

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
83030-0001	83030 - ANIMAL CONTROL/0001 - ADMIN	1	F/T Animal Control Officer

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
H-Special Revenue Fund	Supported	The County pays for 30% of Animal Control charges and the other participating entities absorb the remainder. An additional animal control officer is needed to help assist the other animal control officers that are having to spend majority of their time driving all over the county to respond to a call. With the continuing additions of MUDs and adding the City of Farmersville recently, it is taking much longer to service the calls due to the distance they are having to drive. The stats don't show in overall need but it is the distance these officers are having to drive prompting the need.

WHY is this position needed?

The population of the county and the number of calls for service is increasing. Our field officers are often covering the entire county alone and spend a significant amount of time driving. Due to the increased calls, the number of animals coming through the shelter continues to increase and we often do not have enough staff to adequately care for the animals. Our capacity is often beyond what the kennels allow, therefore creating the need for portable kennels which creates additional work that our community service cannot complete. Additional behavioral assessments to allow for animals to be paired up and additional assistance with medical concerns also increase as the animal population increases.

HOW will this position benefit your office and/or the County?

Another ACO would allow us to split the area up so that a single officer would not have to spend so much time traveling from call to call. This would also allow more calls to be completed and officers to complete the calls within the scheduled hours of their work day. We would be able to improve upon our reports and call records which are often requested through public information requests and provide an increased level of service to the entities that contract with us.

Is there statutory authority for this request?	No	Will this generate revenue?	No	If Yes, potential amount?	
---	----	------------------------------------	----	----------------------------------	--

Job Duties of NEW Position

Provide field animal control for unincorporated Collin County and contract cities by responding to animal control calls, investigating violations and enforcing state law. Additional duties include performing all required shelter duties, preparing and maintaining reports, maintaining vehicles and all related equipment and performing related duties as assigned. Ability to care for animals (dogs, cats, exotics, livestock), ability to obtain Basic ACO and EU Technician certification within 3 months of employment. Possess and maintain a valid TX driver's license and a level of education equivalent to four years of high school.

NEW POSITION(S) REQUEST										
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount
F/T Animal Control Officer	1	532	Full-Time	\$44,607.00	\$75,639.00	\$44,607.00	Animal Control Officer/532	\$75,639.00	1	\$75,639.00
Requested NEW Position(s) Subtotal:						\$75,639.00	CORRECTED New Position(s) Subtotal:		\$75,639.00	
								SUPPORTED New Position(s) Subtotal:		\$75,639.00

TRAINING INCREASE REQUESTS									
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Supported Amount	FY 2027 Supported Quantity	FY 2027 Supported Total	
ACO	Basic ACO - CE	\$225.00	1	\$225.00		\$225.00	1	\$225.00	
ACO	EU Certification - CE	\$250.00	1	\$250.00		\$250.00	1	\$250.00	
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.					Training Requested Subtotal:		\$475.00	Supported Training Subtotal:	\$475.00

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):					
Account Description	Details	Amount Requested	Budget Dept. Comments	Supported Amount	
5990-83030-0001-64-30-0000-62654	Rabies Pre-exposure Vaccinations	\$740.00		\$740.00	
5990-83030-0001-64-30-0000-61510	Office supplies	\$150.00		\$150.00	
M&O Requested Subtotal:			\$890.00	Supported M&O Subtotal:	\$890.00

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title							
83030-0001	83030 - ANIMAL CONTROL/0001 - ADMIN	1	F/T Animal Control Officer							
FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommended Amount
Computer - Enhanced Laptop (Toughbook if possible)	New	1	ACO	\$2,781.00	\$2,781.00	\$5,454.00		1	\$5,454.00	\$0.00
Software EA	New	1	ACO	\$624.00	\$624.00	\$624.00		1	\$624.00	\$0.00
Mi-fi Device	New	1	ACO	\$55.00	\$55.00	\$55.00		1	\$55.00	\$0.00
Mi-fi Service	New	1	ACO	\$396.00	\$396.00	\$396.00		1	\$396.00	\$0.00
Chair - Employee	New	1	ACO	\$435.00	\$435.00	\$435.00		1	\$435.00	\$0.00
Uniforms	New	1	ACO	\$250.00	\$250.00	\$250.00		1	\$250.00	\$0.00
Radio	New	1	ACO	\$8,169.00	\$8,169.00	\$8,180.00		1	\$8,180.00	\$0.00
Estimated Requested Equipment Subtotal:						\$12,710.00	Supported Equipment Subtotal:		\$15,394.00	\$0.00
Total Estimated Department Request:						\$89,714.00	Updated Total Department Request:		\$92,398.00	
							SUPPORTED Total Department Request Utilizing FY 2027 Funds:		\$92,398.00	
							RECOMMENDED Total Department Request Utilizing FY 2026 Funds:		\$0.00	

