



GALVESTON COUNTY HEALTH DISTRICT

UNITED BOARD OF HEALTH

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

GALVESTON COUNTY HEALTH DISTRICT ANIMAL SERVICES ADVISORY COMMITTEE AGENDA

Wednesday June 10, 2020 9:00 am

ON MARCH 16, 2020, GOVERNOR GREG ABBOTT TEMPORARILY SUSPENDED PART OF THE TEXAS OPEN MEETINGS ACT TO HELP MITIGATE THE SPREAD OF COVID-19. SPECIFICALLY, THIS AMENDMENT ALLOWS FOR LOCAL GOVERNMENTS TO CONVENE VIRTUALLY SO LONG AS MEMBERS OF THE PUBLIC ARE PROVIDED A MEANS BY WHICH THEY CAN HEAR AND PROVIDE COMMENT TO THE GOVERNING BODY.

Th Galveston County Health District’s Animal Advisory Committee will convene for its regularly scheduled May meeting by utilizing Zoom, which will allow for Committee members and the public alike to partake in and/or view the meeting either online or over the phone.

CONNECTING VIA INTERNET:

1. Access the URL: <https://us02web.zoom.us/j/81243109286>
2. An automated prompt should appear on your screen; when it does, click “Open Zoom Meetings”
3. If you would prefer to use your computer for audio connection, please do the following:
 - a. When prompted, select “Join Audio”
 - b. Another popup box will appear, select the tab, “Computer Audio”
 - c. Now click the box stating, “Join With Computer Audio.” Your connection to the meeting will be automatically established upon doing so.
4. If you would prefer to utilize a phone for your audio connection, please do the following:
 - a. Mute your computer’s volume;
 - b. When prompted, select “Join Audio”
 - c. Another popup box will appear, select the tab, “Phone Call”
 - d. You will be presented with a Dial-In, Audio Code, and Participant ID. Call the Dial-In number from your phone and follow the subsequent voice prompts. Your connection to the meeting will be automatically established upon doing so.

CONNECTING VIA PHONE (AUDIO ONLY):

1. Dial 346-248-7799
2. You’ll be prompted to enter the Meeting ID, which is 812 4310 9286#
3. Finally, you’ll be instructed to enter your Participant ID. When this occurs, merely select the pound (hashtag) key without entering any numbers. Your connection to the meeting will be automatically established upon doing so.

CONSENT AGENDA: All items marked with a single asterisk (*) are parts of the consent agenda and require no deliberation by the Animal Advisory Committee. Any Committee member may remove an item from this agenda to be considered separately.

APPEARANCE: A citizen desiring to make comment to the Committee shall submit a written request to the Director by noon on the fifth day preceding the Advisory Committee Meeting. A statement of the nature of the matter to be considered shall accompany the request. The Director shall include the requested appearance on the agenda, and the person shall be heard if he or she appears.

QUORUM: A majority of the members (7) with at least (4) City reps and (1) County rep present shall constitute a quorum

Meeting Called to Order

*Item #1 ACTION Agenda

*Item #2 ACTION Excused Absence(s)

Item #3 ACTION.....Consider for Approval FY2021 Animal Services Budget

Item #4 ACTION.....Consider for Approval Costs Associated with
Crematorium Upgrade to Come Out of Fund Balance Reserve

Item #5 Public Comments

Adjournment

Tentative Next Meeting: August 13, 2020

At the discretion of the Advisory Committee Chair, persons who have not submitted written request may be permitted to comment on posted agenda item (s) (**limit three (3) minutes per person**). In compliance with Texas Open Meeting Act the Animal Advisory Committee may not deliberate on comments. Personal attacks will not be allowed and personnel matters should be addressed to the Animal Services Manager during normal business hours.

MEMBERS MAY BE REACHED DURING THE MEETING AT 409-938-2288
ANY PERSON REQUIRING SPECIAL ACCOMMODATION SHOULD CONTACT
AMANDA WOLFF AT (409) 938-2273 48 HOURS PRIOR TO THE MEETING.

Posted by: Amanda Wolff

Galveston County Health District
Animal Services – Highlights
Draft budget for fiscal year ending September 30, 2021
OPTION A



FIELD

- SALARIES & BENEFITS
 - \$757 net increase in personnel from prior year budget
 - 2.8% COLA for all staff (increase of \$7,752)
 - Increase in workers comp rate from 3.7% to 4.2% (increase of \$1,256)
 - Includes salary adjustments based on MAG-recommended minimum pay grades (increase of \$412)
 - Increase in pension rate from 2.12% to 2.26% (increase of \$324)
 - Vacant position (ACO Work Coordinator) hired in at lower rate (decrease of \$3,075)
 - Includes a 2% salary lapse (decrease of \$5,659)
 - Includes a 5% lapse in medical benefits (same as prior year)
- OTHER EXPENSES
 - (\$120) net decrease in other (non-fund balance) expenses from prior year budget
- FUNDING
 - \$45,837 net increase from prior year budget (including fund balance)
 - \$479 increase in County funding from prior year
 - \$158 increase in Cities funding from prior year
 - \$45,200 increase in fund balance expenditures

SHELTER

- SALARIES & BENEFITS
 - \$30,233 net increase in personnel from prior year budget
 - 2.8% COLA for all staff (increase of \$15,875)
 - Includes salary adjustments based on MAG-recommended minimum pay grades (increase of \$14,288)
 - Added part-time Surrender Intervention Coordinator (increase of \$17,027 for 0.5 FTE)
 - Increase in workers comp rate from 3.7% to 4.2% (increase of \$2,439)
 - Increase in pension rate from 2.12% to 2.26% (increase of \$630)
 - Includes a 3% salary lapse (decrease of \$18,000)
 - Includes 10% lapse in medical benefits (5% more than prior year)
- OTHER EXPENSES/SAVINGS
 - \$278 net increase in other (non-fund balance) expenses from prior year budget
 - \$4,400 reduction in Spay/Neuter contract and operating supply expense due to continued savings from in-house rabies vaccinations and feline neuters
 - \$2,000 increase in office supply expense due to rise in bid prices
 - \$1,776 increase in windstorm insurance expense
- FUNDING
 - \$27,811 net increase from prior year budget (including fund balance)
 - \$1,694 increase in fees and other revenue from prior year
 - \$14,884 increase in County funding from prior year
 - \$13,933 increase in Cities funding from prior year
 - (\$2,700) decrease in fund balance expenditures

VACCINATION CLINIC

- \$3,669 net increase in projected surplus from prior year budget
 - \$5,232 increase in sales revenue
 - \$1,203 increase in pharmaceutical supplies
 - \$360 increase in operating supplies

Galveston County Health District
Animal Services – Highlights
Draft budget for fiscal year ending September 30, 2021
OPTION A



FUND BALANCE

- **FIELD - \$48,400 Requested Items**
 - \$1,400 for ACO protective ballistic vests (4 x \$350)
 - \$47,000 for ACO unit H1278 truck and cage replacement

- **DONATIONS - \$6,000 Requested Items**
 - \$4,000 for Pet Food
 - \$2,000 for Pharmaceutical Supplies

DRAFT

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Summary
Draft budget for fiscal year ending September 30, 2021
OPTION A

Animal Control (Field)	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	239,511	317,430	308,014	318,187	757
Supplies	8,342	7,550	3,244	5,750	(1,800)
Travel / Training	3,045	4,684	2,226	4,684	-
Maintenance	3,311	4,500	4,899	4,500	-
Contract Services	250	576	-	282	(294)
Leases	-	-	-	-	-
Other Operating Costs	23,636	29,380	29,903	29,554	174
Capital Outlay	80,552	-	-	47,000	47,000
TOTAL EXPENSES	\$ 358,646	\$ 364,120	\$ 348,285	\$ 409,957	\$ 45,837
Fees from Services and Other	3,025	3,200	-	48,400	45,200
Local Funding	334,484	360,920	361,066	361,557	637
TOTAL REVENUE	\$ 337,509	\$ 364,120	\$ 361,066	\$ 409,957	\$ 45,837
NET CHANGE	\$ (21,137)	\$ -	\$ 12,780	\$ -	\$ -
Director		0.43		0.43	-
Manager		0.25		0.25	-
Dispatcher		1.50		1.50	-
Animal Control Officers		4.00		4.00	-
Total Field FTE's		6.18		6.18	-

Animal Shelter	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	549,589	618,932	586,207	649,165	30,233
Supplies	120,541	107,000	99,886	104,900	(2,100)
Travel / Training	1,605	4,158	6,154	4,158	-
Maintenance	4,072	4,740	3,060	4,740	-
Contract Services	52,001	51,900	46,772	49,413	(2,487)
Leases	199,699	199,699	199,699	199,699	-
Other Operating Costs	22,652	22,897	25,060	25,062	2,165
Capital Outlay	-	-	-	-	-
TOTAL EXPENSES	\$ 950,159	\$ 1,009,326	\$ 966,837	\$ 1,037,137	\$ 27,811
Fees from Services and Other	178,761	171,761	151,968	170,755	(1,006)
Local Funding	829,171	837,565	837,565	866,382	28,817
TOTAL REVENUE	\$ 1,007,932	\$ 1,009,326	\$ 989,533	\$ 1,037,137	\$ 27,811
NET CHANGE	\$ 57,773	\$ -	\$ 22,696	\$ -	\$ -
Director		0.43		0.43	-
Manager		0.75		0.75	-
Administrative Assistant		1.00		1.00	-
Dispatcher		0.50		0.50	-
Veterinary Technician		1.50		1.50	-
Rescue / Foster Coordinator		1.00		1.00	-
Animal Care Technicians		8.00		8.00	-
Volunteer Coordinator / Adoption Counselor		1.00		1.00	-
Crematorium Specialist		1.00		1.00	-
Surrender Intervention Coordinator		-		0.50	0.50
Total Shelter FTE's		15.18		15.68	0.50

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Summary
Draft budget for fiscal year ending September 30, 2021
OPTION A

Animal Vaccination Clinic	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	-	-	-	-	-
Supplies	8,815	6,960	10,413	8,523	1,563
Travel / Training	-	-	-	-	-
Maintenance	-	-	-	-	-
Contract Services	6,000	6,000	6,000	6,000	-
Leases	-	-	-	-	-
Other Operating Costs	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL EXPENSES	\$ 14,815	\$ 12,960	\$ 16,413	\$ 14,523	\$ 1,563
Fees from Services and Other	32,705	25,188	27,834	30,420	5,232
Local Funding	-	-	-	-	-
TOTAL REVENUE	\$ 32,705	\$ 25,188	\$ 27,834	\$ 30,420	\$ 5,232
NET CHANGE	\$ 17,890	\$ 12,228	\$ 11,421	\$ 15,897	\$ 3,669
Total Vaccination Clinic FTE's		-		-	-

Animal Donations	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	-	-	-	-	-
Supplies	-	6,000	-	6,000	-
Travel / Training	-	-	-	-	-
Maintenance	-	-	-	-	-
Contract Services	-	-	-	-	-
Leases	-	-	-	-	-
Other Operating Costs	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL EXPENSES	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ -
Fees from Services and Other	-	6,000	-	6,000	-
Local Funding	-	-	-	-	-
TOTAL REVENUE	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ -
NET CHANGE	\$ -	\$ -	\$ -	\$ -	\$ -
Total Donation FTE's		-		-	-

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Summary
Draft budget for fiscal year ending September 30, 2021
OPTION A

ANIMAL SERVICES (Field, Shelter, Vaccines, Donations)	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	789,100	936,362	894,221	967,352	30,990
Supplies	137,698	127,510	113,543	125,173	(2,337)
Travel / Training	4,650	8,842	8,380	8,842	-
Maintenance	7,383	9,240	7,959	9,240	-
Contract Services	58,251	58,476	52,772	55,695	(2,781)
Leases	199,699	199,699	199,699	199,699	-
Other Operating Costs	46,288	52,277	54,963	54,616	2,339
Capital Outlay	80,552	-	-	47,000	47,000
TOTAL EXPENSES	\$ 1,323,620	\$ 1,392,406	\$ 1,331,536	\$ 1,467,617	\$ 75,211
Fees from Services and Other	214,491	206,149	179,802	255,575	49,426
Local Funding	1,163,655	1,198,485	1,198,631	1,227,939	29,454
TOTAL REVENUE	\$ 1,378,146	\$ 1,404,634	\$ 1,378,433	\$ 1,483,514	\$ 78,880
NET CHANGE	\$ 54,526	\$ 12,228	\$ 46,897	\$ 15,897	\$ 3,669
Director		0.86		0.86	-
Manager		1.00		1.00	-
Administrative Assistant		1.00		1.00	-
Dispatcher		2.00		2.00	-
Animal Control Officers		4.00		4.00	-
Veterinary Technician		1.50		1.50	-
Rescue / Foster Coordinator		1.00		1.00	-
Animal Care Technicians		8.00		8.00	-
Volunteer Coordinator / Adoption Counselor		1.00		1.00	-
Crematorium Specialist		1.00		1.00	-
Surrender Intervention Coordinator		-		0.50	0.50
Total Animal Services FTE's		21.36		21.86	0.50

GALVESTON COUNTY HEALTH DISTRICT

Animal Services

Draft budget for fiscal year ending September 30, 2021

OPTION A

	Field Services	Shelter Services	Vaccination Services	Donations	Total Proposed FY21 Budget	Increase/ (Decrease)
REVENUE						
Convenience Fee	-	1,755	-	-	1,755	(406)
County Revenue	270,913	344,343	-	-	615,256	15,363
Lease Funding (County)	-	199,699	-	-	199,699	-
Misc Revenue	-	-	-	-	-	-
Gain on Fixed Asset Disposal	-	-	-	-	-	-
Clinic/Microchips	-	-	3,120	-	3,120	1,680
Dog Tag, License, Retrieval	-	3,000	-	-	3,000	(900)
Shelter/Redemption Fees	-	44,000	-	-	44,000	4,000
Shelter/Fees - Fines	-	36,000	-	-	36,000	1,000
Shelter/Euthansia	-	7,500	-	-	7,500	300
Shelter/Cat Cadaver Program	-	4,500	-	-	4,500	-
Shelter/Adoptions	-	65,000	-	-	65,000	(4,800)
Cremation Services	-	9,000	-	-	9,000	2,500
Control/City Contracts	89,144	-	-	-	89,144	158
Shelter/City Contracts	-	322,340	-	-	322,340	13,933
Control/Other Contracts	1,500	-	-	-	1,500	-
Clinic/Vaccines	-	-	16,200	-	16,200	1,800
Clinic/Misc Services	-	-	4,200	-	4,200	852
Clinic/Medicines	-	-	6,900	-	6,900	900
Fund Balance	48,400	-	-	6,000	54,400	42,500
Total Revenue	\$ 409,957	\$ 1,037,137	\$ 30,420	\$ 6,000	\$ 1,483,514	\$ 78,880
EXPENSES						
Salaries	242,072	418,696	-	-	660,768	7,238
Salaries, Overtime	5,940	-	-	-	5,940	(360)
Salaries, Part-Time	-	89,663	-	-	89,663	18,528
Comp Pay Premium	-	-	-	-	-	-
FICA Expense	18,973	38,889	-	-	57,862	1,943
Unemployment Tax	723	1,835	-	-	2,558	51
Life Insurance	660	1,181	-	-	1,841	16
LTD Insurance	581	1,005	-	-	1,586	17
Employer Paid Health	28,668	55,724	-	-	84,392	(2,623)
Worker's Comp Insurance	10,417	21,351	-	-	31,768	4,722
Sponsored Healthcare Program	4,579	9,396	-	-	13,975	(45)
Pension/Retirement	5,574	11,425	-	-	16,999	1,503
Misc Contract Services	282	1,413	-	-	1,695	(381)
Temporary Staffing	-	-	-	-	-	-
Neuter/Spay Contract	-	30,000	-	-	30,000	(2,400)
Veterinarian Contract	-	18,000	6,000	-	24,000	-
Office Supplies	750	7,000	-	-	7,750	2,000
Operating Supplies	5,000	43,000	900	-	48,900	(6,140)
Pharmaceutical Supplies	-	28,000	7,623	2,000	37,623	1,203
Janitorial Supplies	-	-	-	-	-	-
Printing Supplies	-	300	-	-	300	-
Uniform Supplies	3,220	1,980	-	-	5,200	-
Pet Food Supplies	-	26,000	-	4,000	30,000	-
In-House Neuter Supplies	-	600	-	-	600	600

GALVESTON COUNTY HEALTH DISTRICT

Animal Services

Draft budget for fiscal year ending September 30, 2021

OPTION A

	Field Services	Shelter Services	Vaccination Services	Donations	Total Proposed FY21 Budget	Increase/ (Decrease)
Postage	-	600	-	-	600	(180)
Telecommunications	4,668	9,408	-	-	14,076	(12)
Travel, Local	250	250	-	-	500	-
Travel, Out of Town	-	-	-	-	-	-
Training, Local	600	500	-	-	1,100	-
Training, Out of Town	3,834	3,408	-	-	7,242	-
Rentals	-	2,480	-	-	2,480	380
Leases	-	199,699	-	-	199,699	-
Maint/Repair, Equip.	240	4,740	-	-	4,980	-
Maint/Repair, Auto	3,300	-	-	-	3,300	-
Fuel	11,460	-	-	-	11,460	(540)
Maint/Repair, Bldg.	-	-	-	-	-	-
Maint/Repair, IT Equip.	-	-	-	-	-	-
Maint/Repair, Auto Preventative	960	-	-	-	960	-
Insurance, Auto/Truck	5,544	-	-	-	5,544	1,254
Insurance, Bldg/Content	-	1,968	-	-	1,968	1,776
Vehicles	47,000	-	-	-	47,000	47,000
Operating Equipment	-	-	-	-	-	-
Newspaper/Advertising	500	1,080	-	-	1,580	348
Subscriptions, Books, etc.	-	-	-	-	-	-
Association Dues	250	-	-	-	250	-
IT Software, Licenses, Intangibles	3,840	5,256	-	-	9,096	-
Professional Fees/Licenses	-	-	-	-	-	-
Professional Services	72	96	-	-	168	-
Animal Carcus Removal	-	-	-	-	-	-
Trash Removal	-	-	-	-	-	-
Service Charge - Credit Cards	-	2,194	-	-	2,194	(687)
Interest Expense	-	-	-	-	-	-
Cashier Over/Short	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Debt Service Principle	-	-	-	-	-	-
Administrative Fees	-	-	-	-	-	-
Total Expenses	\$ 409,957	\$ 1,037,137	\$ 14,523	\$ 6,000	\$ 1,467,617	\$ 75,211
<i>Revenue Over / (Under) Expenses</i>	-	-	15,897	-	15,897	3,669

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Field, Shelter, and Vaccination Services
Draft budget for fiscal year ending September 30, 2021
OPTION A

