

**Lee County Board Of County Commissioners  
Agenda Item Summary**

Blue Sheet No. 20060630

**1. ACTION REQUESTED/PURPOSE:**

Adopt a resolution approving the creation of the Pet Sterilization Incentive Program Administrative Code

**2. WHAT ACTION ACCOMPLISHES:**

Lee County Ord. No. 97-23 allows and provides for amendments to the Lee County Administrative Code to be made by resolution. This resolution formalizes programs in place and sets guidelines for future programs for Pet Sterilization programs funded by the sale of pet licenses.

**3. MANAGEMENT RECOMMENDATION: Approve**

**4. Departmental Category: 06 -**

**A6B**

**5. Meeting Date: 5-23-2006**

**6. Agenda:**

- Consent
- Administrative
- Appeals
- Public
- Walk-On

**7. Requirement/Purpose: (specify)**

- Statute
- Ordinance
- Admin. Code
- Other

**8. Request Initiated:**

Commissioner \_\_\_\_\_  
 Department Animal Services  
 Division \_\_\_\_\_  
 By: Scott Trebatoski, Director

**Background:**

Lee County has provided that pet license fees are used for sterilization programs since the inception of the program. Currently there is a lack of official documented action from the Board to establish guidelines for such programs. This Admin Code would provide guidance for current and future programs.

**10. Review for Scheduling:**

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
					Analyst	Risk	Grants	Mgr.	
<i>Stabinski</i> 5/12/06				<i>KRE</i> 5/12/06	<i>CP</i> 5/12/06	<i>Stabinski</i> 5/12/06	<i>Stabinski</i> 5/12/06	<i>Stabinski</i> 5/12/06	<i>Stabinski</i>

**11. Commission Action:**

- Approved
- Deferred
- Denied
- Other

Rec Co Atty
Date 5/17/06
Time 11:15
Forwarded To:

LEE COUNTY RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; ESTABLISHING AND CREATING THE PET STERILIZATION INCENTIVE PROGRAM; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80 and ff., Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E. of Ordinance No. 96-01, the Lee County Charter; and,

WHEREAS, Lee County Ordinance No. 97-23 at Section III allows and provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at a regularly scheduled Board of County Commissioners' meeting; and,

WHEREAS, certain amendments to the Lee County Administrative Code are now being proposed, and the Board of County Commissioners finds that such proposed amendments are acceptable, serve a public purpose and are consistent with the terms and conditions of Lee County Ordinance No. 96-01, the Lee County Charter.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that:

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed Lee County Administrative Code creating the Pet Sterilization Incentive Program (attached hereto as Exhibit "A") is approved, and is hereby directed to be incorporated into the Lee County Administrative Code as indicated.
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution shall become effective immediately upon its adoption by the Board of County Commissioners.

The foregoing Resolution was offered by Commissioner \_\_\_\_\_,  
who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_  
and, being put to a vote, the vote was as follows:

DOUGLAS ST. CERNY	_____
ROBERT JANES	_____
RAY JUDAH	_____
TAMARA HALL	_____
JOHN E. ALBION	_____

DULY PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2006.

ATTEST:  
CHARLIE GREEN, CLERK

BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Chairwoman

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Office of the County Attorney

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b>	<b>CODE NUMBER: AC</b>
<b>TITLE: Pet Sterilization Incentive Program</b>	<b>ADOPTED:</b>
	<b>AMENDED:</b>
	<b>ORIGINATING DEPARTMENT:</b> Animal Services/County Attorney

**PURPOSE/SCOPE:**

To set guidelines for sterilization incentive programs that are funded in part or whole by revenue from the sale of County pet registration licenses.

**POLICY/PROCEDURE:**

The Board of County Commissioners (hereafter referred to as the Board) recognizes that certain preventative measures will reduce unwanted pet populations and the euthanasia of adoptable animals and limit the need for future shelter space/staff to house and care for unwanted and homeless animals. The Board also recognizes that the problems of pet overpopulation and the necessity of euthanasia have taken years to reach crisis levels, and will require years of preventative programs to produce substantial results. Furthermore, the Board recognizes that complete community involvement – both business and individuals - is one element necessary for any successful, comprehensive plan to reduce these problems.

**PROGRAM FUNDING SOURCES**

The Board of County Commissioners designates that revenue from the sale of pet licenses shall be used to fund programs that promote sterilization, responsible pet ownership, and educate the public regarding pet overpopulation and unwanted/homeless animals. Administrative costs of the licensing program and any other costs for related incentive programs may also be paid from such funds.

The Board of County Commissioners authorizes the Department of Animal Services to accept general donations from the general public, private entities, businesses, corporations and other sources that specifically designate such donations be used for pet sterilization programs.

