



ANIMAL CARE SERVICES CITIZENS ADVISORY

# MINUTES

October 30, 2007

## ATTENDANCE

### Members

Patricia Wilcox  
Lety Shancez  
Marge Carpenter  
Eugene Lukehart  
Molly Kenneth

### Absent

Hector Cazares  
Lety Sanchez

### Staff

Ernest Molieri  
Donna Wicky

### Public

Bev Gonsalves  
Dia Goode  
Eileen Gilles

*Note: MSP is used in the minutes as an abbreviation to indicate Moved, Seconded and Passed. MSF is used in the minutes as an abbreviation to indicate Moved, Seconded and Failed.*

## CALL TO ORDER and ROLL CALL

Meeting called to order at the New City Hall conference room – 915 "I" Street, Room CH 1217, Sacramento, California, at 6:00 p.m. by chairperson, Pat Wilcox.

Maria (Lety) Sanchez was absent for the Committee. Hector Cazares was absent for City Staff.

## CONSENT CALENDAR

### 1. REVIEW AND APPROVE MINUTES OF 9/25/2007

Motion to approve the minutes of 9/25/07 was made by Eugene Lukehart, seconded by Marge Carpenter. MSP by unanimous vote.

## STAFF REPORTS

### 2. Spay/Neuter Account - 2007 Fiscal Year End Report

Donna provided the spay/neuter account expenditure report and indicated that the shelter is trying to retain a portion of this money for future spay/neuter programs and equipment for the proposed medical facility. Half of the new unaltered dog/cat license fee goes into the spay/neuter account. Molly requested the text for the rules governing the spending restrictions. Donna indicated that she can provide the information to the committee.

E. Gilles, (member of the public) asked about the money being earmarked for the new medical facility. Spay/neuter account money will not be used for the buildings. Molly asked for clarification - what capital improvement money will be used for: surgical/behavior/volunteer building and current dog exercise area are considered capital improvement projects and capital improvements funds will be used for these; the s/n funds will not be used for the buildings.

**3. FOCAS Account – 2007 Fiscal Year End Report**

Starting balance: \$75,007.22; Ending balance: \$96,699.53

Much of this money is ear-marked for use inside the new Cattery to create a comfortable, healthy environment for the cats, including state of the art caging with individual air exchange valves, and other animal comfort items. Marge to add future FOCAS matters to the agenda.

**4. Discuss Consistent Reporting Schedule**

Molly requested a schedule to present the FOCAS fund, S/N Account and Shelter reports to the Committee. Donna indicated that the City's financial database is being updated and financial reports generated from the new system may be unavailable until after March 2008. Committee members delineated the categories they would like to see on the Shelter report: incoming animals, adoptions, euthanasia, and year-to-year comparison.

Next meeting Shelter Report: November

Potentially January – FOCAS

Potentially February – Spay/Neuter

Potentially March – Shelter Report

Potentially April – FOCAS

Potentially May – Spay/Neuter

**5. Update on Facility and Shelter Events**

Division Manager's Report (Ernie Molieri):

1) Facilities/Equipment Update:

- a. Cattery ground was too soft and required removal of some soil. There have been some unexpected delays but the scheduled completion date for the Cattery remains June 2008.
- b. "Facilities" has presented preliminary designs for the surgical building. The next step is to gain approval by City Council to proceed with the bid process and hire a contractor. No date yet has been set for this process.

2) Events:

- a) Hooters for Neuters events were held on 10/28/07 and 11/4/07. At the first event, staff determined needed site and process improvements that were implemented at the second event: i.e., adoptions were centralized and the site setup was moved for better viewing of the animals; signage was placed in better proximity for public viewing from the street and freeway; surgical registration information was better organized and the

paperwork was handled more expeditiously and accurately.

The division added a phone line for this event which may be useful for notifications of future events, tip line, etc. This will be determined at a later date.

- b) ACO interviews were held today, 10/30/07. Pat asked if the position will be filled and Ernie indicated due to the current budgetary constraints, there are some concerns about filling any Animal Care vacancies. Ernie and Donna indicated that Pat's additional staffing request letter, which was sent to City Council and endorsed by the Committee, was timely and helpful. Molly wondered if the Committee could show any support for filling the two vacant ACT positions and one clerk vacancy by writing to the Councilmembers regarding filling Animal Care vacancies. Nearly all departments with vacant positions in the City must provide hiring justifications to the City Manager's office and these must be approved before any vacancies can be filled. It is unlikely that all vacancies will be filled, as departments have been asked to undergo budget reductions due to the current economic downturn.

3) Other:

- a) The new SNAP Bumper stickers that Animal Care purchased and printed were distributed and provided to committee members.
- b) SOP (Standard Operating Procedures) regarding administrative remedies (collecting fines at the division level) are in the review and revision stage. Ernie indicated that the division is also reviewing the City's barking ordinance.

Volunteer Hours Report (Ernie Molieri):

127 Volunteers booked 1,998 volunteer hours for September of which 1,050 hours were in caring for 29 animals in foster care.

**6. Training Update for Shelter Staff**

- Santa Rosa Animal Services Officer Academy – ACO Clinton Nelms attended the two-week course
- One ACT, Jeanne Brennan, attended the Marin dog behavior training conducted by Sue Sternberg
- There is interest in pursuing tranquilizer gun and weapons training

Marge motioned to receive and file on both items 5 and 6. Eugene seconded the motions. MSP by unanimous vote.

**7. PUBLIC COMMENTS – MATTERS NOT ON THE AGENDA**

None

**8. COMMITTEE COMMENTS, QUESTIONS, AND IDEAS**

Marge would like the committee to set shelter goals for 2008. Donna mentioned that the committee may set goals for the committee and that shelter goals are internal and generated by shelter staff.

## **SET FUTURE AGENDA**

Agenda items: 1)Approval of Minutes; 2)Shelter Report; 3)Guidelines for expenditures of FOCAS Account Funds; 4)Discuss the results of committee members priorities for 2008; 5) Managers report: Update on Facilities and Shelter Events; 6) Training Update for Shelter Staff; 7)Public Comments Matters not on the Agenda; 7)Committee Comments, Questions and Ideas; 8)Set future agenda.

## **ADJOURNMENT**

Molly Kenneth presented a motion to adjourn. Seconded by Eugene. MSP by unanimous vote. Meeting adjourned at 7:23 p.m.