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
REVENUE						
4210 Convenience Fee	2,167	2,161	1,060	1,817	1,755	(406)
4405 County Revenue	775,365	599,893	466,429	799,592	615,256	15,363
4405 Lease Funding (County)	-	199,699	-	-	199,699	-
4510 Misc Revenue	-	-	25	43	-	-
4511 Gain on Fixed Asset Disposal	3,025	-	37	63	-	-
4720 Clinic/Microchips	1,840	1,440	2,040	3,497	3,120	1,680
4721 Dog Tag, License, Retrieval	2,500	3,900	1,855	3,180	3,000	(900)
4722 Shelter/Redemption Fees	40,961	40,000	22,550	38,657	44,000	4,000
4723 Shelter/Fees - Fines	42,620	35,000	19,870	34,063	36,000	1,000
4725 Shelter/Euthansia	7,300	7,200	4,850	8,314	7,500	300
4727 Shelter/Cat Cadaver Program	4,380	4,500	1,756	3,010	4,500	-
4729 Shelter/Adoptions	69,762	69,800	36,185	62,031	65,000	(4,800)
4730 Cremation Services	9,072	6,500	460	789	9,000	2,500
4731 Control/City Contracts	82,441	88,986	51,909	88,986	89,144	158
4732 Shelter/City Contracts	304,349	308,407	179,904	308,407	322,340	13,933
4736 Control/Other Contracts	1,500	1,500	960	1,646	1,500	-
4737 Clinic/Vaccines	16,450	14,400	9,744	16,704	16,200	1,800
4738 Clinic/Misc Services	4,870	3,348	1,490	2,554	4,200	852
4739 Clinic/Medicines	9,545	6,000	2,962	5,078	6,900	900
Fund Balance	-	11,900	-	-	54,400	42,500
TOTAL REVENUE	\$ 1,378,146	\$ 1,404,634	\$ 804,086	\$ 1,378,433	\$ 1,483,514	\$ 78,880
EXPENSES						
6111 Salaries	529,874	653,530	356,540	611,211	660,768	7,238
6113 Salaries, Overtime	5,231	6,300	3,117	5,344	5,940	(360)
6114 Salaries, Part-Time	31,208	71,135	12,654	21,693	89,663	18,528
6116 Comp Pay Premium	-	-	-	-	-	-
6211 FICA Expense	41,018	55,919	27,221	46,665	57,862	1,943
6213 Unemployment Tax	635	2,507	2,596	4,450	2,558	51
6221 Life Insurance	1,900	1,825	1,239	2,125	1,841	16
6223 LTD Insurance	1,272	1,569	837	1,435	1,586	17
6224 Employer Paid Health	59,949	87,015	41,879	71,793	84,392	(2,623)
6225 Worker's Comp Insurance	20,926	27,046	15,402	26,403	31,768	4,722
6228 Sponsored Healthcare Program	13,095	14,020	8,432	14,456	13,975	(45)
6231 Pension/Retirement	12,374	15,496	8,100	13,887	16,999	1,503
7020 Misc Contract Services	1,119	2,076	378	647	1,695	(381)
7023 Temporary Staffing	71,616	-	43,610	74,761	-	-
7026 Neuter/Spay Contract	33,133	32,400	16,406	28,124	30,000	(2,400)
7027 Veterinarian Contract	24,000	24,000	14,000	24,000	24,000	-
8011 Office Supplies	10,280	5,750	5,535	9,489	7,750	2,000
8012 Operating Supplies	50,789	55,040	26,570	39,972	48,900	(6,140)
8014 Pharmaceutical Supplies	45,244	36,420	21,298	36,511	37,623	1,203
8016 Janitorial Supplies	-	-	-	-	-	-
8017 Printing Supplies	-	300	-	-	300	-
8018 Uniform Supplies	1,688	5,200	2,113	3,622	5,200	-
8020 Pet Food Supplies	30,870	30,000	15,730	26,966	30,000	-
8021 In-House Neuter Supplies	515	-	353	606	600	600

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Field, Shelter, and Vaccination Services
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OPTION A

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
8115 Postage	574	780	251	430	600	(180)
8121 Telecommunications	11,672	14,088	8,572	14,694	14,076	(12)
8141 Travel, Local	216	500	-	-	500	-
8142 Travel, Out of Town	-	-	-	-	-	-
8151 Training, Local	697	1,100	367	629	1,100	-
8152 Training, Out of Town	3,737	7,242	4,521	7,751	7,242	-
8161 Rentals	1,985	2,100	1,464	2,509	2,480	380
8171 Leases	199,699	199,699	116,491	199,699	199,699	-
8181 Maint/Repair, Equip.	4,072	4,980	1,785	3,060	4,980	-
8182 Maint/Repair, Auto	2,628	3,300	2,350	4,028	3,300	-
8183 Fuel	10,669	12,000	6,110	10,475	11,460	(540)
8184 Maint/Repair, Bldg.	-	-	-	-	-	-
8185 Maint/Repair, IT Equip.	-	-	-	-	-	-
8186 Maint/Repair, Auto Preventative	683	960	508	870	960	-
8191 Insurance, Auto/Truck	4,796	4,290	3,883	6,657	5,544	1,254
8193 Insurance, Bldg/Content	1,201	192	1,159	1,987	1,968	1,776
8213 Vehicles	80,552	-	-	-	47,000	47,000
8214 Operating Equipment	-	-	-	-	-	-
8301 Newspaper/Advertising	1,656	1,232	620	1,063	1,580	348
8302 Subscriptions, Books, etc.	-	-	-	-	-	-
8303 Association Dues	250	250	-	-	250	-
8305 IT Software, Licenses, Intangibles	8,400	9,096	5,306	9,096	9,096	-
8311 Professional Fees/Licenses	-	-	-	-	-	-
8312 Professional Services	390	168	160	275	168	-
8322 Animal Carcass Removal	352	-	1,180	2,022	-	-
8323 Trash Removal	687	-	-	-	-	-
8331 Service Charge - Credit Cards	2,054	2,881	1,209	2,072	2,194	(687)
8332 Interest Expense	-	-	-	-	-	-
8337 Cashier Over/Short	-	-	35	60	-	-
8339 Bad Debt Expense	(88)	-	-	-	-	-
8350 Debt Service Principle	-	-	-	-	-	-
8351 Administrative Fees	-	-	-	-	-	-
TOTAL EXPENSES	\$ 1,323,620	\$ 1,392,406	\$ 779,982	\$ 1,331,536	\$ 1,467,617	\$ 75,211
<i>Revenue Over / (Under) Expenses</i>	<i>54,526</i>	<i>12,228</i>	<i>24,103</i>	<i>46,897</i>	<i>15,897</i>	<i>3,669</i>

GALVESTON COUNTY HEALTH DISTRICT

Animal Services - Field

Draft budget for fiscal year ending September 30, 2021

OPTION A

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
REVENUE						
4210 Convenience Fee	-	-	-	-	-	-
4405 County Revenue	250,543	270,434	157,753	270,434	270,913	479
4405 Lease Funding (County)	-	-	-	-	-	-
4510 Misc Revenue	-	-	-	-	-	-
4511 Gain on Fixed Asset Disposal	3,025	-	-	-	-	-
4720 Clinic/Microchips	-	-	-	-	-	-
4721 Dog Tag, License, Retrieval	-	-	-	-	-	-
4722 Shelter/Redemption Fees	-	-	-	-	-	-
4723 Shelter/Fees - Fines	-	-	-	-	-	-
4725 Shelter/Euthansia	-	-	-	-	-	-
4727 Shelter/Cat Cadaver Program	-	-	-	-	-	-
4729 Shelter/Adoptions	-	-	-	-	-	-
4730 Cremation Services	-	-	-	-	-	-
4731 Control/City Contracts	82,441	88,986	51,909	88,986	89,144	158
4732 Shelter/City Contracts	-	-	-	-	-	-
4736 Control/Other Contracts	1,500	1,500	960	1,646	1,500	-
4737 Clinic/Vaccines	-	-	-	-	-	-
4738 Clinic/Misc Services	-	-	-	-	-	-
4739 Clinic/Medicines	-	-	-	-	-	-
Fund Balance	-	3,200	-	-	48,400	45,200
TOTAL REVENUE	\$ 337,509	\$ 364,120	\$ 210,622	\$ 361,066	\$ 409,957	\$ 45,837
EXPENSES						
6111 Salaries	174,148	242,488	136,505	234,008	242,072	(416)
6113 Salaries, Overtime	5,231	6,300	3,117	5,344	5,940	(360)
6114 Salaries, Part-Time	5,854	-	-	-	-	-
6116 Comp Pay Premium	-	-	-	-	-	-
6211 FICA Expense	13,300	19,032	10,295	17,649	18,973	(59)
6213 Unemployment Tax	126	727	894	1,533	723	(4)
6221 Life Insurance	609	660	483	827	660	-
6223 LTD Insurance	410	582	329	563	581	(1)
6224 Employer Paid Health	17,756	28,560	15,680	26,880	28,668	108
6225 Worker's Comp Insurance	6,746	9,205	5,709	9,787	10,417	1,212
6228 Sponsored Healthcare Program	3,921	4,602	3,153	5,406	4,579	(23)
6231 Pension/Retirement	4,061	5,274	3,038	5,207	5,574	300
7020 Misc Contract Services	250	576	-	-	282	(294)
7023 Temporary Staffing	7,349	-	472	809	-	-
7026 Neuter/Spay Contract	-	-	-	-	-	-
7027 Veterinarian Contract	-	-	-	-	-	-
8011 Office Supplies	3,194	750	330	565	750	-
8012 Operating Supplies	5,148	6,800	4,815	2,678	5,000	(1,800)
8014 Pharmaceutical Supplies	-	-	-	-	-	-
8016 Janitorial Supplies	-	-	-	-	-	-
8017 Printing Supplies	-	-	-	-	-	-
8018 Uniform Supplies	1,048	3,220	1,638	2,808	3,220	-
8020 Pet Food Supplies	-	-	-	-	-	-
8021 In-House Neuter Supplies	-	-	-	-	-	-

GALVESTON COUNTY HEALTH DISTRICT

Animal Services - Field

Draft budget for fiscal year ending September 30, 2021

OPTION A

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
8115 Postage	6	-	1	1	-	-
8121 Telecommunications	1,759	5,208	3,571	6,122	4,668	(540)
8141 Travel, Local	-	250	-	-	250	-
8142 Travel, Out of Town	-	-	-	-	-	-
8151 Training, Local	275	600	262	449	600	-
8152 Training, Out of Town	2,770	3,834	1,037	1,777	3,834	-
8161 Rentals	-	-	-	-	-	-
8171 Leases	-	-	-	-	-	-
8181 Maint/Repair, Equip.	-	240	-	-	240	-
8182 Maint/Repair, Auto	2,628	3,300	2,350	4,028	3,300	-
8183 Fuel	10,669	12,000	6,110	10,475	11,460	(540)
8184 Maint/Repair, Bldg.	-	-	-	-	-	-
8185 Maint/Repair, IT Equip.	-	-	-	-	-	-
8186 Maint/Repair, Auto Preventative	683	960	508	870	960	-
8191 Insurance, Auto/Truck	4,796	4,290	3,883	6,657	5,544	1,254
8193 Insurance, Bldg/Content	1,013	-	-	-	-	-
8213 Vehicles	80,552	-	-	-	47,000	47,000
8214 Operating Equipment	-	-	-	-	-	-
8301 Newspaper/Advertising	387	500	-	-	500	-
8302 Subscriptions, Books, etc.	-	-	-	-	-	-
8303 Association Dues	250	250	-	-	250	-
8305 IT Software, Licenses, Intangibles	3,840	3,840	2,240	3,840	3,840	-
8311 Professional Fees/Licenses	-	-	-	-	-	-
8312 Professional Services	42	72	-	-	72	-
8322 Animal Carcus Removal	-	-	-	-	-	-
8323 Trash Removal	-	-	-	-	-	-
8331 Service Charge - Credit Cards	-	-	-	-	-	-
8332 Interest Expense	-	-	-	-	-	-
8337 Cashier Over/Short	-	-	-	-	-	-
8339 Bad Debt Expense	(173)	-	-	-	-	-
8350 Debt Service Principle	-	-	-	-	-	-
8351 Administrative Fees	-	-	-	-	-	-
TOTAL EXPENSES	\$ 358,646	\$ 364,120	\$ 206,419	\$ 348,285	\$ 409,957	\$ 45,837
<i>Revenue Over / (Under) Expenses</i>	<i>(21,137)</i>	-	4,202	12,780	-	-

GALVESTON COUNTY HEALTH DISTRICT

Animal Services - Shelter

Draft budget for fiscal year ending September 30, 2021

OPTION A

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
REVENUE						
4210 Convenience Fee	2,167	2,161	1,060	1,817	1,755	(406)
4405 County Revenue	524,822	329,459	308,676	529,158	344,343	14,884
4405 Lease Funding (County)	-	199,699	-	-	199,699	-
4510 Misc Revenue	-	-	25	43	-	-
4511 Gain on Fixed Asset Disposal	-	-	37	63	-	-
4720 Clinic/Microchips	-	-	-	-	-	-
4721 Dog Tag, License, Retrieval	2,500	3,900	1,855	3,180	3,000	(900)
4722 Shelter/Redemption Fees	40,961	40,000	22,550	38,657	44,000	4,000
4723 Shelter/Fees - Fines	42,620	35,000	19,870	34,063	36,000	1,000
4725 Shelter/Euthansia	7,300	7,200	4,850	8,314	7,500	300
4727 Shelter/Cat Cadaver Program	4,380	4,500	1,756	3,010	4,500	-
4729 Shelter/Adoptions	69,762	69,800	36,185	62,031	65,000	(4,800)
4730 Cremation Services	9,072	6,500	460	789	9,000	2,500
4731 Control/City Contracts	-	-	-	-	-	-
4732 Shelter/City Contracts	304,349	308,407	179,904	308,407	322,340	13,933
4736 Control/Other Contracts	-	-	-	-	-	-
4737 Clinic/Vaccines	-	-	-	-	-	-
4738 Clinic/Misc Services	-	-	-	-	-	-
4739 Clinic/Medicines	-	-	-	-	-	-
Fund Balance	-	2,700	-	-	-	(2,700)
TOTAL REVENUE	\$ 1,007,932	\$ 1,009,326	\$ 577,228	\$ 989,533	\$ 1,037,137	\$ 27,811
EXPENSES						
6111 Salaries	355,726	411,042	220,035	377,203	418,696	7,654
6113 Salaries, Overtime	-	-	-	-	-	-
6114 Salaries, Part-Time	25,354	71,135	12,654	21,693	89,663	18,528
6116 Comp Pay Premium	-	-	-	-	-	-
6211 FICA Expense	27,718	36,887	16,926	29,016	38,889	2,002
6213 Unemployment Tax	509	1,780	1,701	2,917	1,835	55
6221 Life Insurance	1,291	1,165	757	1,297	1,181	16
6223 LTD Insurance	862	987	508	871	1,005	18
6224 Employer Paid Health	42,193	58,455	26,199	44,913	55,724	(2,731)
6225 Worker's Comp Insurance	14,180	17,841	9,693	16,616	21,351	3,510
6228 Sponsored Healthcare Program	9,175	9,418	5,279	9,050	9,396	(22)
6231 Pension/Retirement	8,314	10,222	5,063	8,679	11,425	1,203
7020 Misc Contract Services	868	1,500	378	647	1,413	(87)
7023 Temporary Staffing	64,267	-	43,139	73,952	-	-
7026 Neuter/Spay Contract	33,133	32,400	16,406	28,124	30,000	(2,400)
7027 Veterinarian Contract	18,000	18,000	10,500	18,000	18,000	-
8011 Office Supplies	7,086	5,000	5,206	8,924	7,000	2,000
8012 Operating Supplies	44,976	47,700	21,181	36,310	43,000	(4,700)
8014 Pharmaceutical Supplies	37,094	28,000	15,797	27,081	28,000	-
8016 Janitorial Supplies	-	-	-	-	-	-
8017 Printing Supplies	-	300	-	-	300	-
8018 Uniform Supplies	641	1,980	475	814	1,980	-
8020 Pet Food Supplies	30,870	26,000	15,730	26,966	26,000	-
8021 In-House Neuter Supplies	515	-	353	606	600	600

GALVESTON COUNTY HEALTH DISTRICT

Animal Services - Shelter

Draft budget for fiscal year ending September 30, 2021

OPTION A

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
8115 Postage	568	780	251	430	600	(180)
8121 Telecommunications	9,913	8,880	5,000	8,572	9,408	528
8141 Travel, Local	216	250	-	-	250	-
8142 Travel, Out of Town	-	-	-	-	-	-
8151 Training, Local	422	500	105	180	500	-
8152 Training, Out of Town	967	3,408	3,485	5,974	3,408	-
8161 Rentals	1,985	2,100	1,464	2,509	2,480	380
8171 Leases	199,699	199,699	116,491	199,699	199,699	-
8181 Maint/Repair, Equip.	4,072	4,740	1,785	3,060	4,740	-
8182 Maint/Repair, Auto	-	-	-	-	-	-
8183 Fuel	-	-	-	-	-	-
8184 Maint/Repair, Bldg.	-	-	-	-	-	-
8185 Maint/Repair, IT Equip.	-	-	-	-	-	-
8186 Maint/Repair, Auto Preventative	-	-	-	-	-	-
8191 Insurance, Auto/Truck	-	-	-	-	-	-
8193 Insurance, Bldg/Content	188	192	1,159	1,987	1,968	1,776
8213 Vehicles	-	-	-	-	-	-
8214 Operating Equipment	-	-	-	-	-	-
8301 Newspaper/Advertising	1,269	732	620	1,063	1,080	348
8302 Subscriptions, Books, etc.	-	-	-	-	-	-
8303 Association Dues	-	-	-	-	-	-
8305 IT Software, Licenses, Intangibles	4,560	5,256	3,066	5,256	5,256	-
8311 Professional Fees/Licenses	-	-	-	-	-	-
8312 Professional Services	348	96	160	275	96	-
8322 Animal Carcass Removal	352	-	1,180	2,022	-	-
8323 Trash Removal	687	-	-	-	-	-
8331 Service Charge - Credit Cards	2,054	2,881	1,209	2,072	2,194	(687)
8332 Interest Expense	-	-	-	-	-	-
8337 Cashier Over/Short	-	-	35	60	-	-
8339 Bad Debt Expense	85	-	-	-	-	-
8350 Debt Service Principle	-	-	-	-	-	-
8351 Administrative Fees	-	-	-	-	-	-
TOTAL EXPENSES	\$ 950,159	\$ 1,009,326	\$ 563,988	\$ 966,837	\$ 1,037,137	\$ 27,811
<i>Revenue Over / (Under) Expenses</i>	57,773	-	13,239	22,696	-	-

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Vaccination Clinic
Draft budget for fiscal year ending September 30, 2021
OPTION A

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
REVENUE						
4210 Convenience Fee	-	-	-	-	-	-
4405 County Revenue	-	-	-	-	-	-
4405 Lease Funding (County)	-	-	-	-	-	-
4510 Misc Revenue	-	-	-	-	-	-
4511 Gain on Fixed Asset Disposal	-	-	-	-	-	-
4720 Clinic/Microchips	1,840	1,440	2,040	3,497	3,120	1,680
4737 Clinic/Vaccines	16,450	14,400	9,744	16,704	16,200	1,800
4738 Clinic/Misc Services	4,870	3,348	1,490	2,554	4,200	852
4739 Clinic/Medicines	9,545	6,000	2,962	5,078	6,900	900
Fund Balance	-	-	-	-	-	-
TOTAL REVENUE	\$ 32,705	\$ 25,188	\$ 16,237	\$ 27,834	\$ 30,420	\$ 5,232
EXPENSES						
7020 Misc Contract Services	-	-	-	-	-	-
7023 Temporary Staffing	-	-	-	-	-	-
7026 Neuter/Spay Contract	-	-	-	-	-	-
7027 Veterinarian Contract	6,000	6,000	3,500	6,000	6,000	-
8011 Office Supplies	-	-	-	-	-	-
8012 Operating Supplies	665	540	574	983	900	360
8014 Pharmaceutical Supplies	8,150	6,420	5,501	9,430	7,623	1,203
8016 Janitorial Supplies	-	-	-	-	-	-
8017 Printing Supplies	-	-	-	-	-	-
8018 Uniform Supplies	-	-	-	-	-	-
TOTAL EXPENSES	\$ 14,815	\$ 12,960	\$ 9,574	\$ 16,413	\$ 14,523	\$ 1,563
<i>Revenue Over / (Under) Expenses</i>	17,890	12,228	6,662	11,421	15,897	3,669

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Funding Allocation Contributions
Draft budget for fiscal year ending September 30, 2021
OPTION A

Funding Allocation Contributions (based on the FY17 Funding Formula Attachment A in the Galveston County Animal Services Agreement)

	FIELD SERVICES			SHELTER SERVICES			ANIMAL SERVICES (combined)			
	FY20 Field	Proposed FY21 Field	Prior Year Change	FY20 Shelter	Proposed FY21 Shelter	Prior Year Change	FY20 Contribution	Proposed FY20 Contribution	%	Net Change
Bayou Vista	\$ 5,188	\$ 5,197	\$ 9	\$ 6,707	\$ 7,010	\$ 303	\$ 11,895	\$ 12,207	1%	\$ 312 2.6%
Hitchcock	\$ 23,491	\$ 23,532	\$ 41	\$ 30,376	\$ 31,749	\$ 1,373	\$ 53,867	\$ 55,281	5%	\$ 1,414 2.6%
Kemah	\$ 5,983	\$ 5,994	\$ 11	\$ 7,737	\$ 8,086	\$ 349	\$ 13,720	\$ 14,080	1%	\$ 360 2.6%
La Marque	\$ 48,963	\$ 49,050	\$ 87	\$ 63,313	\$ 66,173	\$ 2,860	\$ 112,276	\$ 115,223	11%	\$ 2,947 2.6%
Texas City	\$ -	\$ -	\$ -	\$ 196,800	\$ 205,691	\$ 8,891	\$ 196,800	\$ 205,691	20%	\$ 8,891 4.5%
Tiki Island	\$ 5,361	\$ 5,371	\$ 10	\$ 3,474	\$ 3,631	\$ 157	\$ 8,835	\$ 9,002	1%	\$ 167 1.9%
County	\$ 270,434	\$ 270,913	\$ 479	\$ 329,459	\$ 344,343	\$ 14,884	\$ 599,893	\$ 615,256	60%	\$ 15,363 2.6%
Total	\$ 359,420	\$ 360,057	\$ 637	\$ 637,866	\$ 666,683	\$ 28,817	\$ 997,286	\$ 1,026,740	100%	\$ 29,454 3.0%

