



## Board Report

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**File #: A 17-424, Version: 1**

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- a. Approve and authorize the Director of Health or Assistant Director of Health to sign a Memorandum of Agreement with the City of Salinas to authorize the Animal Control Services Administration Pilot Project, including funding of a joint Animal Services Administrator; and
- b. Approve and adopt the Resolution for the Auditor-Controller to amend the Fiscal Year 2017-18 Animal Services operating adopted budget 001-4000-HEA001-8442 to increase appropriations by \$90,000, decrease appropriations in the Environmental Health operating adopted budget 001-4000-HEA005-8115 by \$45,000, and decrease General Fund Contingencies by \$45,000, 001-1050-CAO020-8034 to be used in the Animal Services budget (4/5<sup>th</sup> vote required).

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Director of Health or Assistant Director of Health to sign a Memorandum of Agreement with the City of Salinas to authorize the Animal Control Services Administration Pilot Project, including funding of a joint Animal Services Administrator; and
- b. Approve and adopt the Resolution for the Auditor-Controller to amend the Fiscal Year 2017-18 Animal Services operating adopted budget 001-4000-HEA001-8442 to increase appropriations by \$90,000, decrease appropriations in the Environmental Health operating adopted budget 001-4000-HEA005-8115 by \$45,000, and decrease General Fund Contingencies by \$45,000, 001-1050-CAO020-8034 to be used in the Animal Services budget (4/5<sup>th</sup> vote required).

### SUMMARY/DISCUSSION:

The Monterey County Health Department's Animal Services Program is responsible for providing animal services in the unincorporated areas of Monterey County. It also operates an Animal Services Shelter located at 160 Hitchcock Road, Salinas, CA that offers an array of services, including but not limited to, shelter, veterinary, quarantine, and licensing services. The City of Salinas is responsible for providing animal services within the incorporated City; it operates an Animal Services Shelter located at 144 Hitchcock Road, Salinas, CA. Historically, both shelters have operated independently, under two Operations Managers; they also have a history of working in unison on special projects as necessary.

On June 28, 2016, the Board of Supervisors received the results of a feasibility study conducted to determine viable options for combining County and City of Salinas animal services programs. Since then, stakeholder meetings have been held that included representatives of County staff, City of Salinas staff, County and City animal advisory boards, SEIU, SPCA of Monterey County, and the Board's Ad Hoc committee members. These meetings were held to identify potential opportunities to combine services and facility capabilities as cost saving measures.

On April 25, 2017, the Monterey County Department of Health staff provided an update on stakeholder meetings to the Board of Supervisors. The Board of Supervisors directed staff to identify options for combining County and City animal services programs through the formation of a Joint Powers Authority or similar, and to return to the Board of Supervisors on May 16, 2017 with a presentation on available options.

Options for management and operation of combined County and City animal services programs include:

- Entering into a Joint Powers Agreement
- Formation of a Joint Powers Authority
- Formation of a Limited Liability Company (LLC)
- Entering into an Operating Agreement

Potential cost savings include:

- Sharing one animal shelter facility
- Sharing animal clinic operations
- Sharing field services and shelter animal care
- Streamlining fees and ordinances
- Entering into contracts with Monterey County cities for animal services, as shelter facilities permit

On May 16, 2017, Monterey County Health Department staff provided an update to the Board of Supervisors outlining steps taken to work toward combining services and programs and requested direction for next steps. The Board of Supervisors' direction was to move forward with a Joint Powers Agreement with the County of Monterey to serve as the lead agency with an Administrator to be selected by representatives from the County and the City of Salinas, and if needed from the SPCA, subject to 45% reimbursement by the City of Salinas to the County of Monterey for the position.

In accordance with this direction, staff worked with the City of Salinas to develop a Memorandum of Agreement (MOA) and obtained approval of the MOA by the Ad Hoc Committee. As part of the approval of the MOA, the Ad Hoc Committee directed staff to present draft MOA to the Animal Services stakeholder group, comprised of Animal Services Advisory Group members, staff, labor, SPCA, and community members. This presentation occurred on October 25, 2017.

Based on terms of the MOA, the County will recruit and hire the Administrator with the City of Salinas providing a 45% proportionate share of funding to support the position. Accordingly, if the agreement is approved by the Board of Supervisors, it will require additional funding for a Limited Term Management Specialist to perform the duties of the Administrator of the joint shelter operations. The annual costs of this position are estimated at \$174,000 but the County's share (55%) of that amount is estimated at \$96,000. Counting salary savings from other positions, the net amount needed for this position in Fiscal Year 2017-18 is \$17,000 (anticipated hire date of January 2018). Future costs for this position will be requested as needed following the regular budget process.

In addition, during the Fiscal Year 2017-18 budget process, the Board authorized \$166,891 representing six months funding for the following full time equivalent (FTE) positions in Animal Services:

- 2.00 Animal Care Technicians
- 1.00 Office Assistant II
- 0.50 Registered Veterinarian Technician
- 0.50 Veterinarian

Based on this authorization, the Health Department (Health) began recruitment of positions and as of the date of this report has been successful in filling most positions. Accordingly, Health is requesting additional funding in the amount of \$73,000 for the cost of these positions from January to June 2018. This amount for the second half of the fiscal year is significantly less than the estimated funding for the first six months of the fiscal year as

it considers salary savings generated from July to December 2017.

Since funding needs presented on this report require additional appropriations in the amount of \$90,000 (\$73,000 for existing positions and \$17,000 for the new Management Specialist Limited Term position), Health presented the funding needs to the Budget Committee which supports the funding recommendation presented to the Board today.

While this Board action is not directly in support of a Health Department strategic initiative, it is in support of one or more of the 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:**

Representatives from the City of Salinas, its staff, and its animal services advisory board, the County of Monterey, its staff, and its animal services advisory board, SEIU and SPCA of Monterey County have been involved in stakeholder discussions. County Counsel advised regarding legal options for structure of combined animal services programs.

**FINANCING:**

The Health Department FY 2017-18 (4000-HEA001-8442) appropriations and revenues needs to be increased by \$90,000 to fulfill expectations of the proposed MOA and continue providing services as approved during the FY 2017-18 budget hearings. If the action is approved, funding for this increase in appropriations will be funded by a decrease of appropriations in the FY 2017-18 Environmental Health Budget (\$45,000) and General Fund Contingencies (\$45,000).

Future costs associated with this action will be requested as needed following the regular budget process.

**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.

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Approved by: Elsa Jimenez, Director of Health, x4526

**Attachments:**

MOA between the County of Monterey and the City of Salinas regarding the Animal Control Services Administration Pilot Project is on file with the Clerk of the Board