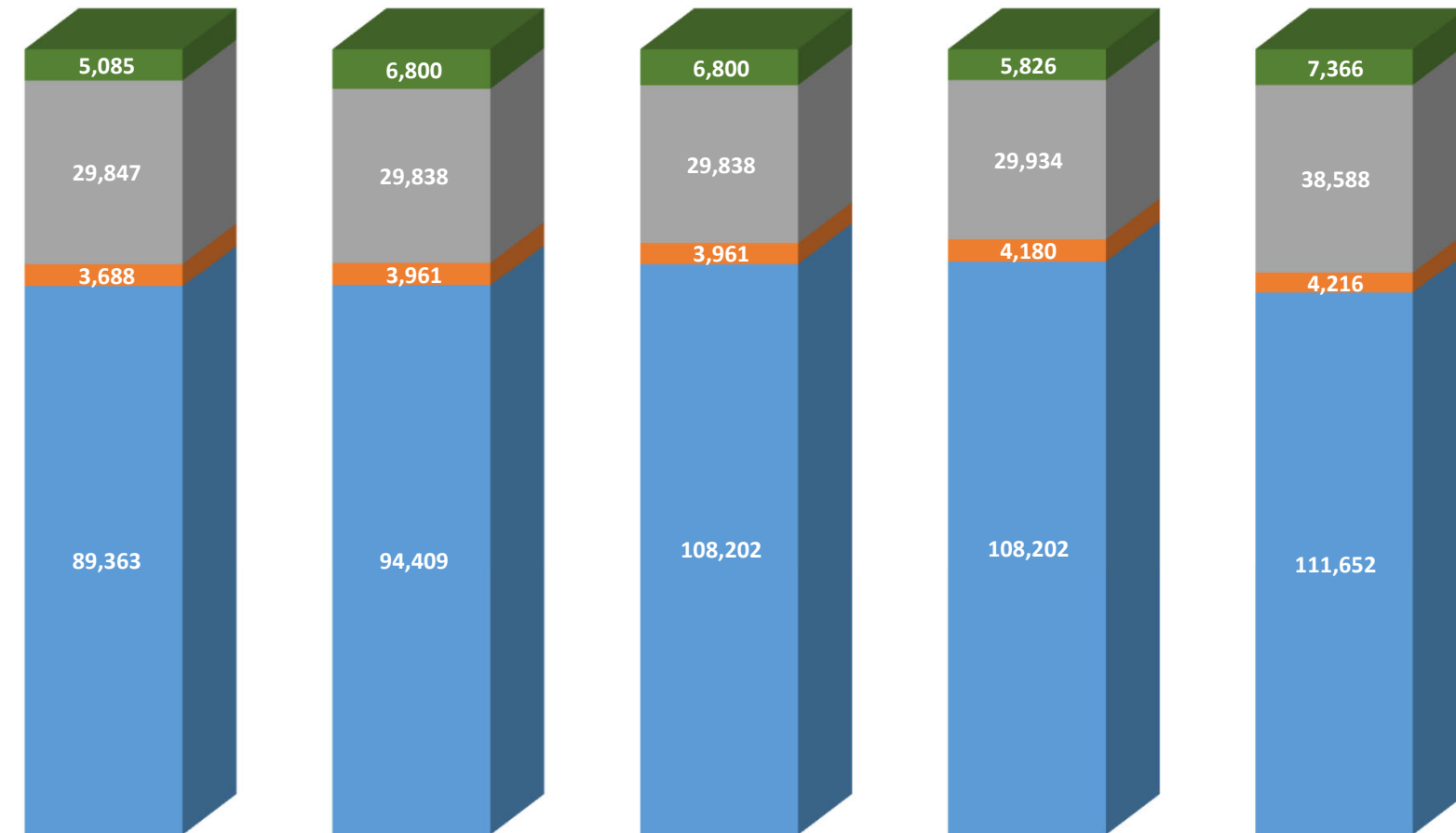
Objective

List of program revenue budgets for FY23 Current Budget vs FY24 Proposed in thousands

Program	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Proposed	Variance FY24 Proposed/ FY23 Budget	% Change
Administrative Services	168	-	53	-	-	-
Energy Management	89,363	108,202	108,202	111,652	3,450	3.2%
Facilities Design and Construction	5,085	6,800	5,826	7,366	567	8.3%
Facilities Maintenance	29,195	29,744	29,839	38,187	8,443	28.4%
Facilities Security	4,048	3,937	3,937	4,476	539	13.7%
Real Estate Management	124	117	285	141	24	20.4%
Total	127,815	148,800	148,089	161,822	13,022	8.8%

REVENUE BY FUND

[IN THOUSANDS]



FY2022 Actual

FY2023 Adopted

FY2023 Current Budget

FY2023 Estimate

FY2024 Budget

■ Central Service ■ General Fund ■ Maintenance Renewal and Replacement (MRR) ■ Project Cost Recovery

REVENUE HIGHLIGHTS

[IN THOUSANDS]



Revenue Highlights

Describe any significant revenue changes from FY2023 Estimates – FY2024 Proposed and provide context to the financial figures presented.

