

FISCAL YEAR 2014 BUDGET

Fund Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering / Finance / Fleet Management
Fund No./Bus. Area No. : 1005 / 2000 / 6400 / 6700

	<u>FY2013 Current Budget</u>	<u>FY2013 Estimate</u>	<u>FY2014 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	87,647,256	85,122,221	90,893,636
Total Available Resources	<u>87,647,256</u>	<u>85,122,221</u>	<u>90,893,636</u>
Maintenance and Operations	87,647,256	85,122,221	90,893,636
Debt Services	0	0	0
Total Expenditures	<u>87,647,256</u>	<u>85,122,221</u>	<u>90,893,636</u>
Planned Ending Fund Balance	0	0	0
Total Budget	<u>87,647,256</u>	<u>85,122,221</u>	<u>90,893,636</u>
Fund Balance Distribution:			
Non-Spendable	0	0	0
Restricted	0	0	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2013 Budget, the FY2013 Estimate and the FY2014 Budget for the Fleet Management Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Fleet Management Fund consist of three departments which are Fleet Management, Finance and Public Works and Engineering. The overall goal of these departments are to improve the efficiency and administration of Fleet Management.

The Fleet Management Department (FMD) supports general fund departments through maintenance services along with partnering with the Houston Airport System to transition their Fleet Maintenance operation from an outsourced vendor operation to maintenance services provided by the City of Houston Fleet Management Department. FMD will also continue to administer the citywide fuel program including procurement and delivery of fuel and monitoring, maintenance and repair of fuel sites.

The Finance Department provides resources to the Fleet Management Department by consolidating financial responsibilities into the Finance Department providing transparent, reliable and timely information, thus enhancing the department's ability to focus on operations.

The Public Works and Engineering Department's mission is to improve effectiveness of maintenance operations and constantly strive to be as cost effective as possible while maintaining the highest level of services.

Business Area Budget Summary

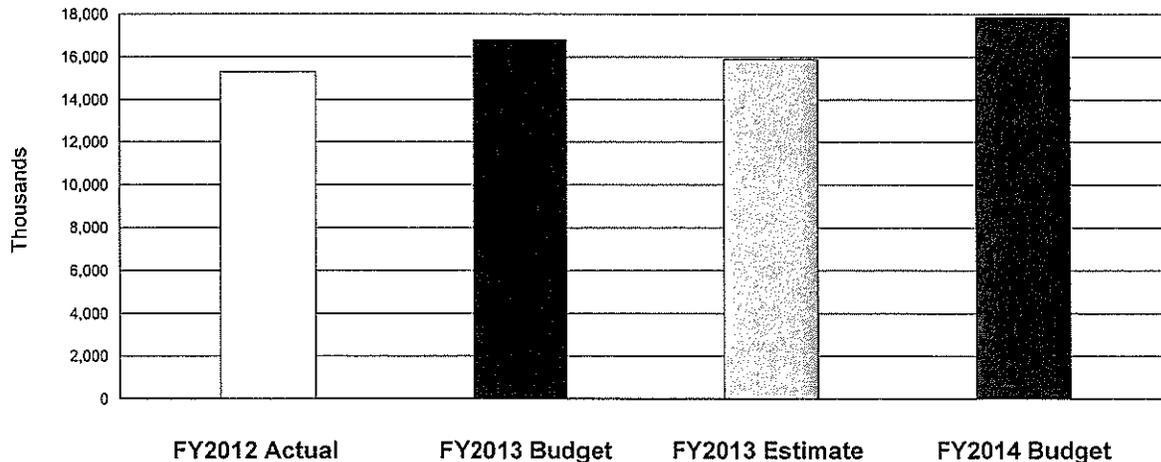
Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 1005 / 2000

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	6,165,057	7,358,100	6,345,088	7,754,300
	Supplies	5,806,627	5,651,156	5,656,708	6,029,100
	Other Services and Charges	3,325,161	3,607,000	3,789,963	3,963,400
	Equipment	0	149,144	71,195	106,200
	Non-Capital Equipment	441	37,500	37,500	37,500
	Total M & O Expenditures	15,297,286	16,802,900	15,900,454	17,890,500
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	15,297,286	16,802,900	15,900,454	17,890,500
Revenues		15,297,286	16,802,900	15,900,454	17,890,500
Staffing	Full-Time Equivalents - Civilian	83.8	92.2	80.1	92.9
	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	83.8	92.2	80.1	92.9
	Full-Time Equivalents - Overtime	8.2	8.0	8.0	1.3

Significant Budget Changes and Highlights

- o FY2014 Budget provides funding for the health benefits, pension contribution and municipal employees 3% pay increases.
- o Implement Productivity Compensation Incentive Program (PCIP) that will compensate mechanics based on productivity. This will enhance the quantity and quality of work provided by the mechanics.
- o Enhance the number and quality of preventive maintenance services.
- o Improve effectiveness of operation by updating diagnostic equipment and provide mechanic training. Meet with departmental vehicle coordinators to evaluate individual department equipment needs.
- o Continue service life project for heavy/medium units.

