

**AMENDMENT NO. 1**  
**to the**  
**MEMORANDUM OF AGREEMENT**  
**between**  
**THE COUNTY OF MONTEREY**  
**and**  
**THE CITY OF SALINAS**  
**regarding the**  
**ANIMAL CONTROL SERVICES ADMINISTRATION PILOT PROJECT**

**This Amendment No. 1, effective April 2, 2019,** to the Memorandum of Agreement (“MOA”) is made and entered into by and between the County of Monterey (“County”) and the City of Salinas (“City”) hereafter collectively referred to as “Parties.”

**WHEREAS,** on November 7, 2017 County and City entered into the MOA for Animal Control Services Administration Pilot Project.

**WHEREAS,** On May 14, 2018, the County hired the Animal Services Administrator to implement the provisions of the MOA for Consolidated Service.

**WHEREAS,** this Amendment No.1 will:

1. Modify scope of services for the provision of additional shared services in the area of operation supervision, volunteer coordination, and Advisory Board composition; and
2. Extend the term to June 30, 2020; and
3. Add additional funding in the amount of \$324,339 for a revised total to not exceed \$590,559 for the term of the MOA.

**NOW, THEREFORE,** in mutual consideration of the covenants, terms, understandings, and conditions set forth below, the Parties agree as follows:

1. **Amend Item 1. Scope of Services** to replace “**item c**” to read as follows: “The County will provide an Animal Services Supervisor (1.0 FTE) who shall assist the Administrator in the provision of Consolidated Services and will be dedicated to oversight of City of Salinas operations at (0.80 FTE). The Animal Services Supervisor will take general direction from the Animal Services Administrator for day to day oversight of City of Salinas operations and will provide feedback to the City of Salinas Police Administration with respect to employee performance”; and
2. **Amend Item 1. Scope of Services** to replace “**item d**” to read as follows: “The County will provide a Volunteer Coordinator (1.0 FTE) who shall assist the Administrator in the provision of Consolidated Services and will be tasked with developing and implementing a comprehensive Volunteer Program for both the County and City Animal Services operations. The Volunteer Coordinator will take general direction from the Animal Services Administrator”; and


3. **Amend Item 1. Scope of Services** to add “**item e**” to read as follows: “The Administrator shall provide overall direction, management and control regarding the provision of Consolidated Services. The Administrator shall provide direct management and supervision of County personnel with respect to such services. The City shall have direct management and supervision of City personnel with respect to such services”;
4. **Amend Item. 1 Scope of Services** to add “**item f**” to read as follows: “The Administrator will prepare a proposal for consolidation of the Animal Services Advisory Boards. Proposal and timeline of activities will be presented to City and County Administrators for consideration by April 30, 2019. If approved, consolidated Animal Services Advisory Board will take effect July 1, 2019.
5. **Replace Item 2. Billing** to read as follows: “County shall submit to City an invoice, on a quarterly basis, that represents forty-five percent (45%) of the cost of the Administrator; eighty five percent (85%) of the Animal Services Supervisor; and fifty percent (50%) of the Volunteer Coordinator. Cost shall include salary, as determined by County personnel policies plus ordinary County employment benefits and proportional share of services and supplies. Any such invoices shall be in full accord with applicable provisions of this MOA. City shall make payment on each such invoice within thirty (30) days of receipt. Administrator costs are estimated by the Parties to equal up to \$375,438 over the revised term of the MOA. The Administrator of this Pilot Project will receive an annual salary of up to \$120,000. The City’s portion of the estimated cost, at forty-five percent, will amount to approximately \$168,947 over the term of this MOA. Animal Services Supervisor costs are estimated by the Parties to equal up to \$120,479 with the City’s portion of the estimated costs at eighty five percent (85%) will amount to approximately \$102,407. Volunteer Coordinator costs are estimated by the Parties to equal up to \$94,642 with the City’s portion of the estimated costs at fifty percent (50%) will amount to approximately \$47,321. The total estimated portion funded by the City is \$318,676 and \$271,884 by the County.
6. **Replace Item 3. Term** to read as follows: “The term of this MOA begins after approval of the MOA by the Monterey County Board of Supervisors and the Salinas City Council, and on the date that the Administrator subsequently begins performance of his or her duties as mutually agreed upon by the parties. It shall remain in effect through June 30, 2020, unless extended or sooner terminated by mutual written agreement of the Parties. This MOA may be extended or shortened by written agreement of the Parties. Either Party may terminate this MOA at any time by providing 90-days written notice to the other Party.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement as set forth below:

