

**FISCAL YEAR 2014 BUDGET**

**Fund Summary**

**Fund Name** : Contractors Responsibility Fund  
**Business Area Name** : Office of Business Opportunity  
**Fund No./Bus. Area No.** : 2424 / 5100

	<u>FY2013 Current Budget</u>	<u>FY2013 Estimate</u>	<u>FY2014 Budget</u>
Beginning Fund Balance	2,835,058	2,835,058	2,791,385
Current Revenues	<u>730,301</u>	<u>730,301</u>	<u>471,614</u>
Total Available Resources	<u><u>3,565,359</u></u>	<u><u>3,565,359</u></u>	<u><u>3,262,999</u></u>
Maintenance and Operations	869,724	373,974	711,259
Total Expenditures	<u>1,269,724</u>	<u>773,974</u>	<u>1,111,259</u>
Planned Ending Fund Balance	<u>2,295,635</u>	<u>2,791,385</u>	<u>2,151,740</u>
Total Budget	<u><u>3,565,359</u></u>	<u><u>3,565,359</u></u>	<u><u>3,262,999</u></u>
<b>Fund Balance Distribution:</b>			
Non-Spendable	0	0	0
Restricted	2,295,635	2,791,385	2,151,740
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarized the FY2013 Budget, the FY2013 Estimate and the FY2014 Budget for the Contractor Responsibility Fund. Also included are the beginning and ending fund balance, total revenues and total expenditures.

Prior to FY2014, this fund was reported as non-budgeted. The Contractor Responsibility Fund was established with ordinance 2007-534 in July 2007 through the implementation Executive Order 1-7, the City of Houston created the Pay or Play Program (POP), which is administered by the Office of Business Opportunity.

The Pay or Play program is designed to foster health care options for the citizens of Houston and Harris County area, create a level playing field for contractors bidding on City of Houston projects and defray the cost of the local uninsured workforce. Pursuant to Executive Order 1-7, contractors subject to Pay or Play are required to offer employees a minimal level of health benefits. Contractors who do not provide health benefits to their employees will contribute \$1 for each regular hour of work performed by covered employees on a covered City contract. The revenue collected from the Contractor Responsibility Fund is used to offset the cost of uninsured citizens in the Houston and Harris County area. Currently, the revenue is used to support health programs such as the Care Houston Program, Tex-Health Harris County 3-Share Program, and the Alternative Transportation Program as well as the cost associated with administering the program.

The Care Houston Program is a collaboration between the Houston Fire Department (HFD) and Health & Human Services Department (HHS) to decrease the volume of non-emergency calls for Emergency Medical Services (EMS) and reduce the use of HFD personnel for non-emergency responses. The program requires EMS to identify residents who have made more than five emergency calls in a 90-period and forward the information to HHS. HHS staff contacts the resident and if she/he agrees to participate in the program, a nurse case manager makes a home visit, conducts a needs assessment, assists the resident in devising a service plan, and provides social and medical referrals as needed.

The TexHealth Harris County 3-Share Plan uses the Contractor Responsibility Fund to subsidize insurance premiums for small business owners who have been unable to provide health coverage to their employees due to high premiums and administrative costs. This plan has afforded businesses an opportunity to participate in a low-cost program that benefits not only the employee but, the employer as well.

The Alternative Transportation Program (ATP) is a collaboration among Harris County Healthcare Alliance, Houston Fire Department, Harris County RIDES, and Community Health Centers. ATP provides non-emergent 9-1-1 callers with the option of a no-cost cab ride to an emergency department or a community health center. It also provides the option of scheduling an appointment at a community health center at no charge to the caller. This helps divert from the emergency medical system those patients who do not need emergency care and can benefit more from primary care services.

**FISCAL YEAR 2014 BUDGET**

**Business Area Budget Summary**

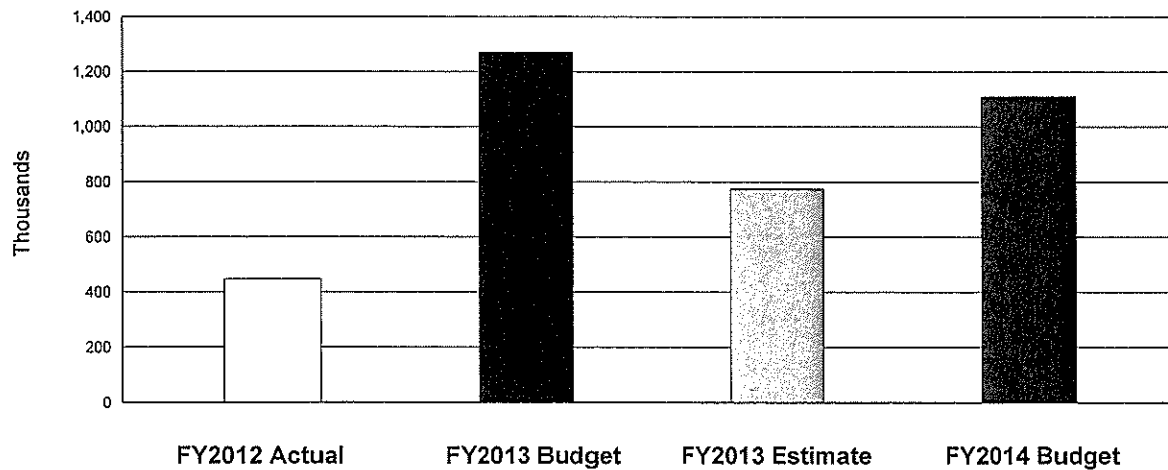
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		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	46,839	119,724	111,534	117,645
	Other Services and Charges	0	750,000	262,440	593,614
	Total M & O Expenditures	46,839	869,724	373,974	711,259
	Debt Service & Other Uses	400,000	400,000	400,000	400,000
	Total Expenditures	446,839	1,269,724	773,974	1,111,259
Revenues		1,112,120	730,301	730,301	471,614
Staffing	Full-Time Equivalents - Civilian	2.0	2.0	2.0	2.0
	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	2.0	2.0	2.0	2.0
	Full-Time Equivalents - Overtime	0.0	2.0	2.0	0.0