## **PRIORITY OF FUNDING USAGE**

The scope of this Administrative Code will extend to several types of incentive programs aimed at reducing pet overpopulation and the reduction of euthanasia as a means of animal control; the Board of County Commissioners has established a hierarchy of usage for the funding available for these programs. The Director of Animal Services shall allocate available funds to incentive programs based on a number of factors, such as:

1. Effectiveness/Efficiency of Program
2. Goals of Program/Target Population
3. Participation (financial or in-kind) of Other Entities [including reduction in normal fees charged]
4. Administrative Costs/Time
5. Cost to County and Cost to Citizen

## **PROGRAM REQUIREMENTS**

Any sterilization incentive program funded by the sale of County pet license tags shall include the following requirements:

1. Oversight of program provided by Animal Services
2. Open to Lee County residents and/or property owners only
3. Pets must be vaccinated against rabies (or included as part of program)
4. Pet must be currently licensed in Lee County (or licensed as part of the program)
5. Veterinarian must practice in a veterinary business physically located in Lee County
6. Pets must be private companion animals owned by an individual that is of the age of majority (programs may not be used by businesses, rescues, or shelters other than those operated by Lee County Animal Services)
7. Proof of completed sterilization procedure in the form of receipt for such services or a sworn to and notarized statement by veterinarian/clinic operator declaring that the procedure was performed – receipts and letters must be on official forms/letterhead with the proper veterinarian information included (including veterinary license number or veterinary premise permit number)
8. Allow the County direct access to records and other information needed for audits
9. Veterinary Clinics or Veterinarians participating in these programs must have submitted copies of all rabies certificates in a timely manner to Lee County Animal Services; and must have submitted all funds due to the County from the sale of licenses in order to qualify for reimbursements/fees.

Preference may be given to programs that include, but are not limited to (in no specific order):

1. Microchip Identification (only if actually registered to pet owners)
2. Participation exclusively by those outlets selling County pet tags
3. Educational components, materials along with sterilization procedures
4. Incentives for early-age sterilization (pre-pubescent procedures)
5. Programs run completely by Animal Services

Payments may only be issued to individuals, veterinarians, clinics, partnerships or corporations that have complied with requirements of Lee County Purchasing, Contracts and/or the Clerk of Courts Finance Division (as appropriate).

Programs may be suspended or terminated within the fiscal year if the program is deemed ineffective or if funds allocated for the program have been exhausted for that budget cycle.

## **SPECIFIC PROGRAMS**

### **1. Sterilization Incentive Voucher/Rebate Program**

- A. Private veterinary service providers may be afforded the opportunity to participate in programs where a predetermined amount of money is paid to such provider for each qualifying sterilization procedure performed that meet the qualifications of the program. Alternatively, such incentive may be made available directly to the Lee County pet owner through a rebate program.
- B. Participant providers must actively sell County pet registration tags to all clients that own animals required to be licensed in Lee County.
- C. Lee County Animal Services will establish and implement program guidelines based on this Administrative Code.

### **2. Low Income Household & Targeted Neighborhood Coupon Program**

- A. Private veterinary service providers/organizations may be afforded the opportunity to participate in programs where predetermined sterilization service fees may be reimbursed in part or full by the County for pets from qualifying households.
- B. Program users shall be required to meet certain income or public assistance qualifying standards to be eligible for this program.
- C. Users must be pre-qualified by Animal Services to participate in this program.
- D. Animal Services shall recommend appropriate fee schedules & requirements for these programs.

- E. A formal written agreement between the veterinary service providers and Lee County Animal Services must be signed as a prerequisite for participation in the program, which will detail requirements and obligations of all parties.

### 3. Cooperative Sterilization Ventures

- A. Lee County Animal Services may form cooperative ventures to address pet overpopulation with:

1. Lee County veterinarians or veterinary clinics;
2. Low cost or free sterilization clinics;
3. Lee County businesses (or national businesses with local outlets or other ties to Lee County); or
4. Public or not-for-profit animal shelters

to promote or provide the sterilization programs described in section C above.

- B. All agreements for cooperative ventures must:

1. Be in writing and signed by both parties;
2. Have a specified beginning and end date (renewals are possible); and
3. Include media/educational component and cost sharing between the parties. In-kind contributions provided by either party may be considered in lieu of financial participation in the cost sharing.

- C. Program details shall be:

1. Developed by or in cooperation with the director of Animal Services, or designee; and
2. Approved by the County Manager, or designee.

### 4. Mobile and/or On Site Programs

- A. Lee County Animal Services may maintain programs for sterilization of owned companion animals whereby procedures are performed by veterinarians employed by, or under contract with, Lee County (including daily relief veterinarians).

- B. Services for such programs may be provided at the Animal Services Center, an appropriate off site location/clinic and/or via mobile facilities.

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