  
\_\_\_\_\_  
Elsa Jimenez, Director of Health

04/17/2019  
\_\_\_\_\_  
Date

Approved as to Form

  
\_\_\_\_\_  
Deputy County Counsel

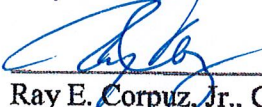
3/22/19  
\_\_\_\_\_  
Date

Approved as to Fiscal Provisions

\_\_\_\_\_  
Auditor-Controller

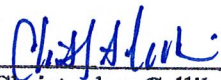
\_\_\_\_\_  
Date

City of Salinas

  
\_\_\_\_\_  
Ray E. Corpuz, Jr., City Manager

April 15, 2019  
\_\_\_\_\_  
Date

Approved as to Form

  
\_\_\_\_\_  
Christopher Callihan, City Attorney

April 12, 2019  
\_\_\_\_\_  
Date

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement as set forth below:

\_\_\_\_\_  
Elsa Jimenez, Director of Health

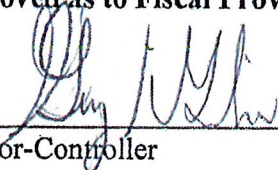
\_\_\_\_\_  
Date

**Approved as to Form**

\_\_\_\_\_  
Deputy County Counsel

\_\_\_\_\_  
Date

**Approved as to Fiscal Provisions**

  
\_\_\_\_\_  
Auditor-Controller

3-22-19  
\_\_\_\_\_  
Date

**City of Salinas**

\_\_\_\_\_  
Ray E. Corpuz, Jr., City Manager

\_\_\_\_\_  
Date

**Approved as to Form**

\_\_\_\_\_  
Christopher Callihan, City Attorney

\_\_\_\_\_  
Date



## Monterey County Board of Supervisors

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

### Board Order

#### Agreement No. A-13774, Amendment No. 1

Upon motion of Supervisor Lopez, seconded by Supervisor Parker and carried by those members present, the Board of Supervisors hereby:

- a. Received an oral report from the Monterey County Health Department Animal Services Administrator regarding an update on the Animal Services Pilot Project Memorandum of Agreement (MOA) between the County of Monterey Health Department and the City of Salinas; and
- b. Approved and Authorize the Director of Health or Assistant Director of Health to execute Amendment No. 1 to the MOA, A-13774 between the County of Monterey and the City of Salinas for Animal Control Services Administration Pilot Project which adds consolidation of shared services in the areas of Volunteer Coordination and Supervision as well as exploration of establishing consolidated Animal Services Board/Commission, extends the term to June 30, 2020, and increases amount by \$324,339 for a total amount not to exceed \$590,550 for the term of the MOA.

PASSED AND ADOPTED on this 2<sup>nd</sup> day April of 2019, by the following vote, to wit:

AYES: Supervisors Phillips, Lopez, Parker and Adams

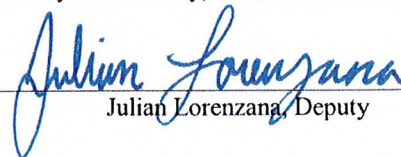
NOES: None

ABSENT: Supervisor Alejo

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting April 2, 2019.

Dated: April 3, 2019  
File ID: A 19-060

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California

  
Julian Lorenzana, Deputy



# Monterey County

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

Legistar File Number: A 19-060

April 02, 2019

**Introduced:** 3/21/2019

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Agreement

- a. Receive an oral report from the Monterey County Health Department Animal Services Administrator regarding an update on the Animal Services Pilot Project Memorandum of Agreement (MOA) between the County of Monterey Health Department and the City of Salinas; and
- b. Approve and Authorize the Director of Health or Assistant Director of Health to execute Amendment No. 1 to the MOA, A-13774 between the County of Monterey and the City of Salinas for Animal Control Services Administration Pilot Project which adds consolidation of shared services in the areas of Volunteer Coordination and Supervision as well as exploration of establishing consolidated Animal Services Board/Commission, extends the term to June 30, 2020, and increases amount by \$324,339 for a total amount not to exceed \$590,550 for the term of the MOA.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive an oral report from Monterey County Health Department Animal Services Administrator regarding an update on the Animal Services Pilot Project Memorandum of Agreement (MOA) between the County of Monterey Health Department and the City of Salinas; and
- b. Approve and Authorize the Director of Health or Assistant Director of Health to execute Amendment No. 1 to the MOA, A-13774 between the County of Monterey and the City of Salinas for Animal Control Services Administration Pilot Project which adds consolidation of shared services in the areas of Volunteer Coordination and Supervision as well as exploration of establishing consolidated Animal Services Board/Commission, extends the term to June 30, 2020, and increases amount by \$324,339 for a total amount not to exceed \$590,550 for the term of the MOA.

### SUMMARY/DISCUSSION:

In November of 2017, the City of Salinas City Council and Board of Supervisors approved a MOA for a shared Animal Services Administrator (Administrator) position to review options for consolidated animal services between the two entities. In May 2018, this position was filled. As required in the MOA, the attached report highlights activities accomplished included an evaluation and recommendations regarding all opportunities for shared services (Attachment A). Also included in the report, there is an operational plan presenting incremental phases towards a final consolidated entity/new governance structure. The written document was provided to the City of Salinas in December of 2018 for review and input.

