



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM	_____
Finance	<u>LC</u>
DA	<u>JG</u>
Risk Mgt.	<u>N/A</u>
HR	<u>N/A</u>
Clerk	_____

STAFF REPORT
BOARD MEETING DATE: August 9, 2016

DATE: Jul 19, 2016

TO: Board of County Commissioners

FROM: Robert Smith, Manager
Regional Animal Services, 353-8945, rasmith@washoecounty.us

THROUGH: Shyanne Schull, Animal Services Director

SUBJECT: An introduction and first reading of an ordinance amending Washoe County Code Chapter 55 by adding provisions creating the Animal Services Advisory Board; specifying the board's purpose and duties; and specifying the composition of the board, appointment of members, terms of service, officers, meetings, compensation and removal, and other matters properly relating thereto; and, if supported, set a public hearing for the second reading and possible adoption of the ordinance on August 23, 2016 (All Commission Districts).

SUMMARY

The Washoe County Commission will introduce and hold the first reading of an ordinance amending Washoe County Code Chapter 55 which creates an Animal Services Advisory Board, and which specifies the roles and responsibilities of the advisory board.

Washoe County Strategic Objective supported by this item: Public participation and open, transparent communication.

PREVIOUS BOARD ACTION

On April 22, 2014, the Board approved the creation of a new stand-alone Regional Animal Services department and the position of Director of Regional Animal Services. Additionally, the Board requested the creation of an Animal Services Advisory Board.

On April 12, 2016, staff requested and received direction from the Board on the proposed composition and duties of the Animal Services Advisory Board.

On June 28, 2016, the Board approved a request from the Washoe County Clerk to have the District Attorney's Office initiate amendments to WCC Chapter 55 (Animals and Fowl) in accordance with WCC 2.030, to create the Animal Services Advisory Board.

BACKGROUND

On July 22, 2014, Assistant County Manager Kevin Schiller presented an update to the Board which included an overview of changes to be made to Washoe County Code (“WCC”) Chapter 5 to reflect the creation of a Regional Animal Services department, and the creation of an Animal Services Advisory Board.

Within that presentation, it was recommended that the City of Reno, the City of Sparks and Washoe County each select an elected to hold a seat on the advisory board. Discussions were also held on the qualifications of other individuals who may be community stakeholders to complete the composition of the advisory board.

On April 12, 2016, staff presented the following advisory board proposal and policy direction request:

- a. the board could consist of seven (7) members
- b. the board could meet quarterly
- c. the director of Regional Animal Services or her designee could act as a technical advisor to the board
- d. the director of Regional Animal Services or her designee could provide a report at each advisory board meeting consisting of an update on:
 - i. departmental programs and services
 - ii. statistics
 - iii. emerging developments
 - iv. financial and budgetary updates
 - v. recent events and accomplishments
 - vi. proposed goals and objectives for the upcoming quarter
- e. the director of Regional Animal Services could report the advisory board’s recommendations to the Board after each quarterly meeting, or as often as the Board directs.

Staff also asked the Board the following questions:

1. *Should WCC Chapter 55 be amended to have an Animal Services Advisory Board comprised of:*
 - a. *An elected from Washoe County*
 - b. *An elected from the City of Reno*
 - c. *An elected from the City of Sparks*
 - d. *A veterinary professional who is licensed to practice in Washoe County*
 - e. *A real estate or business professional with knowledge and experience related to homeowners’ associations, business organizations or financial operations*
 - f. *An individual with an interest in civic affairs and an interest in promoting the health and safety of animals in Washoe County*
 - g. *A representative of a humane or rescue organization located within Washoe County*

Or should a different composition be selected?

2. *Should the duties of the Animal Services Advisory Board consist of:*
- a. *facilitating communication between community members and the director of regional animal services to ensure that the department's programs, operations and goals relative to the care and safety of animals are consistent with community needs and desires*
 - b. *making recommendations to the director of regional animal services in the following areas:*
 - i. *recommendations on development of short and long-term departmental goals and objectives*
 - ii. *recommendations on amendments to Washoe County Code Chapter 55*
 - iii. *evaluation and recommendations on departmental delivery of programs and services to the community*
 - iv. *recommendations on county/departmental policies and procedures*
 - v. *providing input to the director of animal services regarding animal-related community needs and trends*
 - c. *Providing an annual report to the Board of County Commissioners?*

During this meeting, discussion focused on the composition of the advisory board. Staff was given direction and advised to proceed.

FISCAL IMPACT

There is no fiscal impact from this action.

