



## LODI CITY COUNCIL

Carnegie Forum  
305 West Pine Street, Lodi

## "SHIRTSLEEVE" SESSION

Date: June 8, 2010

Time: 7:00 a.m.

For information regarding this Agenda please contact:

**Randi Johl**

**City Clerk**

**Telephone: (209) 333-6702**

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### Informal Informational Meeting

**A. Roll Call by City Clerk**

**B. Topic(s)**

B-1 Receive 2009 Annual Report from the Lodi Animal Advisory Commission (PD)

**C. Comments by Public on Non-Agenda Items**

**D. Adjournment**

Pursuant to Section 54954.2(a) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

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Randi Johl  
City Clerk



# CITY OF LODI COUNCIL COMMUNICATION

**AGENDA TITLE:** Receive the 2009 Annual Report from the Lodi Animal Advisory Commission

**MEETING DATE:** June 8, 2010

**PREPARED BY:** Gary Benincasa, Interim Chief of Police

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**RECOMMENDED ACTION:** Receive the 2009 Annual Report from the Lodi Animal Advisory Commission.

**BACKGROUND INFORMATION:** In February 2008, the City Council established the Lodi Animal Shelter Advisory Commission. The Commission was, in part, established to serve the Council in an advisory capacity regarding matters concerning animal planning and programming. Additionally, the Commission was asked to explore the long- and short-term needs of the Lodi Animal Shelter and to provide recommendations to council to address those needs. The annual report summarizes the Commission's activities during 2009 and provides those recommendations.

Over the last year the Shelter staff has been able to accomplish many improvements with the Capital Improvement Funds that became available in August 2009. The following are a list of completed improvements:

- Grates on kennel trenches
- Asbestos removal from cat room
- Restoration management
- Asher kennel floor
- Washer and dryer

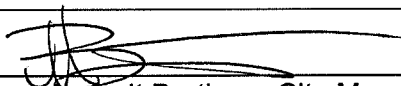
Other improvements planned, include modifying the gates on each of the kennels and installing a cover over the sally port area of the shelter. These two projects are in the planning stages.

During the past year Council approved an agreement whereby Lodi Shelter PALS assumed the office management functions of the Animal Shelter. This has allowed the Shelter to be open on a regular basis during normal business hours. The shelter office is now staffed Monday through Saturday, affording greater opportunity for more adoptions. This also allows Animal Services Officers to focus on field activities and the caring of animals. PALS has also begun to issue and track CDBG vouchers for low-cost spay and neutering.

Lodi Shelter PALS is now issuing license renewals as a part of its responsibility overseeing pet licensing. There appears to be increases in both adoptions as well as the number of pet licenses issued with Lodi Shelter PALS assuming this duty.


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APPROVED:

  
Konradt Bartlam, City Manager

**FISCAL IMPACT:**

None related to receiving the report; however, specific recommendations have a variety of fiscal impacts.

  
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Gary Benincasa  
Interim Chief of Police

Cc: City Attorney

## **LODI ANIMAL ADVISORY COMMISSION ANNUAL REPORT FOR 2009**

### BACKGROUND

Resolution 2007-161 established guidelines for the Lodi Animal Advisory Commission, including the following powers and duties:

1. Act in advisory capacity to the City Council in all matters pertaining to animals and to cooperate and coordinate with other governmental agencies and civic groups in the advancement of sound animal planning and programming;
2. Explore both the short-term and long-term needs of the Lodi Animal Shelter and investigate and make recommendations on possible funding sources to meet identified needs;
3. Make periodic inventories of animal services that exist and/or may be needed and present the same to the City Council;
4. Aid in coordinating and promoting pet population control measures through education and development of spay/neuter programs and explore funding opportunities for programs and education regarding the same; and
5. Serve as an information and referral source on animals in the community.

### REPORT ON PREVIOUS GOALS (as outlined in 2008 Annual Report)

1. *Research other funding possibilities for needed shelter improvements and further targeted spay/neuter efforts, including bond initiatives.*

Grants were identified; however, there were no members of City staff assigned to the Animal Shelter that could dedicate the time to pursue them.

The entire \$15,000 in 2009-10 Community Development Block Grant funding for the spay/neuter voucher program was expended between the period of July to October. This emphasizes the significant need that exists in the community for financial subsidy of this important service, which not only assists animals and pet owners, it ultimately decreases Shelter costs. As evidence in understanding this reality, at its February 3, 2010 meeting, the City Council approved the reallocation of \$17,000 in Community Development Block Grant funds toward the 2009-10 Spay/Neuter Program. A request of \$25,000 will be made for 2010-11 CDBG funding for the Program. Additionally, through improved management by People Assisting Lodi Shelter (PALS), the Spay/Neuter vouchers will be better monitored than in previous years and will therefore have a greater impact on the animal population and reach a larger number of citizens.

