

FISCAL YEAR 2015 BUDGET

Fund Summary

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

	<u>FY2014 Current Budget</u>	<u>FY2014 Estimate</u>	<u>FY2015 Budget</u>
Beginning Fund Balance	783,084	783,084	604,317
Current Revenues	<u>8,562,955</u>	<u>8,743,711</u>	<u>11,608,038</u>
Total Available Resources	<u><u>9,346,039</u></u>	<u><u>9,526,795</u></u>	<u><u>12,212,355</u></u>
Maintenance and Operations	8,922,478	8,922,478	12,212,355
Total Expenditures	<u>8,922,478</u>	<u>8,922,478</u>	<u>12,212,355</u>
Planned Ending Fund Balance	<u>423,561</u>	<u>604,317</u>	<u>0</u>
Total Budget	<u><u>9,346,039</u></u>	<u><u>9,526,795</u></u>	<u><u>12,212,355</u></u>
<u>Fund Balance Distribution:</u>			
Non-Spendable	0	0	0
Restricted	423,561	604,317	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2014 Budget, the FY2014 Estimate, and the FY2015 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 animal care and to protect the public health 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.

Mayor Parker requested that City Council create the BARC Special Revenue Fund to segregate public donations funding BARC programs from other City Revenue, ensuring that donations are used only for the purposes of which they are donated. 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.

Since its creation, BARC Special Revenue Fund has continued to improve the level of service available to citizens. 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.

For FY2015, BARC's budget includes an additional \$2,600,000 to increase the number of animal control officer responses. This will result in a significant improvement in BARC's ability to address the dangers posed to public safety by stray animals, which may attack citizens or spread animal borne illnesses. In addition, Phase 1 of BARC's Adoption Center is currently expected to be completed during FY2015. Utilities and insurance for the new facility are also funded in FY2015 budget.

FISCAL YEAR 2015 BUDGET

Business Area Budget Summary

Fund Name : BARC Special Revenue

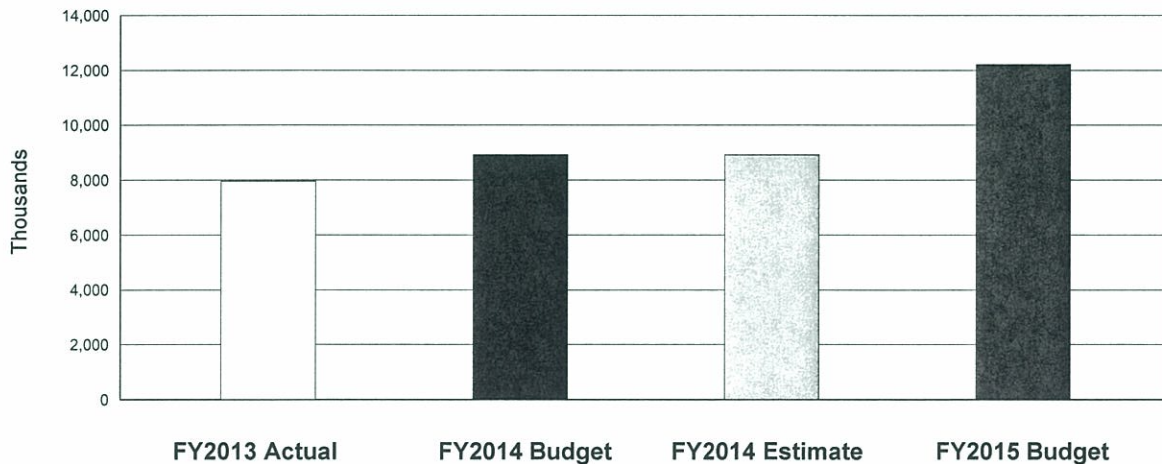
Business Area Name : Administration and Regulatory Affairs

Fund No./Bus. Area No. : 2427 / 6500

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	5,506,081	5,989,917	5,940,858	7,773,350
	Supplies	839,480	1,137,054	1,169,261	1,487,715
	Other Services and Charges	1,588,103	1,733,507	1,740,541	2,604,750
	Equipment	0	0	0	300,000
	Non-Capital Equipment	16,398	62,000	71,818	46,540
	Total M & O Expenditures	7,950,062	8,922,478	8,922,478	12,212,355
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	7,950,062	8,922,478	8,922,478	12,212,355
Revenues		7,719,132	8,562,955	8,743,711	11,608,038
Staffing	Full-Time Equivalents - Civilian	88.8	94.1	85.2	110.1
	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	88.8	94.1	85.2	110.1
	Full-Time Equivalents - Overtime	0.1	0.0	0.1	0.1

