


COUNCIL COMMUNICATION

	Number:	23-474	Meeting:	October 23, 2023
	Agenda Item:	51	Roll Call:	23-1449
	Submitted by:	Matthew A. Anderson, Deputy City Manager		

AGENDA HEADING:

Approving procurement of animal shelter and field services for the Police Department and approving agreement with the Animal Rescue League of Iowa, Inc. (ARL).

SYNOPSIS:

The City of Des Moines and ARL have enjoyed a long partnership for sheltering and field services for animals in the City of Des Moines. With the completion of the City's new Animal Services Facility, the City and ARL propose a new agreement to enhance shelter and control services for our residents.

The new facility at SE 14th Street and Harriet Street will provide state of the art sheltering services with nearly triple the space of the current facility. The new location will accommodate admissions, veterinarian services, sheltering, adoption, education, and outreach. A greater listing of services is provided below in Additional Information.

The initial term of the agreement shall be 10 years and eight (8) months, with one (1) three (3)-year renewal period.

FISCAL IMPACT:

Amount: \$123,084 monthly. Annual increases are indexed to the Consumer Price Index, not to exceed two (2) percent on July 1, 2024, and three (3) percent thereafter. The first prorated monthly installment will include a one (1)-time payment of \$120,000 to account for the fleet transfer addressed below. Should ARL's expenses exceed the three percent (3%) growth cap, the parties agree to meet to discuss balancing service levels to funding availability. ARL may terminate the agreement with six (6) months' notice if the proper balance cannot be met.

Funding Source: Fiscal Year (FY) 2024 Adopted Operating Budget, Animal Control Section, Page 205

ADDITIONAL INFORMATION:

The ARL agrees to perform the following services:

1. Provide shelter, care, and final disposition of all animals, dead or alive brought to the custody of the ARL at the City Animal Services Facility located at 1441 Harriet Street by ARL personnel, police officers or citizens of Des Moines.

2. Operate an open admissions shelter. Euthanasia may occur for public safety, to relieve animal suffering or to address highly contagious diseases and only after consultation with ARL staff veterinarians and ARL behavior staff.
3. Facilitate adoptions of animals from the shelter.
4. Coordinate and maintain working relationships with licensed, outside animal care and rescue agencies to maximize opportunities for live outcomes.
5. Provide after-hours veterinarian services available 24 hours per day and the ability to respond and provide or coordinate care within 30 minutes of Animal Services Officer response. The ARL may contract with a third party to fulfill this responsibility at their expense.
6. Provide and use a modern shelter and field operation software management system capable of providing operational efficiencies and report generation to be accessible by the City. Provide secure internet for this system to run on. At the discretion of the City, utilize the City's records management system at the direction of the Chief Humane Officer. The City will be responsible for providing internet for the City's system.
7. Provide the Chief Humane Officer (CHO) access to the ARL's case and animal tracking database.
8. Provide public education and outreach programs, including but not limited to free or low cost spay and neuter clinics, microchipping, phone consultations, vaccinations, food pantries, Trap Neuter and Release (TNR) etc. as ARL resources allow.
9. Designate one of ARL's licensed veterinarians as the City Veterinarian for purposes of identifying canine breeds. The ARL may designate other licensed veterinarians on its staff as an alternate City Veterinarian for such purposes as necessary.
10. Operate the shelter open to the public at least from 9:30 a.m. to 6:30 p.m. each week on Mondays through Fridays, from 9:30 a.m. to 5:30 p.m. on Saturdays and Sundays. The Animal Shelter may be closed on any holiday that is recognized by the ARL as a paid holiday. This schedule may be adjusted by approval in writing from the CHO.
11. Employ qualified staff to care for the animals being housed at the City's Animal Services Facility. The City reserves the right to disallow any person to come into or work in the building at the City's sole discretion. Such discretion shall be reasonable to effectuate the requirements of Criminal Justice Information Services (CJIS) or to protect City facilities, employees, and residents.
12. Provide temporary alternative shelter for animals in the event the shelter temporarily becomes full. In the event the shelter becomes full on more than a temporary basis, or if the shelter becomes unusable, the parties will meet and discuss how best to address such circumstances.

Management of the existing ARL vehicle fleet was not addressed in the existing contract. The pricing model of that agreement did not contemplate vehicle replacement costs and ARL has historically absorbed that expense. Under this new contract, ARL's existing fleet will be transferred to City ownership and regular replacement costs will be budgeted along with annual fleet replacement. Maintenance and fueling will operate in a manner consistent with the rest of our fleet.

At the September 11, 2023 City Council workshop, ARL outlined the initiatives below which they believe integrate with their successful delivery of shelter and field services. City staff will work with ARL to bring forward recommendations in these areas early in 2024:

1. Potential trial program of no late license fee for 1st time offenders
2. Research possible pet licensing enhancements:
 - a. Review fully online process and possible 3rd party solutions
 - b. Consider license anniversary as renewal date (rolling 12 months)
 - c. Consider multi-year licenses to coincide with longer vaccination periods

PREVIOUS COUNCIL ACTION(S):

Date: September 24, 2018

Roll Call Number: [18-1620](#)

Action: [Hearing](#) on contract with the ARL for lease of Animal Shelter, Animal Shelter Services and City Animal Control Services. ([Council Communication No. 18-474](#)) Moved by Gatto to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

Future consideration of potential fee and licensing changes will be brought forward to the City Council in early 2024.

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Hall, 400 Robert D Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to cityclerk@dmgov.org.