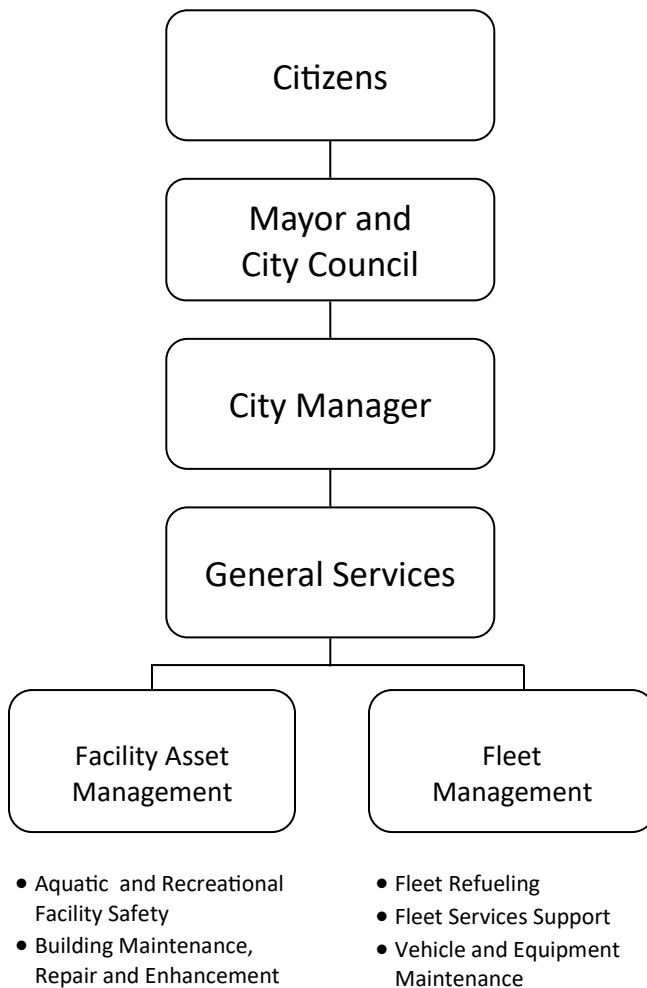


General Services



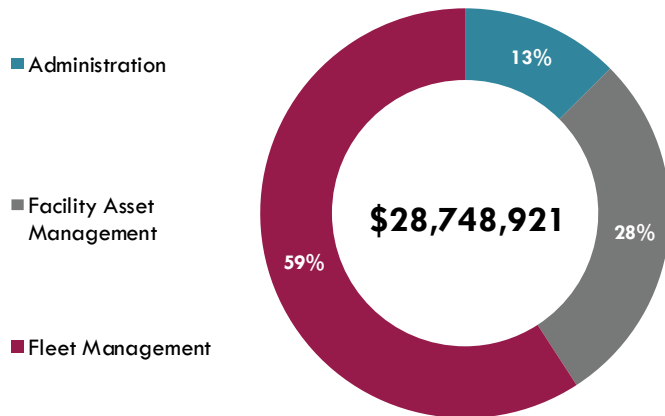
| Director | Budget | Positions |
|--------------|--------------|-----------|
| Paul Bronson | \$28,748,921 | 71 |

DEPARTMENT INTRODUCTION

MISSION STATEMENT

The mission of the General Services Department is to provide fleet and facility asset management services to all City departments so they can successfully accomplish their missions.

