

FISCAL YEAR 2015 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>FY2014 Current Budget</u>	<u>FY2014 Estimate</u>	<u>FY2015 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	95,249,565	93,300,223	100,316,578
Total Available Resources	<u>95,249,565</u>	<u>93,300,223</u>	<u>100,316,578</u>
Maintenance and Operations	95,249,565	93,300,223	100,316,578
Debt Services	0	0	0
Total Expenditures	<u>95,249,565</u>	<u>93,300,223</u>	<u>100,316,578</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>95,249,565</u></u>	<u><u>93,300,223</u></u>	<u><u>100,316,578</u></u>
<u>Fund Balance Distribution:</u>			
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 FY2014 Budget and the FY2014 Estimate for the Fleet Management Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Fleet Management Fund commencing in FY2015, will consist of two departments: Fleet Management and Finance. The overall goal of these departments is 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.

In January 2014, Public Works & Engineering Fleet operations was consolidated with FMD.

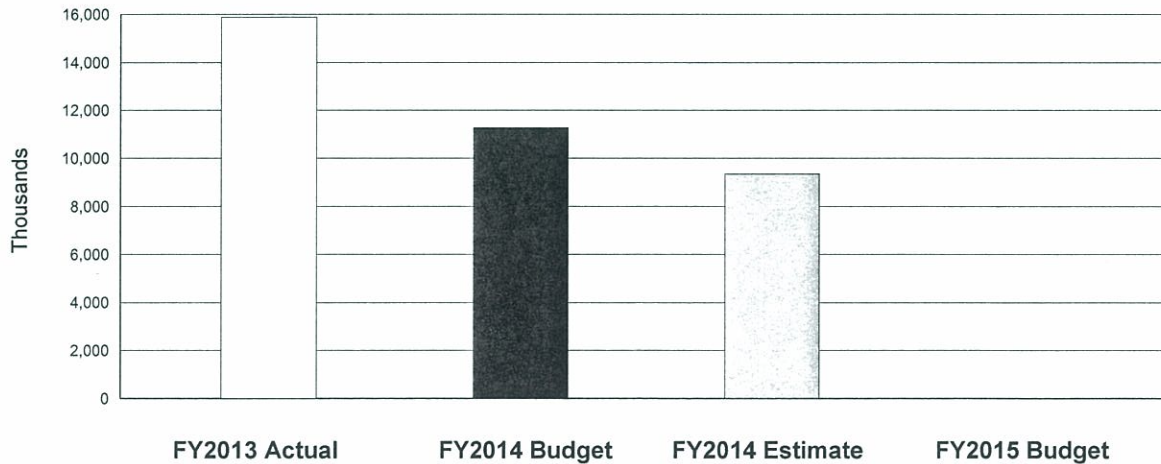
FISCAL YEAR 2015 BUDGET

Business Area Budget Summary

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

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	6,165,823	3,754,300	3,225,774	0
	Supplies	5,533,512	4,101,736	3,488,487	0
	Other Services and Charges	4,130,820	3,278,400	2,544,971	0
	Equipment	22,944	133,564	97,029	0
	Non-Capital Equipment	27,960	0	0	0
	Total M & O Expenditures	15,881,059	11,268,000	9,356,261	0
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	15,881,059	11,268,000	9,356,261	0
Revenues		15,881,059	11,268,000	9,356,261	0
Staffing	Full-Time Equivalents - Civilian	78.1	46.5	42.5	0.0
	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	78.1	46.5	42.5	0.0
	Full-Time Equivalents - Overtime	6.0	0.7	1.8	0.0
Significant Budget Changes and Highlights	o The Public Works and Engineering (PWE) Fleet Management Operations funding have been budgeted in the Fleet Management Department (FMD) in FY2015.				

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



FISCAL YEAR 2015 BUDGET

Division Summary						
Fund Name : Fleet Management Fund Business Area Name : Public Works & Engineering Fund No./Bus Area No. : 1005 / 2000						
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Street and Drainage Division 200001 Delivered high quality services, in a safe and timely manner, that provided for excellent maintenance of PW&E's and other City Departments' vehicles and equipment. Commencing in FY2015 PWE Fleet Mangement Operations are budgeted in FMD.	78.1	15,881,059	42.5	9,356,261	0.0	0
Total	<u>78.1</u>	<u>15,881,059</u>	<u>42.5</u>	<u>9,356,261</u>	<u>0.0</u>	<u>0</u>

