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DEPARTMENT OF  
PUBLIC WORKS

CITY OF SACRAMENTO  
CALIFORNIA

915 I STREET  
ROOM 200  
SACRAMENTO, CA  
95814-2608

OFFICE OF THE DIRECTOR

PH 916-264-7100  
FAX 916-264-5573

October 26, 2001

Law and Legislation Committee  
Sacramento, California

Honorable Members in Session:

**SUBJECT: AN ORDINANCE ADDING CHAPTER 2.86 TO THE SACRAMENTO CITY  
CODE ESTABLISHING THE ANIMAL CARE SERVICES CITIZENS ADVISORY  
COMMITTEE**

**LOCATION AND COUNCIL DISTRICT:** Citywide

**RECOMMENDATION:**

It is recommended that the Law and Legislation Committee review and recommend City Council enactment of the attached ordinance adding Chapter 2.86 to the Sacramento City Code establishing the Animal Care Services Citizens Advisory Committee.

**CONTACT PERSON:** Hector Cazares, Animal Care Services Manager, 264-7433

**FOR THE COMMITTEE MEETING OF:** November 6, 2001

**SUMMARY:**

Title 2 of the City Code regulates City commissions, committees, and boards. The attached ordinance establishing the Animal Care Services Citizens Advisory Committee would be included within this title. The Council's Personnel and Public Employees Committee approved this draft ordinance unanimously on October 16, 2001, and recommended that it be forwarded to the City Council for consideration.

**BACKGROUND:**

In the summer of 2000, Council approved staff's recommendation to retain The Humane Society of the United States (HSUS) to complete an independent, comprehensive assessment of the City's animal care

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operations, management, and administration in response to a series of concerns and issues raised by citizens. The HSUS assessment ultimately provided recommendations in 12 major areas, including shelter facilities, shelter interior design and layout, shelter operations, animal care and husbandry, veterinary services, adoptions, foster programs, field services, community outreach programs, management and leadership, human resources, and risk management.

A Blue Ribbon Committee appointed by the City Manager and led by former Sacramento Mayor Burnett Miller reviewed the findings of the assessment, developed initial recommendations, solicited and received public input, and presented final recommendations to the City Manager in May, 2001. Priorities identified by the Blue Ribbon Committee for Animal Care Services included cleaning and disinfecting, disease control, animal care and handling, population management, animal health and behavior assessments, temperament evaluations, staffing levels, staff training, customer service, and animal rescue coordination.

To address these priorities, Council approved the addition of 11 FTE positions to Animal Care, including one Animal Care Services Manager, eight Animal Care Technicians, and two Typist Clerks. Public Works dedicated over \$1 million in one-time carryover dollars to fund needed changes, and Council also approved an additional \$400,000 for capital improvements.

The establishment of a citizens advisory committee for Animal Care would be another step toward positive changes at Animal Care. As directed by Council in May, 2001, staff has developed a framework for this committee, including proposed powers and duties, size, frequency of regular meetings, and membership.

The committee is proposed to:

- Provide advisory recommendations to the Mayor and City Council on strategies, policies, and programs designed to assure quality care for the animals housed at the City's Animal Care Services Center; provide a forum for public discussion of the City's efforts to bring about positive change and improvements at the Animal Care Services Center; and serve as a liaison to the Mayor, Council, and City staff on behalf of the community in matters related to the City's animal care services.
- Include seven members – two animal care professionals, two representatives of animal welfare organizations, and three representatives of the community at large (it is proposed that consideration only be given to residents of the City of Sacramento for the "community at large" appointments, although consideration would be extended to residents of the greater Sacramento metropolitan area for the "animal care professionals" and "animal welfare organizations" categories).
- Call for monthly meetings, with members serving staggered three-year terms and paid a \$25 stipend per meeting (not to exceed \$50 in any one month).

Staff hosted a public meeting to discuss the proposed committee framework on October 3, 2001 and also invited input via phone, fax, and e-mail. Approximately 20 community members attended the public meeting, including one Blue Ribbon Committee member and many representatives of local animal rescue organizations. Specific feedback which staff received and attempted to feature in the draft

ordinance included the need to extend membership in the committee beyond the City limits (many of the representatives of the various animal rescue and animal welfare organizations who work extensively with our Animal Care Services Center live outside of Sacramento); the need to mandate the appointment of a licensed veterinarian on the committee; and the need to address the utilization of the unclaimed spay/neuter deposits in the City's fund in the committee's powers and duties; among other suggestions. Those attending the public meeting were also interested in including language allowing for the waiver of the stipend by individual members, with the option to direct the funds to specific City funds or non-profit organizations. The City Attorney's Office has advised staff that this language does not need to be spelled out in the ordinance as members of City committees like this one would always have the option of making a contribution equal to the stipend received to any City fund or external organization.

Based on this feedback, staff circulated a revised ordinance via e-mail to those who attended the public meeting as well as to the membership of a broad-based, umbrella animal rescue organization, the Sacramento Area Animal Coalition. Input was once again encouraged.

The draft ordinance was presented to the Council's Personnel and Public Employees Committee on October 16, 2001. The Committee approved the ordinance unanimously, and recommended that it be forwarded for consideration to the City Council.

#### **FINANCIAL CONSIDERATIONS:**

Payment of stipends to Citizens Advisory Committee members can be accommodated within the Department of Public Works, Animal Care Services Division budget.

#### **ENVIRONMENTAL CONSIDERATIONS:**

This proposed addition to the City Code does not involve an activity which would be covered by the California Environmental Quality Act (CEQA).

#### **POLICY CONSIDERATIONS:**

The proposed ordinance is consistent with City policy in encouraging community involvement in City projects, programs, and activities.

