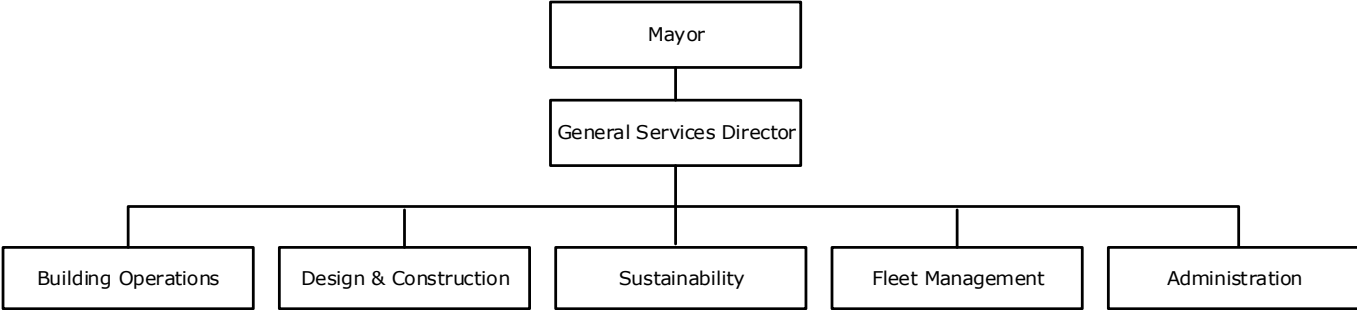


10 General Services - Financial

Organizational Structure



Programs

Building Operations Support Services

- ADA Compliance
- Design and Construction
- Facilities Maintenance

Business Office

- Business Office
- Non-allocated Financial Transactions

Business Support

- E-Bid Surplus Property Distribution
- Mail Services

Fleet Operations

- Fleet Asset Management
- Fuel Supply
- Vehicle and Equipment Repair

Sustainability

- Sustainability Management and Consultation

10 General Services - Financial

Budget Changes and Impact Highlights

Recommendation			Impact
General Fund Operations			
Salary and Benefits	GSD	\$671,900 4.00 FTEs	To provide funding for 4 positions to meet the department's commitment to equity and supporting Metro agencies.
Building Operations			
Contractual Increase	GSD	954,000	To provide funding for various contract increases related to building operations such as janitorial services, general facility maintenance, and grass/grounds maintenance.
Building Maintenance	GSD	1,747,900	To provide funding needed to meet the increased cost for facility repair parts and services.
New Facility Operations	GSD	1,339,700	To provide operational funding for new facilities that will be managed by General Services. This includes janitorial, maintenance, and utility services.
Operational Funding for HVAC Systems	GSD	220,000	To provide funding for additional parts, supplies, and maintenance to upgraded HVAC systems. These HVAC systems were funded by the ARP grant to meet CDC standards for air quality.
Fleet Operations			
Salary and Benefits	ISF	826,400 8.00 FTEs	To provide funding for 8 positions to Fleet Management. These positions will allow the department to process the growing fleet and reduce repair turnaround times.
Operational Funding for Fleet Additions	ISF	550,300	To provide funding for fleet to cover maintenance, parts, and fuel expenses for the 142 ARP grant funded fleet additions.
Contractual Increase	ISF	216,700	To provide funding for contracts related to fleet operations.
Reduction in Fleet Parts	ISF	(382,400)	To reduce parts funding with no impact on performance.
Operational Funding for Fleet Additions	ISF	580,300	To provide the funding needed to cover the fuel, maintenance, and parts for the FY23 additional fleet vehicles requested by other Metro Departments and Agencies.
Energy Savings			
Reallocation of funds	GSD	(932,700)	To reallocate utility funding related to energy reducing initiatives from various facilities managed by General Services.
Energy Fund – Sustainable Energy			
Reallocation of funds	ISF	40,000	To reallocate utility savings to provide funding for additional energy improvements throughout Metro Nashville buildings.
Non-allocated Financial Transactions			
Insurance Billings	ISF	4,100	Represents direct charges to department for insurance costs.