- Significant Budget Changes and Highlights**
- o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
 - o FY2015 increased funding of \$2,600,000 includes the addition of 24 personnel and 6 new vehicles to increase animal enforcement activities to meet the demands of citizens and to fund Phase 1 of the new Adoption Center.
 - o Includes an estimated 29.6% increase from the FY2014 Budget in Animal Wellness Clinic revenue from \$123,458 to \$160,000.
 - o Includes an estimated 11.7% increase from the FY2014 Budget in Rabies Control License revenue from \$828,185 to \$925,338.
 - o BARC will be funded at \$5.27 per capita in FY2015, which represents an increase of 26.7% compared to FY2014 when BARC was funded at \$4.16 per capita.

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



FISCAL YEAR 2015 BUDGET

Business Area Performance Measures

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

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Animal Control Officer Impounds	J,Q,P	7,865	N/A	7,866	9,036
Animal Intakes	Q,P	25,567	25,493	25,874	27,302
Animal Live Release Rate	Q	49.1%	55.0%	52.0%	53.0%
Animals Trapped, Neutered, and Returned	Q,P	1,144	N/A	1,182	1,217
Spay and Neuter Procedures Completed	Q,P	8,051	8,335	8,822	10,694
Expenditures Budget vs Actual Utilization	F	94%	98%	100%	98%
Revenues Budget vs Actual Utilization	F	100%	100%	102%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
 Fiscal Responsibility (F) Quality of Life (Q)

FISCAL YEAR 2015 BUDGET

Division Summary						
Fund Name : BARC Special Revenue Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 2427 / 6500						
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
ARA - Special Initiatives 650009 Special Initiatives coordinates and maintains oversight over BARC's programs that target increased live release rate through animal transport, intake prevention through spaying and neutering, and sponsored adoption events. This Cost Center is newly created in FY2015.	0.0	0	0.0	0	1.8	863,844
ARA - Administration 650081 Administration provides support for operations within the BARC division through the facilitation of purchasing, policy, training, budget, warehousing, facility improvements, and other administrative services. In FY2015, BARC's Mechanic III was consolidated by Fleet Department. Chargebacks for this FTE will be booked as interfund services.	7.2	1,604,442	7.0	1,733,766	6.0	2,025,904
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 into two distinct cost centers in FY2014. Vet tech personnel moved to Shelter in FY2015.	46.6	3,764,363	17.6	2,204,399	5.4	1,699,174
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.	20.8	1,308,187	20.0	1,480,817	32.0	2,513,316
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 FY2014, BARC's customer service personnel were transferred to the Customer Service cost center.	10.6	547,201	4.0	477,304	5.8	586,419
ARA - Customer Service 650085 Customer Service assists the citizens of Houston with animal intakes, adoptions, pet licensing, and other customer related activity through providing exemplary service for customers that interact and transact with BARC's front counter. In FY2014, the customer service personnel were transferred from Marketing Outreach.	0.0	374,560	5.0	638,947	8.0	821,659

FISCAL YEAR 2015 BUDGET

Division Summary						
Fund Name : BARC Special Revenue Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 2427 / 6500						
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
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 the City of Houston's legal and compliance requirements are met in full.	3.6	351,309	5.0	445,214	5.0	466,437
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 was separated from the Medical and Shelter cost center as of FY2014, and vet tech personnel were transferred from Medical in FY2015.	0.0	0	26.6	1,942,031	46.1	3,235,602
Total	88.8	7,950,062	85.2	8,922,478	110.1	12,212,355