#### **ESBD CONSIDERATIONS:**

None.

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Respectfully submitted,



MICHAEL KASHIWAGI  
DIRECTOR OF PUBLIC WORKS

RECOMMENDATION APPROVED:



Betty Masudka  
Assistant City Manager

Attachment:

1. Ordinance

**ORDINANCE NO.**  
ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**AN ORDINANCE ADDING CHAPTER 2.86 TO THE  
SACRAMENTO CITY CODE ESTABLISHING THE  
ANIMAL CARE SERVICES CITIZENS ADVISORY  
COMMITTEE**

**BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:**

**SECTION 1.**

Chapter 2.86 is hereby added to the Sacramento City Code, to read as follows:

**Chapter 2.86**

**ANIMAL CARE SERVICES CITIZENS ADVISORY COMMITTEE**

**2.86.010 Committee established.**

The City of Sacramento Animal Care Services Citizens Advisory Committee is hereby established.

**2.86.020 Definitions.**

As used in this chapter, the following words and phrases shall have the meaning given them in this section, unless the context clearly requires otherwise:

"City" means the City of Sacramento.

"City council" means the city council of the City of Sacramento.

"Committee" means the Sacramento Animal Care Services Citizens Advisory Committee.

"Mayor" means the mayor of the City of Sacramento.

**2.86.030 Purposes of Committee.**

The Committee is established for the purpose of providing advice and recommendations to the Mayor and City Council on strategies and policies designed to ensure and enhance animal care services provided by the City.

#### **2.86.040 Powers and duties of Committee.**

The powers and duties of the Committee shall be as follows:

A. To provide advisory recommendations to the Mayor and City Council on strategies, policies, and programs designed to assure quality care for the animals housed at the City's Animal Care Services Center, increase awareness of animals available for adoption at the Center, increase awareness of the importance of spay/neuter of animals, assist in soliciting input from the community relating to use of unclaimed spay/neuter deposits, educate the community regarding the humane treatment of animals, and other matters related to City's animal care responsibilities.

B. To provide a forum for public discussion of the City's efforts to bring about positive change and improvements at the Animal Care Services Center;

C. To serve as a liaison to the Mayor, Council, and City staff on behalf of the community in matters related to City's animal care services.

#### **2.86.050 Committee Membership.**

The Committee shall be comprised of seven (7) members, appointed by the mayor with approval by a majority of the city council, and subject to the following requirements:

A. Two members shall be animal care professionals, including at least one licensed veterinarian; the other may include but not be limited to a licensed veterinarian, veterinary technician, or a person actively involved in the operation of an animal control/humane society agency. Members appointed pursuant to this subsection A shall be residents of the greater Sacramento metropolitan area.

B. Two members shall be actively involved in the operation of an animal welfare organization. Members appointed pursuant to this subsection B shall be residents of the greater Sacramento metropolitan area.

C. Three members shall represent the community at large, and shall not be animal care professionals or affiliated with an animal welfare organization. Members appointed pursuant to this subsection C shall be residents of the City of Sacramento.

#### **2.86.060 Term of office.**

Members of the Committee shall serve a term of three (3) years. In order to establish staggered terms, the initial appointments of members shall include two members for a one-year term, two members for a two-year term, and three members for a three-year term, as determined by the City Clerk based on the drawing of lots. No member shall serve for more than two consecutive terms. In the event a vacancy occurs, the mayor,

with the approval of a majority of the city council, shall appoint a successor to serve the unexpired term, subject to the requirements set forth in Section 2.86.050. A member shall hold office until his or her successor has been appointed. A successor appointed to complete an unexpired term shall be eligible to serve up to two consecutive terms in addition to the unexpired term.

#### **2.86.070 Organization and procedures of the Committee.**

At its first meeting, and annually thereafter, the Committee shall elect a Committee chairperson and a vice chairperson, who each shall hold office at the pleasure of the Committee. When there is a vacancy in the office of chairperson or vice chairperson, the Committee shall fill that office from among its members. The Committee may adopt rules and procedures for the conduct of its business and may do any other thing necessary or proper to carry out its functions, which may include the formation of one or more subcommittees. Staff services to the Committee shall be provided by one or more city employees designated by the Sacramento City Manager or his or her authorized representative.

#### **2.86.080 Committee meetings.**

The Committee shall establish a time and place for regular monthly meetings to be held, which shall be noticed and held in accordance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 et seq). The Committee shall have the authority to notice and hold special meetings in the manner specified by the Ralph M. Brown Act.

#### **2.86.090 Quorum - voting.**

A quorum shall be required for the Committee to take any action. A quorum shall be four members. The affirmative vote of a majority of the members present and voting shall be necessary to approve any item.

#### **2.86.100 Stipend**

Each member of the Committee shall receive a stipend of twenty-five dollars (\$25.00) for each Committee or committee meeting attended, not to exceed a total of fifty dollars (\$50.00) for any month.

#### **2.86.110 General requirements.**

Unless specifically provided otherwise in this chapter, the general requirements set forth in Chapter 2.40 of this code, governing the appointment of board and committee members, attendance at board and committee meetings, voting, term limits and removal shall apply to the Committee. A member is subject to removal for good cause, neglect of duty or misconduct as provided in City Charter Section 232.

#### **2.86.120 Conflict of interest - Statements of economic interests.**

The provisions of Article III of Chapter 2.16 of this code governing conflicts of interest of board and committee members shall apply to the members of the Committee. In addition, all appointees to the Committee shall be required to file statements of economic interests pursuant to a conflict of interest code to be adopted for the Committee.

DATE PASSED FOR PUBLICATION:

DATE ENACTED:

DATE EFFECTIVE:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK