

ANIMAL SERVICES MOU

RESOLUTION 2024-14



Summary of the Proposed Animal Services MOU/Agreement

Interlocal Meeting: April 10, 2024

Presentation Agenda

- 1. Summary of HVAS and the services provided**
- 2. Recent efforts of the Advisory Board**
- 3. Summary of the Proposed MOU/Agreement**
- 4. Potential 2024-2025 Draft Budget & Next Steps**
- 5. Questions/Answers**





Summary of HVAS & the Services Provided

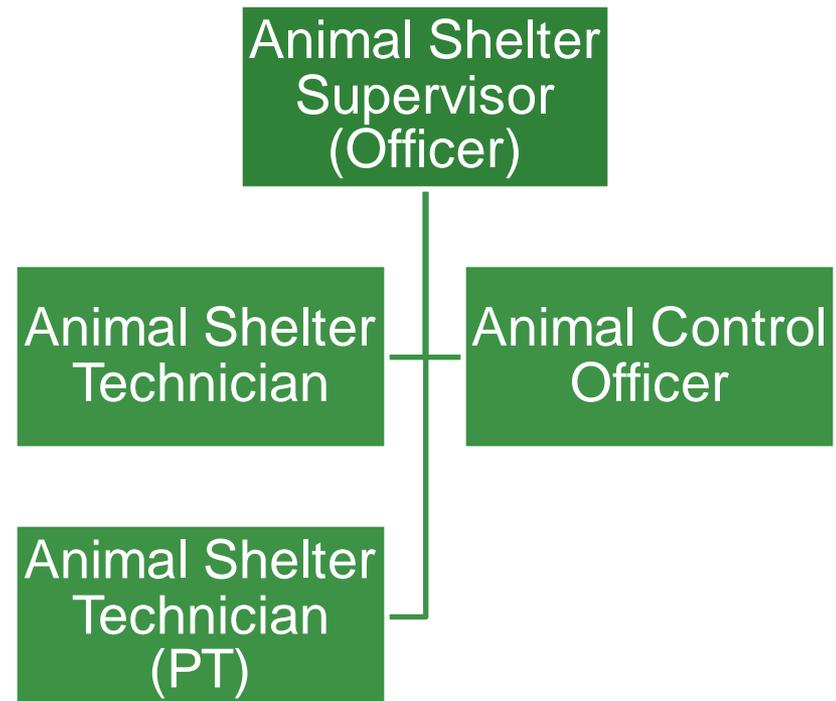
Summary of HVAS Services

- Heber Valley Animal Shelter (HVAS) is responsible for responding to animal related services requests within Wasatch County
 - Emergency services provided throughout all of Wasatch County
 - Proactive and expanded services provided to 5 participating jurisdictions:
 - Heber City,
 - Unincorporated Wasatch County,
 - Midway,
 - Hideout,
 - Interlaken



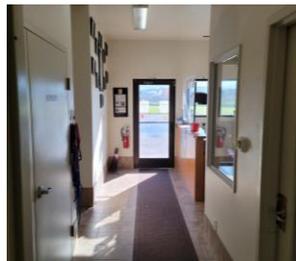
Heber Valley Animal Services Structure

- Managed by Heber City as a division within Heber City Police Department
- Made up of 3 full-time and 1 part-time city employees
- Has an Animal Control Advisory Board made up of members representing participating community



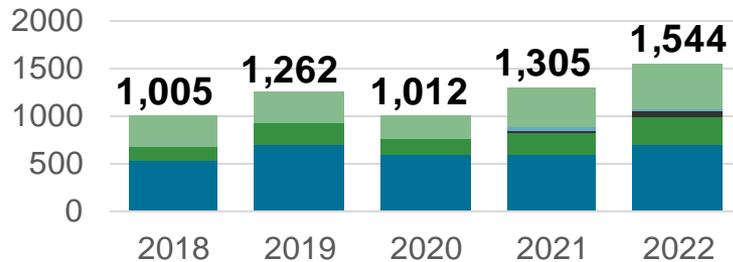
HVAS Facility

- Sheltering Facility located on Airport Road (Next to Solid Waste Service Station)
 - 3,040 Sq. Ft. Facility
 - 14 indoor Kennels (with Divider)
 - 58 Cat Kennels
 - 1 Interactive Cat Play room
 - 11 Outside Dog kennels
 - 3 large play areas for dogs
 - Temporary Housing for impounded livestock



