

Stanislaus Animal Services Agency



Thursday, March 15, 2012 at 9:00am
Animal Services Conference Room
3647 Cornucopia Way
Modesto, CA 95358



STANISLAUS ANIMAL SERVICES AGENCY

“SERVING YOUR COMMUNITY TOGETHER”

3647 Cornucopia Way
Modesto CA 95358

Phone: 209.558.7387 Fax: 209.558.2138
www.stancounty.com/animalservices

Joint Powers Agency Meeting Notice

Thursday, March 15, 2012, Animal Services Conference Room, 3647 Cornucopia Way, Modesto, CA

The Joint Powers Agency welcomes you to its meetings, which are held by announcement, and your interest is encouraged and appreciated.

The agenda is divided into two sections:

CONSENT CALENDAR: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at the beginning of the meeting under the section titled “Consent Calendar.” If you wish to have an item removed from the Consent Calendar, please make your request at the time the Agency Chairperson asks if any member of the public wishes to remove an item from consent.

REGULAR CALENDAR: These items will be individually discussed and include all items not on the consent calendar, all public hearing and correspondence.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE AGENCY ON A MATTER ON THE AGENDA: Please raise your hand or step to the podium at the time the item is announced by the Agency Chairperson. In order that interested parties have an opportunity to speak, any person addressing the Agency will be limited to a maximum of 5 minutes unless the Chairperson of the Agency grants a longer period of time.

PUBLIC COMMENT PERIODS: Matters under the jurisdiction of the Agency, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Agency for consideration. However, California law prohibits the Agency from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Joint Powers Agency for Stanislaus Animal Services. Any member of the public wishing to address the Agency during the “Public Comment” period shall be permitted to be heard once for up to 5 minutes.

Materials related to an item on this Agenda submitted to the Agency after distribution of the agenda packet are available for public inspection in the Clerk’s office at 3647 Cornucopia Way, Modesto, CA during normal business hours.

NOTICE REGARDING NON-ENGLISH SPEAKERS: Joint Powers Agency meetings are conducted in English and translation to other languages is not provided. Please make arrangements for an interpreter if necessary.

REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Director of Animal Services at (209) 342-1740.

MATERIALS: Materials related to an item on this Agenda submitted to the Joint Powers Agency after distribution of the agenda packet are available for public inspection in the Animal Services Office at 3647 Cornucopia Way in Modesto, during normal business hours.

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Stanislaus Animal Services Agency Board Meeting Agenda

March 15, 2012

1. **Welcome**
2. **Roll Call (silent)**
3. **Public Comment Period (Limit of 5 minutes per person)**
4. **Minutes of Previous Meeting**
 - A. Approval of the Agency Board Meeting Minutes of December 15, 2011 and February 23, 2012
5. **Correspondence: None**
6. **New Business**
 - A. Verbal Update for Fiscal Year 2011-2012 Budget provided by the Auditor's Office
 - B. Recommend Administrative Citation Ordinance for Approval and Adoption by the Member Jurisdictions.
7. **Director Report**
8. **Member Referrals**
9. **Adjournment**



STANISLAUS ANIMAL SERVICES AGENCY ACTION AGENDA SUMMARY

AGENDA DATE: March 15, 2012

AGENDA #: 6B

SUBJECT:

Recommend Administrative Citation Ordinance for Approval and Adoption by the Member Jurisdictions

BACKGROUND:

The purpose of the Ordinance is to provide City enforcement officers an alternative enforcement method to issue administrative citations within their normal scope of work rather than issuing a verbal warning, or a written Notice to Comply in order to protect and ensure public health and safety.

Stanislaus Animal Services Agency has been evaluating the feasibility of an administrative citation process, as compared with the current process the Agency currently uses. With an administrative citation process in place, the Agency would be able to expedite compliance for enforcement issues such as rabies and dog license. Unlike the current procedure, this process will allow for staff in the field to post a citation on the property when no one is available for issuance. Last year over 3,000 warning notices were issued in the community, because no one was available. This new process will reduce the follow up time by not having to return to a residence to contact the owner of the animal to issue a citation.

Benefits of a Administrative Citation Program

The development of a comprehensive administrative citation program will provide an additional tool for the canvassing team and officers, which encourages compliance thereby enhancing public health and safety. Animal Services intends to develop uniform standards, procedures and training relative to implementation. The following items are potential benefits of implementing such a program:

- *Creation of greater efficiencies and faster compliance* – Currently the process to enforce dog licensing and rabies is labor intensive and time consuming. Under this new program Animal Services will have the ability to enforce violations immediately rather than issue a Notice to Comply for circumstances where public safety is a concern.

- *Cost Benefit* – Under the current process the Agency collects the fines and appropriates the revenue to the JPA partners according to the jurisdiction of the fine collection.

- *Operations* – Under this proposed ordinance the Agency would have the authority to issue administrative citations as deemed appropriate. All staff would be trained in preparation of these citations to include how to report relevant observations and reasons for issuing an administrative citation. The Agency would be responsible for tracking and collecting administrative fines.

Stanislaus Animal Services Agency would be responsible for the administrative citation and appeals process. No additional staffing is being requested to begin immediate implementation of this program. The workload may be minimal in the early stages of implementation and may be done within current resources.

The Administrative violations are designated as infractions and have a three tier fine structure:

- a) One Hundred (\$100) dollars for the first violation
- b) Two Hundred and fifty (\$250) dollars for the second violation of the same ordinance;
- c) Five Hundred (\$500) dollars for a third violation of the same ordinance.

STAFF RECOMMENDATIONS:

- 1. Recommend Administrative Citation Ordinance for Approval and Adoption by the Member Jurisdictions

FISCAL IMPACT:

The Administrative Citation Enforcement program is estimated to generate approximately \$50,000 in new revenue for Fiscal Year 2012-2013 within the Stanislaus Animal Services Agency. Based on 2011 statistics, if the Agency were to replace the current process of issuing warning notices with the administrative citation with approximately 50% of citizens paying the fees within the first 30 days.

All the fees collected as a result of the administrative citations being issued would be considered revenue to the appropriate city or county partner.

AGENCY BOARD ACTION:

On motion of _____; Seconded by _____
and approved by the following vote:

Ayes: _____

Noes: _____

Excused or Absent: _____

Abstaining: _____

- 1) _____ Approved as recommended.
- 2) _____ Denied.
- 3) _____ Approved as amended.

Motion: _____