FISCAL YEAR 2015 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	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	3.0	6.7	3.7
ADMINISTRATIVE SUPERVISOR	22	2.0	0.0	(2.0)
ANIMAL CARE TECHNICIAN	11	15.0	23.5	8.5
ANIMAL CONTROL MANAGER	25	2.0	2.0	
ANIMAL CONTROL OFFICER	13	14.0	22.0	8.0
ANIMAL CONTROL OFFICER TRAINEE	11	3.0	5.0	2.0
ANIMAL CONTROL SUPERVISOR	22	0.0	2.0	2.0
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
CHIEF VETERINARIAN,DVM	30	1.0	1.0	
CUSTOMER SERVICE REP. I	13	2.0	0.0	(2.0)
CUSTOMER SERVICE REP. II	15	8.0	11.9	3.9
CUSTOMER SERVICE REP. III	16	2.0	4.0	2.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	0.0	1.0	1.0
DIVISION MANAGER	29	3.0	0.0	(3.0)
KENNEL ATTENDANT	8	6.0	1.0	(5.0)
MANAGEMENT ANALYST II	18	1.0	1.0	
MECHANIC III	19	1.0	0.0	(1.0)
OFFICE SERVICE MANAGER	23	1.0	2.0	1.0
SENIOR ANIMAL CARE TECHNICIAN	15	9.0	7.0	(2.0)
SENIOR ANIMAL CONTROL OFFICER	16	2.0	0.0	(2.0)
SENIOR INVENTORY MANAGEMENT CLERK	12	1.0	1.0	
SHELTER SUPERVISOR	22	3.0	3.0	
STAFF ANALYST	26	1.0	1.0	
STAFF VETERINARIAN,DVM	28	2.6	3.4	0.8
VETERINARIAN TECHNICIAN SUPERVISOR	21	1.0	1.0	
VETERINARY TECHNICIAN	15	12.0	13.6	1.6
Total FTEs		97.6	115.1	17.5
Less adjustment for Civilian Vacancy Factor		3.5	5.0	1.5
Full-Time Equivalents		94.1	110.1	16.0

FISCAL YEAR 2015 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	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
6500080008	ARA - BARC			
421080	Rabies Control Licenses	828,185	884,423	925,338
426050	Animal Control Fees	95,719	95,719	95,719
426060	Clinical Fees	123,458	160,000	160,000
432010	Interest on Pooled Investments	48,672	41,521	41,521
434230	Animal Adoption	251,028	205,000	205,000
444010	Private Contributions	40,000	180,000	90,000
452030	Miscellaneous Revenue	0	1,155	0
490010	Transfer from General Fund	7,175,893	7,175,893	10,090,460
Total	ARA - BARC	8,562,955	8,743,711	11,608,038
Total	Administration and Regulatory Affairs	8,562,955	8,743,711	11,608,038

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	3,536,230	3,700,107	3,700,107	4,690,606
500030	Salary Part Time - Civilian	89,284	149,264	105,012	107,604
500060	Overtime - Civilian	8,434	13,000	13,000	13,000
500090	Premium Pay - Civilian	7,773	9,500	9,500	9,500
500110	Bilingual Pay - Civilian	15,793	15,500	18,536	26,744
501070	Pension - Civilian	776,531	847,147	864,345	1,189,541
501120	Termination Pay - Civilian	6,478	4,000	15,669	20,000
502010	FICA - Civilian	265,522	296,755	290,851	369,896
503010	Health Ins-Act Civilian	653,336	775,896	768,439	1,142,799
503015	Basic Life Insurance - Active Civilian	2,086	3,077	3,077	2,742
503060	Long Term Disability-Civilian	7,414	7,779	7,779	9,416
503090	Workers Compensation-Civilian-Admin	18,675	22,503	22,503	29,462
503100	Workers Compensation-Civilian-Claim	90,350	105,000	90,000	130,000
504030	Unemployment Claims - Administration	28,175	40,389	32,040	32,040
Total	Personnel Services	5,506,081	5,989,917	5,940,858	7,773,350
511010	Chemical Gases & Special Fluids	2,976	3,500	3,500	3,500
511015	Cleaning & Sanitary Supplies	68,668	71,800	91,324	91,324
511020	Construction Materials	0	2,040	0	0
511025	Electrical Hardware & Parts	1,865	2,000	2,000	2,000
511030	Mechanical Hardware & Parts	91	510	510	510
511040	Audiovisual Supplies	2,649	3,060	3,060	3,060
511045	Computer Supplies	7,666	8,060	8,060	8,060
511050	Paper & Printing Supplies	5,012	5,416	5,416	5,916
511055	Publications & Printed Materials	6,045	4,060	6,000	6,936
511060	Postage	42,568	68,441	50,000	50,000
511070	Miscellaneous Office Supplies	26,285	22,407	25,642	28,018
511085	Drugs & Medical Chemicals	12,088	29,161	16,382	24,407
511090	Medical & Surgical Supplies	37,911	35,700	45,000	56,854
511095	Small Technical & Scientific Equipment	1,183	700	5,000	5,000
511100	Veterinary & Animal Supplies	439,379	661,000	706,748	877,472
511110	Fuel	108,717	120,000	120,000	225,566
511115	Vehicle Repair & Maintenance Supplies	0	1,020	1,020	1,020
511120	Clothing	34,972	36,069	36,069	49,078
511125	Food Supplies	0	0	1,000	1,000
511145	Small Tools & Minor Equipment	2,026	3,530	3,530	3,530
511150	Miscellaneous Parts & Supplies	38,280	54,500	39,000	44,464
511160	Protective Gear	1,099	4,080	0	0
Total	Supplies	839,480	1,137,054	1,169,261	1,487,715
520100	Temporary Personnel Services	301,471	306,783	250,000	250,000
520102	Security Services	4,977	6,723	6,723	9,412
520103	Subrecipient Contract Services	121,353	96,000	152,000	545,280
520108	Information Resource Services	10,434	0	0	0
520109	Medical Dental & Laboratory Services	1,012	1,298	1,498	2,202
520110	Management Consulting Services	1,551	5,000	12,000	12,000
520114	Miscellaneous Support Services	9,417	14,380	11,320	11,320
520118	Refuse Disposal	1,848	6,565	2,082	2,082
520119	Computer Equipment/Software Maintenance	49,767	44,000	96,425	96,425
520120	Communications Equipment Services	0	1,020	1,020	1,020
520121	IT Application Svcs	8,203	36,141	36,141	27,189
520123	Vehicle & Motor Equipment Services	36,674	42,810	42,810	0
520124	Other Equipment Services	0	1,020	3,200	3,200

