

Stanislaus Animal Services Agency



Thursday, June 16, 2011 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, June 16, 2011, 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

June 16, 2011

- 1. Roll Call (silent)**
- 2. Pledge of Allegiance**
- 3. Public Comment Period (Limit of 5 minutes per person)**
- 4. Minutes of Previous Meeting**
 - A.** Approval of the Agency Board Meeting Minutes of March 17, 2011 and March 31, 2011
- 5. Correspondence: None**
- 6. Conflict of Interest Declarations**
- 7. New Business**
 - A.** Election of Chair and Vice Chair for FY 2011-2012
 - B.** Authorization to Execute an Agreement with Brown and Armstrong for Audit Services
 - C.** Discussion of Proposed Amendments to Bylaws
 - D.** Adopt 2011-2012 Trust Fund Budget
- 8. Director Report**
- 9. Member Referrals**
- 10. Adjournment**

**THE GOVERNING BOARD
OF THE JOINT POWERS AGENCY OF THE
STANISLAUS ANIMAL SERVICES AGENCY**

Regular Meeting

Thursday

March 17, 2011

Members Present:

*Joel Broumas (Modesto alternate)

Mike Borges (Ceres alternate)

Greg Nyhoff (absent)

Bryan Whitemyer - Hughson

Minerva Moreno (Patterson alternate)

Monica Nino - Stanislaus County

Chuck Deschenes - Waterford

Richard Robinson (absent)

Rod Butler – (absent)

Art deWerk (absent)

*Joel Broumas arrived at 9:17 a.m.

Meeting was called to order at 9:05 a.m. by Mike Borges

- I. Silent Roll Call
- II. Pledge of Allegiance
- III. Public Comment – None
- IV. Approved minutes of December meeting - Whitemyer/Deschenes (5/0)
- V. **A-1.** Patty Hill Thomas provided a verbal update on the Animal Services Facility Close Out
- A-2.** Accepted Debt Service Report from the Auditor's Office - Nino/Moreno (6/0)
- A-3.** Moved to continue the Acceptance of the Stanislaus County Auditor-Controller's direct charges to SASA until a special meeting can be held – Broumas/Borges (6/0)
- A-4.** Moved to hold a Special Meeting (on 3-31-11) to Adopt the Recommended Stanislaus Animal Services Final Budget for Fiscal Year 2011-2012 after revisions. The Board wants to see what a revised budget of \$3.1 million looks like with respect to programs, services, and where SASA stands with this year's revenue and expenses. - Nino/Moreno (6/0)
- A-5.** Created an Ad-Hoc Committee to Work with the Executive Director Regarding Changes to the By-Laws and the Potential Structure of the Animal Advisory Board. - Broumas/Borges (6/0)

VI. Director's Report – Discussion included recent increases in revenue through collections, a Grand Opening event to be held in June and grant writing for Stanislaus Animal Services Agency. The Executive Director is currently working on new and revised County ordinances. The SCATE budget will be determined after the new ordinances have been approved by the JPA. The future of the Animal Advisory Board and its By Law changes will be presented at the June 16th JPA meeting.

Adjourned at 10:50 a.m.

ATTESTED: Linda Ford, Clerk
of the Governing Board of the
Joint Powers Agency of the
Stanislaus Animal Services Agency
State of California

(The above is a summary of the minutes of the Governing Board of the Joint Powers Agency. Complete minutes are available from the clerk at Stanislaus Animal Services Agency, 3647 Cornucopia Way in Modesto, CA.)

**THE GOVERNING BOARD
OF THE JOINT POWERS AGENCY OF THE
STANISLAUS ANIMAL SERVICES AGENCY**

Special Meeting

Thursday

March 31, 2011

Members Present:

Joel Broumas (Modesto alternate)

Mike Borges (Ceres alternate)

Greg Nyhoff (absent)

Bryan Whitemyer - Hughson

Art deWerk (absent)

Monica Nino - Stanislaus County

Chuck Deschenes - Waterford

Richard Robinson (absent)

Rod Butler - Patterson

Meeting was called to order at 10:06 a.m. by Joel Broumas

I. Silent Roll Call

II. Pledge of Allegiance

III. Public Comment - None

IV. Special Calendar Agenda Items

A-1. Approved the Stanislaus County Auditor Controllers Direct Charges to SASA. Deschenes/Nino (Approve 5-0) (No – Modesto)

A-2. Adopted the Recommended Stanislaus Animal Services Agency Final Budget for Fiscal Year 2011/2012 as proposed today. To be reconciled at the end of the fiscal year. Broumas/Deschenes (6/0)

V. Adjourned at 10:58 a.m.

ATTESTED: Linda Ford, Clerk
of the Governing Board of the
Joint Powers Agency of the
Stanislaus Animal Services Agency
State of California

(The above is a summary of the minutes of the Governing Board of the Joint Powers Agency. Complete minutes are available from the clerk at Stanislaus Animal Services Agency, 3647 Cornucopia Way in Modesto, CA.)