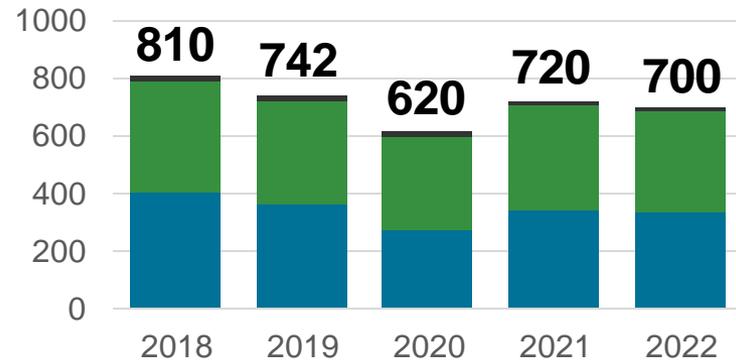
Historic Performance of HVAS

Call-For-Service Volume



■ Heber City ■ Midway
■ Interlaken ■ Hideout

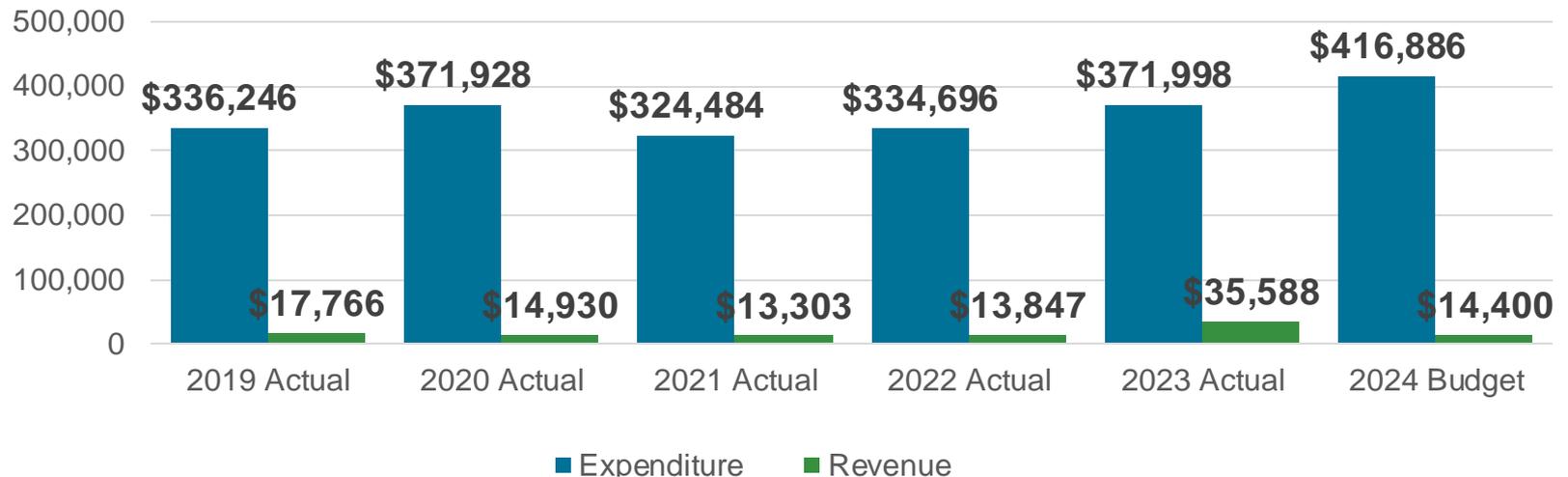
Animal Intake



■ Dogs ■ Cats ■ Other

Take Away: Service requests have increased by +53% over 5 years while Intake has slightly decreased over same period of time

Historic Expenditures/Revenue



Take Away: Expenditures remain relatively stable with only modest annual increases (less than 10% increase in actual expenditures over 5 years despite a 53% increase in service requests



Recent Efforts of the Advisory Board

Advisory Board's Goals

- For the past year, Animal Services Advisory Board has been meeting to discuss the future needs of HVAS. Areas of discussion have included:
 - Updating the current MOU/Agreement
 - Original agreement was established in 1998 with an updated version of the agreement sent to participating agencies in 2021 (but no final signed copy created).
 - Assessing future financial needs associated with animal services
 - Discussing which agency is best equipped to manage and oversee HVAS

Outside discussions regarding Board's Goals

- The areas of discussion have been included in recent community meetings:
 - July 2023: Policy Discussion with Wasatch County
 - July 2023: Policy Discussion with Heber City Council
 - August 2023: Policy Discussion during Interlocal Meeting
- While there is not a general consensus regarding who should manage HVAS in the future, there was agreement that the MOU needed to be updated and additional financial commitments will be needed in the future.

