

**CITY OF COSTA MESA  
ANIMAL SERVICES COMMITTEE  
MEETING MINUTES: March 27, 2024**

**CALL TO ORDER:** The Animal Services Committee meeting was called to order by Vice Chair Minjares at 5:30 p.m. on March 27, 2024.

**ROLL CALL**

**Present:** Vice Chair Angela Minjares, Committee Members Kalvin Alvarez, Diana Gardiner, Christina Poulos, Lisa A. Harker (arrived at 5:33pm)

**Absent:** Chair Becca Walls and Committee member Jennifer Tanaka.

**Staff Present:** Jessica Torrejon, Recreation Coordinator; D. Cattouse, Animal Control Supervisor; Lieutenant S. Selinske, Animal Services Manager

**Liaisons Present:** Mayor John Stephens

**PUBLIC COMMENTS**

Vice Chair Minjares opened Public Comments.

Seeing no hands raised, public comments were closed by Vice Chair Minjares.

**COMMITTEE MEMBER AND LIAISON COMMENTS**

Vice Chair Minjares opened Committee Member and Liaison Comments.

There were no Committee Member and Liaison Comments as they pertained to the discussion of the shelter services contract.

**1. APPROVAL OF THE JANUARY 24,2024 MEETING MINUTES**

Committee Member Alvarez asked for a comment he made to be removed as it was not what he meant.

**MOTION/SECOND:** Committee Member Poulos motioned to approve the February 28, 2024, meeting minutes. / Second by Committee Member Alvarez. The motion carried by the following roll call vote:

Ayes: Vice Chair Minjares, Committee Members Alvarez, Gardiner and Poulos.

Nays: None

Absent: Chair Walls, Committee members Tanaka and Harker

Motion Carries: 4-0

**2. OLD BUSINESS**

a. None

### **3. NEW BUSINESS**

- a. None

#### **PUBLIC COMMENTS**

None

### **4. MONTHLY REPORTS**

- a. Discussion of Animal Services Shelter Contract

Committee member Gardiner mentioned the contract was straight forward and looked good.

Committee Member Poulos mentioned her disappointment for TNR (Trap, Neuter, Return) was not included in the Contract.

Capt. Wadkins mentioned the shelter contract is not the appropriate place to include TNR as it would need to further involve Council and funding separate to the shelter contract.

Ms. Minjares asked if TNR would be added to the contract.

Capt. Wadkins informed the contract for TNR should be a stand-alone contract.

Mayor Stephens asked about the TNR research the committee has completed.

Ms. Torrejon mentioned some of the research done by the committee is outdated and would need to be revisited.

Ms. Minjares asked about the Open Shelter Policy and if it included cats since there is a procedure currently implemented for cats.

Ms. Torrejon informed the committee that cats are still being vetted by Animal Control to ensure they are found within City limits.

Ms. Minjares asked about the standards of medicine and funds for additional care.

Ms. Menjares pointed out a discrepancy in the contract regarding the number of hold days for strays.

Staff determined the number of hold days should be 7-days counted down from operating days.

Lt. Selinske read Chair Walls questions and comments that were previously submitted to staff.

Ms. Torrejon informed Spay and Neuter fees are state mandated and explained where unaltered fees go and why they are collected and received at the shelter.

Mayor Stephens explained meaning to F & A. Which refer to Facilities and Administrative costs.

Animal Control Supervisor Cattouse confirmed Animal Control might need help from shelter staff if an animal is displaying fear or aggression at the time of drop off but the Animal Control Officer will take to kennel themselves.

Capt. Wadkins added that no animal will be turned away from the shelter regardless of arrival status.

Lt. Selinske added that Animal Control officers have been trained and will do their best to

handle animals safely.

Lt. Selinske mentioned there are no objections on the Committee presenting TNR to Council.

Committee member Gardiner asked about a TNR Ad hoc Committee.

Mayor Stephens said an Ad hoc committee must be approved by the Mayor and City attorney. Mr. Stephens said he would favor an Ad hoc committee for TNR.

Vice Chair Minjares asked where funds for TNR would come from.

Committee Member Poulos mentioned there are grants that can be applied for to use towards a TNR program.

Capt. Wadkins said a request for funding would need to be looked at.

#### b. Animal Care Services Staff Report

Ms. Torrejon presented the Animal Care Services Staff Report to the committee.

Ms. Torrejon updated the Committee on the upcoming Spring Bark Bash Event and provided the animal shelter statistics.

### **5. ADJOURNMENT**

Vice Chair Minjares adjourned the meeting at 5:59 p.m. Next meeting is scheduled for APRIL 24, 2024, at 5:30pm at City Hall – Community Room.