

**August 5, 2019**  
**Bayou Animal Services**  
**Corporation**  
**Regular Meeting**  
**7:00 p.m.**



Charles Suderman  
Walter Wilson  
Chris Heard  
Alun W. Thomas

**AGENDA**  
City of Dickinson  
**BAYOU ANIMAL SERVICES**  
**CORPORATION**  
**REGULAR MEETING**

IV Hoke  
Jason O'Brien  
Angie Terrell

**August 5, 2019**

**NOTICE** is hereby given of the **REGULAR MEETING** of the Bayou Animal Services Corporation of the City of Dickinson, County of Galveston, State of Texas, to be held on **Monday, August 5, 2019, at 7:00 p.m.** at: Dickinson City Hall, 4403 Highway 3, Dickinson, Texas 77539 for the purpose of considering the following numbered items. The Bayou Animal Services Corporation of the City of Dickinson, Texas, reserves the right to meet in a closed session on any of the below items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

**ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM**

**ITEM 2.) PUBLIC COMMENTS:** At this time, any person with related business may speak to the Board. In compliance with the Texas Open Meetings Act, The Board may not deliberate. **Comments from the public should be limited to a maximum of three (3) minutes per individual speaker.**

**ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Election Of Officers.

- A. President
- B. Vice President

**ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of the Minutes of the Bayou Animal Services Corporation Regular Meeting of October 1, 2018.

**ITEM 5.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Construction of New Facility.

**ITEM 6.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Animal Control Ordinances in the Cities of Clear Lake Shores, Dickinson, and Santa Fe.

**ITEM 7.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Adoption Fees and Registration Fees.

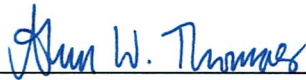
**ITEM 8.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Fiscal Year 2019-2020 Budget for the Bayou Animal Services Corporation.

**ITEM 9.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** The Role of the City of Dickinson in the Supervision of Bayou Animal Services Staff, Including the Implementation of Bayou Animal Services Policies and Programs.

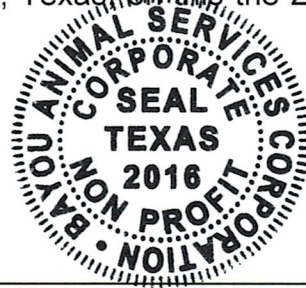
**ITEM 10.) ADJOURN**

### CERTIFICATION

This is to certify that a copy of the Notice of the Bayou Animal Services Corporation Regular Meeting for **Monday, August 5, 2019**, was posted on the bulletin board at Dickinson City Hall, 4403 Highway 3, Dickinson, Texas, on this the 2nd day of August, 2019, prior to 7:00 p.m.



Alun W. Thomas, Secretary for the Corporation



In compliance with the Americans with Disabilities Act, Bayou Animal Services Corporation will provide reasonable accommodations for disabled persons attending Bayou Animal Services Corporation Meetings. Requests should be received at least 24 hours prior to the scheduled meeting, by contacting the Secretary for the Corporation's office at 281-337-6217, or by FAX at 281-337-6190.

**BAYOU ANIMAL SERVICES  
CORPORATION**

**ITEM 1**

**Call to Order and  
Certification of a Quorum**

**CITY OF DICKINSON, TEXAS  
BAYOU ANIMAL SERVICES CORPORATION MEETING**

**ATTENDANCE LIST**

**MEETING DATE: August 5, 2019  
Regular Meeting**

<b><u>BOARD MEMBER</u></b>	<b><u>PRESENT</u></b>	<b><u>ABSENT</u></b>
CHARLES SUDERMAN	_____	_____
WALTER WILSON, PRESIDENT	_____	_____
CHRIS HEARD	_____	_____
ALUN W. THOMAS	_____	_____
IV HOKE	_____	_____
JASON O'BRIEN	_____	_____
ANGIE TERRELL	_____	_____

**MAKE NOTE ON RECORDING: THE FOLLOWING ALSO ARE IN ATTENDANCE:**

INTERIM TREASURER SANDRA CLARKSON	_____	_____
SHELTER DIRECTOR SARAH SAUNDERS	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**BAYOU ANIMAL SERVICES  
CORPORATION**

**ITEM 2**

**Public Comments**

**BAYOU ANIMAL SERVICES  
CORPORATION**

**ITEM 3**

**Election of Officers**

**BAYOU ANIMAL SERVICES  
CORPORATION**

**ITEM 4**

Charles Suderman  
Walter Wilson  
Chris Heard  
Alun W. Thomas

**MINUTES**  
City of Dickinson  
**BAYOU ANIMAL SERVICES**  
**CORPORATION**  
**REGULAR MEETING**

Ronald "Bubba" Jannett  
Bill Pittman  
Angie Terrell

**October 1, 2018**

The Bayou Animal Services Corporation met in a duly called and announced **Regular Meeting on Monday, October 1, 2018 at 7:00 p.m.** The meeting was held in the City of Dickinson Council Chambers located at 4403 Highway 3, Dickinson, Galveston County, Texas, and was held for the purpose of considering the following items:

**ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM:**

President Wilson called the meeting to order at 7:00 p.m. Director Thomas called roll and certified a quorum. Directors present were as follows: Charles Suderman, Walter Wilson, Chris Heard, Alun Thomas, Ronald Jannett, Bill Pittman, and Angie Terrell. Also present was Treasurer Stephanie Russell.

President Wilson welcomed Angie Terrell to the board.

**ITEM 2.) PUBLIC COMMENTS:** At this time, any person with related business may speak to the Board. In compliance with the Texas Open Meetings Act, The Board may not deliberate. **Comments from the public should be limited to a maximum of three (3) minutes per individual speaker.**

None.

**ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of the Minutes of the Bayou Animal Services Corporation Regular Meeting of September 4, 2018.

Director Pittman made a motion to approve the minutes, and Director Suderman seconded the motion. There being no discussion, President Wilson called for the vote.

**VOTE:**

7 AYES (Wilson, Suderman, Heard, Thomas, Jannett, Pittman, Terrell)

0 NAYS

**MOTION PASSED**

**ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of FY2018-2019 Budget.

Director Heard informed those present that, as directed during the September 4, 2018 meeting, staff had met to address the concerns that

were raised about the budget. The outcome of the meeting and the discussions included the lowering of the inter-local contribution amounts from Bayou Animal Services' member Cities. President Wilson discussed the animal control vehicle line item, and his efforts to have a truck and an animal control box for the truck donated to the Corporation, which includes an offer for the donor to place their name on the animal control box for advertising purposes. If he is unsuccessful in having a truck donated, a request for bids on a lease-purchase agreement will be issued. Animal Control Officer Sarah Saunders and City of Dickinson Management Assistant Gabrielle Bernal are in the early phases of planning a fundraiser for the Corporation, which is expected to positively impact the Corporation's revenues in FY2018-2019.

Director Suderman made a motion to approve the FY2018-2019 Budget, and Director Pittman seconded the motion. There being no further discussion, President Wilson called for the vote.

**VOTE:**

7 AYES (Wilson, Suderman, Heard, Thomas, Jannett, Pittman, Terrell)

0 NAYS

**MOTION PASSED**

**ITEM 5.) ADJOURN**

Director Jannett made a motion to adjourn the meeting at 7:06 p.m., and Director Heard seconded the motion. There being no discussion, President Wilson called for the vote.

