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# Harris County Auditor's Office

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## Memorandum

To: Adrian Garcia, Commissioner Precinct 2

From: Mike Post, Harris County Auditor *MP*  
Errika Perkins, Chief Assistant County Auditor- Audit Division *EP*

CC: Lina Hidalgo, County Judge  
Rodney Ellis, Commissioner Precinct 1  
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R. Jack Cagle, Commissioner Precinct 4  
MG Richard J. Noriega (Ret), US  
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Joe Madden, County Judge's Office  
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Mike Lykes, Precinct 2  
Don McCormack, Precinct 3  
Cheryl Guenther, Precinct 4  
Jay Aiyer, County Attorney's Office  
Jesse Dickerman, Budget Management

Date: April 6, 2021

Subject: **Fleet Services Process Review**

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## EXECUTIVE SUMMARY

On January 26, 2021, the Commissioners Court requested the Internal Audit Division perform a consulting engagement of the current state of the Fleet Services. The purpose of this engagement was to capture the following processes:

- Compilation of costs and chargebacks by Fleet Services to County departments for vehicle maintenance, fuel, parts, and labor.
- Vehicle financing and leasing practices within Fleet Services and other County departments.
- Compare certain Fleet Services practices to other major Texas counties and local markets.

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## Overview

The fleet services operations at Harris County (the County) are decentralized. Although the County has a centralized fleet services function (Fleet Services) within the Universal Services Department, individual departments make their own determinations on whether to purchase, lease, or rent a vehicle and how to fund these transactions. Departments also determine when vehicle maintenance is performed and whether to use Fleet Services. Fleet Services' maintenance rates are below the local market rate and below comparable Texas counties. To augment Fleet Services' funding, Universal Services transferred \$2.9 million in budget to Fleet Services in both fiscal years 2020 and 2021.

The County owns, leases, and rents approximately 5,000 vehicles; however, the actual number could not be validated due to the decentralized operations. The County maintains multiple fuel stations with petroleum storage tanks of various ages. In fiscal year 2020, the County spent approximately \$11.1 million in fuel expenses and \$12.4 million on vehicle parts and maintenance expenses.

Please see **Observations and Recommendations** starting on page 3 of this memo.

## Observations and Recommendations

### Background

Fleet Services has been housed in various departments in the past, including Budget Management and Purchasing. Currently, Fleet Services resides in the Universal Services Department and is supported by their business operations division. Fleet Services includes new vehicle procurement, fuel station management, and routine vehicle maintenance. Fleet Services currently provides support for 42 departments and services for approximately 4,200 County vehicles.

Fleet Services' transactions are recorded in the Vehicle Maintenance Fund, an internal services fund. Internal service funds are used to account for the financing of goods or services provided by one County department to other County departments on a cost reimbursement basis.

### Observations

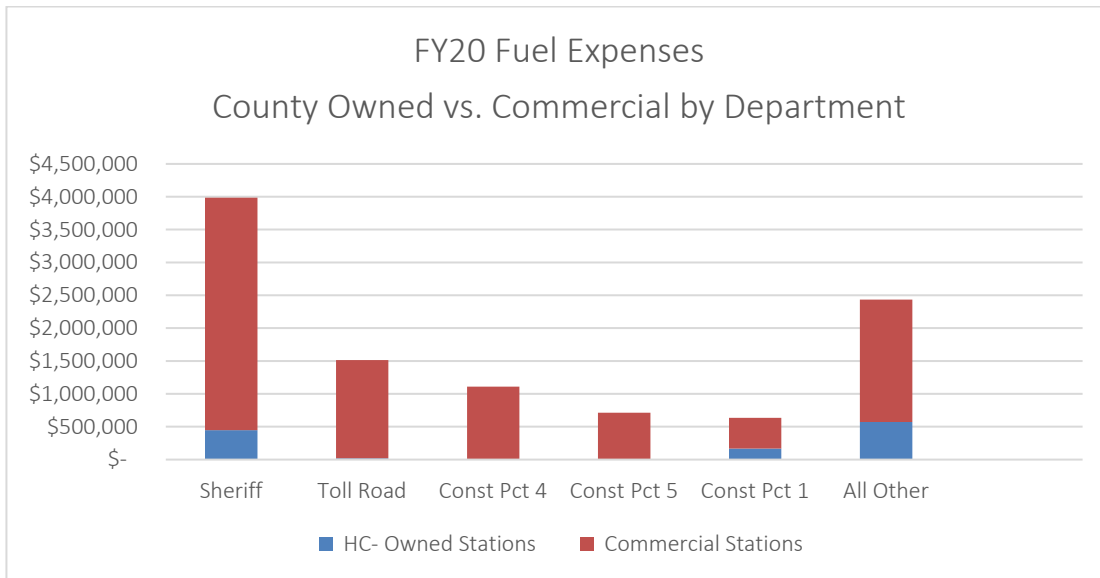
**Objective: Compilation of costs and chargebacks by Fleet Services to County departments for vehicle fuel, parts, and maintenance.**

#### Fuel

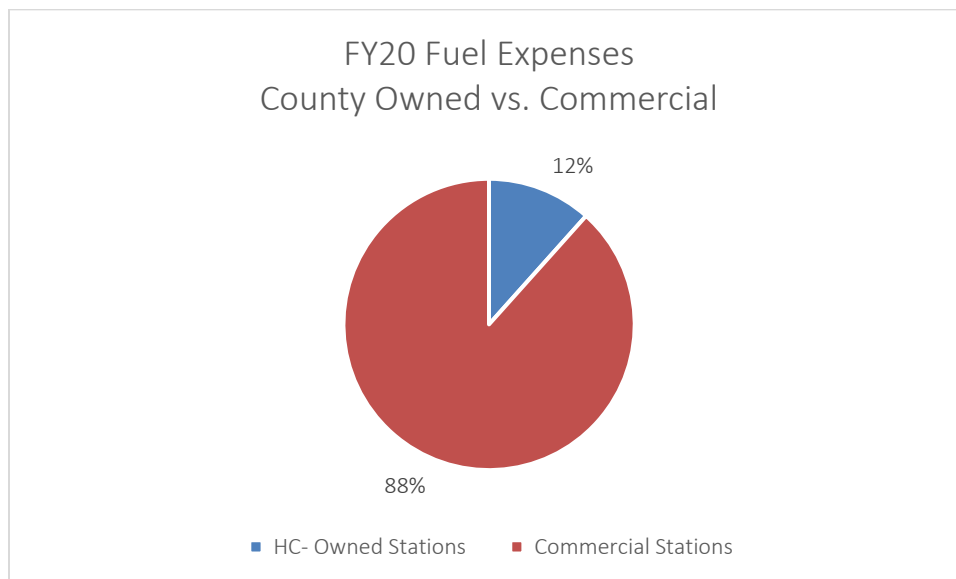
County departments have access to County-owned stations or approved commercial fuel stations. Departments can obtain fuel cards registered to an assigned user, which allows the user to obtain gas at Fleetcor (dba Fuelman) approved commercial gas stations and County-owned fuel stations. Fuel stations managed by Fleet Services are open to all County departments. The fuel cards are provided by Fuelman and departments are billed for their fuel usage. The County-owned fuel stations are supplied by Sundance Fuels at a market rate plus a fixed price markup. Pricing markups are noted below.