ANALYSIS					
Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Lacy D. and Anna	3/9/2026		3/9/2026	Lacy	
Questions TO Department			Response From Department		
Does this position need office supplies, a cubicle, or a desk?			Office supplies yes – will share desk/cubicle space in current ACO office. \$150 for office supplies.		
Does this position need an Animal Control Truck? If so, what about fuel and maintenance?			No – will share what we currently have/are getting		
Does this position need uniforms?			Yes. \$250		
Does this position need a radio?			Yes.		
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Lacy D. and Anna	3/23/2026		3/24/2026	Lacy	
Questions TO Department			Response From Department		
What area of the county are you receiving the most calls from?			Princeton (city & unincorporated), Anna, Prosper & Nevada (unincorporated)		
Can you provide an estimate on the number of service calls your office receives a day?			We receive 50 or more calls each day. Of those, 20 or so require a response of some sort related to animal control. We often receive repeat calls which require multiple visits as well. On-call also contributes to this. Our officers cover 1 week of on-call at a time and can range from 5-20 calls in that week. Often those calls require multiple officers to respond (such as loose livestock etc)		
What is the time frame when you receive a service call and when you actually pick up the animal?			Generally we can respond to calls within 1-2 hours, but some days it can take 4-5 hours or more.		
How many calls does each ACO handle on a daily average?			An average number of calls each day can range from 15-25. The biggest factor for time spent is the distance between the calls and the sheer size of the county. We generally only have 1, sometimes 2 officers in the field. It would be very beneficial to have 2 officers out and be able to split the county for call responses to cut down on response time as well as travel time.		
Are you expecting an increase in MUDs that require animal control in the next year or two?			Yes. We recently added Farmersville as a jurisdiction that requires animal control, St. Paul is now asking for services and we also have MUD's that add to the total number and distance covered for calls.		
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Lacy D. and Anna	4/16/2026		4/17/2026	Lacy	
Questions TO Department			Response From Department		
For the Animal Control Officer position, IT recommended a MDC with GOBI card. They mentioned another Animal Control officer has this too.			Yes, we would prefer to have the MDC.		
Are you okay if we make this change on your packet?					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Lacy D, Anna and Misty	5/12/2026		5/12/2026	Lacy	
Questions TO Department			Response From Department		
I am working on the stats that are related to your position request of another Animal Control officer and noticed the stats we have for "Seized Custody" might raise some questions on why in FY 2022 the number was only 129 but then in FY 2025 it jumped to 1,362. Is there anyway we can go back to make sure FY 2022 – FY 2024 are accurate numbers? Or maybe FY 2025 and FY 2026 are inaccurate?			When I ran reports right now for total animals, these are the numbers I came up with and I am not sure why it is so different. We did have the software change in April of 2025, so anything previous was coded based on our mapping during that transition		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
83030-0001	83030 - ANIMAL CONTROL/0001 - ADMIN	1	F/T Animal Control Officer

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Lacy D, Anna and Misty	6/3/2026		6/3/2026	Lacy	

