

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

422



**FROM:** Community Health Agency – Department of Animal Services

**SUBMITTAL DATE:**  
December 4, 2003

**SUBJECT:** Animal Services Board Workshop and amend Ordinance 440 pursuant to Resolution 440-8533.

**RECOMMENDED MOTION:** That the Board of Supervisors: 1) Receive and File the attached workshop presentation; 2) Endorse the vision and goals contained in the workshop presentation; 3) Approve the recommended action plans contained in the workshop presentation; 4) Direct the Auditor-Controller to adjust Fiscal Year 2003/2004 for DeptID 4200600000, as detailed in Schedule A; 5) Amend Ordinance No. 440 pursuant to Resolution No. 440-8533 submitted herewith as Attachment A; and 6) Direct the Department of Animal Services to conduct bi-annual reviews of goals to determine adherence to time tables and report progress of goal attainment annually to the Board.

**BACKGROUND:** On September 26, 2003, the Board of Supervisors directed the Department of Animal Services to conduct a Board workshop specific to the Department's immediate and long-range goals, mission and vision. In keeping with the Board's directive, the Department of Animal Services has prepared a power point slide presentation which will feature the Department's primary goals of: (1) Stopping the euthanasia of adoptable animals by 2010; (2) Providing safe, comfortable and healthy shelter environments by 2006; and (3) Maintaining public protection through an aggressive field services program.

*Janis McLaughlin*  
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JANIS McLAUGHLIN  
Director of Animal Services

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 399,194	In Current Year Budget:	(No)
	Current F.Y. Net County Cost:	\$ 399,194	Budget Adjustment:	(Yes)
	Annual Net County Cost:	\$ 703,387	For Fiscal Year:	2004

<b>SOURCE OF FUNDS:</b> General Fund	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:** Direct the Executive Office to provide recommendations on the Animal Services' proposed action plans within 90 days, in conjunction with the response to the Grand Jury report dated December 8, 2003, and after assessing the overall budget status of the County.

*Dan Martinez*

**County Executive Office Signature**

Approved by Ronald W. Komers  
Asst. County Executive Officer/  
Human Resources Director

BY *Janis McLaughlin*  
12/18/03 Deputy  
Departmental Compliance

FISCAL PROCEDURES APPROVED  
ROBERT E. BYRD, Auditor-Controller

Dept Recomm.:  Consent  Policy   
Per Exec. Ofc.:  Consent  Policy

**Prev. Agn. Ref.:** \_\_\_\_\_ **District:** All **Agenda Number:** \_\_\_\_\_

2.0

03 DEC - 11 AM 8:48  
COUNTY OF RIVERSIDE  
AUDITOR-CONTROLLER  
ROBERT E. BYRD

**ATTACHMENT "A"  
 AMEND ORDINANCE 440**

By Resolution amend Ordinance 440, Department 4200600000 to add the following staff in the Department of Animal Services, assigned to Department 4200600300-97500-6601-6601-33235.

<b>Classification</b>	<b>Class Code</b>	<b>No. of Positions</b>	<b>Range</b>	<b>Salary Range</b>
Kennel Attendant	62380	5	10	\$21,167 - \$26,832
Senior Animal Control Officer	73515	1	10	\$27,553 - \$34,936

By Resolution amend Ordinance 440, Department 4200600000 to add the following staff in the Department of Animal Services, assigned to Department 4200600100-6601-6601-33233.

<b>Classification</b>	<b>Class Code</b>	<b>No. of Positions</b>	<b>Range</b>	<b>Salary Range</b>
Veterinarian Assistant	73523	1	10	\$25,877 - \$32,793
Veterinary Surgeon	73524	1	10	\$48,241 - \$64,449

By Resolution amend Ordinance 440, Department 4200600000 to add the following staff in the Department of Animal Services, assigned to Department 4200600200-6601-6601-33234.

<b>Classification</b>	<b>Class Code</b>	<b>No. of Positions</b>	<b>Range</b>	<b>Salary Range</b>
Animal Control Officer	73510	1	10	\$24,816 - \$31,435

By Resolution amend Ordinance 440, Department 4200600000 to add the following staff in the Department of Animal Services, assigned to Department 4200600400-6601-6601-33232.

<b>Classification</b>	<b>Class Code</b>	<b>No. of Positions</b>	<b>Range</b>	<b>Salary Range</b>
Office Assistant II	13865	4	10	\$19,788 - \$25,070



**SCHEDULE A**  
**Budget Adjustment**  
**Fiscal Year 2003/04**

INCREASE APPROPRIATIONS:

10000-4200600000-510040	Regular Salaries	\$199,336
10000-4200600000-518100	Budgeted Benefits	76,525
10000-4200600000-520330	Communication Services	3,880
10000-4200600000-520800	Household Expense	1,350
10000-4200600000-520930	Insurance - Liability	779
10000-4200600000-520945	Insurance - Property	348
10000-4200600000-521380	Maintenance Copier Machines	51
10000-4200600000-521560	Maintenance - Other	97
10000-4200600000-522310	Maint-Building and Improvement	992
10000-4200600000-522860	Medical-Dental Supplies	43
10000-4200600000-522870	Other Medical Care Materials	1,523
10000-4200600000-522890	Pharmaceuticals	4,200
10000-4200600000-523100	Memberships	52
10000-4200600000-523230	Miscellaneous Expense	707
10000-4200600000-523250	Refunds	5
10000-4200600000-523620	Books/Subscriptions-Electronic	58
10000-4200600000-523660	Computer Supplies	175
10000-4200600000-523680	Office Equipment-Non Fixed Assets	140
10000-4200600000-523700	Office Supplies	411
10000-4200600000-523760	Postage-Mailing	31
10000-4200600000-523820	Subscriptions	130
10000-4200600000-523840	Computer Equipment-Software	600
10000-4200600000-525100	Medical-Lab Services	298
10000-4200600000-525120	Micrographic Services	13
10000-4200600000-525440	Professional Services	528
10000-4200600000-526420	Advertising	63
10000-4200600000-526520	Rent-Lease Copiers	83
10000-4200600000-526530	Rent-Lease Equipment	82
10000-4200600000-526900	Instrument-Minor Medic Equipment	135
10000-4200600000-527780	Special Program Expense	50,000
10000-4200600000-528140	Conference/Registration Fees	63
10000-4200600000-528920	Carpool Expense	5,887
10000-4200600000-528960	Lodging	125
10000-4200600000-528980	Meals	26
10000-4200600000-529540	Utilities	5,458
10000-4200600000-546160	Equipment-Other	45,000
	<b>TOTAL DECREASE IN APPROPRIATION</b>	<b><u>\$399,194</u></b>

DECREASE IN APPROPRIATION:

10000-1109000000-581000	Contingency	<u>\$399,194</u>
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