

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: ENVIRONMENTAL SERVICES

AGENDA DATE: FEBRUARY 9, 2016

CONTACT PERSON NAME AND PHONE NUMBER: Ellen Smyth, Director, 212-6060

DISTRICT(S) AFFECTED: ALL

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

An Ordinance amending Title 7 (Animals), To create Chapter 7.50 (Department of Animal Services), and Sections thereunder, in the El Paso City Code, To create and establish the functions of the department known as the Department of Animal Services.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

The City desires to create a Department of Animal Services to provide appropriate animal related services; and such Department of Animal Services had been a division under the Department of Environmental Services, but as a result of the recommendation of the Animal Services Task Force and public input, the City Council now supports the creation of a stand-alone department responsible for animal issues. The City Council desires that the employment of the Director of the Department of Animal Services be handled in the same manner as all other City Department directors.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

On January 12, 2016, the Task Force presented to City Council its recommendation for improving of live release rate of animals in the City of El Paso. Pursuant to recommendations is the creation of a stand-alone department.
On January 26, 2016, the City Council approved the action plan presented by the Task Force.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

No Funding

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: _____

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 7 (ANIMALS), TO CREATE CHAPTER 7.50 (DEPARTMENT OF ANIMAL SERVICES), AND SECTIONS THEREUNDER, IN THE EL PASO CITY CODE, TO CREATE AND ESTABLISH THE FUNCTIONS OF THE DEPARTMENT KNOWN AS THE DEPARTMENT OF ANIMAL SERVICES.

WHEREAS, the City desires to create a Department of Animal Services to provide appropriate animal related services; and

WHEREAS, such Department of Animal Services had been a division under the Department of Environmental Services, but as a result of the recommendation of the Animal Services Task Force and public input, the City Council now supports the creation of a stand-alone department responsible for animal issues; and

WHEREAS, the City Council desires that the employment of the Director of the Department of Animal Services be handled in the same manner as all other City department directors.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO, TEXAS:

Section 1. That Chapter 7.50 (Department of Animal Services) of the El Paso City Code be created as follows.

Section 2. That Section 7.50.010 (Creation and Purpose of the Department of Animal Services) be created as follows:

Section 7.50.010 Creation and Purpose of the Department of Animal Services.

a. There is hereby established the Department of Animal Services in the City of El Paso, which shall generally provide for the protection and regulation of companion animals and other animals in the City and within other areas in the County of El Paso in which the employees working in the department are authorized to act.

b. The primary function of the department shall be to provide animal related regulatory services meant to support the well-being of companion animals and other animals living in the City, to include services for the payment of fees; the issuance and revocation of

licenses and permits; ordinance, statutory and other regulatory enforcement, including inspections of premises and animals' living conditions; to provide regulations by which the transmission of rabies to human beings and domestic animals can be prevented and controlled in the City; to reduce the number of unwanted and stray dogs and cats in the City; to encourage responsible animal ownership; to protect the citizens' public health, safety and welfare; and to generally perform duties and services relating to areas of animal related concerns as to be determined by the City Manager.

Section 3. That Section 7.50.020 (Staffing of the Department of Animal Services) be created as follows:

Section 7.50.020 Staffing of the Department of Animal Services.

- a. The department shall be staffed by a department director and such other appropriate positions as are authorized by City Council or established in accordance with a process established by a City budget resolution.
- b. The status of the department director shall, under the City Charter and system of departmental operations, be a department director and hold an unclassified position under Section 6.2-2 H of the City Charter.
- c. In conformity with the City Charter, the City Council delegates its authority to appoint the department director to the city manager.
- d. The department director shall be responsible for the performance of duties as assigned by other ordinances of the City, provided however, that the City Manager may reassign such duties to other departments and staff, as he deems appropriate.

Section 4. That Section 7.50.030 (Effective Date) be created as follows:

Section 7.50.030 Effective Date.

- a. This ordinance and the creation of Chapter 7.50 of this City Code shall be effective on February 23, 2016.
- b. On and after February 23, 2016, the City Manager and his designees are authorized to administratively set up and create appropriate administrative processes for the implementation of the department, to include establishing appropriate budgets and job classifications for the employees within the department. The City Manager and his designees are authorized to make appropriate budget transfers, and to take the necessary steps for the hiring and compensation of all necessary personnel, to enable the department to be fully functional on March 15, 2016.
- c. The department shall begin operations and the provision of its services on March 15, 2016.

Section 5. Except as herein provided, Title 7 (Animals) shall remain in full force and effect.

ADOPTED this 23 day of February, 2016.

THE CITY OF EL PASO


Oscar Leeser, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:



Josette Flores
Assistant City Attorney

Tomás González
City Manager



Item 31.4

Title 7 Amendment: Create Department of Animal Services

***Strategic Goal 8.3 Enhance Animal Services to ensure
El Paso's Pets are provided a safe & healthy environment***



Bottom Line For Life-saving Success

- Stand-alone department
 - Year One
- 27 new positions @ \$1.3M
 - Phased in over 3 years



Bottom Line For Life-saving Success (cont.)

- O&M @ \$550,000 annual
 - Ongoing beginning year one
- Capital Improvement of ~\$1,000,000
 - Phased in over 3 years
- Approve **ALL** Best Practice recommendations presented 1/12/16



FY 16 Changes in Expenses

Personnel	\$234,270
Capital	\$255,500
Operations & Maintenance	\$122,222
TOTAL	\$611,992

**6 month proration effective March 1, 2016*



Department of Animal Services

1. Community Cat / Feral Cat TNR (Trap, Neuter and Release) Program – reduces the feral cat population.
2. High Volume, Low-Cost, or No-Cost Spay / Neuter Policy Implemented – reduces shelter intake volume.
3. Rescue Groups - reduce taxpayer costs for veterinarian care.
4. Foster Care – expands shelter capacity.
5. Comprehensive Pet Adoptions – coordinated efforts to decrease euthanization.
6. Pet Retention – Working with and educating the public in retaining animals.
7. Medical and Behavior Rehabilitation – Administration of veterinary care and behavior modification and includes evaluation, vaccination, and cleaning.
8. Public Relations & Community Involvement – Increasing publics' lifesaving and adoption awareness and involving the community via increasing volunteers.
9. Volunteers Initiative – Increases operational capabilities and shelter success.
10. Proactive Redemptions – Return to Owner (RTO) process is the backbone in shelter intake reduction and euthanasia rates.
11. Leadership – the Director of the Department of Animal Services is caring, fully engaged, and results oriented. Leaders set the tone and manage systems.



FY2016 Summary

- Established today, effective March 15, 2016
- 71 FTEs
- \$5.85M Budget



QUESTIONS



"Delivering Outstanding Services"