

PO Box 66
Flagstaff, AZ 86002
928-526-1076



Honorable Mayor and Council Members
City of Flagstaff
211 W. Aspen
Flagstaff, AZ 86001

RE: FY 2014-2015 Animal Sheltering Contract – Contract Amendment

June 16, 2014

Dear Mayor Nabours and Council Members,

The Coconino Humane Association has been placed into the unique position of providing animal sheltering services for the City of Flagstaff and the city's residents for nearly 60 years. We recognize that the City has been in a difficult financial situation and not in a position to operate a city-run animal shelter. Both of our agencies are stronger, more effective and generally can accomplish more (with less) because of our partnership.

In 2008-2009, the Coconino Humane Association contracted with the City of Flagstaff to provide Animal Sheltering Services for the contractual amount of \$243,000.00. In 2009-2010, at a time when all city departments were being asked to cut 12% from their budgets, we were being asked to accept a 28% (\$68,040) decrease in our contract funding to \$175,000.00. When the contract went to RFP for the 2010-2011 fiscal year, the City advised us that the total amount budgeted for the Animal Sheltering Contract was \$165,000.00. Every year since we signed the contract in 2010-2011 we have been asked by the city to provide our contracted services at \$161,985.00, an overall annual decrease of 34% from the 2008-2009 contract. We accepted these reductions graciously in the spirit of community service to assist the city through hard times. We cut back as far as possible, while continuing to provide the services that were expected by our community and our contracts.

During this same time period, Coconino County Health District asked the Coconino Humane Association to accept a 10% reduction in their contract, which since has been reinstated along with inflation and cost of services increases.

Due to rising costs of business, additional financial liabilities for compliance with changing laws, drops in total revenue, restricted grant opportunities, and very limited sources of other available revenue the Coconino Humane Association has requested a substantial increase of \$78,000.00 for an annual contracted amount of **\$240,000.00 for the 2014-2015 animal sheltering contract.**

Justifications for funding increase:

- 1. Cost of compliance with changing laws and ordinances:** It is estimated that to be compliant with changing Federal, State and County laws and ordinances it will cost an additional **\$89,235.00 per year.**

Estimated Cost for New/Changed Law Compliance

County Ordinances	\$32,500.00
Arizona State Changes	\$4,735.00
Federal Minimum Wage	\$4,000.00
Affordable Care Act	\$48,000.00
Total Estimated New Costs for 2014-15	\$89,235.00

- 2. Cost of Business:** Since the original budget cut in 2009 the Coconino Humane Association has experienced increases in expenses that greatly exceeded inflation. CPI Index rates have only increased 8.4% but expenses have increased an overall 14.8%. **Our expenses were \$90,000 more last year than they were in 2009/2010.**

Increases in Expenses (Annual Average 2009-2013)

Vaccinations and supplies	189%
Veterinary Services and Supplies	107%
Pet Food	68%
Vehicle – repairs, fuel, oil	39%
Cat Litter	27%
Telephones/Internet	23%
Electricity	19%
General Liability Insurance	14%
Cleaning Supplies	13%
Payroll Expenses	7%

- 3. Limited Funding Sources:** While our expenses have increased 14.8% there has been an overall 6.7% decrease in revenue. Our annual revenue is (\$42,500.00) less in 2012/2013 than it was in 2009/2010. Since 2009/2010 we have had to use **\$118,777.00 (in addition to the \$365,000 from donations and our service fees)** of our savings and investments that were earmarked for Capital Improvements for general fund expenditures. These funds are above and beyond the donations and investments we have used to make up the shortfall in City funding.

Decreases in Revenue (Annual Average 2009-2013)

City of Flagstaff	(34%)
Coconino County	(10%)*
Grant Funding	(50%)
Shelter Service Fees	6%
Donations	(2%)

- Coconino County has since reinstated the 10% reduction in addition to an increase for inflation and cost of services.

The services we provide to the City of Flagstaff, whether within the “Scope of Work” or beyond, and the services the City of Flagstaff provides are the most basic of services an Animal Control Program, whether governmental or contracted, should be providing to the residents and animals of their community.

RFP No. 2010-41 Contract - Exhibit A “Scope of Work”

- Operate animal shelter
- Receive unwanted and stray animals from residents
- Receive animals impounded by Animal Control and Police Officers
- Humanely euthanize animals not claimed or adopted, or as ordered by the court.
- Transfer animals to “no-kill” rescues and shelters.
- Collect impoundment, license, and rabies fees and remit collected fees to the City on a monthly basis with required reports
- Insure rabies vaccination of all dogs, either claimed or adopted
- Submit a monthly report to the City detailing month’s activity, including fees collected, animals impounded and disposition of each animal
- Comply with all federal, state, county and municipal laws

