

FISCAL YEAR 2016 BUDGET

Fund Summary

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

	<u>FY2015 Current Budget</u>	<u>FY2015 Estimate</u>	<u>FY2016 Budget</u>
Beginning Fund Balance	1,273,506	1,273,506	874,860
Current Revenues	11,608,038	11,813,709	11,485,416
Total Available Resources	<u>12,881,544</u>	<u>13,087,215</u>	<u>12,360,276</u>
Maintenance and Operations	12,212,355	12,212,355	12,360,276
Total Expenditures	<u>12,212,355</u>	<u>12,212,355</u>	<u>12,360,276</u>
Planned Ending Fund Balance	<u>669,189</u>	<u>874,860</u>	<u>0</u>
Total Budget	<u><u>12,881,544</u></u>	<u><u>13,087,215</u></u>	<u><u>12,360,276</u></u>

Fund Balance Distribution

Non-Spendable	0	0	0
Restricted	669,189	874,860	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2015 Budget, the FY2015 Estimate, and the FY2016 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 FY2016, BARC's New Adoption Center will open its doors five days a week for adoptions only, this will allow citizens the opportunity to adopt a pet without any interference from the other services provided at BARC. As a result BARC will enhance its animal release initiatives and save more animal lives. At the same time BARC will expand its awareness programs by employing additional outreach personnel to reach citizens in targeted areas of the City of Houston and make sure that BARC's services are known to the public.

FISCAL YEAR 2016 BUDGET

Business Area Budget Summary

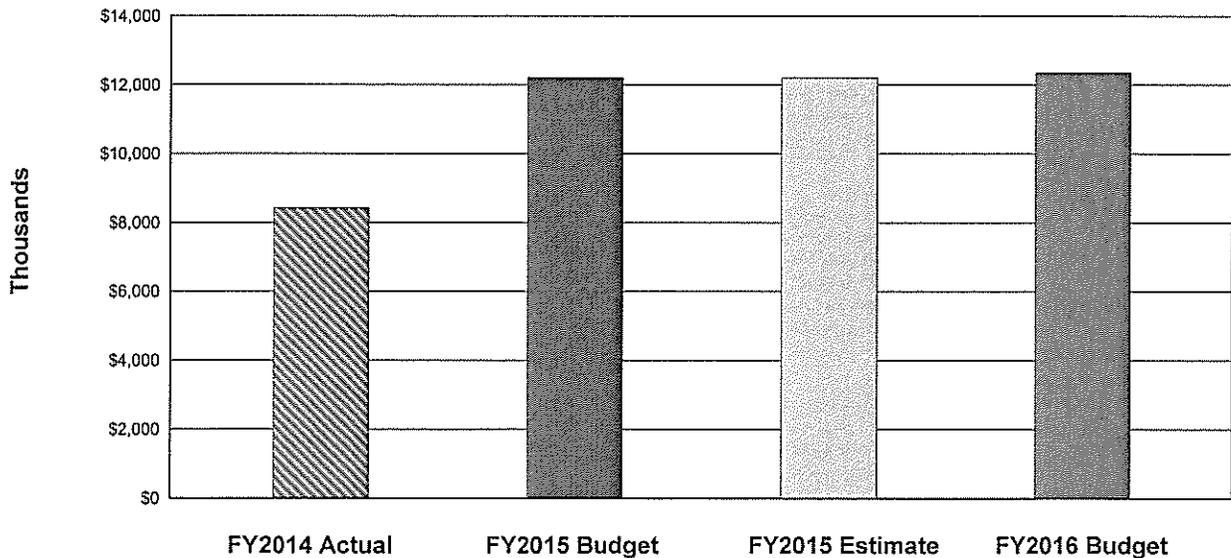
Fund Name : **BARC Special Revenue**
 Business Area : **Administration and Regulatory Affairs**
 Fund No. /Bus. Area No. : **2427 / 6500**

		FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
Expenditures	Personnel Services	5,662,714	7,773,350	7,339,722	8,107,774
	Supplies	1,217,003	1,480,715	1,743,300	1,611,735
	Other Services and Charges	1,478,497	2,603,750	2,774,793	2,640,767
	Equipment	69,562	278,000	278,000	0
	Non-Capital Equipment	1,818	76,540	76,540	0
	Total M & O Expenditures	<u>8,429,594</u>	<u>12,212,355</u>	<u>12,212,355</u>	<u>12,360,276</u>
	Debt Service & Other Uses	0	0	0	0
Total Expenditure	<u>8,429,594</u>	<u>12,212,355</u>	<u>12,212,355</u>	<u>12,360,276</u>	
Revenues		8,920,017	11,608,038	11,813,709	11,485,416
Staffing	Full-Time Equivalents - Civilian	84.5	110.1	104.2	112.8
	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>84.5</u>	<u>110.1</u>	<u>104.2</u>	<u>112.8</u>
	Full-Time Equivalents - Overtime	0.1	0.0	0.1	0.1

Significant Budget Changes and Highlights

- o The FY2016 Budget provides funding for health benefits and pension contribution.
- o Includes an estimated revenue increase of 119% in Animal Wellness Clinic from \$160,000 to \$350,000.
- o Includes an estimated revenue increase of 67% in Private Contribution from \$90,000 to \$150,000.
- o BARC will be funded at \$5.55 per capita in FY2016, which represents an increase of 5.2% compared to FY2015 when BARC was funded at \$5.27 per capita.

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



FISCAL YEAR 2016 BUDGET

Business Area Performance Measures

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

Performance Measure	Priority	FY2014 Actual	FY2015 Budget	FY2015 Estimate	FY2016 Budget
Animal Live Release Rate	Q	57%	53%	80%	62%
Animals Trapped, Neutered, and Returned	Q,P	1,219	1,217	1,278	1,339
Completed Service Calls for Animal Control Officers	P	N/A	N/A	N/A	23,652
Service Calls for Animal Control Officers	P	N/A	N/A	N/A	50,454
Spay and Neuter Procedures Completed	Q,P	8,859	10,694	12,144	14,560
Expenditures Budget vs Actual Utilization	F	94%	98%	100%	98%
Revenues Budget vs Actual Utilization	F	104%	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 2016 BUDGET

Division Summary						
Fund Name : BARC Special Revenue Business Area : Administration and Regulatory Affairs Fund No. /Bus Area No. : 2427 / 6500						
Division Description	FY2014 Actual		FY2015 Estimate		FY2016 Budget	
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
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.	0.0	0	1.8	833,744	2.0	880,310
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.	7.2	1,460,527	6.0	2,199,767	4.0	1,770,833
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.	19.0	2,332,991	5.4	1,928,124	5.6	1,901,896
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	1,454,784	32.0	2,486,715	33.0	2,421,706
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.	5.0	433,935	5.8	509,209	7.7	736,296
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.	5.6	608,625	7.0	821,659	9.5	899,780

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Division Summary						
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Business Area : Administration and Regulatory Affairs						
Fund No. /Bus Area No. : 2427 / 6500						
Division Description	FY2014 Actual		FY2015 Estimate		FY2016 Budget	
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
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.	3.7	368,347	4.0	440,788	5.0	462,880
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.	23.2	1,770,385	42.2	2,992,349	46.0	3,286,575
Total	84.5	8,429,594	104.2	12,212,355	112.8	12,360,276

FISCAL YEAR 2016 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2015 Current Budget FTE	FY2016 Budget FTE	Change
ADMINISTRATION MANAGER	26	0.0	1.0	1.0
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	0.0
ADMINISTRATIVE SPECIALIST	20	6.7	6.7	0.0
ADMINISTRATIVE SUPERVISOR	22	0.0	1.0	1.0
ANIMAL CARE TECHNICIAN	11	23.5	21.0	(2.5)
ANIMAL CONTROL MANAGER	25	2.0	2.0	0.0
ANIMAL CONTROL OFFICER	13	22.0	13.0	(9.0)
ANIMAL CONTROL OFFICER TRAINEE	11	5.0	9.0	4.0
ANIMAL CONTROL SUPERVISOR	22	2.0	3.0	1.0
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	0.0
CHIEF VETERINARIAN,DVM	30	1.0	1.0	0.0
CUSTOMER SERVICE REP. II	15	11.9	12.6	0.7
CUSTOMER SERVICE REP. III	16	4.0	3.0	(1.0)
CUSTOMER SERVICE SUPERVISOR	18	0.0	2.0	2.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	1.0	1.0	0.0
DIVISION MANAGER	29	0.0	1.0	1.0
KENNEL ATTENDANT	8	1.0	0.0	(1.0)
MANAGEMENT ANALYST II	18	1.0	0.0	(1.0)
MANAGEMENT ANALYST III	21	0.0	1.0	1.0
OFFICE SERVICE MANAGER	23	2.0	3.0	1.0
SENIOR ANIMAL CARE TECHNICIAN	15	7.0	7.0	0.0
SENIOR ANIMAL CONTROL OFFICER	16	0.0	4.0	4.0
SENIOR INVENTORY MANAGEMENT CLERK	12	1.0	1.0	0.0
SHELTER SUPERVISOR	22	3.0	2.0	(1.0)
STAFF ANALYST	26	1.0	1.0	0.0
STAFF VETERINARIAN,DVM	28	3.4	3.6	0.2
VETERINARIAN TECHNICIAN SUPERVISOR	21	1.0	3.0	2.0
VETERINARY TECHNICIAN	15	13.6	14.0	0.4
Total FTEs		115.1	118.9	3.8
Less Adjustment for Civilian Vacancy Factor		5.0	6.1	1.1
Full-Time Equivalent		110.1	112.8	2.7

