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**

	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	95,249,565	93,300,223	**100,316,577**
Total Available Resources	95,249,565	93,300,223	**100,316,577**
Maintenance and Operations	95,249,565	93,300,223	**100,316,577**
Debt Services	0	0	**0**
Total Expenditures	95,249,565	93,300,223	**100,316,577**
Planned Ending Fund Balance	0	0	**0**
Total Budget	95,249,565	93,300,223	**100,316,577**
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 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.

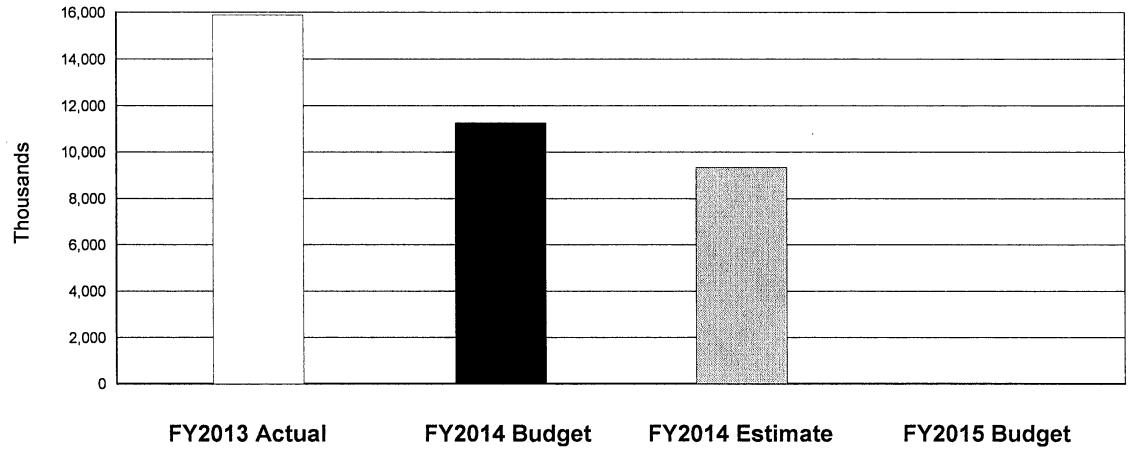
Business Area Budget Summary

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	92.2	80.1	**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	92.2	80.1	**0.0**
	Full-Time Equivalents - Overtime	6.0	8.0	8.0	**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



Division Summary

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

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget 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	80.1	9,356,261	**0.0**	**0**
Total	78.1	15,881,059	80.1	9,356,261	**0.0**	**0**

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	1.0	0.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	1.0	0.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	1.0	0.0	(1.0)
AUTOMOTIVE SERVICE WRITER	15	1.0	0.0	(1.0)
CUSTOMER SERVICE CLERK	10	6.0	0.0	(6.0)
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	0.0	(1.0)
MECHANIC I	11	7.0	0.0	(7.0)
MECHANIC II	15	14.0	0.0	(14.0)
MECHANIC III	19	46.0	0.0	(46.0)
PROCUREMENT SPECIALIST	24	2.0	0.0	(2.0)
SENIOR AUDITOR	21	1.0	0.0	(1.0)
SENIOR INVENTORY MANAGEMENT CLERK	12	2.0	0.0	(2.0)
SENIOR PROCUREMENT SPECIALIST	27	1.0	0.0	(1.0)
SHOP MANAGER	23	10.0	0.0	(10.0)
STAFF ANALYST	26	1.0	0.0	(1.0)
STUDENT INTERN II	10	1.0	0.0	(1.0)
SUPERINTENDENT	24	2.0	0.0	(2.0)
SYSTEMS ACCOUNTANT III	27	1.0	0.0	(1.0)
Total FTEs		**99.0**	**0.0**	**(99.0)**
Less adjustment for Civilian Vacancy Factor		**6.8**	**0.0**	**(6.8)**
Full-Time Equivalents		**92.2**	**0.0**	**(92.2)**

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**	**11,268,000**	**9,356,261**	**0**
Total	**Public Works & Engineering**	**11,268,000**	**9,356,261**	**0**