Questions TO Department	Response From Department
I wanted to confirm that the number for the stats "Seized Custody – Brought in by Animal Control Officers" is accurate for FY 2026? I am working on providing stats on your Priority #1 position request but stats seem to decrease for "Seized Custody" starting in FY 2025 to now. If this stat for FY 2026 is correct, is there anything else we can notate to help consider that this position is greatly needed. I know that the amount of time your control officers are having to spend on driving is another major reason you need this position.	The number of animals brought in is not a direct correlation to the number of calls the officers go out on. The FY 2026 also still has 4 months to go and these are generally our busier months. Also, we also had the software change in April 2025, so that may be a slight factor also although we did our best with mapping from the old software. I am having our dispatcher do a quick review of dispatch logs to get an idea of an average number of calls to compare each year. I will get it to you later today or tomorrow. Unfortunately we have all of that on individual spreadsheets and there is not a way to get true averages etc. Beyond that, you are correct that driving time is a huge factor in needing another FT ACO. Drive times have at least doubled over the past 5-6 years. If we go from the furthest points in the county, it can take at least an hour and a half if not more. Many times we only have a single officer out in the field. I was able to pull some call numbers together also. This shows a few things. Because of the growth in the county, our livestock calls have gone down, but again the time spent on the calls as well as the time spent going between the calls has increased drastically. We also added Farmersville to our jurisdictions in 2025 as well as continuing to add MUD's etc. FY20 - 3823 FY21 - 3387 FY22- 2963 FY23 - 2400 FY24 - 2901 FY25 - 2951 FY26 - 1749

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Lacy D, Anna and Misty	6/3/2026		6/5/2026	Lacy	

Questions TO Department	Response From Department
Are there any stats you can send me on Bite Cases for Fiscal Years FY 2018-2026? Or at least as far back as you can go even if its to FY 2020?	Bite Intakes per year stats. ***Included at the bottom with other stats.

Q & A Discussions with IT					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
David M.					

Questions to IT	Response From IT
Any other IT equipment, license or software that would be needed for this position?	DM: They have everything they need for this request. The last Animal Control officer that was hired was ordered a MDC with a GOBI card. The other AC officers have regular laptops. I guess they did not request to upgrade those to MDCs during this year's refresh. I would suggest ordering this new position a MDC w/GOBI card and a vehicle dock. The service center will also need to order the mounting equipment for the vehicle.

Statistical Analysis							
STATISTICS RELATED TO NEW POSITION REQUEST							
Seized Custody - Brought in by Animal Control Officers							
Fiscal Year	# of Seized Custody	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	3,025	5.5	550				
FY 2019	3,027	5.5	550	0.1%			
FY 2020	3,005	5.5	546	-0.7%			
FY 2021	3,179	5.5	578	5.8%			
FY 2022	3,531	5.5	642	11.1%			
FY 2023	3,120	5.5	567	-11.6%			
FY 2024	3,061	6.5	471	-17.0%			
FY 2025	2,602	6.5	400	-15.0%			
FY 2026 as of Current	1,294						
FY 2026 Year-End Estimate	2,800	6.5	431	7.6%	Heaviest months are June through September		
Fiscal Year	# of Seized Custody	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	2,800	1	7.5	373	-13.3%		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program			Priority #	Department Improvement Title		
83030-0001	83030 - ANIMAL CONTROL/0001 - ADMIN			1	F/T Animal Control Officer		
# OF CALLS FOR SERVICE							
Fiscal Year	# of Calls for Service	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2020	3,823	5.5	695				
FY 2021	3,387	5.5	616	-11.4%			
FY 2022	2,963	5.5	539	-12.5%			
FY 2023	2,400	5.5	436	-19.0%			
FY 2024	2,901	6.5	446	2.3%			
FY 2025	2,951	6.5	454	1.7%			
FY 2026 as of Current	1,749						
FY 2026 Year-End Estimate	3,000	6.5	462	1.7%	Heaviest months are June through September		
Fiscal Year	# of Calls for Service	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	3,060	1	7.5	408	-11.6%	2.0%	
# BITE INTAKES							
Fiscal Year	# of Bites	% Change		Comments / Findings			
FY 2020	216						
FY 2021	212	-1.9%					
FY 2022	224	5.7%					
FY 2023	274	22.3%					
FY 2024	236	-13.9%					
FY 2025	238	0.8%					
FY 2026 as of Current	160						
FY 2026 Year-End Estimate	244	2.7%		Heaviest months are June through September			
Fiscal Year	# of Bites	% Change		Estimated % Change in Stat		Comments / Findings	
FY 2027 Estimate THIS Request	254	4.0%		4.0%			

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
83030-0001	83030 - ANIMAL CONTROL/0001 - ADMIN	2	P/T Animal Control Officer

Budget Category, FINAL Recommendation and Comments

FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
G-Not Supported	Not Recommended	If the Vet tech for the animal shelter gets adopted, this position would not be needed since the vet tech can assist with with any medical concerns and help manage and care for animals. Also, an animal control officer would not be the most qualified position to oversee the job duties of assisting with medical concerns/ vaccines as stated below. The County pays for 30% of Animal Control charges and the other participating entities absorb the remainder.