Vendor	Type	Gallons	Markup
Sundance Fuels	Unleaded	1-6000	\$ 0.160
Sundance Fuels	Unleaded	6000+	\$ 0.100
Sundance Fuels	Diesel	1-500	\$ 0.150
Sundance Fuels	Diesel	501-3000	\$ 0.120
Sundance Fuels	Diesel	3001-6000	\$ 0.100
Sundance Fuels	Diesel	6000+	\$ 0.080
Fleetcor (dba Fuelman)	Unleaded	n/a	\$ 0.110
Fleetcor (dba Fuelman)	Diesel	n/a	\$ 0.195

The chart below compares fuel expenses purchased from County-owned stations and commercial stations for fiscal year 2020.

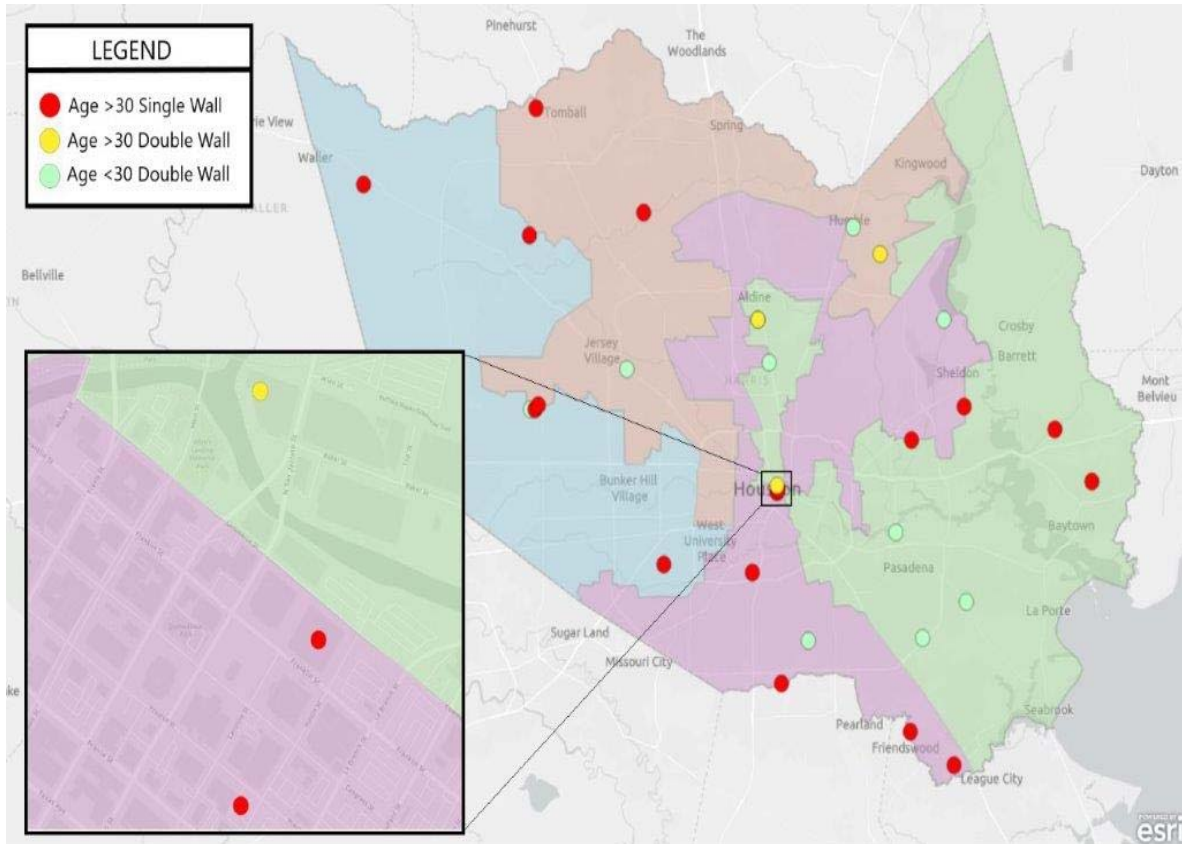


The pie chart below shows the percentage of total fuel expenses as a comparison of County-owned fuel stations versus commercial owned.



The County owns both above ground petroleum storage tanks (ASTs) and underground petroleum storage tanks (USTs) associated with fueling operations, used oil, and emergency generators. The majority of the County’s petroleum storage tanks are maintained and serviced by a team of four individuals in Fleet Services, and the remainder are the responsibility of other County departments. The Engineering Department assists the various departments and precinct operators with regulatory compliance, registration, training, and improvements projects. Using data obtained from Texas Commission on Environmental Quality (TCEQ), we determined there are currently 39 fuel tanks in use by the County that are over 30 years

old, and 35 of these are single wall tanks that have a higher risk of leakage into the soil and groundwater than double wall tanks. The average age of storage tanks in the County is 26 years. Above ground storage tanks that did not meet the 1,100-gallon threshold capacity to be registered with TCEQ were not included in this review. Yale University’s Environmental Health and Safety Division noted that most USTs have a life expectancy of 30 years.<sup>1</sup> See [Appendix A](#) for a listing of fueling stations with details of age and tank type. The map below shows the locations of USTs, their age, and the tank’s material type.



The County Engineer has engaged a third-party consultant to perform a study identifying problematic tank systems, aging of systems (risk), compliance with TCEQ petroleum storage tank rule changes, historical flooding and floodplain issues, spill prevention control and countermeasures plans, and provide recommendations for each facility. Only USTs and registered ASTs containing petroleum products or petroleum-related wastes are included in this study. The study was included in Capital Improvements Programs (CIP) with a budget of \$5 million. Per the Engineering department, the last survey of petroleum storage tanks was conducted in 1989.

**Recommendation:** The County should dedicate appropriate resources to centralize critical information, such as the location, maintenance schedules, and condition of all the County’s petroleum storage tanks, as well as to continue funding the inspection, testing, maintenance, and improvements, as required or recommended for each facility.

