

**LODI CITY COUNCIL  
SHIRTSLEEVE SESSION  
CARNEGIE FORUM, 305 WEST PINE STREET  
TUESDAY, JUNE 8, 2010**

A. Roll Call by City Clerk

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, June 8, 2010, commencing at 7:01 a.m.

Present: Council Member Hansen, Council Member Johnson, Mayor Pro Tempore Hitchcock, and Mayor Katzakian

Absent: Council Member Mounce

Also Present: Interim City Manager Bartlam, City Attorney Schwabauer, and City Clerk Johl

B. Topic(s)

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

Interim City Manager Rad Bartlam and Lt. Steve Carillo briefly introduced the subject matter of the Lodi Animal Advisory Commission 2009 Annual Report.

Commission Chair Linda Castelanelli provided a presentation regarding the 2009 Annual Advisory Commission report. Specific topics of discussion included background and Resolution 2007-161, report on previous goals, accomplishments for 2009, findings and recommendations for 2009, summary of Commission vacancies and under staffing, operations, spay and neuter programs, Community Development Block Grant (CDBG) funding, vouchers, and efforts with microchip scanning and pet licensing.

In response to Council Member Hansen, Mr. Bartlam stated once the CDBG funding is made available, it is disbursed immediately and should be spent as quickly as possible so that additional funding, if available, can be reallocated.

In response to Council Member Hansen, Ms. Castelanelli stated she would like to see the CDBG funding spent faster than it is being spent currently.

In response to Mayor Pro Tempore Hitchcock, City Attorney Schwabauer stated the City does not have a cat leash law but does have an ordinance that says animals cannot run loose.

In response to Council Member Johnson, Ms. Castelanelli provided an overview of the process by which cats are trapped and brought into the shelter on a regular basis by those who do not like them.

In response to Mayor Pro Tempore Hitchcock, Ms. Castelanelli stated feral cats are also being trapped and those with tipped ears are being euthanized.

In response to Mayor Katzakian, Ms. Castelanelli stated the City of Stockton has a successful trap, neuter, and return program.

In response to Mayor Pro Tempore Hitchcock, Ms. Castelanelli stated true feral cats are not usually seen by the public unless they are being fed and trapped.

In response to Council Member Johnson, Ms. Castelanelli stated when a pet is lost, many pet owners do not even look at the shelter or make an attempt to find the pet.

In response to Council Member Johnson, Ms. Castelanelli stated a drop-off fee would not be counter productive because it is the same people who are routinely trapping cats and bringing them into the shelter.

In response to Council Member Johnson, Animal Services Officer Diane Barney stated feral cats and stray cats act differently and feral cats are kept three days while community cats are kept five days including the day they were brought in.

General discussion ensued amongst City Council, Myrna Wetzel, and Ms. Castelanelli regarding a proposed drop-off fee for those individuals that continuously trap cats.

In response to Council Member Hansen, Ms. Castelanelli stated she was not aware that all money coming in from licensing is being given to the People Assisting the Lodi Shelter (PALS) organization. Council Member Hansen briefly described the City Council's former decision authorizing PALS to staff and operate the shelter and retain the related funding.

In response to Council Member Johnson, Ms. Castelanelli confirmed there is an ongoing dialogue between the Animal Advisory Commission and PALS.

In response to Council Member Johnson, PALS representative Nancy Alumbaugh stated there is no home check requirement for shelter animals, although PALS does do a yard check for animals that are transferred to them.

In response to Council Member Johnson, Lt. Carillo stated the total adoption fee is approximately \$100 for neutering, shots, and licensing.

In response to Council Member Hansen, Ms. Barney stated the spay/neuter fee for a cat is approximately \$30 to \$50, which may be reduced by a grant.

In response to Council Member Hansen, Lt. Carillo stated he is not sure about the work that is necessary to obtain an animal shelter grant, although he can confirm that the other grants he manages require a lot of work.

A brief discussion ensued between Mayor Katzakian, Mayor Pro Tempore Hitchcock, Lt. Carillo, Ms. Wetzel, and Ms. Castelanelli regarding the grants process, who can obtain grants, and what is necessary on an ongoing basis for grants.

In response to Council Member Hansen, Lt. Carillo stated he is not sure of the exact amount of micro-chipped animals in the City because several veterinarians perform the service, less than 25% of animals are chipped, and less than one-half of those that are chipped are properly registered.

In response to Council Member Hansen, Lt. Carillo stated the barn animals program is seeing some success.

