

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO:** SR-3  
**DATE:** November 12, 2009  
**SUBJECT:** Update on Community Services Officer Program  
**CONTACT PERSON:** Robert Martin, Community Development Director

*Rem*

**ISSUE:**  
Staff Update on Animal Control and Code Enforcement Activities

**STAFF RECOMMENDATION:**  
No action is required, information only.

**SUMMARY:**

**Animal Control:**

The Council funded a 0.5 FTE position for the 2009 Budget. The position was filled in mid-year. Much administrative work was required to develop a legally supported and administratively workable Animal Control Program. This work included development of forms for intake, adoption, verification of vaccination, billing for boarding and licenses, and citations for violations.

Some Code Revisions will be recommended to clarify Violation Procedures and Animal Management Standards.

**Attachment A** provides information on Animal Control Activities since the program has been operational in the field.

**Code Enforcement:**

The secondary but complimentary part of the Community Services Officer Program is Enforcement of Zoning and Nuisance Standards. These standards are part-and-parcel of improvement of the Community. As Community standards and expectations are raised, the enforcement of all laws, including Animal Control Laws, becomes less a matter of enforcement and more a matter of self-policing (good behavior) on the part of citizens.

The City has very minimal Standards for upkeep and maintenance of property and buildings. Standards for encroachment into right-of-way and vegetation maintenance for vision clearance are somewhat more specific, but enforcement has been lacking. Notice Procedures and Violation provisions of the Code need work, but were workable when the program was activated.

**Attachment A** provides information on Code Enforcement activities since the program has been operational in the field.

**ATTACHMENT:**

Attachment A: Detail List of Community Service Officer Program Activities

**ATTACHMENT A**

Detailed List of Community Service Officer Program Activities

# **Community Services Officer Program Activities**

## **Animal Control:**

Total animals in kennel: 13

Returned to owner: 11

Adopted: 1

Euthanized: 1

Rabies and Licensing compliance for returned and adopted animals: 100%

Contacts (on the following): 60+

Dogs off leash,

Noise complaints,

Abandonment,

Neglect,

Potentially dangerous dogs

Possible animal abuse and

Counseling regarding code requirements

Free leashes for immediate animal control

Development of procedures and paperwork for:

Impounds,

Return to owner,

Adoption to include rabies vaccination,

License and spay/neuter contracts

Refundable deposit system

Adoption contract

Bark warning (courtesy and formal),

Warning and notice to comply with code provisions

General door hanger information notice

Under development:

A proposal for volunteer foster care homes which would be implemented after the 72-hour stray period to assist in adoption and to promote socialization.

Future possibilities:

Dog Park with waste stations

## **Code Enforcement:**

40+ letters regarding code violations as well as contacts with realtors and property management firms have achieved better than expected compliance rates with no further action required