**VOTE:**

7 AYES (Wilson, Suderman, Heard, Thomas, Jannett, Pittman, Terrell)

0 NAYS

**MOTION PASSED**

**PASSED, APPROVED AND ADOPTED** this the 5th day of August, 2019.

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Walter Wilson, President

**ATTEST:**

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Alun W. Thomas, Secretary for the Corporation

**BAYOU ANIMAL SERVICES  
CORPORATION**

**ITEM 5**

**BAYOU ANIMAL SERVICES  
CORPORATION**

**ITEM 6**

**BAYOU ANIMAL SERVICES  
CORPORATION**

**ITEM 7**

**BAYOU ANIMAL SERVICES  
CORPORATION**

**ITEM 8**

**Bayou Animal Services Corporation  
Agenda Item Data Sheet**

**MEETING DATE:** August 5, 2019

**TOPIC:** **Briefing, Discussion and Direction Concerning FY2019-2020 Draft Budget.**

**BACKGROUND:** Staff requests direction from the Board regarding next year's Budget. Revenues in the draft budget have been adjusted based on recent trends.

- Revenues from services have been estimated based on increased rates.
- Donations estimates have been increased based on history and recent activity by the Shelter Director.

With regards to Expenditures:

- It is proposed to add a fulltime position to act as a shelter operations coordinator. This move should reduce the amount of overtime required but increases the cost of benefits.
- Other operating costs have been increased to be a reasonable amount given recent history of animal care cost.

Revenue less expenditures is -\$30,720 which could be made up through additional fund-raising activity or additional cuts to operating expenditures at the Board's discretion.

City	FY2019	Increase	Pop. Est.	%
Clear Lake Shores	\$ 7,798	\$ 702	1,205	3.39
Santa Fe	\$ 89,662	\$ 5,338	20,881	58.7
Dickinson	\$135,800	\$ 11,000	13,509	37.9

Included with this agenda item are Budget vs. Actuals through July 31, 2019 for reference.

**RECOMMENDATION:** None.

**ATTACHMENTS:**

- FY2019-2020 Draft Budget
- FY2018-2019 Budget vs. Actuals through July 31, 2019

**FUNDING ISSUES:**

Not applicable – no dollars are being spent or received.

Full amount already budgeted in Acct/Project# \_\_\_\_\_

Not budgeted. \_\_\_\_\_

**FINANCE VERIFICATION OF FUNDING:**

<b>ACTIONS TAKEN</b>		
APPROVAL	READINGS PASSED	OTHER
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>	

**Bayou Animal Services Corporation  
Agenda Item Data Sheet**

<b>SUBMITTING STAFF MEMBER:</b>  Sandy Clarkson, Interim Finance Director, City of Dickinson	<b>CITY ADMINISTRATOR APPROVAL:</b>  
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>READINGS PASSED</b> <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>	<b>OTHER</b>

**BAYOU ANIMAL SERVICES CORPORATION**  
**FY 2019-2020 DRAFT PROPOSED BUDGET - 08/05/19**

The Bayou Animal Services Corporation (BAS) is a non-profit local government corporation established in 2016 for animal control and sheltering services. Bayou Animal Services is currently funded primarily by three participating cities: Clear Lake Shores, Santa Fe, and Dickinson. The BAS consists of a seven member board appointed by City Council. Its budget is also approved by City Council.

