

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

488



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

**SUBMITTAL DATE:**  
July 14, 2011

**SUBJECT:** Amend Ordinance No. 630, "Relating to Dogs and Cats", to set fees for contracting entities.

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Introduce and set for Public Hearing the adoption of Ordinance No. 630.15, amending Ordinance No. 630.14, establishing regulation of dogs and cats and the related fees, for the Department of Animal Services;
- 2) Authorize the Clerk of the Board to place an advertisement for the Public Hearing in the appropriate local publications; and
- 3) Upon the close of the Public Hearing, adopt Ordinance No. 630.15.

**BACKGROUND:** The Department of Animal Services provides contract services for cities in Riverside County. (Continued on Page 2)

*Robert P. Miller*  
\_\_\_\_\_  
Robert Miller, Director of Animal Services

RM:BW:arj

|                       |                               |        |                         |       |
|-----------------------|-------------------------------|--------|-------------------------|-------|
| <b>FINANCIAL DATA</b> | Current F.Y. Total Cost:      | \$ N/A | In Current Year Budget: | Yes   |
|                       | Current F.Y. Net County Cost: | \$ 0   | Budget Adjustment:      | No    |
|                       | Annual Net County Cost:       | \$ 0   | For Fiscal Year:        | 10/11 |

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

**C.E.O. RECOMMENDATION:** APPROVE

BY: *Debra Cournoyer*  
Debra Cournoyer

**County Executive Office Signature**

- Consent
- Policy
- Consent
- Policy

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Buster, seconded by Supervisor Benoit and duly carried, IT WAS ORDERED that the above matter is approved as recommended, and is set for public hearing on Tuesday, August 16, 2011, at 9:30 a.m.

Ayes: Buster, Stone, Benoit and Ashley  
Nays: None  
Absent: Tavaglione  
Date: July 26, 2011  
xc: CHA-Animal Services, Auditor, COB

11 JUL 18 AM 7:00  
Kecia Harper-Ihem  
Clerk of the Board  
BY: *Kecia Harper-Ihem*  
RIVERSIDE COUNTY  
AUDITOR-CONTROLLER  
Deputy

Prev. Agn. Ref.: Item 3.3 of April 5, 2011 | District: All | Agenda Number: **3.17**

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY: *Paul Angulo*  
 RUSSELL S. DOMINSKI 7-19-11  
 DATE  
 DAVID H.K. HUFF  
 FORM APPROVED COUNTY COUNSEL  
 BY: *David H.K. Huff*  
 DATE 7/14/2011  
 Departmental Concurrence

Dep't Recomm.:  
Per Exec. Ofc.:

**Form 11**

**Subject: Amend Ordinance No. 630, "Relating to Dogs and Cats"**

**Page 2**

**BACKGROUND CONT'D:**

Heretofore, standard fees have not been established by ordinance. In keeping with the recommendation of the Auditor-Controller the Department proposes to set established rates in the fee schedule that properly recover the costs associated with Field Services, Sheltering and related services provided to contracted cities.

The proposed fees were developed through a cost analysis performed by the Community Health Agency Fiscal Team, the Department of Animal Services and with assistance and advice from the County Executive Office. Fees have been reviewed by the Auditor-Controller's office and recommended for consideration.

Fees are based on actual departmental expenditures and budgeted staffing levels during the study period, Fiscal Year 09/10. The cost information provided the basis to isolate costs incurred to provide services to contract cities. The resulting fees allow for full and reasonable recovery of those costs.

The amendment to this Ordinance contains fee additions, as outlined in Exhibit "A."

Per Board of Supervisors Policy A-67, the Board issued an initiation order on April 5, 2011 as part of BOS Agenda Item No. 3.4 authorizing the Department to prepare and process the Amendment to RCO No. 630 that is currently under consideration as part of this Form 11.

**FINANCIAL DATA:**

The approval of this Ordinance Amendment will result in no cost to the County and no budget adjustment is required. City contracts will be brought to the Board of Supervisors for approval with recommendations for reduced contract amounts to allow cities to step up to new contract fees where impact is significant. Department has budgeted for this contingency and no budget adjustment is required.

# The Desert Sun

mydesert.com

750 N. Gene Autry Trail  
 Palm Springs, CA 92262  
 Billing Inquiries: (866) 875-0854  
 Main Office: (760) 322-8889

## ADVERTISING INVOICE/STATEMENT

Make Checks payable to DESERT SUN PUBLISHING CO.  
 P.O. Box 677368 Dallas, TX 75267-7368  
 A finance charge of 1.5% per month(18% Annually) will be  
 added to balances not paid by the 20th.

