



City Council Meeting Schedule February 2020

February 4, 2020
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

February 11, 2020
Tuesday, 6:30 p.m.

WORKSHOP MEETING

1. Animal Control Update
2. Open Public Meetings Act Training
3. Public Records Act Training
4. Email Tutorial

February 18, 2020
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

February 25, 2020
Tuesday, 6:30 p.m.

WORKSHOP MEETING

1. Hearing Examiner Annual Update
2. Council Roles and Responsibilities

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

Please be advised that all Kennewick City Council Meetings are Audio and Video Taped

Council Workshop Coversheet



| | | | |
|--------------------|--------------------------|--------------|------------|
| Agenda Item Number | 1. | Meeting Date | 02/11/2020 |
| Agenda Item Type | Presentation | | |
| Subject | Animal Control Authority | | |
| Ordinance/Reso # | | Contract # | |
| Project # | | Permit # | |
| Department | Police Department | | |

| | |
|---------------|-------------------------------------|
| Info Only | <input checked="" type="checkbox"/> |
| Policy Review | <input type="checkbox"/> |
| Policy DevMnt | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Summary

The City of Pasco is the operational jurisdiction for the Animal Control Authority (ACA). The ACA partner agencies are Richland, Pasco and Kennewick. Representatives from the City of Pasco are providing each of the three city councils with a presentation regarding the ACA.

This presentation will cover:

1. History of the ACA
2. Roles of the ACA and the Contractor
3. Current Shelter - Operations, Statistics and challenges
4. History of the new project to replace ACA building
5. Community Concerns and Questions

| | | |
|--------------------|---|---|
| Through | Trevor White Feb 06, 16:19:13 GMT-0800 2020 | Attachments: Presentation |
| Dept Head Approval | Ken Hohenberg Feb 06, 16:29:46 GMT-0800 2020 | |
| City Mgr Approval | Marie Mosley Feb 06, 17:56:03 GMT-0800 2020 | |

Tri-City Animal Control Authority OPERATIONS and FACILITY Update

| | |
|------------------------|---------------------|
| RICHLAND CITY COUNCIL | – FEBRUARY 4, 2020 |
| PASCO CITY COUNCIL | – FEBRUARY 10, 2020 |
| KENNEWICK CITY COUNCIL | – FEBRUARY 11, 2020 |

Why Are we Here?

- History of the ACA
- Roles of ACA and Contractor
- Current Shelter
 - Operations & Statistics
- History of Design Project
- Community Concerns

Tri-City Animal Control Authority

ACA and Contractor

Tri Cities Animal Control Purpose

- Interlocal Cooperative Agreement for Animal Control – 2005 Richland, Pasco and Kennewick
- Purpose of Agreement:
 - Create a Management Committee
 - Sharing of Services and Responsibilities
 - Efficiencies and Cost Savings
 - Establish an Operating Jurisdiction (Pasco)
 - Preserve each city's ability to establish its own individual standards, regulation and fees

BASIC SERVICES

- Regulation
- Apprehension
 - Vicious, Dangerous, Stray, and Lost Animals
- Removal of dead domestic animals: public rights-of-way
- Impounding and boarding of apprehended animals
- Transfer, Foster, Adoption, or Euthanasia of unclaimed animals
- Disposal of animal remains
- Enforcement of licensing regulations (per applicable City)
- Owner notification of found animals and identi-code retrievals

Animal Control Authority Responsibilities

- Management Committee: Accomplish the purpose of the Interlocal Cooperative Agreement
 - Establish policies for the Animal Control Plan
 - Approve and execute contracts for services
 - Develop a proposed annual budget
 - Reporting to Cities and Stakeholders
 - Provide venue for dispute resolution
 - Chaired by Staff of Operating Jurisdiction (Pasco)

