

FISCAL YEAR 2014 BUDGET

Fund Summary

Fund Name : BARC Special Revenue
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 2427 / 6500

	<u>FY2013 Current Budget</u>	<u>FY2013 Estimate</u>	<u>FY2014 Budget</u>
Beginning Fund Balance	978,636	978,636	359,523
Current Revenues	<u>7,712,709</u>	<u>7,553,168</u>	<u>8,562,955</u>
Total Available Resources	<u><u>8,691,345</u></u>	<u><u>8,531,804</u></u>	<u><u>8,922,478</u></u>
Maintenance and Operations	8,453,367	8,172,281	8,922,478
Total Expenditures	<u>8,453,367</u>	<u>8,172,281</u>	<u>8,922,478</u>
Planned Ending Fund Balance	<u>237,978</u>	<u>359,523</u>	<u>0</u>
Total Budget	<u><u>8,691,345</u></u>	<u><u>8,531,804</u></u>	<u><u>8,922,478</u></u>
<u>Fund Balance Distribution:</u>			
Non-Spendable	0	0	0
Restricted	237,978	359,523	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2013 Budget, the FY2013 Estimate and the FY2014 Budget for the Bureau of Animal Regulation and Care (BARC) Special Revenue Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

BARC's mission is to promote and protect the public health and animal care through sheltering, pet placement programs, pet ownership education and animal law enforcement. Our vision is to be the nationally recognized model of excellence in animal care and placement where City governments throughout the United States see BARC as the beacon of best practices dedicated to delivering humane, efficient and high quality service.

In an attempt to raise additional funding to meet per capita requirements for the City of Houston, Mayor Parker requested City Council to create the BARC Special Revenue Fund. On November 3, 2010, City Council approved Ordinance 2010-856 creating the BARC Special Revenue Fund transferring a total of \$6.1 million from Administration and Regulatory Affairs General Fund. On September 3, 2011, BARC established an in-house wellness clinic dedicated to the prevention of various animal related diseases and illnesses. Since being established, this wellness clinic has been successful in providing low cost veterinary services. In November 2012, BARC established an in-house licensing program to replace an outside vendor, ensuring local pet licensing compliance and enhancing public health.

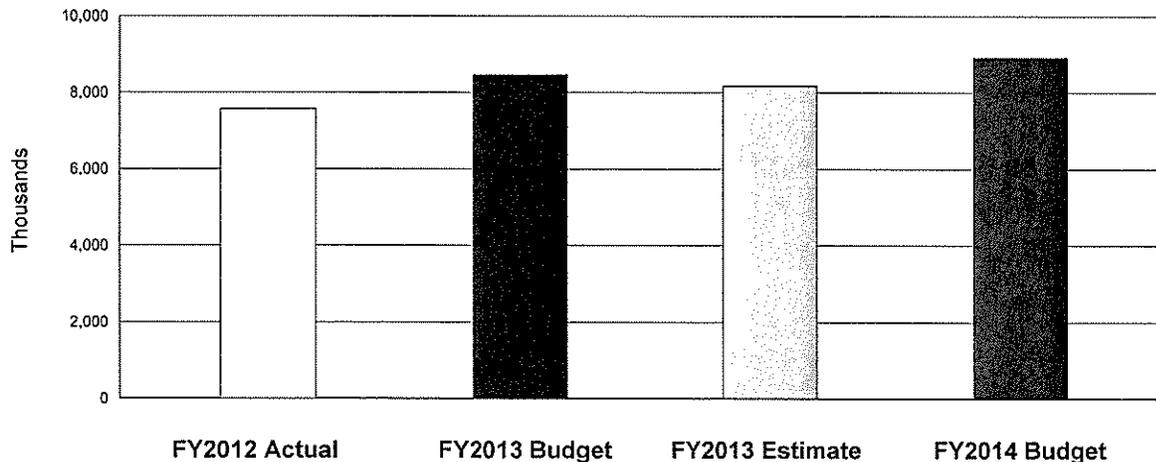
FISCAL YEAR 2014 BUDGET

Business Area Budget Summary

Fund Name : **BARC Special Revenue**
 Business Area Name : **Administration and Regulatory Affairs**
 Fund No./Bus. Area No. : **2427 / 6500**