**Fleet Management Fund
Public Works & Engineering
Expenditure Summary**



FISCAL YEAR 2014 BUDGET

Division Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1005 / 2000

Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Street and Drainage Division 200001 Deliver high quality services, in a safe and timely manner, that provide for excellent maintenance of PW&E's and other City Departments' vehicles and equipment.	83.8	15,297,286	80.1	15,900,454	92.9	17,890,500
Total	83.8	15,297,286	80.1	15,900,454	92.9	17,890,500

FISCAL YEAR 2014 BUDGET

Business Area Roster Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1005 / 2000

Job Description	Pay Grade	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	1.0	1.0	
AUTOMOTIVE SERVICE WRITER	15	1.0	1.0	
CUSTOMER SERVICE CLERK	10	0.0	6.0	6.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	
DIVISION MANAGER	29	1.0	0.0	(1.0)
MECHANIC I	11	7.0	7.0	
MECHANIC II	15	16.0	14.0	(2.0)
MECHANIC III	19	46.0	46.0	
PROCUREMENT SPECIALIST	24	3.0	2.0	(1.0)
SENIOR AUDITOR	21	0.0	1.0	1.0
SENIOR INVENTORY MANAGEMENT CLERK	12	2.0	2.0	
SENIOR PROCUREMENT SPECIALIST	27	1.0	1.0	
SHOP MANAGER	23	10.0	10.0	
STAFF ANALYST	26	1.0	1.0	
STUDENT INTERN II	10	1.0	1.0	
SUPERINTENDENT	24	2.0	2.0	
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
Total FTEs		96.0	99.0	3.0
Less adjustment for Civilian Vacancy Factor		3.8	6.1	2.3
Full-Time Equivalents		92.2	92.9	0.7

FISCAL YEAR 2014 BUDGET

Business Area Revenue Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1005 / 2000

Commit Item	Description	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
2000010015	PWE - Fleet Maintenance Direct			
424130	Interfund Vehicle Repair	8,386,000	8,386,000	8,623,300
434245	Sale of Capital Assets - Vehicles	0	1,553	0
452020	Recoveries & Refunds	5,000	10,000	10,000
457040	Interfund Fleet Maintenance	8,411,900	7,502,901	9,257,200
Total	PWE - Fleet Maintenance Direct	<u>16,802,900</u>	<u>15,900,454</u>	<u>17,890,500</u>
Total	Public Works & Engineering	<u>16,802,900</u>	<u>15,900,454</u>	<u>17,890,500</u>

FISCAL YEAR 2014 BUDGET

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
 Business Area Name : Public Works & Engineering
 Fund No./Bus. Area No. : 1005 / 2000