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

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

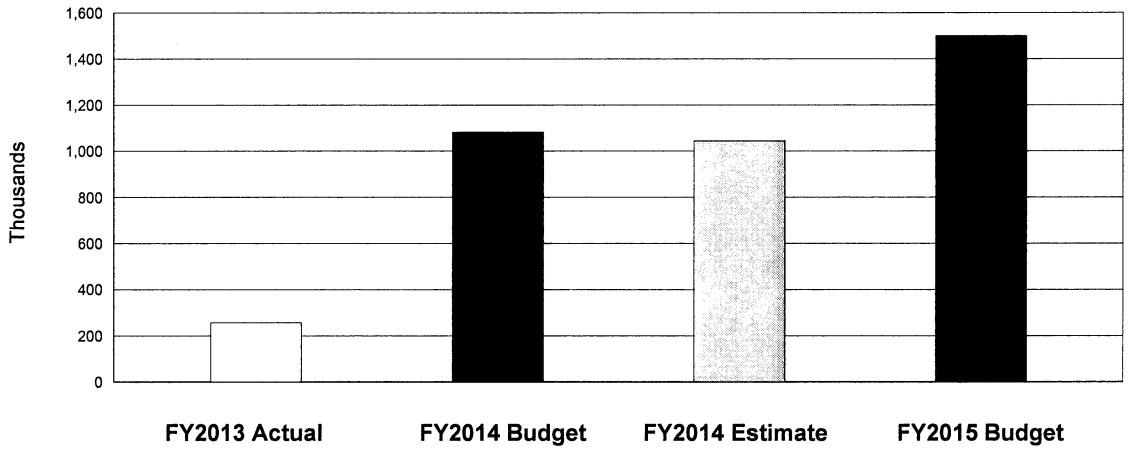
		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	207,232	995,050	889,962	**1,403,872**
	Supplies	0	21,550	17,450	**21,050**
	Other Services and Charges	49,655	65,794	137,379	**74,051**
	Total M & O Expenditures	256,887	1,082,394	1,044,791	**1,498,973**
	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

o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.

o FY2015 includes funding for the annnualized 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)

Division Summary

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

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget 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**

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 Equivalents		**11.5**	**14.5**	**3.0**

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**

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**

Business Area Budget Summary

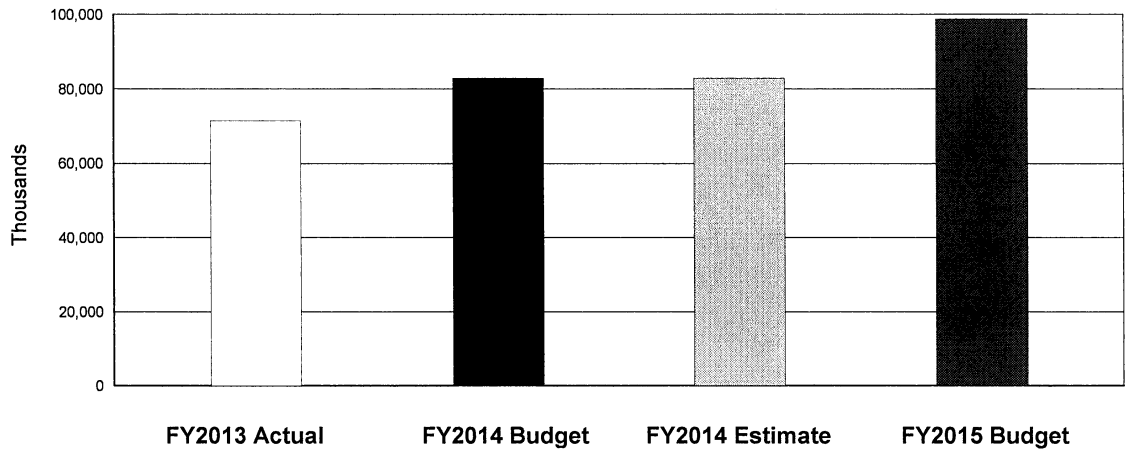
Fund Name : Fleet Management Fund
Business Area Name : Fleet Management Department
Fund No./Bus. Area No. : 1005 / 6700

		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	71,525,723	82,899,171	82,899,171	**98,817,605**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	71,525,723	82,899,171	82,899,171	**98,817,605**
Revenues		71,525,723	82,899,171	82,899,171	**98,817,605**
Staffing	Full-Time Equivalents - Civilian	257.6	393.8	368.0	**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	257.6	393.8	368.0	**375.0**
	Full-Time Equivalents - Overtime	10.1	10.1	11.3	**7.7**

Significant Budget Changes and Highlights

- 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)

Division Summary

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

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget 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**

Division Summary

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

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget 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	80.0	6,473,433	**90.0**	**16,464,248**
Total	257.6	71,525,723	368.0	82,899,171	**375.0**	**98,817,605**

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		**(85.8)**	**0.0**	**85.8**
Full-Time Equivalents		**393.8**	**375.0**	**(18.8)**

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**	**50,006,803**	**50,006,803**	**59,609,191**
6700030002	**FMD - Fuel**			
424120	Interfund Vehicle Fuel	32,892,368	32,892,368	**39,208,414**
Total	**Fleet Management Department**	**82,899,171**	**82,899,171**	**98,817,605**

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**

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**