Animal Control Authority Responsibilities

- Operating Jurisdiction (Pasco): Responsible for the day to day operation
 - Enforcement of rules, regulations and ordinances
 - Provides all necessary support services such as accounting, legal services, risk management and personnel management
 - Manage all contracts with any independent contractors or other entities for services
 - Administer all rules, regulations and policies established by the management committee and issue a periodical report
 - Amendment No. 1 (March, 2007), approved City of Pasco as operating jurisdiction
- Assessments of Shared Costs: Amendment No. 2, June 2008
 - Basic fixed cost which will be equally divided among the cities with variable expense which shall be divided amount the cities based upon their percentages of use

Animal Control Service Currently

Contract for Animal Control Services - Agreement No. 19034, dated March 29, 2019; extended through Dec 31, 2020

- Contractor: Chicle Animal Foundation, Director Deborah Sporcich
 - Independent Contractor:
 - all persons employed to furnish services are employees of the Contractor
 - Permitted use of the Animal Shelter shall be used for animal control operations conducted for the Cities of Kennewick, Pasco and Richland.... And for no other purpose without the written consent of the ACA.
 - Contractor will develop a set of written operational procedures relating to daily operations, including but not limited to euthanasia procedures.
 - Subject to ACA approval and Contractor shall be accountable for compliance.

Animal Control Service Currently

Contractor shall provide:

- Services in specified areas within the Benton & Franklin Counties for the Cities of Kennewick, Pasco & Richland
- Telecomm services, garbage disposal, janitorial services, and security services
- Collect appropriate impound and boarding fees and remit to the Cities

Duties and Responsibilities:

- Enforcement of applicable animal codes for all three cities.
 - Taking animals into custody,
 - Transporting animals
 - Investigating animal control complaints,

Contractor Duties and Responsibilities, Cont.

Extensive Scope of Services included with the contract:

- Facility operated and maintained on a 24hr/day basis in a neat, clean and sanitary condition...
- 24/7 accessibility for emergencies (response and delivery)
- Building:
 - Equip for proper capacity, quarantine section, court-holds
 - Provide for adequate food and resources.
- Maintain shelter in a clean and sanitary condition and not permit any condition to exist that might constitute a public nuisance.
- Make all reasonable attempts to reunite animal with owner before adoption, foster, transfer, or euthanasia
- Min. hold times: dogs 72 hrs, cats 24 hrs- unless age, sickness and/or injury requires earlier disposal.

Contractor Duties and Responsibilities, Cont.

- Unclaimed animals:
 - Effort for fostering, adoption, transfer should be taken.
 - Can be kept on premises providing it does not exceed capacity.
 - Maintaining animals beyond the minimum time or extent required by law are at the expense and responsibility of the Contractor.
- Disposal of unclaimed animals: Under no circumstances shall animals not adopted be sold for medical purposes without consent of ACA
- Arrange and/or provide the humane euthanasia and disposal of unwanted animals.
- Encourage community involvement through volunteer opportunities
- Manage a Foster Program to help alleviate overcrowding. Provide education to the public
- Website management and marketing
- Responsible and obtain all equipment tools and supplies used
- Maintain all records of animals it handles

Activities not covered: Contractor not generally responsible for rehab and restoring to health animals that have been injured, neglected or abused beyond the basics of shelter, food and water that is not required by the state law.

Tri-City
Animal Control Authority

CURRENT FACILITY

Status of Current Shelter

- Built in the 1950s, added on in the 1970s
- 8,620 total sq ft – Capacity 61 dogs, 88 cats
- Houses Animal Control staff, operations, shelter staff, and volunteers.
- Maintenance and Inspections
 - Increased effort
 - Replaced sinks, lighting
 - Replace Ceiling Tiles
 - Deep clean



Shelter Statistics

| Shelter Stats | | Intake | Outcome |
|---------------|-----|--------|---------|
| 2016 | Dog | 1327 | 1332 |
| | Cat | 1341 | 1319 |
| 2017 | Dog | 1401 | 1411 |
| | Cat | 1425 | 1429 |
| 2018 | Dog | 1577 | 1547 |
| | Cat | 1385 | 1355 |
| 2019 | Dog | 1217 | 1201 |
| | Cat | 1264 | 1146 |
| 2020 (Jan) | Dog | 119 | 117 |
| | Cat | 90 | 135 |