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	5,265,609	6,058,974	5,601,367	6,251,713
	Supplies	773,722	781,289	856,564	942,054
	Other Services and Charges	1,522,160	1,590,004	1,692,761	1,728,711
	Non-Capital Equipment	7,139	23,100	21,589	0
	Total M & O Expenditures	7,568,630	8,453,367	8,172,281	8,922,478
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	7,568,630	8,453,367	8,172,281	8,922,478
Revenues		7,427,808	7,712,709	7,553,168	8,562,955
Staffing	Full-Time Equivalents - Civilian	87.8	103.1	92.0	94.1
	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	87.8	103.1	92.0	94.1
	Full-Time Equivalents - Overtime	0.0	0.0	0.4	0.1
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases. o The Medical and Shelter division will be split into two separate cost centers to reflect the unique cost structures associated with BARC's medical and shelter operations. o Includes an estimated 115% increase from the FY2013 Budget in Animal Wellness Clinic revenue from \$57,500 to \$123,458. o Includes an estimated 76% increase from the FY2013 Budget in Animal Adoption revenue from \$142,800 to \$251,028 due to a new tiered pricing structure. o Includes funding in the amount of \$693,683 for BARC's increased animal intake and positive outcomes, and in-house licensing program. o BARC will be funded at \$4.16 per capita in FY2014, which represents an increase of 4.5% compared to FY2013 when BARC was funded at \$3.98 per capita. 				

**BARC Special Revenue
Administration and Regulatory Affairs
Expenditure Summary**



FISCAL YEAR 2014 BUDGET

Division Summary						
Fund Name : BARC Special Revenue Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 2427 / 6500						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
ARA - Administration 650081 Administration provides support for operations within the BARC division through the facilitation of purchasing and vendor compliance, policy, training, budget, warehousing, fleet maintenance, facility improvements, and other administrative services.	8.2	1,994,976	7.0	1,715,634	6.5	1,753,565
ARA - Medical 650082 Medical maintains a comprehensive management and health care program, ensuring that the well-being of all animals is addressed. Medical ensures that the shelter environment exemplifies disease control and promotes the overall health and welfare of animals. The Medical and Shelter cost center was separated to reflect the unique cost structures of BARC's medical and shelter services in FY2014.	46.0	3,333,315	50.0	3,841,440	17.6	2,208,523
ARA - Animal Enforcement 650083 Enforcement protects the health and safety of the residents of the City by facilitating investigations, provisioning support for law enforcement agencies and provide educational services to the community. Investigations performed by the division handle dangerous animals with potential rabies exposure, livestock law violations and other matters of animal law and animal welfare.	17.9	1,078,202	22.0	1,336,236	21.1	1,392,390
ARA - Marketing Outreach 650084 Marketing Outreach creates community awareness of BARC's initiatives and programs through the leadership, design and implementation of targeted adoption, volunteer, foster and rescue programs. In addition, this division provides exemplary customer service for customers that interact and transact with BARC's front counter.	5.1	482,937	10.0	585,711	11.0	782,840
ARA - Customer Service 650085 Process and assist the citizens of Houston with animal intakes, adoptions, pet licensing, and other customer related activities.	9.6	371,716	0.0	376,926	0.0	373,375
ARA - Licensing 650086 Licensing builds and maintains a state of the art licensing program that is designed to be both affordable and beneficial to citizens while ensuring that City of Houston's legal and compliance requirements are met in full. In FY2014, the process of bringing licensing in-house is now completed, and no additional vendor contracts will be maintained to provide this service.	1.0	307,484	3.0	316,334	5.0	446,110

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Division Summary							
Fund Name : BARC Special Revenue Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 2427 / 6500							
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget		
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$	
ARA - Shelter 650087 Shelter ensures the well-being of animals kept on-site by making use of effective cleaning agents, maintaining a regular feeding schedule, monitoring animals, and ensuring that the latest in animal shelter best practices are rigorously followed. This cost center is newly separated from the Medical and Shelter cost center as of FY2014.	0.0	0	0.0	0	32.9	1,965,675	
Total	87.8	7,568,630	92.0	8,172,281	94.1	8,922,478	

FISCAL YEAR 2014 BUDGET

Business Area Roster Summary

Fund Name : BARC Special Revenue
 Business Area Name : Administration and Regulatory Affairs
 Fund No./Bus Area No. : 2427 / 6500

