City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Meeting Agenda

Animal Shelter Advisory Committee

Wednesday, July 17, 2024 | **10:00 AM** | **Animal Services Training Room**

After determining that a quorum is present, the Animal Shelter Advisory Committee will convene in a meeting on Wednesday, July 17, 2024, at 10:00 a.m. in the Animal Services Training Room at the Linda McNatt Animal Care & Adoption Center, 3717 N. Elm Street, Denton, Texas at which the following items will be considered:

1. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

This section of the agenda permits a person to make comments regarding public business on items not listed on the agenda. This is limited to two (2) speakers per meeting with each speaker allowed a maximum of four (4) minutes. Such person(s) shall have filed a "blue card" requesting to speak during this period prior to the calling of the item.

2. ITEMS FOR CONSIDERATION

A. ASAC24-008 Consider approval of the minutes for May 8, 2024.

Attachments: May 8, 2024 ASAC Minutes

B. ASAC24-009 Receive a report and hold a discussion regarding Animal Services Department programs, metrics, shelter, and field operations.

Attachments: Exhibit 1 - Agenda Information Sheet

Exhibit 2 - Presentation

3. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Animal Shelter Advisory Committee or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting and under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

CERTIFICATE

I certify that the above notice of meeting was posted on the official website (https://tx-denton.civicplus.com/242/Public-Meetings-Agendas) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on July 5, 2024, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

_____
OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST 48 HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.

File #: ASAC24-008, **Version:** 1

AGENDA CAPTION

Consider approval of the minutes for May 8, 2024.

City of Denton Animal Shelter Advisory Committee
Minutes
May 8, 2024

After determining that a quorum of the City of Denton, Texas, Animal Shelter Advisory Committee was present, the Committee convened in a Regular Meeting on Wednesday, May 8, 2024, at 10:04 a.m. in the training room at Linda McNatt Animal Care and Adoption Center, 3717 N. Elm Street, Denton, Texas.

Present: Chair Kathleen Duffy, Members Monica Benavides, Jonathan Birden, Diana Leggett, and Emily McComas

Absent: Member Charlie Hunter

1. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

- None

2. ITEMS FOR CONSIDERATION

A. ASAC24-006: Consider approval of the minutes of March 6, 2024

The item was presented, and discussion followed.

Following discussion, Member Birden moved to adopt the item as presented; Member Diana Leggett seconded. Motion carried.

AYES (5): Chair Kathleen Duffy, Members Monica Benavides, Jonathan Birden, Diana Leggett, and Emily McComas
ABSENT (1): Member Hunter
NAYS (0): None

B. ASAC24-007: Receive a report and hold a discussion regarding Animal Services department, shelter, and field operations.

The item was presented, and discussion followed.

3. CONCLUDING ITEMS

- Dr. McComas inquired about the leptospirosis vaccine and whether it would be made a core vaccine in the future.

With no further business, the meeting was adjourned at 11:00 a.m.

KATHLEEN DUFFY CHAIR CITY OF DENTON, TEXAS	BELINDA HAWKINS ADMINISTRATION ASSISTANT CITY OF DENTON, TEXAS

MINUTES APPROVED ON:_____

File #: ASAC24-009, **Version:** 1

AGENDA CAPTION

Receive a report and hold a discussion regarding Animal Services Department programs, metrics, shelter, and field operations.

City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Animal Services

ACM: Frank Dixon, Assistant City Manager

DATE: July 17, 2024

SUBJECT
Receive a report and hold a discussion regarding Animal Services Department programs, metrics, shelter, and field operations.

BACKGROUND
The purpose of this agenda item is for the Animal Services Department staff to provide periodic updates to the Animal Shelter Advisory Committee regarding programs, metrics, shelter, and field operations.