RIV06900000000000000000000040993640063398810829

89

RIVERSIDE COUNTY-BOARD OF SUP.  
 PO BOX 1147  
 RIVERSIDE CA 92502-1147

|                    |                   |
|--------------------|-------------------|
| Customer No.       | Invoice No.       |
| RIV069             | 0004099364        |
| For the Period     | Thru              |
| 06/27/11           | 07/31/11          |
| <b>Due Date</b>    | <b>Amount Due</b> |
| 08/15/11           | 6,339.88          |
| <b>AMOUNT PAID</b> |                   |

PLEASE RETURN THIS TOP SECTION WITH PAYMENT IN THE  
 ENCLOSED ENVELOPE AND INCLUDE YOUR CUSTOMER NUMBER  
 ON REMITTANCE.

| Date          | EDT           | Class           | Description              | Times Run    | Col                | Depth            | Total Size | Rate | Amount           |
|---------------|---------------|-----------------|--------------------------|--------------|--------------------|------------------|------------|------|------------------|
| 0627          |               |                 | BALANCE FORWARD          |              |                    |                  |            |      | 7,014.48         |
| 0705          |               |                 | PAYMENT - THANK YOU      |              |                    |                  |            |      | 3,915.00-        |
| 0623          | CLS           | 0001            | CECILIA NO 2138 NOTICE T | 2            | 2                  | 59.00            | 236.00     |      | 205.88           |
| 0701          | CLS           | 0001            | CECILIA NO 2243 NOTICE O | 2            | 2                  | 694.00           | 2776.00    |      | 1,168.04         |
| 0706          | CLS           | 0001            | CECILIA NO 2284 NOTICE O | 4            | 2                  | 77.00            | 616.00     |      | 271.64           |
| 0715          | CLS           | 0001            | CECILIA NO 2409 NOTICE O | 2            | 2                  | 129.00           | 516.00     |      | 230.14           |
| 0716          | CLS           | 0001            | CECILIA NO 2430 NOTICE O | 2            | 2                  | 62.00            | 248.00     |      | 118.92           |
| 0720          | CLS           | 0001            | CECILIA NO 2462 BOARD OF | 2            | 2                  | 83.00            | 332.00     |      | 153.78           |
| 0724          | CLS           | 0001            | CECILIA NO 2522 NOTICE O | 2            | 2                  | 104.00           | 416.00     |      | 188.64           |
| 0724          | CLS           | 0001            | CECILIA NO 2523 BOARD OF | 2            | 2                  | 124.00           | 496.00     |      | 221.84           |
| 0727          | CLS           | 0001            | CECILIA NO 2532 NOTICE O | 2            | 2                  | 102.00           | 408.00     |      | 185.32           |
| 0727          | CLS           | 0001            | CECILIA NO 2533 NOTICE O | 2            | 2                  | 95.00            | 380.00     |      | 173.70           |
| 0731          | CLS           | 0001            | CECILIA NO 2603 NOTICE O | 2            | 2                  | 60.00            | 240.00     |      | 115.60           |
| 0731          | CLS           | 0001            | CECILIA NO 2604 NOTICE O | 2            | 2                  | 115.00           | 460.00     |      | 206.80           |
|               |               |                 |                          |              |                    |                  |            |      | 3.17 of 07/26/11 |
| Current       |               | Over 30 Days    | Over 60 Days             | Over 90 Days | Over 120 Days      | <b>Total Due</b> |            |      |                  |
| 3,240.40      |               | 3,099.48        | .00                      | .00          | .00                | <b>6,339.88</b>  |            |      |                  |
| Contract Type | Contract Qty. | Expiration Date | Current Usage            | Total Used   | Quantity Remaining | Salesperson      |            |      |                  |
|               |               |                 |                          |              |                    | MOELLER          |            |      |                  |

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 CLERK / BOARD OF SUPERVISORS  
 2011 AUG - 8 PM 3:00

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TO ENSURE PROPER CREDIT, PLEASE RETURN THE TOP SECTION AND INCLUDE YOUR CUSTOMER NUMBER ON REMITTANCE.

| Customer Number | Name                           | Invoice Number | Amount Paid |
|-----------------|--------------------------------|----------------|-------------|
| RIV069          | RIVERSIDE COUNTY-BOARD OF SUP. |                |             |

The Desert Sun  
750 N Gene Autry Trail  
Palm Springs, CA 92262  
760-778-4578 / Fax 760-778-4731

## Certificate of Publication

State Of California ss:  
County of Riverside

**Advertiser:**

RIVERSIDE COUNTY-BOARD OF SUP.  
4080 LEMON ST  
RIVERSIDE CA 925013

2000272881

I am over the age of 18 years old, a citizen of the United States and not a party to, or have interest in this matter. I hereby certify that the attached advertisement appeared in said newspaper (set in type not smaller than non pariel) in each and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

Newspaper: .The Desert Sun

7/31/2011

I acknowledge that I am a principal clerk of the printer of The Desert Sun, printed and published weekly in the City of Palm Springs, County of Riverside, State of California. The Desert Sun was adjudicated a newspaper of general circulation on March 24, 1988 by the Superior Court of the County of Riverside, State of California Case No. 191236.

I declare under penalty of perjury that the foregoing is true and correct. Executed on this 31st day of July, 2011 in Palm Springs, California.

Declarant's Signature

2011 JUL 31 15:21

NO 2604  
**NOTICE OF PUBLIC HEARING BEFORE  
THE BOARD OF SUPERVISORS OF RIV-  
ERSIDE COUNTY**

NOTICE IS HEREBY GIVEN that a public hearing at which all interested persons will be heard, will be held before the Board of Supervisors of Riverside County, California, on the 1st Floor Board Chambers, County Administrative Center, 4080 Lemon Street, Riverside, on Tuesday, August 16, 2011 at 9:30 a.m. to consider adoption of the following:

ORDINANCE NO. 630.15

**AN ORDINANCE OF THE COUNTY OF RIVER-  
SIDE AMENDING ORDINANCE NO. 630.14 RE-  
LATING TO DOGS AND CATS**

The Board of Supervisors of the County of Riverside ordains as follows:

Section 1. A new subsection u. is added to Section 11. of Ordinance No. 630 to read as follows:  
"u. The Director shall charge and collect from any contracted city the County's standard field and sheltering rates for services provided, as set forth below. In addition, the Director shall charge and collect from any contracted city the County's standard community outreach event and enforcement sweep rates for services provided and other related fees, as set forth below. Provided however that, upon a showing of extreme financial hardship by a city currently under contract with the County as of September 15, 2011 as to the impact of the standard rates and fees herein upon the cost of existing services, the Director may negotiate a service contract containing reduced contract rates and fees with such contract subject to the approval of the Riverside County Board of Supervisors. The standard rates and fees shall be as follows:

- (1) An annual contract rate of \$127,026.00 for one (1) Full-Time Animal Control Officer (ACO) working for a total of 2,080 hours annually during regular shifts between the hours of 7:30 a.m. - 5:00 p.m. less County Holidays;
- (2) An annual contract rate of \$83,513.00 for one (1) Half-Time Animal Control Officer (ACO) working for a total of 1,040 hours annually during regular shifts between the hours of 7:30 a.m. - 5:00 p.m. less County Holidays;
- (3) A contract hourly rate of \$82.00 per hour for an Animal Control Officer (ACO) with a 2-hour minimum charge per service call;
- (4) A contract overtime hourly rate of \$82.00 per hour for an Animal Control Officer (ACO) with a 2-hour minimum charge per service call;
- (5) Where a contract for service provides for six or more officers, an annual contract rate of \$127,026.00 for one (1) dedicated Full-Time Sergeant of Field Services working for a total of 2,080 hours annually during regular shifts between the hours of 7:30 a.m. - 5:00 p.m. less County Holidays;
- (6) An annual contract rate of \$89,315.00 for one (1) Full-Time License Inspector working for a total of 2,080 hours annually during regular shifts between the hours of 7:30 a.m. - 5:00 p.m. less County Holidays;
- (7) A contract fee of \$2,460.00 for an enforcement sweep - six (6) hour day;
- (8) A contract fee of \$2,553.00 per community outreach event - full day of service (9 hours), provided however that one (1) outreach event may be included at no charge to a contracting city for each increment of one thousand six hundred (1,600) impounded dogs and cats that are projected for any fiscal year ("FY") covered by the contract;
- (9) An annual sheltering contract rate of \$76.00 multiplied by total number of impounded dogs and cats for the most recent prior fiscal year ("FY") for Blythe Shelter;
- (10) An annual sheltering contract rate of \$115.00 multiplied by total number of impounded dogs and cats for the most recent prior FY for Coachella Valley Animal Campus Shelter;
- (11) An annual sheltering contract rate of \$138.00 multiplied by total number of impounded dogs and cats for the most recent prior FY for Riverside Shelter.

Section 2. This Ordinance shall take effect thirty (30) days after its adoption.  
Any person affected by the above matter(s) may submit written comments to the Clerk of the Board before the hearing or may appear and be heard in support or opposition to the project at the time of the hearing. If you challenge the above item(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence, to the Board of Supervisors at, or prior to, the public hearing.

Please send all written correspondence to:  
Clerk of the Board  
4080 Lemon Street, 1st Floor  
Post Office Box 1147  
Riverside, CA 92502-1147,

Dated: July 28, 2011  
Kecia Harper-Ihem, Clerk of the Board  
By: Cecilia Gil, Board Assistant

Published: 7/31/11