FISCAL YEAR 2015 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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATIVE AIDE	10	0.5	0.0	(0.5)
ADMINISTRATIVE ASSISTANT	17	0.5	0.0	(0.5)
ADMINISTRATIVE SUPERVISOR	22	0.5	0.0	(0.5)
AUTOMOTIVE SERVICE WRITER	15	0.5	0.0	(0.5)
CUSTOMER SERVICE CLERK	10	3.0	0.0	(3.0)
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	0.5	0.0	(0.5)
MECHANIC I	11	3.5	0.0	(3.5)
MECHANIC II	15	7.0	0.0	(7.0)
MECHANIC III	19	23.0	0.0	(23.0)
PROCUREMENT SPECIALIST	24	1.0	0.0	(1.0)
SENIOR AUDITOR	21	0.5	0.0	(0.5)
SENIOR INVENTORY MANAGEMENT CLERK	12	1.0	0.0	(1.0)
SENIOR PROCUREMENT SPECIALIST	27	0.5	0.0	(0.5)
SHOP MANAGER	23	5.0	0.0	(5.0)
STAFF ANALYST	26	0.5	0.0	(0.5)
STUDENT INTERN II	10	0.5	0.0	(0.5)
SUPERINTENDENT	24	1.0	0.0	(1.0)
SYSTEMS ACCOUNTANT III	27	0.5	0.0	(0.5)
Total FTEs		49.5	0.0	(49.5)
Less adjustment for Civilian Vacancy Factor		3.0	0.0	(3.0)
Full-Time Equivalent		46.5	0.0	(46.5)

FISCAL YEAR 2015 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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
2000010015	PWE - Fleet Maintenance Direct			
424130	Interfund Vehicle Repair	6,480,284	4,608,245	0
452020	Recoveries & Refunds	992	2,847	0
457040	Interfund Fleet Maintenance	4,786,724	4,745,169	0
Total	PWE - Fleet Maintenance Direct	<u>11,268,000</u>	<u>9,356,261</u>	<u>0</u>
Total	Public Works & Engineering	<u>11,268,000</u>	<u>9,356,261</u>	<u>0</u>

FISCAL YEAR 2015 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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	3,442,612	2,219,545	1,915,645	0
500060	Overtime - Civilian	371,785	65,398	122,414	0
500250	HOPE Union Business Usage	(48)	0	0	0
501070	Pension - Civilian	739,459	518,845	446,408	0
501120	Termination Pay - Civilian	185,745	44,855	480	0
502010	FICA - Civilian	282,204	172,132	149,947	0
503010	Health Ins-Act Civilian	873,812	579,182	501,330	0
503015	Basic Life Insurance - Active Civilian	2,006	1,358	1,174	0
503050	Health/Life Insurance - Retiree Civilian	194,717	134,231	68,766	0
503060	Long Term Disability-Civilian	6,156	3,989	3,431	0
503090	Workers Compensation-Civilian-Admin	16,583	12,746	10,923	0
503100	Workers Compensation-Civilian-Claim	40,055	2,019	5,256	0
504030	Unemployment Claims - Administration	10,737	0	0	0
Total	Personnel Services	6,165,823	3,754,300	3,225,774	0
511010	Chemical Gases & Special Fluids	1,073	5,676	348	0
511015	Cleaning & Sanitary Supplies	7,268	4,264	4,113	0
511020	Construction Materials	330	83	83	0
511025	Electrical Hardware & Parts	219	28	28	0
511030	Mechanical Hardware & Parts	2,844	0	0	0
511045	Computer Supplies	2,302	1,320	1,320	0
511050	Paper & Printing Supplies	2,298	905	904	0
511055	Publications & Printed Materials	3,682	0	0	0
511070	Miscellaneous Office Supplies	7,987	3,306	3,444	0
511085	Drugs & Medical Chemicals	9	0	0	0
511090	Medical & Surgical Supplies	5,124	1,006	1,006	0
511110	Fuel	49,700	30,218	22,665	0
511115	Vehicle Repair & Maintenance Supplies	5,372,533	4,006,675	3,408,401	0
511120	Clothing	14,494	16,469	12,511	0
511125	Food Supplies	57	209	209	0
511145	Small Tools & Minor Equipment	19,408	14,289	15,048	0
511150	Miscellaneous Parts & Supplies	44,184	17,288	18,407	0
Total	Supplies	5,533,512	4,101,736	3,488,487	0
520100	Temporary Personnel Services	363,319	0	238,737	0
520101	Janitorial Services	66,709	38,050	39,945	0
520109	Medical Dental & Laboratory Services	3,180	1,181	2,000	0
520115	Real Estate Lease/Office Rental	19,439	11,883	13,864	0
520118	Refuse Disposal	5,117	14,900	55,075	0
520121	IT Application Svcs	13,984	4,794	19,524	0
520123	Vehicle & Motor Equipment Services	3,200,440	2,446,245	1,640,539	0
520124	Other Equipment Services	8,641	7,943	6,829	0
520515	Print Shop Services	7,857	0	0	0
520765	Membership & Professional Fees	1,217	542	6,040	0
520805	Education & Training	14,093	4,416	968	0
520905	Travel - Training Related	1,389	0	0	0
521306	PWE Allocated Cost	0	575,200	287,600	0
521405	Building Maintenance Services	100,436	56,292	57,353	0
521410	Sewer Services	5,049	3,236	3,236	0
521415	Land and Grounds Maintenance	4,100	0	4,670	0
521505	Electricity	152,023	61,093	70,158	0
521510	Natural Gas	11,833	136	5,836	0
521605	Data Services	39,722	8,766	22,139	0