RFP No. 2010-41 “Beyond the Scope” Services provided to the City of Flagstaff

- Public Education (rabies, pet care, bite safety etc.)
- Vaccinations upon intake (Core Dog/Cat- AVMA recommended) (**\$23,750.00 for City Animals in 2013**)
- Adoption Services
- Low cost spay/neuter services for dogs/cats
- Lost and Found
- Pet Food Bank for low income assistance
- Low cost euthanasia services
- Animal rescue
- Rabies processing center
- City Court, Coconino County Superior Court, and Coconino County Probations approved Community Services provider.
- Animal Cruelty Investigations (**City of Flagstaff only**)
- Animal Control and Police Officer Assistance 24 hours a day at shelter and offsite (**City of Flagstaff only**)
- Animal Ambulance Service for ill/injured (stray) –24 hours a day (**City of Flagstaff only**)
- Emergency Veterinary Medical Care ill/injured stray animals (**Coconino County pays their own medical bills**)

Estimated Cost of Services that are “Beyond the Scope” of Services

Ambulance Runs				
	# of Runs	Cost per hour	Est. Time (hr)	Cost of service
2009/10	35	\$ 33.50	1	\$ 1,172.50
2010/11	31	\$ 33.50	1	\$ 1,038.50
2011/12	43	\$ 33.50	1	\$ 1,440.50
2012/13	57	\$ 33.50	1	\$ 1,909.50
TOTAL	166			\$ 5,561.00
Cruelty Investigations				
	# of Runs	Cost per hour	Est. Time (hr)	Cost of service
2009/10	11	\$ 33.50	2.5	\$ 921.25
2010/11	11	\$ 33.50	2.5	\$ 921.25
2011/12	31	\$ 33.50	2.5	\$ 2,596.25
2012/13	19	\$ 33.50	2.5	\$ 1,591.25
TOTAL	72			\$ 6,030.00
Humane Education Classes				
	# of Classes	Cost per hour	Est. Time (hr)	Cost of service
2009/10	443	\$ 33.50	1.5	\$ 22,260.75
2010/11	451	\$ 33.50	1.5	\$ 22,662.75
2011/12	467	\$ 33.50	1.5	\$ 23,466.75
2012/13	433	\$ 33.50	1.5	\$ 21,758.25
TOTAL	1794			\$ 90,148.50
Events - Education Booths- Adoption days				
	# of Events	Cost per hour	Est. Time (hr)	Cost of service
2009/10	34	\$ 33.50	5	\$ 5,695.00
2010/11	34	\$ 33.50	5	\$ 5,695.00
2011/12	40	\$ 33.50	5	\$ 6,700.00
2012/13	79	\$ 33.50	5	\$ 13,232.50
TOTAL	187			\$ 31,322.50

Examples of Events held within City Limits for the benefit of community residents and adoptable animals.

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|--|---------------------------------------|
| Armour Self Storage Adoption Event | National Night Out - Wheeler Park |
| Bookman's Adoption Event | Petco Adoption Weekend (12X a year) |
| Cal-Ranch Pet Expo | Pets in the Pines |
| Children's Art and Music Festival | Petsmart Adoption Weekend (4X a year) |
| FACTS Party - Bushmaster Park | Pride in the Pines (2014) |
| Forest Ridge Apartments Adoption Event | Rescue Roundup - Wheeler Park |
| Gift Wrapping at the Mall | Woofstock - Bushmaster Park |
| Flagstaff Home Show | |

Spay/Neuter Assistance						
	# of Cats	# of Dogs	Total Resident co-pay	Total Shelter Subsidies	Total cost of S/N Assistance (City Only)	
2009/10	37	42	\$ 1,975.00	\$ 3,250.00	\$ 5,225.00	
2010/11	70	49	\$ 2,975.00	\$ 4,432.00	\$ 7,407.00	
2011/12	46	62	\$ 2,700.00	\$ 4,560.00	\$ 7,260.00	
2012/13	106	135	\$ 6,025.00	\$ 10,075.00	\$ 16,100.00	
TOTAL	259	288	\$ 13,675.00	\$ 22,317.00	\$ 35,992.00	

Emergency Medical Charges	
(2013-2014 current charges are \$3,868.72)	
2009/10	\$1,321.00
2010/11	\$703.60
2011/12	\$1,192.73
2012/13	\$1,055.99
TOTAL	\$4,273.32

Euthanasia Requests					
	# of Cats & Other Species	# of Dogs	Total Resident co-pay	Total Shelter Subsidies	Total cost of Euthanasia Assistance (City Only)
2009/10	24	40	\$ 1,147.00	\$ 2,560.00	\$ 3,707.00
2010/11	11	38	\$ 875.00	\$ 1,960.00	\$ 2,835.00
2011/12	8	52	\$ 1,150.00	\$ 2,400.00	\$ 3,550.00
2012/13	14	36	\$ 970.00	\$ 2,000.00	\$ 2,970.00
TOTAL	57	166	\$ 4,142.00	\$ 8,920.00	\$ 13,062.00

Four Year Total of Cost of Services Provided to City Residents Above Contract	\$ 168,572.32
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Projected FY 2014-15 Cost of Services "Beyond the Scope" for City Residents' Benefit (Animal Ambulance, Cruelty Investigations, Humane Education, Events, Spay and Neuter Assistance, Emergency Medical Care, Euthanasia Services, etc.)	\$ 45,150.00
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We have been providing animal sheltering services to the City of Flagstaff for decades and sincerely hope that we will continue to work together to ensure public health and safety to the people as well as safe and humane care for the unwanted and stray animals in our community.

Sincerely,

Michelle Ryan
Executive Director