	Field	Shelter	Total
FY20 Budget	\$ 409,957	\$ 1,037,137	\$ 1,447,094
Less ARC building costs	\$ -	\$ (199,699)	\$ (199,699)
Less Fund Balance	\$ (48,400)	\$ -	\$ (48,400)
Less Budgeted Fees	\$ (1,500)	\$ (170,755)	\$ (172,255)
Basis for County / Cities Contributions	\$ 360,057	\$ 666,683	\$ 1,026,740

	Field	Shelter	Total	%
County	\$ 270,913	\$ 344,343	\$ 615,256	51%
Cities	\$ 89,144	\$ 322,340	\$ 411,484	34%
Fees	\$ 1,500	\$ 170,755	\$ 172,255	14%
Combined Budget Contributions	\$ 361,557	\$ 837,438	\$ 1,198,995	100%

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Fund Balance Purchases
Draft budget for fiscal year ending September 30, 2021
OPTION A

Fund Balance Request

Field	Shelter	Vac'n Clinic	Donations	TOTAL	
1,400	-	-	-	1,400	ACO Protective (ballistic) Vests (4 x \$350)
47,000	-	-	-	47,000	ACO Unit (H1278) Truck and Cage Replacement
-	-	-	4,000	4,000	Pet Food (as needed)
-	-	-	2,000	2,000	Pharmaceutical Supplies (as needed)
\$ 48,400	\$ -	\$ -	\$ 6,000	\$ 54,400	Total Fund Balance Amount Requested

FY21 Projected Fund Balance Reserve

Field	Shelter	Vac'n Clinic	Donations	TOTAL	
246,151	227,372	25,742	66,072	565,337	Fund Balance at 4/30/20
(48,400)	-	-	(6,000)	(54,400)	Less FY21 Proposed Fund Balance Expenditures
-	-	15,897	-	15,897	FY21 Budgeted Net Change Projected
\$ 197,751	\$ 227,372	\$ 41,639	\$ 60,072	\$ 526,834	Projected Fund Balance

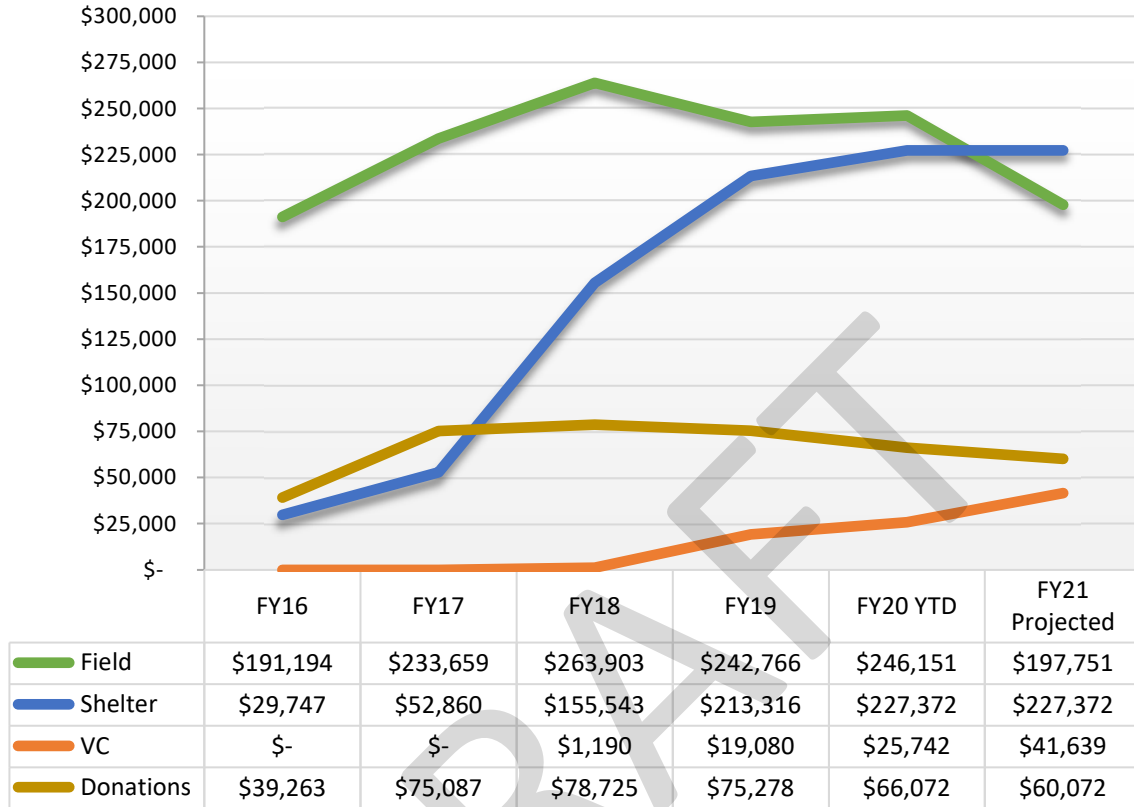
\$ 361,557 \$ 837,438 FY21 Operating expenses (less County lease and fund balance purchases)
6.6 3.3 # of Months of Operating Reserve

Recommended Reserve Amounts

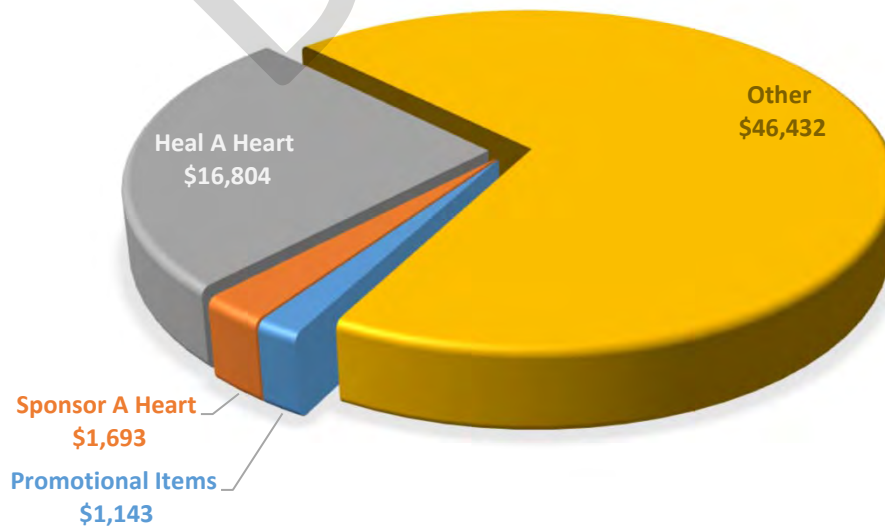
Field	Shelter	
\$ 90,389	\$ 209,360	Reserve Goal per Fund Balance Policy (3 months operating expenses)
\$ 47,000	\$ -	ACO vehicle replacement FY22 (2014 unit H1277 from ARC vehicle listing)
\$ 137,389	\$ 209,360	Total recommended fund balance reserve amounts

GALVESTON COUNTY HEALTH DISTRICT
Animal Services
Draft budget for fiscal year ending September 30, 2021
OPTION A

Fund Balance



Donations



GALVESTON COUNTY HEALTH DISTRICT

Animal Services

Draft budget for fiscal year ending September 30, 2021

OPTION A

Incoming Animals and Calls Received

FY2019 (Oct 2018 - Sep 2019)			
Jurisdiction	Incoming Animals		Calls Received
	Incoming Field	Incoming Shelter	
Bayou Vista	8	8	22
Dickinson*	3	9	0
Hitchcock	147	124	435
Kemah	37	28	99
La Marque	348	351	953
Santa Fe*	0	11	13
Texas City	1,495	1,348	71
Tiki Island	2	7	4
Unincorporated	642	880	1,535
Totals	2,682	2,766	3,132

FY2020 (YTD Oct 2019 - Mar 2020)			
Jurisdiction	Incoming Animals		Calls Received
	Incoming Field	Incoming Shelter	
Bayou Vista	6	4	11
Dickinson*	0	10	0
Hitchcock	83	79	277
Kemah	13	15	53
La Marque	208	153	541
Santa Fe*	1	2	9
Texas City	855	564	39
Tiki Island	1	0	13
Unincorporated	312	354	785
Totals	1,479	1,181	1,728

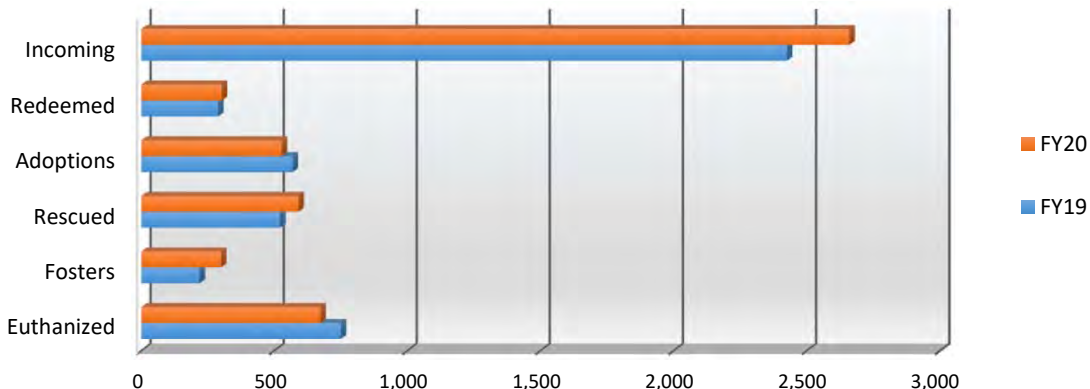
* Incoming totals include owner euthanasia/cremation requests, foster and/or adoption returns

Comparative Data Summary

FY2019 (Oct 18 - Mar 19)		
Incoming	2,426	
Redeemed	289	12%
Adoptions	569	23%
Rescued	522	22%
Fosters	219	9%
Euthanized	750	31%

FY2020 (Oct 19 - Mar 20)		
Incoming	2,660	
Redeemed	303	11%
Adoptions	528	20%
Rescued	591	22%
Fosters	300	11%
Euthanized	673	25%

Net Change		
Incoming	234	10%
Redeemed	14	5%
Adoptions	(41)	-7%
Rescued	69	13%
Fosters	81	37%
Euthanized	(77)	-10%



GALVESTON COUNTY HEALTH DISTRICT
Animal Services
Draft budget for fiscal year ending September 30, 2021
OPTION A

ARC Vehicles (as of April 30, 2020)

Unit	Year	Purchase Date	Make	Model	Mileage	Preventative Maintenance to Date	Unscheduled Maintenance to Date	Total Maintenance to Date	Comment
H1277	2014	02/02/14	Ford	F-250	73,018	\$ 837.09	\$ 5,585.25	\$ 6,422.34	ACO Truck
* H1278	2014	02/02/14	Ford	F-250	96,539	\$ 1,466.71	\$ 6,032.27	\$ 7,498.98	ACO Truck
H1279	2018	11/03/17	Ford	F-250	36,039	\$ 367.35	\$ 968.64	\$ 1,335.99	ACO Truck
H1280	2019	12/07/18	Ford	F-250	17,825	\$ 154.82	\$ -	\$ 154.82	ACO Truck
H1281	2019	10/10/18	Ford	F-250	18,779	\$ 162.32	\$ -	\$ 162.32	ACO Truck
1417	2000	05/31/00	Chevy	1500	96,987	\$ 1,264.40	\$ 5,588.28	\$ 6,852.68	Landfill

* Unit H1278 truck and cage replacement proposed out of FY21 fund balance.

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APPENDIX A

National Animal Care & Control Association (NACA) Guideline Memo:

Personnel Training and Safety Guideline – Ballistic Protective Vests

DRAFT



NATIONAL ANIMAL
CARE & CONTROL ASSOCIATION

*The National Animal Care & Control Association
is committed to setting the standard of professionalism in animal welfare
and public safety through training, networking, and advocacy.*

Personnel Training and Safety – Ballistic Protective Vests

Guideline Statement

Animal care and control personnel should be offered ballistic protective vests (commonly referred to as "bullet proof vests") as part of their standard equipment. Each ballistic vest should properly fit the individual employee, inspected and replaced in accordance with the manufacturer's recommended standards. Policies, procedures and guidelines for the use of ballistic vests should mirror local law enforcement agency standard operating procedures.

Basis for Guideline

Animal care and control personnel encounter individuals with the same or greater frequency than regular law enforcement officers. Some of these individuals engage in criminal activity, are armed and can present an immediate threat to officer safety.

The basis of the policy recognizes that many animal care and control personnel now deal with the same violent felons and armed criminals as other law enforcement officers. The number of assaults on animal care and control personnel has increased and officers have been shot and killed in the course of their duties.

Guideline Recommendation

Animal care and control personnel should be offered adequate personal protection gear that provides protection from the dangers and threats to their personal safety that they may encounter in their daily duties.

Animal care and control personnel should not be given old, re-issued or re-used ballistic vests that are no longer certified to provide ballistic protection or do not provide ballistic protection due to improper fit.

Animal care and control personnel should receive proper training and instruction on the care, maintenance and use of ballistic vests.

The aforementioned Guideline has been affirmed as duly adopted by the NACA Board of Directors on September 03, 2014.

George W. Harding, IV MBA CAWA
Executive Director
National Animal Care & Control Association

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Galveston County Health District
Animal Services – Highlights
Draft budget for fiscal year ending September 30, 2021
OPTION B (Eliminate Surrender Intervention Coordinator)



FIELD

- SALARIES & BENEFITS
 - \$757 net increase in personnel from prior year budget
 - 2.8% COLA for all staff (increase of \$7,752)
 - Increase in workers comp rate from 3.7% to 4.2% (increase of \$1,256)
 - Includes salary adjustments based on MAG-recommended minimum pay grades (increase of \$412)
 - Increase in pension rate from 2.12% to 2.26% (increase of \$324)
 - Vacant position (ACO Work Coordinator) hired in at lower rate (decrease of \$3,075)
 - Includes a 2% salary lapse (decrease of \$5,659)
 - Includes a 5% lapse in medical benefits (same as prior year)
- OTHER EXPENSES
 - (\$120) net decrease in other (non-fund balance) expenses from prior year budget
- FUNDING
 - \$45,837 net increase from prior year budget (including fund balance)
 - \$479 increase in County funding from prior year
 - \$158 increase in Cities funding from prior year
 - \$45,200 increase in fund balance expenditures

SHELTER

- SALARIES & BENEFITS
 - \$13,715 net increase in personnel from prior year budget
 - 2.8% COLA for all staff (increase of \$15,875)
 - Includes salary adjustments based on MAG-recommended minimum pay grades (increase of \$14,288)
 - Increase in workers comp rate from 3.7% to 4.2% (increase of \$2,439)
 - Increase in pension rate from 2.12% to 2.26% (increase of \$630)
 - Includes a 3% salary lapse (decrease of \$17,491)
 - Includes 10% lapse in medical benefits (5% more than prior year)
- OTHER EXPENSES/SAVINGS
 - \$278 net increase in other (non-fund balance) expenses from prior year budget
 - \$4,400 reduction in Spay/Neuter contract and operating supply expense due to continued savings from in-house rabies vaccinations and feline neuters
 - \$2,000 increase in office supply expense due to rise in bid prices
 - \$1,776 increase in windstorm insurance expense
- FUNDING
 - \$11,293 net increase from prior year budget (including fund balance)
 - \$1,694 increase in fees and other revenue from prior year
 - \$6,352 increase in County funding from prior year
 - \$5,947 increase in Cities funding from prior year
 - (\$2,700) decrease in fund balance expenditures

VACCINATION CLINIC

- \$3,669 net increase in projected surplus from prior year budget
 - \$5,232 increase in sales revenue
 - \$1,203 increase in pharmaceutical supplies
 - \$360 increase in operating supplies

Galveston County Health District

Animal Services – Highlights

Draft budget for fiscal year ending September 30, 2021

OPTION B (Eliminate Surrender Intervention Coordinator)



FUND BALANCE

- **FIELD - \$48,400 Requested Items**
 - \$1,400 for ACO protective ballistic vests (4 x \$350)
 - \$47,000 for ACO unit H1278 truck and cage replacement

- **DONATIONS - \$6,000 Requested Items**
 - \$4,000 for Pet Food
 - \$2,000 for Pharmaceutical Supplies

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GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Summary
Draft budget for fiscal year ending September 30, 2021
OPTION B

Animal Control (Field)	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	239,511	317,430	308,014	318,187	757
Supplies	8,342	7,550	3,244	5,750	(1,800)
Travel / Training	3,045	4,684	2,226	4,684	-
Maintenance	3,311	4,500	4,899	4,500	-
Contract Services	250	576	-	282	(294)
Leases	-	-	-	-	-
Other Operating Costs	23,636	29,380	29,903	29,554	174
Capital Outlay	80,552	-	-	47,000	47,000
TOTAL EXPENSES	\$ 358,646	\$ 364,120	\$ 348,285	\$ 409,957	\$ 45,837
Fees from Services and Other	3,025	3,200	-	48,400	45,200
Local Funding	334,484	360,920	361,066	361,557	637
TOTAL REVENUE	\$ 337,509	\$ 364,120	\$ 361,066	\$ 409,957	\$ 45,837
NET CHANGE	\$ (21,137)	\$ -	\$ 12,780	\$ -	\$ -
Director		0.43		0.43	-
Manager		0.25		0.25	-
Dispatcher		1.50		1.50	-
Animal Control Officers		4.00		4.00	-
Total Field FTE's		6.18		6.18	-

Animal Shelter	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	549,589	618,932	586,207	632,647	13,715
Supplies	120,541	107,000	99,886	104,900	(2,100)
Travel / Training	1,605	4,158	6,154	4,158	-
Maintenance	4,072	4,740	3,060	4,740	-
Contract Services	52,001	51,900	46,772	49,413	(2,487)
Leases	199,699	199,699	199,699	199,699	-
Other Operating Costs	22,652	22,897	25,060	25,062	2,165
Capital Outlay	-	-	-	-	-
TOTAL EXPENSES	\$ 950,159	\$ 1,009,326	\$ 966,837	\$ 1,020,619	\$ 11,293
Fees from Services and Other	178,761	171,761	151,968	170,755	(1,006)
Local Funding	829,171	837,565	837,565	849,864	12,299
TOTAL REVENUE	\$ 1,007,932	\$ 1,009,326	\$ 989,533	\$ 1,020,619	\$ 11,293
NET CHANGE	\$ 57,773	\$ -	\$ 22,696	\$ -	\$ -
Director		0.43		0.43	-
Manager		0.75		0.75	-
Administrative Assistant		1.00		1.00	-
Dispatcher		0.50		0.50	-
Veterinary Technician		1.50		1.50	-
Rescue / Foster Coordinator		1.00		1.00	-
Animal Care Technicians		8.00		8.00	-
Volunteer Coordinator / Adoption Counselor		1.00		1.00	-
Crematorium Specialist		1.00		1.00	-
Surrender Intervention Coordinator		-		-	-
Total Shelter FTE's		15.18		15.18	-

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Summary
Draft budget for fiscal year ending September 30, 2021
OPTION B

Animal Vaccination Clinic	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	-	-	-	-	-
Supplies	8,815	6,960	10,413	8,523	1,563
Travel / Training	-	-	-	-	-
Maintenance	-	-	-	-	-
Contract Services	6,000	6,000	6,000	6,000	-
Leases	-	-	-	-	-
Other Operating Costs	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL EXPENSES	\$ 14,815	\$ 12,960	\$ 16,413	\$ 14,523	\$ 1,563
Fees from Services and Other	32,705	25,188	27,834	30,420	5,232
Local Funding	-	-	-	-	-
TOTAL REVENUE	\$ 32,705	\$ 25,188	\$ 27,834	\$ 30,420	\$ 5,232
NET CHANGE	\$ 17,890	\$ 12,228	\$ 11,421	\$ 15,897	\$ 3,669
Total Vaccination Clinic FTE's		-		-	-

Animal Donations	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	-	-	-	-	-
Supplies	-	6,000	-	6,000	-
Travel / Training	-	-	-	-	-
Maintenance	-	-	-	-	-
Contract Services	-	-	-	-	-
Leases	-	-	-	-	-
Other Operating Costs	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL EXPENSES	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ -
Fees from Services and Other	-	6,000	-	6,000	-
Local Funding	-	-	-	-	-
TOTAL REVENUE	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ -
NET CHANGE	\$ -	\$ -	\$ -	\$ -	\$ -
Total Donation FTE's		-		-	-