EXHIBITS
Exhibit 1: Agenda Information Sheet
Exhibit 2: Presentation

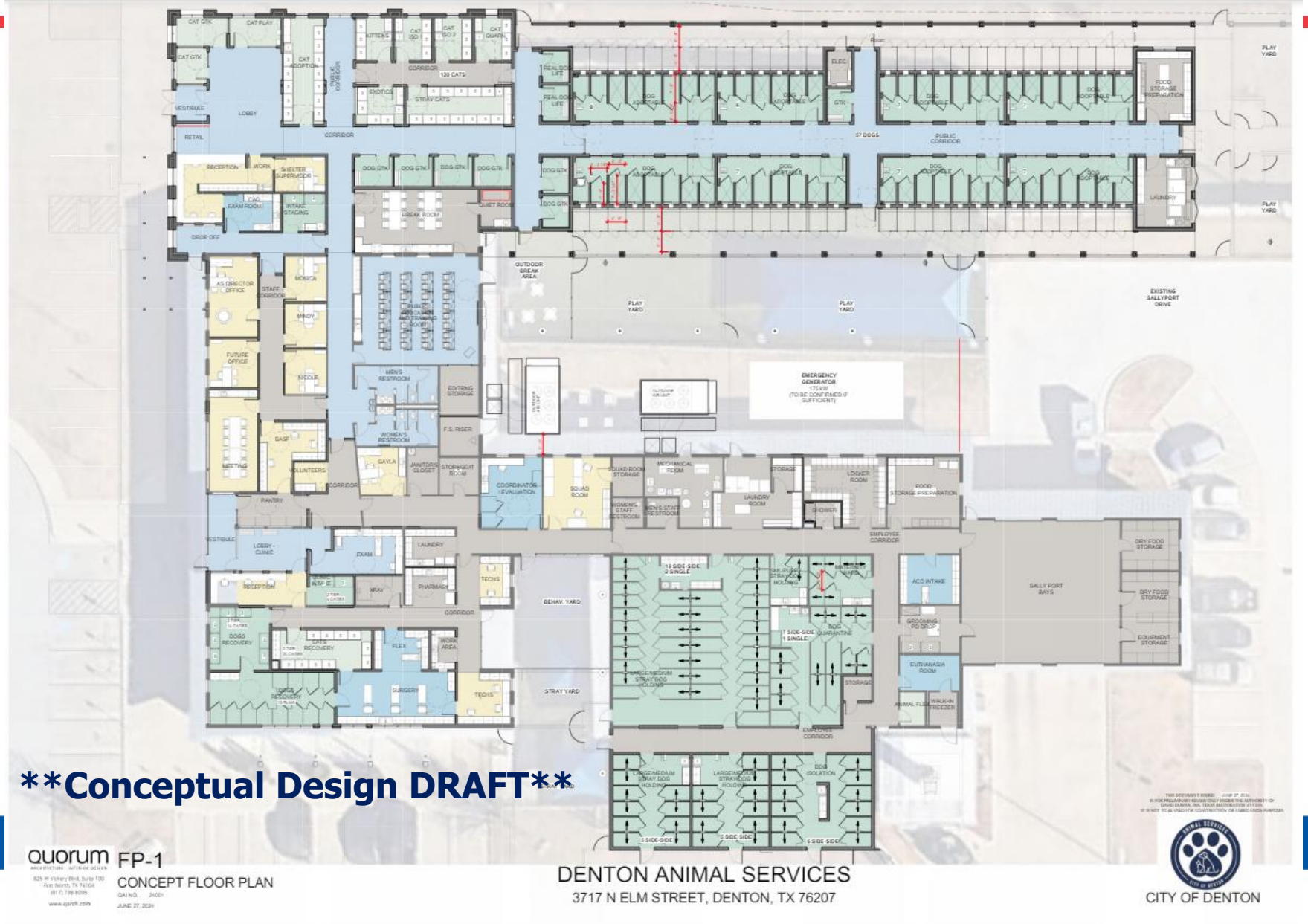
Respectfully submitted:
Nikki Sassenus
Director of Animal Services

Denton Animal Services Department Updates

July 17, 2024

Bond Project Update

- Working on conceptual drawings with architect
- CMAR soliciation- 10 bids received
- CMAR interviews July 8th