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	3,567,952	4,007,197	3,483,705	4,213,690
500060	Overtime - Civilian	536,524	488,199	488,199	95,400
500090	Premium Pay - Civilian	0	10,000	0	534,497
500250	HOPE Union Business Usage	(262)	0	0	0
501070	Pension - Civilian	678,371	857,534	745,046	956,084
501120	Termination Pay - Civilian	26,072	126,129	126,129	126,100
502010	FICA - Civilian	297,718	344,664	299,156	368,210
503010	Health Ins-Act Civilian	810,139	1,013,812	925,982	1,102,448
503015	Basic Life Insurance - Active Civilian	2,096	2,365	1,988	3,075
503050	Health/Life Insurance - Retiree Civilian	170,282	403,619	195,782	250,000
503060	Long Term Disability-Civilian	6,467	7,838	6,195	7,914
503090	Workers Compensation-Civilian-Admin	15,844	22,036	19,447	22,245
503100	Workers Compensation-Civilian-Claim	53,854	71,474	50,283	71,500
504030	Unemployment Claims - Administration	0	3,233	3,176	3,137
Total	Personnel Services	6,165,057	7,358,100	6,345,088	7,754,300
511010	Chemical Gases & Special Fluids	6,286	6,700	6,700	6,700
511015	Cleaning & Sanitary Supplies	5,595	10,000	10,000	10,000
511020	Construction Materials	194	2,000	2,000	2,000
511025	Electrical Hardware & Parts	613	2,000	2,000	2,000
511030	Mechanical Hardware & Parts	1,155	500	500	500
511045	Computer Supplies	587	5,000	5,000	5,000
511050	Paper & Printing Supplies	5,602	6,500	6,500	6,500
511060	Postage	24	100	100	100
511070	Miscellaneous Office Supplies	4,625	5,000	5,000	5,000
511085	Drugs & Medical Chemicals	0	0	100	0
511090	Medical & Surgical Supplies	1,978	4,200	4,101	4,200
511095	Small Technical & Scientific Equipment	14	0	0	0
511110	Fuel	57,134	73,300	58,649	73,300
511115	Vehicle Repair & Maintenance Supplies	5,599,935	5,445,000	5,465,202	5,800,000
511120	Clothing	20,519	19,300	19,300	19,300
511125	Food Supplies	681	500	500	500
511145	Small Tools & Minor Equipment	49,370	21,056	21,056	44,000
511150	Miscellaneous Parts & Supplies	52,315	50,000	50,000	50,000
Total	Supplies	5,806,627	5,651,156	5,656,708	6,029,100
520100	Temporary Personnel Services	17,698	0	236,797	0
520101	Janitorial Services	73,161	68,000	68,000	68,000
520109	Medical Dental & Laboratory Services	3,292	3,900	3,900	3,900
520114	Miscellaneous Support Services	29	0	0	0
520115	Real Estate Lease/Office Rental	22,171	21,100	21,100	23,800
520118	Refuse Disposal	14,140	16,400	13,550	16,400
520119	Computer Equipment/Software Maintenance	16,090	0	0	0
520121	IT Application Svcs	3,171	13,100	13,100	11,600
520123	Vehicle & Motor Equipment Services	2,613,350	2,932,000	2,932,000	2,823,300
520124	Other Equipment Services	81,213	15,000	15,000	15,000
520515	Print Shop Services	1,397	1,000	6,055	1,000
520720	Fines	4,000	0	0	0
520765	Membership & Professional Fees	2,196	2,800	2,800	2,800
520805	Education & Training	10,750	28,800	28,800	28,800
520905	Travel - Training Related	2,159	11,900	11,900	11,900
521306	PWE Allocated Cost	0	0	0	575,200
521405	Building Maintenance Services	118,519	85,000	84,300	85,000
521410	Sewer Services	5,072	6,200	6,200	6,200

FISCAL YEAR 2014 BUDGET

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
 Business Area Name : Public Works & Engineering
 Fund No./Bus. Area No. : 1005 / 2000

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
521415	Land and Grounds Maintenance	600	0	600	0
521505	Electricity	159,076	155,100	157,271	121,900
521510	Natural Gas	15,616	36,400	12,764	33,900
521605	Data Services	32,317	63,100	48,949	9,000
521610	Voice Services	22,586	37,900	19,061	16,400
521620	Voice Equipment	530	200	1,308	1,300
521625	Voice Labor	474	100	1,563	1,400
521630	GIS Revolving Fund Services	16,088	0	0	0
521715	Office Equipment Rental	5,473	3,900	5,598	6,000
521725	Other Rental	355	2,100	2,100	0
521730	Parking Space Rental	647	1,700	1,700	1,700
522205	Metro Commuter Passes	1,554	2,000	2,000	2,000
522430	Miscellaneous Other Services & Charges	5,782	15,500	9,747	15,500
522720	Interfund Payroll Services	7,558	7,100	7,100	7,500
522721	Interfund HR Client Services	64,797	69,900	69,900	67,000
522722	KRONOS Service Chargeback	3,300	3,100	3,100	3,200
522735	Interfund Communication Equipment Repair	0	3,700	3,700	3,700
Total	Other Services and Charges	3,325,161	3,607,000	3,789,963	3,963,400
560210	Furniture Fixtures and Equipment	0	22,944	22,944	0
560220	Vehicles	0	126,200	48,251	106,200
Total	Equipment	0	149,144	71,195	106,200
551010	Non-Capital Office Furniture & Equipment	441	0	1,968	0
551015	Non-Capital Computer Equipment	0	33,900	31,932	37,500
551020	Non-Capital Communication Equipment	0	3,600	3,600	0
Total	Non-Capital Equipment	441	37,500	37,500	37,500
Grand Total Expenditures		15,297,286	16,802,900	15,900,454	17,890,500