Job Description	Pay Grade	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
ADMINISTRATION MANAGER	26	2.0	0.0	(2.0)
ADMINISTRATIVE ASSISTANT	17	2.0	1.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	5.0	3.0	(2.0)
ADMINISTRATIVE SUPERVISOR	22	0.0	2.0	2.0
ANIMAL CARE TECHNICIAN	11	16.0	15.0	(1.0)
ANIMAL CONTROL MANAGER	25	0.0	2.0	2.0
ANIMAL CONTROL OFFICER	13	15.0	14.0	(1.0)
ANIMAL CONTROL OFFICER TRAINEE	11	2.0	3.0	1.0
ANIMAL CONTROL SUPERVISOR	22	2.0	0.0	(2.0)
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
CHIEF VETERINARIAN,DVM	30	1.0	1.0	
CUSTOMER SERVICE REP. I	13	6.0	2.0	(4.0)
CUSTOMER SERVICE REP. II	15	5.0	8.0	3.0
CUSTOMER SERVICE REP. III	16	2.0	2.0	
CUSTOMER SERVICE SUPERVISOR	18	1.0	0.0	(1.0)
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	0.0	(1.0)
DIVISION MANAGER	29	2.0	3.0	1.0
INVENTORY MANAGEMENT CLERK	9	1.0	0.0	(1.0)
KENNEL ATTENDANT	8	4.0	6.0	2.0
MANAGEMENT ANALYST II	18	2.0	1.0	(1.0)
MECHANIC III	19	1.0	1.0	
OFFICE SERVICE MANAGER	23	0.0	1.0	1.0
SECURITY OFFICER	8	1.0	0.0	(1.0)
SENIOR ANIMAL CARE TECHNICIAN	15	9.0	9.0	
SENIOR ANIMAL CONTROL OFFICER	16	2.0	2.0	
SENIOR INVENTORY MANAGEMENT CLERK	12	0.0	1.0	1.0
SHELTER SUPERVISOR	22	3.0	3.0	
STAFF ANALYST	26	0.0	1.0	1.0
STAFF VETERINARIAN,DVM	28	2.6	2.6	
VETERINARIAN TECHNICIAN SUPERVISOR	21	1.0	1.0	
VETERINARY TECHNICIAN	15	13.0	12.0	(1.0)
Total FTEs		103.6	97.6	(6.0)
Less adjustment for Civilian Vacancy Factor		0.5	3.5	3.0
Full-Time Equivalents		103.1	94.1	(9.0)

FISCAL YEAR 2014 BUDGET

Business Area Revenue Summary

Fund Name : BARC Special Revenue
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 2427 / 6500

Commit Item	Description	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
6500080008	ARA - BARC			
421080	Rabies Control Licenses	977,506	719,462	828,185
426050	Animal Control Fees	122,200	95,719	95,719
426060	Clinical Fees	57,500	123,458	123,458
428010	Deposit Forfeitures	0	100	0
432010	Interest on Pooled Investments	48,672	48,672	48,672
434230	Animal Adoption	142,800	182,726	251,028
444010	Private Contributions	35,000	50,000	40,000
452030	Miscellaneous Revenue	0	4,000	0
490010	Transfer from General Fund	6,329,031	6,329,031	7,175,893
Total	ARA - BARC	<u>7,712,709</u>	<u>7,553,168</u>	<u>8,562,955</u>
Total	Administration and Regulatory Affairs	<u>7,712,709</u>	<u>7,553,168</u>	<u>8,562,955</u>

FISCAL YEAR 2014 BUDGET

Business Area Expenditure Summary

Fund Name : BARC Special Revenue
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 Fund No./Bus. Area No. : 2427 / 6500