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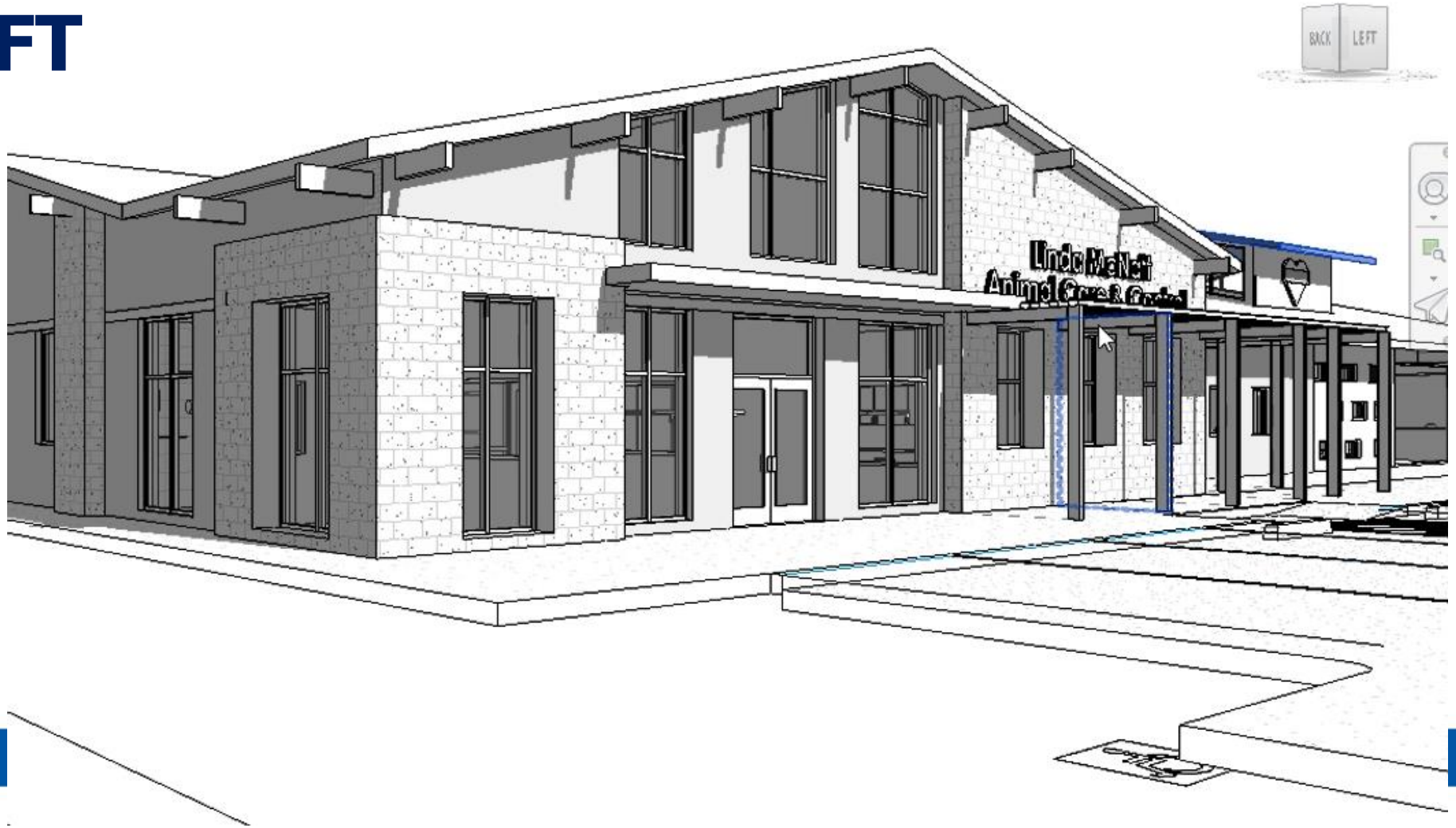

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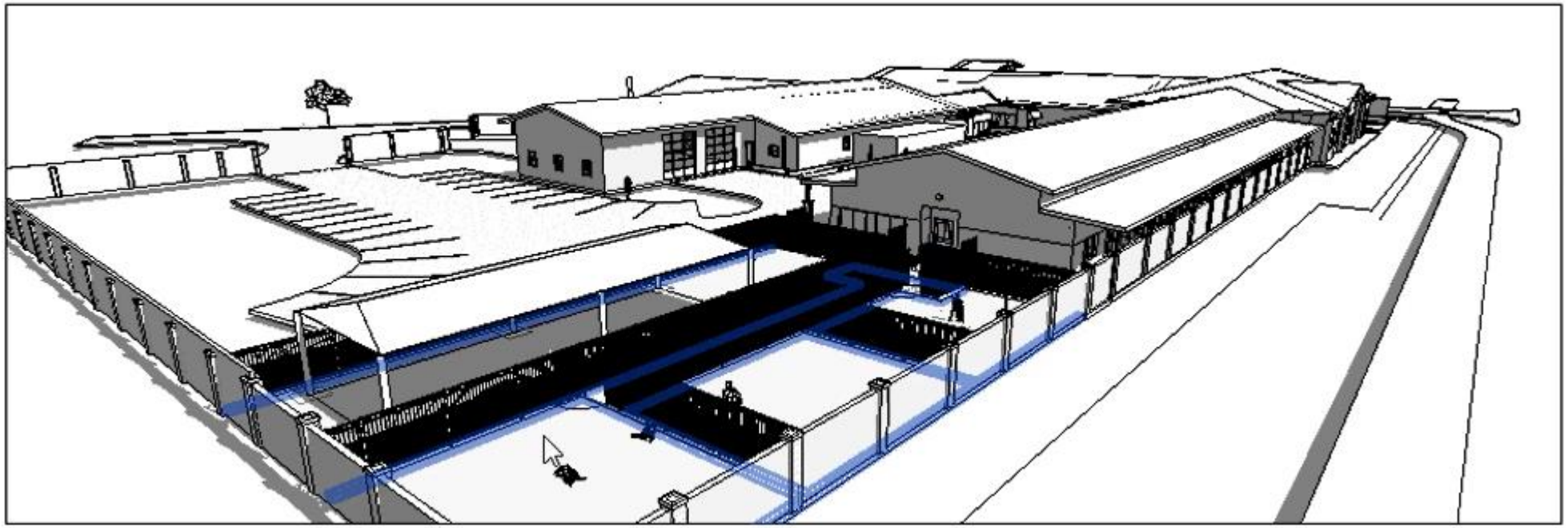

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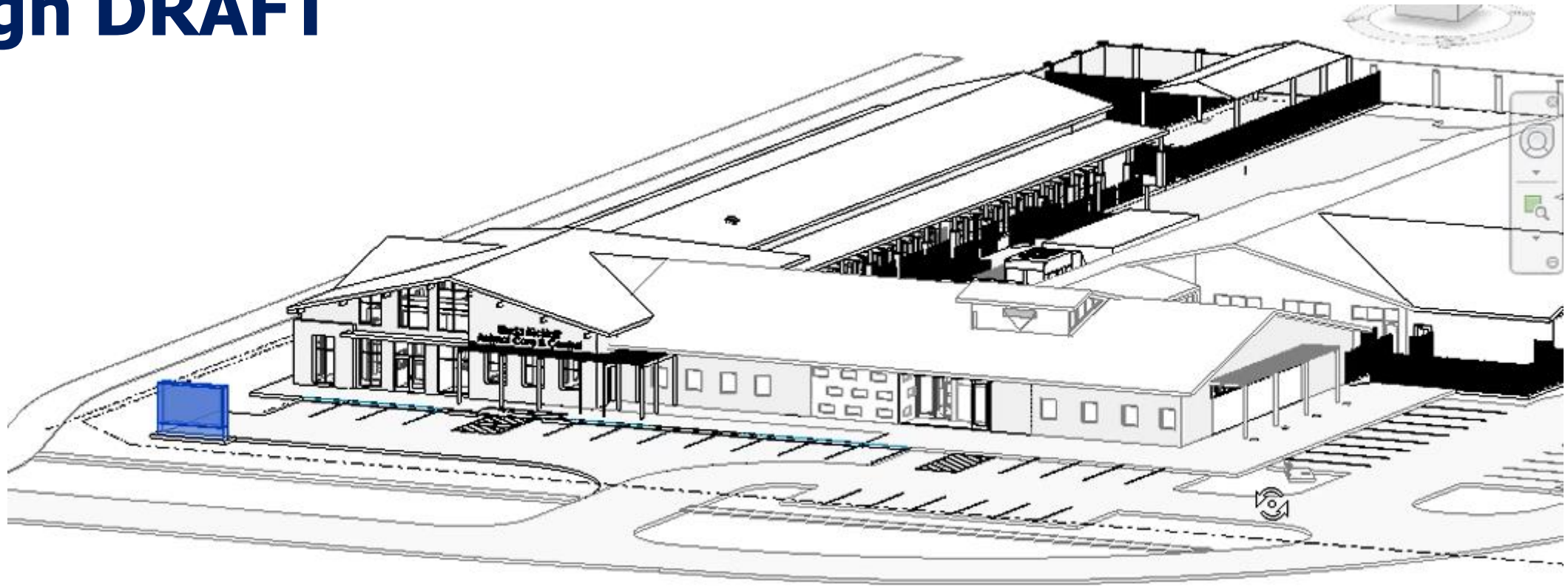


Budget FY 25 - Baseline Adjustments

Priority	Obj Code	Category	Amount	Justification
1	6307	Food and supplies (animals)	$ 30,430	•Based on projected 15% increase in intake. •Length of stay has increased as well to average of 11.4 days •Increase in enrichment items •recoding of previous expenses
2	6372	Outside Supplies *(Litter, carriers, bedding, leashes, hide boxes, etc.)*	$ 23,100	•Microchips (projected $20K- Ch 6 update) •Based on projected 15% increase in intake
3	6512	Building & Equipment *(Maintenance of medical equipment, animal care equipment, x-ray badges and monitoring)*	$ 10,000	•Purchasing of necessary equipment for animal care and safety •Recoding of previous expenses
4	7804	Licenses	$ 14,200	•Galaxy Digital Volunteer software •Brazos Ticket writing •Spotify, Canva, Docusign, Smartsheet, Adobe •Sam's •PetPoint •DEA
5	7879	Outside contracted services	$ 40,000	•Outside Vet Services •Laundry detergent contract •Sharps disposal
		TOTAL	**$ 117,730**	