Outside discussions regarding Board's Goals

- Based on general direction received thus far, the Animal Advisory Board has worked to update the MOU/Agreement to meet the following needs:
 - Clarify the roles, responsibilities, and relationships between HVAS, participating jurisdictions, and the Animal Management Board
 - Outline the services to be provided to participating jurisdictions and how the expenses of those services will be distributed
 - Outline the method of cost sharing for current and future services being provided
 - Explain how future changes will be managed (Such as increasing financial support; adding additional Jurisdictions; or changing the agency that would oversee HVAS operations)
- Majority of Proposed Agreement is based upon current practices
-



Summary of Proposed MOU/Agreement



Summary of Proposed MOU/Agreement

- The following provides a high-level summary of the proposed MOU
 - Term of agreement would be 5 years with automatic renewal (unless written notice is provided). Current goal is to start July 1, 2024.
 - Heber City will serve as the Operating Jurisdiction and responsible for the day-to-day operations of HVAS (includes process to change the Operating Jurisdiction if/when the need arises)
 - Services provided by HVAS to participating jurisdictions are consistent with the current level of services provided by HVAS. This includes (but is not limited to):
 - Enforcement of animal control ordinances & Licensing program
 - Sheltering and holding of stray and owner surrender animals
 - Finding positive outcomes for sheltered animals
 - Removal of dead domesticated animals from public rights-of-way
 - Regulation of vicious and/or dangerous animals

Summary of Proposed MOU/Agreement

- Includes the creation of a Management Committee
 - Responsible for providing HVAS policy related direction, to review and approve the HVAS annual budget, and provide communication & Updates to respective Participating Jurisdiction.
 - Management Committee would be made up of 5 voting members:
 - 2 Appointed by Heber City, 2 Appointed by Wasatch County, and 1 appointed by Midway
 - 1 “alternative voting member” will be appointed by Interlaken and Hideout.
 - This member will have voting authority only if there are fewer than 5 voting members present
 - Additional non-voting members may be appointed by Participating Jurisdiction if needed/desired

Summary of Proposed MOU/Agreement

- Proposed Budget Development and Approval process includes:
 - Operating Jurisdiction (Heber City) would present to the Management Committee for approval a “Budget Schedule” at the start of the Calendar Year:
 - Budget Schedule will include key dates associated with the development and approval of the Animal Care Budget and made available to Committee Members in advance
 - Discussed and approved in detail during a committee meeting
 - In accordance with the “Budget Schedule”, the Proposed HVAS Budget (and annual service fees) would be provided to Board Members with sufficient time for them to seek input and direction from their Jurisdiction Governing Body
 - This includes any proposed capital projects to be managed by Operating jurisdiction
 - The proposed budget would be considered approved after receiving a super majority approval from Board members (4 of 5 votes).

Summary of Proposed MOU/Agreement

- Service Fees in Proposed MOU are to be structured similar to the current practice
 - $((\text{Total Proposed Expenditure}) - (\text{Anticipated Animal Control Revenues}) - (\text{Proposed use of Existing Fund Balance})) * (\text{Percent of Population for participating jurisdiction})$
- The following table shows the current “Percent of Population” for each participating jurisdiction and the proposed rates based upon 2020 Census Populations:

