

City of Santa Paula

City Council

MAYOR LESLIE CORNEJO
VICE MAYOR PEDRO A. CHAVEZ
COUNCILMEMBER JENNY CROSSWHITE
COUNCILMEMBER CARLOS JUAREZ
COUNCILMEMBER ANDY SOBEL



CITY COUNCIL SPECIAL MEETING OF THE SANTA PAULA CITY COUNCIL

WEDNESDAY, NOVEMBER 20, 2024

4:00 PM - City Council Special Meeting

SANTA PAULA CITY HALL
970 VENTURA STREET
SANTA PAULA, CA 93060

JULIE LATSHAW, CITY CLERK
DAN SINGER, CITY MANAGER
MONICA CASTILLO, CITY ATTORNEY

AMENDED TO INCLUDE ATTACHMENT TO ITEM 4.A

BRINGING ITEMS BEFORE THE CITY COUNCIL

You are invited to participate in all Regular City Council meetings. Agendas are posted in the front of Santa Paula City Hall, 970 Ventura Street, Santa Paula, 72 hours in advance of the scheduled meetings. The City Council's regular meetings start at 6:30 p.m. the first and third Wednesday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula. Special and Closed Sessions vary by date and time.

HOW TO PARTICIPATE IN PERSON DURING THE MEETING: If you wish to speak at a City Council meeting, please fill out a **Public Comment Form** noting your name and address and submit the form to the City Clerk. Include the Agenda item number you wish to speak on. Members of the public may address the Council on items on this agenda only. **Public Comments are limited to 3 minutes.**

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit email correspondence on any agenda item by sending an email to cityclerk@spcity.org. All public correspondence received by three hours before the meeting date will be provided to the legislative body before the meeting. Public Comments received after, will be provided to the legislative body the next day.

Your Participation in this meeting is in the public domain; meetings are cablecast; minutes of this meeting will reflect your participation in this meeting and are posted on the city's website.

PLEASE NOTE: *Be advised that if you bring a legal challenge to an action, you may be limited to raising only those issues you or someone else raised at the meeting described in this Agenda, or in written correspondence delivered to the City Council at or before the meeting. Any action is subject to the ninety-day time period set forth in Code of Civil Procedure § 1094.6.*

*In compliance with the **Americans with Disabilities Act**, if you need special assistance to participate in this meeting, please contact the City Clerk at (805) 933-4208. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35, 102-35.104 ADA Title II). Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's office.*

SPECIAL MEETING - COUNCIL CHAMBERS

1. CALL TO ORDER

REMINDER: in order to minimize distractions during public meetings, all personal communication devices should be turned off or put in a non-audible mode.

2. ROLL CALL

3. PUBLIC COMMENT

At this time, members of the public may comment on any item appearing on the agenda only. Individual Councilmembers may briefly respond to Public Comments or ask questions for clarification. **Public Comments are limited to three minutes.**

4. ORDER OF BUSINESS

4.A SANTA PAULA ANIMAL CONTROL AND SHELTER SERVICES

5. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

I declare under penalty of perjury that I posted this City Council Agenda on the bulletin board near the front door of City Hall, 970 Ventura Street, Santa Paula, California.

On _____ at _____ Signed: _____

Julie Latshaw

City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: James Mason, Community & Economic Development Director

Subject: SANTA PAULA ANIMAL CONTROL AND SHELTER SERVICES

Date: November 20, 2024

Agenda Item: 4.A

RECOMMENDATION:

BACKGROUND:

The City provides animal regulation services through the Police Department by employing a full-time Animal Control Officer, regulating dog licenses within our Finance Department, and via an MOU with the Santa Paula Animal Rescue Center (SPARC) for shelter and impound services. This study session affords staff and members of SPARC with the opportunity to bring the Council up to date on various aspects of these services.

ANALYSIS:

During the study session, presentations will be provided by city staff and SPARC in alignment with the following outline:

- 1) Discussing the regulatory framework under which such services are required and provided
- 2) Understanding our current service levels
- 3) Looking at comparisons to outside agencies
- 4) Reviewing details of the City's MOU with SPARC MOU
- 5) Having SPARC talk about their service model, challenges and opportunities
- 6) Previewing issues moving forward, including renegotiating a new MOU with SPARC; examining shelter costs and the City's contribution; considering what alternative options may be available to the City, and; collaborating around a better site location for SPARC's shelter.
- 7) Questions/Comments from Council and the Public

STRATEGIC PLAN:

FISCAL IMPACTS:

OPTIONS:

ATTACHMENTS:

[Study Session Meeting - Animal Control Services.pdf](#)



Santa Paula
Citrus Capital of the World

CITY OF SANTA PAULA COUNCIL CANDIDATE ORIENTATION

CITY OF SANTA PAULA

Study Session on Animal Control and Shelter Services (SPARC)