<sup>1</sup> <https://ehs.yale.edu/sites/default/files/files/underground-storage-tanks.pdf>

## Maintenance & Parts

Departments that choose to use outside vendors, rather than Fleet Services for maintenance, are still required to forward the maintenance invoice to Fleet Services and ensure that it is applied to an internal work order. Departments are not required to follow the Fleet Services' recommended maintenance schedules. See a copy of the maintenance schedules at [Appendix B](#).

If departments use Fleet Services for vehicle maintenance, they can take their vehicles to one of the following locations throughout the County; see table below.

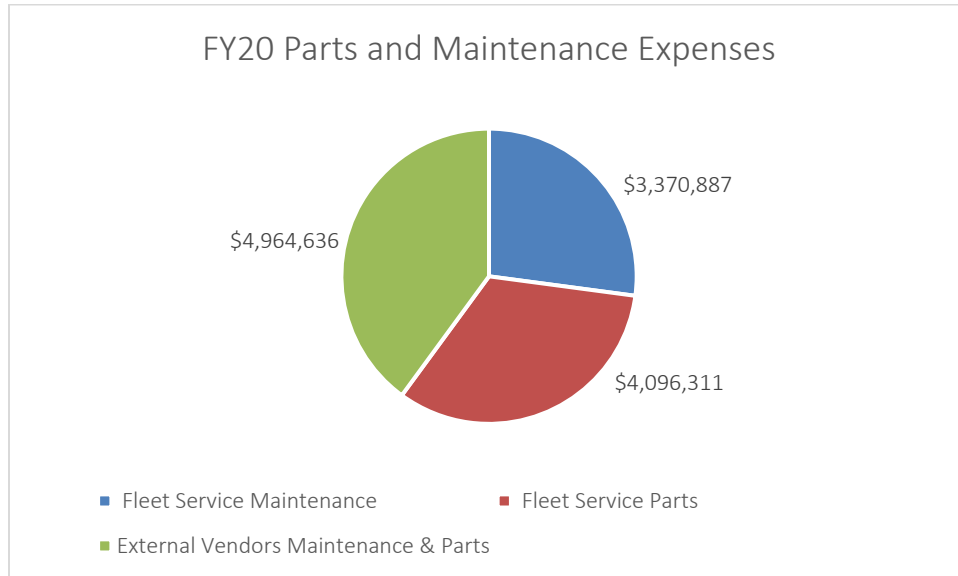
Location	Billable FTEs	Non-Billable FTEs
Bus Barn*	2	0
Downtown	15	20
Flood Control - North	2	4
Flood Control - South	0	2
Genoa-Red Bluff	3	1
Henry Rd.	3	1
Hockley*	5	1
Hugh Road	0	4
Hugh Road / Hockley	2	1
Katy*	3	1
Tomball	4	1
Westside*	10	5
<b>Grand Total</b>	<b>49</b>	<b>41</b>

*\*These locations are now managed by Commissioner Pct. 3 as of 3/1/21.*

Fleet Services' current billable rate for vehicle maintenance is \$55 per hour. The number of hours billed are based on industry standards established by the National Automobile Dealer Association. Administrative maintenance personnel costs, however, are not charged back to the user departments.

Fleet Services orders parts from various vendors. The parts are inventoried and logged into the Fleet Services operating system (FleetWave). Inventoried parts used are charged back to departments at the cost obtained from the vendors. The reordering process is conducted manually since there isn't an automated inventory par level reorder function. In addition, Fleet Services performs an annual inventory of current parts in stock.

A recap of the maintenance and parts costs for County vehicles are noted in the pie chart below. See **Appendix C** for a breakdown of the five departments with highest maintenance and parts costs.



On January 15, 2021, Commissioners Court approved the transition of the management, maintenance, and support of Commissioner Precinct 3's fleet from Universal Services to the Precinct effective March 1, 2021. As a result, 26 Fleet Services employees were transferred to the management of Precinct 3. It is our understanding that Precinct 3 will be transferring \$349,000 to Universal Services for transferred parts and other assets.

*Recommendation:* Consideration should be given to developing a Countywide policy to adopt the Fleet Services maintenance schedules.

*Recommendation:* The charge back rates to departments for Fleet Services parts and maintenance should be reviewed to address the ability of the Vehicle Maintenance Service Fund to cover all overhead involved.

**Objective: Vehicle financing and leasing practices within Fleet Services and other County Departments.**

County departments inform Fleet Services what vehicle control number (VCN) is to be assigned to a County vehicle. Each VCN references a description of the vehicle type, designated business use, whether it is leased or owned, and whether a vehicle in that slot is authorized for take-home use. All vehicles designed for use on public roads, including vehicles leased for more than 30 days, must be assigned to an approved VCN. Heavy equipment and vehicles that require a commercial driver's license are exempt. An available VCN is required to lease or purchase a new vehicle. VCNs can be made available by disposing of an existing vehicle for the new one.<sup>2</sup>

Universal Services presents VCN additions and changes to Commissioners Court for approval. However, departments are not required to obtain Commissioners Court approval to purchase, lease or rent a new

<sup>2</sup> <http://svpbmddb/VehicleControl/VCNDocuments/VehicleControlNumbers.pdf?V=1>

vehicle. The current policy that captures this procedure is maintained on Budget Management’s VCN dashboard website.

The County’s VCN records indicate that currently there are 5,416 VCNs assigned to County departments. Our review indicated VCNs do not effectively control vehicle expenditures or identify the vehicle fleet count. For example, a department can use the same VCN for two vehicles by not retiring the existing vehicle when the replacement vehicle has been purchased. During our review, we noted **180** VCNs to which two vehicles are assigned. Also, there are approximately 350 VCNs without an active vehicle assignment.

Vehicle Type	# of VCNs
Cargo Van	159
Light Truck	958
Med/Heavy Truck	601
Passenger Bus	19
Passenger Sedan	1,701
Passenger Van	140
Specialty Vehicle	260
SUV	1,578
<b>Grand Total</b>	<b>5,416</b>

A recap of the number of VCNs assigned to departments is detailed in **Appendix D**.

*Recommendation:* Universal Services should draft and implement a policy that captures current VCN procedures for accurate vehicle counts. The policy should be placed on Fleet Services’ web page for transparency and accessibility.

*Recommendation:* Universal Services should periodically report to Commissioners Court on compliance with VCN utilization policy.

### Vehicle Acquisition Process

The decision to lease, finance, rent, or purchase a vehicle is left to the user departments. The County provides departments no guidelines as to when a vehicle should be retired from service or the most cost-efficient acquisition method by vehicle service type. The various acquisition methods are discussed below.

#### Vehicle Leasing

On June 12, 2018, the County entered into a Master Equity Lease Agreement with Enterprise Fleet Management, Inc. The master agreement allows departments to utilize department-level service agreements for their lease needs with Commissioners Court approval. Each department negotiates the lease terms on an as-needed basis. Below is a recap of the current number of vehicles leased by department.