DEPARTMENT BUDGET



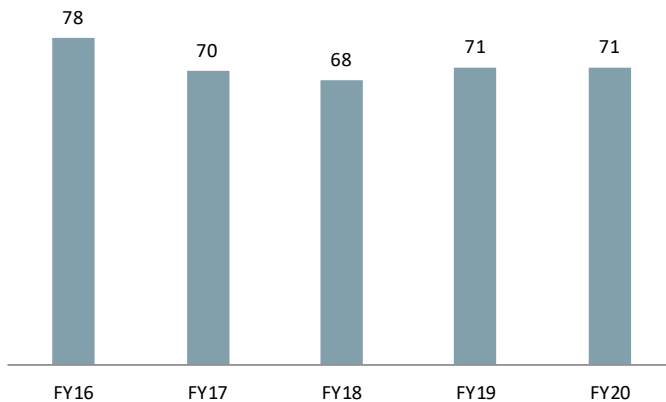
Department Facts

- The General Services Department performs nearly 10,000 vehicle repairs per year.
- The General Services Department performs over 2,500 preventative maintenance jobs at city facilities.

DEPARTMENT OVERVIEW

The General Services Department has a total budget of \$28,748,921, which is an increase of 15.09%. There are 71 positions authorized in the FY20 budget, The same level as FY19. The pie chart above provides a breakdown of the FY20 budget by Line of Business. The Department is the City’s point of contact for all American with Disabilities Act (ADA) guidance, inquiries, and compliance questions. Since FY 2017 the ADA Coordinator has responded to over 550 ADA-related inquiries and complaints annually.

POSITION HISTORY



To review additional performance information, please see the attached supplemental performance report or visit our website: www.okc.gov/performance.

MAJOR BUDGET CHANGES

| General Services Department Major Budget Changes | Amount | Positions |
|---|-----------|-----------|
| 1. Changes in personnel related costs such as salaries, merit, retirement, health insurance, and other benefits | \$140,890 | - |



EXPENDITURES

| Summary of Expenditures by Purpose | FY18 Actual | FY19 Adopted Budget | FY20 Adopted Budget | Percent Change |
|---|---------------------|---------------------|---------------------|----------------|
| Operating Expenditures | | | | |
| Administration | \$1,102,798 | \$2,089,385 | \$1,946,243 | -6.85% |
| Facility Asset Management | 4,296,087 | 4,412,845 | 4,401,421 | -0.26% |
| Fleet Management | 7,217,988 | 9,106,960 | 9,194,909 | 0.97% |
| Total Operating Expenditures | \$12,616,873 | \$15,609,190 | \$15,542,573 | -0.43% |
| Non-Operating Expenditures | | | | |
| Capital Expenditures | \$4,347,324 | \$9,298,231 | \$13,134,355 | 41.26% |
| Other Non-Operating Expenditures | 193,555 | 71,993 | 71,993 | 0.00% |
| Total Non-Operating Expenditures | \$4,540,879 | \$9,370,224 | \$13,206,348 | 40.94% |
| Department Total | \$17,157,751 | \$24,979,414 | \$28,748,921 | 15.09% |

| Summary of Expenditures by Funding Source | FY18 Actual | FY19 Adopted Budget | FY20 Adopted Budget | Percent Change |
|---|---------------------|---------------------|---------------------|----------------|
| General Fund | \$5,145,256 | \$5,158,338 | \$5,144,943 | -0.26% |
| Fleet Services Internal Services Fund | 7,471,617 | 10,450,852 | 10,397,630 | -0.51% |
| Capital Improvement Projects Fund | 4,347,324 | 9,298,231 | 13,134,355 | 41.26% |
| Grants Management Fund | 193,555 | 71,993 | 71,993 | 0.00% |
| Total All Funds | \$17,157,752 | \$24,979,414 | \$28,748,921 | 15.09% |