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	3,541,759	3,836,537	3,567,775	3,880,410
500030	Salary Part Time - Civilian	114,362	168,359	101,707	149,909
500060	Overtime - Civilian	1,731	20,000	13,000	13,000
500090	Premium Pay - Civilian	3,602	9,396	9,396	9,500
500110	Bilingual Pay - Civilian	13,931	18,975	14,883	15,500
500210	Pay for Performance-Municipal	0	5,750	0	0
501070	Pension - Civilian	617,093	821,025	763,878	880,466
501120	Termination Pay - Civilian	20,538	0	3,994	4,000
502010	FICA - Civilian	270,842	308,949	281,853	310,549
503010	Health Ins-Act Civilian	530,330	720,422	632,134	784,631
503015	Basic Life Insurance - Active Civilian	1,883	2,354	2,125	3,077
503060	Long Term Disability-Civilian	7,423	7,865	7,550	7,779
503090	Workers Compensation-Civilian-Admin	17,068	22,982	21,638	22,503
503100	Workers Compensation-Civilian-Claim	113,619	102,000	141,434	130,000
504030	Unemployment Claims - Administration	11,428	14,360	40,000	40,389
Total	Personnel Services	5,265,609	6,058,974	5,601,367	6,251,713
511010	Chemical Gases & Special Fluids	1,983	1,530	3,000	3,500
511015	Cleaning & Sanitary Supplies	53,804	54,570	72,369	71,800
511020	Construction Materials	0	2,040	2,040	2,040
511025	Electrical Hardware & Parts	424	510	2,179	2,000
511030	Mechanical Hardware & Parts	128	510	510	510
511040	Audiovisual Supplies	350	4,590	4,590	3,060
511045	Computer Supplies	2,163	4,080	7,962	8,060
511050	Paper & Printing Supplies	4,495	4,080	5,416	5,416
511055	Publications & Printed Materials	915	6,120	4,060	4,060
511060	Postage	1,104	17,340	35,649	68,441
511070	Miscellaneous Office Supplies	27,844	28,090	23,000	22,407
511085	Drugs & Medical Chemicals	21,909	35,800	29,161	29,161
511090	Medical & Surgical Supplies	29,353	35,700	35,700	35,700
511095	Small Technical & Scientific Equipment	2,403	510	700	700
511100	Veterinary & Animal Supplies	423,674	342,507	420,000	466,000
511110	Fuel	118,374	143,924	120,000	120,000
511115	Vehicle Repair & Maintenance Supplies	6,184	1,020	1,020	1,020
511120	Clothing	34,061	15,531	34,000	36,069
511125	Food Supplies	1,076	0	0	0
511145	Small Tools & Minor Equipment	3,128	5,100	3,128	3,530
511150	Miscellaneous Parts & Supplies	39,298	73,657	48,000	54,500
511160	Protective Gear	1,052	4,080	4,080	4,080
Total	Supplies	773,722	781,289	856,564	942,054
520100	Temporary Personnel Services	333,686	170,247	308,783	308,783
520102	Security Services	35,545	36,905	7,323	6,723
520103	Subrecipient Contract Services	298,741	207,962	160,854	96,000
520106	Architectural Services	4,947	0	0	0
520109	Medical Dental & Laboratory Services	823	1,020	1,358	1,298
520110	Management Consulting Services	126,562	36,500	12,000	5,000
520114	Miscellaneous Support Services	9,492	11,220	14,380	14,380
520118	Refuse Disposal	0	9,197	6,565	6,565
520119	Computer Equipment/Software Maintenance	44,760	44,000	38,000	44,000
520120	Communications Equipment Services	635	1,020	1,020	1,020
520121	IT Application Svcs	95	5,000	5,000	36,141
520123	Vehicle & Motor Equipment Services	37,855	15,810	42,810	42,810

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Business Area Expenditure Summary

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Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
520124	Other Equipment Services	598	1,020	1,020	1,020
520126	Construction Site Work Services	4,275	3,060	3,060	3,060
520143	Credit/Bank Card Services	0	10,133	6,995	14,000
520510	Mail/Delivery Services	72	510	510	510
520515	Print Shop Services	14,358	5,100	25,000	23,888
520520	Printing & Reproduction Services	4,468	11,730	5,162	5,162
520605	Advertising Services	20,562	20,000	28,000	60,000
520705	Insurance Fees	9,470	10,936	9,892	12,030
520765	Membership & Professional Fees	1,518	3,735	4,600	4,600
520805	Education & Training	6,191	25,500	7,000	7,000
520905	Travel - Training Related	21,554	23,460	22,636	22,636
521405	Building Maintenance Services	19,921	0	20,005	26,311
521505	Electricity	174,407	152,347	152,347	241,996
521510	Natural Gas	11,484	14,201	14,201	18,878
521605	Data Services	7,501	8,000	15,168	54,562
521610	Voice Services	86,715	88,200	88,200	25,961
521620	Voice Equipment	2,881	3,000	3,000	3,000
521625	Voice Labor	5,443	2,500	6,000	6,000
521630	GIS Revolving Fund Services	0	7,500	7,500	9,227
521635	Voice Services -Wireless	0	0	0	4,614
521705	Vehicle/Equipment Rental/Lease	616	2,040	2,040	2,040
521715	Office Equipment Rental	0	20,400	20,400	20,400
521730	Parking Space Rental	1,482	1,482	1,482	0
521735	Hobby Parking Space Rental	0	0	0	4,500
522305	Freight Charges	63,963	83,640	89,620	89,620
522430	Miscellaneous Other Services & Charges	23,934	24,583	32,784	31,684
522721	Interfund HR Client Services	56,407	70,077	70,077	71,321
522722	KRONOS Service Chargeback	1,668	3,596	3,596	3,596
522780	Interfund Photo Copy Services	11,297	0	0	0
522795	Other Interfund Services	78,234	454,373	454,373	398,375
Total	Other Services and Charges	1,522,160	1,590,004	1,692,761	1,728,711
551010	Non-Capital Office Furniture & Equipment	0	5,100	0	0
551015	Non-Capital Computer Equipment	0	2,000	1,700	0
551020	Non-Capital Communication Equipment	0	0	3,519	0
551025	Non-Capital Scientific/Medical Equipment	1,913	0	0	0
551040	Non-Capital Other	5,226	16,000	16,370	0
Total	Non-Capital Equipment	7,139	23,100	21,589	0
Grand Total Expenditures		7,568,630	8,453,367	8,172,281	8,922,478