Department	Number of Vehicles Authorized for Lease
Flood Control	90
Public Health Department	25
Universal Services	150
Commissioner Pct. 2	66
Community Services Department	20
<b>Grand Total</b>	<b>351</b>

### Vehicle Rentals

On April 18, 2016, the County signed an agreement for the rental of vehicles with four one-year renewal options with EAN Holdings, LLC dba Enterprise Rent-a-Car (Enterprise). Departments can rent vehicles from Enterprise for various terms such as days, weeks, or months. The rates for various vehicles are included in the contract under Rental Vehicles without Insurance Coverage (Option A) and Rental Vehicles with Insurance Coverage (Option B). Rates included in Option B are higher due to insurance coverage. The County does not provide guidelines as to when it is cost-effective to rent a vehicle, or whether to rent with or without insurance. In addition, auditors were unable to identify rental expenses for fiscal year 2021 due to department coding of expenditures to one account code for rentals and leases.

### Vehicle Financing

Fleet Services currently finances vehicle purchases for many County departments. Financing options are offered via annualized or monthly payments that correspond to the expected life of the vehicle, up to a maximum term of 60 months (five years). Fleet Services makes the purchase of the vehicle, and the department makes interest-free payments back to the Vehicle Maintenance Fund, an internal service fund. Financing is not available for vehicles that are purchased from non-General Fund sources, such as special revenue or enterprise funds. If the department decides they no longer want the vehicle and turn it back over to the Fleet Services, the department will be billed for the outstanding payment balance.

As of the end of FY21, there were 900 vehicles being financed with an additional 72 on order that will be added in FY22. See the recap below.

	Number of Vehicles	Amount Financed	Amount Paid by User Depts.	Amount Owed to Fleet Services
As of FY21	900	\$35,741,418	\$17,889,537	\$17,851,881
On Order for FY22	72	\$3,300,941	\$0	\$3,300,941
<b>Totals</b>	<b>972</b>	<b>\$39,042,359</b>	<b>\$17,889,537</b>	<b>\$21,152,822</b>

See **Appendix E** recap of future amounts owed by department for financing.

### Vehicle Purchasing

Departments can either purchase a vehicle using Fleet Services or the County's Purchasing Department (Purchasing). In both cases, the purchase order is manually reviewed for a valid VCN by Universal Services' Business Operations prior to being issued for a vehicle. However, if a department uses Fleet Services, Fleet Services will coordinate with Purchasing on the department's behalf. All vehicles are received, inspected, and asset tagged by Purchasing.

**Recommendation:** The County should develop and implement a centralized policy for vehicle acquisitions by type, including a procedure for reviewing the needs of departments. Departments should be educated on this process.

**Objective: Compare certain Fleet Services practices to other major Texas counties and local markets.**

### Comparison to Texas Counties

Internal Audit contacted three large counties in Texas to compare different fleet attributes to the County’s current practices. We selected Bexar County, Dallas County, and Travis County. We asked the following questions:

- Do you have a countywide vehicle policy?
- What is the size of the light fleet that your county maintains?
- How many full-time employees does our county have?
- Do you own or lease your fleet? Or both?
- What is your hourly maintenance charge?
- Do you mark up the parts used for Fleet Services?
- Do you use a chargeback method for Fleet Services?

	Harris County	Bexar County	Dallas County	Travis County
Countywide Policy	No	Yes	Yes	Yes
# of Fleet	5,400	1,200	1,200	900
# of FTE	17,886	5,185	6,271	4,781
Fleet/FTE	0.30	0.23	0.19	0.19
Own or Lease	Both	Mostly own	Mostly own	Own
Maintenance Rate/Hr.	\$55	\$65	\$70	NA**
Parts Marked Up	No	Yes	Yes	N/A**
Chargeback Frequency	Monthly	Monthly	Monthly	No

\*See [Appendix F](#) for excerpts of vehicle policies.

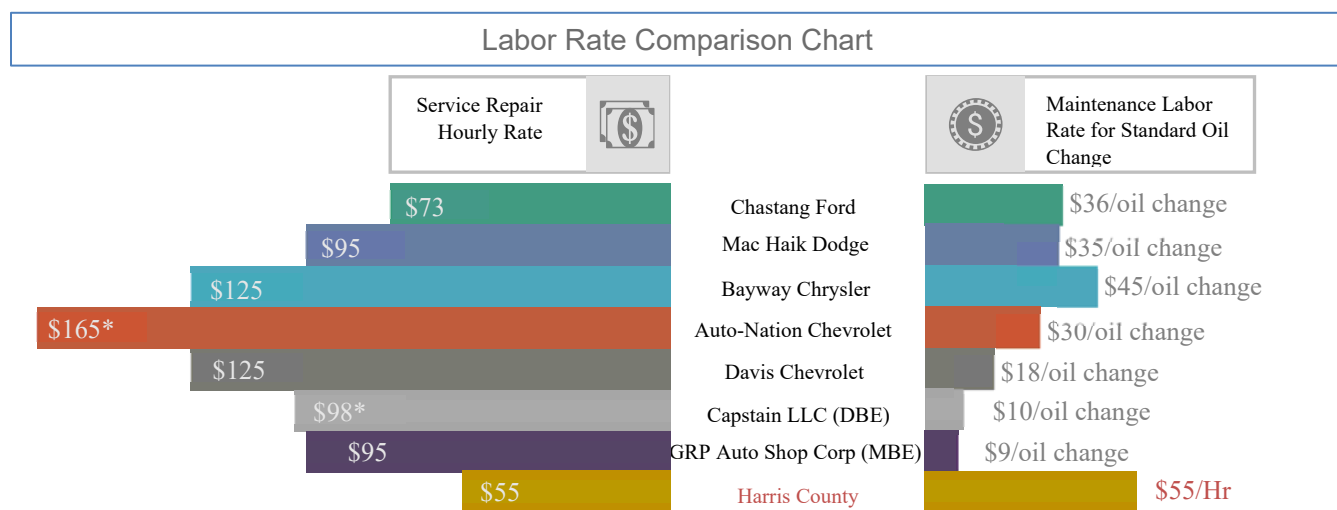
\*\*Travis County does not bill back departments. Travis County departments that use the County’s fleet services are charged at the beginning of each fiscal year for estimated vehicle maintenance costs. These

estimated costs are transferred to the budget of Travis County’s fleet services. This method serves as an incentive for departments to use fleet services to conduct their maintenance. Yearly estimated maintenance costs are determined based on industry standards.

*Recommendation:* The County should adopt a countywide vehicle policy that governs the acquisition, maintenance, disposition, and centralized recordkeeping of county vehicles.