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

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

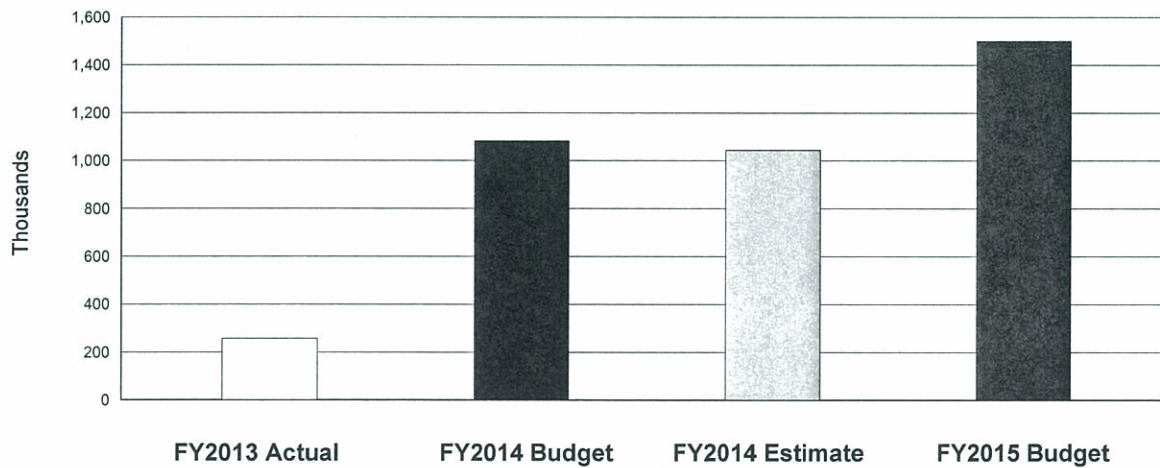
Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
521610	Voice Services	10,762	959	1,374	0
521620	Voice Equipment	898	362	467	0
521625	Voice Labor	911	302	3,155	0
521635	Voice Services -Wireless	0	5,444	8,589	0
521715	Office Equipment Rental	11,157	5,239	6,921	0
521725	Other Rental	1,184	0	0	0
521730	Parking Space Rental	2,192	0	0	0
521905	Legal Services	297	0	0	0
522205	Metro Commuter Passes	1,607	1,512	588	0
522430	Miscellaneous Other Services & Charges	920	59	442	0
522720	Interfund Payroll Services	7,100	0	0	0
522721	Interfund HR Client Services	63,133	27,742	41,637	0
522722	KRONOS Service Chargeback	3,355	2,104	1,548	0
522795	Other Interfund Services	8,756	0	5,737	0
Total	Other Services and Charges	4,130,820	3,278,400	2,544,971	0
560210	Furniture Fixtures and Equipment	22,944	0	0	0
560220	Vehicles	0	133,564	97,029	0
Total	Equipment	22,944	133,564	97,029	0
551010	Non-Capital Office Furniture & Equipment	1,968	0	0	0
551015	Non-Capital Computer Equipment	25,992	0	0	0
Total	Non-Capital Equipment	27,960	0	0	0
Grand Total Expenditures		15,881,059	11,268,000	9,356,261	0

