



Shelton City Council
Study Session Agenda
June 13, 2023 – 6:00 p.m.
Civic Center & Virtual Platform

A. Call to Order

B. Roll Call

C. Study Agenda

1. Animal Control & Shelter Operations – Presented by Community & Economic Development
Director Jae Hill

D. New Items for Discussion

E. Adjourn



2023 Looking Ahead

(Items and dates are subject to change)

| | | | |
|-------------------------------------|-----------------|--|---------------------------------------|
| Tues. 6/20 5:45 p.m. | SMPD Meeting | Consent Agenda <ul style="list-style-type: none"> • Vouchers/Meeting Minutes Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • | Packet Items Due: 6/9 @ 5:00 p.m. |
| Tues. 6/20 6:00 p.m. | Regular Meeting | Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation <ul style="list-style-type: none"> • April Financial Status Report • Transportation Benefit District Annual Report Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Ordinance No. 2002-0423 2023 Budget Supplemental • Resolution No. 1272-0523 Intent to Vacate 5th St. – Grove St. to Cota St. • Ordinance No. 2005-0523 Meadows Edge Annexation Request • Ordinance No. 2007-0523 Park Regulations • Traffic Box Wrap Project Administration Report <ul style="list-style-type: none"> • | Packet Items Due: 6/9 @ 5:00 p.m. |
| Tues. 6/20 After regular meeting | Special Meeting | Executive Session <ul style="list-style-type: none"> • Performance of a Public Employee | N/A |
| Tues. 6/27 6:00 p.m. | Study Session | Study Agenda <ul style="list-style-type: none"> • Engineering Street Standards Update Discussion | Packet Items Due: 6/23 @ noon |
| Tues. 7/4 | Regular Meeting | HOLIDAY – Postponed until 7/11 | N/A |
| Tues. 7/11 6:00 p.m. | Regular Meeting | Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation <ul style="list-style-type: none"> • Business Agenda <ul style="list-style-type: none"> • Civic Center Parking Lot Final Acceptance • ILA Amendment – CMFE | Packet Items Due: 6/30 @ 5:00 p.m. |

| | | | |
|-------------------------|-----------------|---|---------------------------------------|
| | | <ul style="list-style-type: none"> Public Hearing Ordinance No. 2006-0523 Intent to Vacate 5th St. – Grove St. to Cota St. Public Hearing Ordinance No. 2008-0623 Repealing & Re-adopting Ch. 2.56 – Relating to Police Department <p>Action Agenda</p> <ul style="list-style-type: none"> Administration Report | |
| Tues. 7/18 6:00 p.m. | Regular Meeting | <p>Consent Agenda</p> <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes <p>Presentation</p> <ul style="list-style-type: none"> May Financial Status Report <p>Business Agenda</p> <ul style="list-style-type: none"> Action Agenda Civic Center Parking Lot Final Acceptance ILA Amendment – CMFE Ordinance No. 2006-0523 Intent to Vacate 5th St. – Grove St. to Cota St. Ordinance No. 2008-0623 Repealing & Re-adopting Ch. 2.56 – Relating to Police Department <p>Administration Report</p> | Packet Items Due: 7/7 @ 5:00 p.m. |
| Tues. 7/25 6:00 p.m. | Study Session | Study Agenda | Packet Items Due: 7/21 @ noon |
| Tues. 8/1 6:00 p.m. | Regular Meeting | <p>Consent Agenda</p> <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes <p>Presentation</p> <ul style="list-style-type: none"> Business Agenda Action Agenda Administration Report | Packet Items Due: 7/21 @ 5:00 p.m. |
| Tues. 8/8 6:00 p.m. | Study Session | Study Agenda | Packet Items Due: 8/4 @ noon |
| Tues. 8/15 6:00 p.m. | Regular Meeting | <p>Consent Agenda</p> <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes <p>Presentation</p> <ul style="list-style-type: none"> Forest Festival LTAC Report June Financial Status Report <p>Business Agenda</p> <ul style="list-style-type: none"> Action Agenda Administration Report | Packet Items Due: 8/4 @ 5:00 p.m. |
| Tues. 8/22 | Study Session | Study Agenda | Packet Items Due: |

| | | | |
|-------------------------|-----------------|---|---------------------------------------|
| 6:00 p.m. | | | 8/18 @ noon |
| Tues. 9/5 6:00 p.m. | Regular Meeting | Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • Business Agenda <ul style="list-style-type: none"> • Public Hearing Ordinance No. 2003-0523 Adoption of 2021 International Fire Code • Public Hearing Ordinance No. 2004-0523 Adoption of 2021 International Building Code Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • | Packet Items Due: 8/25 @ 5:00 p.m. |
| Tues. 9/12 6:00 p.m. | Study Session | Study Agenda | Packet Items Due: 9/8 @ noon |
| Tues. 9/19 5:45 p.m. | SMPD Meeting | Consent Agenda <ul style="list-style-type: none"> • Vouchers/Meeting Minutes Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • | Packet Items Due: 9/8 @ 5:00 p.m. |
| Tues. 9/19 6:00 p.m. | Regular Meeting | Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • July Financial Status Report Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Ordinance No. 2003-0523 Adoption of 2021 International Fire Code • Ordinance No. 2004-0523 Adoption of 2021 International Building Code Administration Report <ul style="list-style-type: none"> • | Packet Items Due: 9/8 @ 5:00 p.m. |