In response to Council Member Hansen, Lt. Carillo stated he does have some mixed feelings about the spay/neuter and return program because the City's policy states animals should not be running loose and he does not want to be in violation of the City's own policy with such a program.

In response to Mayor Pro Tempore Hitchcock, Lt. Carillo stated the City's policy regarding loose animals is somewhat unusual compared to other communities. Lt. Carillo confirmed that the City is not fixing feral cats and then setting them free. He stated only 10 of the approximately 1,400

cats brought in last year were feral tipped cats and they were turned over to the abandoned cat team.

In response to Mayor Pro Tempore Hitchcock, Lt. Carillo stated the 500 block of East Elm Street is the primary location for trapped cats.

In response to Mayor Pro Tempore Hitchcock, Lt. Carillo stated he believes people will simply handle trapped cats in another manner if a drop-off fee is charged.

In response to Mayor Pro Tempore Hitchcock, Ms. Barney confirmed if an animal is a pet it may be kept longer than the five-day period to allow for the owner's retrieval of the pet.

In response to Mayor Katakian, Lt. Carillo stated staff is fully using the shelter website and a lot of information can be found on the same.

In response to Mayor Pro Tempore Hitchcock, Lt. Carillo confirmed the animal services officers are providing more public education now that PALS is staffing the shelter itself.

In response to Myrna Wetzel, Ms. Barney confirmed animals that are kept as pets are allowed additional time for actual owner retrieval before they are adopted out.

In response to Council Member Hansen, Ms. Alumbaugh provided an update on the capital campaign for the construction of a new shelter at the Sycamore Lane Kennel, stating the project will cost approximately \$1.5 million, several services are being donated, and \$210,000 has been raised.

C. Comments by Public on Non-Agenda Items

None.

D. Adjournment

No action was taken by the City Council. The meeting was adjourned at 8:20 a.m.

ATTEST:

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

**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:

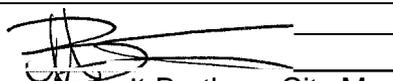
- Grates on kennel trenches
- Asbestos removal from cat room
- Restoration management
- Asher kennel floor
- Washer and dryer

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.

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)

- 9 Commissioners staffed the Farmers Market and distributed material regarding the spay/neuter program.
- 9 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: grates installed on front of the dog runs to cover ditches, cat room renovations, and new flooring.

#### FINDINGS 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

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# Lodi Animal Advisory Commission

## Annual Report for 2009

### Shelter Recommendations

The solution to the challenges faced by the Lodi Animal Shelter lies in reducing animal intake

- Continuously research and apply for monies to fund Spay/Neuter programs
- CDBG funds should be depleted within 4 months of receipt if advertised and managed efficiently
- Vouchers should have a reasonable dollar limit and a list of participating Veterinary Clinics with fees should be given. Owners should be required to pay any additional monies not covered by voucher
- All available resources should be used to educate and partner with the community to help reduce the Animal over population that results in euthanasia.
- Emergency disaster plan & implementation needs to be completed as well as tested by year end
- Promote Barn Cat program
- A drop off fee should be assessed to all Cats brought into the shelter in a trap. Cats with "tipped" ears should be returned to where they were trapped rather than accepted into the shelter and euthanized
- Shelters hours should be extended 1 night a week to accommodate working owners
- All fees collected, which are required by the City of Lodi, should be returned to the Shelter
- Informational handouts on the following topics should always be available to community members in the Shelter office: Basic Pet Care, Answers to frequently asked questions, services offered by various non-profit organizations in San Joaquin County, listings of pet friendly housing, Pet licensing information, trap/neuter return resources
- Microchip Scanners and Pet licensing information should be carried by Animal Control officers at all times while in the field