Business Area Budget Summary

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

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	207,232	995,050	889,962	1,403,872
	Supplies	0	21,550	17,450	21,050
	Other Services and Charges	49,655	65,794	137,379	74,051
	Total M & O Expenditures	256,887	1,082,394	1,044,791	1,498,973
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	256,887	1,082,394	1,044,791	1,498,973
Revenues		256,887	1,082,394	1,044,791	1,498,973
Staffing	Full-Time Equivalents - Civilian	1.8	11.5	10.3	14.5
	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	1.8	11.5	10.3	14.5
	Full-Time Equivalents - Overtime	0.1	0.1	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases. o FY2015 includes funding for the annualized cost of the consolidation of the Public Works and Engineering (PWE) Fleet Management financial personnel, which equates to 3FTEs (\$300,000). 				

**Fleet Management Fund
Finance Department
Expenditure Summary**



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Chargeback to Departments Processed within 25 Days of Period Close	F	N/A	100%	100%	100%
Client Department Expenditures Budget vs Actual Utilization	F	97%	98%	98%	98%
Client Department Satisfaction Rate	F	N/A	N/A	N/A	95%
Invoices Processed within 30 Days	F	N/A	95%	96%	100%
Expenditures Budget vs Actual Utilization	F	54%	100%	97%	100%
Revenues Budget vs Actual Utilization	F	54%	100%	97%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
 Fiscal Responsibility (F) Quality of Life (Q)

FISCAL YEAR 2015 BUDGET

Division Summary						
Fund Name : Fleet Management Fund Business Area Name : Finance Department Fund No./Bus Area No. : 1005 / 6400						
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Treasury and Capital Management 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. The division also coordinates and oversees the City's Capital Improvement Projects.	0.0	0	0.8	81,945	1.0	97,442
Financial Planning & Analysis 640004 The division provides centralized support in budget development, financial management, analysis and reporting to the Fleet Management Department.	1.3	180,784	3.5	414,917	5.0	572,626
Financial Reporting & Operations 640005 The division provides centralized support in accounts payable, management and process review, analysis and reporting services for the Fleet Management Department.	0.5	76,103	3.0	289,183	4.5	447,020
Strategic Purchasing 640007 The division performs all Fleet Management Department 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	3.0	258,746	4.0	381,885
Total	1.8	256,887	10.3	1,044,791	14.5	1,498,973

FISCAL YEAR 2015 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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ACCOUNTANT	17	1.5	2.0	0.5
ACCOUNTANT ASSOCIATE	14	1.0	0.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	0.5	1.0	0.5
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	0.5	0.5	
DIVISION MANAGER	29	0.5	0.5	
FINANCIAL ANALYST II	18	0.0	1.0	1.0
FINANCIAL ANALYST III	21	0.0	1.0	1.0
FINANCIAL ANALYST IV	25	1.5	1.5	
PROCUREMENT SPECIALIST	24	1.5	2.0	0.5
SENIOR BUYER	22	1.0	1.0	
SENIOR PROCUREMENT SPECIALIST	27	0.5	1.0	0.5
SENIOR STAFF ANALYST	28	0.0	1.0	1.0
STAFF ANALYST	26	2.5	1.0	(1.5)
SYSTEMS ACCOUNTANT III	27	0.5	1.0	0.5
Total FTEs		11.5	14.5	3.0
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalent		11.5	14.5	3.0

FISCAL YEAR 2015 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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6400030003	Ctrl Srvs Capital Mgmt - Fleet			
424110	Other Interfund Services	85,714	81,945	97,442
6400040003	Central Svcs Fin Planning & Analysis - Fleet			
424110	Other Interfund Services	436,420	414,917	572,626
6400050007	Central AP - Fleet Management			
424110	Other Interfund Services	301,514	289,183	447,020
6400070003	Central Services SPD Fleet			
424110	Other Interfund Services	258,746	258,746	381,885
Total	Finance Department	1,082,394	1,044,791	1,498,973