10 General Services - Financial

Budget Changes and Impact Highlights

Recommendation			Impact
Internal Service Charges*	GSD ISF	87,500 8,800	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property.
LOCAP Adjustments	ISF	(19,500)	Represents a portion of administrative overhead recovered by the general fund.
Pay Plan Adjustment	GSD ISF	303,200 275,100	Supports the hiring and retention of a qualified workforce.
General Services District Total		\$4,391,500 4.00 FTEs	
Internal Service Funds Total		\$2,099,800 8.00 FTEs	
TOTAL		\$6,491,300 12.00 FTEs	

GSD – General Services District

ISF – Internal Service Funds

* See Internal Service Charges section for details

10 General Services - Financial

GSD General Fund						
	FY2021 Budget	FY2021 Actuals	FY2022 Budget	FY2023 Budget	FY22-FY23 Difference	FY22-FY23 % Change
OPERATING EXPENSES:						
PERSONAL SERVICES	4,538,800	3,828,020	5,297,100	6,272,200	975,100	18.41%
OTHER SERVICES:						
Utilities	8,921,500	7,599,719	8,247,800	7,861,100	(386,700)	-4.69%
Professional & Purchased Services	5,788,500	4,973,387	5,405,300	6,613,900	1,208,600	22.36%
Travel, Tuition, and Dues	40,000	21,845	40,000	40,000	0	0.0%
Communications	935,600	777,930	935,600	935,600	0	0.0%
Repairs & Maintenance Services	4,305,100	4,897,089	4,719,700	6,860,900	2,141,200	45.37%
Internal Service Fees	507,800	503,300	631,700	719,200	87,500	13.85%
Other Expenses	875,700	971,564	888,700	1,254,500	365,800	41.16%
TOTAL OTHER SERVICES	21,374,200	19,744,834	20,868,800	24,285,200	3,416,400	16.37%
TOTAL OPERATING EXPENSES	25,913,000	23,572,854	26,165,900	30,557,400	4,391,500	16.78%
TRANSFERS TO OTHER FUNDS/UNITS	0	0	0	0	0	0.0%
TOTAL EXPENSES & TRANSFERS	25,913,000	23,572,854	26,165,900	30,557,400	4,391,500	16.78%
PROGRAM REVENUE:						
Charges, Commissions, & Fees	1,013,300	1,016,086	1,123,100	1,129,900	6,800	0.61%
Federal (Direct & Pass Through)	0	0	0	0	0	0.0%
State Direct	0	0	0	0	0	0.0%
Other Government Agencies	0	0	0	0	0	0.0%
Other Program Revenue	0	0	0	0	0	0.0%
TOTAL PROGRAM REVENUE	1,013,300	1,016,086	1,123,100	1,129,900	6,800	0.61%
NON-PROGRAM REVENUE:						
Property Taxes	0	0	0	0	0	0.0%
Local Option Sales Tax	0	0	0	0	0	0.0%
Other Tax, Licenses, & Permits	0	0	0	0	0	0.0%
Fines, Forfeits, & Penalties	0	0	0	0	0	0.0%
Compensation From Property	0	0	0	0	0	0.0%
TOTAL NON-PROGRAM REVENUE	0	0	0	0	0	0.0%
TRANSFERS FROM OTHER FUNDS/UNITS	0	0	0	0	0	0.0%
TOTAL REVENUE & TRANSFERS	1,013,300	1,016,086	1,123,100	1,129,900	6,800	0.61%
Expenditures Per Capita	\$36.20	\$32.93	\$37.17	\$42.77	\$5.60	15.07%