### Comparison to Harris County Local Market

Market analysis was conducted on vehicle labor rates by obtaining cost information from seven outside vendors consisting of five large dealerships and two Minority/Women Owned Business Entities (MWBE). Market repair rates were significantly higher than the current Harris County Fleet Services rate of \$55 per hour. The market rate for service repair ranged from \$72.50/hr. to \$164.88/hr. Five of the seven vendors below perform maintenance on fleet vehicles for other organizations. In every case, the maintenance labor rate varied depending on the type of service being performed; therefore, a standard oil change was used as a basis for comparison, and those rates range from as low as \$9 to \$45 per oil change.



\*Retail rate used since vendor did not service fleet.

DBE – Disadvantaged Business Enterprise

MBE – Minority Business Enterprise

*Recommendation:* At least annually, management should evaluate Fleet Services’ chargeback rate to ensure it captures all the County’s maintenance cost. Management should evaluate the most cost-effective approach for vehicle maintenance regarding in-house and outside services and establish appropriate guidelines. If the County uses outside services, Minority Women Business Enterprises (MWBE) vendors should be considered.

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## SUMMARY OF RELATED FLEET ENGAGEMENTS

1. The Budget Management and Universal Services Departments are preparing a review of:
  - Prices charged to Harris County departments and organizations for vehicle maintenance, fuel, parts, and labor, including the prices necessary to recover the full cost involved; and
  - Financing options for vehicles, including an evaluation of debt financing, leases, and pay-as-you-go options.
2. The County Auditor's Office is conducting a review of Fleet Services' parts inventory and related internal controls, at the request of Universal Services' management.
3. The County Engineer has engaged a third-party consultant to perform a study identifying problematic tank systems, aging of systems (risk), compliance with TCEQ PST rule changes, historical flooding and floodplain issues, and spill prevention control and countermeasures plans with a budget of \$5 million.
4. Budget Management is currently engaging with a third party to study utilization of electric vehicles at Harris County.

## APPENDIX A – Information obtained from TCEQ

<b>County Fuel Tanks Sorted by Age</b>								
Facility Name	TCEQ Fac. ID #	Storage Type	Capacity	Product	Install Date	Tank Age	Tank Type	Status
Baytown Courthouse (Annex 8)	89978	UST	10,000	Gas	1/1/1975	46	S	TOS
Baytown Courthouse (Annex 8)	89978	UST	400	Diesel	1/1/1975	46	S	TOS
Spring Creek Park	42225	UST	4,000	Gas	1/1/1976	45	S	Active
Bayland Park	45545	UST	4,000	Gas	1/1/1976	45	S	Active
Bayland Park	45545	UST	4,000	Diesel	1/1/1976	45	S	Active
Cypress Service Center	42229	UST	8,000	Gas	1/1/1978	43	S	Active
Cypress Service Center	42229	UST	8,000	Diesel	1/1/1978	43	S	Active
Harris County Central Jail (Old Jail, Annex 22)	88524	UST	6,000	Diesel	9/19/1978	43	S	TOS
El Rio Service Center	22083	UST	4,000	Gas	1/1/1982	39	S	Active
El Rio Service Center	22083	UST	4,000	Diesel	1/1/1982	39	S	Active
Wade Road Camp	43272	UST	11,627	Diesel	1/1/1983	38	S	Active
Wade Road Camp	43272	UST	11,627	Gas	1/1/1983	38	S	Active
Wade Road Camp	43272	UST	4,000	Diesel	1/1/1983	38	S	Active
Frankie Carter Randolph Park	42239	UST	4,000	Diesel	1/1/1983	38	S	Active
Frankie Carter Randolph Park	42239	UST	4,000	Gas	1/1/1983	38	S	TOS
Hockley Service Center	42228	UST	10,000	Gas	1/1/1983	38	S	Active
Hockley Service Center	42228	UST	10,000	Diesel	1/1/1983	38	S	Active
Hockley Service Center	42228	UST	10,000	Diesel	1/1/1983	38	S	Active
Downtown Fueling Center	41332	UST	10,000	Gas	1/1/1984	37	S	Active
Downtown Fueling Center	41332	UST	10,000	Gas	1/1/1984	37	S	Active
Downtown Fueling Center	41332	UST	10,000	Gas	1/1/1984	37	S	TOS
Downtown Fueling Center	41332	UST	10,000	Diesel	1/1/1984	37	S	Active
Spring Creek Park	42225	UST	2,000	Diesel	1/1/1985	36	S	Active
Courthouse - Annex 26	25130	UST	12,000	Gas	1/1/1985	36	S	Active
Westside Service Center	42227	UST	15,000	Diesel	1/1/1986	35	S	Active
Westside Service Center	42227	UST	15,000	Gas	1/1/1986	35	S	Active
Elizabeth Kaiser Meyer Park	45547	UST	8,000	Gas	1/1/1987	34	S	Active
Elizabeth Kaiser Meyer Park	45547	UST	8,000	Diesel	1/1/1987	34	S	Active
Courthouse - Annex 11	41334	UST	10,000	Gas	8/31/1987	34	S	Active
Challenger 7 Memorial Park	45604	UST	2,000	Gas	1/1/1988	33	S	Active
Challenger 7 Memorial Park	45604	UST	2,000	Diesel	1/1/1988	33	S	Active
Tom Bass III Park	46557	UST	6,000	Gas	7/1/1988	33	S	Active