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Summary
Draft budget for fiscal year ending September 30, 2021
OPTION B

ANIMAL SERVICES (Field, Shelter, Vaccines, Donations)	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	789,100	936,362	894,221	950,834	14,472
Supplies	137,698	127,510	113,543	125,173	(2,337)
Travel / Training	4,650	8,842	8,380	8,842	-
Maintenance	7,383	9,240	7,959	9,240	-
Contract Services	58,251	58,476	52,772	55,695	(2,781)
Leases	199,699	199,699	199,699	199,699	-
Other Operating Costs	46,288	52,277	54,963	54,616	2,339
Capital Outlay	80,552	-	-	47,000	47,000
TOTAL EXPENSES	\$ 1,323,620	\$ 1,392,406	\$ 1,331,536	\$ 1,451,099	\$ 58,693
Fees from Services and Other	214,491	206,149	179,802	255,575	49,426
Local Funding	1,163,655	1,198,485	1,198,631	1,211,421	12,936
TOTAL REVENUE	\$ 1,378,146	\$ 1,404,634	\$ 1,378,433	\$ 1,466,996	\$ 62,362
NET CHANGE	\$ 54,526	\$ 12,228	\$ 46,897	\$ 15,897	\$ 3,669
Director		0.86		0.86	-
Manager		1.00		1.00	-
Administrative Assistant		1.00		1.00	-
Dispatcher		2.00		2.00	-
Animal Control Officers		4.00		4.00	-
Veterinary Technician		1.50		1.50	-
Rescue / Foster Coordinator		1.00		1.00	-
Animal Care Technicians		8.00		8.00	-
Volunteer Coordinator / Adoption Counselor		1.00		1.00	-
Crematorium Specialist		1.00		1.00	-
Surrender Intervention Coordinator		-		-	-
Total Animal Services FTE's		21.36		21.36	-

GALVESTON COUNTY HEALTH DISTRICT

Animal Services

Draft budget for fiscal year ending September 30, 2021

OPTION B

	Field Services	Shelter Services	Vaccination Services	Donations	Total Proposed FY21 Budget	Increase/ (Decrease)
REVENUE						
Convenience Fee	-	1,755	-	-	1,755	(406)
County Revenue	270,913	335,811	-	-	606,724	6,831
Lease Funding (County)	-	199,699	-	-	199,699	-
Misc Revenue	-	-	-	-	-	-
Gain on Fixed Asset Disposal	-	-	-	-	-	-
Clinic/Microchips	-	-	3,120	-	3,120	1,680
Dog Tag, License, Retrieval	-	3,000	-	-	3,000	(900)
Shelter/Redemption Fees	-	44,000	-	-	44,000	4,000
Shelter/Fees - Fines	-	36,000	-	-	36,000	1,000
Shelter/Euthansia	-	7,500	-	-	7,500	300
Shelter/Cat Cadaver Program	-	4,500	-	-	4,500	-
Shelter/Adoptions	-	65,000	-	-	65,000	(4,800)
Cremation Services	-	9,000	-	-	9,000	2,500
Control/City Contracts	89,144	-	-	-	89,144	158
Shelter/City Contracts	-	314,354	-	-	314,354	5,947
Control/Other Contracts	1,500	-	-	-	1,500	-
Clinic/Vaccines	-	-	16,200	-	16,200	1,800
Clinic/Misc Services	-	-	4,200	-	4,200	852
Clinic/Medicines	-	-	6,900	-	6,900	900
Fund Balance	48,400	-	-	6,000	54,400	42,500
Total Revenue	\$ 409,957	\$ 1,020,619	\$ 30,420	\$ 6,000	\$ 1,466,996	\$ 62,362
EXPENSES						
Salaries	242,072	418,696	-	-	660,768	7,238
Salaries, Overtime	5,940	-	-	-	5,940	(360)
Salaries, Part-Time	-	75,237	-	-	75,237	4,102
Comp Pay Premium	-	-	-	-	-	-
FICA Expense	18,973	37,786	-	-	56,759	840
Unemployment Tax	723	1,776	-	-	2,499	(8)
Life Insurance	660	1,181	-	-	1,841	16
LTD Insurance	581	1,005	-	-	1,586	17
Employer Paid Health	28,668	55,724	-	-	84,392	(2,623)
Worker's Comp Insurance	10,417	20,745	-	-	31,162	4,116
Sponsored Healthcare Program	4,579	9,396	-	-	13,975	(45)
Pension/Retirement	5,574	11,101	-	-	16,675	1,179
Misc Contract Services	282	1,413	-	-	1,695	(381)
Temporary Staffing	-	-	-	-	-	-
Neuter/Spay Contract	-	30,000	-	-	30,000	(2,400)
Veterinarian Contract	-	18,000	6,000	-	24,000	-
Office Supplies	750	7,000	-	-	7,750	2,000
Operating Supplies	5,000	43,000	900	-	48,900	(6,140)
Pharmaceutical Supplies	-	28,000	7,623	2,000	37,623	1,203
Janitorial Supplies	-	-	-	-	-	-
Printing Supplies	-	300	-	-	300	-
Uniform Supplies	3,220	1,980	-	-	5,200	-
Pet Food Supplies	-	26,000	-	4,000	30,000	-
In-House Neuter Supplies	-	600	-	-	600	600

GALVESTON COUNTY HEALTH DISTRICT

Animal Services

Draft budget for fiscal year ending September 30, 2021

OPTION B

	Field Services	Shelter Services	Vaccination Services	Donations	Total Proposed FY21 Budget	Increase/ (Decrease)
Postage	-	600	-	-	600	(180)
Telecommunications	4,668	9,408	-	-	14,076	(12)
Travel, Local	250	250	-	-	500	-
Travel, Out of Town	-	-	-	-	-	-
Training, Local	600	500	-	-	1,100	-
Training, Out of Town	3,834	3,408	-	-	7,242	-
Rentals	-	2,480	-	-	2,480	380
Leases	-	199,699	-	-	199,699	-
Maint/Repair, Equip.	240	4,740	-	-	4,980	-
Maint/Repair, Auto	3,300	-	-	-	3,300	-
Fuel	11,460	-	-	-	11,460	(540)
Maint/Repair, Bldg.	-	-	-	-	-	-
Maint/Repair, IT Equip.	-	-	-	-	-	-
Maint/Repair, Auto Preventative	960	-	-	-	960	-
Insurance, Auto/Truck	5,544	-	-	-	5,544	1,254
Insurance, Bldg/Content	-	1,968	-	-	1,968	1,776
Vehicles	47,000	-	-	-	47,000	47,000
Operating Equipment	-	-	-	-	-	-
Newspaper/Advertising	500	1,080	-	-	1,580	348
Subscriptions, Books, etc.	-	-	-	-	-	-
Association Dues	250	-	-	-	250	-
IT Software, Licenses, Intangibles	3,840	5,256	-	-	9,096	-
Professional Fees/Licenses	-	-	-	-	-	-
Professional Services	72	96	-	-	168	-
Animal Carcus Removal	-	-	-	-	-	-
Trash Removal	-	-	-	-	-	-
Service Charge - Credit Cards	-	2,194	-	-	2,194	(687)
Interest Expense	-	-	-	-	-	-
Cashier Over/Short	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Debt Service Principle	-	-	-	-	-	-
Administrative Fees	-	-	-	-	-	-
Total Expenses	\$ 409,957	\$ 1,020,619	\$ 14,523	\$ 6,000	\$ 1,451,099	\$ 58,693
<i>Revenue Over / (Under) Expenses</i>	-	-	15,897	-	15,897	3,669

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Field, Shelter, and Vaccination Services
Draft budget for fiscal year ending September 30, 2021
OPTION B

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
REVENUE						
4210 Convenience Fee	2,167	2,161	1,060	1,817	1,755	(406)
4405 County Revenue	775,365	599,893	466,429	799,592	606,724	6,831
4405 Lease Funding (County)	-	199,699	-	-	199,699	-
4510 Misc Revenue	-	-	25	43	-	-
4511 Gain on Fixed Asset Disposal	3,025	-	37	63	-	-
4720 Clinic/Microchips	1,840	1,440	2,040	3,497	3,120	1,680
4721 Dog Tag, License, Retrieval	2,500	3,900	1,855	3,180	3,000	(900)
4722 Shelter/Redemption Fees	40,961	40,000	22,550	38,657	44,000	4,000
4723 Shelter/Fees - Fines	42,620	35,000	19,870	34,063	36,000	1,000
4725 Shelter/Euthansia	7,300	7,200	4,850	8,314	7,500	300
4727 Shelter/Cat Cadaver Program	4,380	4,500	1,756	3,010	4,500	-
4729 Shelter/Adoptions	69,762	69,800	36,185	62,031	65,000	(4,800)
4730 Cremation Services	9,072	6,500	460	789	9,000	2,500
4731 Control/City Contracts	82,441	88,986	51,909	88,986	89,144	158
4732 Shelter/City Contracts	304,349	308,407	179,904	308,407	314,354	5,947
4736 Control/Other Contracts	1,500	1,500	960	1,646	1,500	-
4737 Clinic/Vaccines	16,450	14,400	9,744	16,704	16,200	1,800
4738 Clinic/Misc Services	4,870	3,348	1,490	2,554	4,200	852
4739 Clinic/Medicines	9,545	6,000	2,962	5,078	6,900	900
Fund Balance	-	11,900	-	-	54,400	42,500
TOTAL REVENUE	\$ 1,378,146	\$ 1,404,634	\$ 804,086	\$ 1,378,433	\$ 1,466,996	\$ 62,362
EXPENSES						
6111 Salaries	529,874	653,530	356,540	611,211	660,768	7,238
6113 Salaries, Overtime	5,231	6,300	3,117	5,344	5,940	(360)
6114 Salaries, Part-Time	31,208	71,135	12,654	21,693	75,237	4,102
6116 Comp Pay Premium	-	-	-	-	-	-
6211 FICA Expense	41,018	55,919	27,221	46,665	56,759	840
6213 Unemployment Tax	635	2,507	2,596	4,450	2,499	(8)
6221 Life Insurance	1,900	1,825	1,239	2,125	1,841	16
6223 LTD Insurance	1,272	1,569	837	1,435	1,586	17
6224 Employer Paid Health	59,949	87,015	41,879	71,793	84,392	(2,623)
6225 Worker's Comp Insurance	20,926	27,046	15,402	26,403	31,162	4,116
6228 Sponsored Healthcare Program	13,095	14,020	8,432	14,456	13,975	(45)
6231 Pension/Retirement	12,374	15,496	8,100	13,887	16,675	1,179
7020 Misc Contract Services	1,119	2,076	378	647	1,695	(381)
7023 Temporary Staffing	71,616	-	43,610	74,761	-	-
7026 Neuter/Spay Contract	33,133	32,400	16,406	28,124	30,000	(2,400)
7027 Veterinarian Contract	24,000	24,000	14,000	24,000	24,000	-
8011 Office Supplies	10,280	5,750	5,535	9,489	7,750	2,000
8012 Operating Supplies	50,789	55,040	26,570	39,972	48,900	(6,140)
8014 Pharmaceutical Supplies	45,244	36,420	21,298	36,511	37,623	1,203
8016 Janitorial Supplies	-	-	-	-	-	-
8017 Printing Supplies	-	300	-	-	300	-
8018 Uniform Supplies	1,688	5,200	2,113	3,622	5,200	-
8020 Pet Food Supplies	30,870	30,000	15,730	26,966	30,000	-
8021 In-House Neuter Supplies	515	-	353	606	600	600

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Field, Shelter, and Vaccination Services
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OPTION B

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
8115 Postage	574	780	251	430	600	(180)
8121 Telecommunications	11,672	14,088	8,572	14,694	14,076	(12)
8141 Travel, Local	216	500	-	-	500	-
8142 Travel, Out of Town	-	-	-	-	-	-
8151 Training, Local	697	1,100	367	629	1,100	-
8152 Training, Out of Town	3,737	7,242	4,521	7,751	7,242	-
8161 Rentals	1,985	2,100	1,464	2,509	2,480	380
8171 Leases	199,699	199,699	116,491	199,699	199,699	-
8181 Maint/Repair, Equip.	4,072	4,980	1,785	3,060	4,980	-
8182 Maint/Repair, Auto	2,628	3,300	2,350	4,028	3,300	-
8183 Fuel	10,669	12,000	6,110	10,475	11,460	(540)
8184 Maint/Repair, Bldg.	-	-	-	-	-	-
8185 Maint/Repair, IT Equip.	-	-	-	-	-	-
8186 Maint/Repair, Auto Preventative	683	960	508	870	960	-
8191 Insurance, Auto/Truck	4,796	4,290	3,883	6,657	5,544	1,254
8193 Insurance, Bldg/Content	1,201	192	1,159	1,987	1,968	1,776
8213 Vehicles	80,552	-	-	-	47,000	47,000
8214 Operating Equipment	-	-	-	-	-	-
8301 Newspaper/Advertising	1,656	1,232	620	1,063	1,580	348
8302 Subscriptions, Books, etc.	-	-	-	-	-	-
8303 Association Dues	250	250	-	-	250	-
8305 IT Software, Licenses, Intangibles	8,400	9,096	5,306	9,096	9,096	-
8311 Professional Fees/Licenses	-	-	-	-	-	-
8312 Professional Services	390	168	160	275	168	-
8322 Animal Carcass Removal	352	-	1,180	2,022	-	-
8323 Trash Removal	687	-	-	-	-	-
8331 Service Charge - Credit Cards	2,054	2,881	1,209	2,072	2,194	(687)
8332 Interest Expense	-	-	-	-	-	-
8337 Cashier Over/Short	-	-	35	60	-	-
8339 Bad Debt Expense	(88)	-	-	-	-	-
8350 Debt Service Principle	-	-	-	-	-	-
8351 Administrative Fees	-	-	-	-	-	-
TOTAL EXPENSES	\$ 1,323,620	\$ 1,392,406	\$ 779,982	\$ 1,331,536	\$ 1,451,099	\$ 58,693
<i>Revenue Over / (Under) Expenses</i>	<i>54,526</i>	<i>12,228</i>	<i>24,103</i>	<i>46,897</i>	<i>15,897</i>	<i>3,669</i>

GALVESTON COUNTY HEALTH DISTRICT

Animal Services - Field

Draft budget for fiscal year ending September 30, 2021

OPTION B

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
REVENUE						
4210 Convenience Fee	-	-	-	-	-	-
4405 County Revenue	250,543	270,434	157,753	270,434	270,913	479
4405 Lease Funding (County)	-	-	-	-	-	-
4510 Misc Revenue	-	-	-	-	-	-
4511 Gain on Fixed Asset Disposal	3,025	-	-	-	-	-
4720 Clinic/Microchips	-	-	-	-	-	-
4721 Dog Tag, License, Retrieval	-	-	-	-	-	-
4722 Shelter/Redemption Fees	-	-	-	-	-	-
4723 Shelter/Fees - Fines	-	-	-	-	-	-
4725 Shelter/Euthansia	-	-	-	-	-	-
4727 Shelter/Cat Cadaver Program	-	-	-	-	-	-
4729 Shelter/Adoptions	-	-	-	-	-	-
4730 Cremation Services	-	-	-	-	-	-
4731 Control/City Contracts	82,441	88,986	51,909	88,986	89,144	158
4732 Shelter/City Contracts	-	-	-	-	-	-
4736 Control/Other Contracts	1,500	1,500	960	1,646	1,500	-
4737 Clinic/Vaccines	-	-	-	-	-	-
4738 Clinic/Misc Services	-	-	-	-	-	-
4739 Clinic/Medicines	-	-	-	-	-	-
Fund Balance	-	3,200	-	-	48,400	45,200
TOTAL REVENUE	\$ 337,509	\$ 364,120	\$ 210,622	\$ 361,066	\$ 409,957	\$ 45,837
EXPENSES						
6111 Salaries	174,148	242,488	136,505	234,008	242,072	(416)
6113 Salaries, Overtime	5,231	6,300	3,117	5,344	5,940	(360)
6114 Salaries, Part-Time	5,854	-	-	-	-	-
6116 Comp Pay Premium	-	-	-	-	-	-
6211 FICA Expense	13,300	19,032	10,295	17,649	18,973	(59)
6213 Unemployment Tax	126	727	894	1,533	723	(4)
6221 Life Insurance	609	660	483	827	660	-
6223 LTD Insurance	410	582	329	563	581	(1)
6224 Employer Paid Health	17,756	28,560	15,680	26,880	28,668	108
6225 Worker's Comp Insurance	6,746	9,205	5,709	9,787	10,417	1,212
6228 Sponsored Healthcare Program	3,921	4,602	3,153	5,406	4,579	(23)
6231 Pension/Retirement	4,061	5,274	3,038	5,207	5,574	300
7020 Misc Contract Services	250	576	-	-	282	(294)
7023 Temporary Staffing	7,349	-	472	809	-	-
7026 Neuter/Spay Contract	-	-	-	-	-	-
7027 Veterinarian Contract	-	-	-	-	-	-
8011 Office Supplies	3,194	750	330	565	750	-
8012 Operating Supplies	5,148	6,800	4,815	2,678	5,000	(1,800)
8014 Pharmaceutical Supplies	-	-	-	-	-	-
8016 Janitorial Supplies	-	-	-	-	-	-
8017 Printing Supplies	-	-	-	-	-	-
8018 Uniform Supplies	1,048	3,220	1,638	2,808	3,220	-
8020 Pet Food Supplies	-	-	-	-	-	-
8021 In-House Neuter Supplies	-	-	-	-	-	-

GALVESTON COUNTY HEALTH DISTRICT

Animal Services - Field

Draft budget for fiscal year ending September 30, 2021

OPTION B

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
8115 Postage	6	-	1	1	-	-
8121 Telecommunications	1,759	5,208	3,571	6,122	4,668	(540)
8141 Travel, Local	-	250	-	-	250	-
8142 Travel, Out of Town	-	-	-	-	-	-
8151 Training, Local	275	600	262	449	600	-
8152 Training, Out of Town	2,770	3,834	1,037	1,777	3,834	-
8161 Rentals	-	-	-	-	-	-
8171 Leases	-	-	-	-	-	-
8181 Maint/Repair, Equip.	-	240	-	-	240	-
8182 Maint/Repair, Auto	2,628	3,300	2,350	4,028	3,300	-
8183 Fuel	10,669	12,000	6,110	10,475	11,460	(540)
8184 Maint/Repair, Bldg.	-	-	-	-	-	-
8185 Maint/Repair, IT Equip.	-	-	-	-	-	-
8186 Maint/Repair, Auto Preventative	683	960	508	870	960	-
8191 Insurance, Auto/Truck	4,796	4,290	3,883	6,657	5,544	1,254
8193 Insurance, Bldg/Content	1,013	-	-	-	-	-
8213 Vehicles	80,552	-	-	-	47,000	47,000
8214 Operating Equipment	-	-	-	-	-	-
8301 Newspaper/Advertising	387	500	-	-	500	-
8302 Subscriptions, Books, etc.	-	-	-	-	-	-
8303 Association Dues	250	250	-	-	250	-
8305 IT Software, Licenses, Intangibles	3,840	3,840	2,240	3,840	3,840	-
8311 Professional Fees/Licenses	-	-	-	-	-	-
8312 Professional Services	42	72	-	-	72	-
8322 Animal Carcus Removal	-	-	-	-	-	-
8323 Trash Removal	-	-	-	-	-	-
8331 Service Charge - Credit Cards	-	-	-	-	-	-
8332 Interest Expense	-	-	-	-	-	-
8337 Cashier Over/Short	-	-	-	-	-	-
8339 Bad Debt Expense	(173)	-	-	-	-	-
8350 Debt Service Principle	-	-	-	-	-	-
8351 Administrative Fees	-	-	-	-	-	-
TOTAL EXPENSES	\$ 358,646	\$ 364,120	\$ 206,419	\$ 348,285	\$ 409,957	\$ 45,837
<i>Revenue Over / (Under) Expenses</i>	<i>(21,137)</i>	-	4,202	12,780	-	-