2. *Provide recommendations and assistance to Shelter staff with marketing, public relations and media promotion for the Animal Shelter and the City's spay/neuter programs to portray the City and its Shelter in the most positive way possible, reduce intake, increase adoptions and reduce euthanasia.*

Informational fliers were provided to Shelter staff and recommendations for website improvements and resource materials were made.

3. *Provide oversight and resources for the completion and implementation of written policies, procedures, and protocols at the Shelter.*

In March, provided Shelter staff with a comprehensive policy and procedure manual from the City of Elk Grove Animal Services Department to be used as a model/reference guide.

4. *Research and recommend changes to City animal ordinances to better serve the needs of the community and their pets by decreasing Shelter euthanasia and operating costs, increasing adoptions and creating a more effective, less stressful working environment for staff, officers, and volunteers.*

Discussion occurred regarding City animal ordinances; however, ultimately no amendments are being recommended at this time.

5. *Assist Shelter staff to develop emergency shelter evacuation plans and protocols in conjunction with local agencies for human sheltering in case of a disaster*

Shelter Supervisor Diane Barney has confirmed the completion of an emergency disaster plan and has embarked on solicitation of emergency volunteers, should such a situation arise.

#### ACCOMPLISHMENTS (calendar year 2009)

- Commissioners staffed the Farmers Market and distributed material regarding the spay/neuter program.
- Requested a full-time officer manager at the Shelter, which has come to fruition through the People Assisting Lodi Shelter (PALS) agreement with the City.
- Requested and are receiving monthly Shelter statistics.
- Website has been improved by including current hours of operation, fees, animal behavior fact sheets and training tips, information on emergency procedures, spay/neuter program, licensing, leash law, feral cats, complaint procedure, advantages of adopting from the Shelter, and lost and found photos of animals at the Shelter.
- Animal Services Officers now carry microchip scanners and license information so animals can be returned to their homes, rather than taken to the Shelter.
- Shelter improvements completed: gates installed on front of the dog runs to cover ditches, cat room renovations, and new flooring.

#### FININGS AND RECOMMENDATIONS

- The \$24,000 Council allocated for Shelter improvements still has not been fully expended, though the sally port cover and kennel upgrades are in dire need of being completed.
- The Shelter continues to report receiving many feral cats. It is recommended that the City embrace and encourage private non-profit community groups willing to manage and fund Trap-Neuter-Return programs.

- Revenue is not being fully realized because pet license billing/renewal notices have not been regularly and systematically mailed to pet owners in the City.
- Recommendations made by the Commission throughout the past year include:
  - 1) post fliers in the downtown kiosks, 2) insert spay/neuter program information in the monthly utility bills, 3) provide realistic information to people regarding the euthanasia rate, 4) informational handouts on basic care of animals, answers to frequently asked questions, and services offered by various local non-profit organizations should be available in hard copy in the office of the Animal Shelter, the library, posted on the City's website, and included in license renewal mailers; 5) implement and advertise a barn cat program; and 6) the Shelter should remain open until 7:00 p.m. certain days of the week as a convenience to working persons.
- Provide veterinarians with animal license forms and encourage them to provide to all customers obtaining rabies vaccinations for their pets.
- Create a new marketing program to encourage pet owners to license their pets with a theme that licenses are "tickets home" for lost pets.

### SUMMARY

Currently, two vacancies exist on the Animal Advisory Commission (one for 11 months and the second for six months of 2009). Two staff liaisons were assigned to the Commission this year (i.e. Police Lieutenants who oversee the Shelter), which resulted in a loss of continuity. Undoubtedly, the most beneficial change that occurred during 2009 was the City's agreement with the People Assisting Lodi Shelter (PALS) organization, which has assumed responsibility for managing the Shelter office.

The Lodi Animal Shelter remains understaffed in an aging facility with inadequate space to properly house and care for the animals relinquished to the City. In 2009, the Shelter cared for 854 dogs and 1,411 cats and responded to 8,418 calls. The Shelter euthanized 146 dogs and 787 cats. The solution to the challenges faced by the Animal Shelter lies in reducing intake numbers. To do this, additional resources must be allocated toward spay/neuter and educational programs. City staff trained in grant writing and reporting could capture vitally needed grant funding opportunities. Currently, these opportunities are lost because staff members assigned to the Animal Shelter have neither the time nor expertise to research and compete for grants. A return on these investments would be achieved by decreasing Shelter costs, as well as in the humane treatment of the animal population under the City's care.

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This Annual Report was approved on February 8, 2010 for submission to the Lodi City Council by the Lodi Animal Advisory Commission:

Chair, Linda Castelanelli  
Vice Chair, Phil Laughlin  
Secretary, Susan Blackston  
Commissioner Gina Mendes  
Commissioner Julia Priest