## County Fuel Tanks Sorted by Age

Facility Name	TCEQ Fac. ID #	Storage Type	Capacity	Product	Install Date	Tank Age	Tank Type	Status
Tom Bass III Park	46557	UST	6,000	Diesel	7/1/1988	33	S	Active
Miller Road Camp	45999	UST	8,000	Gas	1/1/1988	33	S	Active
Miller Road Camp	45999	UST	8,000	Diesel	1/1/1988	33	S	Active
Harris County Rehabilitation	61896	UST	8,000	Diesel	1/1/1988	33	D	TOS
Henry Rd. Vehicle Maintenance Facility	49043	UST	10,000	Gas	1/1/1989	32	D	Active
Henry Rd. Vehicle Maintenance Facility	49043	UST	10,000	Gas	1/1/1989	32	D	Active
Harris County Jail (New Jail, Annex 42)	49670	UST	8,000	Diesel	1/1/1990	31	D	Active
Alexander Deussen Park	43270	UST	4,000	Gas	9/1/1993	28	D	Active
Alexander Deussen Park	43270	UST	2,500	Diesel	9/1/1993	28	D	Active
Washburn Tunnel	18775	UST	6,000	Gas	12/1/1994	26	D	Active
Washburn Tunnel	18775	UST	6,000	Diesel	12/1/1994	26	D	Active
Genoa Red Bluff Camp 15	42231	UST	8,000	Gas	4/1/1995	26	D	Active
Genoa Red Bluff Camp 15	42231	UST	12,000	Diesel	4/1/1995	26	D	Active
Westside Service Center	42227	UST	1,000	Oil	10/25/1994	26	D	Active
Henry Rd. Vehicle Maintenance Facility	49043	UST	10,000	Diesel	6/1/1995	26	D	Active
Fleet Operations, District V Patrol (Previously Harris County Flood Control Base - 6)	22954	AST	4,000	Diesel	2/15/1995	26	AST	TOS
HCFCF South Service Center	22949	AST	4,000	Diesel	3/15/1995	26	AST	Active
Willardville Rd. Maintenance Facility	42240	UST	10,000	Gas	11/2/1995	25	D	TOS
Willardville Rd. Maintenance Facility	42240	UST	10,000	Diesel	11/2/1995	25	D	TOS
Crosby Camp	85279	AST	5,000	Gas	4/16/1996	25	AST	Active
Crosby Camp	85279	AST	5,000	Diesel	4/16/1996	25	AST	Active
Harris County Multi-Use Facility	42226	UST	8,000	Gas	3/24/1997	24	D	Active
Harris County Multi-Use Facility	42226	UST	8,000	Diesel	3/24/1997	24	D	Active
Fisher Road - Camp 18	42222	UST	10,000	Gas	11/25/1997	23	D	Active
Criminal Justice Center (CJC)	88398	AST	1,500	Diesel	12/1/2001	19	AST	Active
Juvenile Justice Center (JJC)	88402	AST	1,500	Diesel	2/1/2003	18	AST	Active
Civil Courthouse	88399	AST	1,200	Diesel	2/2/2004	17	AST	Active
E A Lyons Camp	77825	AST	4,000	Gas	12/1/2004	16	AST	Active
E A Lyons Camp	77825	AST	6,000	Diesel	12/1/2004	16	AST	Active

## County Fuel Tanks Sorted by Age

Facility Name	TCEQ Fac. ID #	Storage Type	Capacity	Product	Install Date	Tank Age	Tank Type	Status
HCFCF Michael Talbott Service Center (North Service Center)	77452	AST	4,000	Diesel	11/1/2004	16	AST	Active
Hardy Service Center	82964	UST	10,000	Gas	1/15/2008	13	D	Active
Hardy Service Center	82964	UST	10,000	Diesel	1/15/2008	13	D	Active
Harris County Annex 18 ITC	88361	AST	1,500	Diesel	7/10/2010	11	AST	Active
HCFCF Michael Talbott Service Center (North Service Center)	77452	AST	4,000	Gas	2/17/2010	11	AST	Active
HCFCF South Service Center	22949	AST	2,000	Gas	6/7/2010	11	AST	Active
Kyle Chapman Annex 25	41333	UST	12,000	Gas	12/30/2011	9	D	Active
WH Harvey Jr Road & Bridge Maintenance Facility - Humble	69011	AST	4,000	Gas	3/6/2017	4	AST	Active
WH Harvey Jr Road & Bridge Maintenance Facility - Humble	69011	AST	6,000	Diesel	3/6/2017	4	AST	Active
Spring Cypress Maint. Camp	42224	AST	1,500	Gas	5/31/2018	3	AST	Active
Precinct 4 Service Center	90073	AST	12,000	Diesel	7/30/2018	3	AST	Active
Precinct 4 Service Center	90073	AST	12,000	Gas	7/30/2018	3	AST	Active
Precinct 4 Service Center	90073	AST	25,000	Gas	7/30/2018	3	AST	Active
Precinct 4 Service Center	90073	AST	25,000	Diesel	7/30/2018	3	AST	Active
Joint Processing Center	90232	AST	3,755	Diesel	10/14/2017	3	AST	Active
Harris County 911 Call Center	90449	AST	10,000	Diesel	7/3/2018	3	AST	Active
Challenger 7 Memorial Park	45604	AST	1,300	Diesel	9/7/2018	3	AST	Active
Spring Cypress Maint. Camp	42224	AST	4,000	Gas	1/4/2021	0	AST	Active
Spring Cypress Maint. Camp	42224	AST	6,000	Diesel	1/4/2021	0	AST	Active

<b>Storage Tank Type – Containing petroleum product or petroleum related waste</b>
UST - Underground Storage Tank
AST - Above Ground Storage Tank

<b>Tank Type</b>
D - Double Wall
S - Single Wall
AST - Above Ground Storage Tank - TCEQ data does not detail more info

TOS - Temporarily Out of Service
NR - Not Recorded

APPENDIX B - Information was provided by Fleet Services.

Service - Quick Lube		
QTY.	Parts Description	Cost
6	Semi Synthetic Blend Dexos Approved Oil	2.14
1	Oil Filter	5.13
1	Washer Fluid	2.33
1	Check & Top Off Fluids	Included/Labor
1	Tire Rotation & Check Pressure	Included/Labor
1	Shop Supplies	2.99
0.5	Labor@\$55.00 an hour	27.5
		Total: \$47.15

6qts=12.84

Service - PM(A)		
QTY.	Parts Description	Cost
6	Semi Synthetic Blend Dexos Approved Oil	2.14
1	Oil Filter	5.13
1	Techron (Fuel Additive)	7.99
1	Washer Fluid	2.33
1	Tire Rotation & Check Pressure	Included
1	Shop Supplies	2.99
1.5	Labor@\$55.00 an hour	82.5
		Total: \$110.14

6qts=12.84

Service - PM(B)		
QTY.	Parts Description	Cost
6	Semi Synthetic Blend Dexos Approved Oil	2.14
1	Oil Filter	5.13
1	Air Filter	4.77
1	Techron (Fuel Additive)	7.99
1	Washer Fluid	2.33
1	Tire Rotation & Check Pressure	Included
1	Complete Vehicle Inspection	Included
1	Shop Supplies	2.99
1.9	Labor@\$55.00 an hour	104.5
		Total: \$136.91

6qts=12.84

Service - PM(C)		
QTY.	Parts Description	Cost
6	Semi Synthetic Blend Dexos Approved Oil	2.14
1	Oil Filter	5.13
1	Air Filter (if Needed)	4.77
1	Fuel Filter (if Applicable)	5.49
1	Techron (Fuel Additive)	7.99
1	Washer Fluid	2.33
1	Tire Rotation & Check Pressure	Included
1	Complete Vehicle Inspection	Included
1	Shop Supplies	2.99
2.5	Labor@\$55.00 an hour	137.5
		Total: \$175.40

6qts=12.84



Service – PM(D)		FWD
QTY.	Parts Description	Cost
6	Semi Synthetic Blend Dexos Approved Oil	2.14
1	Oil Filter	5.13
1	Air Filter (if Needed)	4.77
1	Fuel Filter (if Applicable)	5.49
1	Techron (Fuel Additive)	7.99
1	Washer Fluid	2.33
1	Transmission Filter & Pan Gasket	30.94
6	ATF Dextron VI	6.17
1	Coolant Flush Service	Included/Labor
4	High Temp Pink Coolant	3.80
1	Fuel Injection Cleaning Service	Included
1	3M Fuel Injection Cleaning Kit	43.94
1	Upper intake De-carb cleaner	21.42
1	Tune Up Service	Included/Labor
6	Motorcraft-Spark Plugs	3.53
6	Spark Plug wires/boots	5.68
1	Taurus Upper Plenum Gasket	10.28
1	Washer Fluid	2.33
1	Tire Rotation & Check Pressure	Included/Labor
1	Complete Vehicle Inspection	Included/Labor
1	Shop Supplies	2.99
8	Labor@\$55.00 an hour	440.00
		Total: \$694.29

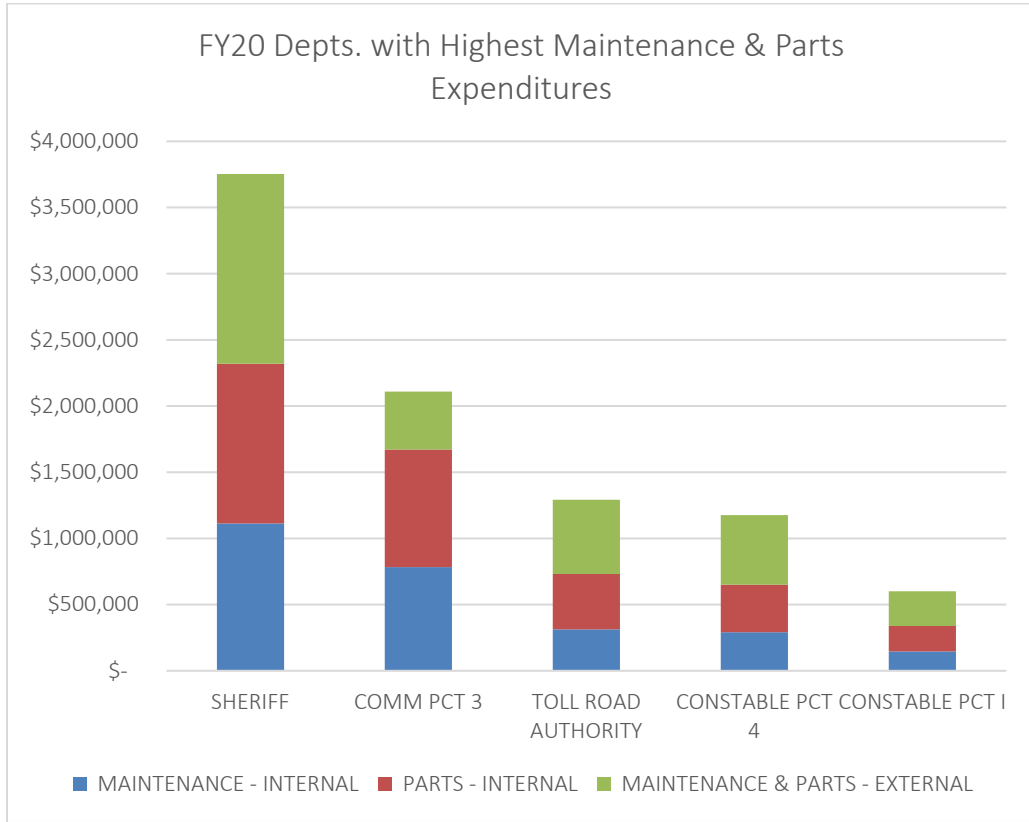
Service – PM(D)		AWD
QTY.	Parts Description	Cost
6	Semi Synthetic Blend Dexos Approved Oil	2.14
1	Oil Filter	5.13
1	Air Filter (if Needed)	4.77
1	Fuel Filter (if Applicable)	5.49
1	Techron (Fuel Additive)	7.99
1	Washer Fluid	2.33
1	Transmission Filter & Pan Gasket	30.94
6	ATF Dextron VI	6.17
1	Coolant Flush Service	Included/Labor
4	High Temp Pink Coolant	3.80
1	Fuel Injection Cleaning Service	Included
1	3M Fuel Injection Cleaning Kit	43.94
1	Upper intake De-carb cleaner	21.42
1	Tune Up Service	Included/Labor
6	Motorcraft-Spark Plugs	3.53
6	Spark Plug wires/boots	5.68
1	Taurus Upper Plenum Gasket	10.28
1	Rear Differential Service	Included/Labor
2.5	Rear Differential Fluid	4.43
1	Rear Differential Cover Gasket	3.06
1	Front Differential Service (if Applicable)	Included/Labor
2.5	Front Differential Fluid	4.43
1	Front Differential Cover Gasket	3.06
1	Washer Fluid	2.33
1	Tire Rotation & Check Pressure	Included/Labor
1	Complete Vehicle Inspection	Included/Labor
1	Shop Supplies	2.99
9.4	Labor@\$55.00 an hour	517.00
		Total: \$799.57

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**MAINTENANCE SCHEDULE**

<b>MILEAGE</b>	<b>PM</b>	<b>MILEAGE</b>	<b>PM</b>
6,000	<b>A</b>	102,000	<b>A</b>
12,000	<b>B</b>	108,000	<b>B</b>
18,000	<b>A</b>	114,000	<b>A</b>
24,000	<b>C</b>	120,000	<b>C</b>
30,000	<b>A</b>	126,000	<b>A</b>
36,000	<b>B</b>	132,000	<b>B</b>
42,000	<b>A</b>	138,000	<b>A</b>
48,000	<b>D</b>	144,000	<b>D</b>
54,000	<b>A</b>	150,000	<b>A</b>
60,000	<b>B</b>	156,000	<b>B</b>
66,000	<b>A</b>	162,000	<b>A</b>
72,000	<b>C</b>	168,000	<b>C</b>
78,000	<b>A</b>	174,000	<b>A</b>
84,000	<b>B</b>	180,000	<b>B</b>
90,000	<b>A</b>	186,000	<b>A</b>
96,000	<b>D</b>	192,000	<b>D</b>

## APPENDIX C - Data was provided by Fleet Services



APPENDIX D - Data was provided by Universal Services.