GALVESTON COUNTY HEALTH DISTRICT

Animal Services - Shelter

Draft budget for fiscal year ending September 30, 2021

OPTION B

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
REVENUE						
4210 Convenience Fee	2,167	2,161	1,060	1,817	1,755	(406)
4405 County Revenue	524,822	329,459	308,676	529,158	335,811	6,352
4405 Lease Funding (County)	-	199,699	-	-	199,699	-
4510 Misc Revenue	-	-	25	43	-	-
4511 Gain on Fixed Asset Disposal	-	-	37	63	-	-
4720 Clinic/Microchips	-	-	-	-	-	-
4721 Dog Tag, License, Retrieval	2,500	3,900	1,855	3,180	3,000	(900)
4722 Shelter/Redemption Fees	40,961	40,000	22,550	38,657	44,000	4,000
4723 Shelter/Fees - Fines	42,620	35,000	19,870	34,063	36,000	1,000
4725 Shelter/Euthansia	7,300	7,200	4,850	8,314	7,500	300
4727 Shelter/Cat Cadaver Program	4,380	4,500	1,756	3,010	4,500	-
4729 Shelter/Adoptions	69,762	69,800	36,185	62,031	65,000	(4,800)
4730 Cremation Services	9,072	6,500	460	789	9,000	2,500
4731 Control/City Contracts	-	-	-	-	-	-
4732 Shelter/City Contracts	304,349	308,407	179,904	308,407	314,354	5,947
4736 Control/Other Contracts	-	-	-	-	-	-
4737 Clinic/Vaccines	-	-	-	-	-	-
4738 Clinic/Misc Services	-	-	-	-	-	-
4739 Clinic/Medicines	-	-	-	-	-	-
Fund Balance	-	2,700	-	-	-	(2,700)
TOTAL REVENUE	\$ 1,007,932	\$ 1,009,326	\$ 577,228	\$ 989,533	\$ 1,020,619	\$ 11,293
EXPENSES						
6111 Salaries	355,726	411,042	220,035	377,203	418,696	7,654
6113 Salaries, Overtime	-	-	-	-	-	-
6114 Salaries, Part-Time	25,354	71,135	12,654	21,693	75,237	4,102
6116 Comp Pay Premium	-	-	-	-	-	-
6211 FICA Expense	27,718	36,887	16,926	29,016	37,786	899
6213 Unemployment Tax	509	1,780	1,701	2,917	1,776	(4)
6221 Life Insurance	1,291	1,165	757	1,297	1,181	16
6223 LTD Insurance	862	987	508	871	1,005	18
6224 Employer Paid Health	42,193	58,455	26,199	44,913	55,724	(2,731)
6225 Worker's Comp Insurance	14,180	17,841	9,693	16,616	20,745	2,904
6228 Sponsored Healthcare Program	9,175	9,418	5,279	9,050	9,396	(22)
6231 Pension/Retirement	8,314	10,222	5,063	8,679	11,101	879
7020 Misc Contract Services	868	1,500	378	647	1,413	(87)
7023 Temporary Staffing	64,267	-	43,139	73,952	-	-
7026 Neuter/Spay Contract	33,133	32,400	16,406	28,124	30,000	(2,400)
7027 Veterinarian Contract	18,000	18,000	10,500	18,000	18,000	-
8011 Office Supplies	7,086	5,000	5,206	8,924	7,000	2,000
8012 Operating Supplies	44,976	47,700	21,181	36,310	43,000	(4,700)
8014 Pharmaceutical Supplies	37,094	28,000	15,797	27,081	28,000	-
8016 Janitorial Supplies	-	-	-	-	-	-
8017 Printing Supplies	-	300	-	-	300	-
8018 Uniform Supplies	641	1,980	475	814	1,980	-
8020 Pet Food Supplies	30,870	26,000	15,730	26,966	26,000	-
8021 In-House Neuter Supplies	515	-	353	606	600	600

GALVESTON COUNTY HEALTH DISTRICT

Animal Services - Shelter

Draft budget for fiscal year ending September 30, 2021

OPTION B

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
8115 Postage	568	780	251	430	600	(180)
8121 Telecommunications	9,913	8,880	5,000	8,572	9,408	528
8141 Travel, Local	216	250	-	-	250	-
8142 Travel, Out of Town	-	-	-	-	-	-
8151 Training, Local	422	500	105	180	500	-
8152 Training, Out of Town	967	3,408	3,485	5,974	3,408	-
8161 Rentals	1,985	2,100	1,464	2,509	2,480	380
8171 Leases	199,699	199,699	116,491	199,699	199,699	-
8181 Maint/Repair, Equip.	4,072	4,740	1,785	3,060	4,740	-
8182 Maint/Repair, Auto	-	-	-	-	-	-
8183 Fuel	-	-	-	-	-	-
8184 Maint/Repair, Bldg.	-	-	-	-	-	-
8185 Maint/Repair, IT Equip.	-	-	-	-	-	-
8186 Maint/Repair, Auto Preventative	-	-	-	-	-	-
8191 Insurance, Auto/Truck	-	-	-	-	-	-
8193 Insurance, Bldg/Content	188	192	1,159	1,987	1,968	1,776
8213 Vehicles	-	-	-	-	-	-
8214 Operating Equipment	-	-	-	-	-	-
8301 Newspaper/Advertising	1,269	732	620	1,063	1,080	348
8302 Subscriptions, Books, etc.	-	-	-	-	-	-
8303 Association Dues	-	-	-	-	-	-
8305 IT Software, Licenses, Intangibles	4,560	5,256	3,066	5,256	5,256	-
8311 Professional Fees/Licenses	-	-	-	-	-	-
8312 Professional Services	348	96	160	275	96	-
8322 Animal Carcass Removal	352	-	1,180	2,022	-	-
8323 Trash Removal	687	-	-	-	-	-
8331 Service Charge - Credit Cards	2,054	2,881	1,209	2,072	2,194	(687)
8332 Interest Expense	-	-	-	-	-	-
8337 Cashier Over/Short	-	-	35	60	-	-
8339 Bad Debt Expense	85	-	-	-	-	-
8350 Debt Service Principle	-	-	-	-	-	-
8351 Administrative Fees	-	-	-	-	-	-
TOTAL EXPENSES	\$ 950,159	\$ 1,009,326	\$ 563,988	\$ 966,837	\$ 1,020,619	\$ 11,293
<i>Revenue Over / (Under) Expenses</i>	57,773	-	13,239	22,696	-	-

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Vaccination Clinic
Draft budget for fiscal year ending September 30, 2021
OPTION B

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
REVENUE						
4210 Convenience Fee	-	-	-	-	-	-
4405 County Revenue	-	-	-	-	-	-
4405 Lease Funding (County)	-	-	-	-	-	-
4510 Misc Revenue	-	-	-	-	-	-
4511 Gain on Fixed Asset Disposal	-	-	-	-	-	-
4720 Clinic/Microchips	1,840	1,440	2,040	3,497	3,120	1,680
4737 Clinic/Vaccines	16,450	14,400	9,744	16,704	16,200	1,800
4738 Clinic/Misc Services	4,870	3,348	1,490	2,554	4,200	852
4739 Clinic/Medicines	9,545	6,000	2,962	5,078	6,900	900
Fund Balance	-	-	-	-	-	-
TOTAL REVENUE	\$ 32,705	\$ 25,188	\$ 16,237	\$ 27,834	\$ 30,420	\$ 5,232
EXPENSES						
7020 Misc Contract Services	-	-	-	-	-	-
7023 Temporary Staffing	-	-	-	-	-	-
7026 Neuter/Spay Contract	-	-	-	-	-	-
7027 Veterinarian Contract	6,000	6,000	3,500	6,000	6,000	-
8011 Office Supplies	-	-	-	-	-	-
8012 Operating Supplies	665	540	574	983	900	360
8014 Pharmaceutical Supplies	8,150	6,420	5,501	9,430	7,623	1,203
8016 Janitorial Supplies	-	-	-	-	-	-
8017 Printing Supplies	-	-	-	-	-	-
8018 Uniform Supplies	-	-	-	-	-	-
TOTAL EXPENSES	\$ 14,815	\$ 12,960	\$ 9,574	\$ 16,413	\$ 14,523	\$ 1,563
<i>Revenue Over / (Under) Expenses</i>	17,890	12,228	6,662	11,421	15,897	3,669

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Funding Allocation Contributions
Draft budget for fiscal year ending September 30, 2021
OPTION B

Funding Allocation Contributions (based on the FY17 Funding Formula Attachment A in the Galveston County Animal Services Agreement)

	FIELD SERVICES			SHELTER SERVICES			ANIMAL SERVICES (combined)			
	FY20 Field	Proposed FY21 Field	Prior Year Change	FY20 Shelter	Proposed FY21 Shelter	Prior Year Change	FY20 Contribution	Proposed FY20 Contribution	%	Net Change
Bayou Vista	\$ 5,188	\$ 5,197	\$ 9	\$ 6,707	\$ 6,836	\$ 129	\$ 11,895	\$ 12,033	1%	\$ 138 1.2%
Hitchcock	\$ 23,491	\$ 23,532	\$ 41	\$ 30,376	\$ 30,962	\$ 586	\$ 53,867	\$ 54,494	5%	\$ 627 1.2%
Kemah	\$ 5,983	\$ 5,994	\$ 11	\$ 7,737	\$ 7,886	\$ 149	\$ 13,720	\$ 13,880	1%	\$ 160 1.2%
La Marque	\$ 48,963	\$ 49,050	\$ 87	\$ 63,313	\$ 64,534	\$ 1,221	\$ 112,276	\$ 113,584	11%	\$ 1,308 1.2%
Texas City	\$ -	\$ -	\$ -	\$ 196,800	\$ 200,595	\$ 3,795	\$ 196,800	\$ 200,595	20%	\$ 3,795 1.9%
Tiki Island	\$ 5,361	\$ 5,371	\$ 10	\$ 3,474	\$ 3,541	\$ 67	\$ 8,835	\$ 8,912	1%	\$ 77 0.9%
County	\$ 270,434	\$ 270,913	\$ 479	\$ 329,459	\$ 335,811	\$ 6,352	\$ 599,893	\$ 606,724	60%	\$ 6,831 1.1%
Total	\$ 359,420	\$ 360,057	\$ 637	\$ 637,866	\$ 650,165	\$ 12,299	\$ 997,286	\$ 1,010,222	100%	\$ 12,936 1.3%

	Field	Shelter	Total
FY20 Budget	\$ 409,957	\$ 1,020,619	\$ 1,430,576
Less ARC building costs	\$ -	\$ (199,699)	\$ (199,699)
Less Fund Balance	\$ (48,400)	\$ -	\$ (48,400)
Less Budgeted Fees	\$ (1,500)	\$ (170,755)	\$ (172,255)
Basis for County / Cities Contributions	\$ 360,057	\$ 650,165	\$ 1,010,222

	Field	Shelter	Total	%
County	\$ 270,913	\$ 335,811	\$ 606,724	51%
Cities	\$ 89,144	\$ 314,354	\$ 403,498	34%
Fees	\$ 1,500	\$ 170,755	\$ 172,255	15%
Combined Budget Contributions	\$ 361,557	\$ 820,920	\$ 1,182,477	100%

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Fund Balance Purchases
Draft budget for fiscal year ending September 30, 2021
OPTION B

Fund Balance Request

Field	Shelter	Vac'n Clinic	Donations	TOTAL	
1,400	-	-	-	1,400	ACO Protective (ballistic) Vests (4 x \$350)
47,000	-	-	-	47,000	ACO Unit (H1278) Truck and Cage Replacement
-	-	-	4,000	4,000	Pet Food (as needed)
-	-	-	2,000	2,000	Pharmaceutical Supplies (as needed)
\$ 48,400	\$ -	\$ -	\$ 6,000	\$ 54,400	Total Fund Balance Amount Requested

FY21 Projected Fund Balance Reserve

Field	Shelter	Vac'n Clinic	Donations	TOTAL	
246,151	227,372	25,742	66,072	565,337	Fund Balance at 4/30/20
(48,400)	-	-	(6,000)	(54,400)	Less FY21 Proposed Fund Balance Expenditures
-	-	15,897	-	15,897	FY21 Budgeted Net Change Projected
\$ 197,751	\$ 227,372	\$ 41,639	\$ 60,072	\$ 526,834	Projected Fund Balance

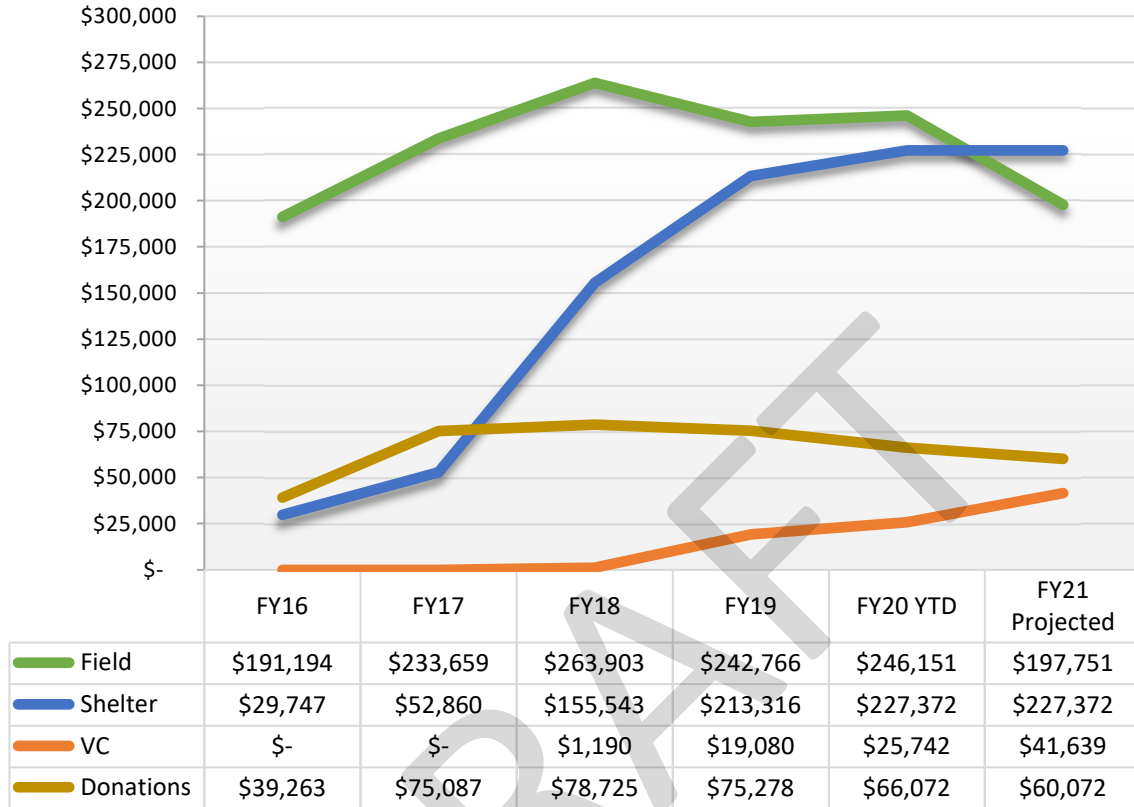
\$ 361,557 \$ 820,920 FY21 Operating expenses (less County lease and fund balance purchases)
6.6 3.3 # of Months of Operating Reserve

Recommended Reserve Amounts

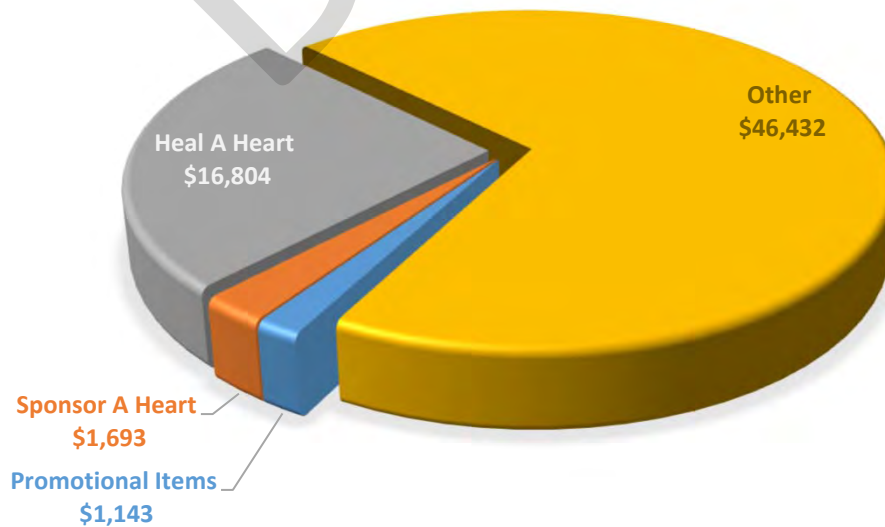
Field	Shelter	
\$ 90,389	\$ 205,230	Reserve Goal per Fund Balance Policy (3 months operating expenses)
\$ 47,000	\$ -	ACO vehicle replacement FY22 (2014 unit H1277 from ARC vehicle listing)
\$ 137,389	\$ 205,230	Total recommended fund balance reserve amounts

GALVESTON COUNTY HEALTH DISTRICT
Animal Services
Draft budget for fiscal year ending September 30, 2021
OPTION B

Fund Balance



Donations



GALVESTON COUNTY HEALTH DISTRICT

Animal Services

Draft budget for fiscal year ending September 30, 2021

OPTION B

Incoming Animals and Calls Received

FY2019 (Oct 2018 - Sep 2019)			
Jurisdiction	Incoming Animals		Calls Received
	Incoming Field	Incoming Shelter	
Bayou Vista	8	8	22
Dickinson*	3	9	0
Hitchcock	147	124	435
Kemah	37	28	99
La Marque	348	351	953
Santa Fe*	0	11	13
Texas City	1,495	1,348	71
Tiki Island	2	7	4
Unincorporated	642	880	1,535
Totals	2,682	2,766	3,132

FY2020 (YTD Oct 2019 - Mar 2020)			
Jurisdiction	Incoming Animals		Calls Received
	Incoming Field	Incoming Shelter	
Bayou Vista	6	4	11
Dickinson*	0	10	0
Hitchcock	83	79	277
Kemah	13	15	53
La Marque	208	153	541
Santa Fe*	1	2	9
Texas City	855	564	39
Tiki Island	1	0	13
Unincorporated	312	354	785
Totals	1,479	1,181	1,728

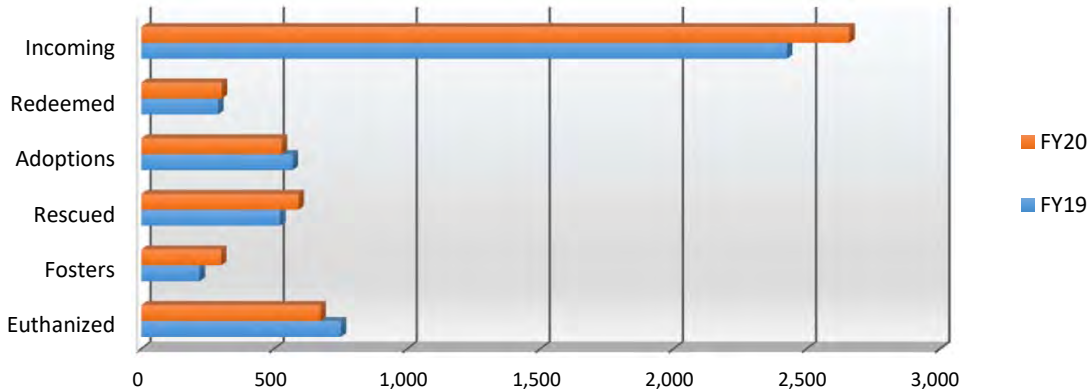
* Incoming totals include owner euthanasia/cremation requests, foster and/or adoption returns

Comparative Data Summary

FY2019 (Oct 18 - Mar 19)		
Incoming	2,426	
Redeemed	289	12%
Adoptions	569	23%
Rescued	522	22%
Fosters	219	9%
Euthanized	750	31%

FY2020 (Oct 19 - Mar 20)		
Incoming	2,660	
Redeemed	303	11%
Adoptions	528	20%
Rescued	591	22%
Fosters	300	11%
Euthanized	673	25%

Net Change		
Incoming	234	10%
Redeemed	14	5%
Adoptions	(41)	-7%
Rescued	69	13%
Fosters	81	37%
Euthanized	(77)	-10%



GALVESTON COUNTY HEALTH DISTRICT
Animal Services
Draft budget for fiscal year ending September 30, 2021
OPTION B

ARC Vehicles (as of April 30, 2020)

Unit	Year	Purchase Date	Make	Model	Mileage	Preventative Maintenance to Date	Unscheduled Maintenance to Date	Total Maintenance to Date	Comment
H1277	2014	02/02/14	Ford	F-250	73,018	\$ 837.09	\$ 5,585.25	\$ 6,422.34	ACO Truck
* H1278	2014	02/02/14	Ford	F-250	96,539	\$ 1,466.71	\$ 6,032.27	\$ 7,498.98	ACO Truck
H1279	2018	11/03/17	Ford	F-250	36,039	\$ 367.35	\$ 968.64	\$ 1,335.99	ACO Truck
H1280	2019	12/07/18	Ford	F-250	17,825	\$ 154.82	\$ -	\$ 154.82	ACO Truck
H1281	2019	10/10/18	Ford	F-250	18,779	\$ 162.32	\$ -	\$ 162.32	ACO Truck
1417	2000	05/31/00	Chevy	1500	96,987	\$ 1,264.40	\$ 5,588.28	\$ 6,852.68	Landfill

* Unit H1278 truck and cage replacement proposed out of FY21 fund balance.