Account Name	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 19-20 Proposed Budget	Increase/ (Decrease)
<b>Beginning Fund Balance</b>	\$ -	\$ 581,925	\$ 1,069,293	\$ (36,426)	
<b>REVENUE</b>					
<b>Fees &amp; Donations</b>					
Donations	56,794	26,717	15,000	28,500	13,500
Credit Card Conv. Fees	(43)	(1)	-	-	-
Interest	-	15	100	100	-
Adoption Fees	10,795	5,910	5,500	8,000	2,500
Impoundment Fees	2,910	700	500	2,000	1,500
Code Compliance Fees	1,507	1,751	1,000	1,500	500
Pet Registration Fees	85	-	100	1,000	900
<b>Subtotal Fees &amp; Donations</b>	<b>72,048</b>	<b>35,092</b>	<b>22,200</b>	<b>41,100</b>	<b>18,900</b>
<b>Transfer from General Fund</b>	550,000	-	-	-	-
<b>Grants</b>	-	512,532	-	-	-
<b>Interlocal Contributions</b>					
Clear Lake Shores	7,358	8,684	7,798	8,500	702
Santa Fe	82,062	96,846	89,662	95,000	5,338
Dickinson	128,378	151,506	135,800	146,800	11,000
<b>Subtotal Interlocal</b>	<b>217,798</b>	<b>257,036</b>	<b>233,260</b>	<b>250,300</b>	<b>17,040</b>
<b>TOTAL REVENUE</b>	<b>839,846</b>	<b>804,660</b>	<b>255,460</b>	<b>291,400</b>	<b>35,940</b>
<b>TOTAL AVAILABLE FOR APPROPRIATION</b>	\$ 839,846	\$ 1,386,585	\$ 1,324,753	\$ 254,974.24	\$ 35,940
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
Salary & Benefits	216,106	228,285	118,641	146,000	27,359
Overtime			14,000	10,000	(4,000)
PTE Salary			51,235	35,000	(16,235)
Cell Phone Allowance			660	1,450	790
Cert./Edu. Pay				-	-
Longevity Pay			290	290	-
FICA Tax (Social Security)			-	2,200	2,200
Payroll Tax (Medicare)			2,680	2,500	(180)
Unemployment Tax (TWC)		179	1,026	1,000	(26)
Retirement (TMRS)			17,036	18,000	964
Employee Group Insurance		362	29,820	35,000	5,180
Worker's Comp			3,223	4,500	1,277
Contract Services	11,444	4,121	-	-	-
<b>Subtotal Salary &amp; Benefits</b>	<b>227,550</b>	<b>232,948</b>	<b>238,611</b>	<b>255,940</b>	<b>17,329</b>
<b>Operations</b>					
Fuel	5,121	7,689	8,000	6,000	(2,000)
Janitorial Supplies	1,169	362	1,500	2,000	500
Office Supplies	3,017	2,698	3,000	3,000	-
Operational Supplies	6,618	5,118	5,000	7,500	2,500
Uniforms & Apparel	529	509	1,000	1,000	-
Building & Property Maint.	1,713	2,376	3,000	3,000	-
Vehicle Maintenance	3,549	5,239	2,500	2,500	-

<b>Account Name</b>	<b>FY 16-17 Actual</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Budget</b>	<b>FY 19-20 Proposed Budget</b>	<b>Increase/ (Decrease)</b>
Travel & Training	137	489	5,000	5,000	-
Dues/Subscriptions	303	399	360	360	-
Comm.-Pagers/Phones	1,760	10,362	10,158	5,000	(5,158)
Utilities	-	-	8,050	6,500	(1,550)
Animal Food	-	220	1,000	1,500	500
Legal Services	135	-	-	-	-
Veterinarian Services	4,986	9,967	5,000	7,500	2,500
Building Lease	-	182	-	-	-
Computer Equip. & Software	420	3,071	1,000	1,000	-
Furniture & Equipment	913	915	1,000	1,000	-
<b>Subtotal Operations</b>	<b>30,371</b>	<b>49,594</b>	<b>55,568</b>	<b>52,860</b>	<b>(2,708)</b>
<b>Capital Purchases</b>					
Lease Purchased Vehicle	-	-	17,000	13,320	(3,680)
New Animal Shelter	-	34,750	1,050,000	-	(1,050,000)
<b>Subtotal Capital Expenses</b>	<b>-</b>	<b>34,750</b>	<b>1,067,000</b>	<b>13,320</b>	
<b>TOTAL EXPENDITURES</b>	<b>257,921</b>	<b>317,292</b>	<b>1,361,179</b>	<b>322,120</b>	<b>-</b>
<b>REVENUE-EXPENDITURES</b>	<b>581,925</b>	<b>487,368</b>	<b>(1,105,719)</b>	<b>(30,720)</b>	<b>-</b>
<b>ENDING FUND BALANCE</b>	<b>581,925</b>	<b>1,069,293</b>	<b>(36,426)</b>	<b>(67,146)</b>	