FISCAL YEAR 2015 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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	136,351	682,615	597,757	952,320
500060	Overtime - Civilian	6,014	5,000	1,000	5,000
501070	Pension - Civilian	27,620	154,006	138,684	241,508
501120	Termination Pay - Civilian	0	0	15,721	0
502010	FICA - Civilian	11,115	52,637	45,074	73,234
503010	Health Ins-Act Civilian	25,373	96,590	87,963	126,180
503015	Basic Life Insurance - Active Civilian	89	473	424	511
503060	Long Term Disability-Civilian	189	967	864	1,254
503090	Workers Compensation-Civilian-Admin	481	2,762	2,475	3,865
Total	Personnel Services	207,232	995,050	889,962	1,403,872
511045	Computer Supplies	0	800	1,200	5,200
511050	Paper & Printing Supplies	0	0	0	504
511055	Publications & Printed Materials	0	0	0	2,500
511070	Miscellaneous Office Supplies	0	20,750	16,250	12,846
Total	Supplies	0	21,550	17,450	21,050
520100	Temporary Personnel Services	44,884	55,857	118,658	10,000
520121	IT Application Svcs	0	1,920	3,900	4,800
520515	Print Shop Services	2	0	0	5,000
520765	Membership & Professional Fees	0	0	0	400
520805	Education & Training	0	210	1,404	22,348
521605	Data Services	0	0	0	180
521610	Voice Services	0	1,227	1,585	2,835
521630	GIS Revolving Fund Services	0	0	0	2,667
521635	Voice Services -Wireless	0	440	440	440
521730	Parking Space Rental	3,663	3,444	2,661	2,661
521735	Hobby Parking Space Rental	0	937	2,112	5,900
522205	Metro Commuter Passes	0	0	3,402	3,402
522430	Miscellaneous Other Services & Charges	0	0	0	8,601
522721	Interfund HR Client Services	1,106	1,759	2,217	3,017
522722	KRONOS Service Chargeback	0	0	1,000	1,800
Total	Other Services and Charges	49,655	65,794	137,379	74,051
Grand Total Expenditures		256,887	1,082,394	1,044,791	1,498,973

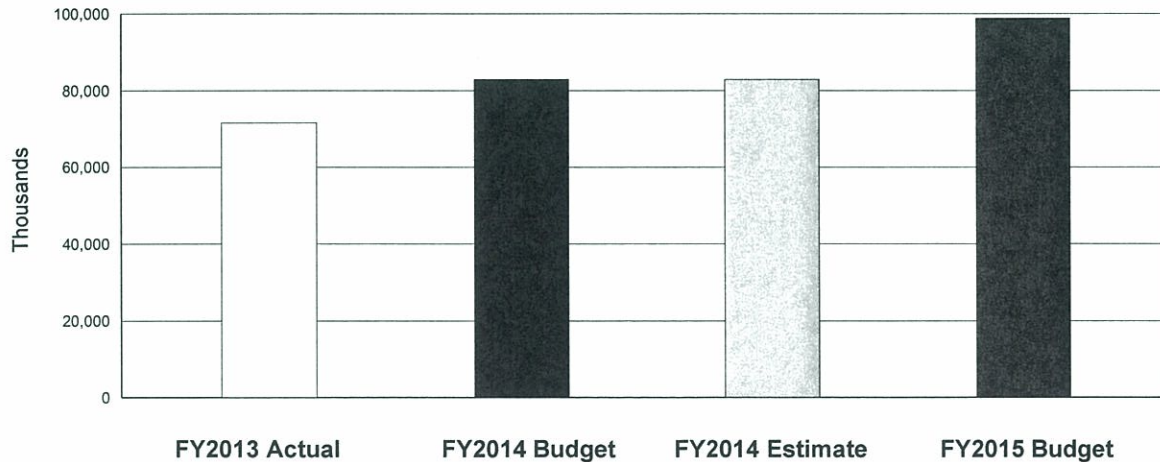
FISCAL YEAR 2015 BUDGET

Business Area Budget Summary

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

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	17,907,476	24,605,769	24,415,973	27,910,061
	Supplies	49,493,351	51,847,637	51,879,798	57,976,302
	Other Services and Charges	4,071,909	6,239,871	6,388,334	12,856,242
	Equipment	49,988	0	9,172	0
	Non-Capital Equipment	2,999	205,894	205,894	75,000
	Total M & O Expenditures	<u>71,525,723</u>	<u>82,899,171</u>	<u>82,899,171</u>	<u>98,817,605</u>
	Debt Service & Other Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>71,525,723</u>	<u>82,899,171</u>	<u>82,899,171</u>	<u>98,817,605</u>	
Revenues		71,525,723	82,899,171	82,899,171	98,817,605
Staffing	Full-Time Equivalents - Civilian	257.6	340.9	328.0	375.0
	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	<u>257.6</u>	<u>340.9</u>	<u>328.0</u>	<u>375.0</u>
	Full-Time Equivalents - Overtime	10.1	10.1	11.3	7.7
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2015 Budget provides continued Fleet Management support to departments citywide o The FY2015 Budget funding for health benefits, pension contribution and municipal employees 3% pay increases. o The FY2015 Budget includes funding of \$16.5 million to provide fleet maintenance services to the Public Works and Engineering Department. 				

