

FISCAL YEAR 2022 BUDGET

Fund Summary

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

	FY2021 Current Budget	FY2021 Estimate	FY2022 Budget
Beginning Fund Balance	0	0	0
Current Revenues	92,439,480	87,673,085	90,397,210
Total Available Resources	<u>92,439,480</u>	<u>87,673,085</u>	<u>90,397,210</u>
Maintenance and Operations	92,439,480	87,673,085	90,397,210
Total Expenditures	<u>92,439,480</u>	<u>87,673,085</u>	<u>90,397,210</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>92,439,480</u></u>	<u><u>87,673,085</u></u>	<u><u>90,397,210</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 FY2021 Budget, FY2021 Estimate and the FY2022 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.

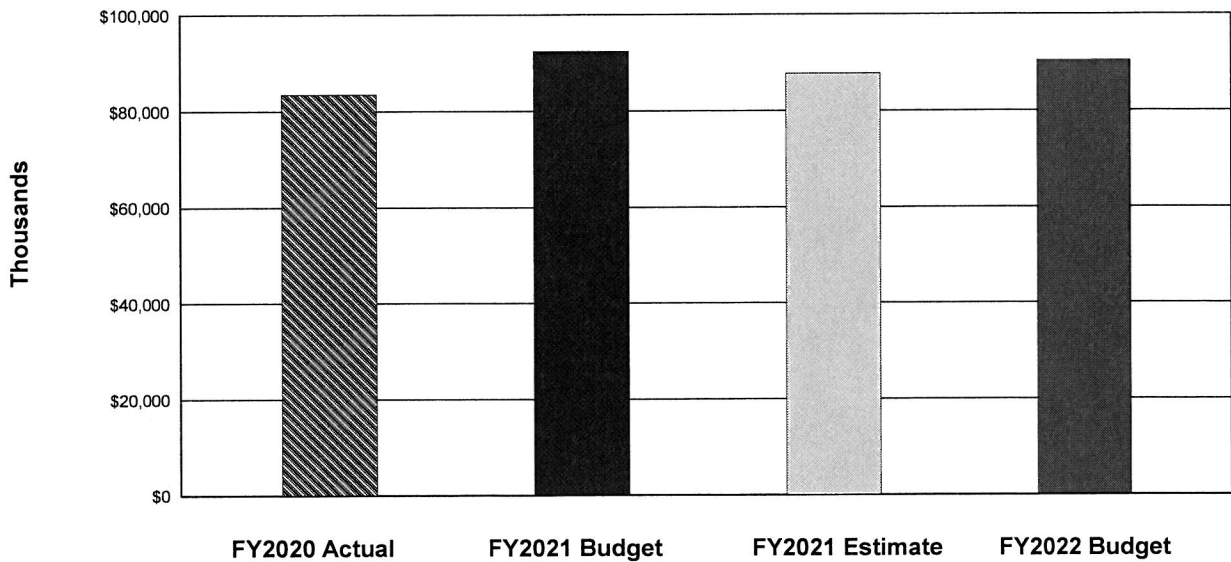
FISCAL YEAR 2022 BUDGET

Business Area Budget Summary

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

		FY2020 Actual	FY2021 Current Budget	FY2021 Estimate	FY2022 Budget
Expenditures	Personnel Services	31,915,848	35,214,195	33,879,306	35,300,104
	Supplies	38,576,527	43,707,946	40,164,838	41,132,422
	Other Services and Charges	12,986,723	13,493,508	13,596,076	13,939,684
	Equipment	17,996	0	0	0
	Non-Capital Equipment	11,057	23,831	32,865	25,000
	Total M & O Expenditures	<u>83,508,151</u>	<u>92,439,480</u>	<u>87,673,085</u>	<u>90,397,210</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>83,508,151</u>	<u>92,439,480</u>	<u>87,673,085</u>	<u>90,397,210</u>
Revenues		83,508,151	92,439,480	87,673,085	90,397,210
Staffing	Full-Time Equivalents - Civilian	352.7	369.8	368.6	384.7
	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>352.7</u>	<u>369.8</u>	<u>368.6</u>	<u>384.7</u>
	Full-Time Equivalents - Overtime	36.6	40.9	32.8	36.8
Significant Budget Changes and Highlights	o The FY2022 Budget provides funding for health benefits and pension contribution.				
	o The FY2022 Budget includes a reduction of \$218,953 for department savings initiatives.				
	o The FY2022 Budget provides continued Fleet Management support to departments citywide.				
	o The FY2022 Budget includes a pilot internship program for High School students.				
	o The FY2022 Budget provides funding for the FleetShare program.				

