

ANIMAL CONTROL BOARD
SEMINOLE COUNTY, FLORIDA

MEETING AGENDA

Thursday, September 8, 2022
6:00 PM

Seminole County Services Building
Seminole County Board of County Commissioners Chambers
1101 E 1st St. Sanford, Fl. 32771

Call to Order

Pledge of Allegiance

Duty/Function of the Board

Roll Call

Public Participation

Pursuant to Florida law, the public has a right to be heard on all propositions. Public comment time on propositions shall be three (3) minutes for individuals and six (6) minutes for group representatives. The public will be provided the opportunity to be heard on non-agenda matters at the end of the meeting. Proper decorum will be observed.

Introduction/Welcoming of New Member

1. Bridget Lake

Minutes

1. June 9, 2022

Old Business

1. TNVR update
2. Dog play area shade project

New Business

1. X-Ray machine
2. Free roaming cateo project
3. Kennel door replacement project
4. Walk-in cooler replacement
5. New warehouse to support donation management
6. Hound Around Town update
7. 2022/2023 Budget update
 - a. Flooring Renovation – Phase 2
 - b. Automated Vehicle Locators
8. Board members annual review of term dates

Event Updates

1. July events recap
2. August events recap
3. September scheduled events

Reports

1. Kennel statistics

Confirmation of Next Meeting Date

1. December 8, 2022

Adjournment.

FOR ADDITIONAL INFORMATION REGARDING THIS NOTICE, PLEASE CONTACT CAROLE COLEMAN, ANIMAL SERVICES ADMINISTRATOR, AT 407-665-5202. PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT ADA COORDINATOR 48 HOURS IN ADVANCE OF THE MEETING, AT 407-665-7941.

PERSONS ARE ADVISED THAT, IF THEY DECIDE TO APPEAL ANY DECISION MADE AT THESE MEETINGS/HEARINGS, THEY WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSES, THEY MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, PER SECTION 286.0105, FLORIDA STATUTES.

bySEMINOLE COUNTY
ANIMAL CONTROL BOARD
REGULAR MEETING MINUTES

JUNE 9, 2022

MEMBERS PRESENT: Bryan Wilson
Kris Buchanan
Dr. Vizcarrondo, DVM
Det. John Monk
John McGrath

MEMBERS ABSENT: Gayle Hair
Marianne King

OTHERS: Alan Harris, Chief Administrator
Carole Coleman, Administrator
Julie Babilla, Clerk to the Board
Albert Adams, Shelter Supervisor
Robert McHugh, Attorney to the Board
Desiree Elliott, Attorney to the Board

The following is a non-verbatim transcript of the Seminole County Animal Control Board (here in known as ACB) meeting held June 9th at 6:00 PM, at the Seminole County BCC Chambers, 1101 E 1st St, Sanford, FL 32771.

I. Call to Order

- o Bryan Wilson called the meeting to order at 6:00 PM.

II. Pledge of Allegiance

III. Duty/Function of the Board

IV. Roll Call

- o Roll Call was taken by the Clerk, A quorum was met.

V. Public Participation

- o The Chairman informed the public that anyone wishing to speak on any of the items discussed, would be given 3 minutes for individual and 6 minutes for a group.

Minutes:

1. March 10, 2022- Motion to accept minutes was made and seconded and the minutes were approved by the board.

Chairman Wilson then addressed the board concerning the removal of board member Marianne King for failure to attend two(2) of the past three(3) board meetings as required. A motion was made, and seconded and Ms. King's removal was approved by the Board. The Board expressed their deepest appreciation for all her hard work over the past years that she has served.

Old Business:

1. Supporting Documentation for TNVR
Supporting documentation for TNVR was accepted by the Board to be included in the March 10, 2022 minutes. The Board approved the addition of the TNVR documents

New Business:

1. Removal of Animal Tag/Licensing Program (County Code & Admin Code)
Carole Coleman explained to the Board as to why the change was being requested, a motion was made and seconded and the Board approved the changes be sent to SC BCC to repeal the Seminole County Licensing program.
2. Rename "Non-Commercial Kennel License" to "Permit for Exceeding Animal Limit"
Alan Harris and Carole Coleman explained to the board the reason for changes to the current title and verbiage of the ordinance. **Chairman Wilson suggested the use of the term "Waiver" for exceptions to the ordinance.** A motion was made and seconded to send the change to the SC BCC.
3. Change and add additional Animal Limit Thresholds for dogs & cats in 20.83 to:
 - a. Apartment/Condo/Townhome- three (3) dogs or three (3) cats not to exceed five (5) animals. **After some discussion the Board came to no more than five (5) animals of any combination (cats or dogs) in multi-family structures.**
 - b. Residential up to one (1) acre- five (5) dogs and six (6) cats not to exceed eight (8) animals.
 - c. Multi Acre parcel- six (6) dogs and eight (8) cats not to exceed ten (10) animals.