Current Shelter – Budgets (Operations and Enforcement)

| Budget 2020 | | |
|---------------------|------------------|-------------------------------------|
| Staffing | \$516,152 | 16 employees |
| Benefits | \$135,909 | For Benefit Eligible Employees |
| Operations/Equip | \$123,563 | - Director |
| Total Annual | \$775,624 | - 4 ACOs + Supervisor |
| Per City Annual | \$258,541 | - Customer Service/Care Technicians |
| Per City Monthly | \$21,545 | |

Tri-City
Animal Control Authority

PROPOSED NEW FACILITY PROJECT

History

- 2009 Shelter Need Identified
- 2015 White Paper completed by consultant (Anne Pflug Study)
 - Based on interviews
 - Over 40 stakeholders, elected officials,
 - Site assessments
 - Cost Estimates (approx. \$4million, 2015)
 - Review of intake/outcome trends
- 2016
 - Interlocal Agreement for Design and Construction
 - Committee to determine most fiscally responsible construction and/or partnership option
 - City of Pasco lead agency for project
 - Provide contract management services
 - Secure monthly progress payments from Kennewick and Richland
 - Final audit of project.
- 2017
 - Feasibility Study conducted (Meier Architects/Shelter Planners of America)
 - Guided design of Shelter

History

- 2018-2019
 - Shelter Design Commenced, completed in 2019.
- Original Site, adjacent to current shelter
 - too costly for land development and utilities
- Shelter Site Moved
 - A Street, better visibility, easier utility hookups
 - Design Completed, over \$6 million construction cost.

Shelter Costs

Estimated cost per SqFt is higher than other notable shelter type facilities

- Committee is value engineering and cost reductions more in line with similar shelters like SCRAPS.
 - Mainly materials, aesthetics
- Examining a number of options
 - Full build, remodels, partnership
- Discussions with potential partners such as Benton County Animal Control and H.S.

Tri-City
Animal Control Authority

COMMUNITY CONCERNS

Community Concerns – Shelter Conditions

Shelter is in bad shape; unsafe for animals, staff, and public

- The shelter is scheduled for replacement
- Pasco toured facility with CBO and Facilities Manager
 - No Building Code violations seen
 - Upgrades to lighting, plumbing, and heating fixtures
 - Replace ceiling tiles
 - Regular inspections
 - Deep cleaning done December 2019

Community Concerns

- Shelter is overpopulated (undersized)
 - Contractor's responsibility to manage overpopulation per Contract
- Handicapped cannot come to the shelter
 - Older building, Pasco ADA official will look into this.
- Pet Overpopulation Prevention (POPP) and Community Partnerships
 - Opportunity for partnership
 - Not necessarily tied to shelter
 - Pasco working on all options

Community Concerns

History of Design

- You are building something too fancy
 - The ACA is value engineering the project
- We were promised a new shelter in 2009
 - The need was identified in 2009;
- Security and Crime
 - Two Years Crime stats
- Shelter Capacity
 - New Shelter Designed for Modern Operations
 - More Administrative Space
 - Based on study promoting more adoptions and shorter stays

Community Concerns

Current Design

- Some cities are holding up the construction project
 - All 3 Cities agreed to build shelter.
 - Costs came in, over the course of 4 years, higher than estimated.
 - Cities want to consider all options and opportunities for cost-effective project.
- The Cities have not funded their fair share of the construction costs
 - All cities appropriated funding that was estimated at the time of the original agreement
 - Inflation for construction, materials, site design, estimated higher.
 - Cities studying options

Community Concerns Council Conversations

- What is being done to further educate the public?
- How are contractor responsibilities being addressed?
- What is the animal per square footage ratio for the current and designed shelter?
- What is the community-wide capacity for housing animals?
- What does Franklin County do for animal control and sheltering?
- How many animals has the TC Animal shelter turned away due to capacity?

In Closing

Two Interlocal Agreements

- Operations and Enforcement
- Building a New Shelter

Costs higher than Estimated

Shelter team looking into options and ideas

Cost Effective Stewardship of Tax Dollars, Address the needs for Community.