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



FISCAL YEAR 2022 BUDGET

Business Area Performance Measures

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

Performance Measures	FY2020 Actual	FY2021 Target	FY2021 Estimate	FY2022 Target
Annual Fuel Consumption (gallons in thousands)	10,144	10,117	10,148	10,603
Annual number of vehicle serviced	11,507	11,685	11,788	11,850
Average Age of Fleet	9.3	7.5	9.6	10.3
Average Repair Cost per vehicle per month	\$429	\$479	\$470	\$470
FleetShare Vehicle Utilization	33%	55%	20%	55%
Maintain Critical Operational Readiness	93%	93%	93%	93%
On-road Preventative Maintenance within 30 Days	100%	90%	100%	95%
Rolling Stock Equipment in the City's Fleet	13,285	12,300	13,526	12,500
Expenditures Adopted Budget vs Actual Utilization	93%	100%	95%	100%
Revenues Adopted Budget vs Actual Utilization	93%	100%	95%	100%

FISCAL YEAR 2022 BUDGET

Division Summary							
Fund Name : Fleet Management Fund							
Business Area : Fleet Management Department							
Fund No. /Bus Area No. : 1005 / 6700							
Division Description	FY2020 Actual		FY2021 Estimate		FY2022 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
FMD - Director's Office 670001 Provides strategic and operational leadership to the department. Sets goals, strategies, and performance indicators necessary to ensure an efficient and effective execution of the department's mission. Develops department plans, policies, and procedures to ensure all activities are aligned with and fully supportive of City objectives. Responsible for communication of department information to internal and external stakeholders.	4.6	4,759,571	3.0	4,964,693	3.0	5,069,207	
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. In FY2022, the outside service cost moved to FMD - Outside Services Division (670007).	2.6	9,441,597	1.0	9,367,185	1.0	1,010,693	
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.	9.6	19,747,764	11.0	19,798,552	11.0	21,661,663	
FMD - Asset Management 670004 Responsible for fleet planning and the following vehicle lifecycle activities: vehicle budgeting, specification, procurement, acquisition, on-boarding, assignment, preventive maintenance scheduling, performance monitoring and reporting, and disposal. Oversees the collection, tracking, and reporting of vehicle maintenance information. Analyzes performance and maintenance data. Oversees maintenance software systems and vehicle databases.	6.3	867,037	8.0	1,132,966	8.5	1,346,819	
FMD - Parts 670005 The Parts Division is responsible for the oversight, management, inventory control, distribution, and auditing of 24 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. In FY2022, parts inventory cost moved to Fleet Maintenance Divisions.	44.7	22,850,476	50.8	24,957,254	51.1	4,805,630	

FISCAL YEAR 2022 BUDGET

Division Summary							
Fund Name : Fleet Management Fund							
Business Area : Fleet Management Department							
Fund No. /Bus Area No. : 1005 / 6700							
Division Description	FY2020 Actual		FY2021 Estimate		FY2022 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
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.	3.2	692,212	5.0	812,214	5.0	908,715	
FMD - Outside Services 670007 The Outside Services Division is responsible for maintenance/repairs of vehicles and equipment used by City of Houston departments. The Outside Services Division works with customer departments to meet vehicle and equipment readiness requirements. Reviews purchase requisitions and completes invoice receivers in SAP. This is a new division created in FY2022, which was previously reported in FMD - Operations Division (670002).	0.0	0	0.0	0	3.0	8,307,747	
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. In FY2022, parts inventory cost moved from FMD - Parts Division (670005).	48.9	4,089,108	56.5	4,642,312	60.0	8,283,232	
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. In FY2022, parts inventory cost moved from FMD - Parts Division (670005).	74.9	6,509,229	75.2	6,805,865	73.8	13,107,097	
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. In FY2022, parts inventory cost moved from FMD - Parts Division (670005).	54.5	4,489,326	57.5	4,938,136	65.3	7,104,484	

FISCAL YEAR 2022 BUDGET

Division Summary							
Fund Name : Fleet Management Fund							
Business Area : Fleet Management Department							
Fund No. /Bus Area No. : 1005 / 6700							
Division Description	FY2020 Actual		FY2021 Estimate		FY2022 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
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. In FY2022, parts inventory cost moved from FMD - Parts Division (670005).	39.6	4,123,325	38.9	4,511,481	38.0	8,874,927	
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. In FY2022, parts inventory cost moved from FMD - Parts Division (670005).	63.8	5,938,506	61.7	5,742,427	65.0	9,916,996	
Total	352.7	83,508,151	368.6	87,673,085	384.7	90,397,210	

FISCAL YEAR 2022 BUDGET

Business Area Revenues Summary

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

Category	FY2020 Actual	FY2021 Current Budget	FY2021 Estimate	FY2022 Budget
Direct Interfund Services	83,487,777	91,446,416	87,454,207	89,381,235
Miscellaneous/Other	20,374	993,064	218,878	1,015,975
Grand Total Revenues	<u><u>83,508,151</u></u>	<u><u>92,439,480</u></u>	<u><u>87,673,085</u></u>	<u><u>90,397,210</u></u>