

May 12, 2015

Dear Mayor and Assembly members:

I am writing to comment on the proposed Haines Borough budget, and **advocating for full funding of the animal control position at the Haines Animal Rescue Kennel.**

HARK is open 5 days a week, noon to 4 pm, for a total of 20 hours/week or **12% of the total number of hours in a week.** The HARK Executive Director has extensive duties (reference attached handout) and is funded for 35 hours per week. Without funding for an animal control person, it will be impossible to take in impounded animals outside of the stated hours.

What this means is, if funds for an animal control officer go to the police department instead of HARK, the police department will likely end up sheltering, feeding, watering, and walking pets for bathroom duty daily until HARK opens (since 88% of the time no one would be on-call at HARK due to budget limitations).

On an average year, there are 68 or more cases of stray, injured, dead, or nuisance animals requiring some kind of action. Hark receives more calls in the summer because of visitors. This makes finding owners more difficult as many of these dogs are from outside this area. When a call is received, Hark responds by impounding strays, finding any returning animals to owners, issuing warnings, sending animals for veterinarian care, and sometimes finding new homes. This all takes time.

In addition to patrolling for stray animals, an average call-out to catch an animal takes 1+ hour. Sheltering and caring for the animal, once caught, takes a minimum of 2 hours per day per animal to feed, water, and walk the animal. This is minimal care only. It takes another 2 hours to 2 days+ to research and find the owner. Injured animals take a variable amount of time.

The average wage plus benefits for a police person is \$40.61/hour (not including the police chief's wages). The animal control officer at Hark is paid \$14/hour (without benefits).

If our police are caring for impounded animals *waiting for HARK to open*, they are spending a minimum of 2 hours x \$40.61/hour or \$81.22/day/animal on animal control, not including the hours to catch, impound, find the owner, and find care for injured animals during the 88% of the week HARK is not open..

While visiting HARK today, an adopted dog had just been treated for unseen and deeply imbedded porcupine quills. Then an owner arrived with a dog suffering from an abscessed tooth. The HARK director sent a photo of the abscess to Dr. Wolfe for her recommendation. For a community that loves our furry companions, HARK certainly fulfills many services, especially since we have no full time veterinarian.

My recommendations: rather than funding a lobbyist for \$47,000, have the existing economic development director fulfill that role, and use the savings to fully fund HARK's the animal control officer.

Thank you for your considerations.



Diane La Course
Attachments

Haines Animal Rescue Kennel

Executive Director

Job Description

- **Supervise Shelter Employees**
 - Employee scheduling and supervision including:
 - Covering normal shelter hours, as well as schedule that allows for some overlap between ACO and ED
 - Scheduling paid / unpaid vacations, special events and other special requests as they arise
 - Ensure ACO is following job description, assign tasks as necessary, and follow-up on all duties assigned and required
 - Oversee and give evaluation / performance review to ACO
- **Volunteers**
 - Schedule volunteers to ensure all shifts are covered weekly for after hours dog walk schedule, days the shelter is closed and holidays that employees have off
 - Correspond with volunteers through signs and notes as needed
 - Contact volunteers through their preferred communication methods when shelters' needs change
 - Work with ACO to recruit and train new volunteers via ads, signs etc.
 - Organize / host volunteer appreciation events as deemed appropriate
 - Make sure volunteers get public and private thank you's
- **Day to Day Shelter Operations**
 - Cleaning, feeding and care of the animals
 - Building maintenance, snow removal and yard care as needed
 - Customer relations including email and telephone correspondence
 - Schedule veterinary appointments for shelter animals, including vaccinations and general health care
 - Collect and distribute mail from post office
 - Process paperwork, file documents, respond to inquiries and send thank you notes, sympathy cards, notices and requests for donations.
 - Prepare and send bulk mailings and newsletters
 - Maintain website
 - Inventory / Order / Stock supplies as needed
- **Administer Borough Animal Control Contract**
 - Submit monthly:
 - licensing reports
 - impound reports
 - invoices
 - Renew contract when needed with Chief and Borough Manager (July 1, 2013 begins 3 year contract term)
 - Make sure ACO is performing minimal patrols:
 - Keep and submit phone logs and reports of incidents concerning animals to police department
 - Maintain a professional working relationship with Chief and Borough Manager
 - Have working knowledge of the borough contract and pertinent ordinances