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



Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Average Age of Fleet	F	8.8	7.0	8.6	7.0
Average Fuel Cost per Vehicle	I,F	\$238	\$245	\$220	\$245
Average Repair Cost per Vehicle	F	\$367	\$395	\$391	\$395
Fleet Share Vehicle Availability	I,F	96.0%	99.0%	99.0%	99.0%
Maintain Operational Readiness	P,I	93.0%	95.0%	95.1%	95.0%
Number of Vehicles in the City's Fleet	I,F	12,362	12,230	12,225	11,958
Payment of Vendors within 30 Days	J,F	92.3%	99.0%	96.0%	99.0%
Preventative Maintenance Every 90 Days	P,I	95.4%	99.0%	97.5%	99.0%
Expenditures Budget vs Actual Utilization	F	103%	100%	100%	100%
Revenues Budget vs Actual Utilization	F	103%	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 2015 BUDGET

Division Summary						
Fund Name : Fleet Management Fund Business Area Name : Fleet Management Department Fund No./Bus Area No. : 1005 / 6700						
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 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.	8.2	1,045,674	7.0	1,659,270	7.0	6,822,920
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.	229.1	35,176,199	3.0	20,293,115	3.0	20,803,652
FMD - Fuel Management 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.	20.3	35,303,850	12.0	35,480,809	12.0	35,937,547
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	6.0	561,356	6.0	516,361
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	9.0	691,131	9.0	781,692
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	61.0	4,121,791	57.0	4,123,374

FISCAL YEAR 2015 BUDGET

Division Summary						
Fund Name : Fleet Management Fund Business Area Name : Fleet Management Department Fund No./Bus Area No. : 1005 / 6700						
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 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	87.0	6,231,100	86.0	6,023,285
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	59.0	3,876,378	60.0	4,011,529
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	44.0	3,510,788	45.0	3,332,997
FMD - PWE Fleet 670025 The Public Works and Engineering Division (PWE) is responsible for maintenance and vehicle repair for PWE vehicles. Provides equipment readiness requirements for PWE, and daily visibility of PWE Fleet readiness.	0.0	0	40.0	6,473,433	90.0	16,464,248
Total	257.6	71,525,723	328.0	82,899,171	375.0	98,817,605

FISCAL YEAR 2015 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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATION MANAGER	26	2.0	1.0	(1.0)
ADMINISTRATIVE AIDE	10	0.0	3.0	3.0
ADMINISTRATIVE ASSISTANT	17	8.0	7.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	2.0	0.0	(2.0)
ADMINISTRATIVE SPECIALIST	20	3.0	3.0	
ADMINISTRATIVE SUPERVISOR	22	3.0	3.0	
ASSISTANT CUSTOMER SERVICE MANAGER	26	0.0	1.0	1.0
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	2.0	1.0
ASSISTANT FIELD SUPERVISOR	15	1.0	0.0	(1.0)
AUTOMOTIVE SERVICE WRITER	15	10.0	11.0	1.0
CAR ATTENDANT	4	1.0	1.0	
CONTRACT ADMINISTRATOR	22	1.0	1.0	
CUSTOMER SERVICE REP. II	15	7.0	5.0	(2.0)
CUSTOMER SERVICE REP. III	16	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	4.0	2.0
DIVISION MANAGER	29	5.0	4.0	(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	9.0	5.0	(4.0)
MANAGEMENT ANALYST I	15	0.0	2.0	2.0
MANAGEMENT ANALYST III	21	1.0	1.0	
MANAGEMENT ANALYST IV	25	1.0	0.0	(1.0)
MECHANIC HELPER	5	24.0	19.0	(5.0)
MECHANIC I	11	25.0	32.0	7.0
MECHANIC II	15	24.0	37.0	13.0
MECHANIC III	19	130.0	168.0	38.0
PROCUREMENT SPECIALIST	24	0.0	2.0	2.0
PUBLIC INFORMATION OFFICER	26	1.0	1.0	
SEMI-SKILLED LABORER	6	3.0	2.0	(1.0)
SENIOR FIXED ASSET SPECIALIST	17	2.0	2.0	
SENIOR INVENTORY MANAGEMENT CLERK	12	0.0	2.0	2.0
SENIOR PROCUREMENT SPECIALIST	27	0.0	1.0	1.0
SENIOR STAFF ANALYST	28	1.0	1.0	
SENIOR SUPERINTENDENT	27	4.0	3.0	(1.0)
SHOP MANAGER	23	21.0	28.0	7.0
STAFF ANALYST	26	0.0	1.0	1.0
SUPERINTENDENT	24	0.0	5.0	5.0
TRAINING COORDINATOR	24	0.0	1.0	1.0
TRUCK DRIVER	6	10.0	10.0	
Total FTEs		308.0	375.0	67.0
Less adjustment for Civilian Vacancy Factor		(32.9)	0.0	32.9
Full-Time Equivalents		340.9	375.0	34.1