POSITIONS

| Summary of Positions by Purpose | FY18 Actual | FY19 Adopted Budget | FY20 Adopted Budget | Percent Change |
|------------------------------------|---------------------|------------------------|------------------------|-------------------|
| Administration | 3.40 | 3.40 | 3.40 | 0.00% |
| Facility Asset Management | 34.40 | 36.40 | 36.40 | 0.00% |
| Fleet Management | <u>30.20</u> | <u>31.20</u> | <u>31.20</u> | 0.00% |
| Department Total | <u>68.00</u> | <u>71.00</u> | <u>71.00</u> | 0.00% |

| Summary of Positions by Funding Source | FY18 Actual | FY19 Adopted Budget | FY20 Adopted Budget | Percent Change |
|---|---------------------|------------------------|------------------------|-------------------|
| General Fund | 37.00 | 39.00 | 39.00 | 0.00% |
| Fleet Services Internal Services Fund | <u>31.00</u> | <u>32.00</u> | <u>32.00</u> | 0.00% |
| Department Total | <u>68.00</u> | <u>71.00</u> | <u>71.00</u> | 0.00% |

GENERAL SERVICES LINES OF BUSINESS

ADMINISTRATION

- **The Executive Leadership Program** provides planning, management, administrative and reporting services to department employees and City leaders so they can achieve strategic goals and key results.

Administration Positions and Budget

| Program | FY18 | | FY19 | | FY20 | |
|-------------------------------|-------------------|--------------------|-------------------|--------------------|-------------------|--------------------|
| | Adopted Positions | Actual Expenses | Adopted Positions | Adopted Budget | Adopted Positions | Adopted Budget |
| Executive Leadership | 3.40 | \$1,102,798 | 3.40 | \$2,089,385 | 3.40 | \$1,946,243 |
| Line of Business Total | 3.40 | \$1,102,798 | 3.40 | \$2,089,385 | 3.40 | \$1,946,243 |



FACILITY ASSET MANAGEMENT

- **The Aquatic Facility Safety and Maintenance Program** provides aquatic facility maintenance and repair services to the Parks and Recreation Department so their customers can enjoy a safe place to play.
- **The Building Maintenance, Repair and Enhancement Program** provides code compliant facility maintenance and enhancements services to City departments so they can work in well-maintained facilities.

Facility Asset Management Positions and Budget

| Program | FY18 | | FY19 | | FY20 | |
|---|-------------------|--------------------|-------------------|--------------------|-------------------|--------------------|
| | Adopted Positions | Actual Expenses | Adopted Positions | Adopted Budget | Adopted Positions | Adopted Budget |
| Aquatic Facility Safety and Maintenance Program | 4.55 | \$422,344 | 4.55 | \$422,784 | 4.55 | \$416,372 |
| Building Maintenance, Repair and Enhancement | 29.85 | 3,873,743 | 31.85 | 3,990,061 | 31.85 | 3,985,049 |
| Line of Business Total | 34.40 | \$4,296,087 | 36.40 | \$4,412,845 | 36.40 | \$4,401,421 |



FLEET MANAGEMENT

- **The Fleet Refueling Program** provides fuel, fueling sites, and fueling services to City departments so they have fuel resources needed to operate their vehicles and equipment.
- **The Fleet Services Support Program** provides vehicle and equipment advice, replacement, rentals, and disposal services to City departments so transportation needs are fully met.
- **The Vehicle and Equipment Maintenance Program** provides vehicle and equipment preventive maintenance and repair services to City departments so they can have the vehicles and equipment they need to do their job.

Fleet Management Positions and Budget

| Program | FY18 | | FY19 | | FY20 | |
|-----------------------------------|-------------------|--------------------|-------------------|--------------------|-------------------|--------------------|
| | Adopted Positions | Actual Expenses | Adopted Positions | Adopted Budget | Adopted Positions | Adopted Budget |
| Fleet Refueling | 4.70 | \$3,369,080 | 4.70 | \$4,907,819 | 4.70 | \$4,781,635 |
| Fleet Services Support | 2.80 | 444,712 | 2.80 | 438,635 | 2.80 | 480,176 |
| Vehicle and Equipment Maintenance | 22.70 | 3,404,195 | 23.70 | 3,760,506 | 23.70 | 3,933,098 |
| Line of Business Total | 30.20 | \$7,217,987 | 31.20 | \$9,106,960 | 31.20 | \$9,194,909 |