**STANISLAUS ANIMAL SERVICES AGENCY
ACTION AGENDA SUMMARY**

AGENDA DATE: June 16, 2011

AGENDA #: 7A

SUBJECT:

Election of Chair and Vice-Chair for FY 2011-2012

BACKGROUND:

In accordance with the Stanislaus Animal Services Agency Board Bylaws Section 2, The Agency Board shall appoint a Chair and Vice Chair to serve a one-year term of office beginning at the first fiscal year. As the June 16, 2011 meeting will be the last meeting of the fiscal year a new chair and vice chair need to be elected. The incoming Chair and Vice-Chair would assume office effective July 1, 2011.

Stanislaus Animal Services Agency Board Bylaws-Page 1

STAFF RECOMMENDATIONS:

1. Elect Chair and Vice-Chair for FY 2011-2012

FISCAL IMPACT:

There is no fiscal impact associated with the election of Chair and Vice Chair.

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: _____

STANISLAUS ANIMAL SERVICES AGENCY BOARD

BYLAWS

Adopted June 10, 2010

ARTICLE 1-FUNCTIONS AND DUTIES

The Stanislaus Animal Services Agency Board, referred to hereafter as the "Agency Board," functions under a Joint Powers Agreement entered into on October 27, 2009 ("Agreement") pursuant to Government Code section 6500. The following articles govern all proceedings of the Agency Board.

ARTICLE 2-MEMBERSHIP, OFFICERS, ORGANIZATION, AND ATTENDANCE

Section 1-Membership: The Agency's membership shall be composed of the County of Stanislaus and the Cities of Ceres, Hughson, Modesto, Patterson and Waterford. Any city within Stanislaus County that is not named or that may hereafter be incorporated, and which desires to participate in the activities of the Agency may also become a member under the terms set forth in the Agreement. Each member of the Agency shall have one representative on the Agency Board ("Agency Board member").

Section 2-Terms of Office-Chair and Vice Chair The terms of Chair and Vice Chair shall serve a one-year term of office beginning at the first regular meeting of each fiscal year.

Section 3-Officers:

(a) Selection. The Agency Board shall appoint the Chair and the Vice Chair by majority vote of the members of the Board.

(b) Succession. The Vice Chair shall act in the place of and have all the powers and duties of the Chair in the absence of the Chair.

(c) Chair's Responsibilities. The responsibilities and powers of the Chair shall be as follows:

1. Preside at all meetings of the Agency Board and rule on all questions of order.
2. Call special meetings of the Agency Board in accordance with legal requirements, including the Brown Act, and the Rules of Procedure.
3. Sign documents on behalf of the Agency Board.
4. Direct appropriate action on items raised that are not listed on the Agency Board agendas.
5. Have the same rights and responsibilities as any Agency Board member.
6. Work with committees, as necessary, to develop and recommend policy

Section 4- Absence or Disqualification of Chair: In the absence of the Chair, or when the Chair is disqualified from participation or voting, the Vice Chair shall assume the responsibilities of the



**STANISLAUS ANIMAL SERVICES AGENCY
ACTION AGENDA SUMMARY**

AGENDA DATE: June 16, 2011

AGENDA #: 7B

SUBJECT:

Authorization to Execute an Agreement with Brown and Armstrong for Audit for FY 2011-2011

BACKGROUND:

According to California Government Code Section 6505 (a) (b) (c) and (e) requires an annual audit of the accounts and records be completed with a certified public accountant or public accountant. The payment of the cost of the audit is borne by the agency.

Brown and Armstrong has conducted the county's audit and has a reputation of completing audits on-time and within established budgets. It is recommended that the Agency enter into an agreement for audit/compliance review services for the 2010-2011 fiscal year.

STAFF RECOMMENDATIONS:

1. Authorize the Executive Director to execute an agreement with Brown and Armstrong in the amount of \$7,500 for the 2010-2011 annual audit/administrative compliance review.

FISCAL IMPACT:

Approval of this agenda item will result in the expenditure of \$7,500 in Fiscal Year 2011-2012 for an audit of the Agency's 2010-2011 activities.

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: _____



**STANISLAUS ANIMAL SERVICES AGENCY
ACTION AGENDA SUMMARY**

AGENDA DATE: June 16, 2011

AGENDA #: 7C

SUBJECT:

Discussion of Proposed Amendments to Bylaws

BACKGROUND:

At the June 16, 2010 meeting of the Stanislaus Animal Services Agency Board, the Agency Board members reviewed and approved the proposed Bylaws of the Board. The Agency Board has recommended that amendments to the Bylaws be enacted to reflect a few changes.

The proposed amendments are detailed below:

AMENDMENT 1: Amend Article 2, Section 2 and Section 3 by adding additional information.