<b>LODI ANIMAL SERVICES STATISTICS FOR 2008</b>																
	IMPOUNDED		SURRENDERED		ADOPTED		REDEEMED		EUTHANIZED		DIED SHELTER/FOSTER		**PULLED		**TO PALS	
DATE	CATS	DOGS	CATS	DOGS	CATS	DOGS	CATS	DOGS	CATS	DOGS	CATS	DOGS	CATS	DOGS	CATS	DOGS
JAN	9	40	55	50	25	27	1	20	45	21	4	0	0	20	26	10
FEB	4	42	46	28	17	37	3	27	23	12	0	0	2	12	5	14
MAR	14	24	49	44	17	33	5	21	30	20	1	1	0	13	5	12
APR	21	34	96	31	11	28	4	20	63	10	6	1	2	9	43	2
MAY	26	24	192	38	23	30	3	11	151	8	10	1	0	16	19	21
JUNE	17	12	220	41	17	21	1	8	234	5	16	3	0	17	27	6
JULY	22	29	225	36	23	15	3	18	175	17	21	1	4	18	24	5
AUG	12	38	182	40	26	30	2	11	133	9	6	0	0	10	19	1
SEPT	16	17	161	38	28	17	4	13	115	11	11	0	0	1 1 1 2 3	4	
OCT	15	40	136	51	27	26	1	23	61	32	15	0	0	2 0 1 2 8	3	
NOV	12	26	90	59	20	34	6	18	49	5	9	0	0	16	5	3
DEC	13	30	52	47	26	29	2	22	96	20	5	0	0	6	13	6
TOTAL	181	356	1,504	503	260	327	35	212	1,175	170	104	7	8	168	237	87
<b>NUMBER OF SPAY AND NEUTERS FOR YEAR 2008- CATS- DOGS-</b>																
<b>TRANSACTION AMOUNTS FOR YEAR 2008- \$</b>																
<b>IMPOUNDED + TOOK IN = # OF ANIMALS FOR THE YR 2008(TOTAL=2,544   CATS 1,685   DOGS 859</b>																
<b>/**PULLED ANIMALS WENT TO NON-PROFIT GROUPS OR SPCA</b>																



		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
P.A.L.S ADOPTED	DOGS	7	9	7	4	8	3	2	7	5	4	8	5	69
	CATS	29	21	18	7	7	2	15	12	17	15	10	20	173
DIED IN P.A.L.S	DOGS	0	0	0	0	0	0	0	0	0	0	0	0	0
	CATS	0	0	3	3	7	16	■	■	7	12	2	2	54
DIED IN L.A.S	DOGS	0	0	0	0	1	2	1	0	0	1	0	0	5
	CATS	1	0	3	2	5	20	23	14	12	21	7	3	111
TOTAL INTAKE	DOGS	71	86	80	83	66	62	63	70	56	79	63	75	854
	CATS	73	62	58	128	228	216	142	110	93	160	78	63	1411
L.A.S EUTHANIZED	DOGS	4	14	19	11	10	9	10	8	24	11	9	17	146
	CATS	23	29	37	57	149	136	98	61	27	54	71	45	787
EUTHANASIA %	DOGS	6%	16%	24%	13%	15%	15%	16%	11%	43%	14%	14%	23%	17%
	CATS	32%	47%	64%	45%	65%	63%	69%	55%	29%	34%	91%	71%	56%

CALLS RESPONDED TO														
DAILY AVERAGE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
L.A.S VOUCHER GIVEN		7	8	11	0	0	4	0	0	0	0	0	0	30
CDBG VHR GIVEN FERAL		21	49	22	9	29	57	42	42	13	0	0	0	284
CDBG VHR GIVEN PIT X		4	3	6	14	10	14	5	10	2	0	0	0	68
CDBG VHR GIVEN CATS		23	15	22	13	8	130	37	51	7	0	0	0	306



		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
P.A.L.S ADOPTED	DOGS	34	29	42	31	37								173
	CATS	16	16	15	13	18								78
DIED IN P.A.L.S	DOGS	0	0	0	0	0								0
	CATS	0	0	4	5	12								21
DIED IN L.A.S	DOGS	0	0	0	0	0								0
	CATS	0	0	3	18	13								34
TOTAL INTAKE	DOGS	86	98	87	64	74	0	0	0	0	0	0	0	409
	CATS	44	37	115	141	115	0	0	0	0	0	0	0	452
L.A.S EUTHANIZED	DOGS	11	8	16	18	9								62
	CATS	25	22	62	54	66								229
EUTHANASIA %	DOGS	13%	8%	18%	28%	12%	#####	#####	#####	#####	#####	####	#####	15%
	CATS	57%	59%	54%	38%	57%	#####	#####	#####	#####	#####	####	#####	51%
INCOMING CALLS		619	635	697	681	634								3266
DAILY AVERAGE														142.00
L.A.S VOUCHER GIVEN		0	0	0	0	0								0
CDBG VHR GIVEN FERAL		0	6	31	29	36								102
CDBG VHR GIVEN PIT X		0	11	8	8	23								50
CDBG VHR GIVEN CATS		0	16	16	13	31								76

**KEY:**

D = DOG

C = CAT

K = KITTEN

P = PUPPY

LIVE COUNTER = ANIMALS BROUGHT INTO SHELTER

LIVE FIELD = ANIMALS PICKED UP IN THE FIELD;

O/R = OWNER RELEASE

D.O.A = DEAD ON ARRIVAL