Budget FY 25 - Animal Care Technicians (2 FTEs)

Current Situation:

- Pulling ACO2 from the field to cover gaps
- Have tried modifying schedule to address pain points
- No backups when staff are sick or on vacation
- Adoptable Areas must be ready by 10am
- Daily average of animals in care is 116
- FY 23 intake 5,303- up 12% from FY 22
- 76.8 FTE hours/ day required to provide care or 13.47 FTEs annually
- Current shelter staffing level is 11.5 FTEs
- Need an additional 2 FTEs to meet appropriate staffing levels to provide care
- **$143,738 Fiscal Impact**

116 (average number of animals in shelter per day)	**Times fifteen minutes per animal**	**1740** (number of minutes needed)
1740 (number of minutes needed)	**Divided by 60**	**29** (number of hours needed)
29 (number of hours needed)	**Divided by 3 (hours for cleaning/feeding)**	**9.6** (staff needed per day)
9.6 (staff needed per day)	**Times 10 hour shifts**	**76.8** (hours of FTE needed per day)
76.8 (hours of FTE needed per day)	**Times 365 days**	**28,032** (hours of FTE needed per year)
28,032 (hours of FTE needed per year)	**Divided by 2080 (1 FTE)**	**13.47** (FTEs needed)

**Formula for Determining Kennel Staffing Needs provided by the National Animal Care and Control Association*

Budget FY 25 - Behavior, Enrichment, & Placement Coordinator (1 FTE)

Behavior Assessment Needs / Placement

- Took in 2,626 dogs in FY 23 = average of 7 behavior assessments needed to complete each day
- At 1 hour to conduct, that is 7 FTE hours/day or 2,555 hours/year
- Currently, behavior assessments are conducted on an ad hoc basis as staff time allows and on Wednesdays

Intake Diversion

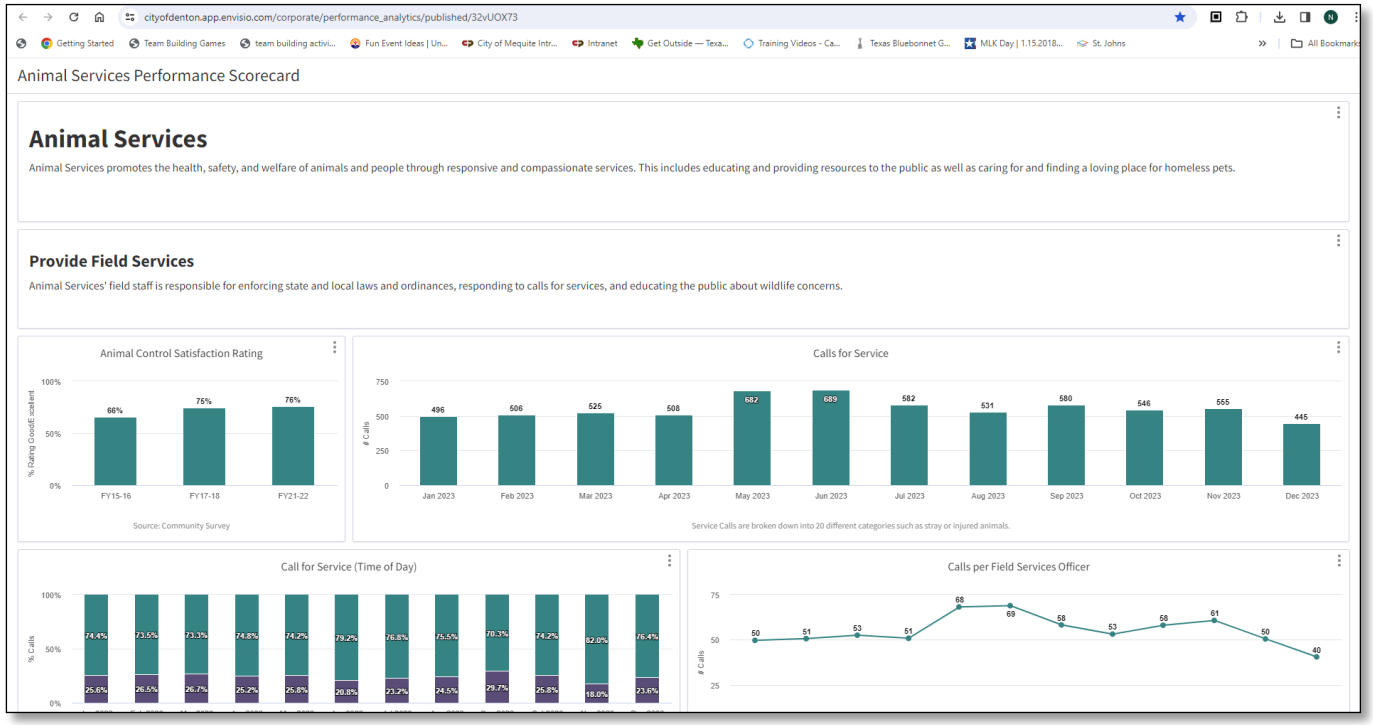
- 1,010 animals surrendered to the shelter in FY 23
- 178 returned adoptions in FY 23
- Current owner surrender waitlist is 86 animals long
- Create better matches for adoptions by providing more thorough animal information to adopters
- Assist in problem-solving through owner education and training tips for problem behaviors

