

FISCAL YEAR 2021 BUDGET

Fund Summary

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

	<u>FY2020 Current Budget</u>	<u>FY2020 Estimate</u>	<u>FY2021 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	89,840,203	89,840,203	92,439,480
Total Available Resources	<u>89,840,203</u>	<u>89,840,203</u>	<u>92,439,480</u>
Maintenance and Operations	89,840,203	89,840,203	92,439,480
Total Expenditures	<u>89,840,203</u>	<u>89,840,203</u>	<u>92,439,480</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>89,840,203</u></u>	<u><u>89,840,203</u></u>	<u><u>92,439,480</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 FY2020 Budget, FY2020 Estimate and the FY2021 Budget for the Fleet Management Fund. Also included are the beginning and ending fund balances, total revenues, and total expenditures.

The Fleet Management Department (FMD) provides repair, maintenance, and administrative support for all city departments' rolling stock equipment. In conjunction with these functions, it also manages and operates the city owned fuel sites. Commencing with its formation in 2011, the FMD has gradually consolidated the various independently controlled maintenance and repair locations into the one umbrella operation concluding with the addition of the Houston Public Works maintenance operation in January 2014.

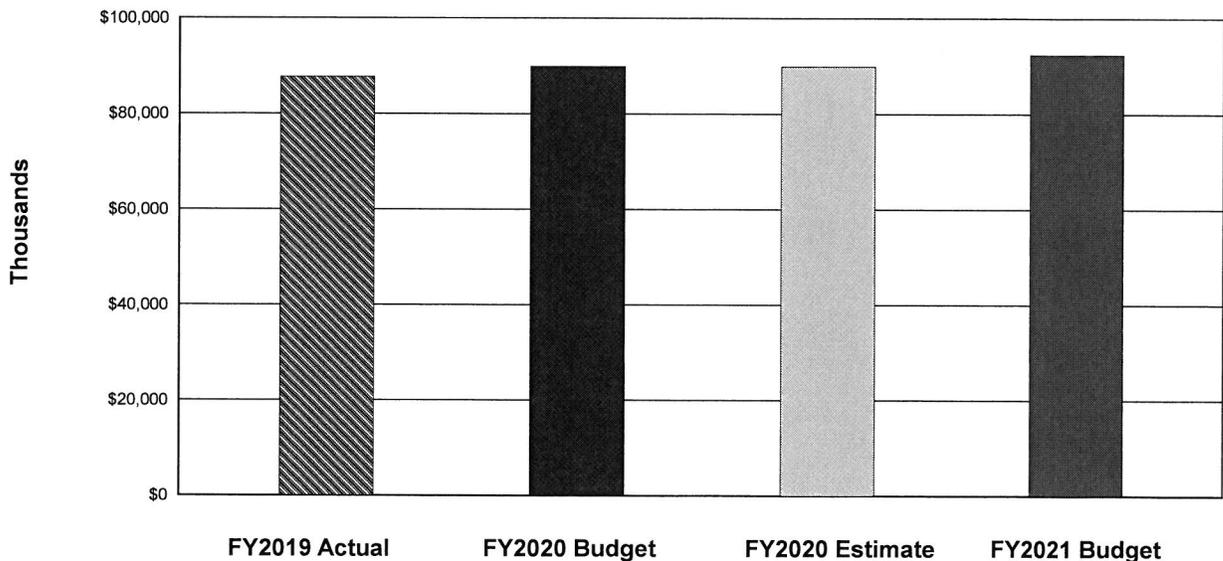
FISCAL YEAR 2021 BUDGET

Business Area Budget Summary

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

		FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Expenditures	Personnel Services	32,346,796	33,429,480	33,429,480	35,214,195
	Supplies	42,198,055	43,056,023	43,056,023	44,172,876
	Other Services and Charges	13,137,354	13,336,704	13,336,704	13,052,409
	Equipment	6,400	17,996	17,996	0
	Total M & O Expenditures	<u>87,688,605</u>	<u>89,840,203</u>	<u>89,840,203</u>	<u>92,439,480</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>87,688,605</u>	<u>89,840,203</u>	<u>89,840,203</u>	<u>92,439,480</u>
Revenues		87,688,605	89,840,203	89,840,203	92,439,480
Staffing	Full-Time Equivalents - Civilian	358.9	369.8	369.8	385.0
	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>358.9</u>	<u>369.8</u>	<u>369.8</u>	<u>385.0</u>
	Full-Time Equivalents - Overtime	41.9	40.9	40.9	38.6
Significant Budget Changes and Highlights	o The FY2021 Budget provides funding for health benefits, pension contributions, and municipal employees contractual pay increases.				
	o The FY2021 Budget provides continued Fleet Management support to departments citywide.				
	o The FY2021 Budget includes additional funding for fuel and material cost increases.				
	o The FY2021 Budget provides funding for the FleetShare program.				