FISCAL YEAR 2015 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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6700020001	FMD - Fleet Maintenance			
424130	Interfund Vehicle Repair	31,295,557	31,295,557	37,304,980
457040	Interfund Fleet Maintenance	18,711,246	18,711,246	22,304,211
Total	FMD - Fleet Maintenance	<u>50,006,803</u>	<u>50,006,803</u>	<u>59,609,191</u>
6700030002	FMD - Fuel			
424120	Interfund Vehicle Fuel	32,892,368	32,892,368	39,208,414
Total	Fleet Management Department	<u>82,899,171</u>	<u>82,899,171</u>	<u>98,817,605</u>

FISCAL YEAR 2015 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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	10,935,981	14,490,961	14,122,490	17,245,468
500030	Salary Part Time - Civilian	38,161	43,989	44,995	45,293
500060	Overtime - Civilian	640,460	608,302	1,072,738	496,238
500090	Premium Pay - Civilian	71,186	600,497	523,062	58,659
500110	Bilingual Pay - Civilian	1,138	0	0	0
500250	HOPE Union Business Usage	2,375	0	0	0
501060	Moving Expenses	13,718	0	0	0
501070	Pension - Civilian	2,379,373	3,396,777	3,299,955	4,373,443
501120	Termination Pay - Civilian	175,589	135,046	193,124	117,600
502010	FICA - Civilian	855,103	1,210,543	1,336,189	1,362,129
503010	Health Ins-Act Civilian	2,529,165	3,589,053	3,279,091	3,636,494
503015	Basic Life Insurance - Active Civilian	6,325	11,764	10,804	10,034
503050	Health/Life Insurance - Retiree Civilian	19,933	126,549	174,173	230,104
503060	Long Term Disability-Civilian	20,372	29,186	28,951	31,790
503090	Workers Compensation-Civilian-Admin	54,516	80,714	88,013	98,250
503100	Workers Compensation-Civilian-Claim	146,374	272,781	232,781	197,100
504030	Unemployment Claims - Administration	17,707	9,607	9,607	7,459
Total	Personnel Services	17,907,476	24,605,769	24,415,973	27,910,061
511010	Chemical Gases & Special Fluids	0	1,024	6,776	6,800
511015	Cleaning & Sanitary Supplies	(1,174)	5,736	6,326	10,439
511020	Construction Materials	0	6,917	1,917	2,000
511025	Electrical Hardware & Parts	0	1,972	1,972	2,000
511030	Mechanical Hardware & Parts	1,291	500	11,453	11,116
511045	Computer Supplies	163,828	67,792	91,140	93,653
511050	Paper & Printing Supplies	0	10,846	9,346	10,000
511055	Publications & Printed Materials	15,995	12,000	0	0
511060	Postage	0	12,600	10,600	9,200
511070	Miscellaneous Office Supplies	19,264	19,194	29,800	35,219
511090	Medical & Surgical Supplies	0	3,194	3,194	4,200
511110	Fuel	32,880,814	33,770,293	33,833,349	34,555,326
511115	Vehicle Repair & Maintenance Supplies	16,290,729	17,783,361	17,696,648	23,016,844
511120	Clothing	27,326	44,311	51,636	68,989
511125	Food Supplies	0	3,291	3,839	4,708
511145	Small Tools & Minor Equipment	4,462	40,211	37,138	44,780
511150	Miscellaneous Parts & Supplies	90,379	64,395	83,008	99,372
511160	Protective Gear	437	0	1,656	1,656
Total	Supplies	49,493,351	51,847,637	51,879,798	57,976,302
520100	Temporary Personnel Services	10,072	247,046	362,372	358,160
520101	Janitorial Services	31,824	58,325	65,152	68,700
520106	Architectural Services	0	0	6,050	5,435
520109	Medical Dental & Laboratory Services	8,732	9,419	9,419	10,282
520110	Management Consulting Services	0	2,000	7,100	7,100
520114	Miscellaneous Support Services	11,349	8,250	13,869	9,795
520115	Real Estate Lease/Office Rental	2,583	7,217	22,217	34,100
520116	Parking Services Contract	0	5,000	4,750	2,750
520118	Refuse Disposal	52,167	58,820	153,988	28,295
520119	Computer Equipment/Software Maintenance	249,786	203,288	203,288	300,811
520120	Communications Equipment Services	0	26,000	30,000	27,316
520121	IT Application Svcs	39,679	127,411	126,901	223,764
520123	Vehicle & Motor Equipment Services	2,732,145	3,837,618	3,521,416	5,672,700
520124	Other Equipment Services	422,888	287,081	300,167	303,414