Length of Stay (LOS)

- Average LOS for dogs at shelter who are adopted is 11.9 days
- Average LOS for dogs that result in euthanasia due to medical or behavioral issues is 37.8 days
- Enrichment programs that incorporate behavior training have been shown to improve adoptability.
- **Cost for FTE $89,123**

Animal Services Performance Scorecard

https://cityofdenton.app.envisio.com/corporate/performance_analytics/published_static/hwZEF0tS



Vet Clinic Spay/Neuter Stats

Species	FY '24 YTD	FY '23 YTD	FY '22 YTD
Cat	997	582	890
Dog	867	692	1,036
Other	15	9	12
TOTAL	**1,879**	**1,283**	**1,938**

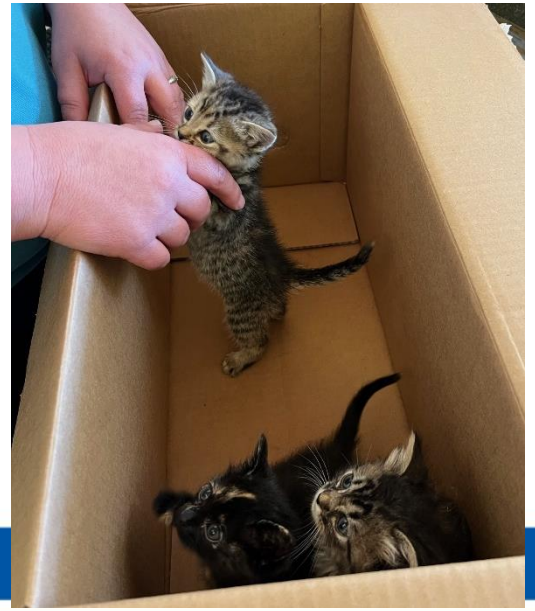
County Intake Data (April-June)

	FY 23/24			FY 22/23			FY 21/22		
	April	May	June	April	May	June	April	May	June
County Intake	17	22	55	33	12	28	41	70	66
County Payment	$450	$670	$1,615	$1,115	$460	$755	$1,350	$2,080	$2,185