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
520126	Construction Site Work Services	80	3,060	0	0
520143	Credit/Bank Card Services	6,683	14,000	9,438	9,438
520510	Mail/Delivery Services	763	510	2,292	519
520515	Print Shop Services	30,355	58,888	58,888	60,619
520520	Printing & Reproduction Services	6,939	5,162	9,591	9,591
520605	Advertising Services	28,300	65,136	65,136	65,136
520705	Insurance Fees	9,772	12,030	12,030	15,773
520765	Membership & Professional Fees	5,333	4,600	4,600	4,600
520805	Education & Training	3,654	7,000	10,000	10,000
520905	Travel - Training Related	9,338	22,636	12,318	12,318
521405	Building Maintenance Services	15,252	26,311	4,000	30,000
521415	Land and Grounds Maintenance	0	0	700	0
521505	Electricity	152,390	241,996	241,996	236,108
521510	Natural Gas	18,441	18,878	18,878	18,874
521605	Data Services	16,320	54,562	54,562	28,627
521610	Voice Services	76,909	25,961	25,961	40,841
521620	Voice Equipment	245	3,000	3,000	0
521625	Voice Labor	7,865	6,000	6,000	0
521630	GIS Revolving Fund Services	7,651	9,227	9,227	14,004
521635	Voice Services -Wireless	0	4,614	4,614	47,385
521705	Vehicle/Equipment Rental/Lease	0	2,040	2,040	2,040
521715	Office Equipment Rental	17,930	20,400	24,377	24,377
521725	Other Rental	0	0	4,500	4,500
521730	Parking Space Rental	31	0	0	0
521735	Hobby Parking Space Rental	0	4,500	4,500	0
521905	Legal Services	0	0	2,100	0
522305	Freight Charges	68,048	6,620	3,000	3,000
522410	Cashier Shortages	871	0	7	0
522430	Miscellaneous Other Services & Charges	30,581	81,344	65,275	369,865
522721	Interfund HR Client Services	65,673	71,321	71,321	93,744
522722	KRONOS Service Chargeback	3,888	3,596	3,596	3,947
522730	Interfund Engineering Services	0	4,000	4,000	0
522795	Other Interfund Services	458,084	394,375	387,375	433,935
522845	Interfund Vehicle Services	0	0	0	105,379
Total	Other Services and Charges	1,588,103	1,733,507	1,740,541	2,604,750
560220	Vehicles	0	0	0	300,000
Total	Equipment	0	0	0	300,000
551010	Non-Capital Office Furniture & Equipment	0	2,000	1,818	0
551015	Non-Capital Computer Equipment	1,698	60,000	60,000	33,600
551020	Non-Capital Communication Equipment	3,519	0	0	0
551030	Non-Capital Machinery & Equipment	0	0	10,000	12,940
551040	Non-Capital Other	11,181	0	0	0
Total	Non-Capital Equipment	16,398	62,000	71,818	46,540
Grand Total Expenditures		7,950,062	8,922,478	8,922,478	12,212,355