**Significant Budget Changes and Highlights**

- o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- o This fund was previously reported as non-budgeted fund.
- o Continue commitment to support the Care Houston Program with estimated costs of \$400,000.
- o Increase support for the Tex-Health Harris County 3 Share Plan by \$181,340 due to anticipation of more enrollees into the Tex-Health Harris County 3 Share Plan and depletion of the original allocation.
- o Increase support for the Alternative Transportation Program by \$148,143 due to a greater need for funding in FY2014 and depletion of the original allocation in FY2013.

**Contractors Responsibility Fund  
Office of Business Opportunity  
Expenditure Summary**





**FISCAL YEAR 2014 BUDGET**

Division Summary						
Fund Name : Contractors Responsibility Fund Business Area Name : Office of Business Opportunity Fund No./Bus Area No. : 2424 / 5100						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
<b>Certification &amp; Compliance</b> <span style="float: right;">510002</span> This section provides oversight of the Pay or Play program and is responsible for program revenue collections, administrative operations, financial oversight and monitoring of funds.	2.0	446,839	2.0	773,974	2.0	1,111,259
<b>Total</b>	<u>2.0</u>	<u>446,839</u>	<u>2.0</u>	<u>773,974</u>	<u>2.0</u>	<u>1,111,259</u>

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**FISCAL YEAR 2014 BUDGET**

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**Business Area Roster Summary**

**Fund Name** : Contractors Responsibility Fund  
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<b>Job Description</b>	<b>Pay Grade</b>	<b>FY2013 Current Budget FTE</b>	<b>FY2014 Budget FTE</b>	<b>Change</b>
ADMINISTRATIVE ASSOCIATE	13	1.0	1.0	
CONTRACT ADMINISTRATOR	22	1.0	1.0	
<b>Total FTEs</b>		<u>2.0</u>	<u>2.0</u>	<u>0.0</u>
<b>Less adjustment for Civilian Vacancy Factor</b>		<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
<b>Full-Time Equivalent</b>		<u>2.0</u>	<u>2.0</u>	<u>0.0</u>

FISCAL YEAR 2014 BUDGET

**Business Area Revenue Summary**

Fund Name : Contractors Responsibility Fund  
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Commit Item	Description	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
5100020001	Certification & Compliance			
432010	Interest on Pooled Investments	28,592	28,592	12,664
434355	Pay or Play Revenue	701,709	701,709	458,950
<b>Total</b>	<b>Certification &amp; Compliance</b>	<u>730,301</u>	<u>730,301</u>	<u>471,614</u>
<b>Total</b>	<b>Office of Business Opportunity</b>	<u>730,301</u>	<u>730,301</u>	<u>471,614</u>

**FISCAL YEAR 2014 BUDGET**

**Business Area Expenditure Summary**

Fund Name : Contractors Responsibility Fund  
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Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	33,976	83,854	77,830	80,649
501070	Pension - Civilian	6,081	18,075	16,656	18,299
502010	FICA - Civilian	2,557	6,097	5,954	6,170
503010	Health Ins-Act Civilian	3,978	10,522	10,000	11,816
503015	Basic Life Insurance - Active Civilian	19	535	524	63
503060	Long Term Disability-Civilian	71	188	169	170
503090	Workers Compensation-Civilian-Admin	157	453	401	478
<b>Total</b>	<b>Personnel Services</b>	<b>46,839</b>	<b>119,724</b>	<b>111,534</b>	<b>117,645</b>
520114	Miscellaneous Support Services	0	750,000	262,440	591,928
522721	Interfund HR Client Services	0	0	0	1,603
522722	KRONOS Service Chargeback	0	0	0	83
<b>Total</b>	<b>Other Services and Charges</b>	<b>0</b>	<b>750,000</b>	<b>262,440</b>	<b>593,614</b>
532025	Transfers to Special Revenues	400,000	400,000	400,000	400,000
<b>Total</b>	<b>Debt Service and Other Uses</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Grand Total Expenditures</b>		<b>446,839</b>	<b>1,269,724</b>	<b>773,974</b>	<b>1,111,259</b>