

Memorandum



CITY OF DALLAS

DATE November 6, 2015

TO Honorable Members of the Quality of Life & Environment Committee: Sandy Greyson (Chair),
Tiffinni A. Young (Vice Chair), Rickey D. Callahan, Mark Clayton, Philip T. Kingston, B. Adam McGough

SUBJECT **Dallas Animal Services: Governance, Friends Policy, and Work Policies**

On Monday, November 9, 2015, the Quality of Life & Environment Committee will be briefed on Dallas Animal Services: Governance, Friends Policy, and Work Policies. The briefing is attached for your review.

Please contact me if you have any questions or need additional information.

A handwritten signature in blue ink that reads "Joey Zapata".

Joey Zapata
Assistant City Manager

Attachment

c: Honorable Mayor and Members of the City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager

Eric D. Campbell, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Mark McDaniel, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager – Mayor & Council

Dallas Animal Services

GOVERNANCE, FRIENDS POLICY & WORK POLICIES

QUALITY OF LIFE & ENVIRONMENT COMMITTEE

NOVEMBER 09, 2015



Purpose

This briefing provides an overview of Dallas Animal Service's **Governance, Friends Policy, and Work Policies**

Governance

Background – Governance

STATE STATUTE – HEALTH AND SAFETY CODE – SEC 823.005

- The governing body of a county or municipality in which an animal shelter is located shall appoint an advisory committee to assist in complying with the requirements of this chapter

REQUIREMENTS

- Advisory committee must be composed of
 - At least one licensed veterinarian
 - One county or municipal official
 - One person whose duties include the daily operation of an animal shelter
 - One representative from an animal welfare organization
- The advisory committee shall meet at least three times a year

Background – Governance

On April 14, 2014, the Quality of Life & Environment Committee with the support Animal Shelter Commission recommended amending Chapter 2 of the Dallas City Code so that it would align with the State Health and Safety Code

- Align Dallas with surrounding localities and provide the opportunity to use City shelter managers/directors to fill this mandated role
- Provided the ability to meet the required appointments of the Commission

On August 13, 2014, Council approved ordinance NO-29403 that enacted the code amendments recommended by the Quality of Life & Environment committee

Background – Governance

CITY CODE FOLLOWING AUGUST 13, 2014 COUNCIL ACTION

- **Animal Advisory Commission** ~~Animal Shelter Commission~~ shall be an advisory body of 15 members.
- Each city council member shall appoint one member to the commission.
- The Mayor shall appoint the Chair, and the full city council shall appoint the Vice-Chair.
- All members shall be appointed for an initial term to expire on August 31, 1985.
- Subsequent appointments will be made in August of each odd-numbered year for a two-year term beginning on September 1.
- All members shall serve until their successors are appointed and qualified.

REQUIREMENTS

- One member must be a licensed veterinarian
- One member must be a city or county official
- One member must have duties including the daily operation of an animal shelter
- One member must be a representative from an animal welfare organization
- Eleven members must be chosen from the general public
- ~~No member may be a city employee working in the department designated by the city manager to operate a city owned animal shelter~~
- **The commission must meet at least three times a year and may hold additional meetings at the call of the chair** ~~The commission must meet at least once each calendar month and may hold additional meetings at the call of the chair~~

Friends Policy

Types of Placement Partnerships

Adoption Agency

- Chapter 7 of the Dallas City Code identifies these as “an animal welfare organization or animal placement group approved by the director to take impounded dogs and cats from animal services for adoption to the public”
- All community partners willing to transfer animals that are a 501(c)3 non-profit organization in good standing will be eligible to apply for transfer of animals from DAS
- Animals that are transferred to an approved partner are done so at no charge to the organization and the organizations are required to house and place all animals in compliance with the state and local ordinances
 - There are no additional services provided with these transfers beyond the intake treatments and care initiated by DAS

Individuals and Groups

- Are able to adopt animals from DAS at standard or promotional rates, which includes free at times, to ensure animals released by DAS are in compliance with the law and following best sheltering practices
 - This includes vaccination, neutering and microchipping

Animal Advisory Commission reviewed the partnership process at the October 1, 2015 meeting

- Partnership process review will be part of an upcoming strategic plan

Work Policies

Quality Management System

DAS uses written work instructions to guide daily operations

Written procedures are designed to produce consistent delivery of services for our residents, businesses and visitors

On an annual basis, staff conducts an annual review of all work instructions and forms to ensure that they mirror the division's current processes

For 2015, Dallas Animal Service has a total of 56 work instructions

- 10 Updated
- 7 Created
- 28 are currently under review

Quality Management System

The QMS identifies defects in and encourages revisions and creation of work instructions to promote efficiency

In response to the accidental euthanasia of three dogs, DAS:

- Revised 3 existing work instructions
 - Euthanasia
 - Transfer
 - Intake
- Created 1 new work instruction for conducting shelter rounds
- All policies and revisions have been implemented and staff has been trained in associated areas

Next Steps

Receive input from the Quality of Life & Environment Committee on Dallas Animal Services' Governance, Friends Policy, and Work Policies

Review items with Dallas Animal Advisory Commission