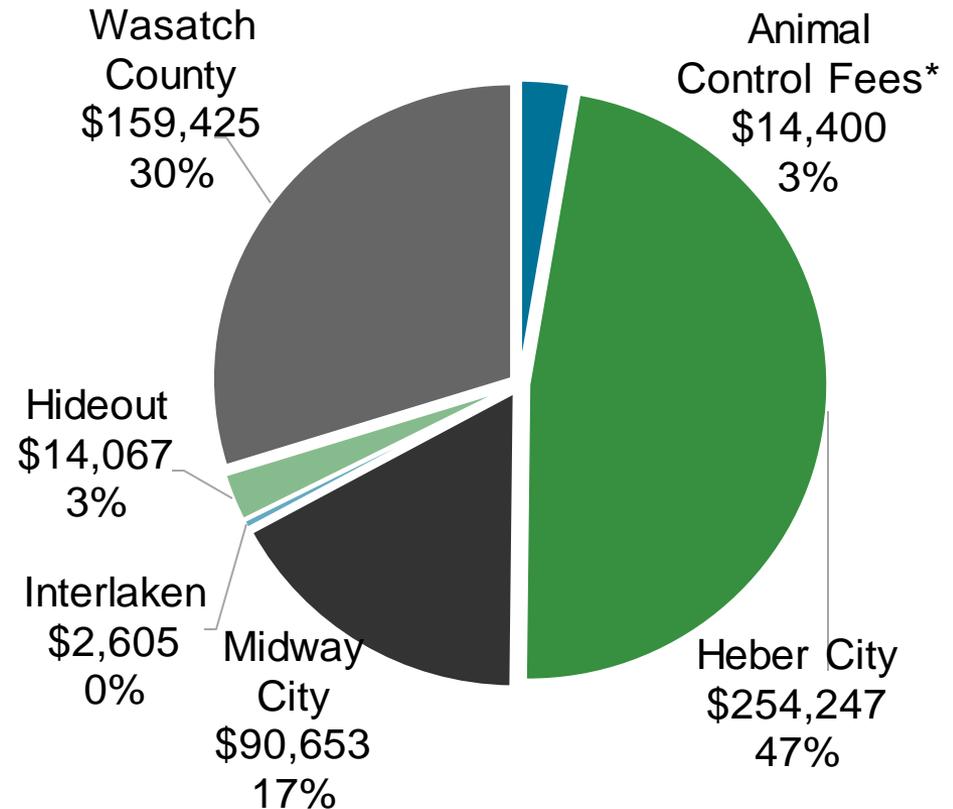
Participating Jurisdiction	Current Rate	2020 Census Population	Proposed Contract Rate
Heber City	50.11%	16,856	48.8%
Wasatch County (Unincorporated)	30.79%	10,555	30.6%
Midway City	15.49%	6,003	17.4%
Hideout	2.93%	922	2.7%
Interlaken	0.69%	179	0.5%



Potential 2024–2025 Draft Budget & Next Steps

2024–2025 Draft Budget

- 2025 Draft Budget is expected to increase 28% (appx. \$120 K) in comparison to 2024 Adopted Budget
 - Includes conversion of 1 PT position to full time & purchase/lease of 1 additional vehicle
- Graph shows how 2025 expenses would be distributed in 2025 under new contract.



Next Steps

- Purpose of today is to seek final input regarding the substance and direction within the proposed MOU.
 - Advisory Board members are also providing similar summaries and seeking input during individual council meetings
- Feedback received today (and from all other meetings) will be discussed during the next HVAS Board meeting and integrated into a final recommended MOU/Agreement.
- MOU/Agreement was recently provided to legal team (Wasatch County and Heber City) for final substance review and will be sent to Interlocal committee members once completed
- Once final MOU/Agreement is completed, it will be sent to committee members and Interlocal committee members for final review and adoption.
 - We ask that participating jurisdictions work with their legislative bodies to adopt in May or June
 - Goal is to have a fully executed and approved MOU in time for the 2024/2025 Budget (July 1, 2024).



Questions/Answers



BETTER BY NATURE



WASATCH

COUNTY

WASATCH CITY/COUNTY ANIMAL CONTROL AGREEMENT 1-9-99

- Midway City, Heber City, and Wasatch County
- Heber to be responsible for licensing, euthanizing, and animal control.
- 5 member Animal Control Board: 2 Heber, 2 County, 1 Midway.
- Cost Division: Heber 44%, County 38%, Midway 18%
- This includes construction costs of new facility and operating budget.
- Year to year contract which may be terminated with 90 days' written notice

