



Program #91005 - Animal Services Client Services 4/18/2018

Department:	Community Services	Program Contact:	Jackie Rose
Program Offer Type:	Existing Operating Program	Program Offer Stage:	As Proposed
Related Programs:	91006-19, 91007A-19; 91007B-19		
Program Characteristics:			

Executive Summary

The Animal Services Client Services program provides customer service for shelter visitors and phone customers. Key service areas include staffing the division's call center, reception and customer service at the facility, managing the county-wide pet licensing program, providing intake service for animals entering the shelter, managing the lost/found services and providing redemption service for lost pets being reunited with their owners.

Program Summary

The Animal Services Client Support program delivers the following services:

- Phone services, which provide information, assistance and referral for 50,000 annual phone customers. Regular business phone lines are staffed seven days a week, providing approximately 50 hours of service each week.
- Visitor services, which assist the walk-in customers that visit the shelter each year, processing all transactions for animal intake, animal adoptions, lost and found reports, calls for field services, owners reclaiming animals, pet licensing and general information and referral.
- Pet licensing services, which processes all pet licensing and animal facility licensing, including license sales and renewals through the mail, license sales by business partners in the community, e-business sales, database entry, billing and collection system for notices of infraction, deferred payment and NSF checks.

Performance Measures					
Measure Type	Primary Measure	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Pet Licenses Processed	58,000	50,000	50,000	50,000
Outcome	Private Donations (dollars)	\$148,104	\$122,500	\$200,000	\$150,000

Performance Measures Descriptions

Pet licenses processed is a workload measure and only accounts for licenses that have actually been issued. It does not account for licenses that are not in compliance and are still being managed by the staff. Fluctuations in donations are associated with the occasional bequest assigned to Animal Services.

Legal / Contractual Obligation

ORS 609.010 to 609.190 pertains to Animal Control mandates, which includes: dogs running at large prohibited, potentially dangerous and dangerous dogs regulations, dogs as public nuisance prohibited, impoundment and shelter requirements for violations, dog license requirements, and impoundment of dogs harming livestock requirements. ORS 609.205 pertains to prohibitions against keeping wild or exotic animals. ORS 433.340 - 433.390 pertains to Rabies Control which includes: requirements to report animal bites, impoundment, quarantine and disposition requirements, inoculations against rabies requirements, records requirements, and requirement for all fees to go into the Animal Services Fund.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$1,459,869	\$0	\$1,571,216	\$0
Contractual Services	\$25,000	\$28,000	\$52,000	\$16,000
Materials & Supplies	\$81,800	\$0	\$50,900	\$0
Internal Services	\$134,691	\$0	\$115,484	\$0
Cash Transfers	\$0	\$1,948,000	\$0	\$1,708,000
Total GF/non-GF	\$1,701,360	\$1,976,000	\$1,789,600	\$1,724,000
Program Total:	\$3,677,360		\$3,513,600	
Program FTE	17.00	0.00	17.00	0.00

Program Revenues				
Fees, Permits & Charges	\$0	\$1,956,000	\$0	\$1,680,500
Other / Miscellaneous	\$0	\$20,000	\$19,200	\$35,000
Financing Sources	\$1,948,000	\$0	\$1,708,000	\$0
Service Charges	\$0	\$0	\$0	\$8,500
Total Revenue	\$1,948,000	\$1,976,000	\$1,727,200	\$1,724,000

Explanation of Revenues

Estimated licenses issued: 50,000 and Animal Facilities - 150. Estimated Animal Adoptions: 2,300.

In the General Fund, the revenue represents the cash transfer from the Animal Services Fund to the General Fund. It includes revenue from the sources described above plus fees collected for notices of infractions.

Significant Program Changes

Last Year this program was: FY 2018: 91005 Animal Services Client Services

There are not any significant program changes to this program offer.