Kitten Season

Year	# of Kittens Fostered
2022	310
2023	375
2024 (Jan- present)	328

- 105 currently in foster care



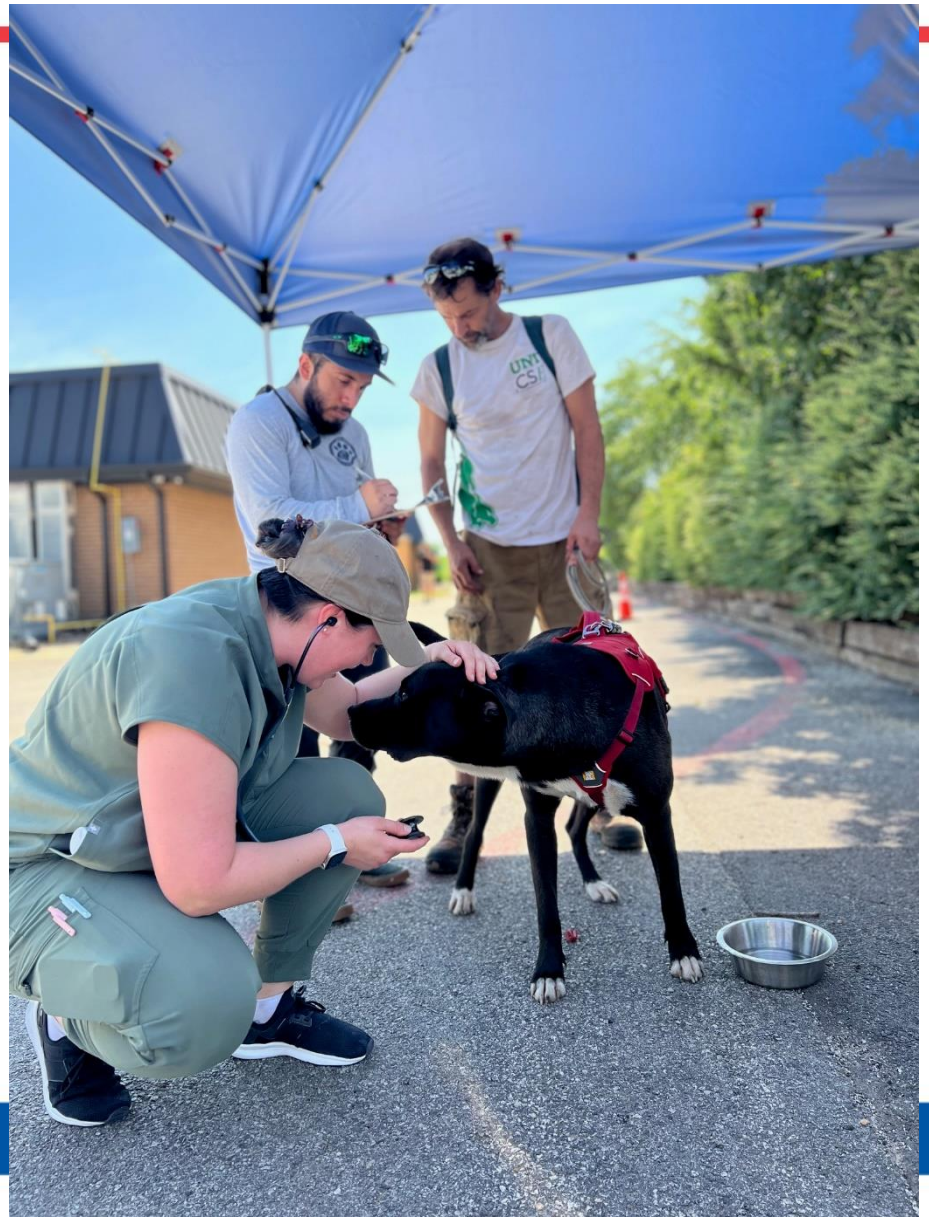
Wednesday Closures

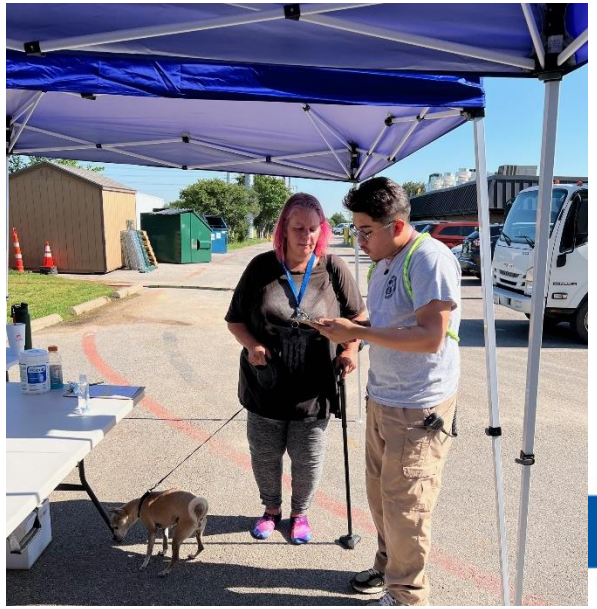
- Wednesday closures begin 2/21/24
- Focus on staff training and development
- Behavior assessments, playgroups
- Targeted cleaning projects
- Outreach and Education

Targeted Community Outreach

- Uptick in raccoon Distemper cases near Idiot's Hill area
- Unhoused pet population at greatest risk due to high exposure possibility and lack of vaccination
- Free vaccination clinic to target this group hosted 5/15 at ODB
- 13 animals served (11 dogs, 1 cat, 1 rabbit)

Item	Unit cost	Quantity	Extended Cost
Vaccinations (Rabies, DAPPV)	$7	13	$91
Flea/tick prevention	$25	13	$325
Microchips	$10	13	$130
Vet	$950/day	1 vet	$950
Techs	$35/hour	12 hours	$420
			$1,916



