

	STAFF REPORT
Date:	February 21, 2023
Prepared By:	Cynthia Wagner, City Administrator
Subject:	Enforcement of Chapter 235 – Dog and Cat Regulations

In September 2022, the Board discussed [enforcement of Chapter 235](#) of the Code of Ordinances. At that time, staff recommended, and the Board directed, that a Request for Qualifications (RFQ) for animal care and housing services to meet the requirements of Chapter 235 be developed and issued. Issuance of the RFQ was intended to aid in ongoing review of the provision of animal services and assist in providing information for budget and long-range planning. The Board also asked staff to explore other methods to enforce the ordinance.

An [RFQ](#) was created and distributed in late November, with responses due the first week of January 2023. No responses were received.

In concert with development of the RFQ, staff has developed cost estimates related to addressing these needs in-house. This option would include allocation of space for a pound facility in the proposed new police facility. In addition to this space, full-time animal control staffing has been explored in order to perform the work functions associated with providing effective and efficient animal control and enforce state and local animal control ordinances.

Staff worked with Treanor Architects, the firm contracted to do a facilities/space needs analysis for the police, to identify space needs and costs associated with providing pound space as a part of a new police facility. This estimate includes four intake/isolation kennels with outside runs, eight holding kennels with outside runs, a storage/utility room and a fenced yard. This would be similar to the current facility, which has a total of 13 kennels. This space estimate is based on current volume of animals at the pound on an annual basis at this time. If changes to enforcement (allowing surrenders or impoundment of animals outside of the city limits) were to occur, these annual numbers would change and additional space could be necessary. At this time, it is estimated that addition of standalone pound space as outlined here would add \$400,000 to \$500,000 to the police facility construction costs. Additional space would increase costs on a square footage basis.

In addition to facility costs, staffing and operating costs would be required for full-time animal control if space were included in a police facility. As the Board is aware, an administrative assistant in the Utilities Division of the Public Works Department

currently works with the Police Department in providing care of animals. No full-time staff is allocated or funded for this work. Currently, \$9,100 is spent annually in support of the animal control function, primarily veterinary costs related to treatment of animals.

Staff has developed a job description and based on that description and current market data have identified where in the Employee Compensation Plan the position would fall. Salary and benefits costs are estimated at approximately \$57,000 for one full-time position. An additional \$29,000 is estimated for expenses including a vehicle, tools, supplies and training. Total annual operating costs are estimated to be \$93,800.

As noted, the facility is anticipated as a standalone facility located on police facility grounds. A separate facility reduces security concerns of a facility located on water treatment plant property or within a police building, thus allowing more use of volunteer assistance in evening and weekend hours reducing the need for additional part time staffing. Staff suggests coordination with Friends of Megan's Paws and Claws for those volunteer services.

A number of discussions on animal control and enforcement have included discussion of ongoing issues relating to feral cats. Addition of a full-time position would anticipate implementation of a program to trap, neuter and replace (TNR) feral cats in an effort to reduce the recurring colonies of feral cats at various sites in the community.

Because discussions are ongoing regarding timing of a police facility and water treatment plant expansion, staff recommends that animal control be included in future budget and planning discussions.

In order to assist staff in refining cost estimates for budget discussion, Board direction is requested related to enforcement priorities: if enforcement were expanded to allow for surrender of dogs or collection of animals from outside the city limits, the number of dogs to be housed would be increased, thus increasing the space needed in a new facility, increasing costs.