- Keep accurate impound records in an excel spreadsheet form as well as paper copy on all impounded animals
 - Fees will be collected as directed by the Borough Ordinances and recorded through cash intake records and Quickbooks for each fiscal year
- Collect license fees
 - License Records are to be kept separately but in the same manner as Impound records and Fee Schedule
- **Financials/Payroll**
 - Act as the chief fiscal officer of the organization
 - Pay all bills in a timely manner
 - Maintain in-house petty cash
 - Prepare and make bank deposits
 - Cut payroll checks, pay payroll taxes, prepare payroll forms including 1099, W-2, W-3
 - Prepare quarterly reports for the Federal government and the State
 - Keep a file with all receipts for all payables and receivables
 - Maintain Quickbooks database
 - Work with Treasurer to reconcile all accounts
 - Work with Accountant/s to ensure timely filing of taxes and all 990 forms
- **Gaming**
 - Act as the Manager of Games for the organization (after passing required test)
 - Have a working knowledge of gaming rules, and gaming handbook
 - Prepare and file all quarterly and annual reports to the State Revenue Department
 - Oversee all raffle activity
 - Maintain a working relationship with pull-tab operator
 - Keep all monies collected through gaming activities separate and deposited into proper account
 - Prepare annual renewal forms
 - Help plan and implement all avenues for fund dispersal from this account.
- **Animal Intake**
 - Start a new folder and make sure proper documents are filled out and recorded on all surrendered and impounded animals
 - Make sure that animals have water, blanket and in some cases food
 - Make sure dogs have collar
 - Make sure volunteers are called on dog walk schedule, and any proper signage or instructions are left for volunteers and staff
- **Adoptions / Foster**
 - Complete appropriate forms and keep an accurate file for every animal adopted or fostered through HARK
 - Check references of adoptee / foster family
 - Notify Board of pending adoptions
 - Arrange for collection of adoption fees, paperwork, follow-up calls and/or home visits to adopters / foster family
 - Advertise or oversee advertisement of animals for adoption / foster on Pet-finder, newspaper, KHNS, Capitol City Weekly, Post Boards around Haines or other communities as necessary, HARK website, Haines Website, FB or other related venues
 - Keep database of all adopted animals rabies vaccinations, spay / neuter status per agreement between HARK and adopter

- **Membership**
 - Work to encourage a strong membership base
 - Keep accurate records of yearly membership fees
 - Maintain membership information database
 - Acknowledge all membership donations with a thank you letter / tax purpose letter
 - Help plan and host annual membership drive and meeting
 - Report to the membership at annual meeting
 - Send all members quarterly newsletter
 - Invite all members to HARK sponsored events

- **Fundraising**
 - Under the direction of the Board, plan and implement any and all fundraising events and raffles to include dog washes, dinners, raffle events, fur balls, etc.
 - Work with fundraising committee to plan each fundraiser, and come up with new events
 - Keep accurate record of all expenses and income received for each individual event, and deposit money collected into appropriate account

- **Grants**
 - Apply for and administer all funding programs including Pick.Click.Give.
 - Research and write (develop budget, scope of work, etc) grants appropriate to HARK programs & operations; this includes capital improvement projects, spay/neuter assistance, project specific, materials acquisition, and educational outreach
 - Administer the guidelines set forth by each individual grant award
 - Document all activities related to each grant
 - Prepare and submit any and all final grant reports
 - Make public appearances and presentation as asked and necessary
 - Keep an accurate log / record of all grant awards received and their status
 - Report to Board as often as needed to keep Board apprised of funding status and specifics

- **Educational Outreach**
 - Work with ACO to plan educational events such as Humane Education Program in schools, invite preschools and youth out to shelter for learning days / field trips, etc.
 - Stock office with educational material that public can access
 - Help maintain the Borough Library resources available to public
 - Maintain electronic databases to help community member's access information about the concerns, issues, problems that are associated with companion animal care
 - Post notices, signs, etc. about widespread problems and concerns regarding animal health and safety
 - Write and submit PSA's to KHNS as needed to help remind the community about pet health and safety issues.
 - Maintain an updated copy of HARK brochure in office and circulate as often as possible

- **Other Important Duties**
 - Maintain all licensing and permitting for the organization
 - Assist the Euthanasia Tech as part of the team and provide tech support and help relieve compassion fatigue, order the drugs / supplies necessary, keep accurate log of drugs and furnish copy to sponsor veterinarian as needed

Haines Animal Rescue Kennel

Animal Control Officer

Job Description

- Works under the supervision of the Executive Director
- Performs daily patrols for stray dogs in the townsite area
- Responds to call-outs during contracted canine hours
- Responds to emergency call-outs involving injured or dangerous domestic animals
- Feeds, waters, nurtures, and walks shelter animals on a daily basis
- Maintains a roster of animals in the shelter, including any special needs or concerns
- Inventories food and supplies for animal shelter
- Collects impound/license fees
- Administers paperwork and collects appropriate fees for animals' adoptions, pet wash and kennel/live trap rentals
- Works with Executive Director to educate the public about the Borough animal ordinances and develops educational programs
- Cleans facility on daily/weekly schedule, including but not limited to cat pans, kennels, dishes, sweeping, mopping,.....
- Performs or schedules routine maintenance on animal control vehicle
- Reports all operational problems or irregularities to the Executive Director
- Other duties as assigned or requested by the Executive Director or the Board of Directors