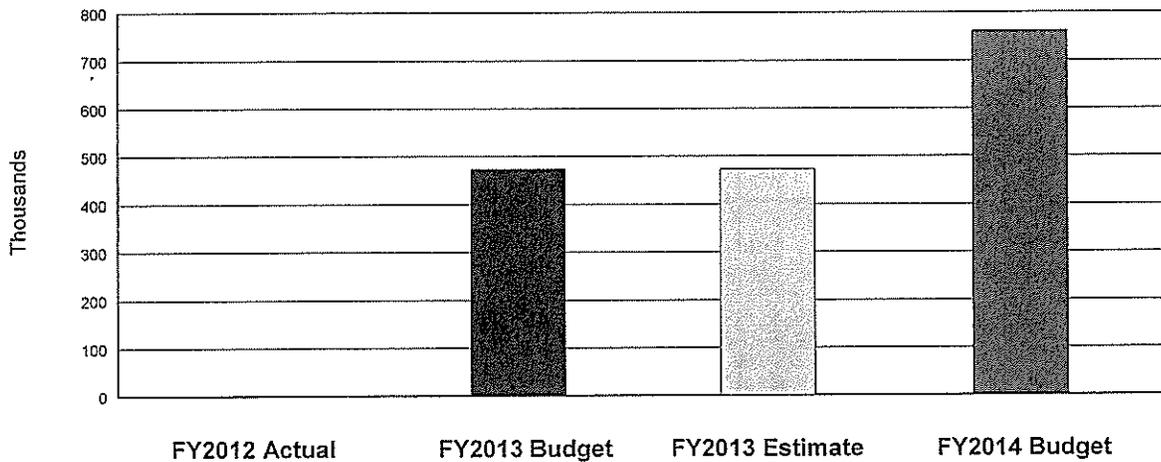
FISCAL YEAR 2014 BUDGET

Business Area Budget Summary

Fund Name : Fleet Management Fund
 Business Area Name : Finance Department
 Fund No./Bus. Area No. : 1005 / 6400

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	0	455,258	455,258	727,899
	Supplies	0	1,813	1,813	1,550
	Other Services and Charges	0	16,025	16,025	31,356
	Total M & O Expenditures	0	473,096	473,096	760,805
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	0	473,096	473,096	760,805
Revenues		120	473,096	473,096	760,805
Staffing	Full-Time Equivalents - Civilian	0.0	4.5	4.5	8.0
	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	0.0	4.5	4.5	8.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.1
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases. o Includes funding for 1 FTE responsible for improving and maintaining the fleet capital improvement plan and supporting analysis of investment alternatives. o Includes funding for 2 FTEs dedicated to fleet purchasing in Strategic Purchasing Division. 				

**Fleet Management Fund
 Finance Department
 Expenditure Summary**



FISCAL YEAR 2014 BUDGET

Business Area Performance Measures					
Fund Name : Fleet Management Fund Business Area Name : Finance Department Fund No./Bus Area No. : 1005 / 6400					
Customer Measures	Priorities	FY2012 Actual	FY2013 Budget	FY2013 Estimate	FY2014 Budget
Respond to customer within 24 hours	J	N/A	80%	75%	100%
Customer satisfaction	J	N/A	N/A	N/A	TBD
Business Process Measures					
Process all invoice pmts in 30 days of receipt	F	N/A	N/A	N/A	95%
Process chargebacks to departments in 45 days	F	N/A	100%	100%	100%
People and Technology Measures					
Average training hours per employee	J	N/A	N/A	N/A	17.87
Financial Measures					
Expenditures Budget vs Actual Utilization	F	N/A	100%	100%	100%
Revenues Budget vs Actual Utilization	F	N/A	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 : Fleet Management Fund Business Area Name : Finance Department Fund No./Bus Area No. : 1005 / 6400						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Public Finance 640003 The division serves the citizens of Houston by providing cost-efficient debt management services to the City and its enterprise funds for short, medium and long-term debt. As well, the division coordinates and oversees the City's CIP.	0.0	0	0.0	0	1.0	85,714
Financial Planning & Analysis 640004 The Budget Management service chargeback section provides centralized financial oversight to Fleet Management. The section provides centralized support in budget development, management, analysis and reporting.	0.0	0	1.5	174,891	3.0	336,822
Financial Reporting & Internal Control 640005 This division provides centralized support in accounts payable, management and process review, analysis and reporting services for the Fleet Management Department.	0.0	0	3.0	298,205	2.0	175,250
Strategic Purchasing Group 640007 The Spot Purchasing Group is responsible for all Fleet related purchases via competitive/informal bid or City contracts as well as provides day-to-day departmental support of routine transactions and activities.	0.0	0	0.0	0	2.0	163,019
Total	0.0	0	4.5	473,096	8.0	760,805

FISCAL YEAR 2014 BUDGET

Business Area Roster Summary

Fund Name : Fleet Management Fund
 Business Area Name : Finance Department
 Fund No./Bus Area No. : 1005 / 6400