Other – TBD

- Water and Sewer Fee Schedule Revisions (Ordinance removing rates from SMC)
- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- FCS Group Preliminary Water & Sewer Rate Presentation
- Project and Funding Authorization for Wallace/Shelton Springs Intersection Improvements



Animal Control and Shelter Operations

Council Work Session

June 13, 2023



Discussion Overview

Animal Control was nominally the responsibility of a Code Enforcement & Animal Control Officer, but was ostensibly shared duty with the Senior Code Enforcement Officer.

With the vacancy of both positions, we've opted to redefine the Code Enforcement role cleanly back to solely code enforcement, and are actively recruiting and hiring for the position.

Given the City's budget shortfalls, we've been exploring options to reduce animal control and shelter operation costs.



Animal Control Division

(Community & Economic Development Dept.)

Facility: 902 W Pine St

- 8 regular kennels
- 4 quarantine kennels
- 1 concrete yard
- 1 rear dirt/gravel yard
- Building maintenance needs
 - New roof
 - Interior paint & kennel repair
 - HVAC (mini split) in dog room
 - Rear fence replacement (underway)

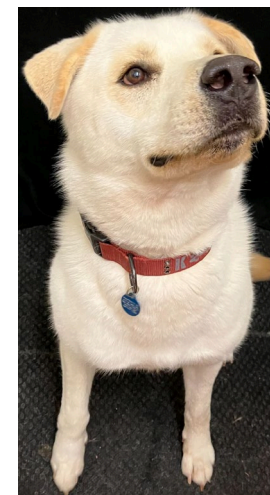
Staff

- 1 animal control officer – regular full-time (vacant)
- 2 animal shelter technicians – casual part-time

2022-2023 Stats

- 71 animal complaints investigated
- 88 dogs housed at the Shelter
- 2 current dogs
- Costs approx. \$84,000 annually
 - 0.5 FTE was related to CE/ACO split
 - Actual cost was ~\$120,000.

AVAILABLE: Lego and Pearl





Animal Control Duties

[SMC 7.04.020](#) Licensing

[SMC 7.06](#) Potentially Dangerous and Dangerous Dogs

[SMC 7.08](#) Other Domestic Animals

[SMC 7.04.110](#) Adoption

[SMC 7.04.130](#) Injured and diseased animals





Animal Control Topics



- In the absence of our animal control officer, Police Department has been handling animal neglect and animal nuisance calls; PD is currently short-staffed as well.
- The designated “animal control authority” per [Title 16 RCW](#) is unclear; previously was Police Department, then Community & Economic Development.
- If CED doesn’t conduct animal control, then who?
 - Police Department? Mason County? Humane Society?
- Regional solutions – we’re the only animal control authority in Mason County, and we often receive requests to hold dogs from outside of city; Mason County contract expired 2022.



Animal Shelter Topics

- There's no where else to send animals.
 - Kitsap Humane contract expired, Joint Services in Olympia is full, Mason County Humane and Adopt-a-Pet are at capacity, Mason County doesn't have a shelter
- Deferred maintenance at the Shelter of \$30,000. (roof, HVAC, paint, kennel repair)
- Adoption fees don't nearly cover costs
 - adoption is \$100/200 while spay/neuter is \$200
 - at max capacity, it costs \$30/night to house a dog; typically about \$120/night due to low occupancy
- No budget for veterinary costs
- There's no official "no-kill shelter" policy.
- Police Impound Yard – long term solution.



Discussions

- Contract for services OUT
 - Work with an existing organization to provide services for the City
 - Humane Society \$100,000; Mason County
- Contract for services IN
 - Work with existing organizations to provide shelter space on a contract basis
 - If full-time ACO hired (\$50k?), could contract with County for animal control
- Raise adoption fees for more adoptable dogs
 - Many providers charge more for puppies, kittens, and small dogs



Suggestions

- Hire dedicated Animal Control Officer.
- Engage contracts for services with Mason County, Mason County Humane Society, and other organizations for the City of Shelton to provide shelter care in exchange for revenue.
- Revise adoption fee schedule to charge \$500 for puppies (under one year), \$350 for adolescent dogs (1-2 years), \$300 for adult small dogs.
- Cat & kitten specific fees (\$100 & \$150).
- Policy for extended housing and care of animals.