A motion was made and seconded by the Board and approved to send to the SC BCC.

Event Updates:

Diane Gagliano gave a presentation of both past and future events. John McGrath asked about the Eagle Scout project and the Bright Futures program. Diane filled him in with the latest updates for both.

Reports:

Albert Adams gave shelter stats and medical stat updates. Carole Coleman asked the board for permission to submit a more abbreviated statistic report and was advised by Chairman Wilson that would be fine with the Board. Kris Buchanan asked about an inconsistency in one of the numbers on the report which was address by Carole Coleman.

Robert McHugh (Attorney to the Board) introduced his successor, Desiree Elliott to the Animal Control Board and the Board welcomed her aboard.

Confirmation of Next Meeting Date:

September 8, 2022: Approved

Adjournment

UNOFFICIAL

Animal Services Statistics

INTAKES

	Owner Surrender	Quarantine	Returns	Strays	Fosters	Euthansia Request	Total
Oct '21	100	11	9	295	65	25	505
Nov '21	104	13	20	245	28	26	436
Dec '21	120	17	17	257	39	38	488
Jan '22	112	7	11	241	48	39	458
Feb '22	76	14	13	192	9	35	339
Mar '22	117	8	18	214	12	39	408
April '22	113	8	17	258	16	37	449
May '22	154	18	9	279	46	38	544
June '22	143	15	10	351	49	36	604
July '22	148	12	11	310	49	38	568
Aug '22	154	8	8	324	54	31	579
Sept '22							

Total	1341	131	143	2966	415	382	5378
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Outcomes

	Adoptions	Rescue	TNVR	Foster	Return to Owner	Euth. Agg/Health	Euth Space	Total
Oct '21	251	13	0	55	55	218	0	592
Nov '21	189	15	0	20	53	136	0	413
Dec '21	252	4	0	26	62	151	0	495
Jan '22	192	11	0	17	58	99	0	377
Feb '22	163	6	26	19	46	76	0	336
Mar '22	193	11	1	10	55	84	0	354
April '22	163	7	17	77	41	98	0	403
May '22	207	7	28	67	53	113	0	475
June '22	235	5	5	47	58	183	0	533
July '22	227	14	10	48	55	184	0	538
Aug '22	229	13	9	26	48	260	0	585
Sept '22								

Total	2301	106	96	412	584	1602	0	5101
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Animal Services Statistics

Field Services

	Total Calls Serviced	Bite Invest.	Check Welfare	Protective Custody			
Oct '21	1004	71	29	6			
Nov '21	1013	76	44	14			
Dec '21	981	82	23	15			
Jan '22	928	76	48	17			
Feb '22	861	67	33	4			
Mar '22	929	93	35	27			
April '22	1168	80	37	3			
May '22	1276	77	52	13			
June '22	1243	85	60	33			
July '22	986	80	24	13			
Aug '22	1039	96	43	7			
Sept '22							

Total	11428	883	428	152	0	0	0
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SEMINOLE COUNTY
ANIMAL CONTROL BOARD

RULES OF PROCEDURE

1. **NAME**

The name of this Board shall be the "Seminole County Animal Control Board."

2. **JURISDICTION**

The Board has jurisdiction over those matters which are set forth in Chapter 20 of the Seminole County Code.

3. **OFFICERS AND THEIR DUTIES**

(a) The officers shall be a Chairman and a Vice Chairman.

(b) The Chairman shall preside at all meetings and hearings of the Board and shall have the duties normally conferred by parliamentary usage of such officers.

(c) The Chairman shall be one of the members of the Board. The Chairman shall have the privilege of discussing all matters before the Board and shall have the same voting rights as all Board members.

4. **ELECTION OF OFFICERS**

(a) Nomination of officers shall be made from the members at the annual organizational meeting in March of each year, and the election shall be held immediately thereafter.

(b) A candidate receiving a majority of the votes cast shall be declared elected and shall serve a term of one (1) year or until a successor shall take office.

(c) Vacancies in the office of Chairman or Vice Chairman shall be filled by an election at the next regular meeting.

5. **MEETINGS**

(a) Regular Meetings.

Regular meetings should be held at least every three (3) months. The Board may set meetings more frequently, if necessary. Regular meetings

shall be held at 6:00 PM, on the date set at the previous Animal Control Board meeting. Meetings will be held at a Seminole County public location to be determined by the Chief Administrator for the Office of Emergency Management or the Animal Control Official.

(b) Special Meetings.

Special meetings may be called by the Chief Administrator for the Office of Emergency Management or the Animal Control Official or the Chairman or the Vice Chairman.

(c) Notice.

Notice of all regular scheduled meetings shall be provided to the Board of County Commission Office for inclusion on the County's schedule of meetings and events.

(d) Attendance.