Period Ending: 7/2019

Account	Description	FY2017 ACTUALS	FY2018 ACTUALS	FY2019 ACTUALS THRU TO-DATE	FY19 CURRENT BUDGET	FY20 PROPOSED BUDGET
Department number:						
42-7346-00-00	CODE COMPLIANCE FEES	1,507.00-	1,751.00-	250.00-	1,000.00-	1,500.00-
42-7610-00-00	CC CONVENIENCE FEES	43.39	.72	19.77		
42-7621-00-00	INTEREST		14.54-	26.73-	100.00-	100.00-
42-7640-00-00	DONATIONS	56,794.02-	26,717.19-	16,311.25-	15,000.00-	28,500.00-
42-7641-00-00	ADOPTION FEES	10,795.00-	5,910.00-	1,306.50-	5,500.00-	8,000.00-
42-7642-00-00	PET REGISTRATION FEES	85.00-			100.00-	1,000.00-
42-7643-00-00	IMPOUNDMENT FEES	2,910.00-	700.00-	600.00-	500.00-	2,000.00-
42-7700-00-00	GRANTS		512,532.00-			
42-7711-00-00	INTERLOCAL-CLEAR LAKE SHORES	7,358.01-	8,684.00-	5,848.50-	7,798.00-	8,500.00-
42-7714-00-00	INTERLOCAL-SANTA FE	82,062.00-	96,846.12-	74,718.30-	89,662.00-	95,000.00-
42-7718-00-00	INTERLOCAL-DICKINSON	128,378.04-	151,506.00-	67,900.00-	135,800.00-	146,800.00-
42-7724-00-00	TRSF FROM GENERAL FUND	550,000.00-				
Subtotal:		839,845.68-	804,660.13-	166,941.51-	255,460.00-	291,400.00-
Program number:		839,845.68-	804,660.13-	166,941.51-	255,460.00-	291,400.00-
Department number: 22 CAPITAL EXPENSES						
Program number: SPECIAL PROJECTS						
42-8445-22-00	SPECIAL PROJECTS				1,050,000.00	13,320.00
42-8660-22-00	VEHICLE ACQUISITION				17,000.00	
Subtotal:					1,067,000.00	13,320.00
Program number:					1,067,000.00	13,320.00
Program number: 1 DESIGN						
42-8445-22-01-1801 NEW ANIMAL SHELTER-DESIGN & ENG						
Subtotal:			32,250.00	9,302.50		
Program number:			32,250.00	9,302.50		
Program number: 1 DESIGN						
42-8445-22-02-1801 NEW MATERIALS TESTING						
Subtotal:			2,500.00	5,162.20		
Program number:			2,500.00	5,162.20		
Program number: 2 MATERIALS TESTING						
42-8445-22-02-1801 NEW ANIMAL SHELTER-LAB TESTING						