WHY is this position needed?

The population of the county and the number of animals coming through the shelter continues to increase annually and we very often do not have enough staff to adequately care for the animals. Our capacity is often beyond what the kennels allow, therefore creating the need for portable kennels, additional behavioral assessments to allow for animals to be paired up and additional assistance with medical concerns.

HOW will this position benefit your office and/or the County?

This position will share the responsibilities of the basic care of the animals brought in by our field officers including intake processes.

Is there statutory authority for this request?	No	Will this generate revenue?	No	If Yes, potential amount?	
--	----	-----------------------------	----	---------------------------	--

Job Duties of NEW Position

Assisting with intake and care of all animals brought from the field including vaccines, setting up kennels with food/water, photos, preparing kennel cards. Assisting with managing and caring for livestock.

NEW POSITION(S) REQUEST

Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Recommend Quantity	FY 2027 Recommended Amount
P/T Animal Control Officer	1	532	Part-Time	\$22,303.50	\$26,265.00	\$22,303.50	Animal Control Officer/532	\$26,265.00	0	\$0.00
Requested NEW Position(s) Subtotal:					\$26,265.00	CORRECTED New Position(s) Subtotal:			\$26,265.00	
RECOMMENDED New Position(s) Subtotal:										\$0.00

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):

Account Description	Details	Amount Requested	Budget Dept. Comments	Recommend Amount
5990-83030-0001-64-30-0000-62654	Rabies Pre-exposure Vaccinations	\$740.00		\$0.00
M&O Requested Subtotal:		\$740.00		\$0.00

Total Estimated Department Request: \$27,005.00

Updated Total Department Request: \$27,005.00

RECOMMENDED Total Department Request Utilizing FY 2027 Funds: \$0.00

RECOMMENDED Total Department Request Utilizing FY 2026 Funds: \$0.00

ANALYSIS

Q & A Discussions with Department

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Lacy D. and Anna	3/9/2026		3/9/2026	Lacy	

Questions TO Department	Response From Department
Will this position need to attend any training?	No.
Does this position need an Animal Control Truck? If so, what about fuel and maintenance?	No.
Does this position need uniforms?	No.
Will this positon need a desk, chair, laptop, radio or MI-FI device?	No.

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Lacy D. and Anna	3/23/2026		3/24/2026	Lacy	

Questions TO Department	Response From Department
Are you currently experiencing any backlogs? If so, please explain.	We have a huge backlog of both bite cases as well as dangerous dog cases that need to be reviewed and filed for proper retention. As far as running calls, we are current.

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Lacy D. and Anna	6/3/2026				

Questions TO Department	Response From Department
For your Priority #2, Part-Time Animal Control Officer, you mentioned that you have a huge backlog on bite cases as well as dangerous dog cases. Are there any stats you can send me on Bite Cases for Fiscal Years FY 2018-2026? Or at least as far back as you can go even if its to FY 2020?	For the backlog of cases, it is for entering cases into our new software system so that it is searchable as well as completing record retention on them. I included a spreadsheet showing # of bites per year, but there is no drastic increase there either.

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
83030-0001	83030 - ANIMAL CONTROL/0001 - ADMIN	2	P/T Animal Control Officer

Q & A Discussions with IT					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
David M.					

Questions to IT	Response From IT
The department mentioned above that this part-time position would not need a laptop or radio. Would they need any software or license to log in to another employee's computer if they needed to enter information into the system?	DM: As long as they P/T officer has an AD account they can sign into any computer in that department. If they are needing to sign into a laptop out in the field they would also need to be setup on Global Protect VPN.

Statistical Analysis				
STATISTICS RELATED TO NEW POSITION REQUEST				
# BITE INTAKES				
Fiscal Year	# of Bites	% Change	Comments / Findings	
FY 2020	216			
FY 2021	212	-1.9%		
FY 2022	224	5.7%		
FY 2023	274	22.3%		
FY 2024	236	-13.9%		
FY 2025	238	0.8%		
FY 2026 as of Current	160			
FY 2026 Year-End Estimate	244	2.7%	Heaviest months are June through September	
Fiscal Year	# of Bites	% Change	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	254	4.0%	4.0%	