Job Description	Pay Grade	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
ACCOUNTANT	17	1.0	1.0	
ACCOUNTANT ASSOCIATE	14	1.0	1.0	
ADMINISTRATIVE ASSOCIATE	13	0.0	0.5	0.5
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	0.5	(0.5)
DIVISION MANAGER	29	0.5	0.0	(0.5)
FINANCIAL ANALYST IV	25	1.0	1.0	
PROCUREMENT SPECIALIST	24	0.0	1.0	1.0
SENIOR BUYER	22	0.0	1.0	1.0
STAFF ANALYST	26	0.0	2.0	2.0
Total FTEs		4.5	8.0	3.5
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalent		4.5	8.0	3.5

FISCAL YEAR 2014 BUDGET

Business Area Revenue Summary

Fund Name : Fleet Management Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1005 / 6400

Commit Item	Description	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
6400030003	Central Services Public Finance Fleet			
424110	Other Interfund Services	0	0	85,714
6400040003	Fleet - Finance Operations			
424110	Other Interfund Services	174,891	174,891	336,822
6400050007	Central AP - Fleet Management			
424110	Other Interfund Services	298,205	298,205	175,250
6400070003	Central Services SPD Fleet			
424110	Other Interfund Services	0	0	163,019
Total	Finance Department	<u>473,096</u>	<u>473,096</u>	<u>760,805</u>

FISCAL YEAR 2014 BUDGET

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
 Business Area Name : Finance Department
 Fund No./Bus. Area No. : 1005 / 6400

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	0	316,781	316,781	492,720
500060	Overtime - Civilian	0	0	0	5,000
500090	Premium Pay - Civilian	0	0	0	12,345
501070	Pension - Civilian	0	70,073	70,073	111,798
502010	FICA - Civilian	0	25,051	25,051	39,020
503010	Health Ins-Act Civilian	0	41,699	41,699	64,037
503015	Basic Life Insurance - Active Civilian	0	182	182	359
503060	Long Term Disability-Civilian	0	386	386	687
503090	Workers Compensation-Civilian-Admin	0	1,086	1,086	1,933
Total	Personnel Services	0	455,258	455,258	727,899
511045	Computer Supplies	0	784	784	800
511070	Miscellaneous Office Supplies	0	1,029	1,029	750
Total	Supplies	0	1,813	1,813	1,550
520100	Temporary Personnel Services	0	9,669	9,669	25,000
520121	IT Application Svcs	0	1,120	1,120	1,120
521610	Voice Services	0	792	792	792
521730	Parking Space Rental	0	3,444	3,444	3,444
522721	Interfund HR Client Services	0	1,000	1,000	1,000
Total	Other Services and Charges	0	16,025	16,025	31,356
Grand Total Expenditures		0	473,096	473,096	760,805

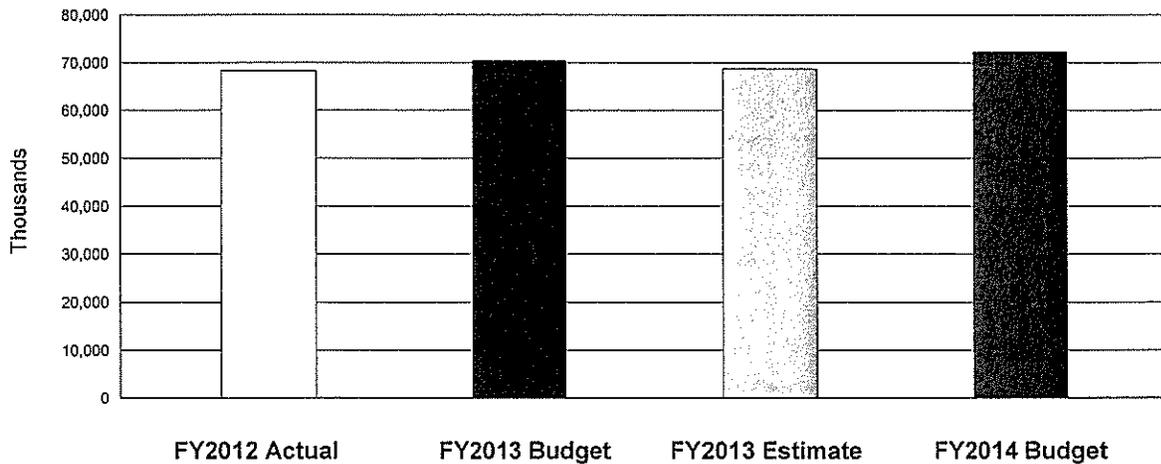
FISCAL YEAR 2014 BUDGET

Business Area Budget Summary

Fund Name : Fleet Management Fund
 Business Area Name : Fleet Management Department
 Fund No./Bus. Area No. : 1005 / 6700