FISCAL YEAR 2015 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	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
520126	Construction Site Work Services	15,274	430,927	236,927	25,022
520132	Contracts/Sponsorships	0	0	367	367
520136	Billing & Collection Services	0	(2,887)	0	0
520141	Engineering Services	4,563	0	24,558	29,126
520151	Parking EZ Tag Fees	8,989	2,660	21,280	25,237
520510	Mail/Delivery Services	38	200	200	0
520515	Print Shop Services	3,108	4,000	3,383	3,168
520705	Insurance Fees	88,588	119,775	11,975	70,330
520710	State/Federal Inspection Fees	26,175	92,000	101,452	101,452
520720	Fines	2,251	0	0	0
520725	Assessments - Other Governments	1,148	0	0	0
520755	Contingency	0	0	0	257,223
520765	Membership & Professional Fees	0	3,258	3,319	3,576
520805	Education & Training	4,654	34,604	57,182	36,921
520905	Travel - Training Related	3,495	8,550	16,050	17,512
520910	Travel - Non-Training Related	0	2,000	2,000	2,000
521305	Indirect Cost Recovery Payment	0	0	0	2,001,897
521306	PWE Allocated Cost	0	0	287,600	0
521405	Building Maintenance Services	0	28,708	46,037	85,000
521410	Sewer Services	0	2,964	2,964	6,200
521415	Land and Grounds Maintenance	0	0	4,070	4,070
521505	Electricity	0	60,807	0	124,534
521510	Natural Gas	0	33,764	0	10,283
521605	Data Services	478	28,602	27,554	86,998
521610	Voice Services	47,441	25,684	41,145	27,800
521620	Voice Equipment	4,429	6,814	13,057	2,027
521625	Voice Labor	5,434	3,991	3,752	2,570
521630	GIS Revolving Fund Services	11,082	14,578	14,870	34,426
521635	Voice Services -Wireless	0	48,170	140,699	24,050
521705	Vehicle/Equipment Rental/Lease	8,743	7,224	7,224	0
521715	Office Equipment Rental	15,451	24,761	29,420	33,709
521730	Parking Space Rental	50,727	3,709	7,300	1,700
521735	Hobby Parking Space Rental	0	6,150	4,790	4,448
522205	Metro Commuter Passes	3,292	14,288	6,922	3,793
522430	Miscellaneous Other Services & Charges	19,482	77,519	169,477	27,700
522435	Interest Charges Past Due Accounts	888	0	0	0
522720	Interfund Payroll Services	(2,375)	7,500	7,500	7,500
522721	Interfund HR Client Services	187,988	249,213	247,511	405,109
522722	KRONOS Service Chargeback	0	11,980	13,064	17,222
522730	Interfund Engineering Services	0	7,183	4,296	0
522735	Interfund Communication Equipment Repair	0	3,700	3,700	3,700
522795	Other Interfund Services	0	0	0	2,316,950
522845	Interfund Vehicle Services	(659)	0	0	0
Total	Other Services and Charges	4,071,909	6,239,871	6,388,334	12,856,242
560220	Vehicles	49,988	0	9,172	0
Total	Equipment	49,988	0	9,172	0
551010	Non-Capital Office Furniture & Equipment	2,999	168,394	168,394	75,000
551015	Non-Capital Computer Equipment	0	37,500	37,500	0
Total	Non-Capital Equipment	2,999	205,894	205,894	75,000
Grand Total Expenditures		71,525,723	82,899,171	82,899,171	98,817,605