

September 11, 2017
Bayou Animal Services
Corporation
Regular Meeting
7:00 p.m.



Charles Suderman
Walter Wilson
Ron Morales
Alun W. Thomas

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

Ronald "Bubba" Jannett
Bill Pittman
Diana Hoerner

September 11, 2017

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, September 11, 2017, 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: Approval of the Minutes of the Bayou Animal Services Corporation Regular Meeting of August 7, 2017

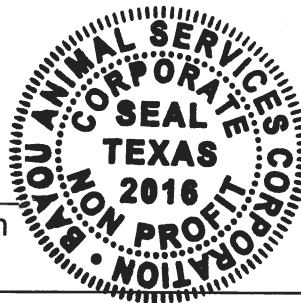
ITEM 4.) BRIEFING AND DISCUSSION CONCERNING: Approval of FY2017-2018 Budget.

ITEM 5.) ADJOURN

CERTIFICATION

This is to certify that a copy of the Notice of the Bayou Animal Services Corporation Regular Meeting for **MONDAY, September 11, 2017**, was posted on the bulletin board at Dickinson City Hall, 4403 Highway 3, Dickinson, Texas, on this the 7th day of September, 2017, 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

City of Dickinson

**BAYOU ANIMAL SERVICES
CORPORATION**

REGULAR MEETING

CALL TO ORDER:

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

ATTENDANCE LIST

MEETING DATE: September 11, 2017 Regular Meeting

<u>BOARD MEMBER</u>	<u>PRESENT</u>	<u>ABSENT</u>
CHARLES SUDERMAN	_____	_____
WALTER WILSON	_____	_____
RON MORALES	_____	_____
ALUN W. THOMAS	_____	_____
RONALD "BUBBA" JANNETT	_____	_____
BILL PITTMAN	_____	_____
DIANA HOERNER	_____	_____

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

TREASURER STEPHANIE RUSSELL	_____	_____
ASSISTANT SECRETARY BRYAN MILWARD	_____	_____
SHELTER DIRECTOR MELVIN TROVER	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**BAYOU ANIMAL SERVICES
CORPORATION**

ITEM 2

**BAYOU ANIMAL SERVICES
CORPORATION**

ITEM 3

Charles Suderman
Walter Wilson
Ron Morales
Alun W. Thomas

MINUTES
City of Dickinson
BAYOU ANIMAL SERVICES
CORPORATION
REGULAR MEETING

Ronald "Bubba" Jannett
Bill Pittman
Diana Hoerner

August 7, 2017

The Bayou Animal Services Corporation met in a duly called and announced **REGULAR MEETING** on **MONDAY, August 7, 2017 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 7:01 p.m. Director Thomas called roll and certified a quorum. Directors present were as follows: Charles Suderman, Walter Wilson, Ron Morales, Alun Thomas, Ronald Jannett, and Bill Pittman. Director Diana Hoerner was absent. Also present were Treasurer Stephanie Russell, Bayou Animal Services Animal Control Officer Sarah Saunders, and City of Santa Fe City Manager Joe Dickson.

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 Minutes of July 10, 2017.

Director Pittman was absent from the July 10, 2017 meeting, and asked for clarification on the \$4,500 per month spent by Animal Alliance of Galveston County on Bayou Animal Services. Director Thomas explained that the expenditures were made as in-kind donations of veterinary services to the Corporation. Director Pittman made a motion to approve the minutes of the July 10, 2017 meeting, and Director Suderman seconded the motion. There being no further discussion, President Wilson called for a vote.

VOTE:

6 AYES (Wilson, Suderman, Morales, Thomas, Jannett, Pittman)

0 NAYS

MOTION PASSED

ITEM 4.) BRIEFING AND DISCUSSION CONCERNING: FY2017-2018 Draft Budget.

Treasurer Stephanie Russell presented the Corporation's draft budget for the 2017-2018 fiscal year, and addressed questions from the Board.

Discussion included the number of full-time equivalent (FTE) employees employed by the Corporation, the capabilities of the proposed Motorola APX4000 portable radios, how often the On-Call Kennel Tech works, and whether the Corporation has a volunteer program or accepts people working community service. Animal Control Officer Sarah Saunders informed the Board that the Kennel Tech works every Sunday, and averages one more day per week, which allows the Corporation to reduce the number of overtime hours worked by other employees. Mrs. Saunders also noted that the Corporation does have an active volunteer base, and accepts community service hours.

After discussion, it was the consensus of the Board, with Director Pittman opposed, to recommend to each city for adoption the version of the FY2018 Draft Budget that revises the On-Call Kennel Tech position to a Part-Time Kennel Tech position.

ITEM 5.) BRIEFING, DISCUSSION AND DIRECTION CONCERNING: Revised Floor Plan For New Facility For Bayou Animal Services Corporation.

Treasurer Stephanie Russell introduced Jeff Greytok, who works for Horizon International Group. Mr. Greytok explained the process by which his company would create a proposal for the construction of the proposed new facility, which would be certified for this area's windstorm requirements, and briefly discussed the BuyBoard purchasing process.

Armando Galarza, Account Manager at Gordian, explained the BuyBoard purchasing process in more detail, and addressed questions about the process from the Board. The Board also discussed the architectural, engineering, and geotechnical work to be done. When asked for his input on the building, City of Santa Fe City Manager Joe Dickson reminded the Board that the building will be constructed and owned by the City of Dickinson, so it would ultimately be the City's decision. Dickinson City Secretary Alun Thomas agreed to put a placeholder on the City's August 22, 2017 meeting for the Dickinson City Council to discuss the proposed building.

ITEM 6.) ADJOURN

Director Jannett made a motion to adjourn the meeting at 7:58 p.m., and Director Suderman seconded the motion. There being no discussion, President Wilson called for the vote.