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	17,345,826	18,732,206	17,861,286	21,450,824
	Supplies	48,586,767	47,079,918	46,696,586	46,478,999
	Other Services and Charges	2,407,451	4,559,136	4,178,799	4,312,508
	Non-Capital Equipment	916	0	12,000	0
	Total M & O Expenditures	68,340,960	70,371,260	68,748,671	72,242,331
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	68,340,960	70,371,260	68,748,671	72,242,331
Revenues		68,340,960	70,371,260	68,748,671	72,242,331
Staffing	Full-Time Equivalents - Civilian	253.2	273.0	257.5	300.9
	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	253.2	273.0	257.5	300.9
	Full-Time Equivalents - Overtime	9.3	10.1	11.3	9.1
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases. o Continued support of the General Fund departments through fleet maintenance services. o 23 additional FTEs at a cost of \$1.4 million to provide fleet maintenance services to the Houston Airport System. 				

**Fleet Management Fund
 Fleet Management Department
 Expenditure Summary**



FISCAL YEAR 2014 BUDGET

Division Summary						
Fund Name : Fleet Management Fund Business Area Name : Fleet Management Department Fund No./Bus Area No. : 1005 / 6700						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
FMD - Director's Office 670001 Provides overall Leadership and Management of the Fleet Management Department. Instrumental in the overall success of the department by providing guidance on administrative, financial, and operational issues including the long term vision for the City's overall fleet. Provides department communication to the Mayor's office, Council Members, City Departments, and the public.	9.9	1,006,684	8.0	816,273	3.8	563,624
FMD - Fleet Operations 670002 The Fleet Maintenance Division is responsible for management and leadership of mechanics, shop managers, and other field personnel. The Fleet Maintenance Division works with customer departments to meet vehicle and equipment readiness requirements, and performs maintenance and repairs of vehicles and equipment used by City of Houston departments.	223.4	31,587,796	228.5	34,120,915	5.8	18,784,387
FMD - Fleet Administration 670003 The Fuel Division is responsible for acquisition of unleaded, diesel, and jet fuel for citywide use. Manages deliveries of fuel to city sites, and conducts daily fuel site inspections to meet local, state, and federal reporting requirements. Repairs, monitors, and maintain fuel sites. Oversees the City of Houston's Fuel card program.	19.9	35,746,480	21.0	33,811,483	11.6	33,368,936
FMD - Asset Management 670004 The Asset Management Division is responsible for licensing, titling, and inspecting all city vehicles upon receipt. Manage fixed assets for the department including shop equipment, computers, and furniture. Maintains fixed asset management for all city vehicles and end of life disposal of vehicle assets.	0.0	0	0.0	0	7.2	649,760
FMD - Parts 670005 The Parts Division is responsible for oversight, management and auditing of the Parts supply relationship with NAPA and the City of Houston. Manages outside vendor repairs, and payment. Setups vendor contracts and audits vendor contract compliance.	0.0	0	0.0	0	9.4	689,726
FMD - HPD Maintenance 670021 The Houston Police Department (HPD) Maintenance Division is responsible for maintenance and vehicle repair for HPD vehicles. Provides equipment readiness requirements for HPD, and daily visibility of HPD Fleet readiness.	0.0	0	0.0	0	58.8	4,197,939

FISCAL YEAR 2014 BUDGET

Division Summary						
Fund Name : Fleet Management Fund Business Area Name : Fleet Management Department Fund No./Bus Area No. : 1005 / 6700						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
FMD - SWD Maintenance 670022 The Solid Waste Maintenance Division is responsible for maintenance and vehicle repair for Solid Waste vehicles. Provides equipment readiness requirements for Solid Waste, and daily visibility of Solid Waste Fleet readiness.	0.0	0	0.0	0	95.8	6,531,405
FMD - PRD/Body Maintenance 670023 The Parks & Recreation (PRD) / Body Shop / and Houston Airport System (HAS) Maintenance Division is responsible for maintenance and vehicle repair for PRD / HAS vehicles. Provides equipment readiness requirements for PRD / HAS, and daily visibility of PRD / HAS Fleet readiness. The Body Shops provide paint and body work repair for all City of Houston Departments.	0.0	0	0.0	0	62.4	4,224,808
FMD - HFD Maintenance 670024 The Houston Fire Department (HFD) Maintenance Division is responsible for maintenance and vehicle repair for HFD vehicles. Provides equipment readiness requirements for HFD, and daily visibility of HFD Fleet readiness.	0.0	0	0.0	0	46.1	3,231,746
Total	253.2	68,340,960	257.5	68,748,671	300.9	72,242,331