FISCAL YEAR 2016 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
6500080008	ARA - BARC			
421080	Rabies Control Licenses	925,338	870,338	875,046
426050	Animal Control Fees	95,719	120,000	120,000
426060	Clinical Fees	160,000	320,000	350,000
432010	Interest on Pooled Investments	41,521	46,264	41,521
434230	Animal Adoption	205,000	205,000	215,000
444010	Private Contributions	90,000	160,000	150,000
452030	Miscellaneous Revenue	0	1,647	0
490010	Transfer from General Fund	10,090,460	10,090,460	9,733,849
Total	Administration and Regulatory Affairs	11,608,038	11,813,709	11,485,416

FISCAL YEAR 2016 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
500010	Salary Base Pay - Civilian	3,589,261	4,690,606	4,371,888	5,032,127
500030	Salary Part Time - Civilian	101,750	107,604	107,604	107,108
500060	Overtime - Civilian	1,676	13,000	13,000	13,000
500090	Premium Pay - Civilian	4,574	9,500	9,500	9,500
500110	Bilingual Pay - Civilian	16,442	26,744	26,744	27,120
501050	Employee Awards	535	0	0	0
501070	Pension - Civilian	835,664	1,189,541	1,101,264	1,376,789
501120	Termination Pay - Civilian	29,936	20,000	20,000	20,000
502010	FICA - Civilian	269,415	369,896	343,263	395,726
503010	Health Ins-Act Civilian	694,355	1,142,799	1,142,799	918,237
503015	Basic Life Insurance - Active Civilian	2,156	2,742	2,742	2,863
503060	Long Term Disability-Civilian	7,226	9,416	9,416	9,567
503090	Workers Compensation-Civilian-Admin	18,237	29,462	29,462	33,697
503100	Workers Compensation-Civilian-Claim	79,106	130,000	130,000	130,000
504030	Unemployment Claims - Administration	12,381	32,040	32,040	32,040
Total	Personnel Services	5,662,714	7,773,350	7,339,722	8,107,774
511010	Chemical Gases & Special Fluids	2,017	3,500	3,500	6,900
511015	Cleaning & Sanitary Supplies	87,506	91,324	131,227	153,982
511020	Construction Materials	0	0	537	0
511025	Electrical Hardware & Parts	352	2,000	2,000	2,000
511030	Mechanical Hardware & Parts	60	510	780	510
511040	Audiovisual Supplies	0	3,060	3,060	2,030
511045	Computer Supplies	6,179	8,060	8,060	6,770
511050	Paper & Printing Supplies	3,135	5,916	5,916	7,416
511055	Publications & Printed Materials	3,485	6,936	6,936	5,534
511060	Postage	40,737	50,000	50,000	50,000
511070	Miscellaneous Office Supplies	31,257	28,018	28,018	28,018
511080	General Laboratory Supplies	350	0	0	0
511085	Drugs & Medical Chemicals	16,310	24,407	80,100	59,572
511090	Medical & Surgical Supplies	43,339	56,854	86,914	89,521
511095	Small Technical & Scientific Equipment	4,561	5,000	5,000	5,000
511100	Veterinary & Animal Supplies	778,537	877,472	1,014,401	968,606
511110	Fuel	129,010	225,566	225,566	126,030
511115	Vehicle Repair & Maintenance Supplies	82	1,020	1,020	1,020
511120	Clothing	25,282	42,078	42,078	47,628
511125	Food Supplies	803	1,000	1,000	1,000
511145	Small Tools & Minor Equipment	2,650	3,530	4,800	5,734
511150	Miscellaneous Parts & Supplies	41,351	44,464	42,387	44,464
Total	Supplies	1,217,003	1,480,715	1,743,300	1,611,735
520100	Temporary Personnel Services	237,178	250,000	450,425	250,000
520102	Security Services	5,314	9,412	9,412	9,883
520103	Subrecipient Contract Services	149,925	515,180	515,180	545,280
520108	Information Resource Services	5,715	0	0	0
520109	Medical Dental & Laboratory Services	1,581	2,202	2,202	2,202
520110	Management Consulting Services	20,000	12,000	12,000	12,000
520114	Miscellaneous Support Services	9,376	11,320	16,500	21,500
520118	Refuse Disposal	1,957	2,082	2,082	2,300
520119	Computer Eq/SW Mnt	80,112	96,425	96,425	116,521
520120	Communications Equipment Services	914	1,020	1,020	1,070
520121	IT Application Svcs	0	27,189	33,848	30,683
520123	Vehicle & Motor Equipment Services	58,816	0	0	0
520124	Other Equipment Services	3,655	3,200	6,653	6,700
520126	Construction Site Work Services	10,000	72,141	72,141	0
520143	Credit/Bank Card Services	10,419	9,438	9,438	9,910