VOTE:

6 AYES (Wilson, Suderman, Morales, Thomas, Jannett, Pittman)

0 NAYS

MOTION PASSED

PASSED, APPROVED AND ADOPTED this the 11th day of September, 2017.

Walter Wilson, President

ATTEST:

Alun W. Thomas, Secretary for the Corporation

**BAYOU ANIMAL SERVICES
CORPORATION**

ITEM 4

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

MEETING DATE: September 11, 2017

TOPIC:	CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of FY2017-2018 Budget
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BACKGROUND:	As directed during the August 7, 2017 Regular Meeting of the Bayou Animal Services Corporation, staff provided the recommended budget to the participating cities for consideration. Revenues in the FY2017-2018 Budget have been adjusted based on actuals to-date. With regards to Expenditures:
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- Salary & Benefits have been increased by \$28,955 based on estimated new benefit rates in 2018, a 3% salary increase (\$4,812 impact), and to upgrade an on-call Kennel Tech to part time. Upgrading this position will allow for the animal control officers to spend more time in the field and reduce overtime. The financial impact of upgrading the on-call Kennel Tech is \$12,400.
- The training budget is proposed to be increased by \$4,800 to allow for staff to complete continuing education requirements for animal control certifications.
- Animal Food has been reduced due to anticipated ongoing donations.
- Communications- Pagers/Phones is proposed to be increased by \$6,883 to purchase three Motorola Portable Radios. These radios will be enable staff to communicate with Dickinson & Santa Fe dispatch and police. Currently staff depends on cell phones that do not always have cell coverage which poses a safety concern. This is a one-time expense.

Interlocal Contributions included in the FY2017-2018 budget are as follows:

City	FY2016-2017 Original Budget	FY2017-2018 Budget	Increase
Clear Lake Shores	7,358	8,684	1,326
Santa Fe	82,062	96,846	14,784
Dickinson	128,378	151,506	23,128
Total	\$ 217,798	\$ 257,036	\$39,238

RECOMMENDATION:	Staff recommends approval of the FY2017-2018 Budget
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ATTACHMENTS:	• FY2017-2018 Budget
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FUNDING ISSUES:	<input checked="" type="checkbox"/> Not applicable – no dollars are being spent or received. <input type="checkbox"/> Full amount already budgeted in Acct/Project# _____
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ACTIONS TAKEN

APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	READINGS PASSED <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	OTHER
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**Bayou Animal Services Corporation
Agenda Item Data Sheet**

Not budgeted. _____

FINANCE VERIFICATION OF FUNDING:
Stephanie Russell

<p>SUBMITTING STAFF MEMBER: Stephanie Russell, Treasurer</p>	<p>CITY ADMINISTRATOR APPROVAL: <i>Stephanie Russell</i> for Ron Morales</p>
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ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	

**BAYOU ANIMAL SERVICES CORPORATION
FY 2017-2018 BUDGET**

Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE					
Fees & Donations					
Donations	5,424	7,000	3,500	7,000	3,500
Credit Card Conv. Fees	89	-	120	-	(120)
Adoption Fees	12,980	10,000	12,000	10,000	(2,000)
Impoundment Fees	4,227	4,000	6,000	4,000	(2,000)
Code Compliance Fees	604	2,000	480	2,000	1,520
Pet Registration Fees	295	100	360	100	(260)
Subtotal Fees & Donations	23,619	23,100	22,460	23,100	640
Transfer from Other Funds	30,000	-	-	-	-
Interlocal Contributions					
Clear Lake Shores	5,999	7,358	7,358	8,684	1,326
Santa Fe	76,921	82,062	82,062	96,846	14,784
Dickinson	118,013	128,378	128,378	151,506	23,128
Subtotal Interlocal	200,934	217,798	217,798	257,036	39,238
TOTAL REVENUE	254,553	240,898	240,258	280,136	39,878
EXPENDITURES					
Personnel Services					
Salary & Benefits	36,823	192,060	197,033	225,988	28,955
Contract Services	125,415	11,444	-	-	-
Subtotal Salary & Benefits	162,237	203,504	197,033	225,988	28,955
Operations					
Fuel	3,670	4,000	5,000	5,000	-
Janitorial Supplies	762	1,500	1,500	1,500	-
Office Supplies	3,299	3,000	3,000	3,000	-
Operational Supplies	7,531	6,500	6,500	6,500	-
Uniforms & Apparel	808	900	900	900	-
Building & Property Maintenance	23,650	2,000	2,000	2,000	-
Vehicle Maintenance	5,212	2,500	2,500	2,500	-
Travel & Training	100	1,200	200	5,000	4,800
Dues/Subscriptions/Books	238	360	360	360	-
Comm.-Pagers/Phones	2,541	3,275	3,275	10,158	6,883
Utilities	10,967	-	8,050	8,050	-
Animal Food	402	500	1,360	600	(760)
Veterinarian Services	6,302	7,200	7,200	7,200	-
Building Lease	23,140	-	-	-	-
Computer Equipment & Software	172	380	380	380	-
Furniture & Equipment	360	1,000	1,000	1,000	-
Subtotal Operations	3,162	34,315	43,225	54,148	10,923
TOTAL EXPENDITURES	254,553	237,819	240,258	280,136	39,878
REVENUE-EXPENDITURES	-	3,079	-	-	-
Beginning Fund Balance	-	-	-	-	-
ENDING FUND BALANCE	-	3,079	-	-	-

**BAYOU ANIMAL SERVICES
CORPORATION**

ITEM 5

ADJOURN

TIME: _____

MOTION: _____

SECOND: _____

VOTE _____