UPCOMING

City Council Workshops

Address Additional Questions/Comments

- Current Plan vs. New Concepts

- Locations

- Partnerships

Analyze Feedback and Report Back

Council Workshop Coversheet



| | | | |
|--------------------|----------------------------------|--------------|------------|
| Agenda Item Number | 2. | Meeting Date | 02/11/2020 |
| Agenda Item Type | Presentation | | |
| Subject | Open Public Meeting Act Training | | |
| Ordinance/Reso # | | Contract # | |
| Project # | | Permit # | |
| Department | City Manager | | |

| | |
|---------------|-------------------------------------|
| Info Only | <input checked="" type="checkbox"/> |
| Policy Review | <input type="checkbox"/> |
| Policy DevMnt | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Summary

Council will view the Washington State Attorney General's Office Open Public Meetings Act Training video. This satisfies part of the Open Government Trainings Act requirement for public officials.

Through

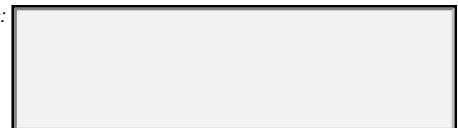
Terri Wright
Feb 05, 09:42:01 GMT-0800 2020

Attachments:

Dept Head Approval

City Mgr Approval

Marie Mosley
Feb 06, 17:43:18 GMT-0800 2020



**Council Workshop
Coversheet**



| | | | |
|--------------------|-----------------------------|--------------|------------|
| Agenda Item Number | 3. | Meeting Date | 02/11/2020 |
| Agenda Item Type | Presentation | | |
| Subject | Public Records Act Training | | |
| Ordinance/Reso # | | Contract # | |
| Project # | | Permit # | |
| Department | City Manager | | |

Info Only

Policy Review

Policy DevMnt

Other

Summary

Council will view the Washington State Attorney General's Office Public Records Act Training video. This satisfies part of the Open Government Trainings Act requirement for public officials.

Through

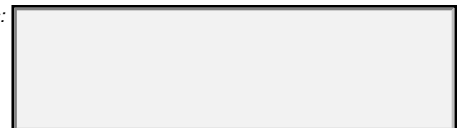
Terri Wright
Feb 05, 09:51:59 GMT-0800 2020

Attachments:

Dept Head Approval

City Mgr Approval

Marie Mosley
Feb 06, 17:43:44 GMT-0800 2020



Council Workshop Coversheet




| | | | |
|--------------------|---------------------|--------------|------------|
| Agenda Item Number | 4. | Meeting Date | 02/11/2020 |
| Agenda Item Type | Presentation | | |
| Subject | Email Tutorial | | |
| Ordinance/Reso # | | Contract # | |
| Project # | | Permit # | |
| Department | Management Services | | |

| | |
|---------------|-------------------------------------|
| Info Only | <input checked="" type="checkbox"/> |
| Policy Review | <input type="checkbox"/> |
| Policy DevMnt | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Summary

Staff will review with Council the methods available for accessing their City of Kennewick email account and how to attach documents, as well as other tips.

| | | |
|--------------------|--|--|
| Through | Terri Wright Feb 06, 10:56:17 GMT-0800 2020 | Attachments:  |
| Dept Head Approval | Christina Palmer Feb 06, 15:20:30 GMT-0800 2020 | |
| City Mgr Approval | Marie Mosley Feb 06, 17:44:45 GMT-0800 2020 | |



City Council Meeting Schedule March 2020

March 3, 2020
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

March 10, 2020
Tuesday, 6:30 p.m.

WORKSHOP MEETING
1. Workplace Safety Update
2. Citizen Budget Survey

March 17, 2020
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

March 24, 2020
Tuesday, 6:30 p.m.

WORKSHOP MEETING
1. Visit Tri-Cities Annual Update
2. Committee Update

March 31, 2020
Tuesday, 6:30 p.m.

NO MEETING SCHEDULED

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

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