<b>Vehicle Control Numbers Assigned to County Departments</b>	
<b>Department Name</b>	<b>Number of VCNs</b>
COMMUNITY SERVICES DEPARTMENT	37
DETENTION	113
FIRE MARSHAL'S OFFICE	109
HC ATTORNEY	14
HC AUDITOR	3
HC CHILDREN'S ASSESSMENT CTR.	1
HC CLERK	10
HC COMMISSIONER PCT 1	156
HC COMMISSIONER PCT 2	188
HC COMMISSIONER PCT 3	171
HC COMMISSIONER PCT 4	231
HC CONSTABLE PCT 1	321
HC CONSTABLE PCT 2	51
HC CONSTABLE PCT 3	137
HC CONSTABLE PCT 4	306
HC CONSTABLE PCT 5	290
HC CONSTABLE PCT 6	82
HC CONSTABLE PCT 7	105
HC CONSTABLE PCT 8	37
HC DISTRICT ATTORNEY	144
HC DISTRICT CLERK	5
HC FLOOD CONTROL	174
HC INSTITUTE FORENSIC SCIENCES	20
HC JUDGE	10
HC JUVENILE PROBATION	42
HC PROBATE COURT II	1
HC PROT SVCS CHILDREN & ADULTS	25
HC PUBLIC LIBRARY	14
HC SHERIFF'S DEPT	1,574
HC TAX ASSESSOR-COLLECTOR	10
HC TOLL ROAD AUTHORITY	401
JJAEP- JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM	2
OFFICE OF COUNTY ENGINEER	285
POLLUTION CONTROL DEPARTMENT	30
PROBATE COURT I	1
PUBLIC HEALTH SERVICES	200
PURCHASING AGENT	6
TX AGRILIFE EXTENSION SRVC-HC	3
UNIVERSAL SERVICES	107
<b>Grand Total</b>	<b>5,416</b>

APPENDIX E - Data was provided by Universal Services.

<b>Future Amounts Owed by Department for Financing Through US Fleet Services</b>							
<b>Department</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>Totals</b>
Engineering	\$75,143	\$-	\$-	\$-	\$-	\$-	<b>\$75,143</b>
County Judge	\$69,476	\$61,008	\$51,647	\$40,324	\$18,105	\$-	<b>\$240,560</b>
Institute of Forensic Sciences	\$103,313	\$32,864	\$32,864	\$32,864	\$-	\$-	<b>\$201,905</b>
Pollution Control	\$110,389	\$-	\$-	\$-	\$-	\$-	<b>\$110,389</b>
Constable Pct 1	\$1,038,063	\$927,219	\$650,816	\$455,839	\$311,266	\$36,889	<b>\$3,420,092</b>
Constable Pct 2	\$144,134	\$89,955	\$7,311	\$-	\$-	\$-	<b>\$241,400</b>
Constable Pct 3	\$169,175	\$150,047	\$85,797	\$14,299	\$-	\$-	<b>\$419,318</b>
Constable Pct 7	\$295,161	\$202,043	\$130,969	\$57,755	\$-	\$-	<b>\$685,928</b>
Constable Pct 8	\$217,815	\$169,656	\$149,488	\$97,991	\$7,775	\$-	<b>\$642,725</b>
Sheriff	\$5,158,309	\$4,027,156	\$3,186,671	\$1,750,579	\$664,267	\$15,798	<b>\$14,802,780</b>
Detention	\$145,660	\$46,562	\$26,572	\$12,724	\$12,168	\$2,028	<b>\$245,714</b>
TX Agrilife Extension	\$39,449	\$-	\$-	\$-	\$-	\$-	<b>\$39,449</b>
Protective Services	\$27,420	\$-	\$-	\$-	\$-	\$-	<b>\$27,420</b>
<b>Grand Total</b>	<b>\$7,593,507</b>	<b>\$5,706,510</b>	<b>\$4,322,135</b>	<b>\$2,462,375</b>	<b>\$1,013,582</b>	<b>\$54,715</b>	<b>\$21,152,823</b>

## APPENDIX F – Excerpts From Other County Vehicle Policies

\*Full policies can be provided upon request.

### Bexar County



#### BEXAR COUNTY ADMINISTRATIVE POLICY AND PROCEDURES MANUALS

**ADMINISTRATIVE POLICY NUMBER: 11.001**

**TITLE: Comprehensive Vehicle Policy**

**PREPARED BY: Office of the County Manager**

**ADOPTED DATE: August 3, 2016**

**EFFECTIVE DATE: August 3, 2016**

**REVISED DATE: September 5, 2017**

**PURPOSE:** *To establish a consistent, County-wide policy regarding the use of County-owned vehicles and personal vehicles used for County business and to establish rules and guidelines for the assignment of County-owned vehicles. This policy also establishes procedures for maintaining Bexar County's fleet supported by the Fleet Management Division. In addition, this policy establishes procedures for the replacement, procurement, funding, and disposition of County vehicles. This policy describes the annual vehicle replacement process and outlines the roles and responsibilities of offices and departments throughout the process.*

### Travis County

#### TRAVIS COUNTY CODE

Title 1: Administrative Code > Subtitle 6: Technology & Equipment > Chapter 134. Vehicle & Heavy Equipment Replacement Policy

##### **134.001 Executive Summary<sup>2</sup>**

- a. This policy integrates previously unwritten policies of Travis County departments with the best policies and recommendations of several state, county, and city governments. It addresses:
1. Centralized Data Collection & Dissemination
  2. Effective Fleet Maintenance & Repair Program
  3. Vehicle/Equipment Replacement Criteria
  4. Specifications for New Fleet Purchases

## Dallas County

This section excludes the road and bridge district's dump bed trucks and heavy equipment and the fugitive vehicles that will be replaced at 80,000 miles and reassigned to other departments for their use.

### Sec. 90-222. - Evaluation of requests; recommendations.

(a)

The fleet manager will evaluate all vehicle replacement requests based on mileage, age, maintenance records and cost efficiency.

(b)

Based on the fleet manager's evaluation, vehicles that meet the following requirements will be recommended for replacement to the commissioner's court:

(1)

One hundred fifty thousand miles;

(2)

Ten years old;

(3)

Maintenance records; and

(4)

Cost efficiency.

### Sec. 90-223. - Scheduled procedures.

In order for the county to effectively replace motor vehicles at 150,000 miles, the following maintenance schedule will be used:

(1)

All vehicles will be evaluated April 1 of each year;

(2)

Average monthly mileage will be derived from mileage reports;

(3)

Calculations will be made from average monthly mileage to forecast the estimated odometer through the next fiscal year or 18 months; and

(4)

Recommendations for replacement will be made for all vehicles meeting the 150,000 mile criteria.

### Secs. 90-224—90-240. - Reserved.

## Division 6. COMMERCIAL DRIVER'S LICENSE

### Sec. 90-241. - Definitions.