The Administrator conducted an evaluation in several areas including: Agency Structure and Leadership, Chameleon and Information Technology, Field Services, Shelter Services, Veterinary Services and Other Areas. A driving force in this evaluation was to review how each entity's shelter currently operates and then plan out a model that utilizes existing staffing and resources in order to

identify what is needed in the future. In all of these areas, the anticipated benefits from improving and updating workflows will result in efficiencies being achieved for both operations; facilitating the formation of a new consolidated entity with improved services to the public. It is anticipated that the greatest area of concern to be addressed appropriately will be impacts to staffing and there are distinct differences in classification descriptions and compensation between the two entities.

During this evaluation phase, it became evident that the opportunity to strategize on sharing of services using existing vacant positions at both entities must be considered sooner than later as work continues towards a consolidated model. In October 2018, the Ad Hoc committee agreed to have staff explore the staffing vacancies and determine feasibility of sharing these positions. Staff reviewed existing vacant positions at that time which included: a City Animal Services Supervisor, City Animal Control Officer (ACO), a possible City Animal Care Technician along with a County Animal Services Supervisor, two County Animal Control Officers, two part time County Animal Care Technicians and a County Office Assistant II. Using a comparison of positions (included in report), it was determined that if the County were to hire for City vacancies, potential savings on the City side could provide funding for other shared services including volunteer coordination and/or veterinary services. While the City ultimately decided to hire their own ACO due to work demands, work continued to look at the Animal Services Supervisor and Education/ Volunteer Coordinator vacancies including feasibility of increasing the FTE status of the Veterinarian and Registered Veterinary Technician from half time (0.5 FTE) to full time (1.0 FTE). Subsequently, discussions took place in December 2018 with representatives of City and County staff and management and SEIU regarding feasibility and support for shared positions. Support for further exploring vacant positions was received as was the possibility of future discussions regarding existing staff and shared duties.

Another element that the Ad Hoc committee directed staff to explore was the feasibility of establishing one Advisory Commission. Currently, each entity has an Advisory group and, as of this Board Report, three of the four Salinas Commission members are also on the Advisory Board for the County. The Administrator will continue to explore this opportunity and if approved by both entities, will move to form a joint Advisory Board furthering the goal for consolidated services.

It is the recommendation of the Animal Services Administrator that the City of Salinas and County of Monterey proceed as outlined in the Management Partners report (Attachment B) with an incremental approach to consolidation of services as a precursor to establishing a new animal services entity under a new governance structure such as a JPA. This incremental approach includes the following phases with approximate timelines:

1. Pilot Project MOA Animal Services Administrator- approved November 2017
2. Pilot Project MOA Amendment #1 - for consideration on April 2, 2019
3. Pilot Project MOA Amendment #2 - Further sharing of services between two entities - Summer 2019
4. New Governance Structure - January 2021
5. Capital Campaign to bring new entity under one structure - 2021-2022

Additionally, the Health Department seeks approval for executing Amendment No. 1 to the MOA which will add sharing of an Animal Services Supervisor and Volunteer Coordinator to be hired by the

County and further exploration of consolidating the Animal Services Advisory Boards/Commissions. The Animal Services Supervisor will report directly to the Administrator and provide day to day operational oversight of City operations. The City will provide fund position at 85%. City staff will continue to take direction from City management regarding performance expectations and evaluation, human resources and fiscal functions. The Volunteer Coordinator will be funded 50% by the City and will develop and implement a comprehensive Volunteer Program for both entities as well as conduct community outreach and engagement activities. Additionally, the Administrator will develop implementation plan for consolidating Advisory Board/Commission by July 1, 2019.

While this work is not directly in support of a Monterey County Health Department 2018-2022 strategic initiative, it is in support of one of the ten essential public health services, specifically: 4. Mobilize community partnerships and action to identify and solve health problems, and 6. Enforce laws and regulations that protect health and ensure safety.

OTHER AGENCY INVOLVEMENT:

The City of Salinas City Manager's office has reviewed and approved the report as written and presented. This update and consideration for approval of Amendment No. 1 to MOA, A 13774 will be presented to the Salinas City Council for consideration on April 16, 2019.

FINANCING:

There is no impact to the County General Fund from accepting this report or approving Amendment No. 1. Amendment No. 1 increases MOA by \$324,339 for a total of \$590,559 for term of the MOA. The City's proportional share of the total MOA amount is \$318,676. The County's proportional share is \$271,884. This Amendment No.1 amounts are included in the Health Department's Animal Services FY 2019-20 Requested Budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

Public Safety:

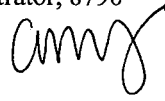
- Create a safe environment for people to achieve their potential, leading businesses and



communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Cindy Burnham, Animal Services Administrator, 8796

Approved by: Elsa Jimenez, Director of Health, 4526



Attachment:

Amendment No. 1 to MOA A -13774 is on file with the Clerk of the Board

MOA A-13774 is on file with the Clerk of the Board

Evaluation and Recommendation Report is on file with the Clerk of the Board

PowerPoint presentation is on file with the Clerk of the Board