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Business Area Expenditure Summary

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Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
520510	Mail/Delivery Services	1,610	519	519	550
520515	Print Shop Services	31,213	40,619	37,166	61,619
520520	Printing & Reproduction Services	7,770	9,591	9,591	9,591
520605	Advertising Services	19,486	39,487	39,487	65,136
520705	Insurance Fees	9,267	15,773	15,773	14,910
520765	Membership & Professional Fees	2,129	4,600	4,600	4,600
520805	Education & Training	8,634	10,000	10,000	10,000
520905	Travel - Training Related	12,700	12,318	12,209	12,318
520910	Travel - Non-Training Related	0	0	109	0
521405	Building Maintenance Services	2,747	30,000	24,820	30,000
521415	Land and Grounds Maintenance	700	0	0	0
521505	Electricity	127,720	236,108	236,108	174,991
521510	Natural Gas	18,853	18,874	18,874	17,299
521605	Data Services	11,808	28,627	37,528	43,023
521610	Voice Services	19,032	40,841	40,841	35,630
521625	Voice Labor	2,731	0	0	0
521630	GIS Revolving Fund Services	7,352	14,004	13,900	14,779
521635	Voice Services -Wireless	1,059	47,385	2,547	23,057
521705	Vehicle/Equipment Rental/Lease	1,360	2,040	2,040	2,240
521715	Office Equipment Rental	23,723	24,377	24,377	25,596
521725	Other Rental	2,890	4,500	4,500	4,500
521735	Hobby Parking Space Rental	1,800	0	0	0
521905	Legal Services	2,100	0	0	0
522305	Freight Charges	1,948	3,000	3,000	3,000
522410	Cashier Shortages	9	0	0	0
522430	Misc Othr Svcs & Chrg	87,365	369,865	369,865	387,555
522721	Interfund HR Client Services	65,296	93,744	93,744	109,548
522722	KRONOS Service Chargeback	3,732	3,947	3,947	4,807
522730	Interfund Engineering Services	804	2,608	2,608	0
522795	Other Interfund Services	398,571	433,935	433,935	433,935
522845	Interfund Vehicle Services	9,126	105,379	105,379	144,034
Total	Other Services and Charges	1,478,497	2,603,750	2,774,793	2,640,767
560220	Vehicles	69,562	278,000	278,000	0
Total	Equipment	69,562	278,000	278,000	0
551010	Non-Cap Office Furniture & Equipment	1,818	0	0	0
551015	Non-Capital Computer Equipment	0	53,600	53,600	0
551030	Non-Capital Machinery & Equipment	0	22,940	22,940	0
Total	Non-Capital Equipment	1,818	76,540	76,540	0
Grand Total Expenditures		8,429,594	12,212,355	12,212,355	12,360,276