RECOMMENDATION

It is recommended that the Board of County Commissioners introduce and conduct a first reading of an ordinance amending Washoe County Code Chapter 55 by adding provisions creating the Animal Services Advisory Board; specifying the board's purpose and duties; and specifying the composition of the board, appointment of members, terms of service, officers, meetings, compensation and removal, and other matters properly relating thereto; and, if supported, set a public hearing for the second reading and possible adoption of the ordinance on August 23, 2016

POSSIBLE MOTION

Should the Board approve, a possible motion would be: Move to "introduce on behalf of the Board of County Commissioners a first reading of an ordinance amending Washoe County Code Chapter 55 by adding provisions creating the Animal Services Advisory Board; specifying the board's purpose and duties; and specifying the composition of the board, appointment of members, terms of service, officers, meetings, compensation and removal, and other matters properly relating thereto; and, if supported, set a public hearing for the second reading and possible adoption of the ordinance on August 23, 2016

SUMMARY: Amends Washoe County Code Chapter 55 by adding provisions creating the animal services advisory board.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING WASHOE COUNTY CODE CHAPTER 55 BY ADDING PROVISIONS CREATING THE ANIMAL SERVICES ADVISORY BOARD; SPECIFYING THE BOARD'S PURPOSE AND DUTIES; AND SPECIFYING THE COMPOSITION OF THE BOARD, APPOINTMENT OF MEMBERS, TERMS OF SERVICE, OFFICERS, MEETINGS, COMPENSATION AND REMOVAL.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Chapter 55 of the Washoe County Code is hereby amended by adding thereto the following new section.

55.035 Animal Services Advisory Board; creation, duties.

1. The animal services advisory board is hereby created.

2. The animal services advisory board shall facilitate communication between community members and the director of regional animal services to ensure that regional animal services' programs, operations and goals relative to the care and safety of animals are consistent with community needs and desires.

3. The animal services advisory board may offer opinions and make recommendations to the director of regional animal services in the following areas:

(a) development of short and long-term departmental goals and objectives;

(b) amendments to Washoe County Code Chapter 55;

(c) development of materials and programs to educate the public;

(d) evaluation and recommendations on departmental delivery of programs and services to the community;

(e) recommendations on departmental policies and procedures;

(f) input to the director of animal services regarding animal-related community needs and trends.

4. The director of regional animal services shall serve the animal services advisory board in a technical and advisory capacity. The director of regional animal services, or his or her designee, shall attend each meeting and shall provide a report to the animal services advisory board. The report may include such subjects as departmental program and service

statistics, emerging developments, financial and budgetary updates, recent events and accomplishments, and proposed goals and objectives for the upcoming quarter.

5. The director of regional animal services, or his or her designee, shall report the recommendations of the animal services advisory board to the board of county commissioners at least biannually.

55.036 Animal Services Advisory Board; composition, appointment, terms of service, officers, meetings, compensation and removal.

1. The animal services advisory board shall consist of seven members, all residents of Washoe County, one member from each of the following groups:

(a) a veterinarian or veterinary technician licensed to practice in Nevada, and who is not employed by Washoe County;

(b) a real estate or business professional with knowledge or experience related to homeowners' associations, business organizations and/or financial operations;

(c) a representative of a humane or rescue organization;

(d) an individual with an interest in promoting the health and safety of animals in Washoe County;

(e) an elected member of the Washoe County Board of County Commissioners;

(f) an elected member of the Reno City Council;

(g) an elected member of the Sparks City Council.

2. The members listed in subsection 3(a)-(e) shall be appointed by and shall serve at the pleasure of the board of county commissioners. The elected members from the Reno and Sparks' city councils shall be appointed by their respective memberships.

3. The animal services advisory board members listed in subsection 3(a)-(d) shall serve four-year terms, which expire on June 30th of their respective terms. However, following enactment of this section, the members listed in subsections 3(a) and 3(b) shall serve a four-year term, and the members listed in subsections 3(c) and 3(d) shall serve a two-year term.

4. The animal services advisory board members listed in subsections 3(a)-(d) may serve, with reappointment, a maximum of two consecutive terms. An additional term may be considered for a member's appointment if there are no other interested and qualified applicants.

5. The animal services advisory board members shall select from among their membership a chair, who shall act as presiding officer at meetings, and a vice-chair, who shall act in the absence of the chair. The chair and vice-chair shall each hold office for one year.

6. Animal services advisory board meetings shall be conducted in the following manner:

(a) Regular meetings shall be held quarterly. The date and time of all meetings shall be set by the director of regional animal services.

(b) Special meetings may be called by the chair at the request of the director of regional animal services whenever there is sufficient business to come before the board.

(c) One more than half of the total membership shall constitute a quorum for the transaction of business. Motions before the board require a majority vote of the members present and voting for passage.

7. Animal services advisory board members shall serve without compensation, but may be entitled to reimbursement for expenses upon prior approval of the director of regional animal services.

8. Any animal services advisory board member who is appointed by the board of county commissioners may be removed by the board of county commissioners for cause. For purposes of this section, "cause" includes three consecutive absences from board meetings, as well as engaging in activities contrary to the mission, goals or objectives of the animal services advisory board.

[Business Impact Note: The Board of County Commissioners hereby finds that this ordinance does not impose a direct and significant economic burden upon a business, nor does it directly restrict the formation, operation or expansion of a business.]

Proposed on the ____ day of _____, 2016.

Proposed by Commissioner _____.

Passed on the ____ day of _____, 2016.

Vote:

Ayes:

Nays:

Absent:

Chairman
Washoe County Commission

ATTEST:

County Clerk

This ordinance shall be in force and effect from and after
_____, 2016.

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Proposed by Commissioner _____.

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Nays:

Absent:

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Washoe County Commission

ATTEST:

County Clerk

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