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APPENDIX A

National Animal Care & Control Association (NACA) Guideline Memo:

Personnel Training and Safety Guideline – Ballistic Protective Vests

DRAFT



NATIONAL ANIMAL
CARE & CONTROL ASSOCIATION

*The National Animal Care & Control Association
is committed to setting the standard of professionalism in animal welfare
and public safety through training, networking, and advocacy.*

Personnel Training and Safety – Ballistic Protective Vests

Guideline Statement

Animal care and control personnel should be offered ballistic protective vests (commonly referred to as "bullet proof vests") as part of their standard equipment. Each ballistic vest should properly fit the individual employee, inspected and replaced in accordance with the manufacturer's recommended standards. Policies, procedures and guidelines for the use of ballistic vests should mirror local law enforcement agency standard operating procedures.

Basis for Guideline

Animal care and control personnel encounter individuals with the same or greater frequency than regular law enforcement officers. Some of these individuals engage in criminal activity, are armed and can present an immediate threat to officer safety.

The basis of the policy recognizes that many animal care and control personnel now deal with the same violent felons and armed criminals as other law enforcement officers. The number of assaults on animal care and control personnel has increased and officers have been shot and killed in the course of their duties.

Guideline Recommendation

Animal care and control personnel should be offered adequate personal protection gear that provides protection from the dangers and threats to their personal safety that they may encounter in their daily duties.

Animal care and control personnel should not be given old, re-issued or re-used ballistic vests that are no longer certified to provide ballistic protection or do not provide ballistic protection due to improper fit.

Animal care and control personnel should receive proper training and instruction on the care, maintenance and use of ballistic vests.

The aforementioned Guideline has been affirmed as duly adopted by the NACA Board of Directors on September 03, 2014.

George W. Harding, IV MBA CAWA
Executive Director
National Animal Care & Control Association

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Galveston County Health District
Animal Services – Highlights
Draft budget for fiscal year ending September 30, 2021
OPTION C (Zero Increase in Contribution)



FIELD

- SALARIES & BENEFITS
 - \$120 net increase in personnel from prior year budget
 - Increase in workers comp rate from 3.7% to 4.2% (increase of \$1,256)
 - Includes salary adjustments based on MAG-recommended minimum pay grades (increase of \$412)
 - Increase in pension rate from 2.12% to 2.26% (increase of \$324)
 - Vacant position (ACO Work Coordinator) hired in at lower rate (decrease of \$3,075)
- OTHER EXPENSES
 - (\$120) net decrease in other (non-fund balance) expenses from prior year budget
- FUNDING
 - \$45,200 net increase from prior year budget (including fund balance)
 - \$0 increase in County funding from prior year
 - \$0 increase in Cities funding from prior year
 - \$45,200 increase in fund balance expenditures

SHELTER

- SALARIES & BENEFITS
 - \$1,416 net increase in personnel from prior year budget
 - Includes salary adjustments based on MAG-recommended minimum pay grades (increase of \$14,288)
 - Increase in workers comp rate from 3.7% to 4.2% (increase of \$2,439)
 - Increase in pension rate from 2.12% to 2.26% (increase of \$630)
 - Includes a 2.5% salary lapse (decrease of \$13,915)
 - Includes 10% lapse in medical benefits (decrease of \$2,753 - 5% more than prior year)
- OTHER EXPENSES/SAVINGS
 - \$278 net increase in other (non-fund balance) expenses from prior year budget
 - \$4,400 reduction in Spay/Neuter contract and operating supply expense due to continued savings from in-house rabies vaccinations and feline neuters
 - \$2,000 increase in office supply expense due to rise in bid prices
 - \$1,776 increase in windstorm insurance expense
- FUNDING
 - (\$1,006) net decrease from prior year budget (including fund balance)
 - \$1,694 increase in fees and other revenue from prior year
 - \$0 increase in County funding from prior year
 - \$0 increase in Cities funding from prior year
 - (\$2,700) decrease in fund balance expenditures

VACCINATION CLINIC

- \$3,669 net increase in projected surplus from prior year budget
 - \$5,232 increase in sales revenue
 - \$1,203 increase in pharmaceutical supplies
 - \$360 increase in operating supplies

Galveston County Health District
Animal Services – Highlights
Draft budget for fiscal year ending September 30, 2021
OPTION C (Zero Increase in Contribution)



FUND BALANCE

- **FIELD - \$48,400 Requested Items**
 - \$1,400 for ACO protective ballistic vests (4 x \$350)
 - \$47,000 for ACO unit H1278 truck and cage replacement

- **DONATIONS - \$6,000 Requested Items**
 - \$4,000 for Pet Food
 - \$2,000 for Pharmaceutical Supplies

DRAFT

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Summary
Draft budget for fiscal year ending September 30, 2021
OPTION C

Animal Control (Field)	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	239,511	317,430	308,014	317,550	120
Supplies	8,342	7,550	3,244	5,750	(1,800)
Travel / Training	3,045	4,684	2,226	4,684	-
Maintenance	3,311	4,500	4,899	4,500	-
Contract Services	250	576	-	282	(294)
Leases	-	-	-	-	-
Other Operating Costs	23,636	29,380	29,903	29,554	174
Capital Outlay	80,552	-	-	47,000	47,000
TOTAL EXPENSES	\$ 358,646	\$ 364,120	\$ 348,285	\$ 409,320	\$ 45,200
Fees from Services and Other	3,025	3,200	-	48,400	45,200
Local Funding	334,484	360,920	361,066	360,920	-
TOTAL REVENUE	\$ 337,509	\$ 364,120	\$ 361,066	\$ 409,320	\$ 45,200
NET CHANGE	\$ (21,137)	\$ -	\$ 12,780	\$ -	\$ -
Director		0.43		0.43	-
Manager		0.25		0.25	-
Dispatcher		1.50		1.50	-
Animal Control Officers		4.00		4.00	-
Total Field FTE's		6.18		6.18	-

Animal Shelter	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	549,589	618,932	586,207	620,348	1,416
Supplies	120,541	107,000	99,886	104,900	(2,100)
Travel / Training	1,605	4,158	6,154	4,158	-
Maintenance	4,072	4,740	3,060	4,740	-
Contract Services	52,001	51,900	46,772	49,413	(2,487)
Leases	199,699	199,699	199,699	199,699	-
Other Operating Costs	22,652	22,897	25,060	25,062	2,165
Capital Outlay	-	-	-	-	-
TOTAL EXPENSES	\$ 950,159	\$ 1,009,326	\$ 966,837	\$ 1,008,320	\$ (1,006)
Fees from Services and Other	178,761	171,761	151,968	170,755	(1,006)
Local Funding	829,171	837,565	837,565	837,565	-
TOTAL REVENUE	\$ 1,007,932	\$ 1,009,326	\$ 989,533	\$ 1,008,320	\$ (1,006)
NET CHANGE	\$ 57,773	\$ -	\$ 22,696	\$ -	\$ -
Director		0.43		0.43	-
Manager		0.75		0.75	-
Administrative Assistant		1.00		1.00	-
Dispatcher		0.50		0.50	-
Veterinary Technician		1.50		1.50	-
Rescue / Foster Coordinator		1.00		1.00	-
Animal Care Technicians		8.00		8.00	-
Volunteer Coordinator / Adoption Counselor		1.00		1.00	-
Crematorium Specialist		1.00		1.00	-
Surrender Intervention Coordinator		-		-	-
Total Shelter FTE's		15.18		15.18	-

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Summary
Draft budget for fiscal year ending September 30, 2021
OPTION C

Animal Vaccination Clinic	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	-	-	-	-	-
Supplies	8,815	6,960	10,413	8,523	1,563
Travel / Training	-	-	-	-	-
Maintenance	-	-	-	-	-
Contract Services	6,000	6,000	6,000	6,000	-
Leases	-	-	-	-	-
Other Operating Costs	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL EXPENSES	\$ 14,815	\$ 12,960	\$ 16,413	\$ 14,523	\$ 1,563
Fees from Services and Other	32,705	25,188	27,834	30,420	5,232
Local Funding	-	-	-	-	-
TOTAL REVENUE	\$ 32,705	\$ 25,188	\$ 27,834	\$ 30,420	\$ 5,232
NET CHANGE	\$ 17,890	\$ 12,228	\$ 11,421	\$ 15,897	\$ 3,669
Total Vaccination Clinic FTE's		-		-	-

Animal Donations	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	-	-	-	-	-
Supplies	-	6,000	-	6,000	-
Travel / Training	-	-	-	-	-
Maintenance	-	-	-	-	-
Contract Services	-	-	-	-	-
Leases	-	-	-	-	-
Other Operating Costs	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL EXPENSES	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ -
Fees from Services and Other	-	6,000	-	6,000	-
Local Funding	-	-	-	-	-
TOTAL REVENUE	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ -
NET CHANGE	\$ -	\$ -	\$ -	\$ -	\$ -
Total Donation FTE's		-		-	-

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Summary
Draft budget for fiscal year ending September 30, 2021
OPTION C

ANIMAL SERVICES (Field, Shelter, Vaccines, Donations)	FY2019 Actual	FY2020 Budget	FY2020 Estimated	FY2021 Proposed	Change
Personnel	789,100	936,362	894,221	937,898	1,536
Supplies	137,698	127,510	113,543	125,173	(2,337)
Travel / Training	4,650	8,842	8,380	8,842	-
Maintenance	7,383	9,240	7,959	9,240	-
Contract Services	58,251	58,476	52,772	55,695	(2,781)
Leases	199,699	199,699	199,699	199,699	-
Other Operating Costs	46,288	52,277	54,963	54,616	2,339
Capital Outlay	80,552	-	-	47,000	47,000
TOTAL EXPENSES	\$ 1,323,620	\$ 1,392,406	\$ 1,331,536	\$ 1,438,163	\$ 45,757
Fees from Services and Other	214,491	206,149	179,802	255,575	49,426
Local Funding	1,163,655	1,198,485	1,198,631	1,198,485	-
TOTAL REVENUE	\$ 1,378,146	\$ 1,404,634	\$ 1,378,433	\$ 1,454,060	\$ 49,426
NET CHANGE	\$ 54,526	\$ 12,228	\$ 46,897	\$ 15,897	\$ 3,669
Director		0.86		0.86	-
Manager		1.00		1.00	-
Administrative Assistant		1.00		1.00	-
Dispatcher		2.00		2.00	-
Animal Control Officers		4.00		4.00	-
Veterinary Technician		1.50		1.50	-
Rescue / Foster Coordinator		1.00		1.00	-
Animal Care Technicians		8.00		8.00	-
Volunteer Coordinator / Adoption Counselor		1.00		1.00	-
Crematorium Specialist		1.00		1.00	-
Surrender Intervention Coordinator		-		-	-
Total Animal Services FTE's		21.36		21.36	-

GALVESTON COUNTY HEALTH DISTRICT

Animal Services

Draft budget for fiscal year ending September 30, 2021

OPTION C

	Field Services	Shelter Services	Vaccination Services	Donations	Total Proposed FY21 Budget	Increase/ (Decrease)
REVENUE						
Convenience Fee	-	1,755	-	-	1,755	(406)
County Revenue	270,434	329,459	-	-	599,893	-
Lease Funding (County)	-	199,699	-	-	199,699	-
Misc Revenue	-	-	-	-	-	-
Gain on Fixed Asset Disposal	-	-	-	-	-	-
Clinic/Microchips	-	-	3,120	-	3,120	1,680
Dog Tag, License, Retrieval	-	3,000	-	-	3,000	(900)
Shelter/Redemption Fees	-	44,000	-	-	44,000	4,000
Shelter/Fees - Fines	-	36,000	-	-	36,000	1,000
Shelter/Euthansia	-	7,500	-	-	7,500	300
Shelter/Cat Cadaver Program	-	4,500	-	-	4,500	-
Shelter/Adoptions	-	65,000	-	-	65,000	(4,800)
Cremation Services	-	9,000	-	-	9,000	2,500
Control/City Contracts	88,986	-	-	-	88,986	-
Shelter/City Contracts	-	308,407	-	-	308,407	-
Control/Other Contracts	1,500	-	-	-	1,500	-
Clinic/Vaccines	-	-	16,200	-	16,200	1,800
Clinic/Misc Services	-	-	4,200	-	4,200	852
Clinic/Medicines	-	-	6,900	-	6,900	900
Fund Balance	48,400	-	-	6,000	54,400	42,500
Total Revenue	\$ 409,320	\$ 1,008,320	\$ 30,420	\$ 6,000	\$ 1,454,060	\$ 49,426
EXPENSES						
Salaries	240,245	409,587	-	-	649,832	(3,698)
Salaries, Overtime	5,940	-	-	-	5,940	(360)
Salaries, Part-Time	-	73,603	-	-	73,603	2,468
Comp Pay Premium	-	-	-	-	-	-
FICA Expense	18,833	36,964	-	-	55,797	(122)
Unemployment Tax	723	1,776	-	-	2,499	(8)
Life Insurance	656	1,161	-	-	1,817	(8)
LTD Insurance	577	983	-	-	1,560	(9)
Employer Paid Health	30,124	55,724	-	-	85,848	(1,167)
Worker's Comp Insurance	10,340	20,294	-	-	30,634	3,588
Sponsored Healthcare Program	4,579	9,396	-	-	13,975	(45)
Pension/Retirement	5,533	10,860	-	-	16,393	897
Misc Contract Services	282	1,413	-	-	1,695	(381)
Temporary Staffing	-	-	-	-	-	-
Neuter/Spay Contract	-	30,000	-	-	30,000	(2,400)
Veterinarian Contract	-	18,000	6,000	-	24,000	-
Office Supplies	750	7,000	-	-	7,750	2,000
Operating Supplies	5,000	43,000	900	-	48,900	(6,140)
Pharmaceutical Supplies	-	28,000	7,623	2,000	37,623	1,203
Janitorial Supplies	-	-	-	-	-	-
Printing Supplies	-	300	-	-	300	-
Uniform Supplies	3,220	1,980	-	-	5,200	-
Pet Food Supplies	-	26,000	-	4,000	30,000	-
In-House Neuter Supplies	-	600	-	-	600	600

GALVESTON COUNTY HEALTH DISTRICT

Animal Services

Draft budget for fiscal year ending September 30, 2021

OPTION C

	Field Services	Shelter Services	Vaccination Services	Donations	Total Proposed FY21 Budget	Increase/ (Decrease)
Postage	-	600	-	-	600	(180)
Telecommunications	4,668	9,408	-	-	14,076	(12)
Travel, Local	250	250	-	-	500	-
Travel, Out of Town	-	-	-	-	-	-
Training, Local	600	500	-	-	1,100	-
Training, Out of Town	3,834	3,408	-	-	7,242	-
Rentals	-	2,480	-	-	2,480	380
Leases	-	199,699	-	-	199,699	-
Maint/Repair, Equip.	240	4,740	-	-	4,980	-
Maint/Repair, Auto	3,300	-	-	-	3,300	-
Fuel	11,460	-	-	-	11,460	(540)
Maint/Repair, Bldg.	-	-	-	-	-	-
Maint/Repair, IT Equip.	-	-	-	-	-	-
Maint/Repair, Auto Preventative	960	-	-	-	960	-
Insurance, Auto/Truck	5,544	-	-	-	5,544	1,254
Insurance, Bldg/Content	-	1,968	-	-	1,968	1,776
Vehicles	47,000	-	-	-	47,000	47,000
Operating Equipment	-	-	-	-	-	-
Newspaper/Advertising	500	1,080	-	-	1,580	348
Subscriptions, Books, etc.	-	-	-	-	-	-
Association Dues	250	-	-	-	250	-
IT Software, Licenses, Intangibles	3,840	5,256	-	-	9,096	-
Professional Fees/Licenses	-	-	-	-	-	-
Professional Services	72	96	-	-	168	-
Animal Carcus Removal	-	-	-	-	-	-
Trash Removal	-	-	-	-	-	-
Service Charge - Credit Cards	-	2,194	-	-	2,194	(687)
Interest Expense	-	-	-	-	-	-
Cashier Over/Short	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Debt Service Principle	-	-	-	-	-	-
Administrative Fees	-	-	-	-	-	-
Total Expenses	\$ 409,320	\$ 1,008,320	\$ 14,523	\$ 6,000	\$ 1,438,163	\$ 45,757
<i>Revenue Over / (Under) Expenses</i>	-	-	15,897	-	15,897	3,669

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Field, Shelter, and Vaccination Services
Draft budget for fiscal year ending September 30, 2021
OPTION C

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
REVENUE						
4210 Convenience Fee	2,167	2,161	1,060	1,817	1,755	(406)
4405 County Revenue	775,365	599,893	466,429	799,592	599,893	-
4405 Lease Funding (County)	-	199,699	-	-	199,699	-
4510 Misc Revenue	-	-	25	43	-	-
4511 Gain on Fixed Asset Disposal	3,025	-	37	63	-	-
4720 Clinic/Microchips	1,840	1,440	2,040	3,497	3,120	1,680
4721 Dog Tag, License, Retrieval	2,500	3,900	1,855	3,180	3,000	(900)
4722 Shelter/Redemption Fees	40,961	40,000	22,550	38,657	44,000	4,000
4723 Shelter/Fees - Fines	42,620	35,000	19,870	34,063	36,000	1,000
4725 Shelter/Euthansia	7,300	7,200	4,850	8,314	7,500	300
4727 Shelter/Cat Cadaver Program	4,380	4,500	1,756	3,010	4,500	-
4729 Shelter/Adoptions	69,762	69,800	36,185	62,031	65,000	(4,800)
4730 Cremation Services	9,072	6,500	460	789	9,000	2,500
4731 Control/City Contracts	82,441	88,986	51,909	88,986	88,986	-
4732 Shelter/City Contracts	304,349	308,407	179,904	308,407	308,407	-
4736 Control/Other Contracts	1,500	1,500	960	1,646	1,500	-
4737 Clinic/Vaccines	16,450	14,400	9,744	16,704	16,200	1,800
4738 Clinic/Misc Services	4,870	3,348	1,490	2,554	4,200	852
4739 Clinic/Medicines	9,545	6,000	2,962	5,078	6,900	900
Fund Balance	-	11,900	-	-	54,400	42,500
TOTAL REVENUE	\$ 1,378,146	\$ 1,404,634	\$ 804,086	\$ 1,378,433	\$ 1,454,060	\$ 49,426
EXPENSES						
6111 Salaries	529,874	653,530	356,540	611,211	649,832	(3,698)
6113 Salaries, Overtime	5,231	6,300	3,117	5,344	5,940	(360)
6114 Salaries, Part-Time	31,208	71,135	12,654	21,693	73,603	2,468
6116 Comp Pay Premium	-	-	-	-	-	-
6211 FICA Expense	41,018	55,919	27,221	46,665	55,797	(122)
6213 Unemployment Tax	635	2,507	2,596	4,450	2,499	(8)
6221 Life Insurance	1,900	1,825	1,239	2,125	1,817	(8)
6223 LTD Insurance	1,272	1,569	837	1,435	1,560	(9)
6224 Employer Paid Health	59,949	87,015	41,879	71,793	85,848	(1,167)
6225 Worker's Comp Insurance	20,926	27,046	15,402	26,403	30,634	3,588
6228 Sponsored Healthcare Program	13,095	14,020	8,432	14,456	13,975	(45)
6231 Pension/Retirement	12,374	15,496	8,100	13,887	16,393	897
7020 Misc Contract Services	1,119	2,076	378	647	1,695	(381)
7023 Temporary Staffing	71,616	-	43,610	74,761	-	-
7026 Neuter/Spay Contract	33,133	32,400	16,406	28,124	30,000	(2,400)
7027 Veterinarian Contract	24,000	24,000	14,000	24,000	24,000	-
8011 Office Supplies	10,280	5,750	5,535	9,489	7,750	2,000
8012 Operating Supplies	50,789	55,040	26,570	39,972	48,900	(6,140)
8014 Pharmaceutical Supplies	45,244	36,420	21,298	36,511	37,623	1,203
8016 Janitorial Supplies	-	-	-	-	-	-
8017 Printing Supplies	-	300	-	-	300	-
8018 Uniform Supplies	1,688	5,200	2,113	3,622	5,200	-
8020 Pet Food Supplies	30,870	30,000	15,730	26,966	30,000	-
8021 In-House Neuter Supplies	515	-	353	606	600	600