10 General Services - Financial

Internal Service Fund						
	FY2021 Budget	FY2021 Actuals	FY2022 Budget	FY2023 Budget	FY22-FY23 Difference	FY22-FY23 % Change
OPERATING EXPENSES:						
PERSONAL SERVICES	5,895,800	4,718,704	6,137,900	7,239,400	1,101,500	17.95%
OTHER SERVICES:						
Utilities	1,700	1,613	1,700	1,700	0	0.0%
Professional & Purchased Services	213,400	243,129	213,400	213,400	0	0.0%
Travel, Tuition, and Dues	20,700	930	20,700	20,700	0	0.0%
Communications	70,600	33,689	70,600	70,600	0	0.0%
Repairs & Maintenance Services	6,789,400	6,573,343	7,397,700	8,232,300	834,600	11.28%
Internal Service Fees	559,000	546,212	621,800	630,600	8,800	1.42%
Other Expenses	11,702,000	8,769,661	11,953,700	12,128,100	174,400	1.46%
TOTAL OTHER SERVICES	19,356,800	16,168,577	20,279,600	21,297,400	1,017,800	5.02%
TOTAL OPERATING EXPENSES	25,252,600	20,887,281	26,417,500	28,536,800	2,119,300	8.02%
TRANSFERS TO OTHER FUNDS/UNITS	389,000	389,000	395,900	376,400	(19,500)	-4.93%
TOTAL EXPENSES & TRANSFERS	25,641,600	21,276,281	26,813,400	28,913,200	2,099,800	7.83%
PROGRAM REVENUE:						
Charges, Commissions, & Fees	24,639,900	23,635,775	26,813,400	28,873,200	2,059,800	7.68%
Federal (Direct & Pass Through)	0	0	0	0	0	0.0%
State Direct	0	0	0	0	0	0.0%
Other Government Agencies	0	0	0	0	0	0.0%
Other Program Revenue	0	0	0	0	0	0.0%
TOTAL PROGRAM REVENUE	24,639,900	23,635,775	26,813,400	28,873,200	2,059,800	7.68%
NON-PROGRAM REVENUE:						
Property Taxes	0	0	0	0	0	0.0%
Local Option Sales Tax	0	0	0	0	0	0.0%
Other Tax, Licenses, & Permits	0	0	0	0	0	0.0%
Fines, Forfeits, & Penalties	0	0	0	0	0	0.0%
Compensation From Property	0	868,461	0	0	0	0.0%
TOTAL NON-PROGRAM REVENUE	0	868,461	0	0	0	0.0%
TRANSFERS FROM OTHER FUNDS/UNITS	0	11,219,732	0	40,000	40,000	100.0%
TOTAL REVENUE & TRANSFERS	24,639,900	35,723,968	26,813,400	28,913,200	2,099,800	7.83%
Expenditures Per Capita	\$35.82	\$29.72	\$38.09	\$40.47	\$2.38	6.25%

10 General Services - Financial

Title	Grade	Job Class	FY2021 Budgeted		FY2022 Budgeted		FY2023 Budgeted		FY22-FY23 Variance	
			Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos	FTE
GSD General 10101										
Admin Asst	ST09	07241	1	1.00	1	1.00	1	1.00	0	0.00
Admin Spec	ST11	07720	2	2.00	2	2.00	2	2.00	0	0.00
Admin Svcs Mgr	OR07	07242	10	10.00	12	12.00	12	12.00	0	0.00
Admin Svcs Officer 3	OR03	07244	2	2.00	5	5.00	5	5.00	0	0.00
Admin Svcs Officer 4	OR05	07245	4	4.00	2	2.00	3	3.00	1	1.00
Administrative Svcs Officer 2	OR01	07243	0	0.00	1	1.00	1	1.00	0	0.00
Application Tech 1	ST07	10100	1	1.00	1	1.00	1	1.00	0	0.00
Application Tech 3	ST09	10103	3	3.00	2	2.00	2	2.00	0	0.00
Compliance Inspector 3	ST10	07733	2	2.00	1	1.00	1	1.00	0	0.00
Cust Svc Supv	ST11	06598	1	1.00	1	1.00	1	1.00	0	0.00
Finance Administrator	OR07	10108	0	0.00	0	0.00	1	1.00	1	1.00
General Services Assistant Dir	OR11	10469	4	4.00	4	4.00	4	4.00	0	0.00
General Svcs Dir	DP02	01575	1	1.00	1	1.00	1	1.00	0	0.00
General Svcs Div Mgr	OR09	07312	2	2.00	1	1.00	3	3.00	2	2.00
Mail Clerk Carrier	ST05	05910	3	3.00	3	3.00	3	3.00	0	0.00
Maintenance & Repair Worker	TG05	10848	0	0.00	0	0.00	0	0.00	0	0.00
Office Support Rep Sr	ST06	11041	1	1.00	1	1.00	1	1.00	0	0.00
Stores Mgr	ST10	06180	1	1.00	1	1.00	1	1.00	0	0.00
Technical Specialist 1	OR04	07756	7	7.00	6	6.00	6	6.00	0	0.00
Technical Specialist 2	OR06	07757	5	5.00	7	7.00	7	7.00	0	0.00
Total Positions & FTEs			50	50.00	52	52.00	56	56.00	4	4.00
Office of Fleet Management 51154										
Admin Spec	ST11	07720	1	1.00	1	1.00	1	1.00	0	0.00
Admin Svcs Mgr	OR07	07242	2	2.00	2	2.00	2	2.00	0	0.00
Admin Svcs Officer 4	OR05	07245	4	4.00	4	4.00	4	4.00	0	0.00
Administrative Svcs Officer 2	OR01	07243	0	0.00	2	2.00	2	2.00	0	0.00
Application Tech 1	ST07	10100	2	2.00	13	13.00	13	13.00	0	0.00
Application Tech 3	ST09	10103	3	3.00	2	2.00	2	2.00	0	0.00
Automotive Mechanic	TG10	00680	5	5.00	3	3.00	3	3.00	0	0.00
Automotive Mechanic Leader	TL11	00690	1	1.00	0	0.00	0	0.00	0	0.00
Automotive Mechanic-Cert	TG11	06081	5	5.00	3	3.00	3	3.00	0	0.00
Bldg Maint Mechanic	TG08	02220	1	1.00	1	1.00	1	1.00	0	0.00
Engineer Manager	TG11	10880	0	0.00	0	0.00	0	0.00	0	0.00
Equip Mechanic	TG11	01880	17	17.00	18	18.00	18	18.00	0	0.00
Equip Mechanic Leader	TL12	06825	2	2.00	2	2.00	2	2.00	0	0.00
Equip Mechanic-Certified	TG12	07302	0	0.00	0	0.00	4	4.00	4	4.00
Equip Servicer	TG07	07304	1	1.00	1	1.00	3	3.00	2	2.00
Equip Shop Supv	TS12	01920	3	3.00	2	2.00	2	2.00	0	0.00
Equipment & Supply Clerk	ST06	11038	0	0.00	0	0.00	0	0.00	0	0.00