FISCAL YEAR 2014 BUDGET

Business Area Roster Summary

Fund Name : Fleet Management Fund
 Business Area Name : Fleet Management Department
 Fund No./Bus Area No. : 1005 / 6700

Job Description	Pay Grade	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
ADMINISTRATION MANAGER	26	2.0	2.0	
ADMINISTRATIVE ASSISTANT	17	6.0	8.0	2.0
ADMINISTRATIVE COORDINATOR	24	3.0	2.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	2.0	3.0	1.0
ADMINISTRATIVE SUPERVISOR	22	3.0	3.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
ASSISTANT FIELD SUPERVISOR	15	1.0	1.0	
AUTOMOTIVE SERVICE WRITER	15	10.0	10.0	
CAR ATTENDANT	4	0.0	1.0	1.0
CONTRACT ADMINISTRATOR	22	1.0	1.0	
CUSTOMER SERVICE REP. II	15	3.0	7.0	4.0
CUSTOMER SERVICE REP. III	16	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	2.0	
DIVISION MANAGER	29	4.0	5.0	1.0
EXECUTIVE OFFICE ASSISTANT	15	1.0	0.0	(1.0)
FLEET MANAGEMENT DIRECTOR	35	1.0	1.0	
INSPECTOR	18	2.0	2.0	
IRON WORKER	13	2.0	2.0	
MAINTENANCE MECHANIC III	14	5.0	9.0	4.0
MANAGEMENT ANALYST III	21	2.0	1.0	(1.0)
MANAGEMENT ANALYST IV	25	1.0	1.0	
MECHANIC HELPER	5	15.0	24.0	9.0
MECHANIC I	11	25.0	25.0	
MECHANIC II	15	22.0	24.0	2.0
MECHANIC III	19	122.0	130.0	8.0
PUBLIC INFORMATION OFFICER	26	0.0	1.0	1.0
SEMI-SKILLED LABORER	6	4.0	3.0	(1.0)
SENIOR FIXED ASSET SPECIALIST	17	2.0	2.0	
SENIOR STAFF ANALYST	28	1.0	1.0	
SENIOR SUPERINTENDENT	27	0.0	4.0	4.0
SHOP MANAGER	23	19.0	21.0	2.0
TRUCK DRIVER	6	10.0	10.0	
Total FTEs		273.0	308.0	35.0
Less adjustment for Civilian Vacancy Factor		0.0	7.1	7.1
Full-Time Equivalents		273.0	300.9	27.9

FISCAL YEAR 2014 BUDGET

Business Area Revenue Summary

Fund Name : Fleet Management Fund
 Business Area Name : Fleet Management Department
 Fund No./Bus Area No. : 1005 / 6700

Commit Item	Description	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
6700020001	FMD - Fleet Maintenance			
424130	Interfund Vehicle Repair	13,832,000	13,212,349	13,883,772
457040	Interfund Fleet Maintenance	21,345,131	20,658,051	21,707,849
Total	FMD - Fleet Maintenance	<u>35,177,131</u>	<u>33,870,400</u>	<u>35,591,621</u>
6700030002	FMD - Fuel			
424120	Interfund Vehicle Fuel	35,194,129	34,878,271	36,650,710
Total	Fleet Management Department	<u>70,371,260</u>	<u>68,748,671</u>	<u>72,242,331</u>

FISCAL YEAR 2014 BUDGET

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
Business Area Name : Fleet Management Department
Fund No./Bus. Area No. : 1005 / 6700