Election of Chair and Vice-Chair

The Vice-Chair shall serve as Chair in the absence of the Chair and shall perform such duties as may be required by provisions of applicable law, the Bylaws, or by the direction of the Agency Board or the Chair. The alternate-Chair shall serve as Chair in the absence of the Chair and the Vice-Chair and shall perform such duties as may be required by provisions of applicable law, the Bylaws, or by the direction of the Agency Board or the Chair. In addition, the alternate Vice-Chair shall serve as Chair in the absence of the Chair, Vice-Chair and the alternate -Chair and shall perform such duties as may be required by provisions of applicable law, the Bylaws, or by the direction of the Agency Board or the Chair.

AMENDMENT 2: Amend Article 4, Section 2 by eliminating item number (2) and item number (6) from the Agenda.

AMENDMENT 3: Amend Article 2, Section 5 by including new Executive Director Responsibilities.

1. Plans, organizes, implements, and evaluates all operations relative to Animal Services within the jurisdiction of the Joint Powers Agency.
2. Participates in internal and external committees, advisory groups, and related to the efficient operation and coordination of the JPA.
3. Develops and implement JPA policies and procedures and oversees the management, development and analysis to ensure authority-wide consistency with state and federal laws.
4. To collect from an owner reclaiming any animal from Animal Services, fees and charges as fixed by Board resolution.
5. To hold animals needed by the city police as evidence in any matter being investigated or prosecuted for possible violation of state or local laws relating to animals.
6. Prepares reports and recommendations regarding implementation, revisions, or discontinuation of specific programs and services.
7. To impound any and all animals found running at large upon the streets, alleys or public places within the city and, having impounded such animals, if the owner of any such animal desires the release thereof, the Executive Director of Animal Services shall release the same upon the payment of fees as provided by Board resolution. In the event any animal so impounded is not

redeemed by the owner , then the Executive Director of Animal Services is authorized to care for the animal as provided by state law for strays;

8. To collect and dispose of dead animals found in public places;
9. Develops the annual budget, monitors expenses and manages projects to their timely conclusion within budgetary guidelines.

A copy of the existing Stanislaus Animal Services Agency Board Bylaws is attached for reference.

STAFF RECOMMENDATIONS:

FISCAL IMPACT:

There is no fiscal impact associated with the amendments to Bylaws.

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: _____



**STANISLAUS ANIMAL SERVICES AGENCY
ACTION AGENDA SUMMARY**

AGENDA DATE: June 16, 2011

AGENDA #: 7D

SUBJECT:

2011-2012 Proposed Trust Fund Budget.

BACKGROUND:

The Stanislaus Animal Services Agency has established this Trust Donation Fund as a special revenue account is is used for donations made to the Agency and the collection of fines and fees established by the Pet Overpopulation Ordinance and dedicated revenue sources. The funds are used for the support of spay and neuter programs including the Stanislaus County Alternative to Euthanasia (SCATE) Program.

The program known as the SCATE program has been in existence since December 2003. Stanislaus County offered this subsidized voucher program to spay and neuter dogs and cats in the local community. The SCATE program will continue through the Fiscal Year 2011-2012 with modifications. The fee schedule that compensates participating veterinarians for providing the SCATE services will be modified for any surgeries performed as of July 1, 2011. A letter was shared with all participating veterinarians of the new reimbursement fees for FY 2011-2012. The veterinarians participating in SCATE is done every year on a voluntary basis, as no contract existed between the veterinarians and the Agency or County.

In these challenging economic times, the organization is committed to provide a new level of services with fewer resources. The SCATE program is one of the many services evaluated for cost savings and future funding, and will continue to be evaluated on a year to year basis.

STAFF RECOMMENDATIONS:

1. Adopt the Proposed 2011-2012 Trust Fund Budget

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: _____

Animal Services - Trust Donations

Classification	2010-2011 as of 5/31/11	2010-2011 Adopted Budget	2011-2012 Proposed Budget
Taxes	\$ -	\$ -	\$ -
Licenses, Permits, Franchises	\$ 56,260.00	\$ 87,006.00	\$ 60,500.00
Fines, Forfeitures, Penalties	\$ 15,107.00	\$ 20,000.00	\$ 20,000.00
Revenue from use of Assets	\$ -	\$ -	\$ -
Intergovernmental Revenue	\$ -	\$ -	\$ -
Charges for Service	\$ 73,576.00	\$ 112,032.00	\$ 55,500.00
Miscellaneous Revenue	\$ 15,885.00	\$ 15,000.00	\$ 16,000.00
Other Financing Sources	\$ -	\$ -	\$ -
Total Revenue	\$ 160,828.00	\$ 234,038.00	\$ 152,000.00
Salaries and Benefits	\$ -	\$ -	\$ -
Services and Supplies	\$ 137,342.00	\$ 234,038.00	\$ 152,000.00
Other Charges	\$ -	\$ -	\$ -
Fixed Assets	\$ -	\$ -	\$ -
Other Financing Uses	\$ -	\$ -	\$ -
Equity	\$ -	\$ -	\$ -
Intrigued	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ -
Gross Costs	\$ 137,342.00	\$ 234,038.00	\$ 152,000.00
Plus Fund Balance	\$ (23,486.00)	\$ -	\$ -
Net Agency Cost	\$ -	\$ -	\$ -