- Fund 2105 (MRR) has increased due to:
 - \$2,240 to provide funding for GSD to maintain 9 Solid Waste Department facilities.
 - \$4,500 to provide funding for the replacement of HPD’s emergency generators at the Westside Command station.
- Fund 1002 (Central Service Revolving Fund) increased by \$3,450 based on the higher energy cost for electricity and natural gas. Facility electricity and natural gas payments are charged back to City departments.



Questions



Appendix

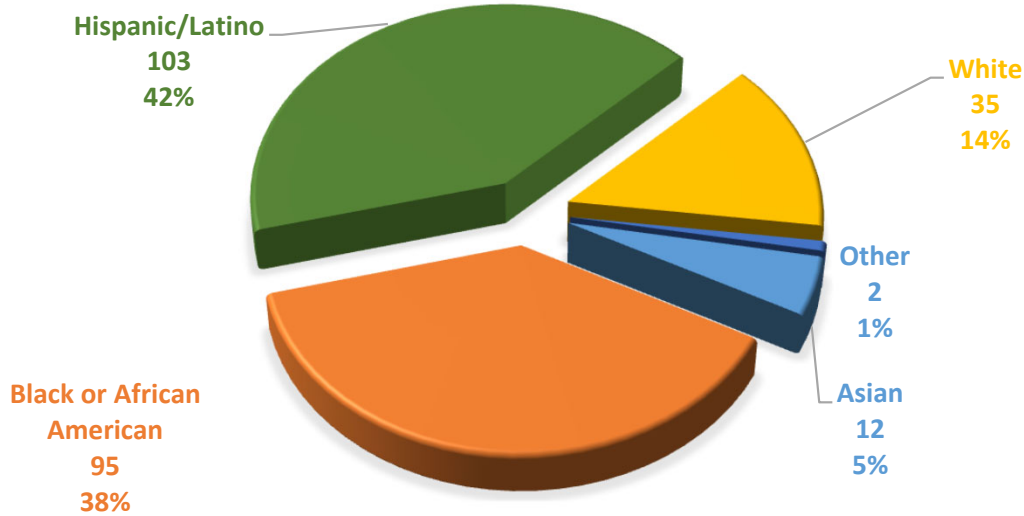
Restricted Account Details



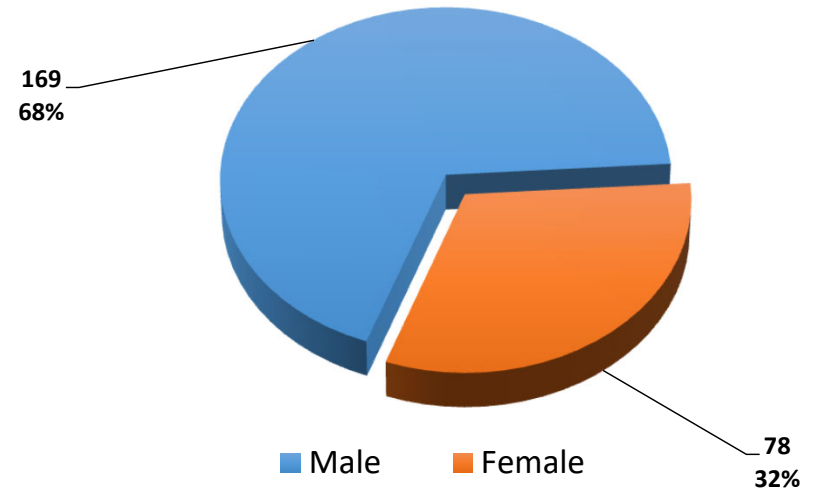
GL Description	Justification & Cost Drivers
Interfund Electricity	Responsible for administering the electricity accounts for the City. Program is responsible for overseeing procurement contracts, forecasting, providing price certainty, and financial reporting. Electricity expenses are projected to be lower than the previous year as a function of the competitive bidding process.
Interfund HR Client Services	Include HR operation cost reflecting health benefits and restricted accounts increase.
Interfund KRONOS Service Charge	Software license and maintenance costs associated with the city of Houston's Time and Attendance System (KRONOS).
Interfund Drainage Charge	Fee is based on impervious service.
Interfund 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.
Interfund 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.
Interfund 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.
Interfund Wireless Services	Monthly charges for Verizon Business services and mobile devices including cell phones, air cards and tablets.
Interfund 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.
Interfund Vehicle Accidents	Provides vehicle accidents repairs for all city departments' rolling stock equipment.
Interfund Permit Center Point of Sale	HPC Point of Sale chargeback.
Interfund Insurance Fees	Cost increase for property insurance premium.
Interfund GIS Services	Personnel, software licenses and maintenance costs associated with the city of Houston's Enterprise Geographic Information System (EGIS).
Interfund Permit Center Rent Chargeback	HPC lease chargeback.
Interfund Vehicle Services - Tires	Tire purchases and services costs for City's rolling stock equipment.
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 Vehicle Fuel	Fuel Program operates and manages all City owned fuel sites. Expense explanation - Fuel services are driven primarily by market pricing.
Interfund 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.
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 DEMOGRAPHIC

EMPLOYEE ETHNICITY PROFILE



EMPLOYEE GENDER PROFILE



EMPLOYEE ETHNICITY AND GENDER PROFILE