Period Ending: 7/2019

Account	Description	FY2017 ACTUALS	FY2018 ACTUALS	FY2019 ACTUALS THRU TO-DATE	FY19 CURRENT BUDGET	FY20 PROPOSED BUDGET
Subtotal:			2,500.00	5,162.20		
Program number:	2 MATERIALS TESTING		2,500.00	5,162.20		
Program number:	3 CONSTRUCTION					
42-8445-22-03-1801	NEW ANIMAL SHELTER-CONSTRUCTIO			407,129.74		
Subtotal:				407,129.74		
Program number:	3 CONSTRUCTION					
Program number:	4 OTHER					
42-8445-22-04-1801	NEW ANIMAL SHELTER-OTHER			7,995.00		
Subtotal:				7,995.00		
Program number:	4 OTHER					
Department number:	CAPITAL EXPENSES		34,750.00	429,589.44	1,067,000.00	13,320.00
Department number:	42 ANIMAL SERVICES					
Program number:						
42-8101-42-00	SALARY & WAGES	216,105.88	228,285.09	65,996.03	118,641.00	146,000.00
42-8102-42-00	OVERTIME			15,186.05	14,000.00	10,000.00
42-8104-42-00	PTE BASE SALARY			76,786.40	51,235.00	35,000.00
42-8110-42-00	CELL PHONE ALLOWANCE			55.00	660.00	1,450.00
42-8114-42-00	LONGEVITY PAY			120.00	290.00	290.00
42-8150-42-00	FICA TAX			2,564.51		
42-8151-42-00	PAYROLL TAXES			2,290.00	2,680.00	4,700.00
42-8152-42-00	UNEMPLOYMENT TAXES		179.31	73.89	1,026.00	1,000.00
42-8153-42-00	RETIREMENT (THRS)			11,298.64	17,036.00	18,000.00
42-8155-42-00	EMPLOYEE GROUP INSURANCE		362.35	19,931.33	29,020.00	35,000.00
42-8156-42-00	WORKER'S COMP INSURANCE			3,010.00	3,223.00	4,500.00
42-8203-42-00	BUILDING & KITCHEN SUPPLIES			608.70		
42-8204-42-00	FUEL	5,121.48	7,689.48	620.49-	8,000.00	6,000.00
42-8207-42-00	JANITORIAL SUPPLIES	1,168.60	361.55	1,753.02	1,500.00	2,000.00
42-8210-42-00	OFFICE SUPPLIES	3,017.26	2,697.92	4,512.03	3,000.00	3,000.00
42-8212-42-00	OPERATIONAL SUPPLIES	6,617.98	5,118.49	6,488.48	5,000.00	7,500.00
42-8213-42-00	UNIFORMS & APPAREL	529.00	508.75	1,168.63	1,000.00	1,000.00
42-8301-42-00	BLDG & PROPERTY MAINTENANCE	1,713.09	2,375.72	2,291.35	3,000.00	3,000.00
42-8307-42-00	VEHICLE MAINTENANCE	3,548.72	5,238.55	1,152.38	2,500.00	2,500.00

Period Ending: 7/2019

Account	Description	FY2017 ACTUALS	FY2018 ACTUALS	FY2019 ACTUALS THRU TO-DATE	FY19 CURRENT BUDGET	FY28 PROPOSED BUDGET
42-8402-42-00	TRAVEL & TRAINING	136.74	488.69	2,064.99	5,000.00	5,000.00
42-8403-42-00	DUES/SUBSCRIPTIONS/BOOKS	303.45	398.78	657.94	360.00	360.00
42-8407-42-00	COMM-PAGERS & PHONES	1,759.98	10,361.62	2,705.82	10,158.00	5,000.00
42-8417-42-00	UTILITIES			1,637.48	8,050.00	6,500.00
42-8426-42-00	ANIMAL FOOD		219.93	648.26	1,000.00	1,500.00
42-8515-42-00	LEGAL SERVICES	135.00				
42-8524-42-00	PROFESSIONAL SERVICES	4,986.29	9,966.78	10,840.43	5,000.00	7,500.00
42-8527-42-00	CONTRACT SERVICES	11,444.14	4,121.25	22,489.86		
42-8601-42-00	BUILDING & PROPERTY		182.00			
42-8602-42-00	COMPUTER EQUIP & SOFTWARE	419.98	3,070.99		1,000.00	1,000.00
42-8604-42-00	FURNITURE & EQUIPMENT	912.95	914.75		1,000.00	1,000.00
	Subtotal:	257,920.54	282,542.00	255,630.81	294,179.00	308,800.00
	Program number:	257,920.54	282,542.00	255,630.81	294,179.00	308,800.00
	Department number: ANIMAL SERVICES	257,920.54	282,542.00	255,630.81	294,179.00	308,800.00
	Expenditure Subtotal -----	257,920.54	317,292.00	685,220.25	1,361,179.00	322,120.00
	Fund number: 42 ANIMAL SERVICES FUND	581,925.14-	487,368.13-	518,278.74	1,105,719.00	30,720.00

\*\*\*\*\* End of Report \*\*\*\*\*

**BAYOU ANIMAL SERVICES  
CORPORATION**

**ITEM 9**

**BAYOU ANIMAL SERVICES  
CORPORATION**

**ITEM 10**

**Adjourn**