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



FISCAL YEAR 2021 BUDGET

Business Area Performance Measures				
Fund Name : Fleet Management Fund Business Area : Fleet Management Department Fund No. /Bus. Area No. : 1005 / 6700				
Performance Measures	FY2019 Actual	FY2020 Target	FY2020 Estimate	FY2021 Target
Annual Fuel Consumption (gallons in thousands)	9,998	10,249	9,938	10,117
Annual number of vehicle serviced	11,017	N/A	11,352	11,685
Average Age of Fleet	8.8	7.5	8.8	7.5
Average Repair Cost per vehicle per month	\$433	\$407	\$447	\$479
FleetShare Vehicle Utilization	57%	55%	55%	55%
Maintain Critical Operational Readiness	93%	90%	93%	93%
On-road Preventative Maintenance within 30 Days	100%	90%	100%	90%
Rolling Stock Equipment in the City's Fleet	13,103	11,900	13,491	12,300
Expenditures Adopted Budget vs Actual Utilization	102%	100%	100%	100%
Revenues Adopted Budget vs Actual Utilization	102%	100%	100%	100%

FISCAL YEAR 2021 BUDGET

Division Summary							
Fund Name : Fleet Management Fund							
Business Area : Fleet Management Department							
Fund No. /Bus Area No. : 1005 / 6700							
Division Description	FY2019 Actual FTEs	FY2019 Actual Costs \$	FY2020 Estimate		FY2021 Budget		
			FTEs	Costs \$	FTEs	Costs \$	
FMD - Director's Office 670001 Provides overall leadership and management of the 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 fleet. Provides department communication to the Mayor's office, Council Members, City Departments, and the public.	4.8	4,375,966	4.9	4,813,403	5.0	4,519,920	
FMD - Fleet Operations 670002 The Fleet Operations 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/repairs of vehicles and equipment used by City of Houston departments.	3.0	9,626,316	2.9	9,809,188	2.0	9,309,086	
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 maintains fuel sites. Oversees the City of Houston's Fuel Card Program.	10.0	23,189,593	10.8	23,133,431	10.2	23,988,703	
FMD - Asset Management 670004 The Asset Management Division is responsible for allocating, approving and monitoring citywide vehicle budget assignments and processes. Asset Management performs inspections, licensing, and titling of all city vehicles upon receipt. Manages fixed assets for the department including shop equipment, computers, furniture and end of life disposal of vehicle and computer assets.	6.0	810,702	7.0	830,763	7.0	869,962	
FMD - Parts 670005 The Parts Division is responsible for the oversight, management, inventory control, distribution, and auditing of 23 parts warehouse locations. Reviews outside services and purchase requisitions for contract compliance and completes invoice receivers in SAP. Establishes third party vendor contracts, conducts compliance meetings and contract reviews with vendors.	45.8	22,654,187	46.6	24,079,927	49.1	24,692,948	
FMD - FleetShare 670006 The FleetShare Division is responsible for management and oversight of the City's shared motor pool for all City Departments. This includes analyzing vehicle utilization, managing vehicle maintenance and cleaning, parking, training, onboarding new users, and customer service.	2.6	370,446	4.1	623,818	4.6	899,070	

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Division Description	FY2019 Actual		FY2020 Estimate		FY2021 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
FMD - HPD Maintenance 670021 The Houston Police Department (HPD) Maintenance Division is responsible for maintenance and vehicle repair for HPD vehicles. Complies with equipment readiness requirements and daily visibility of HPD Fleet.	53.7	4,838,204	52.4	4,394,505	55.5	4,748,097	
FMD - SWD Maintenance 670022 The Solid Waste Maintenance Division is responsible for maintenance and vehicle repair for Solid Waste vehicles. Complies with equipment readiness requirements for Solid Waste and daily visibility of Solid Waste Fleet.	72.5	6,545,449	76.4	6,984,508	74.8	6,940,917	
FMD - PRD/Body Maintenance 670023 The Houston Parks & Recreation Department (HPARD) Body Shop and the Houston Airport System (HAS) Maintenance Division are responsible for maintenance and vehicle repair for HPARD and HAS vehicles. Complies with equipment readiness requirements and daily visibility of Fleet. The body shops provide paint and body work repair for all City of Houston departments.	55.5	4,696,542	57.7	4,608,590	64.3	5,317,510	
FMD - HFD Maintenance 670024 The Houston Fire Department (HFD) Maintenance Division is responsible for maintenance and vehicle repair for HFD vehicles. Complies with equipment readiness requirements for HFD and daily visibility of HFD Fleet.	42.3	4,347,461	41.9	4,253,466	41.5	4,541,585	
FMD - HPW Fleet 670025 The Houston Public Works (HPW) Maintenance Division is responsible for maintenance and vehicle repair for HPW vehicles. Complies with equipment readiness requirements for HPW and daily visibility of HPW Fleet.	62.7	6,233,739	65.1	6,308,604	71.0	6,611,682	
Total	358.9	87,688,605	369.8	89,840,203	385.0	92,439,480	

FISCAL YEAR 2021 BUDGET

Business Area Revenues Summary

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

Category	FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Intergovernmental	0	51,673	51,673	0
Direct Interfund Services	87,626,782	89,788,530	89,788,530	92,439,480
Miscellaneous/Other	61,823	0	0	0
Grand Total Revenues	<u>87,688,605</u>	<u>89,840,203</u>	<u>89,840,203</u>	<u>92,439,480</u>