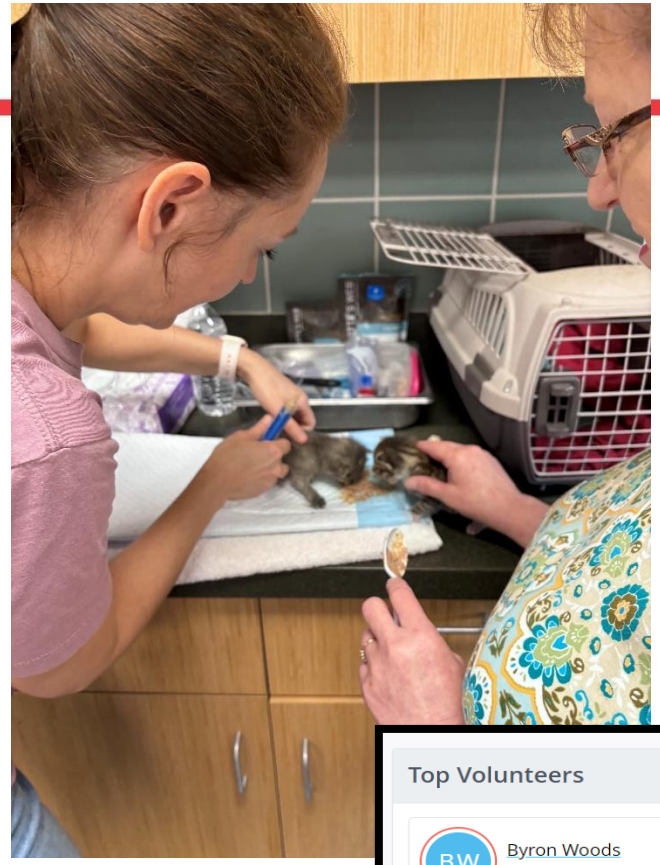


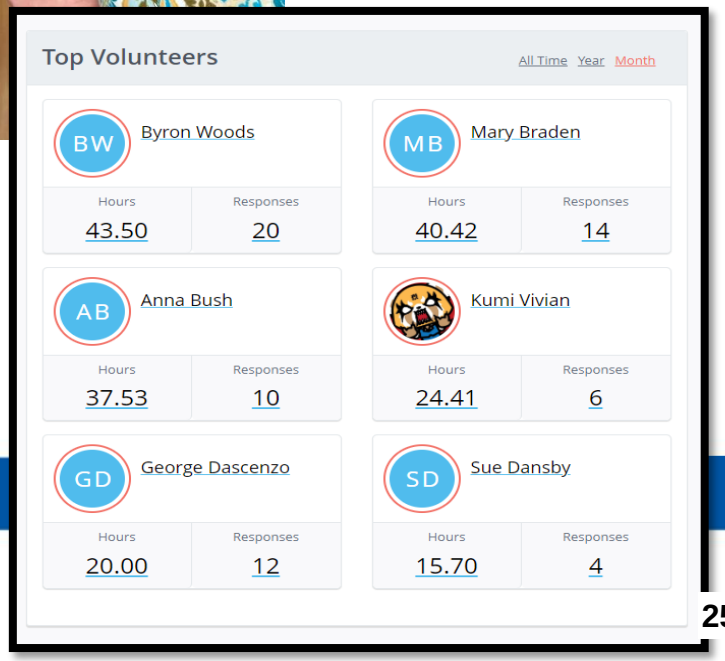
Mandatory Microchipping Chapter 6

- Per Ch 6 updates- moved from paper registration to mandatory microchipping
- Informed public via social media and emails
- As of July 1, 81 microchip appointments have been received. Of those, 62 are complete.
- Includes implanting on intake

Volunteer Program

- On June 1, Animal Services began tracking all volunteer hours through Galaxy Digital.
- Opportunities are being added based on the current needs of the shelter.
- In June, volunteers contributed 406.49 hours to the shelter.
- A new volunteer orientation was conducted on June 15, with 38 attendees.
- In collaboration with Marketing & Communications, five short training videos were filmed. The videos will be used as a resource for new & current volunteers.





Top Volunteers

All Time Year Month

	Hours	Responses
Byron Woods	43.50	20
Mary Braden	40.42	14
Anna Bush	37.53	10
Kumi Vivian	24.41	6
George Dascenzo	20.00	12
Sue Dansby	15.70	4

Volunteer Welcome & Training Videos

Marketing & Outreach

- Increased social media presence
  - Community support
  - Adoption success stories
  - Adoptable animals
  - Donor recognition
- Targeted Information
  - Distemper awareness
  - Mandatory microchipping
  - Summer heat
  - Fireworks/Fourth of July safety
- Continue stocking little pantry on Elm Street with dog/cat food.

Questions