SEPTEMBER 2022 REVENUE AND EXPENSES

HEBER CITY CORPORATION								
ANIMAL CONTROL REPORT								
YTD ENDING SEPTEMBER 2022								
REVENUE:		Quarter	YTD					
		ACTUAL	ACTUAL					
	ANIMAL CONTROL LICENSE FEE	840.00	840.00					
	IMPOUND FEE	1,990.00	1,990.00					
	ADOPTION FEE	510.00	510.00					
	ANIMAL CONTROL FINES	-	-					
	ANIMAL CONTROL DONATIONS	-	-					
	ANIMAL CONTROL RELINQUISH FEE	-	-					
	ANIMAL CONTROL VACCINATION	-	-					
	ANIMAL CONTROL- LIVESTOCK	-	-					
	TOTAL REVENUE	3,340.00	3,340.00					
	TOTAL REVENUE ALLOCATION BY ENTITY		1,673.58	1,028.33	517.30	97.78	23.02	3,340.00

		HEBER	WASATCH	MIDWAY	HIDEOUT	INTERLAKEN	
	YTD	CITY	COUNTY	CITY	CITY	CITY	YTD
	ACTUAL	SHARE	SHARE	SHARE	SHARE	SHARE	ACTUAL
SALARIES AND WAGES	48,780.11	24,442.28	15,018.51	7,555.04	1,428.02	336.26	48,780.11
EMPLOYEES BENEFITS	14,800.63	7,416.16	4,556.85	2,292.32	433.28	102.03	14,800.63
UNIFORM ALLOWANCE	153.94	77.13	47.40	23.84	4.51	1.06	153.94
UNEMPLOYMENT	-	-	-	-	-	-	-
BOOKS, SUBSCRIPT, MEMBERSHIPS	3,442.50	1,724.94	1,059.88	533.17	100.78	23.73	3,442.50
TRAVEL & TRAINING	52.99	26.55	16.31	8.21	1.55	0.37	52.99
OFFICE SUPPLIES & SPECIAL SUPPLIES	51.89	26.00	15.98	8.04	1.52	0.36	51.89
EQUIP. SUPPLIES & MAINTENANCE	2,630.33	1,317.98	809.83	407.38	77.00	18.13	2,630.33
UTILITIES & TELEPHONE	1,707.58	855.62	525.73	264.47	49.99	11.77	1,707.58
GASOLINE & OIL	2,544.58	1,275.01	783.43	394.10	74.49	17.54	2,544.58
PROFESSIONAL SERVICES	769.02	385.33	236.77	119.11	22.51	5.30	769.02
INSURANCE	5,364.50	2,687.99	1,651.63	830.85	157.04	36.98	5,364.50
MISCELLANEOUS	-	-	-	-	-	-	-
DISPATCH FEES	-	-	-	-	-	-	-
BUILDING - DOG POUND	-	-	-	-	-	-	-
EQUIPMENT	1,818.38	911.14	559.85	281.63	53.23	12.53	1,818.38
INTERNAL SERVICE IT CHARGE	-	-	-	-	-	-	-
TOTAL EXPENSE	82,116.45	41,146.14	25,282.16	12,718.16	2,403.93	566.05	82,116.45
		39,472.57	24,253.84	12,200.86	2,306.15	543.03	78,776.45

ANIMAL CONTROL SERVICES CONT.

- At some point, Hideout and Interlaken joined. (?)
- Per 2022 breakdown of revenues and expenses:
 - Heber 50%
 - County 30.7%
 - Midway 15.5%
 - Hideout .029%
 - Interlaken .0069%
- Totals 95.6% rather than 100% (?)

PROPOSED MOU

- 12 month notice requirement for termination at end of 5 year period and otherwise 24 month notice.
- Language insuring the committee members time to review proposed budgets and review with their respective municipalities has been removed. Why?
- Midway can be bound by a budget it does not approve (per section 9)
- Services are provided to non-participating entities “at cost” (2e, 5). Are participating entities, who contribute to overhead, subsidizing non-participating entities? If so, what is the incentive to be a participating entity?

PROPOSED MOU CONTINUED

- Heber may enter into separate service agreement(s) with other entities at cost or exceeding cost without Committee or City input or approval (5a).
- Heber may contract out its duty to provide the services under the agreement without Committee or City approval (6).
- The proposed contract is silent as to insurance amounts (13). Any insurance should be primary to that of Midway.
- Indemnification (14) is blank/TBD. The operating jurisdiction should provide indemnity.
- What is to be determined at Section 15?