10 General Services - Financial

Title	Grade	Job Class	FY2021 Budgeted		FY2022 Budgeted		FY2023 Budgeted		FY22-FY23 Variance	
			Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
Equipment & Supply Clk Sr	ST07	11039	2	2.00	1	1.00	1	1.00	0	0.00
Finance Manager	OR09	06232	1	1.00	1	1.00	1	1.00	0	0.00
General Services Assistant Dir	OR11	10469	1	1.00	1	1.00	1	1.00	0	0.00
General Svcs Div Manager	OR09	07312	0	0.00	0	0.00	2	2.00	2	2.00
Master Tech	TG13	10118	3	3.00	2	2.00	2	2.00	0	0.00
Mechanic Apprentice	TG08	10950	0	0.00	0	0.00	0	0.00	0	0.00
Office Support Spec 1	ST07	10123	1	1.00	0	0.00	0	0.00	0	0.00
Parts Supv	ST09	07345	0	0.00	0	0.00	0	0.00	0	0.00
Radio Tech 1	TG08	06613	1	1.00	0	0.00	0	0.00	0	0.00
Radio Tech 2	TG11	04040	2	2.00	0	0.00	0	0.00	0	0.00
Service Writer	ST07	10856	2	2.00	2	2.00	2	2.00	0	0.00
Technical Specialist 1	OR04	07756	2	2.00	1	1.00	1	1.00	0	0.00
Technical Specialist 2	OR06	07757	1	1.00	1	1.00	1	1.00	0	0.00
Total Positions & FTEs			63	63.00	63	63.00	71	71.00	8	8.00
Surplus Property Auction 61190										
Admin Svcs Officer 3	OR03	07244	1	1.00	1	1.00	1	1.00	0	0.00
Equip Inventory Asst 1	ST06	01872	4	4.00	4	4.00	4	4.00	0	0.00
Equip Inventory Asst 2	ST07	07301	1	1.00	1	1.00	1	1.00	0	0.00
Finance Admin	OR07	10108	1	1.00	1	1.00	1	1.00	0	0.00
Office Support Spec 1	ST07	10123	1	1.00	1	1.00	1	1.00	0	0.00
Total Positions & FTEs			8	8.00	8	8.00	8	8.00	0	0.00
Department Totals			121	121.00	123	123.00	135	135.00	12	12.00