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	10,748,765	11,521,910	10,809,301	13,213,474
500030	Salary Part Time - Civilian	39,229	43,195	37,357	43,989
500060	Overtime - Civilian	627,120	600,540	680,917	578,300
500090	Premium Pay - Civilian	63,926	66,295	73,512	66,000
500110	Bilingual Pay - Civilian	1,621	1,808	1,494	0
501070	Pension - Civilian	2,017,077	2,465,689	2,314,124	2,998,154
501120	Termination Pay - Civilian	527,671	53,800	303,566	53,800
502010	FICA - Civilian	866,155	932,740	852,485	1,060,267
503010	Health Ins-Act Civilian	2,211,548	2,577,863	2,467,322	3,088,740
503015	Basic Life Insurance - Active Civilian	6,222	6,809	6,272	10,141
503050	Health/Life Insurance - Retiree Civilian	14,824	17,130	19,543	10,780
503060	Long Term Disability-Civilian	20,156	23,120	20,151	25,494
503090	Workers Compensation-Civilian-Admin	50,193	65,247	62,713	71,915
503100	Workers Compensation-Civilian-Claim	34,928	149,920	199,286	223,300
504020	Compensation Contingency	0	193,575	0	0
504030	Unemployment Claims - Administration	116,391	12,565	13,243	6,470
Total	Personnel Services	17,345,826	18,732,206	17,861,286	21,450,824
511010	Chemical Gases & Special Fluids	35	0	0	0
511020	Construction Materials	4,989	3,000	0	5,000
511030	Mechanical Hardware & Parts	19,824	0	953	0
511045	Computer Supplies	1,967	41,232	58,696	40,732
511050	Paper & Printing Supplies	820	2,000	1,000	5,250
511055	Publications & Printed Materials	10,395	12,000	0	12,000
511060	Postage	0	0	0	12,500
511070	Miscellaneous Office Supplies	30,288	57,500	31,028	17,500
511110	Fuel	33,649,152	33,284,606	31,267,813	31,584,726
511115	Vehicle Repair & Maintenance Supplies	14,721,770	13,515,400	15,137,518	14,728,861
511120	Clothing	64,842	26,480	24,452	26,480
511125	Food Supplies	5,966	3,000	0	3,000
511145	Small Tools & Minor Equipment	1,491	0	10,555	10,500
511150	Miscellaneous Parts & Supplies	75,228	134,700	164,571	32,450
Total	Supplies	48,586,767	47,079,918	46,696,586	46,478,999
520100	Temporary Personnel Services	39,534	35,000	17,257	35,000
520101	Janitorial Services	15,572	28,375	16,776	28,375
520109	Medical Dental & Laboratory Services	3,163	2,000	6,700	6,700
520110	Management Consulting Services	40	0	1,230	2,000
520114	Miscellaneous Support Services	73	0	6,400	8,250
520115	Real Estate Lease/Office Rental	4,682	0	10,300	10,300
520116	Parking Services Contract	0	0	0	5,000
520118	Refuse Disposal	30,064	117,320	51,582	117,320
520119	Computer Equipment/Software Maintenance	107,352	266,669	461,290	89,669
520120	Communications Equipment Services	0	0	0	26,000
520121	IT Application Svcs	769	5,000	6,174	180,005
520123	Vehicle & Motor Equipment Services	1,831,590	3,081,600	2,510,995	2,558,783
520124	Other Equipment Services	3,338	369,447	467,373	456,000
520151	Parking EZ Tag Fees	664	1,200	2,660	2,660
520510	Mail/Delivery Services	0	0	151	200
520515	Print Shop Services	2,800	2,200	5,054	3,000
520705	Insurance Fees	10,611	110,909	110,844	119,775

FISCAL YEAR 2014 BUDGET

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
Business Area Name : Fleet Management Department
Fund No./Bus. Area No. : 1005 / 6700

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
520710	State/Federal Inspection Fees	20,363	36,000	91,763	92,000
520765	Membership & Professional Fees	171	1,500	1,250	1,000
520805	Education & Training	10,335	44,120	39,070	25,220
520905	Travel - Training Related	1,436	10,650	10,692	10,650
520910	Travel - Non-Training Related	390	4,000	2,000	2,000
521605	Data Services	26	2,000	0	28,368
521610	Voice Services	18,069	23,510	40,065	24,143
521620	Voice Equipment	2,781	5,300	1,000	923
521625	Voice Labor	1,444	2,500	5,608	1,170
521630	GIS Revolving Fund Services	0	0	11,541	13,811
521635	Voice Services -Wireless	0	0	0	39,714
521705	Vehicle/Equipment Rental/Lease	10,053	7,224	7,224	7,224
521715	Office Equipment Rental	13,035	24,000	24,000	24,000
521730	Parking Space Rental	2,299	5,000	2,009	2,009
522205	Metro Commuter Passes	7,061	6,000	8,200	8,200
522430	Miscellaneous Other Services & Charges	116,292	182,200	74,179	162,200
522721	Interfund HR Client Services	153,444	185,412	185,412	209,955
522722	KRONOS Service Chargeback	0	0	0	10,884
Total	Other Services and Charges	2,407,451	4,559,136	4,178,799	4,312,508
551010	Non-Capital Office Furniture & Equipment	0	0	12,000	0
551015	Non-Capital Computer Equipment	916	0	0	0
Total	Non-Capital Equipment	916	0	12,000	0
Grand Total Expenditures		68,340,960	70,371,260	68,748,671	72,242,331