(1) Members shall notify the Clerk to the Board if they cannot attend a meeting. The Clerk will notify the Chairman to obtain approval for the member(s) not attending the meeting.

(2) If a member misses two (2) out of three (3) successive meetings without cause and without prior approval of the Chairman, the Board shall declare the member's office vacant, and shall notify the Board of County Commissioners of such action. The vacancy on the Board shall be filled by appointment by the Board of County Commissioners.

(e) Quorum.

A quorum of the Board shall consist of four (4) or more members. It takes a majority of the Board, or four (4) votes, to make recommendations to the Chief Administrator for the Office of Emergency Management regarding animal care and regulations consistent with the Florida Statutes and Chapter 20, Seminole County Code. All other matters to be voted on by the Board take a simple majority of the present quorum.

(f) Voting.

Voting shall be by voice vote and shall be recorded by an individual "yes" or "no."

(g) Abstention.

Each member shall cast a “yes” or “no” vote on each question before the Board, except that if any member has a conflict of interest in a matter, he may vote or may abstain from participating as a member of the Board in a matter. In either event, he must file a Memorandum of Voting Conflict with the Secretary of the Board, as prescribed by the Florida “Code of Ethics for Public Officers and Employees” (Chapter 112, Part III, Florida Statutes).

(h) Procedure.

Parliamentary procedure in Board meetings shall be governed by the Rules of Procedure contained herein.

6. **ORDER OF BUSINESS**

- (I) Call to Order
- (II) Roll Call
- (III) Minutes of Previous Meeting(s) (approval)
- (IV) Public Commentary
 - Limited to 3 Minutes Per Speaker
 - Speaker Request Form Required
- (V) Old Business
- (VI) New Business
 - Future Agenda Items
- (VII) Reports
- (VIII) Confirmation of Next Meeting Date
- (IX) Adjournment

The order of business may be suspended by a vote of the majority of those members present. In preparation for an upcoming Animal Control Board meeting, the Animal Control Board Chairman reserved the right to add discussion items under the order of business as outlined above. In addition, the Animal Control Official shall have the authority to add discussion items related to the operations of the County’s Animal Services Division.

7. INITIATION OF ACTIONS BEFORE THE BOARD (DANGEROUS DOG)

(a) All actions before the Board shall be initiated by the Animal Control Official Filing Statement of Violation and Request for a Hearing with the Clerk to the Board. Such requests refer solely to Dangerous Dog proceedings.

(b) The Clerk to the Board shall assign a complaint number. When the complaint is ready for Board action, the Clerk shall set the case for a hearing to be held at a subsequent meeting of the Board.

(c) After a case is set for hearing, the Clerk shall notify the alleged violator in a manner consistent with law.

(d) The Clerk to the Board shall read the Statement of Violation and Request for Hearing.

(e) The Board may question any witness presented by the County or the respondent.

(f) The alleged violator shall be entitled to present evidence and testimony to the Board during the hearing, call witnesses in his/her own behalf, testify in his/her own behalf, and cross-examine any witnesses called by the County or the Board during the Hearing.

(g) Upon completion of all of the evidence, the Chairman shall close the hearing.

(h) The Board shall immediately deliberate in open, public session.

(i) The Board shall orally issue an Order which is approved by a majority of the Board (at least four (4) members of the Board must vote). The Order shall contain findings of fact and conclusions of law and state the affirmative relief granted by the Board. Said Order shall be reduced to writing within ten (10) working days after the hearing, signed by the Chairman, or Vice Chairman in his absence, and be sent to the respondent by certified mail, return receipt requested.

8. ENFORCEMENT

(a) The Board shall hold hearings, as necessary, to insure the effectiveness of any Order issued by the Board.

9. MISCELLANEOUS

(a) The Rules of Procedure may be amended, in a manner consistent with County Code, during a regular meeting by the affirmative vote of at least four

(4) members of the Board, providing notice of the proposed change is given to the Board at a preceding regular meeting.

(b) The provision of these Rules of Procedure shall be discussed and/or adopted or readopted by the Board annually at its regular organizational meeting.

(c) All meetings, regular or special, and all hearings shall be open to the public in accordance with the provisions of the Florida "Sunshine Law" (Chapter 286, Florida Statutes).

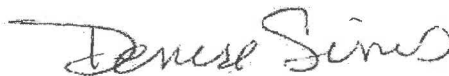
(d) All records of the Board shall be open to public inspection and copying in accordance with the provisions of Florida Statutes (Chapter 28).

(e) Animal Control Board members and officials are subject to yearly mandatory training on *The Florida Sunshine Law, Ethics and Public Records Law*. This training will be provided by the County Attorney's Office.

(f) All Orders issued by the Animal Control Board shall be mailed to the respondent(s) by certified mail, return receipt requested.