NOVEMBER 20, 2024



Introductions

- Members of City Staff
 - Community Development Director: James Mason
 - Animal Control Officer: John Morales
 - Police Chief: Don Aguilar
 - Finance Director: Christy Ramirez
 - City Manager: Dan Singer
- Santa Paula Animal Rescue Center (SPARC)



Regulatory framework

- The State of California does not specifically mandate an Animal Control Officer position. However, California law requires cities to implement an animal control program that includes the following core responsibilities:
 - Rabies Mitigation
 - Animal care
 - Impoundment
 - Enforcement
 - Investigation



Regulatory framework

- **Rabies Mitigation:**
 - Ensuring quarantines, bite documentation, and testing for rabies in suspected cases within the city.
- **Animal care:**
 - Providing shelter, emergency medical care, dog licensing, and enforcing animal welfare laws.
- **Impoundment:**
 - Securing dangerous or public-safety-threatening animals



Regulatory framework

- **Enforcement:**
 - Issuing citations and arrests for violations of animal control laws.
- **Investigation:**
 - Identifying dangerous or vicious animals as needed.



Regulatory framework

Locally, animal services are governed by the City's Municipal Code (SPMC), Chapter 91. Our code is quite outdated and inconsistent with neighboring jurisdictions and will be overhauled as a part of the City's code review. Specifically, the citation process makes enforcement very difficult for our Animal Control Officer.

Highlights of Chapter 91 of the SPMC include:

- **Chapter 91.05 Animals at Large**
 - Prohibits animal owners from allowing their dogs to run loose, be off leash, not be under physical control by a person, etc.



Regulatory framework, Municipal Code (cont.)

- **91.07 Public Nuisance**
 - Defines what an animal nuisance is, including examples such as attacking other animals, people or trespassing.
- **91.13 Dog License Requirements**
 - Spells out requirements for dog licensing.
- **91.17 License Tags**
 - Defines how a dog license tag must be harnessed or fastened to an animal.

Current Service Levels

- **SPARC Shelter Services/Animal Regulation**
 - Animal shelter services provided under the current MOU/Contract with SPARC include the general care, cleaning, and nourishment of owner-released, lost, or stray dogs, cats, and other animals.
 - These services are to be provided 7 days a week, 365 days a year.

Current Service Levels: SPARC Responsibilities

- **Shelter Services:** 7 days a week, 365 days a year.
- **Public Service:** Open at least 5 days a week.
- **Foster Care:** Coordinated by SPARC staff.
- **Veterinary Services:** On-site technician 6 days a week, third party emergency care as needed.
- **Emergency Veterinary Treatment:** Required for all animals from city limits.

Current Service Levels: SPARC Compliance and Standards

- **Compliance:** Adheres to all laws and regulations.
- **Inspections:** Random checks by city or veterinarian.
- **Enforcement:** Upholds state, county, and city animal ordinances.
- **Staffing:** Ensures sufficient staff and volunteer support.

SPARC MOU Terms and Considerations

- **Contract History:**

- Initiated in May 2012 (originally a 3-year term)
- Amended in 2016
- Currently operates monthly, based on 2016 contract terms

- **Financial Contributions:**

- Starting payments: \$19,000 initial annual, with ongoing adjustments.
- Currently: \$12,500/month in City's budget



SPARC MOU Terms and Considerations

- **Licensing & Fees:**
 - Renewals collected and remitted to City
 - 50% of new license fees remitted to City
 - SPARC retains impound fees for captured animals



SPARC MOU Terms and Considerations

- **Scope of Services (Shelter Services):**
 - Hours of Operation
 - Staffing requirements, training
 - Veterinary services (scheduled/emergency)
 - Code Compliance, permitting, and inspections
 - Animal care requirements

SPARC MOU Terms and Considerations

- **Scope of Services (Animal Regulations Services):**
 - SPARC must investigate, test, and if necessary quarantine all reports of suspected rabid animals.
 - SPARC must enforce all applicable laws related to investigation and quarantine of suspected dangerous/vicious dogs
 - Employ staff and/or volunteers to provide level of service guaranteed in agreement



SPARC PRESENTATION

- **At this time, SPARC will provide a separate Power Point covering their services to the community, operations, and costs, as well as answer questions from Council.**



Comparison to outside agencies

City	Population	Hours per week of Animal Control Officer	Annual Cost
Ojai	7,410	10	\$122,000
Fillmore	17,420	Varies	\$191,000
Port Hueneme	20,963	20	\$290,000
Moorpark	35,308	30	\$200,000
Santa Paula	32,131	40	\$112,000 Animal Control Officer Budget + \$150,000 for shelter services

Issues Moving Forward

- **SPARC Challenges:**
 - Facility limitations
 - Funding for land, building, and operations (City contributions & SPARC fundraising)
- **City Costs:**
 - Animal control, shelter, and care funding needs.
 - Exploration of alternative options and related costs.



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QUESTIONS?