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Field, Shelter, and Vaccination Services
Draft budget for fiscal year ending September 30, 2021
OPTION C

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
8115 Postage	574	780	251	430	600	(180)
8121 Telecommunications	11,672	14,088	8,572	14,694	14,076	(12)
8141 Travel, Local	216	500	-	-	500	-
8142 Travel, Out of Town	-	-	-	-	-	-
8151 Training, Local	697	1,100	367	629	1,100	-
8152 Training, Out of Town	3,737	7,242	4,521	7,751	7,242	-
8161 Rentals	1,985	2,100	1,464	2,509	2,480	380
8171 Leases	199,699	199,699	116,491	199,699	199,699	-
8181 Maint/Repair, Equip.	4,072	4,980	1,785	3,060	4,980	-
8182 Maint/Repair, Auto	2,628	3,300	2,350	4,028	3,300	-
8183 Fuel	10,669	12,000	6,110	10,475	11,460	(540)
8184 Maint/Repair, Bldg.	-	-	-	-	-	-
8185 Maint/Repair, IT Equip.	-	-	-	-	-	-
8186 Maint/Repair, Auto Preventative	683	960	508	870	960	-
8191 Insurance, Auto/Truck	4,796	4,290	3,883	6,657	5,544	1,254
8193 Insurance, Bldg/Content	1,201	192	1,159	1,987	1,968	1,776
8213 Vehicles	80,552	-	-	-	47,000	47,000
8214 Operating Equipment	-	-	-	-	-	-
8301 Newspaper/Advertising	1,656	1,232	620	1,063	1,580	348
8302 Subscriptions, Books, etc.	-	-	-	-	-	-
8303 Association Dues	250	250	-	-	250	-
8305 IT Software, Licenses, Intangibles	8,400	9,096	5,306	9,096	9,096	-
8311 Professional Fees/Licenses	-	-	-	-	-	-
8312 Professional Services	390	168	160	275	168	-
8322 Animal Carcass Removal	352	-	1,180	2,022	-	-
8323 Trash Removal	687	-	-	-	-	-
8331 Service Charge - Credit Cards	2,054	2,881	1,209	2,072	2,194	(687)
8332 Interest Expense	-	-	-	-	-	-
8337 Cashier Over/Short	-	-	35	60	-	-
8339 Bad Debt Expense	(88)	-	-	-	-	-
8350 Debt Service Principle	-	-	-	-	-	-
8351 Administrative Fees	-	-	-	-	-	-
TOTAL EXPENSES	\$ 1,323,620	\$ 1,392,406	\$ 779,982	\$ 1,331,536	\$ 1,438,163	\$ 45,757
<i>Revenue Over / (Under) Expenses</i>	<i>54,526</i>	<i>12,228</i>	<i>24,103</i>	<i>46,897</i>	<i>15,897</i>	<i>3,669</i>

GALVESTON COUNTY HEALTH DISTRICT

Animal Services - Field

Draft budget for fiscal year ending September 30, 2021

OPTION C

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
REVENUE						
4210 Convenience Fee	-	-	-	-	-	-
4405 County Revenue	250,543	270,434	157,753	270,434	270,434	-
4405 Lease Funding (County)	-	-	-	-	-	-
4510 Misc Revenue	-	-	-	-	-	-
4511 Gain on Fixed Asset Disposal	3,025	-	-	-	-	-
4720 Clinic/Microchips	-	-	-	-	-	-
4721 Dog Tag, License, Retrieval	-	-	-	-	-	-
4722 Shelter/Redemption Fees	-	-	-	-	-	-
4723 Shelter/Fees - Fines	-	-	-	-	-	-
4725 Shelter/Euthansia	-	-	-	-	-	-
4727 Shelter/Cat Cadaver Program	-	-	-	-	-	-
4729 Shelter/Adoptions	-	-	-	-	-	-
4730 Cremation Services	-	-	-	-	-	-
4731 Control/City Contracts	82,441	88,986	51,909	88,986	88,986	-
4732 Shelter/City Contracts	-	-	-	-	-	-
4736 Control/Other Contracts	1,500	1,500	960	1,646	1,500	-
4737 Clinic/Vaccines	-	-	-	-	-	-
4738 Clinic/Misc Services	-	-	-	-	-	-
4739 Clinic/Medicines	-	-	-	-	-	-
Fund Balance	-	3,200	-	-	48,400	45,200
TOTAL REVENUE	\$ 337,509	\$ 364,120	\$ 210,622	\$ 361,066	\$ 409,320	\$ 45,200
EXPENSES						
6111 Salaries	174,148	242,488	136,505	234,008	240,245	(2,243)
6113 Salaries, Overtime	5,231	6,300	3,117	5,344	5,940	(360)
6114 Salaries, Part-Time	5,854	-	-	-	-	-
6116 Comp Pay Premium	-	-	-	-	-	-
6211 FICA Expense	13,300	19,032	10,295	17,649	18,833	(199)
6213 Unemployment Tax	126	727	894	1,533	723	(4)
6221 Life Insurance	609	660	483	827	656	(4)
6223 LTD Insurance	410	582	329	563	577	(5)
6224 Employer Paid Health	17,756	28,560	15,680	26,880	30,124	1,564
6225 Worker's Comp Insurance	6,746	9,205	5,709	9,787	10,340	1,135
6228 Sponsored Healthcare Program	3,921	4,602	3,153	5,406	4,579	(23)
6231 Pension/Retirement	4,061	5,274	3,038	5,207	5,533	259
7020 Misc Contract Services	250	576	-	-	282	(294)
7023 Temporary Staffing	7,349	-	472	809	-	-
7026 Neuter/Spay Contract	-	-	-	-	-	-
7027 Veterinarian Contract	-	-	-	-	-	-
8011 Office Supplies	3,194	750	330	565	750	-
8012 Operating Supplies	5,148	6,800	4,815	2,678	5,000	(1,800)
8014 Pharmaceutical Supplies	-	-	-	-	-	-
8016 Janitorial Supplies	-	-	-	-	-	-
8017 Printing Supplies	-	-	-	-	-	-
8018 Uniform Supplies	1,048	3,220	1,638	2,808	3,220	-
8020 Pet Food Supplies	-	-	-	-	-	-
8021 In-House Neuter Supplies	-	-	-	-	-	-

GALVESTON COUNTY HEALTH DISTRICT

Animal Services - Field

Draft budget for fiscal year ending September 30, 2021

OPTION C

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
8115 Postage	6	-	1	1	-	-
8121 Telecommunications	1,759	5,208	3,571	6,122	4,668	(540)
8141 Travel, Local	-	250	-	-	250	-
8142 Travel, Out of Town	-	-	-	-	-	-
8151 Training, Local	275	600	262	449	600	-
8152 Training, Out of Town	2,770	3,834	1,037	1,777	3,834	-
8161 Rentals	-	-	-	-	-	-
8171 Leases	-	-	-	-	-	-
8181 Maint/Repair, Equip.	-	240	-	-	240	-
8182 Maint/Repair, Auto	2,628	3,300	2,350	4,028	3,300	-
8183 Fuel	10,669	12,000	6,110	10,475	11,460	(540)
8184 Maint/Repair, Bldg.	-	-	-	-	-	-
8185 Maint/Repair, IT Equip.	-	-	-	-	-	-
8186 Maint/Repair, Auto Preventative	683	960	508	870	960	-
8191 Insurance, Auto/Truck	4,796	4,290	3,883	6,657	5,544	1,254
8193 Insurance, Bldg/Content	1,013	-	-	-	-	-
8213 Vehicles	80,552	-	-	-	47,000	47,000
8214 Operating Equipment	-	-	-	-	-	-
8301 Newspaper/Advertising	387	500	-	-	500	-
8302 Subscriptions, Books, etc.	-	-	-	-	-	-
8303 Association Dues	250	250	-	-	250	-
8305 IT Software, Licenses, Intangibles	3,840	3,840	2,240	3,840	3,840	-
8311 Professional Fees/Licenses	-	-	-	-	-	-
8312 Professional Services	42	72	-	-	72	-
8322 Animal Carcus Removal	-	-	-	-	-	-
8323 Trash Removal	-	-	-	-	-	-
8331 Service Charge - Credit Cards	-	-	-	-	-	-
8332 Interest Expense	-	-	-	-	-	-
8337 Cashier Over/Short	-	-	-	-	-	-
8339 Bad Debt Expense	(173)	-	-	-	-	-
8350 Debt Service Principle	-	-	-	-	-	-
8351 Administrative Fees	-	-	-	-	-	-
TOTAL EXPENSES	\$ 358,646	\$ 364,120	\$ 206,419	\$ 348,285	\$ 409,320	\$ 45,200
<i>Revenue Over / (Under) Expenses</i>	<i>(21,137)</i>	-	4,202	12,780	-	-

GALVESTON COUNTY HEALTH DISTRICT

Animal Services - Shelter

Draft budget for fiscal year ending September 30, 2021

OPTION C

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
REVENUE						
4210 Convenience Fee	2,167	2,161	1,060	1,817	1,755	(406)
4405 County Revenue	524,822	329,459	308,676	529,158	329,459	-
4405 Lease Funding (County)	-	199,699	-	-	199,699	-
4510 Misc Revenue	-	-	25	43	-	-
4511 Gain on Fixed Asset Disposal	-	-	37	63	-	-
4720 Clinic/Microchips	-	-	-	-	-	-
4721 Dog Tag, License, Retrieval	2,500	3,900	1,855	3,180	3,000	(900)
4722 Shelter/Redemption Fees	40,961	40,000	22,550	38,657	44,000	4,000
4723 Shelter/Fees - Fines	42,620	35,000	19,870	34,063	36,000	1,000
4725 Shelter/Euthansia	7,300	7,200	4,850	8,314	7,500	300
4727 Shelter/Cat Cadaver Program	4,380	4,500	1,756	3,010	4,500	-
4729 Shelter/Adoptions	69,762	69,800	36,185	62,031	65,000	(4,800)
4730 Cremation Services	9,072	6,500	460	789	9,000	2,500
4731 Control/City Contracts	-	-	-	-	-	-
4732 Shelter/City Contracts	304,349	308,407	179,904	308,407	308,407	-
4736 Control/Other Contracts	-	-	-	-	-	-
4737 Clinic/Vaccines	-	-	-	-	-	-
4738 Clinic/Misc Services	-	-	-	-	-	-
4739 Clinic/Medicines	-	-	-	-	-	-
Fund Balance	-	2,700	-	-	-	(2,700)
TOTAL REVENUE	\$ 1,007,932	\$ 1,009,326	\$ 577,228	\$ 989,533	\$ 1,008,320	\$ (1,006)
EXPENSES						
6111 Salaries	355,726	411,042	220,035	377,203	409,587	(1,455)
6113 Salaries, Overtime	-	-	-	-	-	-
6114 Salaries, Part-Time	25,354	71,135	12,654	21,693	73,603	2,468
6116 Comp Pay Premium	-	-	-	-	-	-
6211 FICA Expense	27,718	36,887	16,926	29,016	36,964	77
6213 Unemployment Tax	509	1,780	1,701	2,917	1,776	(4)
6221 Life Insurance	1,291	1,165	757	1,297	1,161	(4)
6223 LTD Insurance	862	987	508	871	983	(4)
6224 Employer Paid Health	42,193	58,455	26,199	44,913	55,724	(2,731)
6225 Worker's Comp Insurance	14,180	17,841	9,693	16,616	20,294	2,453
6228 Sponsored Healthcare Program	9,175	9,418	5,279	9,050	9,396	(22)
6231 Pension/Retirement	8,314	10,222	5,063	8,679	10,860	638
7020 Misc Contract Services	868	1,500	378	647	1,413	(87)
7023 Temporary Staffing	64,267	-	43,139	73,952	-	-
7026 Neuter/Spay Contract	33,133	32,400	16,406	28,124	30,000	(2,400)
7027 Veterinarian Contract	18,000	18,000	10,500	18,000	18,000	-
8011 Office Supplies	7,086	5,000	5,206	8,924	7,000	2,000
8012 Operating Supplies	44,976	47,700	21,181	36,310	43,000	(4,700)
8014 Pharmaceutical Supplies	37,094	28,000	15,797	27,081	28,000	-
8016 Janitorial Supplies	-	-	-	-	-	-
8017 Printing Supplies	-	300	-	-	300	-
8018 Uniform Supplies	641	1,980	475	814	1,980	-
8020 Pet Food Supplies	30,870	26,000	15,730	26,966	26,000	-
8021 In-House Neuter Supplies	515	-	353	606	600	600

GALVESTON COUNTY HEALTH DISTRICT

Animal Services - Shelter

Draft budget for fiscal year ending September 30, 2021

OPTION C

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
8115 Postage	568	780	251	430	600	(180)
8121 Telecommunications	9,913	8,880	5,000	8,572	9,408	528
8141 Travel, Local	216	250	-	-	250	-
8142 Travel, Out of Town	-	-	-	-	-	-
8151 Training, Local	422	500	105	180	500	-
8152 Training, Out of Town	967	3,408	3,485	5,974	3,408	-
8161 Rentals	1,985	2,100	1,464	2,509	2,480	380
8171 Leases	199,699	199,699	116,491	199,699	199,699	-
8181 Maint/Repair, Equip.	4,072	4,740	1,785	3,060	4,740	-
8182 Maint/Repair, Auto	-	-	-	-	-	-
8183 Fuel	-	-	-	-	-	-
8184 Maint/Repair, Bldg.	-	-	-	-	-	-
8185 Maint/Repair, IT Equip.	-	-	-	-	-	-
8186 Maint/Repair, Auto Preventative	-	-	-	-	-	-
8191 Insurance, Auto/Truck	-	-	-	-	-	-
8193 Insurance, Bldg/Content	188	192	1,159	1,987	1,968	1,776
8213 Vehicles	-	-	-	-	-	-
8214 Operating Equipment	-	-	-	-	-	-
8301 Newspaper/Advertising	1,269	732	620	1,063	1,080	348
8302 Subscriptions, Books, etc.	-	-	-	-	-	-
8303 Association Dues	-	-	-	-	-	-
8305 IT Software, Licenses, Intangibles	4,560	5,256	3,066	5,256	5,256	-
8311 Professional Fees/Licenses	-	-	-	-	-	-
8312 Professional Services	348	96	160	275	96	-
8322 Animal Carcass Removal	352	-	1,180	2,022	-	-
8323 Trash Removal	687	-	-	-	-	-
8331 Service Charge - Credit Cards	2,054	2,881	1,209	2,072	2,194	(687)
8332 Interest Expense	-	-	-	-	-	-
8337 Cashier Over/Short	-	-	35	60	-	-
8339 Bad Debt Expense	85	-	-	-	-	-
8350 Debt Service Principle	-	-	-	-	-	-
8351 Administrative Fees	-	-	-	-	-	-
TOTAL EXPENSES	\$ 950,159	\$ 1,009,326	\$ 563,988	\$ 966,837	\$ 1,008,320	\$ (1,006)
<i>Revenue Over / (Under) Expenses</i>	57,773	-	13,239	22,696	-	-

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Vaccination Clinic
Draft budget for fiscal year ending September 30, 2021
OPTION C

	FY19 Actual	FY20 Budget	FY20 thru 4/30/20	FY20 Projected	FY21 Proposed	Increase / (Decrease)
REVENUE						
4210 Convenience Fee	-	-	-	-	-	-
4405 County Revenue	-	-	-	-	-	-
4405 Lease Funding (County)	-	-	-	-	-	-
4510 Misc Revenue	-	-	-	-	-	-
4511 Gain on Fixed Asset Disposal	-	-	-	-	-	-
4720 Clinic/Microchips	1,840	1,440	2,040	3,497	3,120	1,680
4737 Clinic/Vaccines	16,450	14,400	9,744	16,704	16,200	1,800
4738 Clinic/Misc Services	4,870	3,348	1,490	2,554	4,200	852
4739 Clinic/Medicines	9,545	6,000	2,962	5,078	6,900	900
Fund Balance	-	-	-	-	-	-
TOTAL REVENUE	\$ 32,705	\$ 25,188	\$ 16,237	\$ 27,834	\$ 30,420	\$ 5,232
EXPENSES						
7020 Misc Contract Services	-	-	-	-	-	-
7023 Temporary Staffing	-	-	-	-	-	-
7026 Neuter/Spay Contract	-	-	-	-	-	-
7027 Veterinarian Contract	6,000	6,000	3,500	6,000	6,000	-
8011 Office Supplies	-	-	-	-	-	-
8012 Operating Supplies	665	540	574	983	900	360
8014 Pharmaceutical Supplies	8,150	6,420	5,501	9,430	7,623	1,203
8016 Janitorial Supplies	-	-	-	-	-	-
8017 Printing Supplies	-	-	-	-	-	-
8018 Uniform Supplies	-	-	-	-	-	-
TOTAL EXPENSES	\$ 14,815	\$ 12,960	\$ 9,574	\$ 16,413	\$ 14,523	\$ 1,563
<i>Revenue Over / (Under) Expenses</i>	17,890	12,228	6,662	11,421	15,897	3,669

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Funding Allocation Contributions
Draft budget for fiscal year ending September 30, 2021
OPTION C

Funding Allocation Contributions (based on the FY17 Funding Formula Attachment A in the Galveston County Animal Services Agreement)

	FIELD SERVICES			SHELTER SERVICES			ANIMAL SERVICES (combined)			
	FY20 Field	Proposed FY21 Field	Prior Year Change	FY20 Shelter	Proposed FY21 Shelter	Prior Year Change	FY20 Contribution	Proposed FY20 Contribution	%	Net Change
Bayou Vista	\$ 5,188	\$ 5,188	\$ -	\$ 6,707	\$ 6,707	\$ -	\$ 11,895	\$ 11,895	1%	\$ - 0.0%
Hitchcock	\$ 23,491	\$ 23,491	\$ -	\$ 30,376	\$ 30,376	\$ -	\$ 53,867	\$ 53,867	5%	\$ - 0.0%
Kemah	\$ 5,983	\$ 5,983	\$ -	\$ 7,737	\$ 7,737	\$ -	\$ 13,720	\$ 13,720	1%	\$ - 0.0%
La Marque	\$ 48,963	\$ 48,963	\$ -	\$ 63,313	\$ 63,313	\$ -	\$ 112,276	\$ 112,276	11%	\$ - 0.0%
Texas City	\$ -	\$ -	\$ -	\$ 196,800	\$ 196,800	\$ -	\$ 196,800	\$ 196,800	20%	\$ - 0.0%
Tiki Island	\$ 5,361	\$ 5,361	\$ -	\$ 3,474	\$ 3,474	\$ -	\$ 8,835	\$ 8,835	1%	\$ - 0.0%
County	\$ 270,434	\$ 270,434	\$ -	\$ 329,459	\$ 329,459	\$ -	\$ 599,893	\$ 599,893	60%	\$ - 0.0%
Total	\$ 359,420	\$ 359,420	\$ -	\$ 637,866	\$ 637,866	\$ -	\$ 997,286	\$ 997,286	100%	\$ - 0.0%

	Field	Shelter	Total
FY20 Budget	\$ 409,320	\$ 1,008,320	\$ 1,417,640
Less ARC building costs	\$ -	\$ (199,699)	\$ (199,699)
Less Fund Balance	\$ (48,400)	\$ -	\$ (48,400)
Less Budgeted Fees	\$ (1,500)	\$ (170,755)	\$ (172,255)
Basis for County / Cities Contributions	\$ 359,420	\$ 637,866	\$ 997,286

	Field	Shelter	Total	%
County	\$ 270,434	\$ 329,459	\$ 599,893	51%
Cities	\$ 88,986	\$ 308,407	\$ 397,393	34%
Fees	\$ 1,500	\$ 170,755	\$ 172,255	15%
Combined Budget Contributions	\$ 360,920	\$ 808,621	\$ 1,169,541	100%

GALVESTON COUNTY HEALTH DISTRICT
Animal Services - Fund Balance Purchases
Draft budget for fiscal year ending September 30, 2021
OPTION C

Fund Balance Request

Field	Shelter	Vac'n Clinic	Donations	TOTAL	
1,400	-	-	-	1,400	ACO Protective (ballistic) Vests (4 x \$350)
47,000	-	-	-	47,000	ACO Unit (H1278) Truck and Cage Replacement
-	-	-	4,000	4,000	Pet Food (as needed)
-	-	-	2,000	2,000	Pharmaceutical Supplies (as needed)
\$ 48,400	\$ -	\$ -	\$ 6,000	\$ 54,400	Total Fund Balance Amount Requested

FY21 Projected Fund Balance Reserve

Field	Shelter	Vac'n Clinic	Donations	TOTAL	
246,151	227,372	25,742	66,072	565,337	Fund Balance at 4/30/20
(48,400)	-	-	(6,000)	(54,400)	Less FY21 Proposed Fund Balance Expenditures
-	-	15,897	-	15,897	FY21 Budgeted Net Change Projected
\$ 197,751	\$ 227,372	\$ 41,639	\$ 60,072	\$ 526,834	Projected Fund Balance

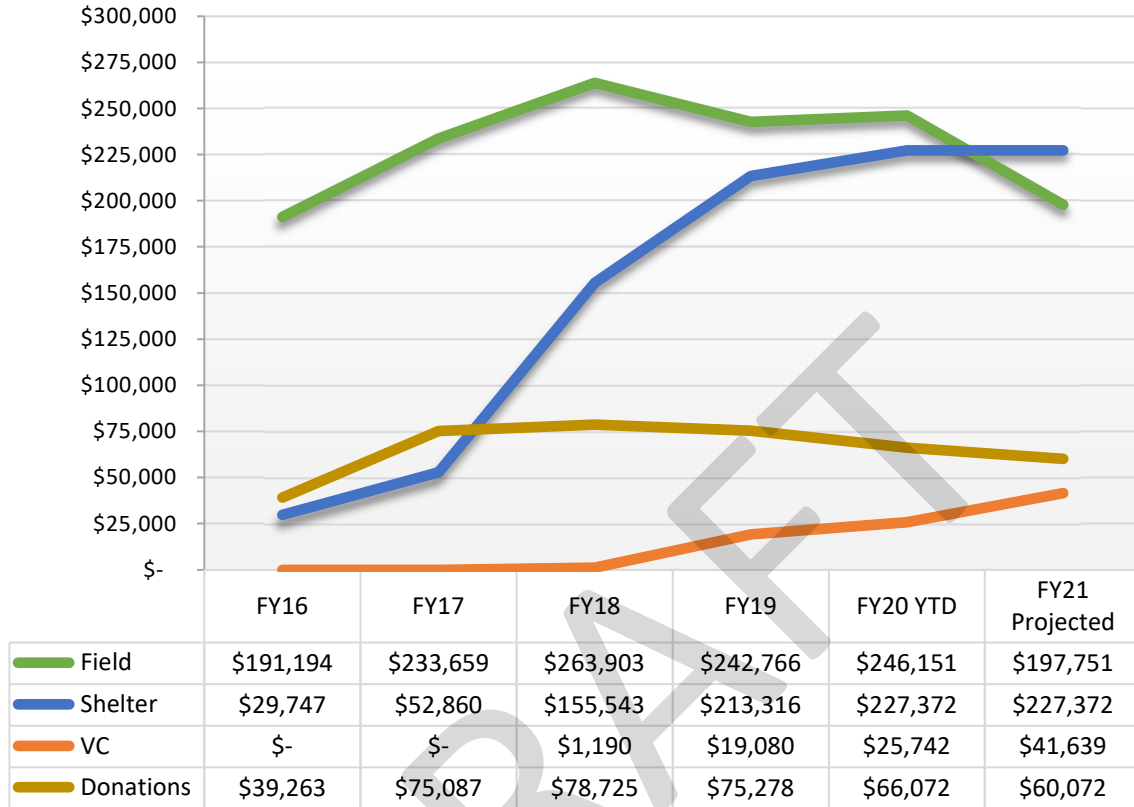
\$ 360,920 \$ 808,621 FY21 Operating expenses (less County lease and fund balance purchases)
6.6 3.4 # of Months of Operating Reserve

Recommended Reserve Amounts

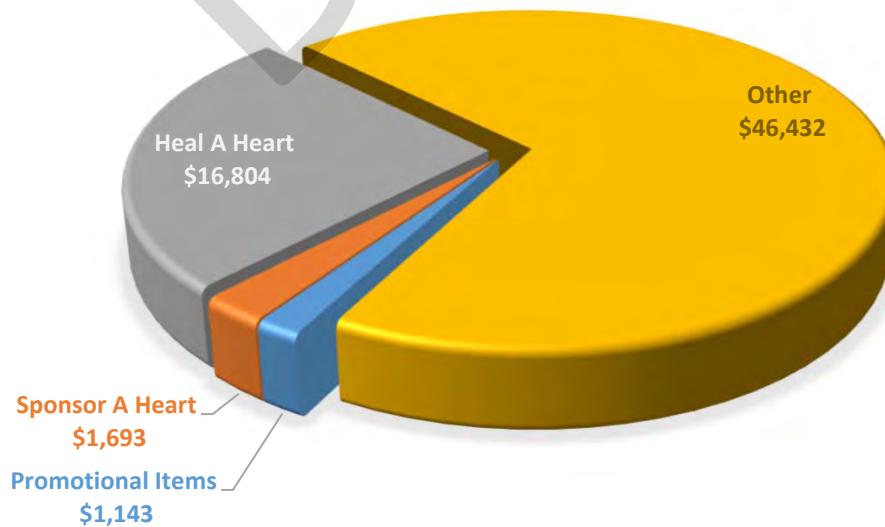
Field	Shelter	
\$ 90,230	\$ 202,155	Reserve Goal per Fund Balance Policy (3 months operating expenses)
\$ 47,000	\$ -	ACO vehicle replacement FY22 (2014 unit H1277 from ARC vehicle listing)
\$ 137,230	\$ 202,155	Total recommended fund balance reserve amounts

GALVESTON COUNTY HEALTH DISTRICT
Animal Services
Draft budget for fiscal year ending September 30, 2021
OPTION C

Fund Balance



Donations



GALVESTON COUNTY HEALTH DISTRICT

Animal Services

Draft budget for fiscal year ending September 30, 2021

OPTION C

Incoming Animals and Calls Received

FY2019 (Oct 2018 - Sep 2019)			
Jurisdiction	Incoming Animals		Calls Received
	Incoming Field	Incoming Shelter	
Bayou Vista	8	8	22
Dickinson*	3	9	0
Hitchcock	147	124	435
Kemah	37	28	99
La Marque	348	351	953
Santa Fe*	0	11	13
Texas City	1,495	1,348	71
Tiki Island	2	7	4
Unincorporated	642	880	1,535
Totals	2,682	2,766	3,132

FY2020 (YTD Oct 2019 - Mar 2020)			
Jurisdiction	Incoming Animals		Calls Received
	Incoming Field	Incoming Shelter	
Bayou Vista	6	4	11
Dickinson*	0	10	0
Hitchcock	83	79	277
Kemah	13	15	53
La Marque	208	153	541
Santa Fe*	1	2	9
Texas City	855	564	39
Tiki Island	1	0	13
Unincorporated	312	354	785
Totals	1,479	1,181	1,728

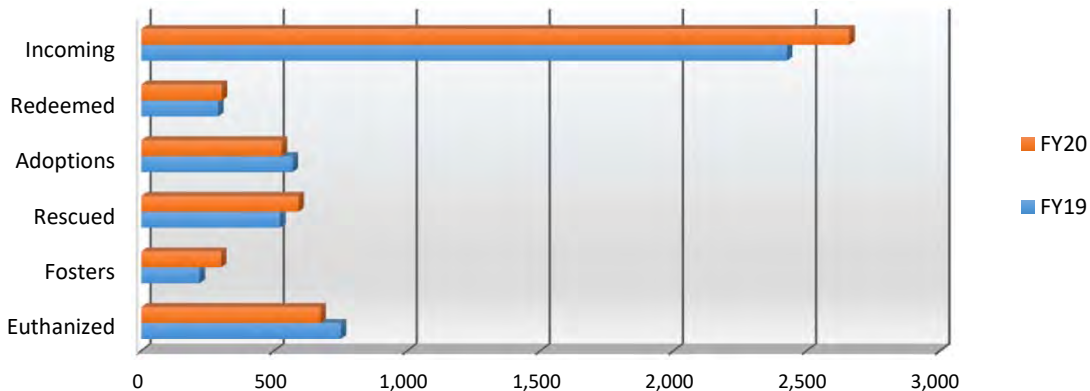
* Incoming totals include owner euthanasia/cremation requests, foster and/or adoption returns

Comparative Data Summary

FY2019 (Oct 18 - Mar 19)		
Incoming	2,426	
Redeemed	289	12%
Adoptions	569	23%
Rescued	522	22%
Fosters	219	9%
Euthanized	750	31%

FY2020 (Oct 19 - Mar 20)		
Incoming	2,660	
Redeemed	303	11%
Adoptions	528	20%
Rescued	591	22%
Fosters	300	11%
Euthanized	673	25%

Net Change		
Incoming	234	10%
Redeemed	14	5%
Adoptions	(41)	-7%
Rescued	69	13%
Fosters	81	37%
Euthanized	(77)	-10%



GALVESTON COUNTY HEALTH DISTRICT

Animal Services

Draft budget for fiscal year ending September 30, 2021

OPTION C

ARC Vehicles (as of April 30, 2020)

Unit	Year	Purchase Date	Make	Model	Mileage	Preventative Maintenance to Date	Unscheduled Maintenance to Date	Total Maintenance to Date	Comment
H1277	2014	02/02/14	Ford	F-250	73,018	\$ 837.09	\$ 5,585.25	\$ 6,422.34	ACO Truck
* H1278	2014	02/02/14	Ford	F-250	96,539	\$ 1,466.71	\$ 6,032.27	\$ 7,498.98	ACO Truck
H1279	2018	11/03/17	Ford	F-250	36,039	\$ 367.35	\$ 968.64	\$ 1,335.99	ACO Truck
H1280	2019	12/07/18	Ford	F-250	17,825	\$ 154.82	\$ -	\$ 154.82	ACO Truck
H1281	2019	10/10/18	Ford	F-250	18,779	\$ 162.32	\$ -	\$ 162.32	ACO Truck
1417	2000	05/31/00	Chevy	1500	96,987	\$ 1,264.40	\$ 5,588.28	\$ 6,852.68	Landfill

* Unit H1278 truck and cage replacement proposed out of FY21 fund balance.

DRAFT

APPENDIX A

National Animal Care & Control Association (NACA) Guideline Memo:

Personnel Training and Safety Guideline – Ballistic Protective Vests

DRAFT



NATIONAL ANIMAL
CARE & CONTROL ASSOCIATION

*The National Animal Care & Control Association
is committed to setting the standard of professionalism in animal welfare
and public safety through training, networking, and advocacy.*

Personnel Training and Safety – Ballistic Protective Vests

Guideline Statement

Animal care and control personnel should be offered ballistic protective vests (commonly referred to as "bullet proof vests") as part of their standard equipment. Each ballistic vest should properly fit the individual employee, inspected and replaced in accordance with the manufacturer's recommended standards. Policies, procedures and guidelines for the use of ballistic vests should mirror local law enforcement agency standard operating procedures.

Basis for Guideline

Animal care and control personnel encounter individuals with the same or greater frequency than regular law enforcement officers. Some of these individuals engage in criminal activity, are armed and can present an immediate threat to officer safety.

The basis of the policy recognizes that many animal care and control personnel now deal with the same violent felons and armed criminals as other law enforcement officers. The number of assaults on animal care and control personnel has increased and officers have been shot and killed in the course of their duties.

Guideline Recommendation

Animal care and control personnel should be offered adequate personal protection gear that provides protection from the dangers and threats to their personal safety that they may encounter in their daily duties.

Animal care and control personnel should not be given old, re-issued or re-used ballistic vests that are no longer certified to provide ballistic protection or do not provide ballistic protection due to improper fit.

Animal care and control personnel should receive proper training and instruction on the care, maintenance and use of ballistic vests.

The aforementioned Guideline has been affirmed as duly adopted by the NACA Board of Directors on September 03, 2014.

George W. Harding, IV MBA CAWA
Executive Director
National Animal Care & Control Association

P. 48

Consider for Approval Costs Associated with Crematorium Upgrade out of Fund Balance Reserve

Crematorium Upgrade:

US Crematory Equipment – Letter of Explanation and Service Quote

Burnz-Well, Inc. – Upgrade Service Estimate Email

Analysis – On-Site Crematory vs. Landfill

Explanation of Crematory Upgrade

This quote includes the PLC (Programmable Logic Controller), which is basically the 'computer' that runs that holds the program and runs the machine, along with the expansion card for it, Touchscreen, relays and bases, Ethernet card, 24V Power supply, Touchscreen box, and all the parts included for installation.

It also covers all of the Re-programming (which is substantial) to the new format, Installation, and testing. Apologies for not getting back to you sooner.

The upgrade will greatly increase the lifespan of the machine. Let me know if you have any further questions.

Best Regards,

Jeff Graf

Service Technician

Office: 321-282-7357

Mobile: 407-443-4843

jgraf@uscremationequipment.com





SERVICE QUOTE

Date: 3/20/2020 Quote#: LJ3202020-L01

Client: Galveston County Health District

WO# _____

Contact Name: Amber Adams

Phone #: 409-938-2485

E-Mail: aadams@gchd.org

Client to verify the information below is correct

Job Site Address: 3412 Loop 197 North
Texas City, Tx. 77590

Billing Address:

Facility Hours of Operation:

Emergency Service (TME)

Response Time	Rates
1-7 Days	\$149/hr
8-14 Days	\$129/hr
15+ Days	\$85/hr

Unit	Job Type	Description	Make/Model	Price
1	Service	PLC / Touchscreen Upgrade	CB 800 W/CEMS	\$ 26,900.00
1	Service	Re-Program The Siemens PLC to the Schneider M221 PLC	CB 800 W/CEMS	Included
1	Service	Re-Program The Siemens HMI to the Schneider HMISTU855	CB 800 W/CEMS	Included
SUB-TOTAL				\$26,900.00

Scope of Work:

- | | |
|--|--|
| <ul style="list-style-type: none"> Remove Existing Hareware to be Replaced Provide & Install New PLC & Touchscreen Provide&Install New Touchscreen Box, Exp Card and Relays Provide & Install New Ethernet Card and Power Supply Programing / Uploading Programs on New Touchscreen | <ul style="list-style-type: none"> 1 USCE Factory Certified Technician Shipping of Parts Refresher Training with Operator One Test Cremation |
|--|--|

Client Notes:

This Quotation is subject to the following Terms & Conditions

Service/Repairs will not be scheduled without this quote signed.

For quotes over \$5,000 USD, a 50% deposit is due prior to scheduling.

Credit Card charges over \$5,000 USD, incur an additional 3.5% fee.

Payment terms are net 30 (*with approved credit*) from date of invoice. Invoices will be issued when service has been completed.

This quote is good for 45 Days.

Sub-total amount shown does not include State/Local/Provincial Taxes, or additional services/parts not noted.

Any additional service, extending the scheduled visit, will be billed at a rate of \$149/hr plus expenses with newly signed quote. (TME)

Any out-of-scope work is subject to additional charges, invoice may differ from quoted price.

Any fuel or electrical disconnection or reconnection must be made by a state licensed contractor.

Neither party is liable for failure to meet obligations affected by a force majeure event. If client causes delay, USCE is entitled to adjust price and schedule.

Termination of a signed quote, for convenience, is only permitted upon mutual agreement of both parties, client agrees to pay reasonable cancellation charges.

To insure the quality of service, an authorized individual must be present to sign off on the Service Report, to verify the scope of work.

Forfeiture of signature on the Service Report will default back to the signature on this quote.

Annual Evaluation (AE) - *Assessment & report of current condition of cremation equipment. Proper evaluation includes performing a test cremation.*

- An Annual Evaluation is for preventative purpose, not emergency repairs. Work is to be completed with other facilities in the area. (multistop trip)
- An Annual Evaluation does not include changes, adjustments, or work not outlined in the scope of work.
- Client is responsible for providing and loading a cremation in order to properly assess the service/repair.
- Any repair work resulting from an Annual Evaluation must be scheduled within 1 year to receive an Annual Evaluation Credit. (\$375)

TME - *Time, Material, & Expenses*

- A TME is for an emergency or dedicated trip to a facility. Expenses calculated are solely accumulated for the service trip outlined above.
- Expenses invoiced at cost plus 20% - includes flight, hotel, car rental & fuel, and any miscellaneous parts needed for repair.
- The travel time begins when leaving USCE Headquarters to client facility + time troubleshooting/addressing issues + time returning to USCE Headquarters.
- Client is responsible for providing and loading a cremation in order to properly assess the service/repair.

REPAIR - *Refractory Work*

- Service/Repairs will not be scheduled without this quote signed and deposit if applicable.
- Upon receipt of deposit, a date of repair will be scheduled within 5-10 business days.
- All material will be sent to jobsite address provided by client. Client is responsible for any material needing to be relocated to any address other than jobsite.
- USCE is not responsible for material lost or damaged in transit.
- USCE will not reimburse or credit for material overages.
- Client responsible for informing USCE if there is limited access on delivery of materials. Additional charges may occur if client does not inform USCE of limited access or special delivery instructions.
- All material will be sent to jobsite address provided by client. Client is responsible for any material needing to be relocated to any address other than jobsite. Client must store material in a safe and dry location, not exposed to the elements of nature.
- If client is responsible for curing the unit, unit is to be cured per refractory specifications.
- Winter Jobs: Any repairs scheduled near Winter may be postponed and/or rescheduled due to weather. Climate controlled buildings are optimal for refractory repairs.
- Client is responsible for providing and loading a cremation in order to properly assess the service/repair.

WARRANTY

- Warranty applies to any component replaced as per manufacturer guidelines. (Does not include shipping, labor or parts malfunctioning post repair.)
- Warranty does not apply to any consumables, including but not limited to refractory, thermocouples, and igniters.

This proposal does not include any of the following:

Adjustments or maintenance on any chain/sprocket loading door systems, ancillary parts or related mechanisms.

Any additional parts and/or materials required for repair (plus shipping).

Initial

IMPORTANT: Equipment is to be **shut down 48 hours** prior to technician's arrival for Repairs and **shut down 24 hours prior to Service.**

If unit is not cool when tech arrives, the Service/Repair can not be completed and will have to be rescheduled. Charges for trip will be assessed & billed.

NA USCE full rebuilds include the stack receiver. Client to provide a crane for removal and reinstallation of stacks. (If needed)

 I agree to supply crane for stack receiver repair. I will not provide crane, declining stack receiver repair.

 I would like to reline the stacks while they are dismantled. I decline the reline of the stacks.

Please fill in the height of the stack. _____

NA Facility must have an available source of water for any repair work.

 Equipment functioning properly.

NA Client to furnish a 10 Yard-Walk-In dumpster for disposal of refractory debris 1 day before arrival of technician. (for repairs)

By signing this form, you agree to the terms, price/rate quoted, and correctness of information provided.

Quote # LJ3202020-L01

Quote Total USD 26,900.00

Authorized Name: _____

Authorized Signature: _____

PO Number: _____

Date Signed: _____

Quote Prepared by: Lawrence Jones

Chris Lehman

Service Specialist



Director of Service

From: jpetty@burnz-well.com <jpetty@burnz-well.com>

Sent: Monday, June 1, 2020 9:11 AM

To: Amber Adams <aadams@gchd.org>

Subject: RE: PLC Upgrade

WARNING: This email originated from outside of the GCHD/CHW email system. Do not click links or open attachments unless you recognize the sender and know the content is safe

Amber,

After discussing with my VP of technical services we would have to make a visit to do a site assessment of \$4500.00 just to go over the machine to see what all it would take to get the machine up and running. That would not include any parts. We do not want to install a new PLC Upgrade if the PLC was recently replaced and the touch screen isn't working. Then we could do a service visit to repair what may be needed to get the machine running and the PLC upgrade which will run about \$37,900.00. Without knowing what all is going on with the machine it is hard to give you a firm estimate without the site assessment visit. I can get you a formal quote on both of these if you would like.

Let me know if you have any questions.

Thanks,
Jennifer

Best Regards,



We are Raising The Bar in The Cremation Industry!!

Jennifer Petty

Ph: 281-356-1211

Fx: 281-259-2040

Analysis of On-Site Crematory vs. Landfill

	<u>Annual</u> <u>Costs/Revenue</u>
On-site crematory:	
Crematorium Specialist salary/benefits (25% Crematory/75% ACT)	\$ 8,461.70
Repairs & Maintenance	\$ 3,381.01
Landfill costs when crematory down	\$ 352.35
Revenue generated from cremation services	<u>\$ (9,071.50)</u>
Total cost savings	<u>\$ 3,123.56</u>
 Landfill:	
1 trip per week trip @ \$117.50	\$ 6,110.00

Additional considerations: would need another vehicle better suited for regular trips to landfill