THESE RULES OF PROCEDURE ARE ADOPTED THIS 10th DAY OF MARCH 2022.

**ANIMAL CONTROL BOARD
SEMINOLE COUNTY, FLORIDA**



Denise Sims
Clerk to the Board

August Events: Please make note of the events so you can be aware if asked about them and ready for the event when it comes up. If you have any questions, please feel free to come see me. Along with the events I am adding anything coming up where the breakroom will be utilized, or groups will be at the shelter.

Diane

August Events

Entire Month of August: Clear the Shelter-a nationwide event which we will participate in. We will have special goody bags and for the whole month all dogs (6 months or older) will be \$20 and all Cats (6 months or older) will be \$10

August 13: Big Red Bus will be at SCAS for a blood drive. Adoption Vouchers will be given with each donation. (I am trying to change the date to August 27 so they are here for the final weekend of Clear the Shelter.

August 20: New Volunteer Orientation-Held in breakroom from 9-11 a.m.

August 22: Hound Around Town Launch Day!

August 26 & 27: Friday & Saturday Clear the Shelter “Crescendo Event.” Adoption prices remain the same, but we will have up to 6 gift baskets made up and everyone who does an adoption can put a ticket in to win a basket. Drawing 4pm Saturday.

Reoccurring Items: Friday Furry Friend TV Segment on CW18—August 12 & August 26 between 9-9:30 am.

Every Wednesday in the Sanford Herald one of our Pets is Featured with a photo and adoption details.

July Events: Please make note of the events so you can be aware if asked about them and ready for the event when it comes up. If you have any questions, please feel free to come see me. Along with the events I am adding anything coming up where the breakroom will be utilized, or groups will be at the shelter.
Diane

July Events

July 5-9: Independence Day Adoption specials Tuesday through Saturday. All dogs \$20 & all Cats \$10 (+SCL) We have banner for special and will post on FACEBOOK pre-July 4 educational info on pets and fireworks.

July 11-16: Monday through Saturday In honor of National Kitten Day Sunday all kittens 6 months and younger half price adoptions (+SCL), but we won't forget the adult cats who used to be kittens over 6 months are \$10 (+SCL).

July 16: New Volunteer Orientation-Held in breakroom from 9-11 a.m..

July 30: In honor of National Mutt Day on Sunday.... We've got Big Mutts and We Cannot Lie! Adopt a big mutt for a small adoption fee. All dogs over 50 pounds \$10 (+SCL)

Reoccurring Items: Friday Furry Friend TV Segment on CW18—July 1, July 15 & July 29 between 9-9:30 am.

Every Wednesday in the Sanford Herald one of our Pets is Featured with a photo and adoption details.

September Events: Please make note of the events so you can be aware if asked about them and ready for the event when it comes up. If you have any questions, please feel free to come see me. Along with the events I am adding anything coming up where the breakroom will be utilized, or groups will be at the shelter.

September Events

September 8: Animal Control Board Meeting 6 p.m.

September 10: New Volunteer Orientation-Held in breakroom from 9-11 a.m.

September 14: Wednesday: 2-7 pm. "Protect Your Pet" Rabies & Microchip Clinic for the Public. Half price Rabies vax. & Microchips \$5 each. **County Employees will also receive discounted vaccines. (Post Facebook, events calendar, and do flyers x2)

September 17: Big Red Bus will be at SCAS for a blood drive. Adoption Vouchers will be given with each donation. We will also host a yard sale that day. (Post Facebook, events calendar, digital street sign, and do flyer)

September 18-24: "Adopt a Less Adoptable Pet Week" All dogs & cats 5 years or older or select dogs & cats with special needs etc. Will be \$10 to adopt for the entire week. (Post Facebook, events calendar, digital street sign, and do flyer & make banner)

September 23: Animal Services will be a stop on the Photo Scavenger Hunt hosted by the Guardian Ad Litem department. 6 small groups will come in and take a photo at a select location at the shelter (1 CSA will give group leader a clue card, with info the photo will be taken by the adoption trailer) small groups will come in over a 2 hour period for their photo.

September 24: Volunteer Fair at the Central Branch Library in Casselberry 1-4 p.m.
(Volunteer Sissy D. will man the table)

+New Volunteer Orientation-Held in breakroom from 9-11 a.m.

Reoccurring Items: Friday Furry Friend TV Segment on CW18—September 9 & 23 between 9-9:30 am.

Every Wednesday in the Sanford Herald one of our Pets is Featured with a photo and adoption details.



Interested in Participating?
Call 407 665-5417

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with Seminole County Animal Services

**TAKE A SHELTER DOG ON A 2 HOUR
FIELD TRIP TO WALK, PLAY, OR RELAX
AT SELECT LOCATIONS.**

Help dogs socialize, meet
potential adopters,
and **HAVE FUN!**



Seminolecountypets.com

(407) 665-5417



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